AIDSFree

The Strengthening High Impact Interventions for an AIDS-free Generation (AIDSFree) Project is a five-year cooperative agreement funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) with the United States Agency for International Development (USAID) under Cooperative Agreement AID-OAA-A-14-00046. AIDSFree is implemented by JSI Research & Training Institute, Inc. with partners Abt Associates Inc., Elizabeth Glaser Pediatric AIDS Foundation, EnCompass LLC, IMA World Health, the International HIV/AIDS Alliance, Jhpiego Corporation, and PATH. AIDSFree supports and advances implementation of the U.S. President’s Emergency Plan for AIDS Relief by providing capacity development and technical support to USAID missions, host-country governments, and HIV implementers at the local, regional, and national level.

Recommended Citation


JSI Research & Training Institute, Inc.
1616 Fort Myer Drive, 16th Floor
Arlington, VA 22209 USA
Phone: 703-528-7474
Fax: 703-528-7480
Web: aidsfree.usaid.gov
CONTENTS

Acronyms........................................................................................................................................................................8

Introduction .........................................................................................................................................................................9
  Background.....................................................................................................................................................................9
  Overview.......................................................................................................................................................................10
  What eLMIS Can Do for You.......................................................................................................................................10
  Why Use eLMIS?.........................................................................................................................................................11
  Who Should Use eLMIS?............................................................................................................................................11

eLMIS Software Functions.............................................................................................................................................12
  Receiving..................................................................................................................................................................12
  Storage and Inventory Management..........................................................................................................................12
  Requisition..............................................................................................................................................................12
  Order Processing........................................................................................................................................................13

Manual Process Flows..................................................................................................................................................14

eLMIS R & R Process Flows.........................................................................................................................................15

Navigating eLMIS..........................................................................................................................................................16
  Password Security......................................................................................................................................................16
  Changing Your Password........................................................................................................................................16
  Changing Your User Name........................................................................................................................................17

Menus.............................................................................................................................................................................17
  Navigation.................................................................................................................................................................17
  Drop Down...............................................................................................................................................................18
  Screen Expansion....................................................................................................................................................18
  Disabled Fields........................................................................................................................................................19

Comments.......................................................................................................................................................................20
  Numeric Field...............................................................................................................................................................22
  Reason Fields............................................................................................................................................................22
  Pop-up Screens........................................................................................................................................................23
  Error Messages........................................................................................................................................................23

Auto-Calculation Feature..............................................................................................................................................24

Export to PDF.................................................................................................................................................................25
Managing Commodities Using the eLMIS

Overview
Logging In
Creating Requisitions
  Full Supply
  Non Full Supply
Regimens
Authorizing R&Rs
View Requisitions
Approve Requisitions By DHO
Approve Requisitions by LMU
Convert Requisition to Order
View Orders
View Reports
This user manual has been prepared as part of the AIDSFree Project Technical Assistance support to the Ministry of Health of the Republic of Zambia to strengthen logistics management.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDSFree</td>
<td>Strengthening High Impact Interventions for an AIDS-free Generation</td>
</tr>
<tr>
<td>ARV</td>
<td>Antiretroviral</td>
</tr>
<tr>
<td>CE</td>
<td>Central Edition</td>
</tr>
<tr>
<td>CSC</td>
<td>Commodity Security Center</td>
</tr>
<tr>
<td>CSV</td>
<td>Comma Separated Values</td>
</tr>
<tr>
<td>DAR</td>
<td>Daily Activity Register</td>
</tr>
<tr>
<td>DHO</td>
<td>District Health Office</td>
</tr>
<tr>
<td>DN</td>
<td>Dispatch Note</td>
</tr>
<tr>
<td>EDI</td>
<td>Electronic Data Interchange</td>
</tr>
<tr>
<td>eLMIS</td>
<td>electronic Logistics Management Information System</td>
</tr>
<tr>
<td>FE</td>
<td>Facility Edition</td>
</tr>
<tr>
<td>GRZ</td>
<td>Government of the Republic of Zambia</td>
</tr>
<tr>
<td>HF</td>
<td>Health Facility</td>
</tr>
<tr>
<td>HIV</td>
<td>Human Immunodeficiency Virus</td>
</tr>
<tr>
<td>LMIS</td>
<td>Logistics Management Information System</td>
</tr>
<tr>
<td>LMU</td>
<td>Logistics Management Unit</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>MSL</td>
<td>Medical Stores Limited</td>
</tr>
<tr>
<td>NGO</td>
<td>Non Governmental Organization</td>
</tr>
<tr>
<td>PMO</td>
<td>Provincial Medical Office</td>
</tr>
<tr>
<td>R&amp;R</td>
<td>Report and Requisition</td>
</tr>
<tr>
<td>SCC</td>
<td>Stock Control Card</td>
</tr>
<tr>
<td>SDP</td>
<td>Service Delivery Point</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
</tr>
<tr>
<td>WMS</td>
<td>Warehouse Management System</td>
</tr>
</tbody>
</table>
1 INTRODUCTION

