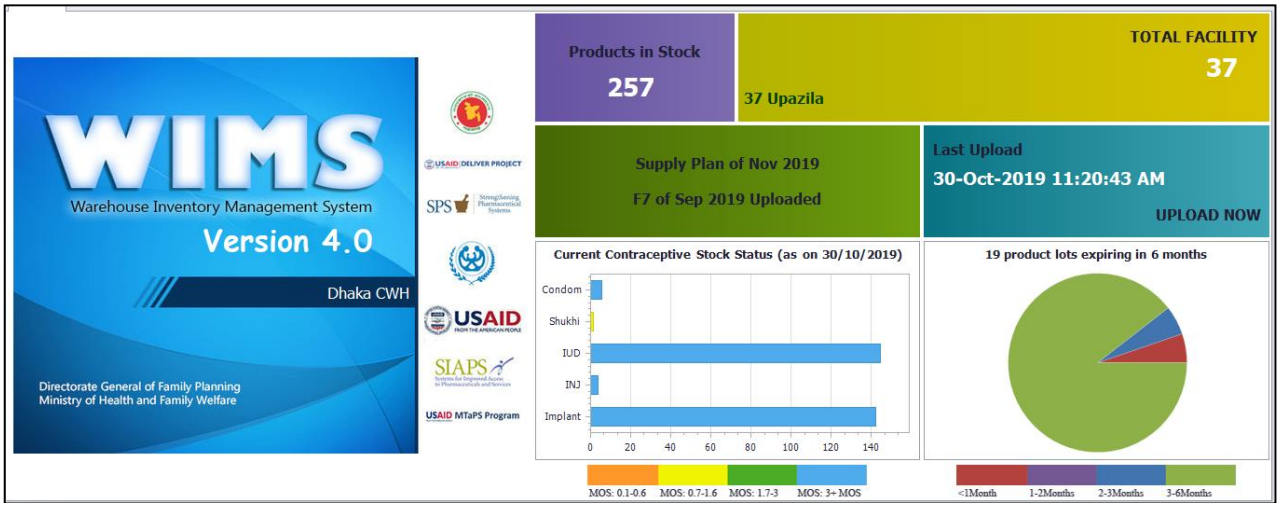
WIMSv4 USER GUIDE

Warehouse Inventory Management System
Of
Directorate General of Family Planning (DGFP)

November, 2019



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Chapter-1: Introduction

1.1. Background

The Warehouse Inventory Management System (WIMS) is a computer program initially developed by the USAID | DELIVER PROJECT and redesigned and maintained since 2015 by the Systems for Improved Access to Pharmaceuticals & Services (SIAPS) Program of Management Sciences for Health (MSH) for the Directorate General of Family Planning (DGFP). Based on users requirement and technological changes the WIMSV3 need to be updated and accordingly USAID Medicines, Technologies and Pharmaceutical Services (MTaPS) Program of MSH has taken this initiative and update the WMSV3 to WIMSV4.

1.1.1. How it's used

The Warehouse Inventory Management System (WIMS) is software to maintain inventory at family planning warehouses at district level. It enables warehouse staff to maintain stock of commodities, movement of stock & monthly Logistics Management Information System (LMIS) reporting.

1.1.2. Advantages

- ✓ Permits users to receive commodities from both Local & International shipments.
- ✓ Has batch/lot and expiry date tracking for RH commodities.
- ✓ Permits users to issue commodities maintaining First-Expiry-First-Out (FEFO).
- ✓ Can be considered as a digital stock ledger for the warehouse.

1.1.3. Limitations

- ✓ Not web based, but uploads current stock status & monthly report to Supply Chain Management Portal (SCMP) automatically.
- ✓ Requires training to operate.
- ✓ Not a complete warehouse management system.

1.1.4. Where it has been applied

Directorate General of Family Planning (DGFP) under the Ministry of Health and Family Welfare (MOHFW) Bangladesh.

1.1.5. Language availability

English

1.2. WIMSv4 Update Features

1.2.1. General

- ✓ Only to show/filter upazila names under the warehouse in every screen
- ✓ Only active users will be able to login
- ✓ Supply plan generation for contraceptives
- ✓ Item Group & code unification, reduce unnecessary items
- ✓ WIMS now uploads all data to central server (scmpbd.org)
- ✓ Generate backup in .zip format
- ✓ Receive invoice, Indent and F7B download
- ✓ Warehouses can download Upazila INDENT and Upazila can download the IV.

1.2.2. Receive Invoice

- ✓ **National Receive** report can be generated
- ✓ Receive against **Package#/Contract#** of DGFP
- ✓ Generate receive invoice from standing board

1.2.3. Issue Voucher

- ✓ Should not allow insertion of any item (lot) more than once in any issue voucher. If inserted, should show an alert
- ✓ Invoice prepared, then while continuing updating, earlier prepared invoice shows old value. Should be updated
- ✓ Should allow printing of invoice before stock updating. As this will allow 'Issue Date' to be updated before posting to stock (which is not possible now, so want to keep issue date empty). This will also ensure tracking of actual issue date
- ✓ Auto generation of invoice
- ✓ 'Cancel' flag in issue voucher
- ✓ Issue voucher – insert a field "# of cartons", also print
- ✓ During issue voucher posting to stock, shows error 'Cannot Issue More Than Stock Quantity' but does not mention which items are not available in stock. Should show clear message about the short quantity item(s)
- ✓ Indent & Push invoice# can overlap and be duplicate, should not allow
- ✓ After download indent to create indent Issue voucher.

1.2.4. Adjustment Vouchers

- ✓ Option of 'Return to Higher Authority' type adjustment
- ✓ 'Cancel' flag in Adjustment voucher
- ✓ Return to the Supplier from Provisional receive.

1.2.5. Provisional Receive

- ✓ Provisional receive against contract assign items
- ✓ Standing Board Approval option
- ✓ Return to the Supplier from Provisional receive.

1.2.6. Reporting

- ✓ Distribution report based on date, commodity, facility, district (details & summary)
- ✓ 'Type of Adjustment' not printed in report
- ✓ Digital ICR – Supplier's invoice# and Date should show
- ✓ Receive report based on date range (details & summary)
- ✓ Generate F7 report automatically & upload to SCMP
- ✓ Digital ICR does not sort properly, should show receive, issue and adjustment records by date and invoice#
- ✓ Receive report does not show item serial

1.2.7. Bug Fixing

1) BUG – Stock balance and stock details report mismatch
2) BUG – Item lot shows/allows minus figure
3) BUG - Cannot issue single item

1.3. What can & what cannot be in WIMSv4 (Cases)

1.3.1. Item Group & Item List

- ✓ User cannot add new Item in WIMSv4, need to download from Web
- ✓ User also cannot add new Item Group, need to download from Web
- ✓ User can add Employee and set Forms & Reports Edit & View access permission.

1.3.2. Supply Plan

- ✓ Create Supply Plan Master first then go for generation of supply plan items and Issue voucher without that it will not work;
- ✓ After creating Supply Plan Master then create supply plan Items
  - Generate supply plan items
  - Generate Issue voucher
- ✓ To delete supply plan items
  - Only can delete supply plan item for which issue vouchers are not generated
  - Delete supply plan item not possible if those Issue Vouchers are already generated
- ✓ Select Facility and press generate issue voucher
  - This Month Issue voucher generate successfully
  - This Month un-updated issue would be regenerated
  - This Month update issue voucher would not be regenerated
- ✓ Custom Supply plan for generating Issue voucher for other commodities.

1.3.3. Form 7

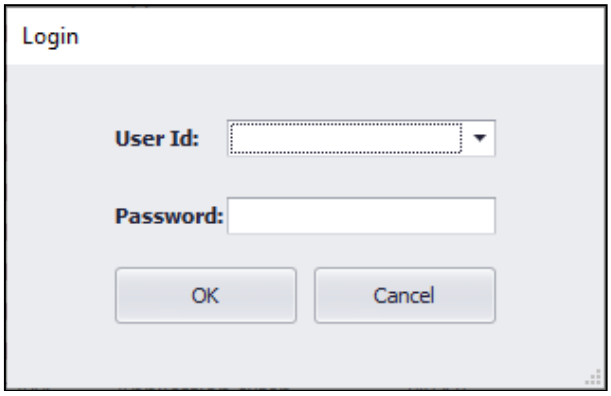
1. Create Form 7 master
   - Not Create Form 7 items
2. Create Form 7 Items this Month Receive, issue and adjustment invoice Create & update status show after press post button
3. This Month Receive, issue and adjustment invoice can't be update
4. User can be Unpost F7 report for regenerating F7 report.

Chapter-2: Warehouse Setup and Configuration

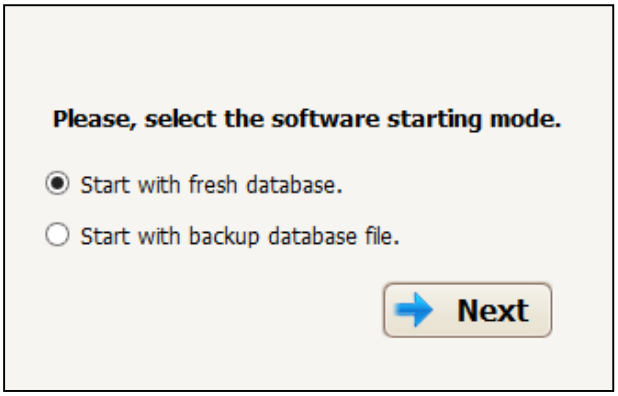
2.1. How to Setup Data for a Warehouse

- ***Step-1:*** After installed **WIMSv4** double clicking the

icon from desktop. After pressing the WIMSv4 following screen will be appeared:

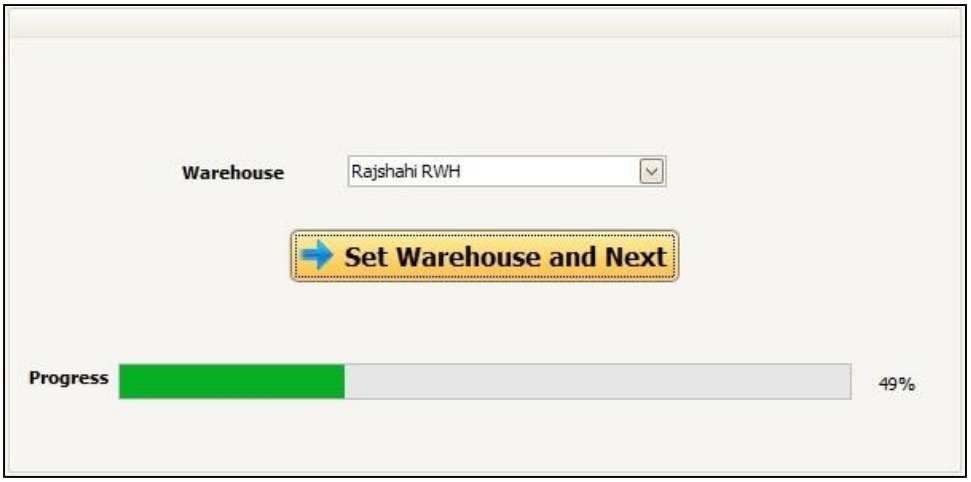


- ***Step-2:*** Select **User Id:** XXX and type **Password:** XXX then press **"OK"**. After pressing OK the following screen will be appeared:



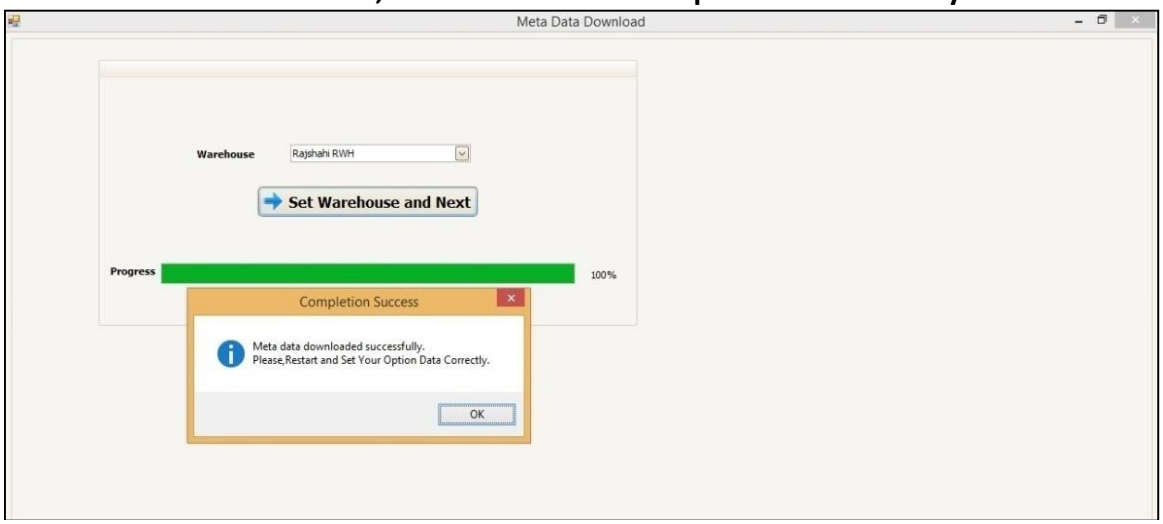
- ***Step-3:*** To select the software starting mode from the above screen click "**Start with Fresh Database**" radio button then press **"Next"** button. After pressing 'Next' the following screen will be appeared -

- ***Step-4:*** To select warehouse go to **"Warehouse"** combo list from the above screen and select a warehouse for whom the WIMSv4 has installed then press **"Set Warehouse and Next"** button as following screen:

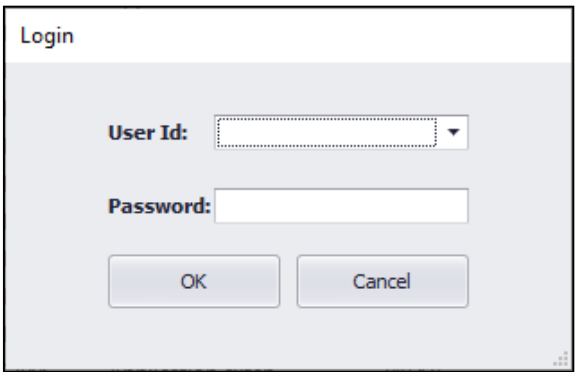


After completing progress the following screen will be appeared with a message box showing following message:

"Meta data downloaded successfully.
Please, Restart and Set Your Option Data Correctly."



- ***Step-5:*** After pressing "**OK**" in above **"Completion Success"** message box and the following screen will appear:

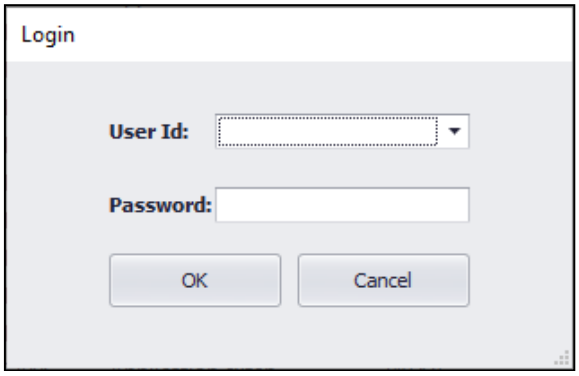


After that the WIMSv4 software will ready to use.

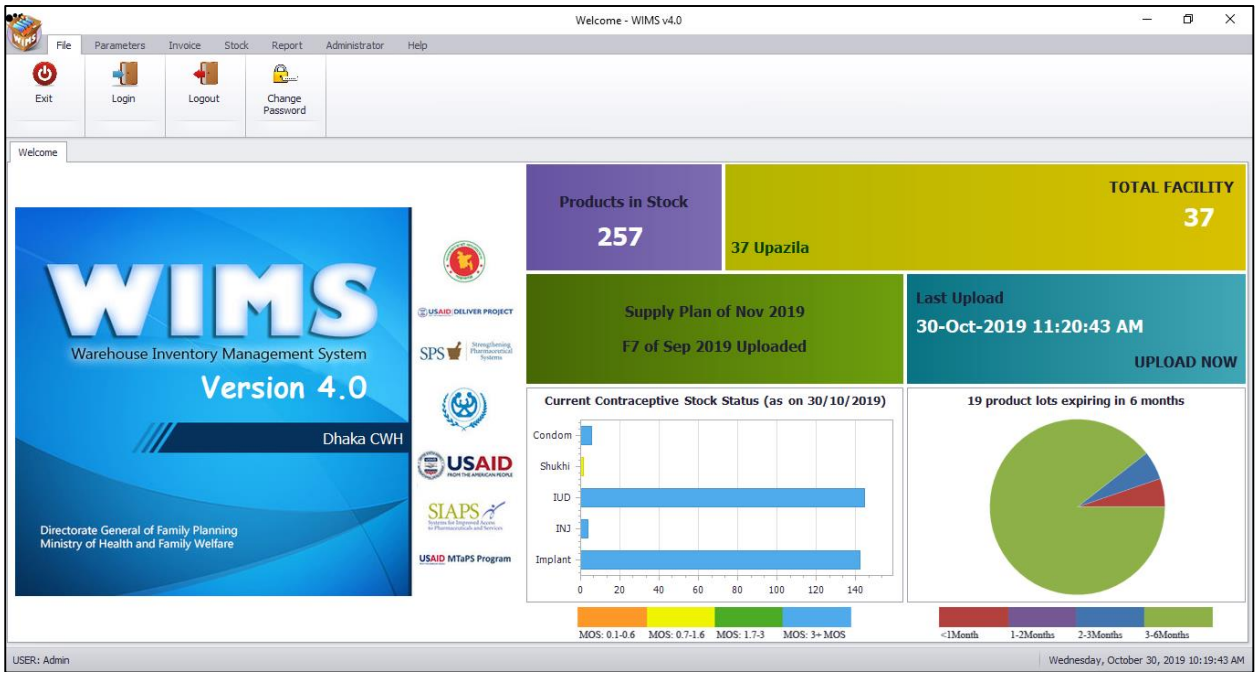
2.2. How to configure WIMSv4 for respective Warehouse Users?

- Double clicking the

icon from desktop and putting User ID and Password from the following window:

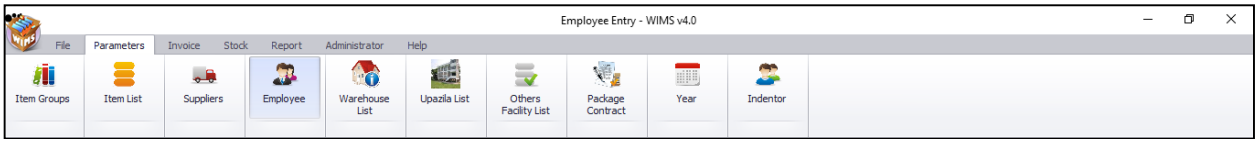


- Select User Id: XXX & type Password: XXX then press OK.

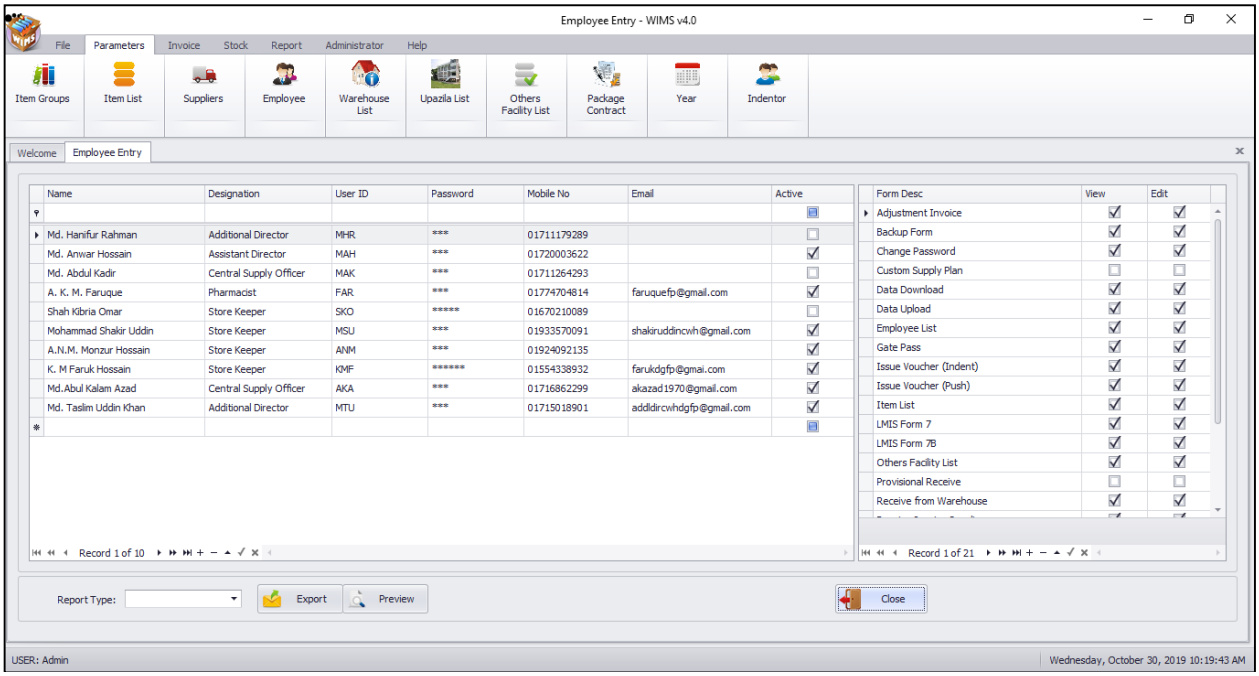


2.3. How to add an Employee in WIMSv4?

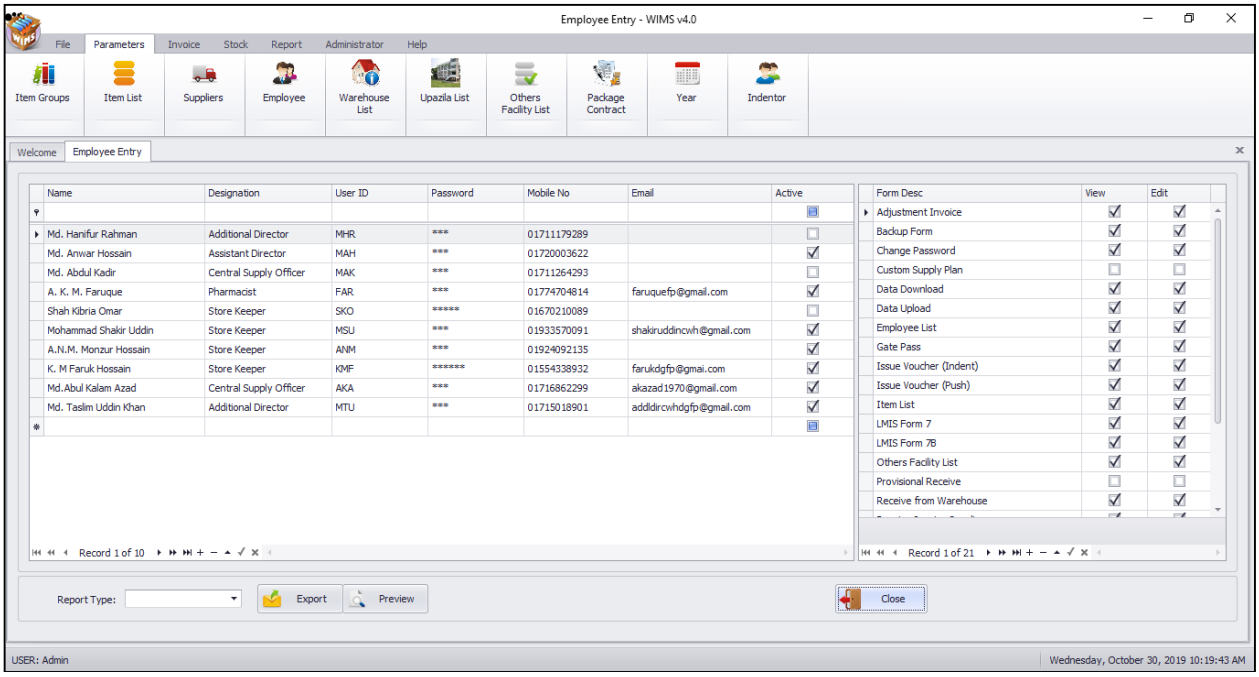
- Go to **Parameter > Employee** menu
- The following sub-menu will appear:



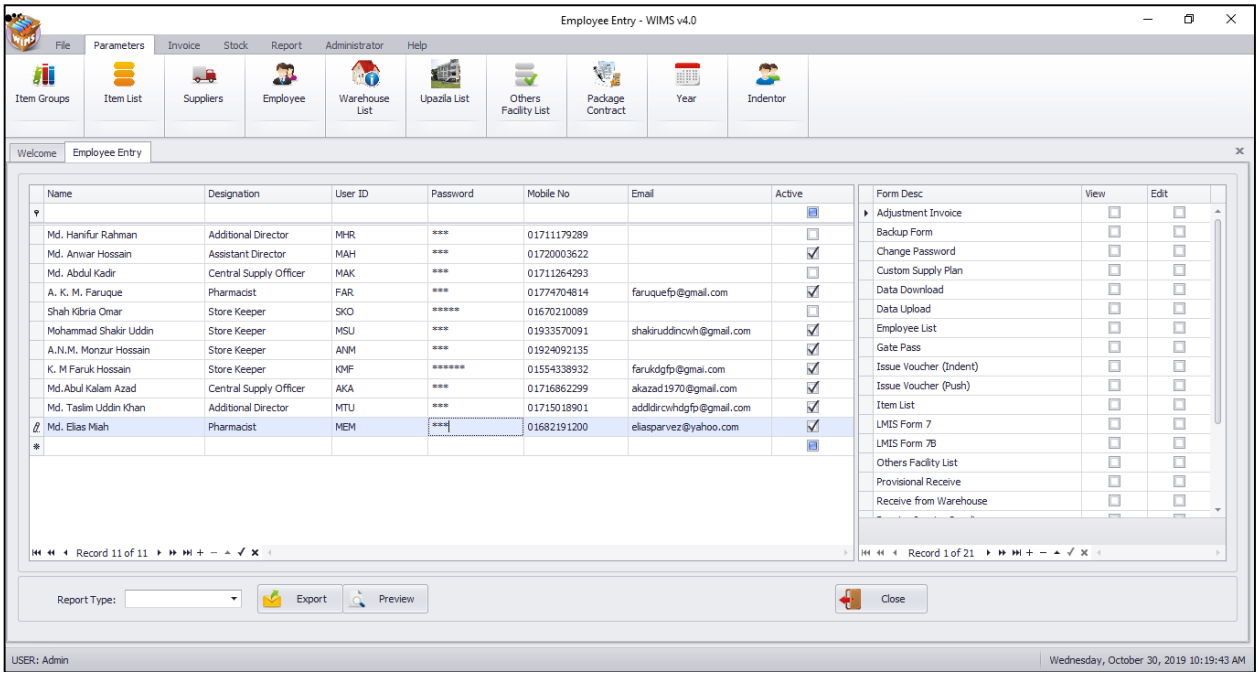
- From the above sub-menu press **"Employee"** menu to A**dd/Edit** an employee. After pressing **"Employee"** button the following screen will be appeared:



- Press add to create new Employee
- After pressing add the following screen will be appeared:

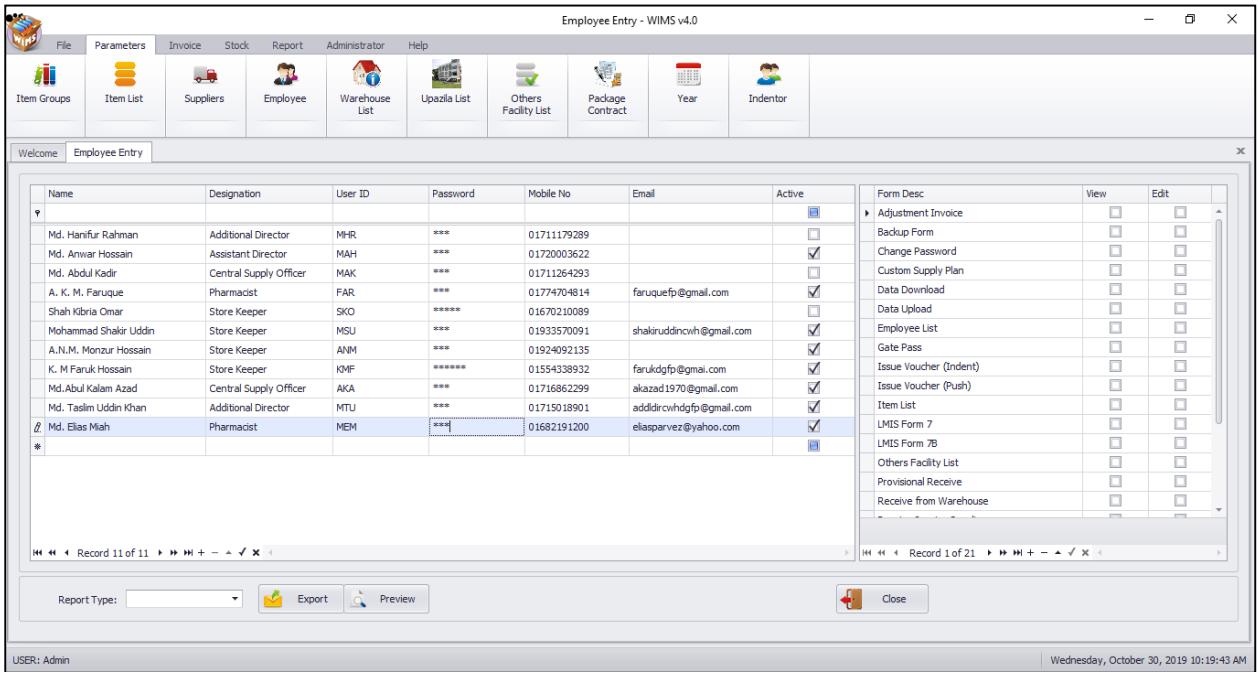


- Type Name, Designation, User Id, Password then press Save or press enter from keyboard ***(N.B**. Make sure your **User id** would be at least **3 (three)** digit and **Password** also at least **3(three)** digits)*
- After pressing **Save** button the following screen will be shown:

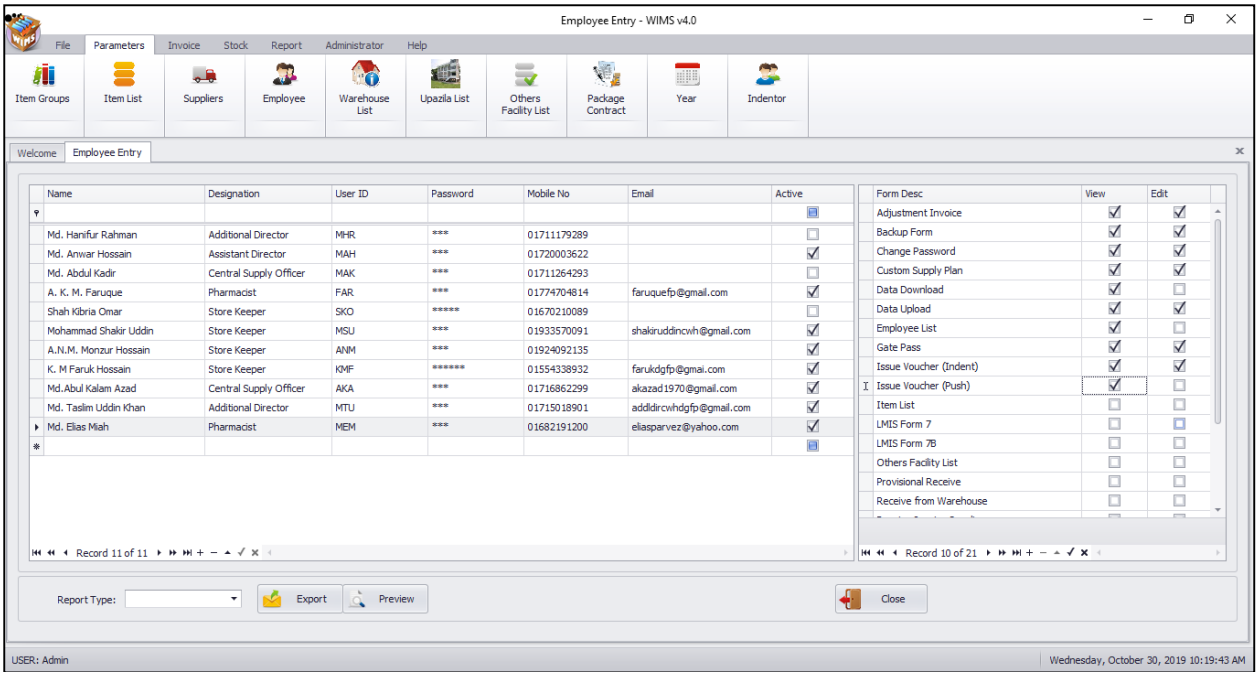


2.4. How do we set permission into Forms for each Employee?

- Select respective employee from Employee List from the following screen:

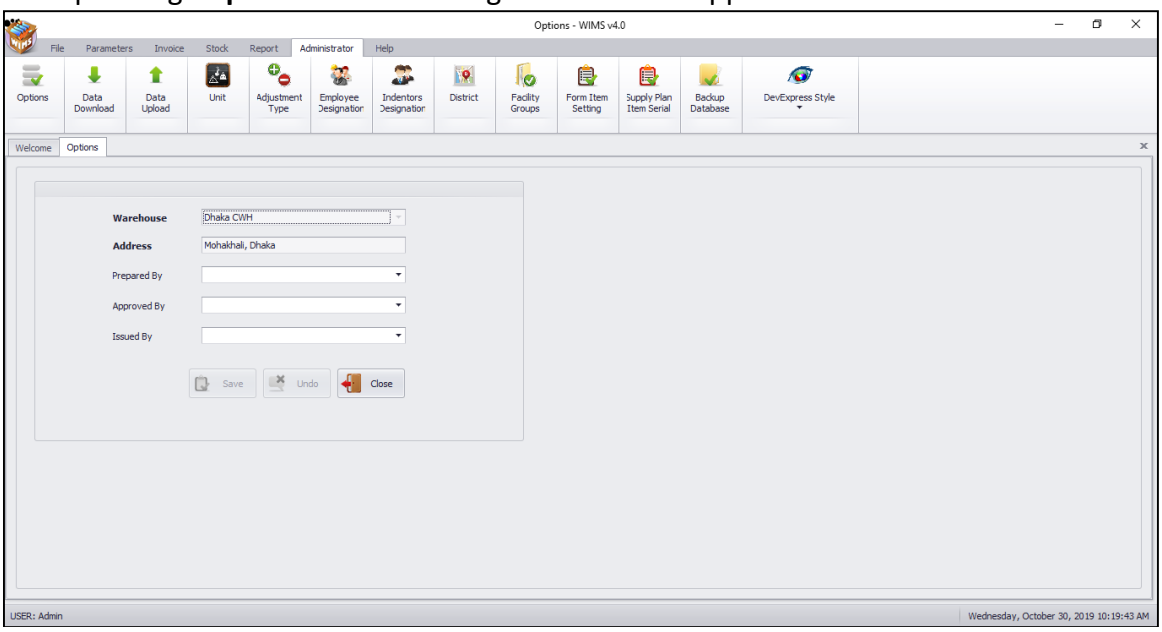


- Against each Employee you need to set following types of permission:
  1. Permit to View press ☑ under view
  2. Permit to Entry/Edit press ☑ under Edit
  3. Not permit view or edit check box empty ☐
- To set permission to each and every forms for an employee you have to click these manually as showing in following screen:

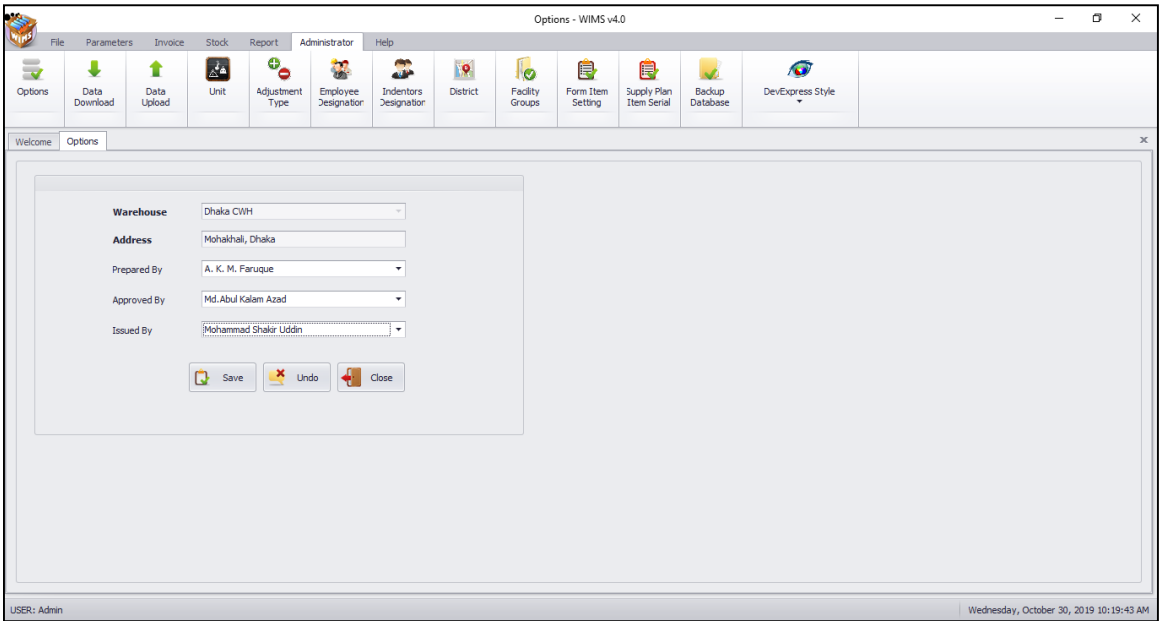


2.5. How do we set Options for WIMSV4?

- Go to **Administrator > Options**
- After pressing **"Options"** the following screen will be appeared:



- To set **"Prepared By, Approved By & Issued By"** which will display when an Issue Invoice will be printed.
- To select above 3 (three) combos the system must have required listed employees.
- From the prelisted employee list you have to select employees as follows:



- If you need to cancel settings press

button before save.
- After setting **"Prepared By, Approved By & Issued By"** then press

button.
- Press

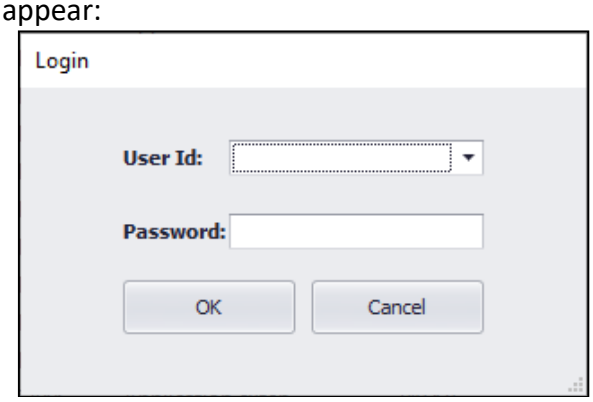
button.

Chapter-3: How to operate WIMSv4

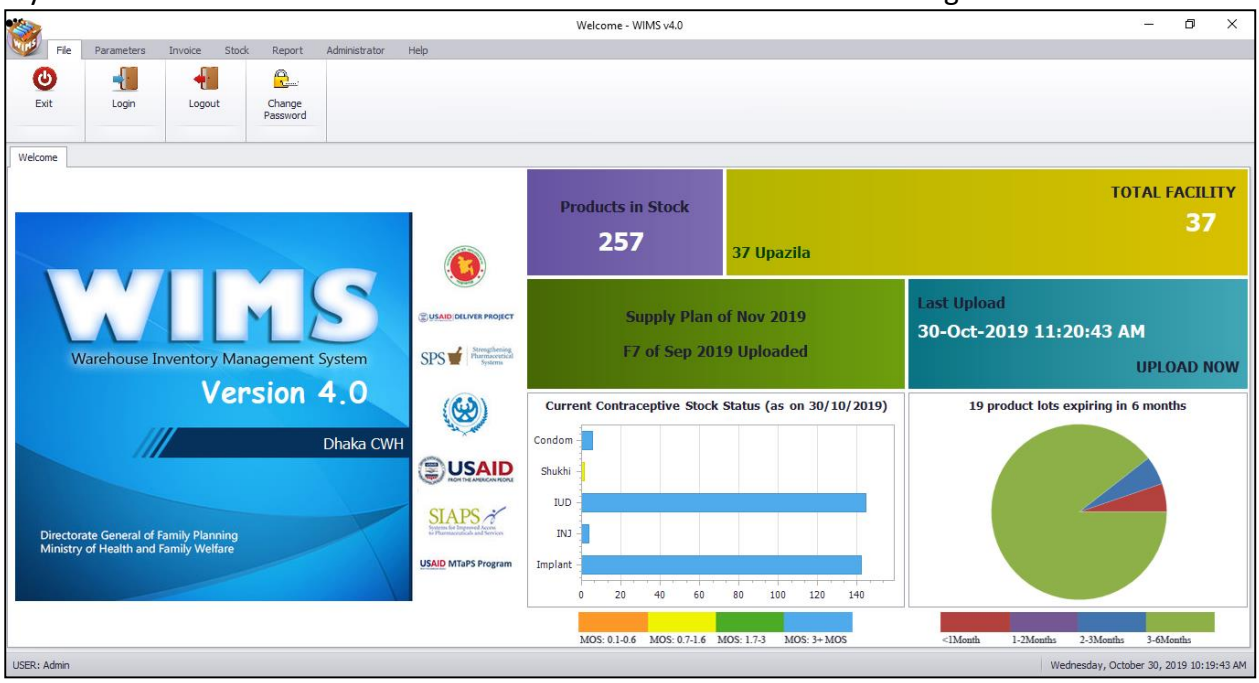
3.1. How to start WIMSv4

- Double click on

icon in your desktop or
- Select **Start > Programs > WIMSv4 > WIMSv4** from taskbar to run WIMSv4.
- Following screen will appear:



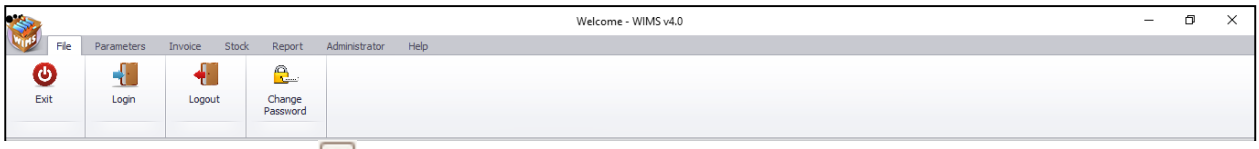
- Type in your **User ID** and **Password** in the boxes and press **<Enter>** or press **"OK"**.
- If your User ID and Password are correct and match then WIMSv4 landing screen will be visible.



- At the bottom left of the landing screen you will see your **User Name**.
- In the landing page displaying a dashboard for the warehouse's status containing the following data:
  - ✓ Product in stock
  - ✓ Total facility
  - ✓ Supply of the warehouse last month of the year
  - ✓ Last F7 status
  - ✓ Last data upload status
  - ✓ Major contraceptives Chart report.
  - ✓ Expiring product in 6 month.
- Every block has transferring when the user click in this dashboard block.

3.2. How to exit WIMSv4

- Select **File > Exit** from **File** menu bar. Or

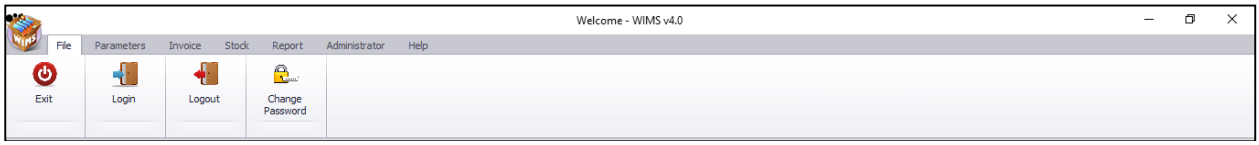


- Press the topmost right button to exit from WIMSv4.

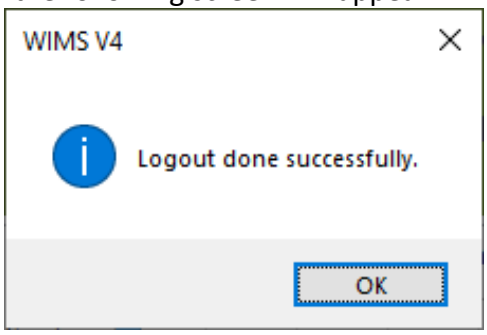
Note: Before you exit, make sure that no forms are open.

3.3. How to Logout

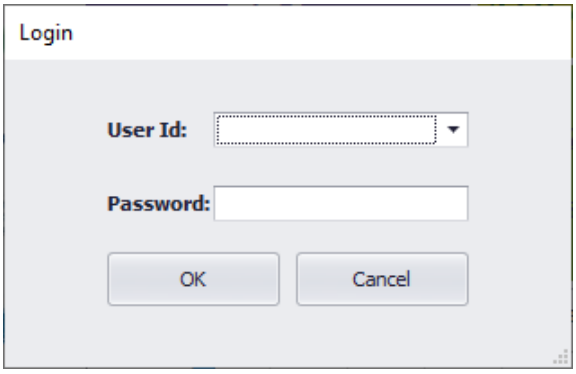
- After your works are done and you temporarily want to suspend working with WIMSV4 but do not want to **Exit** then you should logout. This make sure that another person cannot use WIMSV4 with your permissions when you are out. To logout from WIMSV4, select **File > Logout** button from **File** menu.



- After pressing logout then the following screen will appear:



- If you want to resume your work after logging out, you have to log in again from **File > Login** menu.

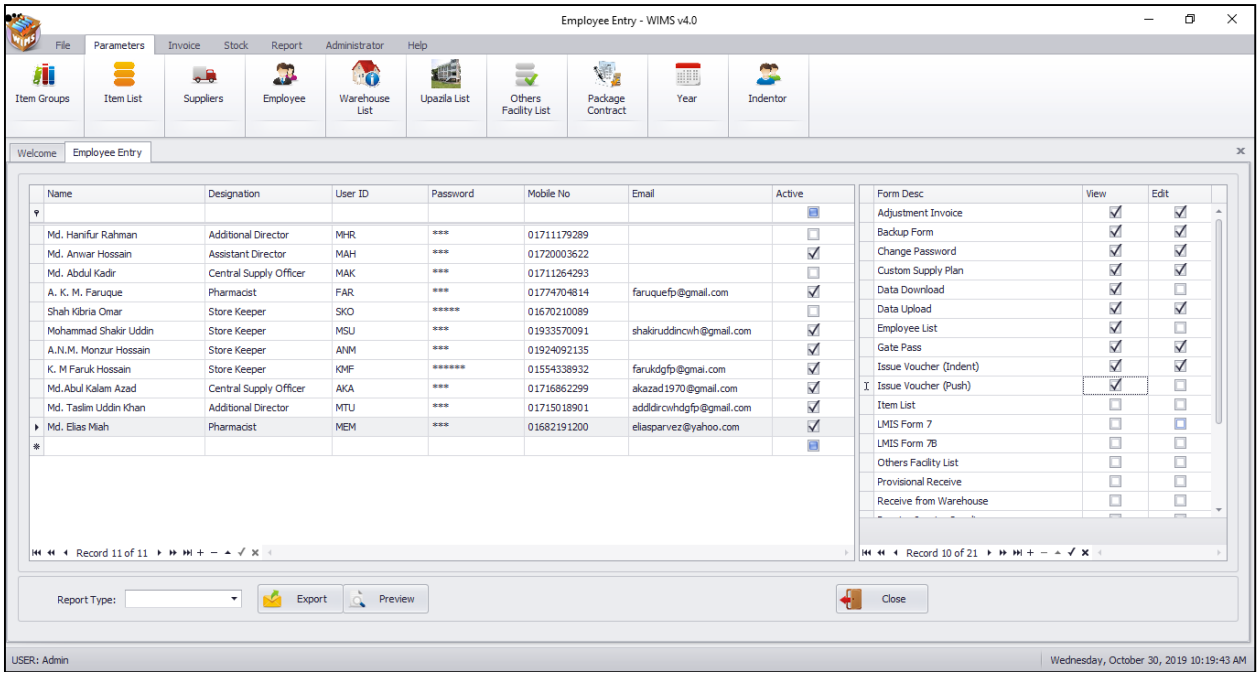


3.4. User Permission in Forms

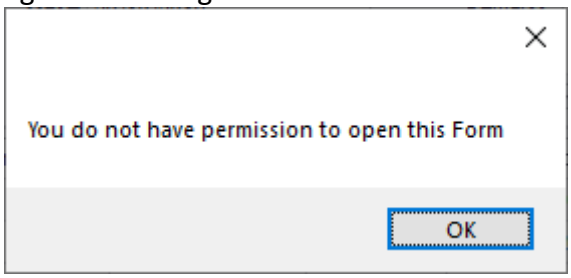
Based on the permission set by the Administrator, Users of WIMSV4 will be restricted to access certain parts of the software. The Administrator will set 3 (three) types of permissions to access the forms –

- ***Edit*** – Users with edit permission on any form will be able to enter new data, edit data, delete and print in the specific form.

- ***View*** – Users with view permission will only be able to browse the data in the form but no editing will be possible by using his/her User ID. A typical form opened by a user with only **"View"** access:



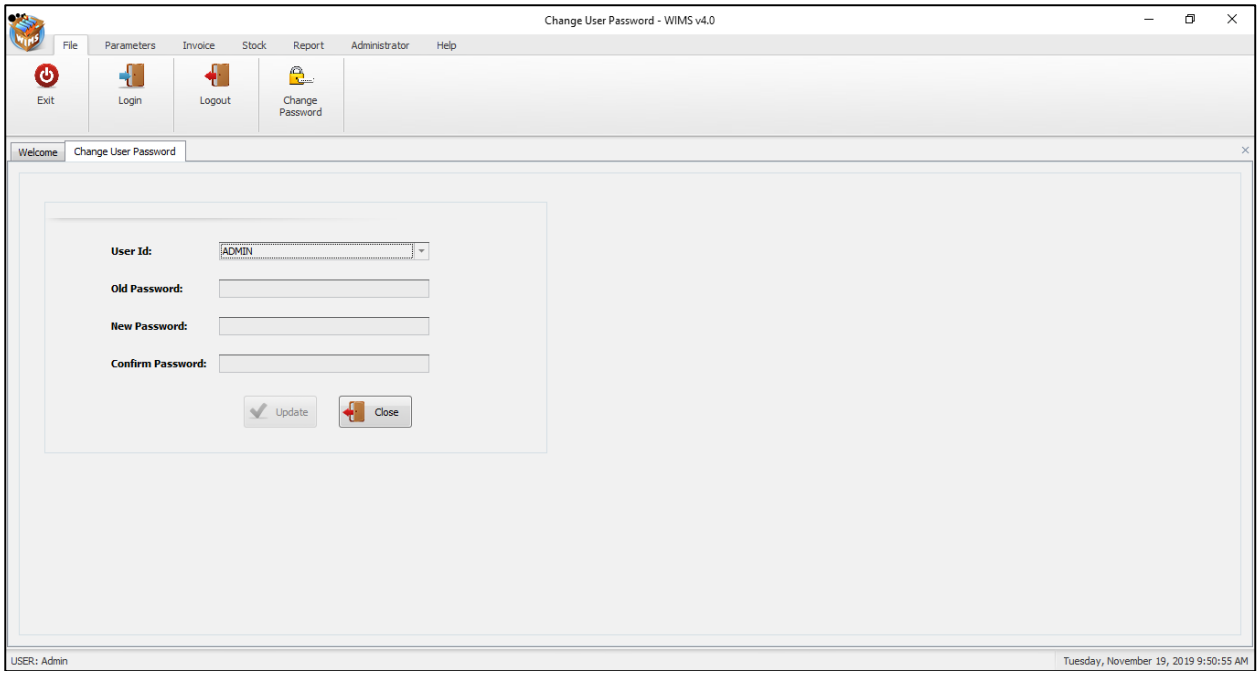
- ***No permission*** – If an user does not have **Edit** or **View** permission on any form and he/she tries to open the form, the following error message will be shown:



3.5. How to Change Password

Every user has a **User ID** and **Password** initially provided by the Administrator. For security reasons, user can change his/her password at any time by follow the below steps:

- Select **File > Change Password** from **File** menu
- **Change Password Form** will be visible
- The **User Id** combo box will be shown your logged on user name
- Provide your **Current Password** in **Old Password** box
- After that enter the **New Password** that you would like to set in the **New Password** and **Confirm Password** box

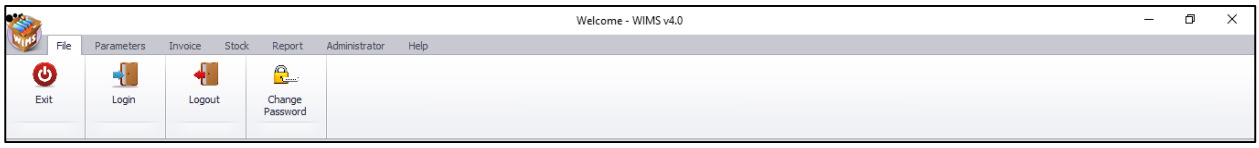


- Press **Update** button to continue
- To check that the **New Password** is in effect, Login again from **File > Login**… dialog box.

3.6. WIMSv4 Menu(s) Operating Guidelines

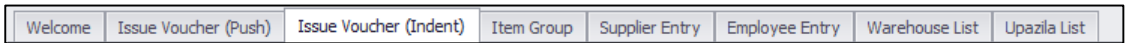
1. To open WIMSv4, user need to double clicking the icon from desktop.

2. The WIMSv4 have following Menu and Sub-Menu:



   - ✓ **Menu:** File, Parameters, Invoice, Stock, Reports and Administrators & Help.
   - ✓ **Sub-Menu:** Exit, Login, Logout, Change Password etc.

3. At a time multiple forms can be opened and user can browse one to another just like switching **Forms' Tabs**.



4. To Minimize, Maximize and Close a form, user need to click buttons from the following bar:

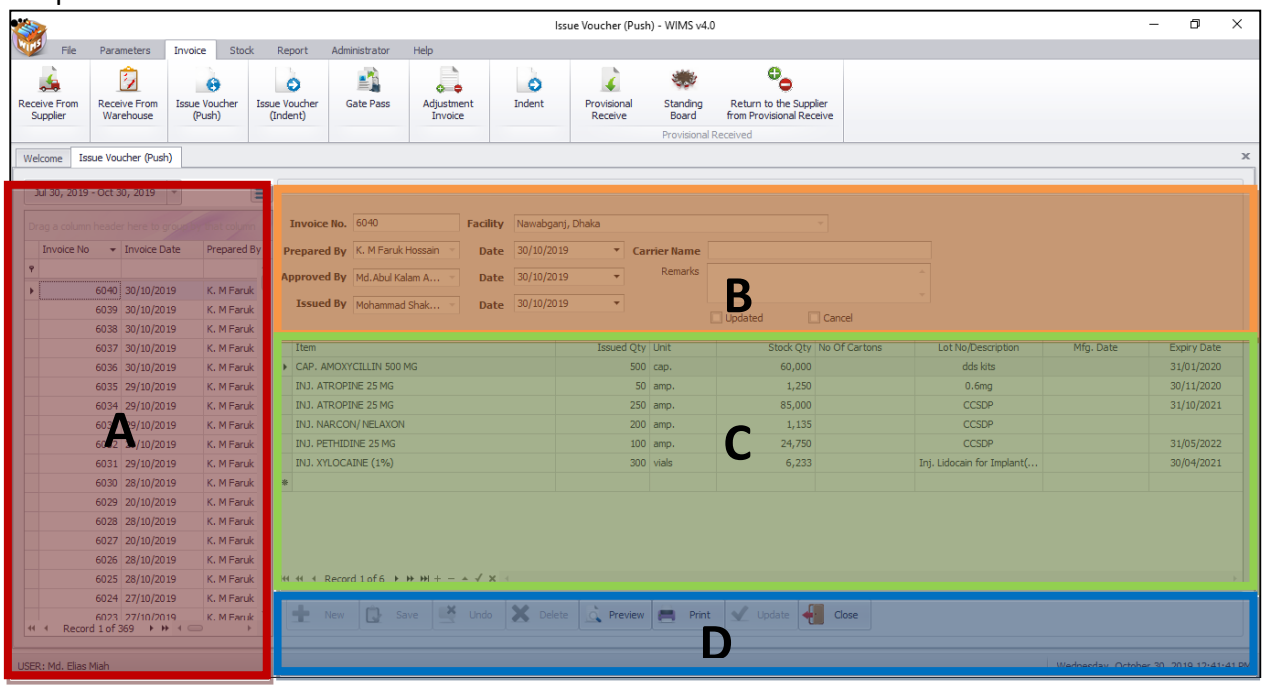
   The forms will be kept opened until user close the form.

3.7. Form Elements

A typical Entry Form can be divided into 4 (four) specific common blocks –

- ***Block-A*:** This block generally consists of a list of IDs/Names/Dates from which one can select a specific record to view in following Block-B & C in details.
- ***Block-B*:** The basic and common header data need to enter in this block.

- ***Block-C***: The details items under a same header need to enter in this block.
- ***Block-D***: This block consists of a number of buttons to entry, edit, delete, and preview and print the records.



3.8. Common Command Buttons

A list of common command buttons with label name which will found in most of the forms:

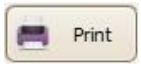
To insert a new record of any type

To undo the current record

To save the current editing

To delete the current record in a form

To preview a report before printing

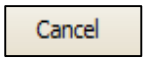


To print a report without previewing

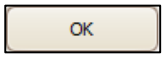
To view print options before any print from Preview

To update of records to addition or deletion into stock data

To close a form



To cancel any action or task



To OK of any action or task

To search/filter of any records

To insert a new record in a form

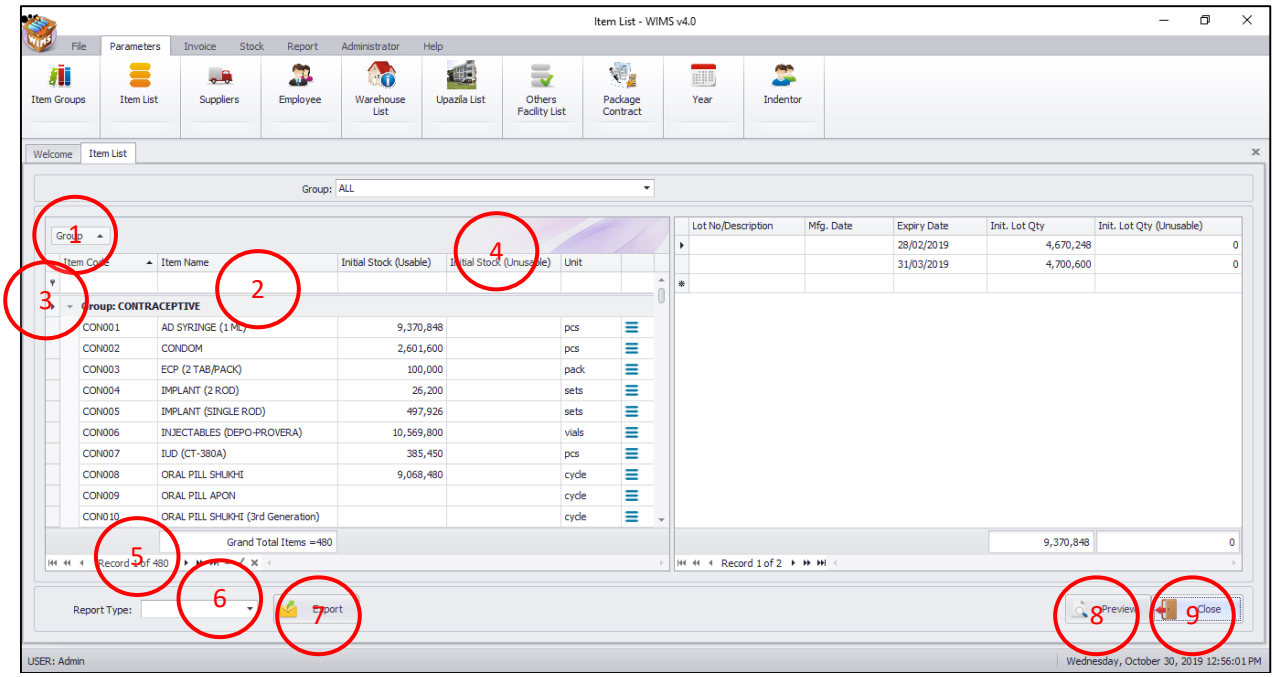
To undo the current record

To save the current editing

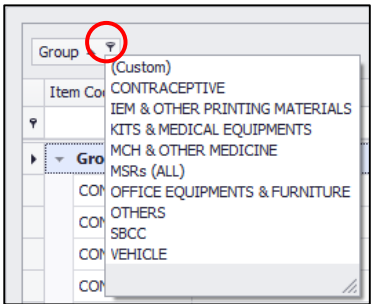
To delete the current record items in a form

Toggle button for expand and close of a form

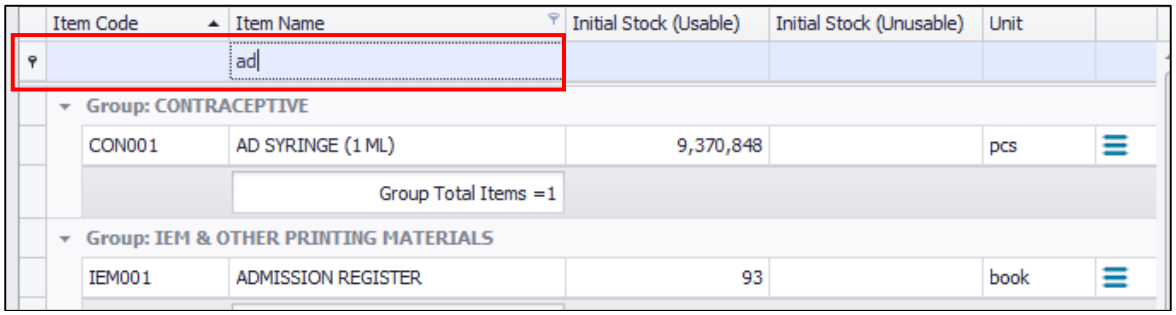
3.9. Common Features of a Form



(1) Group/Un-group: Group/Un-group of a form just clicking Upper/Lower Arrow as follows:



(2) Search a Record: Search a record of a form just write correct spelling of word or a portion of correct word as follows:



(3) Row Hide-Unhide: User can hide and unhide any number of Rows just clicking **(+)** or **(-)** button as follows:

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
Group: CONTRACEPTIVE				
Group Total Items =10				
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER	93		book
IEM002	ANESTHESIA RECORD	1,000		pcs
IEM003	ANTENATAL CARD			pcs
IEM004	ANTENATAL REGISTER	319		book
IEM005	BIN CARD	550,000		pcs

(4) Column Shifting: User can shift ether side (Left-Right) of any column of a form as follows:

Group

Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
Group: CONTRACEPTIVE							
CON002	CONDOM	pcs	188,000				31/12/2019
CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	500,000				31/10/2019

After Shifted:

Group

Item Code	Item Name	Unit Name	Exp Date	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date
Group: CONTRACEPTIVE							
CON002	CONDOM	pcs	31/12/2019	188,000			
CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	31/10/2019	500,000			

(5) Total Records Count:

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
VEH021	TYRE 7.00-15-10 PLY	10		sets
VEH022	TYRE 7.00-16-10 PLY	12		sets
VEH023	TYRE 7.50-16-6 PLY	6		sets
VEH024	TYRE 8.25-20-14 PLY	27		sets
VEH025	TYRE 10.00-20-16/18 PLY			sets
VEH026	Microbus			nos.
VEH027	Jeep			nos.
VEH028	BATTERY 12 VOLT-17 PLATE (Lucas)			nos.
VEH029	TYRE 205-R-16 PLY			sets
	Group Total Items =29			
	Grand Total Items =480			

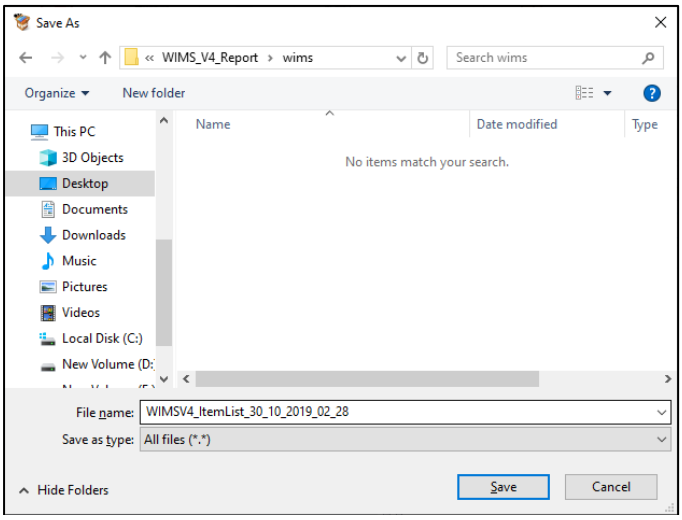
Record 1 of 480

(6) Page Scrolling: User can see how many records are in the system as follows:

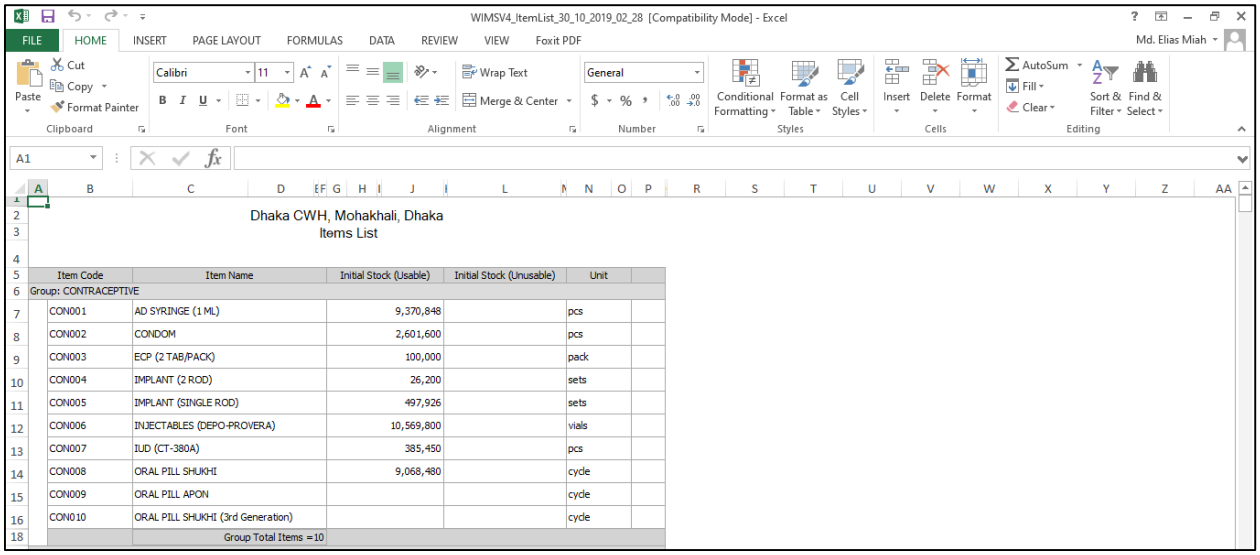
Record 23 of 313 Next | Record 23 of 313 Next Page | Record 23 of 313 Last

(7) Export Records: If user need to export any records from any forms, for this user click on

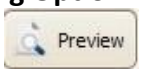
button and the system will asking for destination drive where to save and chose file format (Excel/PDF).

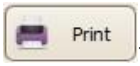


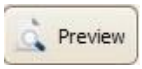
After exporting the file if it is export to Excel, the file look like as follows:



(8) Printing Option

- Press 

button to preview the report/data.
- Press 

for direct print into a printer without previewing the report/data
- 4 (four) icons using for Page set-up for printing. After pressing 

button these icons will appear in Status bar. icon used for print, icon used for Quick Print, icon used for Page Setup and **"Scale"** icon used for Scaling of **"default set page"** to "**Adjust to**" or "**Fit in"** page size to your desire **Custom Page Size**.
- After printing, press the leftmost button to close the **Preview** window.

(9) Close a Form

- Press

button to exit from a form.
- User can also exit by pressing the button at the top right of the form.

3.10. Forms Data Uploading & Downloading Condition

3.10.1. Data Downloaded from Web

The following forms' basic data will be downloaded from web and user could not updated or enter any records:

1. Item Group	10. Adjustment Type
2. Item List Form List	11. Employee Designation
3. Suppliers	12. Indent Designation
4. Warehouse List	13. Division
5. Upazila List	14. District
6. Package Contract	15. Facility Groups
7. Year	16. Forms Item Setting
8. Indentor	17. Supply Plan Item Serial
9. Unit	18. Month List

3.10.2. Data Entry in and uploaded from WIMSv4

User can enter new data in the following Forms data:

1. Employee	8. Return to the Supplier Provisional Receive
2. Option	9. Issue Voucher (Push)
3. Others Facility List	10. Gate Pass
4. Receive from Supplier	11. Adjustment Invoice
5. Receive from Warehouse	12. Indent
6. Provisional Receive Entry	10. Form 7
7. Standing Board	11. Supply Plan

3.10.3. Data download/Entry in and uploaded from WIMSv4

User can download/enter new data in the following forms data:

1. Receive from Warehouse	2. Issue Voucher (Indent)

3.10.4. Common & No Effect Forms in WIMSv4

The following Forms have both download and upload option from WIMSv4 to Web:

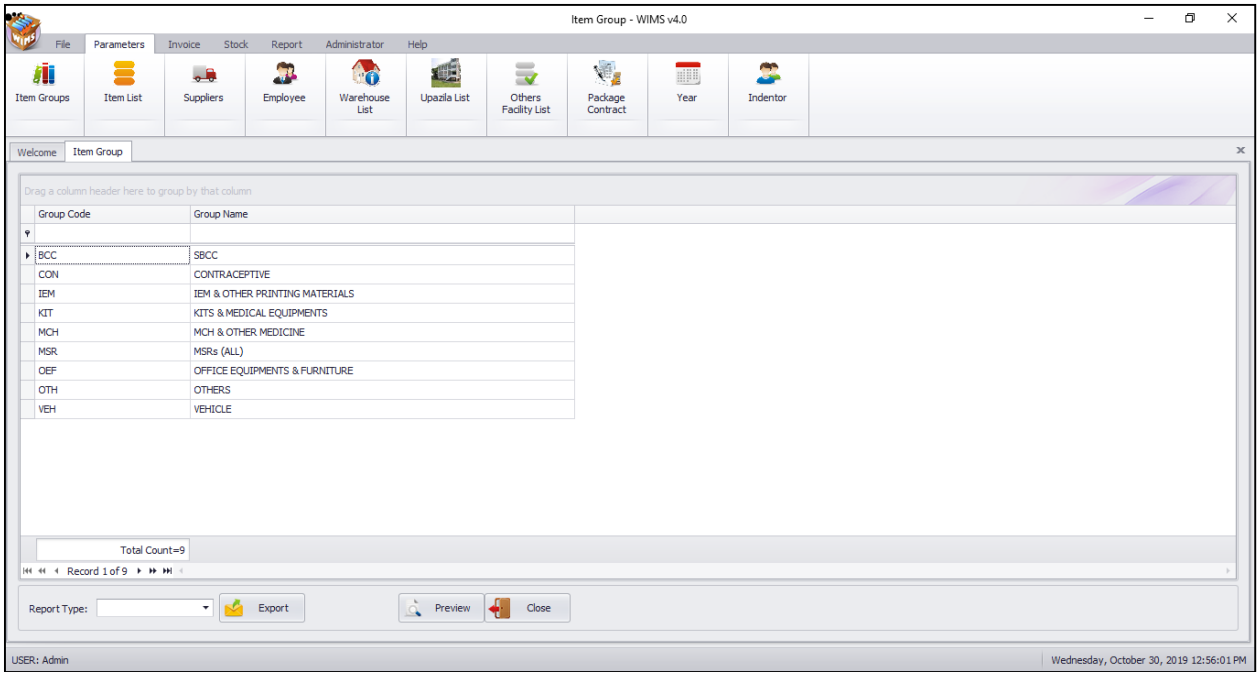
1. Form 7B
2. Backup Database
3. Data Download
4. Data Upload
5. Reports
6. Stock Balance

Chapter-4: Parameters

4.1. Item Groups

Store commodities are classified into a number of groups. Each group is unique and has a group code and a descriptive group name. Normally group code is defined by 3 (three) characters in length and abbreviated from their descriptive name.

- Run **WIMSv4**
- Select **Parameters > Item Groups** from **Parameters** menu.
- The Item Groups form will be displayed as following screen:



This form is used to edit, create, delete, print item groups. The form are grouped into 2 (two) blocks:

A. Fields Block:

Group Code: 3 (three) digit alphanumeric code that can represent the group.
Group Name: To describe a group, two fields are required.
Total Count: Total number group show under view filed.

✓ Users cannot add a new 'Item Group' by their own using WIMSv4. They only can view 'Item Groups'. When WIMSv4 software will be installed into their computer these will be automatically downloaded from **SCMP portal**. In the web portal if any new group will update by Administrative Panel or if user will found an Item group in any receive invoice/challan which do not have in WIMSv4 while they try to enter in WIMSv4 which running in the warehouse then they need to download it first by clicking **Administrator > Data Download** form from **Administrator** menu.

✓ From the Data download form user will found a **Download** button middle top side of the form. User need to click the **Download** button to sync from web if any new Items code, group code, suppliers etc. waiting for download.

B. Export, Preview & Close Block:

To export, preview, print and close the Item Groups user can do these by using this block.

Print Item Groups:

- Press

button to view a printable list of item groups.

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Item Group

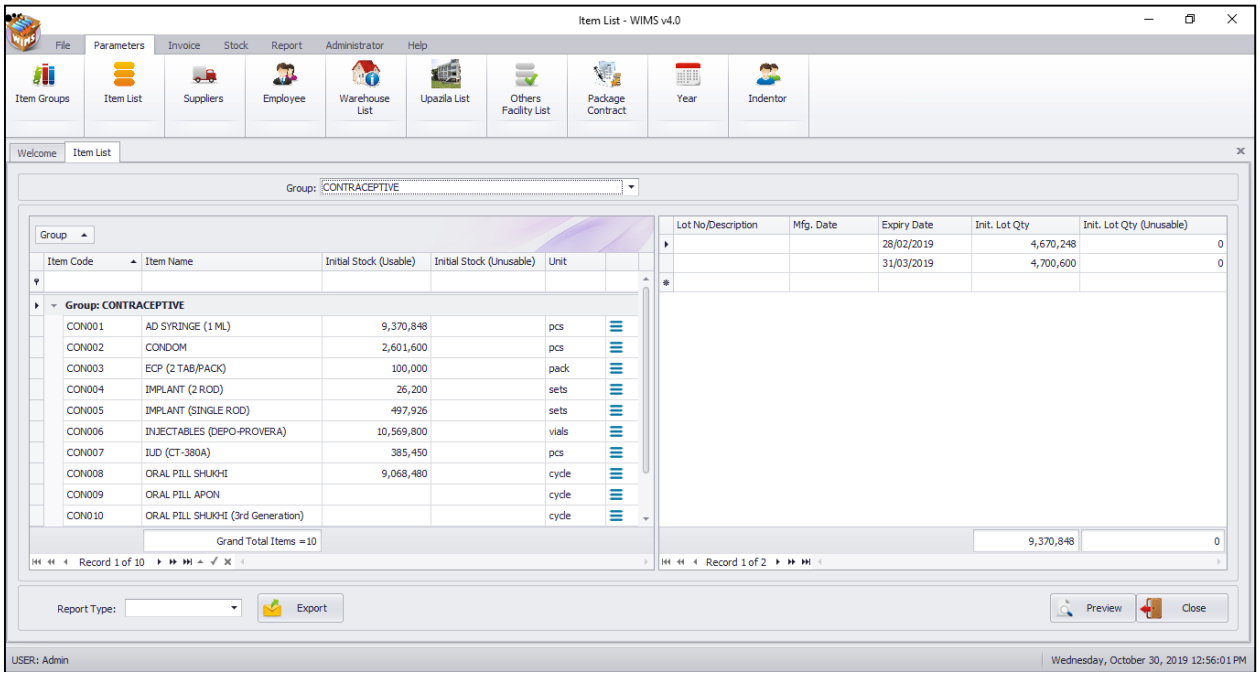
Group Code	Group Name
BCC	SBCC
CON	CONTRACEPTIVE
IEM	IEM & OTHER PRINTING MATERIALS
KIT	KITS & MEDICAL EQUIPMENTS
MCH	MCH & OTHER MEDICINE
MSR	MSRs (ALL)
OEF	OFFICE EQUIPMENTS & FURNITURE
OTH	OTHERS
VEH	VEHICLE
Total Count=9	

- Press on the printer icon. The print dialog box will appear.

Export Item Group:

If user need export Item group list - Select export format then the Item group list will visible here in your chosen format.

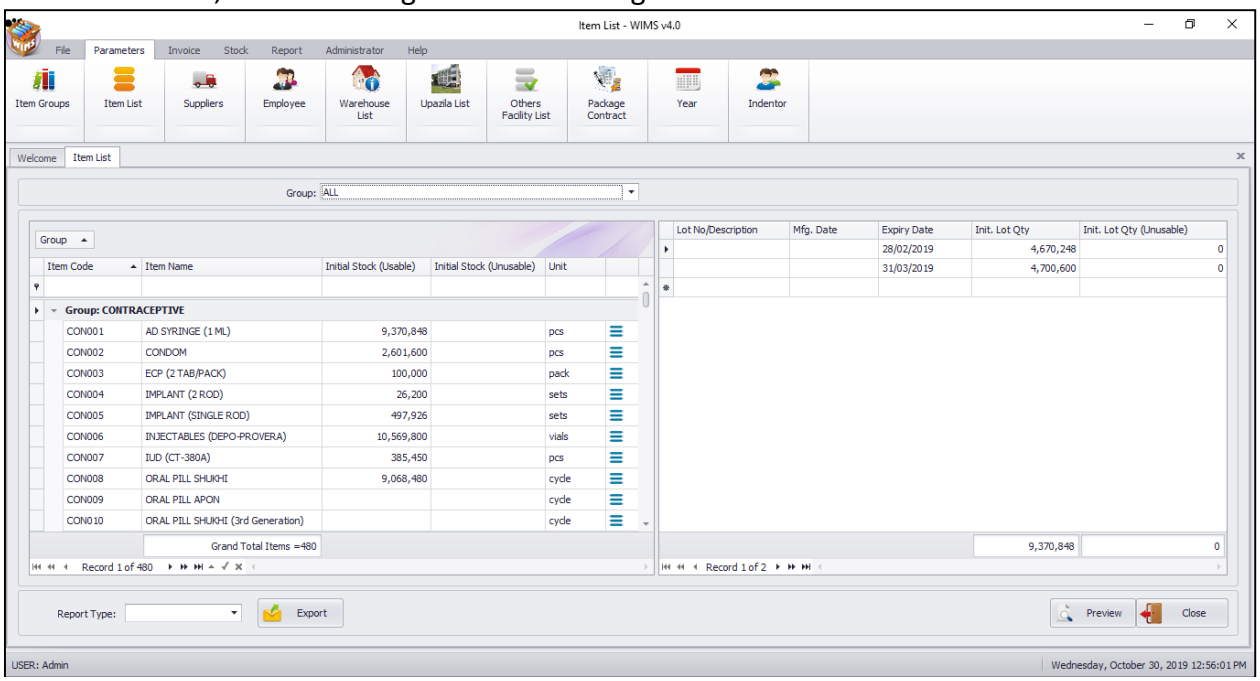
View Items under each Group



- Select the group from item groups list on item list form.
- Press button to see the items under the selected group.

4.2. Item List

To view item list, user need to go to the following form:

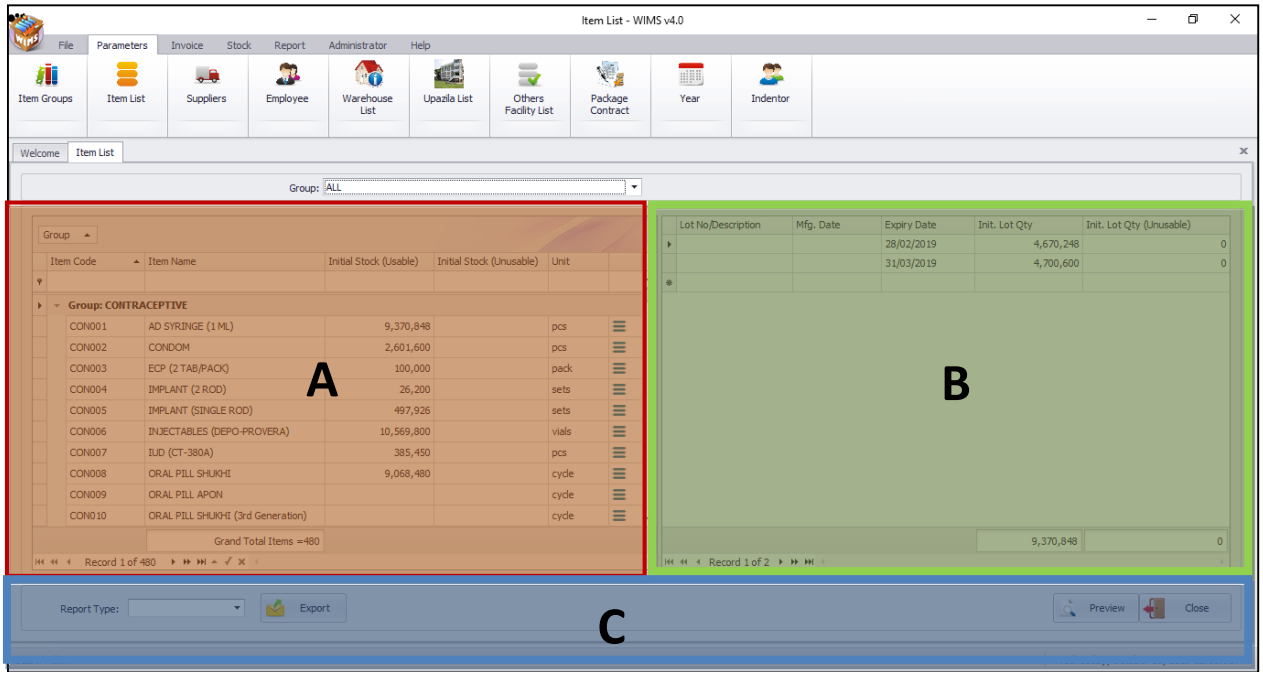


- Store commodities are classified into a number of groups.
- Item code in the form of **XXXYYY** where XXX is the group code and YYY is a sequence number.
- Every item has a distinct Item Name.

View Item List

- Run **WIMSv4**
- Select **Parameters > Item List**… from **Parameters** menu.
- The Item List form is displayed.

