Health Logistics Management Information System (HLMIS)

User Guide

Version History

Version	Release Date	Description
1	December 2019	First published version of HLMIS User Guide.
2	June 2020	Second published version of HLMIS User Guide.

User's Note

To report any errors that you may find in this document, please email support@lmis.gov.pk. Feedback received through this account is used to correct and iterate future versions of our documents and may not receive an immediate reply. For technical support, see "*Technical Support Help Desk*" on page 6.

Publication date: June 2020

This is a living document and changes may be made periodically as per the current or updated HLMIS system.

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Acknowledgement

With the technical support of the UNICEF Health LMIS Assessment (HLMIS) Project, implemented by the Chemonics International Inc, the Health Logistics Management Information System (HLMIS) has been developed and implemented in all districts of Sindh and five focused districts of Punjab including Muzaffargarh, Pakpattan, Bahawalnagar, Dera Ghazi Khan and Rahimyar Khan.

To optimize supply chain systems and logistics of the existing provincial and district health systems, our priority has been to ensure greater realization and availability of maternal and child health related products in the health facilities. The HLMIS has brought in a coordinated and multi-level data visibility of product information and logistics data from district stores and health facilities of Punjab and Sindh public and NGO sectors. The technology solution has improved MNCH supply chain functions in both provinces, thus availability of these products is playing a key role in averting maternal and child morbidity and mortality.

The HLMIS User Guide provides guideline to system users to enter data into the system and use of different modules like inventory management, consumption reporting, policy and decision-making dashboards and other reports.

I would like to recognize Dr. Muhammad Tariq, Country Director, Chemonics International Pakistan, for his leadership role and guidance and his dedicated team for their devoted efforts for the formulation of the user guide.

Finally, I would like to express my gratitude to Dr. Andrey Tulisov, Health Specialist, UNICEF and his national and provincial teams for their valuable support and guidance.

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Dr. Irshad Ahmed Memon
Director General Health Services
Department of Health
Government of Sindh

_____

Dr. Muhammad Haroon Jahangir Khan
Director General Health Services
Department of Health
Government of Punjab

1. ABOUT THIS GUIDE

Welcome to the Health Logistics Management Information System (HLMIS) User Guide! This guide provides step-by-step instructions on getting started with the HLMIS. Here you will find guidelines on application features that enable users to manage the logistics data for maternal, neonatal, and child health (MNCH) and Very Essential Medicines (VEMs). This user manual is organized according to the logical flow of HLMIS features and describes tasks in the same order users will perform them while using the web application.

User's Note: Before You Begin...

It is recommended to have a working internet connection for web access to the HLMIS web portal to reference side-by-side when reading this manual.

Getting Started with the HLMIS User Guide

The HLMIS User Guide is organized as follows:

- **Chapter 1**: **About this Guide** provides information about the HLMIS User Guide, its organization, and the features of the HLMIS you will learn about.

- **Chapter 2**: **Getting Started with HLMIS** provides step-by-step instructions on getting started with the HLMIS application.

- **Chapter 3**: **Inventory Management** provides information on the workspace and features accessible to HLMIS Inventory Management module users.

- **Chapter 4: Consumption Reporting** provides information on using HLMIS for consumption reporting.

- **Chapter 5**: **Dashboards** provides information on how to access, read, and use HLMIS dashboard reports.

- **Chapter 6: Reports** gives information on how to generate, analyze, and use all reports available in the HLMIS application.

Symbolic Conventions

Look for the following symbols as you read through this guide to bring your attention to special information.

The **Note** symbol calls your attention to supplementary information about the system.

The **Warning** symbol warns of a possible problem that you might encounter.

The **Tip** symbol highlights helpful tip for navigating the HLMIS application.

The **Help** symbol refers you to the online help for more information on a topic where it is available.

System Requirements

The HLMIS is accessible from any desktop or laptop personal computer, Mac, or Linux computer with internet access and a supported web browser.

Browser Support

- The following browsers and later versions fully support HLMIS in standard view:
- Mozilla Firefox (Windows, Mac, Linux)
- Google Chrome (Windows, Mac, Linux)
- Netscape (Windows, Mac, Linux)
- Safari (Mac)
- Internet Explorer 9 and above (Windows)

Assumptions

This user guide assumes that you already have Health Logistics Management Information System accounts as per your geographical level and role. This user guide also assumes that you are familiar with basic web-application account login procedures.

Getting the Answers You Need: Technical Support Help Desk

While working with the HLMIS, sometimes help is required to trouble shoot problems and issues that require timely attention and resolution. You can contact our Help Desk team using the email

support@lmis.gov.pk. Our Help Desk team will contact you to help resolve your problems within 24 working hours of a request being submitted for level 1 issues such as a password reset, functionality guideline, etc. For level 2 and 3 issues which are related to configuration or development work, the Help Desk team will inform the user of the estimated time needed to resolve the issue upon request.

2. GETTING STARTED

This chapter explains the step-by-step instructions on getting started with HLMIS.

In this section, you will learn about:

1. The purpose of HLMIS
2. Data Entry for Beginners
3. Features and functions of the HLMIS application
4. Logging into HLMIS
5. Changing your account password
6. Forgotten passwords
7. Logging out of HLMIS
8. Identifying different users and geographic level in the system and functionalities of each of their roles

Before You Begin

It is recommended to use HLMIS with Google Chrome or Mozilla Firefox. Older generations of browsers are also supported—however, their use may cause issues with on-screen formatting and display.

Documents and Other Materials Needed

- HLMIS User Guide
- Laptop or desktop with external mouse, Microsoft Office 2007, Internet Explorer 8.0 or Firefox, and WiFi.

Introduction to and Getting Started with HLMIS

The web-based HLMIS has been designed to help plan and manage MNCH resources in Sindh and Punjab and ensure that the right health commodities are always available to meet demand at the right time, at the right place, at the right cost, in the right condition, in the right quantity.

The web-based HLMIS is an extension of the national Pakistan Logistics Management Information System (LMIS) and is designed to replace the current paper-based logistics information system being used and reduce redundancy of data entry by facilitating the exchange of data between HLMIS and vertical systems for managing health commodities distribution and logistics. HLMIS will support procurement and supplier/demand planners and decision makers by providing reliable access to relevant supply chain indicators like stock on hand, consumption trends, and stock received.

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

The web-based system is easy to use and contextualized to fit local stakeholders' structures and the devolution of health and population programs to provincial governments. The system integrates district- and health facility-level reporting by aggregating facility-level data through paper-based reports. With a unified system for reporting and requisitioning, the HLMIS system integrates information from all levels and sectors for broader analysis and use for decision-making.

Data Entry for Beginners

Forms and Input Definitions. When using HLMIS, you will come across several types of input and display fields that will enable you to enter or read required information.

The basic input definitions used in HLMIS form are explained below:

- **Text box:** A text box is a one-line input field that a user can enter text into. The Username field is an example of a textbox that you will encounter every time you sign into HLMIS. Another text field that accepts text input is the Ref No. field in HLMIS data entry forms.

- **Password Field:** A password field is used to specify the password needed to access a system or specific function. Note that the characters in a password field are masked (shown as asterisks or circles) for privacy if others are around while entering the password.

- **Drop-down:** Drop-down fields display a list of choices you can select from. Each choice is referred to as an option.

- **Date Fields:** The date fields are used for date selection in HLMIS. You can select a month and year to view data for by using the drop-down option and specifying a date in a drop-down menu.

- **Radio Buttons:** Radio buttons let a user select only one of a limited number of choices.

- **Search Box:** This type of text entry box enables the user to enter a keyword that it will search in the database for relevant data or functions.

- **Data List:** A data list displays list of entries in form of a table.

- **Legends**: Legends display color-coded values for options. The options can be categorized and/or identified using these color codes.

- **Submit Button:** A submit button is used to send form data into a server. The data is sent to the page specified in the form's action attribute. The file defined in the action attribute usually executes an automatic task with the submitted data input.

