





Stock Commodity Module User Guide

for TaifaCare EMR

KEHMIS August 2025







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Introduction

Previously, TaifaCare EMR focused solely on care and treatment modules that facilitated patient care and integrated with pharmacy and stock systems for inventory management and prescription dispensing. The released 3.x platform has expanded its capabilities by introducing a comprehensive Stock Management module.

This user guide is designed to provide all TaifaCare users with detailed step-bystep instructions for interacting with the stock management module. It covers importing stock items, managing stock operations, generating stock reports, and understanding user roles and scopes, among other features.

Intended Audience

All stakeholders, most especially implementers of TaifaCare EMR

Requirements

Working instance of TaifaCare EMR with properly configured Stock Management Module





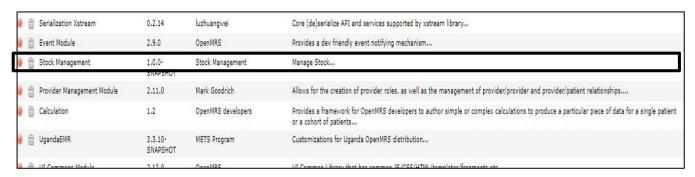


Module Configuration

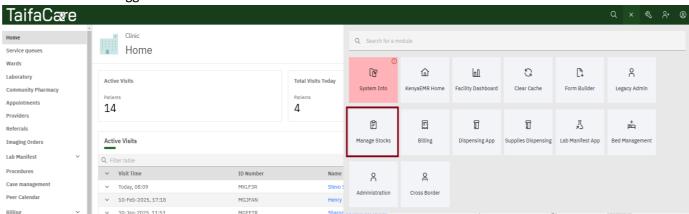
Loading the module

The stock commodity module should be loaded normally as guided by KeHMIS instructions.

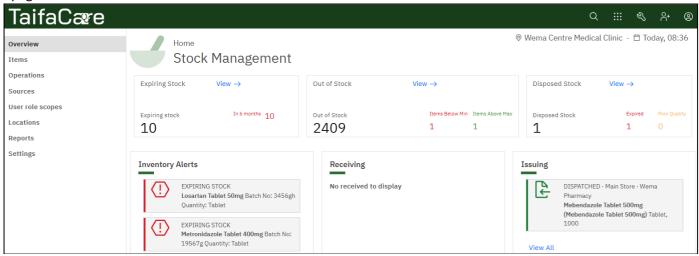
If the module is loaded and starts successfully it will appear under the modules as highlighted below



Upon successful startup, the stock management button will appear among the dashboard of the logged-in user as shown below



Which when clicked upon should display the following stock management module home page as shown below.









Below is a brief description for each of the above links

Stock Items	Used for managing inventory catalogue parameters per each individual item
Stock	Used for initiating, viewing or otherwise modified stock actions including
Operations	receipts, requisitions, issuance, and other miscellaneous stock adjustments
User Role	Used for specifying (at module level) the stock operation actions that can be
Scopes	undertaken by a specific user and the scope level (e.g. store only or
	store/pharmacy)







Stock Sources	Used for defining commonly used external stock source/destinations to and from the facility respectively
Locations	Shortcut to access the locations module within Kenya EMR
Reports	Provision to generate, visualize and download stock related reports by a user
Settings	Shortcut to access main configuration page within Kenya EMR

Location module enhancement to support Stock Operations

The stock commodity module treats each location that will be involved in stock operations as stock holding area which are classified as follows

Classification	Remarks
Main Store	This refers to the main storage area per facility. Please note that there can only be one of such nature for smooth operations of the
	module
Main Pharmacy	This refers to the main pharmacy
	Please note that there can only be one of such nature for smooth operations of the
	module
Dispensary	This refers to any other dispensing area involved in dispensing drugs other than the main
	pharmacy

Note: At installation the module, Pharmacy locations will be appropriately tagged be default

User Role to enable access to stock management operations

The module introduces to the EMR the following roles which enable access to stock management operations.

Inventory Roles	
✓ Inventory Administrator	☐ Inventory Clerk
☐ Inventory Dispensing	☐ Inventory Manager
☐ Inventory Provider Access	☐ Inventory Reporting
□ o3: Stock Controller/Manager	Stock Management Base Role

Customization of commonly used external stock sources/destinations.

Stock receipt into the facility and stock transfer out of the facility operations will require the source or destination to be specified. This invariably would be time consuming if they have to be entered each time and also would not support harmonized reporting that requires

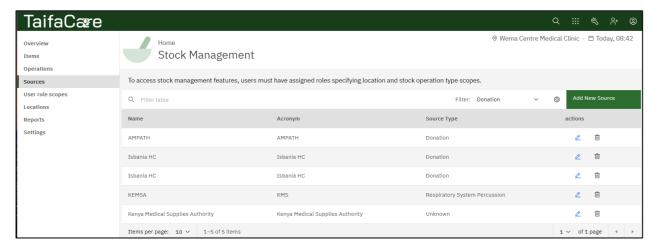






classification by type of in/out movement of stock with respect to the facility.

Therefore, the link *Stock Sources* of the main stock operation module provides for defining /Modifying such entries.



New entries are initiated by clicking on the *Add New* button while modification of existing ones is via clicking the *hyperlinked inked* name or the pencil icon on the left or right of each row respectively.

Either option should enable a screen in which the details of the source type can be specified as shown below.



Mapping of Specific Stock Operations action to specific users

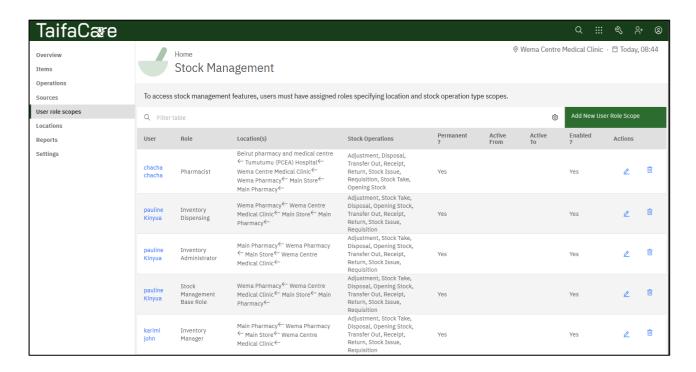
In addition to the EMR wide roles introduced by the module, fine grained control of the actions that can be authorized/permitted for each individual user is possible through the *User Role Scope* link of the main stock commodity module.

