

# Nutrition Information System (NIS) user's guide

NIS Database is created to enable users in the field to better analyze and oversee gathered data and keep track of the overall implementation of the project.

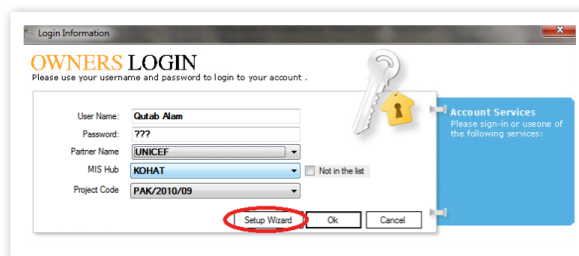
Database itself has been build with user friendly and intuitive interfaces which are comprised from the following sections:

**SETUP, DATA ENTRY, REPORTING, and the EMERGENCY sections.**

## 1.0. SETUP wizard

To initialize NIS database the user must login.

In the login screen please insert the user name and the password. Once logged in, click on the **SETUP WIZARD** icon

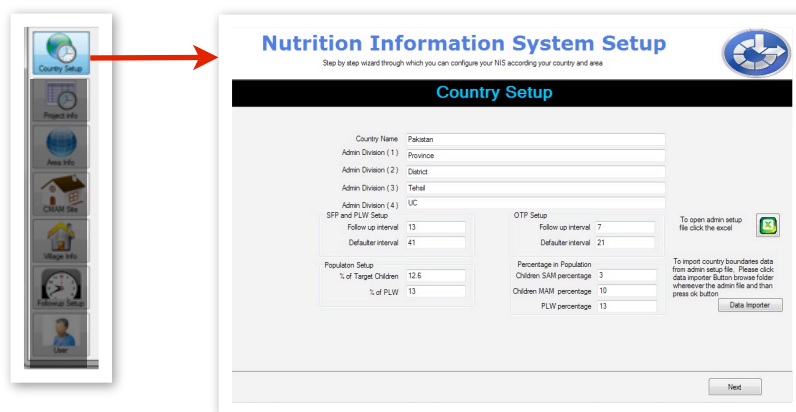


## 1.1. NIS country setup menu

To set the country of the project select the **COUNTRY SETUP** from the setup menu. In this section user can set up the name of the country and the administrative divisions within the country where respective project is been implemented.

Also at this stage you can set up the SFP,PWL,OTP, followup intervals and population data.

Once completed click the NEXT button.



## 1.2. PROJECT INFORMATION

In this section insert the particulars of the Project.

**Project code** (this code should be the same as the code of the contract with implementing partner).

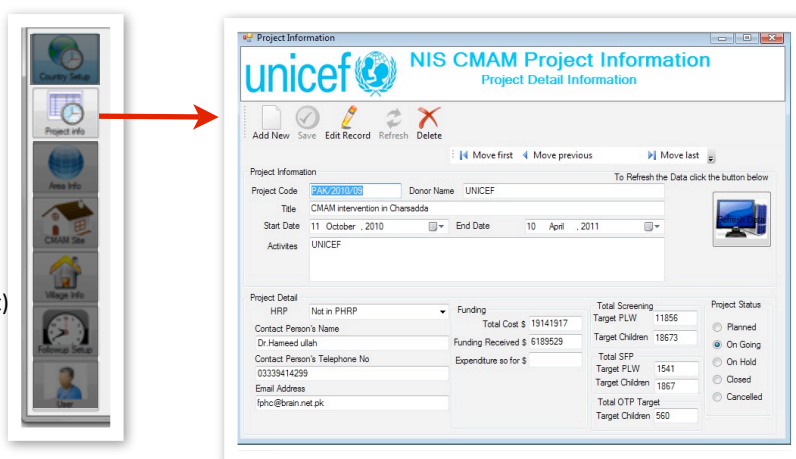
**Donor name:** Enter name of agency which is providing fundings for this project.

**Title:** Enter the title of the project e.g. CMAM intervention in Charasadda

**Start date:** Enter the date when the project started (or will start)

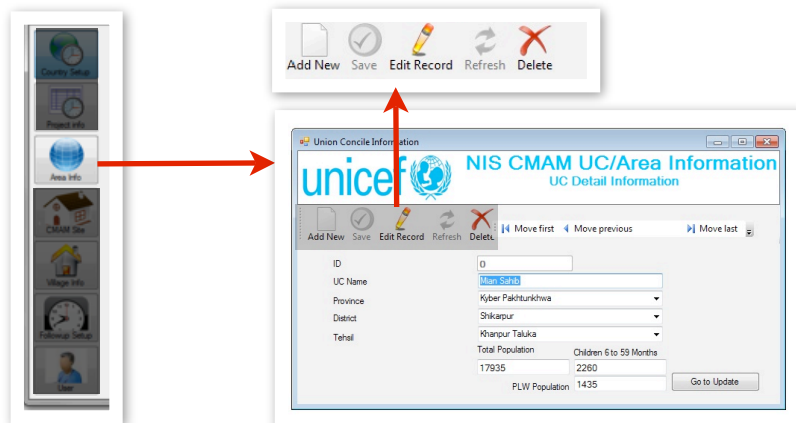
**End date:** Enter the date when the project is due to end.

**Activities:** Please describe explicitly what are going to be the main activities of the project.



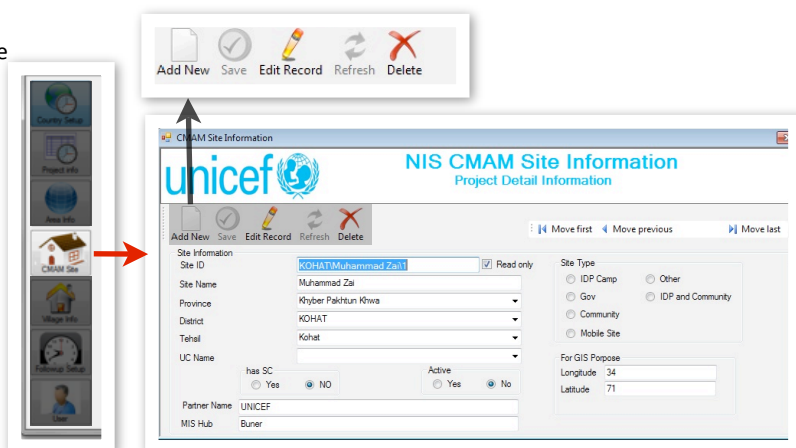
### 1.3. AREA INFORMATION

To edit / insert Area Details go to setup menu and click on the AREA INFORMATION option. This section will enable you to insert name of the administration division particulars. Each option of the setup menu has operational buttons which will enable you to add new record, save, edit, refresh and delete entry.



### 1.4. CMAM SITE INFORMATION

To edit / insert **CMAM Details** go to setup menu and click on the AREA INFORMATION option. This section will enable you to insert name of the CMAM centre. Each option of the setup menu has operational buttons which will enable you to add new record, save, edit, refresh and delete entry.



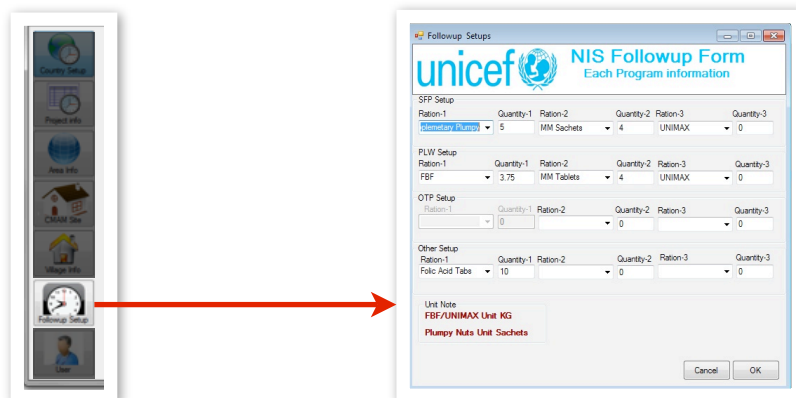
### 1.5. VILLAGE INFORMATION

To edit / insert **Village information** go to setup menu and click on the VILLAGE INFORMATION option. This section will enable you to insert details of the village where CMAM centre(s) is (are) located. Each option of the setup menu has operational buttons which will enable you to add new record, save, edit, refresh and delete entry.