Accessing and Logging Into HLMIS

For store manager and other users, the web-based HLMIS (as an extension of the national LMIS) can be accessed at http://lmis.gov.pk. The web-based system is easy to use and role-based with access control granted as per users' responsibilities. Each role has a customized view / access of the system.

For decision makers and other strategic users, the HLMIS dashboard application homepage can be accessed directly by entering the URL http://mnch.lmis.gov.pk into your web browser. The image below indicates what homepage you should be taken to when following this URL and displays a basic introduction to HLMIS.

To log into the system, enter your designated username in the Username field, enter the password, and click the Login button to the right of these fields.

Homepage Menu

The HLMIS is a web-based reporting system that makes it simple for beginners and experienced users alike to report inventory and consumption data and view performance reports, graphs, and maps for analysis and decision-making use. The available menu items can be found and navigated on the top of homepage screen. Different functions and interfaces are displayed dependent on the user access granted.
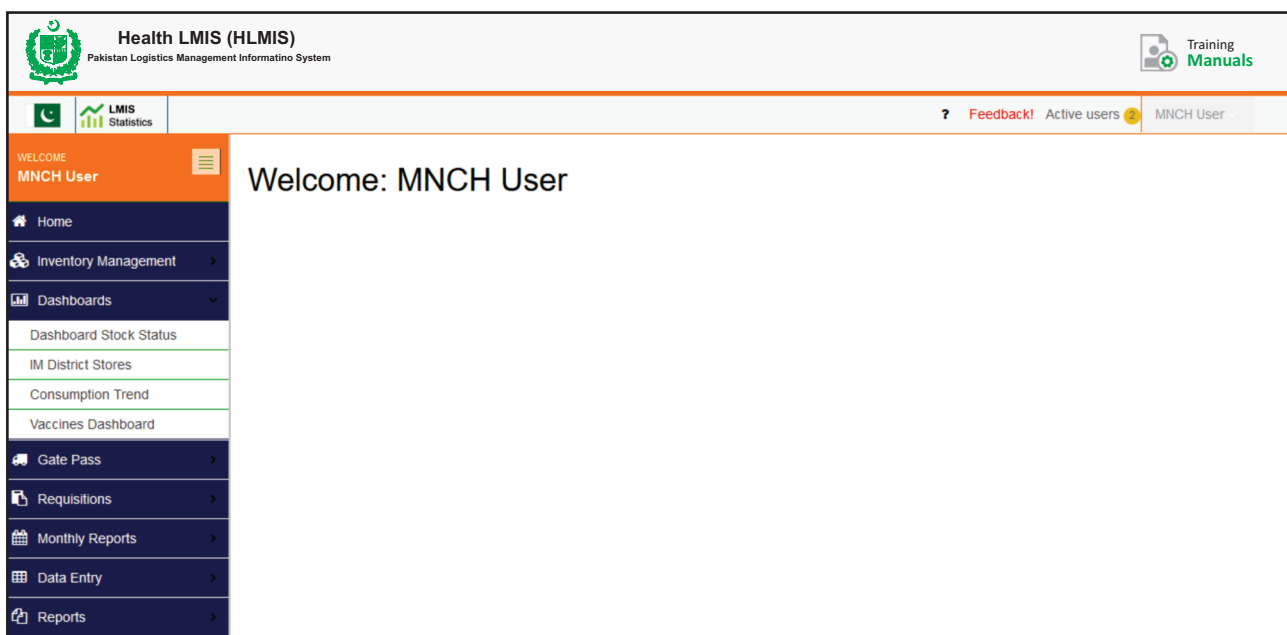
Functions and Features of the HLMIS System

The following is a list of features and functions of HLMIS:

1. **Role-Based Access for Users:** Users are authenticated based on the geographic level of the supply chain that they work at and the user roles that are associated with their position.
2. **Dashboards:** Users can view dashboards for data at the national, provincial, and district levels to access analytical reports, graphs and maps pulled directly from the dashboard. These dashboards include information from the Inventory Management and Consumption Reporting modules of the system.
3. **Consumption Reporting:** A module for reporting MNCH commodities consumption in the centralized web-based Pakistan LMIS. Data providers can perform monthly data entry and can subsequently generate reports on this data for themselves through the system. Monthly reporting using HLMIS will aggregate health facility data collected and recorded daily.
4. **Inventory Management/Automated Stock Transactions:** Stock (medicines or other items) transactions are updated in the HLMIS and calculated automatically for stock transfers based on average monthly consumption of three non-zero consumption months and adjustments, allowing for better inventory management. The data provided in HLMIS by different supply chain (Provincial, District, Sub-District) tracks batch specific medicines/commodities and concurrently allows users to enter data by using data entry forms to record supply chain indicators.
5. **Batch Management:** HLMIS houses a batch management function to maintain the First Expiry First Out (FEFO) process for health commodities during stock issue. FEFO helps end user to maintain stock optimally by issuing stock near its expiry date first and furthest out expiry date products last.
6. **Data Reports:** Performance reports enable users to view the monthly reporting performance across all supported districts in Sindh and Punjab. Data reviewers can access HLMIS using the Guest User account and export reports about the country's

various provinces and districts to inform logistical decision-making regarding public health supply chain management in their assigned districts.

7. **Graphs:** Graphs enable users to visualize different indicators and compare performance and progress reports over time.
8. **Maps:** Maps enable users to view and compare performance of different indicators based on geographic area.

Users and User Roles

HLMIS users are typically store operators that manage and record inventory and stock transactions for health commodities. The role-based user functionality of HLMIS allows users to perform their assigned functions based on their job and geographical level.

Logging Out

When you've completed your reporting tasks within HLMIS, you can sign out of the system. Click **Sign Out** on the right-hand side of the application to exit HLMIS.

3. INVENTORY MANAGEMENT

This chapter provides an overview of the HLMIS functions and features accessible to District Level Inventory Management system users.

In this section, you will learn about:

1. Stock Receive from Store and Placement, Searching Receive History
2. Batch Management, Priority Management Based on Stock Expiry
3. Stock Issue and Picking, Searching Issue History
4. Stock Adjustments, Search Adjustments History
5. Stock Purpose Transfer and View Purpose Transfer History

Documents and Other Materials Needed

- HLMIS User Manual
- Inventory Management Exercises
- Inventory Management Job Aids
- Laptop or desktop with external mouse, Microsoft Office 2007, Internet Explorer 8.0 or Firefox, and WiFi
- Calculator

Login

The following section provides an overview of how a supply chain begins from the federal or provincial level and stock is distributed to the district and tehsil/taluka level.

Upon logging into the system, the following screen will appear:
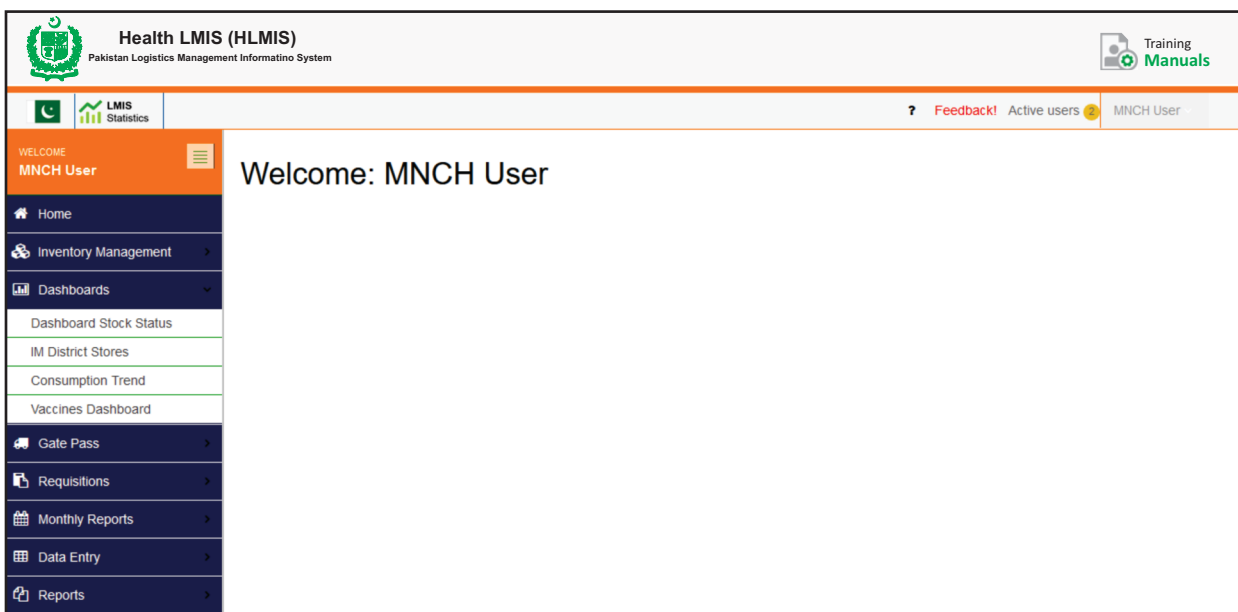
Stock Receive from Supplier

