



# HIV & AIDS Commodity Management Tool for West Africa (OSPSIDA)

## USER GUIDE

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**USAID**  
FROM THE AMERICAN PEOPLE

**SIAPS**   
Systems for Improved Access  
to Pharmaceuticals and Services

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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.

### **Recommended Citation**

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# 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://ospsidea.org> into the address bar.
- The following home page screen will appear.

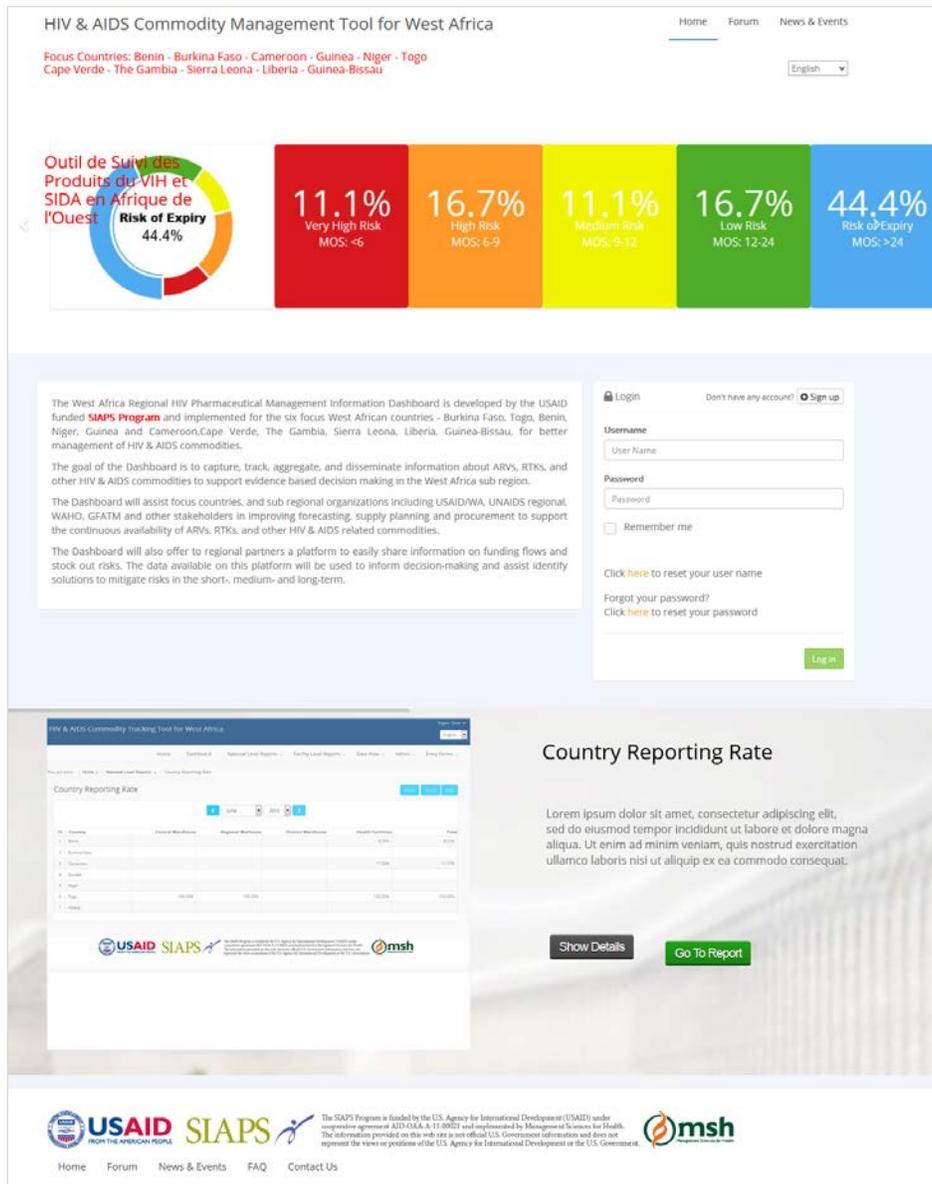


Figure 1

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.

Figure 2 shows the login interface. At the top left is a 'Login' button with a lock icon. To its right is a link 'Don't have any account? Sign up' with a plus icon. Below these are two input fields: 'Username' containing the text 'admin' and 'Password' containing a series of dots. At the bottom left of the form is a checkbox labeled 'Remember me'.

Figure 2

Click the login button after inserting user's *username* and *password*. After login, the following screen will appear.

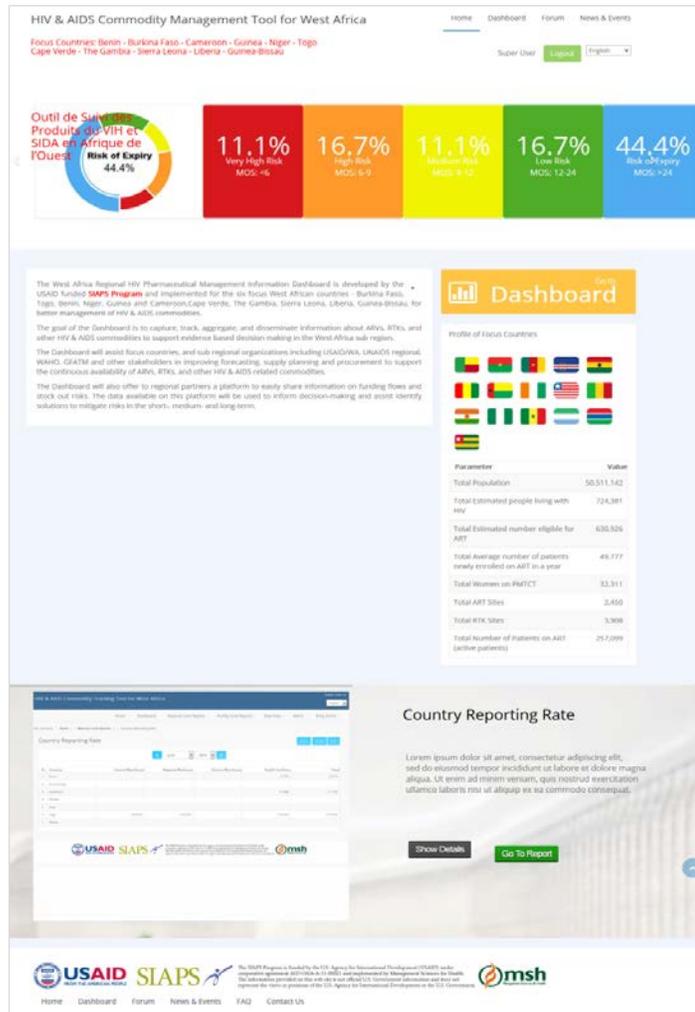


Figure 3

The identity of the user logged onto the system, and status, are shown as follows.

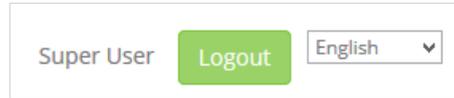


Figure 4

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.

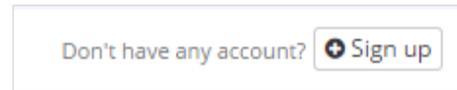


Figure 5

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

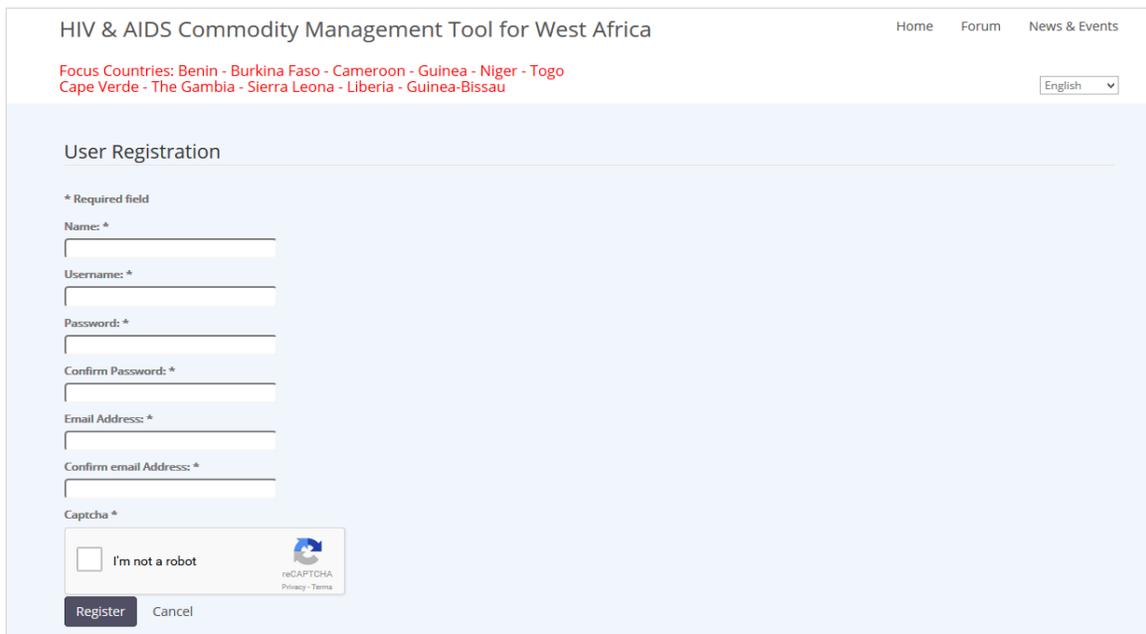


Figure 6

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.

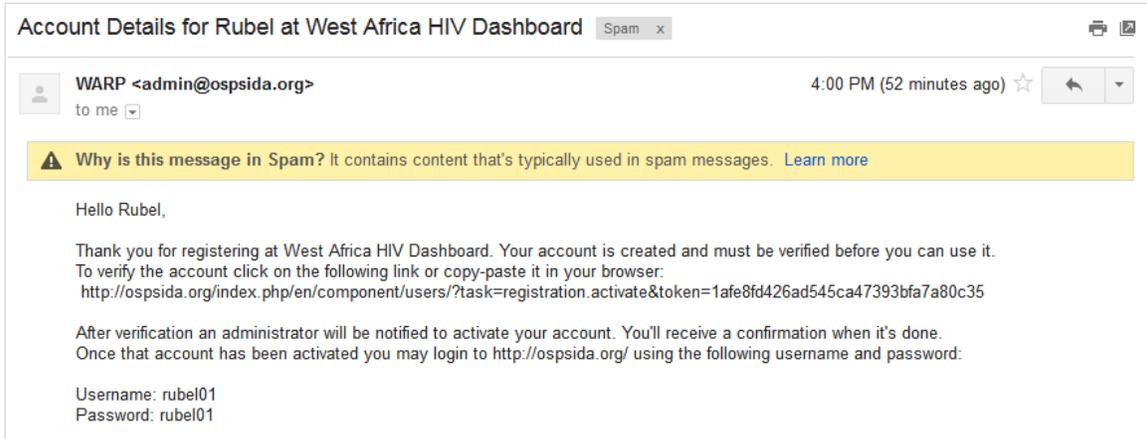


Figure 7

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.

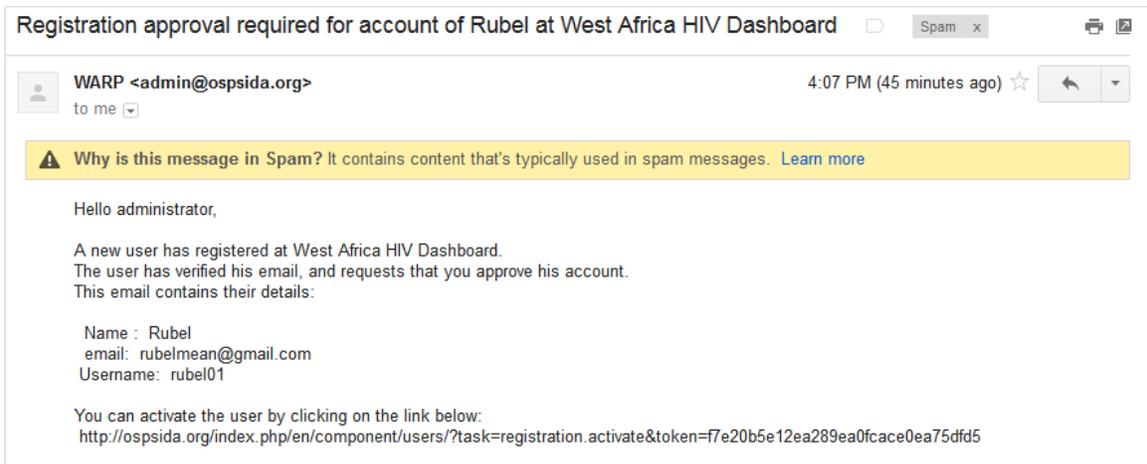


Figure 8

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

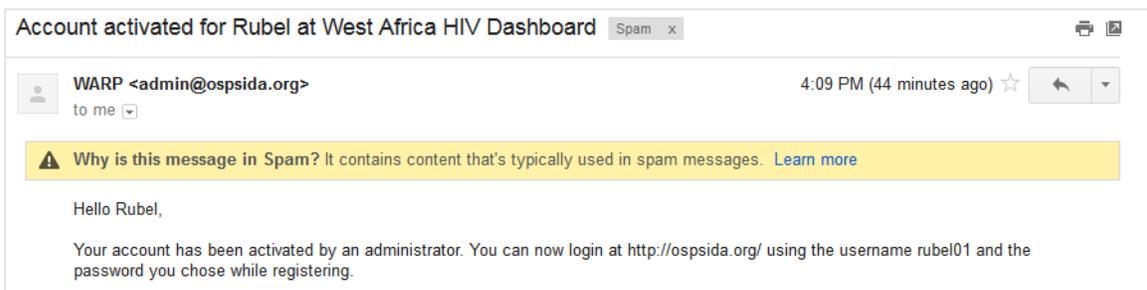
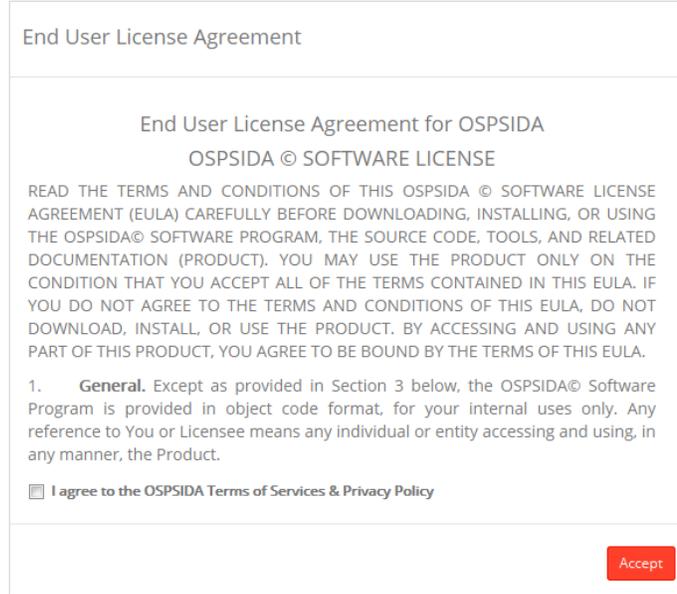


Figure 9

The user is now ready to log into OPSIDA. 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:

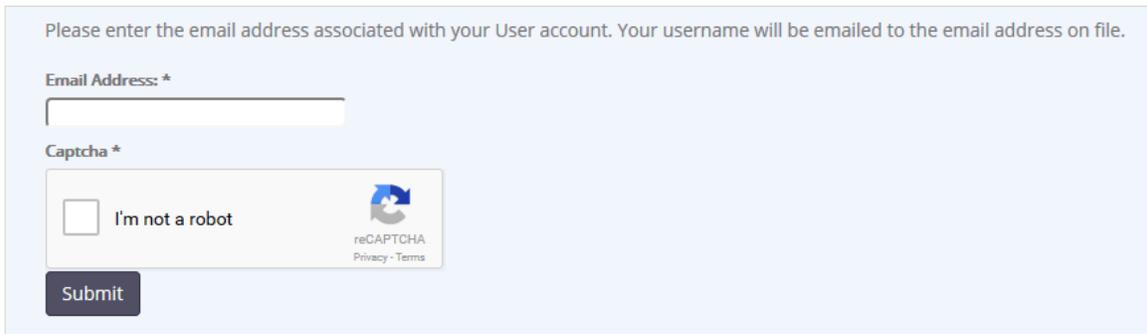
After checking (✓) "I agree to the OPSIDA Terms of Services & Privacy Policy", the new user must click on the red **Accept** button. Then, the user can enter the website.



**Figure 10**

### 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:



**Figure 11**

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 [Forgot your password?](#) [Click here to reset your password](#) 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.

