



TRAINING MANUAL

National Cold Chain Management Information System (NCCMIS)

(State & District Level)



आरोग्यम् सुखसम्पदा

National Cold Chain & Vaccine Management Resource Centre (NCCVMRC)

National Institute of Health & Family Welfare (NIHFW)

Ministry of Health & Family Welfare,

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Introduction

This manual is intended for the use of the District Cold Chain Technician, the District Data Entry Operator and the District Immunization / RCH Officer to understand and effectively use the National Cold Chain Management Information System (NCCMIS). The manual is to be used with the Handbook for Vaccine & Cold Chain Handlers (MOHFW, GoI, 2010) and the Technical Handbook for Repair and Maintenance of Walk-in-Coolers / Freezers (MOHFW, GoI, May 2009). It is strongly recommended that readers should refer to these handbooks for clarification of doubts.

The Universal Immunization Programme of India supplies vaccines to PHCs, CHCs, Urban Health Centres, hospitals, etc. so that children and pregnant women can receive vaccines as per the National Immunization Schedule. These vaccines have to be supplied through a cold chain system which comprises of equipments, personnel and guidelines to ensure storage and transportation of vaccines under recommended temperatures.

Various cold chain equipments are in use at different levels. These are Walk-in-Coolers (WIC) and Walk-in- Freezers (WIF), Ice-Lined Refrigerators (ILR) and Deep Freezers (DF), cold boxes, vaccine carriers and ice packs.

The vaccines and cold chain equipments are supplied by manufacturers to the Government of India. There are four Government Medical Store Depots (GMSD) – Karnal, Kolkata, Mumbai, Chennai – which receive the vaccines and equipments on behalf of the GoI. Sometimes, for quicker and more efficient delivery, manufacturers supply the states/regional vaccine stores directly. Otherwise, the GMSDs usually supply the State Vaccine Stores (SVS) or the Regional Vaccine Stores (in larger states), who in turn supply the Divisional Vaccine Stores. In smaller states, SVS supplies the District Vaccine Stores (DVS) directly. In larger states, the Regional or SVS supplies the Divisional Vaccine Stores which further supplies the DVS. The District Vaccine Store supplies the peripheral cold chain points (CHCs, Block PHCs, PHCs, UHCs, etc.).

The GMSDs have concrete cold storage rooms/WICs/WIFs used for storing vaccines and freezing ice packs. SVS, RVS and Divisional VS have WIC and WIF. DVS have large ILRs and DFs. Peripheral cold chain points have ILRs and DFs.

Cold boxes and vaccine carriers are available at peripheral cold chain points. District vaccine stores, Div. VS and RVS/SVS have cold boxes for storage (during emergencies) and transportation of vaccines.

For more details regarding the cold chain system and cold chain equipments refer to the Handbook for Vaccine and Cold Chain Handlers.

1 Cold Chain Management System and Performance Indicators

1.1 Cold Chain Maintenance System

The challenge for sustaining immunization activities lies in maintaining equipment at various levels. Under the immunization program, it is targeted to have minimal equipment out of order at any point of time, all repairs responded to and attended within 7 days in case they are minor, and within 21 days in case of major repairs.

As cold chain handlers, who will be responsible for day to day component of preventive maintenance of PHC/district, and also for the mechanic, who will be responsible for undertaking minor/major repairs, it is very essential for you to know:

- The details related to breakdown of equipment.
- The categorization of repairs as major and minor.
- The concept of use of float assembly/spare units for redeployment and to replace defective units.
- The various types of spare parts which should be available at various levels.

In the next few pages, you will be learning about some of these details. *Please take some time to discuss these issues with your Cold Chain Officer/Mechanic/Health worker responsible for maintaining equipment in your district/PHC.*

1.2 Terminologies related to Cold Chain Maintenance System

Following are certain terminologies you should be familiar with:

1.2.1 Cold Chain Sickness Rate

This is the proportion of cold chain equipment out of order at any point of time e.g. if there are 100 ILRs/ Freezers in a district and 7 are out of order (equipment declared condemned should not be counted), the cold chain sickness rate on that day is 7 percent. Sickness rate can be calculated as follows:

$$\text{Sickness rate} = \frac{\text{Total no. of Equipments broken down (On that date)}}{\text{Total no. of Equipments}} * 100$$

Where Total number of Equipments is the total of all Working + Broken down + Standby equipments. Standby equipment is equipment which has been installed and is in working condition but is not being used.

In reports, the monthly sickness report is asked to be furnished. This is calculated as follows:

Monthly sickness rate* = Average of daily sickness rate

It is important to remember that in the monthly sickness rate is always calculated for calendar month.

1.2.2 Response Time

The time required to get the defect attended to from the time of sending information regarding the breakdown to actually attending it is called response time (e.g. if an ILR is out of order on 10th April and a message is sent for the mechanic on 10th of April, and a refrigerator mechanic attends to it on 12th April to check the fault, the response time is 2 days).

Response time = Date Attended – Date of Report of breakdown

1.2.3 Down Time

For a cold chain equipment down time means the period the equipment remains out of service (e.g. if an ILR is out of order on 10th April, and is functional again on 20th April, the down time is 10 days. Similarly, if an ILR is out of order on 10th April and is functional on 13th April, the down time is 3 days)

Downtime = Date Repaired – Date of Breakdown

1.2.4 Sickness Reporting

Efficient reporting system contributes greatly to reduce the “down time” of the equipment. It is desirable for efficient maintenance that the reporting should be direct from “who wants the service” to “who will provide the service” (with intimation to the other officers concerned).

The most reliable means of communication (telephone, special messenger post, telegraph, etc. in the concerned area), whichever is the fastest, should be used.

The aim is to maintain a response time of 2 days.

Reporting time = Date of Reporting of breakdown – Date of Breakdown

A good maintenance system must ensure that:

- At any point of time, not more than 2% of the cold chain equipment (ILR/Freezer) remains out of order; and all WICs are functional.
- Break-down is reported and attended to immediately, and minor repairs carried out maximum within 7 days and major repairs maximum within 3 weeks of break down by the district mechanic.
- Maximum 4-6 hours be allowed for repairing electrical faults of WICs.

1.2.5 Float Assembly

A float assembly is a stock of extra units of cold chain equipment (at district/state headquarters) for immediate replacement of defective units (brought from the Primary Health Centers). The defective units once repaired go into the float assembly.

Float assemblies are required for the effective maintenance of the cold chain so that no time is lost while the machine is out of order. District mechanics should therefore have voltage stabilizers, which they can replace at the site and bring the defective instruments back to the workshop. At district level, 20% spare voltage stabilizers should be available as a float assembly to ensure timely replacement.

Norms of float assembly at district HQ:		
1.	ILR	5% of total ILRs available in the district.
2.	Freezers	5% of total Freezers available in the district
3.	Voltage stabilizer-1 KVA	20% at District HQ

1.4 System for Repair & Maintenance of cold chain equipments

Working equipments are equipments which are in working condition but may or may not be functional as they may be in packed condition or may be kept as part of the buffer stock. **Functional equipments** are equipments which are in working condition and also are in use. **Sick equipments** are equipments which are not in working condition. Some of these might be "**repairable**" and some might be "**beyond repairs**". When "beyond repairs" equipment are certified for disposal as they cannot be repaired, they are called "**condemned**". Each district should have a **Condemnation Committee** as recommended in GOI guidelines.

Different states have different mechanisms for repair of cold chain equipments. Most states have cold chain technicians at district level (on permanent or contract basis). Some of such cold chain technicians have more than one district under them. A few states have outsourced the repair and maintenance part to other agencies through Annual Maintenance Contract (AMC)/ Comprehensive Maintenance Contract (CMC). AMC includes labour services as per the maintenance schedule and on call basis. Spare parts are charged extra. CMC includes labour services as per maintenance schedule and on call basis. Spare parts are included under CMC and are not charged.

Repairs are categorized as major and minor. The district technician can undertake minor repairs on site, and must be fully equipped to do so. All major repairs will have to be undertaken at a workshop. The maximum time allowed for reinstallation of ILR/Freezer after a major repair including transportation to and fro is 3 weeks. The district mechanic should have some contingency funds available with him for minor repairs.

Every month, information has to be collected on the number of units functioning as well as on how soon repair was completed. In order to have an effective maintenance system, the following must be ensured:

- Adequate quantity of spare parts for minor repairs should be available with the cold chain technician
- Availability of tool kits and trained cold chain technician
- Availability of transport or TA/DA for the cold chain technician

List of **fast moving spare parts for minor repairs** are as under:

- At **district** level:
 1. Starting device/relay
 2. Thermostat

3. Starting capacitor
 4. Over Load Protector (OLP)
- At **PHC** level:
 1. 15 A – 3 pin plug and socket – ISI marked
 2. 1.5 sq. mm. copper cable/ 2.5 sq. mm. copper cable
 3. Insulation tape
 4. Screw driver set
 5. Phase tester/neon tester
 6. Test lamp
 7. Fuse wire as per specific ampere

Tool kits are a set of tools used for repairing and maintenance of cold chain equipment. There are small tool kits (for district cold chain technicians) and large tool kits (for state level). The details of contents of both tool kits are given in Annexure 2.

Spare parts are also provided to the cold chain technician to use them to replace defective parts in cold chain equipments. The state sends an indent of spare parts to the MOHFW and the MOHFW sends the release order of the spare parts to the GMSDs where these spare parts are stored in bulk. The states receive the spare parts from the GMSDs and send these to the districts when the district cold chain technician sends his requirement. List of the spare parts given to states from GMSD and from states to districts are in Annexure 3.

Cold chain space

There is limited storage capacity of cold chain equipment. It is crucial to understand the net cold chain space of a cold chain machine. It indicates the actual storage space available to store vaccines or ice packs in cold chain equipment. The gross cold chain space is the space which includes the net cold chain space and the space occupied by the cabinet walls, insulation, compressor, etc.

The net storage space of an equipment will be available in its product specifications pamphlet. In case the pamphlet is not available, the net storage space can be calculated by measuring in centimeters the inner height, length and breadth of the cabinet of the equipment and multiplying the three. To convert the space from cubic cm to cubic meters divide it by 1000.

Calculation of space needed for storage of vaccines at the district level needed to fully immunize all children in a population of 100000:

- The storage volume at district level needed to store vaccines necessary to fully immunize a child is 69 ml (without diluents) according to the current National Immunization Schedule.
- If the birth rate of the 100000 population is 30 per thousand then there will be $30 \times 100 = 3000$ births in a year.

- This means that the storage volume needed for fully immunizing 3000 children will be $3000 \times 69 \text{ ml} = 207000 \text{ ml}$ which divided by 1000 will give us the volume in liters i.e. 207 liters.
- If the vaccines are supplied every quarter to the district then divide 207 by 4 = 51.75 or 52 liters.
- Therefore, 52 liters of net storage space at the district level is needed to store vaccines necessary to fully immunize all children in a population of 100000 with a birth rate of 30 per thousand.

The development of the National Cold Chain Management Information System (NCCMIS) required the drawing up of the sequence of flow of equipments and spare parts, understanding of the roles and responsibilities of different personnel involved in the cold chain system at different levels, processes and documentation involved across different states in the country. Multiple consultations with district cold chain technicians, state cold chain officers, immunization officers at district and state levels, officials in the Government Medical Store Depots, logistics managers at state and national level, etc. have resulted in the firming up of the current operating procedures existing in the field at various levels. These are also in line with the GoI cold chain guidelines issued from time to time for use in the field. These are summarized below. It is important to read and understand these, as they are the basis on which the architecture of the NCCMIS is built upon. These Operation Procedures are divided into the following categories: Activities	DIO	CCT	VSK	SIO	SCCO
Enter Release Order, Warranty, AMC/CMC details (National / State)					Y
Receive new Equipment, Spares & Toolkits at SVS from GMSD				I	Y
Receive new Equipment, Spares & Toolkits at District	Y	S	S		

Maintain status of current CCE (Working, Breakdown, Beyond repair, Condemned, Auctioned)	Y	S	S		
Assign Individual for Cold Chain Points (State, Region/Division)				Y	S
Assign Individual for Cold Chain Points (District & PHC/ CHC/ UHC/ Others)	Y	S	S	Y	
Creation of new Cold Chain Point	R	R			Y
Authorization for equipment transfer within District	Y				I
Authorization for equipment transfer across districts within state	I			I	Y

I. Roles and Responsibilities:

1. The State Cold Chain Officer (SCCO) will be the responsible for entering the release order, warranty and AMC/CMC details. He will receive new equipment, spares and tool kits from the GMSD on behalf of the State Immunization Officer and keep him informed. He will also support the State Immunization Officer in assigning individuals at regional and district levels as persons responsible for maintenance of cold chain equipments and for updating of data base of NCCMIS. He will consider the possibility of creating new cold chain points after due diligence regarding the need, feasibility and availability of cold chain equipment. He shall keep himself informed of equipment transfers within a district and authorize transfer of equipment between districts within the state under the guidance of the State Immunization Officer.

DIO-District Immunization Officer, CCT-Cold Chain Technician, VSK – Vaccine Store Keeper, SIO-State Immunization Officer, SCCO – State Cold Chain Officer, Y- Yes, S- Support, R- Recommend, I-Intimate

2. The State Immunization Officer (SIO) will be formally assigning individuals for responsibility of maintaining the cold chain points at state, regional and divisional level with support from the state cold chain officer. He and the District Immunization Officer will assign individuals for cold chain points at district and sub district levels with support of the Cold chain technician and the vaccine store keeper.
3. The District Immunization Officer (DIO) will formally receive the new equipment, spare parts and toolkits. He will be answerable for maintenance of status of current cold chain equipment (working, breakdown, beyond repair, stand-by, condemned and auctioned). In this, he will be supported by the cold chain technician and the store keeper. He

can recommend the creation of a new cold chain point alongwith the cold chain technician and can transfer equipment within the district.

4. The Cold Chain Technician (CCT) will be responsible for supporting the DIO in maintaining the current status of cold chain equipments in the district and can recommend the creation of new cold chain points. He will receive the equipments, spare parts and toolkits on behalf of the DIO. He supports the DIO in assigning individuals for maintaining the cold chain points at the district and sub district levels.

- II. The Vaccine Store Keeper (VSK) will support the DIO and the cold chain technician in maintaining the current status of the cold chain equipments in the district. He along with the cold chain technician will receive equipments, spare parts and toolkits on behalf of the DIO and will support the DIO in assigning individuals for cold chain points at district and sub district levels.. Equipment Status definitions

- **Buffer Equipments** - These are the equipments which are recently purchased and still in the boxes. The serial number of these equipments is not yet registered in the system and they are accounted only by number of equipments in the system. E.g. ILR MK-304 = 5 units. This will be only at State & District level.
- **Standby Equipments** - These are the equipments which are in working condition but they are currently not in use. These are functional equipments which can be put into use, if need arises. These equipments are opened and identified in the system with serial number. E.g. ILR MK-304 model with serial number BE0581EO100B29770051.
- **Working Equipments** - These are equipments which are in working condition and are currently used to store vaccines.
- **Not Working Equipments** - These are equipments which are not in working condition. These include equipments which reported as break down and yet to be attended by Technician. Once these equipments are attended by technician then they will be categorized as "Under Repair".
- **Beyond Repair Equipments** - These are the break down equipments which are attended by technician and flagged as "beyond repair". These equipments are certified for condemnation as they cannot be repaired.
- **Condemned Equipments** - These are the broken down equipments which are attended by technician and flagged as "beyond repair". These are the beyond repair equipments which are declared condemned by District/ Appropriate Committee and ready for auction.
- **Auctioned/ Disposed Equipments** - These are the equipments which are disposed or auctioned.

- **Stock** - This is the total number of equipments assigned to a specific site. This includes total number of equipments at various statuses.

Stock = Buffer + Standby + Working + Not Working + Beyond Repair + Condemned. (This Does NOT include Auctioned equipments)

III. Supply and Transfer Process for Electrical Cold Chain Equipment, spare parts, tool kits, cold boxes and vaccine carriers

Supply of Cold chain equipments – The MOHFW issues a Release Order to the GMSDs as per Allocation List to distribute equipments to states. GMSD distributes the equipments to the State Vaccine Stores / State Head Quarters or directly to the districts as per the Allocation List and the Release Order. This transaction (from GMSD to States/districts) is recorded through the GMSD voucher.

