

4.05. Programs

There are a number of ways of modelling programs in mSupply:

- completely separate sets of virtual stores for each program (see section [22.08. Virtual stores](#))
- tag stock with different program labels in the same store (see section [7.06. Custom stock fields](#))
- use the donor field as the program label (see section [7.07. Managing donors](#))
- and probably a few more ways you can think of!

You can also manage requisitions by program. This involves using some special settings for master lists. In this method, a program is an extension to a [master list](#). A program includes a standard list of items as well as:

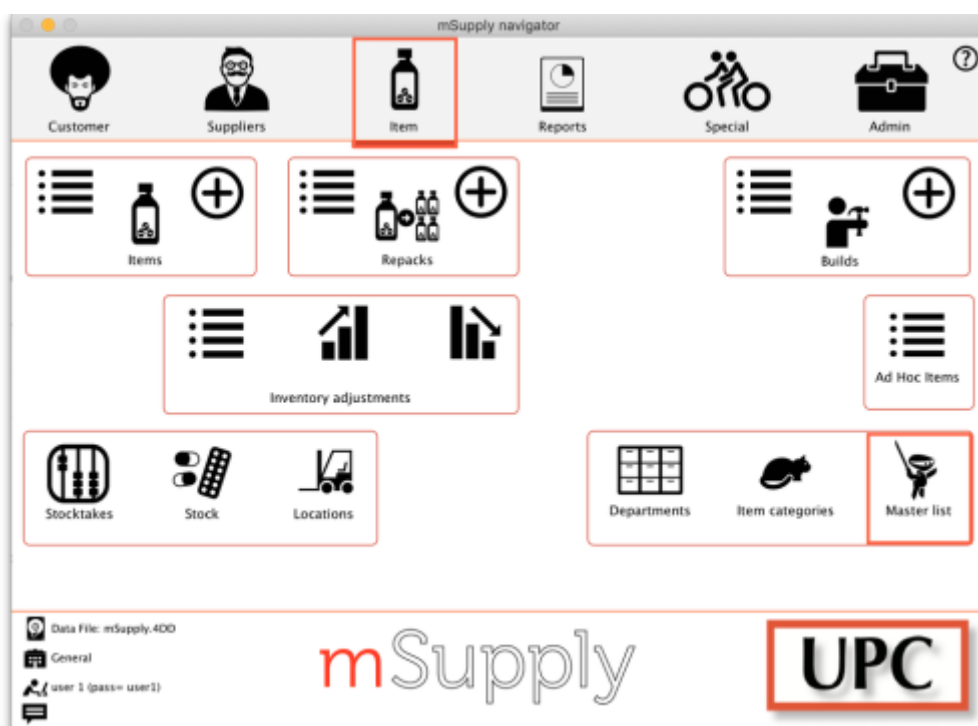
- **Order Types:** defined categories setting the maximum number of orders and quantity of stock to be ordered per period.
- **Period Schedules:** defined time intervals when orders can be placed; [schedules and periods](#) must be set up before creating programs.
- **Regimen Data:** a defined list of additional information that may need to be provided by a customer when making a program requisition.

Examples of items commonly managed by programs include malaria, HIV and tuberculosis medicines and medical supplies.

4.05.01. Creating a program

A program is defined by additional settings made to a master list:

1. Navigate to the **Item** tab and click the **Master List** icon:



2. Double-click on a master list to open it (or [create a new master list](#)):



3. The Master list details window opens. Click on the **Program Settings** tab:

[illegible]

4. This shows all the settings available for a program:

The screenshot shows the 'Program Settings' tab of a configuration window. At the top, there are fields for 'Description' (containing 'HIV') and 'Note'. Below these are two checkboxes: 'Automatically add new items to this master list' (unchecked) and 'This master list is a patient list' (unchecked). A tab bar at the top has four tabs: 'Items', 'In use by', 'Tags', and 'Program Settings' (which is selected). Below the tabs, there are two checked checkboxes: 'This master list is a program' and 'HIV program'. An 'eLMIS integration code' field is present. The 'Store tags' section includes a 'Tag' dropdown (set to 'HIV') and a 'Period schedule' dropdown (set to 'Custom'). Below this is a table for 'Order types' with columns: Name, Type, Max. orders per period, Max MOS, Max. lines, and Threshold MO. The table is currently empty. At the bottom is a 'Regimen data' section with a table with columns: Code, Name, Type, Default, and Is Required?. This table is also empty. On the right side of the 'Store tags' and 'Regimen data' sections, there are plus (+) and minus (-) icons. At the bottom right are 'Cancel' and 'OK' buttons.

