# STOCK VISIBILITY SYSTEM



# **TRAINING GUIDE**

# MODULE 1

# LOG – IN PROCESS:

# Registered Users: How to log-in

 $\Rightarrow$  musika.mezzanineware.com  $\Rightarrow$  Press Enter:





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#### $\Rightarrow$ Username (mobile number):

- Ø Format: 27123456789
- $\varnothing$  Received as SMS communications.

#### $\Rightarrow$ Password:

- $\varnothing$  System generated password.
- $\varnothing$  Received as SMS communications.
- $\ensuremath{\varnothing}$  Not transferrable.

#### $\Rightarrow$ Choose a PIN that you won't forget:

- $\varnothing$  Enter it in the 'Enter a new PIN' field.
- $\varnothing$  Make a separate note of this PIN, as it will be required each time you open the app

#### $\Rightarrow$ Press 'Sign in':

Enabled to view 'medicine availability data'



How to reset your password if you can no longer access the application?

- $\Rightarrow$  Click on 'Can't access your account?'
- ⇒ Enter your mobile number that is the mobile number for the SIM issued with the device - as your username.
- $\Rightarrow$  Click 'Reset password'.
- $\Rightarrow$  You will receive an SMS with your new password.



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# Access is 'Role' based. What does this mean?

 $\varnothing$  Role assume is as **'HIGHLIGHTED'** on screen.

## $\Rightarrow$ 'Role' is divided into :

- $\ensuremath{\varnothing}$  Management:
- $\varnothing$  Stock Management:

## $\Rightarrow$ Management 'Role':

- $\ensuremath{\varnothing}$  View all data.
- Ability to register peers and subordinates.
- Registration of new facilities at district level ONLY
- $\ensuremath{\varnothing}$  Receive SMS messages.

## $\Rightarrow$ Stock Managment 'Role':

- $\varnothing$  View all data.
- $\varnothing$  View stock inventory list at same level.
- $\varnothing$  Manage inventory list at same level.
- $\varnothing$  Receive SMS messages.



## Assuming multiple 'Roles'. Which means?

- $\varnothing\,$  Can assume more than one 'Role' at the same time:
  - You can assume both 'management' and 'stock management' roles at the same level.
  - Can assume a 'District manager' and 'District Stock manager 'roles for district A.
- $\varnothing$  Only ONE role per level:
  - Can only assume a 'District manager' role for district A and not for districts A & B.
- $\varnothing$  Can assume roles at all lower levels:
  - Can only assume a 'sub-district manager' role for district A and not for districts A & B.
  - Can assume a 'Sub-district PHC manager' and 'Sub-district Stock manager 'roles for district A.

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#### Provincial depot manager 'Role':

- ONLY 'Role' that assumes
   'Management' and Stock
   Management' simultaneously.
- Ø **ONLY 'Role'** that have access to the Provincial formulary:
- $\varnothing$  Advisable to have few people registered on this role.

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- ⇒ Confirmation of 'Roles' that you assume as you look into the data?
- $\Rightarrow$  Go to the 'navigation bar' on the left.
- $\Rightarrow$  Click 'User Profile'
  - $\ensuremath{\varnothing}$  Role' logged-in.
  - $\varnothing$  District
  - $\varnothing$  User name
  - $\ensuremath{\varnothing}$  Contact details.

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# MODULE 2

# **REGISTRATION PROCESS:**

New user - Authorísatíon to access 'stock availability data' through the web-portal:

### I would like to register a colleague in order to view the SVS data, what is the process?

- Registrations are done at Provinces and Districts ONLY:
- Can only register a colleague if you assumed appropriate 'Role'.
- Role can either be at'Provincial' or 'District' level.
- To confirm ability to register: Navigation bar on the left will show 'Manage users"



# Access to SVS web platform: Registration process:

- Assuming a 'Provincial Manager role"
- $\varnothing$  Select 'Manage users'
- 'Provincial Manager' role allows to register someone to assume a:
  - 'District Manager' role and 'District PHC Manager' role.
  - 4 people already registered under ' District Manager' role and
  - 2 people registered under 'District PHC Manager' role in the whole province.
- $\varnothing$  Select 'View/Invite' to start registration.



**Registration process:** 

- $\varnothing$  List provide with names of people already registered.
- $\varnothing\,$  Person should be registered ONCE.
  - N.B: DO NOT USE DIFFERENT NAMES as it means 2 different people instead of 1.
- Ø Enter 'Create New District Manager' to register the role.

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**Registrations process:** 

- $\ensuremath{\varnothing}$  Complete details.
- Cell number' and'Invitation Mobile Number'to start with 27...
- $\varnothing$  'District ' name will be as per drop down.
- $\ensuremath{\varnothing}$  Enter 'Submit'.
- Invitation Mobile Number' will receive SMS communications with 'User name' and 'Password'
- The 'User name' and 'Password' will then be used for log-in in future.

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Registrations process – Management of list:

- Registration implies adding a 'Web-user' on the list.
- If a person should be'Removed' from the list:
  - Click 'Replace'
- Ø If a person's details need to be 'Changed':
  - Click 'Edit' and change details.

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Registration process – Notifications of deviations through SMSs and email:

- $\varnothing$  As per facilities in the **AREA** registered in.
- $\varnothing$  Reasons:
  - Out of stock immediate notification.
  - Facility not reported as requested – after 24hours.
  - Stock-out not resolved after two weeks.
  - Facility not reported as requested – non-compliance.

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# MODULE 3

# MANAGEMENT OF THE 'STOCK INVENTORY LISTAT THE DISTRICT AND FACILITY LEVELS.

ADD 'stock items' to the facility and REMOVE 'stock items' from the facility.

# Management of 'Stock inventory list':

- Can only be accessed under a 'Stock' role e.g. 'District Stock', 'Provincial depot', 'Sub-district Stock'
  - N.B: To be managed by the pharmaceutical services.
- 2. Stock allocation is done from a higher level to the lowest level:
  - New 'medicine items' will be given by NDoH to Provinces.
  - Provincial depot manager will 'ADD' new 'medicine items' to the 'District formulary list"



Management of 'Stock inventory list':

- 3. Stock allocation to a facility:
  - District Stock manager will 'ADD' the 'medicine item' to the subdistrict list.
  - Sub-district pharmacist will 'ADD' new 'medicine item' to the each facility as required.
  - In the absence of a Sub-district pharmacist portfolio, the District Stock manager will 'ADD' items to each facility as requested.



# Management of a 'Formulary list' or 'Stock inventory list':

- 4. Demonstrate stock allocation to a facility:
  - Go to the 'Navigation bar' on the left.
  - Find and click 'Stock assignment' function:

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- 4. Demonstrate stock allocation to a facility:
  - ➢ Go to the 'Navigation bar' on the Left.
  - Click 'Stock assignment' function:

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- List of facilities in the area (sub-district, local area, cluster) as registration.
- Select the facility that you to 'Add to' or 'Remove from' and Click 'Select"

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# Stock assignment to facilities – 'District inventory list and Facility inventory list:

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# Stock assignment – 'ADD' stock

- Select the product you need to 'ADD' from the 'District inventory list'
- Click 'ADD'

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#### Receive confirmation of product being 'ADDED"

# Stock assignment – 'REMOVE' stock

- Select the product you want to remove from the 'Facility inventory list'
- Click 'Remove'

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Management of a 'Formulary list' or 'Stock inventory list':

**A. 'BULK'** Stock allocation:

How do I 'Add' or 'Remove' COMMON stock/medicine to or from ALL facilities?

- Need Vodacom assistance:
  - New products to be added to all facilities:
  - Common products to be removed from all facilities:
  - Request to be formalised as per Provincial Pharmaceutical Services processes:

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# Management of the 'Formulary' or 'Stock inventory list' or 'PHC medicine list" at the district and facility levels: Management Imperatives

Develop an internal process to manage assignment of stock:

- Define 'Roles and responsibilities' of different stakeholders, in ensuring that 'medicine list' appearing in the mobile device, is similar to the 'facility stock room'. Stakeholders including:
  - ✓ facility managers,
  - ✓ clinic supervisors,
  - ✓ hospital pharmaceutical services,
  - ✓ Sub-district pharmacists
  - ✓ 'Roving pharmacists
  - ✓ etc.
- Decide on the 'medicine items' that are not ' commonly kept/available' in the facility:
  - ✓ e.g. some facilities do not 'keep' all pack sizes.
  - ✓ e.g. requirements of 'Ideal Clinics'
  - $\checkmark\,$  e.g. medicine available as per the down referral system.

