# Technical Specifications Bank
## FOR
## HEALTH EQUIPMENT AND DRUGS

# System Manual

**6 Feb. 2013 version**

# List of Contents

# 1   Introduction

A Technical Specifications Bank has been developed and instituted by the Logistics Management Division (LMD) of the Ministry of Health and Population. This bank contains technical specifications on the types of medical related equipment and drugs that LMD procures. As of February 2013 about 550 specifications have been uploaded into the bank. The bank has been available with open access on the internet since January 2013. The aim of this bank is to provide standard specifications for LMD when developing bidding documents.

This manual is a guide for LMD staff who are involved in maintaining the structure and contents of the bank.

The Technical Specification Bank is located on the website of the Logistics Management Division. Go to www.dohslmd.gov.np and click on the link **Technical Specifications Bank** on the left hand side of the page. The home page of the Technical Specification Bank will appear as in Screenshot 1.

**Screenshot 1:**
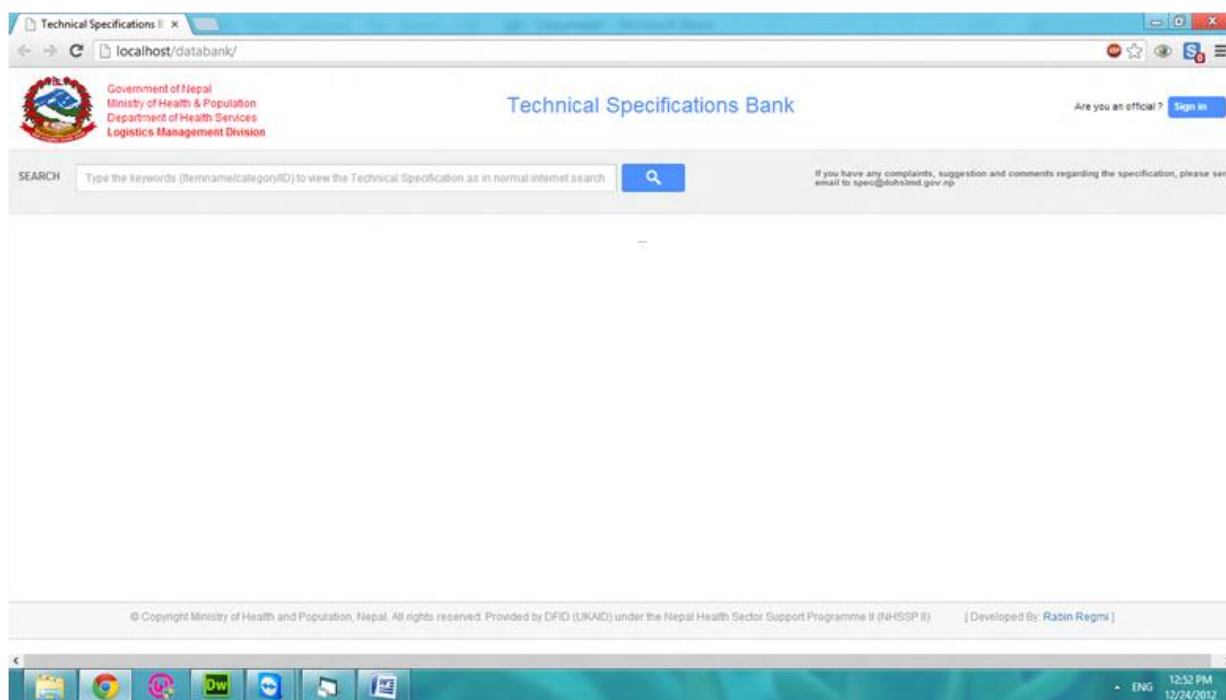


# 2   Data entry and approver persons

This manual is a guide for persons involved in entering data and approving changes to the contents and its design or structure:

1. **Data entry persons** — These persons can add in and delete technical specifications and add, edit and delete other data such as categories, names of technical specifications and key words. These users include biomedical engineers of the Logistics Management Division and consultants working for LMD who are trained on maintaining the information in the bank. They need a user name and password to do this work. It is recommended that at any time at least two LMD personnel are trained data entry users. These persons should have a biomedical engineering background. Data entry persons act as system administrators.

2. **Approvers:** Only approvers can approve the uploading of technical specifications for inclusion in the bank and the deleting of specifications. These persons cannot add, edit or delete the technical specifications or any other data. New or amended specifications can only be added or amended on the master databank after being approved by approvers. This also applies for deleting existing specifications. Approvers should be senior LMD managers. They need user a name and password to be able to approve changes to the databank.