5. Tick the box **This master list is a program** to enable the program based features for this master list. Create a **Store Tag** for the program by clicking the plus icon (this is necessary to connect stores to the program later).
6. Name the store tag and click the tick icon.
7. Select the **Period Schedule** from the dropdown list (you must have set the periods up first):

This screenshot shows the same 'Program Settings' tab as the previous one, but with several elements highlighted by red boxes to indicate specific configurations. The 'This master list is a program' checkbox is checked and boxed. The 'Program Settings' tab is selected and boxed. In the 'Store tags' section, the 'Tag' dropdown is set to 'TBprogram' and is boxed, and a plus icon to its right is also boxed. The 'Period schedule' dropdown is set to 'Monthly' and is boxed. The 'Order types' section is visible but empty.

8. For each period schedule, one or more **Order Types** can be created - these set the parameters for program requisitions. Add order types by clicking the plus icon.

9. Give each order type a unique name and set its parameters:

- **Emergency:** check this box if the order type is for emergencies.
- **Max orders per period:** maximum number of orders that can be placed in a given period.
- **Max MOS:** maximum number of months' stock to be kept for each item. Used in the calculation of the suggested amount to order.
- **Threshold MOS:** items with a number of months' stock less than this value will appear in the order by default.
- **Max lines:** maximum number of items allowed to be ordered for an emergency order (default = 5); an alert will appear if the user tries to exceed the maximum number of items allowed.

4.05.02. Adding indicators to a program

Indicators are used for reporting on the performance of programs (drug regimens). Each indicator value provides data on a metric for a particular store and regimen over a given period. Indicator values are recorded while creating a program requisition.

Indicators allow an organisation to analyse regimen performance and determine what further data should be collected, stored and processed.

To add indicators to a program:

- Open the program via the **Master List** (Click on the **Master list** icon on the *Item* tab of the Navigator).
- Click on the **Program Settings** tab.
- In the **Regimen Data** table add fields for the data that should be provided to the supplier with each program requisition e.g. the number of patients treated.
- Check the **HIV program** checkbox if you want a fixed set of HIV-related indicators to be entered for this program.
- If the customer **must** provide this information for supply to occur, tick the **Is required?** box to make this a mandatory requirement.

Description HIV

Note

☐ Automatically add new items to this master list

☐ This master list is a patient list

Items

In use by

Tags

Program Settings

☒ This master list is a program

☒ HIV program

eLMIS integration code

+

−

Store tags

Tag

HIV

⌵

⌵

Period schedule

Custom

⌵

Order types

Name	Type	Max. orders per period	Max MOS	Max. lines	Threshold MO:

+

−

Regimen data

Code	Name	Type	Default	Is Required?