♣ etc. etc. etc.

# MODULE 4

# ASSESSMENT OF 'STOCK AVAILABILITY STATUS' IN OUR DISTRICTS, SUB-DISTRICTS & FACILITIES

Investigation of our 'Stock availability status' from different data sets:

# Assessment of 'stock availability status' in our districts, sub-districts and facilities:

#### But, what is 'Stock availability status':

At facility level - understood/represented by one or more of the following:

- 1. Focus on certain list of medicine or products:
- 2. Information is submitted at a specific time, either weekly, or monthly:
- 3. Names or list of medicine/products:
  - out of stock:
  - 'out of stock', with their average monthly usage:
  - 'low levels' and quantities with their average monthly usage:
  - 'short dated' shelf life:

### N.B: Never heard of a list of medicines that are 'overstocked':

# Assessment of 'stock availability status' in our districts, sub-districts and facilities:

## **Represented by:**

- **1.** Geographic Information System (Geo-map):
  - Quick assessment on stock availability Geo-spacial
  - Colour coded identify the depth of challenges of stock availability.

#### 2. Facility 'Stock cards data':

- Stock on hand or Stock balance.
- Early expiry date.
- Stock received.
- Stock lost as 'Expired or Damaged'
- Average usage.

#### 3. Stock – out status of facilities:

- Names of facilities out-of-stock.
- Medicine / Products out-of-stock in different facilities.

#### 4. Stock status of identified products in the specified area:

- Facilities with low stock.
- ♣ Facilities with stock within the min-max range.
- Facilities which are overstocked.

# STOCK AVAILABILITY STATUS:

1, Represented by:

# Geographic information system (Geo-map)

Stock availability status in facilities – represented by:

- Manage facilities:
- Quick assessment on stock availability in a specific area?
- Quick identification about the depth/seriousness of challenges on stock availability?
- Do you have any alternatives on products that are out-of-stock?

## Stock-out report:

- Check facilities that are out-of-stock on different products.
- Which products are out-of-stock in your facility or other facilities?

## Stock status:

- Stock status of an identified product in all facilities:
- Stock status will range from 'out-ofstock' to 'overstock.

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# Stock availability status: Geo-map

- 1. Click 'Manage facilities'
  - RED:
  - # As of last update.
  - # Facility was out-of-stock.
  - # On one or many line items.
  - # But for LESS than 21 days.

#### ♣ BLUE:

- # As of last update.
- *# Facility was out-of-stock.*
- *# On one or many line items.*
- # But for **MORE than 21 days.**



Stock availability status: Geo-map

**GREEN:** 

# As of last update.

# Facility **DID NOT HAVE** a product out-of-stock.

### **YELLOW:**

# As of last update.

- # Facility was out-of-stock.
- # On one or many line items.
- # But have ALTERNATIVES.



# Stock availability status: District and sub-district view.

#### **District view:**

- Registered under Lejweleputswa district.
- Free State province



#### Sub-district view:

- Registered under Matjhabeng sub-district.
- Part of Lejweleputswa district.
- Can be registered for both district and sub-district



# Stock availability status:

- ♣ Want to see all **RED** facilities **ONLY**?
- ♣ CLICK 'Stock out'

#### Only facilities that 'Out of stock' for less than 21 days



# Stock availability status:

- ♣ Want to see all YELLOW facilities ONLY?
- CLICK 'Stock out with alternatives'

 Only facilities that are 'Out of stock' for less than 21 days BUT have alternatives


## Stock availability status:

- Want to see all **BLUE** facilities **ONLY**?
- CLICK ' Product with Stock out item'



Only facilities that are 'Out of stock' for more than 21 days.



# Stock availability status: Want to view your facility?

#### Choosing a facility from the 'Geo-map':

- Point 'curser' at the facility you want to view.
- ♣ Name of facility will appear O.R. Tambo clinic
- Click' view.

#### Choosing a facility from the 'Geo-map':

- Confirm name of facility.
- 'Click' 'View facility'.



## View facility: 'Stock card data' of the facility.

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	View History	Antibacterial Therapy	Moxifloxacin 400mg 10 Tablet	180965259				Not Sub			
•	View History	ARV	Zidovudine 300mg 56 Tablet	181896243				Not Sub			
	View History	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28 Tablet	181896256				Not Sub			

## Stock availability status: Want to view your facility?

#### Choosing a facility from the list – Alphabetical list:

- Scroll page down.
- Facility names will be in alphabetical order.
- Click' view.

#### Choosing facility from the list – using a SEARCH function:

- Go to 'Search' column.
- Type name of 'Facility' , then 'Click' view on the Left.



# Stock availability status: Want to view your facility?

Can you see your facility from the list?

#### NO

- Scroll page down.
- You looking at page 1 of 5 pages.
- You are on Row 10. Click 'drop-down' icon next to 'Rows'
- You have 43 Rows to view from, Click 43 (the number in blue) and all the names of facilities will appear on the list.

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Stock	View	Boshof Clinic	u2uDqN3t22i		Tokologo	Lejweleputswa	Free State	
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	¥		1 2 3 4 2	10 10 20			Page To	

Stock availability status: 'Manage facilities'

- 1. Colour codes Important information to remember:
  - a) Initial colour of the 'Facility', before any updates are done, is **GREEN.** 
    - If the clinic has not updated AT ALL, XXX months after receiving a device, the colour will forever remain green.
  - b) Subsequent to the first update, the **COLOUR** is directly influenced by the 'Stock cards data' :
    - As per the LAST DATE UPDATED.
    - Colour changes immediately after the 'phone' has synchronised.
    - If the clinic 'does not update ever again' for XXX months, the same colour will remain.



Stock availability status: 'Manage facilities'

- 1. Colour codes Important information to remember:
  - c) Therefore, until the:
    - 'AGE' of the 'Stock card data' is confirmed,
    - Formulary list has been updated and confirmed.
    - Products that are showing as 'NOT REPORTED' can be accounted for.

#### **DO NOT ASSUME THAT:**

Green = Good Red = Bad Blue = Crisis Yellow = Relief



#### 1. 'Search' column: What does it do?

- Print any name you want to make a 'SEARCH' on.
- Can either be a 'Category' or 'Medicine'

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ne vie	View History	ARV	Abacavir 20mg/1mL 240 mL	181781208	2016-07- 28 12:24:39	0		25	0	5
	View History	ARV	Abacavir 300mg 56 Tablet	181896191	2016-07- 20 12:43:12	8	15	0	0	0
	View History	ARV	Abacavir 60mg 56 Tablet	181901076	2016-07- 28 12:32:10	0		317	0	13
	View	ARV	Abacavir and Lamivudine	181900960	2016-07-	0		129	0	0

- Example: Print 'VACC'. Will only view vaccines.
- Any 'navigation' will be 'FIXED' on the specific 'SEARCH' name.

#### Until 'VACC' is changed to another name to be 'SEARCHED'

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More	View History	Vacc	Pneumococcal . 1 Dose	181800792	2016-07- 28 09:00:51	0		240	(	)	10
	View History	Vacc	Tetanus Toxoid 10dose Vial	181760445	2016-07- 28 09:07:02	0		4	(	)	0
	View History	Vacc	Diphtheria Tetanus 2IU/20IU . Dose	181825242	2016-07- 28 08:49:45	0		76	(	)	10
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- 2. 'FILTER' sign: What does it do?
  - □ Appears in all functions.
  - □ If you want to filter, 'Click' the sign.
  - Any 'word function' can start from 'A to Z' or 'Z to A'.
  - Any 'numerical function' can start from '0 (zero) to 100.... OR '100... to 0 (zero)'

#### **AUTOMATIC FILTER:** What does it mean?

- General General Sector of Gays since last update'
- Thus the 'numerical function' starts with 'Zero'
- But the **'Update date'** function is **automatically filtere**d.



