SOP: Inventory Stock Setup Operations Guide

(Last update: March 2024)

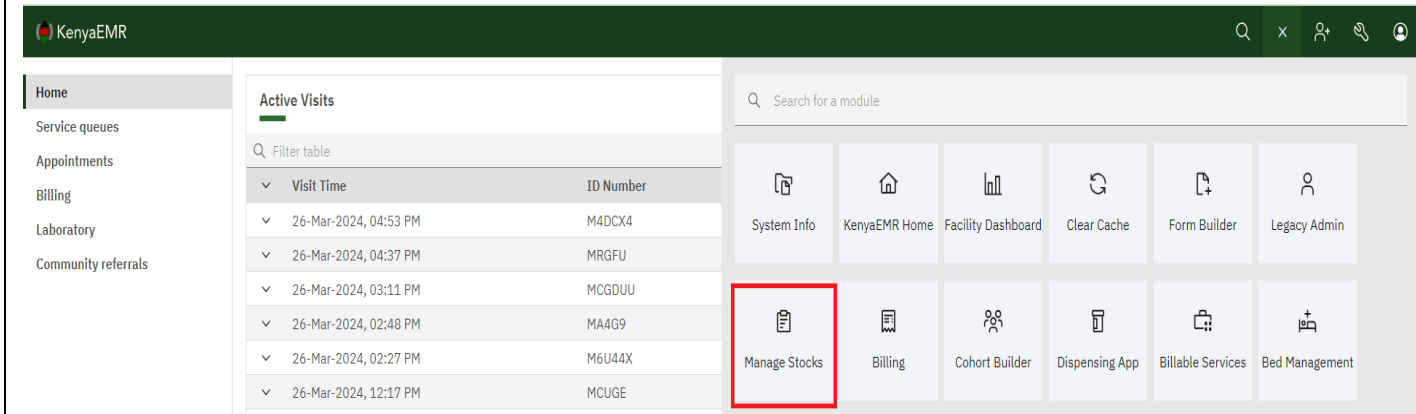|	
TASK:	Stock Setup Operations
OBJECTIVE:	Effective setup of Stock operations
WHO:	Facility System Admin, Partner supporting site HIS staff
REQUIRED MATERIALS:	Functional KenyaEMR

SECTION 1: Assigning stock user Roles

Permissions Assignment: Assign specific permissions to each role based on the tasks they need to perform. These permissions typically include actions like creating, editing, deleting, and viewing certain types of content or data.

Navigate to KenyaEMR Modules On Click you should see the modules.	

Opening Stock management panel

Navigate to Patient Home.
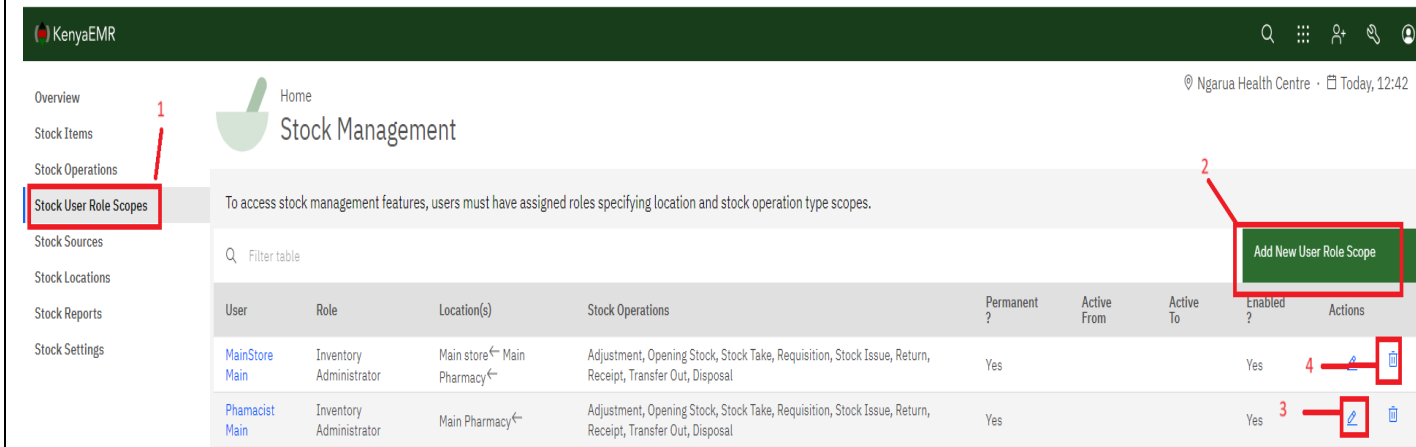On click, it should take you to Legacy home

Stock Management Home

1. Click on stock user Role Scopes to issue roles to a user.
2. Click on Add New User Role Scope to add a new user.
3. For an existing user click on the edit button to edit the roles.
4. To remove a user from accessing the stock operation functionality, click on the remove button.