To access data on stock received from suppliers, navigate to and expand the Inventory Management menu of the main menu and select Stock Receive (From Supplier). This form is designed to capture data on stock received from any number of registered sources and includes approved and contracted suppliers of medicines (pharmaceutical companies). The steps below outline the process of data entry for receiving stock from suppliers in HLMIS:

Stock Receive from Supplier – Screen Introduction: Please turn your attention to the screen, which shows the data entry screen of stock receive from supplier in HLMIS. The elements of the screen are defined as follows:

1. **Receipt No.:** This is an auto-generated number that will be populated after all the data entry steps are carried out.
2. **Reference No.:** Enter the purchase order number present in the stock receiving documents in this field.
3. **Receiving Time:** Automatically records the time of receipt when the data is entered into HLMIS.
4. **Physical Inspection:** Click this field to indicate the inspection status of the received stock as: completed, in-process or N/A.
5. **DTL**: The sample of stock received is sent to the Drug Testing Laboratory for quality testing. Drug inspectors collect medicine samples on random basis and request to block stock issuance of this medicine until testing results are cleared. Record the testing status here as: completed, in-process, or N/A.
6. **Received From (Funding Source):** The source of funding for the product being recorded can be selected by selecting the source from a drop-down menu. The funding source can be identified on the DoH voucher.
7. **Product:** Select the exact commodity by type and manufacturer. Selecting the correct manufacturer is critical as the same products may be sourced from multiple manufacturers.

8. **Manufacturer:** Select the manufacturer of that product. A new manufacturer can be added by clicking ➕ if it is not specified in the manufacturer's list.
9. **Batch No.:** Enter the batch number allotted for the product or add a new batch number for the stock received.
10. **Expiry Date:** Enter the expiry date of the stock received for each product.
11. **Quantity:** Enter the quantity of the stock received from the supplier for each product.
12. Once all of the above data has been entered into the respective fields, it can be saved by clicking on **Save Entry.** The information can be reset by clicking **Reset Option**.

Once saved, the transaction will be recorded with all other entries in HLMIS. It will display a receive list at the bottom of the screen with the following data recorded by the user:

- **Receiving Time:** Date and time of stock arrival
- **Product:** Name, type, and strength of the product as applicable
- **Manufacturer:** Name of the product manufacturer
- **Unit:** Form of the product that quantity is recorded by (e.g., tablets, syrup, etc.)
- **Received From:** Supplier (or other source) from which the stock was received
- **Quantity:** What quantity of the product was received
- **Cartons:** How many cartons were received
- **Batch:** Batch number of the product
- **Expiry Date:** Expiration date of the product received

Receive List

Receiving Time	Product	Manufacturer	Unit	Receive From	Quantity	Cartons	Batch	Expiry Date	Action
02/12/19 09:57 AM	Inj Dexamethasone	Brookes Pharma | dexamex inj 1ml	Injection	USAID - All Provinces	20,000	1,333	a123	16/12/25	✖

Action: The received form can be deleted by clicking on the ➕ icon.

Stock Receive from Store

This function of HLMIS allows users to access the stock received from a warehouse/store (provincial or any other district stores). It can be accessed by clicking the Stock Receive (Store) menu item. The below steps explain about data entry of receiving stock from a store.

Stock Receive from Store – Screen Introduction: shows data entry screen of stock receive from store. The elements of screen are defined as following:

1. Click on the search screen for receiving against any pending vouchers issued from other stores. Selecting the individual voucher to be received will display the below information:

   - **Product**: Name of the product
   - **Batch**: Batch number for the product
   - **Quantity**: Quantity in either pieces/tablets or vials in case of injections
   - **Adjusted Quantity**: If the received quantity is different than the issued quantity, adjusted quantity can be entered in this text to account for the difference in quantity.
   - **Adjustment type**: Specify the reason/type of adjustment being made
   - **Remarks**: Record any additional remarks while receiving stock from a store
   - **Receive Reference**: Specify the receive reference.
   - **Receive Date**: Click Receive Date to expand the date selection tool and specify the date the stock was received.

Once the entry is done, it can be saved by clicking on Save.

Stock Receive Search

Stock received saved vouchers can be searched by using the Stock Receive Search Form as shown above. This form provides flexibility to search by warehouse, supplier, product, manufacturer, or date.

Stock Receive Search – Menu: shows how to reach the data entry screen of stock received from store/supplier.

1. **Stock Receive Search - Screen**: shows how to search received stock history/details

2. **Stock Receive Search - Filters**: shows how to apply filters to search for received stock entries. These filters are as follows:
   - **Receipt No**: Select this option to search by the receipt voucher.
   - **Reference No**: To search using the receipt reference, select this option and then specify the receive reference in the adjacent text box.
   - **Batch No**: To search using the batch number, select this option and then specify the batch number in the adjacent text box.
3. **Funding Source:** Search by selecting funding source of the received stock.
4. **Warehouse/Supplier**: Select the store/supplier, as required.
5. **Product:** Select the required product from the list.
6. **Manufacturer:** Select the manufacturer of the product.
7. **Date From**, **Date To**: Click on date to expand the date picker tool.

By clicking on **Search,** a Receive Search dialogue appears below the screen displaying the following:

- **Sr. No:** Stock receipt number
- **Receive No:** The voucher number allotted to the stock receive transaction
- **Reference No.:** The reference number of the transaction
- **Receive Date:** The date of stock received
- **Product:** Mentions the product that was received
- **Batch No:** Batch number the product holds
- **Manufacturer:** The manufacturer of the product
- **Quantity:** Quantity of the product that was received
- **Unit:** Form of the product that quantity is recorded by (e.g., tablets, syrup, etc.)
- **Expiry Date:** The expiry date of the stock received

Stock Receive Search – Results Print Out: shows how results will appear in print out of a respective voucher

Stock Placement – Manage Location

Once the stock is received, it is managed by placing it in a particular row or bin. The locations of the stock of a particular product can be activated or deactivated at any time as shown in the screen below. Stock placement can be better managed by doing the following steps:

1. **Area:** Select the area in which the stocks need to be placed.
2. **Row:** Select the preferred row for stock placement.
3. **Rack:** Choose the available rack.
4. **Rack Type:** Select the rack type for the stock (Double/Single).
5. **Pallet:** Select the pallet.
6. **Level:** Select the level at which the stock needs to be placed.
7. By clicking on **Save Entry** a location list will appear with following elements;
   - **Location:** A serial code assigned to that location
   - **Area:** Place where stock is placed
   - **Row:** Which row the stock is placed
   - **Rack:** Shows at which rack the stock is placed
   - **Pallet:** Shows at which pallet the stock is packed
   - **Level:** The level at which the stock is placed.
   - **Actions:** You can change the status of the stock form Active to Inactive and vice-versa

Stock Placement Status

After placing the stock onto the respective warehouse/store location, a graphical representation of space allocation with respect to used, overloaded, and non-storage spaces appears. Stock placement status can be identified by completing the following steps:

1. **Area:** Select area of which the placement is to be checked.

2. **Level:** Similarly, select the level where you want to search space.

By clicking on **Show Status,** a location information box will appear with available and occupied spaces.

