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About SIAPS
The goal of the Systems for Improved Access to Pharmaceuticals and Services (SIAPS) Program is to assure the availability of quality pharmaceutical products and effective pharmaceutical services to achieve desired health outcomes. Toward this end, the SIAPS result areas include improving governance, building capacity for pharmaceutical management and services, addressing information needed for decision-making in the pharmaceutical sector, strengthening financing strategies and mechanisms to improve access to medicines, and increasing quality pharmaceutical services.

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Key Words
HIV/AIDS, OSPSIDA, User Guide, West Africa
ACRONYMS AND ABBREVIATIONS

AIDS        Acquired immunodeficiency syndrome
ARV         Antiretroviral
HIV         Human immunodeficiency virus
LMIS        Logistics Management Information System
MOH         Ministry of Health
MSH         Management Sciences for Health
PDF         portable document format
RTK         rapid test kit
SIAPS       Systems for Improved Access to Pharmaceuticals and Services
UNAIDS      Joint United Nations Programme on HIV/AIDS
USAID       US Agency for International Development
WAHO        West African Health Organization
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1 Introduction

The goal of the OSPSIDA Dashboard is to capture, track, aggregate, and disseminate information about antiretroviral drugs (ARVs), rapid test kits (RTKs), and other HIV and AIDS commodities to support evidence-based decision making in the West Africa subregion.

The Dashboard will assist focus countries, and sub-regional organizations including USAID/West Africa, the Joint United Nations Programme on HIV/AIDS (UNAIDS) regional, the West African Health Organization (WAHO), the Global Fund to Fight AIDS, Tuberculosis and Malaria and other stakeholders in improving forecasting, supply planning and procurement to support the continuous availability of ARVs, RTKs, and other HIV- and AIDS-related commodities.

The Dashboard also offers regional partners a platform through which they may easily share information on funding flows and stock-out risks. The data available on this platform will be used to inform decision making and assist in identifying solutions to mitigate risks in the short-, medium-, and long-term.

This User Guide assists users to make entries into the OSPSIDA Dashboard smoothly. The user guide has step-by-step guidance on how to access the dashboard, enter information, and generate reports.
2 How to Browse the OSPSIDA Dashboard

2.1 Opening the OSPSIDA Dashboard Home Page

- Go to an internet browser, e.g. Google Chrome, Firefox, Internet Explorer
- Type https://ospsida.org into the address bar.
- The following home page screen will appear.

To get further into the dashboard's reports and files, the user needs to complete the registration process. Only registered users can access further information. The following section describes how to create a user account.
2.2 How to Create a New User, Register, and Log In or Out

2.2.1 Logging in to the Dashboard

If you are already registered as a user of OSPSIDA, to log in into the system simply insert your username and password in the Login fields as shown in Figure 2.

Click the login button after inserting user’s username and password. After login, the following screen will appear.
The identity of the user logged onto the system, and status, are shown as follows.

To log out of the system, simply click the *Logout* button.

### 2.2.2 Creating a New User Account

To start a new account, look for the window at the right of the screen, as shown, and click on the *Sign up* button.

Anyone can apply for a User Account to access the system. After clicking the *Sign Up* button, the following information is needed to register:

After pressing the black Register button, the applicant will receive the following e-mail, which contains a link. The applicant should click on the link or, copy and paste it to his or her internet browser.

**NOTE:** Sometimes, a Spam filter may divert the confirmation e-mail.
At this point, an OSPSIDA Administrator will receive an e-mail containing the following contents with a similar link. The Administrator will also need to click on the link or, copy and paste the link to her or her browser, to authorize the new user.

After being validated by the Administrator, the new user will receive an account activation e-mail as follows:

Your account has been activated by an administrator. You can now login at http://ospsida.org/ using the username rubel01 and the password you chose while registering.
The user is now ready to log into OSPSIDA. When the newly registered user goes to the home page website link, https://ospsida.org/, and logs in for the first time, the following screen will appear:

After checking (✔) "I agree to the OSPSIDA Terms of Services & Privacy Policy", the new user must click on the red Accept button. Then, the user can enter the website.

### 2.2.3 Resetting a User Account

On the home page, in the login panel, there is a way to reset user information. By clicking on the [Click here to reset your user name] button in the login panel, the user may reset the User Account information as follows:

The e-mail currently associated with the account must be entered. Follow the indicated steps to reset the account. Some of the steps in section 2.2.2 will need to be repeated.
2.2.4 Changing the Password

By clicking the button in the login panel, the following screen will be shown. The user has to type in the e-mail address currently associated with the account, enter the Captcha, and press the black Submit button.

![Figure 12](image.png)

The user will receive an e-mail containing a Verification Code and a link. Pressing the link will bring the user to the OSPSIDA website, which will open. The user should type in his or her username and Verification Code and click Submit. In the next screen, the user should type in a new password twice, and click on Submit. The user can now log in with the new password.

2.3 How to Browse the Dashboard

After logging in with username and password, the home screen will show an orange Dashboard block on the right side of the page. By clicking this button, the user will find the following screen,

![Figure 13](image.png)
2.4   Exploring Dashboard Elements

2.4.1   Menu Options

The following screen shows the Menu Bar, which is displayed at the top of the website. The menu items may vary based on the level of the user and their permissions.

![Figure 14](image)

2.4.2   Filtering Options

Users can manipulate data in many ways by filtering Month, Year, Country, or any other available selection boxes. All forms have some sort of filter criteria, which may look like following.

![Figure 15](image)

2.4.3   Language Options

The user can choose a language from the selection box at the top right corner of any web page. The OSPSIDA will remember this selection in the user's computer.

![Figure 16](image)

2.4.4   Search Options

In all forms, the system has a Search option. By writing a key word, or part of a word, the user may find items of interest and the choices will be short-listed accordingly.

