VACCINE LOGISTICS MANAGEMENT INFORMATION SYSTEM

Participants Guide

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Department of Health Government of Punjab



Partic	ipants	Guide

This is a living document and changes will be made as per current or updated system.

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Participants Guide

Background and Training Course Overview

The Government of Pakistan launched first web based Logistics Management Information System (LMIS) of Pakistan in July 2011. It has been expanded to report contraceptive and TB logistics data from all 143 districts of Pakistan. The web-based application has been owned and implemented by the federal and provincial/regional governments.

In May 2013, the USAID | DELIVER PROJECT was tasked by USAID Pakistan to strengthen the Vaccine Logistics System in Pakistan. Based on preliminary discussions, meetings with stakeholders including Ministry of National Health Services, Regulations and Coordination (MoNHSR&C), UNICEF, WHO, World Bank, GAVI and the Provincial and Regional Governments, and Technical Assistance provided by Chris Wright (Senior Advisor) an appropriate understanding has been developed to design a comprehensive, sustainable and automated Vaccine Logistics Management Information System (vLMIS). The project is using the existing USAID Supply Chain Management Technical Assistance support model to strengthen Logistics and Inventory Management of Vaccines in a comprehensive manner including adaptation of existing LMIS to meet the needs of Logistics Information Management for the Vaccines and Cold Chain Equipment. The vLMIS will be implemented in two phases and the first phase of vLMIS will be implemented in 54 high risk districts across Pakistan.

This section introduces the trainees to the Vaccine Logistics Management Information System Software and its related Tasks and Activities. This Trainer manual contains the training sessions for the "Training on Pakistan Vaccine Logistics Management Information System (vLMIS)" The steps required to design, develop and deliver the "Training on Pakistan Vaccine Logistics Management Information System (vLMIS)" can be found in the "vLMIS Training Strategy". The Training Strategy outlines the objectives, needs, strategy, and curriculum to be addressed when training users on vLMIS.

For nationwide implementation of vLMIS, the Project needs to train the expected users of the system on its uses and functionality. The full course of training will provide skills and knowledge required to independently enter and upload data into web-based vLMIS. In addition, Managerial and Policy level staff needs to be oriented on basic aspects of vLMIS in order to buy-in their support in implementation.

The estimated number of staff to be trained or oriented at different levels of supply chain for phase-1 & 2 of vLMIS implementation is more than 4000. Approximately, more than 2500 users will receive training while 1495 managerial and policy staff will be orientated on vLMIS.

In Phase-1, a total of 926 individuals will receive training on data entry and analysis in vLMIS. In addition, a three to four hours training will be conducted for at least two vaccinators from 3,211 EPI centers included in phase-1. This training will be conducted by collaboration of LMIS operators and vLMIS Master trainers. The EPI center level training includes paper based reporting to districts on basic logistics indicators for all vaccines. The cost of EPI center level trainings (in both phase-1 & 2) will be exclusively funded through government resources.

Similarly, a total of 1,614 individuals will be trained on vLMIS in phase-2 when vLMIS will be scaled up to all 143 districts of Pakistan. Additional staff will be trained at federal and provincial level. The project will conduct training for newly included data entry sites in remaining 95 districts, while EPI center level trainings (7,500 additional EPI centers in scale-up) will be conducted by the government.

Timely and accurate data entry and submission of a monthly report at the district level is critical to the functioning of the vLMIS. The data collected from the vLMIS can then subsequently be used at each level of the supply chain to enhance informed decision making to meet vaccine demands. Utilization of the vLMIS will depend heavily on the level of understanding of those trained on its various functionalities. The project aims to identify the right individuals from the government departments and build their capacity in order to ensure sustainability and accuracy of vLMIS up to districts and sub-district levels.

Session 1: Introduction and Objectives

Handouts

Handout 1.1: Self Introduction

Option-1

Ask participants to write three things about themselves on a piece of paper. Two of these items must be true and third must be a lie. The participants then introduce themselves one by one and tell their three characteristics in any order they wish. The group then has to identify which statement or characteristic is lie by voting.

Option-2

EXPLAIN the ground rules of the game.

ASK the participants and the trainers to stand in a circle with pen and paper. TELL that you will ask some questions and they will find the participants who fit into the answers. TELL that they will get 10 minutes time to identify the people and after 10 minutes they will tell the names of their identified people. ASK if the instructions of the game are clear to them or not? If not, repeat the instructions.

Question-1: Which participants have names starting with A, S, M, N, B, K, J, K. L, R, P, S or H?

Question-2: Which participants are working in District Health or Population Welfare Department for five or more years?

Question-3: Who has worked as a LMIS trainer before?

Question-4: Who has worked as a trainer for three or more years?

Question-5: Which participants' youngest kid is three or less than 3 years?

Question-6: Who has travelled the most to attend this training?

Question-7: Which participants' Father / Guardian is still worried for his/her marriage?

Question-8: Who likes singing?

Question-9: Who is good at playing cricket?

Question-10: Who knows how to swim?

Handout 1.2: Training Goal and Objectives

Training Goal

To get participants acquainted with the features of the LMIS application as well as to build institutional capacity towards independent and sustainable data entry, importing and exporting of data and data analysis through vLMIS for decision making.

ASK participants that what they understand about the statement. TELL participants that each of the LMIS operators has a critical role in enabling their departments to independently enter, import and export data. TELL participants that vLMIS has valuable data and the use of which depends on system's ability to generate reports, maps and graphs. The meaningful analysis can be of great help in preventing stock-outs and formulating policy changes responsive to supply chain challenges.

Training Objectives

TELL participants that by the end of the training they will be able to:

- 1. Enter and upload vLMIS data with almost 100% accuracy.
- 2. Generate required reports and graphs.
- 3. Analyze and interpret reports and graphs.
- 4. Understand vLMIS problem solving approaches and how to contact helpdesk if needed.

Handout 1.3: The Six Rights of a Logistics System

RESTAURANT



THE SIX RIGHTS

- The Right Goods
- In the Right Quantities
- In the Right Condition
 - To the Right Place
 - At the Right Time
 - At the Right Cost

Presentation



Session – 1 Introduction and Objectives

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Session Objectives

By the end of the session, participants should

- · Know the overall Goal and Objectives of the Course.
- · Know the fellow participants.
- Cite personal and group expectations from the course.
- Identify and explain the six Rights and purpose of Logistics Management.
- Be able to explain self roles and responsibilities in implementing the objectives of Vaccine Logistics Management Information System.



Training Goals

- To get participants acquainted with the features of the vLMIS web-based application
- Build institutional capacity towards independent and sustainable data entry
- Perform analysis through vLMIS for decision making.

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Course Objectives

By the end of the training, participants should be able to

- Enter vLMIS data with 100% accuracy
- · Perform inventory management
- · View Dashboards and Maps
- · Generate and analyze required reports and graphs
- Understand vLMIS problem solving approaches and how to contact helpdesk if needed



Participants' Expectations

· Small Group / Individual Exercise

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Trainers' Expectations

- · Punctuality, both of trainers and trainees
- · Respect each others' opinion and no side talking
- · Speak one at a time
- Draw attention of trainer, by raising hand, if there is any question.
- · Active participations from all
- · Help each other, cooperative learning
- Equal participation and no domination
- · Keep mobiles off or on silent mode.
- · Friendly behavior with each other and HAVE FUN



Six Logistics Rights



Logistics System

The logistics system is a vital part of any program. A logistics system provides excellent client service by fulfilling the six rights:

- · the right goods
- · the right quantities
- · the right condition
- · the right place
- · the right time
- · the right cost





-



THE 6 RIGHTS OF A LOGISTICS SYSTEM

The PURPOSE of a logistics system is to provide the

RIGHT QUANTITIES of the

RIGHT GOODS to the

RIGHT PLACES at the

RIGHT TIME in the

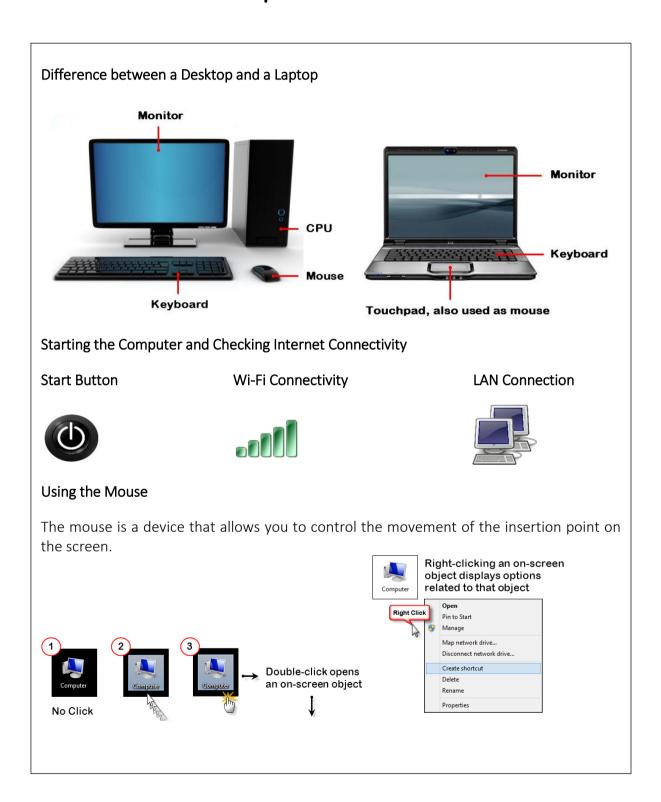
RIGHT CONDITION at the

RIGHT COST.

Session 2: Basic Computer Skills

Handouts

Handout 2.1: Basic Computer Skills



Using the Keyboard The keyboard is a device that enables you to enter/type data in the computer. 2 5 7 0 3 6 8 9 Backspace W Z U Р Š Q Ε R т 0 Đ Enter Tab ž s D F G Н J Κ Č Ć L Caps lock X С V В N M : Shift 1 Shift 1 § Ctrl Win Alt AltGr Win Menu Ctrl **Typing Basics Symbols** = hello Caps Lock and Shift Keys = HELLO **Return and Arrow Keys Navigating using Keys** black blue red | black , s b

Spacebar and Tab Keys

COMPUTERS

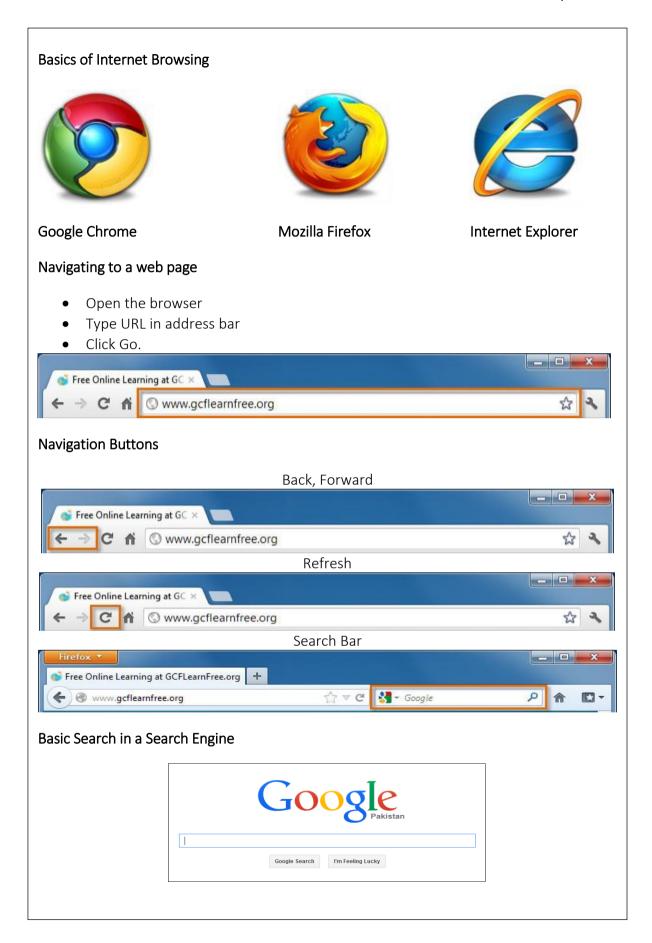
= raw computers

RAW

C O M P U T E R S

computers

= raw



Logging into LMIS

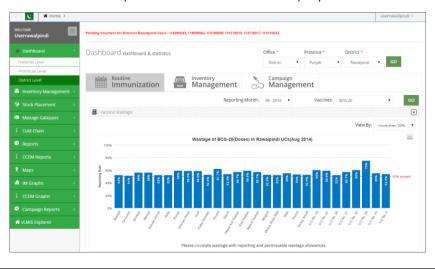
- 1. Open the URL: http://lmis.gov.pk
- 2. Click the Vaccines tab.

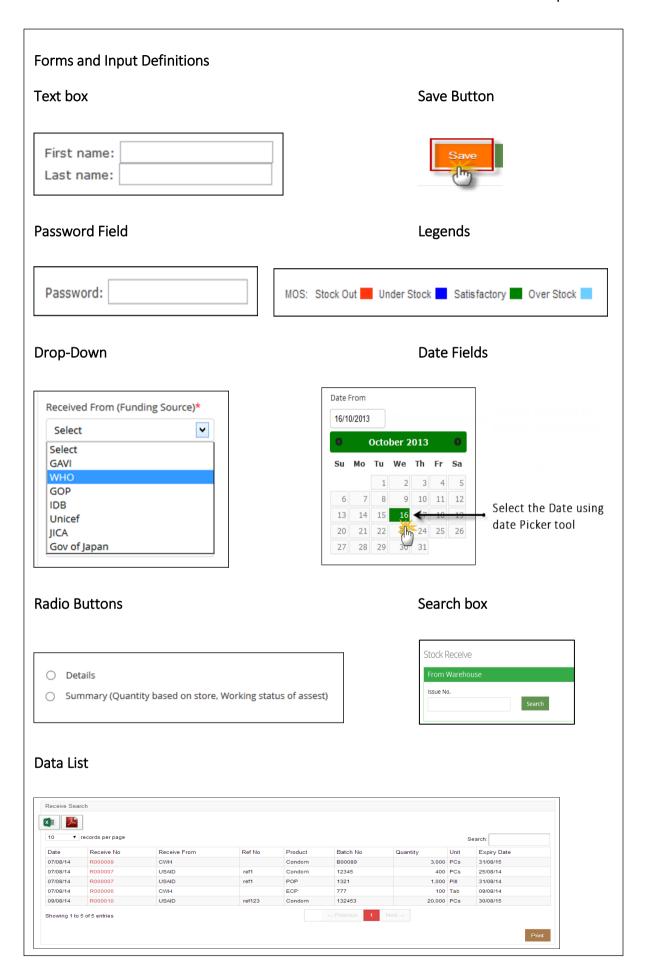


- 3. The vLMIS home-page will display.
- 4. Specify the Username and Password
- 5. Click Login.



6. The dashboard of the specific level user will be displayed.





Presentation



Session – 2 Introduction and Objectives

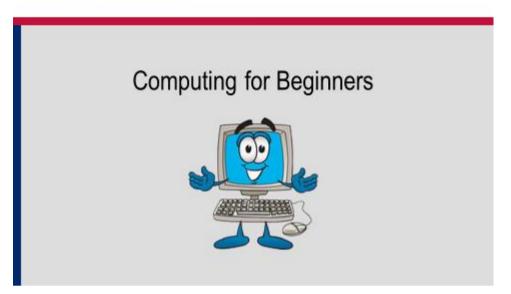


Session Objectives

By the end of the session, participants should:

- Get familiar with the fellow participants.
- Identify and effectively use basic computer skills
- Get familiar with the basic input tools used in logistics management information system
- Individuals are able to work independently on their computers and access the logistics management information system







Using the Mouse

The mouse is a device that allows you to control the movement of the insertion point on the screen.

Your Mouse Can Be a Very Versatile Helper!

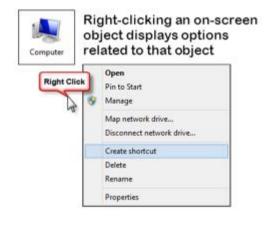




Clicking using the Mouse Double-click opens an on-screen object No Click Single Click highlights the object on the screen On the screen Double-click opens an on-screen object No Click Single Click highlights the object on the screen On the screen Double-click opens an on-screen object No Click Single Click highlights the object on the screen On the screen Double-click opens an on-screen object No Click Single Click highlights the object on the screen On the screen On the screen Double-click opens an on-screen object No Click Single Click highlights the object on the screen On th



Right-Click





Mouse-Over



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Using Mouse for Microsoft Word

take place. Sometimes you click once. Sometimes you click twice. And sometimes you hold down the mouse while your event is happening.