- 3. 'ROWS' icon: What does it mean?
- □ Appears at the bottom of the page.
- □ 'Click' on the icon to ensure that you can see ALL ITEMS which are in all 'ROWS'.
- □ A number of 'ROWS' will appear.



- 4. 'Page' icon: What does it mean?
- □ Click on the last 'ROW' as coloured in blue.
- □ This means you can see all items on the sheet or simply ALL STOCK CARDS DATA.
- □ You will then see ALL 4 PAGES containing STOCK CARDS DATA.

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	View History	ARV	Abacavir 60mg 56 Tablet	181901076	2016-07-26 09:32:41	2	144	0	0
	View History	ARV	Lamivudine 10mg/mL 240 mL	180205026	2016-07-26 09:36:07	2	15	0	0
strict	View History	ARV	Nevirapine 200mg 56 Tablet	181922275	2016-07-26 09:39:10 10 20	2	15	0	0
	View History	ARV	Efavirenz 600mg 28 Tablet	181896196	2016-07 09:35:40 50		150	0	0
lore	View History	ARV	Nevirapine 50mg/5mL 100 mL	181871672	2016-07 09:39:41 80		171	0	0
	<u>+</u>			1 2 3 4	×> 10	• rows			Page 1

- **5. 'Download'** SVS report icon:
- □ Appears at the bottom of the page.
- Click', if you want to DOWNLOAD the report on view on 'EXCEL' spreadsheet.
- Data appears on 'Excel' spreadsheet.
- In some cases, there is a need for the data to be set in an easily readable way



Downloading SVS data on the excel spreadsheet – for further analysis:

- 1. Click 'download' icon and then click file to open.
- 2. Click on top of 'Column A' to highlight all the column downwards.
- 3. Click 'Data' on top.
- 4. Click 'Text to columns' below on the Right.
- 5. Choose 'Delimited' then Click 'Next' at the bottom.
- 6. Select 'Tab', 'Semicolon' , and 'Comma', then click 'Next' at the bottom.
- 7. Choose 'Text' then click 'FINISH' at the bottom.

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3	ARV	Stavudine 15mg 56 Capsule	181896235	2016-07-26 09:40			13		0	0					_		
4	ARV	Lamivudine 150mg 56 Tablet	181896198	2016-07-26 09:37	2		180		0	0							
; /	ARV	Lamivudine 10mg/mL 240 mL	180205026	2016-07-26 09:36	2	1	15		0	0							
	Vacc	Tetanus Toxoid 10dose Vial	181760445	2016-07-26 10:03	2		40		0	0							
	Vacc	Diphtheria Tetanus 2IU/20IU . Dose	181825242	2016-07-26 09:54	. 2		30		0	0							
1	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28	181896256	2016-07-26 09:48	2		4084		0	0							
1	ТВ	Rifampicin, Isoniazid 60/60mg 56 Tablet	181879049	2016-07-26 09:29	2		10		0	0							
0	ARV	Efavirenz 200mg 84 Capsule	181922254	2016-07-26 09:34	2		95		0	0							
1/	ARV	Zidovudine 100mg 100 Capsule	181922278	2016-07-26 09:50	2		8		0	0							
2	TB	Rifampicin, Inh, Pza, Eth 150/75/400/275mg 112 Tablet	181817608	2016-07-26 09:27	2		72		0	0							
3 /	ARV	Efavirenz 50mg 28/30 Capsule	181896194	2016-07-26 09:35	2		244		0	0							
4	ARV	Zidovudine & Lamivudine 300/150mg 56 Tablet	181896255	2016-07-26 09:49	2		141		0	0							
5	Vacc	Pneumococcal . 1 Dose	181800792	2016-07-26 09:59	2		750		0	0							
6	Vacc	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB ) 1 Vial	181922609	2016-07-26 09:56	2	!	750		0	0							
7	TB	Rifampicin, Isoniazid 150/75mg 56 Tablet	181817633	2016-07-26 09:28	2	2	298		0	0				_			
8	Vacc	Measles BP 10 Vial	189706269	2016-07-26 09:57	2		70		0	0							
9 /	ARV	Lopinavir, Ritonavir 200/50mg 112 Tablet	181896251	2016-07-26 09:38	2		210		0	0							
1	1B	Isoniazid 300mg 28 lablet	1818/9045	2016-07-26 09:25	2		280		0								
1	AKV	Abacavir and Lamivudine buomg/ suumg 28 Tablet	181900900	2010-07-20 09:55			558		U	0							_
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- 1. CATEGORY:
  - Product category as given by the NDoH.
- 2. STOCK ITEM NAME:
  - □ Name of medicine/product.
- 3. STOCK ITEM INVENTORY CODE:
  - Code given by NDoH.
- 4. UPDATE DATE:
  - The last date that the stock availability report/status has been submitted through SVS mobile device. It also includes the time of submission.
  - The last date that Efavirenz 600mg 28 tablets was reported was on the 27<sup>th</sup> of July 2016 at 14H26

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B.	View History	ARV	Zidovudine 100mg 100 Capsule	181922278	2016-06-08 13:56:40	50	57	0	0	0
profile	View History	ARV	Abacavir 300mg 56 Tablet	181896191	2016-06-08 13:29:37	50	57	0	0	0
strict	View History	ARV 🤇	Efavirenz 600mg 28 Tablet	181896196	2016-07-27 14:26:16		36	0	200	0
tock	View History	Vacc	BCG Intradermal 20 Dose	180327653	2016-06-01 16:14:03	57	64	0	0	0
lore	View History	ARV	Zidovudine 300mg 56 Tablet	181896243	2016-07-27 14:41:44	1	57	0	300	0
	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07-27 14:31:11	1		10	50	0
	View History	ARV	Abacavir 20mg/1mL 240 mL	181781208	2016-07-27 14:21:46	1		100	300	0

- 6. DAYS SINCE LAST UPDATE:
  - Number of days since the stock availability report/status has been submitted.
  - Stock balance of Abacavir 20mg/ml 240mls has been submitted 1 day ago.
  - It therefore means that the last time that the product ' availability status was reported was 1 day ago.
- 7. DAYS SINCE STOCK OUT:
  - The number of days since the medicine/product has been reported to be out-of-stock or the stock balance is ZERO.
  - The first time that Zidovudine 100mg capsule was reported to be ZERO or out-of-stock, was 57 days ago.

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ß	View History	ARV	Zidovudine 100mg 100 Capsule	181922278	2016-06-08 13:56:40	50	57	0	0	0
profile	View History	ARV	Abacavir 300mg 56 Tablet	181896191	2016-06-08 13:29:37	50	57	0	0	0
strict	View History	ARV	Efavirenz 600mg 28 Tablet	181896196	2016-07-27 14:26:16	1	36	0	200	0
ock	View History	Vacc	BCG Intradermal 20 Dose	180327653	2016-06-01 16:14:03	57	64	0	0	0
ore	View History	ARV	Zidovudine 300mg 56 Tablet	181896243	2016-07-27 14:41:44	1	57	0	300	0
	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07-27 14:31:11	1		10	50	0
	View History	ARV	Abacavir 20mg/1mL 240 mL	181781208	2016-07-27 14:21:46	1		100	300	0
								100		

- 8. Stock level:
- □ Stock balance as per stock card.
- □ Stock on hand at the time of submitting the report.

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<b>A</b>	Facility	Product	Details								Back
ashboards Menu		✓ Category	≎ Stock item name	Stock item inventory code	≎ Update date		≎ Days Since Stock Out	Stock level	≎ Expiry date	Stock received	≎ Stock lost
ser profile	View History	Antibacterial Therapy	Moxifloxacin 400mg 10 Tablet	180965259				Not Sub			
More	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07- 27 14:08:09	5		55	)	0	0
	View History	ARV	Abacavir 300mg 56 Tablet	181896191				Not Sub			
	View History	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28 Tablet	181896256	2016-07- 27 14:12:57	5		1584	)	0	0
	View History	ARV	TENOFOVIR 300mg and LAMIVUDINE 300mg tablet, 28	181896254				Not Sub			

- □ 'Not Sub' means not submitted:
- □ These products 'stock balance' data have **NEVER** been submitted at all ever since the facility started reporting.