![Figure 17](image)

2.4.5   Print/Export Options

For most of the forms and reports the system, there is a way to export the data to PDF and/or to an MS Excel® format. Users can also print these reports.

![Figure 18](image)
3 Entering Data into Entry Forms

At the top of the home page screen, there are a series of menu items from which to select. At the far right, select Entry Forms to see the following list. This list is referenced throughout this section.

![Figure 19](image)

### 3.1 Adding a New Product and Linking it with a Country Product

When entering a new product for a specific country, there is a series of steps which must be followed. First, you need to enter the new Product and then, you need to link it to a Country Product. Without checking off the product against the country link, products will not show in that country’s entry forms.

First, from Entry Forms, select Product Entry from the menu. This form is used to create, edit, and delete Products.
3.1.1 Product List

Clicking on the Product Entry submenu will bring the user to the following screen:

![Figure 20]

3.1.2 Adding a New Product

To add a new product, the user needs to click on the Add Record button at the top right of the Product Entry screen (Figure 20). This will open the following pop-up panel.

Enter this information in the following fields:

- Product Group: Select from drop-down list
- Product Subgroup: Select from drop-down list
- Product Code: Write the product code
- Product Name: Write a descriptive product name
- Key Product: Check the "key product" box if the product is important, and press Submit button to save the record.

![Figure 21]

3.1.3 Editing or Deleting a Product Name

To edit product data, begin with the Product Entry screen (Figure 20). Find the product you wish to edit, and click the blue Edit button from the Edit Delete buttons at the right side of the list. A pop-up window will ask:
Confirm the edit, and the following panel will appear:

Make the edits, and then press the green *Submit* button to update the record.

To delete a product, the process is similar. This time, the user needs to click the red *Delete* button from the buttons at the right side of the list. A pop-up window will ask:

Confirm the deletion, press *Submit*. If there is any reference data, these will not be deleted.

### 3.1.4 Entering a Country Product

From the Entry Forms list shown at the beginning of this section (Figure 19), select *Country Product Entry* from the drop-down menu. This form is used to create, edit, and delete Country Products. After selecting Country Product Entry, the user will see the following screen:
3.1.5 Linking Products with Countries

The user should select a country from the left side list and check off the products which are available or used in that country’s LMIS system on the right side of the screen, as shown in Figure 26 below.

![Figure 26](image)

**NOTE:** To view only products already linked to a country, check the button.

3.2 Adding a New Regimen

Start with the Entry Forms screen (Figure 19), and select Regimen Entry from the drop-down menu. This form is used to create, edit, and delete regimens.

3.2.1 Accessing the Regimen List

Selecting Regimen Entry will bring the user to the following screen.

![Figure 27](image)
3.2.2 Adding a New Regimen

To add a new regimen, first click the black *Add Regimen* button at the top of the regimen list. This will bring up the following pop-up box.

![Figure 28](image)

Complete the following fields:
- Formulation: Select Formulation Type from drop-down list
- Regimen Name: Write in the Regimen Name and press Submit to save the record.

3.2.3 Editing or Deleting a Regimen

To edit data in an existing regimen, go to the screen in Figure 27 and click the *Edit* button from the *Edit* buttons to the right of the regimen list. A pop-up window will ask:

![Figure 29](image)

Confirm the edit, and the following panel will appear.

![Figure 30](image)

Make the edits, and then press the green *Submit* button to update the record.
To delete regimen data, the process is similar. This time, the user needs to click the red **Delete** button from the **Edit** buttons to the right of the regimen list. A pop-up window will ask:

![Figure 31](image)

Confirm the edit, and press **Submit**. If there is any reference data these will not be deleted.

### 3.2.4 Adding, Editing, or Deleting the Items included in a Regimen

To add, edit, or delete the list of Items used in a regimen, the user needs to follow the steps under 3.2.3 Editing or Deleting a Regimen, Figure 30.

[unedited] Then, click **Edit** button from the following screen after clicking **Confirm** from the pop-up message box as follows:

![Figure 32](image)

Once the user has clicked **Add Item** on the above screen, the below window will appear. On the left, there is an item list. Drag items from the left side to the right. Once the list is correct, on the right, press the **Submit** button to confirm the combination.

![Figure 33](image)
If there is only one combination of products for a single regimen, the combination box will read 100%. If the user adds more product combinations, then the user can select different percentages by pressing the black *Combination%* button.

### 3.3 Adding a Health Facility and Setting its Location

Start with the Entry Forms screen (Figure 19), and select *Facility Entry*. This form is used to create, edit, and delete health facilities.

#### 3.3.1 Accessing the Facility List

Selecting Facility Entry will bring the user to the following screen:

![Facility Entry](image)

**Figure 34**

To view the facility's information, click the green *Edit* button, and the following pop-up box will open with detail.

![Facility Information](image)

**Figure 35**
### 3.3.2 Adding a New Health Facility

To add a new health facility click on [Add Record] at the top right of the screen. This will bring you to the following:

![Facility Entry Form](image)

**Figure 36**

Fill the following fields:
- **Facility Code:** This code will automatically generate after clicking [Add Record].
- **Facility Name:** Write the facility name. This is a mandatory text field.
- **Region Name:** Specify in which region of the country the facility is located.
- **Receive From:** Specify which facility supplies products to this facility.
- **Facility Type:** Specify the type of facility.
- **Facility Level:** Specify the facility level.
- **Facility Address:** Write in the address of the facility.
- **Facility Phone:** Write in the phone number of the facility.
- **Facility Fax:** Write in the fax number of the facility.
- **Email:** Write in the primary e-mail address of the facility.
- **Placement of Location:** Select [Add New Location]. Drag the cursor to the facility location point in the Google Map. The LAT-LONG of that facility will be automatically placed in this field.
- **Assigned Group:** Place a check mark beside the product groups which are managed by this facility.
- **Number of Facility:** This box is auto-updated and reflects the number of facilities which are under any warehouse.
3.3.3 Adding a Location

To add or edit a health facility's location, click the *Add new Location* button at the top of the screen, and drag and place the cursor on the specific location of the health facility. The LAT-LONG of that placement will be automatically placed in the appropriate field.

