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## Summary of changes

<table>
<thead>
<tr>
<th>Document Release</th>
<th>Date</th>
<th>Description</th>
<th>Prepared by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>13/01/2010</td>
<td>First draft</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 2</td>
<td>19/01/2010</td>
<td>Added new figure to illustrate clearing the filter.</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 3</td>
<td>23/04/2010</td>
<td>Update for Excluded substances and Tolerance Level.</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 4</td>
<td>15/06/2010</td>
<td>Added Tolerance Level % definition and Glossary</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 5</td>
<td>23/07/2010</td>
<td>Added updated content for NDS SPA 1.2</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 6</td>
<td>23/12/2010</td>
<td>Made content generic. Added Localization section.</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 7</td>
<td>29/12/2010</td>
<td>Excel Column Description</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 8</td>
<td>19/05/2011</td>
<td>Added Security section</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 9</td>
<td>06/12/2011</td>
<td>Added Workflow Diagram section and updated the Detail Reports section</td>
<td>MCO</td>
</tr>
<tr>
<td>Version 10</td>
<td>08/12/2011</td>
<td>Updated content for Lock Cells</td>
<td>BL</td>
</tr>
</tbody>
</table>
1. Introduction

The NDS SPA (Statistics Processing & Analysis) application will facilitate data comparison between data sent by domestic traders against data existing in NDS database used by local drug control authorities.

The application will use Microsoft Excel spreadsheets as default format to load data and will process them comparing against data stored in NDS database.
2. Glossary

**NDS**: National Drug Control System (current system for producing and managing Import/Export authorizations as specified by the INCB. Manufacturer of the system is the UNODC)

**NDS SPA**: NDS Statistics Processing & Analysis (system that reads annual excel data from establishment, validates the data, and then imports the valid data into the NDS database.

**EAN / GLN**: Global Location Number (Establishment ID)

**EAN / GTIN**: Global Trade Item Number (Substance or Preparation ID)

**EMM**: Establishment Management Module (A module in NDS)

**UI**: User Interface

**UNODC**: United Nations Office on Drugs and Crime (Agency of the United Nations based in Vienna)

**INCB**: International Narcotics Control Board (Agency of the United Nations based in Vienna)
3. General Information

3.1 Description

NDS SPA application has been developed using .NET technologies in order to create a smooth interface for easy data comparison.

3.2 Assumptions, Dependencies, Constraints

The application will load any Microsoft Excel file in any version from Microsoft Office 2003. The application doesn’t rely on Microsoft Office to be installed on user’s PC, it has its own internal procedures in order to load Excel spreadsheets.

**Valid unique EAN / GLN code** for Establishment **is mandatory**, without it, the application can’t do further data processing.

**Valid unique EAN / GTIN code** for preparations and substances **is mandatory**, without it, the application can’t do further data processing.

The NDS EMM (Establishment Management Module) access should be set to read-only since the data entered will be automatically imported by the NDS SPA, overwriting any existing domestic data.

NDS SPA application is launched **ONLY** from NDS, users click icon MyNDS , then a window called Execute External Application appears, then select NDS SPA (Annual Statistics Module) and click Start button to launch it:
### 3.3 Mapping Excel Report to NDS Database

The data columns in the excel annual statistics spreadsheet report are mapped to the data columns in the NDS database in the following way:

<table>
<thead>
<tr>
<th>#</th>
<th>Excel Column</th>
<th>NDS SPA Column</th>
<th>Export</th>
<th>NDS EMM Table</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Quantity held in stock on 1st January</td>
<td>OPEN_STOCK_QTY</td>
<td>N</td>
<td>NDS_MST_ESTABSTOCKS</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Import (+)</td>
<td>IMPORT_QTY</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Domestic Purchase (+)</td>
<td>DOMESTIC_PURCHASES_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMDP</td>
<td>Stock +</td>
</tr>
<tr>
<td>4.</td>
<td>Quantity Produced (+)</td>
<td>PROD_OBTAIN_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMMF</td>
<td>Qty MFT +, Stock +</td>
</tr>
<tr>
<td>5.</td>
<td>Quantity Manufactured (+)</td>
<td>MANUF_OBTAIN_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMMF</td>
<td>Stock +</td>
</tr>
<tr>
<td>6.</td>
<td>Re-packaging (+)</td>
<td>STOCK_ADJUST_PLUS_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMST</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Export (-)</td>
<td>EXPORT_QTY</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Quantity Supplied directly by your company to end-users only (-)</td>
<td>DOMESTIC_RET_SALES_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMCNSUEDDTLS</td>
<td>NTESED_TRADINGESTA BCODE = “ESTB-3270”. Estab. Type to be changed to “LAGER”</td>
</tr>
<tr>
<td>9.</td>
<td>Quantity supplied to an intermediary in the supply chain (-)</td>
<td>DOMESTIC_WHOL_SALE_S_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMDS</td>
<td>Stock –</td>
</tr>
<tr>
<td>10.</td>
<td>Quantity Used for the Production (-)</td>
<td>PROD_USED_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMEMEPREPDTLS</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>Description</td>
<td>Field Name</td>
<td>Power</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Quantity used to manufacture Schedule III preparations (-)</td>
<td>SCHEDIII_USED_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMSC HIIDTLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Qty sched III +, Stock -</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Quantity Used for the Manufacture (-)</td>
<td>MANUF_USED_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMMFP GUSEDDTLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Required fake substances for NDS_TRN_E MMEFGOBTA INEDDTLS: NTST--- (NARC) PTST--- (PSYC) CTST--- (PREC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stock -</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Quantity used for the manufacture of non-psychotropic substances or products</td>
<td>MANUF_NONPSY_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMNO NPSYCHODTLS (???)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stock -</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Re-packaging (-)</td>
<td>STOCK_ADJUST_MINUS_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMST KADJMNTDTLS (-)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stock -</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Losses during the Production (-)</td>
<td>LOSSES_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMLO SSESDTLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Losses +, Stock -</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Total for Destruction (If applicable) (-)</td>
<td>DISPOSAL_QTY</td>
<td>Y</td>
<td>NDS_TRN_EMMDI SPOSALDTLS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Disposal + Stock -</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Quantity held in stock on 31st December</td>
<td>CLOSING_STOCK_QTY</td>
<td>Y</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stock adjustment to adjust calculated NDS stock to match SPA / annual statistics spreadsheet closing stock</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **Y** indicates a Yes response.
- **N** indicates a No response.
- **-** indicates a Blank response.
3.4 Errors and Warnings

On the Cover Page comparison an error occurs when there is a discrepancy in the EAN Code, Responsible Person values or the number formats. A warning occurs if there is a discrepancy in any of the other fields.

