

CMSD Electronic Logistics Management Information System (eLMIS)

User Guide

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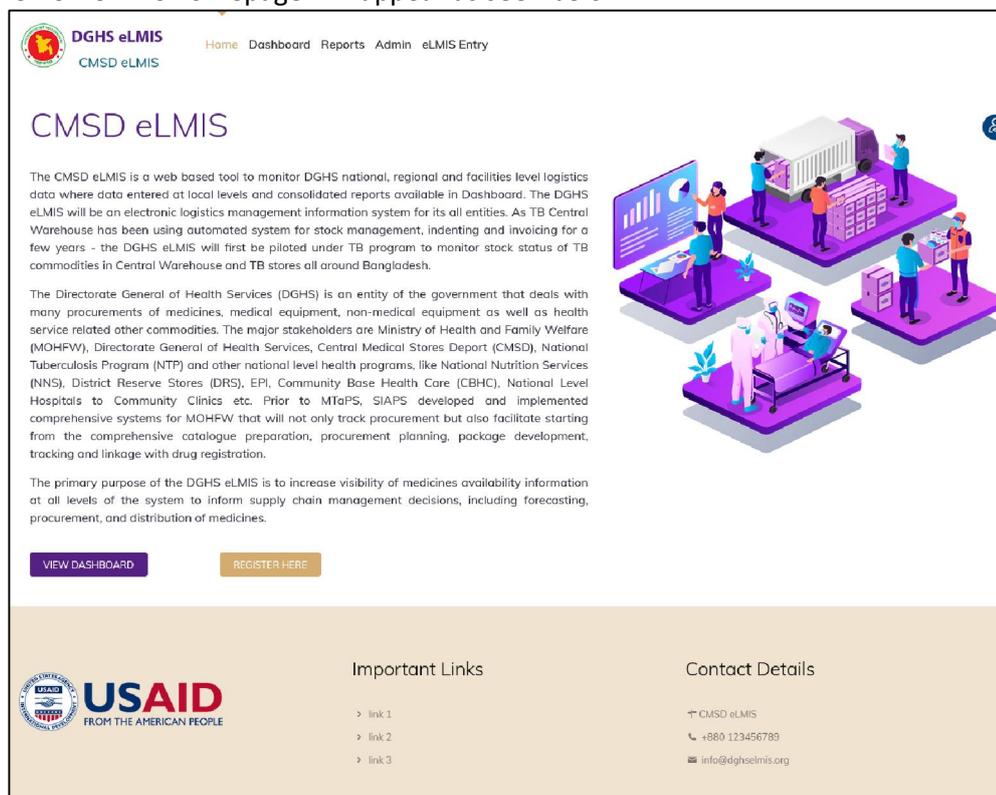
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1. How to Browse the CMSD eLMIS

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:

The login form is titled "Login" and contains the following elements:

- A text input field for "Username or E-mail".
- A text input field for "Password".
- A checkbox labeled "Keep me signed in".
- A purple "Login" button.
- An orange "Register" button.
- A link for "Forgot your password?" at the bottom.

- 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:

The "Facility Dashboard" provides a comprehensive overview of the facility's stock and activities. Key components include:

- Facility Stock Dashboard:** Shows facility details (ID: C001, Name: CMSD, Dhaka) and filters for District (Dhaka), Facility (CMSD, Dhaka), and Ledger Group (Injectable).
- Summary Metrics:** Displays 3 TOTAL PRODUCTS and 3 NON-ZERO PRODUCTS.
- Balance of Major Commodities:** Shows stock levels for Influenza VACCINE (150), Meningitis VACCINE (290), and Remdesivir-Lyophilized Powder, 100mg+ Powder INJECTION (467).
- Issue Trend 6 Months:** A line chart showing the trend of issues for the three commodities over the last six months.
- Activities Not Updated to Stock:** Lists 0 Receive Invoice, 1 Issue against Indent, 1 Issue Voucher Push, and 0 Adjustment.
- Activities Completed This Month:** Lists 1 Receive Invoice, 2 Issue against Indent, 3 Issue Voucher Push, and 8 Adjustment.

- 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:

Hi Ledger keeper Injectable

 Injectable_Lk

 Injectable_Lk@gmail.com

 Elmis Data Entry Operator

Store Keeper

Procurement Package Entry

Procurement Contracts Entry

[MY PROFILE](#) [LOGOUT](#)

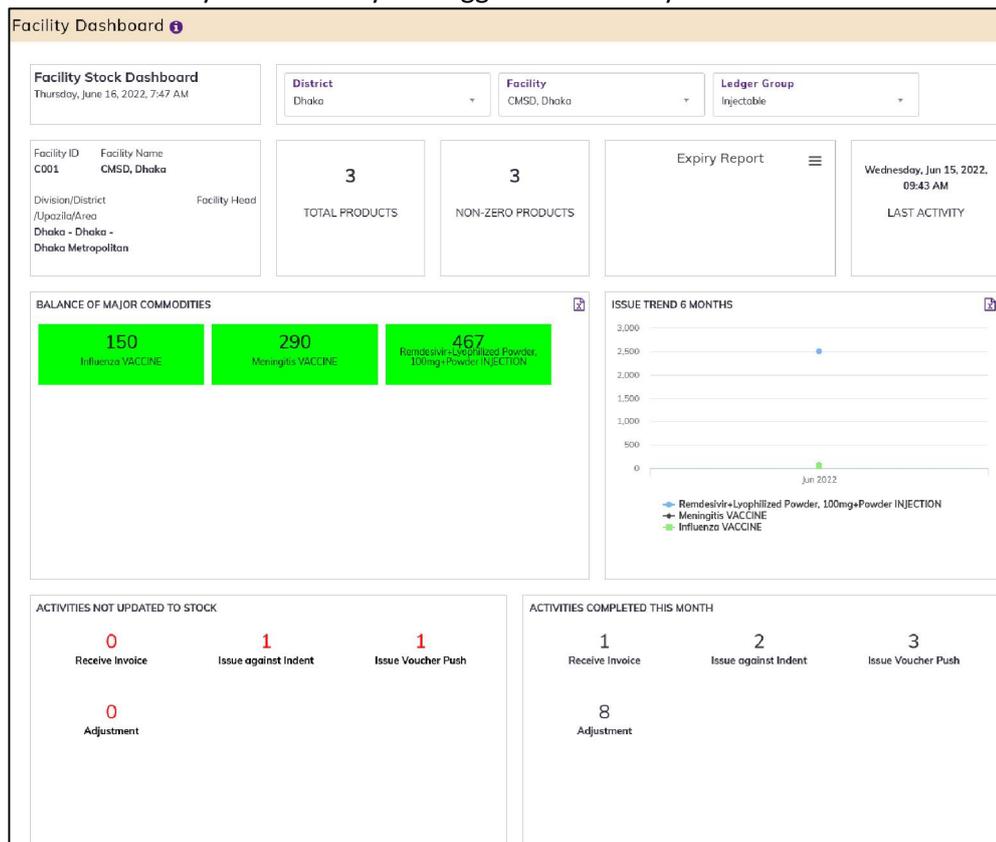
1.3. Menus

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

Home Dashboard Reports Admin **eLMIS Entry**

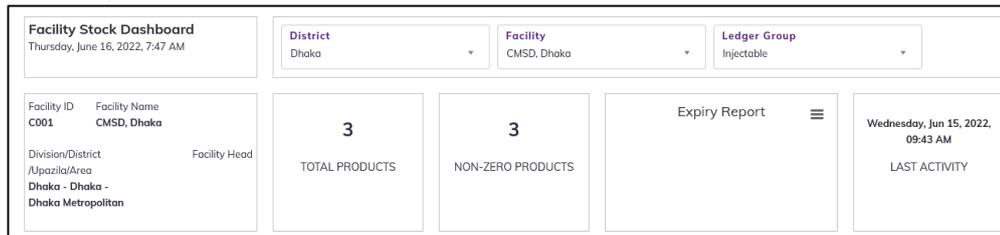
2. Facility Dashboard

- **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 -



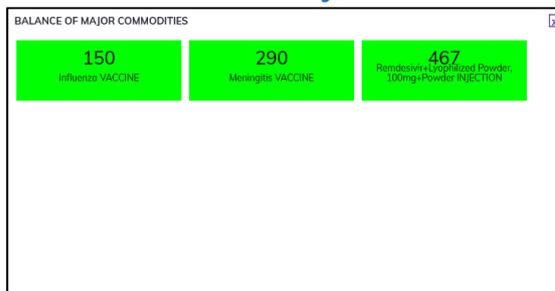
- The dashboard shows following different indicator blocks:

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.

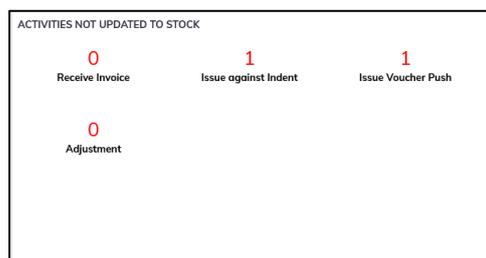
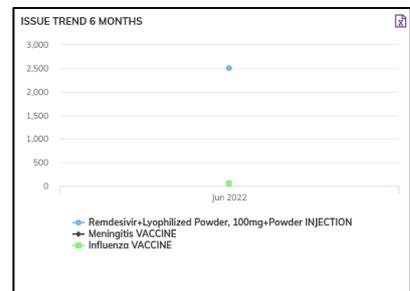
2.2. Balance of Major Commodities



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.

ACTIVITIES COMPLETED THIS MONTH		
1 Receive Invoice	2 Issue against Indent	3 Issue Voucher Push
8 Adjustment		

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

Procurement Package

From: 16/06/2021 To: 16/06/2022 Facility: CMSD, Dhaka Procurement Type: Goods

+ ADD VIEW EDIT DELETE PRINT

Show: 10 entries Search:

Sl.#	Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Package Value	Number of Lot
1	G-2201	procure ment package of Antibiodic	2022-23	Goods	ICB(GOB/IDA/DP)-ICB	Global Fund	09/06/2022	5000000	2
2	G-2202	Procurement of Vitamine Capsule	2022-23	Goods	NCB(GOB/IDA/DP)-NCB	GOB-Rev	11/06/2022	100000000	1
3	G-2203	Procurement of Antibiodic	2022-23	Goods	Direct Procurement (GOB/IDA/DP)-DP	Global Fund	12/06/2022	0	1
4	Package-F1	Package-F1	2022-23	Goods	ICT	Global Fund	09/06/2022	0	1

Showing 1 to 4 of 4 entries First Previous 1 Next Last

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 -

Procurement Package Create/Edit

BACK TO LIST SAVE PRINT

Package# (input here...)

Package Name (input here...)

Financial Year: 2022-23 Procurement Type: Goods Procurement Method: Select Procurement Method Funding Source: Select Funding Source

Start Date: 16/06/2022 Package Value: 0 Number of Lot: 1 Entry By: Select an Option

Package Status (input here...)

Remarks (input here...)

+ SET PACKAGE STATUS + ADD PRODUCT

Action	Package Status	Status Date	Product Code	Product Name	Quantity	Lot	Budgeted Unit Price	Line Total
No data available in table			No data available in table					

- 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.

Procurement Package Create/Edit

Package# G-2202 Package Name Procurement of Vitamine Capsule

Financial Year 2022-23 Procurement Type Goods Procurement Method NCB(GOB/IDA/DP)-NCB Funding Source GOB-Rev

Start Date 11/06/2022 Package Value 100000000 Number of Lot 1 Entry By Procurement Package Entry Operator

Package Status input here... Remarks input here...

+ SET PACKAGE STATUS + ADD PRODUCT

Search: Search:

Action	Package Status	Status Date	Product Code	Product Name	Quantity	Lot	Budgeted Unit Price	Line Total
--------	----------------	-------------	--------------	--------------	----------	-----	---------------------	------------

3.1.1.2. Procurement Package - Add Products

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

ADD PRODUCTS

Product Group All

Search:

Product Code	Product Name	Unit Price
Drugs and Chemicals		
D&C0016	Abacavir+Lamivudine, 600mg+300mg TABLET	4.500
D&C0009	Atazanavir+Ritonavir, 300mg+100mg TABLET	
D&C0019	Automated Blood Grouping Reagent SOLUTION	255.226
D&C0015	Calcium+Vitamin D3, 500mg+ 200 IU TABLET	
D&C0020	Chlorhexidine, 50 ml SOLUTION	
D&C0026	Dolutegravir, 50mg TABLET	
D&C0027	Efavirenz, 400mg TABLET	
D&C0023	Influenza VACCINE	
D&C0004	Lamivudine + Ziduvudine, 150mg+300mg TABLET	

Showing 1 to 27 of 27 entries

ADD CANCEL

- 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.

+ ADD PRODUCT

Search:

Product Code	Product Name	Quantity	Lot	Budgeted Unit Price	Line Total
✖ T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	<input style="width: 50px;" type="text"/>	Lot 1 ▾	<input style="width: 50px;" type="text" value="2.000"/>	0.000
✖ T&C0002	Vitamin A, 200,000 IU CAPSULE	<input style="width: 50px;" type="text"/>	Lot 1 ▾	<input style="width: 50px;" type="text"/>	0.000

Total: 0.000

Showing 1 to 2 of 2 entries

- 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.

+ ADD PRODUCT

Search:

Product Code	Product Name	Quantity	Lot	Budgeted Unit Price	Line Total
✖ T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	<input style="width: 50px;" type="text" value="20000000"/>	Lot 1 ▾	<input style="width: 50px;" type="text" value="2.000"/>	40000000.000
✖ T&C0002	Vitamin A, 200,000 IU CAPSULE	<input style="width: 50px;" type="text" value="18000000"/>	Lot 1 ▾	<input style="width: 50px;" type="text" value=".3051"/>	5491800.000

Total: 45,490,000.129

Showing 1 to 2 of 2 entries

- 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.

Action	Package Status	Status Date
 	Bid Evaluation Completed	02/05/20

- 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

SL	Contract Date	Contract#	Package#	Lot	Supplier	Payment Status	Delivery Schedule (days)
1	09/06/2022	CMSD/G-2201/ICB/contract/01/lot-1	G-2201	Lot 1	Beximco Pharmaceuticals	Not Paid	90
2	09/06/2022	CMSD/G-2201/ICB/2contract/02/lot-2	G-2201	Lot 2	ACME Pharmaceuticals	Not Paid	90
3	09/06/2022	Contract-F1	Package-F1	Lot 1	Incepta Pharmaceuticals Ltd.	Paid	90

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.

Product Name	Quantity	Unit Price	Line Total
Vitamin A, 100,000 IU CAPSULE, 500/bottle	20000000	2.000	40,000,000.000
Vitamin A, 200,000 IU CAPSULE	18000000	0.305	5,490,000.000
Total:			45,490,000.129

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 payment status by clicking payment status button.
- Press **SAVE** button to update the information, you will see a popup message - Data Updated Successfully.

Contracts

Contract create/edit

Contract# CMSD/G-2202/ICB/contract/01/lot-1	Package# G-2202	Lot Lot 1
Contract Date 11/06/2022	Supplier Essential Drugs Company Limited	Payment Status <input checked="" type="button" value="Not Paid"/> <input type="button" value="Partial"/> <input type="button" value="Paid"/>
Delivery Schedule (days) 90	Entry By Procurement contract Entry Operator	Remarks

Product Name	Quantity	Unit Price	Line Total
✘ Vitamin A, 100,000 IU CAPSULE, 500/bottle	20000000	2.000	40,000,000.000
✘ Vitamin A, 200,000 IU CAPSULE	18000000	0.305	5,490,000.000
Total:			45,490,000.129

Showing 1 to 2 of 2 entries

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

Provisional Receive

From: 11/03/2022 To: 11/06/2022 Facility: CMSD, Dhaka

+ ADD View Edit Delete PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Supplier	Contract #	Amount	Supplier Invoice#	Supplier Invoice Date
1	09/06/2022	REC-SUP-PRO-C001/22-0003	Incepta Pharmaceuticals Ltd.	Contract-F1	2,800,000	12345	09/06/2022
2	09/06/2022	REC-SUP-PRO-C001/22-0002	ACME Pharmaceuticals	CMSD/G-2201/CB/2contract /02/ot-2	231,102.322	54321	09/06/2022
3	09/06/2022	REC-SUP-PRO-C001/22-0001	Beximco Pharmaceuticals	CMSD/G-2201/CB/contract /01/ot-1	6,266,049.957	123214	09/06/2022

Showing 1 to 3 of 3 entries First Previous 1 Next Last

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.

PROVISIONAL RECIEVE - CREATE/EDIT

RETURN TO LIST SAVE PRINT

Receive Invoice# REC-SUP-PRO-C001/22-0004 Supplier + Select Supplier Received By Select an Option Received Date 11/06/2022

Supplier Invoice# input here... Supplier Invoice Date input here...

Contract# Select Contract Ref. No input here...

Remarks

+ ADD CONTRACTS ITEM + ADD PRODUCTS

Show 10 entries Search:

Product Code	Product	Contract Quantity	Contract Remaining Quantity	Quantity Received	Batch#	Expiry Date	Unit Price	Line Total
No data available in table								
Total:								

Showing 0 to 0 of 0 entries Previous Next

- 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 CONTRACTS ITEM** button, you will see the list of product names

Product Code	Product	Contract Quantity	Remaining Quantity	Unit Price
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000,000	20,000,000	2.000
T&C0002	Vitamin A, 200,000 IU CAPSULE	18,000,000	18,000,000	0.305

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

Product Code	Product	Unit Price
Drugs and Chemicals		
D&C0016	Abacavir+Lamivudine, 600mg+300mg TABLET	4.500
D&C0009	Atazanavir+Ritonavir, 300mg+100mg TABLET	
D&C0019	Automated Blood Grouping Reagent SOLUTION	255.226
D&C0015	Calcium+Vitamin D3, 500mg+ 200 IU TABLET	
D&C0020	Chlorhexidine, 50 ml SOLUTION	
D&C0026	Dolutegravir, 50mg TABLET	
D&C0027	Efavirenz, 400mg TABLET	
D&C0023	Influenza VACCINE	
D&C0004	Lamivudine + Ziduvudine, 150mg+300mg TABLET	

- 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 Code	Product	Contract Quantity	Contract Remaining Quantity	Quantity Received	Batch#	Expiry Date	Unit Price	Line Total
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20000000	20000000	20000000			2	40,000,000.000
T&C0002	Vitamin A, 200,000 IU CAPSULE	18000000	18000000	18000000			0.305	5,490,000.000

- 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.

