

MEDICAL SUPPLIES DIVISION

USER MANUAL

Hospital Admin — User Creation & Item Assignment

(For Estimation Purpose)

Swastha Health Information System

Module	Hospital Admin — User & Item Setup
Applicable System	Swastha HIS
Audience	Hospital Admin
Document Type	User Manual

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1. Introduction

This manual explains how a Hospital Admin creates new system users, assigns additional roles, sets up warehouses, assigns users to warehouses, and assigns items to warehouses in Swastha HIS. Completing these setup tasks correctly is a prerequisite for the Annual Estimation process.

2. Role

Role	Hospital Admin
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3. Prerequisites

Before performing these tasks, confirm the following are in place:

- This process is governed by Circular No. MSD/ICT/Swastha/User Regis./2024, “User Access Management in the Swastha System,” dated 12th May 2025.
- Hospital Admin access must be requested from the Medical Supplies Division.
- The user must hold the Hospital Admin role to perform these tasks.
- The user registration form is available on the MSD website: <https://msd.gov.lk/forms/>
- Institutional Head user creation or transfer must be carried out through the MSD ICT Unit.

4. Process Overview

Setting up a hospital for estimation involves four sequential steps:

1. Create New User
2. Create New Warehouse
3. Assign User to Warehouse
4. Assign Item to Warehouse

5. Step 1 — Create New User

5.1 Log In and Select Role

Log in to the system and select the Hospital Admin role.

