

TCF Engineers and Consulting Ltd.

National Blood Bank Inventory Management System

NBIMS

User Manual

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Important Information

When using NBIMS you must be mindful of the following.

- * The default user is "mainuser" without a password (blank password). This user has full access to all functionality of the software.
- * Make sure each newly created user specifies a password for his/her user name (user account) to prevent other users operating with the user account.
- * Make sure you read the messages you are prompted with and provide judicious responses to them. Respond with a safe choice if you are doubtful and then seek advice.
- ✤ Make sure you backup regularly to protect against loss of data and make recovery after a loss less costly. Do backups regularly via "NBIMS Backup" icon .

1 Introduction

National Blood Bank Inventory Management System, NBIMS, is a software package aimed at improving the management of information on blood donations and blood bank inventory at the National Blood Transfusion Service (NBTS).

NBIMS is a relational database management system designed to run on a local area Ethernet 100 Base-T network of computers running Microsoft Windows 2000/XP based operating systems.

1.1 NBIMS Software Modules

The key modules of **NBIMS** appropriately relate these key entities in the modules

- NBIMS Database
- Donor Information And Counseling:
- Blood Donations
- Unit Data Information
- Separation and Fractionation
- Blood Bank Inventory
- Requests for Transfusion
- Enquiries and Reports

The key entities of the **NBIMS** database are.

- Donor Details
- Donation Details
- Blood Bank Inventory
- Requisitions for Transfusion

The NBIMS Database is resident on a computer dedicated as the server. All users of NBIMS share this data across the network.

1.2 NBIMS Software Architecture

• Multi-User, Client - Server Architecture.

1.3 NBIMS Development platform

- Visual Basic 6.0 and Microsoft Access for program design
- Microsoft Access Relational Database Management System for database design.
- Upgrading to SQL-Server database platform is accommodated

1.4 NBIMS Operating platform

• A local area Ethernet 100 Base-T network (or wireless network) of computers running traditional Microsoft Windows 2000/XP based operating systems.

1.5 NBIMS Key Modules

NBIMS's key functional features are enumerated below according to the modules.

- Donor Information And Counseling:
- Blood Donations
- Unit Data Information

- Separation and Fractionation
- Blood Bank Inventory
- Requests for Transfusion
- Enquiries and Reports

1.6 NBIMS Security & Confidentiality Module:

- No restriction on the number of users
- Each module has a set of privileges to which a user can be assigned.
- Each user is assigned privileges/roles for each user for each module.
- Total Control in security and access levels configuration suitable for your staff hierarchy.
- Ensures data integrity as the privileges of each user can be tailored to his\her work schedule.

1.7 NBIMS General Features

- Easy to use with its user-friendly graphical user interface (GUI).
- Configurable as stand-alone system or a client/server multi-user environment.
- Sophisticated security system that ensures integrity and confidentiality of your mission critical information, by controlling access to both information and functionality.
- Generates a wealth of current and historical information in its databank, enabling derivation of statistical information to inform policy making, budgeting and planning
- Efficient and effective search engine to query the databank.
- Maintains a concise audit trail of operational activities.
- Scaleable for future expansion to the higher platform, SQL-Server database engine.
- Exporting of all reports to remote locations as attachments to e-mail.

1.8 Guideline to this document

This document describes how to use NBIMS. It will, however, be valid for versions that would have been tailored to your environment. Furthermore, the words **interfaces** and **forms** are both computing terminologies describing the visual displays on the screen that users interact with; they will be used freely and interchangeably in the document.

To quickly grasp the concepts and procedures presented in this document, it is recommended you initiate a session of NBIMS on the computer in parallel to studying this document.

2 NBIMS Overview

2.1 Your Location

NBIMS manages information for a specific **Location** indication he operational site (e.g. Northwest Zone, Kaduna; Owerri; Port Harcourt;...).

2.2 Security and Confidentiality

Users are created to access NBIMS and each user in assigned a

- **security level**, which determines the type of operations (additions, modifications, deletions) that can be performed on data. And a
- **module access level**, which determines the modules that the user can access

2.3 Menus

Menu	Items	Purpose
File		
	Page Setup	
	Print	
	Password	
	Connect To Data	
	Export Information	
	System Administration	
	Users Maintenance	
	Audit Trail	
	Defaults	
	Backup	
	Restore Backup	
	Exit	
Operational Data		
	Your Location	
	NBTS Locations	
	Personnel	
	Hospitals	
	States	
	Cities	
	Towns/Areas	
Filters		
	Sort Ascending	
	Sort Descending	
	Filter By Selection	
	Filter Excluding Selection	
Info		
	About and Acknowledgement	ts
	Welcome	

2.4 General interface layout

Interfaces \ forms of NIBIMS used for data capture and modification have the following.

- 1. Buttons are at the footer of the interface to
 - a. Add new record
 - b. Modify existing record in focus
 - c. Save
 - d. Discard
 - e. Requery to populate interface with all records of underlying table\query
 - f. Refresh to update record in focus with new information

Generally,

- To add a new record, click Add (or New XXXX)
- To modify existing record, move to the record, click Modify)
- Click Save to save records (new or modified)
- Click Discard to undo changes prior to saving the data.
- 2. Where appropriate, information are organised in tab pages labelled appropriately
- 3. A combo box is usually available at the header of the interface to locate specific record.
- 4. A button labelled Help is usually at the top of the interface to provide guidance to using the specific module.

2.5 On Line Help facility

To assist in using NBIMS, you can view the operational and system manuals via **NBIMS group** from the Programs menu on Start Menu bar.

- 1. Select **NBIMS** from the Programs menu on Start Menu bar
- 2. Select the document you want to view from the Documents sub menu e.g. Double-click **the document**. This would display the required document. You can navigate/use the document as you normally use any similar document. You have the choices of
 - NBIMS User Guide
 - Customer Feedback Change Request
 - Customer Feedback Problem Reporting

You require Microsoft Word and Acrobat Reader on your computer to view the files.

Note: For ease of use, note that where appropriate, there is a **Help** button on interfaces of NBIMS that displays information to guide the user on the specific function.

3 NBIMS Operational Data

The table below lists the operational data that need to be defined to configure NBIMS for your site.

Operational Data	Usage\Purpose	
Your Location	Specify the location/site that you are operating from. For example,	
	Northwest Zone, Kaduna.	
NBTS Locations	List of all NBTS locations\sites	
Personnel	List of staff of NBTS involved in the blood donation management.	
Hospitals	List of hospitals who make requests for transfusions	
States	List of States	
Cities	List of Cities	
Towns/Areas	List of Towns/Areas	
Bag Types	Types of storage bags used to contain the blood donated including	
	the no of days for expiration of the blood.	
Cell types	Notation used by laboratory personnel	
ISAHG Results	Notation used by laboratory personnel	
Reasons for Donation	Possible reasons for donation.	
Complications during donation	Possible complications during donation	
Inventory Status	Status descriptions for blood bank inventory	
Requisition Status	Status descriptions for requests for transfusion	
Customise Questionnaire	Sub menu of all questions in the questionnaire, each describing	
Answers and Actions	the possible answers to the question and recommended actions to	
	take for each answer.	

Note that only users with operational data module access privileges have access to these functions. Operational data information is strategic to proper operation of NBIMS and as such access to its functions must be controlled.

In each case, select the required menu and **Add** or **Modify** information as required. The interface below is where you specify the various offices\sites of the National Blood transfusion Service (select **NBTS Locations**).

HQ Address: City: State:		NBTS Loca	ations\Sites etc
Address: Town:	ID:	Location Name:	
City: State: Idumota Address: Town:	1	HQ	
Idumota Address:		Address:	Town:
Idumota Address:			
Idumota Address:			City:
Idumota Address:			<u> </u>
Idumota Address:			
Address:			
· ·	2	Idumota	
City:		Address:	Town:
City:			· · · ·
			City:
			<u> </u>
State:			State:

4 System Administration Functions

The **System Administration** functions include the following operations.

