



## Facility Tracer Medicine Availability – Ideal Clinic Assessment<sup>†</sup>

<sup>†</sup>The functionality to download the report displaying facility medicine availability percentages for tracer medicines will be available to the provincial and national system user roles only.

### General comments

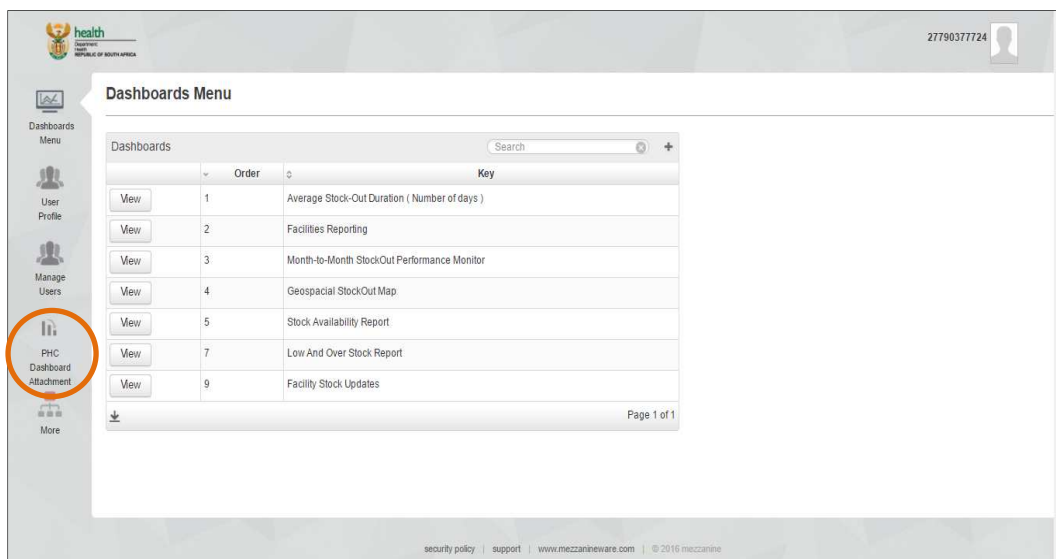
To access the relevant reports, all users must complete the SVS Web-user Confidentiality agreement and return the signed copy to the Affordable Medicines Directorate before they can be registered to access the SVS web-portal reports.

### Accessing the Facility Tracer Medicine Availability Report

1. Go to [ndoh.mezzanineware.com](http://ndoh.mezzanineware.com), key in your username and password details (as sent through the system generated SMS upon registration) and sign in to access the web-portal.

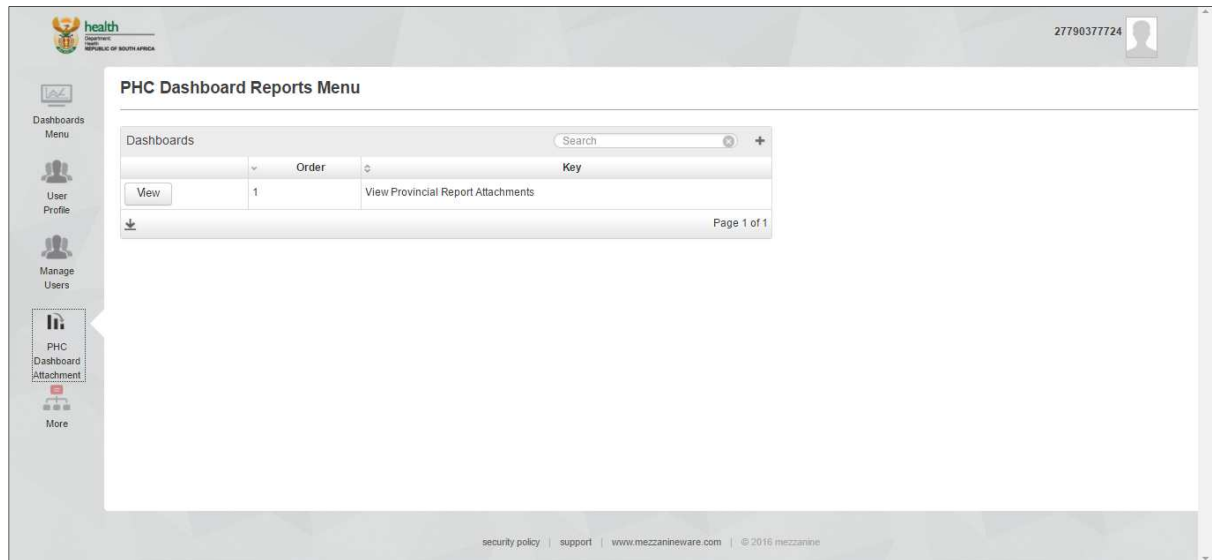


2. On the web-portal landing page (Dashboards Menu), select the 'PHC Dashboard' or 'PHC Dashboard Attachment' tab among the tabs listed down the left hand-side of the web-page.



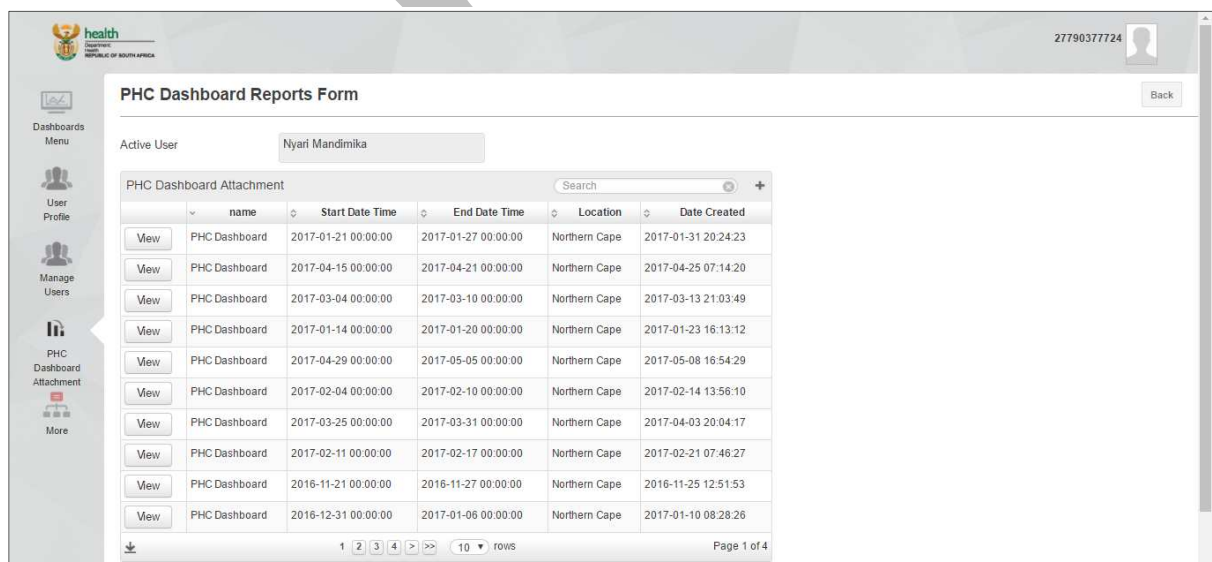


3. Select 'View' in the table on the 'PHC Dashboard Reports Menu' page to view provincial report attachments.



4. All the reports uploaded every week will appear listed in a table on the 'PHC Dashboard Reports Form'. There will be two reports per week namely the 'PHC Dashboard' (Power Point report) and the 'PHC Dashboard Data Table' (Excel report).

Click on the 'Date created' column header to order the uploaded reports from most recent report to oldest report.



***NB:*** The 'Date created' column header may need to be selected twice to sort the reports from most recent to oldest.



- Once the reports are sorted from most recent to oldest, select the 'View' tab next to the first appearing 'PHC Dashboard Data Table' report in the table.

The screenshot shows the 'PHC Dashboard Reports Form' interface. The active user is Nyari Mandimika. A table titled 'PHC Dashboard Attachment' lists several reports. The first report is 'PHC Dashboard Data Table' with a 'View' button next to it, highlighted by an orange arrow. The table columns are: name, Start Date Time, End Date Time, Location, and Date Created.

