REPUBLIC OF GHANA MINISTRY OF HEALTH



GHILMIS SYSTEM END -USER AID

Retrieving Reports Functionality

Contents

Acronyms	3
I.0 Introduction	.4
I.I Purpose of the Manual	.4
I.2 Why should you use this System End-User Aid?	.4
2.0 Overview of Reports	.4
2.1 Reports	.4
2.2 Whom to perform this Activity	4
3.0. Generating KPI Reports	5
3.1. How to perform this Activity	.5

Acronyms

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

I.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.

I.I 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: <u>rtvn9702.onenetwork.com</u>
 - Type in your username and password to log in

One Network Enterprises™	
Username	
Password	one
Log In	
Forgot Username or Password?	
© 2003-2020 One Network Enterprises	

• Log in as a warehouse manager at your facility

one	Home	≡ + ∎ Ø	Ξ	LA	Linda Azumah Warehouse Manager ghi <u>min LAzumah@Alinictor Of Hoalth Ghar</u>	~
Q Search	You do not have a default dashboard set, and the system does r	not have one defined for your role. Please select a default dashl	board to use for y	our hom		۵
A Home					Linda Azuma Warehouse Manage	l h er
					ghilmis_LAzumah	
Δ					Current Role	
roblems					Ministry Of Health Ghana.Wareh	ouse Manager
					Ministry Of Health Gh	ana
A					Northern Regional Medica Northern Regional Medica	al Store al Store
Alerts					^	
					Warehouse Manager	
Chats					Ministry Of Health Ghana.Ware	ehouse
chides					Manager	
-					Ministry Of Health Ghana	15
					Central Regional Medical Store Regional Medical Store	Central
					Regional medical store	
					Warehouse Manager	e abouro
-					Winiscry Or Health Ghana.ware	nouse

- 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.

	-			
Home	I≣ Frequently Visited	>		
	Quick Links	>		
Problems	Contract Mgmt	>		
	Order Mgmt	>		
Alerts	Transportation	>		
	Warehouse Mgmt	>		
	Inventory Mgmt	>		
chats	Administration	>		
a	Reports	->	KPI Reports >	Inventory Management >
Switch	Tools	>	Spends >	Order Management
	Uploads Buyer	>	Vendor Performance >	Turnaround Management >
	Training Guides	>	Purchase Order Summary >	
Menus/Favs	Dashboard Mgmt	>	Milestones >	
	Command & Control Con	fig >		
	Command Center Dashb	oard		

\triangleright	Inventor	۳y N	lanagement:	This gives y	ou data on	how the fa	acility's in	ventory i	s managed.
Home	I≣ Frequently Visited	>					-		-
A	Quick Links	>							
Problems	Contract Mgmt	>							
	Order Mgmt	>							
Alerts	Transportation	>							
	Warehouse Mgmt	>							
	Inventory Mgmt	>							
Chats	Administration	>							
a 🖻	Reports		KPI Reports >	Inventory Management >	Inventory Management KPI				
Switch	Tools	>	Spends >	Order Management	Inventory KPI Base				
	Uploads Buyer	>	Vendor Performance >	Turnaround Management >					
	Training Guides	>	Purchase Order Summary >						
Menus/Favs	Dashboard Mgmt	>	Milestones >						
	Command & Control Cor	nfig >							
	Command Center Dashb	poard							
9			1						

- 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"

Q Search	Q βearch menu items	set, and the system does not have one defined for your role. Please select a default dashboard to use for your home dashboard.
A Home	★ Favorites > I≡ Frequently Visited >	
Problems	Quick Links	
Alerts	Order Mgmt >	
Chats	Warehouse Mgmt > Inventory Mgmt >	
Switch	Administration > Reports > Tools >	KFI Reports Inventory Management Inventory Management (KP) Spends Order Management Inventory KPI Base
Menus/Favs	Uploads Buyer > Training Guides >	Vender Performance Turnaround Management > Purchase Order Summary >
	Dashboard Mgmt Command & Control Config > Command Center Dashboard	Milesones >
9	command center Dashooard]

• The Inventory Management KPI page with be opened. Populate the desired fields, however "Operation Date Range" is compulsory. Click on search after.

Or	ne	Inventory Man	agement KPI			0	* 8 ×	Ξ	LA	Warehouse Manager ghilmis_LAzumah@Ministry Of Health Ghana	*
C	λ	Q, Filters									
Sear	rch	Organization:		Q							
	J.	Item:		Q							
Hor	N O	Program:		Q							
TIU	lie	Image:	*	0							
										Q Search d Clear	<u>Close</u>
Probl	ems										
Ale	rts										
Cha	ats										

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

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

one	Home	😑 🛨 🖳 😂 😑 🖬 Warehouse Manager 🔹 🔹 ta Warehouse Manager ghims, Usumah@Ministry Of Health Ghana
Q Search	Q Search menu items	set, and the system does not have one defined for your role. Please select a default dashboard to use for your home dashboard.
A Home	★ Favorites	
Problems	Contract Mgmt	
Alerts	Transportation > Warehouse Mgmt >	
Chats	Inventory Mgmt > Administration > Reports >	KM Reports Inventory Management Inventory Management KPI Order Management Order Management Inventory KPI Base
Switch	Tools > Uploads Buyer > Training Guides > Dashboard Mgmt >	Spends Vendor Performance > Purchase Order Summary >
	Command & Control Config > Command Center Dashboard	Miestones >

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

Inventory RFI ba	ISE	* 8	× = LA	Warehouse Manager ghilmis_LAzumah@Ministry Of Health Ghana
Q. Filters				
Organization:	Q			
Item:	Q			
* Operation Date Range:	eu m ∞ m			
s				Q Search 🥑 Clear 🗙 Close
=				
8				
2				
15				
8				

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

Q Filters (edit): [0	peration Date Range: Sep 1,	2022 - Sep 7, 2022][Region: r	northern]						_
Region	District	City	Site Name	Item Name	Item Description	Program	Total Days	Stocked Out Days	Ove Day
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	701114	Hepatities B Test Strips	Non- Drug Consumables	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101372	Antisnake Serum 20ml Injection	Essential Medicine	6	0	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	700040	Ante Natal Care Register	Non- Drug Consumables	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	700353	Examination Gloves Large Size	Non- Drug Consumables	6	0	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101199-02	Sodium Chloride 0.9% Injectable Solution, 1 x 1000 mL Bag	Essential Medicine	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101199-01	Sodium Chloride 0.9% Injectable Solution, 1 x 500 mL Bag	Essential Medicine	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101157-02	Ringers Lactate Injectable Solution, 1 x 1000 mL Bottle	Essential Medicine	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	101157-01	Ringers Lactate Injectable Solution, 1 x 500 mL Bottle	Essential Medicine	6	6	
Northern	Sagnarigu	Kamina	6MRS Kamina Hospital	100727-02	Glucose/Sodium Chloride S%/0.9% injectable Solution, 1 x 1000 mL Bottle	Essential Medicine	6	6	

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