# 3 Signing in

All data entry and approver persons will be assigned a user name and password by a senior LMD officer.

For carrying out tasks, data entry persons and approvers should click on the **Sign In** button at the top right hand corner of the home page of the Technical Specifications Bank (see Screenshot 2) and then enter their username and password and click again on the **Sign In** button.
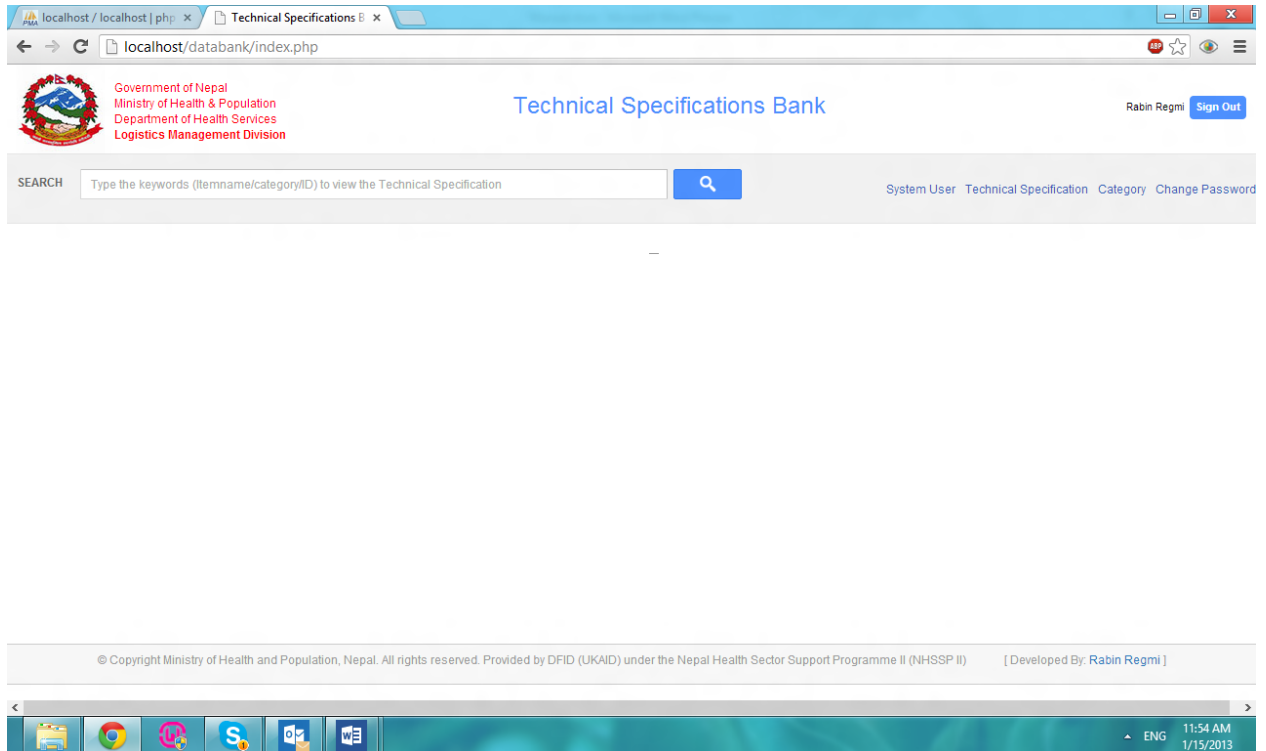
**Screenshot 2:**
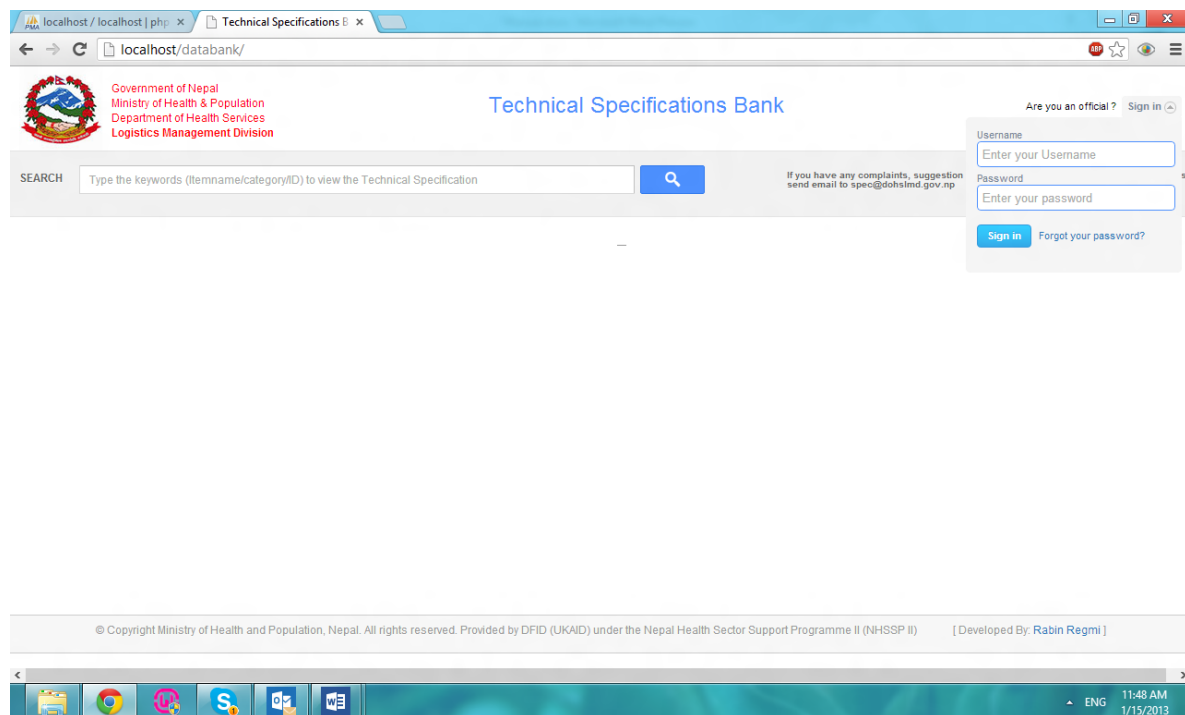


