



# APPLICANT USER MANUAL

## For

# COVID DRUGS MONITORING PORTAL

Version: 1.0

Release Date:

### National Informatics Centre

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**NIC Service Desk-** <https://servicedesk.nic.in>



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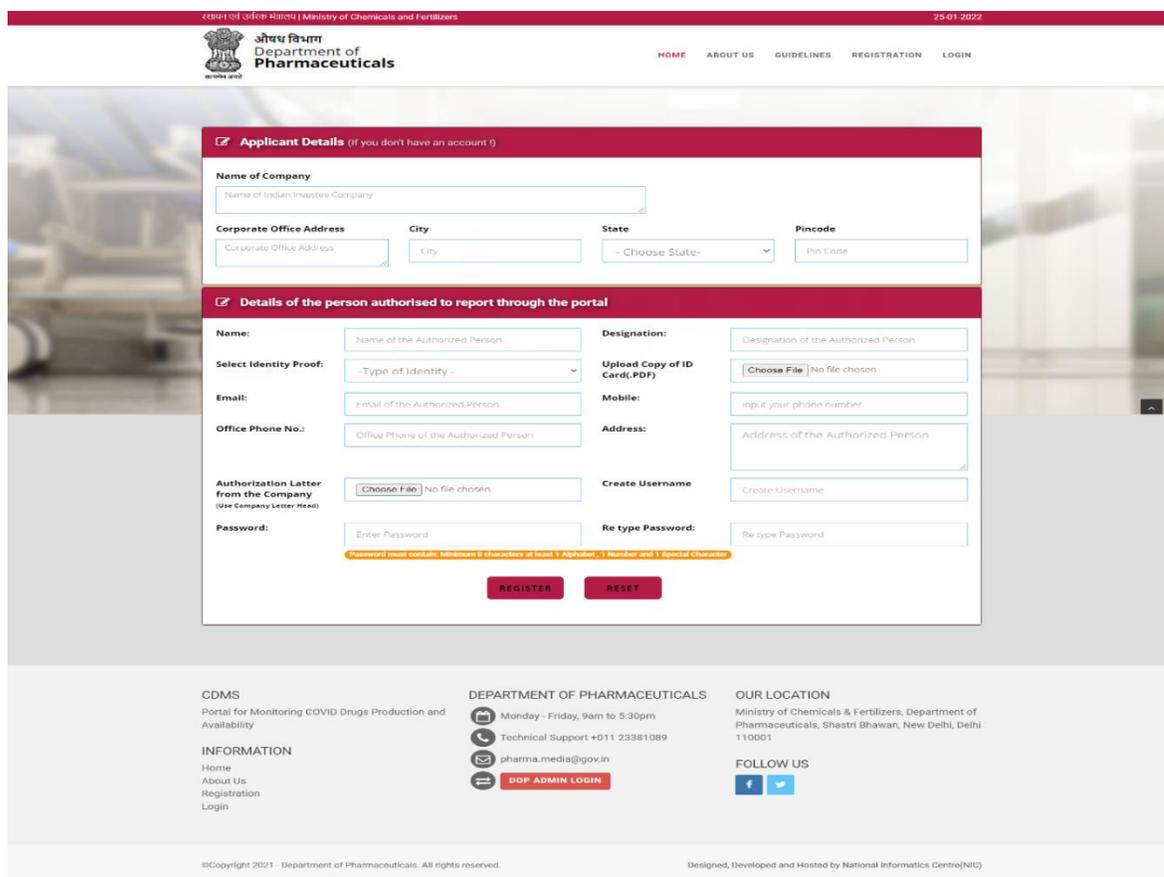
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## **Introduction**

In light of current scenario of rampant increase of COVID cases, the Government is continuously monitoring the production and supply of protocol, non-protocol and other drugs used in the treatment of COVID-19. It has become significant to monitor the availability of drugs being used widely for the treatment of Omicron affected patients on weekly and monthly basis. Major manufacturers & importers of formulation and bulk drugs share production and supply data on Monthly and Weekly basis with Govt which helps us in making policy decision DoP, NPPA, CDSCO in collaboration with NIC has developed a web portal for live data collection, data monitoring and data processing

## Step 1: User Registration on Online Drugs Monitoring Portal

- Authorized company representative has to register on Drugs Monitoring Portal after entering details of the authorized person and uploading a copy of Identity proof and company authorization letter in pdf format. File size of pdf should be less than 2 MB.
- Enter user name of your choice and password.
- Password must contain minimum 8 characters at least 1 alphabet, 1 number and 1 special character.
- Once the authorized person enters all the registration details, request will be send to the ADMIN for approval.
- ADMIN will approve the request after verifying the details and a confirmation email will be sent to authorized person provided email id.
- This completes one-time registration and authorized person can now login into the portal.



The screenshot shows the registration form on the Department of Pharmaceuticals website. The form is titled "Applicant Details (if you don't have an account)" and is divided into two main sections: "Applicant Details" and "Details of the person authorised to report through the portal".

**Applicant Details:**

- Name of Company:** A text input field with the placeholder "Name of Indian Investor Company".
- Corporate Office Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with the option "- Choose State -".
- Pincode:** A text input field with the placeholder "Pin Code".

**Details of the person authorised to report through the portal:**

- Name:** A text input field with the placeholder "Name of the Authorized Person".
- Designation:** A text input field with the placeholder "Designation of the Authorized Person".
- Select Identity Proof:** A dropdown menu with the option "- Type of Identity -".
- Upload Copy of ID Card(.PDF):** A "Choose File" button with the text "No file chosen".
- Email:** A text input field with the placeholder "Email of the Authorized Person".
- Mobile:** A text input field with the placeholder "input your phone number".
- Office Phone No.:** A text input field with the placeholder "Office Phone of the Authorized Person".
- Address:** A text input field with the placeholder "Address of the Authorized Person".
- Authorization Letter from the Company (Use Company Letter Head):** A "Choose File" button with the text "No file chosen".
- Create Username:** A text input field with the placeholder "Create Username".
- Password:** A text input field with the placeholder "Enter Password".
- Re type Password:** A text input field with the placeholder "Re type Password".

A password strength indicator is visible below the password fields: "Password must contain: Minimum 8 characters at least 1 Alphabet, 1 Number and 1 Special Character".

At the bottom of the form, there are two buttons: "REGISTER" and "RESET".

