



Ministry Of Health, Sierra Leone
National Public Health Agency

**Guidelines for Using Africa Laboratory Information System
(A-LIS)**

MAY 2024

FORWARD

Africa-Laboratory Information System (A-LIS) is one of the software solutions for Health Laboratory Information Management System (HLIMS). Installing A-LIS in public and private health centers (HC) enables laboratories to receive electronic laboratory result report of referred samples and laboratory test requests from clinicians. Laboratories are also able to generate electronic laboratory test result report, patient laboratory history, data values for HMIS 105-6, 033A, 033B, orders for supplies and laboratory information for referral samples.

The information generated by A-LIS is paramount in supporting evidence-based decision making in the provision and coordination of laboratory services in public HCs. A-LIS is one of the products of HLIMS Master Plan which is a detailed prescription of how to achieve what the strategic and policy documents articulate on laboratory information management in Sierra Leone.

The plan is informed by National Development Plan, MOH Strategic plan, NPHL policy and plan, MOH E-health policy and plan, HMIS&DHIS2 guidelines, guidelines, Hub systems guidelines among others, to ensure its relevance to the entire laboratory landscape while achieving the HLIMS vision of, “Quality laboratory information for a productive and health in Sierra Leone”, and Mission of, “Supporting quality laboratory services through an integrated system that innovatively collects, stores, analyzes and communicates laboratory information”.

These guidelines will promote embracing LIS in HCs and ensure compliance when using LIS. This in turn facilitates the generation of quality information and sustainability of LIS. So I encourage laboratory staff and other health workers who may be involved in A-LIS at all levels to make use of them appropriately.

LIMS TWG

National Public Health Laboratories, Sierra Leone

ACKNOWLEDGEMENT

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ACRONYMS

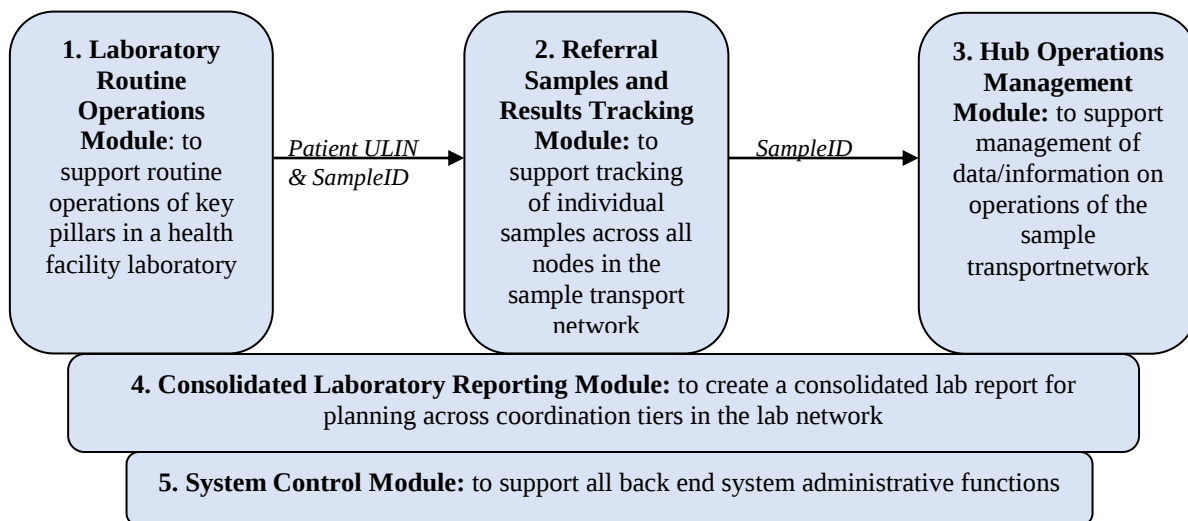
ALIS	Africa-Laboratory Information System
CDC	US Centers for Disease Control
NPHL	National Public Health Laboratories
DHIS2	District Health Information System 2
eHealth	Electronic Health
HC	Health Centre
HMIS	Health Management Information System
HLIMS	Health Laboratory Information Management System
ICT	Information Communication Technology
IT	Information Technology
LQMS	Laboratory Quality Management System
MOH	Ministry of Health
SLMTA	Strengthening Laboratory Management Towards Accreditation
TA	Technical Advisor
TWG	Technical Working Group

SECTION 1: INTRODUCTION

ALIS is a transaction processing system for supporting operations at a facility laboratory. ALIS is also referred to as LabAPP1, and is one of the critical building blocks of the NPHL Application Architecture (Suite) in Health Laboratory Information Management Systems (HLIMS) master plan.

ALIS is part of the NPHL HLIMS Suite

Basing on the NPHL Business Architecture, ALIS has five (5) major modules that are accessible across the health laboratory network in order to harmoniously support effective management of information on laboratory service delivery.



Modules that constitute ALIS

SECTION 2: SYSTEM CONTROL MODULE

2.0 Getting Started with A-LIS

Open Laboratory Information System (A-LIS) using any web browser e.g. Google Chrome or Mozilla Firefox by entering the IP address of the server <http://lims.moh.gm/> as the URL. This will bring a page requesting for login information that you enter to proceed.



AFRICA Laboratory Information System (ALIS)

Towards quality laboratory data for evidence based planning and decision making

[Check out other laboratory services information systems](#)

[Sample Tracking](#)

Page requesting for login information

Fill in the username and password

then click

Login

When you don't fill in either of the username or password, you will get errors as displayed below

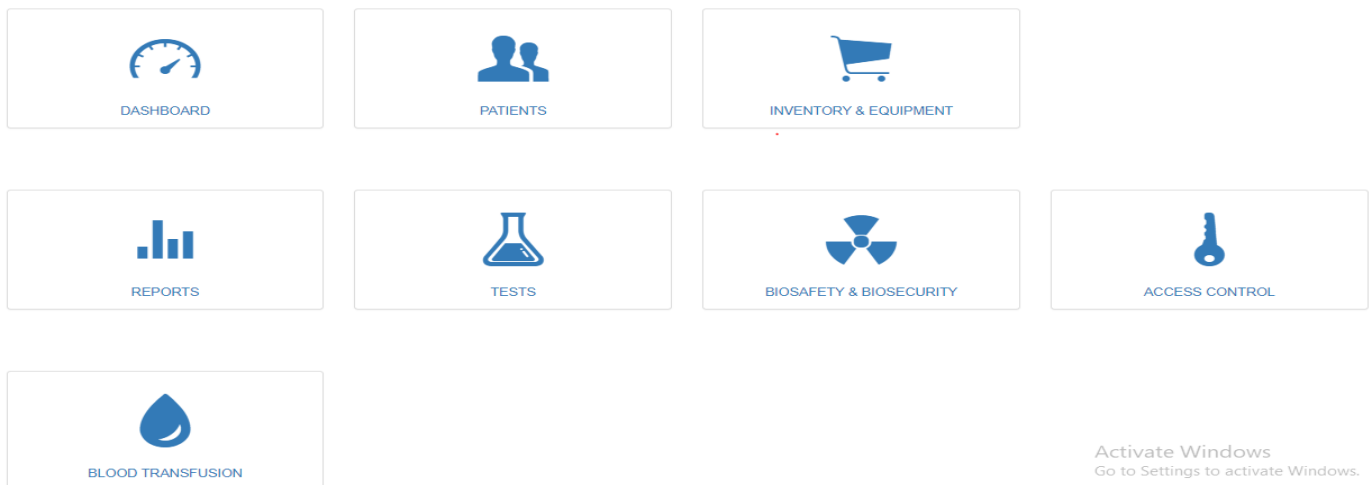
- The 'Username' field is required.
- The 'Password' field is required.

When you fill in wrong username or password, the following errors shall be displayed

Username and/or password invalid.

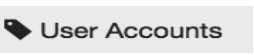
When you forgot your username and password, kindly contact the lab-in-charge for help.

The page below will appear on successful login and it is the ALIS Landing page



Activate Windows
Go to Settings to activate Windows.

2.1 Creating new user

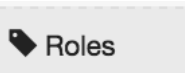
Click Access Control from the page (far right lower box) or  on the left menu bar, then click on , then click on  and fill in the form below and click on **Save**

 **Create User**

Username	jsiku
Password	
Retype Password	
Full Name	Jay Siku
Email Address	j.siku@ilabafrika.ac.ke
Designation	Lab Technologist
Gender	☒ Male ☐ Female
Photo	Choose File No file chosen



2.2 Creating a role

To create a new role in the system e.g. Receptionist, Data clerk; Under Access Control click on roles  to bring a page below

 **Roles** 

Name	Description	
Superadmin		 
Technologist		 
Receptionist		 

Then click on New Role to fill in the form below and click **Save**

 **New Role**

Name	
Description	



2.3 Assigning a Role to the user

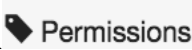
Under Access Control click on  3 : the relevant role for the newly created user and click **Save**

 Assign roles to Users

Users	Roles		
	Superadmin	Technologist	Receptionist
administrator		☐	☐
ganguyo	☐	☒	☐



2.4 Assigning permissions to Roles

Under Access Control click on , check the appropriate permissions as shown below and click **Save**

 Permissions 

Permissions	Roles		
	Superadmin	Technologist	Receptionist
Can view patient names		☐	☐
Can add patients		☐	☐
Can receive test requests		☐	☐
Can request new test		☐	☐
Can accept test specimen		☐	☐
Can reject test specimen		☐	☐
Can change test specimen		☐	☐
Can start tests		☐	☐
Can enter tests results		☐	☐
Can edit test results		☐	☐
Can verify test results		☐	☐
Can send test results to external systems		☐	☐
Can refer specimens		☐	☐
Can manage users		☐	☐
Can manage test catalog		☐	☐
Can manage lab configurations		☐	☐
Can view reports		☐	☐
Can manage inventory		☐	☐
Can request top-up		☐	☐
Can manage Quality Control		☐	☐



2.5 Changing a Password

Click on your Username in the top right of your screen, then click on , select the **Change Password** tab and fill in the form below and click **Update**.

Edit User Details

Edit Profile
Change Password

Current Password

New Password

Retype Password

Update

2.6 Logging out

Click on your Username in the top right of your screen, and then click on **Logout**

2.7 Tracking User activities

Click on Reports on the left side menu, and then click on User Statistics Report

User Statistics Report

2.8 Creating a new Lab section

Click on Test Catalog **Test Catalog** on the left menu bar, then click on **Lab Sections** and click on Create Lab Section

Lab Section
Create Lab Section

Show 10 entries
Search:

Name	Description	
BLOOD TRANSFUSION		View Edit Delete
HEMATOLOGY		View Edit Delete
MICROBIOLOGY		View Edit Delete
PARASITOLOGY		View Edit Delete
SEROLOGY		View Edit Delete

Showing 1 to 5 of 5 entries
Previous

Fill in the form below

Create Lab Section

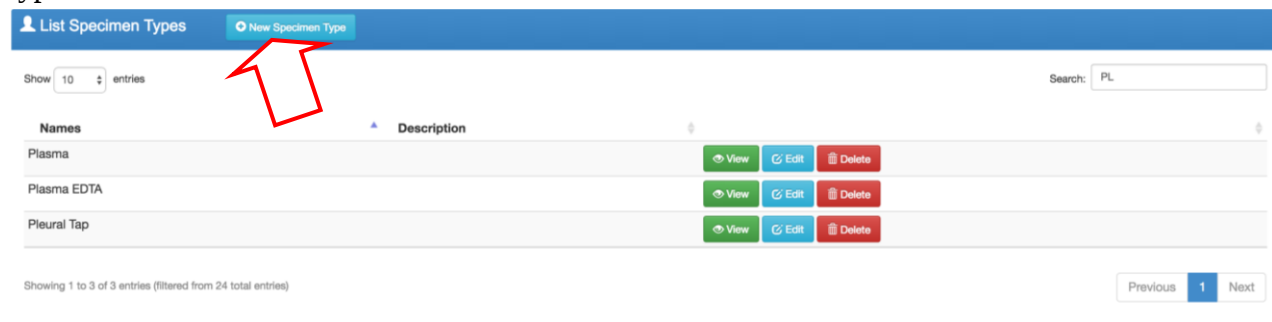
Name

Description

Save

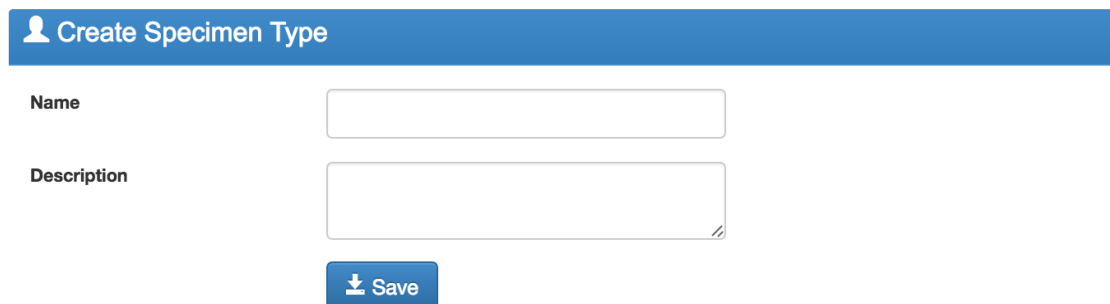
2.9 Creating a Specimen type

Click on Specimen Types  from test catalogue, then click on New Specimen Type



The screenshot shows the 'List Specimen Types' page. The header has a blue bar with 'List Specimen Types' and a 'New Specimen Type' button. Below the header, there's a search bar and a table with columns 'Names' and 'Description'. The table lists 'Plasma', 'Plasma EDTA', and 'Pleural Tap'. Each row has 'View', 'Edit', and 'Delete' buttons. At the bottom, there's a pagination bar showing 'Showing 1 to 3 of 3 entries (filtered from 24 total entries)' and 'Previous 1 Next'.

