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>Supplers
Image: Suppler and gator

Customer
Suppliers

Suppler
Image: Suppler

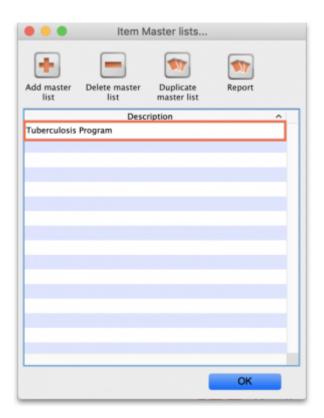
Suppler
Image: Suppler

Suppler
Image: Suppler

Image: Suppler
Image: Suppler

<t</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						
- A	utomatically add new items to this mast	er list				
	Items	In use by	Tags Prog	ram Settings		
•	- 5	6	1		(.
Add item	Delete Item(s) Save Sort order	Copy t	o clipboard		Impo	ort item list
Code	item 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:

		,	dd item ma	ster list			
Description Test master	list					Created date: 17/10	/2024
Note						Created by: mSup	ply Support
 This mas 	ically add new ter list is a par t price list	items to this master list sient list					
		Items In	use by Tags	Program Sett	ings		
This master list is a progra	m	HIV program		Immunit	sation program		
eLMIS integration code							
ogram tags							
Tag Period schedule Order types		÷ (E.				
Name	Type	Max. orders per period	Max MOS	Max. lines	Threshold MOS	Emergency	
							+
							_
gimen data							
Code		ame		Туре		Default	
Code		ame		iype		Desaure	+
							+
				OK & Previou	OK & Next	Cancel	ОК

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 🗹 button. The field then becomes a drop down list which will contain any existing name tags (and the tick button becomes a modify button 🗹. If you click it you will be able to edit the tag name you just entered). and you can select one of those. 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). 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.

Any customers or stores that have a name tag matching the tag you set here will be able to use this program; those that don't have this tag assigned will not be able to use this program.

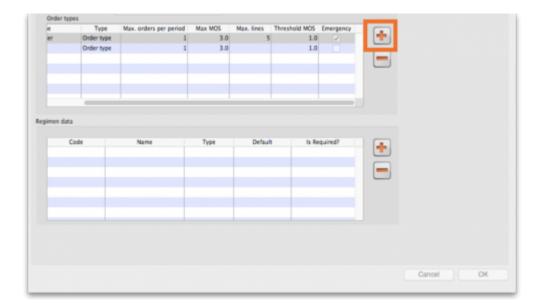
6. Select the **Period Schedule** from the dropdown list (you must have set the periods up first):

•••		
Description Tuberculos Note	is Program	
Automatically	add new items to this master list	
This master list is a	program Tags Program Settings	
eLMIS integration of Store tags	ode	+ -
Tag	TBprogram	
Period schedule Order types	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.



4.05.02. 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:

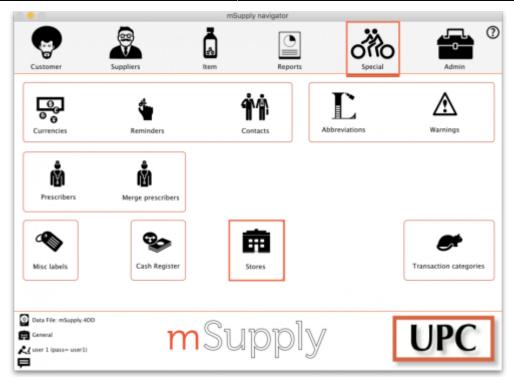
- Open the program via the **Master List** (Click on the **Master list** icon on the *Item* tab of the Navigator).
- Click on the **Program Settings** tab.
- In the **Regimen Data** table add fields for the data that should be provided to the supplier with each program requisition e.g. the number of 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	aster list			
Description Test master Note	list					Created date: 17/ Created by: mSk	
This may	ically add new ster list is a pat It price list						
This master list is a progr	am	HIV program	In use by Tags		ation program		
eLMIS integration code							+
Tag Period schedule Order types			E				
Name	Type	Max. orders per period	d Max MOS	Max. lines	Threshold MOS	Emergency	+
egimen data							
Code	N	ume		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 above then press *Tab*.

• • •					Edit store				
General Warehouse									
		General	Preferences	Logo	Visibility	Custom fields	Master lists		
Store code Name Organization name Address line 1 Address line 2	General Warehou	store			Responsible	Disable this s	tore		
Address line 3 Address line 4 Address line 5 Postal/Zip Code						View name associa this store			
Тарь		x							
								Cancel	ок