Stock Placement Transfer Screen

The quantity of the stock can be added to or transfer from a specific location to another by using the Stock Placement Transfer user interface to maintain the update stock position in warehouse. Stock volume can be updated in case of any pilferage or deterioration of products by changing the quantity which is present and ready to use. Stocks can also be transferred to other facilities or within in the warehouse to optimize space utilization and inventory levels. The Stock Placement Transfer Screen is used by following the given steps:

1. **Update Volume:** Volume can be updated that is present or received (excluding products that are damaged or misplaced during transit).
2. **Update:** By clicking on Update, the new volume will be uploaded online.
3. **Transfer Quantity:** A quantity of product can be transferred by inserting the amount that needs to be shifted to another facility or within the warehouse.
4. **Select:** Click on Select to move the stock to a particular location. Available spaces are automatically listed, allowing for optimization of stock placement.
5. **Transfer:** By clicking on Transfer, stock can be placed in the desired location in the system.
6. **Delete:** The transferred stock can be deleted by clicking on the Delete option.
7. **Back to Locations:** This tab takes the user back to the location status and information screen.

8. **Add More Stock:** Additional stock can be added by clicking on Add More Stock.

Batch Management

Within the Batch Management function users can manage MNCH stock by batch. There are four statuses which can be used for better stock management: running, stacked, finished, and total. A summary of the batch on hand available at any time can be obtained by clicking on the **Summary** field as shown in the batch management screen below. To mark the status of the batch, specify search criteria to search for the required batch as follows:

1. **Product:** Select the required product from the list.
2. **Status:** Specify the status of the required product batch.
   - **Running:** Represents batches with the status "Running" that can be issued.
   - **Stacked:** Stacked batches represent that they are stacked in the warehouse and cannot be issued.
   - **Finished:** Represents the batches that have finished.
   - **Total:** Total number of running and stacked batches.
3. **Batch No:** Optional; specify the batch number of the required batch.
4. **Ref. No:** Optional; specify the reference number of the required batch.
5. **Funding Source:** Optional; specify the funding source of the required batch.
6. Click **Search**
7. **Batch List** includes the below information:
   - **Sr. No:** Numeric order of the batch
   - **Product:** Selected product of the batch
   - **Funding Source:** The source of the received product
   - **Batch No.:** A designated alpha-numeric code assigned to the batch
   - **Manufacturer:** Name of the manufacturer of that product
   - **Expiry date:** The date of product expiration
   - **Quantity:** Quantity of the product in a given batch
   - **Unit:** Type and form of product (e.g., pieces or tablets)
   - **Cartons:** Cartons required for the stock received
   - **Price:** Total price of the stock received
   - **Status:** Status of the stock as Running or Stacked
   - **Actions:** Any further actions or information on status (if you would like to get a product stacked, need to attain placement information, etc.)

8. **To Implement First Expired, First Out (FEFO):**
   - Mark batches as Running stock required to be issued
   - Mark Stacked if stock is not required to be issued.
   - A particular batch of the product can be changed from Running to Stacked or vice versa by clicking on option 8 (Action) as shown in the screen below.

Stock Issuance to Health Facilities

Stock can be issued to facilities with proper recording of stakeholders, funding sources, and product, batch, and quantity information. The LMIS shows current available quantity and expiry date for ease of use at the time of issuance.

Stock can be issued to the health facilities by following the given steps:

1. **Issue No.:** Number auto-generated by the system
2. **Date:** Automatically picked by the system
3. **Issue Reference:** Mention the issue voucher number
4. **Issued By:** Mention the logistics provider
5. **Stakeholder:** Select the stakeholder from the drop-down list
6. **Funding Source:** Mention the source of funding
7. **Product:** Select the desired product
8. **Batch:** Select the desired batch
9. **Quantity:** Specify the quantity to be issued
10. **Available:** System automatically displays the available quantity
11. **Expiry:** System automatically displays the available quantity
12. **Comments:** Any additional information to be attached to the new issued stock
13. **Add Issue:** Click the Add Issue field to issue the stock

Stock Issuance to Patients/Clients

The stock can be issued to patients and clients with prescriptions at any level of health facility (tehsil headquarter hospitals/district headquarter hospitals/service delivery points). However, patient information is not incorporated within this form.

1. Stock can be issued to patients/clients by adding the quantity issued against available quantity from a given batch as shown in the screenshot below:

Stock Issue Search

Stock can be easily issued to health facilities by following the steps below. Users can also search stock issued to the facility by product, stakeholder, province, receiver ("issued to"), and date by completing the following steps:

1. **Search By:** Select whether you would like to search stock issued by providing the issue number, issue reference, or batch number.
2. **Reference No.:** Enter the reference number correlating to the above selection
3. **Product:** Select the desired product, with the correct supplier designation if multiple options are available
4. **Stakeholder:** Select the stakeholder of the product
5. **Province:** Select the province the stock will be issued in

6. **Issued To:** Select the health facility to which it is issued
7. **Date From:** Select the desired date on which start the search
8. **Date To:** Select the desired date at which to end the search
9. **Search:** By clicking on Search, an issue search tab will appear at the bottom of the screen.
10. **Reset:** An entire entry can be reset by clicking this button
11. **Records Per Page:** Select the number of pages to be viewed on a single tab
12. **Search:** Search how much of a product has been issued

New Adjustments Screen

You can adjust stock after physical count, stock loan, or against any monitoring and evaluation report for stock. This will help to reconcile physical stock in the LMIS and complete adjustment records with audit trails, particularly in the following scenarios:

1. Stock lending to another store (Adjustment negative)
2. Stock received against lending (Adjustment positive)

You can make stock adjustments for damage, stolen goods, expiry, found lost stock, replacement stock, one-time stock received from any source, and other reasons. Users will be able to include or exclude new adjustments by following the given steps:

1. **Adjustment Date:** Enter the date the adjustment was recorded
2. **Adjustment Type:** Select the type of adjustment from the drop-down list, as given in the below screenshot
3. **Ref. No.:** Enter the reference number of the purchase order, letter, document or any other formal document. No stock movement is allowed between facilities without formal

approval from a competent authority that is documented with a formal document with a unique identification number.
4. **Product:** Select the desired product from the drop-down list
5. **Batch No:** Enter the batch number
6. **Quantity:** Specify the adjustment quantity
7. **Comments:** Comments you would like other users to see can be included here

Once all of the above data has been entered into the respective fields , it can be saved by clicking **Save**. The information can be reset by clicking **Reset.**

Adjustments Search

You can view stock adjustment vouchers by adjustment number, adjustment type, product, batch, or date. The LMIS keeps a record of each adjustment for stock reconciliation, audits, and transparency.

User will be able to perform adjustment search by following the given steps:

1. **Adjustment No.:** Please enter the adjustment reference number
2. **Adjustment:** Select the type of adjustment
3. **Product:** Select the desired product
4. **Batch:** Select the designated batch of the adjusted stock
5. **Date From:** Select the date from which you want to start your search
6. **Date To:** Select the date at which you want to end your search
7. **Search:** Click on search for a search result tab to appear at the bottom of the screen
8. **Records per page:** You can select how many pages the user would like to review
9. **Print:** Prepares a stock adjustment form for printing

Stock Adjustment Search

Adjustment No.	Adjustment Type	Product	Batch
	Select	Select	Select
Date From	Date To		
01/12/2019	02/12/2019	Search Reset	

Search Results

10 records per page   Search:

Date	Adjustment No.	Ref. No.	Product	Batch No.	Quantity	Adjustment Type	Comments	Action
02/12/19	A19120284	A432	Tab Panadol	C545	150	Opening Balance		✖
02/12/19	A19120283	1A	Tab Misoprostol	123A	-200	Expired	Expired when delivered	✖

Showing 1 to 2 of 2 entries   ← Previous 1 Next →

Print

Department of Health
Store: DHQ
Stock Adjustment Voucher as on: 02-Dec-2019

Adjustment No.: A19120283   **Date of Adjustment: 02/12/19**
Adjustment To: DHQ Lakki Marwat

S. No.	Product	Batch No.	Quantity	Unit	Cartons	Expiry Date
1	Tab Misoprostol	123A	200	Tab	200	18/12/23
		Total	200		200	

Issued by - Name: Received by - Name:

Designation: Designation:

Signature: Signature:

Print

Add Opening Balance

Once the HLMIS Inventory Management (IM) module is implemented in a new facility, the balance of the stock physically present at the facility is entered for initial stock management by recording the following for all products:

1. Reference Number
2. Funding Sources
3. Products
4. Manufacturer

Click on **Add Opening Balance** to enter the opening balance.