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address: \*

Captcha \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

Figure 12

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 [Dashboard](#) button, the user will find the following screen,

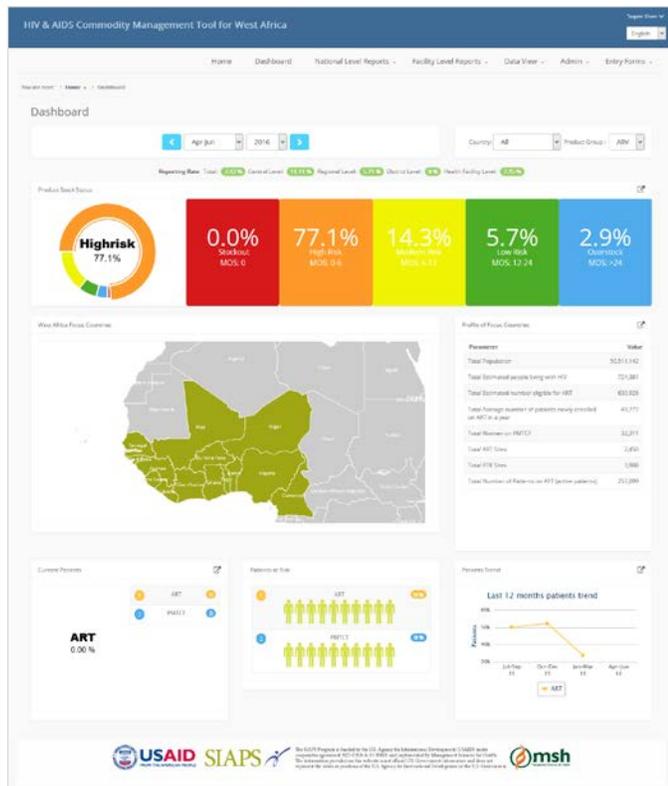


Figure 13

## 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

### 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.

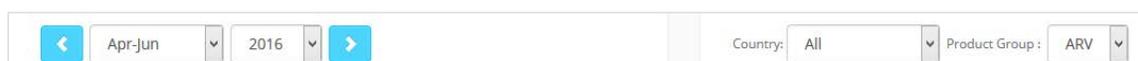


Figure 15

### 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.

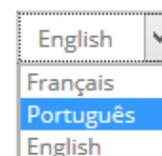


Figure 16

### 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

### 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

## 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.

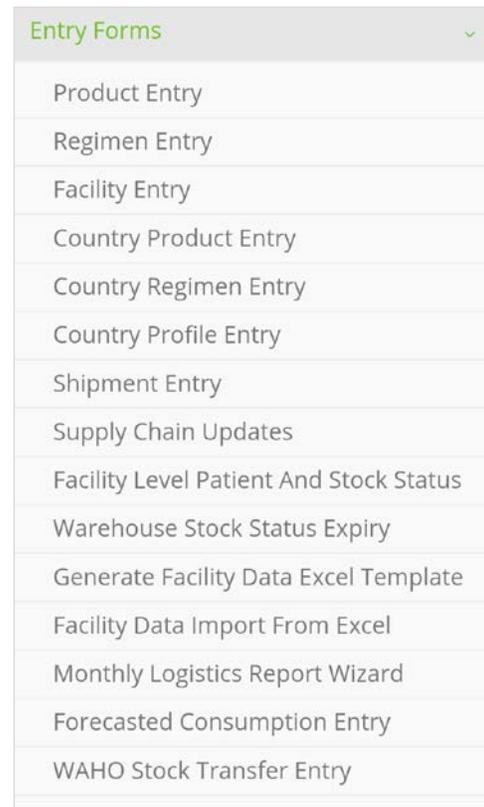


Figure 19

### 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:

SL#	Product Code	Product Name	Key Product	Product Subgroup	Action
<b>ARV</b>					
1	ARV 001	Isipinavir/risonavir 40/10 B/120	<input checked="" type="checkbox"/>	Paediatric	<a href="#">Edit</a> <a href="#">Delete</a>
2	ARV002	Abacavir /Lamivudine 600/300 mg/tab	<input checked="" type="checkbox"/>	Adult	<a href="#">Edit</a> <a href="#">Delete</a>
3	ARV003	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	<input checked="" type="checkbox"/>	Adult	<a href="#">Edit</a> <a href="#">Delete</a>
4	ARV004	Abacavir /Lamivudine/Zidovudine 60/30/50 mg/tab	<input checked="" type="checkbox"/>	Paediatric	<a href="#">Edit</a> <a href="#">Delete</a>
5	ARV005	Abacavir 300 mg/tab	<input checked="" type="checkbox"/>	Adult	<a href="#">Edit</a> <a href="#">Delete</a>
6	ARV0069	Stavudine 1mg/ml	<input checked="" type="checkbox"/>	Paediatric	<a href="#">Edit</a> <a href="#">Delete</a>
7	ARV0074	Lamivudine150mg/zidovudine300mg/Efavirenz600mg	<input checked="" type="checkbox"/>	Adult	<a href="#">Edit</a> <a href="#">Delete</a>
8	ARV008	Abacavir 60 mg/tab	<input checked="" type="checkbox"/>	Paediatric	<a href="#">Edit</a> <a href="#">Delete</a>
9	ARV009	Abacavir 20 mg/ml	<input checked="" type="checkbox"/>	Paediatric	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 20

### 3.1.2 Adding a New Product

To add a new product, the user needs to click on [Add Record](#) 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.

Product Entry

Product Group Form

Product Group: ARV

Product Subgroup: Product Subgroup

Product Code: input here...

Product Name: input here...

Key Product:

[Submit](#) [Cancel](#)

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:

Do you really want to edit this record?

[Confirm](#) [Cancel](#)

Figure 22

Confirm the edit, and the following panel will appear:

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

The 'Product Entry' form contains the following fields and controls:

- Product Group:** A dropdown menu with 'ARV' selected.
- Product Subgroup:** A dropdown menu with 'Paediatric' selected.
- Product Code:** A text input field containing 'ARV 001'.
- Product Name:** A text input field containing 'Iopinavir/ritonavir 40/10 B/120'.
- Key Product:** A checkbox that is checked.
- Buttons:** A green 'Submit' button and a grey 'Cancel' button.

Figure 23

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

The dialog box contains the text 'Do you really want to Delete this record?' and two buttons: a green 'Confirm' button and a red 'Cancel' button.

Figure 24

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:

The 'Country Product Entry' screen is divided into two main sections:

- Country List:** Features a 'Display' dropdown set to '25' and a search bar. Below is a table with columns 'SL#', 'Country Name', and a search icon. The table lists 13 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, and Senegal.
- Product List:** Features a 'Display' dropdown set to '25' and a search bar. Below is a table with columns 'Product Code' and 'Product Name'. The table is empty, displaying 'No Record Found'. Navigation controls at the bottom show 'Showing 0 to 0 of 0 Records' and buttons for 'First', 'Previous', 'Next', and 'Last'.

Buttons for 'Print' and 'Excel' are located in the top right corner of the screen.

Figure 25

### 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.

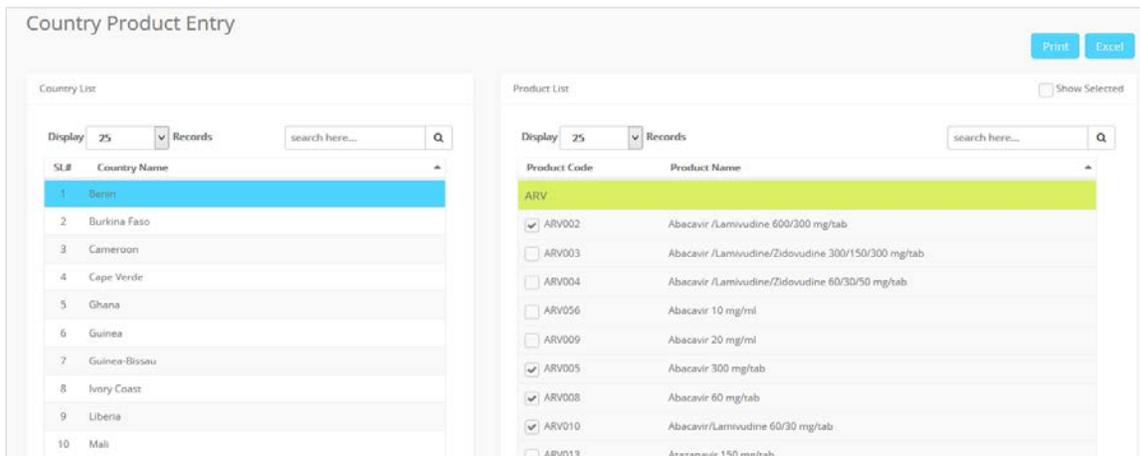


Figure 26

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

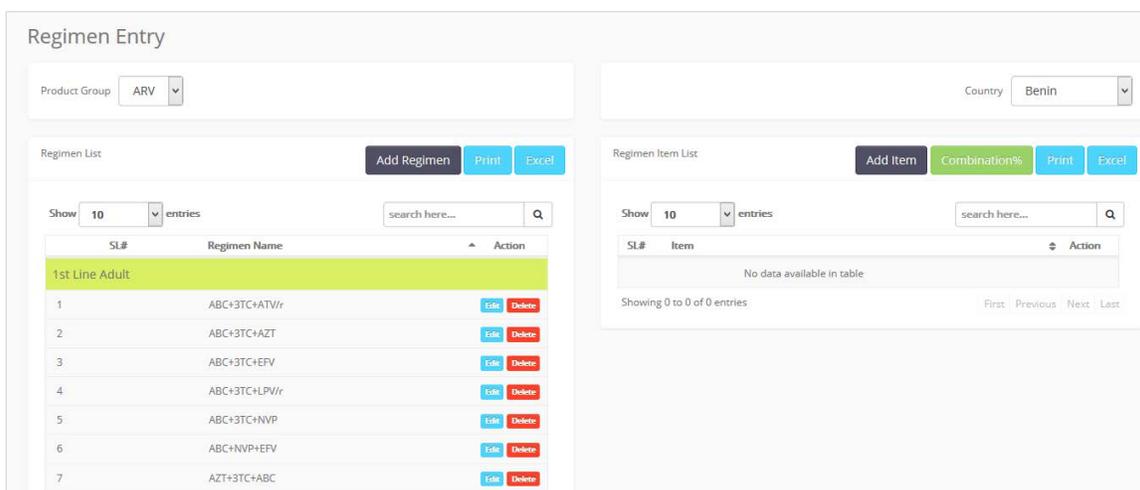
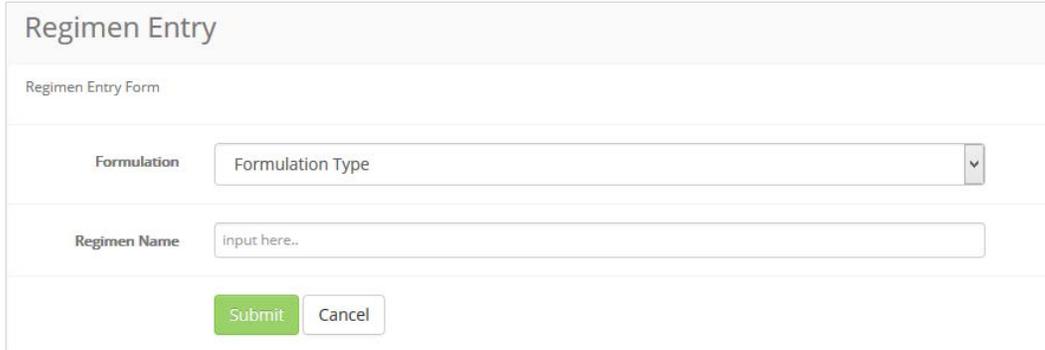


Figure 27

### 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.



The image shows a 'Regimen Entry' form. It has a title bar 'Regimen Entry' and a subtitle 'Regimen Entry Form'. There are two main input fields: 'Formulation' with a dropdown menu currently showing 'Formulation Type', and 'Regimen Name' with a text input field containing 'Input here..'. At the bottom, there are two buttons: a green 'Submit' button and a grey 'Cancel' button.

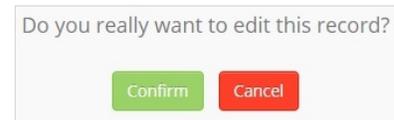
Figure 28

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

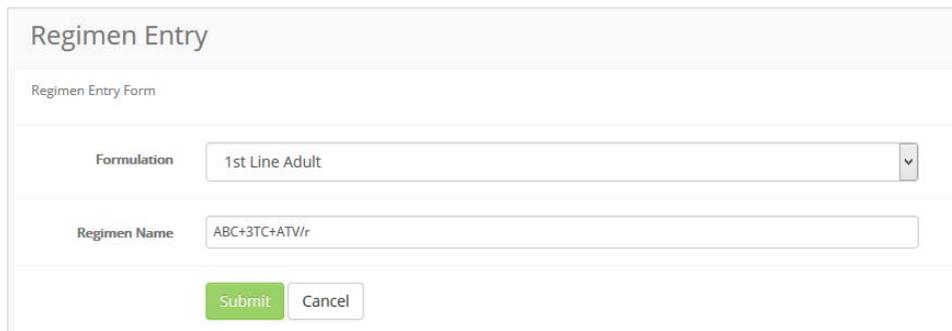
To edit data in an existing regimen, go to the screen in Figure 27 and click the [Edit](#) button from the [Edit](#) [Delete](#) buttons to the right of the regimen list. A pop-up window will ask:



The image shows a confirmation dialog box with the text 'Do you really want to edit this record?'. Below the text are two buttons: a green 'Confirm' button and a red 'Cancel' button.

Figure 29

Confirm the edit, and the following panel will appear.



The image shows the 'Regimen Entry' form with data entered. The 'Formulation' dropdown menu is set to '1st Line Adult'. The 'Regimen Name' text input field contains 'ABC+3TC+ATV/r'. The 'Submit' and 'Cancel' buttons are at the bottom.

Figure 30

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 Delete** buttons to the right of the regimen list. A pop-up window will ask:



Figure 31

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:

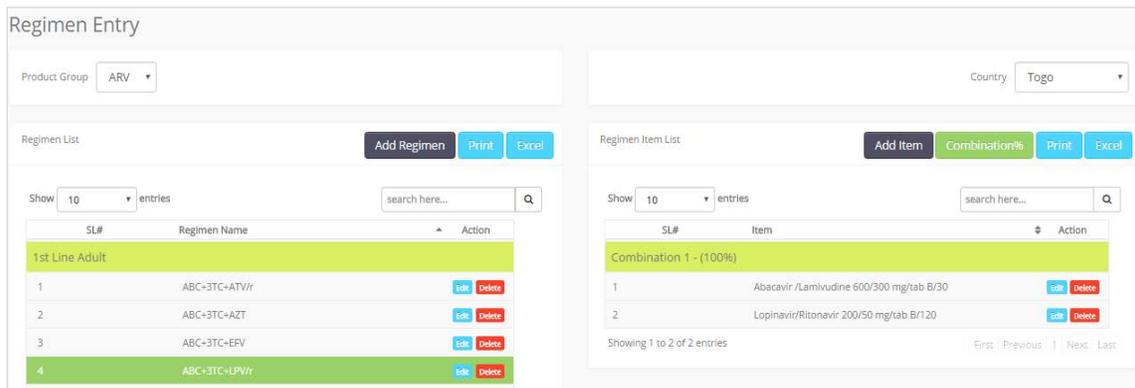


Figure 32

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.

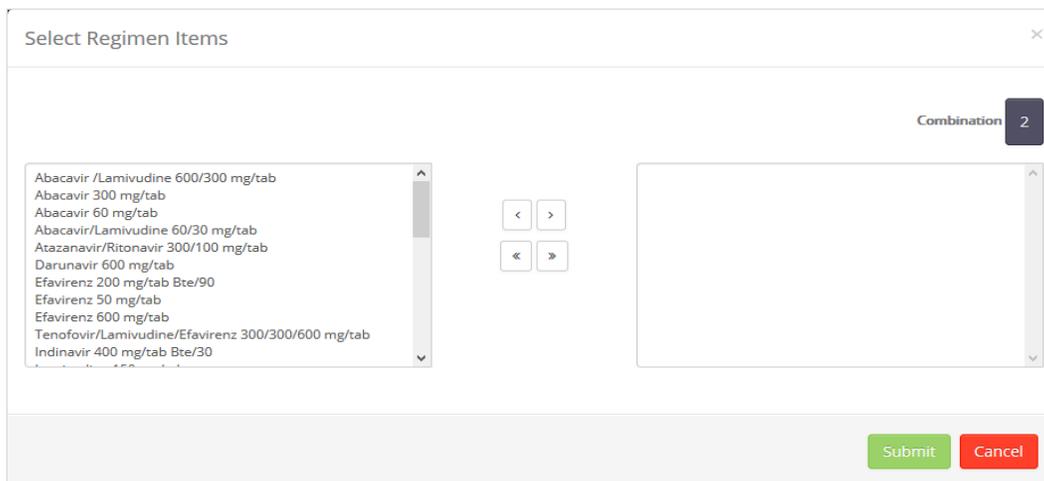


Figure 33

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:

The screenshot shows the 'Facility Entry' interface. At the top, there are filters for 'Benin', 'All', 'Facility Type', and 'Health Facility Level'. Below the filters is a table titled 'Facility List' with a search bar and a 'Show 25 entries' dropdown. The table has the following columns: SI#, Facility Code, Facility Name, Facility Type, Region Name, Received From, Facility Address, Assigned Group, and Action. The data is categorized into 'Central Warehouse' and 'Health Facilities'.

SI#	Facility Code	Facility Name	Facility Type	Region Name	Received From	Facility Address	Assigned Group	Action
<b>Central Warehouse</b>								
1	BEN0001	CAME Coo	Warehouse	Atlantique/Littoral	None	RNIE 1, Cotonou, PK2,3 DONATIN, Bénin	ARV, RTK	More Edit Delete
<b>Health Facilities</b>								
2	BEN0004	HZ Banikoara	District Hospitals	Borgou/Ailbori	CAME Parakou	RNIE 7, Banikoara, Bénin	ARV, RTK	More Edit Delete
3	BEN0005	CS Gogoumou	Health Centres	Borgou/Ailbori	CAME Parakou	RNIE 2, Bénin	ARV, RTK	More Edit Delete
4	BEN0006	HZ KANDI	District Hospitals	Borgou/Ailbori	CAME Parakou	Unnamed Road, Kandi, Benin	ARV, RTK	More Edit Delete
5	BEN0007	HZ MALANVILLE	District Hospitals	Borgou/Ailbori	CAME Parakou	RNIE 2, Malanville, Benin	ARV, RTK	More Edit Delete
6	BEN0008	CS SEGBANA	Health Centres	Borgou/Ailbori	CAME Parakou	RN 10, Ségbana, Benin	ARV, RTK	More Edit Delete
7	BEN0009	CS Karimama	Health Centres	Borgou/Ailbori	CAME Parakou	Karimama, Bénin	ARV	More Edit Delete
8	BEN0010	HZ BEMBEREKE	District Hospitals	Borgou/Ailbori	CAME Parakou	RNIE 2, Bembéréké, Bénin	ARV, RTK	More Edit Delete

**Figure 34**

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

The pop-up box displays the following details for facility HZ KANDI:

4	BEN0006	HZ KANDI	District Hospitals	Borgou/Ailbori	CAME Parakou	Unnamed Road, Kandi, Benin	ARV, RTK	More Edit Delete
Facility Phone :		Facility Fax :		Facility Manager :				
Facility Email :		No of Facility :		0				
Point of Location : 11.128611, 2.9369440								

**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:

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.

