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# BANGLADESH: FREQUENTLY ASKED QUESTIONS

## WEB-BASED LOGISTICS MANAGEMENT INFORMATION SYSTEM

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The authors' views expressed in this publication do not necessarily reflect the views of the U.S. Agency for International Development or the United States Government.

**USAID | DELIVER PROJECT, Task Order 1**
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# FREQUENTLY ASKED QUESTIONS (FAQS)

## WEB-BASED LOGISTICS MANAGEMENT INFORMATION SYSTEM

### Q1. What is a web-based LMIS?

The web-based logistics management information system (LMIS) is part of the logistics management information system (LMIS) of the Directorate General of Family Planning (DGFP). After a warehouse receives F7B reports from the upazilas, staff enter data of F7/F7B reports in computers, in respective warehouses; they then use the Internet/web to push back the data to a central Web server for processing. The central LMIS consolidates the data from all the warehouses, accepts or rejects updates, and produces monthly LMIS reports. Because this is web-based software, authorized persons—i.e., persons from DGFP, Regional Warehouse (RWH), various donors, etc.—should be able to access these data through the Internet in various logistics reports—LMIS Reports, Stock Status Reports, Month of Supply (MOS) Reports, and others—from anywhere in the world. Eventually, this facility will help authorized staff access needed information more promptly and efficiently. This will immensely improve the entire decision-making process for the LMIS. The central website address is http://www.dgfplmis.org/.

### Q2. Why was the web-based LMIS introduced? How did the previous system work?

To answer this question, you need to understand how the previous system worked and what its shortcomings were.

**How the previous system worked**: The DGFP was using a computerized system—an LMIS—to carry out warehouse inventory operations. In particular, they used the LMIS to generate a critical report from the central warehouse up to the upazila level, which had information on monthly distribution, months of stock on hand (MOS) in each upazila, and months of stock on hand (MOS) in the field,. The report also had national receipts and distribution of contraceptives and closing balances, as well as a list of upazilas that failed to submit reports for the last six months. Several important graphs were included in the report, as well. Supply officers and storekeepers of warehouses were the primary users of the report; based on the report, they determined the supply plan. The computerized system that generates all the reports was handled by the management information system (MIS) section of the DGFP. All reports from upazilas and RWHs had to be sent manually to the DGFP, where the figures were entered in the computerized system and the required reports generated.

Family Welfare Assistants (FWAs) submit their reports (LMIS-1) to the Family Planning Inspector (FPI) on the last working day of the month. The FPI prepares the LMIS-2 report,

which consolidates the LMIS-1 reports, and submits it to the Upazila Family Planning Officer (UFPO) on the first working day of the following month. Family Welfare Visitors (FWVs)/nongovernmental organizations (NGOs) prepare their LMIS-3 and submit it directly to the UFPO on the first working day of each month. Upazila family planning officers prepare 7B reports, compile the LMIS-2 and LMIS-3 reports, and incorporate the transaction data from the Inventory Control Registers (ICRs). Previously, they sent one copy of the 7B report to the warehouse and one to the MIS unit, DGFP, at Dhaka, by the fifth working day of each month. The last date for receiving warehouse F7B and F7 forms at the MIS unit was the 20th day of following month. But, only around 50 percent of 7B reports would arrive by the 20th. The MIS unit usually produced the report after receiving 80–85 percent of the 7B reports. Therefore, January's report was usually published at the end of February, or the first week of March. After that, it took at least one week for the report to reach the decision makers.

*Shortcomings of the previous system:* LMIS reports are a vital tool for decision making; they contain distribution figures and months of supply (MOS) for the warehouses, upazila stores, and field levels. These data are essential to running the family planning program smoothly. More important, being able to publish these reports on time is invaluable. Unfortunately, the previous system was not capable of publishing these reports on time. Instead, it took nearly two months to publish and distribute the reports to users, by which time it had lost its credibility and usefulness. The information became was too old for users/decision makers. This happened because the MIS unit of the DGFP had to wait for the F7B reports from all the upazilas. They usually came through postal mail; many different situations prevented the reports from arriving on time. Again, while entering F7B data, the software automatically identified the errors (if any) and notified the operator, who then had to mark the error(s) on the 7B report and send it back to the submitting upazila for correction. However, operators had to enter the incorrect data and compile the report with the incorrect data. They could not wait for the correction to come back, because doing so would further delay publication of the reports. As a result, every month reports were published with some incorrect data.

Considering the information above, you can see that the goal of the web-based LMIS software is to redistribute the load from the central warehouse to the warehouses, which should decrease report generation time. After the new software is installed and running in all the RWHs, it will—

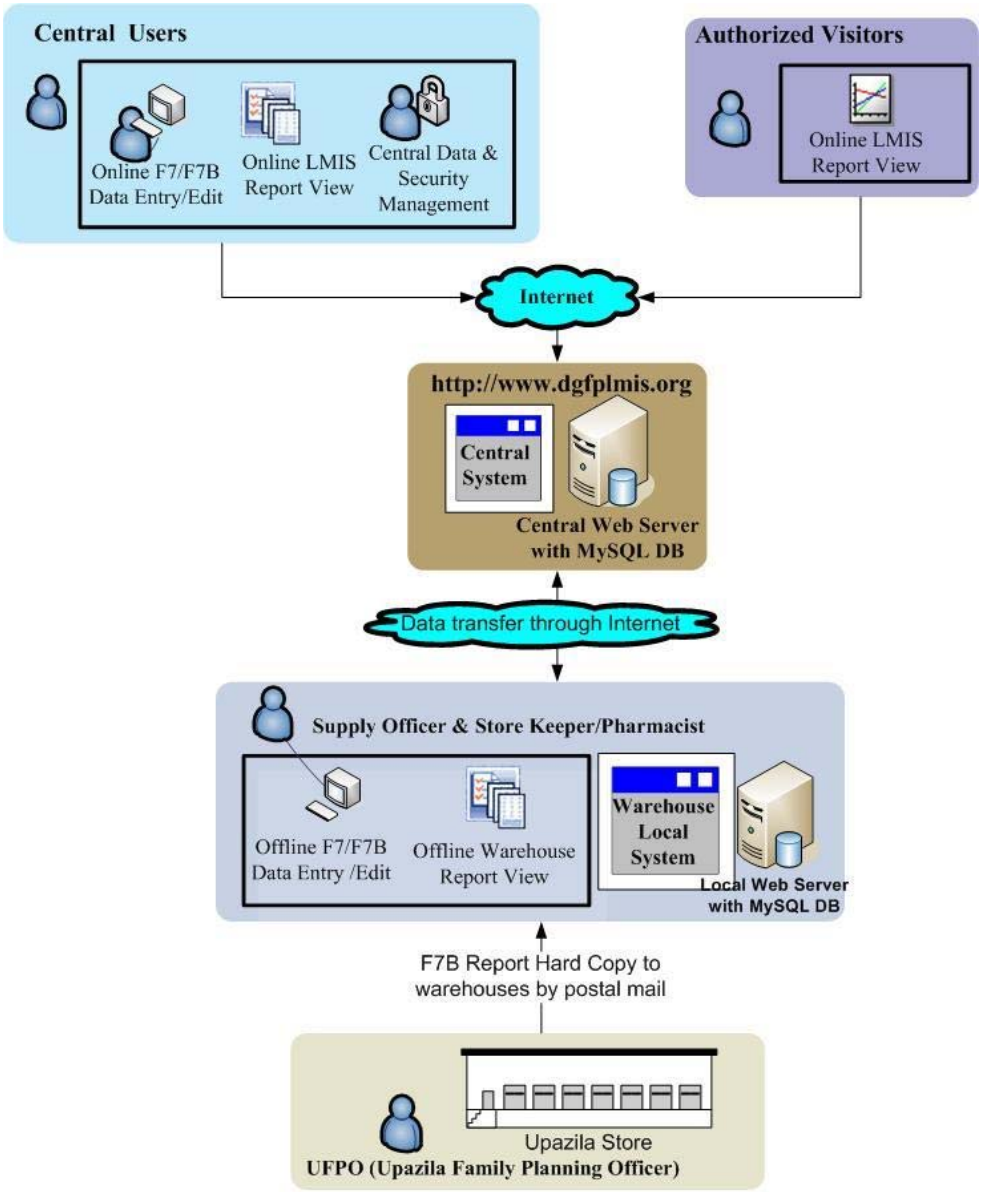
- increase access to logistics data at the national and RWH levels
- strengthen supervision and monitoring at all levels
- enable—
  - mangers at different levels to make decisions to improve the supply chain management system
  - donors and stakeholders to access web-based reports for decision making
  - WHs to obtain the status of the upazila and field stock immediately after the data is entered
  - warehouse managers to make immediate decisions.