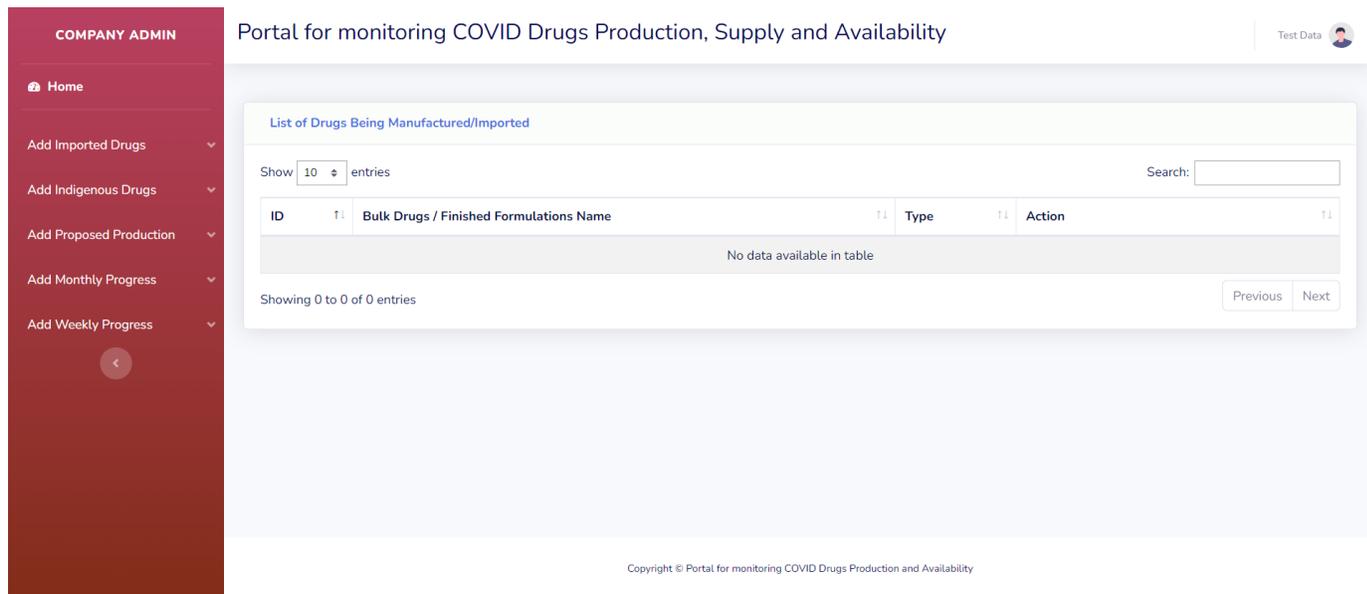
The footer of the page contains the following information:

- CDMS:** Portal for Monitoring COVID Drugs Production and Availability.
- DEPARTMENT OF PHARMACEUTICALS:** Monday - Friday, 9am to 5:30pm; Technical Support +011 23381089; pharma.media@gov.in; DDP ADMIN LOGIN.
- OUR LOCATION:** Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals, Shastri Bhawan, New Delhi, Delhi 110001.
- FOLLOW US:** Facebook and Twitter icons.

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## Step 2: User LOGIN into portal

Authorized person after logging into the portal using the approved user name and password can view the home page as below-



COMPANY ADMIN

Portal for monitoring COVID Drugs Production, Supply and Availability

Test Data

Home

Add Imported Drugs

Add Indigenous Drugs

Add Proposed Production

Add Monthly Progress

Add Weekly Progress

List of Drugs Being Manufactured/Imported

Show 10 entries

Search:

ID	Bulk Drugs / Finished Formulations Name	Type	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Copyright © Portal for monitoring COVID Drugs Production and Availability

### Portal Home page consists of 5 sections

1. Add Imported Drugs- **STATIC DETAILS (One time)**
2. Add Indigenous Drugs- **STATIC DETAILS (One time)**
3. Add Proposed Production- **STATIC DETAILS (One time)**
4. Add Monthly Progress – **DYMANIC DETAILS (1<sup>st</sup> Working day of Every month)**
5. Add Weekly Progress- **DYNAMIC DETAILS (Every Friday)**

### Step 3: Addition of Static Drug details

Authorized company person has to enter drug details as applicable (Importer/Indigenously manufactured)

#### a) For Imported Finished formulations/Bulk drugs

- a. Select drug name and enter details
- b. Enter details of Indian agent
- c. Enter details of Overseas Manufacturer
- d. Enter Import details and click on final save
- e. Saved details will be visible in the dashboard below
- f. Similarly enter all above details for other drugs applicable.

**COMPANY ADMIN**

Home

Add Imported Drugs

IMPORTED DRUGS

Finished Formulations

Bulk Drugs

Add Indigenous Drugs

Add Proposed Production

Add Monthly Progress

Add Weekly Progress

Portal for monitoring COVID Drugs Production, Supply and Availability Testcadila

Add data for the Imported Drugs (Finished Formulations)

Details about Imported Drugs (Finished Formulations):

Finished Formulations Category	Drug Name	Type of Formulation	Strength
<input type="text" value="Select Finished Formula"/>	<input type="text" value="Select"/>	<input type="text" value="Select Type of Formulatt"/>	<input type="text" value="Select Type of Strength"/>
Status of Patent	Registration Certificate No.	Validity.	Shelf life (in Months)
<input type="text" value="Select"/>	<input type="text" value="AA/AA-000000"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Shelf life (in Months)"/>

Name and Address of Indian Agent:

Name	State	Address (Complete)
<input type="text" value="Name"/>	<input type="text" value="State/UT"/>	<input type="text"/>

Is Indian Agent, directly importing the drug? Yes  No

Is importer, directly distributing the drug? Yes  No

Name and Address of Overseas Manufacturer

Name	Country	Address (Complete)	Production Capacity per month (in Lacs)
<input type="text" value="Name"/>	<input type="text" value="Country"/>	<input type="text"/>	<input type="text" value="in individual units, but not in pe"/> <span style="font-size: x-small; color: red;">no. of units (in Lacs)</span>