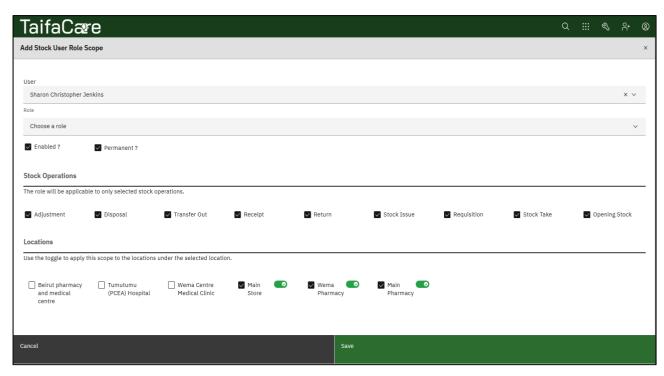
This option shows the currently defined roles (example below) in addition to providing the **Add New** button for creation of additional user role specifications

















For each user (EMR user), it's required that the appropriate role be specified (on a permanent or temporary basis) as shown below.

Also, options are provided for detailing not only the permitted stock operation actions but also the scope (stock holding area/location) in which they can be operated

The following table below summarizes each individual stock operation above

Stock Operation	Applicability	Remarks
Adjustment	All areas	Used in stock quantity adjustment with the stock holding area
Disposal	All areas	Used in stock quantity adjustment with the stock holding area
Opening Stock	All areas	Used to post opening stock quantities for the respective location
Receipt	MS Only	Use to post stock receipt to the facility
Requisition	MP and D only	Use to requisition stock from main store from any other location
Return	MP and D only	Use to return stock to main store from any other location
Stock Issue	MS Only	Use to issue stock from main store to any other location
Stock take	All areas	Use to perform stock taking in any location
Transfer out	MS Only	Use to post stock moving out of the facility

KEY for Applicability (in stock holding area):

MS => Main Store MP => Main Pharmacy, D => Dispensary

Management of Stock Commodity Catalogue

Background context

TaifaCare EMR supports definition of any new items/entities in the application using the *concept* mechanism. Furthermore, drugs are treated as concepts but also further refined through the *drug concept* approach.

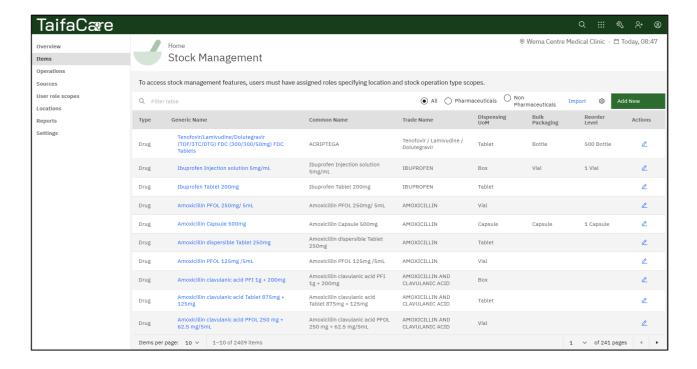
The stock commodity module therefore maintains the above stated approaches and introduces a novel way of mapping the above concepts/drug concepts in such a way that their definition remains standard. The module therefore adopts existing concepts/drugs concepts and adds an extra layer on top to cater for stock commodity management parameters.

The implication is that all concepts/drugs' concepts can eventually turn into stock commodities upon being configured as such through the *Stock Items* link whose outcome is as shown in the listing below



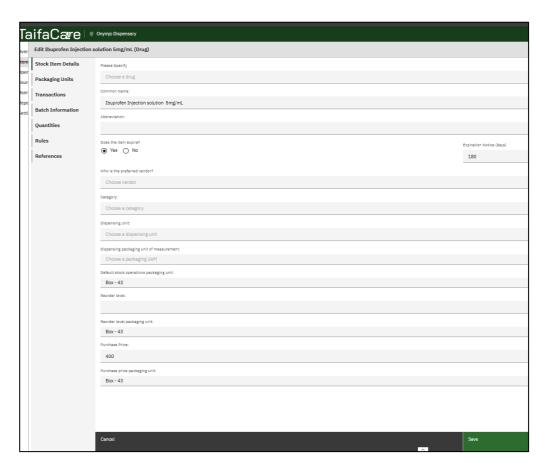






Modification of existing items.

Addition of existing concept/drug concepts is initiated by clicking on the *Add Stock item*. Editing can be done through clicking the hyperlinked name or the pencil icon. Either approach will result in a data form similar to the one below that can be used to not only define stock related parameters particular to the commodity but also display stock movement related information.

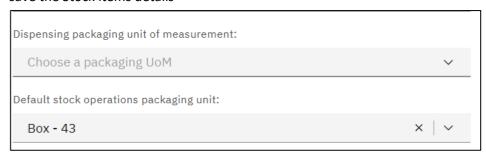








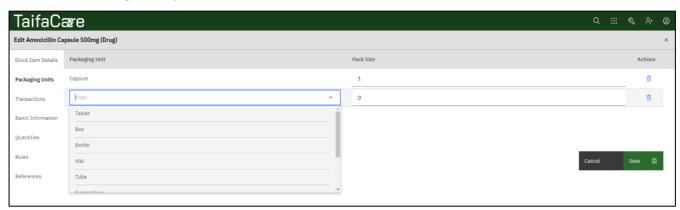
The stock items' details are pre-populated for most of the sections; a user only needs to specify for these two sections as shown below, update accordingly from the drop down provides and save the Stock items details



Summary functionality for the other tabs

a) Packaging units Tab

Is used in defining the applicable packaging units, starting with the lowest form an item is dispensed e.g. Tablet-1 and adding all the pack sizes an item comes in.