General Description of Item List Form



This form is used to edit, create and print items. Controls in the form are grouped into 3 (three) blocks –

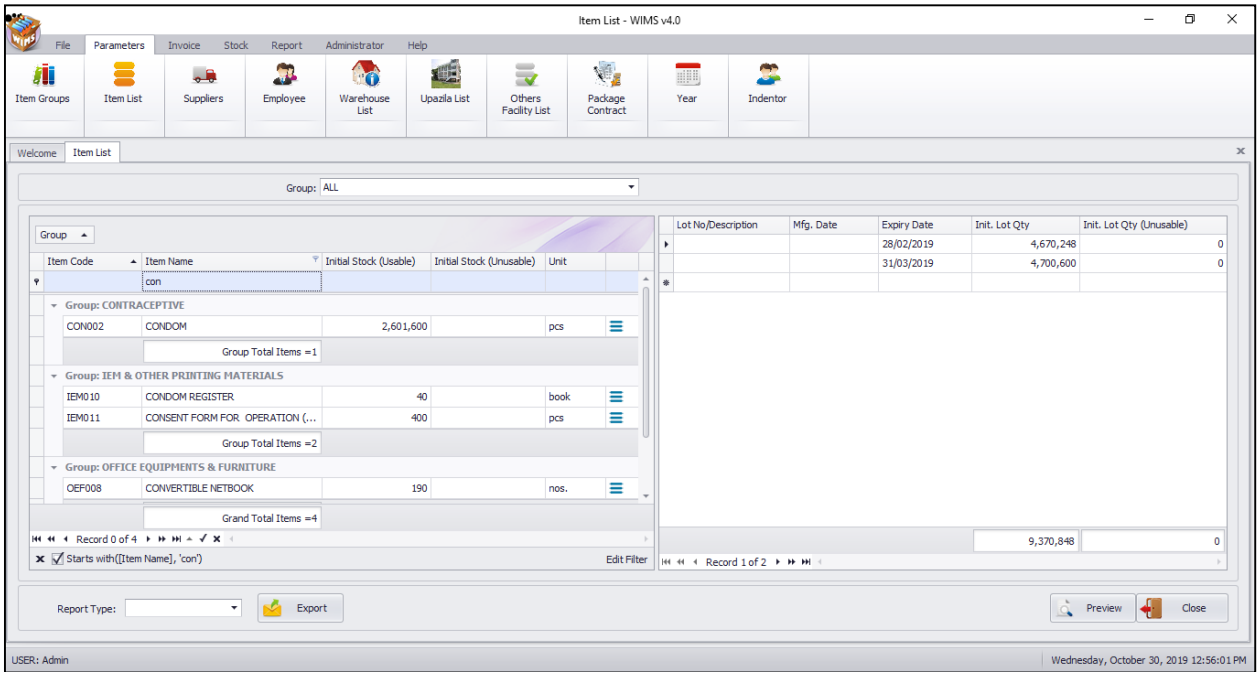
A. *Item Group*: Shows a list of current Item groups in database. A label below shows the total number of items under the selected group.

B. *List of Items*: Shows details about every item under the selected group. To describe an Item, 5 (five) fields are required.

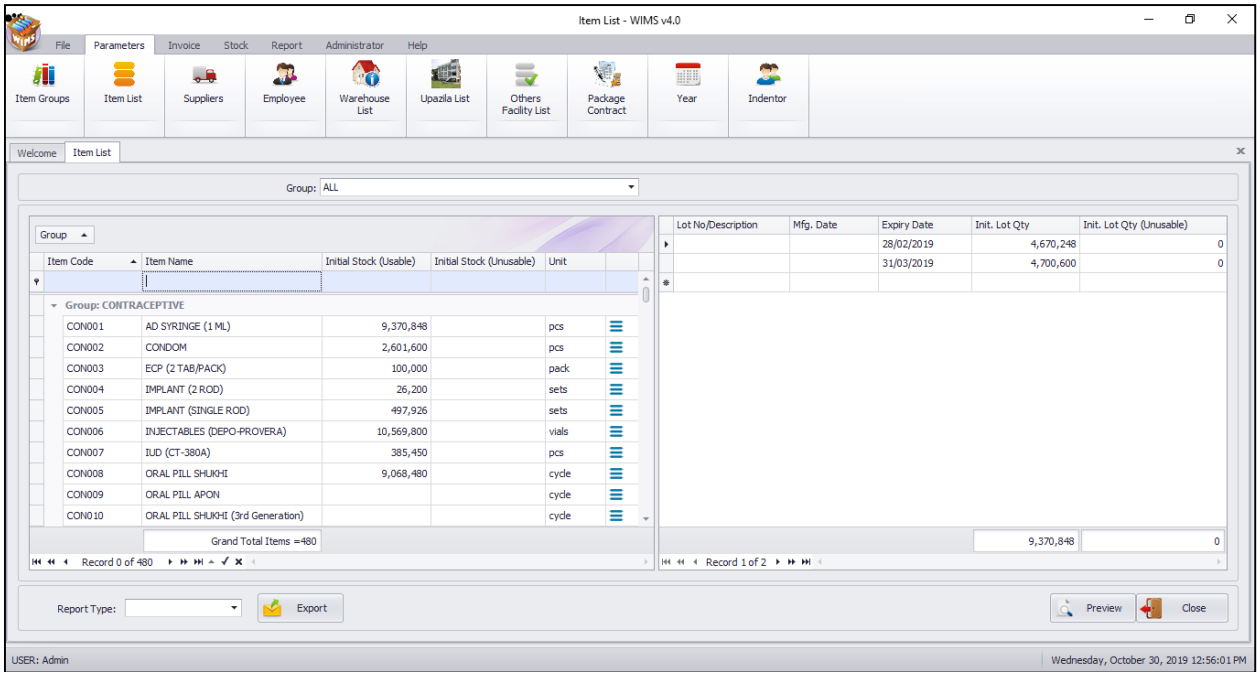
- Item Code – A unique 6 (six) digit code that can be used to identify the item. The code is generated automatically. But you can change if you wish.
- Item Name – A descriptive name for the item.
- Initial Stock (Usable) – Initial stock which is available when we include the item in the inventory system.
- Initial Stock (Unusable) – Initial unusable quantity of the item.
- Unit – Unit of measurement of the item.
- Item Code, Item Name and Unit fields are compulsory. Items can be sorted in the list by 'Item Code' or 'Item Name', which is done through Sort By combo selection.

C. *Command Buttons*: To use "Export" button to export manipulate the item list and "Preview" button use to print manipulate the item list.

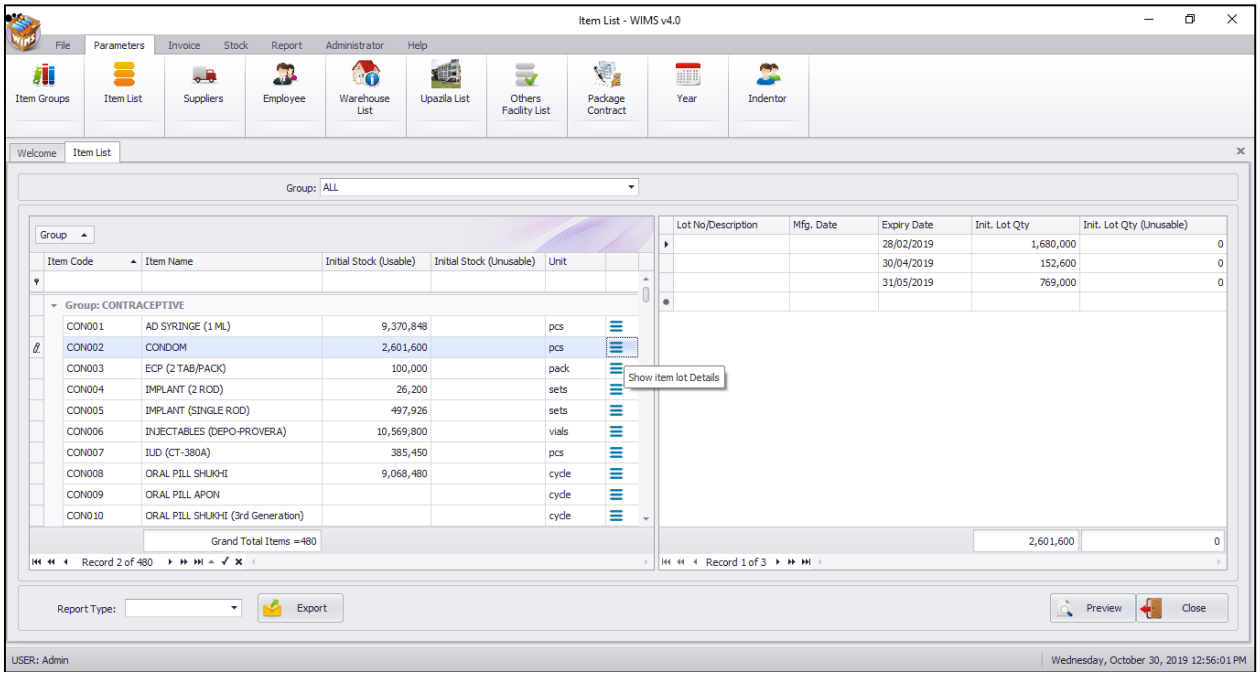
Search and find an Item



- Type Item name in search box Items which match with the search text will be shown in the list.
- To see all of the items again, delete item name from search box.

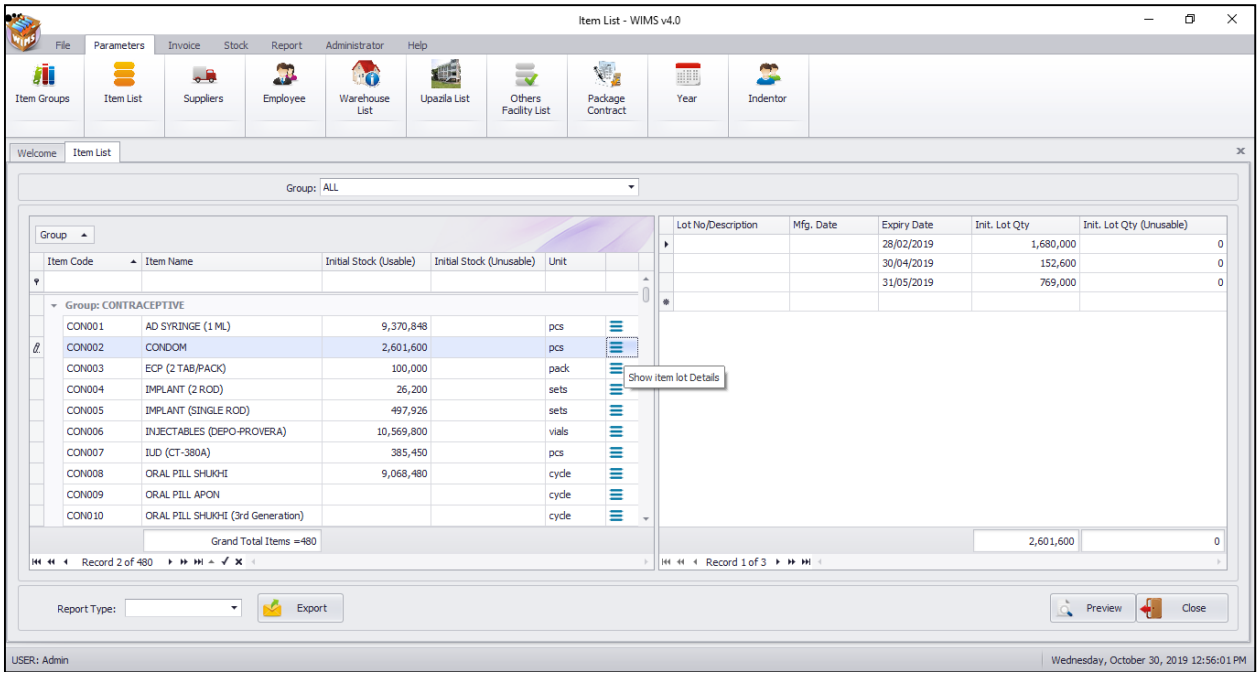


View information about a specific Item



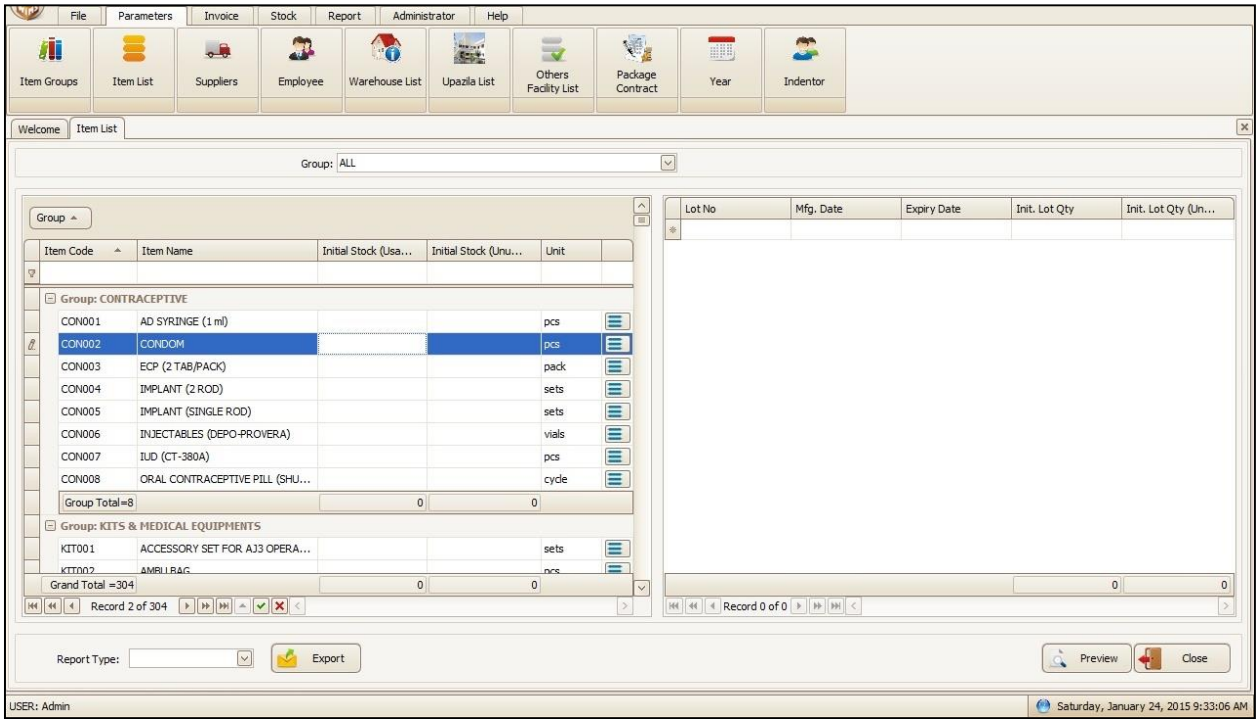
- Select the group of the item from item group list.
- All the items under the group will be shown in list.
- Scroll through the list to find the Item you are looking for.

View Lot-wise information about a specific Item

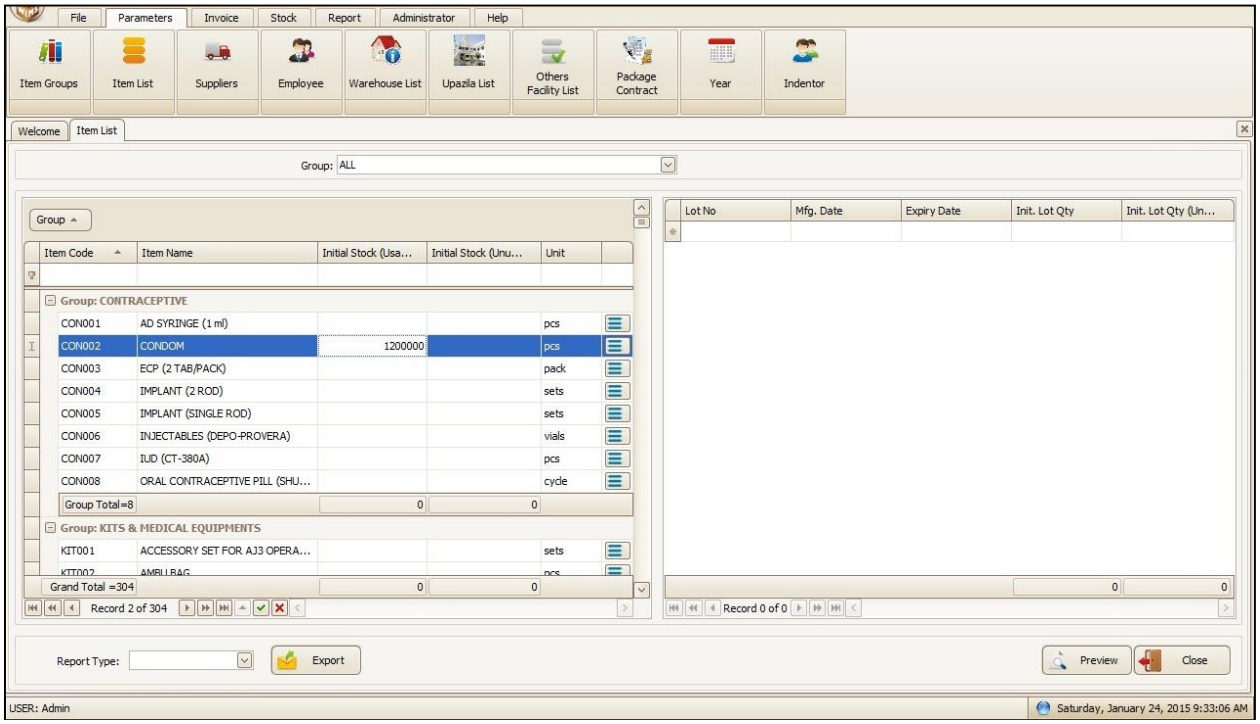


- Select the item for which you want to view lot-wise information.
- Select the item show lot-wise information in right side.

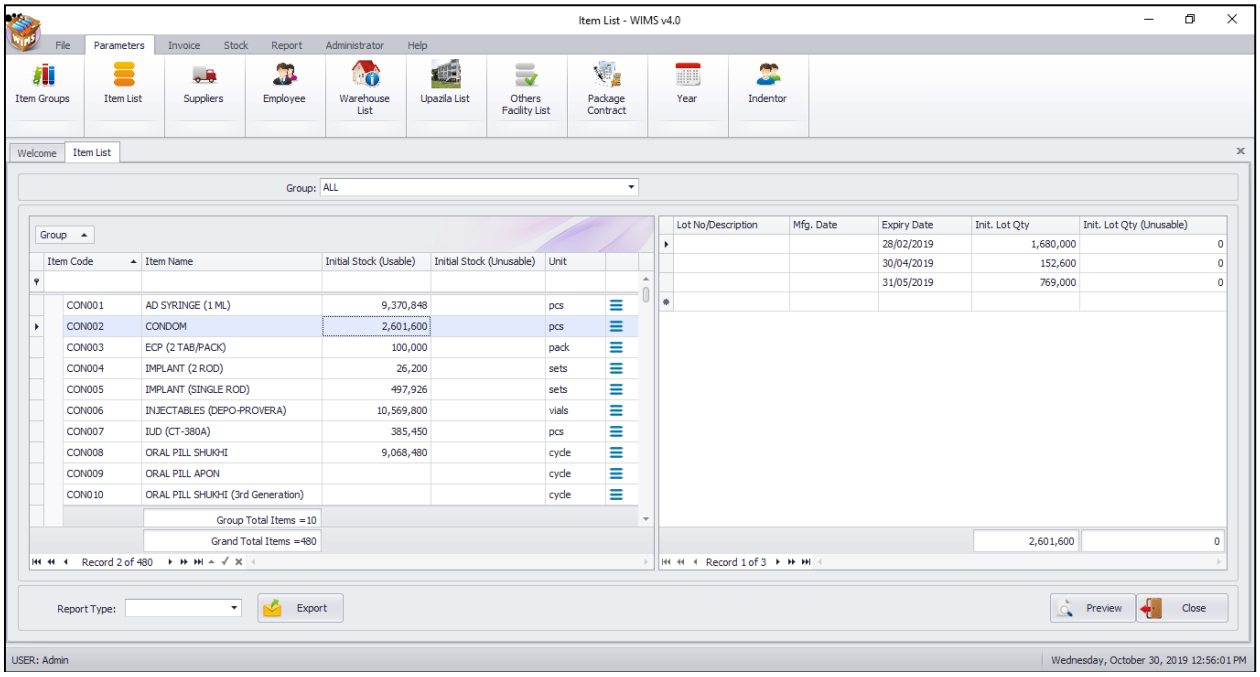
Entry Initial Stock



- Select item from Item list and enter **Initial Stock (Usable)** and **Initial Stock (Unusable)** then press "**Enter"** from keyboard.

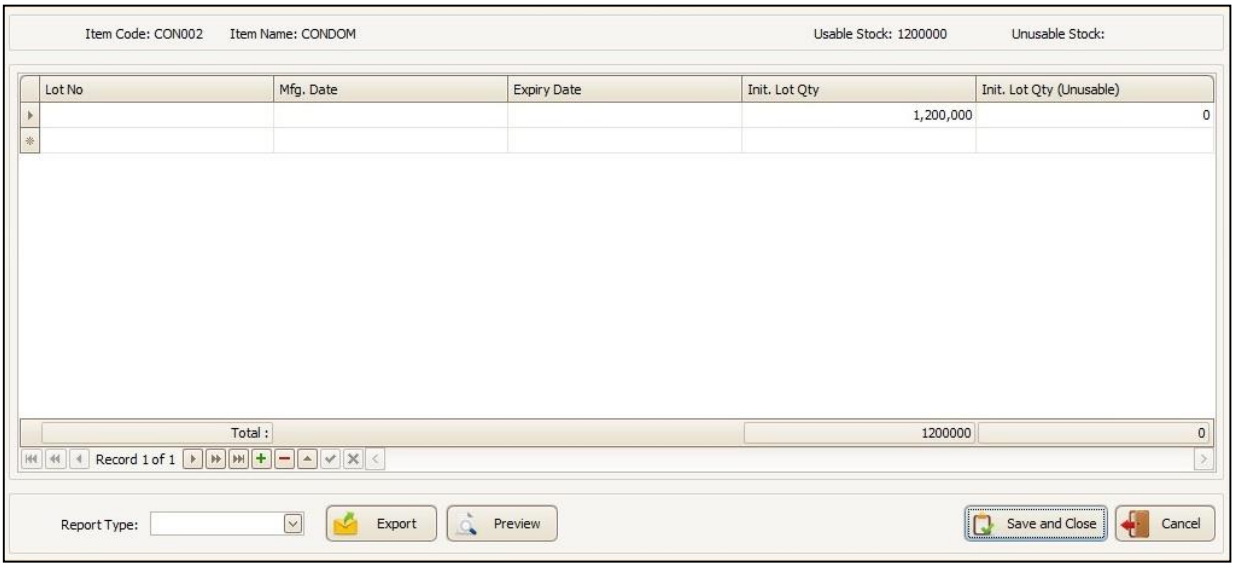


- After pressing **Enter,** the putted initial stock will be save and select next item from item list.



Initial Lot QTY Entry

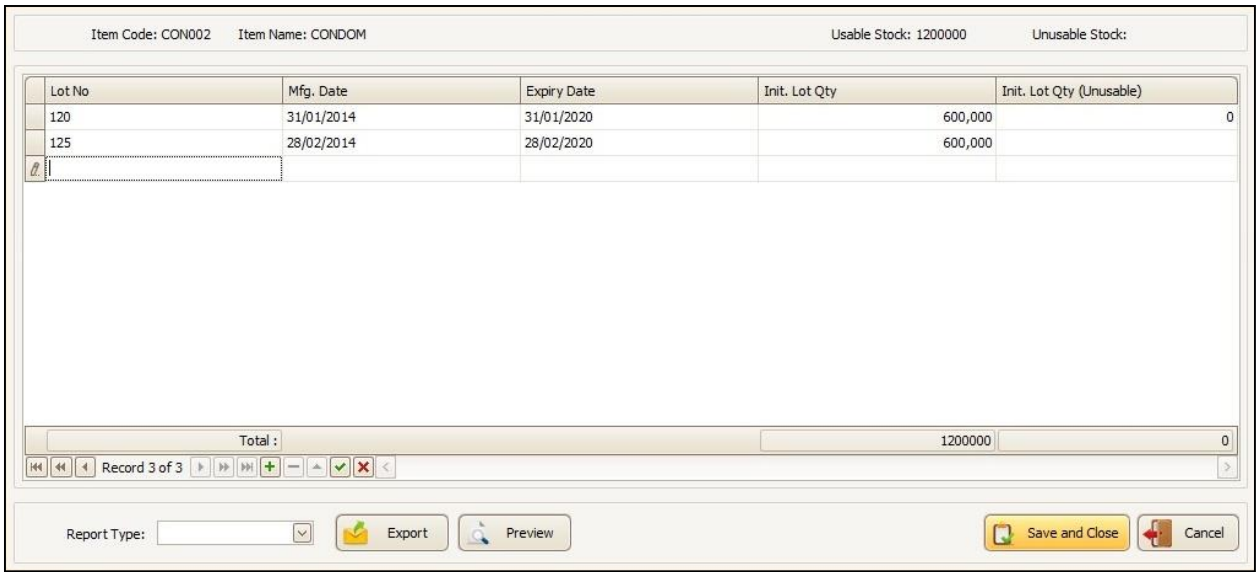
- Press **"Show Item Lot Details"** button
- After pressing **"Show Item Lot Details"** button the following screen will be displayed:



*(**N.B:** After save **Initial (Usable)** or **Initial Stock (Unusable)** items **Initial Lot Qty** will be displayed item list right side)*

- First need to be updated initial stock then user can enter Lot entry;
- If user need to be cancel this form press button.

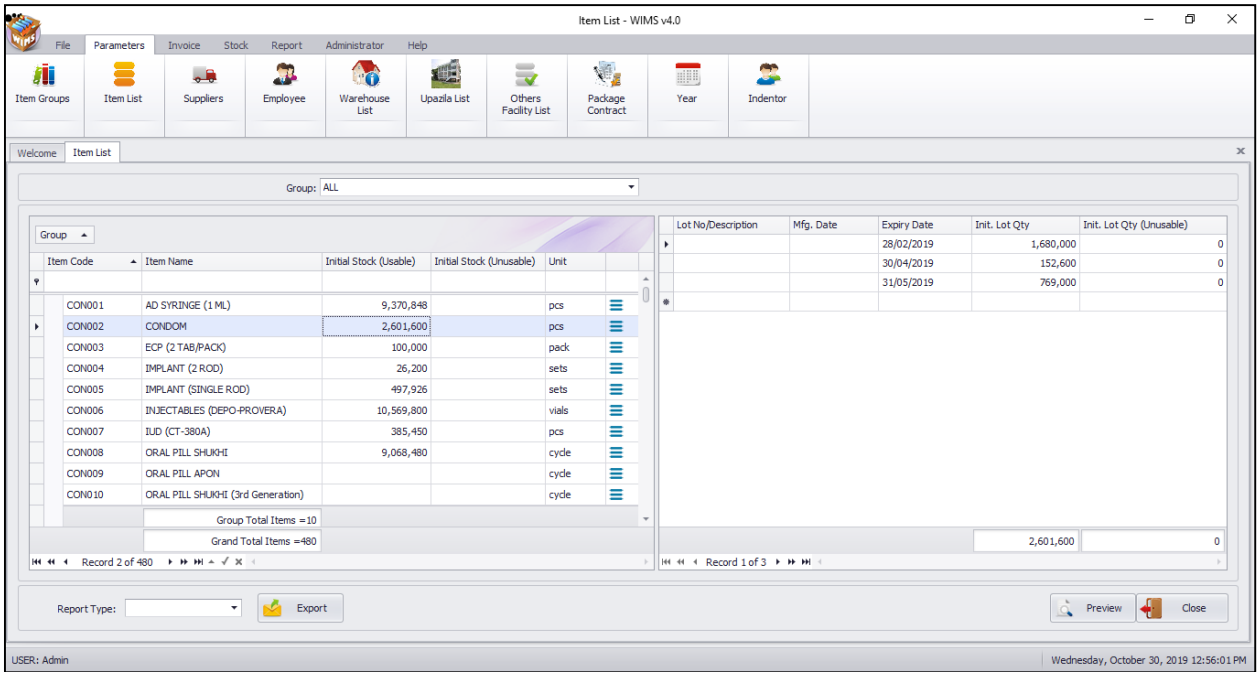
- If user need to give entry Mfg. Date, Expiry Date and Multiple Lot entered as shown in following screen:



***(N.B.** The system could not allow **Mfg. Date** afterwards any date of System date & **Expiry Date** backwards any date of System date)*

- After pressing

the entry will be save and displayed the entered lot-wise stock items in right side as shown in the following screen:



Print Item List

If user need to print Item List just press preview button then press printer icon the item list is to be printed as following preview will be appeared:

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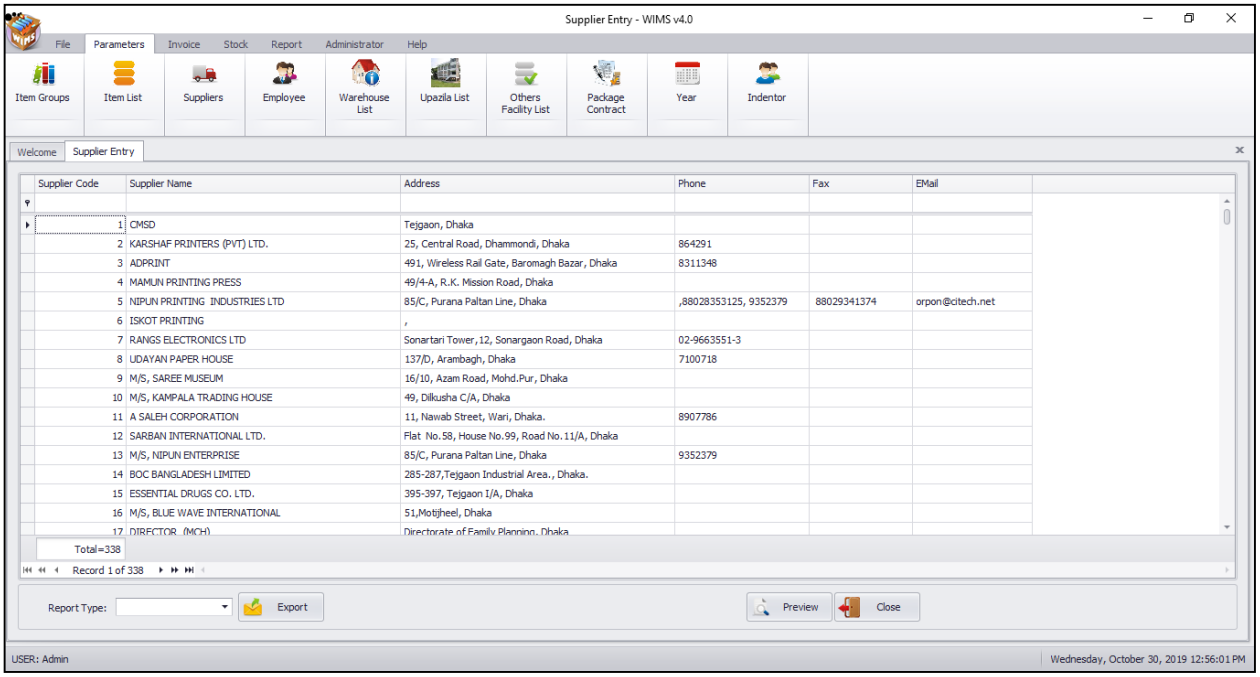
Items List

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ML)	9,370,848		pcs
CON002	CONDOM	2,601,600		pcs
CON003	ECP (2 TAB/PACK)	100,000		pack
CON004	IMPLANT (2 ROD)	26,200		sets
CON005	IMPLANT (SINGLE ROD)	497,926		sets
CON006	INJECTABLES (DEPO-PROVERA)	10,569,800		vials
CON007	IUD (CT-380A)	385,450		pcs
CON008	ORAL PILL SHUKHI	9,068,480		cycle
CON009	ORAL PILL APON			cycle
CON010	ORAL PILL SHUKHI(3rd Generation)			cycle
	Group Total Items =10			
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER	93		book
IEM002	ANESTHESIA RECORD	1,000		pcs

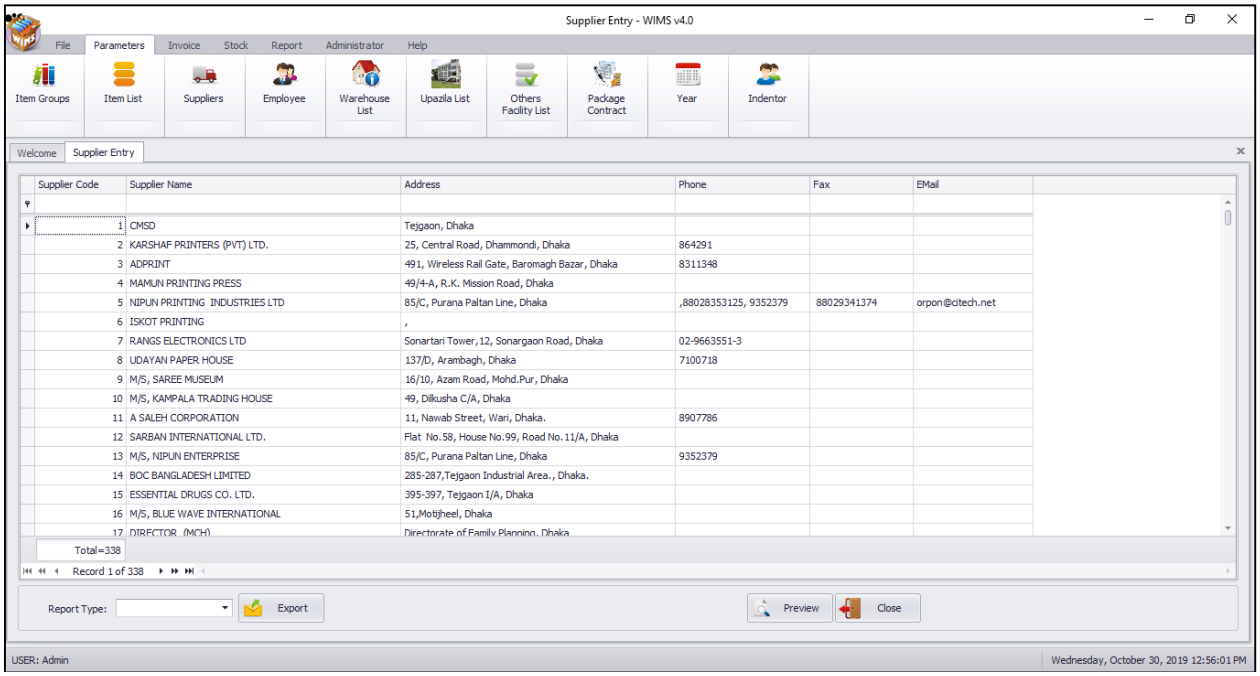
4.3. Suppliers

Commodities are received in the warehouse from different external suppliers. For reporting and future reference, a list of suppliers is maintained. To go to Suppliers form:

- Run **WIMSV4**
- Select **Parameters > Suppliers**… from **Parameters** menu.
- The **Suppliers** form is displayed as follows:



General Description of Suppliers Form

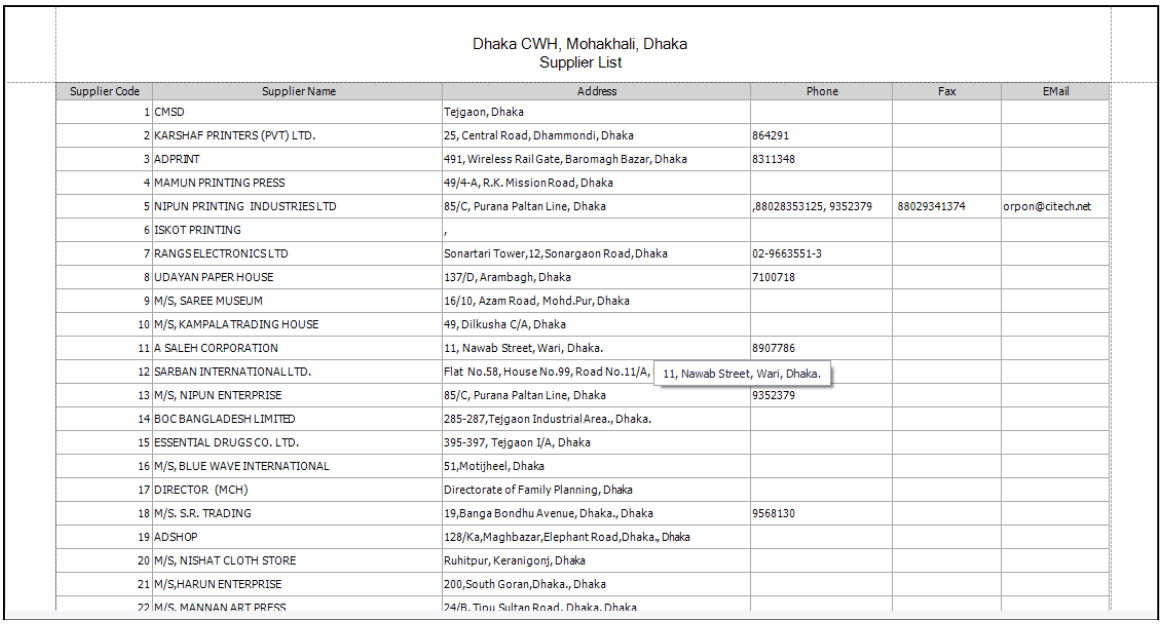


The supplier list displayed with supplier Code, Supplier Name, Address, Phone, Fax and Email columns.

Print Suppliers List

- Press

button to view a printable list of suppliers.



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Supplier List

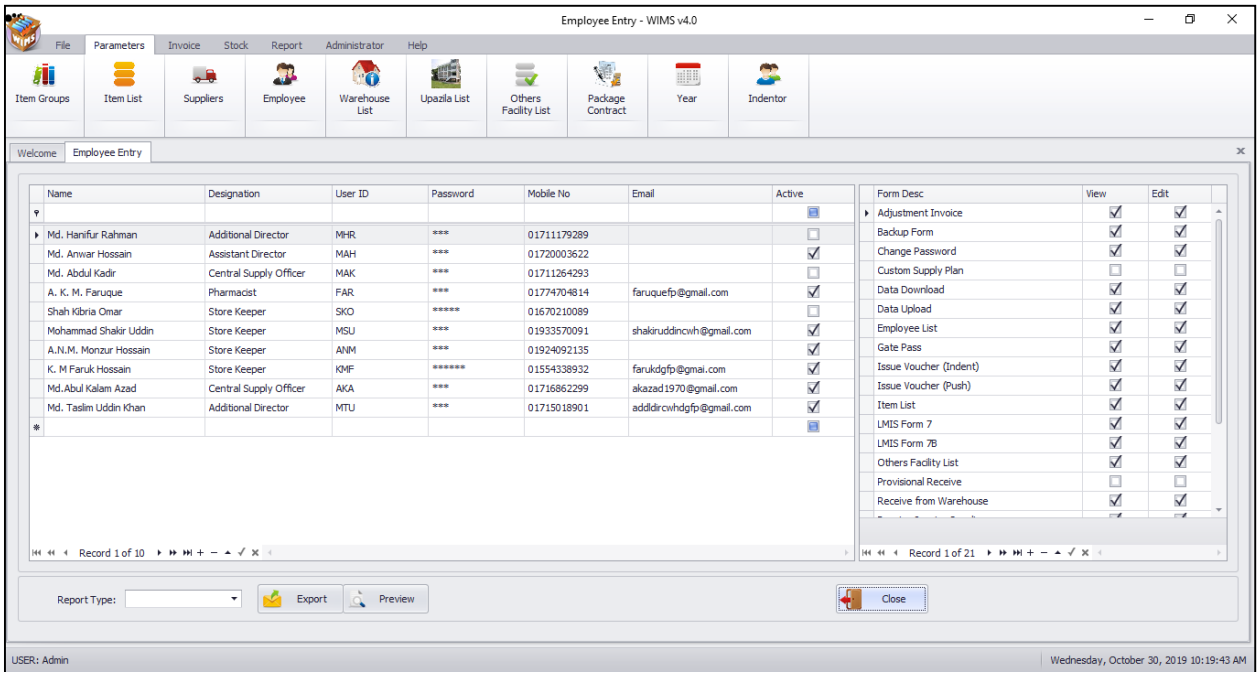
Supplier Code	Supplier Name	Address	Phone	Fax	EMail
1	CMSD	Tejgaon, Dhaka			
2	KARSHAF PRINTERS (PVT) LTD.	25, Central Road, Dhammondi, Dhaka	864291		
3	ADPRINT	491, Wireless Rail Gate, Baromagh Bazar, Dhaka	8311348		
4	MAMUN PRINTING PRESS	49/4-A, R.K. Mission Road, Dhaka			
5	NIPUN PRINTING INDUSTRIES LTD	85/C, Purana Paltan Line, Dhaka	,88028353125, 9352379	88029341374	orpon@citech.net
6	ISKOT PRINTING	,			
7	RANGS ELECTRONICS LTD	Sonartari Tower,12, Sonargaon Road, Dhaka	02-9663551-3		
8	UDAYAN PAPER HOUSE	137/D, Arambagh, Dhaka	7100718		
9	M/S, SAREE MUSEUM	16/10, Azam Road, Mohd.Pur, Dhaka			
10	M/S, KAMPALA TRADING HOUSE	49, Dilkusha C/A, Dhaka			
11	A SALEH CORPORATION	11, Nawab Street, Wari, Dhaka.	8907786		
12	SARBAN INTERNATIONAL LTD.	Flat No.58, House No.99, Road No.11/A, 11, Nawab Street, Wari, Dhaka.			
13	M/S, NIPUN ENTERPRISE	85/C, Purana Paltan Line, Dhaka	9352379		
14	BOC BANGLADESH LIMITED	285-287,Tejgaon Industrial Area., Dhaka.			
15	ESSENTIAL DRUGS CO. LTD.	395-397, Tejgaon I/A, Dhaka			
16	M/S, BLUE WAVE INTERNATIONAL	51,Motijheel, Dhaka			
17	DIRECTOR (MCH)	Directorate of Family Planning, Dhaka			
18	M/S. S.R. TRADING	19,Banga Bondhu Avenue, Dhaka., Dhaka	9568130		
19	ADSHOP	128/Ka,Maghbazar,Elephant Road,Dhaka., Dhaka			
20	M/S, NISHAT CLOTH STORE	Ruhitpur, Keranigonj, Dhaka			
21	M/S,HARUN ENTERPRISE	200,South Goran,Dhaka., Dhaka			
22	M/S. MANNAN ART PRESS	24/B, Tipu Sultan Road, Dhaka, Dhaka			

- Press on the printer icon. The print dialog box will appear.

4.4. Employees

The **Employees** Form contains the name of employees and their permissions in different data entry forms. Employees who are relevant to the WIMSv4 software should be listed using this form. Every user will have one User Id and Password with which they enter into the software.

- Run **WIMSv4**
- Select **Parameter > Employees**… from **Parameters** menu and
- The **Employees** form is displayed.



This form is used to entry, edit, delete, print list of employees. The form is grouped into 4 (four) blocks –

A. List of Employees: Shows a list of current employees in database. A label shows the total number.

B. Entry Fields: To describe an employee, 5 (five) fields are required.

- Name – Name of the employee.
- Designation – Designation of the employee.
- User ID – Three character User ID for each employee, which will be used during logging into the software.
- Password – Password of the employee which he/she will use during logging into the software.
- Mobile No – Mobile number of the employee.
- Email – Email address of the employee.

All of the fields are compulsory.

C. Forms Tab: List of form names. In each form, the user will be given permission to 'View' or 'Edit' the entry form data.

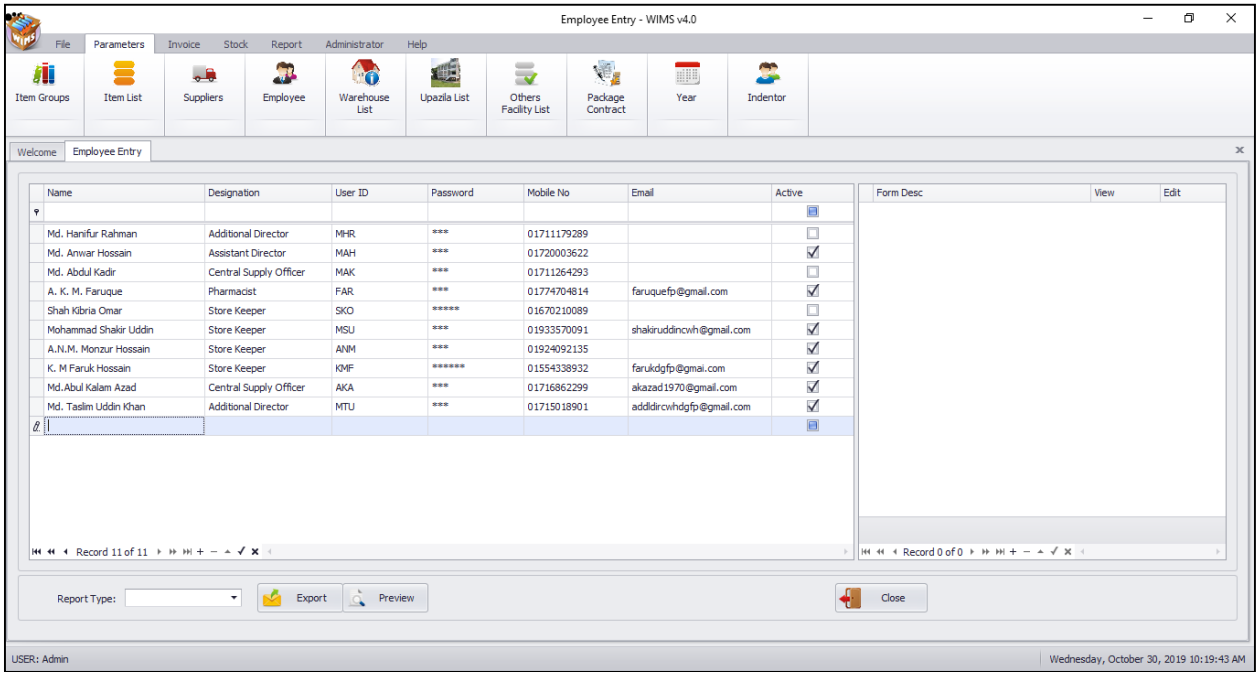
D. Command Buttons: A number of buttons to manipulate the employees.

View information about a specific employee

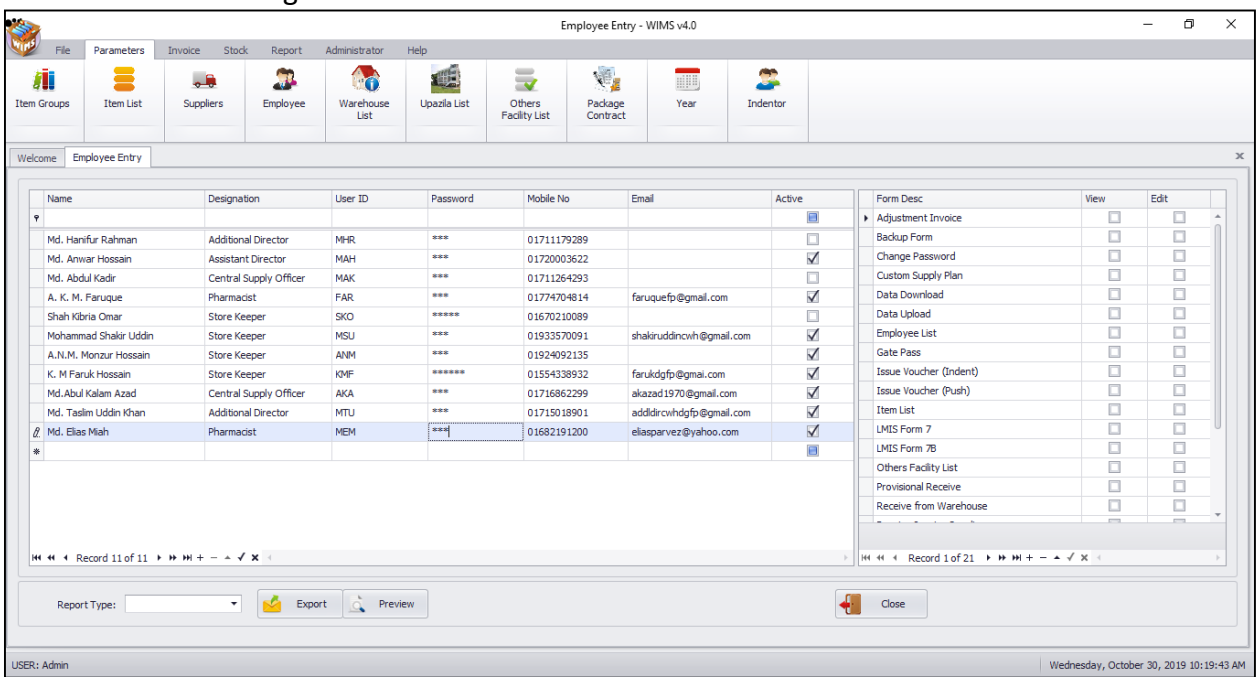
- Select the employee you want to view from the tree-like list in Block-A. Using the order by. Employees can be sorted in 2 (two) ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the Form list are shown in Block-B.

Enter a new Employee

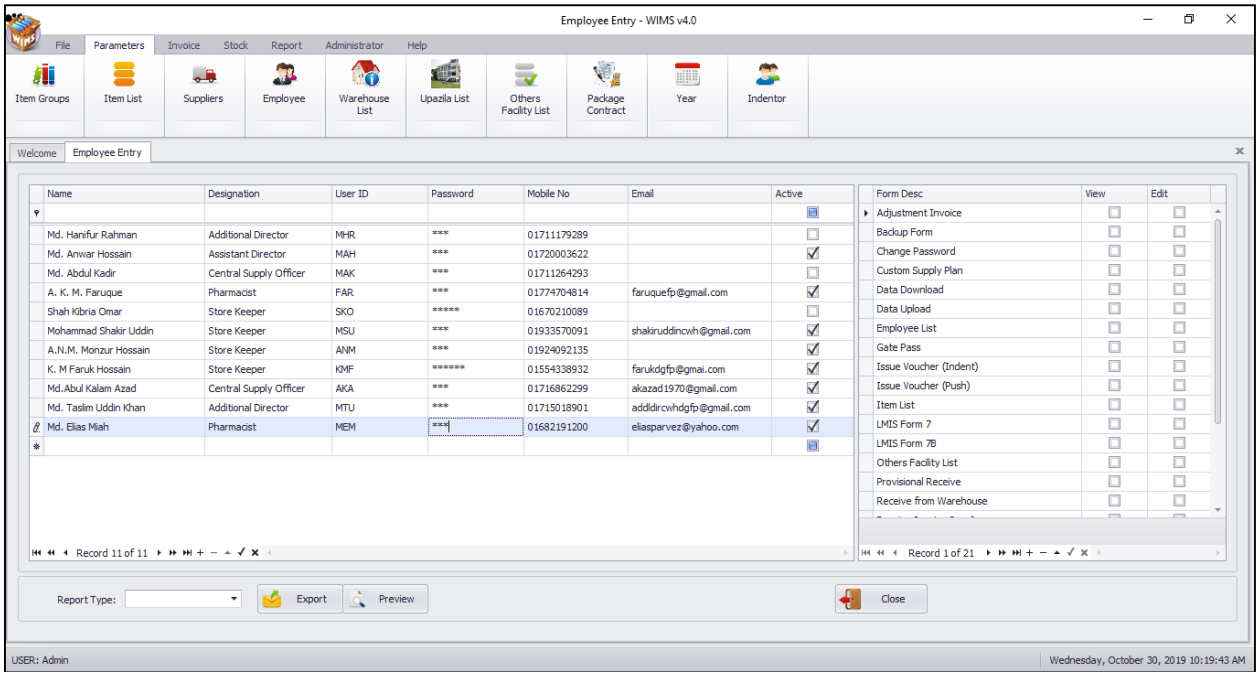
- Press button from the command buttons block. The form will look like the following screen:



- Type Employee Name.
- Select the Designation of the employee from list.
- Enter a 3 (three) digit User ID.
- Enter a Password for the employee. The Password will be shown as special (***) for security reasons as following screen:



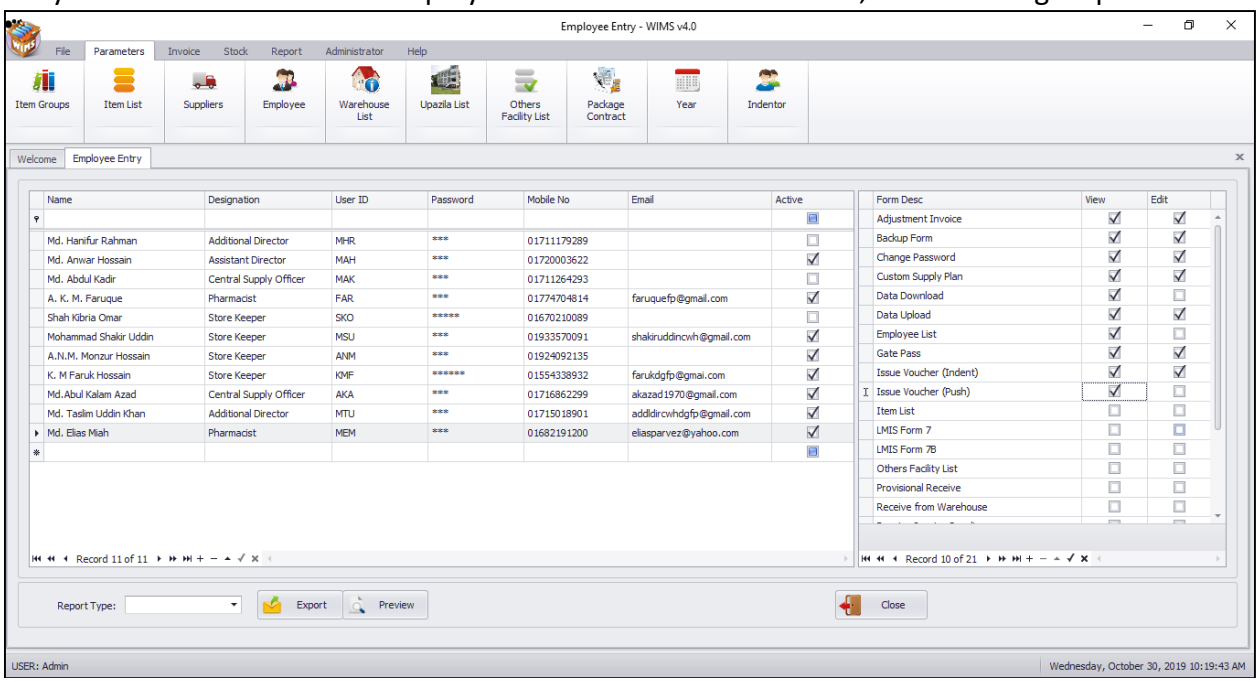
- Enter mobile number of the employee.
- Enter email address of the employee.
- Press or Enter button from keyboard.
- Newly entered Employee name will be visible in the Employees list in Block-A.



- If the new User ID conflicts with an existing ID, then an error dialog will appear "Change the user id and try saving again".
- If you want to cancel the new employee entry, press '**Esc**' during editing to undo.

Enter Permissions in Data Entry Forms

- Select the employee for which you want to provide permissions to data entry forms.
- If you do not want that the employee will access different forms, then do not give permissions.



- If you want the employee to only see data but cannot change anything, then click under '**View**' column. A ☑ will appear beside the form name under View column.
- If you want that the employee would do the data entry in the form, then click on View and Edit column beside the form name. A ☑ will appear beside the form name under View and Edit column.

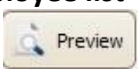
Edit an existing Employee

- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, User ID, Password fields as needed.
- When done with editing, press Save.
  - ✓ If the new User ID conflicts with an existing employee, then an error dialog will appear. Change the User ID and try saving again.
  - ✓ If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Employee

- Select the employee you want to remove from list of employees.
- Press "**Delete**" button from Keyboard.
- A confirmation dialog will be shown.
- Press '**Yes**' if you really want to delete the employee.
- You will not be able to delete employees that have permissions in different forms. First remove the permissions in different forms first then remove the employee.

Print Employee list

- Press 

button to view a printable list of Employee List.

Dhaka CWH, Mohakhali, Dhaka
Employee List

Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanifur Rahman	Additional Director	MHR	***	01711179289		☐
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		☑
Md. Abdul Kadir	Central Supply Office	MAK	***	01711264293		☐
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	☑
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		☐
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddincwh@gmail.c	☑
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		☑
K. M Faruk Hossain	Store Keeper	KMF	******	01554338932	farukdgfp@gmai.com	☑
Md.Abul Kalam Azad	Central Supply Office	AKA	***	01716862299	akazad1970@gmail.com	☑
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addldircwhdgfp@gmail.c	☑
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	☑

- Press on the printer icon. The print dialog box will appear.

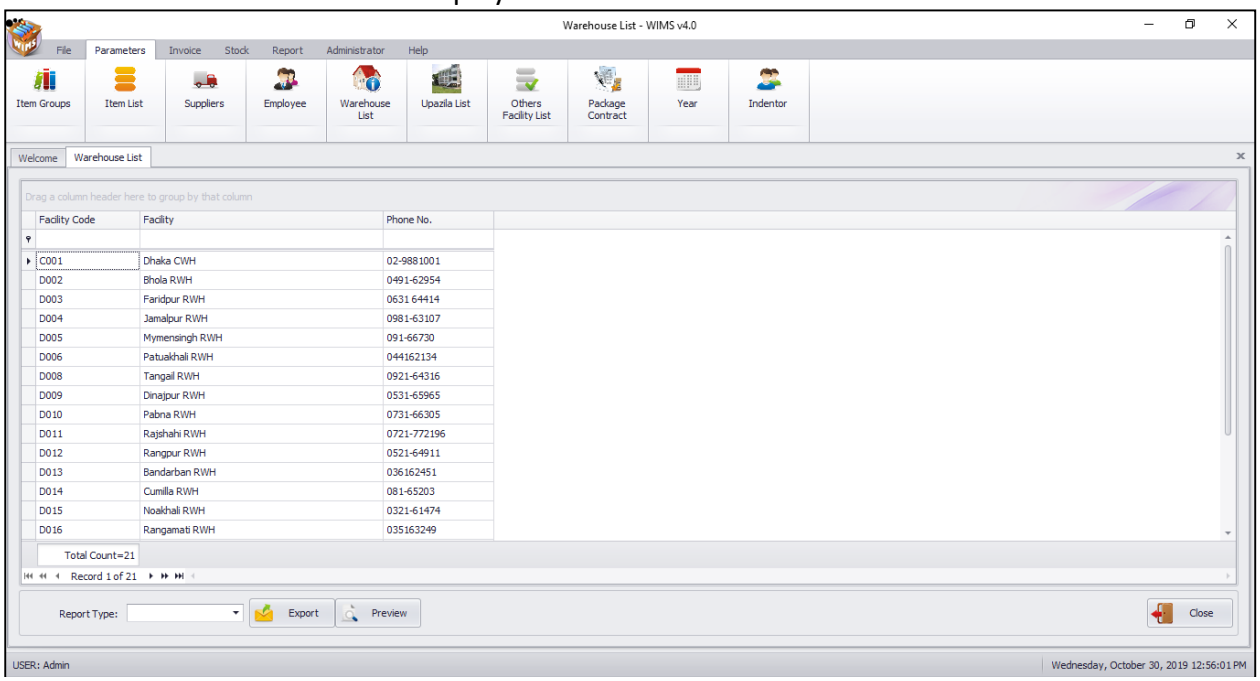
Close Employees Form

- Press

button to exit from the employees form.
- You can also exit by pressing the button at the top right of the form.
- If you have unsaved Employee data during exit, you will be informed that your changes will be lost if you exit.
- Press '**Yes'** if you do want to exit without saving. Press '**No'** if you don't want to close the form at this time.

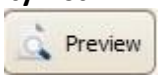
4.5. Warehouse List

- Run **WIMSv4**
- Select **Parameters > Warehouse List** from **Parameters** menu.
- The **Warehouse List** form is displayed.



- ✓ This form is used to view and print warehouse list.
- ✓ The form are 3 (Three) columns fields - Facility Code, Facility and Phone No.
- ✓ The Warehouse List data need to download from web, user could not add data here.

Print Facility List

- Press 

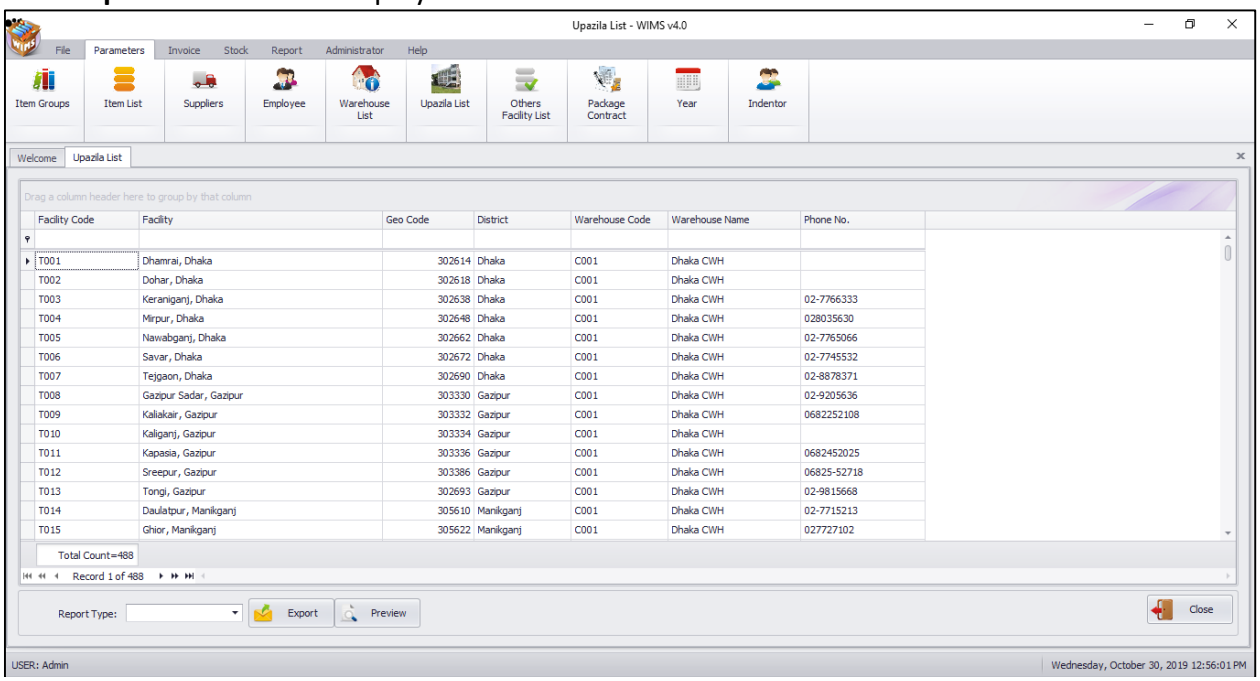
button to view a printable list of Facility.

Chittagong RWH, Regional Warehouse(Family Planning)
Agrabad, Chittagong.
Warehouse List

Facility Code	Facility	District	Phone No.	Receiving Facility
C001	Dhaka CWH		02-9881001	☐
D002	Bhola RWH		0491-62954	☐
D003	Faridpur RWH		0631-64414	☐
D004	Jamalpur RWH		0981-63107	☐
D005	Mymensingh RWH		091-66730	☐
D006	Patuakhali RWH		0441-62134	☐
D008	Tangail RWH		0921-64316	☐
D009	Dinajpur RWH		0531-65965	☐
D010	Pabna RWH		0731-66305	☐
D011	Rajshahi RWH		0721-772196	☐
D012	Rangpur RWH		0521-64911	☐
D013	Bandarbon RWH		0361-62451	☐

4.6. Upazila List

- Run **WIMSV4**
- Select **Parameters > Upazila List** from Parameters menu.
- The **Upazila List** form is displayed.

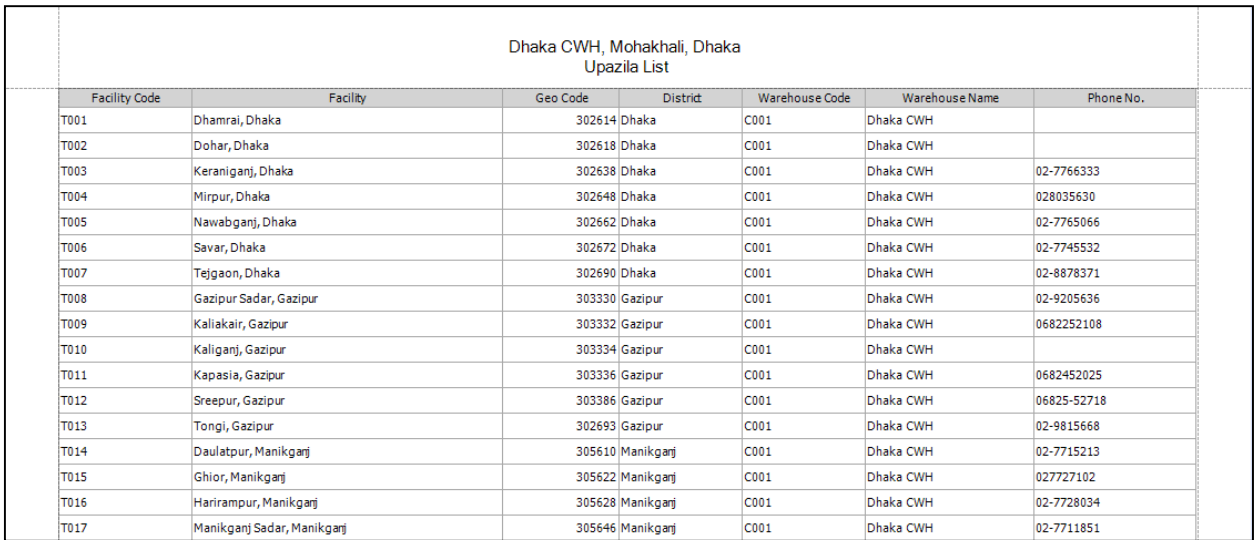


- ✓ This form is used to view and print upazila list.
- ✓ The form are 7 (Seven) columns fields - Facility Code, Facility, Geo Code, District, Supply From, Phone No, Receiving Facility.
- ✓ The Upazila list data need to download from web, user could not add data here.

Print Upazila List:

- Press

button to view a printable list of upazila list.

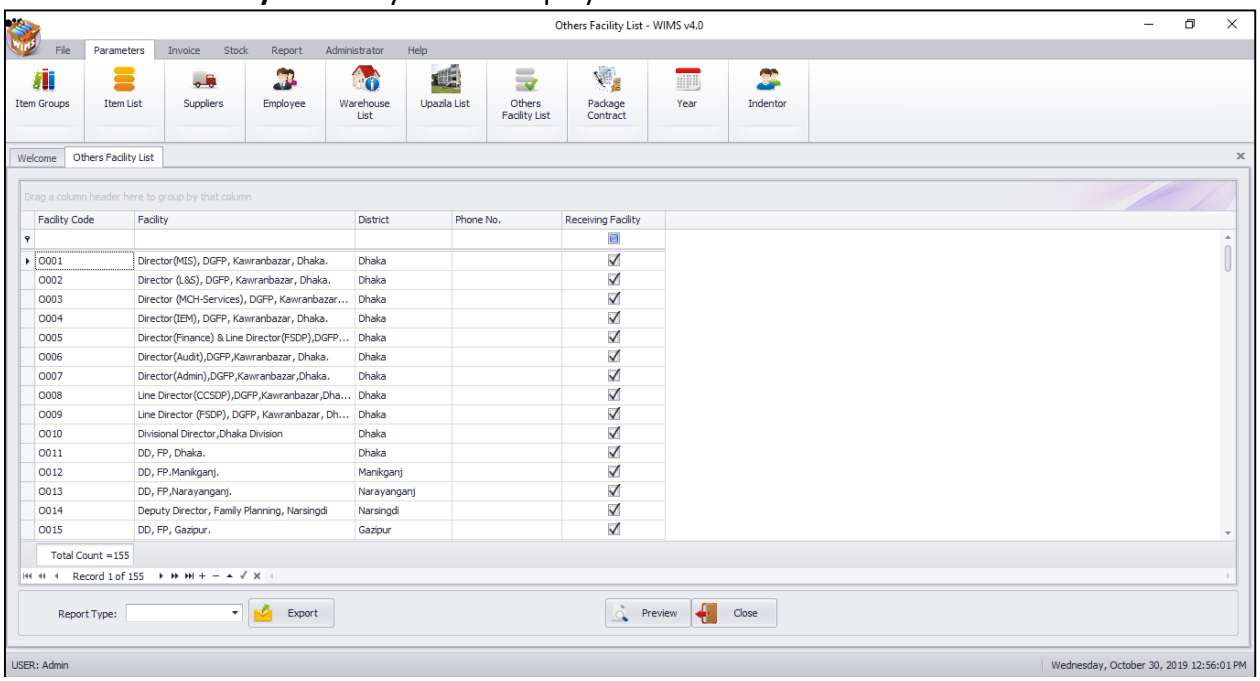


Dhaka CWH, Mohakhali, Dhaka
Upazila List

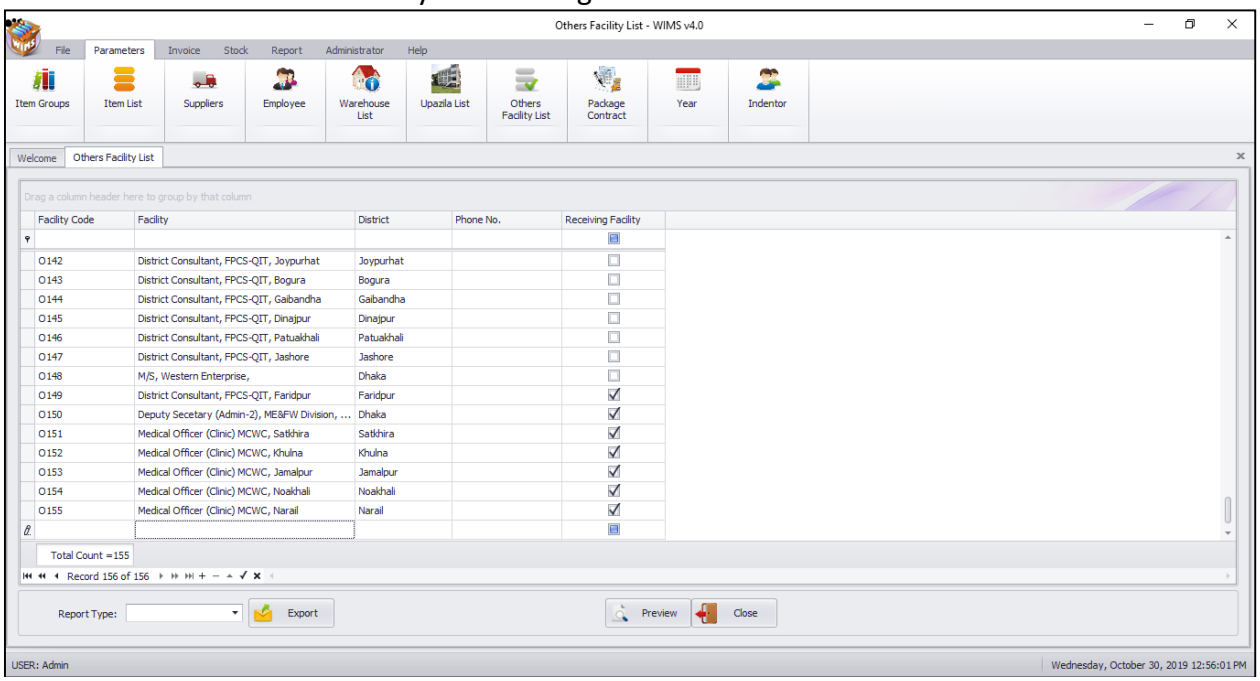
Facility Code	Facility	Geo Code	District	Warehouse Code	Warehouse Name	Phone No.
T001	Dhamrai, Dhaka	302614	Dhaka	C001	Dhaka CWH	
T002	Dohar, Dhaka	302618	Dhaka	C001	Dhaka CWH	
T003	Keraniganj, Dhaka	302638	Dhaka	C001	Dhaka CWH	02-7766333
T004	Mirpur, Dhaka	302648	Dhaka	C001	Dhaka CWH	028035630
T005	Nawabganj, Dhaka	302662	Dhaka	C001	Dhaka CWH	02-7765066
T006	Savar, Dhaka	302672	Dhaka	C001	Dhaka CWH	02-7745532
T007	Tejgaon, Dhaka	302690	Dhaka	C001	Dhaka CWH	02-8878371
T008	Gazipur Sadar, Gazipur	303330	Gazipur	C001	Dhaka CWH	02-9205636
T009	Kaliakair, Gazipur	303332	Gazipur	C001	Dhaka CWH	0682252108
T010	Kaliganj, Gazipur	303334	Gazipur	C001	Dhaka CWH	
T011	Kapasia, Gazipur	303336	Gazipur	C001	Dhaka CWH	0682452025
T012	Sreepur, Gazipur	303386	Gazipur	C001	Dhaka CWH	06825-52718
T013	Tongi, Gazipur	302693	Gazipur	C001	Dhaka CWH	02-9815668
T014	Daulatpur, Manikganj	305610	Manikganj	C001	Dhaka CWH	02-7715213
T015	Ghior, Manikganj	305622	Manikganj	C001	Dhaka CWH	027727102
T016	Harirampur, Manikganj	305628	Manikganj	C001	Dhaka CWH	02-7728034
T017	Manikganj Sadar, Manikganj	305646	Manikganj	C001	Dhaka CWH	02-7711851

4.7. Others Facility List

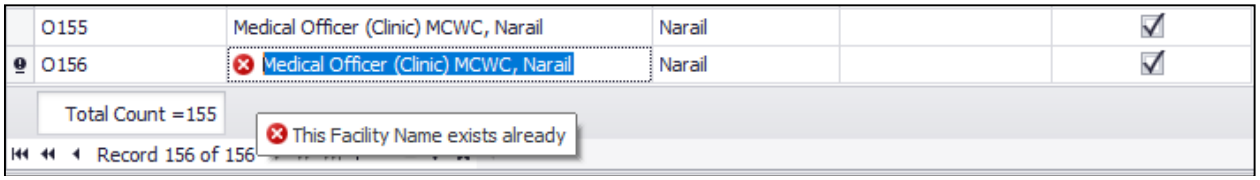
- Run **WIMSv4**
- Select **Parameters > Others Facility List** from **Parameters** menu.
- The **Others Facility List** entry form is displayed.



- ✓ This form is used to edit, create, delete, and print Facility List.
- ✓ The form are grouped into 5 (Five) column entry fields - Facility Code, Facility, District, Phone No and Receiving Facility.
- ✓ User can add new other facility List to using '+' button. Here as follows:



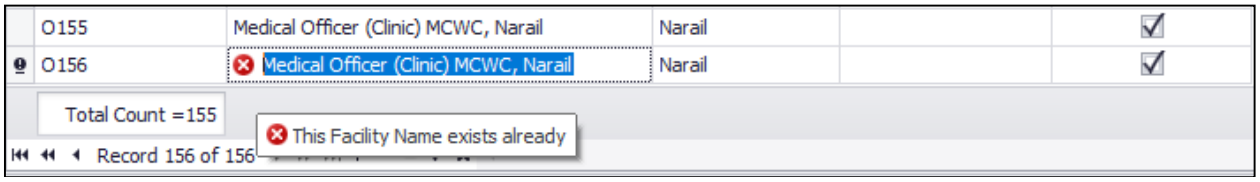
- Enter Facility Code, Facility, District, Phone No, Receiving Facility.
- If this facility received from ware house by supply plan then press box
- If your new facility code matches with a facility code, an error screen will be shown.



- Change the facility code and press enter button again. The facility will be saved.

Edit an existing Facility

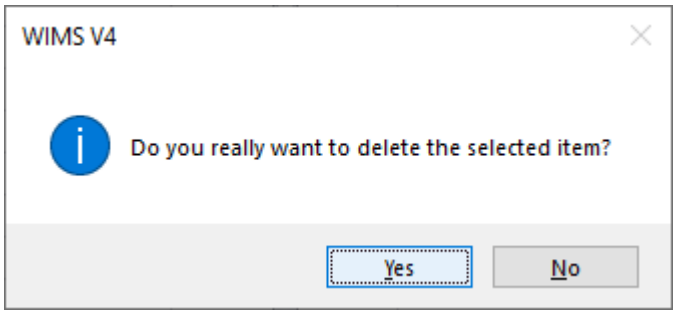
- Select the facility you want to edit from facility list.
- Change the facility name field as needed.
- When done with editing, enter button from keyboard
- If your facility name matches with an existing facility name, then an error screen will be shown.



- Change the Facility Name and press Enter button from keyboard again.

Delete an existing Facility

- Select the Facility you want to remove from Facility list.
- Press **"Delete"** button from keyboard.
- A confirmation dialog will be shown:



- Press **"Yes"** if you really want to delete the facility.
- You will not be able to delete facility that have under items it.

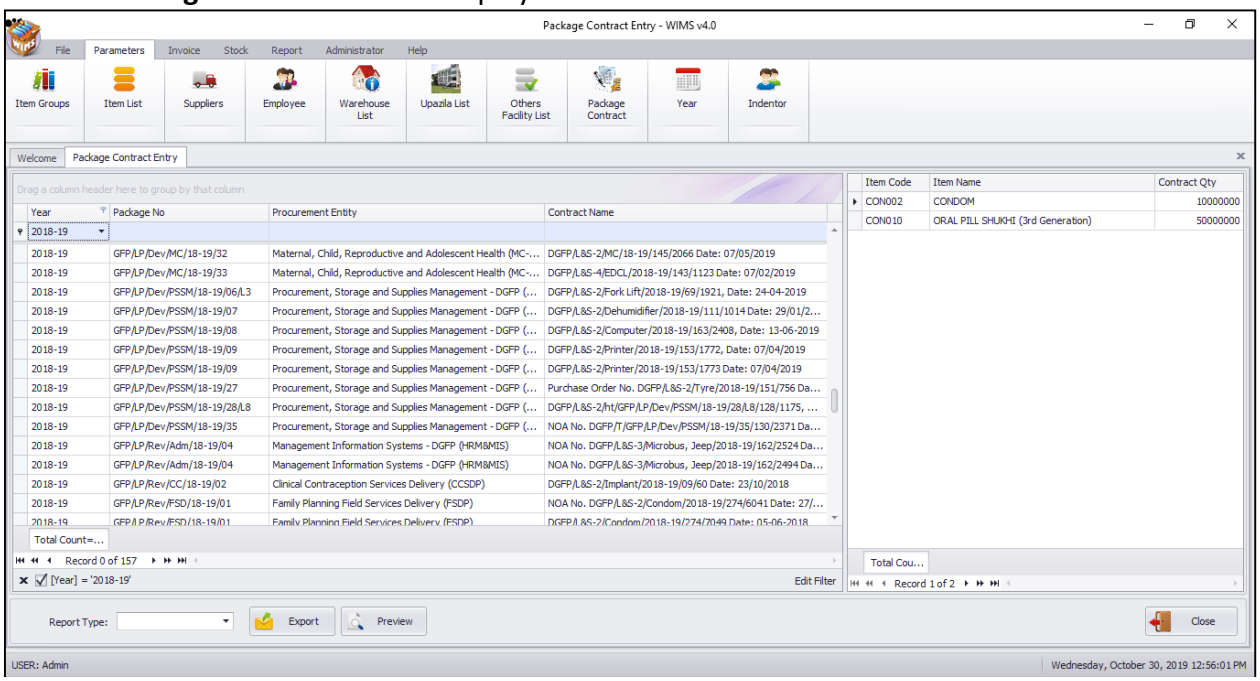
Print Other Facility List:

Dhaka CWH, Mohakhali, Dhaka
Others Facility List

Facility Code	Facility	District	Phone No.	Receiving Facility
O117	District Consultant, FPCS-QIT, Munshiganj	Munshiganj		☐
O118	District Consultant, FPCS-QIT, Rajbari	Rajbari		☐
O119	District Consultant, FPCS-QIT, Netrokona	Netrokona		☐
O120	District Consultant, FPCS-QIT, Chuadanga	Chuadanga		☐
O121	District Consultant, FPCS-QIT, Meherpur	Meherpur		☐
O122	District Consultant, FPCS-QIT, Narail	Narail		☐
O123	District Consultant, FPCS-QIT, Panchagarh	Panchagarh		☐
O124	District Consultant, FPCS-QIT, Kurigram	Kurigram		☐

4.8. Package Contract

- Run **WIMSv4**
- Select **Parameters > Package Contract** from **Parameters** menu.
- The **Package Contract** form is displayed.



- ✓ This form is used to view and print package contract.
- ✓ The form 2 (two) block -
  - Package Contract information
  - Contract Item Information
- ✓ The Package Contract information has 4 (Four) fields - Year, Package No, Procurement entry and Contract Name.
- ✓ Contract item information: Contract item (Each item have under as contract name) with 3 (three) fields: Item Code. Item Name and contract Qty.
- ✓ The Package Contract data need to download from web, user could not add data here.

Print Package Contract List

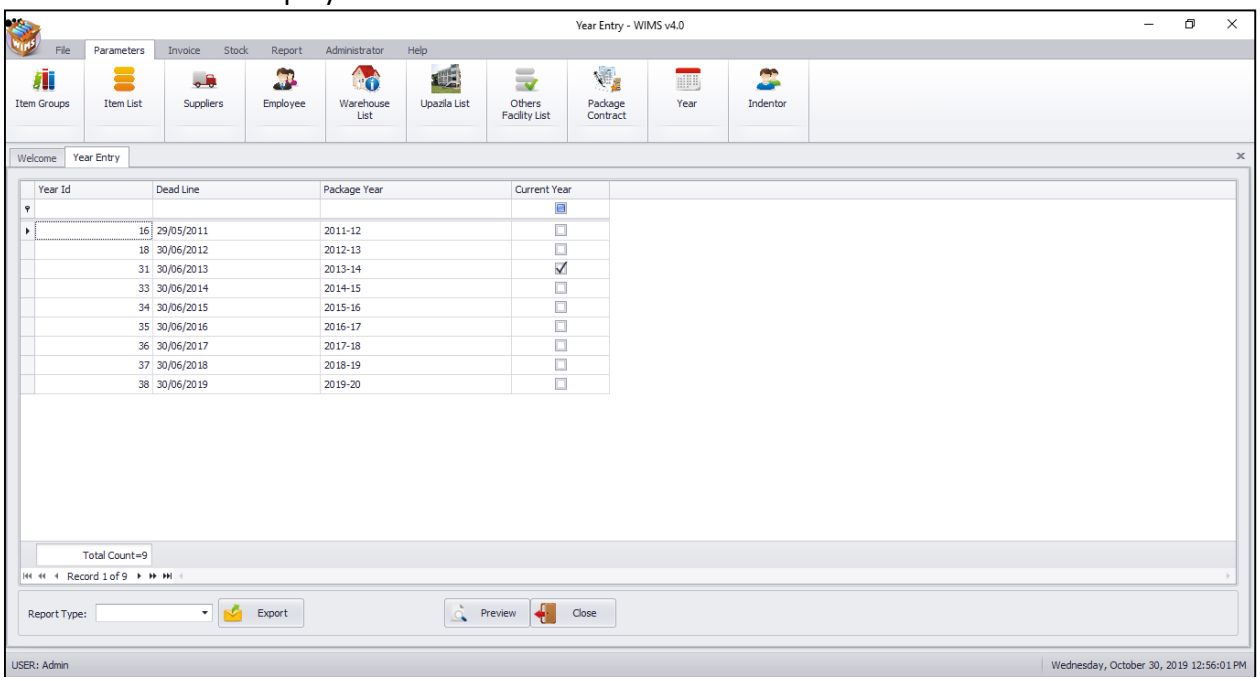
Package Contract List

Year	Package No	Procurement Entity	Contract Name
2018-19	DGFP/CCSDP/Printing-01/2	Clinical Contraception Services Delivery (CCSDP)	DGFP/CCSDP/2018-19/337/3453, Date: 20-06-20
2018-19	DGFP/CCSDP/Printing-01/2	Clinical Contraception Services Delivery (CCSDP)	DGFP/CCSDP/2018-19/337/3454 Date: 20/06/20
2018-19	DGFP/CCSDP/Printing-01/2	Clinical Contraception Services Delivery (CCSDP)	DGFP/CCSDP/2018-19/337/3452, Date: 20-06-20
2018-19	DGFP/MC-RAH/Proc:02/reg	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/reg: 10/2018-2019/710,
2018-19	DGFP/MC-RAH/Proc:02/reg	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/reg: 10/2018-2019/709,
2018-19	DGFP/MC-RAH/Proc:02/reg	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/reg: 10/2018-2019/708,
2018-19	DGFP/MC-RAH/Proc:02/reg	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/reg: 10/2018-2019/707,
2018-19	DGFP/MCRAH-01/2018-201	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/Reg:10/2018-2019/707,
2018-19	DGFP/MCRAH-01/2018-201	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/Reg:10/2018-2019/706,
2018-19	DGFP/MCRAH-01/2018-201	Maternal, Child, Reproductive and Adolescent H	DGFP/MC-RAH/Proc:02/Reg:10/2018-2019/708,

- Press on the printer icon. The print dialog box will appear.

