



TOF *Engineers and Consulting Ltd.*

National Blood Bank Inventory Management System

NBIMS

User Manual

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1	Introduction.....	5
1.1	NBIMS Software Modules.....	5
1.2	NBIMS Software Architecture	5
1.3	NBIMS Development platform	5
1.4	NBIMS Operating platform.....	5
1.5	NBIMS Key Modules	5
1.6	NBIMS Security & Confidentiality Module:	6
1.7	NBIMS General Features	6
1.8	Guideline to this document	6
2	NBIMS Overview.....	7
2.1	Your Location	7
2.2	Security and Confidentiality	7
2.3	Menus	7
2.4	General interface layout.....	8
2.5	On Line Help facility	8
3	NBIMS Operational Data.....	9
4	System Administration Functions.....	10
4.1	Connect To Data Source	10
4.2	Audit Trail.....	10
4.2.1	To print the audit trail.....	11
4.2.2	To prune the audit trail.....	11
4.2.3	Default Settings	11
4.3	Backup.....	12
4.3.1	To backup NBIMS database.....	12
4.4	Compact	13
4.5	Restore Backup	13
4.5.1	To restore NBIMS backup.....	13
4.5.2	To restore NBIMS backup via the NBIMS application:	14
5	Using NBIMS.....	15
5.1	IMPORTANT:.....	15
5.2	To run NBIMS Application	15
5.3	Printing Donor Registration Forms	15
5.4	Specifying your password	16
6	Security and Confidentiality Module.....	17
6.1.1	To create a new user.....	17
6.1.2	To remove a user	17
6.1.3	To clear a user's password	17
6.1.4	To specify the security level to be assigned to a user.....	18
6.1.5	To specify module access levels of a user.....	18
7	Donor Information And Counseling Module	19
7.1.1	To Add a New Donor	19
7.1.2	To Modify Existing donor details	19
7.1.3	Recording Counseling Results of a potential donor	20
7.1.4	Printing Donor Reports	20
7.2	Donor List and Search Engine	23
8	Blood Donations Module.....	24
8.1.1	To Add a New Donation	24
8.1.2	To Modify Existing Donation details.....	24
8.1.3	Printing Donation Reports	24
9	Unit Data Information Module.....	26
9.1.1	Add a New Unit Data	26
9.1.2	Modify Existing Unit Data details.....	26

10	Separation and Fractionation Module	28
10.1.1	<i>Add a New Separation and Fractionation Components</i>	<i>28</i>
10.1.2	<i>Modify Existing Separation and Fractionation Components details.....</i>	<i>28</i>
10.1.3	<i>Recording blood units used for separation</i>	<i>29</i>
11	Blood Bank Inventory Module	31
11.1.1	<i>Add a New Inventory.....</i>	<i>31</i>
11.1.2	<i>Modify Existing Inventory Details.....</i>	<i>31</i>
12	Requests for Transfusion Module.....	33
12.1.1	<i>Add a New Requisition.....</i>	<i>33</i>
12.1.2	<i>Modify Existing Requisition details.....</i>	<i>33</i>
13	Enquiries and Reports Module.....	35
13.1	Exporting data in reports to other file formats and via email	35
13.1.1	<i>To export a report to other file format.....</i>	<i>36</i>
13.1.2	<i>To export the report as an attachment to e-mail.....</i>	<i>36</i>
13.2	Exporting and importing data	37
13.2.1	<i>Export Data</i>	<i>37</i>
13.2.2	<i>Import Data.....</i>	<i>38</i>
14	Appendix.....	39
14.1	Example Reports	39

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 the operational site (e.g. Northwest Zone, Kaduna; Owerri; Port Harcourt;...).

2.2 Security and Confidentiality

Users are created to access NBIMS and each user is 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	
	<i>Users Maintenance</i>	
	<i>Audit Trail</i>	
	<i>Defaults</i>	
	<i>Backup</i>	
	<i>Restore Backup</i>	
	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 Acknowledgements	
	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 Answers and Actions	Sub menu of all questions in the questionnaire, each describing 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**).

The screenshot shows a software window titled "Define Locations". Inside, there's a section labeled "NBTS Locations\Sites etc". Below this, there's a list of locations. The first location is "1 HQ" and the second is "2 Idumota". Each location entry has a form with fields for "ID", "Location Name", "Address", "Town", "City", and "State". The "HQ" location is currently selected. At the bottom of the window, there are three buttons: "Save", "Discard", and "Exit". A status bar at the very bottom shows "Records: 1 of 10".

4 System Administration Functions

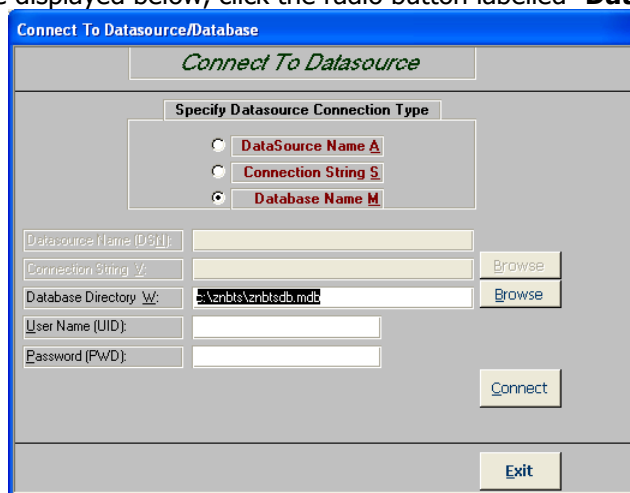
The **System Administration** functions include the following operations.

- Connect To Data Source
- User Accounts
- Audit Trail
- Default Settings
- 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**"



(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 **znbitsdb.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

National Blood Bank Inventory Management System User Guide

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.