In the detail reports an error occurs if any of the substances or preparations have a base value discrepancy higher than the set tolerance level. All other discrepancies that are not on the base level or have a discrepancy of less than the set tolerance level, are highlighted as warnings.

In the base report errors occur when there are discrepancies higher than the set tolerance level on Import, Export and calculated closing stock in excel. Discrepancies in the Narcotics Control comparison and Opening Stock Excel vs. NDS only generate warnings.

Table: Error and Warning descriptions

<table>
<thead>
<tr>
<th>Check Type</th>
<th>Check Level</th>
<th>Check Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Check</td>
<td></td>
<td>EAN Code</td>
<td>If EAN Code from Cover Page doesn’t match any EAN Code in NDS Establishment Master then an error message is added to validation protocol.</td>
</tr>
<tr>
<td>General Check</td>
<td></td>
<td>Responsible Person</td>
<td>If the Responsible Person Last Name value from the Cover Page doesn’t match with a corresponding value in the NDS Establishment Master Communication details then an error message is added to the validation protocol. If the Last Name is valid but Title and First Name are not valid then a warning message is added to the validation protocol.</td>
</tr>
<tr>
<td>General Check</td>
<td></td>
<td>Other data fields on Cover Page</td>
<td>If the value doesn’t match with a corresponding value in NDS then a warning message is added to the validation protocol.</td>
</tr>
<tr>
<td>General Check</td>
<td></td>
<td>Number format</td>
<td>In the detail reports, all data cells with a number format that contain a value in non-numeric format will be highlighted as warnings.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Calculated Closing Stock vs. reported Closing Stock</td>
<td>If the difference between the calculated in report Closing Stock value and the reported Closing Stock value is not zero then an error message is added to validation protocol.</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
<td>------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Opening Stock vs. NDS Closing Stock from last year</td>
<td>If the difference between reported Opening Stock value and NDS Closing Stock value from last year is not zero then a warning message is added to validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Reported Import quantity vs. NDS Import quantity</td>
<td>If the discrepancy between the reported Import quantity and the NDS Import quantity exceeds the tolerance level for the current base substance then an error message is added to validation protocol. If the discrepancy is less than the tolerance level then a warning message is added to validation protocol. In the case of an error or warning, a list of all affected Import certificates is added to validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Reported Export quantity vs. NDS Export quantity</td>
<td>If the discrepancy between the reported Export quantity and the NDS Export quantity exceeds the tolerance level for the current base substance then an error message is added to the validation protocol. If the discrepancy is less than the tolerance level then a warning message is added to validation protocol. In the case of an error or warning, a list of all affected Export certificates is added to validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Narcotics Control Domestic Purchase quantity vs. NDS Domestic Purchase quantity</td>
<td>If the difference between Narcotics Control Domestic Purchase quantity and NDS Domestic Purchase quantity is not zero then a warning message is added to the validation protocol.</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Narcotics Control Domestic Sales quantity vs. NDS Domestic Sales quantity</td>
<td>If the difference between Narcotics Control Domestic Sales quantity and NDS Domestic Sales quantity is not zero then a warning message is added to validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Non-precursors in &quot;Losses during the Production (-)&quot; column</td>
<td>If the value in the &quot;Losses during the Production (-)&quot; column is not zero and the current base substance is non-precursor then an error message is added to the validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Existence of NDS Import Base in Report</td>
<td>If NDS contains Import endorsements for the current base substance, which are not reflected in the report, then an error message is added to the validation protocol and a list of all affected Import certificates is added to the validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Base substance</td>
<td>Existence of NDS Export Base in Report</td>
<td>If NDS contains Export endorsements for the current base substance, which are not reflected in the report, then an error message is added to the validation protocol and a list of all affected Import certificates is added to the validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Substance/preparation</td>
<td>Calculated Closing Stock vs. reported Closing Stock</td>
<td>If the difference between the calculated Closing Stock value and the reported Closing Stock value is not zero then an error message is added to the validation protocol.</td>
</tr>
<tr>
<td>Detail Reports</td>
<td>Substance/preparation</td>
<td>Description</td>
<td>Condition</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Opening Stock vs. NDS Closing Stock from last year</td>
<td>If the difference between the reported Opening Stock value and the NDS Closing Stock value from last year is not zero then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reported Import quantity vs. NDS Import quantity</td>
<td>If the difference between the reported Import quantity and the NDS Import quantity is not zero then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reported Export quantity vs. NDS Export quantity</td>
<td>If the difference between the reported Export quantity and the NDS Export quantity is not zero then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narcotics Control Domestic Purchase quantity vs. NDS Domestic Purchase quantity</td>
<td>If the difference between the Narcotics Control Domestic Purchase quantity and the NDS Domestic Purchase quantity is not zero then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narcotics Control Domestic Sales quantity vs. NDS Domestic Sales quantity</td>
<td>If the difference between the Narcotics Control Domestic Sales quantity and the NDS Domestic Sales quantity is not zero then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-precursors in &quot;Losses during the Production (-)&quot; column</td>
<td>If the value in the &quot;Losses during the Production (-)&quot; column is not zero and the current substance/preparation is a non-precursor then a warning message is added to the validation protocol.</td>
<td></td>
</tr>
</tbody>
</table>

### 3.5 Users and Roles

All SPA users can access the NDS SPA application by clicking on the MyNDS icon from
within NDS. Some SPA users have extra admin privileges within the NDS SPA application and are assigned the Admin role. Admin users have access to the admin functions contained within the “Tools” menu. For an overview of user privileges refer to Table 1.