- WICs/WIFs with gensets and Servo stabilizers are installed at state/regional/divisional vaccine stores. The state distributes these to the regional/divisional vaccine stores and entered in the stock book of the regional / divisional vaccine store.
- ILRs/DFs/Solar refrigerators received from the GMSDs are stocked at the District Vaccine Stores and distributed to lower cold chain points as per requirement. This transaction is recorded in the District Store Voucher.
- Once the equipment reaches the cold chain point, it is entered in the stock register of that cold chain point until it is auctioned.

Transfer of Cold Chain Equipments (CCE) – In the NCCMIS, Cold Chain Equipments can be transferred from a Vaccine Store / Cold chain point only if the CCE has been registered in the NCCMIS with its Serial Number (machine number given by manufacturer). Transfers are done only for non-working equipments or equipments which are in stand-by status and never for working equipments.

- CCE can be transferred from the State Vaccine Store to the RVS/Div. VS/DVS and directly to the peripheral cold chain point (PHC/CHC/UHC/others). One SVS can also transfer equipment to another SVS under intimation to MOHFW.
- A Regional Vaccine Store cannot transfer equipment to its State Vaccine Store, but it can transfer CCE to another RVS or to a Div. VS/DVS/peripheral cold chain point. All transactions at RVS / Div. VS have to be reported to the state.
- A DVS can transfer CCE to another DVS (under intimation to state) or to a peripheral cold chain point. It cannot transfer CCE to an RVS or SVS.

- A CCE located at a peripheral cold chain point can be transferred only to another peripheral cold chain point or to the District Vaccine Store.

The Supply of spare parts - follows the same pattern as for cold chain equipment, except that the utilization is shown at the district level by the cold chain technician as these are not issued to the peripheral cold chain points, even if the actual consumption occurs in a peripheral cold chain point. A district issue voucher is the document which records this transaction. Local purchases are made at State/Regional/Divisional and District levels following procedure.

- The state receives the spare parts from the GMSD/local purchase and further distributes these to the RVS/Div. VS. The spare parts for WIC/WIF are utilized at this level.
- The spare parts for ILRs/DFs/Solar refrigerators are stocked at the RVS/Div.VS and distributed to the DVS as per demand.
- The DVS issues these to the cold chain technician who uses these to repair equipments at the DVS or in the peripheral cold chain points.

Cold Boxes and Vaccine Carriers – are received from GMSDs or locally purchased. These are stocked at RVS/SVS stores and further distributed to districts as per requirement. This distribution is recorded in the State Issue voucher.

The Cold Boxes and Vaccine Carriers received from SVS/RVS and in rare cases by GMSDs or locally purchased at district level are stocked at district stores & as per requirement further distributed to PHCs/CHCs/UHCs/Others/DVS. This transaction from district downwards is recorded in the District Voucher.

Importance of cold chain MIS



An updated cold chain management information system tells us the status of the cold chain equipments at all levels of the system from GMSD to ILR point. It tells us how many are in working condition, how many need repairs, the age of a particular equipment, etc. Summary reports can be generated and this will help you to know if there is a problem, the details and seriousness of the problem and what action needs to be taken. It also helps us to anticipate issues so that preventive measures can be taken. Therefore it is very important to have a cold chain MIS which is working and it is even more necessary to keep the data updated regularly on a weekly basis.

In the following chapters, the process of capturing the basic data on cold chain status in the states is given in detail. Further process of updating information on a weekly basis in the web based MIS is also explained in detail. It is important to work on the software while reading this manual as it will improve your knowledge of the working of the software and also improve your skills in using it to take corrective actions.

2 Glossary of Terms and Definitions

Glossary

Term	Definition
Database	Collection of all the information monitored by this system.
Field	A cell within a form
SRS	Software Requirements Specification document that completely describes all of the functions of a proposed system and the constraints under which it must operate.
Stakeholder	Any person with an interest in the project who is not a developer
Administrator	System administrator
SCCO	State Cold Chain Officer
NU	National User
SHTO	State Health Transport Organization office
GMSD	Government Medical Store Depot
DVS	District Vaccine Store User(District Level Supervisor)
SVS	State Vaccine Store
RVS	Regional / Divisional Vaccine Store
CCEMIS	Cold Chain Equipments Management Information System
MOHFW	Ministry of Health and Family welfare, Government of India
NCCTC	National Cold Chain Training Center
NCCMIS	National Cold Chain Management Information System

Images	Definition
	Edit Button
	Delete Button
Link Button	Edit Button

3 User roles and Responsibilities

User Role

The NCCMIS interacts, either directly or indirectly, with the following significant user roles:

User Role	Description	Access
Guest	Any visitor for NCCMIS site and does not have valid user id to access NCCMIS Web application	Access to only Static details
NU	National User - Individuals designated by concerned MOHFW	Only View access to Reports
Administrator	Individual designated by National Cold Chain Training Center (NCCTC or SHTO) authorities to manage system on behalf of Immunization Division, MOHFW, GOI	Full Access
GMSD User	Individuals designated by Government ministry	Access to functions related only with the GMSD user is being assigned for carrying out transactions
SCCO	State Cold Chain Officer - Individuals designated for a specific state	Access to all functions related with specific State and all sites covered in that state
DVS User	Individuals designated by higher authority of State for that district	Access to all functions related to the District and all sites covered in that district

4 Overview of National Cold Chain WEB MIS

National cold chain MIS Application has the following two sections:

General Access/Resource Section: This section stores generic information about various aspects of cold chain management. It includes policies and guidelines, equipment specifications, standard operating procedures, pool of trainers, training manual and other such useful information. This section can be accessed by any visitor of the website. This is available on the Home page of www.nccmis.org and is accessible to all without use of user id and password.

Restricted Access Section: The access to this section is only for authorized users. The users are further categorized as guest users and full functional users. Guest users can view only reports and authorized users can carry out transactions, workflows and have access to other various operational reports.

System requirements

Server:

- Operating System: Windows Server
- Database: SQL Server 2008 or higher
- Technology: MS .Net framework 3.5
- Languages Used: ASP .Net & C#
- Tools used: For content management Umbraco 5.0
- Internet Connection: With adequate bandwidth

Client Side:

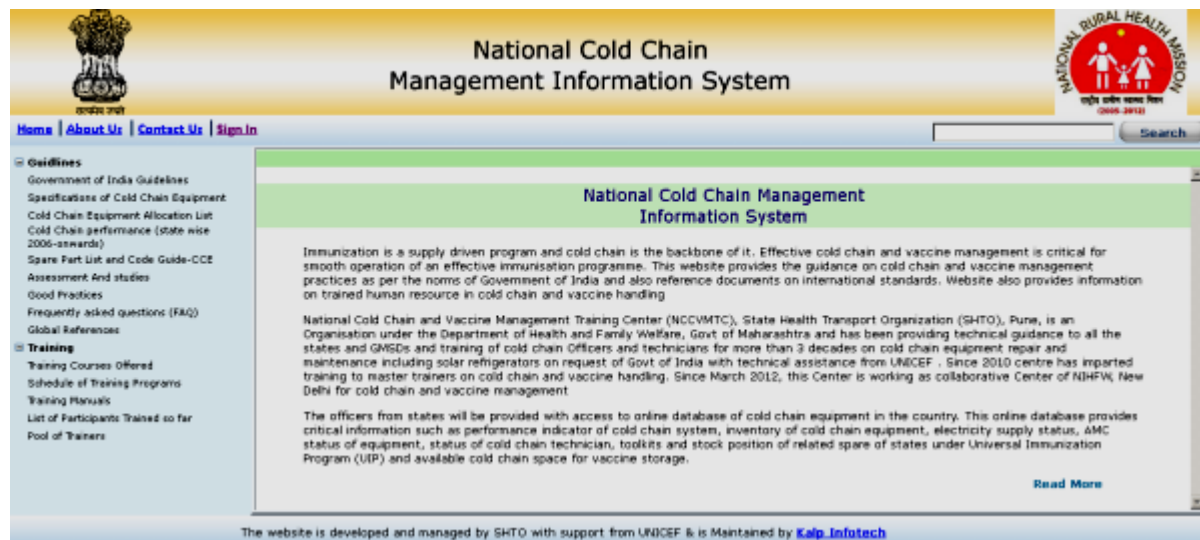
- Any machine with Internet Browser such as IE 8.0, Mozilla Firefox, etc

5 National Cold Chain WEB MIS Application

This section details out the National Cold Chain WEB MIS application functions with Screen Images and Business Rules.

Open any one of the browsers these browsers viz. IE8, Mozilla Firefox, Google Chrome and Opera. Enter URL (<http://www.nccmis.org/>) in address bar on browser.

This is home page of Web MIS Application.



Guidelines & Training information (link on left side of home page) is available for all visitors of this website. The visitors are also referred to as guest users and have access rights only to view the web pages.

Following users have access rights to for conducting transactions. The access levels vary with user types.

Users Interacting with the system (Transactions)	Users Accessing Reports	Master Users controlling the system (Administrator)
State: State Guest and State Cold Chain Officer/SEPIO	Partner agencies (National level visitor)	MOHFW-Immunization division, New Delhi focal point for NCCMIS
District: District Vaccine Store Keeper/Cold Chain Technicians/Immunization-Computer Assistant		NCCTC, SHTO-Pune
Four GMSDs (with UIP stores)		

Click on Log in and enter user name and password to enter NCCMIS.

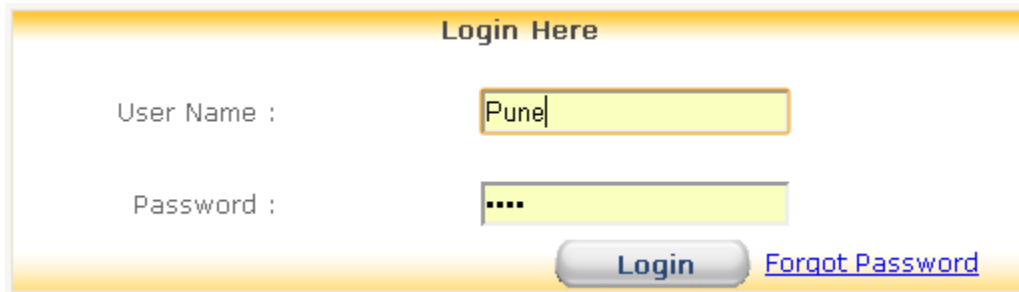
5.1 District Users

Users: District Vaccine Store Keepers, Cold Chain Technicians and Immunization-Computer Assistant (NRHM)

Click on Sign In and fill in log in form with user name and password to access system.

1) User : District

Login Page



Login Here

User Name : Pune

Password : ****

Login [Forgot Password](#)

5.1.1 How To Add Cold Chain Point

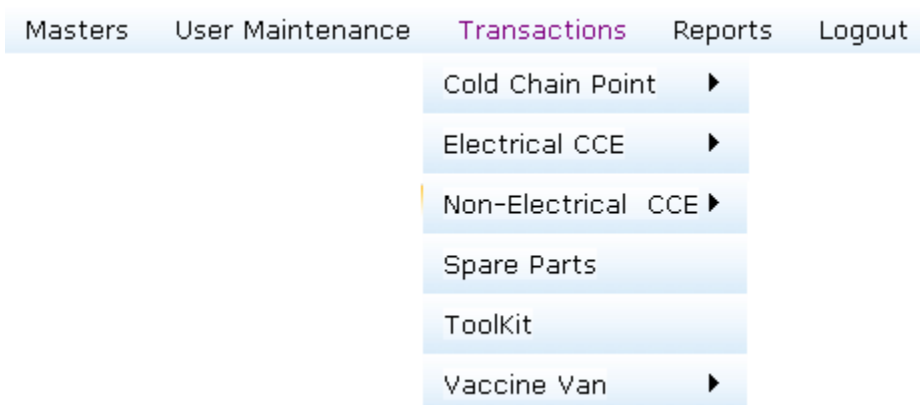
Select Transaction > Cold Chain Point > Maintain Site

Click on 'Add Site' button.

Enter mandatory fields site type and site.

Click on 'Save' button to save the record.

Enter now Address, telephone no. of site, duration of electricity supply, population covered, no. of subcenters and Polio booths or you may add these details later. Adding these details later or making changes to details already added is known as **Update**.



Masters User Maintenance **Transactions** Reports Logout

- Cold Chain Point
- Electrical CCE
- Non-Electrical CCE
- Spare Parts
- ToolKit
- Vaccine Van

Masters	User Maintenance	Transactions	Reports	Logout
		Cold Chain Point	▶	Maintain Site
		Electrical CCE	▶	Add Remark
		Non-Electrical CCE	▶	Delete/Deactivate Site
		Spare Parts		Activate Site
		Toolkit		
		Vaccine Van	▶	

Transactions > Cold Chain Point > Maintain Site

Site Type	Site
DVS	DVS PUNE
OTHER	A.F.M.C.
OTHER	AFMC Pune
OTHER	B.J.M.College
OTHER	Bharati Hospital
OTHER	Bharati hospt.
OTHER	Bopodi Mat Hospital
OTHER	Canto. Dehu
OTHER	Canto. Pune
OTHER	Cont. Khadaki
OTHER	DH
OTHER	District HQ
OTHER	Dyaneshwar Medical Research center
OTHER	K.E.M.(Vadu proj)
OTHER	MO DTT
OTHER	Navale Hospital

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

Add Site

Transactions > Cold Chain Point > Maintain Site > Add Site

Site Master

* Site Type	Select Site Type
* Site	
Address	
Phone No.	
Duration of Electricity Supply at Site(Hrs/Day)	
Total Population	
No. of Subcenters	
No. of Polio Booths	

Save **Back**

Transactions > Cold Chain Point > Maintain Site > Edit Site

Site Master

* Site Type	District Vaccine Store
* Site	DVS PUNE
Address	
Phone No.	
Duration of Electricity Supply at Site(Hrs/Day)	24
Total Population	0
No. of Subcenters	0
No. of Polio Booths	0

Update **Back**

5.1.2 How to Add Remark for Cold Chain Point

















Select Transaction > Cold Chain Point > Add Remark

A list of sites entered in the system is displayed along with pencil icon before each site. Click on pencil icon before the site name. Enter date and remark. Remark indicates the status of site at given point of time. For example- There may be shortage of power supply or lack of manpower.

Transactions > Cold Chain Point > Add Remark

Add Remark (Cold Chain Point Maintenance)

* State: * District:

Site Type	Site	Duration of Electricity Supply
 DVS	DVS PUNE	24
 OTHER	A.F.M.C.	18
 OTHER	AFMC Pune	24
 OTHER	B.J.M.College	24
 OTHER	Bharati Hospital	24
 OTHER	Bharati hospt.	24
 OTHER	Bopodi Mat Hospital	18
 OTHER	Canto. Dehu	18
 OTHER	Canto. Pune	24
 OTHER	Cont. Khadaki	24
 OTHER	DH	24
 OTHER	District HQ	24
 OTHER	Dyaneshwar Medical Research center	24
 OTHER	K.E.M.(Vadu proj)	24
 OTHER	MO DTT	24
 OTHER	Navale Hospital	24

1 2 3 4 5 6 7 8 9 10 ...

Transactions > Cold Chain Point > Edit Remark

Add Remark (Cold Chain Point Maintenance)

State: District:

* Date: * Remark:

5.1.3 How to Delete/Deactivate Cold Chain Point

Select Transaction > Cold Chain Point >Delete Site

Upon selecting site type a list of sites is displayed along with bin icon after each site. A site can be **deleted** if there was never any equipment assigned to the site.


If ever, even single equipment has been assigned to the site it will not be deleted but, only **deactivated**. A site can be deactivated only if there are no equipments installed at the site. Hence, before deactivating any site the equipments installed at the site are to be transferred to some other site.

Delete/Deactivate Site

State: Maharashtra | District: Pune | Site Type: Select Site Type

Delete/Deactivate Site

State: Maharashtra | District: Pune | Site Type: District Vaccine Store

Site Type	Site	Duration of Electricity Supply at Site(Hrs/Day)	Phone No.
DVS	DVS PUNE	24	

5.1.4 How to Activate Cold Chain Point

Select Transaction > Cold Chain Point >Activate Site

Upon selecting site type a list of deactivated sites is displayed. Each site is followed by a hyperlink 'Activate'. Upon clicking this link a form is displayed prompting to enter date of activation and asking for confirmation of activation. Enter the date and click on 'OK' to activate the site.