## Q3. What is the working environment of a web-based LMIS?

Figure 1 presents a clear picture of the web-based working procedure for the LMIS. In the current system, F7B reports usually reach their respective RWHs via postal mail, but with a web-based LMIS, F7B reports do not reach DGFP's MIS. With this system, RWH personnel enter data from F7B reports into the computer, which has two major advantages:

1. Data are entered in a decentralized fashion, which will speed up the data entry process. Instead of a single unit entering the 484 F7B and 21 F7 reports; on average, each RWH will only enter 23 F7Bs and one F7 report.
2. RWHs can obtain the required information they need immediately after entering their respective F7B and F7 reports. They do not have to wait two months for someone else to prepare the reports for them.

**Figure 1. Working Procedure of Web-based LMIS**



If all RWHs enter their respective upazilas' records, authorized users and central users will be able to see/print reports from the central server online. If partial data are entered, they can still see/print the partial reports, as well.

RWHs can enter data into the central server:

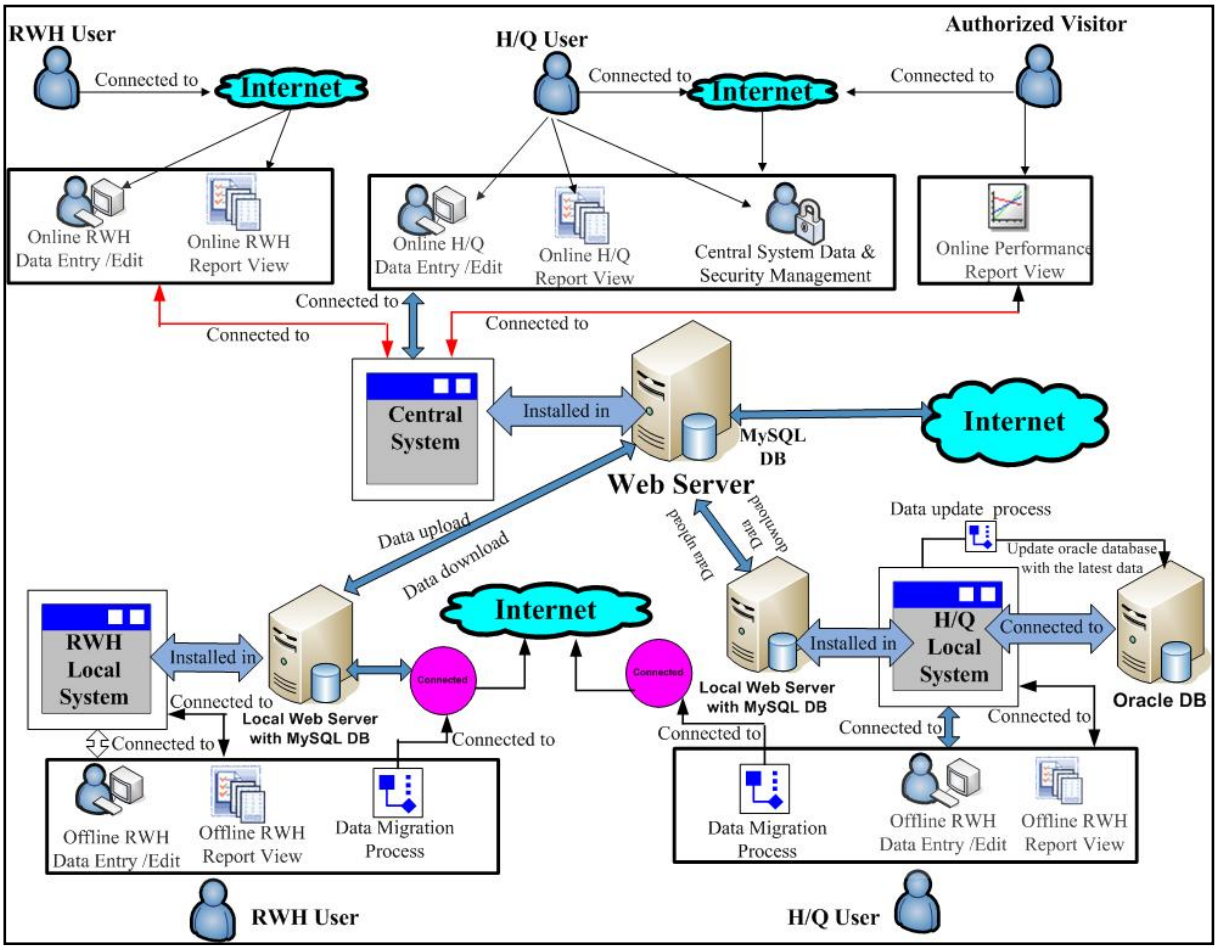
1. Using the Internet, data can be entered directly into the central server.
2. Using the Internet, data can be entered locally in offline mode and then transferred to the central server.

As shown in figure 1, data can be entered in either online and offline mode, because the entire system is divided into two parts: Central Web-based System and RWH System (Local System).

1. *Central Web-based System:* This is the actual system that includes all the system's features. This system is hosted in a central Web server. To log in the system, you must have an Internet connection on the computer that will connect to the central system. After you enter a valid user ID and password, you can access the central system, which contains records from all RWHs. Therefore, you can obtain national-level reports from the central web-based system.
2. *RWH Local System:* This is part of the total system installed at the RWH office on a local Web server, which may not be connected to the Internet because the local system runs in an intranet environment. Local system users have limited features, as per the requirements of their respective RWH. Usually, after you log into the local system, you can only enter/edit and view reports of their respective upazilas. To make these data available for all authorized users, the data must be transferred to the central web-based system.

Another system will be installed in the MIS unit of DGFP; this one transfers/migrates records from the web-based system to the current system being used by the MIS unit, DGFP (see figure 2).

**Figure 2. Web-based LMIS System**




## Q4. Which program should I use when I first start using the web-based LMIS?

You can use any browser to open the web-based LMIS website. As a general rule, you should use Internet Explorer, which is available as a shortcut on your desktop.

## Q5. Who can access the web-based LMIS data?

Warehouse personnel and DGFP central users are granted permission to enter, edit, and view web-based LMIS data; the DGFP can also authorize other individuals to view the data.

## Q6. How can I access the LMIS data?

If you are an officer working in the DGFP, you have access to the LMIS data, based on your needs. For example, if you are working in a warehouse, you will have full access, enabling you to enter and edit data. If you work in a logistics and supply unit, you can view data but you cannot enter data.

### Q7. I entered my user ID and password, but the system will not let me in. What should I do?

If you are trying to enter a lowercase letter, make sure that you do not have Caps Lock turned ON. Also, turn Num Lock status ON before you try to key in numbers from the number keypad.