**Table 1: View and function authorization matrix**

Legend: X = not visible, S = visible, readonly, W = writable, executable

<table>
<thead>
<tr>
<th>View or Function</th>
<th>SPA-USER</th>
<th>Admin User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin-View</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>annual statistics spreadsheet -Template generation</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>annual statistics spreadsheet -Template generation - Exclude records</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>annual statistics spreadsheet -Template generation - Lock cells</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>Export to NDS</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>Manage Report Cycles</td>
<td>X</td>
<td>W</td>
</tr>
<tr>
<td>View Establishment Overview</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View Establishment Overview – Show new columns Import/Export, Domestic trade, Synthesis and Null message</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View Establishment Overview – Export to Excel</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View Establishment History</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Upload annual statistics spreadsheet file</td>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>View uploaded annual statistics spreadsheet file</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View validation protocol</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View report details</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View report details – Show not nulls</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View report details – Show Internal comments</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>View report details – Show establishment comments</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Choose Stock Adjustment - annual statistics spreadsheet vs NDS-Data</td>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>Revalidate validation protocol</td>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>Accept report</td>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>Reject report</td>
<td>W</td>
<td>W</td>
</tr>
</tbody>
</table>
### 3.6 Excel Column Description

Description of the format of the data columns in the excel annual statistics spreadsheet report:

<table>
<thead>
<tr>
<th>#</th>
<th>Excel Sheet</th>
<th>Excel Column</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cover Page</td>
<td>Company Name</td>
<td>Format: Any text - 100 characters&lt;br&gt;Example: NDS</td>
</tr>
<tr>
<td>2.</td>
<td>Cover Page</td>
<td>Street</td>
<td>Format: Any text - 255 characters&lt;br&gt;Example: 100 Main Street</td>
</tr>
<tr>
<td>4.</td>
<td>Cover Page</td>
<td>County</td>
<td>Format: Any text - 50 characters&lt;br&gt;Example: Surrey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
|5. | Cover Page | EAN-Code | Format: 13 digits  
Example: 7601001307445 |
|6. | Cover Page | Telephone | Format: Any text - 50 characters  
Example: +441444555666 |
|7. | Cover Page | Fax | Format: Any text - 50 characters  
Example: +441444555666 |
|8. | Cover Page | Email | Format: Any text - 50 characters  
Example: nds@unodc.org |
|9. | Cover Page | No Data | Format: Yes or No |
|10. | Cover Page | Date | Format: 6 digits and 2 dots ("dd.mm.yy")  
Example: 25.01.09 |
|11. | Cover Page | Signature | Format: Any text |
|12. | Cover Page | Responsible Person (Title) | Format: Any text - 10 characters  
Example: Dr. |
|13. | Cover Page | Responsible Person (First Name) | Format: Any text - 40 characters  
Example: John |
|14. | Cover Page | Responsible Person (Last Name) | Format: Any text - 50 characters  
Example: Smith |
|15. | Cover Page | Deputy Person (Title) | Format: Any text - 10 characters  
Example: Dr. |
|16. | Cover Page | Deputy Person (First Name) | Format: Any text - 40 characters  
Example: John |
|17. | Cover Page | Deputy Person (Last Name) | Format: Any text - 50 characters  
Example: Smith |
|18. | Substance, Preparation, Sched III, Specials | Quantity held in stock on 1st January | Should be used to enter data on stocks held as at 1 January of the reported year  
Format: Positive number (10 digits - whole part, 6 digits - fractional part)  
Example: 1250.456 |
|19. | Substance, Preparation, Sched III, Specials | Import (+) | Includes entrance of goods from abroad into a bonded warehouse, free port or free zone.  
Format: Positive number (10 digits - whole part, 6 digits - fractional part)  
Example: 1250.456 |
<p>|20. | Substance, Preparation, Sched III, Specials | Domestic Purchase (+) | Delivery of products having warehouses inside of country. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Substance</td>
<td>Quantity Manufactured (+)</td>
</tr>
<tr>
<td>22.</td>
<td>Substance, Preparation, Sched III, Specials</td>
<td>Quantity Produced (+)</td>
</tr>
<tr>
<td>23.</td>
<td>Preparation, Sched III, Specials</td>
<td>Re-packaging (+)</td>
</tr>
<tr>
<td>24.</td>
<td>Substance, Preparation, Sched III, Specials</td>
<td>Stock Adjustments (+)</td>
</tr>
<tr>
<td>25.</td>
<td>Substance, Preparation, Sched III, Specials</td>
<td>Export (-)</td>
</tr>
<tr>
<td>26.</td>
<td>Substance,</td>
<td>Quantity Supplied directly</td>
</tr>
<tr>
<td>Substance</td>
<td>27. Preparation, Sched III, Specials</td>
<td>Quantity supplied to an intermediary in the supply chain (−)</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Substance</td>
<td>28. Substance</td>
<td>Quantity Used for the Production (−)</td>
</tr>
<tr>
<td>Substance</td>
<td>29. Substance</td>
<td>Quantity used to manufacture Schedule III preparations (−)</td>
</tr>
<tr>
<td>Substance</td>
<td>30. Substance</td>
<td>Quantity Used for the Manufacture (−)</td>
</tr>
<tr>
<td>Substance</td>
<td>31. Substance</td>
<td>Quantity used for the manufacture of non-psychotropic substances or products (−)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>32.</strong> Preparation, Sched III, Specials</td>
<td>Re-packaging (-)</td>
<td>Covers produced end preparations (initial and further re-packaging). Product losses should be reflected in column “Losses during production”. Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>33.</strong> Substance</td>
<td>Losses during the Manufacture (-)</td>
<td>Losses happened during the Manufacture. Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>34.</strong> Preparation, Sched III, Specials</td>
<td>Losses during the Production (-)</td>
<td>Losses happened during the Production. Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>35.</strong> Substance, Preparation, Sched III, Specials</td>
<td>Total for Destruction (If applicable) (-)</td>
<td>Goods to be destroyed under control of Competent Authorities. All such events should be documented and could be checked by request of Competent Authorities. Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>36.</strong> Substance, Preparation, Sched III, Specials</td>
<td>Quantity held in stock on 31st December</td>
<td>Should be used to enter data on stocks held as at 31 December of the reported year. Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>37.</strong> Manufacture/Production</td>
<td>Substance/Preparation Name</td>
<td>Format: Any text - 50 characters Example: Morphin</td>
</tr>
</tbody>
</table>
### 3.7 Workflow Diagram

The workflow diagram below shows the different states the SPA system can be in during different stages of the workflow.

Initially (just after the excel statistics file is uploaded) the uploaded statistics file is in one of two states: “valid, pending review” or “failed validation”. These states depend on the result of the file validation that takes place during the upload of the excel statistics file.