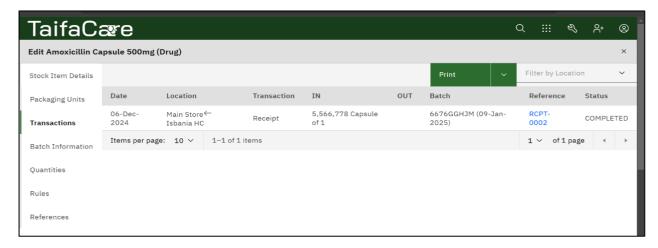






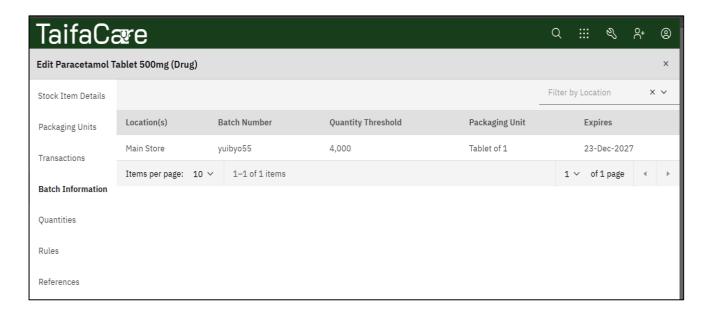
b) Transactions tab

Shows all transactions related to the inventory item, the IN's and OUT's between the different Locations.



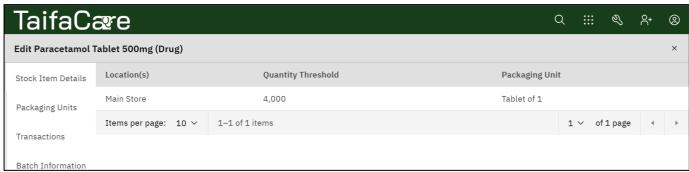
c) Batch Information tab

Show summarized stock quantity balances for each batch and location



d) Quantities tab

Show summarized stock quantity balances for each location



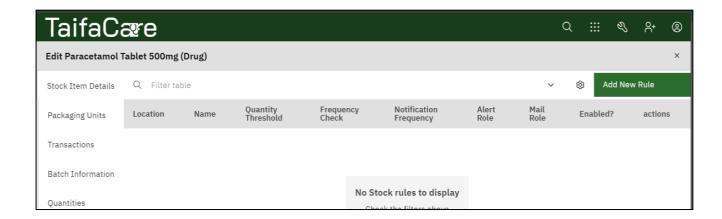




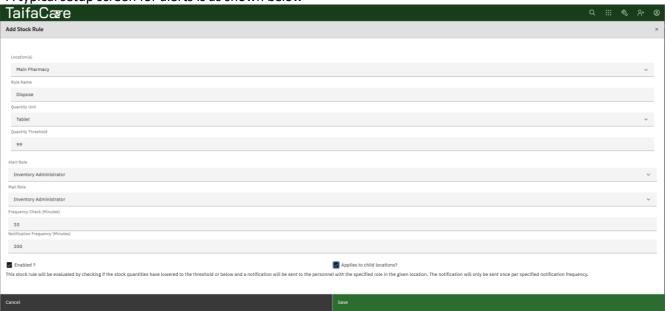


e) Stock Rules tab

Provides for specification of alerts criteria based on user-defined stock quantities thresholds (e.g. reorder level)



A typical setup screen for alerts is as shown below



Note:

- a) The *Mail Role* (that is permitted to receive email notifications) is only applicable if SMTP gateway has been specified within the EMR otherwise only the roles specified in *Alert Role* will see alerts upon login.
- b) The alert functionality is based on the scheduler functionality within the EMR and can be accessed through the Manage Scheduler link of the main configuration page shown below

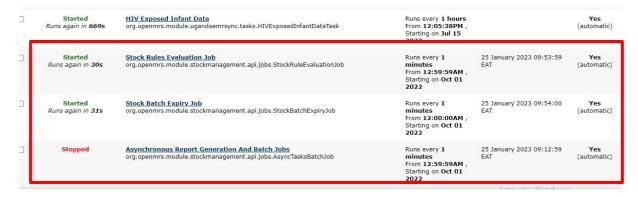








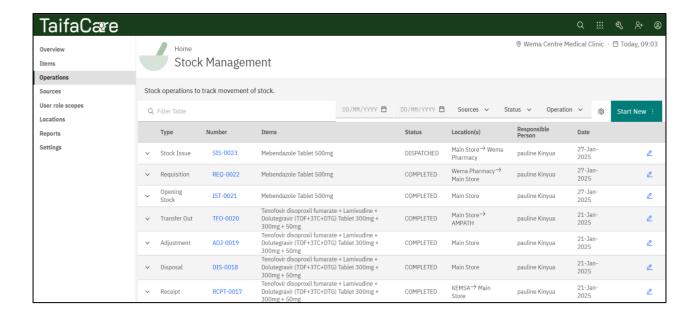
Upon opening the stock commodity operations related jobs will be displayed as highlighted below



Stock Operations

The stock operations link of the main stock commodity module is the gateway to all applicable actions that have been pre-approved for the currently logged in user.

All transactions (irrespective of type) are always shown in this listing format (screen shot below) to allow for easy lookup and follow-up.