S/N	Date	Time	Details	Operator	Operation
481	04/Jan/2006	10:49 AM	Logged on to Application	supervisor	LOG IN
480	04/Jan/2006	09:21 AM	Logged on to Application	supervisor	LOG IN
479	03/Jan/2006	08:50 PM	Exit Application	supervisor	LOG OFF
478	03/Jan/2006	08:46 PM	Specified Location	supervisor	Operationaldata
477	03/Jan/2006	08:44 PM	Specified Location	supervisor	Operationaldata
476	03/Jan/2006	08:25 PM	Logged on to Application	supervisor	LOG IN
475	03/Jan/2006	07:43 PM	Logged on to Application	supervisor	LOG IN
474	03/Jan/2006	07:40 PM	Exit Application	supervisor	LOG OFF
473	03/Jan/2006	07:38 PM	Logged on to Application	supervisor	LOG IN
472	03/Jan/2006	07:38 PM	Logged on to Application	supervisor	LOG IN
471	03/Jan/2006	07:37 PM	Logged on to Application	supervisor	LOG IN
470	03/Jan/2006	07:36 PM	Logged on to Application	supervisor	LOG IN
469	03/Jan/2006	07:34 PM	Exit Application	supervisor	LOG OFF
468	03/Jan/2006	07:33 PM	Logged on to Application	supervisor	LOG IN
467	03/Jan/2006	07:28 PM	Exit Application	supervisor	LOG OFF
466	03/Jan/2006	07:27 PM	Logged on to Application	supervisor	LOG IN
465	03/Jan/2006	07:24 PM	Exit Application	supervisor	LOG OFF
464	03/Jan/2006	07:24 PM	Logged on to Application	supervisor	LOG IN
463	03/Jan/2006	07:22 PM	Logged on to Application	supervisor	LOG IN
462	03/Jan/2006	06:51 PM	Logged on to Application	supervisor	LOG IN
461	03/Jan/2006	06:18 PM	Finished User Maintenance	supervisor	Security
460	03/Jan/2006	06:17 PM	Accessed User Maintenance	supervisor	Security
459	03/Jan/2006	06:16 PM	Logged on to Application	supervisor	LOG IN
458	03/Jan/2006	06:15 PM	Exit Application	supervisor	LOG OFF
457	03/Jan/2006	06:14 PM	Finished User Maintenance	supervisor	Security
456	03/Jan/2006	06:14 PM	Accessed User Maintenance	supervisor	Security
455	03/Jan/2006	06:12 PM	Logged on to Application	supervisor	LOG IN
454	03/Jan/2006	06:06 PM	Logged on to Application	supervisor	LOG IN
453	03/Jan/2006	05:39 PM	Exit Application	supervisor	LOG OFF
452	03/Jan/2006	05:38 PM	Finished User Maintenance	supervisor	Security
451	03/Jan/2006	05:37 PM	Accessed User Maintenance	supervisor	Security

4.2.1 To print the audit trail

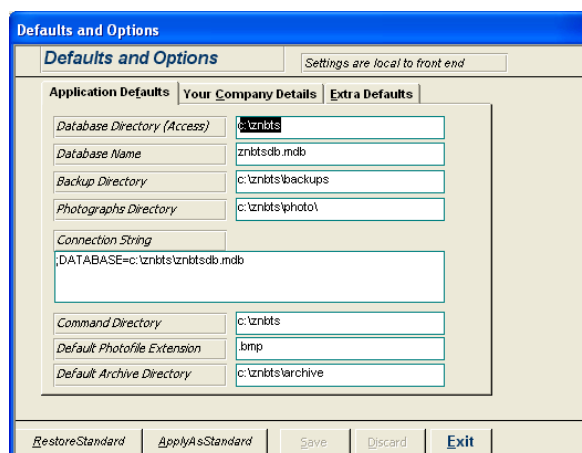
1. Enter the appropriate dates range.
2. Select an operator from the operator's combo box, if desired.
3. Click **Preview**. A preview of the audit trail will be displayed on the screen in report form
4. Click **Print**. The audit trail for the specification will be printed.

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.

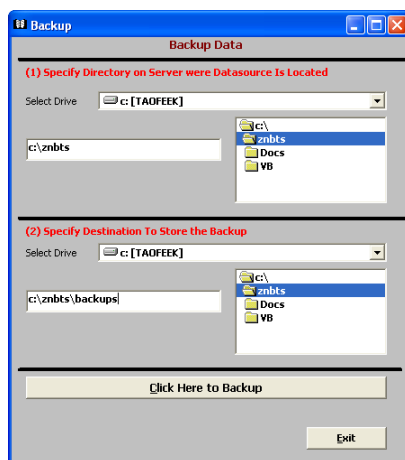


In all the settings the connection string and database name are settings that must be the same for all workstations connected to the same database on the server. So ensure this is the case to ensure all users are sharing the same data to consistency of information processing.

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.



2. Select\specify the directory on the server where the datasource is located.
3. Select\specify the directory to store the backup
4. 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.

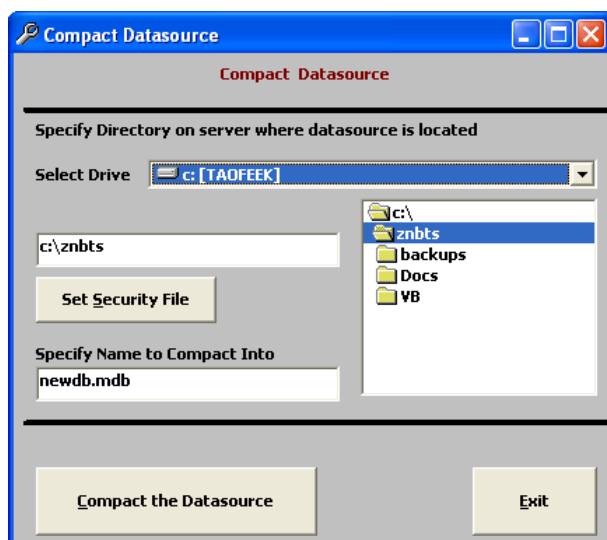
The backup will be copied to the destination path with the name **bkXXXXXX.mdb**, were XXXXXX is the short date format for the current date (e.g.bk110305.mdb). Therefore, if a backup exists for the date you will be asked in step 4 to overwrite the existing backup or create a new one. If you avoid overwriting,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