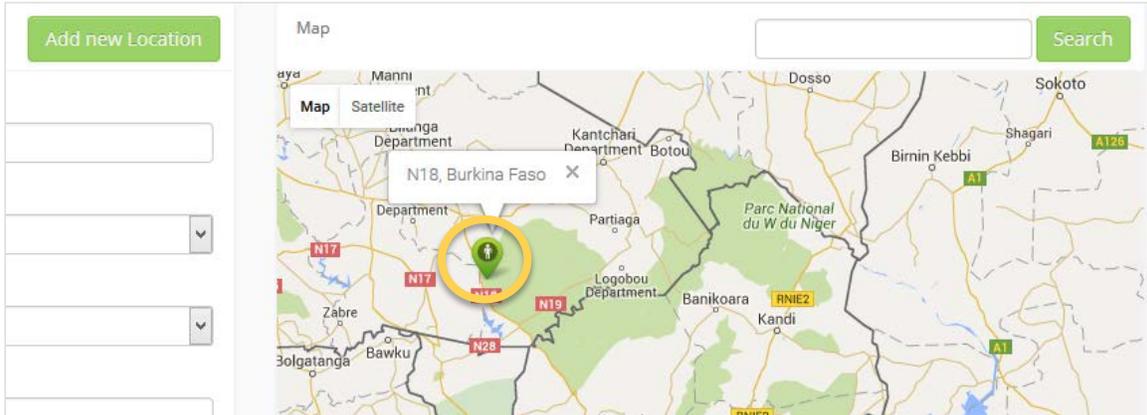


Figure 37

### 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:

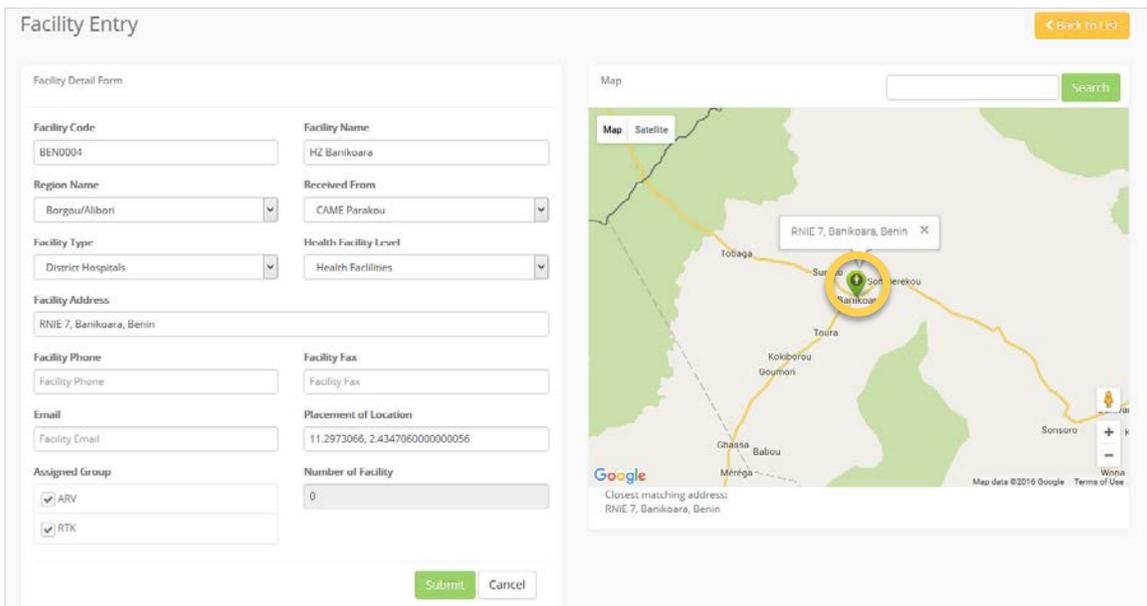


Figure 38

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** **Delete** buttons to the right of the list in Figure 34. A pop-up box will ask:



Figure 39

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:

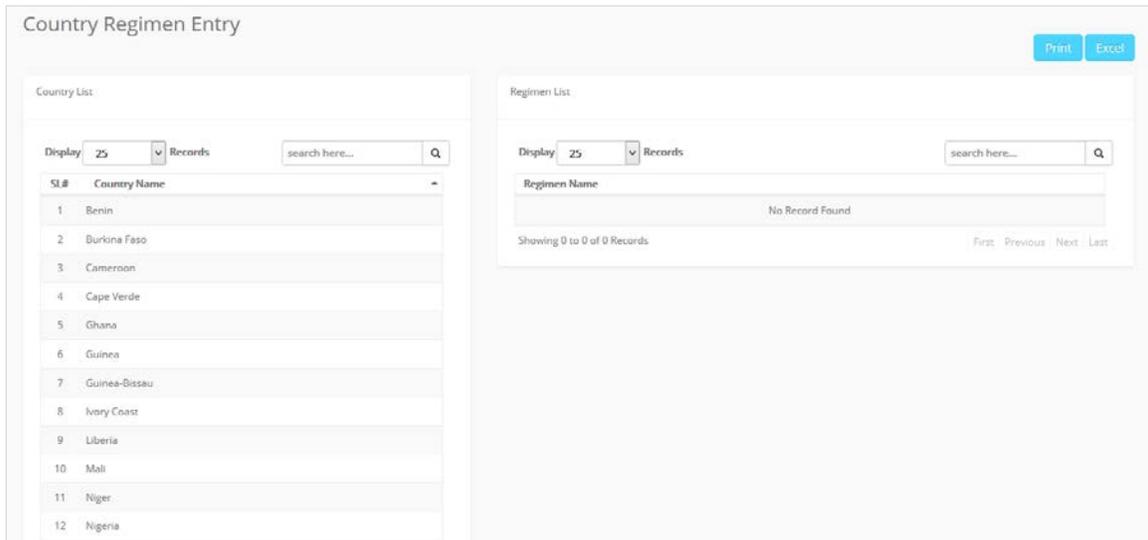


Figure 40

### 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.

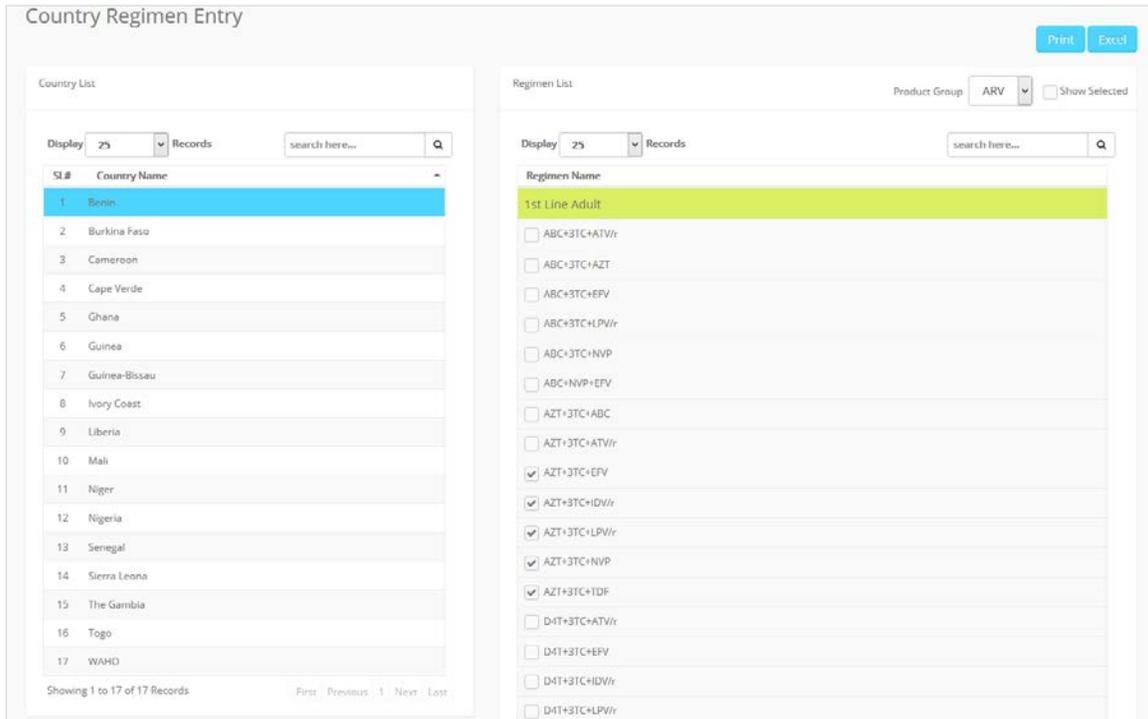


Figure 41

**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.



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.

The screenshot shows a web form titled "Basic Information" with a progress bar at the top indicating the current step. The form contains a table with 13 rows for data entry and a list of funding sources.

SL#	Parameter Name	Value
1	Population	10,653,654
2	HIV prevalence	1.86
3	Estimated people living with HIV	80,381
4	Estimated number eligible for ART	67,926
5	Average number of patients newly enrolled on ART in a year	6,310
6	ART patients attrition rate	8
7	ART treatment failure from 1st to 2nd line	2
8	Women on PMTCT	3,333
9	HIV testing algorithm	Determine
10	Funding sources	<input type="checkbox"/> AXIOS <input type="checkbox"/> Clinton Foundation (CHAI) <input type="checkbox"/> DREAM <input checked="" type="checkbox"/> ETAT <input type="checkbox"/> EU <input checked="" type="checkbox"/> FONDS MONDIAL <input type="checkbox"/> French Cooperation <input type="checkbox"/> GIZ <input type="checkbox"/> GSK <input type="checkbox"/> JICA <input type="checkbox"/> MSF Belgium <input type="checkbox"/> OAS/WAHO <input type="checkbox"/> PEPFAR <input type="checkbox"/> PSI <input type="checkbox"/> Special Fund for President <input type="checkbox"/> UNFPA <input checked="" type="checkbox"/> UNICEF <input type="checkbox"/> World Bank
11	ART Sites	96
12	RTK Sites	163
13	Number of Patients on ART (active patients)	33,602

At the bottom of the form, there are "Previous" and "Next" buttons. A green progress bar is visible at the bottom right of the form area.

Figure 43

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.

SL	Regimen	Patients
1st Line Adult		
1	AZT+3TC+EFV	11,365
2	AZT+3TC+HDV/r	9
3	AZT+3TC+LPV/r	303
4	AZT+3TC+NVP	6,146
5	D4T+3TC+EFV	1,543
6	D4T+3TC+HDV/r	1

Figure 44

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.

SL	Formulation	2016	2017	2018	Total
<b>ART</b>					
1	1st Line Adult	3,711,929	3,920,699	0	7,632,628
2	2nd Line Adult	75,754	80,014	0	155,768
3	1st Line Paediatric	234,705	230,994	0	465,699
4	2nd Line Paediatric	4,790	4,714	0	9,504
<b>RTK</b>					
5	Patients tested for HIV and AIDS	0	0	0	0
<b>PMTCT</b>					
6	Option A - PROPHYLAXIS	0	0	0	0
7	Option A - TREATMENT	0	0	0	0
8	Option B	0	0	0	0
9	Option B+ (Femmes enceintes)	669,566	529,722	0	1,199,288
<b>ART</b>					
10	3rd Line Adult	5,124	14,870	0	19,994
11	3rd Line pediatric	2,562	7,435	0	9,997
<b>PMTCT</b>					
12	Option B+ (Enfant)	3,357	4,187	0	7,544

Figure 45

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.

Please enter all monetary values in Euro

2016 2017 2018

Service Type	Category	Total Requirements	ETAT	FONDS MONDIAL	UNICEF	Total	Gap/Surplus
ART	1st Line Adult	3,711,929	1,113,579	2,598,350	0	3,711,929	(0)
ART	2nd Line Adult	75,754	22,726	53,028	0	75,754	0
ART	1st Line Paediatric	234,705	0	234,705	0	234,705	0
ART	2nd Line Paediatric	4,790	0	4,790	0	4,790	0
ART	3rd Line Adult	5,124	0	5,124	0	5,124	(0)
ART	3rd Line pediatric	2,562	0	2,562	0	2,562	(0)
PMTCT	Option A - PROPHYLAXIS	0	0	0	0	0	0
PMTCT	Option A - TREATMENT	0	0	0	0	0	0
PMTCT	Option B	0	0	0	0	0	0
PMTCT	Option B+ (Femmes enceintes)	669,566	200,870	468,696	0	669,566	0
PMTCT	Option B+ (Enfant)	3,357	977	2,380	0	3,357	(0)
RTK	Patients tested for HIV and AIDS	0	0	0	0	0	0

Previous Next

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:

The screenshot shows the 'Shipment Entry' interface. At the top right is an 'Add Record' button. Below it are four dropdown menus: 'Togo', 'All Funding Source', 'All Status', and 'ARV'. The main area is titled 'Shipment List' and includes 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown and a search bar are also present. The table below lists 12 shipment entries, grouped by 'ETAT' and 'FONDS MONDIAL'.

SL#	Product Group	Item Name	Shipment Status	Shipment Date	Quantity	Action
<b>ETAT</b>						
1	ARV	Nevirapine 10 mg/ml R/240 ml	Planned	01/03/2016	407	Edit Delete
2	ARV	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	Planned	01/03/2016	12,415	Edit Delete
<b>FONDS MONDIAL</b>						
3	ARV	Tenofovir/Lamivudine 300/300 mg/tab	Ordered	17/06/2016	45,069	Edit Delete
4	ARV	Lopinavir/Ritonavir 200/50 mg/tab	Ordered	17/06/2016	19,937	Edit Delete
5	ARV	Tenofovir/Lamivudine/Efavirenz 300/300/600 mg/tab	Ordered	17/06/2016	143,561	Edit Delete
6	ARV	Atazanavir/Ritonavir 300/100 mg/tab	Ordered	17/06/2016	31,185	Edit Delete
7	ARV	Abacavir /Lamivudine 600/300 mg/tab	Shipped	01/05/2016	6,423	Edit Delete
8	ARV	Nevirapine 200 mg/tab	Ordered	17/06/2016	3,903	Edit Delete
9	ARV	Lopinavir/Ritonavir 100/25 mg/tab	Ordered	17/06/2016	8,520	Edit Delete
10	ARV	Lamivudine/Zidovudine 150/300 mg/tab	Ordered	17/06/2016	1,004	Edit Delete
11	ARV	Abacavir/Lamivudine 60/30 mg/tab	Ordered	17/06/2016	24,220	Edit Delete
12	ARV	Lamivudine/Zidovudine/Nevirapine 150/300/200 mg/tab	Shipped	17/06/2016	12,657	Edit Delete

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:

The screenshot shows the 'Shipment Entry' form. At the top right is a 'Back to List' button. The form contains several dropdown menus and a date picker. The 'Country Name' dropdown is set to 'Togo'. The 'Funding Source' dropdown is set to 'Funding Source'. The 'Product Group' dropdown is set to 'Product Group'. The 'Product Name' dropdown is set to 'Select Product'. The 'Shipment Status' dropdown is set to 'Shipment Status'. The 'Shipment Date' is set to '25/07/2016'. There is a text input field for 'Shipment Quantity' with the placeholder 'Input here...'. At the bottom are 'Submit' and 'Cancel' buttons.

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.

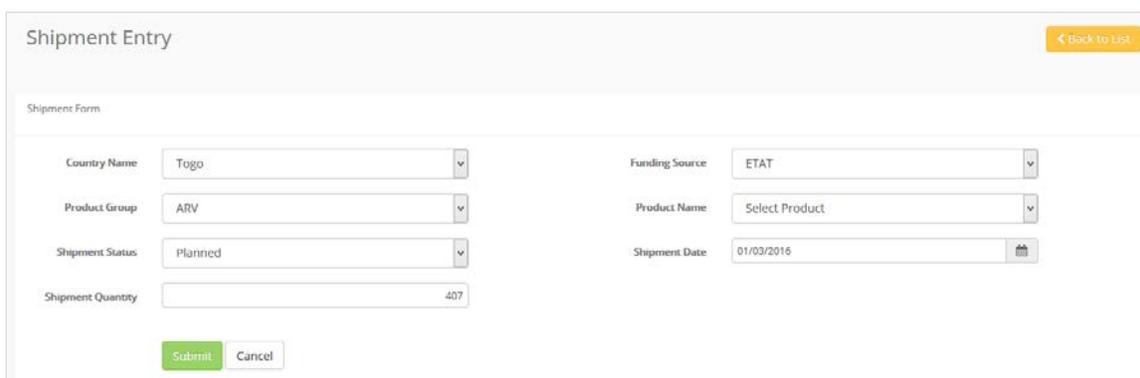


Figure 49

Make any edits and click [Submit](#) to update the record.

To delete shipment data, click the [Delete](#) button from the [Edit](#) [Delete](#) buttons to the right of the list in Figure 47. A pop-up box will ask:



Figure 50

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:

The screenshot displays the 'Supply Chain Updates' interface. At the top, there are navigation controls for months and years, currently set to 'June' and '2016'. Below this, there is a search bar and a 'Show 25 entries' dropdown. The main content is a table with 17 rows, each representing a country. The table has three columns: 'SL.', 'Country Name', and 'Action'. The countries listed are: Benin, Burkina Faso, Cameroon, Cape Verde, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leona, The Gambia, Togo, and WAHO. At the bottom, there is a pagination bar showing 'Showing 1 to 17 of 17 entries' and navigation links for 'First', 'Previous', '1', 'Next', and 'Last'.

