CMSD Electronic Logistics Management Information System (eLMIS)

User Guide

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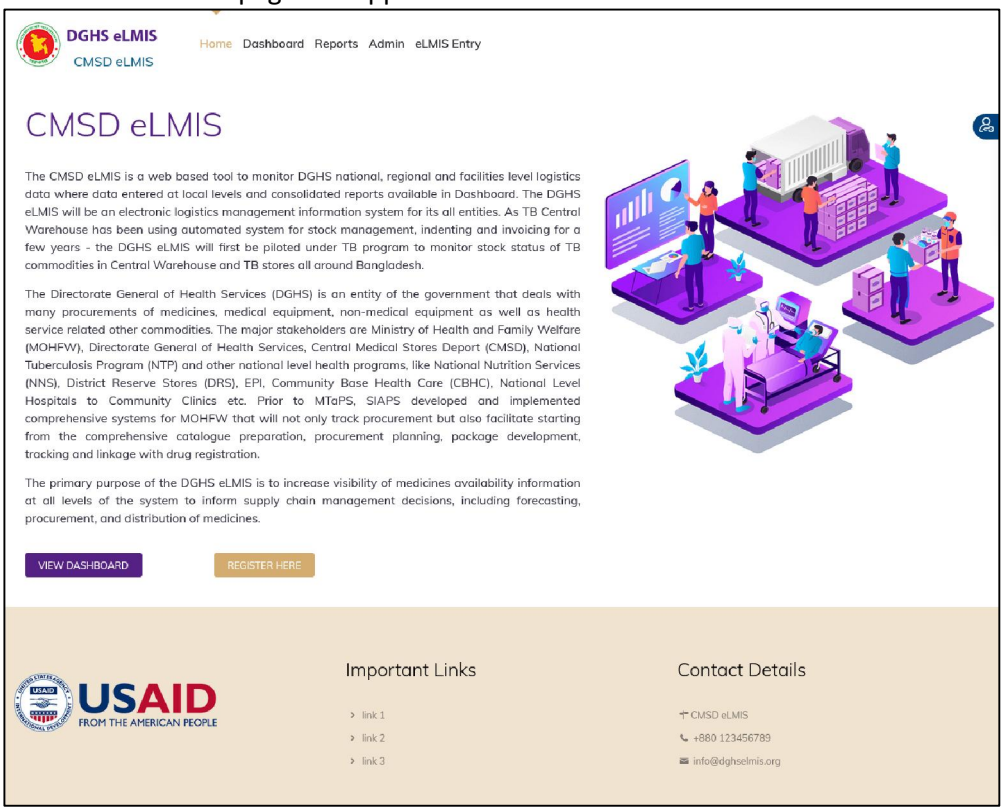
1. How to Browse the CMSD eLMIS

1.1. How to go to the (CMSD eLMIS) Home page

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD eLMIS homepage will appear as seen below:



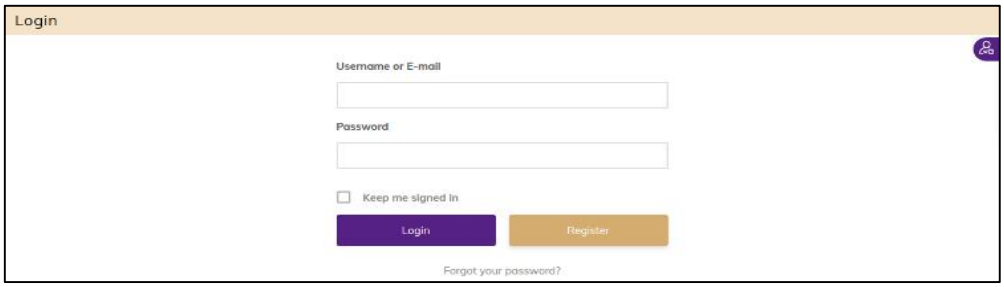
- Appropriate user accounts have been created and shared with all health facilities.

1.2. How to Log In

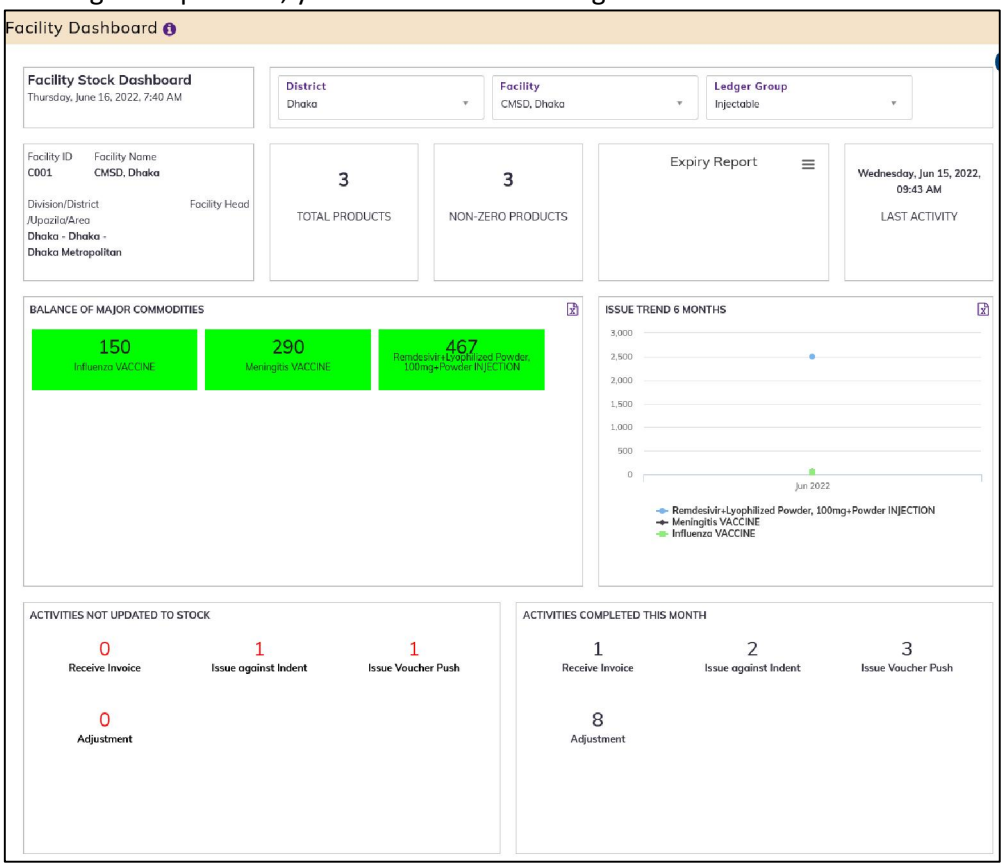
1.2.1. Log in the CMSD eLMIS

- Click on the icon 'human and key' to log into the system. See the following screen:

- To log into the system, click **LOGIN** button, following screen will show:



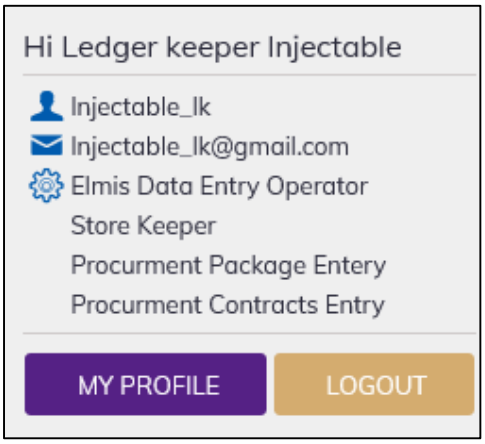
- Type the **User Name** and **Password**. Press the **'Login'** button to access the CMSD eLMIS. If you are a ledger keeper user, you will see the following screen:



- Other types of users are land in the national level dashboard.

1.2.2. Log out from the CMSD eLMIS System

- User can log out from system any time by pressing **LOGOUT** button:

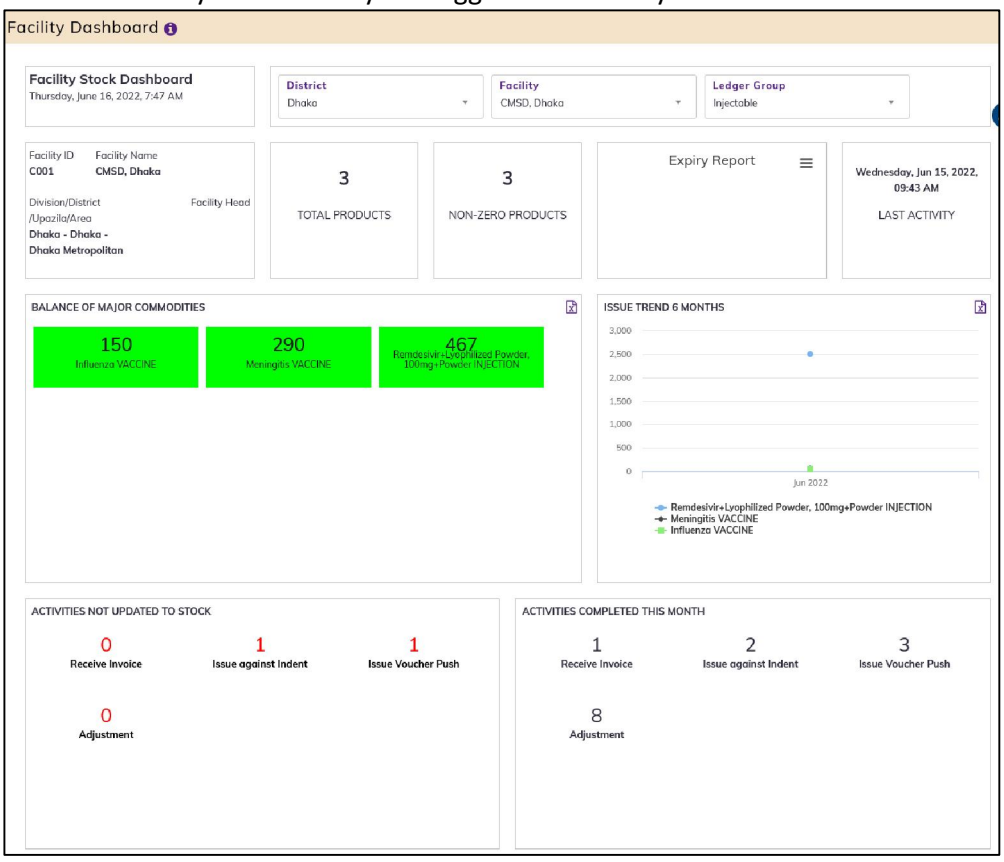


1.3. Menus

- Menus are available based on user permission. The Facility Data Entry operator can view the following menus -

2. Facility Dashboard

- **CMSD eLMIS Facility Dashboard** is a glimpse of stock position of the store functionalities of a facility. Based on store/facility type the dashboard data will display and the displayed information can only be viewed by the logged in on facility user. It looks like below screen -

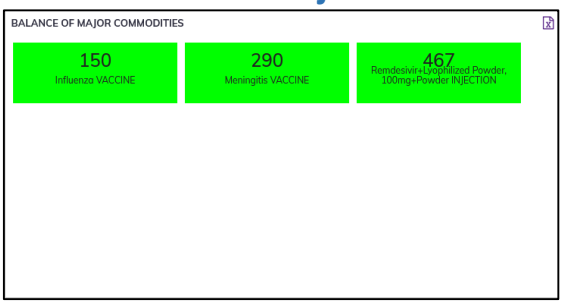


- The dashboard shows following different indicator blocks:

2.1. Facility Stock Dashboard

- **Facility Stock Dashboard:** Current date-time, District and Facility name under where the Ledger is situated.
- **Facility Information:** Show the Facility ID, Facility Name and Facility Head
- **Total Products:** Total products available in store
- **MON-ZERO PRODUCTS:** Total and Non-zero products available in store
- **Expiry Report:** Number of Expiry products available in store
- **LAST ACTIVITY:** Show the ledger -last activity date-time.

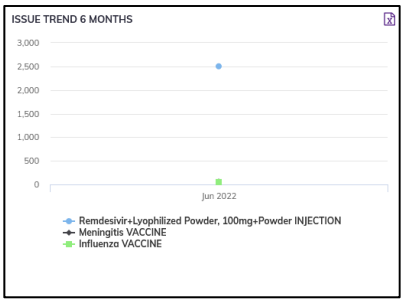
2.2. Balance of Major Commodities

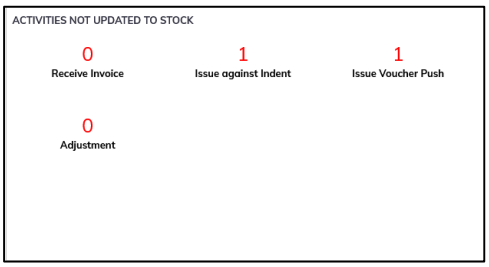


This block displayed the major CMSD commodity current stock quantity of the ledger. Clicking on any block will show the underlying breakup commodities stock status of a Commodity.

2.3. Issue Trend 6 Month

Shows the ledger total Issue trend summarized by major Product Groups as well as breakdown by type of issue to facility, as line chart of last 6 months.

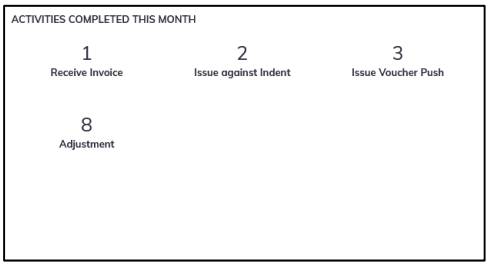




2.4. Activities Not Updated to Stock

This block shows the non-updated transactions entries in RED color in the eLMIS like Receive Invoice, Issue against Indent, Issue voucher Push and adjustment. This is one kind of the ledger about they give entries but not update the stock that mean transaction done which are not reflected in stick position/balance.

2.5. Activities Completed This Month

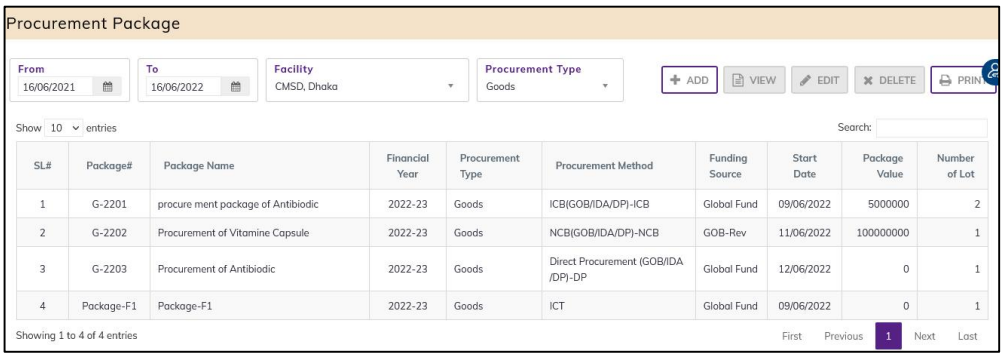


This is the opposite of the earlier block which means the all-updated transactions entries count are shown in BLACK color in the eLMIS like Receive Invoice, Issue against Indent, Issue voucher Push and adjustment. This is one kind of the ledger about they give entries but not update the stock that mean transaction done which are reflected in stick position/balance.

3. Package & Contract

3.1. Procurement Package

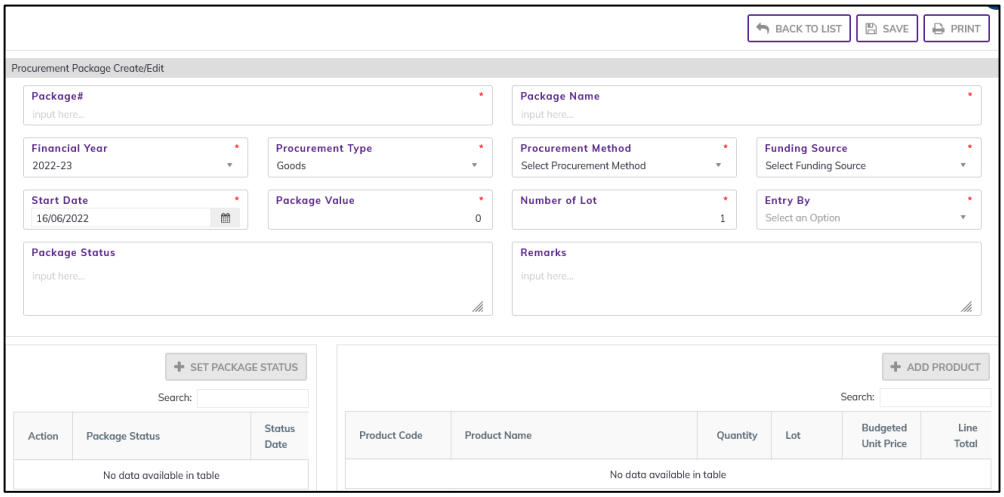
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having Procurement Package Entry Operator permission
- From eLMIS Entry> Package & Contract menu, select **Procurement Package** submenu



3.1.1. Procurement Package - Add

3.1.1.1. Procurement Package - Add Header

- Click on **ADD** button at the top right corner of the page. You will see the below screen -



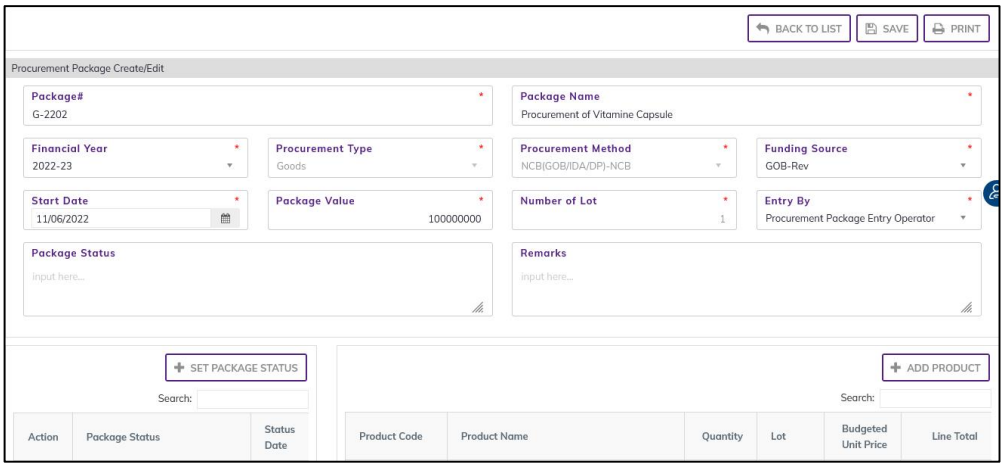
- Fill in the data entry fields.
- Field descriptions:
  1. **Package#*:** Enter Package number.
  2. **Package Name*:** Enter Package name.
  3. **Financial Year*:** Select financial year from drop down, you want to entry the Package.
  4. **Procurement Type*:** Select procurement type from drop down, you want to entry the Package.
  5. **Procurement Method*:** Select procurement method from drop down, you want to entry the Package.
  6. **Funding Source*:** Select funding source from drop down, you want to entry the Package.

7. **Start Date*:** Today's date will auto fill, change if required. Cannot enter future date.
8. **Package Value*:** Enter the package value.
9. **Number of Lot:** By default, lot no set 1
10. **Entry by*:** Select the person who is entering data.

- Input non-mandatory fields:

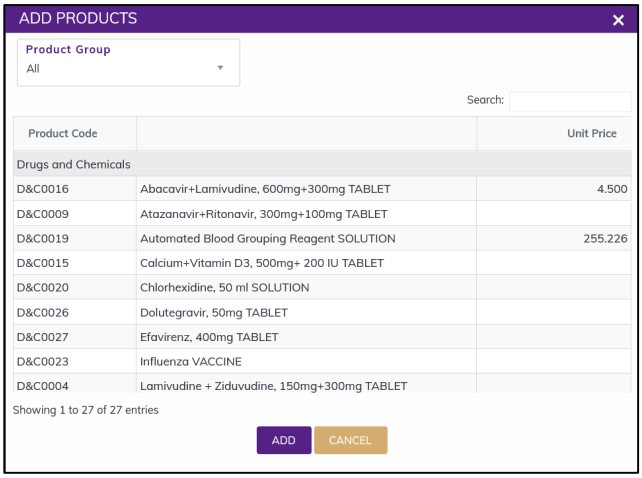
11. **Package Status:** When you have entered, the package status field will be updated automatically.
12. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Procurement Package header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD PRODUCT** button below the data entry fields.

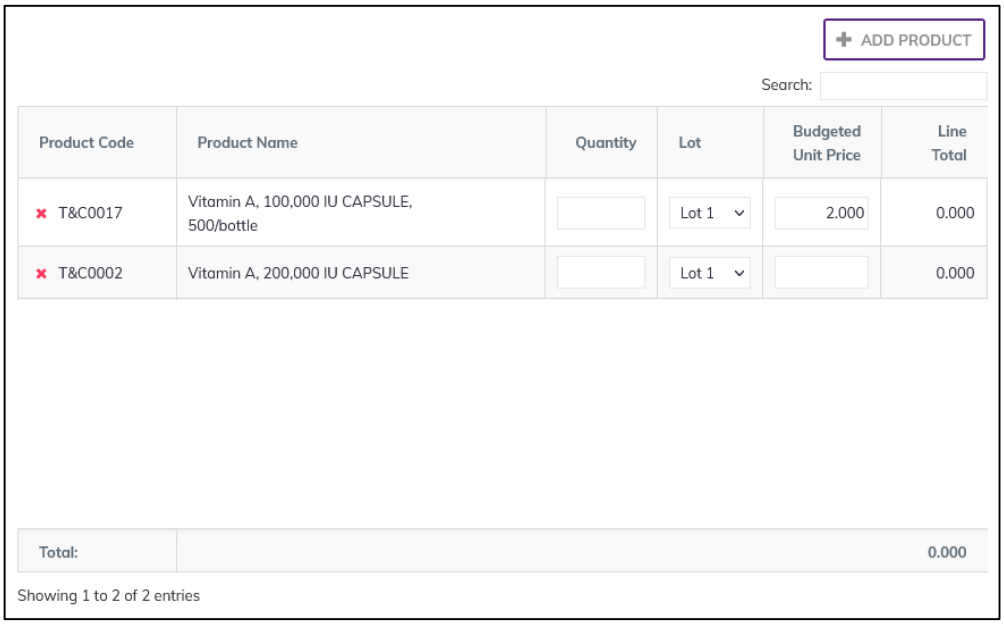


3.1.1.2. Procurement Package - Add Products

- Press on **ADD PRODUCT** button, you will see the list of products.

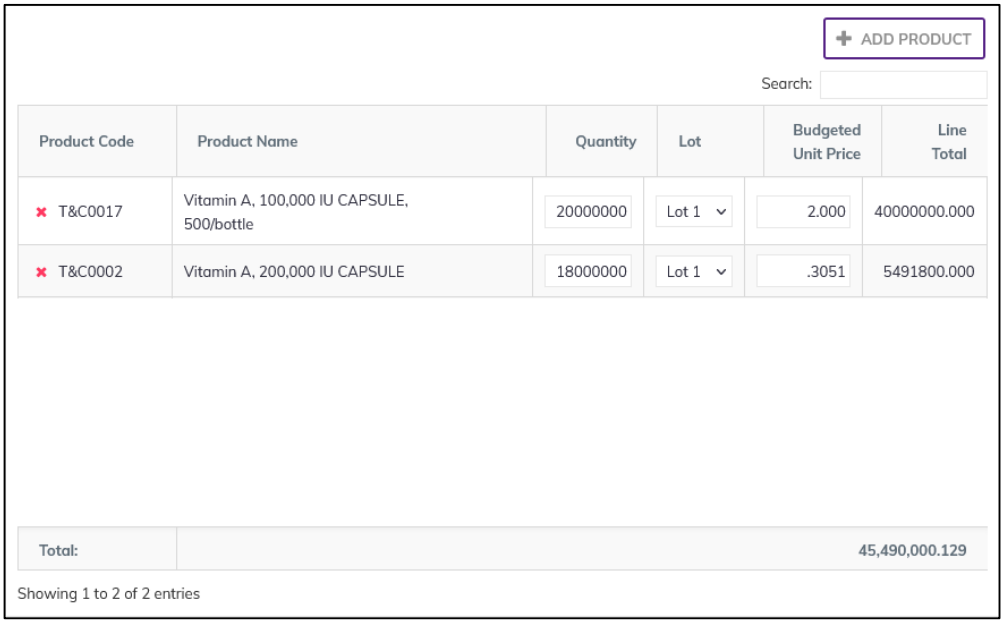


- Select one or more products from ADD PRODUCTS pop-up, which you have Procurement Package from item list. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Fill in the following information for every item -
  1. **Quantity:** Enter the quantity you have added in the package
  2. **Lot:** Select lot from dropdown list.
  3. **Budgeted Unit Price:** Enter the item Budgeted Unit Price (BDT)
  4. **Total:** The total will be automatically calculated.

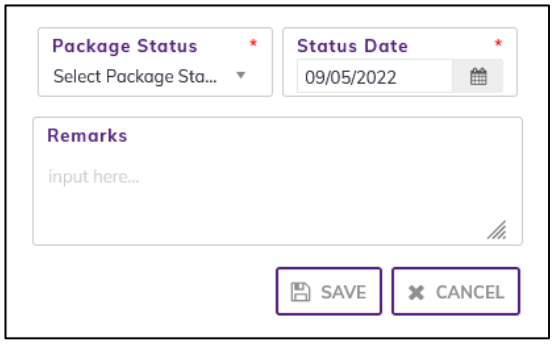
- After filling the necessary fields, press **SAVE** button to save the Procurement Package items. You will see a popup message **New Data Added Successfully**. The popup will close and you will return back to the item list.



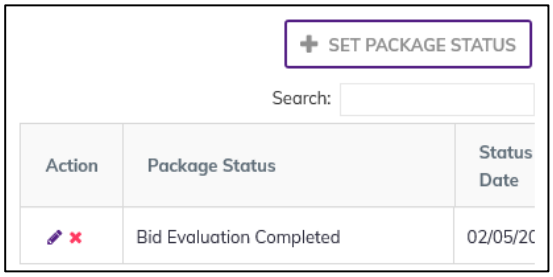
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

3.1.1.3. Procurement Package - Set Package Status

- Press on **SET PACKAGE STATUS** button



- Fill in the following information for every status -
  1. **Package Status*:** Enter the service description.
  2. **Status Date*:** Enter the quantity you have entry in the package
- Input non-mandatory fields:
  3. **Remarks:** Any other description you want to mention
- After filling the necessary fields, press **SAVE** button to save the Procurement Package items. You will see a popup message **New Data Added Successfully**. The popup will close and you will return back to the item list.



- If you want to edit a line status – press the small edit icon on the far left of the row and update the status information.
- If you want to remove a line status – press the small delete icon on the far left of the row.
- Continue for every status.

3.1.2. Procurement Package - Edit

- To edit a Procurement Package, the user must select the Procurement Package from the list, then click the **EDIT** button at the top right corner of the page or double click on The Procurement Package which he wants to edit.
- The package will be displayed for editing.
- Modify the Procurement Package header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product details as explained in above section.
- For Goods. Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

- You can also change the service details by using the small edit icon on the far left of the row and update the services information. After you type in any of the boxes in the service editing rows press **SAVE** that will save the data.

3.1.3. Procurement Package - Delete

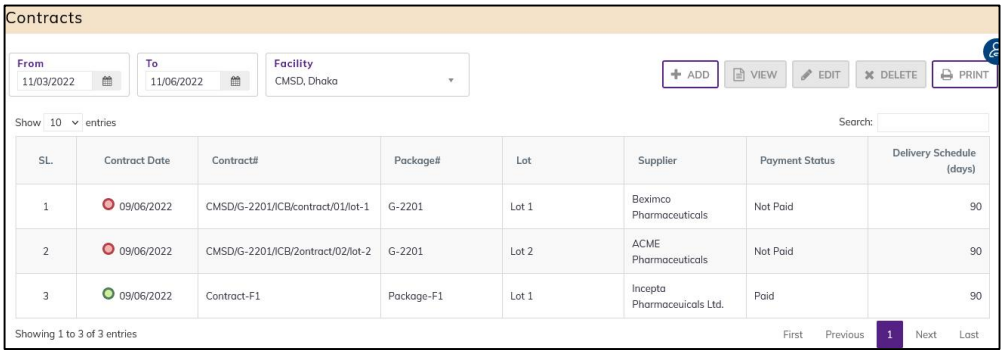
- You cannot delete an already entered contract packages.
- To delete a Procurement Package, the user must select the Procurement Package and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?**
- When you confirm the package is removed with all items permanently.

3.1.4. Procurement Package - View

- When the package is updated to stock, you have to select **VIEW** button to go inside the package.
- Select the updated package from list and press the **VIEW** button from top right corner. The package will open in view mode.
- Press on **PRINT** button to print the Procurement Package.

3.2. Contracts

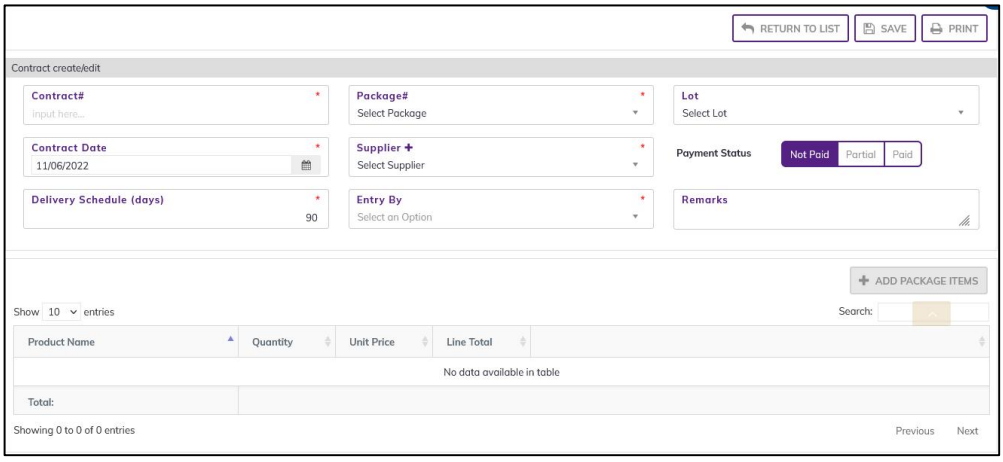
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** > **Package & Contract** menu, select **Contracts** submenu



3.2.1. Contracts - Add

3.2.1.1. Contracts - Add Header

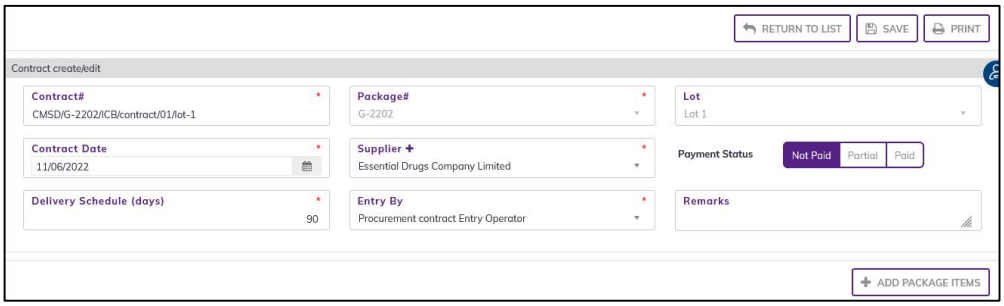
- Click on **ADD** button at the top right corner of the page.



- Fill in the data entry fields.
  1. **Contract#*:** Enter Contract number.
  2. **Package#*:** Select a package (If you want to create a contract with package items)
  3. **Contract Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  4. **Supplier*:** Select Supplier from drop down, you want to entry the Contract. If not available, add new supplier by clicking **(+)** button.
  5. **Delivery Schedule*:** Enter schedule of delivery.
  6. **Entry By*:** Select the person who is entering data.
- Input non-mandatory fields:
  7. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the contract header part. You will see a popup message **New Data Added Successfully**. The contract is created with

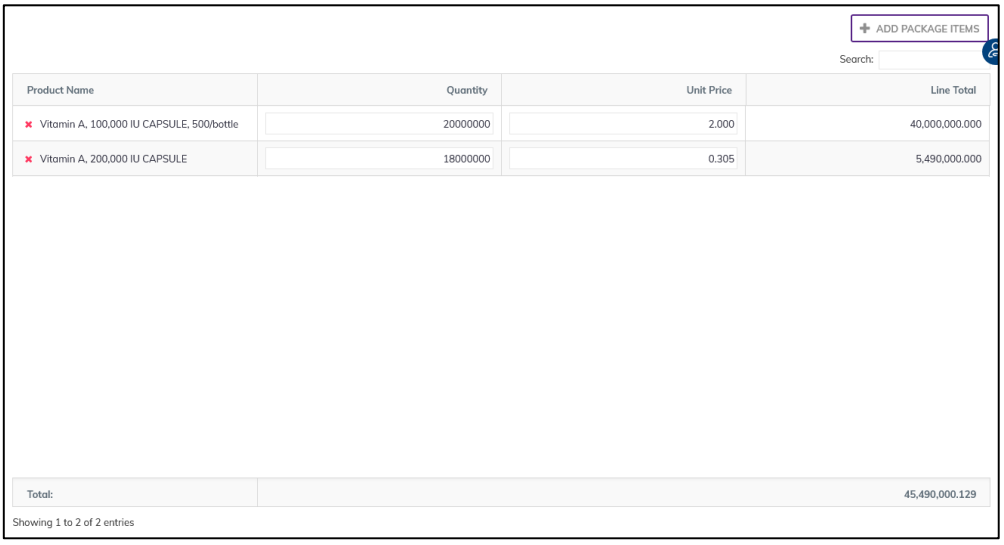
Packages; you will see that **+ADD PACKAGE ITEMS** button is now enabled below the data entry fields.



3.2.2. Contracts - Add Products

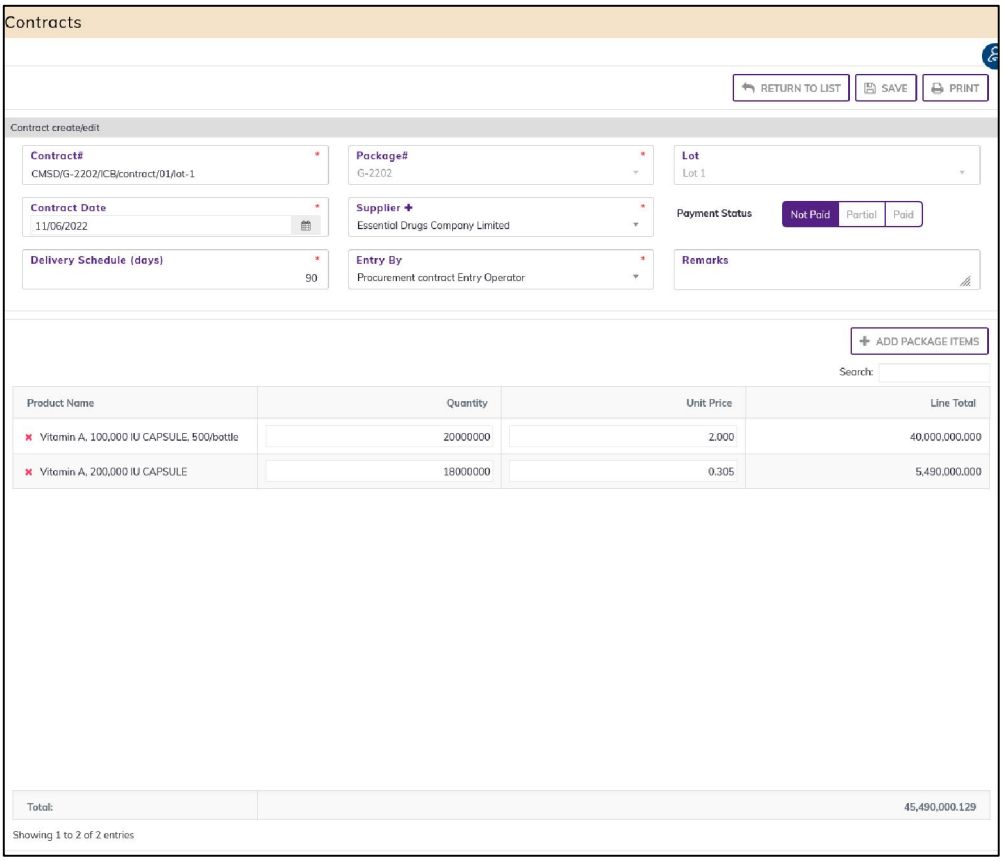
➢ **Contract Items for with Package**

- Press on **ADD PACKAGE ITEMS** button to add the package to contract, you will see message **Do you really want to add all package items?**
- Press **Confirm** button if you are confident that the package items with quantity and price will be added under the contract.



3.2.2.1. Contracts - Payment Status Update

- You can only update a contract, which is not paid (RED or YELLOW bubble beside the contract record).
- Status – Non-Paid/Partial/Paid
- To update a Contracts payment status, the user must select the Contract from the list, then click the **EDIT** button at the top right corner of the page or double click on The Contract, which wants to update payment status.
- The contract will be displayed for editing.
- Update the payement status by cliclking payment status button.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully.



3.2.3. Contracts - Edit

- You can only edit a contract which is not paid (RED or YELLOW bubble beside the contract record).
- To edit a Contracts, the user must select the Contract from the list, then click the **EDIT** button at the top right corner of the page or double click on The Contract, which want to edit.
- The contract will be displayed for editing.
- Modify the Contracts header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

3.2.4. Contracts - Delete

- You cannot delete an already paid contract.
- To delete a Contract, the user must select the Contract and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record?** - When you confirm the contract is removed with all items permanently.

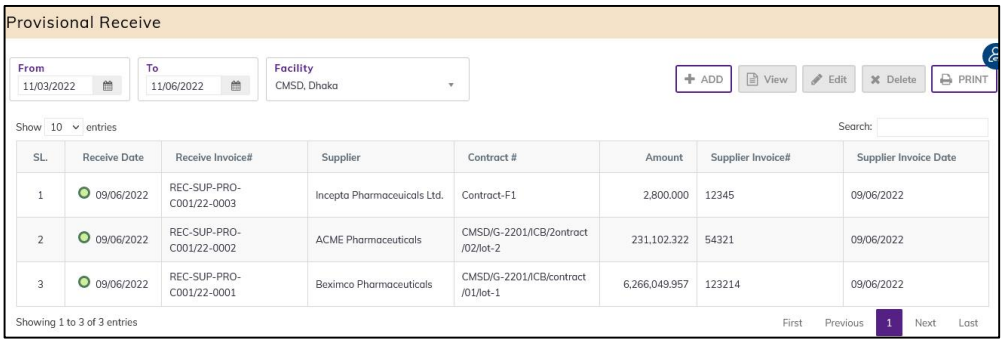
3.2.5. Contracts - View

- When the contract Payment is paid to supplier, you have to select **VIEW** button to go inside the contract.
- Select the paid contract from list and press the **VIEW** button from top right corner. The contract will open in view mode.
- Press on **PRINT** button to print the contract.

4. Provisional Receipts

4.1. Provisional Receive

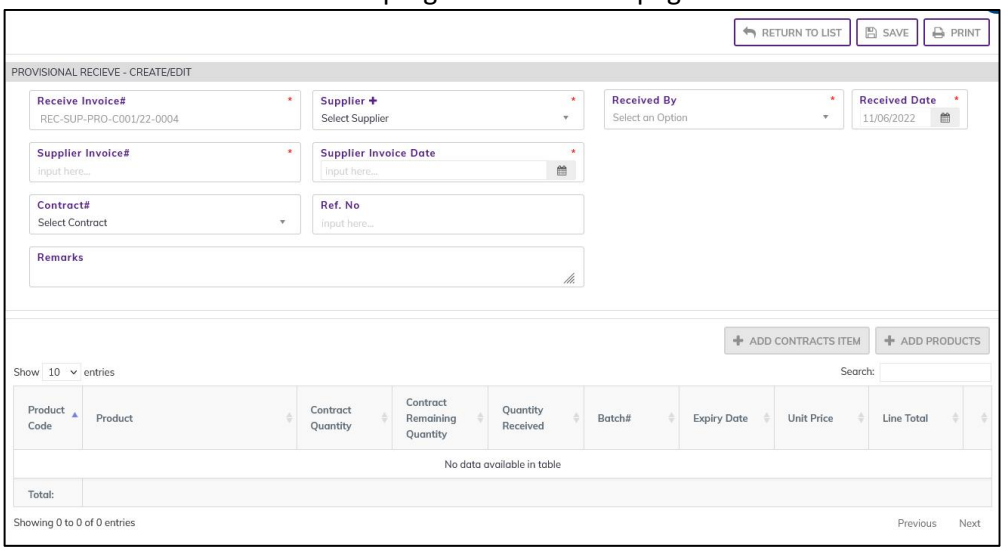
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Provisional Receipts>Provisional Receive** submenu



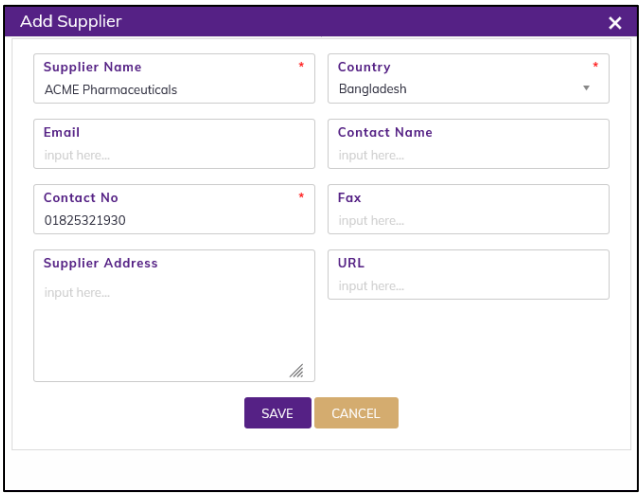
4.1.1. Provisional Receive - Add

4.1.1.1. Provisional Receive Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.



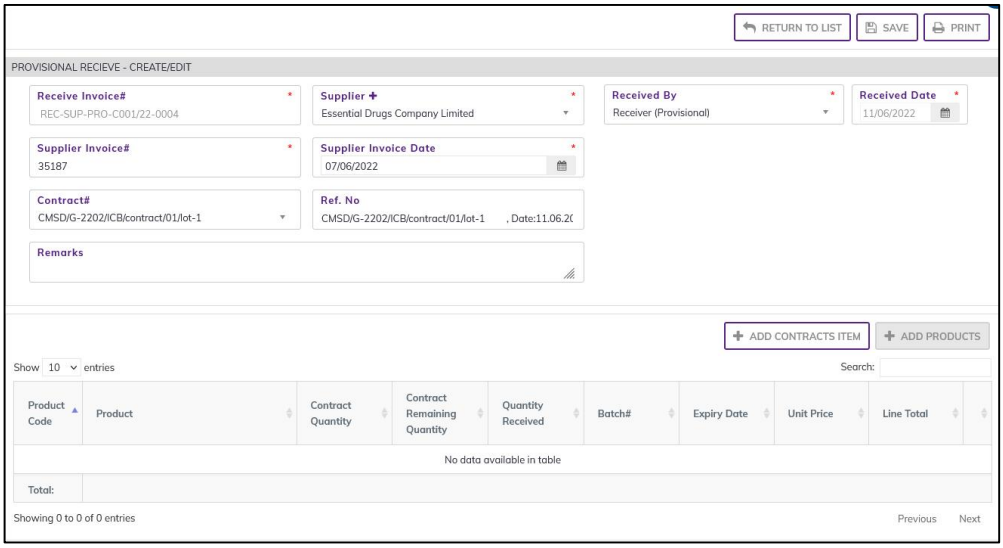
- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#*:** Auto generated, no change required.
  2. **Supplier+*:** Select supplier name from drop down. If not available press on **Supplier+** to add new supplier, the following screen will be displayed.



3. Enter supplier information then press on **SAVE** button the supplier will be added and selected the supplier dropdown box.
4. **Supplier Invoice#*:** Enter invoice number from Supplier (Provisional)'s paper document.
5. **Supplier Invoice Date*:** Enter date from Supplier (Provisional)'s Invoice.
6. **Receive by*:** Select the person who is entering data.
7. **Receive Date*:** Today's date will auto fill, change if required. Cannot enter future date.

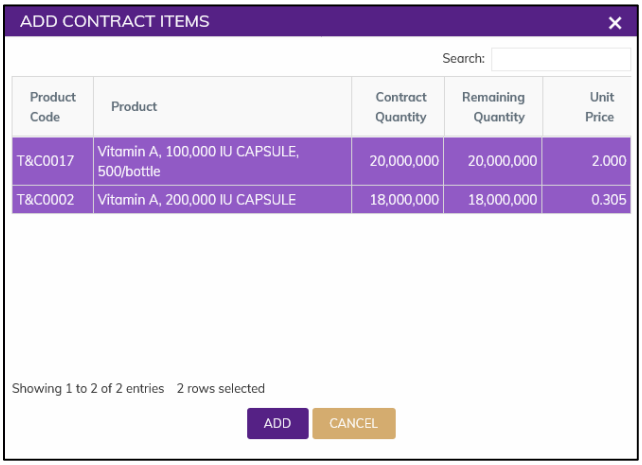
- Input non-mandatory fields:
  8. **Contract Number:** Select the contact number from contact paper document.
  9. **Ref No:** After selecting contact the ref no will be entered automatically or Enter reference number.
  10. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Provisional Receive invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

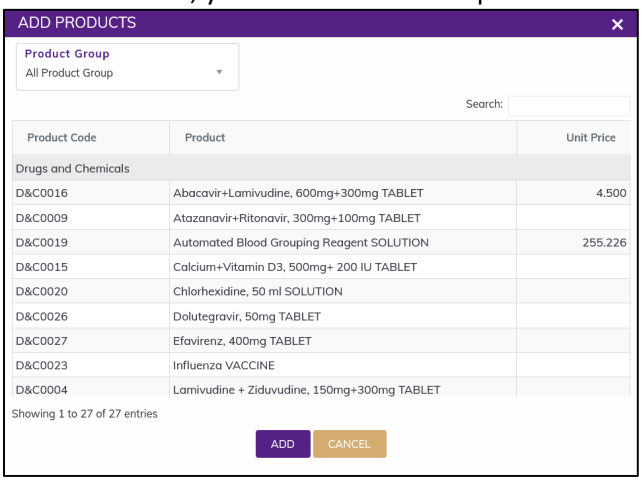


4.1.1.2. Provisional Receive Invoice - Add Products

- Press on **ADD CONTACTS ITEM** button, you will see the list of product names

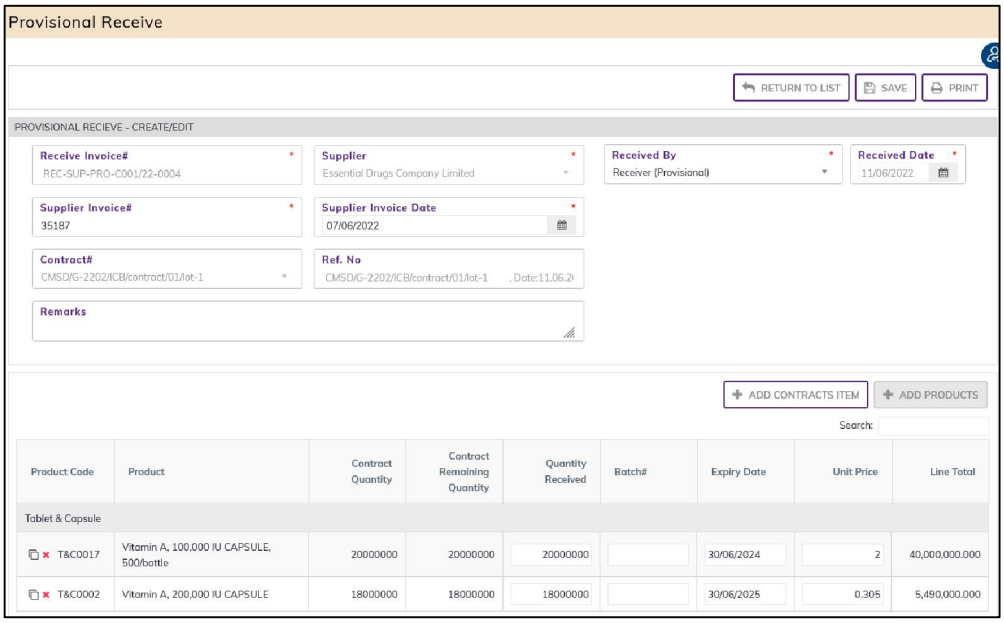


- Press on **ADD PRODUCT** button, you will see the list of product names

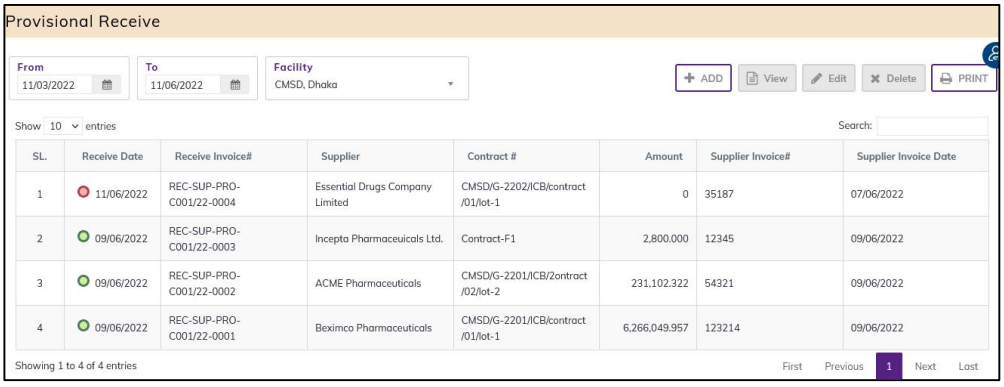


- Select one or more products which you have received from Supplier (Provisional). You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.

- Product, contract Quantity, contract remaining quantity comes from contract.
- Fill in the following information for every lot/batch -
  1. **Quantity Received:** Enter the quantity you received in the invoice
  2. **Batch#:** Enter the item Batch number, if any
  3. **Expiry Date:** Enter the item expiry date, if any
  4. **Unit Price:** Enter the item Unit Price, if any.
  5. **Total:** the Total will be automatically calculated.



- If you have more than one lot for a product, use the copy icon at the far left of the grid against each product.
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen



- which is not Survey board completed (RED bubble beside the invoice record).
- which is Survey board completed (Green bubble beside the invoice record).

4.1.2. Provisional Receive - Edit

- You can only edit an invoice which is not Survey board completed (RED bubble beside the invoice record).
- To edit a Provisional, Receive, the user must select the Provisional Receive from the list, then click the **EDIT** button at the top right corner of the page or double click on The Provisional Receive invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Provisional Receive header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.

- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

4.1.3. Provisional Receive - Delete

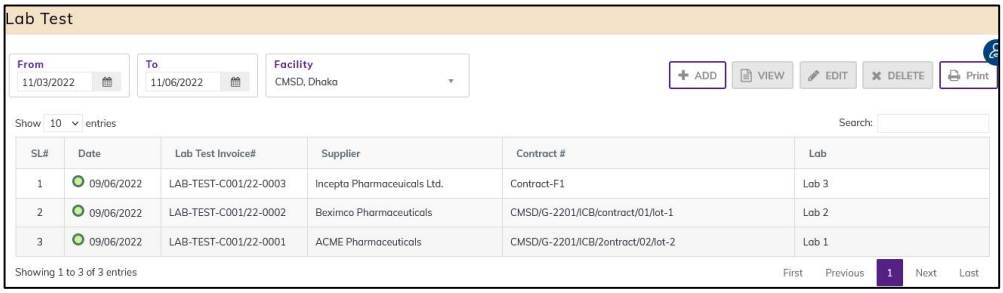
- You cannot delete an invoice item is already Survey board is completed.
- To delete a provisional, receive invoice, the user must select the Provisional Receive invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

4.1.4. Provisional Receive - View

- When the invoice item is already Survey board completed, you have to select VIEW button to go inside the invoice.
- Select the Survey board completed beside the invoice (green bubble) from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- After opening the invoice, Press on **PRINT** button to print the Provisional Receive invoice.

4.2. Lab Test

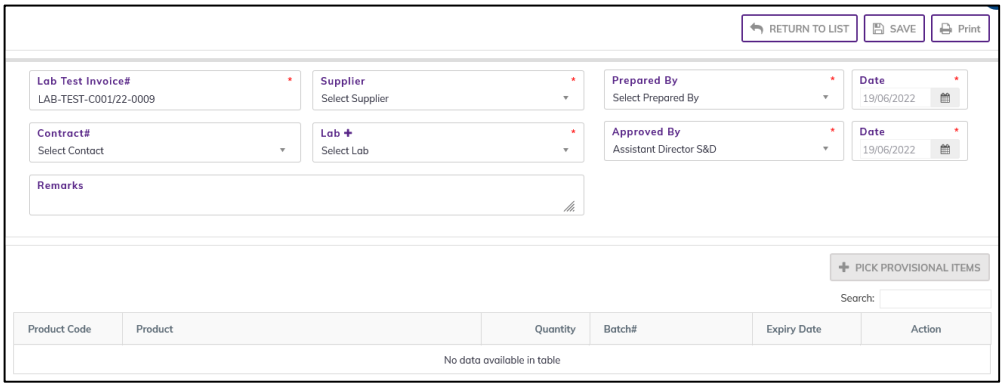
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Provisional Receipts > Lab Test**
- submenu



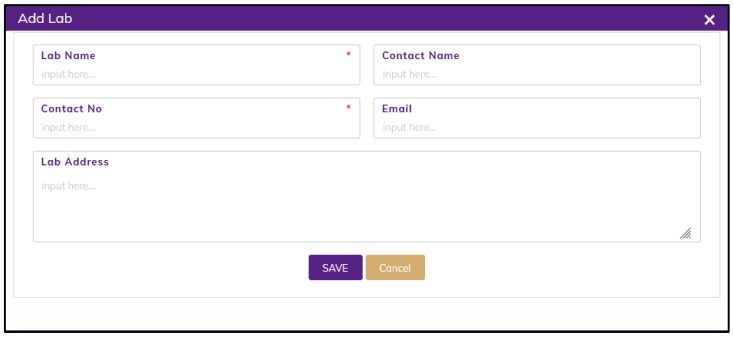
4.2.1. Lab Test- Add

4.2.1.1. Lab Test Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.

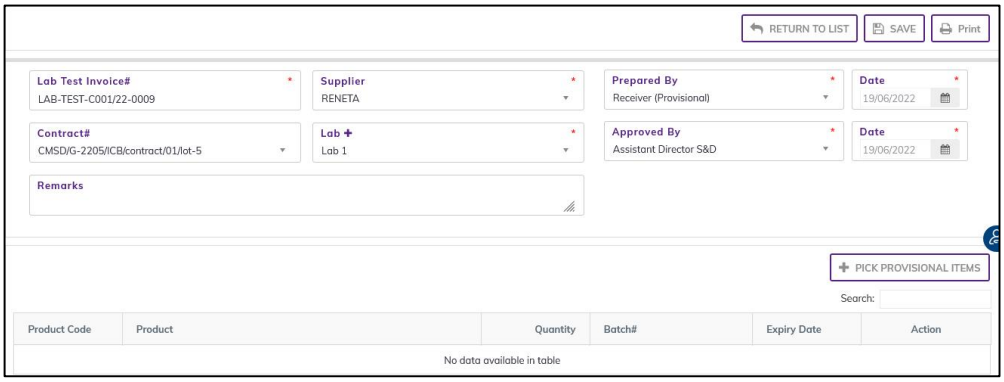


- Fill in the data entry fields.
- Field descriptions:
  1. **Lab Test Invoice#*:** Auto generated, if needed you can change it.
  2. **Supplier*:** Select supplier name from drop down.
  3. **Prepared By*:** Select the person who is entering data.
  4. **Approved By*:** Select the person who is approving data.
  5. **Contract Number:** Select the contact number from contact paper document.
  6. **Lab+*:** Select a Lab from drop down list or if not available, add new supplier by clicking **(+)** button form Above screen.