# 4 Data entry interface

Once a correct user name and password have been entered the page shown in Screenshot 3 will appear. This includes the following menu items (links) to the right of the search box for use by data entry persons and approvers:

- **System User**: The entry point for system administrators to change the design (structure) of the databank.
- **Technical Specification**: To add or delete a technical specification or to change the description, key words and category of individual specifications.
- **Category**: To add or edit one of the categories of technical specifications (see Annex 1 for list of current categories).
- **Change Password:** To change the password of the person logged in.

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**Screenshot 3:**



## Adding data entry and approver persons

Data entry and approver persons can add new data entry and approver persons. To do this click on **+Add User** (see Screenshot 4). Screenshot 5 will appear. Enter the requested information and click on the **Register New User** button.

**Screenshot 4:**
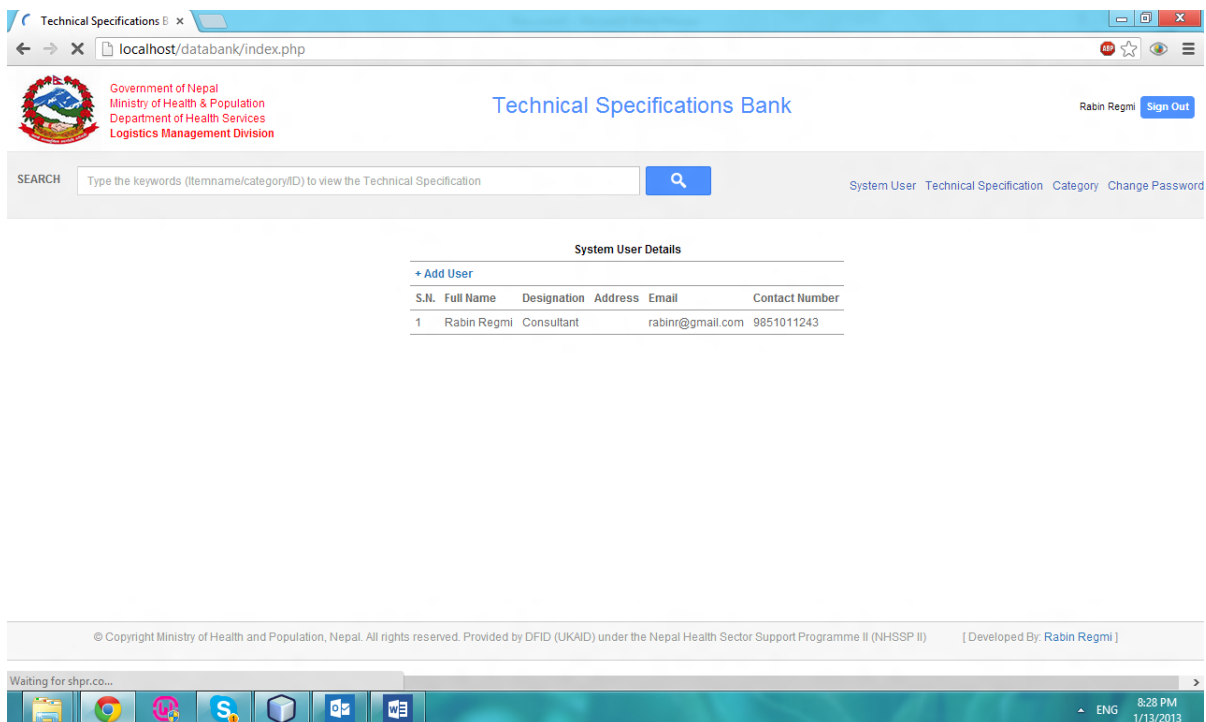


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If the new user is successfully created, the screen at Screenshot 6 will appear to enable the new person to add a new specification or delete and upload a new version of an existing specification.