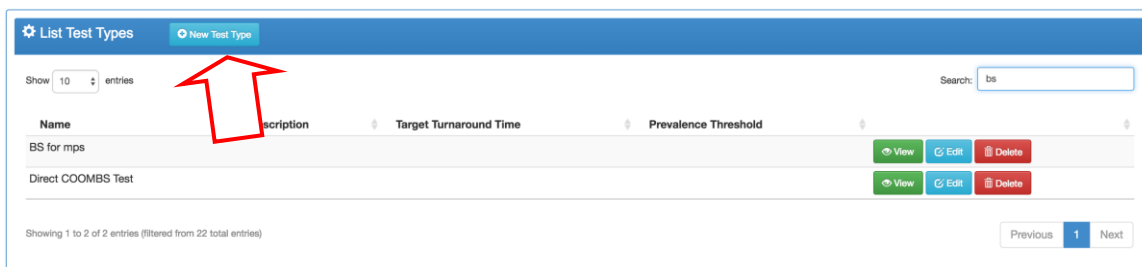
Fill in the form below and **Save**



The screenshot shows the 'Create Specimen Type' form. It has a blue header with 'Create Specimen Type'. Below the header, there are two input fields: 'Name' and 'Description'. At the bottom, there is a blue 'Save' button with a download icon.

2.10 Creating a new Test Type

Click on  Test Types from test catalogue and click on New Test Types



The screenshot shows the 'List Test Types' page. The header has a blue bar with 'List Test Types' and a 'New Test Type' button. Below the header, there's a search bar and a table with columns 'Name', 'Description', 'Target Turnaround Time', and 'Prevalence Threshold'. The table lists 'BS for mps' and 'Direct COOMBS Test'. Each row has 'View', 'Edit', and 'Delete' buttons. At the bottom, there's a pagination bar showing 'Showing 1 to 2 of 2 entries (filtered from 22 total entries)' and 'Previous 1 Next'.

Fill in the form below and check the relevant specimen type/s for the test type

Create Test Type

Name

Description

Lab Section

Select Specimen Types

☐ Ascitic Tap	☐ Aspirate	☐ CSF	☐ Dried Blood Spot
☐ High Vaginal Swab	☐ Nasal Swab	☐ Plasma	☐ Plasma EDTA
☐ Pleural Tap	☐ Pus Swab	☐ Rectal Swab	☐ Semen
☐ Serum	☐ Spleen	☐ Sputum	☐ Stool
☐ Synovial Fluid	☐ Throat Swab	☐ Urinary Smear	☐ Urine
☐ Vaginal Smear	☐ Vomitus	☐ Water	☐ Whole Blood

Measures

[Add New Measure](#)

Click on **Add New Measures** just below the Select specimen types section

Select Specimen Types

☐ Ascitic Tap	☐ Aspirate	☐ CSF	☐ Dried Blood Spot
☐ High Vaginal Swab	☐ Nasal Swab	☐ Plasma	☐ Plasma EDTA
☐ Pleural Tap	☐ Pus Swab	☐ Rectal Swab	☐ Semen
☐ Serum	☐ Spleen	☐ Sputum	☐ Stool
☐ Synovial Fluid	☐ Throat Swab	☐ Urinary Smear	☐ Urine
☐ Vaginal Smear	☐ Vomitus	☐ Water	☐ Whole Blood

Measures

Name Measure Type Unit Description

Range Values

[Add New Range](#)

[Add New Measure](#)

Target Turnaround Time

Fill in the **Name** of the test measure, **Measure Type** e.g. Numeric, **Unit** Description and Target Turnaround Time and click on **Save**

2.11 Creating a New Drug

Click on **Drugs** form test catalogue and click on Create Drug

Drug [Create Drug](#)

Show 10 entries Search:

Name	Description	
AMPICILLIN		View Edit Delete
AMPICILLIN-SULBACTAM		View Edit Delete
CHLORAMPHENICOL		View Edit Delete

Showing 1 to 3 of 3 entries (filtered from 35 total entries)

Previous 1 Next

Fill in the form below and click **Save**

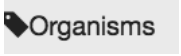
Create Drug

Name

Description

Save

2.12 Creating a new Organism

Click on  from test catalogue and click on Create Organism

Organism

Create Organism

Show 10 entries

Search: B

Name	Description	
Beta-haemolytic streptococci		View Edit Delete
Vibrio cholerae		View Edit Delete

Showing 1 to 2 of 2 entries (filtered from 15 total entries)

Previous

1

Next

Fill in the form below

Organism

Create Organism

Show 10 entries

Search: B

Name	Description	
Beta-haemolytic streptococci		View Edit Delete
Vibrio cholerae		View Edit Delete

Showing 1 to 2 of 2 entries (filtered from 15 total entries)

Previous

1

Next

SECTION 3: LABORATORY ROUTINE OPERATIONS MODULE

This section is about laboratory routine operations including; pre-analytic, analytic and post analytic tasks managed by receptionist/data person, clinician or a laboratory person. Initial tasks include; patient registration, editing and viewing of patient information in the system. To access this section, click **PATIENTS** (rounded) from ALIS landing page below. This shall display all existing information on patients already registered into the system.

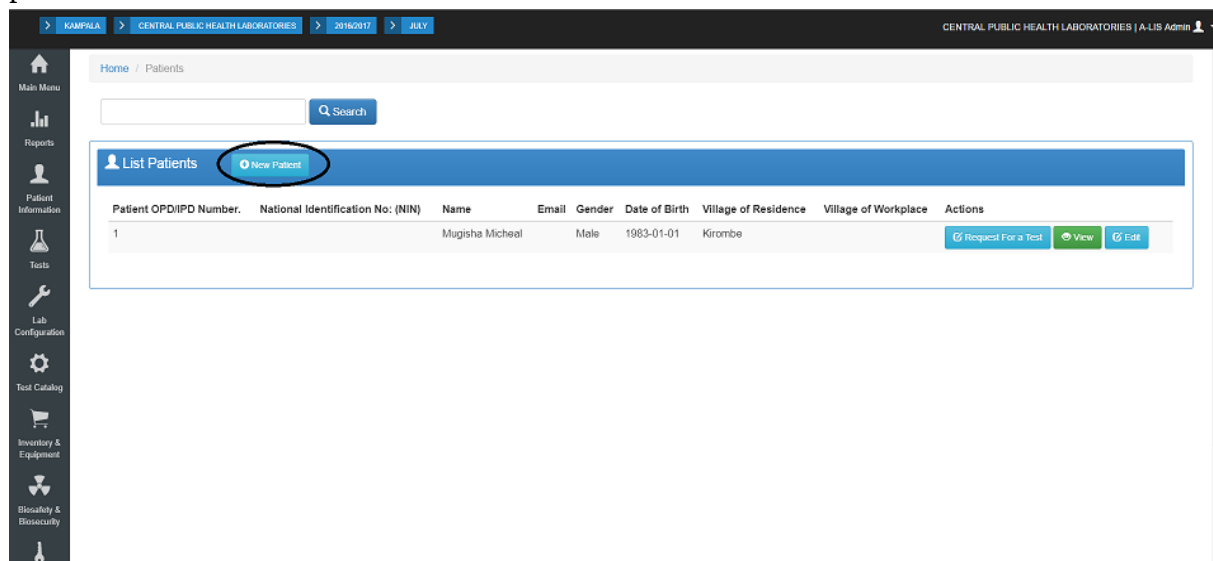


A-LIS landing page

3.1 PRE-ANALYTIC PHASE

3.1.1 Registering a new patient

Click **PATIENTS** from the landing page, then click on the **New Patient** (circled) button at the top of the blue port-let to register a new patient



This will bring a page with fields for capturing patient details. Enter patient information in the fields provided and click **Save** to save the information captured as illustrated below.

Create Patient

Patient OPD/IPD Number.

Unique Lab Identification Number *

National Identification No: (NIN)

Names *

Date Of Birth * / /

Age *

Sex * ☒ Male ☐ Female

Village of Residence

Village of Workplace

Physical Address

Occupation

Phone Number

Email Address

3.1.2 Searching for registered patient

Click **PATIENTS** from the landing page, use the search box to search for a patient of your interest using either the OPD/IPD number or the patient's name and click to update patient information or click the (Circled) below to request for a test.

[Home](#) / [Patients](#)

Successfully created patient!

Show entries

Search:

Patient OPD/IPD Number. ▲	National Identification No: (NIN) ◇	Name ◇	Email ◇	Gender ◇	Date of Birth ◇	Village of Residence ◇	Village of Workplace ◇	Actions
1200		Besigye Kahunde		Male	2002-06-04	lyantonde		

Showing 1 to 1 of 1 entries

Previous Next

3.1.2.1 Updating patient details

Click to bring a page below and update patient information and **Save**

Home / Patients / Edit Patient

Edit Patient Details

Patient OPD/IPD Number.

messages.nin

Unique Lab Identification Number

Name

Date of Birth * / /

Age * Years

Gender ☒ Male ☐ Female

Physical Address

Village of Residence

Village of Workplace

Occupation

Phone Number

Email Address

[Save](#)

3.1.2.2 Requesting for a test

Click [View](#) above to bring a page below then click [Request For a Test](#) to request for a test (if your role is assigned to perform such an activity e.g. clinician).

Patient Details [Edit](#) [Request For a Test](#)

Name Besigye Kahunde

Patient OPD/IPD Number. 1200

NIN

Unique Lab Identification Number LBK1-2017000001

External Patient Number

Date of Birth 2002-06-04

Gender Male

Physical Address

Village of Residence Iyantonde

Village of Workplace

Occupation

Phone Number

Email Address

Registration Date 2017-05-31 23:18:13

This will bring a page below and a clinician fills in the patient's visit type (OPD or in-patient), location (ward, unit or clinic, Bed Number for only in-patients), clinical notes, previous therapy (if applicable), current therapy. Click on the **"Sample type"** drop down menu to select the sample type and click on **"Lab section"** to select where the tests are going to be carried out e.g. microbiology, parasitology, etc. For multiple tests, select the lab section where the different tests are carried out,

select tests and click

 Add Test to List

to add selected tests to the test request and click

 Save Test Request

to save the test request.

Patient OPD/IPD Number: 1200 Name: Besigye Kahunde Age: 14 years Gender: Male

Clinical Information and Sample Information

Visit Type:

Ward/Clinic/Health Unit:

Bed No.:

Clinical Notes:

Previous Therapy:

Current Therapy:

Test Requested By:

Cadre:

Phone Contact:

E-mail:

Sample Type:

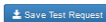
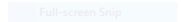
Time of Sample Collection: / / :

Time Sample was Received in Lab: / / :

Lab Section:

 Add Test to List

Specimen	Lab Section	Test
----------	-------------	------

 Save Test Request  Full-screen Strip

3.1.3 View and download patient lab history report

Patient lab history report has details of all the tests performed on a patient, samples collected and identities of the clinicians and lab technologists who requested and worked on the patient's sample and may be required when requesting for a new test.

3.1.3.1 View a patient lab history report

On the side navigation bar, place your cursor on the  Reports option/button and select **Patient report** to display the list of all patient reports available in the system.

 Main Menu

 Reports

 Patient Information

 Tests

 Lab Configuration

 Test Catalog

 Inventory & Equipment

 Dashboard

 Biosafety &

DAILY REPORTS

 Patient Report

 Daily Log

AGGREGATE REPORTS

 Prevalence Rates

 Surveillance

 Counts

 Turnaround Time

 Infection Report

 User Statistics Report

 CD4 Report

 Quality Controls

INVENTORY REPORTS

 Stock Levels

DASHBOARD

 Dashboard

Patient OPD/IPD Number.	Full Name	Gender	Age	Actions
	P Kitutu	M	124 days	 View Report
	Besigye Kahunde	M	15 years	 View Report
	Muhoozi Deus	M	43 years	 View Report
	Nakimbugwe Dorothy Denise	F	31 years	 View Report
	Cresson	M	34 years	 View Report
	Paul	M	17 days	 View Report
	Mudoola Macreen	F	58 years	 View Report
	Elvis Kato	M	55 years	 View Report

Click on  on the Actions column for a selected patient. This will bring a page with the patient's lab history report shown below for viewing.



209 1 / 1

Sierra Leone
Patient Report

Patient Report - 23-05-2017

Patient name	John Paul	Gender	Male
Patient ID	222	Age	1 years

Specimen Type	Tests	Date Ordered	Lab Sections	Status	Collected By/Rejected by	Date Checked
CSF	Appearance	2017-05-23 11:45:09	MICROBIOLOGY	Accepted	A-LIS Admin	2017-05-23 11:44:00

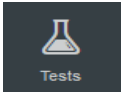
Test Type	Test:Result	Remarks	Performed By	Results Entry Date	Date Tested
Appearance		xx	A-LIS Admin		2017-05-23 11:45:45

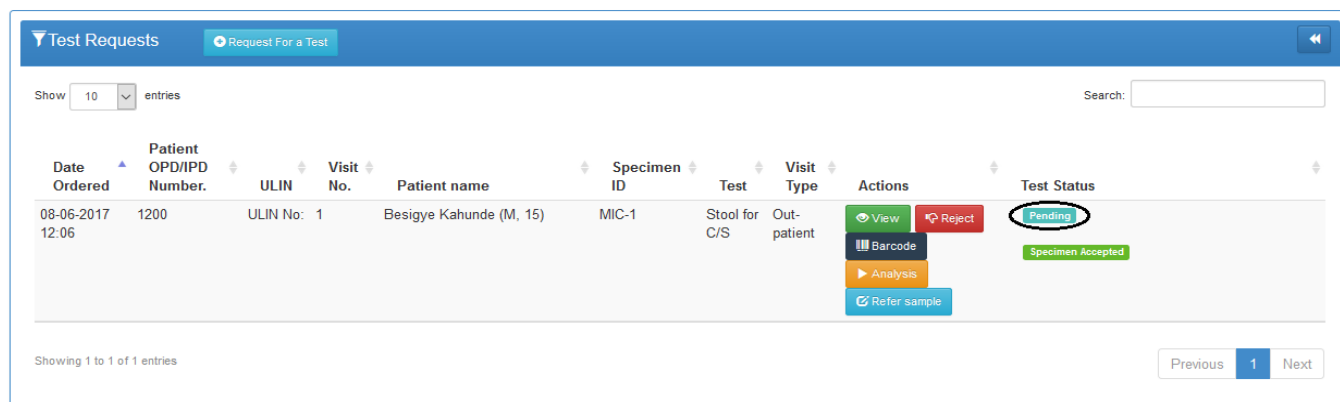
Name:	Name:
Organization:	Organization:
Requesting Clinician	Laboratory Manager

3.1.3.2 Download or Print Patient History Report

Click on the icon  to download or the icon  to print the report.