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Dashboards Menu		✓ Category	≎ Stock item name	<ul> <li>Stock item inventory code</li> </ul>	≎ Update date	♦ Days Since Last Update	≎ Days Since Stock Out	≎ Stock level	≎ Expiry date	Stock received	≎ Stock lost
user profile	View History	Antibacterial Therapy	Moxifloxacin 400mg 10 Tablet	180965259				Not Sub			
More	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07- 27 14:08:09	5		55		0	0
	View History	ARV	Abacavir 300mg 56 Tablet	181896191				Not Sub	$\mathcal{I}$		
	View History	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28 Tablet	181896256	2016-07- 27 14:12:57	5		1584	5	0	0
	View	ARV	TENOFOVIR 300mg and LAMIVUDINE 300mg tablet 28	181896254				Not Sub	ノ		

8. STOCK LEVEL - continue:

#### □ 'Not Sub':

- Why is the data of the product not submitted?
- Do the facilities keep the product at all?
- Is the product part or not part of the 'formulary list'?
- Can we account for non-reporting?
- What about the requirements of 'Ideal clinic' or 'down referrals' or 'treatment protocols or guidelines?
- If not accounted for, it will NEGATIVELY affect our reporting outcomes.

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	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07- 27 14:08:09	5		55		0	0
	View History	ARV	Abacavir 300mg 56 Tablet	181896191				Not Sub	)		
	View History	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28 Tablet	181896256	2016-07- 27 14:12:57	5		1584		0	0
	View History	ARV	TENOFOVIR 300mg and LAMIVUDINE 300mg tablet, 28	181896254				Not Sub			

- 9. EXPIRY DATE:
  - Earliest expiry date of all medicine/products available.
  - The day should always be 'end of month'
  - Any other 'date' indicate failure to update the expiry date during reporting.

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- 10. STOCK RECIEVED:
  - Quantity of stock received since the last date of update.
  - Stock received from other facilities as redistributed or from depot or any other source.
- 11. STOCK LOST:
  - Quantity of stock damaged or expired, since the last date of updates.

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R.	View History	ARV	Zidovudine 100mg 100 Capsule	181922278	2016-06-08 13:56:40	50	57	0		0	0
profile	View History	ARV	Abacavir 300mg 56 Tablet	181896191	2016-06-08 13:29:37	50	57	0		0	0
strict	View History	ARV	Efavirenz 600mg 28 Tablet	181896196	2016-07-27 14:26:16	1	36	0	(	200	0
ock	View History	Vacc	BCG Intradermal 20 Dose	180327653	2016-06-01 16:14:03	57	64	0		0	0
ore	View History	ARV	Zidovudine 300mg 56 Tablet	181896243	2016-07-27 14:41:44	1	57	0	(	300	0
	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07-27 14:31:11	1		10	(	50	0
	View History	ARV	Abacavir 20mg/1mL 240 mL	181781208	2016-07-27 14:21:46	1		100		300	0

#### 12. VIEW HISTORY:

- Do you want to view the 'Stock balance or stock on hand' as reported per given time?
- Do you want to get an idea as to how many quantities of a product has been issued at a given period?
- Click 'VIEW HISTORY' on the product you selected.

- 'Stock level' indicate 'Stock on hand' as reported per given time.
- Scroll down and ensure that all pages are opened ('Click' 'Rows' and select last number in 'Blue'
- A simple calculation can give and idea of how many units has been issued per month or per week?

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ırds		≎ Category :	Stock item name	Stock item inventory code	≎ Update date	<ul> <li>✓ Days</li> <li>Since</li> <li>Last</li> <li>Update</li> </ul>		≎ Stock ≎ level	Expiry ≎ Stock date receive	≎ Stock d lost	Item Name	e	Diphtheria Tetanus 2IU/20IU . Do	ose				
	View History	ARV	Lopinavir, Ritonavir 80/20mg/mL 60 mL	181779132	2016-07- 27 14:08:09	5		55	0	0	Inventory C	Code Stock Levels	181825242		Search		⊗ +	
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	View History	Vacc	Diphtheria Tetanus 2IU/20IU . Dose	181825242	2016-07- 27 14:20:15	5		11	0	0	2 2	2016-07-27 14:20:04 2016-07-13 15:55:45	Diphtheria Tetanus 2IU/20IU . Dose Diphtheria Tetanus 2IU/20IU . Dose	11 13		0	0	
	View History	Vacc	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB ) 1 Vial	181922609	2016-07- 27 14:21:36	5		430	60	0	4 2 5 2	2016-07-06 14:12:01 2016-07-05 15:05:47	Diphtheria Tetanus 2IU/20IU . Dose Diphtheria Tetanus 2IU/20IU . Dose	13 13		0	0	
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# Lets check 'stock cards data' of individual categories OR products in a facility:

There are 3 key things to remember:

'SEARCH'

'FILTER'

'ROWS' (View all pages)

Stock cards data – I want to check Vaccines (VACC) only? 'Search' OR 'Filter':

#### A. Use 'Search"

- 1) Write 'VACC' and tab 'Enter'.
- 2) 'Category' is filtered automatically i.e. shows only vaccines.
- **3) 'Stock item name' ONLY vaccines** medicine/products will appear:
  - List not in alphabetical order.
  - Can be put in **ALPHABETICAL ORDER**' by clicking 'Filter' icon.
- 4) All other information about the stock cards will follow.
- 5) Ensure that all vaccines are visible on the same page :
  - Click 'ROWS'
  - Click last number in 'Blue'
  - $\circ$   $\,$  View all pages.

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file		≎ Category	✓ Stock item name	<ul> <li>Stock item inventory code</li> </ul>	≎ Update date	<ul> <li>Days</li> <li>Since</li> <li>Last</li> <li>Update</li> </ul>	≎ Days Since Stock Out	Stock level	Expiry     date	Stock received	≎ Sto Io:
	View History	Vacc	BCG Intradermal 20 Dose	180327653	2016-07- 27 14:17:55	5		1		0	0
	View History	Vacc	Diphtheria Tetanus 2IU/20IU . Dose	181825242	2016-07- 27 14:20:15	5		11		0	0
	View	Vacc	Hepatitis B Adult 20mcg/ml Vial	189709599				Not Sub			

Stock cards data – I want to check TB (TB) medicines/products only? 'Search' OR 'Filter':

#### B. Use 'Filter'

#### 1) 'Filter' Category.

2) 'Category' results are in Alphabetical order:

- All 'Categories' will appear.
- If the chosen category does not appear automatically, scroll down till you find it.

#### 3) 'Stock item name'

- List not in alphabetical order.
- CANNOT be put in ALPHABETICAL ORDER'

4) All other information about the stock cards will follow.

5) Ensure that all vaccines are visible on the same page :

- Click 'ROWS'
- Click last number in 'Blue'
- View all pages.

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bre	View History	ARV	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	181900960	2016-07- 27 14:02:03	5		35	0	0
	View History	ТВ	RIFAMPICIN 600mg capsule/tablet, 100 capsules/tablets	181778981				Not Sub		
	View History	ТВ	ETHAMBUTOL HCI 400mg tablet, 84 tablets .	181817416				Not Sub		
	View	ТВ	Rifampicin, Isoniazid 60/60mg	181879049	2016-07-	5		20	0	0

Stock cards data – I want to check **SPECIFIC** TB medicines/products e.g. 'Rifafour' only?

- A. Use 'Search"
- 1) Write the first generic molecule of the product e.g. RIFAMPICIN' and tab 'Enter'.
- 2) 'Category' is filtered automatically i.e. shows TB.
- 'Stock item name': 3)
  - ONLY names starting with RIFAMPICIN will appear:
  - Scroll-down till you get the product you Ο looking for.
  - All pack sizes of product will be seen. Ο
  - All other information about the stock 0 cards will follow.
- Ensure that all products are visible on 4) the same page :
  - Click 'ROWS' 0
  - Click last number in 'Blue' Ο
  - View all pages. Ο

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Stock cards data – Navigating and understanding the data: 'FILTER' FACTOR

- A. Use of 'Filter' icon: (just a click)
- 1.
- a) 'WORD FUNCTION' i.e. 'Category' and 'Stock name':
- $\Rightarrow$  Start from the last 'Alphabet' e.g. 'V' or 'Z'
- $\Rightarrow~$  Scroll-down till you get the product you looking for.
- **b)** 'NUMERICAL FUNCTION':
- ⇒ Starting with 'BLANK' or no numbers, it means the product information has never been submitted.
  - Scroll-down till you get the information you looking for.
- $\Rightarrow$  If ALL products information has been submitted before:
  - $\,\circ\,$  Will start with the 'highest number'
  - Scroll-down to get the following numbers below – in 'descending' sequence.

