# 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 TB medicines and medical supplies.

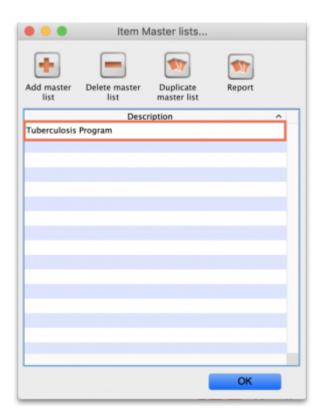
## 4.05.01. Creating a program

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

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

Supply navigator ā +Ŀ Ad Hoc Iten inventory adjustments 9 Departments Item catego Locations Data File: mSupply.400 mSuppl **n** 00 21

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:

	Tuberculosis Program					
Note						
	utomatically add new items to this mast	er list				
	Items	In use by	Tags Prog	ram Settings		
+	- 5	6	<b>\$</b>		(	<b>.</b>
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 ma	aster list			
ater list					Created date: 17/	10/2024
					Created by: mSe	upply Support
	ient list					
		n use by Tags				
	Hiv program		Immuna	sación program		
						+ =
	0	E				
Type	Max. orders per period	Max MOS	Max. lines	Threshold MOS	Emergency	+
N	ame		Туре		Default	+
						_
	matically add new master list is a part fault price list ogram	matically add new items to this master list master list is a patient list fault price list gram HIV program I I I I I I I I I I I I I I I I I I I	matically add new items to this master list master list is a patient list fault price list ogram HIV program Type Max. orders per period Max MOS	matically add new items to this master list master list is a patient list fault price list ogram HIV program Immunit Type Max. orders per period Max MOS Max. lines	matically add new items to this master list master list is a patient list fault price list ogram HIV program Invmunisation program  Type Max. orders per period Max MOS Max. lines Threshold MOS	

5. Tick the **This master list is a program** checkbox to enable the program based features for this master list.

- Create a *Store tag* for the program by clicking on the 🛃 button just above the *Store tag* section.
- The Tag field will be automatically populated with a new tag. Edit this new tag name and click on the Sutton.
- The field then becomes a drop down list which will contain any existing name tags for you to select. The tick button also becomes a modify button **[11]**. If you click it you will be able to edit the tag name you just entered.
- When you click on the **OK** button any new tags you have created will be saved and will appear in the name tags list (see the 5.05. Name tags page for details).



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.

Any customers or stores that have a name tag matching the tag you set here will be able to use this **program** and the **schedule** you have set for that tag.

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You can define multiple tags for each program.

For each tag, you set up both a **schedule** and order types- so for one program, you can have different facilities on different schedules

6. Select the **Period Schedule** from the dropdown list (you must have set the periods up first):

•••							
Description	Tuberculosis Pr	ogram					
Note							
	utomatically add		this master list Items In use by	Tags	Program Setting	5	
_	ntegration code						•
Tag		TBprogram		0			
Period s Order ty		Monthly					

7. 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.

8. 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	Type	Max. orders per period	Max MOS	Max. lines					
er	Order type	1	3.0	5	1.0	1	÷		
	Order type	1	3.0		1.0				
							-		
							_		
	-								
men da	ta								
	Code	Name	Type	Default	Is Re	quired?	+		
					_				
					_				
								Cancel	OK

## 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:

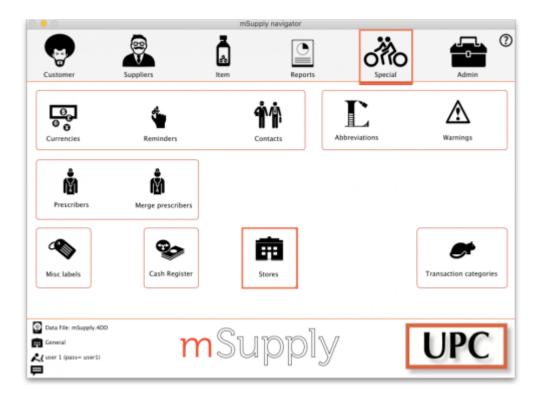
- Open the program via the **Master List** (Click on the **Master list** icon on the *Item* tab of the Navigator).
- Click on the **Program Settings** tab.
- In the **Regimen Data** table add fields for the data that should be provided to the supplier with each program requisition e.g. the number of 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 m	aster list			
Description Test master	list					Created date: 17/	10/2024
Note						Created by: mSe	upply Support
Discount % 0	ically add gen	itams to this master lies					
	icany add new iter list is a pat	items to this master list ient list					
	t price list						
		Items	In use by Tags	Program Sett	inas		
			an and of the ge				
This master list is a progra	อสา	HIV program		Immune	sation program		
eLMIS integration code			J				
ogram tags							
Тад		0	E.				
Period schedule							
Order types							
Name	Type	Max. orders per perio	d Max MOS	Max. lines	Threshold MOS	Emergency	-
							-
							+
gimen data							
Code	Na	ame		Туре		Default	
							+
				OK & Previou	OK & Next	Cancel	ОК

