VACCINE LOGISTICS MANAGEMENT INFORMATION SYSTEM

Participants Guide

August 2015

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

Table of Contents

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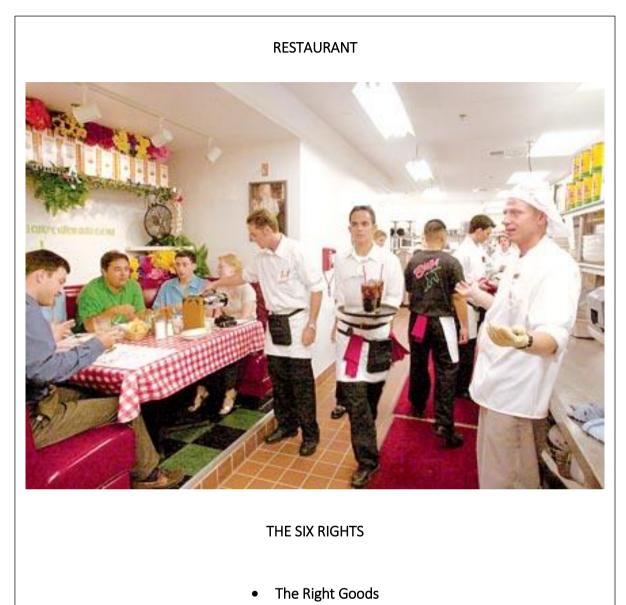
To get participants acquainted with the features of the LMIS application as well as to build institutional capacity towards independent and sustainable data entry, importing and exporting of data and data analysis through vLMIS for decision making.

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

USAID | DELIVER PROJECT

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.

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

3

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

4

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Participants' Expectations

- Small Group / Individual Exercise

7

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

8

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Six Logistics Rights

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

7

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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
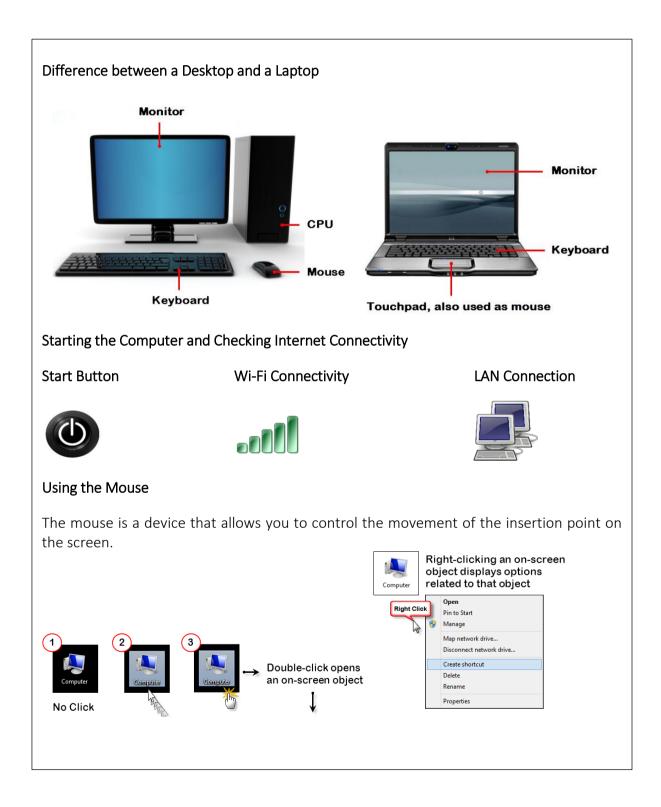
RIGHT CONDITION at the

RIGHT COST.

8
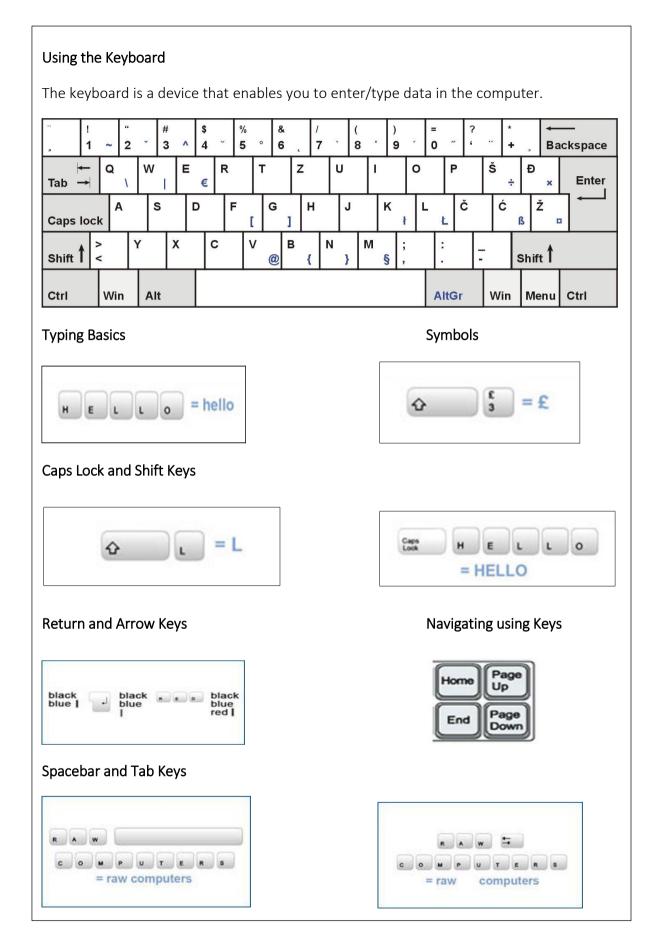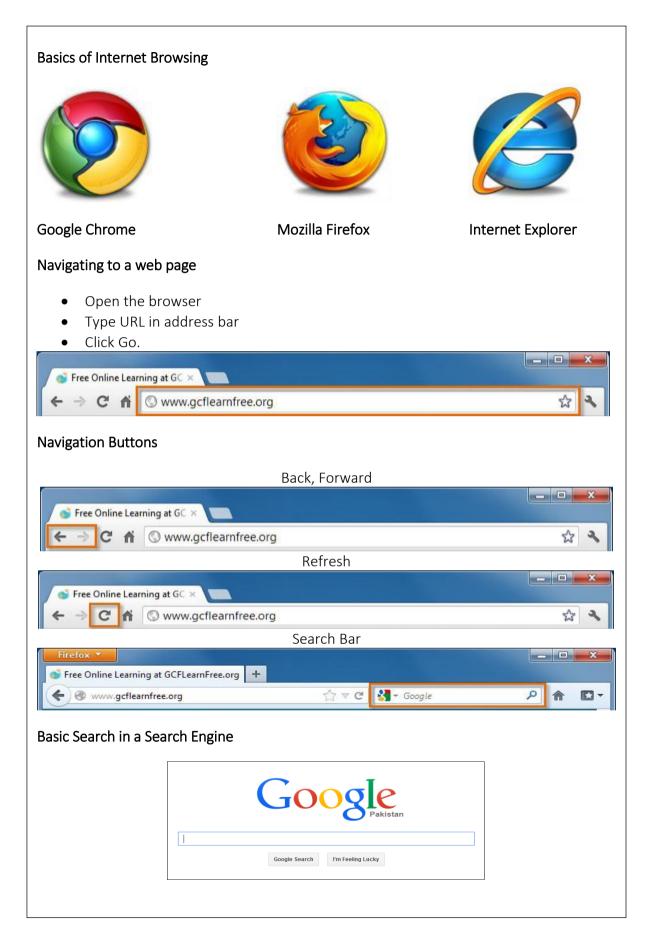
Session 2: Basic Computer Skills