If the statistics file is valid the file will be in the state “valid, pending review”, until the user clicks on the file to review it, in which case the file is automatically moved the state “in review”. After the file has been reviewed the user can either accept or reject the file, resulting in the states “accepted” and “not accepted” respectively. The establishment whose file is rejected will have to be notified by the SPA user. After this action has been taken, the SPA user can set the status to “notified establishment, pending resubmission”.Accepted files can be exported to NDS resulting in either the status “imported in NDS” or “Import failed”.

Invalid files have the status “failed validation”. In this case the SPA user can notify the establishment (and set the status accordingly), or the SPA user can remove records in the detail report of the file that contains large discrepancies and set the status to “In review, records excluded”. This is explained further in the section 5.3 Detail Reports. Statistics files that have the status “In review, records excluded” can then be accepted. When this happens the file’s status is set to “Accepted, records excluded”. Files with this status can also be exported to NDS in the same way as “Accepted” files can be.

<table>
<thead>
<tr>
<th></th>
<th>Manufacture/Production</th>
<th>Pharmaceutical Form (optional)</th>
<th>Format: Any text - 50 characters Example: Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Manufacture/Production</td>
<td>Unit of Measurement</td>
<td>Format: Any text - 50 characters Example: Gram</td>
</tr>
<tr>
<td>39.</td>
<td>Manufacture/Production</td>
<td>Losses during the Manufacture/Production (-)</td>
<td>Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td>40.</td>
<td>Manufacture/Production</td>
<td>Used Quantity (-)</td>
<td>Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td>41.</td>
<td>Manufacture/Production</td>
<td>Manufactured/Produced Quantity (+)</td>
<td>Format: Positive number (10 digits - whole part, 6 digits - fractional part) Example: 1250.456</td>
</tr>
<tr>
<td>42.</td>
<td>Comments</td>
<td>Comment</td>
<td>Format: Any text - 4096 characters.</td>
</tr>
</tbody>
</table>
NDS SPA Workflow diagram
4. Menu

4.1 Menu toolbar

4.1.1 Main menu

When the application is started, the Main Menu for the Application is displayed. This consists of File, Establishments, Tools, Reports, Localization, Windows and Help.

![Image of Menu Toolbar]

**Figure 1**

<table>
<thead>
<tr>
<th>File</th>
<th>Exit</th>
<th>(Exits the application)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment</td>
<td>Overview</td>
<td>(Opens the Establishment Overview)</td>
</tr>
<tr>
<td></td>
<td>Web Excel Import</td>
<td>(Import web excel file)</td>
</tr>
<tr>
<td>Tools</td>
<td>Template Maintenance</td>
<td>(Admin UI to create a new template for the reporting cycle)</td>
</tr>
<tr>
<td></td>
<td>Export to NDS</td>
<td>(Admin UI to export all accepted reports to NDS)</td>
</tr>
<tr>
<td></td>
<td>Manage Report Cycle</td>
<td>(Admin UI to close current active report cycle and create new active report cycle)</td>
</tr>
<tr>
<td></td>
<td>Set Tolerance Levels</td>
<td>(Admin UI to change tolerance levels applied to substance categories and substances)</td>
</tr>
<tr>
<td></td>
<td>Reset Revalidation Locks</td>
<td>(Admin tool to manually reset revalidation locks)</td>
</tr>
<tr>
<td>Reports</td>
<td>Summary Report</td>
<td>(Opens Summary Report)</td>
</tr>
<tr>
<td>Localization</td>
<td>Load Culture</td>
<td>(Changes user culture settings)</td>
</tr>
</tbody>
</table>
Translate Form Labels (Admin UI to change culture translations for form labels)

Translate Messages (Admin UI to change culture translations for messages)

Translate Drop Down Lists (Admin UI to change culture translations for drop down lists)

Windows
  Standard functionality

Help
  About (About application)
5. Functionality

5.1 Establishment Overview

All the establishments, allowed to keep stock, are displayed by default for the current active reporting cycle when starting the NDS SPA application.

The establishment overview can also be accessed by clicking on the menu item “Overview” in the “Establishments” menu. See Figure 2.

![Figure 2](image)

5.1.1 Selecting a reporting cycle

The reporting cycle dropdown shows by default the current active reporting cycle. The reporting cycle can be changed to another cycle. See Figure 3.
5.1.2 Filtering establishment overview list

The establishment list can be filtered by each column, such as Allow Stocks (establishments that are allowed to keep stock), Status, Report Date etc... In figure 4, the establishment list is filtered by status.

To clear the filter right-click on the appropriate column header (in this case it is “Status”) and click on the menu item “Clear Filter”. See Figure 5.
Figure 5

5.1.3 **Excel file upload**

When you click on the Upload File button a file selection dialogue will open. Multiple files can be selected for upload. See Figure 6.
Figure 6

Once the selection has been made and the files start uploading a status bar appears at the bottom of the screen. See Figure 7.

Figure 7

If the files were successfully uploaded the details of the uploaded files will be displayed in a dialogue window. The user can open the validation protocol for each uploaded file from this window. Note: The focus on the establishment list will be on the latest establishment to have a file uploaded. See Figure 8.
Figure 8

If there is an error during file upload an appropriate error message will be displayed. See Figure 9.
5.1.4 Establishment history list
Each establishment maintains a history of all uploaded excel files, along with the following information: report id, checksum, status, upload date and the validation protocol (which can be viewed by clicking on the Open link). See Figure 10.

Figure 10

5.1.5 Accessing report details
The details for establishment’s latest uploaded report can be accessed in one of two ways. The first way is to click on the “Open” link in the Report Details column in the establishment history list. This is illustrated in Figure 11.

Figure 11

The second method to access report details is to click on the establishment name in the overview grid. See Figure 12.

Figure 12
The Report Details screen, for the establishment, will then open in it’s own tab. See Figure 13.

Figure 13

5.1.6 Export to Excel
The NDS SPA user can export the data in the Establishment Overview by clicking on the Excel Export button. See Figure 14.

Figure 14

The export includes all data currently visible in the Establishment Overview grid. This means data will be exported exactly how it is filtered and sorted. An excel file will open automatically containing the exported data. See Figure 15.