User Roles Review

1. User search filter helps with the searching of users in the system. Click on the username to proceed.
2. Select the user's role.
3. Ensure you check both enabled and permanent users. Users working on a short-term period ensure you click on enabled and select the period from calendar.
4. Select the user roles based on the tasks handled by the user.
5. Select the location where the user will be based and ensure to activate the location.
6. Click on save to submit.
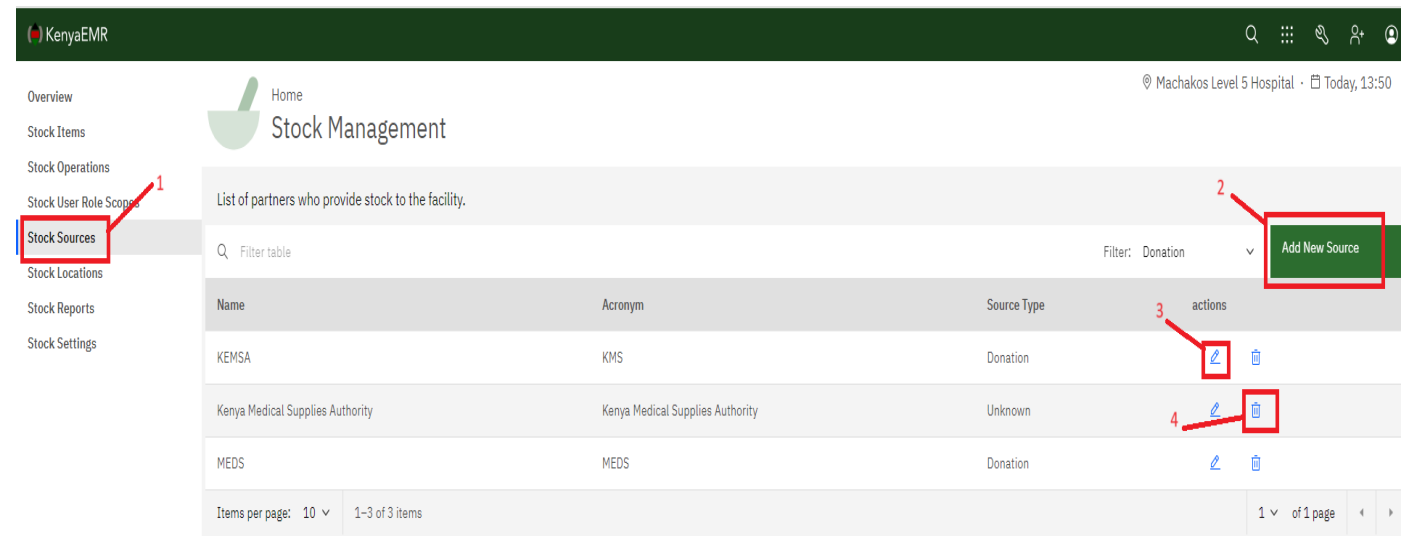
SECTION 2:Stock Sources