Most mouse devices give you two opportunities for clicking. There are both right and left areas to depress. The left area is generally used for issuing commands to your computer. To access special menus (known as context sensitive menus) use the right portion of your mouse.

First let's consider the single click with the left mouse button. First open your word processing program. (For purposes of this illustration we are using-



Mouse Pointers

Basic Pointer

Question Mark Pointer

Hour Glass Pointers

I-Beam Pointer

Link Pointer

9



Using the Keyboard

The keyboard is a device that enables you to enter/type data in the computer.





Typing Basics

You can type lower case letters by pressing any letter key on the keyboard. For example, you can type the string:



To type numbers, press a number key.



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Caps and Shift

To type a capital letter, press and hold the Shift key.



To keep typing in capital letters, press the **Caps Lock** key. To turn off the Caps Lock key press it again:





Symbols

To type a symbol on the top of a number key:

- · press and hold the shift key and then press the number.
- If you press 3 on its own, you get 3,

But

· if you press 3 while you hold down the 'Shift' key, you get '£'.



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Backspace and Delete

Use the Backspace key to delete text.

To delete a letter, place your cursor (mouse pointer) just after the letter and click. Then press **Backspace** briefly.

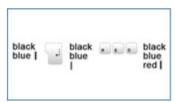


Place your cursor just before the letter, click and press Delete.



Return and Arrow Keys

You can move the cursor along this sentence to move your cursor around a page.



Try moving the cursor backwards and forwards through your sentence.

Use the return or enter key to move your cursor down a line.

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Spacebar and Tab

Use the space bar to type single spaces between words.



Use the tab key to make larger spaces between words.





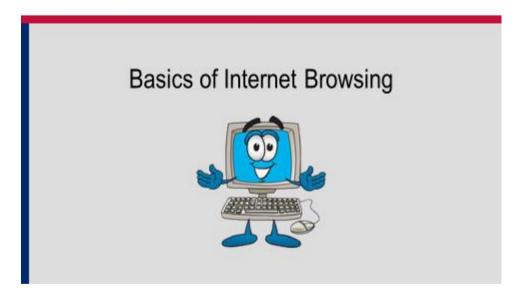
Navigating using Keys

There are a number of ways that you can move round a web page.

Try using the keys below to see where they take you:









Basic Browsers







Google Chrome

Firefor

Internet Explorer

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Navigating to a web page

To navigate to a web page

- Open the browser
- ☐ Type URL in address bar
- Click Go.





Visiting Links inside Web Page

To visit a link in a web page

- ☐ Click the link.
- ☐ The link opens in new window

Most Popular in Gardening
 Stunning Low-Budget Container Gardens
 (20 (20 (20)))
 How to Plant a Kitchen Herb Garden

21



Navigation Buttons

To visit a link in a web page

- Click the link.
- ☐ The link opens in new window



Navigation Buttons

Back, Forward



grade Mi-



Basic Search in a Search Engine

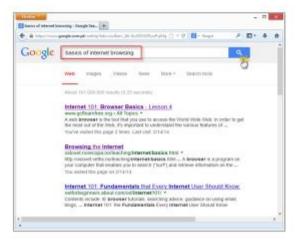
You search on the web by framing a **query**. The word "query" refers to a specific group of words that describes as accurately as possible the type of information you are seeking.



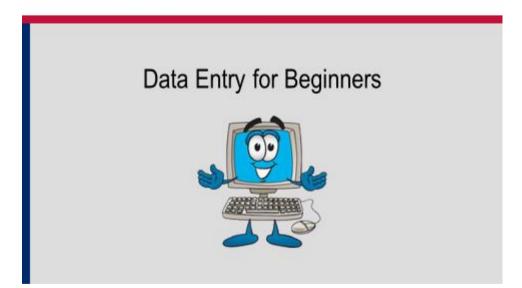
24



Basic Search in a Search Engine









Objectives

By the end of the Session, participants should be able to:

- Log into LMIS
- ☐ Know about the basic input tools in LMIS

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Logging into vLMIS

To Log in to vLMIS:

- Open the URL: http://lmis.gov.pk
- 2. Click the Vaccines tab.
- Specify the Username and Password
- 4. Click Login.







Forms and Input Definitions Text box First name: Last name: Password Field Password: Drop-Down Received From (Funding Source)* Select Select GAVI GOP IDB Unicef JICA Gov of Japan 29



Forms and Input Definitions

Date Fields



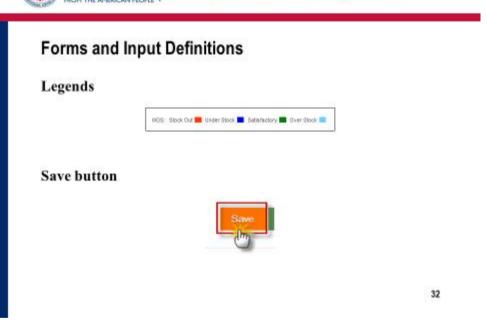
Radio Buttons





Forms and Input Definitions Search box Stock Receive From Waterbouse South Data List The World Secret South South





Session 3: Vaccine Supply Chain

Presentation



Session – 3 Vaccine Supply Chain

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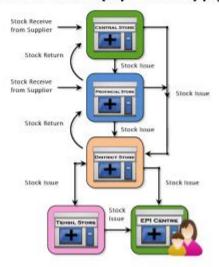
Session Objectives

By the end of this session participants will be able to:

- Describe Pakistan's Vaccine Supply Chain System
- Tell the reporting flow for Vaccines & Cold Chain Equipment
- · List the vLMIS users at different geographical levels



Vaccine & Cold Chain Equipment Supply Chain



2



Summary of Vaccine & Cold Chain Equipment Supply Chain

- Supplies from Supplier are stored at Federal/Central Store or Provincial Store
- The Central Store issues stocks directly to Provincial and District / Divisional Stores
- The Provincial Store supplies vaccines to District / Divisional Stores directly. This means that district store can receive supplies directly either from Central or Provincial Store
- The District Store in turn supplies vaccines either to Tehsil Store or EPI Center directly.
- Tehsil Store issues stocks to relevant EPI Centers only



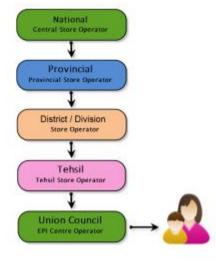
How Vaccines are supplied / demanded

- Vaccine consumption data against demographic targets is generated at EPI Centre / Union Council level
- BHUs, RHC, THQ prepare monthly EPI reports and send to Tehsil / District (EDO-Health)
- District compiles reports of all Tehsils and a consolidated report is send to Provincial EPI Directorate
- vLMIS system will enable EPI managers to use Consumption data for resupply decisions.

5



Users of vLMIS at different Geographical Levels



. 6

Session 4: Basic Logistics Concepts

Handouts

Handout 4.1: Basic and Key Logistics Concepts

Basic Logistics Concepts

- Opening Balance: Balance of Vaccines/products in doses/numbers at the start of the month.
- Received: Vaccines/products received in doses/numbers during the month.
- Dispensed: Vaccines/products in doses/numbers dispensed to end user during the month.
- Vials Used: No. of vials used during the month for dispensing of the vaccines.
- Unusable Vials: No. of vials expired/damage due to any reason.
- Closing Balance: Balance of Vaccines/products at the end of month.
- Closing Balance: Opening Balance + Received (Vials used + Unusable Vials) x doses per vial.
- Nearest Expiry Date: Nearest Expiry date of vaccines/product s in existing stock.

Key Logistics Concepts

 Average Monthly Consumption (AMC): Average Monthly Consumption is calculated as average of aggregated consumption of the last three non-zero consumption months of vaccines and related products.

AMC = Last Three Non-Zero Months Consumption / 3

- Stock on Hand (SOH): Stock on Hand is the amount of product on hand in order to monitor stock positions and anticipate stock outs in advance.
- Months of Stock (MOS): Months of Stock is the estimate of number of months the stock will last. This obtains by dividing Stock of Hand by average monthly consumption.

Months of Stock = SOH / AMC

Handout 4.2: Logistics Concept Exercises (1, 2, 3)

EXERCISE - 4.2.1: CONSUMPTION

Following are the monthly consumption reports of one UC. Calculate the Consumption of provided products for the period March – June 2013.

N	Monthly Report - Stock Position of Vaccines, March 2015						
Vaccine	Balance at the Start of Month (Doses)	Received During the Month (Doses)	Used During the Month (Doses)	Vials Used	Unusable Vials	Balance at the End of Month (Doses)	
BCG	Nil	1000	100	6	4	800	
tOPV	20	300	160	10	0	120	
Pentavalent	1370	2000	1740	1740		1630	
Measles	Nil	1000	800	90		100	
TT	40	1000	500	30	2	400	

M	Monthly Report - Stock Position of Vaccines, April 2015					
Vaccine	Balance at the Start of Month (Doses)	Received During the Month (Doses)	Used During the Month (Doses)	Vials Used	Unusable Vials	Balance at the End of Month (Doses)
BCG	800	1300	220	15	5	1700
tOPV	120		100	6		0
Pentavalent	1630	1000	840	840		1790
Measles	100	1000	800	90	5	150
TT	400	200	540	30		0

N	Monthly Report - Stock Position of Vaccines, May 2013					
Vaccine	Balance at the Start of Month (Doses)	Received During the Month (Doses)	Used During the Month (Doses)	Vials Used	Unusable Vials	Balance at the End of Month (Doses)
BCG	1700	1000	260	15	5	2300
tOPV	0	0	0			0
Pentavalent	1790	1000	810	810		1980
Measles	150	1000	00		5	1100
TT	0	1000	00			1000

М	Monthly Report - Stock Position of Vaccines, June 2013					
Vaccine	Balance at the Start of Month (Doses)	Received During the Month (Doses)	Used During the Month (Doses)	Vials Used	Unusable Vials	Balance at the End of Month (Doses)
BCG	2300	1000	220	15		3000
tOPV	0	1000	600	50		0
Pentavalent	1980	2000	780	780		3200
Measles	1100	1000	750	80		1300
TT	1000	500	400	25		1000

Product	Consumption (March – June)
BCG	
tOPV	
Pentavalent	
Measles	
ТТ	

EXERCISE - 4.2.2: AVERAGE MONTHLY CONSUMPTION (AMC)

Based on the above information, calculate the average monthly consumption for quarter May- June 2013 for provided products/vaccines.

Product	AMC (April – June)
BCG	
tOPV	
Pentavalent	
Measles	
ТТ	

EXERCISE – 4.2.3: MONTHS OF STOCK (MOS): THE UNION COUNCIL B HAS FOLLOWING STOCK POSITION OF DIFFERENT VACCINES

Vaccine	Stock on Hand (Doses)	AMC (Doses)	MOS
BCG	2100	200	
tOPV	1720	140	
Pentavalent	3370	230	
Measles	2500	270	
TT	1500	320	

Based on the above information, calculate the months of stock for different vaccines.

ANSWER 1

Vaccine	March	April	May	June	Total Consumption
BCG	100	220	260	220	800
tOPV	160	100	0	600	860
Pentavalent	1740	840	810	780	4170
Measles	800	800	0	750	2350
TT	500	540	0	400	1440

ANSWER 2

Vaccine	AMC
BCG	233.33
tOPV	286.67
Pentavalent	810.00
Measles	783.33
TT	480.00

ANSWER 3

Vaccine	Stock on Hand (Doses)	AMC (Doses)	MOS
BCG	2100	200	10.5
tOPV	1720	140	12.3
Pentavalent	3370	230	14.7
Measles	2500	270	9.3
TT	1500	320	4.7

Presentation



Session – 4 Basic Logistics Concepts

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Session Objectives

By the end of this session participants will be able;

- To explain basic and key logistics concepts including consumption, average monthly consumption and months of stock.
- · To calculate the aforementioned indicators
- · To make supply decisions based on these indicators.



Basic Logistics Concept

Opening Balance

Balance of Vaccines/products in doses/numbers at the start of the month

Received

Vaccines/products received in doses/numbers during the month

Dispensed

Vaccines/products in doses/numbers dispensed to end user during the month

3



Basic Logistics Concept (Cont.)

Vials Used

No. of vials used during the month for dispensing of the vaccines

Unusable Vials

No. of vials expired/damage due to any reason



Basic Logistics Concept (Cont.)

Closing Balance

Balance of Vaccines/products at the end of month

Closing Balance= Opening Balance + Received - (Vials
used + Unusable Vials) +/- Adjustments (x doses per
vial)

Nearest Expiry Date

Nearest Expiry date of vaccines/product s in existing stock



Key Logistics Concepts

- · Consumption- Medicine dispensed to patients
- Average Monthly Consumption(AMC)- Average consumption of last three non zero months
- Stock on Hand(SOH)- Stock available at facility/warehouse at any time interval
- Months of Stock(MOS)-

MOS= SOH / AMC

Session 5: Getting started with vLMIS

Presentation



Session – 5 Getting Started with Vaccine Logistics Management Information System (vLMIS)

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Session Objectives

At the end of the session participants will be able to;

- · Tell purpose Of vLMIS
- Identify various features / functions contained in vLMIS application
- Identify different users, geographical levels and their roles
- Independently login into vLMIS and access different features



Why vLMIS

- designed to plan and manage the immunization resources and ensure that adequate quantities of vaccines are always available to meet Six Rights.
- designed to replace the current paper-based Logistics Information System
- · Integrates information from all levels and sectors.
- Easy to use and contextualized to fit local stakeholder's structure.

3



Functions / Features of vLMIS

- Role-Based Access for Users
- Cold-Chain Equipment Management
- · Inventory Management
- · Monthly Consumption Reporting
- Campaigns
- Dashboards
- Analytical Reports
- Analytical Graphs
- Maps



User Roles & Types

- Each geographical level entails different user roles associated with their warehouse/store operations
- The Authenticated user is assigned responsibilities based on the role and geographical level
- · Policy User
- · Central Warehouse Users (National level)
- · Regional Warehouse Users (Provincial level)
- · District Warehouse / Store Users
- Tehsil Store Users
- · EPI Centre Operator
- · CCEM Users (National, Provincial, District)



EPI Store User - District

Feature	Parameter Title
· coluit	Responsibilities
Inventory Management	Receive stock from National warehouse. Receive stock from supplier and create placement vouchers. Search for received stock. Issue stock to other warehouses (National, Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Add adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
CCEM	Manage Cold Chain Assets. Asset Working Status update



EPI Store User - District

Feature	Responsibilities
Dashboards	Users can view dashboards to access analytical reports, graphs and maps directly from the dashboard.
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information in map formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.

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EPI Store User - Tehsil

Feature	Responsibilities
Inventory Management	Receive stock from Provincial / District warehouse. Search for received stock. Issue stock to other warehouses (National, Province, Division, District stores) and create pick order forms. Search for issued stock. Manage Batches. Add placement locations for stock. Transfer stock to other locations.
Stock Adjustments	Add adjustments. Search for adjustments
Manage Gate Pass	Issue a new gate pass. View the list of issued gate passes.
CCEM	Asset Working Status update



EPI Store User - Tehsil

Feature	Responsibilities
Reports	View geographical and periodic logistics information in tabular formats.
Maps	View geographical and periodic logistics information in map formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
IM Graphs	View geographical and periodic inventory management information in graphical formats.

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EPI Store User - Union Council

Feature	Responsibilities
Monthly Stock Consumption	Enter/View monthly reported data of products for the assigned Warehouse/Store.
CCEM	Cold Chain Status Update.
Reports	View geographical and periodic logistics information in tabular formats.
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.
Campaign Reports	View geographical and periodic campaign information in tabular formats.



CCEM Operator - National, Provincial and District

Feature	Responsibilities
CCEM	Search Refrigerator Add Refrigerator Search Vaccine Carriers Add Vaccine Carriers Add Vaccine Carriers Search Ice Pack Add Ice Pack Search Cold Room Add Cold Room Add Cold Room Search Voltage Regulator Add Voltage Regulator Add Voltage Regulator Search Generator Add Generator Add Transport Add Transport Add Transport Transfer Asset Asset Status Update
CCEM Reports	View geographical and periodic CCEM information in tabular formats.
CCEM Graphs	View geographical and periodic cold-chain equipment management information in graphical formats.



