

DDMS Health Facility – User Manual

Points-to-remember: -

1. DDMS-Health Facility web-application has been developed with responsive to handheld devices, hence interfaces on this application can be easily operated from Desktops or Laptops or Tablet PCs or any Mobile device on any platform.
2. Unique sign-in credential will be given to all user-levels at each health facilities with one-time-password (OTP). Upon first sign-in with OTP, user-interface will be redirected to change password screen, through this, the individuals can define their own password. *Kindly note, as encrypted form of passwords stored in the database, it cannot be viewed even by the Administrator.*
3. To start using this web-application
 - a. First, every medial-store has to define their own drug-master from the TNMSC's drug master list. (Individual store can revise their drug-master list as and when require).
 - b. Second, every medical-store has to update **closing-stock** on each drug item on any cut-off date. Enter the closing-stock value under the **Received quantities** column.
 - c. Then from next date of the closing stock entered, health facilities can start updating the aggregate transaction details
4. All transaction modules will have two stages; first stage to feed entries through the interface and another stage to confirm/authorization of the entries already fed. Prior to authorization, transaction entries will be stored in a temporary storage which will not reflect in any report and the same can be updated / deleted before authorization. After authorization, transaction details will be reflected in necessary interface/report which **cannot be reversed** by any one.

5. **Reports:** - As on date, following two reports are available and other necessary MIS reports will be enabled when requires.
 - a. Transaction details on a particular date with Opening Balance, Inward quantities, Outward quantities and Closing Balance.
 - b. Individual store-wise drug-master list
6. **Change Password:** - For security reasons, users are advised to change their password whenever necessary.
7. Kindly **Logout** after your transactions.

Steps to use DDMS-Health Facility module: -

- 1) Open a web-browser, type www.tnmsc.tn.gov.in in the address bar then press enter key. (recommended web-browser Chrome)
- 2) Click on "Login" menu.
- 3) Click on "DDMS-Health Facility" from the login category page to open Sign-in dialog.
- 4) Enter your username, password and captcha-code, then click on **Sign-in** button.
- 5) For first-time
 - a. Create drug master:
 - i. Click the menu Master -> Entry -> Store Drug-Master
 - ii. Select Health Facility Name, Store Name and Drug Category, and click on View button. Now vertical list boxes will be displayed. Left-side list box with heading "*Non-selected (From TNMSC Druglist)*" which displays live drug items in TNMSC Drug Master which are not chosen by medical-store. And right-side list box with heading "*Selected (From TNMSC Druglist)*" which lists drug items chosen by the medical-store.

- iii. To move drug items between the two list boxes, user has to just click on a drug item in the list box
 - iv. After creation of the drug master list authorize the same from the user having authorization privilege.
- b. Update closing balance on a cut-off date:
- i. Click the menu Entry -> Aggregate Transaction (EoD)
 - ii. Select Health Facility Name, Store Name, Drug Category and Date of Transaction (closing balance date), then click on View button. Now a tabulation will be displayed, from which only three columns (Received Quantity, Dispensed to Patients and Transfer-out) are editable.
 - iii. Under the column "Received Quantity" user has to sum-up all types of inward quantities on the selected date on respective drug code and update. *(This column will be automatically changed to read-only for a deleted drug item and if stock available at medical-store.)*
 - iv. Under the column "Dispensed to Patients" user has to sum-up all quantities dispensed to patients on the selected date on respective drug code and then to update.
 - v. Under the column "Transfer-out" user has to sum-up all quantities **distributed to other than patients** including schemes such as RBSK, Mini-clinic, Special camp, etc.
 - vi. Here the users are permitted to update transaction by Chronological order (date). That is, once closing-balance updated on any cut-off date by a medical-store, they will be permitted to update transactions by next subsequent dates. Suppose if there were no transaction on a particular date, they have to record themselves through another interface labeled "Nil Transaction".

- vii. **Nil Transaction:** - After selection of Health Facility Name, Store Name and Date, the user having authorization privilege has to click on "Update Nil Transaction" button to continue transaction updates on subsequent dates.
- 6) To update daily aggregate transaction details after update of closing balance follow the steps above from **5) b. iii**

-- The End --