### Q8. Do I have to log out every time I complete my work?

After data entry is complete, and before closing Internet Explorer, you should always log out using the Logout link located at the top-right corner of your screen.

### Q9. Why can't I add new upazilas, warehouses, or items?

If you are working in a warehouse, you are only allowed to do data entry in Form F7 and F7B. New upazila, warehouse, or item entry is done centrally. You will receive entered data when you download updates from the central server via the link ➔Data Migration > Download Data.

### Q10. Two new administrative upazilas have been introduced in my area. Can I add their names to the web-based LMIS?

Whenever a new upazila is introduced, the name is added to the central database. You will receive the upazila name after you download updates from the central server via the link ➔Data Migration > Download Data.

### Q11. How can I enter F7B/ F7 report data?

*To Enter a New Monthly F7 Report:* If you are an authorized user, click on ➔Add/Edit LMIS Data > Add/Edit F7 Report. To insert the F7 report, select the warehouse name, year, and month from the interface (see figure 3). If the report is already inserted, the system will display the message, "This report has already been inserted." Information about the inserted report will be displayed below. You can click on Edit to further modify the report. After you select the warehouse name and month (see figure 3), and click on Show, an F7 report entry form will be displayed on the screen. Add the selected warehouse and month (see figure 4), then click on Save to save the report.

**Figure 3. Insert New Monthly F7 Report**

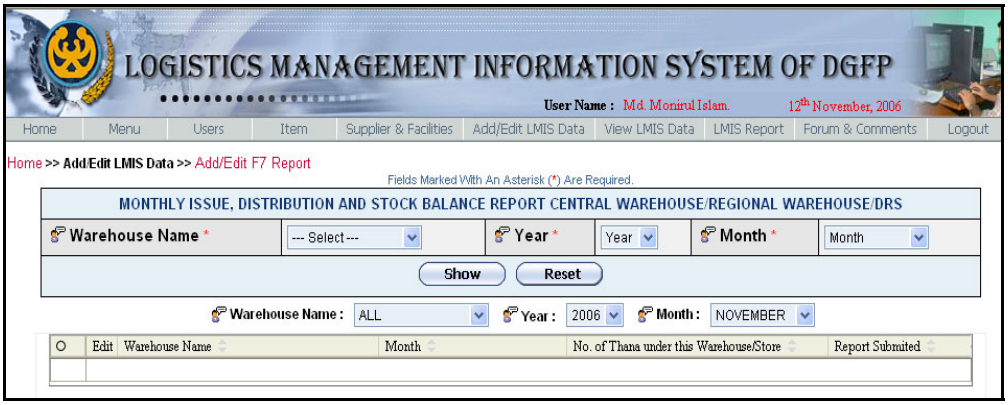


**Figure 4. Insert New Monthly F7 Report Form**

LOGISTICS MANAGEMENT INFORMATION SYSTEM OF DGFP

User Name : Md. Monirul Islam. 19th November, 2006

Home | Menu | Users | Item | Supplier & Facilities | Add/Edit LMIS Data | View LMIS Data | LMIS Report | Forum & Comments | Logout

Home >> Add/Edit LMIS Data >> Add/Edit F7 Report

MONTHLY ISSUE, DISTRIBUTION AND STOCK BALANCE REPORT CENTRAL WAREHOUSE/REGIONAL WAREHOUSE/DRS

WH : Dinajpur RWH Month : Nov Year : 2006 No. of Thana under this Warehouse/Store : 21 No. of Thana Submitted 7B Report : 21

| Sl. No | ARTICLE | W A R E H O U S E | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USABLE ARTICLES | | | | | | | | | | |
| | | Opening balance this month | | Received this month | Returned from Thana/ DRS/RWH | Issued This Month (-) | | | Returned to CWH/RWH | Found Unusable this month | Closing Balance this month | |
| | | Calculated | Actual | | | To RWH/DRS | To Thana | Total | | | Calculated | Actual |
| 1 | 2 | 3(C) | 3(A) | 4 | 5 | 6 | | | 7 | 8 | 9(C) | 9(A) |
| 01. | Condom | 240000 | | | | | | | | | 240000 | |
| 02. | ORAL PILL SHUKHI (cycles) | 2266560 | | | | | | | | | 2266560 | |
| 03. | EMERGENCY CONTRACEPTIVE PILL (doses) | 54700 | | | | | | | | | 54700 | |
| 04. | IUD (pcs) | 2960 | | | | | | | | | 2960 | |
| 05. | INJECTABLES (vial) | 83600 | | | | | | | | | 83600 | |
| 06. | DISPOSABLE SYRINGE WITH NEEDLE (pcs) | 0 | | | | | | | | | 0 | |
| 07. | IMPLANTS (set) | 0 | | | | | | | | | 0 | |
| 08. | SAREE (pcs) | 0 | | | | | | | | | 0 | |
| 09. | LUNGEE (pcs) | 0 | | | | | | | | | 0 | |

*To Insert a New Monthly F7B Report:* If you are an authorized user, click on ➔Add/Edit LMIS Data > Add/Edit F7B Report. To insert the F7B report, select the warehouse name, year, and month from the interface, as shown in figure 5. If the report is already inserted, the system displays the message, "This report has already been inserted." Information about the inserted report will be displayed below. To further modify the report, click on Edit. After you select the warehouse name and month (see figure 5), click on Show; an F7B report entry form will be displayed. Insert the selected warehouse and month (see figure 6). After you enter the data, click on Save to save the report.

**Figure 5. Insert New Monthly F7B Report**

LOGISTICS MANAGEMENT INFORMATION SYSTEM OF DGFP

User Name : Md. Monirul Islam. 12th November, 2006

Home | Menu | Users | Item | Supplier & Facilities | Add/Edit LMIS Data | View LMIS Data | LMIS Report | Forum & Comments | Logout

Home >> Add/Edit LMIS Data >> Add/Edit F7B Report

Fields Marked With An Asterisk (*) Are Required.

UPAZILA MONTHLY SUPPLY, DISTRIBUTION & STOCK BALANCE REPORT

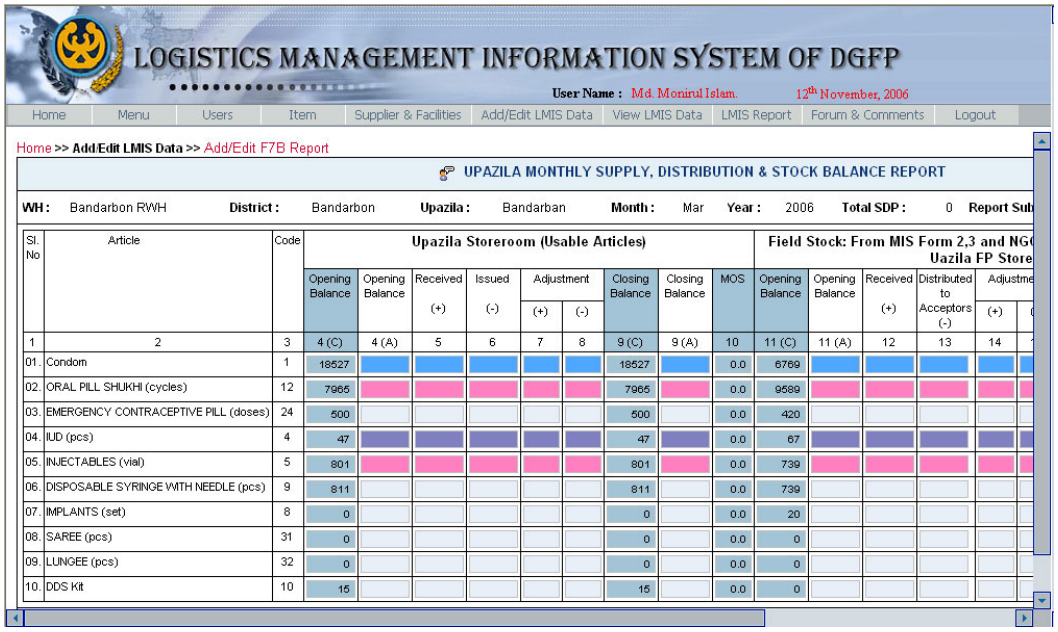
Warehouse Name * --- Select --- | Upazila * --- Select --- | Year * Year | Month * Month