3.1.4 Accept or Reject sample

On the side navigation bar, click on  and view all test requests then select **Pending Tests**. Use the search box to search for a patient and click on  to accept and start test on that patient's sample. Note that the **Test Status** of that request changes from  to .



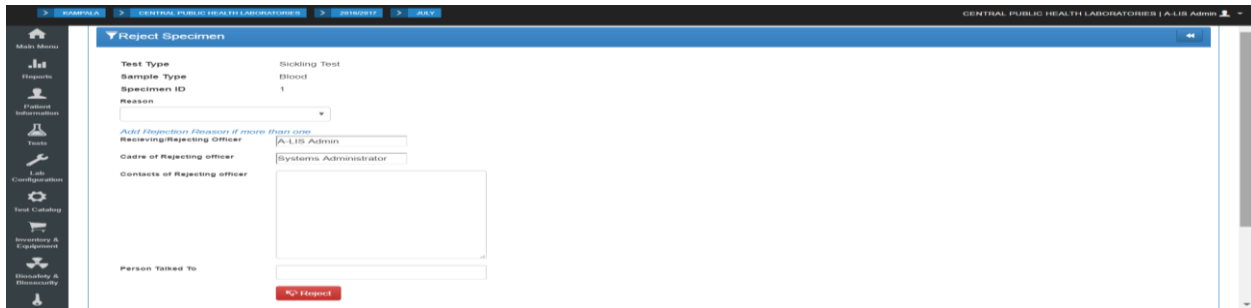
Test Requests Request For a Test

Show 10 entries Search:

Date Ordered	Patient OPD/IPD Number	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
08-06-2017 12:06	1200	ULIN No: 1		Besigye Kahunde (M, 15)	MIC-1	Stool for C/S	Out-patient	View Barcode Analysis Refer sample	Pending Specimen Accepted

Showing 1 of 1 entries Previous 1 Next

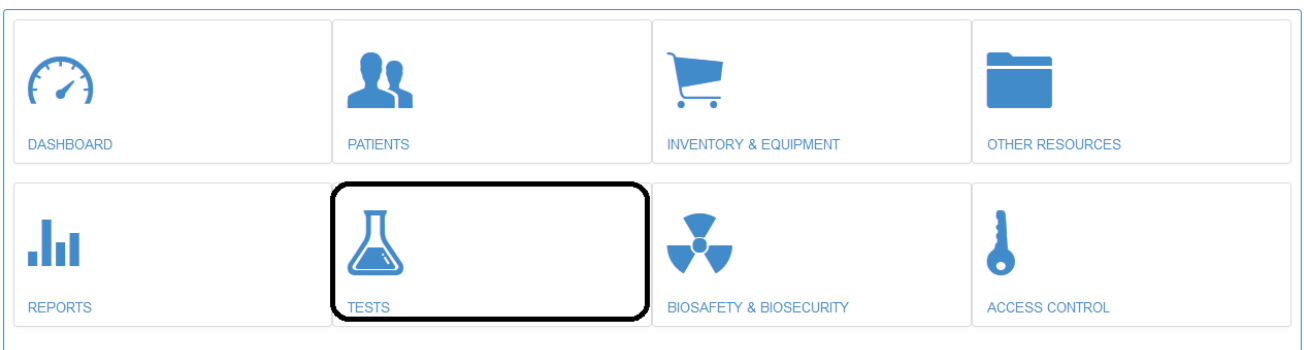
To reject, click  **Reject** button; which will open a page shown below where you specify reasons for rejection.



3.1.5 Assign patient a ULIN; Update patient details as in 3.1.2.1 above

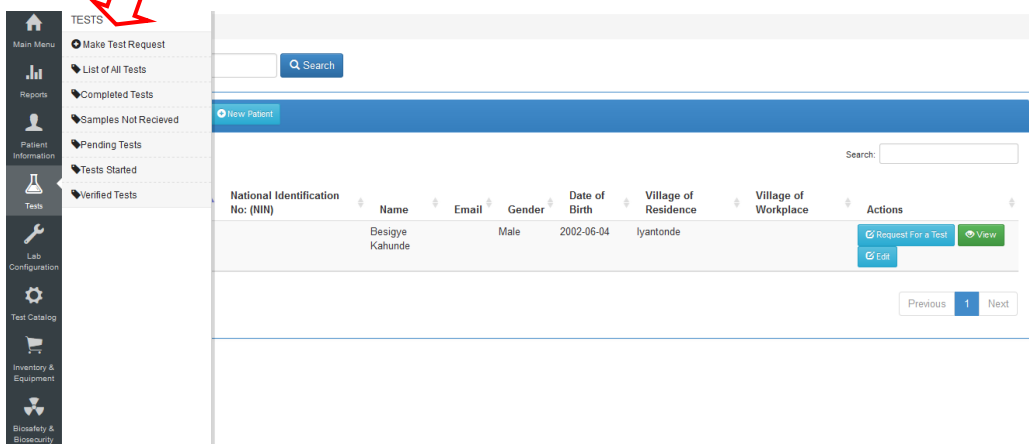
3.2. ANALYTIC PHASE;

3.2.1 Manage Laboratory requests



Click **TEST** from landing page to view details of all laboratory test requests including; “Make Test Request”, “List of All Tests”, “Completed Tests”, “Samples Not Received”, “Pending Tests”, and “Tests Started” or “Verified Tests”

Alternatively, on the side navigation bar, place your cursor on the  **Tests** option/button to view details of all laboratory test requests.



National Identification No: (NIN)	Name	Email	Gender	Date of Birth	Village of Residence	Village of Workplace	Actions
	Besigye Kahunde		Male	2002-06-04	Iyantonde		Request For a Test View Edit

3.2.2 Make test Request

Click **Make Test Request** to bring the page below. Search for the patient using either the patient's name or ID and click the **View** button to see the results of the search. Select the patient by clicking on the corresponding radio button and click the **Next** button to make the lab request as in 3.1.2.2 above.

Create New Test ×

First select a patient below

kato		View!
Patient ID	Names	
☐ 1	Elvis Kato	

Close Next

3.2.3 Display of all test requests made

Click **List of All Tests** to display all test requests made to the laboratory.

3.2.4 List of all completed tests

Click **Completed Tests** to show a list of all completed laboratory tests with a label **Test Completed** (circled in screenshot below) under the **Test Status** column.

Home / Tests

From To Test Status Search

Test Requests Request For a Test

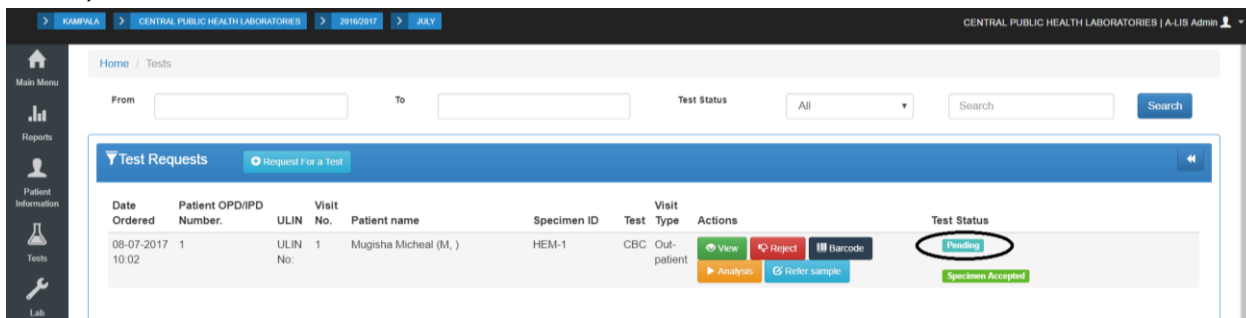
Date Ordered	Patient OPD/IPD Number	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
06-07-2017 10:02	1	ULIN No.	1	Mugisha Micheal (M.)	HEM-1	Sickling Test	Out-patient	View Reject Barcode Fail	Test Completed Specimen Accepted

3.2.5 Samples not received

Click **Samples Not Received** to display incoming test request

3.2.6 Pending test requests

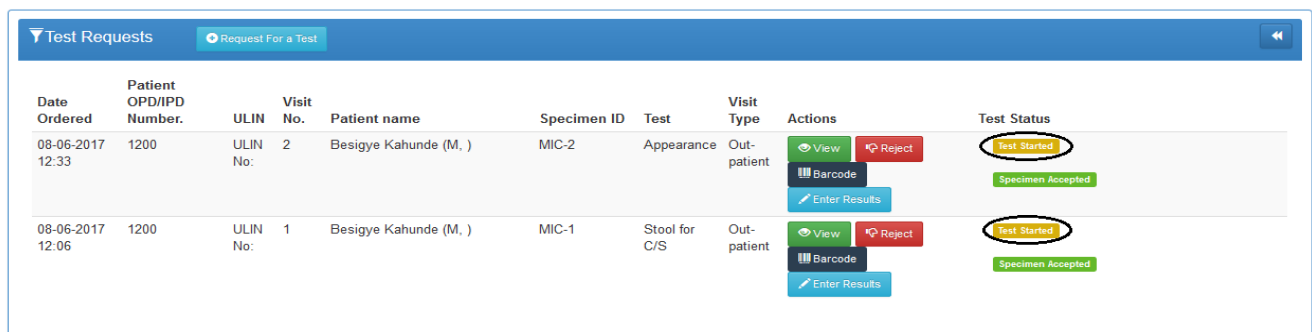
Click **Pending Tests** to display pending test requests with a label **Pending** (circled in screenshot below) under the **Test Status** column.



Date Ordered	Patient OPD/IPD Number.	ULIN No.	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
08-07-2017 10:02	1	ULIN No.	1	Mugisha Micheal (M.)	HEM-1	CBC	Out-patient	View, Reject, Barcode, Analyze, Refer sample	Pending (circled in red)

3.2.7 Tests started

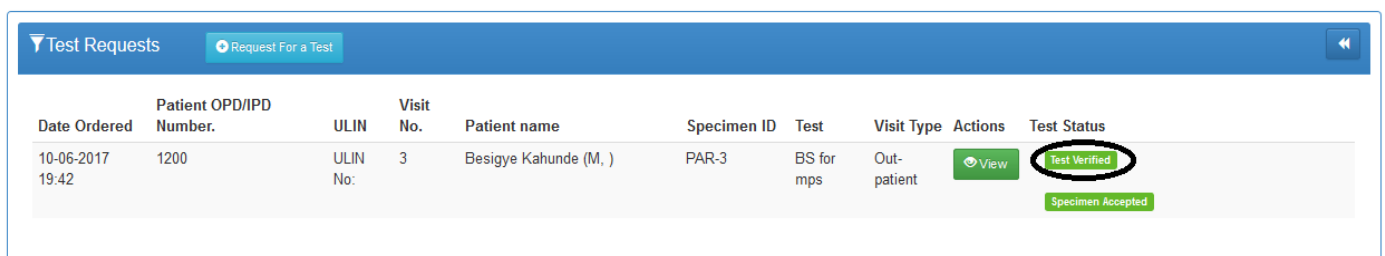
Click **Tests Started** to display a list of all lab tests that have been started with a label **Test Started** (circled in screenshot below) under **Test Status** column.



Date Ordered	Patient OPD/IPD Number.	ULIN No.	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
08-06-2017 12:33	1200	ULIN No.	2	Besigye Kahunde (M.)	MIC-2	Appearance	Out-patient	View, Reject, Barcode, Enter Results	Test Started (circled in red)
08-06-2017 12:06	1200	ULIN No.	1	Besigye Kahunde (M.)	MIC-1	Stool for C/S	Out-patient	View, Reject, Barcode, Enter Results	Test Started (circled in red)

3.2.8 Verified Tests

Click **Verified Tests** to display a list of all lab tests that have been verified with a label **Test Verified** (circled in screenshot below) under **Test Status** column.



Date Ordered	Patient OPD/IPD Number.	ULIN No.	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
10-06-2017 19:42	1200	ULIN No.	3	Besigye Kahunde (M.)	PAR-3	BS for mps	Out-patient	View	Test Verified (circled in red)

3.2.9 View and Verify lab test request

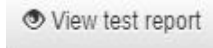
The person with permission to verify results finds completed tests as in 3.2.4 above, click the  button (circled) below.

