DGHS Comprehensive eLMIS

User Guide

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Contents

1. How to Browse the DGHS eLMIS

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

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

➢ Type http://elmis.dghs.gov.bd/ in the address bar.

➢ The DGHS ELMIS homepage will appear as seen below:
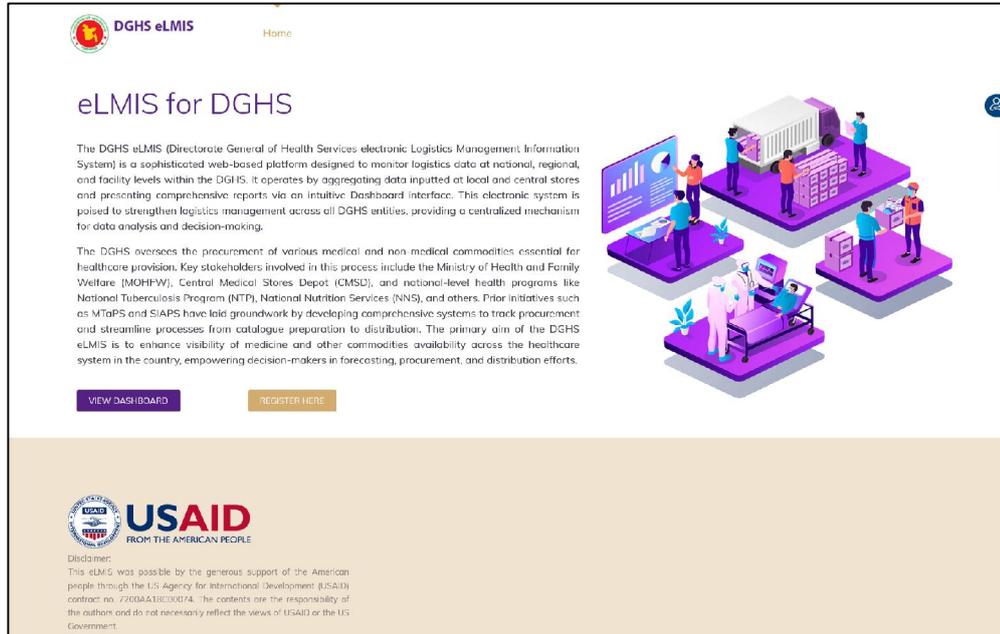
➢ Appropriate user accounts have been created and shared with all health facilities.

1.2. How to Log In

1.2.1. Log in the DGHS eLMIS

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

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

● Type the **Username** and **Password**. Press the **'Login'** button to access the DGHS eLMIS. If you are a ledger keeper user, you will see the following screen:

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

1.2.2. Log out from the DGHS eLMIS System.

- Users can log out from the system any time by pressing the **LOGOUT** button.

1.3. Menus

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

Home   Dashboard   eLMIS Entry

2. Dashboard

- Open any internet browser, like Google Chrome or Firefox.
- Type http://elmis.dghs.gov.bd/ in the address bar.
- The DGHS Comprehensive eLMIS homepage screen will appear.
- Login as a user who has **Administrator user** by default see the see the **DASHBOARD** or Facility user by default see the Facility dashboard. After selecting the Dashboard Menu will see the **DGHS Comprehensive eLMIS DASHBOARD**
- **DASHBOARD** looks like the following screen -
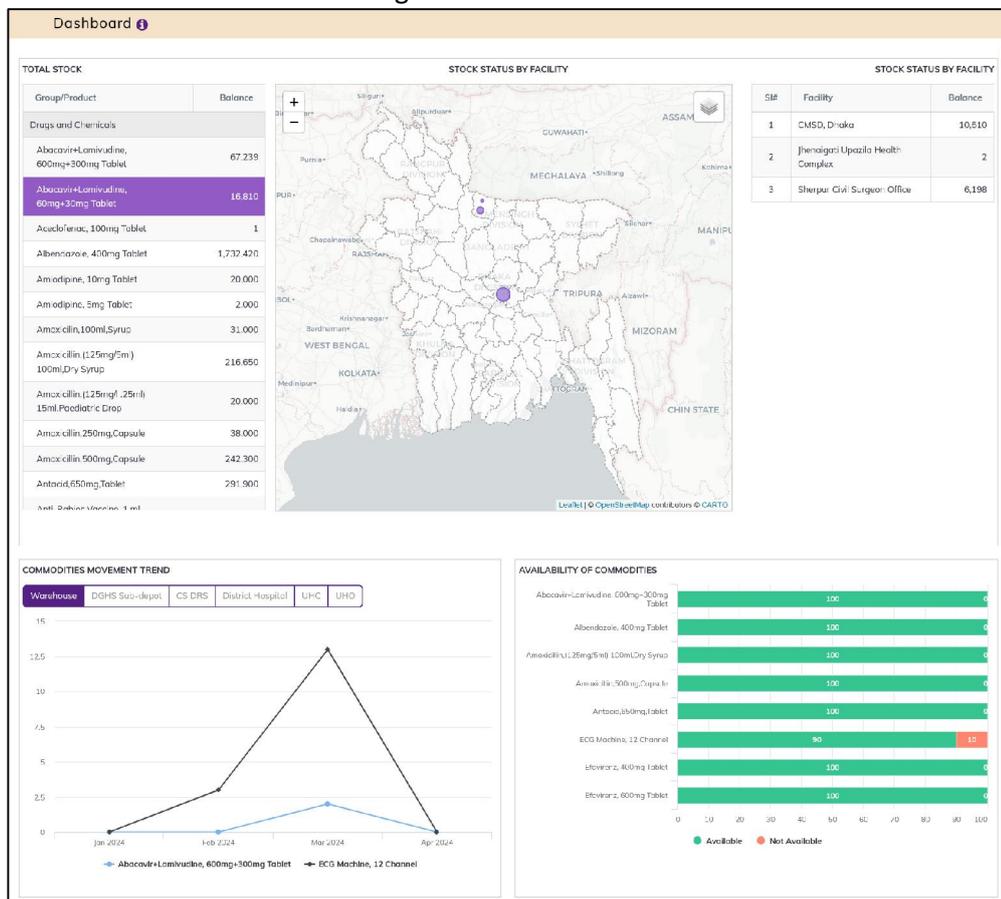
- The dashboard shows 9 different indicator blocks:

2.1. Total Stock

- Shows the current balance of major product groups as well as all individual products. When you select a product group or product, the map in the middle and the right-side table are updated.

TOTAL STOCK	
Group/Product	Balance
Drugs and Chemicals	
Abacavir+Lamivudine, 600mg+300mg Tablet	67,239
Abacavir+Lamivudine, 60mg+30mg Tablet	16,810
Aceclofenac, 100mg Tablet	1
Albendazole, 400mg Tablet	1,732,420
Amlodipine, 10mg Tablet	20,000
Amlodipine, 5mg Tablet	2,000
Amoxicillin,100ml,Syrup	31,000
Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	216,650
Amoxicillin,(125mg/l .25ml) 15ml,Paediatric Drop	20,000
Amoxicillin,250mg,Capsule	38,000
Amoxicillin,500mg,Capsule	242,300
Antacid,650mg,Tablet	291,900
Anti-Rabies Vaccine, 1 ml	
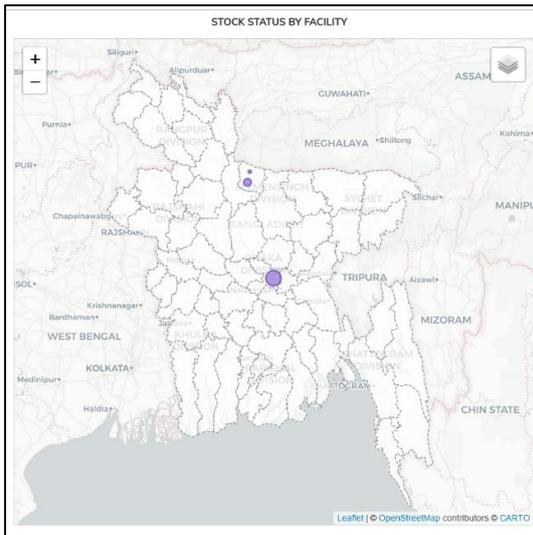
2.2. Stock Status by Facility.