Show | Reset

Warehouse Name : Dhaka CWH | Upazila Name : ALL | Year : 2006 | Month : NOVEMBER

| O | Edit | District | Upazila | Month | Total SDP | Report Submited |
|---|---|---|---|---|---|---|
| | | | | | | |

**Figure 6. Insert New Monthly F7B Report Form**



LOGISTICS MANAGEMENT INFORMATION SYSTEM OF DGFP

User Name : Md. Monirul Islam. 12th November, 2006

Home | Menu | Users | Item | Supplier & Facilities | Add/Edit LMIS Data | View LMIS Data | LMIS Report | Forum & Comments | Logout

Home >> Add/Edit LMIS Data >> Add/Edit F7B Report

UPAZILA MONTHLY SUPPLY, DISTRIBUTION & STOCK BALANCE REPORT

WH : Bandarbon RWH District : Bandarbon Upazila : Bandarban Month : Mar Year : 2006 Total SDP : 0 Report Sub

| Sl. No | Article | Code | Upazila Storeroom (Usable Articles) | | | | | | | | | Field Stock: From MIS Form 2,3 and NG Uazila FP Store | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Opening Balance | Opening Balance | Received (+) | Issued (-) | Adjustment (+) | Adjustment (-) | Closing Balance | Closing Balance | MOS | Opening Balance | Opening Balance | Received (+) | Distributed to Acceptors (-) | Adjustme (+) |
| 1 | 2 | 3 | 4 (C) | 4 (A) | 5 | 6 | 7 | 8 | 9 (C) | 9 (A) | 10 | 11 (C) | 11 (A) | 12 | 13 | 14 |
| 01. | Condom | 1 | 18527 | | | | | | 18527 | | 0.0 | 6769 | | | | |
| 02. | ORAL PILL SHUKHI (cycles) | 12 | 7965 | | | | | | 7965 | | 0.0 | 9589 | | | | |
| 03. | EMERGENCY CONTRACEPTIVE PILL (doses) | 24 | 500 | | | | | | 500 | | 0.0 | 420 | | | | |
| 04. | IUD (pcs) | 4 | 47 | | | | | | 47 | | 0.0 | 67 | | | | |
| 05. | INJECTABLES (vial) | 5 | 801 | | | | | | 801 | | 0.0 | 739 | | | | |
| 06. | DISPOSABLE SYRINGE WITH NEEDLE (pcs) | 9 | 811 | | | | | | 811 | | 0.0 | 739 | | | | |
| 07. | IMPLANTS (set) | 8 | 0 | | | | | | 0 | | 0.0 | 20 | | | | |
| 08. | SAREE (pcs) | 31 | 0 | | | | | | 0 | | 0.0 | 0 | | | | |
| 09. | LUNGEE (pcs) | 32 | 0 | | | | | | 0 | | 0.0 | 0 | | | | |
| 10. | DDS Kit | 10 | 15 | | | | | | 15 | | 0.0 | 0 | | | | |

### Q12. I am not sure if I entered the F7B of an upazila for last month. How can I check?

Go to ➔View LMIS Data > View F7B Report; select warehouse name, upazila name, year, and month from the selection lists. If you already entered the F7B for the selected month of the selected upazila, one record will be displayed below your selection list.

### Q13. How can I find an F7B for a previous month from one of my upazilas?

Go to ➔View LMIS Data > View F7B Report; select warehouse name, upazila name, year, and month from the selection lists. If you already entered the F7B for the selected month of the selected upazila, one record will be displayed below your selection list.

### Q14. After I submit an F7B, some fields are shown in red. Why?

The F7B data entry shows Calculated Balance; you must enter an Actual Balance. If the calculated and actual values are not equal, the discrepancy is shown in red. If the inconsistency is caused by an error, you can go back to data entry and make corrections; this will remove the red-highlighted fields.

### Q15. The handwritten F7B has calculation errors. What should I do?

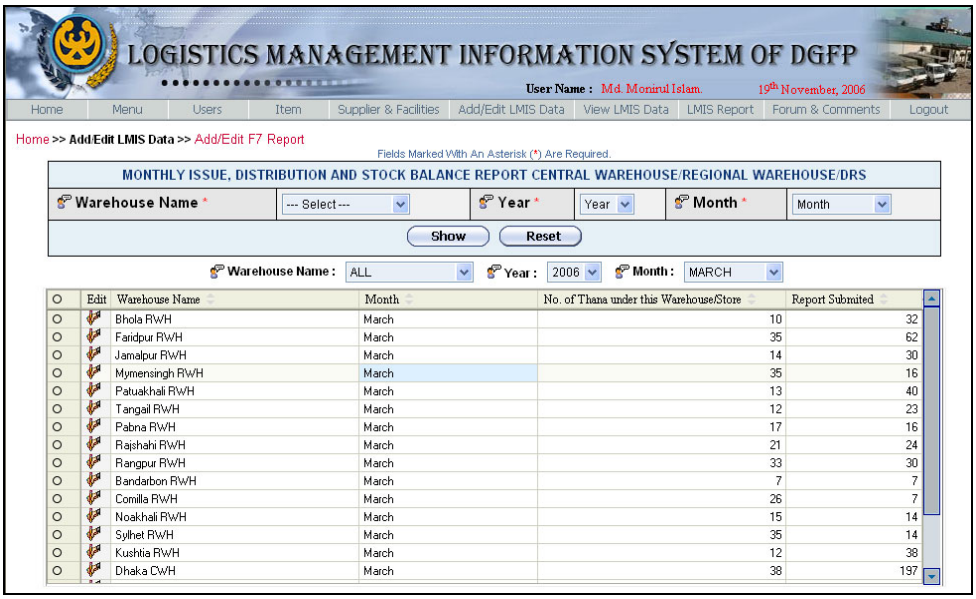
Enter the data as shown, inform the upazila's authority about the errors, and request a corrected report. After you receive the updated report, edit the F7B data to remove the calculation error.