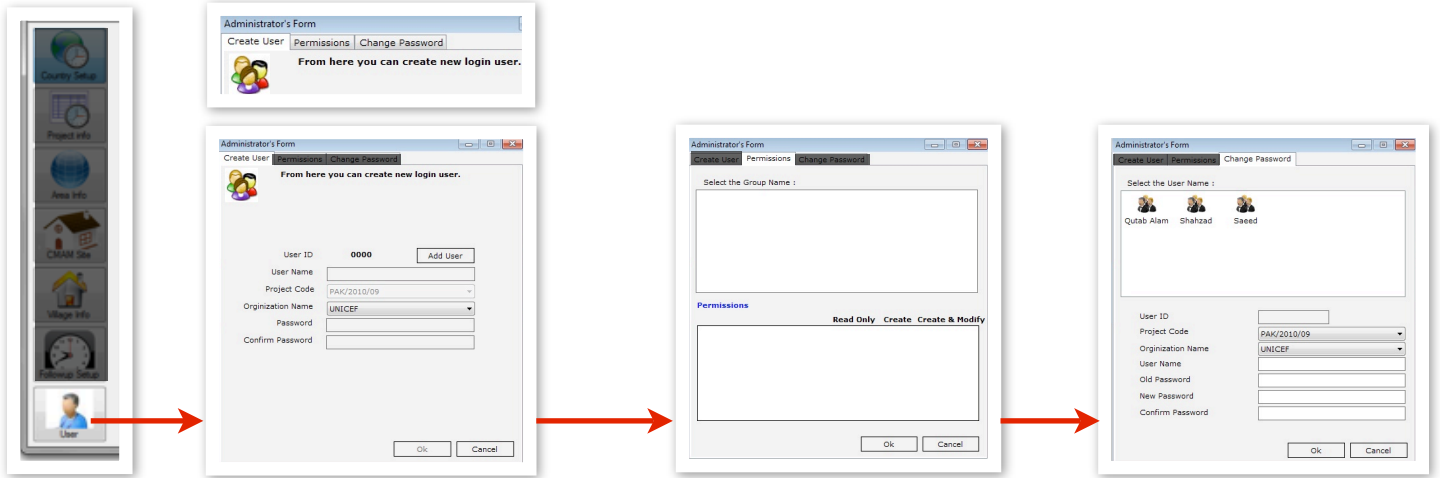
### 1.6. Setting up the FOLLOW UP intervals

To set the rations for SFP and PLW go to **setup** menu and click on the **Follow up setup**. In this section you can set up adequate rations and quantities for SFP and PLW.



## 1.7. Setting up USERS

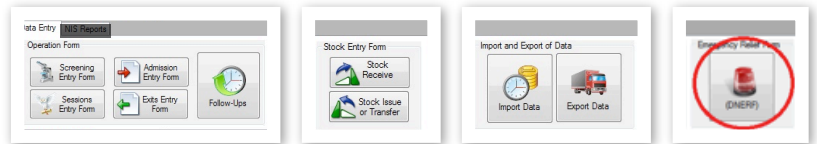
To setup and/or add more users of NIS database choose USER from the setup menu. This interface has three tabs / options: Create User, Permissions and Change password. **CREATE USER** option lets you create a new user. If there are more than one projects running in the NIS database you can assign particular user to the particular project. **PERMISSIONS** : Lets administrator to assign to users permissions whether they can read only, create or create and modify the database while **CHANGE PASSWORD** tab enables you to change user password. Please note that only administrator can add users and assign particular permissions.



## 2.0. DATA ENTRY

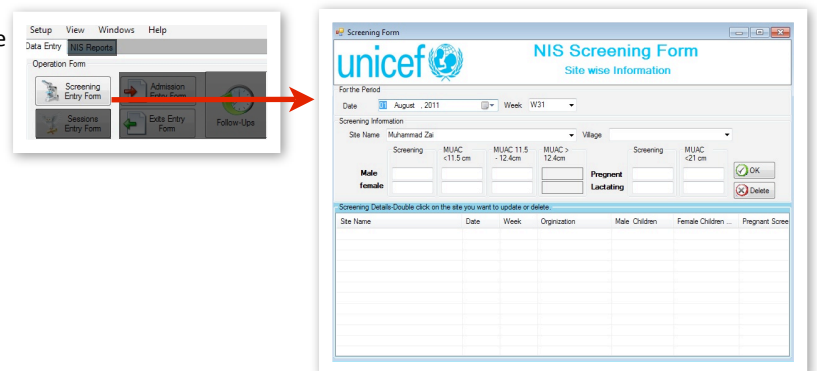
DATA ENTRY section is divided in four elements: **Operation**, **Stock entry**, **Import and Export of data** and **Emergency Relief**.

To access these options select **DATA ENTRY TAB**



### 2.1. DATA ENTRY - SCREENING

To preview and enter screening entry data for the particular site click **SCREENING ENTRY FORM** button.

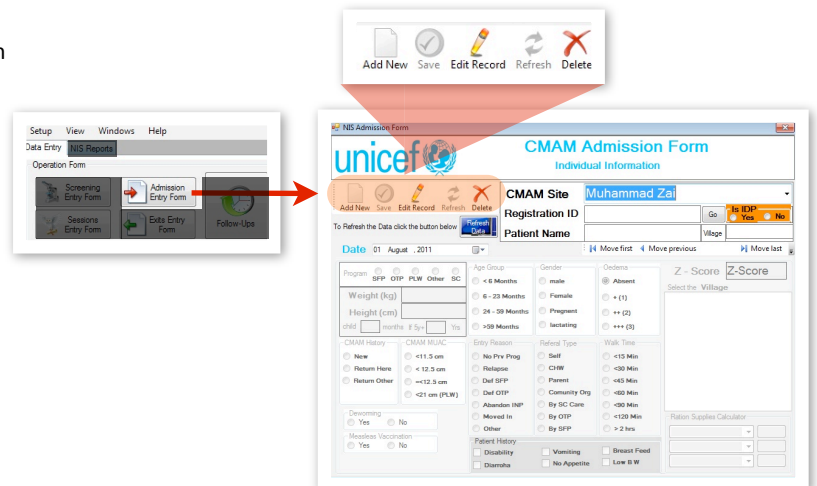


### 2.2. DATA ENTRY - ADMISSION FORM

Admission entry form enables you to enter individual admission details for patients.

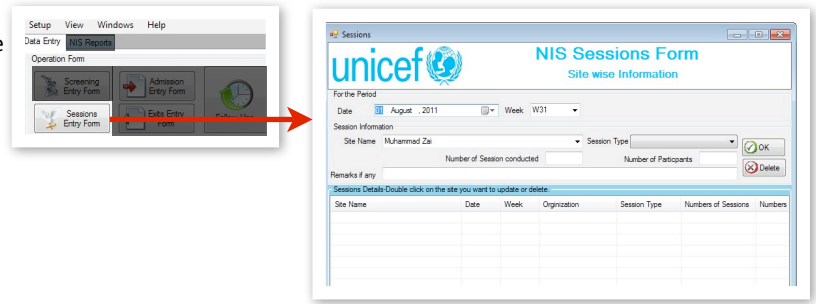
To add new entry click on the **ADD NEW** button

To save entered data click **SAVE**, if you wish to edit record click on **EDIT RECORD**. To refresh your screen click **REFRESH** button. **DELETE** button deletes entry.



### 2.3. DATA ENTRY - SESSIONS ENTRY FORM

To access NIS session form click on the SESSIONS FORM from the menu as shown. In this section users can enter details of sessions performed in particular CMAM site.

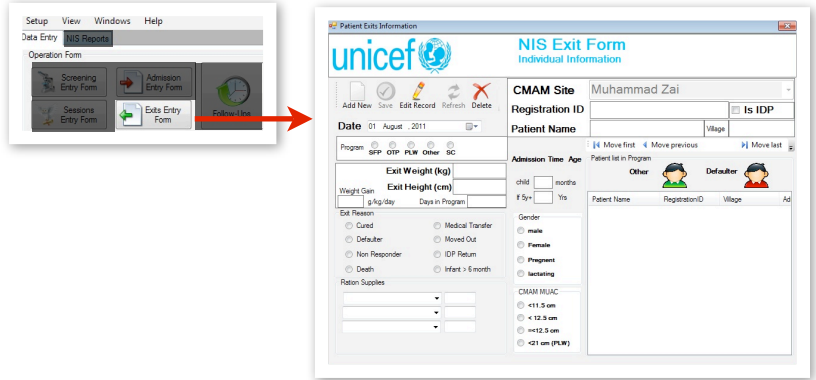


### 2.4. DATA ENTRY - EXIT FORM

To enter particular details in order to discharge the patient, exit form must be filled. To access this form click **EXIT ENTRY FORM**. To discharge particular patient select the CMAM site, the names of all patients in selected site will appear on the right bottom side of the screen. If name of the selected patient turns red color means that the patient has been defaulter. The green color indicates that patients pertains to other categories. Once the name of the patient ready for discharge has been identified, double click on the name and all attributes of the patient will be displayed.

In order to discharge a patient, select the weight of the patient, height and reason for discharge.