4.9. Year

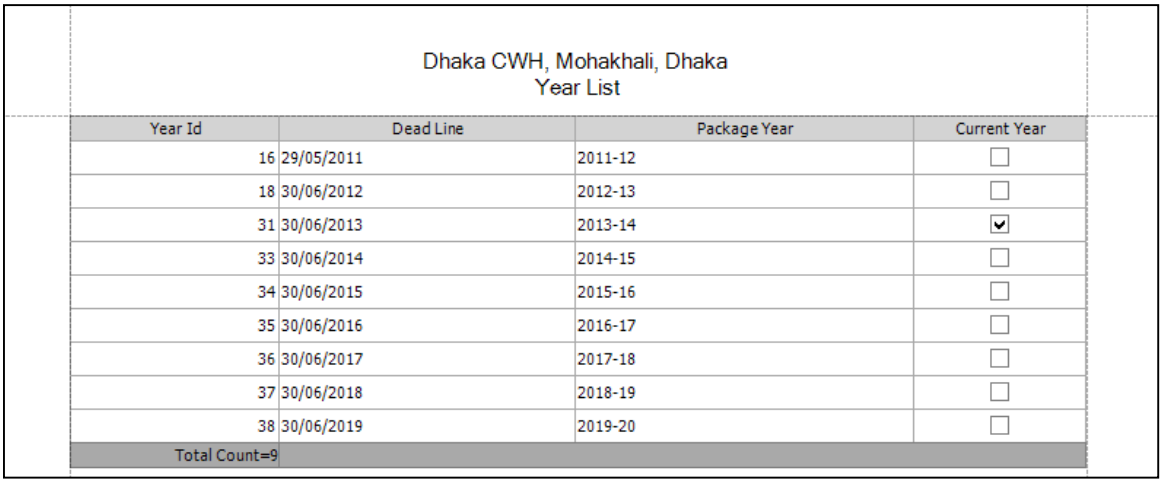
- Run **WIMSv4**
- Select **Parameters > Year** from **Parameters** menu.
- The **Year** form is displayed.



✓ This form is used to view and print Year.
✓ The form are grouped into 4 (four) field - Year Id, Dead line, Package year, Current year.
✓ The Year list data need to download from web, user could not add data here.

Print Year List:

- Press button to view a printable list of Year.



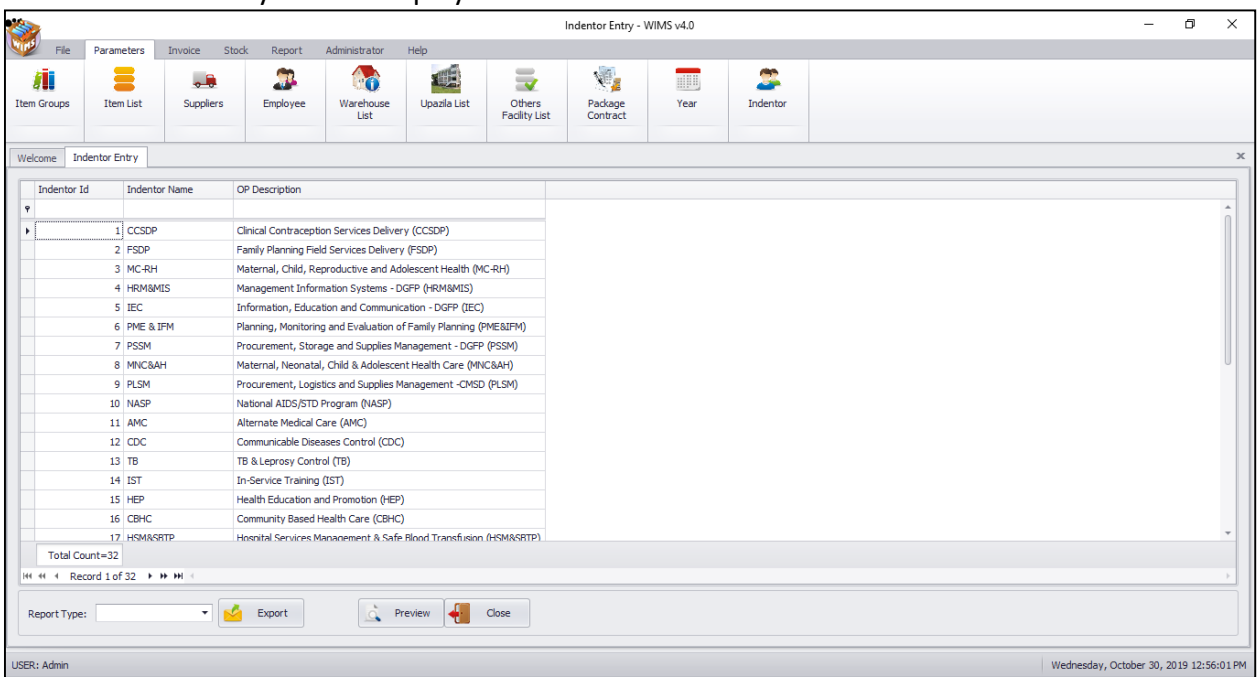
Dhaka CWH, Mohakhali, Dhaka
Year List

Year Id	Dead Line	Package Year	Current Year
16	29/05/2011	2011-12	☐
18	30/06/2012	2012-13	☐
31	30/06/2013	2013-14	☑
33	30/06/2014	2014-15	☐
34	30/06/2015	2015-16	☐
35	30/06/2016	2016-17	☐
36	30/06/2017	2017-18	☐
37	30/06/2018	2018-19	☐
38	30/06/2019	2019-20	☐
Total Count=9			

- Press on the printer icon. The print dialog box will appear.

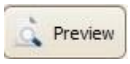
4.10. Indentor

- Run **WIMSV4**
- Select **Parameters > Indentor** from **Parameters** menu.
- The Indentor entry form is displayed.



- ✓ This form is used to view and print Indentor.
- ✓ The form are grouped into 3 (three) Fields: Indentor Id, Indentor Name and OP Description.
- ✓ The Indentor list data need to download from web, user could not add data here.

Print Indentor List:

- Press 

button to view a printable list of Indentor.

Dhaka CWH, Mohakhali, Dhaka
Indentor List

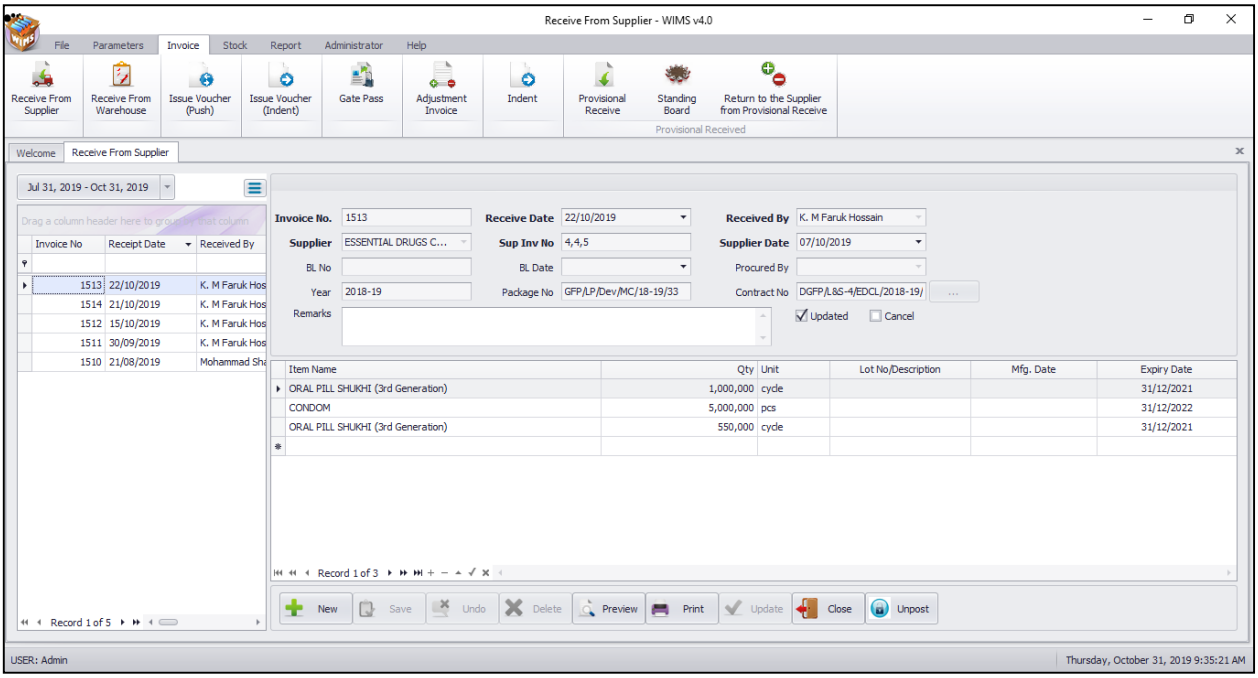
Indentor Id	Indentor Name	OP Description
1	CCSDP	Clinical Contraception Services Delivery (CCSDP)
2	FSDP	Family Planning Field Services Delivery (FSDP)
3	MC-RH	Maternal, Child, Reproductive and Adolescent Health (MC-RH)
4	HRM&MIS	Management Information Systems - DGFP (HRM&MIS)
5	IEC	Information, Education and Communication - DGFP (IEC)
6	PME & IFM	Planning, Monitoring and Evaluation of Family Planning (PME&IFM)
7	PSSM	Procurement, Storage and Supplies Management - DGFP (PSSM)
8	MNC&AH	Maternal, Neonatal, Child & Adolescent Health Care (MNC&AH)
9	PLSM	Procurement, Logistics and Supplies Management -CMSD (PLSM)
10	NASP	National AIDS/STD Program (NASP)

- Press on the printer icon. The print dialog box will appear.

Chapter-5: Invoice

5.1. Receive Invoice – Receive from Supplier

After go to **Invoice** menu user will find two types of Received Invoice. The following screen shows the Receive from Supplier Invoice entry form:

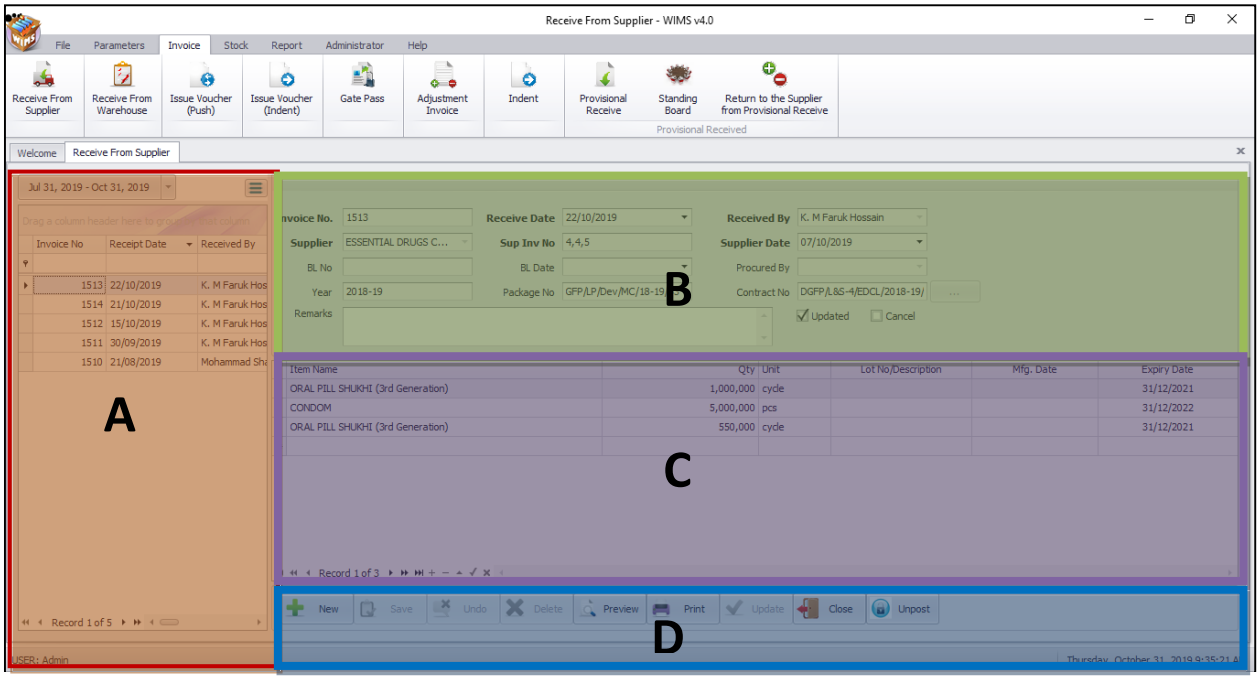


The above form is used when items are received from supplier. Item quantities received from suppliers which entered into WIMSv4 trough this form and the quantities added up with items total stock. This form is used to create new receive invoice, edit, print or delete invoices.

Open Receive Invoice Form

- Run **WIMSv4**
- Select **Invoice > Receive From Supplier**… from **Invoice** menu.
- The **Receive Invoice** Form is displayed.

General Description of Receive Invoice Form



This form is used to edit, create, delete, and print the Receive Invoices. This form data entry automatically from provisional receive after standing board or manually data entry. The form is grouped into 4 (Four) blocks –

A. *Invoice List*: Invoices can be listed grouped by

- Invoice No. or
- Invoice Date.
- A label shows the total number.

B. *Invoice Entry Fields*: To record an Invoice, 15 (fifteen) fields are required as follows:

- Invoice No* – A unique sequence to represent the invoice.
- Receive Date* – Date of receipt of goods.
- Received By* – Name of receiving officer.
- Supplier* – Name of supplier.
- Supplier Invoice No* – Voucher No. of supplier.
- Supplier Date* – Date of supplier voucher.

All of the above fields are mandatory.

- Bl No – BL No
- BL Date – BL date
- Procured By – procured by
- Year – Package contract Year
- Package No – Package no
- Contract No – package contract no
- Remarks – Remarks field are not mandatory
- Update – If the invoice updated the update check set in the check box.
- Cancel – If the invoice canceled the cancel check set in the check box.

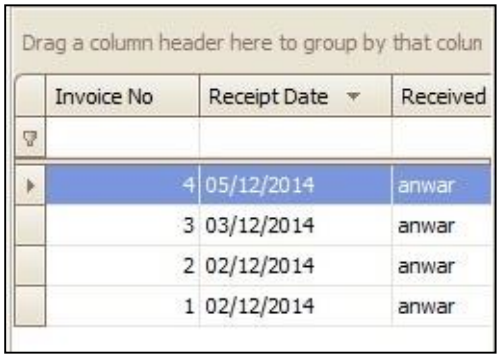
C. *Invoice Items Entry Fields:* Invoices consist of line items. There is one line for each item received and has the following 6 (six) fields:

- Item* – Name of item received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Received Qty* – Total quantity of good received.
- Expiry Date – Date of expiry of the received goods.

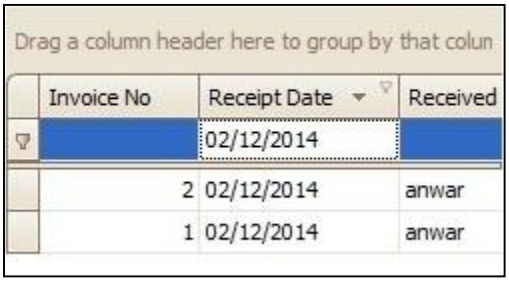
Item and Received Qty are mandatory. Unit field is shown automatically. Other fields are optional.

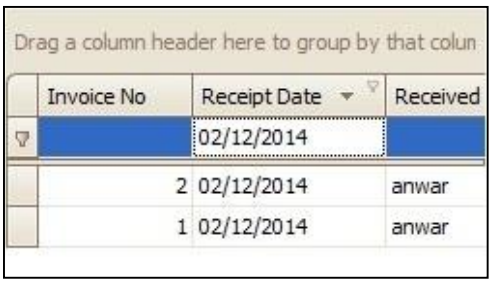
***D. Command buttons*:** A number of buttons to manipulate the Invoices.

View information about a specific Invoice

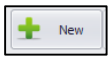


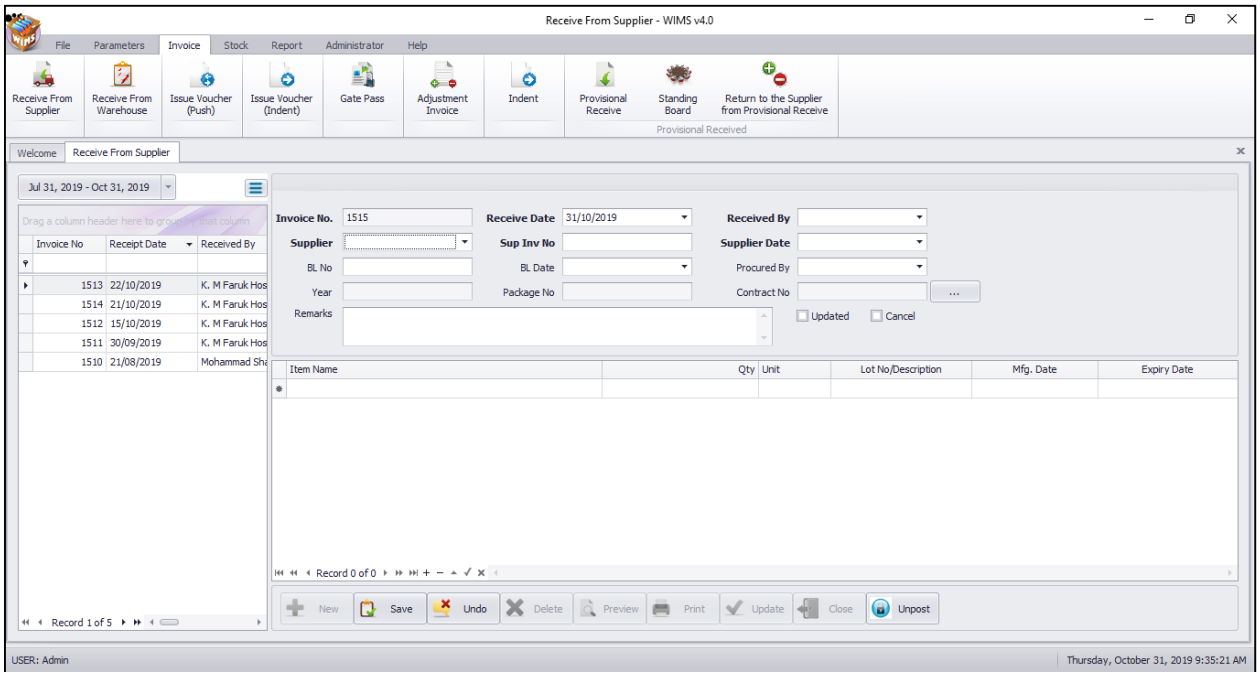
- Select the invoice to view from the tree-like list in Block-A. Using the Group by any fields – Invoices can be grouped in ways – by Invoice No or by received date or by supplier
- After an invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of invoices are shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press **'Filter'** button to list less or more invoice.



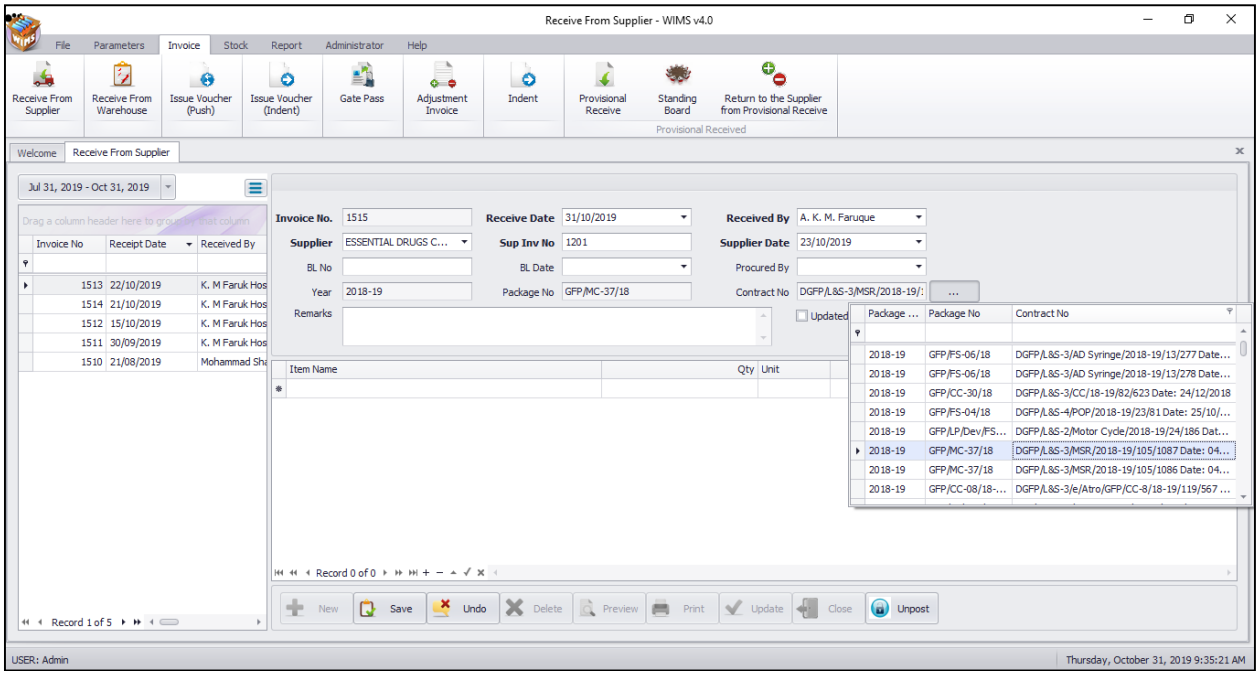


Enter a new Invoice

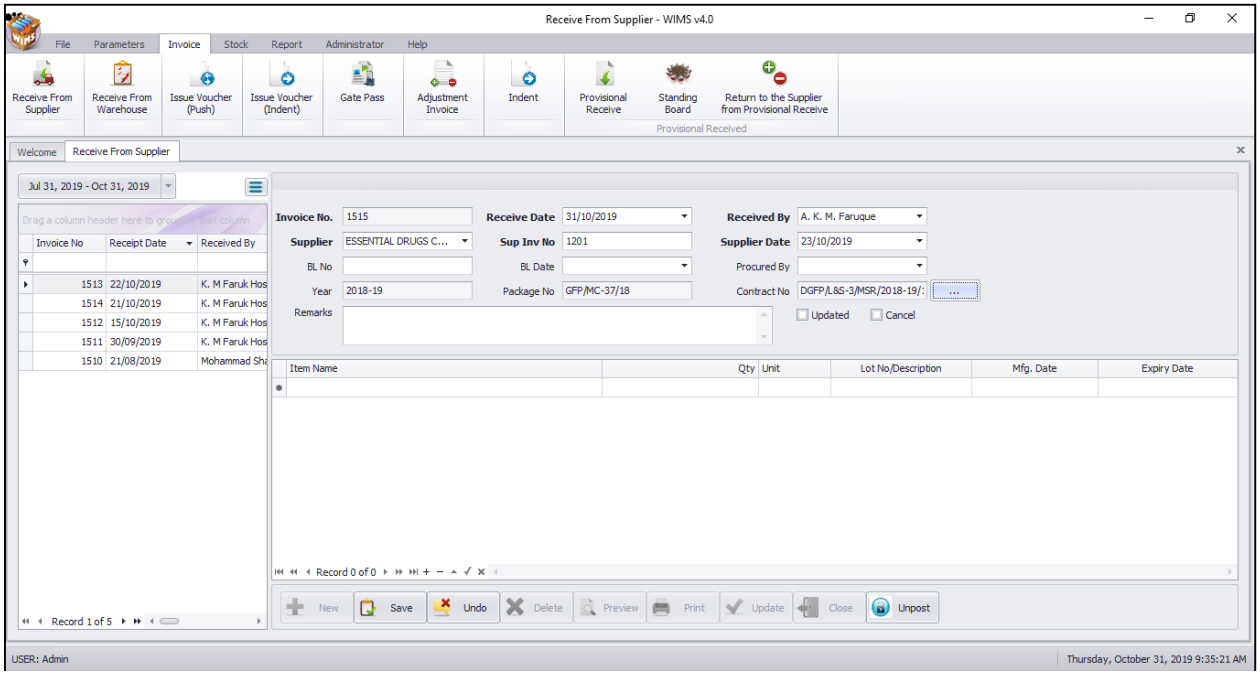
- Press  button from the command buttons block. The form will look like as follows:



- The Invoice No. will be generated automatically.

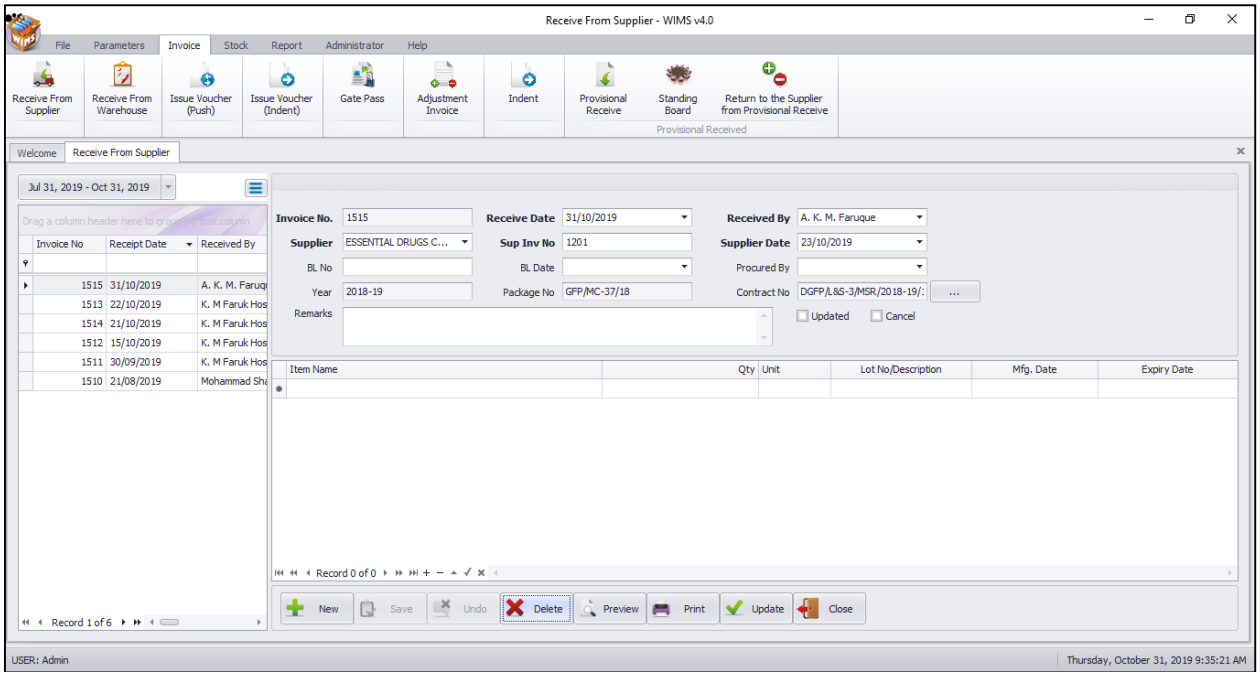


- Receive Date will be filled with current date. You can change if necessary.
- Automatically select the Employee who is received the goods. You can change Receive By employee name.
- If the supplier name is present in supplier list then select the name.
- Provide invoice no. and date from supplier's challan.



- Press

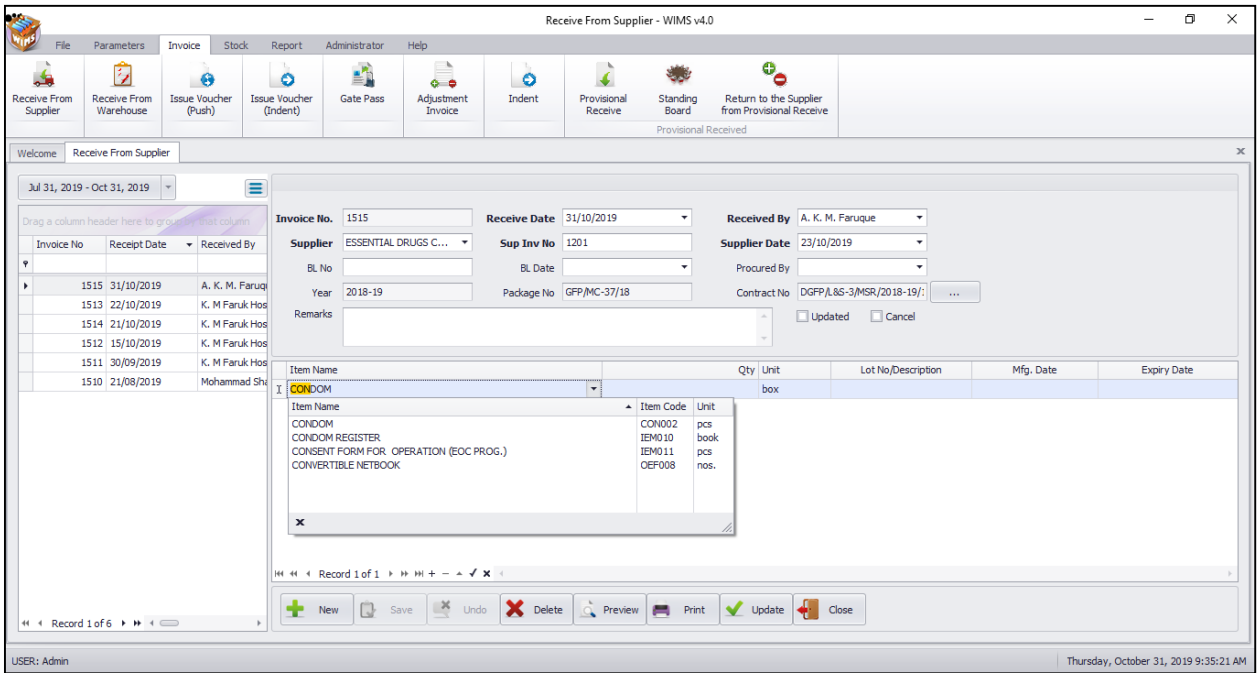
button.
- Your new Invoice no. will be visible in the Invoice list.



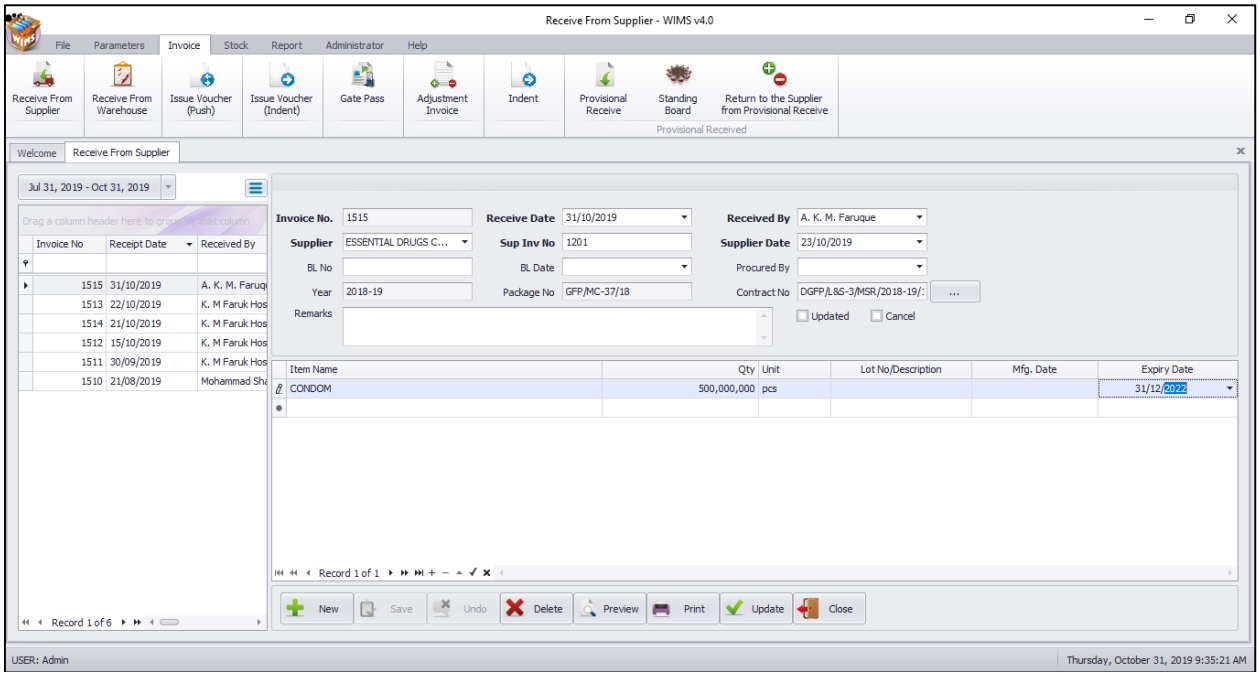
- If you want to cancel the new Invoice entry, press '**Esc**' during editing to undo.

Invoice Items Entry

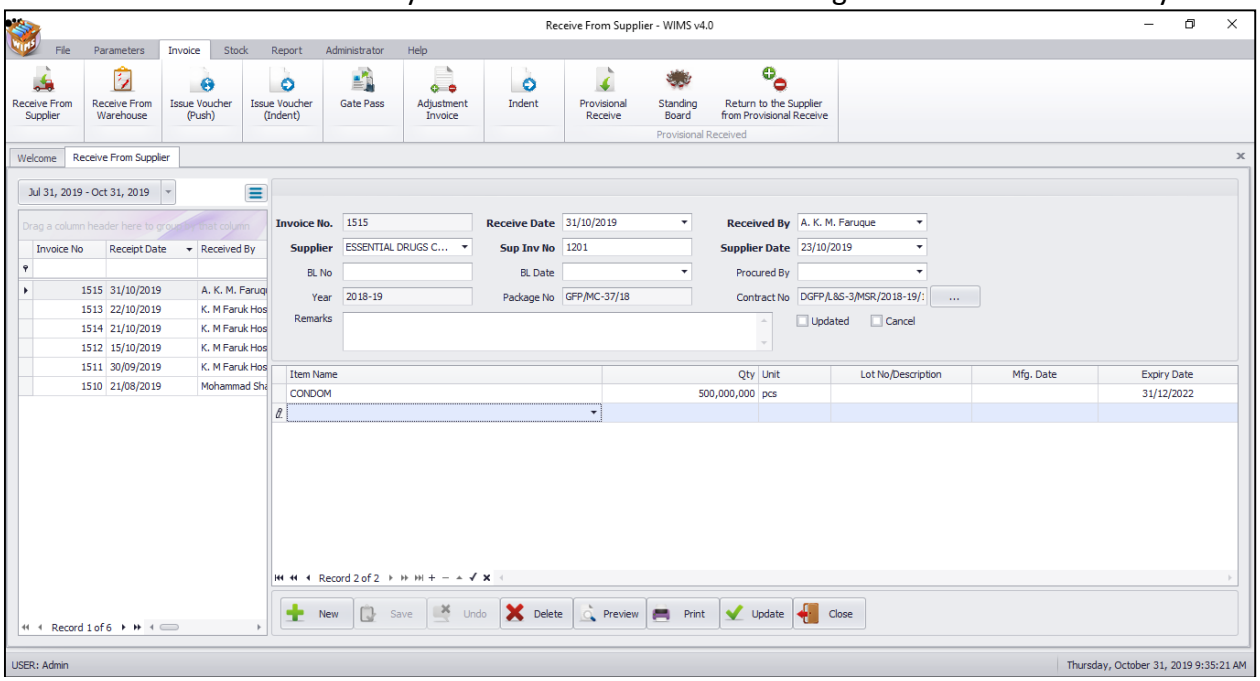
- Press button from the command buttons block. The form will look like the following screen:



- Select an Item name from Item combo box.
- Unit field will be filled automatically.
- Enter Lot No, Mfg. Date, Received Qty and Expiry Date fields.



- Press "**Enter**" button from keyboard to save the line item and go for next line item entry.



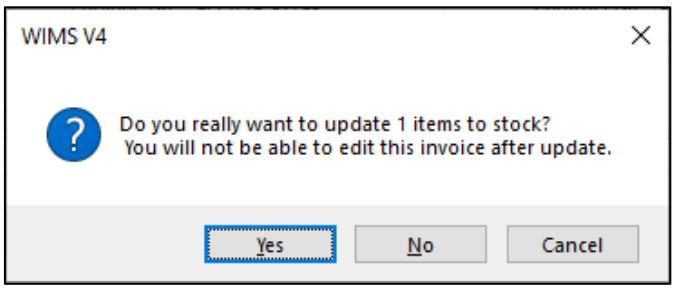
Updating the Stock

Entry of a new Invoice does not update the current stock position automatically. After the Invoice entry is completed, press

button to recalculate the balance of Items from the current Invoice.

Note: After the invoice quantities are updated to stock, the invoice will be locked, user will not be allowed to change any figure afterwards.

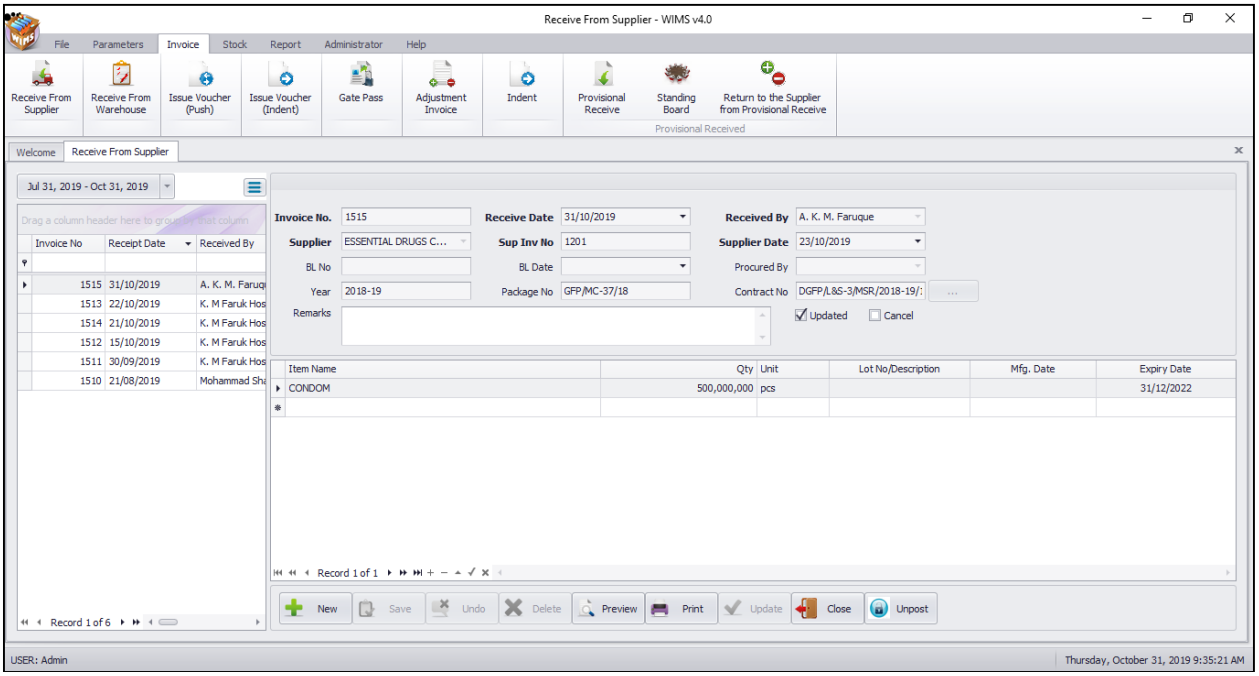
- A confirmation dialog will appear.



- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of Items for which stock was updated.

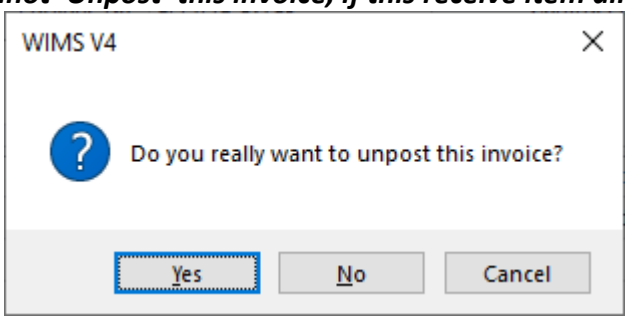
'Unpost' Existing Receive Invoice

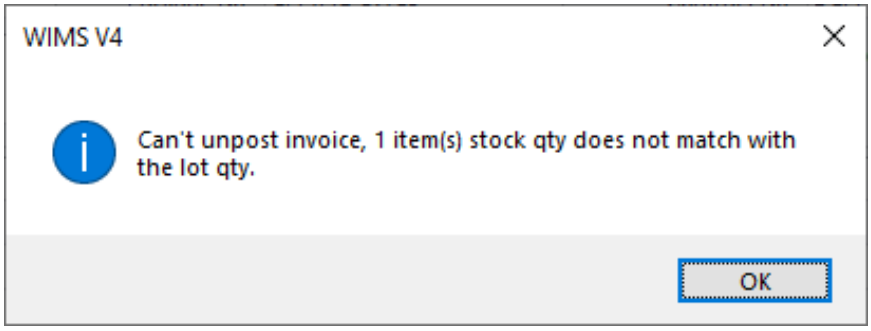
Only Central Warehouse can 'Unpost' updated receive invoice for lot wise receive quantity entry.

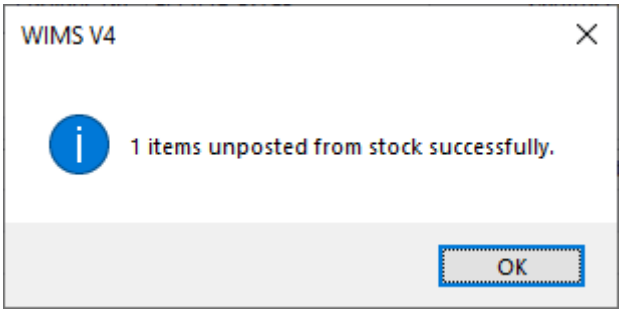


If you want to 'Unpost' this updated received invoice press 'Unpost' button then show the following message:

NB. User cannot 'Unpost' this invoice, if this receive item already issued.







Press **"Yes"** then unposted invoice items open to edit for this user**.**

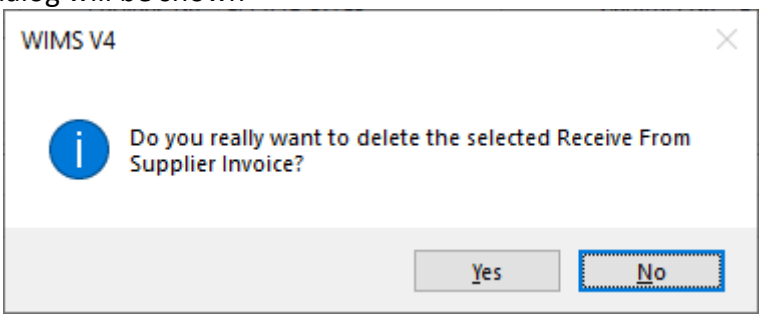
Edit an existing Invoice

- Select the invoice you want to edit from the list of Invoices.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Invoice

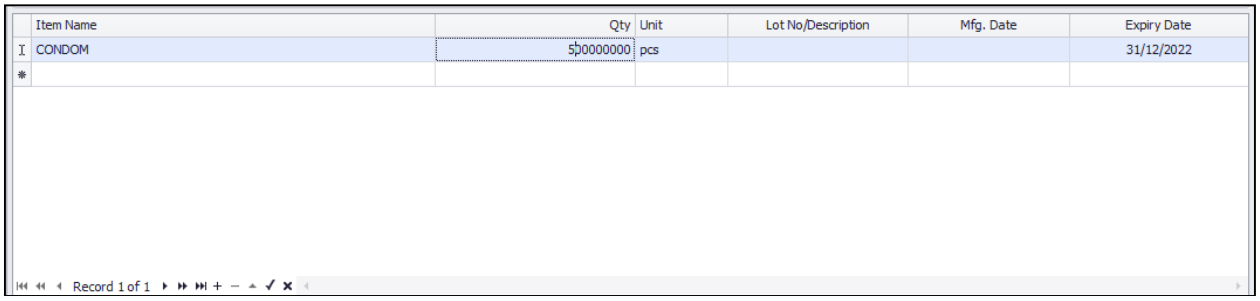
- Select the Invoice you want to remove from Invoices list.
- Press

button.
- A confirmation dialog will be shown -

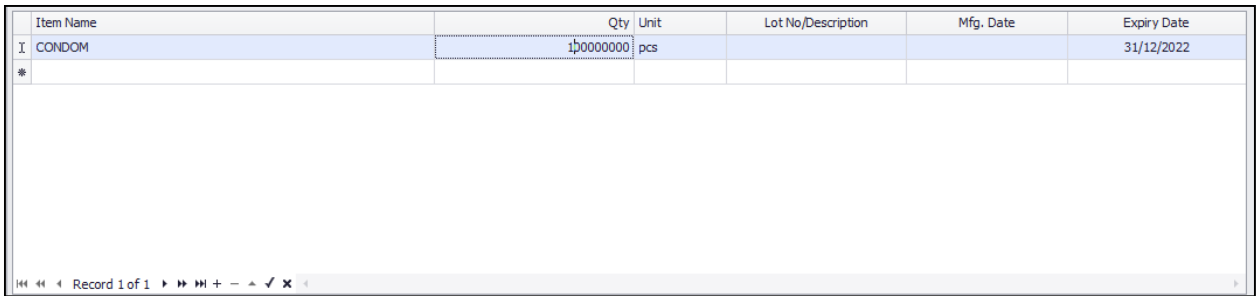


- Press **"Yes"** if you really want to delete the Invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

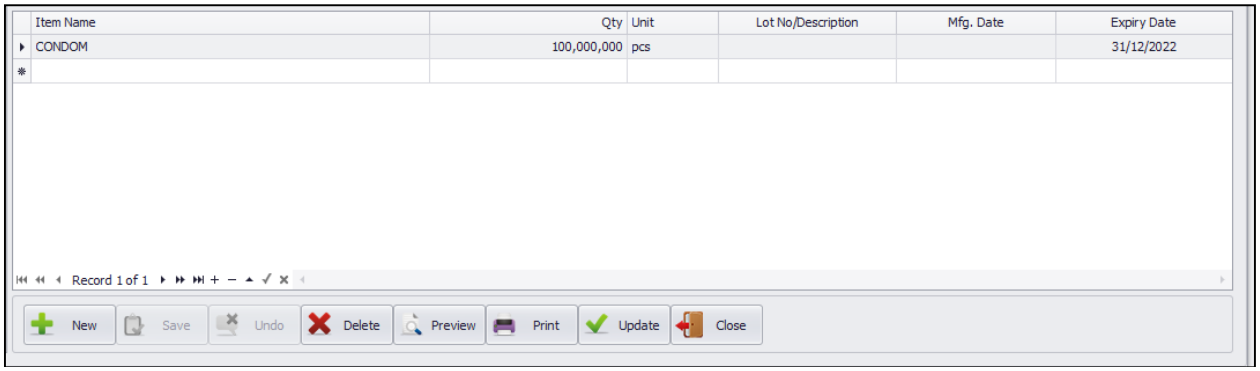
Edit an existing Invoice Item



- Select the Invoice item you want to edit from the items list in Block-C.



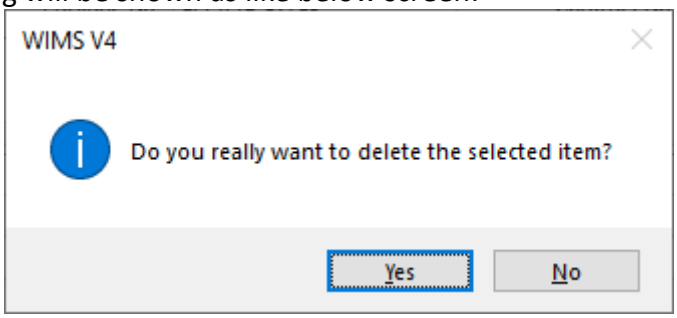
- Press F2 or click on any field to start editing.



- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **Esc** to undo the changes.

Delete an Invoice item

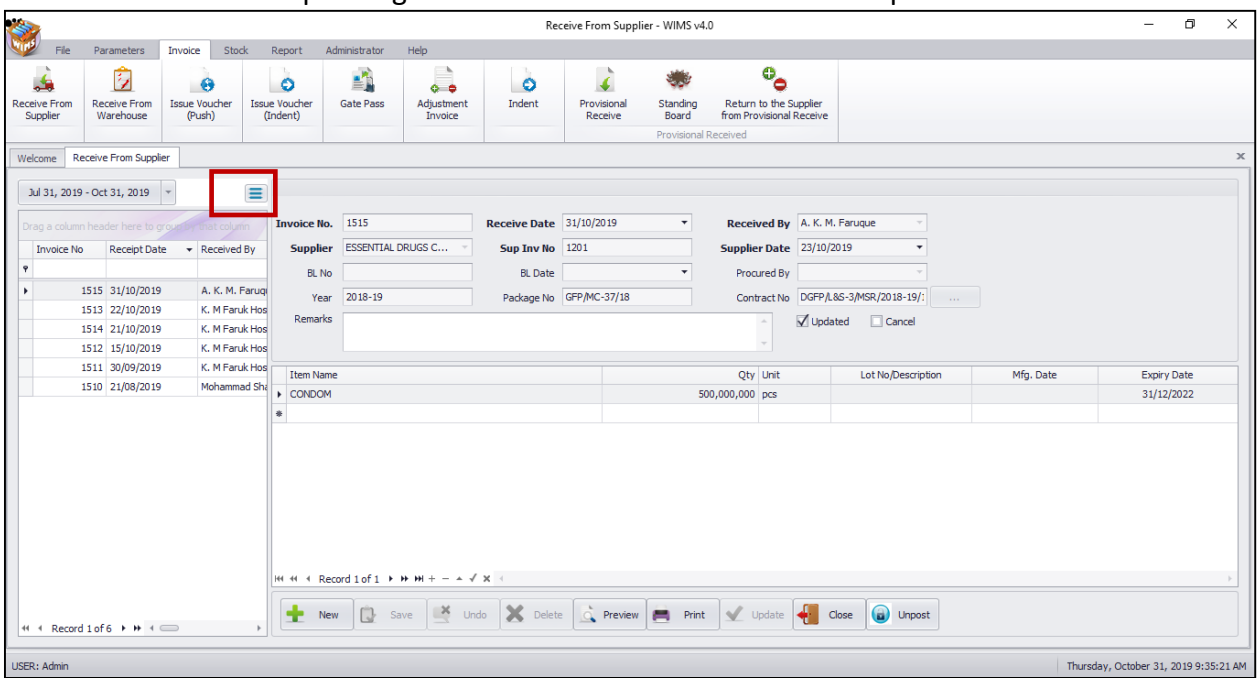
- Select the Invoice item you want to edit from the items list in Block-C.
- Press Delete button from keyboard.
- A confirmation dialog will be shown as like below screen:



- Press **"Yes"** if you really want to delete the Invoice item.

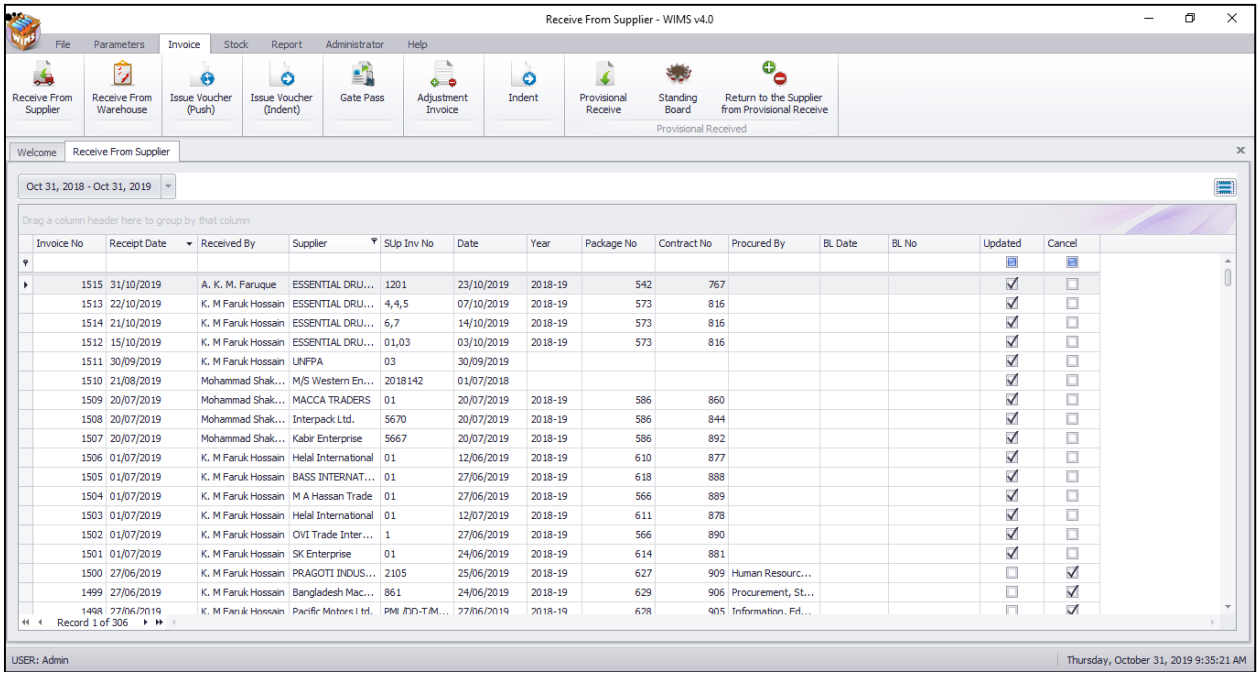
Search a Receive Invoice

- Press tab for expanding Receive Invoices form and to find a specific Invoice



- To search go to

row header just writing Invoice no. and following window will appear:



- Enter the invoice no you want to find in **"Receive Invoice No."** box.
- Automatically start searching.
- If the invoice is found then it will be shown selected.

Print Receive Invoice

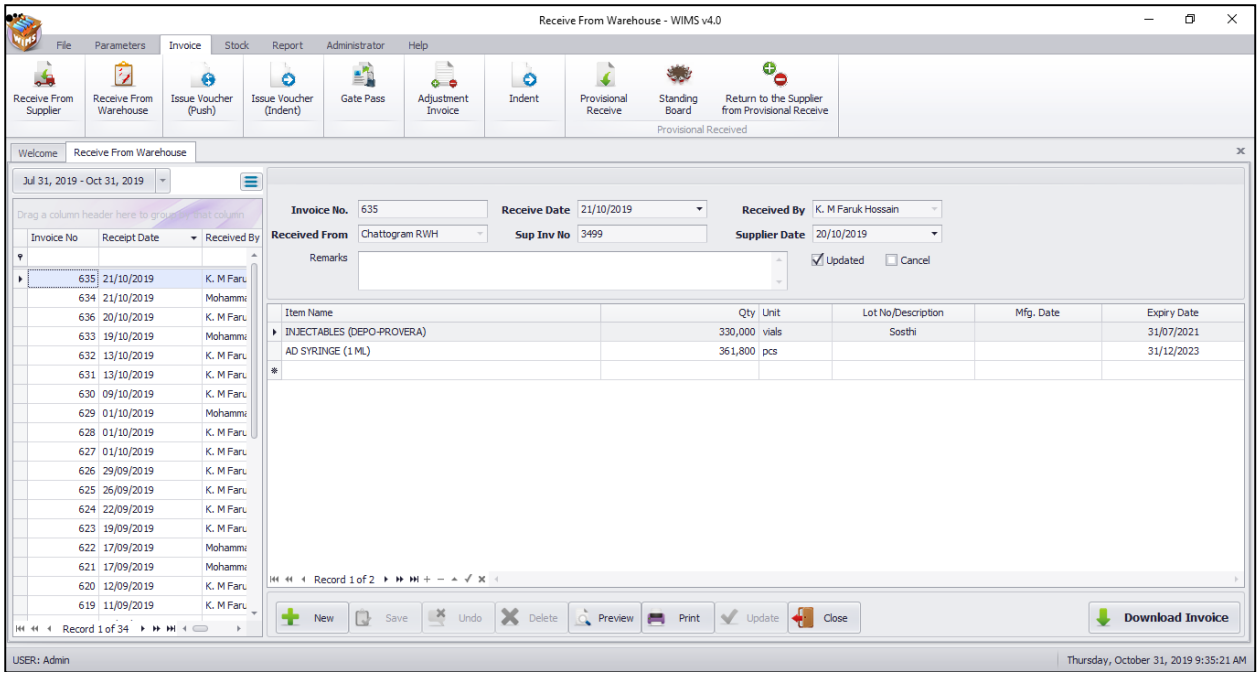
- Press Preview button to preview the Invoice.
- Press on the printer icon. The print dialog box will appear.
- You can print only one copy or all pages, choose as you want then just press OK.
- After printing, press the leftmost button to close the Preview window.

Close Receive Invoice Form

- Press Close button to exit from the receive Invoice form.
- You can also exit by pressing the button at the top right of the form.

5.2. Receive Invoice – Receive From Warehouse

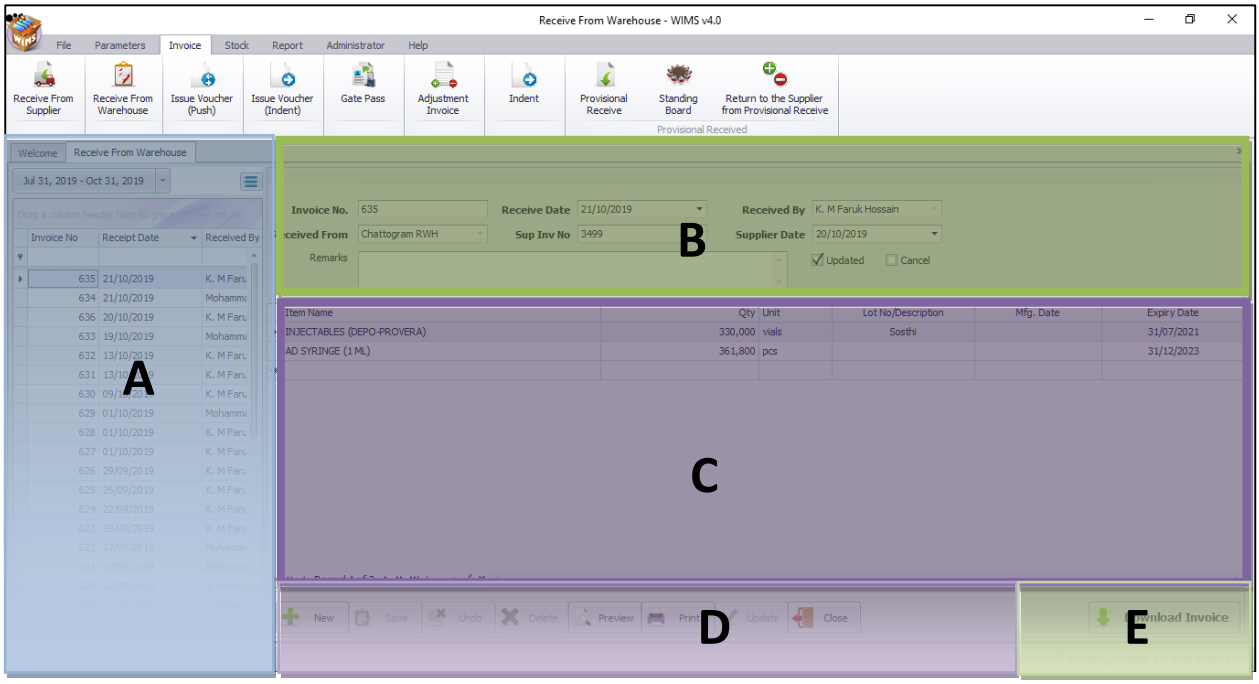
When items are transferred among warehouses, i.e., Injectable moved from Chittagong RWH to Dhaka CWH – this form is used. Item quantities entered here add up to total stock. This form is used to download new receive invoice, enter new receive invoice, edit, print or delete old invoices.



Open Receive Invoice Form

- Run **WIMSv4**
- Select **Invoice > Receive From Warehouse**… from **Invoice** menu.
- The **Receive Invoice** form is displayed.

General Description of Receive from Warehouse Form



This form is used to download, entry, edit, delete and print receive invoices. Controls in the form are grouped into 5 (five) blocks –

A. *Invoice List*:

Invoices are listed by item group. Invoice group filters the invoices according to their group. Invoices can also be listed grouped by Invoice No. or Invoice Date. A label shows the total number.

B. *Invoice Entry Fields*:

To describe an Invoice, 9 (Nine) fields are required.

- Invoice No – A unique sequence to represent the invoice.
- Receive Date – Date of receipt of goods.
- Received By – Name of receiving officer.
- Supplier – Name of warehouse from where goods were sent.
- Supplier Invoice No – Voucher No. of supplier.
- Supplier Date – Date of supplier voucher.

All of the fields are compulsory.

- Remarks– Remarks field are not mandatory
- Update – If the invoice updated the update check set in the check box.
- Cancel – If the invoice canceled the cancel check set in the check box.

C. *Invoice Items Entry Fields:*

Invoices consist of line items. There is one line for every item received. Every line has the following 6 (six) fields:

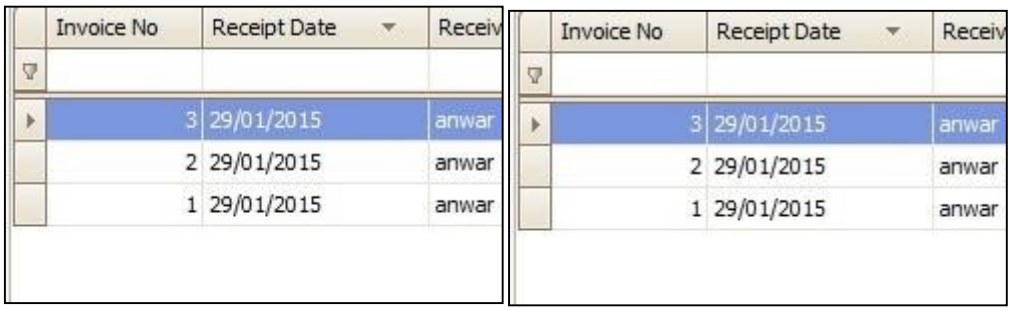
- Item – Name of item received.
- Unit – unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Received Qty – Total quantity of good received.
- Expiry Date – date of expiry of the received goods.

Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.

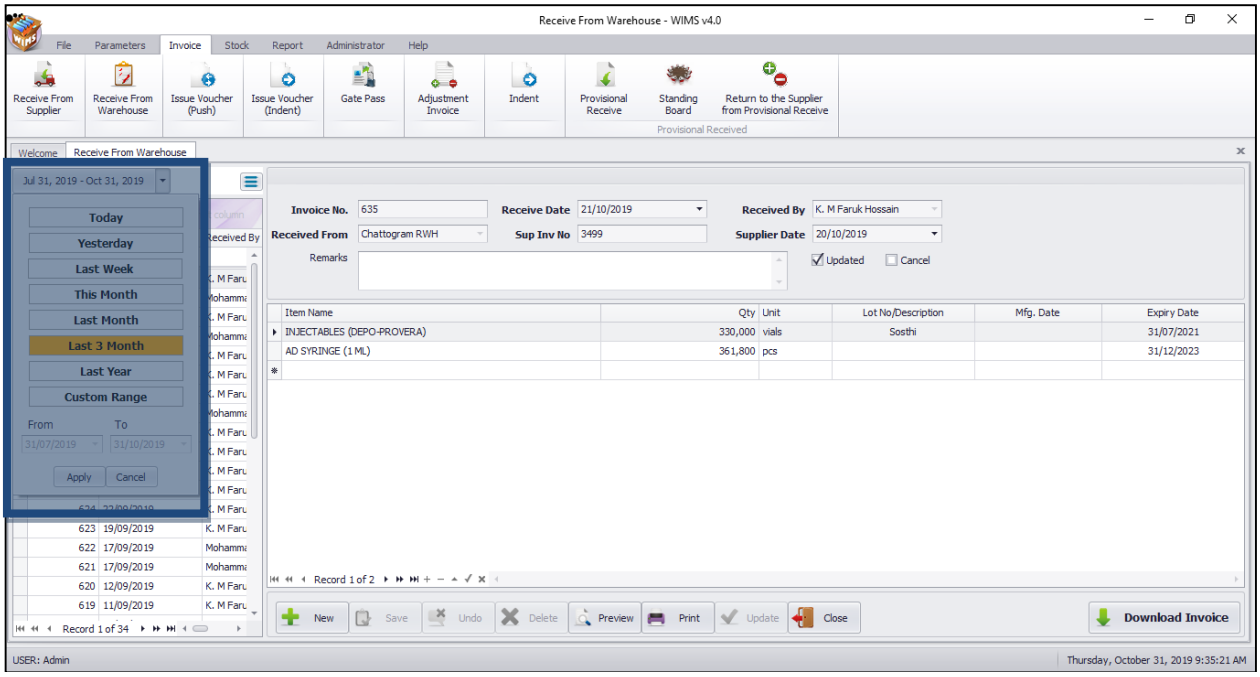
D. *Command Buttons*: A number of buttons to manipulate the Invoices.

E. Download Invoice Button: Download receive invoice which are supplied from warehouse with Issue Push/Indent voucher.

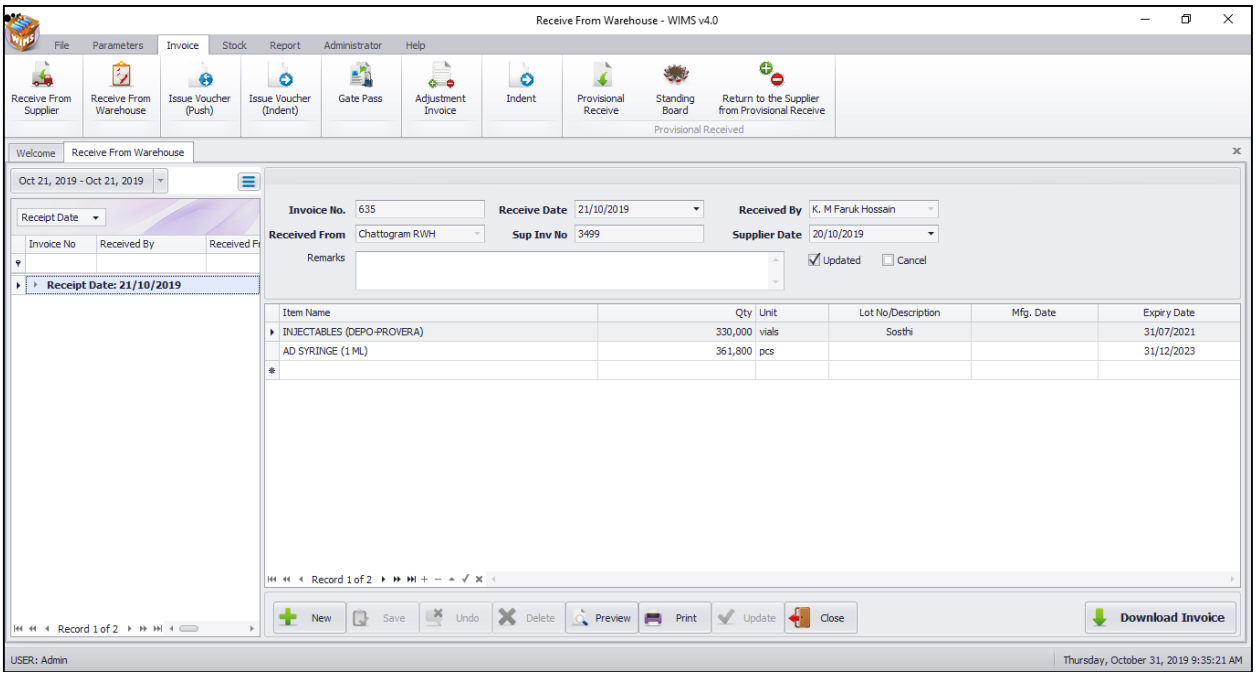
View information about a specific Invoice



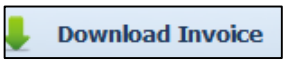
- Select the Invoice to view from the tree-like list in Block-A. Using the group by– invoices can be grouped any field– by Invoice No or by Receive Date.
- After an Invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of invoices are shown based on the **Filter Criteria**. Only invoices that fall between Start Date and End Date are listed.
- You can change the dates and press **"Filter"** button to list less or more invoice.

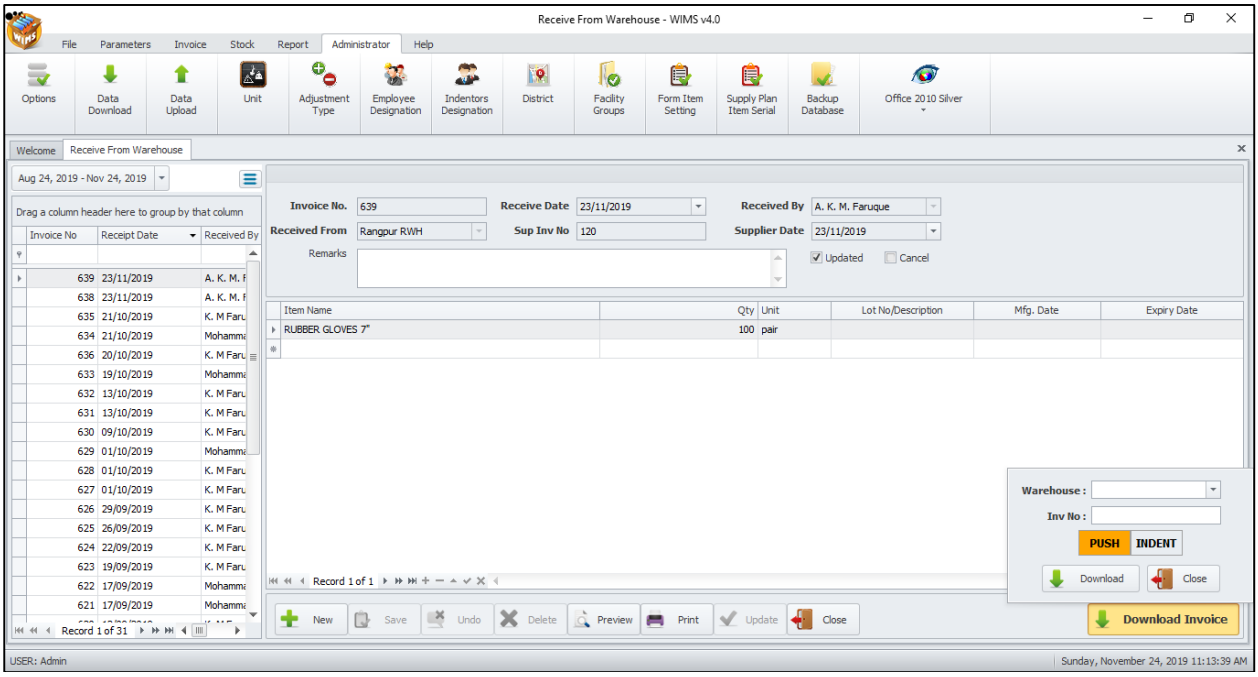


- You can chose Invoices of Today, Yesterday, Last Week, This Month, Last Month, Last 3 Month, Last Year and Custom Range of choosing any date range as shown in the above screen.

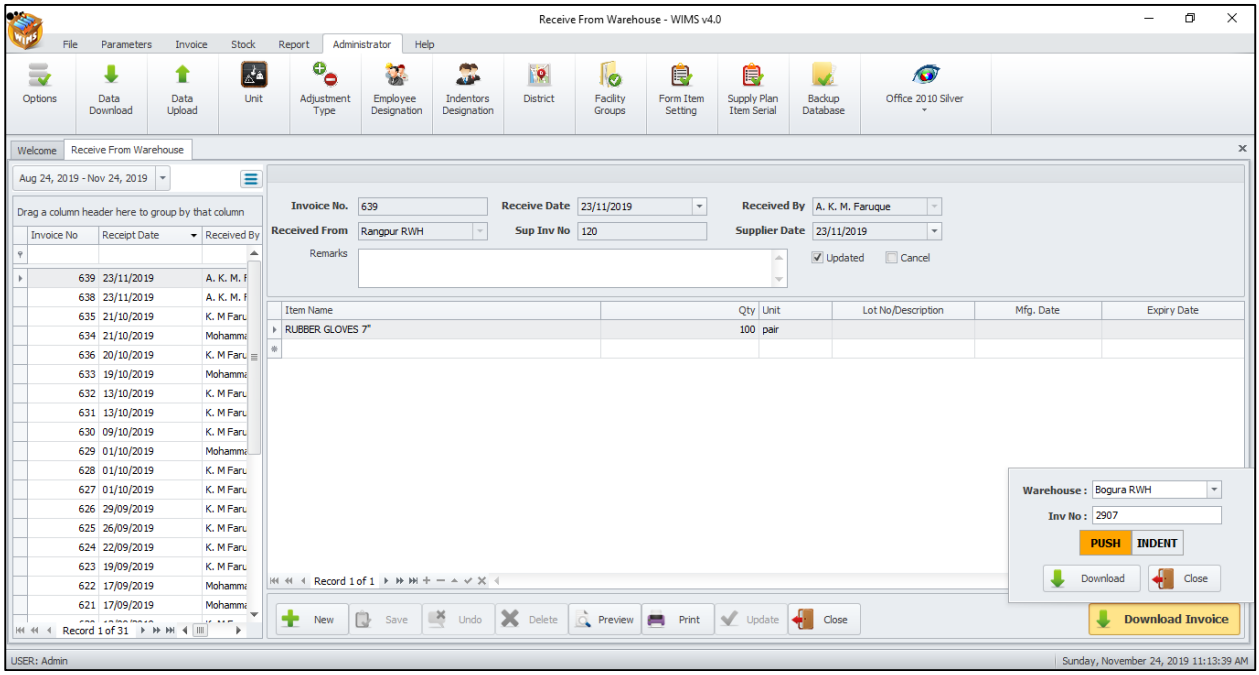


Download a Receive Invoice

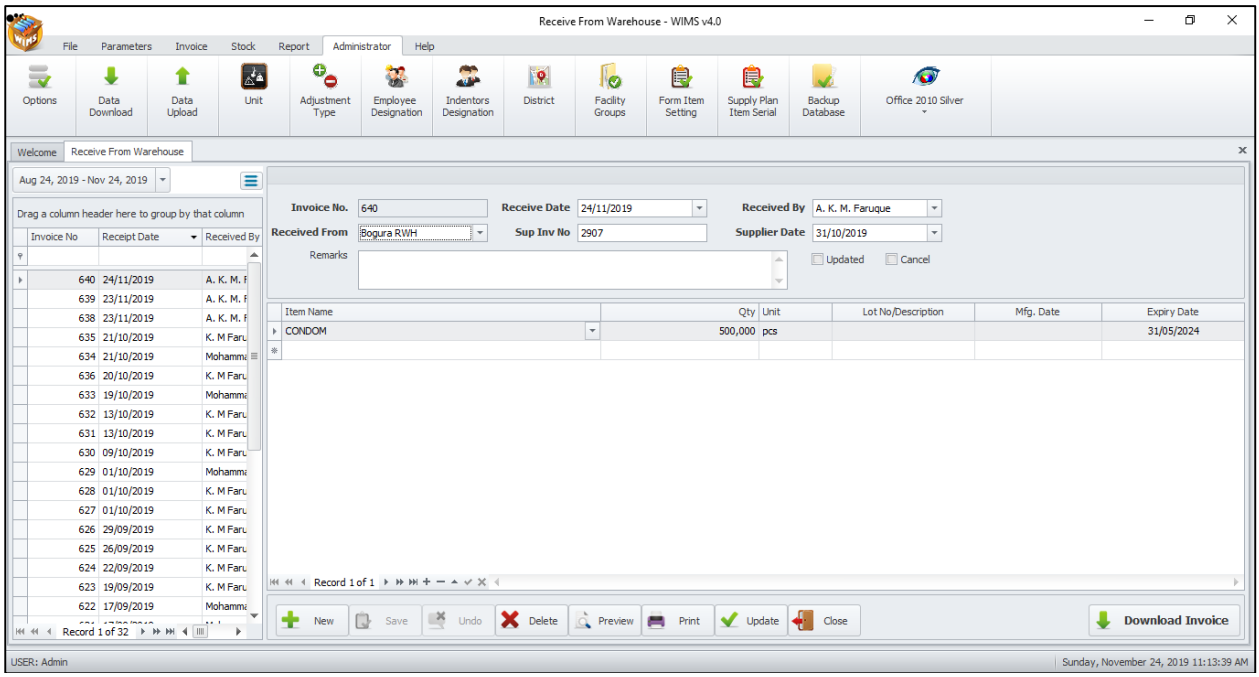
- Press  button from the command buttons block. The form will look like this:



- Select Warehouse and enter the Inv No: (Push/Indent) like following screen -



- Press on '**Download'** button. After pressing the receive voucher will be downloaded and message displaying 1 invoice(s) download successfully. Like following screen -

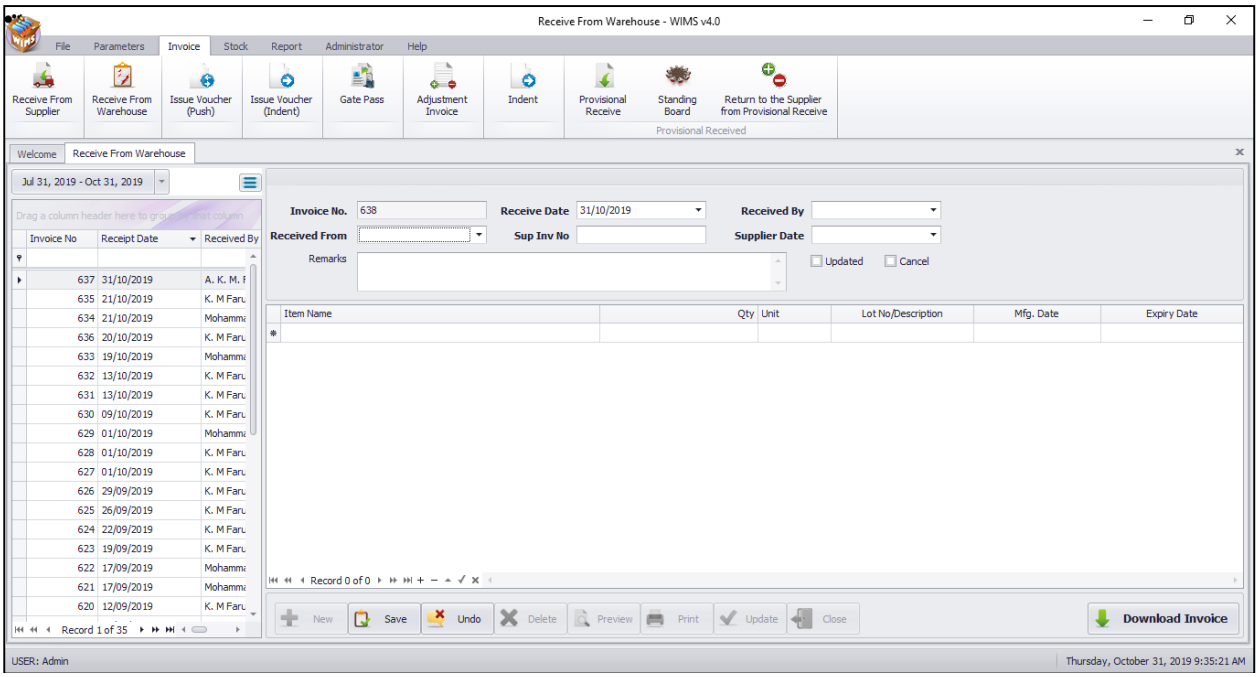


- Now you can check and update the downloaded invoice.

Enter a new Invoice

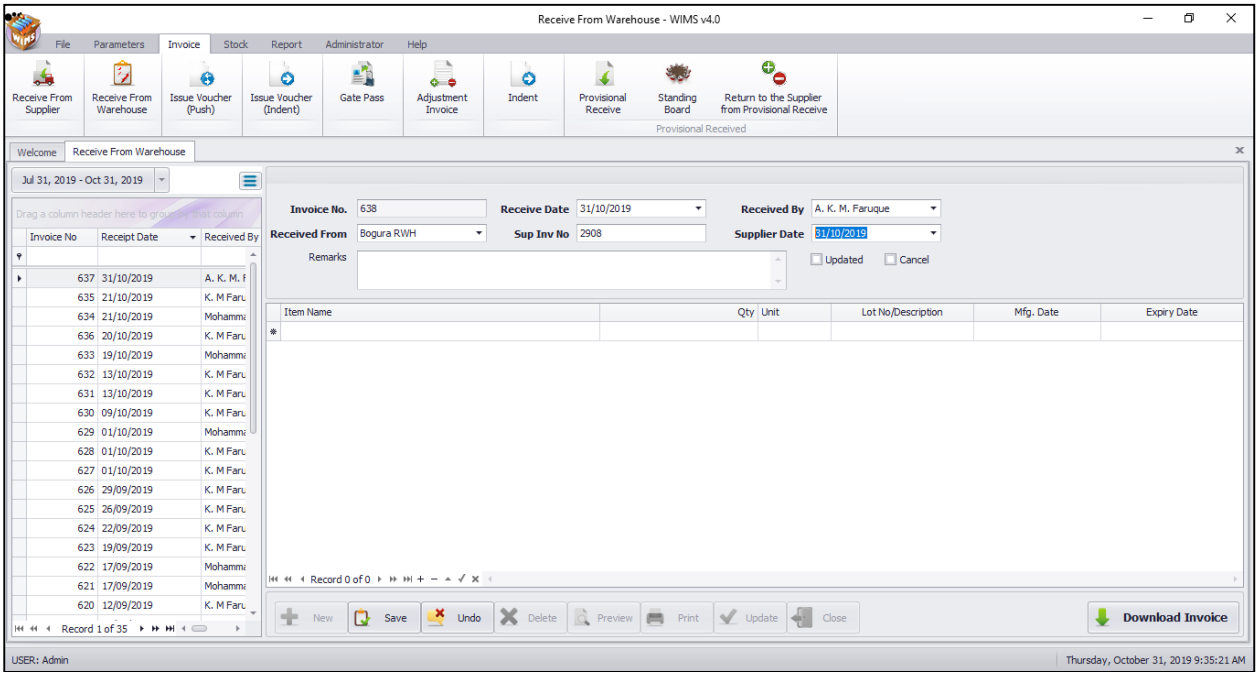
- Press

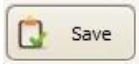
button from the command buttons block. The form will look like this:



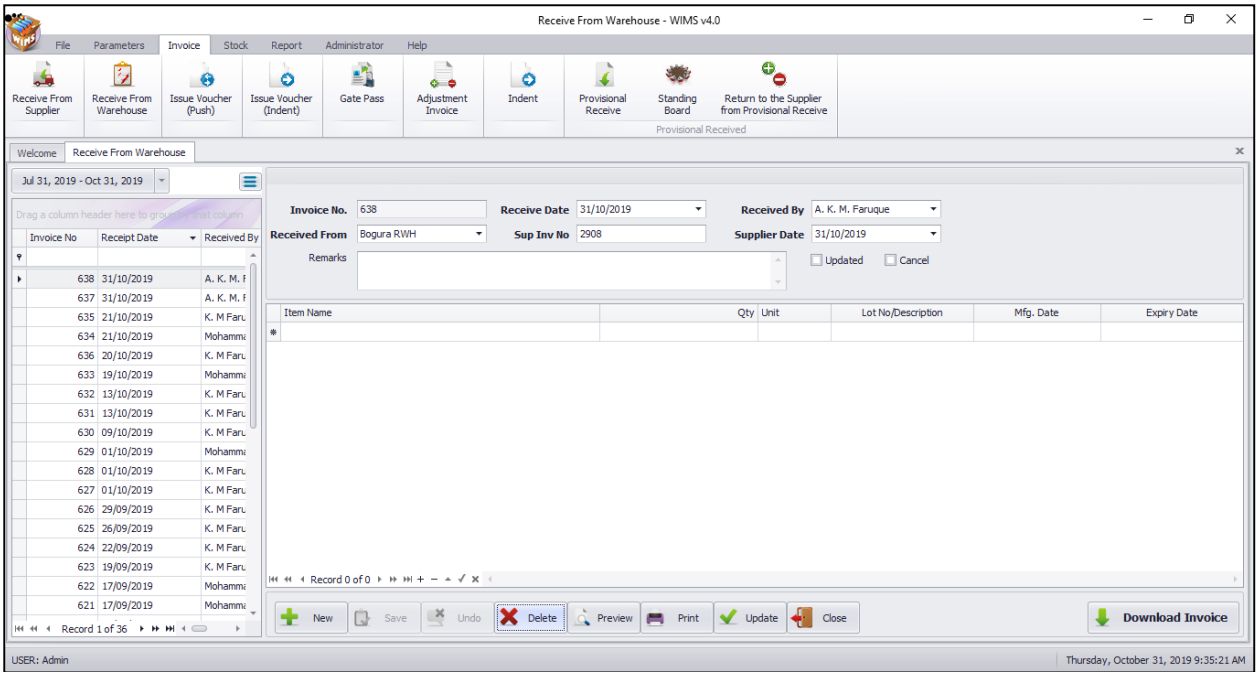
The Invoice No. will be generated automatically.