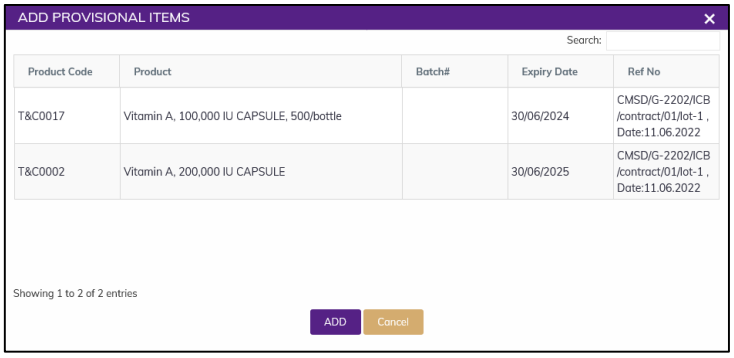
7. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Lab Test invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

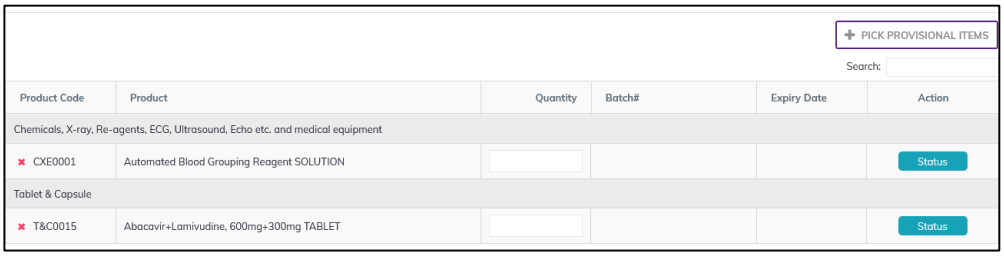


4.2.1.2. Lab Test Invoice - Add Products

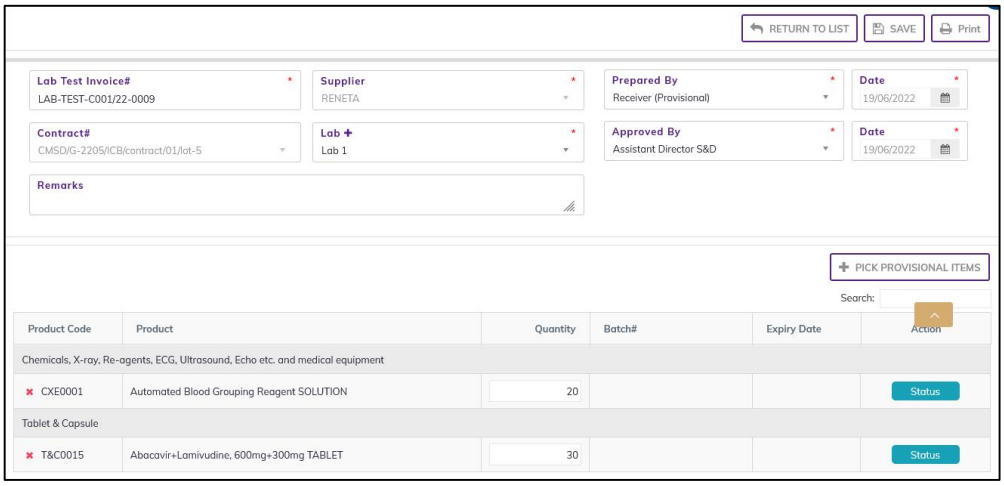
- Press on **+ PICK PROVISSIONAL ITEMS** button, you will see the list of product names



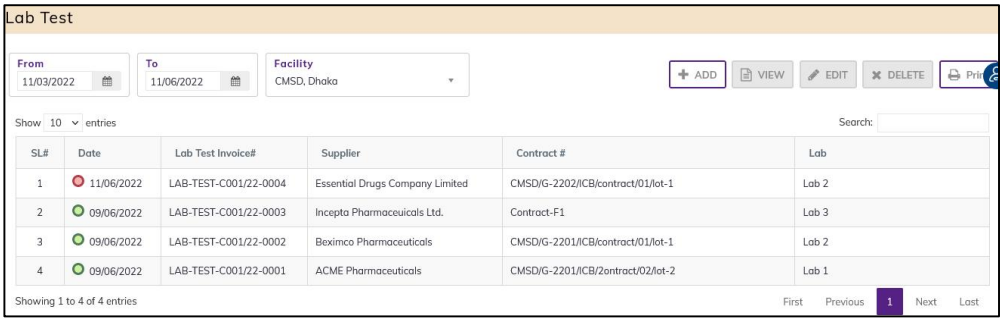
- Select one or more products which you have sent for lab test. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Fill in the following information for every lot/batch -
  1. **Quantity:** Enter the quantity you want to Send for lab test in the invoice
  2. **Batch#:** Batch will come from provisional receive
  3. **Expiry Date:** Expiry will come from provisional receive



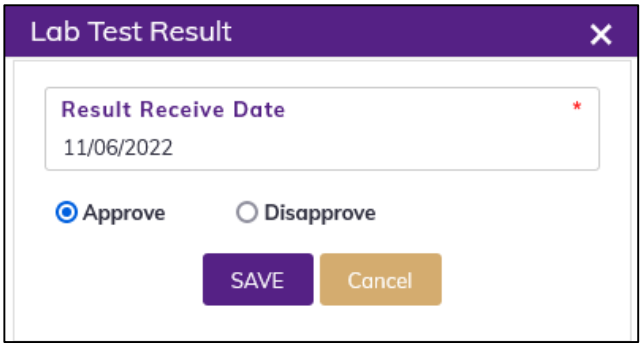
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.
- After entry complete them press on **SAVE** button and return to list by pressing **RETURN TO LIST** button. See the Following screen



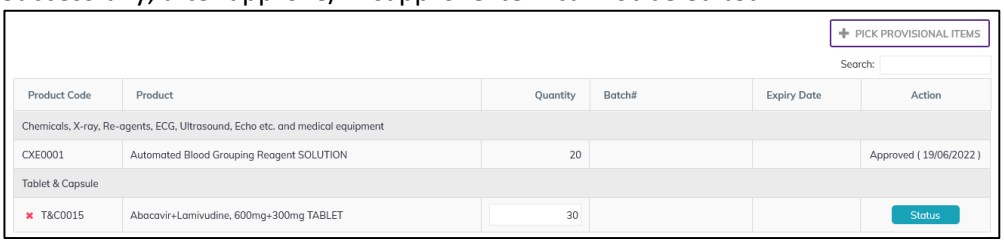
- which is not Survey board completed (RED bubble beside the invoice record).
- which is Survey board completed (Green bubble beside the invoice record).

4.2.2. Lab Test- Status Update

- You can only edit a Lab Test which is not approvoved/Disapproved (RED bubble beside the lab test invoice record).
- To update Lab test status, the user must select the Lab Test from the list, then click the EDIT button at the top right corner of the page or double click on The Lab test invoice which he wants to update lab test Status.
- The invoice will be displayed for editing.
- Select a lab test invoice item which you want to update lab test status and click the status from action column will see the following screen.



- Select Result Receive Date, also Select Approve/ Disapprove Radio button.
- Press SAVE button to update the information, you will see a popup message - Data Updated Successfully, after approve/ Disapprove item cannot be edited.



4.2.3. Lab Test- Edit

- You can only edit an invoice which is not Survey board completed (RED bubble beside the invoice record).
- To edit a Lab Test, the user must select the Lab Test from the list, then click the **EDIT** button at the top right corner of the page or double click on The Lab Test invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Lab Test header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

4.2.4. Lab Test- Delete

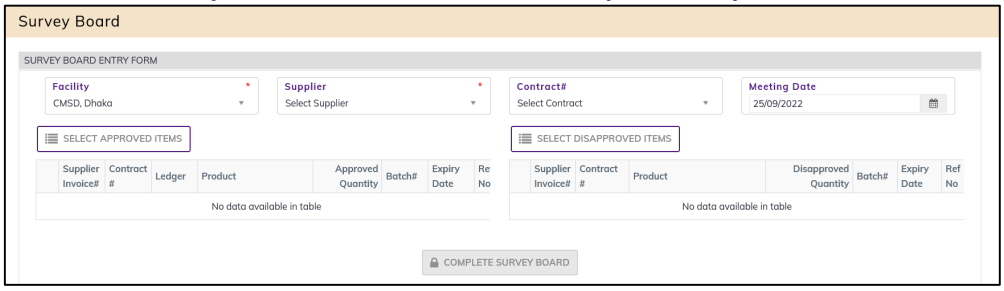
- You cannot delete an invoice item is already Survey board completed.
- To delete a Lab Test invoice, the user must select the Lab Test invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

4.2.5. Lab Test- View

- When the invoice item is already Approve/Disapprove completed, you have to select VIEW button to go inside the invoice.
- Select the Survey board completed beside the invoice (green bubble) from list and press the VIEW button from top right corner. The invoice will open in view mode.
- After opening the invoice, Press on **PRINT** button to print the Lab Test invoice.

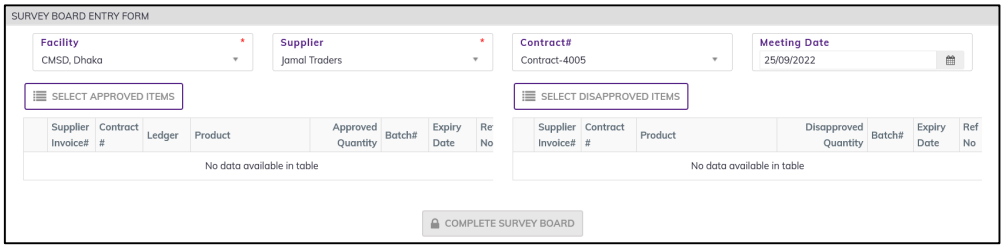
4.3. Survey Board

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Provisional Receipts>Survey Board** submenu

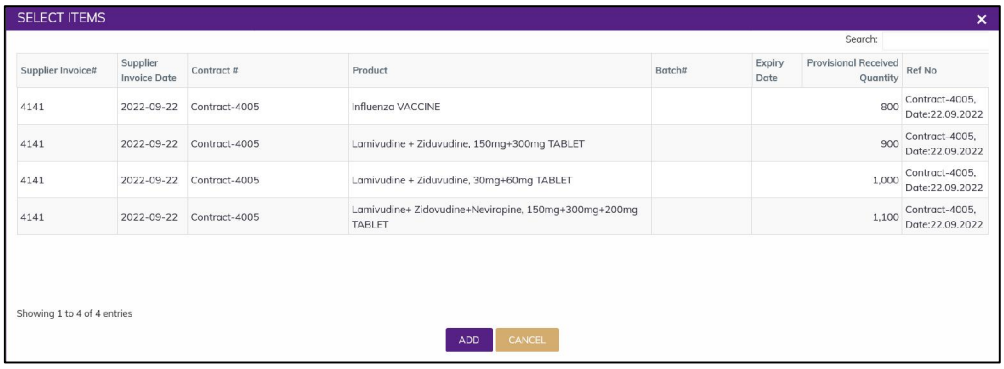


4.3.1. Survey Board – Add

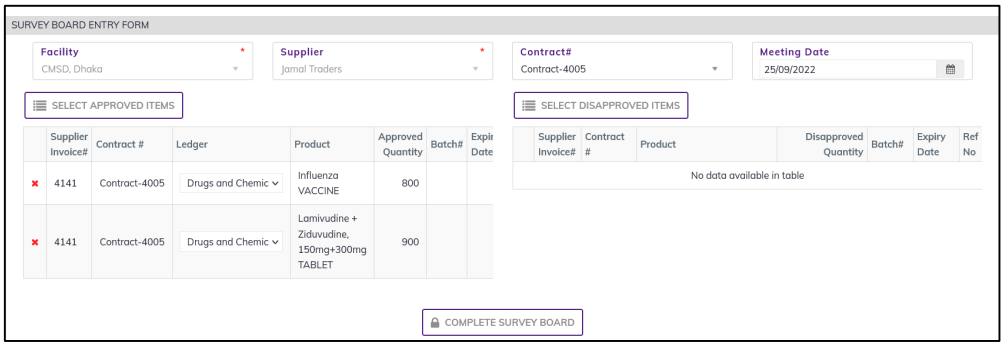
4.3.1.1. Survey Board - Add Header



- To entry new Survey Board Fill in the data entry fields.
- Field descriptions:
  1. **Facility*:** Automatic selected facility.
  2. **Supplier*:** Select the person who is entering data.
  3. **Contract#*:** Today's date will auto fill, change if required. Cannot enter future date.
  4. **Meeting Date*:** Today's date will auto fill, change if required date to approve date of Survey board. In this dated will be generated received invoice as usual transaction type.
- After filling the Survey Board header part necessary fields, press Select **Approved Item** button to Added approved product, you will see that product list below the data entry fields.

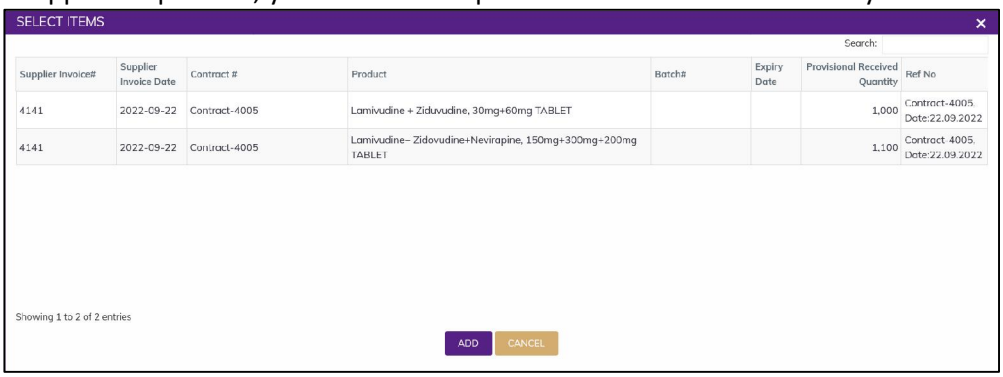


- Select a product or more product then press on Add button will see the following screen.

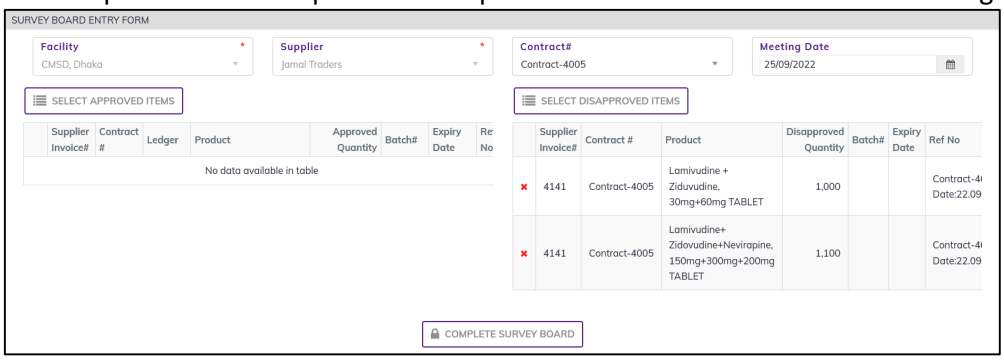


Every product by default selected a ledger. You can change to another leger from ledger dropdown list for final receive and end destination to supply.

- If you want to Add Disapproved product, press **Select Disapproved Item** button to Added disapproved product, you will see that product list below the data entry fields.

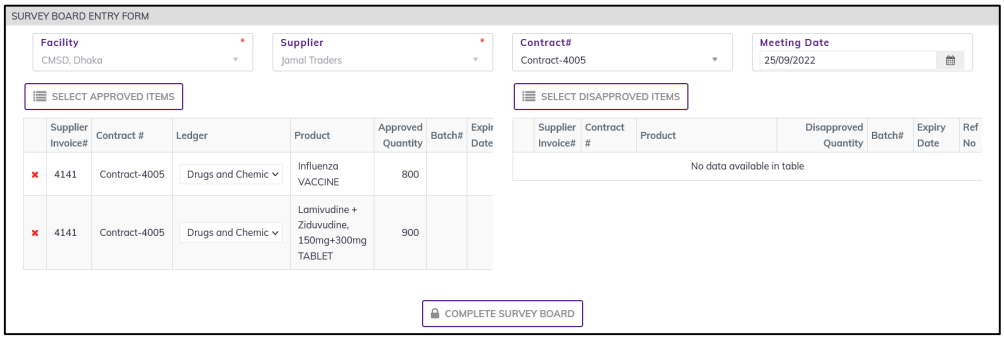


- Select a product or more product then press on Add button will see the following screen.



4.3.2. Survey Board - COMPLETE SURVEY BOARD

- After completed the Survey Board entry, need to generate received invoice.



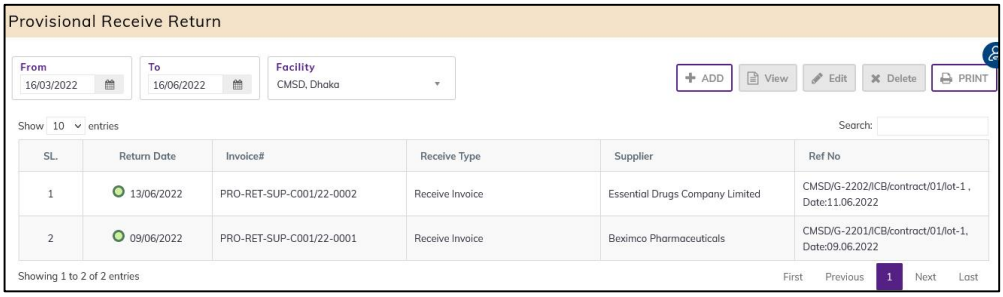
- Press on 'COMPLETE SURVEY BOARD' button will see the popup message 'Do you really want to complete this Survey Board?'

- Press on Yes, then the popup message 'invoice posted successfully' with approved product and the approved product will be waiting for receipts in stock as ledger. Disapproved product will be waiting for return to supplier.

-

4.4. Provisional Receive Return

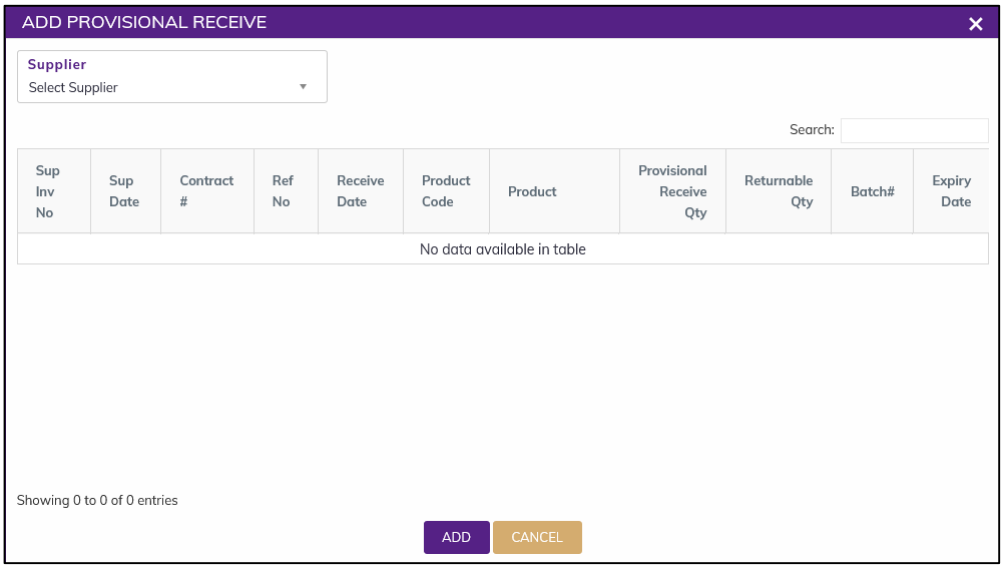
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Provisional Receipts>Provisional Receive Return** submenu



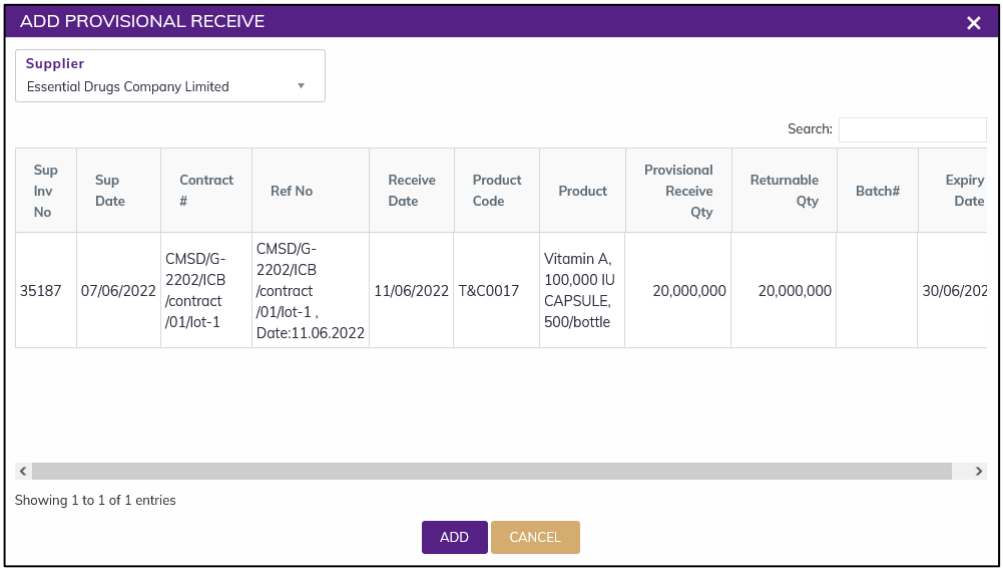
4.4.1. Provisional Receive Return - Add

4.4.1.1. Provisional Receive Return - Add Invoice Header

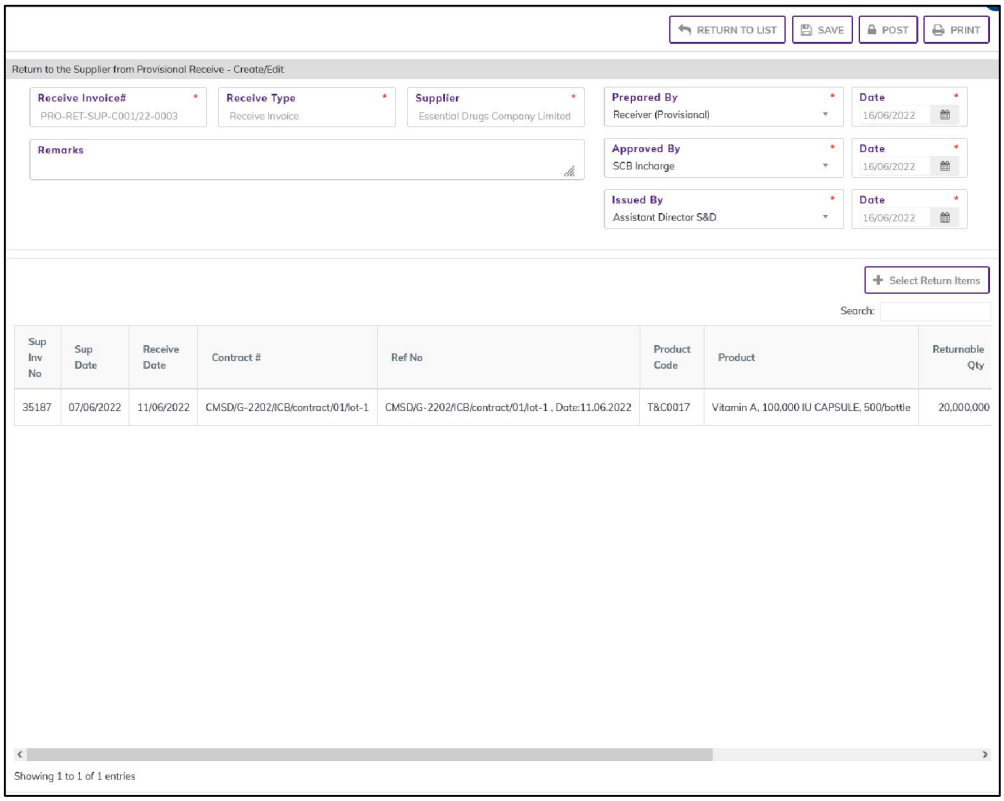
- Click on **+ ADD** button at the top right corner of the page.



- Fill in the following data entry fields -
  1. **Receive Type:** Select Receive Type from drop down list.
  2. **Supplier/ Donor:** Select supplier/Donor name from drop down list.
- After selecting will see the following screen.



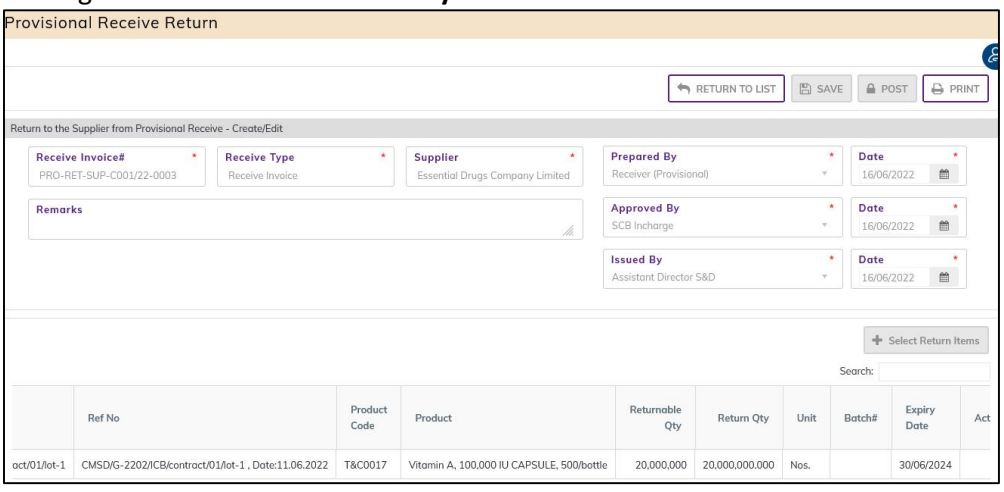
- Select a product you want to issue in this provisional return.
- After selecting, the Provisional return invoice will be added with items in Provisional return invoice.
- Automatic fill-up Provisional return invoice header part and item part –and Store part - Sup Inv No, Sup Date, Receive Date, Contract No, No. Date, Product Code, Product, Returnable Qty, Return Qty, Unit, Batch# and Expiry Date.



- You can change the return quantity.
- Continue for every item.
- you can add new item in this invoice by using Select Return Product button from above the items right corner.

4.4.2. Provisional Receive Return - POST

- The invoice you entered is in draft mode, and does not have any reflection in your provisional stock balance.
- Press on **POST** button to post the invoice to provisional stock, you will see message **Do you really want to post the provisional receive return?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



After update you are not able to change or delete the invoice information.

4.4.3. Provisional Receive Return - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a provisional, receive return, the user must select the Provisional Receive Return from the list, then click the **EDIT** button at the top right corner of the page or double click on The Provisional Receive Return invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Provisional Receive Return header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

4.4.4. Provisional Receive Return - Delete

- You cannot delete an already posted invoice.
- To delete a Provisional, Receive Return invoice, the user must select the Provisional Receive Return invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

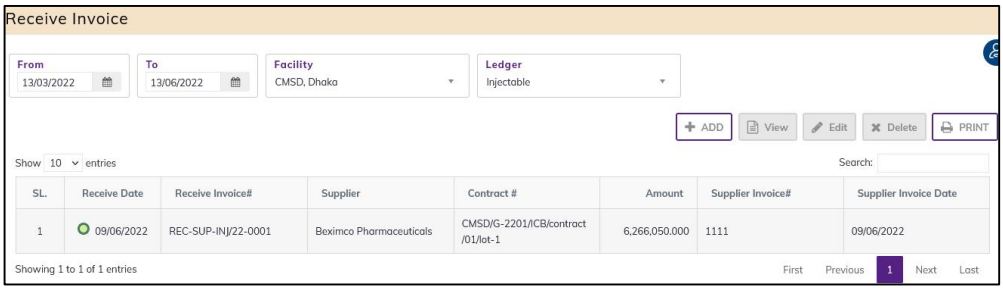
4.4.5. Provisional Receive Return - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Provisional Receive Return invoice.

5. Receipts

5.1. Receive Invoice

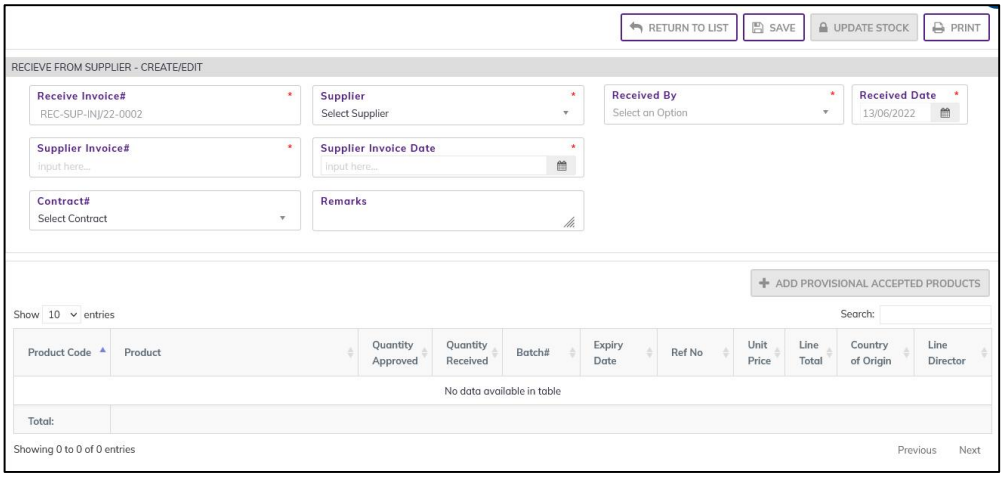
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having Entry permission
- From **eLMIS Entry** menu, select **Receipts>Receive Invoice** submenu



5.1.1. Receive Invoice - Add

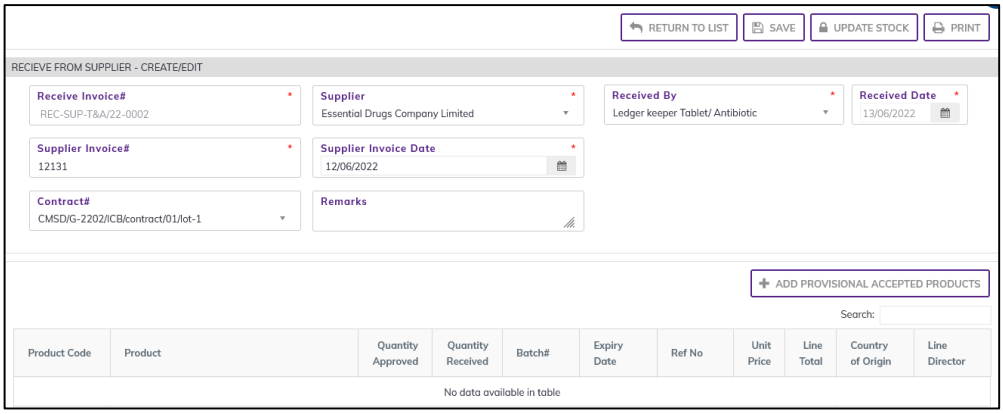
5.1.1.1. Receive Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.



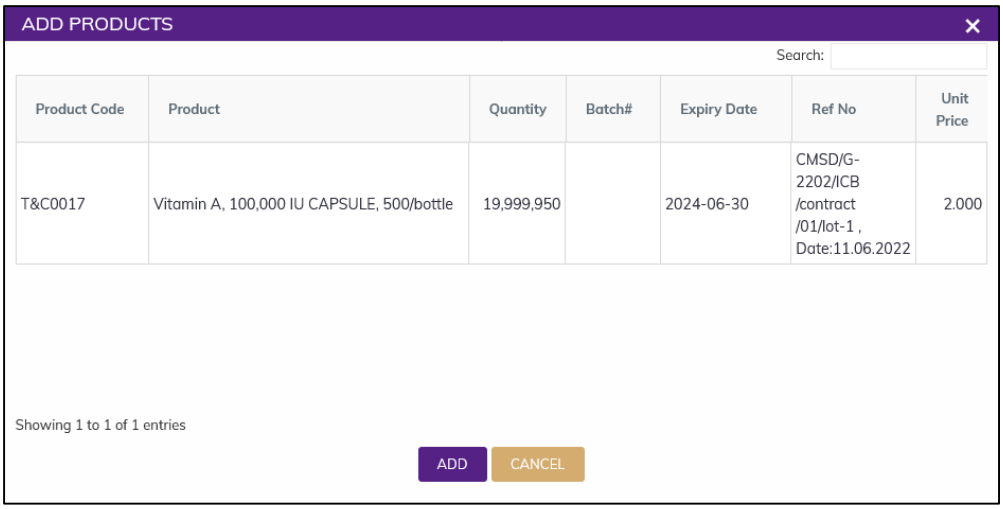
- Fill in the data entry fields.
- Field descriptions:
  1. **Receive Invoice#*:** Auto generated, no change required.
  2. **Supplier*:** Select supplier name from drop down.
  3. **Supplier Invoice#*:** Enter invoice number from supplier's paper document.
  4. **Supplier Invoice Date*:** Enter date from supplier's Invoice.
  5. **Contract Number:** Enter the contract number from contract document.
  6. **Receive by*:** Select the person who is entering data.
  7. **Receive Date*:** Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
  8. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Receive Invoice header part. You will see a popup message **New Data Added Successfully**.

- You will see that **ADD PFOVISIONAL ACCEPTED PRODUCTS** button is now enabled below the data entry fields.

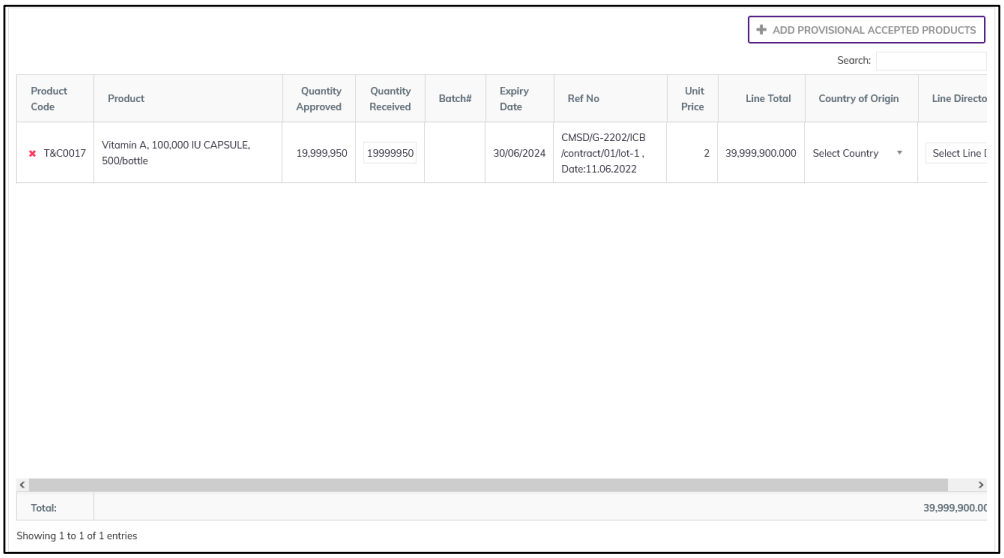


5.1.1.2. Receive Invoice - Add Products

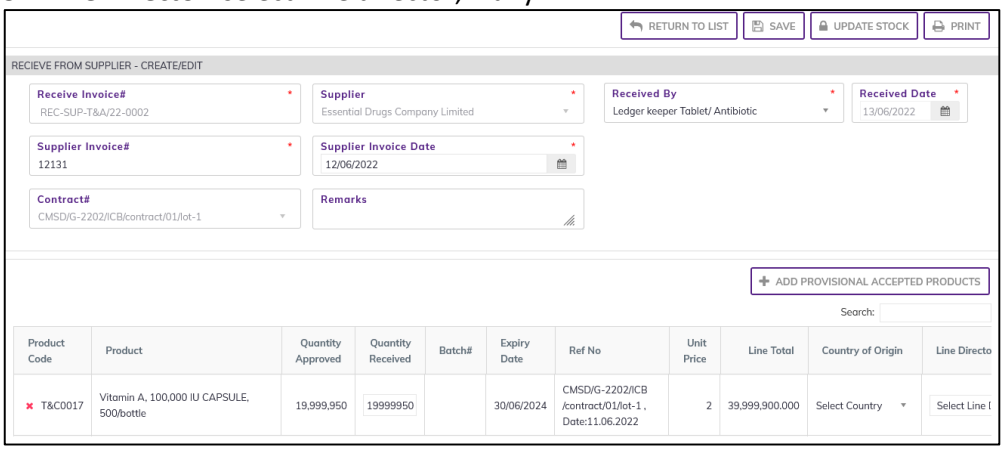
- Press on **ADD PROVISIONAL ACCEPTED PRODUCTS** button, you will see the list of product names



- Select one or more products which you have received from provisional accepted products. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Fill in the following information for every lot/batch -
  1. **Quantity Received:** Enter the quantity you received in the invoice
  2. **Batch#:** The item Batch number comes automatically from provisional receive, if any
  3. **Expiry Date:** expiry date comes automatically from provisional receive, if any
  4. **Ref No:** The Ref number comes automatically from provisional receive, If any
  5. **Unit Price:** The item Unit Price (BDT) comes automatically from provisional receive, if any.
  6. **Total** The total will be automatically calculated.
  7. **Country of Origin:** Select country of Origin, If any
  8. **Line Director:** select Line director, if any

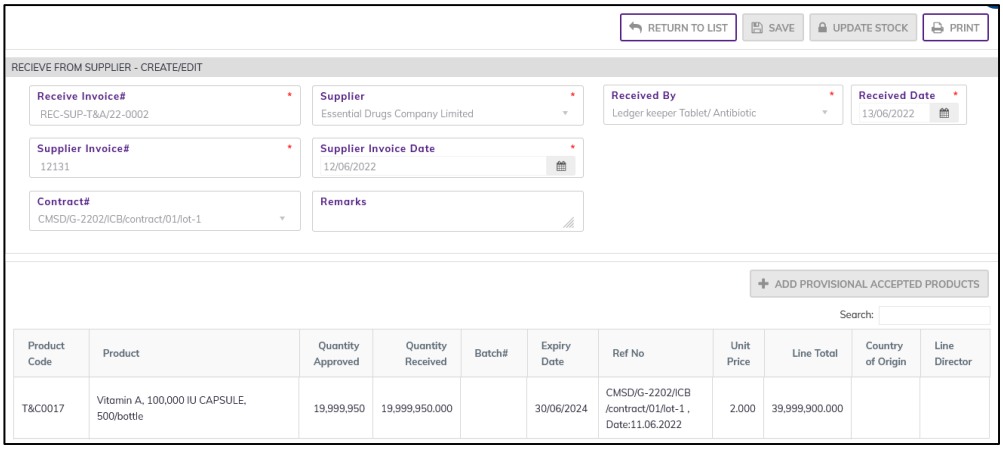


- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

5.1.2. Receive Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**

- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



- After update you are not able to change or delete the invoice information.

5.1.3. Receive Invoice - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Receive Invoice, the user must select the Receive Invoice from the list, then click the **EDIT** button at the top right corner of the page or double click on The Receive Invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Receive Invoice header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.

5.1.4. Receive Invoice - Delete

- You cannot delete an already posted invoice.
- To delete a Receive Invoice, the user must select the Receive Invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

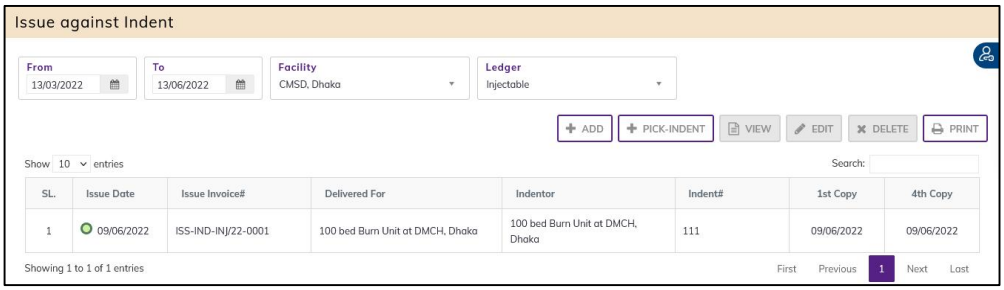
5.1.5. Receive Invoice - View

- When the invoice is updated to stock, you have to select **VIEW** button to go inside the invoice.
- Select the updated invoice from list and press the **VIEW** button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Receive Invoice.

6. Issue

6.1. Issue against Indent

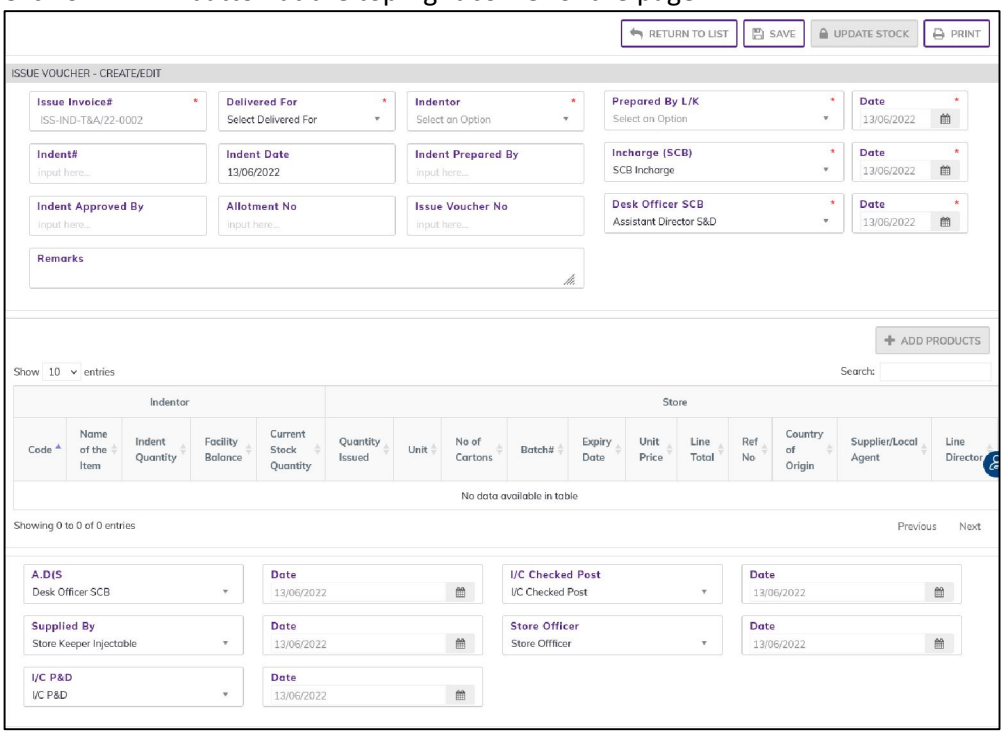
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue>Issue against Indent** submenu



6.1.1. Issue against Indent - Adds

6.1.1.1. Issue against Indent Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.



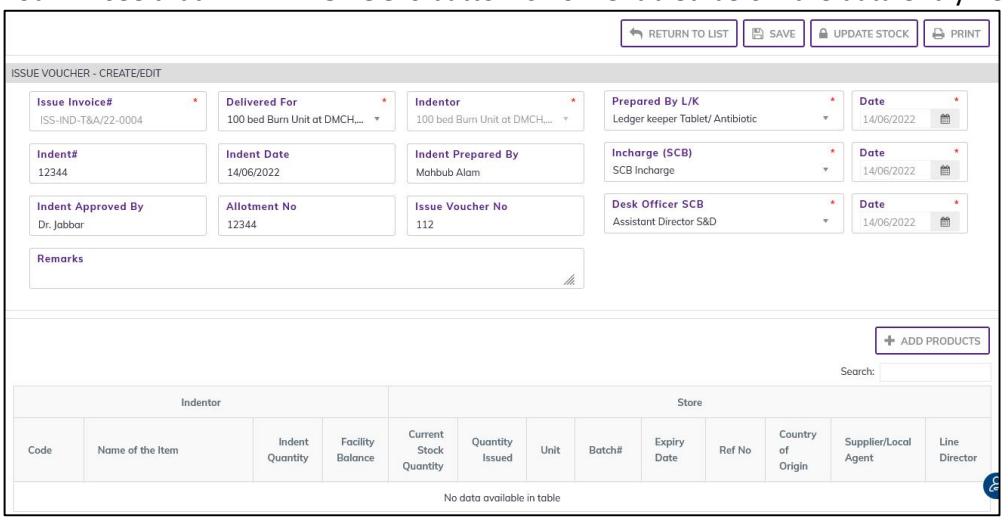
- Fill in the data entry fields.
- Field descriptions:
  1. **Issue Invoice#*:** Auto generated, no change required.
  2. **Deliver for*:** Select deliver for name from drop down, which you to delivery.
  3. **Indentor*:** Select indentor name from drop down, which are indent you.
  4. **Prepared by LK*:** Prepared by LK auto fill, change if required. Cannot enter future date.
  5. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  6. **In charge (SCB)*:** Select the person who is in charge (SCB).

7. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
8. **Desk Officer SCB:** Select the person who is desk officer SCB.
9. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.

- Input non-mandatory fields:

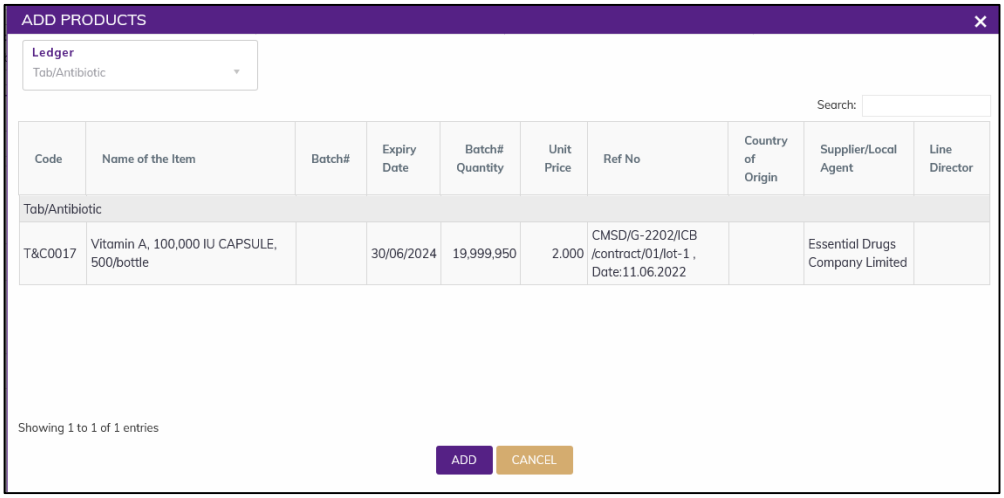
10. **Indent#:** Enter Indent number from indentor's paper document.
11. **Indent Date:** Enter Indent date from indentor's paper document.
12. **Indent Prepared By:** Select the person who is entering data.
13. **Indent Approved By:** Select the person who is entering data.
14. **Allotment No:** Enter allotment number from indentor's paper document.
15. **Issue Voucher No:** Enter Issue Invoice number.
16. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Issue against Indent invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD PRODUCTs** button is now enabled below the data entry fields.



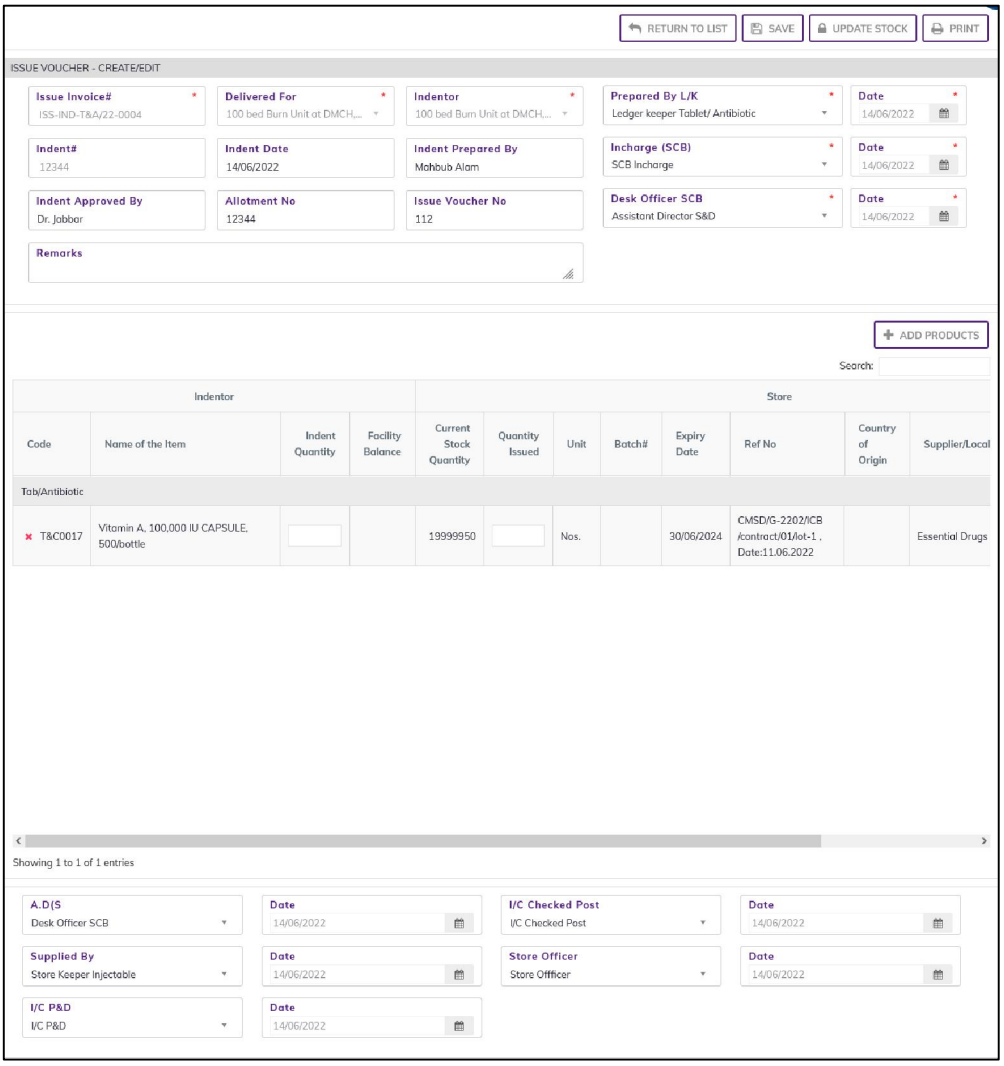
6.1.1.2. Issue against Indent Invoice - Add Products

- Press on **ADD PRODUCTS** button, you will see the list of product names



- Select one or more products, which you have issued. You can use Shift and Control keys to select multiple products at once.

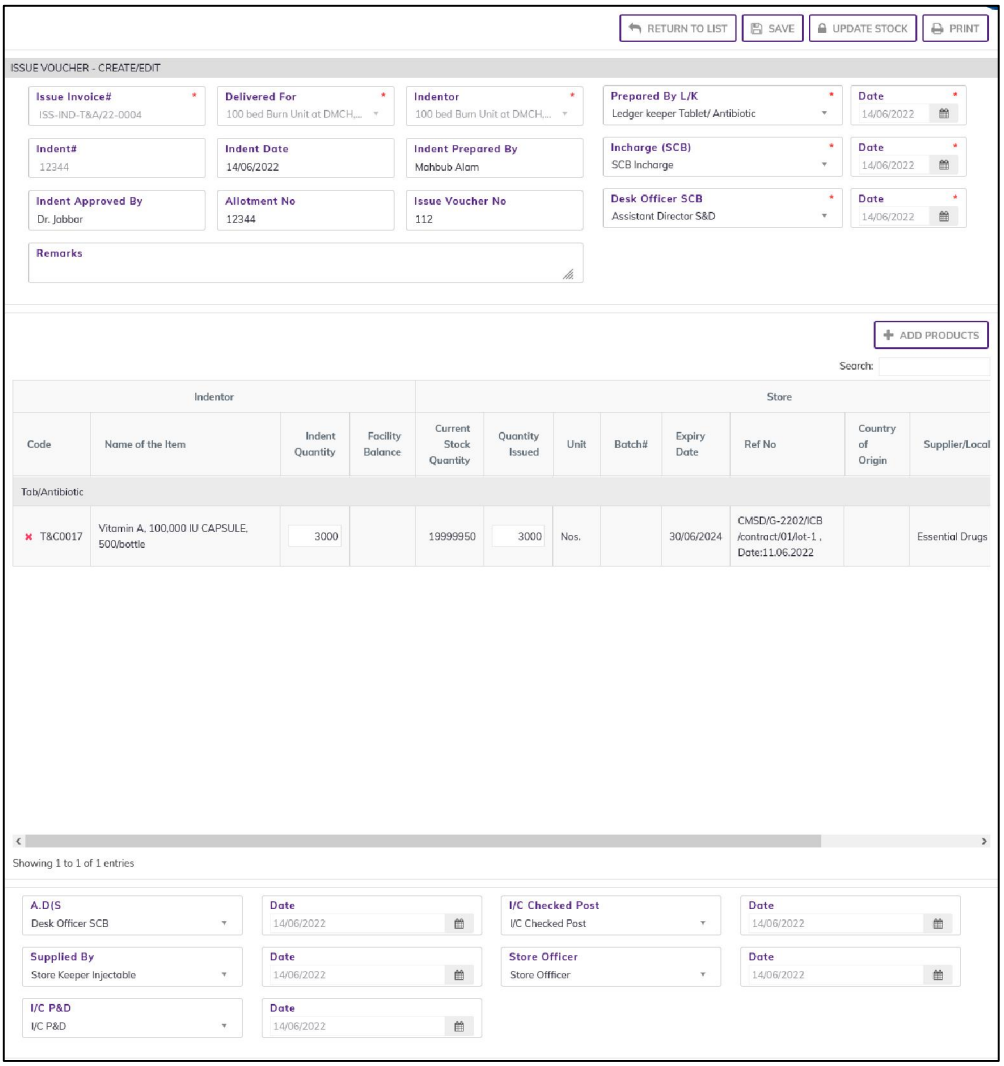
- After selection press ADD button, the popup will close and you will return back to the form.
- Automatic fill-up Indentor part - **Facility Balance** and Store part - if having**, Current Stock Quantity, Lot No, Expiry Date, Donor Ref#**.
- Fill in the following information for every lot/batch -
  1. **Indent Quantity:** Enter the quantity indent which require the indentor
  2. **Quantity Issued:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete icon on the far left of the row.



- Continue for every item.
- By default, selected signatory field. you can change, if needed.
- By default, selected signatory date field. you can change, if needed.