- When a product is selected in the left side table, the map is refreshed with stock status in proportional bubbles.

2.3. Stock Status by Facility

The table shows stock status at Facility. When a product is selected in the left side table, the table is refreshed. When FACILITIES is selected – shows the stock of all health facilities of the district.

STOCK STATUS BY FACILITY		
Sl#	Facility	Balance
1	CMSD, Dhaka	10,610
2	Jhenaigati Upazila Health Complex	2
3	Sherpur Civil Surgeon Office	6,198
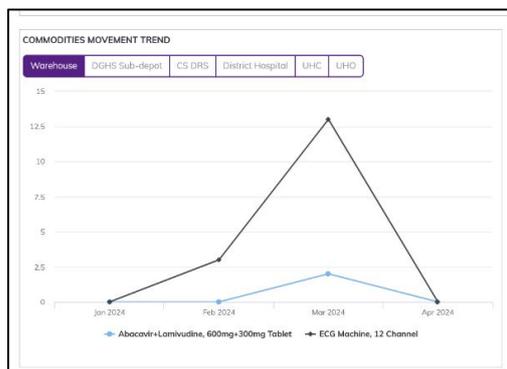
2.4. Commodities Movement Trend

Shows the commodity movement (Receive or Issue) at facility level or from CMSD, DGHS Sub-Depot, CS DRS, District Hospital, UHC and UHO. in the last 7 days against major commodity groups.

2.5. Availability of Commodities

- A stacked bar chart showing the percentage of health facilities who have and do not have groups of commodities. shows the availability %
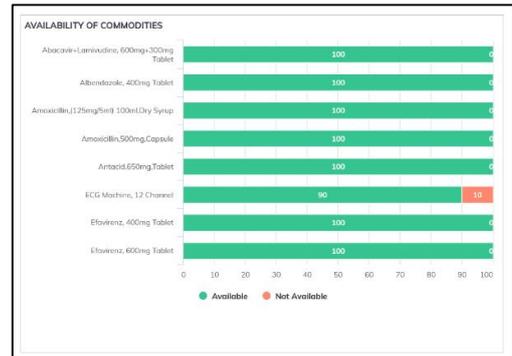
3. Facility Dashboard

- **DGHS 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 the screen below -
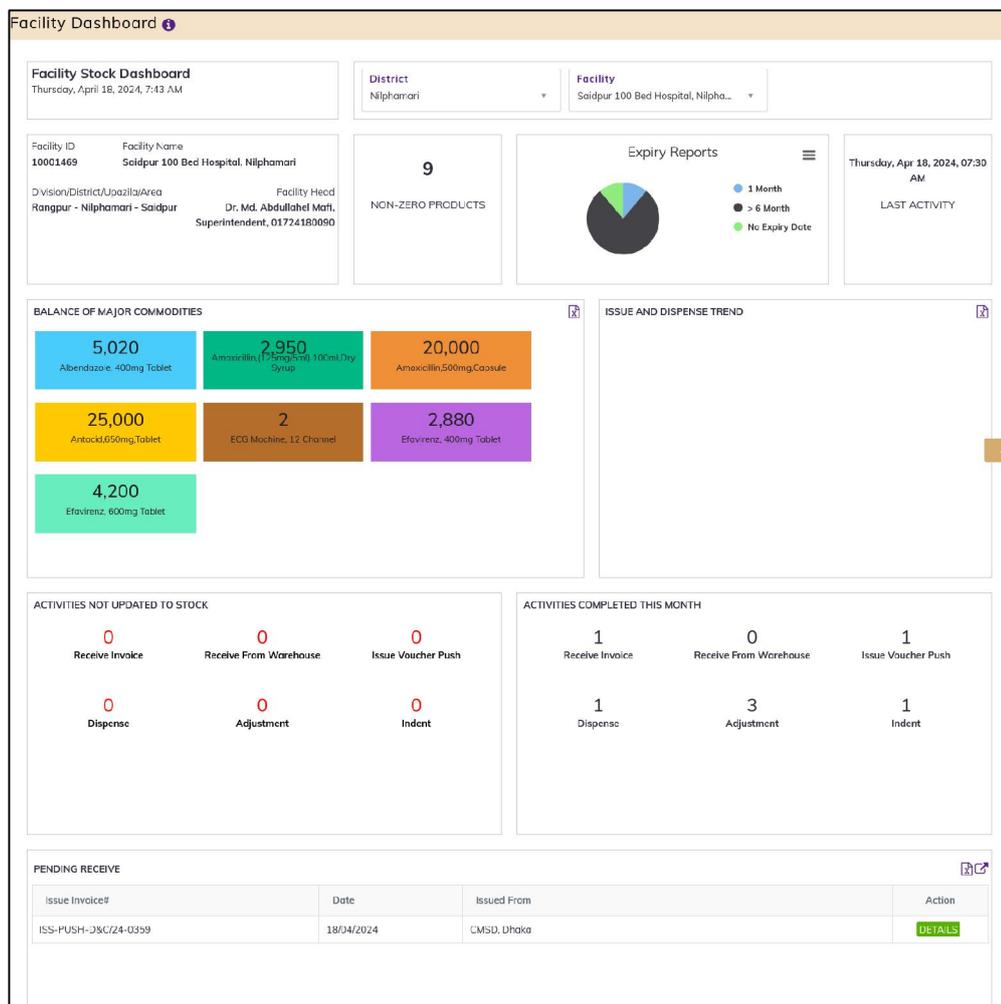
- The dashboard shows the following different indicator blocks:

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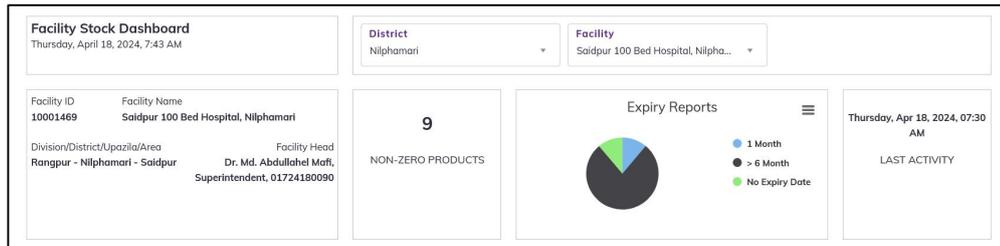
- **Facility Stock Dashboard:** Current date-time, District and Facility name under where the Ledger is situated.
- **Facility Information:** Show the Facility ID, Facility Name and Facility Head
- **Total Products:** Total products available in store
- **MON-ZERO PRODUCTS:** Total and Non-zero products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

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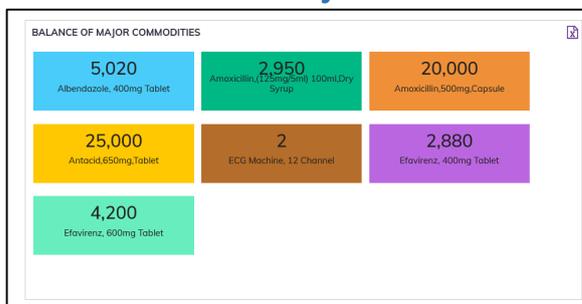
This block displayed the major CMSD commodity current stock quantity of the ledger. Clicking on any block will show the underlying breakup commodities stock status of a Commodity.

3.3. 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.
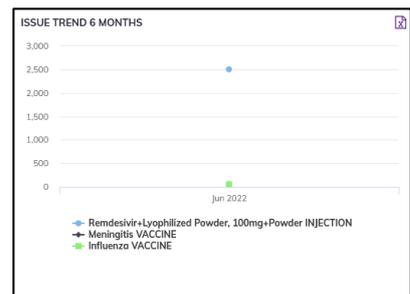
3.4.   Activities Not Updated to Stock

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

3.5. 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, Dispense and adjustment. This is one kind of ledger about giving entries but not updating the stock that means transaction done which are reflected in stick position/balance.