Activate Site

State: Maharashtra | District: Pune | Site Type: Select Site Type

Activate Site

State: Maharashtra | District: Pune | Site Type: Community Health Center

Site Type	Site	Duration of Electricity Supply at Site(Hrs/Day)	Phone No.
CHC	aaaaaa	0	Activate

Transactions > Cold Chain Point > Active Site > After Click on Activate Link

Are You sure? Do you want to Activate Site?

Activate Date 

Remark

5.1.5 How to Add New Electrical Equipments to DVS

Select Transaction > Electrical CCE > New Supplies

Upon selecting equipment a list displaying name of model, CFC status, storage capacity and no. of units of particular model is displayed. Click on "Add Transaction". Select model, type of transaction and enter date of transaction.

While entering record for the first time for any model type of transaction is **Opening Stock** by default. For matching physical and virtual stock take physical stock and enter the date of taking stock.

To enter new stock of equipment from GMSD or SVS select transaction type as **Receipt**. Enter date of transaction, select release order no., enter voucher no. and quantity received.


Masters	User Maintenance	Transactions	Reports	Logout
		Cold Chain Point ▶		
		Electrical CCE ▶	New Supplies	
		Non-Electrical CCE ▶	Installation/Transfer	
		Spare Parts	Breakdown ▶	
		ToolKit	Change Equipment Status	
		Vaccine Van ▶	Delete Equipment	

Transactions > Electrical CCE > New Supplies

Electrical CCE Transaction

* Equipment Type

Select Equipment OR
Click on Add
Trasaction



Transactions > Electrical CCE > New Supplies > Add Transaction

Electrical CCE Transaction (DVS PUNE)

Equipment Details

* Equipment Type: ILR * Model: Select Model

Transaction Details

* Transaction Type:

* Transaction Date:

* Current Qty:

* Current Stock:

Remark:

Save Back

Transactions > Electrical CCE > New Supplies > Equipment Type

Electrical CCE Transaction

* Equipment Type: ILR

Model	CFC Free	Storage Capacity Per Unit(In litre)	Available Unit
HBC-70	YES	45	3
HBC-200	YES	90	242

Add Transaction

Transactions > Electrical CCE > New Supplies > Equipment Type > After Click on Model Link

Electrical CCE Transaction

* Equipment Type: ILR

Model: HBC-70

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity		
						Received	Issued	Balance
1/4/2012	Opening Stock							0
3/3/2013	Receipt	qweqe	1234			5		
3/3/2013	Issued	Issued for installation			PHC - Ambawane		1	
5/6/2013	Receipt		45677			2		
7/6/2013	Issued	Issued for installation			PHC - Hol		1	
7/6/2013	Issued	Issued for installation			PHC - Shirur		1	
11/6/2013	Issued	Issued for installation			PHC - Ambawane		1	
14/6/2013	Closing Balance							3

Back

5.1.6 How to Install equipment at Cold Chain Point


Select Transaction > Electrical CCE > Installation/Transfer

Select site type, equipment type and model. Click on "New/Transfer Equipment". Select site from the frame Target. Select stabilizer status from the frame Equipment. In the Source frame click on the radio button below Select. In the Details frame select equipment status and enter serial no., date of transaction, voucher no. and voucher date.

Electrical CCE (Installation/Transfer)

District: Equipment Type:

Site Type: Model:

 Select Site type, Equipment type & Model OR Click on New/Transfer Equipment

Transactions > Electrical CCE > Installation/Transfer > after selecting Site type & Equipment

Electrical CCE (Installation/Transfer)

District: Equipment Type:

Site Type: Model:

Site	Model	Status	Serial No.	Date of Transaction
ABC	MKS-044	Working	cm1	05/02/2012
Adiware	VC-150F	Working	1579-030	01/01/2010
Amboli	VC-150F	Working	1525-042	01/01/2010

Transactions > Electrical CCE > Installation/Transfer > After Click on Site Amboli

Electrical CCE (Installation/Transfer)

New Installation/Allocation

Target Site

District: Site:

Site Type:

Equipment


Equipment Type: Model:


Solar Panel Status: Solar Battery:

Solar Category:

Details

Equipment Status: Serial No.:

Date of Transaction: 

Voucher No.: Voucher Date: 

Transactions > Electrical CCE > Installation/Transfer > After Click on New/Transfer Equipments

Electrical CCE (Installation/Transfer)

New Installation/Allocation Equipment Transfer

Target Site

District	<input type="text" value="Pune"/>	Site	<input type="text" value="Select Site"/>
Site Type	<input type="text" value="PHC"/>		

Equipment

Equipment Type	<input type="text" value="SOLAR"/>	Model	<input type="text" value="Select Model"/>
Solar Panel Status	<input type="text" value="Select Status"/>	Solar Battery	<input type="text" value="Select Status"/>
Solar Category	<input type="text" value="Select Category"/>		

Details

Equipment Status	<input type="text" value="Working"/>	Serial No.	<input type="text"/>
Date of Transaction	<input type="text"/>	Voucher No.	<input type="text"/>
Voucher No.	<input type="text"/>	Voucher Date	<input type="text"/>

Transactions > Electrical CCE > Installation/Transfer > After Click on New/Transfer Equipments > Equipment Transfer

Electrical CCE (Installation/Transfer)

New Installation/Allocation Equipment Transfer

Target Site

District	<input type="text" value="Pune"/>	Site	<input type="text" value="Select Site"/>
Site Type	<input type="text" value="PHC"/>		

Equipment

Equipment Type	<input type="text" value="SOLAR"/>	Model	<input type="text" value="Select Model"/>
Solar Panel Status	<input type="text" value="Select Status"/>	Solar Battery	<input type="text" value="Select Status"/>
Solar Category	<input type="text" value="Select Category"/>		

Details

Equipment Status	<input type="text" value="Working"/>	Serial No.	<input type="text"/>
Date of Transaction	<input type="text"/>	Voucher No.	<input type="text"/>
Voucher No.	<input type="text"/>	Voucher Date	<input type="text"/>

5.1.6.1 How to Update details of equipment installed


Select Transaction > Electrical CCE > Installation/Transfer

Select site type, equipment type and model. Click on link of site name to select the equipment for editing its details. Only Stabilizer status, Serial number, Date of Transaction, Voucher number and Voucher date are available for editing. Equipment type, Model and Equipment status fields cannot be updated. Edit necessary fields and click on "Update" button.

Electrical CCE (Installation/Transfer)

District: Equipment Type:

Site Type: Model:

 Select Site type, Equipment type & Model OR Click on New/Transfer Equipment

Transactions > Electrical CCE > Installation/Transfer > after selecting Site type & Equipment

Electrical CCE (Installation/Transfer)

District: Equipment Type:

Site Type: Model:

Site	Model	Status	Serial No.	Date of Transaction
ABC	MKS-044	Working	cm1	05/02/2012
Adiware	VC-150F	Working	1579-030	01/01/2010
Amboli	VC-150F	Working	1525-042	01/01/2010

Transactions > Electrical CCE > Installation/Transfer > After Click on Site Amboli

Electrical CCE (Installation/Transfer)

New Installation/Allocation

Target Site

District: Site Type: Site:

Equipment


Equipment Type: Model:


Solar Panel Status: Solar Battery:

Solar Category:

Details

Equipment Status: Serial No.:

Date of Transaction: 

Voucher No.: Voucher Date: 

Transactions > Electrical CCE > Installation/Transfer > After Click on New/Transfer Equipments

Electrical CCE (Installation/Transfer)

New Installation/Allocation Equipment Transfer

Target Site

District	<input type="text" value="Pune"/>	Site	<input type="text" value="Select Site"/>
Site Type	<input type="text" value="PHC"/>		

Equipment

Equipment Type	<input type="text" value="SOLAR"/>	Model	<input type="text" value="Select Model"/>
Solar Panel Status	<input type="text" value="Select Status"/>	Solar Battery	<input type="text" value="Select Status"/>
Solar Category	<input type="text" value="Select Category"/>		

Details

Equipment Status	<input type="text" value="Working"/>	Serial No.	<input type="text"/>
Date of Transaction	<input type="text"/>	Voucher Date	<input type="text"/>
Voucher No.	<input type="text"/>		

Transactions > Electrical CCE > Installation/Transfer > After Click on New/Transfer Equipments > Equipment Transfer

Electrical CCE (Installation/Transfer)

New Installation/Allocation Equipment Transfer

Target Site

District	<input type="text" value="Pune"/>	Site	<input type="text" value="Select Site"/>
Site Type	<input type="text" value="PHC"/>		

Equipment

Equipment Type	<input type="text" value="SOLAR"/>	Model	<input type="text" value="Select Model"/>
Solar Panel Status	<input type="text" value="Select Status"/>	Solar Battery	<input type="text" value="Select Status"/>
Solar Category	<input type="text" value="Select Category"/>		

Details

Equipment Status	<input type="text" value="Working"/>	Serial No.	<input type="text"/>
Date of Transaction	<input type="text"/>	Voucher Date	<input type="text"/>
Voucher No.	<input type="text"/>		

5.1.7 How to Transfer equipment from One Cold Chain Point to Another Cold Chain Point

Select Transaction > Electrical CCE > Installation/Transfer

Select site type, equipment type and model. Click on "New/Transfer Equipment". Click on radio button 'Equipment Transfer'. Select site from the frame Target where the equipment is to be transferred. Select stabilizer status in the Equipment frame. In the Source frame a list of equipments available for transfer is displayed. Select the equipment. In the Details frame set the status of equipment and Standby, enter date of transfer, voucher no. and voucher date.

Electrical CCE (Installation/Transfer)

New Installation/Allocation
 Equipment Transfer

Target Site

District:
 Site Type:
 Site:

Equipment

Equipment Type:
 Model:

Stabilizer Status:

Source

Select	Site Type	Site	Serial No
<input type="radio"/>	PHC	Pune- Ambawane	BV4D60056
<input type="radio"/>	PHC	Pune- Dehu	anfhfh0001
<input type="radio"/>	UHC	Pune-Madhyavarti Sahitya Bhandar	BE07G5EON00B2A8J0044

Details

Equipment Status:
 Serial No.:

Date of Transaction:

Voucher No.:
 Voucher Date:

5.1.8 How to report breakdown of equipment

Select Transaction>Electrical CCE>Breakdown>Report Equipment Breakdown

Select site type and site name to display a list of working equipments. Click on link in Equipment type column to select broken down equipment. Enter Date of Breakdown, Date of Intimation and if applicable, External Complaint No. and Date of Complaint. Date of intimation is date of reporting the breakdown to the technician. External Complaint No. and Date of Complaint are to be filled if the complaint is registered with manufacturer or AMC contractor or any other external repairing agency. The system sets the status of Equipment to **Not Working**.

Masters User Maintenance Transactions Reports Logout

- Cold Chain Point ▶
- Electrical CCE ▶ New Supplies
- Non-Electrical CCE ▶ Installation/Transfer
- Spare Parts Breakdown ▶ Report Equipment Breakdown
- ToolKit Change Equipment Status Repair Updates
- Vaccine Van ▶ Delete Equipment Equipment Condemned / Disposal
- Change Breakdown Status
- Delete Breakdown Record

Transactions > Electrical CCE > Breakdown > Report Equipment Breakdown

Report Equipment Breakdown

District:

Site Type: Site:

Select Type & Site

Report Equipment Breakdown

District:

Site Type: Site:

Equipment Type	Make	Model	Serial No	Date of Installation	Status
ILR	Haier	HBC-200	456321	10/6/2013	Stand By
ILR	Haier	HBC-200	edewrewrew	26/2/2013	Working
ILR	Haier	HBC-200	BV4D60056	15/6/2013	Stand By
ILR	Haier	HBC-70	w23	3/3/2013	Working
ILR	Haier	HBC-70	8965445	11/6/2013	Working
ILR	Haier	HBC-70	B28811944	20/4/2012	Stand By
ILR	Vestfrost	MK-140	44713239	7/2/1990	Working
ILR	Electrolux	TCW-1151	12345	7/6/2013	Working

Transactions > Electrical CCE > Breakdown > Report Equipment Breakdown > Equipment type > ILR

Report Equipment Breakdown

Model Details			
District	<input type="text" value="Pune"/>	Site	<input type="text" value="PHC - Ambawane"/>
Equipment Type	<input type="text" value="ILR"/>	Model	<input type="text" value="HBC-200"/>
Serial No	<input type="text" value="456321"/>	Make	<input type="text" value="Haier"/>
AMC Provider	<input type="text"/>	Period	<input type="text"/>

Breakdown Details			
Date of Installation	<input type="text" value="10/6/2013"/>	Date of Intimation	<input type="text"/>
Date of Breakdown	<input type="text"/>	Date of Complaint	<input type="text"/>
External Complaint No	<input type="text"/>		
Problem Description	<input type="text"/>		

5.1.9.1 How to report process of repair

Select Transaction>Electrical CCE>Breakdown>Repair Updates

Select site type and site to display a list of broken down equipments. Click on equipment type link. Select the Status as **Under Repair** (only option available to choose while reporting first update). Enter Date of Attending and Remark. Once the breakdown is attended set the status of equipment as **Under Repair**. If the equipment is attended more than once report every instance of attending maintaining status as **Under Repair** till the equipment is repaired.

Transactions > Electrical CCE > Breakdown > Repair Updates

Repair Updates

District: Site Type: Site:

Breakdown Details

Site	Complaint No	Equipment Type	Make	Model	Serial No	Date of Intimation	Date of Attending	Status
UHC-Akurdi	MH/96/2013/00010	ILR	Haier	HBC-70	20031502115	10/6/2013	10/6/2013	Under Repair
SVS-ADD Director FWMCH Pune	MH/96/2013/00007	ILR	Electrolux	TCW-1151	1234	6/6/2013		Not Working

Transactions > Electrical CCE > Breakdown > Repair Updates > Equipment type Link > ILR

Repair Updates

Model Details

District: Site:
 Equipment Type: Model:
 Serial No: Make:
 AMC Provider: Period:

Breakdown Details

Date of Installation: Date of Breakdown:
 Complaint No: Date of Intimation:
 External Complaint No: Date of Complaint:
 Problem Description:
 * Status:

No	Date of Activity	Remark
1	10/6/2013	gfd dgdfgd

5.1.9.2 How to report repair/ declare equipment as beyond repair

Select Transaction>Electrical CCE>Breakdown>Repair Updates

Select site type and site to display a list of broken down equipments. Click on equipment type link. Select the Status as **Working** if the equipment is repaired and is in working condition. Enter Date of repair and Remark. If technicians and other experts decide that equipment cannot be repaired set the status as **Beyond Repair**. Enter the date of decision and note reasons for this decision briefly in the Remark field.

5.1.10 How to report condemnation and disposal of equipment

Select Transaction>Electrical CCE>Breakdown>EquipmentCondemned/Disposal

Select site type and site. A list of equipments declared as '**Beyond Repair**' is displayed. Click on link in equipment type to display its details. Enter Date of Condemned for the equipment. Condemnation is a documented process and concerned authorities issue an order declaring which equipments are condemned. Enter this order date as date of condemnation.

Only condemned equipments can be disposed. Click on equipment link from list of condemned equipments and enter Date of Disposal after equipment is disposed. Disposal is also a documented process and hence disposal document carries a date which is to be entered here.

Equipment Condemnation / Disposal

District: Site:

Site Type:

Beyond Repair / Condemned Details

Equipment Type	Make	Model	Serial No	Date of Beyond Repair	Date of Condemned	Status
ILR	Haier	HBC-70	20031502115	14/6/2013		Beyond Repair

Transactions > Electrical CCE > Breakdown > Equipment Condemned / Disposal > Equipment Type > ILR

Equipment Condemnation / Disposal

Model Details

District: Site:

Equipment Type: Model:

Serial No: Make:

AMC Provider: Period:

Breakdown Details

Date of Breakdown: Date of Intimation:

Date of Attending: Date of Beyond Repair:

Complaint No:

Problem Description:

Date of Condemned: Date of Disposal:

5.1.11 How to change breakdown status of equipment

Select Transaction>Electrical CCE>Breakdown>Change Breakdown Status

Select equipment, site type and site. If inadvertently an equipment has been reported as not working/under repair/beyond repair/condemned its status can be changed. This change is possible only in one direction as **Condemned->Beyond Repair->Under Repair->Not Working->Working**.