**Screenshot 6:**



## Adding, changing and deleting specifications

To add a new specification:

- Prepare a Word document of a technical specification and convert this into a pdf.
- Click on the **Add new specification** button in Screenshot 6, browse to the pdf document for uploading and upload it.

Screenshot 7 will appear if the new specification pdf is successfully uploaded.

**Screenshot 7:**

To change and delete existing specifications:

- Click on the **View/Edit/Delete** button shown at Screenshot 6 and select the category under which the specification comes (see list of categories at Annex 1).
- Then the screen at Screenshot 8 will appear (shown with the example of the specifications under the category HIV/AIDS). Delete the specification in question by pressing the appropriate **Delete** button.

Note that the specifications are kept as pdf files in the databank and so changing a specification involves deleting the old one and uploading a new version of the pdf.

**Screenshot 8:**
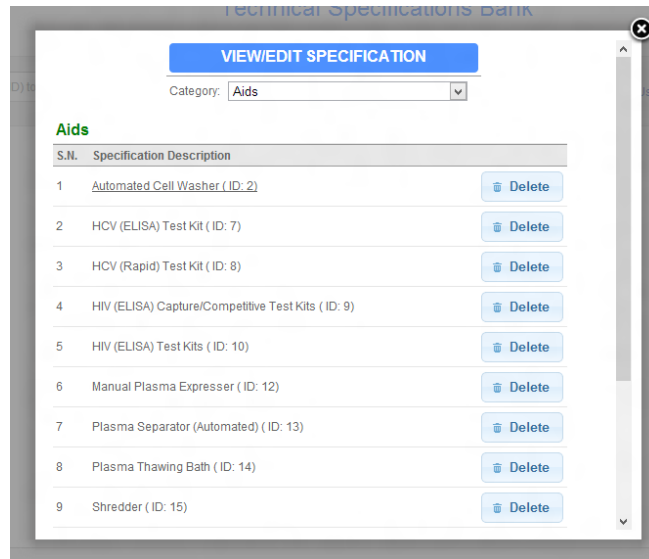


When deleting a specification a message will appear to confirm or cancel deletion (see Screenshot 9).

**Screenshot 9:**
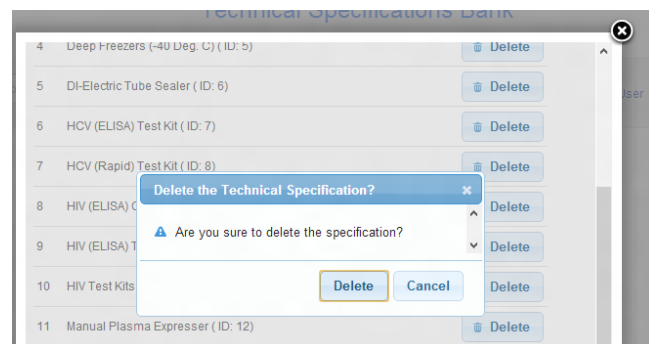


If the specification name is clicked on the page at Screenshot 8 (not the **Delete** button), then the screen at Screenshot 10 appears. This is *not* the technical specification, but the description, key words and category of the item.