- Receive Date will be filled with current date. You can change if necessary.
- Select the employee who is receiving the goods.
- If the Supplier name is present in Supplier list then select the name.
- Provide Invoice no. and date from Supplier's challan.



- Press 

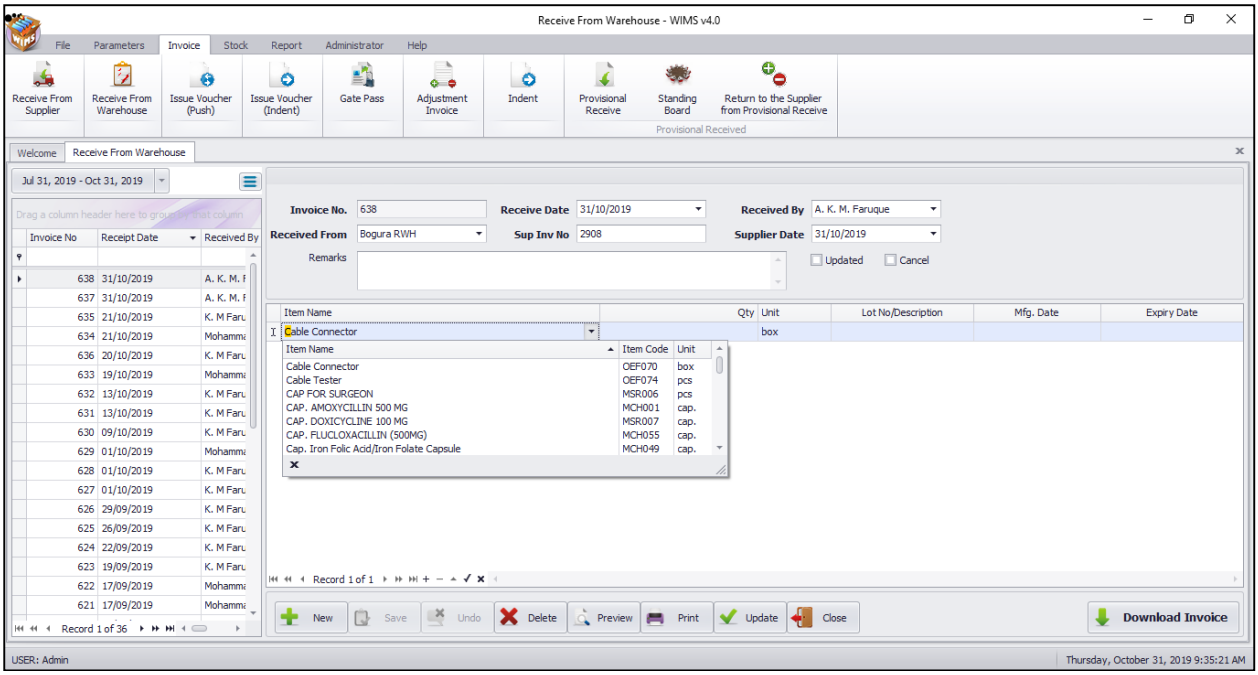
button.
- Your new Invoice no. will be visible in the Invoice list.



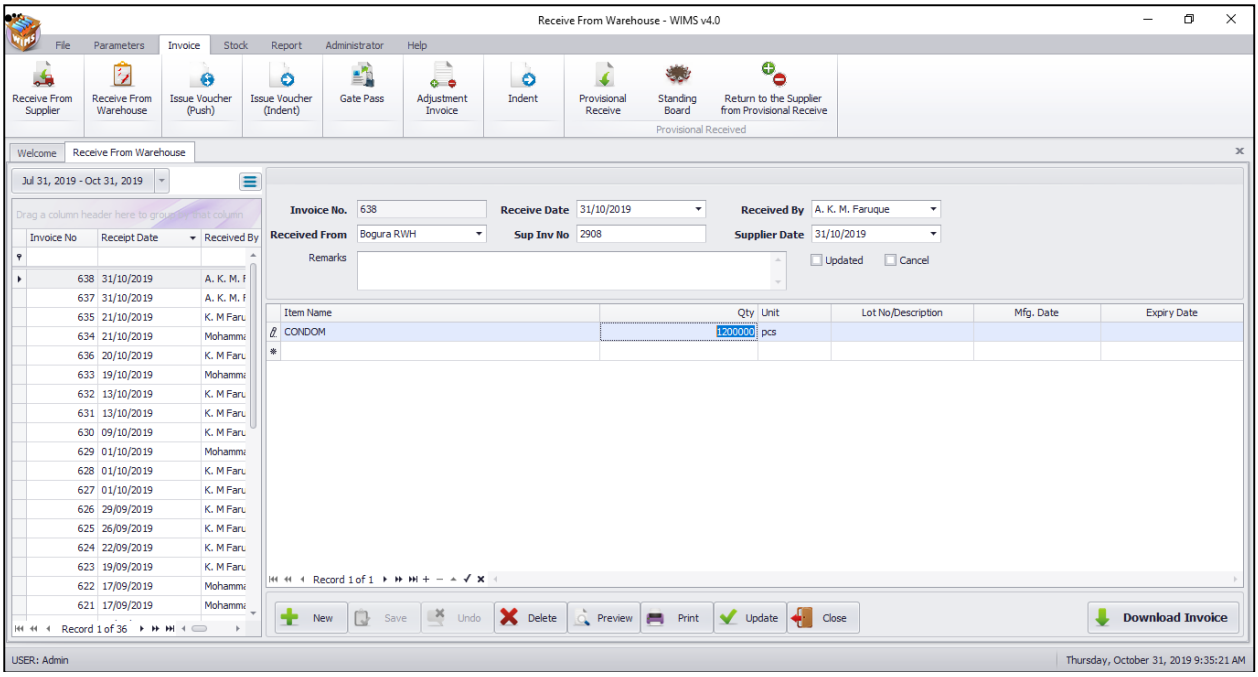
- If you want to cancel the new Invoice entry, press **Esc** during editing to undo.

Invoice Items Entry

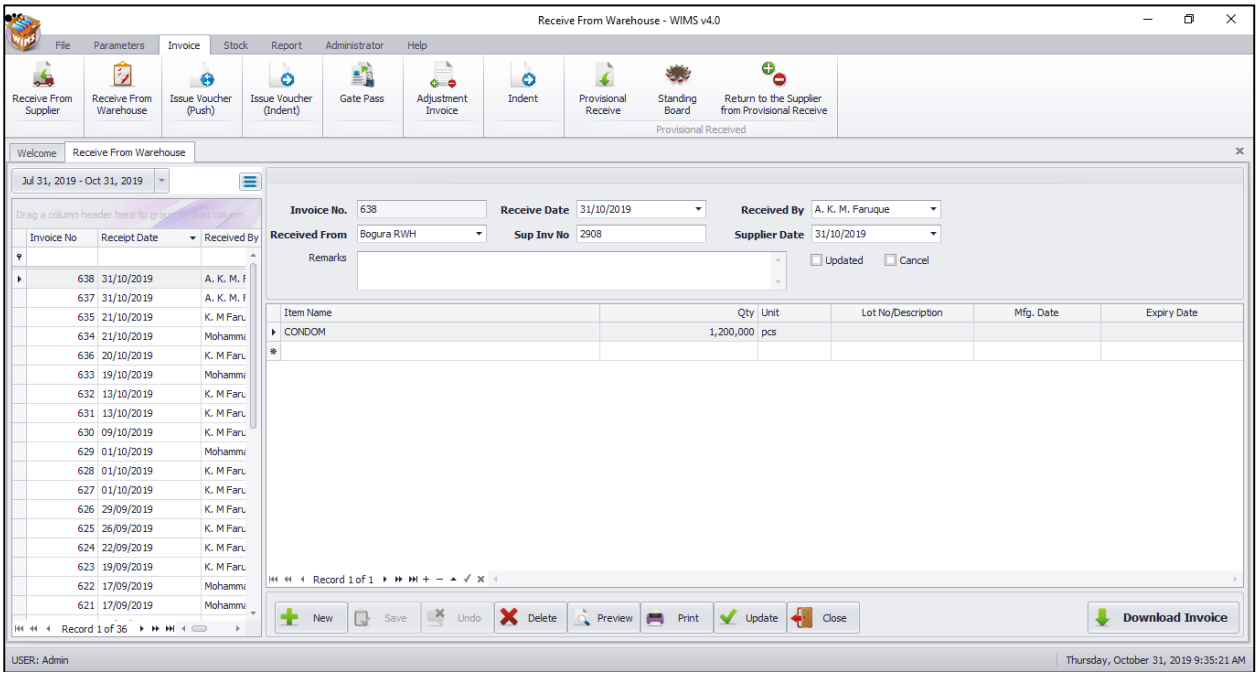
- Press button from the command buttons block. The form will look like the following screen:



- After select an Item press **<Enter>** and type Receive Qty, Lot No, Mfg Date and Expire Date.



- Press **<Enter>** button from keyboard. After pressing **<Enter>** the item will save as showing in following screen:

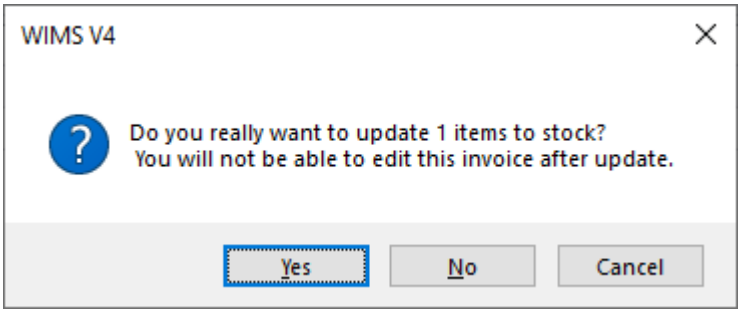


Updating the Stock

Entry of a new Invoice does not update current stock position automatically. After the Invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press "**Update"** button.
- A confirmation dialog will appear.



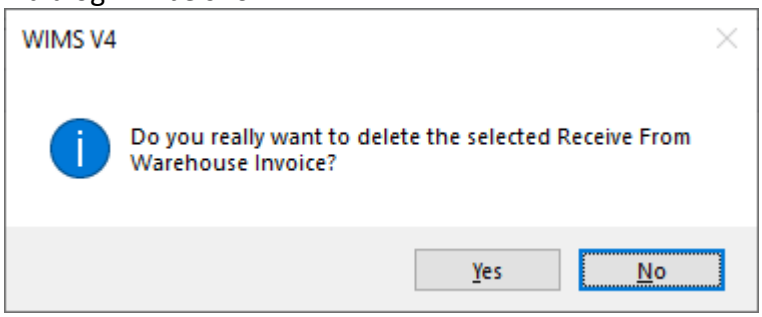
- Press "**Yes**" if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press "**Save**".
- If you want to cancel the current editing, press **Esc** to undo the changes.

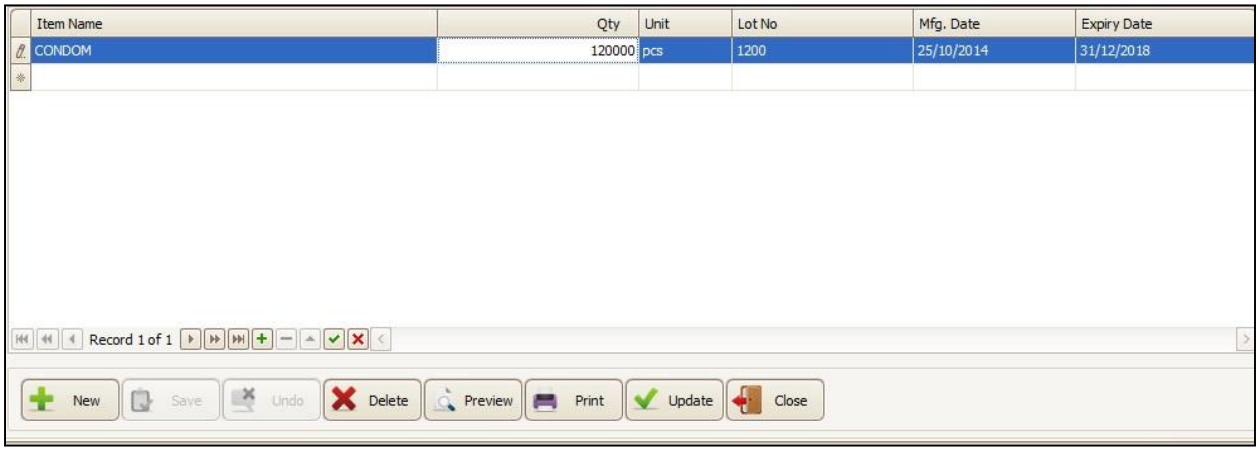
Delete an existing Invoice

- Select the invoice you want to remove from Invoices list.
- Press "**Delete"** button.
- A confirmation dialog will be shown.

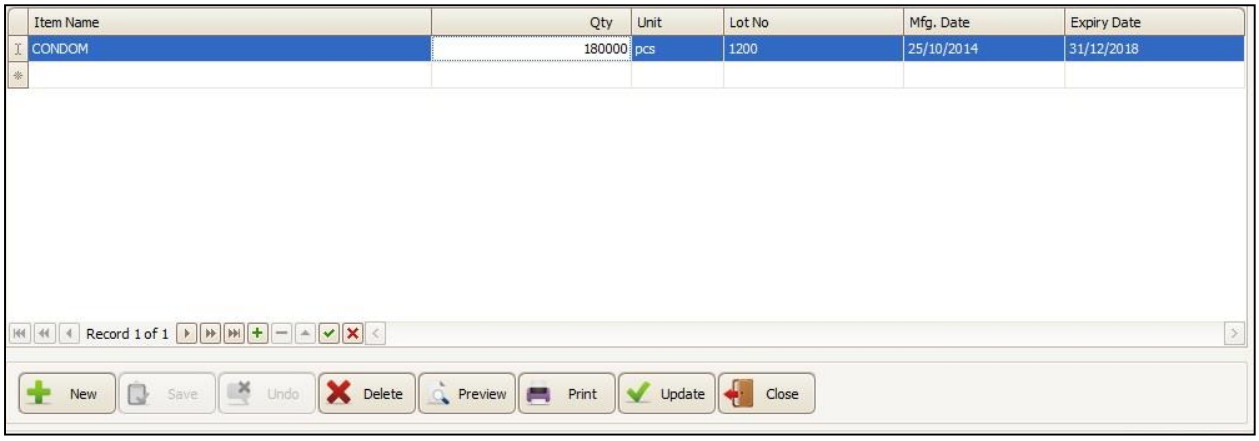


- Press **"Yes"** if you really want to delete the invoice.
- ***<u>You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.</u>***

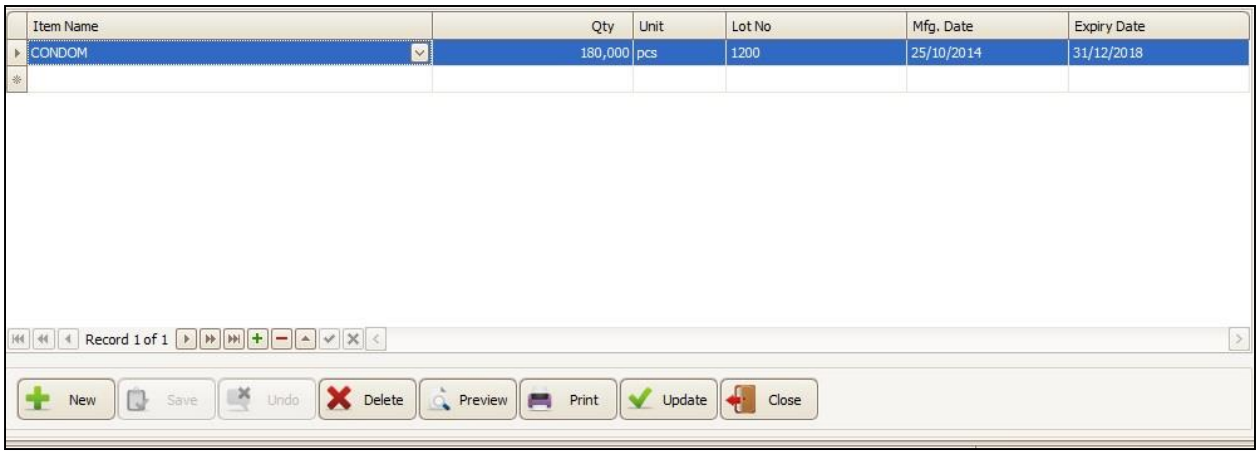
Edit an existing Invoice Item



- Select the Invoice Item you want to edit from the Items list in Block-C.



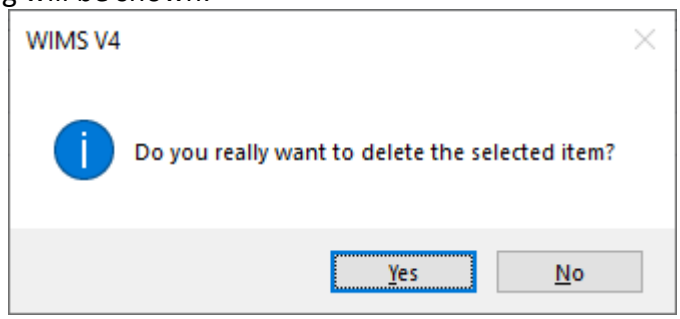
- Press F2 or click on any field to start editing.



- Change the fields as necessary.
- When done with editing, press "**Save**".
- If you want to cancel the current editing, press **Esc** to undo the changes.

Delete an Invoice Item

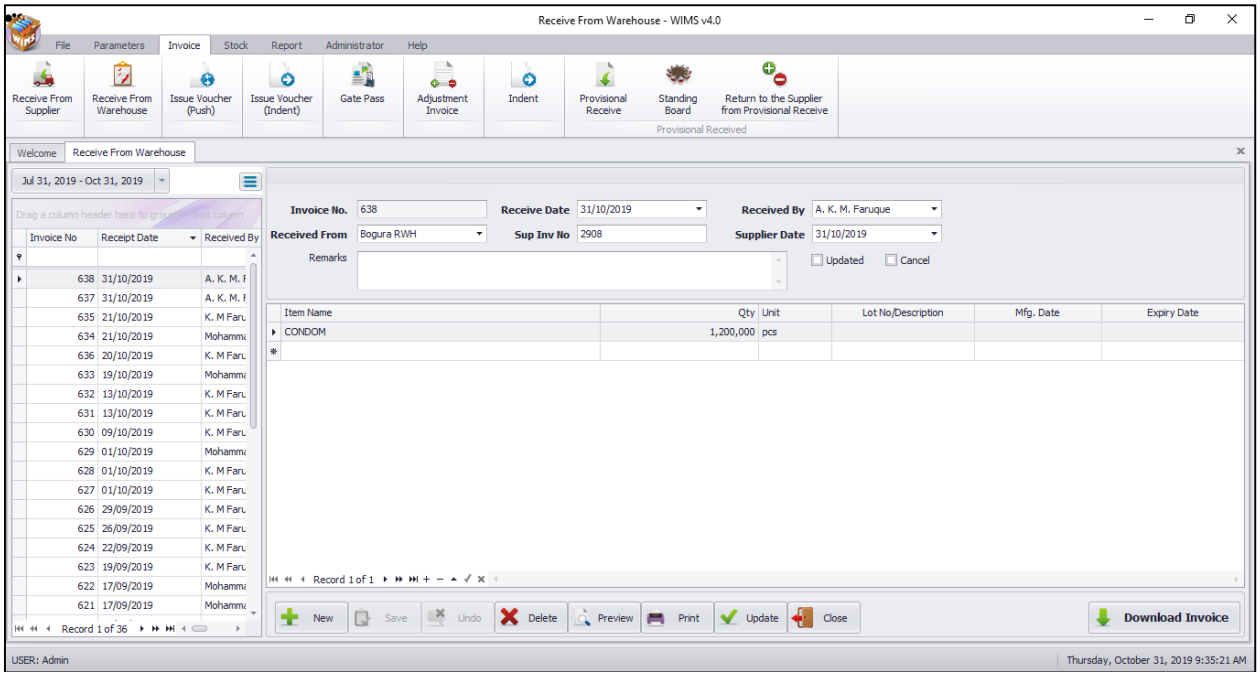
- Select the Invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **"Yes"** if you really want to delete the invoice item.

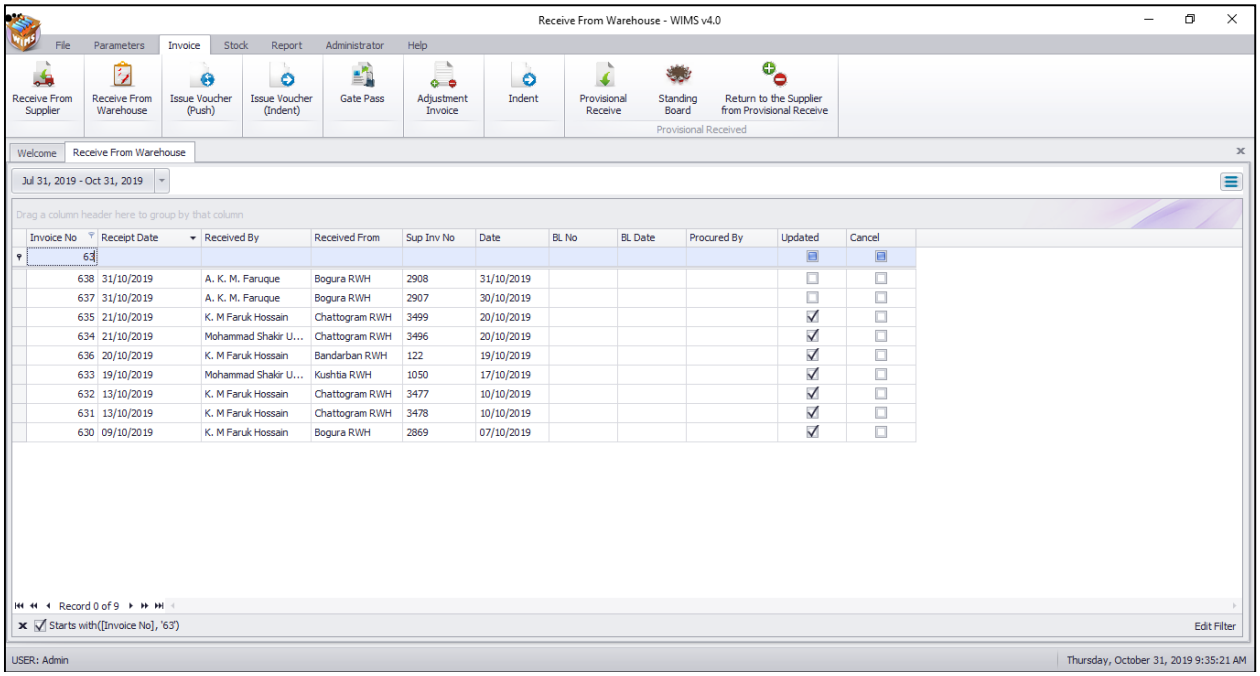
Search a Receive Invoice

- Press tab for expanding Receive Invoices form and to find a specific Invoice



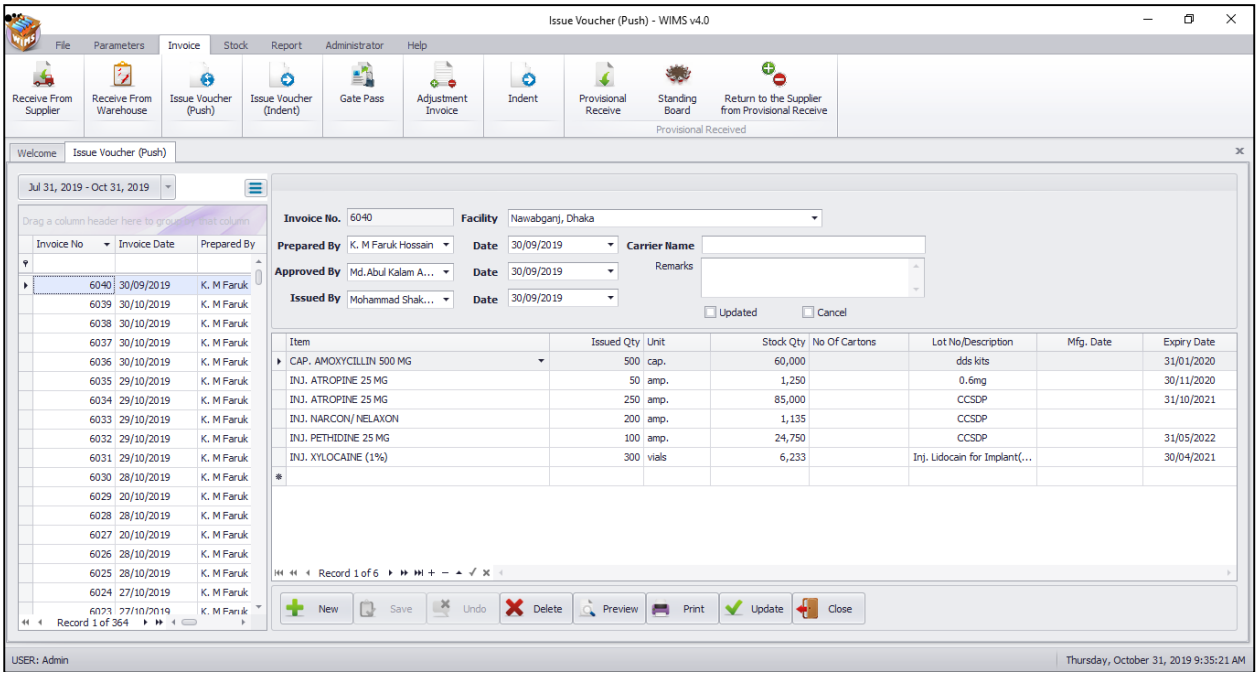
- To search go to

row header just writing Invoice no. and following window will appear:



- Enter the Invoice no you want to find in **"Receive Invoice No."** box.
- Press **<Enter>** button to start searching.
- If the Invoice is found then it will be shown selected.

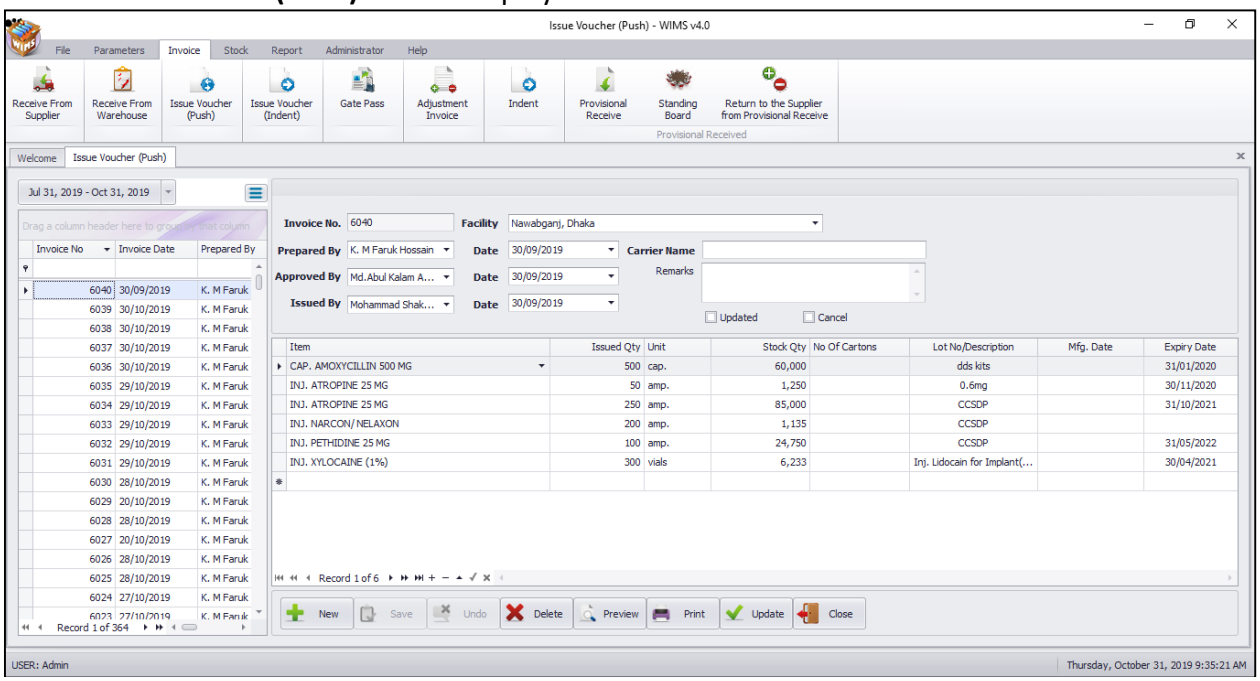
5.3. Issue Voucher (Push)



This form is used to distribute items to facilities without any indent. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher (Push), edit, and print or delete old invoices.

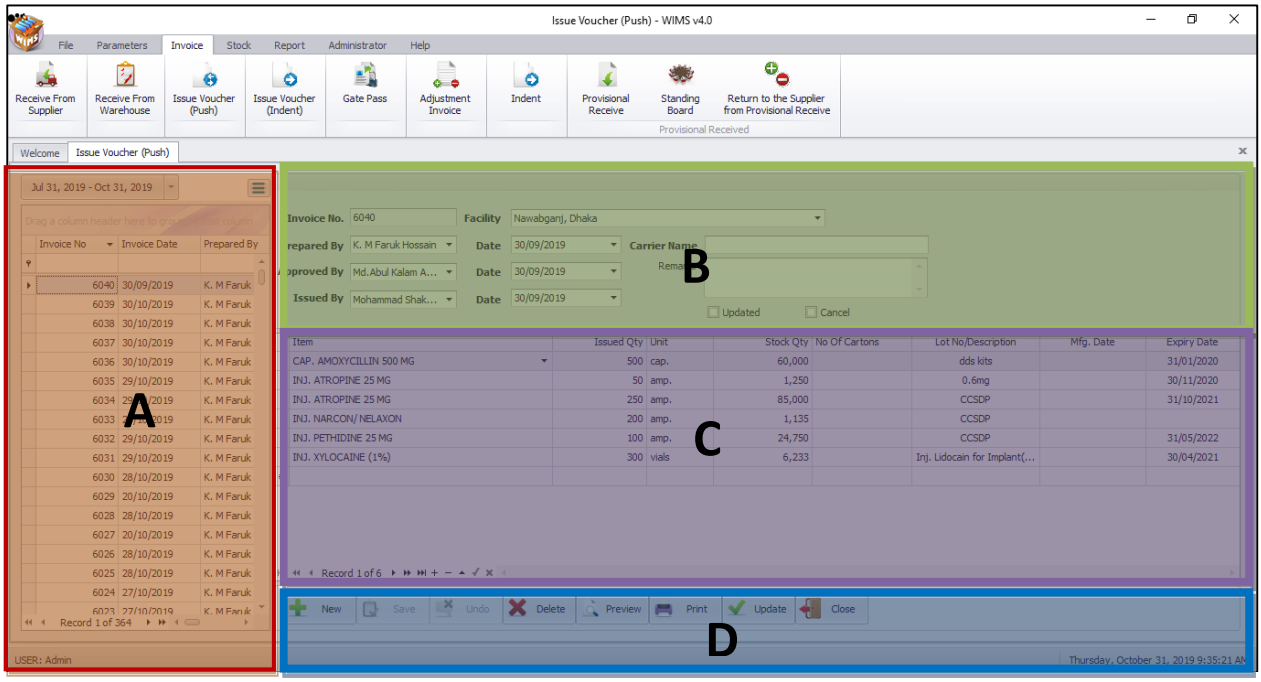
Open Issue Voucher (Push) Form

- Run **WIMSV4**
- Select **Invoice > Issue Voucher (Push)**... from **Invoice** menu.
- The **Issue Voucher (Push)** form is displayed.



General Description of Issue Voucher (Push) Form

This form is used to edit, create, delete, and print **Issue Voucher (Push)**. Controls in the form are grouped into 4 (four) blocks –



A. *Invoice List*:

Invoices can be listed grouped by Invoice No., Indentor or Invoice Date. A label shows the total number.

B. *Invoice Entry Fields*:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Facility* – Facility receiving the items.
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved By Date, Supplied By Date* – Dates in which invoice preparation, approval and supply are made.
- Remarks – Any comments about the supply.

Invoice No, Facility, Prepared by, Approved by, Supplied by and their related date fields are compulsory.

C. *Invoice Items Entry Fields*:

Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:

- Item* – Name of item requested.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in issuing facility.
- Issued Qty* – Quantity issued to facility.
- Lot No – Lot no. of the item issued
- Mfg. Date – Manufacturing date of the item lot issued
- Expiry Date – Expiry date of goods in the lot.

Item and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.

D. *Command buttons*:

A number of buttons to manipulate the Invoices.

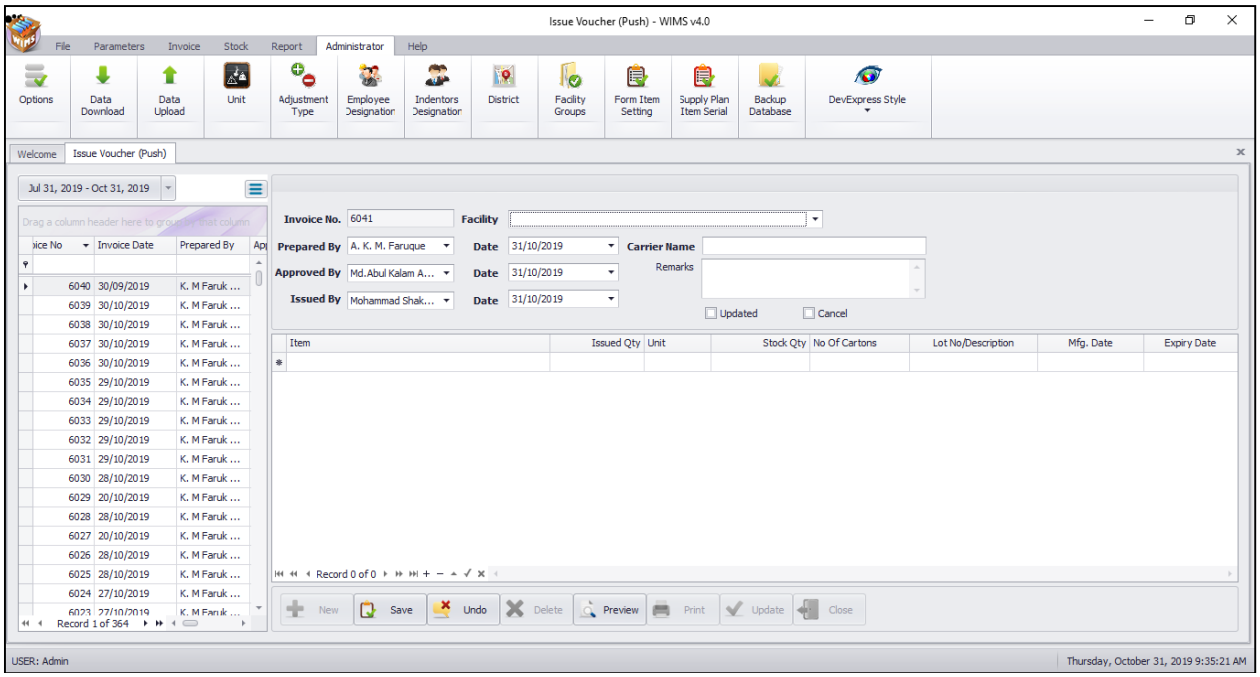
View information about a specific Issue Invoice:

- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Facility or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of invoices are shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press 'Filter' button to list less or more invoice.

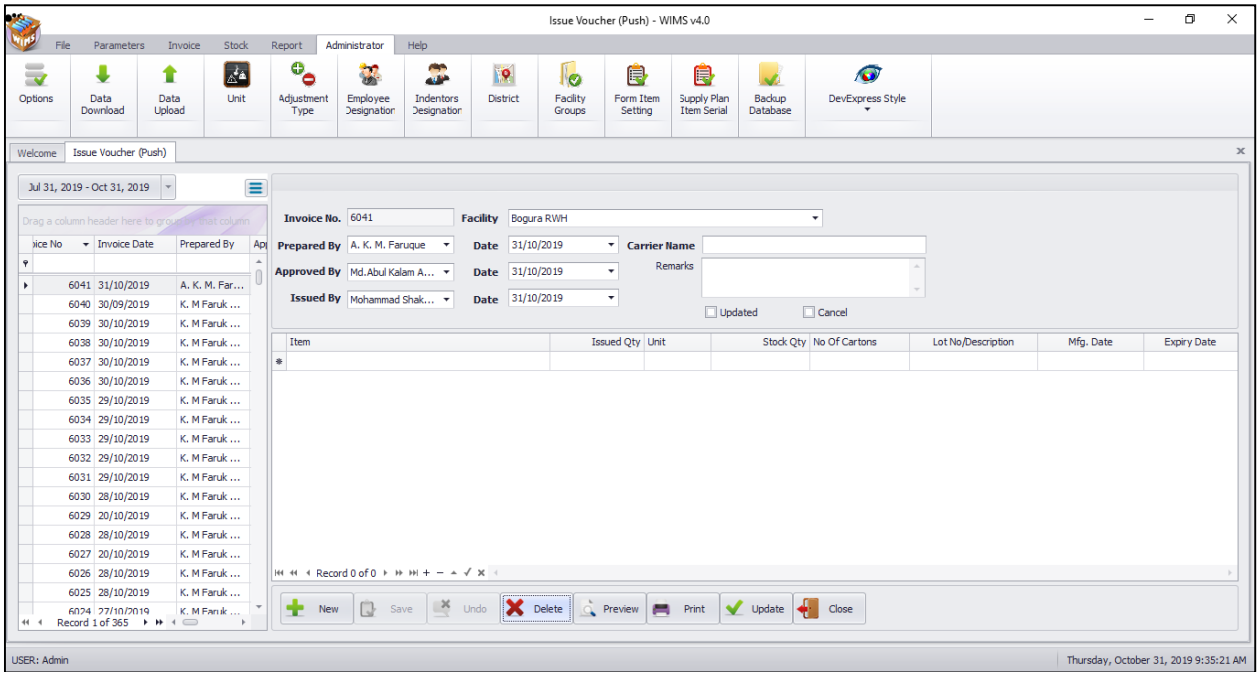
Enter a new Issue Invoice

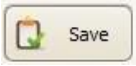
- Press

button from the command buttons block. The form will look like the following screen:



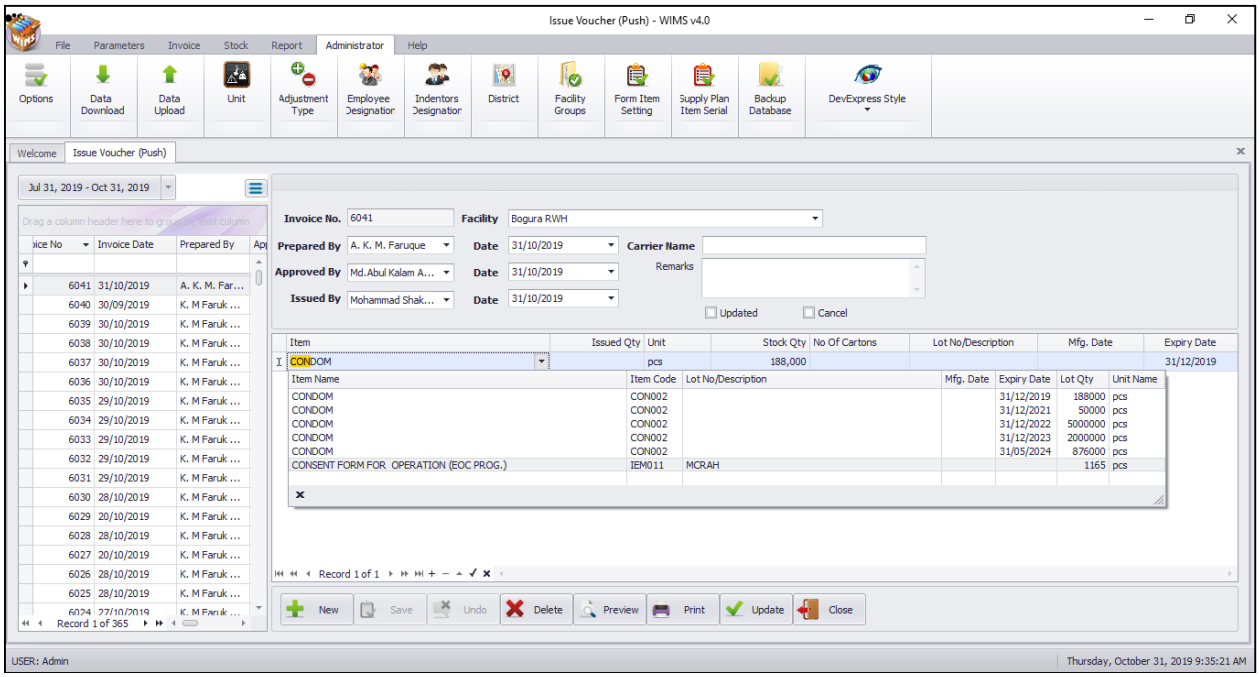
- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select the employee names who is preparing, approving and supplying the goods.
- Optionally provide other fields.



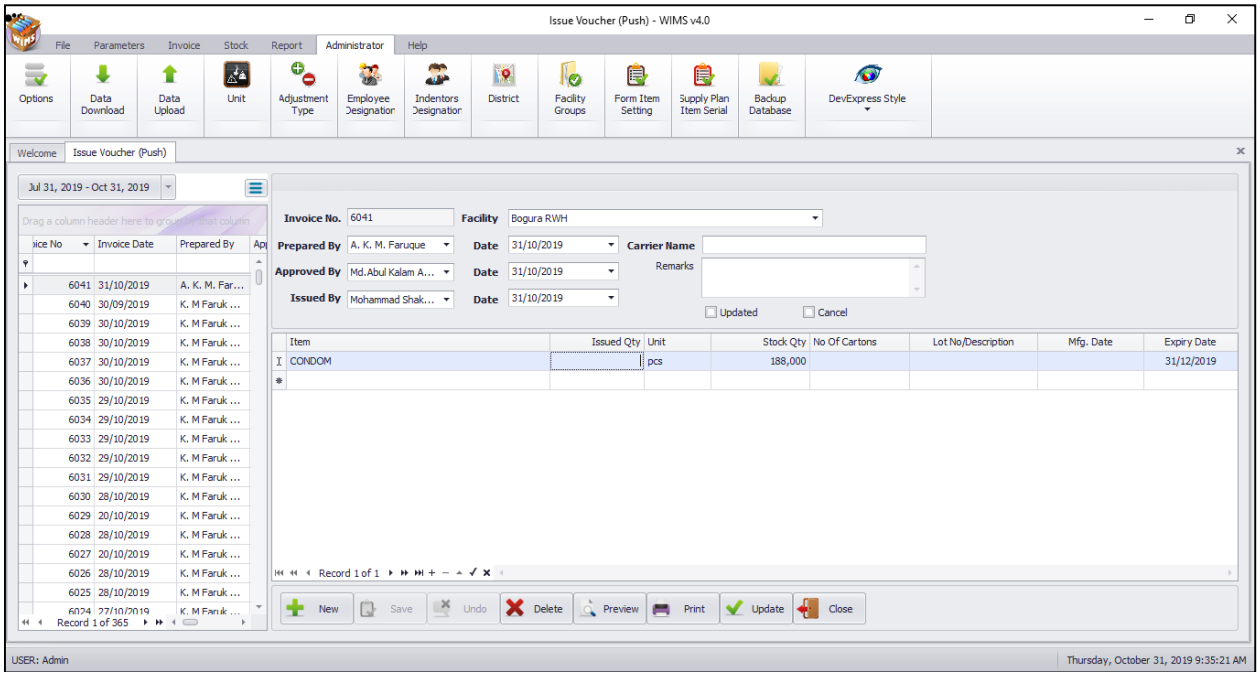
- Press  button.
- Your new invoice no. will be visible in the invoice list.
- If you want to cancel the new invoice entry, press 'Esc' during editing to undo.

Issue Invoice Items Entry

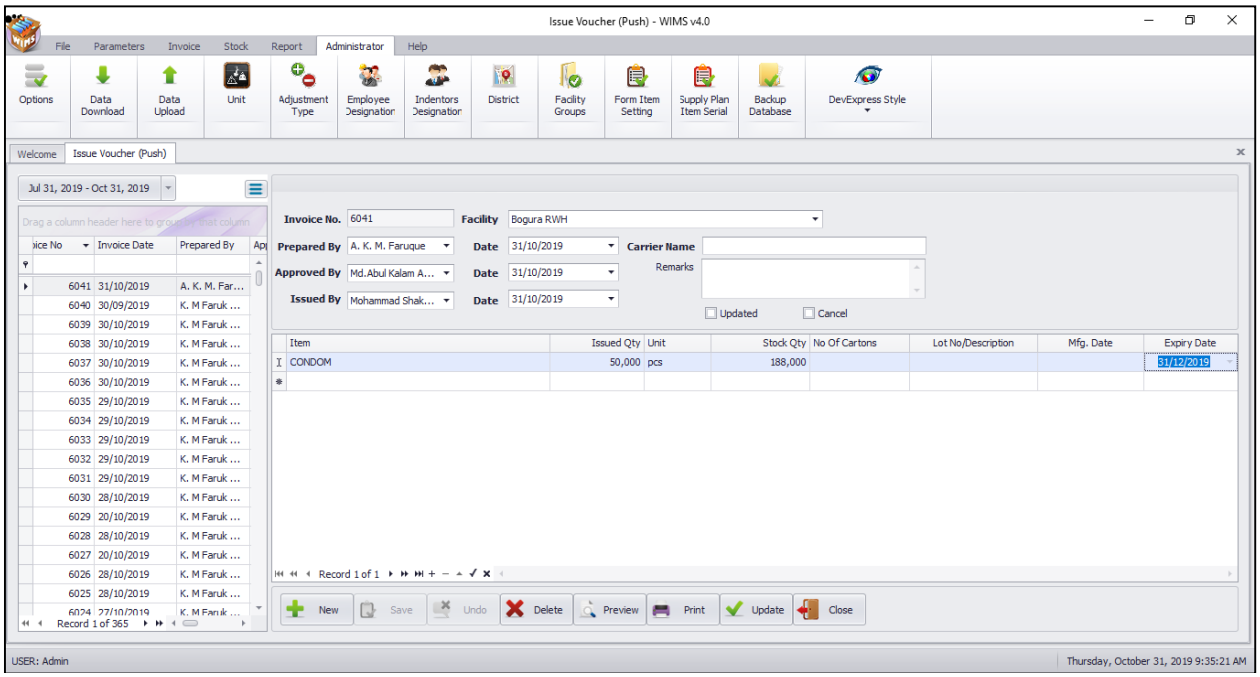
- Press button from the command buttons block. The form will look like the following screen:
- Select an item name from Item combo box.



- Unit field will be filled automatically.
- Enter Issued Qty.
- The Stock Qty, Lot No, Mfg Date and Expiry Date will be picked from the lot information, if available.



- Press **<Enter>** to save Invoice line items.



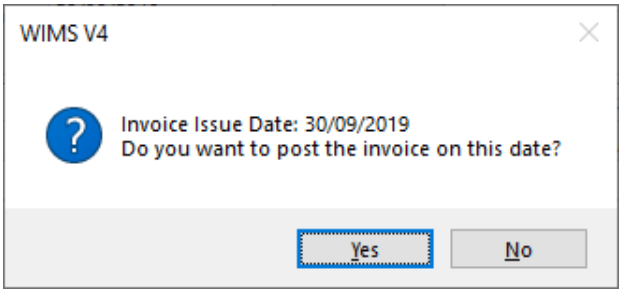
Updating the Stock

Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

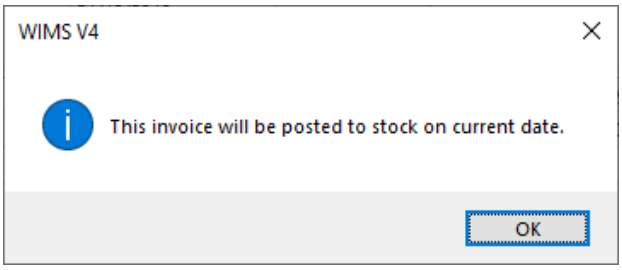
Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press

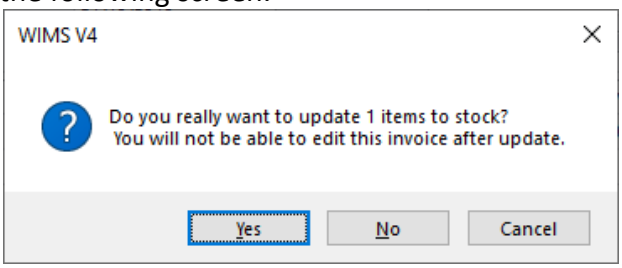
button.
- A confirmation dialog will appear.



- If you want update on date of previous month press **"Yes"** or you want update on Issue date press **"No"** then update issue date in invoice.



- If the invoice issue date in current month, after pressing update will see the above screen. Press **"OK"** and you will see the following screen.



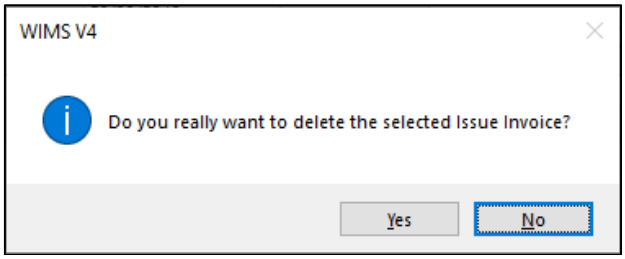
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Issue Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press "**Save**".
- If you want to cancel the current editing, press Esc to undo the changes.

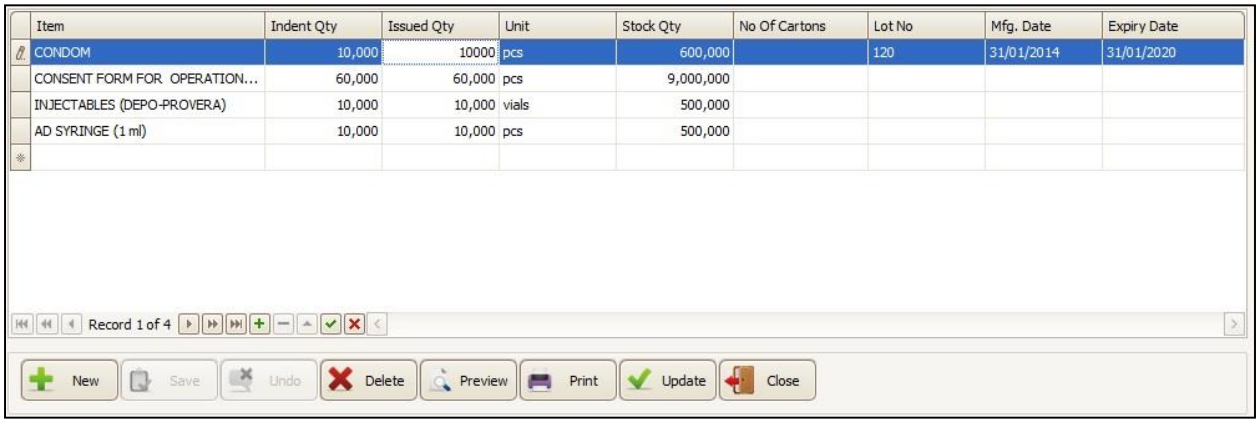
Delete an existing Invoice

- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **"Yes"** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Edit an existing Issue Invoice Item



Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	10,000	10000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

Record 1 of 4

New | Save | Undo | Delete | Preview | Print | Update | Close

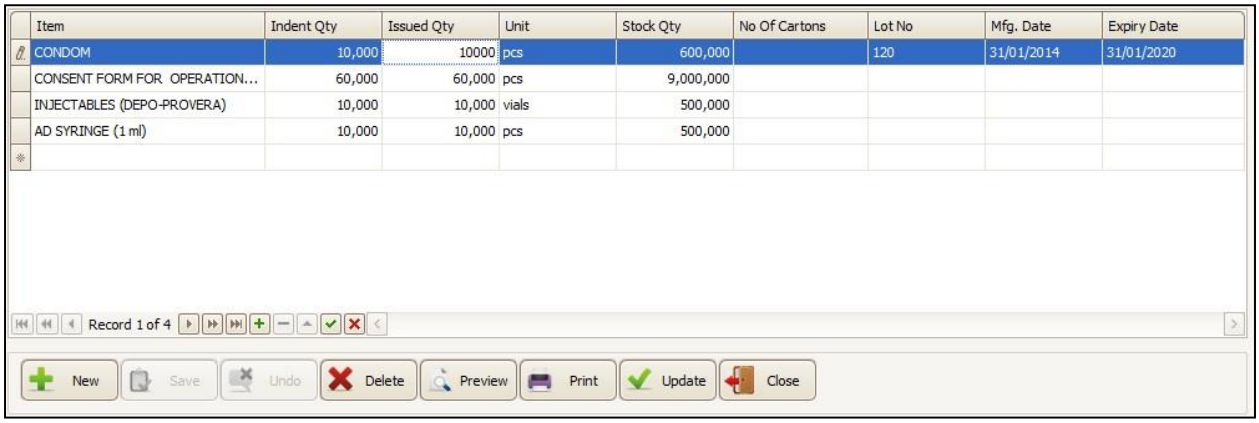
- Select the invoice item you want to edit from the items list in block C.

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	20,000	20,000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

Record 1 of 4

New | Save | Undo | Delete | Preview | Print | Update | Close

- Press F2 or click on any field to start editing.



Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	10,000	10000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

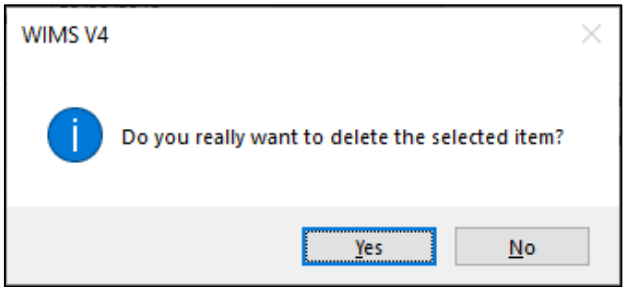
Record 1 of 4

New | Save | Undo | Delete | Preview | Print | Update | Close

- When done with editing, press **Save**.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an Issue Invoice Item

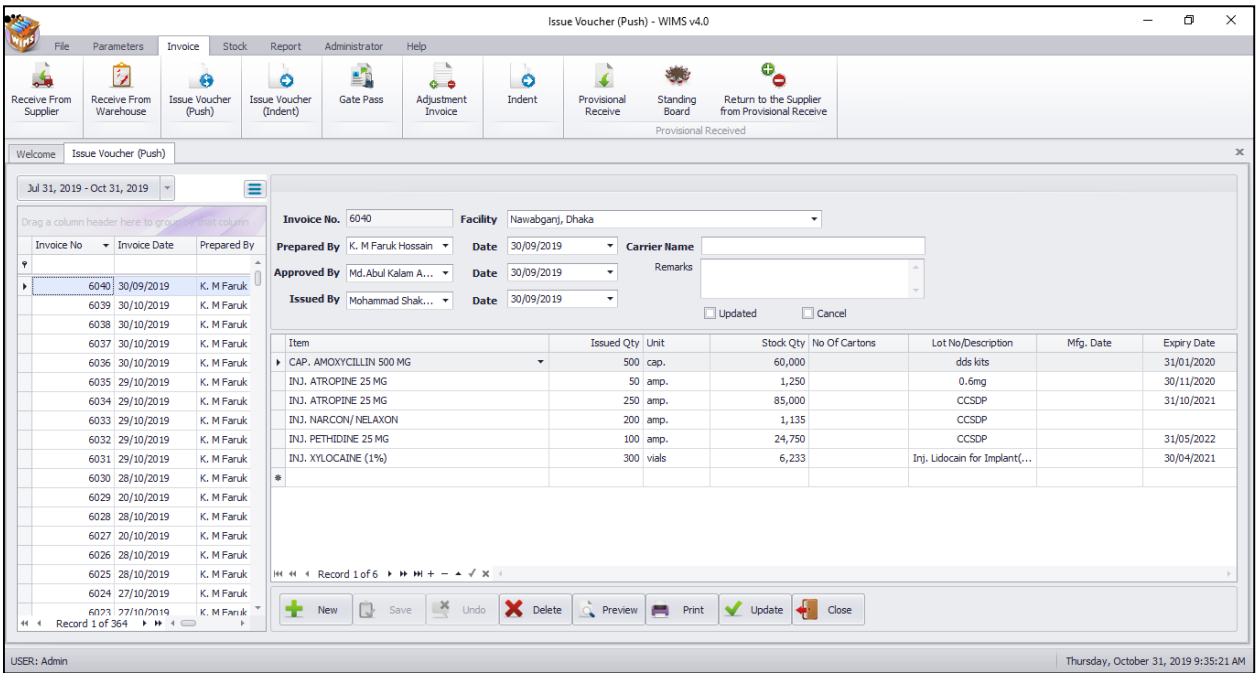
- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



Press **"Yes"** if you really want to delete the Invoice item.

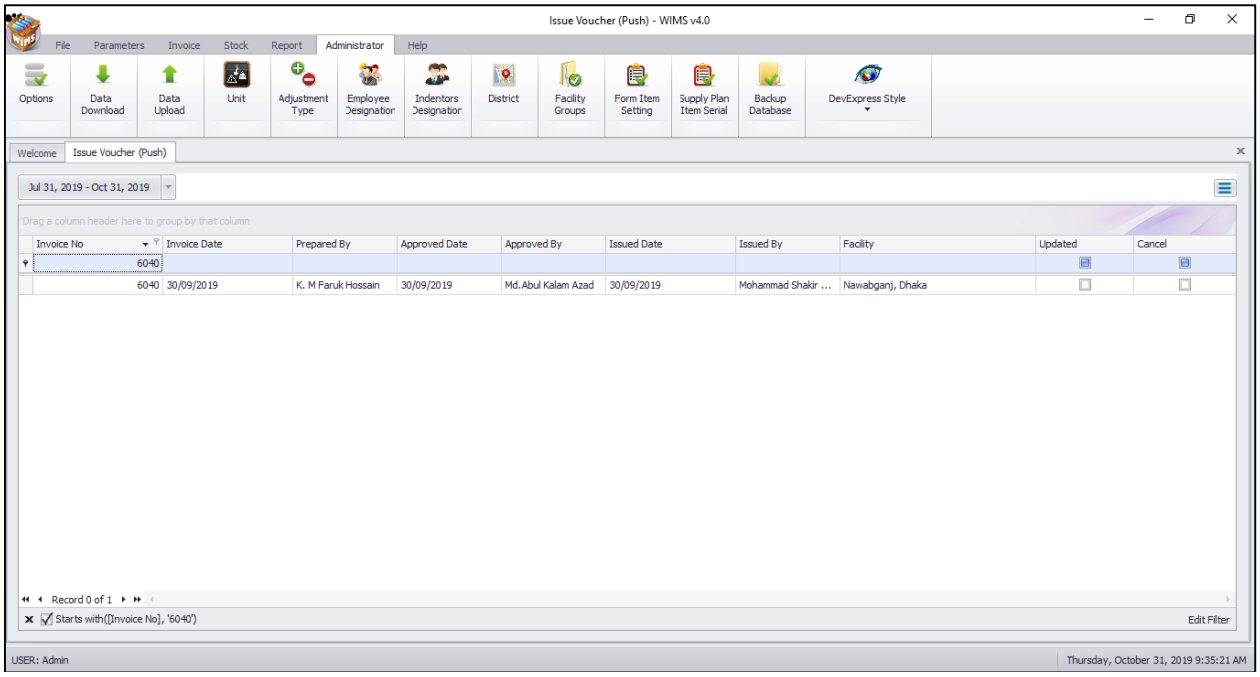
Search an Issue Voucher (Push)

- Press tab for expanding Receive Invoices Form and to find a specific Invoice

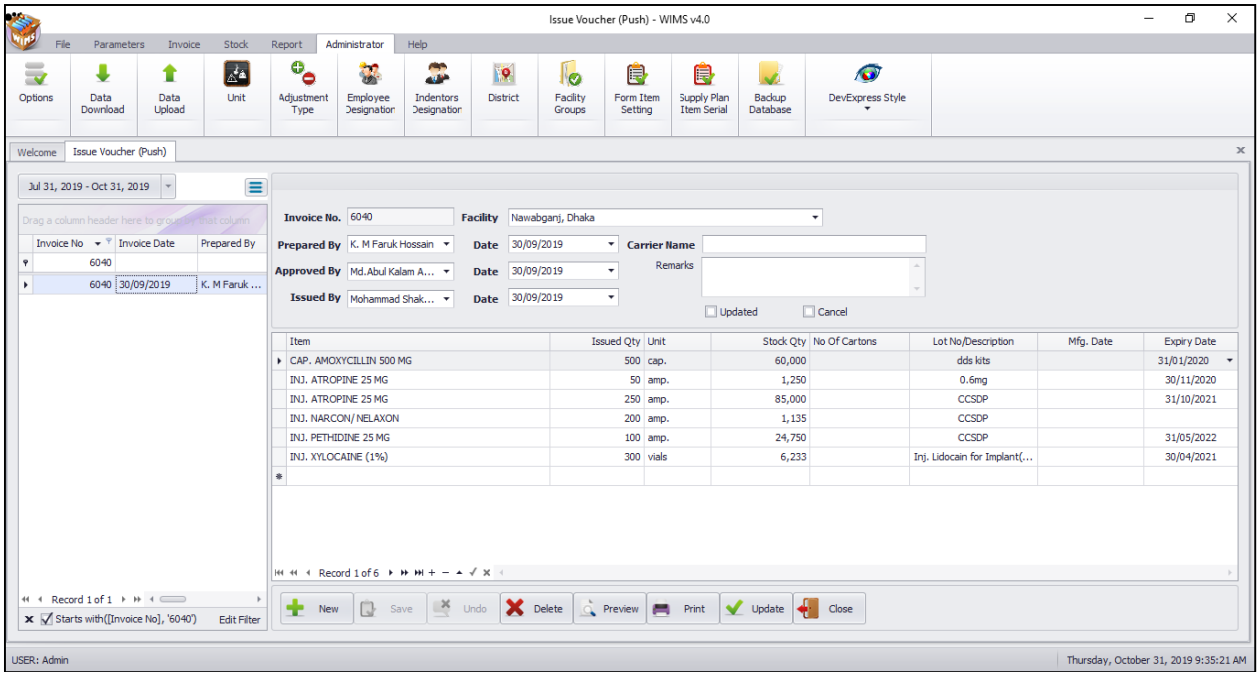


- To search go to

row header just writing Invoice no. and following window will appear:

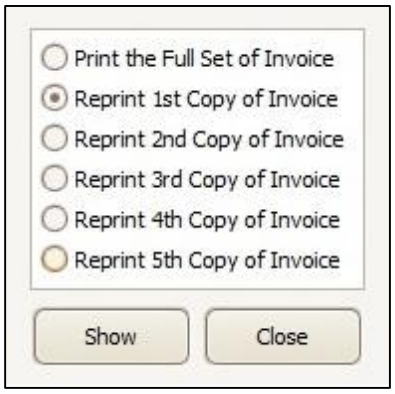


- Enter the invoice no you want to find in **"Invoice No."** box.
- Press **<Enter>** from keyboard to start searching.
- If the Invoice is found then it will be shown selected.

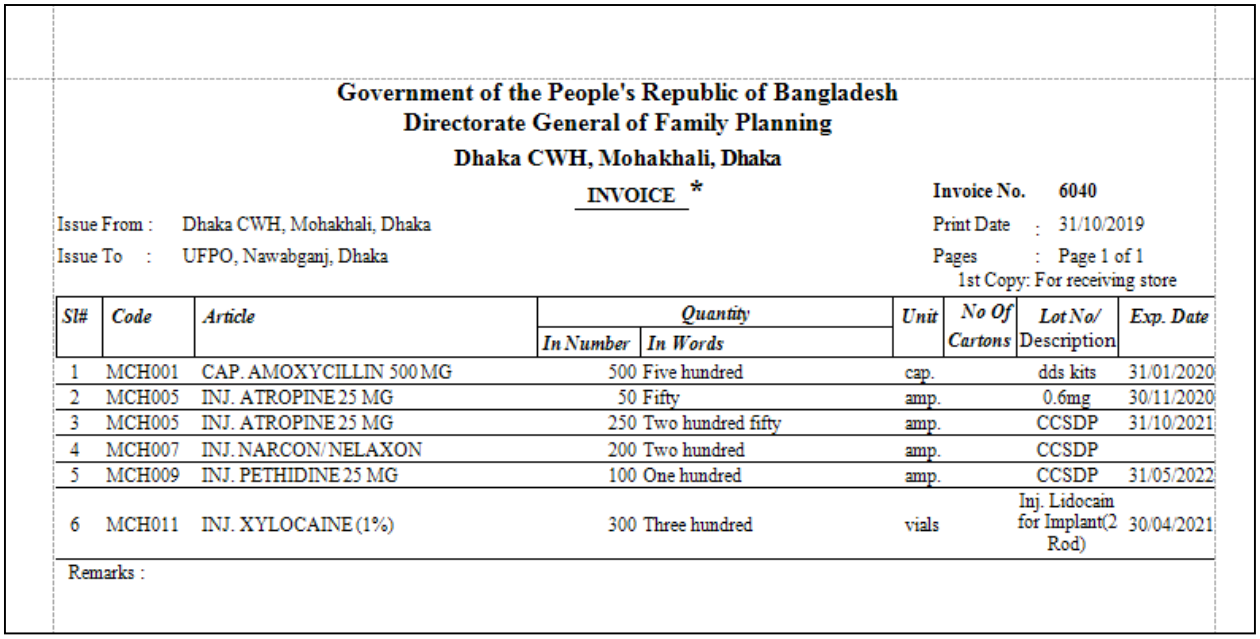


Preview Issue Voucher (Push)

- Press button to preview the invoice. The following dialog will come.



- Press Show button then the following screen will appeared



Government of the People's Republic of Bangladesh
Directorate General of Family Planning
Dhaka CWH, Mohakhali, Dhaka

INVOICE *

Invoice No. **6040**

Issue From : Dhaka CWH, Mohakhali, Dhaka
Issue To : UFPO, Nawabganj, Dhaka

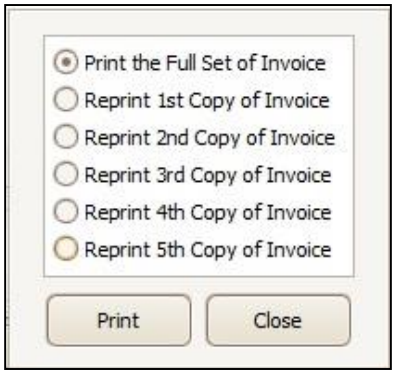
Print Date : 31/10/2019
Pages : Page 1 of 1
1st Copy: For receiving store

Sl#	*Code*	*Article*	*Quantity*		*Unit*	*No Of Cartons*	*Lot No/* Description	*Exp. Date*
			In Number	*In Words*				
1	MCH001	CAP. AMOXYCILLIN 500 MG	500	Five hundred	cap.		dds kits	31/01/2020
2	MCH005	INJ. ATROPINE 25 MG	50	Fifty	amp.		0.6mg	30/11/2020
3	MCH005	INJ. ATROPINE 25 MG	250	Two hundred fifty	amp.		CCSDP	31/10/2021
4	MCH007	INJ. NARCON/ NELAXON	200	Two hundred	amp.		CCSDP	
5	MCH009	INJ. PETHIDINE 25 MG	100	One hundred	amp.		CCSDP	31/05/2022
6	MCH011	INJ. XYLOCAINE (1%)	300	Three hundred	vials		Inj. Lidocain for Implant(2 Rod)	30/04/2021

Remarks :

Print Issue Voucher (Push)

- Press button to preview the invoice. The following dialog will come.



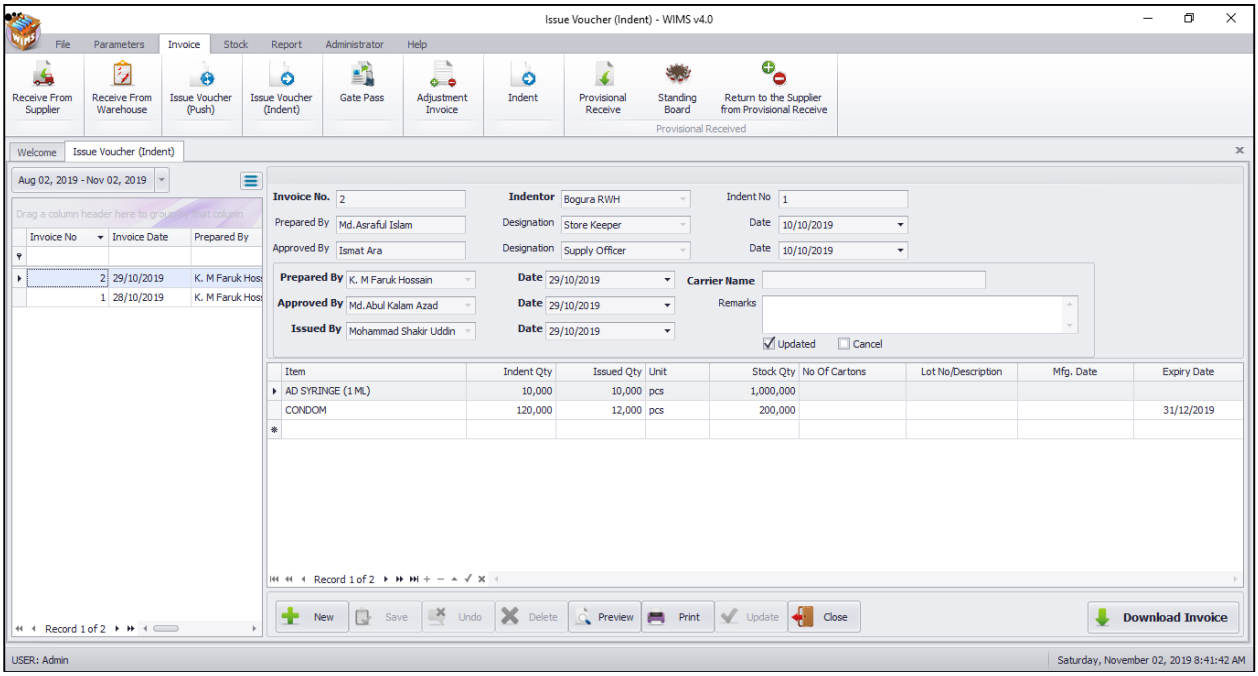
- If you want to print the full set of invoice, press on the Print button.
- To reprint or preview only a single copy from any of the 1-5 copies, select one of the other option buttons, then press **Print** button.

Close Issue Voucher (Push) Form

- Press

button to exit from the Issue Voucher (Push) form.
- You can also exit by pressing the button at the top right of the form.
- If you have unsaved invoice during exit, you will be informed that your changes will be lost if you exit.
- Press **"Yes"** if you do want to exit without saving. Press **"No"**, if you don't want to close the form at this time.

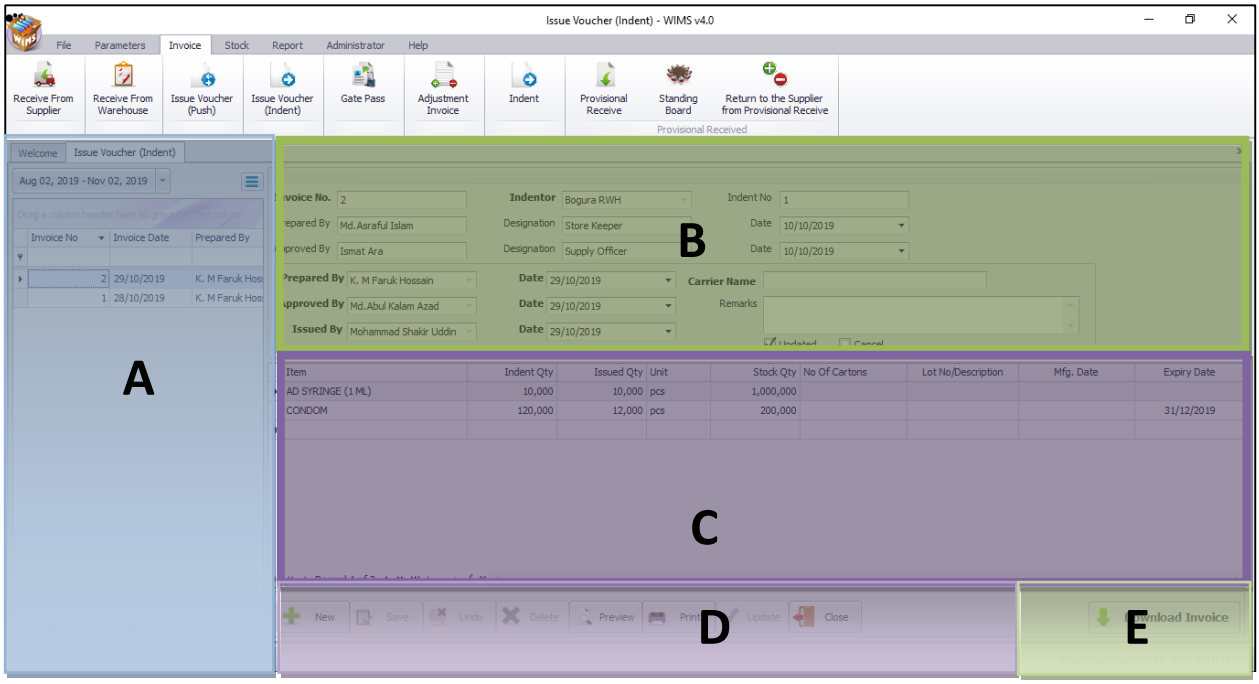
5.4. Issue Voucher (Indent)



This form is used to issue items based on indent received from facilities. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher (Indent) or after downloaded indent from facility, edit, and print or delete old invoices.

- Run **WIMSv4**
- Select **Invoice > Issue Voucher (Indent)**… from **Invoice** menu.
- The **Issue Voucher (Indent)** form is displayed.

General Description of Issue Voucher (Indent) Form



This form is used to edit, create, delete, and print Issue Voucher (Indent)s. Controls in the form are grouped into 4 (four) blocks –

A. *Invoice List*:

Invoices can be listed grouped by Invoice No., Indentor or Invoice Date. A label shows the total number.

B. *Invoice Entry Fields*:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Indentor* – Facility requesting the items.
- Indent No* – Indent no. of the facility.
- Prepared By, Designation & Date – Name, designation and preparation date of the indent.
- Approved By, Designation & Date – Name, designation and approval date of indent.
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved By Date, Supplied By Date* – Dates in which invoice preparation, approval and supply are made.
- Remarks – Any comments about the supply.
- Carrier name – Driver/ Representative name.

Invoice No, Indentor, Indent No., Prepared By, Approved By, Supplied by and their related date fields are compulsory (*).

C. *Invoice Items Entry Fields:*

Invoices consist of line items. There is one line for every item issued. Every line has the following eight fields:

- Item* – Name of item requested.
- Unit – Unit of measurement of item.
- Stock Qty – Current stock quantity in issuing facility.

- Indent Qty* – Quantity of item requested.
- Issued Qty* – Quantity issued to facility.
- Lot No – Lot no. of the item issued
- Mfg. Date – Manufacturing date of the item lot issued
- Expiry Date – Expiry date of goods in the lot.

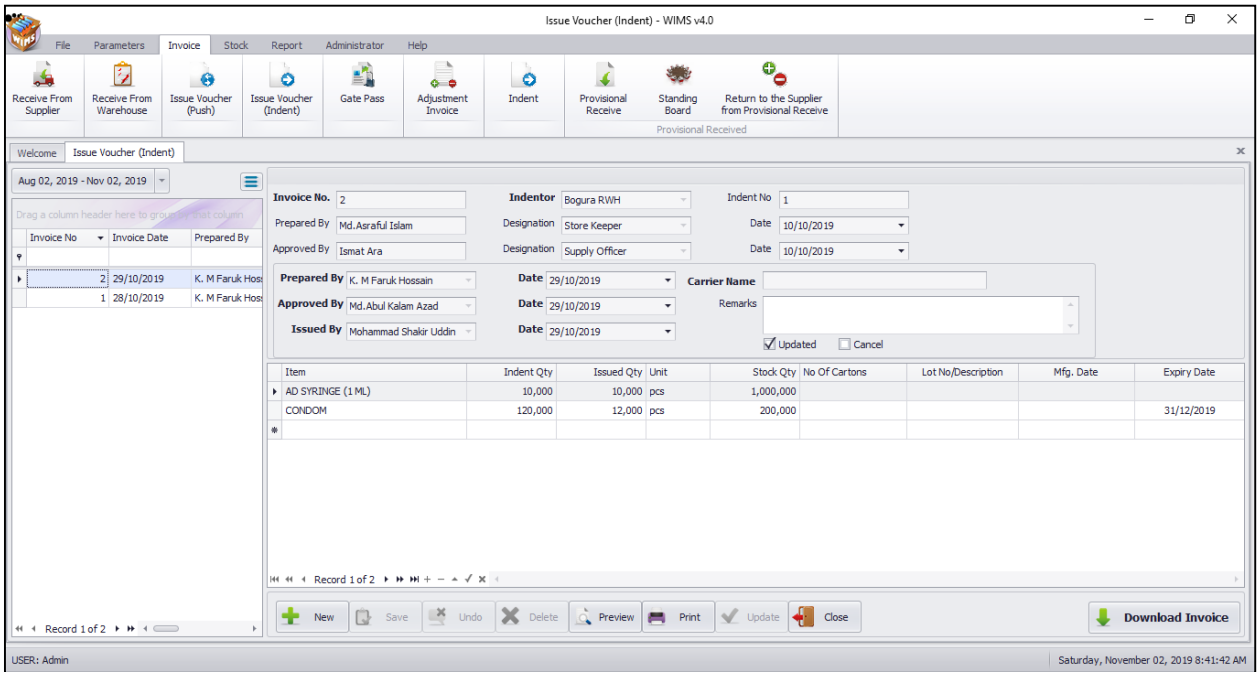
Item, Indent Qty and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.

D. *Command Buttons*:

A number of buttons to manipulate the Invoices.

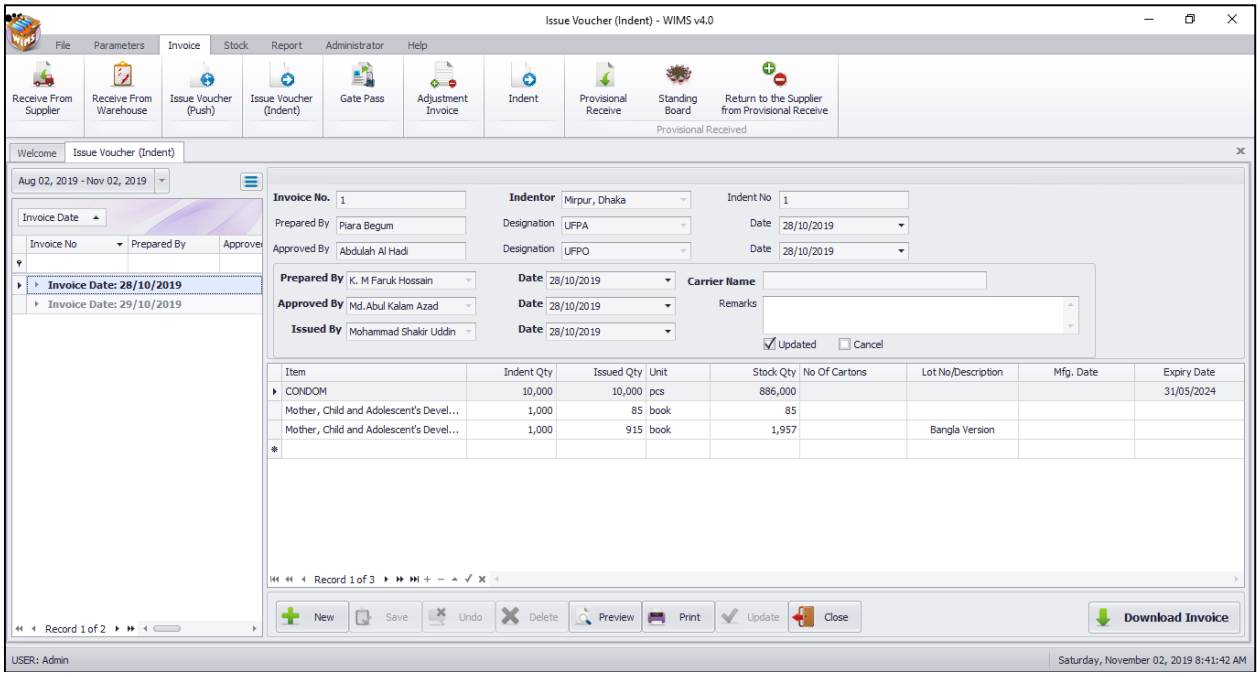
E. Download Invoice Button: Download Indent which has created from warehouse/Upazila.

View information about a specific Invoice

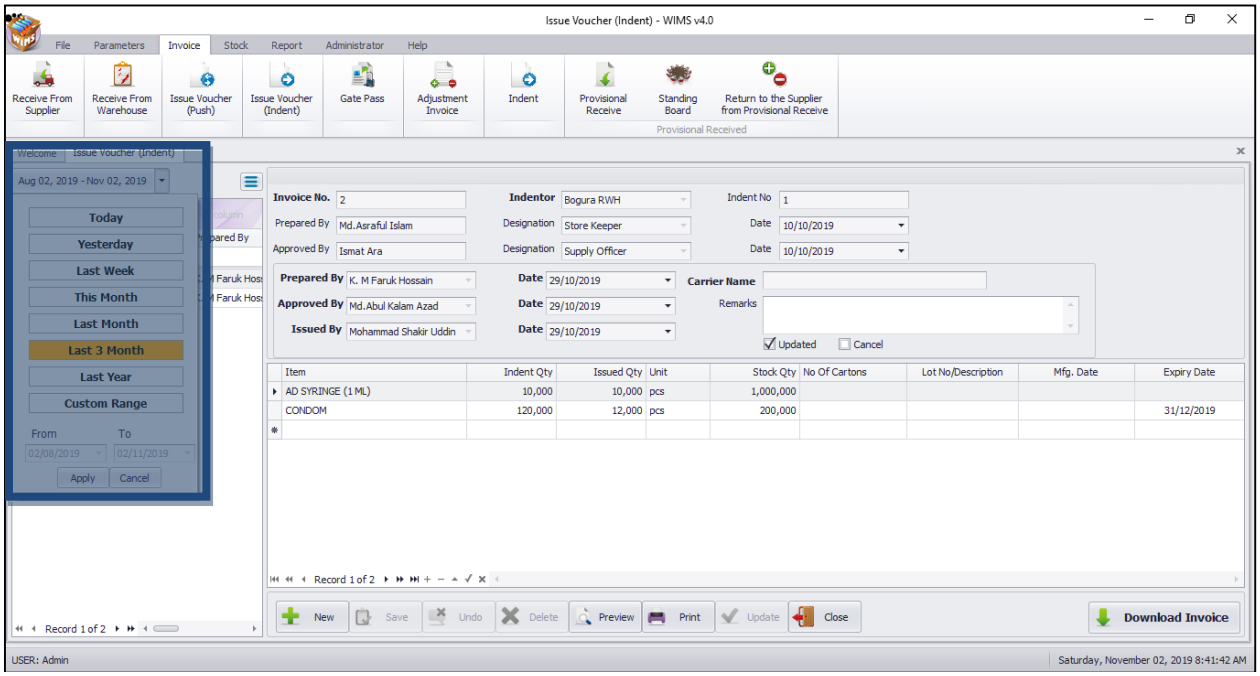


Select the Invoice to view from the tree-like list in Block-A. Using the List of Invoice. Invoices can be grouped in three ways – by Invoice No, Indentor or by Invoice Date.