Change Breakdown Status

Equipment Type: All Equipments
 State: Maharashtra
 Site Type: Select Site Type
 District: Pune
 Site:

Select Equipment, Site type & Site

Change Breakdown Status

Equipment Type: DF
 State: Maharashtra
 Site Type: PHC
 District: Pune
 Site: Ambawane

Sr.No.	Equipment Type	Model	Serial No	Date of Installation	Date of Breakdown	Date of Intimation	Date Of Attended	Date Of Repair	Status	Change To
1	DF	HBD-286	46456	7/6/2013	7/6/2013	7/6/2013	7/6/2013	7/6/2013	Disposed	Condemned

5.1.12 How to delete breakdown record

Select Transaction>Electrical CCE>Breakdown>Delete Breakdown Record

Select site type and site to display list of equipments which are not working. Click on icon of the bin to delete the record.

Electrical CCE (Site Wise Breakdown Equipment)

District: Pune
 Site Type: Select Site Type
 Site:

Select Site type & Site

Electrical CCE (Site Wise Breakdown Equipment)

District: Pune
 Site Type: PHC
 Site: Ambawane

Sr.No.	Equipment Type	Model	Serial No	Date of Installation	Status	Date Of Breakdown	Date Of Intimation	
1	ILR	HBC-200	456321	10/6/2013	Not Working Buffer	14/6/2013	14/6/2013	

5.1.13 How to Change Equipment Status

Select Transaction>Electrical CCE>Change Equipment Status

Select site type and site to display list of working equipments. Click on equipment link. Status can be changed from working to standby or vice versa. Enter date of changing status and you may note in Remark as to why status is changed.

Change Electrical CCE Status

District:

Site Type: Site:

Select Site type & Site

Change Electrical CCE Status

District:

Site Type: Site:

Equipment Type	Model	Serial No	Make	Date of Installation	Status
ILR	HBC-200	edewrewrew	Haier	26/2/2013	Working
ILR	HBC-200	BV4D60056	Haier	15/6/2013	Stand By
ILR	HBC-70	w23	Haier	3/3/2013	Working
ILR	HBC-70	8965445	Haier	11/6/2013	Working
ILR	HBC-70	B288J1944	Haier	20/4/2012	Stand By
ILR	MK-140	44713239	Vestfrost	7/2/1990	Working
ILR	TCW-1151	12345	Electrolux	7/6/2013	Working

Transactions > Electrical CCE > Equipment type > ILR

Change Electrical CCE Status

Model Details

District: Site:

Equipment Type: Model:

Serial No: Make:

Details

Current Status: Changed Status:

Date of Installation: Date of Changed Status:

Remark:

5.1.13 How to Delete Equipment

Select Transaction>Electrical CCE>Delete Equipment

Select site type and site to display a list of working equipments. Click on bin icon for deleting the record of installation of equipment. Equipments which have transactions associated with them cannot be deleted. For example If an equipment was broken down and repaired to working status it cannot be deleted.

Delete Installed Electrical CCE

District:








Site Type: Site:

Select Site Type & Site

Delete Installed Electrical CCE

District:

Site Type: Site:

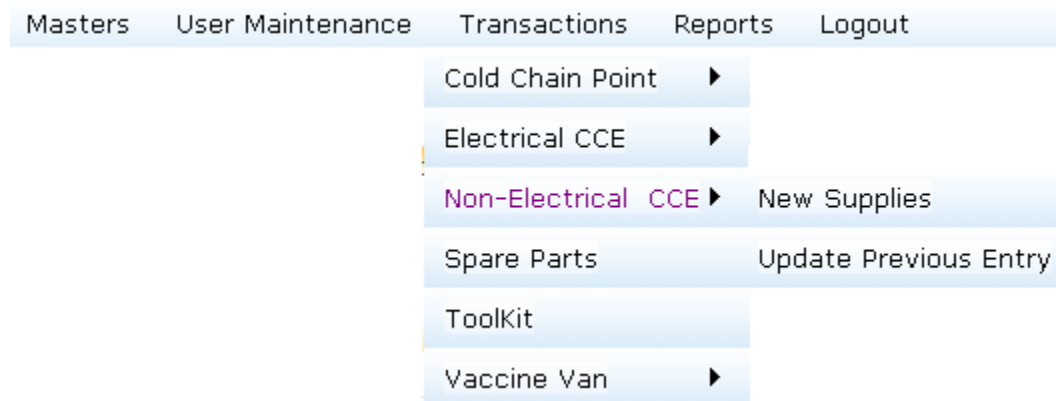
Equipment Type	Model	Serial No	Date of Installation	Status	
ILR	HBC-200	edewrewrew	26/2/2013	Working	
ILR	HBC-200	BV4D60056	15/6/2013	Stand By	
ILR	HBC-70	w23	3/3/2013	Working	
ILR	HBC-70	8965445	11/6/2013	Working	
ILR	HBC-70	B288J1944	20/4/2012	Stand By	
ILR	MK-140	44713239	7/2/1990	Working	
ILR	TCW-1151	12345	7/6/2013	Working	

5.1.14 How to Add Non Electrical CCE

Select Transaction>Non Electrical CCE>New Supplies

Upon selecting Equipment type, District, Site type and Site a list displaying of specification, Usable and Non Usable Quantity. Click on "Add Transaction". Select Equipment type, Specification. Select type of transaction and enter date of transaction. While entering record for the first time for any equipment of transaction is **Opening Stock** by default. For matching physical and virtual stock take physical stock and enter the date of taking stock.

To enter new stock of equipment from GMSD or SVS select transaction type as **Receipt**. Enter date of transaction, select release order no., enter voucher no. and quantity received.



Transactions > Non Electrical CCE > New Supplies

Non-Electrical CCE Details

* Equipment Type	<input type="text" value="Select Equipment Type"/>		
* State	<input type="text" value="Maharashtra"/>	* District	<input type="text" value="Pune"/>
* Site Type	<input type="text"/>	* Site	<input type="text"/>

Select Equipment type, site type & Site OR Click on Add Trasaction

Non-Electrical CCE Details

* Equipment Type	<input type="text" value="Vaccine Carrier"/>	(Allocation)	
* State	<input type="text" value="Maharashtra"/>	* District	<input type="text" value="Pune"/>
* Site Type	<input type="text" value="PHC"/>	* Site	<input type="text" value="Ambawane"/>

Specification	Usable	Non Usable
4 Ice Pack	60	24

Transactions > Non Electrical CCE > New Supplies > Specification > 4 Ice Pack

Non-Electrical CCE Details

* Equipment Type: Vaccine Carrier (Allocation)
 * State: Maharashtra * District: Pune
 * Site Type: PHC * Site: Ambawane

Specification: 4 Ice Pack

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity		
						Received	Issued	Balance
1/4/2012	Opening Stock							100
10/4/2012	Make Disposable						10	
10/6/2013	Make Disposable	tyut htrhgfhfg					5	
10/6/2013	Make Disposable	sddseeg					1	
14/6/2013	Closing Balance							100

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5.1.15 How to Update last Entry of Added Non Electrical CCE

Select Transaction>Non Electrical CCE>Update Previous Entry

Upon selecting Equipment type, specification, site type and site a grid displaying about Non electrical transaction. Only last transaction can be updated. Click on Date hyperlink. Date, quantity and remark can be modified. Once all the details are entered click on update.

Update previous entry for Non-Electrical CCE Details

* Equipment Type: Select Equipment Type * Specification:
 * State: Maharashtra * District: Pune
 * Site Type: * Site:

Select Equipment type, Site type, Specification & Type

Update previous entry for Non-Electrical CCE Details

* Equipment Type: Vaccine Carrier * Specification: 4 Ice Pack
 * State: Maharashtra * District: Pune
 * Site Type: PHC * Site: Ambawane

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity	
						Received	Issued
10/6/2013	Make Disposable	sddseeg					1
10/6/2013	Make Non Usable						10
10/6/2013	Make Disposable	tyut htrhgfhfg					5
10/4/2012	Make Disposable						10
1/4/2012	Make Non Usable						30
1/4/2012	Opening Stock						100

Transactions > Non Electrical CCE > Update Previous Entry > Date Link > 10/06/2013

Update previous entry for Non-Electrical CCE Details

* Equipment Type	Vaccine Carrier	* Specification	4 Ice Pack
* State	Maharashtra	* District	Pune
* Site Type	PHC	* Site	Ambawane

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity	
						Received	Issued
10/6/2013	Make Disposable	sddseeg					1
10/6/2013	Make Non Usable						10
10/6/2013	Make Disposable	tyut htrhgthfg					5
10/4/2012	Make Disposable						10
1/4/2012	Make Non Usable						30
1/4/2012	Opening Stock					100	

* Date: 10/06/2013 * Quantity: 1
 Remark: sddseeg

5.1.16 How to Add Spare Parts

Select Transaction>Spare Parts

Upon selecting Equipment type a list displaying of GOI code, Generic name, specific name, part no and available units. Click on "Add Transaction". Select Equipment type, Generic name, GOI Code-Specific name. Select type of transaction and enter date of transaction. While entering record for the first time for any spare part of transaction is **Opening Stock** by default. For matching physical and virtual stock take physical stock and enter the date of taking stock. To enter new stock of spare part from GMSD or SVS select transaction type as **Receipt**. Enter date of transaction, select release order no., enter voucher no. and quantity received.

Spare Parts Transaction

Equipment Type:

Select Equipment type OR
Click on Add Transaction

Transactions > Spare Parts > After Selecting Equipment Type

Spare Parts Transaction

Equipment Type:

GOI Code	Generic Name	Specific Name	Part No	Available Unit
0003	CAPACITOR	CAPACITOR DANFOSS 117U5021	2912146-00/4	50
0024	BUSHING	LOCK BUSHING	2910532-00/7B	200
0059	ALARM DEVICE	ALARM DEVICE (A11) REMOTE SOUNDER	141- 10433	116

Transactions > Spare Parts > After Selecting Equipment Type

Spare Parts Transaction

Equipment Type

GOI Code: 0003 (CAPACITOR DANFOSS 117U5021 Part No: 2912146-00/4)

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity		
						Received	Issued	Balance
10/6/2013	Opening Stock	rgdff gdfgdfgdf						50
14/6/2013	Closing Balance							50

[Back](#)

Transactions > Spare Parts > After Click on Add Transaction Button

Spare Part Transaction (DVS PUNE)


Spare Part Details

* Equipment Type * Generic Name

* GOI Code - Specific Name Unit of Measure

Transaction Details

* Transaction Type

* Transaction Date  * Current Stock

* Current Qty

Remark

[Save](#) [Back](#)

5.1.17 How to Add Toolkit

Select Transaction > Toolkit

Upon selecting Toolkit menu a list displaying of Toolkit and available units. Click on "Add Transaction". Select Toolkit. Select type of transaction and enter date of transaction.

While entering record for the first time for any equipment of transaction is **Opening Stock** by default. For matching physical and virtual stock take physical stock and enter the date of taking stock.

To enter new stock of toolkit from GMSD or SVS select transaction type as **Receipt**. Enter date of transaction, select release order no., enter voucher no. and quantity received.

Toolkit Transaction

Toolkit	Available Unit
Large	10
Small	30

[Add Transaction](#)

Transactions > Tool Kit > After Click on Toolkit > Large

Toolkit Transaction

Toolkit (Large)

Date	Transaction	Remark	Voucher No	Received From	Distributed To	Quantity		
						Received	Issued	Balance
1/1/2010	Opening Stock							1
7/6/2013	Receipt	jhkkhgkhg	hjkjhk7676			6		
10/6/2013	Receipt	ng gjghgj	5675			3		
14/6/2013	Closing Balance							10

[Back](#)

Transactions > Tool Kit > After Click on Add Transactions

Toolkit Transaction (DVS PUNE)

Equipment Details

* Toolkit

Transaction Details

* Transaction Type

* Transaction Date

* Current Qty

* Current Stock

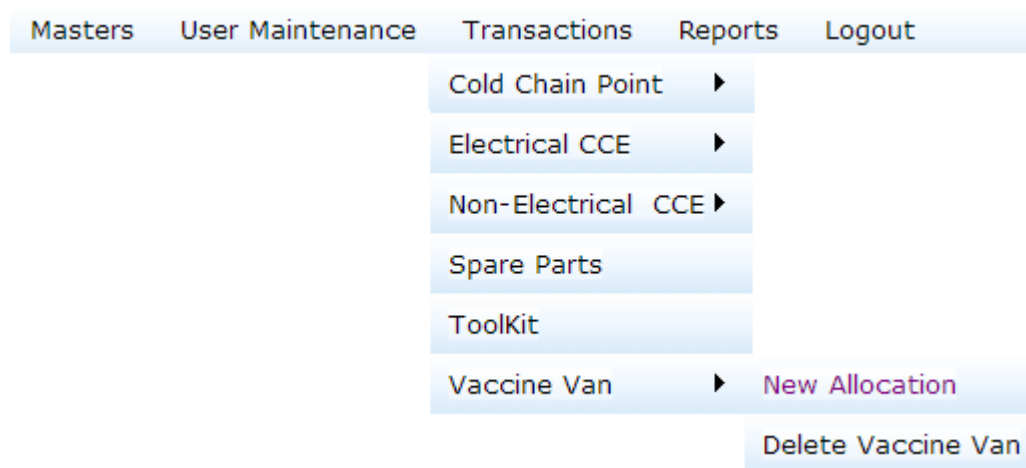
Remark

[Save](#) [Back](#)

5.1.18 How to Allocate Vaccine Van

Select Transaction>Vaccine Van>New Allocation

Upon selecting District, Vehicle type, site type and model a list displaying of site, model, drive, status, registration no and date of allocation. Click on "New Allocation". Select Site type , site. Select Vehicle type and Model. Select Equipment status, Registration number, Date of Transaction, Voucher number and Voucher date. Once all the details are added click on save.



Transactions > Vaccine Van > New Allocation

Vaccine Van Details

District: Vehicle Type:
 Site Type: Model:

Site	Model	Drive	Status	Registration No	Date of Allocation
ADD_Director FWMCH Pune	Bajaj Tempo	4	Working	dasadsdas	01/04/2012
ADD_Director FWMCH Pune	Vaccine Van Model	2	Working	tyfdfg dgdfgd dfgdgfdg dgdg	10/06/2013
ADD_Director FWMCH Pune	Bajaj Tempo	4	Working	sdfsdfds	20/04/2012
ADD_Director FWMCH Pune	Bajaj Tempo	4	Working	asdaad	24/02/2012

Transaction > Vaccine van > New Allocation > After Clicking on New Allocation Button

Vaccine Van Details

New Allocation

Target Site

District: Site:
 Site Type:

Equipment

Vehicle Type: Model:

Details

Equipment Status: Registration No.:
 Date of Transaction: Voucher No.:
 Voucher Date:

Transaction > Vaccine van > New Allocation > After Clicking on Site Link Button

Vaccine Van Details

New Allocation

Target Site

District: Site:

Site Type:

Equipment

Vehicle Type: Model:

Details

Equipment Status: Registration No.:

Date of Transaction: Voucher No.:

Voucher Date:

5.1.19 How to Delete Vaccine Van

Select Transaction>Vaccine Van>Delete Vaccine Van

Upon selecting site type and site a list displaying of Equipment type, model ,serial number , date of installation and status along with bin icon. Click on bin icon to delete record of vaccine van.