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Make any changes and then click **Modify Specifications** to save the changes, after which the screen at Screenshot 11 will appear.
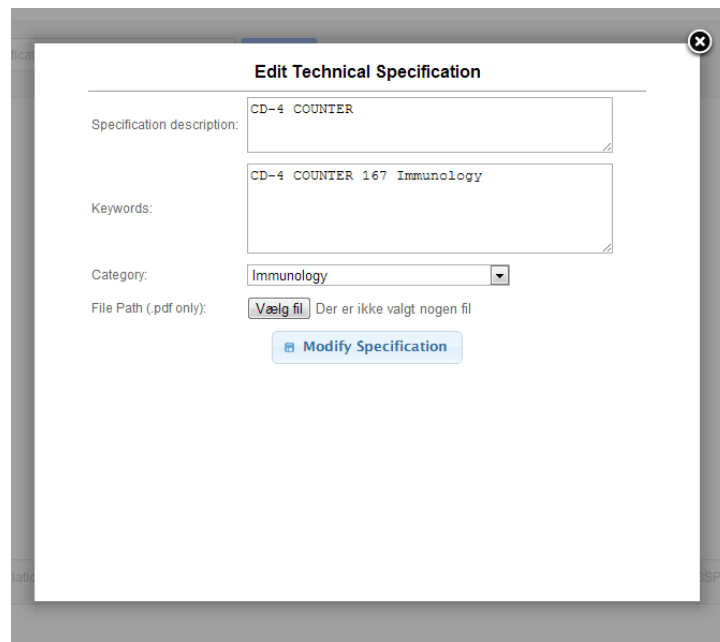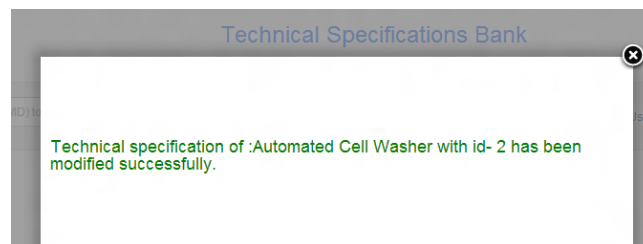
## Category

Once finalised the databank will hold 45 categories of medical equipment and drugs (see Annex 1 for full list). Note that some items appear in more than one category.

To add a new category or edit or delete an existing category click on the **Category** button, which is shown in Screenshot 3. Screenshot 12 will then appear.

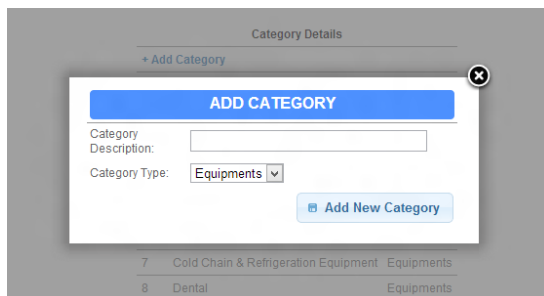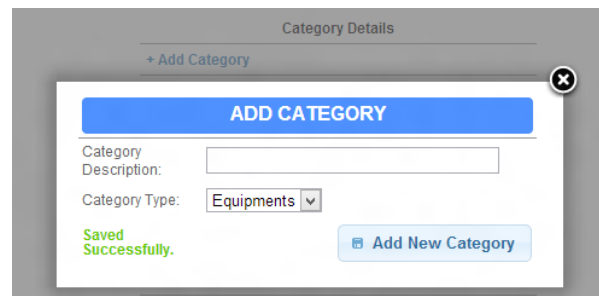| Category Details | | |
|---|---|---|
| **+ Add Category** | | |
| **S.N.** | **Description** | **Type** |
| 1 | Aids | Equipments |
| 2 | Anaesthesia & OT | Equipments |
| 3 | Biotechnology Specs | Equipments |
| 4 | Blood Bank | Equipments |
| 5 | Burns and Plastic Surgery | Equipments |
| 6 | Cardiology & CTVS | Equipments |
| 7 | Cold Chain & Refrigeration Equipment | Equipments |
| 8 | Dental | Equipments |
| 9 | Diagnostic Equipment | Equipments |
| 10 | Family planning set | Equipments |
| 11 | Forensic Medicine Equipment | Equipments |
| 12 | General Supplies | Equipments |
| 13 | Hematology | Equipments |

Then click on **+ Add Category** and the box at Screenshot 13 will appear. Then type in the category description and select the category type i.e. hospital furniture. Then click the **Add New Category** button to add the category into the system. The screen at Screenshot 14 will appear if the action is successful.