ACTIVITIES COMPLETED THIS MONTH

1	0	1
Receive Invoice	Receive From Warehouse	Issue Voucher Push
1	3	1
Dispense	Adjustment	Indent

3.6. Pending receives.

This block means the pending receive invoice list which is supplied from upper supply source (warehouse).

PENDING RECEIVE

Issue Invoice#	Date	Issued From	Action
ISS-PUSH-D&C/24-0359	18/04/2024	CMSD, Dhaka	DETAILS

4. Package & Contract

4.1. Procurement Package

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.dghs.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.

4.1.1. Procurement Package - Add

4.1.1.1. Procurement Package - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Package#*:** Enter Package number.
  2. **Package Name*:** Enter Package name.
  3. **Financial Year*:** Select a 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 automatically change if required. You cannot enter the 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 in the necessary fields, press the **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.

4.1.1.2. Procurement Package - Add Products

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

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

- Fill in the following information for every item -
    1. **Quantity:** Enter the quantity you have added in the package
    2. **Lot:** Select the 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 in the necessary fields, press the **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 to the item list.

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

4.1.1.3. Procurement Package - Set Package Status

● Press on the **SET PACKAGE STATUS** button.

Package Status	*	Status Date	*
Select Package Sta... ▼		09/05/2022 📅	
Remarks			
input here...			
		💾 SAVE	✖ CANCEL

● 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 in the necessary fields, press the **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 to the item list.

			➕ SET PACKAGE STATUS
		Search:	
Action	**Package Status**		**Status Date**
🖊 ✖	Bid Evaluation Completed		02/05/2C

● 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.

4.1.2. 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 the 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.

4.1.3. Procurement Package - Delete

- You cannot delete an already entered contract package.
- 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.

4.1.4. Procurement Package - View

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

4.2. Contracts

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

4.2.1. Contracts - Add

4.2.1.1. Contracts - Add Header

- Click on the **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. You cannot enter the future date.
  4. **Supplier*:** Select Supplier from drop down, you want to entry the Contract. If not available, add a new supplier by clicking **(+)** button.
  5. **Delivery Schedule*:** Enter schedule of delivery.
  6. **Entry By*:** Select the person who is entering the data.
- Input non-mandatory fields:
  7. **Remarks:** Any other description you want to mention.

- After filling in the necessary fields, press the **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.

4.2.2. 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 the **Confirm** button if you are confident that the package items with quantity and price will be added under the contract.

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

4.2.3. 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 the 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. Contracts - Delete

- You cannot delete any 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.

4.2.5. Contracts - View

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

5. Provisional Receipts

5.1. Provisional Receive

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

5.1.1. Provisional Receive - Add

5.1.1.1. Provisional Receive Invoice - Add Header

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

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

3. Enter supplier information then presses on the **SAVE** button the supplier will be added and select 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 and receive date cannot enter less than supplier invoice date.
● Input non-mandatory fields:
8. **Contract Number:** Select the contact number from the contact document.
9. **Ref No:** After selecting contact the ref no will be entered automatically or if not having contact number, Enter reference number.
10. **Remarks:** Any other description you want to mention.

● After filling in the necessary fields, press the **SAVE** button to save the Provisional Receive invoice header part. You will see a popup message **New Data Added Successfully**.
● If you selected contract will see that **ADD CONTACTS ITEMS** button enabled or if you have entered Ref, no will see that **ADD PRODUCT** button is enabled.
below the data entry field

5.1.1.2. Provisional Receive Invoice - Add Products

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

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

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

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

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

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

5.1.2. Provisional Receive - Edit

- You can only edit an invoice which is not Submitted (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 the above section.

- Press **ENTER** after you type in any of the boxes in the product editing rows – that will save the data.
- After editing you must submit it to Surbey board. ***NB. Not submitted provisional receive invoice items cannot pass Surbey board.***

5.1.3. Provisional Receive - Delete

- You cannot delete an invoice that is already Submitted.
- 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.

5.1.4. Provisional Receive - View

- When the invoice item is already Submitted or the Survey board completed, you must 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.

5.2. Survey Board

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

Survey Board

SURVEY BOARD ENTRY FORM

Facility *	Supplier *	Contract#	Meeting Date
Saidpur 100 Bed Hospital, Nilphamari ▾	Select Supplier ▾	Select Contract ▾	17/04/2024 📅

SELECT APPROVED ITEMS   SELECT DISAPPROVED ITEMS

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

🔒 COMPLETE SURVEY BOARD

5.2.1. Survey Board – Add

5.2.1.1. Survey Board - Add Header

SURVEY BOARD ENTRY FORM

Facility *	Supplier *	Contract#	Meeting Date
Saidpur 100 Bed Hospital, Nilphamari ▾	EDCL ▾	Select Contract ▾	17/04/2024 📅

SELECT APPROVED ITEMS   SELECT DISAPPROVED ITEMS

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

🔒 COMPLETE SURVEY BOARD

- To entry new Survey Board Fill in the data entry fields.
- Field descriptions:
  1. **Facility*:** Automatic selected facility.
  2. **Supplier*:** Select the supplier who is supplied with the provisional invoice items.
  3. **Contract#:** If having any contract for this supplier select contract. It is not mandatory.
  4. **Meeting Date*:** Today's date will auto-fill, change if required date to approve date of Survey board. In this date will be generated received invoice as usual transaction type.
- After filling in the Survey Board header part necessary fields, press Select **Approved Item** button to Added approved product, you will see that product list below the data entry fields.

SELECT ITEMS ✕

Search:

Supplier Invoice#	Supplier Invoice Date	Contract #	Product	Batch /Description	Expiry Date	Provisional Received Quantity	Ref No
ED-3456	2024-04-15		Vitamin A. 100,000IU Capsule	B3521	30/04/2025	500,000	ED-345679-2196
ED-3456	2024-04-15		Vitamin A. 200,000IU Capsule	B3522	30/04/2026	400,000	ED-345679-2196

Showing 1 to 2 of 2 entries

ADD   CANCEL

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

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

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

● Select a product or more product than press on Add button will see the following screen.

5.2.2. Survey Board - COMPLETE SURVEY BOARD

● After completing the Survey Board entry, you need to generate the received invoice.

	Supplier Invoice#	Contract #	Product	Approved Quantity	Batch / Description	Expiry Date	Ref		Supplier Invoice#	Contract #	Product	Disapproved Quantity	Batch / Description	Expiry Date	Ref No
✖	ED-3456		Vitamin A, 100,000IU Capsule	500,000	B3521	30/04/2025	ED				No data available in table				
✖	ED-3456		Vitamin A, 200,000IU Capsule	400,000	B3522	30/04/2026	ED								

● 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 products will be waiting to be returned to supplier.

5.3. Provisional Receive Return

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

Provisional Receive Return

SL.	Return Date	Invoice#	Return Type	Supplier	Ref No
			No data available in table		

Showing 0 to 0 of 0 entries

5.3.1. Provisional Receive Return - Add

5.3.1.1. Provisional Receive Return - Add Invoice Header

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

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

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

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

5.3.2. 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 the **POST** button to post the invoice to provisional stock, you will see message **Do you really want to post the provisional receive return?**
- Press **the Confirm** button if you are confident that the invoice is correct, you will see message **Invoice Posted Successfully**.

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

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

5.3.4. 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.

5.3.5. Provisional Receive Return - View

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

6. Receipts

6.1. Receipts-Receive Invoice

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

6.1.1. Receive Invoice - Add

6.1.1.1. Receive Invoice - Add Header

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

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

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

6.1.1.2. Receive Invoice - Add Products

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

- Select one or more products which you have received from provisionally 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 to the form.

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

6.1.2. Receive Invoice - Update Stock

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

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

6.1.3. 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 the above section.

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

6.1.4. 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.