![Figure 37](image)

3.3.4 Editing or Deleting Health Facility Information

To edit a health facility's information, start from the screen shown in Figure 34. Click on the *Edit* button, which will bring you to the following screen:

![Figure 38](image)

Make changes, and then click the green *Submit* button to update the record.
To delete facility data, click on the **Delete** button from the **Edit** and **Delete** buttons to the right of the list in Figure 34. A pop-up box will ask:

![Figure 39](image)

Confirm the deletion, and press **Submit**. If there is any reference data, these will not be deleted.

### 3.4 Linking a Regimen with a Country Regimen Entry

Start with the Entry Forms screen (Figure 19), and select **Country Regimen**. This form is used to create, edit, and delete country regimens.

#### 3.4.1 Accessing the Country Regimen List

Selecting Country Regimen Entry will bring the user to the following screen:

![Figure 40](image)
3.4.2  Linking the Regimen with the Country

The user should select a country from the left side list and check off the regimens which are available or used in that country’s LMIS system on the right side of the screen, as shown in Figure 41.

![Figure 41](image)

**NOTE:** To view only regimens already linked to a country, check the Show Selected button.
3.5 Managing the Country Profile, Regimen/Patient Count, Funding Requirements, and Pledged Funding Entries

Start with the Entry Forms screen (Figure 19), and select *Country Profile Entry*. This form is used to create, edit, and delete country profiles and related data. Select a country, and start entering Basic Information, then enter regimen data after clicking on *Regimen Patients* Button, then enter funding requirement data after clicking on *Funding Requirements* Button, and complete country profile entry by entering pledged funding data after clicking on *Pledged Funding* Button.

![Country Profile Entry](image)

**Figure 42**

To enter the Country Profile, the user must fill in the Wizard for each year. The Wizard has four tabs:

- Basic Information
- Regimen/Patients
- Funding Requirements
- Pledged Funding
3.5.1 Entering Country Profile Basic Information

To enter the Country Profile Basic Information, the user needs to complete all parameter fields and check off (✓) the funding source check boxes in the following form.

![Figure 43](image)

After completing this form, click the green Next button at the bottom of the screen to proceed to the Regimens/Patients entry screen.
3.5.2  Entering the Country Profile Regimen/Patients Data

To enter the Country Profile Regimens/Patients, the user needs to complete the patient count for each regimen for the specific year.

After completing this form, click the green *Next* button at the bottom of the screen to proceed to the Funding Requirements entry screen.
3.5.3 Entering Country Profile Funding Requirements

To enter the Country Profile Funding Requirements, the user needs to complete three consecutive years of funding requirements against each formulation. This information should be available from a quantification exercise.

![Figure 45](image)

After completing this form, click the green *Next* button at the bottom of the screen to proceed to the Pledge Funding entry screen.
3.5.4 Entering Country Pledged Funding Data

This entry form is like MS Excel®, and the user has to enter funding pledged or approved by each funding source. OSPSIDA will automatically calculate the Gap or Surplus amount in the last column. Please note, all values are expressed in Euros.

Figure 46
3.6 Entering Shipment Data

Start with the Entry Forms screen (Figure 19), and select *Shipment Entry*.

### 3.6.1 Shipment List

Opening Shipment Entry will bring the user to the following screen:

![Figure 47]

### 3.6.2 Adding New Shipment Data

To add a new shipment entry click on **Add Record** at the top right of the screen. This will open the following pop-up panel:

![Figure 48]
Fill in the following fields:
- **Country Name**: Select Country Name from drop-down list.
- **Product Group**: Select Product Group from drop-down list.
- **Shipment Status**: Select Shipment Status from drop-down list.
- **Shipment Quantity**: Write in shipment quantity here.
- **Funding Source**: Select Funding Source from drop-down list.
- **Product Name**: Select Product Name from drop-down list.
- **Shipment Date**: Select Shipment Date from Date Picker

Press *Submit* button to save the record.

### 3.6.3 Editing Shipment Data

To edit shipment data, start from the screen shown in Figure 47. Click on the blue *Edit* button, confirm that you wish to edit, and the following screen will pop up.

![Figure 49](image)

Make any edits and click *Submit* to update the record.

To delete shipment data, click the *Delete* button from the buttons to the right of the list in Figure 47. A pop-up box will ask:

![Figure 50](image)

Confirm the deletion, and press *Submit* to update the record. If there is any reference data the data will not be deleted.

### 3.7 Editing Supply Chain Updates

Start with the Entry Forms screen (Figure 19), and select *Supply Chain Updates*. This form is used to create, edit, and delete supply chain information.
3.7.1 Accessing Supply Chain Updates

By clicking on *Supply Chain Updates*, the user will be brought to the following screen:

![Supply Chain Updates](image)

*Figure 51*
3.7.2 Adding Comments to a Country Listing

Select a country from the left side list. Type in comments under the appropriate headings.

Click on the Save button to preserve the record.
3.7.3 Editing or Deleting Comments

To edit a comment, click the ✓ button from the ✓ ✗ menu.

![Figure 53](image)

To delete a comment, click the ✗ button from the ✓ ✗ menu.
4 Entering Facility-Level Patient and Stock Status Data

Patient and stock status data can be entered in three ways, as follows:

- Entering data online, on the web
- Downloading an MS Excel® template and updating the template
- Importing facility data from an MS Excel® template

4.1 Entering Data Online

Starting with the Entry Forms menu, select *Facility Level Patients and Stock Status Entry*. This will bring the user to the following screen.

![Image of the screen](image)

**Figure 54**

In the above screen, select the following from provided drop-down lists:

- Country
- Product Group
- Month
- Year
After selecting the above, a list of facilities will fill in. On the right side a button will appear, as circled below.