Test Requests Request For a Test									
Date Ordered	Patient OPD/IPD Number.	ULIN	Visit No.	Patient name	Specimen ID	Test	Visit Type	Actions	Test Status
10-06-2017 19:42	1200	ULIN No:	3	Besigye Kahunde (M,)	PAR-3	BS for mps	Out-patient	    	 

This will bring a page to view test results and then click 

Test Details Edit Test Results  View Visit Report View Test Report	
Test Type	BS for mps
Visit No.	3
Date Ordered	2017-06-10 19:42:20
Receipt Date	2017-06-10 19:42:20
Test Status	Test Completed
Requesting Physician	A-LIS Admin
Request origin	Out-patient
Registered By	A-LIS Admin
Performed By	A-LIS Admin
Turnaround Time	1 Minute 40 Seconds
Patient Details	
Patient OPD/IPD Number.	1200
Name	Besigye Kahunde
Age	15 years
Gender	Male
Specimen Details	
Specimen Type	Whole Blood
ID	PAR-3
Status	Accepted
Results	
BS for mps	No mps seen
Remarks	

3.2.10 Generate Lab test result report

The person with permission to generate results finds completed tests as in 3.2.4 above, click the  button (circled) to view test results as in 3.2.8 above then click on  button to view the general lab test result report generated in a PDF format as shown below.

1
1 / 1

Patient Report: 08-07-2017

Patient ID	1	Patient name	Mugisha Micheal	Gender & Age	Male 34 years
-------------------	---	---------------------	-----------------	-------------------------	-----------------

Lab Reception					
Specimen Type	Received By	Date Received	Status	Lab Sections	Tests Requested
Blood	A-LIS Admin	2017-07-08	Accepted	HEMATOLOGY	Sickling Test

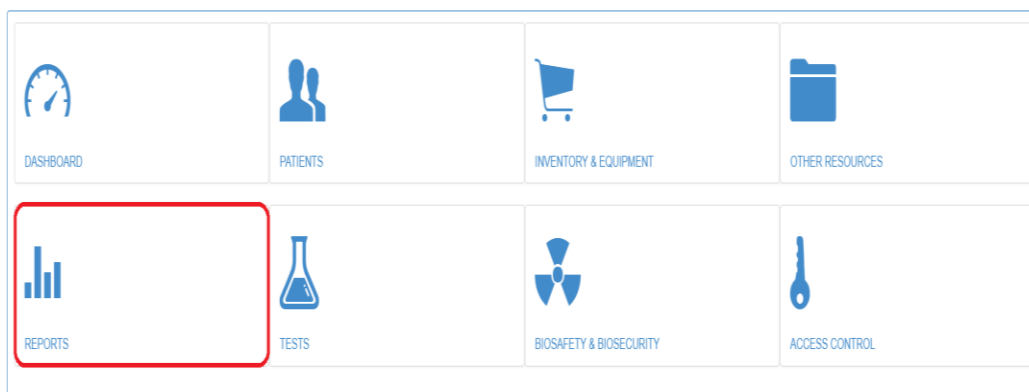
Results					
Test Type	Test Result	Date Entered	Performed By	Verified By	
Sickling Test	Positive	2017-07-08	A-LIS Admin	Pending	
Comments: N/A					

Name:
Requesting Clinician

Name:
Laboratory Manager

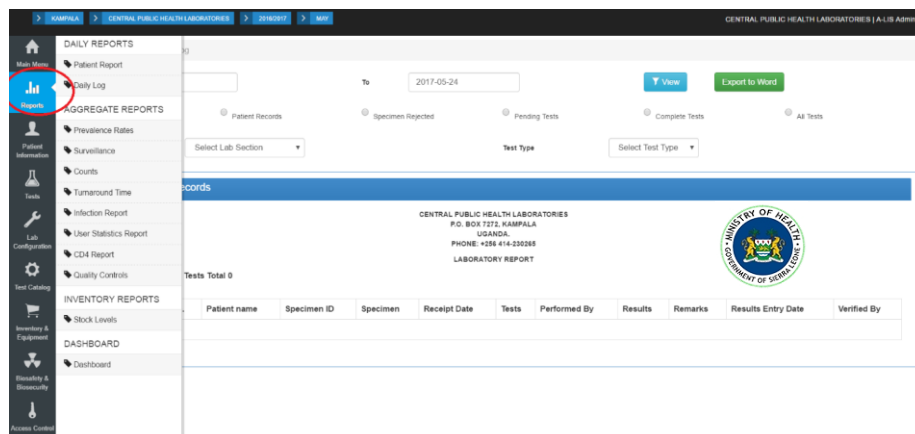
3.3 POST ANALYTIC PHASE

3.3.1 Reports



Click **REPORTS** from landing page to view details of all laboratory reports generated by ALIS.

Alternatively, on the side navigation bar, place your cursor on the **Reports** option/button to display the list of all reports generated by the system.



3.3.2 Daily Reports

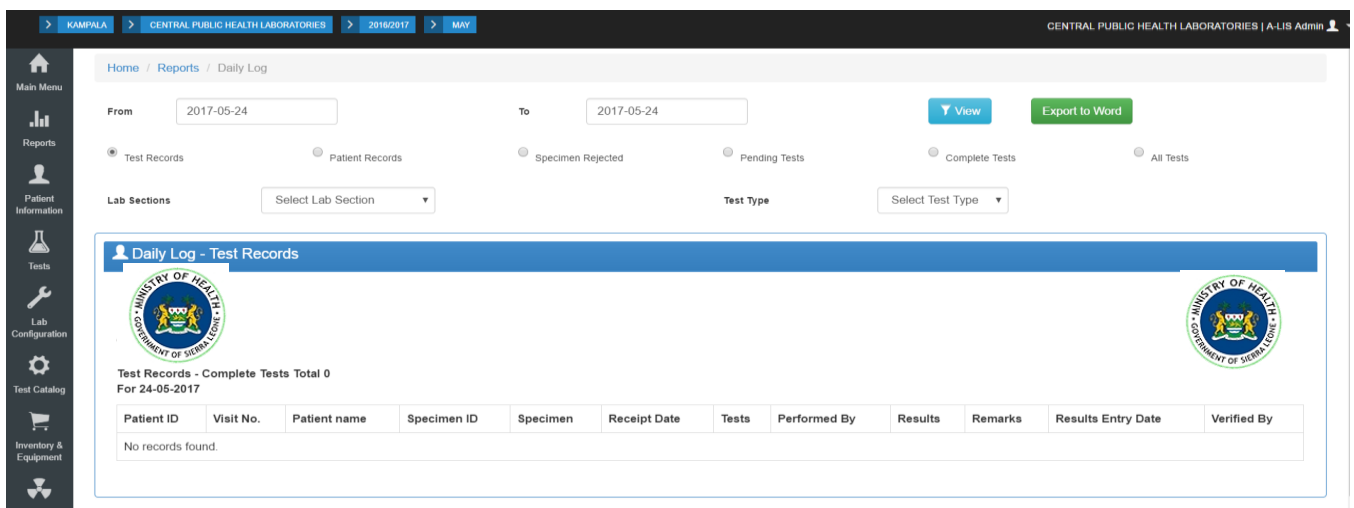
These include patient reports and daily logs

3.3.2.1 Patient Report

View patient information and history as in “3.1.3 View and download patient lab history report” above.

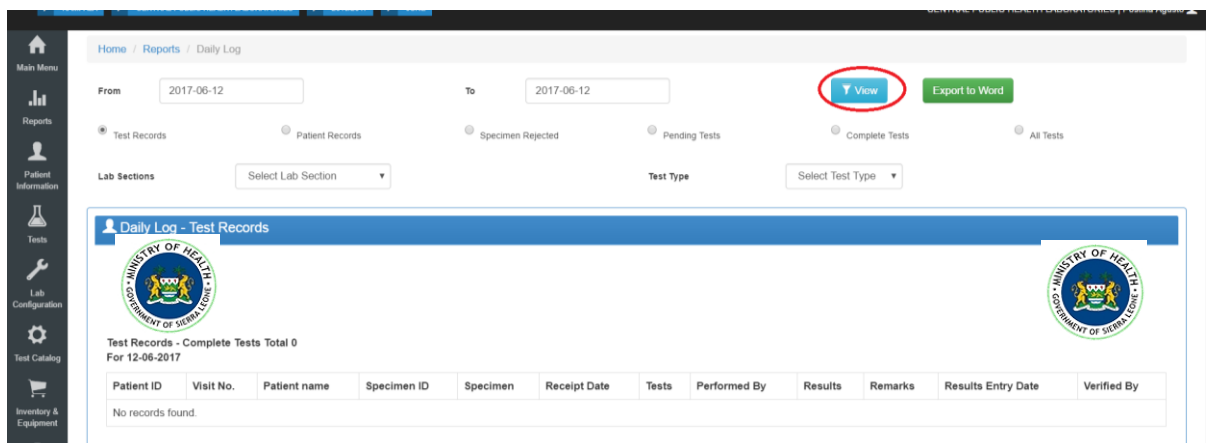
3.3.2.2 Daily Log

On the side navigation bar, place your cursor on the  option/button then click  to daily logs as below.



The screenshot shows the 'Daily Log' interface. At the top, there's a breadcrumb trail: Home / Reports / Daily Log. Below this, there are date filters: 'From' (2017-05-24) and 'To' (2017-05-24). There are two buttons: 'View' (blue) and 'Export to Word' (green). Below the date filters, there are radio buttons for 'Test Records' (selected), 'Patient Records', 'Specimen Rejected', 'Pending Tests', 'Complete Tests', and 'All Tests'. There are also dropdown menus for 'Lab Sections' and 'Test Type'. The main content area is titled 'Daily Log - Test Records' and shows 'Test Records - Complete Tests Total 0 For 24-05-2017'. Below this is a table with columns: Patient ID, Visit No., Patient name, Specimen ID, Specimen, Receipt Date, Tests, Performed By, Results, Remarks, Results Entry Date, and Verified By. The table is empty with the message 'No records found.'.

Filter using dates, test records, Patient Records, Specimen Rejected, Pending Tests, Complete Tests, All Tests, lab sections or Test Type and then select **View** to see the daily log for the filter.

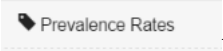


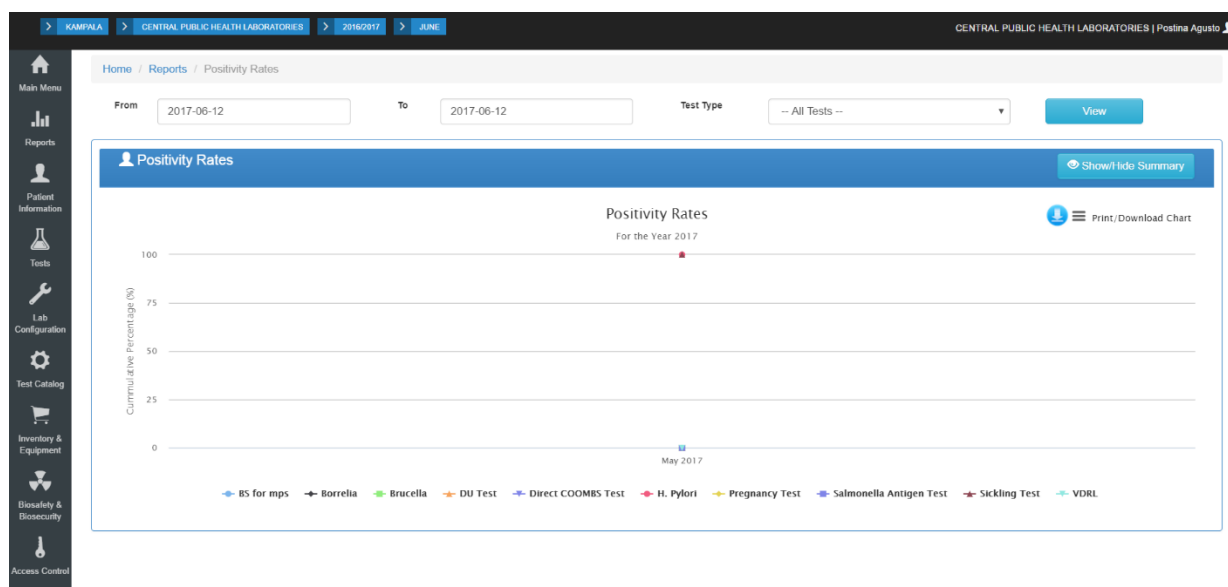
This screenshot is similar to the previous one, but the 'View' button is circled in red. The date filters are now 'From' (2017-06-12) and 'To' (2017-06-12). The main content area is titled 'Daily Log - Test Records' and shows 'Test Records - Complete Tests Total 0 For 12-06-2017'. The table is empty with the message 'No records found.'.

Use **Export to word** button to download and view the filter in a word document.