Accessing vLMIS

- http://lmis.gov.pk
- · Clicking the Vaccine tab.





vLMIS Homepage

Enter the URL http://v.lmis.gov.pk to access the application homepage directly.



13

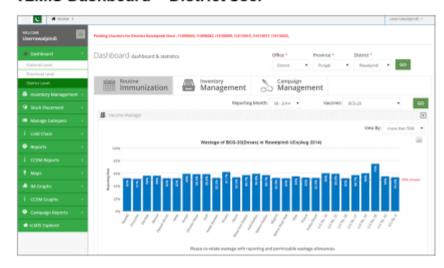


Logging into vLMIS - Continued

- Specify the Username and Password provided to you by the Administrator.
- Click Login.
- The Vaccine Logistics Management Information System Welcome Screen displays.



vLMIS Dashboard - District User





vLMIS Main Menu - District User

The top bar of the home page displays the main menu, as shown in the image.

Vaccine Logistics Management Information System Users are store operators that manage and record the inventory and stock transactions.

Each geographical level entails different user roles associated with their warehouse/store operations.





VLMIS Dashboard — Tehsil User | Vaccine (VLMIS) | Industrian Management Information Typisms | Industrian | I



vLMIS Main Menu - Tehsil User

The top bar of the home page displays the main menu, as shown in the image.

Vaccine Logistics Management Information System Users are store operators that manage and record the inventory and stock transactions.

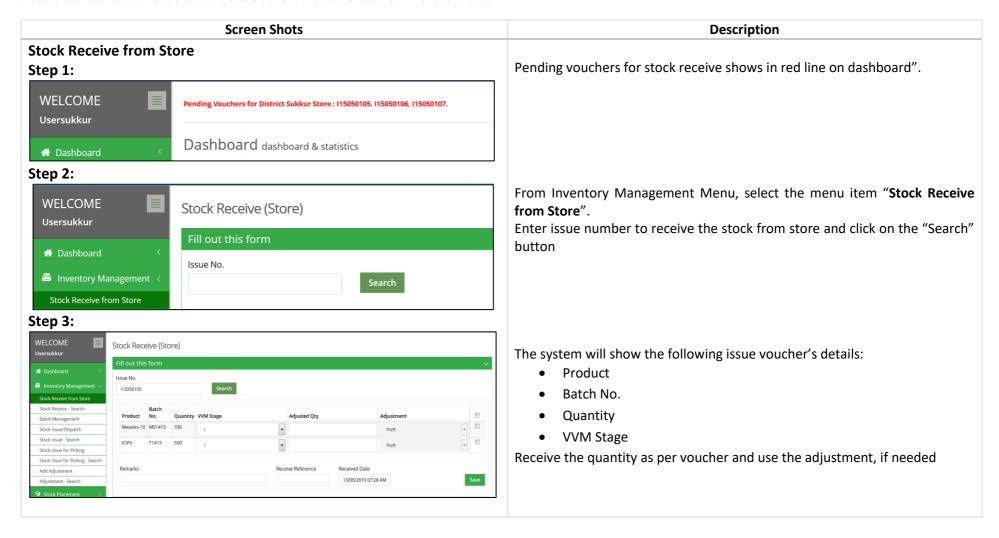
Each geographical level entails different user roles associated with their warehouse/store operations.



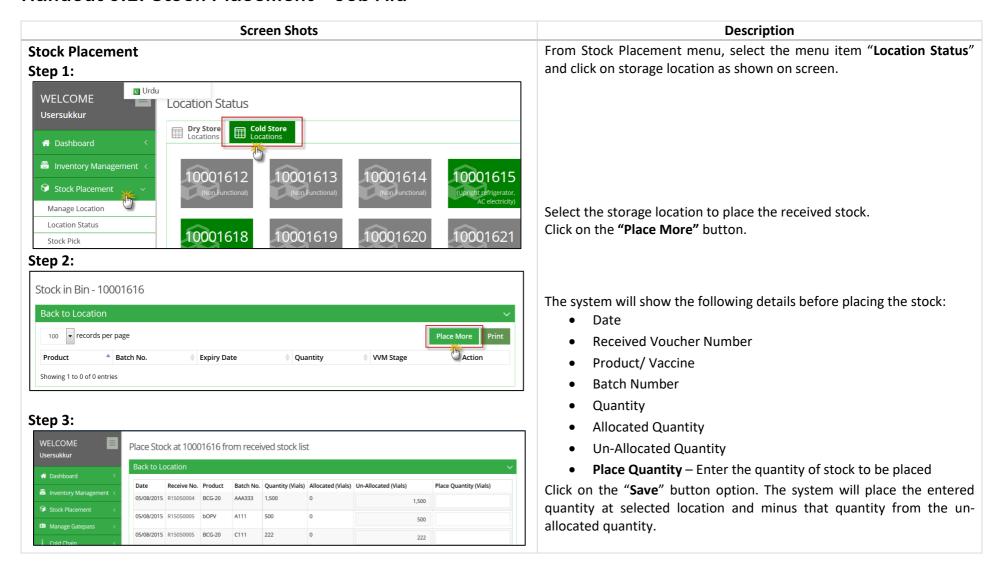
Session 6: Inventory Management

Handouts

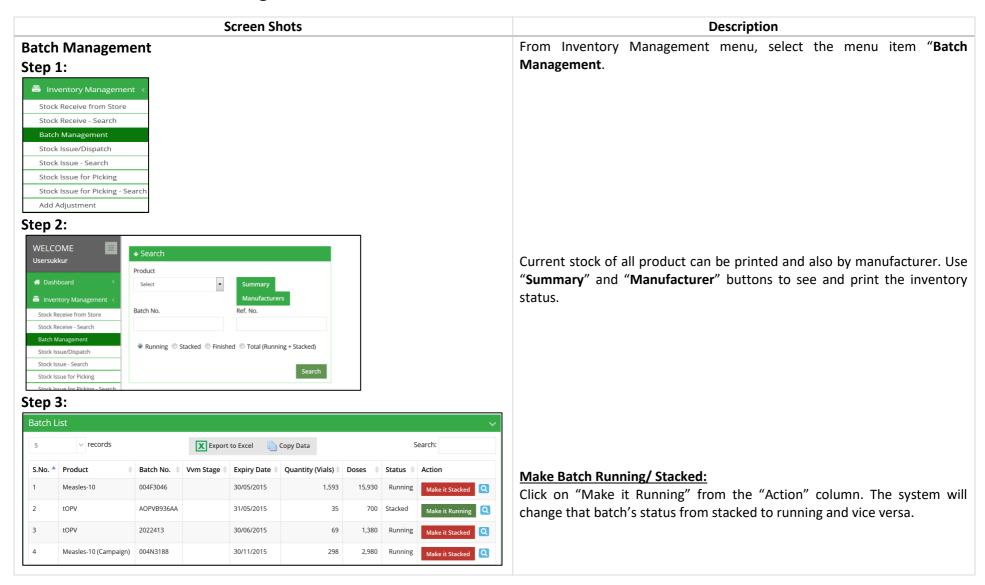
Handout 6.1: Stock Receive from Store - Job Aid



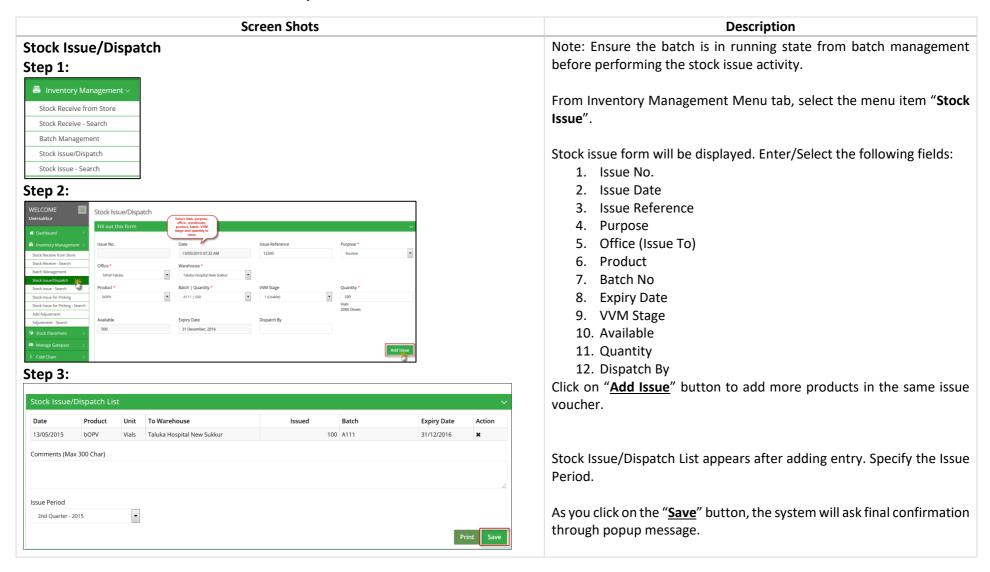
Handout 6.2: Stock Placement - Job Aid



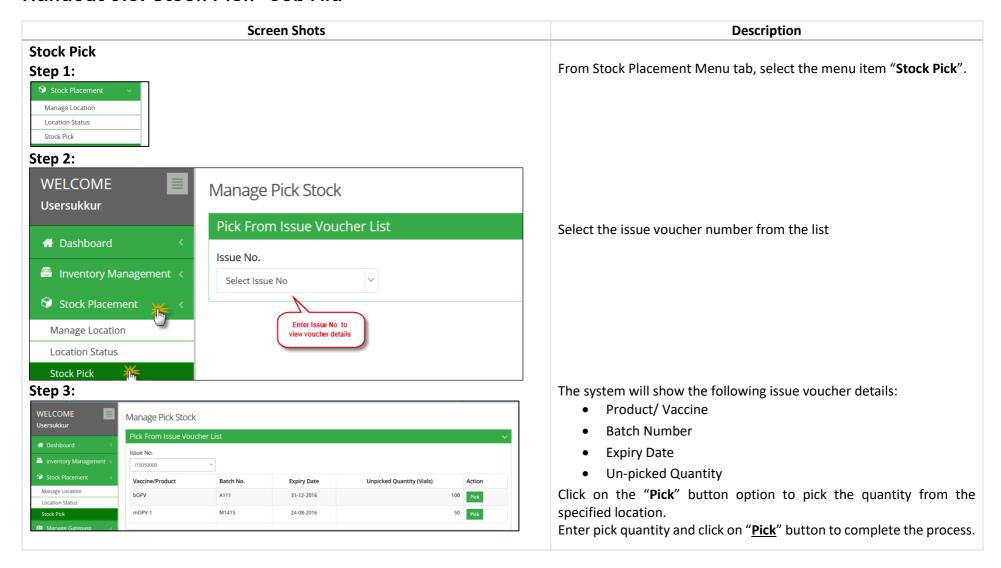
Handout 6.3: Batch Management – Job Aid



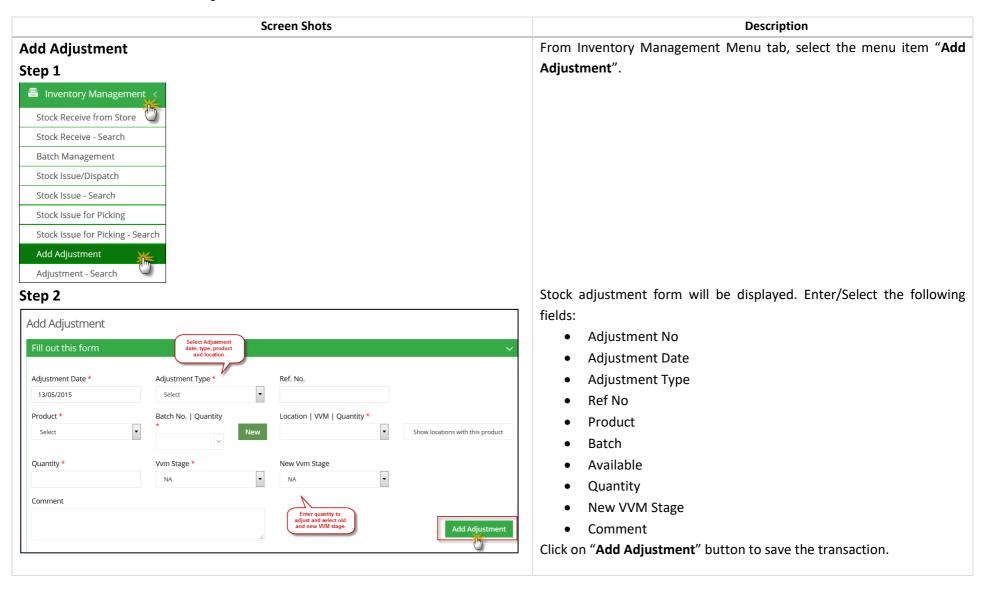
Handout 6.4: Stock Issue / Dispatch – Job Aid



Handout 6.5: Stock Pick-Job Aid



Handout 6.6: Add Adjustment – Job Aid



Handout 6.7: Inventory Management – Exercises

Exercise 1: Stock Receive Store

From Inventory Management Menu, select the menu item "Stock Receive from Store".

Enter issue number to receive the stock from store and click on the "Search" button. The system will show the following issue voucher's details:

- Product
- Batch No.
- Quantity
- VVM Stage

Receive the quantity as per voucher and use the adjustment, if needed.

Activity Results: Check the effect of stock received in the **batch management**. The received batch is showing with status of that received product.

Exercise 2: Stock Receive Search

From Inventory Management Menu tab, select the menu item "Stock Receive Search".

Search the stock received in exercise#1 by using the following options:

- 1. Receipt No.
- 2. Reference No.
- 3. Batch No.
- 4. By Purpose
- 5. Warehouse/Supplier
- 6. Product
- 7. Period: Date From, Date To

Click "Search" button – The results will be appeared.

Results' Print out: Print the search results in summary as well as detail information both product and location wise.

Activity Results: Check the search results as per defined search criteria/ filters.

Exercise 3: Stock Placement

From Stock Placement menu, select the menu item "Location Status" and click on storage location as shown on screen.

Select the storage location to place the received stock.

Click on the "Place More" button.

The system will show the following details before placing the stock:

- Date
- Received Voucher Number
- Product/ Vaccine
- Batch Number
- Quantity
- Allocated Quantity
- Un-Allocated Quantity
- Place Quantity Enter the quantity of stock to be placed

Click on the "Save" button option. The system will place the entered quantity at selected location and minus that quantity from the un-allocated quantity.

Activity Results: Go back to the "Storage Location" to check the effect of the quantity placed at the specific location.

Exercise 4: Batch Management

From Inventory Management menu, select the menu item "Batch Management".

Current stock of all product can be printed and also by manufacturer. Use "Summary" and "Manufacturer" buttons to see and print the inventory status.

Search the received stock from exercise#1 using option below:

- 1. Product
- 2. Batch No.
- 3. Ref. No.
- 4. Status: Running/Stacked/Finished/Total (Running + Stacked)

Click on the "Search" button – The results will appear.

Take Print out of search results.

Make Batch Running/ Stacked:

Click on "Make it Running" from the "Action" column. The system will change that batch's status from stacked to running and vice versa.

Note: Remember only running batches are showing in the batch list of issue voucher.

Activity Results: User can see the "Running" batches in the issue voucher of the specified product. User can see that the "Stacked" batches are not appearing in the issue voucher of the specified product.

Exercise 5: Stock Issue

Note: Ensure the batch is in running state from batch management before performing the stock issue activity.

From Inventory Management Menu tab, select the menu item "Stock Issue".

Stock issue form will be displayed. Enter/Select the following fields:

- 13. Issue No.
- 14. Issue Date
- 15. Issue Reference
- 16. Purpose
- 17. Office (Issue To)
- 18. Product
- 19. Batch No
- 20. Expiry Date
- 21. VVM Stage
- 22. Available
- 23. Quantity
- 24. Dispatch By

Click on "<u>Add Issue</u>" button to add more products in the same issue voucher. Also put the comments and select the issuance quarter information before clicking on the "Save" button.

User can also click on the "x" sign in the voucher detail under the "Action" heading to delete any information before saving the final issue voucher transaction.

As you click on the "Save" button, the system will ask final confirmation through popup message.

Print the issue voucher.

Activity Results: Check the effect of stock issue in the batch management. The issued quantity is less from the specified batch of issued product in the batch management.