Bin Card

The stock of any bin card of the store can be seen by selecting:

1. Area
2. Row of the store
3. Show Bin Card


The bin card will show the products, number of batches and quantities present, and expiries.

Gate Pass

A gate pass is issued to the receiver after the stock issuance. This functionality is helpful for large warehouses (central, provincial) where security staff checks gate passes and verifies quantities before allowing stock to be removed from the premises of the warehouse/store.

Users will be able to create the Gate Pass by following these steps:

1. **Date From:** Select the date from which you want to start your search
2. **Date To:** Select the date you want to end your search
3. **Search:** Click on Search to begin
4. **Vehicle Type:** Select the type of vehicle (Self / Contract)
5. **Vehicle:** Enter the vehicle being used
6. **Driver's Name:** Enter the name of driver of the vehicle
7. **Driver's CNIC**: Enter driver's national identity card number
8. **Consignee Address**: Enter the consignee's address, where products will be delivered
9. **Name**: Enter name of the consignee
10. **Contact Number**: Enter the consignee's contact number
11. **CNIC Number**: Enter the consignee's national identity card number
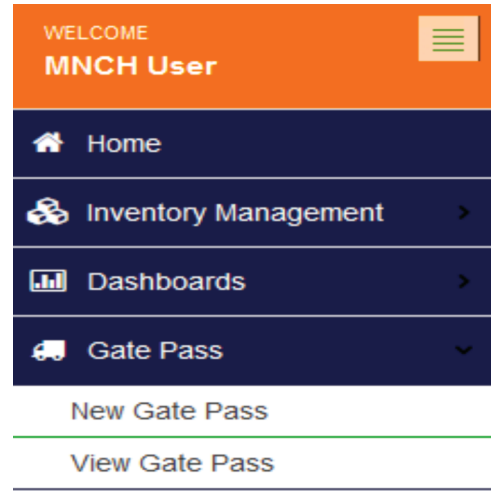
User can view the Gate Pass on by clicking on View Pass By.

12. **Vehicle type**: Enter the type of vehicle
13. **Vehicle:** Enter the vehicle being used

4. CONSUMPTION REPORTING

Monthly stock consumption is an important indicator that is recorded and calculated manually at the facility level throughout each month. District operators collect data from the assigned data collectors at each facility during the month, aggregate it, and add it to the monthly consumption report in HLMIS. District operators will enter data in HLMIS on behalf of each individually defined health facility in their district. Data can be entered for each month on or after the 1st of the following month. Data entry operators can edit data for the last entered month for that store/facility.

In this section, you will learn about:

1. Reporting monthly consumption of MNCH commodities in HLMIS

Documents and Other Materials Needed

- HLMIS User Guide
- Consumption Reporting Exercises
- Consumption Reporting Job Aids
- Laptop or desktop with external mouse, Microsoft Office 2007 or above, Firefox, and WiFi

Exercise: Consumption Reporting Concepts

The objective of this activity is to cover in-depth information about consumption reporting concepts. Consumption reporting concepts tell users about different logistics concepts related to MNCH VEMs such as:

- Opening balance
- Receive
- Dispensed
- Adjustment Positive (+)
- Adjustment Negative (-)
- Consumption
- Closing balance

Login

The objective of this activity is to train users on logging in and on how users can access user login. The consumption data form can be accessed by clicking on under the Data Entry tab on the menu as shown below.

Consumption Date Entry

Please enter Field/SDP Report (Pre requisite) and then District store report.

سب سے پہلے فیلڈ کی رپورٹ درج کریں اور بعد میں ضلع کی رپورٹ شامل کریں

District/Field Stores

Sr. No.	Store Name	Sr. No.	Store Name
1	Tharparkar District Store		

Exercise: Add Monthly Consumption Report

The objective of this activity is to train users on data entry in the Consumption form.

- Select the desired facility from the consumption data entry form (see above).

- Trainers will access the Monthly Stock Consumption form in HLMIS for users to view.

  o Follow along with facilitators as they access the Consumption Reporting menu and navigate to the consumption reporting data entry screen.

Tharparkar District Store (Sep 2018)

S.No.	Article	Opening balance	Received	Issued	Adjustments		Closing Balance
					(+)	(-)	
1	Amoxicillin cap (250mg)	0	0	0	0	0	0
2	Amoxicillin cap (500mg)	0	0	0	0	0	0
3	Anti-fungal vaginal tab with applicator	0	0	0	0	0	0
4	Antiseptic Lotion	0	0	0	0	0	0
5	Cannula	0	0	0	0	0	0
6	Cotton Roll	0	0	0	0	0	0
7	Disposable Syringes(5ccand 10cc)	0	0	0	0	0	0
8	Folic Acid	0	0	0	0	0	0
9	Inj Magnesium Sulphate	0	0	0	0	0	0
10	Inj Oxytocin	0	0	0	0	0	0
11	Iron	0	0	0	0	0	0
12	IV with set	0	0	0	0	0	0

5. DASHBOARDS

This chapter outlines the step-by-step instructions for accessing and using the dashboard features in HLMIS.

In this section, you will learn about:

1. Reporting monthly consumption of MNCH commodities in HLMIS

Documents and Other Materials Needed

- HLMIS User Guide
- Laptop or desktop with external mouse, Microsoft Office 2007 or above, Firefox, and WiFi

What is a Dashboard?

The HLMIS dashboards are visual displays of the most important data analysis generated by the system. It can be used to quickly achieve multiple objectives (i.e. analytics, decision making at the policy level, commodity traceability and visibility). Information is arranged on a single screen so that it can be visualized and viewed at a glance.
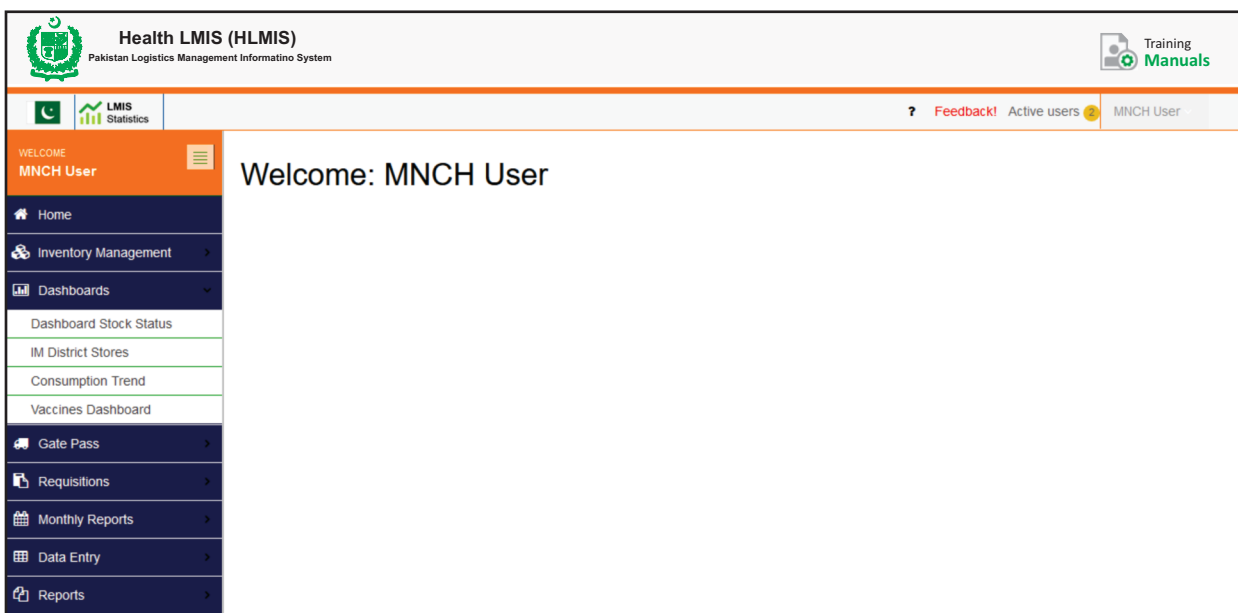
Dashboard Stock Status