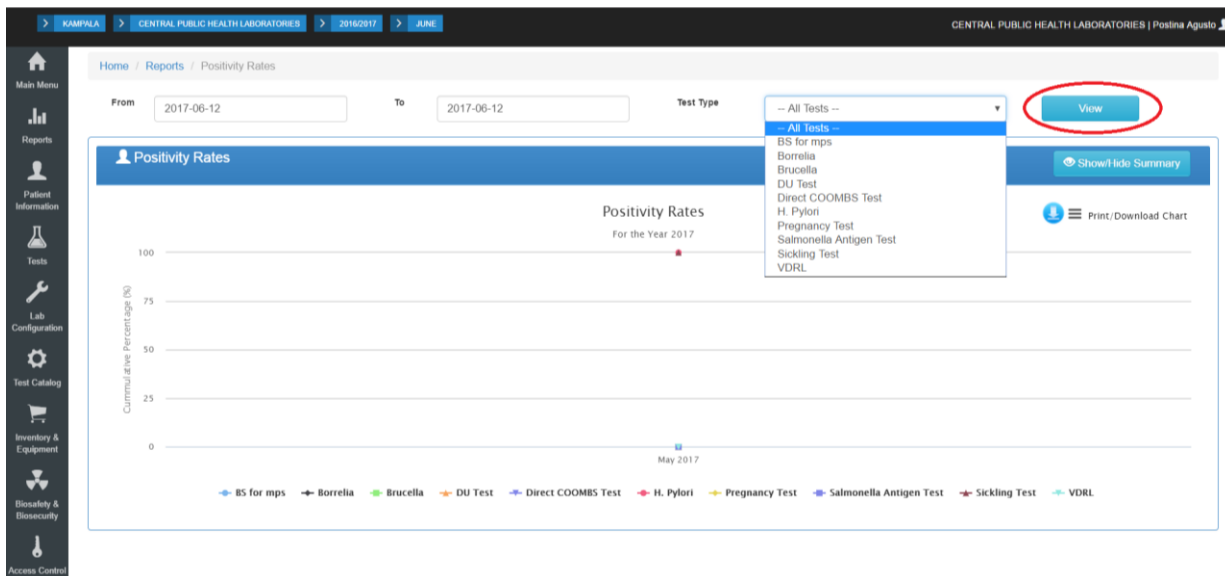
3.3.3 Aggregate Reports

3.3.3.1 Positivity rates

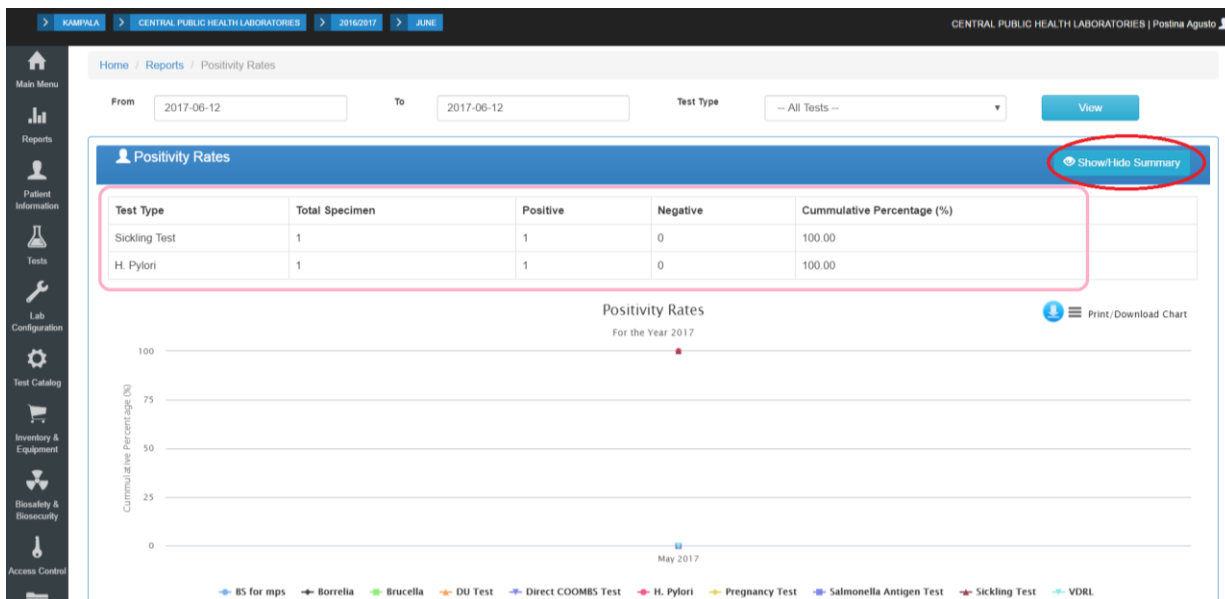
On the side navigation bar, place your cursor on the  option/button then click  to view the rates. By default, the report loads prevalence rates for the current year. A positivity rate is the total number of cases of a disease existing in a population divided by the total population. **Formula: Positivity Rate of Disease = (n / Total population) x 10ⁿ** Where n - All new & preexisting cases of specific disease



Set a date range to view infection graph and prevalence rates. You can also view by **test type** then click on **View** to load the report with the filters defined.



Select **Show/Hide Summary** to view/hide the numeric data



Click button to choose the various formats then print or download the chart

3.3.3.2 Surveillance

On the side navigation bar, place your cursor on the option/button then click to bring surveillance report on laboratory tests and their outcomes. Monthly reports are generated by default for the tests carried out and the figures for those **Tested** and **Positive** are given for the different age ranges plus the total sum for the tests. Filter for a given period by entering the different date ranges and then click on **View**. Click on the **Export to Word** button to download and view in a word document.

KAMPICA > CENTRAL PUBLIC HEALTH LABORATORIES > 2016/2017 > MAY

Home / Reports / Surveillance

From: 2017-05-01 To: 2017-05-24 View Export to Word

Surveillance

MINISTRY OF HEALTH
GOVERNMENT OF SIERRA LEONE

Surveillance - From 01-05-2017 To 24-05-2017

Laboratory	< 5 Years		≥ 5 Years		Total	
	Tested	Positive	Tested	Positive	Tested	Positive
Malaria			0	0		
Typhoid			0	0		
Shigella Dysentery			0	0		

3.3.3.3 Counts Report



On the side navigation bar, place your cursor on the Reports option/button then click “Counts” to generate a report for a particular time period for tests and specimens both grouped and ungrouped.

KAMPICA > CENTRAL PUBLIC HEALTH LABORATORIES > 2016/2017 > MAY

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

Test Counts (Ungrouped) Test Counts (Grouped) Specimen Counts (Ungrouped) Specimen Counts (Grouped)

Counts

Test Counts (Ungrouped) - From 01-05-2017 To 24-05-2017

Test Types	Complete Tests	Pending Tests
BS for mpa	0	0
Stool for GIS	0	0
GXM	0	0
HB	0	0
Urinalysis	0	1
WBC	0	0
Salmonella Antigen Test	0	0
Direct COOMBS Test	0	0
DU Test	0	0
Sickling Test	0	0
Borrelia	0	0
VDRL	0	0
Pregnancy Test	0	0
Brucella	0	0
H. Pylori	0	0
Culture and Sensitivity	0	0
Appearance	0	0
Gram stain	0	0
ZN stain	1	0
Modified ZN	0	0
Wet Saline Iodine Prep	0	0
CBC	0	0

The ungrouped tests and specimens, are summaries of the completed and pending test plus accepted and rejected specimens respectively as seen below

i. Test counts(ungrouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

☒ Test Counts (Ungrouped)
 ☐ Test Counts (Grouped)
 ☐ Specimen Counts (Ungrouped)
 ☐ Specimen Counts (Grouped)

Counts

Test Counts (Ungrouped) - From 01-05-2017 To 24-05-2017

Test Types	Complete Tests	Pending Tests
BS for mps	1	0
Stool for C/S	0	0
GXM	0	0
HB	0	0
Urinalysis	0	1
WBC	0	0
Salmonella Antigen Test	0	0
Direct COOMBS Test	0	0
DU Test	0	0
Sickling Test	0	0
Ronnela	0	0
VDRL	0	0
Pregnancy Test	0	0
Brucella	0	0
H. Pylori	0	0

ii. Specimen counts (ungrouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

☐ Test Counts (Ungrouped)
 ☐ Test Counts (Grouped)
 ☒ Specimen Counts (Ungrouped)
 ☐ Specimen Counts (Grouped)

Counts

Specimen Counts (Ungrouped) - From 2017-05-01 To 2017-05-24

Specimen Types	Accepted	Rejected	Total Specimen
Ascitic Tap	0	0	0
Aspirate	0	0	0
CSF	0	0	0
Dried Blood Spot	0	0	0
High Vaginal Swab	0	0	0
Nasal Swab	0	0	0
Plasma	0	0	0
Plasma EDTA	0	0	0
Pleural Tap	0	0	0
Pus Swab	0	0	0
Rectal Swab	0	0	0
Semen	0	0	0
Serum	0	0	0
Skin	0	0	0
Vomitus	0	0	0

The grouped tests and specimens are categorized according to gender and age ranges.

iii. Test Counts (grouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

Test Counts (Ungrouped) **Test Counts (Grouped)** Specimen Counts (Ungrouped) Specimen Counts (Grouped)

Counts

Test Counts (Grouped) - From 2017-05-01 To 2017-05-24

PARASITOLOGY

Test Types	Gender	Age Ranges			M/F Total	Total Tests
		0-5	5-15	15-120		
BS for mps	Male	0	0	1	1	1
	Female	0	0	0	0	
GXM	Male	0	0	0	0	0
	Female	0	0	0	0	
HB	Male	0	0	0	0	0
	Female	0	0	0	0	
Urinalysis	Male	0	0	0	0	0
	Female	0	0	0	0	
WBC	Male	0	0	0	0	0
	Female	0	0	0	0	
Salmonella Antigen Test	Male	0	0	0	0	0
	Female	0	0	0	0	
Borrelia	Male	0	0	0	0	0
	Female	0	0	0	0	

MICROBIOLOGY

Test Types	Gender	Age Ranges			M/F Total	Total Tests
		0-5	5-15	15-120		

iv. Specimen counts (grouped)

Home / Reports / Counts

From: 2017-05-01 To: 2017-05-24 View

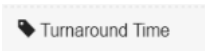
Test Counts (Ungrouped) Test Counts (Grouped) Specimen Counts (Ungrouped) **Specimen Counts (Grouped)**

Counts

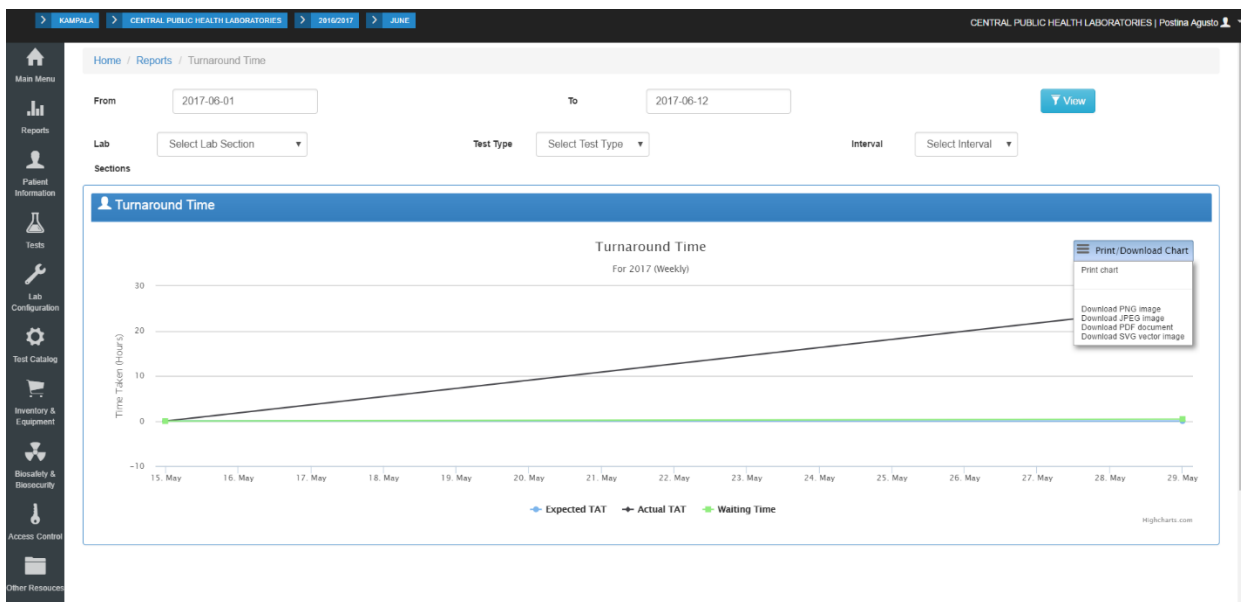
Specimen Counts (Grouped) - From 2017-05-01 To 2017-05-24

Test Types	Gender	Age Ranges			M/F Total	Total Specimen
		0-5	5-15	15-120		
ASCB Tap	Male	0	0	0	0	0
	Female	0	0	0	0	
Aspirate	Male	0	0	0	0	0
	Female	0	0	0	0	
CSF	Male	0	0	0	0	0
	Female	0	0	0	0	
Dried Blood Spot	Male	0	0	0	0	0
	Female	0	0	0	0	
High Vaginal Swab	Male	0	0	0	0	0
	Female	0	0	0	0	
Nasal Swab	Male	0	0	0	0	0
	Female	0	0	0	0	
Plasma	Male	0	0	0	0	0
	Female	0	0	0	0	
Plasma EDTA	Male	0	0	0	0	0
	Female	0	0	0	0	
Pleural Tap	Male	0	0	0	0	0
	Female	0	0	0	0	

3.3.3.4 Turnaround Time Report

From the  Reports option/button, click the  Turnaround Time button to display the turnaround time from when a test is ordered to completion including specific tests. Select a turnaround time report for the

different intervals (daily, weekly, monthly), date ranges, lab sections and specific test type and then clicking **View**. Click on  to print or download.



3.3.3.5 Test summary Report

From the  option/button, click  to display infections by gender and age. Select a date range and lab section then clicking **View**.

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From

2017-05-24

To

2017-05-24

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report

From

2017-05-24

To

2017-05-24

Lab Section

-- All --

View

Infection Report

Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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Infection Report - From 01-05-2017 To 24-05-2017

Test	Measure	Results	Gender	Age Range			M/F Total	Total	Total Tests
				0-5	5-14	14-120			
BS for mps	BS for mps	+	Female	0	0	0	0	0	1
			Male	0	0	0	0	0	
		++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		+++	Female	0	0	0	0	0	
			Male	0	0	0	0	0	
		No mps seen	Female	0	0	0	0	1	
			Male	0	0	1	1	0	

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To

2017-05-24

3.3.3.6 User Statistics Report

From the  option/button, click “User Statisticks” to display report for users of the system and system activity logs. Filter by User, report type or date range and then click on **View**. Use a search

box to search a user by name and click the drop down of **Show entries** show a number of entries for a defined report.

