Handbook on eVIN Mobile and Web Application for Vaccine Store Managers
PREFACE

As India progresses into a digital era, encouraging the use of technology for governance, the introduction of Electronic Vaccine Intelligence Network (eVIN) for vaccine logistics management comes at an opportune time. The eVIN being set-up across the country by the Ministry of Health and Family Welfare (MoHFW) and the United Nations Development Programme (UNDP) is transforming the traditional methods of vaccine storage and record-keeping. By digitizing vaccine inventories and storage temperatures and making it available on an online platform, the innovation is strengthening the evidence-base for decision-making. The combination of a user-friendly mobile and web-based application, state-of-the-art temperature loggers, standardized processes and regular supportive supervision from the vaccine and cold chain managers deployed in the districts is contributing to efficient vaccine logistics.

With the aim of ensuring equity through easy and timely availability of quality vaccines to all children, eVIN is a powerful contribution to strengthening health systems. The merits of eVIN are growing beyond the technology; the initiative will build capacities and empower the vaccine store manager in the cold chain network in vaccine delivery, management and procurement.

Capacity building of vaccine cold chain handlers and vaccine store managers through intensive training programs forms an integral component of eVIN. These handbooks are intended to assist learning and encourage efficient use of the eVIN technology. A complete guide on how to use the mobile and web versions of the eVIN application, monitor vaccine storage temperatures on the temperature logger, standard operating procedures and guidelines on processes, these handbooks are intended for the convenience of eVIN users, committed to improved immunization coverage in the country.

I envision an effective use of these handbooks by the target readers in understanding and implementing eVIN improved vaccine cold chain systems.

(Vandana Gurnani)
FOREWORD

It gives me great pleasure to present the comprehensive handbook for the users of Electronic Vaccine Intelligence Network (eVIN).

The Universal Immunization Program (UIP) of the Government of India (GoI) is one of the largest of its kind in the world. The availability of quality vaccines counts as one of the key factors for the success of this program. The e-VIN is an integral component of the UIP that is run by the Ministry of Health and Family Welfare (MoHFW). It is a technological intervention in digital format so that the Government’s current and future interventions of effective vaccine and supply chain management can be strengthened. By providing real-time information on vaccine storage temperatures and vaccine stocks and flows, e-VIN will be a significant tool to inform policy making and programming decisions at the State and National level in UIP. In addition to introducing technology in the sphere of vaccine management, e-VIN also empowers the vaccine store managers across the country by building their capacities, bringing about a transparency in the system and building accountability at higher levels of vaccine supply chain management.

The comprehensive set of handbooks on e-VIN aims to guide the vaccine store managers on the use of the e-VIN software application. These will support the vaccine store managers as guide books on how to use the e-VIN app and aid learning. I am positive that the handbooks will be of immense help to all the users of mobile and web-based e-VIN application in the districts and states till the last cold chain points.

(Dr. Pradeep Haldar)
The partnership between the Government of India (GoI) and United Nations Development Programme (UNDP) for implementation of the Electronic Vaccine Intelligence Network (eVIN) is a significant step towards strengthening health systems in the country. It is a stepping stone for revolutionizing and upgrading the vaccine logistics management to support the Universal Immunization Programme of the government. Led by the Ministry of Health and Family Welfare (MoHFW), eVIN engages a remarkable system of product, processes and people that optimizes decision making and augments improved HR performance leading to an efficient and effective Universal Immunization Program (UIP) in India.

Whilst eVIN system is powered by a state of the art technology and software, it has a very simple and easy to understand front-end smartphone interface that is very user-friendly to use. Our Vaccine Cold Chain Handlers (VCCH) are finding it simple to work with and enter vaccine stock data through the mobile phone which is critical for the uptake of eVIN at the end-user level i.e. cold chain point.

This composite set of handbooks on eVIN application is a useful resource for the health-workers and I am confident that it will prove to be a helpful companion to our UIP staff in the States and Districts.

(Dr. M.K. Aggarwal)
MESSAGE

United Nations Development Programme

I congratulate the Ministry of Health and Family Welfare for this series of handbooks that demonstrate how cold chain handlers and vaccine store managers, at the frontlines of India’s universal health coverage efforts, can effectively use eVIN, a technological innovation designed to improve immunization in the country.

India’s Universal Immunization Programme aims to secure the future of the world’s largest birth cohort. Much of the success of this effort will depend on an effective supply chain system that ensures an efficient and robust mechanism for vaccine flow, right from the manufacturer, to every last family, woman and child on the ground. Vaccines must be available in adequate supply, and be safe for all.

Under the leadership of the Ministry of Health and Family Welfare and implemented by the United Nations Development Programme and supported by partners, eVIN is a technological innovation that aims to address the challenges of infrastructure and human resources in achieving universal immunization in the country.

We hope that these comprehensive and easy-to-understand tools, guide easy adoption and implementation of eVIN in the country. In doing so, we hope to empower frontline health workers that are critical to achieving India’s ambitions.

We look forward to supporting the Government of India in the up-scaling of eVIN to strengthen the country’s health systems.

Jaco Cilliers
UNDP Country Director
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eVIN Web Application for Regional and State Vaccine Store Managers

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**Cold chain handler:** Any regular or contractual staff performing the responsibility of vaccine and cold chain management at any level of vaccine stores and cold chain network is known as a vaccine cold chain handler. This is not a designated but an assigned position by the facility in-charge. Any staff working as pharmacist, store keeper, paramedical staff, health supervisor or auxiliary nurse midwife (ANM) looking after the vaccine and cold chain management of a particular health facility is referred to as the vaccine cold chain handler for that facility.

**Minimum stock level:** Also known as the reorder level, the least quantity that should be available in stock or the level which, when reached, initiates a re-order. This is usually expressed as the number of weeks/months of supply. It is an amount of stock which is used during the time period between placing and receiving the order plus the buffer stock. The minimum stock level is the level below which the stock should never drop without having placed an order.

**Maximum stock level:** The minimum stock plus the amount of stock used between orders i.e. the working stock. The maximum level is set to prevent instances of excess stock which results in loss of vaccines to expiry before use.

**Lead time:** Time between indenting of vaccine and receipt of vaccine. The lead time varies, depending upon the speed of deliveries, availability and reliability of transport, and other factors like weather.

For instance, if the monthly requirement of DPT at a PHC is 280 doses, the buffer stock will be 25% of 280 i.e. 70 doses. If the lead time is one week, then the minimum stock will be buffer stock plus requirement for lead time (70 doses) i.e. 70+70=140 doses.

**Hot alarm:** An alarm raised when there is an instance of breach of vaccine storage temperature as it goes above 8 degrees centigrade for ice-lined refrigerator and -15 degrees centigrade for deep freezer.

**Cold alarm:** An alarm raised when there is an instance of breach of vaccine storage temperature as it goes below 2 degrees centigrade for ILR and -25 degrees centigrade for deep freezer.
**Net utilisation:** Difference between the total closed vials issued for the routine immunization (RI) session and the total closed vials received after the completion of RI session; always measured in doses.

**Inventory:** Total stock of a specific material available at the vaccine store or cold chain point.

**Receiving store:** Store to which the vaccines are issued.

**Issuing store:** Store that issues the vaccines.
<table>
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<tr>
<td>ANM</td>
<td>Auxiliary Nurse and Midwife</td>
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<td>BCG</td>
<td>Bacillus Calmette Guerin</td>
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<td>bOPV</td>
<td>bivalent Oral Polio Vaccine</td>
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<td>BSNL</td>
<td>Bharat Sanchar Nigam Limited</td>
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<td>CCE</td>
<td>Cold Chain Equipment</td>
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<td>FEFO</td>
<td>First Expiry First Out</td>
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<td>GMSD</td>
<td>Government Medical Store Depot</td>
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<td>HSS</td>
<td>Health System Strengthening</td>
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<td>ID</td>
<td>Identity Document</td>
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<td>ILR</td>
<td>Ice Lined Refrigerator</td>
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<td>IPV</td>
<td>Inactivated Polio Vaccine</td>
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<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>JE</td>
<td>Japanese Encephalitis</td>
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<tr>
<td>Max</td>
<td>Maximum</td>
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<td>Min</td>
<td>Minimum</td>
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<td>MIS</td>
<td>Management Information System</td>
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<td>Acronym</td>
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<td>MoHFW</td>
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<td>OTP</td>
<td>One Time Password</td>
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<td>PHC</td>
<td>Primary Health Centre</td>
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<td>PO</td>
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<td>RI</td>
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<td>TL</td>
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<td>UIP</td>
<td>Universal Immunization Programme</td>
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<td>VCCM</td>
<td>Vaccine and Cold Chain Manager</td>
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<td>WIC</td>
<td>Walk in Cooler</td>
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<td>WIF</td>
<td>Walk in Freezer</td>
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INTRODUCTION

Over 26,000 vaccine store managers across the country are committed to the immunization programme in their regions. To enhance the immunization coverage and ensure equity, sustained availability and accessibility to quality vaccines is a prerequisite.