6.1.2. Issue against Indent Invoice - Update Stock

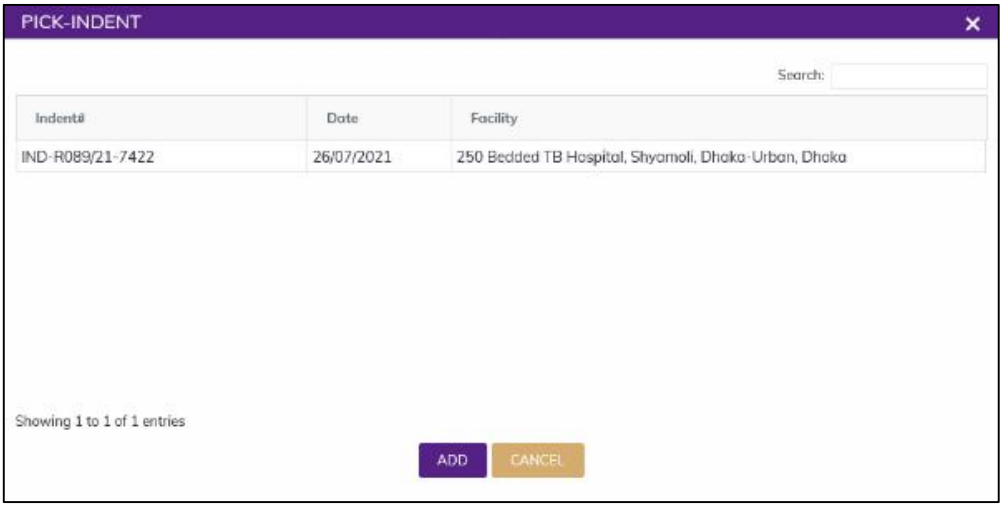
- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



- After update you are not able to change or delete the invoice information.

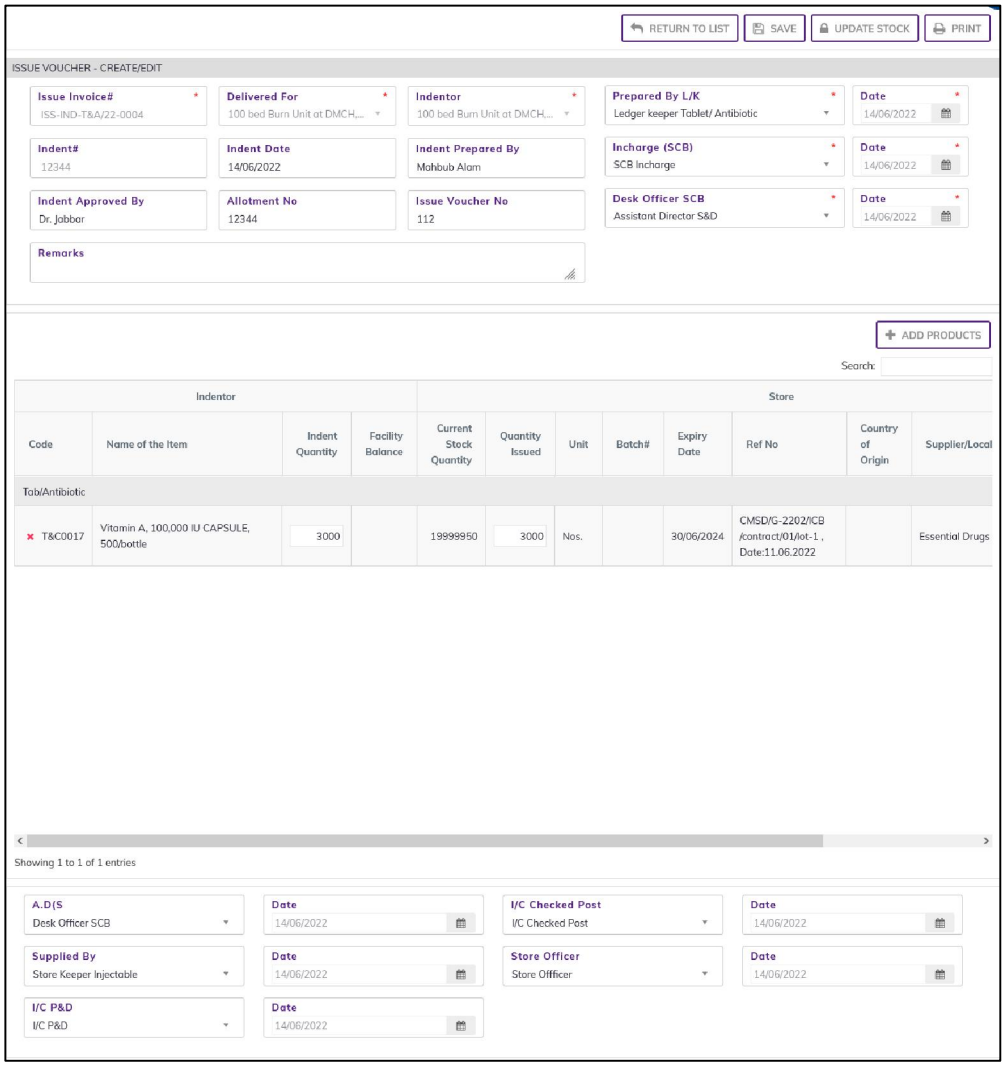
6.1.3. Issue against Indent - Pick-Indent

- Press on **PICK-INDENT** button; you will see the list of indents.



- Select an indent you want to issue in this Issue against General Indent invoice.

- After selecting, the indent will be added with items in Issue against General Indent.



- If you want to change items lot, press the Add icon on the far left of the row.
- Select one lot which you have changed products lot.
- After selection press **ADD** button, the popup will close and you will return back to the form.
- Review the Issue against General Indent invoice items and continue to above section.

6.1.4. Issue against Indent - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Issue against Indent, the user must select the Issue against General Indent from the list, then click the **EDIT** button at the top right corner of the page or double click on The Issue against General Indent invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Issue against General Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.

- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

6.1.5. Issue against Indent - Delete

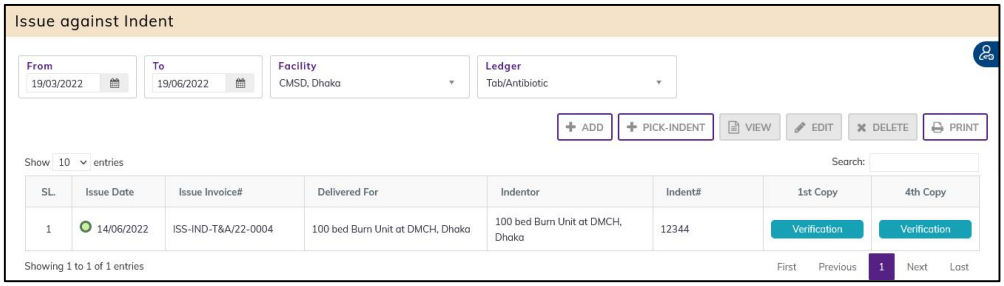
- You cannot delete an already posted invoice.
- You can only delete an invoice which is not posted to stock (RED bubble beside the invoice record).
- To delete an Issue against General Indent invoice, the user must select the Issue against General Indent invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

6.1.6. Issue against Indent - View

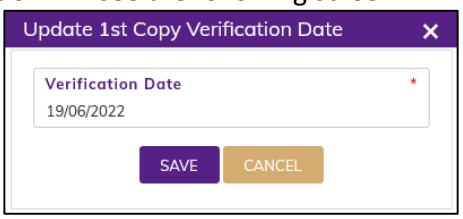
- When the invoice is updated to stock, you have to select VIEW button to go inside the invoice.
- Select the updated invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Issue against Indent invoice.

6.1.7. Issue against Indent – First &Fourth copy verification

- Select the updated invoice from list will see two buttons, one for first copy verification and other 4th copy verification.



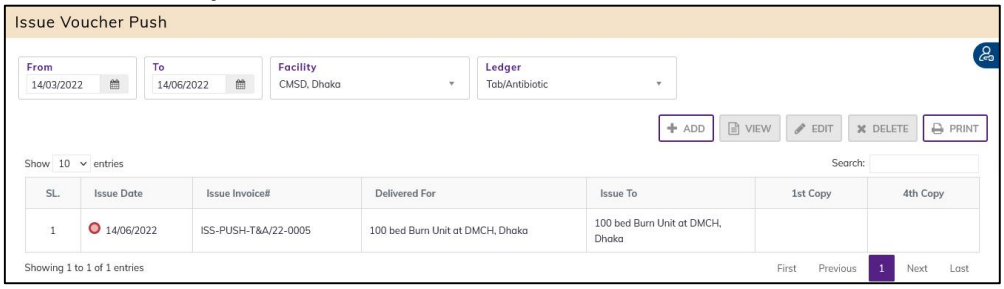
- Click on first copy verification will see the following screen.



- Select verification date and press SAVE button. The invoice is first copy verified. Like following screen

6.2. Issue Voucher Push

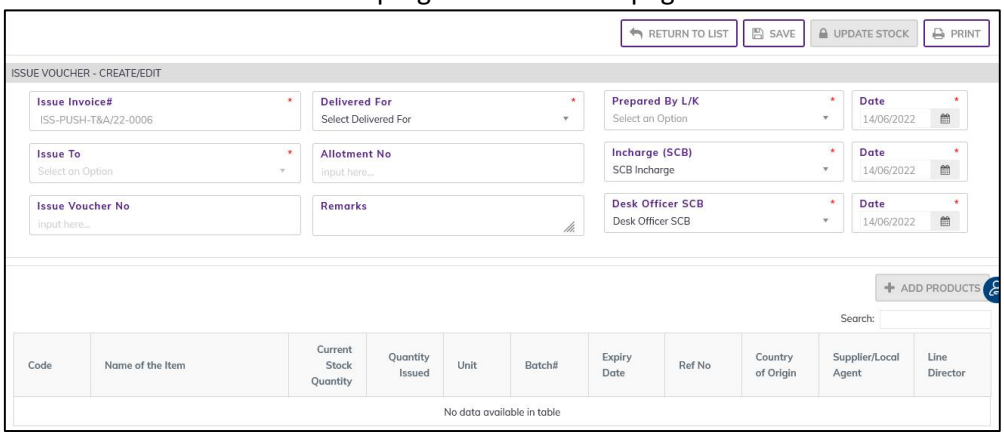
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Issue>Issue Voucher Push** submenu



6.2.1. Issue Voucher Push - Add

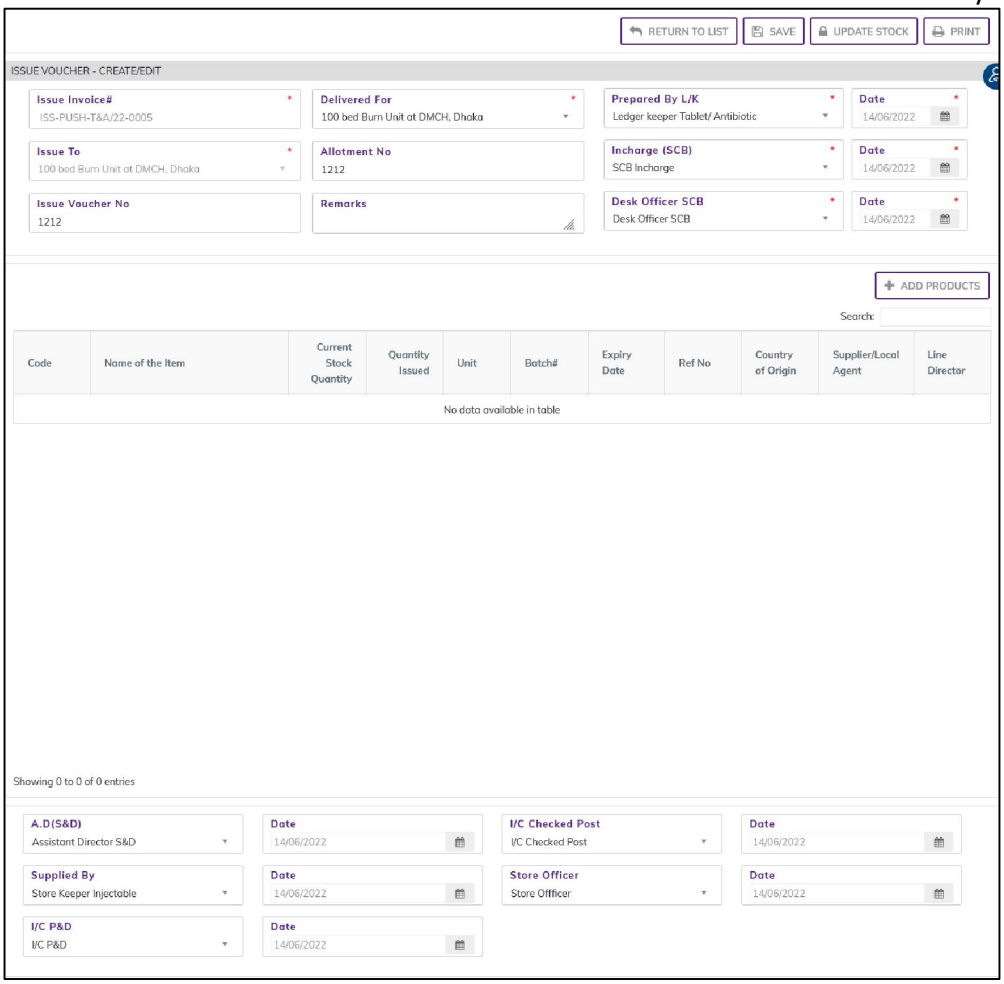
6.2.1.1. Issue Voucher Push Invoice - Add Header

- Click on **+ADD** button at the top right corner of the page.



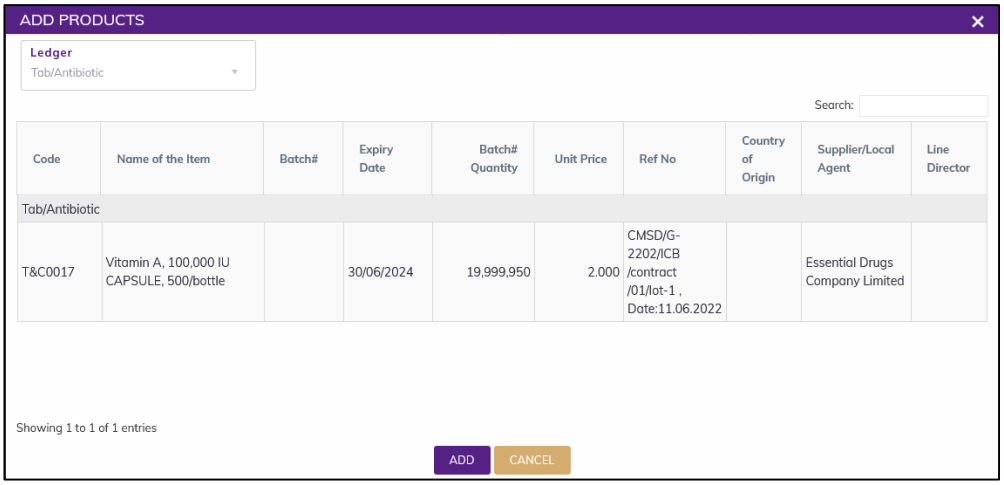
- Fill in the data entry fields.
- Field descriptions:
    1. **Issue Invoice#*:** Auto generated, no change required.
    2. **Deliver for*:** Select deliver for name from drop down, which you to delivery.
    3. **Issue to*:** Select Issue to facility name from drop down, which are indent you.
    4. **Prepared by LK*:** Prepared by LK auto fill, change if required. Cannot enter future date.
    5. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
    6. **In charge (SCB)*:** Select the person who is in charge (SCB).
    7. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
    8. **Desk Officer SCB:** Select the person who is desk officer SCB.
    9. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
    10. **Allotment No:** Enter allotment number from indentor's paper document.
    11. **Issue Voucher No:** Enter Issue Invoice number.
    12. **Remarks:** Any other description you want to mention.
- After filling the necessary fields, press **SAVE** button to save the Issue Voucher Push invoice header part. You will see a popup message **New Data Added Successfully**.

- You will see that **ADD PRODUCT** button is now enabled below the data entry fields.

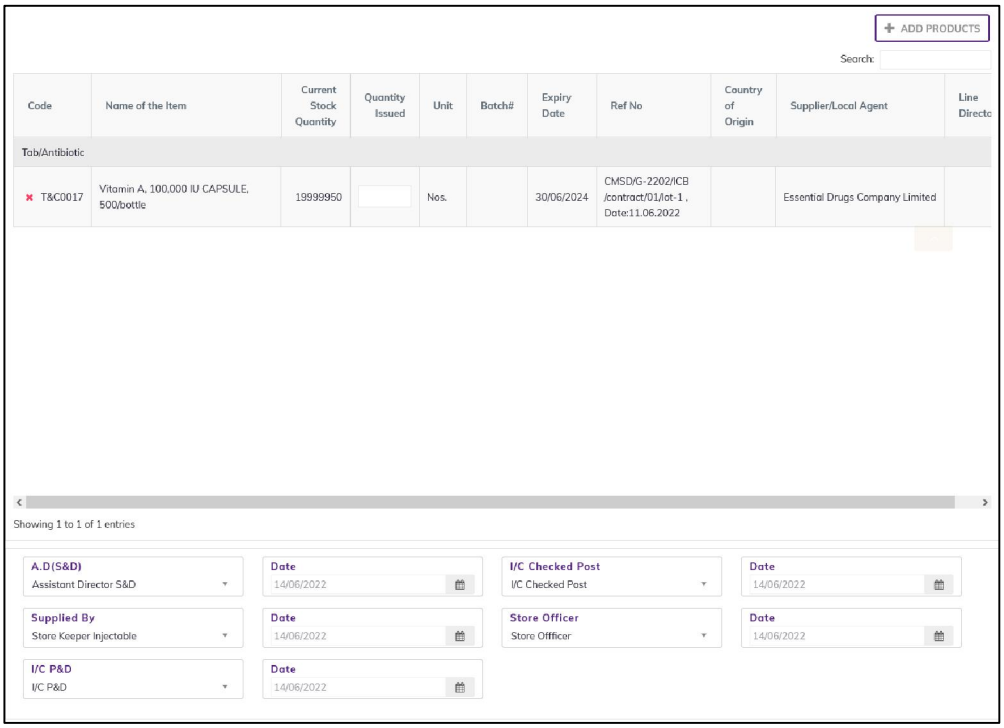


6.2.1.2. Issue Voucher Push Invoice - Add Products

- Press on **ADD PRODUCT** button, you will see the list of product names



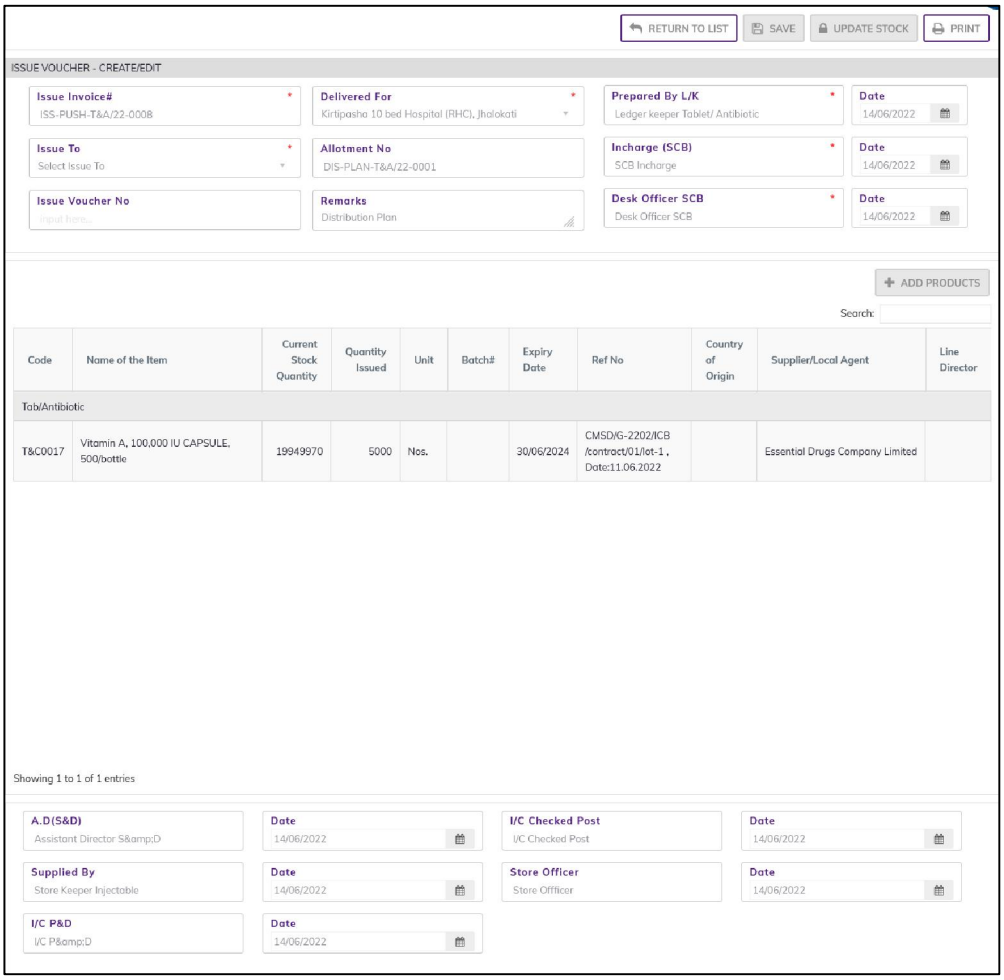
- Select one or more products which you have issued from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Automatic fill-up **Current Stock Quantity** and if having (**Unit, Batch#, Expiry Date, Ref No Country of Origin, Supplier/Local Agent, Line Director)**.
- Fill in the following information for every lot/batch -
  1. **Quantity Issued:** Enter the quantity you have issued in the invoice
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

6.2.2. Issue Voucher Push invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



- After update you are not able to change or delete the invoice information.

6.2.3. Issue Voucher Push - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Issue Voucher Push, the user must select the Issue Voucher Push from the list, then click the EDIT button at the top right corner of the page or double click on The Issue Voucher Push invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Issue Voucher Push header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

6.2.4. Issue Voucher Push - Delete

- You cannot delete an already posted invoice.
- You can only delete an invoice which is not posted to stock (RED bubble beside the invoice record).

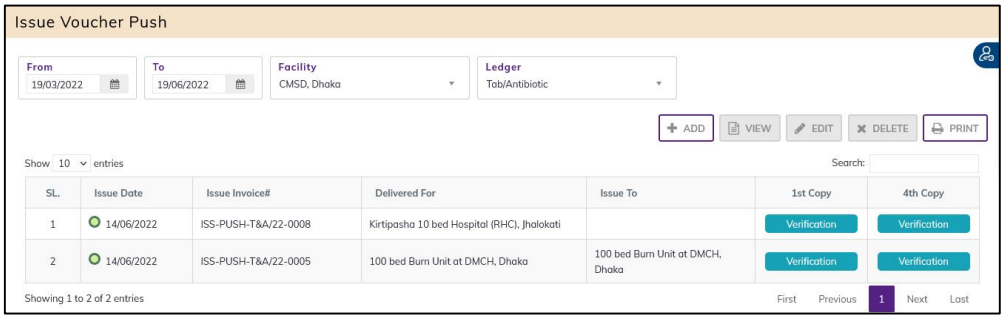
- To delete an Issue Voucher Push invoice, the user must select the Issue Voucher Push invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

6.2.5. Issue Voucher Push - View

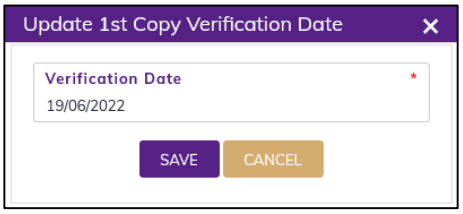
- When the invoice is updated to stock, you have to select VIEW button to go inside the invoice.
- Select the updated invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Issue Voucher Push invoice.

6.2.6. Issue Voucher Push – First &Fourth copy verification

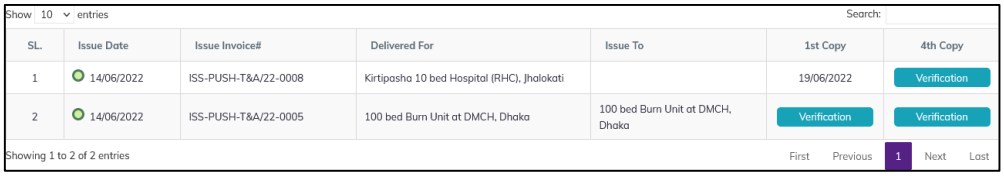
- Select the updated invoice from list will see two buttons, one for first copy verification and other 4th copy verification.



- Click on first copy verification will see the following screen.

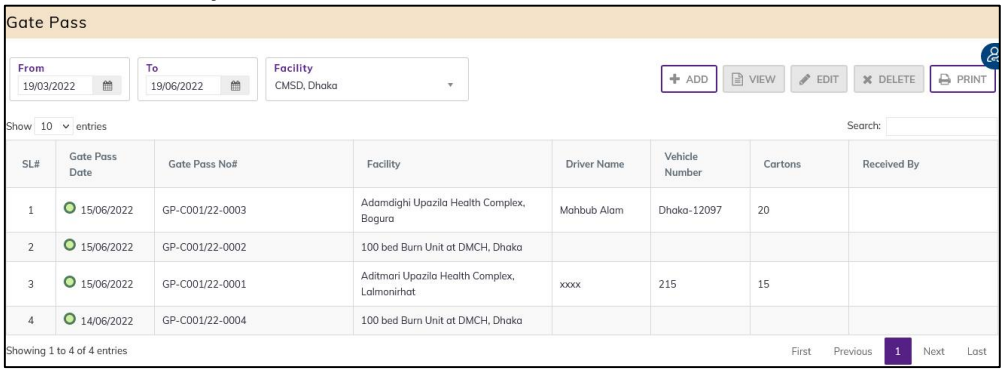


- Select verification date and press SAVE button. The invoice is first copy verified. Like following screen



6.3. Gate Pass

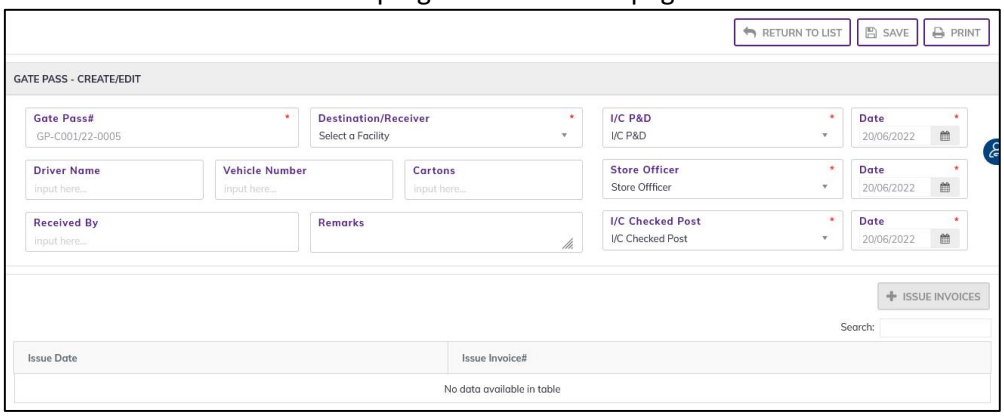
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having Entry permission
- From **eLMIS Entry** menu, select **Issue>Gate Pass** submenu



6.3.1. Gate Pass - Add

6.3.1.1. Gate Pass - Add Header

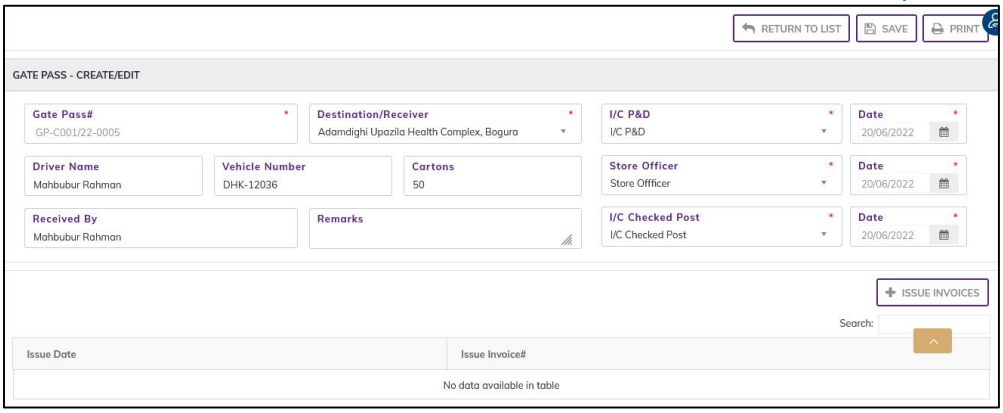
- Click on **+ADD** button at the top right corner of the page.



- Fill in the data entry fields.
- Field descriptions:
    1. **Gate Pass#*:** Auto generated, no change required.
    2. **Destination/Receiver*:** Select Issue to facility name from drop down, which are indent you.
    3. **I/C P&D*:** I/C P&D auto fill, change if required. Cannot enter future date.
    4. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
    5. **Store Officer*:** Select the person who is store officer.
    6. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
    7. **I/C Checked Post:** Select the person who is I/C Checked Post.
    8. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.
- Input non-mandatory fields:
    9. **Driver Name:** Enter driver name.
    10. **Vehicle Number:** Enter vehicle number
    11. **Cartons:** Enter number of cartons.
    12. **Received By**: Enter Receive by name.

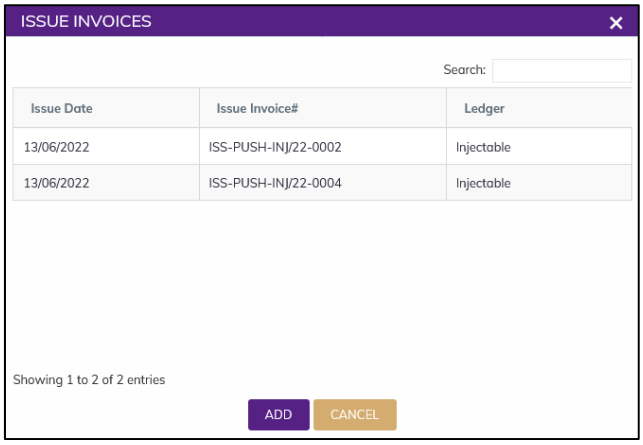
13. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Gate Pass invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **ISSUE INVOICE** button is now enabled below the data entry fields.

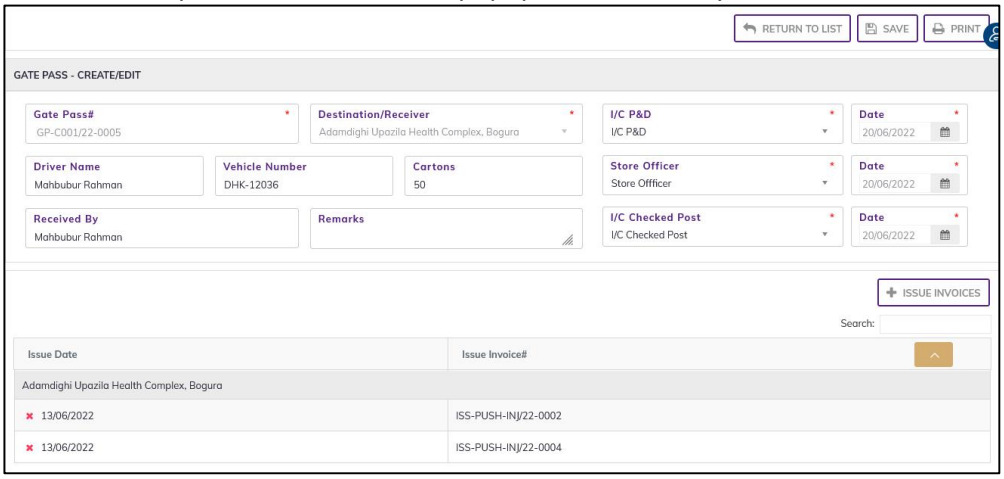


6.3.1.2. Gate Pass Invoice - Add Products

- Press on **ISSUE INVOICE** button, you will see the list of invoices



- Select one or more invoice which you have to delivery. You can use Shift and Control keys to select multiple invoice at once.
- After selection press **ADD** button, the popup will close and you will return back to the form.



- Automatic fill-up **Issue Date** and **Issue Invoice#.**

- If you want to remove a line item – press the 'X' icon on the far left of the row.
- Continue for every item.

6.3.2. Gate Pass - Edit

- To edit aGate Pass, the user must select the Gate Pass from the list, then click the EDIT button at the top right corner of the page or double click on The Gate Pass which he wants to edit.
- The Gate Pass will be displayed for editing.
- Modify the Gate Pass header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

6.3.3. Gate Pass - Delete

- To delete a Gate Pass invoice, the user must select the Gate Pass invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

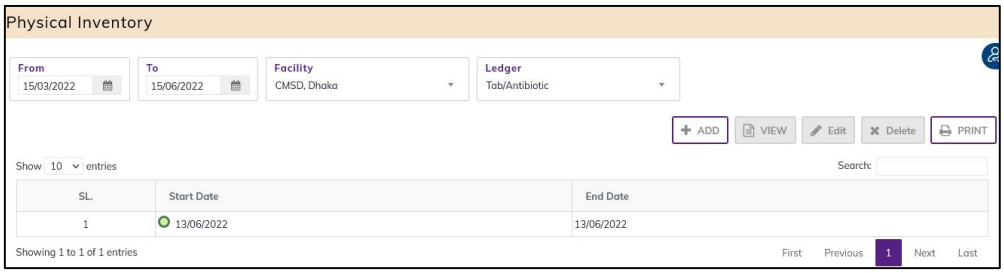
6.3.4. Gate Pass - Print

- Select the Gate Pass from list and press the EDIT button from top right corner. The Gate Pass will open in edit mode.
- Press on **PRINT** button to print the Gate Pass invoice.

7. Others

7.1. Physical Inventory

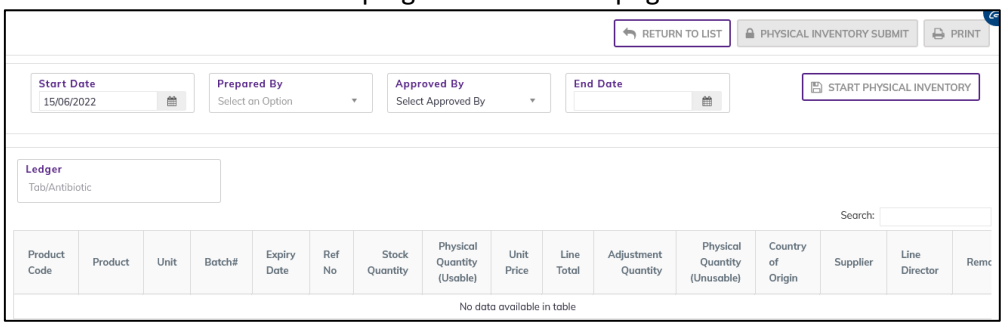
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Others>Physical Inventory** submenu



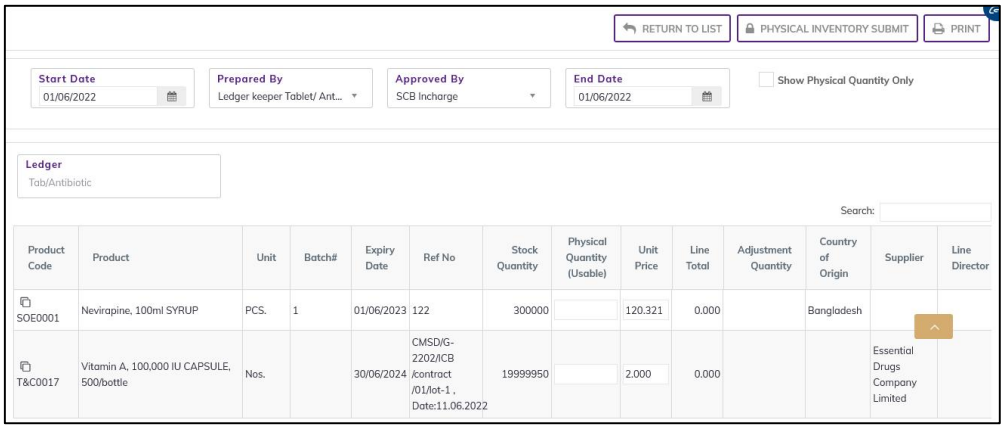
7.1.1. Physical Inventory - Add

7.1.1.1. Physical Inventory - Add Header

- Click on **ADD** button at the top right corner of the page.



- Fill in the data entry fields.
- Field descriptions:
  1. **Start Date*:** Today's date will auto fill, change if required. Cannot enter future date.
  2. **Prepared By*:** Select the person who is entering data.
  3. **Approved By*:** Select the person who is entering data.
- Input non-mandatory fields:
  4. **End Date:** enter End Date before physical inventory complete.
- After filling the necessary fields, press **START PHYSICAL INVENTORY** button to generate the Physical Inventory header part. You will see a popup message **New Data Added Successfully**. In this time Physical Inventory item automatically generated.



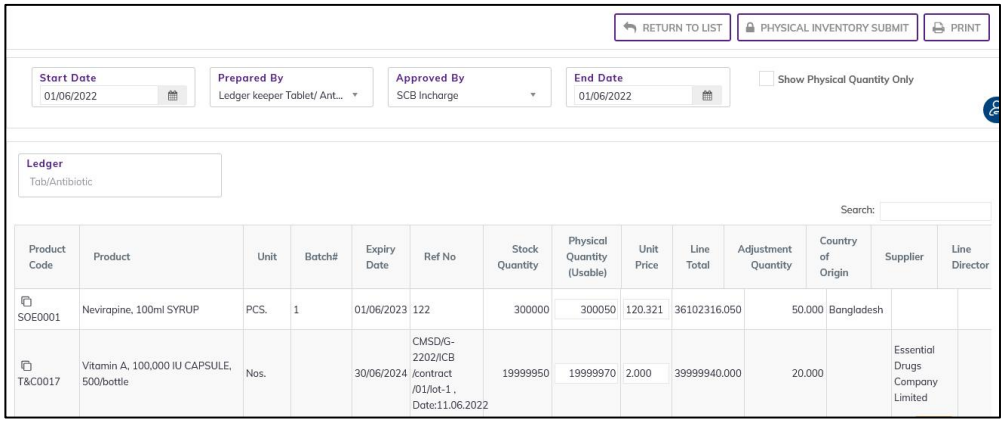
- You will see that Physical Inventory items. With **Product Code, Product, Unit, Batch#, Expiry Date, Ref No, Stock Quantity, Country of Origin, Supplier, Line Director**

7.1.1.2. Physical Inventory - Entry

- You will see the list of product stock.
  1. **Physical Quantity (Usable):** Enter the product Physical Quantity (Usable).
  2. **Unit Price:** Unit Price comes from stock lot data; you can change it.
  3. **Total:** Total automatically calculated.
  4. **Adjustment Quantity**: After entering the adjusted quantity automatically, calculate.
  5. **Physical Quantity (Unusable):** Enter the product Physical Quantity (Unusable).
  6. Country of Origin
  7. Supplier
  8. Line Directo

  N.B. Physical quantity Unusable product quantity, Country of Origin, Supplier and Line Director can be entered when making physical inventory for the first time.

  9. **Remarks:** enter remarks comment if any.
- Continue for every item.
- Before Submitting you can check the entered physical quantity by using checkbox **Show Physical quantity only.**

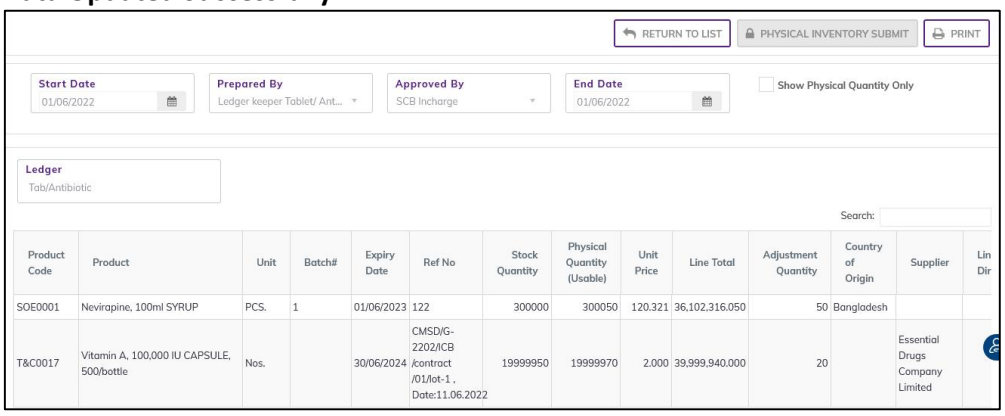


7.1.2. Physical Inventory - SUBMIT

Note: Make sure you have entered End Date before pressing PHYSICAL INVENTORY SUBMIT button.

- The Physical Inventory you entered is in draft mode, and does not have any reflection in your stock balance.

- Press on **PHYSICAL INVENTORY SUBMIT** button to post the physical inventory to stock, you will see message **Do you really want to submit physical inventory**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Data Updated Successfully**.



- After **SUBMIT** you are not able to change or delete the Physical Inventory information.

7.1.3. Physical Inventory - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Physical Inventory, the user must select the Physical Inventory from the list, then click the **EDIT** button at the top right corner of the page or double click on The Physical Inventory invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Physical Inventory header information as explained in above section. You will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

7.1.4. Physical Inventory - Delete

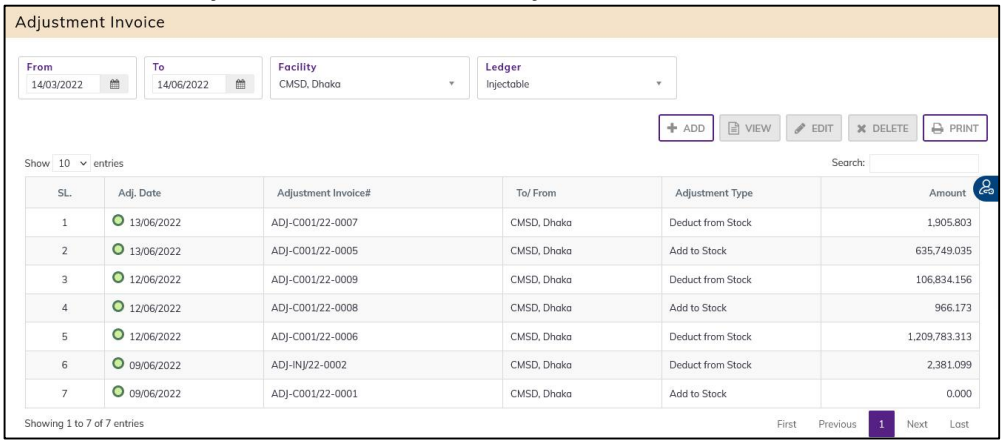
- You cannot delete an already posted invoice.
- To delete a Physical Inventory invoice, the user must select the Physical Inventory invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the Physical Inventory is removed with all items permanently. you will see a popup message - **Data Remove Successfully**

7.1.5. Physical Inventory - View

- When the invoice is completed to stock, you have to select VIEW button to go inside the invoice.
- Select the completed invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Physical Inventory invoice.

7.2. Adjustment Invoice

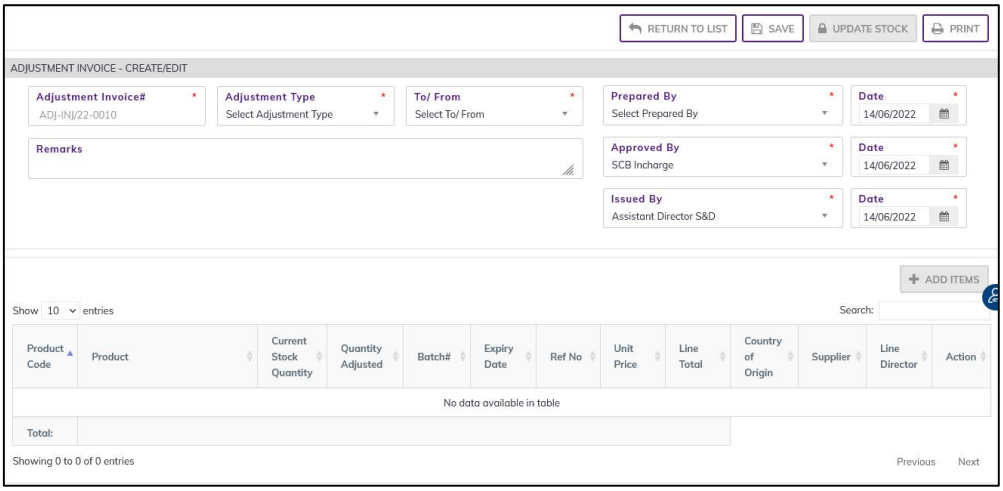
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Others> Adjustment Invoice** submenu



7.2.1. Adjustment Invoice - Add

7.2.1.1. Adjustment Invoice - Add Header

- Click on **+ ADD** button at the top right corner of the page.



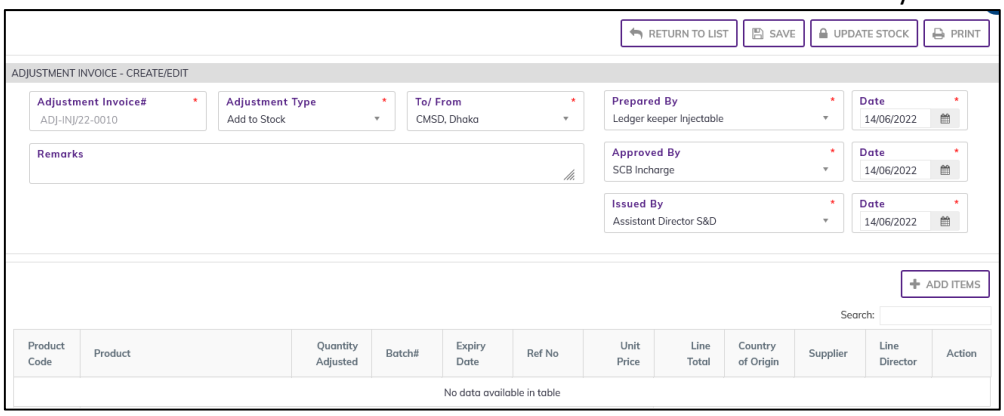
- Fill in the data entry fields.
- Field descriptions:
  1. **Adjustment Invoice#*:** Auto generated, no change required.
  2. **Adjustment Type*:** Select Adjustment Type from drop down
  3. **To/ From*:** (If Adjustment Type **is Return to Supplier, return from Facility (usable/Unusable)** Need to select To/ From facility, else Adjustment Type by default selected facility you want to adjustment the facility stock.
  4. **Prepared By*:** Select the person who is entering data.
  5. **Date*:** Enter date from prepared date of Adjustment Invoice.
  6. **Approved By*:** Select the person who is entering data.
  7. **Date*:** Enter date from approved date of Adjustment Invoice.
  8. **Issued By*:** Select the person who is entering data.

9. **Date*:** Enter date from Issued date of Adjustment Invoice

- Input non-mandatory fields:

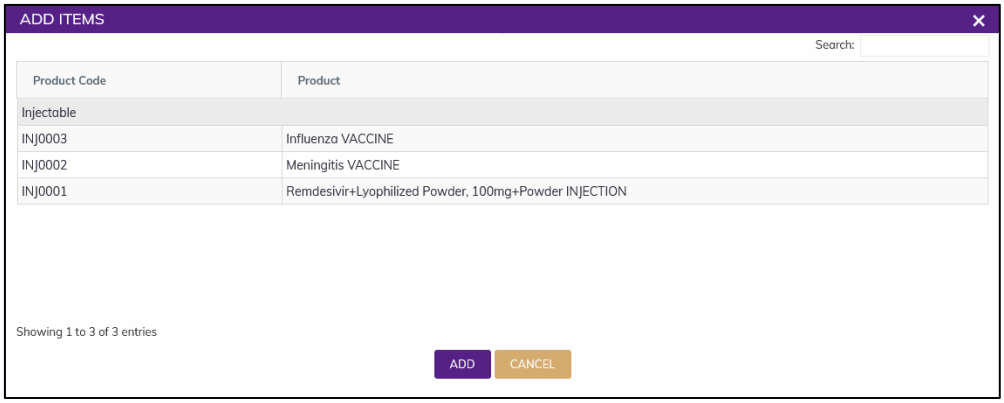
10. **Remarks:** Any other description you want to mention.

- After filling the necessary fields, press **SAVE** button to save the Adjustment Invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **+ADD ITEMS** button is now enabled below the data entry fields.

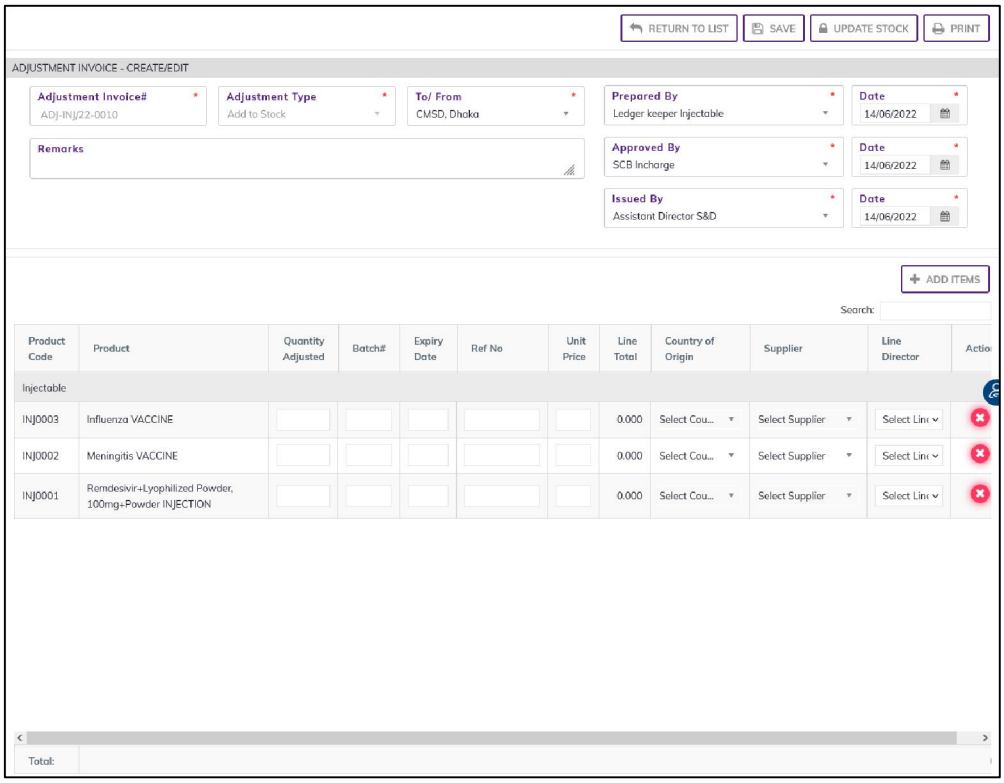


7.2.1.2. Adjustment Invoice - Add Products

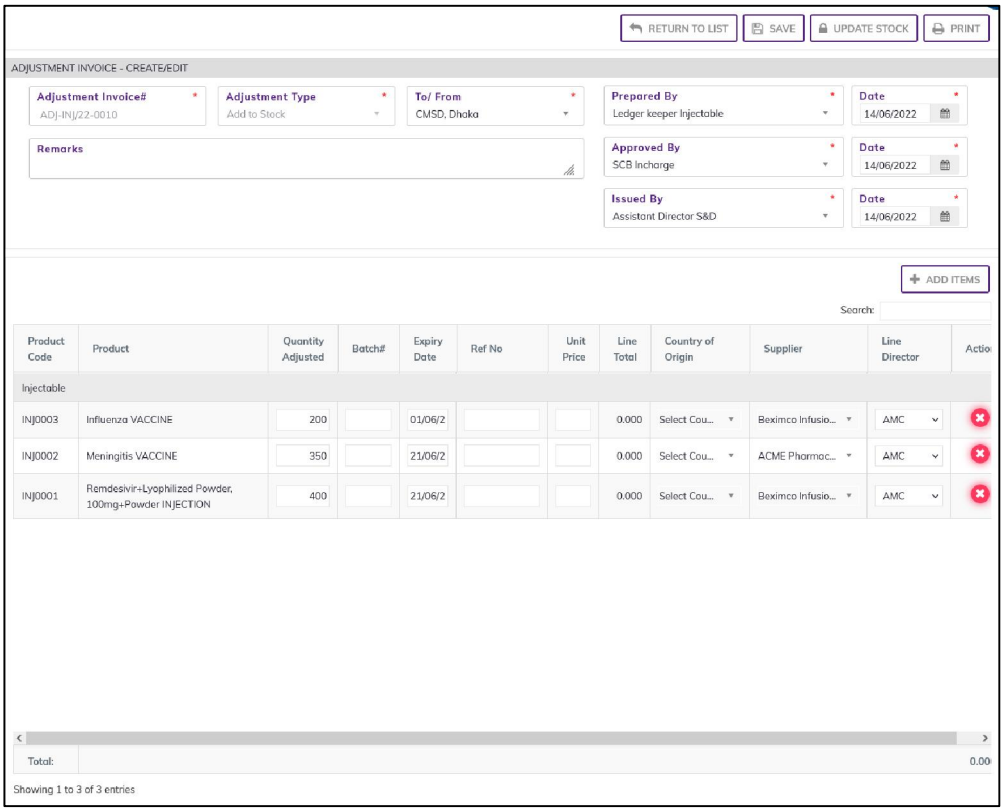
- Press on **+ADD ITEMS** button, you will see the list of product stock.



- Select one or more products, which you have Adjustment Invoiced from stock. You can use Shift and Control keys to select multiple products at once.
- After selection press ADD button, the popup will close and you will return back to the form.



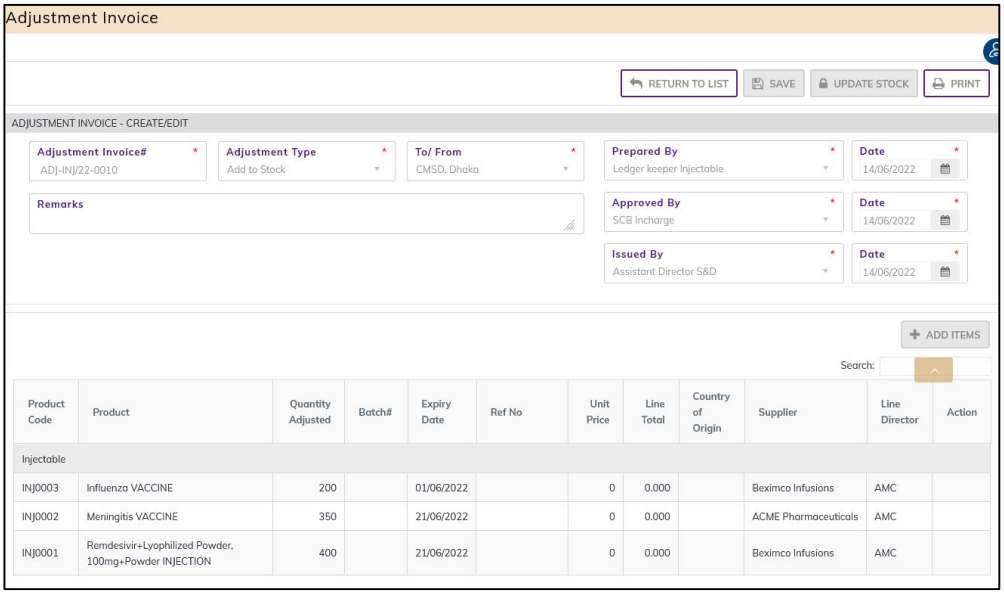
- If adjustment invoice type is Deduct from Stock, Expired, return to Supplier will see and apply following bullet points
- Automatic fill-up **Current Stock Quantity** and if having (**Current Stock Quantity, Batch#, Expiry Date, Ref No, Unit Price, Total, Country of Origin, Supplier, Line Director)**.
- Fill in the following information for every lot/batch -
- **Quantity Adjusted:** Enter the quantity you have issued in the invoice
- If adjustment invoice type is Add to Stock, return from Facility usable/unusable. Fill in the following information for every lot/batch -
    1. **Quantity Adjusted:** Enter the quantity you Adjusted in the invoice
    2. **Batch No:** Enter the item lot number, if any
    3. **Expiry Date:** Enter the item expiry date, if any
    4. **Unit Price (BDT):** Enter the item Unit Price (BDT), if any.
    5. **Total (BDT):** the Total will be automatically calculated.
    6. **Country of Origin:** Select country of Origin, If any.
    7. **Supplier:** Select supplier, if any.
    8. **Line Director:** Select Line director, if any
- If you have more than one lot for a product, use the Add Item button.



- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

7.2.2. Adjustment Invoice - Update Stock

- The invoice you entered is in draft mode, and does not have any reflection in your stock balance.
- Press on **UPDATE STOCK** button to post the invoice to stock, you will see message **Do you really want to update the stock?**
- Press **Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.



- After update you are not able to change or delete the invoice information.

7.2.3. Adjustment Invoice - Edit

- You can only edit an invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit an Adjustment Invoice, the user must select the Adjustment Invoice from the list, then click the **EDIT** button at the top right corner of the page or double click on The Adjustment Invoice invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Adjustment Invoice header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

7.2.4. Adjustment Invoice - Delete

- You cannot delete an already posted invoice.
- To delete an Adjustment Invoice, the user must select the Adjustment Invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the invoice is removed with all items permanently.

7.2.5. Adjustment Invoice - View

- When the invoice is updated to stock, you have to select VIEW button to go inside the invoice.
- Select the updated invoice from list and press the VIEW button from top right corner. The invoice will open in view mode.
- Press on **PRINT** button to print the Adjustment Invoice.

7.3. Distribution Plan

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Others>Distribution Plan** submenu

7.3.1. Distribution Plan - Add

7.3.1.1. Distribution Plan - Add Header

- Click on **ADD** button at the top right corner of the page.

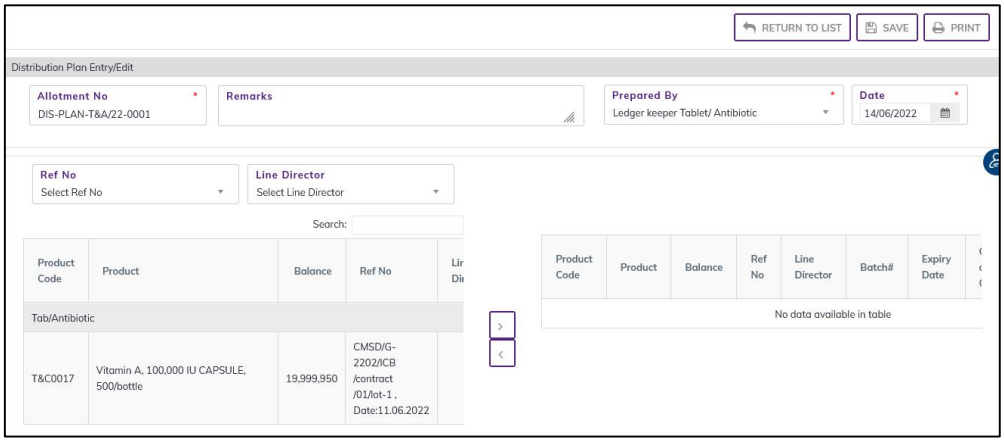
Field descriptions:

1. **Plan ID#*:** Auto generated, no change required.
2. **Prepared By*:** default selected the person who is entering data. You can change
3. **Date*:** Today's date will auto fill, change if required. Cannot enter future date.

- Input non-mandatory fields:

4. **Remarks:** Any other description you want to mention.

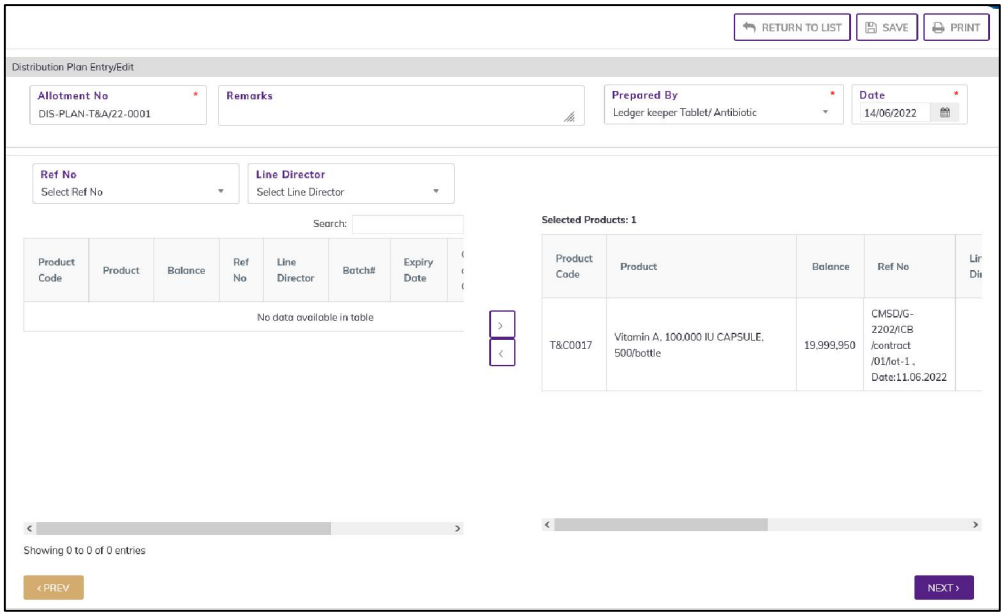
- After filling the necessary fields, press **SAVE** button to save the Distribution Plan header part. You will see a popup message **New Data Added Successfully**.
- You will see that product list below the data entry fields.



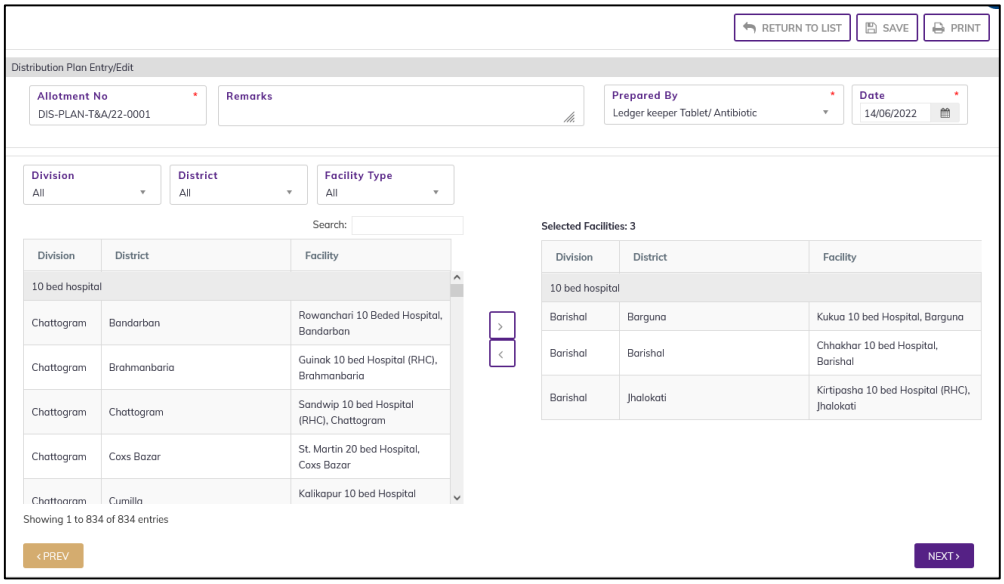
7.3.1.2. Distribution Plan - Items

- Select one or more products, which you have to do Distribution Plan from stock. You can use Shift and Control keys to select multiple products at once. press on **Arrow**

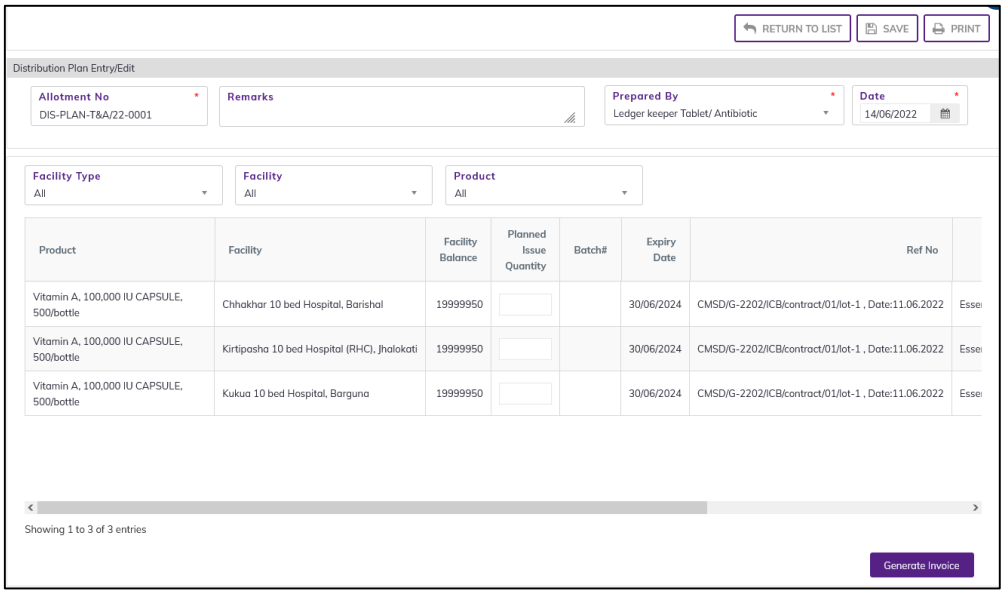
- **Step-1:** After selection press on **Arrow** button to transfer right side. Product will be transferred right.



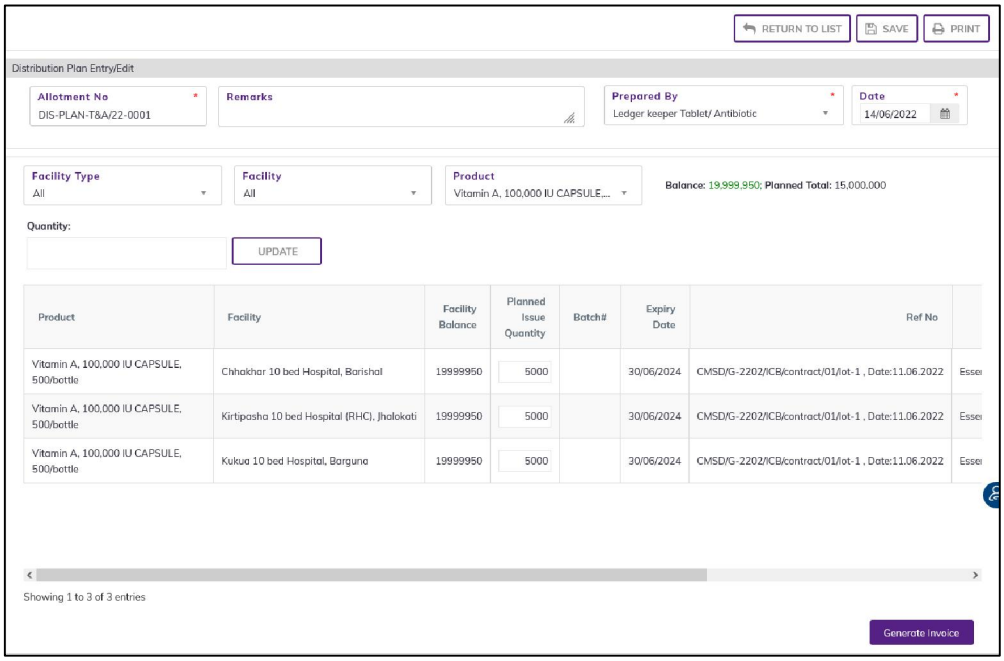
- Press on **NEXT** button, you will see the list of Facility,
- **Step-2:** Select one or more facility, for those facilities you have created Distribution Plan. press on **Arrow**
- After selection press on **Arrow** button to transfer right side. Facility will be transferred right.



- Press on **NEXT** button, you will see the list of Facility with product,



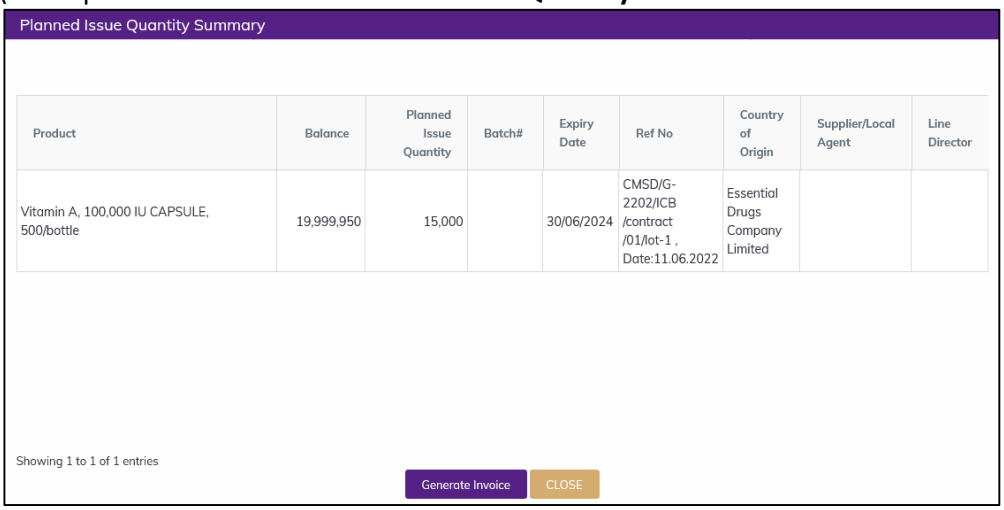
- **Step-3:** updating **Planned Issue Quantity.**
- Select a, Facility type or Facility or product above the distribution Plan Items to updating **Planned Issue Quantity.**
- After selecting you will see following fields
- **Quantity:** Enter the plan quantity.
- After entering, press **UPDATE** button to update the Distribution Plan Items Quantity. You will see the popup message Data **Updated Successfully.**



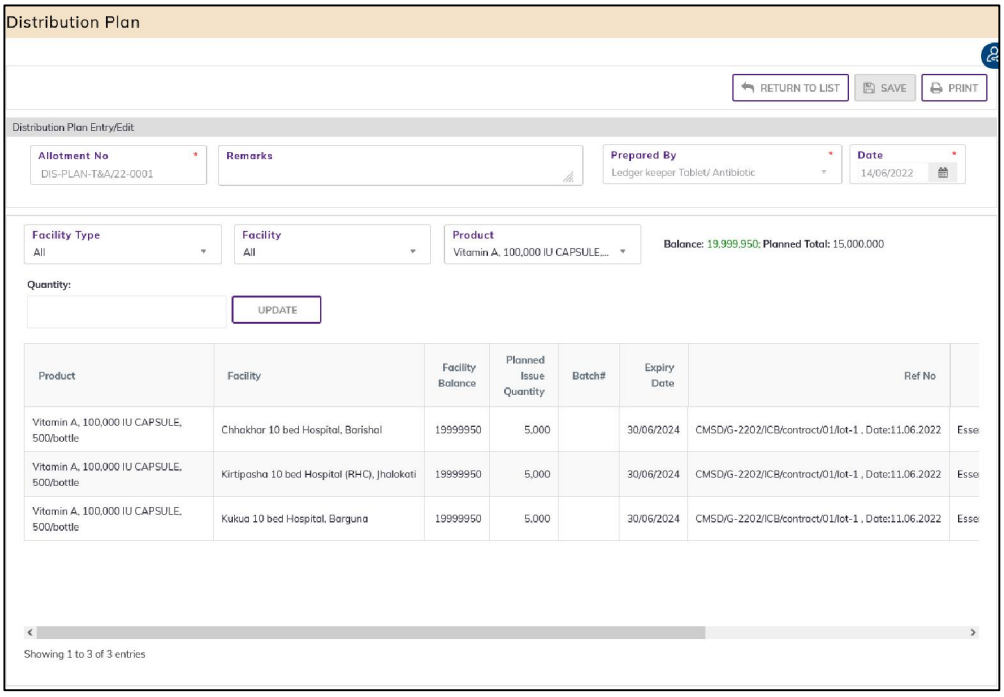
- Continue for every item.

7.3.2. Distribution Plan - Generate Invoice

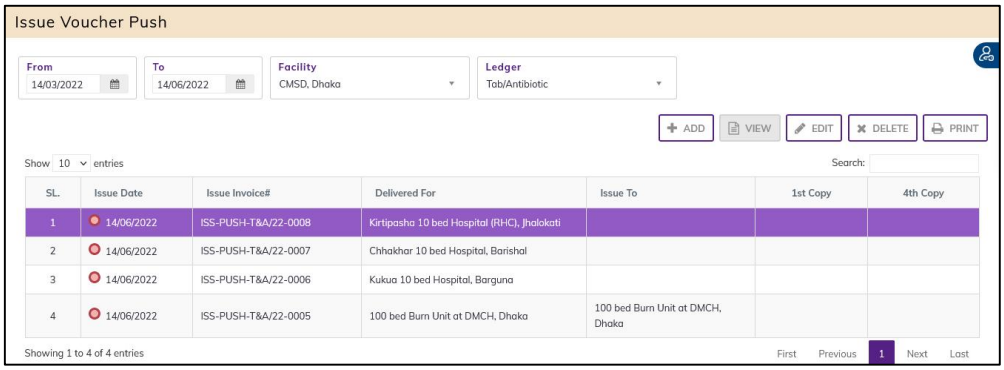
- The **Distribution Plan** you entered is in draft mode, and does not have any reflection in your Distribution Plan to issue invoice.
- Press on **Generate Invoice** button, you will see the popup Planned Issue Quantity Summary (list of product **balance** and **Planned Issue Quantity.**



- Press on Generate Invoice Form Planned Issue Quantity Summary popup. You will see warning message Do you want to Generate Invoice? - When you confirm the Invoice Generate Successfully.
- After **Generate Invoice** you are not able to change or delete the Distribution Plan information.



- You will see the list of the Invoice in eLMIS Entry > Issue>Gate Pass.



7.3.3. Distribution Plan - Edit

- You can only edit a Distribution Plan which is not generate to stock (RED bubble beside the Distribution Plan record).
- To edit a Distribution Plan on General Indent, the user must select the Distribution Plan from the list, then click the **EDIT** button at the top right corner of the page or double click on The Distribution Plan invoice which he wants to edit.
- The Distribution Plan will be displayed for editing.
- Modify the Distribution Plan on General Indent header information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message - **Data Updated Successfully**
- You can also change the product quantity and lot details as explained in above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

7.3.4. Distribution Plan - Delete

- You cannot delete an already Generated Invoice from Distribution Plan on Indent.
- To delete a Distribution Plan on Indent, the user must select the Distribution Plan invoice and click on **DELETE** button at the top right corner of the page. You will see a popup warning message - **Do you really want to delete this record with relevant items?** - When you confirm the Distribution Plan is removed with all items permanently.

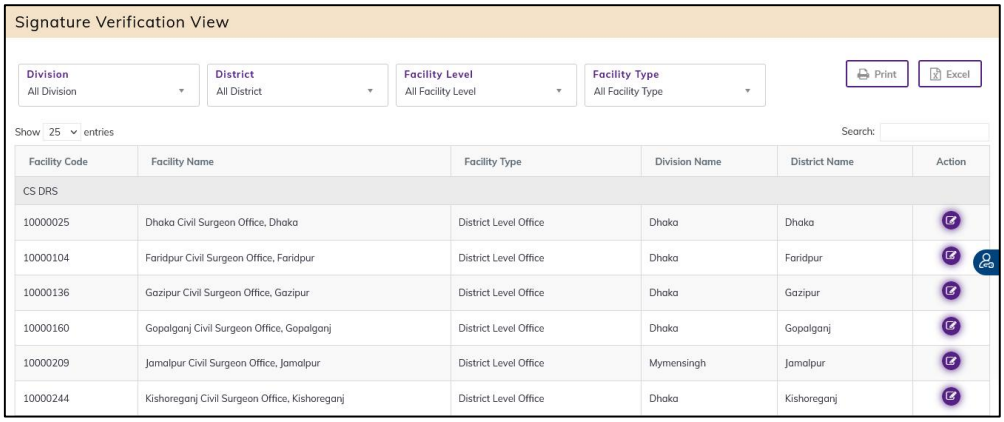
7.3.5. Distribution Plan - View

- When the Distribution Plan isinvoice generated, you have to select VIEW button to go inside the Distribution Plan on Indent.
- Select the completed Distribution Plan from list and press the VIEW button from top right corner. The Distribution Plan will open in view mode.
- Press on **PRINT** button to print the Distribution Plan on Indent

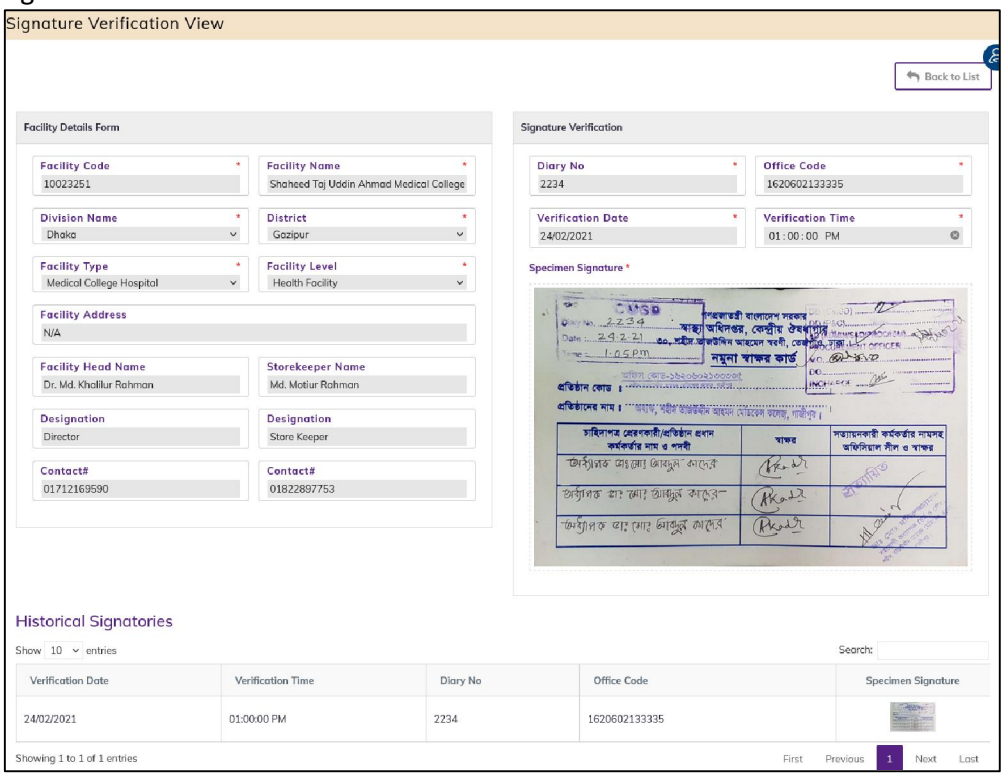
7.4. Signature Verification View

To see the signature verification view

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Others >signature verification view** submenu to open user page which shows the list of all users of the facility like following screen –



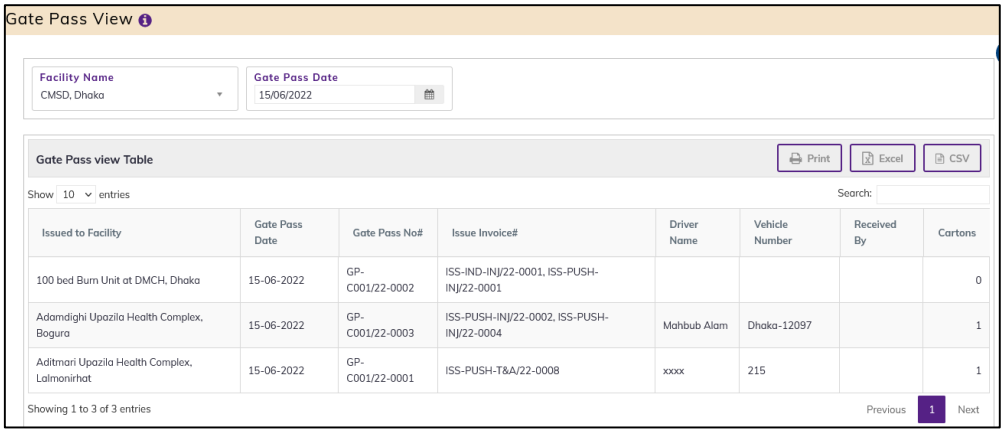
- To view the facility signature verification information press on pen icon to verify Facility signature as below –



7.5. Gate Pass View

To see the signature verification view

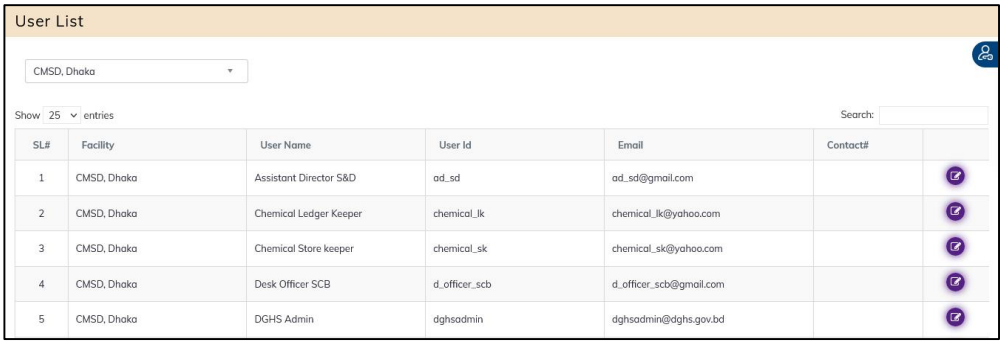
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Others>Gate Pass view** submenu to open user page which shows the list of all users of the facility like following screen –



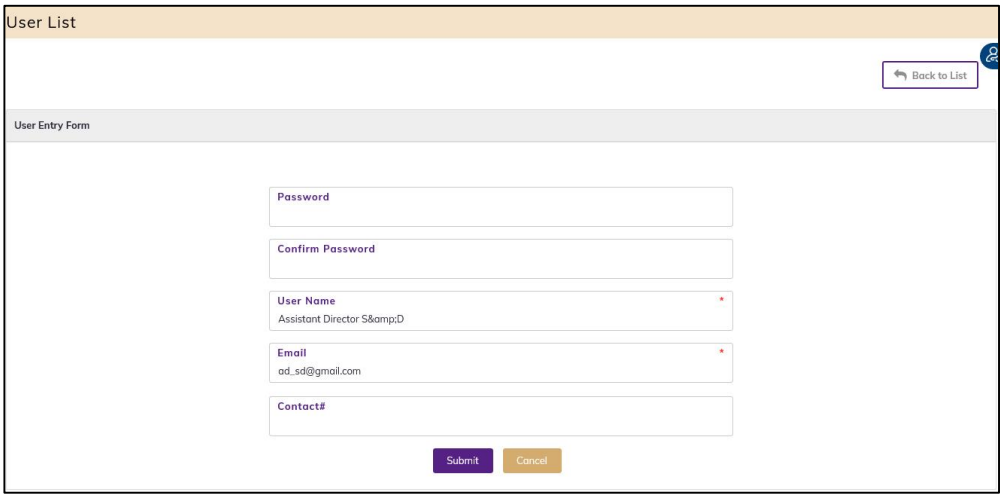
8. Settings

8.1. Users

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Settings>Users** submenu to open user page which shows the list of all users of the facility like following screen –



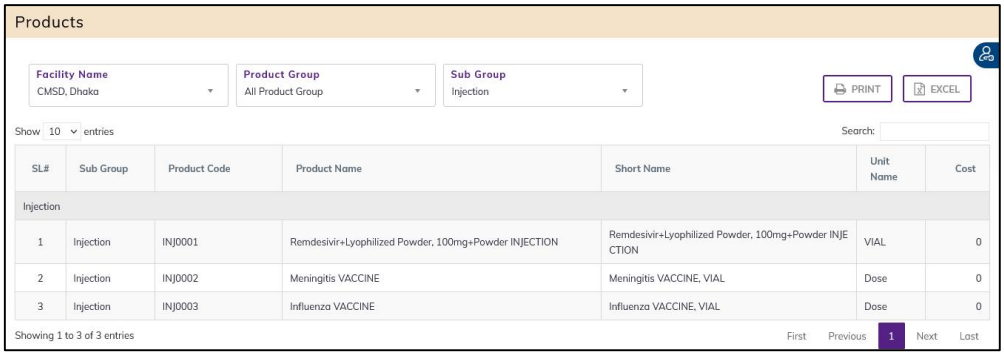
- To change the facility user information press on pen icon to update as below -



- Enter password, Confirm Password, user Name, Email and contact# then Press on Submit button, the user information and password will be changed. The user can be login the DGHS eLMIS site with new password.

8.2. Products

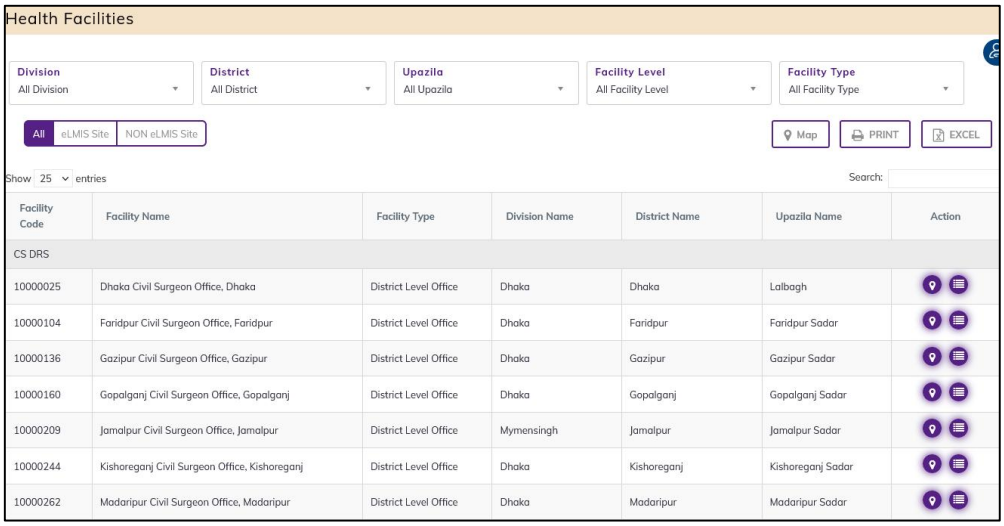
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Settings>Products** submenu to open Product page which shows the list of all Product like following screen -



- The Product has 4 filter criteria
  1. **Product Group**: when select a Product Group then showing Product Name under the selected
  2. **Sub-Group:** when select Sub-Group Button Group then showing product name Under the selected
  3. **Search:** To search a Product Group

8.3. Health Facility

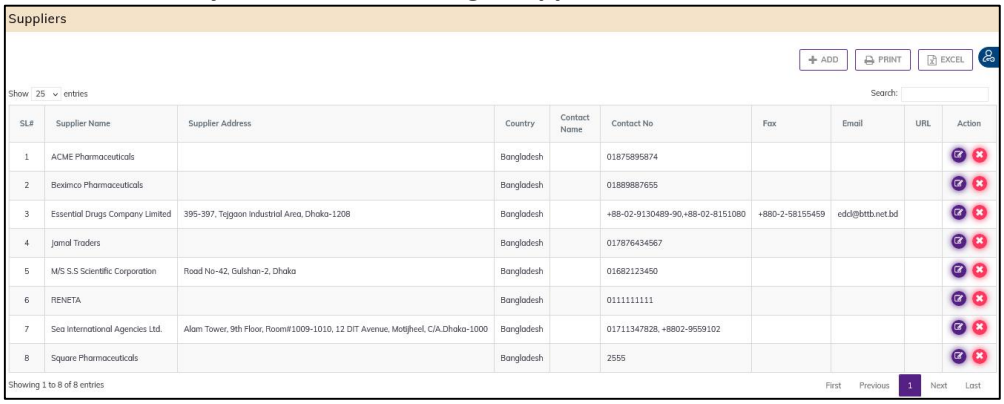
- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Settings>Health Facility** submenu to open Health Facility page which shows the list of all Facility like following screen -



- The Facility has 8 filter criteria
  1. **Division**: when select a division name then showing Division Name under the selected Division
  2. **District**: when select a District name then showing District Name under the selected district
  3. **Upazila**: when select a Upazila name then showing Upazila Name under the selected upazila
  4. **Facility Level**: when select a Facility Level then showing Facility Name under the selected facility level
  5. **Facility Type**: when select a Facility Type then showing Facility Type under the selected Facility
  6. **All**: when click the All-group button then showing related data Under the selected All facility
  7. **eLMIS Site**: when click the Site group button then showing related data Under the selected eLMIS Site
  8. **NON-eLMIS Site**: when click the NON-eLMIS Site group button then showing related data Under the selected NON-eLMIS
  9. **Search:** To search a Facility
- And facility information Showing following Fields.
  Facility Code, Facility Name, Facility Type, Division Name, District Name, Upazila Name
- Then press on more button showing the facility more information.
  Facility Address, Facility Head Name, Designation, Contact#, eLMIS Site, Point of Location, Storekeeper Name, Designation, Contact#, COVID-19 Site.

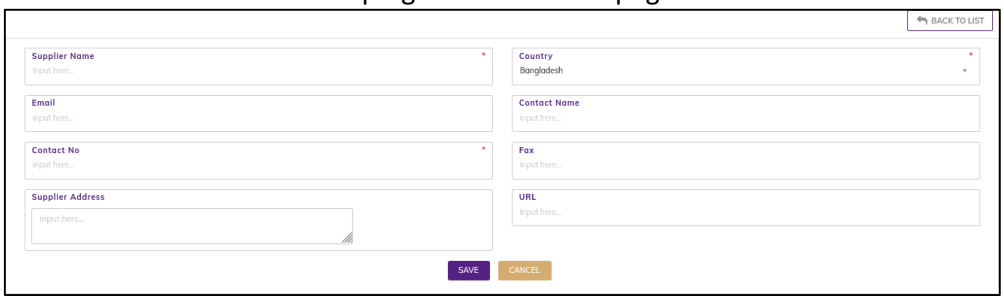
8.4. Suppliers

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Settings>Suppliers** submenu



8.4.1. Suppliers - Add

- Click on **ADD** button at the top right corner of the page.



- Fill in the data entry fields.
  1. **Supplier Name*:** Enter supplier Name
  2. **Country*:** Select country from drop down, you want to entry the supplier.
  3. **Contact No*:** Enter supplier contact number.
- Input non-mandatory fields:
  4. **Email:** Enter supplier Email address
  5. **Contact Name:** Enter the Supplier contact person name.
  6. **Supplier Address:** Enter the supplier address.
  7. **URL:** Enter the Supplier web URL
- After filling the necessary fields, press **SAVE** button to save the Supplier in the supplier list. You will see a popup message "**New Data Added Successfully"**.

8.4.2. Suppliers - Edit

- To edit a Suppliers, the user must select the Supplier from the list, then click the **EDIT** button at the supplier list Action column, which wants to edit. You will see a popup warning message – "**Do you really want to edit this record?"** - When you confirm the supplier will be displayed for editing.
- Modify the Supplier information as explained in above section.
- Press **SAVE** button to update the information, you will see a popup message – "**Data Updated Successfully".**

8.4.3. Suppliers - Delete

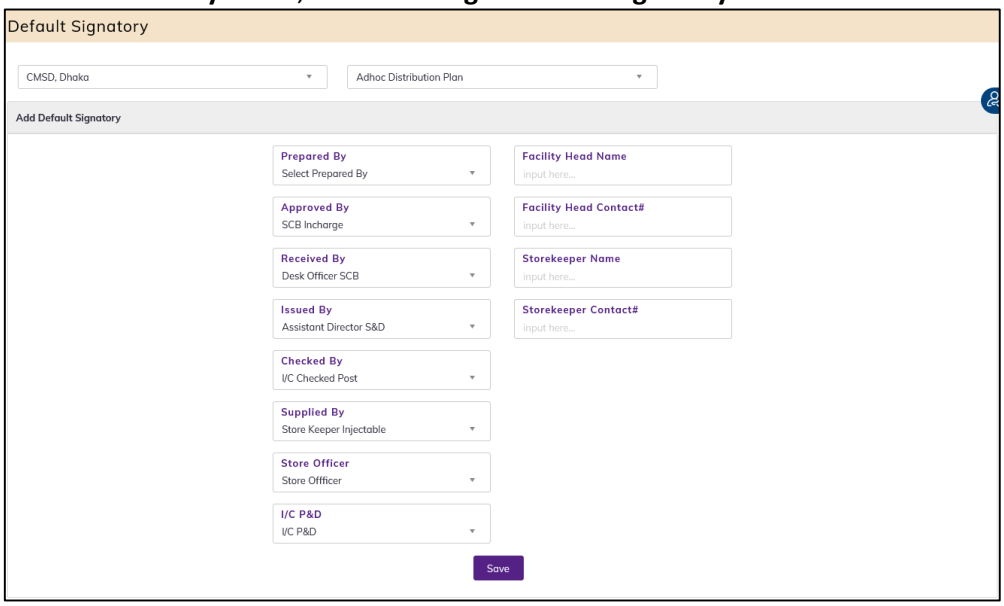
- You cannot delete an already used another transaction.
- To delete a supplier, the user must select the Supplier and click on **DELETE** button at the supplier list Action column, which wants to edit. You will see a popup warning message – "**Do you really want to delete this record?"** - When you confirm the supplier is removed permanently.

8.4.4. Suppliers - Print and Export

- Press on **PRINT** button to print the Supplier list.
- Press on **EXCEL** button to export the Supplier list.

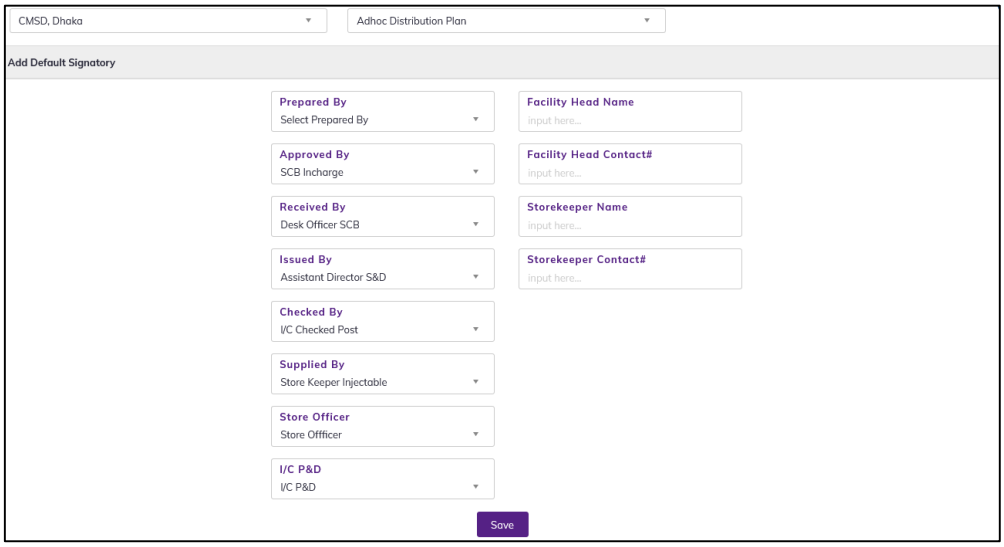
8.5. Default Signatory

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Settings> Default Signatory** submenu



8.5.1. Default Signatory – Add/Change

- Select the entry Page name from Top dropdown list



- Fill in the data in Signatory fields.
  1. **Prepared By:** Select prepared by from drop down list (If needed).
  2. **Approved By:** Select approved by from drop down list (If needed).
  3. **Checked By:** Select checked by from drop down list (If needed).
  4. **Received By:** Select Received by from drop down list (If needed).
  5. **Issued By:** Select Issued by from drop down list (If needed).
  6. If needed fill-up the necessary, field.

And enter the facility

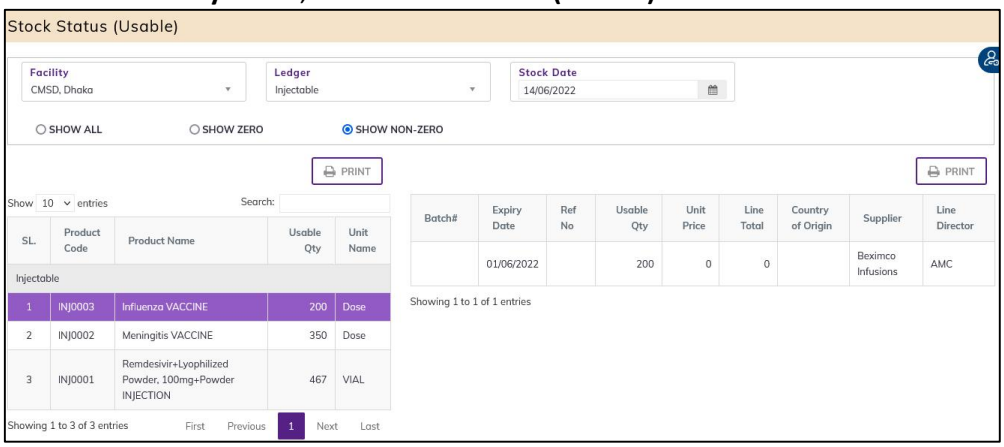
1. **Facility Head Name:** Enter/update facility head name
2. **Facility Head Contact#:** Enter/update facility contact number
3. **Storekeeper Name:** Enter/update facility storekeeper name
4. **Storekeeper Contact#:** Enter/update facility storekeeper contact number

- After Entered press on **SAVE** button, the facility signatory will be changed and update the facility head and store keeper information in the facility list successfully.

9. Reports

9.1. Stock Status (Usable)

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Stock Status (Usable)** submenu



9.1.1. Stock Status (Usable)

- After Selecting, you will see the Stock Status (Usable). This report current stock position of all the items.
- Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- This report shows the facility data of a specific date entered from health facility. The report has the following filter criteria:
  1. **Facility:** select a facility
  2. **Ledger:** select all or A ledger
  3. **Stock Date:** Today's date will auto fill, change if required.
  4. **SHOW ALL:** Select the radio button for showing zero and non-zero stock items
  5. **SHOW ZERO:** Select the radio button for showing only zero stock items
  6. **SHOW NON-ZERO:** Select the radio button for showing non-zero stock items
- Items table has the following fields:
  1. **Product Code:** Product Code
  2. **Product Name:** Product Name
  3. **Usable Quantity:** shown the product stock quantity on the specific date.
- Item stock with lot table following fields:
  1. **Batch#:** Product Batch number
  2. **Expiry Date:** Product expiry date
  3. **Ref#:** Shown the ref# of a product
  4. **Usable Quantity:** Usable Quantity of the product lot.
  5. **Unit Price:** shown unit Price
  6. **Total:** shown total price of the product stock
  7. **Country of Origin:** shown country of origin
  8. **Supplier/local Agent:** shown Supplier/local Agent

9. **Line Director:** Shown line director.

9.1.2. View Stock Status (Usable) of a Specific Date

- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.
- Selected 'Show Only Non-Zero Stock'.

Search and find an Item

- Type you provide the item name in search box.
- Items, which match with the search text, will be shown in the list.
- To see all of the items again, remove you provide the item name from search box.

9.1.3. View Batch-wise information about a specific Items Lot Stock (Usable)

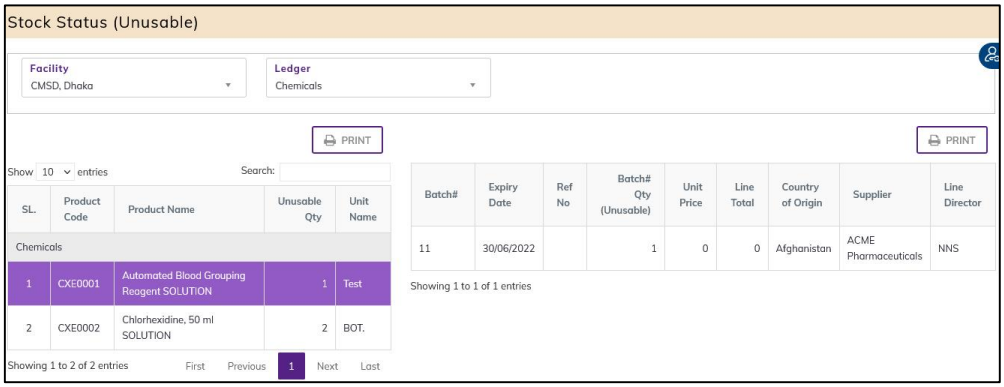
- Select the item for which you want to view Batch-wise information.

9.1.4. Stock Status (Usable) - Print

- Press on **PRINT** button to print the Stock Status list.
- Press on **PRINT** button to PRINT the Stock Status with lot.

9.2. Stock Status (Unusable)

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From **eLMIS Entry** menu, select **Stock Status (Unusable)** submenu



9.2.1. Stock Status (Unusable)

- After Selecting, you will see the Stock Status (Unusable). This report current stock position of all the items.
- Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- This report shows the facility data of a specific date entered from health facility. The report has the following filter criteria:
  1. **Facility:** select a facility
  2. **Product Group:** select all or A Facility

3. **Stock Date:** Today's date will auto fill, change if required.

- Items table has the following fields:
  1. **Product Code:** Product Code
  2. **Product Name:** Product Name
  3. **Unusable Quantity:** shown the product stock unusable quantity on the specific date.

- Item stock with lot table following fields:
  1. **Batch#:** Product Batch number
  2. **Expiry Date:** Product expiry date
  3. **Ref#:** Shown the ref# of a product
  4. **Unusable Quantity:** Unusable Quantity of the product lot.
  5. **Unit Price:** shown unit Price
  6. **Total:** shown total price of the product stock
  7. **Country of Origin:** shown country of origin
  8. **Supplier/local Agent:** shown Supplier/local Agent
  9. **Line Director:** Shown line director.

9.2.2. View Stock Status (Unusable) of a Specific Date

- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.

Search and find an Item

- Type you provide the item name in search box.
- Items, which match with the search text, will be shown in the list.
- To see all of the items again, remove you provide the item name from search box.

9.2.3. View Batch-wise information about a specific Items Lot Stock (Unusable)

- Select the item for which you want to view Batch-wise information.

9.2.4. Stock Status (Unusable) - Print

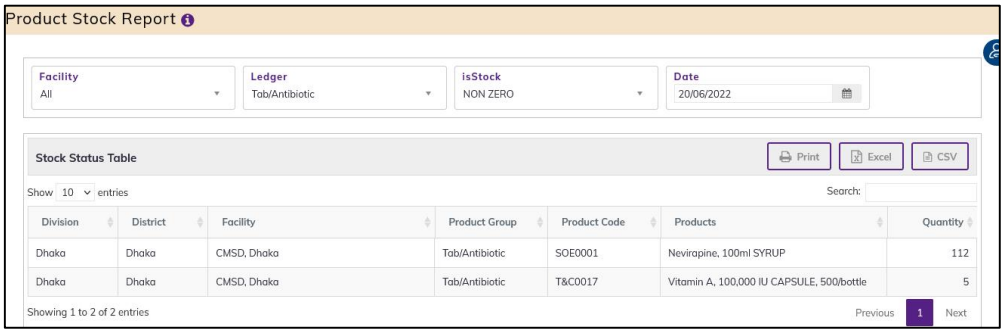
- Press on **PRINT** button to print the Stock Status list.
- Press on **PRINT** button to PRINT the Stock Status with lot.

9.3. Stock Reports

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.cmsd.gov.bd/ in the address bar
- Log in as a user having eLMIS Data Entry Operator permission
- From eLMIS Entry menu, select Stock Reports submenu

9.3.1. Product Stock Report

- The report shows available stock balance of all products of a certain date. Initially it shows stock balance of current date, but the user can select any historical date.
- Select Product Stock Report, after selecting you will see the following screen -



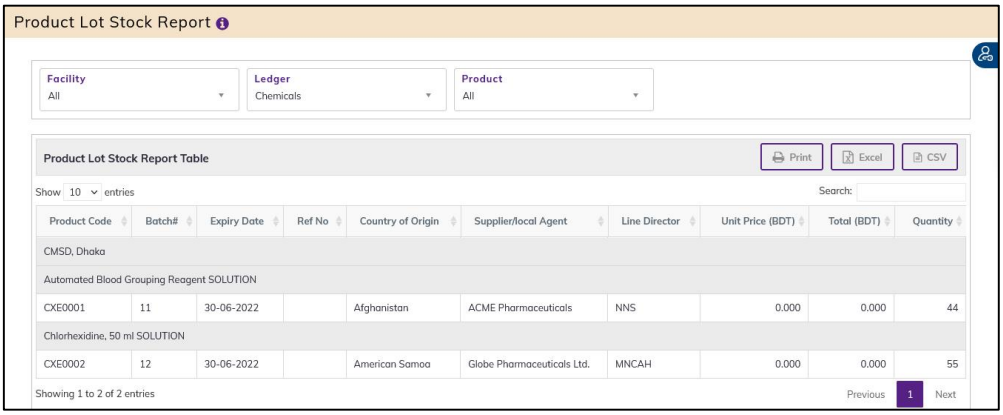
- This form presents current stock position of all the items. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Ledger:** Select a ledger from dropdown list.
  3. **Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
  4. **Date:** Today's date will auto fill, change if required.

- The table has the following columns:
  1. **Division:** division Name
  2. **District: District Name**
  3. **Facility:** Facility Name
  4. **Product Group:** Name of the Product Group
  5. **Product Code:** Show the product code.
  6. **Products:** Name of product
  7. **Quantity:** Product stock quantity

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.2. Product Lot Stock Report

- Select Product Lot Stock Report. After selecting you will see the following screen -



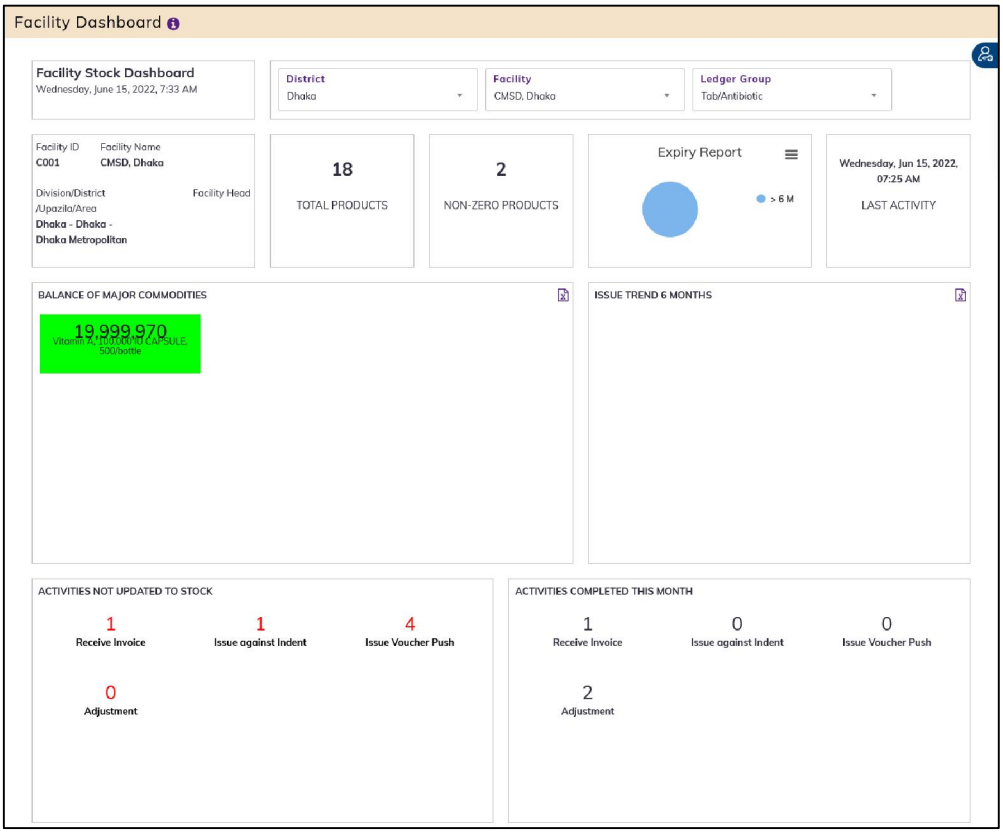
- This form presents Current Product Lot Stock Position of all the items. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Ledger:** Select a Ledger from dropdown list.
  3. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Product Code:** Show the product code.
  2. **Batch #:** Shoe Show the product lot number.
  3. **Expiry Date:** Show the product Expiry Date.
  4. **Ref No:** Show the product Ref number.
  5. **Country of Origin:** Show the country name
  6. **Supplier/local Agent:** Show the product supplier/local agent
  7. **Line Director:** Show the product line director name
  8. **Unit Price (BDT):** Product unit price (BDT)
  9. **Total (BDT):** Product total (BDT) price
  10. **Quantity:** Product lot stock quantity

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.3. Facility Dashboard

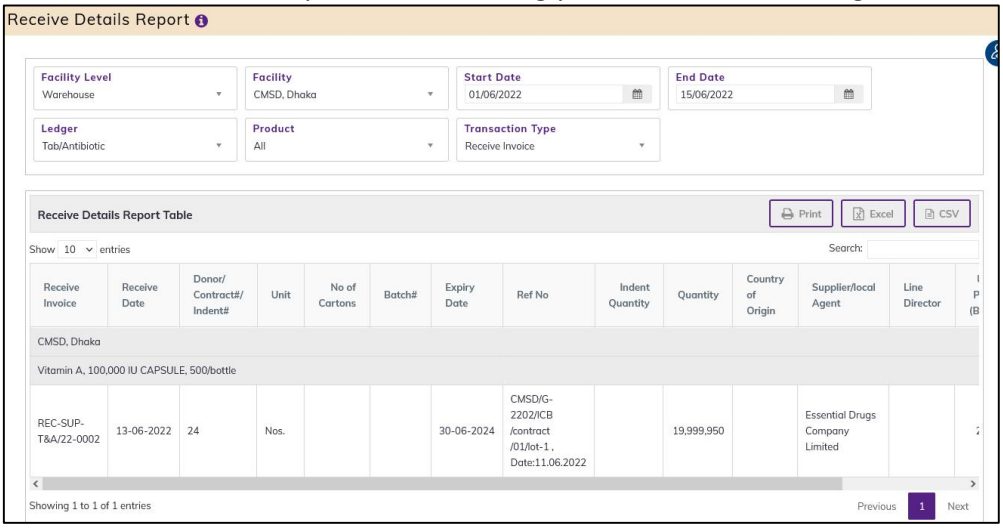
- Select Facility Dashboard, after selecting see the following screen -



Details about the Facility Dashboard are described in earlier chapter.

9.3.4. Receive Details Report

- Select Receive Details Report. After selecting you will see the following screen -



- This form presents Receive Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level 'Facility'.