N. B: Ensure that all products are visible on the same page :

- Click 'ROWS'
- Click last number in 'Blue'
- View all pages.

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# Stock cards data – Navigating and understanding the data: 'FILTER' FACTOR

A. Use of 'Filter' icon: (just a click)

# 2.

- a) 'WORD FUNCTION' i.e. 'Category' and 'Stock name':
- $\Rightarrow~$  Start with 'A' or the first 'Alphabet' available on the list.
- $\Rightarrow~$  Scroll-down till you get the product you looking for.
- **b)** 'NUMERICAL FUNCTION':
- $\Rightarrow$  If **ALL** product information has been submitted before:
  - Will start with 'ZERO' or the 'lowest number'
  - Scroll-down to get the following numbers below – in 'ascending' sequence.
  - Ending with 'BLANK' or no numbers, it means the product information has never been submitted.

N. B: Ensure that all products are visible on the same page :

- Click 'ROWS'
- Click last number in 'Blue'
- View all pages.

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Stock cards data – Navigating and understanding the data:

Use of 'Filter' icon: (just a click) to navigate the stock cards:

- 1. GO to **'SEARCH'** and choose the 'Category' or 'Stock item name' you want to view.
- 2. Start with in **ALL** our navigation, i.e. the **'ASCENDING'** sequence.
- 3. Click **'Stock item name'** to put the list in an alphabetical order.
  - Are all products updated? Why not?
  - What about same products e.g. different pack sizes?
  - Do we have alternatives?
  - Can we start looking into the 'Formulary list?

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Viev	у ТВ	Rifampicin 28 Tablet	Inh, Pza, Eth	150/75/400/275mg	181817624				Not Sub		

## Stock cards data – Navigating and understanding the data:

### 4. Click **'Days since last stock update'**

- It will start with the latest date that the information has been submitted
- 'Update date' is automatically filtered.
- > Ensure that you have a view of **ALL PAGES.**

- Scroll down for variations.
- Is there consistency?

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# Stock cards data – Navigating and understanding the data:

### 5. Click **'Stock level'**

- 'ZERO' means out-of-stock.
- When was the first time that the product was reported outof-stock?
- Last date that the update was submitted?
- Ensure that you have a view of ALL PAGES.

- Scroll down to quickly view other levels with potential challenge?
- What are you going to do with the situation?

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# Stock availability status: Reporting 'out-of-stock' and average monthly usage:

- 5. 'Stock level': Abacavir 300mg 56
- Last stock balance ZERO
- Ensure you can view all pages.
- Start from the initial date when stock was reported by facility.
- Use internal process to calculate 'average stock usage'

- Scroll up to view more data and continue with calculations.
- What is the stock on hold versus stock usage?
- Is it as required by policy?
- Any intervention needed?

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# Stock availability status: Reporting 'low - stock' and average monthly usage:

- 5. 5. 'Stock level': Tetanus Toxoid 10 dose Vial
- Last stock balance 10
- Ensure you can view all pages.
- Start from the initial date when stock was reported by facility.
- Use internal process to calculate 'average stock usage'

- Scroll up to view more data and continue with calculations.
- What is the stock on hold versus stock usage?
- Is it as required by policy?
- Any intervention needed?
- What is the process of intervention?

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More	View	ТВ	Pyrazinamide	181817501	2016-08-	2		1	0	0		8	2016-06-15 09:54:16	Tetanus Toxoid 10dose Vial	1		0	
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			10dose Vial		10:14:50							12	2016-05-18 10:42:45	Tetanus Toxoid 10dose Vial	1	0	0	
	View	ARV	Tenofovir	181896242	2016-08-	2		10	0	0		13	2016-05-10 13:47:39	Tetanus Toxoid 10dose Vial	1	0	0	
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# Stock availability status: Average monthly usage:

- 5. 'Stock level':
- Check for inconsistencies.
- > Will lead to incorrect calculations.

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file	1	2016-07-27 11:59:32	Measles BP 10 Vial	20		50	0	
	2	2016-07-06 11:14:35	Measles BP 10 Vial	70		0	0	
	3	2016-07-06 11:11:02	Measles BP 10 Vial	70		50	0	
	4	2016-07-06 11:09:46	Measles BP 10 Vial	70		0	0	
	5	2016-07-06 11:08:13	Measles BP 10 Vial	70		50	0	
	6	2016-06-22 10:49:57	Measles BP 10 Vial	25		0	0	
	⊻	·			·		Page 1 of 1	

5. Stock level – average monthly usage: Example -Isoniazid 100mg 84

- Last stock balance 139
- What is the availability status of this product?
  - Was it necessary to order 40 units?
- What is the current approach/process to assess our stock availability status.
- Any risk envisaged if 'Overstock'?
  - Expiry?
  - Ability to 'distribute' to colleagues in time?

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v Rov	/ ≎ Update date	Abbreviation	Stock level	Expiry date	Stock received	Stock lost	
1	2016-08-04 20:20:42	Isoniazid 100mg 84 Table	139	(	)	0	
2	2016-07-27 15:37:00	Isoniazid 100mg 84 Table	139	(	)	0	
3	2016-07-20 14:20:13	Isoniazid 100mg 84 Table	141	(	)	0	
4	2016-07-13 15:20:55	Isoniazid 100mg 84 Table	141	(	)	0	
5	2016-07-06 13:12:44	Isoniazid 100mg 84 Table	141	(	)	0	
6	2016-07-06 13:10:20	Isoniazid 100mg 84 Table	141	(	)	0	
7	2016-06-29 16:13:38	Isoniazid 100mg 84 Table	141	(	)	0	
8	2016-06-22 19:10:03	Isoniazid 100mg 84 Table	141		10	0	
9	2016-06-15 08:47:03	Isoniazid 100mg 84 Table	101	C	)	0	
10	2016-06-08 09:26:42	Isoniazid 100mg 84 Table	101	C	)	0	
11	2016-06-01 17:53:08	Isoniazid 100mg 84 Table	101	0		0	
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5. Stock level – average monthly usage: Example -Zidovudine & Lamivudine 300/150mg 56 Tablet:

- Can we calculate the usage?
- How are we going to identify these scenarios?
- There is a need to develop internal processes to identify and remedy these anomalies.

#### 'Overstock'?

- Expiry?
- Out –of-stock in other facilities?
- Even probabilities of 'out –of-stock' of same product in the same facility.

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v Row	Opdate date	Abbreviation	Stock level :	Expiry date Stock received	Stock lost	
1	2016-08-02 13:09:53	Zidovudine & Lamivudine 300/150mg 56 Tablet	328	0	0	
2	2016-07-26 14:07:11	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
3	2016-07-20 15:07:18	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
4	2016-07-13 08:09:46	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
5	2016-07-06 07:56:44	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
6	2016-06-29 08:17:15	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
7	2016-06-22 08:52:38	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
8	2016-06-15 08:13:49	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
9	2016-06-15 08:13:25	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
10	2016-06-08 08:22:04	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0	
11	2016-06-01 08:34:29	Zidovudine & Lamivudine 300/150mg 56 Tablet	350	0	0	
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# 5. Stock level – average monthly usage: Expiry date

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R	2	2016-07-26 14:07:11	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
user profile	3	2016-07-20 15:07:18	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
	4	2016-07-13 08:09:46	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
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Stock	7	2016-06-22 08:52:38	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
	8	2016-06-15 08:13:49	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
More	9	2016-06-15 08:13:25	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
WOIE	10	2016-06-08 08:22:04	Zidovudine & Lamivudine 300/150mg 56 Tablet	330	0	0		
	11	2016-06-01 08:34:29	Zidovudine & Lamivudine 300/150mg 56 Tablet	350	0	0		
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### 5. Stock level – average monthly usage: 'Stock received'

- What is the availability status of this product?
- > What is the current approach/process to assess our stock availability status.
- There is definitely a need to develop internal processes to identify and remedy these anomalies.