SL.	Country Name	Action
1	Benin	
2	Burkina Faso	
3	Cameroon	
4	Cape Verde	
5	Ghana	
6	Guinea	
7	Guinea-Bissau	
8	Ivory Coast	
9	Liberia	
10	Mali	
11	Niger	
12	Nigeria	
13	Senegal	
14	Sierra Leona	
15	The Gambia	
16	Togo	
17	WAHO	

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.

The screenshot displays the OSPSIDA interface. At the top, there are navigation arrows, a date selector set to 'June' and '2016', and a search bar. Below this is a table of countries with columns for 'Sl.', 'Country Name', and 'Action'. The country 'Burkina Faso' is highlighted in blue. To the right of the country list is a form with two columns: 'Head Name' and 'Comments'. The 'Head Name' column lists various categories: Quantification, Product Choice, Quality, Procurement, Storage, Distribution, Committee and Policy, Finance, Donor Coordination, LMIS, Stock out risk, and Other. Each category has a corresponding text input field in the 'Comments' column. At the bottom of the form are 'Save' and 'Cancel' buttons.

Sl.	Country Name	Action
1	Benin	
2	Burkina Faso	
3	Cameroon	
4	Cape Verde	
5	Ghana	
6	Guinea	
7	Guinea-Bissau	
8	Ivory Coast	
9	Liberia	
10	Mali	
11	Niger	
12	Nigeria	
13	Senegal	
14	Sierra Leone	
15	The Gambia	
16	Togo	
17	WAHO	

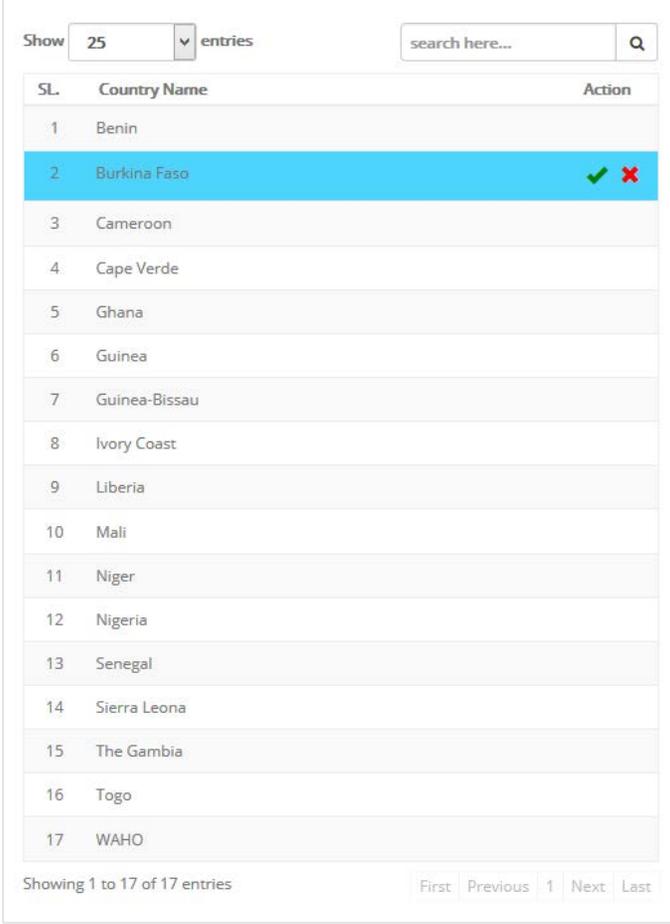
Head Name	Comments
Quantification	<input type="text"/>
Product Choice, Quality	<input type="text"/>
Procurement	<input type="text"/>
Storage	<input type="text"/>
Distribution	<input type="text"/>
Committee and Policy	<input type="text"/>
Finance	<input type="text"/>
Donor Coordination	<input type="text"/>
LMIS	<input type="text"/>
Stock out risk	<input type="text"/>
Other	<input type="text"/>

Figure 52

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.



The screenshot shows a web interface for data entry. At the top, there is a 'Show' dropdown set to '25' and a search bar labeled 'search here...'. Below this is a table with 17 rows. The first two columns are 'SL.' and 'Country Name'. The third column is 'Action', which contains a green checkmark and a red X icon for each row. The second row, 'Burkina Faso', is highlighted in blue. At the bottom of the table, there is a pagination bar with 'Showing 1 to 17 of 17 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

SL.	Country Name	Action
1	Benin	
2	Burkina Faso	 
3	Cameroon	
4	Cape Verde	
5	Ghana	
6	Guinea	
7	Guinea-Bissau	
8	Ivory Coast	
9	Liberia	
10	Mali	
11	Niger	
12	Nigeria	
13	Senegal	
14	Sierra Leona	
15	The Gambia	
16	Togo	
17	WAHO	

Figure 53

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<sup>®</sup> template and updating the template
- Importing facility data from an MS Excel<sup>®</sup> 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.

The screenshot shows a web application interface for entering patient and stock status data. At the top, there is a navigation bar with four dropdown menus: 'Country: Select Country...', 'Product Group: Select Group...', 'Month: Select Month...', and 'Year: 2016'. A 'Save' button is located to the right of these menus. Below the navigation bar is a search bar with a 'Search' dropdown and a 'New/Edit' button. The main content area is a table with the following columns: '#', 'Patient Type', 'Refill Patients', 'New Patients', and 'Total Patients'. The table is currently empty, and the status at the bottom indicates 'No data to display'.

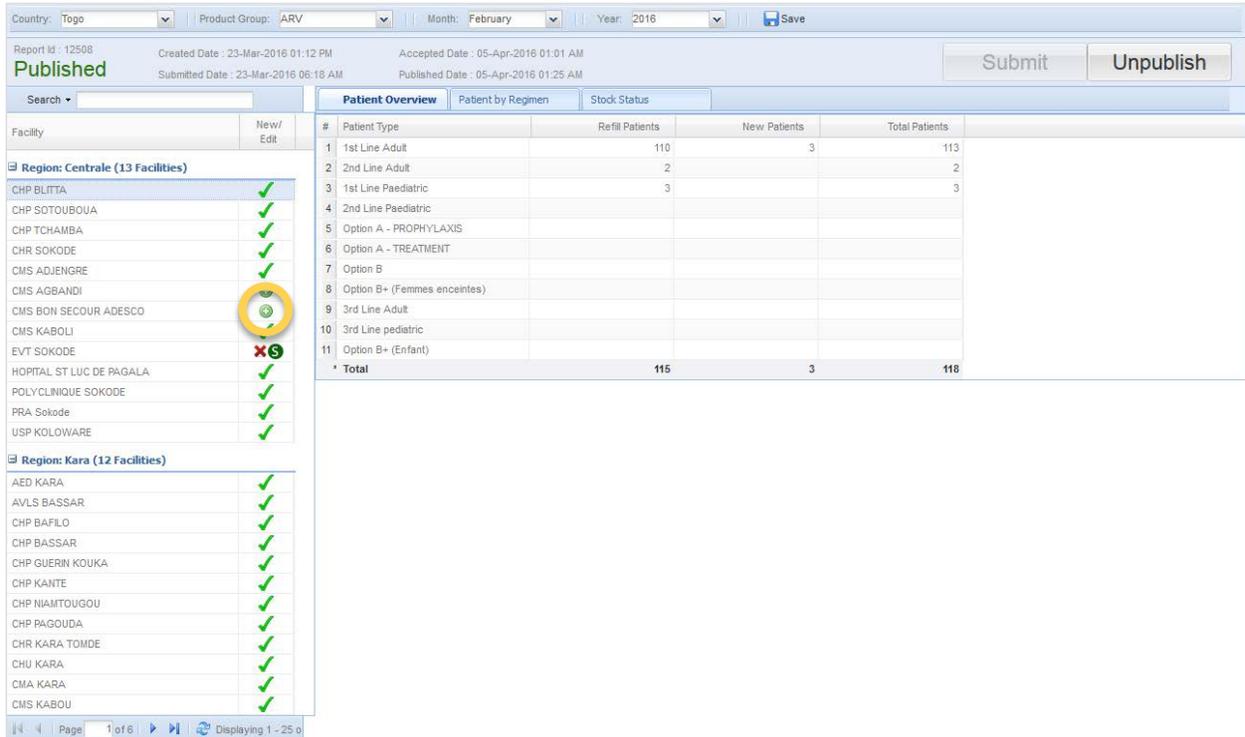
**Figure 54**

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

- Country
- Product Group
- Month
- Year

## Entering Facility-Level Patient and Stock Status Data

After selecting the above, a list of facilities will fill in. On the right side a  button will appear, as circled below.



The screenshot shows a software interface for entering facility-level patient and stock status data. At the top, there are filters for Country (Togo), Product Group (ARV), Month (February), and Year (2016). Below these are report details: Report ID: 12598, Created Date: 23-Mar-2016 01:12 PM, Accepted Date: 05-Apr-2016 01:01 AM, Submitted Date: 23-Mar-2016 06:18 AM, and Published Date: 05-Apr-2016 01:25 AM. There are 'Submit' and 'Unpublish' buttons. The main area is divided into two sections: a list of facilities on the left and a 'Patient Overview' table on the right. The facilities are grouped by region: 'Region: Centrale (13 Facilities)' and 'Region: Kara (12 Facilities)'. Each facility has a 'New/Edit' column with a green checkmark or a red 'X' and a green plus icon. The 'Patient Overview' table shows patient counts for various patient types across different facilities.

#	Patient Type	Refill Patients	New Patients	Total Patients
1	1st Line Adult	110	3	113
2	2nd Line Adult	2		2
3	1st Line Paediatric	3		3
4	2nd Line Paediatric			
5	Option A - PROPHYLAXIS			
6	Option A - TREATMENT			
7	Option B			
8	Option B+ (Femmes enceintes)			
9	3rd Line Adult			
10	3rd Line pediatric			
11	Option B+ (Enfant)			
* Total		115	3	118

Figure 55

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

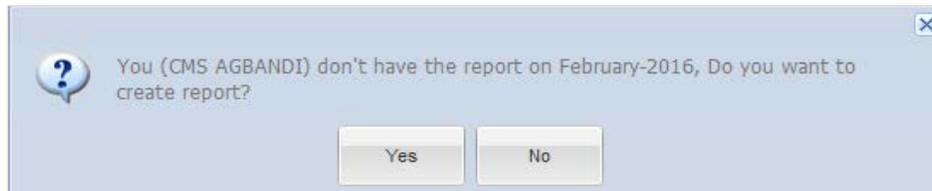


Figure 56

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.

#	Item	OBL (A)	Recel... (B)	Dispe... (C)	Adjust... (±D)	Adjust Reason	Stock Out Days	Closing Balance (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
1	Abacavir /Lamivudine 600/...	6	12	4				14	Physical Count	5		2.8
2	Atazanavir/Ritonavir 300/1...	19		18				1	Physical Count	16		0.1
3	Darunavir 600 mg/tab											
4	Efavirenz 600 mg/tab	14	12	15				11	Physical Count	14		0.8
5	Lamivudine/Zidovudine 150...	14	20	18				16	Physical Count	17		0.9
6	Lamivudine/Zidovudine/Nev...	170	108	196				82	Physical Count	162		0.5
7	Lopinavir/Ritonavir 200/50 ...	11	12	14				9	Physical Count	13		0.7
8	Nevirapine 200 mg/tab	6		2				4	Physical Count	4		1.0
9	Raltegravir 400mg/tab											
10	Ritonavir 100 mg/tab Boite/60											
11	Tenofovir/Lamivudine 300/3...	32	24	27				29	Physical Count	23		1.3
12	Tenofovir/Lamivudine/Efavir...	43	40	57				26	Physical Count	45		0.6

Figure 57

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."

Figure 58

### 4.1.1 Patient Overview

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

#	Patient Type	Refill Patients	New Patients	Total Patients
1	1st Line Adult	19,150	268	19,418
2	2nd Line Adult	327	2	329
3	1st Line Paediatric	816	19	835
4	2nd Line Paediatric	72	1	73
5	Option A - PROPHYLAXIS			
6	Option A - TREATMENT			
7	Option B			
8	Option B+			
9	3rd Line Adult			
10	3rd Line pediatric			

Figure 59

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:

Report Id : 1719  
 Created Date : 01-Dec-2014 08:26 AM  
 Accepted Date : 01-Dec-2014 08:46 AM  
 Submitted Date : 01-Dec-2014 08:43 AM  
 Published Date : 01-Dec-2014 08:50 AM

Not Submitted

Submit Unpublish

Search

Facility New/Edit

Region: Atacora/Donda (5 Facilities)

- CAME Nattingou
- CHD ATACORA
- CSC BOUKOUMBE
- CS KEROU
- HZ TANGUETA

Region: Atlantique/Littoral (1 Facility)

- CAME Coo

Region: Borgou/Alibori (19 Facilities)

- CAME Parakou
- HZ MALANVILLE
- HZ Banikoara
- HZ KANDI

Formulation: 1st Line Adult (12 Items)

#	Regimens	Refill Patients	New Patients	Total Patients
1	AZT+3TC+EFV	8,891	108	8,999
2	AZT+3TC+IDV/r	19		19
3	AZT+3TC+LPV/r	254	1	255
4	AZT+3TC+NVP	5,259	31	5,290
5	D4T+3TC+ATV/r	1		1
6	D4T+3TC+EFV	1,034	10	1,044
7	D4T+3TC+IDV/r	31		31
8	D4T+3TC+LPV/r	54		54
9	D4T+3TC+NVP	743	4	747
10	TDF+3TC+EFV	2,387	103	2,490
11	TDF+3TC+LPV/r	217	5	222
12	TDF+3TC+NVP	260	6	266

Formulation: 1st Line Paediatric (8 Items)

Figure 60

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:

Report Id : 1719  
 Created Date : 01-Dec-2014 08:26 AM  
 Accepted Date : 01-Dec-2014 08:46 AM  
 Submitted Date : 01-Dec-2014 08:43 AM  
 Published Date : 01-Dec-2014 08:50 AM

Not Submitted

Submit Unpublish

Search

Facility New/Edit

Region: Atacora/Donda (5 Facilities)

- CAME Nattingou
- CHD ATACORA
- CSC BOUKOUMBE
- CS KEROU
- HZ TANGUETA

Region: Atlantique/Littoral (1 Facility)

- CAME Coo

Region: Borgou/Alibori (19 Facilities)

- CAME Parakou
- HZ MALANVILLE

Formulation: Adult (22 Items)

#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
1	Abacavir /Lamivudine 60...									50		
2	Abacavir 300 mg/tab		11					11	Physical Count	126		0.1
3	Atazanavir 300 mg/tab									5		
4	Atazanavir/Ritonavir 300/...											
5	Darunavir 300 mg/tab											
6	Didanosine 400 mg/tab	3,818						0		57		0.0
7	Efavirenz 600 mg/tab	44,838						0		8,591		0.0
8	Etravirine 100mg/tab											
9	Indinavir 400 mg/tab	2,722						0		15		0.0
10	Lamivudine 150 mg/tab	7,277						0		52		0.0

Figure 61

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.

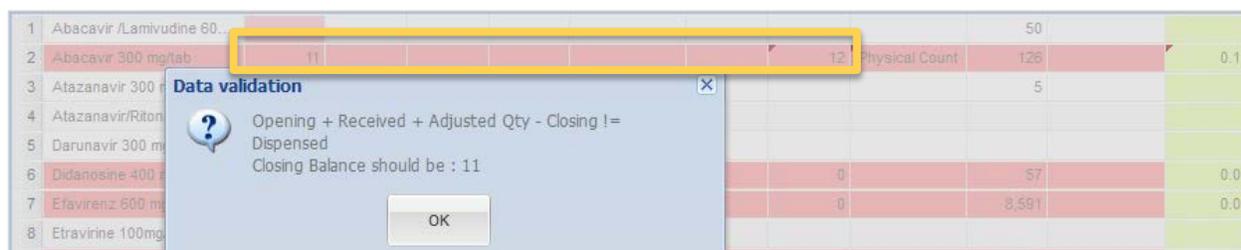


Figure 62

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.

1	Abacavir /Lamivudine 60...					50		
2	Abacavir 300 mg/tab	11		11	Physical Count	126		0.1
3	Atazanavir 300 mg/tab					5		
4	Atazanavir/Ritonavir 300/...							
5	Darunavir 300 mg/tab							
6	Didanosine 400 mg/tab	3,816		0		57		0.0
7	Efavirenz 600 mg/tab	44,838		0		8,591		0.0
8	Etravirine 100mg/tab							
9	Indinavir 400 mg/tab	2,722		0		15		0.0
10	Lamivudine 150 mg/tab	7,277		0		52		0.0

Figure 63

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, the click the *Submit* button to submit the report.