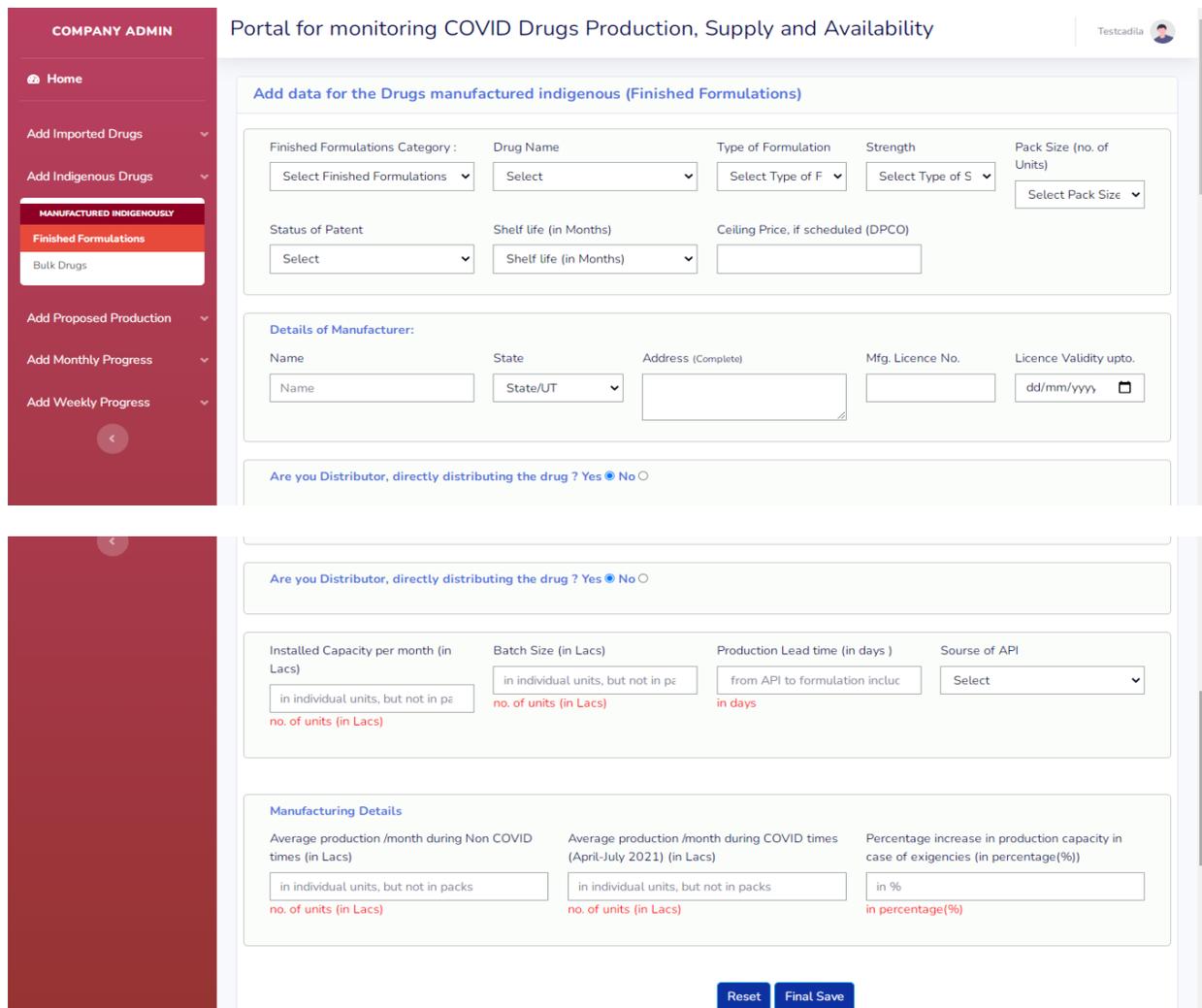
Import Details

Average Import/month during Non COVID times (in Lacs)	Average Import/month during COVID times (April-June 2021) (in Lacs)
<input type="text" value="in individual units, but not in packs"/> <span style="font-size: x-small; color: red;">no. of units (in Lacs)</span>	<input type="text" value="in individual units, but not in packs"/> <span style="font-size: x-small; color: red;">no. of units (in Lacs)</span>

Reset
Final Save

## b) For Indigenous Finished formulations/Bulk drugs

- Select drug name and enter details
- Enter details of Indian agent
- Enter details of Overseas Manufacturer
- Enter Import details and click on final save
- Saved details will be visible in the dashboard below
- Similarly enter all above details for other drugs applicable.



The screenshot shows the 'Add data for the Drugs manufactured indigenous (Finished Formulations)' form. The interface includes a sidebar menu with options like 'Home', 'Add Imported Drugs', 'Add Indigenous Drugs', and 'MANUFACTURED INDIGENOUSLY' (with sub-options 'Finished Formulations' and 'Bulk Drugs'). The main form area contains several sections: 'Finished Formulations Category' with dropdowns for Drug Name, Type of Formulation, Strength, and Pack Size; 'Status of Patent' and 'Shelf life (in Months)' dropdowns; 'Ceiling Price, if scheduled (DPCO)' text input; 'Details of Manufacturer' section with fields for Name, State, Address, Mfg. Licence No., and Licence Validity upto; a question 'Are you Distributor, directly distributing the drug?' with Yes/No radio buttons; 'Installed Capacity per month (in Lacs)', 'Batch Size (in Lacs)', 'Production Lead time (in days)', and 'Source of API' dropdowns; and 'Manufacturing Details' section with three text input fields for production during Non COVID, COVID times, and percentage increase in capacity.

### Note:

- If you import or manufacture formulation/strength other than those listed in drop down options, kindly mail to helpdesk at [cdsco2022@gmail.com](mailto:cdsco2022@gmail.com).
- Average production should be in units of **lacs** in case of formulation and in **kg** in case of bulk drugs.

## Step 4: Static Details Verification by ADMIN

Drug details once entered by the authorized person will be reflected as **NOT PUBLISHED** till the time it will be verified by ADMIN.

An email will be sent to the applicant for intimation of approval/rejection of drug details on email id provided at the time of registration.

ID	Drugs Name	Average Production/month during Non COVID times (in Lacs)	Average Production/month during COVID times (April-July 2021) (in Lacs)	Status of Patent	Action
1	Rabeprazole-Tablet-20mg	20	50	Active	<a href="#">Details</a> <a href="#">Not Published</a> <a href="#">Edit Details</a>

Once the details will be verified by ADMIN, it will be reflected as **PUBLISHED** and authorized person can now fill details like Proposed Production, Monthly progress and Weekly Progress.

