



SMT contains information on various vaccine management areas and captures transactions of vaccines and supplies

User Guide for SMT

August 2021

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1. Introduction

1.1 What is SMT?

UNICEF's SMT is an online/offline version of the vaccine Stock Management Tool (SMT) for use by countries to manage vaccine stocks and implement the immunization program.

The SMT contains information on various vaccine management areas and captures transactions of vaccines and supplies. The tool is mainly implemented in the National Vaccine Stores, though in some countries SMT is also used in regional and district stores and used by the Store Manager and the Expanded Programme for Immunization (EPI).

The SMT is a very comprehensive tool and allows the user to perform their responsibilities within a range of supply chain functions. In addition, SMT provides an overview of immunization supply chain performance through a visual display of key performance indicators. It is used in around 40 countries.

1.2 Purpose

1.2.1 System

The purpose of this project is to provide improved and sustainable use of data and visibility by country immunization programme managers, enabling improved management of stocks based on evidence and, ultimately, enabling decreased stock constraints and increase the availability of vaccines at service delivery points.

1.2.2 User Guide

This document is intended to provide all the necessary information to use this software smoothly and effectively. The document assumes that the reader is well versed with the role and responsibilities of different users. The document explains the functionality and steps to use them.

1.3 Applicability

The user guide applies to the SMT application released in August 2021.

1.4 How does it work?

The SMT is both a web-based central system and a desktop application that is linked and provides either an online SMT experience or a standalone tool designed to allow transactional actions while disconnected from the central system (offline mode). The tool depends on the central system for downloading country-specific master data, exchanging transactional data, and retrieving application updates directly through the application, though.

Each store can decide to operate either via the web-based system or the desktop application, depending on the availability of permanent/reliable Internet connectivity at the store.

The combination of the SMT website and the offline desktop application allows information from all country levels (central/sub-national/district) to be collected centrally and aggregated, thus allowing data visibility at all levels and across years.

2. Overview

2.1 Users

SMT users can log in to the application and perform the actions based on their roles.

2.2 Supported Browser and Devices

a. Browsers:

- Google Chrome Version 85.0.4183.121 or higher
- Microsoft Edge Version 85.0.564.70 or higher.

b. Devices

- Desktop
- Laptop
- iPad (Landscape mode)
- Tablet (Landscape mode)

2.3 Segregation of Data Access and Actions based on user roles

Users will be classified against 4 different profiles; roles are a part of user registration information.

No.	Role	Definition	Responsibilities
1	SD Admin	A super admin having access to create/update users at all levels and create/update master data	<ul style="list-style-type: none">• Creates/updates SMT users at all levels• Generates SMT reports (at global, region(s), country and store levels)• Publish desktop app updates
2	Country Admin	A country-level admin having access to create/manage users at a country level and create/update country-specific master data	<ul style="list-style-type: none">• Creates/updates programme master data• Creates/updates sub-national “store operator” users• Creates/updates sub-national & district stores• Generates SMT reports (at country and store levels)
3	Sub-National Admin	A sub-national level admin having access to create/manage users at a sub-national level	<ul style="list-style-type: none">• Creates/updates district “store operator” users• Creates/updates district stores• Generates SMT reports (at sub-national and store levels)
4	Store Operator	A store level user having access to transactional activities	<ul style="list-style-type: none">• Perform transactional actions• Cold chain equipment temperature logging• Registration of incoming and outgoing vaccine batches• Generates SMT reports (at store + dependent stores levels)

2.4 Programme Data

The SMT allows the Country Admin to maintain the key programmatic information yearly. The programmatic data includes vaccines, diluents & supplies to be used, quantities needed, coverage expected, defining the recipient stores, and the dry/cold chain storage facilities within these stores, and more.

2.5 Reports

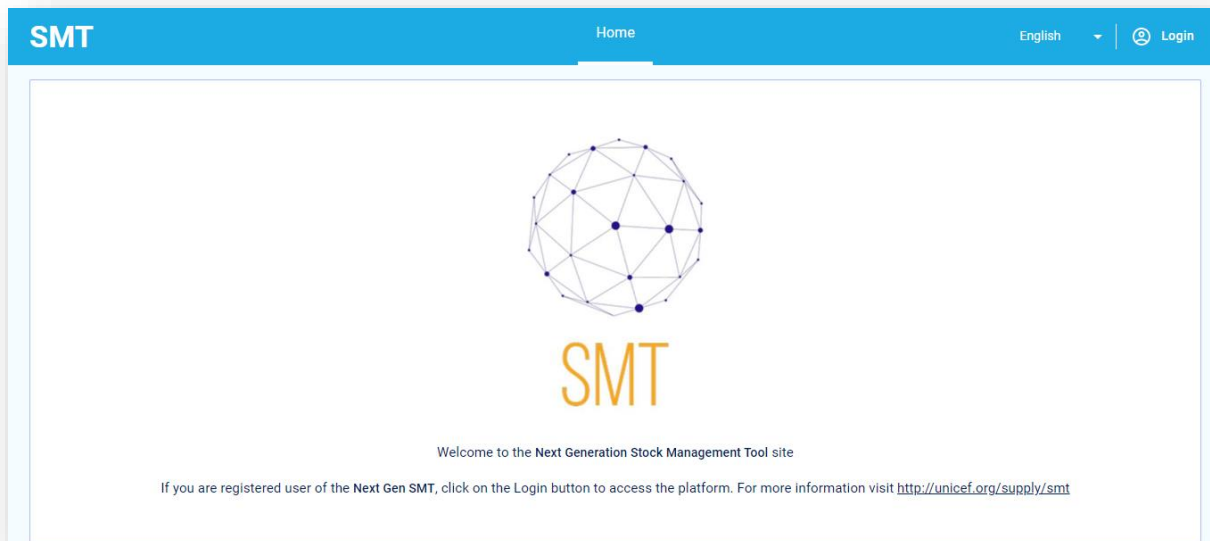
The reporting & visualization portion of the app contains both exportable excel reports and in-app graphics.

3 SMT Login Process

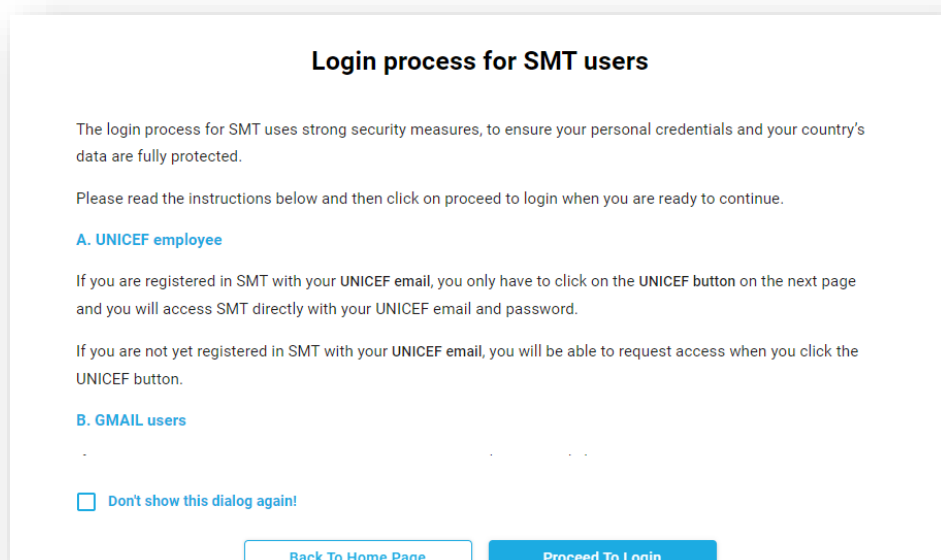
3.1 Sign in process

To login to the SMT application, access <https://ngsmt.azurewebsites.net/>

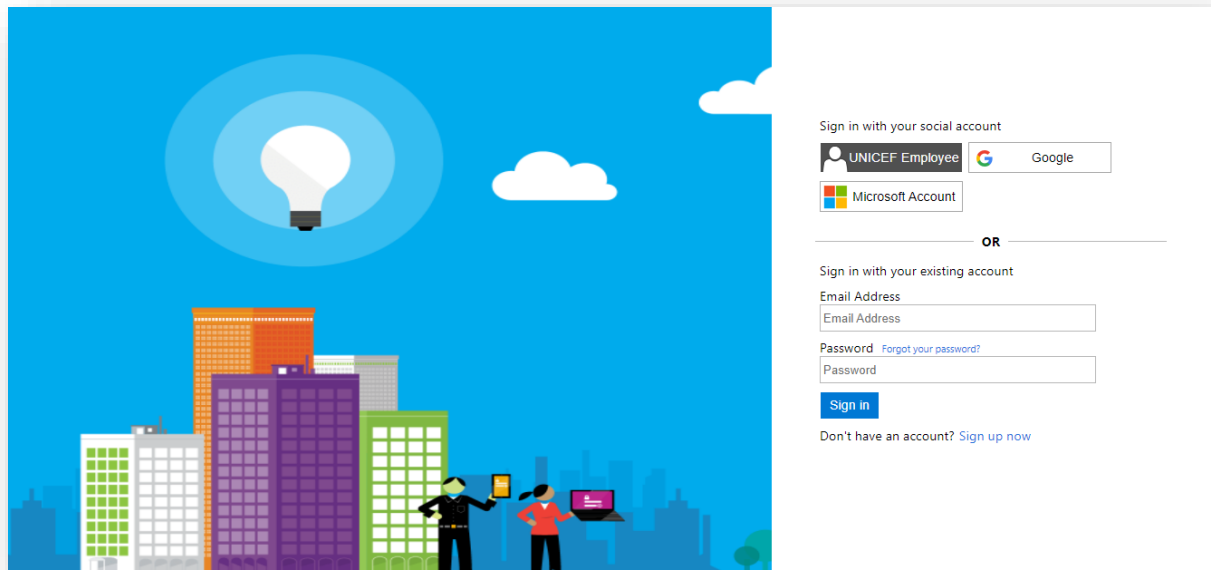
1. Click the *Login* button available on the landing page:



2. Read all the instructions in the pre-login screen and click the “*Proceed to Login*” button:

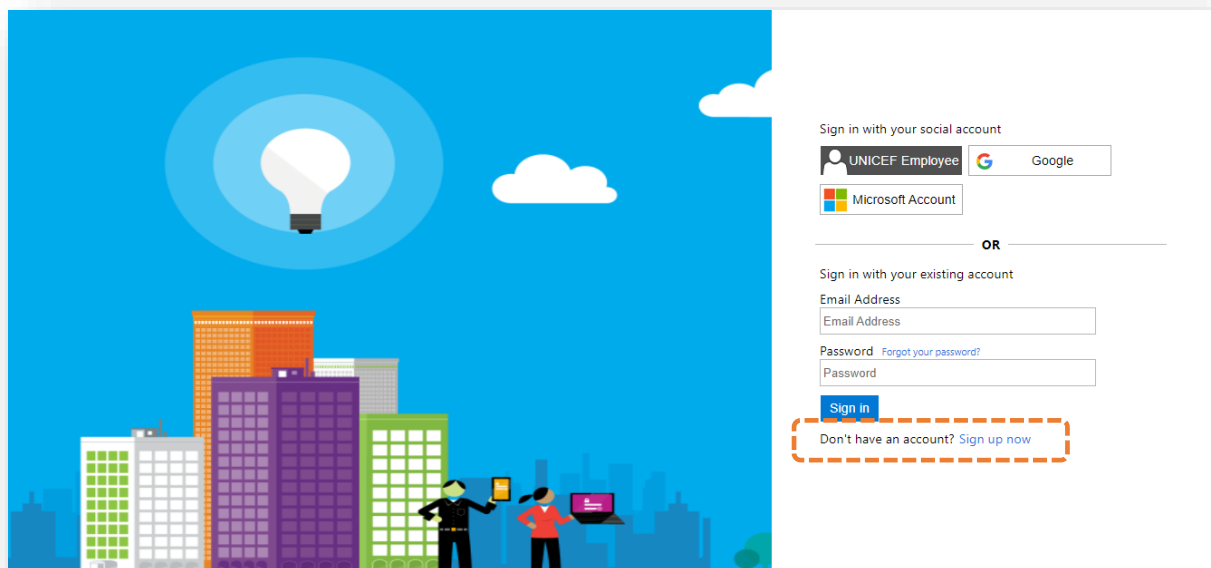


3. Based on the email address registered with the SMT application click on the respective button – Google or organizational accounts such as UNICEF or Microsoft.



3.2 Sign up process

As a new user, you can also sign-up using the Sign-up now button available on the login page.



- Click the *Sign up now* button
- In the sign-up form, enter your email id and click *Send Verification Code* button.

Email Address
jyoti.patil@e-zest.com

Send verification code

New Password
New Password

Confirm New Password
Confirm New Password

City
City

Country/Region
Country/Region ▼

Given Name
Given Name

Surname
Surname

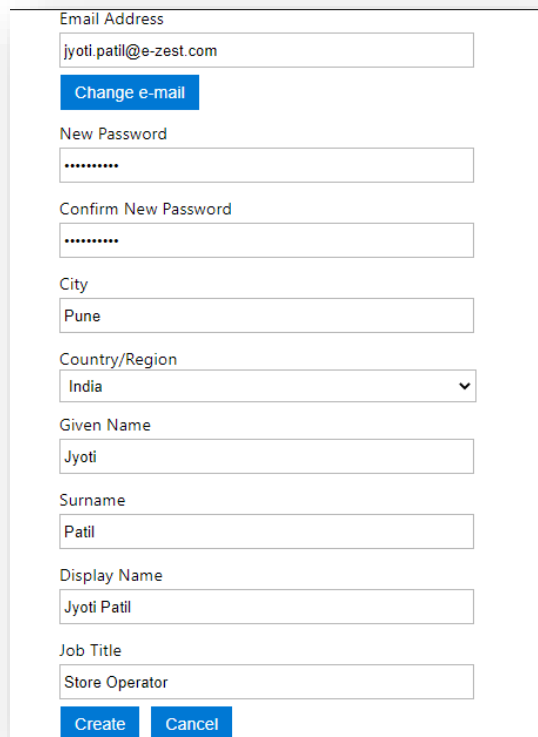
- c. You should receive a verification code in your inbox. If you don't receive it, click *Send New Code* button.

Email Address
jyoti.patil@e-zest.com

Verification code
Verification code

Verify code Send new code

- d. Enter the code received in the email in the Verification code field and click *Verify code* button.
- e. The page should be refreshed and the button gets changed to *Change e-mail*.
- f. Enter all the mandatory details and click *Create*.

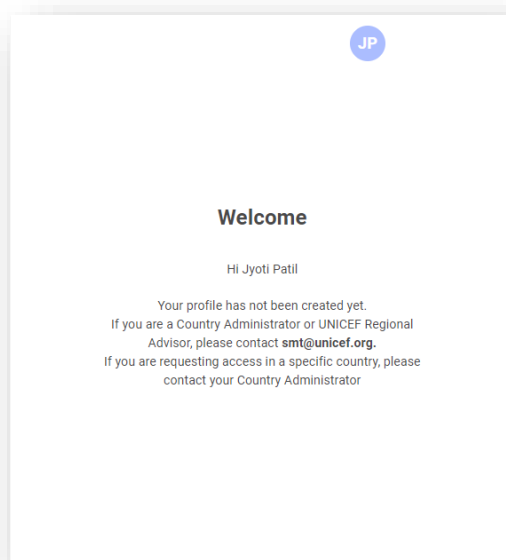


A registration form with the following fields and values:

- Email Address: jyoti.patil@e-zest.com
- New Password: [masked]
- Confirm New Password: [masked]
- City: Pune
- Country/Region: India
- Given Name: Jyoti
- Surname: Patil
- Display Name: Jyoti Patil
- Job Title: Store Operator

Buttons: Change e-mail, Create, Cancel

- g. You will see the below message after successful signup. If you are a Country Admin or Regional Advisor, you can drop an email to the mentioned id. If you are requesting any other role, you can get in touch with the Country Admin.



4 Functional Overview: SDAdmin

4.1 About SDAdmin

SDAdmin is a privileged user who can:

- create/manage users and stores at all levels.
- create global master data.

4.2 Global Master Data

As a SDAdmin, you can initially upload the supplies, vaccines, diluents & producers master data. This master data will be available to all countries as Global Master Data. For each country, COAdmin can add their country-specific master data.

You can access the master data by navigating to the Master Data tab after you log in.

The master data has below sub-tabs available:

4.2.1 Vaccines

This tab displays the list of global vaccines master data.

To add a new vaccine,

- Navigate to Master Data → Vaccines.
- Click **ADD** button:

SMT

Users

Master Data

JP

Jyoti Patil

SD Admin

Vaccines

Supplies

Producers

Master List

Global Vaccines

ADD

Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed	Actions
<div></div> Tetanus Toxoid	<div></div> TT	<div></div> Vaccine	<div></div> Liquid & Liquid	<div></div> ID-en	<div></div> 45	<div></div> 45	<div></div> 45	<div></div> <div></div>
Diluents Meningitis A/C	diI_MV_A/C-en	Diluent	Lyophilized	SC	na		10	<div></div> <div></div>
DTP-HepB-Hib liquid	DTP-HepB-Hib-en	Vaccine	Liquid-en1	IM	1	14.6		<div></div> <div></div>
Diluents Measles	Measles-en	Vaccine	Lyophilized	SC	5	5.2	7	<div></div> <div></div>
Monovalent OPV-1	mOPV1-en	Vaccine	Liquid-en1	Oral-en	20	1.5		<div></div> <div></div>

5 rows

<

>

1-5 of 146

>

>>

Add new vaccine

Vaccine Name *

CoviShield

Designation in English *

CS-eng

Designation in French *

CS-fr

Product type *

Vaccine

Formulation *

Liquid-en

Administration Mode *

ID

Presentation *

10

Vaccine Packed Vol

100

Diluent Packed Vol

Price/Vial (\$) *

100

Price/Dose (\$) *

10

Comment







Sample comments

SAVE











You can enter the information for the below fields and click SAVE to add the vaccine to global master data:

- **Vaccine Name***: You must enter the full vaccine name. e.g. Diphtheria-Tetanus-Pertussis.
- **Designation in English***: You must enter the shortened vaccine name in English. e.g. DTP.
- **Designation in French***: You must enter the shortened vaccine name in French. e.g. DTP-fr.
- **Product Type***: You must specify the product type between Vaccine and Diluents.
- **Formulation***: This is the consistency of the vaccine. You can choose from:
 - Liquid
 - Lyophilized
 - Liquid & Lyophilized
 - Liquid & Liquid
- **Administration Mode***: You must specify how the vaccine is administered to the receiver. You can choose from:
 - ID
 - IM
 - Nasal
 - Oral
 - SC
- **Presentation***: You must specify the no. of doses in a vial. This can be a number or text.
- **Vaccine Packed Vol**: You can specify the volume of each vaccine dose expressed in cm3 per dose.
- **Diluent Packed Vol**: You can specify the volume of each diluent dose expressed in cm3 per dose. This only needs to be filled for Lyophilized vaccines which need to be diluted.
- **Price/Vial(\$)***: You must specify the price per vial in USD. Please note that a vial contains multiple doses.
- **Price/Dose(\$)***: You must specify the price per dose in USD.
- **Comments**: You can enter any comments related to the vaccine.

- d. The newly added vaccine is displayed at the top:

Vaccines Supplies Producers Master List								
Global Vaccines								ADD
Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed	Actions
CoviShield	CS-eng	Vaccine	Liquid-en1	ID-en	10	1000		 
Tetanus Toxoid	TT	Vaccine	Liquid & Liquid	ID-en	45	45	45	 
Diluents Meningitis A/C	dil_MV_A/C-en	Diluent	Lyophilized	SC	na		10	 

- e. You can click the *Edit* button if you want to update any information in this record. Clicking the *Delete* button will delete the vaccine permanently.
- f. You can also use the filters in the top row to search for any specific items within the list. The system searches for the records matching the entered keyword.

Vaccines Supplies Producers Master List								
Global Vaccines								ADD
Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Pac	Actions
teta								
Tetanus Toxoid	TT	Vaccine	Liquid & Liquid	ID-en	45	45	45	 
Diphtheria-Tetanus	DT-en	Vaccine	Liquid-en1	IM	10	3		 
Diphtheria-Tetanus	DT-en	Vaccine	Liquid-en1	IM	20	1.5		 
Tetanus Toxoid	TT-en	Vaccine	Liquid-en1	IM	20	2.5		 
Diphtheria-Tetanus-Pertussis	DTP-en	Vaccine	Liquid-en1	IM	20	2.5		 

5
10
20

1-5 of 11

- g. On every page, you will be able to see the pagination – you can choose how many records you would like to see at one time on the screen. You can also navigate to the next, previous, first, or last page as needed.

4.2.2 Supplies

This tab displays the list of global supplies master data.

To add a new supply,

- Navigate to Master Data → Supplies.
- Click *ADD* button:

Vaccines Supplies Producers Master List							
Global Supplies							ADD
Product Name	Designation	Product type	Presentation	Packed Vol	Packed Weight	Price/Unit (\$)	Actions
AD Syringes 0.5ml	ADS_0.5ml	Safe Injection Equipment	100	56.57	5.67	0.0063	
Sdilution_10ml	Sdilution_10ml	Safe Injection Equipment	11	100	10	9	
Sdilution_5ml	Sdilution_5ml	ITN / Bednet	10	100	10	60	
Sdilution_2ml	Sdilution_2ml	Safe Injection Equipment	10	100	110	19	
Rectangular ITN (190x180x150)	Rectangular ITN (190x180x150)-en	ITN / Bednet	50	2840	617	4.88	

c. The below pop-up is displayed:

Add new supplies

Product Name *

AD Syringes 0.05ml

Designation in English *

ADS_0.05ml-en

Designation in French *

ADS_0.05ml-fr

Product type *

Safe Injection Equipment

Presentation *

10

Packed Vol *

100

Packed Weight *

100

Price/Unit (\$) *

100

Freight % *

10

Total Price (\$) *











110.0000

SAVE

You can enter the information for the below fields and click SAVE to add the supply to global master data:

- **Product Name***: You must specify the full name for the product e.g. AD Syringes 0.05ml for BCG.
- **Designation in English***: You must specify the shortened name for the product in English. e.g. ADS 0.05ml.
- **Designation in French***: You must specify the shortened name for the product in French. e.g. ADS 0.05ml-Fr.
- **Product Type***: You must select from the dropdown defining the type of supply. You can choose from:
 - Safe Injection Equipment
 - ITN (Bednet)
 - Vitamin & Deworming
 - Other Supplies
- **Presentation***: You must specify the number of units of the product per box.
- **Packed Vol***: You must specify the volume per unit expressed as cm³/unit.
- **Packed Weight***: You must specify the weight per unit expressed as grams/unit.
- **Price/Unit(\$)***: You must specify the price per unit in USD.

- **Freight %***: You must specify the freight percentage of Price/Unit in USD.
 - **Total Price (\$)***: This is auto-calculated. The formula takes into consideration the Price/Unit and the freight percentage of Price/Unit. (Price/Unit + Freight % converted into a number)
- d. The newly added supply is always displayed at the top:

Vaccines Supplies Producers Master List							
Global Supplies							ADD
Product Name	Designation	Product type	Presentation	Packed Vol	Packed Weight	Price/Unit (\$)	Actions
AD Syringes 0.05ml	ADS_0.05ml	Safe Injection Equipment	100	56.57	5.67	0.0063	 
Sdilution_10ml	Sdilution_10ml	Safe Injection Equipment	11	100	10	9	 
Sdilution_5ml	Sdilution_5ml	ITN / Bednet	10	100	10	60	 
Sdilution_2ml	Sdilution_2ml	Safe Injection Equipment	10	100	110	19	 
Rectangular ITN (190x180x150)	Rectangular ITN (190x180x150)-en	ITN / Bednet	50	2840	617	4.88	 

5 rows | < > 1-5 of 30 > |










- e. You can click the *Edit* button if you want to update any information in this record. Clicking the *Delete* button will delete the supply permanently.