- After an Invoice no. is selected – corresponding information is show in Block-B and C.



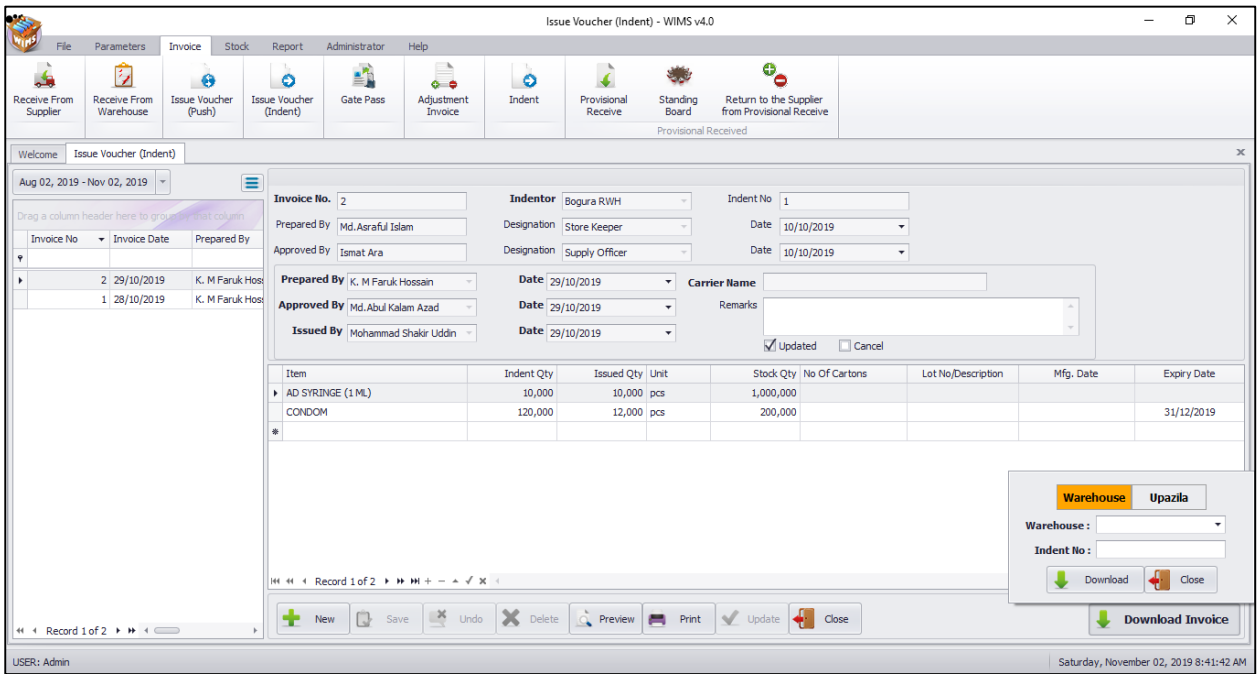
- At any time a partial list of invoices are shown based on the **Filter Criteria**. Only Invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press **"Filter"** button to list less or more invoice.



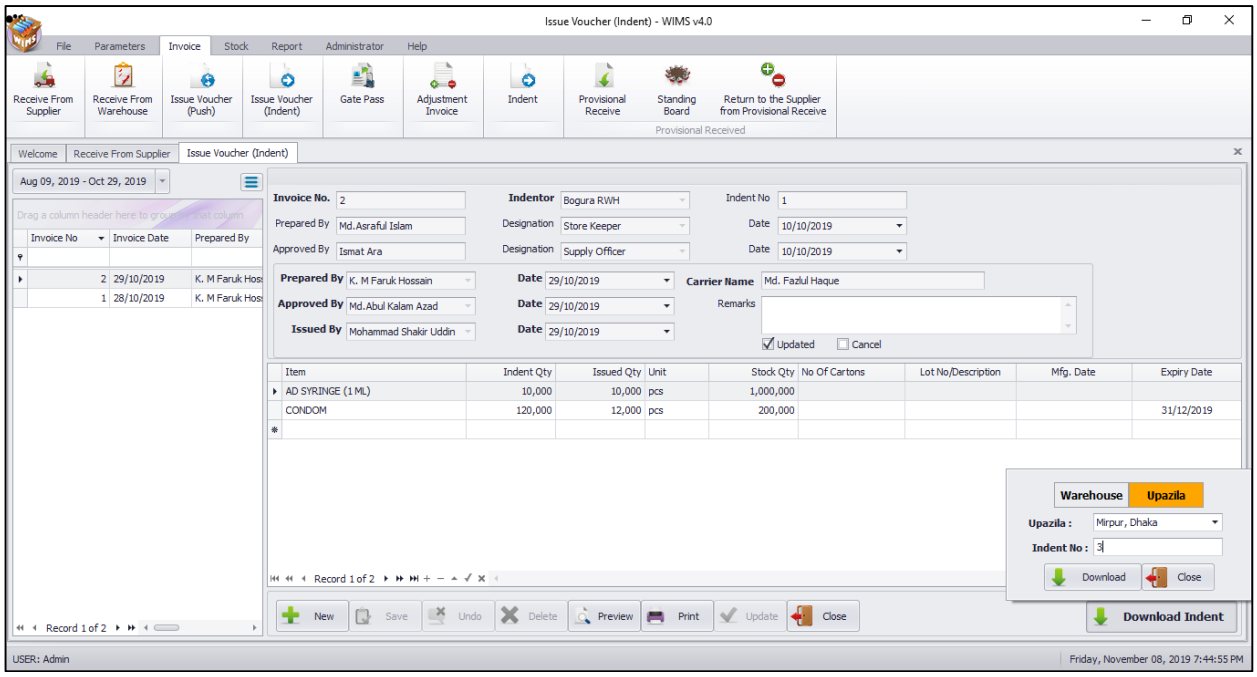
Download an Indent Invoice

- Press

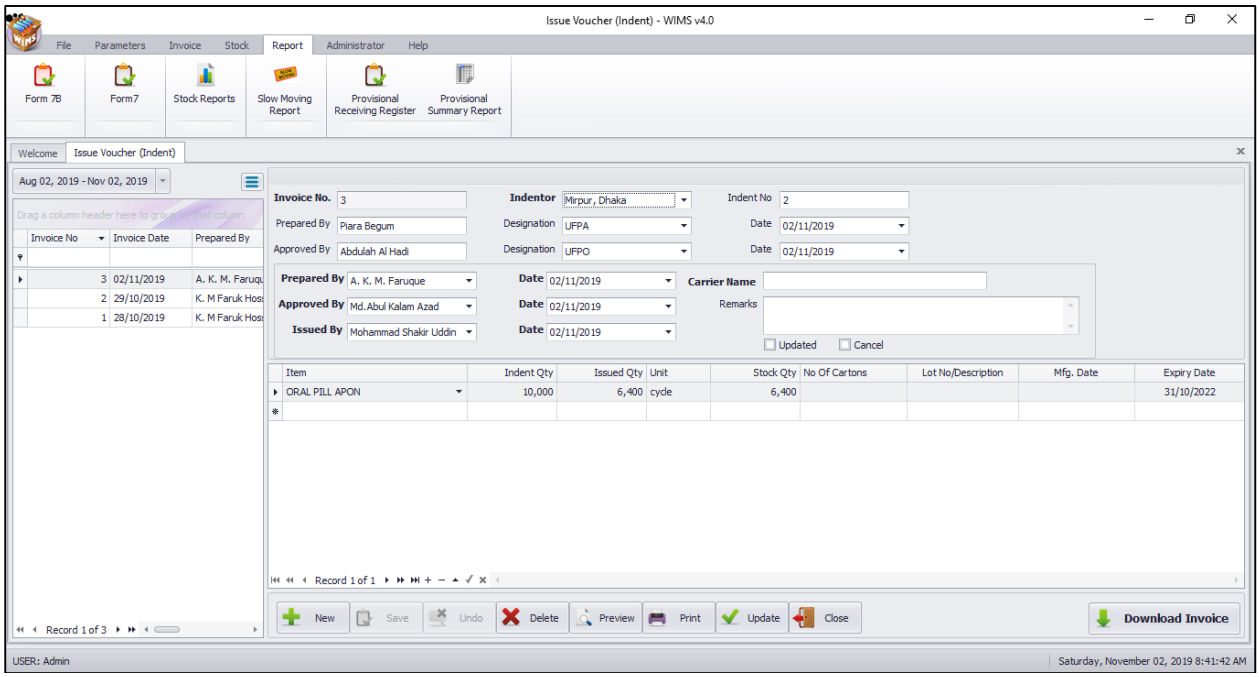
button from the command buttons block. The form will look like this:



- Select a (Warehouse/Upazila) and enter the Indent No. like following screen -



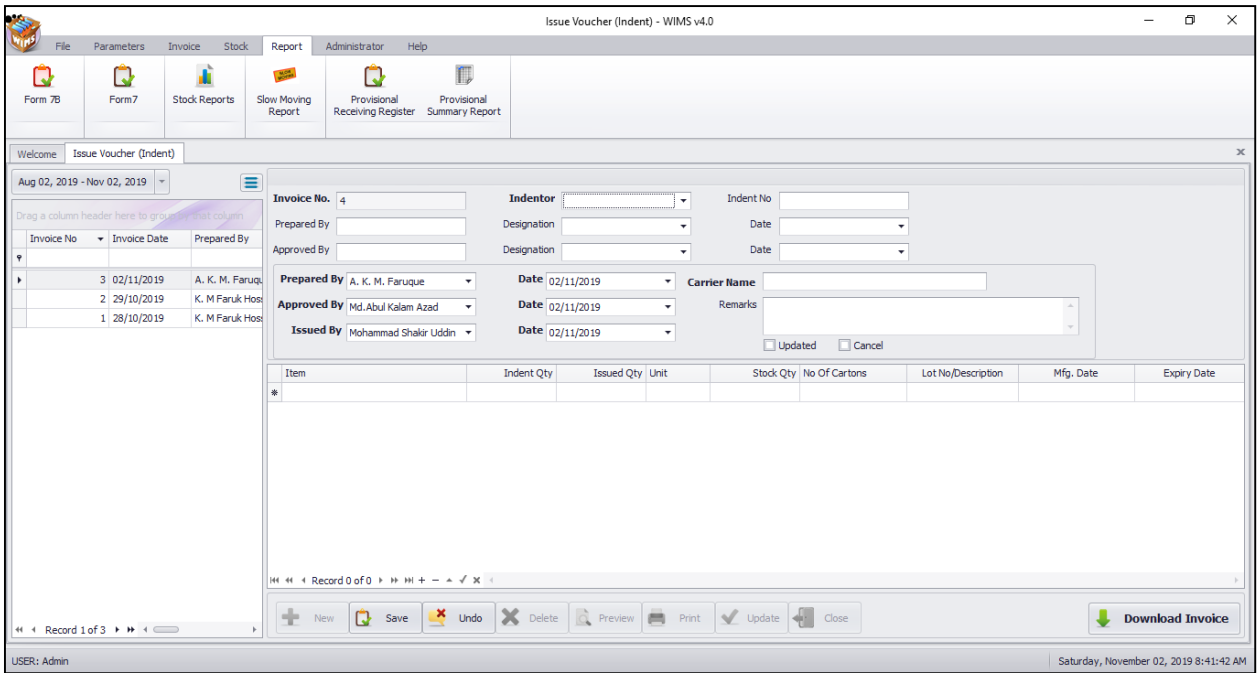
- Press on '**Download'** button. After pressing the receive voucher will be downloaded. Like following screen -



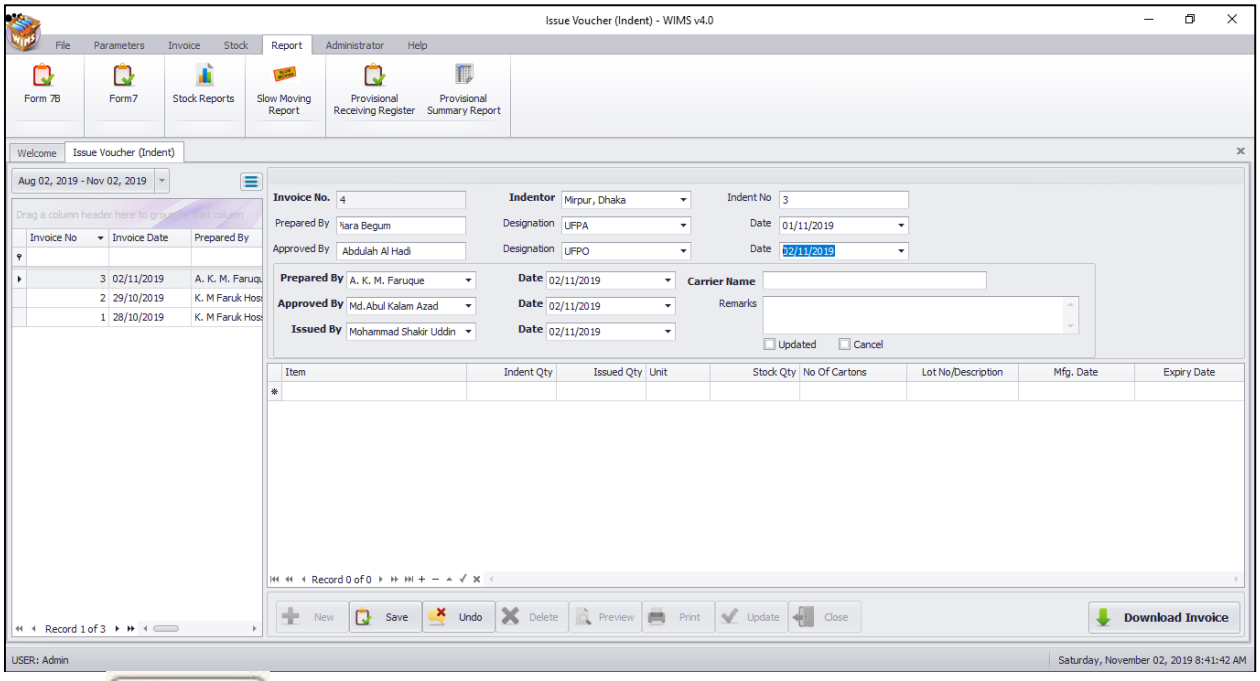
- Now you can check and update the downloaded invoice.

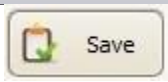
Enter a new Invoice

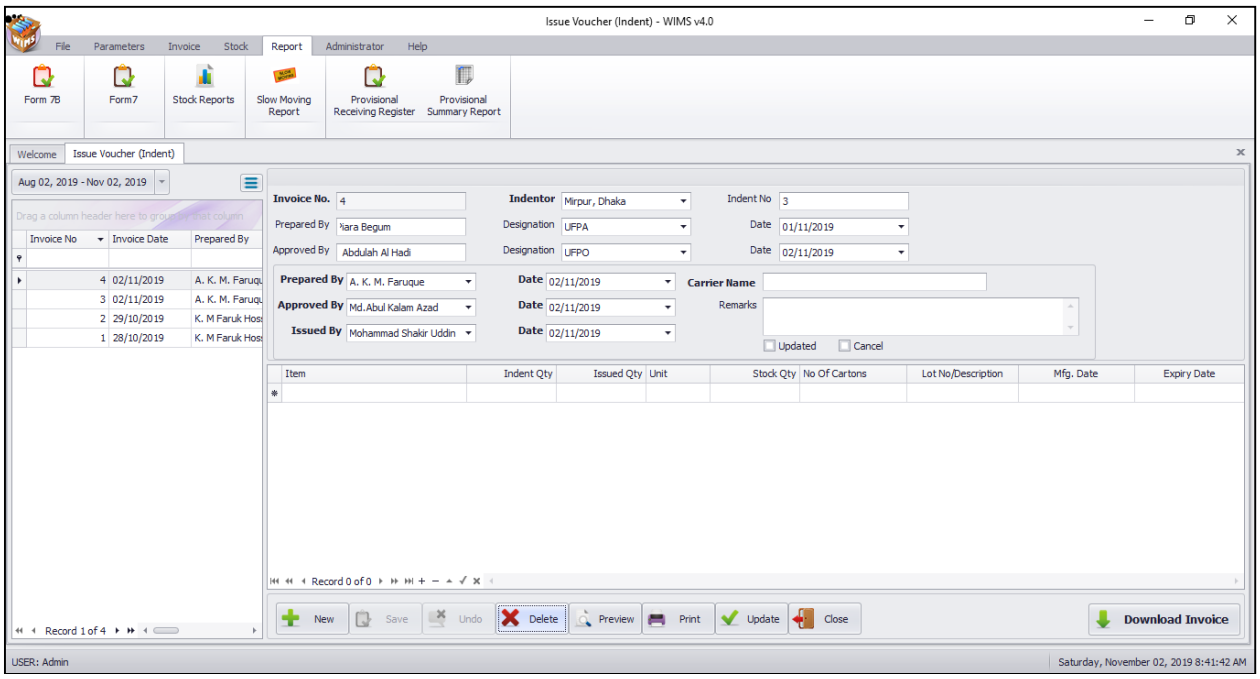
- Press button from the command buttons block and the following screen will come:



- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Provide the Indentor name and Indent No.
- Select the Employee name who is preparing, approving and supplying the goods.
- Optionally you can provide other fields.



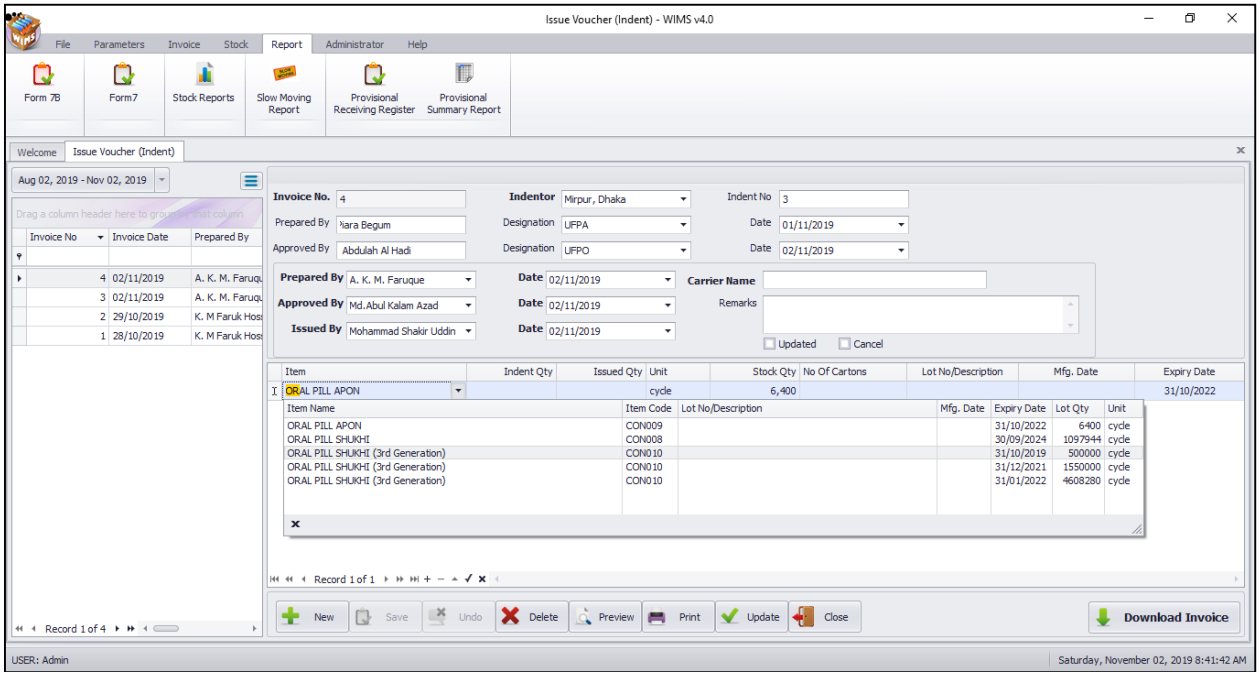
- Press  button to save the Invoice header.
- Your new Invoice no. will be visible in the Invoice list.



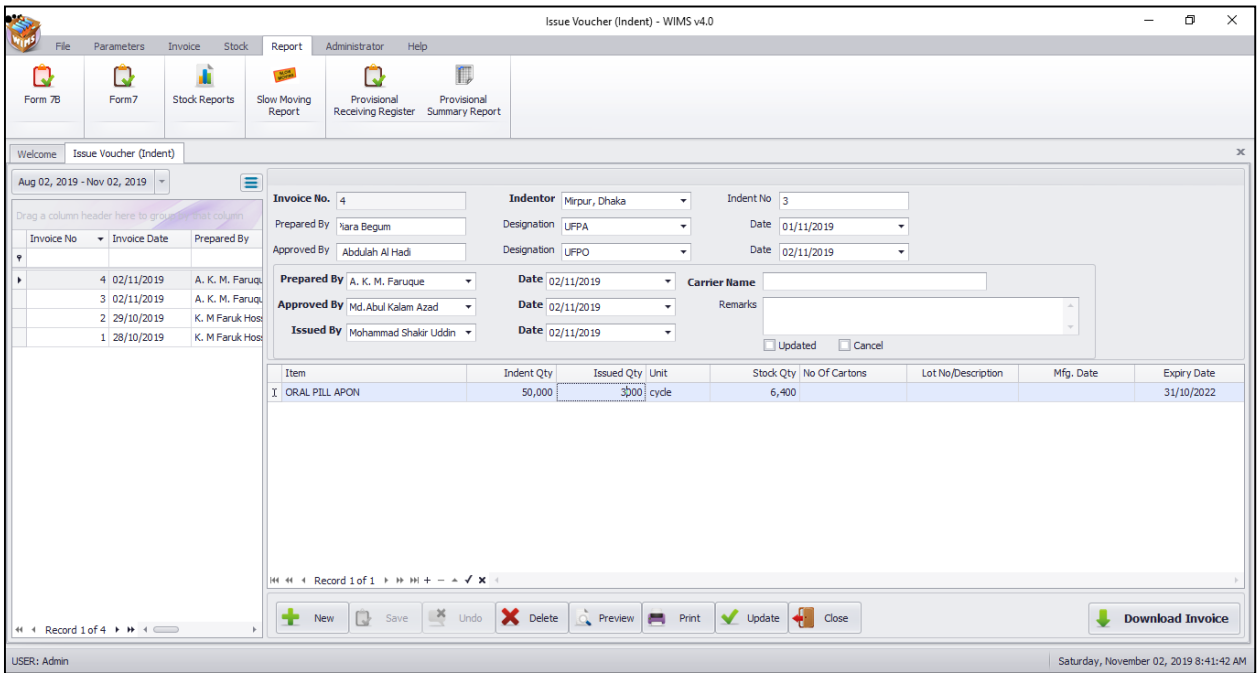
- If you want to cancel the new Invoice entry, press **Esc** during editing to undo.

Invoice Items Entry

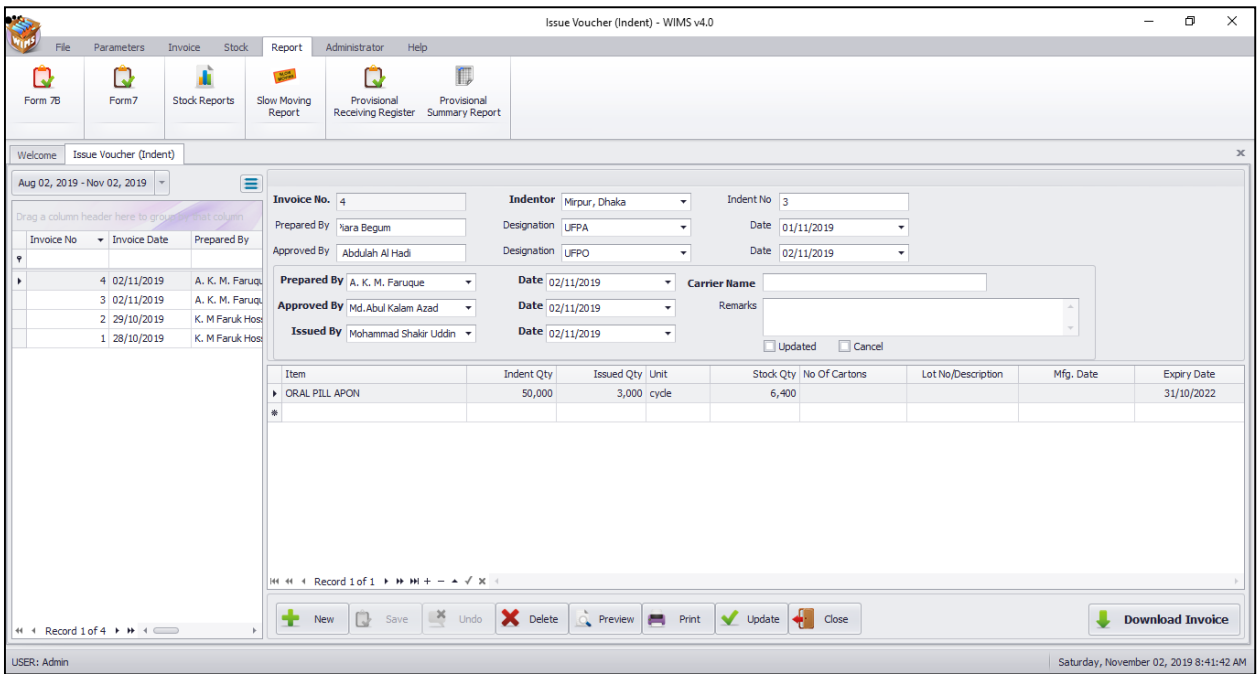
- Press button from the command buttons block. The form will look like the following screen:



- Select an Item name from Item combo box.
- Unit field will be filled automatically.
- Enter Indent Qty and Issued Qty.
- The Stock Qty, Lot No, Mfg Date and Expiry Date will be picked from the lot information, if available.



- Press **<Enter>** to save Invoice line items.

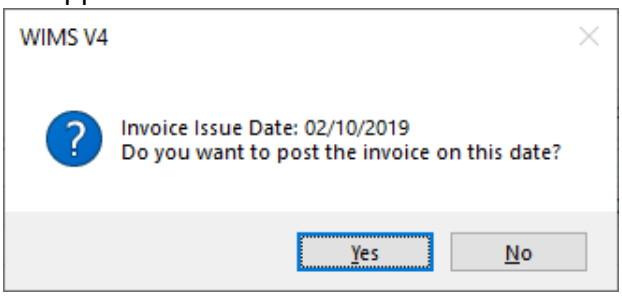


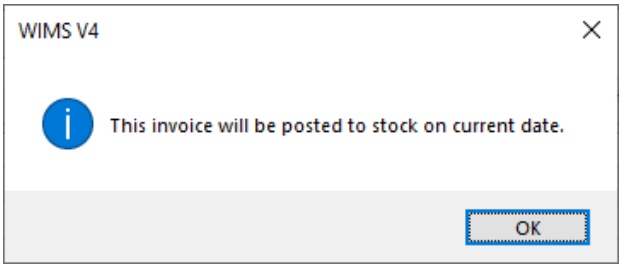
Updating the Stock

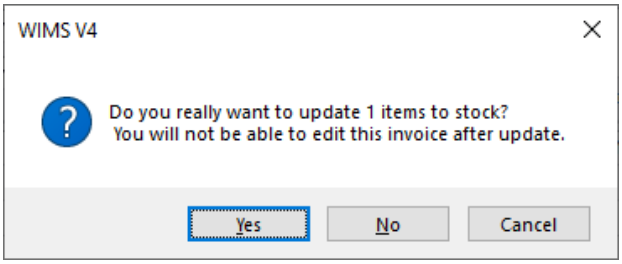
Entry of a new Invoice does not update current stock position automatically. After the Invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked– you will not be allowed to change any figure.

- Press **"Update"** button.
- A confirmation dialog will appear.







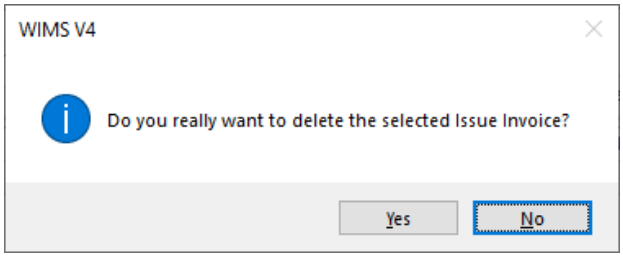
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **Esc** to undo the changes.

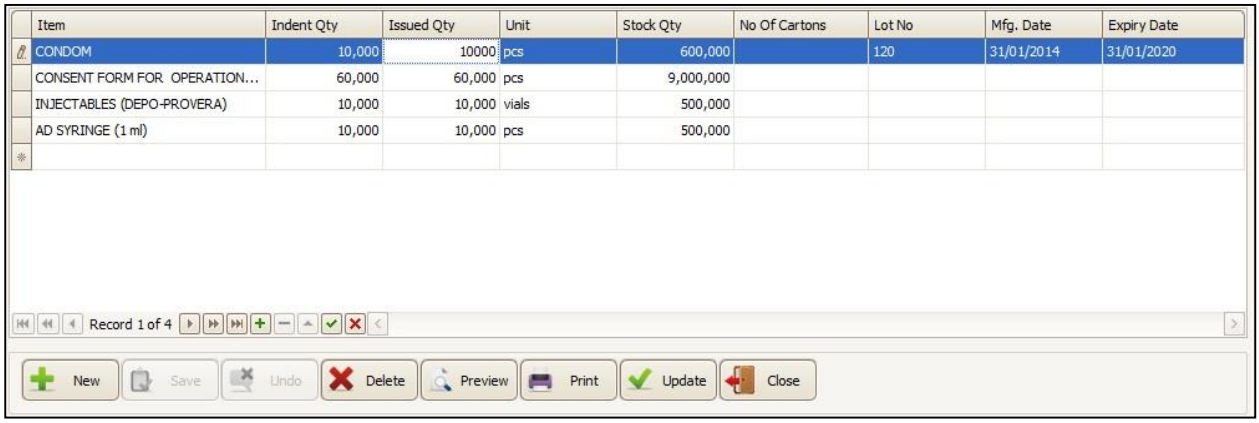
Delete an existing Invoice

- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **"Yes"** if you really want to delete the Invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Edit an existing Invoice Item

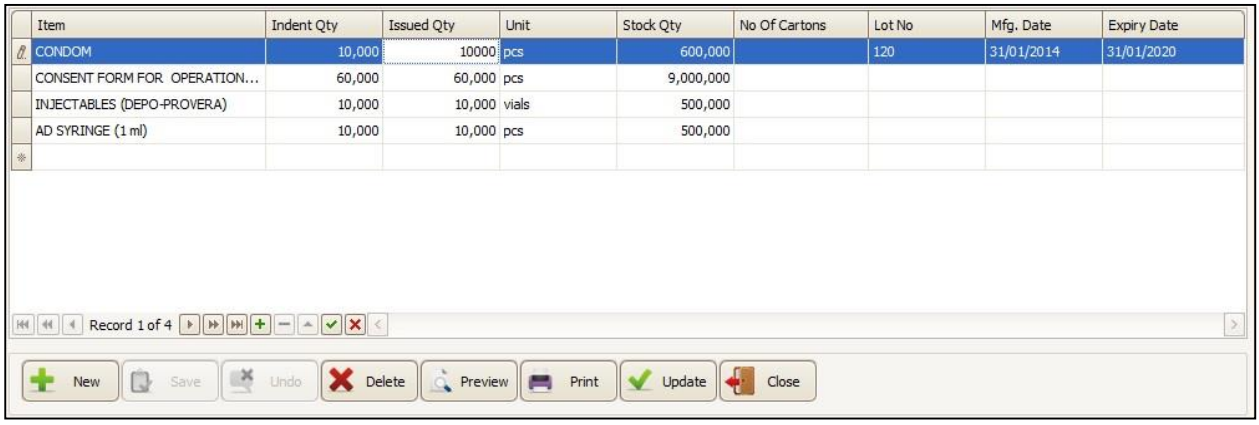


Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	10,000	10000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

- Select the Invoice Item you want to edit from the items list in Block-C.

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No	Mfg. Date	Expiry Date
CONDOM	20,000	20,000	pcs	600,000		120	31/01/2014	31/01/2020
CONSENT FORM FOR OPERATION...	60,000	60,000	pcs	9,000,000				
INJECTABLES (DEPO-PROVERA)	10,000	10,000	vials	500,000				
AD SYRINGE (1 ml)	10,000	10,000	pcs	500,000				

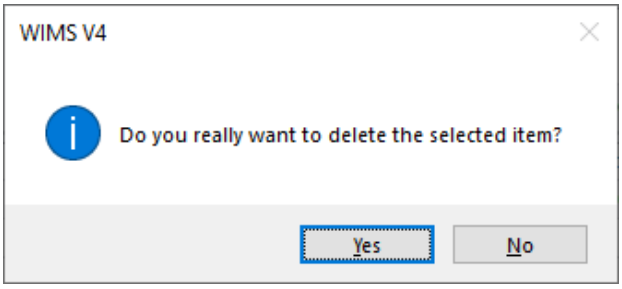
- Press F2 or click on any field to start editing.



- When done with editing, press '**Save**'.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an Invoice Item

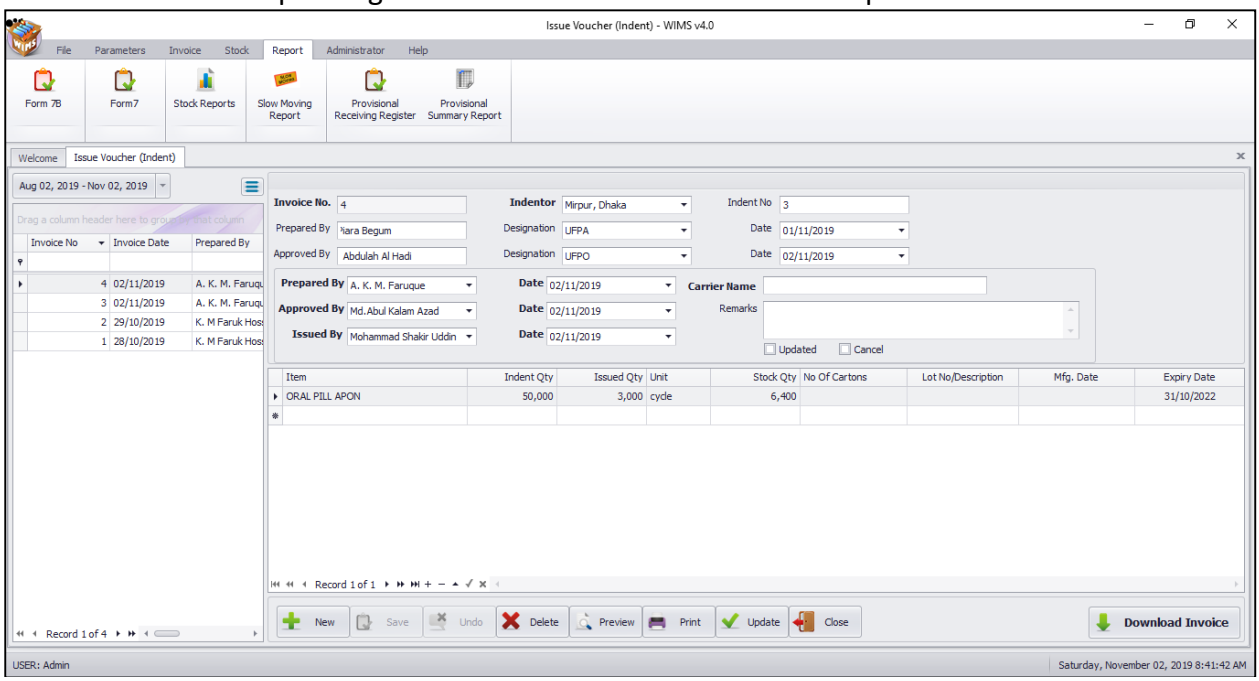
- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Invoice item.

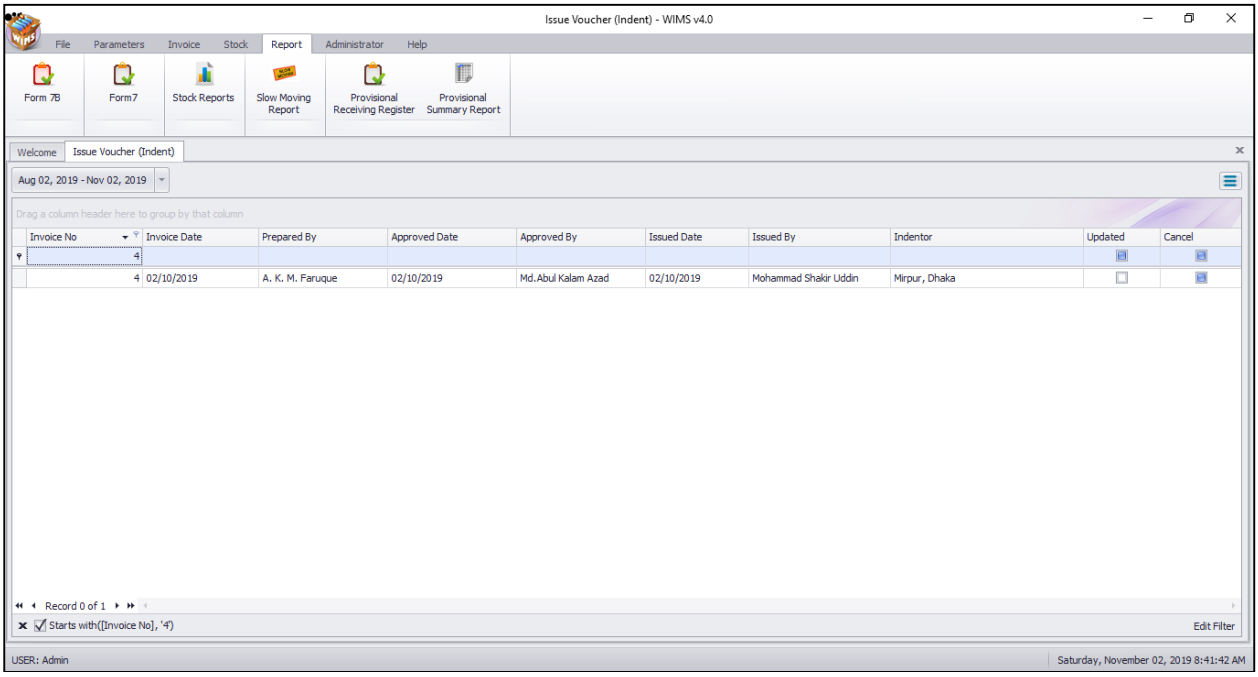
Search an Issue Voucher (Indent)

- Press tab for expanding Receive Invoices form and to find a specific Invoice

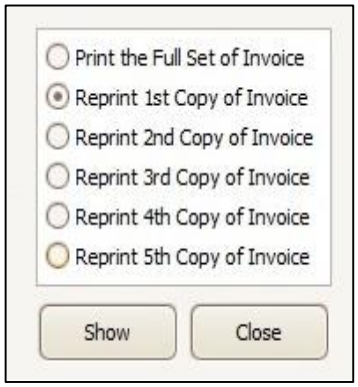


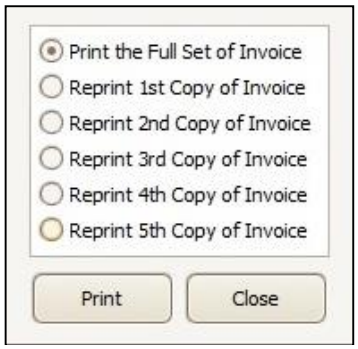
- To search go to

filter row header just writing Invoice no. and following window will appear:



- Enter the Invoice no you want to find in **'Indent Invoice No.'** box.
- Press **'Enter'** button or while start writing words the system automatically start searching.
- If the Invoice is found then it will be shown selected.





Print Issue Voucher (Indent)

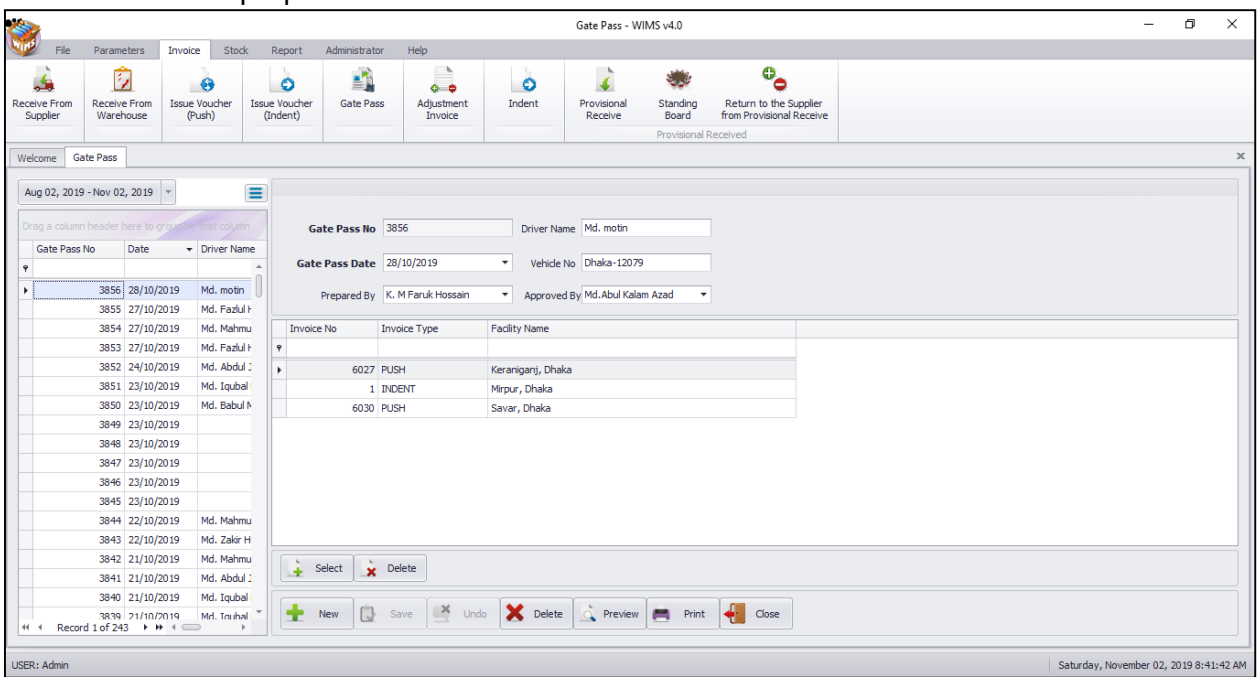
- Press button to preview the Invoice. The following dialog will come.
- If you want to print the full set of invoice, press on the Print button.
- To reprint or preview only a single copy from any of the 1-5 copies, select one of the other option buttons, then press Print button.

Close Issue Voucher (Indent) form

- Press button to exit from the Issue Voucher (Indent) form.
- You can also exit by pressing the button at the top right of the form.
- If you have any unsaved invoice during exit, you will be informed that your changes will be lost if you exit.
- Press **'Yes'** if you do want to exit without saving. Press **'No'**, if you don't want to close the form at this time.

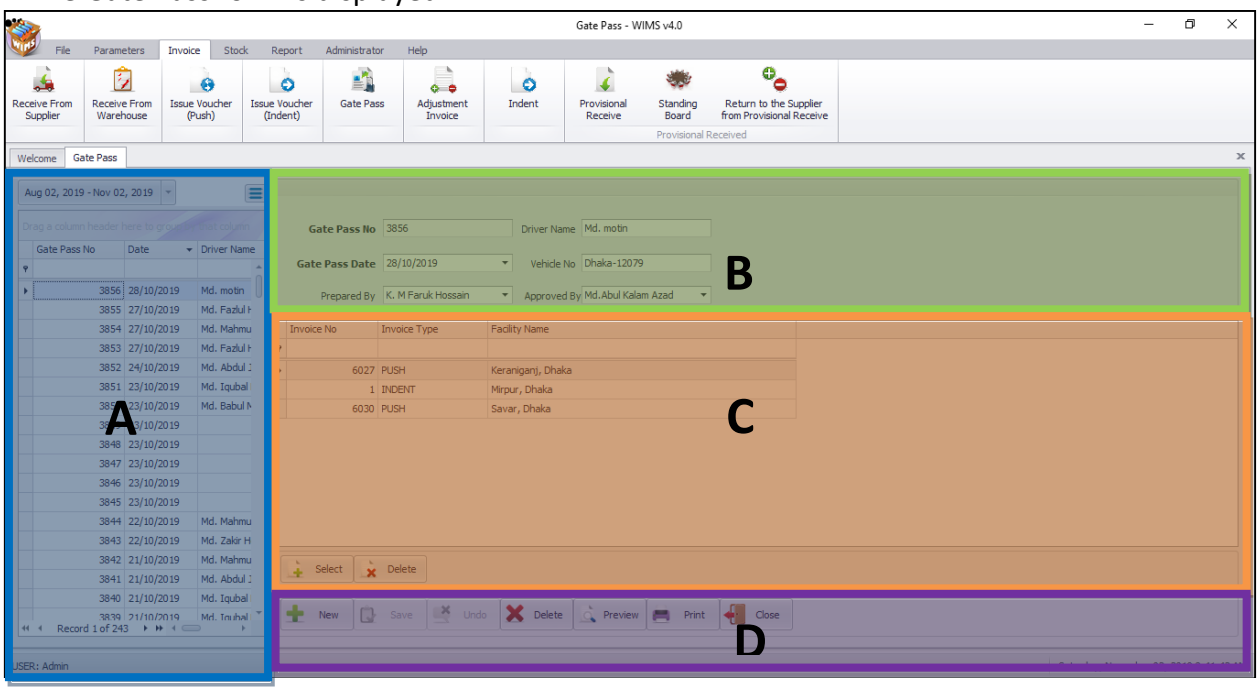
5.5. Gate Pass

This form is used to prepare '**Gate Pass**' for Invoices.



Open Gate Pass Form

- Run **WIMSv4**
- Select **Invoice > Gate Pass**… from **Invoice** menu.
- The Gate Pass form is displayed.



This form is used to edit, create, delete, and print Gate Passes. Controls in the form are grouped into 4 (four) blocks –

A. *Gate Pass List*:

Invoices can be listed grouped by Gate Pass No., Gate Pass Date. A label shows the total number.

B. *Gate Pass Entry Fields*:

To describe a Gate Pass, following fields are required -

- Gate Pass No* – A unique sequence to represent the Gate Pass.
- Date* – Date of issuing gate pass.
- Driver Name & Vehicle No – Name of Driver and Vehicle used to deliver the goods in the Gate Pass.
- Prepared By, Approved By* – Name of employees who are responsible for issuing of Gate Pass.

Gate Pass No, Date, Prepared By and Approved By fields are compulsory.

C. *Gate Pass Items Entry Fields:*

There is one line for every Gate Pass Item. Every line has the following three fields:

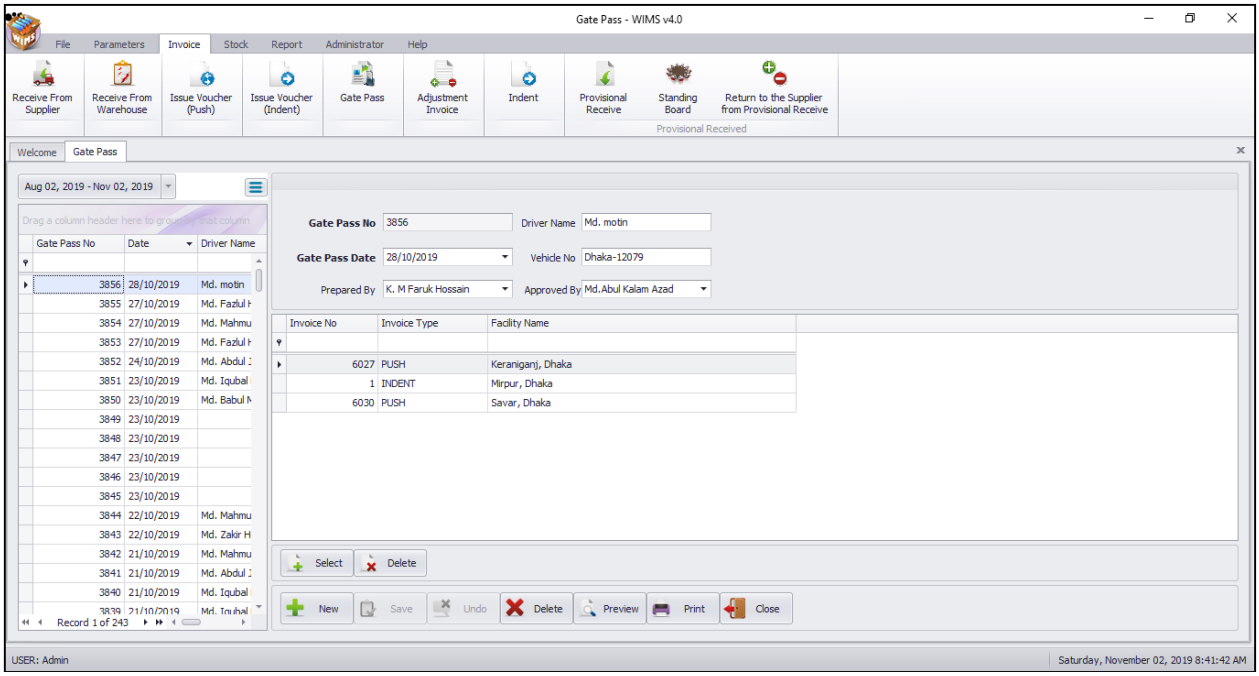
- Type* – Two possible values –PUSH & INDENT – based on the type of invoice.
- Invoice No* – An invoice no. linked to the gate pass.

All the fields are compulsory.

D. *Command buttons*:

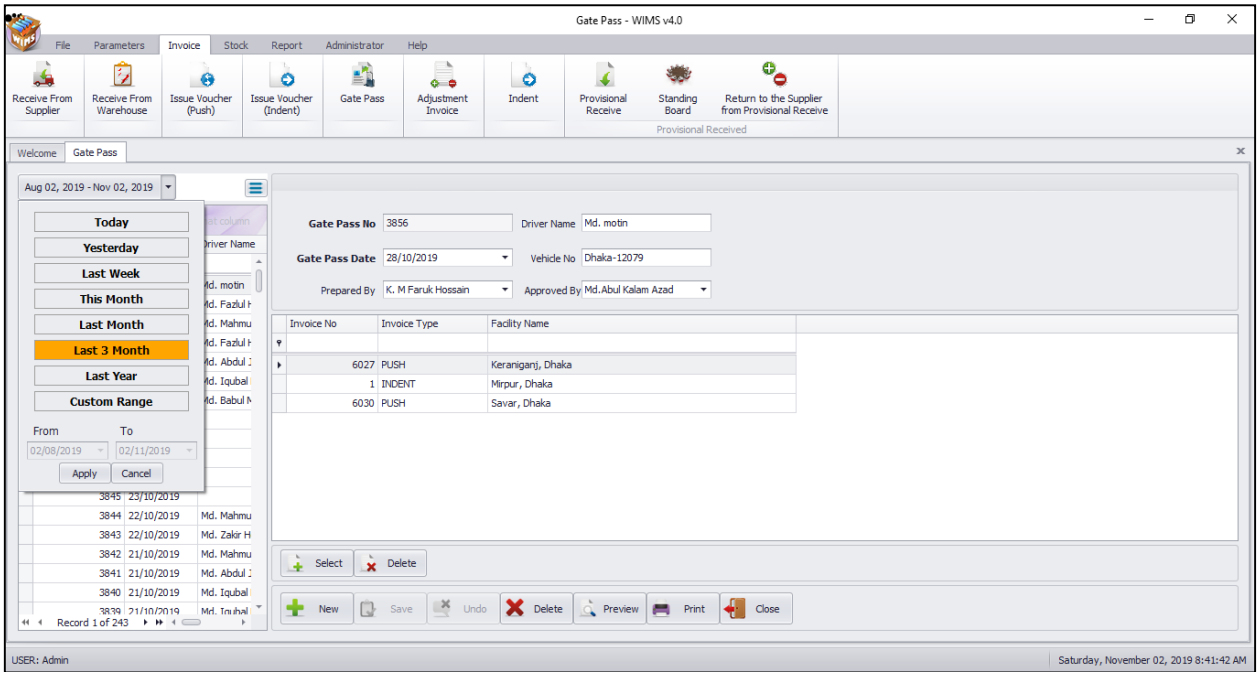
A number of buttons to manipulate the Invoices.

View information about a specific a Gate Pass



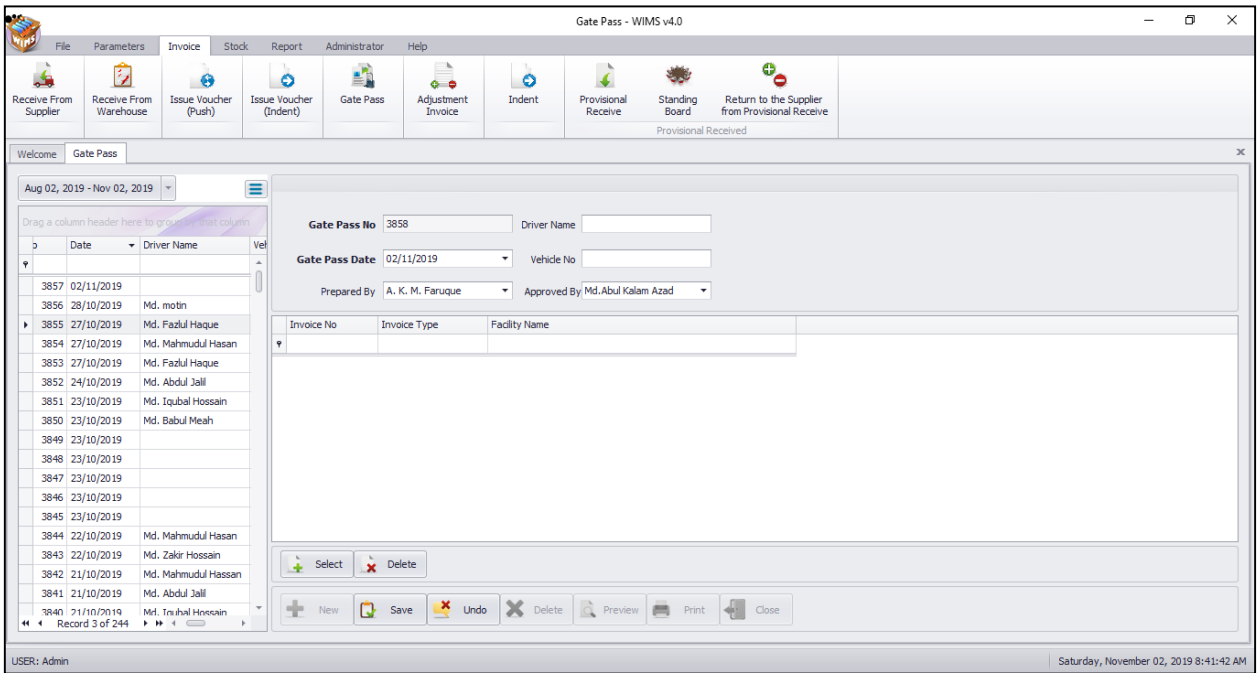
- Select the gate pass to view from the tree-like list in Block-A. Using the Group By combo box – gate passes can be grouped in three ways – by Gate pass No or by Gate pass Date.
- After a Gate Pass No. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of Gate Passes are shown based on the **Filter Criteria**.

Only Gate Passes that fall between **Start Date** and **End Date** are listed. You can change the dates and press **"Filter"** button to list less or more Gate Pass.

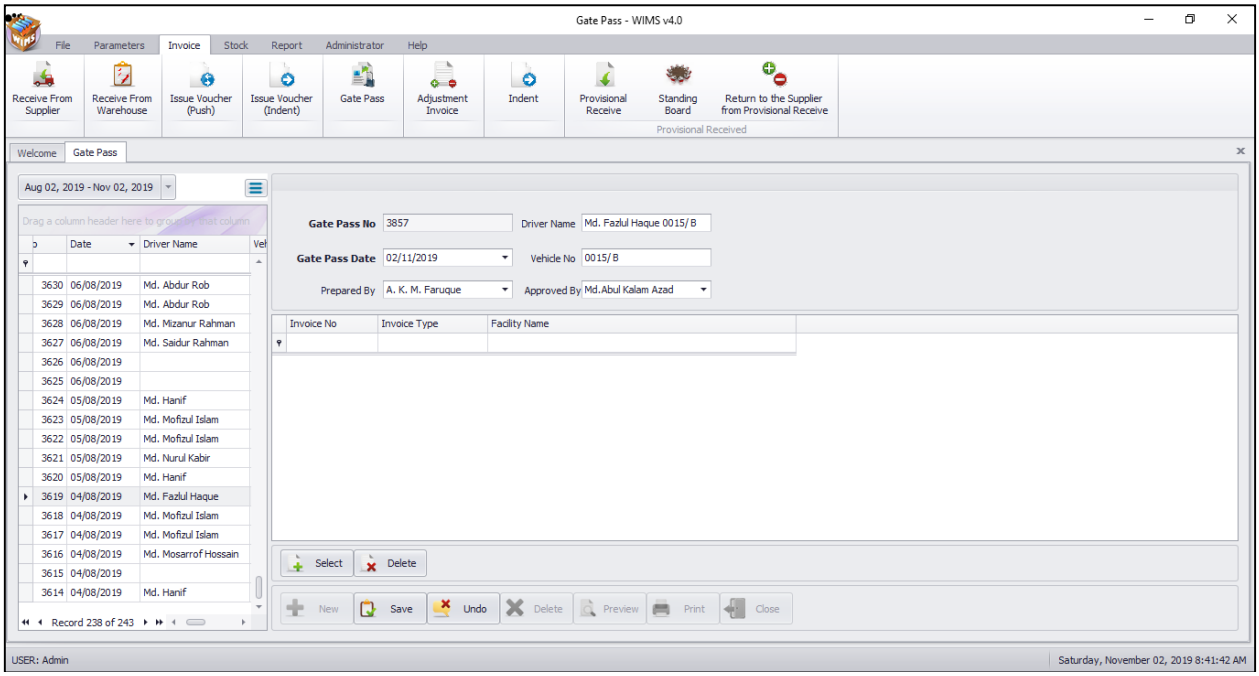


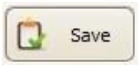
Enter a new Gate Pass

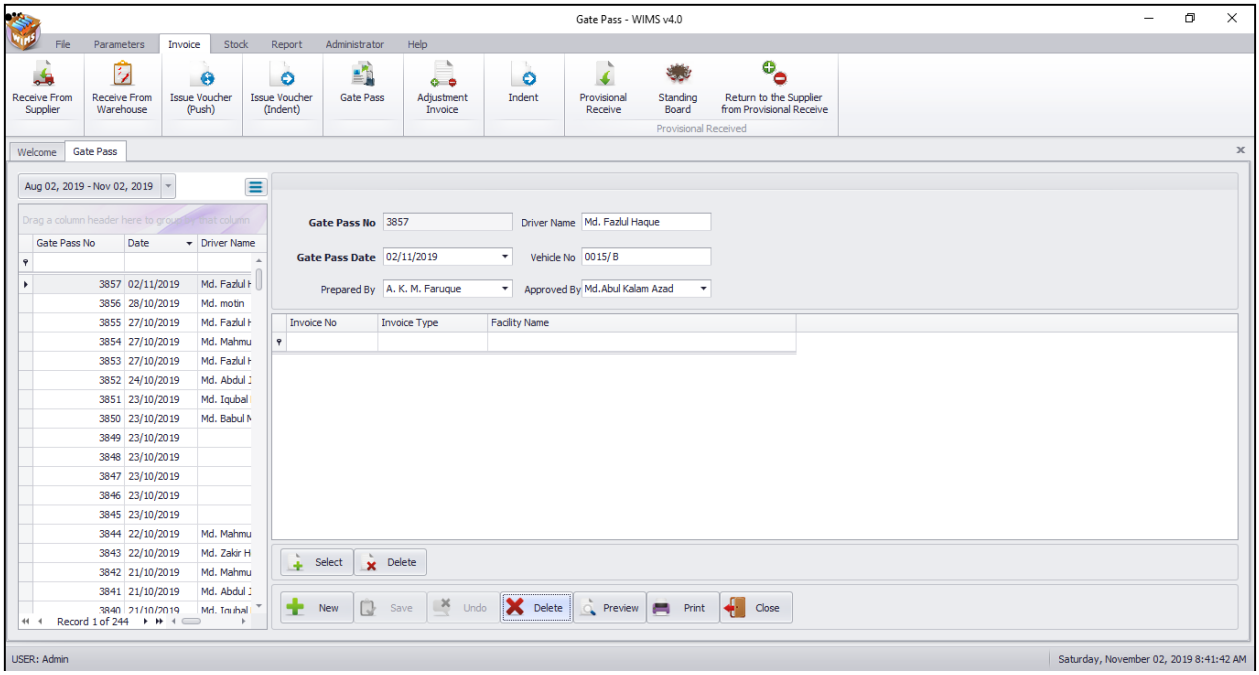
- Press button from the command buttons block. The form will look like the following screen:



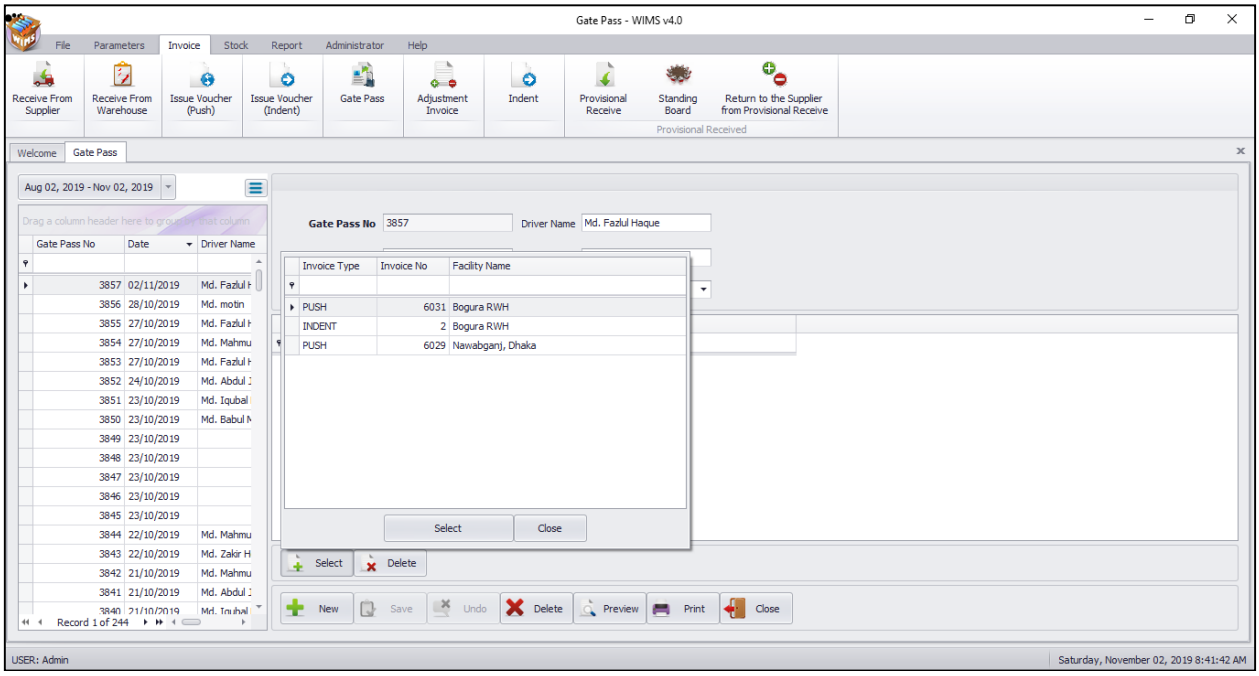
- The 'Select Invoice' form is displayed.
- Select the invoices that you want to deliver and press Select button.
- A new gate pass will be created where the "Gate Pass No." and Date will be generated automatically.
- The gate pass items Block-C will be filled with the selected invoice numbers.
- Optionally provide other fields.



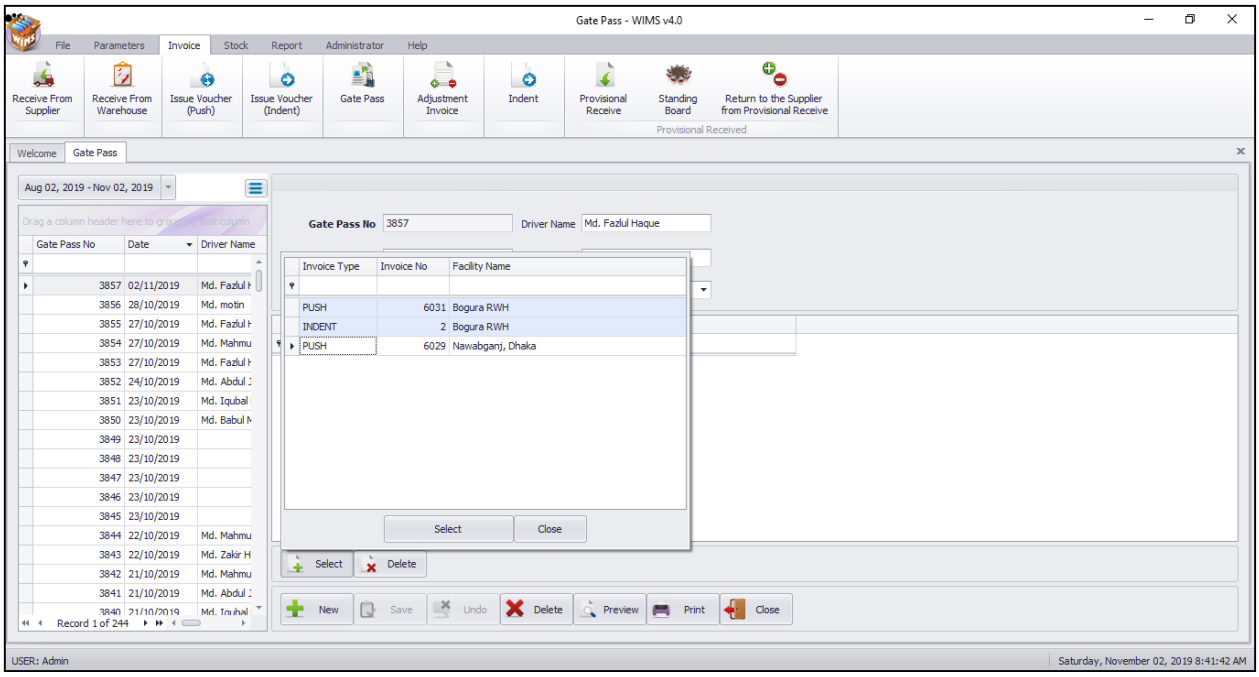
- Press  button.
- Your new "Gate Pass No." will be visible in the gate pass list.

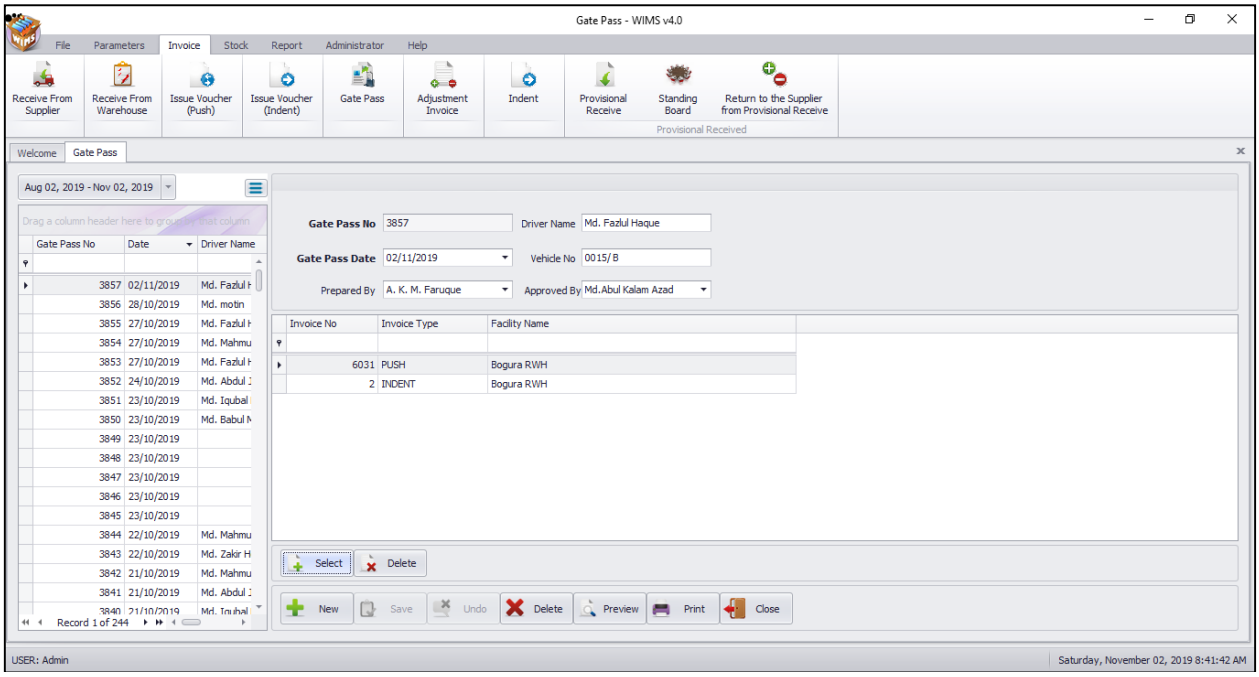


Gate Pass Items Entry



- Press button from the command buttons block.
- The '**Select Invoice'** form is displayed
- Select the invoices that you want to deliver and press **'Select button**'.



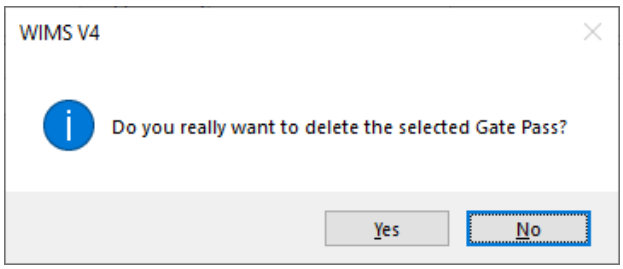


Edit an existing Gate Pass

- Select the Gate Pass you want to edit from the list of Gate Pass.
- Change the fields as necessary.
- When done with editing, press '**Save**'.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Gate Pass

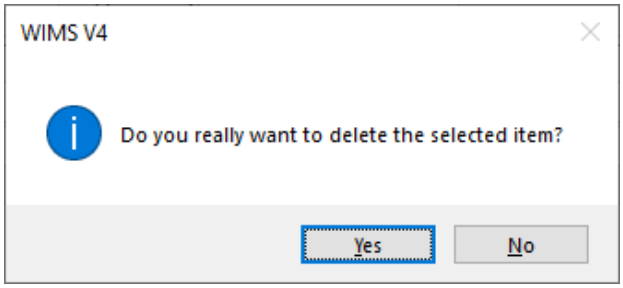
- Select the Gate Pass you want to remove from gate pass list.
- Press button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the gate pass.
- You will not be able to delete a gate pass that has items under it. First delete the items and then delete the gate pass.

Delete a Gate Pass Item

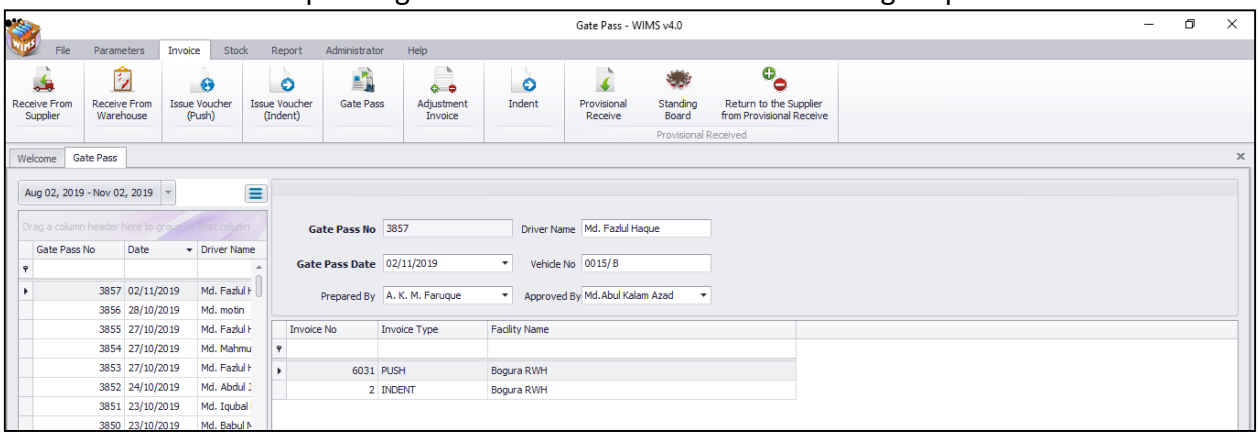
- Select the Gate Pass item you want to edit from the items list in Block-C.
- Press button.

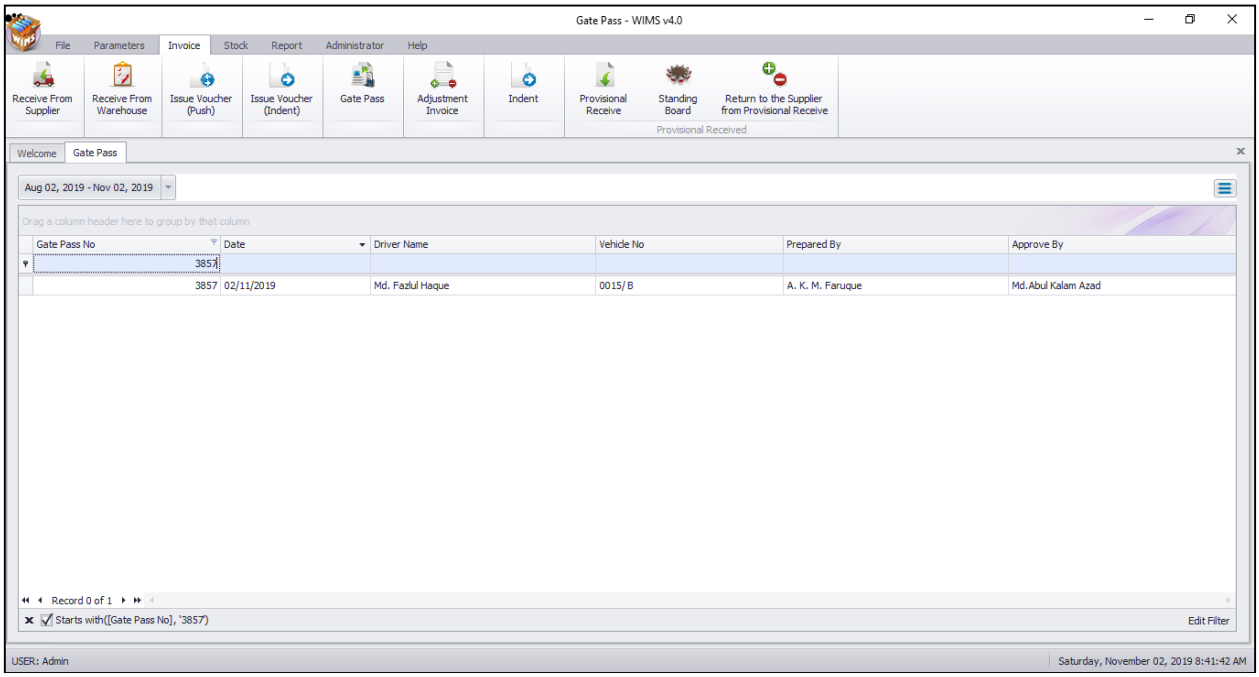


- Press **'Yes'** if you really want to delete the gate pass item.

Search a Gate Pass

- Press tab for expanding Receive Invoices form and to find a gate pass

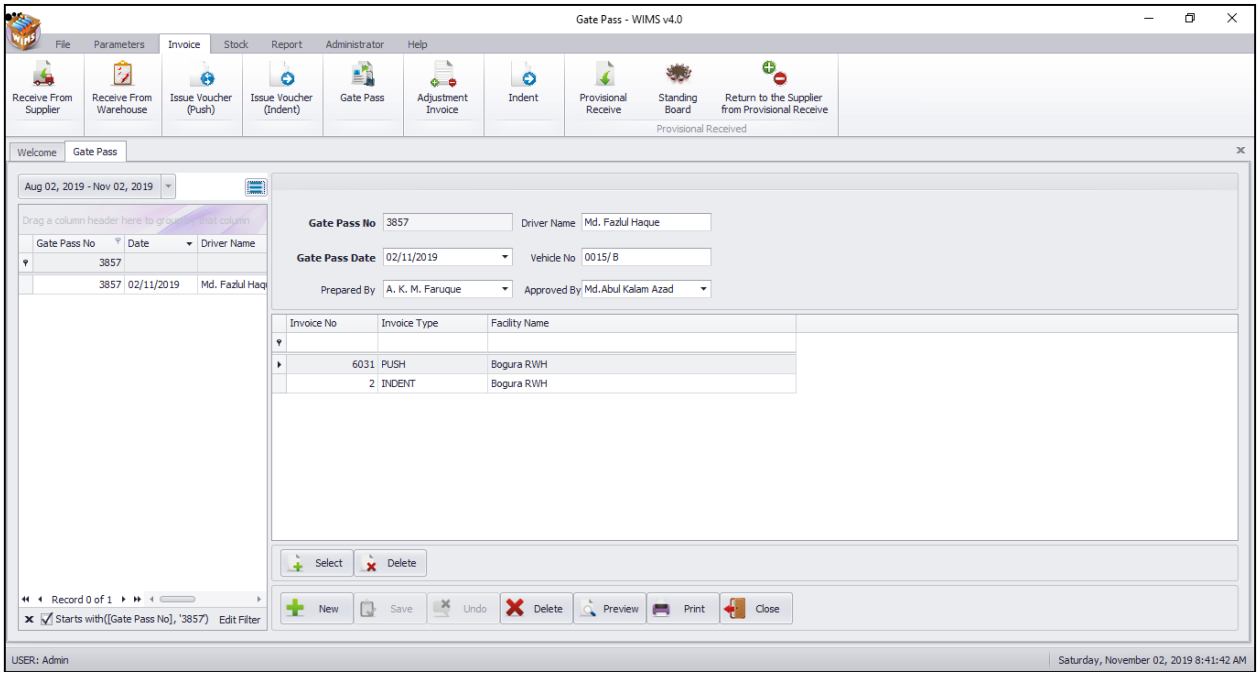




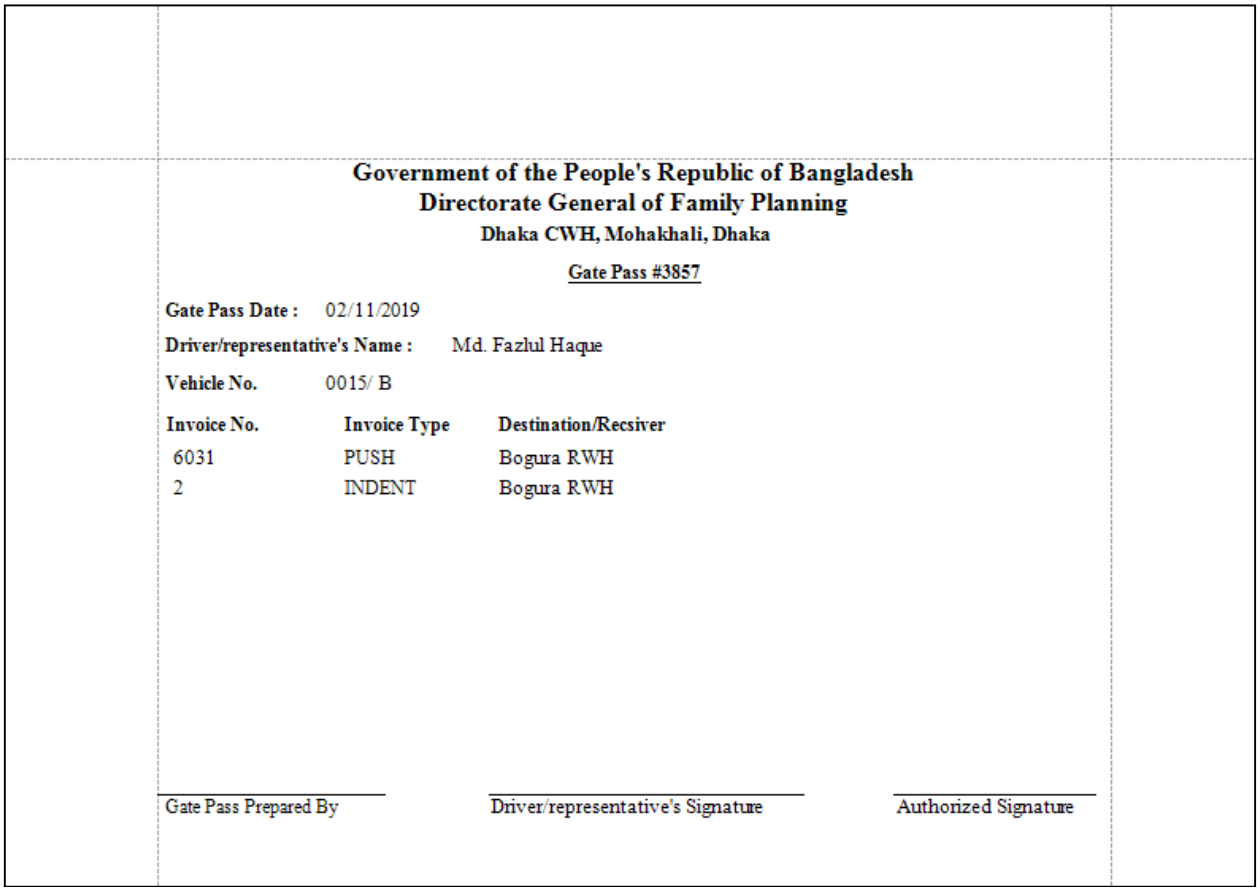
- Enter the gate pass no you want to find in 'Gate pass No.' box.
- Enter the Gate Pass No. you want to find

in filter row header just writing Gate Pass no. and following window will appear:

- If the Gate Pass is found then it will be shown selected.