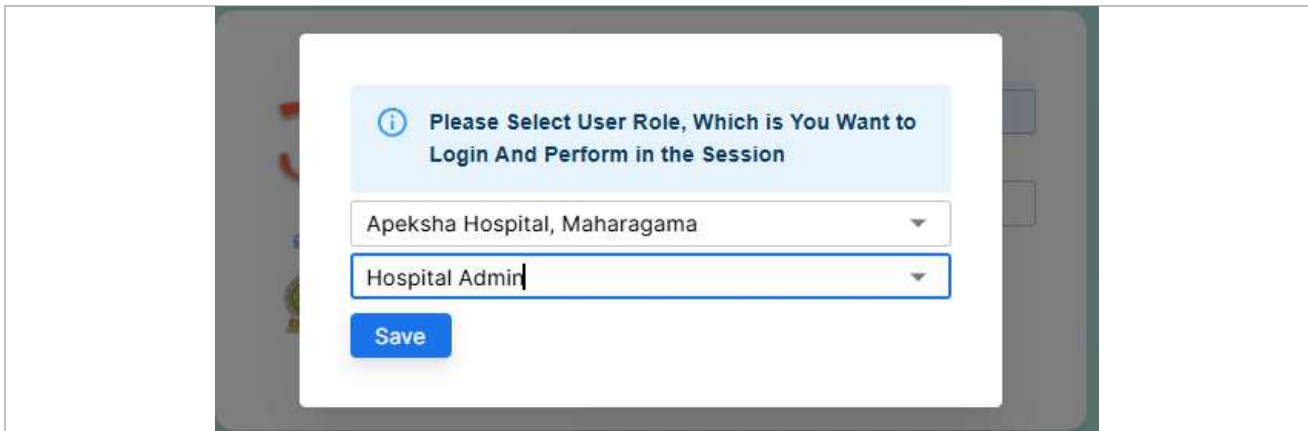


Figure 5.1 — Role selection at login

5.2 Select Employee Management

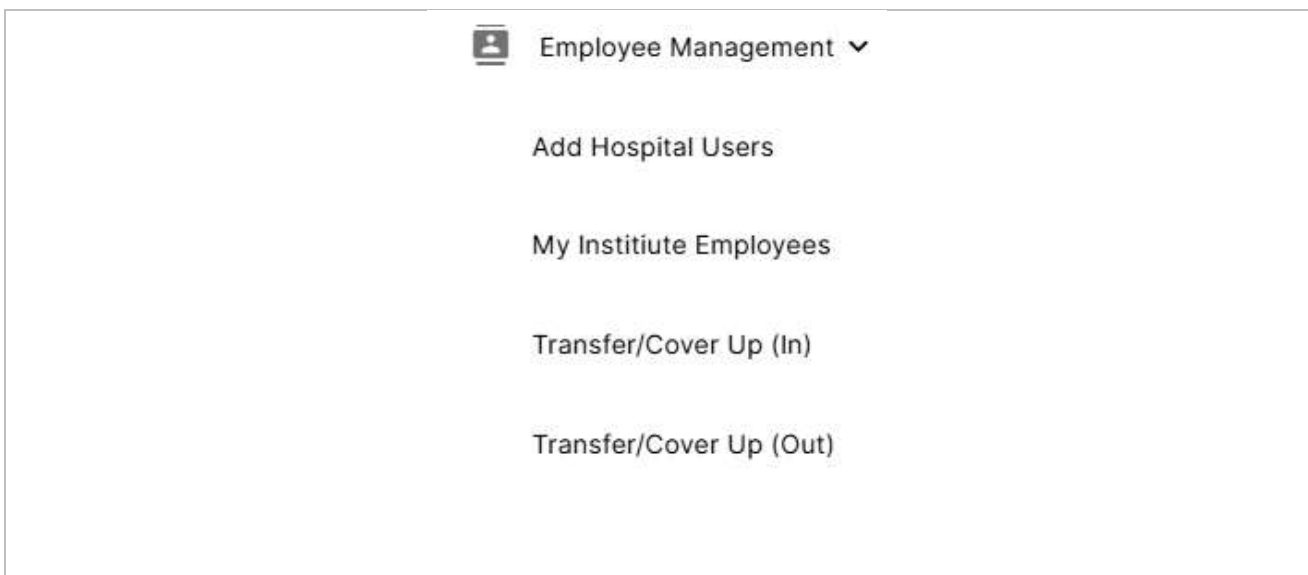


Figure 5.2 — Employee Management menu

5.3 Add New User

Click Add Hospital User and enter the required details: Name, Contact Number, User Type (Role), Designation, NIC No., Email, and Address. Then click Save.