2	Povidone-iodine-Oral Liquid (Gargle)-2%	2	5	Active	<a href="#">Details</a> <a href="#">Published</a>
3	Pantoprazole-Tablet-40mg	10	20	Active	<a href="#">Details</a> <a href="#">Published</a>
4	Amphotericin B Conventional-Injection	0.02	0.8	Active	<a href="#">Details</a> <a href="#">Published</a>

## Step 5: Addition of Proposed Production details of authorized drugs (Finished Formulation/Bulk Drugs)

COMPANY ADMIN

Portal for monitoring COVID Drugs Production, Supply and Availability

Testcadila

Add Proposed Production for the Drugs manufactured indigenous (Finished Formulations)

Name of the Finished Formulations	Year	Month	Proposed production plan (in lacs)	Remove
Select Drug	Year	Month	Proposed production plan (in lacs)	
Select Drug Paracetamol-Tablet-650mg Povidone-iodine-Oral Liquid (Gargle)-2% Pantoprazole-Tablet-40mg Amphotericin B Conventional-Injection -50mg				

Add New Row Final Save

List of Proposed Production

Show 10 entries Search:

ID	Formulations Name /Type/Strength	Year	Month	Proposed production plan (in lacs)
No data available in table				

Showing 0 to 0 of 0 entries

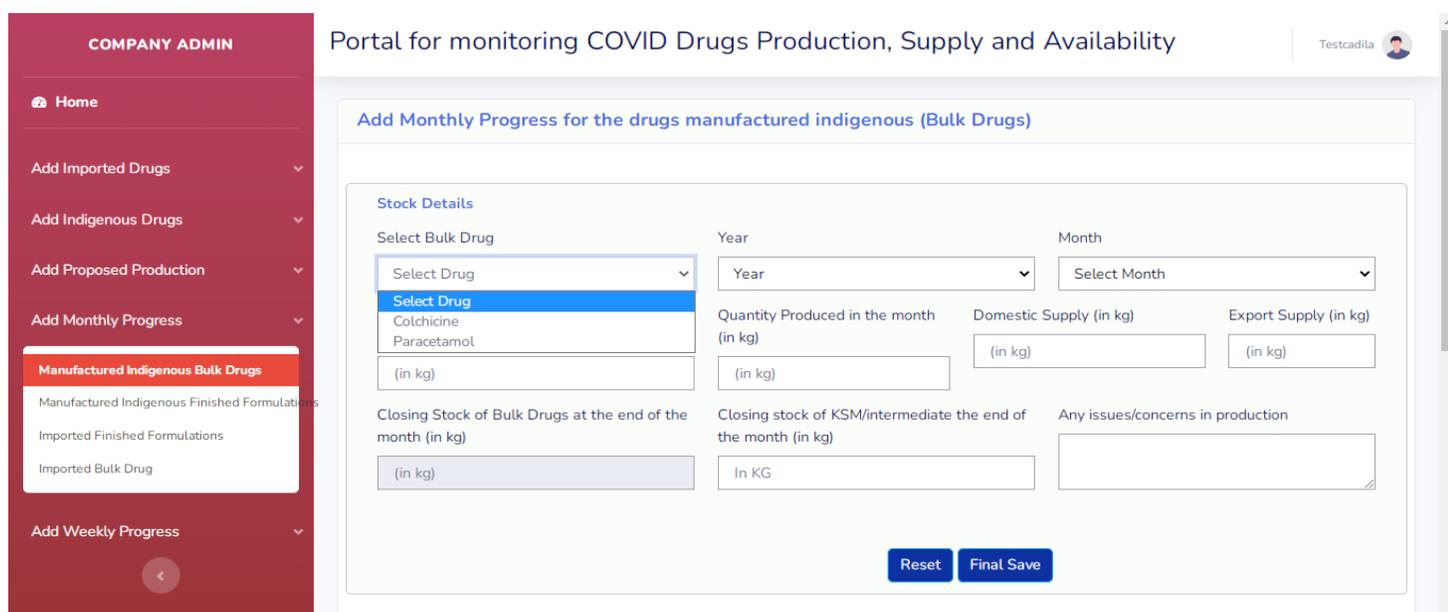
Previous Next

- i. Select authorized Bulk drug name from dropdown (eg. Paracetamol)
- ii. Select Year and month (2022 – January). Proposed production should be entered for current month and for next three months.  
Eg. For filling data for February- 2022 enter details for February and then add 3 new rows for March, April and May, 2022 details.
- iii. Add proposed production plan details (for formulation in lacs, for bulk drugs in kg) and click on Final save.
- iv. Entered details will be visible in the dashboard below

## Step 6 - Addition of Dynamic Monthly Data (every month on 1<sup>st</sup> working day)

### a) For Indigenous Bulk Drug manufacturer –

- i. Select authorized Bulk drug name from dropdown (eg. Colchicine)
- ii. Select Year and month (2022 – January)
- iii. Enter Opening stock, Production, Domestic Supply and Export QNTY and Closing stock in the fields. Put remarks if any and click final save.
- iv. The saved details will be visible in the dashboard below