Print Gate Pass



Government of the People's Republic of Bangladesh
Directorate General of Family Planning
Dhaka CWH, Mohakhali, Dhaka

Gate Pass #3857

Gate Pass Date : 02/11/2019

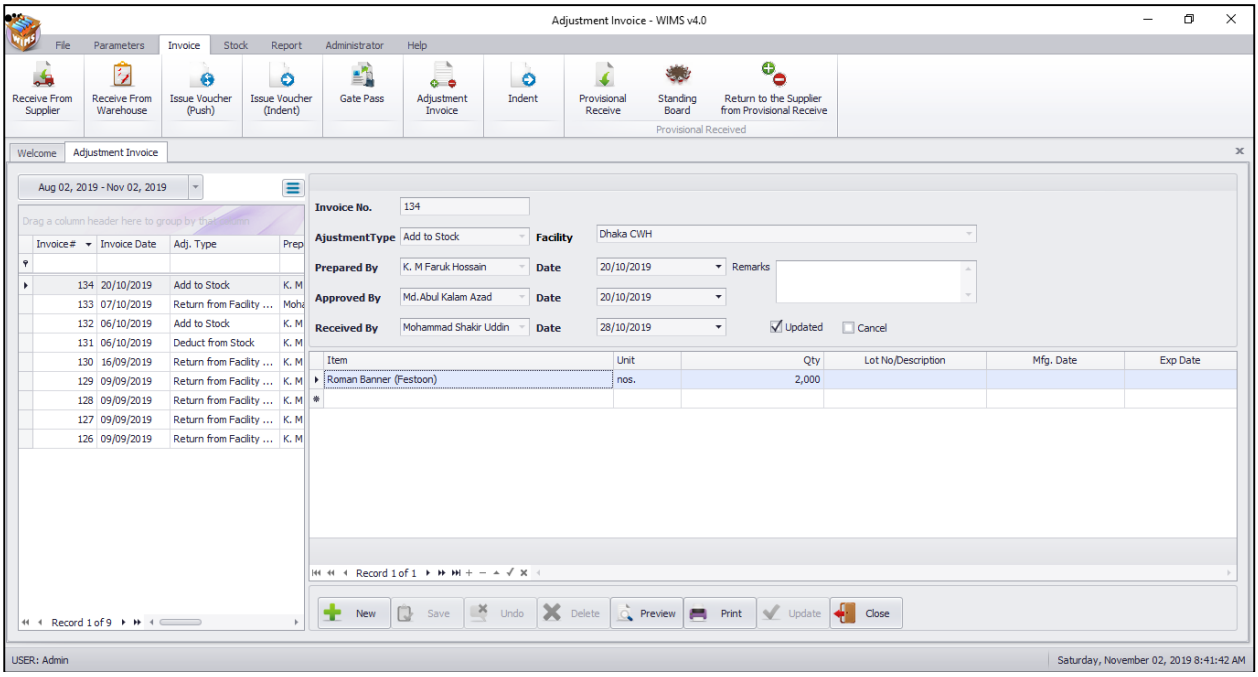
Driver/representative's Name : Md. Fazlul Haque

Vehicle No. 0015/ B

Invoice No.	Invoice Type	Destination/Recsiver
6031	PUSH	Bogura RWH
2	INDENT	Bogura RWH

Gate Pass Prepared By | Driver/representative's Signature | Authorized Signature

5.6. Adjustment Invoice

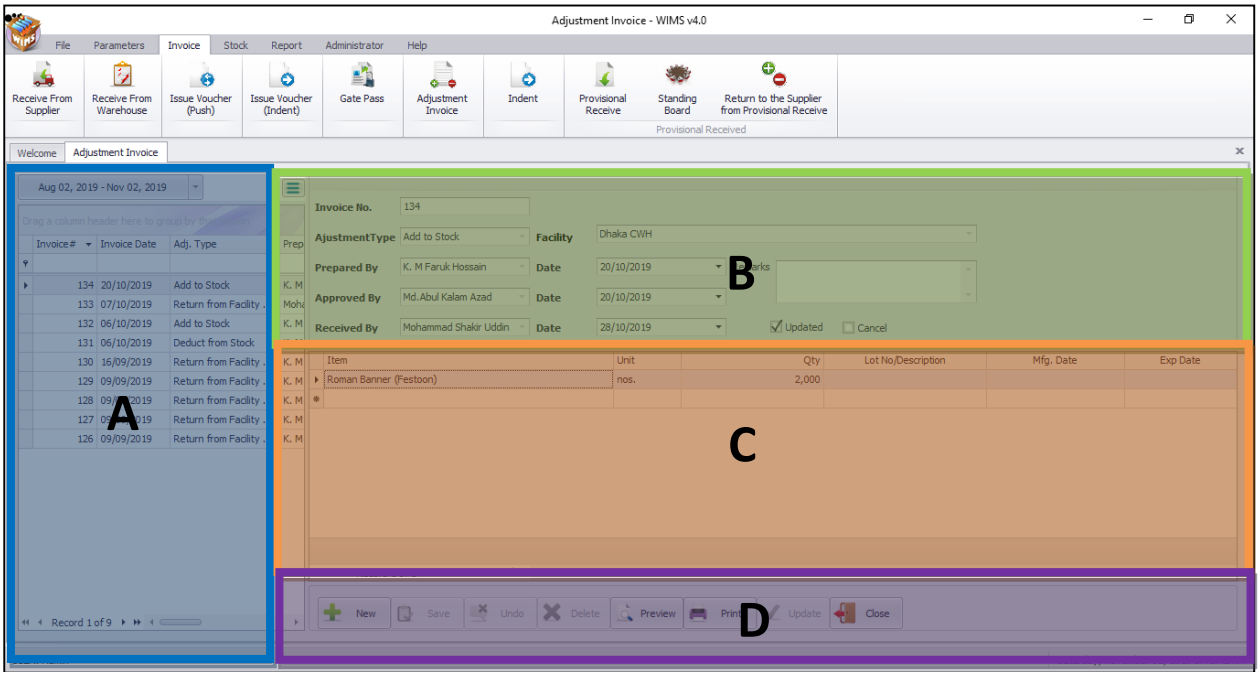


This form is used for various stock adjustments, like – adjustment after physical stock, item expiry, destruction of expired items and return from facility. This form is used to enter Adjustment Invoices, edit, print and delete old invoices.

Open Adjustment Invoice form

- Run **WIMSv4**
- Select **Invoice > Adjustment Invoice**… from **Invoice** menu.
- The **Adjustment Invoice** form is displayed.

General Description of Adjustment Invoice Form



This form is used to edit, create, delete, and print Adjustment Invoices. The form are grouped into 4 (four) blocks –

A. *Invoice List*:

Invoices can be listed grouped by Invoice No., Adjustment Type or Invoice Date. A label shows the total number.

B. *Invoice Entry Fields*:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Facility* – Facility dealing the items.
- Adjustment Type* – a list of adjustment types to select from. Possible adjustment types are:
  1. ***Add to Stock:*** If after physical inventory or any instance, it is found that an item is shown less than actual qty in stock
  2. ***Deduct from Stock****:* If after physical inventory or any instance, it is found that an item is shown excess than actual qty in stock
  3. ***Return from Facility (Usable):*** When an usable item is returned from a facility
  4. ***Return from Facility (Unusable):*** When an unusable item is returned from a facility
  5. ***Transfer to Unusable:*** Expired or Damage items transfer to Usable to Unusable Stock
  6. ***Unusable Destroy:*** Expired items are destroyed
  7. ***Return to Supply Source:*** When item is returned to Supply Source
  8. ***Transfer to Other Warehouses:*** When an item is transferred to Other Warehouses
  9. ***Return to supplier:*** When item is returned to a supplier
- Remarks – Comments about the adjustment reasons, outcome etc.
- Prepared By, Approved By and Supplied By* – Name of employees who are responsible for adjustment of items.
- Prepared by Date, Approved by Date and Issued by Date* – Relevant dates of the preparation, approval and issue of adjustment invoice.

Invoice No, Adjustment Type, Facility, Prepared By, Approved By and their related date fields are compulsory.

C. *Invoice Items Entry Fields:*

Invoices consist of line items. There is one line for every item received. Every line has the following seven fields:

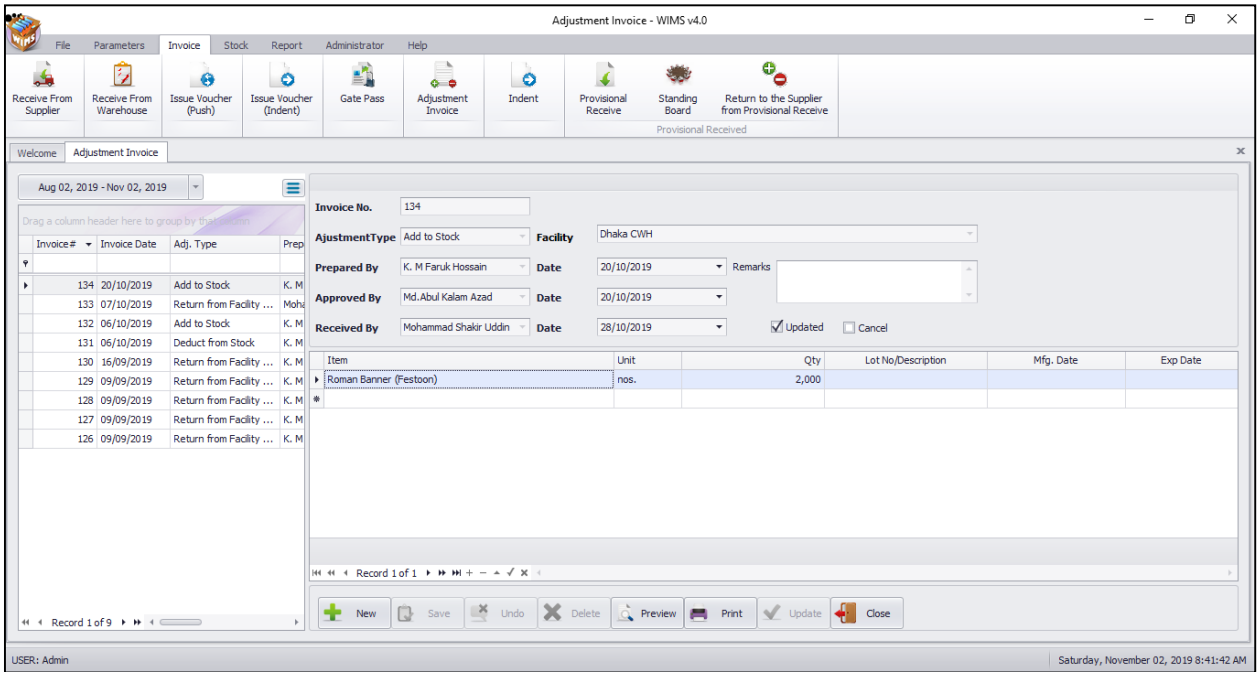
- Item* – Name of item adjusted.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in facility performing the adjustment.
- Qty* – Quantity of goods adjusted.
- Lot No – Lot no. of the item adjusted.
- Mfg. Date – Manufacturing date of the item lot adjusted.
- Expiry Date – Expiry date of goods in the lot.

Item and Qty fields are compulsory. Other fields are optional.

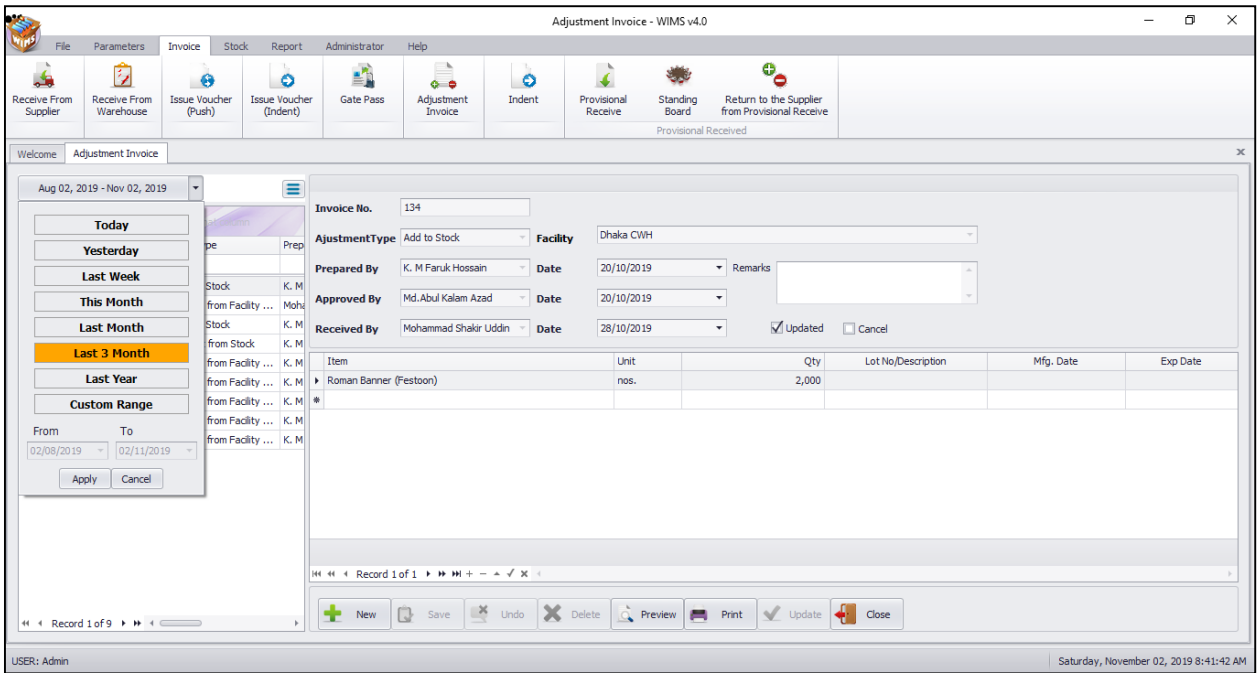
D. *Command buttons*:

A number of buttons to manipulate the Invoices.

View information about a specific Adjustment Invoice



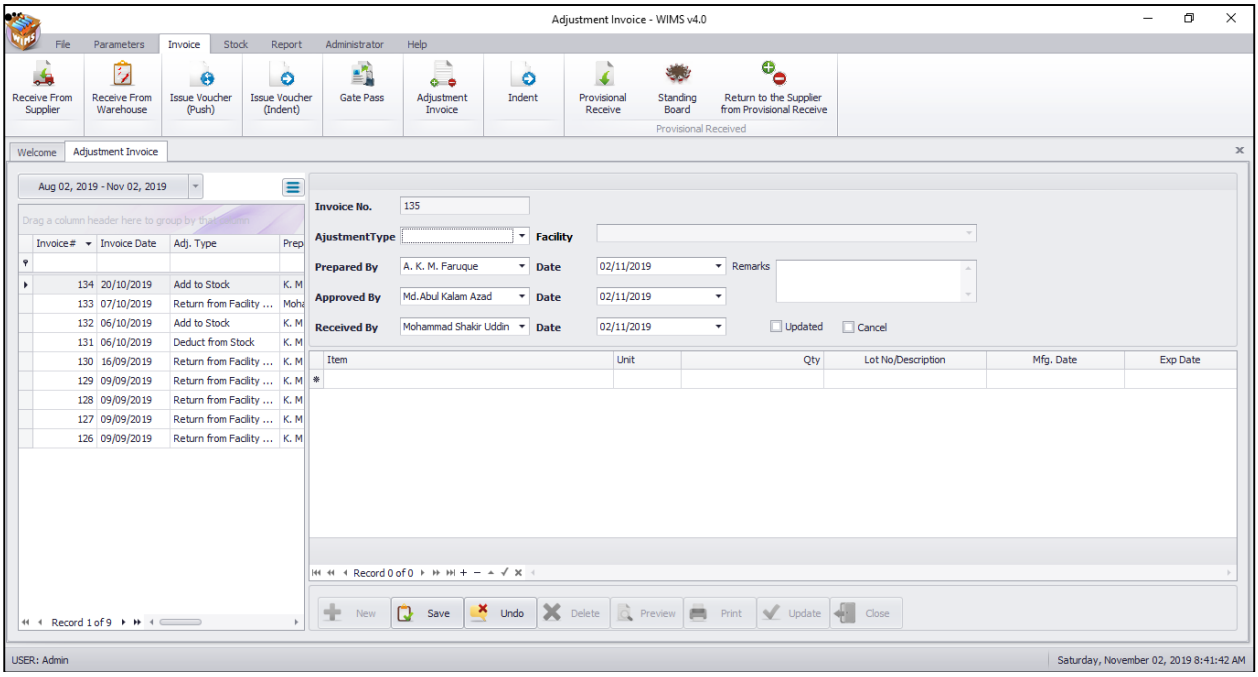
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Adj. Type or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of invoices are shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press **"Filter"** button to list less or more invoice.



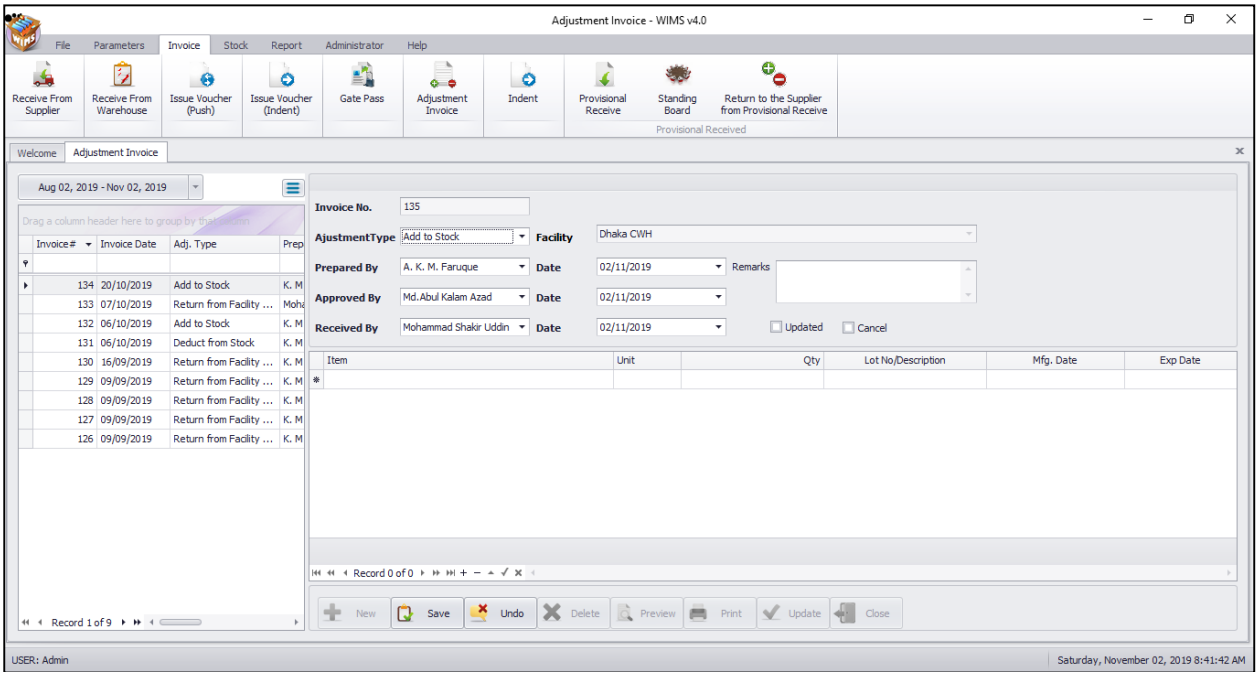
Enter a new Adjustment Invoice

- Press

button from the command buttons block. The form will look like the following screen:

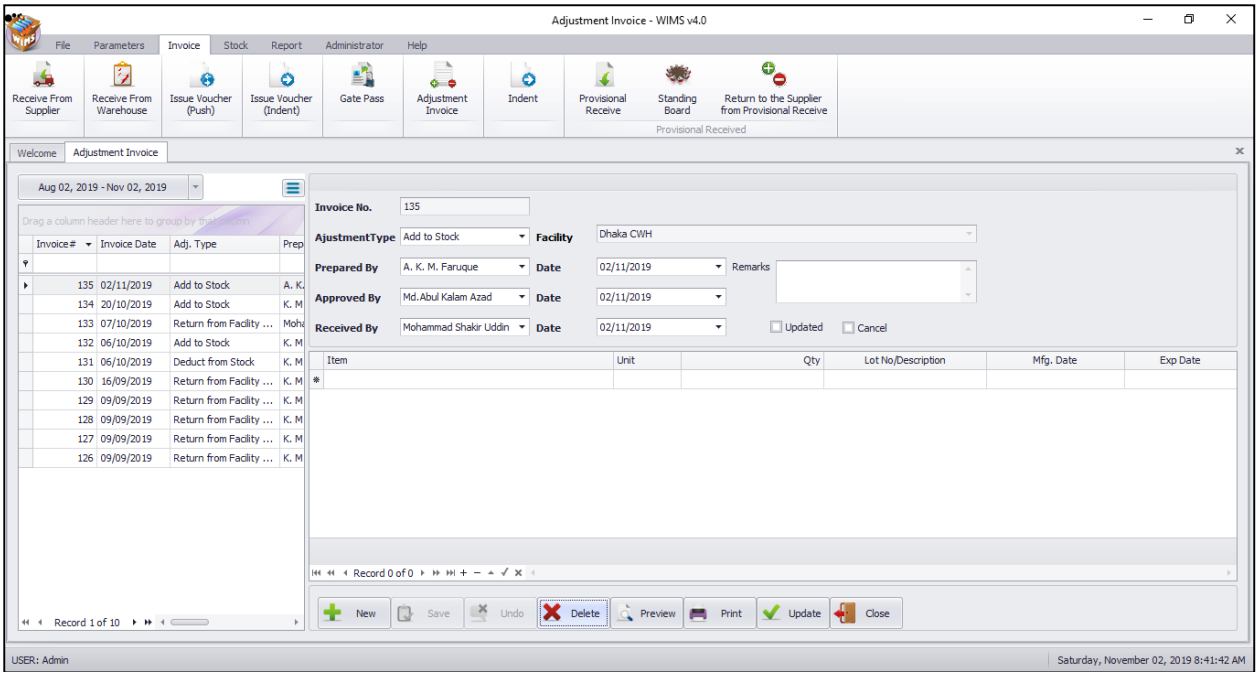


- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select any Adjustment Type from list.
- If available, select the Facility.
- Select the name of employees preparing and approving the invoice. Also mention preparation and approval dates.



- Press

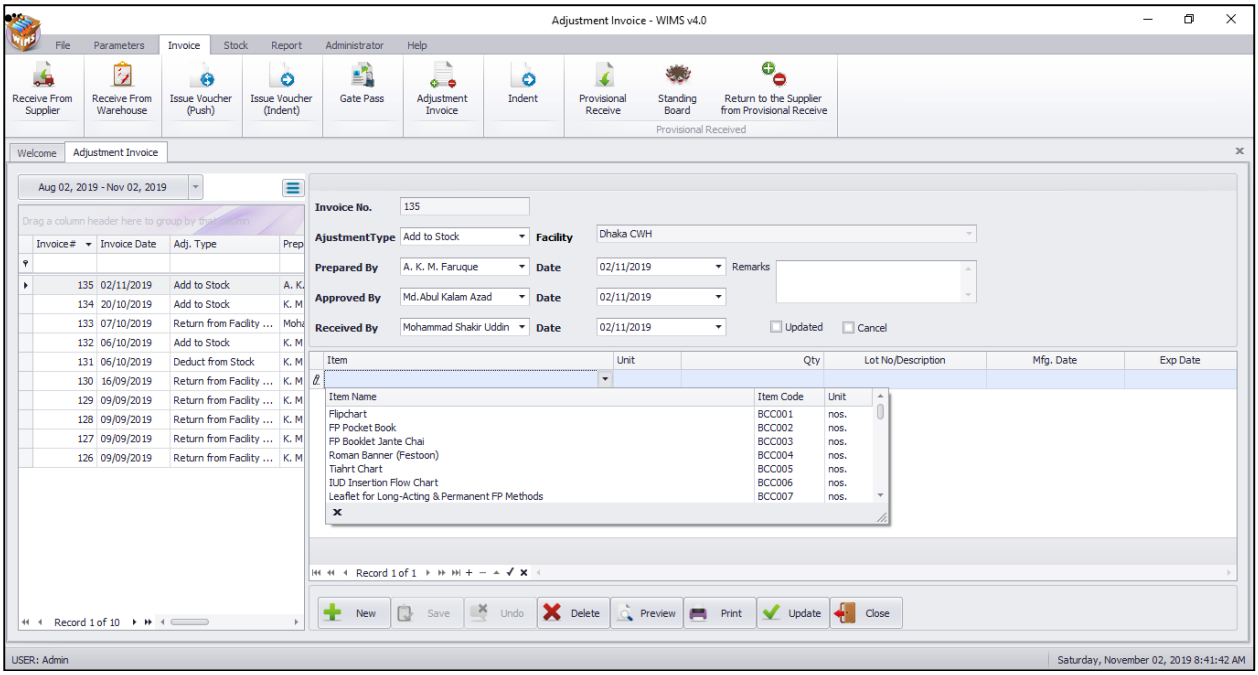
button.
- Your new Invoice no. will be visible in the Invoice list.



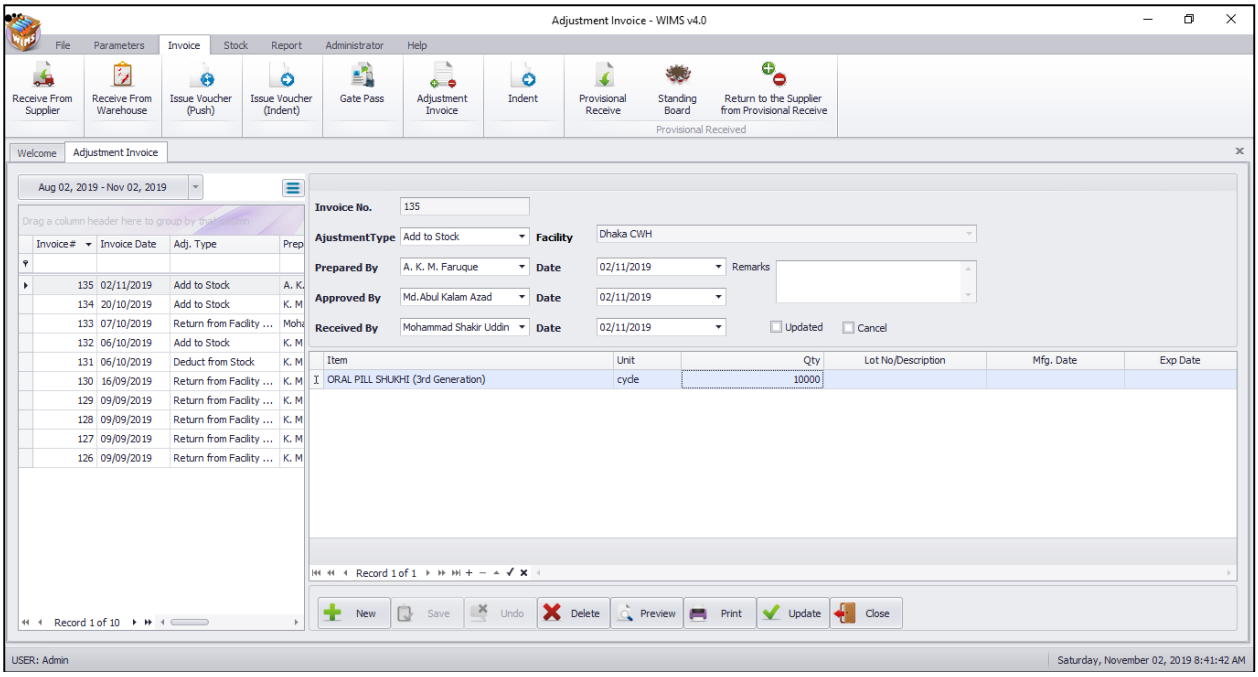
- If you want to cancel the new invoice entry, press **Esc** during editing to undo.

Adjustment Invoice Items Entry

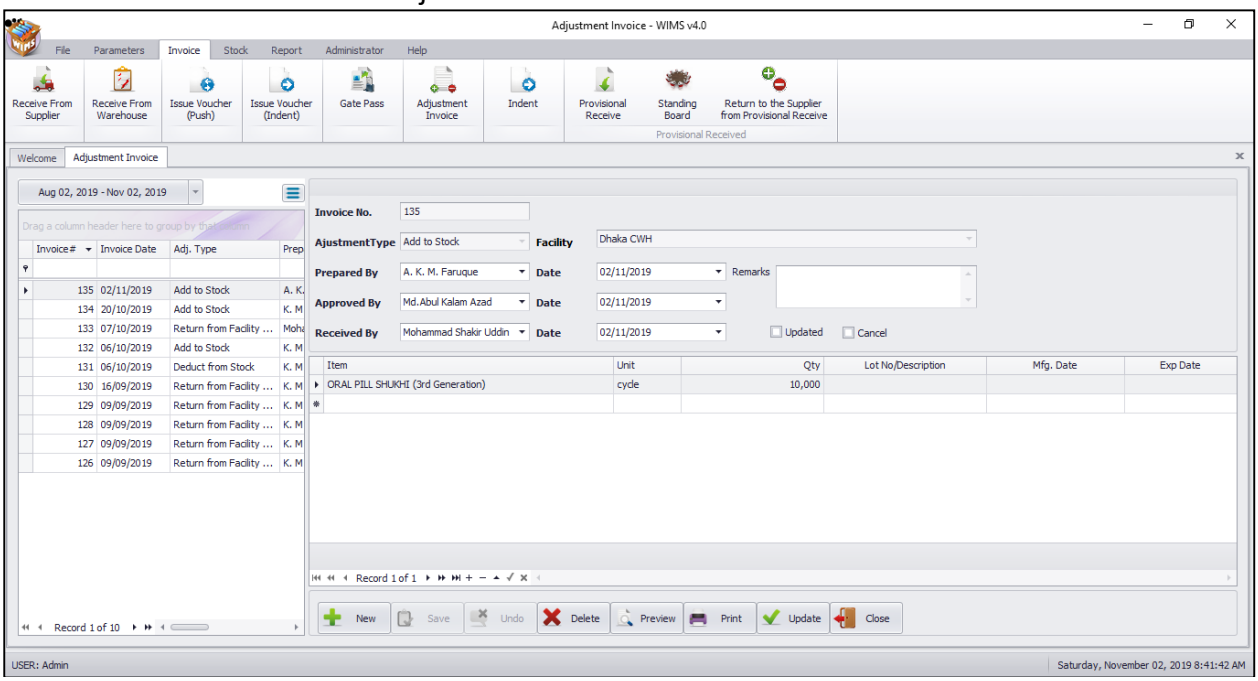
- Press button from the command buttons block. The form will look like the following screen:



- Select an item name from Item combo box.
- Unit field will be filled automatically.
- Enter Qty.
- Unit and Stock Qty will be filled in automatically.
- The Lot No., Mfg. Date and Expiry Date fields may be available for editing. If available fill up these fields if necessary.



- Press **<Enter>** button to save Adjustment line items.

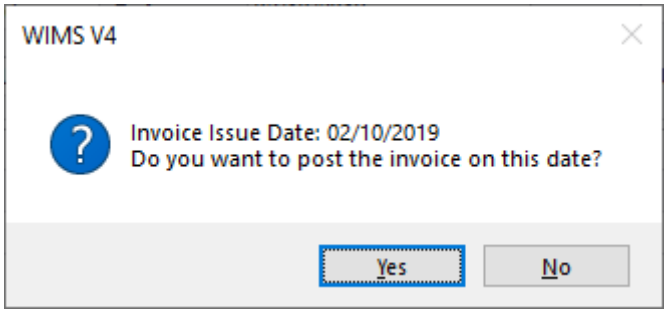


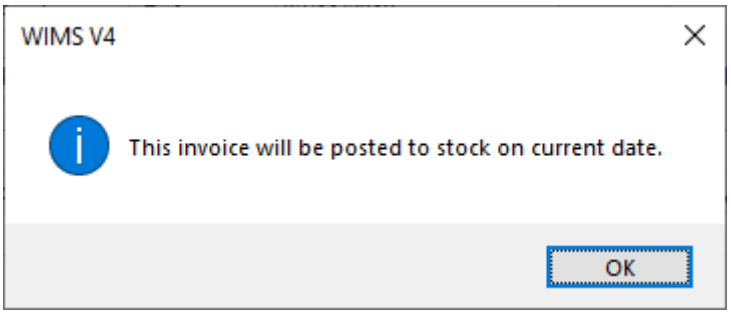
Updating the Stock

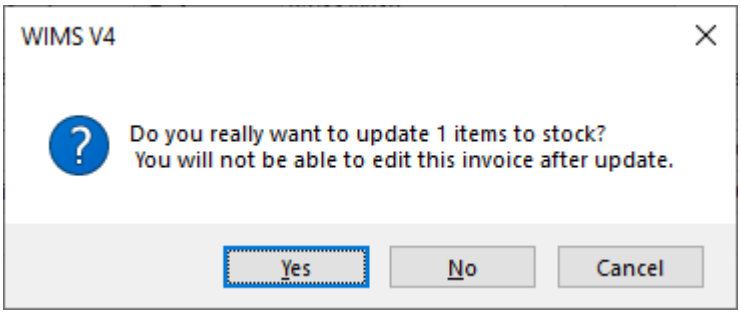
Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press **"Update"** button.
- A confirmation dialog will appear.





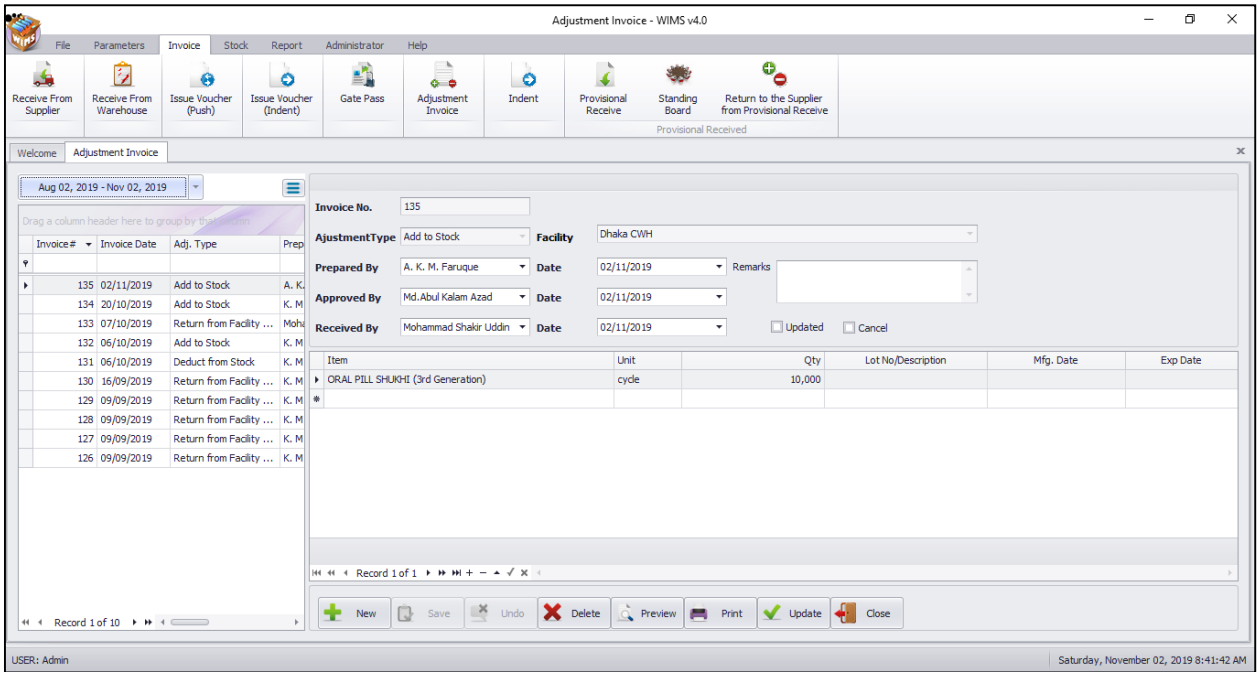


- Press 'Yes' if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

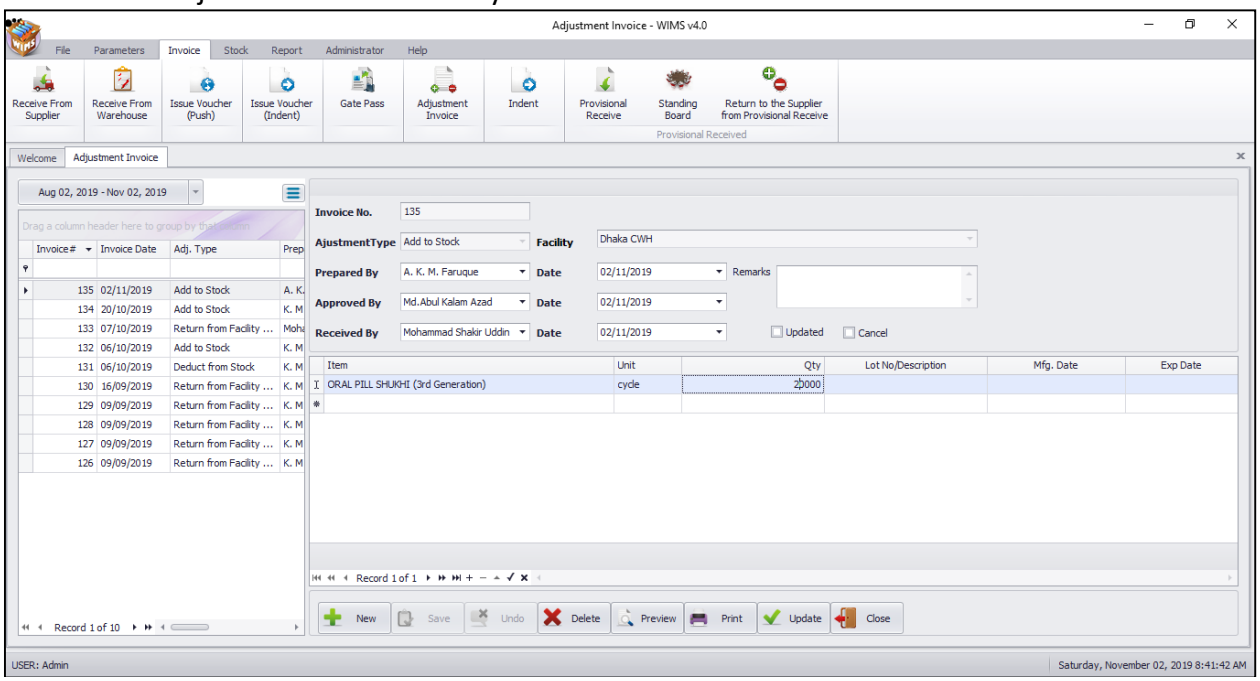
Edit an existing Adjustment Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press Save.
- If you want to cancel the current editing, press 'Esc' to undo the changes.

Edit an existing Adjustment Invoice Item



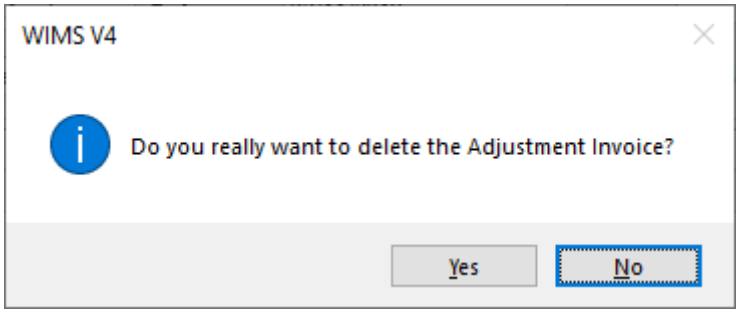
- Select the Adjustment Invoice item you want to edit from the items list in Block-C.



- Press F2 or click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press Save.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Adjustment Invoice

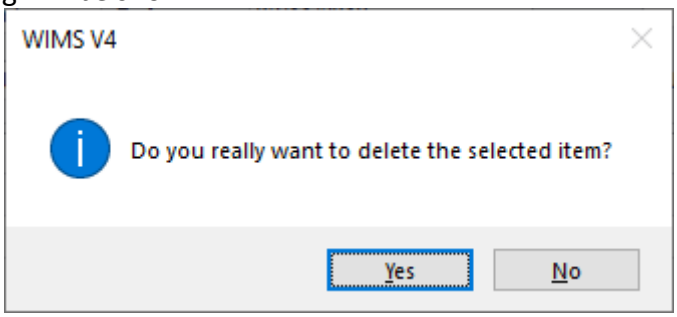
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Adjustment Invoice Item

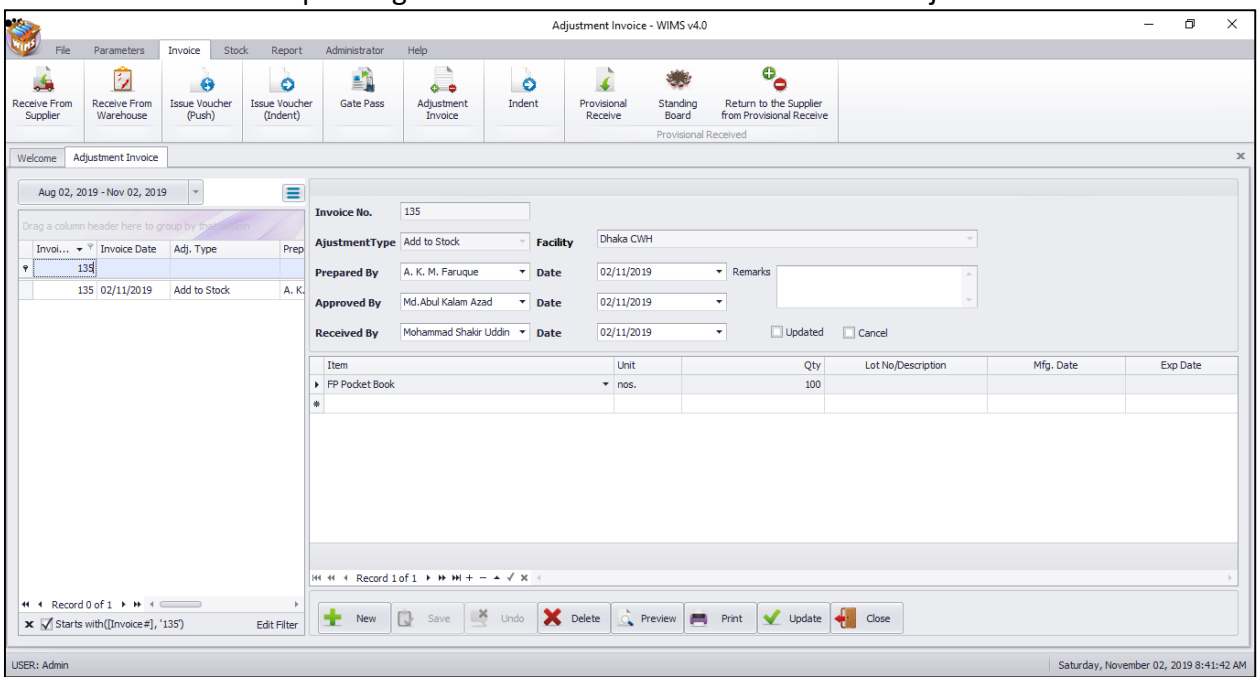
- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

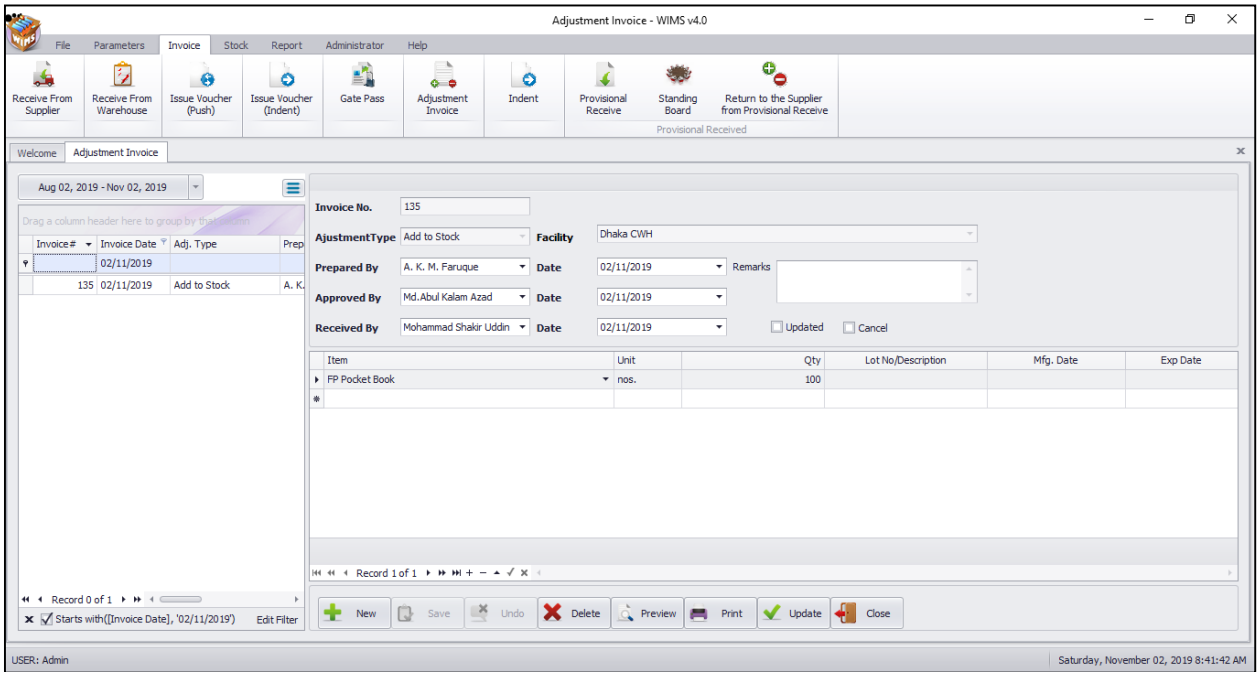
Search an Adjustment Invoice

- Press tab for expanding Receive Invoices form and to find an Adjustment Invoice

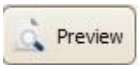


- Enter the Invoice no. you want to find in 'Adj. Invoice No, date, adj. type' in search box

filter row header just writing Invoice no. and following window will appear:
- If the Invoice is found then it will be shown selected.

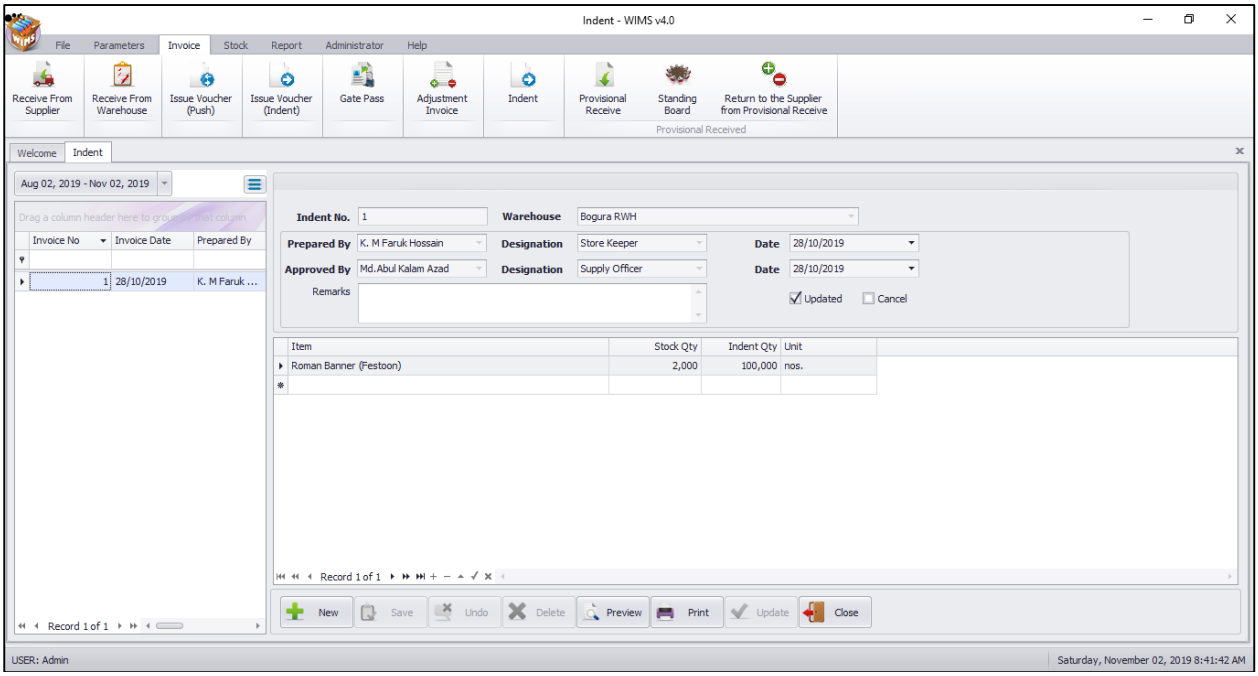


Print Adjustment Invoice

- Press 

button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

5.7. Indent

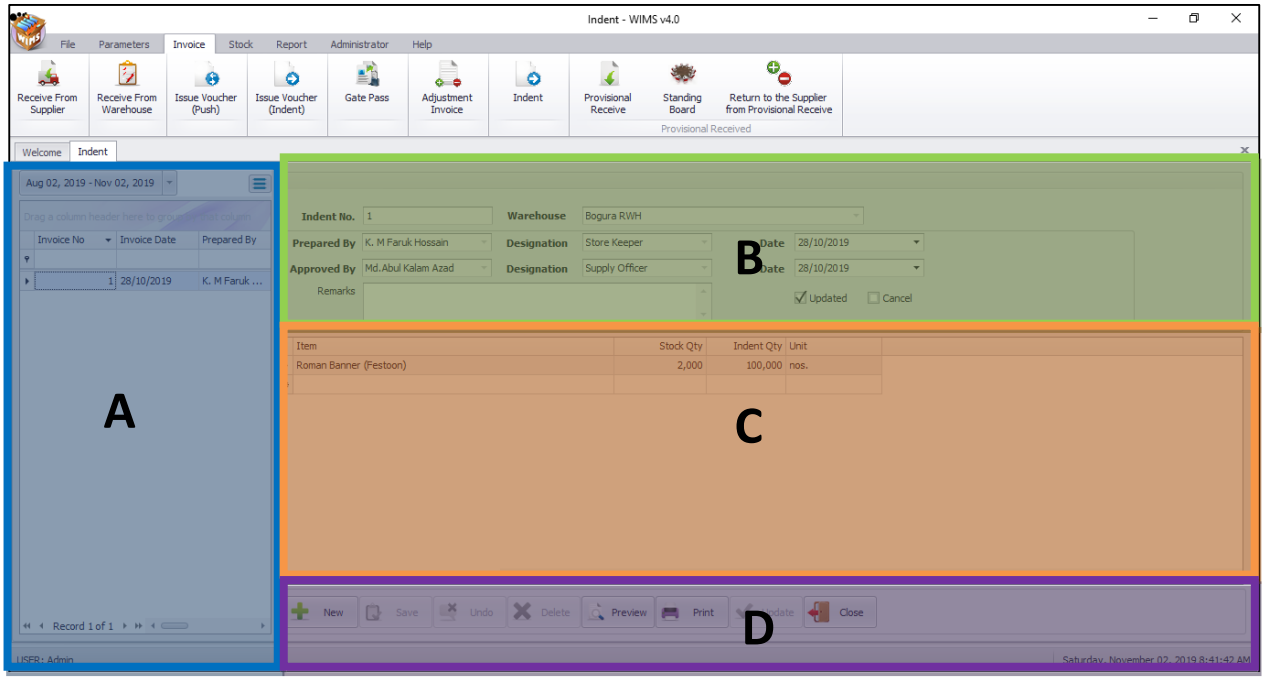


This form is used for various product indent, like – indent before physical stock items not in available in warehouses stock. This form is used to enter Indent Invoices, edit, update and print or delete not updated invoice invoices.

Open Indent Form

- Run **WIMSv4**
- Select **Invoice > Indent**… from **Invoice** menu.
- The **Indent** form is displayed.

General Description of Indent Form



This form is used to edit, create, delete, and print Adjustment Invoices. The form are grouped into 4 (four) blocks –

A. *Invoice List*:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date.
- Prepared By

B. *Invoice Entry Fields*:

To describe an invoice, following fields are required.

- Indent No* – A unique sequence to represent the invoice.
- Warehouse*– Select a warehouse which will send to indent.
- Prepared By* and Approved By*– Name of employees who are responsible for indent of items.
- Prepared By Designation* and Approved By Designation*– Relevant designation of the preparation, approval and issue of indent.
- Prepared by Date and Approved by Date– Relevant dates of the preparation, approval and issue of indent.
- Remarks – Comments about the adjustment reasons, outcome etc.

- Update - Check box to update an Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

C. *Invoice Items Entry Fields:*

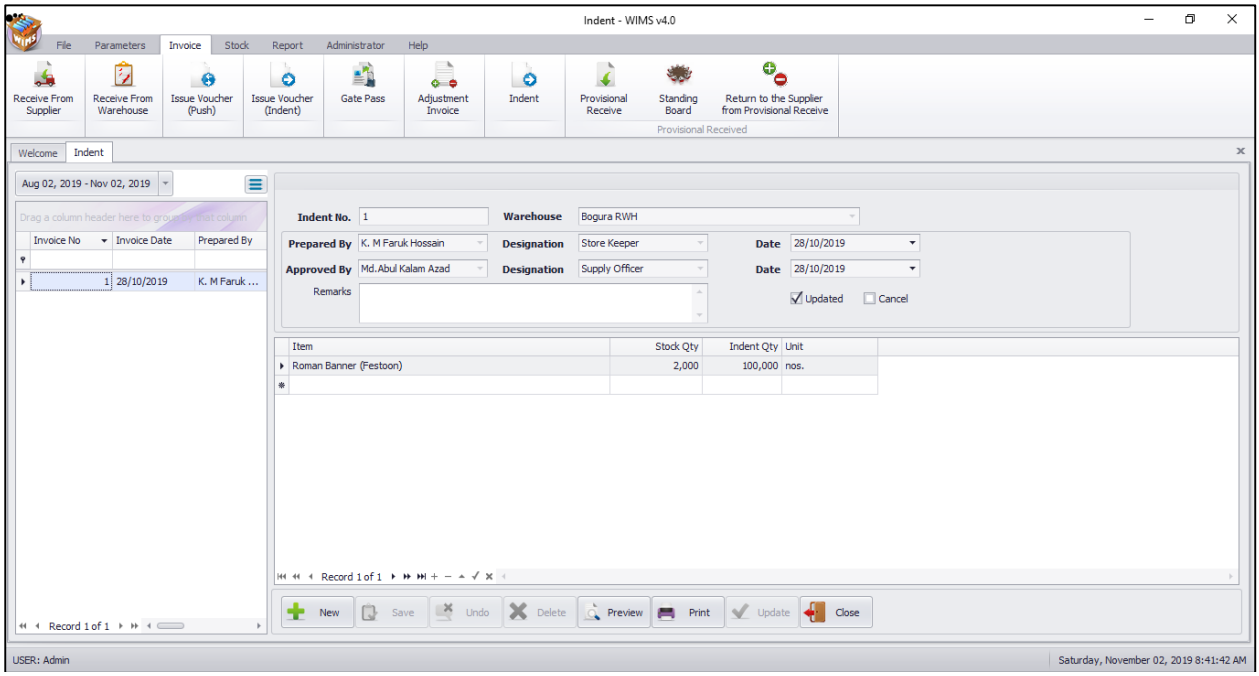
Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item* – Name of item adjusted.
- Stock Qty – Current stock quantity in facility.
- Indent Qty* – Quantity of goods indent.
- Unit – unit of measurement of item.

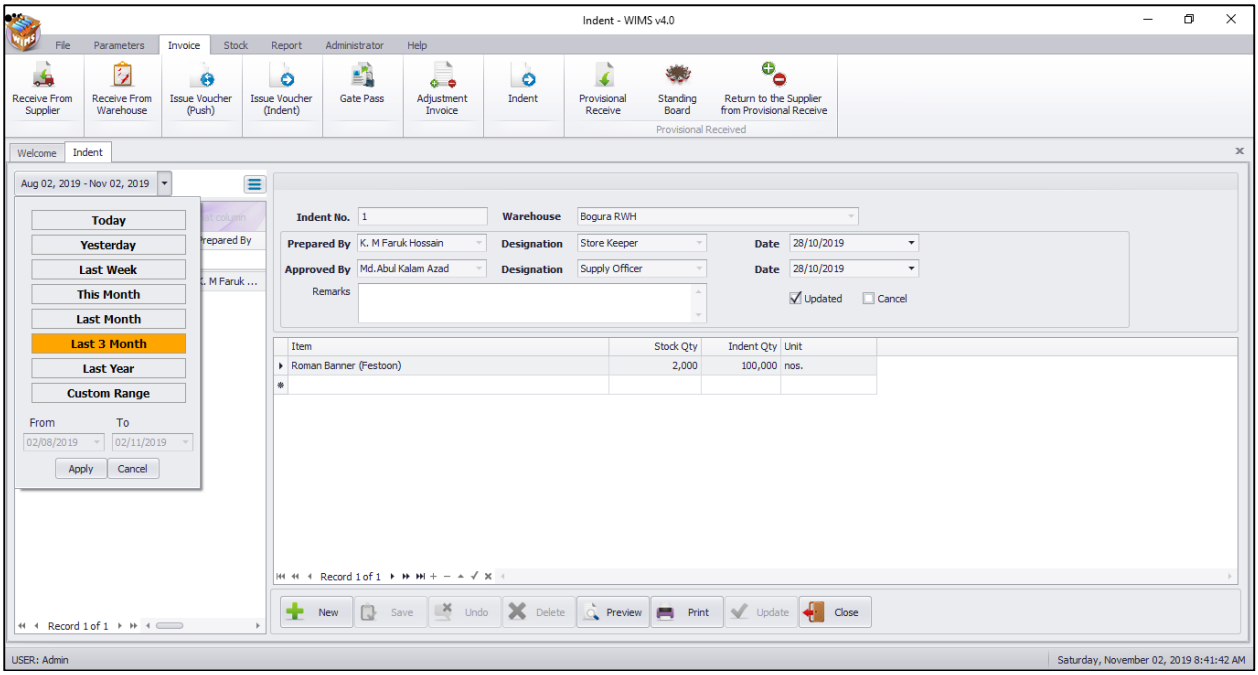
D. *Command buttons*:

A number of buttons to manipulate the Invoices.

View information about a specific Indent Invoice

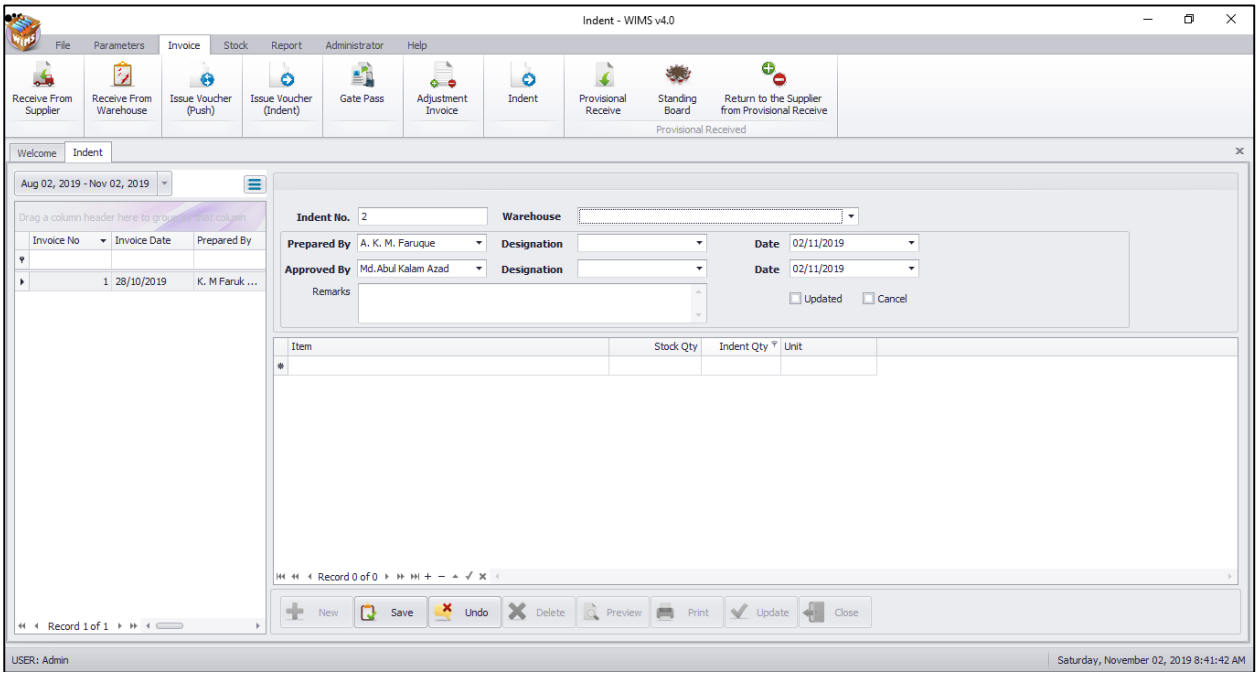


- Select the indent to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in four ways – Invoice No, Invoice Date, and Indent Prepared by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press **"Filter"** button to list less or more invoice.

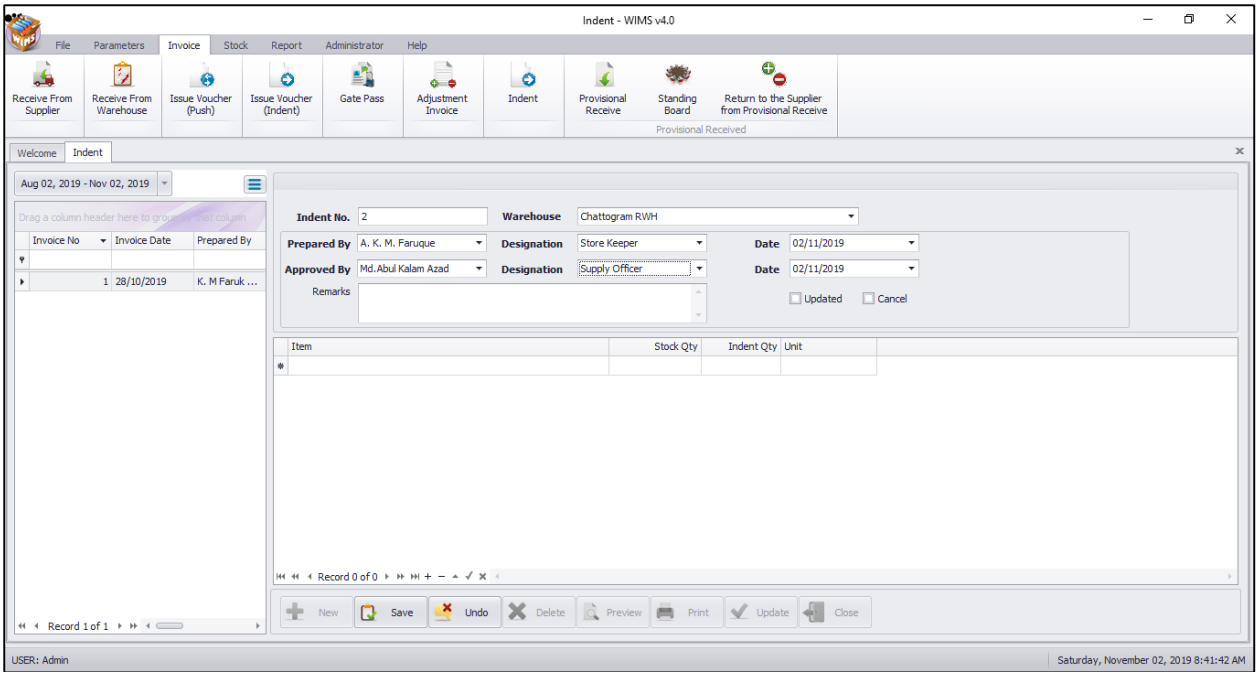


Enter a new Indent

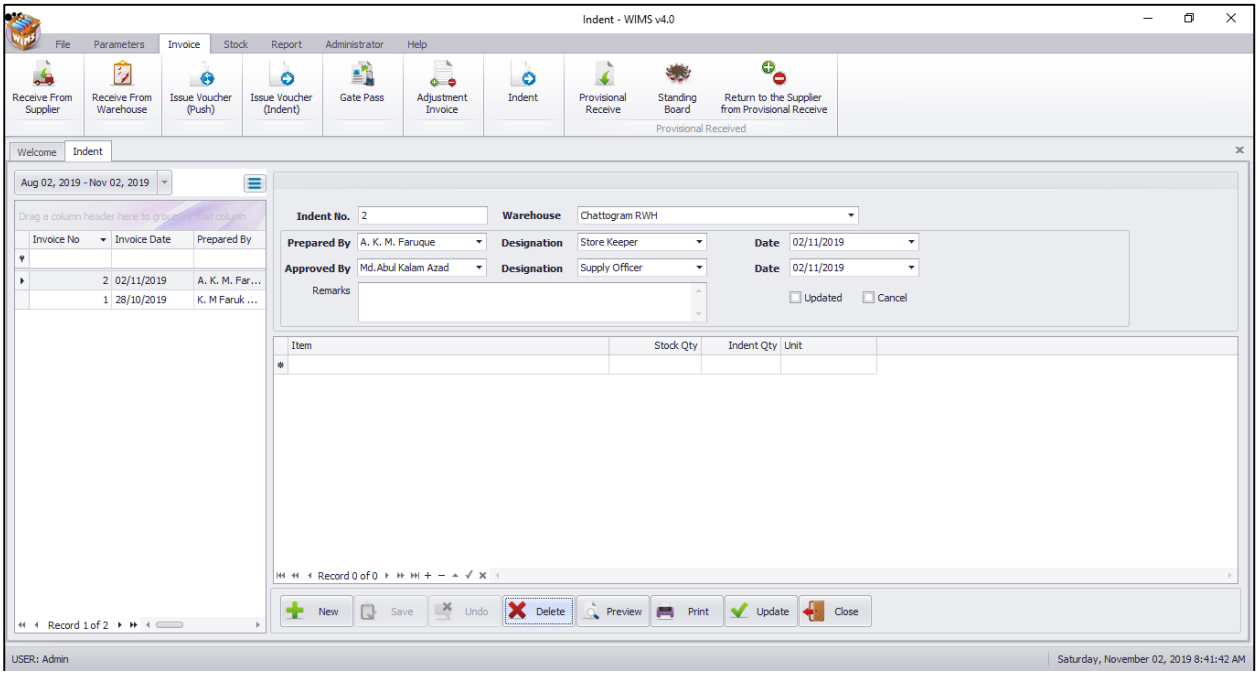
- Press button from the command buttons block. The form will look like the following screen:



- The indent No. will be generated automatically.
- Warehouse automatically selected which supply to you.
- Select the name of employees preparing and approving the indent. Also mention preparation approval and issued dates.
- Select designation of prepared by and approve by.
- Date fields will be filled with current date. You can change if necessary.



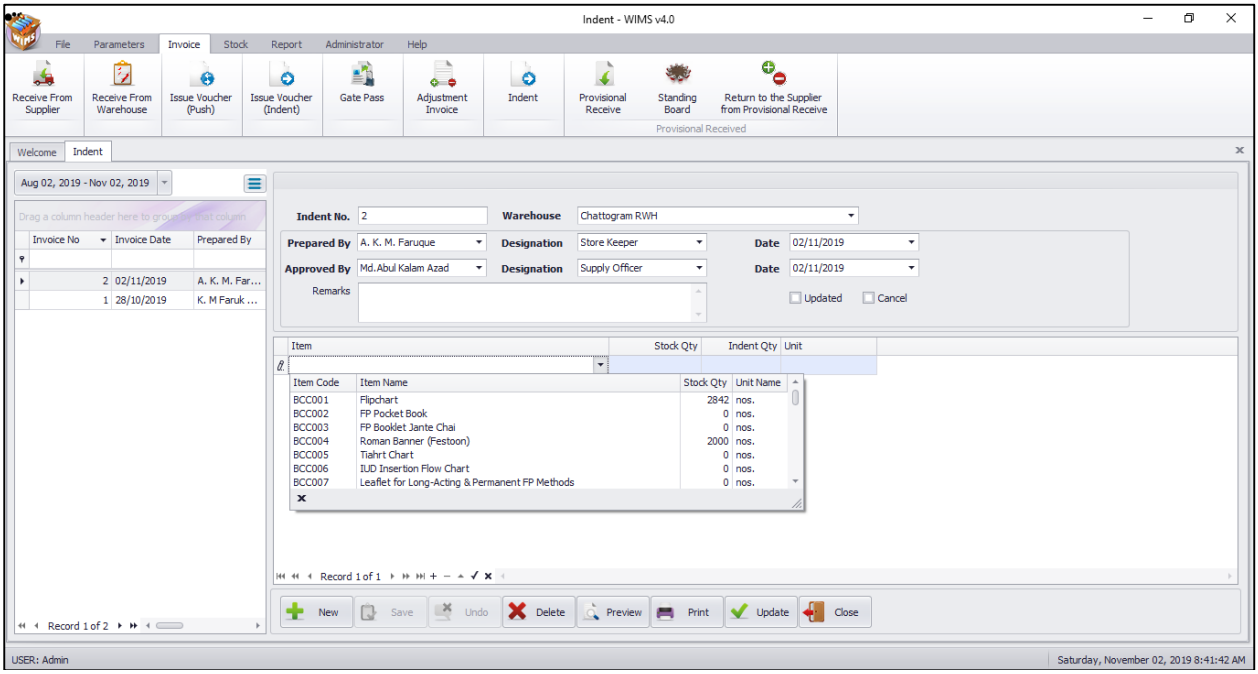
- Press button.
- Your new Invoice no. will be visible in the Invoice list.



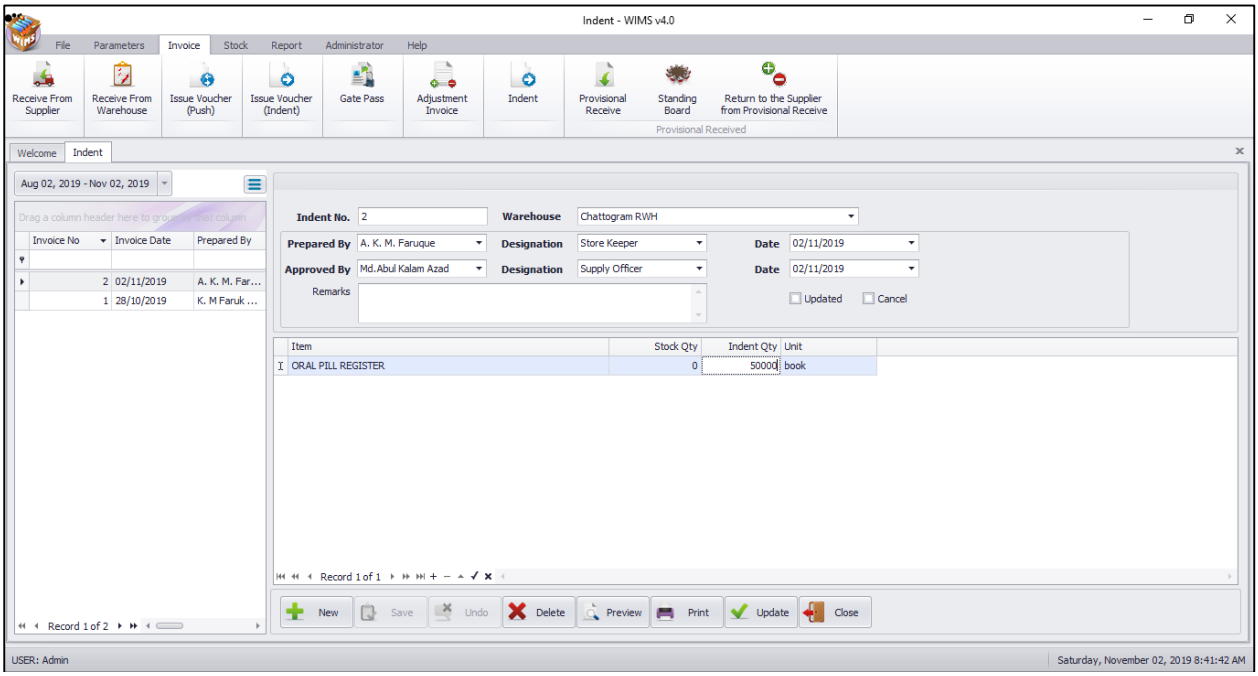
- If you want to cancel the new invoice entry, press '**Esc**' during editing to undo.

Indent Items Entry

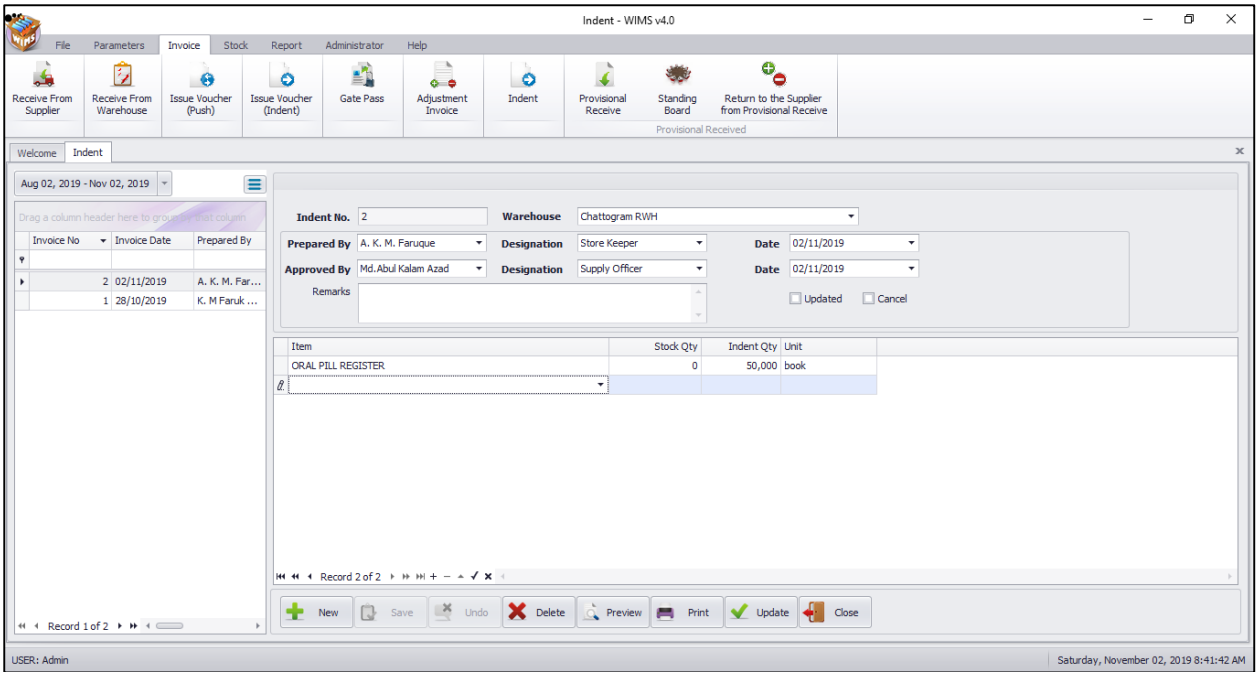
- Press button from the command buttons block. The form will look like the following screen:



- Select an item from **Item Name** combo box.
- Unit and Stock Qty will be filled in automatically.
- Enter 'Indent Qty'.



- Press **<Enter>** button to save indent line items.

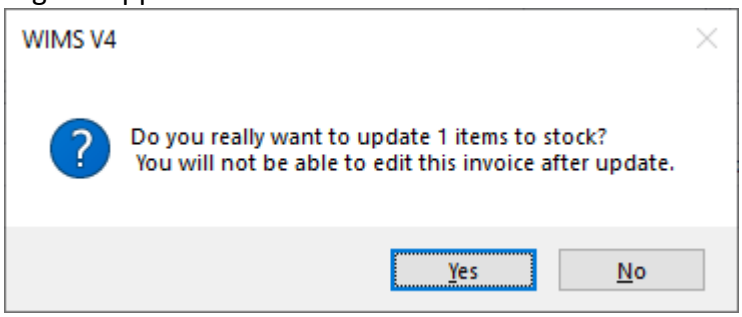


Updating

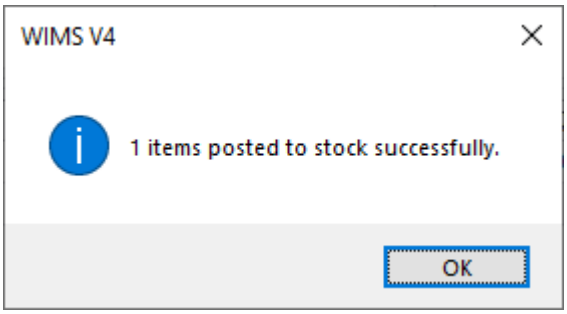
Entry of a new invoice does not upload to web automatically. After the invoice entry is complete, press **"Update"** button to upload to SCMBD for warehouse download in available internet.

Note: After the invoice figures are updated, the invoice will be locked – you will not be allowed to change any figure.

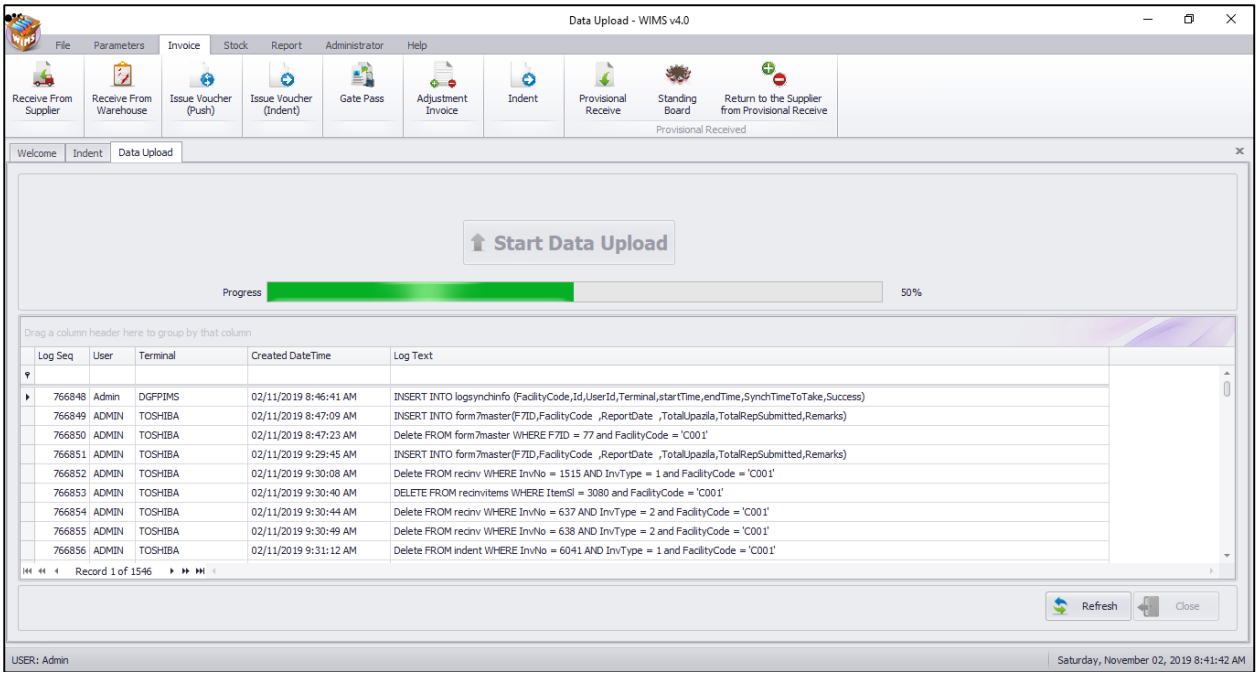
- Press **"Update"** button.
- A confirmation dialog will appear.



- Press '**Yes**' if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.



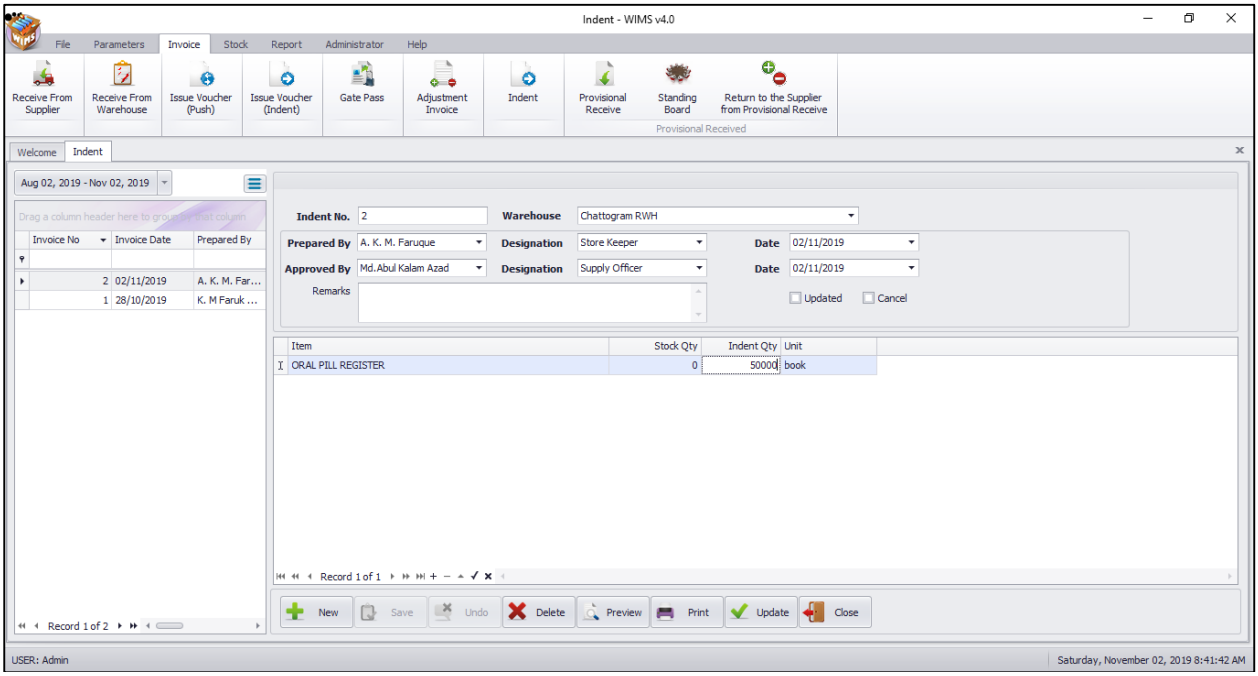
Press on 'OK'



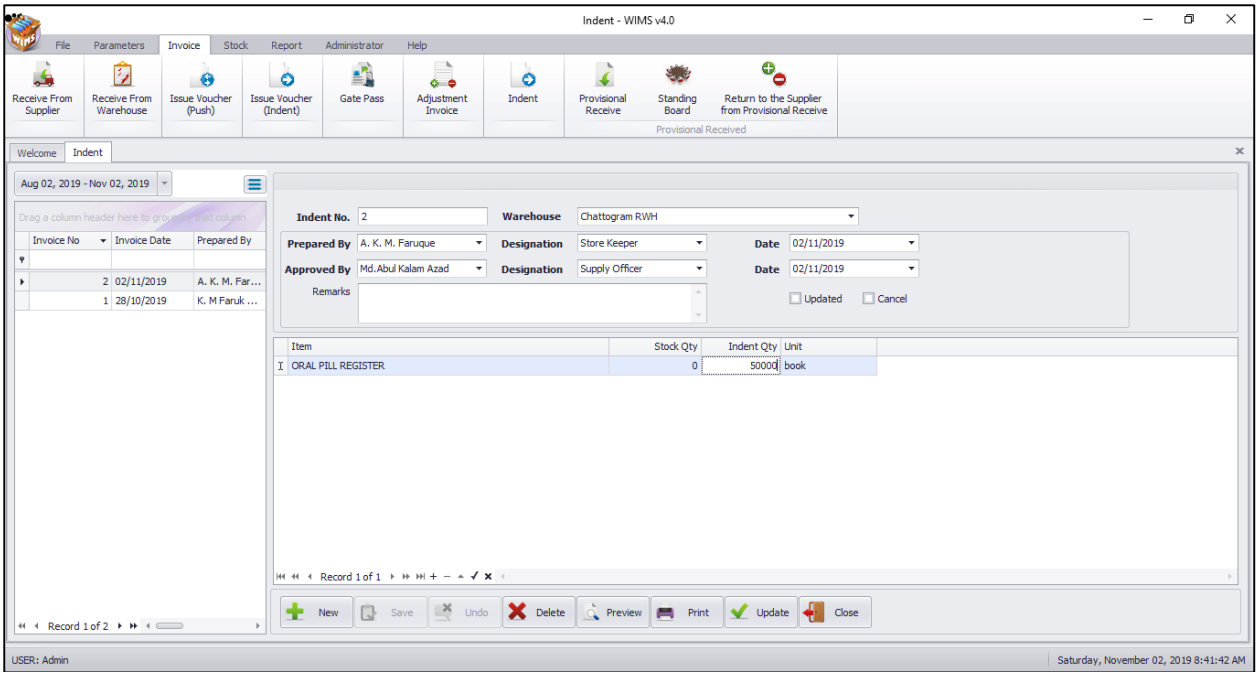
Edit an existing indent

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press '**Save'** button.
- If you want to cancel the current editing, press '**Esc'** to undo the changes.