### Q16. How do I edit F7B/F7 report data?

*To Edit the Monthly F7 Report:* If you are an authorized user, click on ➔Add/Edit LMIS Data > Add/Edit F7 Report; select the warehouse name, year, and month from the interface to edit an F7 report (see figure 7). If the report that you are searching for is already in the system database, that report information will be displayed below in a table with the Edit icon. If you

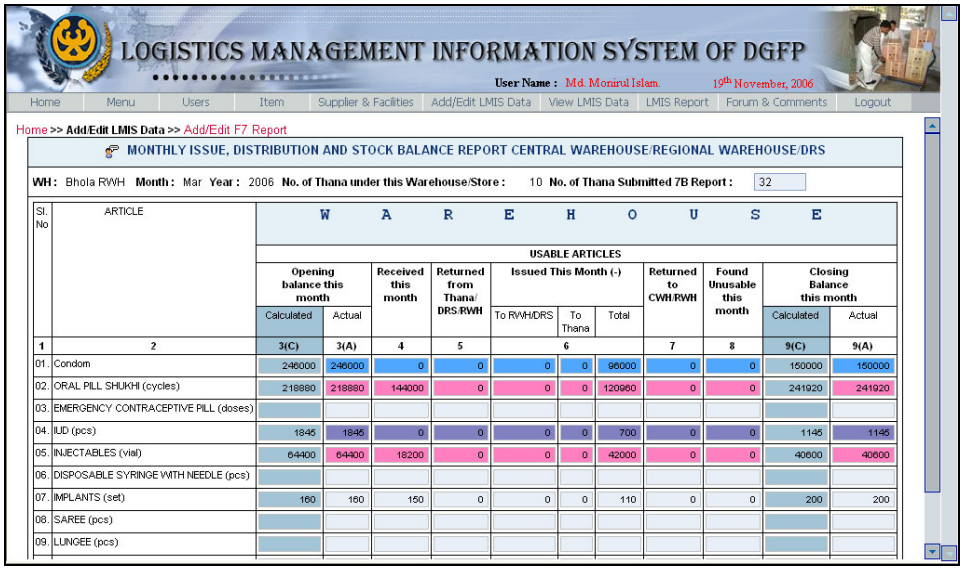
search with different conditions, for example, a particular warehouse and all months of a year, all the inserted reports' information for that year, for that warehouse, will be displayed below in a table with the Edit icon. If you click on any respective report's Edit icon, the searched result will display all the inserted report's information as an F7 report, including the values of all of the inserted fields (see figure 8). You can change any value to modify the report, as needed. After you edit the data, click on the Save button to save the report.

**Figure 7. Edit an F7 Report**




| Edit | Warehouse Name | Month | No. of Thana under this Warehouse/Store | Report Submited |
|---|---|---|---|---|
| | Bhola RWH | March | 10 | 32 |
| | Faridpur RWH | March | 35 | 62 |
| | Jamalpur RWH | March | 14 | 30 |
| | Mymensingh RWH | March | 35 | 16 |
| | Patuakhali RWH | March | 13 | 40 |
| | Tangail RWH | March | 12 | 23 |
| | Pabna RWH | March | 17 | 16 |
| | Rajshahi RWH | March | 21 | 24 |
| | Rangpur RWH | March | 33 | 30 |
| | Bandarbon RWH | March | 7 | 7 |
| | Comilla RWH | March | 26 | 7 |
| | Noakhali RWH | March | 15 | 14 |
| | Sylhet RWH | March | 35 | 14 |
| | Kushtia RWH | March | 12 | 38 |
| | Dhaka CWH | March | 38 | 197 |

**Figure 8. Edit an F7 Report**

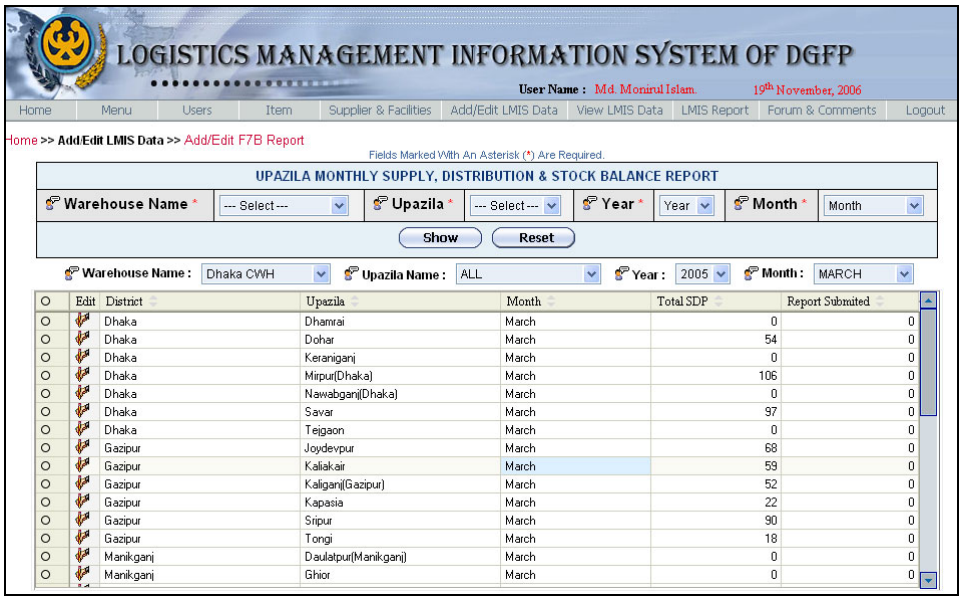



| Sl. No | ARTICLE | W A R E H O U S E | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | USABLE ARTICLES | | | | | | | | | | |
| | | Opening balance this month | | Received this month | Returned from Thana/ DRS/RWH | Issued This Month (-) | | | Returned to CWH/RWH | Found Unusable this month | Closing Balance this month | |
| | | Calculated | Actual | | | To RWH/DRS | To Thana | Total | | | Calculated | Actual |
| 1 | 2 | 3(C) | 3(A) | 4 | 5 | 6 | | | 7 | 8 | 9(C) | 9(A) |
| 01. | Condom | 246000 | 246000 | 0 | 0 | 0 | 0 | 96000 | 0 | 0 | 150000 | 150000 |
| 02. | ORAL PILL SHUKHI (cycles) | 218880 | 218880 | 144000 | 0 | 0 | 0 | 120960 | 0 | 0 | 241920 | 241920 |
| 03. | EMERGENCY CONTRACEPTIVE PILL (doses) | | | | | | | | | | | |
| 04. | IUD (pcs) | 1845 | 1845 | 0 | 0 | 0 | 0 | 700 | 0 | 0 | 1145 | 1145 |
| 05. | INJECTABLES (vial) | 64400 | 64400 | 18200 | 0 | 0 | 0 | 42000 | 0 | 0 | 40600 | 40600 |
| 06. | DISPOSABLE SYRINGE WITH NEEDLE (pcs) | | | | | | | | | | | |
| 07. | IMPLANTS (set) | 160 | 160 | 150 | 0 | 0 | 0 | 110 | 0 | 0 | 200 | 200 |
| 08. | SAREE (pcs) | | | | | | | | | | | |
| 09. | LUNGEE (pcs) | | | | | | | | | | | |

*To Edit the Monthly F7B Report:* To edit an F7B report, click on ➔Add/Edit LMIS Data > Add/Edit F7B Report, then select warehouse name, year, and month from the interface (see figure 9). If the report is already in the system database, that report information will be displayed below in a table

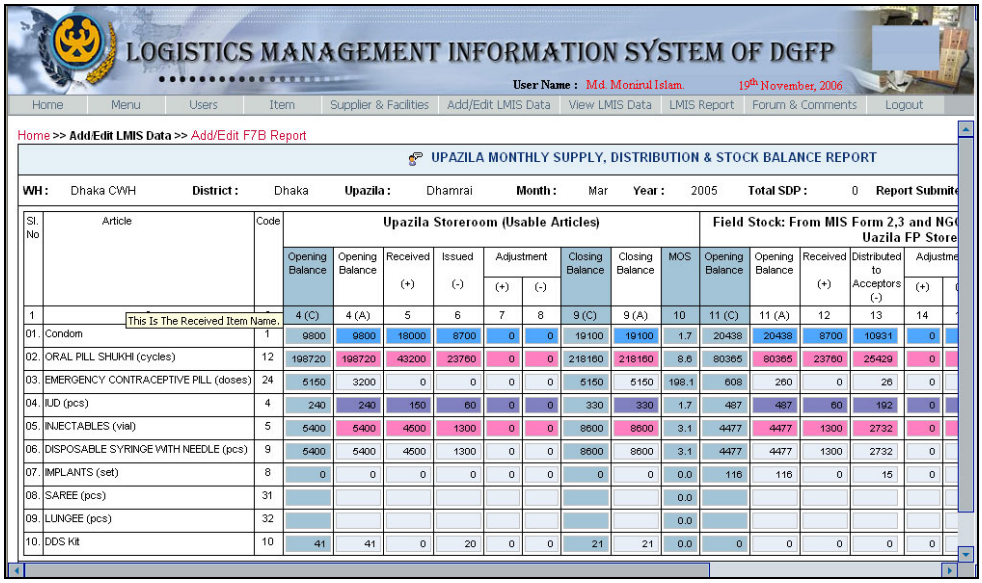
with the Edit icon. If you search with a different condition, for example, a particular warehouse and all months of a year, all the inserted reports' information for that year, for that warehouse, will be displayed below in a table with the Edit icon. If you click on any report's Edit icon from the searched result, the entire inserted report's information will be displayed in details as an F7B form, including the values of all the inserted fields (see figure 10). You can change any value to modify the report, as needed. After editing, click on Save to save the report.