User Statistics Report

User Summary Report (Period: 2017-06-01 - 2017-06-12)

Show 10 entries

Name	Tests Received	Specimen Collected	Specimen Rejected	Tests Performed	Tests Verified
1 A-LIS Admin	0	0	0	0	0
2 Geoffrey Anguyo	0	0	0	0	0
3 aslm	0	0	0	0	0
4 Philip Kasibante	0	0	0	0	0
5 tmkin	0	0	0	0	0
6 Postina Augusto	0	0	0	0	0
7 P.K	0	0	0	0	0
8 penny	0	0	0	0	0

Showing 1 to 8 of 8 entries

3.4 BIOSAFETY AND BIOSECURITY

BIOSAFETY & BIOSECURITY

Click **BIOSAFETY & BIOSECURITY** from landing page to view details of all ordinary and emergency BB incidents occurring at a lab facility. Alternatively, on the side navigation bar, place your cursor on the **BB** option/button to display the list of all ordinary and emergency BB incidents.

BIO-SAFETY / BIO-SECURITY

Incident / BB Incidents

Search

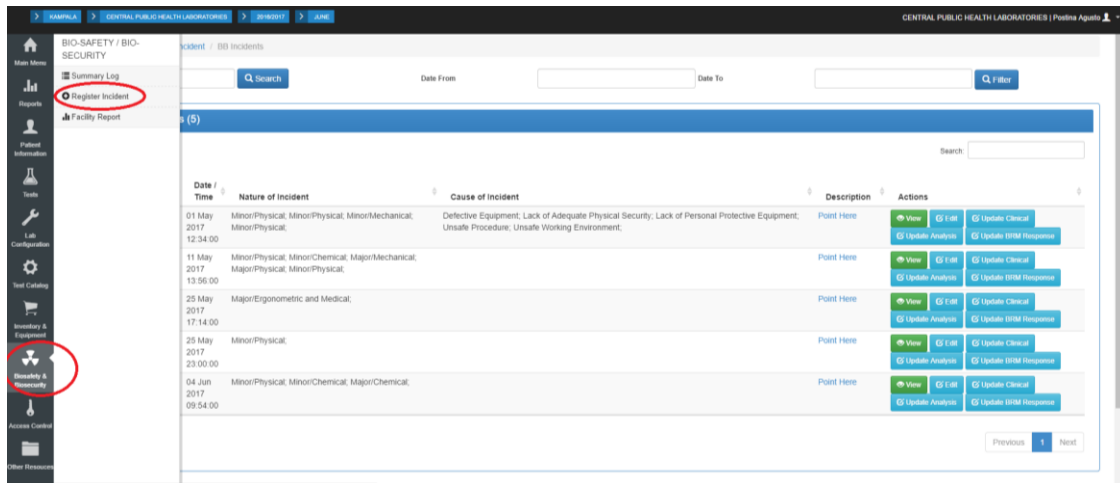
Date From: Date To: Filter

Date / Time	Nature of Incident	Cause of Incident	Description	Actions
01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical	Defective Equipment, Lack of Adequate Physical Security, Lack of Personal Protective Equipment, Unsafe Procedure, Unsafe Working Environment	Point Here	View, Edit, Update Clinical, Update Analysis, Update HSM Response
11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical		Point Here	View, Edit, Update Clinical, Update Analysis, Update HSM Response
22 May 2017 17:14:00	Major/Ergonomic and Medical		Point Here	View, Edit, Update Clinical, Update Analysis, Update HSM Response
25 May 2017 23:00:00	Minor/Physical		Point Here	View, Edit, Update Clinical, Update Analysis, Update HSM Response
04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical		Point Here	View, Edit, Update Clinical, Update Analysis, Update HSM Response

Showing 1 to 6 of 6 entries

3.4.1 Registering a bio-safety/bio-security incident

On the side navigation bar, place your cursor on the **BB** option/button, then click “**Register incident**”.



This will bring a page below, then click the “**SAVE**” button to save details on incident after feeling them in.

The screenshot shows the 'New BB Incident' form. The form is divided into sections: 'Bio-safety and Bio-security Incident/Occurrence Details (to be completed by the person affected or his/her supervisor)' and 'Victim Details (to be completed by the person affected or his/her supervisor)'. The 'Incident/Occurrence Details' section includes fields for Facility (LBH - CENTRAL PUBLIC HEALTH LABORATORIES - Kampala), Occurrence Date, Occurrence Time, Identification No., Location, Description, and First Aid / Immediate Actions. The 'Nature of Incident/Occurrence' section lists various incident types with checkboxes, such as 'Assault/Fight among staff', 'Allergic reaction', 'Back pain from posture effects', 'Bike rider accident', 'Breakage of sample container', 'Chemical burn', 'Chemical spillage', 'Collapsing building', 'Contact with radioactive materials', 'Contact with VHP suspect', 'Death within lab', 'Electric shock/burn', 'Fainting', 'Fire', 'Hypoxia caused by laboratory objects', 'Machine sub/breaks', 'Needle prick or cut by used sharps', 'Other', 'Other occupational hazard', 'Poor disposal of radioactive materials', 'Poor vision from inadequate light', 'Product by unused sharps', 'Roof leakage', 'Sample spillage', 'Slip or fall', 'Theft of chemical', 'Theft of equipment', 'Theft of laboratory consumables', 'Theft of radioactive materials', 'Theft of samples', and 'Unnecessary destruction of lab material'. The 'Victim Details' section includes fields for Victim ID, Gender (Male/Female), and a checkbox for 'Check if incident is Minor or Major'.

When facility name and password are the log-in credentials, then the facility name in the page is automatically filled.

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 2018/2017 > MAY

CENTRAL PUBLIC HEALTH LABORATORIES | A-LIS Admin

New BB Incident

SAVE

Bio-safety and Bio-security Incident/Occurrence Details (to be completed by the person affected or his/her supervisor)

Facility: LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES - Kampala

Occurrence Date:

Occurrence Time: hh:mm (24hr Format)

Identification No: To be generated automatically

Location:

Description:

First Aid / Immediate Actions:

3.4.2 Assessing reported biosafety or biosecurity incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary Log**”.

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 2018/2017 > JUNE

CENTRAL PUBLIC HEALTH LABORATORIES | Pooima Agasthi

BIO-SAFETY / BIO-SECURITY

Summary Log

Register Incident

Facility Report

Incident / BB Incidents

Search

Date From: Date To: Filter

Search:

Date / Time	Nature of Incident	Cause of Incident	Description	Actions
01 May 2017 12:34:00	Minor/Physical; Minor/Physical; Minor/Mechanical; Minor/Physical;	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update Analysis Update BSM Response
11 May 2017 13:56:00	Minor/Physical; Minor/Chemical; Major/Mechanical; Major/Physical; Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
25 May 2017 17:14:00	Major/Ergonomic and Medical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
25 May 2017 23:00:00	Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
04 Jun 2017 09:54:00	Minor/Physical; Minor/Chemical; Major/Chemical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response

Previous 1 Next

This will bring a page that displays a list of **BB** (Bio-safety and Bio-Security) incidents as shown below.

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 2018/2017 > JUNE

CENTRAL PUBLIC HEALTH LABORATORIES | Pooima Agasthi

Home / Register New BB Incident / BB Incidents

Serial No, Description Search

Date From: Date To: Filter

List of BB Incidents (5)

Show 10 entries

Search:

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BBLBK1/2017/1	01 May 2017 12:34:00	Minor/Physical; Minor/Physical; Minor/Mechanical; Minor/Physical;	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update Analysis Update BSM Response
2	BBLBK1/2017/2	11 May 2017 13:56:00	Minor/Physical; Minor/Chemical; Major/Mechanical; Major/Physical; Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
3	BBLBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
4	BBLBK1/2017/4	25 May 2017 23:00:00	Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response
5	BBLBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical; Minor/Chemical; Major/Chemical;		Point Here	View Edit Update Clinical Update Analysis Update BSM Response

Showing 1 to 5 of 5 entries

Previous 1 Next

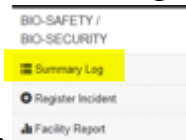
Click  to assess the required incident as shown below.



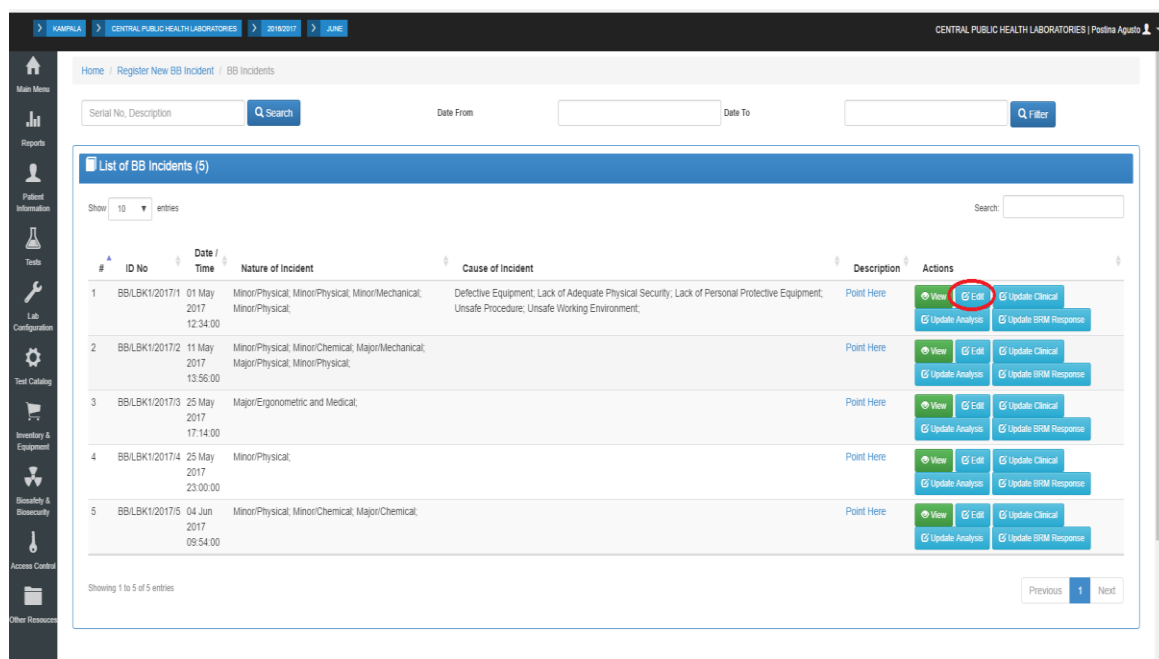
Bio-safety and Biosecurity Incident Report			
ID #	BB/LBK1/2017/1	Facility	LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES
Occurrence Date & Time	01 May 2017 12:34:00	Description	The lab tech fell down and fainted and the fridge cut his hand
Location	BID Lab entrance	First Aid / Immediate Actions	First aid medicine was given
Nature of Incident/Occurrence	Fainting (Minor/Physical) Injury caused by laboratory objects (Minor/Physical) Machine cuts/burises (Minor/Mechanical) Slip or fall (Minor/Physical)	Completion Status	Completed
Victim ID		Gender	Not Applicable
Name	Ali Osbert	DOB / Age	1990-05-02 /
Category	Laboratory Staff	Telephone	
Email	ali@cppl.org	NOK Email (Next of Kin)	
NOK Name		NOK Telephone	
Activity being performed	Sample processing	VHF Patient ULIN	
Equipment Code	MOHFRG2/3/2017	Equipment Name	Fridge
Reporting Officer	Andrew Kato	Designation	Lab Supervisor
Telephone	0755676543		
Extent/Magnitude of Injury	severe	Clinical Intervention	
Date/Time of Intervention	0000-00-00 00:00:00	Intervention Followup	
Medical Officer		Telephone	

3.4.3 Editing Bio-safety and Bio-security incidents

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Summary**



Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Edit BB Incident Information”**



#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,	Defective Equipment, Lack of Adequate Physical Security, Lack of Personal Protective Equipment, Unsafe Procedure, Unsafe Working Environment,	Point Here	View Edit Update Clinical Update Analysis Update BRM Response
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical,		Point Here	View Edit Update Clinical Update Analysis Update BRM Response
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical,		Point Here	View Edit Update Clinical Update Analysis Update BRM Response
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical,		Point Here	View Edit Update Clinical Update Analysis Update BRM Response
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical,		Point Here	View Edit Update Clinical Update Analysis Update BRM Response

Edit and click “Save” to update changes on details of incident.

3.4.4 Updating Clinical Intervention

On the side navigation bar, the clinician places a cursor on the **BB** option/button, and then clicks



“Summary Log” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “Update Clinical Intervention”.

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical, Minor/Physical,	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update Analysis Update BIRN Response
2	BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical, Major/Physical, Minor/Physical,		Point Here	View Edit Update Clinical Update Analysis Update BIRN Response
3	BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical,		Point Here	View Edit Update Clinical Update Analysis Update BIRN Response
4	BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical,		Point Here	View Edit Update Clinical Update Analysis Update BIRN Response
5	BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical,		Point Here	View Edit Update Clinical Update Analysis Update BIRN Response

Home / BB Incidents / Updating BB Incident Clinical Intervention

Updating Clinical Intervention for BBLBK12017/1

ID #	BBLBK12017/1	Facility	LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES
Occurrence Time	2017-05-01 12:34:00	Description	The lab tech fell down and twisted and the fidge cut his hand
Laboratory Section	EIC Lab entrance	First Aid / Immediate Actions	First aid medicine was given
Nature of Incident/Occurrence	Fainting (Minor/Physical) Injury caused by laboratory objects (Minor/Physical) Machine sub/failure (Minor/Mechanical) Slip or fall (Minor/Physical)	Completion Status	Completed

***Record created by A-LIS Admin at 2017-05-24 12:03:47

Clinical Intervention if applicable (to be filled by the clinician)

Extent/Magnitude of injury: Clinical Intervention:

Date of Intervention: Time of Intervention:

Medical Officer First Name: Last Name:

Designation: Telephone:

Intervention Followup:

Save

Updates and clicks “**Save**” to update changes on clinical intervention.