Handouts

Handout 2.1: Basic Computer Skills

Difference between a Desktop and a Laptop

Starting the Computer and Checking Internet Connectivity

Start Button   Wi-Fi Connectivity   LAN Connection

Using the Mouse

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

Using the Keyboard

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

Typing Basics

Symbols

Caps Lock and Shift Keys

Return and Arrow Keys

Navigating using Keys

Spacebar and Tab Keys

Basics of Internet Browsing

Google Chrome   Mozilla Firefox   Internet Explorer

Navigating to a web page

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

Navigation Buttons

Back, Forward

Refresh

Search Bar

Basic Search in a Search Engine

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.

Forms and Input Definitions

Text box

Save Button

Password Field

Legends

Drop-Down

Date Fields

Select the Date using date Picker tool

Radio Buttons

Search box

Data List

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

2

Computing for Beginners

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!

ما وس کمپیوٹر کے استعمال میں کافی مددگار ہوتا ہے

4

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Clicking using the Mouse

No Click

Single Click highlights the object on the screen

Double-click opens an on-screen object

5

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Right-Click

Right-clicking an on-screen object displays options related to that object

Right Click

Open
Pin to Start
Manage

Map network drive...
Disconnect network drive...

Create shortcut

Delete
Rename

Properties

6

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Mouse-Over

A tool tip is displayed if a mouse stays on an on-screen object for a few seconds

Shows the disk drives and hardware connected to this computer.

7

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

8

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Mouse Pointers

Basic Pointer

Question Mark Pointer

Hour Glass Pointers

I-Beam Pointer

Link Pointer

9

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Using the Keyboard

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

10

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Typing Basics

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

[H][E][L][L][O] = hello

To type numbers, press a number key.

[2][3][4] = 234

11

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Caps and Shift

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

[⇧][L] = L

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

[Caps Lock][H][E][L][L][O]
= HELLO

12

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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 '£'.

⇧ = £

13

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

teass |
teas|s ←

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

14

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Return and Arrow Keys

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

black blue | ⏎ black blue | ◾◾◾ black blue red |

Try moving the cursor backwards and forwards through your sentence.

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

15

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Spacebar and Tab

Use the space bar to type single spaces between words.

= raw computers

Use the tab key to make larger spaces between words.

= raw   computers

16

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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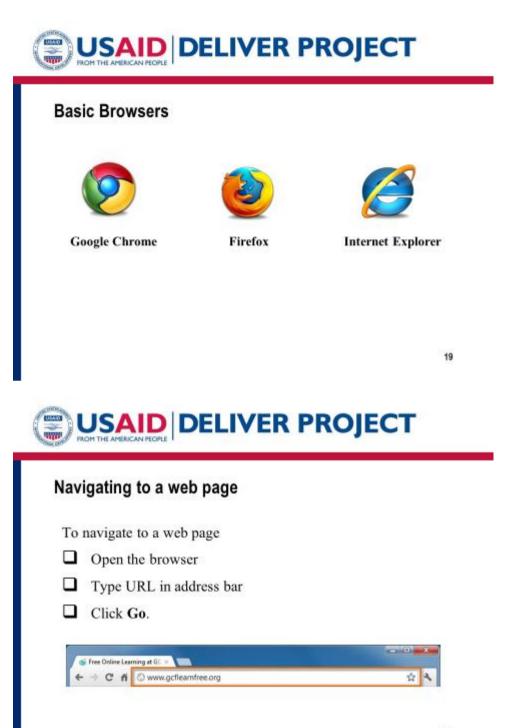
There are a number of ways that you can move round a web page.

Try using the keys below to see where they take you:
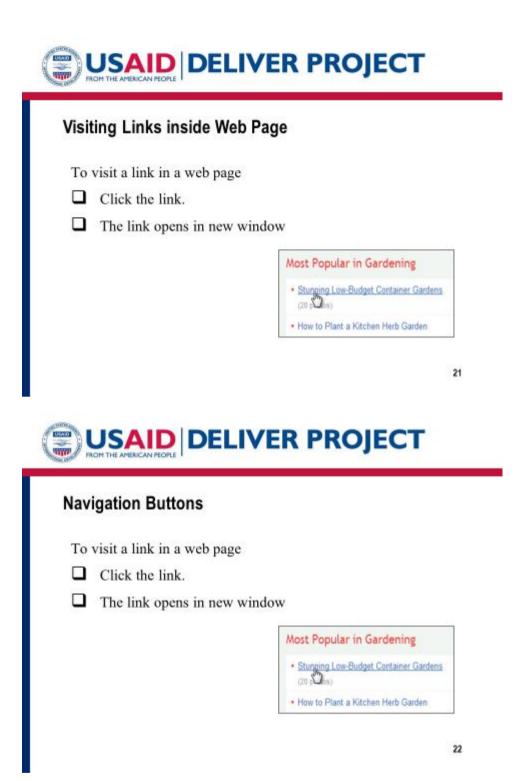
Home	Page Up
End	Page Down