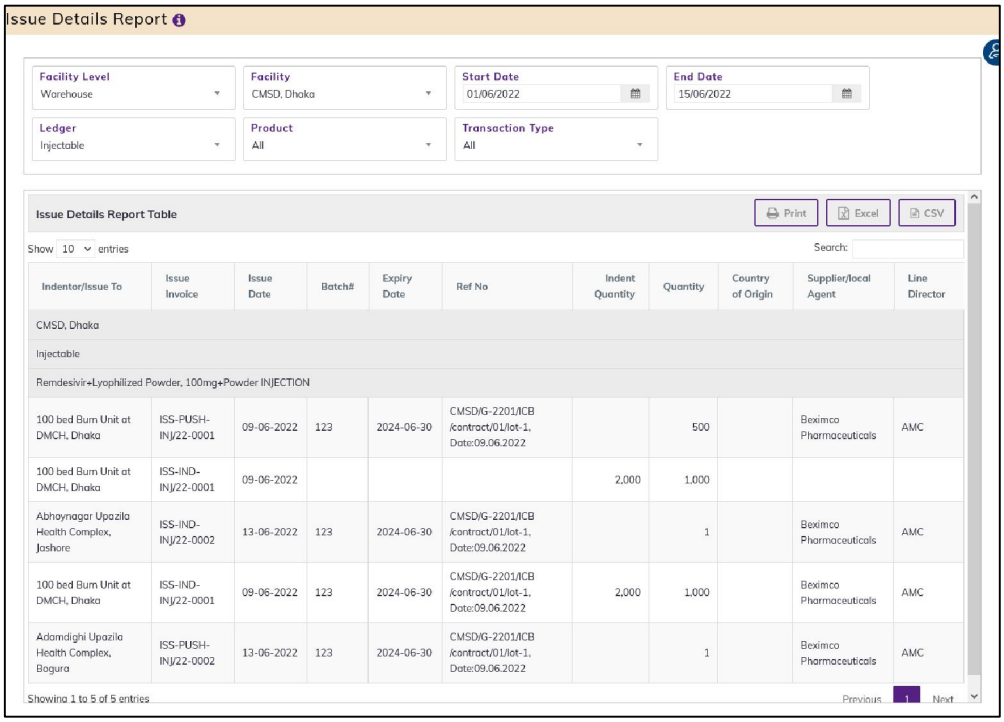
2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
3. **Start Date:** The first day of the month will auto fill, change if required.
4. **End Date:** Today's date will auto fill, change if required.
5. **Ledger:** By default, selected Product Group DGHS.
6. **Product:** Select All or a product from dropdown list.
7. **Transaction Type:** Select ALL or a transaction type from dropdown list.

- The table has the following columns:
  1. **Receive Invoice:** Show the receive invoice number.
  2. **Receive Date:** Show the receive invoice date.
  3. **Donor/ Contract#/ Indent#:** Show the Donor/ Contract#/ Indent#:
  4. **Unit:** show unit name
  5. **No of Cartons:** Show number of cartons.
  6. **Batch #:** Show the product lot number.
  7. **Expiry Date:** Show the product Expiry Date.
  8. **Ref No:** Show the product Ref number.
  9. **Indent Quantity:** Show the product Indent quantity.
  10. **Quantity:** Product lot stock quantity.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.
  14. **Unit Price (BDT):** Product unit price (BDT).
  15. **Total (BDT):** Product total (BDT) price.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.5. Issue Details Report

- Select Issue Details Report. After selecting you will see the following screen -



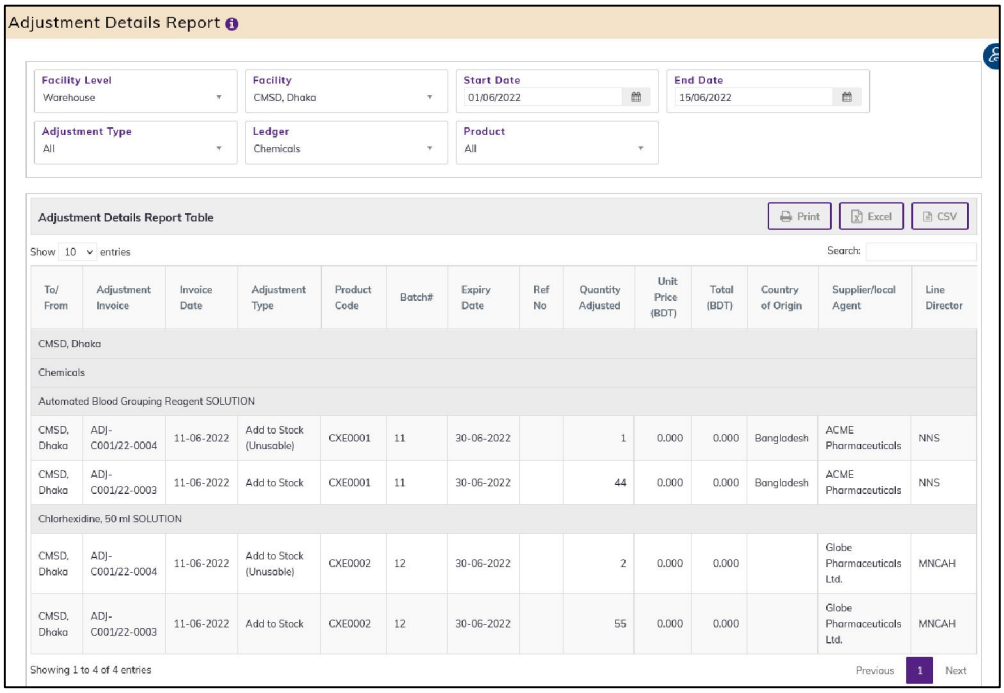
- This form presents Issue Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level 'Facility'.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required.
  5. **Ledger:** By default, selected ledger of CMSD.
  6. **Product:** Select All or a product from dropdown list.
  7. **Transaction Type:** Select ALL or a transaction type from dropdown list.

- The table has the following columns:
  1. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
  2. **Issue Invoice:** Show the receive invoice number.
  3. **Issue Date:** Show the receive invoice date.
  4. **Batch#:** Show the product lot number.
  5. **Expiry Date:** Show the product Expiry Date.
  6. **Ref No:** Show the product Ref number.
  7. **Indent Quantity:** Show the product Indent quantity.
  8. **Quantity:** Product lot stock quantity.
  9. **Country of Origin:** show country name
  10. **Supplier/local Agent:** show the supplier/ Local agent name
  11. **Line Director**: Show the line director name.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.6. Adjustment Details Report

- Select Adjustment Details Report. After selecting you will see the following screen



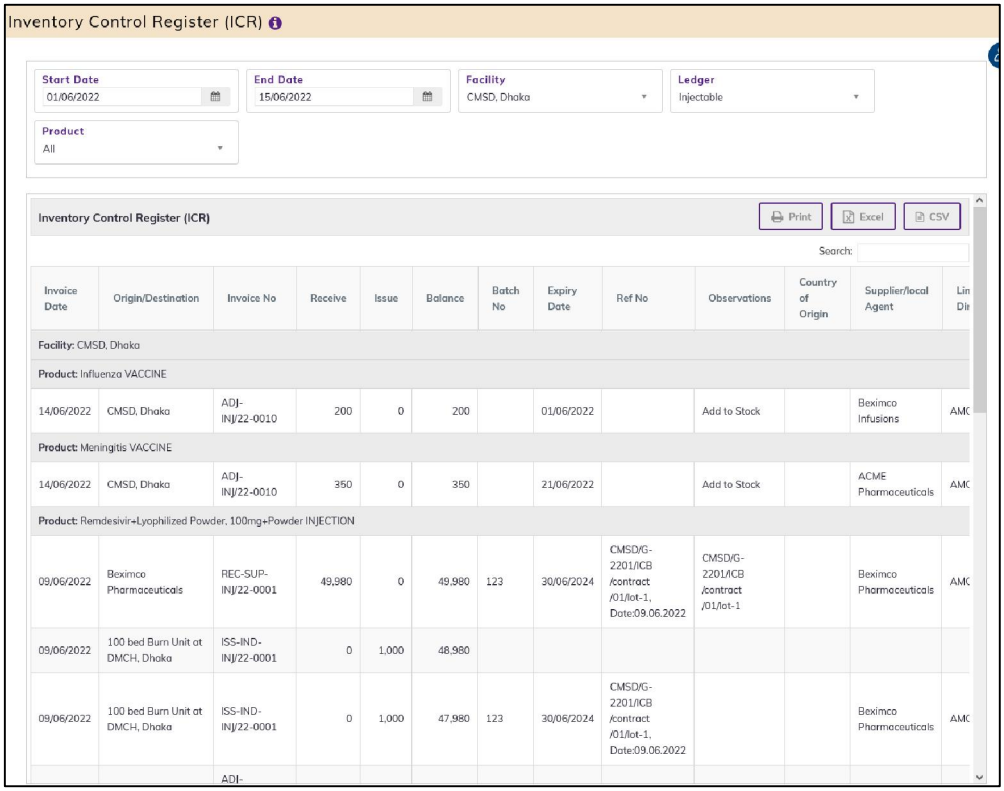
- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level DGHS Facility.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required.
  5. **Adjustment Type:** Select ALL or a adjustment type from dropdown list.
  6. **Ledger:** By default, selected a ledger of CMSD.
  7. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **To/From:** Show to/ from facility name.
  2. **Adjustment Invoice:** Show adjustment invoice number.
  3. **Invoice Date:** Show invoice date.
  4. **Adjustment Type:** Show adjustment type.
  5. **Product Code:** Show product Code.
  6. **Batch#:** Show the product Batch number.
  7. **Expiry Date:** Show product Expiry Date.
  8. **Ref No:** Show product Donor Ref number.
  9. **Quantity Adjusted:** Show product adjusted quantity.
  10. **Unit Price (BDT):** show Product unit price (BDT).
  11. **Total (BDT):** show Product total (BDT).
  12. **Country of Origin:** show country name
  13. **Supplier/local Agent:** show the supplier/ Local agent name
  14. **Line Director**: Show the line director name.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.7. Inventory Control Register (ICR)

- Select Inventory Control Register (ICR). After selecting you will see the following screen -

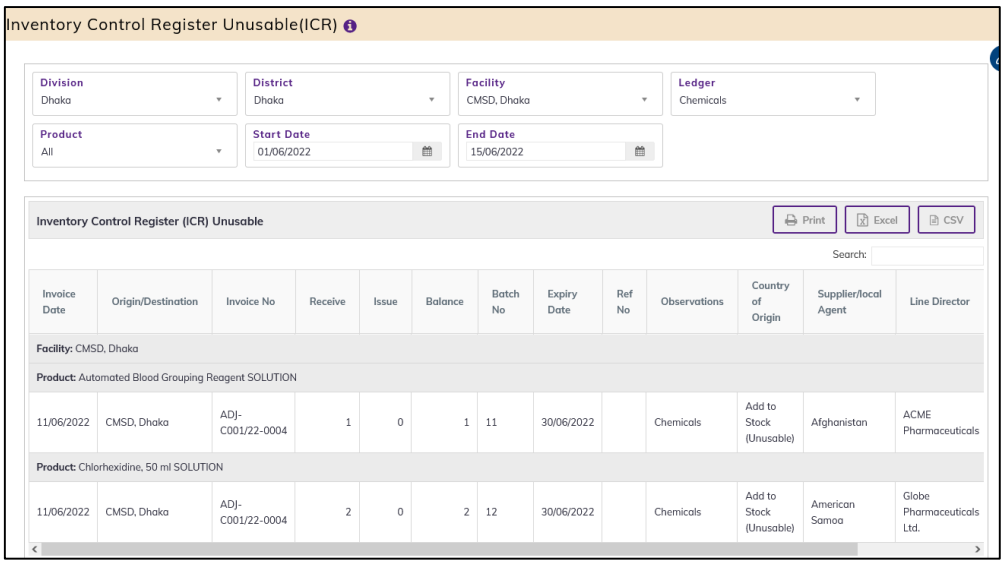


- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  1. **Start Date:** The first day of the month will auto fill, change if required.
  2. **End Date:** Today's date will auto fill, change if required
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Ledger:** By default, selected a ledger of CMSD.
  5. **Product:** Select All or a product from dropdown list.
- The table has the following columns:
  1. **Invoice Date:** Show invoice date.
  2. **Origin/Destination:** Show Origin/Destination.
  3. **Invoice:** Show invoice number.
  4. **Receive:** Show product receive Quantity.
  5. **Issue:** Show product Issue Quantity
  6. **Balance:** Show product Balance.
  7. **Batch#:** Show product batch number.
  8. **Expiry Date:** Show product Expiry Date.
  9. **Ref no:** Show product Ref number.
  10. **Observations:** Show Observations.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.
  14. **Signature):** show signature

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.8. Inventory Control Register Unusable (ICR)

- Select Inventory Control Register Unusable (ICR). After selecting you will see the following screen -



- This form presents Inventory Control Register Unusable (ICR) report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required
  5. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  6. **Ledger:** By default, selected a ledger of CMSD.
  7. **Product:** Select All or a product from dropdown list.

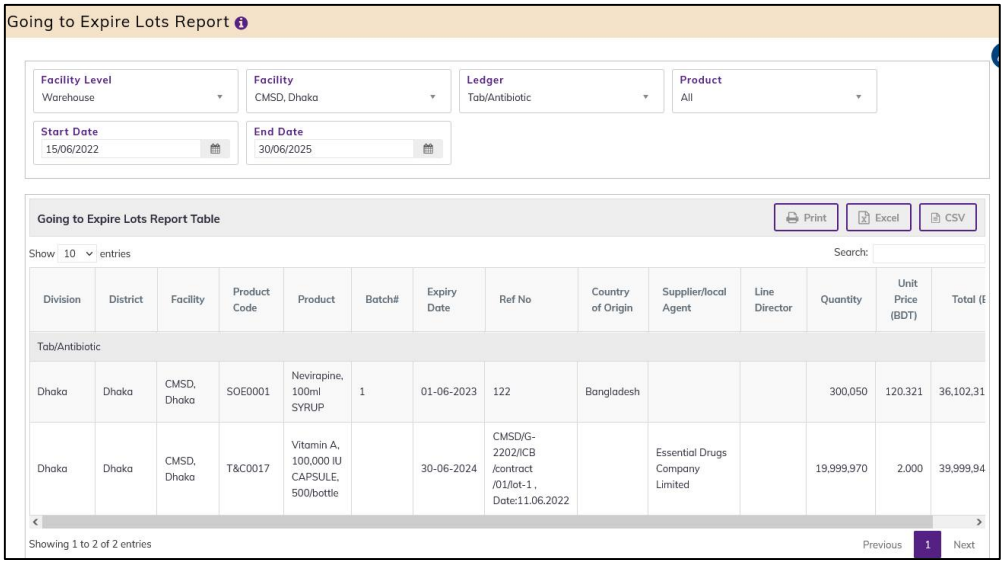
- The table has the following columns:
  1. **Invoice Date:** Show invoice date.
  2. **Origin/Destination:** Show Origin/Destination.
  3. **Invoice:** Show invoice number.
  4. **Receive:** Show product receive Quantity.
  5. **Issue:** Show product Issue Quantity
  6. **Balance:** Show product Balance.
  7. **Batch#:** Show product batch number.
  8. **Expiry Date:** Show product Expiry Date.
  9. **Ref no:** Show product Ref number.
  10. **Observations:** Show Observations.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.

14. **Signature):** show signature

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.9. Going to Expire Lots Report

- Select Going to Expire Lots Report. After selecting you will see the following screen



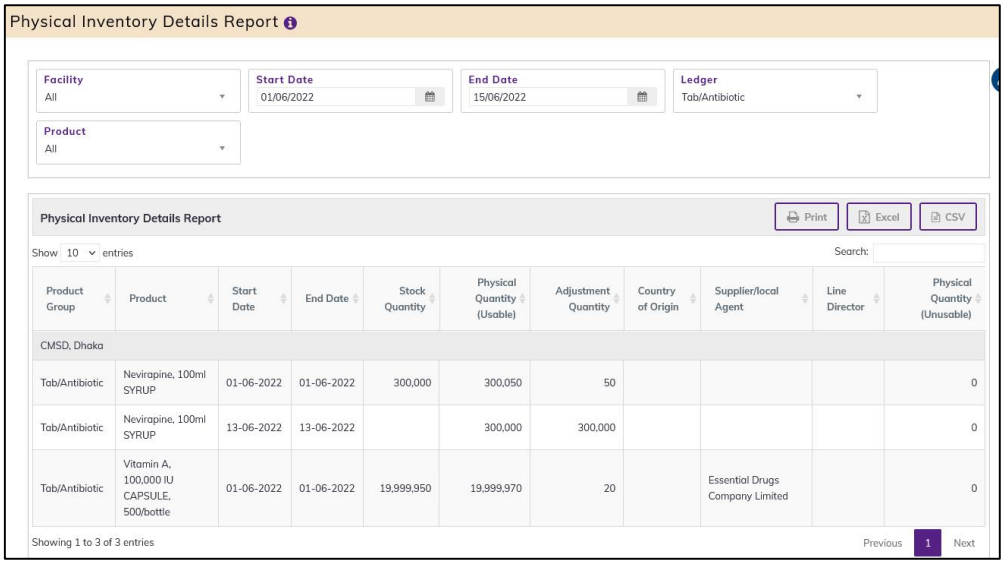
- This form presents Going to Expire Lots Report of all the items. The report has the following filter criteria:
  1. **Facility Level:** By default, selected facility level DGHS Facility.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Ledger:** By default, selected a ledger of CMSD.
  4. **Product:** Select All or a product from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.

- The table has the following columns:
  1. **Division:** Show facility division name.
  2. **District:** Show Facility district name.
  3. **Product Code:** Show product Code.
  4. **Batch#:** Show the product batch number.
  5. **Expiry Date:** Show product Expiry Date.
  6. **Ref no:** Show product Ref number.
  7. **Country of Origin:** show country name
  8. **Supplier/local Agent:** show the supplier/ Local agent name
  9. **Line Director**: Show the line director name.
  10. **Quantity:** Show product quantity.
  11. **Unit Price (BDT):** show Product unit price (BDT).
  12. **Total (BDT):** show Product total (BDT).

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.10. Physical Inventory Details Report

- Select Physical Inventory Details Report, after selecting you will see the following screen-



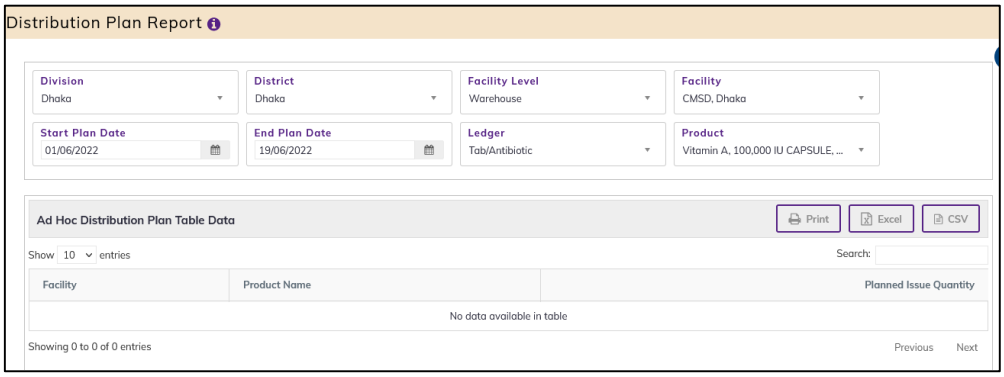
- This form presents Dispense Report of all the items. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Start Date:** The first day of the month will auto fill, change if required.
  3. **End Date:** Today's date will auto fill, change if required
  4. **Ledger:** By default, selected a ledger of CMSD.
  5. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Product Group:** show product group name
  2. **Product:** show product name
  3. **Start Date:** Show Start Date.
  4. **End Date:** Show End Date.
  5. **Stock Quantity:** Show Stock Quantity.
  6. **Physical Quantity (Usable):** Show physical Quantity.
  7. **Adjusted Quantity:** Show Adjusted Quantity.
  8. **Country of Origin:** show country name
  9. **Supplier/local Agent:** show the supplier/ Local agent name
  10. **Line Director**: Show the line director name.
  11. **Physical Quantity (Unusable):** Show physical Quantity.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.11. Distribution Plan Report

- Select Distribution Plan Report. After selecting you will see the following screen -



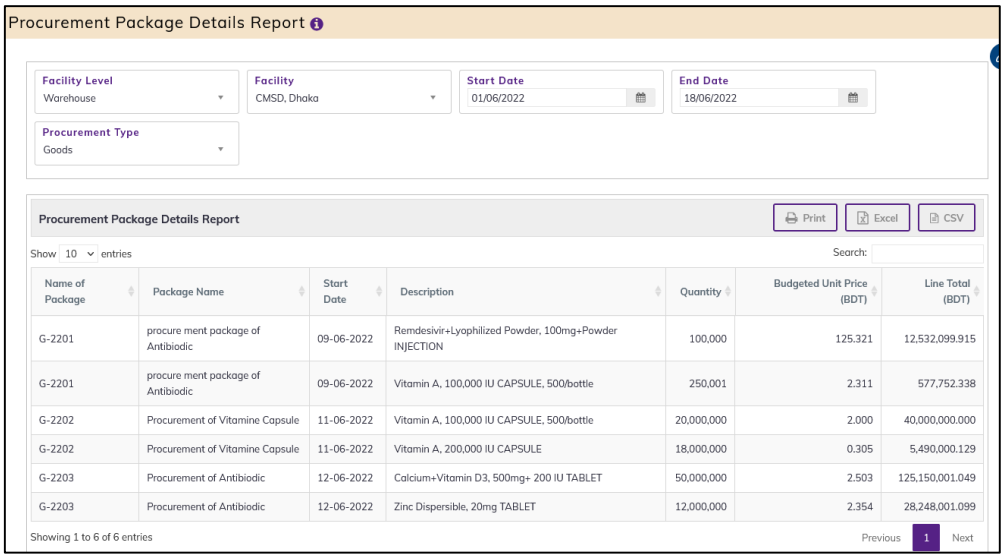
- This form presents Distribution Plan Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level All.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Ledger:** By default, selected Ledger DGHS.
  8. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Facility:** Name of the facilities where products to be issued
  2. **Product name:** Name of the products which products to be issued
  3. **Planned Issue Quantity:** Plan quantity of the products which products to be issued

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.12. Procurement Package Details Report

- Select Procurement Package Details Report, after selecting you will see the following screen-



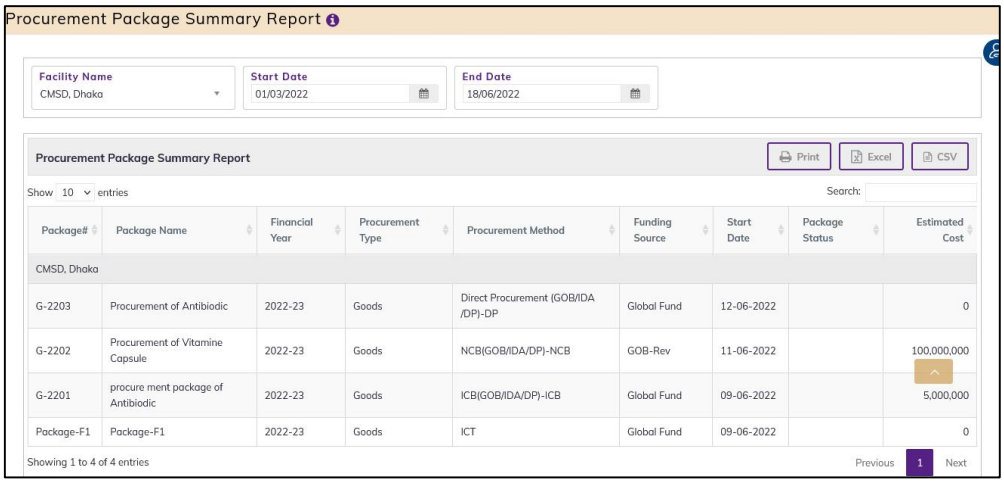
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required
  5. **Procurement Type:** By default, selected a procurement type of CMSD.

- The table has the following columns:
  1. **Name of Package:** Showing the Package Number.
  2. **Package Name:** Showing the Package Name.
  3. **Start Date:** Showing the Package start date.
  4. **Description:** Showing the Package items description.
  5. **Quantity:** Showing the Package items quantity.
  6. **Budgeted Unit Price (BDT):** Showing the Package items unit price.
  7. **Total (BDT):** Showing the Package items Total value.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.13. Procurement Package Summary Report

- Select Procurement Package Summary Report, after selecting you will see the following screen-



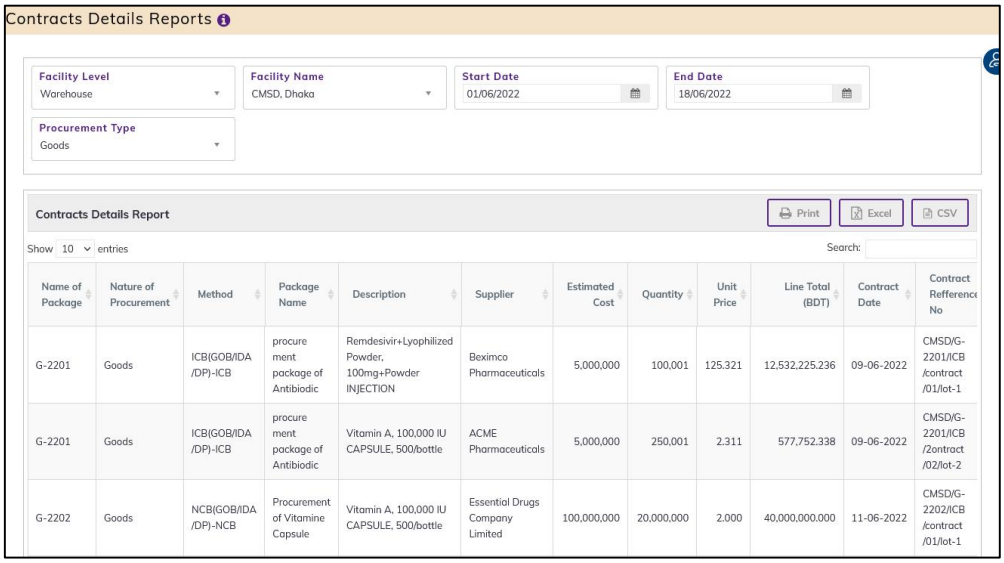
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  2. **Start Date:** The first day of the month will auto fill, change if required.
  3. **End Date:** Today's date will auto fill, change if required

- The table has the following columns:
  1. **Facility Name:** Showing the Facility Name.
  2. **Package#:** Showing the Package Number.
  3. **Package Name:** Showing the Package Name.
  4. **Financial Year:** Showing financial year of the Package.
  5. **Procurement Type:** Showing procurement type of the Package.
  6. **Procurement Method:** Showing procurement method of the Package.
  7. **Funding Source:** Showing funding source of the Package.
  8. **Start Date:** Showing the Package start date.
  9. **Package Status:** Showing the Package status.
  10. **Estimated Cost:** Showing the Package estimated cost.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.14. Contracts Details Report

- Select Contracts Details Report, after selecting you will see the following screen-



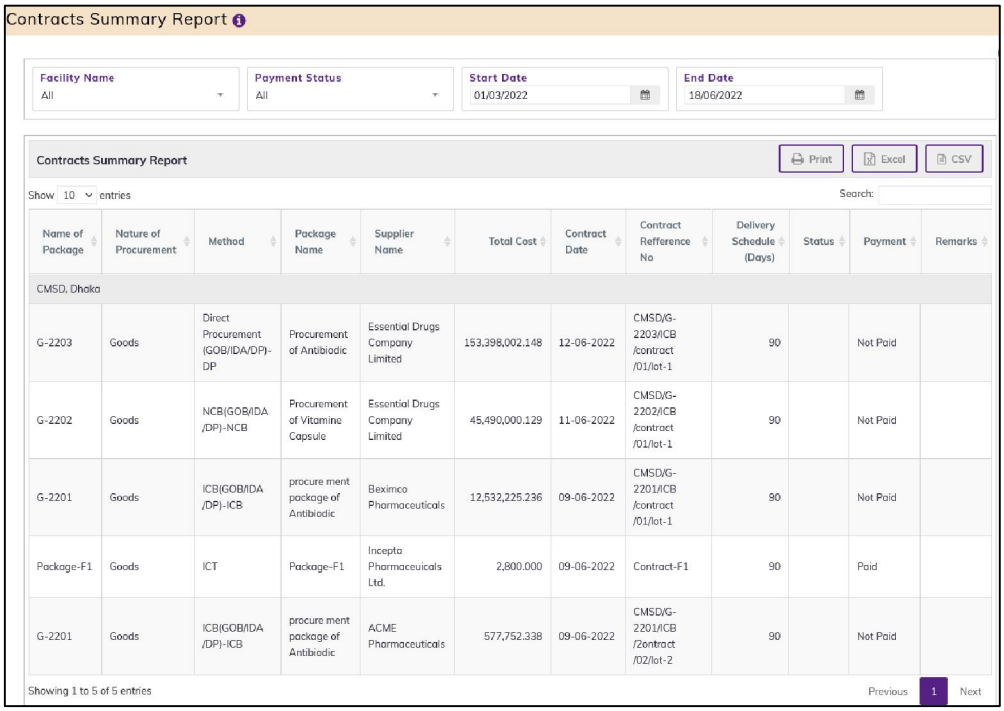
- This form presents Contracts Details Report. The report has the following filter criteria:
  1. **Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
  2. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required
  5. **Procurement Type:** By default, selected a procurement type of CMSD.

- The table has the following columns:
  1. **Name of Package:** Showing the Package Name.
  2. **Nature of Procurement:** Showing the nature of procurement.
  3. **Method:** Showing the procurement method.
  4. **Package Name:** Showing the Package name.
  5. **Description:** Showing the Package.
  6. **Supplier:** Showing the Package contract supplier name.
  7. **Estimated Cost:** Showing the Package estimated cost.
  8. **Quantity:** Showing the package contract item's quantity.
  9. **Unit Price:** Showing the package contract item's unit price.
  10. **Total (BDT):** Showing the package contract's items Total value.
  11. **Contract Date:** Showing the package contract date.
  12. **Contract Reference No:** Showing the package contract reference.
  13. **Delivery Schedule (Days):** Showing the package contract item delivery schedule.
  14. **Status:** Showing the package status.
  15. **Payment:** Showing the package contract payment status.
  16. **Remarks:** Showing the package contract remarks.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.15. Contract Summary Report

- Select Contract Summary Report, after selecting you will see the following screen-



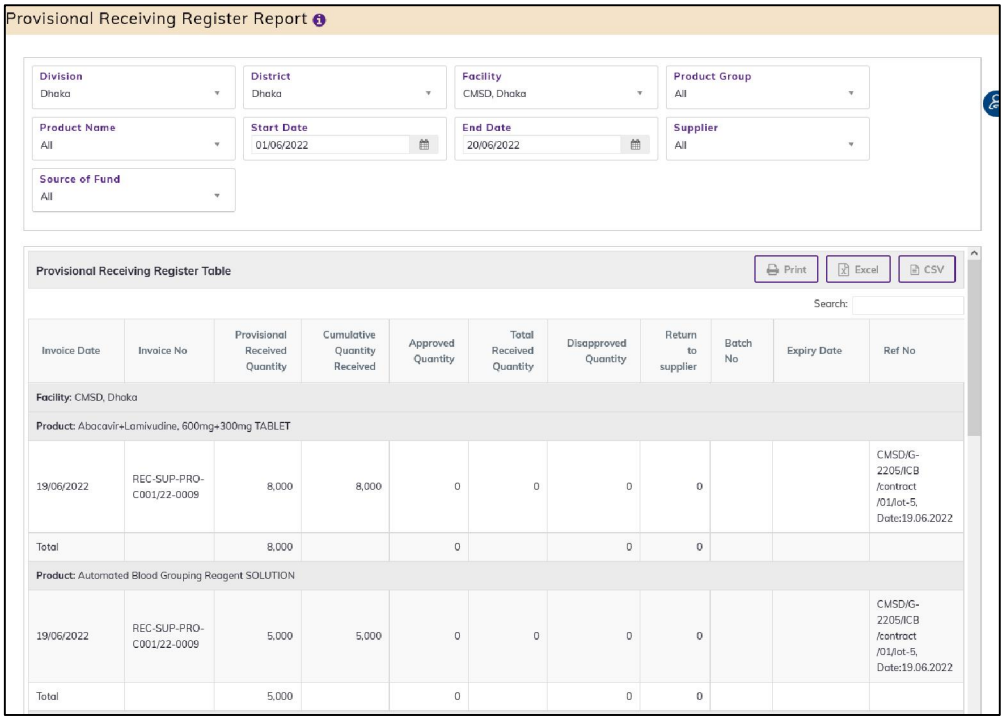
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Facility Name:** By default, selected your facility. Select a facility from dropdown list.
  2. **Payment Status:** By default, selected All. Select Payment status from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required

- The table has the following columns:
  1. **Package:** Showing the Package Number.
  2. **Nature of Procurement:** Showing the nature of procurement.
  3. **Method:** Showing the procurement method.
  4. **Package Name:** Showing the Package name.
  5. **Supplier:** Showing the Package contract supplier name.
  6. **Total Cost:** Showing the Package contract total cost.
  7. **Contract Date:** Showing the package contract date.
  8. **Contract Reference No:** Showing the package contract reference.
  9. **Delivery Schedule (Days):** Showing the package contract item delivery schedule.
  10. **Status:** Showing the package status.
  11. **Payment:** Showing the package contract payment status.
  12. **Remarks:** Showing the package contract remarks.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.16. Provisional Receiving Register Report

- Select Provisional Receiving Register Report. After selecting you will see the following screen -



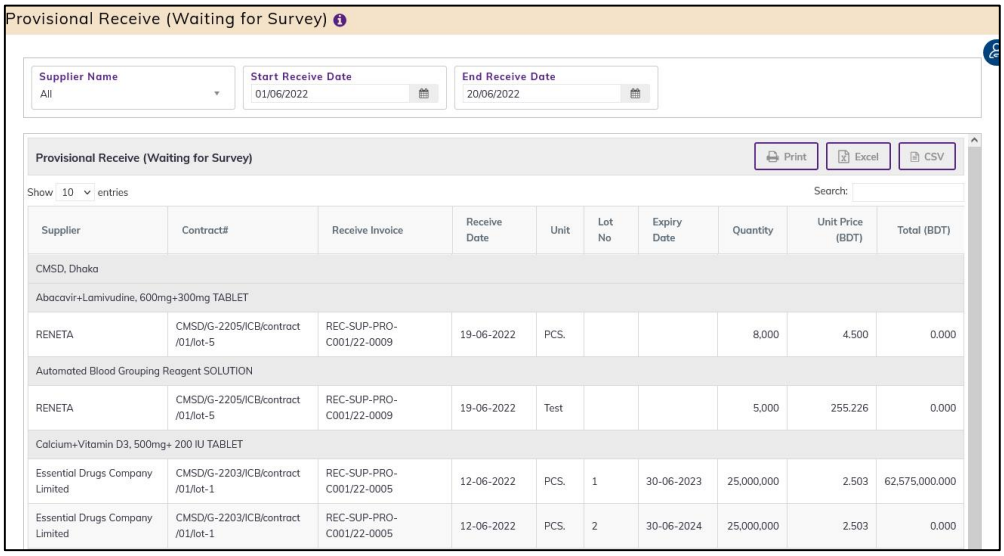
- This form presents Provisional Receiving Register Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Group:** By default, selected Product Group DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type
  10. **Source of Fund:** Select All or a source of fund
  11. **Supplier**: Select All or a Supplier

- The table has the following columns:
  1. Invoice Date
  2. Invoice No
  3. Provisional Received Quantity
  4. Cumulative Quantity Received
  5. Approved Quantity
  6. Total Received Quantity
  7. Disapproved Quantity
  8. Return to supplier

9. Batch No
10. Expiry Date
11. Ref No

9.3.17. Provisional Receive (Waiting for Survey)

- Select Provisional Receive report. After selecting you will see below screen -



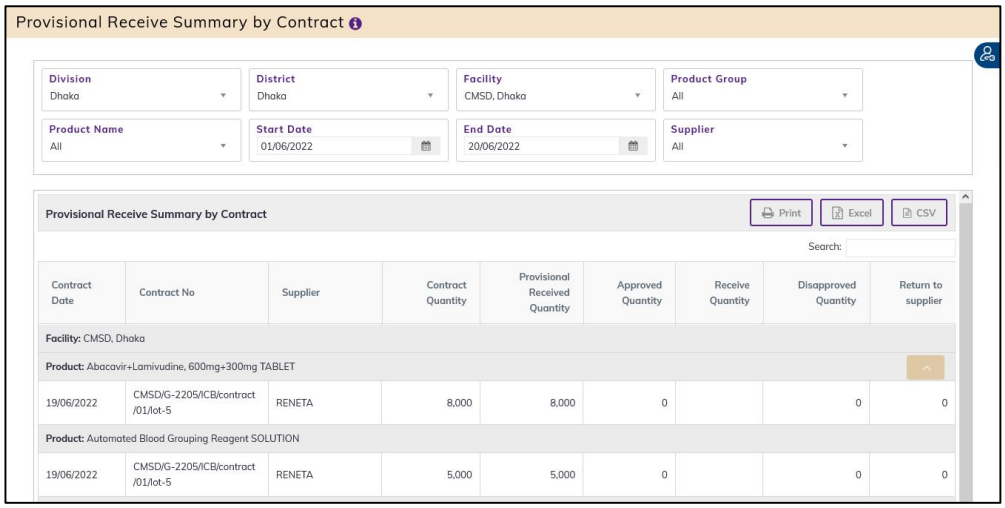
- This form presents Provisional Receive (Waiting for Survey) Report. The report has the following filter criteria:
  1. **Supplier:** Select All or select a supplier from dropdown list
  2. **Start Date:** The first day of the month will auto fill, change if required.
  3. **End Date:** Today's date will auto fill, change if required.

- The table has the following columns:
  1. Supplier
  2. Contract#
  3. Receive Invoice
  4. Receive Date
  5. Unit
  6. Lot No
  7. Expiry Date
  8. Quantity
  9. Unit Price (BDT)
  10. Total (BDT))

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.18. Provisional Receive Summary by Contract

- Select Provisional Receive Summary by Contract. After selecting you will see the following



screen -

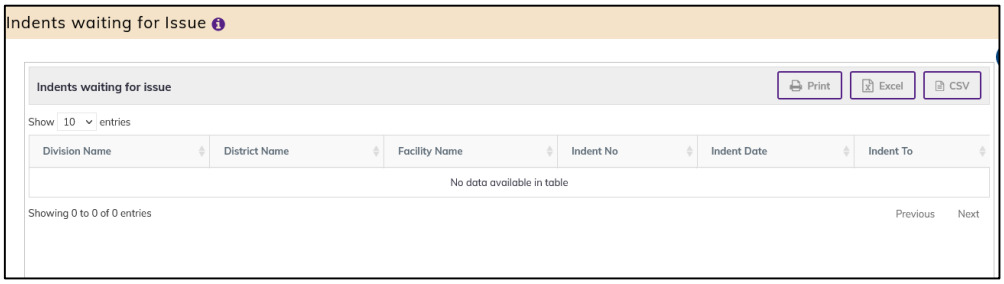
- This form presents Provisional Receive Summary by Contract report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Product Group:** By default, selected Product Group DGHS.
  6. **Product Name:** Select All or a product from dropdown list.
  7. **Start Date:** The first day of the month will auto fill, change if required.
  8. **End Date:** Today's date will auto fill, change if required.
  9. **Supplier**: Select All or a Supplier

- The table has the following columns:
  1. **Contract Date**
  2. **Contract No**
  3. **Supplier**
  4. **Contract Quantity**
  5. **Provisional Received Quantity**
  6. **Approved Quantity**
  7. **Receive Quantity**
  8. **Disapproved Quantity**
  9. **Return to supplier**

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.19. Indents waiting for Issue

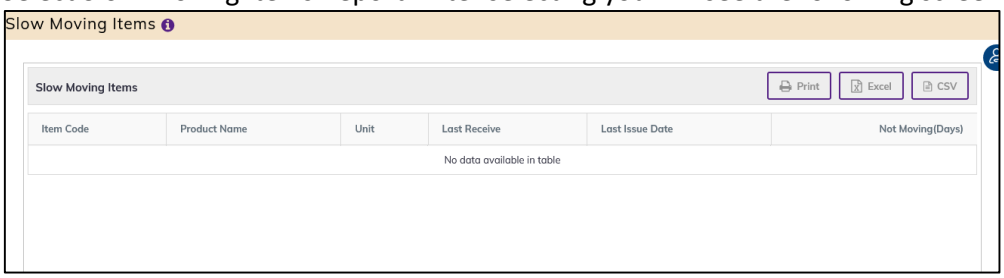
- Select Indents waiting for Issue Report. After selecting you will see the following screen -



- This form presents Indents waiting for Issue Report. The table has the following columns:
  1. Division
  2. District
  3. Facility
  4. Indent No
  5. Indent Date
  6. Indent To
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.20. Slow Moving Items

- Select Slow Moving Items Report. After selecting you will see the following screen -

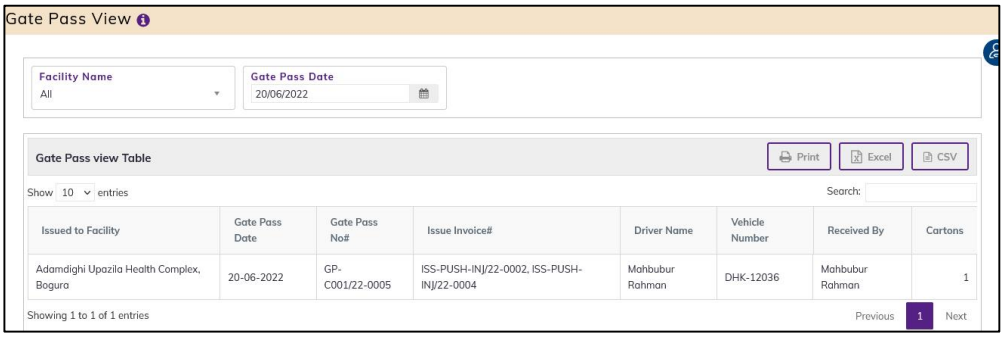


- This form presents Slow Moving Items Report. The table has the following columns:
  1. Item Code
  2. Product Name
  3. Unit
  4. Last Receive
  5. Last Issue Date
  6. Not Moving (Days)

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.21. Gate Pass View

- Select Gate Pass View Report. After selecting you will see below screen -



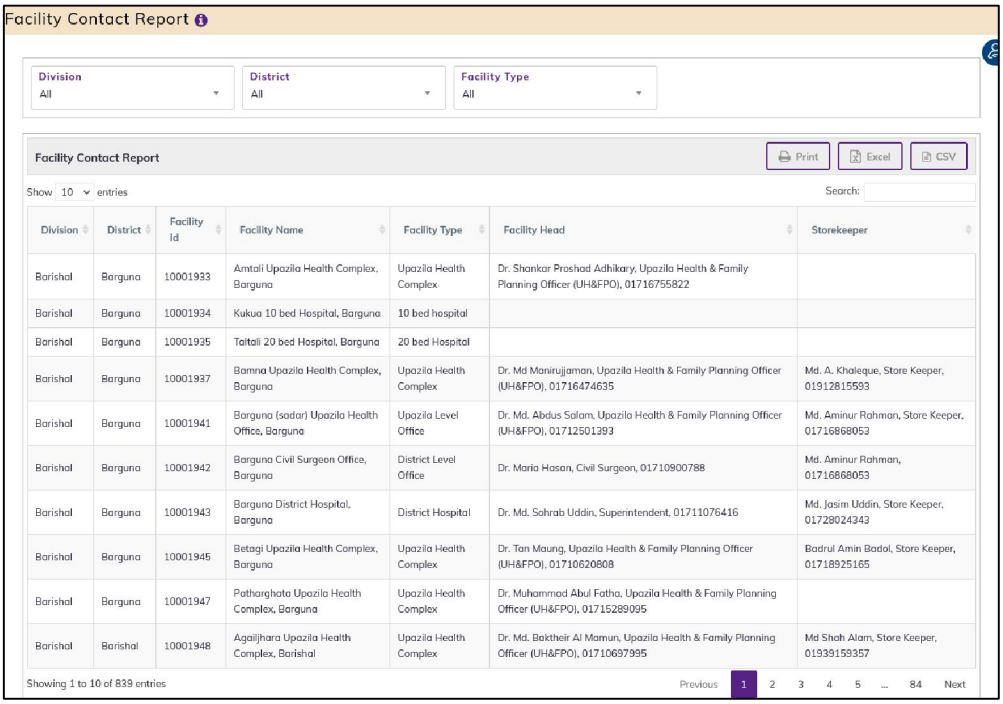
- This form presents Facility Contact Report. The report has the following filter criteria:
  1. **Facility Name:** By default, selected facility Name.

- The table has the following columns:
  1. Issued to Facility
  2. Gate Pass Date
  3. Gate Pass No#
  4. Issue Invoice#
  5. Driver Name
  6. Vehicle Number
  7. Received By
  8. Cartons

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

9.3.22. Facility Contact Report

- Select Facility Contact Report. After selecting you will see below screen -



- This form presents Facility Contact Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Type:** By default, selected facility Type.

- The table has the following columns:
  1. Division
  2. District
  3. Facility Id
  4. Facility Name
  5. Facility Type
  6. Facility Head
  7. Storekeeper

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

10. Admin

10.1. Country Entry

10.1.1. Country list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS HOMEPAGE screen will appear.
- Login as a user who has permission to **Country** entry
- From **admin** menu, select **Country Entry** submenu to open Country entry page which shows the list of all products like following screen -

10.1.2. Country Edit

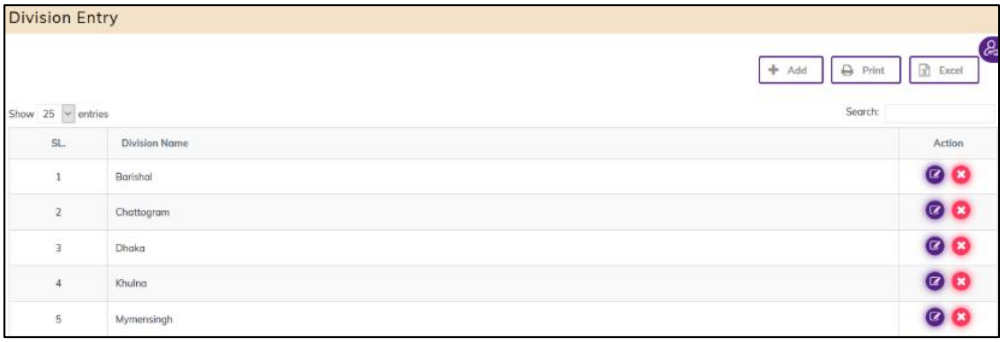
- To edit country data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Country will be displayed for editing.

- Modify the country information and press on **SAVE** button to update the country information. You will see a popup message **Data Updated Successfully**.

10.2. Division Entry

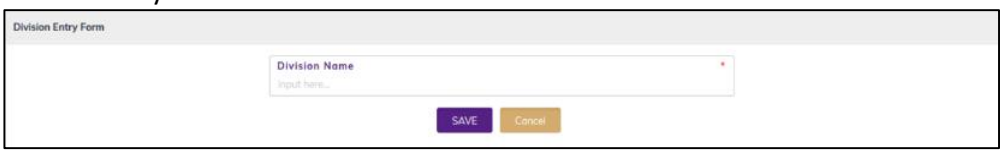
10.2.1. Division list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Division** Entry
- From **admin** menu, select **Division Entry** submenu to open Division entry page which shows the list of all Division like following screen -



10.2.2. Add New Division

- Click **'+ Add New'** button at the top right corner of the page to add a new Division. The division entry form is shown below:



- Fill-up Division details in the data entry fields
  1. **Division Name*:** Enter the division. This is a mandatory field**.**
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.2.3. Edit Division

- To edit a division data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the division will be displayed for editing.
- Modify the Division information as explained in above section.
- Press on **SAVE** button to update the division information. You will see a popup message **Data Updated Successfully**

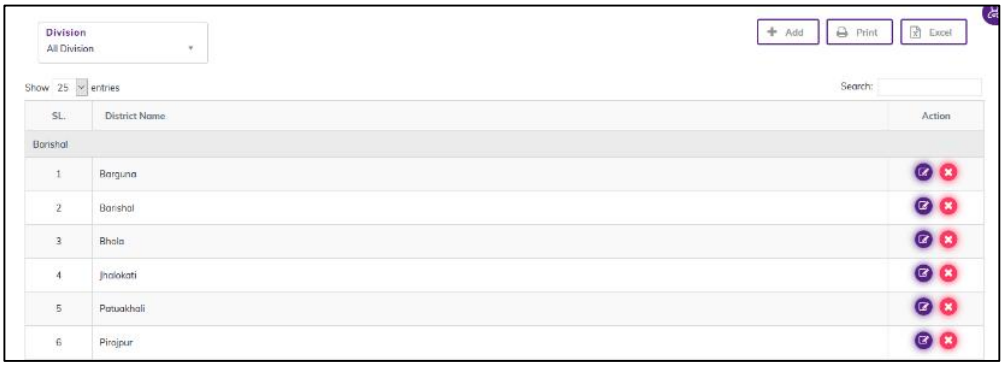
10.2.4. Delete Division

- You cannot delete an already used another transaction.
- To delete a division from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?).** When you confirm the division is removed permanently

10.3. District Entry

10.3.1. District list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The TB- CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **District** Entry
- From **admin** menu, select **District Entry** submenu to open District entry page which shows the list of all District like following screen -



- The district has two filter criteria

1. **Division**: when select a division then showing Districts under the selected Divisions
2. **Search:** To search a division

10.3.2. Add New District

- Click **'+ Add New'** button at the top right corner of the page to add a new District. The district entry form is shown below:

- Fill-up District details in the data entry fields
  1. **Division Name*:** Select the division Name. Where the Division Name is situated from the drop-down menu this is a mandatory field**.**
  2. **District Name*:** Enter the district Name. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message "**New Data Added Successfully"**.

10.3.3. Edit District

- To edit District data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the district will be displayed for editing.
- Modify the district information as explained in above section.
- Press on **SAVE** button to update the district information. You will see a popup message "**Data Updated Successfully".**

10.3.4. Delete District

- You cannot delete an already used another transaction.
- To delete a District from the user needs to Press on **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** When you confirm the district is removed permanently

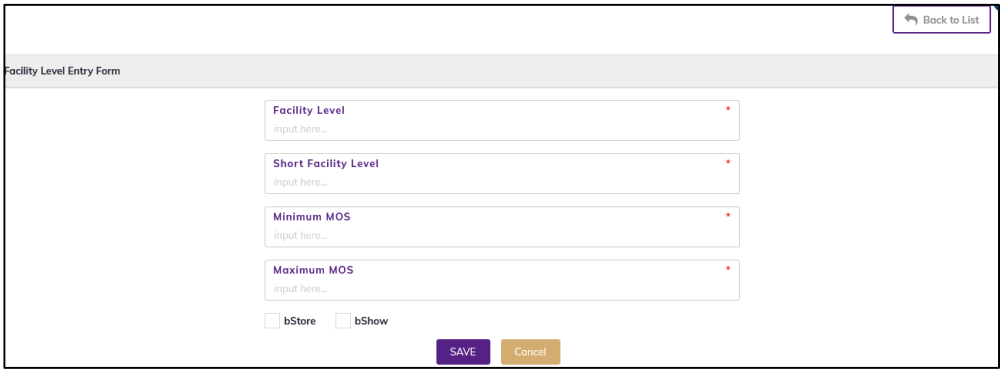
10.4. Facility Level Entry

10.4.1. Facility Level list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Facility Level** Entry
- From **admin** menu, select **Facility Level Entry** submenu to open Facility Level entry page which shows the list of all Facility Level like following screen -

10.4.2. Add New Facility Level

- Click **'+ Add New'** button at the top right corner of the page to add a new Facility Level. The Facility level entry form is shown below:



- Fill-up Facility Level details in the data entry fields

1. **Facility level *:** Enter the Facility Level. This is a mandatory field**.**
2. **Short Facility Level *:** Enter the Short Facility level. This is a mandatory field.
3. **Minimum MOS*:** Enter the Field. This is a mandatory field.
4. **Maximum MOS*:** Enter the Field. This is a mandatory field.
5. **bStore*:** Click the Box. This is not mandatory field.
6. **bShow*:** Click the Box. This is not mandatory field.

- After filling in all the fields, click on **SAVE** button to save. You will see a popup message "**New Data Added Successfully"**.

10.4.3. Edit Facility level

- To edit Facility Level data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the facility level will be displayed for editing.
- Modify the Facility Level information as explained in above section.
- Press on **SAVE** button to update the Facility Level information. You will see a popup message **Data Updated Successfully.**

10.4.4. Delete Facility level

- You cannot delete an already used another transaction.

- To delete a facility level from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?).** When you confirm the facility level is removed permanently

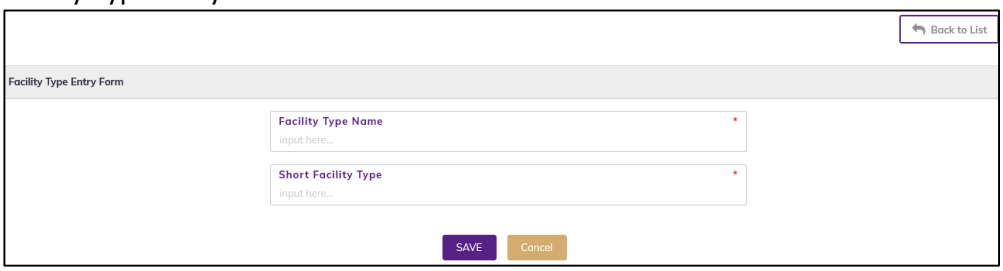
10.5. Facility Type Entry

10.5.1. Facility Type list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Facility Type** Entry
- From **admin** menu, select **Facility Type Entry** submenu to open Facility Type entry page which shows the list of all Facility Type like following screen -

10.5.2. Add New Facility Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Facility Type. The Facility Type entry form is shown below:



- Fill-up Facility type details in the data entry fields
  1. **Facility Type Name *:** Enter the Facility Level. This is a mandatory field**.**
  2. **Short Facility Type *:** Enter the Short Facility Type. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.5.3. Edit Facility Type

- To edit Facility Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Facility Type will be displayed for editing.
- Modify the Facility Type information as explained in above section.

- Press on **SAVE** button to update the Facility Type information. You will see a popup message **Data Updated Successfully.**

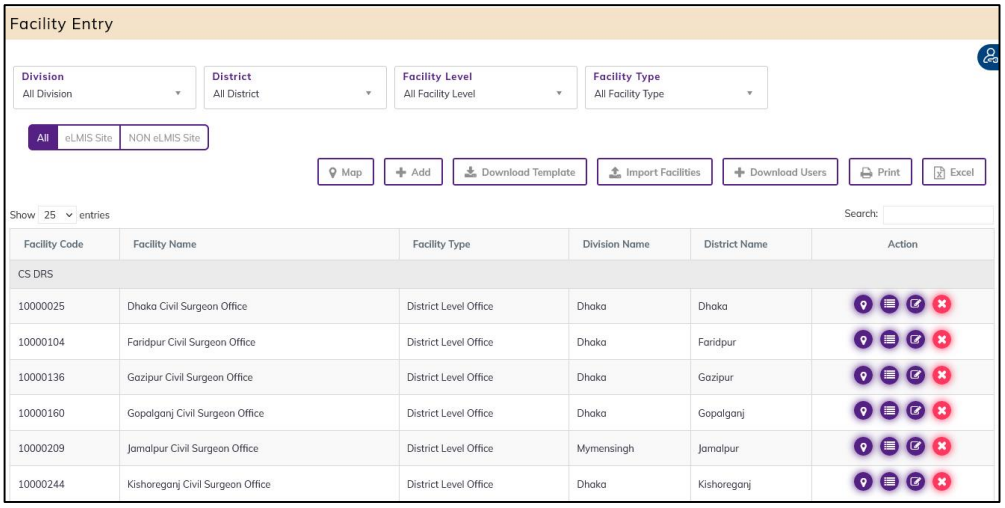
10.5.4. Delete Facility Type

- You cannot delete an already used another transaction.
- To delete a Facility Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: (**Do you really want to delete this record?)-** When you confirm the facility type is removed permanently.