**Figure 9. Edit an F7B Report**




| Edit | District | Upazila | Month | Total SDP | Report Submited |
|---|---|---|---|---|---|
| | Dhaka | Dhamrai | March | 0 | 0 |
| | Dhaka | Dohar | March | 54 | 0 |
| | Dhaka | Keraniganj | March | 0 | 0 |
| | Dhaka | Mirpur(Dhaka) | March | 106 | 0 |
| | Dhaka | Nawabganj(Dhaka) | March | 0 | 0 |
| | Dhaka | Savar | March | 97 | 0 |
| | Dhaka | Tejgaon | March | 0 | 0 |
| | Gazipur | Joydevpur | March | 68 | 0 |
| | Gazipur | Kaliakair | March | 59 | 0 |
| | Gazipur | Kaliganj(Gazipur) | March | 52 | 0 |
| | Gazipur | Kapasia | March | 22 | 0 |
| | Gazipur | Sripur | March | 90 | 0 |
| | Gazipur | Tongi | March | 18 | 0 |
| | Manikganj | Daulatpur(Manikganj) | March | 0 | 0 |
| | Manikganj | Ghior | March | 0 | 0 |

**Figure 10. Edit an F7B Report**




| Sl. No | Article | Code | Upazila Storeroom (Usable Articles) | | | | | | | | | Field Stock: From MIS Form 2,3 and NG Uazila FP Store | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Opening Balance | Opening Balance | Received (+) | Issued (-) | Adjustment (+) | Adjustment (-) | Closing Balance | Closing Balance | MOS | Opening Balance | Opening Balance | Received (+) | Distributed to Acceptors (-) | Adjustme (+) |
| 1 | | | 4 (C) | 4 (A) | 5 | 6 | 7 | 8 | 9 (C) | 9 (A) | 10 | 11 (C) | 11 (A) | 12 | 13 | 14 |
| 01. | Condom | 1 | 9800 | 9800 | 18000 | 8700 | 0 | 0 | 19100 | 19100 | 1.7 | 20438 | 20438 | 8700 | 10931 | 0 |
| 02. | ORAL PILL SHUKHI (cycles) | 12 | 198720 | 198720 | 43200 | 23760 | 0 | 0 | 218160 | 218160 | 8.6 | 80365 | 80365 | 23760 | 25429 | 0 |
| 03. | EMERGENCY CONTRACEPTIVE PILL (doses) | 24 | 5150 | 3200 | 0 | 0 | 0 | 0 | 5150 | 5150 | 198.1 | 608 | 260 | 0 | 26 | 0 |
| 04. | IUD (pcs) | 4 | 240 | 240 | 150 | 60 | 0 | 0 | 330 | 330 | 1.7 | 487 | 487 | 60 | 192 | 0 |
| 05. | INJECTABLES (vial) | 5 | 5400 | 5400 | 4500 | 1300 | 0 | 0 | 8600 | 8600 | 3.1 | 4477 | 4477 | 1300 | 2732 | 0 |
| 06. | DISPOSABLE SYRINGE WITH NEEDLE (pcs) | 9 | 5400 | 5400 | 4500 | 1300 | 0 | 0 | 8600 | 8600 | 3.1 | 4477 | 4477 | 1300 | 2732 | 0 |
| 07. | IMPLANTS (set) | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | 116 | 116 | 0 | 15 | 0 |
| 08. | SAREE (pcs) | 31 | | | | | | | | | 0.0 | | | | | |
| 09. | LUNGEE (pcs) | 32 | | | | | | | | | 0.0 | | | | | |
| 10. | DDS Kit | 10 | 41 | 41 | 0 | 20 | 0 | 0 | 21 | 21 | 0.0 | 0 | 0 | 0 | 0 | 0 |

## Q17. My computer does not have an Internet connection. How can I upload data to http://www.dgfplmis.org/?

In this case, you must take two steps to upload data. First, after you enter the data in your computer, create an SQL file. Second, to upload data to http://www.dgfplmis.org/, and take the SQL file to a cyber café on a pen drive/flash drive.

Follow these steps:

*First:* Click on the link ➔Data Migration > Generate SQL File. A screen similar to figure 11 will be displayed. Click on Generate SQL File; another box will be displayed asking where you want to save the file (see figure 12). Save the file to your desktop.

**Figure 11. Generating an SQL File**

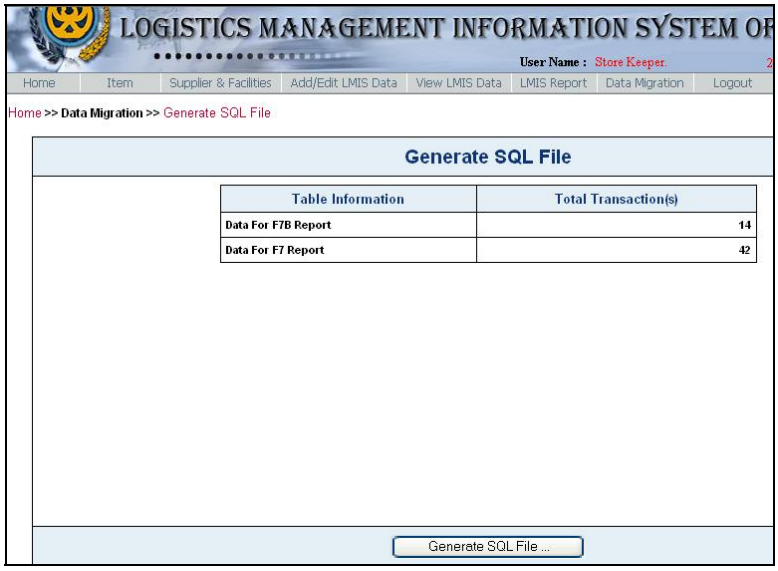
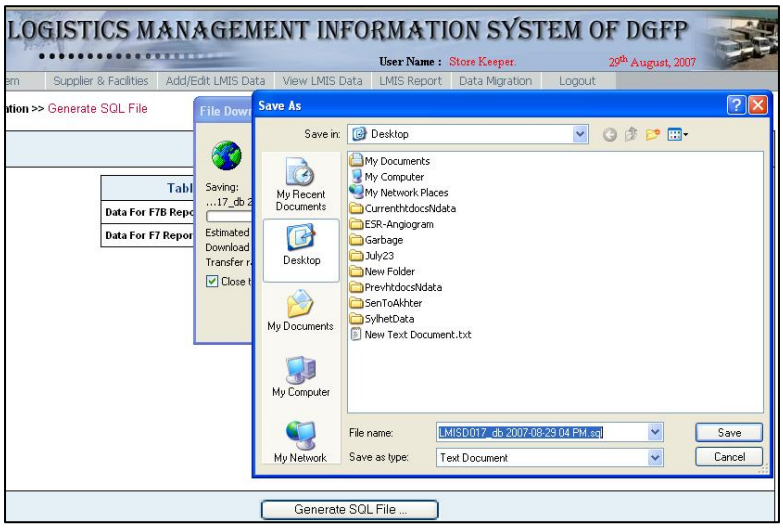
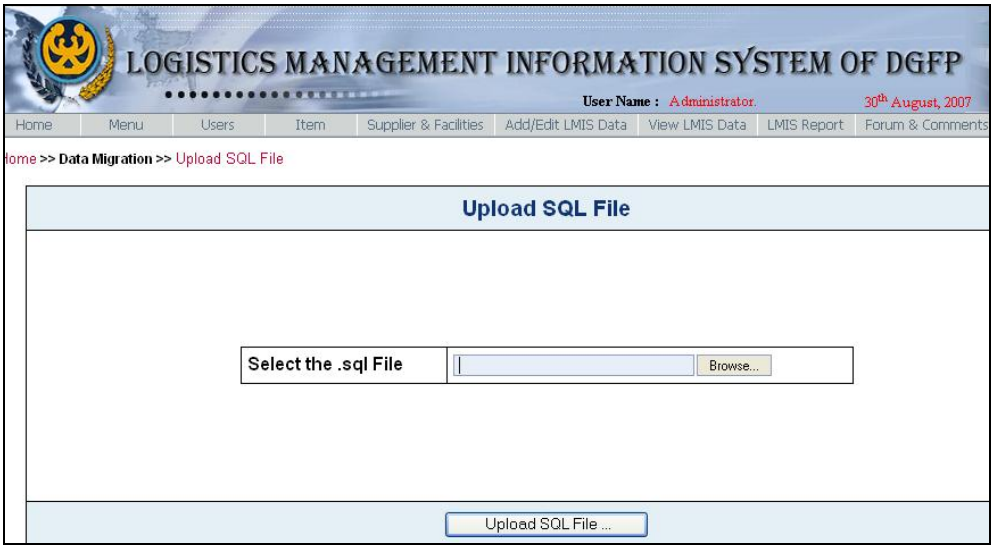



