## 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 segarate

Customer
Suppliers

Supplers
Image: Suppler and segarate

Customer
Special

Image: Suppler and segarate
Image: Special

Image: Special
Image: Sp</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:

Note						
	annual and a second second second	line				
-	tomatically add new items to this mast	er list	Tags Proc	ram Settings		
		and by	1095	-un seconds		
+	- 5	1	(III)		(	Ŧ.
Add item	Delete Item(s) Save Sort order	Copy to	o clipboard		Imp	ort item list
Code	Item name	Unit	Item departm	Item category	Imprest Quan	Price
1i7p4t	Rifamp 150mg, isyrazin 400mg tab	ea		6.6.1 Adicines	400	0
1i1p5t	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
islet4t	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	list					Created date: 17/1	0/2024
Note						Created by: mSu	pply Support
Discount % 0 Automati This mas Is default	ically add new ter list is a pat t price list	items to this master list tient list					
This master list is a suspense		Items	In use by Tags	Program Sett	ings		
al MIS integration code	m	HIV program		Immune	sation program		
Carlo integration code [							+ =
ogram tags Tag		:	E.				
Period schedule			_				
Order types					75	P	_
Name	Type	Max. orders per period	Max MUS	Max. lines	Threshold MUS	Emergency	1
							_
gimen data							
Code	N	атне		Туре		Default	-
							0

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 Subutton.
- 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 **I**. 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). 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** and the **schedule** you have set for that tag.



You can define multiple tags for each program.

For each tag, you set up both a **schedule** and 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 Note	Tuberculosis Pr	ogram						
A	itomatically add	l new items gram	to this mas	ster list In use by	Tags	Program Sett	ings	
eLMIS in Store tags	tegration code							•
Tag Period se Order typ	chedule pes	TBprogram Monthly	n		0			

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.

	1994	max. orders per period		ALL HITS	The second most	energency	1.0	
	Order type		3.0	5	1.0	4		
	Order type	1	3.0		1.0			
							_	
							_	
en uata								
Cod	le	Name	Type	Default	Is Re	quired?	-	
							_	
							_	

#### 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.

Description Test mast	er list					Created date: 17/1 Created by: mSug	0/2024 oply Support
Discount % 0 Autom This m Is defa	atically add new aster list is a pat ult price list	items to this master list ient list	a use by Taos	Pengram Sett	line		
This master list is a prog	Iram	HIV program	n and by rage	Immunit	sation program		
eLMIS integration code	)						•
ogram tags Tag Period schedule		¢0					
Order types	Trees	Max, and an available	Mar 1406	Mary France	These shald 1405	Emacara	
egimen data							
Code	N	LITTE		Туре		Default	-

#### 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 Preference	es Logo Visibility	Custom fields	Master lists		
Store code GEN Name General Wa Organization name Address line 1 Address line 2 Address line 3	store	Responsib	Disable this s	itere		
Address line 5 Postal/Zip Code			View name associ this store	ated with		
Phone Tags 1	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 Cust	om fields Master lists
	List	Use master list
	Tuberculosis Program	
		Court I The
		Cancel 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:

	New internal 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
	Cancel

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:

optier Central Medical Stores dates 22/10/19 Back gram Tubercolleals Program rape Repute lenied January 2020 ream 1/3/20 To: 31/1/20	CM5 Filter	items (The	Raferer Comm Max M Threshold M	nce ent 105 3.0 105 1.0	Hide stor			KD : Status : Type :	5 59 Inquest
r date 22/10/19 Black gram Tubercoleals Program rape Repute femal January 2020 ream 1/1/20 To: 31/1/20	Filter	items (Title	Comm Max M Threshold M	ent 105 3.0 105 1.0	Hide stor			Status : Type :	59 request
spran Tuberculasis Pregram rope Regular terind January 2010 room 1/1/20 To: 31/1/20	Filter	items 711	Hax M Threshold M	IOS 3.0	Hide stor			Type :	request
rispe Regular rispe Regular indi January 2020 inan : 1/1/20 To: 31/1/20	Filter	itens (The	Threshold M	05 1.0	Hide stor				
r tope Regular Initiad Jamuary 2020 Irean : Er/1/20 To: 31/1/20	Filter	items (711	Threshold M	05 1.0	Hide store			Franciskan (	22/10/10
Termel January 2020 Termi: 1/1/20 Te: 31/1/20	Filter	itens 🖂				k over threshold	-	crey oase :	22110/19
rem: 1/1/20 Te: 31/1/20	Filter	items (111					_	Externed by :	user 1 (pass= us
							Print	Store	General
			Data	ertry Leg	Custom	data .			
code item name	Unit	Our stock on hand	Average monthly consump	Menths of stock	Calculated quantity	User requested quantity	Comment		
Rifamp 150mg, is yrazin 400mg tab	44		0	0		20			
Rifamp. 150mg, is., parazin 500mg tab	44		0	0		30			
Rifampicin 150mg pniazid 150mg tab	44		0 0	0		40			
Rifampicin 150msoniazid 75mg tab	44		0	0		100			
Rifampicin 150mg tab/cap	ea		0	0		50			
Rifampikin 300mgoniazid 150mg tab	44	4	0	0	0	60			
Rifampicin 300mg tab/cap	44		0	0		100			
tsoniazid 150mg +tol hcl 400mg tab	48	-	0	0		100			
H Isomiazid 300mg tab	ea	-	0	0		80			_
It Ethambutol hydrochloride 400mg tab	62	4	0	0		50			
It Pyrazinamide 400mg tab	**		0	0		70			_
							Cannai ca	& Marst	œ
	Riferegratin 150mg Lab/Yap Riferegratin 150mg Lab/Yap Riferegratin 150mg Lab/Yap Isoniaziti 150mg +ol het 400mg Lab Isoniaziti 150mg +ol het 400mg Lab Isoniaziti 50mg Jab Ethanthand Nydhocklande 400mg Lab	Rifamgacin 150mg tab/cap ea Rifamgacin 300mg Lawadi 150mg tab ea Brifamgacin 300mg Lawadi 150mg tab ea Isonicardi 150mg -aol fold 400mg tab Isonicardi 150mg cab ea Isonicardi 150mg tab ea Isonicardi 150mg tab ea Isonicardi 150mg tab ea Isonicardi 150mg tab ea	Riangosis 150ng tab/sap Riangosis 150ng tab/sap Rinangosis 300ng tab/sap Rinangosis 300ng tab/sap Isaniaziti 150ng sa, aol kci 400ng tab Isaniaziti 150ng sa, aol kci 400ng tab	Rifangezin 150mg tab/sap     ee     0       Rifangezin 300mg tab/sap     ea     0       Rifangezin 300mg tab/sap     ea     0       Ibinatali 150mg tab     ea     0	Rfangezin 150mg tab/sap     ee     0     0       Rfangezin 300mg Lab/sap     ea     0     0       Rfangezin 300mg Lab/sap     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0       Ibiniziti 150mg sa, oh bit 400mg tab     ea     0     0	Rfamperin 150mg tab/vap     ee     0     0       Rfamperin 300mg tab/vap     ea     0     0       Rfamperin 300mg tab/vap     ea     0     0       Ibinatali 150mg tab/vap     ea     0     0	Rfampesin 150mg tah/sap         4a         0         0         0         50           Rfampesin 300mg tah/sap         4a         0         0         60         60           Rfampesin 300mg tah/sap         4a         0         0         0         60           Isonatali 150mg tah         4a         0         0         0         100           Isonatali 150mg tah         4a         0         0         0         50           ISonatali 150mg tah         4a         0         0         0         70           ISonatali 150mg tah         4a         0         0         0         70           ISonatali 150mg tah         4a         0         0         0         70           ISonatali 150mg tah         4a         0         0         0         70	Manupath 150mg Mah/tap         ea         0         0         0         50           Manupath 150mg Mah/tap         ea         0         0         0         60           Manupath 150mg Lab         ea         0         0         0         60           Manupath 150mg Lab         ea         0         0         0         60           Bandard 150mg Lab         ea         0         0         0         100           Issected 150mg Lab         ea         0         0         0         100           Praxmanite 400mg Lab         ea         0         0         0         20	Mampsin Stong tab/tap       ta       0       0       0       10         Mampsin Stong tab/tap       ta       0       0       0       60         Binstaid Stong tab/tap       ta       0       0       0       100         Isstatid Stong tab       ta       0       0       0       100         Praztnamite 400ng tab       ta       0       0       0       20         Interview       isstatid Stong tab       ta       0       0       100         Interview       isstatid Stong tab       ta       0       0       20       20         Interview       isstatid Stong tab       ta       0       0       0 <td< td=""></td<>