	name	Start Date Time	End Date Time	Location	Date Created
<a href="#">View</a>	PHC Dashboard Data Table	2017-04-29 00:00:00	2017-05-05 00:00:00	Northern Cape	2017-05-09 07:21:44
<a href="#">View</a>	PHC Dashboard	2017-04-29 00:00:00	2017-05-05 00:00:00	Northern Cape	2017-05-08 16:54:29
<a href="#">View</a>	PHC Dashboard Data Table	2017-04-22 00:00:00	2017-04-28 00:00:00	Northern Cape	2017-05-02 20:58:27
<a href="#">View</a>	PHC Dashboard	2017-04-22 00:00:00	2017-04-28 00:00:00	Northern Cape	2017-05-02 20:58:23
<a href="#">View</a>	PHC Dashboard Data Table	2017-04-15 00:00:00	2017-04-21 00:00:00	Northern Cape	2017-04-25 07:17:10
<a href="#">View</a>	PHC Dashboard	2017-04-15 00:00:00	2017-04-21 00:00:00	Northern Cape	2017-04-25 07:14:20
<a href="#">View</a>	PHC Dashboard Data Table	2017-04-08 00:00:00	2017-04-14 00:00:00	Northern Cape	2017-04-21 13:36:58
<a href="#">View</a>	PHC Dashboard	2017-04-08 00:00:00	2017-04-14 00:00:00	Northern Cape	2017-04-21 13:36:34
<a href="#">View</a>	PHC Dashboard Data Table	2017-04-01 00:00:00	2017-04-07 00:00:00	Northern Cape	2017-04-11 20:35:20
<a href="#">View</a>	PHC Dashboard	2017-04-01 00:00:00	2017-04-07 00:00:00	Northern Cape	2017-04-11 20:35:16

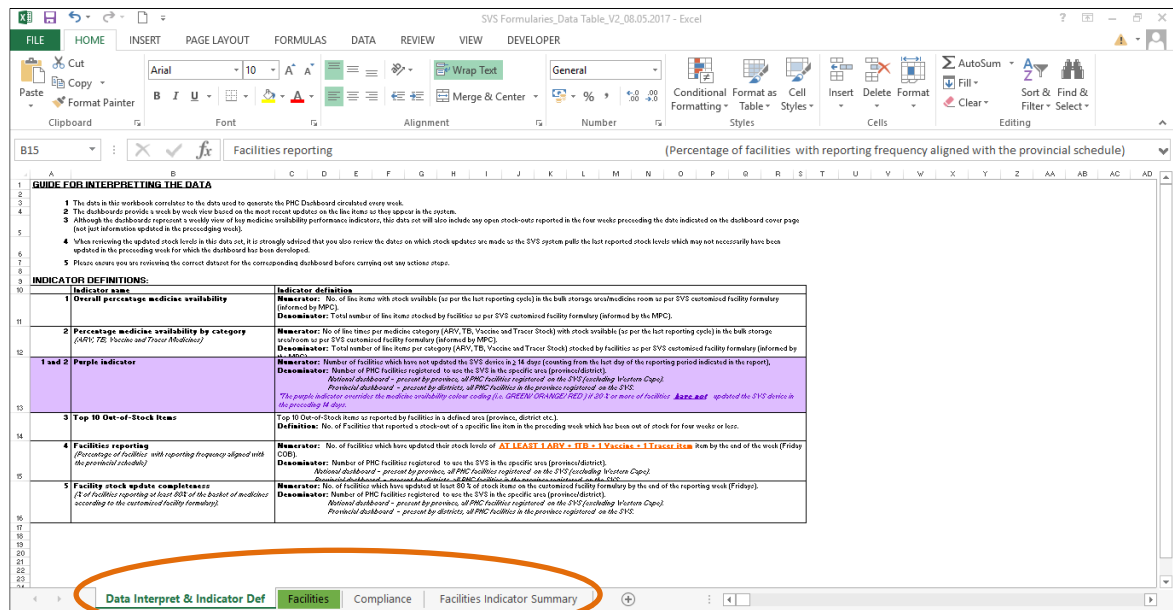
- Select 'Open' on the second 'PHC Dashboard Reports Form' webpage to download the most recent PHC Dashboard Data Table Excel report named here as the 'SVS Formularies Data Table'.

The screenshot shows the 'PHC Dashboard Reports Form' interface with various filters applied. The 'Open' button is visible next to the file 'SVS Formularies\_Data Table\_NC\_08.05.2017.xlsx' in the file list.

File Name	Size (Kb)
<a href="#">Open</a> SVS Formularies_Data Table_NC_08.05.2017.xlsx	1636.4



7. The Excel workbook will have four worksheets namely:
- Data Interpretation and Indicator Definition;
  - Facilities;
  - Compliance; and
  - Facilities Indicator Summary.



8. Select the 'Facilities Indicator Summary' tab to view the percentage availability for tracer medicines per facility (column F - % Availability).