Provisional Receive

RETURN TO LIST SAVE PRINT

PROVISIONAL RECIEVE - CREATE/EDIT

Receive Invoice# REC-SUP-PRO-C001/22-0004 Supplier Essential Drugs Company Limited Received By Receiver (Provisional) Received Date 11/06/2022

Supplier Invoice# 35187 Supplier Invoice Date 07/06/2022

Contract# CMSD/G-2202/ICB/contract/01/lot-1 Ref. No CMSD/G-2202/ICB/contract/01/lot-1 .Date:11.06.2

Remarks

+ ADD CONTRACTS ITEM + ADD PRODUCTS

Search:

Product Code	Product	Contract Quantity	Contract Remaining Quantity	Quantity Received	Batch#	Expiry Date	Unit Price	Line Total
Tablet & Capsule								
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20000000	20000000	20000000		30/06/2024	2	40,000,000.000
T&C0002	Vitamin A, 200,000 IU CAPSULE	18000000	18000000	18000000		30/06/2025	0.305	5,490,000.000

- 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

Provisional Receive

From 11/03/2022 To 11/06/2022 Facility CMSD, Dhaka

+ ADD View Edit Delete PRINT

Show 10 entries Search:

SL.	Receive Date	Receive Invoice#	Supplier	Contract #	Amount	Supplier Invoice#	Supplier Invoice Date
1	11/06/2022	REC-SUP-PRO-C001/22-0004	Essential Drugs Company Limited	CMSD/G-2202/ICB/contract/01/lot-1	0	35187	07/06/2022
2	09/06/2022	REC-SUP-PRO-C001/22-0003	Incepta Pharmaceuticals Ltd.	Contract-F1	2,800.000	12345	09/06/2022
3	09/06/2022	REC-SUP-PRO-C001/22-0002	ACME Pharmaceuticals	CMSD/G-2201/ICB/2contract/02/lot-2	231,102.322	54321	09/06/2022
4	09/06/2022	REC-SUP-PRO-C001/22-0001	Beximco Pharmaceuticals	CMSD/G-2201/ICB/contract/01/lot-1	6,266,049.957	123214	09/06/2022

Showing 1 to 4 of 4 entries First Previous 1 Next Last

- 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

SL#	Date	Lab Test Invoice#	Supplier	Contract #	Lab
1	09/06/2022	LAB-TEST-C001/22-0003	Incepta Pharmaceuticals Ltd.	Contract-F1	Lab 3
2	09/06/2022	LAB-TEST-C001/22-0002	Beximco Pharmaceuticals	CMSD/G-2201/CB/contract/01/lot-1	Lab 2
3	09/06/2022	LAB-TEST-C001/22-0001	ACME Pharmaceuticals	CMSD/G-2201/CB/2contract/02/lot-2	Lab 1

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 PROVISIONAL 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

SL#	Date	Lab Test Invoice#	Supplier	Contract #	Lab
1	11/06/2022	LAB-TEST-C001/22-0004	Essential Drugs Company Limited	CMSD/G-2202/ICB/contract/01/lot-1	Lab 2
2	09/06/2022	LAB-TEST-C001/22-0003	Incepto Pharmaceuticals Ltd.	Contract-F1	Lab 3
3	09/06/2022	LAB-TEST-C001/22-0002	Beximco Pharmaceuticals	CMSD/G-2201/ICB/contract/01/lot-1	Lab 2
4	09/06/2022	LAB-TEST-C001/22-0001	ACME Pharmaceuticals	CMSD/G-2201/ICB/2contract/02/lot-2	Lab 1

- 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 approved/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.

Product Code	Product	Quantity	Batch#	Expiry Date	Action
Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment					
CXE0001	Automated Blood Grouping Reagent SOLUTION	20			Approved (19/06/2022)
Tablet & Capsule					
* T&C0015	Abacavir+Lamivudine, 600mg+300mg TABLET	30			Status

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.

Supplier Invoice#	Supplier Invoice Date	Contract #	Product	Batch#	Expiry Date	Provisional Received Quantity	Ref No
4141	2022-09-22	Contract-4005	influenza VACCINE			800	Contract-4005, Date:22.09.2022
4141	2022-09-22	Contract-4005	Lamivudine + Zidovudine, 150mg+300mg TABLET			900	Contract-4005, Date:22.09.2022
4141	2022-09-22	Contract-4005	Lamivudine + Zidovudine, 30mg+60mg TABLET			1,000	Contract-4005, Date:22.09.2022
4141	2022-09-22	Contract-4005	Lamivudine+ Zidovudine+Nevirapine, 150mg+300mg+200mg TABLET			1,100	Contract-4005, Date:22.09.2022

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

SURVEY BOARD ENTRY FORM

Facility: CMSD, Dhaka | Supplier: Jamal Traders | Contract#: Contract-4005 | Meeting Date: 25/09/2022

SELECT APPROVED ITEMS

Supplier Invoice#	Contract #	Ledger	Product	Approved Quantity	Batch#	Expir Date
4141	Contract-4005	Drugs and Chemic	Influenza VACCINE	800		
4141	Contract-4005	Drugs and Chemic	Lamivudine + Zidovudine, 150mg+300mg TABLET	900		

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Contract #	Product	Disapproved Quantity	Batch#	Expiry Date	Ref No
No data available in table						

COMPLETE SURVEY BOARD

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 ITEMS

Search:

Supplier Invoice#	Supplier Invoice Date	Contract #	Product	Batch#	Expiry Date	Provisional Received Quantity	Ref No
4141	2022-09-22	Contract-4005	Lamivudine + Zidovudine, 30mg+60mg TABLET			1,000	Contract-4005 Date:22.09.2022
4141	2022-09-22	Contract-4005	Lamivudine- Zidovudine+Nevirapine, 150mg+300mg+200mg TABLET			1,100	Contract 4005 Date:22.09.2022

Showing 1 to 2 of 2 entries

ADD CANCEL

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

SURVEY BOARD ENTRY FORM

Facility: CMSD, Dhaka | Supplier: Jamal Traders | Contract#: Contract-4005 | Meeting Date: 25/09/2022

SELECT APPROVED ITEMS

Supplier Invoice#	Contract #	Ledger	Product	Approved Quantity	Batch#	Expiry Date	Re No
No data available in table							

SELECT DISAPPROVED ITEMS

Supplier Invoice#	Contract #	Product	Disapproved Quantity	Batch#	Expiry Date	Ref No
4141	Contract-4005	Lamivudine + Zidovudine, 30mg+60mg TABLET	1,000			Contract-4005 Date:22.09.2022
4141	Contract-4005	Lamivudine+ Zidovudine+Nevirapine, 150mg+300mg+200mg TABLET	1,100			Contract-4005 Date:22.09.2022

COMPLETE SURVEY BOARD

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.

ADD PROVISIONAL RECEIVE ✕

Supplier
Select Supplier ▼

Search:

Sup Inv No	Sup Date	Contract #	Ref No	Receive Date	Product Code	Product	Provisional Receive Qty	Returnable Qty	Batch#	Expiry Date
No data available in table										

Showing 0 to 0 of 0 entries

ADD
CANCEL

- 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.

ADD PROVISIONAL RECEIVE ✕

Supplier
Essential Drugs Company Limited ▼

Search:

Sup Inv No	Sup Date	Contract #	Ref No	Receive Date	Product Code	Product	Provisional Receive Qty	Returnable Qty	Batch#	Expiry Date
35187	07/06/2022	CMSD/G-2202/ICB /contract /01/lot-1	CMSD/G-2202/ICB /contract /01/lot-1 , Date:11.06.2022	11/06/2022	T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000,000	20,000,000		30/06/202

Showing 1 to 1 of 1 entries

ADD
CANCEL

- 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.

Sup Inv No	Sup Date	Receive Date	Contract #	Ref No	Product Code	Product	Returnable Qty
35187	07/06/2022	11/06/2022	CMSD/G-2202/ICB/contract/01/lot-1	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022	T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000.000

- 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.**

Ref No	Product Code	Product	Returnable Qty	Return Qty	Unit	Batch#	Expiry Date	Act
oct01/lot-1	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022	T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000,000	20,000,000.000	Nos.	30/06/2024	

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

The screenshot shows the 'Receive Invoice' page with the following details:

- From:** 13/03/2022
- To:** 13/06/2022
- Facility:** CMSD, Dhoka
- Ledger:** Injectable
- Buttons:** + ADD, View, Edit, Delete, PRINT
- Table:**

SL.	Receive Date	Receive Invoice#	Supplier	Contract #	Amount	Supplier Invoice#	Supplier Invoice Date
1	09/06/2022	REC-SUP-INJ22-0001	Beximco Pharmaceuticals	CMSD/G-2201/ICB/contract /01/lot-1	6,266,050.000	1111	09/06/2022
- Showing:** 1 to 1 of 1 entries

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.

The screenshot shows the 'RECEIVE FROM SUPPLIER - CREATE/EDIT' form with the following fields:

- Buttons:** RETURN TO LIST, SAVE, UPDATE STOCK, PRINT
- Receive Invoice#:** REC-SUP-INJ22-0002
- Supplier:** Select Supplier
- Received By:** Select an Option
- Received Date:** 13/06/2022
- Supplier Invoice#:** Input here...
- Supplier Invoice Date:** Input here...
- Contract#:** Select Contract
- Remarks:** [Text area]
- Buttons:** + ADD PROVISIONAL ACCEPTED PRODUCTS
- Table:**

Product Code	Product	Quantity Approved	Quantity Received	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Line Director
No data available in table										
Total:										
- Showing:** 0 to 0 of 0 entries

- 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 PROVISIONAL 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.

Product Code	Product	Quantity Approved	Quantity Received	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Line Director
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	19,999,950	19999950		30/06/2024	CMSD/G-2202/IB /contract/01/lot-1, Date:11.06.2022	2	39,999,900.000	Select Country	Select Line I
Total:									39,999,900.00	

Showing 1 to 1 of 1 entries

- 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

RECEIVE FROM SUPPLIER - CREATE/EDIT

RETURN TO LIST | SAVE | UPDATE STOCK | PRINT

Receive Invoice# REC-SUP-T&A/22-0002 | Supplier Essential Drugs Company Limited | Received By Ledger keeper Tablet/ Antibiotic | Received Date 13/06/2022

Supplier Invoice# 12131 | Supplier Invoice Date 12/06/2022

Contract# CMSD/G-2202/IB/contract/01/lot-1 | Remarks

Product Code	Product	Quantity Approved	Quantity Received	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Line Director
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	19,999,950	19999950		30/06/2024	CMSD/G-2202/IB /contract/01/lot-1, Date:11.06.2022	2	39,999,900.000	Select Country	Select Line I

- 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

The screenshot shows the 'Issue against Indent' interface. At the top, there are filter fields for 'From' (13/03/2022), 'To' (13/06/2022), 'Facility' (CMSD, Dhaka), and 'Ledger' (Injectable). Below these are buttons for '+ ADD', '+ PICK-INDENT', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. A table below shows one entry with columns: SL, Issue Date, Issue Invoice#, Delivered For, Indentor, Indent#, 1st Copy, and 4th Copy. The entry details are: SL: 1, Issue Date: 09/06/2022, Issue Invoice#: ISS-IND-INJ22-0001, Delivered For: 100 bed Burn Unit at DMCH, Dhaka, Indentor: 100 bed Burn Unit at DMCH, Dhaka, Indent#: 111, 1st Copy: 09/06/2022, 4th Copy: 09/06/2022. Navigation controls like 'First', 'Previous', '1', 'Next', and 'Last' are at the bottom.

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.

The screenshot shows the 'ISSUE VOUCHER - CREATE/EDIT' form. It includes buttons for 'RETURN TO LIST', 'SAVE', 'UPDATE STOCK', and 'PRINT'. The form has several input fields: 'Issue Invoice#' (ISS-IND-T&A/22-0002), 'Delivered For' (Select Delivered For), 'Indentor' (Select an Option), 'Prepared By L/K' (Select an Option), 'Date' (13/06/2022), 'Indent#' (input here...), 'Indent Date' (13/06/2022), 'Indent Prepared By' (input here...), 'Incharge (SCB)' (SCB Incharge), 'Date' (13/06/2022), 'Indent Approved By' (input here...), 'Allotment No' (input here...), 'Issue Voucher No' (input here...), 'Desk Officer SCB' (Assistant Director S&D), and 'Date' (13/06/2022). There is also a 'Remarks' field. Below the form is a table with columns for 'Indentor' and 'Store' details. The table is currently empty with the message 'No data available in table'. At the bottom, there are more input fields for 'A.D(S)' (Desk Officer SCB), 'Date' (13/06/2022), 'I/C Checked Post' (I/C Checked Post), 'Date' (13/06/2022), 'Supplied By' (Store Keeper Injectabile), 'Date' (13/06/2022), 'Store Officer' (Store Officer), and 'Date' (13/06/2022). There are also fields for 'I/C P&D' and 'Date' (13/06/2022).

- 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 indenter's paper document.
 11. **Indent Date**: Enter Indent date from indenter'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 indenter'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.

Indenter				Store								
Code	Name of the Item	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local Agent	Line Director
No data available in table												

6.1.1.2. Issue against Indent Invoice - Add Products

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

Code	Name of the Item	Batch#	Expiry Date	Batch# Quantity	Unit Price	Ref No	Country of Origin	Supplier/Local Agent	Line Director
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle		30/06/2024	19,999,950	2,000	CMSD/G-2202/ICB /contract/01/lot-1 , Date:11.06.2022		Essential Drugs Company Limited	

Showing 1 to 1 of 1 entries

- 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.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-T&A/22-0004	Delivered For 100 bed Burn Unit at DMCH...	Indentor 100 bed Burn Unit at DMCH...	Prepared By L/K Ledger keeper Tablet/ Antibiotic	Date 14/06/2022
Indent# 12344	Indent Date 14/06/2022	Indent Prepared By Mahbub Alam	Incharge (SCB) SCB Incharge	Date 14/06/2022
Indent Approved By Dr. Jabbar	Allotment No 12344	Issue Voucher No 112	Desk Officer SCB Assistant Director S&D	Date 14/06/2022

Remarks

ADD PRODUCTS

Search:

Indentor				Store							
Code	Name of the Item	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local
Tab/Antibiotic											
T&C0017	Vitamin A. 100,000 IU CAPSULE. 500/bottle			19999950		Nos.		30/06/2024	CMSD/G-2202/CB /contract/01/lot-1. Date:11.06.2022		Essential Drugs

Showing 1 to 1 of 1 entries

A.D/S Desk Officer SCB	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

- 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.**

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-T&A/22-0004	Delivered For 100 bed Burn Unit at DMCH...	Indentor 100 bed Burn Unit at DMCH...	Prepared By L/K Ledger keeper Tablet/ Antibiotic	Date 14/06/2022
Indent# 12344	Indent Date 14/06/2022	Indent Prepared By Mahbub Alam	Incharge (SCB) SCB Incharge	Date 14/06/2022
Indent Approved By Dr. Jobbar	Allotment No 12344	Issue Voucher No 112	Desk Officer SCB Assistant Director S&D	Date 14/06/2022

Remarks

Search:

Indentor				Store							
Code	Name of the Item	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local
Tab/Antibiotic											
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	3000		19999950	3000	Nos.		30/06/2024	CMSD/G-2202/CB /contract/01/lot-1, Date:11.06.2022		Essential Drugs

Showing 1 to 1 of 1 entries

A.D(S) Desk Officer SCB	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

- 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.

PICK-INDENT

Search:

Indent#	Date	Facility
IND-R089/21-7422	26/07/2021	250 Bedded TB Hospital, Shyamoli, Dhaka-Urban, Dhaka

Showing 1 to 1 of 1 entries

- 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.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-IND-T&A/22-0004	Delivered For 100 bed Burn Unit at DMCH...	Indentor 300 bed Burn Unit at DMCH...	Prepared By L/K Ledger keeper Tablet/ Antibiotic	Date 14/06/2022
Indent# 12344	Indent Date 14/06/2022	Indent Prepared By Mahbub Alam	Incharge (SCB) SCB Incharge	Date 14/06/2022
Indent Approved By Dr. Jabbar	Allotment No 12344	Issue Voucher No 112	Desk Officer SCB Assistant Director S&D	Date 14/06/2022

Remarks

ADD PRODUCTS

Search:

Indentor				Store							
Code	Name of the Item	Indent Quantity	Facility Balance	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local
Tab/Antibiotic											
✖ T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	3000		19999950	3000	Nos.		30/06/2024	CMSD/G-2202/CB /contract/01/lot-1, Date:11.06.2022		Essential Drugs

Showing 1 to 1 of 1 entries

A.D(S) Desk Officer SCB	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

- 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.

SL.	Issue Date	Issue Invoice#	Delivered For	Indentor	Indent#	1st Copy	4th Copy
1	14/06/2022	ISS-IND-T&A/22-0004	100 bed Burn Unit at DMCH, Dhaka	100 bed Burn Unit at DMCH, Dhaka	12344	Verification	Verification

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

Update 1st Copy Verification Date ✕

Verification Date *

19/06/2022

SAVE
CANCEL

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

SL.	Issue Date	Issue Invoice#	Delivered For	Indentor	Indent#	1st Copy	4th Copy
1	14/06/2022	ISS-IND-T&A/22-0004	100 bed Burn Unit at DMCH, Dhaka	100 bed Burn Unit at DMCH, Dhaka	12344	19/06/2022	Verification

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

The screenshot shows the 'Issue Voucher Push' interface. At the top, there are filter fields for 'From' (14/03/2022), 'To' (14/06/2022), 'Facility' (CMSD, Dhaka), and 'Ledger' (Tab/Antibiotic). Below these are buttons for '+ ADD', 'VIEW', 'EDIT', 'DELETE', and 'PRINT'. A table below shows one entry with columns: SL., Issue Date, Issue Invoice#, Delivered For, Issue To, 1st Copy, and 4th Copy. The entry details are: SL. 1, Issue Date 14/06/2022, Issue Invoice# ISS-PUSH-T&A/22-0005, Delivered For 100 bed Burn Unit at DMCH, Dhaka, Issue To 100 bed Burn Unit at DMCH, Dhaka. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

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.

The screenshot shows the 'ISSUE VOUCHER - CREATE/EDIT' form. At the top right, there are buttons for 'RETURN TO LIST', 'SAVE', 'UPDATE STOCK', and 'PRINT'. The form has several input fields: 'Issue Invoice#' (ISS-PUSH-T&A/22-0006), 'Delivered For' (Select Delivered For), 'Prepared By L/K' (Select an Option), 'Date' (14/06/2022), 'Issue To' (Select an Option), 'Allotment No' (input here...), 'Incharge (SCB)' (SCB Incharge), 'Date' (14/06/2022), 'Issue Voucher No' (input here...), 'Remarks' (input here...), and 'Desk Officer SCB' (Desk Officer SCB), 'Date' (14/06/2022). Below the form is a table for products with columns: Code, Name of the Item, Current Stock, Quantity Issued, Unit, Batch#, Expiry Date, Ref No, Country of Origin, Supplier/Local Agent, and Line Director. The table is currently empty with the message 'No data available in table'.

- 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.