Figure 15
5.2 Report Details

The Report Details page consists of various sections: Report details (date, establishment, EAN number), the cover page comparison, the report status, a summary grid for each detail report (preparations, substances, schedule III etc.), a comments field, workflow buttons to change status, and other buttons. See Figure 16.

Figure 16

5.2.1 Tab navigation

For easy navigation the Report Details screen, detail reports (preparations, substances, schedule III etc), and Establishment Comments are accessible via a tab control. Each screen has a corresponding tab. See Figure 17.

Figure 17
If there are no records for a particular detail report (Eg: Substances), then the corresponding tab is disabled. In the same manner, if there are no Establishment Comments, then the comments tab is disabled. See Figure 18.

Figure 18

5.2.2 Cover page comparison

This section displays the comparison of cover page details from the report and those details which are stored in the NDS database. If there is a difference in between annual statistics spreadsheet and NDS those fields with the discrepancy will be highlighted. See Figure 19.

Figure 19

The highlighting has the following legend and is used throughout the application:

1. Warnings -> Light yellow
2. Errors -> Light red

When highlighting occurs: On the Cover Page comparison an error occurs when there is a discrepancy in the EAN Code, Responsible Person values or the number formats. A warning occurs if there is a discrepancy in any of the other fields.

In the detail reports an error is highlighted if any of the substances or preparations have a base value discrepancy higher than the set tolerance level. All other discrepancies that are not on the base level or have a discrepancy of less than the set tolerance level, are highlighted as warnings.

In the base report errors occur when there are discrepancies higher than the set tolerance level on Import, Export and calculated closing stock in excel. Discrepancies in the Narcotics Control comparison and Opening Stock Excel vs. NDS only generate warnings.
5.2.3 Summary of detail reports

This section displays summary of all records, warnings and errors for detail report objects. In addition the stock adjustment can be set to the annual statistics spreadsheet or NDS value. Each detail report (preparations, substances, sched III etc.) can be accessed from this grid by clicking on the appropriate link. See Figure 20.

<table>
<thead>
<tr>
<th>Submission ...</th>
<th>Records</th>
<th>Warnings</th>
<th>Errors</th>
<th>Stock Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation Details</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Substance Details</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Schedule-III Details</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Specials Details</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Synthesis / Manufacture</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Base Report Details</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
<tr>
<td>Comments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Report</td>
</tr>
</tbody>
</table>

Figure 20

5.2.4 Viewing validation protocol

To view the validation protocol the user clicks the “View validation protocol” button. See Figure 19. The validation protocol is displayed to the user in the form of a Pdf document. The validation protocol is divided into different sections. “Errors in Report” section displays all errors on the base substance level. The “Face Page” section displays all cover page errors and warnings. Each detail report eg: Substance, Schedule III etc. has it’s own section which indicates the number of records, errors and warnings. The errors and warnings indicate the substance/preparation and the reason for the warning or error. See Figure 21 for an example Validation Protocol.
Validation Protocol: VZTEST
Year of Statistic: 2009

Errors in Report
Records: 7
Warnings: 5
1. Alfentanil OPENING/CLOSING STOCK DIFFERENCE 100.000 g
2. Buprenorphine OPENING/CLOSING STOCK DIFFERENCE 300.000 g
3. Fentanyl OPENING/CLOSING STOCK DIFFERENCE .054 g
4. Oxycodone OPENING/CLOSING STOCK DIFFERENCE 310.000 g
5. Saffrole OPENING/CLOSING STOCK DIFFERENCE 100.000 l

Face Page
Warnings: 6
1. Empty Establishment Zip
2. Empty Phone Number
3. Empty Fax Number
4. Empty E-mail
5. Empty Establishment Deputy Person
6. Data submitted although no submission has been indicated on the coverpage

Substances
Records: 5
Warnings: 3
1. Alfentanil (7611746003007) OPENING/CLOSING STOCK DIFFERENCE
2. Oxycodone (7611746092001) OPENING/CLOSING STOCK DIFFERENCE
3. Saffrole OPENING/CLOSING STOCK DIFFERENCE

Preparations
Records: 2
Warnings: 1
1. ABSTRAL 100 ug, (7680581420140) OPENING/CLOSING STOCK DIFFERENCE

Schedule-III
Records: 2

Magistral Receipts
Records: 2
Warnings: 1
1. Buprenorphine 1 g, Magistralrezeptur (7611746017004) OPENING/CLOSING STOCK DIFFERENCE

File: VZTEST 2009.xls Date: 25.06.2010

Figure 21
5.2.5 Report comments

5.2.5.1 Official comments

This section enables the NDS SPA user to enter useful comments for each report. These comments are saved to the database and attached to the validation protocol. See Figure 22.

Figure 22

5.2.5.2 Internal comments

This section enables the NDS SPA user to enter internal comments for each report. These comments are saved to the database but, unlike the official comments, are not attached to the validation protocol. In other words these comments are only visible internally. See Figure 23.

Figure 23
5.2.5.3 Establishment comments

The establishment can enter comments directly into their excel annual statistics spreadsheet report. There is a worksheet called Comments in the excel template which contains a field in which the establishment can enter their comments. During upload into NDS SPA, the comment will be saved in the database. If there is a comment in the uploaded excel annual statistics spreadsheet this will be displayed in the summary table in the Establishment Report Details tab. See Figure 24. Comments has a 0 records, indicating that there is no comment to view.

Figure 24

The NDS SPA user can view the establishment's comment by clicking on the Comments link in the summary table (See Figure 24) or by clicking on the Comments tab (See Figure 25 & 26).

Figure 25
5.2.6 Workflow buttons

The user is able to set the status of the report to Accepted or Rejected or Notified Establishment. See Figure 27. An appropriate confirmation message is displayed before changing the status of the report. See Figure 28.
5.3 Detail Reports

Detail reports are available for Preparations, Substances, Schedule III, Specials, Manufacturing and Base Report. The user is able to quickly identify discrepancies between values in the annual statistics spreadsheet, NDS and Narcotics Control with the use of highlighting. The user can also drill down to see details of the base substance(s) and also compare details of each substance or preparation by using the comparison grid. The comparison grid enables the user to compare the data of the selected substance/preparation between the imported annual statistics spreadsheet file, NDS and Narcotics Control (if available). The most important fields of the Report Details grid are repeated in the Comparison Details grid for easy comparison: Opening stock 1 Jan, Import, Export, Domestic purchase, and Domestic sales. The user can also exclude substances from the report so that they are not included in the report when exported. This can be done on certain report detail screens by checking or unchecking the checkbox in the Excluded column. Substances that are affected by the exclusion of another substance because they have the same base, are flagged as affected by exclusion as seen in the Excl. Affected column. See Figure 29. (Note: substances affected by exclusion are also indicated on the base report and summary report – Fig 36). To update the status of the statistics file, once the substances have been excluded from the report, the button “Revalidate Annual Statistics File” should be clicked (See Figure
16). Once this action has been taken the status will be updated to “In review, records excluded”.