Figure 64

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

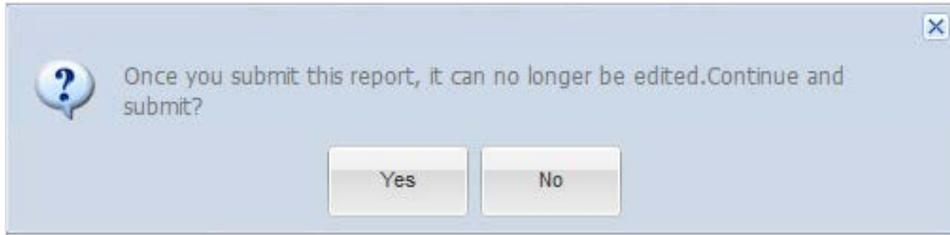


Figure 65

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

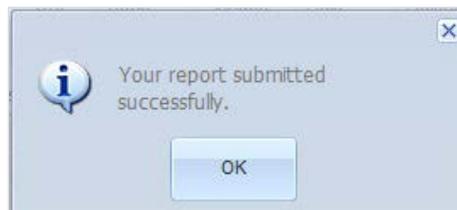


Figure 66

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

Report Id : 1719 Created Date : 01-Dec-2014 08:26 AM Accepted Date : 18-Sep-2014 03:45 AM  
**Submitted** Submitted Date : 01-Dec-2014 08:43 AM Published Date : 19-Sep-2014 05:35 AM Accept Unpublish

Facility	New/ Edit	#	Item	OBL (A)	Rece... (B)	Issued (C)	Adju... (±D)	Adjust Reason	Stock Out Days	Closing Bala... (E)	CL Stock Source	AMC (F)	AMC Change Reason	MOS (G)
<b>Region: Atacora/Donda (5 Facilities)</b>														
CAME Nattingou	⊕													
CHD ATACORA	✓									11	Physical Count	50		0.1
CSC BOUKOUMBE	✓											126		
CS KEROU	✓											5		
HZ TANGUIETA	⊕													
<b>Region: Atlantique/Littoral (1 Facility)</b>														
CAME Coo	⊗ A													
<b>Region: Borgou/Alibori (19 Facilities)</b>														
CAME Parakou	⊕													
HZ MALANVILLE	✓													
HZ Banikoara	⊗ S													
HZ KANDI	✓													
<b>Formulation: Adult (22 Items)</b>														
1	Abacavir /Lamivudine 60...													
2	Abacavir 300 mg/tab		11											
3	Atazanavir 300 mg/tab													
4	Atazanavir/Ritonavir 300/...													
5	Darunavir 300 mg/tab													
6	Didanosine 400 mg/tab		3,816							0		57		0.0
7	Efavirenz 600 mg/tab		44,838							0		8,591		0.0
8	Etravirine 100mg/tab													
9	Indinavir 400 mg/tab		2,722							0		15		0.0
10	Lamivudine 150 mg/tab		7,277							0		52		0.0
11	Lamivudine/Zidovudine 1...		105,826							0		7,983		0.0
12	Lamivudine/Zidovudine/N...		30,628							0		4,353		0.0

Figure 67

### 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.

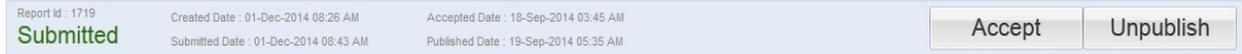


Figure 68

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

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



Figure 73

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

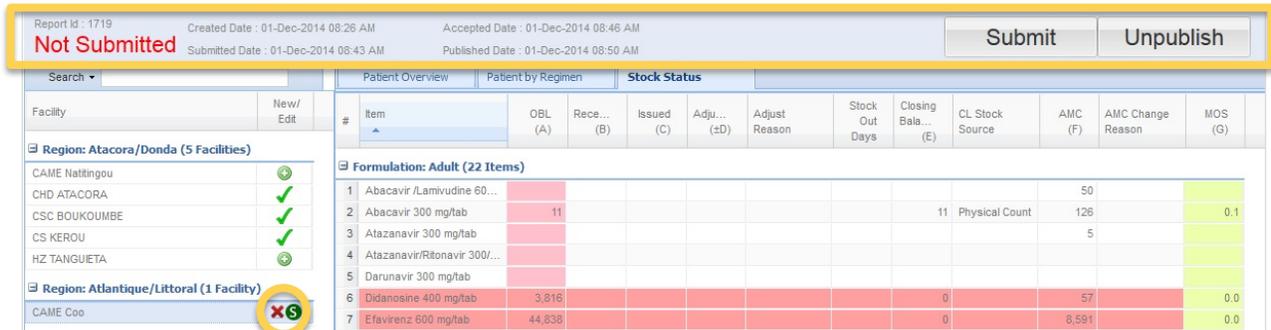


Figure 74

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

## 4.2 Generating a Facility Data MS Excel<sup>®</sup> Template

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



Figure 75

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 [Export Excel Template](#) button. A pop-up panel will appear to confirm the request to generate an Excel template.

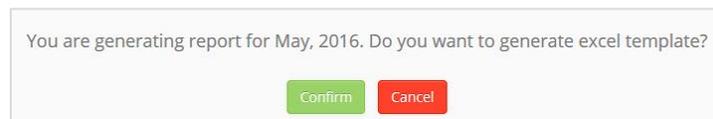


Figure 76

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.

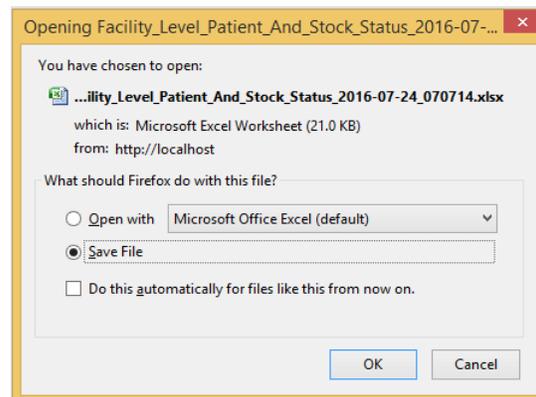


Figure 77

### 4.3 Importing Facility Data from MS Excel<sup>®</sup>

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.

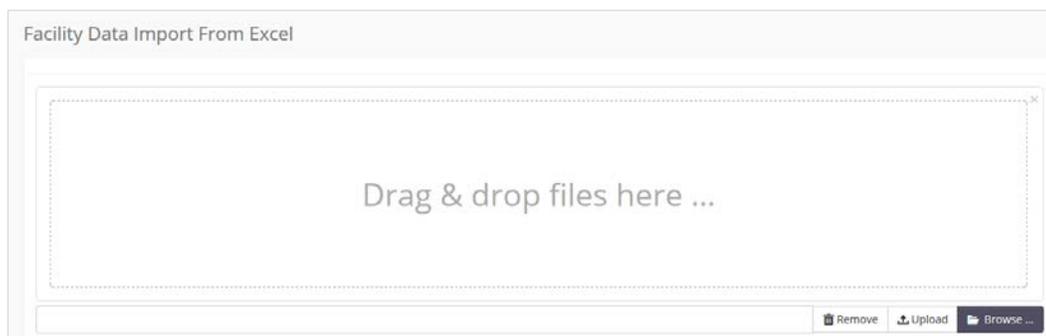


Figure 78

## Entering Facility-Level Patient and Stock Status Data

First, locate your file, then select the Excel file from computer and click *Open*.

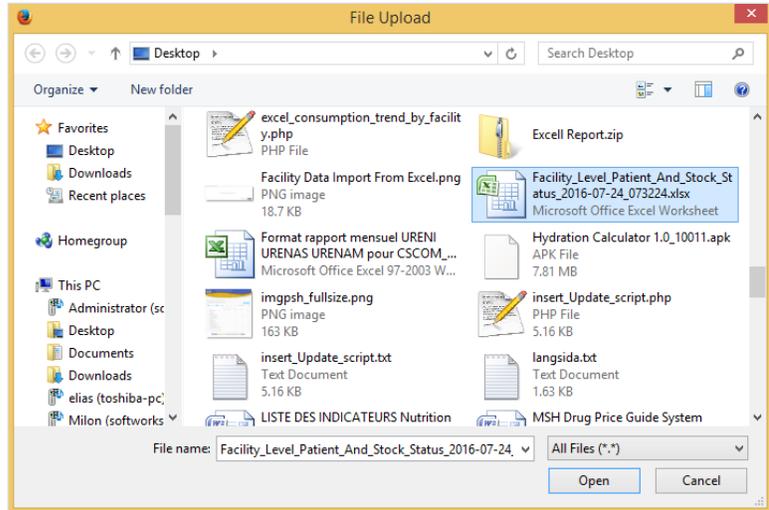


Figure 79

This will bring the user to the following screen:



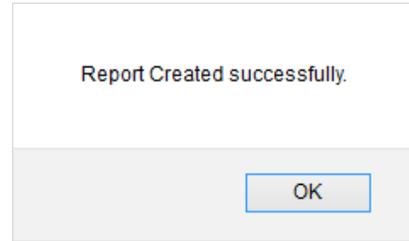
Figure 80

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



Figure 81

Click the **IMPORT DATA** button to start the import process. After successfully importing the data, the following message box will appear:



**Figure 82**

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.

# 5 Monthly Logistics Report Wizard

Starting with the Entry Forms menu, select *Monthly Logistics Report Wizard*. This will bring the user to the following page.



Figure 83

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:



Figure 84

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

## Step 2:



Figure 85

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

Step 3:

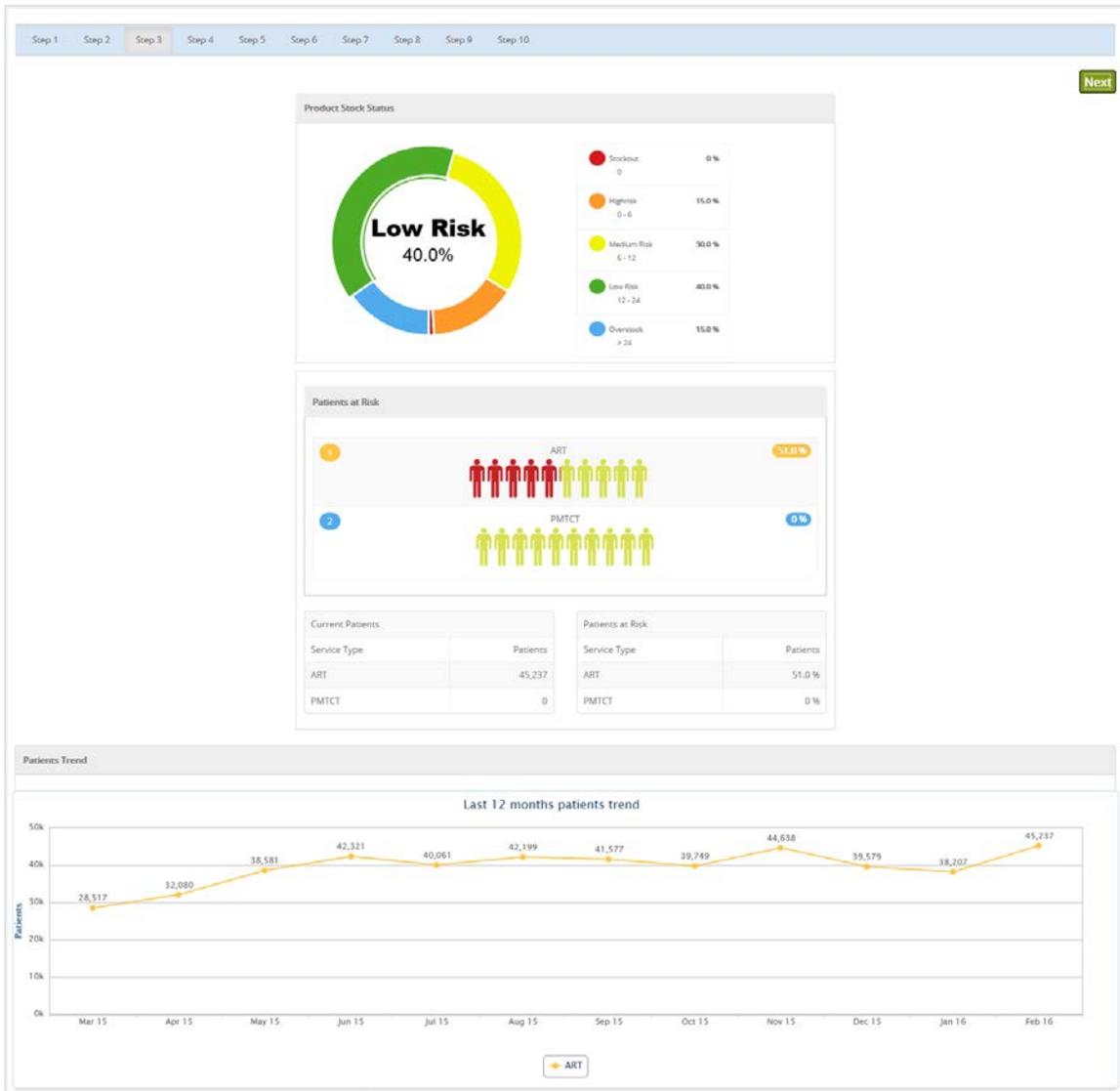


Figure 86

Click on the [Next](#) button to proceed through the report.

Step 4:

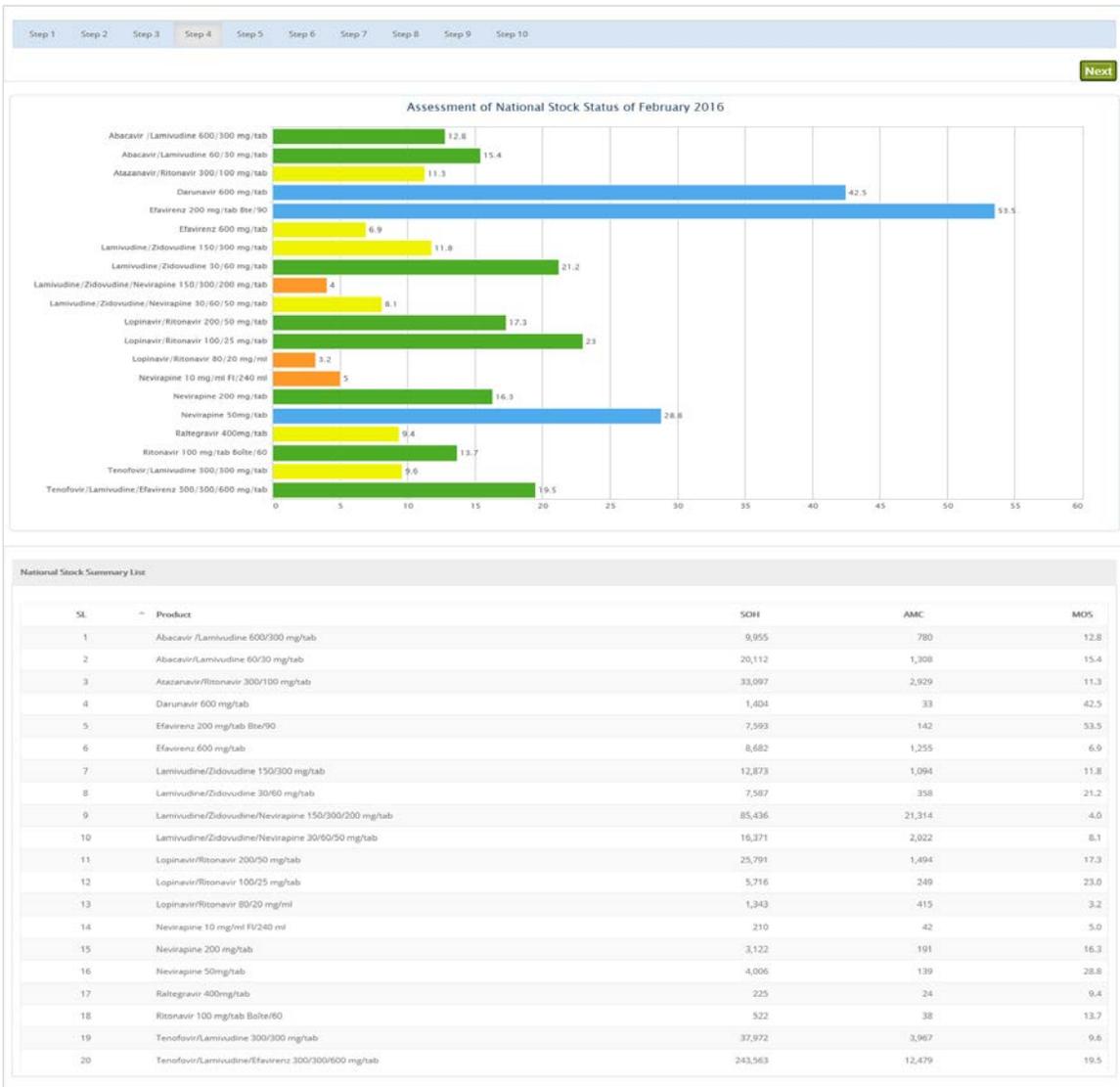


Figure 87

Click on the [Next](#) button to proceed through the report.