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

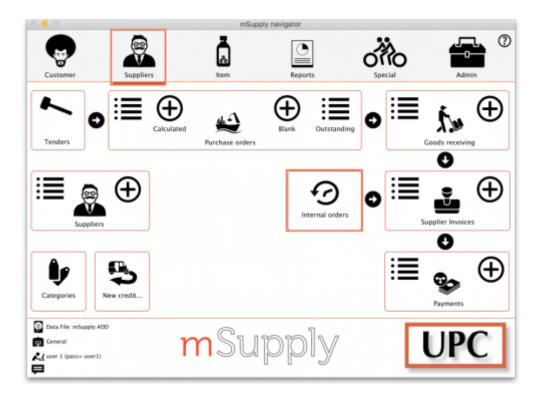
			Edit store				
General Warehouse							
	General Prefe	rences Logo	Visibility	Custom fields	Master lists		
		List		U	be master list	1	
	Tuberculosis Program						
						Cancel	ОК

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:

Order type	
Pro	ogram O General O
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

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		Refere	nce				KD : 5
	Order date	22/10/19 Black			Comm	ent				Status sg
	Program	Tuberculesis Program			Mar I	AD5 3.0				Type : request
	Order type	-								Entry date : 22/10/19
		January 2020			Threshold N	ADS 1.0	Hide stoc	k over threshold	-	Entered by : user 1 (pass=
	Prom :	1/1/20 Tec 31/1/20	Filter	items	or by item na	** ** ***			Print	Store: General
					Data	ertry Le	Custom	fata .		
. 1	tem code	item name	Unit	Our stock on hand	Average monthly consump	Menths of stock	Calculated quantity	User requested quantity	Comment	
1 11	17:048	Rifump 350mg, isyrazin 400mg tab	ea	-	0 0	0		20		
2 11	ilaste	Rifamp. 150mg, is pyrazin 500mg tab	44	1	0 0	0		30		
3 41	listr	Rifampicin 150mgoniazid 150mg tab	44		0 0	0	0	40		
4 10	lin7t	Rifampicin 150msoniazid 75mg tab	44		0	0		100		
5 11	1508	Rifampicin 150mg tab/cap	ea		0 0	0		50		
6 4	liste	Rifampicin 300mgoniazid 150mg tab	44		0	0	0	60		
7 11	300t	Rifampicin 300mg tab/cap	44	1	0 0	0		100		
8 16	Let4t	Isoniazid 150mg +tol hcl 400mg tab	48		0	0		100		
9 is	e300t	Isoniazid 300mg tab	ea	(0 0	0		80		
10 et	\$400t	Ethambutol hydrochloride 400mg tab	62	1	0	0	0	50		
11 p	1400:	Pyrazinamide 400mg tab	**	-	0 0	0		70		
-										

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

Order date 24/ Program HIV Order type Ord Period DEC From : 1/1	er type XMBRE 2018	Black 12/18	Comment Max MOS Threshold MOS	1,0 Hide stock over	threshold		Status : n Type : n Entry date : 2 Entered by : A Store: n	equest NJ/01/20 Ndmin
Name Regimen Data Name	Code Regimen Code1	Valeur 0	Data entr	y Log Indicators	Commentaire			
Description Régime A…ére Ligne	Code AZT/3TC/WVP	Patients adultes repus	Patients enfants requis	Patient stable adulte v	0	Nouvelle inclusion ad.	0	0
Régime A., ère Ligne Régime A., ère Ligne Régime A., ère Ligne		0	0	0	0	0	0 0	0 0 0
Régime A. Are Ligne Régime A. Are Ligne Régime A. Are Ligne Régime A. Are Ligne	TDF/3TC/UPV/Y TDF/3TC/UPV/Y AZT/3TC/ABC ABC/3TC/NVP	0	0	0	0	0 0 0	0 0 0 0	0 0 0
Régime A., ère Ligne Régime A., ère Ligne	ABC/STC/UPV/r	0	0	0	0	0	0	0

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

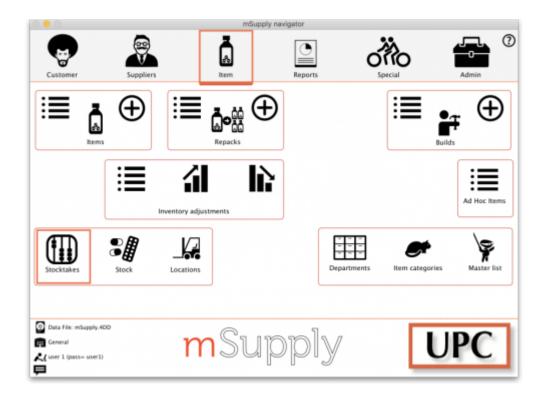
6. To send the program requisition to the supplier, return to the **Data Entry** tab, check the **Finalise** box and click **OK**.