Note: Narcotics Control data is provided by the Competent Authority as a table on an ad hoc basis. In future an implementation of the automatic synchronization of data would be desirable, in order to have the most up-to-date data available for comparison purposes. This could be implemented as a oracle scheduled job.

5.3.1 Export to Excel

The NDS SPA user can export the data in any of the detail reports (Preparations, Substances, Schedule III, Specials, Manufacturing and Base Report) by clicking on the Excel Export button. See Figure 30.
The export includes all data currently visible in the report details grid, excluding the comments field. This means data will be exported exactly how it is filtered and sorted. An excel file will open automatically containing the exported data. See Figure 31.

5.3.2 Hiding Zero Values

The NDS SPA user can show and hide zero values on every detail report. By default zero values are shown and the checkbox is checked. See Figure 32.
Figure 32

When a NDS SPA user un-checks the checkbox “Show zero values”, the zero values in the report are removed and are replaced by a blank. See Figure 33.
5.4  Summary Report

The summary report can be accessed through the menu item Summary Report in the Reports menu. See Figure 34.

The summary report displays base substance information summarized by country. By expanding a base substance, the user can see all establishment totals on that base substance. By clicking on a base substance, the difference in the annual statistics spreadsheet and NDS values can be compared in the Comparison Details grid. The Tolerance % applied to the base is also indicated. See Figure 35. If a base substance is affected by exclusion this is indicated by the Excl. Affected flag. See Figure 36.
5.5 Admin Tools

The admin tools are only available to administrators.

5.5.1 Template Maintenance

The admin tool Template Maintenance can be accessed by clicking the menu item “Template Maintenance” in the Tools menu. See Figure 37.

Figure 37

The NDS SPA admin user must select the reporting cycle for which the templates are to be generated and then click on the button “Generate Template”. See Figure 38.
If the NDS SPA admin user does not select a reporting cycle before generating the template, the following error message will be displayed. See Figure 39.

Once the templates have been generated for the selected report cycle, the details of the template, such as password and key, will be displayed in the top grid. The bottom grid displays the details of each language template file associated with the template that is selected in the top grid. The template files can be opened by clicking on the open link. See Figure 40.
One prerequisite of template generation is the availability of a Base XML schema file and Base Excel Templates. If there are no base XML schema or base Excel template files in the database, the NDS SPA admin user has to manually upload a schema file. To do this the NDS SPA admin user should navigate to the “Schema Management” tab. After clicking on the “Upload XML Schema” button, a file selection window will open, enabling the admin user to select a XML schema file for upload. After the admin user has uploaded a schema file, the file details will be displayed in the main grid. Also, it’s mandatory to upload the Base Excel templates that contain the initial structure used to generate Excel templates. Admin user will click on the “Upload Base Excel template” button and a file selection window will enabling selection of an Excel file. Each base Excel template should have its name formatted as this: ExcelTemplate<Language Code>.xls, where <Language Code> is a 3 character code containing correspondent language code as defined on NDS Master Language table. After loading correspondent Base Excel templates linked with main XML schema, those Excel files will appear as part of the second grid below.

**OBSERVATION:** After installing SPA application, there will be pre-defined base XML schema and base Excel template files already loaded in the database. Initially Schema Management option it’s not visible. If there’s a need to update those files, then SPA ADMIN user must go to NDS application under Security → System Preferences and search for key named SPA_BASE_SCHEMA_MANAGEMENT and change it’s default value from N to Y, to make visible in SPA application the Schema Management option. See Figure NN

After finishing uploading base XML schema and base Excel files the admin user will be able to generate new templates from this point onwards. See Figure 41.
5.5.1.2 Exclude Records

In preparation for template generation, the NDS SPA admin user can exclude or include substances and preparations for each section in the excel template (Preparations, Substances, Schedule III, and Specials). By default all substances/preparations are excluded and have to be manually included. By selecting a substance and clicking the arrow button, the NDS SPA admin user can move the substance from the excluded box to the included box and visa versa. See Figure 42 and Figure 43.
5.5.1.3 Lock Cells

In preparation for template generation, the NDS SPA admin user can lock or unlock substances (Schedule III or Not narcotic substances) in the excel template. By default, all substances are locked and have to be manually unlocked. By selecting a substance and clicking the arrow button, the NDS SPA admin user can move the substance from the locked box to the unlocked box and vice versa. See Figure 44 and Figure 45.
The purpose of having the option Lock Cells-->Schedule III, is to lock some substances which should not be reported into INCB Form C, under Quantity used for Manufacture of Schedule III preparations, since it is impossible for some of them. E.g. Cannabis is not used for the manufacture of Schedule III preparations hence it doesn't make sense to let Establishments enter data on that column. See Figure 45-a taken from NDS Form C screen.

**Figure 45-a**

The option Lock Cells → Not Narcotic substances, is to lock some substances which are used for the production of non-prescription narcotic substances.
5.5.1.4 Excel Template Search Functionality

Each worksheet (Preparations, Substances, Schedule III, and Specials) in the excel template has the functionality to search for a substance/preparation by name or by EAN code. See Figure 46.

![Excel Template Search Functionality](image)

Figure 46

5.5.2 Export to NDS

The admin tool Export to NDS can be accessed by clicking the menu item Export to NDS in the Tools menu. See Figure 47.

![Export to NDS](image)

Figure 47

All reports are listed with their appropriate status. Reports with the following status’s are listed: Accepted, Accepted Records Excluded, Exported, and Failed Export. By clicking on the Export to NDS button the application will attempt to export all Accepted reports and attempt to re-export all reports with the status Failed Export. See Figure 48.
5.5.3 Manage Report Cycles

The admin tool Manage Report Cycles can be accessed by clicking the menu item Manage Report Cycles in the Tools menu. See Figure 50.
By clicking on the Close Active Report Cycle button the application will close the current active report cycle and automatically generate a new report cycle for the following year. The new report cycle is automatically set to active. See Figure 51.