17

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Basics of Internet Browsing

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Basic Browsers

Google Chrome   Firefox   Internet Explorer

19

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Navigating to a web page

To navigate to a web page

❑   Open the browser

❑   Type URL in address bar

❑   Click **Go**.

www.gcflearnfree.org

20

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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 photos)

• How to Plant a Kitchen Herb Garden

21

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Navigation Buttons

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 photos)

• How to Plant a Kitchen Herb Garden

22

Basic Search in a Search Engine

25

Data Entry for Beginners

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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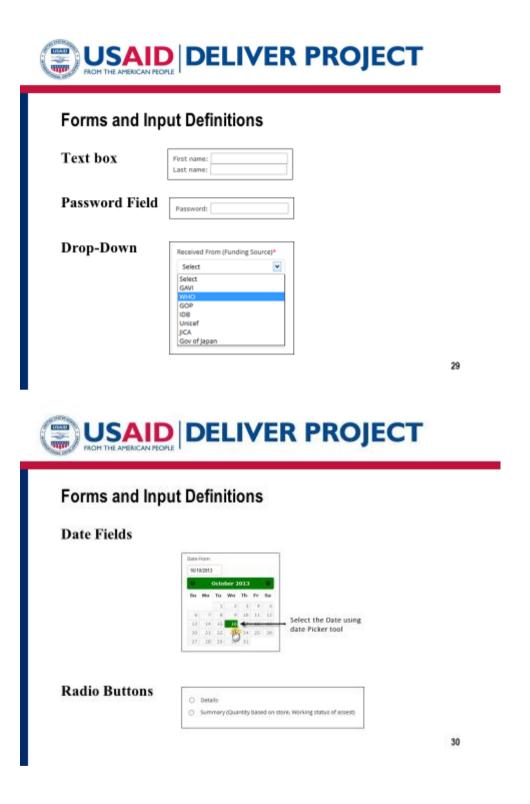
By the end of the Session, participants should be able to:

❑ Log into LMIS

❑ Know about the basic input tools in LMIS

27

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Logging into vLMIS

To Log in to vLMIS:

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Forms and Input Definitions

Text box

First name:
Last name:

Password Field

Password:

Drop-Down

Received From (Funding Source)*

Select ▼
Select
GAVI
WHO
GOP
IDB
Unicef
JICA
Gov of Japan

29

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Forms and Input Definitions

Date Fields

Date From:
10/16/2013

October 2013

Su Mo Tu We Th Fr Sa
            1   2   3   4   5
6   7   8   9   10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Select the Date using date Picker tool

Radio Buttons

○ Details
○ Summary (Quantity based on store, Working status of assest)

30

Session 3: Vaccine Supply Chain

Presentation

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Session – 3
Vaccine Supply Chain

USAID | DELIVER PROJECT

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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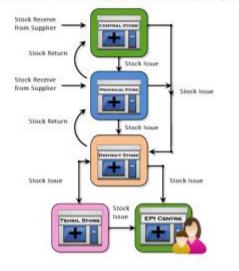
By the end of this session participants will be able to:

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

2

Vaccine & Cold Chain Equipment Supply Chain

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE
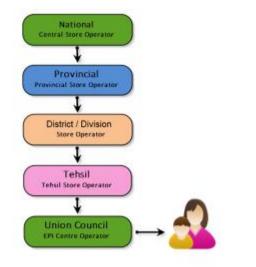
How Vaccines are supplied / demanded

- 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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Users of vLMIS at different Geographical Levels

National
Central Store Operator

Provincial
Provincial Store Operator

District / Division
Store Operator

Tehsil
Tehsil Store Operator

Union Council
EPI Centre Operator

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.

$$\text{AMC} = \text{Last Three Non-Zero Months Consumption} / 3$$

- **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.

$$\text{Months of Stock} = \text{SOH} / \text{AMC}$$

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.

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

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

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

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	
TT	

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	
TT	

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 KEY EXERCISE 1, 2, 3

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Session – 4
Basic Logistics Concepts

USAID | DELIVER PROJECT

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

4

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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)

5

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

EPI Store User – District

Feature	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

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

7

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

9

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

CCEM Operator – National, Provincial and District

Feature	Responsibilities
CCEM	Search Refrigerator Add Refrigerator Search Vaccine Carriers Add Vaccine Carriers Search Ice Pack Add Ice Pack Search Cold Room Add Cold Room Search Voltage Regulator Add Voltage Regulator Search Generator Add Generator Search 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.

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Accessing vLMIS

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

vLMIS Homepage

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

13

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE
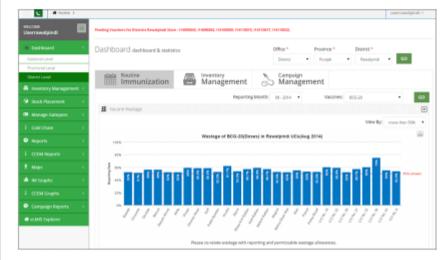
Logging into vLMIS – Continued

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

14

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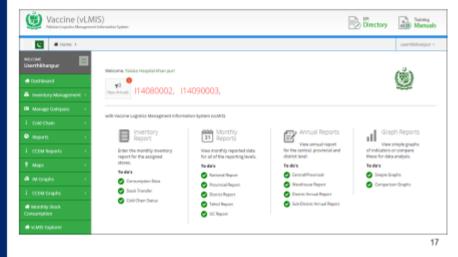
Vaccine Logistics Management Information System Users are store operators that manage and record the inventory and stock transactions.

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

vLMIS Dashboard – Tehsil User

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

Screen Shots	Description
Stock Receive from Store **Step 1:** **Step 2:** **Step 3:** 	Pending vouchers for stock receive shows in red line on dashboard". 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

Handout 6.2: Stock Placement – Job Aid

Screen Shots	Description
Stock Placement **Step 1:** 	From Stock Placement menu, select the menu item "**Location Status**" and click on storage location as shown on screen.
Step 2: 	Select the storage location to place the received stock. Click on the **"Place More"** button.
Step 3: 	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.