Exercise 6: Stock Issue Search

Select the menu item "Stock Issue Search" from Inventory Management Menu tab.

Search the stock issued in exercise#5 by using the following options:

Search By:

- 1. Issue No.
- 2. Issue Ref.
- 3. Batch No.
- 4. Warehouse/ Supplier: This is optional field.
- 5. Product
- 6. Purpose
- 7. Period

Click on the "Search" button – The results will appear.

Results' Print out: Print the search results in summary as well as detail information both product and location wise.

Activity Results: Check the search result is appearing as per defined search criteria/ filters.

Exercise 7: Stock Pick

From Stock Placement Menu tab, select the menu item "Stock Pick".

Select the issue voucher number from the list.

The system will show the following issue voucher details:

- Product/ Vaccine
- Batch Number
- Expiry Date
- Un-picked Quantity

Click on the "Pick" button option to pick the quantity from the specified location.

Enter pick quantity and click on "Pick" button to complete the process.

Activity Results: Check the effect of picked quantity subtracted from the specific location as well as the batch in the batch management.

Exercise 8: Add Adjustment

From Inventory Management Menu tab, select the menu item "Add Adjustment".

Stock adjustment form will be displayed. Enter/Select the following fields:

- 1. Adjustment No
- 2. Adjustment Date
- 3. Adjustment Type
- 4. Ref No
- 5. Product
- 6. Batch
- 7. Available
- 8. Quantity
- 9. New VVM Stage
- 10. Comment

Click on "Add Adjustment" button to save the transaction.

Activity Results: Check the effect of adjustment (plus/minus) in the batch management of that specific product as well as location.

Exercise 9: Adjustment Search

From Inventory Management Menu tab, select the menu item "Adjustment - Search".

Search the stock adjustment in exercise#8 by using the following options:

Search By:

- 1. Adjustment No
- 2. Adjustment Type
- 3. Product
- 4. Batch
- 5. Period
- 6. Expiry Date

Click on the "Search" button – The results will appear.

Take print the search results.

Activity Results: Check the searched results are showing as per defined search criteria/ filters.

Presentation



Session – 6 Inventory Management (District and Tehsil Level)

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Session Objectives

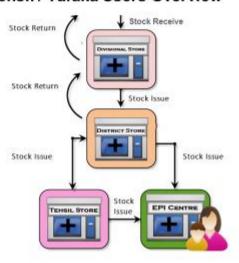
By the end of the session participants shall be able to perform following vLMIS functions at District & Tehsil level EPI Store:-

- 1. Stock Receive from Store
- Searching Receive History
- 3. Batch Management
- 4. Stock Issue
- 5. Searching Issue History
- 6. Stock Placement and Picking
- 7. Adjustments

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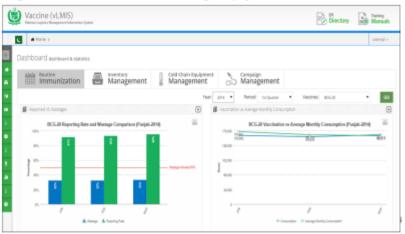
District and Tehsil / Taluka Users Overview



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National User's Homepage

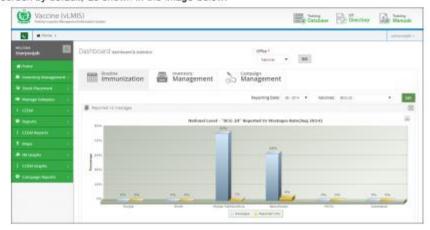
User Sign in to the National account. Home Page displays.





Provincial User's Homepage

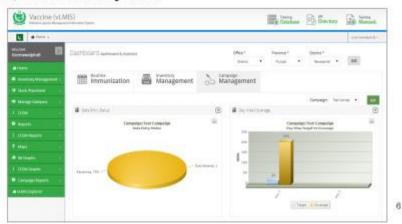
Logging in to the EPI User - Provincial account displays the account's Home page screen by default, as shown in the image below.





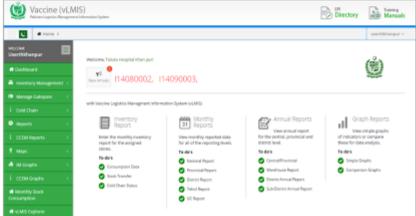
District / Division User's Homepage

Logging in to the District User account displays the account's Home page screen by default, as shown in the image below:





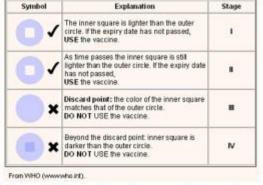
Tehsil / Taluka User's Homepage Logging in to the Tehsil User account displays the account's Home page screen as shown below:





What is VVM & Stages?

A vaccine vial monitor (VVM) is a label, placed on a vaccine vial to register cumulative heat exposure over time. The combined effects of time and temperature cause the inner square of the VVM to darken, gradually and irreversibly





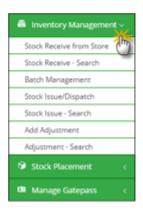
The lower the temperature, the slower the color change,

Higher the temperature, the faster the color change.



Stock Receive From Store - Menu

- Sign in to the District / Tehsil account.
 The User Home Page displays.
- From the main menu under Inventory Management, click Stock Receive from Store.
- The Stock Receive from Store screen displays.



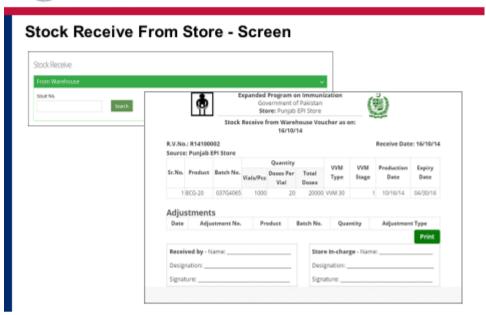
9



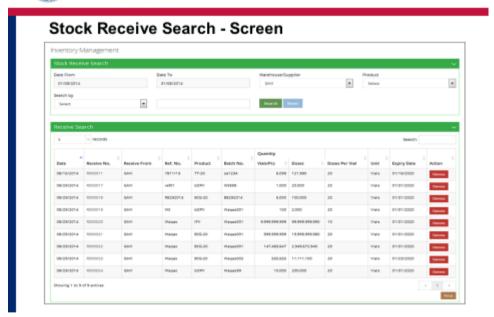
Selection of Dates













Stock Placement - Menu

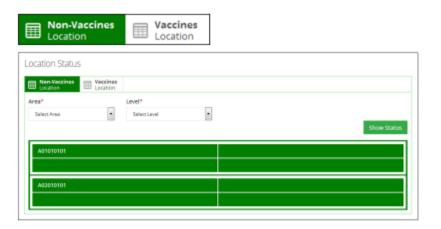
- Sign in to the District/Tehsil account.
 The User Home Page displays.
- Click Stock Placement.
- The placement menu displays.
- Click Location Status.



13

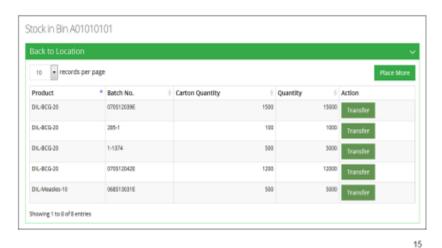


Location Status



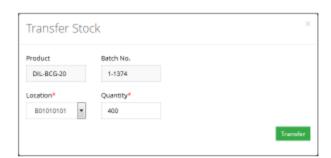


Location Status



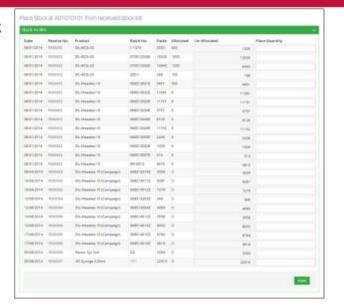


Transfer Stock





Place Stock



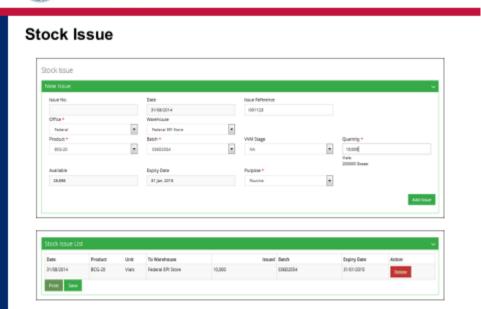


Key Batch Management Concepts

- Stock received in warehouse is identified by its Batch Number and Expiry Date
- Received batches treats as Stacked state i.e. No product can be issued from these batches unless these are treated as Running state and issued first
- vLMIS automatically converts batches to *Running* state based on rule of First Expiry First Out (FEFO) and when a batch is finished next batch with nearest expiry date automatically converted to *Running* State.
- · User can convert Running to Stacked and Vice Versa

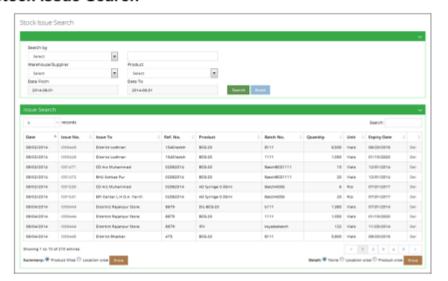








Stock Issue Search





Stock Placement - Menu

- Sign in to the District/Tehsil account.
 The User Home Page displays.
- · Click Stock Placement.
- The placement menu displays.
- · Click Stock Pick





Stock Pick

From the Issue Voucher List, select Issue No. to pick a stock of any particular product.

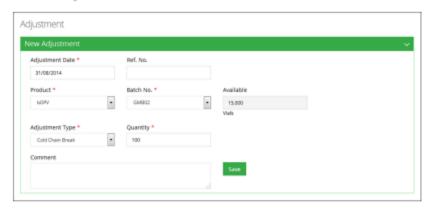


Click Pick. A new screen is displayed. Add the stock quantity to pick and click Pick.



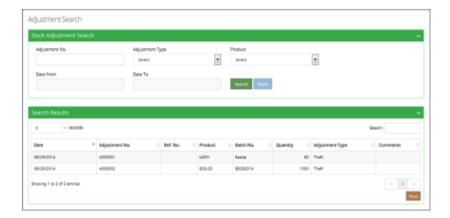


Add Adjustment





Search Adjustments



Session 7: Monthly Reporting Forms

Handouts

Handout 7.1: Routine Immunization Monthly Vaccination Reporting Form

Product Prod					2	lumber	of Childr	Number of Children Vaccinated (0-11 Months)	nated (0-1	11 Mont	hs)		2	lumber	f Childre	Number of Children Vaccinated (12-23 Months)	ed (12-23	Months)		Closing Balance (Doses)	Unusable (Doses) **
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t Opening Balance (Doses) 1				Total																	
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t Opening Balance (Doses) S. No Pregnant Women Non-Pregnant (15-45 Years age) Closing Balance (Doses) 2 3 4 4 4 4 Ad Ad <td></td> <td></td> <td> </td> <td>Total</td> <td>Ш</td> <td></td> <td></td> <td></td> <td>Н</td> <td>П</td> <td>П</td> <td>П</td> <td>П</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>				Total	Ш				Н	П	П	П	П								
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ringes 0.05 ml	ringes 0.5 ml									Sat	fety Boxes	,,									
	ringes 0.05 ml	-																			
	to HC ride																				

Form B Routine Immunization Monthly Vaccination Reporting Form (Sindh)

Note: This form shall replace the old forms

D – Monthly consumption reporting form (EPI center)

From / User Health Facility / Union Council / Tehsil

To / For District / Divisional / Provincial EPI centers

Timeline Monthly

Step by step procedure

A. This form is to be filled by health facility / UC EPI centers as monthly consumption report.

- B. Form contains 3 carbonized copies of white, yellow and blue colors.
- C. EPI center will send the report to the respective tehsil.
- D. Tehsil EPI Center will compile the reports of all its EPI centers in to one Form B and send the consumption report by 10th of every month to the respective district EPI center.
- E. Provincial EPI centers will compile all the reports of respective districts/divisions into one form and send the monthly consumption report to federal EPI cell.

Routine Immunization

- 1) Write health facility / store name, UC, Tehsil/Taluka and District names.
- 2) Write month and year of the consumption report.
- 3) Write the monthly targets for Children Live Birth, Surviving Children (0-11 M), Children Aged (12-23 M) and Pregnant Women.
- 4) Write name of person completing the form, sign and enter the date.
- 5) Enter number of doses available at the center on 1st of the month in Opening Balance column.
- 6) Enter number of doses received during the month in Received column.
- 7) Enter number of doses administered to **FIXED** male and female children (inside and outside UC) from 0 to 11 months during the month.
- 8) Enter number of doses administered to **REFERRAL** male and female children in outside UCs from 0 to 11 months during the month.
- 9) Enter number of doses administered to **OUTREACH** male and female children from 0 to 11 months during the month.
- 10) Enter number of doses administered to **FIXED** male and female children (inside and outside UC) from 12 to 23 months during the month.
- 11) Enter number of doses administered to **REFERRAL** male and female children in outside UCs from 12 to 23 months during the month.
- 12) Enter number of doses administered to **OUTREACH** male and female children from 12 to 23 months during the month.
- 13) Enter actual balance of vaccine in doses at the end of reporting month in Closing Balance column.
- 14) Enter number of unusable doses (expired, damaged due to any reason) during the month in the Unusable Doses column.

TT-Coverage

- 15) Enter number of doses available at the center on 1st of the month in Opening Balance column.
- 16) Enter number of doses received during the month in Received column.
- 17) Enter number of doses administered to **PREGNANT WOMEN** during the month.
- 18) Enter number of doses administered to NON-PREGNANT WOMEN (15-49 years) during the month.
- 19) Enter actual balance of vaccine in doses at the end of reporting month in Closing Balance column.
- 20) Enter number of unusable doses (expired, damaged due to any reason) during the month in the Unusable Doses column.

Other Items

- 21) Enter number of items available at the center on 1st of the month in Opening Balance column.
- 22) Enter number of items received during the month in Received column.
- 23) Enter number of items dispensed during the month.
- 24) Enter actual number of items at the end of reporting month in Closing Balance column.
- 25) Keep one copy for record and send two copies to the respective tehsil / district.