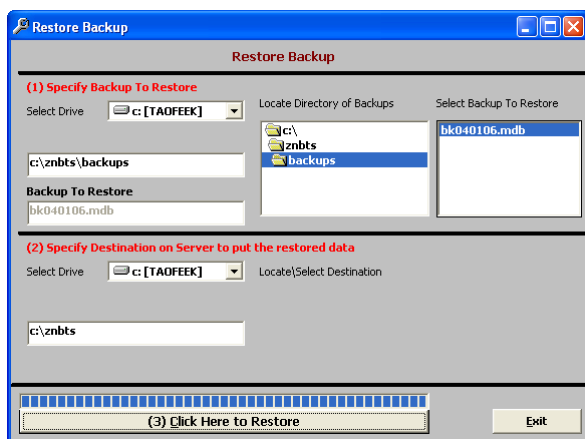


4.5 Restore Backup

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

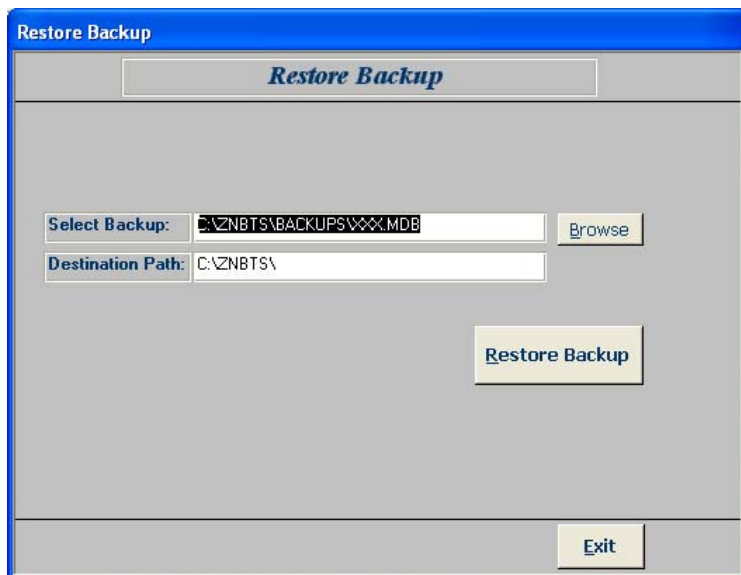
6. Double - click **Restore NBIMS**, on the desktop to display the interface above
7. Specify Backup to Restore (Step 1)
8. Specify the Destination Directory to restore the backup (Step 2)
9. Click **"Click Here To Backup"**.
10. The backup will be restored into the destination directory, overwriting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



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.



5 Using NBIMS

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

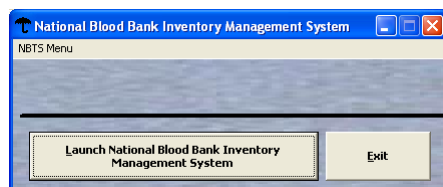
- Installed NBIMS on your computer and connected appropriately to the data source.
- Created all user accounts that will use NBIMS and define profiles and privileges for each.
- Configured NBIMS with operational data.

5.1 IMPORTANT:

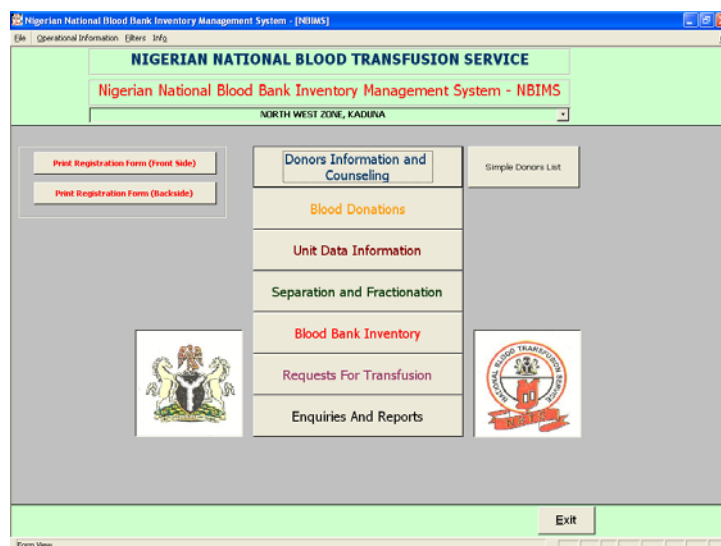
- **The system administrator must use the default user “mainuser” as the user account to initially gain access to the software.**
- **On creating all users, the system administrator should specify a password to “mainuser” to prevent unauthorised access.**
- **Note that new users are created without a 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.



3. 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

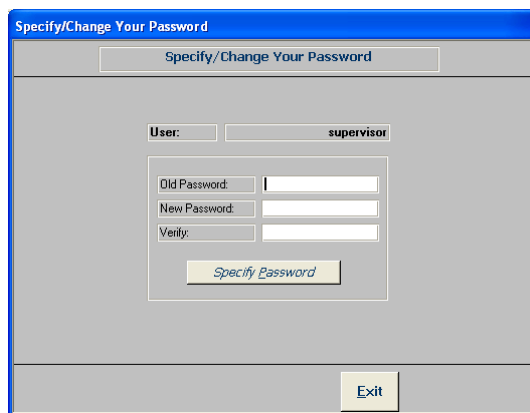
Before you continue to use NBIMS for your operations, you must be aware that there is one function every registered user of NBIMS can perform. This is to change his/her password.

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 re-enter 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.