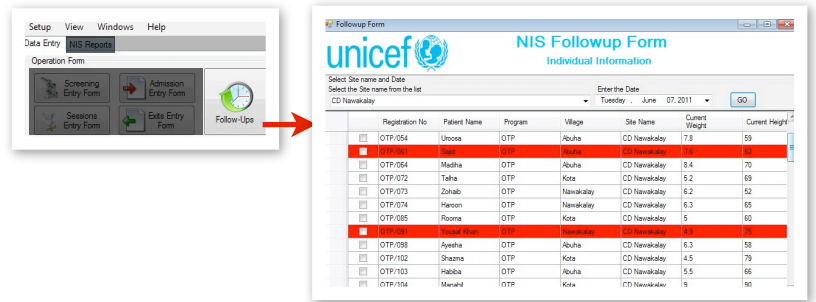
Once information is entered click **SAVE** (second button on the top right side of the window).



### 2.5. DATA ENTRY - FOLLOW UP

To access follow up section click on the **FOLLOW UP** button. This section will enable users to follow up particular patient of CMAM centre.

Once the NIS FOLLOW UP screen is open select the name of the site from the drop down menu. Particulars of the patients will show up on the window below. Names of the patients who default will be shown in red color.



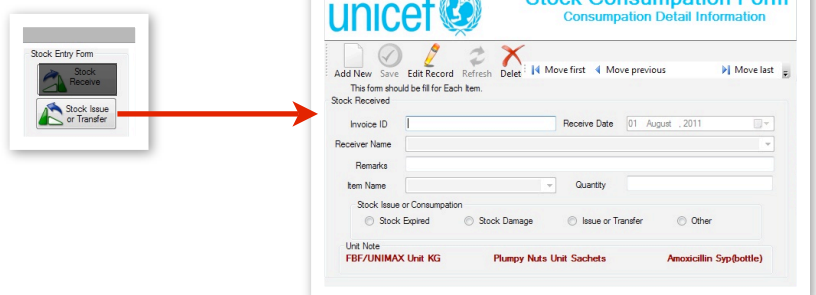
### 2.6. DATA ENTRY - STOCK RECEIVED

This section enables users to track and monitor commodities / stock for particular CMAM site. To enter details of the stock received, click on the stock receive button.



### 2.6. DATA ENTRY - STOCK ISSUED

This section enables users to track and monitor commodities / stock for particular CMAM site. To enter details of the stock issued or transferred, click on the icon as shown.



## 2.7. DATA - IMPORT

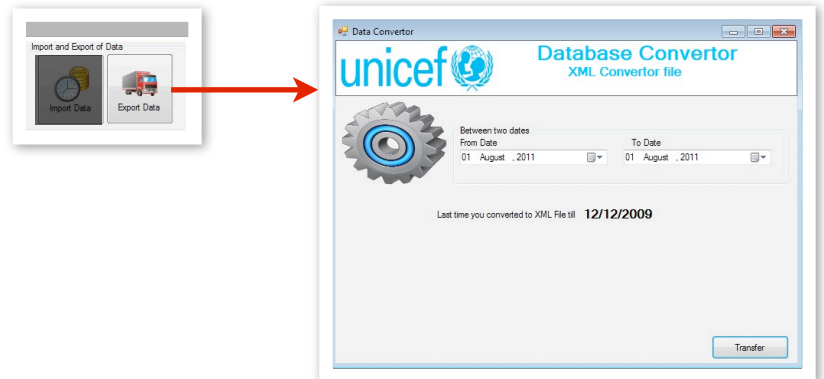
To import data click on **IMPORT DATA** button.

This section enables users to import data.



## 2.8. DATA - EXPORT

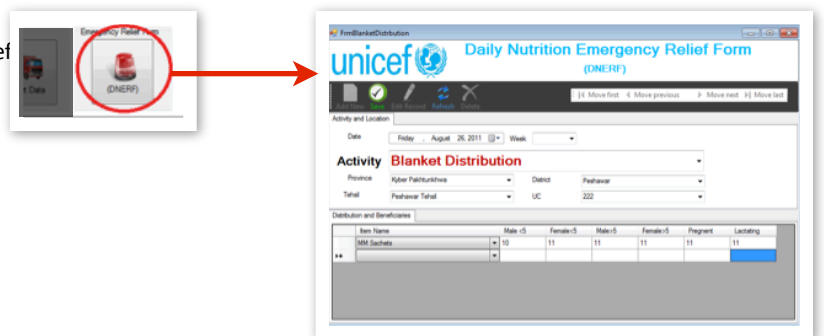
This section enables users to export data.



## 2.9. DATA - EMERGENCY RELIEF SECTION

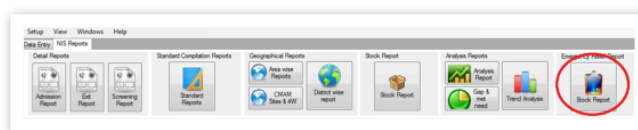
To enter the emergency relief form, click on the emergency relief button.

This section enables users to enter data of the emergency relief phase (blanket distribution) and/or distribution of MM sachets.



### 3.0. NIS REPORTS

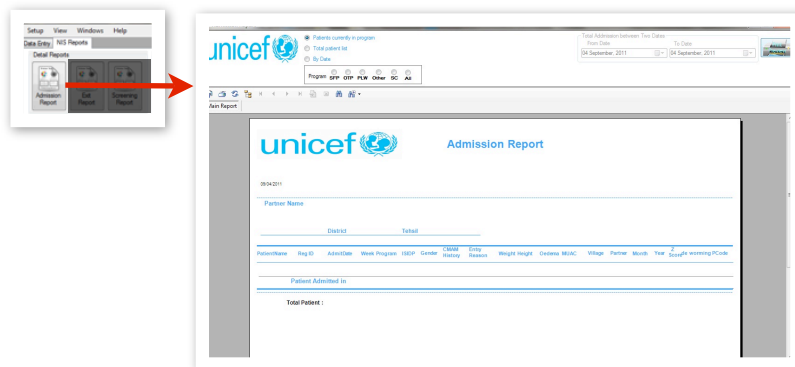
NIS database enables users to generate various reports. This section is divided in five specific groups and enables users to choose kind of reports they want to see.



Menu of the NIS reports section

#### 3.1. DETAIL REPORTS - ADMISSION REPORTS

To generate Admission report click on Admission report button. Once the report window is open users have options to choose kind of reports to be generated between: Patients currently in program, Total patient list or by date. Also the reports can be generated by Program type.



#### 3.2. DETAIL REPORTS - EXIT REPORTS

To generate EXIT report click on EXIT report button. Once the report window is open users have options to choose kind of reports to be generated by: Total patient list, by date, by program and total list of patients' exit between dates (for this option users must enter dates from-to).



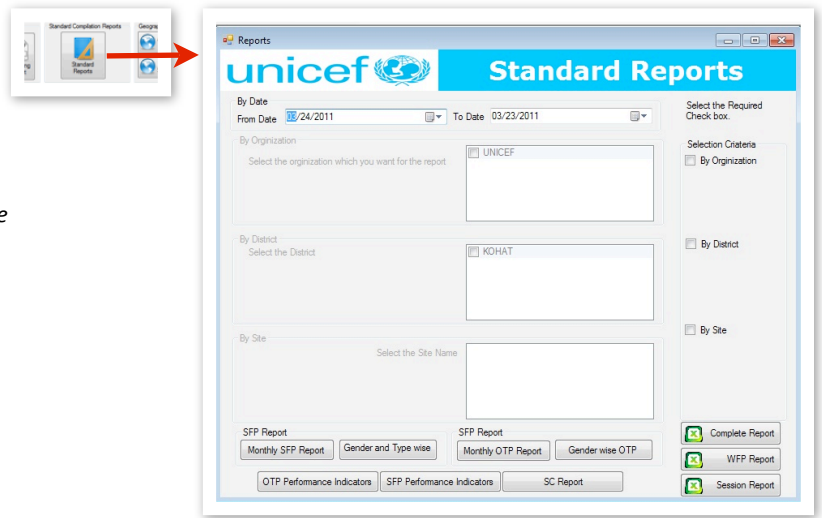
#### 3.3. DETAIL REPORTS - SCREENING REPORTS

To generate SCREENING report click on SCREENING report button. Once the report window is open users have options to choose kind of reports to be generated by: Total screening, date and by district. To generate report of your choice once of these option is chosen click on one of the options at the right bottom of the window to your preferences.