Presentation

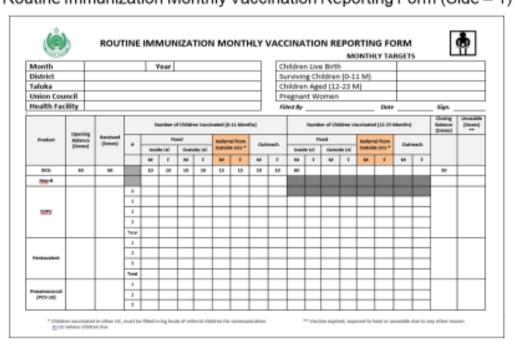


Session – 7 Monthly Reporting Form

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Routine Immunization Monthly Vaccination Reporting Form (Side - 1)





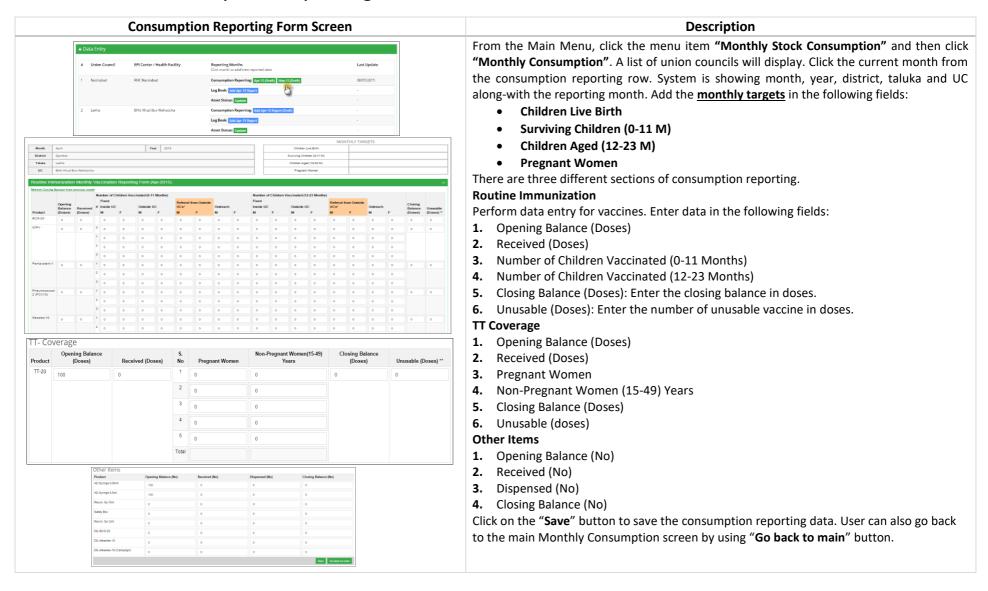
Routine Immunization Monthly Vaccination Reporting Form (Side - 2)

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T- Coverage																					
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Dituent Meades										beanth	sion Syri	nges (Me	10041	m()							
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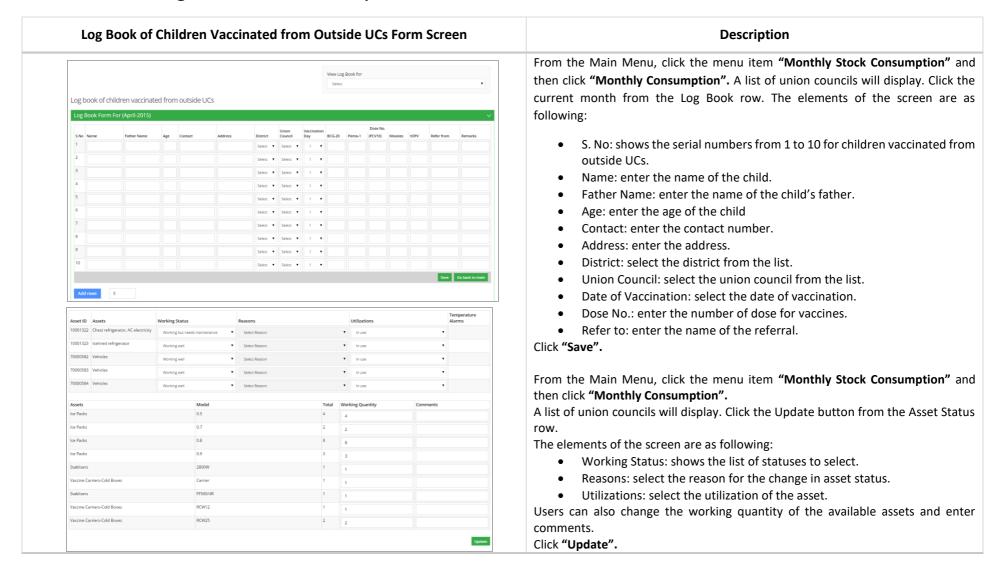
Session 8: Monthly Consumption Reporting

Handouts

Handout 8.1: Consumption Reporting – Job Aid



Handout 8.2: Log Book and Asset Update-Job Aid



Handout 8.2: Consumption Reporting – Exercise

Exercise – 1: Data Entry – Consumption Reporting

From the Main Menu, click the menu item "Monthly Stock Consumption" and then click "Monthly Consumption".

A list of union councils will display. Click the current month from the **consumption reporting** row.

The elements of the screen are as following:

- Union Council: The screen will show the union council list in the first column.
- **EPI Center/ Health Facility:** The screen will show the EPI center or Health Facility List in the second column.
- Reporting Months: The screen will show the Reporting Months information i.e. Add April-15 Report
- Last Update: The system will show the last update date in the final column.

Click on the "Add April-15 Report". User can select the reporting month from the list for which he/she wants to add report.

System is showing the following information of location along-with the reporting month.

- Month
- Year
- District
- Taluka
- UC

Add the <u>monthly targets</u> in the following fields. Once these targets have been added, it will show automatically for the report for upcoming months.

- Children Live Birth
- Surviving Children (0-11 M)
- Children Aged (12-23 M)
- Pregnant Women

There are three different sections of consumption reporting i.e. Routine Immunization, TT Coverage and Other Items.

Routine Immunization Reporting Form

Perform data entry for BCG-20, tOPV, Pentavalent-1, Pneumococcal-2 (PCV10) and Measles-10. Enter data in the following fields:

- **7. Opening Balance (Doses):** Enter the opening balance for the first time. This field will be automatically filled once you have data for previous months.
- **8.** Received (Doses): Enter the vaccine received in doses.
- 9. Number of Children Vaccinated (0-11 Months)
 - o Fixed number of children vaccinated inside UC (Males and Females)
 - o Fixed number of children vaccinated outside UC (Males and Females)
 - o Number of Referral children vaccinated from outside UCs (Males and Females)
 - o Number of outreach children vaccinated (Males and Females)
- 10. Number of Children Vaccinated (12-23 Months)
 - o Fixed number of children vaccinated inside UC (Males and Females)
 - o Fixed number of children vaccinated outside UC (Males and Females)
 - o Number of Referral children vaccinated from outside UCs (Males and Females)
 - o Number of outreach children vaccinated (Males and Females)
- 11. Closing Balance (Doses): Enter the closing balance in doses.
- 12. Unusable (Doses): Enter the number of unusable vaccine in doses.

TT - Coverage

Enter the TT Coverage data in the following fields:

- 1. Opening Balance (Doses): Enter the opening balance for the first time. This field will be automatically filled once you have data for previous months.
- 2. Received (Doses): Enter the vaccine received in doses.
- 3. S. No: shows the serial numbers from 1 to 5 for the required number of doses in TT Coverage.
- **4. Pregnant Women:** Write down the number of pregnant women vaccinated according to the serial number.
- 5. Non-Pregnant Women (15-49) Years: Write down the number of non-pregnant women vaccinated between 15 and 49 years according to the serial number.
- 6. Closing Balance (Doses): Write down the closing balance in doses.
- **7. Unusable (doses):** Write down the number of unusable vaccine in doses. This includes the unopened vials which expired, exposed to heat or are unusable due to any other reason.

Other Items

Perform data entry for items such as AD Syringe 0.05ml, AD Syringe 0.5ml, Recon. Syr 5ml, Safety Box, Recon. Syr 2ml, DIL-BCG-20, DIL-Measles-10 and DIL-Measles-10 (Campaign). Enter data in the following fields:

- 1. Opening Balance (No): Enter the opening balance for the first time. This field will be automatically filled once you have data for previous months.
- 2. Received (No): Enter the number of items received.
- 3. Dispensed (No): Enter the number of items used.
- 4. Closing Balance (No): Write down the closing balance in numbers.

Click on the "Save" button to save the consumption reporting data. User can also go back to the main Monthly Consumption screen by using "Go back to main" button.

Hint: UC Level User

Activity Results: The data for consumption reporting month is added in the system.

Exercise – 2: Data Entry – Log Book of Children Vaccinated from Outside UCs

From the Main Menu, click the menu item "Monthly Stock Consumption" and then click "Monthly Consumption".

A list of union councils will display. Click the current month from the Log Book row.

The elements of the screen are as following:

- S. No: shows the serial numbers from 1 to 10 for children vaccinated from outside UCs.
- Name: enter the name of the child.
- Father Name: enter the name of the child's father.
- Age: enter the age of the child
- **Contact:** enter the contact number.
- Address: enter the address.
- **District:** select the district from the list.
- Union Council: select the union council from the list.
- Date of Vaccination: select the date of vaccination.
- **Dose No.**: enter the number of dose for the following:
 - o BCG 20
 - \circ Penta -1
 - o PCV10
 - o Measles − 10
- **Refer to:** enter the name of the referral.

Click "Save".

User can also add rows using the **Add Rows** option.

Activity Results: Data will be saved in the log book and available for search.

Exercise – 3: Data Entry – Asset Status Update

From the Main Menu, click the menu item "Monthly Stock Consumption" and then click "Monthly Consumption".

A list of union councils will display. Click the **Update** button from the **Asset Status** row.

The elements of the screen are as following:

- Working Status: shows the list of statuses to select.
- **Reasons:** select the reason for the change in asset status.
- **Utilizations:** select the utilization of the asset.

Users can also change the working quantity of the available assets and enter comments.

Click "Update".

Activity Results: Asset status will be updated.

Presentation



Session – 8 Monthly Consumption Reporting

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Objectives

By the end of the session participants should be able to:-

- report monthly consumption of vaccines and other products
- · create entries in log book
- · update CCEM asset status



Key Consumption Reporting Concepts

- Opening Balance: Balance of Vaccines/Products in doses / numbers at the start of the month
- Received: Vaccines/Products received in doses / numbers during the month
- Dispensed: Vaccines/Products in doses / numbers dispensed to end user during the month
- Vials Used: No. of vials used during the month for dispensing of the vaccines



Key Consumption Reporting Concepts

- Unusable Vials: No. of vials expired/lost due to any reason
- Closing Balance: Balance of Vaccines/Products in doses / numbers at the end of the month
- Nearest Expiry Date: Nearest Expiry date of vaccine / product from the existing stock



Consumption Reporting - Menu

- Click Monthly Stock Consumption.
- The Monthly Consumption screen displays.
- The reports for the previous and the current month in the tehsil will be displayed.
- Click the month for which you want to view or update report from the Reporting Months column.

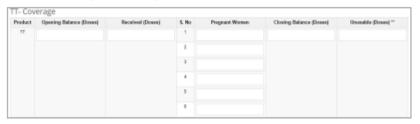


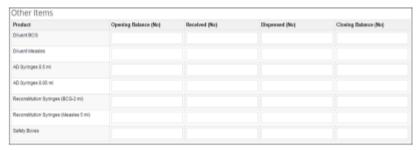


Add Consumption Report Form Well Medical Consumption Report Form Well Medical Consumption Report for Series | Conference | Conferenc



Add Consumption Report Form







Log Book of Children from Outside UC

Click the month tab in the Log Bookrow as shown below:





Log Book of Children from Outside UC





Asset Status Update

· Click Update next to the Asset Status.



The Asset's Working Status Update screen displays.

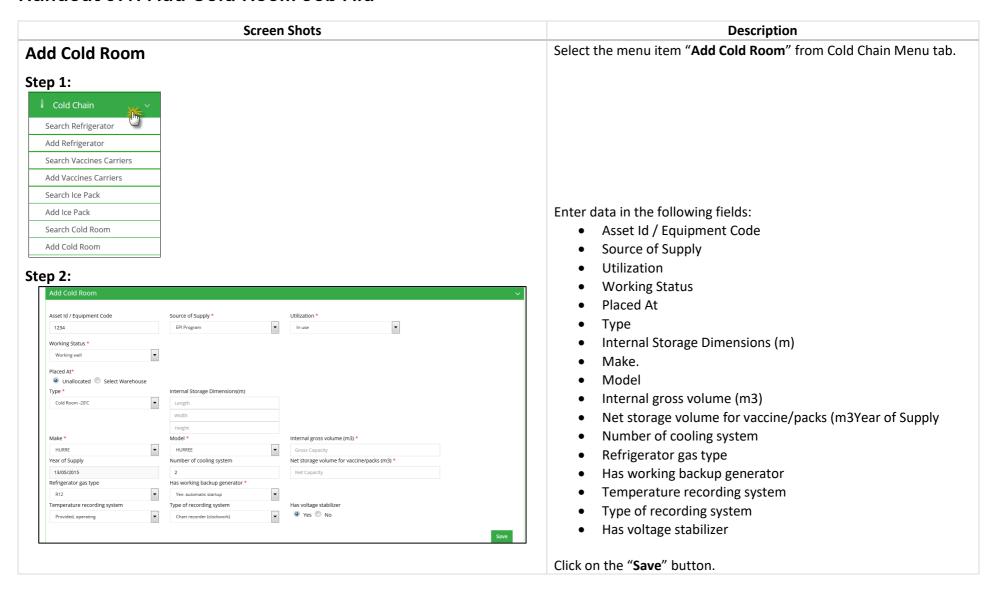


Asset Status Update Update Working Status Asset 10 Access Working Status Restores United Status of Migrorese AC enabling of the season and status of the season of the

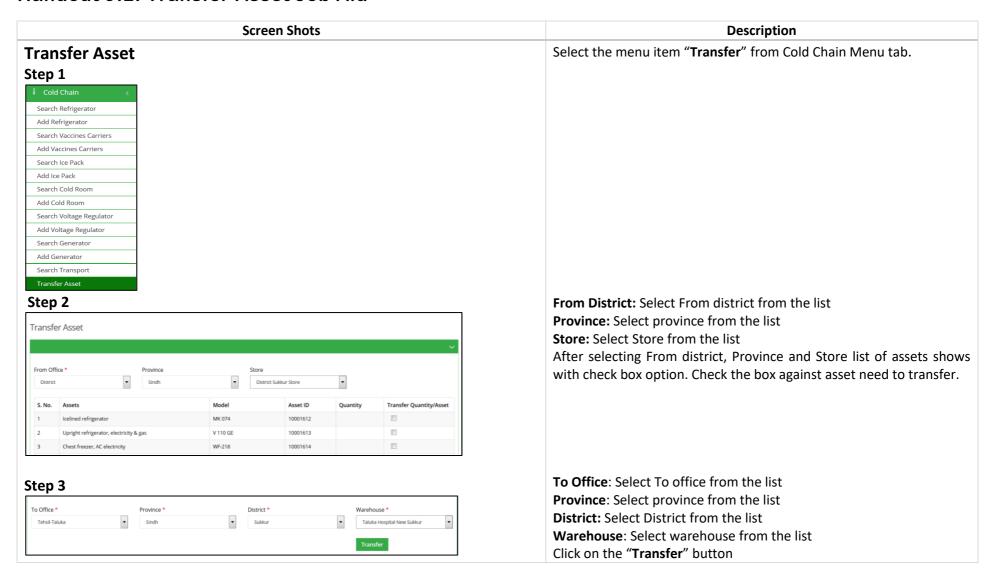
Session 9: Cold Chain Equipment Management

Handouts

Handout 9.1: Add Cold Room Job Aid



Handout 9.2: Transfer Asset Job Aid



Handout 9.3: Cold Chain Equipment Management – Exercise

Exercise 1: Add Refrigerator

Select the menu item "Add Refrigerator" from Cold Chain Menu tab.

- Asset Id / Equipment Code: Put the asset id or equipment code.
- Source of Supply: Select the source of supply from the list.
- **Utilization:** Select the utilization definition from the list.
- Working Status: Specify the working status of the asset from the list.
- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.
- Catalogue ID: Select the Catalogue ID which is populated the list on the basis of added make and Model.

Add Catalogue ID:

- Catalogue ID: Put the Catalogue id or equipment code
- Make: Specify the make of the asset.
- Model: Specify the model of the asset
- Asset Sub Type: Select the asset sub type which is populated the list
- Dimensions (Feet): Specify Length Width Height in feet
- Capacity Liters: Specify gross capacity the and net capacity
- **CFC free Sticker:** Specify CFC free sticker
- **Refrigerator Gas Type:** Specify the refrigerator gas type.
- **Product Price:** Put Product Price
- Power Source: Specify the power source from list

Serial Number: Specify the Serial number from the refrigerator.

Working Since: Mention the Year of Working from the calendar.

Temperature Monitor: Define the temperature recording system from the list.

Click on the "Save" button. The transaction is saved confirmation message will appear on the screen.

Hint: Federal, Provincial and District Level User

Activity Results: The added refrigerator is showing in the refrigerators list in the refrigerator search form. Also show in the locations of stock placement menu.

Exercise 2: Search Refrigerator

Select the menu item "Search –Refrigerator" from Cold Chain Menu tab.

Search Criteria by using the following fields:

- Asset Sub Type: Specify the Asset Sub type from the list
- Source of Supply: the source of supply Select from the list
- Working Status: Specify the working status of the asset from the list
- Asset Id / Equipment Code: Put the asset id or equipment code.
- Catalogue ID: Put the catalogue ID
- Make: Select the make of the asset.
- Model: Select the model which is populated the list on the basis of selected make.
- Serial Number: Put the serial number
- Capacity From: Put the gross capacity from.
- Capacity To: Put the gross capacity to.
- Working Since From: Mention the Year of working since from the calendar.
- Working Since To: Mention the Year of working since to the calendar.
- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.

Click on the "Search" button – The results will appear.

Results' Print out: Print the search results in summary as well as detail information of cold rooms. You can also "Edit" and "View" the cold room under the action heading in the detail search results table.

Hint: Federal, Provincial and District Level User

Activity Results: You can check the searched results are showing as per defined search criteria/ filters.

Exercise 3: Add Ice Packs

Select the menu item "Add Ice Packs" from Cold Chain Menu tab.

- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.
- **Ice Pack Quantity:** Enter the ice packs quantity against the defined ice pack's size in the system.