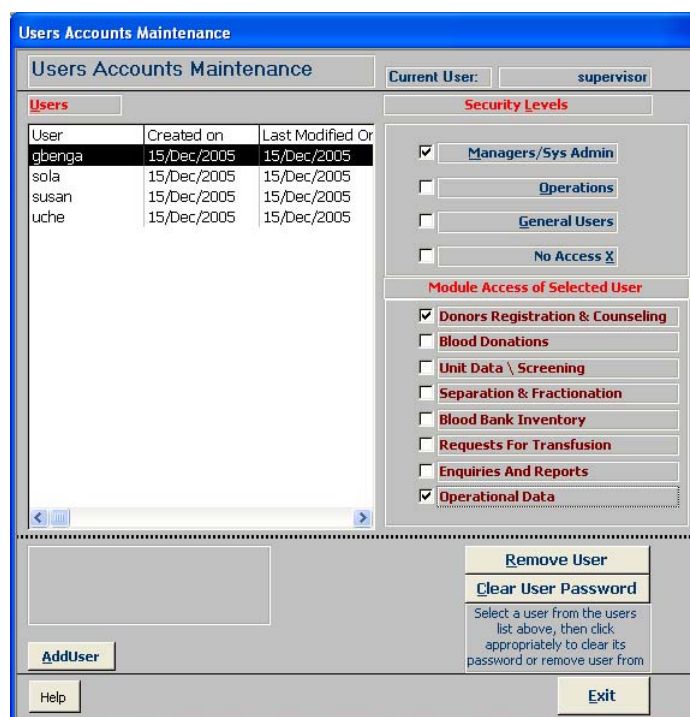


The following sections enumerate the steps to be followed to use NBIMS.

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.



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 and 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	<ul style="list-style-type: none"> • Addition, modification and deletion of data • System Administration functions
Operations	<ul style="list-style-type: none"> • 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 NGDNRxxxxyy, 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.

The screenshot displays the 'NBIMS Donors Register' window. The 'Donor Details' tab is active, showing the following information:

- Donor No:** 37
- Donor Surname:** Abashidze
- Donor First Name:** Marina
- Initials:** (empty)
- Previous Surname:** (empty)
- Other Names:** (empty)
- Donor National ID #:** 1234
- Date of Birth:** 21-Sep-1964
- Age (in Years):** 36
- Sex:** F
- Marital Status:** (empty)
- Town of Birth:** Tbilisi
- State of Origin:** (empty)
- Nationality:** (empty)
- Tribe/Ethnic Group:** (empty)
- Language:** (empty)
- Home Address:** V.Pshavela45
- Home telephone:** 390055
- GSM/Cell Phone No:** (empty)
- Email:** (empty)
- Occupation:** PHYSICIAN
- Employers:** (empty)
- Work Address:** Lubiana21
- Work Telephone:** 527682

At the bottom of the form, there is a section for 'No Of Donations: 7', 'Date last donation: 24-Nov-2005', and 'Last Unit Number: NG090000009'. Below this, there are fields for 'Created By', 'On', 'Last Modified By: Igbenka', and 'On: 30-Dec-2005'. The footer contains buttons for 'New Donor', 'Modify', 'Save', 'Discard', 'Query', 'Refresh', and 'Exit'. The status bar at the bottom indicates 'Record: 1 of 22 (Filtered)' and 'Form View'.

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.

The screenshot displays the 'NBTs Donors Register' application window. The title bar reads 'Nigerian National Blood Bank Inventory Management System - [Donors Registration Form]'. The menu bar includes 'File', 'Operational Information', 'Filters', and 'Info'. The main window has a header section with a 'Locate Donor' dropdown. Below this, there are input fields for 'Donor No:' (37), 'Donor Surname:' (Abashidze), 'Donor First Name:' (Marina), 'Initials:', 'Previous Surname:', and 'Other Names:'. The 'Donor Details' tab is active, showing a 'Counseled date:' of '15-Dec-2005' and 'Counselled By:' as 'Taofeek Folami'. The 'Time interviewed:' and 'Place of Interview:' fields are also present. The questionnaire consists of several questions with dropdown menus for answers, including 'How Did You Learn About Blood Donation?', 'How would you like to be reminded for blood donations?', 'Have you donated blood before?', 'Have you ever been refused as a blood donor or told not to donate blood', 'Have you ever Donated at Another Service?', 'Place of Donation:', 'Date Donated:', and a series of health-related questions (1-10) such as '1.Are You Well and Healthy?', '2.Had meal or snack in last 4 hours?', etc. At the bottom, there are fields for 'Created By:', 'On:', 'Last Modified By:' (jgenga), and 'On:' (30-Dec-2005). The footer contains buttons for 'New Donor', 'Modify', 'Save', 'Discard', 'Query', 'Refresh', and 'Exit'. A status bar at the very bottom shows 'Record: 14 of 22 (Filtered)' and 'Form View'.

When you have completed the registration and counseling of the donor, you can send the donor for blood donation if your assessment is favourable.

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Donors Registration Form]

File Operational Information Filters Info

NBTS Donors Register Locate Donor :

Help

Donor No: 37
 Donor Surname: Abashidze
 Donor First Name: Marina Initials:
 Previous Surname:
 Other Names:

Donor Details Health Questionnaire (1) Health Questionnaire (2) Risk\Behaviour & HIV\AIDS Assessments Previous Donations

11. Have you ever had rheumatic fever, chest pains or heart disease
 12. Have you ever had lung disease, tuberculosis or asthma
 13. Have you ever had cancer or any blood disease, bleeding disorder or ulcer
 14. Have you ever had diabetes, kidney disease or epilepsy
 15. Have you ever had yellow jaundice, hepatitis or liver disease
 16. Have you been in close contact with person with hepatitis in last 12 months
 17. Have you ever had pituitary growth or fertility hormone injections, or seen a neuro surgeon?
 18. Have you ever had tissue or organ transplant eg. cornea, dura mater, kidney, liver, bone marrow
 19. Have you been tattooed, ear piercing or acupuncture e.t.c. in last 12 months
 20. Have you or your partner received blood transfusion in last 12 months
 21. Do you or relative have unexplained brain condition
 22. Have you had an attack of malaria in last 2 weeks
 23. What malaria treatment did you receive?
 24. Have you had a baby or a miscarriage in past 6 months?
 25. Are you currently breast feeding or pregnant

Created By: On: Last Modified By: gbenga On: 30-Dec-2005

New Donor Modify Save Discard Requery Refresh Exit

Record: 14 of 22 (Filtered)

Form View

Nigerian National Blood Bank Inventory Management System - [Donors Registration Form]

File Operational Information Filters Info

NBTS Donors Register Locate Donor :