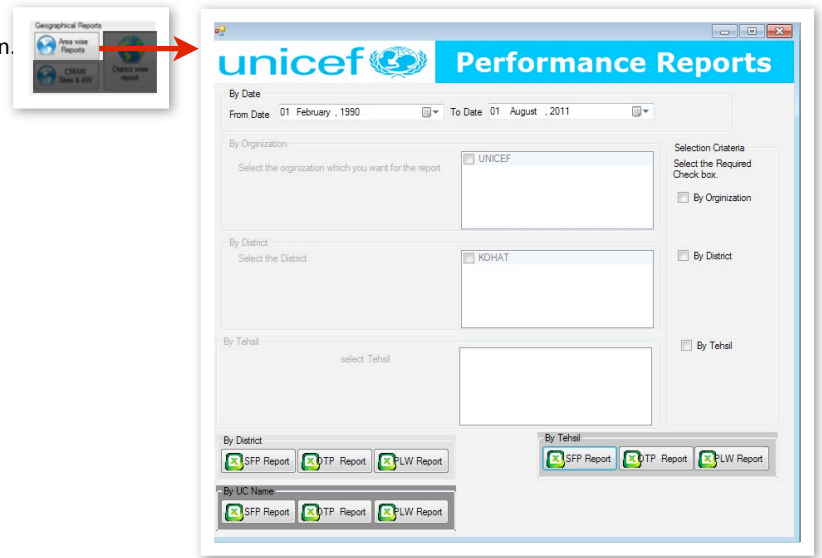
**3.4. DETAIL REPORTS - STANDARD REPORTS**

To generate standard report click on **STANDARD report** button. Once the report window is open users choose kind of report to be generate by ticking various options. Once finished with selections choose one from three options on the bottom right had side of the screen. (note: *you can print all three options, one at the time*).



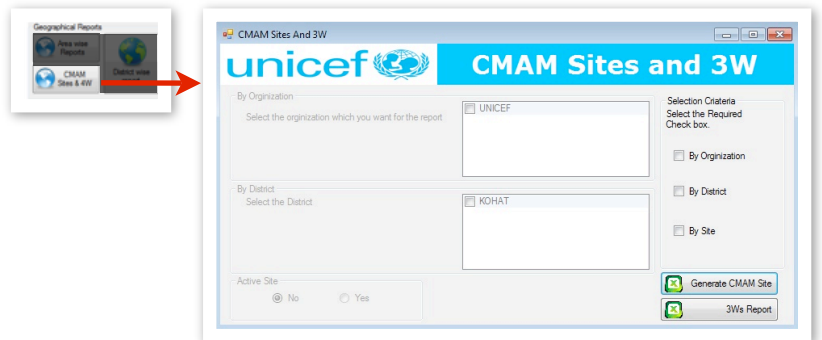
**3.5. GEOGRAPHICAL REPORTS - REPORTS by AREA**

To generate REPORT BY AREA click on AREA WISE REPORT button. Once the report window is open users have options to choose kind of reports to be generated by: Total screening, date and by district. To generate report of your choice once of these option is chosen click on one of the options at the right bottom of the window to your preferences.



**3.6. GEOGRAPHICAL REPORTS - CMAM SITES and 3W's**

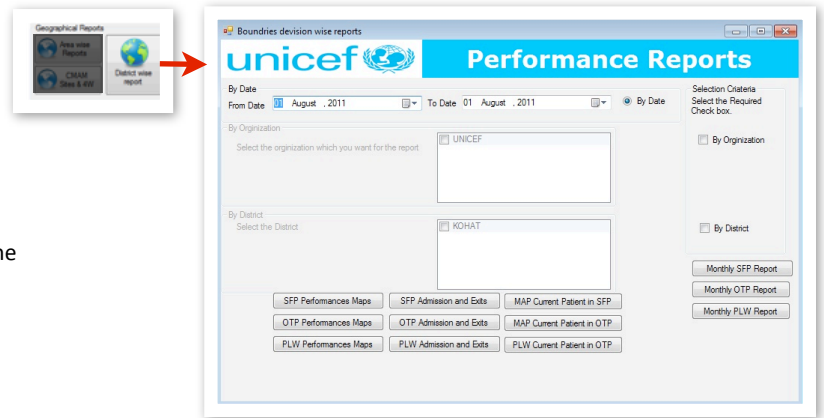
To generate report by CMAM SITES click on CMAM sites and 3W button. Once the report window is open users have options to choose kind of reports to be generated by: Total screening, date and by district. To generate report of your choice once of these option is chosen click on one of the options at the right bottom of the window to your preferences.



### 3.7. GEOGRAPHICAL REPORTS - DISTRICT WISE REPORT

To generate report by districts click on **DISTRICT WISE REPORT** button.

Once the report window is open users have options to choose kind of reports to be generated by: organization and by district. To generate monthly report of your choice for SFP, OTP and PLW respectively click on one of the options at the right bottom of the window. This section also enables user to generate reports by SFP, OTP and PLW admission and exit reports so as user can generate various maps.



### 3.8. STOCK REPORT

To generate report the stock click on **STOCK REPORT** button.

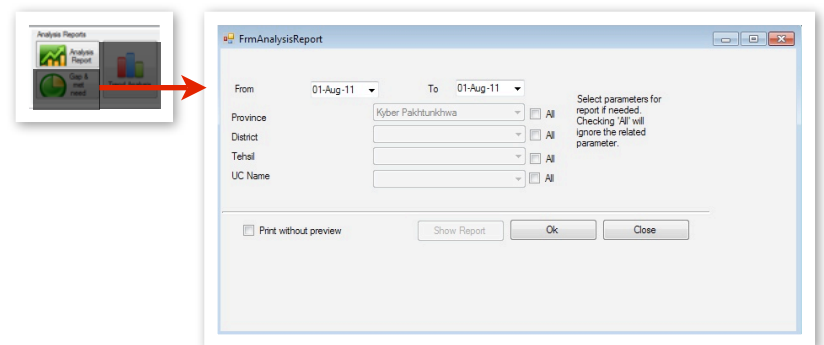
Once stock report window is open users have options to choose kind of reports to be generated by: organization and by district. To generate monthly report of your choice click Stock report icon on the bottom right side of the window.



### 3.9. ANALYSIS REPORT

To generate report the stock click on **ANALYSIS REPORT** button.

Once analysis report window is open users have options to choose parameters for report to be generated: Province, District, Village, centre name etc. click OK to view report or close to end the session.



#### 3.9.1. GAP REPORT (MET NEED REPORT)

To generate report the stock click on **GAP REPORT** button.

Once gap report window is open users have options to choose parameters for report to be generated: By organization, by district by project code. Once option is selected click **complete report** button.





### 3.9.2. TREND ANALYSIS REPORT

To generate TREND ANALYSIS report click on **TREND ANALYSIS**

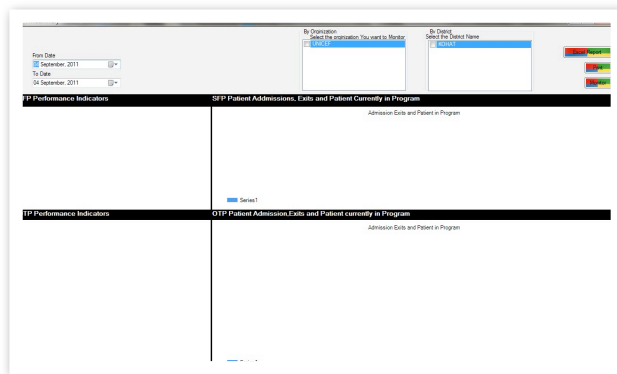
**REPORT** button. Once the report window is open choose parameters for report to be generated:

Date, organization and District.

To print report click Print, to display report in Excel spreadsheet

press **EXCEL REPORT**, to preview report on your monitor

click **Monitor** button from the upper right corner menu.



### 3.9.3. EMERGENCY REPORT

To generate EMERGENCY report click on **EMERGENCY REPORT**

button.

Once the report window is open choose parameters for report to be generated: organization district, and by commodity.

Bottom set of menus in this section enables user to choose tailor made reports according to interest i.e. by:

District and Partners, Weekly report, Commodity report, and Item activity report.

Emergency report section can be used only during and after the emergency distribution of commodities has occurred and is not applicable for regular programmes.