![Figure 55](image)

To enter a monthly report for any facility, press the button beside the facility, after which the following message will appear:

![Figure 56](image)

Clicking the Yes button will populate the right side tabs. There are three tabs for each facility: Patient Overview, Patient by Regimen, and Stock Status.
The user will also note that after pressing the button, some line items may show a , and the top bar above changes to read "Not Submitted."

### 4.1.1 Patient Overview

The Patient Overview tab populates automatically, by summing up all the patient information from Patient by Regimen tab.

The system allows the user to see the following pre-populated data, and auto-calculates the patient counts:

- Patient Type
- Refill Patients
- New Patients
- Total Patients
4.1.2 Patient by Regimen

After clicking the Patient by Regimen tab, the following window will appear:

![Figure 60](image)

The system will show the pre-populated Regimen list for the country. OSPSIDA allows entry of Refill Patient & New Patient counts for each regimen. The system will auto-calculate the Total Patient field.

4.1.3 Stock Status

After clicking the Stock Status tab, the following window will appear:

![Figure 61](image)

OSPSIDA will auto-populate the products, as well as the opening balance field, from the prior month’s closing balance.

4.1.3.1 Entering Data

OSPSIDA will allow the user to update or fill in the following fields:

- Received (B): Qty received by the facility this month
• Dispensed Quantity (C): Qty dispensed by the facility to patients
• Adjusted Quantity (+/- D): Adjustment quantity for the month
• Adjust Reason: Why (if any) adjustment was done
• Stock out Days: Number of days the facility was stock out in any given month
• Closing Balance*: Closing balance of the product
• Closing Stock Source: Source of closing balance information
• AMC: will be calculated auto from last 3 month’s average consumption. User will have option to edit AMC
• AMC Change Reason: If the user changes the AMC, he will have to give a reason for doing so
• MOS: Month of Supply, which is closing balance divided by AMC for each product

4.1.3.2 **Mismatch of Closing Stock**

If the entered data is incorrect, then a message box will appear, as follows.

![Figure 62](image)

If the data is a mismatch, for example, Opening is 11 but there is no Received and Distribution, then user might insert 12 in the Closing Balance. Then, the above Data validation pop-up message will be populated.

![Figure 63](image)

After data is successfully entered, the user needs to submit the report for that month, which is described in following section.
4.1.4 Submitting the Patient and Stock Report

From the following status bar, click the **Submit** button to submit the report.

![Figure 64](image)

After clicking **Submit**, a pop-up panel will ask if you are sure you want to submit.

![Figure 65](image)

If you click **Yes**, the following message box will appear.

![Figure 66](image)

After clicking **OK**, the revised screen will appear with "Submitted" in the title.

![Figure 67](image)
4.1.5 Accepting the Patient and Stock Report

After submitting a report, the user still needs to accept the report. The status bar will show before accepting as follows.

Figure 68

After clicking Accept, the accepted screen will appear:

Figure 69

4.1.6 Publishing the Patient and Stock Report

After accepting a report, the user still needs to publish the report. The status bar will show before publishing as follows.

Figure 70

From the above status bar, user needs to click Publish to publish the report. After clicking the Publish button, the screen will update to following.

Figure 71

Please note that a report is available for national and regional summaries only after publication.
4.1.7 Unpublishing Patient and Stock Reports

After publishing a report, if the user needs to unpublish the report, click the *Unpublish* button at top left.

![Figure 72](image)

When *Unpublish* is clicked, the following pop-up message will appear:

![Figure 73](image)

If you press *Yes* from the above message box, the screen will revert to "Not Submitted," as prior in Figure 61.

![Figure 74](image)

The user may now update the report and submit, accept, and publish again.

4.2 Generating a Facility Data MS Excel® Template

Starting with the Entry Forms menu, select *Generate Facility Data Excel Template*. This will bring the user to the following screen.

![Figure 75](image)
In the above screen, the user needs to select the following from the provided drop-down lists:

- Month
- Year
- Country
- Facility
- Product Group

To generate a facility data Excel template, the user needs to click on the button. A pop-up panel will appear to confirm the request to generate an Excel template.

![Figure 76](image)

Click to the green **Confirm** button, which will take the user to the following:

Click **OK** and save the Excel template onto a local drive.

![Figure 77](image)

### 4.3 Importing Facility Data from MS Excel®

Starting with the Entry Forms menu, select **Facility Data Import From Excel**. This will bring the user to the following screen.

To import facility data form Excel, click on the black **Browse** button to open a facility data Excel file.

![Figure 78](image)
First, locate your file, then select the Excel file from computer and click **Open**.

![Figure 79](image)

This will bring the user to the following screen:

![Figure 80](image)

Click on the **Upload** button to upload this file. The file can be removed by clicking the **Remove** button. After successfully completing the upload process, the screen will appear as follows.

![Figure 81](image)
Click the **IMPORT DATA** button to start the import process. After successfully importing the data, the following message box will appear:

![Figure 82](image)

Click **OK** to complete the Facility Data Import from Excel. Now, go to the Facility Level Patients and Stock Status Entry page to submit, accept, and publish the report, as described above.
Starting with the Entry Forms menu, select *Monthly Logistics Report Wizard*. This will bring the user to the following page.

In the above screen, select the following from the drop-down lists provided:
- Country
- Product Group
- Month
- Year

After selection, the **Next** button will appear on the top right side.

**Step 1:**

Click on the **Next** button to proceed through the report.

**Step 2:**

Click on the **Next** button to proceed through the report.
Step 3:

![Image of report interface]

**Figure 86**

Click on the *Next* button to proceed through the report.
Step 4:

Figure 87

Click on the Next button to proceed through the report.
Step 5:

Click on the **Next** button to proceed through the report.
Step 6:

Click on the Next button to proceed through the report.