The absence of comprehensive and instant information on vaccine logistics often limits effective management of vaccines. For streamlining the immunization supply chain, it is essential to empower the vaccine store managers and cold chain handlers with a management information system, which equips them with the ability to view and assess data on vaccine stocks and storage temperatures.

The Electronic Vaccine Intelligence Network (eVIN), introduced by the Ministry of Health and Family Welfare and implemented by the United Nations Development Programme, enables real-time visibility of vaccine inventories by digitizing details of stock and storage temperature. In doing so, eVIN provides an integrated solution to address constraints of infrastructure, monitoring and human resources, often resulting in inadequate vaccine stocks and related challenges.

By leveraging a unique combination of:

- Technology - through mobile and web software applications and SIM-enabled temperature loggers;
- Human resource - through vaccine and cold chain managers for support and supervision;
- Governance - through standard operating procedures (SOPs) and systemizing processes for record-keeping and vaccine management;

eVIN aims to build capacities and provide a robust decision-making tool for cold chain managers.
INTRODUCTION

With eVIN, cold chain and vaccine managers can:

- View the real-time availability of vaccine stocks
- Forecast and estimate monthly and weekly requirements
- Ensure appropriate storage temperatures and check if the vaccines are safe
- Get immediate alerts in case of temperature breach
- Get an overview of vaccine replenishment times, supply and consumption patterns
- Reallocate vaccine inventories
- Plan for emergencies and special programmes
To understand the use of eVIN mobile and web applications for vaccine store managers at district, regional and state levels.

To understand all the features, components and functions of the eVIN mobile and web applications for vaccine store managers.

To understand the stock availability at the vaccine store and classification of the stock as 'less than minimum stock', 'more than maximum stock' or 'stock out'.

To understand various types of transactions to be made on eVIN mobile application including the entry for issue, receipt and net utilization of vaccines for routine immunization and campaign.

To understand how to make transactions for vaccine discards along with the proper reason codes.

To understand methods to view trends for stocks, issues, receipts, discards and transfers of vaccines used for routine immunization and campaigns on the eVIN web application.

To understand the process of inventory management through analysis of information from cold chain points in the district with the help of the online dashboards.

To understand the SOPs of eVIN.

To learn about basic troubleshooting in the eVIN application.

To be able to independently make transactions and use the eVIN mobile and web applications.
eVIN Mobile Application for District Vaccine Store Managers
1.0 GETTING STARTED

The chapter provides instructions on how to unlock the phone and download, install and access the eVIN mobile application.
1.1 UNLOCKING YOUR PHONE

Press the power button on the side of the phone (as indicated above) to switch the phone on.
Unlock your phone by sliding the screen upwards

Now the phone is unlocked and the home screen is visible
1.2 INSTALLING eVIN

1. **Home Screen**
   - Unlock your phone to reach the home screen
   - On the home screen you will see several default applications (apps)

2. **Internet**
   - Slide down your notification bar from the top of the screen
   - The **Data** icon will be visible in the widget panel at the top of the notification bar
   - If your data plan is on, this icon will be highlighted
• Click the **Data** icon to switch on your mobile internet
• Click the name of the service provider for your region. For example, BSNL, Airtel, Idea or Vodafone

• The **Data** icon will now change to blue colour
• Slide up the notification bar from the bottom of the screen
• You will see the 3G, H+ sign in the top status bar of the screen, beside the network signal
1.2 INSTALLING eVIN

3. **Home Screen Menu**
   - Swipe across the screen to view the complete list of applications
   - Select the **Play store** icon to download eVIN

4. **Play Store**
   - Type **eVIN India** in the search field at the top of the screen in the Play store
5. **Search**
   - As you type the first few letters of ‘eVIN India’, a drop-down menu will appear with options
   - Select **eVIN India** to proceed to the eVIN download page

6. **Installation**
   - Click **Install** to download and install eVIN on your phone
1.2 INSTALLING eVIN

7. **Confirmation**
   - Click *Accept* to allow eVIN to access your location, SMS and enable use of camera / pictures, etc.

8. **Open**
   - Once the eVIN app is installed, click *Open*
   - or
   - Click the eVIN icon from the phone menu on your home screen
Note – After installation, eVIN will be available in the list of apps on the phone when you navigate to the home screen.

Click the icon 📲 and drag it to the home screen for easy access.
1.3 LOGIN

1. Login Page
   - After installing the app, click the eVIN icon to access the eVIN Login page
   - Enter the user name and password provided to you
   - Click Login to view information about the store

2. Change Language
   - To change the language, click the Language drop-down at the top
   - Select one language from the list of options
3. **Forgot Password**
   - In case you forget your eVIN password, click the blue **Forgot Password** button below the login button.
   - Enter your eVIN **User ID** in the field provided.
   - Click the **Send OTP** button. A One Time Password (OTP) confirmation box will appear.
   - You will receive an OTP on your registered mobile number.
   - Enter the OTP in the confirmation box.
   - Click **Reset Password** to reset the password or click **Cancel** to return to the login page.
   - You will receive another **SMS** on your registered mobile number, which will contain your new password. Now use this new password for eVIN login.
1.3 LOGIN

4. Need help
   • A ‘Need Help’ section appears below the ‘Forgot Password’ button on the Login page
   • In case you have a query related to eVIN, click the Phone icon to contact the VCCM of your district
   • Next to the phone icon is another icon for Mail, which can be used to send an email to the customer care centre

5. Feedback
   • Click Feedback at the bottom of the homepage to provide any eVIN-related feedback
6. **Entity name**
   - Go to the entity **Homepage**
   - The entity (DVS) name will be displayed at the top of the screen
   - Click **Inventory** to view the drop-down options

**Note** – (+) indicates further drop-down options

- Once you click feedback, a screen will appear
- Type your feedback in the text box
- Click **Send** to submit your feedback
- Click **Cancel** to go back to the last page
2.0 INVENTORY MANAGEMENT

The chapter provides information on how to view stock and how to perform transactions for issue, receipts, net utilization and vaccine discards. It also guides the user for generating reports with inventory details and access transaction history.
2.1 VIEW STOCK

1. Operation
   - Select View Stock to view material inventory information
2. **Material category tags**

- On selecting view stock, the Material Tags will appear on the screen.
- The numbers beside the tags indicate the types of materials under each tag.
- For example, RI Vaccines (13) indicates that there are 13 types of materials under the RI Vaccines tag.
- Click on a particular tag to view materials under that tag.
- For example, BCG (dose) is a material under the RI Vaccines tag.
- Similarly, to view materials for campaign, select Campaign.

**Note** – Tags are created to define broad categories under which materials can be classified. For example,
- Material tag – RI Vaccines
- Material – BCG(dose)
2.1 VIEW STOCK

3. Material list

- On selecting View stock, the material tags will appear on the screen.
- Click a particular tag to view the material list under that tag.
- Enter the material name in the search field to find a particular item.

The following colours denote different stock levels:
- < Minimum Stock
- > Maximum Stock
- Zero Stock Level

Note:
- Categories with more than 10 materials will be displayed on the page in sets of 10.
- Click the icon to move to the next set of materials.
- Click Refresh to see the latest stock level.
4. **Material Information**
   - Always refresh the page before viewing the stock
   - Select a particular material from the list. For example, BCG (dose)

- When a particular material is selected, the following details will be displayed:
  - Quantity
  - Minimum stock
  - Maximum stock
  - Last updated (date and time)

- Batch-wise details of the selected material can be viewed under the batch tab below the material information
5. **Navigation**

- Click **Back** at any point during the transaction to go back to the last page viewed.
- Click the **Home** button under ‘Options’ to go back to the entity home page.
2.2 ENTER RECEIPTS

1. **Main menu**
   - Go to the entity homepage
   - Under inventory, click Enter receipts
   - To enter receipts for vaccines used for routine immunization, select RI vaccine
   - Similarly, to enter receipts for vaccines used for campaign, select Campaign

   **Note** – Receipts is a transaction recording the receipt of vaccines from RVS/SVS at DVS. The inventory increases as a result of this transaction

2. **Operation**
   - Select the **Issuing store** from the given list
2.2 ENTER RECEIPTS

3. **Materialist**
   - Select the material tag you want to update. For example, RI Vaccines
   - Now select the material that you want to enter receipts for. For example, BCG (dose)

4. **Data entry**
   - Select *Add new batches* to add the batch details for the material you receive
5. **Add new batch**
   - Click the **Add new batch** button and enter batch details. All fields are mandatory in batch details except the date of manufacture.
   - Enter the quantity and click **Save** to save batch details.
   - Click **Clear** to re-enter new values or
   - Click **Cancel** to quit transaction.

6. **Review data entry**
   - The material list will now highlight the quantity for the selected batch, which has been updated in red.
   - Click **Select Reason** to select status of VVM.
2.2 ENTER RECEIPTS

- Select the status **VVM Usable**
- Click **Save** to save the data into the system
  or
- Click **Cancel** to re-enter the data

7. Entry review
- The material list will now highlight the quantity for the selected batch, which has been updated in red
- Click **Send** to confirm the transaction
  or
- Click **Clear all** to re-enter the value
8. **Update**
   - Review the details entered for each material, including the batch number, quantity, expiry date, name of the manufacturer and the date of manufacture
   - Click **Send Now** to confirm the receipt of material
     or
   - Click **Cancel** to cancel the transaction or to re-enter values

9. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click **OK** to go back to the entity homepage
2.2 ENTER RECEIPTS

10. Notification
In case mobile internet data is not available or you want to save the transactions for future:
- The inventory will not be updated successfully on clicking Send and Send now if mobile data is not available. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.
- Do not click Send to confirm the transaction if you want to save your transaction for future; the stock will not be updated.
- Click Back to go back to the entity homepage. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.

11. Confirmation
- Click Notification tab to view unsent receipts.
- Select one of the options below to complete the transaction:
  - Click the unsent message to confirm issue of material
  - Click the blue icon next to unsent message
12. **Option - A**
   - Verify the transaction and confirm the material and quantity
   - Click **Send Now** to complete the transaction or
   - Click **Cancel** to quit the transaction

12. **Option - B**
   - When you click the blue icon, a message seeking confirmation will appear
   - Click **Yes** to complete the transaction or
   - Click **No** to quit the transaction
2.2 ENTER RECEIPTS

13. **System Generated Confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click OK to go back to the entity homepage
2.3 ENTER STOCK COUNT

1. **Main menu**
   - Go to the entity **Homepage**
   - Under inventory, click **Enter stock count**
   - To enter stock count for vaccines used for Routine Immunization select **RI vaccine**
   - Similarly, to enter stock count for vaccines used for campaign, select **Campaign**

   **Note** – Stock Count is a transaction where stock levels are entered in eVIN after a physical stock count (actual stock levels available) at the facility

2. **Operation**
   - Select the material for which you want to revise the stock levels. For example, **RI Vaccines**
3. **Material list**

- Select the material you would like to update. For example, BCG (dose)

The following colours denote stock levels:

- < Minimum Stock
- > Maximum Stock
- Zero Stock Level

4. **Data entry**

- Enter actual stock level of the material in the field provided
- Click **Add New Batch** to add new batch details
- Click **Save** to capture new stock details
- Click **Clear** to re-enter new values or **Cancel** to quit transaction

**Note** – Ensure that you enter the actual new stock level and not the difference / adjustment
5. **Entry review**
   - The material list will now highlight the material quantity that has been updated in red below the material name
   - Click **Send** to confirm the transaction or
   - Click **Clear all** to re-enter the value

6. **Update**
   - Review the batch details of the material: batch number, expiry date, name of manufacturer, manufacture date and quantity
   - Click **Send Now** to confirm the revised stock levels of the material
   - Click **Cancel** to cancel the transaction or re-enter the values
2.3 ENTER STOCK COUNT

7. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click OK to go back to the entity homepage

8. **Stock review**
   - View the updated stock levels of the material
   - Click Refresh if the quantity is not updated
9. **Notification**

In case mobile internet data is not available or you want to save the transactions for future:

- The inventory will not be updated successfully on clicking Send and Send now if mobile data is not available. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.
- Do not click Send to confirm the transaction if you want to save your transaction for future; the stock will not be updated.
- Click Back to go back to the entity homepage. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.

10. **Confirmation**

- Click Notification tab to view unsent receipts.

- Select one of the options below to complete the transaction:
  - Click the unsent message to confirm issue of material.
  - Click the blue icon next to unsent message.
2.3 ENTER STOCK COUNT

11. Option - A
- Verify the transaction and confirm the material and quantity
- Click Send Now to complete the transaction
  or
- Click Cancel to quit the transaction

12. Option - B
- When you click the blue icon, a message seeking confirmation will appear
  • Click Yes to complete the transaction
  or
  • Click No to quit the transaction
13. **System-generated confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click **OK** to go back to the entity homepage
2.4 ENTER DISCARDS

1. Main menu
   - Go to the entity Homepage
   - Under inventory, click Enter discards

   Note – Discards is a transaction to record materials that are not usable due to various reasons such as expiry, VVM not usable, vaccine frozen or damaged, etc. The material inventory decreases as a result of this transaction

2. Operation
   - Select the material for which you want to enter discards. For example, RI vaccines
3. **Material list**
   - Select the material you would like to update. For example, BCG (dose)

   The following colours denote stock levels:
   - < Minimum Stock
   - > Maximum Stock
   - Zero Stock Level

4. **Data entry**
   - Enter the quantity of the materials you want to discard in the field provided
2.4 ENTER DISCARDS

- Please select the **Reason** for the discard from the drop-down list
- For example, Expired, Frozen or VVM Unusable

---

6. **Save or cancel**

- Click **Save** to save the entered data into the system
- Click **Cancel** to cancel the transaction or to re-enter the values
7. **Entry review**
   - Material list will now highlight the material quantity that has been updated in red below the material name
   - Click **Send** to confirm the transaction or
   - Click **Clear all** to re-enter the value

8. **Update**
   - Review material and the quantity entered and click **Send Now** to confirm the discards
   - Click **Cancel** to cancel the transaction or to re-enter values
2.4 ENTER DISCARDS

9. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click OK to go back to the entity homepage

10. **Stock review**
    - View the updated stock levels of the material
    - For example, the stock level of BCG has changed to 960 after discarding 40 units
    - Click Refresh if the quantity is not updated
11. Notification
In case mobile internet data is not available or you want to save the transactions for future:

- The inventory will not be updated successfully on clicking Send and Send now if mobile data is not available. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.
- Do not click Send to confirm the transaction if you want to save your transaction for future; the stock will not be updated.
- Click Back to go back to the entity homepage. A notification will appear on the entity homepage along with a red flag in the respective transaction tab.

12. Confirmation

- Click on the Notification tab to view unsent discards.
- Select one of the options below to complete the transaction:
  - Click the unsent message to confirm issue of material.
  - Click the blue icon next to unsent message.
2.4 ENTER DISCARDS

13. **Option - A**
   - Verify the transaction and confirm material and quantity
   - Click **Send Now** to complete the transaction
     or
   - Click **Cancel** to quit the transaction

14. **Option - B**
   - When you click the blue icon, a message seeking confirmation will appear
   - Click **Yes** to complete the transaction
     or
   - Click **No** to quit the transaction
15. **System-generated confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click **OK** to go back to the entity homepage
2.5 STOCK TRANSFER

1. **Main menu**
   - Go to the entity **Homepage**
   - Under inventory, click **Transfer Stock**

   **Note** – Transfer is a transaction where materials are transferred from the DVS to the Cold Chain Point (CCP). The DVS can only make transfers to CCPs. No Issue transaction can be done by the DVSM as per their SOP

2. **Operation**
   - Select the type of store you want to transfer material to

   **Note** – Receiving stores are the stores the DVS is transferring material to. Issuing stores are the stores who are issuing material to the DVS
3. Operation
   - Select the material for which you want to make the transfer. For example, RI Vaccines

4. Material list
   - Select the material you would like to update. For example, BCG (dose)
   
   The following colours denote stock levels:
   - < Minimum Stock
   - > Maximum Stock
   - Zero Stock Level
2.5 STOCK TRANSFER

5. **Data entry**
   - Enter the quantity of materials (vaccines) that you want to transfer in the field provided for each batch. Please follow the FEFO method while you transfer.
   - Please select the status of VVM for the transfer from the drop-down list.
   - Click **Save** to capture the new transfer details.
   - Click **Clear** to re-enter the values or
   - Click **Cancel** to quit the transaction.

6. **Entry review**
   - The material list will now highlight the quantity that has been updated in red below the material name.
   - Click **Send** to confirm the transaction, or
   - Click **Clear all** to re-enter the values.
7. **Update**
   - Review the material and the quantity and click **Send Now** to confirm the transfers
   - Click **Cancel** to cancel the transaction or re-enter the values

8. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click **OK** to go back to the entity homepage
2.5 STOCK TRANSFER

9. **Notification**
   - After entering the number of doses to be issued, the updated quantity will appear in red, in the material list below the material name.
   - Click **Send** to confirm the transaction.
   - Click **Back** to go back to the entity homepage.
   - A notification will appear on the entity home page screen.

10. **Confirmation**
    - Click on the **Notification tab** to view unsent discards.
    - Select one of the options below to complete the transaction:
      - Click the unsent message to confirm issue of material.
      - Click the blue icon next to unsent message.
11. **Option - A**

- Verify the transaction and confirm the material and quantity
- Click **Send Now** to complete the transaction
  or
- Click **Cancel** to quit the transaction

12. **Option - B**

- When you click the blue icon, a message seeking confirmation will appear
- Click **Yes** to complete the transaction
  or
- Click **No** to quit the transaction
2.5 STOCK TRANSFER

13. System-generated confirmation
   
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click OK to go back to the entity homepage
2.6 EXPORT INVENTORY

1. **Main menu**
   - Under inventory, select **Export Inventory**

2. **Export**
   - Click **Export** to confirm the transaction and obtain inventory information

**Note** – Export inventory will export all the transactions across the entity to your registered email address. (This file can be opened on Microsoft Excel)
3. **Confirmation**

- Ensure you get a message confirming the transaction
- Click **OK** to go back to the entity homepage
2.7 TRANSACTION HISTORY

1. Main Menu
   • Under Inventory, select Transaction History

2. Listing
   • View details of all transactions in chronological order
   • You can view a list of the last 50 transactions

Note – Transaction history records all the transactions that have been made using a particular User ID. It will not record transactions made for the same entity using another User ID.
3. **Navigation**

- Click **Back** to go back to the last screen
3.0 PROFILE

The chapter provides information on how to view the store details and outlines the process for getting assistance on eVIN app.
3.1 STORE DETAILS

1. **Main menu**
   - Log into the app
   - You will be directed to the entity **Homepage**
   - **Store Details** will be displayed at the top of the screen
   - Select **Profile** to view profile information
   - Profile information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores
   
   **Note** – (+) indicates further drop-down options

2. **Store detail screen**
   - Select a particular store to view:
     - Store Name
     - Location
     - Users assigned to the store
   
   **Note** – Contact the Project Officer-IT if you find any incorrect or insufficient details
3.2 RECEIVING STORE DETAILS

1. Main menu
   - Log into the app
   - You will be directed to the entity Homepage
   - The details for the receiving store will be displayed below the Store Details tab
   - Select Profile to view profile information
   - Profile Information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores
   
   Note – (+) indicates further drop-down options

2. Receiving store detail screen
   - Select the Receiving store from the list
3.2 RECEIVING STORE DETAILS

3. Receiving store detail screen

- When you select a receiving store from the list, the following details will appear:
  - Store Name
  - Stock of the store
  - Location
  - Users assigned to the store

Note – Contact the VCCM if you want to make any changes in the store name, location or users assigned.
3.3 ISSUING STORE DETAILS

1. Main menu
   - Log into the app
   - You will be directed to the entity Homepage
   - Details of the issuing store will be displayed below the Receiving Store details tab
   - Select Profile to view profile information
   - Profile Information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores
   Note – (+) indicates further drop-down options

2. Issuing store detail screen
   - Select the Issuing store from the list
3.3 ISSUING STORE DETAILS

3. Issuing store detail screen
   - When you select an issuing store from the list, the following details appear:
     - Store Name
     - Location
     - Users assigned to the store

4. Logout
   - Logout when you are not using the app
eVIN Web Application for District Vaccine Store Managers
4.0 GETTING STARTED

The chapter guides the user to login and manage password, navigate through the eVIN web application and outlines the process for getting assistance.
4.1 GETTING STARTED

1. Using a web browser, go to www.evinonline.in
2. Enter the username and password provided to you by the administrator
3. Select the language you want from the drop-down menu at the top right corner of the screen
4. Click the Login button
5. You will be directed to the Management Console Dashboard, which has a main menu for further navigation.

6. Select the relevant tab in the Main Menu based on your requirement. Each tab has a sub-tab menu for further navigation.
7. **Shortcuts** for easy navigation are on the right side of the screen.

8. Links to download versions of the eVIN mobile application are at the top right corner in the pop-up marked as **Mobile Apps**.

9. **Click** the icon at the top right corner for any assistance with the app. This will direct you to the **Help Index**, which contains guidelines to navigate the eVIN web application.
1. Click the downward arrow at the top right corner of the screen and click Logout
4.3 CHANGE PASSWORD

1. Click the **User Name**. For example, Ashish Sharma
2. Click **My Account** from the options in the drop-down menu
3. Click **Change Password** to change your password
4. Enter your old password in the field provided
5. Enter your new password in the field provided
6. Re-enter your new password
7. Click Update
8. The screen will display a message confirming that your password has been changed successfully
5.0 INVENTORY MANAGEMENT

The chapter provides information on how to view transactions and stocks using various filters, perform transactions and generate reports on the eVIN web application.
Inventory management

Inventory Management aims to ensure that all transactions are adequately recorded in the system for regular monitoring and management of vaccine inventory.

Under Inventory management, you can:

1. Monitor stock levels by:
   - Entity-wise view of stocks
   - Entity-wise export of stocks to your registered email address

2. Create new transactions such as:
   - Receipts
   - Stock count
   - Discards
   - Issue

Colour code

- The following colour code is used to indicate the stock level of each material:

<table>
<thead>
<tr>
<th>Stock Levels</th>
<th>Colour code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero stock</td>
<td>●</td>
</tr>
<tr>
<td>&lt; Min (minimum stock)</td>
<td>○</td>
</tr>
<tr>
<td>&gt; Max (maximum stock)</td>
<td>●</td>
</tr>
</tbody>
</table>

Note – If the inventory of any material is equal to the minimum or maximum stock, the specific item will be highlighted in the system with the colour corresponding to < Min (minimum stock) and > Max (maximum stock).
5.1 STOCK VIEW

View stock
1. Click the Inventory tab in the main menu. It will display three options
2. To view the stock at your store, select Stock Views from the available options
3. In addition to current stock levels, the inventory list also displays the following fields:
   - Min (minimum stock)
   - Max (maximum stock)
   - Last updated (date and time)

4. Materials highlighted in red are at zero stock level

5. Materials highlighted in yellow are equal to or less than minimum stock level

6. Materials highlighted in blue are equal to or more than maximum stock level

7. Stock levels can also be browsed by material tags if the tags are displayed
8. If batch management is enabled for the material, the batch icon will show in the column beside the current stock level. Click to view stock for each batch.
5.1 STOCK VIEW

View abnormal stock
1. Click the Inventory tab in the main menu
2. Select Abnormal stock from the available options
3. Click Events, Min or Max
4. The chart will display the list of abnormal stock
**Export inventory**

1. Click the *Inventory* tab in the main menu. This will display three options.

2. Select the *Stock Views* from the available options in the drop-down menu.
3. Enter the name of the Cold Chain Point (CCP) in the entity search field and select from the drop down list. For example, Jaipur II DVS
4. Click Export once you select the appropriate filter
5. A pop-up box will appear to confirm if you want to export the inventory
6. To view the batch details for the inventory, check the box next to **Include batch details**
7. Click the **OK** button to export data
8. The screen will display a system-generated confirmation message; the file will be exported to your registered email address and can be viewed on Microsoft Excel.
5.1 STOCK VIEW

View transaction

1. Click the **Inventory** tab in the main menu
2. Select **Transactions** from the available options in the menu
3. Click **Store** to apply the filter

Create new transaction

1. Click the Inventory tab in the main menu
2. Select Transactions from the available options in the menu
3. Now select Create transaction
4. Enter the CCP name in the entity search field and select from the drop down list. For example, Varanasi DVS

5. Select the type of transaction in the Transaction type field, which will include the following:
   - **Receipt**: This operation is used to record items received at the DVS by batch
   - **Stock count**: This operation is used for adjusting the error in inventory, in order to match it to the physical stock at the DVS by batch
   - **Discards**: This operation is used to record the discarded items at the DVS by batch
   - **Transfer**: This operation is used to transfer stock from DVS to CCPs by batch
5.1 STOCK VIEW

Enter receipt
1. Select Receipt from the drop-down list under Transaction type
2. Click All or filter by selecting ‘Campaign’, ‘Open Vials’, ‘RI Vaccines’ or ‘Syringes’
3. Select Campaign if you want to make an entry for receipt of vaccines under campaign or RI if you want to make entry for receipt of vaccines under RI
4. Select the material that you want to enter receipt for
5. Select the name of store that has issued the material

Note – More than one material can be selected at once and updated in a single transaction
6. Enter the quantity to be received in the field provided. For example, BCG (dose)
7. Click the **Enter by batch** icon to update the quantity
8. Enter the batch details to update the batches
   a. Following details need to be entered:
      - Batch (for example, 25D891S)
      - Expiry date (for example, 31 Jan 2019)
      - Manufacturer (for example, SIIL)
      - Manufacture date (for example, 1 Oct 2015)
      - Quantity (for example, 250)
   b. Click the + button to add a new batch
9. Click Save to proceed with the transaction. Click Cancel to quit
10. The screen will now display the added batch details with the quantity to be received

11. Confirm the values entered and click **Submit** or click **Reset** to change the quantity
12. When the transaction is complete, the screen will display a system-generated confirmation message: ‘Transaction(s) created successfully’
13. The transaction dashboard under **Inventory** will display the materials received with the corresponding batch details.
Enter stock count

1. Select **Stock Count** from the drop-down list under Transaction type
2. Select the **Material** that is to be updated

**Note** – More than one material can be selected at once and updated in a single transaction
3. Select **Enter by batch** to enter batch-wise details of available stock or to update the details of available batch of stock. For example, BCG (dose)

4. Enter the **Quantity** in the field provided. For example, 50 for BCG (dose)

5. Click the **+** button to add a new batch

6. Click **Save** to proceed with the transaction or click **Cancel** to quit
5.1 STOCK VIEW

7. The screen will now display the quantity for the material

8. Confirm the values and click Submit or click Reset in case you want to change the quantity to be transferred
9. When the transaction is complete, the screen will display a confirmation message: ’Transaction(s) created successfully’
10. The transaction dashboard under Inventory will display the material with the revised stock count and corresponding batch details.
Enter discards

1. Select Discards from the drop-down list under Transaction type
2. Select the Material that is to be discarded

Note – More than one material can be selected at once and updated in a single transaction
3. Click **Enter by batch** to enter batch-wise details or to update the quantity. For example, BCG (dose)

4. Select the **Reason** for discard. For example, Expired
5. Enter the **Quantity** to be discarded against the batch in the field provided. For example, 50

6. Click **Save** to proceed with the transaction or click **Cancel** to quit
7. The screen will now display the quantity of that material to be discarded.

8. Confirm the values entered and click **Submit** or click **Reset** to change the quantity.
9. When the transaction is complete, the screen will display a system-generated confirmation message: 'Transaction(s) created successfully'
10. The transaction dashboard under Inventory will display the discarded materials with the corresponding batch details.
Enter transfers

1. Select **Transfer** from the drop-down list under Transaction type
2. Select the **Receiving store** to which the material is to be transferred
3. Enter the entity name in the search field and select it from the list. For example, Arajline Raja Talab PHC
4. Select the **Material** that is to be transferred

Note – More than one material can be selected at once and updated in a single transaction
5. Click **Enter by batch** to update the quantity. For example, BCG (dose)
6. Enter the **Quantity** to be transferred against the batch in the field provided. For example, 50
7. Click **Save** to proceed with the transaction or click **Cancel** to quit
5.1 STOCK VIEW

8. The screen will now display the quantity of that material to be transferred

9. Confirm the values and click Submit or click Reset to change the quantity to be transferred
10. When the transaction is complete, the screen will display a system-generated confirmation message: 'Transaction(s) created successfully'
11. The transaction dashboard under **Inventory** will display the material items transferred with the corresponding batch details.
5.2 BULK UPLOAD

1. Click Inventory
2. Click Upload in bulk
3. Click Download data file format for Transactions
4. Save the file on your computer
5. Fill in the details in the format provided
6. Save the file
7. Click Choose file
8. Attach the file with the filled-in details
9. Click Upload
10. When the transaction is complete, a green box will appear confirming that the file has been successfully uploaded
5.3 VIEW STOCK OF RECEIVING STORES

1. Select **Setup** and click on **Stores**
2. Check the store name and click on **Relationship Icon**
3. Select the **Receiving store** to which stock is to be viewed example 1100 Quarters UPHC
4. Select **Inventory** to view stock of receiving store i.e. Cold Chain point
eVIN Mobile Application for Regional and State Vaccine Store Managers
6.0 GETTING STARTED

The chapter provides instructions on how to unlock the phone and download, install and access the eVIN mobile application.
6.1 UNLOCKING YOUR PHONE

Press the power button on the side of the phone (as indicated above) to switch the phone on.
Unlock your phone by sliding the screen upwards.

Now the phone is unlocked and the home screen is visible.
6.2 INSTALLING eVIN

1. **Home Screen**
   - Unlock your phone to reach the home screen
   - On the home screen you will see several default applications (apps)

2. **Internet**
   - Slide down your notification bar from the top of the screen
   - The *Data* icon will be visible in the widget panel on the top of the notification bar
   - If your data plan is on, this icon will be highlighted
- Click the **Data** icon to switch on your mobile internet
- Click the name of the service provider for your region, for example BSNL, Airtel, Idea or Vodafone

- The **Data** icon will now change to blue colour
- Slide up the notification bar from the bottom of the screen
- You will see the 3G, H+ sign in the top status bar of the screen beside the network signal
6.2 INSTALLING eVIN

3. **Home Screen Menu**
   - Swipe across the screen to view the complete list of applications
   - Select the **Play Store** icon to download eVIN

4. **Play Store**
   - Type **eVIN INDIA** in the search field at the top of the screen in the Play store
5. **Search**

- As you type the first few letters of ‘eVIN India’, a drop-down menu will appear with options
- Select **eVIN INDIA** to proceed to the eVIN download page

6. **Installation**

- Click **Install** to download and install eVIN on your phone
6.2 INSTALLING eVIN

7. **Confirmation**
   - Click **Accept** to allow eVIN to access your location, SMS and enable use of camera / pictures, etc.

8. **Open**
   - Once eVIN is installed, click **Open** or
   - Click the eVIN icon from the phone menu on your home screen
Note – After installation, eVIN will be available in the list of apps on the phone when you navigate to the home screen.

Click the icon 📱 and drag it to the home screen for easy access.
6.3 LOGIN

1. Login Page
   - After installing the app, click the eVIN icon to access the eVIN Login page
   - Enter the user name and password provided to you
   - Click Login to view information about the store

2. Change Language
   - To change the language, click the Language drop-down at the top
   - Select one language from the list of options
3. **Forgot Password**

- In case you forget your eVIN password, click the blue **Forgot Password** button below the login button.

- Enter your eVIN **User ID** in the field provided.
- Click the **Send OTP** button. A One Time Password (OTP) confirmation box will appear.
- You will receive an OTP on your registered mobile number.
- Enter the OTP in the confirmation box.
- Click **Reset Password** to reset the password or click **Cancel** to return to the login page.
- You will receive another **SMS** on your registered mobile number, which will contain your new password. Now use this new password for **eVIN login**.
4. **Need help**

- A ‘Need Help’ section appears below the ‘Forgot Password’ button on the Login page.
- In case you have a query related to eVIN, click the Phone icon to contact the VCCM of your district.
- Next to the phone icon is another icon for Mail, which can be used to send an email to the customer care centre.
5. **Main menu**

- After entering the correct login details, go to the entity **Homepage**
- The homepage will display the entity (SVS/RVS) name at the top of the screen
- Click **Inventory** to view the drop-down options
- Click **Feedback** to provide any eVIN-related feedback
7.0 INVENTORY MANAGEMENT

The chapter provides information on how to view stock and how to perform transactions for issue, receipts, net utilization and vaccine discards. It also guides the user for generating reports with inventory details and access transaction history.
7.1 VIEW STOCK

1. **Operation**
   - Select **View stock** to view material inventory information
2. **Material category tags**
   
   - On selecting *View stock*, the material tags will appear on the screen.
   
   - The numbers beside the tags indicate the types of materials under each tag.
   
   - For example, RI Vaccines (13) indicates that there are 13 types of materials under the RI Vaccines tag.
   
   - Click on a particular tag to view materials under that tag.
   
   - For example, BCG (dose) is a material under the RI Vaccines tag.
   
   - Similarly, to view materials for campaign, select *Campaign*.

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**Note** – Tags are created to define broad categories under which materials can be classified.

For example,

Material tag – Campaign
Material – Measles (dose)

---

**Note** – (+) indicates further drop down options.
7.1 VIEW STOCK

3. Material list

- On selecting View stock, the material tags will appear on the screen.
- The numbers beside the tag names indicate the types of materials under each tag.
- Click a particular tag to view the material list under that tag.
- Enter the material name in the search field to find a particular item.

Stock levels in the following colours denote:

- < Minimum Stock
- > Maximum Stock
- Zero Stock Level

Note –

- Categories with more than 10 materials will be displayed on the page in sets of 10.
- Click the ▶ icon to move to the next set of materials.
- Click Refresh to see the latest stock level.
4. **Material Information**
   - Always refresh the page before viewing the stock

   - Select a particular material from the list. For example, BCG (dose)
7.1 VIEW STOCK

- When a particular material is selected, the following details will be displayed:
  - Quantity
  - Minimum stock
  - Maximum stock
  - Last updated (date and time)

- Batch-wise details of the selected material can be viewed under the batch tab below the material information.

6. Navigation

- Click Back at any point during the transaction to go back to the last page viewed.
- Click the Home button under ‘Options’ to go back to the entity homepage.
7.2 ENTER ISSUES/NET UTILIZATION

1. **Main menu**
   - Go to the entity [homepage](#)
   - Under inventory, click [Enter receipts](#)
   - Select the receiving store to which you want to issue the vaccines
   - Select the material tag you want to issue
   - To enter receipts for vaccines used for routine immunization select [RI vaccine](#)
   - Similarly, to enter receipts for vaccines used for campaign, select [Campaign](#)

**Note** – Issues is a transaction where vaccines are transferred from RVS to DVS. The material inventory reduces as a result of this transaction
3. Material list
   - Select the material you would like to issue. For example, BCG (dose)

4. Data entry
   - Enter the batch-wise quantity of materials (vaccines) that you would like to issue in the box provided. For example, 1000 doses of BCG
   - Click Save to capture the issue details
   - Click Clear to re-enter new values or
   - Click Cancel to quit the transaction
• Click **Select reason** to select status of VVM

• Select the status **VVM Usable**
• Click **Save** to capture issue details
• Click **Clear** to re-enter new values or
• Click **Cancel** to quit the transaction
7.2 ENTER ISSUES/NET UTILIZATION

5. **Entry review**
   - The material list will now highlight the quantity for the selected batch, which has been updated in red
   - Click *Send* to confirm the transaction or
   - Click *Clear all* to cancel all previous steps

6. **Confirm**
   - Review the material and the quantity shown on the screen
   - Click *Send Now* to confirm the issue of material or
   - Click *Cancel* to quit the transaction
7. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click **OK** to go back to the entity homepage

8. **Stock review**
   - Click **Refresh**
   - View the updated stock levels of the material
7.2 ENTER ISSUES/NET UTILIZATION

9. **Incomplete transaction**
   - If the stock quantity has not changed, it is possible that transaction is not complete.
   - Click **Refresh**
   - If the stock quantity is still not updated, click **Back** to go back to the entity homepage.

- A notification will appear on the entity homepage.
10. **Notification**

- Click the **Notification** tab to view unsent issues

- Select one of the options below to complete the transaction:
  - Click the unsent message to confirm issue of material
  - Click the blue icon next to the unsent message
7.2 ENTER ISSUES/NET UTILIZATION

11. Option - A
   - Verify the transaction and confirm the material and quantity
   - Click **Send Now** to complete the transaction
     - or
   - Click **Cancel** to quit the transaction

12. Option - B
   - When you click the blue icon, a message seeking confirmation will appear
   - Click **Yes** to complete the transaction
     - or
   - Click **No** to quit the transaction
13. **System-generated confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click **OK** to go back to the entity homepage
7.3 ENTER RECEIPTS

1. **Main menu**
   - Go to the entity **Homepage**
   - Under inventory, click **Enter receipts**
   - Select the material tag you want to enter receipts for. For example, RI Vaccines

   **Note** – Receipts is a transaction where any receipt of vaccines from GMSD, the manufacturer or SVS will be entered. Only closed vials are to be recorded at a facility (SVS). The inventory increases as a result of this transaction

2. **Operation**
   - Select the **Issuing store** from the list
3. **Material list**
   - Select the material tag you want to receive vaccines for. For example, RI Vaccines
   - Now select the material you would like to update. For example, BCG Vaccine

4. **Data entry**
   - Enter the batch-wise quantity of materials in the field provided
   - Click **Add new batches** to add the batches which you want to receive
   - Please select the reason (if any) for the receipt from the drop-down list. For example, VVM Usable
   - Click **Save** to capture new receipt details
   - Click **Clear** to re-enter new values or
   - Click **Cancel** to quit transaction
7.3 ENTER RECEIPTS

5. Data entry
   - Enter the batch details. All fields are mandatory in batch details except for the date of manufacture
   - Enter the quantity and click Save to confirm batch details
   - After saving the data into mobile, select the status of VVM from the drop-down list under the status bar
   - Click Save to confirm the details entered

6. Entry review
   - The material list will now highlight the quantity that has been updated in red below the material name
   - Click Send to confirm the transaction or
   - Click Clear all to re-enter the value

Note – You can enter receipts of several materials together and then click Send to confirm
7. **Update**
   - Review the batch details of the material: batch number, expiry date, name of the manufacturer, date of manufacture and quantity
   - Click *Send Now* to confirm receipt of the material
     - or
   - Click *Cancel* to cancel the transaction or to re-enter the values

8. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click *OK* to go back to the entity homepage
7.3 ENTER RECEIPTS

9. **Stock review**
   - After entering the number of doses to be received, the quantity to be updated will appear in red below the material name.
   - Click **Send** to confirm the transaction.
   - Click **Back** to go back to the entity homepage.
   - A notification will appear on the entity homepage.

10. **Notification**
    - Click the **Notification** tab to view unsent receipts.
    - Select one of the options below to complete the transaction:
      - Click the unsent message to confirm issue of material.
      - Click the blue icon next to unsent message.
11. **Option - A**
   - Verify the transaction and confirm the material and quantity
   - Click **Send Now** to complete the transaction
   - or
   - Click **Cancel** to quit the transaction

12. **Option - B**
   - When you click the blue icon, a message seeking confirmation will appear
   - Click **Yes** to complete the transaction
   - or
   - Click **No** to quit the transaction
7.3 ENTER RECEIPTS

13. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click **OK** to go back to the entity homepage
7.4 ENTER STOCK COUNT

1. **Main menu**
   - Go to the entity **Homepage**
   - Under inventory, click **Enter stock count**
   - Select the material tag for which you want to enter the stock count

   **Note** – Stock count is a transaction where stock levels are entered in eVIN after a physical stock count (actual stock levels available) at the facility.

2. **Operation**
   - Select the material for which you want to revise the stock levels. For example, RI Vaccines
7.4 ENTER STOCK COUNT

3. **Materialist**

   - Select the material you would like to update. For example, BCG (dose)

   The following colours denote stock levels:
   - < Minimum Stock
   - > Maximum Stock
   - Zero Stock Level

4. **Data entry**

   - Enter actual stock level of the material in the field provided
   - Click **Add New Batch** to add new batch details
   - Click **Save** to capture new stock details
   - Click **Clear** to re-enter the values or **Cancel** to quit transaction

   **Note** – Ensure that you enter the actual new stock level and not the difference / adjustment
5. Entry review
- The material list will now highlight the material quantity that has been updated in red below the material name
- Click Send to confirm the transaction or
- Click Clear all to re-enter the values

Note – You can enter the revised stock levels of several materials and then click send to confirm

6. Update
- Review the batch details of the material: batch number, expiry date, name of manufacturer, manufacture date and quantity
- Click Send Now to confirm the revised stock levels of the material
- Click Cancel to cancel the transaction or re-enter the values
7.4 ENTER STOCK COUNT

7. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click OK to go back to the entity homepage

8. **Stock review**
   - View the updated stock levels of the material
   - Click Refresh if the quantity is not updated
9. **Notification**
   - Click the *Notification* tab to view unsent issues

   - Select one of the options below to complete the transaction:
     - Click the unsent message to confirm issue of material
     - Click the blue icon next to unsent message
7.4 ENTER STOCK COUNT

10. **Option - A**
   - Verify the transaction and confirm material and quantity
   - Click *Send Now* to complete the transaction
   - Click *Cancel* to quit the transaction

11. **Option - B**
   - When you click the blue icon, a message seeking confirmation will appear
   - Click *Yes* to complete the transaction
   - Click *No* to quit the transaction
12. **Confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click **OK** to go back to the entity homepage
7.5 ENTER DISCARDS

1. **Main menu**
   - Go to the entity **Homepage**
   - Under inventory, click **Enter discards**

   *Note* – Discards is a transaction to record materials that are not usable due to various reasons such as expiry, VVM not usable, vaccine frozen or damaged, etc. The material inventory decreases as a result of this transaction.

2. **Operation**
   - Select the material for which you want to enter discards. For example, RI Vaccines
3. **Material List**
- Select the material you would like to update. For example, BCG (dose)

The following colours denote stock levels:
- < Minimum Stock
- > Maximum Stock
- Zero Stock Level

4. **Material list**
- Enter actual stock level of the material in the field provided
- Please select the reason for the discard from the dropdown box. For example, Damaged, Frozen, Broken or VVM Unusable
- Click **Add New Batch** to add new batch details
- Click **Save** to capture new stock details
- Click **Clear** to re-enter the values or **Cancel** to quit transaction
7.5 ENTER DISCARDS

5. Entry review
   - The material list will now highlight the material quantity that has been updated in red below the material
   - Click Send to confirm the transaction or
   - Click Clear all to re-enter the value

6. Update
   - Review the material and the quantity entered and click Send Now to confirm discards
   - Click Cancel to cancel the transaction or to re-enter the values
7. **System-generated confirmation**
   - When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
   - Click OK to go back to the entity homepage

8. **Stock review**
   - View the updated stock levels of the material.
9. **Notification**
   - After entering the number of doses to be discarded, the updated quantity will appear below the material name (in red) in the material listing.
   - Click **Send** to confirm the transaction.
   - Click **Back** to go back to the entity homepage.
   - A notification will appear on the entity homepage.

10. **Notification**
    - Click on the **Notification tab** to view unsent discards.
    - Select one of the options below to complete the transaction:
      - Click the unsent message to confirm issue of material.
      - Click the blue icon next to unsent message.
11. **Option - A**
   - Verify the transaction and confirm material and quantity
   - Click **Send Now** to complete the transaction
   - or
   - Click **Cancel** to quit the transaction

12. **Option - B**
   - When you click the blue icon, a message seeking confirmation will appear
   - Click **Yes** to complete the transaction
   - or
   - Click **No** to quit the transaction
13. **System-generated confirmation**

- When the transaction is complete, a message will appear on the screen: ‘Inventory successfully updated’
- Click **OK** to go back to the entity homepage
7.6 EXPORT INVENTORY

1. **Main menu**
   - Under the inventory, select Export Inventory

2. **Export**
   - Enter the email address to which the information has to be sent
   - Click Export to confirm the transaction and obtain inventory information

**Note** – Export Inventory will export all the transactions across the entity to your registered email address. (This file can be opened on Microsoft Excel)
3. **System-generated confirmation**
   - Ensure you get a message confirming the transaction
   - Click **OK** to go back to the entity homepage
7.7 TRANSACTION HISTORY

1. **Main menu**
   - Under inventory, select **Transaction History**

2. **Listing**
   - View details of all transactions in chronological order
   - You can see a list of the last 50 transactions made

**Note** – Transaction History will record all the transactions that have been made using a particular User ID. It will not record transactions made for the same entity using another User ID.
3. **Navigation**

- Click **Back** to go back to the last page
8.0 PROFILE

The chapter provides information on how to view the store details and outlines the process for getting assistance on eVIN app.
8.1 PROFILE

1. **Main menu**
   - Log into the app
   - You will be directed to the entity **Homepage**
   - Select **Store Details** displayed at the top of the screen
   - Select **Profile** to view profile information
   - Profile information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores

   **Note** – (+) indicates further drop down options

2. **Store detail screen**
   - Select a particular store to view:
     - Store Name
     - Location
     - Users assigned to store

   **Note** – Contact the Project Officer-IT if you find any incorrect or insufficient details
8.2 RECEIVING STORE

1. **Main menu**
   - Log into the app
   - You will be directed to the entity **Homepage**
   - Select **Receiving Store** displayed at the top of the screen
   - Select **Profile** to view profile information
   - Profile information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores

   **Note – (+)** indicates further drop down options

2. **Receiving store detail screen**
   - Select the **Receiving store** from the list
3. Receiving store detail screen

- When you select a receiving store from the list, the following details will appear:
  - Store Name
  - Stock
  - Location
  - Users assigned to the store

Note – Contact the VCCM if you want to make any changes in the store name, location or users assigned
8.3 ISSUING STORE

1. **Main menu**
   - Log into the app
   - You will be directed to the entity **Homepage**
   - Select **Issuing Store** displayed at the top of the screen
   - Select **Profile** to view profile information
   - Profile information is classified under:
     - Store details
     - Receiving stores
     - Issuing stores

   **Note – (+)** indicates further drop down options

2. **Issuing store detail screen**
   - Select the name of the **Issuing store** from the list
8.3 ISSUING STORE

3. Issuing store detail screen
   - When you select an issuing store from the list, the following details will appear:
     - Store Name
     - Location
     - Users assigned to the store

4. Logout
   - Logout when you are not using the app
eVIN Web Application for Regional and State Vaccine Store Managers
9.0
GETTING STARTED

The chapter guides the user to login and manage password, navigate through the web application and outlines the process for getting assistance.
1. Using a web browser, go to www.evinonline.in
2. Enter the username and password provided to you by the administrator
3. Select the language you want from the drop-down menu at the top right corner of the screen
4. Click Login
5. You will be directed to the Management Console Dashboard, which has a Main Menu for further navigation.

6. Select the relevant tab in the Main Menu based on your requirement. Each tab has a sub-tab menu for further navigation.
7. **Shortcuts** for easy navigation are on the right side of the screen.

8. Links to download versions of the eVIN mobile application are at the top right corner in the pop-up marked as **Mobile Apps**.

9. Click the 📞 icon at the top right corner for any assistance with the app. This will direct you to the **Help Index**, which contains guidelines to navigate the eVIN web application.
9.2 SIGNING OUT

1. Click the downward arrow at the top right corner of the screen and click Logout
दू. एन. पि. पाठक
जिला स्वास्थ्य केंद्र
अधिकारी जिला-ग्राम (स. प.)

प्राकरण समय-सारणी
10.0 INVENTORY MANAGEMENT

The chapter provides information on how to view transactions and stocks using various filters, perform transactions and generate reports on the eVIN web application.
Inventory management

Inventory management aims to ensure that all transactions are adequately recorded in the system for regular monitoring and management of vaccine inventory.