Delete Vaccine Van

District: Site:

Site Type: Select Site Type. Site

Equipment Type	Model	Serial No	Date of Installation	Status	
Vaccine Van	Bajaj Tempo	sdfsdfds	20/4/2012	Working	
Vaccine Van	Bajaj Tempo	asdasd	24/2/2012	Working	
Vaccine Van	Bajaj Tempo	dasadsdas	1/4/2012	Working	
Vaccine Van	Vaccine Van Model	tydfg dgdfgd dfgdfgd dgdd	10/6/2013	Working	

5.1.20 How to Generate Purchase Order for Non electrical CCE

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier Name. You may note any points pertaining to Purchase Order in Description field. Select radio button for Non Electrical CCE. Select Equipment type and Specification. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Non Electrical CCE in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Purchase Order		
Purchase Order No.	Purchase Order Date	Description
Purchase Order No 12	20/05/2012	ewrdsf cxvcxc dsfdf
PO Order 12	05/08/2012	asd
1	02/05/2013	purchase
dadasdas	01/04/2012	
pon-1	01/02/2012	rrr
new PO for haier	07/06/2013	rthghghf

Add RO/PO

Release/Purchase Order > After Click on Add RO/PO Button

Purchase Order

Purchase Order Master

Purchase Order

* Purchase Order No

Description

* Purchase Order Date

* Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Specification

Equipment Type

Quantity

Month & Year

Specification

Consignee

Add to list

Save **Back**

Release/Purchase Order > After Click on Purchase Order No Link

Purchase Order

Purchase Order Master

Purchase Order

* Purchase Order No

Description

* Purchase Order Date

* Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Specification

Equipment Type

Quantity

Month & Year

Specification

Consignee

Add to list

Non Electrical Equipment	Equipment Name	Specification	Quantity	Schedule	Destination	
	Vaccine Carrier	4 Ice Pack	50	May 2013	DVS PUNE	

Update **Back**

5.1.21 How to Generate Purchase Order for Spare Parts

Select Masters>Release/Purchase Order

A list of Purchase Orders is displayed. Click on "Add RO/PO". Select Generic Name and Spare Part. Enter quantity required. Select Destination. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Spare Parts in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Purchase Order

Purchase Order Master

Purchase Order

* Purchase Order No

Description

* Purchase Order Date

* Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Spare Parts

Generic Name

Quantity

Month & Year

Spare Part

Consignee

Release/Purchase Order > After Click on Purchase Order No Link

Purchase Order

Purchase Order Master

Purchase Order

* Purchase Order No

Description

* Purchase Order Date

* Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Spare Parts

Generic Name

Quantity

Month & Year

Spare Part

Consignee

Non Electrical Equipment	Equipment Name	Specification	Quantity	Schedule	Destination	
	Vaccine Carrier	4 Ice Pack	50	May 2013	DVS PUNE	

5.1.22 How to Maintain Individual Details

Select User Maintenance>Maintain Individual Details

Adding Individual Details: A list having columns Individual name, contact number and designation is displayed. Click on "Add". Enter Name- first name, middle name and last name. Enter contact number, email id and city. Select Qualification. Enter Address and organization. Select Designation. Once all the details are entered save the record.

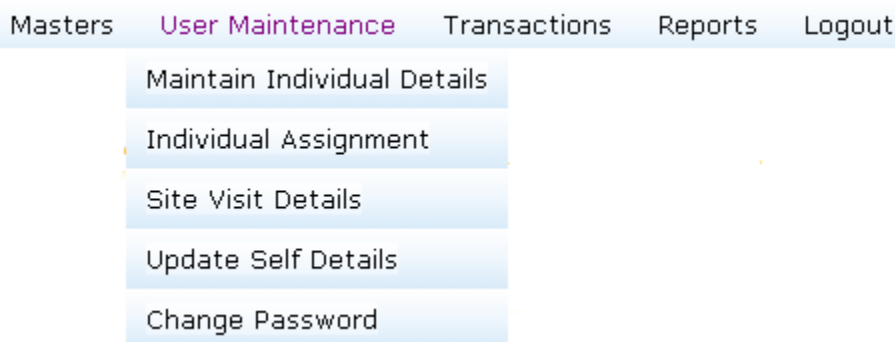
Updating Individual Details: Click on Individual Name link to update the record. If the list is too long and name is not immediately visible enter name of the individual in Individual Name field and click on "Show". Click on Individual Name link to update the record.

Deleting Individual Details: Click on bin icon opposite individual name to delete the record.

5.1.23 How to Assign Roles to Individuals

Select User Maintenance>Individual Assignment

Assigning Individual: A list having columns as district, site, individual name, role and date of assigning to site is displayed. Click on "Assign Role". Select User role, site type, site and Individual Name. Enter date of assigning role. Once all the details are selected click on "Assign".



User Maintenance > Maintain Individual Details

Maintain Individual Details

State: District:

Individual Name:

Individual Name	Contact No	Designation	
Adbohof patga	9857458745	COLD CHAIN HANDLER	
dfadsf dasfadsf	232432213132	JHI	
Gaikwad Satish	9850937843	Pharmacy	
Mr. V. B. Abhane	890878793287696	SCCO	
R.P.Bhaqawat	9421018500	H.A	
S.S.Londe	9623503606	H.A	
SANJAY SOPAN MODAK	9763493439	STORE KEEPER	
Yogesh Shivaram Bhamare	9423531752	SHTO	

User Maintenance > Maintain Individual Details > Add Page

Maintain Individual Details

(First Name) (Middle Name) (Last Name)

* Name

* Contact No. * Email Id

* State * District

* City * Qualification

Address Organization

* Designation

User Maintenance > Maintain Individual Details > Individual Name > Gaikwad Satish

Maintain Individual Details

(First Name) (Middle Name) (Last Name)

* Name

* Contact No. * Email Id

* State * District

* City * Qualification

Address Organization

* Designation

Updating Individual Assignment: Click on pencil icon of Individual Name to update the record. If the list is too long and name is not immediately visible enter name of the individual in Individual Name field and click on "Show". Click on pencil icon to update the record.

Individual Assignment

State District

Individual Name

District	Site	Individual Name	Role	Date of Assigning to Site	Relieve User
Pune	DVS-DVS PUNE	Chandrakant P Gargote	Cold Chain Technician (P)	01/01/2010	Relieve
Pune	DVS-DVS PUNE	Gaikwad Satish	Site In-charge	26/07/2012	Relieve
Pune	DVS-DVS PUNE	SANJAY SOPAN MODAK	STORE KEEPER	19/06/2012	Relieve
Pune	PHC-Ambawane	Shri.Shrikant Nikalje	COLD CHAIN HANDLER	01/04/2012	Relieve
Pune	PHC-ABC	Adbghgf patgg	COLD CHAIN HANDLER	01/01/2012	Relieve
Pune	RVS-Dy DDHS Pune Circle Pune	S.S.Londe	Site In-charge	25/07/2012	Relieve
Pune	SVS-ADD.Director FWMCH Pune	R.P.Bhagawat	Site In-charge	25/07/2012	Relieve

User Maintenance > Individual Assignments > Assign Role

Individual Assignment

* User Role * Site Type

* District * Site

* User Name * Date of Assigning to Site

Select User name, Site type, site & Date of assigning to site AND Click on Assign

Relieving Individual Assignment: Click on bin icon opposite individual name to delete the record. Enter date and reason for relieve. Click on "Relieve".

User Maintenance > Individual Assignments > After Click Relieve User Link

Individual Assignment

Site Type	Pune
Site	DVS-DVS PUNE
Employee Name	Chandrakant P Gargote (Cold Chain Technician(P))
Date of Assigning to Site	01/01/2010
* Date of Relieve	<input type="text"/> 
* Reason For Relieve	<input type="text"/>

5.1.24 How to Change Password

Select User Maintenance>Change Password

Current User name is displayed. Enter Old password. Enter New password according to given password criteria. Again enter a new password as Confirm password. Once all the details are entered click on save .

Change Password

* Username

* Old Password

* New Password

* Confirm Password

Password should have

- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number or special character
- Minimum 8 characters in length
- Maximum 16 characters in length

5.1.25 How to Update Self Details

Select User Maintenance>Update Self Details

Current User details are displays in respective fields. User name can not be modified. Only contact number and Email ID field is editable. Once details are modified click on Save.

Update Self Details

	(First Name)	(Middle Name)	(Last Name)
* Name	<input type="text" value="Chandrakant"/>	<input type="text" value="P"/>	<input type="text" value="Gargote"/>
* Contact No	<input type="text" value="8149372313"/>		
* Email ID	<input type="text" value="punecoldchain12@gmail.com"/>		

5.1.26 How to Maintain and Update Site Visit Details

Select User Maintenance>Site Visit Details

Adding Site Visit Details: Opening Site visit details menu a list displaying of site type, site, user, remark and date is displaying. To add new site visit click on "New Visit". Select site type, site, and User. Enter date. Enter site visit remark. A list of equipment installed to selected site is also displaying. Select equipment check box and enter remark for equipment. Once adding all the details click on save.

Updating site visit details: Click on date hyperlink. Only Remark field can be updated. After entering remark click on update.

Site Visit Details

* State: Maharashtra * District: Pune

Site Type	Site	User	Remark	Date
PHC	Amboli	Chandrakant P Gargote	Repaired one I.L.R.& inspected one deepfreezer both are working	31/10/2012
PHC	Warvand	Chandrakant P Gargote	Repaired one I.L.R.& inspected one I.L.R.&one Deepfreezer &two stabilizer both are working ok	30/10/2012
DVS	DVS PUNE	Chandrakant P Gargote	Inspeted and repaid six equipment	27/09/2012
UHC	Erandwana Dispensary	Chandrakant P Gargote	Repaired one I.L.R	27/09/2012
UHC	Headquarter NIC(PMC)	Chandrakant P Gargote	repaired 5I.L.R & 4 Deepfreezer & Inspected 20 Machine	27/09/2012
UHC	Gadikhana Gynaec	Chandrakant P Gargote	Repaired 1I.L.R	26/07/2012
PHC	Khanapur	Chandrakant P Gargote	inspected two I.L.R one deepfreezer Boath are working ok.	25/10/2012
PHC	Otur	Chandrakant P Gargote	Repaired 1 I.L.R& Inspected 1 Deepfreezer	25/09/2012
UHC	Rajiv Gandhi Hospital	Chandrakant P Gargote	Repaired 1 I.L.R & Inspected 1 Deefrizer Found Both are working	23/10/2012
UHC	Bhawanipeth Dispensary(PMC)	Chandrakant P Gargote	Repaired 1 I.L.R & 1 Deep freezer & Voltage Stabilizer	23/10/2012
OTHER	PHU Panshet	Chandrakant P Gargote	Repaired one I.L.R.& one Deepfreezer both are working ok but voltage problem is ther	19/10/2012
PHC	Warvand	Chandrakant P Gargote	Repaired one westrost I.L.R.& inspected oneI.L.R. haier temprecher controlar is faulty	18/10/2012
PHC	Khed	Chandrakant P Gargote	inspected one I.L.R & repaid two deepfreezer,two stabilizer both machine are working ok	17/10/2012
PHC	Madh	Chandrakant P Gargote	Repaired 1 I.L.R & 1Deepfreezer	17/09/2012
UHC	Akurdi	Chandrakant P Gargote	Inspeted 1I.L/R and 1Deepfreezer	17/09/2011
PHC	Perane	Chandrakant P Gargote	Repaired one I.L.R ,one,deepfreezer&one voltage stabilizer	12/10/2012

1 2

[New Visit](#)

User Maintenance > Site Visit Details > After Click on Date Link

Site Visit Details

* State: Maharashtra * District: Pune

* Site Type: PHC * Site: Amboli

* User: ChandrakantPGargote * Date: 31/10/2012

Role: Cold Chain Technician
Contact No: 8149372313

* Remark: Repaired one I.L.R.& inspected one deepfreezer both are working

Select	Equipment Type	Model Name	Serial Number	Status	Remark
<input type="checkbox"/>	ILR	HBC-70	B288J2484	Working	
<input type="checkbox"/>	DF	HBD-116	B28840865	Working	
<input checked="" type="checkbox"/>	SOLAR	VC-150F	1525-042	Working	inspected temprecher controlar is faulty

[Update](#) [Back](#)

User Maintenance > Site Visit Details > New Visit

Site Visit Details

* State: Maharashtra * District: Pune

* Site Type: Select Site Type * Site: [Empty]

* User: [Empty] * Date: [Empty]

Role: [Empty]
Contact No: [Empty]

* Remark: [Empty]

[Save](#) [Back](#)

5.2 State Users

Besides all the functions of districts user State user has access to perform following functions:

5.2.1 How to Generate Release Order for Electrical CCE

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Release Order. Enter Distribution Order No., Distribution Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Electrical CCE. Select Equipment type and Model. Enter quantity required. Select Destination. Select Month and Year for to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of equipment in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Masters User Maintenance Transactions Reports Logout

Release/Purchase Order

Base Line Corrections ▶

Distribution / Purchase Order		
Distribution/Purchase Order No.	Distribution/Purchase Order Date	Description
PO Order 10	09/05/2012	asd ads asd
PO 132	20/09/2012	dasf asdfwrewer
RO 1232	26/10/2012	dssz ZxZxz
RO 12343	15/02/2012	dasfdasf
RO for Toolkit	11/04/2012	asdf saqweqwe azxc zxcwa sdqew
PO order for Non ele CCE	01/05/2012	wqe 12dssa xczxzc
RO for Non Ele	20/09/2012	asdd asdadszxc
Ro of Toolkit for Dis ABC	01/05/2012	asda dsqwe qwe qweqw qwesdadas
DO for Ele	20/04/2012	dasasd
RO for fututre	20/04/2012	asd asd
Pur Or1	12/01/2012	
Dist for june 2013	01/01/2012	sadasdasdas
DO20130605	02/02/2013	adasd
distribution order order 333	07/06/2013	dfgdgdf dgdfg
DO for beed	07/06/2013	fghfhfgh
hhkkkklllll	10/06/2013	ghjghjg

1 2

Add RO/PO

Master> Release/ Purchase Order > Add RO/PO Button Click

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Equipment

Equipment Type Model

Quantity Destination

Month & Year

Add to list

Save **Back**

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Equipment

Equipment Type Model

Quantity Destination

Month & Year

Add to list

Spare Parts	Source	Generic Name	Spare Part	Quantity	Schedule	Destination	
	ADD.Director FWMCH Pune	CAP	CAP	20	November 2012	DVS PUNE	
	ADD.Director FWMCH Pune	CAP	CAP	10	December 2012	DVS PUNE	
	ADD.Director FWMCH Pune	CAP	CAP	31	January 2013	DVS PUNE	

5.2.2 How to Generate Release Order for Non Electrical CCE

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO" . Select radio button as Distribution order. Enter Distribution Order No, Distribution Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Non Electrical CCE. Select Equipment type and Specification. Enter quantity required. Select Destination. Select Month and Year for to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Non Electrical CCE in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Distribution / Purchase Order

Distribution Order Master

Distribution Order
 Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE
 Spare Parts
 Toolkit
 Non Electrical CCE

Specification

Equipment Type Specification
 Quantity Destination

Month & Year

Add to list

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Distribution Order Master

Distribution Order
 Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE
 Spare Parts
 Toolkit
 Non Electrical CCE

Specification

Equipment Type Specification
 Quantity Destination

Month & Year

Add to list

Spare Parts	Source	Generic Name	Spare Part	Quantity	Schedule	Destination	
	ADD.Director FWMCH Pune	CAP	CAP	20	November 2012	DVS PUNE	
	ADD.Director FWMCH Pune	CAP	CAP	10	December 2012	DVS PUNE	
	ADD.Director FWMCH Pune	CAP	CAP	31	January 2013	DVS PUNE	

5.2.3 How to Generate Release Order for Spare Parts

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO" . Select radio button as Distribution order. Enter Distribution Order No, Distribution Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Spare Parts. Select Generic Name and Spare Part. Enter quantity required. Select Destination. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Spare Parts in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Spare Parts

Generic Name Spare Part

Quantity Destination

Month & Year

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Spare Parts

Generic Name Spare Part

Quantity Destination

Month & Year

Toolkit	Source	Toolkit	Quantity	Schedule	Destination
ADD.Director FWMCH Pune	Toolkit	Large	10	October 2012	DVS PUNE
ADD.Director FWMCH Pune	Toolkit	Large	30	February 2013	DVS PUNE
ADD.Director FWMCH Pune	Toolkit	Large	55	August 2012	DVS PUNE
ADD.Director FWMCH Pune	Toolkit	Small	24	November 2012	DVS PUNE
ADD.Director FWMCH Pune	Toolkit	Small	20	September	DVS PUNE

5.2.4 How to Generate Release Order for Tool Kit

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO" . Select radio button as Distribution order. Enter Distribution Order No, Distribution Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Toolkit. Select Toolkit. Enter quantity required. Select Destination. Select Month and Year to create order schedule. Scheduling indicates that ordered quantity is to be issued by selected Month and Year. Click on "Add to list". "Add to list" button allows to enter different types of Toolkits in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Toolkit

Toolkit

Quantity Destination

Month & Year

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Distribution Order Master

Distribution Order Purchase Order

* Distribution Order No. * Distribution Order Date

Description

Distribution Order Details

Electrical CCE Spare Parts Toolkit Non Electrical CCE

Toolkit

Toolkit

Quantity Destination

Month & Year

Toolkit	Source	Toolkit	Quantity	Schedule	Destination	
	ADD.Director FWMCH Pune	Toolkit	Large	100	December 2012	DVS ABC
	ADD.Director FWMCH Pune	Toolkit	Small	20	October 2012	DVS ABC
	ADD.Director FWMCH Pune	Toolkit	Small	35	November 2012	DVS ABC
	ADD.Director FWMCH Pune	Toolkit	Small	10	July 2012	DVS ABC
					September	