Help

Donor No: 37
 Donor Surname: Abashidze
 Donor First Name: Marina Initials:
 Previous Surname:
 Other Names:

Donor Details Health Questionnaire (1) Health Questionnaire (2) Risk\Behaviour & HIV\AIDS Assessments Previous Donations

1. Have you had casual sex\more than one partner\sex with person of unknown background in last 6 months Yes
 2. Have you had male to male sex in past 5 years
 3. Have you had sex with prostitute\exchange money or drugs for sex in last 5 years
 4. Do you have AIDS or are HIV +ve
 5. Have you had any sexually transmitted disease in last 5 years
 6. Have you had Accidental Exposure to blood\body fluids in last 12 months
 7. Have you ever Injected yourself or been injected drugs\steroids (not by doctor)
 8. Has your partner ever Injected yourself or been injected drugs\steroids (not by doctor)
 9. Have you come to donate just to be tested for HIV\AIDS

Created By: On: Last Modified By: gbenga On: 30-Dec-2005

New Donor Modify Save Discard Requery Refresh Exit

Record: 14 of 22 (Filtered)

Form View

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Donors Registration Form]

File Operational Information Filters Info

NBTS Donors Register

Locate Donor :

Help

Donor No: 37
 Donor Surname: Abashidze
 Donor First Name: Marina
 Initials:
 Previous Surname:
 Other Names:

Donor Details | Health Questionnaire (1) | Health Questionnaire (2) | Risk\Behaviour & HIV/AIDS | Assessments | Previous Donations

Best day To Donate: Friday
 Best time: 12:00 PM
 Comments: Ok
 Special procedures: Ok
 Awards: None
 Donor club: YG
 Date of recall letter: 21-Aug-2005
 Next appointment date: 21-Dec-2005
 Appointment place: LAGOS
 Appointment time: 12:30 PM
 Blood Group: B
 Rh(D): Pos

Created By: On: Last Modified By: gbenga On: 30-Dec-2005

[New Donor](#) [Modify](#) [Save](#) [Discard](#) [Query](#) [Refresh](#) [Exit](#)

Record: 1 of 22 (Filtered)

Form View

Nigerian National Blood Bank Inventory Management System - [Donors Registration Form]

File Operational Information Filters Info

NBTS Donors Register

Locate Donor :

Help

Donor No: 37
 Donor Surname: Abashidze
 Donor First Name: Marina
 Initials:
 Previous Surname:
 Other Names:

Donor Details | Health Questionnaire (1) | Health Questionnaire (2) | Risk\Behaviour & HIV/AIDS | Assessments | Previous Donations

Previous Donations

Unit Code:	NG0900000009	Donor Vitals	
Date Of Donation	24-Nov-2005	Weight (Kg):	
Last Unit Number:		Temperature (C):	
ABO Group:	B	Blood Pressure:	140/70
Rh(D):	Pos	Pulse rate:	
Reason for donation	Paid	Haemoglobin (g):	
Bag type			
Complication?			
Remarks:			

Record: 1 of 7

[Donors Previous Donations](#)

Created By: On: Last Modified By: gbenga On: 30-Dec-2005

[New Donor](#) [Modify](#) [Save](#) [Discard](#) [Query](#) [Refresh](#) [Exit](#)

Record: 1 of 22 (Filtered)

Form View

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.

Nigerian National Blood Bank Inventory Management System : [Donors List]

File Operational Information Filters Info

Donors List

<<Double-Click on a record to display full details

Locate Donor :

Search Filters

Like Donor No: Cell ABO: **Reset**

Last Name: Rh(D):

First Name: Sex:

Location: Marital Status:

State of Origin: Ethnic group:

Donor Number	Last Name	First Name	Sex	Age (yrs)	ABO	RhD	Registered At
37	Abashidze	Marina	F	36	O	Neg	Abuja
NG0900000004	ABU	FOLAMO	M		A	Pos	Abuja
7	B	Alex	M	24	A	Pos	Abuja
4	Bogart	Charles	m	45	O	Pos	Abuja
10	Brown	Alf	M	20	B	Neg	Abuja
15	Cindy	Basso	F	23	O	Neg	Abuja
35	Crabb	George	M	58			Abuja
NG0900000003	DIRAN	OLADIPO	M				Abuja
33	Franks	Paul	m	33			Abuja
12	Gortzki	Mary	F	34	AB	Pos	Abuja
16	Grissens	Chris	m	27	A	Pos	Abuja
8	Ha	Bart	M	22	O	Pos	Abuja
17	Holland	Paul	M	36	O	Pos	Abuja
NG0900000005	JOHN	SMITH	M	49	A	Pos	Abuja
6	Marianella	Martin	m	29	O	Neg	Abuja
32	Newmark	Mary	F	20	A	Pos	Abuja
11	Nort	Mor	F	22	A	Neg	Abuja
NG0900000002	TAOFEEK OLADIRAN	FOLAMI	M	43	A	Neg	Abuja
36	Williams	Chuck	M	25	O		Abuja
14	Williams	Edward	M	21	B	Pos	Abuja
2	Williams	Edward	M	74	O	Pos	Abuja
34	Wilson	James	M	20	O	Pos	Abuja

New Donor **Requery Q** **Refresh R** **Preview** **Print** **Exit**

Record: 1 of 22 (Filtered)

Form View

FLTR NUM

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

8.1.3 Printing Donation Reports

1. Click Print Unit Numbers to display a preview of the unit number to stick on the bag..

National Blood Bank Inventory Management System User Guide

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.

The screenshot shows the 'NBTs Blood Donations Form' with the 'Unit Test Result Summary' tab selected. The form contains the following data:

Unit Test Result Summary			
Date Collected:	02-Jan-2006	HIV ELISA	Neg
Collect by:	MR FOLABI	HIV RAPID	Neg
All tests confirmed OK		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	HEV ELISA	
Deferred:		HEV RAPID	
Deferred by:		SY ELISA	
Period Deferred:		SY RAPID	
Destroyed date		CMV ELISA	
Destroyed by		CMV ELISA	

Below the table, there is a 'Print Test Results' button. At the bottom of the form, it shows 'Created By: supervisor On: 02-Jan-2006 Last Modified By: supervisor On: 02-Jan-2006'. The bottom navigation bar includes buttons for 'New Donation', 'Modify', 'Save', 'Discard', 'Query', 'Refresh', and 'Exit'. The status bar at the very bottom indicates 'Records: 1 of 13 (Filtered)' and 'Form View'.