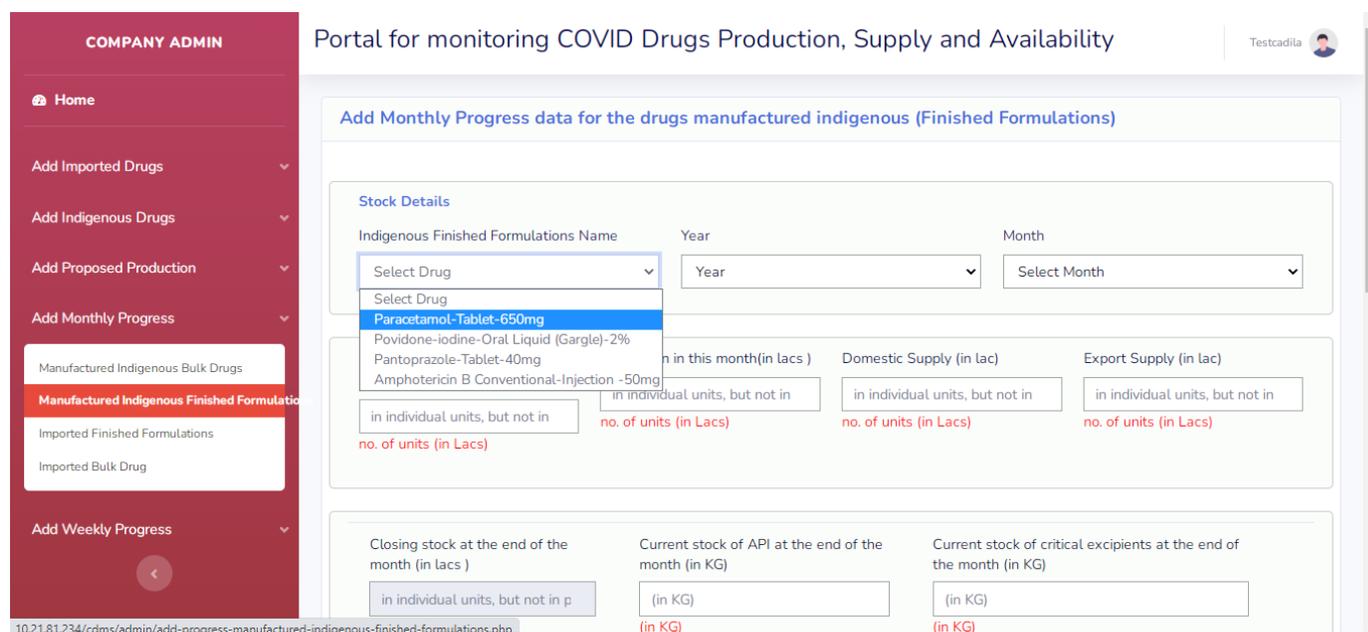
The screenshot displays the 'COMPANY ADMIN' sidebar on the left with the 'Add Monthly Progress' option selected. The main content area is titled 'Portal for monitoring COVID Drugs Production, Supply and Availability' and shows a form for 'Add Monthly Progress for the drugs manufactured indigenous (Bulk Drugs)'. The form includes the following fields:

- Select Bulk Drug:** A dropdown menu with options 'Select Drug', 'Colchicine', and 'Paracetamol'.
- Year:** A dropdown menu with the option 'Year'.
- Month:** A dropdown menu with the option 'Select Month'.
- Quantity Produced in the month (in kg):** A text input field.
- Domestic Supply (in kg):** A text input field.
- Export Supply (in kg):** A text input field.
- Closing Stock of Bulk Drugs at the end of the month (in kg):** A text input field.
- Closing stock of KSM/intermediate the end of the month (in kg):** A text input field.
- Any issues/concerns in production:** A text area for remarks.

At the bottom of the form, there are two buttons: 'Reset' and 'Final Save'.

**b) For Indigenous finished formulation manufacturer –**

- i. Select pre-authorized finished formulation name from dropdown (eg. Paracetamol 650 mg Tablet)
- ii. Select Year and month (2022 – January)
- iii. Enter Opening stock, Production, Domestic Supply and Export QNTY and Closing stock in the fields. Also enter API stock available in hand and critical excipients details if any.
- iv. Put remarks if any and click final save.
- v. The saved details will be visible in the dashboard below

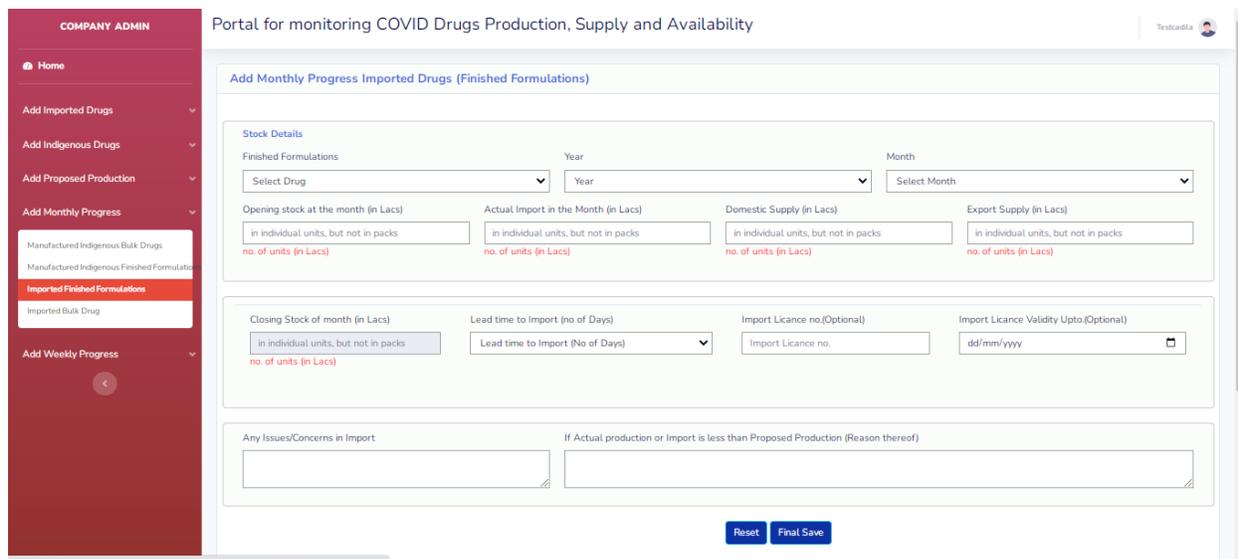


The screenshot displays the 'Portal for monitoring COVID Drugs Production, Supply and Availability' interface. On the left is a 'COMPANY ADMIN' sidebar with navigation options like 'Home', 'Add Imported Drugs', 'Add Indigenous Drugs', 'Add Proposed Production', 'Add Monthly Progress', 'Manufactured Indigenous Bulk Drugs', 'Manufactured Indigenous Finished Formulation', 'Imported Finished Formulations', 'Imported Bulk Drug', and 'Add Weekly Progress'. The main content area is titled 'Add Monthly Progress data for the drugs manufactured indigenous (Finished Formulations)'. It features a 'Stock Details' section with a dropdown for 'Indigenous Finished Formulations Name' (currently showing 'Paracetamol-Tablet-650mg'), and fields for 'Year' and 'Month'. Below this are input fields for 'Production in this month (in lacs)', 'Domestic Supply (in lac)', and 'Export Supply (in lac)', each with a unit specification. At the bottom, there are fields for 'Closing stock at the end of the month (in lacs)', 'Current stock of API at the end of the month (in KG)', and 'Current stock of critical excipients at the end of the month (in KG)'. A URL is visible at the bottom: '10.21.81.234/crms/admin/add-progress-manufactured-indigenous-finished-formulations.php'.