4.2.3 Producers

This tab displays the list of global producers master data.

To add a new producer,

- Navigate to Master Data → Producers.
- Click **ADD** button:

Vaccines Supplies Producers Master List				
Global Producers				ADD
Producer Name	Producer type	Country	Initials	Actions
biogen	Safe Injection Equipment	Belgium	Test	 
Bio Farma, Indonesia	Vaccines	Indonesia	Bio Farma	 
Hindustan Syringes & Medical Devices Ltd.	Safe Injection Equipment	India	Hindustan Syringes	 
Panacea Biotec	Vaccines	India	Panacea	 
PT.Tonnindo Eramulya	Safe Injection Equipment	Indonesia	Tonninko	 

- The below pop-up is displayed:

Add new Producer

Producer Name *

Serum Institute of India

Producer type *

Vaccines

Country *

India

Initials *

SII

SAVE

You can enter the information for the below fields and click SAVE to add the producer to global master data:

- *Producer Name**: You must specify the full name of the product.
 - *Producer Type**: You must choose from Vaccines and Safe Injection Equipment.
 - *Country**: You must choose the country of the producer.
 - *Initials**: You must specify the initials for the producer.
- d. The newly added producer is always displayed at the top:

Vaccines

Supplies

Producers

Master List

Global Producers

ADD

Producer Name	Producer type	Country	Initials	Actions
<div><div></div></div>	<div><div></div></div>		<div><div></div></div>	
Serum Institute of India	Vaccines	India	SII	<div><div></div><div></div></div>
biogen	Safe Injection Equipment	Belgium	Test	<div><div></div><div></div></div>
Bio Farma, Indonesia	Vaccines	Indonesia	Bio Farma	<div><div></div><div></div></div>
Hindustan Syringes & Medical Devices Ltd.	Safe Injection Equipment	India	Hindustan Syringes	<div><div></div><div></div></div>
Panacea Biotec	Vaccines	India	Panacea	<div><div></div><div></div></div>

- e. You can click the *Edit* button if you want to update any information in this record. Clicking the *Delete* button will delete the producer permanently.

4.2.4 Master List

As an SDAdmin, you can maintain the master list in this tab. The master list tab has all the major dropdowns available.

To access/update the master lists,

- a. Navigate to Master Data → Master List.

SMT

Users

Master Data

JP Jyoti Patil
SD Admin

Vaccines

Supplies

Producers

Master List

Add values to the topics (This data will be displayed to all countries)

Formulation

Liquid & Liquid-en

Liquid & Lyophilized-en

Liquid-en

Lyophilized-en

Mode of Administration (Master)

ID

IM-en

Nasal-en

Oral-en

SC-en

Administration Types (Programme)

ADS_0.05ml

ADS_0.1ml

ADS_0.1ml_en

ADS_0.5ml

Nasal

Target Groups

Adolescent Girls

Live Births

pregnant women_en

Surviving Infants

Issue Type

Requisition

Wastage

VVM Stages

1

2

3

4

VVM Types

EN_VVM-7

None

VVM-14

VVM-2

VVM-30

Storage Temperatures

+5

-20

-70

Ambient

Wastage Types

Breakage

Expired

Frozen

Other

VVM

Types of Receipt

Arrival

Emergency

Others

Return

Starting Balance

Product Type

Diluent

ITN / Bednet

Others

Safe Injection Equipment

Vaccine

Producer Type

Safe Injection Equipment

Vaccines

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- b. The Master List has the above items available by default.
- If you want to add a new item to an existing list, click the *Edit* button in that master list. You can add a new item, update an existing item or delete an existing item once you are in Edit mode.

Vaccines

Supplies

Producers

Master List

Add values to the topics (This data will be displayed to all countries)

Formulation

+

✎

✖

Liquid & Liquid-en

✎

✖

✎

✖

Liquid & Lyophilized-en

✎

✖

✎

✖

Liquid-en

✎

✖

✎

✖

Lyophilized-en

Mode of Administration (Master)

ID

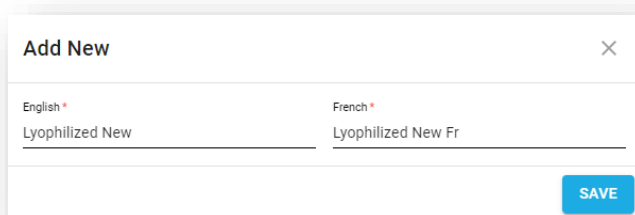
IM-en

Nasal-en

Oral-en

SC-en

- c. If you click the “Add New” button, the below pop-up will be displayed. Once you add the item name in English and French, it will be added to the master list.



The "Add New" pop-up form has a title bar with a close button (X). It contains two input fields: "English *" and "French *". The English field contains the text "Lyophilized New" and the French field contains "Lyophilized New Fr". A blue "SAVE" button is located at the bottom right.



The "Formulation" master list table shows a list of formulations with edit and delete icons. The "Lyophilized New" entry is highlighted with a dashed orange border.

Formulation	
Liquid & Liquid-en	 
Liquid & Lyophilized-en	 
Liquid-en	 
Lyophilized New	 
Lyophilized-en	 

- d. When you click the *Edit* button, the system will allow you to update the item name and if you click *Delete*, the item will be permanently deleted from the master list.

Please note that “Issue Type” and “Product Type” master lists are not editable.

4.3 User Management

As an SDAdmin, you can perform the following operations on users:

- create users at all levels.
- manage users at all levels.
- activate/deactivate users at all levels.

You can view the Users page after login. The Users page has the following tabs available:

- Active: all active users can be viewed from here.
- Inactive: all inactive users can be viewed from here.
- All Users: all users (active and inactive) can be viewed from here.

SMT

Users

Master Data

JP

Jyoti Patil

SD Admin

Active (101)

Inactive (78)

All Users (179)

CREATE NEW USER

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Sub-National	Actions
▼	●	John	Joe	anchalkoul90@gm...	Role (2)	LACR	Haiti		✎
▼	●	sunil	kumbhar	sunilkumbhar502@...	Role (2)	ROSA	Bhutan		✎
▼	●	mayuri	kulkarni	mayurikulkarni16@...	Role (2)	ROSA	India		✎
▼	●	Sandhya	Sawant	Sandhya.Sawant@...	Role (2)	WCAR	Chad		✎
▼	●	sandeep	bidwe	sandeep.bidwe@e-...	Role (2)	LACR	Bahamas		✎
▼	●	Jyoti	Patil	jyoti.patil@e-zest.in	Role (2)	WCAR	Burkina Faso		✎
▼	●	Udit	Kumar	uditkumar9@gmail...	Role (2)	ROSA	India		✎

4.3.1 Create User Profile

As an SDAdmin, you can create another SDAdmin, Country Admin, Sub National Admin, and Store Operator.

To create a new user profile in SMT,

- Click the “*CREATE NEW USER*” button in the Users tab.

SMT

UsersMaster Data

JP

Jyoti Patil

SD Admin

Active (101)Inactive (78)All Users (179)

CREATE NEW USER

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Sub-National	Actions
▼	●	John	Joe	anchalkoul90@gm...	Role (2)	LACR	Haiti		✎
▼	●	sunil	kumbhar	sunilkumbhar502@...	Role (2)	ROSA	Bhutan		✎
▼	●	mayuri	kulkarni	mayurikulkarni16@...	Role (2)	ROSA	India		✎
▼	●	Sandhya	Sawant	Sandhya.Sawant@...	Role (2)	WCAR	Chad		✎
▼	●	sandeep	bidwe	sandeep.bidwe@e-...	Role (2)	LACR	Bahamas		✎
▼	●	Jyoti	Patil	jyoti.patil@e-zest.in	Role (2)	WCAR	Burkina Faso		✎
▼	●	Udit	Kumar	uditkumar9@gmail...	Role (2)	ROSA	India		✎

- If you uncheck the *Email Alerts* checkbox, the user will not receive any email notifications.
- If you change the Active to Inactive, the user will be created; however, they won't be able to log in to the application.
- Enter the First Name, Last Name, Email, and Role.
 - If you add SDAdmin as a role, you can't add any other role as SDAdmin is a superuser.

SMT Users Master Data Jyoti Patil Patil SD Admin

Registration Date: 26-05-2021 Active ☒

First Name * Michael Last Name * Geaney Email * mgeaney@unicef.org ☒ Email Alerts

Assign the Role to user against Region and Country

Role * SD Admin

+ Add Role

Cancel SUBMIT

- ii. If you add COAdmin as a role, you need to select Region and Country. A COAdmin can have the role of Store Operator too.

SMT Users Master Data Jyoti Patil Patil SD Admin

Registration Date: 26-05-2021 Active ☒

First Name * Michael Last Name * Geaney Email * mgeaney@unicef.org ☒ Email Alerts

Assign the Role to user against Region and Country

Role * Country Admin Region * ESAR Country * Madagascar

+ Add Role

Cancel SUBMIT

- iii. if you select a role as SNAdmin, you need to select the Region, Country, and Sub National Region. A SNAdmin can have the role of Store Operator too.

The screenshot shows the 'Users' tab in the SMT application. At the top, there's a header with 'SMT', 'Users', and 'Master Data'. The user 'Jyoti Patil Patil' is logged in as 'SD Admin'. The registration date is '26-05-2021' and the user is 'Active'. The form contains the following fields:

- First Name: Michael
- Last Name: Geaney
- Email: mgeaney@unicef.org
- Email Alerts: ☒

Below these fields, there's a section titled 'Assign the Role to user against Region and Country'. It includes dropdowns for Role (Sub-National Admin), Region (ROSA), Country (India), and Sub National Region (Maharashtra). A '+ Add Role' button is present. At the bottom right, there are 'Cancel' and 'SUBMIT' buttons.

- iv. If you select Store Operator as a role, you can choose if you want to create the user at:
 - a. National Level – need to choose Region and Country.
 - b. Sub National Level – need to choose Region, Country, and Sub National Region.
 - c. Lowest Distribution Level – need to choose Region, Country, Sub National Region, and LDL.

This screenshot shows the same SMT Users page, but with the role assigned as 'Store Operator'. The registration details remain the same. The 'Assign the Role to user against Region and Country' section now shows:

- Role: Store Operator
- Level: National
- Region: ESAR
- Country: Madagascar

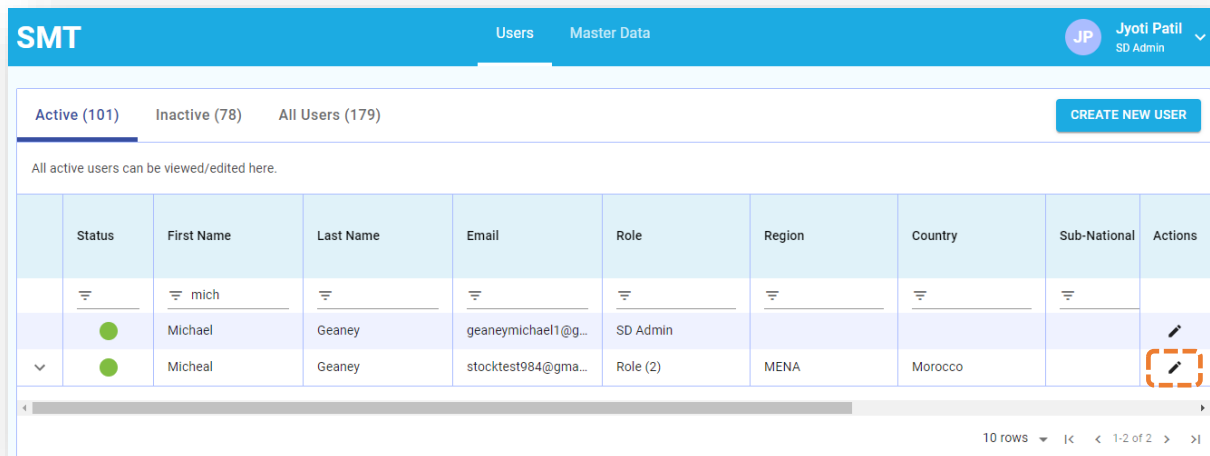
The '+ Add Role' button is still present. The 'Cancel' and 'SUBMIT' buttons are at the bottom right.

- e. Once all the mandatory details are entered, you can click Submit. You should be able to see a success message once the user is created successfully and you will be taken back to the user listing page.
- f. You can see the user's name listed on the page. You can click the name if you want to view the details of that user.

4.3.2 Manage User Profile

To edit the user's profile,

- Click the Edit button in the User's list:



SMT Users Master Data Jyoti Patil SD Admin

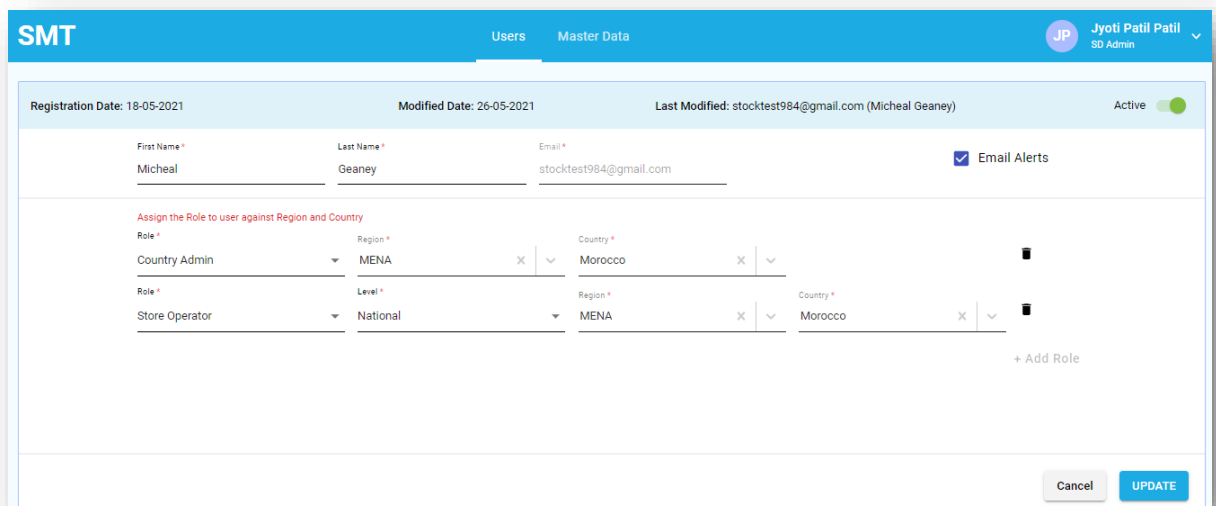
Active (101) Inactive (78) All Users (179) CREATE NEW USER

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Sub-National	Actions
		mich							
		Michael	Geaney	geaneymichael1@g...	SD Admin				
		Micheal	Geaney	stocktest984@gma...	Role (2)	MENA	Morocco		

10 rows 1-2 of 2

- The user's profile is displayed in editable mode. You cannot change the email id of the user.



SMT Users Master Data Jyoti Patil SD Admin

Registration Date: 18-05-2021 Modified Date: 26-05-2021 Last Modified: stocktest984@gmail.com (Micheal Geaney) Active

First Name * Last Name * Email * Email Alerts

Micheal Geaney stocktest984@gmail.com

Assign the Role to user against Region and Country

Role *	Region *	Country *
Country Admin	MENA	Morocco
Store Operator	National	MENA

+ Add Role

Cancel UPDATE

- Once all the changes have been made, you can click on the **UPDATE**. The user profile details will be updated and the user will get an email if *Email Alerts* is selected for the user.

4.3.3 Activate/Deactivate User Profile

To activate/deactivate user profile,

- Click the Edit button on the User Listing page.
- You can toggle the Active button, to deactivate the user.
- Click the Update button to save the changes. Once the user is deactivated, the user can't log in to the application.

The image displays two side-by-side screenshots of a user management interface. Both screenshots show a user profile for 'stocktest984@gmail.com (Micheal Geaney)' with a status of 'Active'. The interface includes a header with the user's name and role, a section for 'Last Modified' information, and a list of roles. The 'Active' toggle switch is highlighted with a red dashed box in both screenshots. The left screenshot shows the toggle switch turned on (green), while the right screenshot shows it turned off (grey). Both screens also feature a 'Cancel' button and an 'UPDATE' button at the bottom.

- d. To activate the user, navigate to the Inactive tab and edit the desired user.
- e. Click the toggle button. The user will be reactivated in the application.

5 Functional Overview: COAdmin (Country Admin)

5.1 About COAdmin

As a country admin, you are responsible for an individual country. Within your assigned country, you will be able to create and maintain other Country Admins for your country, Sub-National Admins, and Store Operators. You must enter the country programme data for the year. You also must enter the population, demographics, coverage, & storage capacity data for each store in the country.

You can add country-specific products to the master data (but you will not be able to edit the global master data).

You can also generate reports for your country.

5.2 Programme Data

The SMT allows the Country Admin to maintain the key programmatic information yearly. Programmatic data includes vaccines, diluents & supplies to be used, quantities needed, coverage expected, defining the recipient stores, and the dry/cold chain storage facilities within these stores, and more.

This information is utilized by SMT for reporting purposes at all levels within the same country and also to guide transactional activities e.g. a user can only log an arrival for a vaccine that was included in the programme data.

When you are logged in as a COAdmin, Programme Data page is displayed by default. The Exchange Rate is a mandatory field that can be entered and saved.

SMT

Angola

Programme Data

Store Data

Users

Master Data

Reports

JP

Jyoti Patil

Country Admin

Exchange Rate (1 USD) =

Currency INR











Rate 75

National Immunization Programme Targets & Expectations

Select Year 2021







Routine Vaccinations

ADD

Vaccine Name	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastages Rates	Administration Type	Dilution-Syringes	Supply Interval(weeks)	Safety Stock(weeks)	Lead Time(weeks)	Actions
Yellow fever	10	Adolescent Girls	70	10	30	ADS_0.05ml	Safety boxes 10litres	10	10	10	 
Yellow fever	2	Adolescent Girls	98	10	20	Oral	RUPF Syringes 5ml for dilution	14	8	6	 
Diluents Measles	2	Surviving Infants	98	10	98	ADS_0.05ml	RUPF Syringes 2ml for dilution	12	8	6	 
Tetanus Toxoid	3	Adolescent Girls	98	4	20	ADS_0.1ml_en	RUPF Syringes 5ml for dilution	20	8	10	 
Hepatitis B	3	pregnant women_en	99	5	50	ADS_0.1ml_en	Safety boxes 5litres	8	12	8	 





Supplementary Vaccinations

ADD

Vaccine Name	No. Of Rounds	Presentation	Wastages Rates	Administration Type	Dilution-Syringes	Actions
Yellow fever	3	5	20	No(combo)	Safety boxes 15litres	 
BCG	2	10	50	ADS_0.1ml_en	Syringes 10ml for dilution	 
Tetanus Toxoid	3	4	50	Nasal	RUPF Syringes 10ml for dilution	 

Other Child Survival Interventions

ADD

Product Name	Units/Target	Target Groups%	Coverage Expected%	Presentation	Wastages Rates	Administration Type	Actions
Albendazole (400-mg tablets)	2	50	98	400	20	Oral	 
RUPF Syringes 2ml for dilution	20	60	95	100	85	ADS_0.05ml	 

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The Programme Data has 3 sections that have Add Row button available:

5.2.1 Routine Vaccinations:

In this section, you can enter the list of vaccines used for routine EPI (Expanded Programme on Immunization).

SMT

Angola

Programme Data

Store Data

Users

Master Data

Reports

JP

Jyoti Patil

Country Admin

Exchange Rate (1 USD) =

Currency INR











Rate 75

National Immunization Programme Targets & Expectations

Select Year 2021

Routine Vaccinations

ADD

Vaccine Name	Doses/Target	Target Groups	Coverage Expected%	Presentation	Wastages Rates	Administration Type	Dilution-Syringes	Supply Interval(weeks)	Safety Stock(weeks)	Lead Time(weeks)	Actions
Yellow fever	1	Surviving Infants	86	10	10	ADS_0.5ml	RUPF Syringes 5ml for dilution	6	3	8	 
Yellow fever	10	Adolescent Girls	70	10	30	ADS_0.05ml	Safety boxes 10litres	10	10	10	 
Yellow fever	2	Adolescent Girls	98	10	20	Oral	RUPF Syringes 5ml for dilution	14	8	6	 
Diluents Measles	2	Surviving Infants	98	10	98	ADS_0.05ml	RUPF Syringes 2ml for dilution	12	8	6	 
Tetanus Toxoid	3	Adolescent Girls	98	4	20	ADS_0.1ml_en	RUPF Syringes 5ml for dilution	20	8	10	 

5 rows < 1-5 of 5 >

To add a new routine vaccine, click **ADD** button. A new window will be displayed in which you can enter the below data. Once you add all the information, you can click the **SAVE** button to add a new row in routine vaccinations.

Add new routine vaccinations

Vaccine Name *	Doses/Target *	Target Groups *
Yellow fever	1	Surviving Infants
Coverage Expected% *	Presentation *	Wastages Rates *
86	10	10
Administration Type *	Dilution-Syringes *	Supply Interval(weeks) *
ADS_0.5ml	RUPF Syringes 5ml for dilution	6
Safety Stock(weeks) *	Lead Time(weeks) *	
3	8	

SAVE

- Vaccine Name*:** You must select the vaccine from the dropdown which is based on vaccine master data set by SDAdmin.
- Doses/Target*:** You must indicate the number of doses per target in the national immunization schedule.
- Target Groups*:** You must select from the dropdown that lists the target population which is based on data set by SDAdmin.
- Coverage Expected %*:** You must indicate the targeted immunization coverage % for the current year. You can enter the only number which is between 0-100.
- Presentation*:** You must indicate the presentation of the vaccine (doses/vial or prefilled device). This is a dropdown based on master data and selected vaccine.
- Wastage Rates*:** You must indicate the expected vaccine wastage rate in %.
- Administration Type*:** You must indicate the mode of administration of the vaccine: Oral, Nasal, or Injection. For injection, you can indicate the type of injection equipment: ADS_0.05ml, ADS_0.5ml, etc.
- Dilution-Syringes:** You can indicate the type of syringe used for reconstitution of the vaccine (if required). This dropdown shows only the product names which have "Safe Injection Equipment type" as a Product Type in supplies master data. Also, this field is mandatory only when you have selected the type of Formulation as Lyophilized vaccines.
- Supply Interval (Weeks)*:** You must indicate the maximum stock for each vaccine from 1-52.
- Safety Stock (Weeks)*:** You must indicate the minimum stock for each vaccine from 1-52.
- Lead Time (Weeks)*:** You must indicate the lead time between order and the receipt of vaccine for each level from 1-52.
- Actions:**
 - Edit:** You can click the Edit button to edit the vaccine information. Once this button is clicked, a new pop-up is displayed like below. You can change the needed fields and click the UPDATE button. The updated information will be saved.
 - Delete:** You can delete any vaccine from Programme Data by clicking the delete button.

Edit routine vaccinations

Vaccine Name *	Doses/Target *	Target Groups *
Rabies vaccine	10	Adolescent Girls
Coverage Expected% *	Presentation *	Wastages Rates *
99	1	30
Administration Type *	Dilution-Syringes	Supply Interval(weeks) *
Oral	Safety boxes 5litres	6
Safety Stock(weeks) *	Lead Time(weeks) *	
6	6	

UPDATE

5.2.2 Supplementary Vaccinations

In this section, you can enter the list of vaccines used for supplementary vaccinations.

Supplementary Vaccinations						
Vaccine Name	No. Of Rounds	Presentation	Wastages Rates	Administration Type	Dilution-Syringes	Actions
Polio inactivated	10	2	15	Nasal		 

To add a new supplementary vaccine, click **ADD** button.

A new window will be displayed in which you can enter the below data. Once you add all the information, you can click the **SAVE** button to add a new row in supplementary vaccinations.