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-PUSH-T&A/22-0005	Delivered For 100 bed Burn Unit at DMCH, Dhaka	Prepared By L/K Ledger keeper Tablet/ Antibiotic	Date 14/06/2022
Issue To 100 bed Burn Unit at DMCH, Dhaka	Allotment No 1212	Incharge (SCB) SCB Incharge	Date 14/06/2022
Issue Voucher No 1212	Remarks	Desk Officer SCB Desk Officer SCB	Date 14/06/2022

Search:

Code	Name of the Item	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local Agent	Line Director
No data available in table										

Showing 0 to 0 of 0 entries

A. D (S&D) Assistant Director S&D	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

6.2.1.2. Issue Voucher Push Invoice - Add Products

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

ADD PRODUCTS

Ledger
Tab/Antibiotic

Search:

Code	Name of the Item	Batch#	Expiry Date	Batch# Quantity	Unit Price	Ref No	Country of Origin	Supplier/Local Agent	Line Director	
Tab/Antibiotic										
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle		30/06/2024	19,999,950	2,000	CMSD/G-2202/ICB /contract /01/lot-1 , Date:11.06.2022		Essential Drugs Company Limited		

Showing 1 to 1 of 1 entries

- 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.

+ ADD PRODUCTS

Code	Name of the Item	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local Agent	Line Director
Tab/Antibiotic										
✖ T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	19999950	<input type="text"/>	Nos.		30/06/2024	CMSDG-2202/CB /contract/01/lot-1, Date:11.06.2022		Essential Drugs Company Limited	

Showing 1 to 1 of 1 entries

A.D (S&D) Assistant Director S&D	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

- 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.**

ISSUE VOUCHER - CREATE/EDIT

Issue Invoice# ISS-PUSH-T&A/22-0008	Delivered For Kirtipasha 10 bed Hospital (RHC), Jhalokati	Prepared By L/K Ledger keeper Tablet/ Antibiotic	Date 14/06/2022
Issue To Select Issue To	Allotment No DIS-PLAN-T&A/22-0001	Incharge (SCB) SCB Incharge	Date 14/06/2022
Issue Voucher No Input Here...	Remarks Distribution Plan	Desk Officer SCB Desk Officer SCB	Date 14/06/2022

Search:

Code	Name of the Item	Current Stock Quantity	Quantity Issued	Unit	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local Agent	Line Director
Tab/Antibiotic										
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	19949970	5000	Nos.		30/06/2024	CMSDYG-2202/ICB /contract/01/lot-1, Date:11.06.2022		Essential Drugs Company Limited	

Showing 1 to 1 of 1 entries

A.D(S&D) Assistant Director S&D	Date 14/06/2022	I/C Checked Post I/C Checked Post	Date 14/06/2022
Supplied By Store Keeper Injectable	Date 14/06/2022	Store Officer Store Officer	Date 14/06/2022
I/C P&D I/C P&D	Date 14/06/2022		

- 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.

SL	Issue Date	Issue Invoice#	Delivered For	Issue To	1st Copy	4th Copy
1	14/06/2022	ISS-PUSH-T&A/22-0008	Kirtipasha 10 bed Hospital (RHC), Jhalokati		Verification	Verification
2	14/06/2022	ISS-PUSH-T&A/22-0005	100 bed Burn Unit at DMCH, Dhaka	100 bed Burn Unit at DMCH, Dhaka	Verification	Verification

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

Update 1st Copy Verification Date ✕

Verification Date *

19/06/2022

SAVE
CANCEL

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

SL	Issue Date	Issue Invoice#	Delivered For	Issue To	1st Copy	4th Copy
1	14/06/2022	ISS-PUSH-T&A/22-0008	Kirtipasha 10 bed Hospital (RHC), Jhalokati		19/06/2022	Verification
2	14/06/2022	ISS-PUSH-T&A/22-0005	100 bed Burn Unit at DMCH, Dhaka	100 bed Burn Unit at DMCH, Dhaka	Verification	Verification

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

Gate Pass

From: 19/03/2022 To: 19/06/2022 Facility: CMSD, Dhaka

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

SL#	Gate Pass Date	Gate Pass No#	Facility	Driver Name	Vehicle Number	Cartons	Received By
1	15/06/2022	GP-C001/22-0003	Adamdighi Upazila Health Complex, Bogura	Mahbub Alam	Dhaka-12097	20	
2	15/06/2022	GP-C001/22-0002	100 bed Burn Unit at DMCH, Dhaka				
3	15/06/2022	GP-C001/22-0001	Aditmani Upazila Health Complex, Lalmonirhat	xxxx	215	15	
4	14/06/2022	GP-C001/22-0004	100 bed Burn Unit at DMCH, Dhaka				

Showing 1 to 4 of 4 entries First Previous 1 Next Last

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.

RETURN TO LIST SAVE PRINT

GATE PASS - CREATE/EDIT

Gate Pass#* GP-C001/22-0005 Destination/Receiver* Select a Facility I/C P&D* I/C P&D Date* 20/06/2022

Driver Name* input here... Vehicle Number* input here... Cartons* input here... Store Officer* Store Officer Date* 20/06/2022

Received By* input here... Remarks I/C Checked Post* I/C Checked Post Date* 20/06/2022

+ ISSUE INVOICES

Issue Date Issue Invoice#

No data available in table

- 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

Issue Date	Issue Invoice#	Ledger
13/06/2022	ISS-PUSH-INJ/22-0002	Injectable
13/06/2022	ISS-PUSH-INJ/22-0004	Injectable

- 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 a Gate 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.

Start Date: 01/06/2022 | Prepared By: Ledger keeper Tablet/ Ant... | Approved By: SCB Incharge | End Date: 01/06/2022 | Show Physical Quantity Only

Ledger: Tab/Antibiotic

Product Code	Product	Unit	Batch#	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Line Total	Adjustment Quantity	Country of Origin	Supplier	Line Director
SOE0001	Nevirapine, 100ml SYRUP	PCS.	1	01/06/2023	122	300000		120.321	0.000		Bangladesh		
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	Nos.		30/06/2024	CMSD/G-2202/CB /contract /01/lot-1, Date:11.06.2022	19999950		2.000	0.000			Essential Drugs Company Limited	

- 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.
 - Physical Quantity (Usable):** Enter the product Physical Quantity (Usable).
 - Unit Price:** Unit Price comes from stock lot data; you can change it.
 - Total:** Total automatically calculated.
 - Adjustment Quantity:** After entering the adjusted quantity automatically, calculate.
 - Physical Quantity (Unusable):** Enter the product Physical Quantity (Unusable).
 - Country of Origin
 - Supplier
 - Line Director

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.
- 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.**

Start Date: 01/06/2022 | Prepared By: Ledger keeper Tablet/ Ant... | Approved By: SCB Incharge | End Date: 01/06/2022 | Show Physical Quantity Only

Ledger: Tab/Antibiotic

Product Code	Product	Unit	Batch#	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Line Total	Adjustment Quantity	Country of Origin	Supplier	Line Director
SOE0001	Nevirapine, 100ml SYRUP	PCS.	1	01/06/2023	122	300000	300050	120.321	36102316.050		50.000	Bangladesh	
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	Nos.		30/06/2024	CMSD/G-2202/CB /contract /01/lot-1, Date:11.06.2022	19999950	19999970	2.000	39999940.000		20.000		Essential Drugs Company Limited

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**.

Product Code	Product	Unit	Batch#	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Line Total	Adjustment Quantity	Country of Origin	Supplier	Lin Dir
SOE0001	Nevirapine, 100ml SYRUP	PCS.	1	01/06/2023	122	300000	300050	120.321	36,102,316.050	50	Bangladesh		
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	Nos.		30/06/2024	CMSD/G-2202/CB /contract /01/lot-1, Date:11.06.2022	19999950	19999970	2,000	39,999,940.000	20		Essential Drugs Company Limited	

- 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

SL	Adj. Date	Adjustment Invoice#	To/ From	Adjustment Type	Amount
1	13/06/2022	ADJ-C001/22-0007	CMSD, Dhaka	Deduct from Stock	1,905.803
2	13/06/2022	ADJ-C001/22-0005	CMSD, Dhaka	Add to Stock	635,749.035
3	12/06/2022	ADJ-C001/22-0009	CMSD, Dhaka	Deduct from Stock	106,834.156
4	12/06/2022	ADJ-C001/22-0008	CMSD, Dhaka	Add to Stock	966.173
5	12/06/2022	ADJ-C001/22-0006	CMSD, Dhaka	Deduct from Stock	1,209,783.313
6	09/06/2022	ADJ-INJ22-0002	CMSD, Dhaka	Deduct from Stock	2,381.099
7	09/06/2022	ADJ-C001/22-0001	CMSD, Dhaka	Add to Stock	0.000

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.

RETURN TO LIST SAVE UPDATE STOCK PRINT

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice#
ADJ-INJ/22-0010

Adjustment Type
Add to Stock

To/ From
CMSD, Dhaka

Prepared By
Ledger keeper Injactable

Date
14/06/2022

Remarks

Approved By
SCB Incharge

Date
14/06/2022

Issued By
Assistant Director S&D

Date
14/06/2022

ADD ITEMS

Search:

Product Code	Product	Quantity Adjusted	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Supplier	Line Director	Action
Injectable											
INJ0003	Influenza VACCINE	<input type="text"/>	0.000	Select Cou...	Select Supplier	Select Lin...	✖				
INJ0002	Meningitis VACCINE	<input type="text"/>	0.000	Select Cou...	Select Supplier	Select Lin...	✖				
INJ0001	Remdesivir+Lyophilized Powder, 100mg+ Powder INJECTION	<input type="text"/>	0.000	Select Cou...	Select Supplier	Select Lin...	✖				

Total:

- 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.

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice# * ADJ-INJ/22-0010
 Adjustment Type * Add to Stock
 To/ From * CMSD, Dhaka
 Prepared By * Ledger keeper Injectable
 Date * 14/06/2022

Remarks
 Approved By * SCB Incharge
 Date * 14/06/2022

Issued By * Assistant Director S&D
 Date * 14/06/2022

Search:

Product Code	Product	Quantity Adjusted	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Supplier	Line Director	Action
Injectable											
INJ0003	Influenza VACCINE	200		01/06/2			0.000	Select Cou...	Beximco Infusio...	AMC	
INJ0002	Meningitis VACCINE	350		21/06/2			0.000	Select Cou...	ACME Pharmac...	AMC	
INJ0001	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	400		21/06/2			0.000	Select Cou...	Beximco Infusio...	AMC	

Total: 0.00

Showing 1 to 3 of 3 entries

- 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.**

Adjustment Invoice

ADJUSTMENT INVOICE - CREATE/EDIT

Adjustment Invoice# * ADJ-INJ/22-0010
 Adjustment Type * Add to Stock
 To/ From * CMSD, Dhaka
 Prepared By * Ledger keeper Injectable
 Date * 14/06/2022

Remarks
 Approved By * SCB Incharge
 Date * 14/06/2022

Issued By * Assistant Director S&D
 Date * 14/06/2022

Search:

Product Code	Product	Quantity Adjusted	Batch#	Expiry Date	Ref No	Unit Price	Line Total	Country of Origin	Supplier	Line Director	Action
Injectable											
INJ0003	Influenza VACCINE	200		01/06/2022		0	0.000		Beximco Infusions	AMC	
INJ0002	Meningitis VACCINE	350		21/06/2022		0	0.000		ACME Pharmaceuticals	AMC	
INJ0001	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	400		21/06/2022		0	0.000		Beximco Infusions	AMC	

- 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.

Distribution Plan Entry/Edit

Allotment No: DIS-PLAN-T&A/22-0001 | Remarks: | Prepared By: Ledger keeper Tablet/ Antibiotic | Date: 14/06/2022

Ref No: Select Ref No | Line Director: Select Line Director

Search: []

Product Code	Product	Balance	Ref No	Line Director	Batch#	Expiry Date
No data available in table						

Selected Products: 1

Product Code	Product	Balance	Ref No	Lir Dis
T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	19,999,950	CMSD/G-2202/CB /contract /01/let-1, Date:11.06.2022	

Showing 0 to 0 of 0 entries

< PREV | NEXT >

- 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.

Distribution Plan Entry/Edit

Allotment No: DIS-PLAN-T&A/22-0001 | Remarks: | Prepared By: Ledger keeper Tablet/ Antibiotic | Date: 14/06/2022

Division: All | District: All | Facility Type: All

Search: []

Division	District	Facility
10 bed hospital		
Chattogram	Bandarban	Rowanchari 10 Beded Hospital, Bandarban
Chattogram	Brahmanbaria	Guinak 10 bed Hospital (RHC), Brahmanbaria
Chattogram	Chattogram	Sandwip 10 bed Hospital (RHC), Chattogram
Chattogram	Coxs Bazar	St. Martin 20 bed Hospital, Coxs Bazar
Chattogram	Cumilla	Kalkapur 10 bed Hospital

Showing 1 to 834 of 834 entries

< PREV | NEXT >

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

[RETURN TO LIST](#)
[SAVE](#)
[PRINT](#)

Distribution Plan Entry/Edit

Allotment No * DIS-PLAN-T&A/22-0001
 Remarks
 Prepared By * Ledger keeper Tablet/ Antibiotic
 Date * 14/06/2022

Facility Type All
 Facility All
 Product All

Product	Facility	Facility Balance	Planned Issue Quantity	Batch#	Expiry Date	Ref No
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Chhokhar 10 bed Hospital, Barishal	19999950			30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kirtipasha 10 bed Hospital (RHC), Jhalokati	19999950			30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kukua 10 bed Hospital, Barguna	19999950			30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse

Showing 1 to 3 of 3 entries

[Generate Invoice](#)

- **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.**

[RETURN TO LIST](#)
[SAVE](#)
[PRINT](#)

Distribution Plan Entry/Edit

Allotment No * DIS-PLAN-T&A/22-0001
 Remarks
 Prepared By * Ledger keeper Tablet/ Antibiotic
 Date * 14/06/2022

Facility Type All
 Facility All
 Product Vitamin A, 100,000 IU CAPSULE...
 Balance: 19,999,950; Planned Total: 15,000,000

Quantity: [UPDATE](#)

Product	Facility	Facility Balance	Planned Issue Quantity	Batch#	Expiry Date	Ref No
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Chhokhar 10 bed Hospital, Barishal	19999950	5000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kirtipasha 10 bed Hospital (RHC), Jhalokati	19999950	5000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kukua 10 bed Hospital, Barguna	19999950	5000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1, Date:11.06.2022 Esse

Showing 1 to 3 of 3 entries

[Generate Invoice](#)

- 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**).

Planned Issue Quantity Summary

Product	Balance	Planned Issue Quantity	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/Local Agent	Line Director
Vitamin A, 100,000 IU CAPSULE, 500/bottle	19,999,950	15,000		30/06/2024	CMSD/G-2202/ICB /contract /01/lot-1 , Date:11.06.2022	Essential Drugs Company Limited		

Showing 1 to 1 of 1 entries

Generate Invoice
CLOSE

- 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.

Distribution Plan

RETURN TO LIST
SAVE
PRINT

Distribution Plan Entry/Edit

Allotment No

DIS-PLAN-T&A/22-0001

Remarks

Prepared By

Ledger keeper Tablet/ Antibiotic

Date

14/06/2022

Facility Type

All

Facility

All

Product

Vitamin A, 100,000 IU CAPSULE...

Balance: 19,999,950; Planned Total: 15,000,000

Quantity:

UPDATE

Product	Facility	Facility Balance	Planned Issue Quantity	Batch#	Expiry Date	Ref No
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Chhakhar 10 bed Hospital, Barishal	19999950	5,000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1 , Date:11.06.2022
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kirtipasha 10 bed Hospital (RHC), Jhalokati	19999950	5,000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1 , Date:11.06.2022
Vitamin A, 100,000 IU CAPSULE, 500/bottle	Kukua 10 bed Hospital, Barguna	19999950	5,000		30/06/2024	CMSD/G-2202/ICB/contract/01/lot-1 , Date:11.06.2022

Showing 1 to 3 of 3 entries

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

Issue Voucher Push

From: 14/03/2022 To: 14/06/2022 Facility: CMSD, Dhako Ledger: Tab/Antibiotic

+ ADD VIEW EDIT DELETE PRINT

Show 10 entries Search:

SL#	Issue Date	Issue Invoice#	Delivered For	Issue To	1st Copy	4th Copy
1	14/06/2022	ISS-PUSH-T&A/22-0008	Kirtipasha 10 bed Hospital (RHC), Jhalokati			
2	14/06/2022	ISS-PUSH-T&A/22-0007	Chhakhar 10 bed Hospital, Barishal			
3	14/06/2022	ISS-PUSH-T&A/22-0006	Kukua 10 bed Hospital, Barguna			
4	14/06/2022	ISS-PUSH-T&A/22-0005	100 bed Burn Unit at DMCH, Dhaka	100 bed Burn Unit at DMCH, Dhaka		

Showing 1 to 4 of 4 entries First Previous 1 Next Last

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 invoice 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 –

Signature Verification View

Division: All Division | District: All District | Facility Level: All Facility Level | Facility Type: All Facility Type

Show 25 entries | Search:

Facility Code	Facility Name	Facility Type	Division Name	District Name	Action
10000025	Dhaka Civil Surgeon Office, Dhaka	District Level Office	Dhaka	Dhaka	[Pen Icon]
10000104	Faridpur Civil Surgeon Office, Faridpur	District Level Office	Dhaka	Faridpur	[Pen Icon]
10000136	Gazipur Civil Surgeon Office, Gazipur	District Level Office	Dhaka	Gazipur	[Pen Icon]
10000160	Gopalganj Civil Surgeon Office, Gopalganj	District Level Office	Dhaka	Gopalganj	[Pen Icon]
10000209	Jamalpur Civil Surgeon Office, Jamalpur	District Level Office	Mymensingh	Jamalpur	[Pen Icon]
10000244	Kishoreganj Civil Surgeon Office, Kishoreganj	District Level Office	Dhaka	Kishoreganj	[Pen Icon]

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

Signature Verification View

Back to List

Facility Details Form

Facility Code: 10023251 | Facility Name: Shoheed Taj Uddin Ahmad Medical College

Division Name: Dhaka | District: Gazipur

Facility Type: Medical College Hospital | Facility Level: Health Facility

Facility Address: N/A

Facility Head Name: Dr. Md. Khalikur Rahman | Storekeeper Name: Md. Motiur Rahman

Designation: Director | Designation: Store Keeper

Contact#: 01712169590 | Contact#: 01822897753

Signature Verification

Diary No: 2234 | Office Code: 1620602133335

Verification Date: 24/02/2021 | Verification Time: 01:00:00 PM

Specimen Signature

Historical Signatories

Show 10 entries | Search:

Verification Date	Verification Time	Diary No	Office Code	Specimen Signature
24/02/2021	01:00:00 PM	2234	1620602133335	[Signature]

Showing 1 to 1 of 1 entries | First Previous 1 Next Last

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 –

Gate Pass View

Facility Name: CMSD, Dhaka | Gate Pass Date: 15/06/2022

Print | Excel | CSV

Show 10 entries | Search:

Issued to Facility	Gate Pass Date	Gate Pass No#	Issue Invoice#	Driver Name	Vehicle Number	Received By	Cartons
100 bed Burn Unit at DMCH, Dhaka	15-06-2022	GP-C001/22-0002	ISS-IND-INJ/22-0001, ISS-PUSH-INJ/22-0001				0
Adamdighi Upazila Health Complex, Bogura	15-06-2022	GP-C001/22-0003	ISS-PUSH-INJ/22-0002, ISS-PUSH-INJ/22-0004	Mahbub Alam	Dhaka-12097		1
Aditmari Upazila Health Complex, Lalmonirhat	15-06-2022	GP-C001/22-0001	ISS-PUSH-T&A/22-0008	xxxx	215		1