Several features have been provided including the following:

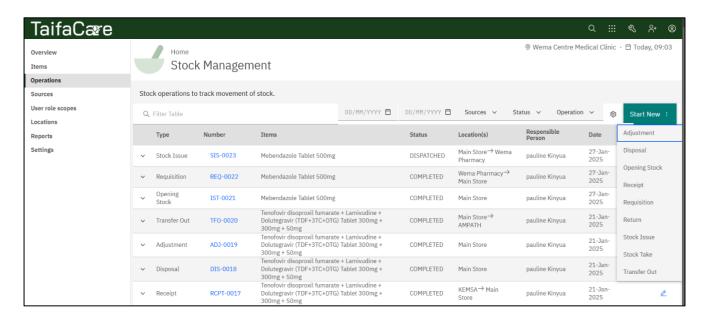
- a) The *Filter stock item* allows for narrowing the list down to instances when a particular inventory item is involved in the transaction
- b) The *Filter Table* provides for selection of *date range, source types, and transaction status* (imagine looking at a requisition pending approval) and *stock operation type* among others
- c) The **Start New** button allows initiation of any permitted stock operation action.
- d) The card (drop down arrow) on the immediate left allows for quick review of the status and timestamps associated with each row entry



- e) Editing/viewing of any row is by clicking on the *hyperlinked auto generated* transaction number or the pencil edit button
- f) Refresh the list to obtain most recent entries since listing was displayed is via the gearbox icon
- g) Hovering on the table header names will display ordering icons (*up and down arrows*) to enable sorting by individual column names



- h) The listing always displays transactions that match the *user role scope* restrictions imposed on the currently logged in user.
- i) Clicking on the Start New link will display all permitted action that can be undertaken by the currently logged in user as shown below









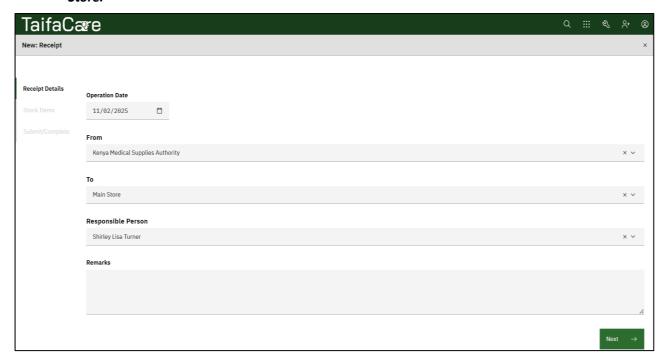
Receiving Stock into the facility

As per MOH guideline, incoming stock receipt can be received in the *Main Store* tagged location. New entries are initiated through the *Receipt* link of the under the *Start New* link.

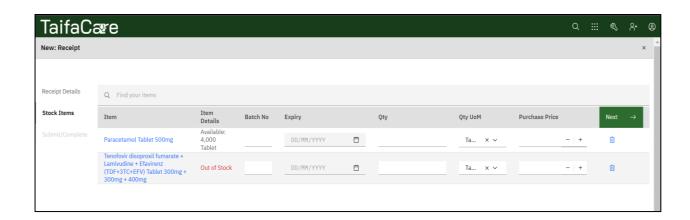
The data entry form for stock receipts involves the following steps

a) **Receipt Details:** This is used in specification of general information including receipt date, source, and responsible personnel and accompanying remarks among others as shown below.

NB: It should be noted that stock receipts can only be destined for location tagged as the *Main Store.*



b) **Stock items:** Provides for entry of the individual line items pertinent to the stock items being received as shown below









Notes:

- The item column is an auto complete control which shows matching entries according to user input.
- The purchase price of the line items is optional
- c) Submit/Complete: Provides for indication of whether approval is required or not. In case "Yes" option is chosen, the transaction will await approval before being marked as completed. The screenshot below shows the option "No" as chosen therefore enabling completion of the entry.



Upon completion of the entry, a summary window will appear with the transaction status and accompanying timestamps as shown below.



Among the options shown in the summary window above is the Print button link that enables printing of the *Goods Received Note*.

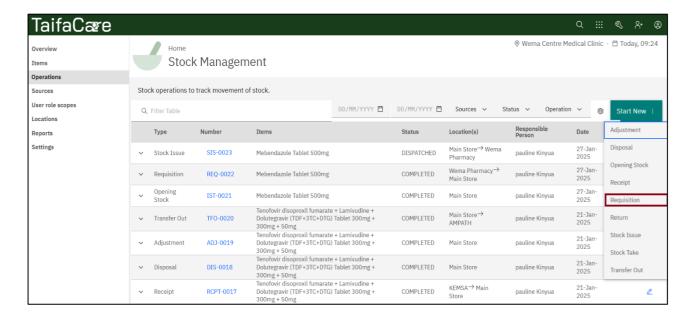
Requisitioning items from the main store.

All other stock holding areas other than Main store tagged one obtain their stock from Main stores by raising requisitions for the required stock items as shown below









The requisition link opens the data entry form for specification of the requisition parameters. This form also supports several stages which are as follows:

a) Requisition Details: This enables specification of the requesting entity, requisition date, responsible staff among others as shown below



b) **Stock items**: This supports the enumeration of the stock items being requisitioned from the main stores as shown below







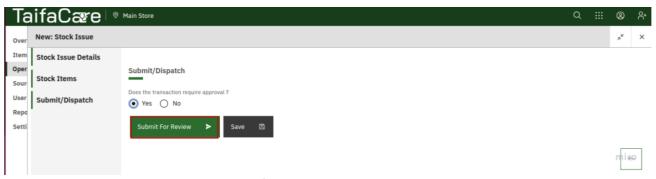


c) **Submit/Complete**: This allows for indication of whether approval is required or not as shown below.



Note:

In case approval is required, the option changes from *Complete* (shown above) to *Submit for Review* as shown below.



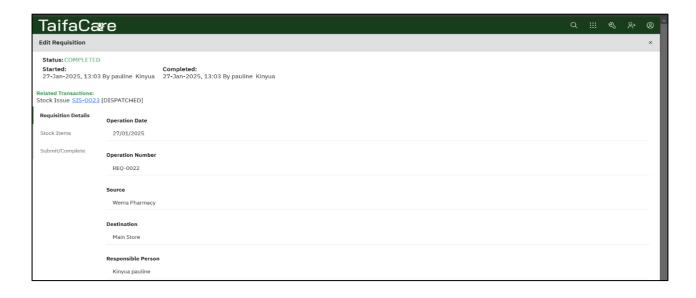
Upon being logged in by an approver, the following options highlighted below are shown to the logged in user enabling easy approval of the transaction.