5.2.5 How to Generate Purchase Order for Non Electrical CCE

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier Name. You may note any points pertaining to Purchase Order in Description field. Select radio button for Non Electrical CCE. Select Equipment type and Specification. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Non Electrical CCE in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Distribution / Purchase Order

Purchase Order Master

Distribution Order Purchase Order

* Purchase Order No

Description

* Purchase Order Date

Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Specification

Equipment Type

Specification

Quantity

Consignee

Month & Year

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Purchase Order Master

Distribution Order Purchase Order

* Purchase Order No

Description

* Purchase Order Date

Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Specification

Equipment Type

Specification

Quantity

Consignee

Month & Year

Non Electrical Equipment	Equipment Name	Specification	Quantity	Schedule	Destination	
	Vaccine Carrier	4 Ice Pack	30	November 2012	Maharashtra	
	Cold Box	Large	15	December 2012	Maharashtra	

5.2.6 How to Generate Purchase Order for Spare Parts

Select Masters>Release/Purchase Order

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier name. You may note any points pertaining to Purchase Order in Description field. Select radio button for Spare Parts. Select Generic Name and Spare Part. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Spare Parts in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

Distribution / Purchase Order

Purchase Order Master

Distribution Order Purchase Order

* Purchase Order No * Purchase Order Date

Description Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Spare Parts

Generic Name Spare Part

Quantity Consignee

Month & Year

Master> Release/ Purchase Order > Distribution/ Purchase Order No Link Click

Distribution / Purchase Order

Purchase Order Master

Distribution Order Purchase Order

* Purchase Order No * Purchase Order Date

Description Supplier Name

Purchase Order Details

Spare Parts Non Electrical CCE

Spare Parts

Generic Name Spare Part

Quantity Consignee

Month & Year

Non Electrical Equipment	Equipment Name	Specification	Quantity	Schedule	Destination
	Vaccine Carrier	4 Ice Pack	25	September 2012	Maharashtra
	Vaccine Carrier	4 Ice Pack	16	December 2012	Maharashtra
	Cold Box	Large	29	January 2013	Maharashtra
	Cold Box	Large	10	February 2013	Maharashtra
	Cold Box	Small	20	December 2012	Maharashtra
	Cold Box	Small	15	June 2012	Maharashtra

5.2.7 How to Maintain System User


Select User Maintenance > Maintain System User



Assigning System User: A list having columns state, district, log in id, user role, user name, contact number, email id and relieve user is displayed. Click on "Assign System User". User role and state field is displays as by default. Select district , user name. Enter log in date. Enter log in id and password. Once all the details are entered click on save .

Maintain System User

State: District:

User Name:

[Show](#)  Select District & Click on Show Button

State	District	Login ID	User Role	User Name	Contact No	Email Id	Relieve User
 Maharashtra	Amravati	amravati	District Officer	Mr. N.S.Sawale	8275219924	dhozpamt@gmail.com	Relieve
 Maharashtra	Amravati	AMT2	District Officer	NiveditaBhambore	909978977867	n@gmail.com	Relieve

[Assign System User](#)

User Maintenance > Maintain System User > after Click on Assign System User Button

Maintain System User

* User Role: * Login Date:

* State: * Login ID:

* District: * Password:

* User Name: * Confirm Password:

Valid For:

Password should have

- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number or special character
- Minimum 8 characters in length
- Maximum 16 characters in length

[Assign](#) [Back](#)

User Maintenance > Maintain System User > after Click on Relieve User Link Button

Relieve System User

User Role: District Officer

User Name: Vikas RsdA Deo

Login Date: 17/04/2013

* Relieve Date:

* Reason For Relieve:

[Relieve](#) [Back](#)

User Maintenance > Maintain System User > after Click on Edit Button

Maintain System User


User Role	District Officer	Login Date	01/06/2012
State	Maharashtra	Login ID	Ahmednagar
District	Ahmednagar	* New Password	<input type="text"/>
User Name	Mr. DhadgeGM	* Confirm Password	<input type="text"/>
Valid For	<input type="text" value="999"/>	Password should have • At least 1 upper case letter • At least 1 lower case letter • At least 1 number or special character • Minimum 8 characters in length • Maximum 16 characters in length	

Updating System User: Click on pencil icon of Individual Name to update the record. If the list is too long and name is not immediately visible enter name of the individual in Individual Name field and click on "Show". Click on pencil icon to update the record.

Maintain Individual Details

State: District:

Individual Name:


 Select District & Click on Show Button

Individual Name	District	Contact No	Designation	
Girsh M Dhadge	Ahmednagar	9850873760	Ref. Tech.	
Mr. Dhadge G M	Ahmednagar	9850873760	Cold Chain Technician	
Mr.S.J.Bhamre	Ahmednagar	9823397580	Chief Pharmacy Officer	
National User	Ahmednagar	9224560032	Administrator	

User Maintenance > Maintain Individual Details > After Click on Individual Name Link

Maintain Individual Details

* Name	(First Name) <input type="text" value="Mr. Dhadge"/>	(Middle Name) <input type="text" value="G"/>	(Last Name) <input type="text" value="M"/>
* Contact No.	<input type="text" value="9850873760"/>	* Email Id	<input type="text"/>
* State	<input type="text" value="Maharashtra"/>	* District	<input type="text" value="Ahmednagar"/>
* City	<input type="text" value="Ahmednagar"/>	* Qualification	<input type="text" value="Diploma"/>
Address	<input type="text"/>		Organization <input type="text"/>
		* Designation	<input type="text" value="Cold Chain Technician"/>

User Maintenance > Maintain Individual Details > After Click on Add Button

Maintain Individual Details

	(First Name)	(Middle Name)	(Last Name)
* Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Contact No.	<input type="text"/>	* Email Id	<input type="text"/>
* State	Maharashtra	* District	Select District
* City	<input type="text"/>	* Qualification	Select Qualification
Address	<input type="text"/>		Organization
		* Designation	Select Designation

Relieving System User: Click on bin icon opposite individual name to delete the record. Enter date and reason for relieve. Click on "Relieve".

Individual Assignment

State: Maharashtra District: Amravati

Individual Name:

 Select District & Click on Show Button

	District	Site	Individual Name	Role	Date of Assigning to Site	Relieve User
	Amravati	DVS-DVS Amravati	Mr. N. S. Sawale	Cold Chain Technician (P)	23/05/2011	Relieve
	Amravati	DVS-DVS Amravati	Ms. L. V. Chavhan	Site In-charge	06/01/2012	Relieve

User Maintenance > Individual Assignment > After Click on Relieve Link

Individual Assignment

Site Type: Amravati
 Site: DVS-DVS Amravati
 Employee Name: Ms. L. V. Chavhan (Site In-charge)
 Date of Assigning to Site: 06/01/2012

* Date of Relieve: 

* Reason For Relieve:

User Maintenance > Individual Assignment> After Click on Edit Button

Individual Assignment

* User Role: Cold Chain Technician * Site Type: District

* Site: Akola

* User Name: Mr. Joshi S P * Date of Assigning to Site: 01/01/2010

Shared/Primary: Primary

User Maintenance > Individual Assignment> After Click on Assign Role

Individual Assignment

* User Role: Select User Role * Site Type: [Empty]

* District: Select District * Site: [Empty]

* User Name: Select User Name * Date of Assigning to Site: [Empty]

5.2.8 How to Assign Expertise

Select User Maintenance>Assign Expertise

Assign Expertise: Upon opening this menu a list displaying of technician name, expertise in, expertise type and contact number. Click on "Assign Expertise". Select employee name, expertise and expertise type. Once all details are selected click on save.

Expertise

Technician Name	Expertise In	Expertise Type	Contact No
Vikas Rsdia Deo	Refrigeration	Training & Repair	978456312
Chandrakant P Gargote	Electronic	Training & Repair	8149372313
Chandrakant P Gargote	Electronic	Training	8149372313
Mr. Dhadge G M	Electrical	Training & Repair	9850873760
Vikas Rsdia Deo	Electrical	Training	978456312
Aywale AA	Electrical	Training & Repair	7385486346
Shri.Shrikant Nikalje	Electrical	Training & Repair	9423968480

User Maintenance > Assign Expertise > After Click on Assign Expertise Button

Technician Experts Details

* Employee Name

* Expertise

* Expertise Type

Update Expertise: Click on Technician name link. Expertise and expertise type can be edited. After modifying details click on update.

User Maintenance > Assign Expertise > After Click on Technician Name

Technician Experts Details

* Employee Name

* Expertise

* Expertise Type

5.2.9 How to Delete Individual Details


Select User Maintenance>Assign Expertise




Upon opening this menu a list displaying of individual name, district, contact number and designation of individuals details along with bin icon. Click on bin icon to delete individual details.

Delete Individual

State District

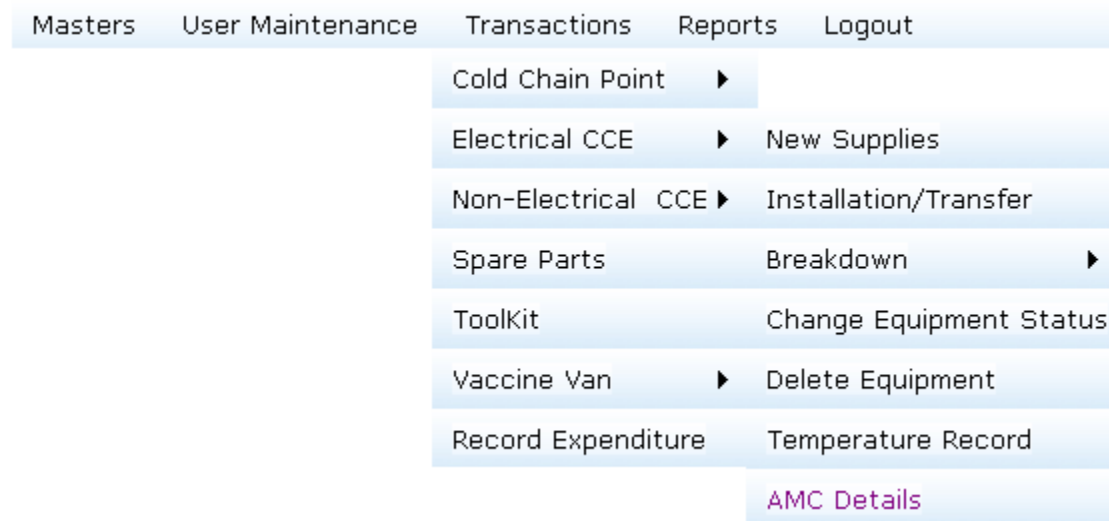
User Name

 Select District & Click on Show Button

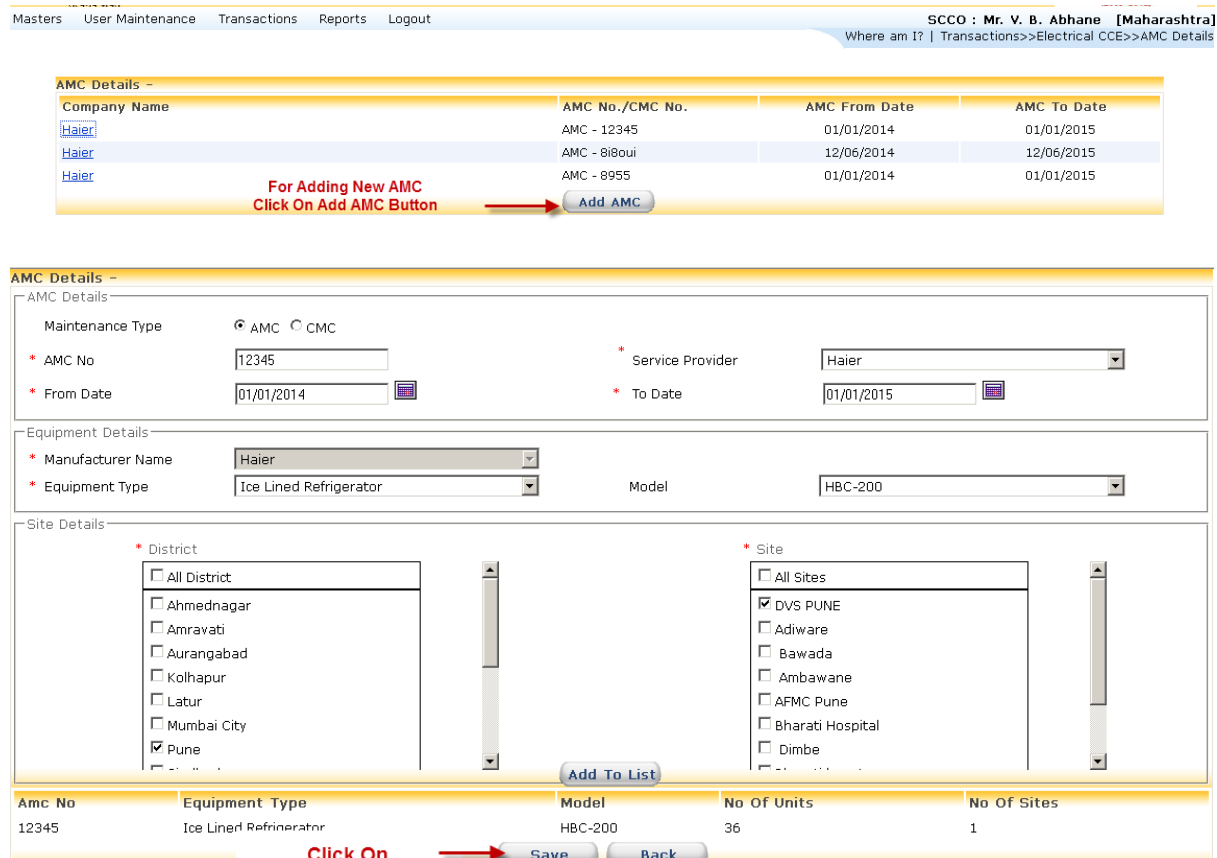
Individual Name	District	Contact No	Designation	
Mr. N. S. Sawale	Amravati	8275219924	Cold Chain Technician	
Ms. L. V. Chavhan	Amravati	072212662591	Pharmacy Officer	
Nivedita Bhambore	Amravati	909978977867	Clerk and Cold chain handler	

5.2.10 How to Add AMC Details

Transactions>Electrical CCE>AMC Details



Click on "Add AMC". Enter AMC No, Service Provider, the date of commencement(From Date) and the date of expiry(To Date) for a particular AMC. Select Manufacturer Name, Equipment Type & Model. System Displays list of all districts in the State. Upon selecting district all sites in the district are displayed. Select Site/s & Click on "Add To List" Button. Click on Save to store the AMC Details.



Upon saving AMC Details a window appears which allows user to enter or update the rate applicable for selected Model under given AMC.

Rate Per Visit : Equipment : Ice Lined Refrigerator AMC NO. : 12345

Model	Rate
HBC-200	1000

Save Back

Upon saving rates for equipment a window appears which allows user to enter or update the rate for selected Spare Part/s.

Spare Part Rate : Equipment : Ice Lined Refrigerator AMC NO. : 12345 Add New

Spare Part Include Yes No

Select	Spare Part	Rate
<input checked="" type="checkbox"/>	ALARM DEVICE	100.00
<input type="checkbox"/>	ALARM SYSTEM	0.00
<input type="checkbox"/>	AUXILIARY CONTACT BLOCK	0.00
<input type="checkbox"/>	BATTERY	0.00
<input type="checkbox"/>	BEARING	0.00
<input type="checkbox"/>	BELT	0.00

Update Back

5.2.11 How to Add Record Expenditure

Transactions>Record Expenditure

Masters User Maintenance Transactions Reports Logout

- Cold Chain Point ▶
- Electrical CCE ▶
- Non-Electrical CCE ▶
- Spare Parts
- ToolKit
- Vaccine Van ▶
- Record Expenditure**

Click On "Add Expenditure" to enter the expenditure for current year under budget head.