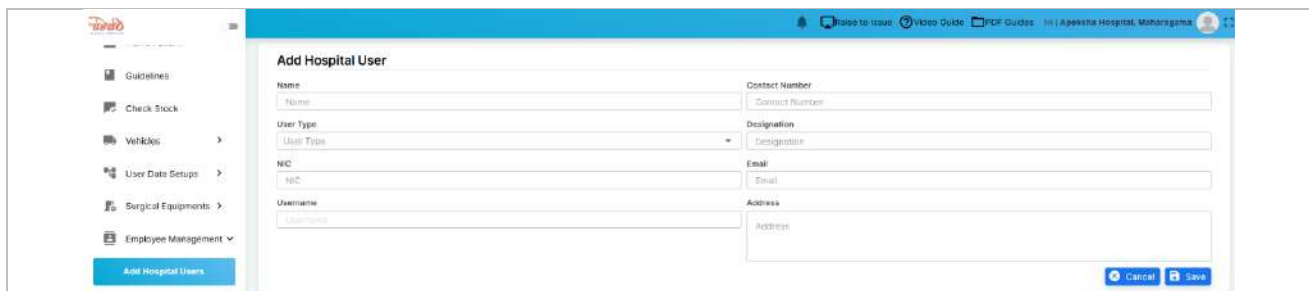


Figure 5.3 — Add Hospital User form

5.4 Add Additional Roles

1. Search for the relevant user and click Add Additional Role.



Figure 5.4 — Add Additional Role option

2. Select the additional role(s) and click Save.

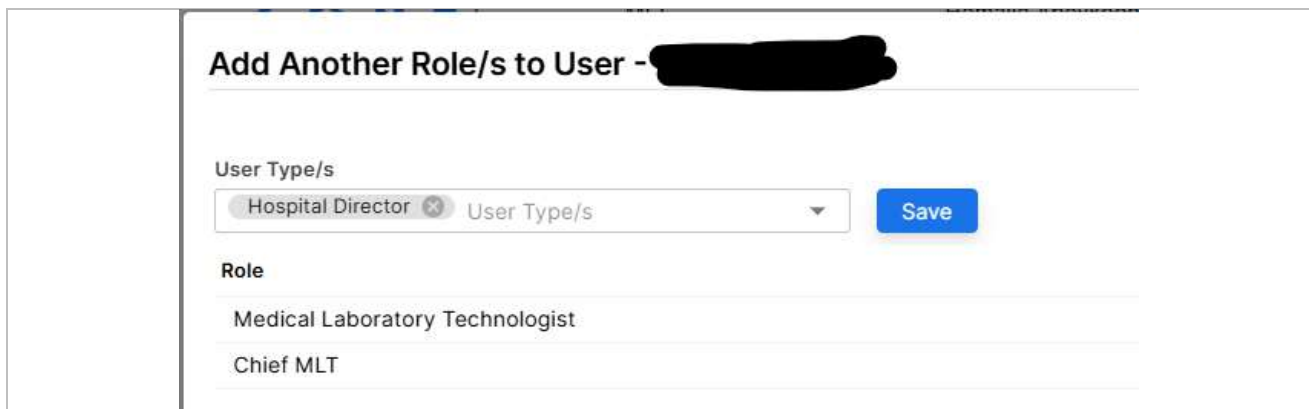


Figure 5.5 — Assign additional roles

6. Step 2 — Create New Warehouse

Path

User Data Setups >> Manage Drug Store

Enter the relevant warehouse details.

Note: Follow Circular No. MSD-ICT-Swastha-Circular-2025, “Standardization of Warehouse Nomenclature in the Swastha System,” dated 28th July 2025, when naming the warehouse.

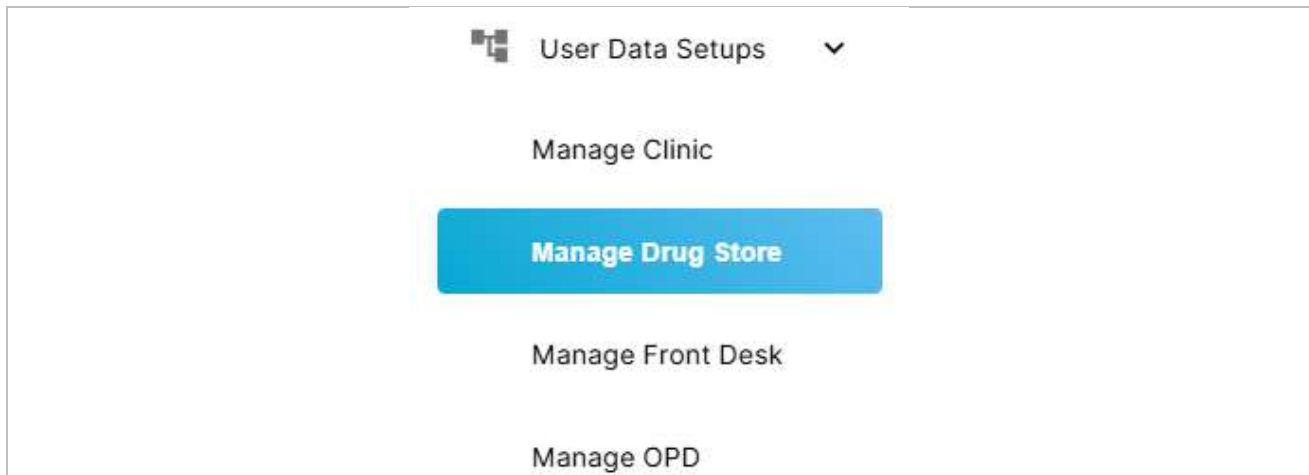


Figure 6.1 — Manage Drug Store

7. Step 3 — Assign User to Warehouse

- Click the view icon (eye icon) to open the required store.