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

Order type Ord Period DBC From : 1/1	er type Embre 2018 2/18 Te: 31/	12/18	Max MOS 1 Threshold MOS 1	La Hide stock over	r threshold		Entry date : Entered by : Store:	24/01/20 Admin mobile
Name	Code	Malacet	Data entr	y Log Indication	Commentation			
Regimen Data Name	Regimen Code1	0						
Description	Code	Patients adultes repus	Patients enfants regus	Patient stable adulte v	Patient stable enfant	Nouvelle inclusion ad	Nouvelle inclusion en	
Régime Aère Ligne	AZT/ ITC/NVP	0	0	0	0	0	0	0
tegime A., ere Ligne	A2T/STC/EPV	0	0	0	0	0	0	0
tegime A., ere Ligne	ACT/STC/TOP	0	0		0	0	0	0
Noime A. Are Ligne	TDE/STC/REV	0	0		0	6	0	0
bigime A dre Ligne	TDF/XTC/LPV/r	0	0		0	0	0	0
bigime A. Are Ligne	AZT/STC/ARC	0	0	0	0	0	0	0
Régime A., ère Ligne	ABC/3TC/NVP	0	0	0	0	0	0	0
Régime A., ère Ligne	ABC/STC/LPV/r	0	0	0	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 N Order date 32/10/10 Program Tablescu Order type Reputer Period January 2 Prese 1/1/20	Adical Stores 9 Mark Rosis Program 1020 Te: 31/3/20	CMS Filter	Rems 📧	Refere Carner Max N Threshold N or by Non sur	est CS 3.0 CS 1.0	Hule stor	k over threshold		ID : 5 Status : sg Type : request Drity date : 22/10/19 Entered by   uper 1 (passe
Order date 22/10/19 Program Taberca Order type Regular Period January 2 Prove 1/1/20	9 Black kosis Program 1820 Te: 31/1/20	Filter	Rems 🖂	Carner Max N Threshold N or by Item nar	KOS 3.0 KOS 3.0 KOS 1.0	Hide stoc	k over threshold		Status : sg Type : request Entry date : 22/10/19 Entered by   user 1 (pass=
Program Tubercu Order type Regular Period January 2 Prom 1 1/1/20	losis Program 1820 Te: 31/3/20	Filter	Rems 🖂	Max N Threshold N or by Item nar	KDS 3.0 KDS 1.0	Hide stoc	k over threshold		Type : request Entry date : 22/10/19 Entered by : user 1 (passe
Order type Regular Period January 2 Prom 1 1/1/20	1020 Te: 31/1/20	Filter	Rems 🔁	Threshold W	OS 1.0	Hide stoc	k over threshold	-	Entry date : 22/10/19 Entered by I upar 1 (passe
Period January 2 Prom : 1/1/20	120 Te: 31/1/20	Filter	Rems 🖂	Threshold W	OS 1.0	Hide stoc	k over threshold	<u> </u>	Entered by Luser 1 (passes
Prom : 1/1/20	Te: 31/1/20	Filter	items 🖂	er by item nar	ne or code				
U., Item code		1.000						Print	Dama Connect
Li Bern code				Oara	erery Log	Custom	data		
	bers name	Unit	Our steck on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity	Comment	
1 r107p4t Ritamp 1	Somo, is snapin 400mg tab	68		0 0	0	0	20		
2 r1i1p51 Rdamp.	150mg, ispyrazin 500mg tab	68	(	0 0	0	0	30		
3 rilis3t Rifampic	in 150mg. oniazid 150mg tab		6	0 0	0	0	-40		
4 rilis7t Rifampic	in 150msoniazid 75mg tab		(	0 0	0	0	300		
5 rif150t Rifampic	in 150mg tab/cap	68	(	0 0	0	0	50		
6 ri3is31 Rifampic	in 300mgoniazid 150mg tab	6.8	(	0 0	0	0	60		
7 rif300t Rifampic	cin 300mg tab/cap	6.5		0 0	0	0	300		
8 islet4t Isoniazio	d 150mg +tol hcl 400mg tab		(	0 0	0	0	300		
9 iso300t Isoniazio	J 300mg tab	68	(	0 0	0	0	80		
10 eth400t Ethambs	abl hydrochloride 400mg tab	68	(	0 0	0	0	50		
11 pyr400t Pyrazina	mide 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 for it	ems whose				
Item code	0	starts with	0		
and	٥	Category 1 ᅌ	is		
and	٥	VEN category is		Don't Care	ł
and	٢	Department is		Don't Care	ł
And		Program is		Tuberculosis Prog.	
And	Stock location	equals	٥		
And	Expiry date	is on or before	0	00/00/00	
Ra	andomly select	0 items fro	ım retu	irned 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 blank stock take Delete	stock take	Show:	Current
D	Description	Stock take date	Status	Program
2 22/10/19	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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