Edit an existing Indent Item



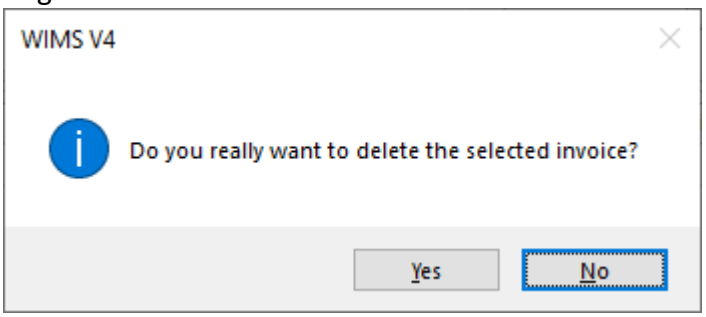
- Select the Indent item you want to edit from the items list in Block C.



- Press F2 or click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Indent

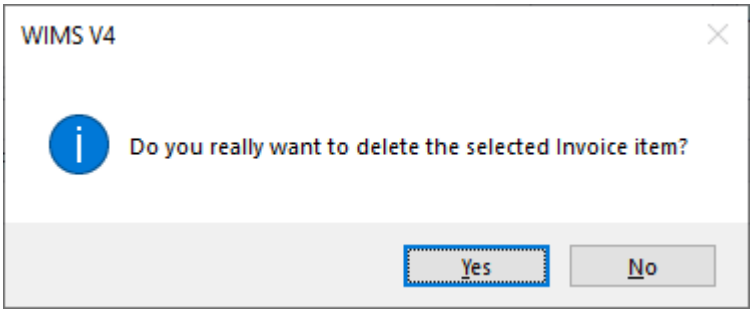
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Indent Item

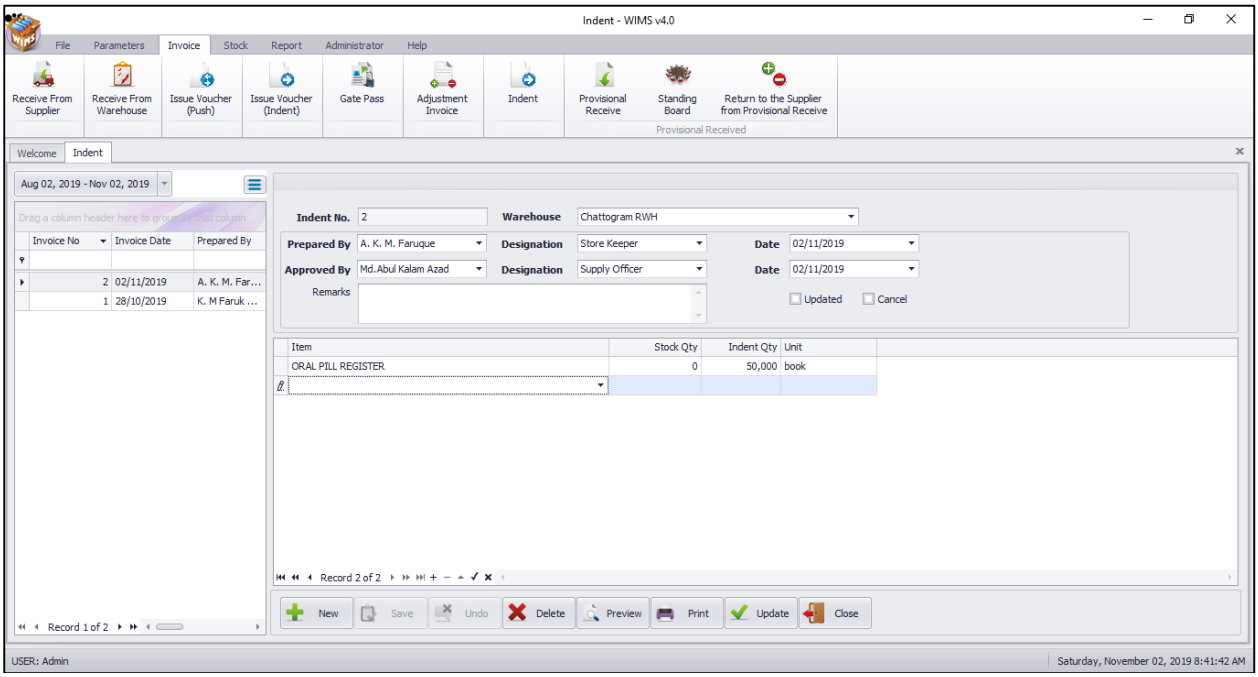
- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

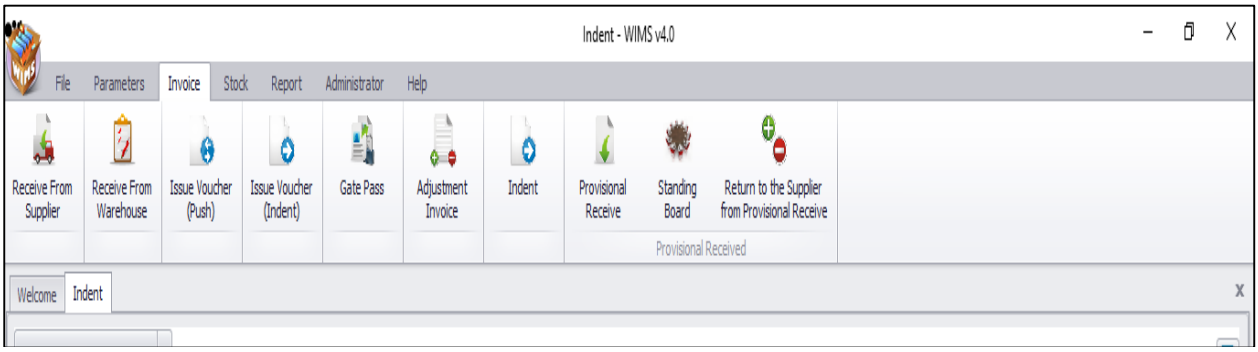
Search an Indent Invoice

- Press tab for expanding Receive Invoices form and to find an indent Invoice



- Enter the Invoice no. you want to find in Invoice No, date, in search box

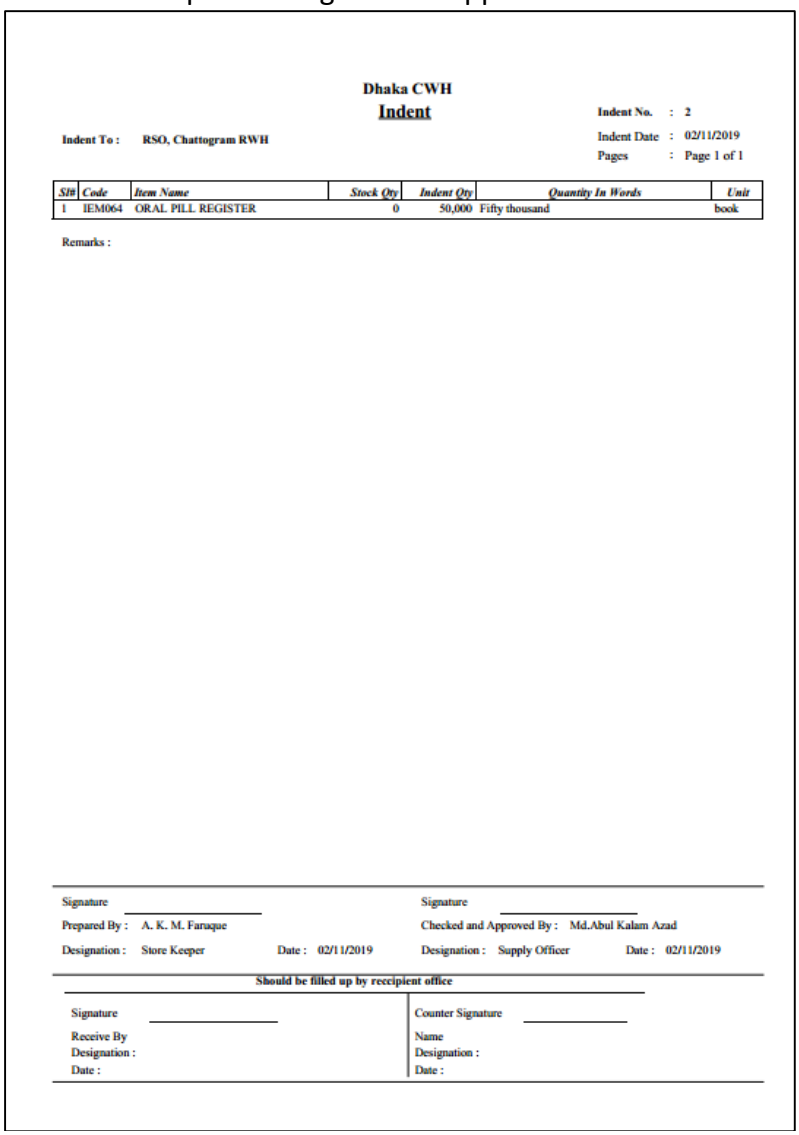
filter row header just writing Invoice no. and following window will appear:
- If the Invoice is found then it will be shown selected.



Print Indent

- Press

button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.



Dhaka CWH

Indent

Indent No. : 2

Indent Date : 02/11/2019

Pages : Page 1 of 1

Indent To : RSO, Chattogram RWH

Slt	Code	Item Name	Stock Qty	Indent Qty	Quantity In Words	Unit
1	IEM064	ORAL PILL REGISTER	0	50,000	Fifty thousand	book

Remarks :

Signature

Prepared By : A. K. M. Faruque

Designation : Store Keeper Date : 02/11/2019

Signature

Checked and Approved By : Md.Abul Kalam Azad

Designation : Supply Officer Date : 02/11/2019

Should be filled up by reccipient office

Signature

Receive By

Designation :

Date :

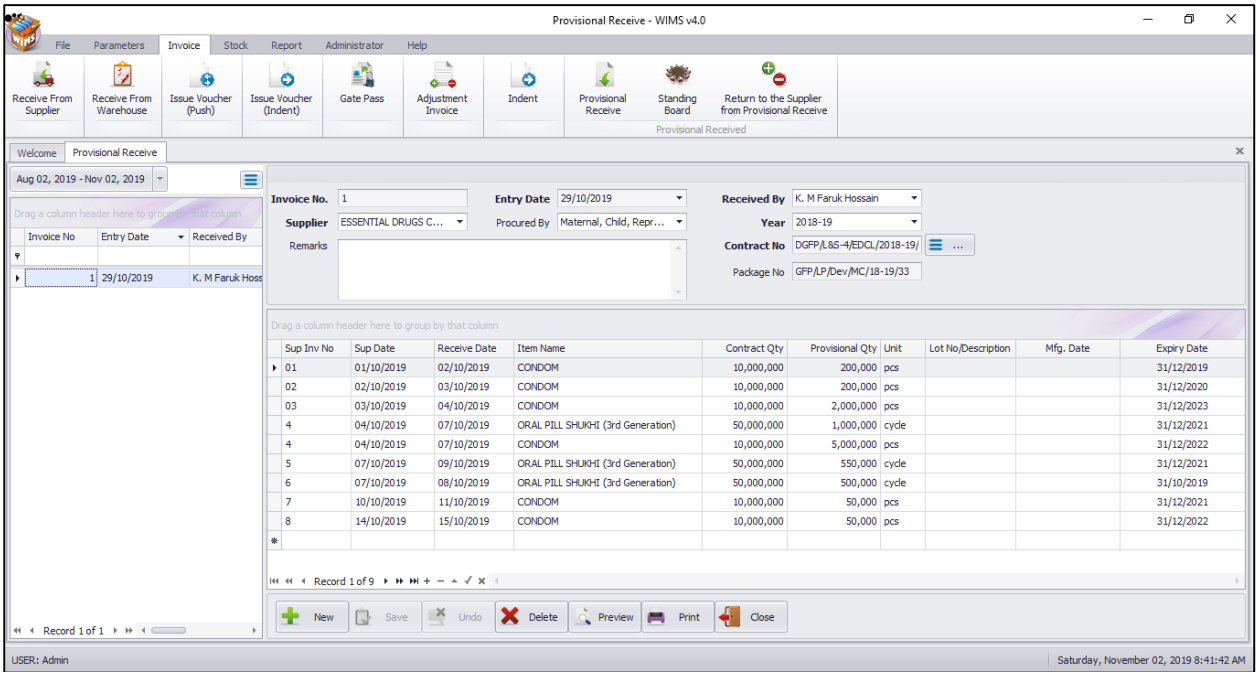
Counter Signature

Name

Designation :

Date :

5.8. Provisional Receive

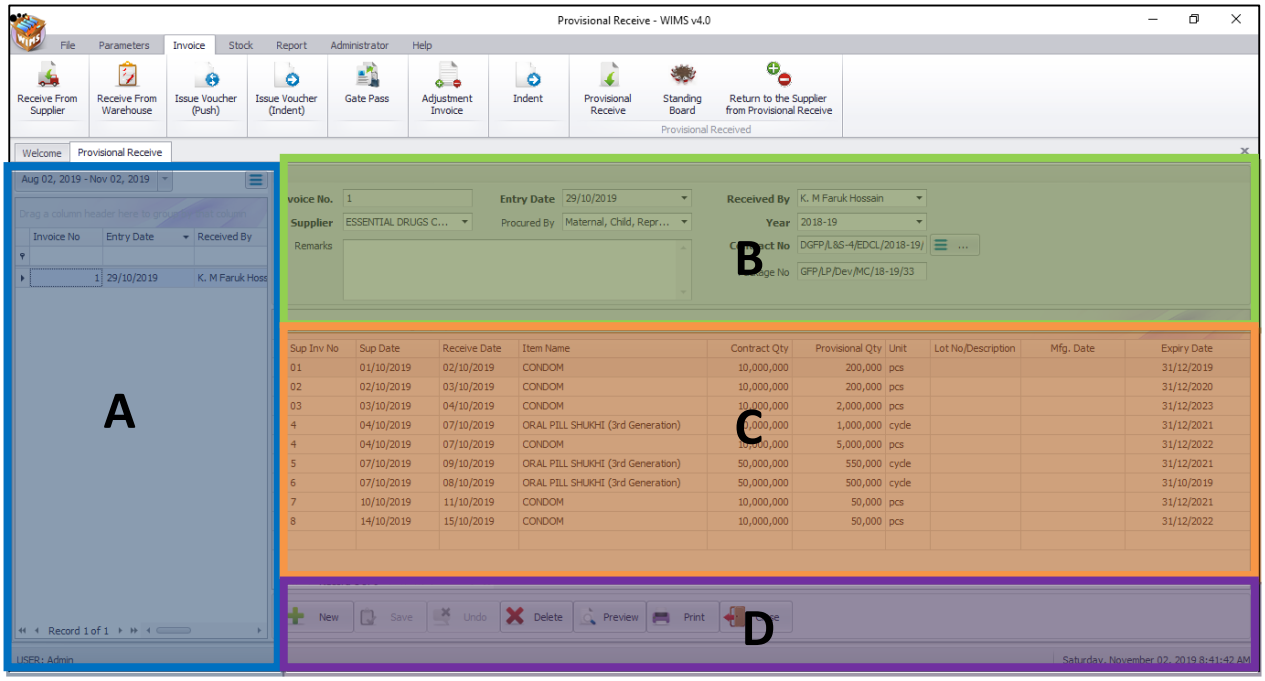


This form is used for Provisional receive in available contracted with supplier in SCMP. This form is used to enter provisional receive Invoices, edit, update and print or delete not updated invoice invoices.

Open Provisional Receive Invoice Form

- Run **WIMSv4**
- Select **Invoice > Provisional Receive**… from **Invoice** menu.
- The **Provisional Receive** form is displayed.

General Description of Provisional Receive Form



This form is used to edit, create, delete, and print Adjustment Invoices. The form are grouped into 4 (four) blocks –

A. *Invoice List*:

Invoices can be listed grouped by

- Invoice No.
- Entry Date.
- Receive By.

B. *Invoice Entry Fields*: To record an Invoice, 8 (eight) fields are required as follows:

- Invoice No* – A unique sequence to represent the invoice.
- Entry Date* – Date of receipt of goods.
- Received By* – Name of receiving officer.
- Supplier* – Name of supplier.
- Procured By –Name of procuring entity
- Year –Package contract year.
- Contract No –Package contract number.
- Package No –selected contact package.

All of the above fields are mandatory.

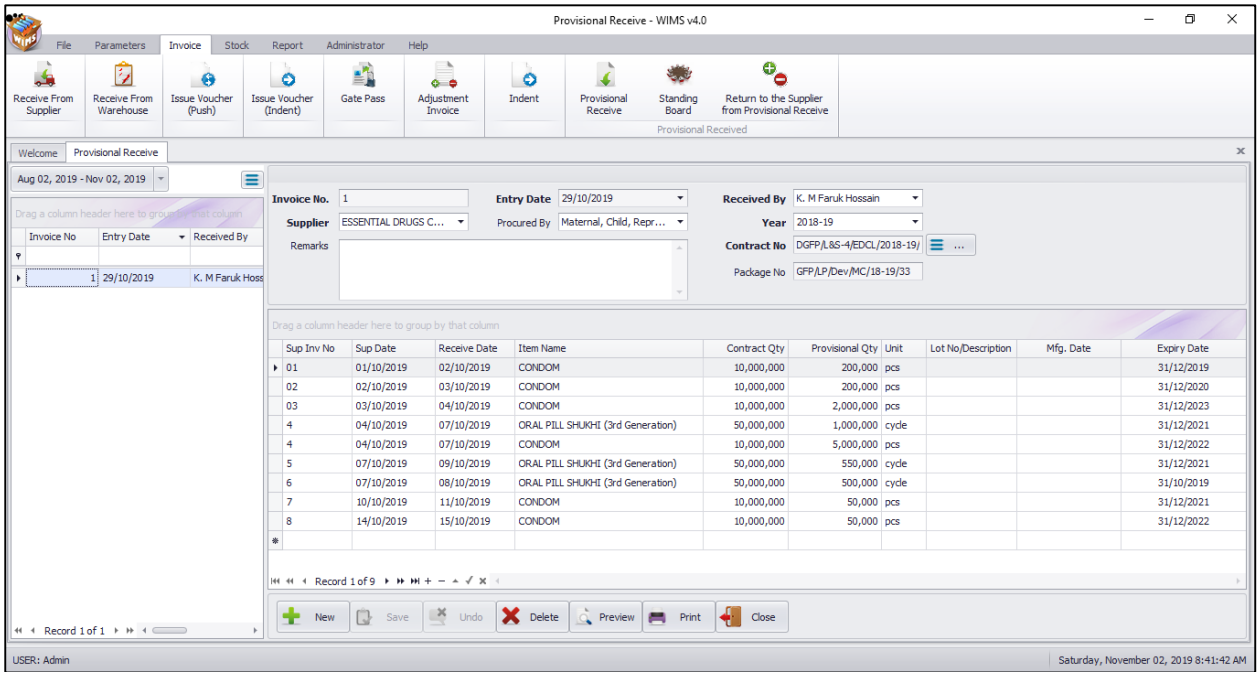
C. *Invoice Items Entry Fields:* Invoices consist of line items. There is one line for each item received and has the following 8 (eight) fields:

- Sup Inv No* – Voucher No. of supplier.
- Sup Date* – Date of supplier voucher.
- Receive Date* – Date of receipt of goods.
- Item Name* – Name of item received.
- Contract Qty – Name of item received.
- Provisional Qty* – Total quantity of good provisional received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – date of expiry of the received goods.

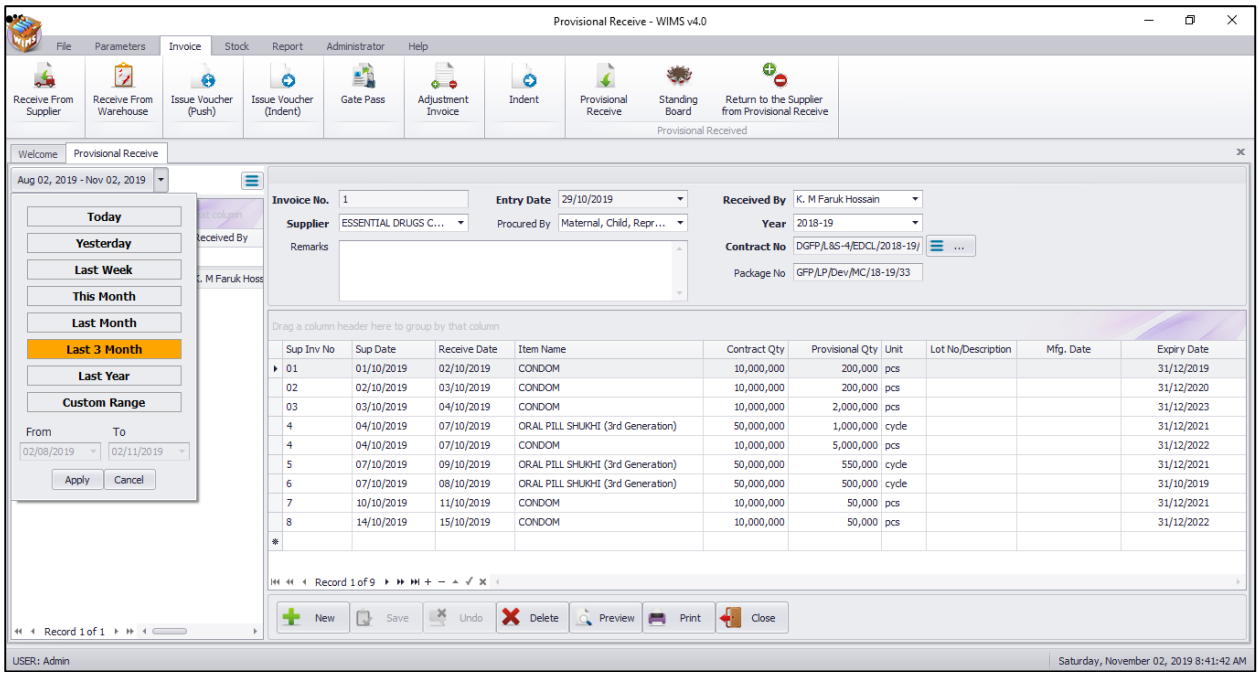
Sup Inv No, Sup Date, Receive Date, Item name, Contract Qty, and Received Qty are mandatory. Unit field is shown automatically. Other fields are optional.

***D. Command buttons*:** A number of buttons to manipulate the Invoices.

View information about a specific Indent Invoice



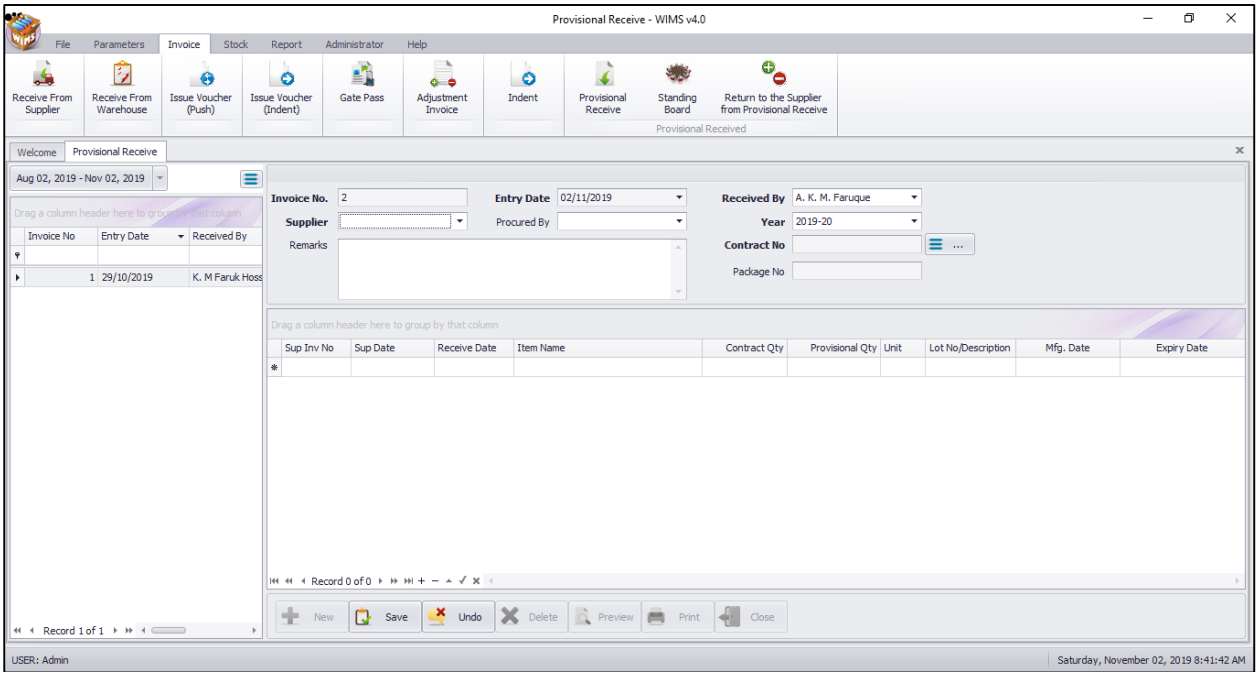
- Select the Provision Invoice to view from the tree list in Block A. Using the Group– invoices can be grouped in four ways – Invoice No, Entry Date, and Receive by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are shown based on the '**Filter Criteria'**. Only invoices that fall between '**Start Date'** and '**End Date'** are listed. You can change the dates and press **'Filter'** button to list less or more invoice.



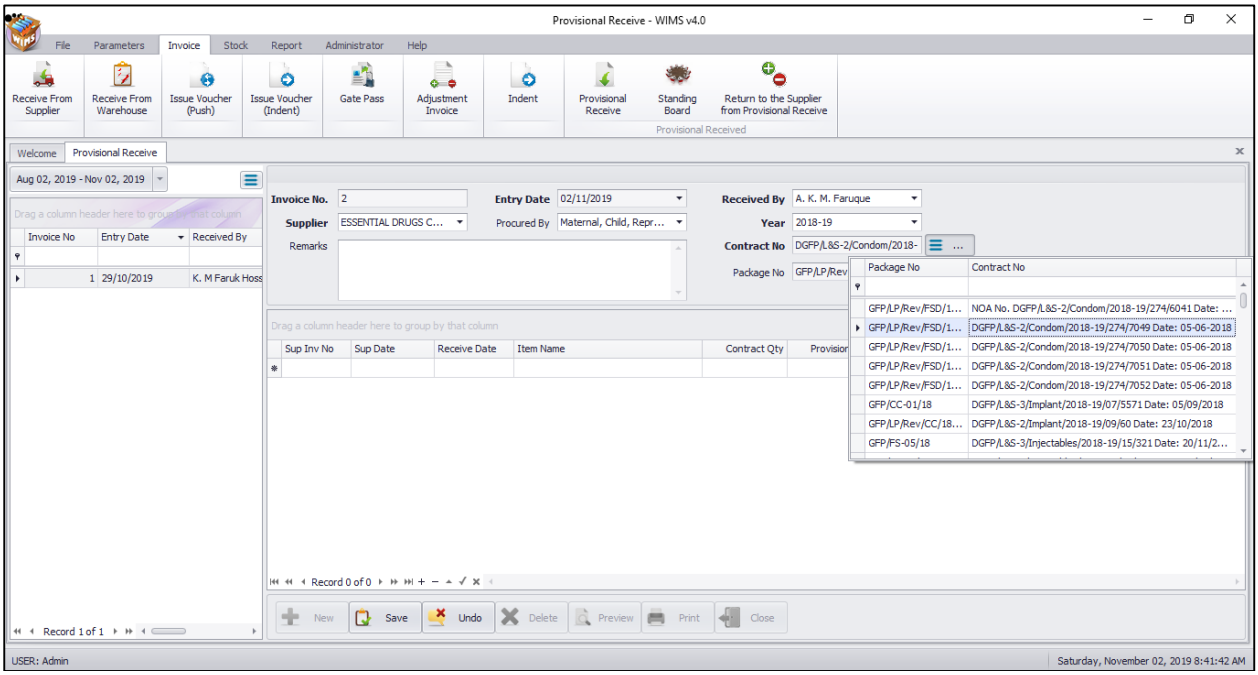
Enter a new Provisional Receive Invoice

- Press

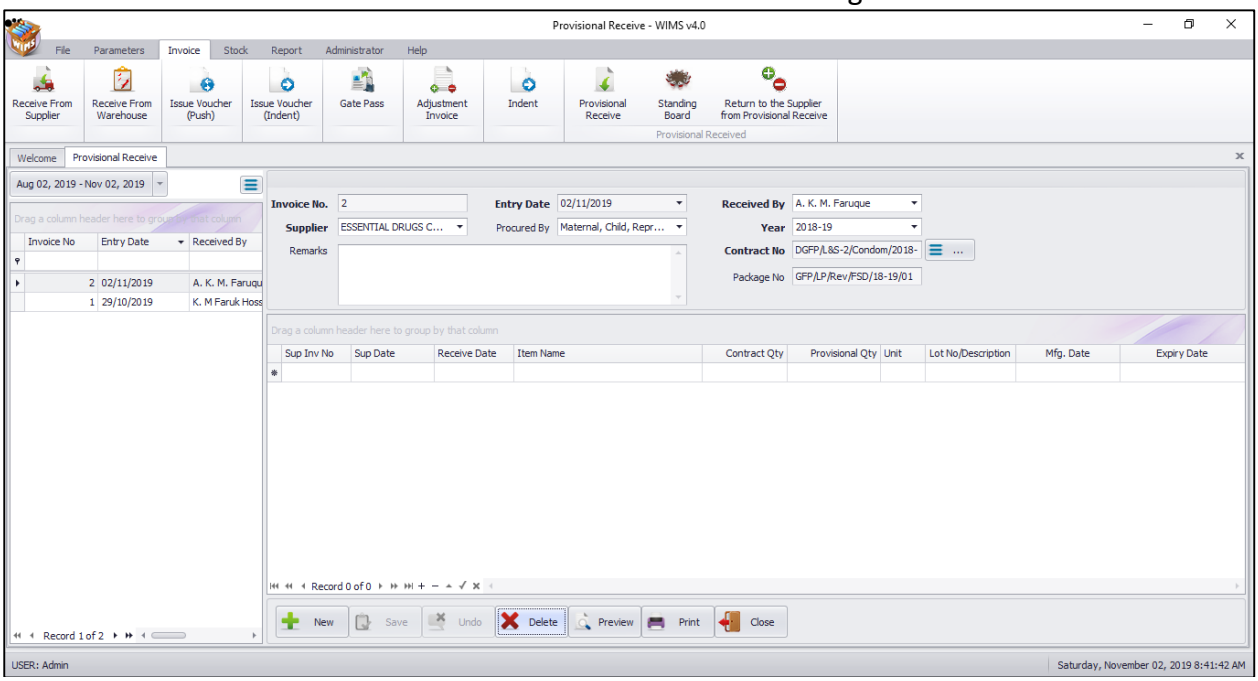
button from the command buttons block. The form will look like the following screen:



- The Provisional Receive "**Invoice No.**" will be generated automatically.
- Select a Supplier from "**Suppliers**" combo who supply to you.
- Automatically selected the name of employee "**Received By**" the Provisional Receive. Also mention "**Entry Date**".
- Select **Procured by**, **Year** and **Contract No.** after selecting contract no the package no will be selected automatically.
- Date fields will be filled with current date. You can change if necessary.



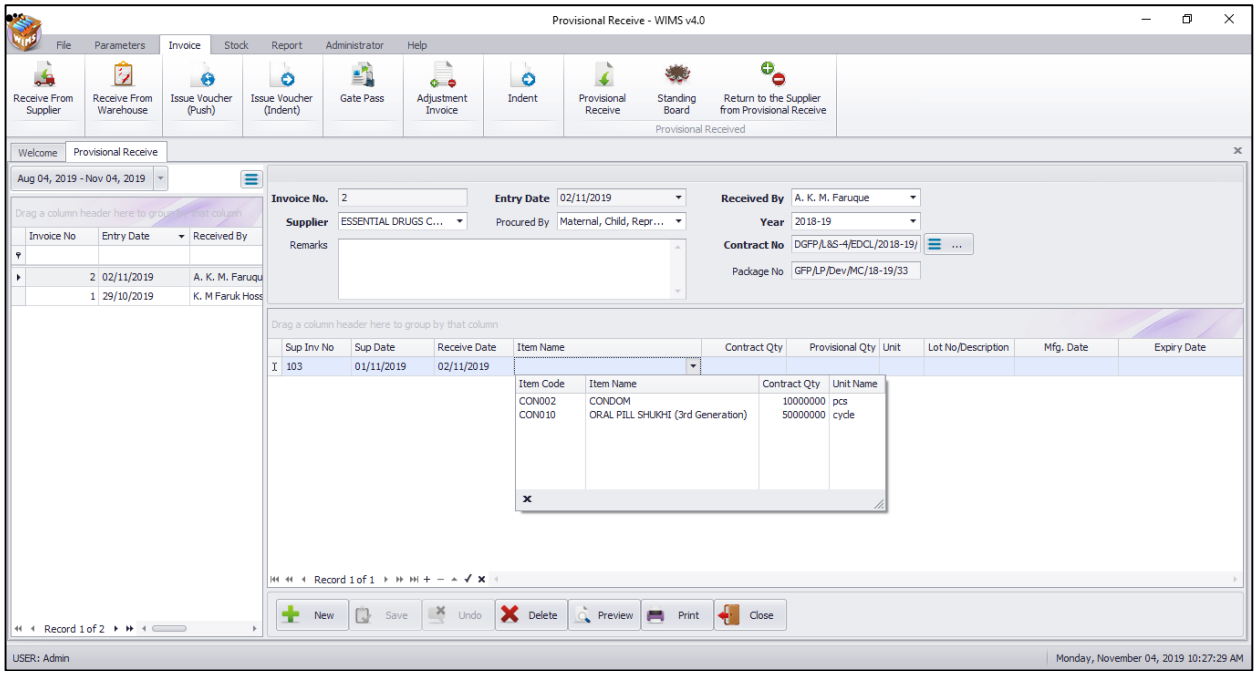
- Press button.
- Your new Invoice no. will be visible in the Invoice list like following screen -



- If you want to cancel the new invoice entry, press '**Esc**' during editing to undo.

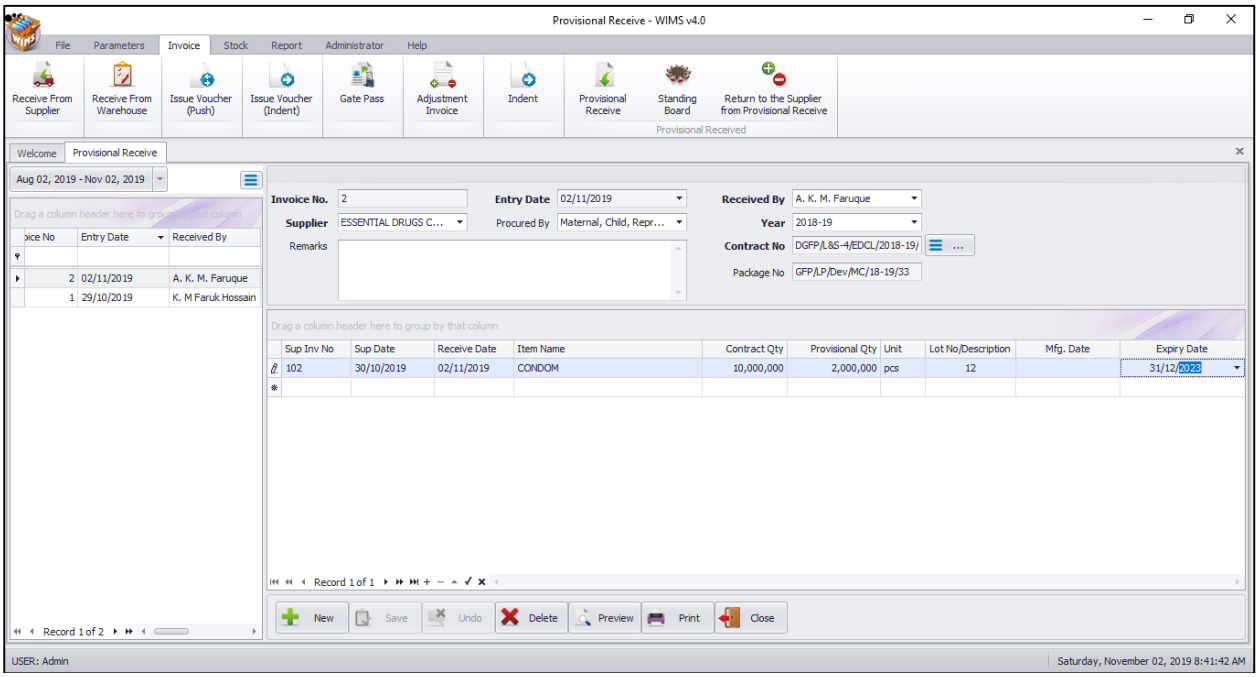
Provisional Receive Items Entry

- Press button from the command buttons block. The form will look like the following screen:

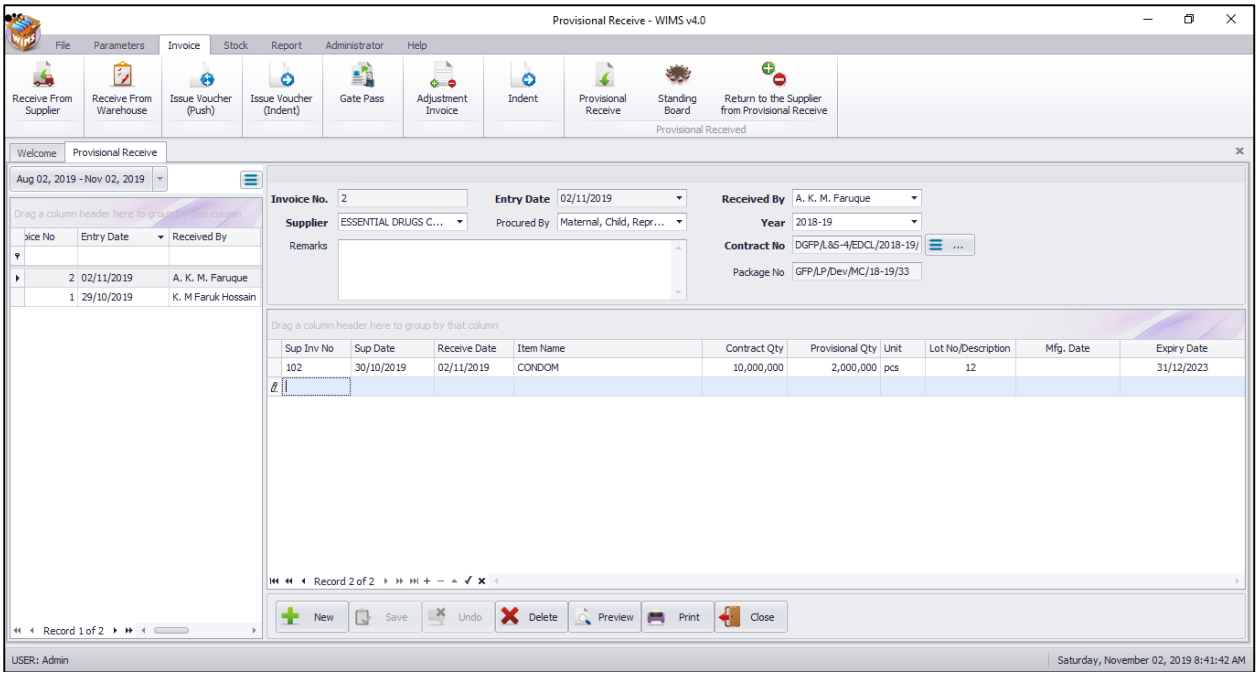


- Enter Supplier Invoice No in 'Sup Inv' column.
- Enter supplied date in 'Sup Date' column.
- Enter receive date in '**Receive Date**' column
- Select an item from **Item Name** combo box. Like above screen.
- After selecting Item In contract quantity column data displayed automatically.

- Enter **Provisional Qty**.
- Unit and Stock Qty. will be filled in automatically.
- Enter **Lot/Description**
- Enter **Manufacture date**
- Enter **Expire date**.



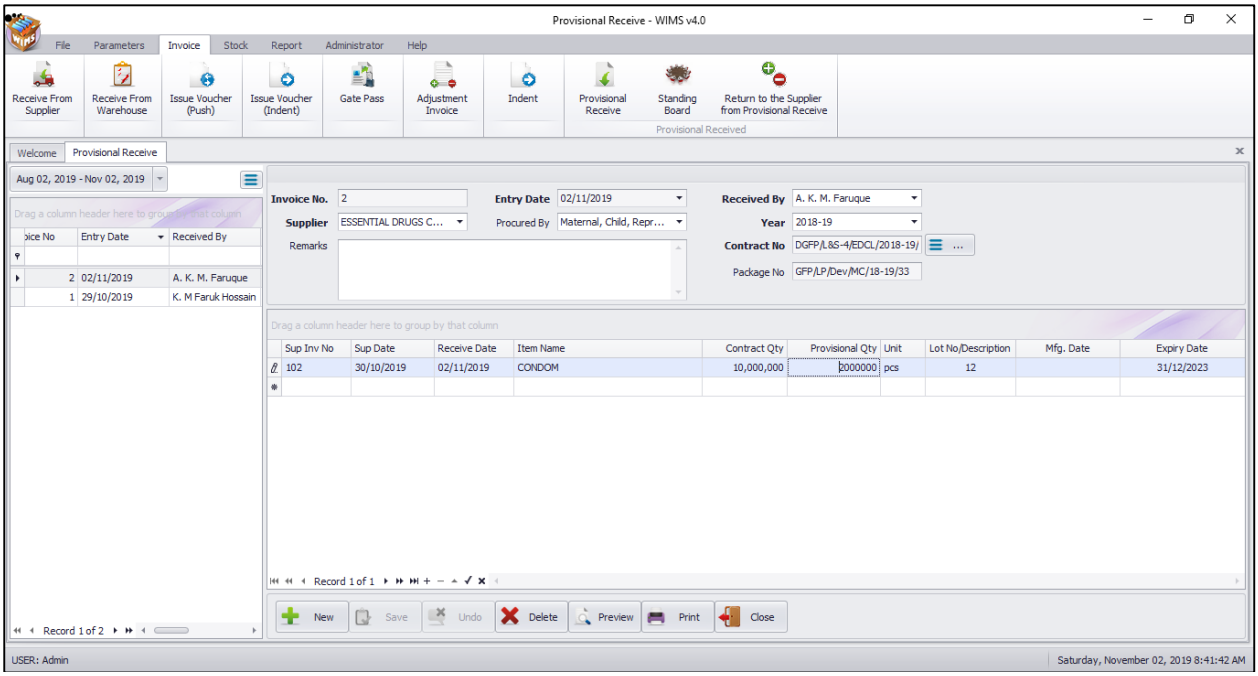
- Press **<Enter>** button to save provisional receive items.



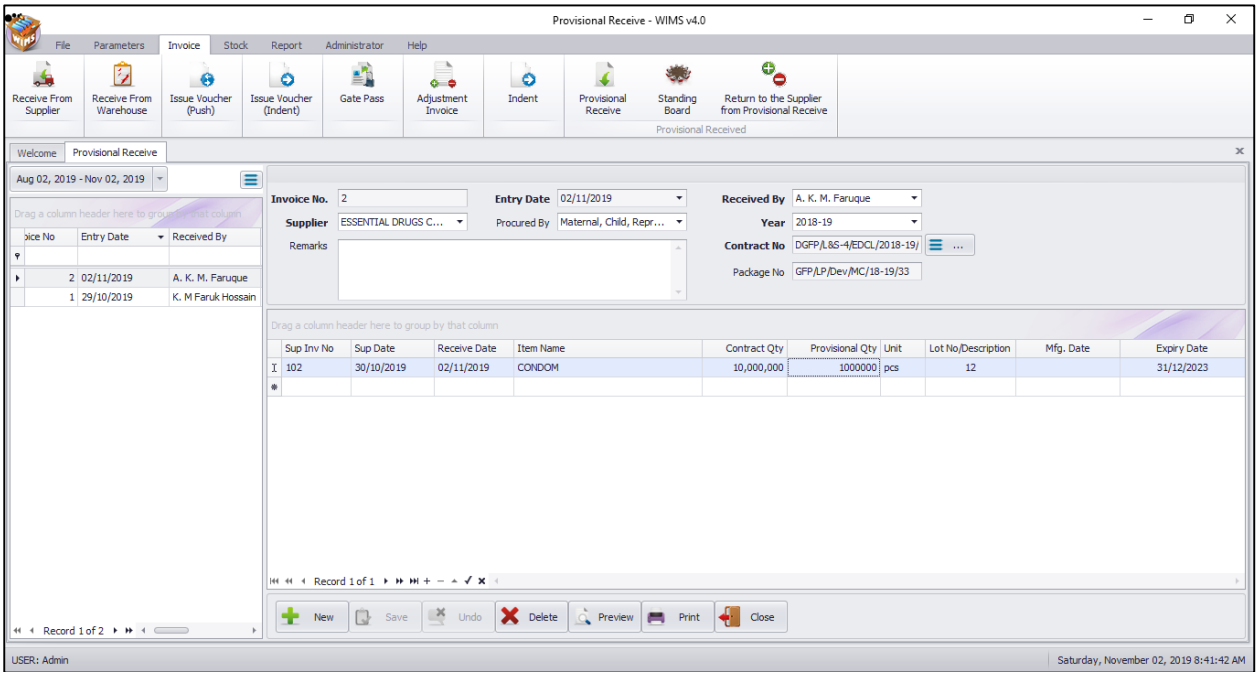
Edit an existing Provisional Receive Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Edit an existing Provisional Receive Item



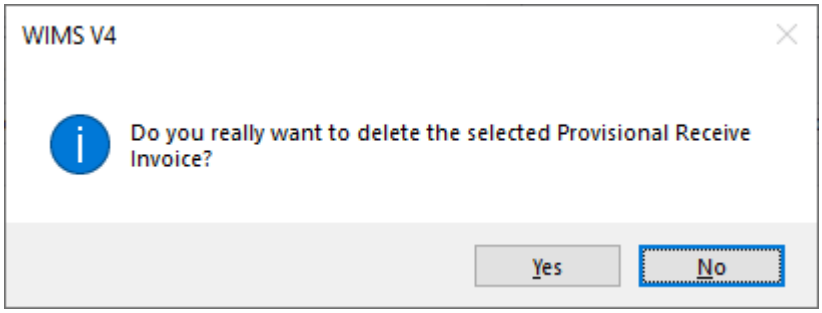
- Select the provisional receive item you want to edit from the items list in Block C.



- Click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Provisional Receive

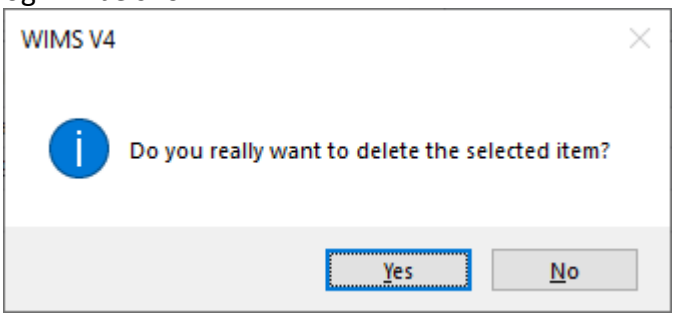
- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Provisional Receive Invoice Item

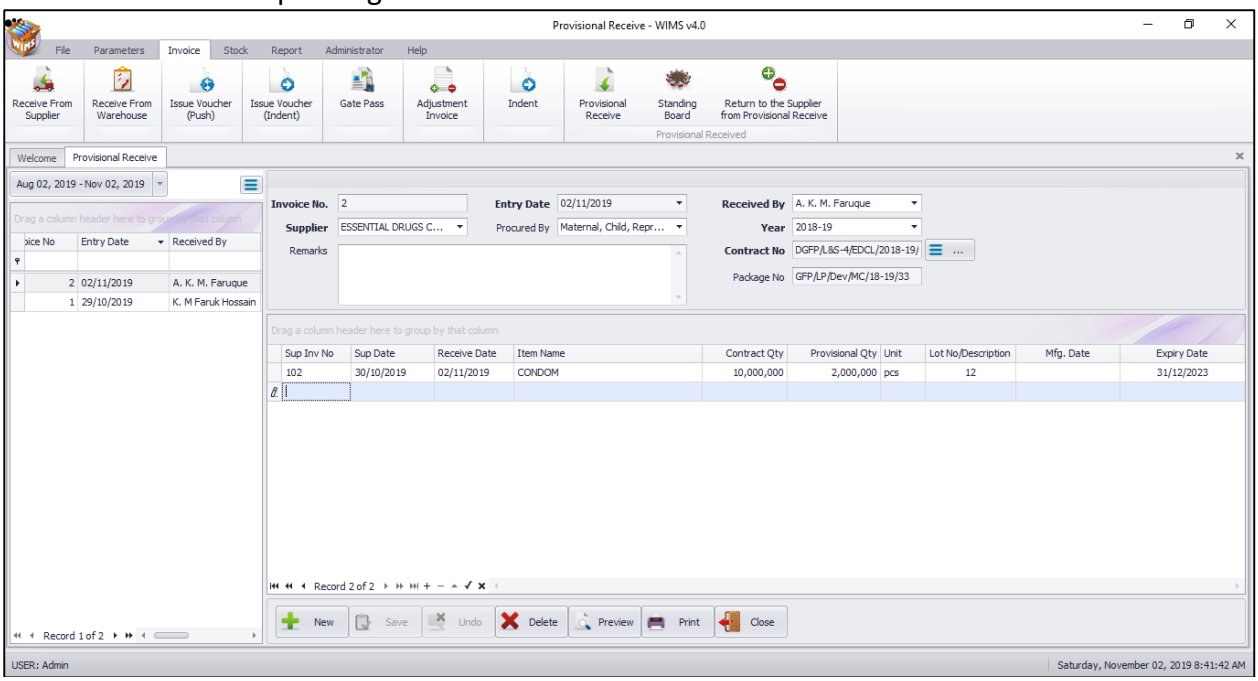
- Select the invoice item you want to edit from the items list in Block-C.
- Press '**Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the provisional receive invoice item.

Search a Provisional Receive Invoice

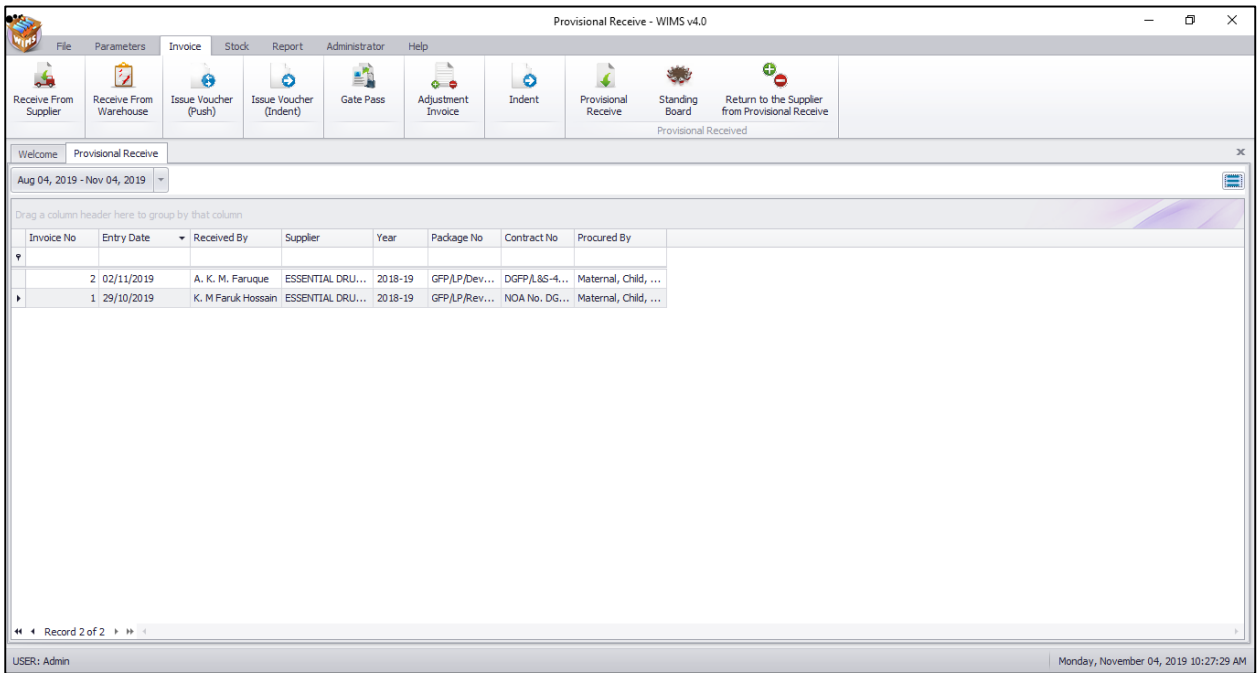
- Press tab for expanding Receive Invoices form and to find an invoice



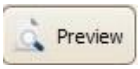
- Enter the Invoice no. you want to find in Invoice no, date, in search box

Filter row header just writing Invoice no. and following window will appear:

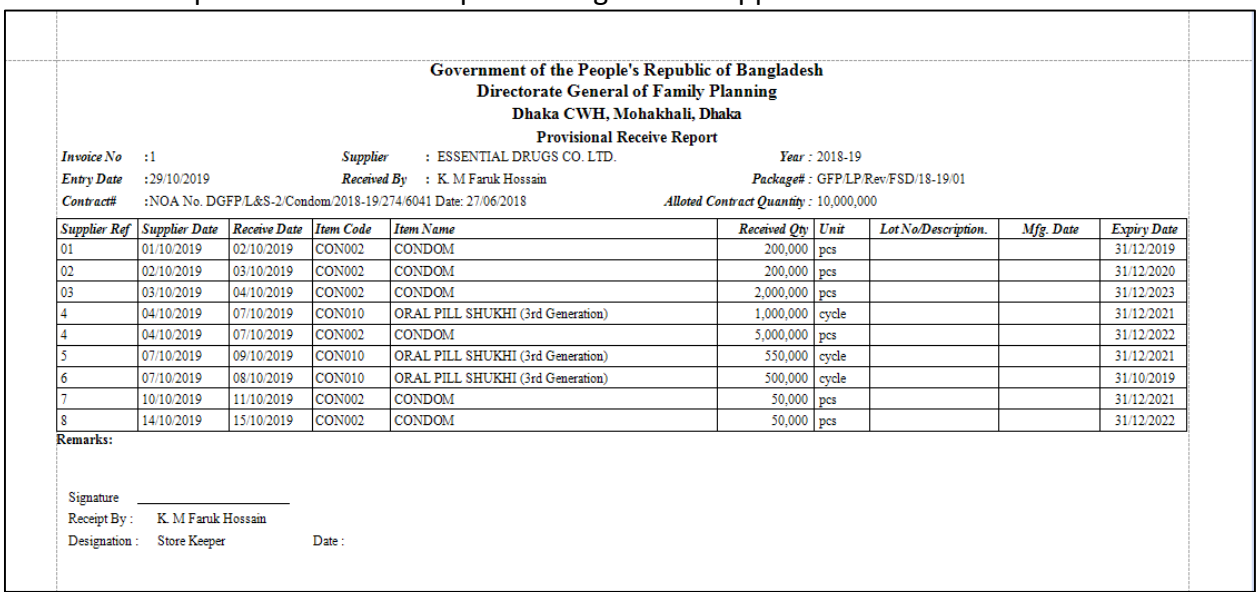
- If the Invoice is found then it will be shown selected.



Print Provisional Receive Invoice

- Press 

button to preview the invoice.
- Press on the printer icon and the print dialog box will appear.



Government of the People's Republic of Bangladesh
Directorate General of Family Planning
Dhaka CWH, Mohakhali, Dhaka
Provisional Receive Report

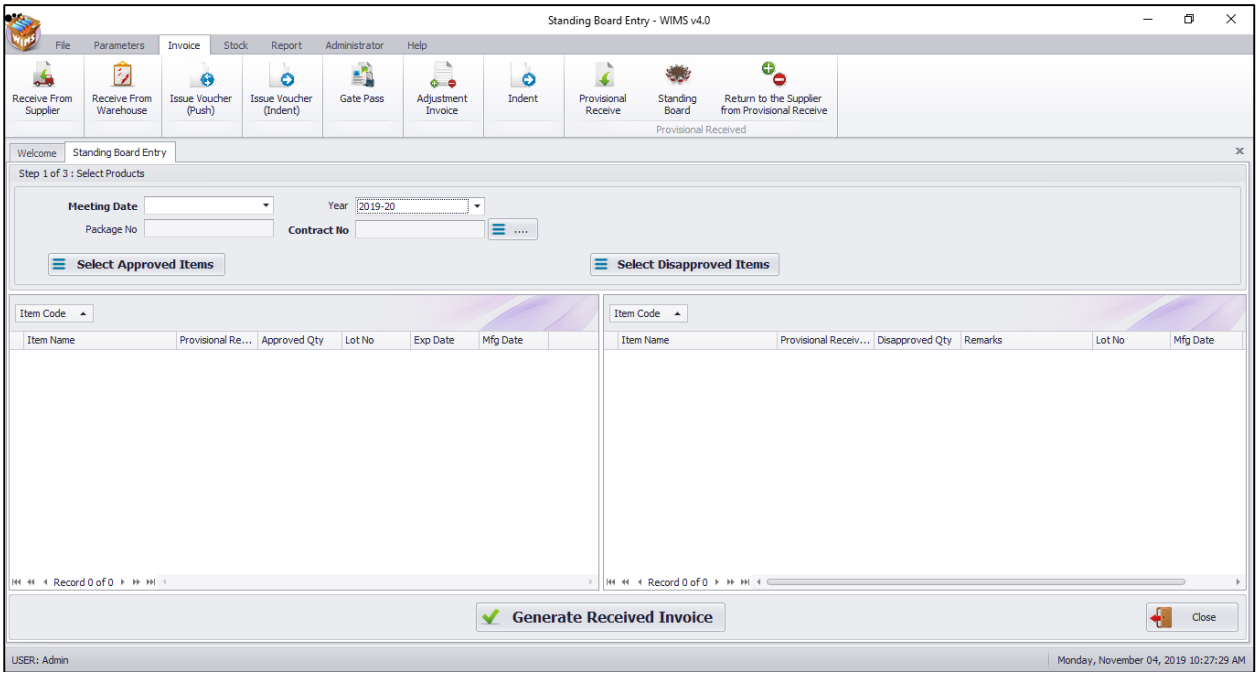
Invoice No :1 *Supplier* : ESSENTIAL DRUGS CO. LTD. *Year* : 2018-19
Entry Date :29/10/2019 *Received By* : K. M Faruk Hossain *Package#* : GFP/LP/Rev/FSD/18-19/01
Contract# :NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018 *Alloted Contract Quantity* : 10,000,000

Supplier Ref	*Supplier Date*	*Receive Date*	*Item Code*	*Item Name*	*Received Qty*	*Unit*	*Lot No/Description.*	*Mfg. Date*	*Expiry Date*
01	01/10/2019	02/10/2019	CON002	CONDOM	200,000	pcs			31/12/2019
02	02/10/2019	03/10/2019	CON002	CONDOM	200,000	pcs			31/12/2020
03	03/10/2019	04/10/2019	CON002	CONDOM	2,000,000	pcs			31/12/2023
4	04/10/2019	07/10/2019	CON010	ORAL PILL SHUKHI (3rd Generation)	1,000,000	cycle			31/12/2021
4	04/10/2019	07/10/2019	CON002	CONDOM	5,000,000	pcs			31/12/2022
5	07/10/2019	09/10/2019	CON010	ORAL PILL SHUKHI (3rd Generation)	550,000	cycle			31/12/2021
6	07/10/2019	08/10/2019	CON010	ORAL PILL SHUKHI (3rd Generation)	500,000	cycle			31/10/2019
7	10/10/2019	11/10/2019	CON002	CONDOM	50,000	pcs			31/12/2021
8	14/10/2019	15/10/2019	CON002	CONDOM	50,000	pcs			31/12/2022

Remarks:

Signature _____
Receipt By : K. M Faruk Hossain
Designation : Store Keeper Date :

5.9. Standing Board

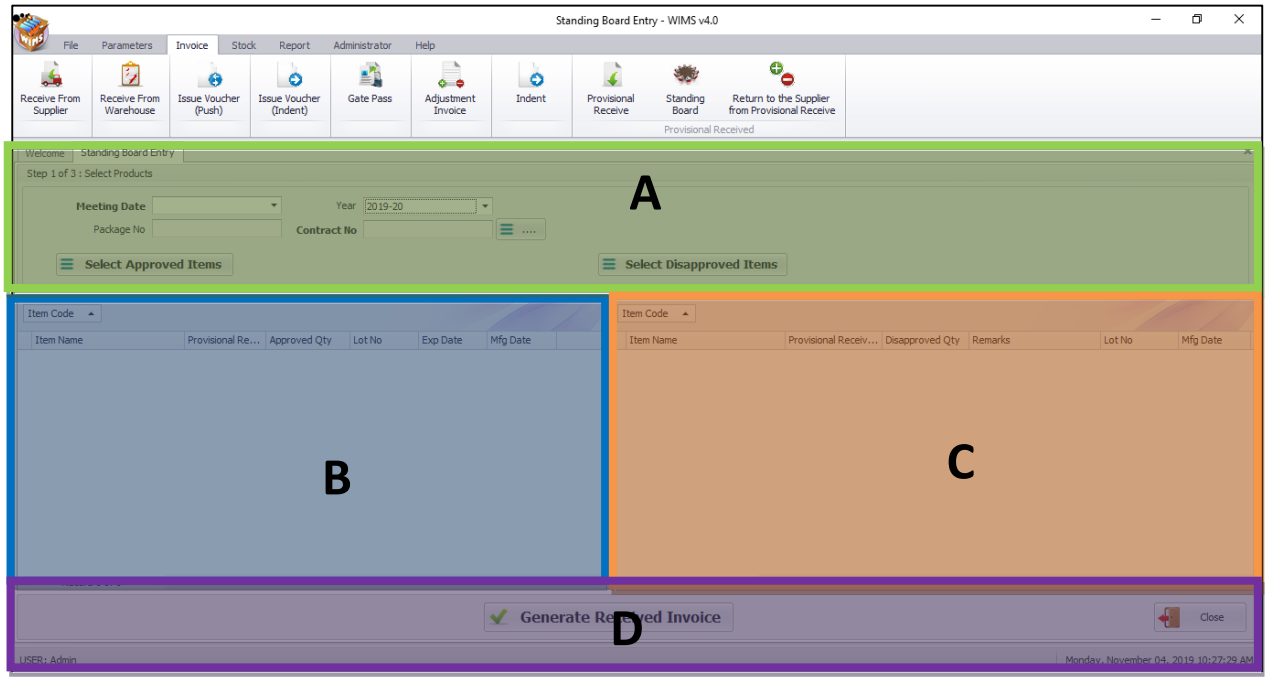


This form is used for **Standing Board** approval of a provisional receipt stock available in provisional receive list in WIMS. This form is used to enter stock from provisional receive, before generate receive invoice you can update approve/disapprove quantity, update and print or delete not updated invoice invoices.

Open Standing Board Form

- Run **WIMSv4**
- Select **Invoice > Standing Board**… from **Invoice** menu.
- The **Standing Board** form is displayed.

General Description of Standing Board Form



This form is used to Approve/Disapprove stock from provisional receive. The form are grouped into 4 (Four) blocks –

A. *Standing Board information*:

Standing Board has the following information -

- Meeting Date
- Year
- Package No
- Contract No

B. *Approve product list*: Approve product list consist of line items. There is one line for each item approve and has the following 6 (six) fields:

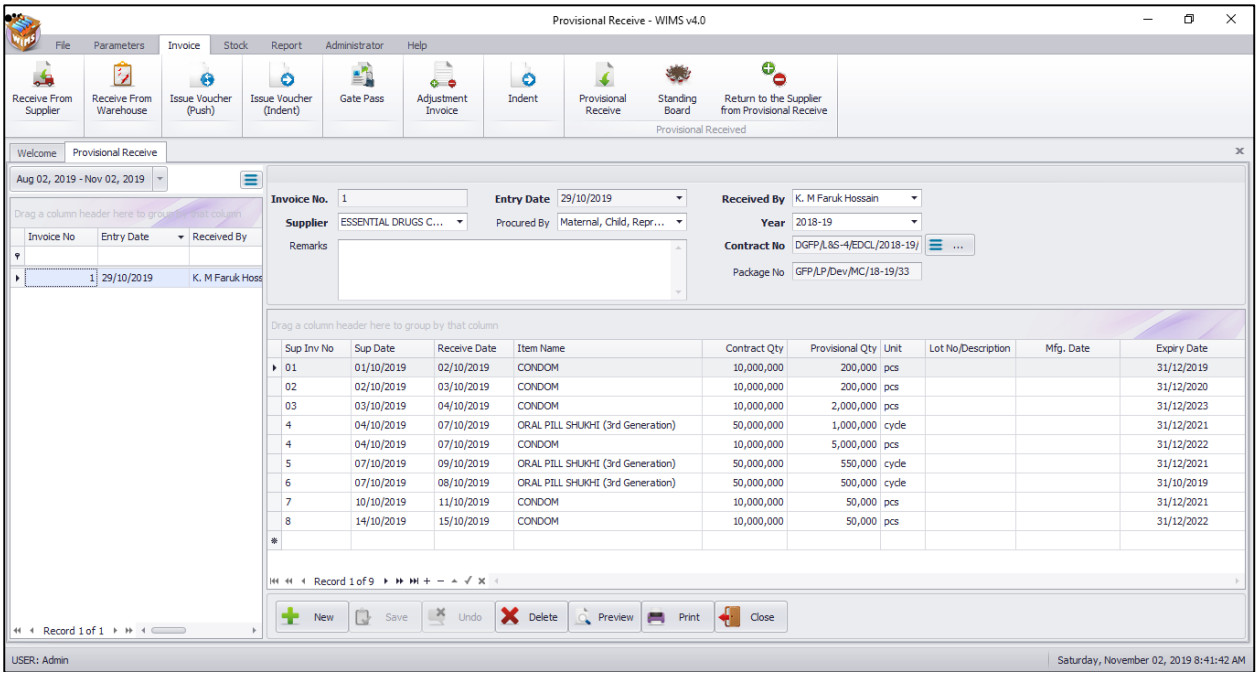
- Item Name* – Name of product form provisional receive.
- Provisional Receive Qty* – Quantity provisional receipt of goods.
- Approve Qty* – Approved quantity from provisional received.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – Date of expiry of the received goods.

C. *Disapprove product list:* Disapprove product list consist of line items. There is one line for each item disapprove and has the following 6 (six) fields:

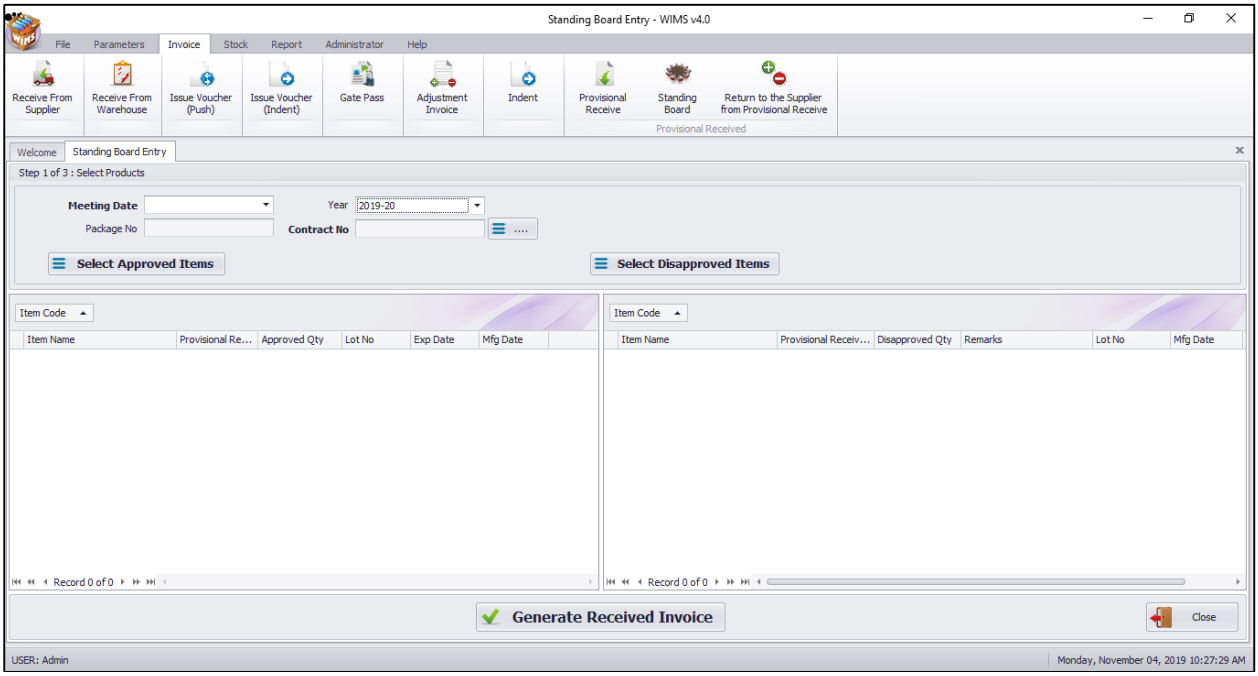
- Item Name* – Name of product form provisional receive.
- Provisional Receive Qty* – Quantity provisional receipt of goods.
- Disapprove Qty* – Product disapprove quantity from provisional receive.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – Date of expiry of the received goods.

***D. Generate Received Invoice*:** A number of buttons to generate receive Invoice. And disapprove for return to supplier.

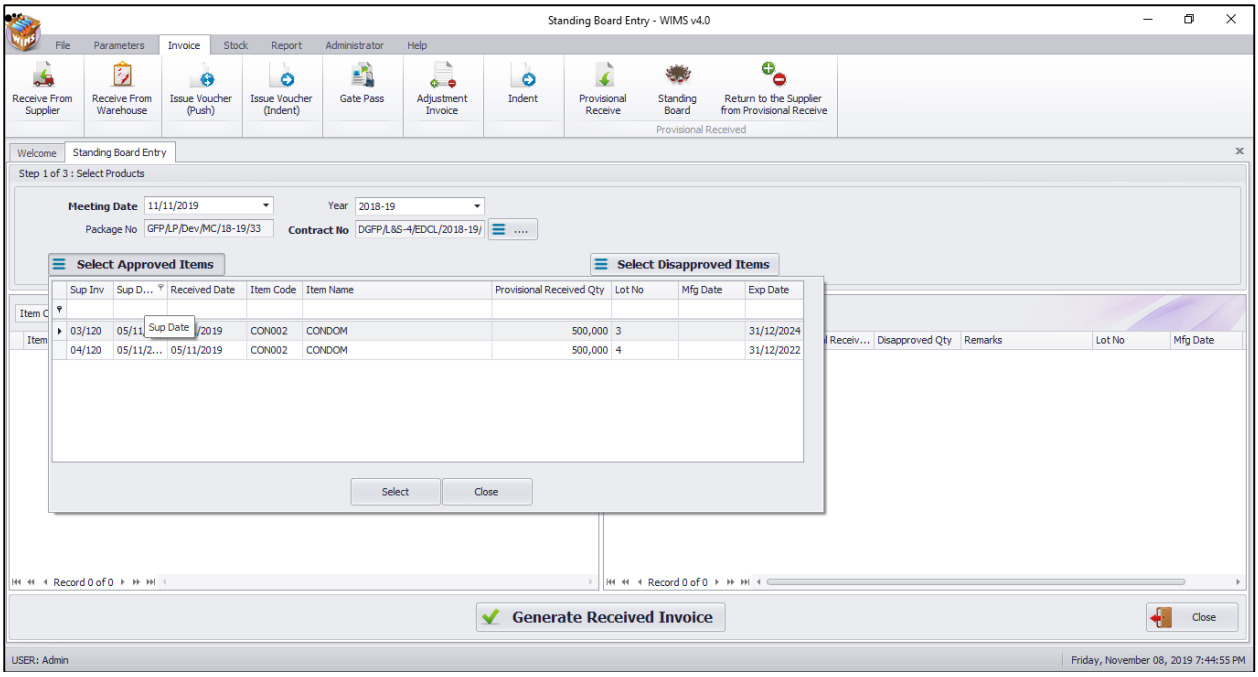
View information about a specific Standing Board.



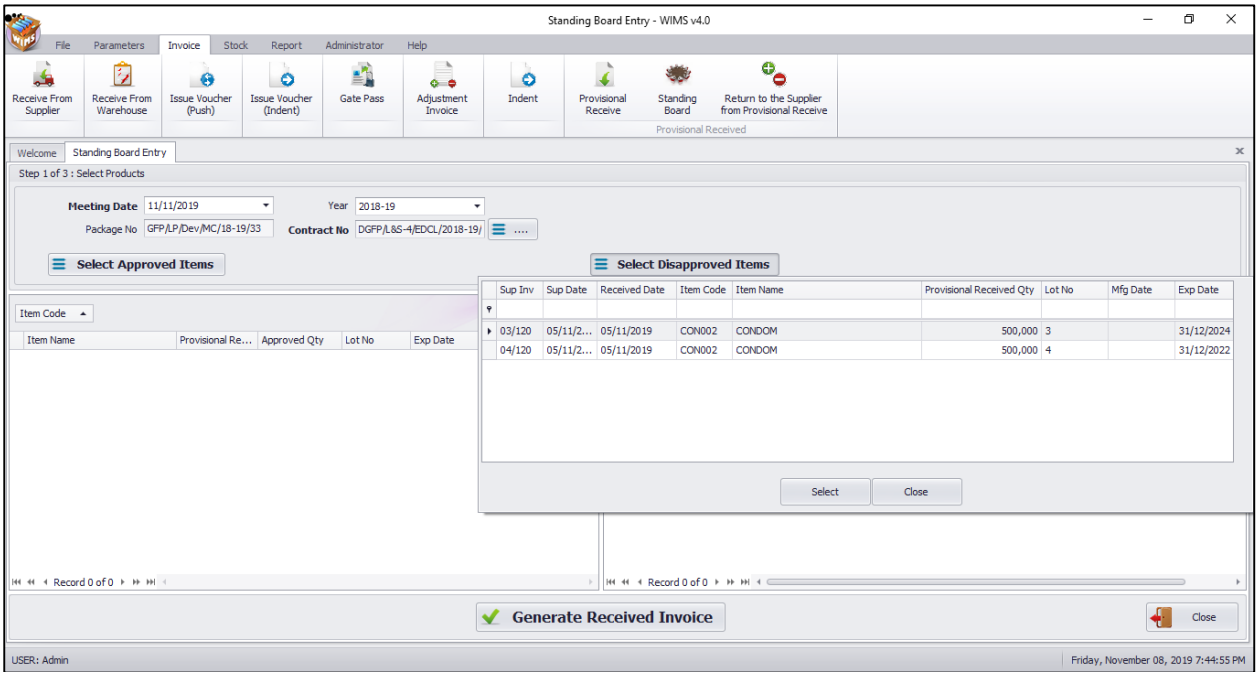
Create a new Standing Board



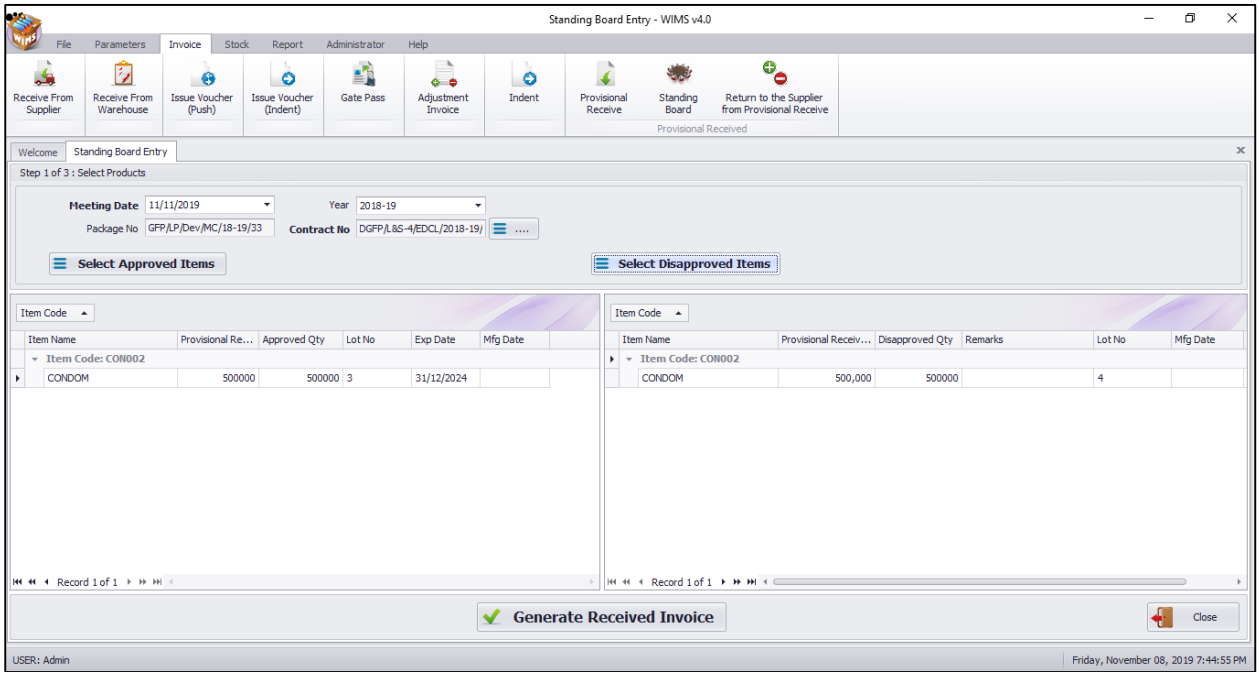
- Enter meeting date to entering Standing Board.
- Select Contract No. after selecting contract no, the package no will select automatically.
- Press '**Select Approved Item**' button to entering selected contact items with quantity for Approving items like following screen -



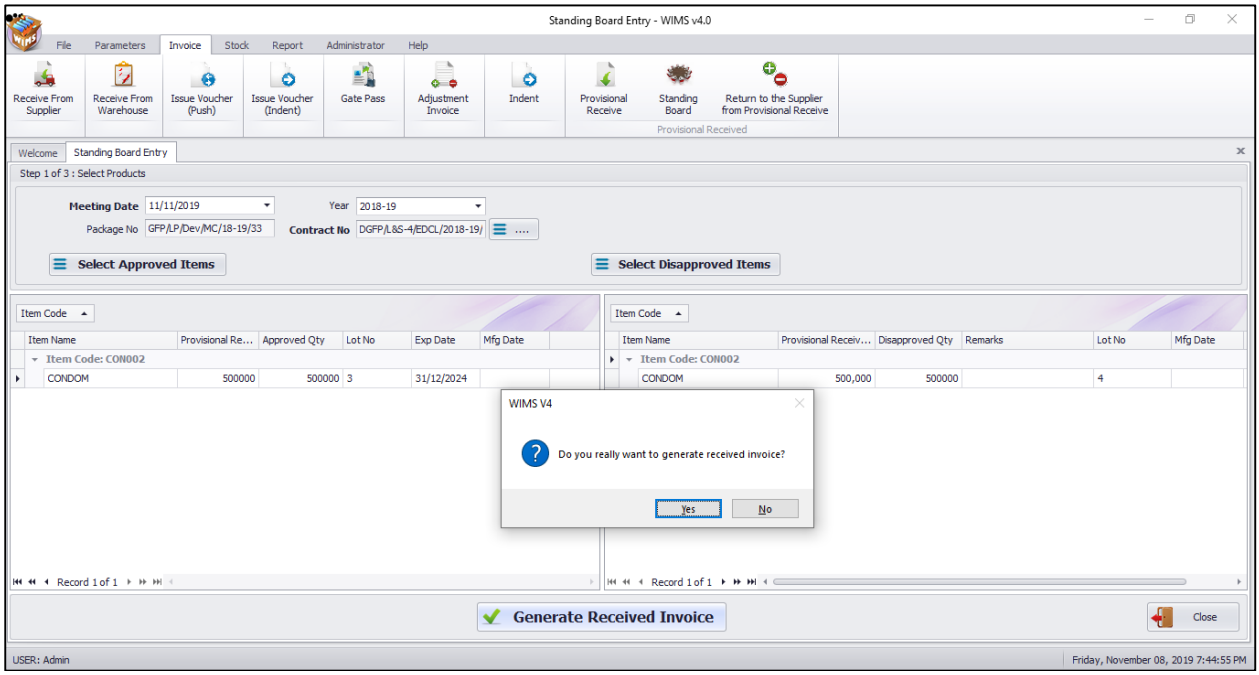
- Press '**Select Disapproved Item'** button to entering selected contact items with quantity for disapproving items like following screen -



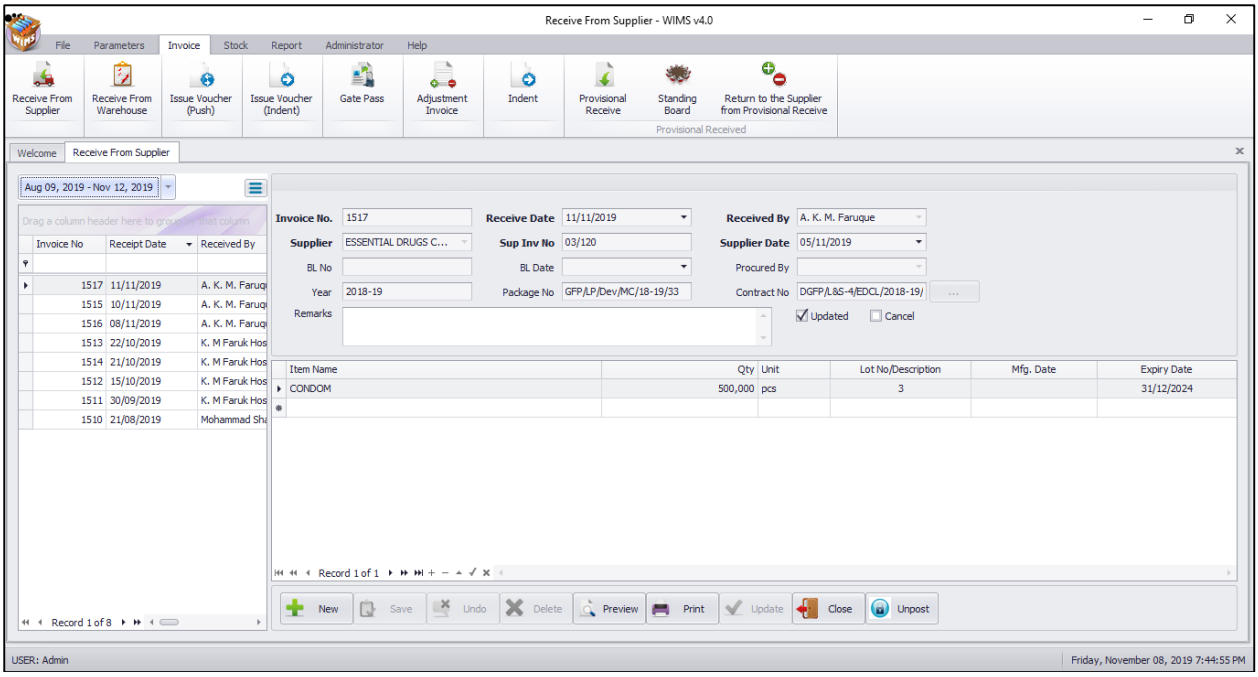
- After selected approved and disapproved button will see the following screen -



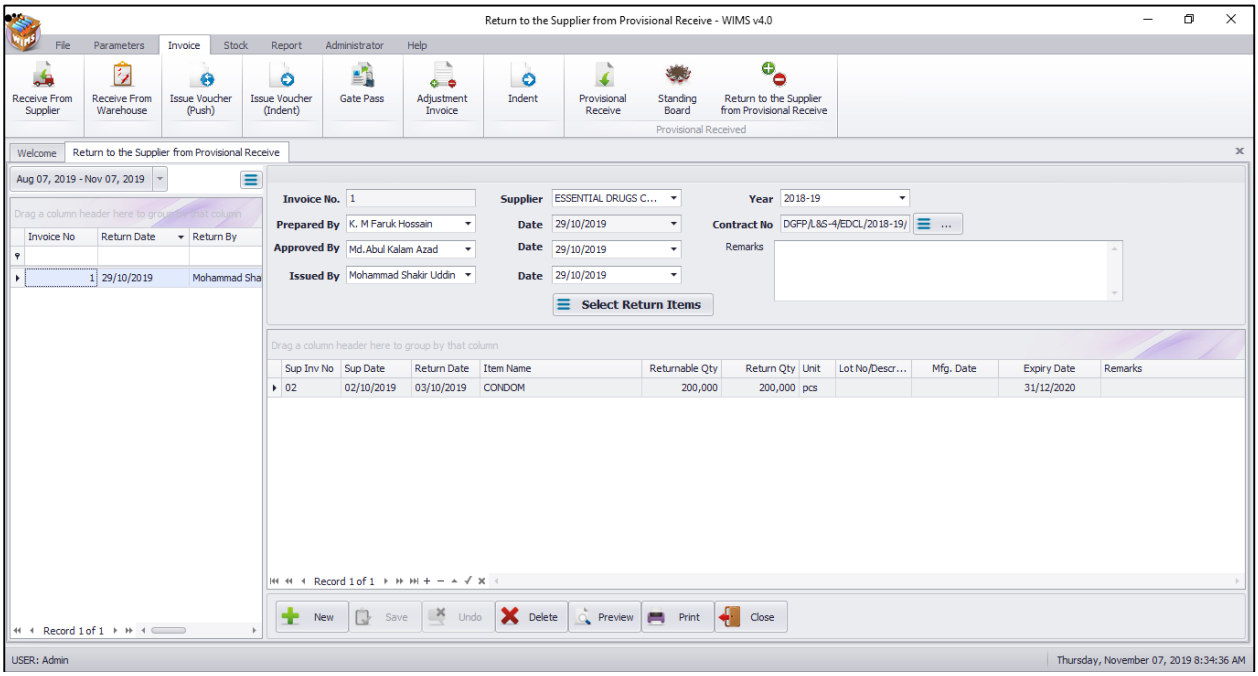
Now press on **'Generate Receive button'** after pressing see the following pop-up message -



Press '**Yes**' after pressing the receive invoice will be generated with standing board approved quantity and disapproved quantity waiting for return to the supplier from provisional receive.