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11	1	2016-08-02 13:13:30	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	/ial 640			0	0
profile	2	2016-07-26 14:12:20	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	/ial 710			0	0
	3	2016-07-20 15:15:14	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	/ial 540		(	200	0
	4	2016-07-13 09:21:46	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 550			0	0
lore	5	2016-07-06 08:09:59	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 580			0	0
	6	2016-06-29 08:04:55	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 600	Г		0	0
	7	2016-06-22 07:58:25	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 630			0	0
	8	2016-06-15 08:00:28	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 650			0	0
	9	2016-06-08 08:00:00	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 V	vial 670			0	0
	10	2016 06 01 00:50:55	Pentavalent (Dintheria pert tet Polio, Haemonhilus) 1 \	/ial 810			0	0

# 5. Stock level - average monthly usage: 'Stock lost'

- Can this be a true picture of data?
- No changes in our 'stock levels'?
- What type of intervention is needed?

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le	1	2016-08-02 11:39:58	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Vial / 180	0	20
	2	2016-07-28 08:57:33	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Via 200	0	0
	3	2016-07-20 08:50:22	Hexavalent (Dipth Pert Tet Polio HIB HepB)	1 Viel 200	0	40
	4	2016 07 12 12:00:55	Hevevelent (Dinth Dert Tet Delie, HIP, HenP.)	11/61 240	0	10
	4	2010-07-13 12.00.33	nexavalent (Diptit, Feit, iet, Folio, hib, hepb)	1 VI 11 240	0	10
	5	2016-07-06 15:47:56	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Vial 250	0	30
	6	2016-06-29 15:50:20	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Vial 280	0	0
	7	2016-06-23 09:44:01	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Via 280	50	0
	8	2016-06-17 08:21:09	Hexavalent (Dipth,Pert,Tet, Polio, HIB, HepB)	1 Vial 240	0	120
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## Stock cards data – Navigating and understanding the data:

#### 6. Click **Y** 'Expiry date'

- Means Early expiry dates of ALL products available.
- Are the expiry dates updated –day should be the 30<sup>th</sup> or 31<sup>st</sup>?
- Check the last date that the 'updates' was submitted?
- > Ensure that you have a view of **ALL PAGES**.

- Are there products that are at risk of EXPIRY?
- Any products that may be expiring in the next 90 days?
- Have the 'Expiry dates' being updated? NO
- Scroll down to quickly view other dates with potential risk?
- What are you going to do with the situation?

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Dashboards Menu		≎ Category	≎ Stock item name	Stock item inventory code	≎ Update date	≎ Days Since Last Update	≎ Days Since Stock Out	≎ Stock ~ level	Expiry ¢	Stock received	≎ Stock lost	pards nu		≎ Category	≎ Stock item name	≎ Stock item inventory code	≎ Update date	≎ Days Since Last Update		≎ Stoc leve	t ∽ Expiry date	≎ Stock received	≎ Stock lost
user profile	View History	ТВ	Rifampicin, INH, PZA, Eth 150/75/400/275mg 84 Tablet	181817627	2016-08- 10 13:00:37	1		30 2	2016-10- 0 29	)	0	rofile	View History	тв	Rifampicin, INH, PZA, Eth 150/75/400/275mg 84 Tablet	181817627	2016-08- 10 13:00:37	1		30	2016-10- 29	0	0
More	View History	ARV	Stavudine 20mg 56 Capsule	181896240	2016-08- 10 12:42:47	1		60 2 0	2016-12- 01	53	0		View History	ARV	Stavudine 20mg 56 Capsule	181896240	2016-08- 10 12:42:47	1		60	2016-12- 01	53	0
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# Stock cards data – Navigating and understanding the data:

- 7. Click **Stock received'** 
  - Indicates amount of stock received.
  - ZERO means no stock has been received.
  - Scroll down for more information
  - > Ensure that you have a view of **ALL PAGES.**

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user profile	e	View History	ARV	Tenofovir, Emtricitabine & Efavirenz 300/200/600mg 28 Tablet	18189625	6 2016-07- 27 12:32:36	7	1480	990	0		
More		View History	ARV	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	18190096	0 2016-07- 27 12:30:01	7	195	69	0		
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		View History	ARV	Tenofovir 300mg 28 Tablet	18189624	2 2016-07- 27 12:20:46	7	72	60	0		
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- 8. Click Stock lost:
- ZERO means no stock damaged or expired has been reported.
- Scroll down for more information

#### > Ensure that you have a view of **ALL PAGES.**

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user profile	View History	ТВ	Rifampicin, Isoniazid 60/60mg 28 Tablet	181879047	2016-07- 27 12:40:10	7	60	4	0
More	View History	ARV	Abacavir 60mg 56 Tablet	181901076	2016-07- 27 12:23:31	7	256	17	0
	View History	Vacc	Tetanus Toxoid 10dose Vial	181760445	2016-07- 27 12:52:05	7	19	0	0
	View History	ARV	Stavudine 20mg 56 Capsule	181896240	2016-07- 27 12:24:01	7	7	40	0
	View	ARV	Efavirenz 600mg 28 Tablet	181896196	2016-07-	7	145	0	0

# STOCK AVAILABILITY STATUS:

3, Represented by:

Stock-out status at facilities:

# Stock – out – Navigating and understanding the data:

#### 1. Go to the stock – out – status report:

- Click 'BACK' on top Right.
- Go to the 'Navigation bar' on the Left.

- Look for 'Stock out report' under 'MORE' reports
- Click 'Stock out report'

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		✓ Category	Stock item     name	<ul> <li>Stock item inventory code</li> <li>Update date</li> </ul>	♦ Days Since Last Update	♦ Days Since Stock Out	Stock ≎ E level (	xpiry ≎ \$ date re	Stock \$ ceived			✓ Category	Stock item name	Stock item inventory code	♦ Days Since Last Update		≎ Stock level	≎ Expiry ≎ date	Stock ≎ received
	View History	Antibacterial Therapy	Moxifloxacin 400mg 10	180965259		Not	Sub				View History	Antibacterial Therapy	Moxifloxacin 400mg 10	180965259			Not Sub		
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Stock – out – status at facilities: Which facilities are out – of – stock? Which products are out – of – stock?

1. It is a two weeks report. Have an 'Updated' report on Mondays.

#### List facilities: 2.

List of facilities that are out – of – stock 0 (O/S) of a particular product/line item

- Either O/S one or both weeks. Ο
- A facility will be counted as ONE, whether it is O/S for one or two weeks. Ο
- If the last time that the facility reported an O/S, and is not in the last two weeks, 0 it will NOT appear in this list.

#### Stock item: 3.

- Name of product/stock item. Ο
- Number of facilities that stock the item: 4.
  - Number of facilities that indicated to Ο have the product/stock item as part of their inventory/formulary list.
  - To be managed through the 'Stock Ο assignment' function by the pharmaceutical services.
  - The number may vary from product to Ο product.

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Dashboards Menu user profile	Л	Stock Item		<ul> <li>Number of facilities that stock the item</li> </ul>	≎ Out of Stock	Stock-out % (as % of facilities that stock the item)	Stock-out % (as % of facilities that stock the item & reported stock- levels for this item the last two weeks)	≎ Not Reported
	List Facilities	Abacavir 20mg/1mL 240 mL	Abacavir 20mg/1mL 240 mL	9	0	0	0	1
More	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Table:	9	7	78	75	5
	List Facilities	Abacavir 60mg 56 Tablet	Abacavir 60mg 56 Tablet	9	0	0	0	1
	List Facilities	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	9	2	22	22	0
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# Stock – out – status at facilities:

Which facilities are out – of – stock? Which products are out – of – stock?

- 5. 'Out of stock'
  - Number of facilities that have reported O/S in the last two weeks.
- 6. "Stock out %:
  - Calculations used by pharmaceutical services to determine the degree of O/S.
- 7. 'Not reported':
  - Number of facilities that have NOT SUBMITTED their reports on the product/stock item for the last two weeks.
  - Facilities that have **NEVER** reported the stock on hand of the product.
  - Only the facilities that indicated to have the product/stock item as part of their 'inventory/formulary' list.
  - These numbers are influenced by how the inventory/formulary list is managed.