6.1.5. Receiving Invoice - View

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

6.2. Receipts-Receive from Warehouse

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

Receive from Warehouse

From 18/01/2024	To 18/04/2024	Facility Saidpur 100 Bed Hospital, Nilpha... ▼				+ ADD ISSUE	VIEW	Edit	PRINT

Show 10 ✔ entries   Search:

SL.	Receive Date	Receive Invoice#	Receive From	Indent#	Amount	Warehouse Invoice#	Warehouse Invoice Date
1	◯ 04/03/2024	REC-WH-10001469/24-0002	CMSD, Dhaka	IND-10001469/24-0001	0	ISS-IND-RIO/24-0018	03/03/2024

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

6.2.1. Receive from Warehouse - Add

- Click on **+ ADD ISSUE** button at the top right corner of the page. Waiting to receive invoice list will be displayed, like following screen.

ADD ISSUE   ✕

Issue Invoice#	Date	Warehouse
ISS-PUSH-D&C/24-0359	18/04/2024	CMSD, Dhaka

Showing 1 to 1 of 1 entries

ADD   CANCEL

- Select warehouse supplied Issue invoice and press ADD button for receive. After selecting the issue, the invoice will be downloaded to receive like following screen.

6.2.2. Receive from Warehouse - Update Stock

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

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

6.2.3. Receive from Warehouse - 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**

6.2.4. Receive from Warehouse - 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.

6.2.5. Receive from Warehouse - View

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

7. Indent

7.1. Indent

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

Indent			

SL#	Indent Date	Indent#	Indent To	Allotment No	Status
1	○ 02/03/2024	IND-10001469/24-0001	CMSD, Dhaka		Received

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

7.1.1. Indent - Add

7.1.1.1. Indent - Add Header

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

Indent			
INDENT STOCK - CREATE/EDIT			

Product Code	Product Name	Indent Quantity	Comment
	No data available in table		

- Fill in the data entry fields.
- Field descriptions:
    1. **Indent Invoice#*:** Auto generated, no change required.
    2. **Indent:** Select indent to name from drop down which are to Indent.
    3. **Allotment No:** enter Allotment no
    4. **Prepared by *:** Prepared by auto fill, change if required.
    5. **Date*:** Today's date will auto-fill, change if required. You cannot enter the future date.
    6. **Approved By*:** Select the person who is approved of the Indent.
    7. **Date*:** Today's date will auto-fill, change if required. You cannot enter the future date.
- Input non-mandatory fields:
    8. **Remarks:** Any other description you want to mention.
- After filling in the necessary fields, press the **SAVE** button to save the Indent invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **the ADD PRODUCT** button is now enabled below the data entry fields.

7.1.1.2. Indent - Add Products

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

- 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 to the form.

- Automatic fill-up **Product code and Product name**
- Fill in the following information for every lot/batch -
  1. **Indent Quantity:** Enter the indent quantity you must be indent in the invoice.
  2. **Comment:** enter the comment if needed.
- If you want to remove a line item – press the small delete icon on the far left of the row.
- Continue for every item.

7.1.2. Indent - Submit

- The indent you wrote is in draft mode and has not been reflected.
- Press on the **Submit** button to submit the indent to supply source, you will see the message **Do you really want to submit this indent?**
- Press the **Confirm** button if you are confident that the invoice is correct, you will see the message **Invoice submitted Successfully**.

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

7.1.3. Indent - Edit

- You can only edit an indent which is not submitted to stock (RED bubble beside the invoice record).
- To edit an Indent, the user must select the Indent from the list, then click the EDIT button at the top right corner of the page or double click on The Indent which he wants to edit.
- The indent will be displayed for editing.
- Modify the 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 the 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. Indent - Delete

- You cannot delete an already submitted indent.
- You can only delete an indent which is not submitted (RED bubble beside the indent record).
- To delete an Indent, the user must select the Indent 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.

7.1.5. Indent - View

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

8. Issue

8.1. Issue-Issue against Indent.

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

8.1.1. Issue-Issue against Indent - Add

8.1.1.1. Issue-Issue against Indent - Add Header

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

After pressing 'Pick Indent' you will see the pending indent list. Select an indent from the pop-up indent list then press on the ADD button. The invoice will be generated like the following screen.

Issue Invoice# Auto generated, Delivered For *, Indentor *, Indent, Indent Date, Indent Prepared By, Indent Approved by and Allotment No fields will be automatically filled from selected Indent.

- Fill in the data entry fields.
  1. **Prepared by *:** Auto filled, change if required.
  2. **Date*:** Today's date will auto-fill, change if required. Cannot enter the future date.

3. **Approved By*:** Select the person who approves the Issue invoice.
4. **Date*:** Today's date will auto-fill, change if required. I cannot enter the future date.
5. **Issued by *:** Issued by auto fill, change if required.
6. **Date*:** Today's date will auto-fill, change if required. I cannot enter the future date.
   ● Input non-mandatory fields:
7. **Ledger Ref #:** Enter the ledger ref. number.
8. **Remarks:** Any other description you want to mention.

8.1.1.2. Issue-Issue against Indent - Products

● The invoice Item information will be filled with from the facility indent.

For Drugs & Chemical Groups

● If the product is in **Drugs and chemicals** group, then - **code, item name, indent quantity, facility balance, current stock quantity, Quantity Issued and if any (unit, batch #, expiry date, original Country, Supplier/Local Agent, Line Director)** will automatically fill up.

● Software will auto select the earliest going to expire batch (FEFO principle). But the user has option to change the batch using 'Switch batch' button.

Except Drugs & Chemical groups

● If the product is not in Drugs & Chemicals group, and if the product has only one batch in stock – then that single batch will be selected - **code, item name, indent quantity, facility balance, current stock quantity, quantity Issue and if any (unit, batch #, expiry date, original Country, Supplier/Local Agent, Line Director)** will automatically fill up.
● If the product has more than one batch in stock, a blue button will show with the text 'X in Y batches, Select Batch'. The user must select the required batch.
● If the product does not have any available stock, Quantity Issued (0) zero and Not issue reason (Not Available) will be filled automatically.
● Products having available stock but the product not allotted for this facility, enter Quantity Issued (0) zero and no issue reason (Not Allotted) have to be selected manually.

Quantity Issued: Enter/update the quantity you want to issue in the invoice.

● Review every item in the invoice.

8.1.2. Issue-Issue against Indent - Update Stock

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

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

8.1.3. Issue-Issue against Indent - Edit

- You can only edit an invoice which is not updated to stock (RED bubble beside the invoice record).
- To edit an issue invoice, the user must select an issue voucher from the list, then click the edit button at the top right corner of the page or double click on the issue invoice which you want to edit.
- The invoice will be displayed for editing.
- Modify the issue 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 the above section.
- Press ENTER from keyboard after you edit in any of the boxes in the product editing rows – that will save the data.

8.1.4. Issue-Issue against Indent - Delete

- You cannot delete an already updated invoice.
- You can only delete an invoice which is not updated to stock (RED bubble beside the invoice record).
- To delete an Indent invoice, the user must select the 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.

8.1.5. Issue-Issue against Indent - View

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

8.2. Issue-Issue voucher Push.

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

8.2.1. Issue-Issue voucher Push - Add

8.2.1.1. Issue-Issue voucher Push - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
  1. **Issue Invoice*: Auto generated, no change required.**
  2. **Delivered for:** Select delivered for name from drop down which are to be issued.
  3. **Issue to:** Select Issue to name from drop down which is to be issued.
  4. **Prepared by *:** Prepared by auto fill, change if required.
  5. **Date*:** Today's date will auto-fill, change if required. I cannot enter the future date.
  6. **Approved By*:** Select the person who approves the Issue invoice.
  7. **Date*:** Today's date will auto-fill, change if required. I cannot enter the future date.

8. **Issued by *:** Issued by auto fill, change if required.
9. **Date*:** Today's date will auto-fill, change if required. I cannot enter the future date.
- Input non-mandatory fields:
    10. **Allotment No:** enter allotment number.
    11. **Ledger Ref #:** Enter the ledger ref. number.
    12. **Remarks:** Any other description you want to mention.
- After filling in the necessary fields, press the **SAVE** button to save the Indent invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that **the ADD PRODUCT** button is now enabled below the data entry fields.