3.4.5 Updating Incident Analysis

On the side navigation bar, the Biosafety officer places a cursor on the **BB** option/button, and



then clicks “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Update Incident Analysis**”.

Home / Register New BB Incident / BB Incidents

Serial No, Description Date From Date To

List of BB Incidents (5)

Show 10 entries

#	ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1	BBLBK1/2017/1	01 May 2017 12:34:00	Minor/Physical, Minor/Physical, Minor/Mechanical;	Defective Equipment, Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update BSLM Response Update Analysis
2	BBLBK1/2017/2	11 May 2017 13:56:00	Minor/Physical, Minor/Chemical, Major/Mechanical; Major/Physical, Minor/Physical;		Point Here	View Edit Update Clinical Update BSLM Response Update Analysis
3	BBLBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical;		Point Here	View Edit Update Clinical Update BSLM Response Update Analysis
4	BBLBK1/2017/4	25 May 2017 23:00:00	Minor/Physical;		Point Here	View Edit Update Clinical Update BSLM Response Update Analysis
5	BBLBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical, Minor/Chemical, Major/Chemical;		Point Here	View Edit Update Clinical Update BSLM Response Update Analysis

Showing 1 to 5 of 5 entries

Previous 1 Next

Updating Incident Analysis for BB/LBK1/2017/1

ID #	BB/LBK1/2017/1	Facility	LBK1 - CENTRAL PUBLIC HEALTH LABORATORIES
Occurrence Time	2017-05-01 12:34:00	Description	The lab tech fell down and startled the fridge out his hand
Laboratory Section	EID Lab entrance	First Aid / Immediate Actions	First aid medicine was given
Nature of Incident/Occurrence	Fainting (Minor/Physical) Injury caused by laboratory objects (Minor/Physical) Machine malfunctions (Minor/Mechanical) Slip or fall (Minor/Physical)	Completion Status	Completed

***Record created by A-LIS Admin at 2017-05-24 12:03:47

Incident Analysis (to be completed by facility bio-safety officer)

Causes of Incident

☒ Defective Equipment	☐ Hazardous Chemicals	☒ Lack of Adequate Physical Security	☒ Lack of Personal Protective Equipment
☐ Lack of Skill or Knowledge	☐ Other	☐ Psychological causes (e.g. emotional condition, depression, mental confusion)	☐ Unsafe location of laboratory equipment
☒ Unsafe Procedure	☐ Unsafe storage of laboratory chemicals	☒ Unsafe Working Environment	

Corrective Action

☒ Administered PEP	☒ Conducted risk assessment	☐ Contacted Police	☐ Contained the spillage
☐ Decontaminated the place	☐ Disposed of broken container to designated waste bin/charge	☐ Gave first aid (e.g. arrested bleeding)	☐ Intervened to interrupt progress of incident (e.g. Used neutralizing agent, stopping a fight)
☐ Others	☐ Patient sample taken & referred to testing lab/isolated suspected patient	☒ Referred to clinician for further management	☒ Referred to disciplinary committee
☐ Referred to mental department	☐ Reported to administration for further action	☐ Reported to or engaged national level BSM for intervention	☐ Switched off the Electricity Main
☐ Used spill kit	☒ Victim counseled	☐ Washed punctured area	

Updates and clicks “**Save**” to update changes on incident analysis

3.4.6 Updating National Bio-risk Management Response

On the side navigation bar, the National Bio-risk Management person places a cursor on the **BB**



option/button, and then clicks “**Summary Log**” to display a list of **BB** (Bio-safety and Bio-Security) incidents and click “**Update NBRM Response**”.

Home / Register New BB Incident / BB Incidents

Serial No. Description Search Date From Date To Filter

List of BB Incidents (5)

Show 10 entries Search

ID No	Date / Time	Nature of Incident	Cause of Incident	Description	Actions
1 BB/LBK1/2017/1	01 May 2017 12:34:00	Minor/Physical; Minor/Physical; Minor/Mechanical; Minor/Physical;	Defective Equipment; Lack of Adequate Physical Security; Lack of Personal Protective Equipment; Unsafe Procedure; Unsafe Working Environment;	Point Here	View Edit Update Clinical Update Analysis Update NBRM Response
2 BB/LBK1/2017/2	11 May 2017 13:56:00	Minor/Physical; Minor/Chemical; Major/Mechanical; Major/Physical; Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update NBRM Response
3 BB/LBK1/2017/3	25 May 2017 17:14:00	Major/Ergonomic and Medical;		Point Here	View Edit Update Clinical Update Analysis Update NBRM Response
4 BB/LBK1/2017/4	25 May 2017 23:00:00	Minor/Physical;		Point Here	View Edit Update Clinical Update Analysis Update NBRM Response
5 BB/LBK1/2017/5	04 Jun 2017 09:54:00	Minor/Physical; Minor/Chemical; Major/Chemical;		Point Here	View Edit Update Clinical Update Analysis Update NBRM Response

Showing 1 to 5 of 5 entries Previous 1 Next

Home / BB Incidents / Updating Major Incident Response

Updating Major Incident Response for BBLBK12017/1

ID #	BBLBK12017/1	Facility	CENTRAL PUBLIC HEALTH LABORATORIES
Occurrence Time	2017-05-01 12:34:00	Description	The lab tech fell down and fainted and the fridge cut his hand
Laboratory Section	EID Lab entrance	First Aid / Immediate Actions	First aid medicine was given
Nature of Incident/Occurrence	Fainting (Minor/Physical) Injury caused by laboratory objects (Minor/Physical) Machine cut/burns (Minor/Mechanical) Slip or fall (Minor/Physical)	Completion Status	Completed

Major Incident Response (to be filled by National Bio Risk Management Office)

Investigation Findings: Improvement Plan:

Response Date: Response Time:

BRM representative First Name: Last Name:

Designation: Telephone:

Updates and clicks “Save” to update changes NBRM response.

3.4.7 Generating BB periodic Report

On the side navigation bar, place your cursor on the **BB** option/button, and then click “**Facility Report**” and a page for the facility BB incident Report will show as a default for the current month (1st to Date) as shown below.

Home / BB Incidents / Facility Report

Date From: Date To:

Facility BB Incident Report

Facility Summary on Incidents		
Physical	Attack on the Lab	0
	Bike rider accident	0
	Collapsing building	0
	Fire	1
	Theft of equipment	0
	Assault/Fight among staff	0
	Breakage of sample container	1
	Fainting	1
	Injury caused by laboratory objects	1
	Prick/cut by unused sharps	0
	Roof leakages	0
	Slip or fall	1
	Theft of laboratory consumables	0
	Unnecessary destruction of lab materials	0

Summary on Facility Incident Management	
Referral Status	
--	1
Resolved and not referred	1
Completion Status	
Completed	1
Ongoing	1
Summary on Incident prevalence among Personnel and Other Facility Clients	
--	1
Laboratory Staff	1
Summary on specific causes of Incidents	
Defective Equipment	1
Hazardous Chemicals	0

Date From: Date To:

Enter desired dates and then click “Filter” to show report for a specified period. The resultant report shows the period as shown below.

Date From

2017-05-01

Date To

2017-05-23

Filter

Facility BB Incident Report (Filtered) - 2017-05-01 to 2017-05-23

PRINT

Facility Summary on Incidents

Physical	Attack on the Lab	0
	Bike rider accident	0
	Collapsing building	0
	Fire	1
	Theft of equipment	0
	Assault/Fight among staff	0
	Breakage of sample container	1
	Fainting	1
	Injury caused by laboratory objects	1
	Prick/cut by unused sharps	0
	Roof leakages	0
	Slip or fall	1
	Theft of laboratory consumables	0
	Unnecessary destruction of lab material	1
	Electric shock/burn	1

Summary on Facility Incident Management

Referral Status	
--	1
Resolved and not referred	1
Completion Status	
Completed	1
Ongoing	1

Summary on Incident prevalence among Personnel and Other Facility Clients

--	1
Laboratory Staff	1

Summary on specific causes of Incidents

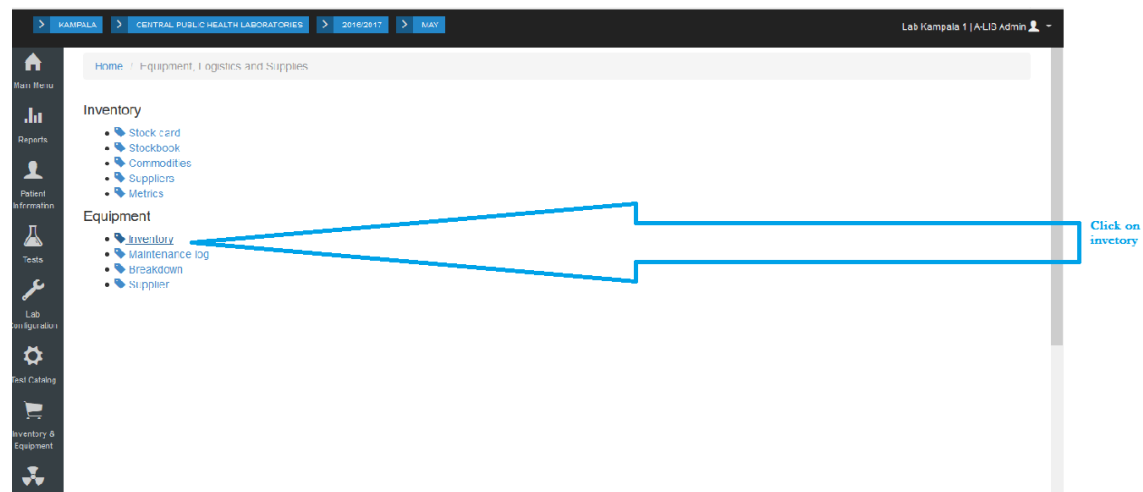
Defective Equipment	1
Hazardous Chemicals	0
Lack of Adequate Physical Security	1

Click “Print” to have a physical copy.

3.5 EQUIPMENT, LOGISTICS AND STORE (ELS)



Click **INVENTORY & EQUIPMENT** from landing page to view laboratory facility inventory and equipment details.



3.5.1 Registering a new Equipment

Click “**Inventory &Equipment**” on the landing page then click **Equipment** to display a list of all equipment and click “**Add**”.

Home / Equipment List

Equipment List **Add**

Show 10 entries Search:

Name	Model	Serial number	Location	Procurement type	Purchase date	Delivery date	Verification date	Installation date	Spare parts	Warranty period	Lifetime	Service frequency	Service contract
No data available in table													

Showing 0 to 0 of 0 entries Previous Next

This will bring a page for filling in the equipment information as shown below and click **Submit** to save the new equipment in the system

Home / Equipment List / Equipment

Equipment

Name:

Model:

Serial number:

Location:

Procurement type:

Purchase date:

Delivery date:

Verification date:

Installation date:

Spare parts:

Warranty period:

Lifetime: Years

Service frequency:

All information should be filled in

3.5.2 Search for a registered Equipment

Click “**Inventory &Equipment**” on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box as shown below.

3.5.3 Manage service schedule of equipment

Click **“Inventory &Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box then click **“Manage service schedule”** under the action tab to enter information detailing: what machine, when was it serviced,

who serviced the machine and when will it be serviced again as shown below. Click **Submit** to save the schedule in the system.

3.5.4 Report Equipment Breakdown

Click **“Inventory &Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Breakdown”** under the action tab to enter occurrence information as required by ISO standards and as shown as

below. Click **Submit** to save the occurrence in the system.

Home / Equipment breakdown list / Equipment breakdown

Equipment breakdown

Equipment:

Description of problem:

Actions taken:

Request of HSD:

Priority:

In - charge:

Date reported:

3.5.5 Report Equipment Restoration details

Click **“Inventory & Equipment”** on the landing page then click **Equipment** to display a list of all equipment and enter the name of equipment in the search box click **“Equipment Restoration”** under the action tab to enter feedback regarding the repair of given broken equipment and as shown below. Click  to send the report.