- Connect To Data Source
- o User Accounts
- Audit Trail
- Default Settings
- o Backup
- Restore Backup

4.1 Connect To Data Source

Provides means to connect/reconnect to NBIMS database if the location has moved either to another directory on your workstation or on a different computer on the network.

- 1. Click **Connect to Data** on the File menu.
- 2. On the interface displayed below, click the radio button labelled "Database Name"

Connect To Datasource/Data	Connect To Datasource/Database					
Coni	nect To Datasource					
Specify	Datasource Connection Type DataSource Name <u>A</u>					
0 0	Connection String <u>S</u> Database Name <u>M</u>					
Datasource Name (DS <u>(1)</u>)		Browse				
Connection String ⊻: Database Directory <u>W</u> :	ots\znbtsdb.mdb	Browse				
User Name (UID): Password (PWD):						
		Connect				
		Exit				
		EAIL				

(Note: The database is given as the full path location for a Microsoft Access database. Other data sources ODBC etc are supported but not enabled on Standard NBIMS)

- 3. If the database displayed on Database Directory text box (with full path location) is different from the required one, enter the new location or click **Browse** to browse the system (and network) for the appropriate one. The database name must be **znbtsdb.mdb**.
- 4. Click **Connect** to establish connection with the source of data. You will be prompted appropriately on completion.

Note that this is an alternative method to connecting to data complementing the approach used in the "**NBIMS Installation Guide**" guide.

You have now established connection with the database. This procedure must be repeated on every workstation on the network where NBIMS will be run, since they will share the same database. Furthermore, all users have access to this function.

4.2 Audit Trail

The Audit Trail is a log of information on key activities, providing an effective tool to monitor activities on NBIMS. It captures the activities of each operator and each record is stamped with a date and time the activity took place.

- 1. Click Audit Trail on the File->System Administration menu. This displays an interface (below).
- 2. To view the audit trail for a particular operator select the operator from Operator combo box.
- 3. To view the audit trail for a particular duration, enter the date range in From Date and TO text boxes. If an operator is already selected, the audit trail of activities done by the operator for the date range specified will be displayed.
- 4. To view the audit trail for all activities to date, click "Requery".
- 5. Close the interface on completing your activities.

	rational Information		Tools Window Help				
				u			
. •		<u>а</u> на на	🖋 🗠 🙆 💱 🏭 🍹 🎦 🗸		ET EU 16	ı Q.	
udit	Trail I	rom Date:	to	Opera	tor:	<u>•</u>	
'N	Date	Time	Details		Operator	Operation	
1	04/Jan/2006		Logged on to Application		supervisor	LOG IN	
0	04/Jan/2006		Logged on to Application		supervisor	LOG IN	
9	03/Jan/2008	08:50 PM	Exit Application		supervisor	LOG OFF	
8	03/Jan/2008	08:46 PM	Specified Location		supervisor	Operationaldata	
7	03/Jan/2006	08:44 PM	Specified Location		supervisor	Operationaldata	
6	03/Jan/2008		Logged on to Application		supervisor	LOG IN	
5	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
1	03/Jan/2006		Exit Application		supervisor	LOG OFF	
3	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
2	03/Jan/2006	07:38 PM	Logged on to Application		supervisor	LOG IN	
	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
)	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
9	03/Jan/2006	07:34 PM	Exit Application		supervisor	LOG OFF	
3	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
7	03/Jan/2006		Exit Application		supervisor	LOG OFF	
6	03/Jan/2008		Logged on to Application		supervisor	LOG IN	
ō	03/Jan/2008		Exit Application		supervisor	LOG OFF	
4	03/Jan/2006	07:24 PM	Logged on to Application		supervisor	LOG IN	
3	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
2	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
	03/Jan/2006	06:18 PM	Finished User Maintenance		supervisor	Security	
)	03/Jan/2006	06:17 PM	Accessed User Maintenance		supervisor	Security	
Э	03/Jan/2008		Logged on to Application		supervisor	LOG IN	
3	03/Jan/2008		Exit Application		supervisor	LOG OFF	
7	03/Jan/2008		Finished User Maintenance		supervisor	Security	
6	03/Jan/2008	06:14 PM	Accessed User Maintenance		supervisor	Security	
5	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
1	03/Jan/2006		Logged on to Application		supervisor	LOG IN	
3	03/Jan/2006		Exit Application		supervisor	LOG OFF	
2	03/Jan/2006		Finished User Maintenance		supervisor	Security	
	03/Jan/2006		Accessed User Maintenance		supervisor	Security	
·	1 00 00 10000	- or or out	1 · · · · · · · ·			LOCIN	
Reque	ry Prune Au	dit Trail	Preview	v Prin	t	Exit	
ord: 1	-	TEF					

4.2.1 To print the audit trail

- 1. Enter the appropriate dates range.
- 2. Select an operator from the operator's combo box, if desired.
- 3. Click **Preview**. A preview of the audit trail will be displayed on the screen in report form
- 4. Click **Print**. The audit trail for the specification will be printed.

4.2.2 To prune the audit trail

- 5. Enter the appropriate dates range.
- 6. Select an operator from the operator's combo box, if desired.
- 7. Click Prune Audit Trail. This will delete the log for the specified date range and/or operator

4.2.3 Default Settings

- Default settings are information about the location of program files and connection information.
- Each workstation on the network can have its own settings, by modifying the parameters accordingly.
- The standard settings are global to all workstation, so clicking Apply As Standard will make the settings on your workstation the standard setting.
- Click Restore Standard t restore standard settings to overwrite you local workstation settings.
- The company details tab is simply information on location of the company.

Defaults and Options	
Defaults and Options	Settings are local to front end
Application Defaults Your C	ompany Details Extra Defaults
Database Directory (Access)	¢Nznbts
Database Name	znibtsdb.mdb
Backup Directory	c:\znbts\backups
Photographs Directory	c:\znbts\photo\
Connection String	
;DATABASE=c:\znbts\znbtsdb.r	ndb
Command Directory	c:\znbts
Default Photofile Extension	.bmp
Default Archive Directory	c:\znbts\archive
<u>R</u> estoreStandard <u>ApplyAsStan</u>	idard Save Discard Exit

In all the settings the connection string and database name are settings that must be the same for all workstations connected to the same database on the server. So ensure this is the case to ensure all users are sharing the same data to consistency of information processing.

4.3 Backup

- 4.3.1 To backup NBIMS database
 - 1. Double-click **NBIMS Backup** on your desktop or select **NBIMS Backup** from the program group on the **Start -> All Programs** menu.

🖬 Backup 📃 🗆 🔀						
	Backup	Data				
(1) Specify Directory	(1) Specify Directory on Server were Datasource Is Located					
Select Drive 🖂 😅 😋	[TAOFEEK]		•			
		 c:\				
c:\znbts		- <u>Stands</u>	_			
		C VB				
(2) Specify Destinati	on To Store the F	tackup				
	(2) Specify Destination To Store the Backup Select Drive 🔤 c: [TAOFEEK] 👻					
, .						
c:\znbts\backups		- Znbts	_			
		WB				
	Click Here to Backup					
			Exit			

- 2. Select\specify the directory on the server where the datasource is located.
- 3. Select\specify the directory to store the backup
- Click "Click Here To Backup". If the backup destination directory does not exist, you will be prompted that its will be created. Respond by clicking Yes or click No and specify an existing directory.

The backup will be copied to the destination path with the name **bkXXXXXX.mdb**, were XXXXXX is the short date format for the current date (e.g.bk110305.mdb). Therefore, if a backup exists for the date you will be asked in step 4 to overwrite the existing backup or create a new one. If you avoid overwriting, the existing backup will be renamed (by post fixing with the current time) and a new backup created as **bkXXXXXX.mdb**.

It is recommended that you backup NBIMS database regularly. If NBIMS is used on a daily basis, daily backups are strongly recommended.