USAID Zambia has been supporting the development and implementation of an electronic logistics management information system (eLMIS) through John Snow, Inc. (JSI) USAID | DELIVER PROJECT and Supply Chain Management System (SCMS) field office since 2011. The process for development and implementation has been transparent, collaborative, and focused on ensuring government buy-in at every step of implementation. As the USAID | DELIVER PROJECT and SCMS are closing globally, the USAID mission in Zambia expressed interest in continuing the eLMIS activities utilizing the AIDSFree mechanism. Continuing this activity through the AIDSFree Zambia eLMIS Project, will enable a seamless transition from the support previously provided by SCMS and the USAID | DELIVER PROJECT, while allowing time for institutionalization of the sustainability plan within the Government of the Republic of Zambia (GRZ).

1.1 Background

The eLMIS in Zambia is at the forefront of large-scale information systems to support MOH supply chains—the technology and implementation experience from Zambia will benefit all neighboring countries that are grappling with how to implement such a system. The eLMIS—also known as OpenLMIS—is an open source system. The OpenLMIS is a collaboration of domain experts in logistics and public health supply chains, eHealth information systems, software development for low-resource settings, and process improvement. Like other open initiatives, the intention is to ensure OpenLMIS becomes the place for sharing information about LMIS planning, requirements, and systems design; promoting interoperability between systems; developing open-source solutions, where appropriate; and galvanizing interest in a shared vision for effective, scalable, and sustainable solutions.

JSI has been supporting the Zambia MOH since 2006 to strengthen their supply chain systems. The MOH and Medical Stores Limited (MSL), an autonomous parastatal, face many challenges in managing the procurement and distribution of medical products, specimens, staffing, supplies, and information flow.

JSI, through the USAID | DELIVER PROJECT and SCMS, has supported the MOH by developing a suite of open source electronic logistics management information systems to address these challenges. The eLMIS allows for transparent, effective, and efficient management of all health commodities from the point of origin to the point of delivery. The eLMIS is interoperable with the warehouse management information system already in place and has the potential to be June interoperable with a wide range of other systems (e.g., medical record systems, laboratory information management systems, ERP systems, and health management information systems).
The eLMIS can facilitate data collection in low-infrastructure environments for review, aggregation, analysis, and forecasting.

The eLMIS is a suite of three applications: the Central Edition (CE), Hub Edition (HE), and Facility Edition (FE). The Facility Edition was piloted in 48 health facilities across the country beginning 2014. The pilot was assessed in August 2014 and was found to have been successful. The lessons learned from the pilot implementation were used to develop version 2.0 and the Hub Editions. The eLMIS was officially launched for implementation by the Minister of Health on February 20, 2014. Currently, the Central Edition has been rolled out nationally, the Hub Edition is in one site that serves as a hub and the Facility Edition has been rolled out to 248 high volume sites across the country. Over 2000 MOH staff have received eLMIS training.

12 Overview

The electronic Logistics Management Information System (eLMIS) application was designed to provide critical logistics information for managers of distribution systems. It shall monitor the flow of products from the central warehouse through intermediate warehouses to health service delivery points (SDPs) that distribute products to end users. The eLMIS shall help program managers determine which facilities are understocked or overstocked, review trends in consumption on a product-by-product basis, estimate procurement requirements for each product, identify facilities with potential inventory management problems, and plan deliveries to facilities.