As soon as the requisition transaction is completed, the summary window will be shown as illustrated below









From the above summary window, a requisition note can be printed by clicking on the **Print** button that will show the report.

HMIS FORM 017: REQUISITION AND ISSUE VOUCHER

Name of Health Unit: Health Center

Dept/section/ward/dispensary: **Pharmacy** Date: **15-Jul-2025**

	d by (Name and signature): RD HILGARD			Authorized by (Name and Signature): HILGARD HILGARD						
Item Code No.	Item Description (name, formulation, strength)	Balance on Hand	Quantity Required	Quantity Issued	Unit Cost	Total Cost				
	Acetylsalicylic acid Tablet 75mg (Acetylsalicylic acid Tablet 75mg)			120 Tablet						

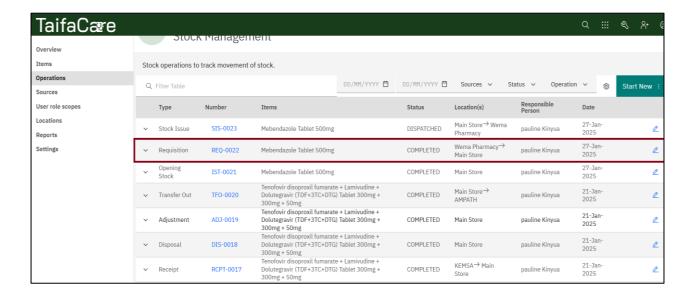
Stock issuance from main stores

Upon successful submission of requisitions to main stores, the staff at this location can easily see pending requisitions as highlighted below and act accordingly through clicking either the hyperlinked auto generated transaction number or the pencil icon

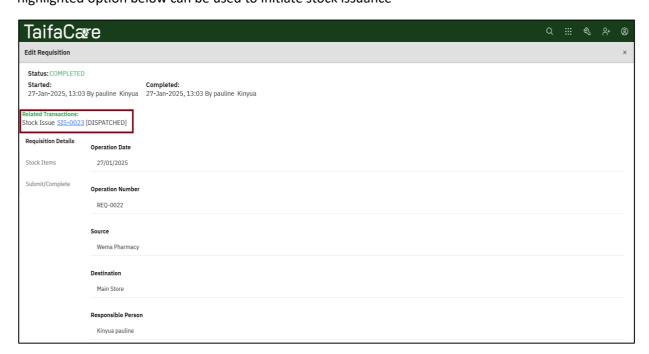








Either action will result in a stock issuance form that is similar to one shown below Where the highlighted option below can be used to initiate stock issuance



Clicking on the *Issue Stock* button will enable the form shown below to guide the user in the issuance process

As usual with all stock operations, the following steps have to be performed.

a) Stock issue Details: The general parameters of issuance date, origin (always main store) and associated personnel must be entered as shown below.

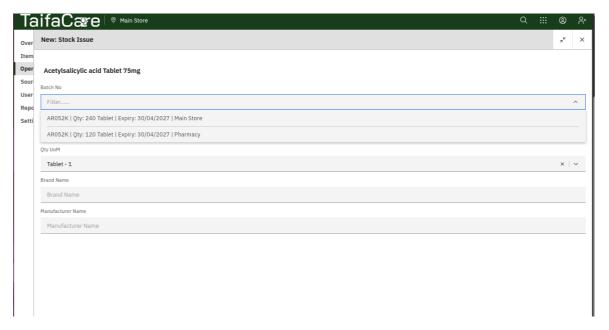








b) Stock items: This shows the requested list if prepopulated stock items with the requisitioned amount prefilled. The entrant must now indicate the *Batch No*, the *Expiry Date*, *Quantity issued* and associated *Unit of measurement*



Note:

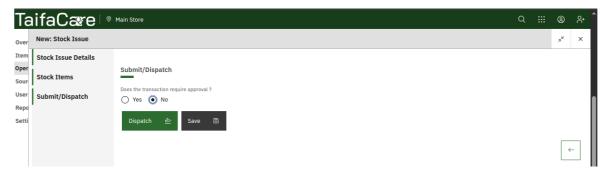
Make sure to select the batch. Clicking once on the batch field will display the list of available batches from which appropriate selection can be made from among a list of available batches.

c) Submit/Dispatch: This is used to mark the consignment as *Dispatched* to the requested entity.





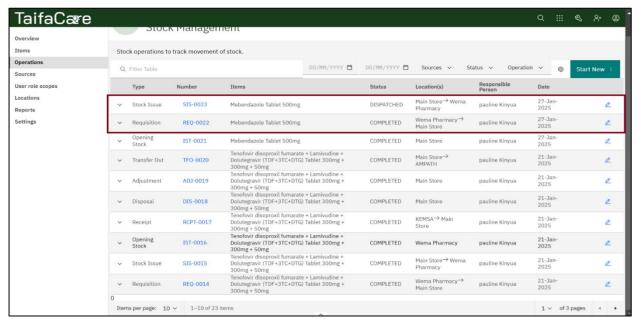




Note: Issued stock is still held at the main store until the requesting entity acknowledges receipt of the requisitioned items.