Click on the "Save" button.

The system will show the transaction saved confirmation message on the screen.

Hint: Federal, Provincial and District Level User

Activity Results: The added ice packs are showing in the ice packs list in the ice pack search form.

Exercise 4: Search Ice Pack

Select the menu item "Search – Ice Pack" from Cold Chain Menu tab.

Search Criteria by using the following fields:

- Make: Select the make of the asset.
- Model: Select the model/ size of the ice pack.
- **Placed At:** Select the allocation warehouse information. Also "Un-Allocated" option is available.

Click on the "<u>Search</u>" button – The results will appear.

Results' Print out: Print the search results information of ice packs.

You can also "View" the cold room under the action heading in the detail search results table.

Hint: Federal, Provincial and District Level User

Activity Results: You can check the searched results are showing as per defined search criteria/ filters.

Exercise 5: Add Vaccine Carriers

Select the menu item "Add Vaccine Carriers" from Cold Chain Menu tab.

- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.
- Catalogue ID: Select the catalogue ID's from the already defined list, as you select the value. The system will show the following information.
- Make: Read only information based on the selected catalogue ID.
- Model: Read only information based on the selected catalogue ID.
- Internal Dimensions (Length, Width & Height): Read only information based on the selected catalogue ID.

Note: You can "Add" new catalogue ID through this option. After adding the new catalogue ID, it will be showing in the catalogue list while entering the new record.

Total Available for Vaccination Activities: Enter the quantity of vaccine carriers.

User click on the "Save" button then system is shown the transaction saved confirmation message on the screen.

Hint: Federal, Provincial and District Level User

Activity Results: The added vaccine carriers are showing in the vaccine carriers list in the vaccine carriers search form.

Exercise 6: Search Vaccine Carriers

Select the menu item "Search - Vaccine Carriers" from Cold Chain Menu tab.

- Catalogue ID: Enter the catalogue ID's
- Make: Select the make of the asset.
- Model: Select the model/ size of the ice pack.
- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.

Click on the "<u>Search</u>" button – The results will appear with summary and detail view options.

Results' Print out: Print the search results information of vaccine carriers.

You can also "View" the vaccine carriers under the action heading in the detail search results table.

Hint: Federal, Provincial and District Level User

Activity Results: You can check the searched results are showing as per defined search criteria/ filters.

Exercise 7: Add Cold Room

Select the menu item "Add Cold Room" from Cold Chain Menu tab.

- Asset Id / Equipment Code: Put the asset id or equipment code.
- **Source of Supply:** Select the source of supply from the list.
- Utilization: Select the utilization definition from the list.
- Working Status: Specify the working status of the asset from the list.
- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.
- Type: Specify the cold room type i.e. -20c or +2c to +8c
- Internal Storage Dimensions (m): Put the internal storage dimension information by putting the value of Length, Width and Height.
- Make: Select the make of the asset.
- Model: Select the model which is populated the list on the basis of selected make.
- Internal gross volume (m3): Specify the internal gross volume of the cold room.
- Net storage volume for vaccine/packs (m3): Specify the net storage volume of the cold room.
- Year of Supply: Mention the Year of Supply from the calendar.
- **Number of cooling system:** Put the information of number of cooling systems are embedded with the cold room.
- Refrigerator gas type: Specify the refrigerator gas type.
- Has working backup generator: Define the backup generator information from the list.
- **Temperature recording system:** Define the temperature recording system from the list.
- Type of recording system: Define the type of recording system from the list.
- Has voltage stabilizer: Please check "Yes" or "No"

Click on the "Save" button.

The transaction is saved confirmation message will appear on the screen.

Hint: Federal, Provincial and District Level User

Activity Results: The added cold room is showing in the cold rooms list in the cold room search form. Also show in the locations of stock placement menu.

Exercise 8: Search Cold Room

Select the menu item "Search – Cold Room" from Cold Chain Menu tab.

Search Criteria by using the following fields:

- Type: Specify the cold room type i.e.' -20c or +2c to +8c
- Working Status: Specify the working status of the asset from the list
- Source of Supply: Select the source of supply from the list
- **Number of cooling system:** Put the information of number of cooling systems are embedded with the cold room.
- Asset Id / Equipment: Code Put the asset id or equipment code.
- Make: Select the make of the asset.
- Model: Select the model which is populated the list on the basis of selected make.
- Capacity From: Put the gross capacity from.
- Capacity To: Put the gross capacity to.
- Utilization: Select the utilization definition from the list.
- Year of Supply From: Mention the Year of Supply from the calendar.
- Year of Supply To: Mention the Year of Supply to the calendar.
- Placed At: Select the allocation warehouse information. Also "Un-Allocated" option is available.

Click on the "Search" button – The results will appear.

Results' Print out: Print the search results in summary as well as detail information of cold rooms.

You can also "Edit" and "View" the cold room under the action heading in the detail search results table.

Hint: Federal, Provincial and District Level User

Activity Results: You can check the searched results are showing as per defined search criteria/ filters.

Exercise 9: Transfer Asset

Select the menu item "Transfer Asset" from Cold Chain Menu tab.

- From District: Select From district from the list
- **Province:** Select province from the list
- Store: Select Store from the list
- After selecting from district, Province and Store list of assets shows with check box option. Check the box against asset need to transfer.
- To Office: Select To office from the list
- **Province**: Select province from the list
- **District:** Select District from the list
- Warehouse: Select warehouse from the list

Click on the "Transfer" button.

The system will show the transaction saved confirmation message on the screen.

Hint: Federal, Provincial and District Level User

Activity Results: You can check the asset transfer results.

Presentation



Session – 9 Cold Chain Equipment Management

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Objectives

By the end of the session participants should know how to perform following Cold Chain Equipment Management functions at Taluka/Tehsil and District levels:-

- 1. Add Asset
- 2. Search Asset
- 3. Transfer Asset



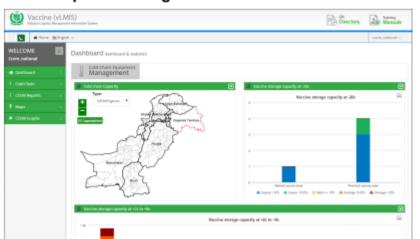
Key Cold Chain Assets Management Concepts

- Federal Level can add/Transfer assets at Federal, Provincial /Regional, Divisional and District Level.
- Provincial Level can add / Transfer assets at Provincial, Divisional and District Level.
- District Level can add / Transfer assets at District and below District i.e. Tehsil and Union Council levels.

3



CCEM Operators Login





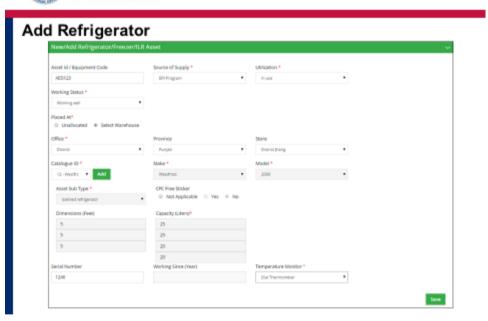
CCEM Menu

 Click Cold Chain from the main menu



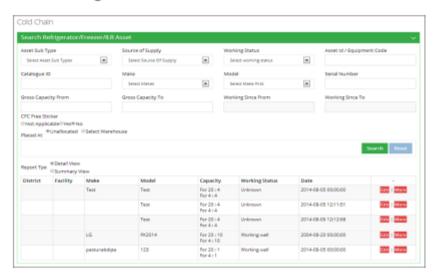
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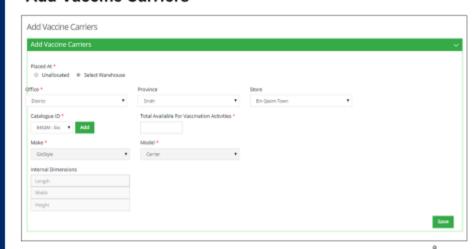


Search Refrigerator

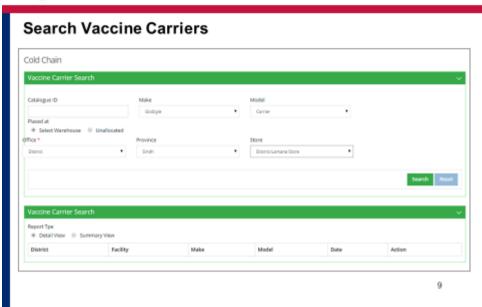




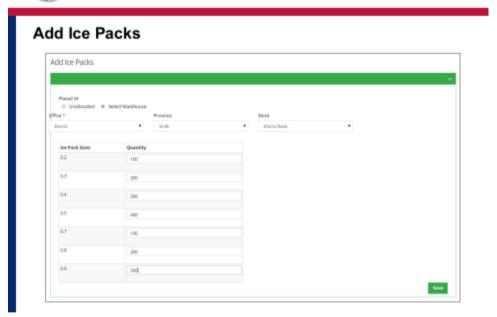
Add Vaccine Carriers





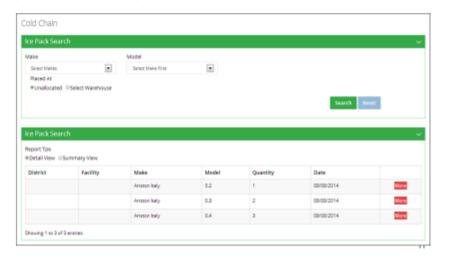






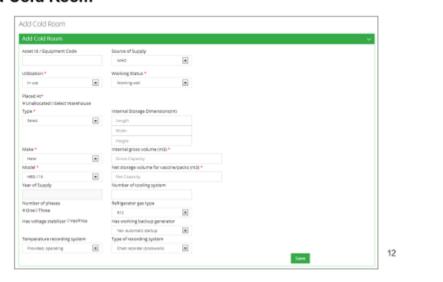


Search Ice Packs



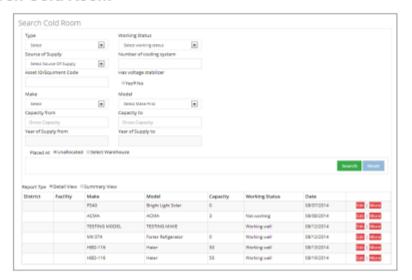


Add Cold Room



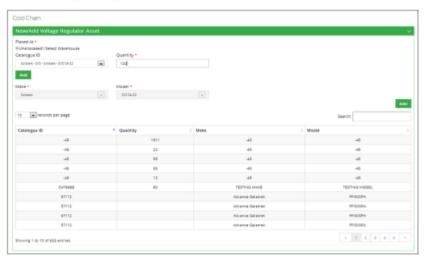


Search Cold Room



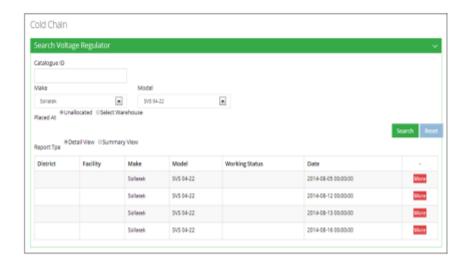


Add Voltage Regulator



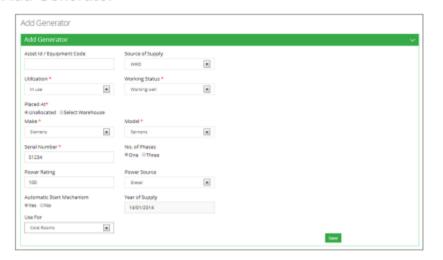


Search Voltage Regulator



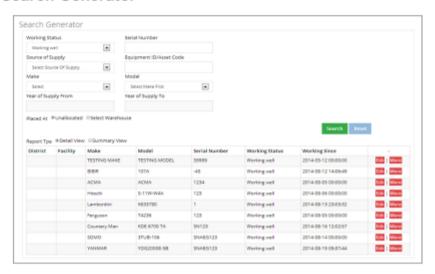


Add Generator



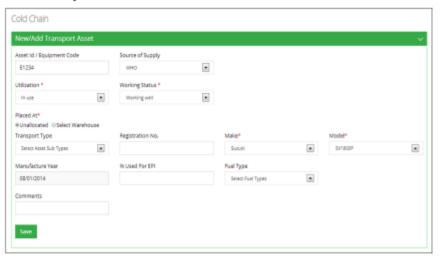


Search Generator





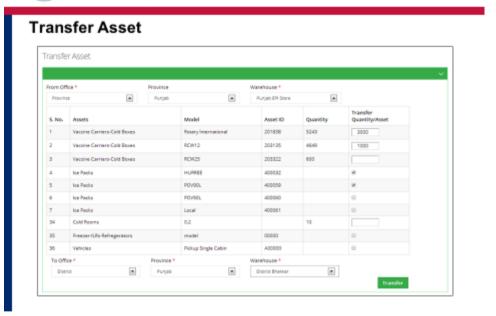
Add Transport





Search Transport Cold Chain Search Transport Asset Transport Type Working Status Source of Supply Fuel Type Seet Asset Sub-Types Source Of Supply Seet Asset Source Of Supply Seet Fuel Types Metable Seet Source Of Supply Seet Fuel Types Transport Type Registration No. Make Select Makes Manufacture Year From Manufacture Year To Placed At #Unallocated @Select Warehouse Search Reset Report Toe #Detail View @Summary View Make Model Biecanolux TFW791 TESTING MAKE TESTING MODBL Petrol Working well 2014-08-01 00:00:00 Edit Edit More 2014-06-17 00:00:00 Bectrolux TCW1151 Petrol Working well 2014-08-08-09:0000 2011 2013-08-01 00:00:00 Edic More Working well 2013-12-01 00:00:00 Working well







Transfer Asset

In Transfer Quantity/Asset, specify the quantity you want to transfer.



 In To Office, specify the location that you want to transfer to.



· Click Transfer.

Session 10: Dashboards

Presentations



Session – 10 Dashboards

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Objectives

By the end of the session participants should know how to view dashboards:

- · Routine Immunization
- · Inventory Management
- · Cold-chain Equipment Management
- · Campaign Management
- Tehsil User Dashboard
- · Union Council User Dashboard



Dashboards Overview

- EPI users can view all dashboards for Routine Immunization, Inventory Management, Cold-chain Equipment Management and Campaign Management
- CCEM operators can only view cold-chain dashboards.
- Campaign users can view the campaign management dashboard

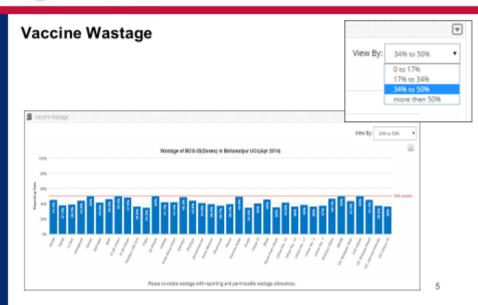
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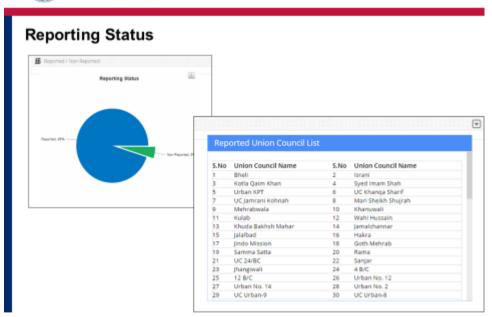
Routine Immunization Dashboard

- Routine immunization management dashboard allows users to quickly view reports in a graphical manner by clicking on this tab.
- Vaccine Wastage: shows the wastage rates of the selected vaccines at the tehsil level in the selected district.
- Reporting Status: shows the reporting and non-reporting rates pie chart for union councils of the selected district and vaccine.
- Month of Stock (MOS): Users can view Month of stock status for the selected district (UC wise).
- Consumption: Users can view consumption status in term of doses for the selected regions in a district.