ANNEX 1. SAMPLE SCREENSHOTS OF GENERATED REPORTS

1.0. 4 W REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	4W - REPORT - Who is Doing what, where and When												
2	Province	District	Tehsil	UC	Donor Name	Partner	Start Date	End Date	Activities	Concern Person	Phone No	Email Address	Project Status
3	Khyber Pukhtunkhwa	SWAT	Babuzai		UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
4	Khyber Pukhtunkhwa	SWAT	Bahrain		UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
5	Khyber Pukhtunkhwa	SWAT	Baricote		UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
6	Khyber Pukhtunkhwa	SWAT	Kalam		UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
7	Khyber Pukhtunkhwa	SWAT	Khwazakhela		UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
8	Khyber Pukhtunkhwa	SWAT	Bahrain	Bahrain	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
9	Khyber Pukhtunkhwa	SWAT	Khwazakhela	Jano/chamtalai	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
10	Khyber Pukhtunkhwa	SWAT	Kalam	Kalam	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
11	Khyber Pukhtunkhwa	SWAT	Khwazakhela	Khwazakhela	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
12	Khyber Pukhtunkhwa	SWAT	Babuzai	Kokar	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
13	KPK	Swat		Madyan	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
14	Khyber Pukhtunkhwa	SWAT	Bahrain	Madyan	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
15	Khyber Pukhtunkhwa	SWAT	Khwazakhela	Shalpin	UNICEF	Merlin	10/11/10 12:11	4/10/11 12:11	UNICEF	Fazal Dad	3319027685	fazalad@merlin-pakistan.org	On Going
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1.1. ADMISSION REPORT


Admission Report

09/09/2011

**SWAT**

Partner Name: **Merlin**

BHU Fathepur District SWAT Tehsil Khwazakhela

PatientName	Reg ID	AdmitDate	Week	Program	ISIDP	Gender	CIAM History	Entry Reason	Weight	Height	Oedema	MUAC	Village	Partner	Month	Year	Z Score	de worming	PCode
Fatima	OTP/139	26/4/2011	W17	OTP	False	Female	New	No Prv Prog	5.00	47.00	Absent	<11.5 cm	Bachade ri	Merlin	8	0	>Medi an	TRUE	PAK/2010 /09
Fatima	OTP/192	9/7/2011	W28	OTP	False	Female	New	No Prv Prog	7.10	86.00	Absent	<11.5 cm	Yaka	Merlin	36	0	<-4 SD	FALSE	PAK/2010 /09
Feroza	OTP/119	31/3/2011	W13	OTP	False	Female	New	No Prv Prog	5.60	77.00	Absent	<11.5 cm	Fathepur	Merlin	12	0	<-4 SD	FALSE	PAK/2010 /9
Gul Naz	OTP/183	2/6/2011	W22	OTP	False	Female	New	No Prv Prog	5.50	60.00	Absent	<11.5 cm	Fathepur	Merlin	11	0	<Medi an	FALSE	PAK/2010 /09
Habibullah	OTP/147	28/4/2011	W17	OTP	False	male	New	No Prv Prog	4.00	57.00	Absent	<11.5 cm	Fathepur	Merlin	9	0	-3 SD	FALSE	PAK/2010 /09
Ilyas Ahmad	OTP/165	16/5/2011	W20	OTP	False	male	New	No Prv Prog	5.00	60.00	Absent	<11.5 cm	Fathepur	Merlin	10	0	<-2 SD	FALSE	PAK/2010 /09
Junaid	OTP/162	11/5/2011	W19	OTP	False	male	New	No Prv Prog	5.70	62.00	Absent	<11.5 cm	Fathepur	Merlin	11	0	<-1 SD	FALSE	PAK/2010 /09
Jusra	OTP/161	11/5/2011	W19	OTP	False	Female	New	No Prv Prog	6.00	65.00	Absent	<11.5 cm	Fathepur	Merlin	8	0	<-1 SD	FALSE	PAK/2010 /09
Kainat	OTP/177	20/5/2011	W21	OTP	False	Female	New	No Prv Prog	5.00	60.00	Absent	<11.5 cm	Jaray	Merlin	11	0	<-1 SD	FALSE	PAK/2010 /09
Kherunisa	OTP/157	2/5/2011	W18	OTP	False	Female	New	No Prv Prog	4.20	60.00	Absent	<11.5 cm	Fathepur	Merlin	7	0	<-3 SD	FALSE	PAK/2010 /09
Maiha	OTP/120	6/4/2011	W14	OTP	False	Female	New	No Prv Prog	5.40	61.00	Absent	<11.5 cm	Bacha abad	Merlin	6	0	<-1 SD	FALSE	PAK/2010 /9
Mansoor	OTP/169	16/5/2011	W20	OTP	False	male	New	No Prv Prog	7.00	62.00	Absent	<11.5 cm	Fathepur	Merlin	10	0	>Medi an	FALSE	PAK/2010 /09
Abdullah	OTP/150	30/4/2011	W18	OTP	False	male	New	No Prv Prog	7.80	80.00	Absent	<11.5 cm	Fathepur	Merlin	48	0	<-3 SD	FALSE	PAK/2010 /09

ANNEX 1. SAMPLE SCREENSHOTS OF GENERATED REPORTS

1.2. CMAM SITE REPORT

REPORT by: CMAM SITE									
Province	District	Tehsil	UC	CMAM Site Name	Partner	Longitude	Latitude	Status	TYPE
Khyber Pakhtun Khwa	SWAT	Barikot		CD Nawakalay	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Khwazakhela		Mobile/Bashigram	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Khwazakhela		BHU Shalpin	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		CD Utroor	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		BHU Gabral	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		CD Chamgarai	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		CD Ushu	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		CH Kalam	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Kalam		BHU Laikot	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Babuzai		CD Kokarai	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Khwazakhela		CD Khwazakhela	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Babuzai		Mobile/Islampur	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Khwazakhela		BHU Fathepur	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Bahrain		CH Madyan	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Bahrain		BHU Mashkomai	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Khwazakhela		BHU Kotanai	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Bahrain		Mobile/Bahrain	Merlin	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT	Barikot		BHU Miandam	MERLIN	0	0	Closed	Community
Khyber Pakhtun Khwa	SWAT			BHU Tirat	Merlin	0	0	Closed	Community

1.3. COMPLETE REPORT

OUT-PATIENT THERAPEUTIC PROGRAMMES (OTP)																
Province: Khyber Pakhtun Khwa																
Report By: _adnan																
Reporting from: 3/24/2010 to 3/23/2012																
Reporting Period: from 3/24/2010 to 3/23/2012																
Target Group	Total in OTP at Beginning of the period (A)	MUAC < 11.5 CM(B1)	OEDEMA after cure(B2)	RELAPSE after cure(B3)	Other (B4)	Return after defaulting (C1)	Transfer from OTP or Inpatient (C2)	TOTAL ADMISSION (D)	CURED (E1)	DEATH (E2)	DEFAULTER (E3)	NonCured	Medical Transfer	Moved Out	Total Discharge (G)	Total in OTP end of the period
6-59 months	115	2260	0	0	0	0	0	2260	1106	4	75	19	1	4	1209	1051

SUPPLEMENTARY FEEDING PROGRAMMES (SFP)																
Province: Khyber Pakhtun Khwa																
Report By: _adnan																
Reporting Period: from 3/24/2010 to 3/23/2012																
Target Group	Total in SFP Beginning of the period (A)	MUAC 11-12.4 cm(B1)	MUAC < 11.5 cm(B2)	RELAPSE after cure(B3)	Other (B4)	Return after defaulting (C1)	Transfer from OTP or Inpatient (C2)	TOTAL ADMISSION (D)	CURED (E1)	DEATH (E2)	DEFAULTER (E3)	NonCured	Medical Transfer	Moved Out	Total Discharge (G)	Total in SFP end of the period
6-59 months	124	9562	0	0	0	0	5	2	9969	4027	0	194	25	6	8	4260
PLW	0	0	6792	0	0	0	0	0	6792	2687	0	78	10	3	3	2731


Screening And Session	
Total Children Screened	119934
Children MUAC 11.5-12.4cm	10315
Children MUAC < 11.5cm.	2414
PLW Screened	52820
PLW MUAC > 21	7026
Sessions Information	
Numbers of Nutrition Session Conducted	2526
Numbers of Participant	14413

ANNEX 1. SAMPLE SCREENSHOTS OF GENERATED REPORTS

1.4. EXIT REPORT

SWAT											
Partner Name		Merlin									
Site Name		BHU Fathepur				Tehsil		Khwazakhela			
Patient Name	Registration ID	Exit Date	Week	Program	Exit Weight	Exit Height	Days In Program	Gender	MUAC	Oedema	ProjectCode
<b>Cured</b>											
Abdur Rehman	OTP/178	9/7/2011	W28	OTP	6	60	64	male	<11.5 cm		PAK/2010/09
Abozar	OTP/134	20/6/2011	W25	OTP	7	80	69	male	<11.5 cm		PAK/2010/09
Alia	OTP/137	7/6/2011	W23	OTP	8	71	47	Female	<11.5 cm		PAK/2010/09
Amanullah	OTP/089	13/4/2011	W15	OTP	8	85	29	male	<11.5 cm		PAK/2010/09
Amna	OTPI/044	9/3/2011	W10	OTP	12	67	44	Female	<11.5 cm		PAK/2010/09
Amna	OTP/136	30/6/2011	W26	OTP	8	63	79	Female	<11.5 cm		PAK/2010/09
Aneela	OTP/066	13/4/2011	W15	OTP	10	77	59	Female	<11.5 cm		PAK/2010/09
Areeba	OTP/076	29/3/2011	W13	OTP	8	80	22	Female	<11.5 cm		PAK/2010/09
Asif	OTP/107	30/4/2011	W18	OTP	7	62	45	male	<11.5 cm		PAK/2010/09
Awais	OTPI/077	29/3/2011	W13	OTP	8	72	22	male	<11.5 cm		PAK/2010/09