Consistency of stock is the first step in meeting the basic objectives of any logistics system, which is to provide—

- the right quantities
- of the right commodities
- in the right condition
- in the right place
- at the right time
- for the right cost.

These are the six rights of logistics management.

12.1 What Can ELMIS Do for You?

eLMIS will allow for:

1. Reduced stock outs and reduced wastage
2. Timely and accurate submission of reports and orders
3. Increased availability and accessibility of pharmaceuticals and medical supplies and other consumables
4. Improved stock monitoring at all levels of the supply chain

12.2 Why Use eLMIS?

The eLMIS is a regionally developed ordering and reporting system built through a partnership between the Ministry of Health (MOH) in Zambia and the Ministry of Health and Social Welfare (MOHSW) in Tanzania.

eLMIS is a web-based application which computerizes existing paper-based logistics management information systems (LMIS) and collects, manages, and uses logistics data. The goal of eLMIS is to improve:

- Access to accurate, timely and routine consumption data;
- Real-time logistics management capabilities covering point of origin to point of consumption; and
- Demand forecasting, capacity planning and modeling based on consumption.

eLMIS is expected to reduce processing times, increase information sharing, and ensure the integrity of data by creating a centralized, common data management system that supports ordering and reporting.

Ultimately, by creating an electronic ordering and reporting system, supply chain managers will be able to make more timely and impactful supply chain decisions.

12.3 Who Should Use eLMIS?

**Health Facility / Service Delivery Point**

Store in Charge (HF Dispenser/Pharmacist/Biomedical Scientist)

Health Facility in Charge

**District**

District Pharmacists

District Chief Biomedical Scientist

District Health Directors or Designee
Province
- Principal Pharmacists
- Provincial Chief Biomedical Scientist
- Provincial Health Directors or Designees

National
- Data Specialists
- Commodity Specialists
- Central Level Logisticians
- Program Managers

13 eLMIS Software Functions

Receiving
- View shipment notifications
- View storage and product handling requirements
- Update shipment information (DN)
- Send shipment report

Storage and Inventory Management
- Update stock records
- View stock status alerts and notifications
- View drug recalls

Requisition
- Create requisitions
- Submit requisitions
- Print requisitions
- Authorize requisitions
- Approve requisitions
- View requisitions
- View requisition cost
- View health facility budgets
- View warehouse stock information
Order Processing

- Convert requisitions to orders
- Data export/import between eLMIS and WMS
- Update facility reports and requisition information
- View requisition summaries
- View shipment information
14 Manual Process Flows

Ministry of Health

Medical Stores Limited

MOH | MSL

Logistics Management Unit | LMU

Clients

Commodity flow

Information flow
15 eLMIS R&R Process Flows

eLMIS data flow

1. Create, Authorize & Submit R&Rs
2. Deliver Consignment to District
3. Deliver Consignment to Facility

R&R Flow
1. Store In Charge
2. District Pharmacist
3. LMU Data Specialists
2. NAVIGATING ELMIS

eLMIS is designed to provide a streamlined and easy-to-use interface for ordering and reporting MSL commodities. Screens have been designed to support business operations, facilitate work flow, and reduce the processing time required for the management of health commodities.

2.1 Password Security

To maintain confidence in the management of commodity R&Rs and orders, MSL leadership must be able to effectively track and audit the flow of commodities. eLMIS is designed to be fully auditable and support transparent commodity management; to do so; it creates a log of all data entry.

All data is entered and logged by user name. In the event of a dispute or loss of a commodity, the system will provide an accurate and objective record of all staff who participated in the transaction.

If you think that someone has logged into your account using your user name and password, call or email Help Desk.

2.2 Changing your password

If you cannot remember your password or you want to change it, you can reset it from the eLMIS Log In screen.

Go to the Log In screen and click “Forgot password”:

![Forgot Password Form](image)
Enter your email address or username and click **Submit**. eLMIS will automatically send a link to the email you registered with eLMIS. This email will allow you to reset your password. Once you get this email, click the link in it which will take you to a screen where you will complete the reset process.

### 2.3 Changing your username

If you cannot remember your username or you want to change it, contact the Systems Administrator.

### 2.4 Menus

#### 2.4.1 Navigation

At the top of each eLMIS screen is a **Navigation Menu**. Using the menu, you can access the screens you need to manage commodities.