ACTIVE DRUG STORE		DEACTIVE DRUG STORE		UNSERVICEABLE DRUG STORE	
Search		Search		Search	
Drug Store id	Name	Location	Type	Action	
☒ 0471-AHM-PHA-003	AHM drug store (Retired)	MAHARAGAMA	Unservisable	 	
☒ 0476-AHM-PTF-001	Apeksha Gen Consum Stores (Retired)	Apeksha Hospital	Unservisable	 	
☐ 0476-AHM-CFB-001	Apeksha General Stores	Apeksha Hospital	Servisable	 	
☒ 0471	Apeksha Hospital-Drug (Retired)	Apeksha Hospital Maharagama	Unservisable	 	
☐ 0474	Apeksha Hospital-LAB	Apeksha Hospital Maharagama	Servisable	 	
☐ 0474-AHM-LAB-005	Apeksha hospital-Lab-05		Servisable	 	
☐ 0474-AHM-LAB-006	Apeksha Hospital lab-06		Servisable	 	

Figure 7.1 — Warehouse list

- Select the Assign Employee tab and click the add button.

ASSIGN EMPLOYEES

 Assign Employee

Figure 7.2 — Assign Employee tab

- Select the relevant role and the user, then click Save.

Add Employee

Employee Type

Drug Store Pharmacist

Employee Name

M.A.C.M.Ihjas

Save

Figure 7.3 — Select role and user

8. Step 4 — Assign Item to Warehouse

6. Click the view icon for the requested warehouse and select the Warehouse tab.



Figure 8.1 — Warehouse tab

7. Click the + icon in the Action column.

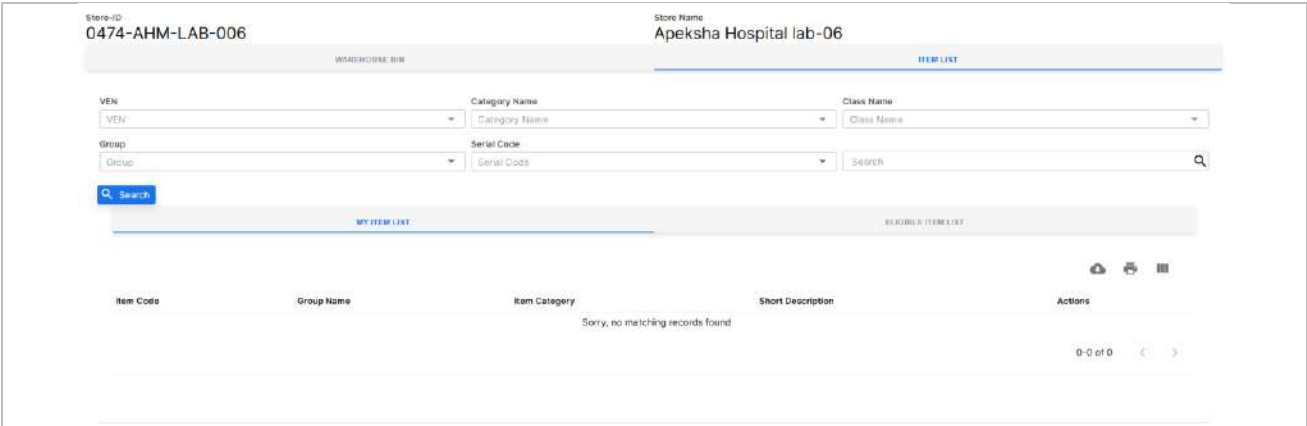


Figure 8.2 — Add item action

8. Select the Item List tab, then the Eligible Item List tab.

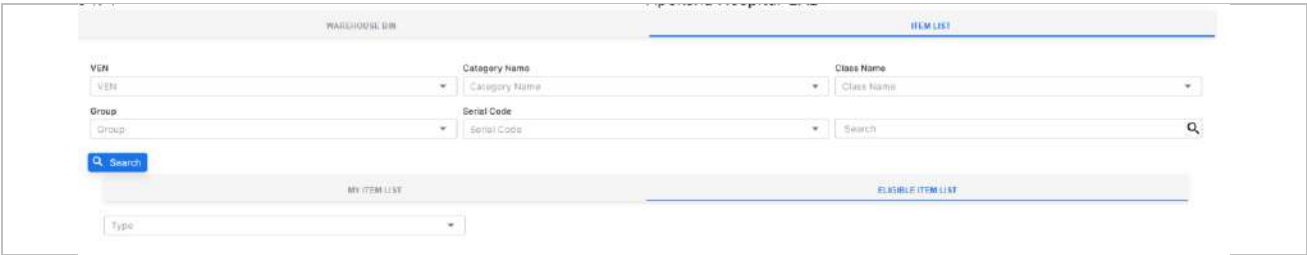


Figure 8.3 — Eligible Item List tab

9. Filter the required item category, class, group, or SR No.

VEN: VLS, Category Name: Category Name, Class Name: LC - Laboratory Consumable, Group: Group, Serial Code: Serial Code, Search: [Search]

MY ITEM LIST: Type: [Type], Added Items: 0/0 selected

- ☐ All Items 0/420 selected
- ☐ Centrifuge tube: polypropylene, autoclavable, screw capped, autoclavable capacity 15 ml
- ☐ Bottle-dropping Amber glass with grip stopper, capacity 100ml
- ☐ Micro centrifuge tubes: 0.2 ml PCR grade, clear tubes in strips (8 tubes) with 8 strip caps Realtime PCR machine,
- ☐ Micro centrifuge tubes for amplification; Flat-shaped lids, size 0.2 ml individual tubes, sterile, (PCR grade)

Figure 8.4 — Filter items

MY ITEM LIST: Type: [Type], Added Items: 0/0 selected

- ☒ All Items 0/420 selected