1.5. SCREENING REPORT



Screening Report

09/05/2011  
District: SWAT

Merlin

@Children MUAC < 11.5cm.	2,478	2.0%
@Children MUAC 11.5-12.4cm	10,628	8.6%
@Children MUAC 12.5cm and above	110,870	89.4%
Total:	123,976	100.0%

Nutrition Screening (Children 6-59 Months)

Site Name: BHU Fathepur

Screening Date	Week	OrganizationName	Male Screened	Female Screened	Total Children	Male SFP	Female SFP	Children SFP	male OTP	Female OTP	Children OTP	Pregnet Screenshot	lactating Screenshot	PLW Screenshot	Pregnet SFP	Lactating SFP	Total PLW SFP	ProjectCode
Village Name: Bacha abad																		
5/11/2010	W44	Merlin	19	23	42	0	2	2	1	1	2	2	2	4	1	0	1	PAK/2010/09
1/3/2011	W9	Merlin	46	59	105	2	6	8	0	0	0	29	32	61	4	4	8	PAK/2010/09
10/3/2011	W10	Merlin	97	146	243	8	12	20	2	0	2	26	19	45	5	1	6	PAK/2010/09
16/3/2011	W11	Merlin	0	0	0	0	0	0	0	0	0	52	41	93	8	5	13	PAK/2010/09
Total of Bacha abad			162	228	390	10	20	30	3	1	4	109	94	203	18	10	28	
Village Name: Bachaderi																		
24/11/2010	W47	Merlin	20	12	32	0	0	0	0	0	0	2	5	7	0	0	0	PAK/2010/09

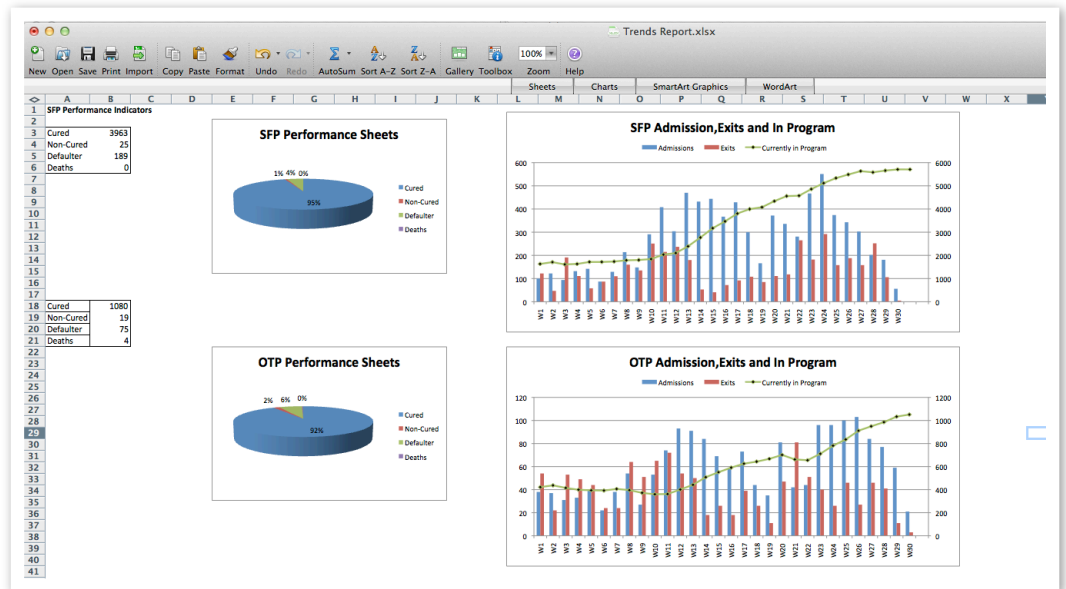
ANNEX 1. SAMPLE SCREENSHOTS OF GENERATED REPORTS

1.4. STOCK DISTRIBUTION REPORT (EMERGENCY)

Stock Distribution Report.xlsx

Distribution Report of Supplementary Plumpy														
Beneficiaries							Distribution							
District	Partner	CMAM Site	Male	Female	Pregnant	Lactating	Opening Balance	Stock Received	Male	Female	Pregnant	Lactating	Issued or Lost	Close Balance
SWAT	Merlin	All	0	0	0	0	146490	319500	0	0	0	0	0	465990
SWAT	Merlin	CD Nawakalay	106	170	0	0	465990	0	1550	2530	0	0	0	461910
SWAT	Merlin	Mobile/Bashigram	24	31	0	0	461910	0	360	465	0	0	0	461085
SWAT	Merlin	BHU Shalpin	26	44	0	0	461085	0	390	660	0	0	0	460035
SWAT	Merlin	CD Utroor	0	0	0	0	460035	0	0	0	0	0	0	460035
SWAT	Merlin	BHU Gabral	0	0	0	0	460035	0	0	0	0	0	0	460035
SWAT	Merlin	CD Chamgarai	217	196	0	0	460035	0	3255	2940	0	0	0	453840
SWAT	Merlin	CD Ushu	52	85	0	0	453840	0	620	975	0	0	0	452245
SWAT	Merlin	CH Kalam	96	128	0	0	452245	0	1440	1920	0	0	0	448885
SWAT	Merlin	BHU Laikot	82	110	0	0	448885	0	1230	1650	0	0	0	446005
SWAT	Merlin	CD Kokarai	34	33	0	0	446005	0	500	495	0	0	0	445010
SWAT	Merlin	CD Khwazakhela	53	87	0	0	445010	0	775	1295	0	0	0	442940
SWAT	Merlin	Mobile/Isampur	43	71	0	0	442940	0	625	1035	0	0	0	441280
SWAT	Merlin	BHU Fathepur	9	9	0	0	441280	0	135	135	0	0	0	441010
SWAT	Merlin	CH Madyan	106	158	0	0	441010	0	1590	2370	0	0	0	437050
SWAT	Merlin	BHU Maskomai	36	71	0	0	437050	0	540	1065	0	0	0	435445
SWAT	Merlin	BHU Kotanai	36	37	0	0	435445	0	530	555	0	0	0	434360
SWAT	Merlin	Mobile/Bahrain	143	164	0	0	434360	0	2145	2460	0	0	0	429755
SWAT	MERLIN	BHU Miandam	91	106	0	0	429755	0	1285	1530	0	0	0	426940
SWAT	Merlin	BHU Tirat	0	0	0	0	426940	0	0	0	0	0	0	426940