Handout 6.3: Batch Management – Job Aid

Screen Shots	Description
Batch Management **Step 1:** 	From Inventory Management menu, select the menu item "**Batch Management**.
Step 2: 	Current stock of all product can be printed and also by manufacturer. Use "**Summary**" and "**Manufacturer**" buttons to see and print the inventory status.
Step 3: 	**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.

Handout 6.4: Stock Issue / Dispatch – Job Aid

Screen Shots	Description
Stock Issue/Dispatch **Step 1:** **Step 2:** **Step 3:** 	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: 1. Issue No. 2. Issue Date 3. Issue Reference 4. Purpose 5. Office (Issue To) 6. Product 7. Batch No 8. Expiry Date 9. VVM Stage 10. Available 11. Quantity 12. Dispatch By Click on "**Add Issue**" button to add more products in the same issue voucher. Stock Issue/Dispatch List appears after adding entry. Specify the Issue Period. As you click on the "**Save**" button, the system will ask final confirmation through popup message.

Handout 6.5: Stock Pick– Job Aid

Screen Shots	Description
Stock Pick **Step 1:** 	From Stock Placement Menu tab, select the menu item "**Stock Pick**".
Step 2: 	Select the issue voucher number from the list
Step 3: 	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.

Handout 6.6: Add Adjustment – Job Aid

Screen Shots	Description
Add Adjustment **Step 1** Inventory Management Stock Receive from Store Stock Receive - Search Batch Management Stock Issue/Dispatch Stock Issue - Search Stock Issue for Picking Stock Issue for Picking - Search Add Adjustment Adjustment - Search	From Inventory Management Menu tab, select the menu item "**Add Adjustment**".
Step 2 Add Adjustment Fill out this form *Select Adjustment date, type, product and location* Adjustment Date * 13/05/2015 Adjustment Type * Select Ref. No. Product * Select Batch No.	Quantity * New Location	VVM	Quantity * Show locations with this product Quantity * Vvm Stage * NA New Vvm Stage NA *Enter quantity to adjust and select old and new VVM stage* Comment Add Adjustment	Stock adjustment form will be displayed. Enter/Select the following fields: • Adjustment No • Adjustment Date • Adjustment Type • Ref No • Product • Batch • Available • Quantity • New VVM Stage • Comment Click on "**Add Adjustment**" button to save the transaction.

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 "**Add Issue**" 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 "<u>Pick</u>" 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 "<u>Search</u>" 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)

USAID | DELIVER PROJECT

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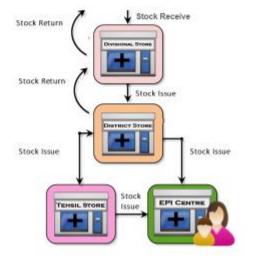
By the end of the session participants shall be able to perform following vLMIS functions at District & Tehsil level EPI Store:-

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

2
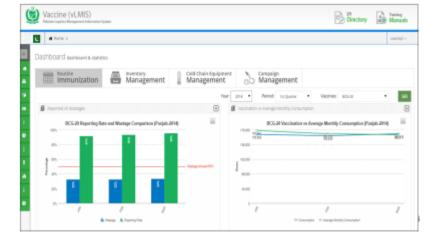
District and Tehsil / Taluka Users Overview

National User's Homepage

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Selection of Dates

Select the Date using date Picker tool

10

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.
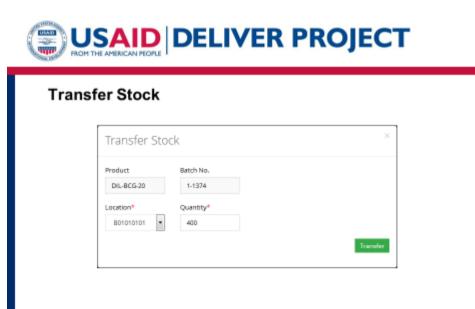
13

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Location Status

14

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Location Status

Stock in Bin A01010101

Back to Location

Product	Batch No.	Carton Quantity	Quantity	Action
DIL-BCG-20	070512039E	1500	15000	Transfer
DIL-BCG-20	285-1	100	1000	Transfer
DIL-BCG-20	1-1374	500	5000	Transfer
DIL-BCG-20	070512042E	1200	12000	Transfer
DIL-Measles-10	068513031E	500	5000	Transfer

Showing 1 to 8 of 8 entries

15

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Transfer Stock

Transfer Stock ×

Product
DIL-BCG-20

Batch No.
1-1374

Location*
B01010101

Quantity*
400

Transfer

16

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

18

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Batch Management

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Stock Issue

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Stock Pick

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

Manage Pick Stock				
Pick From Issue Voucher List				∨
Issue No.				
000279 ▾				
Vaccine/Product	Batch No.	Expiry Date	Unpicked Quantity	Action
BCG-20	036D2054	2015-01-31 00:00:00	10000	Pick

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

Stock Pick		
		Back to Manage Pick Stock
Pick Stock		∨
Location	Available Quantity	Pick Quantity
400040	25	10
Pick		

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Add Adjustment

Adjustment		
New Adjustment		∨
Adjustment Date *	Ref. No.	
31/08/2014		
Product *	Batch No. *	Available
bOPV ▾	GM902 ▾	15,000 Vials
Adjustment Type *	Quantity *	
Cold Chain Break ▾	100	
Comment		
	Save	

24

Search Adjustments

Session 7: Monthly Reporting Forms

Handouts

Handout 7.1: Routine Immunization Monthly Vaccination Reporting Form

ROUTINE IMMUNIZATION MONTHLY VACCINATION REPORTING FORM

Month		Year	
District			
Taluka			
Union Council			
Health Facility			

MONTHLY TARGETS

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

Filled By _____ Date _____ Sign. _____

Product	Opening Balance (Doses)	Received (Doses)	#	Number of Children Vaccinated (0-11 Months)												Number of Children Vaccinated (12-23 Months)												Closing Balance (Doses)	Unusable (Doses) **
				Fixed						Referral from Outside UCs ♦		Outreach			Fixed						Referral from Outside UCs ♦		Outreach				
				Inside UC		Outside UC									Inside UC		Outside UC										
				M	F	M	F			M	F	M	F		M	F	M	F			M	F	M	F		
BCG	60	60		10	10	10	10			15	15	10	10		60											30	
Hep-B			0																								
tOPV			1																								
			2																								
			3																								
			Total																								
Pentavalent			1																								
			2																								
			3																								
			Total																								
Pneumococcal (PCV-10)			1																								
			2																								
			3																								

* Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

♦ Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

** Vaccine expired, exposed to heat or unusable due to any other reason

Number of Children Vaccinated

Product	Opening Balance (Doses)	Received (Doses)	#	Number of Children Vaccinated (0-11 Months) — Fixed — Inside UC M	F	Outside UC M	F	Referral from Outside UCs* M	F	Outreach M	F	Number of Children Vaccinated (12-23 Months) — Fixed — Inside UC M	F	Outside UC M	F	Referral from Outside UCs* M	F	Outreach M	F	Closing Balance (Doses)	Unusable (Doses)**
Measles			Total																		
			1																		
			2																		
			Total																		

TT - Coverage

Product	Opening Balance (Doses)	Received (Doses)	S. No	Pregnant Women	Non-Pregnant (15-45 Years age)	Closing Balance (Doses)	Unusable (Doses)**
TT			1				
			2				
			3				
			4				
			5				
			Total				

Other Items

Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Diluent BCG				
Diluent Measles				
AD Syringes 0.5 ml				
AD Syringes 0.05 ml				

Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Reconstitution Syringes (BCG-2 ml)				
Reconstitution Syringes (Measles 5 ml)				
Safety Boxes				

* Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

** Vaccine expired, exposed to heat or unusable due to any other reason

<u>Form B</u>   **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

<u>Step by step procedure</u>

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

Routine Immunization Monthly Vaccination Reporting Form (Side – 2)

Product	Opening Balance (Doses)	Received (Doses)	#	Number of Children Vaccinated (0-11 Months)								Number of Children Vaccinated (12-23 Months)								Closing Balance (Doses)	Unusable (Doses) **
				Fixed				Referral from Outside UCs *		Outreach		Fixed				Referral from Outside UCs *		Outreach			
				Inside UC		Outside UC						Inside UC		Outside UC							
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Measles			Total																			
			1																			
			2																			
			Total																			

TT- Coverage

Product	Opening Balance (Doses)	Received (Doses)	S. No	Pregnant Women	Non-Pregnant (15-45 Years-age)	Closing Balance (Doses)	Unusable (Doses) **
TT			1				
			2				
			3				
			4				
			5				
			Total				

Other Items

Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)	Product	Opening Balance (No)	Received (No)	Dispensed (No)	Closing Balance (No)
Diluent BCG					Reconstitution Syringes (BCG-2 ml)				
Diluent Measles					Reconstitution Syringes (Measles 5 ml)				
AD Syringes 0.5 ml					Safety Boxes				
AD Syringes 0.05 ml									

* Children vaccinated in other UC, must be filled in log book of referral children for communication to UC where children live

** Vaccine expired, exposed to heat or unusable due to any other reason

Session 8: Monthly Consumption Reporting

Handouts

Handout 8.1: Consumption Reporting – Job Aid

Consumption Reporting Form Screen	Description
	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. System is showing month, year, district, taluka and UC along-with the reporting month. Add the <u>monthly targets</u> in the following fields: • **Children Live Birth** • **Surviving Children (0-11 M)** • **Children Aged (12-23 M)** • **Pregnant Women** There are three different sections of consumption reporting. **Routine Immunization** Perform data entry for vaccines. Enter data in the following fields: 1. Opening Balance (Doses) 2. Received (Doses) 3. Number of Children Vaccinated (0-11 Months) 4. Number of Children Vaccinated (12-23 Months) 5. Closing Balance (Doses): Enter the closing balance in doses. 6. Unusable (Doses): Enter the number of unusable vaccine in doses. **TT Coverage** 1. Opening Balance (Doses) 2. Received (Doses) 3. Pregnant Women 4. Non-Pregnant Women (15-49) Years 5. Closing Balance (Doses) 6. Unusable (doses) **Other Items** 1. Opening Balance (No) 2. Received (No) 3. Dispensed (No) 4. Closing Balance (No) 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.

Handout 8.2: Log Book and Asset Update– Job Aid

Log Book of Children Vaccinated from Outside UCs Form Screen	Description
	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 vaccines. • Refer to: enter the name of the referral. Click **"Save".** 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".**

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 **monthly targets** 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:
  - BCG – 20
  - Penta – 1
  - PCV10
  - 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

USAID | DELIVER PROJECT

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

2

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

3

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

4

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

Add Consumption Report Form

Log Book of Children from Outside UC

Click the month tab in the **Log Book** row as shown below:

8

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.

10

Session 9: Cold Chain Equipment Management

Handouts

Handout 9.1: Add Cold Room Job Aid

Screen Shots	Description
Add Cold Room **Step 1:** Cold Chain Search Refrigerator Add Refrigerator Search Vaccines Carriers Add Vaccines Carriers Search Ice Pack Add Ice Pack Search Cold Room Add Cold Room **Step 2:** Add Cold Room form with fields: Asset Id / Equipment Code (1234), Source of Supply (EPI Program), Utilization (In use), Working Status (Working well), Placed At (Unallocated / Select Warehouse), Type (Cold Room -20'C), Internal Storage Dimensions (Length, Width, Height), Make (HURRE), Model (HURREE), Internal gross volume (m3) (Gross Capacity), Year of Supply (13/05/2015), Number of cooling system (2), Net storage volume for vaccine/packs (m3) (Net Capacity), Refrigerator gas type (R12), Has working backup generator (Yes- automatic startup), Temperature recording system (Provided, operating), Type of recording system (Chart recorder (clockwork)), Has voltage stabilizer (Yes/No), Save	Select the menu item "**Add Cold Room**" from Cold Chain Menu tab. Enter data in the following fields: • Asset Id / Equipment Code • Source of Supply • Utilization • Working Status • Placed At • Type • Internal Storage Dimensions (m) • Make. • Model • Internal gross volume (m3) • Net storage volume for vaccine/packs (m3Year of Supply • Number of cooling system • Refrigerator gas type • Has working backup generator • Temperature recording system • Type of recording system • Has voltage stabilizer Click on the "**Save**" button.