Step 7:

Click on the Next button to proceed through the report.
Step 8:

![Figure 91](image1)

Click on the *Next* button to proceed through the report.

Step 9:

![Figure 92](image2)

Click on the *Next* button to proceed through the report.

Step 10:

![Figure 93](image3)

Click on the *Combine All Reports* button to generate a PDF report. The following PDF report will open in a new window:
Press the Ctrl+Shift buttons on your keyboard to save as this PDF file in a local drive.
6  Warehouse Stock Status: Entering Expiry Dates

After the monthly LMIS report entry is done for the warehouses, there is the option to enter stock status by batch/expiry. **NOTE:** This is optional.

6.1  Adding Batches of Items

Starting with the Entry Forms menu, select *Warehouse Stock Status Expiry*. This will bring the user to the following page.

![Figure 95](image)

In the following fields, select from the drop-down lists provided:
- Country
- Product Group
- Month
- Year

After selecting the above 4 options, the list of facilities will fill in the right side list with a ✍️ button appearing at the right side.

![Figure 96](image)

To enter Lotwise Stock expiry date for any facility, click the ✍️ button beside the facility, which will display the following panel:
Fill in the following fields:

- Select a Stock Item: Select a Stock Item the drop-down list
- Batch#: Write a Batch Number
- Expiry Date: Select the expiry date from the Date picker

Click the Add/Update button to add the record. This will change the screen to the following:
Click on **Save List** and the following pop-up box will appear:

![Figure 99](image)

Click **OK** and close the window. The Item Batch should successfully show on the Lotwise Stock Status tab.

![Figure 100](image)
6.2 Editing or Deleting Batches of Items

To edit data, click the button from the button at the right in the screen above, and the following window appear:

![Image 1](image1.png)

Double click on the record from the data list, and edit it in the data field. Then, press Save List to update the record. Then close the window.

To delete Warehouse Stock Status Expiry data, click the button from the button on the screen shown in Figure 100, and this pop-up panel will appear:

![Image 2](image2.png)

Confirm the deletion, and save the list. If there is any reference data the data will not be deleted.
7  Forecasted Consumption

Starting with the Entry Forms menu, select *Forecasted Consumption Entry*. This form is used to generate, edit, and delete forecasted consumption.

7.1  Forecasted Consumption: Accessing the List

Once this menu has been selected, the user will see the following screen.

![Figure 103](image)

7.2  Forecasted Consumption: Generating Data

To generate Forecasted Consumption, click on the black *Generate* button for a specific country on the far right of this list, here. Then, the following pop-up panel will appear:

![Figure 104](image)

Select a year from the drop-down list for generating forecasted consumption, then click the *Done* button. The following message box will appear:

![Figure 105](image)

Click to the green *Confirm* button to successfully generate forecasted consumption data. This will generate blank records for each product each month for the selected year.
7.3 Forecasted Consumption: Editing and Deleting Data

To edit Forecasted Consumption entries click the blue *Edit* button to the right of the selected country. The following pop-up panel will appear:

Click the green *Confirm* button. This will bring the user to the following screen:
Fill in the following fields:
- Product Group: Select from drop-down list
- Product: Select from drop-down list
- Consumption field: Type in the Forecasted Consumption data (monthly).

After successfully inputting the data, click the button.

To delete Forecasted Consumption data, click the button from the buttons to the right of the selected country, and the following pop-up panel will appear:

![Figure 109]

Enter the year to delete. Then, click Done, which will bring the user to the following window to confirm the deletion.

![Figure 110]

Click the Confirm button to successfully delete the Forecasted Consumption record.
8 WAHO Stock Transfer

Starting with the Entry Forms menu, select *WAHO Stock Transfer Entry*. This form is used to create, edit, and delete data.

8.1 WAHO Stock Transfer: Accessing the List

Once the user has selected this menu, the following screen appears:

![WAHO Stock Transfer Entry Screen](image)

*Figure 111*
8.2 WAHO Stock Transfer: Adding a New Entry

To add a new WAHO Stock Transfer, click on Add Record at the upper right of Figure 111. This will open the following panel:

Fill in the following fields:
- Country Name: Select from drop-down list
- Product Group: Select from drop-down list
- Product Name: Select from drop-down list
- Transfer Date: Select Transfer Date from Date Picker
- WAHO Transfer Quantity: Write in a Transfer Quantity

After selecting Product Group and Product Name, click to and the following pop-up panel appear:

Click on the radio button to select a Batch Number from the list, then press Done.
This will bring up the following screen:

![WAHO Stock Transfer Entry](image)

**Figure 114**

Review the information, and click the green *Submit* button to add the record successfully.

### 8.3 WAHO Transfer: Editing or Deleting an Entry

To edit, click the blue *Edit* button from the *Edit* *Delete* buttons. The following pop-up panel will appear:

![Confirmation dialog](image)

**Figure 115**

Click on *Confirm* and the user will be brought to the following screen:

![Updated entry](image)

**Figure 116**

After editing, click the green *Submit* button to update the record.

To delete a product, click the red *Delete* button from the *Edit* *Delete* buttons. The following pop-up panel will appear:

![Deletion confirmation](image)

**Figure 117**

Confirm the deletion. If there is any reference data, the data will not be deleted.
9 Managing Basic Forms Administration

The Admin menu will allow the user to manage metadata or reference tables. It has the following sub-menus:

- Country Entry
- Region Entry
- Year Entry
- Profile Parameters Entry
- Funding Source Entry
- Sub-agreements Entry
- Procuring Agents Entry
- Shipment Status Entry
- Facility Type Entry
- Facility Level Entry
- MOS Type Entry
- MOS Type for Facility
- Adjust Reason Entry
- AMC Change Reason Entry
- Product Group Entry
- Service Type Entry
- Product Subgroup Entry
- Formulation Type Entry
- Country User Map Entry
- Reporting Frequency Entry

Figure 118

9.1 Country: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Country Entry. This form is used to create, edit, and delete countries.