Stock receipt acknowledgement of issued items

The requested entity staff can now log in and review dispatched items as highlighted below

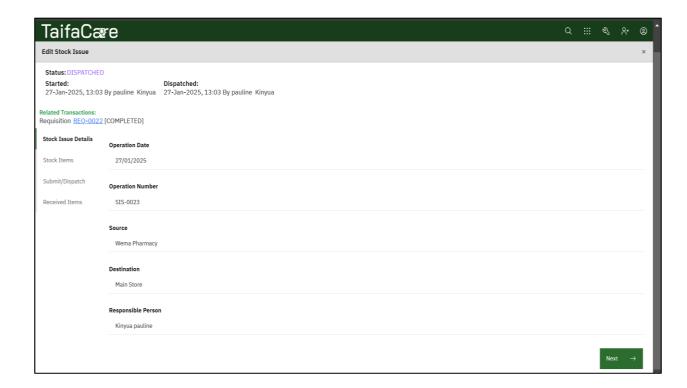


Upon selection of the relevant row, a summary window (as shown below) with appropriate action buttons is displayed to enable user to acknowledge or return/reject receipt of issued items:

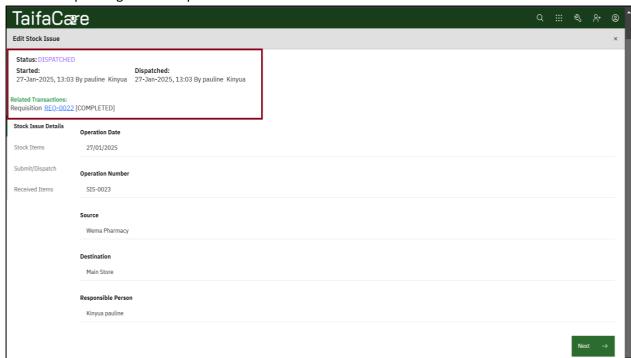








Acknowledgement should enable a summary screen as shown below detailing the status and corresponding time stamps of each relevant action taken

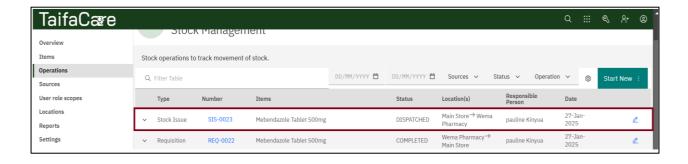


And the stock operations listing should now mark the transaction as completed as highlighted below









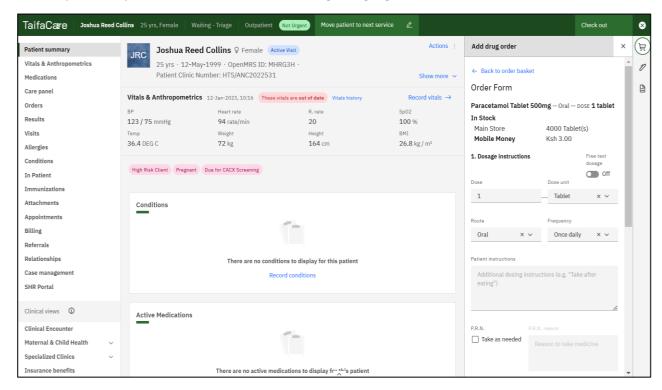




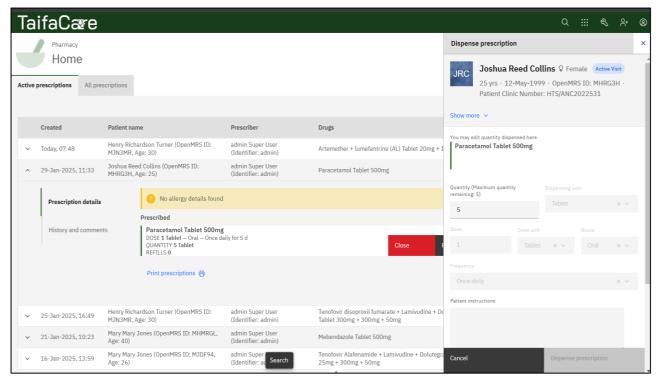


Prescription and Dispensing enhancements

The stock commodity module introduced options to enable the prescriber to see a snapshot of available stock quantities per location for each selected drug as highlighted below



In addition, the dispensing window also allows the dispenser to select desired batches from which to disburse drugs to patients as highlighted in the dispensing popup window below

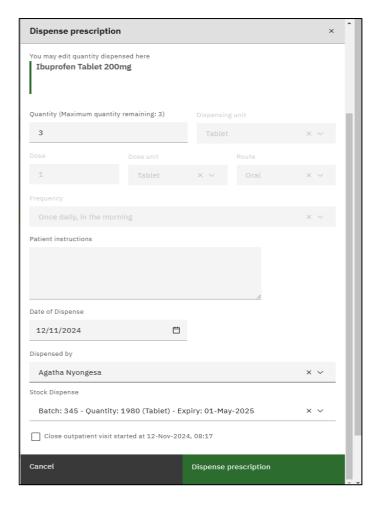


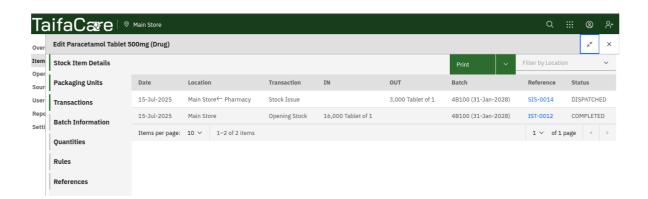






Upon successful drug dispense, the Transaction tab of a particular stock item will also be automatically booked to indicate the stock movement and therefore reduce stock accordingly as shown below





Generation of stock related Reports

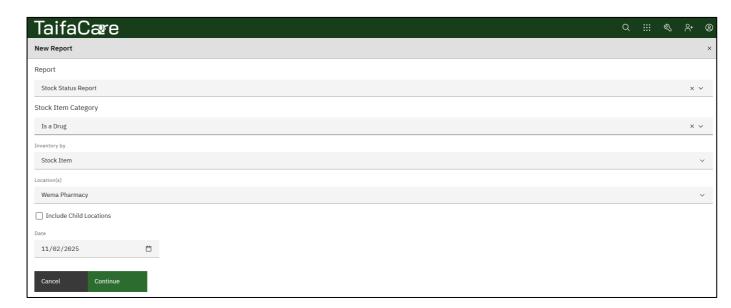
The module provides for several reports, and these are accessible via the *Reports* link of the main stock commodity gateway.