KAMPALA > CENTRAL PUBLIC HEALTH LABORATORIES > 20200307 > MAY

CENTRAL PUBLIC HEALTH LABORATORIES | A-US Admin

Description of problem:

Actions taken:

Request of HSD:

Priority:

In - charge:

Date reported:

Comment:

Reviewed by:

Date reviewed:

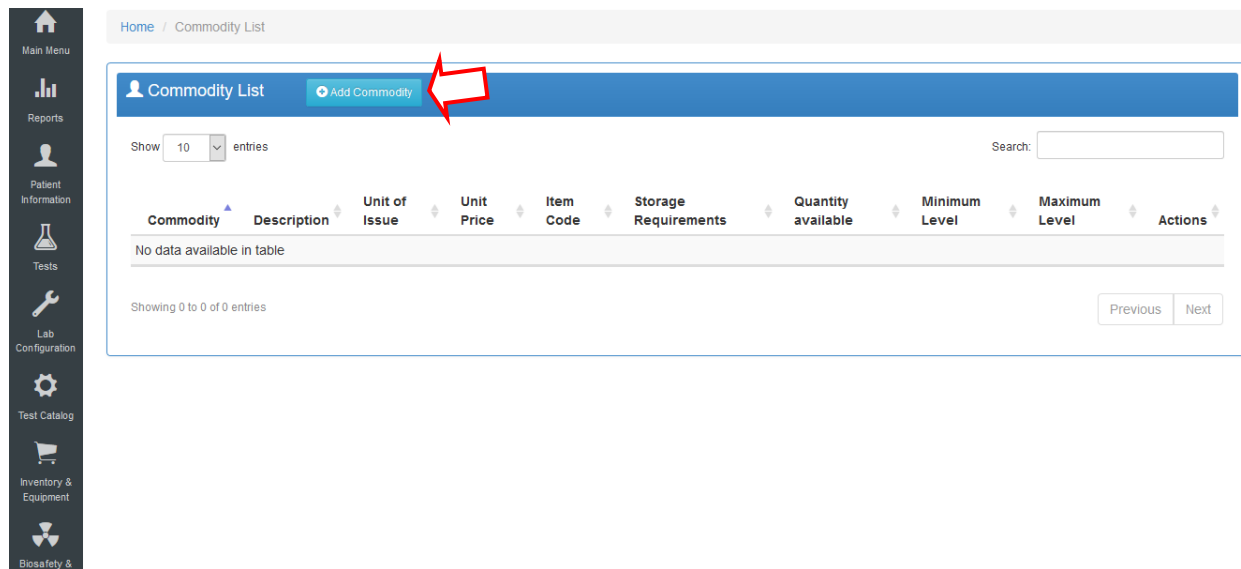
3.5.6 Generate Periodic Equipment Performance Report

(Content coming later)

3.5.7 Update inventory of lab commodities

Click “Inventory & Equipment” on the landing page and click “Inventory” then click

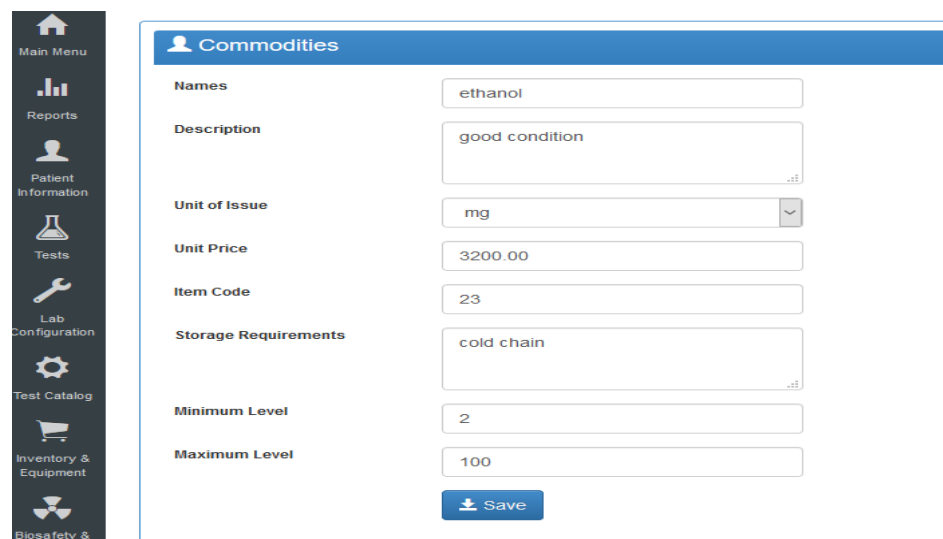
• [Commodities](#) to display a list of all comodities in the system as shown below and click



This will bring a page for filling in details of the commodity as shown below and click on



to add the commodity in the system.

A screenshot of the "Commodities" form. It has a blue header "Commodities" and a sidebar on the left with the same menu as the previous screenshot. The form fields are: Names (ethanol), Description (good condition), Unit of Issue (mg), Unit Price (3200.00), Item Code (23), Storage Requirements (cold chain), Minimum Level (2), and Maximum Level (100). At the bottom is a "Save" button.

Use the search box to search for a registered commodity

Search:

by entering the name

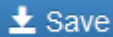
of the commodity. Click

 Edit

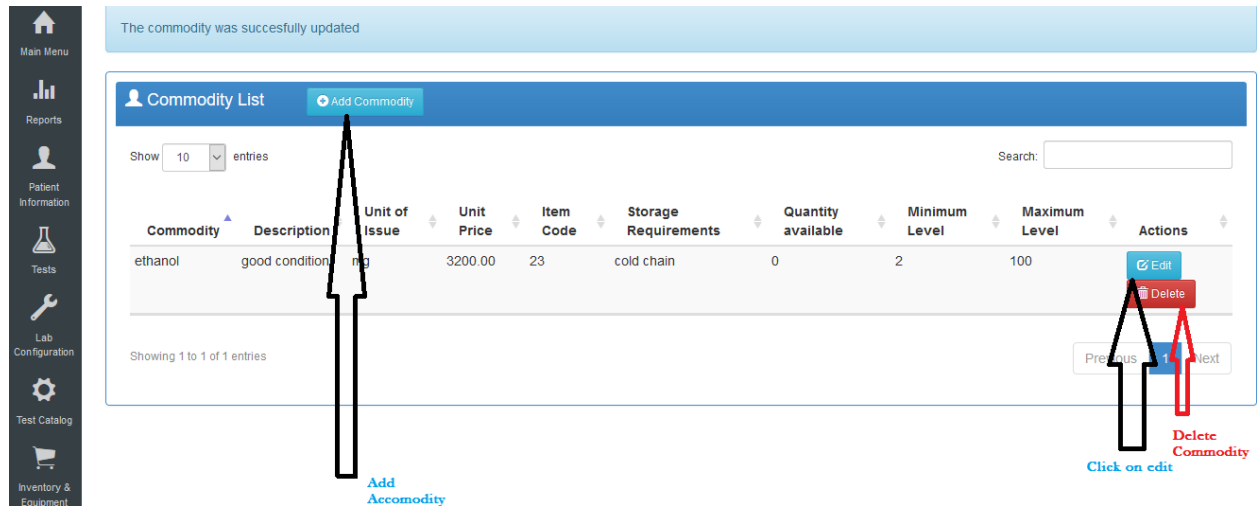
or click

 Delete

to make other changes then click on

 Save

to update as shown below.



The commodity was successfully updated

Commodity List [Add Commodity](#)

Show entries Search:

Commodity	Description	Unit of Issue	Unit Price	Item Code	Storage Requirements	Quantity available	Minimum Level	Maximum Level	Actions
ethanol	good condition	mg	3200.00	23	cold chain	0	2	100	Edit Delete

Showing 1 to 1 of 1 entries

Previous [Next](#)

[Add Accomodity](#)

[Click on edit](#)

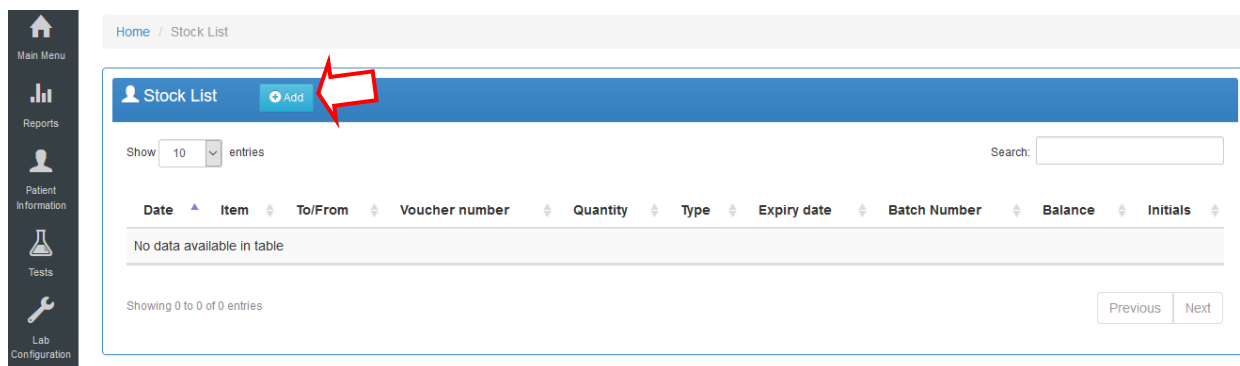
[Delete Commodity](#)

3.5.8 Issuing requested lab commodities (filling in stock book)

Click “Inventory &Equipment” on the landing page and click “Inventory” then click “Stock

Card” to display the stock list. To issue a commodity requested click

 Add



Home / Stock List

Stock List [Add](#)

Show entries Search:

Date	Item	To/From	Voucher number	Quantity	Type	Expiry date	Batch Number	Balance	Initials
No data available in table									

Showing 0 to 0 of 0 entries

Previous [Next](#)

The requesting staff should know all details of the commodity page will be displayed as shown below. Select the commodity and indicate whether the stock is inbound or outbound. Then click on continue to fill the stock card.

Home / Stock List / Stock card

outbound stock

District	Facility	Financial Year	Item	Unit of Issue	Max Stock	Min Stock
Kampala	CENTRAL PUBLIC HEALTH LABORATORIES	2016/2017	kits (packs good)	good	9	8

Stock card

To

Voucher number

Quantity out

Balance on Hand

Batch number

Expiry date

Initials

Save

Click on  button to save the item and a list of the saved item issued will be displayed as seen below

Home / Stock List

Stock List

Add

Show 10 entries

Search:

Date	Item	To/From	Voucher number	Quantity	Type	Expiry date	Batch Number	Balance	Initials
24 May 2017	kits			13	3	O	24 May 2017	2353	-3 tk

Showing 1 to 1 of 1 entries

Previous

1

Next

3.5.9 Record findings from conducted physical count

Click **“Inventory &Equipment”** on the landing page and click **“Inventory”** then click  **Stockbook** to select the item to reconcile with the physical findings then click on submit.

Home / Stockbook

Tracer item

Select item

Submit

This will bring a new page of existing stock as shown below

Home / Stockbook

Tracer item: Sysmex Lysing Reagents

Submit

Item code: AMP Item description: Ampicillin Pack size: 30

Show 10 entries

Search:

Period	Quantity received	Quantity issued	Days out of stock	Losses & Adjustments	Balance on Hand	AMC	Quantity to order
June 2016	10	9016	20	10	10	3	2

Showing 1 to 1 of 1 entries

Previous 1 Next

3.5.10 Generate stock status report

DASHBOARD PATIENTS INVENTORY & EQUIPMENT OTHER RESOURCES

REPORTS TESTS BIOSAFETY & BIOSECURITY ACCESS CONTROL

Click on reports

Click on **Reports** then click **“Inventory Reports”** and click **“Stock Levels”** as shown below.

Home / Reports

Daily Reports

- Patient Report
- Daily Log

Aggregate Reports

- Prevalence Rates
- Surveillance
- Counts
- Turnaround Time
- Infection Report
- User Statistics Report
- MOH 706
- HMIS 105
- CD4 Report
- Quality Controls

Inventory Reports

- **Stock Levels**

Dashboard

- Dashboard

Click on Stock Levels

Enter period of time for the report then click



as indicated below

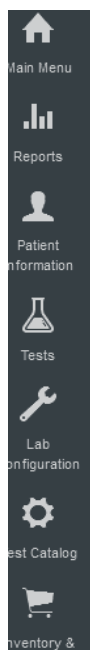
3.5.11 Adding a Supplier

Click **“Inventory & Equipment”** on the landing page and click **“Inventory”** then click **Suppliers** to display a list of a supplier of an equipment or commodity as shown below.

Click on



to enter details of a new supplier as shown below and click **“Save”** to update the list.



Home / Suppliers List / Suppliers

Suppliers

Name

Phone Number

Email

Physical Address

 Save

Click  or click  to make other changes then click on  to update as well.

3.7 FAQs

	Inquiries and questions	Responses
1.	Since the Hub module majorly depends on internet connectivity, will NPHL Provide Internet services to the Site.	We are using this period to study the use of data bundles before committing to the sustainability of the support.
2.	How different is the A-LIS from the other Lab Information systems?	A_LIS has been customized to the Sierra Leone laboratory setting.
3.	How will the A-LIS help the facility link its service data to DHIS 2?	A-LIS will later be able to upload data to DHIS2 but for now it is able to summarize data according to the HMIS 105 Lab section which can be printed and attached to the Monthly facility report.
4.	Will A-LIS improve on the data reporting from the automated equipment and how?	We shall have A-LIS integrated with the automated equipment to enable automated data capture and reporting, but this will be done in the next sequent build.
5.	Is 12 days enough for the NPHL data officer to stay at the site?	The 12 days will be enough to get a feedback on the HUB module, but this person will also assist in the utilization of the HLIMS paper based data collection tools.
6.	Who will support the maintenance of the A-LIS equipment?	We are asking the IPs to take this role, since they are already very activate in this area.
7.	Who will provide stationary for printing results?	The NPHL team came with a rim of paper for now for the duration of the pilot. There will be a cost analysis after this pilot to review the sustainability of provides paper.
8.	The biggest struggle with utilizing any LIS is the poor HR numbers in the laboratory, so is NPHL providing a data clerk to assist in data collection and entry within the laboratory?	We are advocating for a HLIMS data person through the Health Officers's office. Otherwise for now we ask that someone is assigned the role within the laboratory or facility HMIS focal points/departments.
9.	Can NPHL-HLIMS team be invited for CMEs with clinicians and other stakeholders.	Yes, all we need is an early communication.
10.	How will we use ALIS and the HMIS105 monthly forms (HMIS 105, 033A, 033B)?	033A and 033B are not yet catered for in the next build but monthly reports can be automatically generated from ALIS.
11.	If we use electronic ALIS and we have no counter books, how shall we populate HMIS105?	The system will automatically generate reports according to a specified date range.
12.	What happens when power goes off?	Always revert back to the HMIS paper based tools then later on have the back log entered into A-LIS once the power is restored.
13.	What happens when ALIS is not working?	Contact the HLIMS coordinator at NPHL after trying out abit of basic trouble shooting with the HLIMS focal persons onsite.
14.	Who does the facility officer call for help whenever there is a technical problem?	Contact the HLIMS Coordinator at NPHL.
15.	I forgot my pass word, what do I do?	Contact the site super user (HLIMS focal person) to reset your password.