# **Packaging and Repackeging**

## **Boxes**

#### (RNTCP Drugs)

This user manual provides the guidance for Packaging and Repackaging of Anti-TB drugs through Nikshay Aushadhi application. This online process of packaging/repackaging is designed as per the guidelines provided by RNTCP.

## **Process Overview**

Nikshay Aushadhi application allows user to process the boxes through online process. This process includes following:

- Box Preparation
- Box Completion
- Box Modification
- Box Unpacking

As per the guidelines by RNTCP, there are several standard categories for packaging of Anti-TB drugs, as follows:

- Regimens (such as Conventional MDR/XDR, Shorter MDR/XDR, H-Mono/Poly, INH, DST etc)
- Loose Drugs

And Weight Bands, such as

- Type A (16-29 kg, 30-45 kg etc)
- Type B (16-29 kg, 30-45 kg etc)

The preparing/completion/modification/unpacking of boxes can be on SDS and DDS levels only.

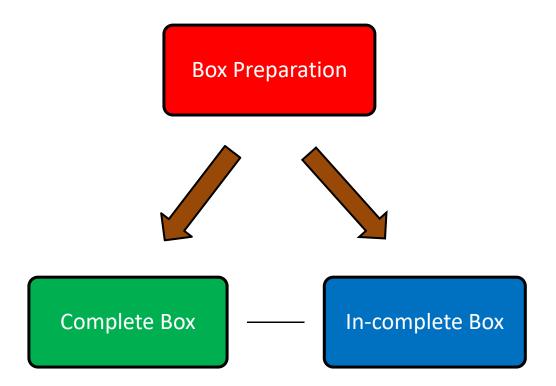
# **Box Preparation**

**Box Preparation Process**: This process is used to prepare/create a box of Anti-TB drugs (categorized as per RNTCP guidelines). The box can be prepared in following two ways:

- A Complete Box Box including all the required drugs as per its regimen
- An Incomplete Box Box with less number of drugs than required as per its regimen

The Box preparation process can be done on SDS and DDS level only.

The following is a brief flowchart for box preparation process:



#### Diagram of Box Preparation

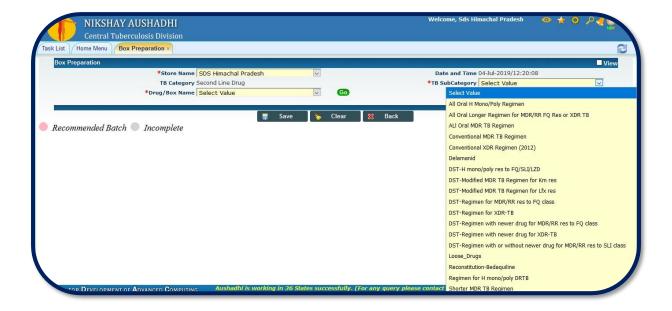
The user can issue both complete and incomplete boxes through the system. The incomplete box can be completed later when the remaining drug is available at the store, or the store can issue the incomplete box and the receiving store can also complete the box if the drug is available at their store, through box completion process.

In Nikshay Aushadhi application, the incomplete box is shown in "Blue" colour into the inventory.

## **Preparing a Complete Box:**

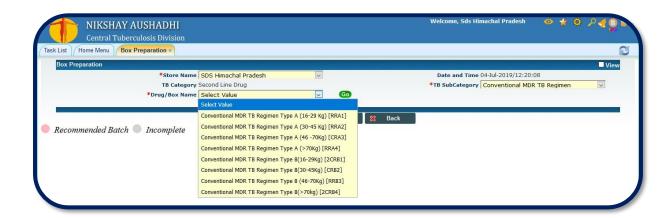
The user can prepare a box through 'Box Preparation' process given in the system. A complete box is prepared when all the required drugs are added into the box. The user can follow the steps below to prepare the box in Nikshay Aushadhi.

#### Path: Services-> Packaging/Repackaging -> Box Preparation



#### Steps to be follow:

- 1. Go to 'Box Preparation' in Packaging/Repackaging
- 2. Select 'TB Subcategory' such as Conventional/Shorter/INH etc
- 3. Select the 'Weight Band' such as Type A or B with 16-29 kg, 30-45 kg etc



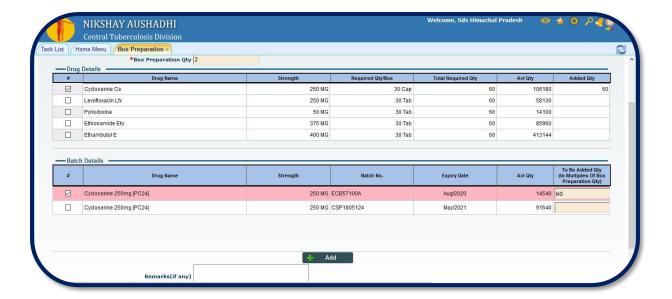
#### 4. Click on 'Go' button



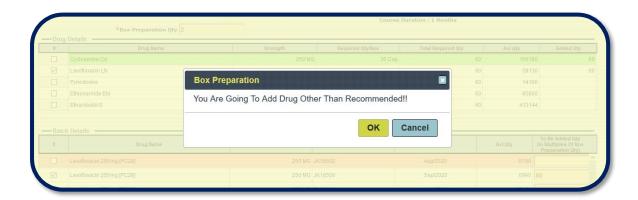
- 5. System will show the list of the required drugs for that particular regimen
- 6. Enter the number of boxes to prepare in 'Box Preparation Quantity' field



- 7. In Drug Detail table, the following information can be seen:
  - Name of the Drug
  - Strength
  - Required quantity of drug per box
  - Total required quantity (as per the box preparation quantity)
  - Available quantity (at the store)
  - Added quantity (by user)
- 8. Select the drug from the checkbox
- 9. System will show the details of the drug below, such as:
  - Strength,
  - Batch number,
  - Expiry date,
  - Available quantity