9.1.1 Country: Accessing the List

Once the user has selected this menu, the following screen appears:

Figure 119
9.1.2 Country: Adding a New Record

To add a new Country, click on **Add Record** shown at the upper right of Figure 119. This will open the following panel:

![Country Entry Form](image)

**Figure 120**

The following fields should be filled:
- **Country Code**: Enter the 3-digit ISO code for the country
- **Country Name**: Name of the country, in English
- **Country Name (French)**: Name of the country, in French
- **Center Latitude**: Country’s center coordinate (to be used during zoom in/out)
- **Center Longitude**: Country’s center coordinate (to be used during zoom in/out)
- **Zoom Level**: Initial zoom level of the country for use in Google Maps (1-13)
- **Level Type**: Whether the country will enter National Level or Facility Level LMIS reports

After filling the all the fields, click the green **Submit** button to save.

9.1.3 Country: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Edit Pop-up](image)

**Figure 121**

Click on **Confirm** and the user will be brought to the following screen:
After editing, click the green *Submit* button to update the record.

To delete country data, click the red *Delete* button from the *

Confirm the deletion. If there is any reference data, the data will not be deleted.

**9.2 Region: Adding, Editing, or Deleting Entries**

Starting with the Admin menu, select *Region Entry*. This form is used to create, edit, and delete regions.

**9.2.1 Region: Accessing the List**

Once the user has selected this menu, the following screen appears:
9.2.2 Region: Adding a New Record

To add a new Country, click on the Add Record button shown at the upper right of Figure 124. This will open the following panel:

The following fields should be filled:
- Country: Select one from the drop-down list
- Region Name: Name of Region

![Figure 125](image)

After filling the all the fields, click the green Submit button to save.

9.2.3 Region: Editing or Deleting Data

To edit, click the blue Edit button from the buttons. When the pop-up box appears:

Confirm and the user will be brought to the following screen:

Edit, and then press the green Submit button to update the record.

![Figure 126](image)

To delete the region, click the red Delete button from the buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

![Figure 127](image)

![Figure 128](image)

9.3 Year: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Year Entry. This form is used to create, edit, and delete years.
9.3.1 Year: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 129](image1)

9.3.2 Year: Adding a New Record

To add a new year, click on **Add Record** shown at the upper right of Figure 129. This will open the following panel:

![Figure 130](image2)

Enter a four digit year (i.e., 2015, 2016). Afterward, press the green **Submit** button to save.

9.3.3 Year: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** buttons. The following pop-up panel will appear:

![Figure 131](image3)
Confirm and the user will be brought to the following screen:

![Year Entry](image)

**Figure 132**

Edit, and then press the green *Submit* button to update the record.

To delete the year, click the red *Delete* button from the *Edit* *Delete* buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

**Figure 133**

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.4 Profile Parameters: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Profile Parameter Entry*. This form is used to create, edit, and delete parameters.

#### 9.4.1 Profile Parameters: Accessing the List

Once the user has selected this menu, the following screen appears.
9.4.2 Profile Parameters: Adding a New Record

To add a new Profile Parameter, click on shown at the upper right of Figure 134. This will open the following panel:

![Profile Parameter Entry](image)

Figure 135

The following fields need to be filled:
- Parameter Name: Name of a parameter in English
- Parameter Name (French): Name of the same parameter in French

After filling these fields, press the green Submit button to save.

9.4.3 Profile Parameters: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

![Edit Confirmation](image)

Figure 136

Confirm and the user will be brought to the following screen:

![Profile Parameter Entry](image)

Figure 137

Edit, and then press the green Submit button to save.
To delete the Profile Parameter, click the red **Delete** button from the buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.5 Funding Source: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Funding Source Entry*. This form is used to create, edit, and delete funding sources.

#### 9.5.1 Funding Source: Accessing the List

Once the user has selected this menu, the following screen appears.
9.5.2 Funding Source: Adding a New Record

To add a new Funding Source, click on Add Record shown at the upper right of Figure 139. This will open the following panel:

![Figure 140](image)  

After filling the necessary fields, click the green Submit button to save.

9.5.3 Funding Source: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

![Figure 141](image)  

Confirm and the user will be brought to the following screen:

![Figure 142](image)  

Edit, and then press the green Submit button to update the record.

To delete a Funding Source, click the red Delete button from the Edit Delete buttons. The following pop-up panel will appear:

![Figure 143](image)  

Confirm the deletion. If there is any reference data, the data will not be deleted.
9.6 Sub-Agreement: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Sub-Agreements Entry. This form is used to create, edit, and delete sub-agreements.

9.6.1 Sub-Agreements: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 144](image)

9.6.2 Sub-Agreements: Adding a New Record

To add a new Sub-Agreement, click on the Add Record button shown at the upper right of Figure 144. This will open the following panel:

![Figure 145](image)

Fill the appropriate fields, then press the green Submit button to save.

9.6.3 Sub-Agreements: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

![Figure 146](image)
Confirm and the user will be brought to the following screen:

Edit, and then press the green Submit button to update the record.

To delete Sub-Agreement data, click the red button from the buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.7 Procuring Agents: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Procuring Agents Entry. This form is used to create, edit, and delete procuring agents.

9.7.1 Procuring Agents: Accessing the List

Once the user has selected this menu, the following screen appears:
9.7.2 Procuring Agents: Adding a New Record

To add a new Procuring Agent, click on the “Add Record” button shown at the upper right of Figure 149. This will open the following panel:

![Procuring Agents Entry](image)

Figure 150

After filling in the necessary fields, press the green “Submit” button to save.

9.7.3 Procuring Agents: Editing or Deleting Data

To edit, click the blue “Edit” button from the “Edit” buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Figure 151

Confirm and the user will be brought to the following screen:

![Procuring Agents Entry](image)

Figure 152

Edit, and then press the green “Submit” button to update the record.