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**c) For finished formulation importer –**

- i. Select pre-authorized finished formulation name from dropdown (eg. Paracetamol 650 mg Tablet)
- ii. Select Year and month (2022 – January)
- iii. Enter Opening stock, Import, Domestic Supply and Export QNTY and Closing stock in the fields. Also enter lead time to import, IL Number and license validity.
- iv. Put remarks if any and click final save.
- v. The saved details will be visible in the dashboard below



The screenshot displays the 'Add Monthly Progress Imported Drugs (Finished Formulations)' form within the 'COMPANY ADMIN' dashboard. The form is titled 'Add Monthly Progress Imported Drugs (Finished Formulations)' and includes the following fields:

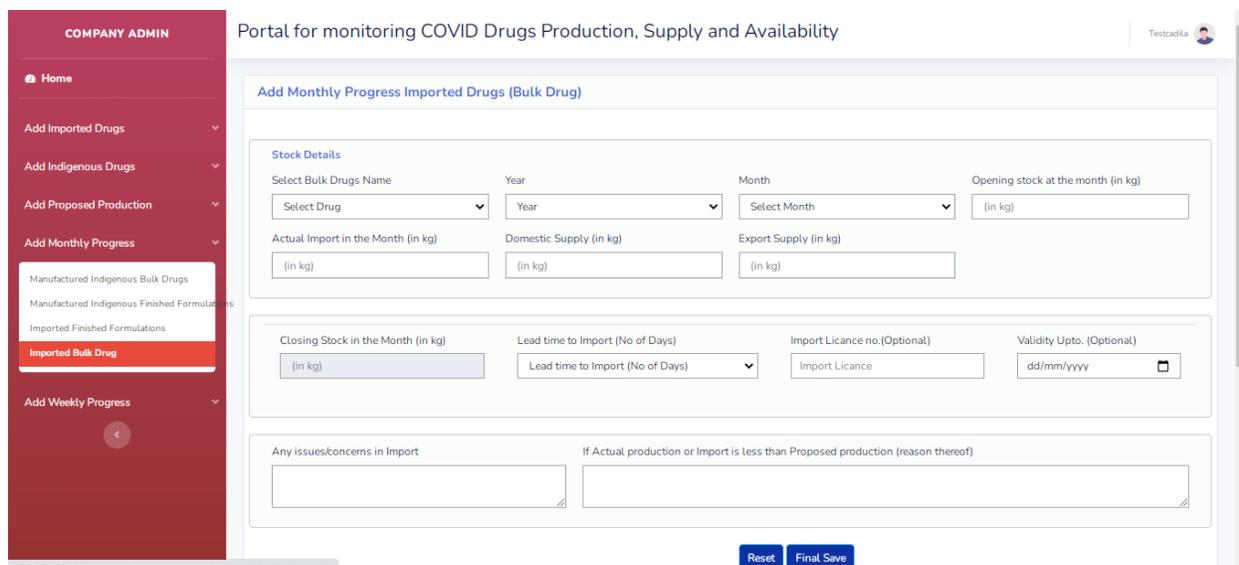
- Stock Details:**
  - Finished Formulations: Select Drug (dropdown)
  - Year: Year (dropdown)
  - Month: Select Month (dropdown)
  - Opening stock at the month (in Lacs): in individual units, but not in packs (text input)
  - Actual Import in the Month (in Lacs): in individual units, but not in packs (text input)
  - Domestic Supply (in Lacs): in individual units, but not in packs (text input)
  - Export Supply (in Lacs): in individual units, but not in packs (text input)
- Additional Fields:**
  - Closing Stock of month (in Lacs): in individual units, but not in packs (text input)
  - Lead time to Import (no of Days): Lead time to Import (No of Days) (dropdown)
  - Import Licence no.(Optional): Import Licence no. (text input)
  - Import Licence Validity Upto(Optional): dd/mm/yyyy (text input)
- Remarks:**
  - Any Issues/Concerns in Import (text area)
  - If Actual production or Import is less than Proposed Production (Reason thereof) (text area)

At the bottom of the form, there are two buttons: 'Reset' and 'Final Save'.

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**d) For Bulk Drug importer –**

- i. Select pre-authorized Bulk drug name from dropdown (eg. Colchicine)
- ii. Select Year and month (2022 – January)
- iii. Enter Opening stock, import qty, Domestic Supply and Export QNTY and Closing stock in the fields. Also enter lead time to import, IL Number and license validity.
- iv. Put remarks if any and click final save.
- v. The saved details will be visible in the dashboard below



The screenshot shows the 'Add Monthly Progress Imported Drugs (Bulk Drug)' form. The form is divided into several sections:

- Stock Details:**
  - Select Bulk Drugs Name:
  - Year:
  - Month:
  - Opening stock at the month (in kg):
- Supply Details:**
  - Actual Import in the Month (in kg):
  - Domestic Supply (in kg):
  - Export Supply (in kg):
- Closing Stock and License:**
  - Closing Stock in the Month (in kg):
  - Lead time to Import (No of Days):
  - Import Licence no.(Optional):
  - Validity Upto. (Optional):
- Remarks:**
  - Any issues/concerns in Import:
  - If Actual production or Import is less than Proposed production (reason thereof):

At the bottom of the form, there are two buttons: 'Reset' and 'Final Save'.