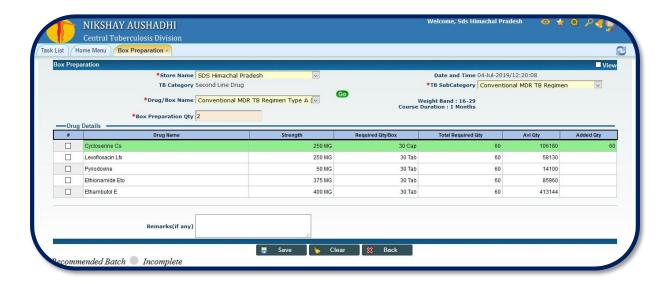
- 10. As per the requirement of strength and expiry, select the batch and system will auto fill the quantity required as per the box preparation quantity.
- 11. The required batch of near expiry date is highlighted in pink colour. This is to be noted that the **expiry date of the nearest expiry drug in the box will be the expiry date of the box itself**. That means the box will be considered expired when the nearest expiry drug gets expired.
- 12. User can select any batch as per requirement. If user selects any other batch than recommended, the system will show the alert "You are going to add drug other than recommended".



13. After selecting the batch, click on 'Add' button to add the drug to the box

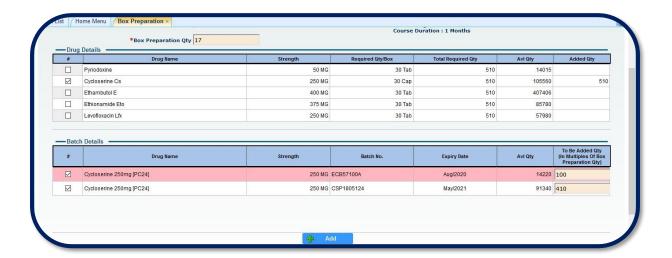


- 14. The system will highlight the added drug into the table with green colour
- 15. User can select more drugs to add by repeating the process as shown above. To prepare a complete box, all the required drugs must be added into the box.



#### **Adding drug from Multiple Strengths or Batches:**

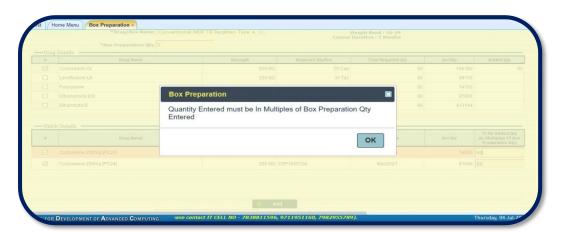
16. If user wants to add the drug of different strengths or from multiple batches, user can select the multiple records at a time and enter the quantity for them as per required.



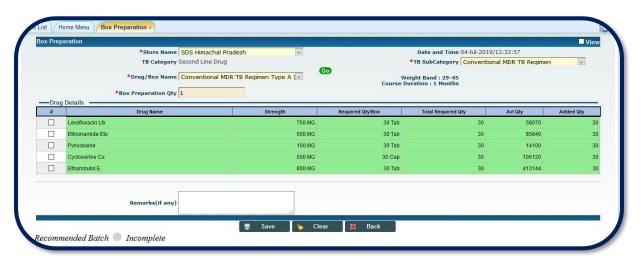
- 17. When a drug is to be selected from multiple strength or batches, the following points to be taken into consideration by the user:
  - The total quantity from all the selected batches must be equal to the total required quantity for the box. That means the quantity in 'Added Quantity' column must be equal to the quantity in 'Total Required Quantity' column.
  - The quantity entered for each batch, must be in the multiple of the 'Box preparation quantity'.

For example if a total number of 17 boxes to be prepared and the total required quantity will be 510 (17X30) for a particular drug. Now if quantity for two different batches is entered as 100 and 410 respectively, then system will show an alert "Quantity entered must be in the multiples of box preparation quantity". Although the total quantity entered is equal to the total quantity required, but since 100 and 410 quantity cannot be equally distributed in 17 boxes, so system is showing alert. The reason for this alert is that all the batches and quantities per box, must be identical in total prepared quantity of boxes.

All the boxes prepared at a time must be identical.



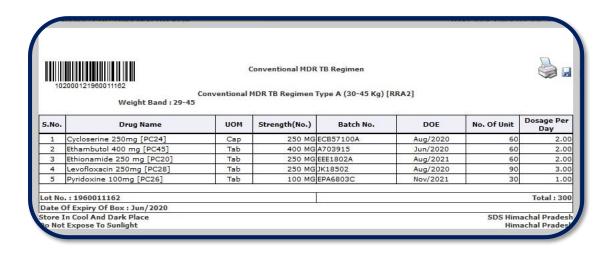
18. When all the drugs are added into the box as per the required quantity, the system will highlight all of them in green.



19. Now enter the 'Remarks' if required and click on 'Save' button



- 20. The system will generate the voucher
- 21. User can save/print the voucher



The following details are provided on a voucher:

- Drug Name
- Unit of Measurement of the drug
- Strength of the drug (as per required in the box)
- Batch number
- Expiry Date
- Quantity or Number of units added
- Dosage per day (as required for the patient)

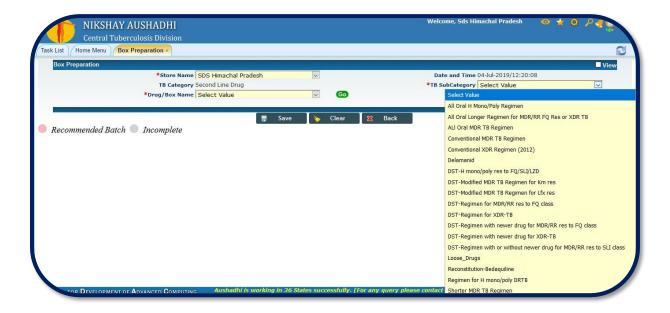
With the above information, the type of the box, weight band, the lot number, name of the issuing store etc are also given on the voucher.

This is to be noted that the expiry date of the nearest expiry drug in the box will be the expiry of the box itself. That means the box will be considered expired when the nearest expiry drug gets expired.

## **Preparing an In-Complete Box:**

The box is said incomplete when one or more required drugs are remaining (not added) into the box while preparation. A minimum number of one drug at least must be added to prepare a box. The user can prepare and issue the incomplete box in such cases where any of the required drugs is not available at the store or if any particular drug does not suit the patient and cannot be added into the box.

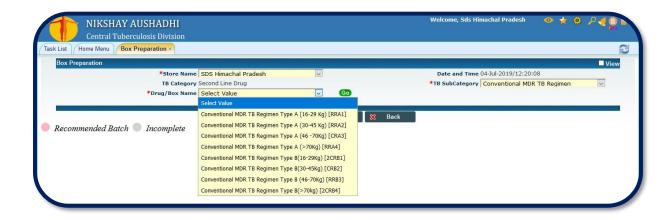
#### Path: Services-> Packaging/Repackaging -> Box Preparation



Follow the steps below to prepare an incomplete box:

#### Steps to be follow:

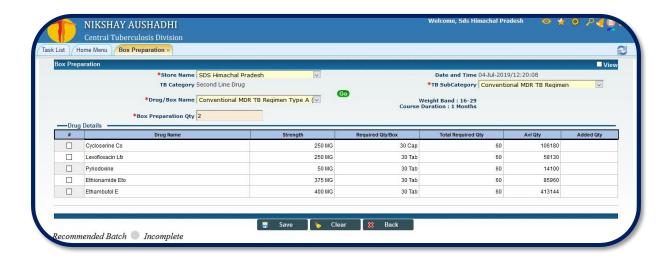
- 1. Go to 'Box Preparation' in Packaging/Repackaging
- 2. Select 'TB Subcategory' such as Conventional/Shorter/INH etc
- 3. Select the 'Weight Band' such as Type A or B with 16-29 kg, 30-45 kg etc



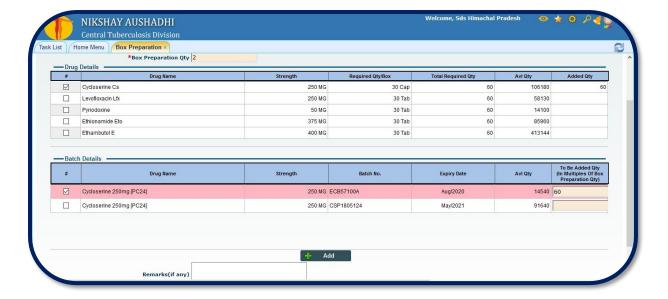
#### 4. Click on 'Go' button



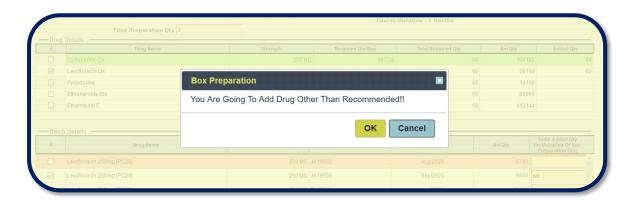
- 5. System will show the list of the required drugs for that particular regimen
- 6. Enter the number of boxes to prepare in 'Box Preparation Quantity' field



- 7. In Drug Detail table, the following information can be seen:
  - a. Name of the Drug
  - b. Strength
  - c. Required quantity of drug per box
  - d. Total required quantity (as per the box preparation quantity)
  - e. Available quantity (at the store)
  - f. Added quantity (by user)
- 8. Select the drug from the checkbox
- 9. System will show the details of the drug below, such as:
  - a. Strength,
  - b. Batch number,
  - c. Expiry date,
  - d. Available quantity



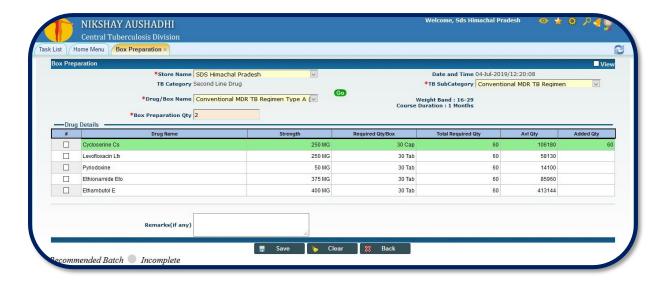
- 10. As per the requirement of strength and expiry, select the batch and system will auto fill the quantity required as per the box preparation quantity.
- 11. The required batch of near expiry date is highlighted in pink colour. This is to be noted that the expiry date of the nearest expiry drug in the box will be the expiry date of the box itself. That means the box will be considered expired when the nearest expiry drug gets expired.
- 12. User can select any batch as per requirement. If user selects any other batch than recommended, the system will show the alert "You are going to add drug other than recommended".



13. After selecting the batch, click on 'Add' button to add the drug to the box

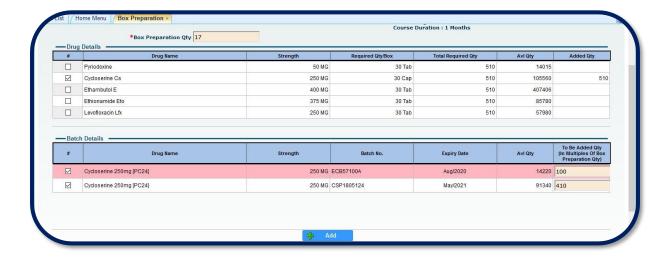


- 14. The system will highlight the added drug into the table with green colour
- 15. User can select more drugs to add by repeating the process as shown above.



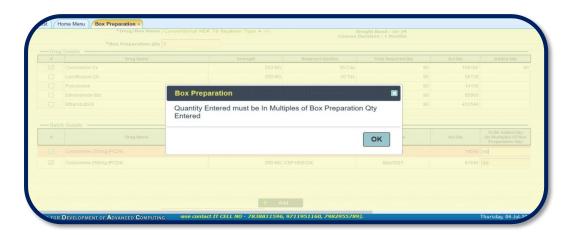
#### **Adding drug from Multiple Strengths or Batches:**

16. If user wants to add the drug of different strengths or from multiple batches, user can select the multiple records at a time and enter the quantity for them as per required.