4.4 Compact

NBIMS database could become corrupted due to some unforeseen reasons such as power failures, and hard disk crashes are not uncommon and the effects can be costly if regular backups are not made. It is possible to repair a corrupted database following the procedure below. If this fails then you must restore from a previous backup.

- 1. Double click **Compact NBIMS**, on the desktop to display the interface above
- 2. Select\specify the directory on the server where the data source is located
- 3. Specify the Destination Directory to restore the backup (Step 2)
- 4. Click **Compact the Datasource**.
- 5. On completion continue using NBIMS

P Compact Datasource	
Compact Datasource	
Specify Directory on server where datasource is located	
Select Drive = c: [TAOFEEK]	_
c:\znbts Set Security File Specify Name to Compact Into newdb.mdb	
<u>C</u> ompact the Datasource	<u>E</u> xit

4.5 Restore Backup

NBIMS - database could be inadvertently deleted or corrupted due to some unforeseen reasons. Power failures, and hard disk crashes are not uncommon and the effects can be costly if regular backups of NBIMS - database were not made. With regular backups you can restore from the most recent backup and you will only loose information entered from the last backup.

- 4.5.1 To restore NBIMS backup
 - 6. Double click **Restore NBIMS**, on the desktop to display the interface above
 - 7. Specify Backup to Restore (Step 1)
 - 8. Specify the Destination Directory to restore the backup (Step 2)
 - 9. Click "Click Here To Backup".
 - 10. The backup will be restored into the destination directory, overwriting existing data.

🔎 Restore Ba	P Restore Backup					
	R	estore Backup				
(1) Specify Ba Select Drive	ackup To Restore	Locate Directory of Backups	Select Backup To Restore			
c:\znbts\bac Backup To Re bk040106.m	estore					
(2) Specify De Select Drive	estination on Server to p	ut the restored data Locate\Select Destination				
c:\znbts		1				
	(3) <u>C</u> lick Here t	o Restore	Exit			

4.5.2 To restore NBIMS backup via the NBIMS application:

Only one (1) user with system administration security level can perform this function and all other users must log off NBIMS. The procedure is performed only once, preferably on the server (for speed).

- 1) Select "**Restore Backup**" on the File-> System Administration menu.
- 2) Enter or browse computer system for the backup database you want to restore from in the format indicated: e.g. bk050298.mdb
- 3) Specify the destination directory to restore the backup.
- 4) Click "Restore Backup" to restore your database into the specified destination directory,
- 5) Proceed to use NBIMS as normal.

Restore Backup					
	Restore Backup				
Select Backup:	C:\ZNBTS\BACKUPS\XXX.MDB	Browse			
Destination Path:	C:\ZNBTS\				
		<u>R</u> estore Backup			
		Exit			

5 Using NBIMS

To use NBIMS for any useful work you should have done the following

- Installed NBIMS on your computer and connected appropriately to the data source.
- Created all user accounts that will use NBIMS and define profiles and privileges for each.
- Configured NBIMS with operational data.

5.1 IMPORTANT:

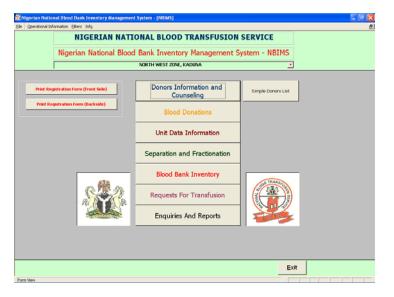
- The system administrator must use the default user "mainuser" as the user account to initially gain access to the software.
- On creating all users, the system administrator should specify a password to "mainuser" to prevent unauthorised access.
- Note that new users are created without a password (password is blank), therefore each user should specify his\her password for confidentiality.

5.2 To run NBIMS Application

- 1. Select **NBIMS Software System** on the Start-Program bar, then select **NBIMS** OR Double-click on **NBIMS** icon on the desktop.
- 2. On the resulting interface displayed (below), click **Launch National Blood Bank Inventory Management System**. You will be prompted for a username and password.



- Enter your user name and password (if you have defined one for your user name)
 a. If this is the first time, enter user name as **mainuser** with no password.
- 4. Click **OK**. The program will start displaying the main interface below
- 5. The System Administrator must create all the users of the software via the menu. File->System Administration -> Users Maintenance.



5.3 Printing Donor Registration Forms

You can print the Donor Registration Form via the 2 buttons on the main interface labelled

- "Print Registration Form (Front Side)
- "Print Registration Form (Back Side)
- 1. First print the front side on a sheet.
- 2. Turn the paper upside down and reinsert into printer.
- 3. Print the backside.

5.4 Specifying your password

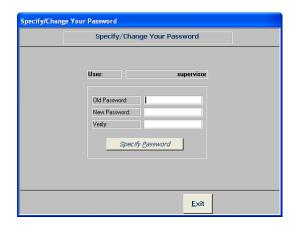
Before you continue to use NBIMS for your operations, you must be aware that there is one function every registered user of NBIMS can perform. This is to change his/her password.

Passwords must be secret to the user; even the system administrator should not be aware of your password. The system administrator(s) can only clear your password, if you forget it, to allow you to specify another one.

The procedure for changing your password is simple.

- 1. Select "**Password**" from the File menu on the main interface.
- 2. On the resulting enter your **Old Password** in the appropriate field (Leave blank if you do not have a password or you are specifying one for the first time).
- 3. Enter your new password in the field labelled "New Password"
- 4. Enter the new password again in the field labelled "Verify"
- 5. Click "Specify Password".
- 6. You will be prompted if the **New Password** and the **Verify** do not match exactly. You must reenter both again to ensure registration of the password.

The next time you log on to NBIMS, you will be required to specify this password with your user name to gain access.



The following sections enumerate the steps to be followed to use NBIMS.

6 Security and Confidentiality Module

In this section we will learn how to create new users of NBIMS and assign Security and Module Access levels to them. You must have Managers/SysAdmin security level to perform these operations; the default user, "mainuser", has this privilege.

- 1. Double-click on **NBIMS** icon on the desktop.
- 2. On the resulting interface click Launch National Blood Bank Inventory Management System. Login with your user name and password (if any).
- 3. Select **File** menu.
- 4. Select **Users Maintenance** under the System Administration sub menu. This displays the interface below.

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Help					Exit

- 6.1.1 To create a new user
 - 1. Click AddUser
 - 2. Enter the name of the user in the text box labelled **User Name**
 - 3. Click Save User to create the user and add to users list
 - 4. Click **Finish** to complete the process an enable other utilities.
- 6.1.2 To remove a user
 - 1. Select the user from the list and click **Remove User**
- 6.1.3 To clear a user's password
 - 2. Select the user from the list and click ClearUserPassword

(Note: Remove User & Clear User Password will be inactive if creation of a user is still in progress)

6.1.4 To specify the security level to be assigned to a user

The security level assigned to a user defines if the user can add new information, modify existing information, delete information and have access to system administration functions. Once you create a user you should assign the user a security level to allow access. The security levels available are enumerated in the table below.

Module	Privilege/Role Description
Managers/Sys Admin	Addition, modification and deletion of data
	System Administration functions
Operations	Addition and modification of data, excluding the System Administration.
General Users	View data only, excluding the System Administration
No Access	Access denied

From the User Accounts interface above,

- 1. Select a user from the list and
- 2. Click the desired security level
- 6.1.5 To specify module access levels of a user

The Module Access assigned to a user also depends on the roles or work scheduled for the user. Once you create a user you should then assign the modules that the user can access.

From the User Accounts interface above,

- 1. Select a user from the list and
- 2. Under the group Module Access to Selected User
- 3. Click to mark all the modules that the user can access

Possible Module Access levels are listed below.

Donor Registration & Counselling
Blood Donations
Unit Data\Screening
Separation and Fractionation
Blood Bank Inventory
Requests for Transfusion
Enquiries and Reports
Operational Data

7 Donor Information And Counseling Module

In this section we will learn how to capture donor details and counseling information.