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le		<ul> <li>✓ Stock Item</li> </ul>	≎ Abbreviation	facilities that stock the item	of Stock	facilities that stock the item)	item & reported levels for this ite last two week	stock- em the ks)
	List Facilities	Abacavir 20mg/1mL 240 mL	Abacavir 20mg/1mL 240 mL	9	0	0	0	1
	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9	7	78	75	5
	List Facilities	Abacavir 60mg 56 Tablet	Abacavir 60mg 56 Tablet	9	0	0	0	1
	List Facilities	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet	9	2	22	22	0

# Stock – out – status at facilities:

Which facilities are out – of – stock? Which products are out – of – stock?

8. 'Number of facilities that stock the item'

#### VERSUS

'Not reported':

- Do facilities have these products/stock items in their inventory/formulary list?
- If NOT, they should be removed as there are possibilities that 'Number of facilities out of stock' is INCORRECT.
- The number of facilities that have not submitted their reports on the product/stock item for the last two weeks will also be INCORRECT.
- All above influence the overall report NEGATIVELY.

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Dashboards Menu	List Facilities	CAPREOMYCIN 1g injection, 10ml vial	CAPREOMYCIN 1g injection, 10ml vial	9	2	22	100	8	
More	List Facilities	DIDANOSINE 100mg dispersable tablet, 60 tablets	DIDANOSINE 100mg dispersable tablet, 60 tablets	9	1	11	100	8	
	List Facilities	DIDANOSINE 250mg capsule containing enteric coated beadlets, 30 capsules	DIDANOSINE 250mg capsule containing enteric coated beadlets, 30 capsules	9	1	11	100	8	
	List Facilities	DIDANOSINE 25mg dispersable tablet,	DIDANOSINE 25mg dispersable tablet, 60 tablets	9	1	11	100	8	
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- 1. Select a product and then 'click' 'List facility'.
- 2. The names and number of facilities will appear.

When did the facility started to have an O/S of the selected product?

✓ Click 'View history'

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user profile		✓ Stock Item	≎ Abbreviation	Number of facilities that stock the	⇔ Out % of f Stock th	Stock-out (as % of facilities that stock the facilities for this item the tem) (as % of facilities that stock the levels for this item the the item)	≎ Not Reported	user profile	Abbreviation Inventory Code	Abacavir and Lar 300mg 28 Tablet 181900960	nivudine 600mg/			
More	List Facilities	Abacavir 20mg/1mL 240 mL	Abacavir 20mg/1mL 240 mL	item 9	0 0	0	1	More	Л	- (1112)		Search	⊗ +	
	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9	7 78	75	5		View History	Facility Borwa Clinic	Sub-District Mantsopa	District Thabo Mofutsanyane	Province  Free State	
	List Facilities	Abacavir 60mg 56 Tablet	Abacavir 60mg 56 Tablet	9	0 0	0	1		View History	Ikaheng Clinic	Mantsopa	Thabo Mofutsanyane	Free State	
	List	Abacavir and Lamivudine	Abacavir and Lamivudine	9	2 22	22	0		*				Page 1 of 1	•
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#### History of out –of – stock per facility?

- ✓ Ensure that the product selected is correct.
- Ensure that all facilities are visible view all pages visible.

- ✓ Product has been O/S for the last two weeks.
- $\checkmark$  Average usage can be calculated from the page.
- ✓ Click 'Back' to view another page.

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R		300mg 28 Tablet				user profile	Abbreviat	ion	Abacavir and Lamivudine 60 300mg 28 Tablet	00mg/			
user profile	Abbreviation	Abacavir and Lamivudine 600mg/ 300mg 28 Tablet					Inventory	Code	181900960				
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History of out –of – stock per facility?

- ✓ Product out of stock for 6 weeks?
- ✓ Is the product in the formulary?
- ✓ Can one account for O/S?

- ✓ Stock status of the same product in one of the facilities in the area.
- ✓ Can one account for the usage? Was there a distribution of products from 14 units to ZERO in a week?
- ✓ Click **'Back'** to view another page.

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More	3 2016-07-13 14:16:02	0		0	0			1	2016-07-20 15:50:00	0			0	0	
	4 2016-07-06 14:24:05	0		0	0			2	2016-07-13 15:42:50	14			0	0	
	5 2016-06-29 15:08:42	0		0	0			3	2016-07-06 15:59:39	14			0	0	
	6 2016-06-22 12:59:28	0		0	0			4	2016-06-29 15:29:00	14			0	0	
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# Can I see the O/S 'Status of TB/ARVs medication alone?

- ✓ Go to 'Search' and write the 'Generic' name of product. Tab 'Enter'
- ✓ All products starting with the same 'Generic' name will be listed in Alphabetical' order.
- ✓ Ensure that all products can be viewed.

- ✓ Select facilities you would like to view.
- ✓ Click **'Back'** to view another page.
- To search for a different list of products, delete the previous
   'Generic' name and enter the new 'Generic' name.

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user profile		✓ Stock Item	Abbreviation	Number of facilities that stock the	≎ Out of Stock	Stock-out     % (as % of     facilities     that stock	Stock-out % (as % of facilities that stock the item & reported stock- levels for this item the	≎ Not Reported	user profile	List Facilities	Rifampicin, INH, PZA, Eth 150/75/400/275mg 100 Tablet	Rifampicin, INH, PZA, Eth 150/75/400/275mg 100 Tablet	9	1	11	100	8
More	List Facilities	Abacavir 20mg/1mL 240 mL	Abacavir 20mg/1mL 240 mL	item	0	the item)	last two weeks)	1	More	List Facilities	Rifampicin, Inh, Pza, Eth 150/75/400/275mg 112 Tablet	Rifampicin, Inh, Pza, Eth 150/75/400/275mg 112 Tablet	9	2	22	0	7
	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9	7	78	75	5		List Facilities	Rifampicin, Inh, Pza, Eth 150/75/400/275mg	Rifampicin, Inh, Pza, Eth 150/75/400/275mg	9	0	0	0	7
	List Facilities	Abacavir 60mg 56 Tablet	Abacavir 60mg 56 Tablet	9	0	0	D	1		List Facilities	Rifampicin, Inh, Pza, Eth	Rifampicin, Inh, Pza, Eth	9	4	44	60	4
<b>O</b> 🛃		Abacavir and Lamivudine	Abacavir and Lamivudine	9	2	22 :	22 - 🍽 🐯	0 	<b>9</b>		150/75/400/275mg	150/75/400/275mg			J		▲ 🍽 🖏 जा। 🕪 04-48 PM 2016-08-08

Which stock item/product has been reported the most/highest 'out – of – stock' in this sub-district of 9 facilities?

- These product /products are the most/highest 'out of stock' in the last TWO weeks.
- ✓ Where there is ZERO, it implies that NO facility reported O/S in the last TWO weeks.
- ✓ Filter in 'descending' order, starting from the highest to the lowest number.
- ✓ Abacavir 300mg 56 has been reported highest O/S in the last TWO weeks.
- ✓ The rest of products will follow in 'descending' order TILL at ZERO.

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user prohie	List Facilities	<ul> <li>Stock Item</li> <li>Abacavir 20mg/1mL 240 mL</li> </ul>	Abbreviation     Abacavir 20mg/1mL 240     mL	facilities that stock the item	of Stock	facilities that stock the item)	item & reported stock- levels for this item the last two weeks)	<ul> <li>Not Reported</li> <li>1</li> </ul>	More				stock the item		stock the item)	levels for this item the last two weeks)	
	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9	7	78	75	5		List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9	7	78	75	5
	List Facilities	Abacavir 60mg 56 Tablet	Abacavir 60mg 56 Tablet	9	0	0	0	1		List Facilities	Rifampicin, Inh, Pza, Eth 150/75/400/275mg	Rifampicin, Inh, Pza, Eth 150/75/400/275mg	9	4	44	60	4
<b>(</b>		Abacavir and Lamivudine	Abacavir and Lamivudine	9	2	22	22 - 🗽 🔯	0 anil (t)) 05:17 PM 2016-08-08	<b>0</b> 🖶 🚞	6	56 Tablet	56 Tablet				• 🕅	€ anl (+) 05:25 PM 2016-08-0

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Which stock item/product has been reported the most/highest 'out – of – stock' in this sub-district of 9 facilities?