Step 5:

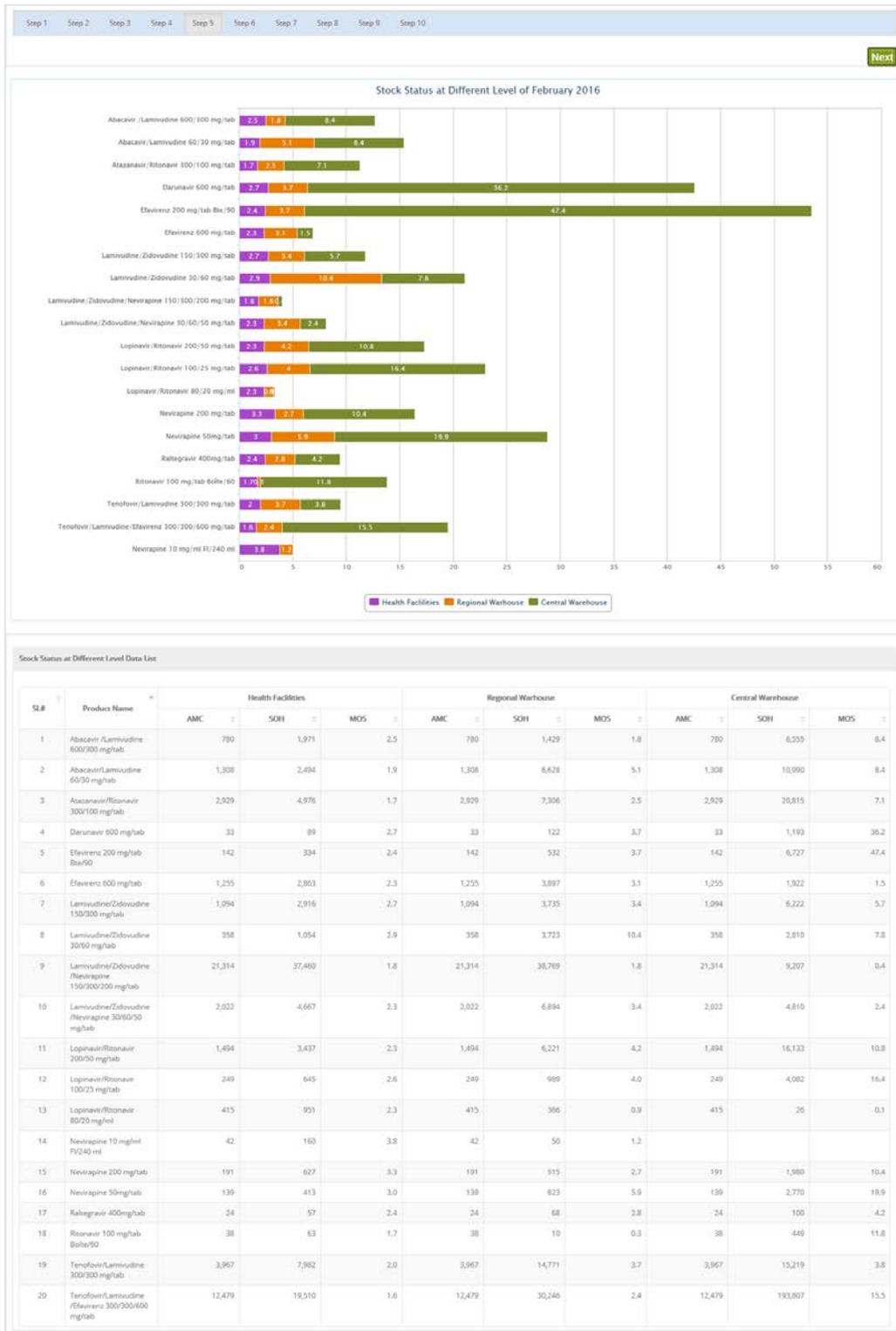


Figure 88

Click on the [Next](#) button to proceed through the report.

Step 6:

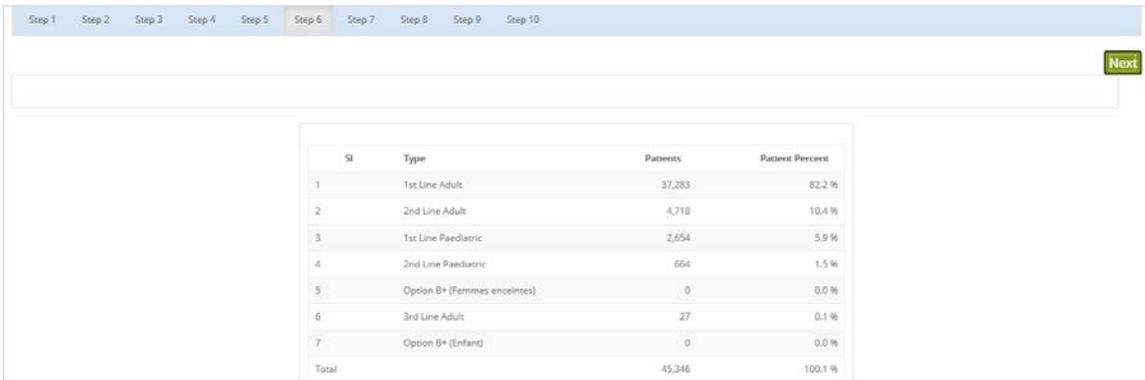


Figure 89

Click on the [Next](#) button to proceed through the report.

Step 7:

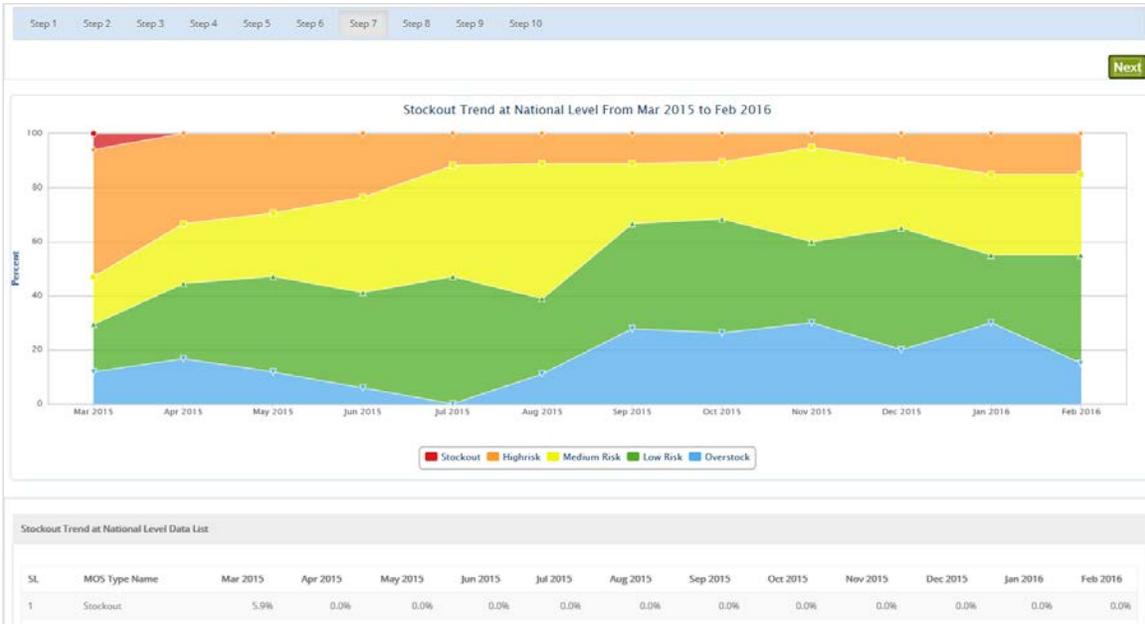


Figure 90

Click on the [Next](#) button to proceed through the report.

**Step 8:**

SL	Products	Stockout Days
<b>CHP AGOU</b>		
1	Lamivudine/Zidovudine 30/60 mg/tab	30
2	Tenofovir/Lamivudine/Efavirenz 300/300/500 mg/tab	13
3	Lamivudine/Zidovudine 150/300 mg/tab	13
<b>CHP BASSAR</b>		
4	Lamivudine/Zidovudine 150/300 mg/tab	5
<b>CHP KPALIME</b>		
5	Nevirapine 50mg/tab	24
6	Abacavir /Lamivudine 600/300 mg/tab	25
7	Lamivudine/Zidovudine 30/60 mg/tab	10
8	Abacavir/Lamivudine 60/30 mg/tab	11
9	Lopinavir/Ritonavir 80/20 mg/ml	21
10	Atazanavir/Ritonavir 300/100 mg/tab	26
11	Tenofovir/Lamivudine 300/300 mg/tab	11

**Figure 91**

Click on the [Next](#) button to proceed through the report.

**Step 9:**

Supply Chain Updates

Head Name Comments

Quantification

Product Choice, Quality

Procurement

Storage

Distribution

Committee and Policy

Finance

Donor Coordination

LMS

Stock out risk

Other

**Figure 92**

Click on the [Next](#) button to proceed through the report.

**Step 10:**

Combine All Reports

**Figure 93**

Click on the [Combine All Reports](#) button to generate a PDF report. The following PDF report will open in a new window:

## HIV & AIDS Commodity Management Tool for West Africa

Monthly Logistics Report of March 2016

Benin



<https://ospsida.org>

**Figure 94**

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.

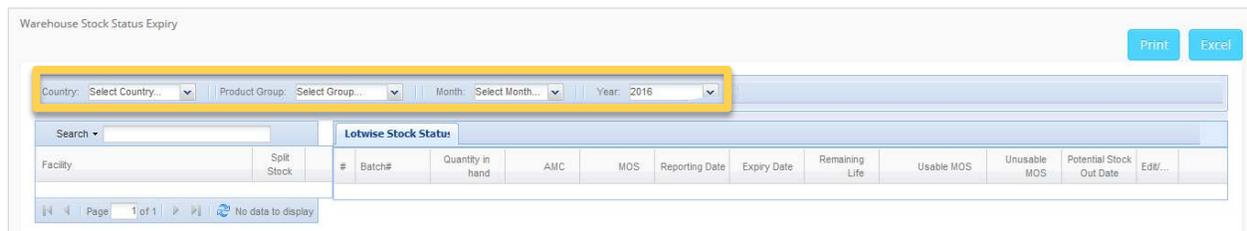


Figure 95

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.

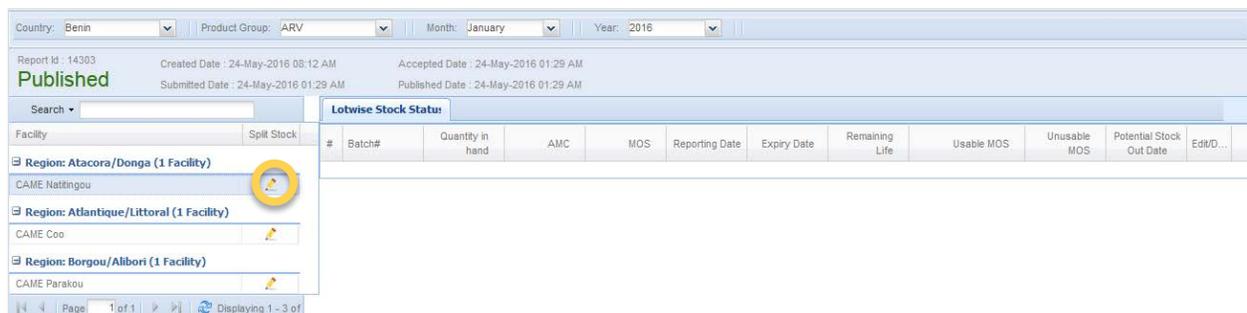


Figure 96

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

## Warehouse Stock Status: Entering Expiry Dates

**Split stock into lot**

Select Stock Item... | Stock Quantity : | AMC: | MOS:

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaini... Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Delete
No rows to display											

**NEW ENTRY / UPDATE**

**Fields**

Batch#  Expiry Date

Quantity in hand  Report Date

**Figure 97**

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:

**Split stock into lot**

Abacavir 300 mg/tab      Stock Quantity : 29      AMC: 28      MOS: 1.0

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remain... Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Delete
1	Batch X2	29	28	1.0	31-Jan-16	25-Jul-16	5.9	1.0		2-Mar-16	✘
<b>* Total</b>		<b>29</b>	<b>*</b>	<b>1.0</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>1.0</b>	<b>*</b>	<b>*</b>	<b>*</b>

**NEW ENTRY / UPDATE**

**Fields**

Batch#      Expiry Date  
 Batch X     

Quantity in hand      Report Date  
 0      31/01/2016

Add / Update      Reset

Save List      Close

Figure 98

Click on *Save List* and the following pop-up box will appear:



Figure 99

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

Country: Benin      Product Group: ARV      Month: January      Year: 2016

Report Id : 14303      Created Date : 24-May-2016 08:12 AM      Accepted Date : 24-May-2016 01:29 AM  
 Submitted Date : 24-May-2016 01:29 AM      Published Date : 24-May-2016 01:29 AM

**Published**

Search     

Facility      Split Stock

Region: Atacora/Donga (1 Facility)  
 CAME Natitingou

Region: Atlantique/Littoral (1 Facility)  
 CAME Coo

Region: Borgou/Alibori (1 Facility)  
 CAME Parakou

Page 1 of 1      Displaying 1 - 3 of

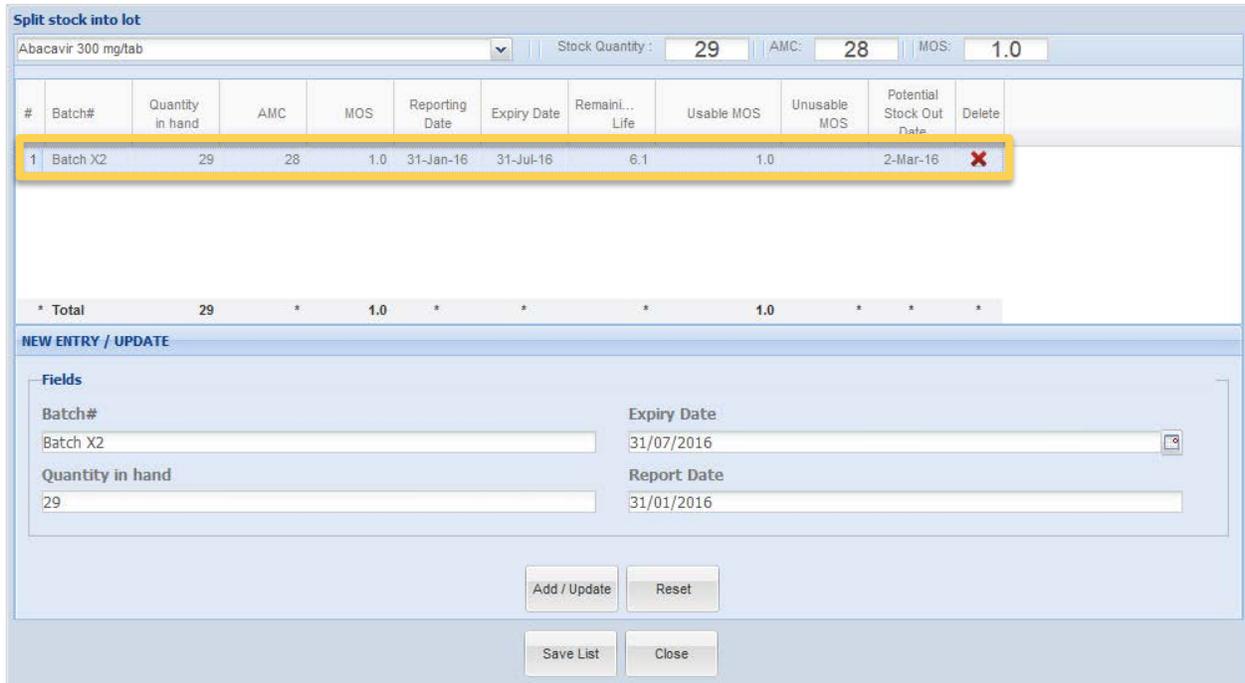
**Lotwise Stock Status**

#	Batch#	Quantity in hand	AMC	MOS	Reporting Date	Expiry Date	Remaining Life	Usable MOS	Unusable MOS	Potential Stock Out Date	Edit/D...
<b>Abacavir 300 mg/tab (1 Item)</b>											
1	Batch X2	29	28	1.0	31-Jan-16	25-Jul-16	5.9	1.0		2-Mar-16	✘
<b>(1 Batch)</b>		<b>29</b>		<b>1.0</b>			<b>5.9</b>	<b>1.0</b>			

Figure 100

## 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:

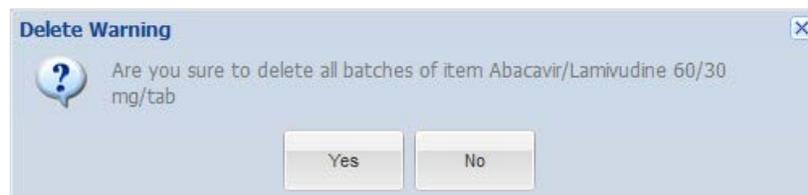


The screenshot shows a software window titled "Split stock into lot" for the item "Abacavir 300 mg/tab". At the top, there are input fields for "Stock Quantity" (29), "AMC" (28), and "MOS" (1.0). Below this is a table with the following columns: #, Batch#, Quantity in hand, AMC, MOS, Reporting Date, Expiry Date, Remaini... Life, Usable MOS, Unusable MOS, Potential Stock Out Date, and Delete. The first row is highlighted with a yellow border and contains: 1, Batch X2, 29, 28, 1.0, 31-Jan-16, 31-Jul-16, 6.1, 1.0, 1.0, 2-Mar-16, and a red X icon. Below the table is a summary row: \* Total, 29, \*, 1.0, \*, \*, \*, 1.0, \*, \*, \*. Below the table is a "NEW ENTRY / UPDATE" section with a "Fields" area containing: Batch# (Batch X2), Expiry Date (31/07/2016), Quantity in hand (29), and Report Date (31/01/2016). At the bottom are buttons for "Add / Update", "Reset", "Save List", and "Close".

Figure 101

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:



The screenshot shows a "Delete Warning" dialog box with a question mark icon. The text inside reads: "Are you sure to delete all batches of item Abacavir/Lamivudine 60/30 mg/tab". At the bottom are two buttons: "Yes" and "No".

Figure 102

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.

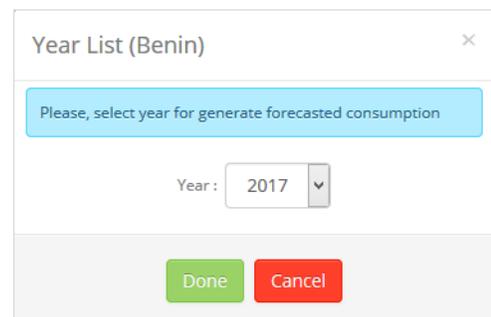


SL	Country Name	Action
1	Benin	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
2	Burkina Faso	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
3	Cameroon	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
4	Cape Verde	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
5	Ghana	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
6	Guinea	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
7	Guinea-Bissau	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
8	Ivory Coast	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
9	Liberia	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
10	Mali	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
11	Niger	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
12	Nigeria	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
13	Senegal	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>

Figure 103

## 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. [Edit](#) [Delete](#) [Generate](#) Then, the following pop-up panel will appear:



Year List (Benin) ×

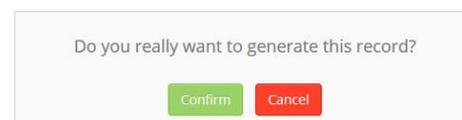
Please, select year for generate forecasted consumption

Year:  ▼

[Done](#) [Cancel](#)

Figure 104

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



Do you really want to generate this record?