1.5. TREND ANALYSIS REPORT



ANNEX 1. SAMPLE SCREENSHOTS OF GENERATED REPORTS

1.4. WFP REPORT

WFP Report.xlsx

View: Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom 125%

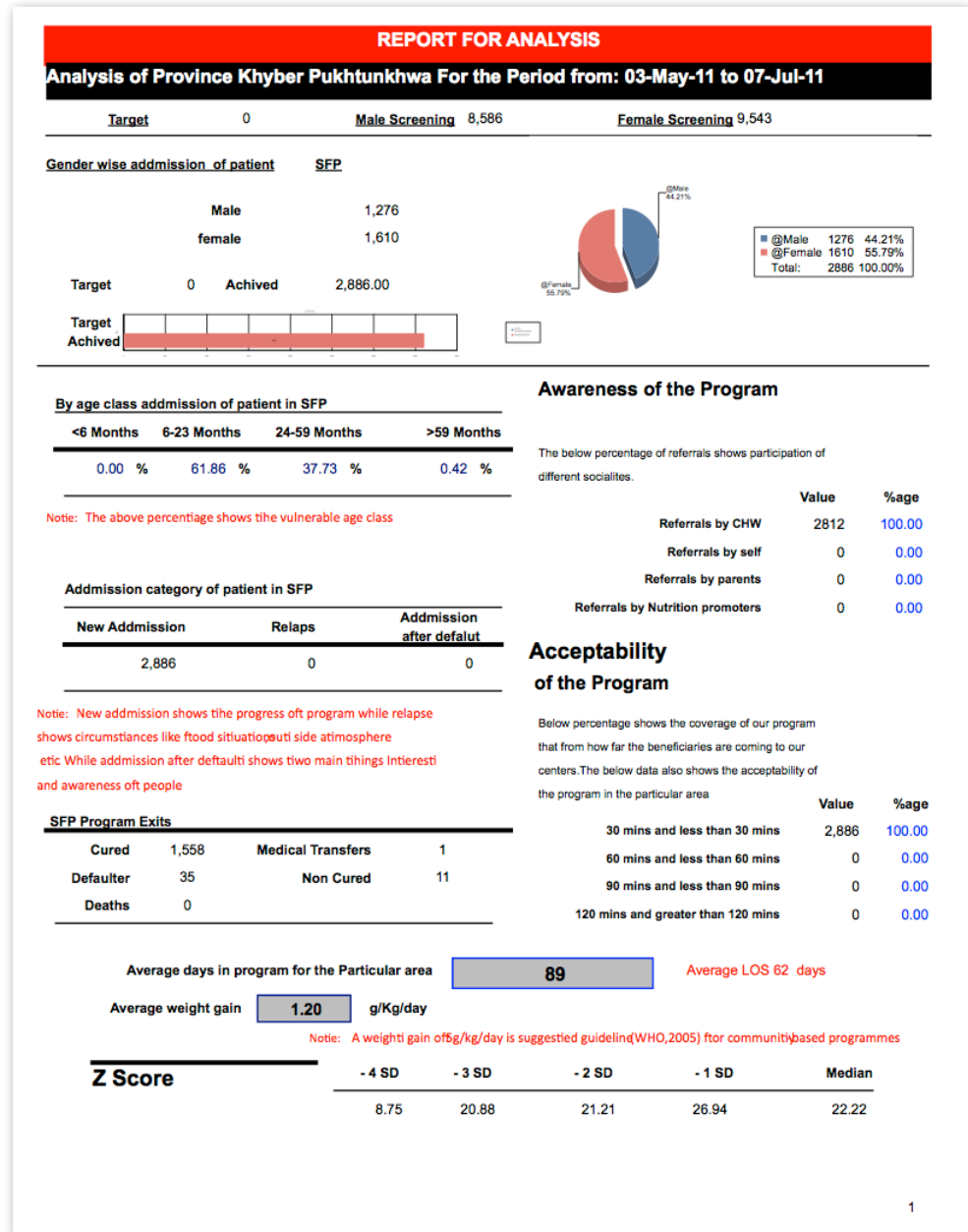
Sheets Charts SmartArt Graphics WordArt

**SUPPLEMENTARY** Ledger sheets for budgets, accounts, invoices, portfolios, and logs **(SFP)**

Name of Center All Province Khyber Pakhtun Khwa  
 District SWAT Report By  
 IPs Merlin Reporting Pk from 3/24/2010 to 3/23/2012

8	Target Group	Total In SFP Beginning of the period (A)	New Admission					Moved In Transfer from OTP or Inpatient (C2)		Discharges (E)							Total Discharge (G)	Total In SFP end of the period	Follow-Ups	Average Length of Stay of cured cases	Average Weight gain g/Kg/day
			MUAC 11-12.4 CM (B1)	MUAC < 11 cm (B2)	RELAPSE after cure (B3)	Other (B4)	Return after defaulting (C1)	TOTAL ADMISSION (D)	CURED (E1)	DEATH (E2)	DEFAULTER (E3)	Non-Cured	Medical Transfer	Moved Out							
9	SFP 6-23 months (Male)	0	2508	0	0	0	2	1	2511	994	0	56	10	1	4	1065	1446	5959	91	1	
10	SFP 6-23 months (Female)	0	3246	0	0	0	3	0	3249	1224	0	59	5	4	1	1293	1956	7432	94	1	
11	SFP 24-59 months (Male)	0	1894	0	0	0	0	0	1894	792	0	34	5	1	0	832	1062	4251	88	0	
12	SFP 24-59 months (Female)	0	2251	0	0	0	0	1	2252	964	0	42	5	0	2	1013	1239	5277	88	1	
13	PLW	0	0	6792	0	0	0	0	6792	2637	0	78	10	3	3	2731	4061	12014	102	0	
14																					
15																					
16																					
17	FBF Supplemetary Plumpy		41191.5			0	0	0													
18				Amoxicillin 272360 Syp				UNIMA 0 X													
19					67906.6	HEB	126390	Vegetab le Oil	7186												
20																					
21																					
22																					
23																					
24																					

1.5. ANALYSIS REPORT



1.5. ANALYSIS REPORT

### Performance Indicators of SFP

Category	Count	Percentage
@Cured	1558	97.13%
@Defaulter	35	2.18%
@Non-Cured	11	0.69%
@Death	0	0.00%
<b>Total</b>	<b>1604</b>	<b>100.00%</b>

**SPHERE**

Cured > 75 %

Defaulter < 15%

Deaths <10 % (SAM) And <3 % (MAM)

Items used in Program SFP

Items Name	Quantity
HEB	87,120.00
MM Sachets	23,228.00
Supplementary Plumpy	147,750.00
UNIMAX	7,343.40

2

### Gender wise admission of patient OTP

Male	232
female	366

Target 0 Achieved 598.00

@Male	232	38.82%
@Female	366	61.18%
<b>Total:</b>	<b>598</b>	<b>100.00%</b>

### By age class admission of patient in OTP

<6 Months	6-23 Months	24-59 Months	>59 Months
0.00 %	82.05 %	17.45 %	0.50 %

Note: The above percentage shows the vulnerable age class

### Awareness of the Program

The below percentage of referrals shows participation of different socialities.

	Value	%age
Referrals by CHW	597	100.00
Referrals by self	0	0.00
Referrals by parents	0	0.00
Referrals by Nutrition promoters	0	0.00

### Admission category of patient in OTP

New Admission	Relaps	Admission after default
598	0	0

Note: New admission shows the progress of program while relapse shows circumstances like flood situation, outside atmosphere etc. While admission after default shows two main things: interest and awareness of people.

### OTP Program Exits

Cured	Medical Transfers	Non-Cured	Deaths
336	0	13	0

### Acceptability of the Program

Below percentage shows the coverage of our program that from how far the beneficiaries are coming to our centers. The below data also shows the acceptability of the program in the particular area.

Distance	Value	%age
30 mins and less than 30 mins	598	100.00
60 mins and less than 60 mins	0	0.00
90 mins and less than 90 mins	0	0.00
120 mins and greater than 120 mins	0	0.00

Average days in program for the Particular area: **80** (Average LOS 62 days)

Average weight gain: **2.76** g/Kg/day (Note: A weight gain of 5g/kg/day is suggested guideline (WHO, 2005) for community-based programmes)

### Z Score

-4 SD	-3 SD	-2 SD	-1 SD	Median
19.35	17.74	17.74	20.97	24.19

3

### Performance Indicators of OTP

Category	Count	Percentage
@Cured	336	92.56%
@Defaulter	14	3.86%
@Non-Cured	13	3.58%
@Death	0	0.00%
<b>Total:</b>	<b>363</b>	<b>100.00%</b>

**SPHERE**

Cured > 75 %

Defaulter < 15%

Deaths <10 % (SAM) And <3 % (MAM)