Each menu item has a **drop-down sub-menu**, which will take you to the screens you need to manage R&Rs and orders.
2.4.2 Dropdown

Some fields have a dropdown menu such as ones highlighted below. Clicking the small arrow will open the dropdown menu.

![Dropdown Menu Example](image)

2.4.3 Screen Expansion

eLMIS allows users to expand a screen, making it easier for you to view screens or smaller fields. To enlarge a screen find the “double arrow” button in the top right corner.

![Screen Expansion Example](image)

Click the “double arrow” button and the screen expands.
To return the screen back to normal size, click the “double arrow” button again.

2.4.4 Disabled Fields

Some fields are automatically populated based on your profile settings; these fields will appear as gray (see Facility name below).

Initiate Report and Requisition

Facility type:

- My facility  
- My supervised facilities

Facility name

102002-Kabwe General Hospital

Program

--Select Program--

Disabled fields cannot be modified or deleted. If you feel that a field has been disabled in error, please contact the Help Desk.
2.4.5 Comments

You may add comments to an R&R or any report. Comments can be added by click **Comments** on the bottom right corner of the screen.

A pop-up box will open. Enter comments and click **Add**.

2.4.6 Go To Page

Some R&Rs and reports are lengthy and line items stretch across multiple screens. When this is the case, multiple pages are noted at the bottom right of the screen.

Click the desired number to go to a specific page.
You may go to the first or last page by clicking the arrows on either end of the numbers. You may also use the second “go-to-page” function which lists long reports in multiples of 25s.

### 2.4.7 Scroll Bar

Each screen has a **Gray Scrollbar** at the bottom that allows you to shift the screen right and left. When you scroll the page up and down the horizontal gray bar always stays on the screen, allowing you to scroll right and left without having to return to the top of the screen.
2.4.8 Numeric Fields

Quantity fields are restricted to numeric characters. If you try to enter non-numeric characters, you will receive the message: “Numbers Only”.

2.4.9 Reason Fields

Some fields require a reason for the data you are entering. If a reason is required, you must enter a reason before you can submit the R&R. Reasons can be viewed by approvers.
2.4.10 Pop-up Screens

Some fields require an explanation. For example, if you record a loss or adjustment, then you will need to provide a reason for the loss/adjustment. A **pop-up screen** will be provided for places where data requires explanation.

Click the pen symbol ( ✍️️) to open the pop-up screen.

![Losses And Adjustments](image)

2.4.11 Error Messages

To reduce data errors and ensure that users access the system correctly, eLMIS is designed to provide **instant feedback when** it detects an error. eLMIS will not allow you to process data or confirm data entry if all mandatory fields are not completed.

If data is not entered correctly, you will get an **error message**; the message will tell you where the errors are located.
Errors are also noted on the tabs were they are located. You will need to go to each marked page and fix the errors prior to proceeding to the next screen.

2.4.12 Auto-calculation Feature

To save you time and prevent calculation errors, eLMIS allows the Systems Administrator to set fields either as user input or system calculated. If the R&R field has been set to calculated, the system will auto-calculate totals when you enter quantities into the R&R fields. For instance, prior to any quantities being entered into eLMIS, the Stock on Hand field will be “0“. As you enter data into the quantity R&R fields, the Stock on Hand is automatically calculated. These calculations include losses and/or adjustments.
2.4.13 Export to PDF/Excel

eLMIS allows users to export report data for selected reports into PDF and Excel formats. The export function is located at the top right corner of the report screen.

2.4.14 Print

eLMIS allows users to print any screen or document. At the top of each screen is a “Print” button.

2.4.15 Logout

When you are finished working in eLMIS, you should always logout to prevent someone else from using eLMIS to manage commodities under your user name and password. eLMIS will automatically log you out if you are inactive for more than 5 minutes.
3. MANAGING COMMODITIES USING ELMIS

3.1 Overview

To reduce workflow discrepancies and/or inconsistencies that lead to inefficiencies, inaccurate management, and/or loss of commodity, eLMIS has been built to support a common workflow. This ensures that system users follow a common and most efficient process for ordering commodities.

Primary workflow processes supported by eLMIS covered in this manual include:

Create Requisition (Facility User)
Submit Requisition (Facility User)
Authorize Requisition (Facility User)
Approve Requisition (District User)
Approve Requisition (LMU User)
Convert to Order (LMU User)
View Reports (Role Base User)

3.2 Logging In

eLMIS is a web-based solution. It can be accessed from any browser (e.g. Chrome, Firefox, and Internet Explorer). eLMIS is designed so that every keystroke, entry, and change made is recorded. It incorporates state-of-the-art security features to prevent any forms of physical or electronic fraud. All actions are recorded and logged against the user name. Do not give your user name and password to anyone else.

To access eLMIS, go to the following website:

http://www.elmis.co.zm

When the Log In screen appears, enter Username and Password and click **Sign in**
3.3 Creating Requisitions

3.3.1 Full Supply

1. Click on **Requisitions** and select **Create/Authorize** from the dropdown list.
The following screen will open

2. “My facility” is selected by default; you may select “My supervised facilities” by clicking the radio button.
   - Facility name is populated, when “My facility” is selected; it cannot be changed.
   
   If “My supervised facilities” is selected, the dropdown is available for selection of a Facility name.
3. Select a Program from the dropdown

The following screen will open
4. Click **Proceed** for the period for which you need to submit an R&R

5. Select “Full Supply Products” tab or “Non-Full Supply Products” tab or “Regimen(s)” tab depending on the program area you are working creating an R&R for

6. Enter the following fields for each line item on the paper form. (Note that the System Administrator may set the R&R template to fill the R&R with zeros by default):

   - **Beginning Balance**: If this is the first R & R for the facility in the system, enter the value indicated on the paper form. Otherwise, the system will display the previous month’s Stock On Hand value.
   - **Total Quantity Received**: Enter the value indicated on the paper form.
   - **Total Quantity Dispensed**: Enter the value indicated on the paper form.
   - **Entering Losses and Adjustments**: If the paper form has losses and adjustments on the remarks section, click on the gray pen.

The following screen will appear.
Select the **type of Adjustment**, enter the **Quantity** and click on **Add**.

The screen below will appear showing the type of adjustment(s) selected and their corresponding quantity(s). Click done to save or cancel to undo changes.

The **Loss or Adjustment** you entered will appear in the R&R.

- **Stock on Hand**: if the system Administrator has set this field to “calculated” then system will auto calculate this value. Otherwise, enter the quantity indicated on the paper form.
- The system will calculate the **Average Monthly Consumption, Maximum Stock Quantity and Calculated Order Quantity**.
- **Requested Quantity**: Enter Requested Quantity
- **Requested Quantity Explanation**: Enter Requested Quantity Explanation.
- The system will display the **Packs to Ship, Price Per Pack and Total Cost**.
- **Remarks**: Enter any remarks from the paper form or any necessary remarks.
7. You can navigate to other pages by clicking on the **Page Number** buttons at the bottom of the screen to continue entering R&R data.

8. If at any point, you need to stop and save your work to finish at a later time, click **Save**.

9. When finished, click **Submit**. The following Confirm Action screen will open.

10. Click **OK** button to confirm submission or click **Cancel** button to cancel operation.
3.3.2 Non Full Supply

1. When you select “Non Full Supply Product(s)” tab in step 5 under section 3.3.1 above, the system will allow you to enter data the same way as rest of the steps in section 3.3.1 above.

2. If a Non Full Supply Product is missing on the products list, click the **Add** button.

   The following pop-up screen will open:

   ![Add non full supply product(s)](image)

   - **Category:**
   - **Product code / name:**
   - **Requested Quantity:**
   - **Requested Quantity Explanation:**
   - **Add**
   - **Done**
   - **Cancel**

3. To add products:
   - Select Category
   - Select Product Code
   - Enter Requested Quantity
   - Enter Requested Quantity Explanation
   - Click **Add**
   - If you are ready to add this item to the R&R, click **Done**; else click **Cancel** to quit this screen.

4. Add additional products by following the bulleted steps above.
3.3.3 Regimens

1. When you select “Regimen(s)” tab in step 5 under section 3.3.1 above, the system will display the screen below:

   ![Regimen Screen]

   - Enter data for each field.
   - As in other R&R entry screens, if at any point you need to stop and save your work to finish at a later time, click Save. When finished, click Submit and OK to confirm.

3.4 Authorizing R&Rs

1. Click on Requisitions and select Authorize from the dropdown list.

   ![Authorize Screen]

   The following screen will open.
2. “My facility” is selected by default; you may select “My supervised facilities” by clicking the radio button.
   
   - Facility name is populated, when “My facility” is selected; it cannot be changed.
   - If “My supervised facilities” is selected, the dropdown is available for selection of a Facility name.

3. Select a Program from the dropdown

The following screen will open

4. Click Proceed for the period for which you need to submit an R&R

5. Review all entries in the R&R and move the Scrollbar to the right so that you can complete Quantity Requested and Requested Quantity Explanation.
6. If at any point, you need to stop and save your work to finish at a later time, click Save.

7. When finished, click the Authorize button at the bottom of the screen.

8. Click OK button to confirm submission or click Cancel button to cancel operation.
Check to see that a successful message appears next to authorize button

3.5 View Requisitions

You may view the status of any authorized, approved or released requisitions.

To view Requisitions:

1. Click on Requisitions and select View from the dropdown list

2. Select a Facility name
3. Select a Program
4. Enter a Date range
5. Click Search

The following screen will open displaying all requisitions for the time period requested.

You may search for requisitions by entering on the Search by status input field.

3.6 Approve Requisitions by DHO

1. Click on Requisitions and select Approve from the dropdown list.

The following screen will open
2. Select the requisition to approve

3. Review all entries in the R&R and move the Scrollbar the right so that you can complete approved quantity.

4. If at any point, you need to stop and save your work to finish at a later time, click Save

5. When finished, click the Approve button at the bottom of the screen.

6. Click OK button to confirm Approval or click Cancel button to cancel operation
7. Check to see that the screen below shows that R & R has been successfully approved

---

**Approve Requisitions**

- R&R approved successfully!

---

**Requisition List**

- No R&Rs pending for approval

---

### 3.7 Approve Requisitions by LMU

1. Click on Requisitions and select Approve from the dropdown list.

The following screen will open

2. Select the requisition to approve
3. Review all entries in the R&R and move the Scrollbar the right so that you can complete approved quantity.

4. If at any point, you need to stop and save your work to finish at a later time, click Save.

5. When finished, click the Approve button at the bottom of the screen.

6. Click OK button to confirm Approval or click Cancel button to cancel operation.
7. Check to see that the screen below shows that R & R has been successfully approved

![Image of approval screen]

3.8 Convert Requisition to Order

1. Click on Requisitions and select Convert to Order from the dropdown list.

The following screen will open

2. Click the checkbox of the requisition(s) to convert to order(s) and click Convert To Order button
3. Click **YES** button to confirm Export Order CSV file or click **NO** button to prevent the requisition from being released as an order.

4. Check the message that appears depending on the action selected in the previous step. If you selected “Yes” the following message shall be displayed.

If you select “No”, the requisition shall be successfully completed BUT this order(s) will not be processed.
3.9 View Orders

1. Click on Orders and select Convert to Order from the dropdown list.

The following screen will open:

![View Orders](image)

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Facility Code</th>
<th>Program</th>
<th>Period</th>
<th>Supply In</th>
<th>Order Date</th>
<th>Order Status</th>
<th>Comment</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>303013 - ....</td>
<td>Laboratory</td>
<td>Jun 2013</td>
<td>Medical S</td>
<td>11/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>707002 - ....</td>
<td>HIV Test</td>
<td>Jun 2013</td>
<td>Medical S</td>
<td>10/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>303013 - ....</td>
<td>Essential</td>
<td>Aug 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>303013 - ....</td>
<td>Essential</td>
<td>Jul 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>303013 - ....</td>
<td>Essential</td>
<td>Jun 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>204010 - ....</td>
<td>HIV Test</td>
<td>Aug 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>204010 - ....</td>
<td>HIV Test</td>
<td>Jul 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>303013 - ....</td>
<td>Antiritrovir</td>
<td>Jul 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>204010 - ....</td>
<td>HIV Test</td>
<td>Jun 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>303013 - ....</td>
<td>HIV Test</td>
<td>Aug 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>303013 - ....</td>
<td>Antiritrovir</td>
<td>Jun 2013</td>
<td>Medical S</td>
<td>07/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>504014 - ....</td>
<td>HIV Test</td>
<td>Jul 2013</td>
<td>Medical S</td>
<td>02/10/2014</td>
<td>Transfer fail</td>
<td>FTP cred</td>
<td></td>
</tr>
</tbody>
</table>
3.10 View Reports

There are various static reports providing different information to assist you in efficiently completing your work. A few others will be added in later versions of the application but the majority of these can be generated under custom reports. To access reports, click on the Reports menu.

Reports are grouped into various categories e.g. Admin, Stock Keeping, etc. All reports can be exported in PDF or Excel format.

3.10.1 Admin

There are two (2) admin reports shown in the screen below

3.10.1.1 Facility List

This report displays a list of all the facilities.

1. To view Facility List report, select Admin then select Facility List
2. You can filter the report by Zone, Facility Type, Requisition Group or Status
3.10.12 User Summary

This report displays a list of all the users.

1. To view the User Summary report, select **Admin** then select **User Summary**

2. You can filter the report by **Role**, **Supervisory Node** or **Program**

3.10.2 Consumption Reports

There are three (3) consumption reports shown in the screen below
3.10.2.1 Aggregate Consumption Report

This report displays the aggregate monthly consumption of products based on filter parameters. The report can be generated with the following parameters:

1. To view the Aggregate Consumption report, select Consumption, then select Aggregate Consumption report.
2. Filter the report by Program*, Schedule*, Year*, Period*, Geographic Zone, Product Category and Product.

3.10.2.2 District Consumption Report

This report displays summary of district consumption comparison by product.

1. To view District Consumption Comparison report, select Consumption, then select Consumption Comparison report.
2. Filter the report by Program*, Period Type*, Date Range* (From & To), Requisition Group, Facility Type, Product Category or Product.

3.10.2.3 Export to Pipeline

This report data to be exported to pipeline.

1. To view Export to Pipeline report, select Consumption, then select Export to Pipeline report.
2. Filter the report by Program*, Schedule*, Year* and Period*.
3.10.3 Order Fulfillment

There are five (5) order fulfilment reports shown in the screen below

3.10.3.1 Order Fill Rate Report Summary

This report displays summary of the order fill rate by Geographic Zone and Facility Type. The order Fill rate refers to the rate at which the facilities order has been met. Fill rate is computed by dividing the number of items ordered by the number of items supplied by MSL.

1. To view Order Fill Rate Report Summary, select **Order Fulfillment**, then select **Order Fill Rate Report Summary** report

2. Filter the report by **Program**, **Schedule**, **Year**, **Period**, **Geographic Zone** and **Facility Type**

![Order Fill Rate Report Summary](image)

3.10.3.2 Order and Item Fill Rate Report by Facility

This report displays the order and item fill rate by Facility. The Order fill rate refers to the rate at which the facilities order has been met. The order fill rate is computed by dividing the number of items ordered by the number of items supplied by MSL. The item fill rate uses the facility and products selections to tell you the rate at which they were supplied.

1. To view Order Fill Rate Report Summary, select **Order Fulfillment**, then select **Order Fill Rate Report Summary** report
2 Filter the report by **Program**, **Schedule**, **Year**, **Period**, **Geographic Zone**, **Facility Type**, **Facility**, **Product Category**, **Product**

3.10.3.3 Order Report

This report displays an order for each facility that has been converted from a requisition.

1 To view Order (PH81-N) report, select **Order Fulfillment** then select **Order Report**

2 Filter the report by **Program**, **Period Type**, **Date Range (From & To)**, **Requisition Group**, **Facility Type**, **Product Category** or **Product**
3.10.3.4 Report & Requisition Feedback

This is a feedback report for each of the R&Rs submitted. It includes supplied quantities, total stock on hand for each product at the facility as determined by a physical count, beginning balance and receipts for the reported period, adjustments to the stock of each product that occurred during the month and total quantity of each product that was dispensed during the reporting month.

1. To view Report & Requisition Feedback report, select Order Fulfillment then select **Report & Requisition Feedback**

2. Filter the report by **Order Type, Program**, **Schedule**, **Year**, **Period**, **Geographic Zone, Facility Type, Facility** and **Product**
3.10.3.5 Seasonality / Rationing Adjustments

This report displays products that have been adjusted based on seasonality or rationing.

1. To view the Seasonality / Rationing Adjustments report, select Order Fulfillment, then select Seasonality / Rationing Adjustments report.

2. Filter the report by Program*, Geographic Zone, Product Category, Product.

3.10.4 Report Status

There are three (3) report status reports shown in the screen below.

3.10.4.1 Non Reporting Facilities

This report lists facilities whose reports have not been received or recorded in the system for the selected reporting period. Logistics managers may use this report to determine reporting compliance and to monitor the status of report processing.

1. To view the Non Reporting Facilities report, select Report Status, then select Non Reporting Facilities report.

2. Filter the report by Program*, Schedule*, Year* Period* and Geographic Zone.
3.10.4.2 Reporting Rate

This report displays the rate at which facilities are reporting by program area at a specified period.

1. To view the Reporting Rate report, select Report Status, then select Reporting Rate report.
2. Filter the report by Program*, Schedule*, Year*, Period* and Indicator.

3.10.4.3 Timeliness

This report displays a summary of timeliness in reporting by program area and geographic zone. Facilities that report on time report between the 1st and the 5th of the month. Facilities that report late report any time after the 6th of the month.

1. To view the Timeliness report, select Report Status, then select Timeliness report.
2 Filter the report by Program*, Schedule*, Year*, Period* and Geographic Zone

3.10.5 Stock Keeping

There are six (6) stock keeping reports shown in the screen below

3.10.5.1 Adjustment Summary

This report displays adjustments and their corresponding quantities that were reported by facilities by product and adjustment type.

1 To view Adjustment Summary report, select Stock Keeping then select Adjustment Summary

2 Filter the report by Program, Period Type, Date Range (From & To), Requisition Group, Facility Type, Product Category or Product
3.10.5.2 Stocked Out

This report displays the number, percent and name of facilities experiencing a stock out.

1. To view Stocked Out report, select **Stock Keeping** then select **Stocked Out**

2. Filter the report by **Program**, **Period Type**, **Date Range** (From & To), **Requisition Group**, **Facility Type**, **Product Category** or **Product**

![Stocked Out Facility Report]

3.10.5.3 Stock Imbalance by Facility

This report displays stock outs, under stocks and overstocks at facilities.

1. To view Stock Imbalances by Facility report, select **Stock Keeping** then select **Stock Imbalances by Facility**

2. Filter the report by **Program**, **Schedule**, **Year**, **Period**, **Geographic Zone**, **Facility Type**, **Facility**, **Product Category** and **Product**
3.10.5.4 Logistics Summary Report

This report displays a summary by program area and period of the basic logistics data elements e.g. opening balance, receipts, consumption, closing balance etc.

1. To view the Logistics Summary Report, select **Stock Keeping**, then select **Logistics Summary** report

2. Filter the report by **Program**, **Schedule**, **Year**, **Period**, **Geographic Zone**, **Facility Type**, **Facility**, **Product Category** and **Product**. This view can also be disaggregated.
3.10.5.5 Supply Status by Facility

This report displays the supply status of each facility and calculates quantities of products needed to bring a particular facility up to the established maximum level. It contains data submitted by facilities and a calculation of average monthly consumption.

1. To view Supply Status by Facility report, select Stock Keeping then select Supply Status by Facility

2. Filter the report by Program*, Period Type*, Date Range* (From & To), Facility Type, Facility Name*, Requisition Group, Product Category or Product

3.10.5.6 Stock Status by Location

This report provides a geographic presentation of the status of stock by period and location.

1. To view the Stock Status by Location report, select Stock Keeping, then select Stock Status by Location report

2. Filter the report by Program*, Geographic Zone, Product, Period
3.10.6 Custom Reports

There are various custom reports. These reports are customized according to a user's requirements and do not fall under the static reports.
eLMIS Help Desk Support is available via:

- **Email:** elmishelpdesk@zm.elmis.org
- **Call:**
  +260 965109862
  +260 969407790