[Confirm](#) [Cancel](#)

Figure 105

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

Forecasted Consumption Entry

Forecasted Consumption List

SL	Country Name	Action
1	Benin	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
2	Burkina Faso	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
3	Cameroon	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
4	Cape Verde	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
5	Ghana	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
6	Guinea	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
7	Guinea-Bissau	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
8	Ivory Coast	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
9	Liberia	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
10	Mali	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
11	Niger	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
12	Nigeria	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
13	Senegal	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
14	Sierra Leona	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
15	The Gambia	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
16	Togo	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>
17	WAHO	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Generate</a>

Figure 106

To edit Forecasted Consumption entries click the blue *Edit* button to the right of the selected country.

[Edit](#) [Delete](#) [Generate](#) The following pop-up panel will appear:

Do you really want to edit this record?

[Confirm](#) [Cancel](#)

Figure 107

Click the green *Confirm* button. This will bring the user to the following screen:

Forecasted Consumption Entry

[Back to List](#) [Print](#) [Excel](#)

Country:  Product Group:  Product:

2017

SL	Month Name	Consumption
1	January, 2017	<input type="text"/>
2	February, 2017	<input type="text"/>
3	March, 2017	<input type="text"/>
4	April, 2017	<input type="text"/>
5	May, 2017	<input type="text"/>
6	June, 2017	<input type="text"/>

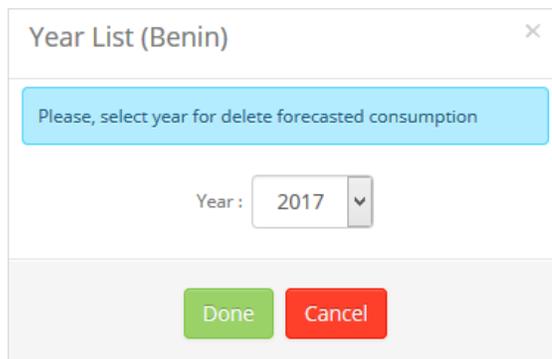
Figure 108

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).

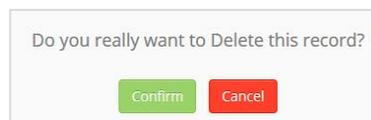
After successfully inputting the data, click the **Back to List** button.

To delete Forecasted Consumption data, click the **Delete** button from the **Edit** **Delete** **Generate** 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:

The screenshot displays the 'WAHO Stock Transfer Entry' interface. At the top right is an 'Add Record' button. Below it are filters for Country (All), Product Group (All Product Group), and Product Name (All Products). A date selector shows 'July 2016'. The main section is titled 'Stock Transfer List' and includes 'Print' and 'Excel' buttons. A 'Show 25 entries' dropdown and a search bar are also present. The table below lists 16 entries for Benin, each with columns for Sl, Transfer Date, Product Group, Product Name, Batch Number, Transfer Quantity, Expiry Date, and Action (Edit/Delete).

Sl	Transfer Date	Product Group	Product Name	Batch Number	Transfer Quantity	Expiry Date	Action
Benin							
1	20/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	4	22-Jul-2016	Edit Delete
2	19/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	54	30-Jul-2016	Edit Delete
3	19/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	1,000	30-Jul-2016	Edit Delete
4	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	50	30-Jul-2016	Edit Delete
5	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	45	30-Jul-2016	Edit Delete
6	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X4	49	31-Jul-2016	Edit Delete
7	18/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	100	23-Jul-2016	Edit Delete
8	17/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	40	23-Jul-2016	Edit Delete
9	17/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X1	30	31-Jul-2016	Edit Delete
10	14/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	1,000	30-Jul-2016	Edit Delete
11	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	500	30-Jul-2016	Edit Delete
12	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	45	23-Jul-2016	Edit Delete
13	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	50	23-Jul-2016	Edit Delete
14	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	545	30-Jul-2016	Edit Delete
15	12/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X2	800	29-Jul-2016	Edit Delete
16	06/07/2016	ARV	Abacavir /Lamivudine/Zidovudine 300/150/300 mg/tab	Batch X3	503	30-Jul-2016	Edit Delete
Burkina Faso							

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:

Figure 112

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 **Select Batch** and the following pop-up panel appear:

	Batch	Quantity	Date
<input type="radio"/>	Batch X8	100	30-Jul-2016
<input type="radio"/>	Batch X7	400	31-Jul-2016
<input checked="" type="radio"/>	Batch X6	90	26-Jul-2016
<input type="radio"/>	Batch X5	30	22-Jul-2016
<input type="radio"/>	Batch X4	427	31-Jul-2016
<input type="radio"/>	Batch X3	500	22-Jul-2016
<input type="radio"/>	Batch X2	1,002	29-Jul-2016
<input type="radio"/>	Batch X10	290	28-Jul-2016

Figure 113

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

WAHO Stock Transfer Form

Country Name	Benin	Product Group	ARV
Product Name	Abacavir /Lamivudine/Zidovudine 300/150/300 m	Transfer Date	27/07/2016
Batch Number	Batch X6	Expiry Date	2016-07-26
Current Quantity	90	WAHO Transfer Quantity	20

Submit Cancel

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:

Do you really want to edit this record?

Confirm Cancel

Figure 115

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

WAHO Stock Transfer Entry

WAHO Stock Transfer Form

Country Name	Benin	Product Group	ARV
Product Name	Abacavir /Lamivudine/Zidovudine 300/150/300 m	Transfer Date	27/07/2016
Batch Number	Batch X6	Expiry Date	2016-07-26
Current Quantity	90	WAHO Transfer Quantity	20

Submit Cancel

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:

Do you really want to edit this record?

Confirm Cancel

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	Service Type Entry
MOS Type for Facility	Product Subgroup Entry
Adjust Reason Entry	Formulation Type Entry
AMC Change Reason Entry	Country User Map Entry
Product Group 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:

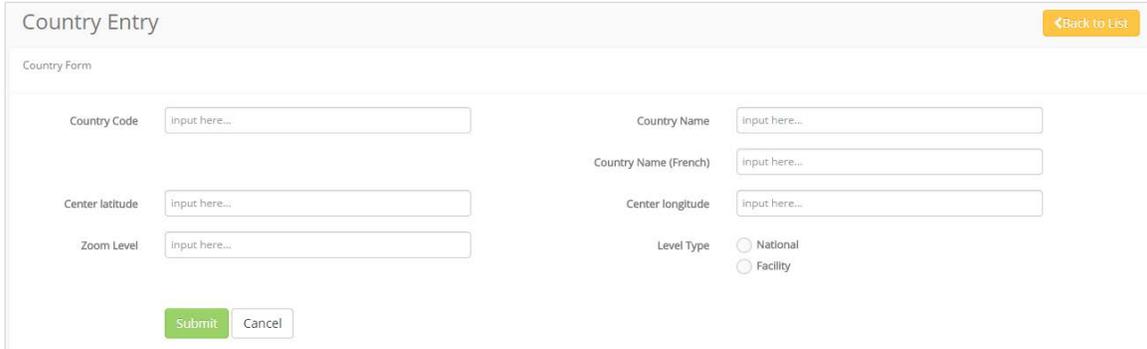
The screenshot shows the 'Country Entry' application interface. At the top right, there is an 'Add Record' button. Below it, the title 'Country List' is displayed. On the right side, there are 'Print' and 'Excel' buttons. A search bar with the placeholder 'search here...' and a magnifying glass icon is located on the right. Below the search bar, there is a 'Show 25 entries' dropdown menu. The main content is a table with the following columns: SL#, Country Code, Country Name, Country Name (French), Country Level, Center, Zoom Level, and Action. The table contains six rows of data for different countries.

SL#	Country Code	Country Name	Country Name (French)	Country Level	Center	Zoom Level	Action
1	ICT	Ivory Coast	Côte-d'Ivoire	Facility Level	7.670766, -5.679381	10	<a href="#">Edit</a> <a href="#">Delete</a>
2	WAH	WAHO	WAHO	Facility Level	41.211481, -96.62256	7	<a href="#">Edit</a> <a href="#">Delete</a>
3	MLI	Mali	Mali	Facility Level	17.804718, -1.788486	10	<a href="#">Edit</a> <a href="#">Delete</a>
4	NGA	Nigeria	Nigeria	Facility Level	9.587272, 7.754606	10	<a href="#">Edit</a> <a href="#">Delete</a>
5	SGL	Senegal	Sénégal	Facility Level	14.367177, -14.483173	10	<a href="#">Edit</a> <a href="#">Delete</a>
6	GHA	Ghana	Ghana	Facility Level	7.951512, -1.250382	10	<a href="#">Edit</a> <a href="#">Delete</a>

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:



The form titled "Country Entry" contains a "Country Form" section. It includes input fields for "Country Code", "Country Name", "Country Name (French)", "Center latitude", and "Center longitude". There is also a "Zoom Level" input field and a "Level Type" section with radio buttons for "National" and "Facility". At the bottom, there are "Submit" and "Cancel" buttons. A "Back to List" button is located in the top right corner.

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** **Delete** buttons. The following pop-up panel will appear:



A confirmation dialog box with the text "Do you really want to edit this record?" and two buttons: "Confirm" (green) and "Cancel" (red).

Figure 121

Click on [Confirm](#) and the user will be brought to the following screen:

The form is titled "Country Entry" and contains a "Country Form" section. It includes the following fields: Country Code, Country Name, Country Name (French), Center latitude, Center longitude, Zoom Level, and Level Type (with radio buttons for National and Facility). There are "Submit" and "Cancel" buttons at the bottom. A "Back to List" button is in the top right corner.

Figure 122

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

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

The pop-up panel contains the text "Do you really want to edit this record?" and two buttons: "Confirm" (green) and "Cancel" (red).

Figure 123

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:

The "Region Entry" screen shows a list of regions for the selected country "Benin". The table has columns for "Region #", "Region Name", and "Action". The "Action" column contains "Edit" and "Delete" buttons for each region. There are also "Print" and "Excel" buttons, a search bar, and a "Show 25 entries" dropdown.

Region #	Region Name	Action
1	Atacora/Donga	Edit Delete
2	Atlantique/Littoral	Edit Delete
3	Borgou/Alibori	Edit Delete
4	Mouza/Couffo	Edit Delete
5	Ouémé/Plateau	Edit Delete
6	Zou/Collines	Edit Delete

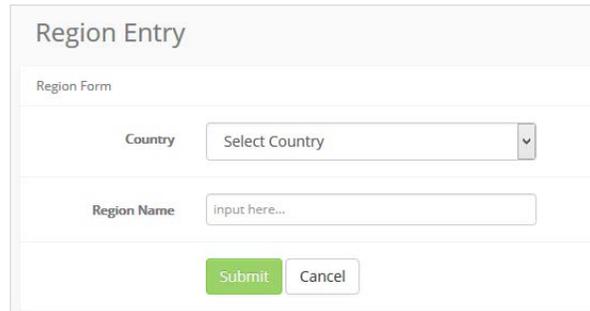
Figure 124

### 9.2.2 Region: Adding a New Record

To add a new Country, click on **Add Record** 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



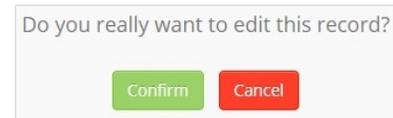
The form titled "Region Entry" contains a "Region Form" section. It has two input fields: "Country" with a dropdown menu showing "Select Country" and "Region Name" with a text input field containing "input here...". At the bottom, there are two buttons: "Submit" (green) and "Cancel" (white).

Figure 125

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 **Edit Delete** buttons. When the pop-up box appears:

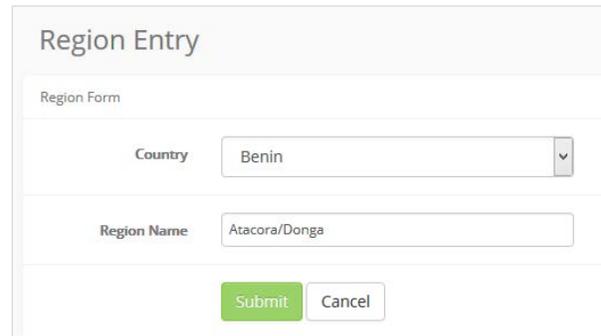


A small dialog box with the text "Do you really want to edit this record?" and two buttons: "Confirm" (green) and "Cancel" (red).

Figure 126

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

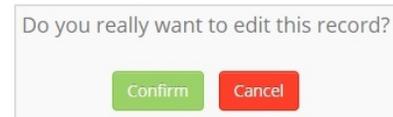
Edit, and then press the green *Submit* button to update the record.



The form titled "Region Entry" is shown with the "Country" dropdown set to "Benin" and the "Region Name" text input field containing "Atacora/Donga". The "Submit" (green) and "Cancel" (white) buttons are at the bottom.

Figure 127

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



A small dialog box with the text "Do you really want to edit this record?" and two buttons: "Confirm" (green) and "Cancel" (red).

Figure 128

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

## 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

### 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

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** **Delete** buttons. The following pop-up panel will appear:



Figure 131

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

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:

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.

Sl.#	Parameter Name	Parameter Name (French)	Action
1	ART patients attrition rate	Taux d'attrition (Perdus de vue, Transférés, Décédés, etc.)	Edit Delete
2	ART protocol	Protocole de ART	Edit Delete
3	ART Sites	Nombre de sites de traitement ARV	Edit Delete
4	ART treatment failure from 1st to 2nd line	Taux d'échec de la première à la deuxième ligne	Edit Delete
5	Average number of patients newly enrolled on ART in a year	Nombre moyen de personnes enrôlées au Traitement ARV par an	Edit Delete
6	Estimated number eligible for ART	Nombre estimé de personnes éligibles au Traitement ARV	Edit Delete
7	Estimated people living with HIV	Nombre estimé de personnes vivant avec le VIH/SIDA	Edit Delete
8	Funding sources	Organismes sources de financement	Edit Delete
9	HIV prevalence	Prévalence du VIH	Edit Delete
10	HIV testing algorithm	Algorithme de dépistage sérologique du VIH	Edit Delete
11	Number of Patients on ART (active patients)	Nombre de patients sous ARV (patients actifs)	Edit Delete
12	Population	Population totale	Edit Delete
13	Reported number of people receiving ART per regimen	Nombre déclaré de personnes recevant un traitement antirétroviral par le régime	Edit Delete
14	RTK Sites	Nombre de sites de dépistage du VIH	Edit Delete
15	Women on PMTCT	Nombre de femmes enceintes sous PTME	Edit Delete

Figure 134

## 9.4.2 Profile Parameters: Adding a New Record

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

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:

Figure 136

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

Figure 137

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

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

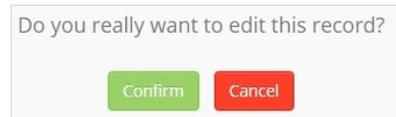


Figure 138

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.

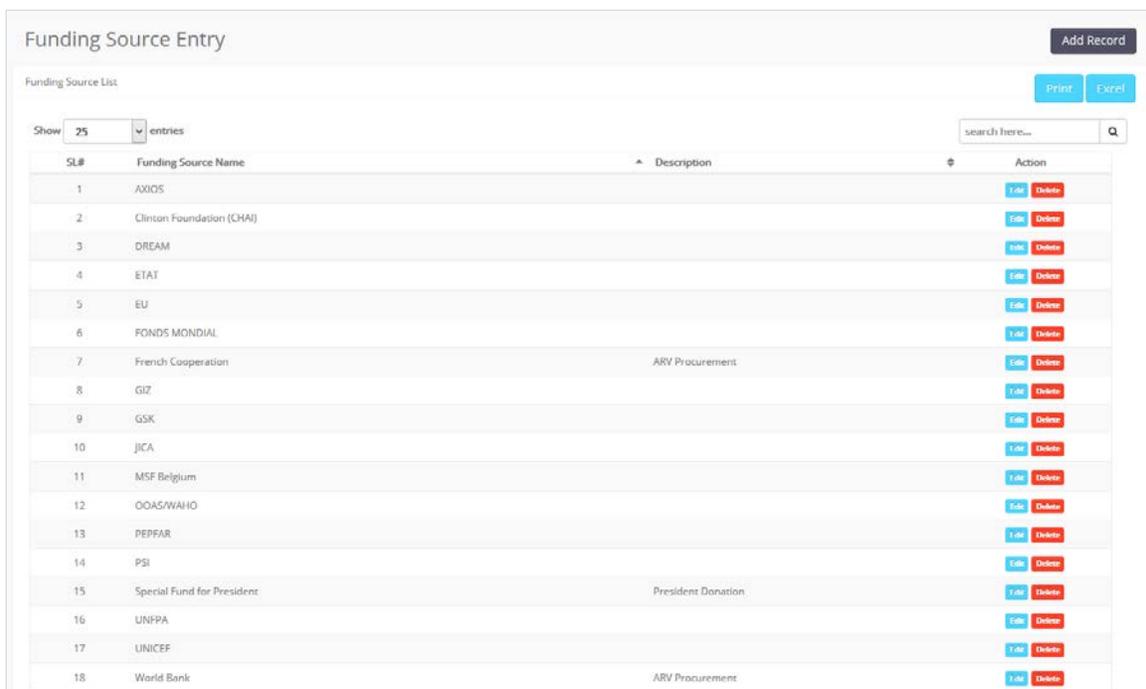


Figure 139

## 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

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

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

Figure 142

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

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

### 9.6.2 Sub-Agreements: Adding a New Record

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

Fill the appropriate fields, then press the green [Submit](#) button to save.