Budget Expenditure Details

State: District:

[Add Expenditure](#)

Transactions>Record Expenditure>for Electrical CCE

After Click on "Add Expenditure". Select District Name, Site Type & Site. Enter Invoice Date, Invoice Number. You may note any points pertaining to Expenditure in Remark field. Select the budget head. Select radio button for Electrical CCE. Select Equipment Type and Model. Select Serial No for that model. Enter the expenditure amount & Remark. Click on "Add to list". As you go on entering items in the list, you can edit details in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been entered check the list and save the record.

Budget Expenditure Details

State: District:

* Site Type: * Site:

* Invoice Date: * Invoice Number:

* Remark: * Budget Head:

* Total Amount:

Details

Electrical CCE Non Electrical CCE Toolkit

* Equipment Type: * Model:

* Serial No:

* Amount: * Remark:

[Add to list](#)

Electrical Equipment	Equipment Name	Model	Serial No.	Amount	Remark	
	ILR	HBC-200	64564	1000	Ok	

[Click On Save](#) → [Save](#) [Back](#)

Transactions>Record Expenditure>for Non Electrical CCE

After Click on "Add Expenditure". Select District Name, Site Type & Site. Enter Invoice Date & Invoice Number. You may note any points pertaining to Expenditure in Remark field. Select the budget head. Select radio button for Non Electrical CCE. Select Equipment Type and Specification. Enter the expenditure amount & Remark. Click on "Add to list". As you go on entering items in the list, you can edit details in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been entered check the list and save the record.

Budget Expenditure Details

State	Maharashtra	District	Ahmednagar
* Site Type	DVS	* Site	Ahmednagar
* Invoice Date	13/06/2014	* Invoice Number	INo.123
* Remark	Ok		
* Total Amount	100	* Budget Head	H001

Details

Electrical CCE Non Electrical CCE Toolkit

* Equipment Type	Select Equipment Type	* Specification	
* Amount		* Remark	

[Add to list](#)

Non Electrical Equipment	Equipment Name	Specification		Amount	Remark	
	Vaccine Carrier	4 Ice Pack		100	Ok	

[Save](#)
[Back](#)

Transactions>Record Expenditure>for Toolkit

After Click on "Add Expenditure". Select District Name, Site Type & Site. Enter Invoice Date & Invoice Number. You may note any points pertaining to Expenditure in Remark field. Select the budget head. Select radio button for Toolkit. Select Toolkit. Enter the expenditure amount & Remark. Click on "Add to list". As you go on entering items in the list, you can edit details in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been entered check the list and save the record.

National Cold Chain & Vaccine Management Resource Centre, NIHFV, New Delhi

Budget Expenditure Details

State	<input type="text" value="Maharashtra"/>	District	<input type="text" value="Ahmednagar"/>
* Site Type	<input type="text" value="DVS"/>	* Site	<input type="text" value="Ahmednagar"/>
* Invoice Date	<input type="text" value="13/06/2014"/>	* Invoice Number	<input type="text" value="INo.123"/>
* Remark	<input type="text" value="Ok"/>		
* Total Amount	<input type="text" value="1000"/>	* Budget Head	<input type="text" value="H001"/>

Details

Electrical CCE
 Non Electrical CCE
 Toolkit

* Toolkit:

* Amount:

* Remark:

[Add to list](#)

Toolkit	Amount	Remark		
Large	1000	Ok		

[Save](#) [Back](#)

Transactions>Record Expenditure>Click On Commit

Click on Commit Button to commit the expenditure amount. Record once committed will not be available for editing. It is as if the entry is posted in account ledger.

Budget Expenditure Details

State	<input type="text" value="Maharashtra"/>	District	<input type="text" value="Ahmednagar"/>
* Site Type	<input type="text" value="DVS"/>	* Site	<input type="text" value="Ahmednagar"/>
* Invoice Date	<input type="text" value="13/06/2014"/>	* Invoice Number	<input type="text" value="INo.123"/>
* Remark	<input type="text" value="Ok"/>		
* Total Amount	<input type="text" value="1000"/>	* Budget Head	<input type="text" value="H001"/>

Details

Electrical CCE
 Non Electrical CCE
 Toolkit

* Equipment Type:

* Serial No:

* Amount:

* Model:

* Remark:

[Add to list](#)

Electrical Equipment	Equipment Name	Model	Serial No.	Amount	Remark		
	ILR	HBC-200	64564	1000	Ok		

[Update](#) [Commit](#) [Back](#)

Click On Commit

5.3 GMSD Users

GMSD users have access to only following functions:

5.3.1 How to Generate and Update Purchase Order

Select Masters>Release/Purchase Order

For Electrical CCE

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier Name. You may note any points pertaining to Purchase Order in Description field. Select radio button for Electrical CCE. Select Equipment type and Model. Select Consignee. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Electrical CCE in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

For Non Electrical CCE

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier Name. You may note any points pertaining to Purchase Order in Description field. Select Consignee. Select radio button for Non Electrical CCE. Select Equipment type and Specification. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Non Electrical CCE in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

For Spare Parts

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier name. You may note any points pertaining to Purchase Order in Description field. Select Consignee. Select radio button for Spare Parts. Select Generic Name and Spare Part. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Spare Parts in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

For Toolkit

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Purchase order. Enter Purchase Order No, Purchase Order date and select Supplier name. You may note any points pertaining to Purchase Order in Description

field. Select Consignee. Select radio button for Toolkit. Select Generic Name and Spare Part. Enter quantity required. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be received by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of toolkit in single Purchase Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

5.3.2 How to Generate and Update Release Order

Select Masters>Release/Purchase Order

For Electrical CCE

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Release Order. Enter Release Order No., Release Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Electrical CCE. Select Equipment type and Model. Enter quantity required. Select Destination as state or other GMSD. Select Month and Year for to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of equipment in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

For Non Electrical CCE

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Distribution order. Enter Release Order No, Release Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Non Electrical CCE. Select Equipment type and Specification. Enter quantity required. Select Destination as state or other GMSD. Select Month and Year for to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Non Electrical CCE in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record

For Spare Parts

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO". Select radio button as Distribution order. Enter Release Order No, Release Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Spare Parts. Select Generic Name and Spare Part. Enter quantity required. Select Destination as state or other GMSD. Select Month and Year to create order schedule. **Schedule indicates that ordered quantity is to be issued by selected Month and Year.** Click on "Add to list". "Add to list" button allows to enter different types of Spare Parts in single Release Order. As you go on entering items in the list, you can edit details of any

item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

For Toolkit

A list of Release and Purchase Orders is displayed. Click on "Add RO/PO" . Select radio button as Distribution order. Enter Release Order No, Release Order Date. You may note any points pertaining to Release Order in Description field. Select radio button for Toolkit. Select Toolkit. Enter quantity required. Select Destination as state or other GMSD. Select Month and Year to create order schedule. Scheduling indicates that ordered quantity is to be issued by selected Month and Year. Click on "Add to list". "Add to list" button allows to enter different types of Toolkits in single Release Order. As you go on entering items in the list, you can edit details of any item in the list. Click on pencil icon for editing. After editing the record click on "Update to list". Any item in the list can be deleted by clicking on bin icon. Once all the items have been ordered check the list and save the record.

(Please mention which transactions can be performed by GMSD admin and which by GMSD User.)

5.4 SHTO Users

(Please mention which transactions can be performed by SHTO User.)

5.4.1 How to Add Manufacturer details

Select Master>Equipment Master>Manufacturer

Add Manufacturer: Upon selecting this menu a list displaying of company name, contact person, contact no1, contact no2 and email id is displaying. Click on "Add Manufacturer". Enter company description, company name. Select company type. Enter contact person, contact no1, contact no2 and email id. Enter local and permanent address details. Once entering all the details click on save.

Update Manufacturer: Click on company name link. Edit the details. Click on "Update".

Delete Manufacturer: Click on bin icon opposite individual name to delete the record.

5.4.2 How to Add Specification

Select Master>Equipment Master>Specification Master

Add Specification: Upon selecting equipment type a list of specification displays. Click on "Add Specification". Enter Specification and click on save.

Update Specification: Click on Specification link. Edit specification. Click on "Update".

Delete Specification: Click on bin icon opposite specification to delete the record

5.4.3 How to Add Model

Select Master>Equipment Master>Model Master

Add Model: Upon selecting this menu a list displaying of manufacturer name, model, CFC free, gross volume, and net volume(in litre). Click on "Add Model". Select Equipment type and manufacturer. Enter model. Select CFC free and energy sources. Enter manufacturers gross volume, vaccine storage capacity, power consumption and holdover time during power cut. Once entering all the details click on save.

Update Model: Click on model link. Edit the details. Click on "Update".

Delete Model: Click on bin icon opposite model name to delete the record.

5.4.4 How to Add Maintain Failure Reasons

Select Master>Maintain Failure Reasons

Add Failure Reason: Upon selecting equipment type a list of Reason of failures displays. Click on "Add Reason of Failure". Select Equipment type check box. Enter reason of failure. Once entering all details click on save.

Update Failure Reason: Click on reason of failure link. Edit the details. Click on "Update".

Delete Failure Reason: Click on bin icon opposite reason of failure to delete the record.

5.4.5 How to Add Spare part Generic Name

Select Master>Spare Part>Generic Name

Add Generic Name: Upon selecting this menu a list of spare parts generic names displays. Click on "Add Generic Name". Enter Generic name and click on save.

Update Generic Name: Click on spare parts generic name link. Edit generic name. Click on "Update".

Delete Generic Name: Click on bin icon opposite spare part generic name to delete the record.

5.4.6 How to Maintain Spare Part

Select Master>Spare Part>Maintain Spare Part

Add Spare Part: Upon selecting Generic name Spare parts list displaying. Click on "Add Spare Parts". Enter GOI code. Select generic name. Enter spare part specific name, part no. Select part manufacturer. Enter rating. If having spare part image add spare part image by clicking on browse button. Select unit of measurement and Indian compatible available.

Select equipment type and model, click on "Add". Once entering details click on save.

Update Spare Part: Click on GOI code link. Edit details. Click on "Update".

Delete Spare Part: Click on bin icon opposite GOI code to delete the record.

5.4.7 How to Add Training Type

Select Master>Training>Training Type

Add Training Type: Upon selecting this menu a list of trainings displays. Click on "Add Training Type". Enter training type and click on save.

Update Training Type: Click on training type link. Edit training type. Click on "Update".

Delete Spare Part: Click on bin icon opposite training type to delete the record.

5.4.8 How to Add Training Schedule

Select Master>Training>Training Schedule

Add Training Schedule: Upon selecting training type a list of training schedule displays. Click on "Add Schedule". Select From date and To date. Enter training venue and city name. Select state name and organized by. Once entering all the details click on save.

Update Training Schedule: Click on duration link. Edit training duration details. Click on "Update".

Delete Training Schedule: Click on bin icon opposite training schedule to delete the record.

5.4.9 How to Add Training Participants

Select Master>Training>Training Participants

Add Participants: Upon selecting type of training and schedule a list of training participants displays. Click on "Add participant". Clicking on Add participant button a list of all participants displays.

Select check box in front of the participant name. Also select whether the participant is faculty or not by selecting option 'Yes' and 'NO'. Click on save.

Update Participants: Click on participant name link. Only faculty field is available to edit whether the participant is faculty or not. Click on "Update"

Delete Participant: Click on bin icon opposite participant name to delete the record.

5.4.10 How to Upload CV

Select Master>Training>Upload CV

Reports

How to view summary of cold chain points?

Select Reports>CCP Information>State and District wise Summary

- **Site Type** – All the site types present in the district are display in this column.
- **CCP** - Total number of cold chain points and functional cold chain points are display in Cold Chain Points column.
- **Non Electrical CCE**- Total count of Non electrical Cold chain equipments - **Vaccine carrier** and **Cold Box** are display in this column.
- **Electrical CCE**- Total number of **ILR, DF, Solar, WIC** and **WIF** installed to a site are display in this column.
- **Sickness Rate**(ILR, DF, Solar)- Sickness rate of ILR, DF and Solar is display in this column.
- **% Sickness Rate**- Sickness rate of ILR, DF, Solar, WIC & WIF is display in this column.
- **Associated CCE**- Total number of **Available** attached stabilizer is display in Available column. And in **Required** columns displays total number of required stabilizer.

How to generate Monthly Report & Quarterly Report (Proforma 1)?

Select Report>Equipment>Monthly Report

- **Equipment Type** – All equipments – Non Electrical (Cold Box – Large, Small and Vaccine Carrier) and Electrical Equipments (ILR, DF, Solar, WIC and WIF with Chloro Fluoro Carbon and Non Chloro Fluoro Carbon) are displays.
- **Available** – This column displays total number of Equipments which are installed to site and in stock.
- **Installed** – This column displays total number of Installed equipment to a cold chain point.
- **Not Installed** – This column displays total number of Not installed equipments i.e. total number of equipments which are in Stock.
- **Working Order** – This column displays total number of Working equipments.
- **Under Repair** – This column displays sum of total number of not working and under repair equipments.
- **Condemned** – This column displays total number of condemned equipments.
- **Disposed** – This column displays total number of Disposed equipments.

How to generate model wise stock status of equipments?

Select Report>Equipment>Model Wise Inventory

- **Model** – Selected equipment type Models are displays in this Model column.
- **Working (A)** – Total number of working equipments are displays in this column.
- **Non Working (B)** – Total number of not working equipments are displays in this column.
- **Stand By (C)** – Total number of Stand by equipments are displays in this column.
- **Total ((D)=(A)+(B)+(C))** – Total column displays sum of working , not working and stand by equipments.
- **Sickness Rate %** - Sickness rate of each model is displays.
- **Beyond Repair (E)** – Total number of Beyond repair equipments are displays in this column.
- **Condemned (F)** – Total number of Condemned equipments are displays in this column.
- **Buffer (G)** – This column displays total number of stock of model.
- **Total ((H) = (D)+(E)+(F)+(G))** – This Total column displays sum of working , not working, stand by, Beyond repair, Condemned and Buffer equipments.
- **Disposed** – This column displays total number of Disposed equipments.

How to find out details of available Electrical CCE units?

Select Report>Equipment>Electrical CCE available units

- Once equipment type is selected – All Models of selected equipment type is displays in Model column.
- **CFC free** – This column displays whether model is Chloro Fluoro Carbon free or not by displaying YES or No parameters.
- **Storage capacity per unit (in litre)** – This column displays storage capacity of each model per unit.
- **Available Unit** – This column displays Total number of Stock of each model.
- Once clicking on Model link transaction grid displays.
- **Date** – Transaction Date displays.
- **Transaction** – This column displays opening stock, receipt, issued, adjustment and closing balance transaction.
- **Remark** – Remark given at the time of transaction is displays in this column.
- Voucher number – Transaction voucher number displays in this column.
- **Received From** – If transaction type is received then in this column source of receiving stock is displays.
- **Distributed To** - If transaction type is issued then in this column destination of issuing stock is displays.
- **Quantity** – In quantity column,
Received - Received stock displays.
Issued – Issued stock displays.
Balance – Opening and closing balance displays.

How to find out the frequency of breakdown of various models of CCE?

Select Report>Equipment>Model wise Breakdown Instances

- All model wise Breakdown equipments displays in this report.
- **Equipment Type** – All types of equipments displays in this column.
- **Model** – All type of breakdown equipments model displays in this column.
- **Total Units** – Total number of equipments of respective model.
- **No. of Equipments Broken Down** – Number of broken down instances are displays in this column.
- **Failure Rate %** - Failure rate displays.
- **Number of Units broken down** – This column displays
Once – Total number of Equipment broken down one time.
2 & 3 Time – Total number of equipments broken down 2 and 3 times.
More than 3 Times – Total number of equipments broken down more than 3 times.
- Once clicking on No. of Equipment Broken down link breakdown details displays.
- **Breakdown site** – Name of site displays where equipment is broken down.
- **Serial number** – Serial number of Equipment displays in this column.
- **Date of Installation** – Installation Date of equipment displays in this column.
- **Complaint No.** – Complaint number column displays complaint number of Breakdown.
- **Date of Breakdown** – This column displays Breakdown date of equipment.
- **Date of Repair** – This column displays Repair date of equipment.
- **Status** – All status of equipment displays in this column.
- **Problem statement** – In this column Remark displays which was entered by the time of breakdown of equipment.

How to find out sickness reporting time?

Select Report>Performance Indicators>Sickness Reporting Time

- This report shows the duration between equipment broken down date and breakdown reporting date.
- **Site** – This column displays all the sites present in the district.
- **Total No. Of Equipments** – This column displays total count of all equipments (ILR+DF+WIC+WIF+Solar).
- **No. of Brokendown Equipments** – In this column total count of broken down equipments display.
- **Reporting within 2 days** – Shows Total number of equipments, which are reported within 2 days.