8.2.1.2. Issue-Issue voucher Push - Add Products

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

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

- Automatic fill-up **Current Stock Quantity** and if having (**Unit, Batch #, Expiry Date, Ref No Country of Origin, Supplier/Local Agent, Line Director)**.
- Fill in the following information for every lot/batch -
  3. **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.

8.2.2. Issue-Issue voucher Push - Update Stock

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

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

8.2.3. Issue-Issue voucher Push - Edit

- You can only edit an invoice which is not updated to stock (RED bubble beside the invoice record).

- To edit an issue invoice, the user must select an issue voucher from the list, then click the edit button at the top right corner of the page or double click on the issue invoice which you want to edit.
- The invoice will be displayed for editing.
- Modify the issue 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 the above section.
- Press ENTER from keyboard after you edit in any of the boxes in the product editing rows – that will save the data.

8.2.4. Issue-Issue voucher Push - Delete

- You cannot delete an already updated invoice.
- You can only delete an invoice which is not updated to stock (RED bubble beside the invoice record).
- To delete an Indent invoice, the user must select the 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.

8.2.5. Issue-Issue voucher Push - View

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

9. Dispense

9.1. Dispense

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

9.1.1. Dispense - Add

9.1.1.1. Dispense Invoice - Add Header

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

- Fill in the data entry fields.
- Field descriptions:
    1. **Dispense Invoice #*:** Auto generated, no change required.
    2. **Recipient Group*:** Select recipient group from drop down, which you to dispense.
    3. **Recipient:** Select recipient name from drop down list.
    4. **Prepared by *:** Prepared by auto fill, change if required. You cannot enter future dates.
    5. **Date*:** Today's date will auto-fill, change if required. You cannot enter future dates.
    6. **Approved By*:** Select the person who is approving the dispense invoice.
    7. **Date*:** Today's date will auto-fill, change if required. You cannot enter future dates.
    8. **Dispensed By:** Select the person who is dispensed the invoice product.
    9. **Date*:** Today's date will auto-fill, change if required. You cannot enter future dates.
- Input non-mandatory fields:
    10. **Remarks:** Any other description you want to mention.
- After filling in the necessary fields, press the **SAVE** button to save the Dispense invoice header part. You will see a popup message **New Data Added Successfully**.
- You will see that the **ADD PRODUCT** button is now enabled below the data entry fields.

9.1.1.2. Dispense Invoice - Add Products

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

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

- Automatic fill-up **Current Stock Quantity** and if having (**Unit, Batch#, Expiry Date, Ref No Country of Origin, Supplier/Local Agent, Line Director)**.
- Fill in the following information for every lot/batch -
  1. **Quantity Dispensed:** Enter the quantity you have dispensed 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.

9.1.2. Dispense invoice - Update Stock

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

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

9.1.3. Dispense - Edit

- You can only edit a Dispense invoice which is not posted to stock (RED bubble beside the invoice record).
- To edit a Dispense invoice, the user must select the Dispense from the list, then click the EDIT button at the top right corner of the page or double click on The Dispense invoice which he wants to edit.
- The invoice will be displayed for editing.
- Modify the Dispense 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 the above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

9.1.4. Dispense - 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 a Dispense invoice, the user must select the Dispense 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.

9.1.5. Dispense - View

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

10. Others

10.1. Physical Inventory

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

Physical Inventory							
From 17/01/2024	**To** 17/04/2024	**Facility** Saidpur 100 Bed Hospital, Nilpha... ▼					✚ ADD 📄 VIEW ✏ Edit ✖ Delete 🖨 PRINT

Show 10 ∨ entries   Search:

SL.	Start Date	End Date
1	⊙ 01/03/2024	01/03/2024

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

10.1.1. Physical Inventory - Add

10.1.1.1. Physical Inventory - Add Header

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

					↩ RETURN TO LIST 🔒 PHYSICAL INVENTORY SUBMIT 🖨 PRINT
Start Date 17/04/2024	**Prepared By** Operator - Saidpur 100 Be... ▼	**Approved By** Select Approved By ▼	**End Date**		📄 START PHYSICAL INVENTORY
Product Group All Product Group ▼					

Search:

Product Code	Product	Unit	Batch/ Description	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Total	Adjustment Quantity	Physical Quantity (Unusable)	Country of Origin	Supplier	Line Director	Remark
							No data available in table								

- Fill in the data entry fields.
- Field descriptions:
  1. **Start Date*:** Today's date will automatically change if required. You cannot enter future dates.
  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 in the necessary fields, press the **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.

Product Code	Product	Unit	Batch/ Description	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Total	Adjustment Quantity	Country of Origin	Supplier
D&C0061	Albendazole, 400mg Tablet	Pcs.	ML6F	26/10/2026	PO No 20310	5000		0.000	0.000		South Africa	
D&C0076	Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	Botle	ED014	31/12/2025		30000		60.000	0.000			EDCL
D&C0075	Amoxicillin,500mg,Capsule	Pcs.	ED012	31/12/2027		20000		12.000	0.000			EDCL
D&C0078	Antocid,650mg,Tablet	Pcs.	ED015	31/12/2026		25000		4.000	0.000			EDCL
D&C0052	Efavirenz, 400mg Tablet	Pcs.	FEA30A	30/04/2024	GD-2020-21/10/ICT	3000		16.960	0.000		India	M/S S.S Scientific Corporation
D&C0051	Efavirenz, 600mg Tablet	Pcs.	BEA82A	31/07/2025	Proc.D-08	4000		23.220	0.000		India	M/S S.S Scientific Corporation
D&C0042	Vitamin A, 100,000IU Capsule	Pcs.	B3521	30/04/2025	ED-345679-2196	499750		2.000	0.000		Bangladesh	EDCL
RIO0025	ECG Machine, 12 Channel	Nos.			Cont.No. P	1		0.000	0.000		China	Bangladesh Sc...

- 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**

10.1.1.2.   Physical Inventory - Entry

- You will see the list of product stock.
  1. **Physical Quantity (Usable):** Enter the Physical Quantity (Usable).
  2. **Unit Price:** Unit Price comes from stock lot data; you can change it.
  3. **Total:** Total automatically calculated.
  4. **Adjustment Quantity**: After entering the adjusted quantity automatically, calculate.
  5. **Physical Quantity (Unusable):** Enter the Physical Quantity (Unusable).
  6. Country of Origin
  7. Supplier
  8. 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.
  9. **Remarks:** enter remarks comment if any.
- Continue for every item.
- Before Submitting you can check the entered physical quantity by using checkbox **Show Physical quantity only.**

Product Code	Product	Unit	Batch/ Description	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Total	Adjustment Quantity	Country of Origin	Supplier
D&C0061	Albendazole, 400mg Tablet	Pcs.	ML6F	26/10/2026	PO No 20310	5000	5020	0.000	0.000	20	South Africa	
D&C0076	Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	Botle	ED014	31/12/2025		30000	2950	60.000	177000.000	-27050		EDCL
D&C0075	Amoxicillin,500mg,Capsule	Pcs.	ED012	31/12/2027		20000	20000	12.000	240000.000	0		EDCL
D&C0078	Antacid,650mg,Tablet	Pcs.	ED015	31/12/2026		25000	25000	4.000	100000.000	0		EDCL
D&C0052	Efavirenz, 400mg Tablet	Pcs.	FEA30A	30/04/2024	GD-2020-21/10/ICT	3000	2880	16.960	48844.800	-120	India	M/S S.S Scientific Corporation
D&C0051	Efavirenz, 600mg Tablet	Pcs.	BEA82A	31/07/2025	Proc.D-08	4000	4200	23.220	97524.000	200	India	M/S S.S Scientific Corporation
D&C0042	Vitamin A, 100,000IU Capsule	Pcs.	B3521	30/04/2025	ED-345679-2196	499750	500000	2.000	1000000.000	250	Bangladesh	EDCL
RIO0025	ECG Machine, 12 Channel	Nos.			Cont.No. P	1	2	0.000	0.000	1	China	Bangladesh Sc...