Add new supplementary vaccinations

Vaccine Name *	No. Of Rounds *	Presentation *
Hepatitis B	10	5
Wastages Rates *	Administration Type *	Dilution-Syringes
20	ADS_0.05ml	Sdilution_2ml

SAVE

- Vaccine Name*:** You must enter the vaccine used for supplementary vaccinations.
- No. of Rounds*:** You must indicate the number of dosage rounds planned for the vaccine during the year.
- Presentation*:** You must indicate the presentation of the vaccine (doses/vial or prefilled device). This is a dropdown based on master data and selected vaccines.
- Wastage Rates*:** You must indicate the expected vaccine wastage rate in %.

5. **Administration Type***: You must indicate the mode of administration of the vaccine: Oral, Nasal, or Injection. For injection, you can indicate the type of injection equipment: ADS_0.05ml, ADS_0.5ml, etc.
6. **Dilution-Syringes**: You can indicate the type of syringe used for reconstitution of the vaccine (if required). This dropdown shows only the product names which have "Safe Injection Equipment type" as a Product Type in supplies master data. Also, this field is mandatory only when you have selected the type of Formulation as Lyophilized vaccines.
7. **Actions**:
 1. **Edit**: You can click the Edit button to edit the vaccine information. Once this button is clicked, a new pop-up is displayed like below. You can change the needed fields and click the UPDATE button. The updated information will be saved.
 2. **Delete**: You can delete any vaccine from Programme Data by clicking the delete button.

Edit supplementary vaccinations

×



Vaccine Name *	No. Of Rounds *	Presentation *
Hepatitis B	12	5
Wastages Rates *	Administration Type *	Dilution-Syringes
20	ADS_0.05ml	Sdilution_2ml

UPDATE

5.2.3 Other Child Survival Interventions

In this section, you can enter the list of vaccines used for other child survival interventions.

To add a new “other child survival intervention” vaccine, click on the *ADD* button. A new window will be displayed in which you can enter the below data. Once you add all the information, you can click the *SAVE* button to add a new row in other child survival interventions.

Other Child Survival Interventions							ADD
Product Name	Units/Target	Target Groups%	Coverage Expected%	Presentation	Wastages Rates	Administration Type	Actions
Rectangular ITN (160x180x150)	100	100	100	100	9	No(combo)	 

Add new child survival interventions

×

Product Name *

Mebendazole (500-mg tablets) ▼

Units/Target *

10

Target Groups% *

80

Coverage Expected% *

90

Presentation *

500 ▼

Wastages Rates *





10

Administration Type *

ADS_0.5ml ▼

SAVE

1. **Product Name***: You must enter the vaccine used for supplementary vaccinations.
2. **Units/Target***: You must indicate the number of units planned to be administered to each target user in the year.
3. **Target Groups%**: You must indicate the percentage of the population being targeted with this intervention.
4. **Coverage Expected%**: You must indicate the expected coverage percentage within the target group.
5. **Presentation***: You must indicate the presentation of the product (doses/vial or prefilled device). This is a dropdown based on master data and selected vaccine.
6. **Wastage Rates***: You must indicate the expected product wastage rate in %.
7. **Administration Type***: You must indicate the mode of administration of the product: Oral, Nasal, or Injection. For injection, you can indicate the type of injection equipment: ADS_0.05ml, ADS_0.5ml, etc.
8. **Actions**:
 1. **Edit**: You can click the Edit button to edit the vaccine information. Once this button is clicked, a new pop-up is displayed like below. You can change the needed fields and click the UPDATE button. The updated information will be saved.
 2. **Delete**: You can delete any product from Programme Data by clicking the delete button.

Other Child Survival Interventions							ADD
Product Name	Units/Target	Target Groups%	Coverage Expected%	Presentation	Wastages Rates	Administration Type	Actions
Mebendazole (500-mg tablets)	10	80	90	500	10	ADS_0.5ml	 
Rectangular ITN (160x180x150)	100	100	100	100	9	No(combo)	 

Edit child survival interventions

Product Name *

Mebendazole (500-mg tablets) ▼

Units/Target *

12

Target Groups% *

80

Coverage Expected% *

90

Presentation *

500 ▼

Wastages Rates *

10

Administration Type *

ADS_0.5ml ▼

UPDATE

5.3 Global Master Data

As a COAdmin, you can view the master data set by SDAdmin in the Master Data tab.

You can access the Master Data tab once you log in to the application:

SMT

Burkina Faso

Programme Data

Store Data

Users

Master Data

Reports

JP

Jyoti Patil

Country Admin

Vaccines

Supplies

Producers

Global Vaccines

Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed Vol	Pr
CoviShield	CS-eng	Vaccine	Liquid-en1	ID-en	10	1000		10
Tetanus Toxoid	TT	Vaccine	Liquid & Liquid	ID-en	45	45	45	34
Diluents Meningitis A/C	dil_MV_A/C-en	Diluent	Lyophilized	SC	na		10	2
DTP-HepB-Hib liquid	DTP-HepB-Hib-en	Vaccine	Liquid-en1	IM	1	14.6		2.3
Diluents Measles	Measles-en	Vaccine	Lyophilized	SC	5	5.2	7	3.2

5 rows

<

>

1-5 of 147

The Global Master Data will not be editable for you. You can view all the details about vaccines in the Vaccines tab, supplies in the Supplies tab, and producers in the Producers tab.

You can navigate to the next pages to view the desired item or search using the filter available in the top row.

5.4 Country specific Master Data

As a COAdmin, you can add country-specific master data in the Master Data tab. When you open the Master Data tab, you can view the “Country Specific Vaccines” table at the bottom of the Vaccines tab. Similar tables will also be available in the Supplies and Producers tab to add country-specific supplies and country-specific producers.

If you add any vaccines/supplies/producers in the country-specific section, these won’t be available to any other country; however, these will be available to all the users within your country.

The screenshot shows the SMT (Supply Management Tool) interface for Burkina Faso. The top navigation bar includes tabs for Programme Data, Store Data, Users, Master Data, and Reports. The Master Data tab is selected, and the Vaccines section is active. The interface displays two tables: Global Vaccines and Country Specific Vaccines. The Country Specific Vaccines section is highlighted with a dashed orange box, and an ADD button is visible next to it.

Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed Vol	Price/Vol
CoviShield	CS-eng	Vaccine	Liquid-en1	ID-en	10	1000		10
Tetanus Toxoid	TT	Vaccine	Liquid & Liquid	ID-en	45	45	45	34
Diluents Meningitis A/C	dil_MV_A/C-en	Diluent	Lyophilized	SC	na		10	2
DTP-HepB-Hib liquid	DTP-HepB-Hib-en	Vaccine	Liquid-en1	IM	1	14.6		2.3
Diluents Measles	Measles-en	Vaccine	Lyophilized	SC	5	5.2	7	3.2

Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed Vol	Price/Vol
Covaxin	Covaxin-en	Vaccine	Liquid-en1	IM	20	10000		200
CoviShield	CoviShield-en	Vaccine	Liquid-en1	IM	10	10000		100

5.4.1 Add Vaccines: Country Specific

To add a country-specific vaccine,

- Navigate to the Master Data → Vaccines.
- Click the **ADD** button in the Country Specific Vaccines section.







A new window will be displayed in which you can enter the below data. Once you add all the information, you can click the **SAVE** button to add a new row in country-specific vaccines.

Add new vaccine

Vaccine Name *		
Swine Flu		
Designation in English *	Designation in French *	
H1N1-en	H1N1-Fr	
Product type *	Formulation *	Administration Mode *
Vaccine	Liquid-en	Nasal-en
Presentation *	Vaccine Packed Vol	Diluent Packed Vol
10	100	
Price/Vial (\$) *	Price/Dose (\$) *	Comments
100	10	Sample comments

SAVE

- Vaccine Name***: You must specify the vaccine name.
- Designation in English***: You must enter the shortened vaccine name in English.
- Designation in French***: You must enter the shortened vaccine name in French.
- Product Type***: You must specify the product type between Vaccine and Diluents.
- Formulation***: This is the consistency of the vaccine. You must choose from:
 - Liquid
 - Lyophilized
 - Liquid & Lyophilized
 - Liquid & Liquid
- Administration Mode***: You must specify how the vaccine is administered to the receiver. You must choose from:
 - ID
 - IM
 - Nasal
 - Oral
 - SC
- Presentation***: You must specify the no. of doses in a vial. This can be a number or text.
- Vaccine Packed Vol**: You can specify the volume of each vaccine dose expressed in cm3 per dose.
- Diluent Packed Vol**: You can specify the volume of each diluent dose expressed in cm3 per dose. This only needs to be filled for Lyophilized vaccines which need to be diluted.
- Price/Vial(\$)***: You must specify the price per vial in USD. Please note that a vial contains multiple doses.
- Price/Dose(\$)***: You must specify the price per dose in USD.
- Comments**: You can enter any comments related to the vaccine.

Country Specific Vaccines								ADD
Vaccine Name	Designation	Product type	Formulation	Administration Mode	Presentation	Vaccine Packed Vol	Diluent Packed Vol	Actions
Swine Flu	H1N1-en	Vaccine	Liquid-en1	Nasal	10	100		 
Covaxin	Covaxin-en	Vaccine	Liquid-en1	IM	20	10000		 
Covishield	Covishield-en	Vaccine	Liquid-en1	IM	10	10000		 

20 rows | 1-3 of 3

- c. You can also edit or delete the country-specific vaccine as per need basis by clicking on the Edit and Delete buttons in the same row.

5.4.2 Add Supplies: Country Specific

To add a country-specific supply,

- Navigate to Master Data → Supplies
- Click on the **ADD** button in the Country Specific Supplies section.

SMT

Burkina Faso

Programme Data

Store Data

Users

Master Data

Reports

JP

Jyoti Patil

Country Admin

Vaccines

Supplies

Producers

Global Supplies

Product Name	Designation	Product type ↑	Presentation	Packed Vol	Packed Weight	Price/Unit (\$)	Freight %
AD Syringes 0.5ml	ADS_0.5ml	Safe Injection Equipment	100	56.57	5.67	0.0063	30
Sdilution_10ml	Sdilution_10ml	Safe Injection Equipment	11	100	10	9	2
Sdilution_5ml	Sdilution_5ml	ITN / Bednet	10	100	10	60	10
Sdilution_2ml	Sdilution_2ml	Safe Injection Equipment	10	100	110	19	10
Rectangular ITN (190x180x150)	Rectangular ITN (190x180x150)-en	ITN / Bednet	50	2840	617	4.88	30

5 rows

< > 1-5 of 30 > >|

Country Specific Supplies

ADD

Product Name	Designation	Product type	Presentation	Packed Vol	Packed Weight	Price/Unit (\$)	Freight %	Total Price (\$)	Actions
No records to display									

5 rows

< > 0-0 of 0 > >|

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A new window will be displayed in which you can enter the below data. Once you add all the information, you can click the **SAVE** button to add a new row in country-specific supplies.

Add new supply

Product Name *
AD Syringes 0.09ml

Designation in English *
ADS_0.09ml

Designation in French *
ADS_0.09ml-fr

Product type *
Safe Injection Equipment

Presentation *
10

Packed Vol *
100

Packed Weight *
100

Price/Unit (\$) *
100



Freight % *
10

Total Price (\$) *
110.0000

SAVE

- **Product Name*:** You must specify the full name of the product.
- **Designation in English*:** You must specify the shortened name for the product in English.
- **Designation in French*:** You must specify the shortened name for the product in French.
- **Product Type*:** You must select from the dropdown defining the type of supply. You can choose from:
 - Safe Injection Equipment
 - ITN (Bednet)
 - Vitamin & Deworming
 - Other Supplies
- **Presentation*:** You must specify the number of units of the product per box.
- **Packed Vol*:** You must specify the volume per unit expressed as cm3/unit.
- **Packed Weight*:** You must specify the weight per unit expressed as grams/unit.
- **Price/Unit(\$)*:** You must specify the price per unit in USD.
- **Freight %*:** You must specify the freight percentage of Price/Unit in USD.
- **Total Price (\$)*:** This is auto-calculated. The formula takes into consideration the Price/Unit and the freight percentage of Price/Unit. (Price/Unit + Freight % converted into a number)

c. The newly added supply is always displayed at the top:

Product Name	Designation	Product type	Presentation	Packed Vol	Packed Weight	Price/Unit (\$)	Freight %	Total Price	Actions
AD Syringes 0.09ml	ADS_0.09ml	Safe Injection Equipment	10	100	100	100	10	110	 

5 rows

- d. You can also edit or delete the country-specific supply as per need basis by clicking Edit and Delete buttons in the same row.

5.4.3 Add Producers: Country Specific

To add a country-specific producer,

- Navigate to Master Data → Producers.
- Click the **ADD** button in the Country Specific Producers section.

SMT
Burkina Faso

Programme Data | Store Data | Users | **Master Data** | Reports

JP Jyoti Patil
Country Admin

Vaccines | Supplies | **Producers**

Global Producers

Producer Name	Producer type	Country	Initials	Actions
biogen	Safe Injection Equipment	Belgium	Test	
Bio Farma, Indonesia	Vaccines	Indonesia	Bio Farma	
Hindustan Syringes & Medical Devices Ltd.	Safe Injection Equipment	India	Hindustan Syringes	
Panacea Biotec	Vaccines	India	Panacea	
PT.Tonnindo Eramulya	Safe Injection Equipment	Indonesia	Tonninko	

5 rows | 1-5 of 47

Country Specific Producers

ADD

Producer Name	Producer type	Country	Initials	Actions
No records to display				

5 rows | 0-0 of 0

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A new window will be displayed in which you can enter the below data.

Add new Producer

Producer Name *
Zydus Cadila

Producer type *
Vaccines

Country *
India

Initials *
ZC



SAVE

Once you add all the information, you can click the **SAVE** button to add a new row in country-specific producers:

- Producer Name***: You must specify the full name of the product.
- Producer Type***: You must choose from Vaccines and Safe Injection Equipment.
- Country***: You must choose the country of the producer.

- **Initials***: You must specify the initials for the producer.

The newly added producer is always displayed at the top:

Producer Name	Producer type	Country	Initials	Actions
<input type="text"/>			<input type="text"/>	
Zydus Cadila	Vaccines	India	ZC	 

5 rows |< < 1-1 of 1 > >|

- You can also edit or delete the country-specific producer as per need basis by clicking Edit and Delete buttons in the same row.

5.5 Store Data

A store refers to the building where vaccines & supplies are stored. The Initial store creation is the responsibility of the Country Admin.

After the initial store setup, a sub-national admin in your country will be able to edit and maintain the details for their sub-national store and lowest distribution level stores within their assigned sub-national region.

The Store Operator of a particular store should be able to add the storage equipment details for their store only. However, they should also be able to see (in read-only) the storage capacity as entered by COAdmin and the Supply Interval, Safety Stock, and Lead Times values for their store also.

5.5.1 Store Hierarchy

When you are entering the initial data, you need to enter the names for each of the stores and assign each store to a level within the country.

To access the Store Hierarchy,

- Navigate to Store Data → Store Hierarchy.

SMT Yemen					
Programme Data		Store Data	Users	Master Data	Reports
Jyoti Patil Country Admin					
Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time					
Enter the child of each store below to build the hierarchy					Select Year 2021
	National	Sub National	Lowest Distribution Level	Online/Offline	Actions
	Yemen			Online	+
▼		Shabwah		Online	+ ✎ 🗑
			Al Bayda	Online	✎ 🗑
			Ataq	Online	✎ 🗑
▼		Amanat Al Asimah		Online	+ ✎ 🗑
			Aden	Online	✎ 🗑
			Sanaa	Online	✎ 🗑

- As a COAdmin, you can create Sub-National level stores and Lowest Distribution Level stores.
- To add the SN level store, click the + icon in front of the country name. A new pop-up will be displayed.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time					
Enter the child of each store below to build the hierarchy					Select Year 2021
	National	Sub National	Lowest Distribution Level	Online/Offline	Actions
	Yemen			Online	+
▼		Shabwah		Online	+

- Choose if you want to add an SN level or Lowest Distribution Level in the Type field. If you choose an SN level, you can further add LDL to it. If you choose an LDL, it will be directly added under the national level. Select SN level, enter the name and choose if the given store is online/offline.
If you mark any store as Offline, then the Store Operator of that store will be required to use the desktop application.
- Once all the information is entered, click on the **CREATE**.

Add New Store

×

Type *

Name *

Online/Offline *

SubNational

Aden

Online

CREATE

- f. A new store will be created and displayed under the country. If you want to make any changes in the created store, click the Edit button and update the necessary fields.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time					
Enter the child of each store below to build the hierarchy				Select Year	2021
National	Sub National	Lowest Distribution Level	Online/Offline	Actions	
Yemen			Online	+	
	Aden		Online	+ ✎ 🗑	

- g. To add an LDL under SN level / National level, click the + button against the store name.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time					
Enter the child of each store below to build the hierarchy				Select Year	2021
National	Sub National	Lowest Distribution Level	Online/Offline	Actions	
Yemen			Online	+	
	Aden		Online	+ ✎ 🗑	
▼	Shabwah		Online	Add New LDL Store	

- h. The Type is default as “Lowest Distribution Level” as we can’t add any other level under a Sub National store. You can enter the Name and Online/Offline and click CREATE.

Add New LDL Store

Type *

Name *

Online/Offline *

Lowest Distribution L...

Crater

Online

CREATE

The LDL store will be created and displayed under the SN level. Similarly, you can create as many stores as you need using the same steps.

Store Hierarchy	Population & Demographics	Storage Capacity	Vaccine Coverage	Stock Levels & Lead Time
Enter the child of each store below to build the hierarchy				
Select Year 2021				
National	Sub National	Lowest Distribution Level	Online/Offline	Actions
Yemen			Online	+
▼	Aden		Online	+ ✎ 🗑
		Crater	Online	✎ 🗑

5.5.2 Population & Demographics

As a COAdmin, you can enter the population & demographics for your country.

To update/access the Population & Demographics,

- Navigate to Population & Demographics after your login.

Store Hierarchy	Population & Demographics			Storage Capacity	Vaccine Coverage	Stock Levels & Lead Time					
Enter the population and demographic details for each store:										Select Year	2021
	Store Name/Reason			Total Population *	Surviving Infants *	Adolescent Girls *	Live Births *	Supplementary Vaccinations		Actions	
	National	Sub National	Lowest Distribution Level					Hepatitis B *	Polio Inactivated *		
		<div><div></div></div>	<div><div></div></div>								
	Yemen			29000000	5000000	1000000	1000000		1000000	<div></div>	
▼		Aden								<div></div>	
			Crater							<div></div>	
▼		Shabwah		470440	100000	100000	100000		100000	<div></div>	
			Al Bayda	577000	100000	200000	50000		100000	<div></div>	
			Ataq	100000	10000	10000	10000		10000	<div></div>	
▼		Amanat Al Asimah		900000	100000	50000	100000		100000	<div></div>	
			Sanaa	4500000	1000000	100000	100000		100000	<div></div>	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the population for each level.
- c. To add/update the population, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Population & Demographics

Yemen

Total Population *

29000000

Routine Vaccinations:

Surviving Infants *	Adolescent Girls *	Live Births *
5000000	1000000	1000000

Supplementary Vaccinations:

Hepatitis B *	Polio inactivated *
	1000000

SAVE

- d. You can enter the Total Population, Routine Vaccination's population for each target group, and Supplementary Vaccination's target groups added in Programme Data and click SAVE. All the fields are mandatory.
Similarly, you can enter the population for each store within your country. If there is a SNAdmin associated with the SN region, s(h)e will also have the access to edit the same.

5.5.3 Storage Capacity

As a COAdmin, you can enter the storage capacity for each temperature within your country.

To add the storage capacities,

- a. Navigate to the Storage Capacity tab after logging in.

SMT
Yemen

Programme Data Store Data Users Master Data Reports

JP Jyoti Patil
Country Admin

Store Hierarchy Population & Demographics **Storage Capacity** Vaccine Coverage Stock Levels & Lead Time

Enter the storage capacity for each store in litres Select Year 2021

Store Name/Reason			Temperature				Actions
National	Sub National	Lowest Distribution Level	+5 Capacity	-20 Capacity	-70 Capacity	Ambient Capacity	
Yemen			100000	100000	100000	100000	
▼	Aden						
		Crater					
▼	Shabwah		10000	10000	10000	10000	
		Al Bayda	90	90	90	90	
		Ataq	80	80	80	80	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the Storage Capacity for each level.
- c. To add/update the capacity, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Storage Capacity ✕

Yemen

+5 Capacity *	-20 Capacity *	-70 Capacity *	Ambient Capacity *
100000	100000	100000	100000

SAVE

- d. You can enter the Total Capacity for each +5, -20, -70, and Ambient. All the fields are mandatory.
Similarly, you can enter the capacities for each store within your country. If there is a SNAdmin associated with the SN region, s(h)e will also have the access to edit the same.

5.5.4 Vaccine Coverage

As a COAdmin, you can enter the vaccine coverage (%) for each routine vaccine within your country.

To add the vaccine coverage,

- a. Navigate to the Vaccine Coverage tab after logging in.

SMT
Yemen

Programme Data Store Data Users Master Data Reports

Store Hierarchy Population & Demographics Storage Capacity **Vaccine Coverage** Stock Levels & Lead Time

Enter the planned coverage % per vaccine for each store Select Year **2021**

	Store Name/Reason			Routine Vaccinations			Action
	National	Sub National	Lowest Distribution Level	Yellow fever	Rabies vaccine	Human Papillomavirus vaccine	
	Yemen			90	90	90	
▼		Aden					
			Crater				
▼		Shabwah		85	95	90	
			Al Bayda	60	70	80	
			Ataq	87	76	80	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the Vaccine Coverage for each level.
- c. To add/update the coverage, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Vaccine Coverage ✕

Yemen

Routine Vaccinations:

Yellow fever *	Rabies vaccine *	Human Papillomavirus vaccine *
<input type="text" value="90"/>	<input type="text" value="90"/>	<input type="text" value="90"/>

SAVE

- d. You can enter the vaccine coverage in % for all the routine vaccines here. All the fields are mandatory.
Similarly, you can enter the coverage for each store within your country. If there is a SNAdmin associated with the SN region, s(h)e will also have the access to edit the same.

5.5.5 Stock Levels & Lead Time

As a COAdmin, you can enter the stock levels and lead time for your country.

To add the stock levels and lead time,

- a. Navigate to the Store Data → Stock Levels & Lead Time tab after logging in.

SMT

Burkina Faso

Programme Data

Store Data

Users

Master Data

Reports

JP

Jyoti Patil

Country Admin

Store Hierarchy

Population & Demographics

Storage Capacity

Vaccine Coverage

Stock Levels & Lead Time

Enter the stock levels and lead times for each level

Select Year2021

Store Type	Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
National (Supplies Only)	6	6	6	
Sub National	8	8	8	
Lowest Distribution Level	8	8	8	

Enter the stock levels and lead times for each store

Store Name/Reason			Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
	National	Sub National				
	Burkina Faso		6	6	6	
▼		Oubritenga	8	8	8	
		Zitenga	8	8	8	
▼		Zoundweogo	8	8	8	
		Bere	8	8	8	
▼		Namentenga	8	8	8	
		Boulssa	8	8	8	
▼		Kadiogo	8	8	8	
		Ouagadougou	8	8	8	

50 rows < 1 >

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- b. There are two sections displayed on the page:
- Country / Sub National / Lowest Distribution Level: In this section, you can enter generic supply interval, safety stock, and lead times for each level. Whatever is entered here, is taken as a guideline for each store within the country.
To add/update the details, click the Edit button in the Actions column. A new pop-up is displayed in editable mode. Please note that you can enter only values from 1-52.
Once the details are added, you can either click the Save button to save the new values or click Cancel if you don't want to save the data.

Enter the stock levels and lead times for each level

Store Type	Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
National (Supplies Only)	12	8	9	
Sub National	8	8	8	
Lowest Distribution Level	8	8	8	

- b. In this section, you can enter level-wise stock levels & lead times. On the left side of the page, you can see the store hierarchy built by you earlier. On this

screen, you will be able to edit the supply intervals, safety stock, and lead time for each store.