**Figure 12. Saving an SQL file**



*Second:* Copy the SQL file from your computer and paste into your pen drive/flash drive or floppy disk. Go to a cyber café or other place where the Internet is available and enter http://www.dgfplmis.org/; use your user ID and password to log on to the site. Click on the link ➔ Data Migration > Upload SQL File. A screen will be displayed asking you to select the SQL file that you want to upload (see figure 13). Click on Browse, select the file from your pen drive/flash drive or floppy disk. Click on Upload SQL File. A message will be displayed when the uploading is complete.

**Figure 13. Uploading an SQL File**




## Q18. My computer has an Internet connection. How can I upload data to http://www.dgfplmis.org/?

If you have an Internet connection, there are two ways to upload data.

*First:* After you enter F7B/F7 data, go to the link ➔Data Migration > Upload Data. A screen similar to figure 14 will be displayed. Click on Migrate Upload Data; another screen will be displayed, similar to figure 15. Click on Process Uploaded Data; data will upload to http://www.dgfplmis.org/. A screen similar to figure 16 will be displayed.

**Figure 14. Migrating Data to http://www.dgfplmis.org**

Home >> **Data Migration** >> Upload/Process Migrate Data

**Upload/Process Migrate Data**

| Table Information | Total Transaction(s) | Upload/Process Status |
|---|---|---|
| Data For F7B Report | 14 | Waiting For Upload... |
| Data For F7 Report | 14 | Waiting For Upload... |
| Total Record(s) | 28 | Waiting For Upload... |

**Waiting For Upload...**

Migrate Upload Data ...

**Figure 15. Processing Uploaded Data**

Home >> **Data Migration** >> Upload/Process Migrate Data

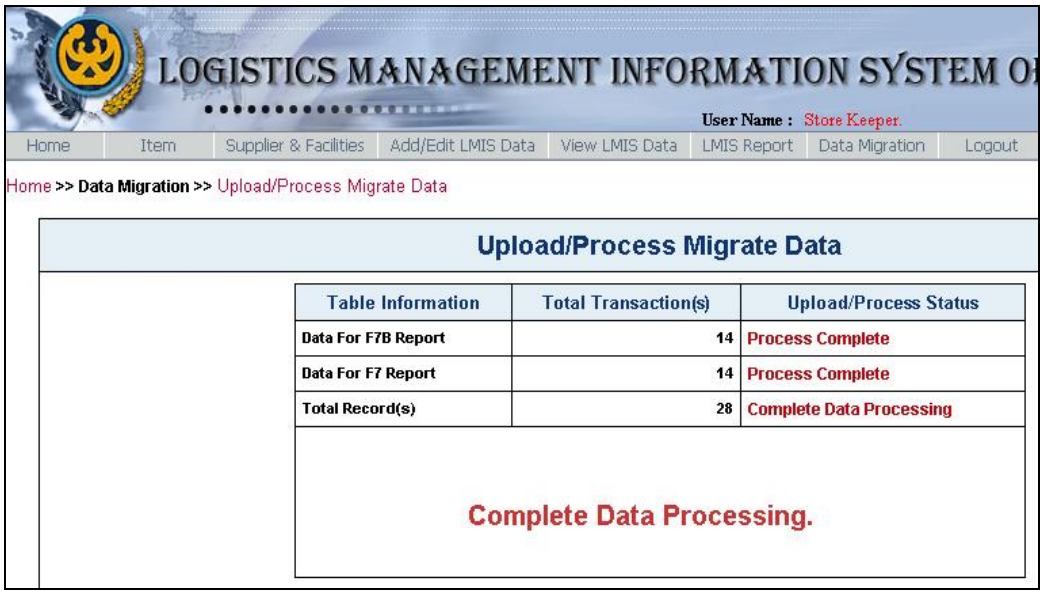
**Upload/Process Migrate Data**

| Table Information | Total Transaction(s) | Upload/Process Status |
|---|---|---|
| Data For F7B Report | 14 | Upload Complete |
| Data For F7 Report | 14 | Upload Complete |
| Total Record(s) | 28 | Complete Data Upload |

**Waiting For Processing...**

Process Uploaded Data ...

**Figure 16. Data Upload Is Complete**




*Second:* This method has two steps. First, generate an SQL file as described in Q17's first step. Next, connect to the Internet (if you are not connected). Go to http://www.dgfplmis.org/; log in using your user ID and password. Click on the link ➔Data Migration > Upload SQL File; a screen will be displayed asking you to select the SQL file you want to upload (see figure 13). Click on Browse; select the file you generated; and click on Upload SQL file. A message will be displayed after the file is uploaded.

## Q19. How often should I upload data?

After data entry is complete for one day, try to upload it immediately. Alternately, you can upload at the end of the day. Take care not to accumulate too much data; it will require more Internet time and may result in errors.

## Q20. Can I download data from http://www.dgfplmis.org/ to my computer?

Yes, but you must have an Internet connection on your computer where web-based LMIS software is installed. Click on ➔Data Migration > Download Data; a screen like figure 17 is displayed. Click on Download Migrate Data; another screen similar to figure 18 is displayed. Click on Process Download Data to download the data from http://www.dgfplmis.org/ (see figure 19).