This dashboard allows you to have a holistic view of the provincial stock status based on the data recorded in the system at any given time. To view the available data, select the **month, province,** and **product(s)** you would like to view from the available filters and click **Go**.
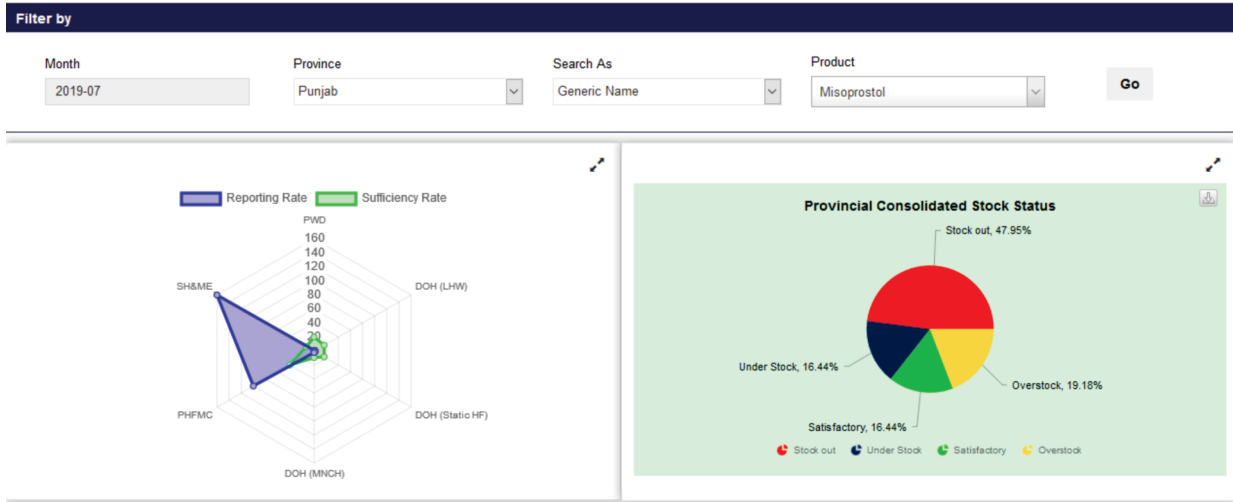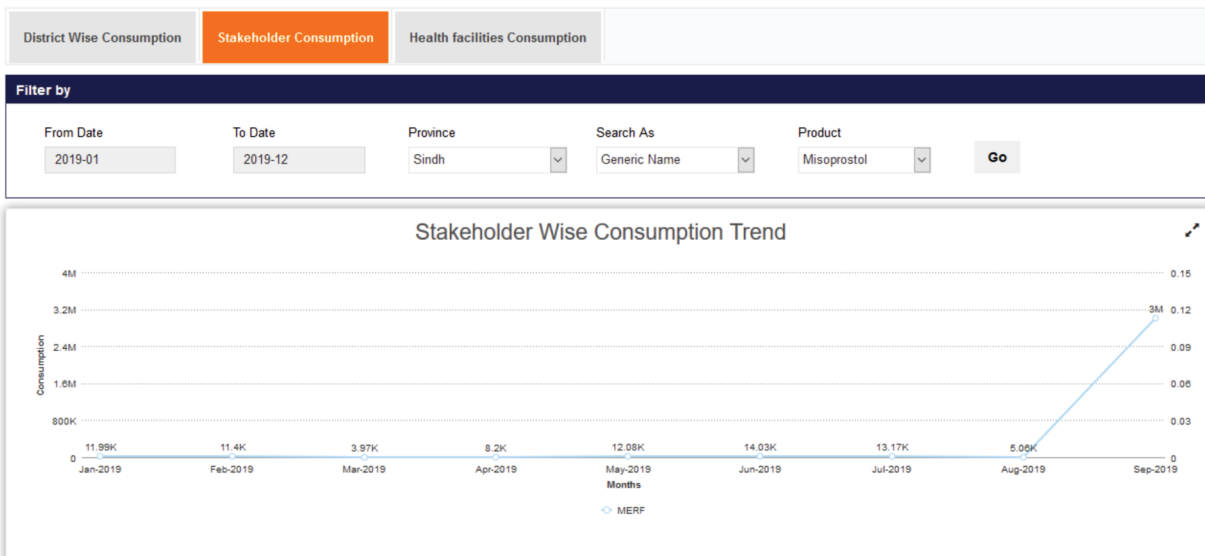

IM District Stores

When a central user logs in, they will have access to provincial district store stock status under the Inventory Management Stores dashboard. The graph shown represents stock on hand data against consumption data for any selected district. Select **Reporting Month and Province** from the available filters and click **Go**. The images below (next page) represent examples of how this data may look when pulled in an IM District Stores dashboard.
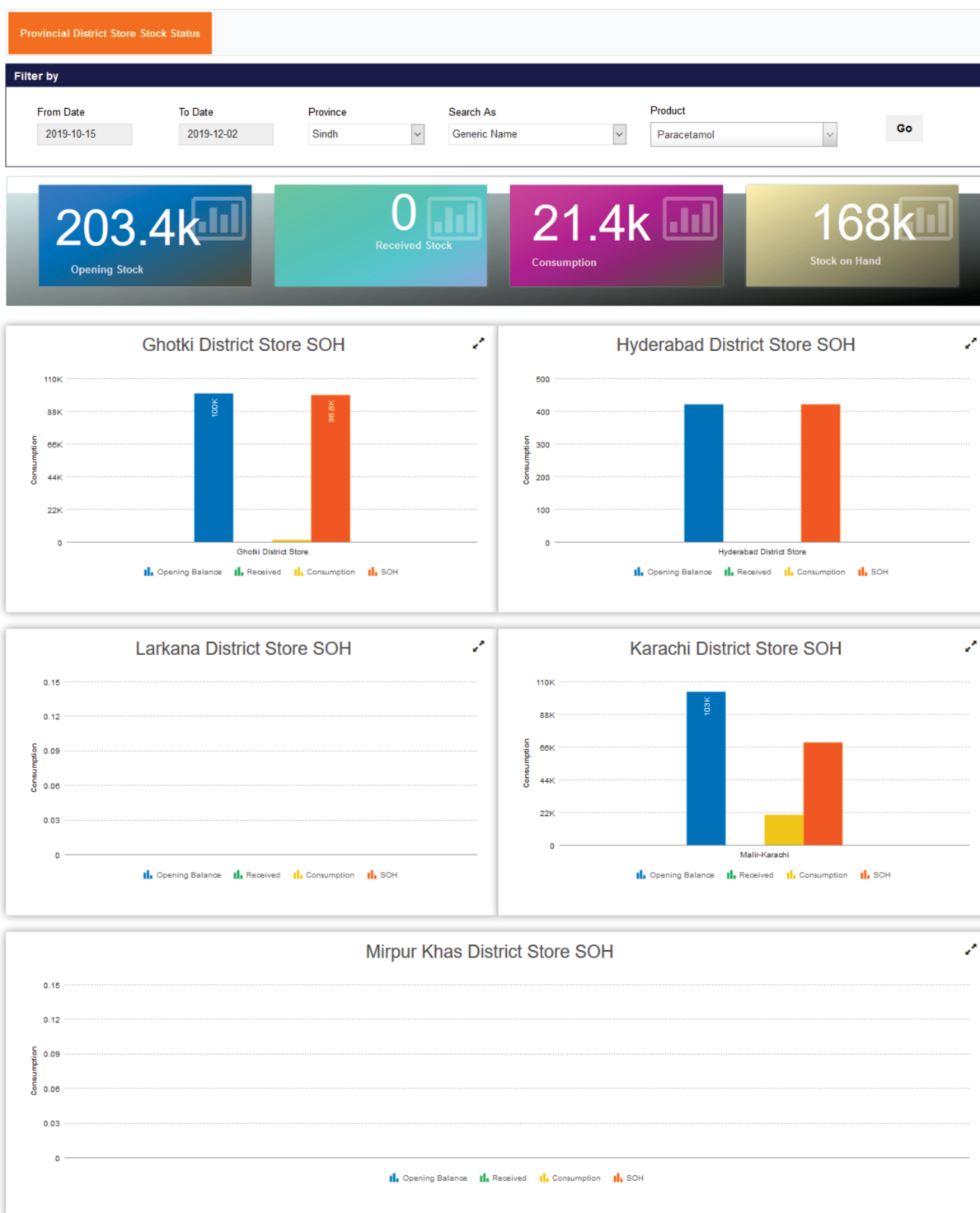
Consumption Trend