+

−

Cancel

OK

4.05.03 Connecting a program to a store

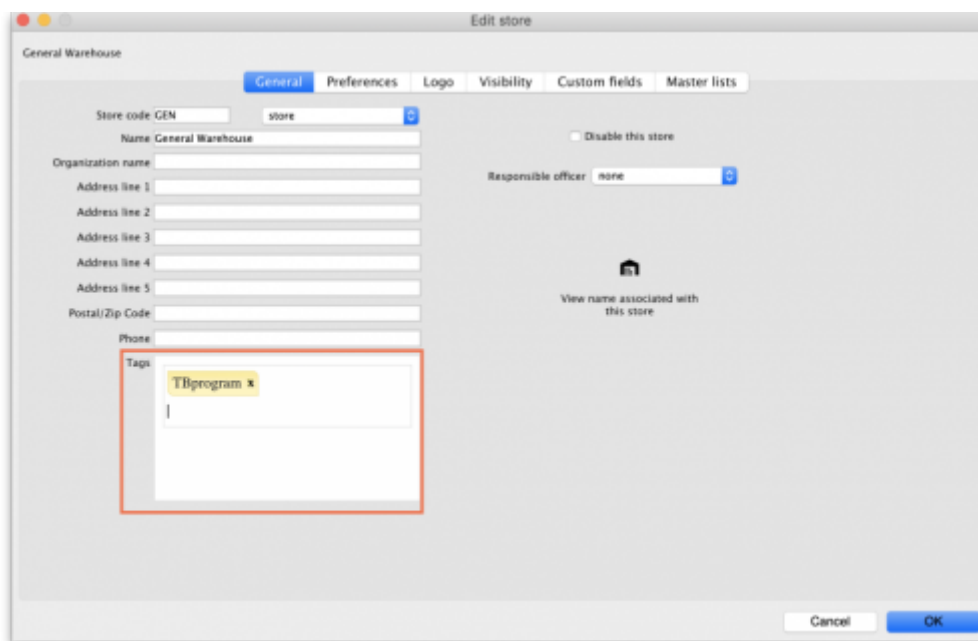
To allow a store to place program requisitions:

1. Navigate to the **Special** tab and click on the **Stores** icon:

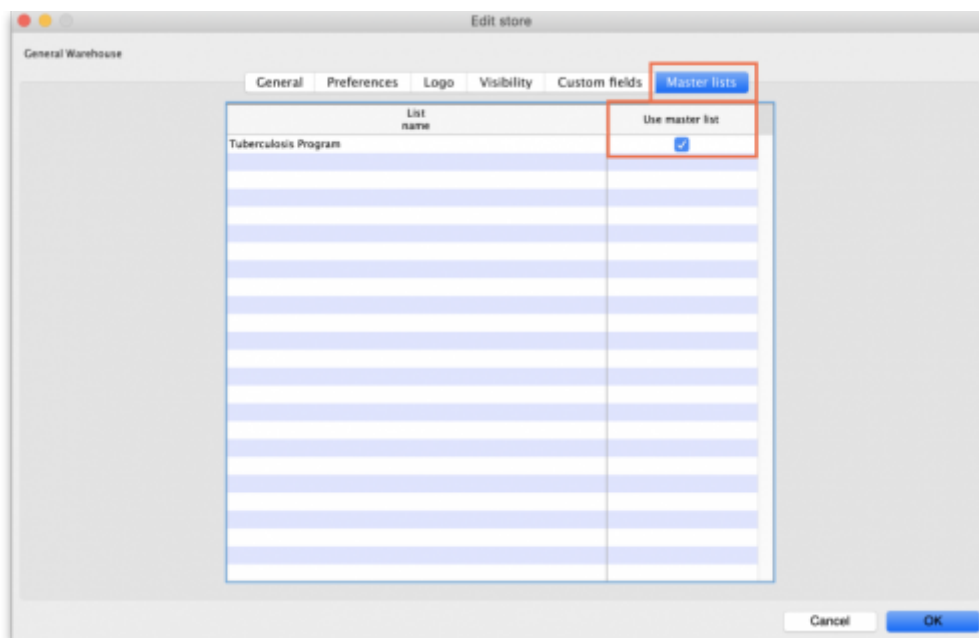


2. Double click on the store.

3. In the **Tags** field, type in the Store Tag you set for the program above then press *Tab*.



4. Click on the **Master Lists** tab, check the **Use master list** box next to the program master list to be used:

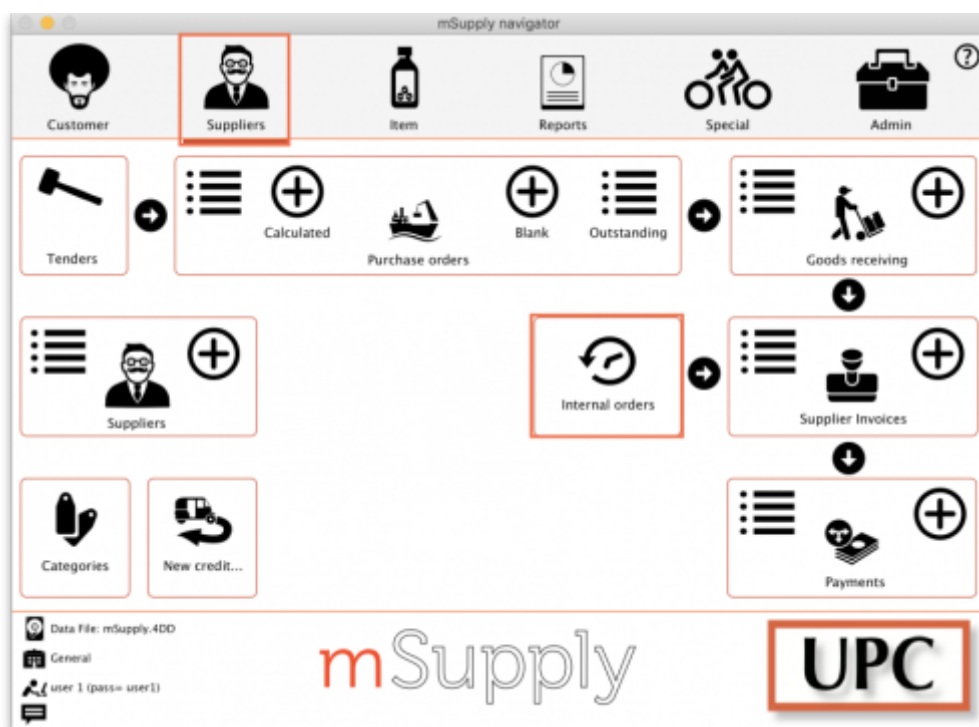


5. All done - the store is now connected to the program you have created so click on the **OK** button to save all the settings.

4.05.04. Creating a program requisition

Once a store has been connected to a program, it can then place program requisitions:

1. In the customer store, navigate to the **Suppliers** tab and click on the **Internal Orders** icon:



2. Click **New Internal Order**. When a store uses programs, they will have the option to create a **Program** order or **General** (regular) order:

The screenshot shows a 'New internal order' window. Under 'Order type', the 'Program' radio button is selected and circled in red. Under 'Order details', a red box encloses the following fields: 'Program' (Tuberculosis Program), 'Requisition type' (Normal order), 'Supplier' (First, enter a supplying store name), 'Period' (January 2020), 'Start date' (1/1/20), and 'End date' (31/1/20). The 'OK' button at the bottom right is also circled in red.

Check the **Program** button to create a program requisition.

3. In the **Order Details** section, select the **Program**, **Requisition Type** and **Period** from the dropdown lists. Enter the **Supplier** by typing the first few letters, pressing *Tab* and selecting the supplier from the list of those starting with what you typed. These details need to be entered sequentially as the program uses them to determine the requisition type, which in turn determines the period.



The **maximum number of program orders** that can be requested within a given period is set when the program is created (*Max. orders per period*).

If you try to create another order for the same period which **exceeds the maximum number**, an error message will appear and you will not be able to proceed.

4. Click **OK** to generate an internal order with all the items listed in the program master list. The details relating to the program order are in the top left. Review the data in the table, then enter the quantity of stock to be ordered in the **User requested quantity** column:

Supplier: Central Medical Stores

CMS

Order date: 22/10/19

Black

Program: Tuberculosis Program

Order type: Regular

Period: January 2020

From: 1/1/20 To: 31/1/20

Reference:

Comment:

Max MOS: 3.0

Threshold MOS: 1.0

Hide stock over threshold

ID: 5

Status: ng

Type: request

Entry date: 22/10/19

Entered by: user 1 (gadsen-st)

Store: General

Filter items: Filter by item name or code

Buttons: Data entry, Log, Custom data

LI.	Item code	Item name	Unit	Our stock on hand	Average monthly consumption	Months of stock	Calculated quantity	User requested quantity	Comment
1	r17p4t	Rifamp 150mg, is...yrazin 400mg tab	ea	0	0	0	0	20	
2	r13a9t	Rifamp. 150mg, is...pyrazin 500mg tab	ea	0	0	0	0	30	
3	r13a1t	Rifampicin 150mg...isoniazid 150mg tab	ea	0	0	0	0	40	
4	r13a7t	Rifampicin 150mg...isoniazid 75mg tab	ea	0	0	0	0	100	
5	r1310t	Rifampicin 150mg tab/cap	ea	0	0	0	0	50	
6	r13a1t	Rifampicin 300mg...isoniazid 150mg tab	ea	0	0	0	0	60	
7	r1300t	Rifampicin 300mg tab/cap	ea	0	0	0	0	100	
8	r1a14t	Isoniazid 150mg +...zol hcl 400mg tab	ea	0	0	0	0	100	
9	r1a10t	Isoniazid 300mg tab	ea	0	0	0	0	80	
10	r1a40t	Ribamutol hydrochloride 400mg tab	ea	0	0	0	0	50	
11	r1y40t	Pyrazinamide 400mg tab	ea	0	0	0	0	70	

Save Sort order

☐ Finalise

Buttons: Cancel, OK & Next, OK

5. Click the **Indicators** tab to enter the additional data defined for the program:

Supplier:

Order date: 24/11/20

Black

Program: HIV

Order type:

Period: DECEMBER 2018

From: 1/12/18 To: 31/12/18

Reference:

Comment:

Max MOS: 3.0

Threshold MOS: 1.0

Hide stock over threshold

ID: 1

Status: new

Type: request

Entry date: 24/11/20

Entered by: Admin

Store: mobile

Data entry, Log, Indicators

Name	Code	Valeur	Commentaire
Regimen Data Name	Regimen Code	0	

Description	Code	Patients adultes regus	Patients enfants regus	Patient stable adulte	Patient stable enfant	Nouvelle inclusion ad...	Nouvelle inclusion en...	
Regime A...ire Ligne	AZT/3TC/NVP	0	0	0	0	0	0	0
Regime A...ire Ligne	AZT/3TC/EFV	0	0	0	0	0	0	0
Regime A...ire Ligne	AZT/3TC/TDF	0	0	0	0	0	0	0
Regime A...ire Ligne	AZT/3TC/UPV/r	0	0	0	0	0	0	0
Regime A...ire Ligne	TDF/3TC/EFV	0	0	0	0	0	0	0
Regime A...ire Ligne	TDF/3TC/UPV/r	0	0	0	0	0	0	0
Regime A...ire Ligne	AZT/3TC/ABC	0	0	0	0	0	0	0
Regime A...ire Ligne	ABC/3TC/NVP	0	0	0	0	0	0	0
Regime A...ire Ligne	ABC/3TC/UPV/r	0	0	0	0	0	0	0
Regime A...ire Ligne	ABC/3TC/EFV	0	0	0	0	0	0	0

Buttons: Cancel, OK & Next, OK

This data will be sent to the supplier with the requisition when the requisition is finalised.

6. To send the program requisition to the supplier, return to the **Data Entry** tab, check the **Finalise** box and click **OK**.

Supplier: Central Medical Stores

CMS

Reference:

ID: 5

Status: sg

Type: request

Entry date: 22/10/19

Entered by: user 1 (pass= us

Store: General

Order date: 22/10/19

Black

Comment:

Max MOS: 3.8

Threshold MOS: 1.8

Hide stock over threshold

Print

Program: Tuberculosis Program

Order type: Regular

Period: January 2020

From: 1/1/20

To: 31/3/20

Filter items: Filter by item name or code

Buttons: Data entry, Log, Custom data

U...	Item code	Item name	Unit	Our stock on hand	Average monthly consump...	Months of stock	Calculated quantity	User requested quantity	Comment
1	r117p4t	Rifamp 150mg, is...razin 400mg tab	ea	0	0	0	0	20	
2	r111p5t	Rifamp 150mg, is...razin 500mg tab	ea	0	0	0	0	30	
3	r111a3t	Rifampicin 150mg...oniazid 150mg tab	ea	0	0	0	0	40	
4	r111a7t	Rifampicin 150mg...oniazid 75mg tab	ea	0	0	0	0	300	
5	r1250t	Rifampicin 150mg tab/cap	ea	0	0	0	0	50	
6	r111a3t	Rifampicin 300mg...oniazid 150mg tab	ea	0	0	0	0	60	
7	r1200t	Rifampicin 300mg tab/cap	ea	0	0	0	0	300	
8	r11a4t	Isoniazid 300mg +...tel hel 400mg tab	ea	0	0	0	0	300	
9	ra300t	Isoniazid 300mg tab	ea	0	0	0	0	80	
10	wh400t	Ithambutol hydrochloride 400mg tab	ea	0	0	0	0	50	
11	py400t	Pyrazinamide 400mg tab	ea	0	0	0	0	70	

Save Sort order

Buttons: Finalize, Cancel, OK & Next, OK

4.05.05. Creating a program stocktake

Creating a stocktake with items from a particular program is just the same as creating a normal stocktake. The only difference is that you select the program in the **Master list** (or **Program**) filter:

- 1. Navigate to the **Item** tab and click the **Stocktakes** icon:

Customer

Suppliers

Item

Reports

Special

Admin

Items

Repacks

Builds

Inventory adjustments

Ad Hoc Items

Stocktakes

Stock

Locations

Departments

Item categories

Master list

Data File: mSupply.400

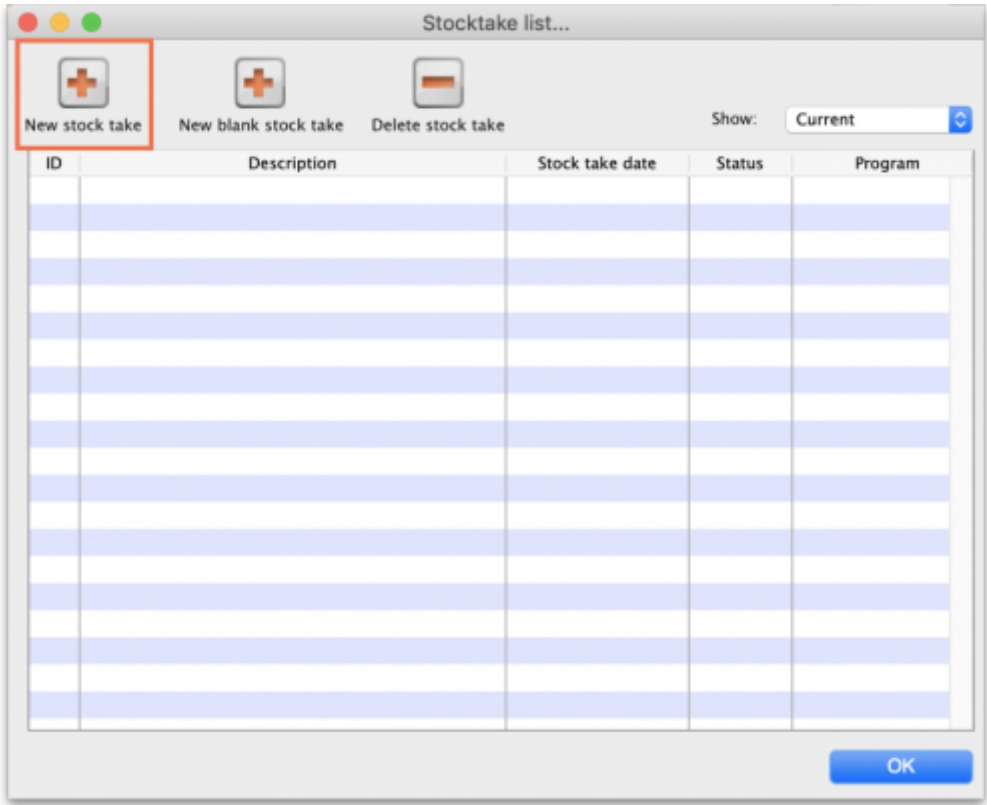
General

user 1 (pass= user1)

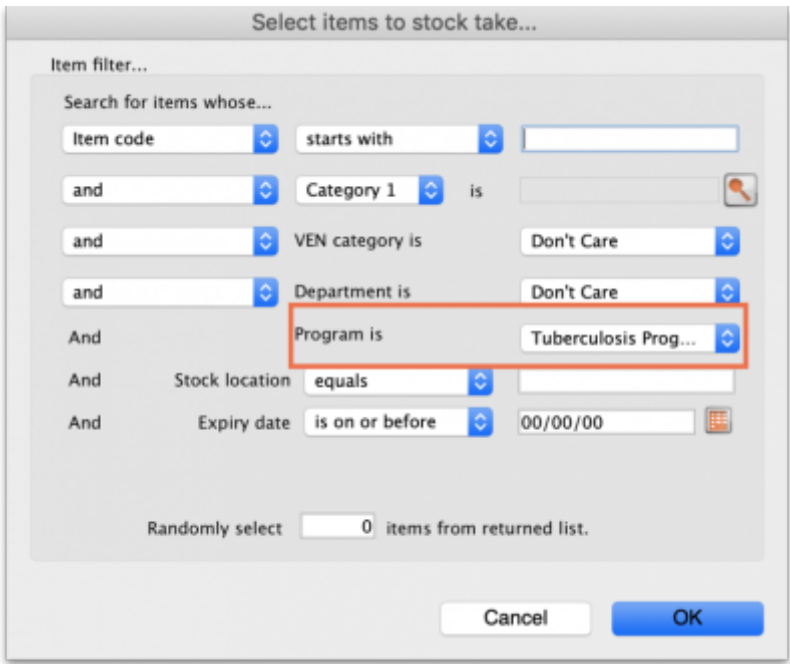
mSupply

UPC

- 2. The list of stocktakes window opens. Click the **New Stocktake** icon:



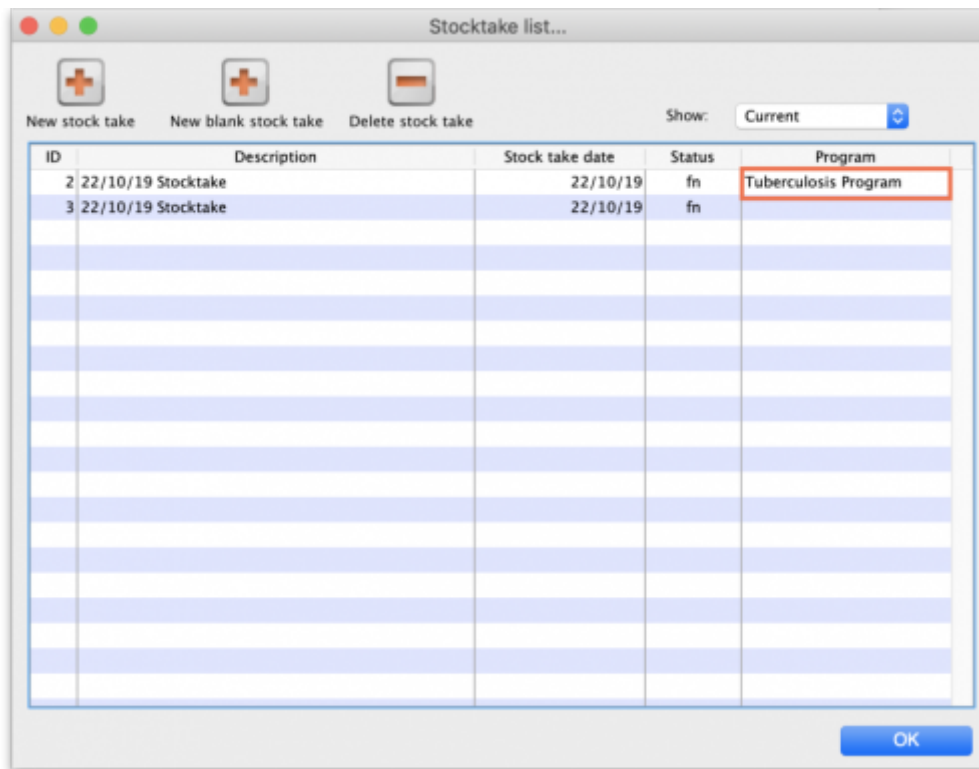
3. Select the program from the **Program is** (or **Master list is**) dropdown menu and click the **OK** button to pre-populate your stocktake with items from the program:



Note: To further refine the selection of stock appearing in the stocktake you can also select other filter items at the same time.

For detailed information on how to complete the stocktake, refer to the [4.17. Stocktakes section](#).

Tip: In your stocktakes list, you can easily identify program stocktakes by referring to the **Program** column:



Previous: [4.04. Item master lists](#) | Next: [4.06. Stock locations and location types](#)

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