10.1.2. Physical Inventory - SUBMIT

Note: Make sure you have entered the End Date before pressing the 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 update 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 the message **Data Updated Successfully**.

Product Code	Product	Unit	Batch/ Description	Expiry Date	Ref No	Stock Quantity	Physical Quantity (Usable)	Unit Price	Total	Adjustment Quantity	Country of Origin	Supplier	Line Directo
D&C0061	Albendazole, 400mg Tablet	Pcs.	ML6F	26/10/2026	PO No 20310	5000	5020	0.000	0.000	20	South Africa		CDC
D&C0076	Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	Botle	ED014	31/12/2025		30000	2950	60.000	177.000.000	27050		EDCL	
D&C0075	Amoxicillin,500mg,Capsule	Pcs.	ED012	31/12/2027		20000	20000	12.000	240.000.000	0		EDCL	
D&C0078	Antacid,650mg,Tablet	Pcs.	ED015	31/12/2026		25000	25000	4.000	100.000.000	0		EDCL	
D&C0052	Efavirenz, 400mg Tablet	Pcs.	FEA30A	30/04/2024	GD-2020-21/10/ICT	3000	2880	16.960	48.844.800	-120	India	M/S S.S Scientific Corporation	TB-L&AS
D&C0051	Efavirenz, 600mg Tablet	Pcs.	BEA82A	31/07/2025	Proc.D-08	4000	4200	23.220	97.524.000	200	India	M/S S.S Scientific Corporation	TB-L&AS
D&C0042	Vitamin A, 100,000IU Capsule	Pcs.	B3521	30/04/2025	ED-345679-2196	499750	500000	2.000	1,000,000.000	250	Bangladesh	EDCL	CBHC
RIO0025	ECG Machine, 12 Channel	Nos.			Cont.No. Project (COVID-19 REAP)/DGHS/ G-02B1-1A/ 2022-23, Date:14.08.2023	1	2	0.000	0.000	1	China	Bangladesh Science House	REAP

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

10.1.3. Physical Inventory - Edit

- You can only edit an invoice which is not Submitted to stock (RED bubble beside the Physical Inventory List 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 the above section.
- Press ENTER after you type in any of the boxes in the product editing rows – that will save the data.

10.1.4. Physical Inventory - Delete

- You cannot delete an already Submitted Physical Inventory.
- To delete a Physical Inventory invoice, the user must select the Physical Inventory 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**

10.1.5. Physical Inventory - View

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

10.2.   Adjustment Invoice

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

10.2.1.   Adjustment Invoice - Add

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

10.2.1.2.   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 to the form.

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

10.2.2.   Adjustment Invoice - Update Stock

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

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

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

10.2.4.   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.

10.2.5.   Adjustment Invoice - View

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

11. Settings

11.1.   Users

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.dghs.gov.bd/ in the address bar.
- Log in as a user having Facility User permission.
- From **eLMIS Entry** menu, select **Settings>Users** submenu to open user page which shows the list of all users of the facility like following screen –
- To change the facility user information press on pen icon to update as below -

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

11.2.   Health Facility

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

- The Facility has 8 filter criteria.
    1. **Division**: when selecting a division name then showing Division Name under the selected Division
    2. **District**: when selecting 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 selecting a Facility Level then showing Facility Name under the selected facility level.
    5. **Facility Type**: when selecting 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 for a Facility
- And facility information Showing following Fields.
  Facility Code, Facility Name, Facility Type, Division Name, District Name, Upazila Name
- Then press on a 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.

11.3. Suppliers

- Go to an internet browser – Google Chrome, Firefox etc.
- Type the URL of http://elmis.dghs.gov.bd/ in the address bar.
- Log in as a user having Facility User 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		01875895874				
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	edcl@bttb.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		0111111111				
7	Sea International Agencies Ltd.	Alam Tower, 9th Floor, Room#1009-1010, 12 DIT Avenue, Motijheel, C/A.Dhaka-1000	Bangladesh		01711347828, +8802-9559102				
8	Square Pharmaceuticals		Bangladesh		2555				

11.3.1. 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**".

11.3.2. 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".**

11.3.3.   Suppliers - Delete
- You cannot delete any already used 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.

11.3.4.   Suppliers - Print and Export
- Press the **PRINT** button to print the Supplier list.
- Press on **EXCEL** button to export the Supplier list.

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

11.4.1.   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 storekeeper information in the facility list successfully.

12. Reports

12.1. Stock Status (Usable)

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

12.1.1. Stock Status (Usable)

- After Selecting, you will see the Stock Status (Usable). This report reports on the current stock position of all the items.
- Shows a list of current item groups in the database. The 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 criteria:
  1. **Facility:** using Facility Selected.
  2. **Store:** select all or A Store
  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.
- The 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.

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

- Initially the 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 the items again, remove you provide the item name from search box.

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

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

12.1.4. Stock Status (Usable) - Print

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

12.2. Stock Status (Unusable)

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

SL.	Product Code	Product Name	Unusable Qty	Unit Name	Batch/ Description	Expiry Date	Ref No	Qty (Unusable)	Unit Price	Total	Country of Origin	Supplier	Line Director
Drugs and Chemicals					FEA30A	30/04/2024	GD-2020-21/10/ICT	50	16.96	847.9999542236328	India	M/S S.S Scientific Corporation	TB-L&ASP
1	D&C0052	Efavirenz, 400mg Tablet	50	30									

12.2.1. Stock Status (Unusable)

- After Selecting, you will see the Stock Status (Unusable). This report reports on the current stock position of all the items.
- Shows a list of current item groups in the database. The 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 criteria:

1. **Facility:** Using Facility Selected
2. **Store:** Select a Store
3. **Stock Date:** Today's date will auto fill, change if required.

- The 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.

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

- Initially the 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 the items again, remove you provide the item name from search box.

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

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

12.2.4. Stock Status (Unusable) - Print

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

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

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

- This form presents the current stock position of all the items. The report has the following criteria:
  1. **Facility:** By default, select your facility. Select a facility from the dropdown list.
  2. **Ledger:** Select a ledger from the dropdown list.
  3. **Is Stock:** By default, selected ZERO Stock. Select All or NON-ZERO or ZERO from the 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 and export a report in Excel and CSV format.

12.3.2. Product Lot Stock Report

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

Product Lot Stock Report ⓘ									
Facility Saidpur 100 Bed Hospital, Nilpho... ▾		**Store** Drugs and Chemicals ▾		**Product** All ▾					
Product Lot Stock Report						🖶 Print	🗒 Excel	🗎 CSV	
Show 10 ✔ entries							Search:		
Product Code	Batch / Description	Expiry Date	Ref No	Country of Origin	Supplier/local Agent	Line Director	Unit Price (BDT)	Total (BDT)	Quantity
Saidpur 100 Bed Hospital, Nilphamari									
Albendazole, 400mg Tablet									
D&C0061	ML6F	26-10-2026	PO No 20310	South Africa		CDC	0.000	0.000	5,020
Amoxicillin,(125mg/5ml) 100ml,Dry Syrup									
D&C0076	ED014	31-12-2025			EDCL		60.000	177.000.000	2,950
Amoxicillin,500mg,Capsule									
D&C0075	ED012	31-12-2027			EDCL		12.000	240.000.000	20,000
Antacid,650mg,Tablet									

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

● The table has the following columns:
1. **Product Code:** Show the product code.
2. **Batch #:** Shoe Show the product lot number.
3. **Expiry Date:** Show the product Expiry Date.
4. **Ref No:** Show the product Ref number.
5. **Country of Origin:** Show the country's name.
6. **Supplier/local Agent:** Show the product supplier/local agent.
7. **Line Director:** Show the product line director's 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 and export a report in Excel and CSV format.

12.3.3. Facility Dashboard

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

Details about the Facility Dashboard are described in the earlier chapter.