## 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 and schedule above then press *Tab*.

				Edit store				
eral Warehouse								
	General	Preferences	Logo	Visibility	Custom fields	Master lists		
Store code GEN Name General Wat	store	C			Disable this s	tore		
Organization name								
Address line 1				Responsible	e officer none	0		
Address line 2								
Address line 3								
Address line 4					n			
Address line 5					Vew name associa	ated with		
Postal/Zip Code					this store			
Phone								
Taga TBprog	ram 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:

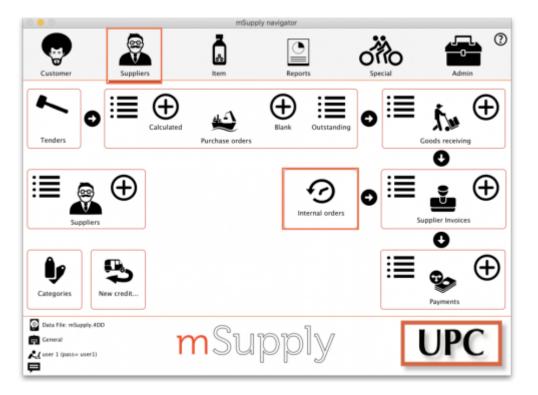
netal Warehouse							
	General	Preferences Logo	Visibility C	Sustom fields	Master lists		
		List		U	se master list	1	
	Tuberculosis Pro	gram					

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:

• •	New internal order
Order type	
Prog	gram 💿 General 🔾
Order details	
Program	Tuberculosis Program
Requisition type	Normal order
Supplier	First, enter a supplying store name
Period	January 2020
	Start date 1/1/20
	End date 31/1/20
	Cancel OK

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:

					East req	uisition				
Supplie	Central Medical Stores	CMS		Refere	nce				10	5
Order date	e 22/10/19 Black			Comm	ent				Status	19
Roserve	Tuberculosis Program				105 3.0				Tupe :	request
Order type									Entry date	22/10/10
				Threshold M	HDS 1.0	Hide stoc	k over threshold	-		
	d Jamuary 2020	-						Print		user 1 (pass=
From	: 1/1/20 Te: 31/1/20	Filter	items	tr by item nar				Print	Store	General
				Data	ertry Le	Custom	fata .			
item code	item name	Unit	Our stock on hand	Average monthly consump	Menths of stock	Calculated quantity	User requested quantity	Comment		
1 r1/7p4k	Rifamp 150mg, isyrazin 400mg tab	ea	-	0 0	0	0	20			
2 rtitp5t	Rifamp. 150mg, is pyrazin 500mg tab	44	1	0 0	0	0	30			
3 ribis1t	Rifampicin 150mgoniazid 150mg tab	44		0 0	0		40			
4 rillia7t	Rifampicin 150msoniazid 75mg tab	44		0 0	0		100			
5 of150k	Rifampicin 150mg tab/cap	ea		0 0	0		50			
6 #3is1t	Rifampicin 300mgoniazid 150mg tab	44	1	0	0	0	60			
7 of \$100x	Rifampicin 300mg tab/cap	44	1	0 0	0	0	100			
8 in1et4t	Isoniazid 150mg +tol hcl 400mg tab	44		0 0	0		100			
9 (se300)	Isoniazid 300mg tab	ea	4	0 0	0	0	80			
10 eth400t	Ethambutol hydrochloride 400mg tab	42	1	0 0	0	0	50			
11 pyr400t	Pyrazinamide 400mg tab	44		0 0	0		70			

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

Name         Code         Valuer         Conversition         Conversition           Regimen Data Name         Regimen Code         Valuer         Conversition         Conversition	Order date (24/ Program HIN Order type Ord Period DEC From : 1/1	er type XIMBRE 2018	Black 12/18	Comment Max MOS 1 Threshold MOS 1		threshold		Status : n Type : n Entry date : 2 Entered by : A Store: n	equest 4/01/20 Idmin
Regimen Data Name         Regimen Code1         0           Description         Code         Patients adultes regar         Patients sentials adulte = v         Patient stable enfant         Nouvelle inclusion en.         6           Regimen Are Ligne         AZT/ITIC/INVP         0			11 miles	Data entr	y Log Industors				
Ragine A. Are Ligne         AZT/17CL/NP         0						Commentant			
Ragine A. Are Ligne         AZT/17CL/NVP         0 <th< th=""><th>Receivedant</th><th></th><th>being at he are</th><th></th><th>Print with state -</th><th>Berland stability and ad</th><th>Mercella indusion of</th><th>Name and a local sector of the</th><th></th></th<>	Receivedant		being at he are		Print with state -	Berland stability and ad	Mercella indusion of	Name and a local sector of the	
Najmer A. Jer Lipse         APT/17C(1FV)         0 <th< td=""><td></td><td></td><td></td><td>Patients enfants reçus</td><td>Patient statile adulte ~</td><td></td><td>Nouvelle inclusion ad.</td><td></td><td></td></th<>				Patients enfants reçus	Patient statile adulte ~		Nouvelle inclusion ad.		
Régime A. Arte Ugime         APL/11C/T07F         0 </td <td></td> <td></td> <td>0</td> <td>ö</td> <td>0</td> <td></td> <td>ō</td> <td></td> <td></td>			0	ö	0		ō		
Régime AInt Ligne         AZT/3TC(LPN)*         0         <			0	0	0	0	0	0	
Nagime A. Are Uppe         TOF/JTC/EFV         0         0         0         0         0         0           Nagime A. Are Uppe         TDF/JTC/EFV         0				0	0	0	0	0	
Naigime A. Jerk Ligne         TDF/317C/LPVyr         0				0	0	0	0	0	0
Ragime A. Jire Ligne ALC/ITC/LIV/F 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		TDF/3TC/LPV/v	0	0	0	0	0	0	0
Raigime A. Jim Ugen AC(3TC(3VC) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			0	0	0	0	0	0	0
	Régime A., ère Ligne	ABC/3TC/NVP	0	0	0	0	0	0	0
Regime A. Are Ligne ADC/37C/07V 0 0 0 0 0 0 0 0 0	Régime A ère Ligne	ABC/STC/UPV/r	0	0	0				0
	Régime A., ère Ligne	ABC/3TC/EFV	0	0	0	0	0	0	0

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 Stares	CMS		Refere	sce				ID : 5
	Order date	22/10/19 Black			Camm	28.8				Status : sg
	Program	Tuberculosis Program			Max N	05 3.0				Type : request
	Order type	Regular			Threshold N	05 1.0	Hide stor	k over threshold		Entry date : 22/10/19
	Period	January 2020							<u> </u>	Entered by Luser 1 (pass-
	From	1/1/20 Te: 31/1/20	Filter	items Cit					Print	Store: General
					Oata	entry Log	Custom	data		
				Our				User		
u	item code	Bern name	Unit	stock	Average monthly	Months of stock	Calculated	requested	Comment	
				on hand	consump	or mack	quantity	quantity		
10	1(7p4t	Rifamp 150mg, ts., snapin 400mg tab			0 0		0	20		
	111051	Rifamp. 150mg, ispyrazin 500mg tab			0 0	0	0	30		
3.	rilis3t	Rifampicin 150mg. oniazid 150mg tab			0 0	0	0	40		
4	rilia7t	Rifampicin 150msoniazid 75mg tab	**	(	0 0	0	0	300		
5 1	#1501	Rifampicin 150mg tab/cap	68		0 0	0	0	50		
6.	124121	Refampicin 300mgoniazid 150mg tab		(	0 0	0	0	60		
7	193001	Rifampicin 300mg tab/cap	48		0 0	0	0	300		
- 8)	allet4t	Isoniazid 150mg + tol hcl 400mg tab		(	0 0		0	390		
- 9	190 DO	Isoniazid 300mg tab	68	(	0	0	0	80		
10 4	1001-019	Ethambutol hydrochloride 400mg tab		(	0 0	0	0	50		
11	pyr400t	Pyrazinamide 400mg tab	48		0 0	0	0	70		
		1								

## 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
					_
					OK

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 fr	or items whose				
			_		
Item co	de ᅌ	starts with	0		
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	0		
And	Expiry date	is on or before	٢	00/00/00	
	Randomly select	0 items fr	om retu	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:

v stock take	e New blank stock take Delete sto	a k taka	Show:	Current
D	Description	Stock take date	Status	Program
	/19 Stocktake	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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