**Screenshot 13:**                                                        **Screenshot 14:**



## Changing password

To change a person's password click on **Change Password** (see Screenshot 3). The screen at Screenshot 15 will appear. Enter the old and new passwords, retype the new password and click on the **Change Password** button to change the password.
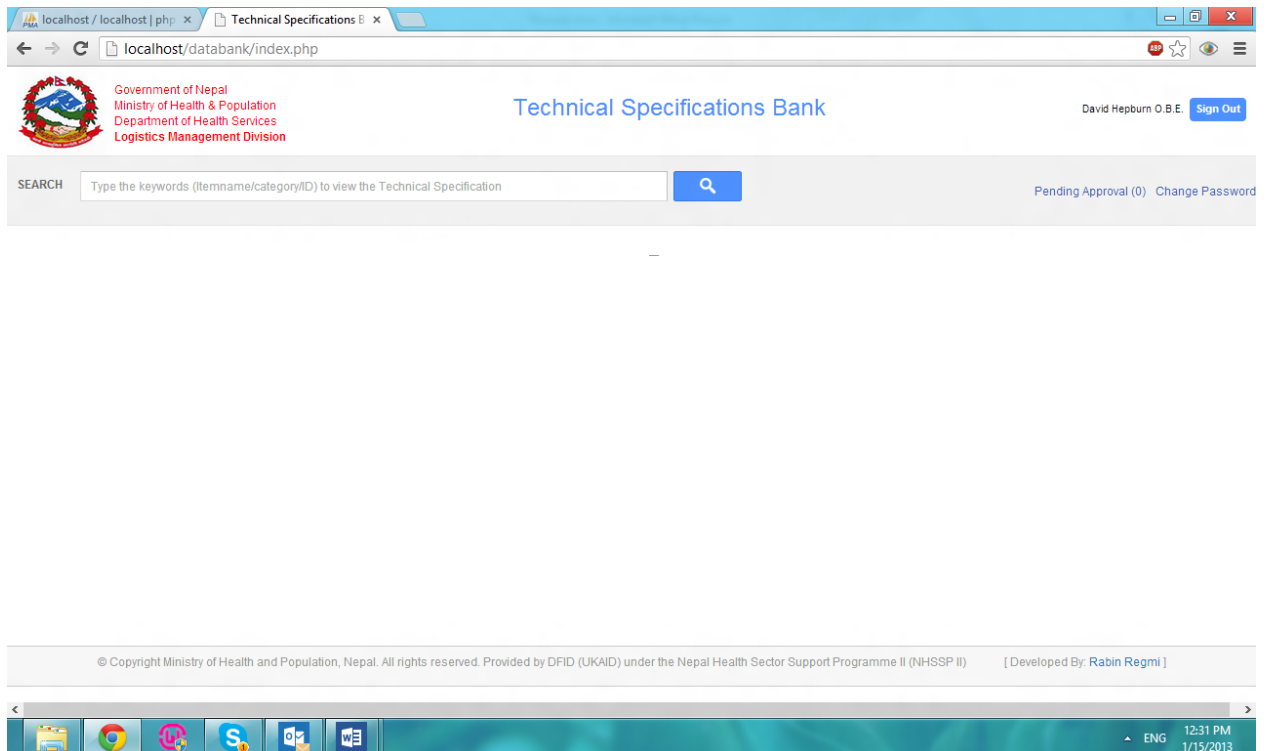
**Screenshot 15:**

# 5    Approver interface

After approvers sign in from the home page, they will see the screen at Screenshot 16. This page has the following menu items to the right of the search box:

- **Pending approver:** Click here for a list of new, edited and deleted specifications uploaded by a data entry person which have yet to be approved;
- **Change password**

**Screenshot 16:**



## Pending approval

Click on **Pending Approval** to approve a new specification or the editing or deletion of an existing specification. The number of specifications awaiting approval will show in brackets to the right of the link. The screen at Screenshot 17 will appear.