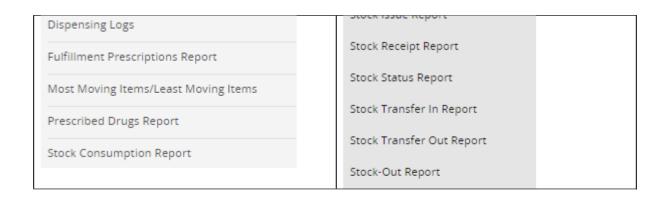


Clicking on the Reports link will show the list of already generated reports for east review or cloning purposes as shown below



To run a report, the user must click on the **New Report** button highlighted above and select from the list of available reports listed below



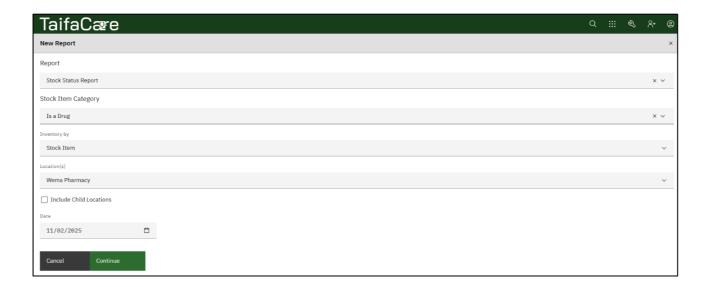


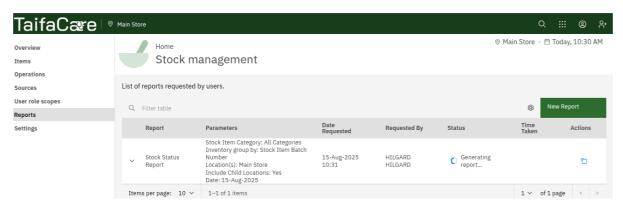




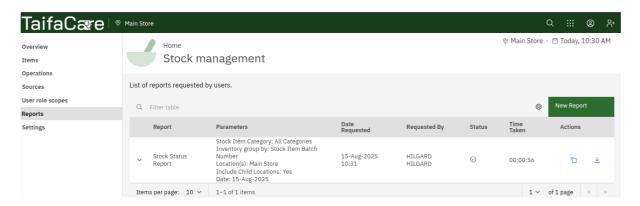


This should generate a report window shown below that enables further filters to be selected.





Upon clicking Continue, the report will be queued for processing and blinking animation (highlighted below) will change to a green tick when the report is ready as shown below



The report therefore can be downloaded using the download link () which should open the report as shown below