Handout 9.2: Transfer Asset Job Aid

Screen Shots	Description
Transfer Asset **Step 1** 	Select the menu item "**Transfer**" from Cold Chain Menu tab.
Step 2 	**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.
Step 3 	**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

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 "**Search**" 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 "**Search**" 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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Session – 9
Cold Chain Equipment Management

USAID | DELIVER PROJECT

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

2

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

CCEM Operators Login

4

CCEM Menu

- Click **Cold Chain** from the main menu

Add Refrigerator

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Search Refrigerator

Cold Chain

Search Refrigerator/Freezer/ILR Asset

Asset Sub Type	Source of Supply	Working Status	Asset Id / Equipment Code
Select Asset Sub Types	Select Source Of Supply	Select working status	

Catalogue ID	Make	Model	Serial Number
	Select Makes	Select Make First	

Gross Capacity From	Gross Capacity To	Working Since From	Working Since To

CFC Free Sticker
○Not Applicable○Yes◉No

Placed At ◉Unallocated ○Select Warehouse

Search   Reset

Report Type ◉Detail View ○Summary View

District	Facility	Make	Model	Capacity	Working Status	Date	
		Test	Test	For 20 : 4 For 4 : 4	Unknown	2014-08-05 00:00:00	Edit More
			Test	For 20 : 4 For 4 : 4	Unknown	2014-08-05 12:11:51	Edit More
			Test	For 20 : 4 For 4 : 4	Unknown	2014-08-05 12:12:58	Edit More
		LG	PK2014	For 20 : 18 For 4 : 10	Working well	2004-08-20 00:00:00	Edit More
		pastunabdqta	123	For 20 : 1 For 4 : 1	Working well	2014-08-05 00:00:00	Edit More

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Add Vaccine Carriers

Add Vaccine Carriers

Placed At *
○ Unallocated ◉ Select Warehouse

Office *	Province	Store
District	Sindh	Bin Qasim Town

Catalogue ID *	Total Available For Vaccination Activities *
8452M - Gio ▾ Add	

Make *	Model *
GioStyle	Carrier

Internal Dimensions
Length
Width
Height

Save

8

Search Vaccine Carriers

Add Ice Packs

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Search Ice Packs

Cold Chain

Ice Pack Search ⌄

Make | Model
Select Makes | Select Make First

Placed At
⦿ Unallocated ⚪ Select Warehouse

[Search] [Reset]

Ice Pack Search ⌄

Report Tpe
⦿ Detail View ⚪ Summary View

District	Facility	Make	Model	Quantity	Date	
		Ariston Italy	0.2	1	08/08/2014	More
		Ariston Italy	0.3	2	08/08/2014	More
		Ariston Italy	0.4	3	08/08/2014	More

Showing 1 to 3 of 3 entries

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Add Cold Room

Add Cold Room

Add Cold Room ⌄

Asset Id / Equipment Code | Source of Supply
| WHO

Utilization * | Working Status *
In use | Working well

Placed At*
⦿ Unallocated ⚪ Select Warehouse

Type * | Internal Storage Dimensions(m)
Select | Length
| Width
| Height

Make * | Internal gross volume (m3) *
Make | Gross Capacity

Model * | Net storage volume for vaccine/packs (m3) *
HBD-116 | Net Capacity

Year of Supply | Number of cooling system

Number of phases | Refrigerator gas type
⦿ One ⚪ Three | R12

Has voltage stabilizer ⚪ Yes ⦿ No | Has working backup generator
| No- automatic startup

Temperature recording system | Type of recording system
Provided, operating | Chart recorder (clockwork)

[Save]

12

Search Cold Room

Search Voltage Regulator

Add Generator

Search Transport

Cold Chain

Search Transport Asset

Transport Type		Working Status		Source of Supply		Fuel Type	
Select Asset Sub Types	▾	Select working status	▾	Select Source Of Supply	▾	Select Fuel Types	▾

Registration No.	Make		Model	
	Select Makes	▾	Select Make First	▾

Manufacture Year From	Manufacture Year To

Placed At: ⦿ Unallocated ○ Select Warehouse

[Search] [Reset]

Report Tpe ⦿ Detail View ○ Summary View

District	Facility	Make	Model	Fuel Type	Working Status	Date	
		Electrolux	TPW791	Petrol		2014-08-01 00:00:00	Edit | More
		TESTING MAKE	TESTING MODEL	Petrol	Working well	2014-06-17 00:00:00	Edit | More
		Electrolux	TCW1151	Petrol	Working well	2014-08-08 00:00:00	Edit | More
		Toyota	Toyota	Petrol	Working well	2013-08-01 00:00:00	Edit | More
		Suzuki	Sprinter	Diesel	Working well	2013-12-01 00:00:00	Edit | More

Transfer Asset

Transfer Asset

From Office *		Province		Warehouse *	
Province	▾	Punjab	▾	Punjab EPI Store	▾

S. No.	Assets	Model	Asset ID	Quantity	Transfer Quantity/Asset
1	Vaccine Carriers-Cold Boxes	Rosary International	201838	5243	3000
2	Vaccine Carriers-Cold Boxes	RCW12	203135	4649	1000
3	Vaccine Carriers-Cold Boxes	RCW25	203322	600	
4	Ice Packs	HURREE	400032		☑
5	Ice Packs	POV90L	400059		☑
6	Ice Packs	POV90L	400060		○
7	Ice Packs	Local	400061		○
34	Cold Rooms	0.2		10	
35	Freezer-ILRs-Refregerators	model	00000		○
36	Vehicles	Pickup Single Cabin	A00000		○

To Office *		Province *		Warehouse *	
District	▾	Punjab	▾	District Bhakkar	▾

[Transfer]

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Transfer Asset

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

S. No.	Assets	Model	Asset ID	Quantity	Transfer Quantity/Asset
1	Vaccine Carriers-Cold Boxes	Rotary International	201838	5243	3000

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

To Office *	Province *	Warehouse *	
District	Punjab	District Bhakkar	Transfer

- Click Transfer.