- 1. Start **NBIMS**.
- 2. On the main interface, click **Donor Information And Counseling** button. This displays the interface below.
- 7.1.1 To Add a New Donor
 - 1. To add a new donor, Click **New Donor** button at the footer of the form
 - 2. Enter the **Donor First Name**, **Donor Last name** and all available details of the donor in the tab page labeled "**Donor Personal Details**".

Note that not all information need to be entered at once; Only the Donor name(s) and the sex are required to create a record. Other information can be filled in as and when information is available (via Modify)

3. Click Save to save the new donor in the databank.

Note: Each donor is automatically assigned a donor number in the form NGDNRxxyyyy, where xx denotes your location and yyyy denotes a serial number.

- 7.1.2 To Modify Existing donor details
 - 1. Click Modify button at footer of the form
 - 2. Modify the details you want.
 - 3. Click Save.

	ional Blood Bank Inver nal Information Filters Inf	ntory Management Systen	n - [Donors Regist	ration Form]			- 7 -
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Help	Donor No: Donor Surname: Donor First Name: Donor Details Health	37 Abashidze Marina Questionnaire (1) Health	Initials: Questionnaire (2)		Previous Surname: Other Names: V\AID5 Assessments	Previous Donations	
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Important: You must check the box labeled "Donor Accepted To Donate Blood" to accept the donor. Otherwise the donor will not appear in the Blood Donation module.

Note that counseling information is also entered/modified through this form when adding or modifying donor details, through the various tab pages appropriately labeled. For simplicity we

recommend that the donors' information be created first (click New Donor) then counseling results entered later (click Modify).

- 7.1.3 Recording Counseling Results of a potential donor
 - 1. From the combo box labeled **Locate Donor** the header section; select the donor to be counseled.
 - 2. Click Modify at the footer section of the form
 - 3. Click tab page Health Questionnaire (1).
 - 4. Enter the details required in the text boxes on the page
 - 5. Repeat the procedure for tab pages Health Questionnaire(2), Risk\Behaviour & HIV/AIDS and Assessments.
 - 6. Click Save.
 - 7. **Previous Donations** tab page simply displays records of previous donations that have been made by the donor
- 7.1.4 Printing Donor Reports
 - 1. Click Print Donor Details to display a preview of the details of the donor.
 - 2. Click Print Counseling Report to display a preview of the results of the counseling, including potential actions to take on the answer to each question.
 - 3. Select Print under File menu to send the report to the printer. Note that you can re-align margins of the report or change printer and printer setting via Page Setup on the File menu.

Subsequent pages show relevant forms showing the details on the various tab pages.

<u>s</u>	Nigerian Nat	ional Blood Bank Inve	ntory Management	System - [Donors	Registration	Form]				_ = 🛛
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When you have completed the registration and counseling of the donor, you can send the donor for blood donation if your assessment is favourable.

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7.2 Donor List and Search Engine

- 1. Click **Simple Donor List** on the main interface. This displays the list of all registered donors as shown below.
- 2. Locate a donor on the list by selecting the donor from the list displayed when you select **Locate Donor** (the list is in alphabetic order)
- 3. Double-click on the edge of each record to display full details of the particular donor.
- 4. You can search the list based on the combination of criteria you specify in Search Filters.
- 5. **Reset** clears the specified criteria and displays all the donors (**Requery** also has this effect).
- 6. **Refresh** updates the list with new modifications entered by other users on the network.
- 7. **Preview** displays a report of the list of donors on the screen; **Print** sends the report to the printer.
- 8. Click New Donor to create a new donor following the steps in "*To Add a New Donor*" in an earlier section.

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	Donor Number	Last Name		First Name	Sex	Age (yrs)	ABO	RhD	Registered At		
	37	Abashidze		Marina	F	36	0	Neg	Abuja		
	NG090000004	ABU		OLAMO	м		A	Pos	Abuja		
	7	В		Alex	м	24	A	Pos	Abuja		
	4	Bogart	Į.	Tharles	m	45	0	Pos	Abuja		
	10	Brown	Į.	Alf	м	20	В	Neg	Abuja		
	15	Cindy		Basso	F	23	0	Neg	Abuja		
	35	Crabb		George	м	58			Abuja		
	NG090000003	DIRAN		DLADIPO	м				Abuja		
	33	Franks		Paul	m	33			Abuja		
	12	Gortzki		Mary	F	34	AB	Pos	Abuja	<u>_</u>	
	16	Grissens		:hris	m	27	A	Pos	Abuja	<u>_</u>	
	8	Ha		Bart	м	22	0	Pos	Abuja	<u>_</u>	
	17	Holland		Paul	м	36	0	Pos	Abuja		
	NG090000005	JOHN	1	SMITH	м	49	A	Pos	Abuja	<u> </u>	
	6	Marianella		Martin	m	29	0	Neg	Abuja		
	32	Newmark		Mary	F	20	A	Pos	Abuja		
	11	Nort		Mor	F	22	A	Neg	Abuja		
	NG090000002	TAOFEEK OL	ADIRAN	OLAMI	м	43	Α	Neg	Abuja	•	
	36	Williams		Thuck	м	25	0		Abuja	•	
	14	Williams		dward	м	21	В	Pos	Abuja	•	
h	2	Williams		Edward	м	74	0	Pos	Abuja	•	
	34	Wilson		James	м	20	0	Pos	Abuja	•	

8 Blood Donations Module

In this section we will learn how to capture blood donations made by donors.

- 1. Start **NBIMS**
- 2. On the main interface, click **Blood Donations** button. This displays the interface below.
- 8.1.1 To Add a New Donation
 - 1. Click **New Donation** button at the footer of the form
 - 2. Select the **Donor Number** from the combo box
 - 3. In the tab page labeled "Donation Information", enter the Date of Donation, Reason For Donation and all other details on the tab page. Note that not all information need to be entered at once; Only the Donor Number is required to create a record. Other information can be filled in as and when information is available (via Modify)
 - 4. Click Save to save the new donation in the databank.

Note that

- 5. the **Unit Number** of the donation is automatically generated immediately you begin to enter information in any of the text boxes.
- 6. the blood group (ABO) and RhD will be automatically updated after test results from the lab has been entered in the Unit Data Information module.
- 8.1.2 To Modify Existing Donation details
 - 1. Click Modify button at footer of the form
 - 2. Modify the details you want.
 - 3. Click Save.

Note: You cannot modify the details of a donation that has been sent to the lab or inventory

鬣	Nigeria	ın Natio	onal Blood Bank Invento	ry Manag	ement Syst	em - [Blood Donatio	n For	m]			- 7 🛛
:8	Eile Q	peration	al Information Eilters Info	ei 🛛							8
		NBT	S Blood Donat	ions F	orm	Locate Unit No :			·		
٠	Help	1	Unit Number:	NG0200	14						
			Donor Number	, NG0900	100004	•					
			Donation Infomation			_					
			Donación Información	Unit Test S	ummary L	Jonor Details					
			Date of donation:		02-Jan-2			Donor's Vitals before this	donation was made		
			Reason for donation		Altruistic	; <u>·</u>	-	Weight (Kg):	52		
			No of Previous Dor		1		_	Temperature (C):	36.5		
			Date of Last Dona		15-Dec-2		_	Blood Pressure: /	110/70		
			Last Donation Num ABO Group:	iber:	NGDN090	0000028	-	Pulse rate:	52		
			Rh(D):		A Pos		-	Haemoglobin (g):	13		
			Time Bleeding Star	tod	10:30 AN	4	-	Accepted by:	Taofeek Folami	•	
			Time Bleeding Star		10:41 AM		-	Accepted by.	Tableek rolaini	<u> </u>	
			Bleeding Time in Mi		11		-				
			Did Bleeding Comp	ete ?	ч Г						
			Bled By (Phlebotor	nist):	MR FOLA	BI	-	Bag type	CPDA1 Single	-	
			Phlebotomist's Ass	sistant:	ADNNN		•	Remarks	, .		
			Complication?		None		*				
								1		_	
						Print Donation Details		Print Unit Numbers	Print Counselling R	eport	
			Created By: superv	isor	On:	02-Jan-2006	Last I	Modified By: Supervis	or On:	02-Jan-20	06
	[_	New <u>L</u>	Conation Modify		Save	Discard Requery	Re	afresh	<u>E</u> xit		
Re	cord: 📕	d d l	1 ▶ ▶ ▶ ₩ ₩ 0	f 13 (Filtere	d)						
Fo	rm View										NUM

- 8.1.3 Printing Donation Reports
 - 1. Click Print Unit Numbers to display a preview of the unit number to stick on the bag.