Figure 145

### 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

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

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

Figure 147

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

Figure 148

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:

SL#	Procuring Agents	Action
1	niew	<a href="#">Edit</a> <a href="#">Delete</a>
2	sss	<a href="#">Edit</a> <a href="#">Delete</a>
3	g'h	<a href="#">Edit</a> <a href="#">Delete</a>
4	suddoa	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 149

## 9.7.2 Procuring Agents: Adding a New Record

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



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** **Delete** buttons. The following pop-up panel will appear:

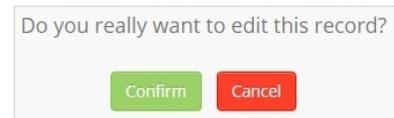


Figure 151

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



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 **Edit** **Delete** buttons. The following pop-up panel will appear:

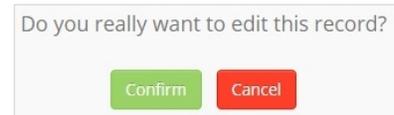


Figure 153

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

### 9.8.2 Shipment Status: Adding a New Record

To add a new Procuring Agent, click on [Add Record](#) shown at the upper right of Figure 154. This will open the following panel:



Figure 155

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:

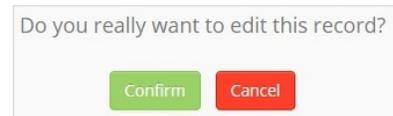


Figure 156

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



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 Delete** buttons. The following pop-up panel will appear:

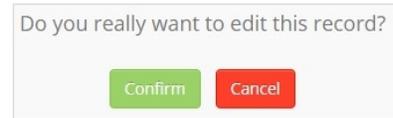


Figure 158

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:



SL#	Facility Type Name	Action
1	District Hospitals	Edit Delete
2	Health Centres	Edit Delete
3	Regional Hospitals	Edit Delete
4	Tertiary Hospitals	Edit Delete
5	Warehouse	Edit Delete

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:



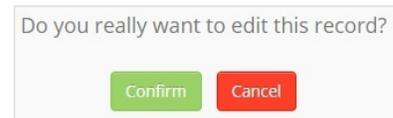
The image shows a web form titled "Facility Type Entry". Below the title is a sub-header "Facility Type Form". There is a text input field labeled "Facility Type Name" with the placeholder text "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

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:



The image shows a small pop-up panel with a light gray background. It contains the text "Do you really want to edit this record?" at the top. Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 161

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

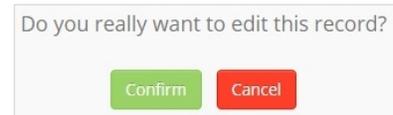


The image shows the same "Facility Type Entry" form as in Figure 160, but now the "Facility Type Name" field contains the text "Regional Hospitals". The "Submit" and "Cancel" buttons are still present at the bottom.

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:



The image shows the same confirmation pop-up panel as in Figure 161, with the text "Do you really want to edit this record?" and "Confirm" and "Cancel" buttons.

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:

SL#	Health Facility Level	Facility Level (French)	Action
1	Central Warehouse	Entrepôt central	<a href="#">Edit</a> <a href="#">Delete</a>
2	District Warehouse	Warehouse District	<a href="#">Edit</a> <a href="#">Delete</a>
3	Health Facilities	Facilities santé	<a href="#">Edit</a> <a href="#">Delete</a>
4	Regional Warehouse	Entrepôt régional	<a href="#">Edit</a> <a href="#">Delete</a>

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:

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](#) [Delete](#) buttons. The following pop-up panel will appear:

Figure 166

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

The screenshot shows a form titled "Facility Level Entry". Below the title is a sub-header "Facility Level Form". There are two input fields: "Facility Level" with the value "Health Facilities" and "Facility Level (French)" with the value "Facilities santé". At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

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 **Edit** **Delete** buttons. The following pop-up panel will appear:

The screenshot shows a small grey pop-up panel with the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

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:

The screenshot shows a table titled "MOS Type Entry". At the top right is an "Add Record" button. Below the title is a "MOS Type List" section with a "Show 25 entries" dropdown and "Print" and "Excel" buttons. A search bar is also present. The table has the following columns: SL#, MOS Type Name, MOS Type Name (French), Maximum MOS, Minimum MOS, Color Code, MOS Label, and Action. The table contains five rows of data.

SL#	MOS Type Name	MOS Type Name (French)	Maximum MOS	Minimum MOS	Color Code	MOS Label	Action
1	Stockout	Rupture de stock	-1.0	0.0	Red	0	Edit Delete
2	Highrisk	Haut risque	0.0	6.0	Orange	0 - 6	Edit Delete
3	Medium Risk	Risque moyen	6.0	12.0	Yellow	6 - 12	Edit Delete
4	Low Risk	Risque faible	12.0	24.0	Green	12 - 24	Edit Delete
5	Overstock	Surstock	24.0	9999.0	Blue	> 24	Edit Delete

Figure 169

### 9.11.2 MOS Type: Adding a New Record

To add a new MOS Type, click on **Add Record** shown at the upper right of Figure 169. This will open the following panel:

The screenshot shows a form titled "MOS Type Entry" with the subtitle "MOS Type Form". It contains six input fields: "MOS Type Name", "MOS Type Name (French)", "Minimum MOS", "Maximum MOS", "Color Code", and "MOS Label". Each field has a placeholder text "input here...". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 170

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

### 9.11.3 MOS Type: Editing or Deleting Data

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

The screenshot shows a small grey pop-up panel with the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 171

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

The screenshot shows the same "MOS Type Entry" form as in Figure 170, but with data entered into the fields. The "MOS Type Name" field contains "Very Highrisk", the "MOS Type Name (French)" field contains "Très haut risque", the "Minimum MOS" field contains "0", the "Maximum MOS" field contains "6", the "Color Code" field contains "#D7191C", and the "MOS Label" field contains "< 6". The "Submit" and "Cancel" buttons are still present at the bottom.

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 **Edit** **Delete** buttons. The following pop-up panel will appear:



Figure 173

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:

Sl.#	MOS Type Name	MOS Type Name (French)	Minimum MOS	Maximum MOS	Color Code	Icon MOS	Icon MOS Width	Icon MOS Height	MOS Label	Action
1	Stockout	Rupture de stock	-1.0	0.0	Red	Stockout.png	50	80	0	Edit Delete
2	Potential Stockout	Rupture de stock potentiel	0.0	1.0	Orange	Potential_Stockout.png	55	88	0 - 1.0	Edit Delete
3	Understock	understock	1.0	3.0	Yellow	Understock.png	60	96	1 - 3	Edit Delete
4	Satisfactory	satisfaisant	3.0	4.0	Green	Satisfactory.png	50	80	3 - 4	Edit Delete
5	Risk of Expiry	Risque d'expiration	4.0	9999.0	Blue	Overstock.png	65	104	> 4	Edit Delete
6	Stockout	Rupture de stock	-1.0	0.0	Red	Stockout.png	50	80	0	Edit Delete
7	Potential Stockout	Rupture de stock potentiel	0.0	3.0	Orange	Potential_Stockout.png	55	88	0 - 3	Edit Delete
8	Understock	understock	3.0	6.0	Yellow	Understock.png	60	96	3 - 6	Edit Delete
9	Satisfactory	satisfaisant	6.0	9.0	Green	Satisfactory.png	50	80	6 - 9	Edit Delete
10	Risk of Expiry	Risque d'expiration	9.0	9999.0	Blue	Overstock.png	65	104	> 9	Edit Delete
11	Stockout	Rupture de stock	-1.0	0.0	Red	Stockout.png	50	80	0	Edit Delete
12	Potential Stockout	Rupture de stock potentiel	0.0	3.0	Orange	Potential_Stockout.png	55	88	0 - 3	Edit Delete
13	Understock	understock	3.0	6.0	Yellow	Understock.png	60	96	3 - 6	Edit Delete

Figure 174

### 9.12.2 MOS for Facility Type: Adding a New Record

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

The screenshot shows a form titled "MOS Type For Facility" with a sub-header "MOS Type Form". It contains several input fields: "Country Name" (a dropdown menu with "Select Country" selected), "Facility Name" (a dropdown menu with "Facility Name" selected), "MOS Type Name" (a text input field with "input here..."), "MOS Type Name (French)" (a text input field with "input here..."), "Minimum MOS" (a text input field with "input here..."), "Maximum MOS" (a text input field with "input here..."), "Color Code" (a text input field with "input here..."), "Icon MOS" (a text input field with "input here..."), "Icon MOS Width" (a text input field with "input here..."), "Icon MOS Height" (a text input field with "input here..."), and "MOS Label" (a text input field with "input here..."). At the bottom, there are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 175

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

### 9.12.3 MOS for 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:

The screenshot shows a small grey pop-up panel with the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 176

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

The screenshot shows the same "MOS Type For Facility" form as in Figure 175, but with data entered. The "Country Name" dropdown is set to "Benin", "Facility Name" is "Health Facilities", "MOS Type Name" is "Stockout", "MOS Type Name (French)" is "Rupture de stock", "Minimum MOS" is "-1.0", "Maximum MOS" is "0.0", "Color Code" is "#D7191C", "Icon MOS" is "Stockout.png", "Icon MOS Width" is "50", "Icon MOS Height" is "80", and "MOS Label" is "0". The "Submit" button is now green, and the "Cancel" button is grey.

Figure 177

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

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

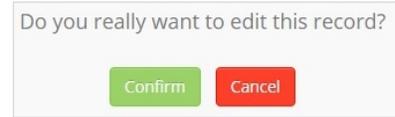


Figure 181

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



Figure 182

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

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

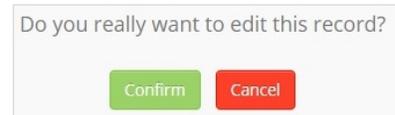


Figure 183

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 [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:



Figure 184

### 9.14.2 AMC Change Reason: Adding a New Record

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

Figure 185

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** **Delete** buttons. The following pop-up panel will appear:

Figure 186

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

Figure 187

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** **Delete** buttons. The following pop-up panel will appear:

Figure 188

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:

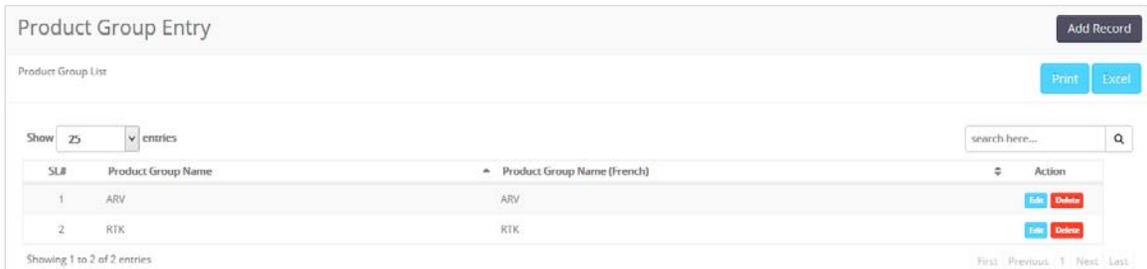


Figure 189

### 9.15.2 Product Group: Adding a New Record

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



Figure 190

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 Delete** buttons. The following pop-up panel will appear:

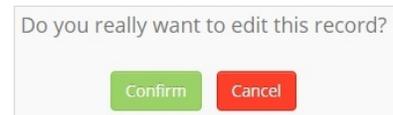


Figure 191

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

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** **Delete** buttons. The following pop-up panel will appear:

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:

Sl.#	Service Type	Service Type (French)	Action
1	ART	TAR	<a href="#">Edit</a> <a href="#">Delete</a>
2	PMTCT	PTME	<a href="#">Edit</a> <a href="#">Delete</a>
3	RTK	TDR	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 194

### 9.16.2 Service Type: Adding a New Record

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



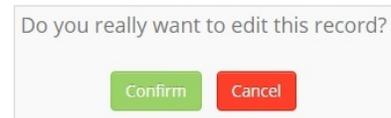
The form titled "Service Type Entry" contains two input fields: "Service Type" and "Service Type (French)", both with placeholder text "input here...". At the bottom, there are two buttons: a green "Submit" button and a white "Cancel" button.

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:



A confirmation dialog box with the text "Do you really want to edit this record?" and two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 196

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



The form titled "Service Type Entry" now contains the values "PMTCT" for "Service Type" and "PTME" for "Service Type (French)". The "Submit" and "Cancel" buttons remain at the bottom.

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:



A confirmation dialog box with the text "Do you really want to edit this record?" and two buttons: a green "Confirm" button and a red "Cancel" button.

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 **Add Record** 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.

The form is titled "Product Subgroup Entry". It contains a "Product Subgroup Form" section with two input fields: "Product Group" (a dropdown menu showing "ARV") and "Product Subgroup Name" (a text input field showing "Adult"). At the bottom of the form are two buttons: a green "Submit" button and a grey "Cancel" button.

Figure 202

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

The pop-up panel has a light grey background and contains the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 203

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:

The screen is titled "Formulation Type Entry" and includes an "Add Record" button in the top right. Below the title is a "Formulation List" section with "Print" and "Excel" buttons. A "Show 25 entries" dropdown and a search bar are also present. The main table has the following data:

SL#	Formulation Type	Formulation Type (French)	Service Type	Action
<b>ARV</b>				
1	1st Line Adult	1ère ligne adulte	ART	Edit Delete
2	2nd Line Adult	2e ligne adulte	ART	Edit Delete
3	1st Line Paediatric	1ère ligne de pédiatrie	ART	Edit Delete
4	2nd Line Paediatric	2e ligne de pédiatrie	ART	Edit Delete
5	Option A - PROPHYLAXIS	Option A - PROPHYLAXIE	PMTCT	Edit Delete
6	Option A - TREATMENT	Option A - TRAITEMENT	PMTCT	Edit Delete
7	Option B	Option B	PMTCT	Edit Delete
8	Option B+ (Femmes enceintes)	Option B+ (Femmes enceintes)	PMTCT	Edit Delete
9	3rd Line Adult	3e ligne Adulte	ART	Edit Delete
10	3rd Line paediatric	3e ligne enfant	ART	Edit Delete
11	Option B+ (Enfant)	Option B+ (Enfant)	PMTCT	Edit Delete
<b>RTK</b>				
12	Patients tested for HIV and AIDS	Nombre de personnes depistees au VIH/SIDA	RTK	Edit Delete

Figure 204

### 9.18.2 Formulation Type: Adding a New Record

To add a new Formulation Type, click on **Add Record** 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.

The screenshot shows a web form titled "Formulation Type Entry". Under the heading "Formulation Form", there are four rows of input fields:
 

- "Product Group" with a dropdown menu showing "Product Group".
- "Service Type" with a dropdown menu showing "Service Type".
- "Formulation Name" with a text input field containing "input here...".
- "Formulation Name (French)" with a text input field containing "input here...".

 At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

Figure 205

### 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:

The screenshot shows a small grey pop-up box with the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 206

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

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

The screenshot shows the same "Formulation Type Entry" form as in Figure 205, but with the following values entered:
 

- "Product Group" dropdown: ARV
- "Service Type" dropdown: ART
- "Formulation Name" text input: 1st Line Adult
- "Formulation Name (French)" text input: 1ère ligne adulte

 The "Submit" and "Cancel" buttons are still present at the bottom.

Figure 207

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

The screenshot shows a small grey pop-up box with the text "Do you really want to edit this record?". Below the text are two buttons: a green "Confirm" button and a red "Cancel" button.

Figure 208

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:

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:

SL#	Country Name	Product Group	Frequency Name	Start Year	Start Month	Action
1	Benin	ARV	Monthly	2014	January	<a href="#">Edit</a> <a href="#">Delete</a>
2	Benin	RTK	Quarterly	2014	Jan-Mar	<a href="#">Edit</a> <a href="#">Delete</a>
3	Burkina Faso	ARV	Quarterly	2014	Jan-Mar	<a href="#">Edit</a> <a href="#">Delete</a>
4	Burkina Faso	RTK	Quarterly	2014	Jan-Mar	<a href="#">Edit</a> <a href="#">Delete</a>
5	Cameroon	RTK	Monthly	2014	January	<a href="#">Edit</a> <a href="#">Delete</a>
6	Cameroon	ARV	Monthly	2014	January	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 210

### 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:

Reporting Frequency Form

Country:

Product Group:

Frequency Name:

Start Year:

Start Month:

Figure 211

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:

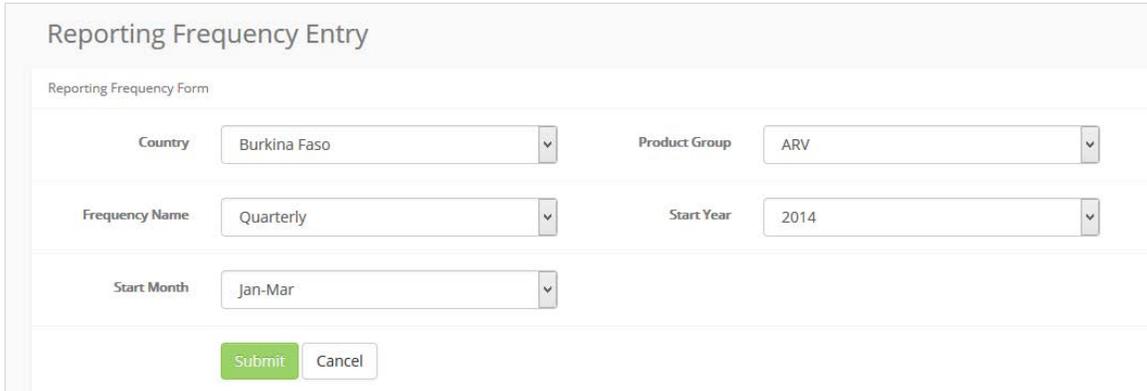
A form titled "Reporting Frequency Entry" with a light gray header. Below the header is a sub-header "Reporting Frequency Form". The form contains five fields, each with a dropdown arrow: "Country" (Burkina Faso), "Product Group" (ARV), "Frequency Name" (Quarterly), "Start Year" (2014), and "Start Month" (Jan-Mar). At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button.

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:

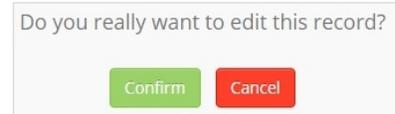


Figure 214

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