10.6. Facility Entry

10.6.1. Facility List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Facility Entry
- From admin menu, select Facility submenu to open Facility entry page which shows the list of all Facility like following screen -



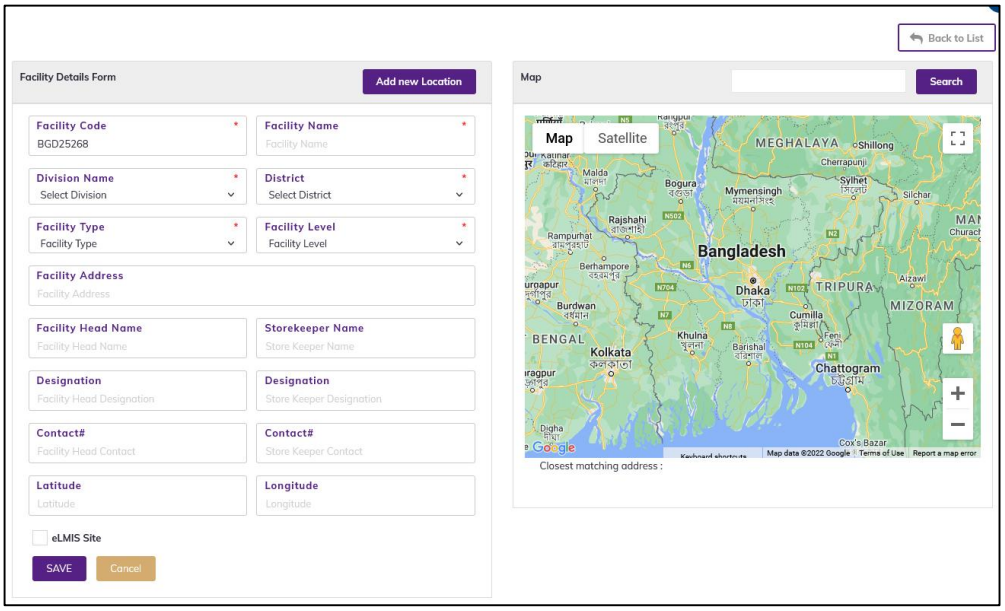
- The Facility has 8 filter criteria

1. **Division**: when select a division name then showing Division Name under the selected Division
2. **District**: when select a District name then showing District Name under the selected district
3. **Facility Level**: when select a Facility Level then showing Facility Name under the selected facility level
4. **Facility Type**: when select a Facility Type then showing Facility Type under the selected Facility
5. **eLMIS site**: when click the DGHS Site group button then showing related data under the selected eLMIS site.
6. **NON eLMIS Site**: when click the Site group button then showing related data under the selected NON eLMIS Site
7. **Search:** To search a facility.

- There are 7 action buttons above the facility list. they are MAP, Add, Download Template, import facilities, download user, Print and Excel.
    1. **MAP**: The Map button uses to see the facility Map view list
    2. **Add**: The add button uses to added a new facility in the TB Facility List.
    3. **Download Template**: The Download Template button uses to download facility Excel template.
    4. **Import Facilities**: The import facilities button uses to import facility in the facility list.
    5. **Download user**: the download user button uses to download eLMIS facility user list.
    6. **Print**: The print button uses to print the facility list.
    7. **Excel**: The excel Button uses to export facility excel list.

10.6.2. Add New Facility

- Click **'+ Add New'** button at the top right corner of the page to add a new Facility. The Facility entry form is shown below:



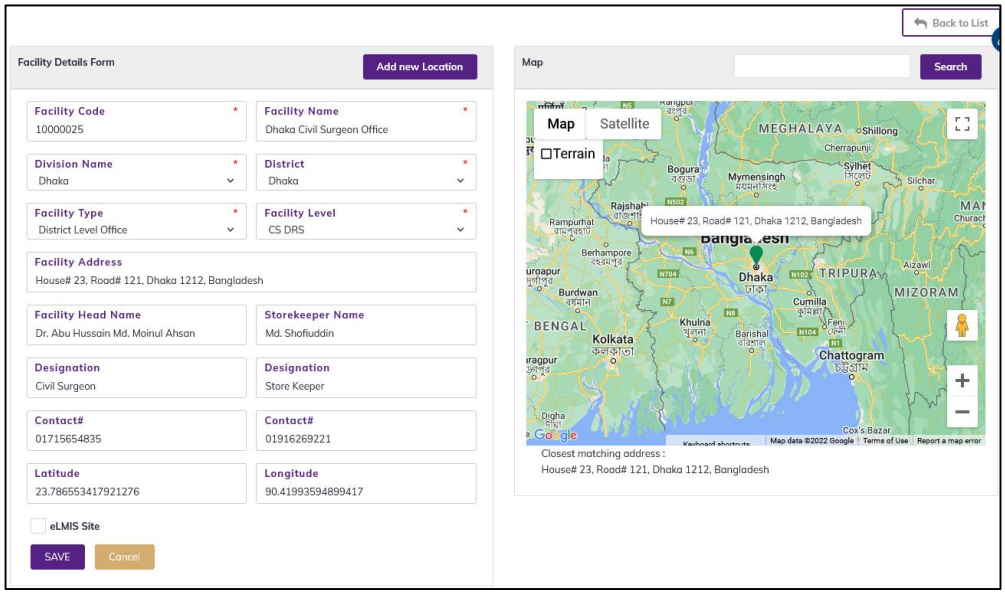
- Fill-up Facility details in the data entry fields

1. **Facility Code***: Enter the facility code. This is mandatory field.
2. **Facility Name***: Enter the facility Name. This is mandatory field.
3. **Division Name*:** Select the Division Name. Where the Division Name is situated from the drop-down menu. This is a mandatory field.
4. **District *:** Select the District. Where the District Name is situated from the drop-down menu. This is a mandatory field.
5. **Facility Address***: Enter the facility Address. This is mandatory field.
6. **Facility Type *:** Select the Facility Type. Where the Facility Type is situated from the drop-down menu. This is a mandatory field.
7. **Facility level *:** Select the Facility level. Where the Facility level is situated from the drop-down menu. This is a mandatory field.
8. **Facility Head Name**: Enter the facility Head Name.
9. **Storekeeper Name**: Enter the Storekeeper Name.

10. **Designation**: Enter the Facility Head Designation Name.
11. **Designation**: Enter the store keeper Designation Name.
12. **Contact**: Enter the Facility Head Contact Name.
13. **Contact**: Enter the store keeper Contact Name.
14. **Latitude:** when add location button click then automatic add location latitude code.
15. **eLMIS Site:** when selected eLIMIS site then click this check box this facility user will be created by the pressing eLIMIS site checkbox.

- ***Add Location***

16. Click on the **Add New Location** button on the top left of the screen and click anywhere on the map. A Google Maps icon will be placed. Drag the icon to the correct place by zooming in and out of the map at the right side. You will see the "Placement of Location" field filled in automatically with the latitude-longitude of the location.



- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.6.3. Edit Facility

- To edit section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Facility information will be displayed for editing.
- Modify the Facility information as explained in above section.
- Press on **SAVE** button to update the Facility information. You will see a popup message **Data Updated Successfully.**

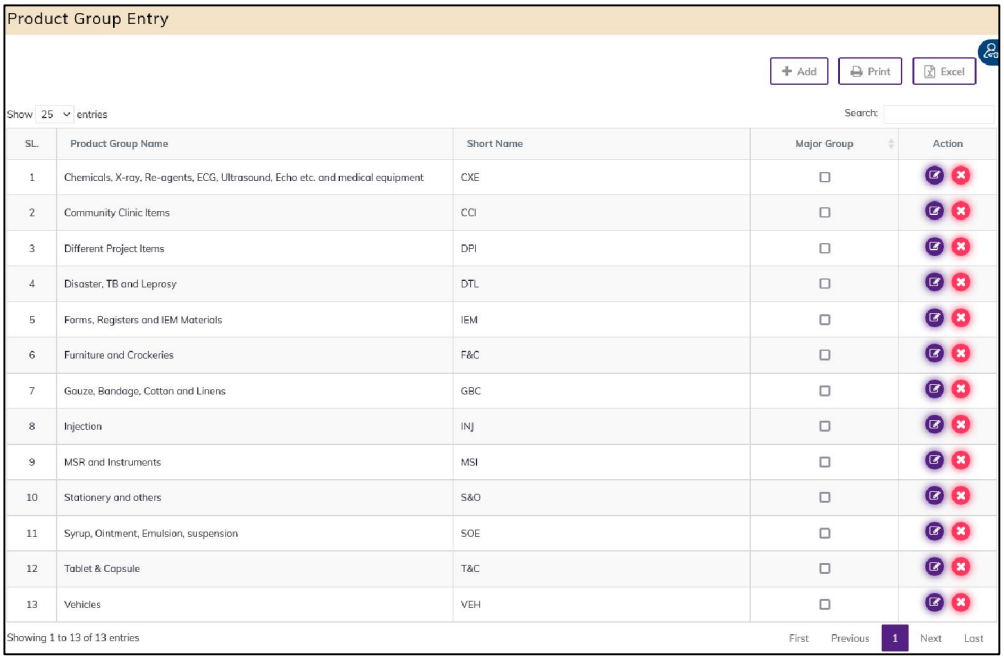
10.6.4. Delete Facility

- You cannot delete an already used another transaction.
- To delete a Section from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Facility is removed permanently.

10.7. Product Group Entry

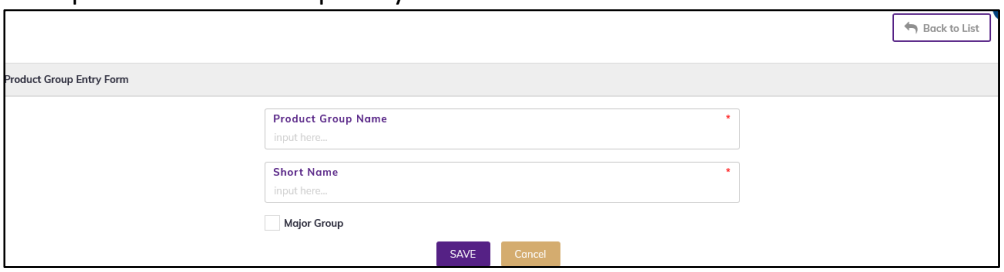
10.7.1. Product Group list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Product Group** Entry
- From **admin** menu, select **Product Group Entry** submenu to open Product Group entry page which shows the list of all Product Group like following screen -



10.7.2. Add New Product Group

- Click **'+ Add New'** button at the top right corner of the page to add a new Product Group. The Product Group entry form is shown below:



- Fill-up Product Group details in the data entry fields

1. **Product Group Name *:** Enter the Product Group Name. This is a mandatory field**.**
2. **Short Name *:** Enter the Short Name. This is a mandatory field.
3. **Major Group*:** Enter the field. Click this checkbox.

- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.7.3. Edit a Product Group

- To edit Product Group data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Product Group will be displayed for editing.
- Modify the Product Group information as explained in above section.
- Press on **SAVE** button to update the Product Group information. You will see a popup message **Data Updated Successfully.**

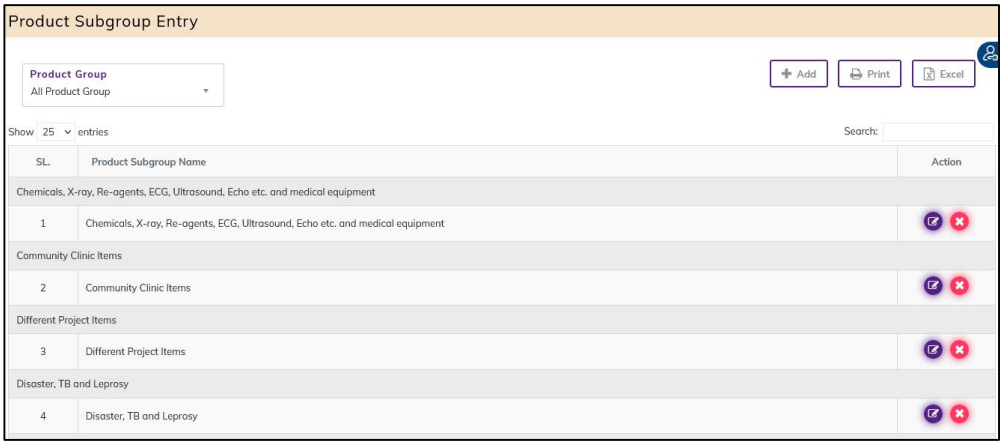
10.7.4. Delete a Product Group

- You cannot delete an already used another transaction.
- To delete a Product Group from the user needs to click 0n **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** - When you confirm the Product Group is removed permanently.

10.8. Product Subgroup Entry

10.8.1. Product Subgroup list

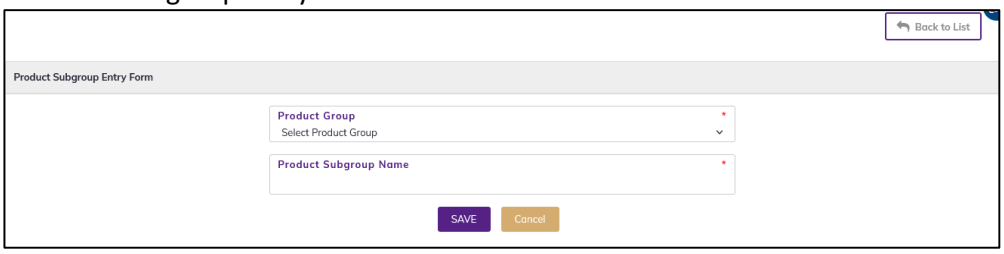
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Product Subgroup** Entry
- From **admin** menu, select **Product Subgroup Entry** submenu to open Product Subgroup entry page which shows the list of all Product Subgroup like following screen -



- The Product subgroup has 2 filter criteria
  1. **Product Group**: when select a Product Group then showing Product Subgroup Name under the selected
  2. **Search:** To search a Product Group.

Add New Product Subgroup

- Click **'+ Add New'** button at the top right corner of the page to add a new Product Subgroup. The Product Subgroup entry form is shown below:



- Fill-up Product subgroup details in the data entry fields
  1. **Product Group *:** Select the Product Group Name. Where the Product Group Name is situated from the drop-down menu. This is a mandatory field.
  2. **Product Subgroup Name**. Enter the product subgroup name. This is a mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.8.2. Edit Product Subgroup

- To edit Product Subgroup data, the user needs to click on Edit button from among the action button beside that record, and the pop-up message shows (Do you really want to edit this record?). When you confirm the product Subgroup will be displayed for editing. Modify the Product Subgroup as explained in above section.
- Press on SAVE button to update the Product Subgroup information. You will see a popup message Data Updated Successfully.

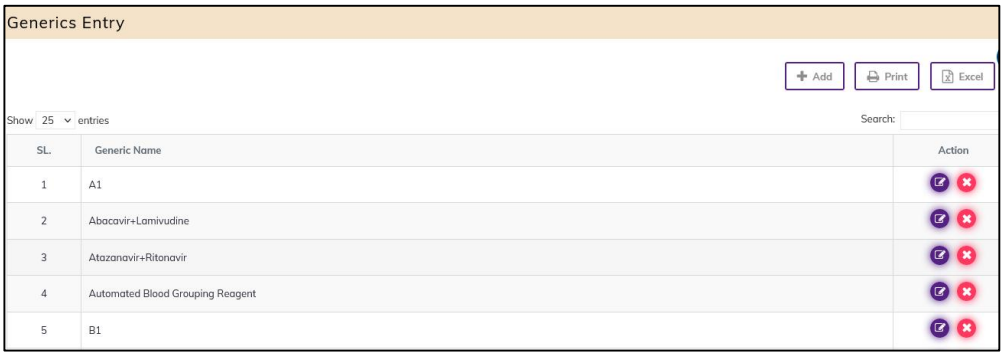
10.8.3. Delete Product Subgroup

- You cannot delete an already used another transaction.
- To delete a Product Subgroup from the user needs to click on Delete button from among the action buttons beside that record, and the pop-up message shows (Do you really want to delete this record?) - When you confirm the Product, Subgroup is removed permanently.

10.9. Generics Entry

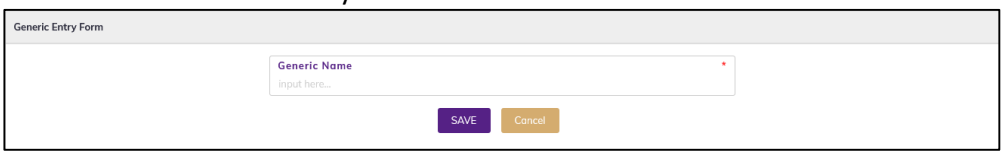
10.9.1. Generics List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Generics Entry
- From admin menu, select Generics submenu to open Generics entry page which shows the list of all Generics like following screen -



10.9.2. Add New Generics

- Click **'+ Add New'** button at the top right corner of the page to add a new Unit of Measure. The Generics entry form is shown below:



- Fill-up Generics details in the data entry fields
  1. **Generic Name*:** Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.9.3. Edit Generics

- To edit Generics data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Generics will be displayed for editing.
- Modify the Generics as explained in above section.
- Press on **SAVE** button to update the Generics information. You will see a popup message **Data Updated Successfully.**

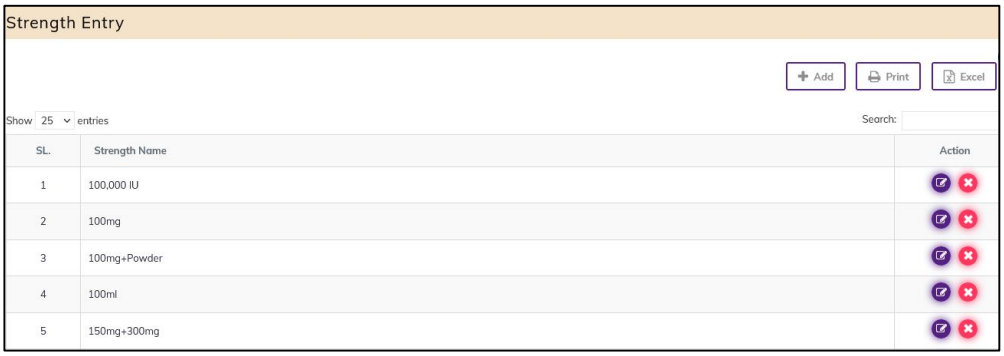
10.9.4. Delete Generics

- You cannot delete an already used another transaction.
- To delete a Generics from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Generics is removed permanently.

10.10. Strength Entry

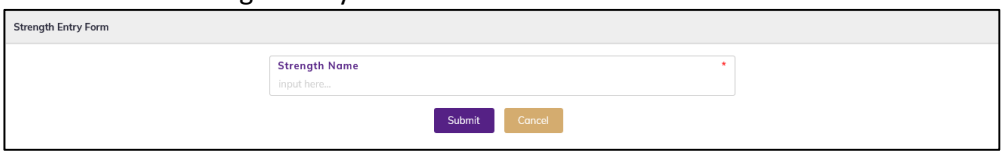
10.10.1. Strength List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Strength Entry
- From admin menu, select Strength submenu to open Strength entry page which shows the list of all Strength like following screen -



10.10.2. Add New Strength

- Click **'+ Add New'** button at the top right corner of the page to add a new Unit of Measure. The Strength entry form is shown below:



- Fill-up Strength details in the data entry fields
  2. **Strength Name*:** Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.10.3. Edit Strength

- To edit Strength data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Strength will be displayed for editing.
- Modify the Strength as explained in above section.
- Press on **SAVE** button to update the Strength information. You will see a popup message **Data Updated Successfully.**

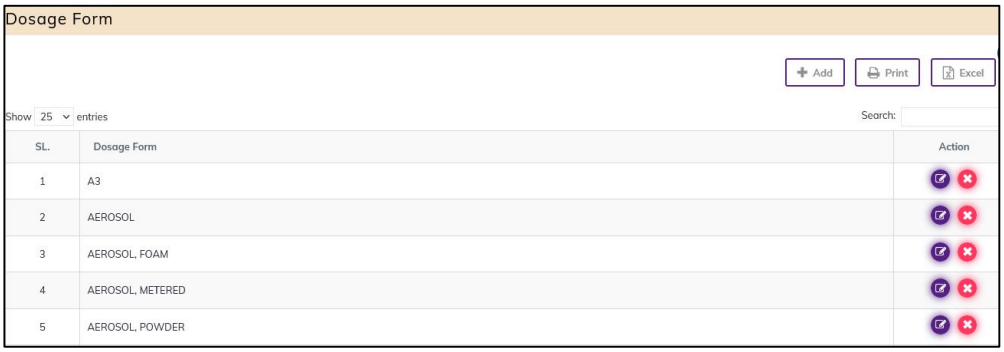
10.10.4. Delete Strength

- You cannot delete an already used another transaction.
- To delete a Strength from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Strength is removed permanently.

10.11. Dosage Form Entry

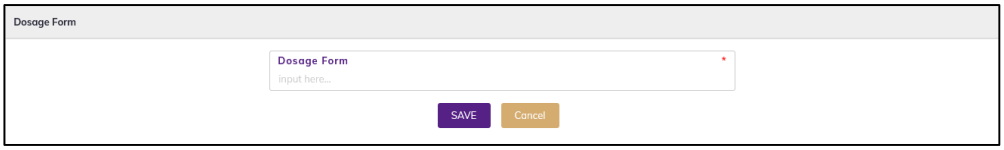
10.11.1. Dosage Form List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Dosage Form Entry
- From admin menu, select Dosage Form submenu to open Dosage Form entry page which shows the list of all Dosage Form like following screen -



10.11.2. Add New Dosage Form

- Click **'+ Add New'** button at the top right corner of the page to add a new Unit of Measure. The Dosage Form entry form is shown below:



- Fill-up Dosage Form details in the data entry fields

3. **Dosage Form*:** Enter the Unit Name. This is mandatory field.

- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.11.3. Edit Dosage Form

- To edit Dosage Form data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Dosage Form will be displayed for editing.
- Modify the Dosage Form as explained in above section.
- Press on **SAVE** button to update the Dosage Form information. You will see a popup message **Data Updated Successfully.**

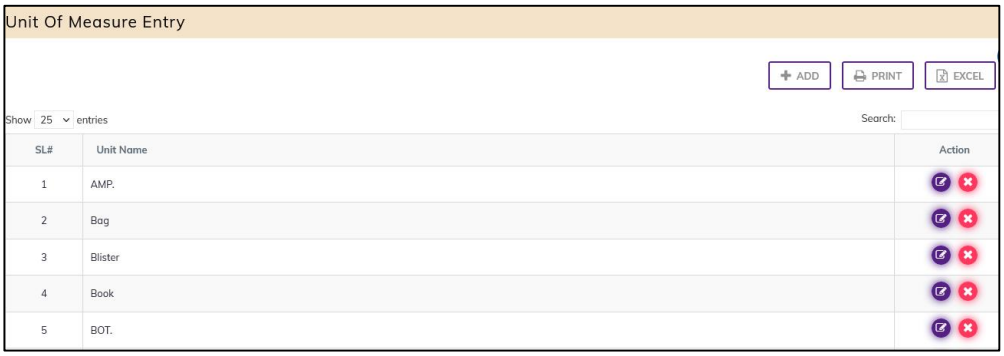
10.11.4. Delete Dosage Form

- You cannot delete an already used another transaction.
- To delete a Dosage Form from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Dosage Form is removed permanently.

10.12. Unit of Measure Entry

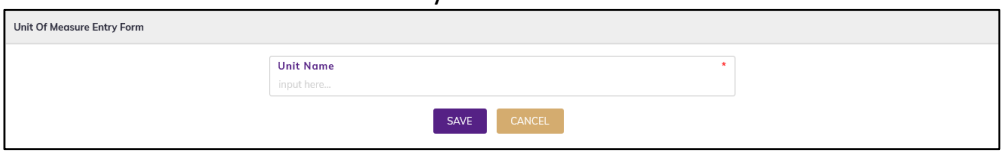
10.12.1. Unit of Measure List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Unit of measure Entry
- From admin menu, select Unit of measure submenu to open Unit of measure entry page which shows the list of all Unit of measure like following screen -



10.12.2. Add New Unit of measure

- Click **'+ Add New'** button at the top right corner of the page to add a new Unit of Measure. The Unit of Measure entry form is shown below:



- Fill-up Unit of measure details in the data entry fields
  4. **Unit Name*:** Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.12.3. Edit Unit of Measure

- To edit Unit of measure data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Unit of Measure will be displayed for editing.
- Modify the Unit of Measure as explained in above section.
- Press on **SAVE** button to update the Unit of measure information. You will see a popup message **Data Updated Successfully.**

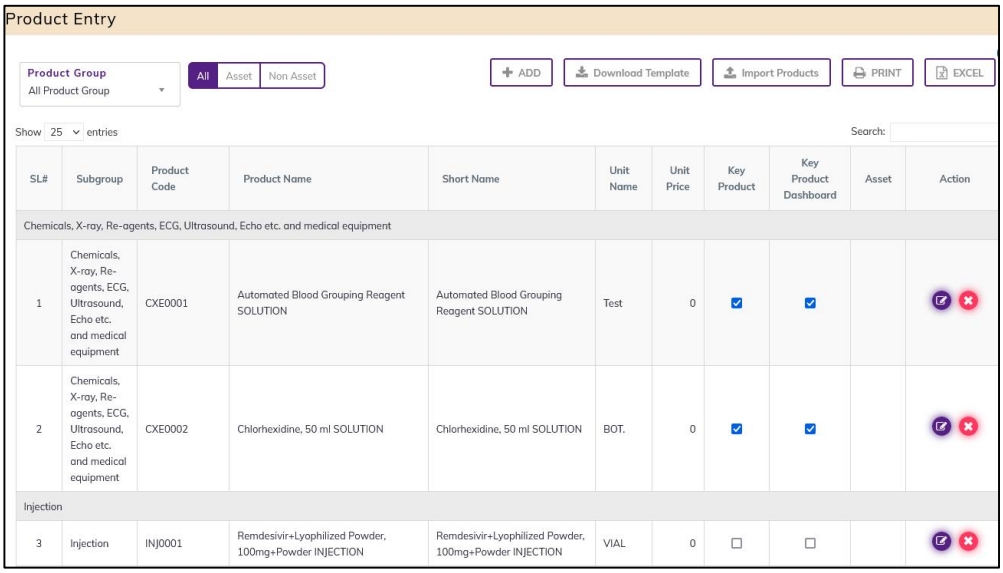
10.12.4. Delete Unit of Measure

- You cannot delete an already used another transaction.
- To delete a Unit of measure from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Unit of Measure is removed permanently.

10.13. Product Entry

10.13.1. Product List

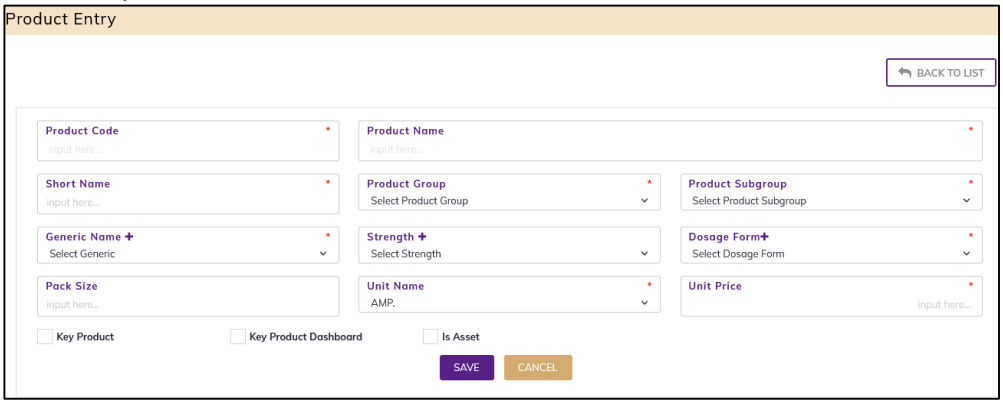
7. Open any internet browser, like Google Chrome or Firefox.
8. Type http://elmis.cmsd.gov.bd/ in the address bar.
9. The CMSD-eLMIS homepage screen will appear.
10. Login as a user who has permission to **Product** Entry
11. From **admin** menu, select **Product** submenu to open Product entry page which shows the list of all Product like following screen -



- The Product has 4 filter criteria
  1. **Product Group**: when select a Product Group then showing Product Name under the selected
  2. **Asset:** when select Asset Button then showing Asset Related Name Under the selected
  3. **Non-Asset:** when select Non-Asset Button then showing Non-Asset Related Name Under the selected
  4. **Search:** To search a product
- There are 5 (five) action button in the product list. They are
  5. ADD, download template, Import Products, Print and Excel.

10.13.2. Add New Product

- Click **'+ Add New'** button at the top right corner of the page to add a new Product. The Product entry form is shown below:



- Fill-up Product details in the data entry fields
  1. **Product Code*:** The Product Code will be automatic generate when select a product group. This is mandatory field.
  2. **Product Name*:** The Product Name will be automatic generate when select a Generic Name, Strength and Dosage Form. This is mandatory field and non-editable.
  3. **Short Name*:** The Product Name will be automatic generate when select a Generic Name, Strength and Dosage Form. This is mandatory field and editable

4. **Product Group*:** Select the Product group. Where the Product group is situated from the drop-down menu. This is a mandatory field.
5. **Product Subgroup*:** Select the Product Subgroup. Where the product subgroup is situated from the drop-down menu. This is a mandatory field.
6. **Generic Name*:** Select generic name from dropdown list. If the generic name not available in dropdown lists, press on '+' will show the popup generic entry from. Enter the generic name and press on 'SAVE' the generic name will be saved and selected.
7. **Strength:** Select strength from dropdown list. If the strength not available in dropdown lists, press on '+' will show the popup strength entry from. Enter the strength and press on 'SAVE' the strength will be saved and selected.
8. **Dosage Form*:** Select dosage form from dropdown list. If the dosage form not available in dropdown lists, press on '+' will show the popup dosage form entry from. Enter the dosage form and press on 'SAVE' the dosage form will be saved and selected.
9. **Pack Size:** enter the product pack size.
10. **Unit Name*:** Select the Unit Name. Where the Unit name is situated from the drop-down menu. This is a mandatory field.
11. **Unit Price*:** Enter the Unit Price. This is mandatory field.
12. **Key Product:** Click the check box. This is not mandatory field.
13. **Key Product Dashboard:** Click the check box. This is not mandatory field.
14. **Is Asset**: Click the Check box. This is not mandatory field.

- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.13.3. Edit Product

- To edit Product data, the user needs to click the **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Product will be displayed for editing.
- Modify the Product information as explained in above section.
- Press the **SAVE** button to update the Product information. You will see a popup message **Data Updated Successfully.**

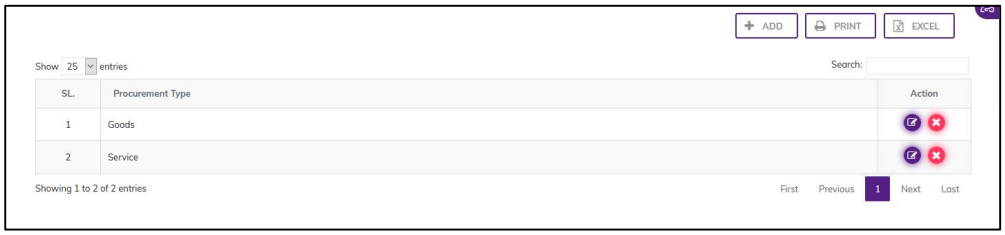
10.13.4. Delete Product

- You cannot delete an already used another transaction.
- To delete a Product from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows **(Do you really want to delete this record?)** - When you confirm the Product is removed permanently.

10.14. Procurement Type Entry

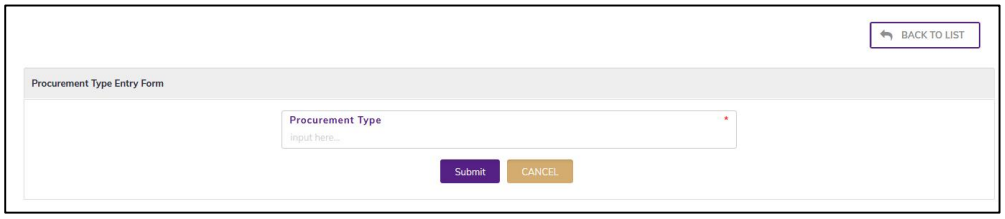
10.14.1. Procurement Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Procurement Type** Entry
- From **admin** menu, select **Procurement Type** submenu to open Procurement Type entry page which shows the list of all Procurement Type like following screen -



10.14.2. Add New Procurement Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Procurement Type. The Procurement type entry form is shown below:



- Fill-up Procurement Type details in the data entry fields
  1. **Procurement Type*:** Enter the Procurement type. This is mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.14.3. Edit Procurement Type

- To edit Procurement Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Procurement Type will be displayed for editing.
- Modify the Procurement type as explained in above section.
- Press on **SAVE** button to update the Procurement type information. You will see a popup message **Data Updated Successfully.**

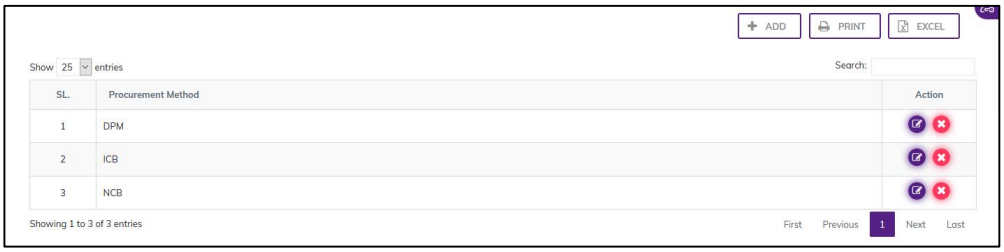
10.14.4. Delete Procurement Type

- You cannot delete an already used another transaction.
- To delete a Procurement Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Procurement, Type is removed permanently.

10.15. Procurement Method Entry

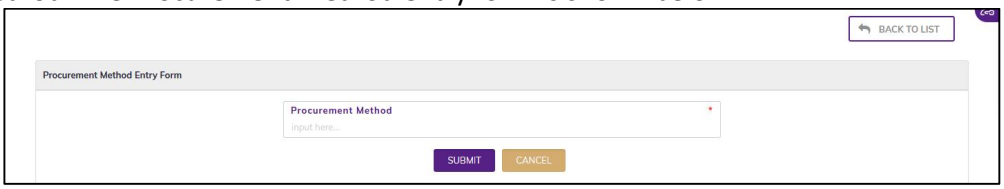
10.15.1. Procurement Method List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The COVID-19 SCM BANGLADESH homepage screen will appear.
- Login as a user who has permission to **Procurement Method** Entry
- From **admin** menu, select **Procurement Method** submenu to open Procurement Method entry page which shows the list of all Procurement Method like following screen -



10.15.2. Add New Procurement Method

- Click **'+ Add New'** button at the top right corner of the page to add a new Procurement Method. The Procurement Method entry form is shown below:



- Fill-up Procurement Method details in the data entry fields
  1. **Procurement Method*:** Enter the Procurement Method. This is mandatory field.
- After filling in all the fields, click the **Submit** button to save. You will see a popup message **New Data Added Successfully**.

10.15.3. Edit Procurement method

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?).** When you confirm the Procurement method will be displayed for editing.
- Modify the Procurement method as explained in above section.
- Press on **Submit** button to update the Procurement Method information. You will see a popup message **Data Updated Successfully.**

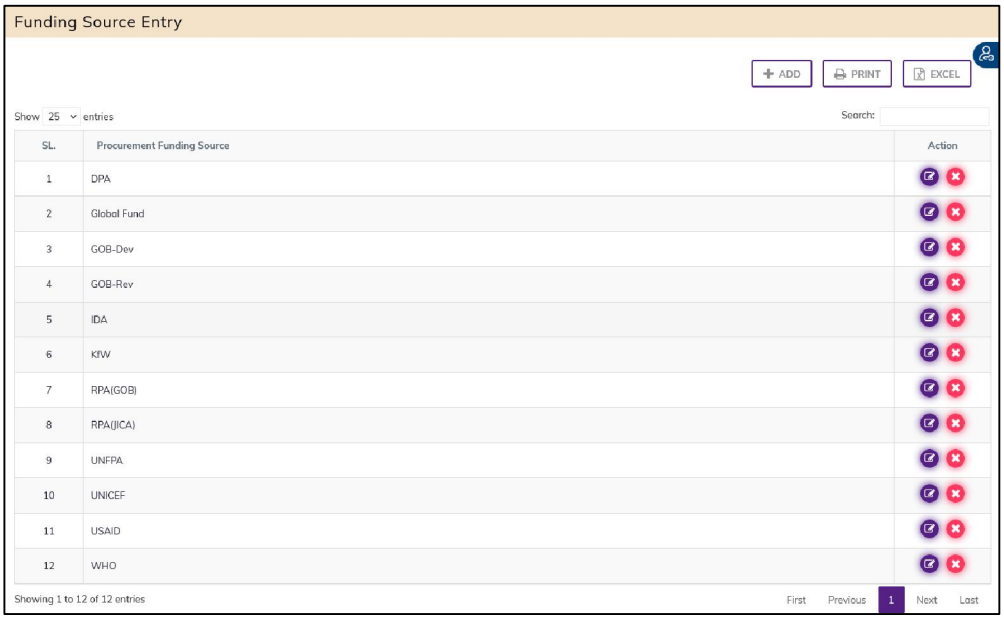
10.15.4. Delete Procurement method

- You cannot delete an already used another transaction.
- To delete a procurement method, the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the procurement method is removed permanently.

10.16. Funding Source Entry

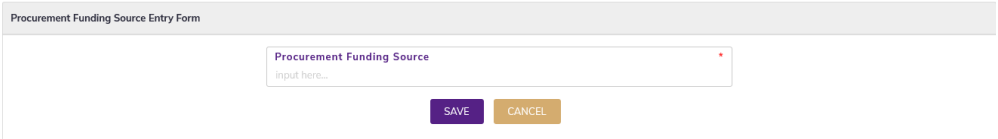
10.16.1. Funding Source list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Funding Source** Entry
- From **admin** menu, select **Funding Source** submenu to open Funding Source entry page which shows the list of all Funding Source like following screen -



10.16.2. Add New Funding Source

- Click **'+ Add New'** button at the top right corner of the page to add a new Funding Source. The Funding Source entry form is shown below:



- Fill-up Funding source details in the data entry fields
  1. **Procurement Funding Source *:** Enter the Procurement Funding source. This is a mandatory field**.**
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.16.3. Edit Funding Source

- To edit Funding Source data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Funding source will be displayed for editing.
- Modify the funding source as explained in above section.
- Press on **SAVE** button to update the Funding source information. You will see a popup message **Data Updated Successfully.**

10.16.4. Delete Funding Source

- You cannot delete an already used another transaction.

To delete a Funding source from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Funding source is removed permanently.

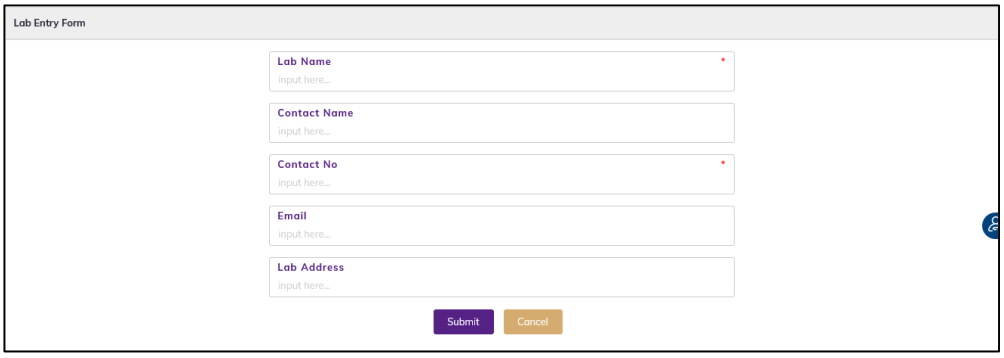
10.17. Lab Entry

10.17.1. Lab list

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Lab** Entry
- From **admin** menu, select **Lab** submenu to open Lab entry page which shows the list of all Lab like following screen -

10.17.2. Add New Lab

- Click **'+ Add New'** button at the top right corner of the page to add a new Funding Source. The Lab entry form is shown below:



- Fill-up Lab details in the data entry fields
  1. **Lab name*:** Enter the lab name. This is a mandatory field**.**
  2. **contact name:** Enter the lab contact name. This is a non-mandatory field**.**
  3. **Contact no:** Enter the lab contact number. This is a mandatory field**.**
  4. **Email:** Enter the lab Email. This is a non-mandatory field**.**
  5. **Lab address:** Enter the address. This is a non-mandatory field**.**
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.17.3. Edit Lab

- To edit Lab data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Lab will be displayed for editing.
- Modify the Lab as explained in above section.

- Press on **SAVE** button to update the Lab information. You will see a popup message **Data Updated Successfully.**

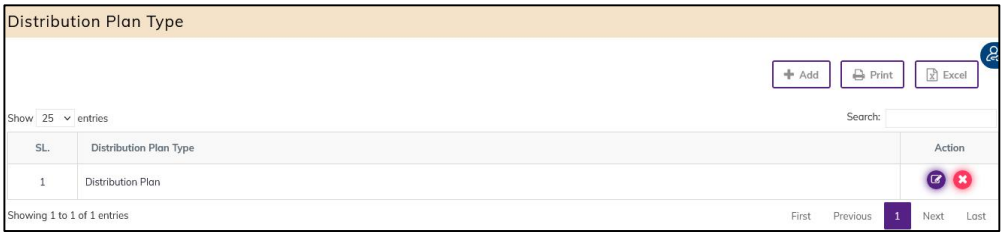
10.17.4. Delete Lab

- You cannot delete an already used another transaction.
- To delete a Lab from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Lab is removed permanently.

10.18. Distribution Plan Type Entry

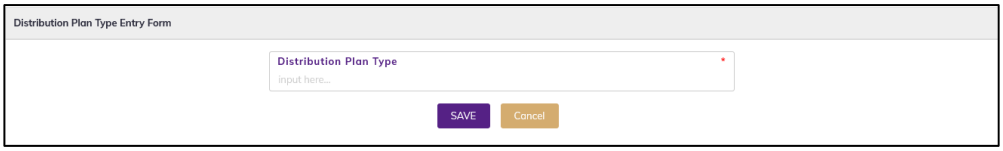
10.18.1. Distribution Plan Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Distribution Plan Type Entry
- From **admin** menu, select **Distribution Plan Type** submenu to open Distribution Plan Type entry page which shows the list of all Distribution Plan Type like following screen -



10.18.2. Add New Distribution Plan Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Distribution Plan Type. The Distribution Plan entry form is shown below:



- Fill-up Distribution Plan Type details in the data entry fields

1. **Distribution Plan Type*:** Enter the Distribution Plan Type. This is mandatory field.

- After filling in all the fields, click on **Submit** button to save. You will see a popup message **New Data Added Successfully**.

10.18.3. Edit Distribution Plan Type

- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows: **(Do you really want to edit this record?).** When you confirm the Distribution Plan Type will be displayed for editing.
- Modify the Distribution Plan Type
- Press on **Submit** button to update the Distribution Plan Type information. You will see a popup message **Data Updated Successfully.**

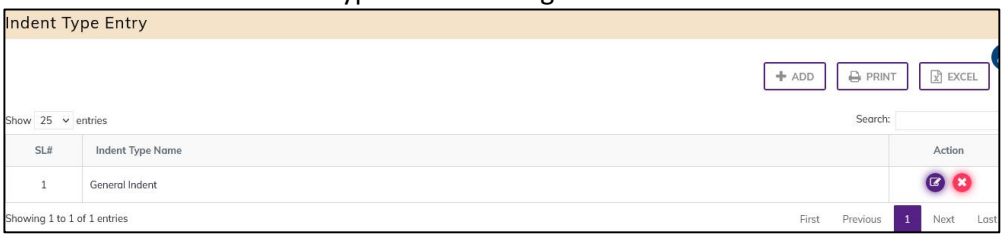
10.18.4. Delete Distribution Plan Type

- You cannot delete an already used another transaction.
- To delete a Distribution Plan, Type the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Distribution Plan Type is removed permanently.

10.19. Indent Type Entry

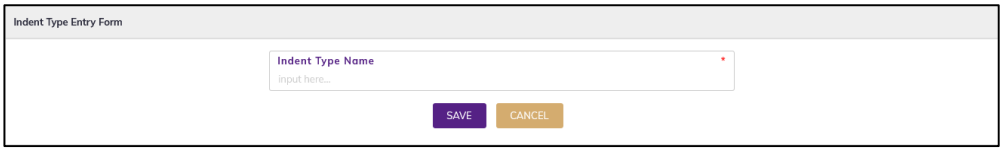
10.19.1. Indent Type Entry List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Indent Type** Entry
- From **admin** menu, select **Indent Type** submenu to open Indent Type entry page which shows the list of all Indent Type like following screen -



10.19.2. Add New Indent Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Indent Type. The Indent Type entry form is shown below:



- Fill-up Indent Type details in the data entry fields
  1. **Indent Type*:** Enter the Unit Name. This is mandatory field.
- After filling in all the fields, click the **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.19.3. Edit Indent Type

- To edit Indent Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?)** When you confirm the Indent Type will be displayed for editing.
- Modify the Indent type as explained in above section.
- Press on **SAVE** button to update the Indent Type. You will see a popup message **Data Updated Successfully.**

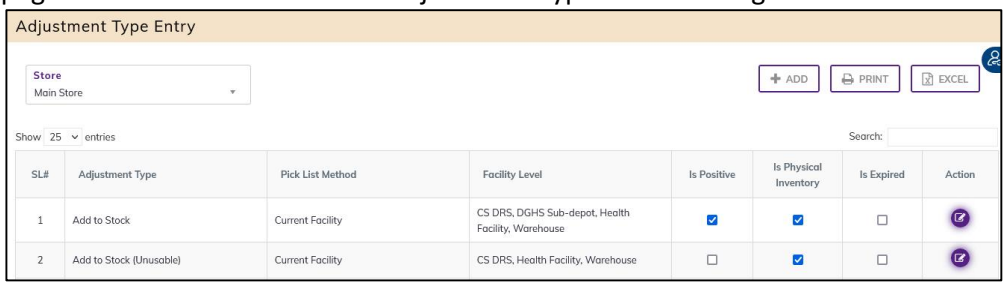
10.19.4. Delete Indent Type

- You cannot delete an already used another transaction.
- To delete a Indent Type from the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Indent Type is removed permanently.

10.20. Adjustment Type Entry

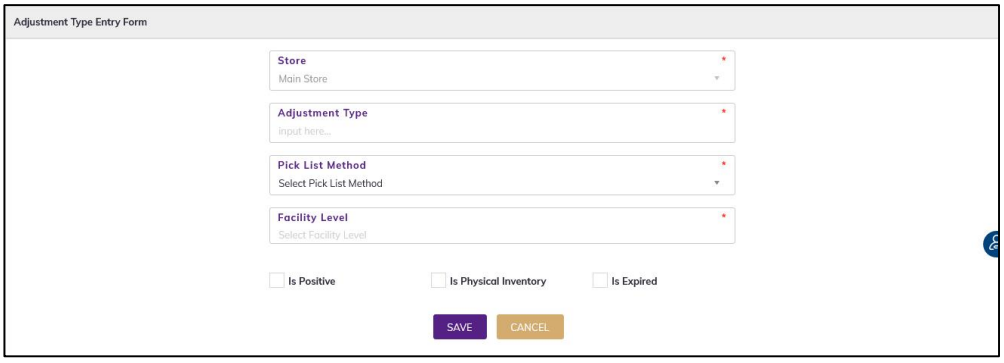
10.20.1. Adjustment Type List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Adjustment Type** Entry
- From **admin** menu, select **Adjustment Type** submenu to open Adjustment Type entry page which shows the list of all Adjustment Type like following screen -



10.20.2. Add New Adjustment Type

- Click **'+ Add New'** button at the top right corner of the page to add a new Adjustment Type. The Indent Type entry form is shown below:



- Fill-up Adjustment Type details in the data entry fields
  1. **Adjustment Type*:** Enter the Adjustment type. This is mandatory field.
  2. **Pick List Method***: Select the Pick List method. Where the Pick list method is situated from the drop-down menu this is a mandatory field.
  3. **Facility Level*:** Enter the Facility Level. This is mandatory field.
  4. **Is Positive*:** Click this (Is Positive) check box. This is not mandatory field
  5. **Is Physical Inventory*:** Click the (Is Physical Inventory) check box. This is not mandatory field
  6. **Is expired *:** Click this (is expired) Check box. This is not mandatory field

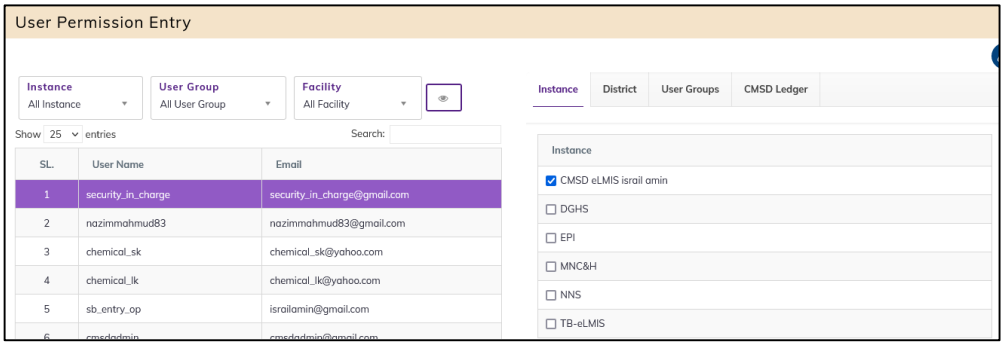
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.20.3. Edit Adjustment Type

- To edit Adjustment Type data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Adjustment Type will be displayed for editing.
- Modify Adjustment Type as explained in above section.
- Press on **SAVE** button to update the adjustment type information. You will see a popup message **Data Updated Successfully.**

10.21. User Permission Entry

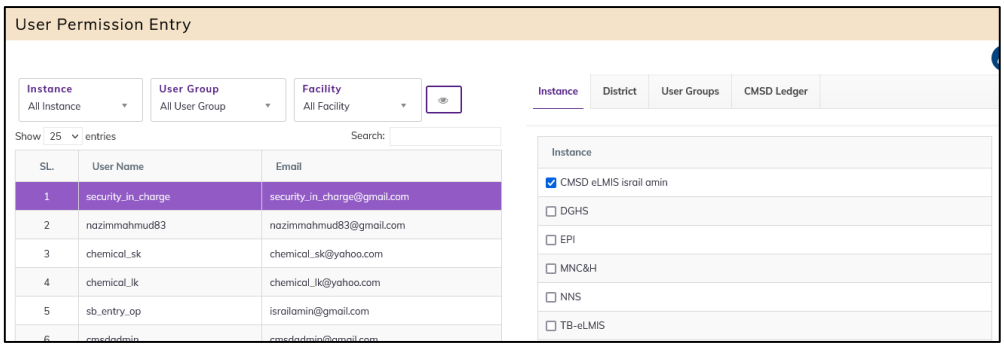
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to User Permission Entry
- From **admin** menu, select User Permission Entry submenu to open User Permission entry page which shows the list of all Suppliers like following screen -
- This will bring up the following screen:



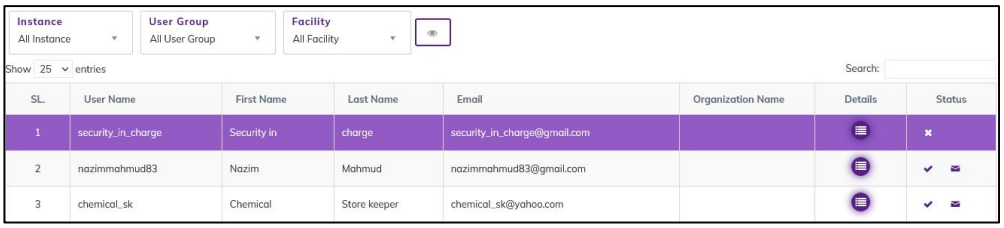
- The user permission has 4 filter criteria
  1. **Instance:** You will see the Instance List
  2. **User Group:** You will see the user group
  3. **Facility:** Facility of the user
  4. **Search:** Search a user

10.21.1. Activate a User

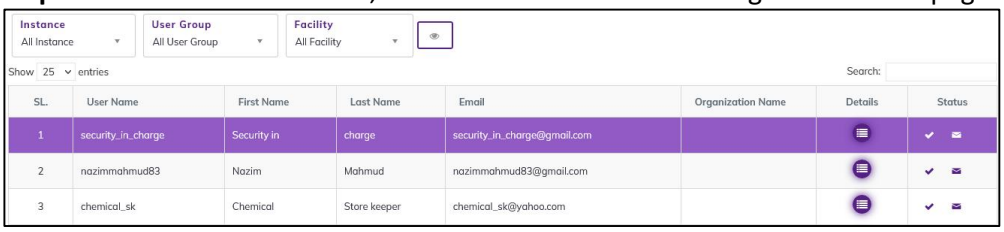
- **Step-1:** The newly registered user should be shown at the top of the list. If not, search for the user in the user list at the left side of the screen.



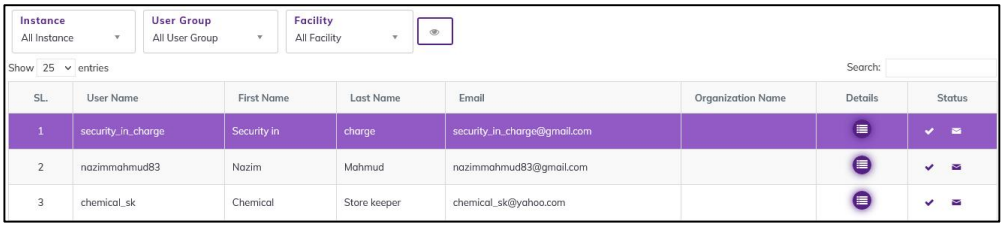
- **Step-2:** Click on the button to expand the user list. The user list is shown as in the screen below:



- **Step-3:** To activate a new user, click on the **x** icon at the far-right side of the page.

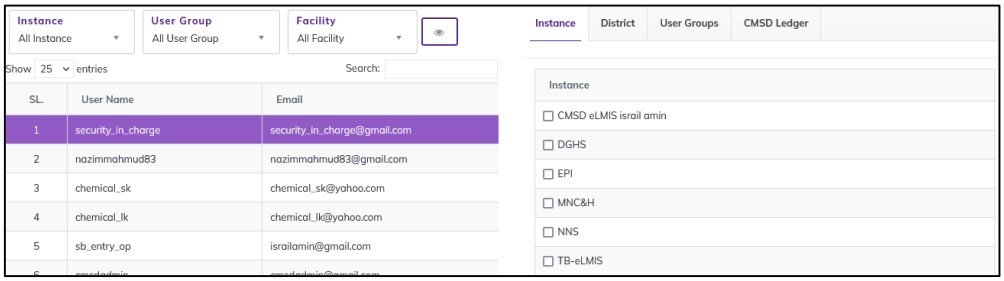


- **Step-4:** After being activated by the Administrator, the newly registered user will receive a confirmation mail:
  If the newly registered user reports that he or she has not received a confirmation email, then the administrator can resend the email by clicking on the (Resend Mail) button.