- **Reporting on 3 and 4 days** - Shows Total number of equipments, which are reported on 3rd or 4th day.
- **Reporting after 5 days** - Shows Total number of equipments, which are reported on or after 5th day.
- Once clicking on No. of Broken down Equipments link breakdown details displays.
- **Equipment type** - Equipment type is displays.
- **Model** - Model number of equipment displays.
- **Serial Number** - Serial number of Equipment displays.
- **Date of Installation** - Installation Date of equipment displays in this column.
- **Complaint No.** - Complaint number column displays complaint number of Breakdown.
- **Date of Breakdown** - This column displays Breakdown date of equipment.
- **Date of Intimation** - Shows breakdown Intimation date.
- **Date of Attended** - Shows breakdown Attended date.
- **Date of Repair** - This column displays Repair date of equipment.
- **Status** - Current status of equipment displays in this column.
- **Problem status** - In this column Remark displays which was entered by the time of breakdown of equipment.

How to find out response time after break down is reported?

Select Report>Performance Indicators>Response Time

- This report shows the duration between equipment breakdown reporting date and breakdown attending date.
- **Site** - This column displays all the sites present in the district.
- **Total No. Of Equipments** - This column displays total count of all equipments (ILR+DF+WIC+WIF+Solar).
- **No. of Brokendown Equipments** - In this column total count of broken down equipments display.
- **Response within 2 days** - Shows Total number of equipments, which are attended within 2 days.
- **Response on 3 and 4 days** - Shows Total number of equipments, which are attended on 3rd or 4th day.
- **Reporting after 5 days** - Shows Total number of equipments, which are attended on or after 5th day.
- Once clicking on No. of Broken down Equipments link breakdown details displays.
- Site name is display in heading.
- **Equipment type** - Equipment type is displays.
- **Model** - Model number of equipment displays.
- **Serial Number** - Serial number of Equipment displays.
- **Date of Installation** - Installation Date of equipment displays in this column.
- **Complaint No.** - Complaint number column displays complaint number of Breakdown.

- **Date of Breakdown** – This column displays Breakdown date of equipment.
- **Date of Intimation** – Shows breakdown Intimation date.
- **Date of Attended** – Shows breakdown Attended date.
- **Date of Repair** – This column displays Repair date of equipment.
- **Status** – Current status of equipment displays in this column.
- **Problem status** – In this column Remark displays which was entered by the time of breakdown of equipment.

How to find out for how long the equipment/s was broken down?

Select Report>Performance Indicators>Downtime

- This report show the duration between equipment broken down date and equipment repaired date.
- **Site** – This column displays all the sites present in the district.
- **Total No. Of Equipments** – This column displays total count of all equipments (ILR+DF+WIC+WIF+Solar).
- **No. of Brokendown Equipments** – In this column total count of broken down equipments display.
- **Downtime upto 2 days** – Shows Total number of equipments which are repaired within 2 days.
- **Downtime upto 3 and 4 days** - Shows Total number of equipments which are repaired on 3rd or 4th day.
- **Reporting after 5 days** – Shows Total number of equipments which are repaired on or after 5th day.
- Once clicking on No. of Broken down Equipments link breakdown details displays.
- Site name is display in heading.
- **Equipment type** – Equipment type is displays.
- **Model** – Model number of equipment displays.
- **Serial Number** – Serial number of Equipment displays.
- **Date of Installation** – Installation Date of equipment displays in this column.
- **Complaint No.** – Complaint number column displays complaint number of Breakdown.
- **Date of Breakdown** – This column displays Breakdown date of equipment.
- **Date of Intimation** – Shows breakdown Intimation date.
- **Date of Attended** – Shows breakdown Attended date.
- **Date of Repair** – This column displays Repair date of equipment.
- **Status** – Current status of equipment displays in this column.
- **Problem statement** – In this column Remark displays which was entered by the time of breakdown of equipment.

How to check who has visited cold chain point over a period of time?

Select Report>CCP Information>Site Visit Details

- Site visit report shows the individual visited to each site with remark given by individual during site visit.
- Select User name and From Date and To Date.
- **Site** – Name of sites display visited by individual.
- **Date**- Site visited date displays.
- **Equipment Type** – Visited equipments are displays.
- **Model Name** – Visited Equipment model name displays.
- **Serial number** – Serial number of equipment displays.
- **Status** – Equipment status displays.
- **Remark** – Remark given by visited individual displays in this column.

How to check as to how many spare parts have been utilized?

Select Report>Spare Parts>Utilization of Spare parts

- Utilization of spare parts report shows details about spare parts used in repairing equipment.
- Select From Date and To Date.
- **Generic Name** – Utilized spare parts generic name displays.
- **Ice Lined Refrigerator** – Total number of Ice Lined Refrigerator displays for which respective spare part is used while repairing.
- **Deep Freezer** – Total number of Deep Freezer displays for which respective spare part is used while repairing.
- **Walk in Cooler** – Total number of Walk in Cooler displays for which respective spare part is used while repairing.
- **Walk in Freezer** – Total number of Walk in Freezer displays for which respective spare part is used while repairing.
- By clicking on equipment link- utilized spare part details displays.
- **Site Name** – Site name is displays where equipment is broken down.
- **Model Name** – Equipment model name displays.
- **Date of Breakdown** – Equipment breakdown date displays.
- **GOI Code** – GOI code of spare part displays.
- **Specific Name** – Specific name of spare part displays.
- **Part No.** – Spare part number displays.
- **Quantity** – Number of spare parts used, displays in this column.

FAQs for District Users

1. In baseline tool same site was added with different spellings. There are ILR/DF installed in these sites. I want to have only one site with these ILR/DF installed in Web MIS. What do I do?

Keep only one genuine site. Delete other sites having different site names. All the equipments installed at the site are to be deleted before deleting the site. For deleting equipment please refer answer of Q. 8.

Once all the equipment is deleted of selected site, delete the site. To delete site **follow path – Transaction>cold chain point>Delete/Deactivate site.**

Select site and click on bin icon to delete site.

2. I have entered ILR/DF with the status not working in baseline tool. I do not have dates of break down for these equipments which are now repaired and are in working condition. What do I do in Web MIS to change their status?

In such cases you may have to depend on human memory or the manual records maintained by Cold Chain Technician about break down or repair for entering the date. **Follow Path-Masters> Baseline Corrections> Missing Breakdown Dates**

Only upon entering this date you will be able to enter repair details or set status as beyond repair whichever may be the case.

3. I have added a site. When I added the site I did not have population, no. of polio booths and no. of subcentres. Now I have those details. How do I add them?

Follow path – Transactions>Cold chain point>Maintain site

Click on pencil icon. Site master form get open. Enter the details. Once all the details are entered click on Save.

4. I have entered a site. It does not have electricity supply and ILR and DF are going to be moved to another site. What do I do?

If this site is not having electricity supply – first transfer all the equipment to another site.

If this site is don't want to delete- follow the path- **Transaction>Cold chain point>Add Remark**

A list of all sites are displaying. Click on pencil icon. Add date and remark. Click on save.

If this site want to delete or deactivate – **follow the path- Transaction>Cold chain point>Delete/Deactivate site.**

Select site type. List of sites displays. Click on bin icon to delete or deactivate site.

5. I have entered a site. But, as it is not possible to reach there during monsoon it is going to be moved. How do I note this in Web MIS?

Follow the path- Transaction>Cold chain point>Add Remark

A list of all sites are displaying. Click on pencil icon. Add date and remark about the problem. Click on save.

6. I have deleted a site. Will I be able to see till when it was functional?

Follow path – Report>Equipment>Historical Report

In this report – records of all sites displays though site is deleted.

7. How do I install ILR/DF at a particular site?

Follow the path- Transaction>Electrical CCE>Installation/Transfer

Select site type, equipment type and model. Click on “New/Transfer Equipment”. Select site from the frame Target. Select stabilizer status from the frame Equipment. In the Source frame click on the radio button below Select. In the Details frame select equipment status and enter serial no., date of transaction, voucher no. and voucher date. Click on Save.

8. I have installed ILR/DF which does not belong to that site. What do I do?

If equipment is installed to a wrong site- delete the installed equipment and again install to a correct site.

First delete installed Equipment-

Follow path –Transaction>Electrical CCE>Delete Equipment

Select site type and site. List of equipments displays. Click on bin icon to delete equipment.

Again installed deleted equipment to correct site.

Follow path- Transaction>Electrical CCE>Installation/Transfer

Select site type, equipment type and model. Click on “New/Transfer Equipment”. Select site from the frame Target. Select stabilizer status from the frame Equipment. In the Source frame click on the radio button below Select. In the Details frame select equipment status and enter serial no., date of transaction, voucher no. and voucher date. Click on Save.

9. I have added wrong opening balance of ILR/DF. How do I correct it?

Share the data of wrong opening balance of equipments with us. We will give support on this problem.

10. I have added wrong serial no. of ILR/DF. How do I correct it?

Follow the pathway- Transaction>Electrical CCE>Installation/Transfer

Select site type, equipment type and model. List of installed equipments displays. Click on site hyperlink. And add correct serial number. Click on update.

11. I want to transfer an equipment to a new site. How do I do it?

Follow path- Transaction>Electrical CCE>Installation/Transfer

Select site type, equipment type and model. Click on "New/Transfer Equipment". Click on radio button 'Equipment Transfer'. Select site from the frame Target where the equipment is to be transferred. Select stabilizer status in the Equipment frame. In the Source frame a list of equipments available for transfer is displayed. Select the equipment. In the Details frame set the status of equipment and Standby, enter date of transfer, voucher no. and voucher date.

12. I was practicing to enter break down records and have entered break down record for an working equipment. How do I correct it?

Follow path - Transaction>Electrical CCE>Breakdown>Change Breakdown Status

Select equipment, site type and site. If inadvertently an equipment has been reported as not working/under repair/beyond repair/condemned its status can be changed. This change is possible only in one direction as Not Working->Working

13. I had entered working equipment as broken down/beyond repair in baseline tool. How do I correct this in Web MIS?

Share the breakdown/beyond repair data with us. We will give support for this problem.

14. I was checking to see how equipments are condemned and I have condemned a working equipment. How do I make it working again?

Follow path - Transaction>Electrical CCE>Breakdown>Change Breakdown Status

Select equipment, site type and site. If inadvertently an equipment has been reported as not working/under repair/beyond repair/condemned its status can be changed. This change is possible only in one direction as Condemned->Beyond Repair->Under Repair->Not Working->Working

15. How do I enter breakdown record?

Follow path - Transaction>Electrical CCE>Breakdown>Report Equipment Breakdown

Select site type and site name to display a list of working equipments. Click on link in Equipment type column to select broken down equipment. Enter Date of Breakdown, Date of Intimation and if applicable, External Complaint No. and Date of Complaint. Date of intimation is date of reporting the breakdown to the technician. External Complaint No. and Date of Complaint are to be filled if the complaint is registered with manufacturer or AMC contractor or any other

external repairing agency. The system sets the status of Equipment to Not Working.

16. I want to know how many equipments are installed at a particular site-working and not working.

Follow path – Report>Equipment>Electrical CCE Inventory

Select equipment type, site type and site. Click on Show button.

Status of all equipments displays.

17. I want to know how many times particular equipment has broken down.

Follow path- Report>Equipment>Model wise Breakdown Instances

In this report breakdown instances of model wise equipment is displays.

18. I want to check current stock of ILR.

Follow path – Report>Equipment>Electrical CCE Available Units

Select equipment type. Click on show button. Available stock of selected equipment is displays.

19. I want to check current stock of cold boxes.

Follow path – Report>Equipment>Non Electrical CCE Available Units

Select equipment type as Cold box. Click on show button. Available stock of cold box displays.

20. I want to check how many standby ILR and DF are there in my district.

Follow path – Report>Equipment>Electrical CCE Inventory

Select equipment type, site type and site. Click on Show button.

Status of all equipments displays.

FAQs for State Users

21. How to transfer equipment?

If equipment is in working condition then user have to change the status of equipment to Stand by.

Follow path- Transaction>Electrical CCE>Change Equipment Status

Select District, Site Type and Site. Click on Equipment Type link. Change Electrical CCE Status form gets open. Enter Date of Changed Status and Enter Remark. On click of 'Save' button Equipment status get changed to 'Stand by'.

Now this equipment is able to Transfer from one site to another site.

Follow path- Transaction>Electrical CCE>Installation/Transfer

Select District, site type, equipment type and model. Click on "New/Transfer Equipment". Click on radio button 'Equipment Transfer'. Select site from the frame Target where the equipment is to be transferred. Select stabilizer status in the Equipment frame. In the Source frame a list of equipments available for transfer is displayed. Select the equipment. In the Details frame set the status of equipment as Working or Standby, enter date of transfer, voucher no. and voucher date.

22. How to add Region or District?

Follow path – Transactions>Cold chain point>Maintain Site

Add region – Click on 'Add Region' button. Region Master pop up opens. Enter Region name and population. Click on 'Save' button.

Add District – Click on Region link. Click on 'Add District' button. District master pop up opens. Enter District name. Enter Total population. Select Condemnation committee, District workshop, District Vaccine Store as per WHO protocol. Enter Abbreviation. Click on 'Save'.

23. How to create Purchase Order?

State users can generate purchase order of Spare Parts and Non Electrical CCE

Follow path – Masters>Release/Purchase Order

Click on 'Add RO/PO' button. Click on radio button 'Purchase Order'. Enter Purchase Order number, select Purchase Order Date, enter Description and select Supplier name from Purchase Order Master frame. Select Radio button of Equipment type of Spare part or Non Electrical CCE from Purchase Order Details

frame. Select specification as per selection of Equipment type. Enter quantity required. Select Month and Year to create order schedule. Click on "Add to list". "Add to list" button allows to enter different types of equipments in single Purchase Order. Once all the equipments are entered in purchase order, click on 'Save'.

24. How to create Distribution Order?

Follow path – Masters>Release/Purchase Order

Click on 'Add RO/PO' button. Click on radio button 'Distribution Order'. Enter Distribution Order number, select Distribution Order Date and enter Description from Distribution Order Master frame. Select Radio button of Equipment type of Electrical CCE, Spare part, Toolkit or Non Electrical CCE from Distribution Order Details frame. Select specification as per selection of Equipment type. Enter quantity required. Select Destination where equipment wants to Issue. Select Month and Year to create order schedule. Click on "Add to list". "Add to list" button allows to enter different types of equipments in single Distribution Order. Once all the equipments are entered in Distribution order, click on 'Save'.

25. How to receive Electrical Equipments ?

Follow the path- Transaction>Electrical CCE>New Supplies

Select equipment type and Site. Click on 'Add Transaction' button. Select Equipment type and model from Equipment details frame. Select model, Type of transaction and enter Date of Transaction.

When you are entering a record for the first time, Transaction type will be Opening Stock by default. Enter stock quantity and date of Transaction. To enter record of stock receipt from GMSD or SVS select transaction type – Receipt. Select release order no., enter date of Transaction, enter voucher no. and select quantity received against schedule. Once quantity is received, click on 'Save'.

26. How to issue Electrical Equipments ?

Follow the path- Transaction>Electrical CCE>New Supplies

Select equipment type and Site. Click on 'Add Transaction' button. Select Equipment type and model from Equipment details frame. Select model, Type of transaction and enter Date of Transaction.

When you are entering a record for the first time, Transaction type will be Opening Stock by default. Enter stock quantity and date of Transaction. To issue stock from SVS select transaction type – Issue. Select release order, enter date of Transaction, enter voucher no. and select quantity issued against schedule. Once quantity is issued, click on 'Save'.

27. How to Delete/Deactivate site?

Once all the equipment is deleted selected site, delete the site. To delete site **follow path – Transaction>cold chain point>Delete/Deactivate site.**

Select site and click on bin icon to delete site.

Once all the equipment is transferred of selected site, deactivate the site.

To deactivate site

follow path – Transaction>cold chain point>Delete/Deactivate site.

Select site and click on bin icon to deactivate site. Enter Deactivation Date and click on 'Ok'. Site get deactivated.

28. How to Activate site?

Follow path – Transactions>Cold Chain Point>Activate Site.

Select District and site type. Deactivate sites only displays here. Click on Activate link. Enter Activation Date and click on 'Ok'. Site get activated.