To delete Procuring Agent data, click the red “Delete” button from the “Delete” buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Figure 153

Confirm the deletion. If there is any reference data, the data will not be deleted.
9.8  Shipment Status: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Shipping Status Entry*. This form is used to create, edit, and delete shipping data.

9.8.1  Shipment Status: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 154](image)

9.8.2  Shipment Status: Adding a New Record

To add a new Procuring Agent, click on the `Add Record` button shown at the upper right of Figure 154. This will open the following panel:

![Figure 155](image)

After filling in the necessary fields, press the green `Submit` button to save.

9.8.3  Shipment Status: Editing or Deleting Data

To edit, click the blue `Edit` button from the `Edit` `Delete` buttons. The following pop-up panel will appear:

![Figure 156](image)
Confirm and the user will be brought to the following screen:

![Shipment Status Entry Form](image)

**Figure 157**

Edit, and then press the green *Submit* button to update the record.

To delete Shipping Status data, click the red *Delete* button from the *Edit* and *Delete* buttons. The following pop-up panel will appear:

![Delete Confirmation](image)

**Figure 158**

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.9 Facility Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Facility Type Entry*. This form is used to create, edit, and delete facility type data.

#### 9.9.1 Facility Type: Accessing the List

Once the user has selected this menu, the following screen appears:

![Facility Type Entries List](image)

**Figure 159**
9.9.2 Facility Type: Adding a New Record

To add a new Facility Type, click on **Add Record** shown at the upper right of Figure 128. This will open the following panel:

![Facility Type Entry](image)

**Figure 160**

After filling in the necessary fields, press the green **Submit** button to save.

9.9.3 Facility Type: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

**Figure 161**

Confirm and the user will be brought to the following screen:

![Facility Type Entry](image)

**Figure 162**

Edit, and then press the green **Submit** button to update the record.

To delete Facility type data, click the red **Delete** button from the **Edit** **Delete** buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

**Figure 163**

Confirm the deletion. If there is any reference data, the data will not be deleted.
9.10 Facility Level: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Facility Level Entry. This form is used to create, edit, and delete facility type data.

9.10.1 Facility Level: Accessing the List

Once the user has selected this menu, the following screen appears:

![Facility Level Entry](image1)

Figure 164

9.10.2 Facility Level: Adding a New Record

To add a new Facility Level, click on **Add Record** shown at the upper right of Figure 131. This will open the following panel:

![Facility Level Entry](image2)

Figure 165

After filling in the necessary fields, press the green **Submit** button to save.

9.10.3 Facility Level: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Facility Level Entry](image3)

Figure 166
Confirm and the user will be brought to the following screen:

![Facility Level Entry Form](image)

**Figure 167**

Edit, and then press the green *Submit* button to update the record.

To delete Facility Level data, click the red *Delete* button from the buttons. The following pop-up panel will appear:

![Confirmation Pop-up Panel](image)

**Figure 168**

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.11 MOS Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *MOS Type Entry*. This form is used to create, edit, and delete within this group.

#### 9.11.1 MOS Type: Accessing the List

Once the user has selected this menu, the following screen appears:

![MOS Type Entry Table](image)

**Figure 169**
9.11.2 MOS Type: Adding a New Record

To add a new MOS Type, click on \( \text{Add Record} \) shown at the upper right of Figure 169. This will open the following panel:

![MOS Type Entry](image170)

Figure 170

After filling in the necessary fields, press the green \textit{Submit} button to save.

9.11.3 MOS Type: Editing or Deleting Data

To edit, click the blue \( \text{Edit} \) button from the \( \text{Edit} \), \( \text{Delete} \) buttons. The following pop-up panel will appear:

![MOS Type Entry](image171)

Figure 171

Confirm and the user will be brought to the following screen:

![MOS Type Entry](image172)

Figure 172
Edit, then press the green *Submit* button to update the record.

To delete MOS Type data, click the red *Delete* button from the buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.12 MOS Type for Facility: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *MOS Type for Facility Entry*. This form is used to create, edit, and delete within this group.

#### 9.12.1 MOS Type for Facility: Accessing the List

Once the user has selected this menu, the following screen appears:
9.12.2 MOS for Facility Type: Adding a New Record

To add a new MOS for Facility Type, click on \textit{Add Record} shown at the upper right of Figure 174. This will open the following panel:

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{figure175.png}
\caption{Figure 175}
\end{figure}

After filling in the necessary fields, press the green \textit{Submit} button to save.

9.12.3 MOS for Facility Type: Editing or Deleting Data

To edit, click the blue \textit{Edit} button from the \textit{Edit} \textit{Delete} buttons. The following pop-up panel will appear:

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{figure176.png}
\caption{Figure 176}
\end{figure}

Confirm and the user will be brought to the following screen:

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{figure177.png}
\caption{Figure 177}
\end{figure}

Edit, then press the green \textit{Submit} button to update the record.
To delete MOS Type for Facility data, click the red button from the buttons. The following pop-up panel will appear:

![Figure 178]

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.13 Adjust Reason: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Adjust Reason Entry. This form is used to create, edit, and delete within this group.

#### 9.13.1 Adjust Reason: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 179]

#### 9.13.2 Adjust Reason: Adding a New Record

To add a new Adjust Reason, click on shown at the upper right of Figure 179. This will open the following panel:

![Figure 180]

After filling in the necessary fields, press the green Submit button to save.
9.13.3 Adjust Reason: Editing or Deleting Data

To edit, click the blue \textcolor{blue}{Edit} button from the \textcolor{blue}{Edit} \textcolor{red}{Delete} buttons. The following pop-up panel will appear:

Confirm and the user will be brought to the following screen:

![Figure 181](image1.png)

Edit, and then press the green \textit{Submit} button to update the record.