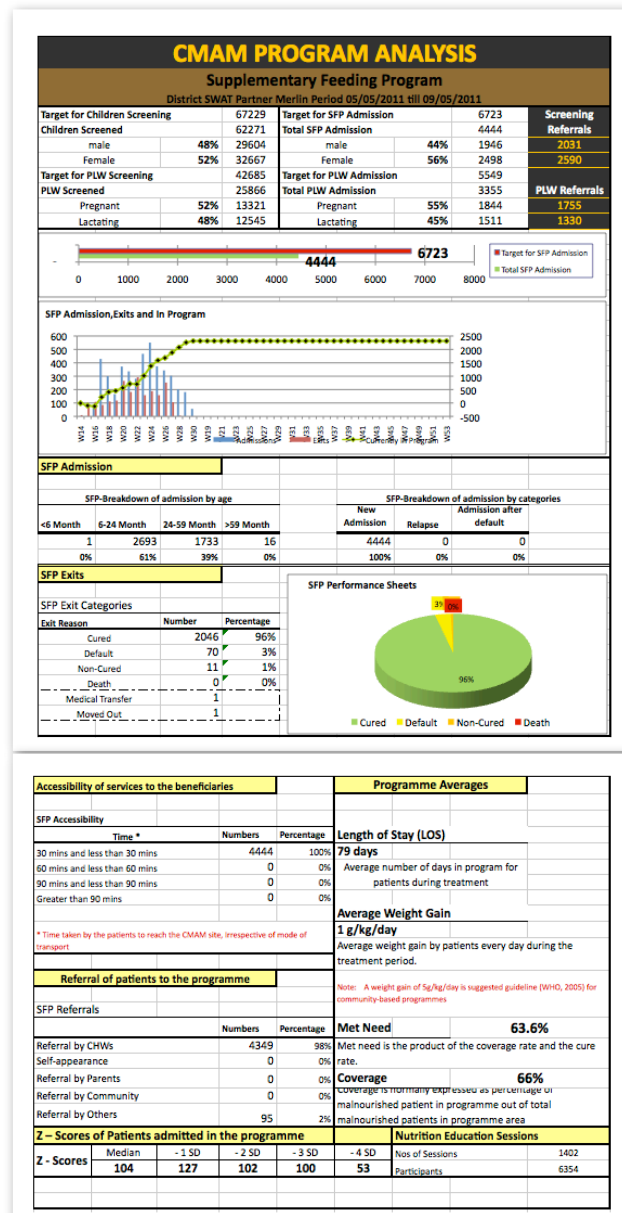
Items used in Program OTP

Items Name	Quantity
Amoxicillin Syp	1,166.00
HEB	14,042.00
PLUMPYNUTS	33,195.00

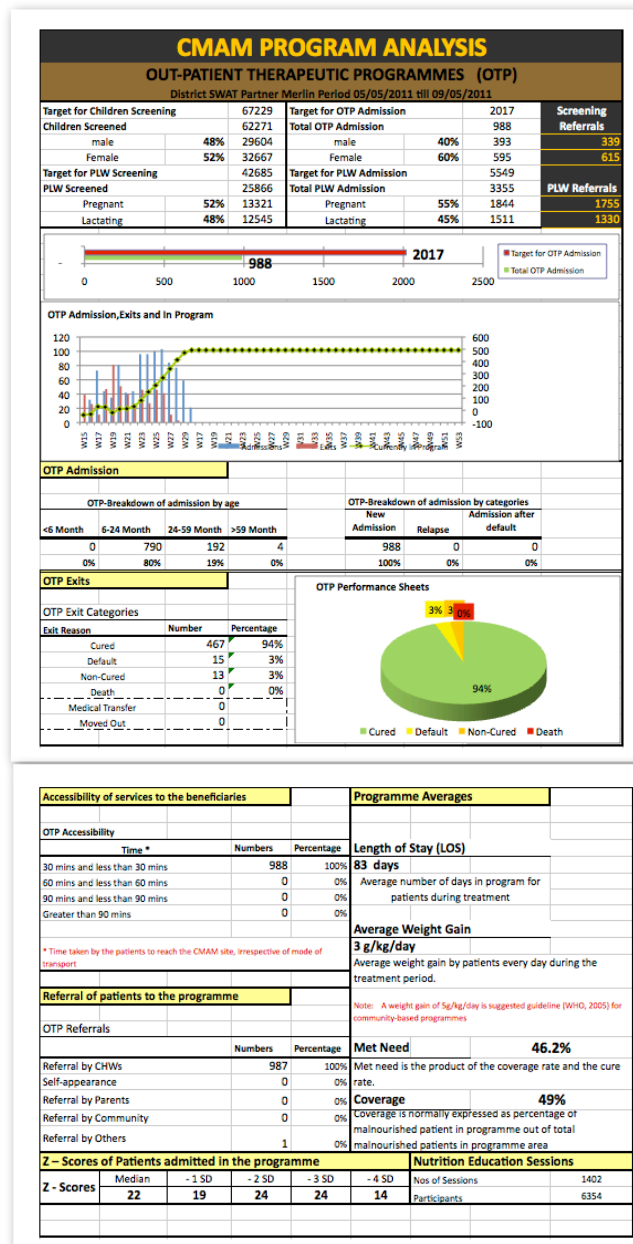
1




1.5. ANALYSIS REPORT (SFP)

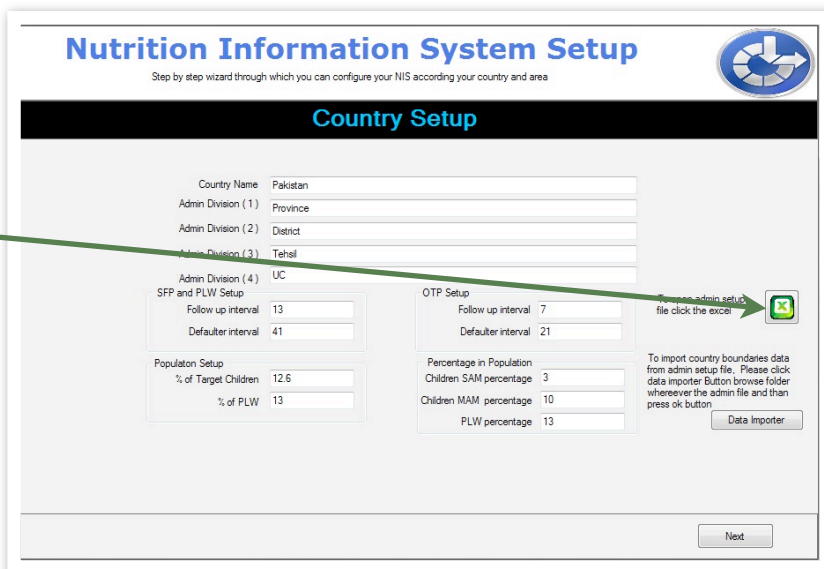


1.6. ANALYSIS REPORT (OTP)



2.0. Using the excel spreadsheet (admin setup)

To add names of the administration boundaries e.g. name of the country, state, Province, District and village from your existing excel spreadsheet, click on the  button marked with the X at the right middle section of the country setup window.



PLEASE NOTE: Naming of the administrative boundaries in this guide are taken as examples as in your respective countries may be divided and named differently. This administration division is used ONLY for illustration purpose. Please note that in this example the following hierarchy in administration division is used:

- 0. COUNTRY = Enter name of the country
- 1. STATE = The biggest administration division
- 2. PROVINCE = Second biggest administration division
- 3. DISTRICT = Third ranking administration division
- 4. VILLAGE = The smallest administration division.

In cases where there are only two administrative divisions and the third is the village(s) e.g. STATE and PROVINCE, in the row number 3 (in the example below) replicate names of the PROVINCE into the DISTRICT.

In the columns under headings which require to enter codes. please enter whatever numbers but make sure not to leave these columns empty!!!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	objectid_2	objectid	adm0_code	adm0_name	adm1_name	adm1_code	adm2_name	adm2_code	adm3_code	adm3_name	adm4_code	adm4_name	continent	region
1				COUNTRY	STATE		PROVINCE			DISTRICT		VILLAGE		
2														
3	838	15655	188	Pakistan	Sindh	2277	Khairpur	23686	64764	Faiz Ganj Taluka			Asia	Southern Asia
4	839	15656	188	Pakistan	Sindh	2277	Khairpur	23686	64765	Gambat Taluka			Asia	Southern Asia
5	840	15657	188	Pakistan	Sindh	2277	Khairpur	23686	64766	Khairpur Taluka			Asia	Southern Asia
6	841	15658	188	Pakistan	Sindh	2277	Khairpur	23686	64767	Kingri Taluka			Asia	Southern Asia
7	842	15659	188	Pakistan	Sindh	2277	Khairpur	23686	64768	Kot Diji Taluka			Asia	Southern Asia
8	843	15660	188	Pakistan	Sindh	2277	Khairpur	23686	64769	Mirwah Taluka			Asia	Southern Asia
9	844	15661	188	Pakistan	Sindh	2277	Khairpur	23686	64770	Nara Taluka			Asia	Southern Asia
10	845	15662	188	Pakistan	Sindh	2277	Khairpur	23686	64771	Sobho Dero Taluka			Asia	Southern Asia
11	846	15663	188	Pakistan	Sindh	2277	Larkana	23687	64772	Dokri Taluka			Asia	Southern Asia
12	847	15664	188	Pakistan	Sindh	2277	Gambar Shahdadkot	40508	64773	Kambar Ali Khan Taluka			Asia	Southern Asia
13	848	15665	188	Pakistan	Sindh	2277	Larkana	23687	64774	Larkana Taluka Miro Khan			Asia	Southern Asia

## ANNEX 2. IMPORTING NAMES OF THE ADMINISTRATIVE DIVISIONS FROM YOUR EXCELL SPREADSHEET

Once you've entered (copied and pasted) all names in required columns, please SAVE the file (preferably to the desktop in order to find the file easier if required to make additional changes).

Next step is to IMPORT saved excel spreadsheet into the NIS database. To import this file click on the **DATA IMPORTER** button.

Once you've clicked on DATA IMPORTER button you will be prompted to select the location of the file.

1. click on the location where the file is located in our example Desktop.
2. click import button.
3. once the import process is complete you will be prompted to restart the NIS database.
4. Enter user name and password and continue to work.

The screenshot shows the 'Country Setup' screen of the Nutrition Information System Setup wizard. The title bar reads 'Nutrition Information System Setup' and 'Country Setup'. Below the title bar, there is a subtitle: 'Step by step wizard through which you can configure your NIS according your country and area'. The main content area is divided into several sections:

- Country Name:** Pakistan
- Admin Division (1):** Province
- Admin Division (2):** District
- Admin Division (3):** Tehsil
- Admin Division (4):** UC
- SFP and PLW Setup:**
  - Follow up interval: 13
  - Defaulter interval: 41
- Population Setup:**
  - % of Target Children: 12.6
  - % of PLW: 13
- OTP Setup:**
  - Follow up interval: 7
  - Defaulter interval: 21
- Percentage in Population:**
  - Children SAM percentage: 3
  - Children MAM percentage: 10
  - PLW percentage: 13

On the right side, there are two instructions with icons:

- 'To open admin setup file click the excel' with an Excel icon.
- 'To import country boundaries data from admin setup file. Please click data importer Button browse folder whenever the admin file and then press ok button' with a 'Data Importer' button.

At the bottom right, there is a 'Next' button.