- c. To add/update the details, click the Edit button in the Actions column. A new pop-up is displayed in editable mode. Please note that you can enter only values from 1-52.
- d. Once the details are added, you can either click the Save button to save the new values or click Cancel if you don't want to save the data.

Enter the stock levels and lead times for each store

Store Name/Reason				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
National	Sub National	Lowest Distribution Level					
Burkina Faso				12	8	9	
▼	Ouhritenga	Zitenga		8	8	8	
▼	Zoundweogo			8	8	8	
▼	Namentenga	Bere		8	8	8	
▼		Boulssa		8	8	8	
▼	Kadiogo			8	8	8	

5.6 User Management

As a COAdmin, you can perform the following operations on users:

- a. create country-specific users.
- b. manage country-specific users.
- c. activate/inactivate country-specific users.

You can view the Users page as a home page after login. The Users page has the following tabs available:

- a. **Active:** all active users can be viewed from here
- b. **Inactive:** all inactive users can be viewed from here
- c. **All Users:** all users (active and inactive) can be viewed from here

SMT Burkina Faso

Programme Data Store Data **Users** Master Data Reports

Jyoti Patil Country Admin

Active (2) Inactive (0) All Users (2) [CREATE NEW USER](#)

All active users can be viewed/edited here.

	Status	First Name	Last Name	Email	Role	Region	Country	Sub-National	Actions
▼		Jyoti	Patil	jyoti.patil@e-zest.in	Role (2)	WCAR	Burkina Faso		
		Jyoti	Patil	jyoti.patil@e-zest.c...	Store Operator	WCAR	Burkina Faso	Namentenga	

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5.6.1 Create User Profile

As a COAdmin, you can create another COAdmin, SNAdmin, and Store Operator within your country. The user profile creation remains the same as explained [here](#) with the only difference being that you can create users within your country only.

5.6.2 Manage User Profile

As a COAdmin, you can manage the user profiles within your country as explained [here](#).

5.6.3 Activate/Deactivate User Profile

As a COAdmin, you can activate/deactivate the user profiles within your country as explained [here](#).

5.7 Reports

As a COAdmin, you can view the reports for all the stores within your country.

You can check the details about all the reports [here](#).

6 Functional Overview: SNAdmin (Sub-National Admin)

6.1 About SNAdmin

As a SNAdmin, you are responsible for a province/state in a country. Within your assigned country and province/state, you will be able to create and maintain other Sub-National Admins and Store Operators for your province/state. You will also be able to maintain the data for the stores within your province/state. You will also be able to generate reports for your province/state.

6.2 Store Data

The initial store setup is done by COAdmin. As a sub-national admin for a sub-national region, you will be able to edit and maintain the details for their sub-national store and district stores within your assigned sub-national region.

The Store Operator of a particular store should be able to add the storage equipment details for their store only. However, they should also be able to see (in read-only) the storage capacity as entered by you and the Supply Interval, Safety Stock, and Lead Times values for their store also.

6.2.1 Store Hierarchy

When you are entering the initial data, you need to enter the names for each of the stores.

To access the Store Hierarchy,

- a. Navigate to Store Data → Store Hierarchy.

SMT
Burkina Faso

Store Data Users Reports

Jyoti Patil
Sub-National Admin

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time

Enter the child of each store below to build the hierarchy Select Year 2021

	National	Sub National	Lowest Distribution Level	Online/Offline	Actions
	Burkina Faso			Online	
▼		Namentenga		Online	+ ✎
			Boulsa	Online	✎ 🗑

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- As a SNAdmin, you can create Lower Distribution Level stores.
- To add a new LDL store, click the + icon in front of the sub-national region name. A new pop-up will be displayed.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time

Enter the child of each store below to build the hierarchy Select Year 2021

	National	Sub National	Lowest Distribution Level	Online/Offline	Actions
	Burkina Faso			Online	
▼		Namentenga		Online	+ ✎
			Boulsa	Online	Add New LDL Store

- As you can only create LDL stores, the Type field is disabled for you. You can enter the name and choose if the given store is online/offline.
If you choose any particular store as Offline, then only the Store Operators will be able to use the desktop app.
- Once all the information is entered, click CREATE.

Add New LDL Store ✕

Type * Lowest Distribution L...

Name * Boala

Online/Offline * Online

CREATE

- f. A new store will be created and displayed under the sub-national region. If you want to make any changes in the created store, click the Edit button and update the necessary fields.

Store Hierarchy					
Population & Demographics					
Storage Capacity					
Vaccine Coverage					
Stock Levels & Lead Time					
Enter the child of each store below to build the hierarchy					Select Year 2021
National	Sub National	Lowest Distribution Level	Online/Offline	Actions	
Burkina Faso			Online		
▼	Namentenga		Online	+	
		Boala	Online	✎	
		Boulssa	Online	✎	

The LDL store will be created and displayed under the SN level. Similarly, you can create as many stores as you need using the same steps. You can also delete any store if it's not in use. You just need to make sure that there is no Store Operator assigned to the store that you want to delete. The system won't allow you to delete if there's a store operator associated with it.

6.2.2 Population & Demographics

As a SNAAdmin, you can enter the population & demographics for your sub-national region.

To update/access the Population & Demographics,

- a. Navigate to Population & Demographics after you log in.

Store Hierarchy								
Population & Demographics								
Storage Capacity								
Vaccine Coverage								
Stock Levels & Lead Time								
Enter the population and demographic details for each store:								Select Year 2021
Store Name/Reason			Total Population*	Surviving Infants*	Adolescent Girls*	Pregnant Women*	Supplementary Vaccinations	Actions
National	Sub National	Lowest Distribution Level					IPV-en*	
Burkina Faso			10000	2000		2000	2000	✎
▼	Namentenga		4000	2000		1000	1000	✎
		Boala						
		Boulssa	6900	1909		2876	1000	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the population for each level.
- c. To add/update the population, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Population & Demographics

Boala

Total Population *
10000

Routine Vaccinations:

Surviving Infants *

Adolescent Girls *

Pregnant Women *

2000

3000

2000

Supplementary Vaccinations:

IPV-en *
3000

SAVE

- d. You can enter the Total Population, Routine Vaccination's population for each target group, and Supplementary Vaccination's target groups added in Programme Data and click SAVE. All the fields are mandatory.
- Similarly, you can enter the population for each store within your sub-national region. If there is another SNAdmin associated with the same SN region, s(h)e will also have the access to edit the same.

Burkina Faso			10000	2000		2000	2000	
	Namentenga		4000	2000		1000	1000	
		Boala	10000	2000	3000	2000	3000	
		Boulssa	6900	1909		2876	1000	

6.2.3 Storage Capacity

As a SNAdmin, you can enter the storage capacity for each temperature within your sub-national region.

To add the storage capacities,

- a. Navigate to the Storage Capacity tab after logging in.

Store Hierarchy
Population & Demographics
Storage Capacity
Vaccine Coverage
Stock Levels & Lead Time

Enter the storage capacity for each store in litres
Select Year 2021

Store Name/Reason				Temperature				Actions
National	Sub National	Lowest Distribution Level		+5 Capacity*	-20 Capacity*	-70 Capacity*	Ambient Capacity*	
Burkina Faso				4000	1000	1000	4000	
	Namentenga			1000	1000	1000	2000	
		Boala						
		Boulssa		1000	1000	1000	1000	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the Storage Capacity for each level within your sub-national region.
- c. To add/update the capacity, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Storage Capacity

Boala

+5 Capacity *

-20 Capacity *

-70 Capacity *

Ambient Capacity *

1000

2000

2000

2000

SAVE

- d. You can enter the Total Capacity for each +5, -20, -70, and Ambient. All the fields are mandatory.
Similarly, you can enter the capacities for each store within your sub-national region. If there is another SNAdmin associated with the same SN region, s(h)e will also have the access to edit the same.

6.2.4 Vaccine Coverage

As a SNAdmin, you can enter the vaccine coverage (%) for each routine vaccine within your sub-national region.

To add the vaccine coverage,

- a. Navigate to the Vaccine Coverage tab after logging in.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time							
Enter the planned coverage % per vaccine for each store							Select Year 2021
	Store Name/Reason			Routine Vaccinations			Action
	National	Sub National	Lowest Distribution Level	Covaxin-en *	CS-eng *	PCV-10-en *	
	Burkina Faso			90	90	90	
▼		Namentenga		85	85	85	
			Boala				
			Boulssa	90	90	90	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to enter the Vaccine Coverage for each level.
- c. To add/update the coverage, click the Edit button in the Actions column. A new pop-up is displayed in editable mode:

Vaccine Coverage

Boala

Routine Vaccinations:

Covaxin-en *

95

CS-eng *

96

PCV-10-en *

99

SAVE

- d. You can enter the vaccine coverage in % for all the routine vaccines here. All the fields are mandatory. The system doesn't allow to enter the value more than 100 as it's in %.
- Similarly, you can enter the coverage for each store within your sub-national region. If there is another SNAdmin associated with the same SN region, s(h)e will also have the access to edit the same.

6.2.5 Stock Levels & Lead Time

As a SNAdmin, you can enter the stock levels and lead time for your sub-national region.

To add the stock levels and lead time,

- a. Navigate to the Store Data → Stock Levels & Lead Time tab after logging in.

Store Hierarchy Population & Demographics Storage Capacity Vaccine Coverage Stock Levels & Lead Time							
Enter the stock levels and lead times for each store							Select Year 2021
Store Name/Reason				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
	National	Sub National	Lowest Distribution Level				
	Burkina Faso			12	8	9	
▼		Namentenga		8	8	8	
			Boala	8	8	8	
			Boulssa	8	8	8	

- b. On the left side of the page, you can see the store hierarchy built by you earlier. On this screen, you will be able to edit the supply intervals, safety stock, and lead time for each store within your sub-national region. The system will automatically display the values as set by COAdmin for SN level and LDL level.
- c. To add/update the details, click the Edit button in the Actions column. A new pop-up is displayed in editable mode. Please note that you can enter only values from 1-52.

Store Name/Reason				Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)	Actions
	National	Sub National	Lowest Distribution Level				
▼	Burkina Faso			12	8	9	
		Namentenga		8	8	8	
			Boala	16	12	10	
			Boulssa	8	8	8	

- d. Once the details are added, you can either click the Save button to save the new values or click Cancel if you don't want to save the data.

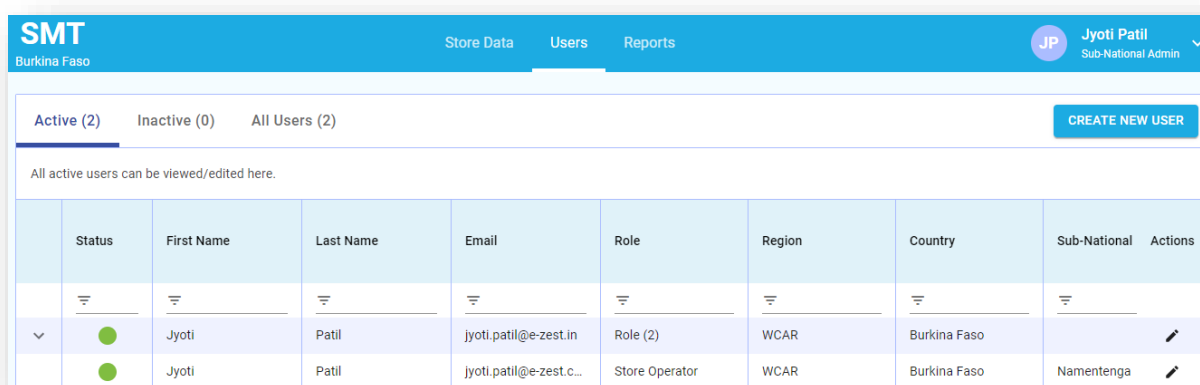
6.3 User Management

As a SNAdmin, you can perform the following operations on users:

- create sub-national level users.
- manage sub-national level users.
- activate/inactivate sub-national level users.

You can view the Users page as a home page after login. The Users page has the following tabs available:

- Active*: all active users can be viewed from here.
- Inactive*: all inactive users can be viewed from here.
- All Users*: all users (active and inactive) can be viewed from here.



The screenshot shows the SMT (Store Management Tool) interface for Burkina Faso. The top navigation bar includes 'Store Data', 'Users', and 'Reports'. The 'Users' tab is active, showing 'Active (2)', 'Inactive (0)', and 'All Users (2)' sub-tabs. A 'CREATE NEW USER' button is in the top right. Below the sub-tabs, a message states 'All active users can be viewed/edited here.' A table lists active users with columns: Status, First Name, Last Name, Email, Role, Region, Country, Sub-National, and Actions. Two users are listed, both with a green status indicator.

Status	First Name	Last Name	Email	Role	Region	Country	Sub-National	Actions
✓	Jyoti	Patil	jyoti.patil@e-zest.in	Role (2)	WCAR	Burkina Faso		
✓	Jyoti	Patil	jyoti.patil@e-zest.c...	Store Operator	WCAR	Burkina Faso	Namentenga	

6.3.1 Create User Profile

As a SNAdmin, you can create another SNAdmin and Store Operator within your sub-national region. The user profile creation remains the same as explained [here](#) with the only difference being that you can create users within your sub-national region only.

6.3.2 Manage User Profile

As a SNAdmin, you can manage the user profiles within your sub-national region as explained [here](#).

6.3.3 Activate/Deactivate User Profile

As a SNAdmin, you can activate/deactivate the user profiles within your sub-national region as explained [here](#).

6.4 Reports

As a Sub-national Admin, you can view the reports for all the stores within your sub-national region.

You can check the details about all the reports [here](#).

7 Functional Overview: Store Operator

7.1 About Store Operator

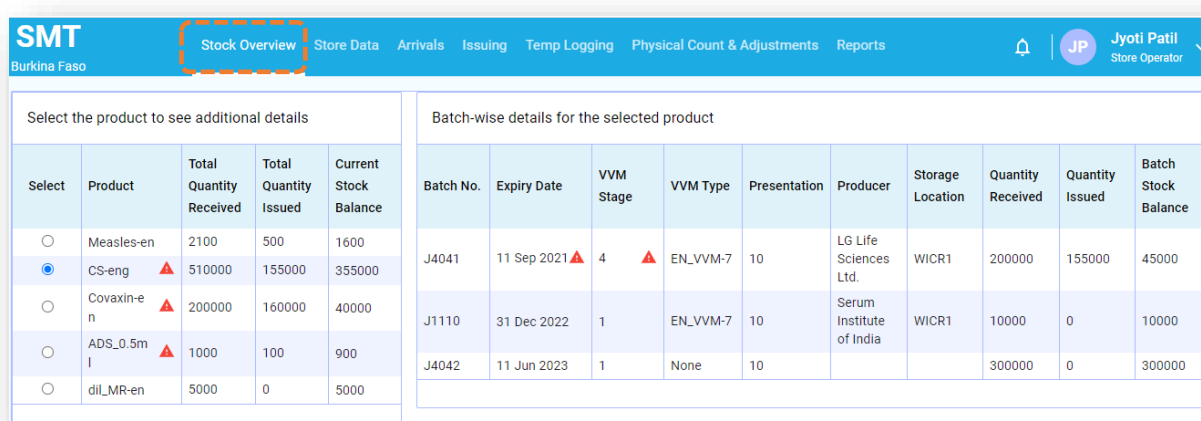
As a Store Operator, you will be responsible for the stock maintenance, logging arrivals, issuing stock, physical count & adjustments, and temperature logging within your store which can be at country,

sub-national, or LDL level. You can also generate reports for your store and any other stores if they fall under your store hierarchy.

7.2 Stock Overview

The Stock Overview tab displays the overall stock information. This whole page is non-editable and for information purposes only.

To access the Stock Overview tab, navigate to the same after you log in:



Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input type="radio"/>	Measles-en	2100	500	1600
<input checked="" type="radio"/>	CS-eng	510000	155000	355000
<input type="radio"/>	Covaxin-en	200000	160000	40000
<input type="radio"/>	ADS_0.5ml	1000	100	900
<input type="radio"/>	dil_MR-en	5000	0	5000

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4041	11 Sep 2021	4	EN_VVM-7	10	LG Life Sciences Ltd.	WICR1	200000	155000	45000
J1110	31 Dec 2022	1	EN_VVM-7	10	Serum Institute of India	WICR1	10000	0	10000
J4042	11 Jun 2023	1	None	10			300000	0	300000

The left side table displays the overview of the current stock. It has the following fields available in the table:

1. **Select:** Select a row to view additional details.
2. **Product:** This displays the name of the product.
3. **Total Quantity Received:** This displays the total quantity of the product that has been received.
4. **Total Quantity Issued:** This displays the issued quantity to other stores.
5. **Current Stock Balance:** Calculated by Total Quantity Received - Total Quantity Issued.

When you select one of the products in the above table, the following table is displayed on the right side:

1. **Batch No.:** Batch number of the selected product.
2. **Expiry Date:** Expiry Date of the product.
3. **VVM Stage:** To indicate if the vaccine is good to use.
4. **VVM Type:** VVM Type for batch no.
5. **Presentation:** Presentation for batch no.
6. **Producer:** Producer for each batch.
7. **Storage Location:** Storage location for each batch.
8. **Quantity Received:** Total quantity received for each batch.
9. **Quantity Issued:** Total issued quantity for each batch.
10. **Batch Stock Balance:** Qty Received - Qty Issued.

The tables in Stock Overview display an alert if the following conditions are met:

1. **Expiry Date:** if it's within 3 months from today's date.

SMT

Burkina Faso

Stock Overview

Store Data

Arrivals

Issuing

Temp Logging

Physical Count & Adjustments

Reports

JP

Jyoti Patil

Store Operator

Select the product to see additional details

Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input type="radio"/>	Measles-en	2100	500	1600
<input checked="" type="radio"/>	CS-eng ▲	510000	155000	355000
<input type="radio"/>	Covaxin-en ▲	200000	160000	40000
<input type="radio"/>	ADS_0.5ml ▲	1000	100	900
<input type="radio"/>	dil_MR-en	5000	0	5000

Batch-wise details for the selected product

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4041	11 Sep 2021 ▲	4 ▲	EN_VVM-7	10	LG Life Sciences Ltd.	WICR1	200000	155000	45000
<div>The expiry date for this product is within 3 months.</div>									
J1110	31 Dec 2022	1	EN_VVM-7	10	Serum Institute of India	WICR1	10000	0	10000
J4042	11 Jun 2023	1	None	10			300000	0	300000

2. **VVM Stage:** (if anything other than 1 or 2).

SMT

Burkina Faso

Stock Overview

Store Data

Arrivals

Issuing

Temp Logging

Physical Count & Adjustments

Reports

JP

Jyoti Patil

Store Operator

Select the product to see additional details

Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input type="radio"/>	Measles-en	2100	500	1600
<input checked="" type="radio"/>	CS-eng <div></div>	510000	155000	355000
<input type="radio"/>	Covaxin-en <div></div>	200000	160000	40000
<input type="radio"/>	ADS_0.5ml <div></div>	1000	100	900
<input type="radio"/>	dil_MR-en	5000	0	5000

Batch-wise details for the selected product

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4041	11 Sep 2021 <div></div>	4 <div></div>	EN_VVM-7	10	LG Life Sciences Ltd.	WICR1	200000	155000	45000
J1110	31 Dec 2022	1	EN_VVM-7	10	Serum Institute of India	WICR1	10000	0	10000
J4042	11 Jun 2023	1	None	10			300000	0	300000

3. **Stock Balance:** (falls below the minimum level which is equivalent to the safety stock).

The Safety Stock of a store from weeks is converted into actual units, to be shown on the stock alert on Stock Overview screen by below formulae:

Let's take BCG with Target Group of Live Births as an example. That is done by:

Algorithm = ((# of Live Births population the store covers) * (Coverage % for the store) * for all BCG in programme data ((Doses/Target for BCG * (ratio of wastage which is 100 / (100 – wastage %))))

e.g. the Safety Stock for the store is 12 weeks. We then need to multiply the above result by (12 / 52) to give us how much stock = 12 weeks' worth.

SMT										
Burkina Faso										
Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports										
Jyoti Patil Store Operator										
Select the product to see additional details					Batch-wise details for the selected product					
Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance	Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer
<input type="radio"/>	Measles-en	2100	500	1600						
<input checked="" type="radio"/>	CS-eng ▲	510000	155000	355000	J4041	11 Sep 2021 ▲	4 ▲	EN_VVM-7	10	LG Life Sciences Ltd.
<input type="radio"/>	<div>This product has one or more alerts.</div>	160000	40000		J1110	31 Dec 2022	1	EN_VVM-7	10	Serum Institute of India
<input type="radio"/>	ADS_0.5m ▲	1000	100	900	J4042	11 Jun 2023	1	None	10	
<input type="radio"/>	dil_MR-en	5000	0	5000						
					Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance		
					WICR1	200000	155000	45000		
					WICR1	10000	0	10000		
						300000	0	300000		

7.3 Store Data

As a store operator, you can enter the information about storage equipment in the Store Data tab.

To access the store data,

- Click the Store Data tab after you log in.
- You can see the Stock Levels and Lead Time Information and Availability of Cold and Dry Storage Facilities & Capacities as entered by COAdmin/SNAdmin.
The bottom section displays the storage data as per availability.

SMT

Burkina Faso

Stock Overview

Store Data

Arrivals

Issuing

Temp Logging

Physical Count & Adjustments

Reports

JP

Jyoti Patil

Store Operator

Stock Levels and Lead Time Information

Supply Interval (weeks)	Safety Stock (weeks)	Lead Time (weeks)
12	8	9

Availability of Cold and Dry Storage Facilities & Capacities

+5 Capacity	-20 Capacity	-70 Capacity	Ambient Capacity
4000	1000	1000	4000

Enter the storage data as per availability

ADD

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Date of Last Mapping
Ambient	Other Supplier	Other Equipment	Ambient	WICR6	10000	10000	22 Jun 2021	22 Jun 2021
Walk In Cooler	Porkka	WIC/WIF 40cbm (WIC 25, WIF 15)Split	+5	WICR5	25000	4180	11 Jun 2021	11 Jun 2021
Ultra Low Freezer	PHC Corporation	MDF-DU702VH-PE	-70	WICR4	729	515	11 Jun 2021	11 Jun 2021
Refrigerator	Aucma Co. Ltd.	CFD-50 SDD	+5	WICR3	68	50	11 Jun 2021	11 Jun 2021
Refrigerator	Dulas Ltd	VC50SDD	+5	WICR2	82	52.5	11 Jun 2021	11 Jun 2021
Freezer	Qingdao Haier Biomedical Co. Ltd	HTCD-160 (Combined ref & freez)	-20	WICR1	40	34	11 Jun 2021	11 Jun 2021

10 rows | < > 1-6 of 6 >

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c. To add new storage equipment, click the ADD button.

Add new storage data

×

Equipment Category *

Ultra Low Freezer

Supplier *

Vestfrost Solutions

Equipment Type/Model *

VTS258

Storage Temperature *

-70

Gross Capacity (litres) *

256

Equipment Name *

WICR7

Net Capacity (litres) *

256

Date of Installation

22-06-2021

Date of Last Mapping













22-06-2021

Status *

Functional

CREATE

- d. The Add new storage data pop-up is displayed with the below fields:
- Equipment Category***: You can choose the Equipment category from:
 - Ambient
 - Freezer
 - Refrigerator
 - Ultra Low Freezer
 - Walk In Cooler
 - Walk In Freezer
 - Supplier***: The list of suppliers is dependent on the selected equipment category. If you can't find the relevant supplier, you can select the Other option. Please note that if you select the Other option here, you will have to enter Supplier Name – Other and Equipment Type/Model Name – Other.
 - Supplier Name – Other***: You can specify other supplier. This field is displayed only when Supplier is selected as “Other”.
 - Equipment Type/Model Name – Other***: You can specify other equipment type/model names. This field is displayed only when Supplier is selected as “Other”.
 - Equipment Type/Model***: This field is dependent on the combination of Equipment Category and Supplier. If you have selected Supplier as “Other”, this field is defaulted to “Other”.
 - Storage Temperature***: This field is dependent on Equipment Category and is disabled for editing.
 - Equipment Name***: You must specify the name of the equipment.
 - Gross Capacity(litres)***: This field is dependent on the combination of Equipment Category, Supplier, and Equipment Type/Model Name and is disabled from editing. This is editable only when the Supplier is selected as “Other”.
 - Net Capacity(litres)***: This field is dependent on the combination of Equipment Category, Supplier, and Equipment Type/Model Name and is editable.
 - Date of Installation**: You can specify the date of installation for the equipment. This defaults to the system date.
 - Date of the Last Mapping**: You can specify the date of the last mapping for the equipment. This defaults to the system date.
 - Status**: You can specify if the equipment is functional or non-functional.