●

12.3.4. Receive Details Report

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

- This form presents the Receive Details report on all the items. The report has the following criteria:
    1. **Facility Level:** By default, selected facility level 'Facility'.
    2. **Facility:** By default, select your facility. Select a facility from the dropdown list.
    3. **Start Date:** The first day of the month will automatically 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 the dropdown list.
    7. **Transaction Type:** Select ALL or a transaction type from the dropdown list.

- The table has the following columns:
    1. **Receive Invoice:** Show the 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's 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's 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 and export a report in Excel and CSV format.

12.3.5. Issue Details Report

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

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+Lyophilized Powder, 100mg+Powder INJECTION										
100 bed Burn Unit at DMCH, Dhaka	ISS-PUSH-INJ/22-0001	09-06-2022	123	2024-06-30	CMSD/G-2201/ICB /contract/01/lot-1, Date:09.06.2022		500		Beximco Pharmaceuticals	AMC
100 bed Burn Unit at DMCH, Dhaka	ISS-IND-INJ/22-0001	09-06-2022				2,000	1,000		Beximco Pharmaceuticals	AMC
Abhoynagar Upazila Health Complex, Jashore	ISS-IND-INJ/22-0002	13-06-2022	123	2024-06-30	CMSD/G-2201/ICB /contract/01/lot-1, Date:09.06.2022		1		Beximco Pharmaceuticals	AMC
100 bed Burn Unit at DMCH, Dhaka	ISS-IND-INJ/22-0001	09-06-2022	123	2024-06-30	CMSD/G-2201/ICB /contract/01/lot-1, Date:09.06.2022	2,000	1,000		Beximco Pharmaceuticals	AMC
Adamdighi Upazila Health Complex, Bogura	ISS-PUSH-INJ/22-0002	13-06-2022	123	2024-06-30	CMSD/G-2201/ICB /contract/01/lot-1, Date:09.06.2022		1		Beximco Pharmaceuticals	AMC

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

- The table has the following columns:
  1. **Indentor/Issue To:** Show the Indentor/Issue to facility name.
  2. **Issue Invoice:** Show the invoice number.
  3. **Issue Date:** Show the 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's 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's name.

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

12.3.6.   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 / Description	Expiry Date	Ref No	Quantity Adjusted	Unit Price (BDT)	Total (BDT)	Country of Origin	Supplier local Agent
Saidpur 100 Bed Hospital, Nilphamari												
Drugs and Chemicals												
Albendazole, 400mg Tablet												
Saidpur 100 Bed Hospital, Nilphamari	ADJ-10001469/24-0002	01-04-2024	Add to Stock	D&C0061	ML6F	26-10-2026	PO No 20310	20	0.000	0.000	South Africa	
Amoxicillin,(125mg/5ml) 100ml,Dry Syrup												
Saidpur 100 Bed Hospital, Nilphamari	ADJ-10001469/24-0003	01-04-2024	Deduct from Stock	D&C0076	ED014	31-12-2025		27,050	60.000	1,623,000.000		EDCL
Amoxicillin,500mg,Capsule												
Saidpur 100 Bed Hospital, Nilphamari	ADJ-10001469/24-0002	01-04-2024	Add to Stock	D&C0075	ED012	31-12-2027		0	12.000	0.000		EDCL
Antacid,650mg,Tablet												

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

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

12.3.7. Inventory Control Register (ICR)

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

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

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13. **Line Director**: Show the line director's name.
14. **Signature):** show signature.

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

12.3.8.   Inventory Control Register Unusable (ICR)

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

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

14. **Signature):** show signature.

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

12.3.9.   Dispense Report

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

● This form presents Dispense Details report of all the items. The report has the following criteria:
1. **Facility:** By default, select your facility. Select a facility from the dropdown list.
2. **Start Date:** The first day of the month will automatically change if required.
3. **End Date:** Today's date will auto-fill, change if required.
4. **Recipient Group:** By default, Selected All, select a Recipient Group.
5. **Recipient:** By default, Selected All, select a Recipient.
6. **Product Group:** By default, select a Product Group.
7. **Product:** By default, Selected All or Select a product from dropdown list.

● The table has the following columns:
1. **Facility**
2. **Recipient Group**
3. **Recipient**
4. **Dispense Date**
5. **Product**
6. **Batch / Description**
7. **Expiry Date**
8. **Donor Ref#**
9. **Quantity Dispensed**

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

12.3.10. Going to Expire Lots of Report

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

- This form presents Going to Expire Lots of Report of all the items. The report has the following criteria:
  1. **Facility Level:** By default, selected facility level DGHS Facility.
  2. **Facility:** By default, select your facility. Select a facility from the dropdown list.
  3. **Store:** By default, selected a Store.
  4. **Product:** Select All or a product from the dropdown list.
  5. **Start Date:** The first day of the month will automatically 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's 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 and export a report in Excel and CSV format.

12.3.11.   Physical Inventory Details Report

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

Physical Inventory Details Report									
Facility Saidpur 100 Bed Hospital, Nilpha...		**Start Date** 01/04/2024		**End Date** 18/04/2024		**Store** Drugs and Chemicals			
Product All									

Physical Inventory Details Report   🖶 Print   ⊠ Excel   ☑ CSV

Show 10 ∨ entries   Search:

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)
Saidpur 100 Bed Hospital, Nilphamari										
Drugs and Chemicals	Albendazole, 400mg Tablet	01-04-2024	01-04-2024	5,000	5,020	20	South Africa		CDC	0
Drugs and Chemicals	Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	01-04-2024	01-04-2024	30,000	2,950	-27,050		EDCL		0
Drugs and Chemicals	Amoxicillin,500mg,Capsule	01-04-2024	01-04-2024	20,000	20,000	0		EDCL		0
Drugs and Chemicals	Antacid,650mg,Tablet	01-04-2024	01-04-2024	25,000	25,000	0		EDCL		0
Drugs and Chemicals	Efavirenz, 400mg Tablet	01-04-2024	01-04-2024	3,000	2,880	-120	India	M/S S.S Scientific Corporation	TB-L&ASP	0
Drugs and Chemicals	Efavirenz, 600mg Tablet	01-04-2024	01-04-2024	4,000	4,200	200	India	M/S S.S Scientific Corporation	TB-L&ASP	0
Drugs and Chemicals	Vitamin A, 100,000IU Capsule	01-04-2024	01-04-2024	499,750	500,000	250	Bangladesh	EDCL	CBHC	0

Showing 1 to 7 of 7 entries   Previous 1 Next

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

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12.3.12. Distribution Plan Report

NB. Distribution Plan report visible for Warehouse. Not Health Facility.

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

Distribution Plan Report ⓘ			
Division Dhaka ▼	**District** Dhaka ▼	**Facility Level** Warehouse ▼	**Facility** CMSD, 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		🖶 Print	🖹 Excel	🖹 CSV

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

● The table has the following columns:
  1. **Facility:** Name of the facilities where products need to be issued
  2. **Product name:** Name of the products which products to be issued.
  3. **Planned Issue Quantity:** Plan the 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 and export a report in Excel and CSV format.

12.3.13. 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-2024-1	Procurement of medecine	18-04-2024	Vitamin A, 100,000IU Capsule	20,000,000	5.000	100,000,000.000
G-2024-1	Procurement of medecine	18-04-2024	Vitamin A, 200,000IU Capsule	18,000,000	7.000	126,000,000.000

Showing 1 to 2 of 2 entries   Previous **1** Next

● This form presents the Procurement Package Details Report. The report has the following criteria:
  1. **Facility Level:** By default, select your facility level. Select a facility from the dropdown list.
  2. **Facility:** By default, select your facility. Select a facility from the dropdown list.
  3. **Start Date:** The first day of the month will automatically 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 Goods.

● 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 and export a report in Excel and CSV format.

12.3.14. 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
Saidpur 100 Bed Hospital, Nilphamari								
G-2024-1	Procurement of medecine	2023-24	Goods	Direct Procurement (GOB/IDA/DP)-DP	GOB-Rev	18-04-2024		25,000

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

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

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

12.3.15. Contracts Details Report

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

- This form presents Contracts Details Report. The report has the following criteria:
  1. **Facility Level:** By default, select your facility level. Select a facility from the dropdown list.
  2. **Facility:** By default, select your facility. Select a facility from the dropdown list.
  3. **Start Date:** The first day of the month will automatically 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 Goods.

