

REPUBLIC OF GHANA
MINISTRY OF HEALTH



GHILMIS SYSTEM END -USER AID

Retrieving Reports Functionality

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Acronyms

UOM	Unit of Measure
SDP	Service Delivery Point
SOP	Standard Operating Procedures
RMS	Regional Medical Stores

1.0 Introduction

Reports are a critical part of our day-to-day activities, and they play a key role in planning and decision making within the value chain. It aims to provide critical analysis of the performance of the RMSs and SDPs as well as insights into the various transactions performed and their stock status for the entire life cycle of supply chain.

1.1 Purpose of the Manual

This system end-user aid is intended to provide guidance on how to retrieve reports from GhiLMIS to facilitate end users to use data from the reports effectively and efficiently for informed decision making at all Service Delivery Point (SDP).

1.2 Why should you use this System End-User Aid?

This system end-user aid will provide you with the basic system functional requirement to enable you retrieve reports at your site.

2.0 Overview of Reports

2.1 Reports

As transactions are carried out in the system, records are stored in the backend for easy retrieval through reports generation to enable users make informed decisions.

There are various types of reports in the system. Some of them focus on Key Performance Indicators for monitoring inventory management and order management whiles other reports focus on warehouse management and the value chain.

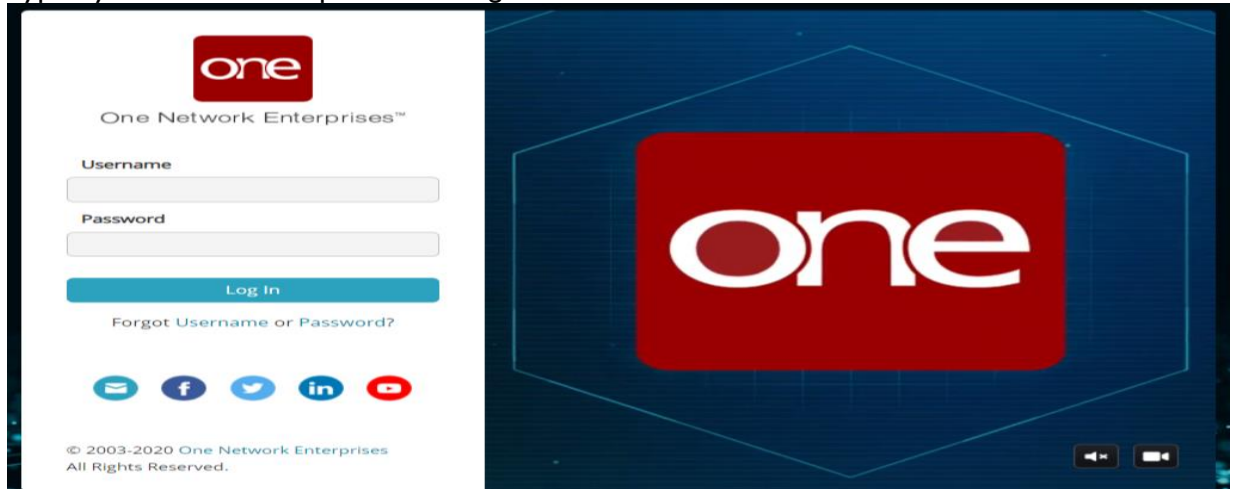
2.2 Whom to perform this Activity

Warehouse Manager

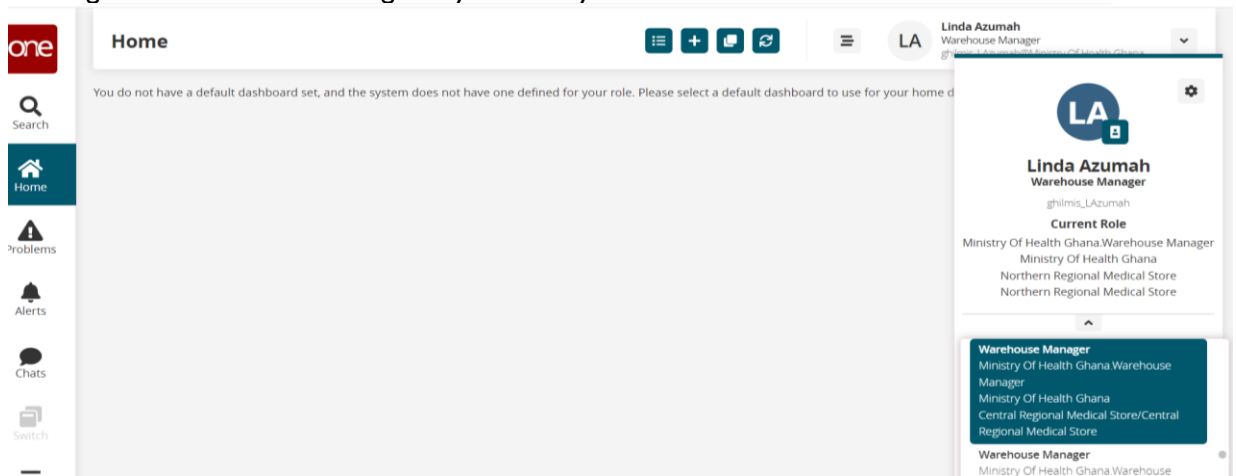
3.0. Generating KPI Reports

3.1. How to perform this Activity

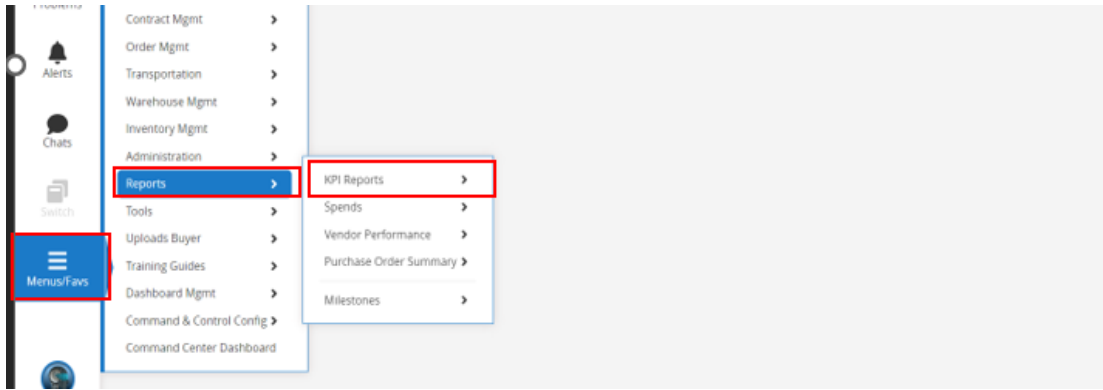
- Log in to the url: rtvn9702.onenetwork.com
- Type in your username and password to login



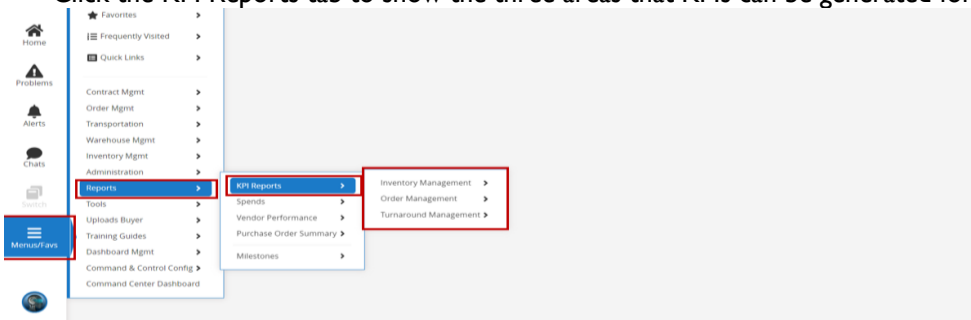
- Log in as a warehouse manager at your facility