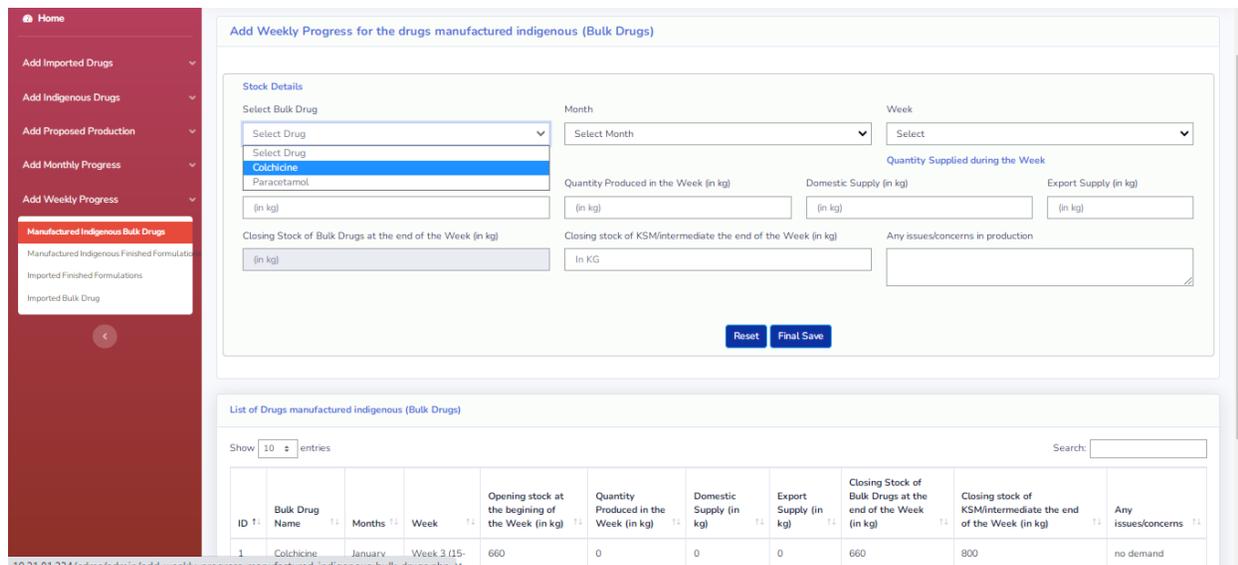
Note: Opening stock as on 1<sup>st</sup> of respective month  
Closing stock as on last day of respective month

**\* Opening stock of current month should be same as of closing stock of last month. In case of any discrepancy in units/figures, mention the reason for the same in section “Any issues/concerns in production”.**

## Step 7 - Addition of Dynamic Weekly Data (every Friday)

### a) For Indigenous Bulk Drug manufacturer –

- i. Select pre-authorized Bulk drug name from dropdown (eg. Colchicine)
- ii. Select month & week (January – 3<sup>rd</sup> week)
- iii. Enter Opening stock, Production, Domestic Supply and Export QNTY and Closing stock in the fields. Also enter closing stock of KSM. Put remarks if any and click final save.
- iv. The saved details will be visible in the dashboard below



The screenshot displays the 'Add Weekly Progress for the drugs manufactured indigenous (Bulk Drugs)' form. The form includes a sidebar menu with options like 'Home', 'Add Imported Drugs', 'Add Indigenous Drugs', 'Add Proposed Production', 'Add Monthly Progress', and 'Add Weekly Progress'. The 'Add Weekly Progress' option is selected, showing a sub-menu with 'Manufactured Indigenous Bulk Drugs' highlighted.

The main form area is titled 'Add Weekly Progress for the drugs manufactured indigenous (Bulk Drugs)'. It contains the following fields:

- Stock Details:**
  - Select Bulk Drug: A dropdown menu with 'Colchicine' selected.
  - Month: A dropdown menu with 'Select Month' selected.
  - Week: A dropdown menu with 'Select' selected.
- Quantity Supplied during the Week:**
  - Quantity Produced in the Week (in kg): Input field.
  - Domestic Supply (in kg): Input field.
  - Export Supply (in kg): Input field.
- Closing Stock of Bulk Drugs at the end of the Week (in kg):** Input field.
- Closing stock of KSM/intermediate the end of the Week (in kg):** Input field.
- Any issues/concerns in production:** Text area.

Buttons for 'Reset' and 'Final Save' are located at the bottom of the form.

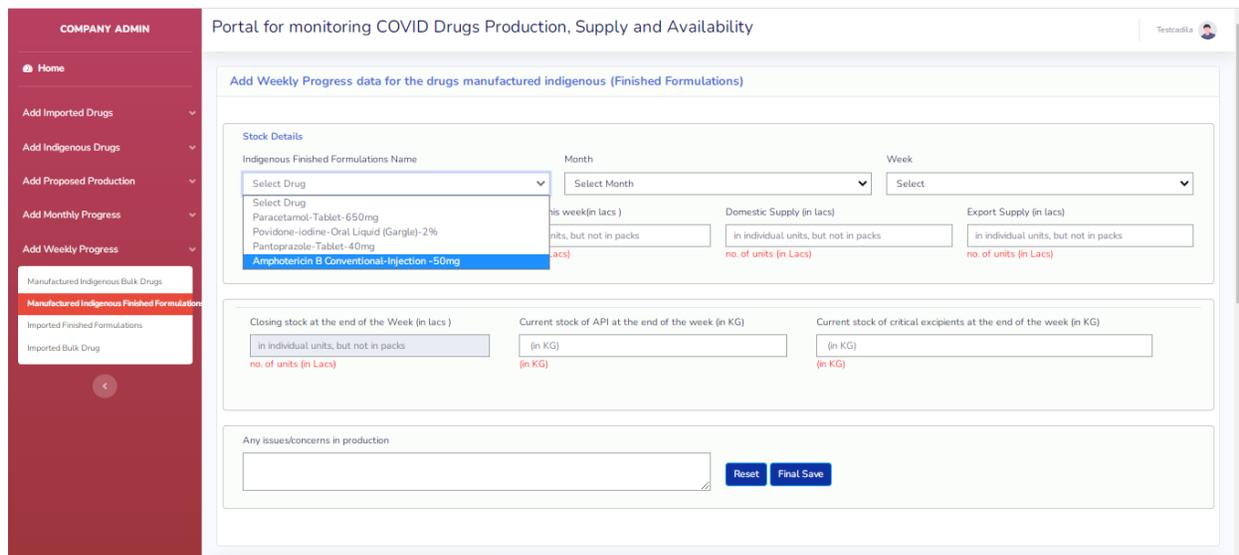
Below the form is a table titled 'List of Drugs manufactured indigenous (Bulk Drugs)'. The table has a search bar and a 'Show 10 entries' dropdown. The table contains one entry:

ID	Bulk Drug Name	Months	Week	Opening stock at the beginning of the Week (in kg)	Quantity Produced in the Week (in kg)	Domestic Supply (in kg)	Export Supply (in kg)	Closing Stock of Bulk Drugs at the end of the Week (in kg)	Closing stock of KSM/intermediate the end of the Week (in kg)	Any issues/concerns
1	Colchicine	January	Week 3 (15-	660	0	0	0	660	800	no demand

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**b) For Indigenous finished formulation manufacturer –**