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

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

12.3.16. Contract Summary Report

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

Contracts Summary Report ⓘ											

Facility Name: Saidpur 100 Bed Hospital, Nilpha... ▾ **Payment Status**: All ▾ **Start Date**: 01/01/2024 **End Date**: 16/04/2024

Contracts Summary Report   Print Excel CSV

Show 10 ▾ entries   Search:

Name of Package	Nature of Procurement	Method	Package Name	Supplier Name	Total Cost	Contract Date	Contract Refference No	Delivery Schedule (Days)	Status	Payment	Remarks
Saidpur 100 Bed Hospital, Nilphamari											
G-2024-1	Goods	Direct Procurement (GOB/IDA/DP)-DP	Procurement of medecine	EDCL	226,000,000.000	18-04-2024	G-2024-1/120	90		Not Paid	

Showing 1 to 1 of 1 entries   Previous **1** Next

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

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

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

12.3.17. Provisional Receiving Register Report

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

Provisional Receiving Register Report										

Division: Rangpur
District: Nilphamari
Facility: Saidpur 100 Bed Hospital, Nilpha...
Product Group: All
Product Name: All
Start Date: 01/04/2024
End Date: 18/04/2024
Supplier: All
Source of Fund: All

Provisional Receiving Register Report — Print | Excel | CSV

Search:

Invoice Date	Invoice No	Provisional Received Quantity	Cumulative Quantity Received	Approved Quantity	Total Received Quantity	Disapproved Quantity	Return to supplier	Batch / Description	Expiry Date	Ref No
Saidpur 100 Bed Hospital, Nilphamari										
Vitamin A, 100,000IU Capsule										
16/04/2024	REC-SUP-PRO-10001469/24-0002	500,000	500,000	500,000	500,000	0	0	B3521	30/04/2025	ED-345679-2196
Total		500,000		500,000		0	0			
Vitamin A, 200,000IU Capsule										
16/04/2024	REC-SUP-PRO-10001469/24-0002	400,000	400,000	0	0	400,000	0	B3522	30/04/2026	ED-345679-2196
Total		400,000		0		400,000	0			

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

- 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/ Description
  10. Expiry Date
  11. Ref No

12.3.18. Provisional Receive (Waiting for Survey)

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

- This form presents a Provisional Receive (Waiting for Survey) Report. The report has the following criteria:
  1. **Supplier:** Select All or select a supplier from dropdown list
  2. **Start Date:** The first day of the month will automatically 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 and export a report in Excel and CSV format.

12.3.19. Provisional Receive Summary by Contract

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

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

12.3.20.   Indents waiting for Issue.

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

Division Name	District Name	Facility Name	Indent No	Indent Date	Indent To
Barishal	Dhaka	CMSD, Dhaka	IND-10001991/24-0002	11/03/2024	Muladi Upazila Health Complex
Barishal	Dhaka	CMSD, Dhaka	IND-10002006/24-0004	10/03/2024	Charfession Upazila Health Complex
Barishal	Dhaka	CMSD, Dhaka	IND-10002006/24-0005	10/03/2024	Charfession Upazila Health Complex
Barishal	Dhaka	CMSD, Dhaka	IND-10002006/24-0007	10/03/2024	Charfession Upazila Health Complex
Barishal	Dhaka	CMSD, Dhaka	IND-10002006/24-0008	31/03/2024	Charfession Upazila Health Complex
Chattogram	Dhaka	CMSD, Dhaka	IND-10000951/24-0001	02/03/2024	Feni (sadar) Upazila Health Office
Dhaka	Dhaka	CMSD, Dhaka	IND-10000160/15-0001	02/03/2015	Gopalganj Civil Surgeon Office
Dhaka	Dhaka	CMSD, Dhaka	IND-10000160/15-0003	23/12/2015	Gopalganj Civil Surgeon Office
Dhaka	Dhaka	CMSD, Dhaka	IND-10000160/15-0004	30/03/2015	Gopalganj Civil Surgeon Office
Dhaka	Dhaka	CMSD, Dhaka	IND-10000160/15-0005	15/12/2015	Gopalganj Civil Surgeon Office

Showing 1 to 10 of 19 entries

- This form presents Indents waiting for Issue Report. The table has the following columns:
  1. Division Name
  2. District Name
  3. Facility Name
  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 and export a report in Excel and CSV format.

12.3.21.   Slow Moving Items

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

Item Code	Product Name	Unit	Last Receive	Last Issue Date	Not Moving (Days)
			No data available in table		

- 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 and export a report in Excel and CSV format.

12.3.22. Gate Pass View

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

Gate Pass View ⓘ							
Facility Name All ▼	**Gate Pass Date** 20/06/2022 📅						
Gate Pass view Table					🖶 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**
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 the Facility Contact Report. The report has the following 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 and export a report in Excel and CSV format.

12.3.23. Facility Contact Report

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

- This form presents the Facility Contact Report. The report has the following criteria:
  1. **Division:** By default, selected All. Select a division from the dropdown list.
  2. **District:** By default, All selected. Select a district from the 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 and export a report in Excel and CSV format.

12.3.24. Product Lot Stock Report by Product Group

● Select Product Lot Stock Report by Product Group. After selecting you will see the following screen –

● This form presents the Product Lot Stock Report by Product Group report. The report has the following criteria:
1. **Facility:** By default, select your facility. Select a facility from the dropdown list.
2. **Product Group:** By default, selected Product Group DGHS.
3. **Product:** Select All or a product from the dropdown list.
4. **Ref. No:** Select All or a Ref. No from the dropdown list.
5. **Line director**: Select All or a line director.

● The table has the following columns:
1. Ledger
2. Product Code
3. Product Name
4. Receive Date
5. Batch /Description
6. Ref. No
7. Expiry Date
8. Country of Origin
9. Line Director
10. Supplier
11. Quantity
12. Unit
13. Unit Price (BDT)
14. Total (BDT)
15. Remarks
● By clicking one of the command buttons on the right of the table, the user can print and export a report in Excel and CSV format.

12.3.25. Product Stock Balance with Last Received Date

- Select Product Stock Balance with Last Received Date. After selecting you will see the following screen –

Product Stock Balance With Last Received Date ⓘ					
Facility	**Product Group**	**Product Code**	**Products**	**Stock Quantity**	**Date of Last Received**
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0061	Albendazole, 400mg Tablet	5,020	
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0076	Amoxicillin,(125mg/5ml) 100ml,Dry Syrup	2,950	05-03-2024
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0075	Amoxicillin,500mg,Capsule	20,000	05-03-2024
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0078	Antacid,650mg,Tablet	25,000	05-03-2024
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0052	Efavirenz, 400mg Tablet	2,830	
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0051	Efavirenz, 600mg Tablet	4,200	
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0057	Vitamin & Mineral Suppliment, (1=30 Tablets) Table	500	
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0042	Vitamin A, 100,000 U Capsule	550,000	17-04-2024
Saidpur 100 Bed Hospital, Nilphamari	Drugs and Chemicals	D&C0043	Vitamin A, 200,000 U Capsule	30,000	

Showing 1 to 9 of 9 entries

- This form presents the Product Stock Balance with the Last Received Date report. The report has the following criteria:
  1. **Division:** By default, selected All. Select a division from the dropdown list.
  2. **District:** By default, All selected. Select a district from the dropdown list.
  3. **Facility:** By default, select your facility. Select a facility from the dropdown list.
  4. **Store:** By default, selected Store
  5. **Product:** Select All or a product from the dropdown list.
  6. **IsStock**: Select NoN-Zero.

- The table has the following columns:
  1. Facility
  2. Product Group
  3. Product Code
  4. Product
  5. Receive Quantity
  6. Date of Last Receive.
- By clicking one of the command buttons on the right of the table, the user can print and export a report in Excel and CSV format.

- End -