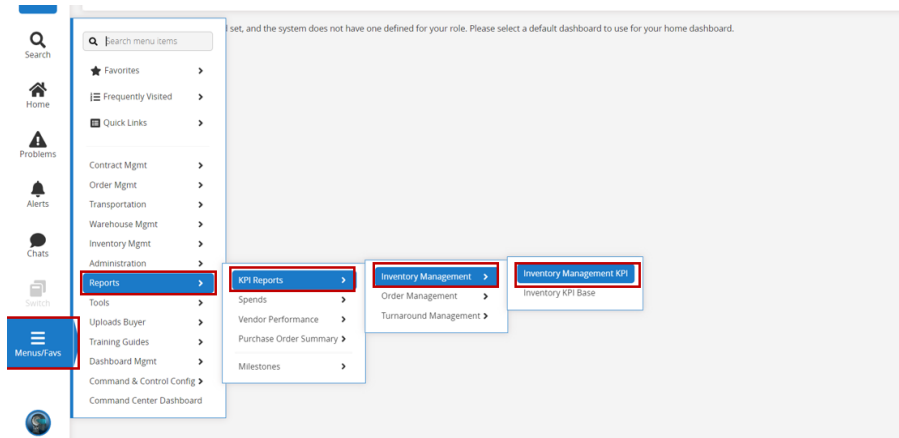
- Navigate to the “**Menus/Favs**” tab
- Click on the “**Reports**” tab
- Select “**KPI Reports**”



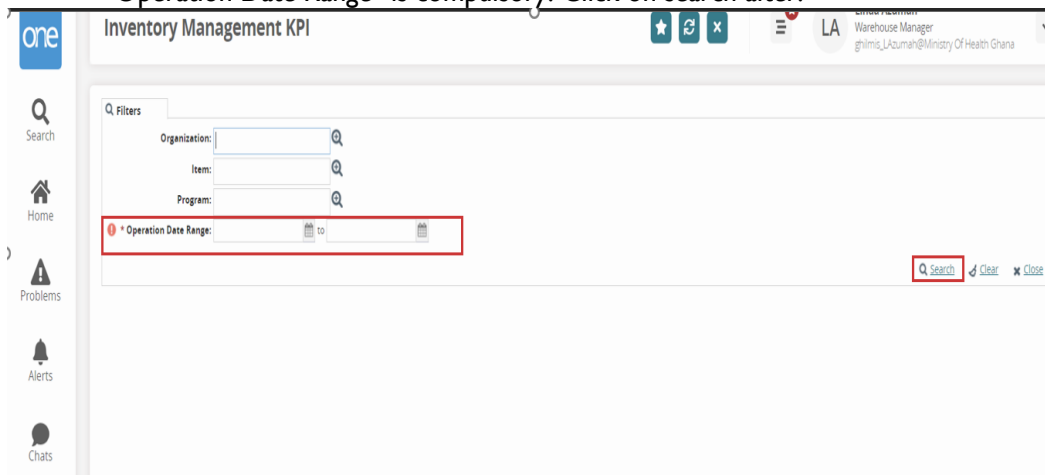
- Click the KPI Reports tab to show the three areas that KPIs can be generated for.



- ❖ **Inventory Management KPI:** This report provides a summary stock status for items managed by the site.
 - To retrieve this report, click on “Menu/Fav”, select “Reports”, navigate to “KPI Reports”, click on “Inventory Management” and select “Inventory Management KPI”



- The Inventory Management KPI page will be opened. Populate the desired fields, however “Operation Date Range” is compulsory. Click on search after.



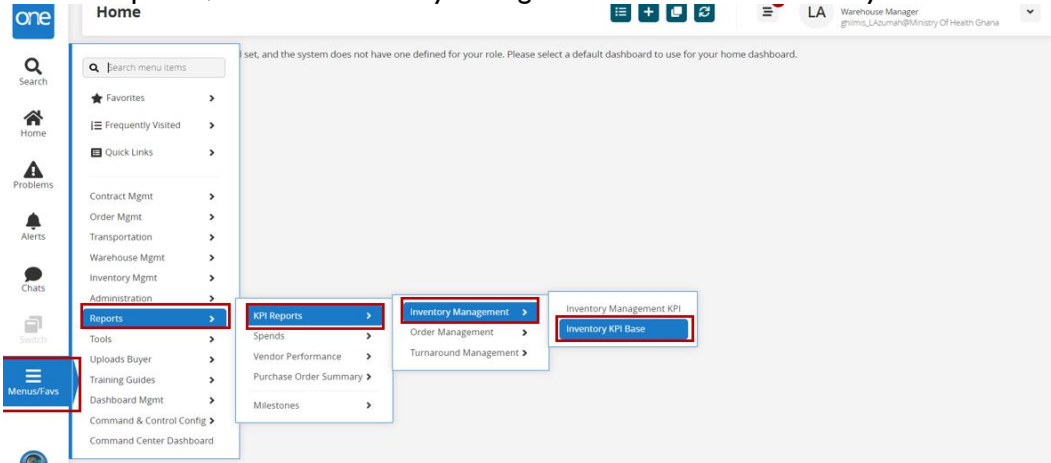
- The Inventory Management KPI report will be generated. This can be exported to excel csv/excel for further analysis.