**Screenshot 17:**



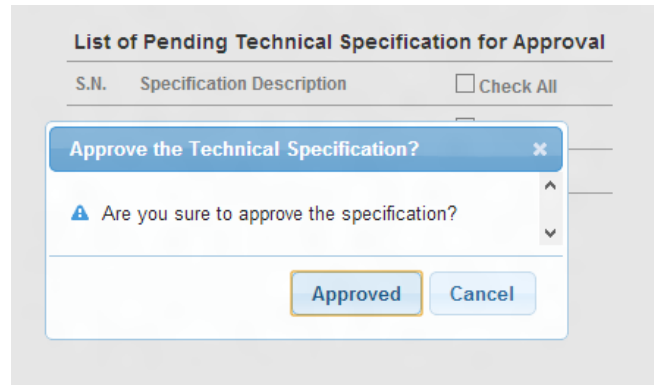To approve individual changes click on the box to the right of the item to select the item. To accept all the listed changes select **Check All** at the top.  Then the screen at Screenshot 18 will appear. Click on the **Approved** button to approve the selected changes.
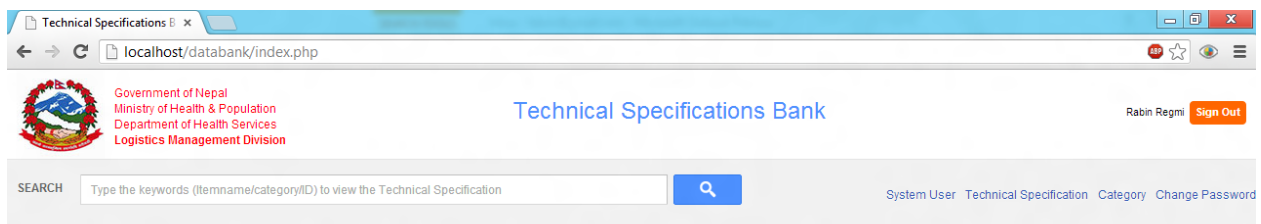
# 6    Signing out

It is important to sign out after finishing using the databank by clicking on the **Sign Out** button to end the session (see right side of Screenshot 19).

**Screenshot 19:**



# 7    Looking up a technical specification

The databank provides open access to anyone with an internet connection to see the specifications of equipment and drugs that LMD procures on behalf of the Ministry of Health and Population's divisions, centres, departments and other entities. Finding a specification is just like doing an ordinary internet search using key words. The technical specifications are pdf documents that can easily be downloaded.

General users can search for item specifications using the following types of key words:

- item name;
- category (see Annex 1); or
- identification number. This number is a unique number assigned to each item in the databank.

Users simply type in the key words in the search box. The results then appear below (see example for searching on 'incubator' in Screenshot 2).

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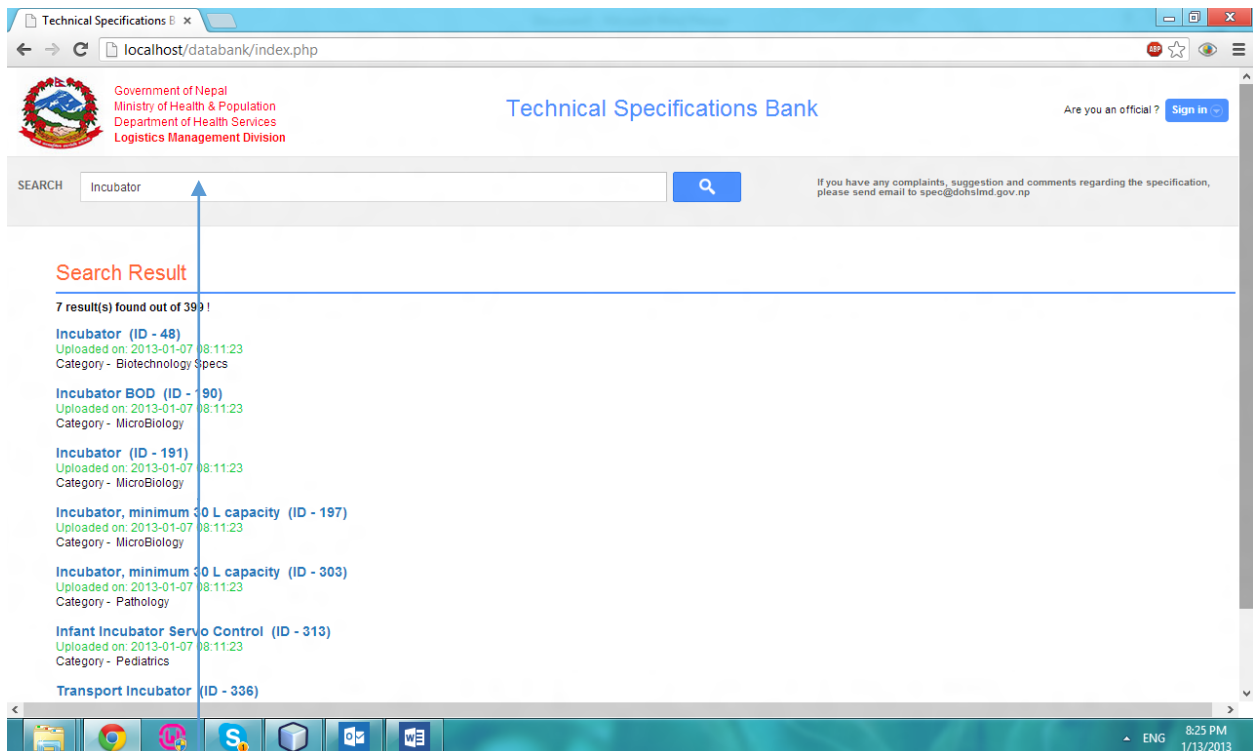
**Screenshot 20:**



*Search box*

Note: as in a normal internet search the databank will generate a drop down list of options for users to choose from when only the first few letters of the word in question are typed in, such as 'inc' for incubator. See example in Screenshot 21.