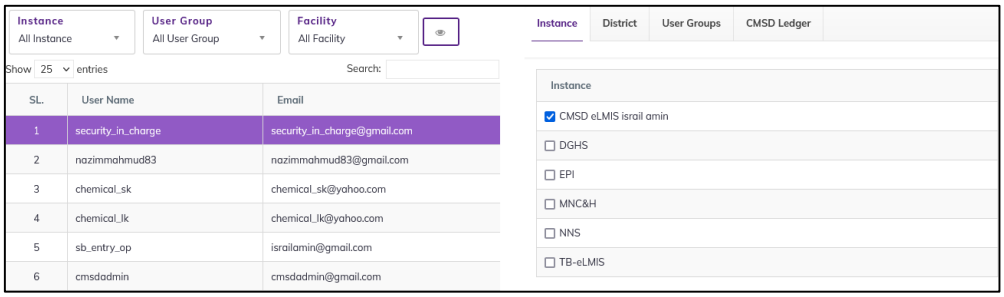


10.21.2. Assign Instance

- **Step-1:** Assign the relevant Instance based on requirements by checking the relevant boxes from the right side under the “Instance” tab.



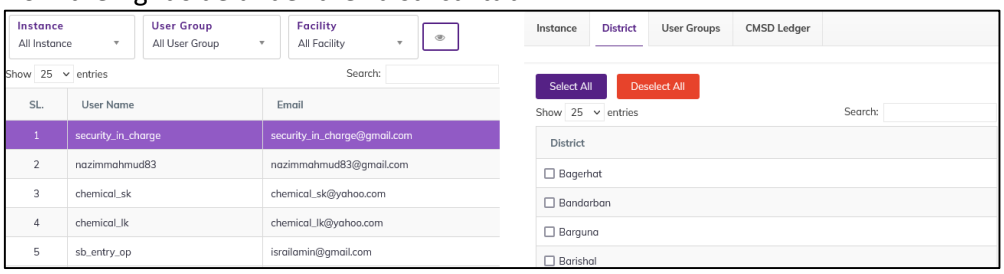
- **Step-2:** Click on a instance after clicking facility list popup form will be displayed.



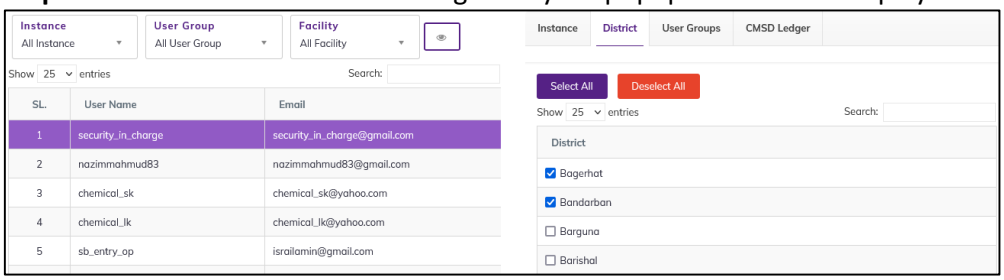
- **Step-3:** Search and select a facility to assign the user. After selecting instance, the user will be assigned like above screen.

10.21.3. Assign District

- **Step-1:** Assign the relevant district based on requirements by checking the relevant boxes from the right side under the “district” tab.



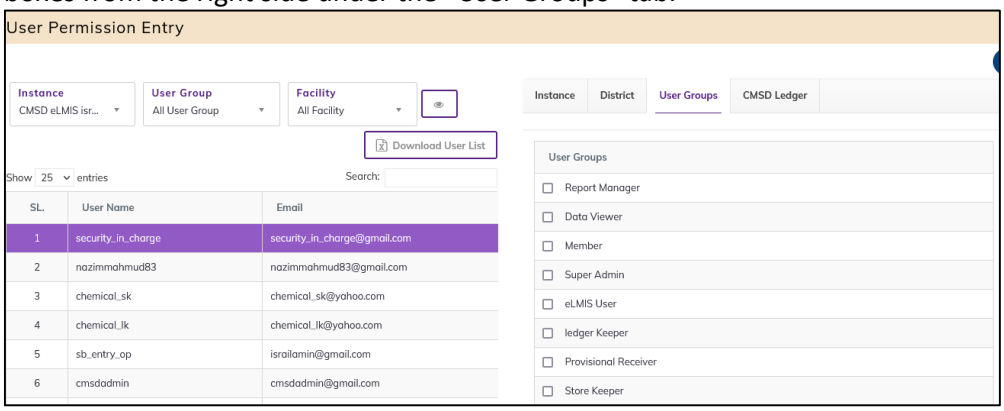
- **Step-2:** Click on a district after clicking facility list popup form will be displayed.



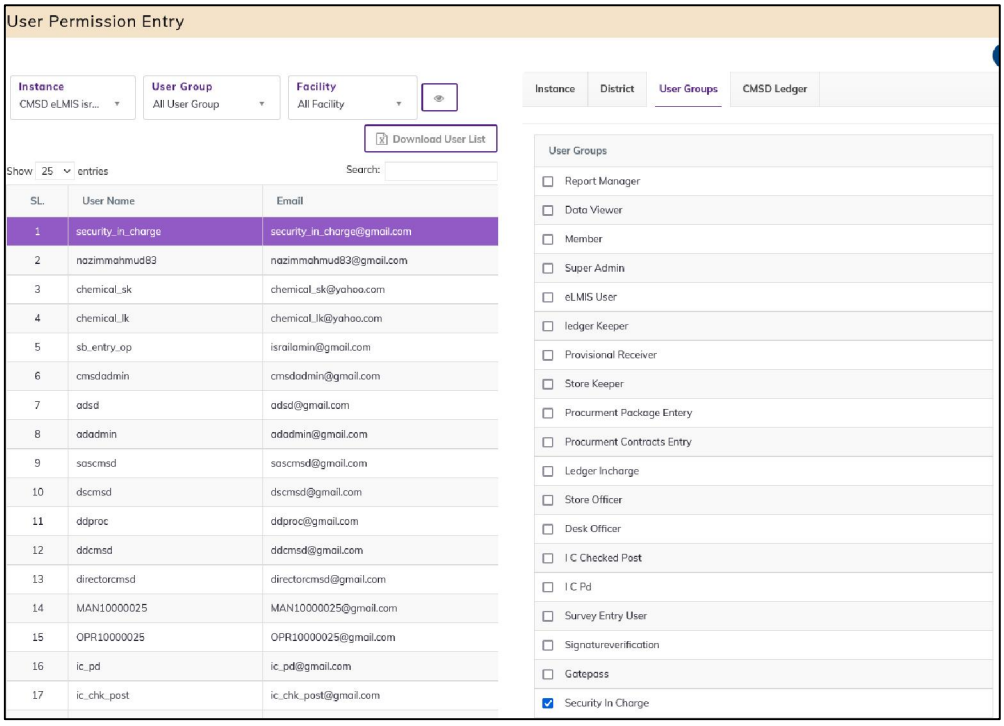
- **Step-3:** Search and select a facility to assign the user. After selecting district, the user will be assigned like above screen.

10.21.4. Assign User Groups

- **Step-1:** Assign the relevant user groups based on requirements by checking the relevant boxes from the right side under the “User Groups” tab.

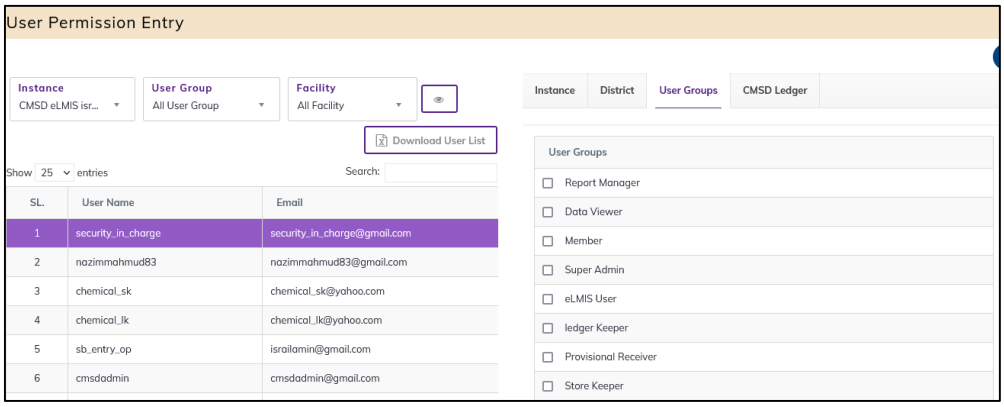


- **Step-2:** Click on a user group after clicking facility list popup form will be displayed ‘Data Updated Successfully’.

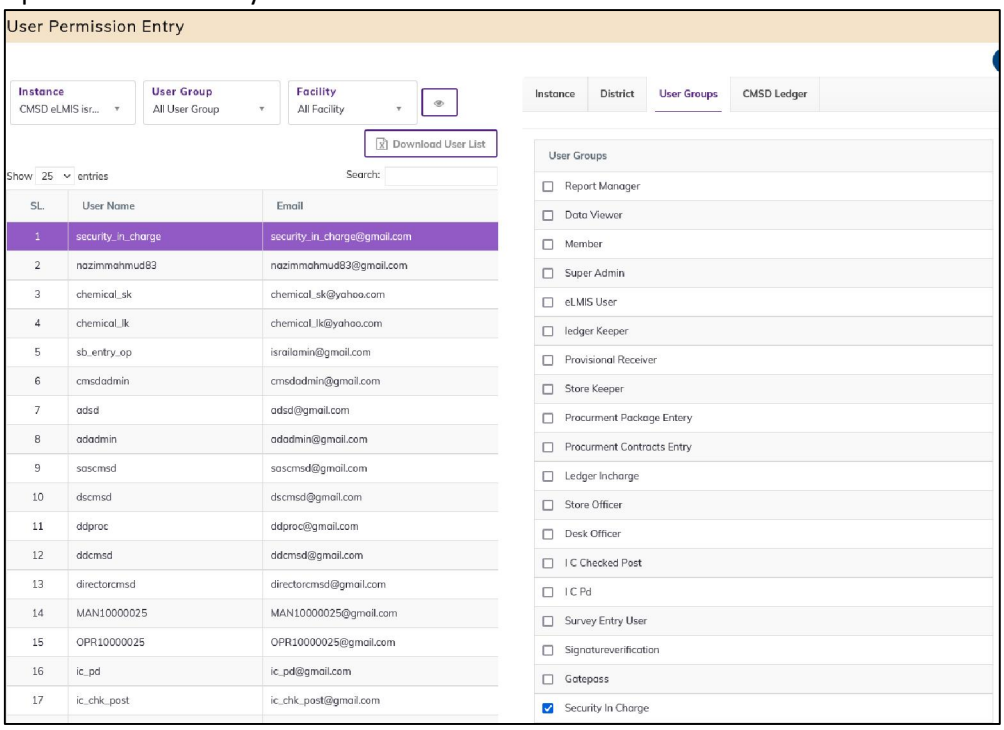


10.21.5. Assign CMSD Ledger

- **Step-1:** Assign the relevant CMSD Ledger based on requirements by checking the relevant boxes from the right side under the “CMSD Ledger” tab.

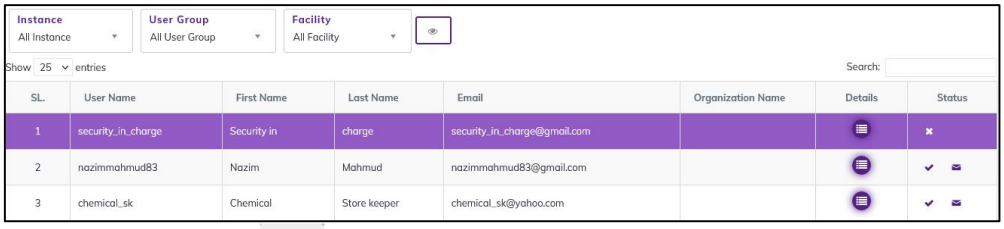


- **Step-2:** Click on a CMSD Ledger after clicking Ledger list popup form will be displayed 'Data Updated Successfully'.

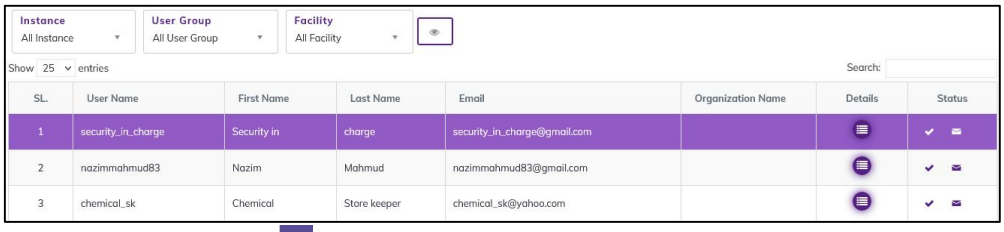


10.21.6. Deactivate a User

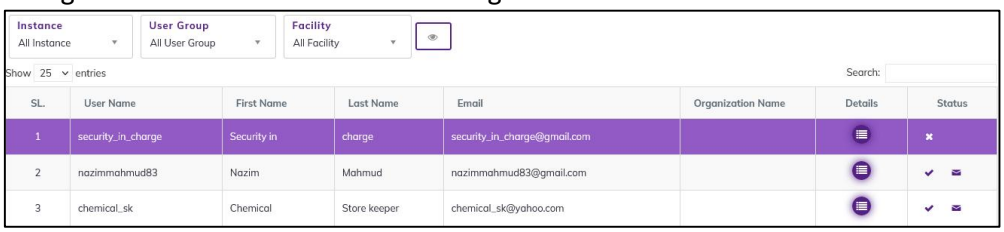
- **Step-1:** Select a user from the user list on the left side of the screen:



- **Step-2:** Click on the button to expand the user list. The user list displays as on the screen below:



- **Step-3:** Click on the button in the Status column. After clicking the button, it will change to and looks like the following screen:

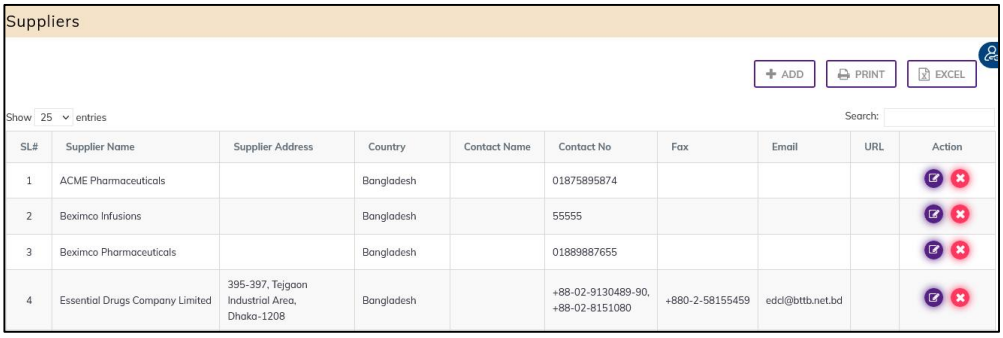


- **Step-4:** After a user is deactivated by the administrator, the user will receive an email.

10.22. Suppliers Entry

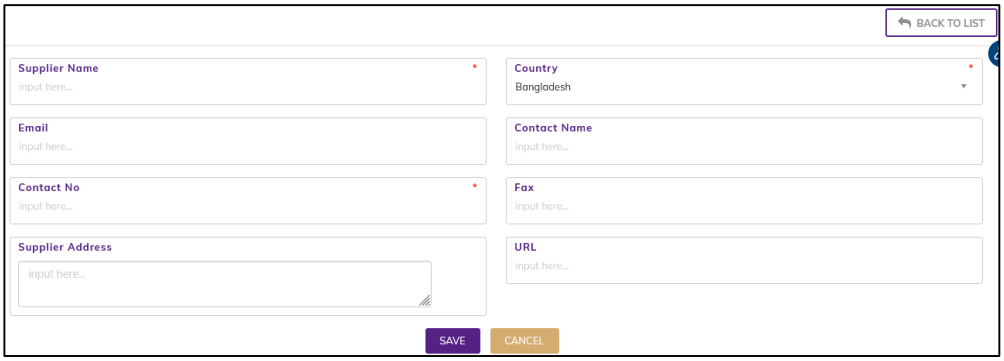
10.22.1. Suppliers List

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Suppliers** Entry
- From **admin** menu, select **Suppliers** submenu to open Suppliers entry page which shows the list of all Suppliers like following screen -



10.22.2. Add New Suppliers

- Click **'+ Add New'** button at the top right corner of the page to add a new Suppliers. The Suppliers entry form is shown below:



- Fill-up Suppliers details in the data entry fields
  1. **Suppliers Name*:** Enter the Suppliers Name. This is mandatory field.
  2. **Country*:** Select the Country Name. Where the Country Name is situated from the drop-down menu this is a mandatory field.
  3. **Email:** Enter the Email name. This not mandatory field.
  4. **Contact Name:** Enter the Contact name. This not mandatory field.
  5. **Contact No:** Enter the Contact No. This not mandatory field.
  6. **Fax:** Enter the Fax. This not mandatory field.
  7. **Suppliers Address:** Enter the Suppliers address. This not mandatory field.
  8. **URL:** Enter the Url. This not mandatory field.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.22.3. Edit Suppliers

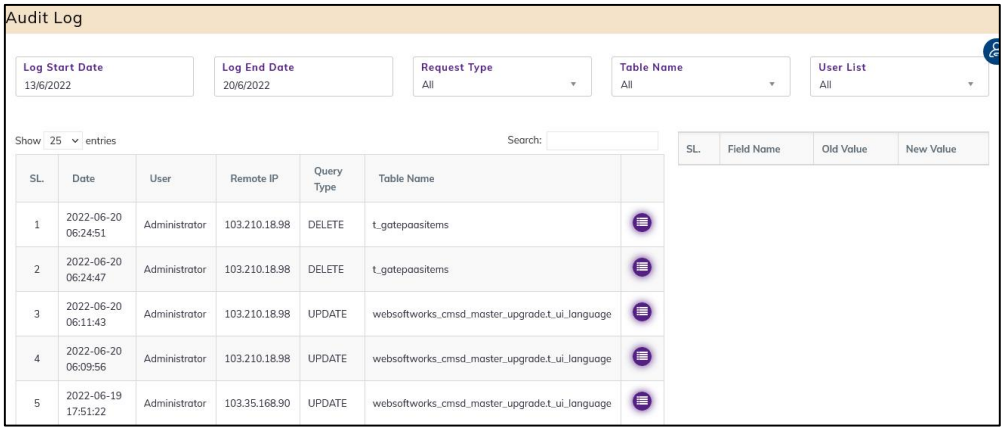
- To edit Section data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the Supplier will be displayed for editing.
- Modify the supplier information as explained in above section.
- Press on **SAVE** button to update the Suppliers information. You will see a popup message **Data Updated Successfully.**

10.22.4. Delete Suppliers

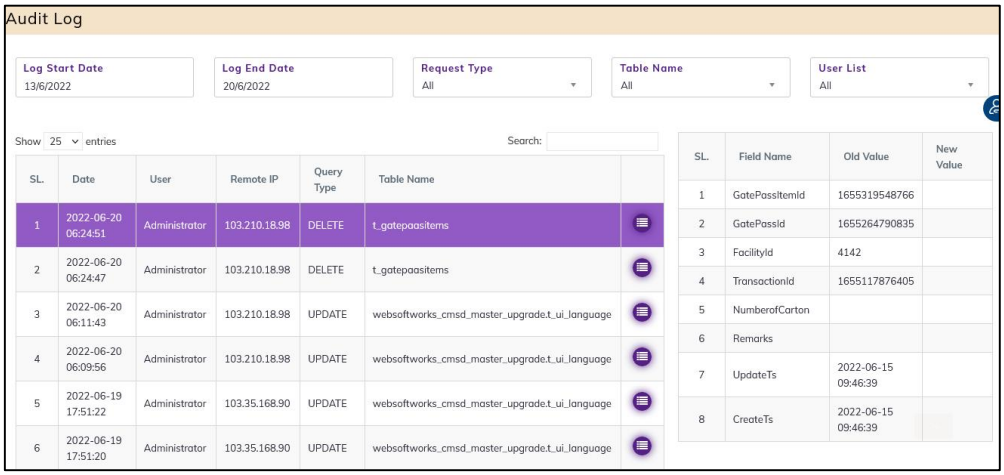
- You cannot delete an already used another transaction.
- To delete a Suppliers, the user needs to click on **Delete** button from among the action buttons beside that record, and the pop-up message shows: **(Do you really want to delete this record?)** - When you confirm the Suppliers is removed permanently.

10.23. Audit log

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Audit **Log**
- From **admin** menu, select Audit **Log** submenu to open Audit log entry page which shows the list of all Audit Log like following screen –



- The audit log keeps track of all the user data entry actions (i.e., insert, update and delete) in all the data entry forms of the CMSD-eLMIS. If a user adds a new record into the system, each field value of this record is treated as a new value in the system. (In this case, the old value of that field is empty.) If a user removes a record, then the audit log will record the old value. If the user edits a record and saves it, both the old and the new values are saved to the audit log at that time. In other words, all the changes made by a user to the system are logged automatically to avoid unauthorized changes to the system. To review the audit log, select the **admin > Audit Log** menu, which will bring up the following page:



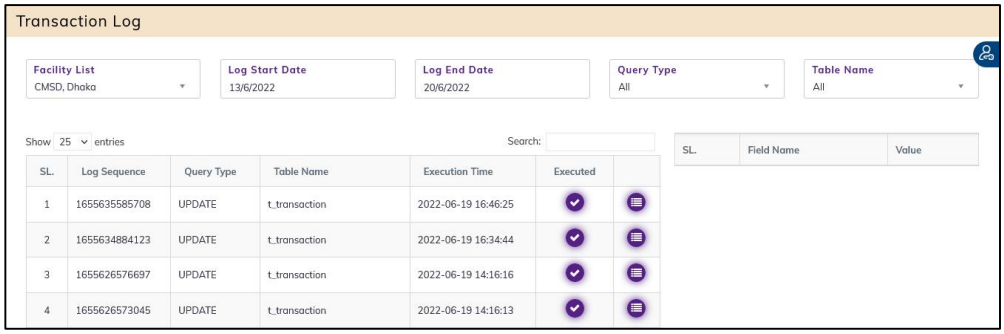
- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
  1. **SL#**: Serial number of the record displaying on the page, latest records first
  2. **Date**: Date and time when a command was executed by the user
  3. **User**: Name of the user who executed a command
  4. **Remote IP**: IP address of the user's PC
  5. **Query Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
  6. **Table Name**: Name of the table on which the user command is being executed
  7. **SQL Text**: Standard query language text that is being executed in the database in short notation. When you click on the M**ore** button you will be able to see the full text of the command

- When you select a record from the table on the left side, the table on the right side will show the list of values based on the command executed. The fields are "Field Name", "Old Value" and "New Value." If the command "INSERT", the table will show only new values; the old values are empty in this case. If the command "DELETE" that table will show only old values; the new values are empty. If the command is "EDIT" both the old and new values will be shown.

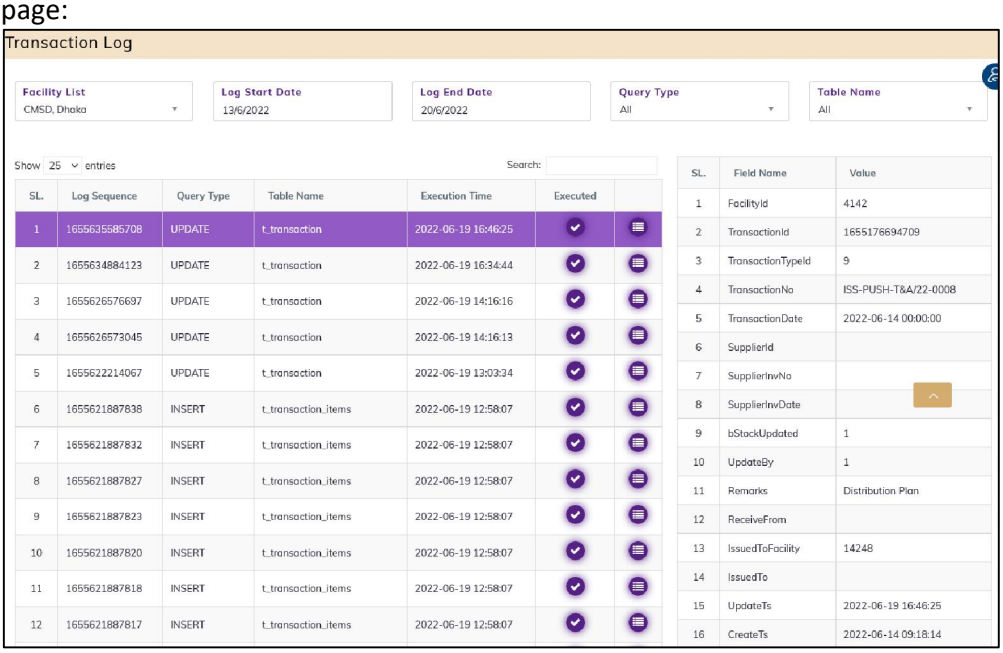
10.24. Transaction Log

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to Transaction Log

- From admin menu, select Transaction Log submenu to open Transaction Log entry page which shows the list of all Transaction Log like following screen –



- The Transaction Log keeps track of all the user data entry actions (i.e., insert, update and delete) in all the data entry forms of the CMSD-eLMIS. If a user adds a new record into the system, each field value of this record is treated as a new value in the system. (In this case, the old value of that field is empty.) If a user removes a record, then the Transaction Log will record the value. If the user edits a record and saves it, the new values are saved to the Transaction Log at that time. In other words, all the changes made by a user to the system are logged automatically to avoid unauthorized changes to the system. To review the audit log, select the **admin > Transaction Log** menu, which will bring up the following page:

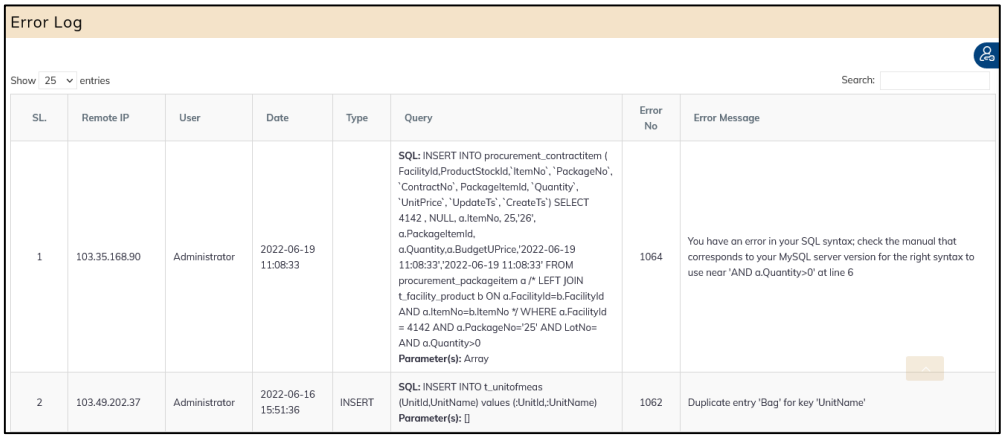


- There are two panels in this page: a left panel and a right panel. The left panel shows the user actions of insert, update and delete. The fields in the left side include:
  1. **Log Sequence:** created log sequences number.
  2. **Query Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
  3. **Table Name**: Name of the table on which the user command is being executed
  4. **Execution Time**: Log executed time.
  5. **Executed**: Log executed status.
  6. **SQL Text**: Standard query language text that is being executed in the database in short notation. When you click on the M**ore** button you will be able to see the full text of the command

- When you select a record from the table on the left side, the table on the right side will show the list of values based on the command executed. The fields are “Field Name”, and “Value”.

10.25. Error Log

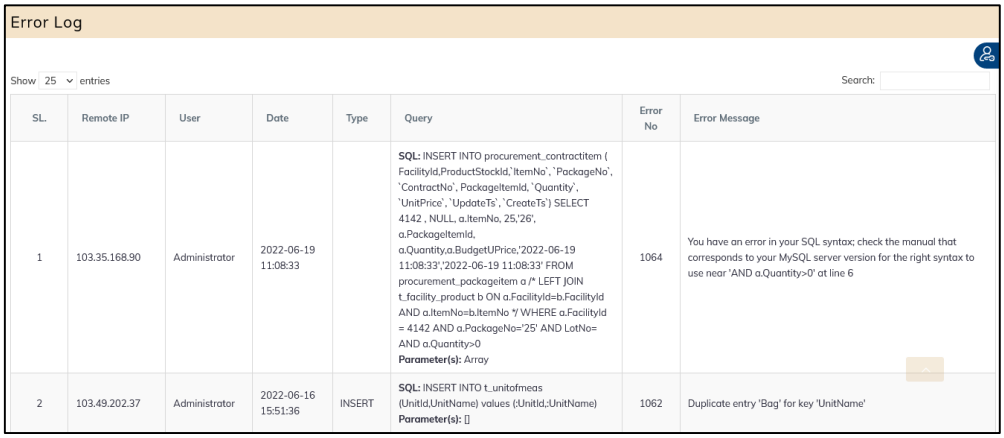
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Error Log**
- From **admin** menu, select **Error Log** submenu to open Error log entry page which shows the list of all Error Log like following screen –


Error Log

Show 25 entries Search:

SL.	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.35.168.90	Administrator	2022-06-19 11:08:33		**SQL:** INSERT INTO procurement_contractitem (FacilityId,ProductStockId,`ItemNo`, `PackageNo`, `ContractNo`, PackageItemId, `Quantity`, `UnitPrice`, `UpdateTs`, `CreateTs`) SELECT 4142 , NULL, a.ItemNo, 25,'26', a.PackageItemId, a.Quantity,a.BudgetUPrice,'2022-06-19 11:08:33','2022-06-19 11:08:33' FROM procurement_packageitem a /* LEFT JOIN t_facility_product b ON a.FacilityId=b.FacilityId AND a.ItemNo=b.ItemNo */ WHERE a.FacilityId = 4142 AND a.PackageNo='25' AND LotNo= AND a.Quantity>0 **Parameter(s):** Array	1064	You have an error in your SQL syntax; check the manual that corresponds to your MySQL server version for the right syntax to use near 'AND a.Quantity>0' at line 6
2	103.49.202.37	Administrator	2022-06-16 15:51:36	INSERT	**SQL:** INSERT INTO t_unitofmeas (UnitId,UnitName) values (:UnitId,:UnitName) **Parameter(s):** []	1062	Duplicate entry 'Bag' for key 'UnitName'

- When a user tries to add, edit or remove a record and any error occurs during database operations, i.e., a user tries to add a record that already exists in the database, that will be recorded as an error. If a user tries to delete a record that has a relevent record(s) or referenced with other table(s), it may result in an error. To track these errors for the system administrator, an error log is maintained.
- To view the error log, select the **admin > Error Log** menu, which will bring up the following page:


Error Log

Show 25 entries Search:

SL.	Remote IP	User	Date	Type	Query	Error No	Error Message
1	103.35.168.90	Administrator	2022-06-19 11:08:33		**SQL:** INSERT INTO procurement_contractitem (FacilityId,ProductStockId,`ItemNo`, `PackageNo`, `ContractNo`, PackageItemId, `Quantity`, `UnitPrice`, `UpdateTs`, `CreateTs`) SELECT 4142 , NULL, a.ItemNo, 25,'26', a.PackageItemId, a.Quantity,a.BudgetUPrice,'2022-06-19 11:08:33','2022-06-19 11:08:33' FROM procurement_packageitem a /* LEFT JOIN t_facility_product b ON a.FacilityId=b.FacilityId AND a.ItemNo=b.ItemNo */ WHERE a.FacilityId = 4142 AND a.PackageNo='25' AND LotNo= AND a.Quantity>0 **Parameter(s):** Array	1064	You have an error in your SQL syntax; check the manual that corresponds to your MySQL server version for the right syntax to use near 'AND a.Quantity>0' at line 6
2	103.49.202.37	Administrator	2022-06-16 15:51:36	INSERT	**SQL:** INSERT INTO t_unitofmeas (UnitId,UnitName) values (:UnitId,:UnitName) **Parameter(s):** []	1062	Duplicate entry 'Bag' for key 'UnitName'

- The log displays the errors which occur in CMSD-eLMIS during data entry. The columns in the table include:
  1. **Remote IP**: IP address of the computer where the error occurred
  2. **User**: CMSD-eLMIS user’s ID
  3. **Date**: Date and time of the command executed by the user
  4. **Type**: Command type executed by the user (INSERT/UPDATE/DELETE)
  5. **Query**: The SQL command which is the source of the error

6. **Error No**: MySQL Error number (if available)
7. **Error Message**: Message that explains the error

- The error messages can be used by the administrator to determine the types of errors that are encountered in the CMSD-eLMIS so they can try to resolve them.

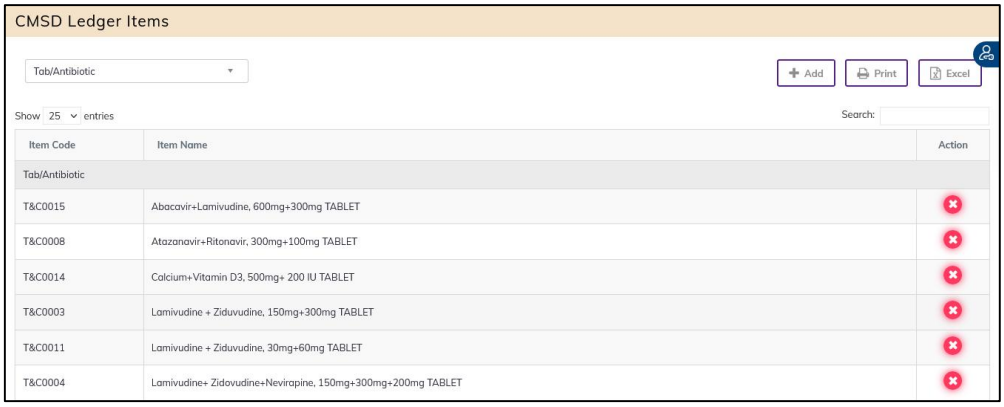
10.26. CMSD Ledger Items Entry

10.26.1. CMSD Ledger Items List

- Open any internet browser, like Google Chrome or Firefox.

1. Type http://elmis.cmsd.gov.bd/ in the address bar.

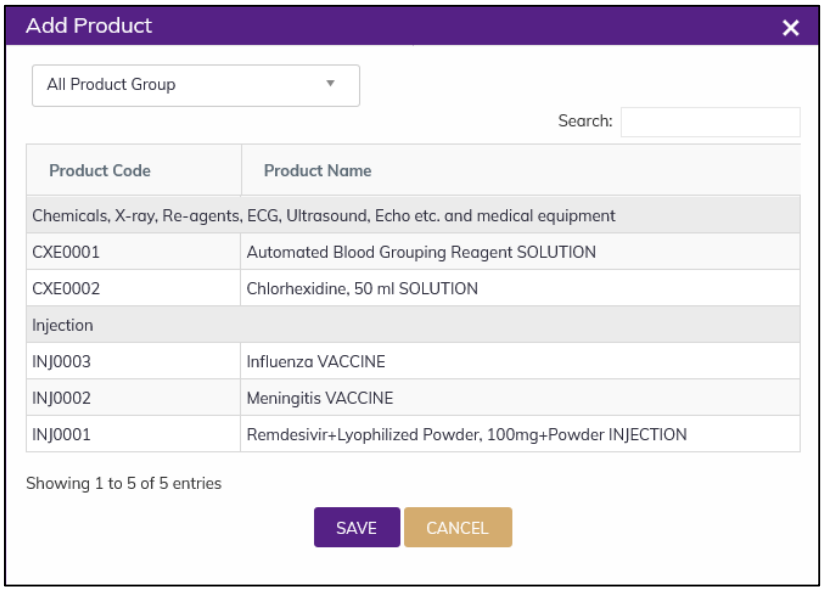
- The CMSD-eLMIS homepage will appear.
- Login as a user who has permission to **CMSD Ledger Items** Entry
- From **admin** menu, select **CMSD Ledger Items** submenu to open Recipient's entry page which shows the list of all CMSD Ledger Items like following screen -



- The CMSD Ledger Items has 2 filter Criteria
  1. Ledger: select a ledger
  2. Search: To search a CMSD Ledger.

10.26.2. Add New CMSD Ledger Items

- Select a ledger which you want to add a product under a ledger,
- Click **'+ Add'** button at the top right corner of the page to add a new CMSD Ledger items list. The CMSD Ledger Items entry form is shown below:



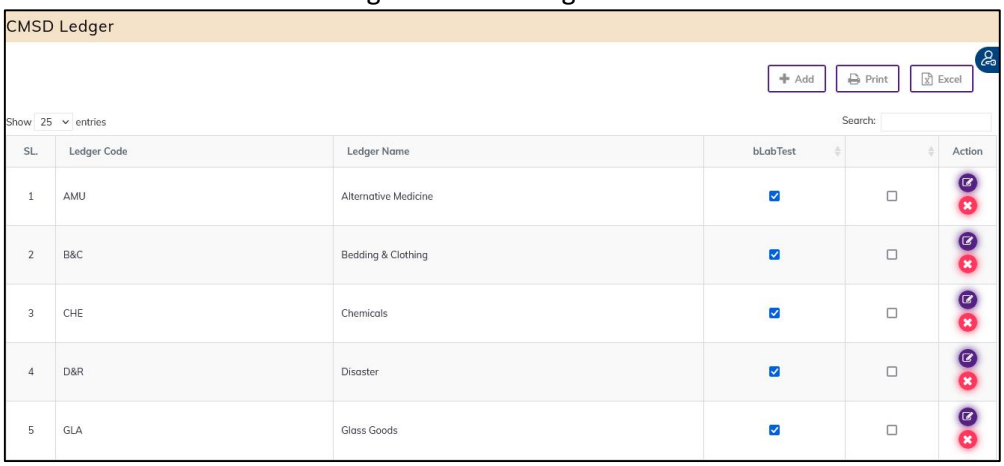
10.26.3. Delete CMSD Ledger Items

- You cannot delete an already used another transaction.
- To delete a CMSD Ledger Items from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?)** - When you confirm the CMSD Ledger Items is removed permanently.

10.27. CMSD Ledger Entry

10.27.1. CMSD Ledger List

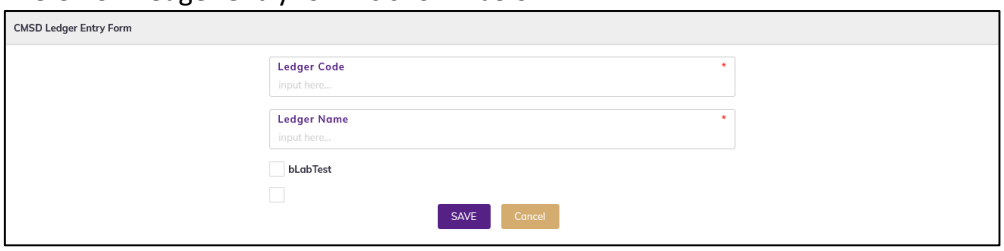
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage will appear.
- Login as a user who has permission to **CMSD Ledger** Entry
- From **admin** menu, select **CMSD Ledger** submenu to open Recipient's entry page which shows the list of all CMSD Ledger like following screen -



- The CMSD Ledger has a filter Criteria
  1. **Search:** To search a CMSD Ledger.

10.27.2. Add New CMSD Ledger

- Click **'+ Add New'** button at the top right corner of the page to add a new CMSD Ledger. The CMSD Ledger entry form is shown below:



- Fill-up CMSD Ledger details in the data entry fields
  1. **Ledger Code*:** Enter the CMSD Ledger code. This is a mandatory field.
  2. **Ledger Name*:** Enter the CMSD Ledger Name. This is mandatory field.
  3. **Lab Test:** If the ledger group Item need required lab test Press trick on lab test check box.
- After filling in all the fields, click on **SAVE** button to save. You will see a popup message **New Data Added Successfully**.

10.27.3. Edit CMSD Ledger

- To edit CMSD Ledger data, the user needs to click on **Edit** button from among the action button beside that record, and the pop-up message shows **(Do you really want to edit this record?).** When you confirm the CMSD Ledger will be displayed for editing.
- Modify the CMSD Ledger information as explained in above section.
- Press on **SAVE** button to update the CMSD Ledger information. You will see a popup message **Data Updated Successfully.**

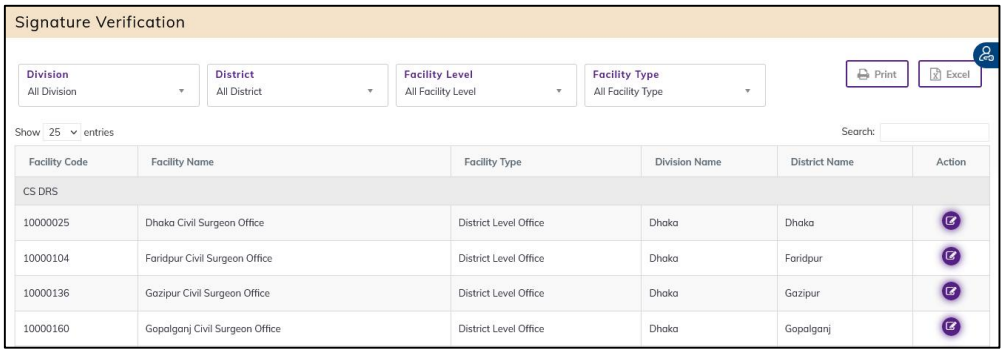
10.27.4. Delete CMSD Ledger

- You cannot delete an already used another transaction.
- To delete a CMSD Ledger from the user needs to click the **Delete** button from among the action buttons beside that record, and the pop-up message shows (**Do you really want to delete this record?)** - When you confirm the CMSD Ledger is removed permanently.

10.28. Signature Verification Entry

10.28.1. Signature Verification List

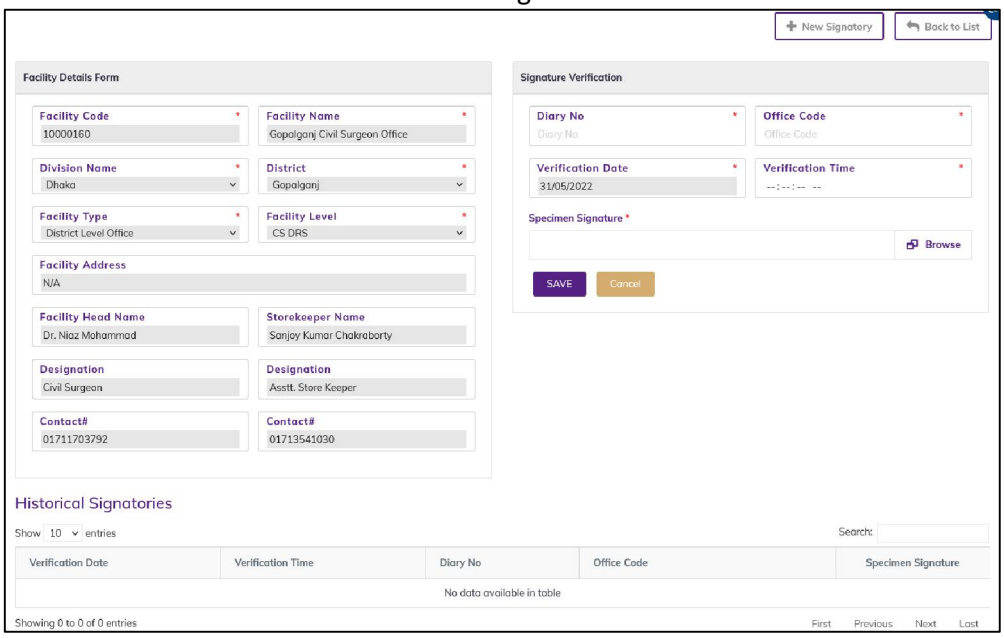
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage will appear.
- Login as a user who has permission to **Signature Verification** Entry
- From **admin** menu, select **Signature Verification** submenu to open Signature Verification entry page which shows the list of all Signature Verification like following screen -



- The Signature Verification has 5 filter criteria
  1. **Division**: when select a division then showing Facility Name under the selected
  2. **District:** when select a district then showing Facility Name under the selected
  3. **Facility Level:** when select a Facility level then showing Facility Name under the selected
  4. **Facility Type**: when select a Facility Type then showing Facility Name under the selected
  5. **Search:** To search a recipient.

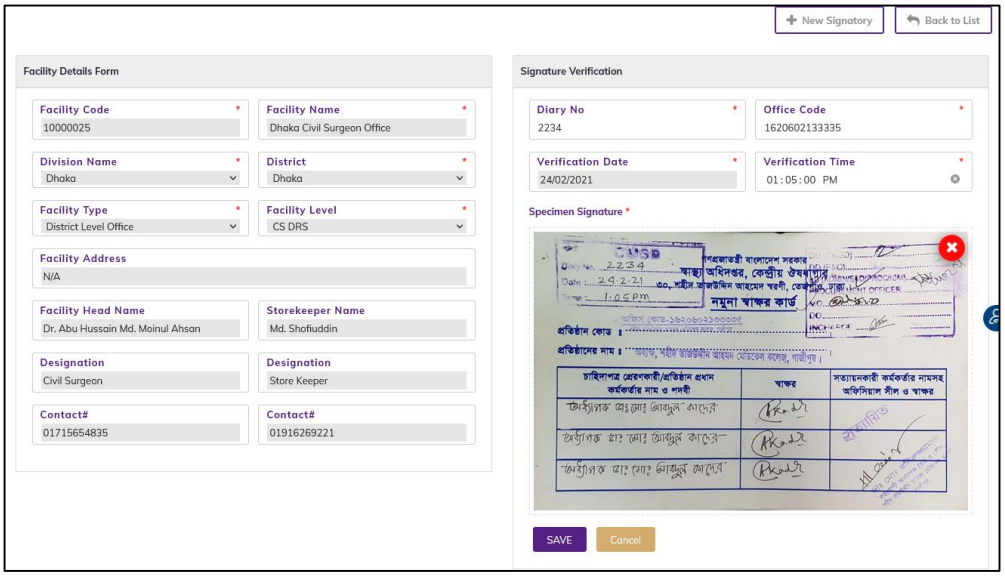
10.28.2. Add Signature Verification

- To Add Signature Verification, the user needs to click on **Edit** button from among the action button beside that record show the following screen.



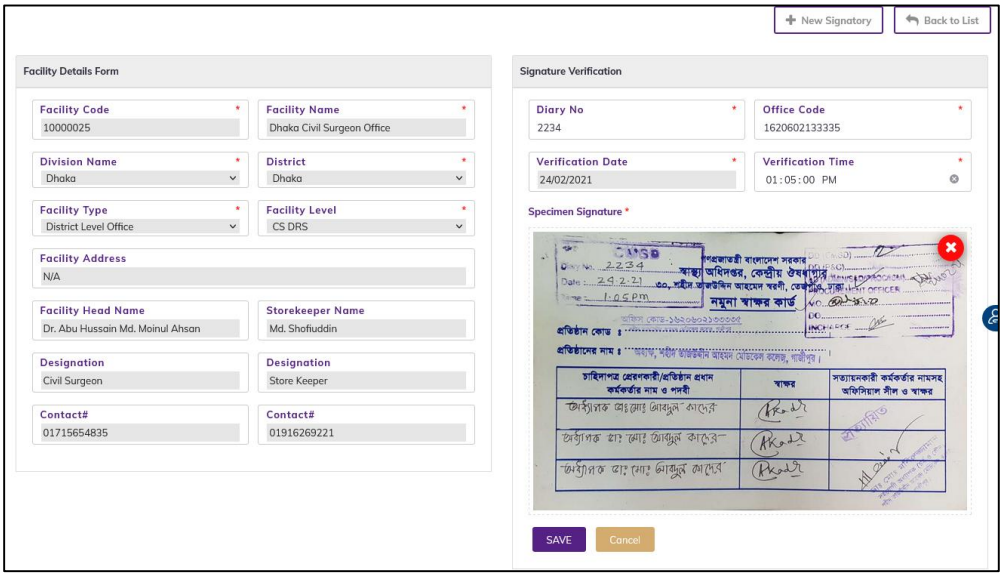
- Enter or modify the signature verification information
  1. **Diary No *:** Enter diary no
  2. **Office Code *:** Enter Office code
  3. **Verification Date *:** Enter verification date
  4. **Verification Time*:** Enter verification time
  5. **Specimen Signature *:** Browse and Upload the specimen signature

- Press on **SAVE** button to update the Signature Verification information. You will see a popup message **The signature verification card data cannot be changed any more. Are you sure?**
- When confirm the popup message **showing** Data Updated Successfully show the following screen



10.28.3. Update Signature Verification

- To Add Signature Verification, the user needs to click on **Edit** button from among the action button beside that record show the following screen.

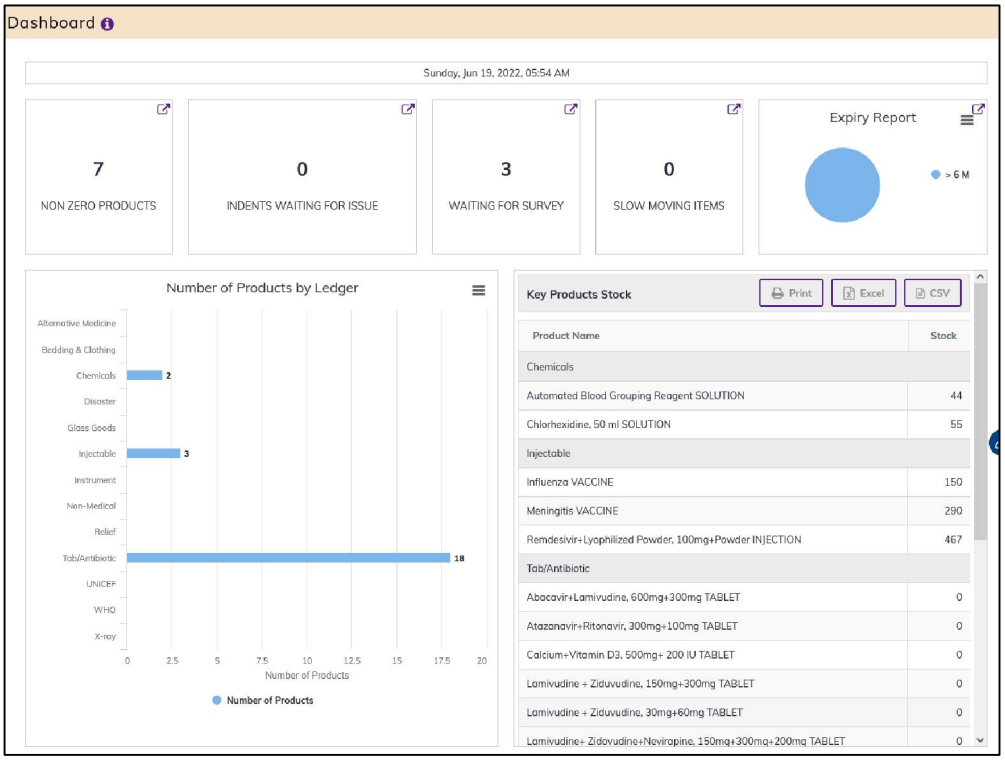


- Press on **'New Signature'** button, Enter the signature verification information
  1. **Diary No *:** Enter diary no
  2. **Office Code *:** Enter Office code
  3. **Verification Date *:** Enter verification date
  4. **Verification Time*:** Enter verification time
  5. **Specimen Signature *:** Browse and Upload the specimen signature

- Press on **SAVE** button to update the Signature Verification information. You will see a popup message **The signature verification card data cannot be changed any more. Are you sure?**
- When confirm the popup message **showing** Data Updated Successfully

11. Dashboard

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as any user to see the **DASHBOARD,** which looks like following screen –



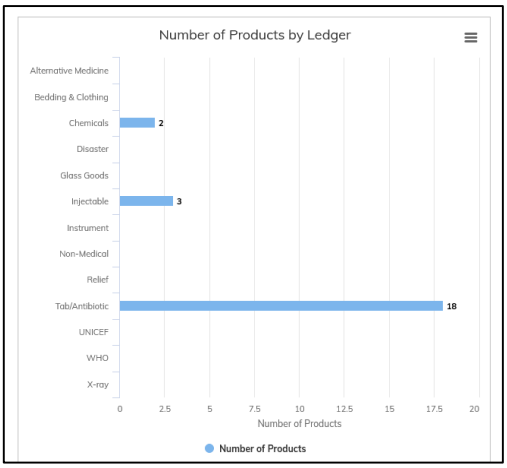
- The dashboard shows 3 different indicator blocks:

11.1. Commodities Stock Status

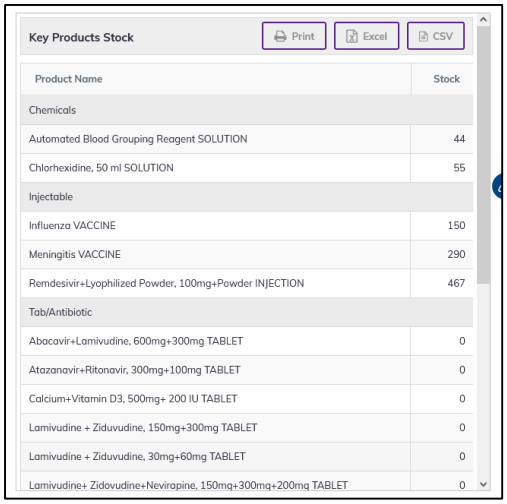
- The block also shows available stock NON-ZERO PRODUCTS, INDENTS WAITING FOR ISSUE, WAITING FOR SURVEY, SLOW MOVING ITEMS and Expiry Report.

11.2. Number of Product by Ledger

Shows the number of products by ledger with the chart.



11.3. Key Product Stock



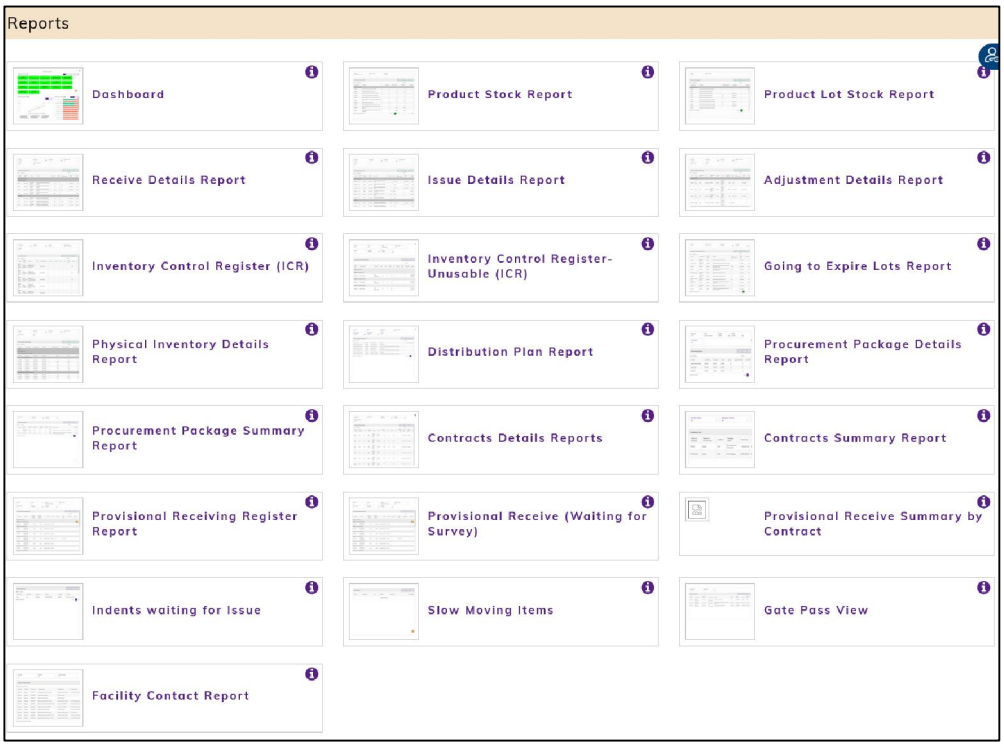
Key Products Stock — Print | Excel | CSV

Product Name	Stock
Chemicals	
Automated Blood Grouping Reagent SOLUTION	44
Chlorhexidine, 50 ml SOLUTION	55
Injectable	
Influenza VACCINE	150
Meningitis VACCINE	290
Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	467
Tab/Antibiotic	
Abacavir+Lamivudine, 600mg+300mg TABLET	0
Atazanavir+Ritonavir, 300mg+100mg TABLET	0
Calcium+Vitamin D3, 500mg+ 200 IU TABLET	0
Lamivudine + Ziduvudine, 150mg+300mg TABLET	0
Lamivudine + Ziduvudine, 30mg+60mg TABLET	0
Lamivudine+ Zidovudine+Nevirapine, 150mg+300mg+200mg TABLET	0

- CMSD Store shows the product stock availability. Allows to export the raw data to Excel for further analysis.

12. Reports

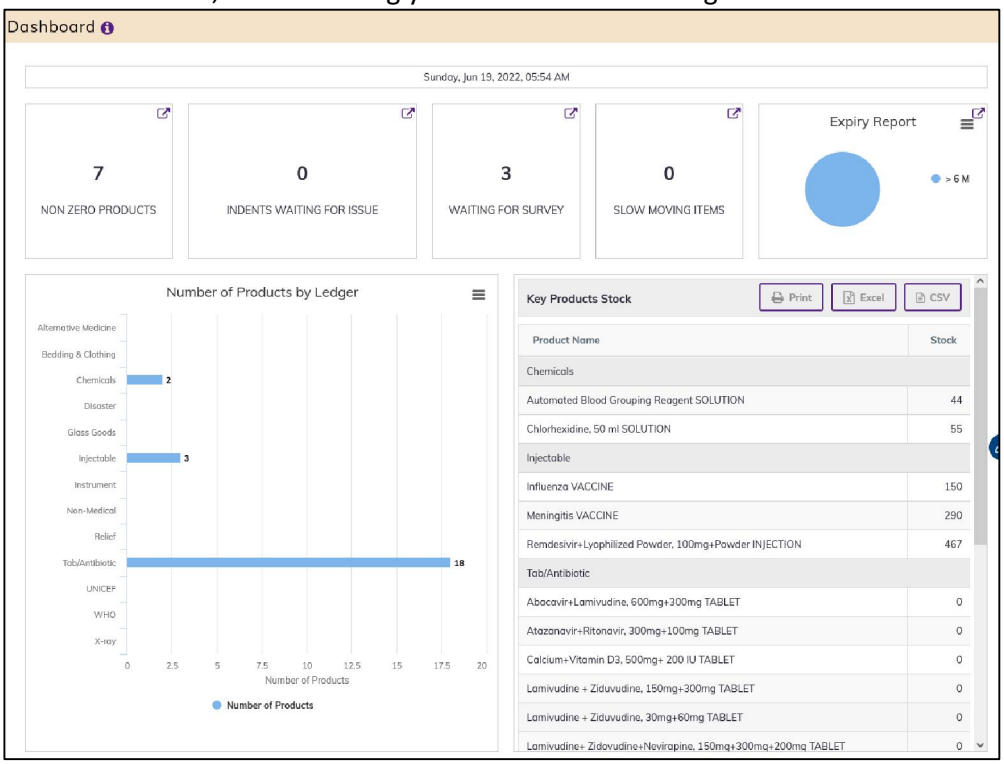
- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.cmsd.gov.bd/ in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Reports** Menu
- Select **Reports** menu to open Reports page which shows the list of Reports like following screen -



- In Reports menu there are 6 different type of reports -

12.1. Dashboard

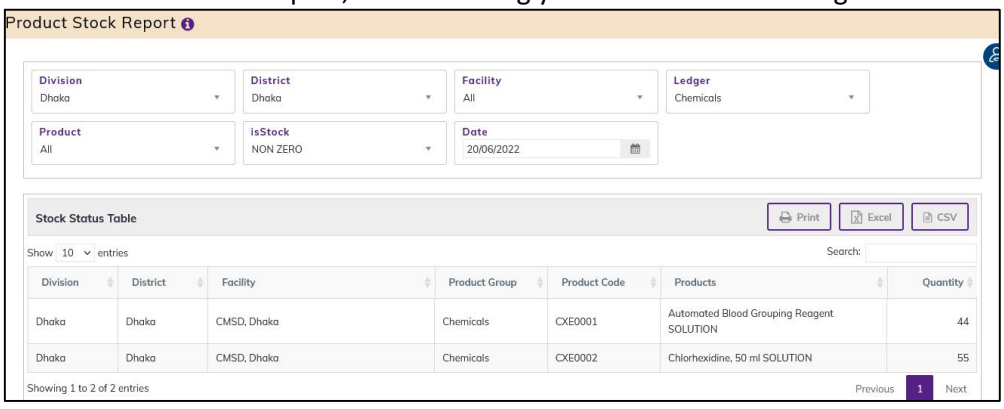
- Select Dashboard, after selecting you will see the following screen -



- Details about the Dashboard are described in earlier chapter.

12.2. Product Stock Report

- The report shows available stock balance of all products of a certain date. Initially it shows stock balance of current date, but the user can select any historical date.
- Select Product Stock Report, after selecting you will see the following screen -



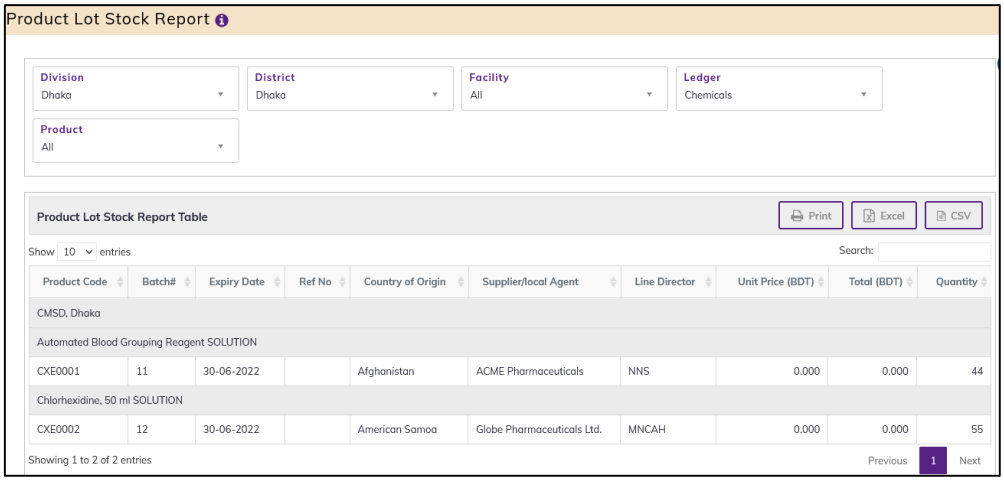
- This form presents current stock position of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Product:** By default, selected All. Select a product from dropdown list.
  5. **Ledger:** Select a ledger from dropdown list.

6. **Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from dropdown list.
7. **Date:** Today's date will auto fill, change if required.

- The table has the following columns:
  1. **Division:** division Name
  2. **District: District Name**
  3. **Facility:** Facility Name
  4. **Product Group:** Name of the Product Group
  5. **Product Code:** Show the product code.
  6. **Products:** Name of product
  7. **Quantity:** Product stock quantity
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.3. Product Lot Stock Report

- Select Product Lot Stock Report. After selecting you will see the following screen -



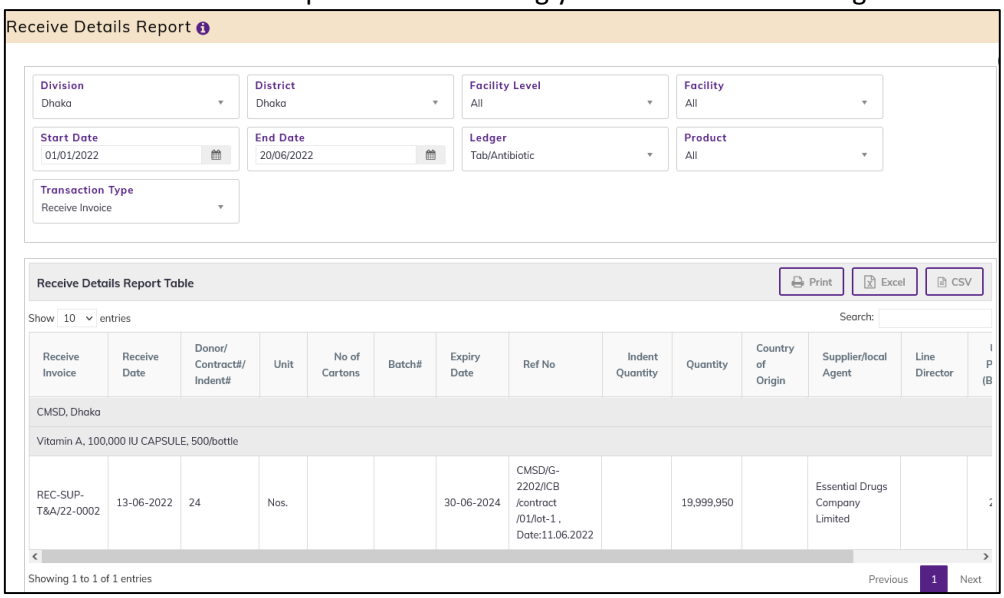
- This form presents Current Product Lot Stock Position of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Ledger:** Select a Ledger from dropdown list.
  5. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Product Code:** Show the product code.
  2. **Batch #:** Shoe Show the product lot number.
  3. **Expiry Date:** Show the product Expiry Date.
  4. **Ref No:** Show the product Ref number.
  5. **Country of Origin:** Show the country name
  6. **Supplier/local Agent:** Show the product supplier/local agent
  7. **Line Director:** Show the product line director name
  8. **Unit Price (BDT):** Product unit price (BDT)
  9. **Total (BDT):** Product total (BDT) price
  10. **Quantity:** Product lot stock quantity

By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.4. Receive Details Report

- Select Receive Details Report. After selecting you will see the following screen -

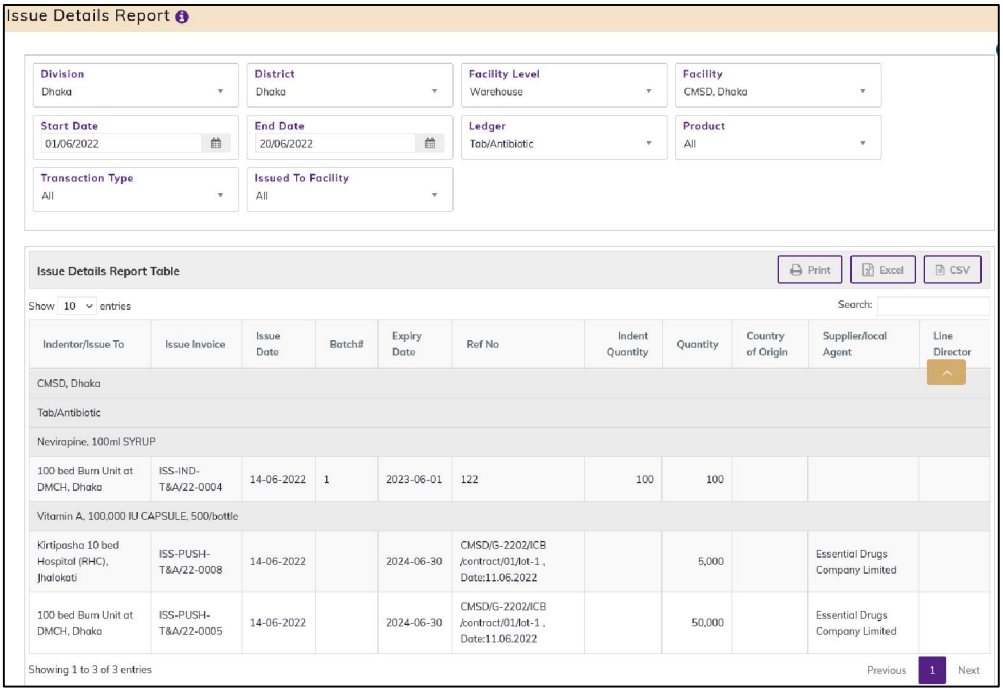


- This form presents Receive Details report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level 'Facility'.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Ledger:** By default, selected Product Group DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
  1. **Receive Invoice:** Show the receive invoice number.
  2. **Receive Date:** Show the receive invoice date.
  3. **Donor/ Contract#/ Indent#:** Show the Donor/ Contract#/ Indent#:
  4. **Unit:** show unit name
  5. **No of Cartons:** Show number of cartons.
  6. **Batch #:** Show the product lot number.
  7. **Expiry Date:** Show the product Expiry Date.
  8. **Ref No:** Show the product Ref number.
  9. **Indent Quantity:** Show the product Indent quantity.
  10. **Quantity:** Product lot stock quantity.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.
  14. **Unit Price (BDT):** Product unit price (BDT).
  15. **Total (BDT):** Product total (BDT) price.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.5. Issue Details Report

- Select Issue Details Report. After selecting you will see the following screen -

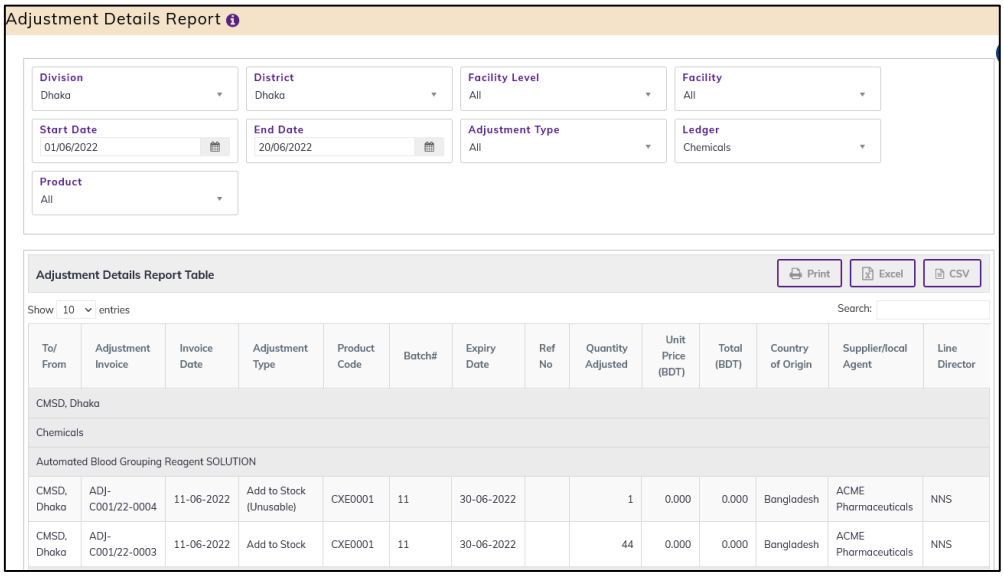


- This form presents Issue Details report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level 'Facility'.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Ledger:** By default, selected ledger of CMSD.
  8. **Product:** Select All or a product from dropdown list.
  9. **Transaction Type:** Select ALL or a transaction type from dropdown list.
- The table has the following columns:
  1. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
  2. **Issue Invoice:** Show the receive invoice number.
  3. **Issue Date:** Show the receive invoice date.
  4. **Batch#:** Show the product lot number.
  5. **Expiry Date:** Show the product Expiry Date.
  6. **Ref No:** Show the product Ref number.
  7. **Indent Quantity:** Show the product Indent quantity.
  8. **Quantity:** Product lot stock quantity.
  9. **Country of Origin:** show country name
  10. **Supplier/local Agent:** show the supplier/ Local agent name
  11. **Line Director**: Show the line director name.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.6. Adjustment Details Report

- Select Adjustment Details Report. After selecting you will see the following screen



- This form presents Adjustment Details report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level DGHS Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Adjustment Type:** Select ALL or a adjustment type from dropdown list.
  8. **Ledger:** By default, selected a ledger of CMSD.
  9. **Product:** Select All or a product from dropdown list.

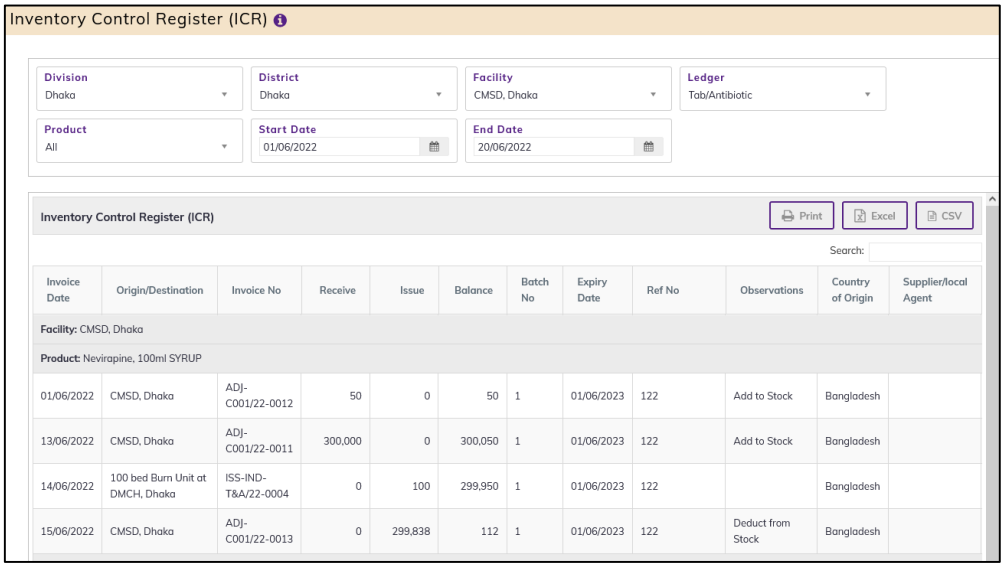
- The table has the following columns:
  1. **To/From:** Show to/ from facility name.
  2. **Adjustment Invoice:** Show adjustment invoice number.
  3. **Invoice Date:** Show invoice date.
  4. **Adjustment Type:** Show adjustment type.
  5. **Product Code:** Show product Code.
  6. **Batch#:** Show the product Batch number.
  7. **Expiry Date:** Show product Expiry Date.
  8. **Ref No:** Show product Donor Ref number.
  9. **Quantity Adjusted:** Show product adjusted quantity.
  10. **Unit Price (BDT):** show Product unit price (BDT).
  11. **Total (BDT):** show Product total (BDT).
  12. **Country of Origin:** show country name
  13. **Supplier/local Agent:** show the supplier/ Local agent name

14. **Line Director**: Show the line director name.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.7. Inventory Control Register (ICR)

- Select Inventory Control Register (ICR). After selecting you will see the following screen -



- This form presents Inventory Control Register (ICR) report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Ledger:** By default, selected a ledger of CMSD.
  5. **Product:** Select All or a product from dropdown list.
  6. **Start Date:** The first day of the month will auto fill, change if required.
  7. **End Date:** Today's date will auto fill, change if required

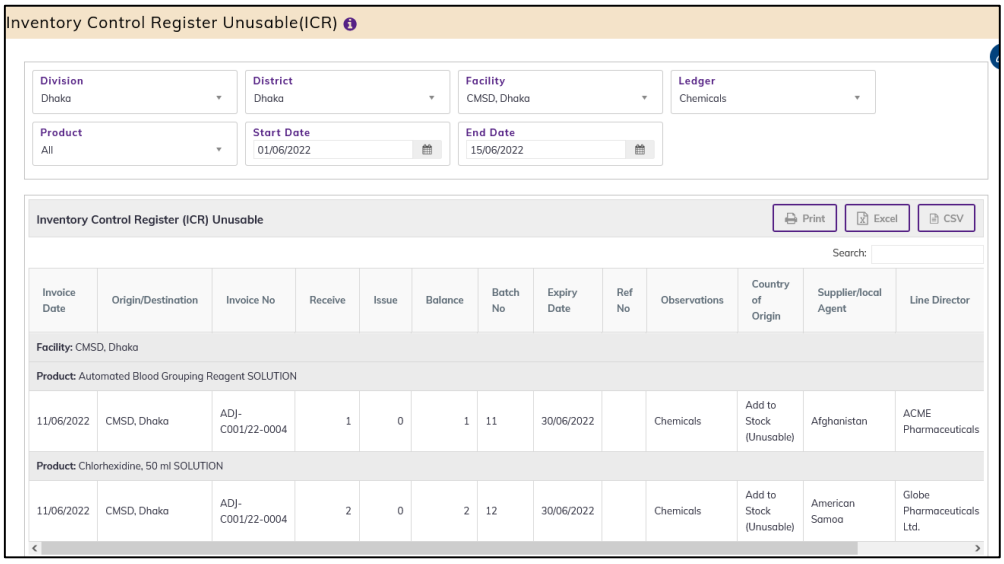
- The table has the following columns:
  1. **Invoice Date:** Show invoice date.
  2. **Origin/Destination:** Show Origin/Destination.
  3. **Invoice:** Show invoice number.
  4. **Receive:** Show product receive Quantity.
  5. **Issue:** Show product Issue Quantity
  6. **Balance:** Show product Balance.
  7. **Batch#:** Show product batch number.
  8. **Expiry Date:** Show product Expiry Date.
  9. **Ref no:** Show product Ref number.
  10. **Observations:** Show Observations.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.

14. **Signature):** show signature

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.8. Inventory Control Register Unusable (ICR)

- Select Inventory Control Register Unusable (ICR). After selecting you will see the following screen -



- This form presents Inventory Control Register Unusable (ICR) report of all the items. The report has the following filter criteria:
  1. **Division:** By default, selected your division. Select a division from dropdown list.
  2. **District:** By default, selected your District. Select a district from dropdown list.
  3. **Start Date:** The first day of the month will auto fill, change if required.
  4. **End Date:** Today's date will auto fill, change if required
  5. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  6. **Ledger:** By default, selected a ledger of CMSD.
  7. **Product:** Select All or a product from dropdown list.

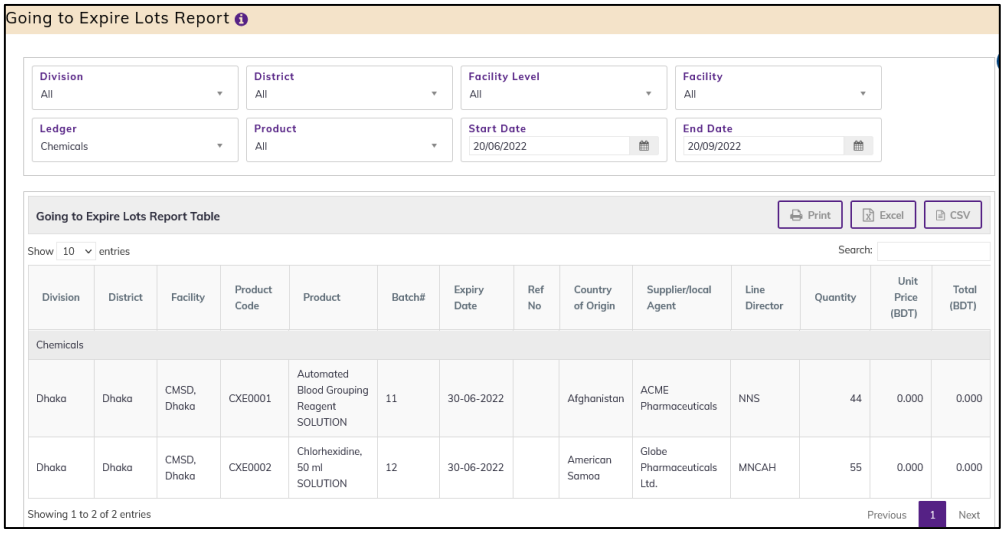
- The table has the following columns:
  1. **Invoice Date:** Show invoice date.
  2. **Origin/Destination:** Show Origin/Destination.
  3. **Invoice:** Show invoice number.
  4. **Receive:** Show product receive Quantity.
  5. **Issue:** Show product Issue Quantity
  6. **Balance:** Show product Balance.
  7. **Batch#:** Show product batch number.
  8. **Expiry Date:** Show product Expiry Date.
  9. **Ref no:** Show product Ref number.
  10. **Observations:** Show Observations.
  11. **Country of Origin:** show country name
  12. **Supplier/local Agent:** show the supplier/ Local agent name
  13. **Line Director**: Show the line director name.

14. **Signature):** show signature

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.9. Going to Expire Lots Report

- Select Going to Expire Lots Report. After selecting you will see the following screen



- This form presents Going to Expire Lots Report of all the items. The report has the following filter criteria:

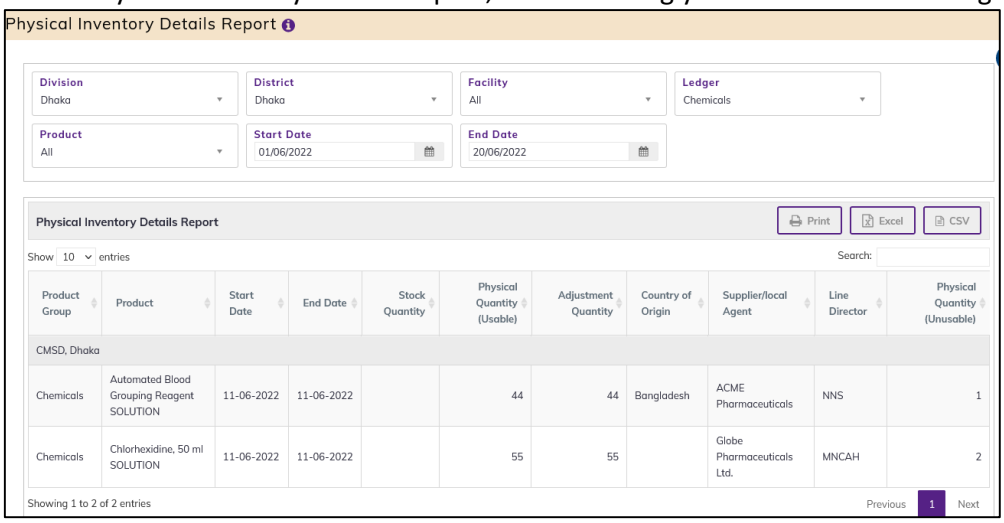
1. **Division:** By default, selected your division. Select a division from dropdown list.
2. **District:** By default, selected your District. Select a district from dropdown list.
3. **Facility Level:** By default, selected facility level DGHS Facility.
4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
5. **Ledger:** By default, selected a ledger of CMSD.
6. **Product:** Select All or a product from dropdown list.
7. **Start Date:** The first day of the month will auto fill, change if required.
8. **End Date:** Today's date will auto fill, change if required.

- The table has the following columns:
1. **Division:** Show facility division name.
2. **District:** Show Facility district name.
3. **Product Code:** Show product Code.
4. **Batch#:** Show the product batch number.
5. **Expiry Date:** Show product Expiry Date.
6. **Ref no:** Show product Ref number.
7. **Country of Origin:** show country name
8. **Supplier/local Agent:** show the supplier/ Local agent name
9. **Line Director**: Show the line director name.
10. **Quantity:** Show product quantity.
11. **Unit Price (BDT):** show Product unit price (BDT).
12. **Total (BDT):** show Product total (BDT).

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.10. Physical Inventory Details Report

- Select Physical Inventory Details Report, after selecting you will see the following screen-



- This form presents Dispense Report of all the items. The report has the following filter criteria:

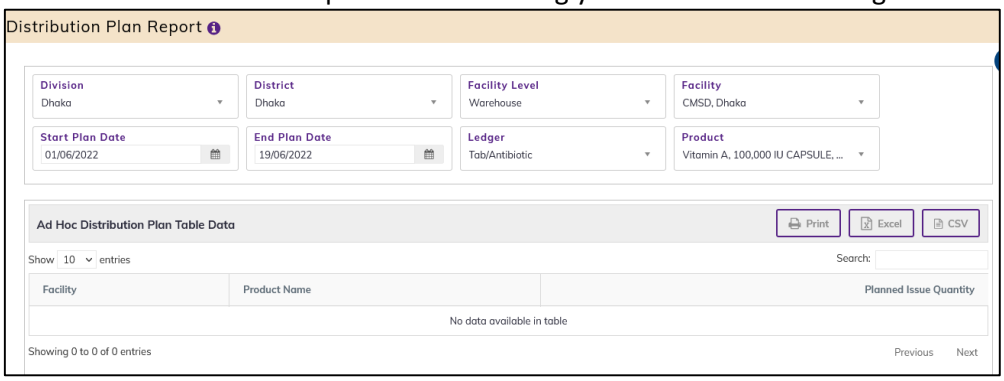
1. **Division:** By default, selected your division. Select a division from dropdown list.
2. **District:** By default, selected your District. Select a district from dropdown list.
3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
4. **Start Date:** The first day of the month will auto fill, change if required.
5. **End Date:** Today's date will auto fill, change if required
6. **Ledger:** By default, selected a ledger of CMSD.
7. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Product Group:** show product group name
  2. **Product:** show product name
  3. **Start Date:** Show Start Date.
  4. **End Date:** Show End Date.
  5. **Stock Quantity:** Show Stock Quantity.
  6. **Physical Quantity (Usable):** Show physical Quantity.
  7. **Adjusted Quantity:** Show Adjusted Quantity.
  8. **Country of Origin:** show country name
  9. **Supplier/local Agent:** show the supplier/ Local agent name
  10. **Line Director**: Show the line director name.
  11. **Physical Quantity (Unusable):** Show physical Quantity.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.11. Distribution Plan Report

- Select Distribution Plan Report. After selecting you will see the following screen -



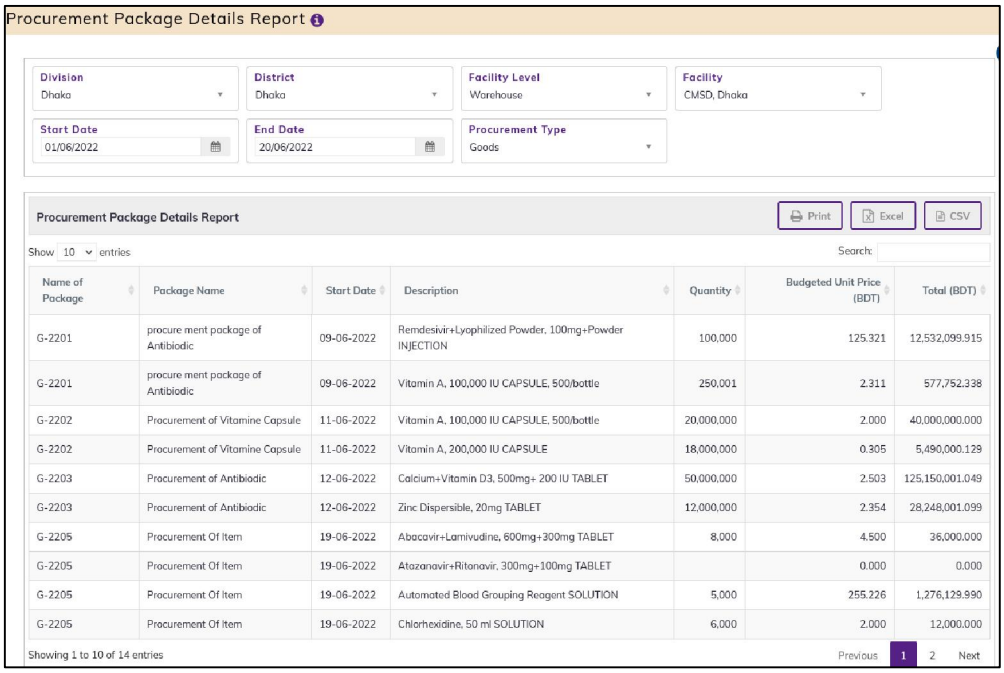
- This form presents Distribution Plan Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level All.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Ledger:** By default, selected Ledger DGHS.
  8. **Product:** Select All or a product from dropdown list.

- The table has the following columns:
  1. **Facility:**
  2. **Product name:**
  3. **Planned Issue Quantity:**

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.12. Procurement Package Details Report

- Select Procurement Package Details Report, after selecting you will see the following screen-



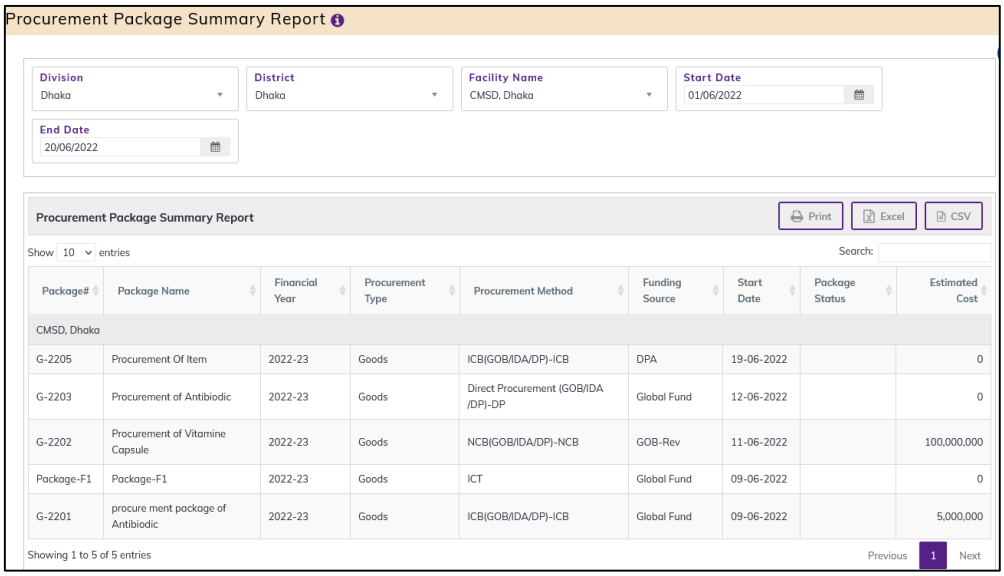
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required
  7. **Procurement Type:** By default, selected a procurement type of CMSD.

- The table has the following columns:
  1. **Name of Package:** Showing the Package Number.
  2. **Package Name:** Showing the Package Name.
  3. **Start Date:** Showing the Package start date.
  4. **Description:** Showing the Package items description.
  5. **Quantity:** Showing the Package items quantity.
  6. **Budgeted Unit Price (BDT):** Showing the Package items unit price.
  7. **Total (BDT):** Showing the Package items Total value.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.13. Procurement Package Summary Report

- Select Procurement Package Summary Report, after selecting you will see the following screen-



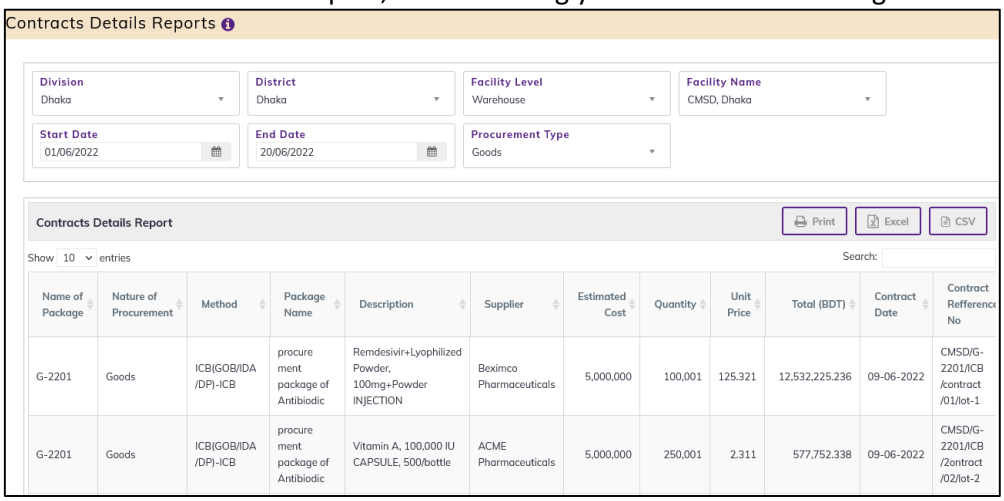
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  4. **Start Date:** The first day of the month will auto fill, change if required.
  5. **End Date:** Today's date will auto fill, change if required

- The table has the following columns:
  1. **Facility Name:** Showing the Facility Name.
  2. **Package#:** Showing the Package Number.
  3. **Package Name:** Showing the Package Name.
  4. **Financial Year:** Showing financial year of the Package.
  5. **Procurement Type:** Showing procurement type of the Package.
  6. **Procurement Method:** Showing procurement method of the Package.
  7. **Funding Source:** Showing funding source of the Package.
  8. **Start Date:** Showing the Package start date.
  9. **Package Status:** Showing the Package status.
  10. **Estimated Cost:** Showing the Package estimated cost.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.14.Contracts Details Report

- Select Contracts Details Report, after selecting you will see the following screen-



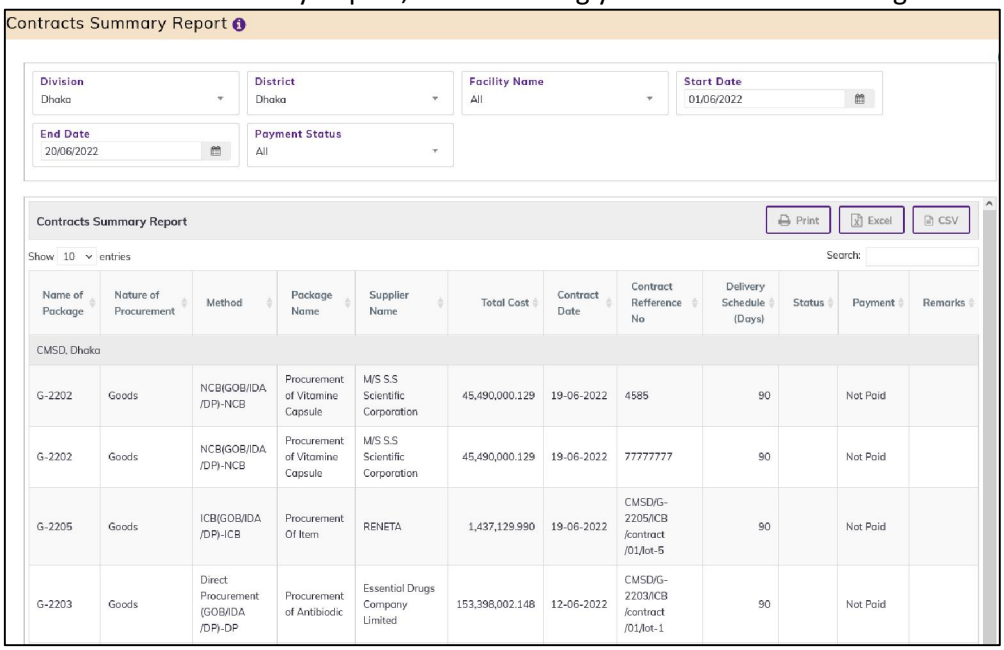
- This form presents Contracts Details Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required
  7. **Procurement Type:** By default, selected a procurement type of CMSD.

- The table has the following columns:
  1. **Name of Package:** Showing the Package Name.
  2. **Nature of Procurement:** Showing the nature of procurement.
  3. **Method:** Showing the procurement method.
  4. **Package Name:** Showing the Package name.
  5. **Description:** Showing the Package.
  6. **Supplier:** Showing the Package contract supplier name.
  7. **Estimated Cost:** Showing the Package estimated cost.
  8. **Quantity:** Showing the package contract item's quantity.
  9. **Unit Price:** Showing the package contract item's unit price.
  10. **Total (BDT):** Showing the package contract's items Total value.
  11. **Contract Date:** Showing the package contract date.
  12. **Contract Reference No:** Showing the package contract reference.
  13. **Delivery Schedule (Days):** Showing the package contract item delivery schedule.
  14. **Status:** Showing the package status.
  15. **Payment:** Showing the package contract payment status.
  16. **Remarks:** Showing the package contract remarks.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.15. Contract Summary Report

- Select Contract Summary Report, after selecting you will see the following screen-



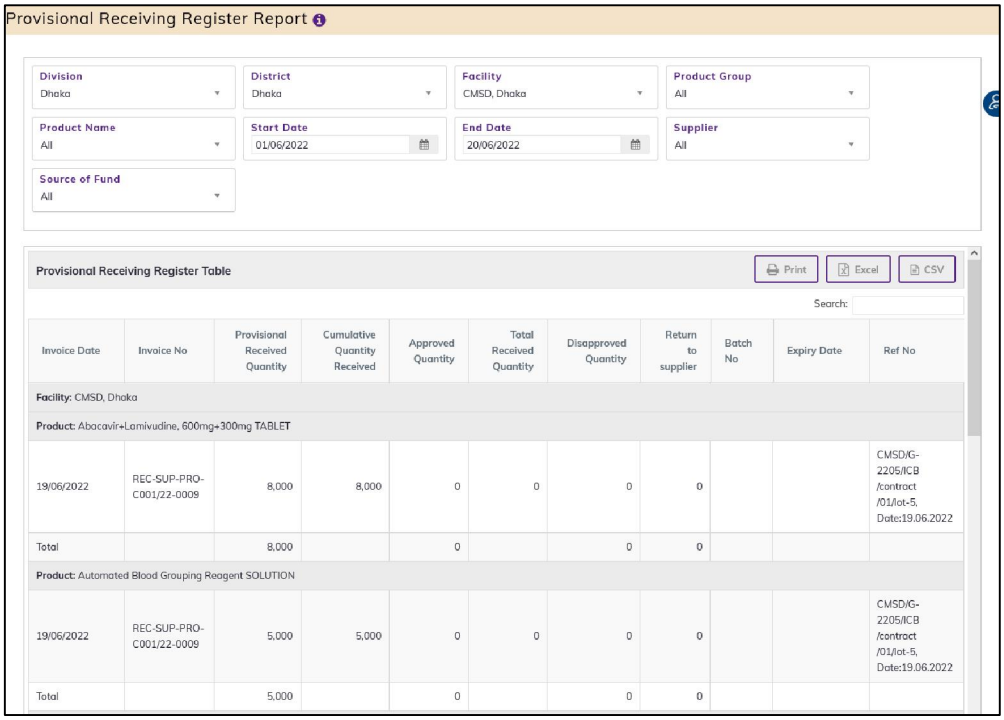
- This form presents Procurement Package Details Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Name:** By default, selected your facility. Select a facility from dropdown list.
  4. **Payment Status:** By default, selected All. Select Payment status from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required

- The table has the following columns:
  1. **Package:** Showing the Package Number.
  2. **Nature of Procurement:** Showing the nature of procurement.
  3. **Method:** Showing the procurement method.
  4. **Package Name:** Showing the Package name.
  5. **Supplier:** Showing the Package contract supplier name.
  6. **Total Cost:** Showing the Package contract total cost.
  7. **Contract Date:** Showing the package contract date.
  8. **Contract Reference No:** Showing the package contract reference.
  9. **Delivery Schedule (Days):** Showing the package contract item delivery schedule.
  10. **Status:** Showing the package status.
  11. **Payment:** Showing the package contract payment status.
  12. **Remarks:** Showing the package contract remarks.

- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.16. Provisional Receiving Register Report

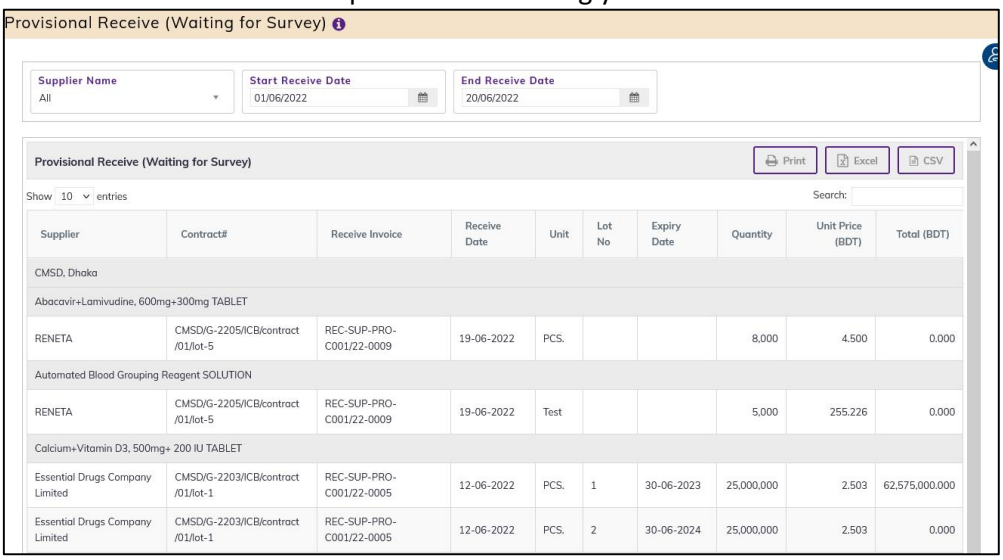
- Select Provisional Receiving Register Report. After selecting you will see the following screen -



- This form presents Provisional Receiving Register Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Start Date:** The first day of the month will auto fill, change if required.
  6. **End Date:** Today's date will auto fill, change if required.
  7. **Product Group:** By default, selected Product Group DGHS.
  8. **Product:** Select All or a product from dropdown list.
  9. **Receive Type:** Select All or a receive type
  10. **Source of Fund:** Select All or a source of fund
  11. **Supplier**: Select All or a Supplier
- The table has the following columns:
  1. Invoice Date
  2. Invoice No
  3. Provisional Received Quantity
  4. Cumulative Quantity Received
  5. Approved Quantity
  6. Total Received Quantity
  7. Disapproved Quantity
  8. Return to supplier
  9. Batch No
  10. Expiry Date
  11. Ref No

12.17.Provisional Receive (Waiting for Survey)

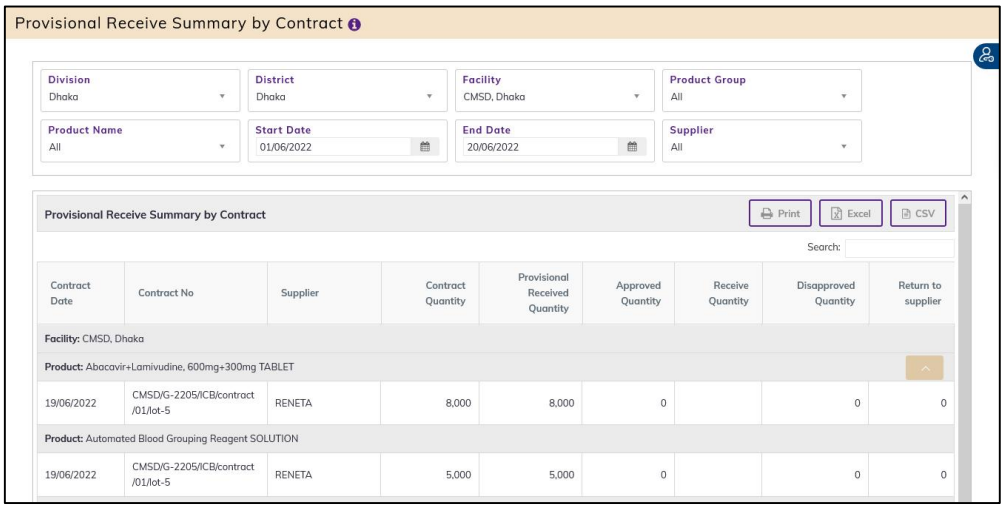
- Select Provisional Receive report. After selecting you will see below screen -



- This form presents Provisional Receive (Waiting for Survey) Report. The report has the following filter criteria:
  1. **Supplier:** Select All or select a supplier from dropdown list
  2. **Start Date:** The first day of the month will auto fill, change if required.
  3. **End Date:** Today's date will auto fill, change if required.
- The table has the following columns:
  1. Supplier
  2. Contract#
  3. Receive Invoice
  4. Receive Date
  5. Unit
  6. Lot No
  7. Expiry Date
  8. Quantity
  9. Unit Price (BDT)
  10. Total (BDT))
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.18. Provisional Receive Summary by Contract

- Select Provisional Receive Summary by Contract. After selecting you will see the following screen -

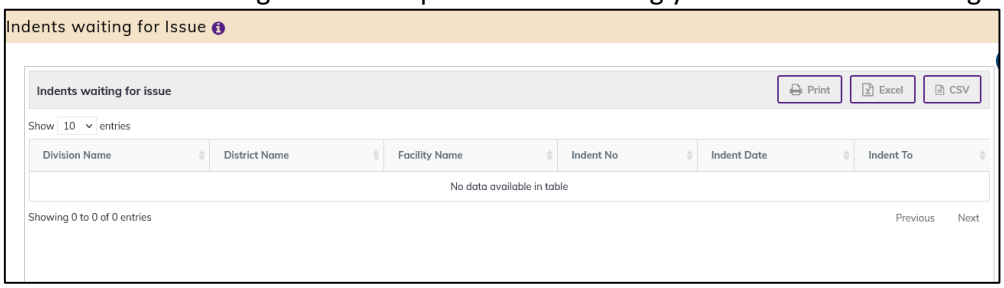


- This form presents Provisional Receive Summary by Contract report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Level:** By default, selected facility level TB Facility.
  4. **Facility:** By default, selected your facility. Select a facility from dropdown list.
  5. **Product Group:** By default, selected Product Group DGHS.
  6. **Product Name:** Select All or a product from dropdown list.
  7. **Start Date:** The first day of the month will auto fill, change if required.
  8. **End Date:** Today's date will auto fill, change if required.
  9. **Supplier**: Select All or a Supplier

- The table has the following columns:
  1. **Contract Date**
  2. **Contract No**
  3. **Supplier**
  4. **Contract Quantity**
  5. **Provisional Received Quantity**
  6. **Approved Quantity**
  7. **Receive Quantity**
  8. **Disapproved Quantity**
  9. **Return to supplier**
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.19. Indents waiting for Issue

- Select Indents waiting for Issue Report. After selecting you will see the following screen -



- This form presents Indents waiting for Issue Report. The table has the following columns:
  1. Division
  2. District
  3. Facility
  4. Indent No
  5. Indent Date
  6. Indent To
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

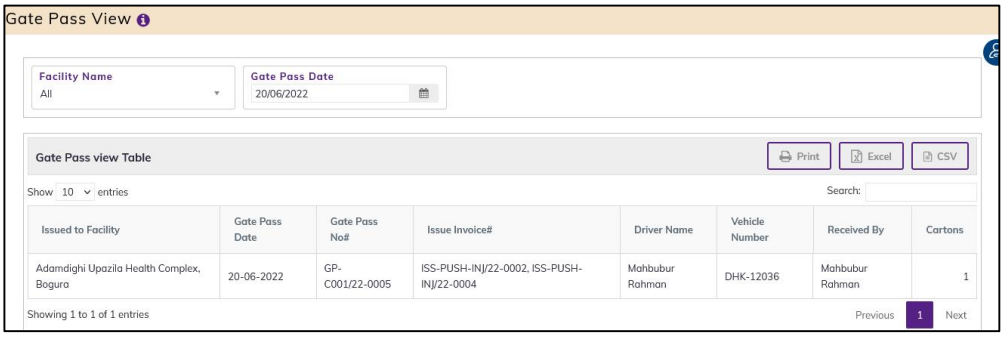
12.20. Slow Moving Items

- Select Slow Moving Items Report. After selecting you will see the following screen -

- This form presents Slow Moving Items Report. The table has the following columns:
  1. Item Code
  2. Product Name
  3. Unit
  4. Last Receive
  5. Last Issue Date
  6. Not Moving (Days)
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.21.Gate Pass View

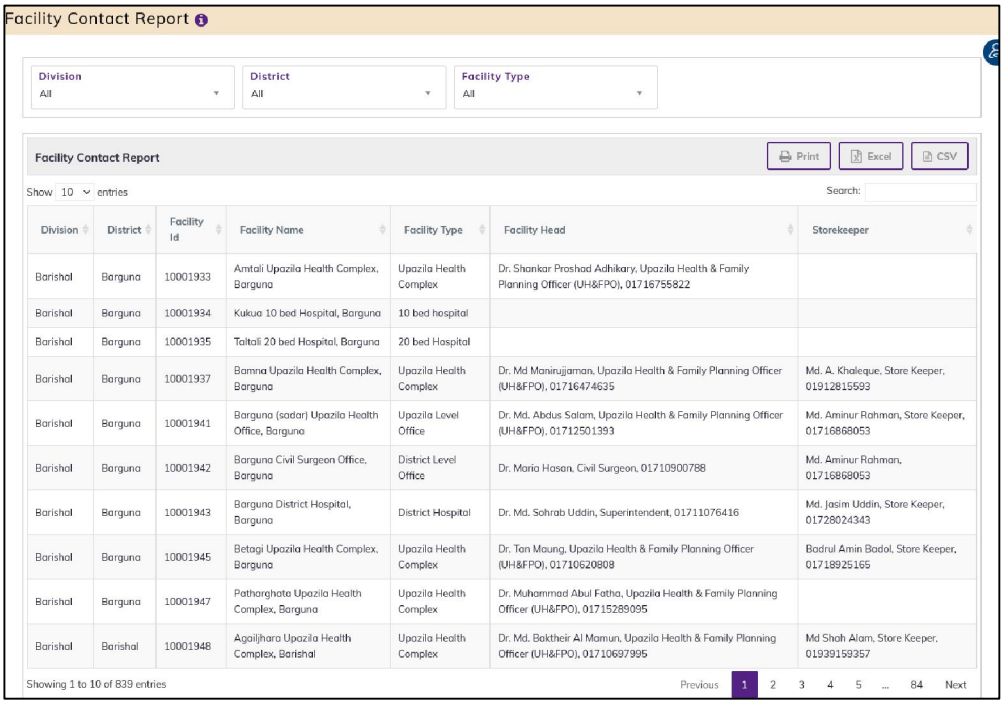
- Select Gate Pass View Report. After selecting you will see below screen -



- This form presents Facility Contact Report. The report has the following filter criteria:
  1. **Facility Name:** By default, selected facility Name.
- The table has the following columns:
  1. Issued to Facility
  2. Gate Pass Date
  3. Gate Pass No#
  4. Issue Invoice#
  5. Driver Name
  6. Vehicle Number
  7. Received By
  8. Cartons
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

12.22.Facility Contact Report

- Select Facility Contact Report. After selecting you will see below screen -



- This form presents Facility Contact Report. The report has the following filter criteria:
  1. **Division:** By default, selected All. Select a division from dropdown list.
  2. **District:** By default, selected All. Select a district from dropdown list.
  3. **Facility Type:** By default, selected facility Type.
- The table has the following columns:
  1. Division
  2. District
  3. Facility Id
  4. Facility Name
  5. Facility Type
  6. Facility Head
  7. Storekeeper
- By clicking one of the command buttons on the right of the table, the user can print, export a report in Excel and CSV format.

- End -