Showing 1 to 3 of 3 entries | Previous | Next

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 –

User List

CMSD, Dhaka

Show 25 entries | Search:

SL#	Facility	User Name	User Id	Email	Contact#	
1	CMSD, Dhaka	Assistant Director S&D	ad_sd	ad_sd@gmail.com		
2	CMSD, Dhaka	Chemical Ledger Keeper	chemical_lk	chemical_lk@yahoo.com		
3	CMSD, Dhaka	Chemical Store keeper	chemical_sk	chemical_sk@yahoo.com		
4	CMSD, Dhaka	Desk Officer SCB	d_officer_scb	d_officer_scb@gmail.com		
5	CMSD, Dhaka	DGHS Admin	dghsadmin	dghsadmin@dghs.gov.bd		

- 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 -

SL#	Sub Group	Product Code	Product Name	Short Name	Unit Name	Cost
1	Injection	INJ0001	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	VIAL	0
2	Injection	INJ0002	Meningitis VACCINE	Meningitis VACCINE, VIAL	Dose	0
3	Injection	INJ0003	Influenza VACCINE	Influenza VACCINE, VIAL	Dose	0

- 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 -

Health Facilities										
Division All Division		District All District		Upazila All Upazila		Facility Level All Facility Level		Facility Type All Facility Type		
All eLMIS Site		NON eLMIS Site		Map		PRINT		EXCEL		
Show 25 entries							Search:			
Facility Code	Facility Name	Facility Type	Division Name	District Name	Upazila Name	Action				
CS DRS										
10000025	Dhaka Civil Surgeon Office, Dhaka	District Level Office	Dhaka	Dhaka	Lalbagh	📍 📄				
10000104	Faridpur Civil Surgeon Office, Faridpur	District Level Office	Dhaka	Faridpur	Faridpur Sadar	📍 📄				
10000136	Gazipur Civil Surgeon Office, Gazipur	District Level Office	Dhaka	Gazipur	Gazipur Sadar	📍 📄				
10000160	Gopalganj Civil Surgeon Office, Gopalganj	District Level Office	Dhaka	Gopalganj	Gopalganj Sadar	📍 📄				
10000209	Jamalpur Civil Surgeon Office, Jamalpur	District Level Office	Mymensingh	Jamalpur	Jamalpur Sadar	📍 📄				
10000244	Kishoreganj Civil Surgeon Office, Kishoreganj	District Level Office	Dhaka	Kishoreganj	Kishoreganj Sadar	📍 📄				
10000262	Madaripur Civil Surgeon Office, Madaripur	District Level Office	Dhaka	Madaripur	Madaripur Sadar	📍 📄				

- 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

SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	ACME Pharmaceuticals		Bangladesh		01875895674				
2	Beximco Pharmaceuticals		Bangladesh		01889887655				
3	Essential Drugs Company Limited	395-397, Tejgaon Industrial Area, Dhaka-1208	Bangladesh		+88-02-9130489-90,+88-02-8151080	+880-2-58155459	edcd@btbt.net.bd		
4	Jamal Traders		Bangladesh		017876434567				
5	M/S S.S Scientific Corporation	Road No-42, Gulshan-2, Dhaka	Bangladesh		01682123450				
6	RENETA		Bangladesh		01111111111				
7	Sea International Agencies Ltd.	Alam Tower, 9th Floor, Room#1009-1010, 12 DIT Avenue, Motjheel, C/A Dhaka-1000	Bangladesh		01711347828,+8802-9559102				
8	Square Pharmaceuticals		Bangladesh		2555				

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

The screenshot displays the 'Default Signatory' configuration interface. At the top, there are two dropdown menus: 'CMSD, Dhaka' and 'Adhoc Distribution Plan'. Below these is a section titled 'Add Default Signatory'. This section contains several input fields and dropdown menus arranged in two columns. The left column includes: 'Prepared By' (dropdown: Select Prepared By), 'Approved By' (dropdown: SCB Incharge), 'Received By' (dropdown: Desk Officer SCB), 'Issued By' (dropdown: Assistant Director S&D), 'Checked By' (dropdown: I/C Checked Post), 'Supplied By' (dropdown: Store Keeper Injectable), 'Store Officer' (dropdown: Store Officer), and 'I/C P&D' (dropdown: I/C P&D). The right column includes: 'Facility Head Name' (input field: input here...), 'Facility Head Contact#' (input field: input here...), 'Storekeeper Name' (input field: input here...), and 'Storekeeper Contact#' (input field: input here...). A purple 'Save' button is located at the bottom center of the form area.

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

Stock Status (Usable)

Facility: CMSD, Dhaka | Ledger: Injectable | Stock Date: 14/06/2022

SHOW ALL SHOW ZERO SHOW NON-ZERO

Show 10 entries Search:

SL.	Product Code	Product Name	Usable Qty	Unit Name
Injectable				
1	INJ0003	Influenza VACCINE	200	Dose
2	INJ0002	Meningitis VACCINE	350	Dose
3	INJ0001	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	467	VIAL

Showing 1 to 1 of 1 entries

Batch#	Expiry Date	Ref No	Usable Qty	Unit Price	Line Total	Country of Origin	Supplier	Line Director
	01/06/2022		200	0	0		Beximco Infusions	AMC

Showing 1 to 3 of 3 entries First Previous 1 Next Last

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

SL	Product Code	Product Name	Unusable Qty	Unit Name
1	CXE0001	Automated Blood Grouping Reagent SOLUTION	1	Test
2	CXE0002	Chlorhexidine, 50 ml SOLUTION	2	BOT.

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 -

Product Stock Report

Facility: All | Ledger: Tab/Antibiotic | IsStock: NON ZERO | Date: 20/06/2022

Stock Status Table

Show 10 entries | Search:

Division	District	Facility	Product Group	Product Code	Products	Quantity
Dhaka	Dhaka	CMSD, Dhaka	Tab/Antibiotic	SOE0001	Nevirapine, 100ml SYRUP	112
Dhaka	Dhaka	CMSD, Dhaka	Tab/Antibiotic	T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle	5

Showing 1 to 2 of 2 entries | Previous 1 Next

- 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 -

Product Lot Stock Report

Facility: All | Ledger: Chemicals | Product: All

Product Lot Stock Report Table

Show 10 entries | Search:

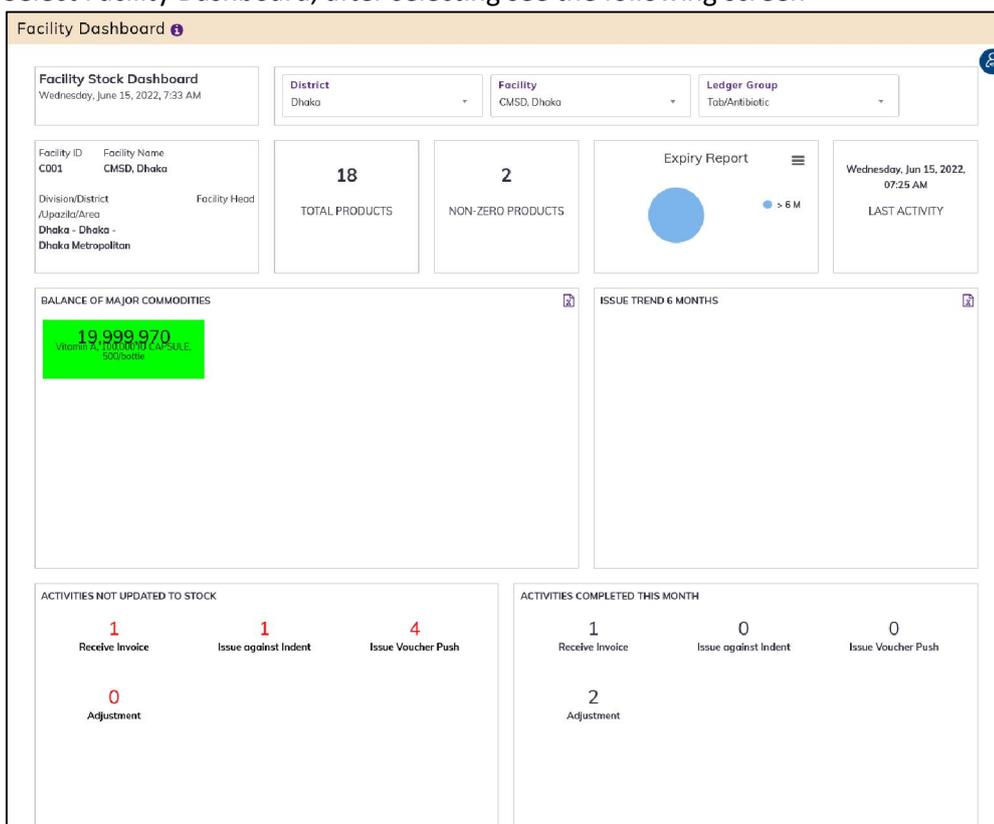
Product Code	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/local Agent	Line Director	Unit Price (BDT)	Total (BDT)	Quantity
CMISD, Dhaka									
Automated Blood Grouping Reagent SOLUTION									
CXE0001	11	30-06-2022		Afghanistan	ACME Pharmaceuticals	NNS	0.000	0.000	44
Chlorhexidine, 50 ml SOLUTION									
CXE0002	12	30-06-2022		American Samoa	Globe Pharmaceuticals Ltd.	MNCAH	0.000	0.000	55

Showing 1 to 2 of 2 entries | Page 1 of 1

- 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 #:** 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 -

The screenshot shows the 'Receive Details Report' interface. It includes filter criteria at the top and a data table below.

Filter Criteria:

- Facility Level: Warehouse
- Facility: CMSD, Dhaka
- Start Date: 01/06/2022
- End Date: 15/06/2022
- Ledger: Tab/Antibiotic
- Product: All
- Transaction Type: Receive Invoice

Receive Details Report Table:

Receive Invoice	Receive Date	Donor/Contract#/Indent#	Unit	No of Cartons	Batch#	Expiry Date	Ref No	Indent Quantity	Quantity	Country of Origin	Supplier/local Agent	Line Director	I P (B)
CMSD, Dhaka													
Vitamin A, 100,000 IU CAPSULE, 500/bottle													
REC-SUP-T&A/22-0002	13-06-2022	24	Nos.			30-06-2024	CMSD/G-2202/ICB /contract /01/lot-1, Date:11.06.2022		19,999,950		Essential Drugs Company Limited		

Showing 1 to 1 of 1 entries. Navigation: Previous 1 Next

- 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 -

Issue Details Report Table

Show 10 entries

Indentor/Issue To	Issue Invoice	Issue Date	Batch#	Expiry Date	Ref No	Indent Quantity	Quantity	Country of Origin	Supplier/local Agent	Line Director
CMSD, Dhaka										
Injectable										
Remdesivir+Lycophilized Powder, 100mg+Powder INJECTION										
100 bed Bum Unit at DMCH, Dhaka	ISS-PUSH-INJ22-0001	09-06-2022	123	2024-06-30	CMSD/G-2201/ACB /contract/01/lot-1, Date:09.06.2022		500		Beximco Pharmaceuticals	AMC
100 bed Bum Unit at DMCH, Dhaka	ISS-IND-INJ22-0001	09-06-2022				2,000	1,000			
Abhaynagar Upazila Health Complex, Jashore	ISS-IND-INJ22-0002	13-06-2022	123	2024-06-30	CMSD/G-2201/ACB /contract/01/lot-1, Date:09.06.2022		1		Beximco Pharmaceuticals	AMC
100 bed Bum Unit at DMCH, Dhaka	ISS-IND-INJ22-0001	09-06-2022	123	2024-06-30	CMSD/G-2201/ACB /contract/01/lot-1, Date:09.06.2022	2,000	1,000		Beximco Pharmaceuticals	AMC
Adamdighi Upazila Health Complex, Bogura	ISS-PUSH-INJ22-0002	13-06-2022	123	2024-06-30	CMSD/G-2201/ACB /contract/01/lot-1, Date:09.06.2022		1		Beximco Pharmaceuticals	AMC

Showing 1 to 5 of 5 entries

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

To/From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Batch#	Expiry Date	Ref No	Quantity Adjusted	Unit Price (BDT)	Total (BDT)	Country of Origin	Supplier/local Agent	Line Director
CMSD, Dhaka													
Chemicals													
Automated Blood Grouping Reagent SOLUTION													
CMSD, Dhaka	ADJ-C001/22-0004	11-06-2022	Add to Stock (Unusable)	CXE0001	11	30-06-2022		1	0.000	0.000	Bangladesh	ACME Pharmaceuticals	NNS
CMSD, Dhaka	ADJ-C001/22-0003	11-06-2022	Add to Stock	CXE0001	11	30-06-2022		44	0.000	0.000	Bangladesh	ACME Pharmaceuticals	NNS
Chlorhexidine, 50 ml SOLUTION													
CMSD, Dhaka	ADJ-C001/22-0004	11-06-2022	Add to Stock (Unusable)	CXE0002	12	30-06-2022		2	0.000	0.000		Globe Pharmaceuticals Ltd.	MNCAH
CMSD, Dhaka	ADJ-C001/22-0003	11-06-2022	Add to Stock	CXE0002	12	30-06-2022		55	0.000	0.000		Globe Pharmaceuticals Ltd.	MNCAH

- 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 -

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch No	Expiry Date	Ref No	Observations	Country of Origin	Supplier/local Agent	Line Director
Facility: CMSD, Dhaka												
Product: Influenza VACCINE												
14/06/2022	CMSD, Dhaka	ADJ-INJ22-0010	200	0	200		01/06/2022		Add to Stock		Beximco Infusions	AMC
Product: Meningitis VACCINE												
14/06/2022	CMSD, Dhaka	ADJ-INJ22-0010	350	0	350		21/06/2022		Add to Stock		ACME Pharmaceuticals	AMC
Product: Remdesivir-Lyophilized Powder, 100mg+Powder INJECTION												
09/06/2022	Beximco Pharmaceuticals	REC-SUP-INJ22-0001	49,980	0	49,980	123	30/06/2024	CMSD/G-2201/ICB /contract /01/lot-1, Date:09.06.2022			Beximco Pharmaceuticals	AMC
09/06/2022	100 bed Burn Unit at DMCH, Dhaka	ISS-IND-INJ22-0001	0	1,000	48,980							
09/06/2022	100 bed Burn Unit at DMCH, Dhaka	ISS-IND-INJ22-0001	0	1,000	47,980	123	30/06/2024	CMSD/G-2201/ICB /contract /01/lot-1, Date:09.06.2022			Beximco Pharmaceuticals	AMC
ADJ-												

- 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 -

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch No	Expiry Date	Ref No	Observations	Country of Origin	Supplier/local Agent	Line Director
Facility: CMSD, Dhaka												
Product: Automated Blood Grouping Reagent SOLUTION												
11/06/2022	CMSD, Dhaka	ADJ-C001/22-0004	1	0	1	11	30/06/2022		Chemicals		Afghanistan	ACME Pharmaceuticals
Product: Chlorhexidine, 50 ml SOLUTION												
11/06/2022	CMSD, Dhaka	ADJ-C001/22-0004	2	0	2	12	30/06/2022		Chemicals		American Samoa	Globe Pharmaceuticals Ltd.

- 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

Going to Expire Lots Report

Facility Level: Warehouse | Facility: CMSD, Dhaka | Ledger: Tab/Antibiotic | Product: All

Start Date: 15/06/2022 | End Date: 30/06/2025

Going to Expire Lots Report Table

Division	District	Facility	Product Code	Product	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/local Agent	Line Director	Quantity	Unit Price (BDT)	Total (BDT)
Dhaka	Dhaka	CMSD, Dhaka	SOE0001	Nevirapine, 100ml SYRUP	1	01-06-2023	122	Bangladesh			300,050	120.321	36,102.31
Dhaka	Dhaka	CMSD, Dhaka	T&C0017	Vitamin A, 100,000 IU CAPSULE, 500/bottle		30-06-2024	CMSD/G-2202/ICB/contract /01/lot-1, Date:11.06.2022		Essential Drugs Company Limited		19,999,970	2,000	39,999,94

Showing 1 to 2 of 2 entries

- 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-

Product Group	Product	Start Date	End Date	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Country of Origin	Supplier/local Agent	Line Director	Physical Quantity (Unusable)
Tab/Antibiotic	Nevirapine, 100ml SYRUP	01-06-2022	01-06-2022	300,000	300,050	50				0
Tab/Antibiotic	Nevirapine, 100ml SYRUP	13-06-2022	13-06-2022		300,000	300,000				0
Tab/Antibiotic	Vitamin A, 100,000 IU CAPSULE, 500/bottle	01-06-2022	01-06-2022	19,999,950	19,999,970	20		Essential Drugs Company Limited		0

- 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-

Procurement Package Details Report

Facility Level: Warehouse | Facility: CMSD, Dhaka | Start Date: 01/06/2022 | End Date: 18/06/2022 | Procurement Type: Goods

Name of Package	Package Name	Start Date	Description	Quantity	Budgeted Unit Price (BDT)	Line Total (BDT)
G-2201	procure ment package of Antibiotic	09-06-2022	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	100,000	125.321	12,532,099.915
G-2201	procure ment package of Antibiotic	09-06-2022	Vitamin A, 100,000 IU CAPSULE, 500/bottle	250,001	2.311	577,752.338
G-2202	Procurement of Vitamine Capsule	11-06-2022	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000,000	2.000	40,000,000.000
G-2202	Procurement of Vitamine Capsule	11-06-2022	Vitamin A, 200,000 IU CAPSULE	18,000,000	0.305	5,490,000.129
G-2203	Procurement of Antibiotic	12-06-2022	Calcium+Vitamin D3, 500mg+ 200 IU TABLET	50,000,000	2.503	125,150,001.049
G-2203	Procurement of Antibiotic	12-06-2022	Zinc Dispersible, 20mg TABLET	12,000,000	2.354	28,248,001.099

Showing 1 to 6 of 6 entries | Previous 1 Next

- 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-

Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Package Status	Estimated Cost
G-2203	Procurement of Antibiotic	2022-23	Goods	Direct Procurement (GOB/IDA /DP)-DP	Global Fund	12-06-2022		0
G-2202	Procurement of Vitamine Capsule	2022-23	Goods	NCB(GOB/IDA/DP)-NCB	GOB-Rev	11-06-2022		100,000,000
G-2201	procure ment package of Antibiotic	2022-23	Goods	ICB(GOB/IDA/DP)-ICB	Global Fund	09-06-2022		5,000,000
Package-F1	Package-F1	2022-23	Goods	ICT	Global Fund	09-06-2022		0