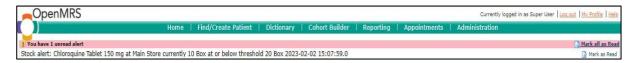


21/09/2022 08:43 21-Sep-22 Receipt RCPT-0004 User Supe John clerk 21/09/2022 08:43 User Supe new receil Joint Med Main Stori Chloroqui CHLOROQ Chloroquin aaa0001 31-Dec-21/09/2022 08:43 User Supe new receil Joint Med Main Stori Dapsone TDAPSONE aaa0002 25-Sep-21/09/2022 11:49 21/09/2021 1:48 21-Sep-22 Receipt RCPT-0001/User Supe John clerk 21/09/2022 11:49 User Supe Purchase Friecca Ph Main Stori Dicloferia Dicl	Operation Date	Type	Number	Started By	Responsib	Date Completed	Complete	Remarks	Source	Destinatio (Generic N	Trade Nar	Common	Abbreviat	Category	Batch No	Batch Expiry
21/09/2022 08:43 21-Sep-22 Receipt RCPT-0004 User Supe John clerk 21/09/2022 08:43 User Supe new receil Joint Med Main Stori Dapsone TDAPSONE aaa0002 25-Sep-21/09/2022 11:49 21/09/2022 11:48 21-Sep-22 Receipt RCPT-0000 User Supe John clerk 21/09/2022 11:49 User Supe Purchase Friecca Ph Main Stori Dictofenal DICLOFENAC BBB001 31-Dec 30-Jan-12/10/2022 11:49 21/09/2022 11:49 01-Jul-22 Receipt RCPT-0010 Doe sysad Doe sysad 12/10/2022 11:14 Doe sysadmin National Main Stori Lambudir LAMIVUDINE 12/345 31-Dec 43/321 26/10/2022 20:35 26-Oct-22 Receipt RCPT-001: Doe sysad John clerk 26/10/2022 20:35 Doe sysadmin National Main Stori AZT-3TC-NAZT-3TC-NAZT-3TC-NAZT Tablet qwert 27-Apr-	16-Sep-22	Receipt	RCPT-0001	Doe sysad	ggh	16/09/2022 14:54	Doe sysac	remarks	Joint Med	Main Store	aracetan	PARACETA	Panadol			XYZ001	16-Sep-24
21/09/2022 11:48 21-Sep-22 Receipt RCPT-0007 User Supe John clerk 21/09/2022 11:49 User Supe Purchase Friecca Ph Main Stori Dictofena DICLOFENAC BBB001 31-Dec-21/09/2022 11:49 User Supe John clerk 21/09/2022 11:49 User Supe Purchase Friecca Ph Main Stori Hydrogen HYDROGEN PEROXIDE BBB002 30-Jan-3	21-Sep-22	Receipt	RCPT-0004	User Supe	John clerk	21/09/2022 08:43	User Supe	new recei	Joint Med	Main Store	Chloroqui	CHLOROC	Chloroqui	in		aaa0001	31-Dec-24
21/09/2022 11:48 21-Sep-22 Receipt RCPT-0000 User Supe John clerk 21/09/2022 11:49 User Supe Purchase Friecca Ph Main Stori Hydrogen HYDROGEN PEROXIDE BB8002 30-Jan-12/10/2022 11:41 Doe sysad Doe Sysad Doe Sysad 12/10/2022 11:14 Doe Sysadmin National Nain Stori Tenofovir TDF-3TC 12345 31-Dec-12/10/2022 11:14 Doe Sysad Doe Sysad Doe Sysad Doe Sysad 12/10/2022 11:14 Doe Sysadmin National National National Main Stori Lamivudir LAMIVUDINE 54321 31-Dec-12/10/2022 11:14 Doe Sysad Doe Sysad Doe Sysad Doe Sysadmin 26/10/2022 20:35 26-Oct-22 Receipt RCPT-0010 Doe Sysad John clerk 26/10/2022 20:35 Doe Sysadmin National National Main Stori AZT-3TC-Naz Tablet quert 27-Apr-12/10/2022 20:35 Doe Sysad John Clerk 26/10/2022 20:35 Doe Sysadmin	21-Sep-22	Receipt	RCPT-0004	User Supe	John clerk	21/09/2022 08:43	User Supe	new recei	Joint Med	Main Store	Dapsone 1	DAPSONE				aaa0002	25-Sep-25
12/10/2022 11:14 01-Jul-22 Receipt RCPT-001(Doe sysad Doe sysad 12/10/2022 11:14 Doe sysadmin National Main Stor Tenofovir TDF-3TC 12/345 31-Dec-12/10/2022 11:14 Doe sysadmin 12/10/2022 11:14 01-Jul-22 Receipt RCPT-001(Doe sysad Doe sysad 12/10/2022 11:14 Doe sysadmin National Main Stor Lamivudir LAMIVUDINE 54321 31-Dec-12/10/2022 20:35 26/10/2022 20:35 26-Oct-22 Receipt RCPT-001: Doe sysad John clerk 26/10/2022 20:35 Doe sysadmin National Main Stor AZT-3TC-NAZT-3TC-NAZT-3TC-NAZT Tablet qwert 27-Apr-	21-Sep-22	Receipt	RCPT-0007	User Supe	John clerk	21/09/2022 11:49	User Supe	Purchase	Friecca Ph	Main Store	Diclofena	DICLOFEN	AC			BBB001	31-Dec-23
12/10/2022 11:14 01-Jul-22 Receipt RCPT-001 Doe sysad Doe sysad 12/10/2022 11:14 Doe sysadmin National Main Stori Lamivudir LAMIVUDINE 54321 31-Dec-26/10/2022 20:35 26/10/2022 20:35 26-Oct-22 Receipt RCPT-001 Doe sysad John clerk 26/10/2022 20:35 Doe sysadmin National Main Stori AZT-3TC-NAZT-3	21-Sep-22	Receipt	RCPT-0007	User Supe	John clerk	21/09/2022 11:49	User Supe	Purchase	Friecca Ph	Main Store	Hydrogen	HYDROGE	N PEROXID	E		BBB002	30-Jan-25
26/10/2022 20:35 26-Oct-22 Receipt RCPT-001: Doe sysad John clerk 26/10/2022 20:35 Doe sysadmin National Main Stori AZT-3TC-NAZT-	01-Jul-22	Receipt	RCPT-0010	Doe sysad	Doe sysad	12/10/2022 11:14	Doe sysac	dmin	National N	Main Stor	Tenofovir	TDF-3TC				12345	31-Dec-29
	01-Jul-22	Receipt	RCPT-0010	Doe sysad	Doe sysad	12/10/2022 11:14	Doe sysac	dmin	National N	Main Store	amivudir	LAMIVUD	NE			54321	31-Dec-29
03/11/2022 16:16	26-Oct-22	Receipt	RCPT-0013	Doe sysad	John clerk	26/10/2022 20:35	Doe sysac	dmin	National N	Main Store	AZT-3TC-N	AZT-3TC-	az		Tablet	qwert	27-Apr-23
	03-Nov-22	Receipt	RCPT-0016	User Supe	John clerk	03/11/2022 16:16	User Supe	er	Joint Med	Main Store	AZT-3TC-N	AZT-3TC-1	az		Tablet	NASIF	24-Feb-23
		16-Sep-22 21-Sep-22 21-Sep-22 21-Sep-22 21-Sep-22 01-Jul-22 01-Jul-22 26-Oct-22	21-Sep-22 Receipt 21-Sep-22 Receipt 21-Sep-22 Receipt 21-Sep-22 Receipt 01-Jul-22 Receipt 01-Jul-22 Receipt 26-Oct-22 Receipt	16-Sep-22 Receipt RCPT-000: 21-Sep-22 Receipt RCPT-000: 21-Sep-22 Receipt RCPT-000: 21-Sep-22 Receipt RCPT-000: 21-Sep-22 Receipt RCPT-000: 01-Jul-22 Receipt RCPT-001: 01-Jul-22 Receipt RCPT-001: 26-Oct-22 Receipt RCPT-001:	16-Sep-22 Receipt RCPT-0001 Doe sysad 21-Sep-22 Receipt RCPT-0004 User Supe 21-Sep-22 Receipt RCPT-0007 User Supe 21-Sep-22 Receipt RCPT-0007 User Supe 01-Jul-22 Receipt RCPT-0001 Coe sysad 01-Jul-22 Receipt RCPT-001 Doe sysad 26-Oct-22 Receipt RCPT-0012 Doe sysad RCPT-0012 Doe sysad	16-Sep-22 Receipt RCPT-0001Doe sysad ggh 21-Sep-22 Receipt RCPT-0004User Supe John clerk 21-Sep-22 Receipt RCPT-0004User Supe John clerk 21-Sep-22 Receipt RCPT-0007User Supe John clerk 21-Sep-22 Receipt RCPT-0007User Supe John clerk 01-Jul-22 Receipt RCPT-001Doe sysad Doe sysad 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Early warning indicators and alerts

Depending on the expiry setting and stock rules for each individual stock item, alerts will be displayed for all specified users as shown below

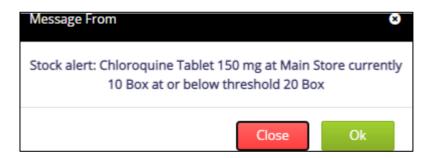
a) The old UIs (like the *Administration* page, these alerts are shown on the top of the screen as shown below



b) For new UIs (e.g. all POC forms), the status bar (an example below) will show the alerts



And the full message can be displayed by clicking on it as shown below



THE END