Figure 50

5.5.4 Set Tolerance Levels

The admin tool for setting tolerance levels can be accessed by clicking the menu item Set Tolerance Levels in the Tools menu. See Figure 52.
5.5.4.1 Tolerance Level % Definition

The tolerance level % can be defined as the allowed variation between a reported value in the annual statistics spreadsheet and an actual value in the NDS database. The percentage describes the size of the variation allowed.

For Example: The NDS SPA admin user sets a tolerance level of 5% for Substance A. Company Z uploads their annual statistics spreadsheet report to NDS SPA. In the uploaded report for Company Z, Substance A has a value of 9 996g. Company Z’s value for Substance A in the NDS database is 9 800g. The difference between the reported value and the NDS value is 2% which falls within the tolerance level of 5%. This means that the reported value for Substance A is acceptable because the discrepancy is less than 5%.

On the other hand, Company X reports a value of 51 700g for Substance A. Company X’s value in NDS for Substance A is 47 000g. The difference between the reported value and the NDS value is 10% which falls outside the tolerance level of 5%. This results in an error as the reported value for Substance A has a discrepancy higher than the tolerance of 5%.

5.5.4.2 Tolerance Level Interface

The tolerance level admin interface enables the NDS SPA Admin user to set the tolerance levels for the four substance categories: Narcotics, Psychotropics, Precursors, and Others. Each category has its own tab for easy navigation. By clicking on the tab for the appropriate category the administrator can set the Master Tolerance % level for that category. In addition all substances in that category are displayed in a grid. The master tolerance level % can be overridden by setting a detail tolerance % level for an individual substance. If a detail tolerance % is set for a substance, this % value takes precedence over the Master Tolerance % value, set for the corresponding substance category. See Figure 53.

For example: The NDS SPA admin user sets the master tolerance level for the Narcotics category to 4%. Then the admin user sets the detail tolerance level for Codeine (a Narcotic) to 2%. When running the revalidation process for the uploaded reports, Codeine will be checked against a 2% discrepancy in value and not 4 % as set for the Narcotics category. All other narcotic substances will be checked against the 4% tolerance level, unless the admin user overrides that setting by setting a specific tolerance level for that substance.

The report cycle can also be selected to display the current tolerance levels for each report cycle however if the report cycle that is selected is not the active report cycle, the information will only be available in read-only mode. Tolerance levels set in a particular report cycle get carried over to the following report cycle – In other words, the tolerance levels are not reset at the beginning of each new report cycle.
After all the tolerance levels for each category have been set, the administrator must preview the changes by clicking on the Preview Tolerance Level Changes button. See Figure 54.

The administrator can also view the previous tolerance level versions by clicking on the View History button. See Figure 55.
5.5.4.3 Preview Tolerance Changes Interface

The administrator can view how the tolerance level changes affect the currently uploaded reports. The data is broken down into three grids. The first grid on the left side displays the data per establishment report. By clicking on a particular report the top-right grid is populated with the substance category data related to that particular report. By clicking on a substance category listed, the administrator can see all the affected substances in the bottom-right grid. See Figure 56.

Figure 56

If the changes do not affect any uploaded report data, the grids will be empty. To avoid revalidating the reports unnecessarily the Save Tolerance Level Changes button is disabled. See Figure 57.

Figure 57
By clicking on the Save Tolerance Level Changes button, the administrator saves the tolerance changes and starts the report revalidation process. See Figure 58.

![Figure 58](image)

**Figure 58**

Once the report revalidation process has been initiated the Save Tolerance Level Changes button is disabled to avoid starting the process twice. During the report revalidation process once a report has been processed the corresponding row is highlighted green. This indicates the progress of the revalidation process. See Figure 59. The status bar at the bottom left of the screen also indicates the progress of the revalidation process. See Figure 60.

**Tip:** The revalidation process can take a long time to complete. It is recommended to run the process during off-peak hours.
Once the report revalidation process has been completed all the rows in the establishment report grid are highlighted green and a popup message will appear indicating the end of the process. See Figure 61.

---

**Figure 59**

**Figure 60**

Once the report revalidation process has been completed all the rows in the establishment report grid are highlighted green and a popup message will appear indicating the end of the process. See Figure 61.

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**Figure 61**
Statistics Processing & Analysis Interface for NDS

**Tip:** How to reset revalidation locks - During the revalidation process the access to the database is locked. Normally these revalidation locks are reset automatically. Sometimes you might need to reset or unlock these locks manually due to an internal error. If you need to unlock the revalidation locks manually, please click on the menu item Reset Validation Locks in the Tools admin menu. See Figure 62.

![Figure 62](image1)

### 5.5.4.4 Tolerance History Interface

The administrator can also view the previous tolerance level versions by clicking on the View History button. See Figure 55. The Tolerance Level History interface has a similar layout to the Preview Tolerance Level Change interface. The difference is that in the left grid the administrator can select the specific Tolerance History Version he/she would like to view. This expands to show all the affected establishment reports for that particular history version. The grids on the right behave in the same way as the grids on the Preview screen i.e. they show the substance category and substance data respectively. Only the tolerance history versions for the current active report cycle are listed. See Figure 63.

![Figure 63](image2)
**Navigation Tip:** NDS SPA users can also access the tolerance change history for their establishment’s annual statistics spreadsheet report by clicking on the button View Tolerance Change History located on the Report detail screen. See Figure 64.

![Figure 64](image)

NDS SPA users can view all the tolerance change versions that have affected their establishment’s annual statistics spreadsheet report. See Figure 65.

![Figure 65](image)

### 5.5.5 Stocks Clean Up

The admin tool for cleaning up stocks can be accessed by clicking the menu item Stocks Clean Up in the Tools menu. See Figure 66.
A grid showing a list of all affected establishments for the active reporting cycle will be displayed. The NDS SPA admin user will be able to select or unselect all establishments affected by clicking on the checkbox “All Establishments”. Alternatively, the NDS SPA admin user can select or unselect individual establishments by clicking on the appropriate checkbox in the “Clean Up” column of the grid. See Figures 67 and 68.