- 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-

Name of Package	Nature of Procurement	Method	Package Name	Description	Supplier	Estimated Cost	Quantity	Unit Price	Line Total (BDT)	Contract Date	Contract Reference No
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procure ment package of Antibiotic	Remdesivir-Lyophilized Powder, 100mg+Powder INJECTION	Boximco Pharmaceuticals	5,000,000	100.001	125.321	12,532,225.236	09-06-2022	CMSD/G-2201/ICB /contract /01/lot-1
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procure ment package of Antibiotic	Vitamin A, 100,000 IU CAPSULE, 500/bottle	ACME Pharmaceuticals	5,000,000	250.001	2.311	577,752.338	09-06-2022	CMSD/G-2201/ICB /contract /02/lot-2
G-2202	Goods	NCB(GOB/IDA /DP)-NCB	Procurement of Vitamine Capsule	Vitamin A, 100,000 IU CAPSULE, 500/bottle	Essential Drugs Company Limited	100,000,000	20,000,000	2.000	40,000,000.000	11-06-2022	CMSD/G-2202/ICB /contract /01/lot-1

- This form presents Contracts Details Report. The report has the following filter criteria:
 - Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Procurement Type:** By default, selected a procurement type of CMSD.
- The table has the following columns:
 - Name of Package:** Showing the Package Name.
 - Nature of Procurement:** Showing the nature of procurement.
 - Method:** Showing the procurement method.
 - Package Name:** Showing the Package name.
 - Description:** Showing the Package.
 - Supplier:** Showing the Package contract supplier name.
 - Estimated Cost:** Showing the Package estimated cost.
 - Quantity:** Showing the package contract item's quantity.
 - Unit Price:** Showing the package contract item's unit price.
 - Total (BDT):** Showing the package contract's items Total value.
 - Contract Date:** Showing the package contract date.
 - Contract Reference No:** Showing the package contract reference.
 - Delivery Schedule (Days):** Showing the package contract item delivery schedule.
 - Status:** Showing the package status.
 - Payment:** Showing the package contract payment status.
 - 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-

Name of Package	Nature of Procurement	Method	Package Name	Supplier Name	Total Cost	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status	Payment	Remarks
G-2203	Goods	Direct Procurement (GOB/IDA/DP)-DP	Procurement of Antibiotic	Essential Drugs Company Limited	153,398,002.148	12-06-2022	CMSD/G-2203/CB /contract /01/lot-1	90		Not Paid	
G-2202	Goods	NCB(GOB/IDA /DP)-NCB	Procurement of Vitamine Capsule	Essential Drugs Company Limited	45,490,000.129	11-06-2022	CMSD/G-2202/CB /contract /01/lot-1	90		Not Paid	
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procurement package of Antibiotic	Beximco Pharmaceuticals	12,532,225.236	09-06-2022	CMSD/G-2201/CB /contract /01/lot-1	90		Not Paid	
Package-F1	Goods	ICT	Package-F1	Incepta Pharmaceuticals Ltd.	2,800.000	09-06-2022	Contract-F1	90		Paid	
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procurement package of Antibiotic	ACME Pharmaceuticals	577,752.338	09-06-2022	CMSD/G-2201/CB /contract /02/lot-2	90		Not Paid	

- This form presents Procurement Package Details Report. The report has the following filter criteria:
 - Facility Name:** By default, selected your facility. Select a facility from dropdown list.
 - Payment Status:** By default, selected All. Select Payment status from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 - Package:** Showing the Package Number.
 - Nature of Procurement:** Showing the nature of procurement.
 - Method:** Showing the procurement method.
 - Package Name:** Showing the Package name.
 - Supplier:** Showing the Package contract supplier name.
 - Total Cost:** Showing the Package contract total cost.
 - Contract Date:** Showing the package contract date.
 - Contract Reference No:** Showing the package contract reference.
 - Delivery Schedule (Days):** Showing the package contract item delivery schedule.
 - Status:** Showing the package status.
 - Payment:** Showing the package contract payment status.
 - 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 -

Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch No	Expiry Date	Ref No
Facility: CMSD, Dhaka										
Product: Abacavir+Lamivudine, 600mg+300mg TABLET										
19/06/2022	REC-SUP-PRO-C001/22-0009	8,000	8,000	0	0	0	0			CMSD/G-22/05/ICB /contract /01/ret-5, Date:19.06.2022
Total		8,000		0		0	0			
Product: Automated Blood Grouping Reagent SOLUTION										
19/06/2022	REC-SUP-PRO-C001/22-0009	5,000	5,000	0	0	0	0			CMSD/G-22/05/ICB /contract /01/ret-5, Date:19.06.2022
Total		5,000		0		0	0			

- 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 -

Supplier	Contract#	Receive Invoice	Receive Date	Unit	Lot No	Expiry Date	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka									
Abacavir+Lamivudine, 600mg+300mg TABLET									
RENETA	CMSD/G-2205/ICB/contract /01/lot-5	REC-SUP-PRO-C001/22-0009	19-06-2022	PCS.			8,000	4,500	0,000
Automated Blood Grouping Reagent SOLUTION									
RENETA	CMSD/G-2205/ICB/contract /01/lot-5	REC-SUP-PRO-C001/22-0009	19-06-2022	Test			5,000	255,226	0,000
Calcium+Vitamin D3, 500mg+ 200 IU TABLET									
Essential Drugs Company Limited	CMSD/G-2203/ICB/contract /01/lot-1	REC-SUP-PRO-C001/22-0005	12-06-2022	PCS.	1	30-06-2023	25,000,000	2,503	62,575,000,000
Essential Drugs Company Limited	CMSD/G-2203/ICB/contract /01/lot-1	REC-SUP-PRO-C001/22-0005	12-06-2022	PCS.	2	30-06-2024	25,000,000	2,503	0,000

- 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

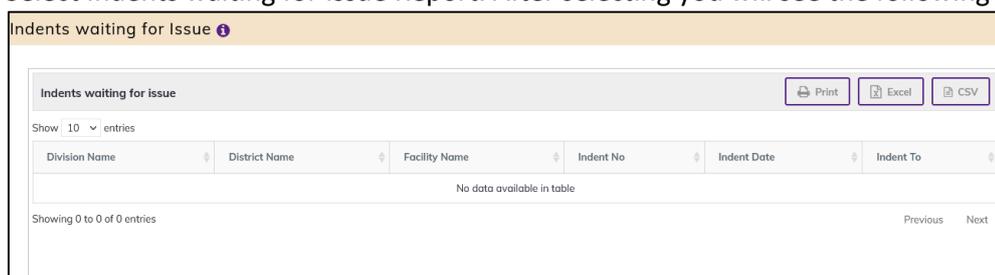
Contract Date	Contract No	Supplier	Contract Quantity	Provisional Received Quantity	Approved Quantity	Receive Quantity	Disapproved Quantity	Return to supplier
Facility: CMSD, Dhaka								
Product: Abacavir-Lamivudine, 600mg+300mg TABLET								
19/06/2022	CMSD/G-2205/ICB/contract /01/lot-5	RENETA	8,000	8,000	0		0	0
Product: Automated Blood Grouping Reagent SOLUTION								
19/06/2022	CMSD/G-2205/ICB/contract /01/lot-5	RENETA	5,000	5,000	0		0	0

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

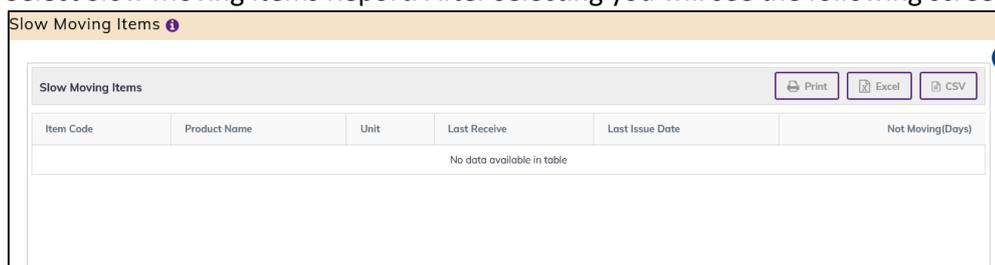
- Select Indents waiting for Issue Report. After selecting you will see the following screen -



- 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 -

Gate Pass View

Facility Name: All | Gate Pass Date: 20/06/2022

Gate Pass view Table

Show 10 entries | Search:

Issued to Facility	Gate Pass Date	Gate Pass No#	Issue Invoice#	Driver Name	Vehicle Number	Received By	Cartons
Adamdighi Upazila Health Complex, Bogura	20-06-2022	GP-C001/22-0005	ISS-PUSH-INJ/22-0002, ISS-PUSH-INJ/22-0004	Mahbubur Rahman	DHK-12036	Mahbubur Rahman	1

Showing 1 to 1 of 1 entries | Previous 1 Next

- 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 -

Facility Contact Report

Division: All | District: All | Facility Type: All

Facility Contact Report [Print] [Excel] [CSV]

Show: 10 entries | Search:

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barishal	Barguna	10001933	Armtali Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Shankar Prashad Adhikary, Upazila Health & Family Planning Officer (UH&FPO), 01716755822	
Barishal	Barguna	10001934	Kukua 10 bed Hospital, Barguna	10 bed hospital		
Barishal	Barguna	10001935	Taitali 20 bed Hospital, Barguna	20 bed Hospital		
Barishal	Barguna	10001937	Bamna Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Md Manirujjaman, Upazila Health & Family Planning Officer (UH&FPO), 01716474635	Md. A. Kholeque, Store Keeper, 01912615593
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office, Barguna	Upazila Level Office	Dr. Md. Abdus Salam, Upazila Health & Family Planning Officer (UH&FPO), 01712501393	Md. Aminur Rahman, Store Keeper, 01716868052
Barishal	Barguna	10001942	Barguna Civil Surgeon Office, Barguna	District Level Office	Dr. Maria Hasan, Civil Surgeon, 01710900788	Md. Aminur Rahman, 01716868053
Barishal	Barguna	10001943	Barguna District Hospital, Barguna	District Hospital	Dr. Md. Sohrab Uddin, Superintendent, 01711076416	Md. Jasim Uddin, Store Keeper, 01728024342
Barishal	Barguna	10001945	Betagi Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Tan Maung, Upazila Health & Family Planning Officer (UH&FPO), 01710620808	Radrul Amin Badol, Store Keeper, 01718825165
Barishal	Barguna	10001947	Patharghata Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Muhammad Abul Fatha, Upazila Health & Family Planning Officer (UH&FPO), 01715289095	
Barishal	Barishal	10001948	Agaljhara Upazila Health Complex, Barishal	Upazila Health Complex	Dr. Md. Bakhtair Al Mamun, Upazila Health & Family Planning Officer (UH&FPO), 01710697995	Md Shah Alam, Store Keeper, 01939159357

Showing 1 to 10 of 839 entries | Previous 1 2 3 4 5 ... 84 Next

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

The screenshot shows the 'Country Entry' page. At the top right, there are 'Print' and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has the following data:

SL.	Country Code	Country Name	Center	Zoom Level	Currency Name	Report Expected Date	AMC Months	Action
1	BGD	Bangladesh	23.727059, 90.40309	7	BDT	20	2	

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

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 -

The screenshot shows the 'Division Entry' page. At the top right, there are '+ Add', 'Print', and 'Excel' buttons. Below them is a search bar and a 'Show 25 entries' dropdown. The table has the following data:

SL.	Division Name	Action
1	Barishal	
2	Chattogram	
3	Dhaka	
4	Khulna	
5	Mymensingh	

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 -

SL.	District Name	Action
1	Barguna	[Edit] [Delete]
2	Barishal	[Edit] [Delete]
3	Bhola	[Edit] [Delete]
4	Jhalokati	[Edit] [Delete]
5	Patuakhali	[Edit] [Delete]
6	Pirojpur	[Edit] [Delete]

- 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 -

SL	Facility Level	Short Facility Level	Minimum MOS	Maximum MOS	bStore	bShow	Action
1	Warehouse	Warehouse	1	2.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	DGHS Sub-depot	DGHS Sub-depot	1	2.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	CS DRS	CS DRS	1	2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Health Facility	Health Facility	1	2.5	<input type="checkbox"/>	<input type="checkbox"/>	

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:

Facility Level Entry Form

Back to List

Facility Level
input here...

Short Facility Level
input here...

Minimum MOS
input here...

Maximum MOS
input here...

bStore bShow

SAVE Cancel

- 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 -

SL	Facility Type	Short Facility Type	Action
1	10 bed hospital	10 bed hospital	
2	100 Bed Hospital (Not District Hospital)	100 Bed Hospital (Not District Hospital)	
3	20 bed Hospital	20 bed Hospital	
4	200-250 bed Hospital (not district hospital)	200-250 bed Hospital (not district hospital)	
5	25-bed Hospital	25-bed Hospital	
6	30-bed Hospital	30-bed Hospital	

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 screenshot shows the 'Facility Entry' interface. At the top, there are four dropdown filters: 'Division' (All Division), 'District' (All District), 'Facility Level' (All Facility Level), and 'Facility Type' (All Facility Type). Below these are three site group buttons: 'All', 'eLMIS Site', and 'NON eLMIS Site'. A toolbar contains buttons for 'Map', 'Add', 'Download Template', 'Import Facilities', 'Download Users', 'Print', and 'Excel'. A 'Show 25 entries' dropdown and a search bar are also present. The main table lists facilities with columns for Facility Code, Facility Name, Facility Type, Division Name, District Name, and Action. The data rows are as follows:

Facility Code	Facility Name	Facility Type	Division Name	District Name	Action
CS DRS					
10000025	Dhaka Civil Surgeon Office	District Level Office	Dhaka	Dhaka	[Map] [Menu] [Edit] [Delete]
10000104	Faridpur Civil Surgeon Office	District Level Office	Dhaka	Faridpur	[Map] [Menu] [Edit] [Delete]
10000136	Gazipur Civil Surgeon Office	District Level Office	Dhaka	Gazipur	[Map] [Menu] [Edit] [Delete]
10000160	Gopalganj Civil Surgeon Office	District Level Office	Dhaka	Gopalganj	[Map] [Menu] [Edit] [Delete]
10000209	Jamalpur Civil Surgeon Office	District Level Office	Mymensingh	Jamalpur	[Map] [Menu] [Edit] [Delete]
10000244	Kishoreganj Civil Surgeon Office	District Level Office	Dhaka	Kishoreganj	[Map] [Menu] [Edit] [Delete]

- 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 eLMIS site then click this check box this facility user will be created by the pressing eLMIS 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.

The screenshot displays the 'Facility Details Form' on the left and a 'Map' on the right. The form includes the following fields:

- Facility Code:** 10000025
- Facility Name:** Dhaka Civil Surgeon Office
- Division Name:** Dhaka
- District:** Dhaka
- Facility Type:** District Level Office
- Facility Level:** CS DRS
- Facility Address:** House# 23, Road# 121, Dhaka 1212, Bangladesh
- Facility Head Name:** Dr. Abu Hussain Md. Moinul Ahsan
- Storekeeper Name:** Md. Shofiuddin
- Designation:** Civil Surgeon
- Designation:** Store Keeper
- Contact#:** 01715654835
- Contact#:** 01916269221
- Latitude:** 23.786553417921276
- Longitude:** 90.41993594899417

The map on the right shows a location in Dhaka, Bangladesh, with the address 'House# 23, Road# 121, Dhaka 1212, Bangladesh' displayed below it. The map includes a search bar and a 'Back to List' button.

- 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 -

SL.	Product Group Name	Short Name	Major Group	Action
1	Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment	CXE	<input type="checkbox"/>	
2	Community Clinic Items	CCI	<input type="checkbox"/>	
3	Different Project Items	DPI	<input type="checkbox"/>	
4	Disaster, TB and Leprosy	DTL	<input type="checkbox"/>	
5	Farms, Registers and IEM Materials	IEM	<input type="checkbox"/>	
6	Furniture and Crockerries	F&C	<input type="checkbox"/>	
7	Gauze, Bandage, Cotton and Linens	GBC	<input type="checkbox"/>	
8	Injection	INJ	<input type="checkbox"/>	
9	MSR and Instruments	MSI	<input type="checkbox"/>	
10	Stationary and others	S&O	<input type="checkbox"/>	
11	Syrup, Ointment, Emulsion, suspension	SOE	<input type="checkbox"/>	
12	Tablet & Capsule	T&C	<input type="checkbox"/>	
13	Vehicles	VEH	<input type="checkbox"/>	

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 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 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 -

SL.	Product Subgroup Name	Action
Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment		
1	Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment	
Community Clinic Items		
2	Community Clinic Items	
Different Project Items		
3	Different Project Items	
Disaster, TB and Leprosy		
4	Disaster, TB and Leprosy	

- 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 -

Generics Entry		
		<input type="button" value="+ Add"/> <input type="button" value="Print"/> <input type="button" value="Excel"/>
Show: 25	entries	Search: <input type="text"/>
SL.	Generic Name	Action
1	A1	
2	Abacavir+Lamivudine	
3	Atazanavir+Ritonavir	
4	Automated Blood Grouping Reagent	
5	B1	

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:

Generic Entry Form	
	<input type="text" value="Generic Name"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/>

- Fill-up Generics details in the data entry fields
 - 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 -

Strength Entry		
		<input type="button" value="+ Add"/> <input type="button" value="Print"/> <input type="button" value="Excel"/>
Show	25	entries
		Search: <input type="text"/>
SL.	Strength Name	Action
1	100,000 IU	
2	100mg	
3	100mg+Powder	
4	100ml	
5	150mg+300mg	

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:

Strength Entry Form

Strength Name *

input here...

- 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 -

Dosage Form		
		<input type="button" value="+ Add"/> <input type="button" value="Print"/> <input type="button" value="Excel"/>
Show	25	entries
		Search: <input type="text"/>
SL.	Dosage Form	Action
1	A3	
2	AEROSOL	
3	AEROSOL, FOAM	
4	AEROSOL, METERED	
5	AEROSOL, POWDER	

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:

Dosage Form	
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="margin: 0;">Dosage Form</p> <p style="margin: 0; font-size: small;">Input here...</p> </div>	
<input type="button" value="SAVE"/> <input type="button" value="Cancel"/>	

- 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 -

Unit Of Measure Entry		
		<input type="button" value="+ ADD"/> <input type="button" value="PRINT"/> <input type="button" value="EXCEL"/>
Show: 25	entries	Search: <input type="text"/>
SL#	Unit Name	Action
1	AMP.	
2	Bag	
3	Blister	
4	Book	
5	BOT.	

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:

Unit Of Measure Entry Form
<input type="text" value="Unit Name"/> <small>input here...</small>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>

- 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 -

SL#	Subgroup	Product Code	Product Name	Short Name	Unit Name	Unit Price	Key Product	Key Product Dashboard	Asset	Action
Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment										
1	Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment	CXE0001	Automated Blood Grouping Reagent SOLUTION	Automated Blood Grouping Reagent SOLUTION	Test	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
2	Chemicals, X-ray, Re-agents, ECG, Ultrasound, Echo etc. and medical equipment	CXE0002	Chlorhexidine, 50 ml SOLUTION	Chlorhexidine, 50 ml SOLUTION	BOT.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		 
Injection										
3	Injection	INJ0001	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	VIAL	0	<input type="checkbox"/>	<input type="checkbox"/>		 

- 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:

Product Entry	
BACK TO LIST	
Product Code input here...	Product Name input here...
Short Name input here...	Product Group Select Product Group
Generic Name + Select Generic	Product Subgroup Select Product Subgroup
Strength + Select Strength	Dosage Form + Select Dosage Form
Pack Size input here...	Unit Name AMP.
Unit Price input here...	
<input type="checkbox"/> Key Product	<input type="checkbox"/> Key Product Dashboard
<input type="checkbox"/> Is Asset	
SAVE CANCEL	

- 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://elms.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 -

SL.	Procurement Type	Action
1	Goods	[Edit] [Delete]
2	Service	[Edit] [Delete]

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:

Procurement Type Entry Form

Procurement Type
input here...