Equipment Category	Supplier	Equipment Type/Model	Storage Temperature	Equipment Name	Gross Capacity (litres)	Net Capacity (litres)	Date of Installation	Actions
Ultra Low Freezer	Vestfrost Solutions	VTS258	-70	WICR7	256	256	22 Jun 2	 
Ambient	Other Supplier	Other Equipment	Ambient	WICR6	10000	10000	22 Jun 2	 
Walk In Cooler	Porkka	WIC/WIF 40cbm (WIC 25, WIF 15)Split	+5	WICR5	25000	4180	11 Jun 2	 
Ultra Low Freezer	PHC Corporation	MDF-DU702VH-PE	-70	WICR4	729	515	11 Jun 2	 
Refrigerator	Aucma Co. Ltd.	CFD-50 SDD	+5	WICR3	68	50	11 Jun 2	 
Refrigerator	Dulas Ltd	VC50SDD	+5	WICR2	82	52.5	11 Jun 2	 

7.4 Arrivals

An Arrival refers to a single shipment into the store which could contain multiple products.

Arrivals can come in 2 forms: Automated and Manual. Automated arrivals are only available for stock transfers between online stores. Both online and offline stores can enter manual arrivals. As a Store Operator, only you have the access to Arrivals tab.

7.4.1 Manual Arrivals

You can also enter an Arrival manually. You will be required to enter most details manually.

To create a manual arrival,

- a. Navigate to the Arrivals tab. You will be able to see arrivals for your store.

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
16 Jun 2021		Arrival		Draft	
11 Jun 2021		Arrival		Complete	
11 Jun 2021		Physical Count	Surplus	Complete	
11 Jun 2021	RoutineVaccines	Arrival	Ouagadougou	Complete	

- b. Click the “LOG NEW ARRIVAL” button.
- c. The Log New Arrival page will be displayed and you will be required to enter the below details:

Receipt Type *	Receipt Date *	SMT Number	Sending Store	International Shipping Ref.
Arrival	12-07-2021	SMT1110	Burkina Faso	A3478
Funding Source	Currency	Freight Cost (\$)	User	
	HNL	20	Jyoti Patil	

Product Type	Product	Batch #	Expiration Date	Presentation	VVM Type	VVM Stage	# Doses or Units	# Vials or Boxes	Actions

1. **Receipt Type*:** You must specify the receipt type. The values in the dropdown are dependent on the master list.
2. **Receipt Date*:** You must specify the date of arrival acceptance. This defaults to system date.
3. **SMT Number:** You can specify the SMT number. This is the # of the issue from sending store.
4. **Sending Store:** You can choose from the dropdown of stores in the country.
5. **International Shipping Ref:** You can specify the international shipping reference.
6. **Funding Source:** You can specify the funding source.
7. **Currency:** Optional. You can specify the currency on the bill.
8. **Freight Cost (\$):** You can specify the cost of shipping
9. **User:** This defaults to your name in an online store.

- d. Once you have entered all the arrival level details, you can click the “ADD LINE TO ARRIVAL” to add individual products in the arrival. You need to enter the below fields in the “Add Logged Arrival” page:

Add Product to Arrival

Product Type *	Product *	Batch # *	Expiration Date *	Presentation *
Vaccine	CoviShield-en	J4049	12-07-2024	10
VVM Type *	VVM Stage *	# Doses or Units *	# Vials or Boxes	SIA Type
None	2	3000	300	
Producer	Origin	Q/Freeze Tag *	# Vials per Box	Volume (L*W*H)
		Ok	10	20
Packed Volume per dose/unit	Storage Volume	Weight (kg)	Shelf Life on Arrival	Storage Location *
0.2	0.6	0	156	WICR1
Total Cost (\$)	Comments			
1000	Sample comments			

CREATE

- Product Type*:** You must choose the product type if it's a Vaccine, Diluent, or Supply
- Product*:** You must choose the product. This list is coming from global + country-specific master data.
- Batch #*:** You must specify the batch number for the product.
- Expiration Date*:** You must select the expiry date for the product.
- Presentation*:** You must choose the presentation for the product.
- VVM Type*:** You must choose the VVM Type of the product.
- VVM Stage*:** You must choose the VVM Stage of the product.
- # Doses or Units*:** You must specify the number of doses or units of the product in arrival.
- # Vials or Boxes:** You can specify the number of vials or boxes in arrival.
- SIA Type:** You can specify if the product is a supplementary vaccine or not. If you enter any text here, the product is considered as a supplementary product.
- Producer:** You can choose the producer for the product.
- Origin:** You can choose the origin of the producer for the product.
- Q/Freeze Tag:** You can specify the Q/Freeze tag of the product.
- # Vials per Box:** You can specify the no. of vials per box.
- Volume (L*W*H):** You can specify the volume for the product.
- Packed Volume per dose/unit (cm3):** This is auto-calculated based on the product type.
- Storage Volume (litres):** This field is auto-calculated based on product type.
- Weight (kg):** This field is auto-calculated ONLY for Supplies.
- Shelf Life at Arrival (weeks):** This field is auto-calculated based on arrival date and expiry date.
- Storage Location*:** You must specify the storage equipment set up for your store.
- Total Cost:** You can specify the total cost of the product.
- Comments:** You can specify comments related to arrival if any.

- e. Similarly, you can also add a Supply as shown below:

Add Product to Arrival

Product Type *	Product *	Batch # *	Expiration Date *	Presentation *
Supplies	ADS_0.05ml	J4049	12-12-2021	100
VVM Type	VVM Stage	# Doses or Units *	# Vials or Boxes	SIA Type
VVM-2	2	2000	20	
Producer	Origin	Q/Freeze Tag *	# Vials per Box	Volume (LxWxH)
Bio Farma, Indonesia	Indonesia	Ok	10	10
Packed Volume per dose/unit	Storage Volume	Weight (kg)	Shelf Life on Arrival	Storage Location *
1	2	7.5	21	WICR2
Total Cost (\$)	Comments			

CREATE

- f. Once all the products are added, the arrival will list down those. You can modify or delete any product on a need basis.

Log New Arrival

Receipt Type *	Receipt Date *	SMT Number	Sending Store	International Shipping Ref.
Arrival	12-07-2021	SMT1110	Burkina Faso	A3478
Funding Source	Currency	Freight Cost (\$)	User	
	HNL	20	Jyoti Patil	

ADD LINE TO ARRIVAL

Product Type	Product	Batch #	Expiration Date	Presentation	VVM Type	VVM Stage	# Doses or Units	# Vials or Boxes	Actions
Vaccine	CoviShield-en	J4049	12 Jul 2024	10	None	2	3000	300	
Supplies	ADS_0.05ml	J4049	12 Dec 2021	100	VVM-2	2	2000	20	
Vaccine	Covaxin-en	J4049	15 Apr 2022	20	VVM-30	3	3000	150	
Vaccine	PCV-10-en	J4049	12 Jul 2024	1	VVM-2	2	2000	2000	

CANCEL

SAVE AS DRAFT

FINALIZE

- g. You can save the arrival in draft mode by clicking the “SAVE AS DRAFT” button if you don’t want to finalize it immediately. Once you click that button, the system displays a success message and you will be navigated back to the Arrival listing page:

Latest Arrivals					
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
12 Jul 2021	SMT1110	Arrival	Burkina Faso	Draft	

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- h. To finalize the arrival that's in draft mode, click the edit button on the Arrivals listing page and click Finalize button:

Log New Arrival

Receipt Type *	Receipt Date *	SMT Number	Sending Store	International Shipping Ref.
Arrival	12-07-2021	SMT1110	Burkina Faso	A3478
Funding Source	Currency	Freight Cost (\$)	User	
	HNL	20	Jyoti Patil	

ADD LINE TO ARRIVAL

Product Type	Product	Batch #	Expiration Date	Presentation	VVM Type	VVM Stage	# Doses or Units	# Vials or Boxes	Actions
Vaccine	CoviShield-en	J4049	12 Jul 2024	10	None	2	3000	300	
Supplies	ADS_0.05ml	J4049	12 Dec 2021	100	VVM-2	2	2000	20	
Vaccine	Covaxin-en	J4049	15 Apr 2022	20	VVM-30	3	3000	150	
Vaccine	PCV-10-en	J4049	12 Jul 2024	1	VVM-2	2	2000	2000	

CANCEL SAVE AS DRAFT FINALIZE

Once the arrival is finalized, you will see a success message and be taken back to the Arrivals listing page. At this moment, the stocks are also updated for each product w.r.t the arrivals.

Latest Arrivals

LOG NEW ARRIVAL

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
12 Jul 2021	SMT1110	Arrival	Burkina Faso	Complete	

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Select the product to see additional details

Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input type="radio"/>	PCV-10-en	2000	0	2000
<input type="radio"/>	ADS_0.05ml	2000	0	2000
<input checked="" type="radio"/>	CS-eng	3000	0	3000
<input type="radio"/>	Covaxin-en	3000	0	3000

Batch-wise details for the selected product

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4049	12 Jul 2024	2	None	10		WICR1	3000	0	3000

7.4.2 Automatic Arrivals

When one online store (sending store) issues stock to another online store (receiving store) then the receiving store receives a notification in the Notifications icon about the stock transfer. As a receiving store's store operator, you will be able to see this notification when you log in to the system. When the stock physically arrives at the store, you need to open the notification, review the prepopulated details, enter some other required details manually and accept the transfer. This will result in an Arrival being automatically logged and the required stock balances being updated accordingly.

As a Store Operator, you can:

- a. View the automatic arrival notification when you log in. You can click the bell icon if there is a number in red that shows unread notification(s).

The screenshot shows the SMT system interface for Burkina Faso. The top navigation bar includes links for Stock Overview, Store Data, Arrivals, Issuing, Temp Logging, Physical Count & Adjustments, and Reports. On the right, there is a user profile for Jyoti Patil, Store Operator, and a bell icon with a red '1' indicating one unread notification. Below the navigation bar, there are two main sections: 'Select the product to see additional details' and 'Batch-wise details for the selected product'. The first section contains a table with columns: Select, Product, Total Quantity Received, Total Quantity Issued, and Current Stock Balance. The second section contains a table with columns: Batch No., Expiry Date, VVM Stage, VVM Type, Presentation, Producer, Storage Location, Quantity Received, Quantity Issued, and Batch Stock Balance.

Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input checked="" type="radio"/>	Covaxin-en	50000	0	50000
<input type="radio"/>	CS-eng	50000	0	50000

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4041	11 Jun 2022		EN_VVM-7	20	GlaxoSmithKline		50000	0	50000

- b. You can view the details of the notification by clicking on it:

The screenshot shows the SMT system interface for Burkina Faso. The top navigation bar includes links for Stock Overview, Store Data, Arrivals, Issuing, Temp Logging, Physical Count & Adjustments, and Reports. On the right, there is a user profile for Jyoti Patil, Store Operator, and a bell icon with a red '1' indicating one unread notification. Below the navigation bar, there are two main sections: 'Select the product to see additional details' and 'Batch-wise details for the selected product'. The first section contains a table with columns: Select, Product, Total Quantity Received, Total Quantity Issued, and Current Stock Balance. The second section contains a table with columns: Batch No., Expiry Date, VVM Stage, VVM Type, Presentation, Producer, Storage Location, Quantity Received, Quantity Issued, and Batch Stock Balance. A notification box is displayed over the second table, showing the notification date and the SMT number.

Select	Product	Total Quantity Received	Total Quantity Issued	Current Stock Balance
<input checked="" type="radio"/>	Covaxin-en	50000	0	50000
<input type="radio"/>	CS-eng	50000	0	50000

Batch No.	Expiry Date	VVM Stage	VVM Type	Presentation	Producer	Storage Location	Quantity Received	Quantity Issued	Batch Stock Balance
J4041	11 Jun 2022		EN_VVM-7	20	GlaxoSmithKline		50000	0	50000

Notification Date: 06 Jul 2021
SMT Number [BFANam189](#) is available in arrivals

- c. When you click the notification, it takes you to the arrival. You can verify the details of the arrival.

SMT Burkina Faso

Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports

Jyoti Patil Store Operator

Log New Arrival

Receipt Type * Receipt Date * 06-07-2021 SMT Number BFANam189 Sending Store Burkina Faso International Shipping Ref. ISR123

Funding Source Currency Freight Cost (\$) User Jyoti Patil

ADD LINE TO ARRIVAL

Product Type	Product	Batch #	Expiration Date	Presentation	VVM Type	VVM Stage	# Doses or Units	# Vials or Boxes	Actions
Supplies	ADS_0.5ml	J1110	24 Oct 2021	100	VVM-2		100	1	
Vaccine	Covaxin-en	J4041	11 Jun 2022	20	EN_VVM-7		10000	500	

CANCEL SAVE AS DRAFT FINALIZE

- d. You can select the Receipt Type and click the Finalize button if you agree to all the details in the arrival. You can also make the changes if needed.

Log New Arrival

Receipt Type * Receipt Date * 06-07-2021 SMT Number BFANam189 Sending Store Burkina Faso International Shipping Ref. ISR123

Funding Source Currency Freight Cost (\$) User Jyoti Patil

ADD LINE TO ARRIVAL

Product Type	Product	Batch #	Expiration Date	Presentation	VVM Type	VVM Stage	# Doses or Units	# Vials or Boxes	Actions
Supplies	ADS_0.5ml	J1110	24 Oct 2021	100	VVM-2		100	1	
Vaccine	Covaxin-en	J4041	11 Jun 2022	20	EN_VVM-7		10000	500	

CANCEL SAVE AS DRAFT FINALIZE

- e. You can see the arrival in the Complete state on the listing page:

Latest Arrivals **LOG NEW ARRIVAL**

Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
06 Jul 2021	BFANam189	Arrival	Burkina Faso	Complete	
11 Jun 2021	BFANam95	Arrival	Burkina Faso	Complete	

7.5 Issuing

Issuing stock refers to the outgoing stock from a store. An issue refers to a single shipment from the store and can be made up of multiple different vaccines and supplies.

As a Store Operator, you can issue products from your store to another store.

7.5.1 Create an Issue

To create/view Issues,

- a. Navigate to Issuing tab. You will be able to see the list of issues created to date – if any.

SMT
Burkina Faso

Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports

JP Jyoti Patil
Store Operator

Stock issuing can be added/modified

ISSUE NEW STOCK

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
No records to display					

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- b. Click the “ISSUE NEW STOCK” button.
- c. The “Issue New Stock” page will be displayed and you will be required to enter the below details:

SMT
Burkina Faso

Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports

JP Jyoti Patil
Store Operator

Issue New Stock

Issue Type * Requisition Issue Date 06-07-2021 Recipient Store / Reason * Namentenga Distributed Date No International Shipping Ref ISR123 User Jyoti Patil

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	VVM Type	VVM Stage	Presentation	No. Doses or Units	Current Batch Balance	Actions
No records to display									

CANCEL SAVE AS DRAFT FINALIZE

1. *Issue Type**: You must specify the issue type from Requisition or Wastage.
 2. *Issue Date**: This has defaulted to the system date and you can't change it.
 3. *Recipient Store/Reason*: You can choose from the dropdown of stores in the country.
 4. *International Shipping Ref*: You can specify the international shipping reference.
 5. *Funding Source*: You can specify the funding source.
 6. *User*: This has defaulted to your name in an online store.
- d. Once you have entered all the issue-level details, you can click the “ADD LINE TO ISSUE” to add individual products to the issue. You need to enter the below fields on the “Add Issue Stock” page:

Add Issue Stock

Product Type *	Product *	Batch # *	Expiration Date
Vaccine	Covaxin-en	J4041	11-06-2022
VVM Type	VVM Stage	Presentation	SIA Type
VVM-7	1	20	
Current Batch Balance	Total Stock Balance	# Doses or Units *	Producer
50000	50000	10000	GlaxoSmithKline
Origin	Storage Location	Volume Issued (litres)	Weight Issued (KG)
Belgium	WICR6	0.500	
Comments Sample comments			

SAVE

- Product Type*:** You must choose the product type if it's a Vaccine, Diluent, or Supply
- Product*:** You must choose the product. This list shows the available products in the store.
- Batch #*:** You must specify the batch number for the available batches of the product.
- Expiration Date:** Auto-populated for the product and batch no. combination.
- VVM Type:** Auto-populated for the product and batch no. combination.
- VVM Stage:** Auto-populated for the product and batch no. combination.
- Presentation:** Auto-populated for the product and batch no. combination.
- SIA Type:** You can specify if the product is a supplementary vaccine or not. If you enter any text here, the product is considered as a supplementary product.
- Current Batch Balance:** Auto-populated for the selected batch's balance.
- Total Stock Balance:** Auto-populated for the overall product's stock balance.
- # Doses or Units*:** You must specify the number of doses or units that you want to issue. You can not enter more than what you have in the stock.
- Producer:** Auto-populated for the product and batch no. combination.
- Origin:** Auto-populated for the Producer.
- Storage Location*:** Auto-populated for the product.
- Volume Issued (litres):** Auto-calculated with below formulas:
 - For Vaccine: $(\text{Vaccine Packed Volume} * \text{No. of Doses Issued}) / 1000$
 - For Diluents: $(\text{Diluents Packed Volume} * \text{No. of Doses Issued}) / 1000$
 - For Supplies: $(\text{Packed Volume per dose/unit} * \text{No. of Doses/Units Issued}) / 1,000$
- Weight Issued (kg):** Auto-calculated only for Supplies = $(\text{Packed Weight from Supplies master} * \text{no. of doses issued}) / 1000$.
- Comments:** You can specify comments related to the issue if any.

Issue New Stock

Issue Type * Requisition Issue Date 06-07-2021 Recipient Store / Reason * Namentenga Distributed Late No International Shipping Ref ISR123 User Jyoti Patil

ADD LINE TO ISSUE

Product Type	Product	Batch No.	Expiry Date	VVM Type	VVM Stage	Presentation	No. Doses or Units	Current Batch Balance	Actions
Vaccine	Covaxin-en	J4041	11 Jun 2022	VVM-7	1	20	10000	50000	

CANCEL SAVE AS DRAFT FINALIZE

- e. Once the product is added, you can click the “SAVE AS DRAFT” button if you want to save the WIP progress.
- f. To open the draft version of an issue, click the Edit button on the Issuing listing page.

Stock issuing can be added/modified **ISSUE NEW STOCK**

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
06 Jul 2021	BFANam189	Requisition	Namentenga	Draft	

- g. Similarly, you can also add Supplies as shown below by clicking the ADD NEW LINE button:

Add Issue Stock

Product Type * Supplies Product * ADS_0.5ml Batch # * J1110 Expiration Date 24-10-2021

VVM Type VVM-2 VVM Stage 3 Presentation 100 SIA Type

Current Batch Balance 1000 Total Stock Balance 1000 # Doses or Units * 100 Producer

Origin WICR3 Storage Location Volume Issued (litres) 20.000 Weight Issued (KG) 0.567

Comments Sample comments

SAVE

Once all the required products are added to the issue, you can click the “FINALIZE” button. The Issue stage changes to Complete and you cannot make any further changes.

At this time, the stock is also calculated and updated in the system for the issued products.

Edit Issue Stock

Issue Type *
Requisition

Issue Date
06-07-2021

Recipient Store / Reason *
Namentenga

Distributed Late
No

International Shipping Ref
ISR123

User
Jyoti Patil

Product Type	Product	Batch No.	Expiry Date	VVM Type	VVM Stage	Presentation	No. Doses or Units	Current Batch Balance	Total
Supplies	ADS_0.5ml	J1110	24 Oct 2021	VVM-2	3	100	100	900	900
Vaccine	Covaxin-en	J4041	11 Jun 2022	EN_VVM-7	1	20	10000	40000	4000

CANCEL

7.5.2 Print an Issue

You can also print the completed issues by clicking the “Print Reports” button on the Issuing listing page.

SMT

Burkina Faso

Stock Overview
Store Data
Arrivals
Issuing
Temp Logging
Physical Count & Adjustments
Reports

Jyoti Patil
Store Operator

Stock issuing can be added/modified

ISSUE NEW STOCK

Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
09 Jul 2021		Physical Count	Missing	Complete	<div> <div>Print Reports</div> </div>
06 Jul 2021	BFANam189	Requisition	Namentenga	Complete	<div> <div>Print Reports</div> </div>
11 Jun 2021		Physical Count	Missing	Complete	<div> <div>Print Reports</div> </div>
11 Jun 2021	BFAFro97	Wastage	EN_Frozen	Complete	<div> <div>Print Reports</div> </div>
11 Jun 2021	BFANam95	Requisition	Namentenga	Complete	<div> <div>Print Reports</div> </div>

5 rows
1-5 of 6

The below page is displayed as a “Print Preview”:

Print Preview

PRINT

Issuing Store : Burkina Faso Date of issue : 06/07/2021 Type of issue : Requisition Recipient/reason : Namentenga Voucher number : BFANam189

Product Type	Product	Expiry Date	Batch No.	VVM Type	Presentation (doses/vials OR units/box)	Storage Location	Issued				SIA Type	Comments
							No. Doses or Units	Number of vials or boxes	Volume (L)	Cost estimation		
Supplies	ADS_0.5ml	24 Oct 2021	J1110	VVM-2	100	WICR3	100	1.000	20.000	0.630		Sample comments
Vaccine	Covaxin-en	11 Jun 2022	J4041	EN_VVM-7	20		10000	500.000	0.500	200000.000		Sample comments
							Total cost of supplies (\$)			200000.630		

Shipment Details	Units	Vaccines	Diluents	Safe Injection Equipment	Total
Estimated Net Volume	litres	0.500	0.000	20.000	20.500
Estimated No. of Shipping Boxes	Units	0.025	0.000	1.111	1.136
Estimated Gross Volume	m3	0.005	0.000	0.100	0.105
Estimated Gross Weight	kg	0.875	0.000	2.000	2.875

Issuing Store		Receiving Store	
Name		Name	
Position		Position	
Signature		Signature	
Date		Date	

Header Fields:

- **PRINT** – when you click this, you will be able to print the issue in a pdf or printer.
- **Issuing Store** - Auto populated with the name of the store.
- **Date of Issue** - Auto populated with the issuing date.
- **Type of Issue** - Auto populated with the issue type.
- **Recipient Store / Reason** - Auto populated with the value in Recipient Store/Reason.
- **Voucher Number** - Auto populated with the SMT Number.

Each row in the product grid is one product from the issue.

- **Product Type** - Auto populated with the Product Type
- **Product** - Auto populated with the Product name
- **Expiry Date** - Auto populated with the Expiry Date
- **Batch Number** - Auto populated.
- **VVM Type** - Auto populated.
- **Presentation (doses/vials OR units/box)** - Auto populated.
- **Storage Location** - Auto populated.
- **Issued**
 - No. of doses or units - Auto populated
 - No. of vials or boxes – Calculated which is No. of doses or units / Presentation (if Presentation is text then it displays No. of doses or units)
 - Volume (L) - Auto populated. Volume Issued from issuing

- Cost Estimation – Calculated which is No. of doses or units * Unit Cost (pulls Price/Dose for Vaccines and Diluents - based on the product & presentation AND Price/Unit for Supplies from master data)
- *SIA Type* - Auto populated
- *Comments* - Auto populated

Total Cost of Supplies – Calculated which is the sum of the Cost Estimations for each product.