**Figure 17. Download Data**

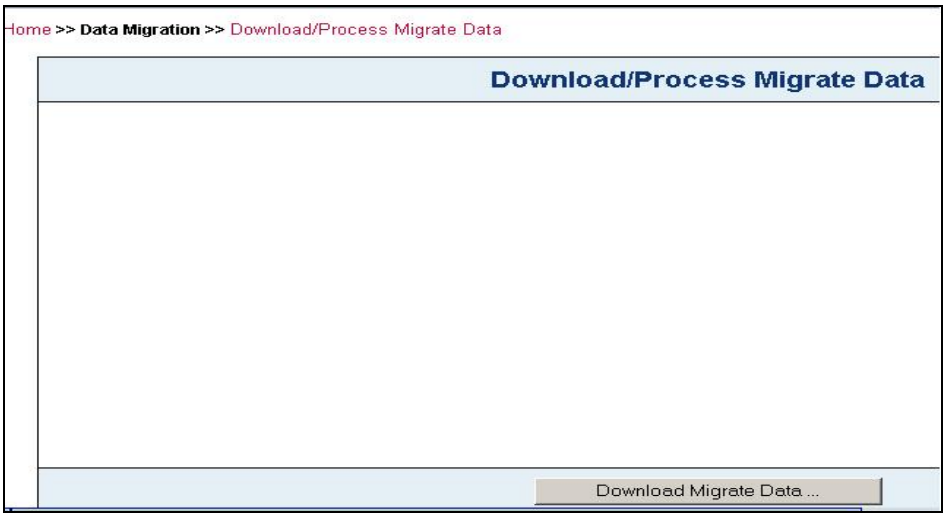



**Figure 18. Process Download Data**

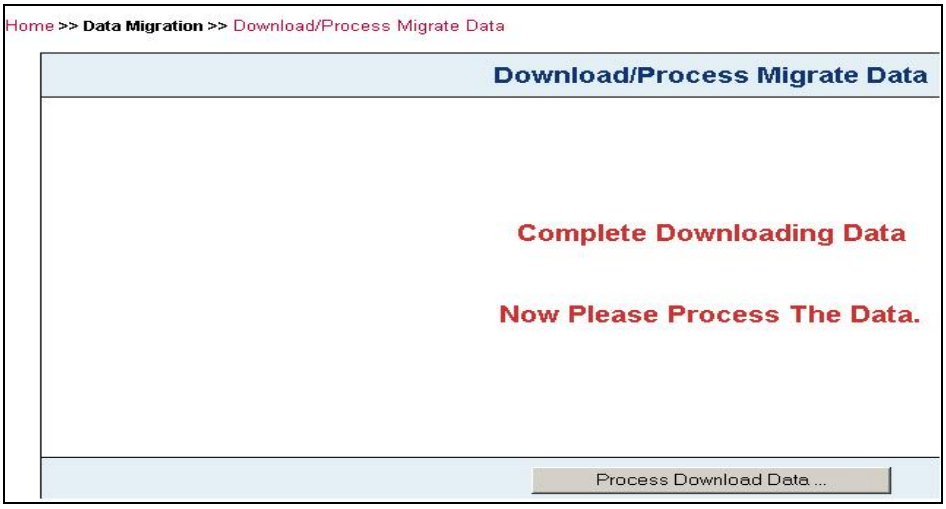
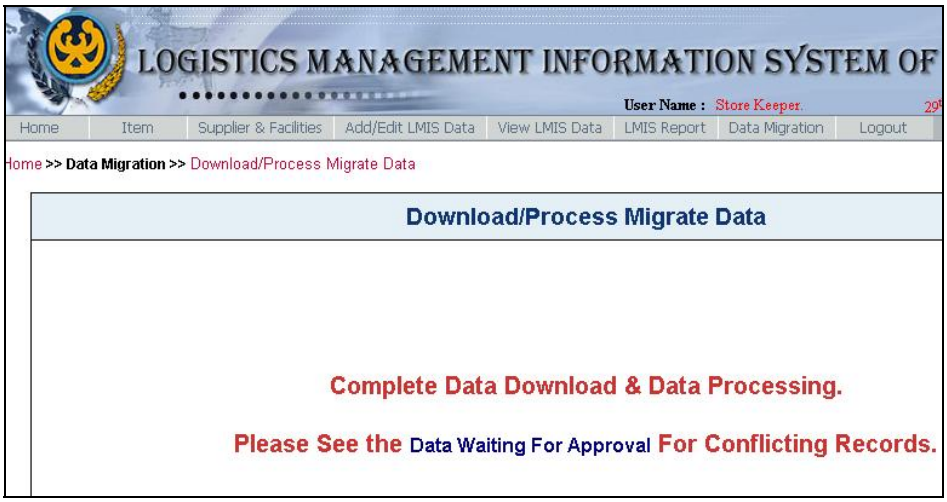


**Figure 19. Complete Download Data**




## Q21. When should I check for updates from the central server?

Every time you log on to the Internet for uploading, check for anything that is available to download.

## Q22. Do I have to be online before I start data entry in F7 and F7B?

No, you can start data entry without connecting to the Internet. After data entry is complete, connect to the Internet to upload your data.

## Q23. My Internet line got disconnected when I was uploading. What can I do?

Connect to the Internet again; uploading will start from where you left off.

## Q24. What reports can I generate from the web-based LMIS?

At the RWH level, you can see five reports; at the central level, you can see nine reports.

*At the RWH level,* you can see the following reports:

1. *Supply Plan Register:* This is the most important report for the RWH manager. They use this report to supply contraceptives to the respective upazilas.
2. *Stock Status Report:* This provides upazila-wide distribution quantity and months of supply (MOS) for the selected contraceptives, during a specific month.
3. *Stock Status Trend:* This provides the status of stock for the selected contraceptives for a specific month, in a bar graph.
4. *Status of Stock outs:* This provides the status of stock outs for the last one year, in a line graph, for the selected contraceptives.
5. *Stock out SDPs*: This provides the number of SDPs experiencing a stock out for a specific month.

At the central level, you can see the following reports:

1. *Contraceptives Summary Report:* This provides an overall picture of the contraceptives at a glance.
2. *Stock Status at the Upazila and Field:* This provides the stock status of the selected contraceptives, both at upazila and field level.
3. *Stock Status at RWH:* This provides the stock status of the selected contraceptives, both at the RWH level.
4. *Non Reported Upazilas:* This provides a list of the non-reported upazilas for a specific month, with their contact details.
5. *Non Contraceptives Summary Report:* This provides an overall picture of the non-contraceptives at a glance.
6. *Stock Status Report:* This provides upazila-wide distribution quantity and month of supply (MOS) for the selected contraceptives in a particular month.
7. *Status of Stock outs:* This provides the status of stock outs for the last one year, in a line graph, for the selected contraceptives.
8. *National Consumption Trend:* This provides the trend of consumption for the selected contraceptives.
9. *RWH wide Reporting Rate:* This provides the RWH-wide reporting rate for the last six months.

### Q25. Can I print the reports?

You will find a Print button under every report. To print any report, click on Print and set your printing preferences; the report will print.

### Q26. What are the minimum requirements for hardware and software systems to install and use the application?

The entire application must be installed in the local system so users can enter data locally and upload them to the central system later. To install the application locally, the following hardware and software are required.

| Components | Specifications |
|---|---|
| Brand | Any |
| Processor | Pentium III (Min 1.8 GHz) or higher |
| Hard Disk | 20GB or more |
| RAM | 256MB or more |
| Operating System | Windows XP/2000/2003 |
| Web Server | Apache |
| Database Server | MySQL 3.23.39 or higher |
| Internet Connection | Dial up/Broadband |

### Q27. What technologies have been used to develop the software?

PHP and MySQL were used as front-end and back-end, respectively. Otherwise, Macromedia Dreamweaver was used to design the entire site.

For more information, please visit deliver.jsi.com.

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