- ☒ Centrifuge tube: polypropylene, autoclavable, screw capped, autoclavable capacity 15 ml
- ☒ Bottle aspirator-polythene with stopcock & carrying handle capacity 10,000ml
- ☒ Screw capped test tube for swabs, autoclavable, polypropylene, approximately 15x100 mm
- ☒ Test tube rack: circular, 140mm diameter, 82mm high, tube size 16mm
- ☒ Filter paper for blotting purpose
- ☒ Blotting sheets to absorb an excess of liquid substances approx. size - 46x57 cm, thickness 0.5 mm
- ☒ Funnel: borosilicate 3.3, 60 cone angle, diameter 100mm
- ☒ Cryo pen (With different colours)

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Submit

Figure 8.5 — Filtered item list

10. Select the “select all” checkbox, then click the > arrow to add the items.
11. After selecting all the items, click Submit.

ELIGIBLE ITEM LIST: Added Items 420/420 selected

- ☒ Centrifuge tube: polypropylene, autoclavable, screw capped, autoclavable capacity 15 ml
- ☒ Bottle-dropping Amber glass with grip stopper, capacity 100ml
- ☒ Micro centrifuge tubes: 0.2 ml PCR grade, clear tubes in strips (8 tubes) with 8 strip caps Realtime PCR machine,
- ☒ Micro centrifuge tubes for amplification; Flat-shaped lids, size 0.2 ml individual tubes, sterile, (PCR grade)
- ☒ LX100/200 6 month PM Kit for One Lambda LABScan 100 I Model: Luminex 100/200I & XPONENT Software
- ☒ Weighing bottle, tall form, borosilicate glass, flat bottomed with push-on glass lid, diameter 30mm, depth 50mm
- ☒ Bottle aspirator, borosilicate, tubulated at bottom with stoppercock & stopper 5000 ml

Submit

Figure 8.6 — Select and submit items

To – Director
Medical Supplies Division

SWASTHA System User Registration Form

Institution Code & Name

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User Details

Name with Initials			
Full Name			
NIC		Mobile No	
Designation			
Email ID			
Nature Of Duty			

I certify that the above details are true and correct on behalf of my knowledge.

.....
Signature

.....
Head of the Institution

.....
Date

.....
Date

FOR SWASTHA ADMIN USE

Approved: ☐

Registered: ☐

Username:

User Role:

Authorized Signature:

Signature:

Designation:

Date: