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:

<sup>Image: Supple state

Image: Supple state</sup>

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:

escription	Tuberculosis Program					
Note						
•	utomatically add new items to this mast	er list				
	Items	In use by	Tags Prog	ram Settings		
+	- 5	(1		(.
Add item	Delete Item(s) Save Sort order	Copy t	o clipboard		Imp	ort item list
Code	ltem name	Unit	Item departm	Item category	Imprest Quan	Price
r1i7p4t	Rifamp 150mg, isyrazin 400mg tab	ea		6.6.1 Adicines	400	0
rli1p5t	Rifamp. 150mg,yrazin 500mg tab	ea		6.6.1 Adicines	250	0
ri1is1t	Rifampicin 150miazid 150mg tab	ea		6.6.1 Adicines	500	0
ri1is7t	Rifampicin 150mniazid 75mg tab	ea		6.6.1 Adicines	300	0
rif150t	Rifampicin 150mg tab/cap	ea		6.2.3 Adicines	200	0
ri3is1t	Rifampicin 300miazid 150mg tab	ea		6.6.1 Adicines	400	0
rif300t	Rifampicin 300mg tab/cap	ea		6.2.3 Adicines	500	0
is1et4t	Isoniazid 150mgol hcl 400mg tab	ea			600	0
iso300t	Isoniazid 300mg tab	ea			300	0
eth400t	Ethambutol hydrochloride 400mg tab	ea		6.6.1 Adicines	500	0
pyr400t	Pyrazinamide 400mg tab	ea			500	0

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

				Add item m	aster list			
Description	Test master	ist					Created date: 17/	10/2024
Note							Created by: mSu	pply Support
Discount %	Automatie	er list is a pat		In use by Tags	Broaram Cett	line		
This master lis	st is a progra	m	HTV program	in use by Tags		sation program		
eLMIS integral								
ogram tags								• =
Tag Period schedu Order types	le		0 0					
Na	me	Type	Max. orders per perio	Max MOS	Max. lines	Threshold MOS	Emergency	+
egimen data								
Code		N	ame		Туре		Default	+

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). Note, you can edit the tags entered here **until** you close this window. After that, you cannot edit existing ones, you can only delete them and add new ones.

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):

•••		
Description Tuberculosi	Program	
Note		
Automatically	udd new items to this master list	
Automatically		
✓ This master list is a	Items In use by Tags Program Settings	
eLMIS integration co		
		+ -
Store tags		
Tag	TBprogram 💽 🖌	
Period schedule	Monthly	
Order types		

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.

	Type	Max. orders per period	Max MOS	Max. lines	Threshold MOS				
r	Order type	1	3.0	5			•		
	Order type	1	3.0		1.0				
							_		
							_		
	-								
en data	1								
0	Code	Name	Type	Default	t is Re	quired?			
							+		
							_		
							_		
								Cancel	

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.

		,	Add item ma	ister list			
Description Test mast	er list					Created date: 17	/10/2024
Note						Created by: m5	upply Support
This m	atically add new aster list is a pat ult price list	items to this master list ient list					
			use by Tags	Program Sett			
This master list is a prog		HIV program		Immunit	sation program		
eLMIS integration code							• =
Tag Period schedule		¢	<u>P</u>				
Order types							
Name	Туре	Max. orders per period	Max MOS	Max. lines	Threshold MOS	Emergency	+
gimen data							
Code	N	ame		Туре		Default	
		enc.		100		Distant.	+
L							
				OK & Previou	OK & Next	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*.

• • •			Edit store				
General Warehouse							
	General Pr	eferences Logo	Visibility	Custom fields	Master lists		
Store code GEN Name General Wo	store	•		Disable this s	tore		
Organization nume Address line 1 Address line 2 Address line 3 Address line 4			Responsibl	officer none	٥		
Address line 5 Postal/Zip Code				View name association this store			
Phone Tags I I	gram X						
						Cancel	OK

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

• • •	Edit store	
General Warehouse		
	General Preferences Logo Visibility Cus	tom fields Master lists
	List	Use master list
	Tuberculosis Program	8
		Gancel OK

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:

ogram O General O	
Tuberculosis Program	
Normal order	
First, enter a supplying store name	
January 2020	
Start date 1/1/20	
End date 31/1/20	
Cancel	
	Tuberculosis Program Normal order First, enter a supplying store name January 2020 Start date

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:

						uisition			
Supplier	Central Medical Stores	CMS		Refere	nce				KD : 5
Order date	22/10/19 Black			Comm	ent				Status : sg
Program	Tuberculesis Program				ADS 3.0				Type : request
Order type									Entry date : 22/10/19
	Jamuary 2020			Threshold N	ADS 1.0	Hide stoc	k over threshold	<u> </u>	Entered by : user 1 (pass=
	1/1/20 Tec 31/1/20		-	er by item na				Frint	
Prem.	10. 11/1/0	Filler	iteres					Price	Store: General
				Data	ectry Leg	Custom	tata .		
u Item code	ben name	Unit	Our stock on hand	Average monthly consump	Meeths of stock	Calculated quantity	Uber requested quantity	Comment	
3 (1/7)48	Rifamp 150mg, isyrazin 400mg tab	ea		0 0	0	0	20		
2 rtiteSt	Rifamp. 150mp, is pyrazin 500mg tab	44		0 0	0	0	30		
3 clis1t	Rifampicin 150mgoniazid 150mg tab	44		0 0	0	0	40		
4 rillin7t	Rifampicin 150msoniazid 75mg tab	44		0 0	0		100		
5 ef150t	Rifampricin 150mg tab/cap	ea		0 0	0		50		
6 43611	Rifamplicin 300mg onlazid 150mg tab	44		0 0	0	0	60		
7 rf300t	Rifampicin 300mg tab/cap	44		0 0	0	0	100		
8 is1et4t	Isoniazid 150mg +tol hcl 400mg tab	44		0 0	0		100		
9 ise300t	Isoniazid 300mg tab	ea		0 0	0		80		
10 eth-000t	Ethambutol hydrochloride 400mg tab	62		0 0	0	0	50		
11 pyr400t	Pyrazinamide 400mg tab	*4		0 0	0		70		
11									
e Sart order									

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

Order date 24. Program Hill Order type Ord Period DD From : 1/1	V Ser type CEMBRE 2018	Black 12/18	Comment Max MOS 1 Threshold MOS 1		rthreshold		Status : n Type : n Entry date : 2 Entered by : A Store: n	equest 4/01/20 Idmin
Name Regimen Data Name	Code Regimen Code1	Valeur 0		y uy	Commentaire			
Description Régime Aére Ligne	Code AZT/3TC/NVP	Patients adultes repus	Patients enfants requis	Patient stable adulte ~	Patient stable enfant 0	Nouvelle inclusion ad.	Nouvelle inclusion en.	0
Régime A. ère Ligne Régime A. ère Ligne Régime A. ère Ligne	AZT/STC/TDP	0	0	0 0 0	0	0 0 0	0	0
Régime A., ère Ligne Régime A., ère Ligne Régime A., ère Ligne	TDF/3TC/0FV TDF/3TC/UPV/V AZT/3TC/ABC	0	0	0	0	0 0	0	0
Régime A. ère Ligne Régime A. ère Ligne Régime A. ère Ligne	ABC/3TC/NVP ABC/3TC/UPV/r	0	0	0	0	0	0	0
				1		17		

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**.

Order da Progra Order ty Perk	er Cenzul Medical Stores si 22/10/10 Mark m Tabenculosis Program pe Royalar of January 2020 e: 1/1/20 Te: 31/1/20	CM5	items 🔁	Refere Carrier Max II Threshold II in by Item car	ent 105 3.0 105 1.0	Hide stor	k over threshold		ID : 5 Status : sg Type : request Entry date : 22/10/19 Entered by : user 1 (passe
Progra Onder ty Park From	m Tuberculosis Program pe Regular of January 2020	Filter	anns 🖂	Max N Threshold N	OS 3.0	Hide stor	k over threshold		Type : request Entry date : 22/10/19 Entered by : user 1 (pass=
Order ty Perk Pson	pe Regular of January 2020	Filter	items 🖂	Threshold N	405 1.0	Hide stoc	k over threshold		Entry date : 22/10/19 Entered by I user 1 (pass-
Park	od january 2020	Filter	items 🔁			Hide stor	k over threshold		Entered by I user 1 (pass-
From		Filter	items 🖂						
	1/1/20 Te: 31/1/20	Filter	Rems 2	er by item nar	me or code			Decises .	
Li Bern cod								Pries	Store: General
Li Bern cod									
Li Bern cod				Oara	entry Log	Custom	data		
Li bern cod			Our	Average			User		
	e Bern name	Unit	stock	monthly	Months of stock	Calculated quantity	requested	Comment	
			hand	consump	01 11 AL	dwarent.	quantity		
1 r1(7p4t	Rifamp 150mg, is snapin 400mg tab			0 0		0	20		
2 111051	Rifamp. 150mg, ispyrazin 500mg tab	64		0 0	0	0	30		
3 rilis3t	Rifampicin 150mgoniazid 150mg tab	64		0 0	0	0	40		
4 rilin7t	Rifampicin 150msoniazid 75mg tab			0 0		0	100		
5 r#150t	Rifampicin 150mg tab/tap	68		0 0	0	0	50		
6 (1316.31	Rifampicin 300mgoniazid 150mg tab	68		0 0	0	0	60		
7 r#300t	Rifampicin 300mg tab/cap	68		0 0	0	0	300		
8 islet4t	isoniazid 150mg + tol hcl 400mg tab			0 0		0	300		
9 110 3000	Isoniazid 300mg tab	68		0	0	0	80		
10 eth400t	Ethambutol hydrochloride 400mg tab	68	1	0 0	0	0	50		
11 per400t	Pyrazinamide 400mg tab	48		0 0	0	0	70		

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:



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

		Stocktake	list		
+	+				
New stock take	New blank stock take	Delete stock take		Show:	Current
ID	Description		Stock take date	Status	Program
					ОК

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:

Search fo	r items whose				
Item coo	ie ᅌ	starts with	٢		
and	0	Category 1 ᅌ	is		
and	0	VEN category is		Don't Care	
and	0	Department is		Don't Care	
And		Program is		Tuberculosis Prog	
And	Stock location	equals	٥		
And	Expiry date	is on or before	٥	00/00/00	
	Randomly select	0 items fr	om ret	urned list.	

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:

stock take New bla	unk stock take Delete sto	ock take	Show:	Current
D	Description	Stock take date	Status	Program
2 22/10/19 Stocktake	1	22/10/19	fn	Tuberculosis Program
3 22/10/19 Stocktake		22/10/19	fn	

Previous: 4.04. Item master lists | | Next: 4.06. Stock locations and location types

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