Submit CANCEL

- 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 -

SL	Procurement Method	Action
1	DPM	[Edit] [Delete]
2	ICB	[Edit] [Delete]
3	NCB	[Edit] [Delete]

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 -

Funding Source Entry		
		<input type="button" value="+ ADD"/> <input type="button" value="PRINT"/> <input type="button" value="EXCEL"/>
Show 25 entries	Search: <input type="text"/>	
SL.	Procurement Funding Source	Action
1	DPA	
2	Global Fund	
3	GOB-Dev	
4	GOB-Rev	
5	IDA	
6	KfW	
7	RPA(GOB)	
8	RPA(JICA)	
9	UNFPA	
10	UNICEF	
11	USAID	
12	WHO	
Showing 1 to 12 of 12 entries		First Previous 1 Next Last

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:

Procurement Funding Source Entry Form

Procurement Funding Source
input here...

- 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 -

SL	Lab Name	Contact Name	Contact No	Email	Lab Address	Action
1	Lab 1		0125487958			
2	Lab 2		01254879547			
3	Lab 3		01254789584			
4	Lab 5		255			

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:

Lab Entry Form

Lab Name
input here...

Contact Name
input here...

Contact No
input here...

Email
input here...

Lab Address
input here...

- 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 -

SL.	Distribution Plan Type	Action
1	Distribution Plan	 

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 -

SL#	Indent Type Name	Action
1	General Indent	

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 -

SL#	Adjustment Type	Pick List Method	Facility Level	Is Positive	Is Physical Inventory	Is Expired	Action
1	Add to Stock	Current Facility	CS DRS, DGHS Sub-depot, Health Facility, Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Add to Stock (Unusable)	Current Facility	CS DRS, Health Facility, Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 screenshot shows the 'User Permission Entry' page. At the top, there are three dropdown menus for 'Instance' (All Instance), 'User Group' (All User Group), and 'Facility' (All Facility). Below these is a search bar and a 'Show 25 entries' dropdown. The main table lists users with columns for SL, User Name, and Email. The first row is highlighted in purple. To the right, there is a list of permissions with checkboxes: 'Instance' (checked), 'DGHS', 'EPI', 'MNC&H', 'NNS', and 'TB-eLMIS'.

SL	User Name	Email
1	security_in_charge	security_in_charge@gmail.com
2	nazimmahmud83	nazimmahmud83@gmail.com
3	chemical_sk	chemical_sk@yahoo.com
4	chemical_lk	chemical_lk@yahoo.com
5	sb_entry_op	israilamin@gmail.com
6	cmsdadmin	cmsdadmin@gmail.com

- 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.

This screenshot is identical to the one above, showing the 'User Permission Entry' page with the user list and permission checkboxes.

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

SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	security_in_charge	Security in	charge	security_in_charge@gmail.com			
2	nazimmahmud83	Nazim	Mahmud	nazimmahmud83@gmail.com			 
3	chemical_sk	Chemical	Store keeper	chemical_sk@yahoo.com			 

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

SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	security_in_charge	Security in	charge	security_in_charge@gmail.com			 
2	nazimmahmud83	Nazim	Mahmud	nazimmahmud83@gmail.com			 
3	chemical_sk	Chemical	Store keeper	chemical_sk@yahoo.com			 

- **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.

SL.	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	security_in_charge	Security in	charge	security_in_charge@gmail.com			 
2	nazimmahmud83	Nazim	Mahmud	nazimmahmud83@gmail.com			 
3	chemical_sk	Chemical	Store keeper	chemical_sk@yahoo.com			 

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.

SL.	User Name	Email
1	security_in_charge	security_in_charge@gmail.com
2	nazimmahmud83	nazimmahmud83@gmail.com
3	chemical_sk	chemical_sk@yahoo.com
4	chemical_lk	chemical_lk@yahoo.com
5	sb_entry_op	israilamin@gmail.com
6

Instance

CMSD eLMIS israil amin

DGHS

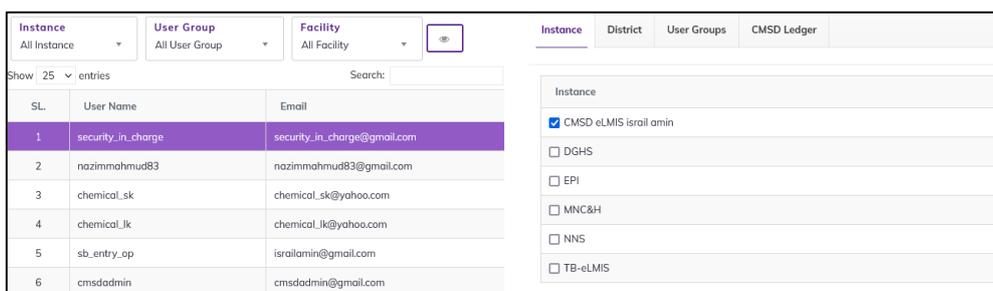
EPI

MNC&H

NNS

TB-eLMIS

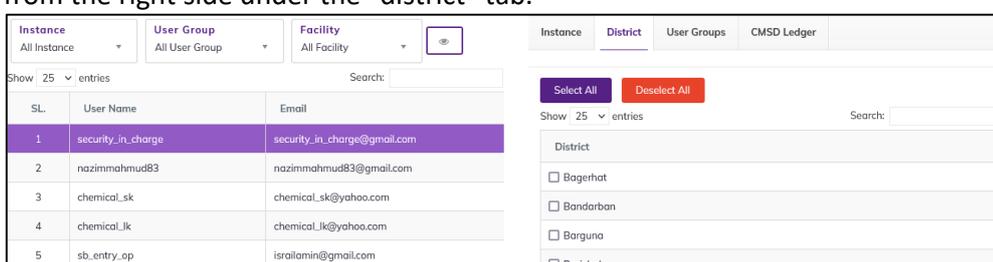
- **Step-2:** Click on a instance after clicking facility list popup form will be displayed.



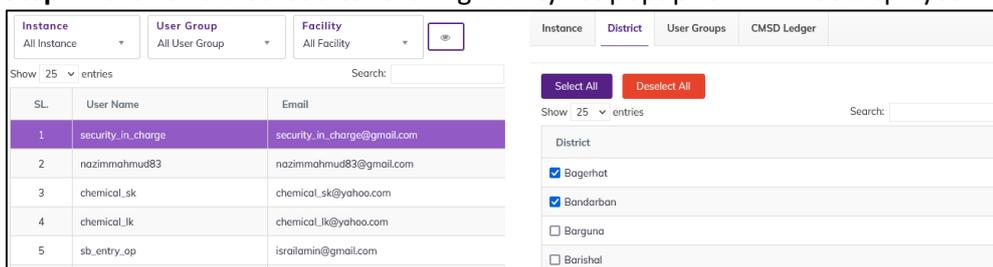
- **Step-3:** Search and select a facility to assign the user. After selecting instance, the user will be assigned like above screen.

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.

The screenshot shows the 'User Permission Entry' page. At the top, there are dropdown menus for 'Instance' (CMSD eLMIS isr...), 'User Group' (All User Group), and 'Facility' (All Facility). A 'Download User List' button is visible. Below these are tabs for 'Instance', 'District', 'User Groups', and 'CMSD Ledger'. The 'User Groups' tab is active, showing a list of user groups with checkboxes: Report Manager, Data Viewer, Member, Super Admin, eLMIS User, ledger Keeper, Provisional Receiver, and Store Keeper.

SL.	User Name	Email
1	security_in_charge	security_in_charge@gmail.com
2	nazimmahmud83	nazimmahmud83@gmail.com
3	chemical_sk	chemical_sk@yahoo.com
4	chemical_lk	chemical_lk@yahoo.com
5	sb_entry_op	israilamin@gmail.com
6	cmsdadmin	cmsdadmin@gmail.com

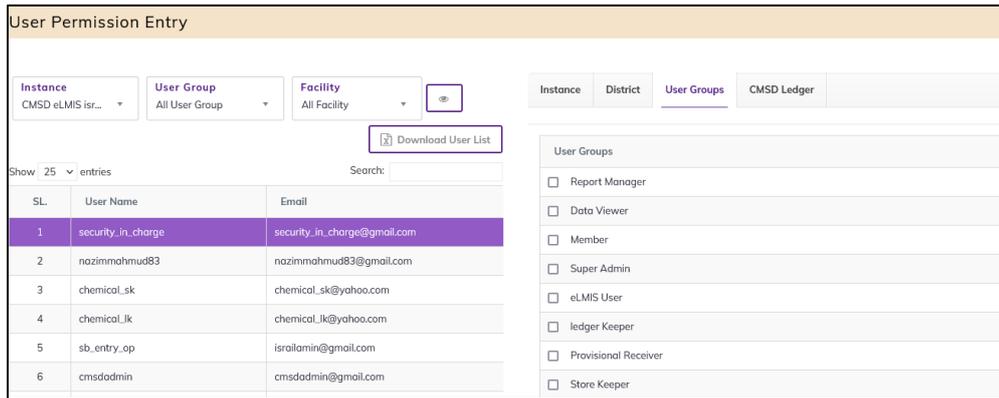
- **Step-2:** Click on a user group after clicking facility list popup form will be displayed ‘Data Updated Successfully’.

This screenshot shows the same 'User Permission Entry' page as above, but with the 'Security In Charge' user group selected (checkbox checked). The user list table now contains 17 entries:

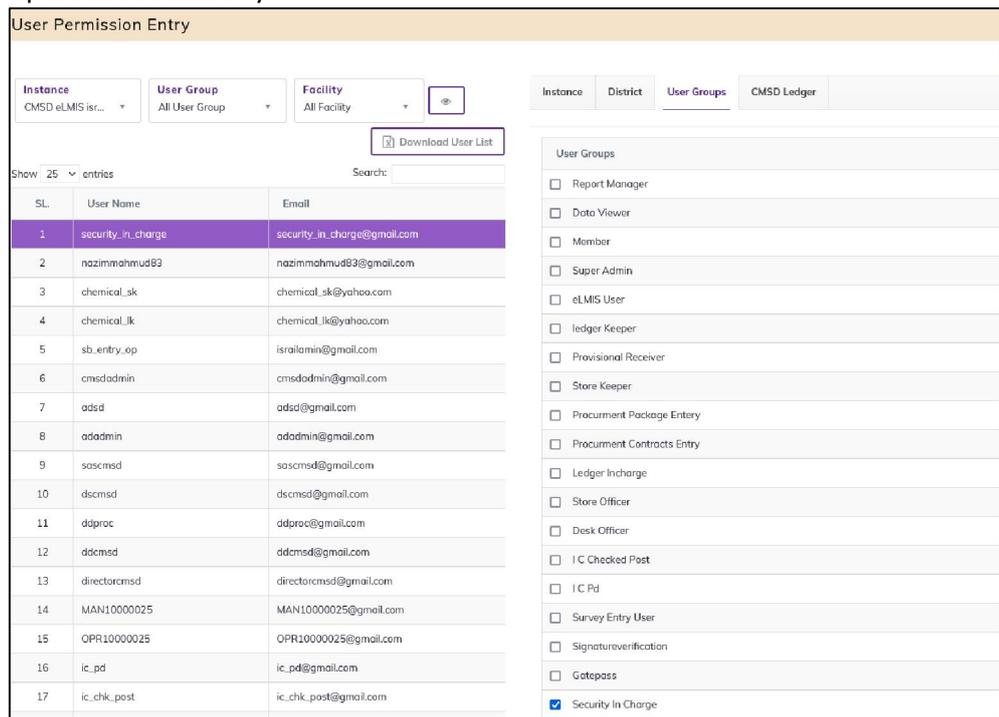
SL.	User Name	Email
1	security_in_charge	security_in_charge@gmail.com
2	nazimmahmud83	nazimmahmud83@gmail.com
3	chemical_sk	chemical_sk@yahoo.com
4	chemical_lk	chemical_lk@yahoo.com
5	sb_entry_op	israilamin@gmail.com
6	cmsdadmin	cmsdadmin@gmail.com
7	adsd	adsd@gmail.com
8	adadmin	adadmin@gmail.com
9	sascmsd	sascmsd@gmail.com
10	dscmsd	dscmsd@gmail.com
11	ddproc	ddproc@gmail.com
12	ddcmsd	ddcmsd@gmail.com
13	directorcmsd	directorcmsd@gmail.com
14	MAN10000025	MAN10000025@gmail.com
15	OPR10000025	OPR10000025@gmail.com
16	ic_pd	ic_pd@gmail.com
17	ic_chk_post	ic_chk_post@gmail.com

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.

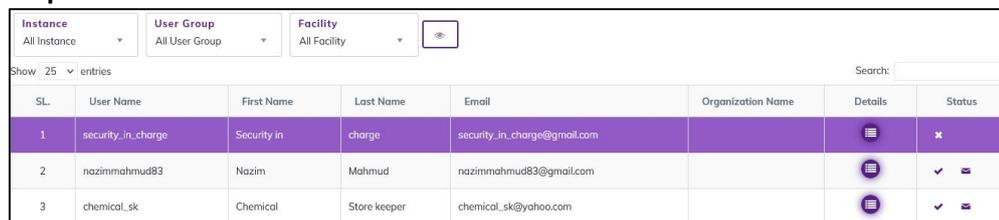


- **Step-2:** Click on a CMSD Ledger after clicking Ledger list popup form will be displayed 'Data Updated Successfully'.



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:

Instance	User Group	Facility					
All Instance	All User Group	All Facility					
Show 25 entries			Search:				
SL	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	security_in_charge	Security in	charge	security_in_charge@gmail.com			✓
2	nazimmahmud83	Nazim	Mahmud	nazimmahmud83@gmail.com			✓
3	chemical_sk	Chemical	Store keeper	chemical_sk@yahoo.com			✓

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

Instance	User Group	Facility					
All Instance	All User Group	All Facility					
Show 25 entries			Search:				
SL	User Name	First Name	Last Name	Email	Organization Name	Details	Status
1	security_in_charge	Security in	charge	security_in_charge@gmail.com			✗
2	nazimmahmud83	Nazim	Mahmud	nazimmahmud83@gmail.com			✓
3	chemical_sk	Chemical	Store keeper	chemical_sk@yahoo.com			✓

- **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 -

Suppliers									
									
Show 25 entries			Search:						
SL#	Supplier Name	Supplier Address	Country	Contact Name	Contact No	Fax	Email	URL	Action
1	ACME Pharmaceuticals		Bangladesh		01875895874				 
2	Beximco Infusions		Bangladesh		55555				 
3	Beximco Pharmaceuticals		Bangladesh		01889887655				 
4	Essential Drugs Company Limited	395-397, Tejgaon Industrial Area, Dhaka-1208	Bangladesh		+88-02-9130489-90, +88-02-8151080	+880-2-58155459	edc@btb.net.bd		 

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:

Suppliers	
	
Supplier Name input here...	Country Bangladesh
Email input here...	Contact Name input here...
Contact No input here...	Fax input here...
Supplier Address input here...	URL input here...
 	

- 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 –

SL	Date	User	Remote IP	Query Type	Table Name
1	2022-06-20 06:24:51	Administrator	103.210.18.98	DELETE	t_gatepaasitems
2	2022-06-20 06:24:47	Administrator	103.210.18.98	DELETE	t_gatepaasitems
3	2022-06-20 06:11:43	Administrator	103.210.18.98	UPDATE	websoftworks.cmsd.master.upgradet.ui.languague
4	2022-06-20 06:09:56	Administrator	103.210.18.98	UPDATE	websoftworks.cmsd.master.upgradet.ui.languague
5	2022-06-19 17:51:22	Administrator	103.35.168.90	UPDATE	websoftworks.cmsd.master.upgradet.ui.languague

- 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:

The screenshot shows the 'Audit Log' page with filters for Log Start Date (13/6/2022), Log End Date (20/6/2022), Request Type (All), Table Name (All), and User List (All). It displays a table of log entries and a detailed view of a selected entry.