You may select the Consumption Trend dashboard to view consumption trends for particular products at the **district, stakeholder**, or **health facility level**. Once users have decided at which level they wish to view the data, they should choose a **From Date, To Date, Province, District,** and **Product** from the available filters and click **Go**. Depending on the facility level

selected there may be greater or fewer filters, all of which must be completed before clicking **Go** to generate the dashboard graphics. Consumption trends will show different amounts of product consumption over time and can be used to inform future commodity procurements and other important decision-making.
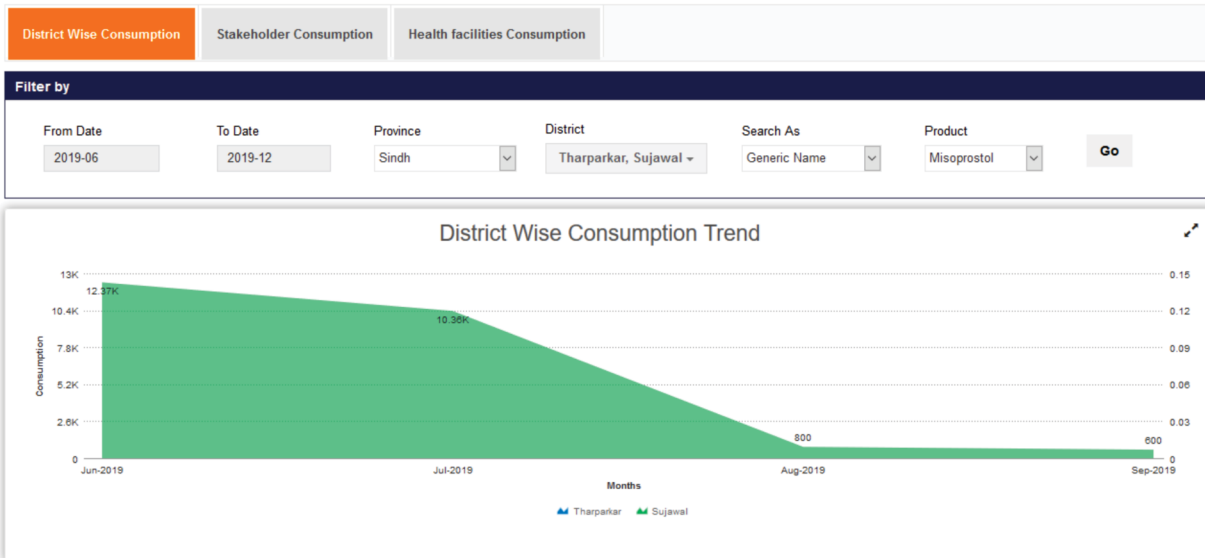
District Wise Consumption	Stakeholder Consumption	Health facilities Consumption

Filter by

From Date	To Date	Province	District	Stakeholder	Health Facilities
2019-01	2019-12	Sindh	Thatta	PPP-MERF	Chuhar

Search As	Product	
Generic Name	Misoprostol	Go

Health Facility Wise Consumption Trend

Filter by

From Date	To Date	Province	District	Product	
2019-04	2019-12	Sindh	Thatta	Rotarix	Go

Vaccine Coverage Graph

Inside UC, 20.29%
Outside UC, 79.71%

Filter by

From Date	To Date	Province	Search As	Product	
2019-03	2019-12	Sindh	Generic Name	Misoprostol	Go

Stakeholder Wise Stock Status

| | Received | Consumption | SOH |

Stakeholder	District
Select	Select

Stock Status in District

| | Received | Consumption | SOH |

Stock Status in Health Facilities

Warehouse Name	Received	Consumption	SOH
Chuhar	800	600	1250
Daro	700	204	7115
DHQ Makli	12500	3007950	7840
RHC Gharo	1400	4185	5895
RHC Jherruk	1300	2345	14210
RHC Jungshai	200	150	1205
RHC Ketibander	0	80	0
RHC Var	200	1185	985
THQ Bathoro	800	470	1990
THQ Jati	1600	1615	1800
THQ Sakro	1000	900	1013180
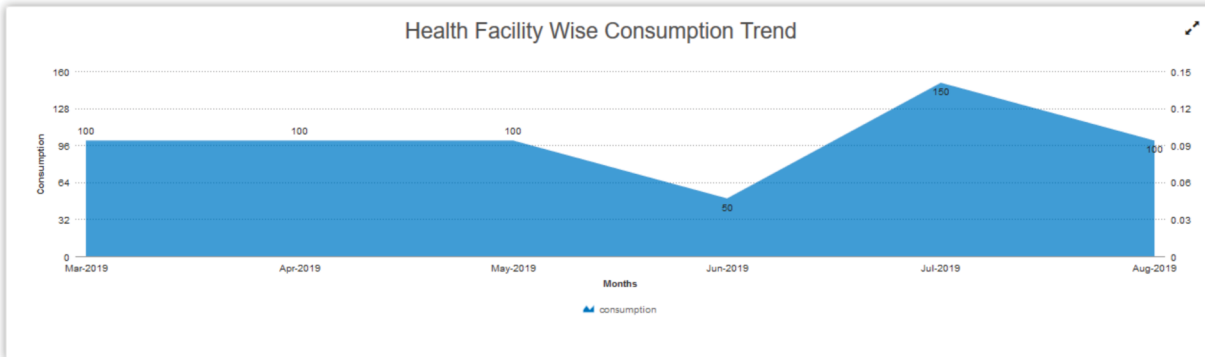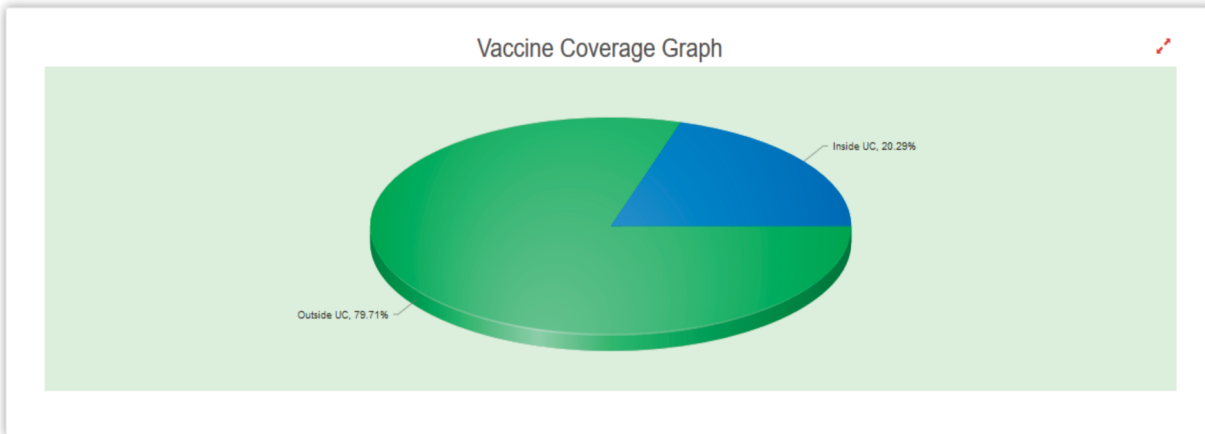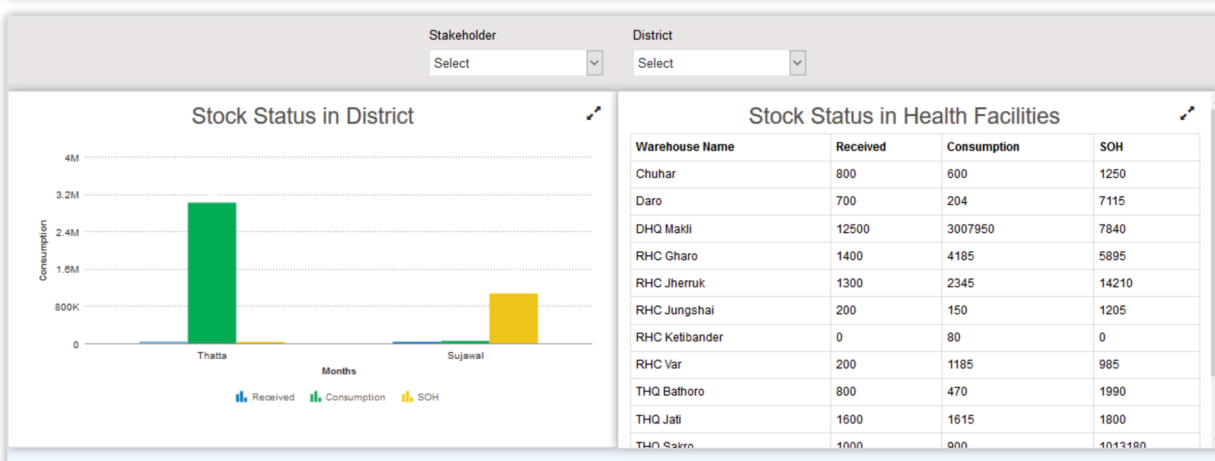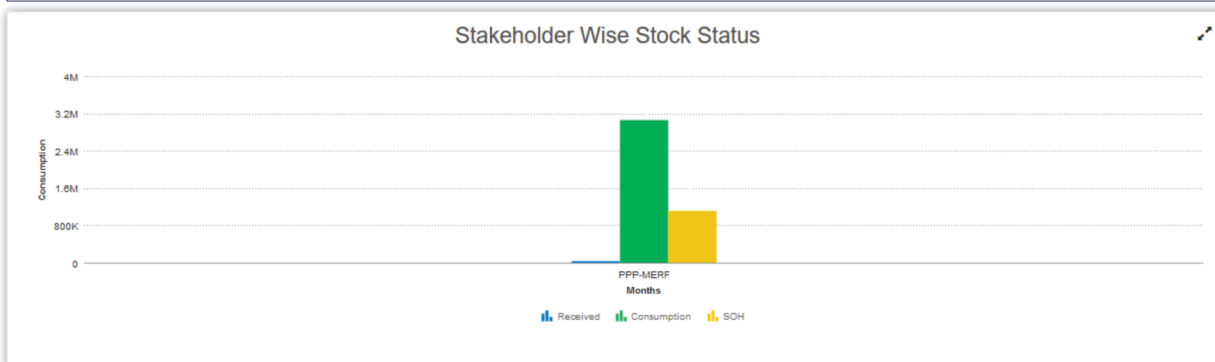
6. REPORTS