Program Tablescalarity Program Max MoS 3.8 Drefer type Regular Threschald MoS 1.8 Hele stack over threshold Early		Central Medical States	CMS		Referen					ID : 5 Status : sg
L. Barers scale Barers scale	Order type Period	Regular january 2020	Filter	Rems 🖻	Threshold M	OS 1.0			Post	Entry date : 22/10/19 Entered by : user 1 (passe
2 F111pH1 Rdamp0.358mg.ispvtadm.500mg.tab ea 0 0 0 90 1 rills1 Rdampion.156mgoxia.adl.156mg.tab ea 0 0 6 0 30 4 rills2 Rdampion.156mgoxia.adl.156mg.tab ea 0 0 6 0 300 5 rills21 Rdampion.156mgoxia.adl.156mg.tab ea 0 0 0 50 6 rills21 Rdampion.156mg.conia.adl.156mg.tab ea 0 0 6 0 300 6 rills21 Rdampion.166mg.conia.adl.156mg.tab ea 0 0 6 0 300 6 Ristrict1 Reservice.tabl.400mg.tab ea 0 0 0 300 7 Ristrict2 Ristrict2 ristrict2 ea 0 0 0 300 8 Ristrict2 Ristrict2 ristrict2 ristrict2 80 0 0 0 300 9	U Item code	Bern name	Unit	stock on	monthly			requested	Comment	
3 (11a):1 Réargesin: 156msoniaut 156mthing 156mthing 156mthing 156mthing 4 (11a):1 Réargesin: 156mthing 156mthing 156mthing 156mthing 5 (113):1 Réargesin: 156mthing 156mthing 156mthing 156mthing 6 (113):1 Réargesin: 156mthing 156mthing 156mthing 156mthing 7 (1700:1 Réargesin: 156mthing 156mthing 156mthing 156mthing 7 (1700:1 Réargesin: 156mthing 156mthing 160mthing 150mthing 8 (124):1 Normard 300mthing 150mthing 160mthing 150mthing 9 (113):1 Normard 300mthing 160mthing 160mthing 150mthing 9 (113):1 Normard 300mthing 160mthing 160mthing 150mthing 9 (113):1 Normard 300mthing 160mthing 160mthing 150mthing	1 r1(7p4t	Rifamp 150mg, ts_stazin 400mg tab		(0 0		0	20		
4 if in 21 Respection 150msseniaatid 21mg tab ea 0 0 0 100 5 if 215m Respection 150mg tab/stap ea 0 0 0 50 6 if 10131 Respection 150mg tab/stap ea 0 0 0 60 7 if 200m Respection 150mg tab/stap ea 0 0 0 60 7 if 200m Respection 100mg tab/stap ea 0 0 0 200 8 istentst Neorisatid 350mg tab ea 0 0 0 200 9 iss200m toorisatid 350mg tab ea 0 0 0 200 9 iss200m tabackatid Noming tab ea 0 0 0 200	2 111051	Rifamp. 150mg, ispyrazin 500mg tab	68	(0 0	0	0	30		
5 rf150rt Referencies 150mg tablesape es 0 0 0 50 4 initial Referencies	3 rilis3t	Rifampicin 150mgoniazid 150mg tab	68	(0 0	0	0	40		
S #fitspit Reference 136mp table table ea 0 0 0 50 6 (rbits) Manapico indemonizadi 136mp table ea 0 0 0 60 7 (rbits) Manapico indemonizadi ea 0 0 0 200 8 Interviewing (rbits) ea 0 0 0 200 8 Interviewing (rbits) ea 0 0 0 200 9 (rbits) Nomizatid 300mg tab ea 0 0 0 200 9 (rbits) Nomizatid 300mg tab ea 0 0 0 200 0 ea 0 0 0 0 200 200 0 ea 0 0 0 0 0 200	4 rilin7t	Rifampicin 150msoniazid 75mg tab	44	0	0 0		0	100		
7 /r/200rt Rtanptcin 100mg tab/rap es 0 0 6 0 200 4 Interit Interitation 200mg tab es 0 0 0 200 9 Interitation 200mg tab es 0 0 0 200 9 Interitation 200mg tab es 0 0 0 200 0 Interitation 200mg tab es 0 0 0 80 0 Interitation 200mg tab es 0 0 0 80	5 #1501	Rifampicin 150mg tab/cap	68	(0 0	0	0	50		
B is 2et4t Incensard 150mg +tan Hot 400mg tah es O O D 300 9 is 300m Noemand 3 30mg tab es O 0 0 300 0 is embodies Namebaal Mystechshole 400mg tab es O 0 0 50	6 ri3is31	Rifampicin 300mgoniazid 150mg tab		6	0 0	0	0	60		
Biblisht Incessed 300mg + .tsl hcl 400mg tah ss O O D 300 9iss300R Noessof 300mg tab es O O O B Di en4000T Namebald Mydochshole 400mg tab es O O D S0	7 193001	Rifampicin 300mg tab/cap	4.5	(0 0	0	0	300		
9 ise3000 tooreastd 300mg tab ea 0 0 0 0 80 30 edM00t Brhambush hydrochloride 400mg tab ea 0 0 0 0 50	8 islet4t			0	0 0	0	0	100		
10 edv60t Ethambutal hydrochloride 400mg tab ea 0 0 0 0 50	9 114 3000		63	(0 0	0	0	80		
	10 #846001			6	0 0	0	0			
	11 per400t	Pyrazinamide 400mg tab	**	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
					_
					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:

Canada far	the second second				
Search for	items whose				
Item cod	e 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	٥	00/00/00	
	Randomly select	0 items fro	om retu	urned list.	
	Randomly select	0 items fro	om reti	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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