The screenshot shows the 'Inventory Management KPI' report table. The table has 11 columns: City, Site Name, Item Name, Item Description, Program, Stocked Out %, Stocked Adequately %, Total Expiries %, Total Expiries Value, Total Destroyed %, and Total Value. The table contains 10 rows of data for various medical stores in Tamale. The 'Operation Date Range' filter is set to 'Sep 1, 2022 - Sep 1, 2022'. The 'Export to CSV' button is highlighted with a red box.

City	Site Name	Item Name	Item Description	Program	Stocked Out %	Stocked Adequately %	Total Expiries %	Total Expiries Value	Total Destroyed %	Total Value
Tamale	Northern Regional Medical Store	701113	First Response Syphilis	HIV/AIDS	0	100	0	0	0	0
Tamale	Northern Regional Medical Store	701114	Hepatitis B Test Strips	HIV/AIDS	0	100	0	0	0	0
Tamale	Northern Regional Medical Store	101412	Efavirenz/Emtricitabine/T... DF 600/200/300 mg Tablet 30 Tablets	HIV/AIDS	100	0	0	0	0	0
Tamale	Northern Regional Medical Store	101422	First Response HIV	HIV/AIDS	0	0	0	0	0	0
Tamale	Northern Regional Medical Store	101462	Lamivudine/Tenofovir DF 300/300 mg Tablet 30 Tablets	HIV/AIDS	0	100	0	0	0	0
Tamale	Northern Regional Medical Store	101486	Oral Quick Test Kit	HIV/AIDS	0	0	0	0	0	0
Tamale	Northern Regional Medical Store	700129	Cap Ctm Hiv Qual 48 Test	HIV/AIDS	0	100	0	0	0	0
Tamale	Northern Regional Medical Store	700130	Cap Ctm Hiv Qual 48 Test	HIV/AIDS	0	100	0	0	0	0
Tamale	Northern Regional Medical Store	100849-01	Lamivudine/Zidovudine 150/300 mg Tablet, Bottle, 60 Tablet	HIV/AIDS	100	0	0	0	0	0

❖ Inventory KPI Base: This report provides detailed stock status for items managed by the site.

- To retrieve this report, click on “Menu/Fav”, select “Reports”, navigate to “KPI Reports”, click on “Inventory Management” and select “Inventory KPI Base”



- The Inventory KPI Base page will be opened. Populate the desired fields, however “Region” and “Operation Date Range” are mandatory. Click on search after.



- The Inventory KPI Base report will be generated. This can be exported to excel csv/excel for further analysis.

Inventory KPI Base

Warehouse Manager
gwhms_la@umanh@Ministry Of Health Ghana

Filters (edit): (Operation Date Range: Sep 1, 2022 - Sep 7, 2022)(Region: northern)

Region	District	City	Site Name	Item Name	Item Description	Program	Total Days	Stocked Out Days	Overstocked Days
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	701114	Hepatitis B Test Strips	Non-Drug Consumables	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101372	Artisanale Serum 20ml Injection	Essential Medicine	6	0	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	700040	Ante Natal Care Register	Non-Drug Consumables	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	700353	Examination Gloves Large Size	Non-Drug Consumables	6	0	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101199-02	Sodium Chloride 0.9% Injectable Solution, 1 x 1000 mL Bag	Essential Medicine	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101199-01	Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag	Essential Medicine	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101157-02	Ringers Lactate Injectable Solution, 1 x 1000 mL Bottle	Essential Medicine	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101157-01	Ringers Lactate Injectable Solution, 1 x 500 mL Bottle	Essential Medicine	6	6	0
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	100727-02	Glucose/Sodium Chloride 5% 0.9% Injectable Solution, 1 x 1000 mL Bottle	Essential Medicine	6	6	0

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[View Photo](#) [Export to CSV](#)

Follow the above steps to retrieve the KPIs under “Order Management” and “Turnaround Management”