- 2. Click Print Counseling Report to display a preview of the results of the counseling, including potential actions to take on the answer to each question.
- 3. Select Print under File menu to send the report to the printer. Note that you can re-align margins of the report or change printer and printer setting via Page Setup on the File menu.

The Donor Details and Unit Test Summary tab pages display, respectively, the donor details and a summary of the tests performed on the particular unit donation.

When you have completed recording information on the unit of blood donated, you can send the unit for to the lab for screening and testing.

wip	Unit Nu	mber:	NG020044				•		
	Donor	Number	NG090000000	4					
	Donati	on Information	Unit Test Summa	Donor Details					
	ſ			Unit Test Result Summ	arv		_	-	
		Date Collec	ted:	02-Jan-2006	HIV ELISA	Neg		-	
		Collect by	ceu.	MR FOLABI	HIV RAPID	Neg			
		All tests co	nfirmed OK	6	HBSAG ELISA	Neg			
		Date/time	to inventory	02-Jan-2006 07:32 PM	HBsAG RAPID	Neg			
		Date/time	for separation	01-Jan-1900 12:00 AM	HCV ELISA				
		Deferred			HCV RAPID				
		Deferred b			SY ELISA				
		Period Defe		·	SY RAPID				
		Destroyed			CMV ELISA				
		Destroyed	ьγ		CMV ELISA				
	Created	Print Tesl		0n: 02-Jan-2006 Last Modifi	d By: super-	isor	On: 0	12-Jan-2006	
	Donation	Modify		iove Discard Requery Refresh			Exit		

NBTS Blood Donations Form Imp Unit Number: V60: Donor Number: Opport Number: Opport Number: Opport Number: Opport Number: V60: Donor Visit Number: V60: Date of dirth: Age: State of Origin: Country of Bith: Nationality: Nationality: Verse Donation One: D2:Jan:2006 Last Modified By: Napervisor On: D2:Jan:2006	Ele Operation	al Information Eilters In	12	em - [Blood Donation Form]	
Donor Number N0900000004 Donation Information Unit Test Summary Donor Information Donor Information Donor Number: N09000000004 Blood Group: Pain-2006 Last Urb Number: N092004 State of Dirith: Age: Age: M State of Dirith: Nationality: Nationality: State of Dirith: State of Dirith: State of Dirith:	NBT	'S Blood Don	ations Form	Locate Unit No :	
Donation Information Unit Test Summary Donor Details Donor Number: NG090000004 Blood Group: NG090000004 Blood Group: NG090000004 Blood Group: NG090000004 State of Dirith: Date of Birth: Age: M State of Origin: Country of Birth: Nationality: Nationality: Created By: Pupervisor On: D2-Jan-2006	Help	Unit Number:	NG020044		
Oener Information Dener Number: NG0900000004 Blood Group: Painter Rh(D): Painter Date of Sirth: Painter Age: N State of Origin: Country of Birth: Nationality: Nationality: Value State of Origin: Country of Birth: Nationality: Nationality: Nationality:		Donor Number	NG090000004		
Donor Number: NG0900000004 Blood Group: Blood Group: Bh(0): B2-Jan-2006 Last Dirit Number: NG020044 Date of Sifth: NG020044 Age: Soc: Soc: M State of Origin: Country of Birth: Nationality: Nationality:		Donation Informatio	n Unit Test Summary	Donor Details	
		-	Blood Group: Rh(D): Last Donation Date Last Unit Number: Date of Birth: Age: Sex: State of Origin: Country of Birth:	N6090000004	
		Created By: Sur	ervisor On:	02-Jan-2006 Last Modified By: super	risor On: 02-3an-2005
New Quantion Made for Same Opcard Requery Refersh Exit					
New Donation Modely Same Decard Requery Refersh Exit					
	Alew (Donation Modify	Sive	Discard Requery Refresh	Exit

9 Unit Data Information Module

This module captures the screening and test results of each unit of blood donated.

- 1. Start **NBIMS**
- 2. On the main interface, click **Unit Data Information** button. This displays the interface below.
- 9.1.1 Add a New Unit Data
 - 1. Click **New Unit Data** button at the footer of the form
 - 2. Select the **Unit Number** from the combo box.
 - 3. In the tab page labeled "**Unit Data Information**", enter the Expiry Date, Collection Date and all other details on the tab page. Note that not all information need to be entered at once; Only the Unit Number is required to create a record. Other information can be filled in as and when available (via Modify)
 - 4. Test results are entered in the **Blood Unit Tests and Results** tab page (shown in next page).
 - 5. Click Save to save the new donation in the databank.
- 9.1.2 Modify Existing Unit Data details
 - 1. Click Modify button at footer of the form
 - 2. Select the tab page containing the information to modify
 - 3. Modify the details you want.
 - 4. Click Save.

Note that you cannot modify details that have been sent to inventory or for separation.

When you have completed registration of the test results, the tested blood unit can be sent for storage in inventory or sent for separation and fractionation.

	ventory Management System - [[Unit Data]				
e Operational Information Eliters	Inf <u>o</u>					
NBTS Unit	t Data Form	Locate Unit No				
Unit Number	NG020044	•				
Unit Data Information	Blood Unit Tests and Results					
Bag type	CPDA1 Single	Proces	sed Date	02-Jan-200	16	
	02-Jan-2006	Anti A	+/-	A cells	+/-	
Collected Time	07:29 PM	Anti B	+/-	B cells	+/-	
Collected By:	MR FOLABI	 Anti A, 		• A,B cells	+/-	
Expiry Date	05-Feb-2006	Anti D	1 +/-	D cells 1	+/-	
		Anti D 3	2 +/-	 O cells 2 	+/- *	
		Cell AB	0: A	Serum Grp:		
		Rh(D):	Pos	• By 1:	Taofeek Folami 🔹	
				By 2	DAVID IDENU 🔹	
				Checked By	YINKA FOLAMI	
La La	belling	Results				
Labelled date	02-Jan-2005	-				
		.				
	Wole Uzzi	· ·				
		-				
	Print Label					
	1					
Print Unit Data Details		Print Tes	t Results	iew Blood Bank Inveni	tory from this UnitNumber	
Created By: superviso	r On: 02-Jan-2006	6 Last Modifie	d By: supe	rvisor Or	: 02-Jan-2006	
	,,					
Annu Anistanta 🔲 Anuski	Caup Obscar	d Bogwood Bot	inch			
New UnitData Modify	Save Discard	d Requery Refi	lash		<u>E</u> xit	

📓 Nigerian National Blood Bank Inve		tem - [Unit Data]	[
Ele Operational Information Filters In	ho			8				
NBTS Unit Data Form								
Help Unit Number N	3020044	•						
Unit Data Information Bl	ood Unit Tests and Re	sults						
one bata mormation of								
HIV Method	ELISA •	HCV Method	CMV Method ·					
HIV Result	Neg •	HCV Result	CMV Result					
By 1	·	Ву З	• By 7 •					
RPT HIV Method	RAPID •	RPT HCV Method	RPT CMV Method					
RPT HIV Result	Neg -	RPT HCV Result	RPT CMV Result					
By R1		By R3	- By R7 -					
Checked By 1:	· ·	Checked By 3:	Checked By 7:					
HBsAg Method	ELISA -	Sy Method	<u> </u>					
HBsAg Result	Neg -	Sy Result						
By 2	·	By 4						
RPT HBsAg Method	RAPID -	RPT Sy Method						
RPT HBsAg Result	Neg -	RPT Sy Result						
By R2	-	By R4						
Checked By 2:		Checked By 4:						
Impor	ant: The section below m	ust be filled to determine v	viability of the donation for separation or inventory					
All tests confirmed	OK 🔽		Deferred					
Transfer to Invento	rv?		Deferred by:					
Date/time to inven		6 07:32 PM	Period Deferred					
Transfer For Separa			Destroyed date					
Date/time for sepa		0 12:00 AM	Destroyed by					
Created By: supervisor	On: 02-Ja	n-2006 Last Modified	ed By: supervisor On: 02-Jan-2006					
New UnitData	Save	Discard Requery Refre	iesh Exit					
Record: I4 4 2 FI	of 5 (Filtered)							
Form View			FLTR					

The flags labeled *All Tests confirmed OK, Transfer To Inventory* or *Transfer for Separation* must be appropriately checked for the unit to appear for storage in Blood Bank Inventory module or Separation and Fractionation module

10 Separation and Fractionation Module

This module captures the details of separation and fractionation components of one or more units of blood donated and screened.