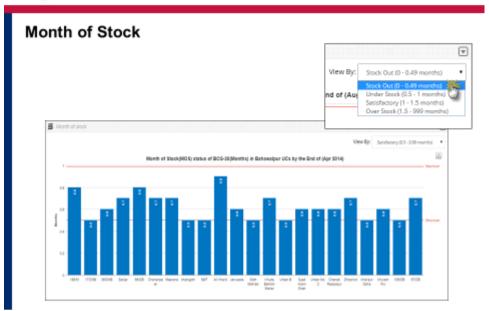




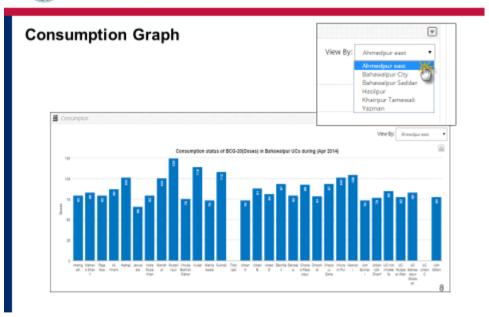














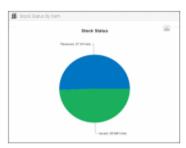
Inventory Management Dashboard

- Inventory management allows users to quickly review reports by clicking on this tab.
- Stock Status by Item: shows the stock status by item for each UC in the selected district.
- Vaccine vial monitor (VVM) Stage Status: shows vaccine vial monitor (VVM) stage status at the District level.
- Stock Status: shows product wise stock status at the district level e.g. Opening Balance, Receive, Issue and Closing Balance.
- Month of Stock: The user can have a bird's eye view of Month of Stock (MOS) map.
- Stock Expiry Status: shows the stock expiry status pie chart for the selected vaccine.

9



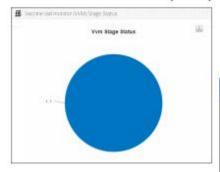
Stock Status by Item



S.No	Warehouse Name	Quantity	Batch Name
1	Federal EPI Store	27300	036D2054
Issu	e To (Warehouse Nan	ne)	
S.No	Warehouse Name	Quantity	Batch Name
1	Distrtict Rawalpindi Store	2400	036D2053
2	District Multan Store	2370	036D2054
3	Distrtict Falsalabad Store	2015	036D2052
4	District Sialkot	2000	036D2052
5	District Vehari	1590	036D2053
6	District Khanewal	1520	036D2054
7	Distrtict Bhawalpur Store	965	036D2054
8	District Lodhran	900	036D2054
9	District Kasur	895	036D2053
10	Distrtict Sargodha Store	820	036D2052
11	District Okara	820	036D2053
12	District Sheikhupura	775	036D2053
13	District Bahawalnagar	755	036D2057
14	District DG Khan Store	670	036D2053
15	District Jhang	005	036D2053



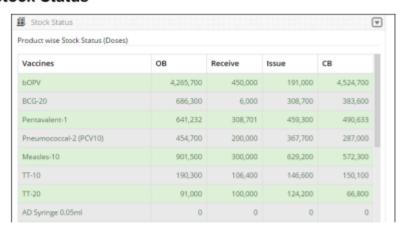
Vaccine vial monitor (VVM) Stage Status





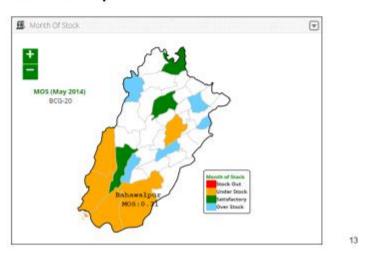


Stock Status



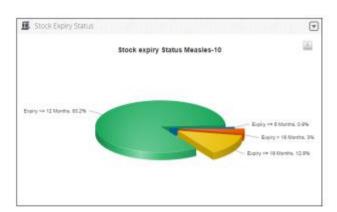


Month of Stock map





Stock Expiry Status





Cold Chain Equipment Management Dashboard

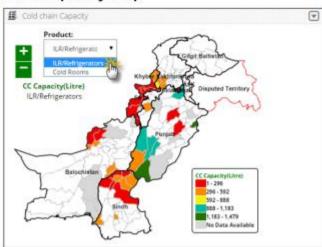
Users can view cold chain capacity map, Vaccine storage capacity at 2c to 8c, Vaccine storage capacity at 20c and Icepack freezing capacity against routine requirements graphs.

- Cold Chain Capacity shows the map of Pakistan highlighting the cold chain capacity of each district.
- Vaccine storage capacity at +2c to +8c to show the storage capacity of vaccines at certain temperature range within selected health facilities.
- Vaccine storage capacity at +20c to show the storage capacity of vaccines at 20 degrees centigrade within selected health facilities.
- Icepack freezing capacity against routine requirements to show the icepack freezing capacity within selected health facilities

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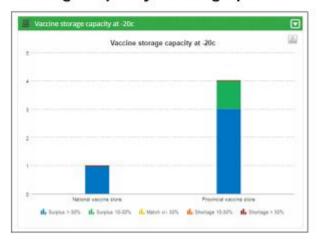


Cold chain capacity Map





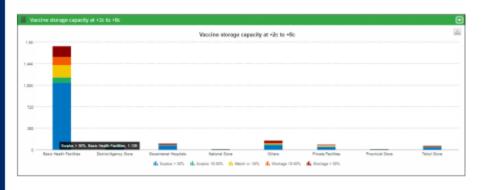
Vaccine Storage Capacity at -20c graph



17

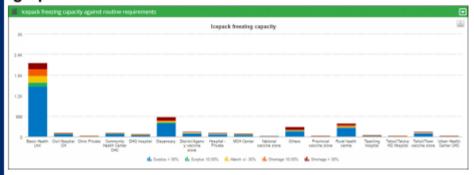


Vaccine Storage Capacity at +2c to +8c graph





Icepack freezing capacity against routine requirements graph



19



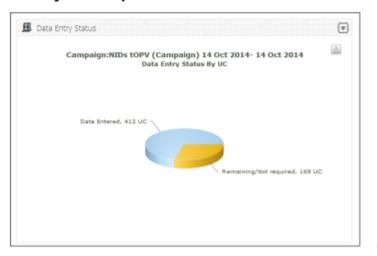
Campaign Management Dashboard

Users can data entry status pie-chart, Day wise Target vs Coverage graph, Missed Children Types graph and Campaign vaccines report.

- Campaign Data Entry Status shows the data entry stats for a selected campaign in the pie chart.
- Day wise Target vs Coverage shows the day wise comparison of target versus coverage stats.
- Missed Children Types is the comparison graph of defined different missed as well as unreachable list.
- Campaign vaccines (vials) to show the list of each campaign's vaccines (vials) which are used in any or all districts in the specified time span.

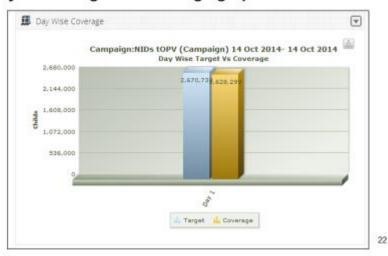


Data Entry Status pie-chart



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Day Wise Target vs Coverage graph





Missed Children graph





Campaign Vaccines graph

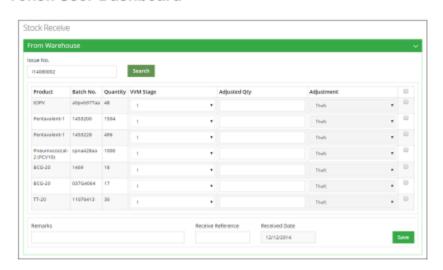




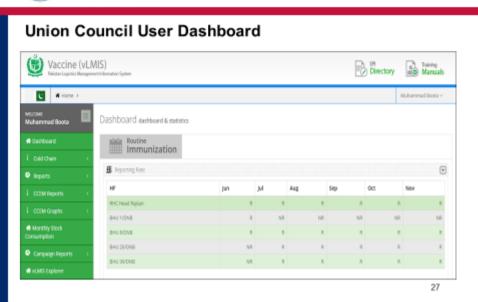
Tehsil User Dashboard | Vaccine (vLMIS) | Potent Legions have present dense for the potential potent | Valence | Vaccine | Va



Tehsil User Dashboard









Union Council User Dashboard





Union Council User Dashboard



Session 11: Reports

Presentations



Session – 11 Reports

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Objectives

By the end of the session participants should know how to generate Reports at Guest levels:

- 1. Summary Reports
- 2. Yearly Reports
- 3. Monthly Provincial Reports
- 4. Data Performance
- 5. Others
- 6. CCEM Reports



Reports Overview

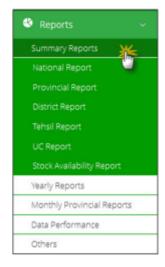
- Users can generate Summary Reports of National, Provincial, Divisional, District, Tehsil, Union Council level and Stock Availability at different tiers
- Users can generate Yearly Reports of Provincial, District level.
- Users can generate Non Reported Districts Reports.
- · Users can generate CCEM Reports.

3

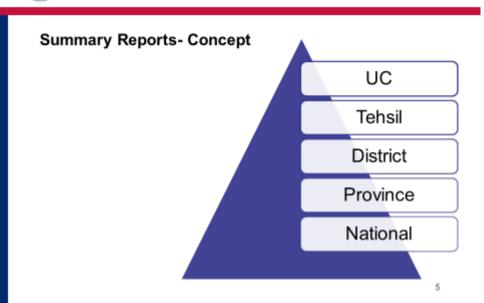


Reports-Menu

- Under Reports, click Summary Reports -> National Reports.
- The National Reports screen displays.









National Report Parts





National Report - Screen





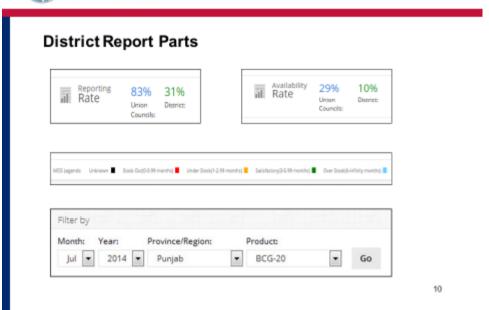
Provincial Report Parts





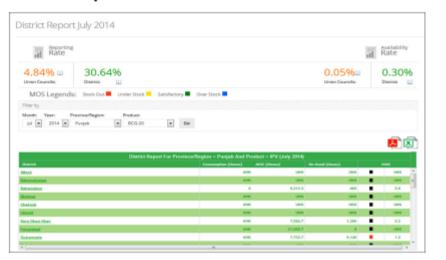
Province/Region Report July 2014 | Province/Region Report July 2014 | Rate | Province Counties | Province





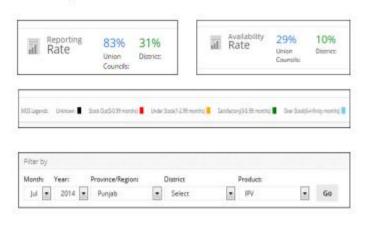


District Report - Screen





Tehsil Report Parts



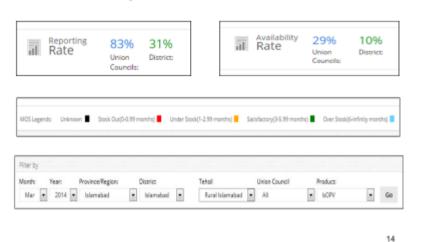


Tehsil Report - Screen



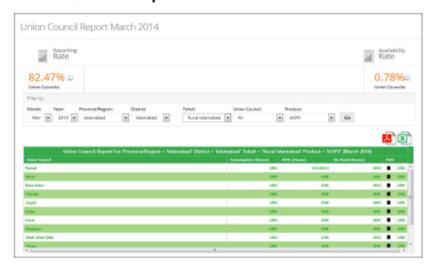


Union Council Report Parts





Union Council Report - Screen



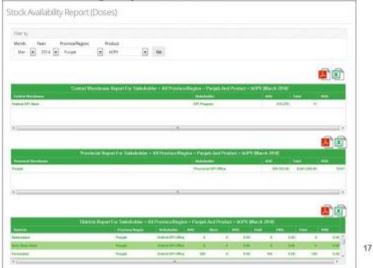


Stock Availability Report - Filters





Stock Availability Report - Screen





Yearly Reports - Menu

- Under Yearly Reports, click Provincial Report.
- The Provincial Yearly Report screen displays.





Provincial Yearly Report - Filters



19



Provincial Yearly Report - Screen





District Yearly Report - Filters



21

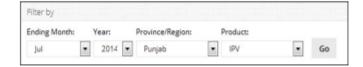


District Yearly Report - Screen





Wastage Report - Filters



23



Wastages Report - Screen





Shipment Report - Filters



25



Shipment Report - Screen





Monthly Provincial Reports - Menu

- Under Data Performance, click AMC.
- · The AMC screen displays.



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AMC - Screen





Month of Stock - Screen





Consumption - Screen

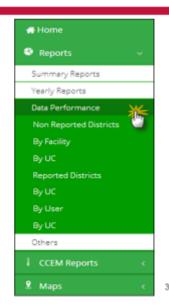






Data Performance - Menu

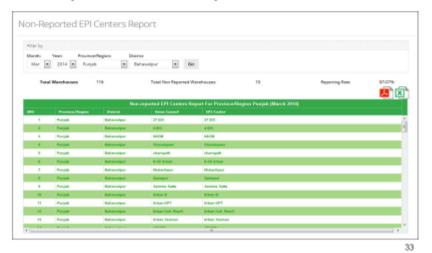
- Under Data Performance, click Non Reported Districts Reports.
- The Non Reported Districts Reports screen displays.



Vaccine Logistics Management Information System



Non Reported Districts Report - Screen



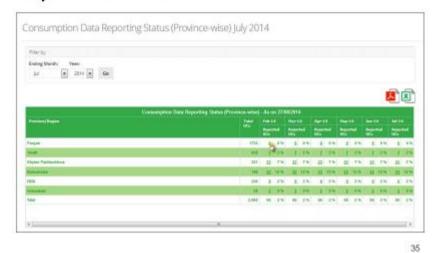
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Reported Districts Report - Screen





Reported Provinces - Screen





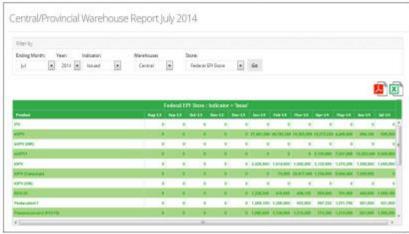
Others - Menu

- Under Others, click Central/Provincial Warehouse Reports.
- The Central/Provincial Warehouse Report screen displays.





Central/Provincial Warehouse Report - Screen

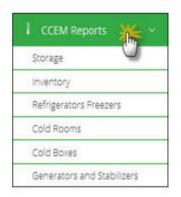


37



CCEM Reports - Menu

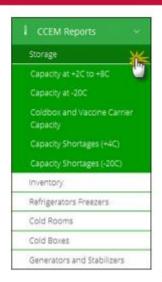
- Under Others, click Central/Provincial Warehouse Reports.
- The Central/Provincial Warehouse Reports screen displays.





Storage Reports - Menu

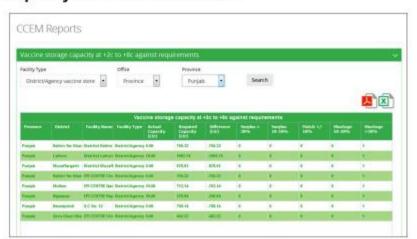
- Under Storage, click Capacity at +2c to +8c.
- The Capacity at +2c to +8c Report screen displays.



30

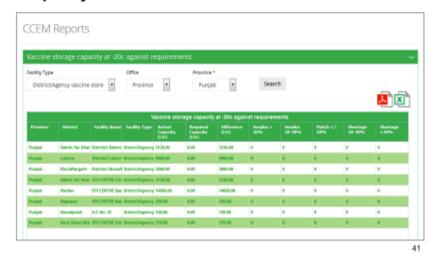


Capacity at +2c to +8c - Screen



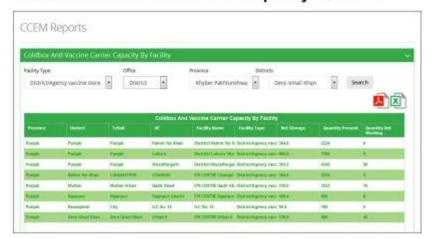


Capacity at -20c - Screen





Cold-box and Vaccine Carrier Capacity - Screen



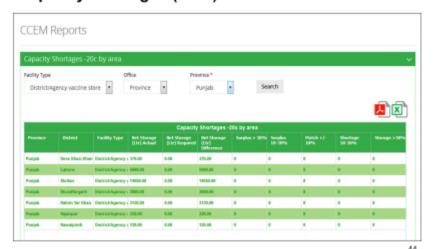


Capacity Shortages (+4C) - Screen





Capacity Shortages (-20C) - Screen





Inventory Reports - Menu

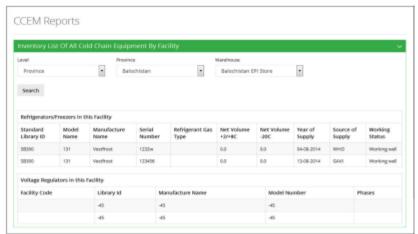
- Under Inventory, click All Cold Chain Equipment.
- The All Cold Chain Equipment Report screen displays.