In this section, you will learn about you will learn how to generate the following Data Reports:

1. Monthly Reports
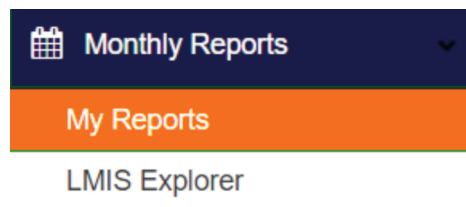2. My Reports
3. Inventory and Consumptions Reports HLMIS

Documents and Other Materials Needed

- HLMIS User Manual
- Laptops or desktops with external mouse, Microsoft Office 2007 or above, Firefox, and WiFi

The HLMIS was built not just to collect MNCH supply data, but also to analyze and use this data for improved decision-making across Pakistan's MNCH VEM supply chain(s). The reports detailed below allow HLMIS users to visualize and export data aggregated in the system to better understand the strengths and weaknesses of the supply chains serving their respective districts and provinces, and use this data to inform decision-making for improved performance and commodity availability.
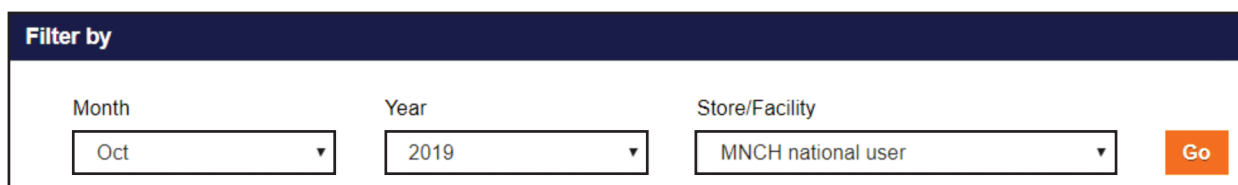
Monthly Reports

From the main menu, click the **Monthly Reports** tab to show a drop-down list which includes a range of possible reports. Users can select each of the report options from the main menu to see the data in a tabular form.


My Reports

My Reports provides users with the complete information regarding monthly store/facility reports for their facility/district/province.

Select the **Month, Year** and **Store/Facility** that you wish to view data for and then click **Go** to download and view the report**.** This function allows longitudinal data to be stored in one place for a select facility so that trends and improvements may be analyzed over time.

Inventory Reports

On the side menu bar click on **Reports** (see left). This will display IM Stock reports. Select the desired Province and Warehouse from within the **Filter By** tab. By clicking **Go** the system will generate the IM stock status per product in a tabular form, shown below.
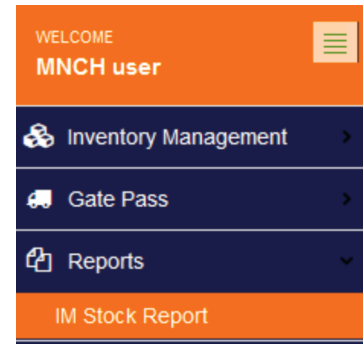
WELCOME
MNCH user

- Inventory Management
- Gate Pass
- Reports
  - IM Stock Report

Inventory Management - Current Stock Status

Filter by

Province	Warehouse / Store	
Sindh	--Select--	Go
	--Select--	
	Ghotki District Store	
	Hyderabad District Store	
	Larkana District Store	
	Malir-Karachi	
	Mirpurkhas District Store	

Inventory Management - Current Stock Status

Filter by

Province	Warehouse / Store	
Sindh	Ghotki District Store	Go

S. No.	Product	Quantity	Unit	Cartons
1	Aminoacetaminophen 80 Mg Drops	2,360	Bottle	2,360
2	Cap Amoxil 250 mg	62,900	Capsule	62,900
3	Cap Esomeperzole 40 mg	0	Capsule	0
4	Clotrim Cream	0	PCs	0
5	Condom	30,000	PCs	0
6	Cotton Wool	178	PCs	178
7	dextrose water 500 ml	1,220	Injection	122
8	Disposable Syring with needle 3cc	76,200	Injection	76,200
9	Disposable Syringe 10cc	5,000	PCs	5,000
10	ECP	300	Cycles	1
11	HBV Device Kit	28,785	PCs	28,785
12	HCV Device KIT	28,785	PCs	28,785
13	Inf Ringers Lactate 500ml	2,156	Infusion	216
14	Inj Ampicillin	6,700	Injection	268
15	inj anti rabeis vaccine	35	Injection	35
16	Inj Cefazolin 500	27,610	Injection	27,610

Consumption Reports

Consumption data form can be accessed under the Data Entry tab on the menu as shown at right. By clicking on Consumption Data Entry, users can enter and view consumption data for individual stores.

Consumption Date Entry