1. Start **NBIMS**

- 2. On the main interface, click **Separation and Fractionation** button. This displays the interface below.
- 10.1.1 Add a New Separation and Fractionation Components
 - 1. Click **New Separation** button at the footer of the form.
 - 2. In the tab page labeled "Separation/Fractionation (1)", enter the Expiry Date, Collected Date, Collected Time and all other details on the tab page. Note that not all information need to be entered at once; Only the Expiry Date and Bag Type are required to create a record. Other information can be filled in as and when available (via Modify)
 - Other details are added in tab pages Separation/Fractionation (2), Separation / Fractionation (3) and Units used for separation (shown in next page).
 - 4. Click **Save**.

Note that the **Component Number** is automatically generated and is post-fixed with the letter C...

10.1.2 Modify Existing Separation and Fractionation Components details

- 1. Click Modify button at footer of the form
- 2. Select the tab page containing the information to modify
- 3. Modify the details you want.
- 4. Click Save.

Note that you cannot modify the details of a separation once it has been sent to inventory.

🧱 Nigerian National Blood Bank	Inventory Management System -	[Unit Separation And Fractionation Form]	
Ele Operational Information Elite	rs Info 🛗		<u>a</u>
NETC	Blood Unit Senara	tion And Fractionation Form	
MDIS	o bioou onit Separa	uon And Fractionation Form	
Locate (Component No :	•	
Help Component No:	NG090010C		
	-		
Separation/Fractionation	(1) Separation/Fractionation (2)	Separation/Fractionation (3) Units used for separation	
Bag type	CPDA1 Double 🕑	PRP sep Date/Time	
Collected Date:	27-Dec-2005	PRP In Rocker By:	
Collected time:	10:21 AM	PRP use by Date/Time	
Expiry Date:		Plat conc Date/Time	
Cell ABO:	<u>^</u>	Number conc in plat pool	
Rh(D):	Neg	Platelet total in conc pool:	
Separation Date:		Plat conc use by Date/Time	
Separation Time:	12:30 PM	Plats inventory Date/Time	
Separated By	MR FOLABI		
New Labels by:	Taofeek Folami 👱	Plasma freezing temp in deg C:	
Checked by 2	YINKA FOLAMI	Frozen By:	
All tests co	nfirmed OK	Frozen Date/Time:	
Transfer to		FFP inventory Date/Time Plasma use by date:	
Inansier to	Inventory:	Plasma use by date:	
Print Full Details o	of Separation	Blood Bank Inventory from thi	a Formonent
			s component
Created By: superviso	r On: 27-Dec-2005	Last Modified By: Supervisor On:	29-Dec-2005
New Separation Mod	Save: Disca	7 Requery Refresh	Exit
Record: 14 4 2 2 1	1.[>∞] of 3		
Form View			NUM

On completion the separation components can be sent for storage in inventory.

The flags labeled *All Tests confirmed OK* and *Transfer To Inventory* must be appropriately checked for the unit to appear for storage in Blood Bank Inventory module

🗱 Nig	erian National Blood Bank Inven	tory Management System - [Ur	nit Separation And Fractionation F	orm]	- 7 🛛				
E File	Elie Operational Information Eliters Info								
	NBTS Blood Unit Separation And Fractionation Form								
	Locate Component No :								
Help	Component No: NG090	0000007	_						
	Separation/Fractionation (1) 56	eparation/Fractionation (2) Sep	varation/Fractionation (3) Units use	d for separation					
	Whole blood unit A1 mls:	0	FFP thawed Date/Time:		-				
	New expiry date/time A1:	-	FFP thawed by:	-	T I				
	To inventory A1 by:		Thaw minutes:	0					
	Whole blood unit B1 mls:	0	Thaw plasma centrif by:		I I				
	New expiry date/time B1:		Cryoppt frozen by:						
	To inventory B1 by:		Cryoppt frozen date:		-				
	Whole blood unit C1 mls:	0	Cryoppt labelled by: Checked by 3						
	New expiry date/time C1: To inventory C1 by:		To inventory CRY1 Date:	-					
	Whole blood unit D1 mls:	n	Cryoppt expiry date:		-				
	New expiry date/time D1:		Cryoppt thawed Date/Time		-				
	To inventory D1 by:		Cryoppt use by Date/Time:		-				
		,	Checked by 4	·	I				
	Created By: supervisor	On: 14-Dec-2005	Last Modified By: supervisor	On: 29-Dec-2005	_				
	poportion		papernearing papernear	011. 27 000 2000					
	New Separation Modify	<u>Save</u> <u>D</u> iscard	Requery Refresh	E	xit				
Record		of 3							
Form V	iew				NUM				
🕵 Nig	erian National Blood Ban <u>k Inven</u>	tory Management Syst <u>em - [Ur</u>	nit Separation And Fractionation F	orm]	- 7 X				
	Operational Information Filters Info				5				
	NBTS BIG	ood Unit Separatio	on And Fractionation	Form					
	Locate Compon	nent No :	•						

Component No: NG0900000 Separation/Fractionation (1) Separat	007	ractionation (3) Units used for	separation				
Network allower and allow	0	Red cells C2 mis:	0	_			
Volume plasma removed mis: Red cells A2 mis:		Resuspend vol C2 mls:	0	-			
Resuspend vol A2 mls:	0	Resuspend voi C2 mis: Total voi C2 mis:	0				
Total vol A2 mls:	0	New expiry Date/Time C2:					
New expiry Date/Time A2:	P	To inventory C2 By:		न			
To inventory A2 By:		Red cells D2 mls:	0				
Red cells B2 mls:	0	Resuspend vol D2 mls:	0	-			
Resuspend vol B2 mls:	0	Total vol D2 mls:	0	-			
Total vol B2 mls:	0	New expiry date/time D2:		-1			
New expiry Date/Time B2:		To inventory D2 By:		न			
To inventory B2 By:	•	io monor, or off	· ·				
	t to pool by: t to inventory Date/Time:		•				
Created By: supervisor On: [14-Dec-2005] Last Modified By: supervisor On: [29-Dec-2005]							
New Separation Modify	Save Discard Requery	/ Refresh	Ex	it			
ord: I4 4 1 1 ▶ ▶ ▶ ▶ * of 3							
rd: _I ▶ ▶ ▶ ★ of 3				NUM			

10.1.3 Recording blood units used for separation

Separation and fractionation can be made with one or more units of blood. The tab page labeled **"Units used for separation"** is where you record all the units of blood that are used for the specific separation/fractionation.

- 1. Select the **"Units used for separation"** tab.
- 2. Click **Add** button on the interface on the tab.
- 3. Select (or enter) the Unit Number of the blood unit used for the separation
- 4. Click Save.
- 5. Repeat steps 3 and 4 to record all units pooled for the separation.