The screenshot shows the 'NBTs Blood Donations Form' with the 'Donor Information' tab selected. The form contains the following data:

Donor Information	
Donor Number:	NG0900000004
Blood Group:	
Rh(D):	
Last Donation Date:	02-Jan-2006
Last Unit Number:	NG020044
Date of Birth:	
Age:	
Sex:	M
State of Origin:	
Country of Birth:	
Nationality:	

Below the table, it shows 'Created By: supervisor On: 02-Jan-2006 Last Modified By: supervisor On: 02-Jan-2006'. The bottom navigation bar is the same as the previous screenshot. The status bar at the very bottom indicates 'Records: 1 of 13 (Filtered)' and 'ABH Group'.

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.

NBTS Unit Data Form

Locate Unit No:

Unit Number:

Unit Data Information | Blood Unit Tests and Results

Bag type: CPDA1 Single
Collected Date: 02-Jan-2006
Collected Time: 07:29 PM
Collected By: MR FOLABI
Expiry Date: 05-Feb-2006

Processed Date: 02-Jan-2006

Antibody	Result
Anti A	A cells +/-
Anti B	B cells +/-
Anti A+B	A+B cells +/-
Anti D 1	D cells 1 +/-
Anti D 2	D cells 2 +/-
Cell ABO	Serum grp: A
Rh(D)	Pos

By 1: Taofeek Folami
By 2: DAVID IDENU
Checked By: YINICA FOLAMI

Labeling
Labelled date: 02-Jan-2005
Labelled By: KASHOGI
Checked By: Wale Uzzi

Print Label

Print Unit Data Details | Print Test Results | View Blood Bank Inventory from this Unit Number

Created By: supervisor On: 02-Jan-2006 Last Modified By: supervisor On: 02-Jan-2006

New Unit Data | Modify | Save | Discard | Requery | Refresh | Exit

Record: 14 of 2 of 6 (Filtered)
Form View

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Unit Data]

File Operational Information Filters Info

NBTS Unit Data Form Locate Unit No :

Help Unit Number **NG020044**

Unit Data Information Blood Unit Tests and Results

HIV Method	ELISA	HCV Method		CMV Method	
HIV Result	Neg	HCV Result		CMV Result	
By 1		By 3		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		Problems	
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:			

Important: The section below must be filled to determine viability of the donation for separation or inventory

All tests confirmed OK	<input checked="" type="checkbox"/>	Deferred	<input type="checkbox"/>
Transfer to Inventory?	<input checked="" type="checkbox"/>	Deferred by:	<input type="text"/>
Date/time to inventory	02-Jan-2006 07:32 PM	Period Deferred	<input type="text"/>
Transfer For Separation?	<input type="checkbox"/>	Destroyed date	<input type="text"/>
Date/time for separation	01-Jan-1900 12:00 AM	Destroyed by	<input type="text"/>

Created By: supervisor On: 02-Jan-2006 Last Modified By: supervisor On: 02-Jan-2006

New UnitData Modify Save Discard Requery Refresh Exit

Record: 1 2 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)
3. 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.

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

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Unit Separation And Fractionation Form]

File Operational Information Filters Info

NBTS Blood Unit Separation And Fractionation Form

Locate Component No :

Help **Component No:**

Separation/Fractionation (1) Separation/Fractionation (2) Separation/Fractionation (3) Units used for separation

Whole blood unit A1 mls:	0	FFP thawed Date/Time:	
New expiry date/time A1:		FFP thawed by:	
To inventory A1 by:		Thaw minutes:	0
Whole blood unit B1 mls:	0	Thaw plasma centrif by:	
New expiry date/time B1:		Cryoppt frozen by:	
To inventory B1 by:		Cryoppt frozen date:	
Whole blood unit C1 mls:	0	Cryoppt labelled by:	
New expiry date/time C1:		Checked by 3:	
To inventory C1 by:		To inventory CRY1 Date:	
Whole blood unit D1 mls:	0	Cryoppt expiry date:	
New expiry date/time D1:		Cryoppt thawed Date/Time:	
To inventory D1 by:		Cryoppt use by Date/Time:	
		Checked by 4:	

Created By: On: Last Modified By: On:

New Separation **Modify** **Save** **Discard** **Query** **Refresh** **Exit**

Record: of 3

Form View

Nigerian National Blood Bank Inventory Management System - [Unit Separation And Fractionation Form]

File Operational Information Filters Info

NBTS Blood Unit Separation And Fractionation Form

Locate Component No :

Help **Component No:**

Separation/Fractionation (1) Separation/Fractionation (2) Separation/Fractionation (3) Units used for separation

Volume plasma removed mls:	0	Red cells C2 mls:	0
Red cells A2 mls:		Resuspend vol C2 mls:	0
Resuspend vol A2 mls:	0	Total vol C2 mls:	0
Total vol A2 mls:	0	New expiry Date/Time C2:	
New expiry Date/Time A2:		To inventory C2 By:	
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:	
New expiry Date/Time B2:		To inventory D2 By:	
To inventory B2 By:			

Thawed Cryo labelled by:

Thawed Cryoppt to pool by:

Thawed Cryoppt to inventory Date/Time:

Cryodepleted plasma to inventory Date/Time:

Created By: On: Last Modified By: On:

New Separation **Modify** **Save** **Discard** **Query** **Refresh** **Exit**

Record: of 3

Form View

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.

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Unit Separation And Fractionation Form]

File Operational Information Filters Info

NBTS Blood Unit Separation And Fractionation Form

Locate Component No :

Help **Component No:** **NG0900000007**

Separation/Fractionation (1) Separation/Fractionation (2) Separation/Fractionation (3) **Units used for separation**

Screened Units Used for this Separation

Unit Number
NG0900000032
NG200043

Add Modify Save Discard Delete

Record: 1 of 2

Created By: supervisor On: 14-Dec-2005 Last Modified By: supervisor On: 29-Dec-2005

New Separation Modify Save Discard Requery Refresh Exit

Record: 1 of 3

Form View

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
2. 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 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.