SL#	Date	User	Remote IP	Query Type	Table Name
1	2022-06-20 06:24:51	Administrator	103.210.18.98	DELETE	t_gatepaasitems
2	2022-06-20 06:24:47	Administrator	103.210.18.98	DELETE	t_gatepaasitems
3	2022-06-20 06:11:43	Administrator	103.210.18.98	UPDATE	websoftworks_cmsd_master_upgrade.t_ui_language
4	2022-06-20 06:09:56	Administrator	103.210.18.98	UPDATE	websoftworks_cmsd_master_upgrade.t_ui_language
5	2022-06-19 17:51:22	Administrator	103.35.168.90	UPDATE	websoftworks_cmsd_master_upgrade.t_ui_language
6	2022-06-19 17:51:20	Administrator	103.35.168.90	UPDATE	websoftworks_cmsd_master_upgrade.t_ui_language

SL#	Field Name	Old Value	New Value
1	GatePassItemid	1655319548766	
2	GatePassid	1655264790835	
3	Facilityid	4142	
4	Transactionid	1655117876405	
5	NumberofCarton		
6	Remarks		
7	UpdateTs	2022-06-15 09:46:39	
8	CreateTs	2022-06-15 09:46:39	

- 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 **More** 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 –

SL	Log Sequence	Query Type	Table Name	Execution Time	Executed
1	1655635585708	UPDATE	t.transaction	2022-06-19 16:46:25	✓
2	1655634884123	UPDATE	t.transaction	2022-06-19 16:34:44	✓
3	1655626576697	UPDATE	t.transaction	2022-06-19 14:16:16	✓
4	1655626573045	UPDATE	t.transaction	2022-06-19 14:16:13	✓

- 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:

SL	Log Sequence	Query Type	Table Name	Execution Time	Executed
1	1655635585708	UPDATE	t.transaction	2022-06-19 16:46:25	✓
2	1655634884123	UPDATE	t.transaction	2022-06-19 16:34:44	✓
3	1655626576697	UPDATE	t.transaction	2022-06-19 14:16:16	✓
4	1655626573045	UPDATE	t.transaction	2022-06-19 14:16:13	✓
5	1655622214067	UPDATE	t.transaction	2022-06-19 13:03:34	✓
6	1655621887838	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
7	1655621887832	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
8	1655621887827	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
9	1655621887823	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
10	1655621887820	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
11	1655621887818	INSERT	t.transaction_items	2022-06-19 12:58:07	✓
12	1655621887817	INSERT	t.transaction_items	2022-06-19 12:58:07	✓

SL	Field Name	Value
1	FacilityId	4142
2	TransactionId	1655176694709
3	TransactionTypeId	9
4	TransactionNo	ISS-PUSH-T&A/22-0008
5	TransactionDate	2022-06-14 00:00:00
6	SupplierId	
7	SupplierInvNo	
8	SupplierInvDate	
9	bStockUpdated	1
10	UpdateBy	1
11	Remarks	Distribution Plan
12	ReceiveFrom	
13	IssuedToFacility	14248
14	IssuedTo	
15	UpdateTs	2022-06-19 16:46:25
16	CreateTs	2022-06-14 09:18:14

- 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:
 - Log Sequence:** created log sequences number.
 - Query Type:** Command type executed by the user (INSERT/UPDATE/DELETE)
 - Table Name:** Name of the table on which the user command is being executed
 - Execution Time:** Log executed time.
 - Executed:** Log executed status.
 - SQL Text:** Standard query language text that is being executed in the database in short notation. When you click on the **More** 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 –

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 relevant 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:

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

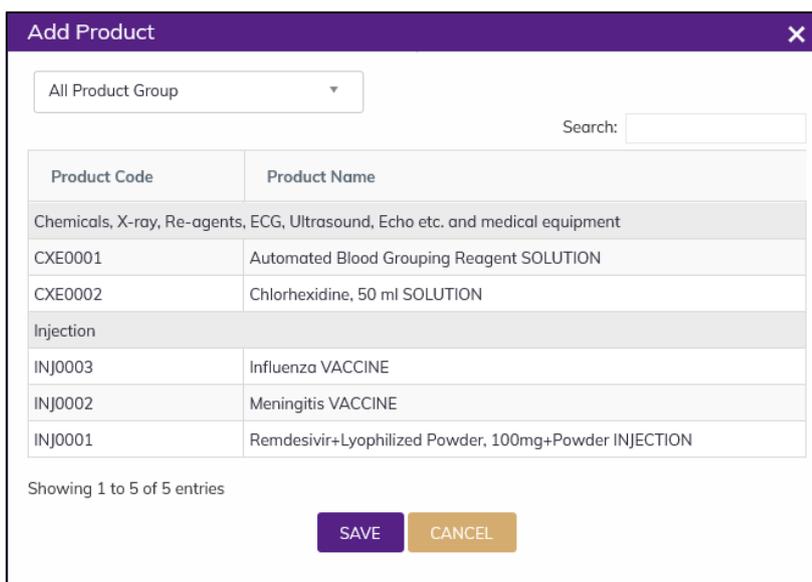
- Open any internet browser, like Google Chrome or Firefox.
- 1. Type <http://elmis.cmsd.gov.bd/> in the address bar.
- The CMSD-eLMIS homepage will appear.
- Login as a user who has permission to **CMSD Ledger Items Entry**
- From **admin** menu, select **CMSD Ledger Items** submenu to open Recipient's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

Item Code	Item Name	Action
T&C0015	Abacavir+Lamivudine, 600mg+300mg TABLET	✖
T&C0008	Atazanavir+Ritonavir, 300mg+100mg TABLET	✖
T&C0014	Calcium+Vitamin D3, 500mg+ 200 IU TABLET	✖
T&C0003	Lamivudine + Zidovudine, 150mg+300mg TABLET	✖
T&C0011	Lamivudine + Zidovudine, 30mg+60mg TABLET	✖
T&C0004	Lamivudine+ Zidovudine+Nevirapine, 150mg+300mg+200mg TABLET	✖

- 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:



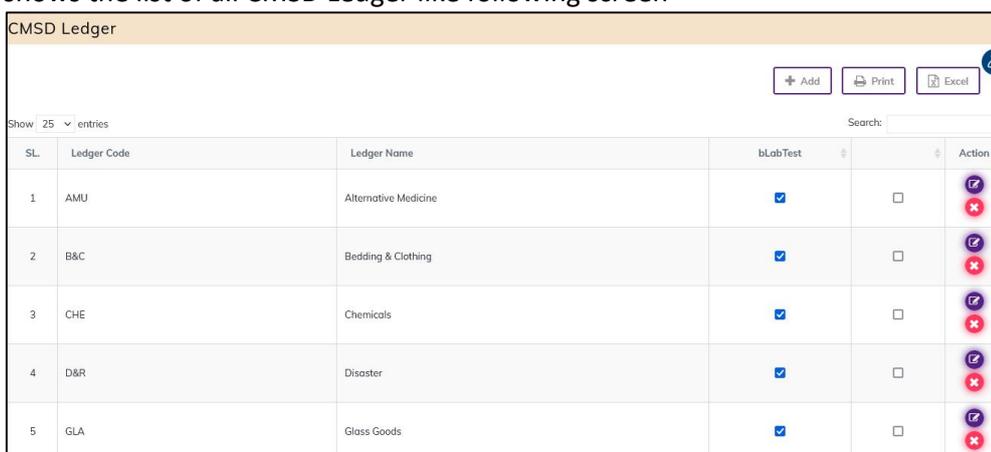
10.26.3. Delete CMSD Ledger Items

- 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 -

Signature Verification					
Division All Division	District All District	Facility Level All Facility Level	Facility Type All Facility Type	Print	Excel
Show 25 entries		Search:			
Facility Code	Facility Name	Facility Type	Division Name	District Name	Action
CS DRS					
10000025	Dhaka Civil Surgeon Office	District Level Office	Dhaka	Dhaka	
10000104	Faridpur Civil Surgeon Office	District Level Office	Dhaka	Faridpur	
10000136	Gazipur Civil Surgeon Office	District Level Office	Dhaka	Gazipur	
10000160	Gopalganj Civil Surgeon Office	District Level Office	Dhaka	Gopalganj	

- 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.

+ New Signatory
← Back to List

Facility Details Form

Facility Code 10000160	Facility Name Gopalganj Civil Surgeon Office
Division Name Dhaka	District Gopalganj
Facility Type District Level Office	Facility Level CS DRS
Facility Address N/A	
Facility Head Name Dr. Niaz Mohammad	Storekeeper Name Sanjoy Kumar Chakraborty
Designation Civil Surgeon	Designation Asstt. Store Keeper
Contact# 01711703792	Contact# 01713541030

Signature Verification

Diary No Diary No	Office Code Office Code
Verification Date 31/05/2022	Verification Time --:--:--
Specimen Signature *	
<input type="button" value="Browse"/>	
<input type="button" value="SAVE"/> <input type="button" value="Cancel"/>	

Historical Signatories

Show 10 entries

Verification Date	Verification Time	Diary No	Office Code	Specimen Signature
No data available in table				

Showing 0 to 0 of 0 entries

- 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

The screenshot shows a web form with two main sections: 'Facility Details Form' and 'Signature Verification'. The 'Facility Details Form' includes fields for Facility Code (10000025), Facility Name (Dhaka Civil Surgeon Office), Division Name (Dhaka), District (Dhaka), Facility Type (District Level Office), Facility Level (CS DRS), Facility Address (N/A), Facility Head Name (Dr. Abu Hussain Md. Moinul Ahsan), Storekeeper Name (Md. Shofuddin), Designation (Civil Surgeon), and Contact# (01715654835). The 'Signature Verification' section includes Diary No (2234), Office Code (1620602133335), Verification Date (24/02/2021), and Verification Time (01:05:00 PM). Below these fields is a 'Specimen Signature' section with a red 'X' icon and a scanned image of a signature verification card. The card contains a table with columns for 'সহকারী/সহকারী/সহকারী' and 'সহকারী/সহকারী/সহকারী' and rows for 'সহকারী/সহকারী/সহকারী', 'সহকারী/সহকারী/সহকারী', and 'সহকারী/সহকারী/সহকারী'. At the bottom of the form are 'SAVE' and 'Cancel' buttons.

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.

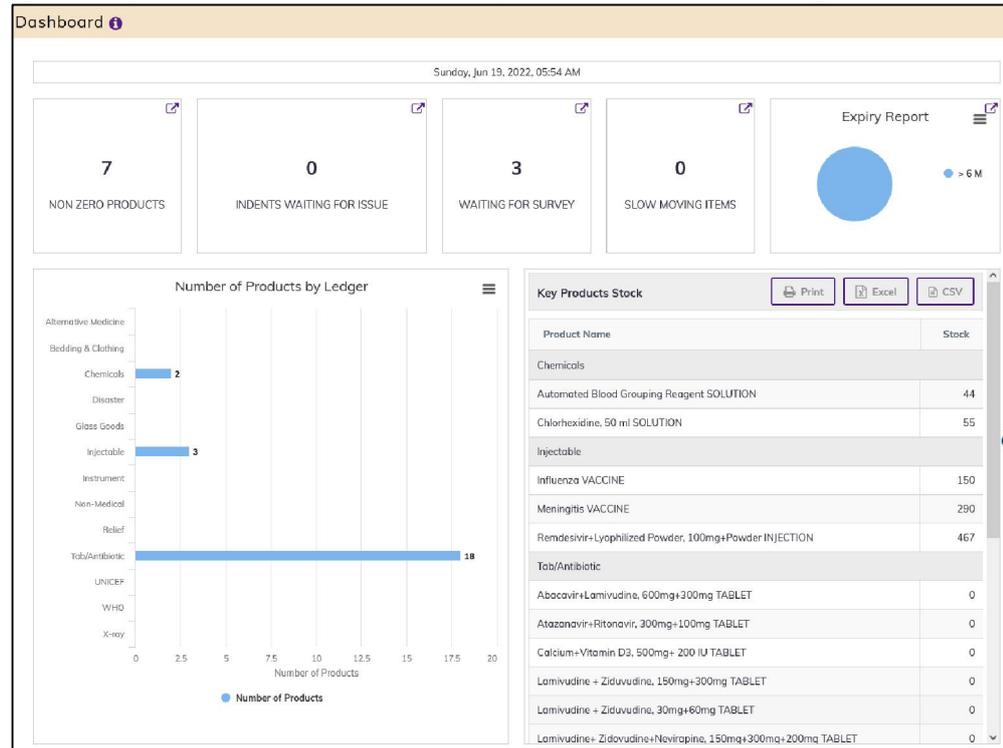
This screenshot is identical to the one above, showing the 'Facility Details Form' and 'Signature Verification' sections. It displays the same form fields and the scanned signature verification card with the table of names and signatures.

- 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

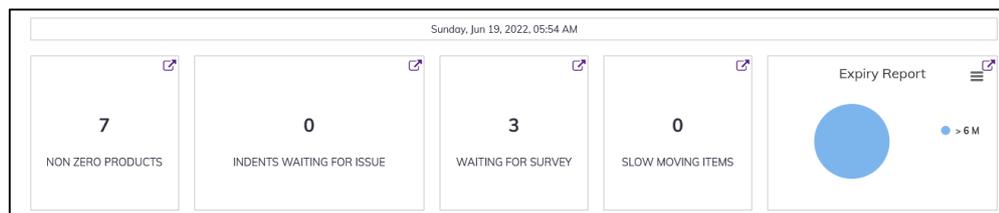
11. Dashboard

- 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:

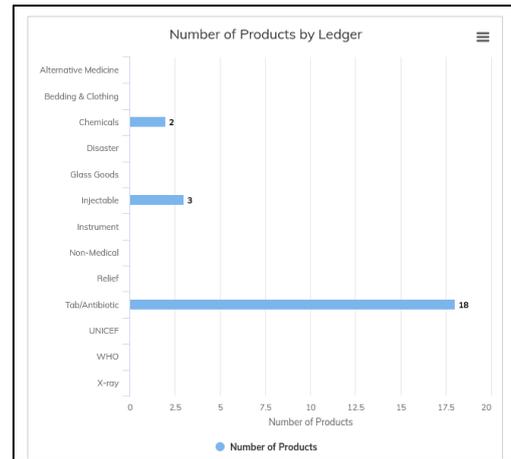
11.1. Commodities Stock Status



- 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.



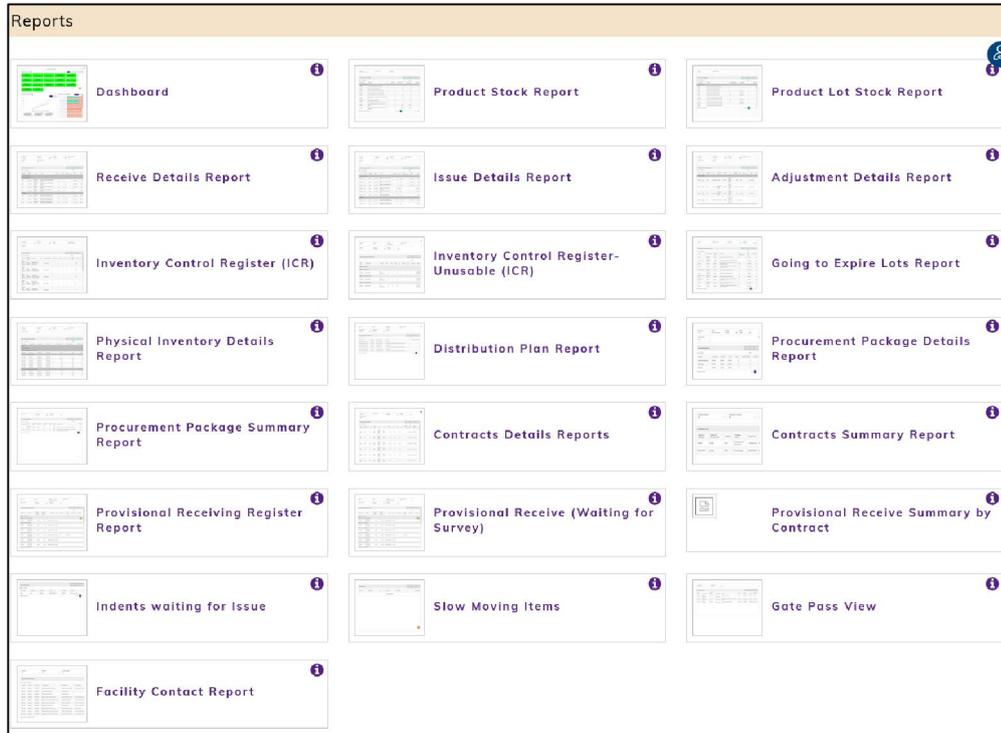
11.3. Key Product Stock

Key Products Stock	
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	
Abocavir+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

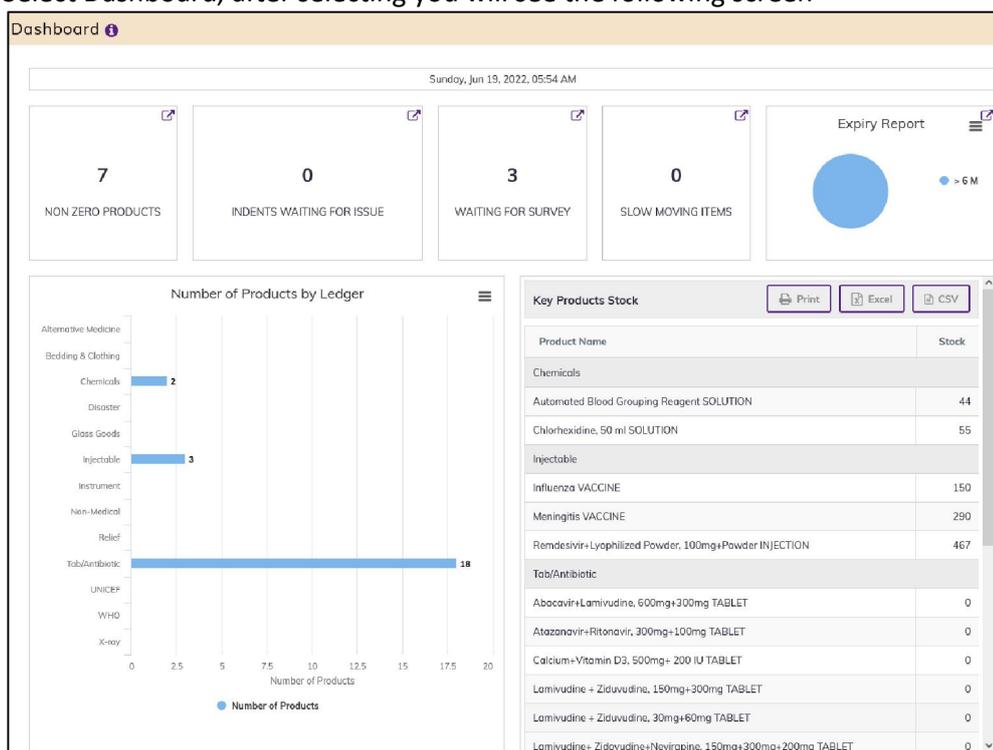
- Open any internet browser, like Google Chrome or Firefox.
- Type <http://elmis.cmsd.gov.bd/> in the address bar.
- The CMSD-eLMIS homepage screen will appear.
- Login as a user who has permission to **Reports** Menu
- Select **Reports** menu to open Reports page which shows the list of Reports like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

The Product Stock Report interface includes the following filter criteria:

- Division: Dhaka
- District: Dhaka
- Facility: All
- Ledger: Chemicals
- Product: All
- isStock: NON ZERO
- Date: 20/06/2022

The 'Stock Status Table' shows the following data:

Division	District	Facility	Product Group	Product Code	Products	Quantity
Dhaka	Dhaka	CMSD, Dhaka	Chemicals	CXE0001	Automated Blood Grouping Reagent SOLUTION	44
Dhaka	Dhaka	CMSD, Dhaka	Chemicals	CXE0002	Chlorhexidine, 50 ml SOLUTION	55

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

Product Lot Stock Report

Division: Dhaka | District: Dhaka | Facility: All | Ledger: Chemicals | Product: All

Product Lot Stock Report Table [Print] [Excel] [CSV]

Show 10 entries | Search:

Product Code	Batch#	Expiry Date	Ref No	Country of Origin	Supplier/local Agent	Line Director	Unit Price (BDT)	Total (BDT)	Quantity
CMSD, Dhaka									
Automated Blood Grouping Reagent SOLUTION									
CXE0001	11	30-06-2022		Afghanistan	ACME Pharmaceuticals	NNS	0.000	0.000	44
Chlorhexidine, 50 ml SOLUTION									
CXE0002	12	30-06-2022		American Samoa	Globe Pharmaceuticals Ltd.	MNCAH	0.000	0.000	55

Showing 1 to 2 of 2 entries | Previous 1 Next

- 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 #:** 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 -

Issue Details Report

Division: Dhaka | District: Dhaka | Facility Level: Warehouse | Facility: CMSD, Dhaka

Start Date: 01/06/2022 | End Date: 20/06/2022 | Ledger: Tab/Antibiotic | Product: All

Transaction Type: All | Issued To Facility: All

Issue Details Report Table [Print] [Excel] [CSV]

Show 10 entries | Search:

Indentor/Issue To	Issue Invoice	Issue Date	Batch#	Expiry Date	Ref No	Indent Quantity	Quantity	Country of Origin	Supplier/Local Agent	Line Director
CMSD, Dhaka										
Tab/Antibiotic										
Nevirapine, 100ml SYRUP										
100 bed Burn Unit at DMCH, Dhaka	ISS-IND-T&A/22-0004	14-06-2022	1	2023-06-01	122	100	100			
Vitamin A, 100,000 IU CAPSULE, 500/bottle										
Kirtipasha 10 bed Hospital (RHC), Jhalokati	ISS-PUSH-T&A/22-0008	14-06-2022		2024-06-30	CMSD/G-2202/ICB /contract/01/lot-1, Date:11.06.2022		5,000		Essential Drugs Company Limited	
100 bed Burn Unit at DMCH, Dhaka	ISS-PUSH-T&A/22-0005	14-06-2022		2024-06-30	CMSD/G-2202/ICB /contract/01/lot-1, Date:11.06.2022		50,000		Essential Drugs Company Limited	

Showing 1 to 3 of 3 entries | Previous 1 Next

- 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

Adjustment Details Report

Division
Dhaka

District
Dhaka

Facility Level
All

Facility
All

Start Date
01/06/2022

End Date
20/06/2022

Adjustment Type
All

Ledger
Chemicals

Product
All

Print Excel CSV

Show 10 entries Search:

To/From	Adjustment Invoice	Invoice Date	Adjustment Type	Product Code	Batch#	Expiry Date	Ref No	Quantity Adjusted	Unit Price (BDT)	Total (BDT)	Country of Origin	Supplier/local Agent	Line Director
CMSD, Dhaka													
Chemicals													
Automated Blood Grouping Reagent SOLUTION													
CMSD, Dhaka	ADJ-C001/22-0004	11-06-2022	Add to Stock (Unusable)	CXE0001	11	30-06-2022		1	0.000	0.000	Bangladesh	ACME Pharmaceuticals	NNS
CMSD, Dhaka	ADJ-C001/22-0003	11-06-2022	Add to Stock	CXE0001	11	30-06-2022		44	0.000	0.000	Bangladesh	ACME Pharmaceuticals	NNS

- 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 -

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch No	Expiry Date	Ref No	Observations	Country of Origin	Supplier/local Agent
01/06/2022	CMSD, Dhaka	ADJ-C001/22-0012	50	0	50	1	01/06/2023	122	Add to Stock	Bangladesh	
13/06/2022	CMSD, Dhaka	ADJ-C001/22-0011	300,000	0	300,050	1	01/06/2023	122	Add to Stock	Bangladesh	
14/06/2022	100 bed Burn Unit at DMCH, Dhaka	ISS-IND-T&A/22-0004	0	100	299,950	1	01/06/2023	122		Bangladesh	
15/06/2022	CMSD, Dhaka	ADJ-C001/22-0013	0	299,838	112	1	01/06/2023	122	Deduct from Stock	Bangladesh	

- 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 -

Invoice Date	Origin/Destination	Invoice No	Receive	Issue	Balance	Batch No	Expiry Date	Ref No	Observations	Country of Origin	Supplier/Local Agent	Line Director
Facility: CMSD, Dhaka												
Product: Automated Blood Grouping Reagent SOLUTION												
11/06/2022	CMSD, Dhaka	ADJ-C001/22-0004	1	0	1	11	30/06/2022		Chemicals	Add to Stock (Unusable)	Afghanistan	ACME Pharmaceuticals
Product: Chlorhexidine, 50 ml SOLUTION												
11/06/2022	CMSD, Dhaka	ADJ-C001/22-0004	2	0	2	12	30/06/2022		Chemicals	Add to Stock (Unusable)	American Samoa	Globe Pharmaceuticals Ltd.

- 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-

Product Group	Product	Start Date	End Date	Stock Quantity	Physical Quantity (Usable)	Adjustment Quantity	Country of Origin	Supplier/local Agent	Line Director	Physical Quantity (Unusable)
Chemicals	Automated Blood Grouping Reagent SOLUTION	11-06-2022	11-06-2022		44	44	Bangladesh	ACME Pharmaceuticals	NNS	1
Chemicals	Chlorhexidine, 50 ml SOLUTION	11-06-2022	11-06-2022		55	55		Globe Pharmaceuticals Ltd.	MNCAH	2

- 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 -

Distribution Plan Report

Division: Dhaka | District: Dhaka | Facility Level: Warehouse | Facility: CMSSD, Dhaka

Start Plan Date: 01/06/2022 | End Plan Date: 19/06/2022 | Ledger: Tab/Antibiotic | Product: Vitamin A, 100,000 IU CAPSULE...

Ad Hoc Distribution Plan Table Data

Show 10 entries | Search:

Facility	Product Name	Planned Issue Quantity
No data available in table		

Showing 0 to 0 of 0 entries | Previous | Next

- 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-

Name of Package	Package Name	Start Date	Description	Quantity	Budgeted Unit Price (BDT)	Total (BDT)
G-2201	procure ment package of Antibiotic	09-06-2022	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	100,000	125.321	12,532,099.915
G-2201	procure ment package of Antibiotic	09-06-2022	Vitamin A, 100,000 IU CAPSULE, 500/bottle	250,001	2.311	577,752.338
G-2202	Procurement of Vitamine Capsule	11-06-2022	Vitamin A, 100,000 IU CAPSULE, 500/bottle	20,000,000	2.000	40,000,000.000
G-2202	Procurement of Vitamine Capsule	11-06-2022	Vitamin A, 200,000 IU CAPSULE	18,000,000	0.305	5,490,000.129
G-2203	Procurement of Antibiotic	12-06-2022	Calcium+Vitamin D3, 500mg+ 200 IU TABLET	50,000,000	2.503	125,150,001.049
G-2203	Procurement of Antibiotic	12-06-2022	Zinc Dispersible, 20mg TABLET	12,000,000	2.354	28,248,001.099
G-2205	Procurement Of Item	19-06-2022	Abacavir+Lamivudine, 600mg+300mg TABLET	8,000	4.500	36,000.000
G-2205	Procurement Of Item	19-06-2022	Atazanavir+Ritonavir, 300mg+100mg TABLET		0.000	0.000
G-2205	Procurement Of Item	19-06-2022	Automated Blood Grouping Reagent SOLUTION	5,000	255.226	1,276,129.990
G-2205	Procurement Of Item	19-06-2022	Chlorhexidine, 50 ml SOLUTION	6,000	2.000	12,000.000

- This form presents Procurement Package Details Report. The report has the following filter criteria:
 - Division:** By default, selected All. Select a division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Procurement Type:** By default, selected a procurement type of CMSD.
- The table has the following columns:
 - Name of Package:** Showing the Package Number.
 - Package Name:** Showing the Package Name.
 - Start Date:** Showing the Package start date.
 - Description:** Showing the Package items description.
 - Quantity:** Showing the Package items quantity.
 - Budgeted Unit Price (BDT):** Showing the Package items unit price.
 - 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-

Package#	Package Name	Financial Year	Procurement Type	Procurement Method	Funding Source	Start Date	Package Status	Estimated Cost
G-2205	Procurement Of Item	2022-23	Goods	ICB(GOB/IDA/DP)-ICB	DPA	19-06-2022		0
G-2203	Procurement of Antibiotic	2022-23	Goods	Direct Procurement (GOB/IDA/DP)-DP	Global Fund	12-06-2022		0
G-2202	Procurement of Vitamine Capsule	2022-23	Goods	NCB(GOB/IDA/DP)-NCB	GOB-Rev	11-06-2022		100,000,000
Package-F1	Package-F1	2022-23	Goods	ICT	Global Fund	09-06-2022		0
G-2201	procure ment package of Antibiotic	2022-23	Goods	ICB(GOB/IDA/DP)-ICB	Global Fund	09-06-2022		5,000,000

- 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-

Name of Package	Nature of Procurement	Method	Package Name	Description	Supplier	Estimated Cost	Quantity	Unit Price	Total (BDT)	Contract Date	Contract Reference No
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procurement package of Antibiotic	Remdesivir+Lyophilized Powder, 100mg+Powder INJECTION	Boximco Pharmaceuticals	5,000,000	100,001	125.321	12,532,225.236	09-06-2022	CMSD/G-2201/ICB /contract /01/lot-1
G-2201	Goods	ICB(GOB/IDA /DP)-ICB	procurement package of Antibiotic	Vitamin A, 100,000 IU CAPSULE, 500/bottle	ACME Pharmaceuticals	5,000,000	250,001	2.311	577,752.338	09-06-2022	CMSD/G-2201/ICB /contract /02/lot-2

- This form presents Contracts Details Report. The report has the following filter criteria:
 - Division:** By default, selected All. Select a division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Level:** By default, selected your facility level. Select a facility from dropdown list.
 - Facility:** By default, selected your facility. Select a facility from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
 - Procurement Type:** By default, selected a procurement type of CMSD.
- The table has the following columns:
 - Name of Package:** Showing the Package Name.
 - Nature of Procurement:** Showing the nature of procurement.
 - Method:** Showing the procurement method.
 - Package Name:** Showing the Package name.
 - Description:** Showing the Package.
 - Supplier:** Showing the Package contract supplier name.
 - Estimated Cost:** Showing the Package estimated cost.
 - Quantity:** Showing the package contract item's quantity.
 - Unit Price:** Showing the package contract item's unit price.
 - Total (BDT):** Showing the package contract's items Total value.
 - Contract Date:** Showing the package contract date.
 - Contract Reference No:** Showing the package contract reference.
 - Delivery Schedule (Days):** Showing the package contract item delivery schedule.
 - Status:** Showing the package status.
 - Payment:** Showing the package contract payment status.
 - 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-

Name of Package	Nature of Procurement	Method	Package Name	Supplier Name	Total Cost	Contract Date	Contract Reference No	Delivery Schedule (Days)	Status	Payment	Remarks
G-2202	Goods	NCB(GOB/IDA /DP)-NCB	Procurement of Vitamine Capsule	M/S S.S Scientific Corporation	45,490,000.129	19-06-2022	4885	90	Not Paid		
G-2202	Goods	NCB(GOB/IDA /DP)-NCB	Procurement of Vitamine Capsule	M/S S.S Scientific Corporation	45,490,000.129	19-06-2022	77777777	90	Not Paid		
G-2205	Goods	ICB(GOB/IDA /DP)-ICB	Procurement Of Item	RENETA	1,437,129.990	19-06-2022	CMSD/G-2205/ICB /contract /01/lot-5	90	Not Paid		
G-2203	Goods	Direct Procurement (GOB/IDA /DP)-DP	Procurement of Antibiotic	Essential Drugs Company Limited	153,398,002.148	12-06-2022	CMSD/G-2203/ICB /contract /01/lot-1	90	Not Paid		

- This form presents Procurement Package Details Report. The report has the following filter criteria:
 - Division:** By default, selected All. Select a division from dropdown list.
 - District:** By default, selected All. Select a district from dropdown list.
 - Facility Name:** By default, selected your facility. Select a facility from dropdown list.
 - Payment Status:** By default, selected All. Select Payment status from dropdown list.
 - Start Date:** The first day of the month will auto fill, change if required.
 - End Date:** Today's date will auto fill, change if required
- The table has the following columns:
 - Package:** Showing the Package Number.
 - Nature of Procurement:** Showing the nature of procurement.
 - Method:** Showing the procurement method.
 - Package Name:** Showing the Package name.
 - Supplier:** Showing the Package contract supplier name.
 - Total Cost:** Showing the Package contract total cost.
 - Contract Date:** Showing the package contract date.
 - Contract Reference No:** Showing the package contract reference.
 - Delivery Schedule (Days):** Showing the package contract item delivery schedule.
 - Status:** Showing the package status.
 - Payment:** Showing the package contract payment status.
 - 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 -

Provisional Receiving Register Report

Division: Dhaka, District: Dhaka, Facility: CMSD, Dhaka, Product Group: All

Product Name: All, Start Date: 01/06/2022, End Date: 20/06/2022, Supplier: All

Source of Fund: All

Provisional Receiving Register Table

Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch No	Expiry Date	Ref No
Facility: CMSD, Dhaka										
Product: Abacavir-Lamivudine, 600mg+300mg TABLET										
19/06/2022	REC-SUP-PRO-C001/22-0009	8,000	8,000	0	0	0	0			CMSD/G-2205/ICB /contract /01/lot-5, Date:19.06.2022
Total		8,000		0		0	0			
Product: Automated Blood Grouping Reagent SOLUTION										
19/06/2022	REC-SUP-PRO-C001/22-0009	5,000	5,000	0	0	0	0			CMSD/G-2205/ICB /contract /01/lot-5, Date:19.06.2022
Total		5,000		0		0	0			

- 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 -

Supplier	Contract#	Receive Invoice	Receive Date	Unit	Lot No	Expiry Date	Quantity	Unit Price (BDT)	Total (BDT)
CMSD, Dhaka									
Abacavir+Lamivudine, 600mg+300mg TABLET									
RENETA	CMSD/G-2205/ICB/contract /01/lot-5	REC-SUP-PRO-C001/22-0009	19-06-2022	PCS.			8,000	4,500	0,000
Automated Blood Grouping Reagent SOLUTION									
RENETA	CMSD/G-2205/ICB/contract /01/lot-5	REC-SUP-PRO-C001/22-0009	19-06-2022	Test			5,000	255,226	0,000
Calcium+Vitamin D3, 500mg+ 200 IU TABLET									
Essential Drugs Company Limited	CMSD/G-2203/ICB/contract /01/lot-1	REC-SUP-PRO-C001/22-0005	12-06-2022	PCS.	1	30-06-2023	25,000,000	2,503	62,575,000,000
Essential Drugs Company Limited	CMSD/G-2203/ICB/contract /01/lot-1	REC-SUP-PRO-C001/22-0005	12-06-2022	PCS.	2	30-06-2024	25,000,000	2,503	0,000

- 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

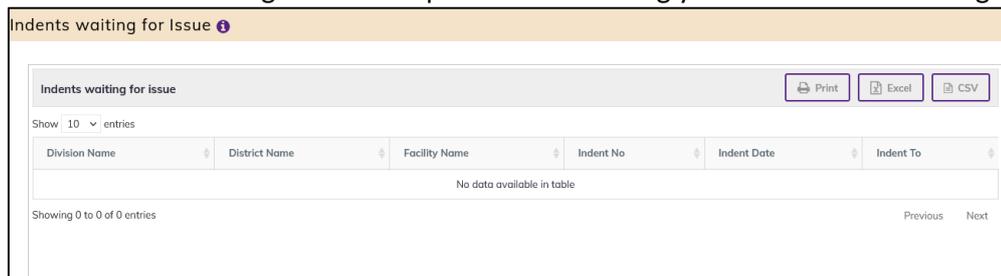
- Select Provisional Receive Summary by Contract. After selecting you will see the following screen -

Contract Date	Contract No	Supplier	Contract Quantity	Provisional Received Quantity	Approved Quantity	Receive Quantity	Disapproved Quantity	Return to supplier
Facility: CMSD, Dhaka								
Product: Abacavir+Lamivudine, 600mg+300mg TABLET								
19/06/2022	CMSD/G-2205/CB/contract /01/lot-5	RENETA	8,000	8,000	0		0	0
Product: Automated Blood Grouping Reagent SOLUTION								
19/06/2022	CMSD/G-2205/CB/contract /01/lot-5	RENETA	5,000	5,000	0		0	0

- 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

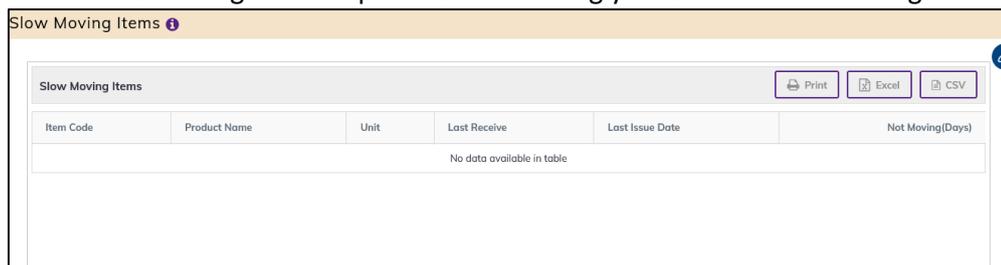
- Select Indents waiting for Issue Report. After selecting you will see the following screen -



- 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 -

Gate Pass View

Facility Name: All | Gate Pass Date: 20/06/2022

Gate Pass view Table

Show 10 entries | Search:

Issued to Facility	Gate Pass Date	Gate Pass No#	Issue Invoice#	Driver Name	Vehicle Number	Received By	Cartons
Adamdighi Upazila Health Complex, Bogura	20-06-2022	GP- C001/22-0005	ISS-PUSH-IN/22-0002, ISS-PUSH-IN/22-0004	Mahbubur Rahman	DHK-12036	Mahbubur Rahman	1

Showing 1 to 1 of 1 entries | Previous 1 Next

- This form presents Facility Contact Report. The report has the following filter criteria:
 - Facility Name:** By default, selected facility Name.
- The table has the following columns:
 - Issued to Facility
 - Gate Pass Date
 - Gate Pass No#
 - Issue Invoice#
 - Driver Name
 - Vehicle Number
 - Received By
 - 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 -

Facility Contact Report

Division: All | District: All | Facility Type: All

Facility Contact Report

Show 10 entries | Search:

Division	District	Facility Id	Facility Name	Facility Type	Facility Head	Storekeeper
Barishal	Barguna	10001933	Amtali Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Shankar Prashad Adhikary, Upazila Health & Family Planning Officer (UH&FPO), 01716755822	
Barishal	Barguna	10001934	Kukua 10 bed Hospital, Barguna	10 bed hospital		
Barishal	Barguna	10001935	Taltali 20 bed Hospital, Barguna	20 bed Hospital		
Barishal	Barguna	10001937	Bamna Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Md Manirujaman, Upazila Health & Family Planning Officer (UH&FPO), 01716474635	Md. A. Khaleque, Store Keeper, 01912815593
Barishal	Barguna	10001941	Barguna (sadar) Upazila Health Office, Barguna	Upazila Level Office	Dr. Md. Abdus Salam, Upazila Health & Family Planning Officer (UH&FPO), 01712501393	Md. Aminur Rahman, Store Keeper, 01716868053
Barishal	Barguna	10001942	Barguna Civil Surgeon Office, Barguna	District Level Office	Dr. Maria Hosan, Civil Surgeon, 01710900788	Md. Aminur Rahman, 01716868053
Barishal	Barguna	10001943	Barguna District Hospital, Barguna	District Hospital	Dr. Md. Sohrab Uddin, Superintendent, 01711076416	Md. Jasim Uddin, Store Keeper, 01728024343
Barishal	Barguna	10001945	Betagi Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Ton Maung, Upazila Health & Family Planning Officer (UH&FPO), 01710620808	Badrul Amin Badol, Store Keeper, 01716825165
Barishal	Barguna	10001947	Patharghata Upazila Health Complex, Barguna	Upazila Health Complex	Dr. Muhammad Abul Fatha, Upazila Health & Family Planning Officer (UH&FPO), 01715289095	
Barishal	Barishal	10001948	Agailjhara Upazila Health Complex, Barishal	Upazila Health Complex	Dr. Md. Bakhtair Al Mamon, Upazila Health & Family Planning Officer (UH&FPO), 01710697995	Md Shah Alam, Store Keeper, 01939159357

Showing 1 to 10 of 639 entries | Previous 1 2 3 4 5 ... 84 Next

- 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 -