**Screenshot 21:**
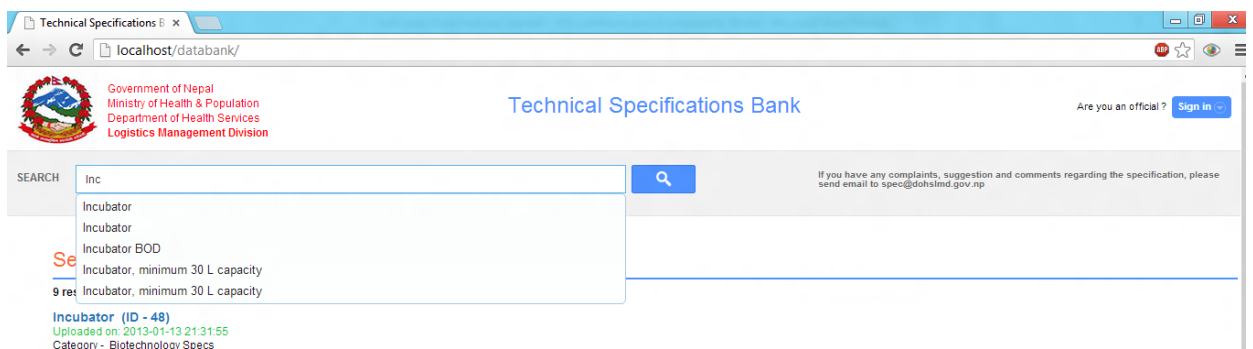


To view the detailed technical specification of the particular item (for example an incubator), click on the name of the item with the ID: for example Incubator (ID-48) in Screenshot 20. You will then see a pdf with LMD's detailed technical specifications (see Screenshot 22 for top part of a specification).

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## Screenshot 22

**Incubator**

| S.N. | Purchaser' Specifications | Bidder's Offer | Deviation if any | Page no. of catalogue/ datasheet/ manual |
|------|---------------------------|----------------|------------------|-------------------------------------------|
| | **Incubator** | | | |
| | **Manufacturer** | | | |
| | **Brand** | | | |
| | **Type / Model** | | | |
| | **Country of Origin** | | | |
| **1** | **Description of Function** | | | |
| 1.1 | Incubator is a closed chamber which heats/chill a sample at a preset temperature for long term for applications like culture growth etc. | | | |
| **2** | **Operational Requirements** | | | |
| 2.1 | Microprocessor/Microcontroller/Microcomputer controlled system. | | | |
| **3** | **System Configuration** | | | |
| 3.1 | Incubator with display and alarms facility. | | | |
| **4** | **Technical Specifications** | | | |
| 4.1 | Capacity: 120 L | | | |
| 4.2 | Interior chamber: Stainless steel for easy | | | |

**Annex 1:     Categories used in the Technical Specifications Bank**

Note, as of February 2013 only 34 of these 45 categories have been uploaded into the bank. The rest should be included soon.

1. HIV/AIDS
2. Anaesthesia & OT
3. Biotechnology
4. Blood Bank
5. Biochemistry
6. Burns & Plastic Surgery
7. Cardiology & CTVS
8. CCU
9. Cold chain & Refrigeration
10. Dental & Dental Surgery
11. Dermatology & STD
12. Diagnostic Equipment
13. Emergency Department
14. Endocrinology
15. ENT
16. Family Planning Set
17. Forensic Medicine Equipment
18. Food Lab Equipment
19. General Supplies
20. Gastroenterology
21. Haematology
22. Histopathology
23. Hospital Furniture
24. Immunology
25. Instruments surgery & others
26. Microbiology
27. Nephrology
28. Neurosurgery
29. Neurology
30. Nutrition & Dietetics
31. Obstetrics & Gynaecology
32. Ophthalmology
33. Orthopaedics
34. Pathology
35. Paediatrics
36. Physiotherapy
37. Physiology
38. Psychiatry
39. Radiology
40. Radiotherapy
41. Respiratory Medicine
42. Surgery
43. Transportation Equipment
44. Urology
45. Waste Management