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All Cold Chain Equipment - Screen





Refrigerators Freezers Reports - Menu

- Under Refrigerators
 Freezers, click By Working
 Status Facility Type and
 Area.
- The By Working Status Facility Type and Area Report screen displays.





By Working Status Facility Type and Area - Screen





Refrigerators/Freezers Models by Working Status - Screen



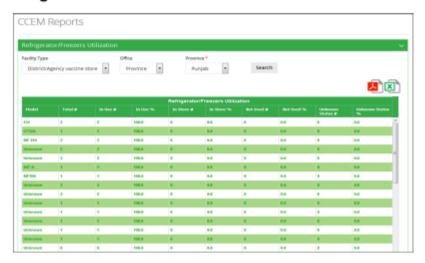


Refrigerators/Freezers Models by Age Group - Screen





Refrigerators/Freezers Utilization - Screen





Distribution of Refrigerators/Freezers by Model & Facility Type - Screen





Distribution of CFC-Free Equipment by Facility Type - Screen



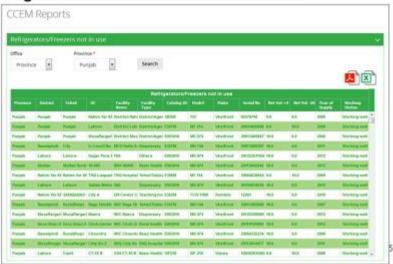


Refrigerators/Freezers Not Working or Needs Service - Screen





Refrigerators/Freezers not in use - Screen





Cold Rooms Reports - Menu

- Under Cold Rooms, click 4 and -20 by Model and Working Status.
- The 4 and -20 by Model and Working Status Report screen displays.





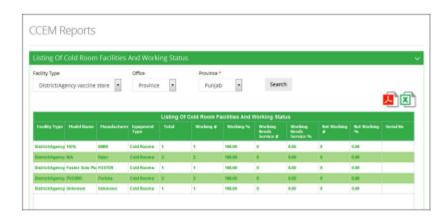
4 and -20 by Model and Working Status - Screen



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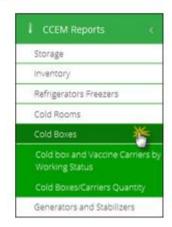
Cold Room Facilities and Working Status - Screen





Cold Boxes Reports - Menu

- Under Cold Boxes, click Cold box and Vaccine Carriers by Working Status.
- The Cold box and Vaccine Carriers by Working Status Report screen displays.



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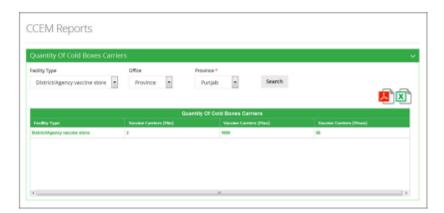


Cold box and Vaccine Carriers by Working Status - Screen





Cold Boxes/Carriers Quantity - Screen



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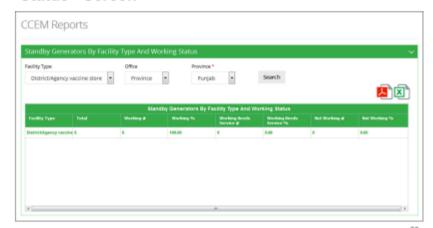
Generators and Stabilizers Reports - Menu

- Under Generators and Stabilizers, click Standby Generators by Facility Type and Working Status.
- The Standby Generators by Facility Type and Working Status Report screen displays.





Standby Generators by Facility Type and Working Status - Screen



Session 12: Graphs and Maps

Presentations



Session – 12 Graphs and Maps

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Objectives

By the end of the session participants should know how to generate the following Graphs and Maps:

- Comparison Graph Reports
- 2. Simple Graph Reports
- 3. CCEM Graphs
- 4. Maps



Simple Graphs Overview

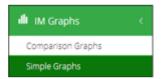
- · Any user can view and generate Simple Graphs.
- The Simple Graph Report provides representation of data in a visual format that can help you see overall trends easily based on indicators, geographical options and time interval.

3



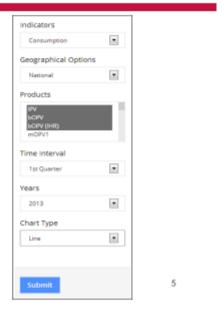
Graph Menu

- Under IM Graph, click Simple Graphs.
- The Simple Graph screen displays.



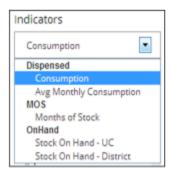


Simple Graph Selection Bar





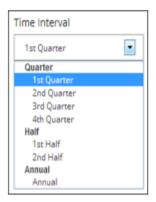
Simple Graph Indicator, Products







Time Interval, Year





7

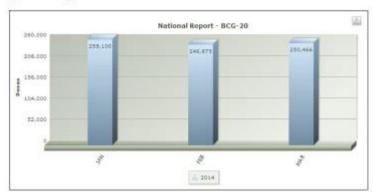


Generate report





Simple Graph

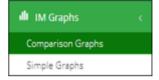


8



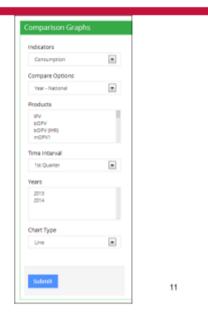
Comparison Graph

- Under IM Graph, click Comparison Graphs.
- The Comparison Graph screen displays.



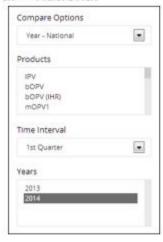


Selection bar



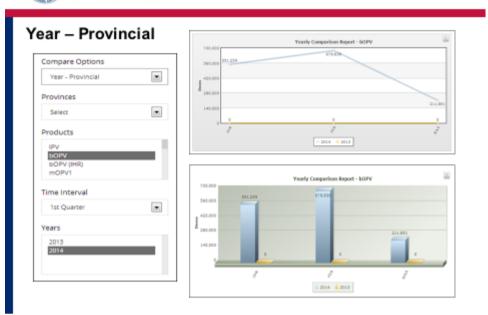


Year - National





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Geographical - Provincial



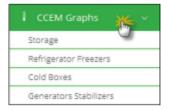


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CCEM Graph Menu

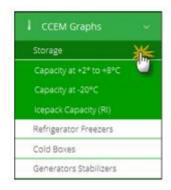
- Under CCEM Graph, click Storage.
- The Storage Graph screen displays.





Storage Graph Menu

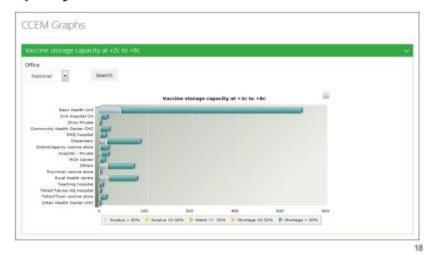
- Under Storage Graph, click Capacity at +2C to +8C.
- The Capacity at +2C to +8C screen displays.



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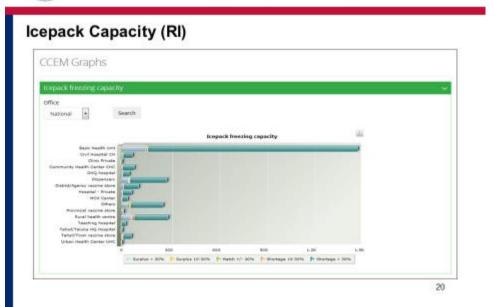
Capacity at +2c to +8c





Capacity at -20C CCEM Graphs Vaccine storage capacity at -20c office Medicinal Selection Guar treath unit of Color from the Color from t

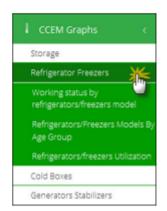






Refrigerator Freezers Graph Menu

- Under Refrigerator Freezers Graph, click Working Status by Refrigerators Model.
- The Working Status by Refrigerators Model screen displays.



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Working Status by Refrigerators Model





Refrigerators / Freezers Model By Age Group





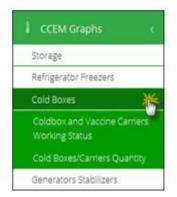
Refrigerators / Freezers Utilization





Cold Boxes Graph Menu

- Under Cold Boxes Graph, click Cold-box and Vaccine Carriers Working Status.
- The Cold-box and Vaccine Carriers Working Status screen displays.



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Cold-box and Vaccine Carriers Working Status





Cold-boxes / Carrier Quantity

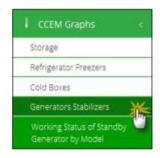


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Generators Stabilizers Graph Menu

- Under Generators
 Stabilizers Graph, click
 Cold-box and Vaccine
 Carriers Working Status.
- The Cold-box and Vaccine Carriers Working Status screen displays.





Working Status of Standby Generator by Model



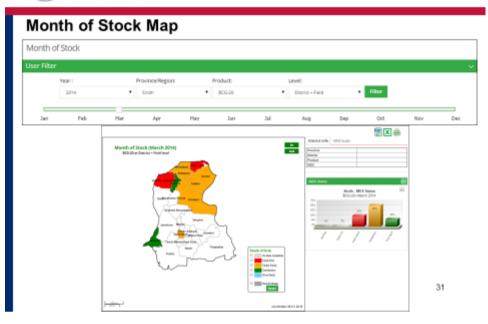


Maps - Menu

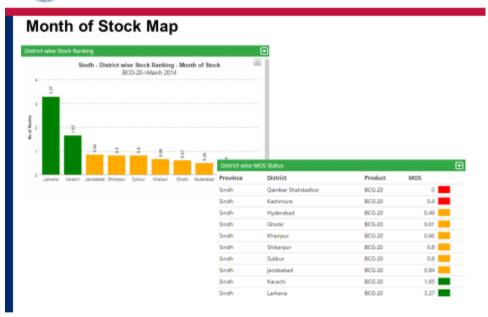
- Under Maps, click Month of Stock.
- The Month of Stock Map screen displays.



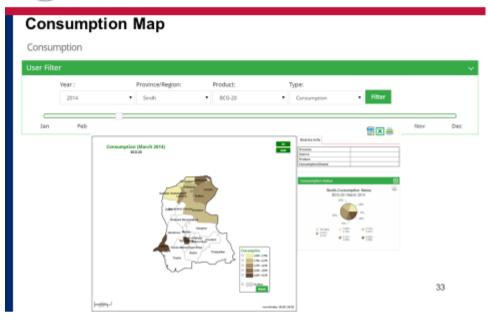








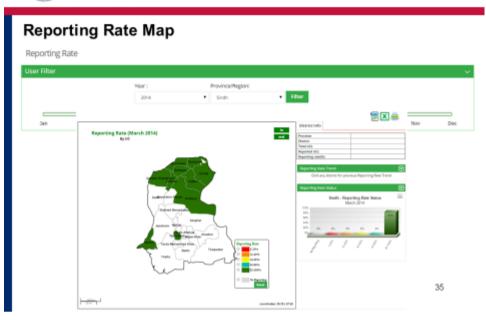




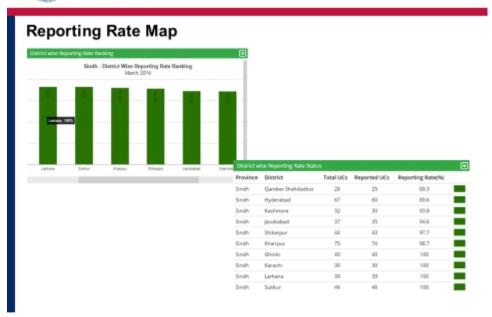














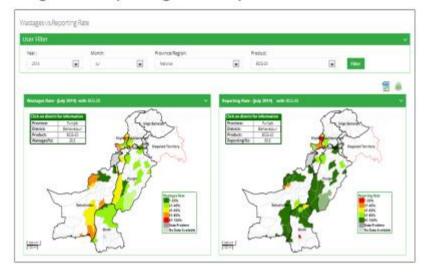




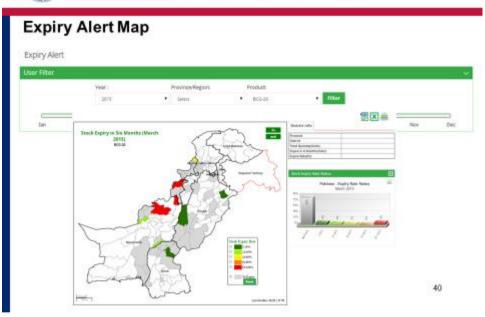




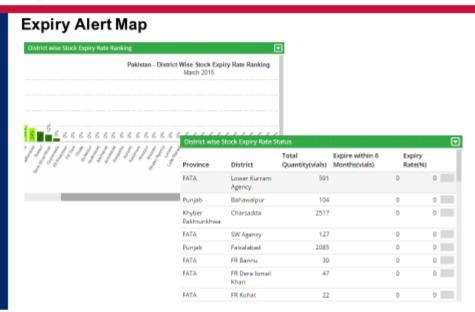
Wastages vs. Reporting Rate Map



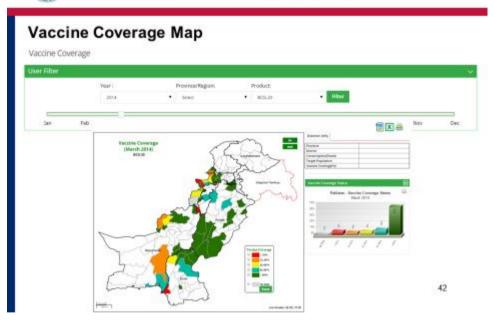




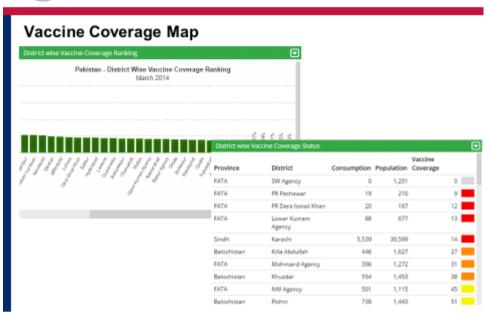




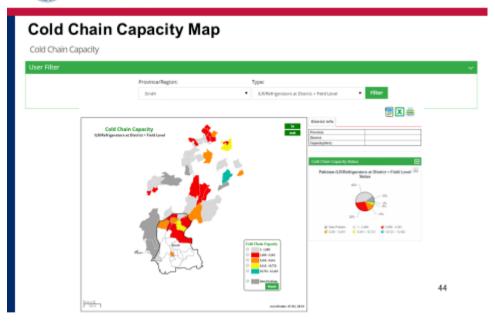




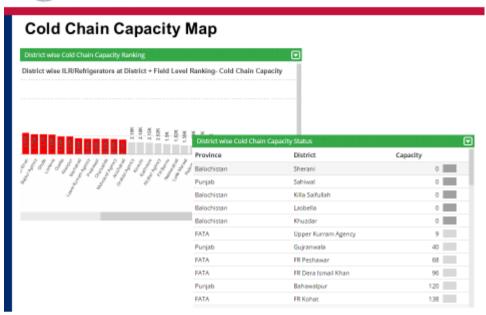












Session 13: vLMIS troubleshooting

Presentations



Session – 13 vLMIS Troubleshooting



Session Objectives

The participants should be able to:

- Troubleshoot basic issues encountered while accessing and using vLMIS
- Able to access helpdesk in case of any unresolved issues



Issue 1: Homepage does not appear

- The homepage address: http://www.lmis.gov.pk/
- Steps to resolve
 - Copy and paste the above address to the internet search engine
 - If step one does not work, check your internet connection
 - If step one and two do not work, please email the issue at mailto:support@lmis.gov.pk to request assistance.

3



Issue 2: Unable to login

- The user is unable to login into the LMIS
- Steps to resolve
 - Check to see that you have correctly entered in your username and password
 - If you forgot your password or are unable to login, please contact the system administrator at: mailto:support@lmis.gov.pk or call at +92-51-2655425-26