To delete Adjust Reason data, click the red \textcolor{red}{Delete} button from the \textcolor{red}{Delete} buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.14 AMC Change Reason: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select \textit{AMC Change Reason Entry}. This form is used to create, edit, and delete within this group.

9.14.1 AMC Change Reason: Accessing the List

Once the user has selected this menu, the following screen appears:
9.14.2 AMC Change Reason: Adding a New Record

To add a new AMC Change Reason, click on the green **Add Record** shown at the upper right of Figure 184. This will open the following panel:

![AMC Change Reason Entry](image)

After filling in the necessary fields, press the green **Submit** button to save.

9.14.3 AMC Change Reason: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Confirm and the user will be brought to the following screen:

![AMC Change Reason Entry](image)

Edit, and then press the green **Submit** button to update the record.

To delete Change Reason data, click the red **Delete** button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Confirm the deletion. If there is any reference data, the data will not be deleted.

9.15 Product Group: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select **Product Group Entry**. This form is used to create, edit, and delete product groups.
9.15.1 Product Group: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 189](image)

9.15.2 Product Group: Adding a New Record

To add a new Product Group, click on the **Add Record** button shown at the upper right of Figure 189. This will open the following panel:

![Figure 190](image)

After filling in the necessary fields, press the green **Submit** button to save.

9.15.3 Product Group: Editing or Deleting Data

To edit, click the blue **Edit** button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Figure 191](image)
Confirm and the user will be brought to the following screen:

![Figure 192](image)

**Figure 192**

Edit, then press the green *Submit* button to update the record.

To delete a Product Group, click the red *Delete* button from the **Edit** and **Delete** buttons. The following pop-up panel will appear:

![Figure 193](image)

**Figure 193**

Confirm the deletion. If there is any reference data, the data will not be deleted.

### 9.16 Service Type: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Service Type Entry*. This form is used to create, edit, and delete service type data.

#### 9.16.1 Service Type: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 194](image)

**Figure 194**
9.16.2 Service Type: Adding a New Record

To add a new Product Group, click on the Add Record button shown at the upper right of Figure 194. This will open the following panel:

![Service Type Entry](image)

Figure 195

After filling in the necessary fields, press the green Submit button to save.

9.16.3 Service Type: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Figure 196

Confirm and the user will be brought to the following screen:

![Service Type Entry](image)

Figure 197

Edit, and then press the green Submit button to update the record.

To delete a Service Type, click the red Delete button from the Edit Delete buttons. The following pop-up panel will appear:

![Do you really want to edit this record?](image)

Figure 198

Confirm the deletion. If there is any reference data, the data will not be deleted.
9.17  Product Subgroups: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select Product Subgroup Entry. This form is used to create, edit, and delete service type data.

9.17.1  Product Subgroups: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 199](#)

9.17.2  Product Subgroup: Adding a New Record

To add a new Product Subgroup, click on shown at the upper right of Figure 199. This will open the following panel:

After filling in the necessary fields, press the green Submit button to save.

![Figure 200](#)

9.17.3  Product Subgroups: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

![Figure 201](#)
Confirm and the user will be brought to the following screen:

Edit, and then press the green *Submit* button to update the record.

![Product Subgroup Entry](image)

To delete a Product Subgroup, click the red *Delete* button from the buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.

**9.18 Formulation Type: Adding, Editing, or Deleting Entries**

Starting with the Admin menu, select *Formulation Type Entry*. This form is used to create, edit, and delete within this group.

**9.18.1 Formulation Type: Accessing the List**

Once the user has selected this menu, the following screen appears:

![Formulation Type Entry](image)
9.18.2 Formulation Type: Adding a New Record

To add a new Formulation Type, click on shown at the upper right of Figure 204. This will open the following panel:

After filling in the necessary fields, press the green Submit button to save.

9.18.3 Formulation Type: Editing or Deleting Data

To edit, click the blue Edit button from the Edit Delete buttons. The following pop-up panel will appear:

Confirm and the user will be brought to the following screen:

Edit, and then press the green Submit button to update the record.

To delete a Product Subgroup, click the red Delete button from the Edit Delete buttons. The following pop-up panel will appear:

Confirm the deletion. If there is any reference data, the data will not be deleted.
9.19  Country User Map: Adding, Editing, or Deleting Entries

Starting with the Admin menu, select *Country User Map Entry*. This form is used to create, edit, and delete this set of data.

9.19.1  Country User Map: Accessing the List

Once the user has selected this menu, the following screen appears:

![Country User Map Entry](image-url)

**Figure 209**

This page has two lists. On the left side appears a list showing all the users of OSPSIDA. On the right side is a list of countries. Select a user from the left side list, then check off the countries to which the user will have access. There is no save button in this page. Data will be saved automatically once the check box is checked. Users may see the information in OSPSIDA depending upon the selection.
9.20 Reporting Frequency Entries: Adding, Editing, and Deleting

Starting with the Admin menu, select Reporting Frequency Entry. This form is used to create, edit, and delete this set of data.

9.20.1 Reporting Frequency: Accessing the List

Once the user has selected this menu, the following screen appears:

![Figure 210](image)

9.20.2 Reporting Frequency: Adding a New Record

To add a new record in Recording Frequency, click on Add Record shown at the upper right of Figure 210. This will open the following panel:

![Figure 211](image)

After selecting from the drop-down lists in the necessary fields, press the green Submit button to save.
9.20.3 Reporting Frequency: Editing or Deleting Data

To edit, click the blue Edit button from the Edit, Delete buttons. The following pop-up panel will appear:

Figure 212

Confirm and the user will be brought to the following screen:

![Reporting Frequency Entry](image)

Figure 213

Edit, and then press the green Submit button to update the record.

To delete an entry, click the red Delete button from the Edit, Delete buttons. The following pop-up panel will appear:

Figure 214

Confirm the deletion. If there is any reference data, the data will not be deleted.