

PROCEDURE FOR USING THE JMS INTERGRATED ORDERING SYSTEM FOR COMMODITY ORDERING AND REPORTING

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Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on using the JMS Intergrated Ordering System for Commodity Ordering and Reporting

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	LOGING INTO THE JMS ORDERING & REPORTING SYSTEM	
1.1	Using a fully functional computer, visit any internet browser of your choice such as Google Chrome, Internet Explorer, Mozilla Firefox, Opera, Microsoft Edge etc and put in the Link: https://ordering.jms.co.ug	Order Preparer
1.2	When the screen opens up, input your username and password as provided by Joint Medical Store	Order Preparer
1.3	Upon entering the correct username and password, the system will automatically take you to the Dashboard	Order Preparer
2.0	ORDERING FOR COMMODITIES	
2.1	One of the Modules you will find when you successfully log into the System is the "Orders Module". The Module contains three (3) Sub-Modules i.e, Routine, Emergency and Physical count	Stores In-charge
2.2	The system requires that users MUST first do a Product Count (Physical Count) before making their Orders	Stores In-charge
3.0	CONDUCTING A PHYSICAL COUNT	
3.1	On the Main Menu Bar, Click the ORDERS Tab. Off its dropdown Menu, hover over the Physical Count Tab, a side Menu is generated.	Stores In-charge
3.2	Click on the Product Category to do a Physical Count form. A Physical Count grid is then generated. Click on the Add Button (Generates Web Form, which mirrors MoH Excel Templates)	Stores In-charge
3.3	Capture Physical Count Details. Users can save the Physical Count Details Captured, by Clicking the Save Button or Submit by Clicking the the Submit Button	Stores In-charge
4.0	COMMODITY ORDERING:	
	The system is designed to capture routine and emergency orders using the following options; (i) Using Web Forms; and (ii) Using the Mobile Application	Order Preparer
4.1	OPTION 1: USING THE WEB FORMS	
4.1.1	On the Main Menu Bar, Click the ORDERS Tab. Off its Dropdown Menu, hover over Order Type (ROUTINE / EMERGENCY), a side menu is generated. Click on the Product Category to Order from. An Order Grid is generated, Click on the Add Button. (Generates Web Form, which mirrors MoH Excel Templates)	Order Preparer
4.1.2	Select Order Cycle from Order Cycle Dropdown Field. Capture who prepared the Order from the "Order Prepared By" text field. Capture his/her email address from "Email field"; Capture his/her contact from Phone Number field; and also Capture In-charge Name form In-charge Facility field. Capture In-charge email address from Email field; Capture In-charge contact from Phone Number field	Order Preparer
4.1.3	Click on the Order Details Tab to capture Order Details; Users can Save the Order Details captured, by Clicking the Save Order Button or Submit by Clicking the Submit Order Button	Order Preparer
4.2	OPTION 2: USING THE MOBILE APP	
4.2.1	On the Main Menu Bar, Click the ORDERS Tab. Off its Dropdown Menu, hover over Order Type (ROUTINE/ EMERGENCY), a side Menu is Generated.	Order Preparer
4.2.2	Click on the Product Category to Order from. An Order Grid is generated, Click on the Add Button (Generates Web Form, which mirrors MoH Excel Templates)	Order Preparer
4.2.3	Capture Order Details. Users can Save the Records captured by Clicking the Save Order Button or Submit by Clicking the Submit Order Button	Order Preparer
5.0	ORDER TRACKING	
5.1	Facilities can track status of their order within the system; with Product Category and Prepared Start and End date ranges.	Facility In-charge
5.2	To View Order Status, Select Product Category from Product Category Filter; Enter Prepared Start and End Dates from Date Start and End Date Fields. Click the Search Records Button	Facility In-charge