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

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Blood Bank Inventory Form]

File Operational Information Filters Info

NBTS Blood Bank Inventory Form

Display Inventory ...

☒ From Unit Data ☐ From Separation

Locate By Inventory Code: **Reset**

Locate By UnitNumber:

Locate By Component No:

Inventory Code: NGINV020008

Details(1) Reservation for Requisition

Reserved date/time:	<input type="text"/>
For Patient No :	<input type="text"/>
Request Reference No:	0 <input type="text"/> Honour Clear <<Requisitions made on this inventory
Patient Last Name:	<input type="text"/>
Patient First Name:	<input type="text"/>
Patient Hospital No:	<input type="text"/>
IS Result:	<input type="text"/>
AHG Result:	<input type="text"/>
IS/AHG By:	<input type="text"/>
Date/Time:of Xmatch	<input type="text"/>
Date/Time out:	<input type="text"/>
Date/Time in:	<input type="text"/>
Issued by:	<input type="text"/>
Received by:	<input type="text"/>
Date/Time out 2:	<input type="text"/>
Date/Time in 2:	<input type="text"/>
Date/Time out 3:	<input type="text"/>
Date/Time in 3:	<input type="text"/>

Created By: supervisor On: 02-Jan-2006 Last Modified By: supervisor On: 02-Jan-2006

New Inventory **Modify** **Save** **Discard** **Requery** **Refresh** **Exit**

Record: 1 of 2

Form View

NUM

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.

Nigerian National Blood Bank Inventory Management System - [Requests For Transfusions]

File Operational Information Filters Info

NBTS Requests For Transfusions Locate Request :

Help Request Ref No: NG0900000003
Hospital: Ihusamin
Request Logged Date\Time: 14-Dec-2005 11:46 PM

Requisition Details Requisition Questionnaire Cross Matching

Patient Name Last: Folami
Patient Name First: Salimat
Ward: B2
Doctor in charge: Dr Folami
Date of birth: 21-Aug-1980
Sex: F
Diagnosis:
Indication for Transfusion: Anaemia
Last Hgb/Hct:
Test date:
Requisition Status: Pending
Requisition Recorded By: MR FOLABI

Anti A: +/-
Anti B: +/-
Anti A,B: +/-
Anti D: +/-
O cells1 IS/AHG/Contl:
O cells2 IS/AHG/Contl:
Unexpected antibody:
ABO Group: AB
Rh(D) Type: Pos

Print Requisition Details Blood Bank Inventory Allocated

Created By: supervisor On: 14-Dec-2005 Last Modified By: supervisor On: 02-Jan-2006

New Request Modify Save Discard Requery Refresh Exit

Record: 14 of 2 (Filtered) FLTR NUM

Form View

National Blood Bank Inventory Management System User Guide

Nigerian National Blood Bank Inventory Management System - [Requests For Transfusions]

File Operational Information Filters Info

NBTS Requests For Transfusions Locate Request :

Help Request Ref No: NG0900000003
Hospital: nusamin
Request Date\Time: 14-Dec-2005 11:46 PM

Requestion Details Requestion Questionnaire Cross Matching

Is surgery planned? ☒
Procedure:

Surgery date:
Surgery time:
Rqest Whole Bld mls:
R.B.C.'s mls:
Pttlet conc number:
Cryoppt from no:
Cryodep plasma mls:
F. F. Plasma mls:

Date/time required:
Date/time of request:
Request made by:
Has patient had transfusion? ☐
Date of last Tx:
ABO group if known:
Rh (D) type if known:
Give blood bank ref:
Any transfusion reaction? ☐
If "yes" give details:
If pregnant give EDD:
Number of pregn's:
Year last pregnant:
Any neonatal jaundice or SB? ☐
If "yes" give details:

Created By: supervisor On: 14-Dec-2005 Last Modified By: supervisor On: 02-Jan-2006

New Request Modify Save Discard Query Refresh Exit

Record: 1 of 2 (Filtered)
Form View FLTR NUM

Nigerian National Blood Bank Inventory Management System - [Requests For Transfusions]

File Operational Information Filters Info

NBTS Requests For Transfusions Locate Request :

Help Request Ref No: NG0900000003
Hospital: nusamin
Request Date\Time: 14-Dec-2005 11:46 PM

Requestion Details Requestion Questionnaire Cross Matching

☐ A. R.B.C.'s ☐ B. R.B.C ☐ AB. R.B.C ☐ O RBC's
☐ A. W.B. ☐ B. W.B. ☐ AB. W.B. ☐ O W.B.

Xmatch unit number1:
IS/ AHG/ AHGControl#1:
Xmatch unit number3:
IS/ AHG/ AHGControl#3:
Xmatch unit number5:
IS/ AHG/ AHGControl#5:

Xmatch unit number2:
IS/ AHG/ AHGControl#2:
Xmatch unit number4:
IS/ AHG/ AHGControl#4:
Xmatch unit number6:
IS/ AHG/ AHGControl#6:

Compatibility Report

Created By: supervisor On: 14-Dec-2005 Last Modified By: supervisor On: 02-Jan-2006

New Request Modify Save Discard Query Refresh Exit

Record: 1 of 2 (Filtered)
Form View FLTR NUM

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.