21

Session 10: Dashboards

Presentations

Session – 10
Dashboards

USAID | DELIVER PROJECT

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

3

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

4

Month of Stock

Consumption Graph

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Stock Status by Item
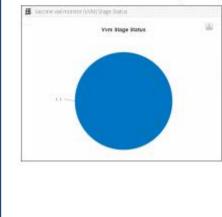
Receive From (Warehouse Name)

S.No	Warehouse Name	Quantity	Batch Name
1	Federal EPI Store	27300	036D2054

Issue To (Warehouse Name)

S.No	Warehouse Name	Quantity	Batch Name
1	Distrtict Rawalpindi Store	2400	036D2053
2	District Multan Store	2370	036D2054
3	Distrtict Faisalabad 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	665	036D2053

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Vaccine vial monitor (VVM) Stage Status

Vaccine vial monitor (VVM) Stage Status

Vvm Stage Status

Vvm Stage Status		
S.No	Batch Name	Quantity
1	036D2053	7221
2	036D2054	11398
3	036D2057	2751
4	036D2058	945
5	036D2052	5700
6	837-1	2190
7	037G4064	23780

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Stock Status

Stock Status
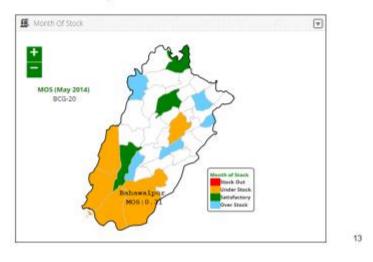
Product wise Stock Status (Doses)

Vaccines	OB	Receive	Issue	CB
bOPV	4,265,700	450,000	191,000	4,524,700
BCG-20	686,300	6,000	308,700	383,600
Pentavalent-1	641,232	308,701	459,300	490,633
Pneumococcal-2 (PCV10)	454,700	200,000	367,700	287,000
Measles-10	901,500	300,000	629,200	572,300
TT-10	190,300	106,400	146,600	150,100
TT-20	91,000	100,000	124,200	66,800
AD Syringe 0.05ml	0	0	0	0

12

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE
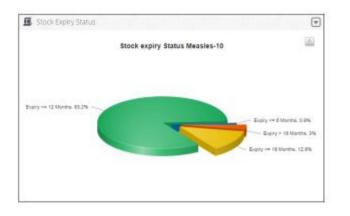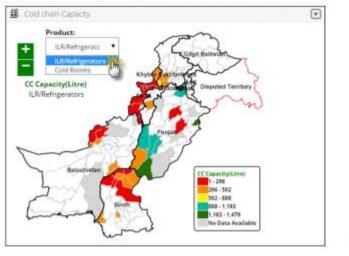
Cold Chain Equipment Management Dashboard

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.
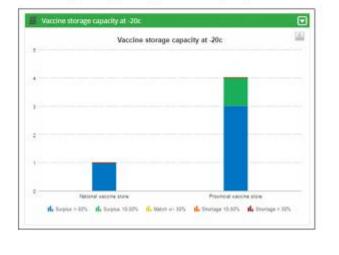
15

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Cold chain capacity Map

16

Icepack freezing capacity against routine requirements graph
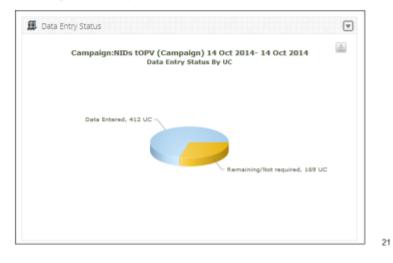
Campaign Management Dashboard

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
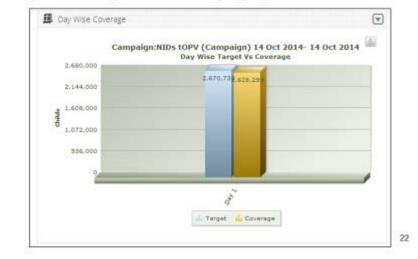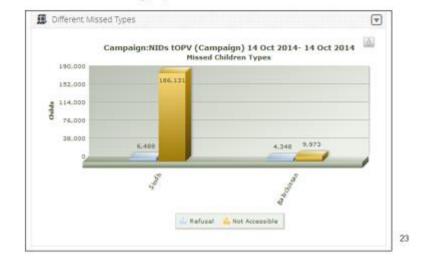
Day Wise Target vs Coverage graph

Missed Children graph

Campaign Vaccines graph

Session 11: Reports

Presentations

Vaccine Logistics Management Information System

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Reports-Menu

- Under **Reports,** click **Summary Reports ->** **National Reports**.

- The **National Reports** screen displays.

Reports
Summary Reports
National Report
Provincial Report
District Report
Tehsil Report
UC Report
Stock Availability Report
Yearly Reports
Monthly Provincial Reports
Data Performance
Others

4

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Summary Reports- Concept

- UC
- Tehsil
- District
- Province
- National

5

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

National Report Parts

Reporting Rate — 83% Union Councils: — 31% District:

Availability Rate — 29% Union Councils: — 10% District:

MOS Legends: Unknown ■ Stock Out(0-0.99 months) ■ Under Stock(1-2.99 months) ■ Satisfactory(3-5.99 months) ■ Over Stock(6-infinity months) ■

Filter by

Month: Year:
Jul ▾ 2014 ▾ Go

6

National Report - Screen

Provincial Report Parts

8

Provincial Report - Screen

District Report Parts

10

District Report - Screen

Tehsil Report Parts

Tehsil Report - Screen

Union Council Report Parts

14

Union Council Report - Screen

Stock Availability Report - Filters

16

Provincial Yearly Report - Filters

Provincial Yearly Report - Screen

Wastage Report - Filters

Wastages Report - Screen

Shipment Report - Filters

25

Shipment Report - Screen

26

Non Reported Districts Report - Screen

Reported Districts Report - Screen

Storage Reports - Menu

- Under **Storage,** click Capacity at +2c to +8c.

- The Capacity at +2c to +8c Report screen displays.

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Inventory Reports - Menu

- Under **Inventory,** click All Cold Chain Equipment.

- The All Cold Chain Equipment Report screen displays.