If the NDS SPA admin user clicks the button “Process Clean up” and no establishments have been selected for clean up, a warning message will pop up informing the NDS SPA admin user that no establishments have been selected to start the cleanup process. See Figure 69.
If the NDS SPA admin user has selected at least one establishment and then clicks the button “Process Clean up”, a warning message will pop up confirming whether the user would like to clean up stocks for all selected Establishments. See Fig 70.
If there are any SPA Reports pending to be exported (Accepted, In Review, Pending Submission) a warning message informing the NDS SPA admin user that there are reports not exported to NDS will be displayed. See Fig 71.

Figure 71

After the NDS SPA admin user clicks “Yes” the process will start executing the procedure that will clean up establishments stocks for the active reporting cycle.
5.6 Localization

5.6.1 Translate Form Labels

Only users with an Admin role that has been assigned the appropriate grants are able to translate form labels for a specific culture. The Translate Form Labels form can be accessed through the menu item Translate Form Labels under the Localization menu. See Figure 72.

Figure 72

On the Translate Form Labels form all the forms are displayed in the left hand panel. See Figure 73.

Figure 73

Each form can be expanded to reveal the controls contained within the form. Form controls
are grouped by type. For example: Button, Label, Hyperlink etc. By clicking on a control type, all the form controls belonging to that type are subsequently displayed. For example: the control type Button might reveal 3 buttons that belong to that particular form. In Figure 74 we can see that the button with the text ‘OK’ has been selected, which belongs to the About form. In the top-right panel, the details of this form element are displayed in read-only format: Text, Tooltip, Shortcut and Type. In the bottom-right panel the translations for each culture are displayed. In this case, the text of the button - ‘OK’ – might be changed to something more appropriate for each listed culture.

Figure 74

Once all changes have been made the save button should be clicked. See Figure 75.

Figure 75

After the changes have been successfully saved to the underlying database, a message will be displayed confirming the successful save. See Figure 76.
If there are unsaved changes and the Translate Form Labels is closed, a message will be displayed asking whether the unsaved changes should be saved or not. See Figure 77.
If there are no changes and the Save button is clicked, a message is displayed informing that there are no changes to save. See Figure 78.

Figure 78

An alternative way to translating form controls is to export the controls to excel. After the translations have been made in the excel file, the translations in the file can then be imported. To export the form controls to excel the button Export to Excel should be clicked. See Figure 79.

Figure 79

An excel file is generated for each available culture. A message is displayed with information about the excel files that have been created for translation. See Figure 80a. An example of a generated excel file can be seen in Figure 80b.
Once the translations for a culture have been made in the appropriate excel file, the Import from Excel button should be clicked to start the process to import translations for that particular culture. See Figure 81.
After the Import from Excel button has been clicked a file selection dialogue is displayed and the appropriate import file can be selected for the import of a particular culture. See Figure 82.

Once the excel file is imported successfully a message is displayed confirming the import. See Figure 83
5.6.2 Translate Messages

Only users with an Admin role that has been assigned the appropriate grants are able to translate messages for a specific culture. The Translate Messages form can be accessed through the menu item Translate Messages under the Localization menu. See Figure 84.

The original messages are displayed in the top grid in read-only format. The translations for the focused message in the top grid are displayed for all cultures in the bottom grid. The Message Reason and Message Action fields are editable in the bottom grid. Once all translations have been made, the Save button should be clicked to save the translations to
the database. See Figure 85.

**Figure 85**

When the messages have been successfully saved a confirmation message is displayed. See Figure 86.

**Figure 86**

If there are no changes and the Save button is clicked, a message is displayed informing that there are no changes to save. See Figure 87.
Figure 87

If there are unsaved changes and the Translate Messages form is closed, a message will be displayed asking whether the unsaved changes should be saved or not. See Figure 88.

Figure 88
5.6.3 Translate Drop Down Lists

Only users with an Admin role that has been assigned the appropriate grants are able to translate drop down lists for a specific culture. The Translate Drop Down Lists form can be accessed through the menu item Translate Drop Down Lists under the Localization menu. See Figure 89.

![Figure 89](image)

The drop down list items are displayed in the top grid in read-only format. The translations for the focused drop down list item, in the top grid, are displayed for all cultures in the bottom grid. The Display Text field in the bottom grid is editable. Once all translations have been made, the Save button should be clicked to save the translations to the database. See Figure 90.

![Figure 90](image)

When the drop down list translations have been successfully saved a confirmation message is displayed. See Figure 91.
Figure 91

If there are unsaved changes and the Translate Drop Down Lists form is closed, a message will be displayed asking whether the unsaved changes should be saved or not. See Figure 92.

Figure 92
If there are no changes and the Save button is clicked, a message is displayed informing that there are no changes to save. See Figure 93.

![Figure 93](image)

**5.6.4 Load Culture**

Only users with a role that has been assigned the appropriate grants can change the culture settings by loading a culture. The Load Culture form is accessed by clicking on the Load Culture menu item in the Localization menu. See Figure 94.

![Figure 94](image)
A culture should be selected from one of the available cultures in the drop down list. See Figure 95.

![Figure 95](image)

**Figure 95**

The OK button should be clicked to change the culture settings to the selected culture. See Figure 96.

![Figure 96](image)

**Figure 96**

A message will be displayed warning the user that the application will restart in order for the new culture settings to take affect. See Figure 97.
5.7 Security

5.7.1 Manage Menu Grants

The Manage Menu Grants feature can be accessed through the menu item Manage Menu Grants under the Security menu. See Figure 98.

Figure 98

Initially only users with the role NDS_ADMIN_ROLE assigned to them can access the security module.

Once a user with access to the security module clicks on the Manage Menu Grants menu item a form will be displayed, in which the user will be able to set the menu grants to all the
menu items in the application.

The first step would be for the user to select a role from the roles drop down box. See Figure 99.

Figure 99

All the menus for the application will be listed in the grid, displaying the visibility settings for each menu item for the selected role. Each menu item can be expanded to show the related sub menus. See Figure 100.
Figure 100

The user can set the visibility settings for each menu and/or submenu, bearing in mind that logically the top level menu should also be set to visible if a sub menu item is set to visible; otherwise the sub menu will still not be visible in the application. See Figure 101.

Figure 101
Once the user has finished setting the menu grants and clicks the button Save Settings, a confirmation message will be displayed to the user. See Figure 102.

Figure 102