The screenshot displays the 'NBTS Blood Bank Inventory System - [EnquiresAndReports : Form]' window. The main title is 'NBTS Blood Bank Inventory System' with a subtitle 'Enquires and Reports'. The interface is divided into several sections:

- Registration Form (Front Side):** Includes buttons for 'Registration Form (Front Side)', 'Registration Form (Backside)', 'Donations 56-175 days', 'Donations less than 56 days', 'Donors more than 175 days', 'Deferred Donors', and 'Donation Reminders (with 10 Days)'.
- Donations:** Includes buttons for 'Donor List', 'All Donors', 'Donations List', and 'All Donations'.
- Donors:** Includes buttons for 'Donation Site Report' and 'Counseling Report'.
- Statistics:** Includes a 'Test Method' section with 'Elisa' (checked) and 'Rapid' options. Below are buttons for 'M/F HIV', 'HIV By Age', 'HIV by Donations', 'M/F HBsAg', 'HCV By Age', 'HBsAg by Donations', 'M/F HCV', 'HBsAg By Age', 'HCV By Donations', 'M/F Sy', 'Sy by Age', and 'Sy By Donations'.
- Blood Bank Inventory Reports:** Includes buttons for 'Unit Data Reports', 'Separation \ Fractionation Reports', 'Blood Bank Inventory Reports', and 'Requests for Transfusion reports'.
- Export/Import:** Includes 'Export Data' and 'Import Data' buttons.
- Exit:** A button at the bottom right.

Filters for 'Location/Site' (NORTH WEST ZONE, KADUNA) and 'Month' (2006) are visible. A 'Reset' button is also present.

You 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

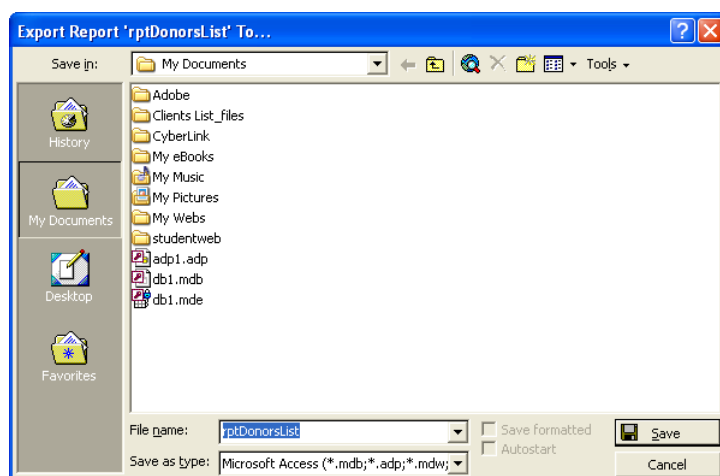
All reports can be printed directly to the printer. However, NBIMS offers the flexibility to export report in several file formats such as Microsoft Excel, rich text, snapshot format and any other format supported on your system.

National Blood Bank Inventory Management System User Guide

13.1.1 To export a report to other file format

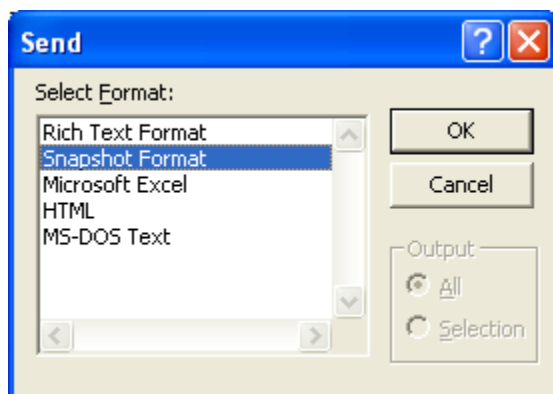
1. From the preview of the report, select **Export** from **File->Export Information** menu.
2. The dialog box shown below will be displayed.
3. Enter the file name in **File name**.
4. Select the file type to export to in **Save as type**; e.g. Microsoft Excel
5. Navigate to the directory\folder to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

Location	Counseled On	SurName	First Name	Donor Number	Sex	Age	Counseled by
Abuja	27-Dec-2005	ABINA		NGDNR090006			
	15-Dec-2005	Abashida	Marina	37	F	36	3
		ABU	FOLAYO	NG090000004	M		
		B	Alex	7	M	24	
		Bogart	Charles	4	m	45	
		Brown	Alf	10	M	20	
		Cindy	Basso	15	F	23	
		Crabb	George	35	M	58	
		DIRAN	CLADIPO	NG090000003	M		
		Franks	Paul	33	m	33	
		Gortzi	Mary	12	F	38	
		Grissens	Chris	16	m	27	
		Ha	Bart	8	M	22	
		Holland	Paul	17	M	36	
		JOHN	SMITH	NG090000005	M	49	



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.



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**".



The 'Export Data' dialog box has a title bar 'Export Data'. Below the title bar is a section labeled 'Export Data' in red. It contains two dropdown menus: 'What Do you want to Export?' with 'Donors' selected, and 'In what file format ?' with 'To Text File (*.txt)' selected. Below these are two buttons: 'Click To Export Specified Information' and 'Click To Export All Information' (in red text). At the bottom right is an 'Exit' button.

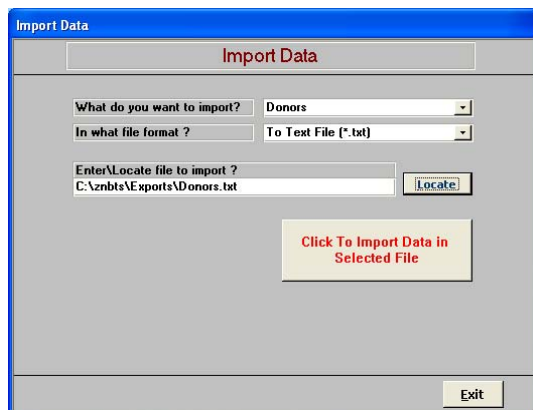
5. To export all information, click **"Click To Export All information"**. This will export all the information listed in the table above.

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"**.



The 'Import Data' dialog box has a title bar 'Import Data'. Below the title bar is a section labeled 'Import Data' in red. It contains two dropdown menus: 'What do you want to import?' with 'Donors' selected, and 'In what file format ?' with 'To Text File (*.txt)' selected. Below these is a text box labeled 'Enter/Locate file to import ?' containing the path 'C:\znbts\Exports\Donors.txt'. To the right of the text box is a 'Locate' button. Below these is a button labeled 'Click To Import Data In Selected File' (in red text). At the bottom right is an 'Exit' button.

14 Appendix

14.1 Example Reports