1. Click on stock sources to access the source list page.
2. Click on Add New Source to add a new source.
3. For existing stock sources, click on the pencil button if want to edit.
4. Click on the remove button if you want to remove a source.
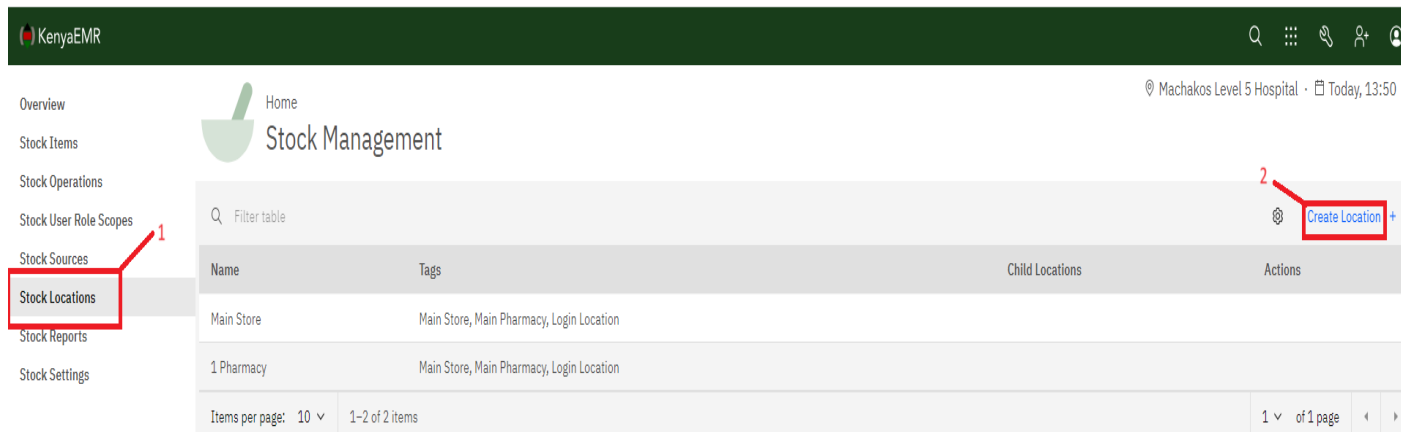
SECTION 3: Stock Locations

1. Click on stock locations to load the locations page.
2. Click on Create location add new receiving or dispensing locations.
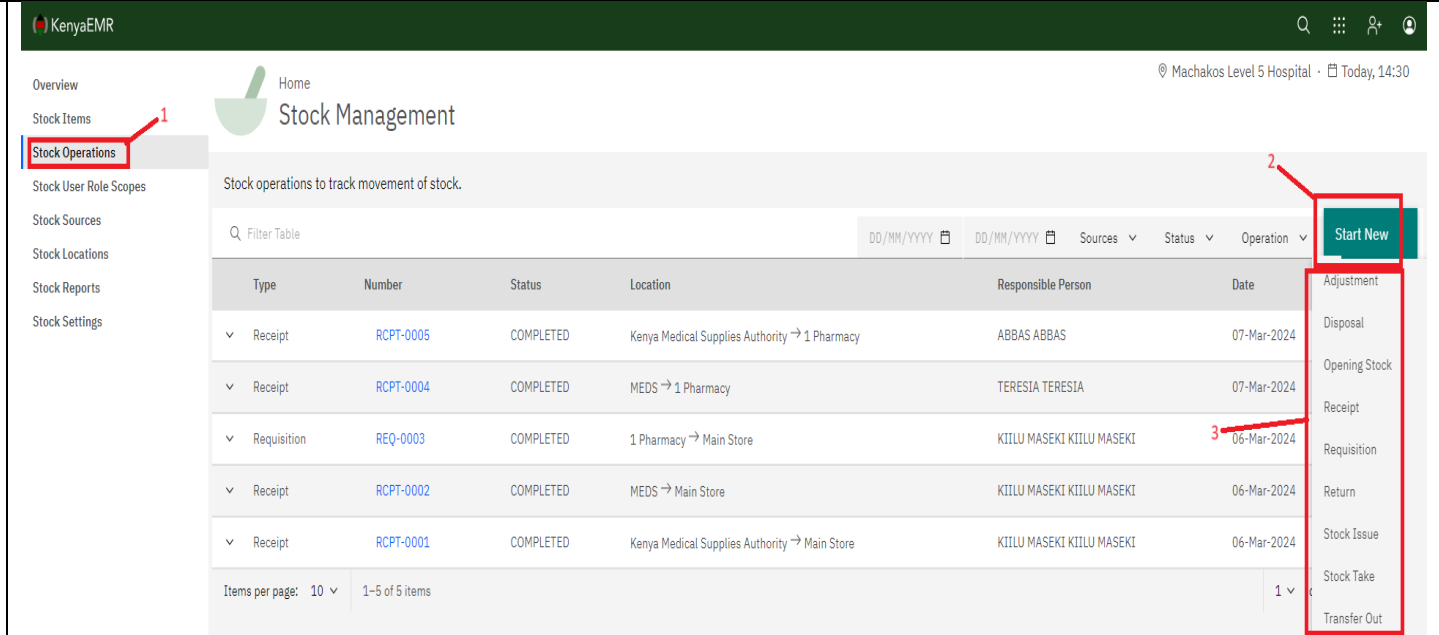
1. Click on stock operations to launch the stock operations page.
2. Click on start new to get the stock operations.
3. Select a stock operation and proceed.

THE END