Kiperian National Blood Bank Invent E File Operational Information Filters Info		nit Separation And Fractionatio	n Form]	
NBTS Blo	od Unit Separati	on And Fractionati	on Form	
Locate Compon	ent No :	<u>.</u>		
Help Component No: NG090	000007			
Separation/Fractionation (1) Se	paration/Fractionation (2) Se	paration/Fractionation (3) Units	used for separation	
	Screened Units U	Ised for this Separation		
	Unit Number NG090000032			
	NG200043			
		Save Discard Delete		
	<u>Add</u> <u>M</u> odify Record: <u>I</u> I I I		▼	
Created By: supervisor	On: 14-Dec-2005	Last Modified By: supervi		
Created By: supervisor	011: J14-Dec-2005	Last Modified By: supervi	sor On: 29-Dec-2	
New <u>Separation</u> <u>M</u> odify	Save Discard	Requery Refresh		<u>E</u> xit
Record: 1 1 1 1	of 3			

11 Blood Bank Inventory Module

This module captures the details of each inventory of blood and/or blood components.

- 1. Start **NBIMS**
- 2. On the main interface, click **Blood Bank Inventory** button to display the interface below.
- 11.1.1 Add a New Inventory
 - 1. Click **New Separation** button at the footer of the form
 - In the tab page labeled "Detail (1)", enter either the Unit Number OR the Component Number, and all other details.
 Note that not all information need to be entered at once: Only the Unit Number or Component

Note that not all information need to be entered at once; Only the Unit Number or Component Number are required to create a record. Other information can be filled in as and when available (via Modify)

- 3. Pending and Issued requisition details for each are added in tab page **Reservation For Requisition** (shown in next page).
- 4. Click **Save** to save the new donation in the databank.

Note that the **Inventory Code** is automatically generated.

- 11.1.2 Modify Existing Inventory Details
 - 1. Click Modify button at footer of the form
 - 2. Select the tab page containing the information to modify
 - 3. Modify the details you want.
 - 4. Click Save.

	ian National Blood Bank Inve Operational Information Eilters In	entory Management System - [Blood Ifo 💼	d Bank Invento	ry Form]		- 7
		NBTS Blood B	ank Inve	entory Form	1	
	Display Inventory	n Separation Locate By Inv Locate By Un Locate By Co	ventory Code: itNumber:		▼ Reset ▼ ▼	
Help	Inventory Code: NGINV Details(1) Reservation for Requ	020008				
	Unit Number	NG020044 •	Whole bloo	d mls:	32.00	
	Component Number		Red Cells m	ls:		
	Collected Date:	02-Jan-2006	Mins out of	temperature:		
	Inventory Date:	02-Jan-2006	Thawed Cry	o pool size:		
	Expiry Date:	21-Jan-2006	Frozen cry	•		
	ABO Group:	A _		gle cryoppt:		
	Rh(D):	Pos 🔹	Frozen sing	le cryoppt:		
	Print Details in In	ventory	FFP mls: PRP in Rock Cryodeplet	er D/T: ed plasma mis:		
			Platelet co	-	-	
			Platelet Co	nc use by D/T:	-	
	Inventory Status	In Storage 🔹	Inventory	nput check by:	·	
	Created By: supervisor	On: 02-Jan-2006	Last Modifie	d By: supervis	or On: 05-Jan-2006	
[New Inventory Modif		Requery R	efresh	E	≣xit
Record:		of 2 (Filtered)			FLTR	NUM

Requisitions for transfusion can NOW be made on each unit in storage.

NBTS Blood Bank Inventory Form Display Inventory Cocate By Inventory Code: * Reset Inventory Code: Vision Separation Locate By UnitNumber: * Locate By UnitNumber: * * * Details(1) Reserved date/time: * * * For Patient No : * * * * Patient First Name: * * * * Patient Hospital No: * * * * * Locate By: Smatch * * * * * * Date/Time out: * * * * * * * * * * * * *	e Operational Information Eilters Info	anagement System - [Blood Bank Inventory Form]
Display Inventory Coate By Inventory Code: Coate By UnitNumber: Coate By Component No: Inventory Code: SilvV020008 Detais(1) Reservation for Requisition Promotion Requisition Request Reference No: Patient Last Name: Patient Hospital No: IS Result:		NBTS Blood Bank Inventory Form
From Unit Data From Separation Locate By Component No: telp Inventory Code: VGINV020008 Details(1) Reservation for Requisition Reserved date/time:	Display Inventory	
Inventory Code: VGINV020008 Detaik(1) Reserved date / time: For Patient No : Patient Last Name: Patient Hospital No: IS Result: AHG Result: Date/Time out 2: Date/Time of Xmatch Date/Time out 2: Date/Time in: Date/Time in 2: Date/Time in: Date/Time in 3: Issued by: Received by: Or: D2-Jan-2006		Locate By UnitNumber:
Detals(1) Reserved date/time: For Patient No :	rrom Unic Data From Separ	Locate By Component No:
Detais(1) Reserved date/time: Reserved date/time:		
Reserved date/time:		
For Patient No : Request Reference No: 0 Patient Last Name: Patient First Name: Patient Hospital No: IS Result: V AHG Result: IS/AHG By: Date/Time out 2: Date/Time out 3: Date/Time in: Issued by: V Received by: V Created By: Supervisor On: D2-Jan-2006 Last Modified By: Supervisor On: D2-Jan-2006	Details(1) Reservation for Requisition	
Request Reference No: 0 • Patient Last Name: • Patient First Name: • Patient Hospital No: • IS Result: • AHG Result: • IS/AHG By: • Date/Time:of Xmatch • Date/Time out: • Date/Time in: • Issued by: • Received by: • On: 02-Jan-2006 Last Modified By: supervisor Created By: supervisor On: 02-Jan-2006	Reserved date/time:	
Patient Last Name: Patient First Name: Patient Hospital No: IS Result: Y AHG Result: Y Date/Time:of Xmatch Date/Time:of Xmatch Date/Time:out: Date/Time out: Date/Time in: Date/Time in: Issued by: Received by: V Created By: Supervisor On: D2-Jan-2006	For Patient No :	
Patient First Name: Patient Hospital No: IS Result: IS Result: Y Date/Time:of Xmatch Date/Time:of Xmatch Date/Time:of Xmatch Date/Time:of Xmatch Date/Time:or Xmatch Date/Time:or Xmatch Date/Time in 2: Date/Time in 2: Date/Time in 3: Issued by: Received by: V Created By: Supervisor On: D2-Jan-2006	Request Reference No:	Honour Clear << <requisitions inventory<="" made="" on="" td="" this=""></requisitions>
Patient Hospital No: IS Result: IS Result: TS/AHG By: Date/Time:of Xmatch Date/Time out: Date/Time in 2: Date/Time in 2: Date/Time in 2: Date/Time in 3: Received by: v Created By: supervisor On: D2-Jan-2006	Patient Last Name:	
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AHG Result: • I5/AHG By: • Date/Time out 2: • Date/Time out: Date/Time in 2: Date/Time in: Date/Time out 3: Date/Time in: Date/Time in 3: Received by: • Created By: supervisor On: 02-Jan-2006	Patient Hospital No:	
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12 Requests for Transfusion Module

This module captures the details of requisitions for transfusion against your blood bank inventory.

- 1. Start **NBIMS**
- 2. On the main interface, click **Requests for Transfusion** button. This displays the interface below.
- 12.1.1 Add a New Requisition
 - 1. Click **New Requisition** button at the footer of the form
 - 2. In the tab page labeled "**Requisition Details**", enter the Patients name, Doctor In Charge, and all their details on the tab page. Note that not all information need to be entered at once; Only the patients names are required to create a record. Other information can be filled in as and when available (via Modify)
 - 3. Other details are added in tab pages **Requisition Questionnaire and Cross Matching** (shown in next page).
 - 4. Click **Save** to save the new donation in the databank.

Note that the **Request Reference Number** is automatically generated.

12.1.2 Modify Existing Requisition details

- 1. Click Modify button at footer of the form
- 2. Select the tab page containing the information to modify
- 3. Modify the details you want.
- 4. Click Save.