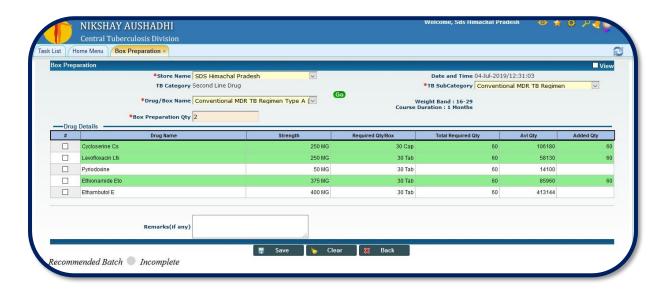


- 17. When a drug is to be selected from multiple strength or batches, the following points to be taken into consideration by the user:
  - a. The total quantity from all the selected batches must be equal to the total required quantity for the box. That means the quantity in 'Added Quantity' column must be equal to the quantity in 'Total Required Quantity' column.
  - b. The quantity entered for each batch, must be in the multiple of the 'Box preparation quantity'.

All the boxes prepared at a time must be identical.



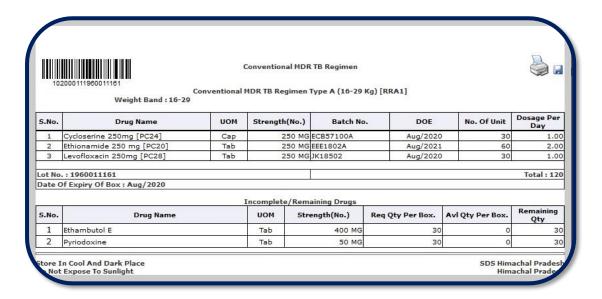
18. The system will highlight the added drugs in green.



19. Now enter the 'Remarks' if required and click on 'Save' button



- 20. The system will generate the voucher
- 21. User can save/print the voucher



The data in the voucher is divided into two parts mainly:

- Added drugs details
- Incomplete / Remaining drugs details

The following details are given on the voucher:

- Drug Name
- Unit of Measurement of the drug
- Strength of the drug (as per required in the box)
- Batch number
- Expiry Date
- Quantity or Number of units added
- Dosage per day (as required for the patient)

With the above information, the type of the box, weight band, the lot number, name of the issuing store etc are also given on the voucher.

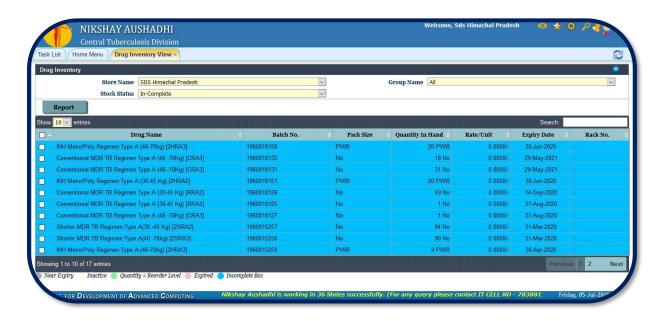
This is to be noted that the expiry date of the nearest expiry drug in the box will be the expiry of the box itself. That means the box will be considered expired when the nearest expiry drug gets expired.

#### **Incomplete box in drug inventory:**

In Nikshay Aushadhi application, the incomplete box is shown in "Blue" colour into the drug inventory.

To view all available incomplete boxes in the store inventory, follow the steps below:

- Go to 'Drug Inventory View' in Stock Management
- Select the 'Stock Status' as 'In-Complete'
- The system will show all the incomplete boxes available at the store inventory in blue colour
- To search a particular box, enter the name of the box in search bar and system will show the records with similar matches



#### **View the Prepared Boxes:**

To view the boxes prepared from system, follow the steps below:

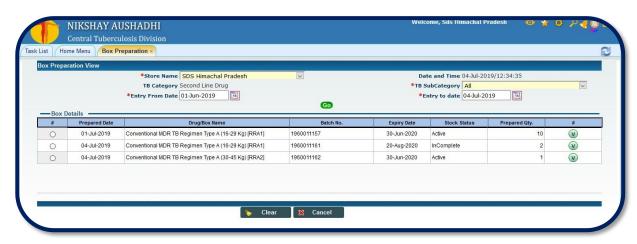
- 1. Go to 'Box Preparation'
- 2. Click on 'View' on top right corner



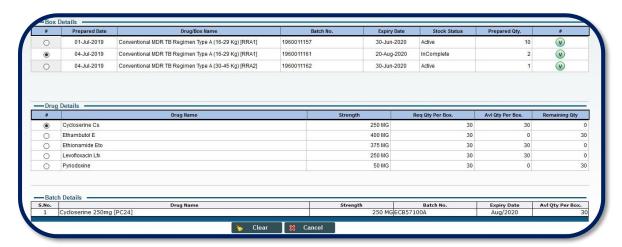
3. Select 'Entry from date' and 'Entry to date' and click on 'Go'



4. System will show the records of all the boxes prepared in this duration



- 5. The complete boxes will show as 'Active' and incomplete boxes will show as 'Incomplete' in box status column
- 6. Select any record to view the details of the box



- 7. Select a particular drug to view the drug details
- 8. Click on 'V' to view the box voucher

# **Box Completion**

**Box Completion Process**: An incomplete box can be completed through box completion process. The box can be completed in following cases:

- If the drugs are available later at the store, (before further issuing the box)
- If the child (receiving) store has the remaining drug available at their store

The Box completion process can be done on SDS and DDS level only.

The following is a brief flowchart for box completion process:

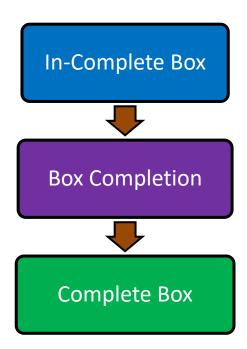
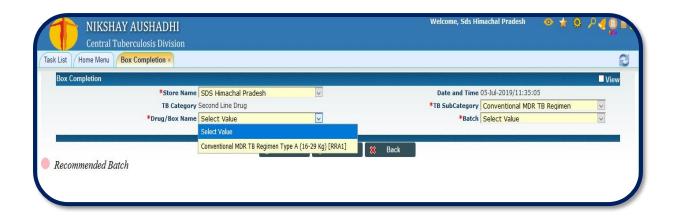


Diagram of Box Preparation

Nikshay Aushadhi application allows user to complete the box as per the availability of the remaining drugs at their store. That means the user can add one drug which is available at the moment and save the box, then he can add the remaining drugs later whenever they will be available at the store. The system will show the incomplete box in Box Completion process until all the remaining drugs are added into the box and the box gets completed.

#### <u>Path: Services-> Packaging/Repackaging -> Box Preparation -> Box Completion</u>



#### Steps to be follow:

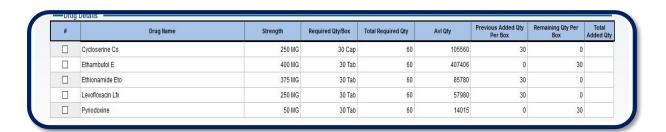
- 1. Go to 'Box Completion' in Packaging/Repackaging
- 2. Select 'TB Subcategory' of the incomplete box prepared online
- 3. The system will show the weight band/Drug name of only those boxes which are incomplete in the inventory



- 4. Select the box name/weight band and batch
- 5. The details of incomplete box will be shown below
- 6. In this drug detail table, the following information will be shown:
  - Drug Name
  - Strength
  - Required quantity per box
  - Total required quantity
  - Available quantity

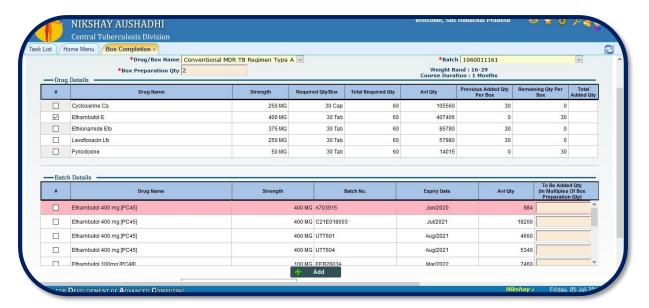


- 7. Following three more columns are also provided for the information about already added quantity and to be added quantity:
  - Previously added quantity per box In this column, the quantity of already added drugs (existing drugs) are shown
  - Remaining quantity In this column, the quantity of remaining drugs to be added are shown
  - Total added quantity In this column, the total quantity added by the user is shown

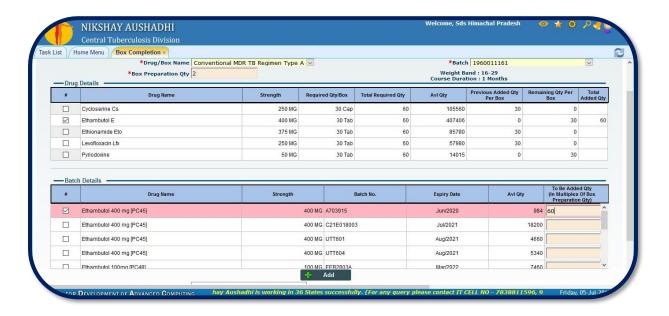


- 8. To identify the remaining/incomplete drugs in the box, the user can check for following:
  - For already added drugs, the system will show quantity in 'previously added column' and will show 'zero' quantity in 'Remaining Qty column'. It is to be noted here that in previously added quantity column, the quantity per box is shown
  - For remaining/incomplete drugs, system will show 'zero' quantity in 'previously added column' and will show 'to be added' quantity (30) in 'Remaining Qty column'
  - The total to be added quantity must be equal to the remaining quantity

9. Select any of the remaining drug and the batch details will be shown below



10. Select the batch and system will auto fill the required quantity



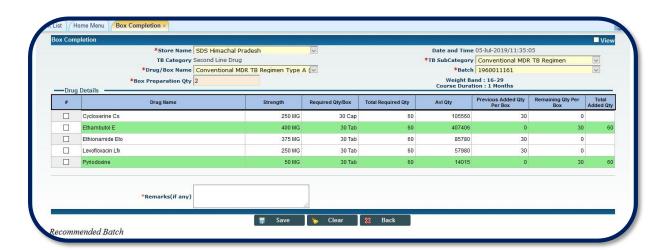
11. To select drugs from multiple strength or batches, select multiple batches and enter the quantity (repeat the process as described above in box preparation)

### Adding remaining drugs as per their availability:

- It is not required for the user to add all the remaining drugs at once to complete the box. Nikshay Aushadhi application allows user to add the remaining drugs later whenever the drugs are available in the store inventory.
- In such a case where three drugs are remaining (to be added) into a box and the user has only two drugs available at the time. In this scenario, the user can add the two drugs into the box which are available at the time and save the data. After some time when the remaining third drug gets available at the store, the user can repeat this process to complete box by adding the third drug.
- The incomplete box will be showing in 'box completion' process until all the drugs added into the box. This is to be noted that the box will only be completed when all the required drugs will be added into the box.
- 12. Click on 'Add' button to add the drug to the box



13. The system will highlight the added drug in green colour

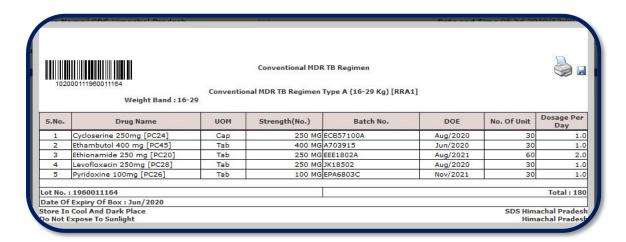


14. If user selects a drug which is already added into the box and enters the quantity to add, then system will show such an alert "Total to be added quantity must be equal to the remaining quantity for the drug".



- 15. Click on 'Save' button
- 16. System will generate the voucher
- 17. The user can Save/Print the voucher





The following details are provided on a voucher:

- Drug Name
- Unit of Measurement of the drug
- Strength of the drug (as per required in the box)
- Batch number
- Expiry Date
- Quantity or Number of units added
- Dosage per day (as required for the patient)

With the above information, the type of the box, weight band, the lot number, name of the issuing store etc are also given on the voucher.

This is to be noted that the expiry date of the nearest expiry drug in the box will be the expiry of the box itself. That means the box will be considered expired when the nearest expiry drug gets expired.

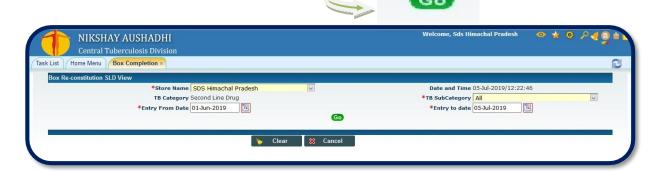
#### **View the Completed Boxes:**

To view the boxes completed from system, follow the steps below:

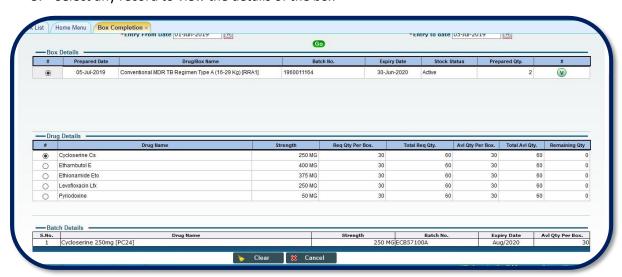
- 1. Go to 'Box Completion'
- 2. Click on 'View' on top right corner



3. Select 'Entry from date' and 'Entry to date' and click on 'Go'



- 4. System will show the records of all the boxes completed in this duration
- 5. Select any record to view the details of the box



- 6. Select a particular drug to view the drug details
- 7. Click on 'V' to view the box voucher

# **Box Modification**

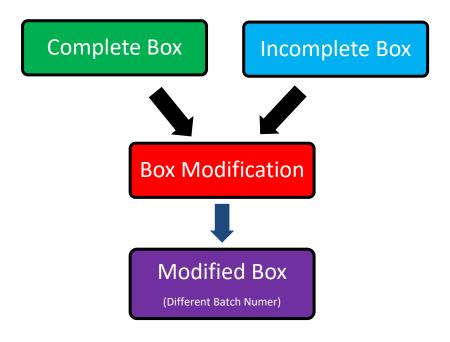
**Box Modification Process**: The box modification allows user to add any new drug and remove any existing drugs from the box. A box becomes a different (modified) box after modification. The box can be modified in following ways:

- Modifying a complete box: A box which is prepared complete (with all drugs added)
  can be modified by removing any existing drugs and adding any new drug in place.
- Modifying an incomplete box: An incomplete box can be modified by adding new drugs or removing any existing drugs.

This is to be noted that each box which is modified, becomes a different box than the original with a different batch (lot) number.

The Box modification process can be done on SDS and DDS level only.

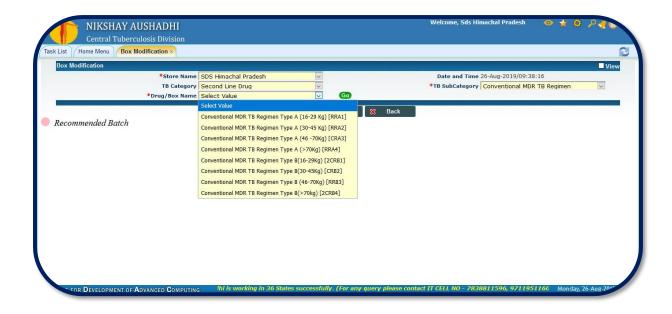
The following is a brief flowchart for box modification process:



**Diagram of Box Modfication** 

Nikshay Aushadhi application allows user to *modify* the box multiple times (less or equal to the box prepared quantity) or as per the availability of the any new drugs to add. That means if 5 boxes to be modified, the user can modify the boxes in any number from 1 to 5. Each time after modification, the new batch number will be given to the modified box.

#### Path: Services-> Packaging/Repackaging -> Box Modification -> Box Modification

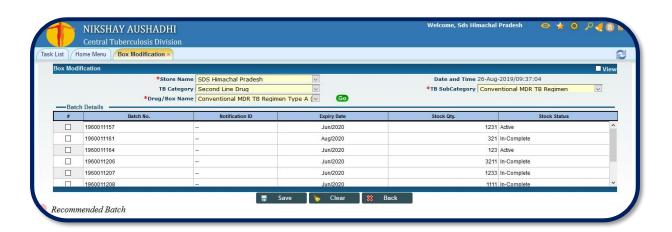


#### Steps to be follow:

- 1. Go to 'Box Modification' in Packaging/Repackaging
- 2. Select TB Subcategory and Box name (weight band) to modify.
- 3. Click on GO button.



- 4. The system will show the details of all the available boxes in the inventory.
- 5. Batch number, Expiry Date, Stock Quantity and Stock Status are shown in the details.
- 6. The user can modify Complete (Active) and In-complete box both.

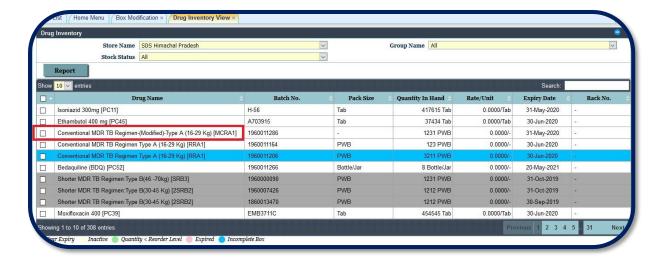


- 7. Select any box to modify.
- 8. The system will show the details of drugs in that box below.
- 9. User can choose any quantity less or equals to box prepared quantity to modify the box.

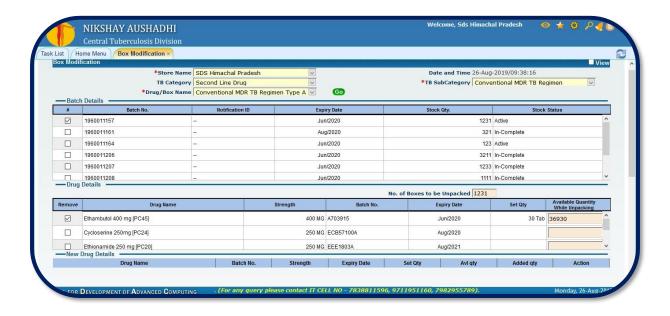


### Modifying the box as per requirement:

- > The user can modify the box in less number of quantities than the box preparation quantity.
- That means if the total of 100 boxes are prepared, then user can modify the box in any number of quantity from 1 to 100.
- In modifying the box, if user modifies less number of boxes than prepared, then the modified boxes will show as 'modified' in the inventory with different lot number. Then user can modify the remaining boxes as per requirement later.
- A modified box is different box than the original box. In inventory it is named as 'modified' and the batch number is changed.

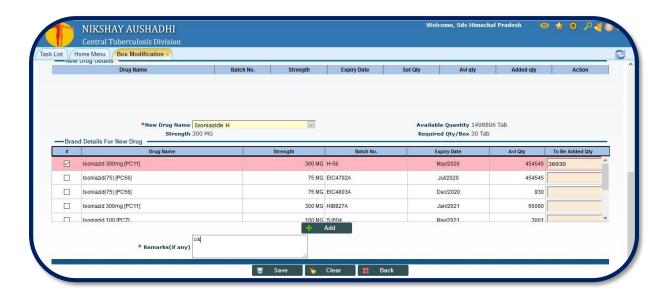


- 10. The box modification is done in two parts, as:
  - Unpacking of drugs from the box,
  - Adding of a new drug in replacement.
- 11. It is to be noted that unpacking and addition of drugs will be done for same number of boxes at a time.
- 12. Enter the box quantity to unpack.
- 13. Select the drug to unpack and system will automatically fill the quantity in field. User not needed to enter the quantity.

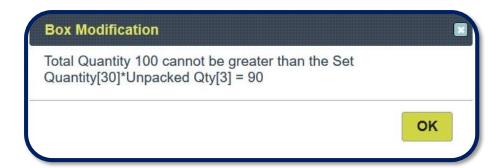


14. To add a new drug, select the drug from below and system will show different batch details of the drug.

15. Select a required batch and system will auto fill the quantity as per required.



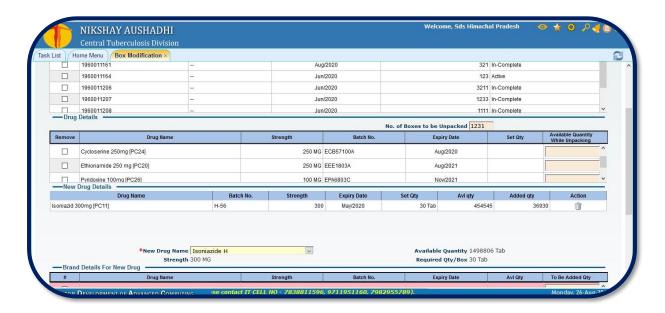
- 16. User can enter the quantity from multiple batches to add the drug as per requirement.
- 17. If user manually enters the wrong quantity, that means larger quantity than to be added quantity, then system shows the alert that total quantity cannot be greater than set quantity.



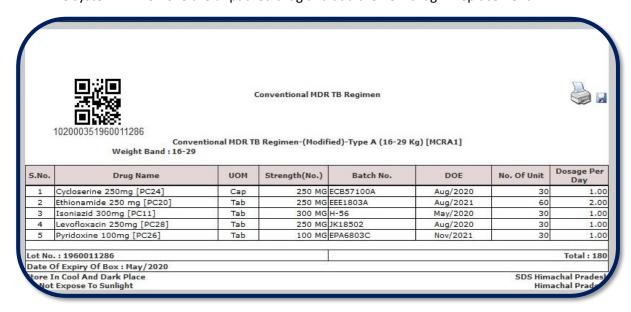
18. Click on 'ADD' button to add the new drug into the box.



19. The system will show the added drug details.



- 20. Enter the 'Remarks' and click on 'Save' button.
- 21. System will generate the Voucher. User can save/print this voucher.
- 22. The system will remove the unpacked drug and add the new drug in replacement.



#### **View the Modified Boxes:**

To view the modified boxes, follow the steps below:

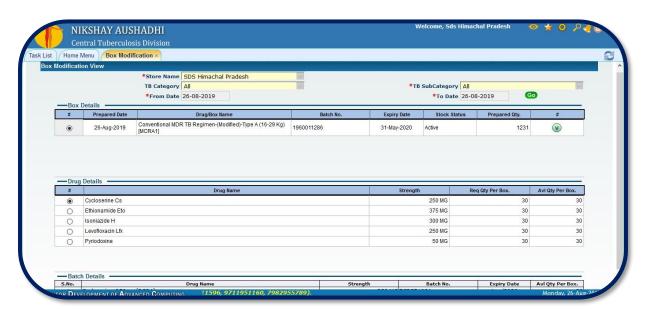
- 1. Go to 'Box Modification'
- 2. Click on 'View' on top right corner



3. Select 'Entry from date' and 'Entry to date' and click on 'Go'



- 4. System will show the records of all the boxes modified in this duration
- 5. Select any record to view the details of the box



- 6. Select a particular drug to view the drug details
- 7. Click on 'V' to view the box voucher

# **Box Unpacking**

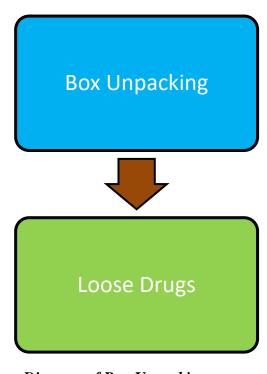
**Box Unpacking Process**: The box unpacking allows user to unpack the box into loose drugs. After unpacking a box, the drugs of the box are added back into the inventory of the store where box is unpacked. The following boxes can be unpacked:

- Unpacking of a complete box,
- Unpacking of an incomplete box,
- Unpacking of a modified box

This is to be noted that once a box is unpacked into loose drugs, the box will not exist in the inventory.

The Box Unpacking process can be done on SDS and DDS level only.

The following is a brief flowchart for box unpacking process:

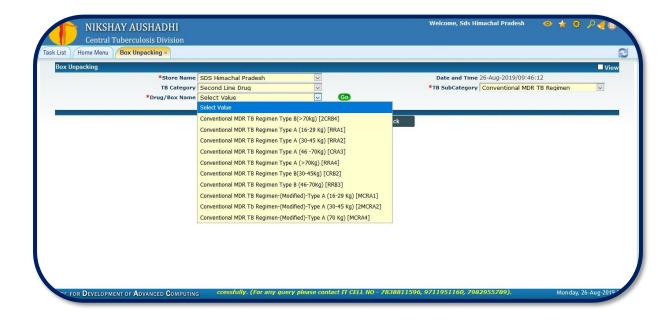


**Diagram of Box Unpacking** 

Nikshay Aushadhi application allows user to *unpack* the box multiple times (less or equal to the box prepared quantity). That means if 50 boxes to be unpacked, the user can unpack the boxes in any number from 1 to 50. Each time after unpacking, the unpacked quantity will be

added into loose drugs and will be minus from total box quantity. If 5 boxes unpacked out of 50, then total boxes to unpack will remain 45.

Path: Services-> Packaging/Repackaging -> Box Modification -> Box Unpacking

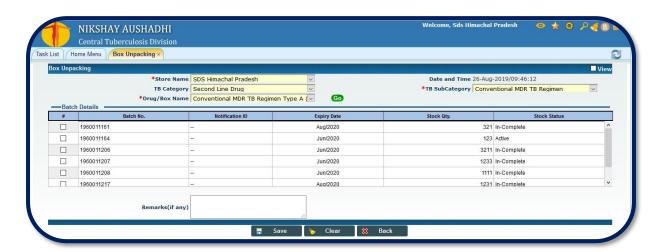


#### Steps to be follow:

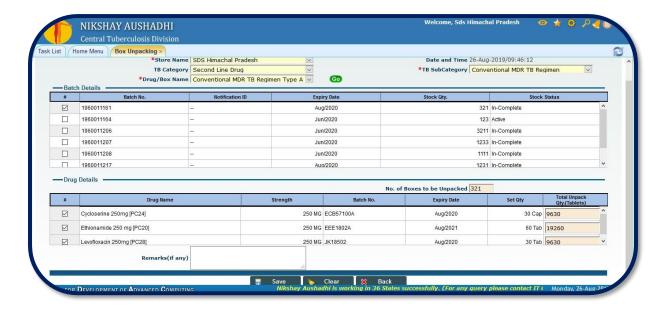
- 1. Go to 'Box Unpacking' in Packaging/Repackaging
- 2. Select TB Subcategory and Box name (weight band) to unpack.
- 3. Click on GO button.



- 4. The system will show the details of all the available boxes in the inventory.
- **5.** Batch number, Expiry Date, Stock Quantity and Stock Status are shown below.



- 6. Select a box to unpack.
- 7. System will show the details of drugs in that box.



- 8. User can choose any quantity less or equals to box prepared quantity to modify the box.
- 9. If total box quantity is 321, then you can unpack boxes in any quantity from 1 to 321.



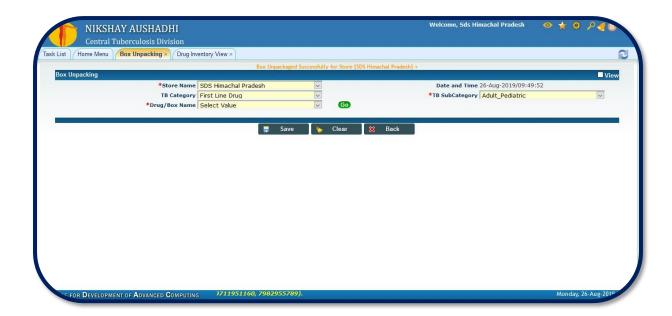
### Unpacking the box as per required quantity:

- ➤ The user can also unpack the box in less number of quantities than the box preparation quantity.
- That means if the total of 100 boxes are prepared, then user can unpack the box in any number of quantity from 1 to 100.
- ➤ After unpacking the box, the drugs from the box will be added loose into the inventory.
- The loose drugs will be added in inventory only from the number of boxes user unpacks, the user can unpack the remaining boxes as per requirement later.
- 10. It is to be noted that all the drugs in a box will be unpacked while you unpack that box.
- 11. System will show the quantity of drugs to unpack as per the number of box entered to unpack by user.



- 12. Enter the 'Remarks'.
- 13. Click on 'Save' button.

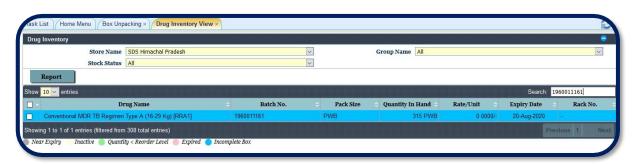
14. System will generate the alert that 'box unpacked successfully'.



15. For example the total number of boxes before unpacking was 321. If user selects 6 boxes to unpack out of these 321 boxes, the remaining boxes quantity will be 315 in inventory.



16. The total number of boxes in inventory after unpacking 6 boxes, out of 321. The user similarly can unpack the remaining number of boxes with above given process.



### **View the Modified Boxes:**

To view the unpacked boxes, follow the steps below:

- 1. Go to 'Box Unpacking'
- 2. Click on 'View' on top right corner



3. Select 'Entry from date' and 'Entry to date' and click on 'Go'



- 4. System will show the records of all the boxes unpacked in this duration
- 5. Select any record to view the details of the box