- i. Select pre-authorized finished formulation name from dropdown (eg. Paracetamol 650 mg Tablet)
- ii. Select month & week (January – 3<sup>rd</sup> week)
- iii. Enter Opening stock, Production, Domestic Supply and Export QNTY and Closing stock in the fields. Also enter API stock available in hand and critical excipients details if any.
- iv. Put remarks if any and click final save.
- v. The saved details will be visible in the dashboard below



The screenshot shows the 'COMPANY ADMIN' dashboard for 'Portal for monitoring COVID Drugs Production, Supply and Availability'. The user is logged in as 'Testcaidla'. The main section is titled 'Add Weekly Progress data for the drugs manufactured indigenous (Finished Formulations)'. It contains a 'Stock Details' form with the following fields:

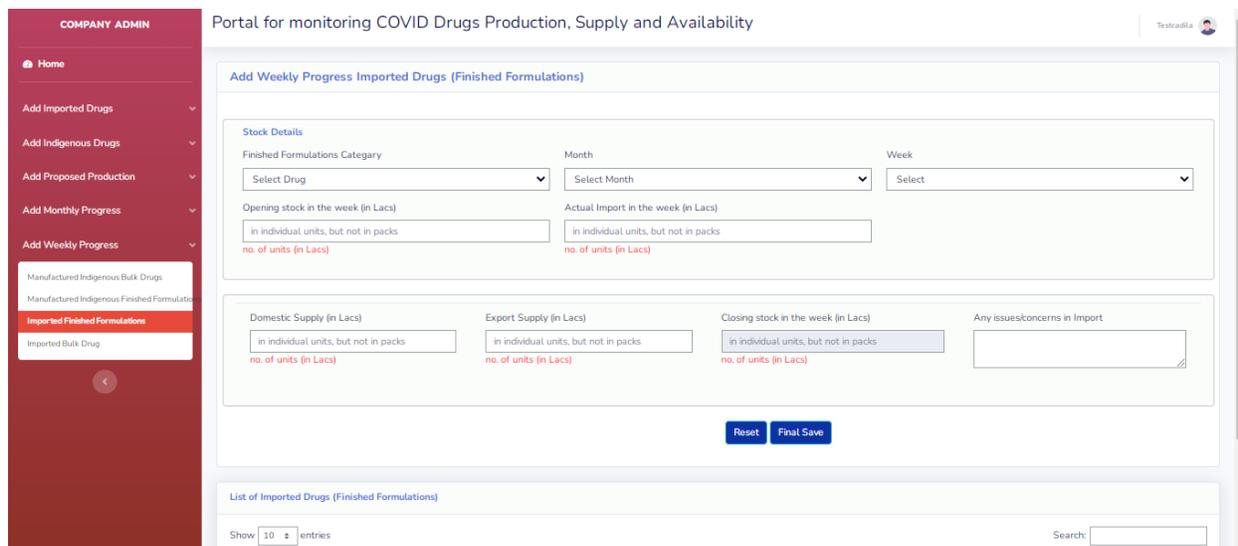
- Indigenous Finished Formulations Name:** A dropdown menu with options: 'Select Drug', 'Paracetamol-Tablet-650mg', 'Povidone-iodine-Oral Liquid (Gargle)-2%', 'Pantoprazole-Tablet-40mg', and 'Amphotericin B Conventional-Injection -50mg' (highlighted).
- Month:** A dropdown menu with 'Select Month'.
- Week:** A dropdown menu with 'Select'.
- Production (in lacs):** A text input field with placeholder 'in individual units, but not in packs' and unit '(in lacs)'.
- Domestic Supply (in lacs):** A text input field with placeholder 'in individual units, but not in packs' and unit '(in lacs)'. Below it, it says 'no. of units (in Lacs)'.
- Export Supply (in lacs):** A text input field with placeholder 'in individual units, but not in packs' and unit '(in lacs)'. Below it, it says 'no. of units (in Lacs)'.
- Closing stock at the end of the Week (in lacs):** A text input field with placeholder 'in individual units, but not in packs' and unit '(in lacs)'. Below it, it says 'no. of units (in Lacs)'.
- Current stock of API at the end of the week (in KG):** A text input field with placeholder '(in KG)' and unit '(in KG)'.
- Current stock of critical excipients at the end of the week (in KG):** A text input field with placeholder '(in KG)' and unit '(in KG)'.
- Any issues/concerns in production:** A large text area for remarks.

At the bottom right of the form, there are two buttons: 'Reset' and 'Final Save'.

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**c) For finished formulation importer –**

- i. Select pre-authorized finished formulation name from dropdown (eg. Paracetamol 650 mg Tablet)
- ii. Select month & week (January – 3<sup>rd</sup> week)
- iii. Enter Opening stock, Import, Domestic Supply and Export QNTY and Closing stock in the fields.
- iv. Put remarks if any and click final save.
- v. The saved details will be visible in the dashboard below



The screenshot displays the 'COMPANY ADMIN' dashboard for 'Portal for monitoring COVID Drugs Production, Supply and Availability'. The user 'Testca@la' is logged in. The main content area is titled 'Add Weekly Progress Imported Drugs (Finished Formulations)'. It contains a 'Stock Details' section with the following fields:

- Finished Formulations Category:** A dropdown menu with 'Select Drug' as the current selection.
- Month:** A dropdown menu with 'Select Month' as the current selection.
- Week:** A dropdown menu with 'Select' as the current selection.
- Opening stock in the week (in Lacs):** A text input field with the placeholder 'in individual units, but not in packs' and a red error message 'no. of units (in Lacs)' below it.
- Actual Import in the week (in Lacs):** A text input field with the placeholder 'in individual units, but not in packs' and a red error message 'no. of units (in Lacs)' below it.

Below the 'Stock Details' section, there are four more input fields:

- Domestic Supply (in Lacs):** A text input field with the placeholder 'in individual units, but not in packs' and a red error message 'no. of units (in Lacs)' below it.
- Export Supply (in Lacs):** A text input field with the placeholder 'in individual units, but not in packs' and a red error message 'no. of units (in Lacs)' below it.
- Closing stock in the week (in Lacs):** A text input field with the placeholder 'in individual units, but not in packs' and a red error message 'no. of units (in Lacs)' below it.
- Any issues/concerns in Import:** A text area for entering remarks.

At the bottom of the form, there are two buttons: 'Reset' and 'Final Save'. Below the form is a section titled 'List of Imported Drugs (Finished Formulations)' with a 'Show 10 entries' dropdown and a search box.