Shipment Details grid:

- *Shipment Details* - 4 pre-populated rows
 - Estimated Net Volume
 - Units - litres
 - Vaccines - Calculated as a sum of all Volume (L) values for all vaccines in the product grid
 - Diluents - Calculated as a sum of all Volume (L) values for all diluents in the product grid
 - Safe Injection Equipment - Calculated as a sum of all Volume (L) values for all supplies in the product grid
 - Estimated No. of Shipping Boxes
 - Units - Units
 - Vaccines - Estimated Net Volume for Vaccines / 20
 - Diluents - Estimated Net Volume for Diluents / 20
 - Safe Injection Equipment - Estimated Net Volume for Safe Injection Equipment / 18
 - Estimated Gross Volume
 - Units - m3
 - Vaccines - Estimated No. of Shipping Boxes for Vaccines * 0.2
 - Diluents - Estimated Net Volume for Diluents / 1000
 - Safe Injection Equipment - Estimated Net Volume for Safe Injection Equipment * 5 / 1000
 - Estimated Gross Weight
 - Units - Kg
 - Vaccines - Estimated No. of Shipping Boxes for Vaccines * 35
 - Diluents - Estimated No. of Shipping Boxes for Diluents * 35
 - Safe Injection Equipment - Estimated Net Volume for Safe Injection Equipment / 10

This page also displayed 2 tables at bottom of the page:

- For Issuing Store
- For Receiving store.

These are printed empty with the table name and row labels only. You can manually fill it out by pen once the voucher is printed.

7.6 Temp Logging

As a Store Operator, you can manage the cold chain temperature management which gives an overview of the current status of the cold chain equipment in the store.

Every month, you can record the max & min temperatures as well as the number of temp alarms that are triggered for each piece of cold chain equipment. The Storage Equipment in the store will be prepopulated on the screen as entered in the Store Data.

To access the Temp logging screen, click the “Temp Logging”:

SMT
Burkina Faso

Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports

Temperature Logging can be added/modified Select Year 2021

Please enter positive or negative numbers only.

Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WICR6	Minimum Temperature													
	# Low Temperature Alarms													
	Maximum Temperature													
	# High Temperature Alarms													

The Temp Logging table has below fields for each Equipment:

- **Cold Chain Equipment:** Auto-populated from Store Data "Equipment Name" field.
- **Indicators:** should have 4 as described below for each equipment.
 - Minimum Temperature
 - # Low Temperature Alarms
 - Maximum Temperature
 - # High Temperature Alarms
- Jan... Dec (12 columns): You can enter monthly data
- **Actions:** Edit button

For each Equipment, these are the fields to be recorded concerning the above columns. For each equipment, you will be able to edit the row.

Temperature Logging can be added/modified Select Year 2021

Please enter positive or negative numbers only.

Cold Chain Equipment	Indicators	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actions
WICR6	Minimum Temperature	3	3	3	3	3	3	3						
	# Low Temperature Alarms	0	0	1	0	0	1	1						
	Maximum Temperature	4	4	4	4	4	4	4						
	# High Temperature Alarms	0	0	0	0	1	0	0						

Once all the cells are edited, you can click the Save button to save the data. Similarly, you can enter the data for all other equipment.

7.7 Physical Count & Adjustments

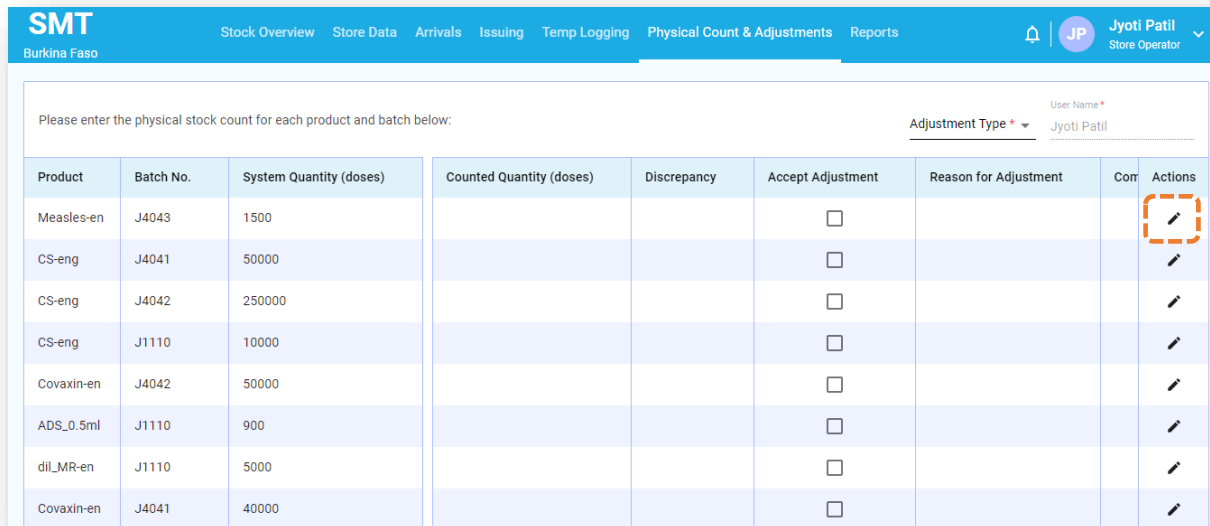
A Physical Count refers to the planned activity that happens (in theory) every quarter. As a Store Operator, you can record the amount of stock in the store for each product and batch and update the system accordingly if there are any discrepancies.









An Adjustment refers to an ad hoc change that needs to be made to the inventory if, for example, you entered the incorrect quantity for an arrival.

Both of these activities can be carried out in a single 'Physical Count & Adjustments' tab in the app.

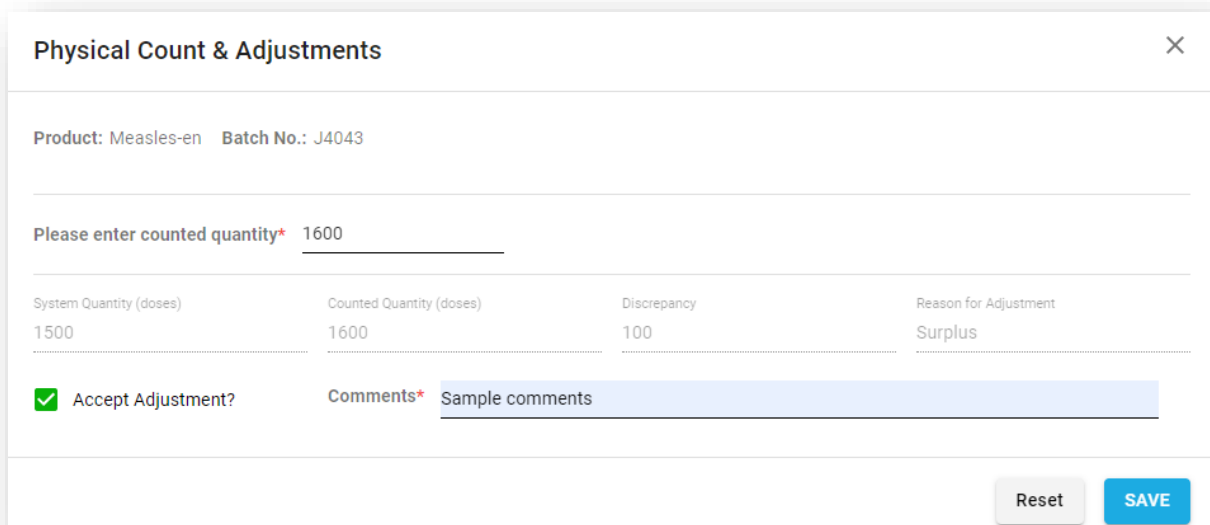
To access the Physical Count & Adjustments screen,

- Click the “Physical Count & Adjustments” menu. You will be able to see all the products in the store with the batch no. and the system quantity.



Product	Batch No.	System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Accept Adjustment	Reason for Adjustment	Corr	Actions
Measles-en	J4043	1500			<input type="checkbox"/>			
CS-eng	J4041	50000			<input type="checkbox"/>			
CS-eng	J4042	250000			<input type="checkbox"/>			
CS-eng	J1110	10000			<input type="checkbox"/>			
Covaxin-en	J4042	50000			<input type="checkbox"/>			
ADS_0.5ml	J1110	900			<input type="checkbox"/>			
dil_MR-en	J1110	5000			<input type="checkbox"/>			
Covaxin-en	J4041	40000			<input type="checkbox"/>			

- You can select the Adjustment Type from a dropdown. The options will be 'Physical Count' or an 'Adjustment'.
- You can click the Edit button for the product that you want to make changes to. The Physical Count & Adjustments screen is displayed and you need to enter the below information:



Physical Count & Adjustments

Product: Measles-en Batch No.: J4043

Please enter counted quantity* 1600

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
1500	1600	100	Surplus

☒ Accept Adjustment?

Comments* Sample comments

Reset SAVE

- *Product*: Auto-populated.
- *Batch no.*: Auto-populated.
- *Please enter the counted quantity**: You must enter the counted quantity.
- *System Quantity*: Auto-populated with system quantity.
- *Counted Quantity*: Auto-populated with counted quantity entered earlier.
- *Discrepancy*: Auto-populated with the difference between System Quantity and Counted Quantity. If the System Quantity is more than Counted Quantity, this field displays negative value and vice-a-versa.
- *Reason for Adjustment*: Auto-populated according to Discrepancy. If the discrepancy is a positive number, this field displays “Surplus”. If the discrepancy is a negative number, this field displays “Missing”.
- *Accept Adjustment*: You can select this checkbox if you want to accept the adjustment or not. If you select this, comments are mandatory.
- *Comments**: You must add comments if you have accepted the adjustment.

- d. Below is an example of a “Missing” adjustment. Once all the fields are entered, you can click the “SAVE” to save the adjustment. If you click the “Reset”, all the fields are cleared and you can enter the data again.

Physical Count & Adjustments

Product: CS-eng Batch No.: J4041

Please enter counted quantity*

45000

System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Reason for Adjustment
50000	45000	-5000	Missing

☒ Accept Adjustment?

Comments*

Sample comments

Reset

SAVE

- e. You also need to select the “Adjustment Type” from the “Physical Count” or “Adjustment” before you submit this form. The “User Name” field is auto-populated with a logged-in user’s name for an online store.
- f. This form has 3 buttons:
- Reset All Fields – if you click this button, it resets all the entered data on the page.
 - SAVE AS DRAFT – if you click this button, all the information is saved as a draft and no updates are made into the database.
 - COUNT COMPLETE – if you click this button, the system quantity is updated as per discrepancy.

Please enter the physical stock count for each product and batch below:

Adjustment Type *
 Physical Count

User Name *
 Jyoti Patil

Product	Batch No.	System Quantity (doses)	Counted Quantity (doses)	Discrepancy	Accept Adjustment	Reason for Adjustment	Corr	Actions
Measles-en	J4043	1500	1600	100	<input checked="" type="checkbox"/>	Surplus	Sam	
CS-eng	J4041	50000	45000	-5000	<input checked="" type="checkbox"/>	Missing	Sam	
CS-eng	J4042	250000			<input type="checkbox"/>			
CS-eng	J1110	10000			<input type="checkbox"/>			
Covaxin-en	J4042	50000			<input type="checkbox"/>			
ADS_0.5ml	J1110	900			<input type="checkbox"/>			
dil_MR-en	J1110	5000			<input type="checkbox"/>			
Covaxin-en	J4041	40000			<input type="checkbox"/>			

Reset All Fields
 SAVE AS DRAFT
COUNT COMPLETE










- g. Click the “COUNT COMPLETE” button to make the changes. The system will display the below message. You can click the “Ok” to confirm. Once you click the Ok button, the system automatically creates an arrival for all surplus products and an issue for all missing products. You can view the arrival/issue by navigating to the respective tabs.

Please ensure all entered information is correct. Once completed, it cannot be modified

OK
Cancel

- h. You can also open the records to view the details if you want:

Latest Arrivals					LOG NEW ARRIVAL
Arrival Date	SMT Number	Receipt Type	Sending Store/Reason	Arrival State	Actions
09 Jul 2021		Physical Count	Surplus	Complete	
24 Jun 2021	SMT1234	Arrival	Namentenga	Complete	
16 Jun 2021		Arrival		Draft	
11 Jun 2021		Arrival		Complete	

Stock issuing can be added/modified					ISSUE NEW STOCK
Issue Date	SMT Number	Issue Type	Recipient Store / Reason	Issue State	Actions
09 Jul 2021		Physical Count	Missing	Complete	  
06 Jul 2021	BFANam189	Requisition	Namentenga	Complete	  
11 Jun 2021		Physical Count	Missing	Complete	  

7.8 Reports

The reporting & visualization portion of the app contains both exportable excel/pdf reports and in-app graphics.

You can find an export icon on every report which allows exporting the filtered report.

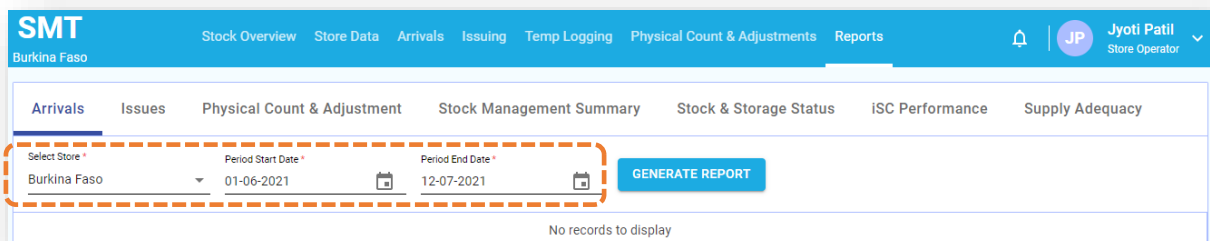
As a Store Operator, you can access the below reports:

7.8.1 Arrivals

The Arrivals report displays the records of the arrival as per the selected filters and fields. It only displays the arrivals that are Completed. It displays the results on screen as well as has options to export to excel and to PDF.

To generate an arrival report,

- Navigate to the Reports tab after you log in. The first report is the Arrivals report. You must select:
 - Store*: You can see only the store that you're assigned as a Store Operator to.
 - Period Start Date*: The start date for the report.
 - Period End Date*: The end date for the report.



SMT
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Stock Overview Store Data Arrivals Issuing Temp Logging Physical Count & Adjustments Reports

Arrivals Issues Physical Count & Adjustment Stock Management Summary Stock & Storage Status ISC Performance Supply Adequacy

Select Store *
Burkina Faso

Period Start Date *
01-06-2021

Period End Date *
12-07-2021

GENERATE REPORT

No records to display

- Once you select all the filters, click the GENERATE REPORT button. The report is displayed for the selected store and time. You will be able to view all the arrivals for your store. The report has below columns:
 - Receipt Date*: Pulled from arrival.
 - Product Name*: Pulled from arrival.
 - Batch Number*: Pulled from arrival.
 - Expiry Date*: Pulled from arrival.
 - VVM Stage*: Pulled from arrival.
 - Receipt Type*: Pulled from arrival.
 - Funding Source*: Pulled from arrival.
 - No. Doses or Units*: Pulled from arrival.

- ix. *Unit Cost (\$)*: Pulled from Master Data for Product Name and Presentation combination.
- x. *Total Cost (\$)*: Calculated by Unit Cost * No. Doses or Units

Receipt Date	Product Name	Batch Number	Expiry Date	VVM Stage	Receipt Type	Funding Source	No. Doses or Units	Unit Cost (\$)	Total Cost (\$)
09 Jul 2021	Measles-en	J4043	11 Jun 2022	1	Physical Count		100	0.649	64.9
24 Jun 2021	CS-eng	J1110	31 Dec 2022	1	Arrival		10000	10	100000
24 Jun 2021	ADS_0.5ml	J1110	24 Oct 2021	3	Arrival		1000	0.0063	6.3
24 Jun 2021	dil_MR-en	J1110	24 Jun 2022	2	Arrival		5000		
11 Jun 2021	CS-eng	J4041	11 Sep 2021	4	Arrival	India	200000	10	2000000
11 Jun 2021	Covaxin-en	J4042	11 Oct 2021	3	Arrival	India	100000	20	2000000

- c. You can also search for any specific arrivals by using the search box available in the top row.
- d. You can export the report in excel or pdf by clicking the download button.

7.8.2 Issues

The Issue Report displays the Issues for your store based on the selected filters and fields. Only Completed issues are displayed.

To access the Issuing report,

- a. Navigate to Issues under the Reports.
- b. The below filters are available:
 - i. *Store*: You can see only the store that you're assigned as a Store Operator to.
 - ii. *Period Start Date*: The start date for the report.
 - iii. *Period End Date*: The end date for the report.

Select Store *	Period Start Date *	Period End Date *	GENERATE REPORT
Burkina Faso	01-07-2021	12-07-2021	

No records to display

Arrivals

Issues

Physical Count & Adjustment

Stock Management Summary

Stock & Storage Status

ISC Performance

Supply Adequacy

Select Store *

Burkina Faso

Period Start Date *

01-07-2021

Period End Date *

12-07-2021

GENERATE REPORT

Date of Issue	Product Name	Batch Number	Expiry Date	Issue Type	Recipient Store/Reason	Quantity Issued (Doses/Unit)	Unit Cost (\$)	Total Cost (\$)
09 Jul 2021	CS-eng	J4041	11 Sep 2021	Physical Count	Missing	5000	10	50000
06 Jul 2021	ADS_0.5ml	J1110	24 Oct 2021	Requisition	Namentenga	100	0.0063	0.63
06 Jul 2021	Covaxin-en	J4041	11 Jun 2022	Requisition	Namentenga	10000	20	200000

10 rows

1

- c. Once you select all the filters, click the GENERATE REPORT button. The report is displayed for the selected store and time. You will be able to view all the completed issues for your store. The report has below columns:
- Date of Issue*: Pulled from issuing.
 - Product Name*: Pulled from issuing.
 - Batch Number*: Pulled from issuing.
 - Expiry Date*: Pulled from issuing.
 - Issuing Type*: Pulled from issuing.
 - Quantity Issued (Doses/Units)*: Pulled from issuing.
 - Unit Cost (\$)*: Pulled from Master Data for Product Name and Presentation combination.
 - Total Cost (\$)*: Calculated by Unit Cost * Quantity Issued (Doses/Units).

7.8.3 Physical Count and Adjustment

The Physical Count & Adjustments Report displays the Adjustments for your store based on the selected filters and fields.

To access the Physical Count & Adjustment report,

- Navigate to Physical Count & Adjustment under the Reports.
- The below filters are available:
 - Store*: You can see only the store that you're assigned as a Store Operator to.
 - Period Start Date*: The start date for the report.
 - Period End Date*: The end date for the report.

Arrivals

Issues

Physical Count & Adjustment

Stock Management Summary

Stock & Storage Status

iSC Performance

Supply Adequacy

Select Store *

Period Start Date *

Period End Date *

GENERATE REPORT

Burkina Faso

01-06-2021

12-07-2021

Date of Adjustment	Product Name	Batch Number	System Quantity	Actual Quantity	Discrepancy	Adjustment Type	Reason For Adjustment	Comments
09 Jul 2021	Measles-en	J4043	1500	1600	100	Physical Count	Surplus	Sample comments
09 Jul 2021	CS-eng	J4041	50000	45000	-5000	Physical Count	Missing	Sample comments
25 Jun 2021	CS-eng	J4041	50000	55000	5000	Physical Count	Surplus	test
11 Jun 2021	Measles-en	J4043	2000	1500	-500	Physical Count	Missing	test
11 Jun 2021	Covaxin-en	J4042	100000	50000	-50000	Physical Count	Missing	Missing
11 Jun 2021	Covaxin-en	J4041	100000	50000	-50000	Physical Count	Missing	Missing
11 Jun 2021	CS-eng	J4041	200000	150000	-50000	Physical Count	Missing	Missing

- c. Once you select all the filters, click the GENERATE REPORT button. The report is displayed for the selected store and time. You will be able to view all the completed adjustments for your store. The report has below columns:
- Date of Adjustment*: Pulled from the arrivals/issuing.
 - Product Name*: Pulled from the arrivals/issuing.
 - Batch Number*: Pulled from the arrivals/issuing.
 - System Quantity*: Pulled from the arrivals/issuing.
 - Actual Quantity*: Pulled from the arrivals/issuing.
 - Discrepancy*: Pulled from the arrivals/issuing.
 - Adjustment Type*: Pulled from the arrivals/issuing.
 - Reason for Adjustment*: Pulled from the arrivals/issuing.
 - Comments*: Pulled from the arrivals/issuing.

7.8.4 Stock Management Summary

The Stock Management Summary report gives an overview of stock and balances by product within a time. The report is split into sections by product category. This report displays category-wise stock information for each product.

As a Store Operator, to access the Store Management Summary report,

- Navigate to the Store Management Summary report in Reports.
- The below filters are available:
 - Store*: You can see only the store that you're assigned as a Store Operator to.
 - Product Category*: You can select from the below categories. If you keep it blank, the report displays all categories in the report.
 - Vaccines Routine*: This selection displays the Vaccines for which the SIA Type field is blank.
 - Vaccines SIA*: This selection displays the Vaccines for which the SIA Type field has some data.
 - Supplies Routine*: This selection displays the Supplies for which the SIA Type field is blank AND is not in Other Child Survival Interventions.

4. *Supplies SIA*: This selection displays the Supplies for which the SIA Type field has some data AND is not in Other Child Survival Interventions.
 5. *Other Supplies*: This selection displays the Supplies which are in the Other Child Survival Interventions
- iii. *Period Start Date*: The start date for the report.
 - iv. *Period End Date*: The end date for the report.

Arrivals

Issues

Physical Count & Adjustment

Stock Management Summary

Stock & Storage Status

iSC Performance

Supply Adequacy

Select Store *

Burkina Faso

Product Category

Vaccine Routine

Period Start Date *

01-06-2021

Period End Date *

12-07-2021

GENERATE REPORT

Product Name	Opening Stock	Arrivals	Returns	Distributed	Wastage	Adjustments	Closing Balance	Average Monthly Distribution	Total cost of supplies (\$)	Total Value of Actual Stock (\$)
Vaccine Routine	0	616000	0	110000	100000	-5000	401000	80487	9100649	4350649
CS-eng	0	410000	0	50000	100000	95000	355000	36585	5100000	3550000
Measles-en	0	1000	0	0	0	0	1000	0	649	649
Covaxin-en	0	200000	0	60000	0	-100000	40000	43902	4000000	800000
dil_MR-en	0	5000	0	0	0	0	5000	0	0	0

- c. Once you select all the filters, click the GENERATE REPORT button. The report is displayed for the selected store, category(s), and time.

The report has below columns:

- i. *Product Name*: It displays the list of the products that were in stock in the store at the chosen time.
- ii. *Opening Stock*: It displays the quantity of stock for the product at the start of the time.
- iii. *Arrivals*: It displays the quantity received into the store during the time. This includes the Receipt Types of Arrival, Starting Balance, Emergencies, and Other.
- iv. *Returns*: This displays the quantity received back into the store from a lower level store during the time period. This includes the Receipt Type of Returns.
- v. *Distributed*: This displays the quantity of stock issued by the store during the time period for which Issue Type = Requisition.
- vi. *Wastage*: This displays the quantity of stock issued by the store during the time period for which Issue Type = Wastage.
- vii. *Adjustments*: This displays the quantity of stock adjusted during the time period. This number is the quantity of Physical Count/Adjustments in all arrivals minus the quantity of Physical Counts/Adjustments for all Issues within the given timeframe. It displays a negative value if arrivals have less quantity than issues.

- viii. *Closing Balance*: This displays the stock balance of each product at the end of the time period. This is calculated by subtracting Issues from Arrivals for each product.
 - ix. *Average Monthly Distribution*: This displays the average monthly distribution within the chosen timeframe. This is calculated by: (Total Distributed Qty/no. of days within the period)*30.
 - x. *Total Cost of Supplies (\$)*: This displays the cost of everything in the store for the product at the end of the chosen timeframe; which is the total cost of Opening Stock and Arrivals. This is calculated using total quantity multiplied by the unit cost for the product in master data. As there is a different unit cost for different presentations of the product, the calculation considers the sum of each product individually concerning the presentation and unit cost (Price/Dose), rather than the overall total product.
 - xi. *Total Value of Actual Stock (\$)*: The total cost of the Closing Balance. This is calculated using the total quantity multiplied by the unit cost for the product in the master data. As there is a different unit cost for different presentations of the product, the calculation considers the sum of each product individually concerning the presentation and unit cost (Price/Dose), rather than the overall total product.
- d. Each category shows the sum of the transactions within the category. E.g. Vaccines Routine section shows up a summation of each column in the top row in bold. Also, make sure to increase the no. of rows if you can't see all the products.

Important Note: The products are displayed only when:

- a. The products are entered in the Programme Data in the routine/supplementary/ other child survival section.
- b. The supplementary products have text in the SIA Type field.
- c. The Country Admin has entered the valid data in the Population & Demographics and Vaccine Coverage under Store Data.
- d. The products have arrivals/issuing that are completed.
- e. The transactions have happened within the selected timeframe.

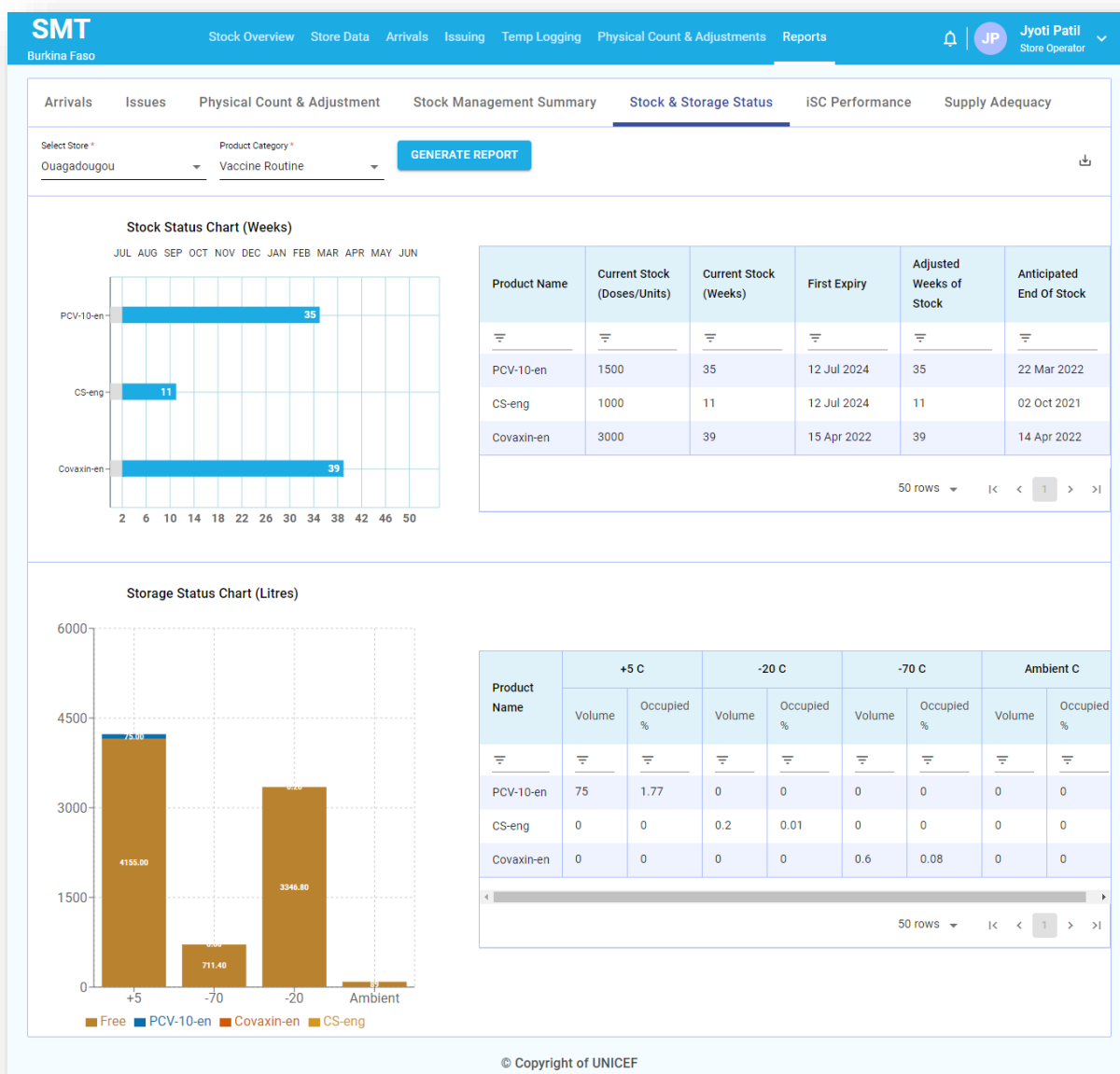
7.8.5 Stock & Storage Status

This report offers a snapshot of the current stock and storage situation in the warehouse.

As a Store Operator, to access the Stock & Storage Status report,

- a. Navigate to Stock & Storage Status in Reports.
- b. The below filters are available:
 - i. *Store*: You can see only the store that you're assigned as a Store Operator to.
 - ii. *Product Category*: You can select from the below categories:
 - 1. Vaccines Routine: This selection displays the Vaccines for which the SIA Type field is blank.
 - 2. Vaccines SIA: This selection displays the Vaccines for which the SIA Type field has some data.
 - 3. Supplies Routine: This selection displays the Supplies for which the SIA Type field is blank AND is not in Other Child Survival Interventions.

- Supplies SIA: This selection displays the Supplies for which the SIA Type field has some data AND is not in Other Child Survival Interventions.
- Other Supplies: This selection displays the Supplies which are in the Other Child Survival Interventions.



The report is split into 2 sections: Stock Status (weeks) and Storage Status (Litres).

Stock Status

The gives an overview of the current status of the stock in the store.

The section is split into 2 parts:

- a grid which shows the data.
- a line chart which visualizes the data.

The grid contains the following fields:

- Product Name** – This displays any product that is currently in stock.
- Current Stock (Doses/Units)** – This displays quantity of doses or units in stock for each category.

3. **Current Stock (Weeks)** - This is calculated differently based on the product type which is explained in the [appendix](#).
4. **First Expiry** – This displays The closest expiry date of the batches in stock for the product.
5. **Adjusted Weeks of Stock** – This is calculated which is explained in the [appendix](#).
6. **Anticipated End Of Stock** - The date that stock will run out based on the current date + the 'adjusted weeks of stock'.

This section also displays horizontal bar charts for the next 12 months from the current date. e.g. If it's July 2021, the report displays the data till July 2022. The chart displays the “Adjusted Weeks of Stock” of the selected product in weeks. If the expiry of the stock is within the next 12 weeks, the bar is displayed in orange color.

The line chart is just a visualization of the Adjusted Weeks of Stock per product. The visualisation shows up to the next 12 months on the chart even if the expiry date of a product is further away than that.

Storage Status

This gives an overview of the current storage status in the store.

It is split into 2 parts:

- the grid containing the storage data.
- the bar chart visualizing the above data.

The grid contains the following fields:

- **Product Volume**
 - This column is repeated for all storage temperatures that are available in Store Data.
 - It is calculated by subtracting all Issued Volume of the product in Issuing from all Storage Volume of the product in Arrivals.
 - The temperature column each product should go in can be identified by the storage temperature associated with the storage location chosen in Arrivals. If the same vaccine is stored at a different temperature, there will be two entries in front of that product w.r.t. temperatures.
- **Percentage Occupied**
 - This column gets repeated for storage temperatures that exist in Store Data. The list is dynamic.
 - This is calculated by taking the Product Volume above as a percentage of the total available volume of the functional storage equipment for that temperature entered by the store operator. (Net capacity).

e.g. If the Product Volume for BCG is 18 and the Total Net Capacity is 500, the Percentage Occupied = $(18/500) * 100 = 3.6\%$.

- Only functional equipment is displayed. If there are multiple functional equipment for one temperature, their net capacities are added.

7.8.6 iSC Performance

The iSC report gives an overview of the Key Performance Indicators for a store. There are 7 KPIs which are included:

1. Temperature
2. Cold Chain Equipment Functionality
3. Wastage
4. Full Stock Availability
5. Stock Out Days
6. Stocked According to Plan
7. Forecasted Demand vs Issues

As a Store Operator, to access the iSC Performance report,

- a. Navigate to iSC Performance report in Reports.
- b. The below filters are available:
 - i. *Store*: You can see only the store that you're assigned as a Store Operator to.
 - ii. *Period Start Month*: The start month for the report.
 - iii. *Period End Date*: The end month for the report.

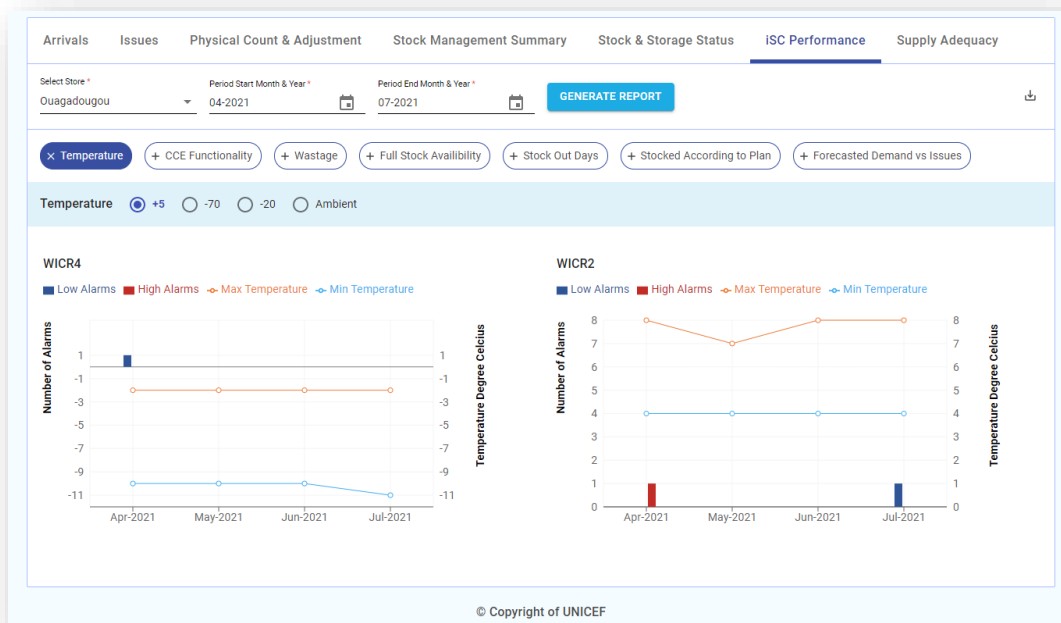
The screenshot shows the iSC Performance report interface. At the top, there is a navigation bar with tabs: Arrivals, Issues, Physical Count & Adjustment, Stock Management Summary, Stock & Storage Status, iSC Performance (selected), and Supply Adequacy. Below the navigation bar, there are three filter sections: 'Select Store' with a dropdown menu showing 'Ouagadougou', 'Period Start Month & Year' with a date picker showing '04-2021', and 'Period End Month & Year' with a date picker showing '07-2021'. To the right of these filters is a blue button labeled 'GENERATE REPORT'. Below the filters, there is a row of seven buttons, each with a plus sign and a label: '+ Temperature', '+ CCE Functionality', '+ Wastage', '+ Full Stock Availability', '+ Stock Out Days', '+ Stocked According to Plan', and '+ Forecasted Demand vs Issues'.

The report is split into these 7 sections.

1. **Temperature:**

The data for this KPI is taken from the Temperature logging that you have added monthly. The visualization shows the max and min temperatures over time as well as the number of max and min alarms.

You can select one temperature at a time and then a separate graph for each piece of storage equipment for that temperature is.

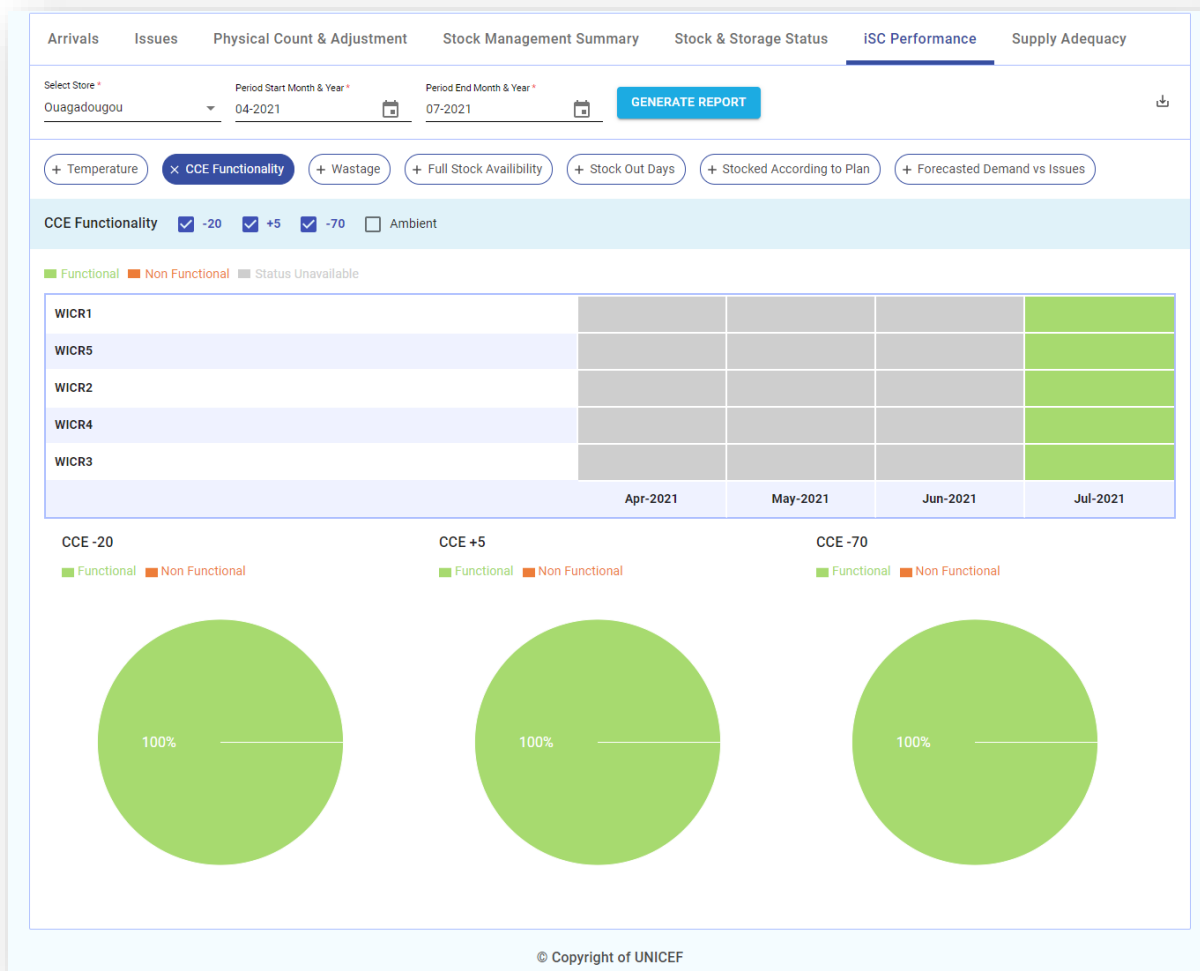


2. Cold Chain Equipment (CCE) Functionality

This chart offers an overview of the functionality of the storage equipment over the time period. You can track this by the Status column in the Store Data tab. The user can select more than one temperature at a time in this chart.

It is split into 2 charts:

- Chart 1 is a grid showing whether each piece of equipment was functional / not functional for each month in the time period. If the equipment was not functional for even 1 day in the month, then this cell shows as orange.
- Chart 2 shows the overall status of all the equipment for each temperature in days. It calculates the number of days all pieces of equipment in each temperature were not functional and then expresses this as a percentage of total days of the time period in a pie chart.

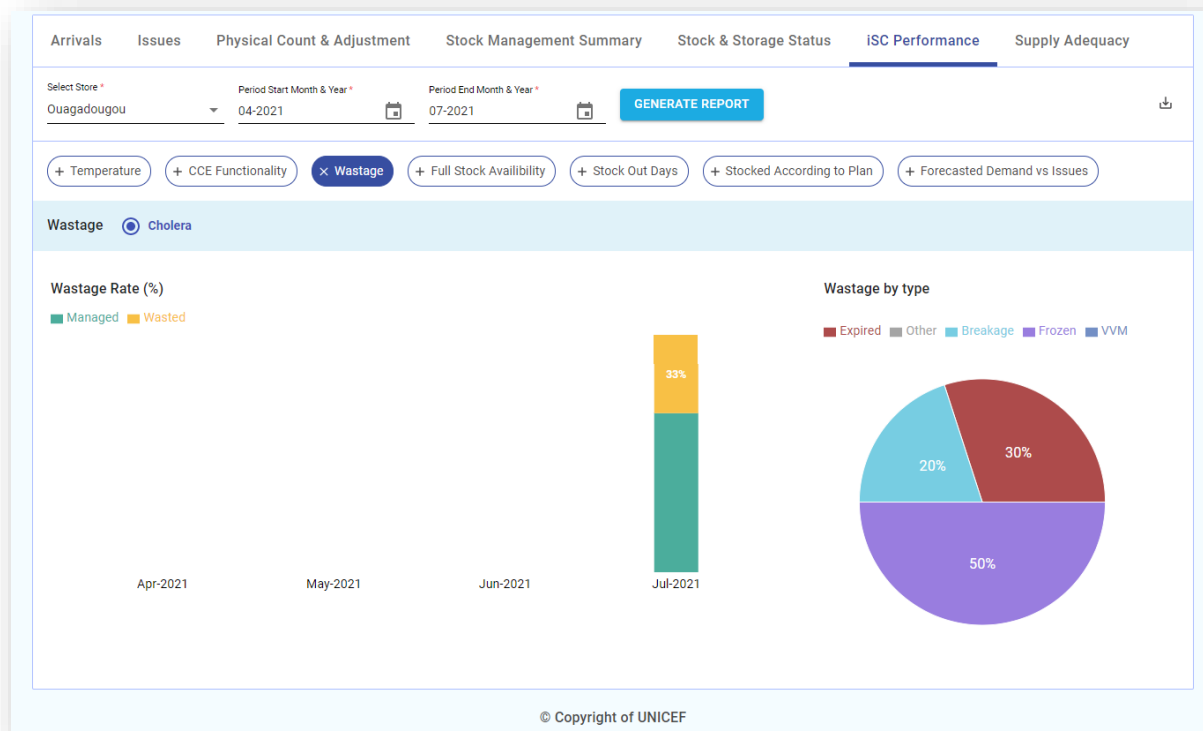


3. Wastage

This offers an overview of the amount of product wasted as a percentage of the amount of product managed per month in the reporting period.

This section contains 2 charts:

- Chart 1 is a bar chart which shows the percentage of product wasted as a percentage of product managed per month.
- Chart 2 is a pie chart which shows the breakdown of the wastage category for the wasted products in the reporting period.



4. Full Stock Availability

This shows if the stock was available for a product by month throughout the reporting period. 'Stock Availability' in green just means that the quantity of stock for that product was never 0 during the month.

Arrivals

Issues

Physical Count & Adjustment

Stock Management Summary

Stock & Storage Status

ISC Performance

Supply Adequacy

Select Store *

Period Start Month & Year *

Period End Month & Year *

GENERATE REPORT

Ouagadougou

04-2021

07-2021

+ Temperature

+ CCE Functionality

+ Wastage

Full Stock Availability

+ Stock Out Days

+ Stocked According to Plan

+ Forecasted Demand vs Issues

Full Stock Availability

Available

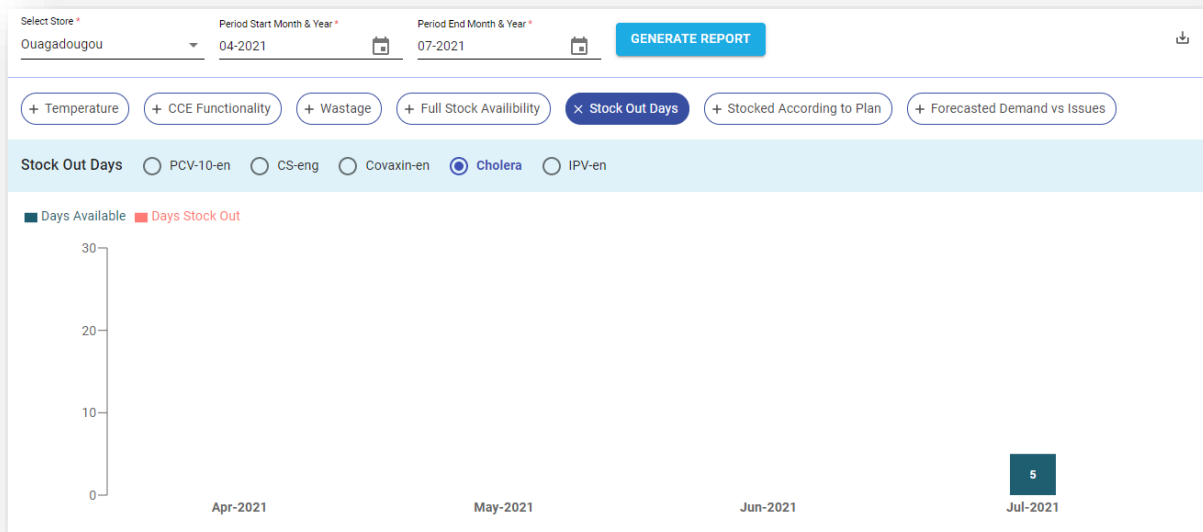
Unavailable

Status Unavailable

PCV-10-en				
CS-eng				
Covaxin-en				
Cholera				
IPV-en				
	Apr-2021	May-2021	Jun-2021	Jul-2021

5. Stock Out Days

This is a more granular level of the Full Stock Availability data. It shows for how many days in a month stock was equal to 0 for a product.



6. Stocked According to Plan

This shows how the stock levels were maintained with ideal max/min stock level indicators over the reporting period.

- Max stock level refers to the 'Supply Interval' for the store.
- Min stock level refers to the 'Safety Stock' for the store.

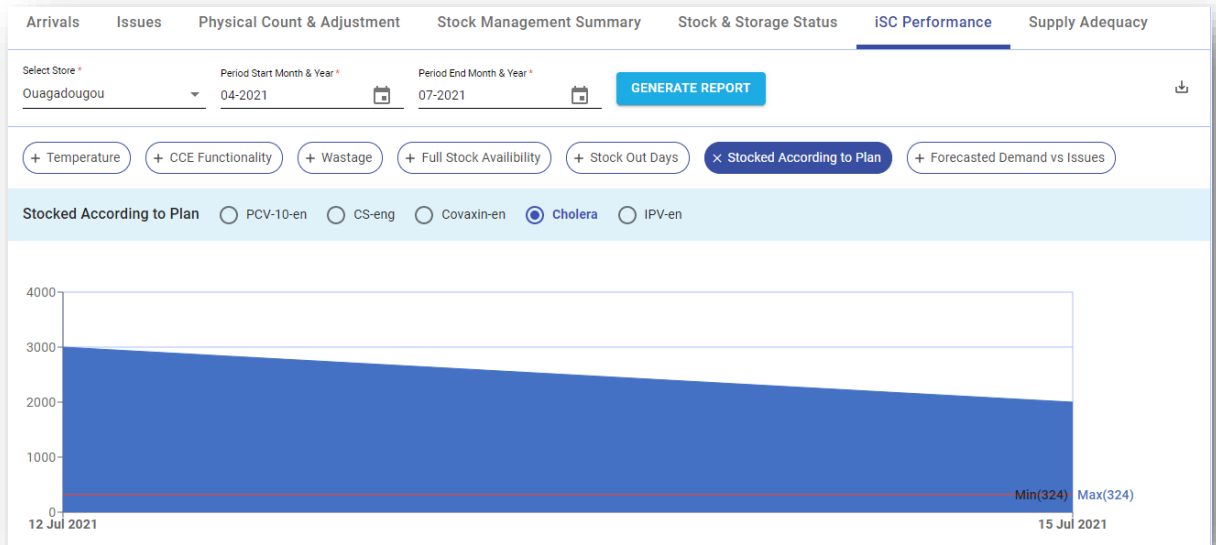
Both of the values are entered in Store Data by COAdmin. However, they are values in weeks, so need to be converted to doses/units by using the below formula.