CCEM Reports	‹
Storage	
Inventory	
All Cold Chain Equipment	
Refrigerators Freezers	
Cold Rooms	
Cold Boxes	
Generators and Stabilizers	

45

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

All Cold Chain Equipment - Screen

CCEM Reports

Inventory List Of All Cold Chain Equipment By Facility

Level	Province	Warehouse
Province	Balochistan	Balochistan EPI Store

Search

Refrigerators/Freezers in this Facility

Standard Library ID	Model Name	Manufacture Name	Serial Number	Refrigerant Gas Type	Net Volume +2V+8C	Net Volume -20C	Year of Supply	Source of Supply	Working Status
SB300	131	Vestfrost	1232w		0.0	0.0	04-08-2014	WHO	Working well
SB300	131	Vestfrost	123456		0.0	0.0	13-08-2014	GAVI	Working well

Voltage Regulators in this Facility

Facility Code	Library Id	Manufacture Name	Model Number	Phases
	-45	-45	-45	
	-45	-45	-45	

46

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

48

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

52

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Distribution of CFC-Free Equipment by Facility Type - Screen

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Refrigerators/Freezers Not Working or Needs Service - Screen

54

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Refrigerators/Freezers not in use - Screen

USAID DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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.

56

4 and -20 by Model and Working Status - Screen

Cold Room Facilities and Working Status - Screen

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Cold Boxes/Carriers Quantity - Screen

61

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE
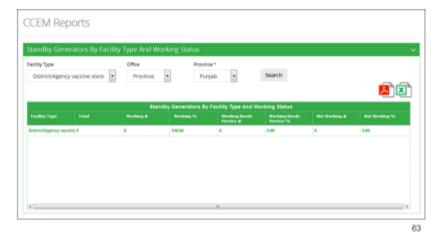
Generators and Stabilizers Reports - Menu

- 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.

62

Standby Generators by Facility Type and Working Status - Screen

Session 12: Graphs and Maps

Presentations

Session – 12
Graphs and Maps

USAID | DELIVER PROJECT

Objectives

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

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Graph Menu

- Under **IM Graph**, click **Simple Graphs**.

- The **Simple Graph** screen displays.
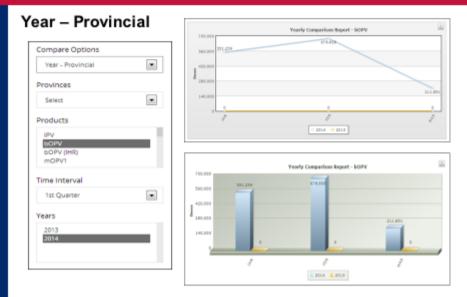
ili IM Graphs	<
Comparison Graphs	
Simple Graphs	

4

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Simple Graph Selection Bar

Indicators
Consumption

Geographical Options
National

Products
IPV
bOPV
bOPV (IHR)
mOPV1

Time Interval
1st Quarter

Years
2013

Chart Type
Line

Submit   5

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Simple Graph Indicator, Products

Indicators
Consumption
Dispensed
Consumption
Avg Monthly Consumption
MOS
Months of Stock
OnHand
Stock On Hand - UC
Stock On Hand - District

Products
IPV
bOPV
bOPV (IHR)
mOPV1

6

Time Interval, Year

7

Generate report

8

Capacity at -20C

Icepack Capacity (RI)

USAID | **DELIVER PROJECT**
FROM THE AMERICAN PEOPLE

Refrigerator Freezers Graph Menu

- Under **Refrigerator Freezers Graph**, click **Working Status by Refrigerators Model**.

- The Working Status by Refrigerators Model screen displays.

CCEM Graphs	‹
Storage
Refrigerator Freezers
Working status by refrigerators/freezers model
Refrigerators/Freezers Models By Age Group
Refrigerators/freezers Utilization
Cold Boxes
Generators Stabilizers

21

USAID | **DELIVER PROJECT**
FROM THE AMERICAN PEOPLE

Working Status by Refrigerators Model

22
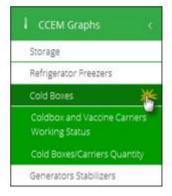
Cold Boxes Graph Menu

- Under **Cold Boxes Graph**, click **Cold-box and Vaccine Carriers Working Status**.

- The Cold-box and Vaccine Carriers Working Status screen displays.

Cold-box and Vaccine Carriers Working Status

Cold-boxes / Carrier Quantity

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.

Consumption Map

Consumption Map

Expiry Alert Map

District wise Stock Expiry Rate Ranking

Pakistan - District Wise Stock Expiry Rate Ranking
March 2016

District wise Stock Expiry Rate Status

Province	District	Total Quantity(vials)	Expire within 6 Months(vials)	Expiry Rate(%)	
FATA	Lower Kurram Agency	591	0	0	
Punjab	Bahawalpur	104	0	0	
Khyber Pakhtunkhwa	Charsadda	2517	0	0	
FATA	SW Agency	127	0	0	
Punjab	Faisalabad	2085	0	0	
FATA	FR Bannu	30	0	0	
FATA	FR Dera Ismail Khan	47	0	0	
FATA	FR Kohat	22	0	0	

Vaccine Coverage Map

Vaccine Coverage

User Filter

Year: Province/Region: Product:

Jan   Feb   Nov   Dec

42

Vaccine Coverage Map

Province	District	Consumption	Population	Vaccine Coverage	
FATA	SW Agency	0	1,251	0	
FATA	FR Peshawar	19	210	9	
FATA	FR Dera Ismail Khan	20	167	12	
FATA	Lower Kurram Agency	88	677	13	
Sindh	Karachi	5,539	39,599	14	
Balochistan	Killa Abdullah	446	1,627	27	
FATA	Mohmand Agency	396	1,272	31	
Balochistan	Khuzdar	554	1,453	38	
FATA	NW Agency	501	1,115	45	
Balochistan	Pishin	738	1,443	51	

Cold Chain Capacity Map

44

Cold Chain Capacity Map

District wise Cold Chain Capacity Ranking

District wise ILR/Refrigerators at District + Field Level Ranking- Cold Chain Capacity

District wise Cold Chain Capacity Status

Province	District	Capacity
Balochistan	Sherani	0
Punjab	Sahiwal	0
Balochistan	Killa Saifullah	0
Balochistan	Lasbella	0
Balochistan	Khuzdar	0
FATA	Upper Kurram Agency	9
Punjab	Gujranwala	40
FATA	FR Peshawar	68
FATA	FR Dera Ismail Khan	96
Punjab	Bahawalpur	120
FATA	FR Kohat	138

Session 13: vLMIS troubleshooting

Presentations

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

Session – 13
vLMIS Troubleshooting

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

2

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

USAID | DELIVER PROJECT
FROM THE AMERICAN PEOPLE

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

4