Kigerian National Blood Bank Inventory M Elters Info	anagement System - [Reques	ts For Transfusions]		
NBTS Requests For Tra	ansfusions	e Request :	<u> </u>	
Hospital	NG090000003 145amin 14-Dec-2005 11:46 PM aire Cross Matching	<u>×</u>		
Patient Name Last: Patient Name First: Ward: Doctor in charge: Date of birth: Sex: Diagnosis: Indication for Transfusion. Last Hgb/Hct:	Folami Salimat B2 Dr Folami 21-Aug-1980 F Anaemia	Anti A Anti B Anti A,B Anti A,B O cells1 IS/AH6/Contl: O cells2 IS/AH6/Contl: Unexpected antibody AB0 Group: Rh(D) Type:	+/- • +/- • +/- • +/- • Pos •	
Test date: Requisiton Status Print Requisition Details	Pending	Requisition Recorded By	MR FOLABI	
Created By: supervisor	On: 14-Dec-2005	Last Modified By: supervisor	On: 02-Jan-2006	
<u>New Reguest Modify Record: I4 4 1 </u>		uery Refresh	Exit	

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		······,	annig [Date/time requi	od.		-
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				Request made b			
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	Surgery date:			ABO group if kno			
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	Rqest Whole Bld R.B.C.'s mis.	nis:		Any transfusion			
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13 Enquiries and Reports Module

You would have noticed by now that you can print only a limited set of reports from each of the modules, since confidentiality of information is ensured throughout the processing from donor registration to inventory.

However, the **Enquiries and Reports** module is where you have global access to all information, and hence reports, of NBIMS. Statistics reports, site reports and deferred donors reports can be generated and printed by simply clicking the appropriate button. Since this module provides global access to information, you require specific module access privileges to access it.

Nigerian National Blood Bank Inven Ele Operational Information Elters Info		System - [E	nguiriesAndRepor	rts : Form]					
		Blood	Bank Inv	entory	Syste	em			
Enquires and Reports									
Help									
Registration Form (Front Side)	Location\Site	NORTH W	EST ZONE, KADUN	IA -	Location	Site	NORTH WEST ZONE, KADUNA	-	
Registration Form (Backside)	Month	, 		•	Location	Volte		Reset	
Donations 56-175 days	Year	2006		Reset			Unit Data Reports		
Donations less than 56 days	Donor L	.ist	All Donor	s		Sepa	ration \ Fractionation Reports		
Donors more than 175 days	Donation	s List	All Donatio	ins	Location	\Site	NORTH WEST ZONE, KADUNA	-	
Deferred Donors	Donation Site	e Report			Status			Reset	
Donation Reminders (with 10 Days)	Counseling	Report	J			Blo	ood Bank Inventory Reports		
	Statistics				Location	Site	NORTH WEST ZONE, KADUNA	-	
Group ABO	1ethod 🔽 Elis	a 🗖	Rapid		Status	Joice		Reset	
Rh D Neg M/F HIV	HIV By A	qe	HIV by Donations	1		Req	uests for Transfusion reports	Reset	
M/F HBsAg	HCV By A		HBsAg by Donations					<u> </u>	
M/F HCV	HBsAg By	Age	HCV By Donations				Export Data		
M/F Sy	Sy by A	ge	Sy By Donations				Import Data		
Form View							Exit	NUM	

Your can print\preview the following reports from this module:

- Donor Registration forms
- Donors List & Donations List
- Donations Site Reports & Counselling Reports
- Donors List within 56 and 175 days
- Deferred Donors, Donation Reminders, Unit Data, Separation, Inventory and Requisitions
- Statistics

Click a required button and make required selections to print the report. Options to print\preview reports based on location, month and year is available for Donors List, Donations List, Donations Site Reports and Counselling Reports. Relevant options (location and\or status) are also available for Unit Data, Separation, Inventory and Requisition reports.

13.1 Exporting data in reports to other file formats and via email

All reports can be printed directly to the printer. However, NBIMS offers the flexibility to export report in several file formats such as Microsoft Excel, rich text, snapshot format and any other format supported on your system.

13.1.1 To export a report to other file format

- 1. From the preview of the report, select **Export** from **File->Export Information** menu.
- 2. The dialog box shown below will be displayed.
- 3. Enter the file name in **File name**.
- 4. Select the file type to export to in **Save as type**; e.g. Microsoft Excel
- 5. Navigate to the directory\folder to put the file.
- 6. Click **Save**.
- 7. The report will be saved as the specified file type.

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	SZZ			RY OF HEALTH		and the		
	AL.	ya .						
Loca	ition Abuja							
1000	Counseled On	SurName	First Name	Donor Number		Age	Counseled by	
1	27-Dec-2005		ABINA	NGDNR090006		-		
2	15-Dec-2005	Abashidze	Marina	37	F		3	
3		ABU	FOLAMO	NG0900000004	M			
4		в	Alex	. 7:	M	24		
5		Bogart	Charles	4	m	45		
6		Brown	Alf	10	м	20		
7			Basso	15	F	23		
8		Grabb	George	35	м	58		
9		DIRAN	CLADIPO	NG0900000003	м			
10		Franks	Paul	33	m	33		
11		Gortzki	Mary	12	F	34		
12		Grissens	Chris	16	m	27		
13		На	Bart	8	м	22		
		Holland	Paul	17	M	36		
14								



- 13.1.2 To export the report as an attachment to e-mail
 - 1. Select Mail Recipient (As Attachment) from File->Export Information menu.
 - 2. Select the file format on the interface displayed.
 - 3. Click **OK**.
 - 4. Depending on your Internet access settings, specify appropriate settings to send the file as an attachment.

Send	? 🔀
Select <u>F</u> ormat:	
Rich Text Format	ок
Snapshot Format Microsoft Excel HTML	Cancel
MS-DOS Text	Output
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< >	C Selection

13.2 Exporting and importing data

NBIMS will eventually be implemented in all the zones in the country such that each will be collecting data unique to its location. However, it will be necessary to collate all information at the headquarters. To do this you will periodically have to update the databank at the HQ with data from the zones. The **Export Data** and **Import Data** functions provide this facility. The general procedure is as follows

- At each zone, Export Data into text files or spreadsheet files.
- Copy the files on to CD and send to HQ.
- At the HQ import the data in each file into the databank at the HQ.

This process could be performed on a monthly basis.

13.2.1 Export Data

- 1. Click **Export Data** on the Enquiries and Reports module.
- 2. Select information to export from box labelled "What do you want to export". You have the following choices.

Information to download
Donors
Donation
Unit Data
Unit Separation
Blood Bank Inventory
Request for Transfusion

- 3. Select file format to export to from box labelled "In what file format"
- 4. Click "Click To Export Specified Information".

Export Data			
	Exp	port Data	
What Do you	want to Export?	Donors	<u>.</u>
In what file for	rmat ?	To Text File (*.txt)	<u>.</u>
		Click To Export Specified Information	1
		Click To Export All Information	
			Exit

- 5. To export all information, click **"Click To Export All information**". This will export all the information listed in the table above.
- 13.2.2 Import Data
 - 1. Click **Import Data** on the Enquiries and Reports module.
 - 2. Select information to export from box labelled "What do you want to export". You have the following choices.

Information to download
Donors
Donation
Unit Data
Unit Separation
Blood Bank Inventory
Request for Transfusion

- 3. Select file format to export to from box labelled "In what file format"
- 4. Enter the name of the file containing the data to import OR click **Locate** to browse your computer for the file.

Note that if data from several files need to be imported, they must be imported in the order on the list above in step 2.

5. Click "Click To Import Data In Selected File".

Imp	ort Data
What do you want to import?	Donors 🗸
In what file format ?	To Text File (*.txt)
Enter\Locate file to import ?	Locate
C:\znbts\Exports\Donors.txt	10 mmmmm
	Click To Import Data in
	Click To Import Data in Selected File

14 Appendix

14.1 Example Reports