We need to calculate the dosage required for the year for the store for that particular product. Let's take BCG with Target Group of Live Births as an example. That is done by:

Algorithm = ((# of Live Births population the store covers) * (Coverage % for the store) * for all BCG in programme data((Doses/Target for BCG * (ratio of wastage which is 100 / (100 – wastage %))))
e.g. the Safety Stock for the store is 12 weeks. We then need to multiply the above result by (12 / 52) to give us how much stock = 12 weeks' worth.

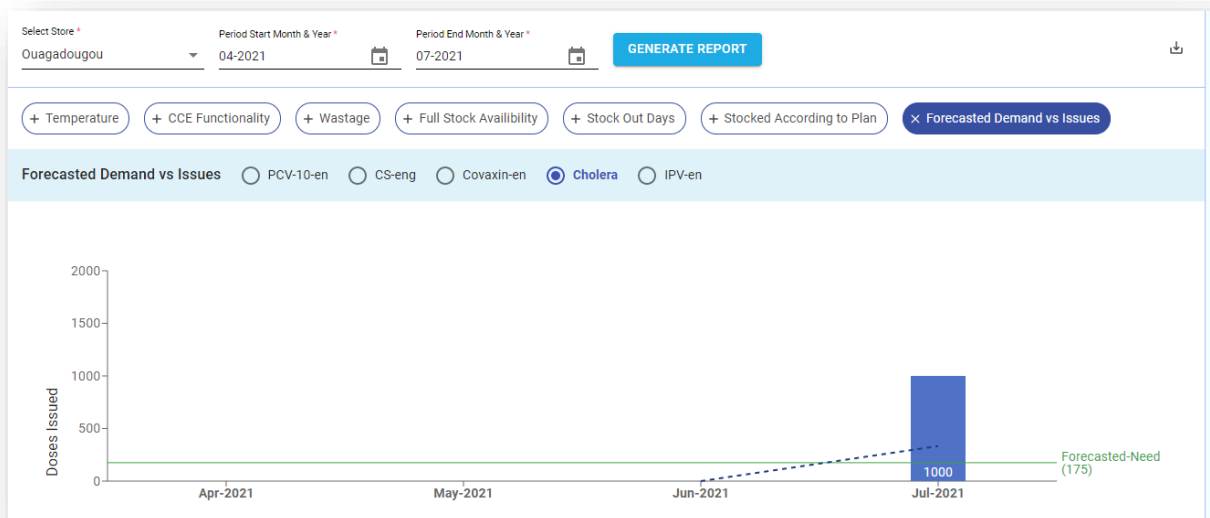
So, if the algorithm returns 1000, the calculation will be = $1000 * 12 / 52$.

The blue area is issues and arrivals. If there is an issue, the chart declines by the no. of units issued and if there is an arrival, it just shoots up the chart with the same number.



7. Forecasted Demand vs Issues

This shows the amount of stock issued vs the forecasted demand over the reporting period. The Forecasted Need line is calculated by taking the Annual Need (Qty Needed from [APPENDIX](#)) for the product and dividing it by 12 to get a monthly need value.



7.8.7 Supply Adequacy

The Supply Adequacy report gives an overview of stock and balances by product within a timeframe.

As a Store Operator, to access the Supply Adequacy report,

- a. Navigate to Supply Adequacy report in Reports.
- b. The below filters are available:
 - i. **Store:** You can see only the store that you're assigned as a Store Operator to.
 - ii. **Product Category:** You can select from the below categories:
 6. Vaccines Routine: This selection displays the Vaccines for which the SIA Type field is blank.
 7. Vaccines SIA: This selection displays the Vaccines for which the SIA Type field has some data.
 8. Supplies Routine: This selection displays the Supplies for which the SIA Type field is blank AND is not in Other Child Survival Interventions.
 9. Supplies SIA: This selection displays the Supplies for which the SIA Type field has some data AND is not in Other Child Survival Interventions.
 10. Other Supplies: This selection displays the Supplies which are in the Other Child Survival Interventions.
 - iii. **Select Year:** The year for the report.

Arrivals Issues Physical Count & Adjustment Stock Management Summary Stock & Storage Status ISC Performance Supply Adequacy						
Select Store *	Product Category *	Select Year *	GENERATE REPORT			
Ouagadougou	Vaccine Routine	2021				
Recipient Stores	PCV-10-en		CS-eng		Covaxin-en	
	Need	Supplied	Need	Supplied	Need	Supplied
Ouagadougou	2177.78	91.84%	10801.24	27.77%	4000	75.00%
50 rows < < > >						
© Copyright of UNICEF						

- c. The report displays the information for the selected filters in below columns:
 - i. Recipient Stores
 - ii. Product Names for selected category:
 - Need: This is the Qty Needed for the store for that particular product
 - Supplied: The quantity of the product received into the store as a percentage of the annual need.
e.g. Annual need was 2177 and we have received 2000 products, the supplied % will be $(2000/2177)*100 = 91.84\%$

8 Desktop App: Store Operator

The Desktop App will be used by stores that are marked as Offline stores in the system.

As a Store Operator, when you log in to the online app for the first time, and if your assigned store is marked as an offline store, you will be presented with the ability to download the desktop application.

Once the application is downloaded, it functions offline completely.

Important Points to note:

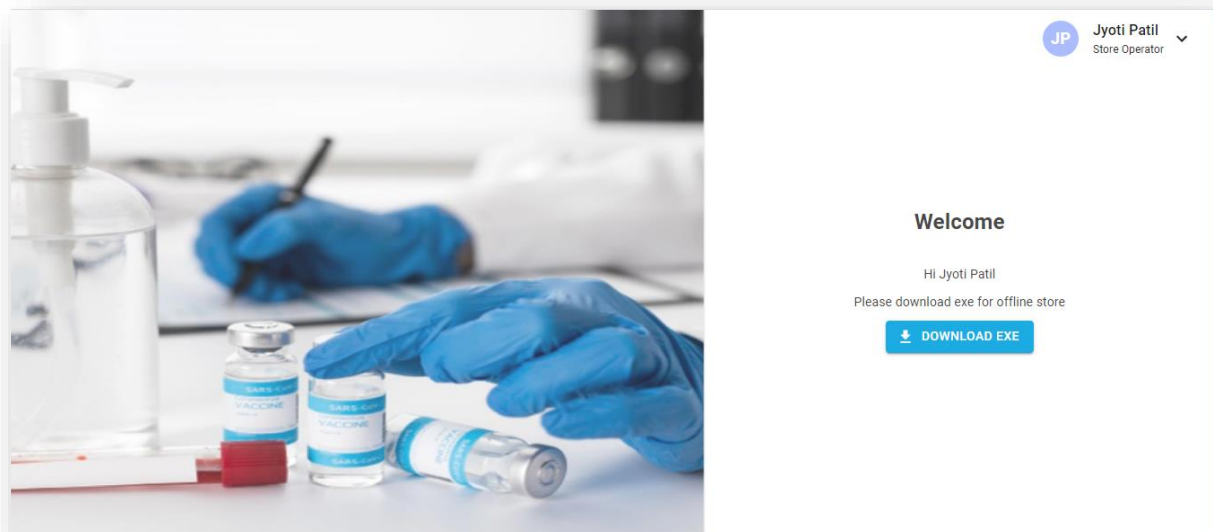
1. If you perform any action in the desktop app, you need to synchronize it first to get it reflected in the web app.
2. You can't download the .exe file unless your store is marked as an OFFLINE store by COAdmin or SNAdmin.

8.1.1 Desktop App Installation

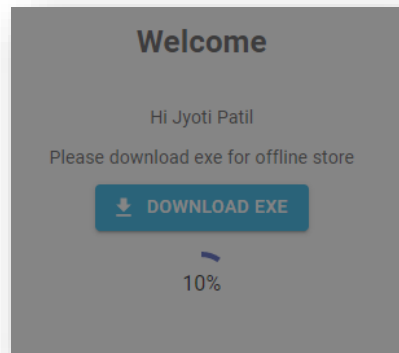
When you are assigned as a Store Operator to an offline store, you can see the below option when you hit the application URL.

To install the desktop app,

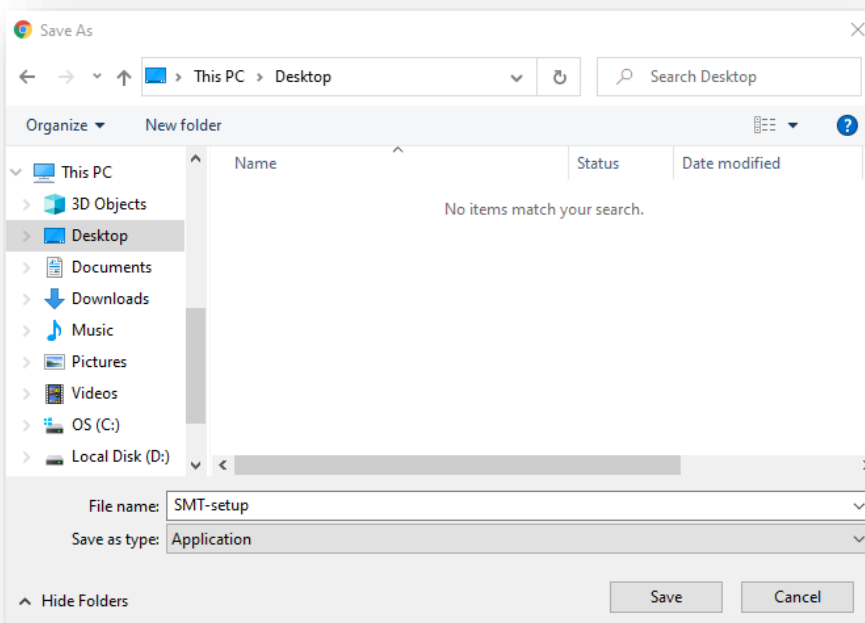
- a. Click the DOWNLOAD EXE button available on the page.



- b. You can see the download percentage progress in the browser.



- c. Once the download is completed, you will be asked the location to save the executable .exe file. You can choose an appropriate location and click on Save.



- d. Once the file is saved, you can double-click on it to execute it. When the installation is completed, you will be able to find the SMT icon at the same location:

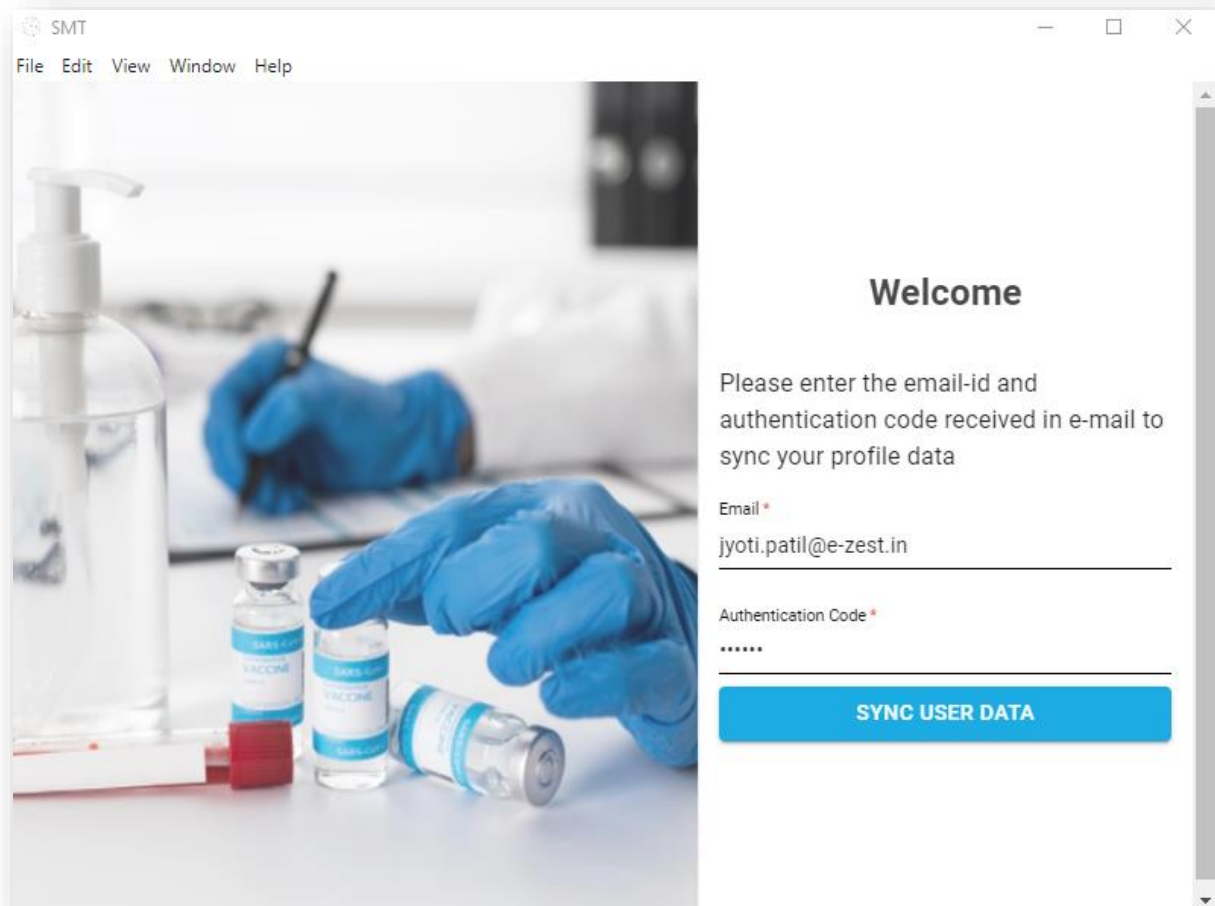


8.1.2 Desktop App Login

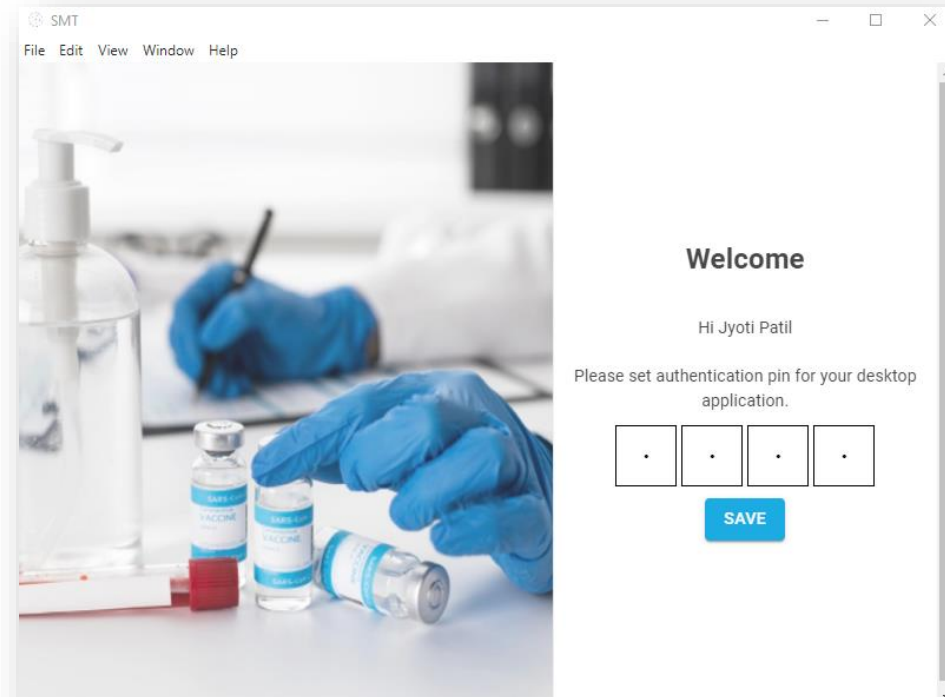
As a Store Operator, you can log in to the desktop app once it is successfully installed.

To login to the desktop app,

- a. Double-click on the SMT icon.
- b. When you are logging in for the first time, you will need to enter the authentication code received in the email to log in to the application.



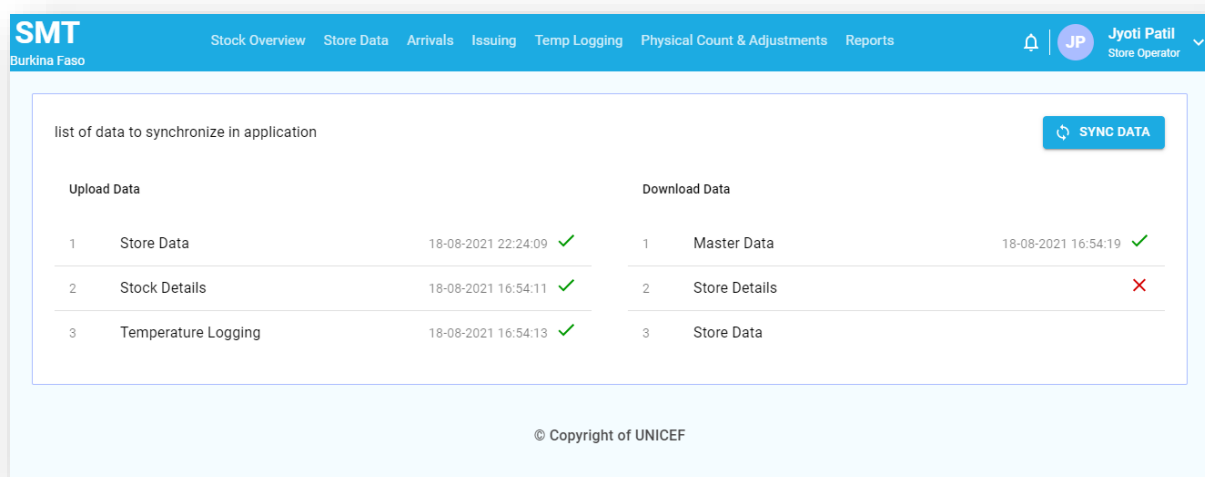
- c. Once the Email and Authentication Code is entered, click on the SYNC USER DATA button. Once the data is synchronized, you will see a success message and will be navigated back to the login page.
- d. You can click on the Login button and the system will ask you to enter the 4-digit pin. This pin will be used every time you log in to the desktop app in the future.
- e. Once you enter the pin, click on SAVE button.



- f. You can also reset the pin if you don't remember the old pin. The system will ask you to add a new pin once you click the RESET button.



- g. You will be navigated in the app after the pin is saved/validated. You will also be able to see the synchronization status for each module within SMT.



8.1.3 Desktop App Features

The desktop app works as same as the web application. As a Store Operator, you can access the below features in the desktop app:

8.1.3.1 Stock Overview

The Stock Overview feature works as same as the web application as explained [here](#).

8.1.3.2 Store Data

The Store Data feature works as same as the web application as explained [here](#).

8.1.3.3 Arrivals

The Arrivals feature works as same as the web application as explained [here](#). The desktop app only has manual arrivals.

8.1.3.4 Issuing

The Issuing feature works as same as the web application as explained [here](#).

8.1.3.5 Temp Logging

The Temp Logging feature works as same as the web application as explained [here](#).

8.1.3.6 Physical Count & Adjustments

The Physical Count & Adjustments feature works as same as the web application as explained [here](#).

8.1.3.7 Reports

The Reports feature works as same as the web application as explained [here](#).

8.1.4 Desktop App Data Sync

You will be prompted to synchronize the data whenever the internet connection is available. The synchronization happens two-way.

To synchronize the desktop app,

- Click the SYNC button and wait for the app to provide the update for each module.

- b. When the desktop app is synchronizing, don't close the app. Once the upload and download are finished, the new data will be visible in the desktop app.

8.1.5 Desktop App Updates

The desktop app is automatically updated when you have an internet connection available and if SDAdmin has pushed any updates to the app.

9 APPENDIX

9.1 Calculations for Current Stock in Weeks

- **Vaccines Routine**

- **Qty Needed** = ((# of population the store covers for the target group of the vaccine) * (Coverage % for the store) * *sum for all instances of the vaccine in programme data which is ((Doses/Target for the vaccine * (100 / (100 – wastage %)))*))
- **Qty Needed per week** = Qty Needed/52
- **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week

- **Vaccines SIA**

- **Qty Needed** = ((# of population the store covers for that supplementary vaccine) * sum for all instances of the in programme data ((No. of Rounds for the vaccine which is Doses/Target for the vaccine * (ratio of wastage for the vaccine which is calculated by 100 / 100 – wastage %)))
- **Qty Needed per week** = Qty Needed/52
- **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week

- **Supplies Routine**

1. For each Administration Type (Syringes) needed for routine vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = Sum of the dosage needs of each routine vaccine for which the piece of SIE is required ('Qty needed' that was calculated for the vaccine in the above formulas)
 - **Qty Needed per week** = Qty Needed /52
 - **Current Stock (Weeks)** = Current Stock in (Doses/Units) / Qty Needed per week
2. For each Dilution-Syringe equipment needed for routine vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = sum for each instance of the vaccine in prog data (dose to vial ratio(1/presentation) for the vaccine * the dosage needs (Qty Needed) for that vaccine) + ... + ...
 - **Qty Needed per week** = Qty Needed /52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week
3. For Safety boxes (combination of above two) needed for routine vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = sum of all units needed for Syringes and Diluents / 100.
 - **Qty Needed per week** = Qty Needed /52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week

- **Supplies SIA**
 1. For each Administration Type (Syringe) needed for supplementary vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = Sum of the dosage needs of each routine vaccine for which the piece of SIE is required
 - **Qty Needed per week** = Qty Needed/52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week
 2. For each Syringe-Diluent equipment needed for routine vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = sum for each instance of the vaccine in prog data (dose to vial ratio for the vaccine (1/Presentation) * the dosage needs for that vaccine)
 - **Qty Needed per week** = Qty Needed/52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week
 3. For Safety boxes needed for routine vaccines in programme data the unit needs are calculated as follows:
 - **Qty Needed** = sum of all units needed for Syringes and Diluents / 100.
 - **Qty Needed per week** = Qty Needed/52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week
- **Other Child Survival Interventions**
 - **Qty Needed** = store population coverage * Sum for each instance of the CSI (units/target * target groups % * coverage expected % * wastage rate as a ratio)
 - **Qty Needed per week** = Qty Needed/52
 - **Current Stock (Weeks)** = Current Stock in (Doses /Units) / Qty Needed per week

9.2 Calculations for Adjusted Weeks of Stock

There are steps involved to calculate this. Please refer to the below steps.

1. Identify all the batches in stock for the product.
2. Calculate how many weeks of stock we have for each batch based on the quantity of doses/units. The Number of weeks of stock available for batch (weeks of stock) = available batch stock/qty needed per week.
3. Sort the batches from the closest expiry date to the furthest away.
4. 'adjusted weeks of stock' = Take the expiry of the batch with the closest expiry date (batch 1) and subtract the current date ('usage start') from it to calculate how many weeks are left until expiry.
5. If this number ('corrected weeks of stock') is less than the 'weeks of stock' calculated for batch 1 above, then this becomes the 'usage start' date of batch 2. Otherwise, use the weeks of a stock number.
6. Repeat this process for each of the batches.
7. Sum up all the 'adjusted weeks of stock' and this value is the 'adjusted weeks of stock' value displayed in the grid and line chart.