Under Inventory management, you can:

1. Monitor stock levels by:
   - Entity-wise view of stocks
   - Entity-wise export of stocks to your registered email address

2. Create new transactions such as:
   - Receipts
   - Stock count
   - Discards
   - Issue

Colour code

- The following colour code is used to indicate the stock level of each material:

<table>
<thead>
<tr>
<th>Stock Levels</th>
<th>Colour code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero stock</td>
<td>Red</td>
</tr>
<tr>
<td>&lt; Min (minimum stock)</td>
<td>Orange</td>
</tr>
<tr>
<td>&gt; Max (maximum stock)</td>
<td>Blue</td>
</tr>
</tbody>
</table>

  No highlight indicates normal stock levels

Note – If the inventory of any material is equal to the minimum or maximum stock, the specific item will be highlighted in the system with the colour corresponding to < Min (minimum stock) and > Max (maximum stock)
10.1 STOCK VIEW

Filter by Entity (Cold Chain Point)

1. Click the **Inventory** tab in the main menu. It will display three options
2. To view the stock at your store, select **Stock Views** from the available options
3. Enter the name of the Store in the Entity field and select the same from the drop-down tab that appears:
   - A list of related entities will appear in the drop down list based on the keywords. Each Regional or State Vaccine Store Manager (RVSM/SVSM) can view the status of stock at his/her own store.
   - Select the name of the Regional or State Vaccine Store (RVS/SVS). For example, Lucknow SVS. The current stock levels of all materials in the selected store will be displayed in a tabular format.

4. Click Reset to view the stock at another store.
5. In addition to the current stock levels, the inventory list also displays the following fields:
   - Min (minimum stock)
   - Max (maximum stock)
   - Last updated (date and time)

6. Materials highlighted in red are at zero stock level
7. Materials highlighted in yellow are equal to or less than minimum stock level
8. Materials highlighted in blue are equal to or more than maximum stock level
9. Stock levels can also be browsed by material tags if the tags are displayed
10. Click the material tag and select **RI Vaccines** or **Campaign** to select the material category.

11. If batch management is enabled for the material, the batch icon 📊 will show in the column beside the current stock level. Click 📊 to view stock for each batch.
**Filter by material**

1. Click the **Inventory** tab in the main menu. It will display three options
2. Select **Stock views** from the available options in the drop-down menu
3. Enter the Material for which you would like to view the stock levels
4. Click Reset to view the stock of another material
5. The following details are also displayed for each material:
   • Current stock
   • Min (Minimum Stock)
   • Max (Maximum Stock)
   • Last updated (Date and Time)

6. Material can be further filtered according to the expiry date by selecting the date in the Expires Before field.

7. Material can be further filtered according to the batch number by entering the number in the Batch field.

8. If batch management is enabled for the material, the batch icon will show in the column beside the current stock level column. Click to view stock for each batch.
**10.1 STOCK VIEW**

Filter by expiry date

1. Click the Inventory tab in the main menu
2. Select the Stock views from the available options in the drop-down menu
3. To view the list of materials expiring by a specific date, enter the date in the **Expires Before** field.

4. Click **Reset** to select another date.
5. The following details are displayed for a specific material:
   - Store name
   - Batch number
   - Expiry date
   - Manufacturer’s name
   - Manufacture date
   - Store stock
   - Last updated (date and time)
Export inventory

1. Click the **Inventory** tab in the main menu

2. Select the **Stock views** from the available options in the drop-down menu
3. Enter the name of the Cold Chain Point (CCP) in the entity search field and select from the drop-down list. For example, Lucknow SVS
4. Click Export once you select the appropriate filter.
5. A pop-up box will appear to confirm if you want to export the inventory
6. To view the batch details for the inventory, check the box next to Include batch details
7. Click OK to export data
8. The screen will display a system-generated confirmation message; the file will be exported to your registered email address and can be viewed on Microsoft Excel
10.2 CREATE A NEW TRANSACTION

1. Click the Inventory tab in the main menu
2. Select Transactions from the available options in the menu
3. Now select Create transaction
4. Enter the CCP Name in the Entity search field and select from the drop-down list. For example, Lucknow SVS

5. Select the type of transaction in the Transaction type field, which will include the following:
   - **Receipt**: This transaction is used to record items received at the SVS by batch
   - **Stock count**: This transaction is used for adding stock to the inventory for the first time and for adjusting the error in inventory in order to match it to the physical stock at SVS by batch
   - **Discards**: This transaction is used to record the discarded items at the District Vaccine Store (DVS) by batch
   - **Issue**: This transaction is used to transfer stock from SVS/RVS to the DVS by batch
10.2 CREATE A NEW TRANSACTION

Enter receipt

1. Select *Receipt* from the drop-down list under Transaction type
2. Select the material that you want to enter receipt for. Select Campaign if you want to make an entry for receipt of vaccines under campaign or RI if you want to make an entry for receipt of vaccines under RI
3. Select the name of store that has issued the material

Note – Multiple materials can be selected and created / updated in a single transaction
4. Enter the quantity to be received in the field provided. For example, BCG (dose)
5. Click the Enter by batch icon to update the quantity
6. Select VVM Status under Reason i.e. VVM Usable
7. Enter the batch details to update the batches
   a. Following details need to be entered:
      • Batch (for example, 25D891S)
      • Expiry date (for example, 31 Jan 2019)
      • Manufacturer (for example, SILL)
      • Manufacture date (for example, 1 Oct 2015)
      • Quantity (for example, 250)
   b. Click the + button to add a new batch
8. Click Save to proceed with the transaction. Click Cancel to quit
10.2 CREATE A NEW TRANSACTION

9. The screen will now display the added batch details with the quantity to be received.

10. Confirm the values entered and click Submit or click Reset to change the quantity.
11. When the transaction is complete, the screen will display a system-generated confirmation message: 'Transaction(s) created successfully'
10.2 CREATE A NEW TRANSACTION

12. The transaction dashboard under **Inventory** will display the materials received with the corresponding batch details.
Enter stock count

1. Select Stock Count from the drop-down list under Transaction type
2. Select the Material that is to be updated

Note – More than one material can be selected at once and updated in a single transaction
3. Select **Enter by batch** to enter batch-wise details of available stock or to update the details of the available batch of stock. For example, BCG (dose)

4. Enter the **Quantity** in the field provided. For example, 50 of BCG (dose)

5. Click the + button to add a new batch

6. Click **Save** to proceed with the transaction or click **Cancel** to quit
7. The screen will now display the quantity for the material
8. Confirm the values and click Submit or click Reset in case you want to change the quantity to be transferred
9. When the transaction is complete, the screen will display a confirmation message: 'Transaction(s) created successfully'
10. The transaction dashboard under **Inventory** will display the material with the revised stock count and corresponding batch details.
Enter discards

1. Select Discards from the drop-down list under Transaction type
2. Select the Material that is to be discarded

Note – More than one material can be selected at once and updated in a single transaction
3. Click **Enter by batch** to enter batch-wise details or to update the quantity. For example, BCG (dose).
4. Select the **Reason** for discard. For example, **Expired**.
5. Enter the **Quantity** to be discarded against the batch in the field provided. For example, 50

6. Click **Save** to proceed with the transaction. Click **Reset** to change the quantity.
7. The screen will now display the quantity of that material to be discarded
8. Confirm the values and click **Submit** or click **Reset** to change the quantity
9. When the transaction is complete, the screen will display a system-generated confirmation message: ‘Transaction(s) created successfully’
10. The transaction dashboard under Inventory will display the discarded materials with the corresponding batch details.
10.2 CREATE A NEW TRANSACTION

Enter Issue

1. Select **Issue** from the drop-down list under Transaction type
2. Enter the **Date of actual transaction**
3. Select the **Receiving store** to which the material is to be issued
4. Enter the entity name in the search field and select it from the list
   For example, Lucknow RVS
5. Select the **Material** that is to be issued

**Note** – More than one material can be selected at once and updated in a single transaction
6. Click **Enter by batch** to update the quantity. For example, BCG (dose)
10.2 CREATE A NEW TRANSACTION

7. Enter the **Quantity** to be issued against the batch in the field provided

8. Click **Save** to proceed with the transaction or click **Cancel** to quit
9. The screen will now display the quantity of that material to be issued

10. Confirm the values and click **Submit** or click **Reset** to change the quantity to be issued
11. When the transaction is complete, the screen will display a system-generated confirmation message: 'Transaction(s) created successfully'
12. The transaction dashboard under **Inventory** will display the materials issued with the corresponding batch details.