- ✓ Abacavir 300mg 56 has been reported highest O/S in the last TWO weeks.
- The rest of products will follow in 'descending' order TILL at ZERO.

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ards		Stock Item	Abbreviation	that stock	of Stock	facilities that stock the item)	stock-levels for this item the last two weeks)	Repo
<b>k</b>	List Facilities	Abacavir 300mg 56 Tablet	Abacavir 300mg 56 Tablet	9		78	75	5
r	List Facilities	Rifampicin, Inh, Pza, Eth 150/75/400/275mg 56 Tablet	Rifampicin, Inh, Pza, Eth 150/75/400/275mg 56 Tablet	9	4	44	60	4
trict k	List Facilities	Isoniazid 100mg 28 Tablet	Isoniazid 100mg 28 Tablet	9	4	44	67	6
	List Facilities	Zidovudine 300mg 56 Tablet	Zidovudine 300mg 56 Tablet	9	4	44	43	2
9	List Facilities	Lamivudine 300mg 28 Tablet	Lamivudine 300mg 28 Tablet	9	4	44	100	7
	List Facilities	Pyrazinamide 500mg 28 Tablet	Pyrazinamide 500mg 28 Tablet	9	3	33	100	8
	List Facilities	Isoniazid 100mg 84 Tablet	Isoniazid 100mg 84 Tablet	9	3	33	29	2

Which stock item/product has been reported the most/highest '**NOT REPORTED**' in this sub-district of 9 facilities?

- ✓ Are the products part of the 'Formulary'
- ✓ Can we account for 'not reporting'?

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shboards Menu		≎ Stock Item		Number of facilities that stock the item	≎ Out of Stock	Stock-out % (as % of facilities that stock the item)	<ul> <li>Stock-out % (as % of facilities that stock the item &amp; reported stock- levels for this item the last two weeks)</li> </ul>	^ Not Reported
-	List Facilities	Rifampicin, INH, PZA, Eth 150/75/400/275mg 100 Tablet	Rifampicin, INH, PZA, Eth 150/75/400/275mg 100 Tablet	9	1	11	100	8
More	List Facilities	DIDANOSINE 250mg capsule containing enteric coated beadlets, 30 capsules	DIDANOSINE 250mg capsule containing enteric coated beadlets, 30 capsules	9	1	11	100	8
	List Facilities	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 Vial	Pentavalent (Diptheria,pert,tet, Polio, Haemophilus) 1 Vial	9	1	11	100	8
	List	Hepatitis B Peadiatric	Hepatitis B Peadiatric	9	2	22	100	8

Questions?

# Stock - out status report of a sub-district/district

Team demonstration

# STOCK AVAILABILITY STATUS:

4, Represented by:

Stock status report:

## Stock status report in a sub-district or district:

Which facilities have 'low - stock' & 'stock - within - limits' & 'over-stock'

-

- 1. The aim of the report:
  - To analyse the 'stock availability' of a product in a subdistrict or district.
  - □ To see the potential challenges of product in terms of 'availability' in a sub-district or district, i.e. 'low-stock' & 'overstock'
  - □ To identify facilities that could 'assist' in re-distributing of the set product, because of an 'overstock' situations.

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- 1. Go to the 'Navigation bar' (left slide)
- 2. Look for 'Stock status report' and CLICK.
- 3. Click 'Not specified' column. (Right slide)

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#### Stock status report in a sub-district or district: Which facilities have 'low - stock' & 'stock - within - limits' & 'over-stock'

- 1. A list of all items will appear in alphabetical order.
- 2. Select and Click the 'item/product' you want to view and analyse.
- 3. The item will be highlighted in Blue.
- 4. Click the item 'Polio Oral ......"

- 1. Product selected will then be under 'Stock item'
- 2. Then click 'Generate Report'

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Which facilities have 'low - stock' & 'stock - within - limits' & 'overstock'

- 'Stock status' of 'Polio oral....' in Lejweleputswa district with 43 facilities.
- 2. Influenced by 'min-max' quantities of facilities.
- 3. Updated immediately as the 'stock update' is done in facilities.
- 4. It is therefore 'TIME BASED'.
  - Need to be viewed and understood in time.
  - □ Need to be analysed more often.
- 5. 'Normal' : within the minimum maximum range.
- 6. 'Other ranges': are determined through a formula.
- 7. Challenges of stock availability?
  - All above 'Normal range'
  - All below 'Normal range'



## Which facilities have 'low - stock' & 'stock - within - limits' & 'overstock'

Want to see the 'stock availability status" of a product?

- 1. Click 'view' e.g. for 'Out of stock'.
- 2. As per the last update, there is one facility that 'REPORTED' O/S, Hani Park clinic.
- 3. To go back to the previous page, click 'BACK'
- 4. If you click 'view' of any 'Status' you will see a list of clinics.

- 5. 13 facilities reported a **'Low stock**' status.
- 6. 19 Clinics **did not report** (Not reported) the 'Status' of Polio Oral ...... !!!!

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## Which facilities have 'low - stock' & 'stock - within - limits' & 'overstock'

- 1. Facilities that reported 'Low stock'.
- 2. Current quantities stated under 'Stock level'

- 1. Make sure that you can view all facilities that reported low stock.
- 2. Scroll down and click the last column highlighted in BLUE.

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## Which facilities have 'low - stock' & 'stock - within - limits' & 'overstock'

- List of facilities that did not report the status of the 1. item. This include:
  - Facilities that did not report as of the previous day as  $\checkmark$ requested.
  - Facilities that do not 'keep' the product.  $\checkmark$

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- Make sure that you can view all facilities that reported 1. low stock.
- Scroll down and click the last column highlighted in 2. BLUE.

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Which facilities have 'low - stock' & 'stock - within - limits' & 'overstock'

- **1.** This report could be very useful:
  - With a launch of a new product.
  - When there is a need to scale down other products.
  - When there is a challenge of 'availability' of medicine as informed by the depot or supplier.
  - For re-distribution of medicine due to many reasons e.g. short dated stock.
- 2. Remember:
  - Challenges 'ABOVE' 'Normal range'
     STARTS with 'Low stock warning'.
  - Challenges 'BELOW' 'Normal range' STARTS with 'Overstock warning'.
  - Early intervention can avoid going to 'Out of stock' and 'Overstock'.



# **Facilities reporting**

- 1. Indicates the number of facilities that report per week, in a province, district, or sub-district.
- 2. Targets need to be set for measuring performance.
- 3. It is directly influenced by the formulary list.
- 4. The number of facilities in a given area need to be correct.

# Facilities reporting on SVS

- 1. Back to the 'Navigation bar'
- 2. Look for 'Facilities reporting' and Click

- 'Period': The report date is 'Every Monday'.
- > The 'number of health facilities' in this sub-district is 9.
- 'Response': How many facilities, out of 9, has reported for the week, expressed as a percentage.
- 'Average number of items': Is the average number of products submitted by all facilities.

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	View 2 Facilities Reporting			2	2016-08-01	9	4 (44%)	28
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	View 3 Wonth-to-Wonth StockOut Performance Monitor			4	2016-07-18	9	8 (88%)	39
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# Facilities reporting:

- 1. Are all facilities reporting as per requested period?
- 2. Is there an improvement on the number of weekly reporting?

- 3. 'Average number of items reported' is influenced by the correctness of our 'Formulary list'
- 4. Ensure that you can see all dates to check for improvement .
- 5. The report can also be downloaded on excel.

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ashboards	7	2016-06-27	9	9 (100%)	40
Menu	8	2016-06-20	9	9 (100%)	38
	9	2016-06-13	9	9 (100%)	39
More	10	2016-06-06	9	9 (100%)	38
	11	2016-05-30	9	9 (100%)	37
	12	2016-05-23	9	9 (100%)	39
	13	2016-05-16	9	9 (100%)	42
	14	2016-05-09	9	9 (100%)	46
	4			14 v rows	Page 1 c