5.10. Return to the Supplier from Provisional Receive

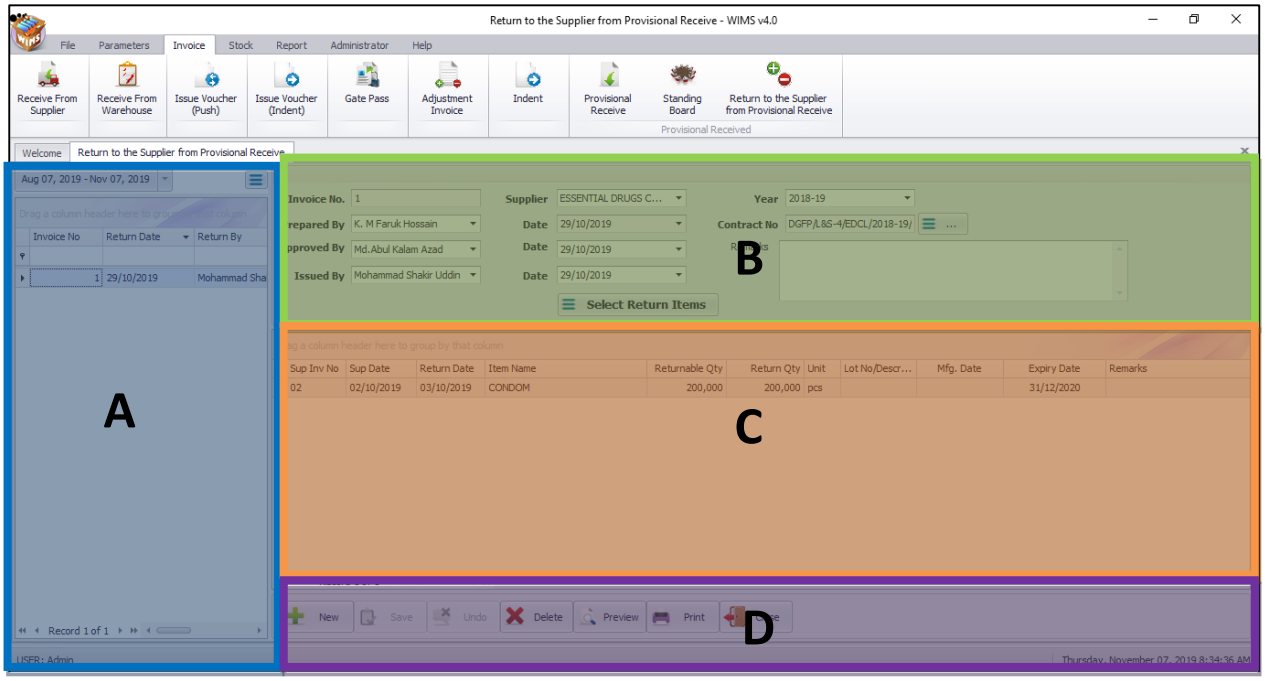


This form is used for return to the supplier from provisional receive in, like – standing board disapproved product. This form is used to enter return to the supplier from provisional receive invoice Invoices, edit and print or delete invoices.

Open Indent Form

- Run **WIMSv4**
- Select **Invoice > Return to the Supplier from Provisional Receive** … from **Invoice** menu.
- The **Return to the Supplier from Provisional Receive** form is displayed.

General Description of Indent Form



This form is used to entry, edit, delete, and print Return to the Supplier from Provisional Receive Invoices. The form are grouped into 4 (four) blocks –

A. *Invoice List*:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date.
- Returned By

B. *Invoice Entry Fields*:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Supplier* – Select supplier who receive return items in this contact.
- Year – select the package contract Year
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved By Date, Supplied By Date* – Dates in which invoice preparation, approval and supply are made.
- Contract No* – select the contract no
- Remarks – Any comments about the supply.

Invoice No, Supplier, Prepared by, Approved by, Issued by and their related date fields are compulsory.

C. *Invoice Items Entry Fields*:

- Sup Inv No* – Voucher No. of supplier.
- Sup Date* – Date of supplier voucher.
- Return Date* – Date of receipt of goods.
- Item Name* – Name of item received.

- Returnable Qty – Name of item received.
- Return Qty* – Total quantity of good provisional received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – date of expiry of the received goods.

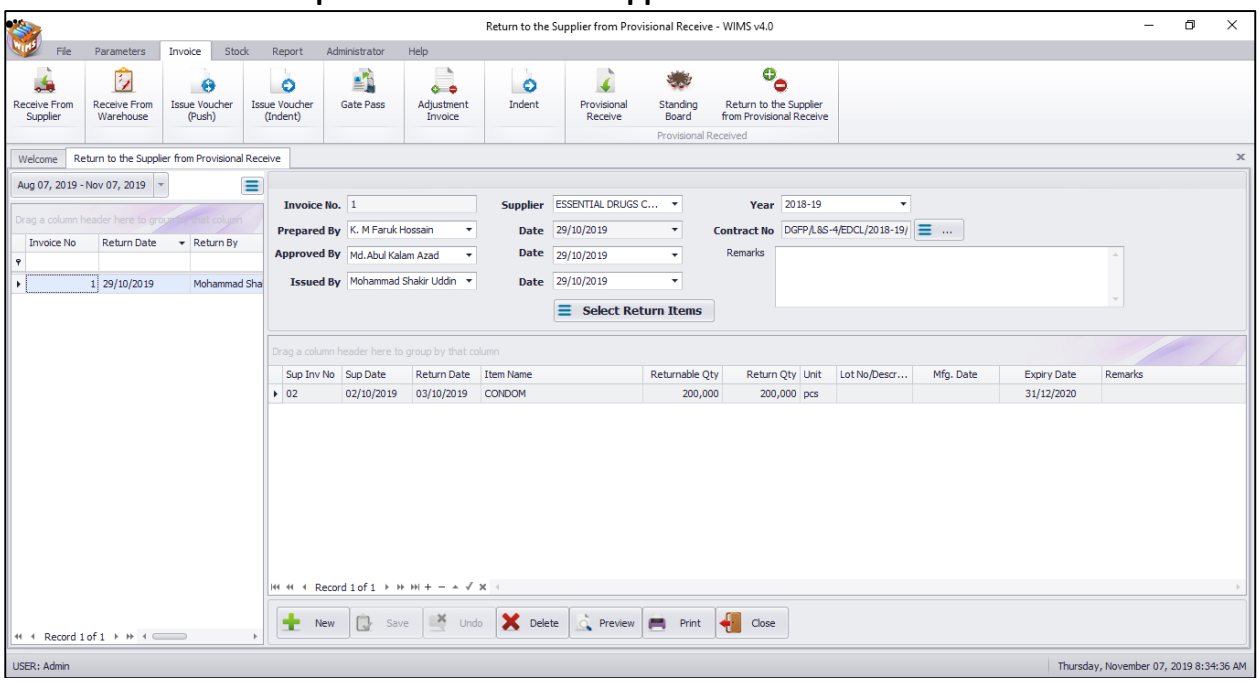
Sup Inv No, Sup Date, Return Date, Item name, Returnable Qty, and Return Qty are mandatory. Unit field is shown automatically. Other fields are optional.

D. Command buttons: A number of buttons to manipulate the Invoices.

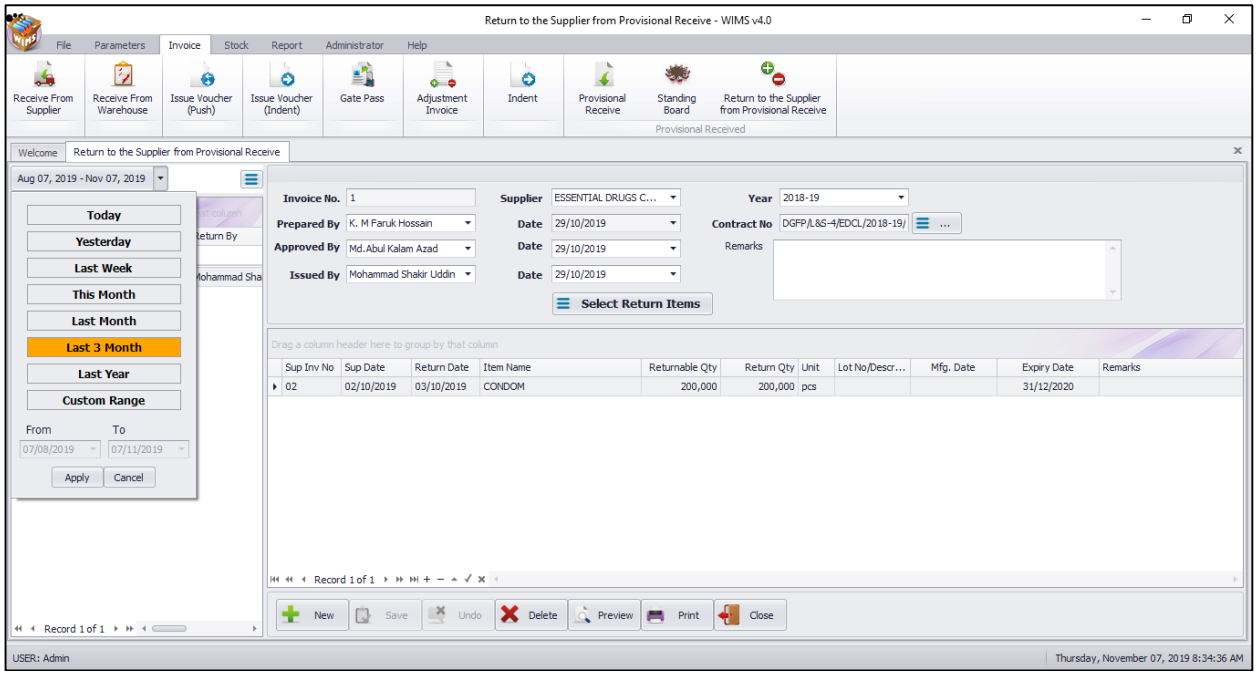
View information about a specific Issue Invoice:

- Select the invoice to view from the tree-like list in block A. Using the Group– invoices can be grouped in three ways – by Invoice No, Return Date or Return By.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of invoices are shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press 'Filter' button to list less or more invoice.

View information about a specific Return to the Supplier from Provisional Receive Invoice

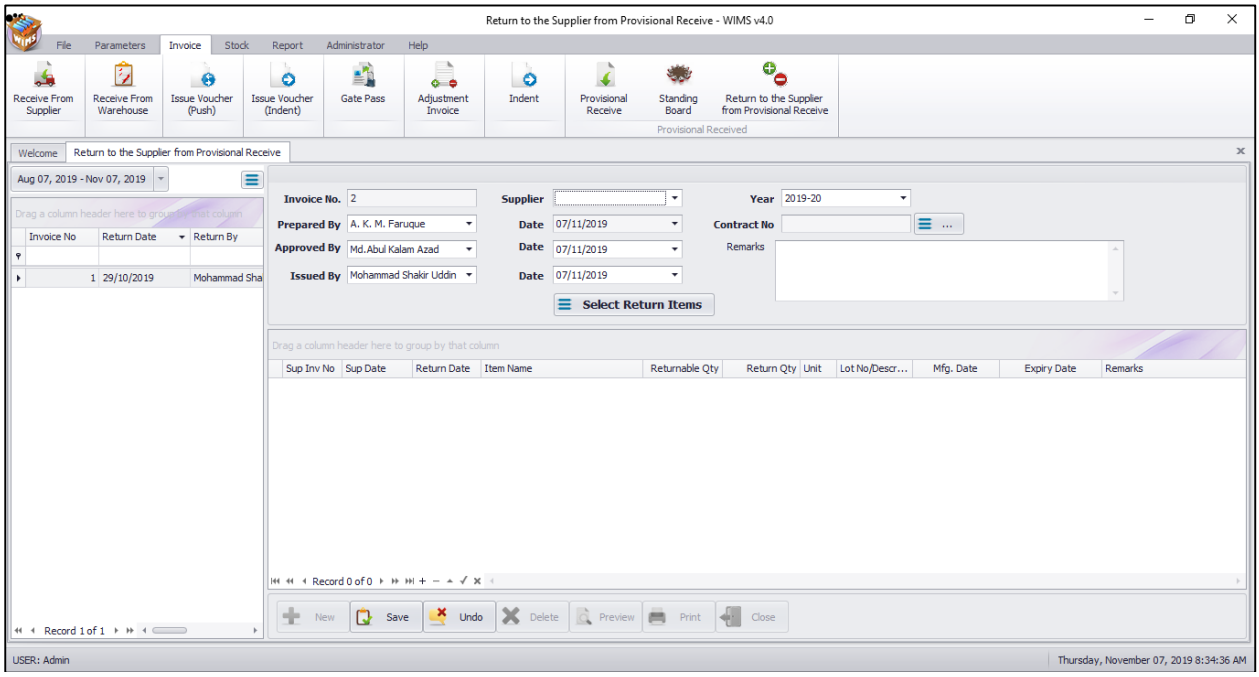


- Select the Invoice to view from the tree list in Block A. Using the Group By– invoices can be grouped in four ways – Invoice No, Return Date, and Return by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time a partial list of invoices are shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press **"Filter"** button to list less or more invoice.

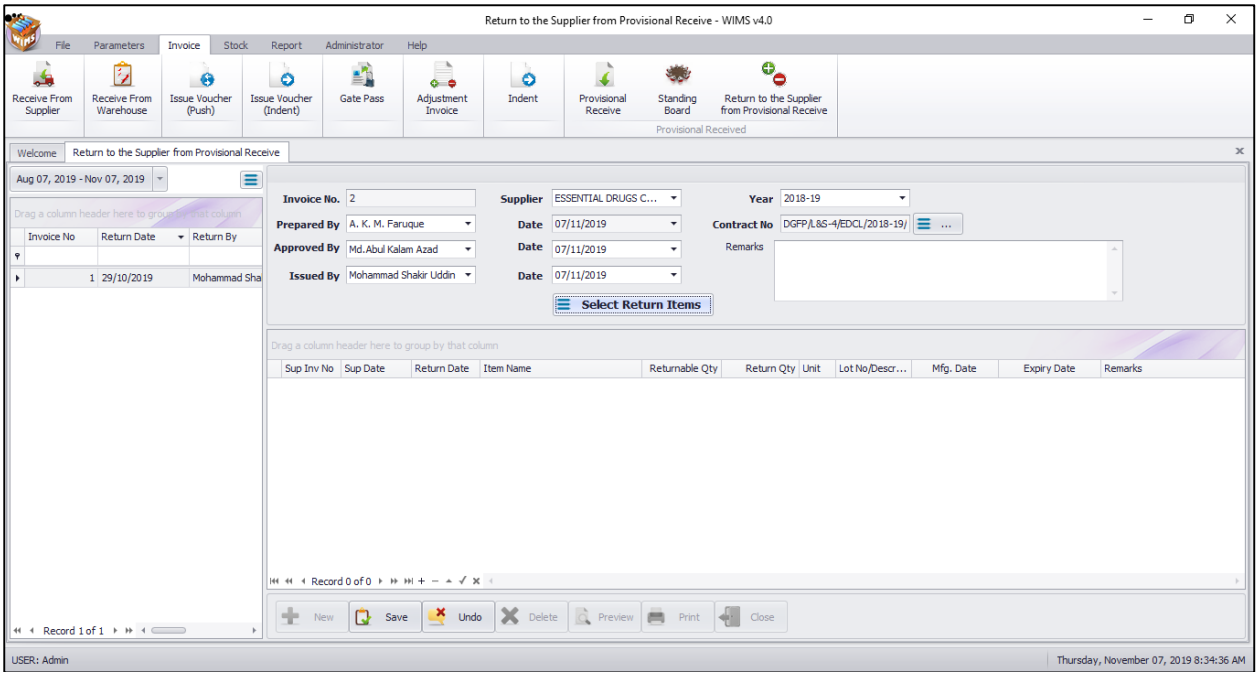


Enter a new return to the Supplier from Provisional Receive

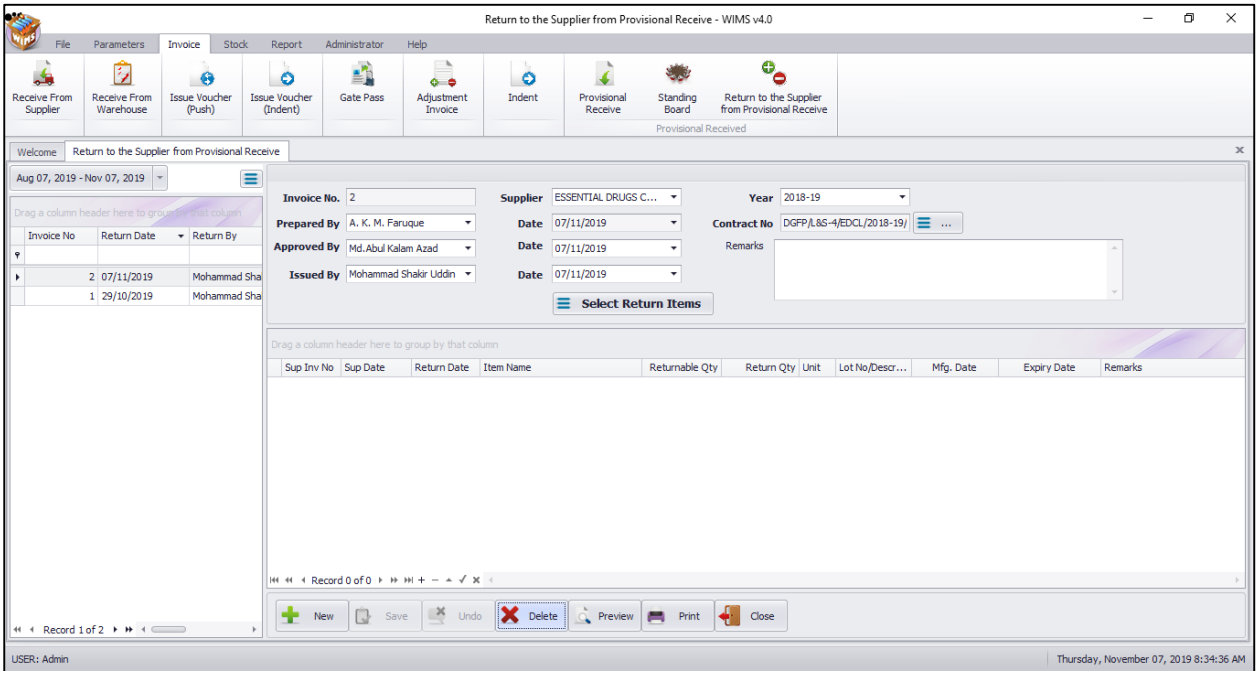
- Press button from the command buttons block. The form will look like the following screen:



- The Invoice No. will be generated automatically.
- Select supplier which supply to you against contract.
- Automatically selected the employee names who is preparing, approving and issuing the goods. you can change preparing, approving and Issuing
- Date fields will be filled with current date. You can change if necessary.
- Select Package contract year.
- Select contract no which contact item you return to the supplier from provisional receive.



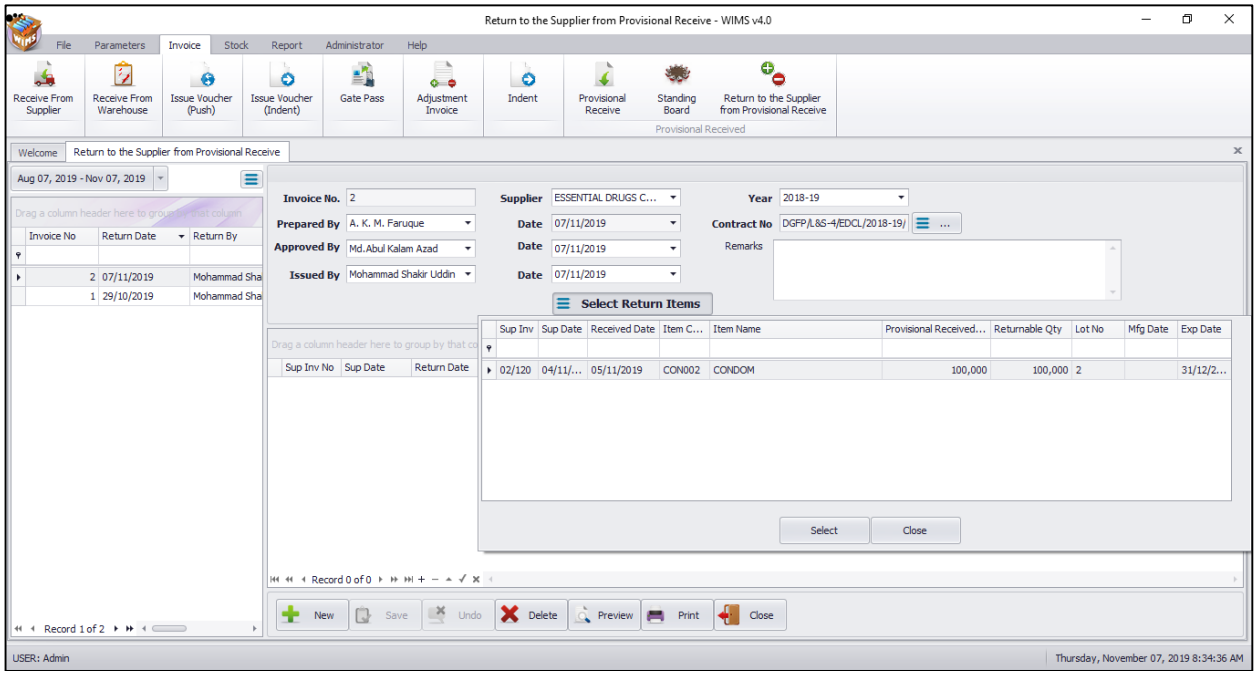
- Press button.
- Your new Invoice no. will be visible in the Invoice list.



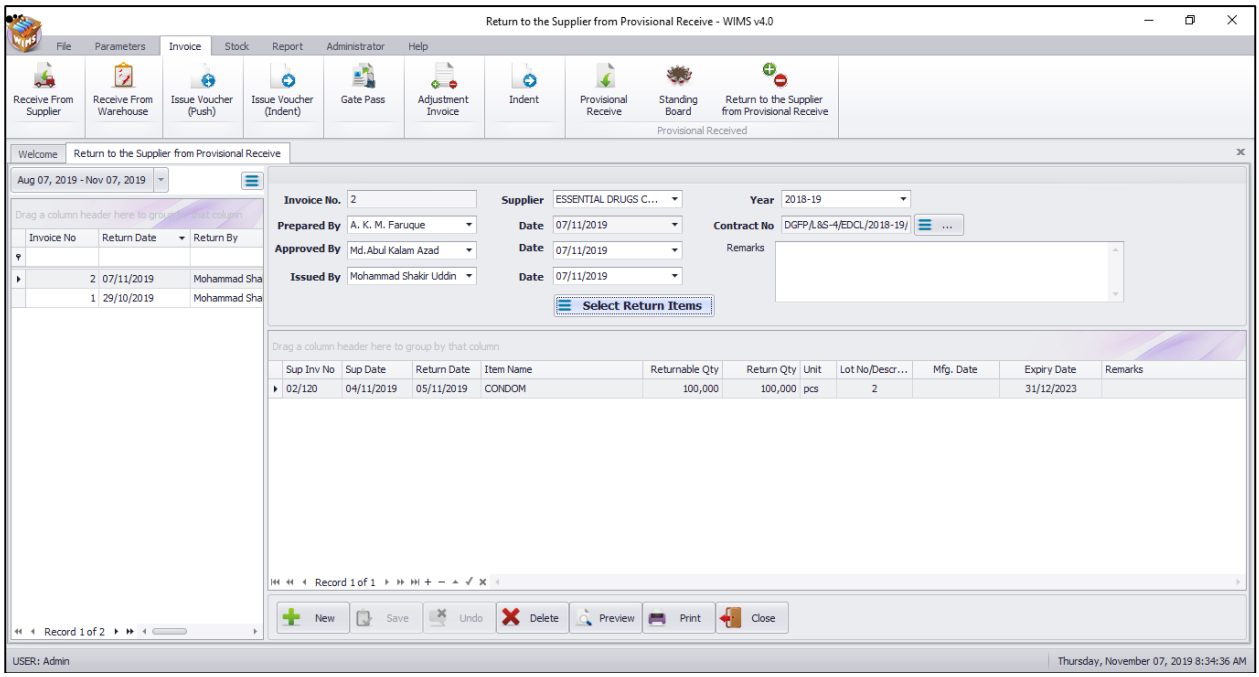
- If you want to cancel the new invoice entry, press **Esc** during editing to undo.

Return to the Supplier from Provisional Receive Items Entry

- Press Select Return Items button from the B block. The form will look like the following screen:



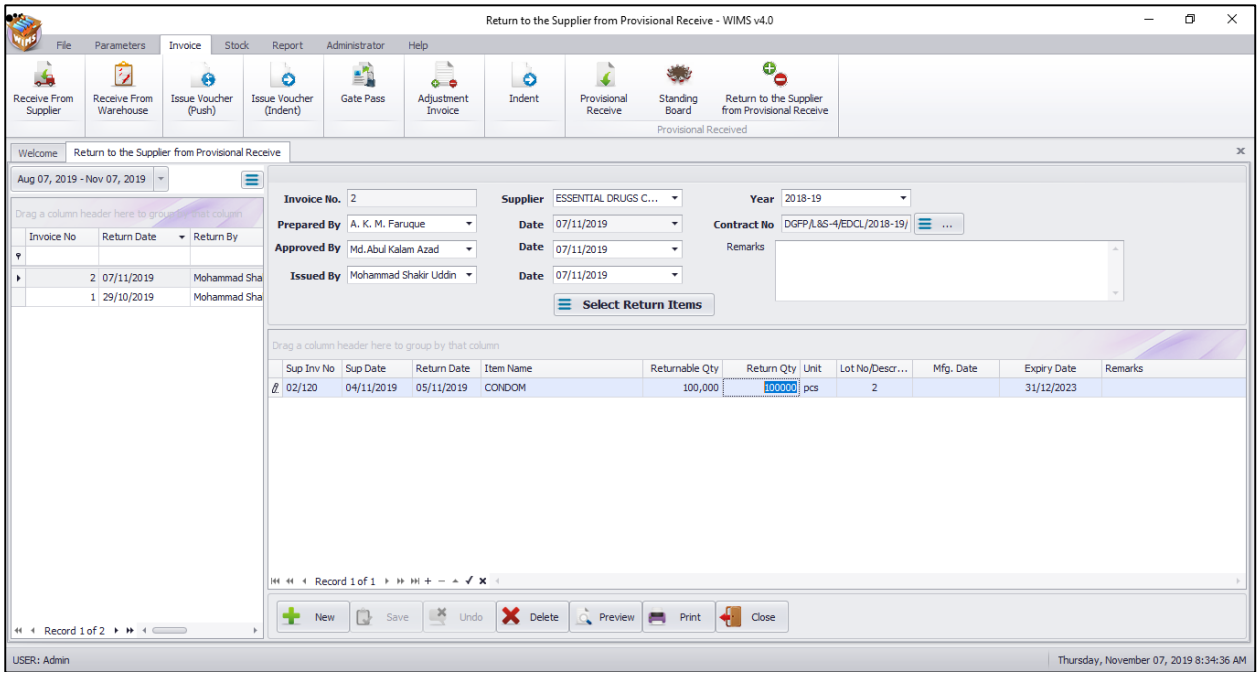
- Select an item from **Item Name** from list
- Items all information will be filled in automatically.
- Change Return Qty If need.



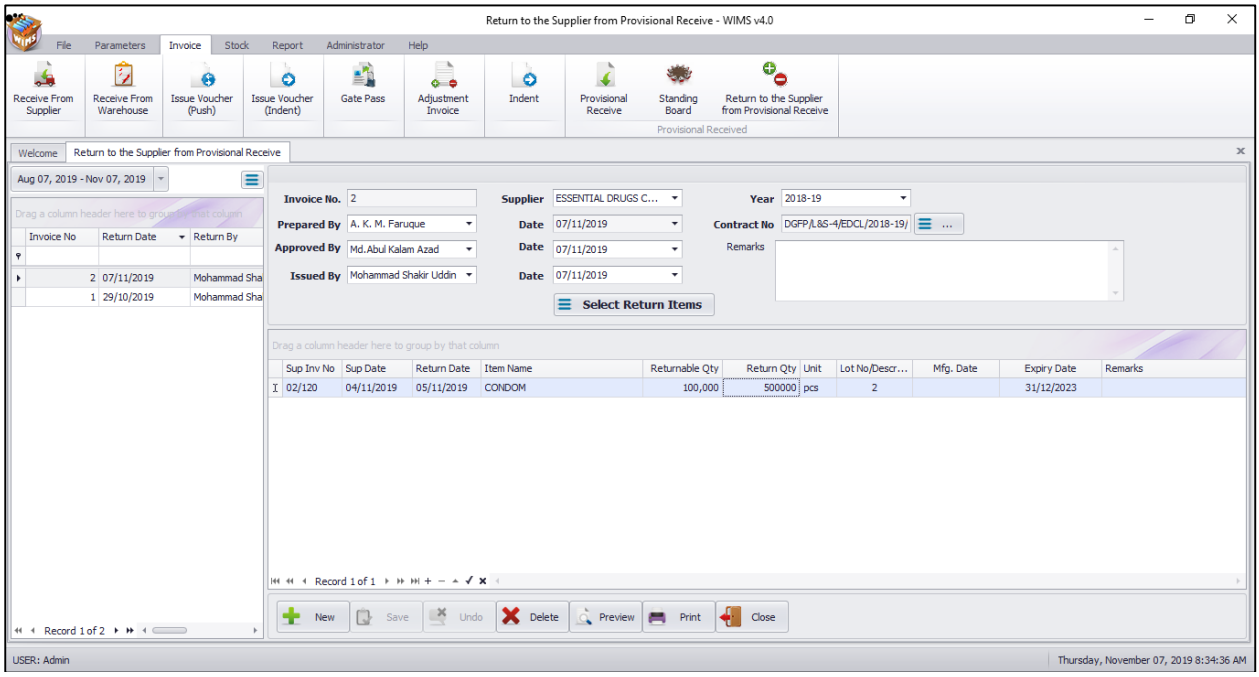
Edit an existing Return to the Supplier from Provisional Receive Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Edit an existing Return to the Supplier from Provisional Receive Invoice Item



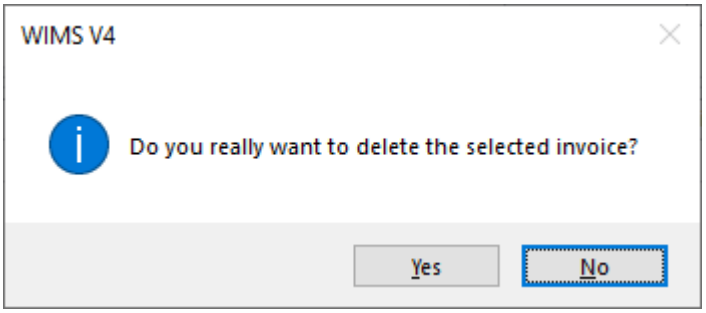
- Select the item you want to edit from the items list in Block C.



- Press F2 or click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Return to the Supplier from Provisional Receive

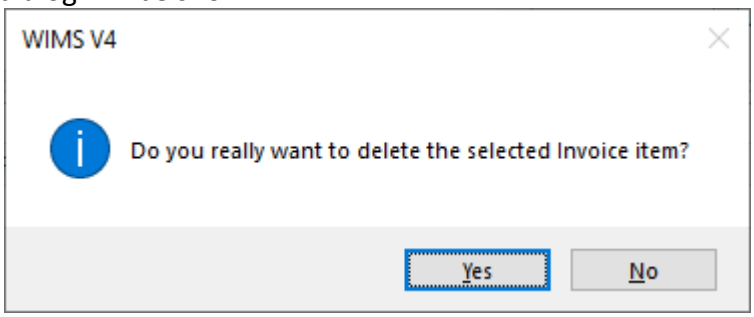
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete a Return to the Supplier from Provisional Receive Invoice Item

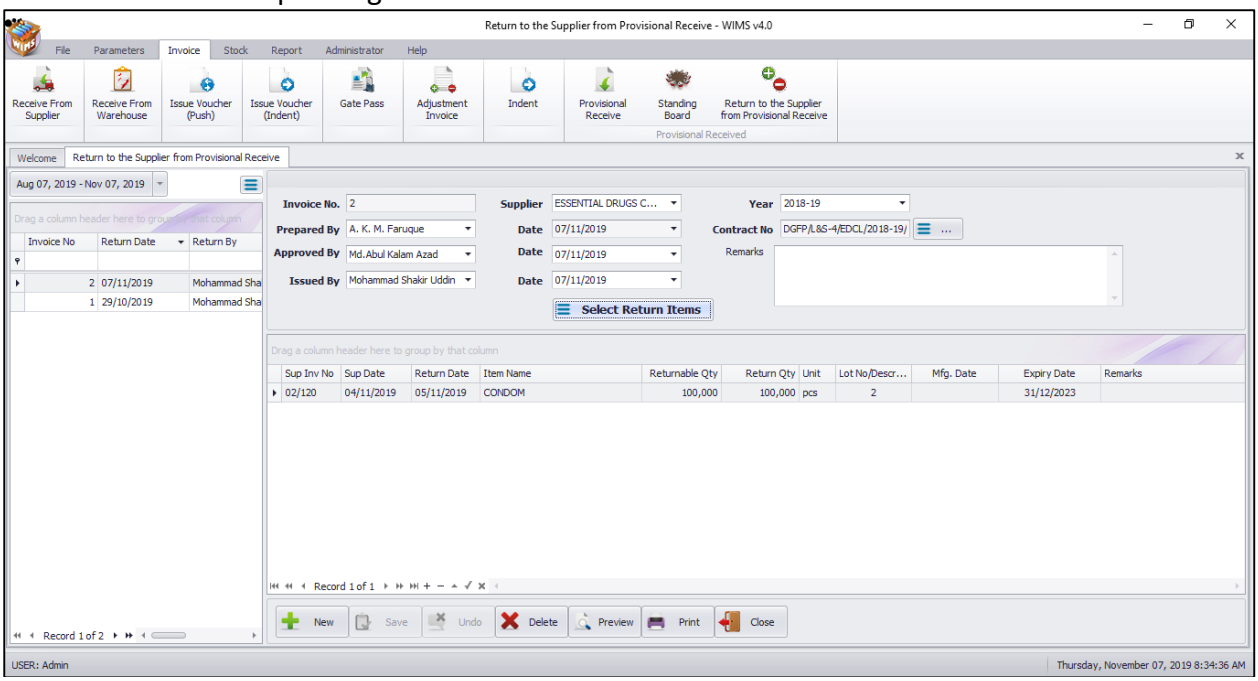
- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

Search a Return to the Supplier from Provisional Receive Invoice

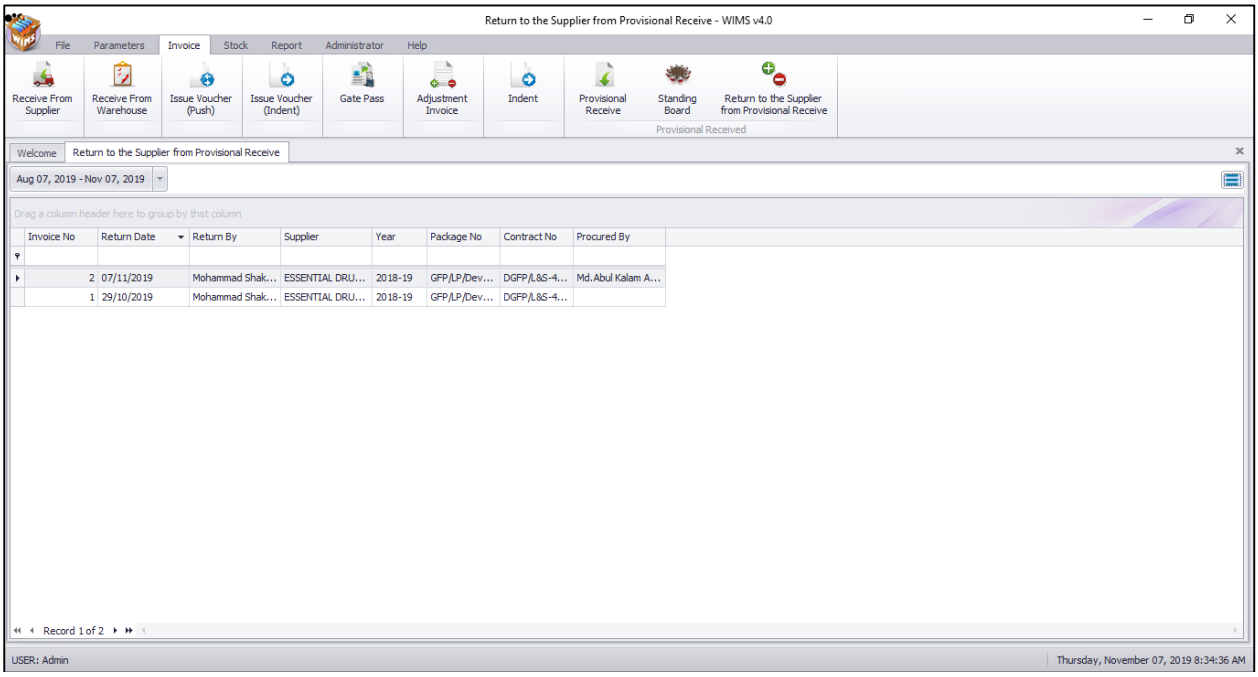
- Press tab for expanding Receive Invoices form and to find an indent Invoice



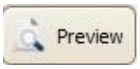
- Enter the Invoice no. you want to find in ' Invoice No, date, in search box

Filter row header just writing Invoice no. and following window will appear:

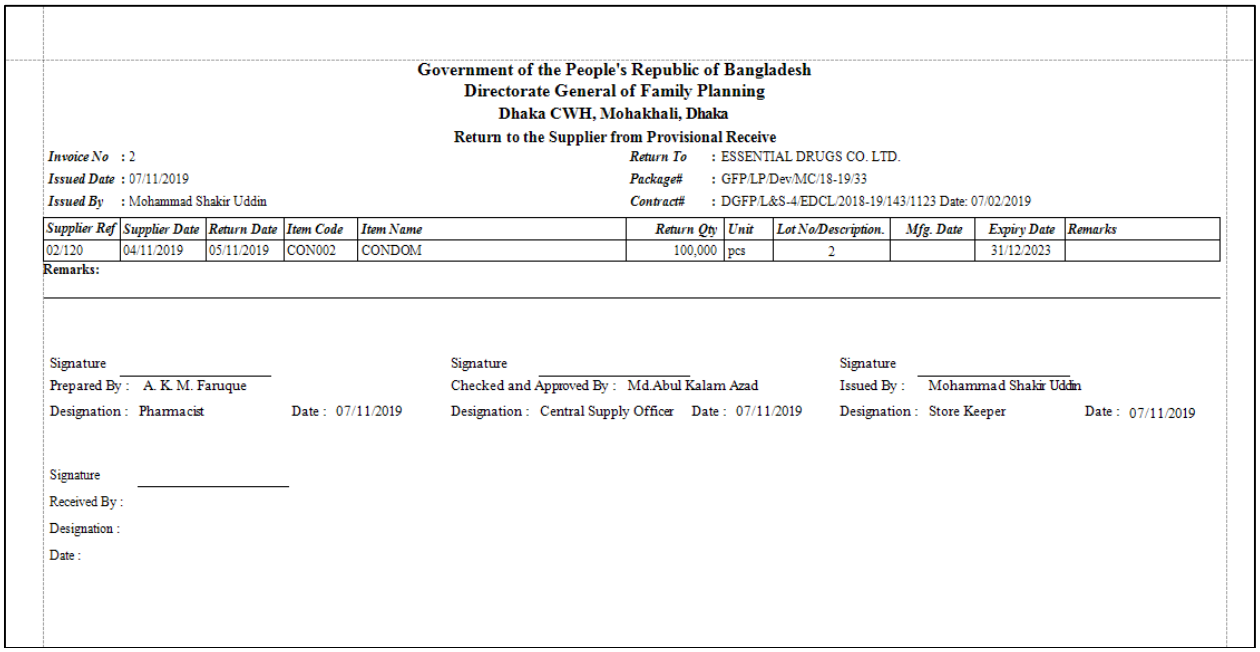
- If the Invoice is found then it will be shown selected.



Print Return to the Supplier from Provisional Receive Invoice

- Press 

button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.



Government of the People's Republic of Bangladesh
Directorate General of Family Planning
Dhaka CWH, Mohakhali, Dhaka
Return to the Supplier from Provisional Receive

Invoice No : 2
Issued Date : 07/11/2019
Issued By : Mohammad Shakir Uddin

Return To : ESSENTIAL DRUGS CO. LTD.
Package# : GFP/LP/Dev/MC/18-19/33
Contract# : DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019

Supplier Ref	*Supplier Date*	*Return Date*	*Item Code*	*Item Name*	*Return Qty*	*Unit*	*Lot No/Description.*	*Mfg. Date*	*Expiry Date*	*Remarks*
02/120	04/11/2019	05/11/2019	CON002	CONDOM	100,000	pcs	2		31/12/2023	

Remarks:

Signature
Prepared By : A. K. M. Faruque
Designation : Pharmacist Date : 07/11/2019

Signature
Checked and Approved By : Md.Abul Kalam Azad
Designation : Central Supply Officer Date : 07/11/2019

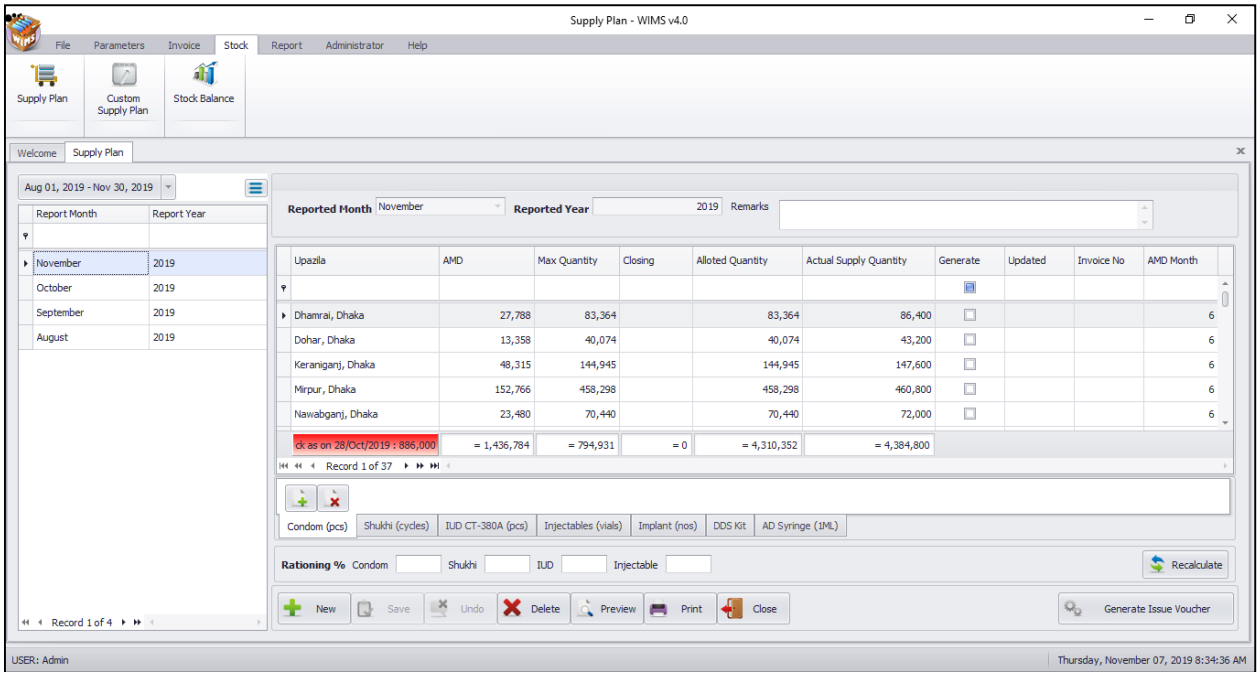
Signature
Issued By : Mohammad Shakir Uddin
Designation : Store Keeper Date : 07/11/2019

Signature
Received By :
Designation :
Date :

Chapter-6: Stock

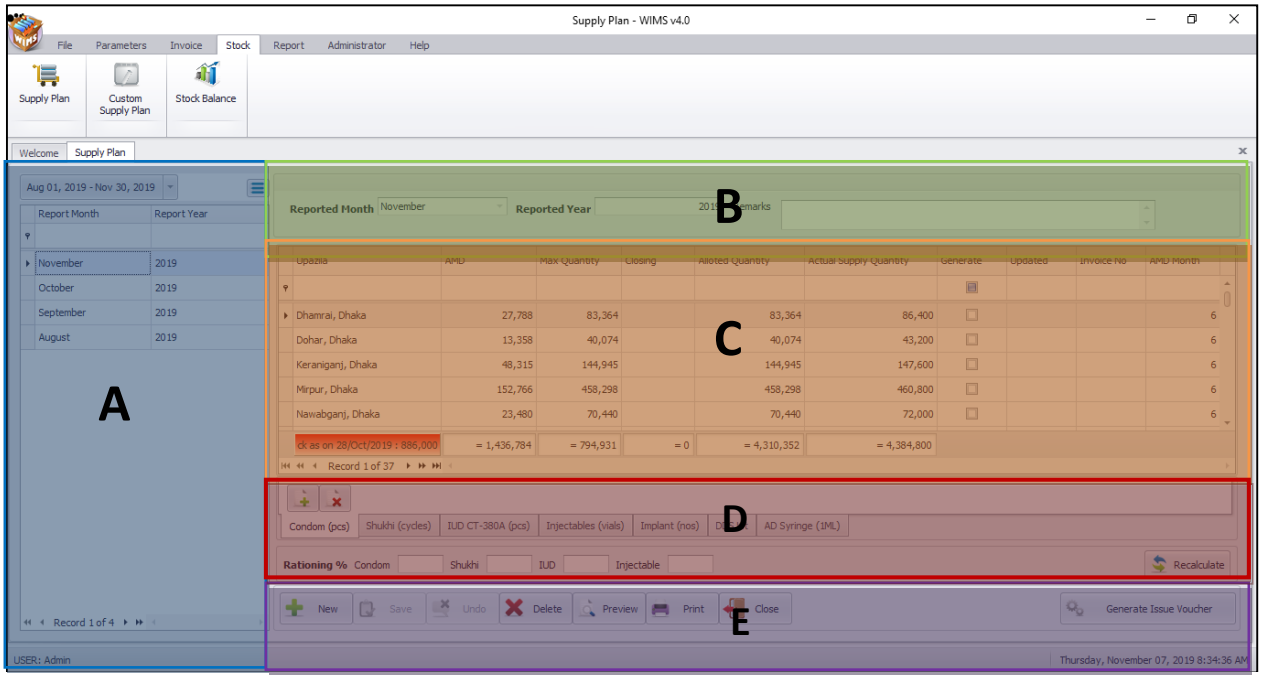
6.1. Supply Plan

Based on the inputs given by various Upazilas, a Supply Plan will be generated automatically by using this module.



Open Supply Plan

- Run **WIMSv4**
- Select **Stock > Supply Plan**… from **Stock** menu.
- The **Supply Plan** screen is displayed.



General Description of Supply Plan Form

The form is grouped into 5 (five) blocks –

A. List of Months:

Shows the months for which Supply Plan will be generated.

***B. Supply Plan Entry Option*:**

Shows options for selecting **"Month"** and **"Year"** for which Supply Plan will be generated.

C. Details of Facilities:

Details of facility (Upazila) i.e. how much they have distributed last month, their closing balance, what should be the allotted quantity, etc. will be shown here.

D. Commodity Selection & Rationing:

- Normally Supply Plan is done at the start of every month to calculate issue quantity.
- This block contains the items which are normally issued based on Supply Plan –
  1. Condom (pcs),
  2. Shukhi (cycles),
  3. IUD CT-380A (pcs),
  4. Injectables (vials),
  5. AD Syringe (1ML),
  6. Implant (nos),
  7. DDS Kit
- Under every item tab, total planned quantity and current stock quantity of the current date of current month is shown.
- When the plan quantity is less than or equal to current stock quantity – the Supply Quantity box is **GREEN**. When the supply quantity is more than stock quantity, it shows as **RED**.
- There are 4 (four) boxes below every item.
- When there is scarcity of items, then putting a certain percentage in any box – then pressing the **"Recalculate"** button will reduce that item's Actual Supply Quantity for all upazilas.

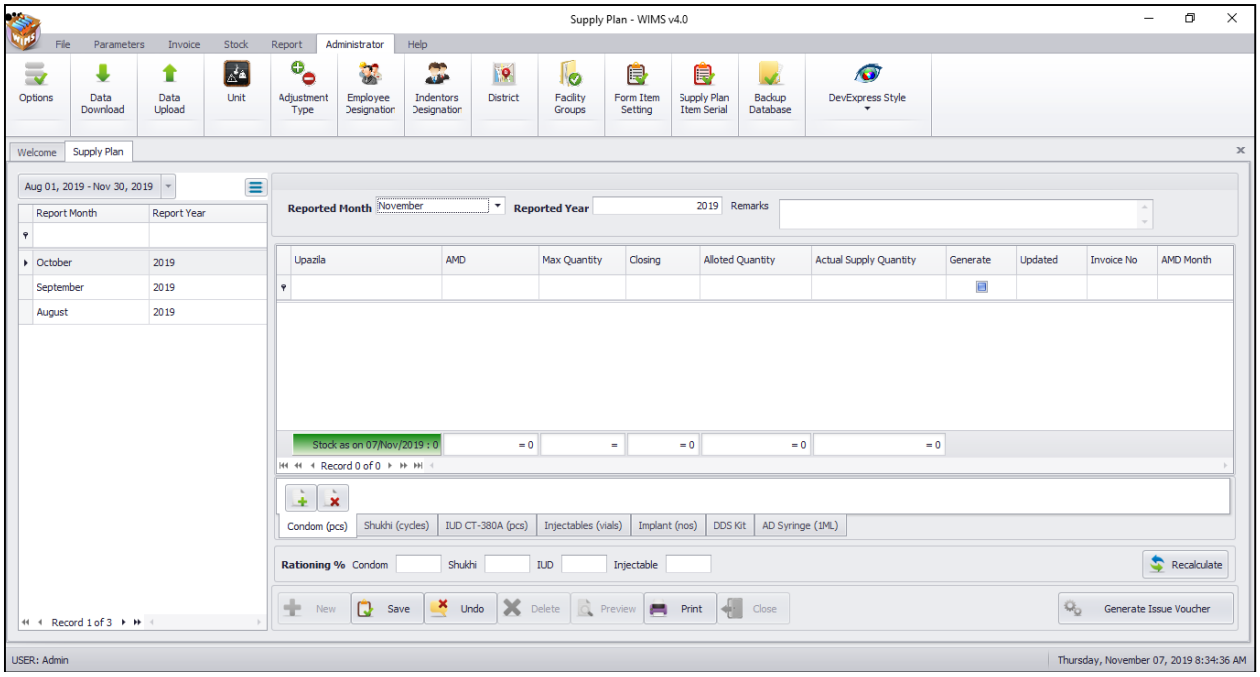
E. Command Buttons:

A number of buttons to manipulate the Supply Plan.

Generate a new Supply Plan

Press

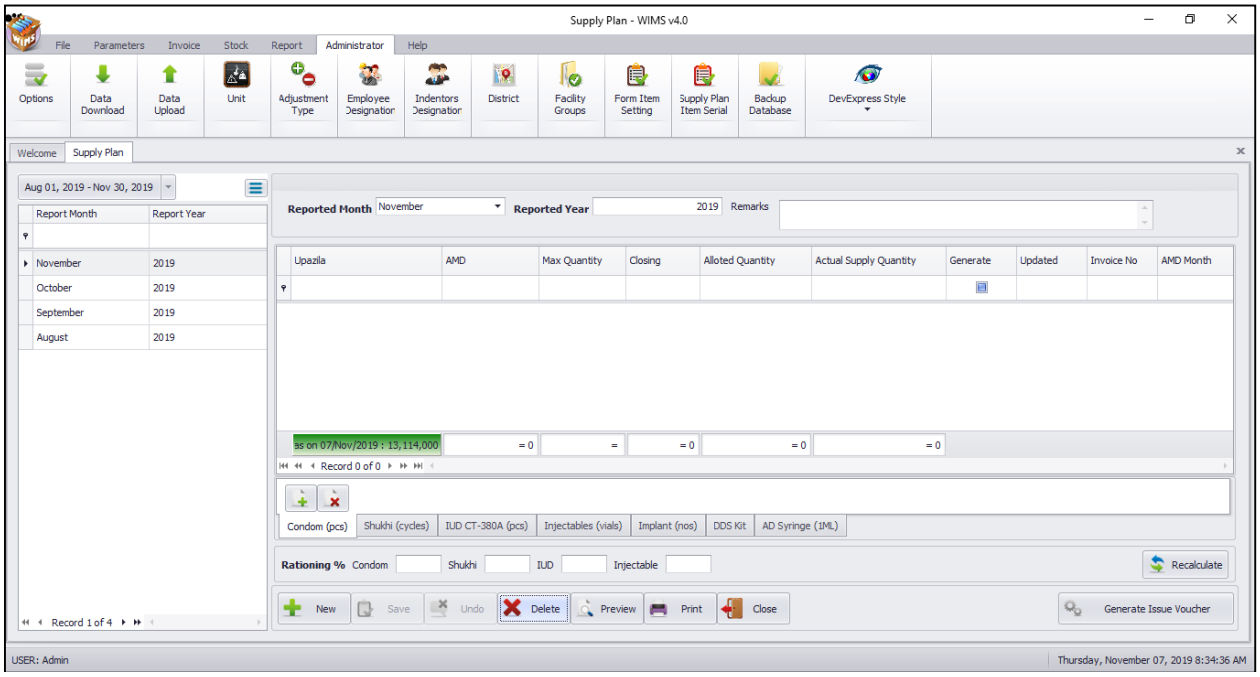
button from the command buttons block. The form will look like the following screen:



- The ID will be generated automatically.
- Select the '**Month**' and '**Year**' for which **Supply Plan** will be generated.

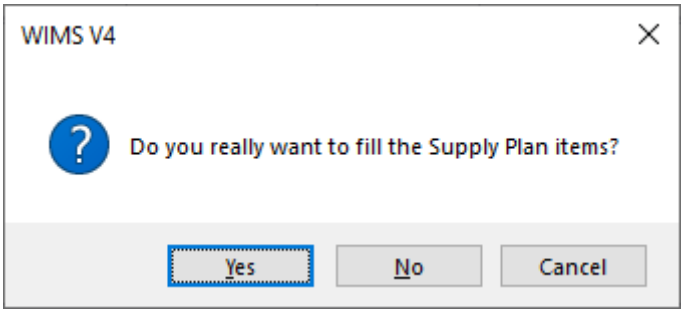
- Press

button. The form will look like the following screen:



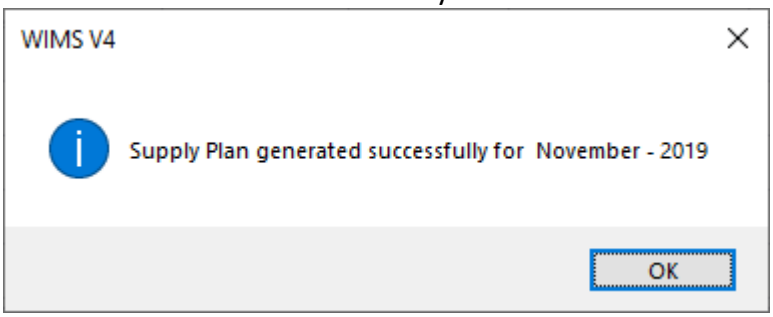
Generation of Supply Plan Details

- Press button from the command buttons block. A dialogue box will appear as like the following screen:

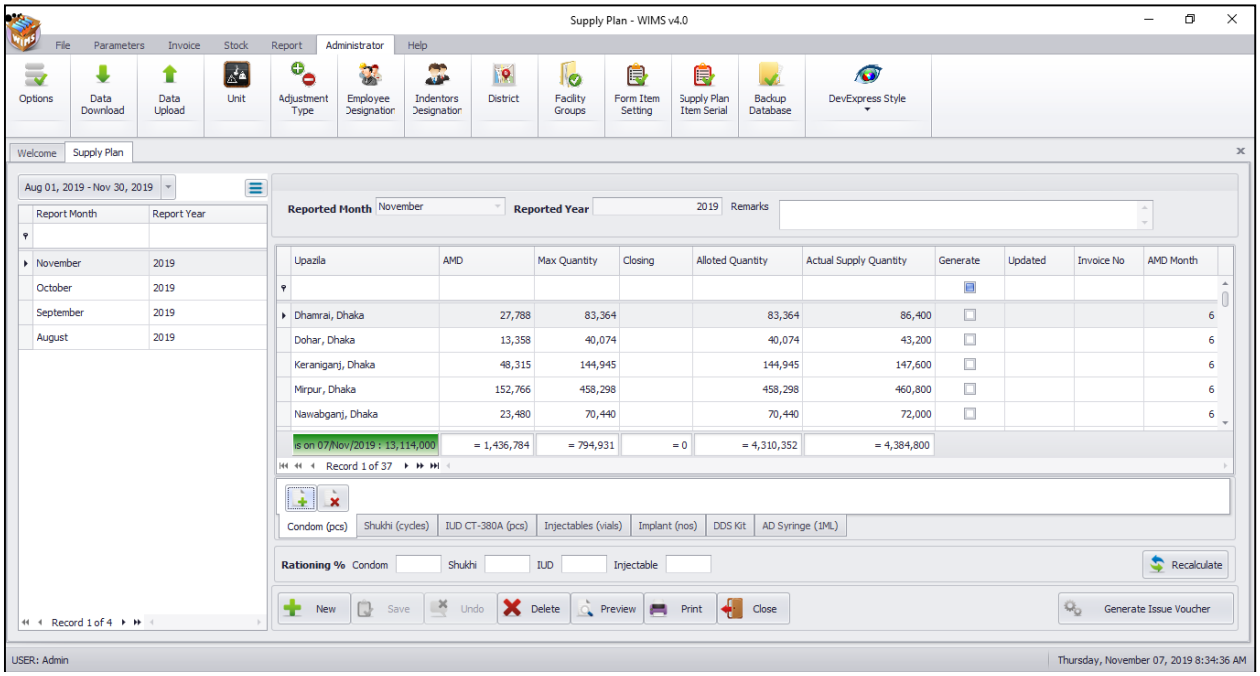


Click '**Yes**' to continue and the following form will appear.

- All data will be generated and shown automatically.



- Only **'Actual Supply Quantity'** can be edited.
- Enter the actual quantity which has been supplied to the Upazila.
- As you go forward by pressing Tab button data will be saved automatically.



Preview and Print the Supply Plan

- Press button to preview the supply plan which will be like the following screen -

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
Supply Plan Register
Supply plan of Dhaka CWH - November, 2019

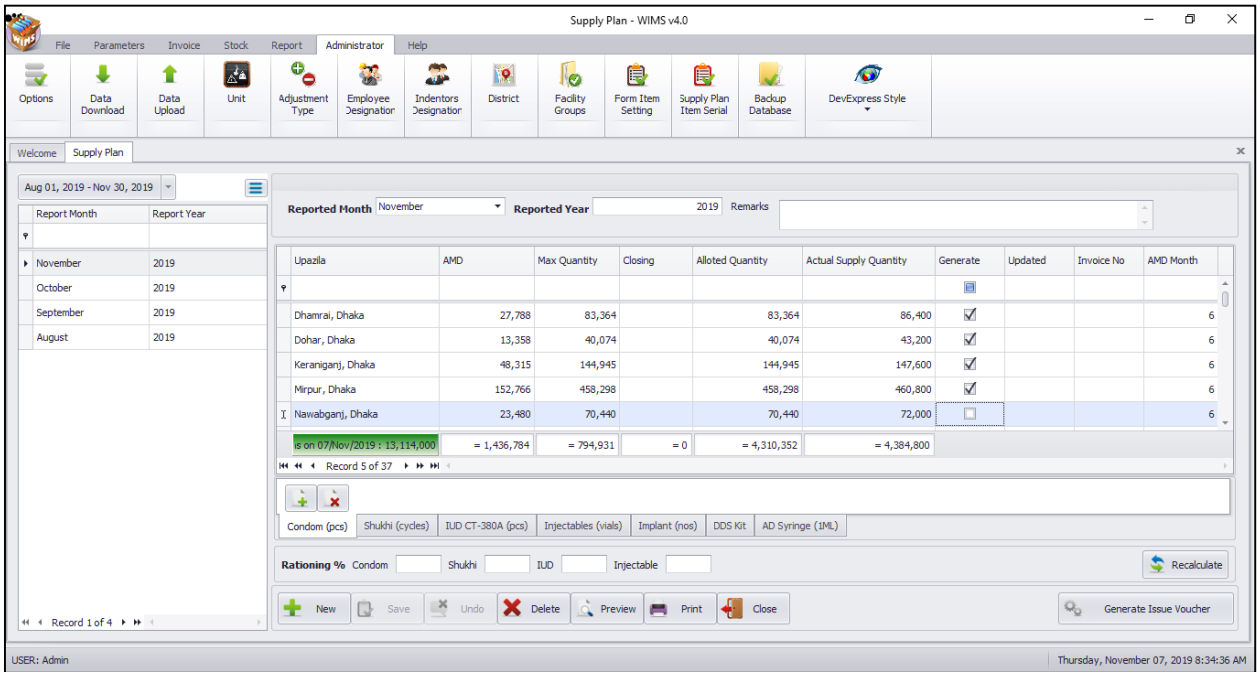
		Condom					Shukhi					IUD					Injectables					Implant	DDSKIT	AD Syringe
	Facility Name	AMD	MAX Qty	Clossing Balance	Allowd Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Allowd Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Allowd Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Allowd Qty	Actual Supply Qty	Actual Supply Qty	Actual Supply Qty	Actual Supply Qty
1	Araihazar, Narayanganj	13,665	40,995		40,995	43,200	18,882	56,646		56,646	57,600	34	102		102	102	2,173	6,519		6,519	6,600			7,260
2	Bandar, Narayanganj	42,730	128,190		128,190	129,600	16,898	50,694		50,694	51,840	26	78		78	78	2,164	6,492		6,492	6,500			7,150
3	Belabo, Narsingdi	12,240	36,720		36,720	39,600	9,674	29,022		29,022	30,240	13	39		39	39	1,042	3,126		3,126	3,200			3,520
4	Daulatpur, Manikganj	12,394	37,182		37,182	39,600	9,508	28,524		28,524	28,800	6	18		18	18	946	2,838		2,838	2,900			3,190
5	Dhamrai, Dhaka	27,788	83,364		83,364	86,400	23,333	69,999		69,999	70,560	112	336		336	336	1,591	4,773		4,773	4,800			5,280
6	Dohar, Dhaka	13,358	40,074		40,074	43,200	7,676	23,028		23,028	23,040	18	54		54	54	602	1,806		1,806	1,900			2,090
7	Gazaria, Munshiganj	7,796	23,388		23,388	25,200	7,174	21,522		21,522	21,600	8	24		24	24	556	1,668		1,668	1,700			1,870
8	Gazipur Sadar, Gazipur	49,290	147,870		147,870	151,200	21,142	63,426		63,426	64,800	37	111		111	111	2,075	6,225		6,225	6,300			6,930
9	Ghior, Manikganj	20,408	61,224		61,224	64,800	9,652	28,956		28,956	30,240	9	27		27	27	1,033	3,099		3,099	3,100			3,410
10	Harirampur, Manikganj	16,516	49,548		49,548	50,400	6,009	18,027		18,027	18,720	13	39		39	39	410	1,230		1,230	1,300			1,430
11	Kaliakair, Gazipur	24,839	74,517		74,517	75,600	18,500	55,500		55,500	56,160	20	60		60	60	740	2,220		2,220	2,300			2,530
12	Kaliganj, Gazipur	27,237	81,711		81,711	82,800	14,203	42,609		42,609	43,200	15	45		45	45	1,231	3,693		3,693	3,700			4,070
13	Kapasia, Gazipur	18,573	55,719		55,719	57,600	11,387	34,161		34,161	34,560	10	30		30	30	657	1,971		1,971	2,000			2,200
14	Keraniganj, Dhaka	48,315	144,945		144,945	147,600	26,403	79,209		79,209	80,640	71	213		213	213	3,058	9,174		9,174	9,200			10,120
15	Lohajang, Munshiganj	13,747	41,241		41,241	43,200	7,281	21,843		21,843	23,040	17	51		51	51	934	2,802		2,802	2,900			3,190
16	Manikganj Sadar, Manikganj	38,078	114,234		114,234	115,200	15,831	47,493		47,493	47,520	29	87		87	87	1,875	5,625		5,625	5,700			6,270
17	Manohardi, Narsingdi	24,457	73,371		73,371	75,600	10,463	31,389		31,389	31,680	35	105		105	105	2,146	6,438		6,438	6,500			7,150
18	Mirpur, Dhaka	152,766	458,298		458,298	460,800	36,086	108,258		108,258	109,440	243	729		729	729	10,926	32,778		32,778	32,800			36,080
19	Munshiganj Sadar, Munshiganj	27,687	83,061		83,061	86,400	17,384	52,152		52,152	53,280	26	78		78	78	1,611	4,833		4,833	4,900			5,390
20	Narayanganj Sadar, Narayanganj	76,690	230,070		230,070	230,400	41,543	124,629		124,629	125,280	83	249		249	249	7,391	22,173		22,173	22,200			24,420
21	Narsingdi Sadar, Narsingdi	59,819	179,457		179,457	180,000	49,839	149,517		149,517	149,760	90	270		270	270	8,373	25,119		25,119	25,200			27,720
22	Nawabganj, Dhaka	23,480	70,440		70,440	72,000	12,607	37,821		37,821	38,880	18	54		54	54	908	2,724		2,724	2,800			3,080
23	Palash, Narsingdi	11,073	33,219		33,219	36,000	10,644	31,932		31,932	33,120	16	48		48	48	1,198	3,594		3,594	3,600			3,960
24	Roypura, Narsingdi	52,683	158,049		158,049	158,400	21,313	63,939		63,939	64,800	74	222		222	222	8,020	24,060		24,060	24,100			26,510

- Press on the printer icon. The print dialog box will appear.

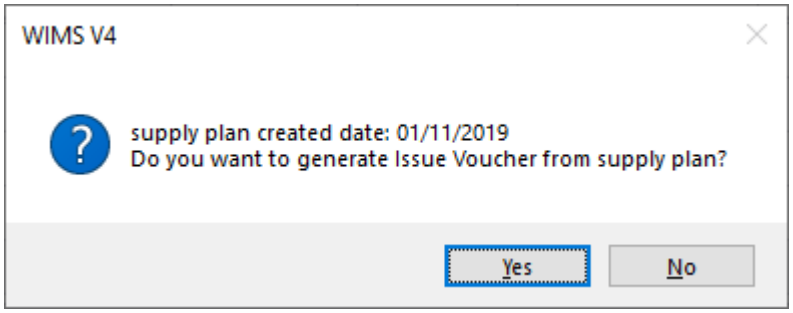
Generate Supply Plan to Issue Voucher

After completing Supply Plan generation, need to generate Issue Voucher automatically from created Supply Plan.

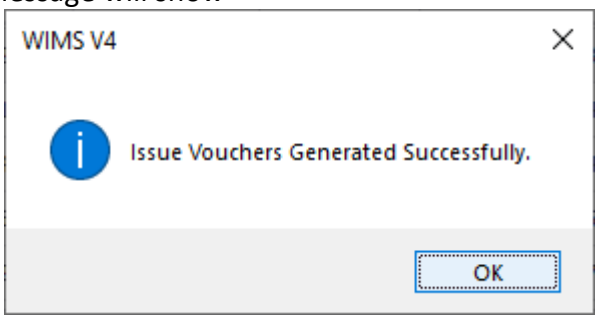
- Press ☑ against Upazila



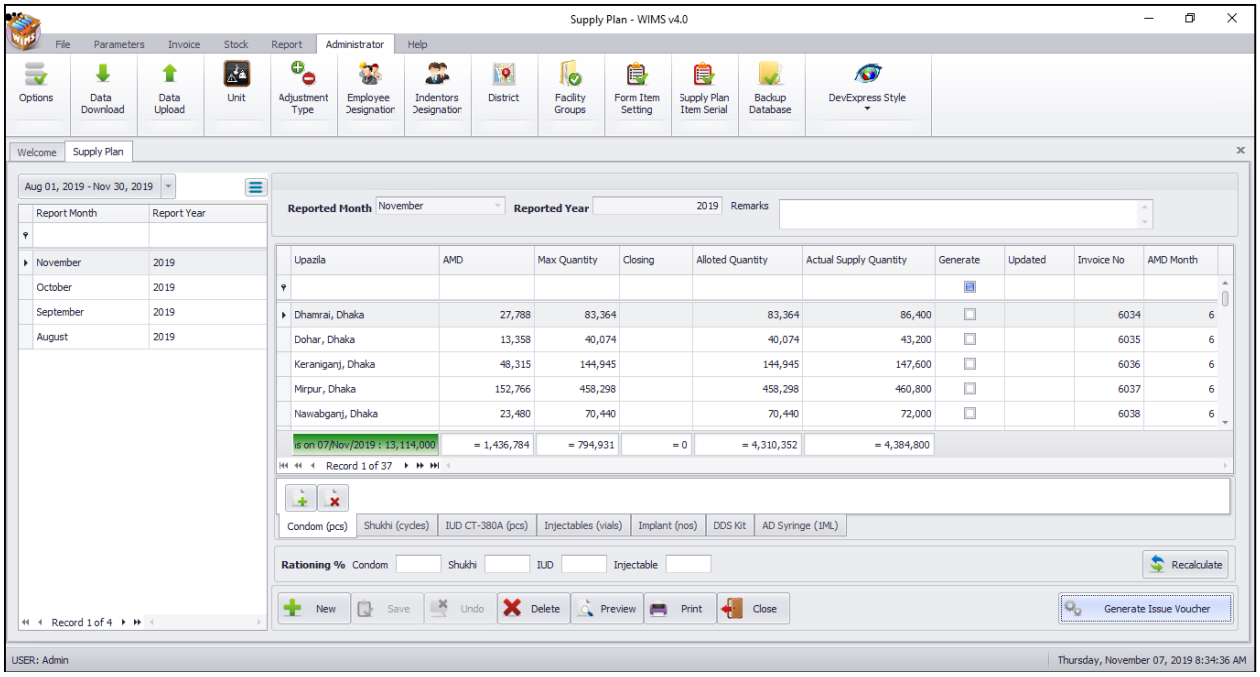
- Press **'Generate Issue Voucher'** button on Supply Plan.



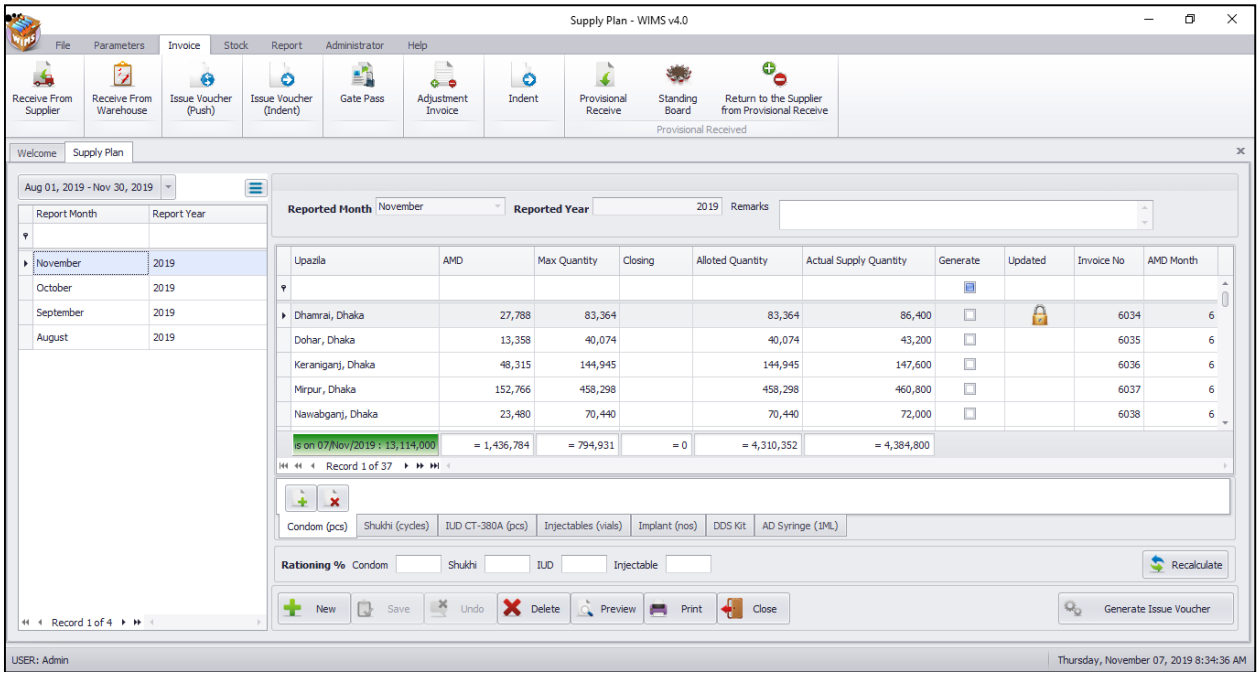
- After pressing **'Yes'** the message will show -



- Press **'OK'**



- Then you will see the **Voucher No.** will be shown on **'Supply Plan'** and voucher will be shown on **'Issue Voucher'** entry form.
- From Supply Plan generated issue vouchers when these are updated the "Updated"status will also be shown on supply plan.

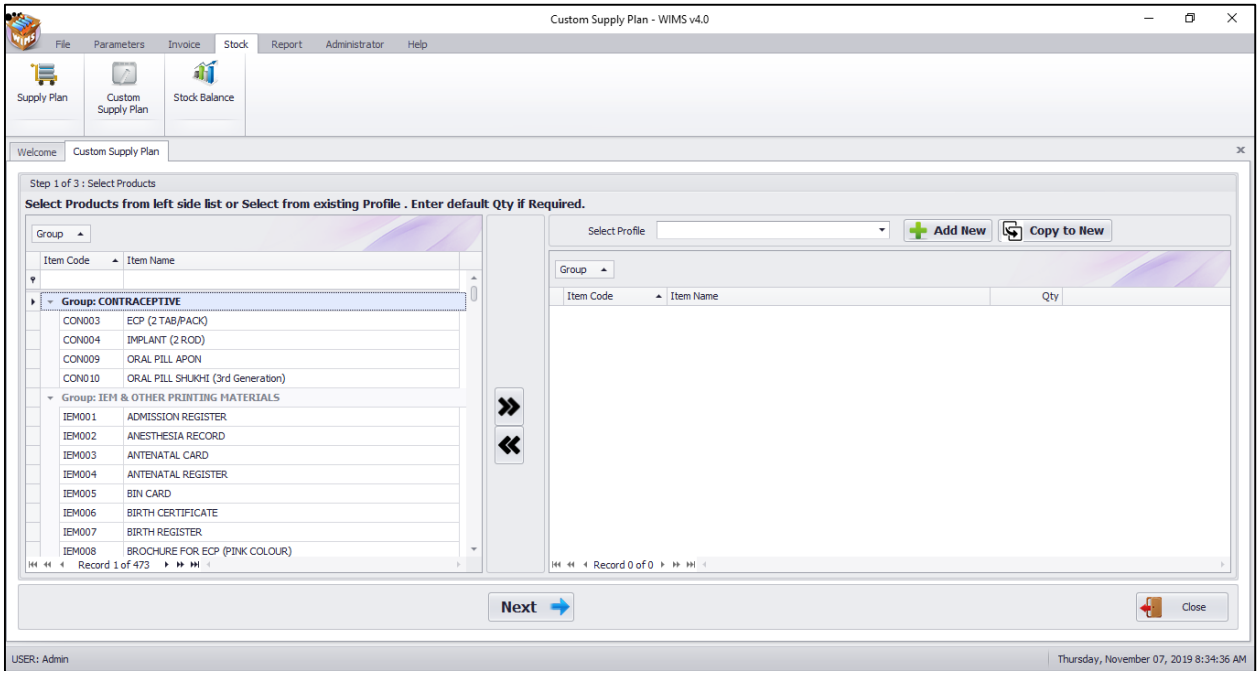


N.B: Updated upazila's Issue voucher cannot be re-generated but Un-updated Upazila's Issue voucher can be re-generated.

6.2. Custom Supply Plan

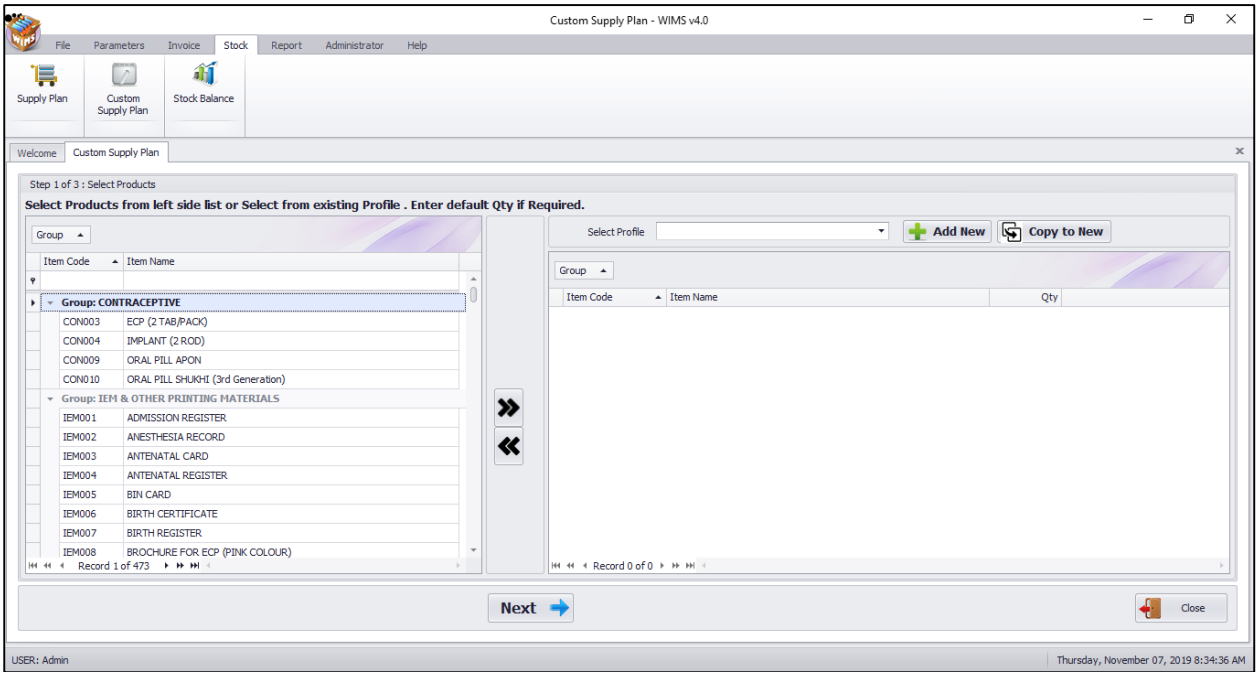
To access Custom Supply Plan follow the following steps-

- Run **WIMSv4**
- Select **Stock > Custom Supply Plan** from **Stock** menu.
- The **Custom Supply Plan** form is displayed.

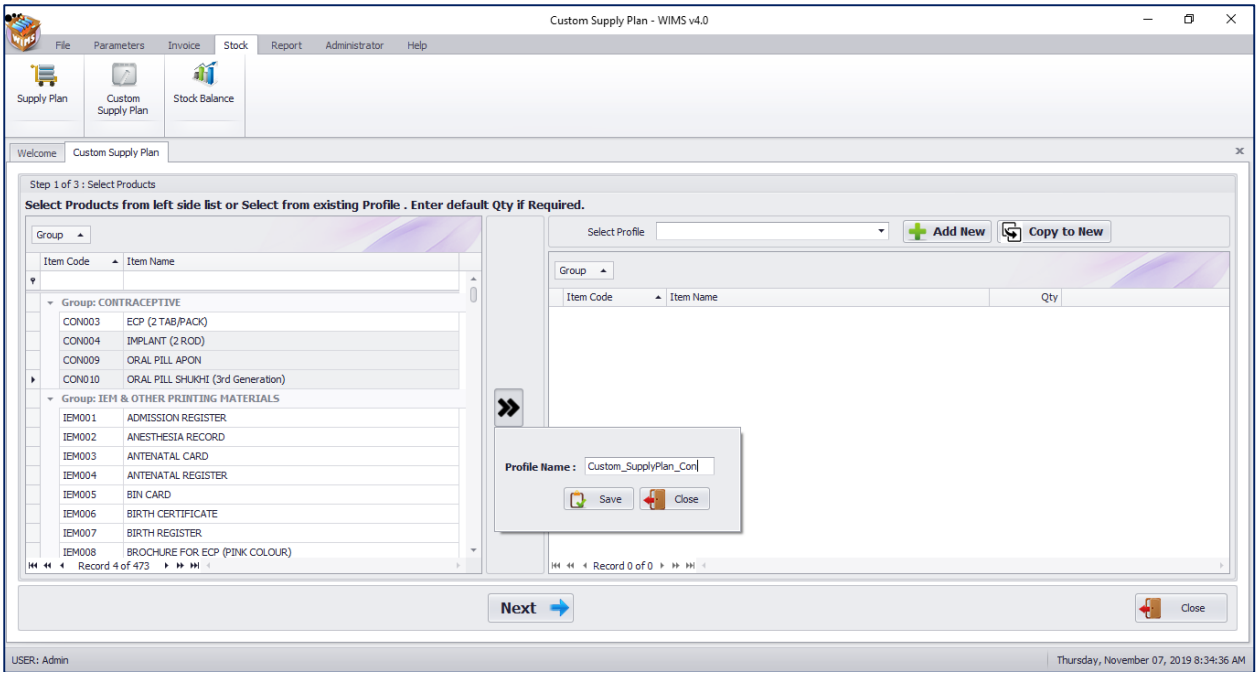


- To using custom supply plans for providing specific items to specific facility can be created Issue vouchers to supplying goods.

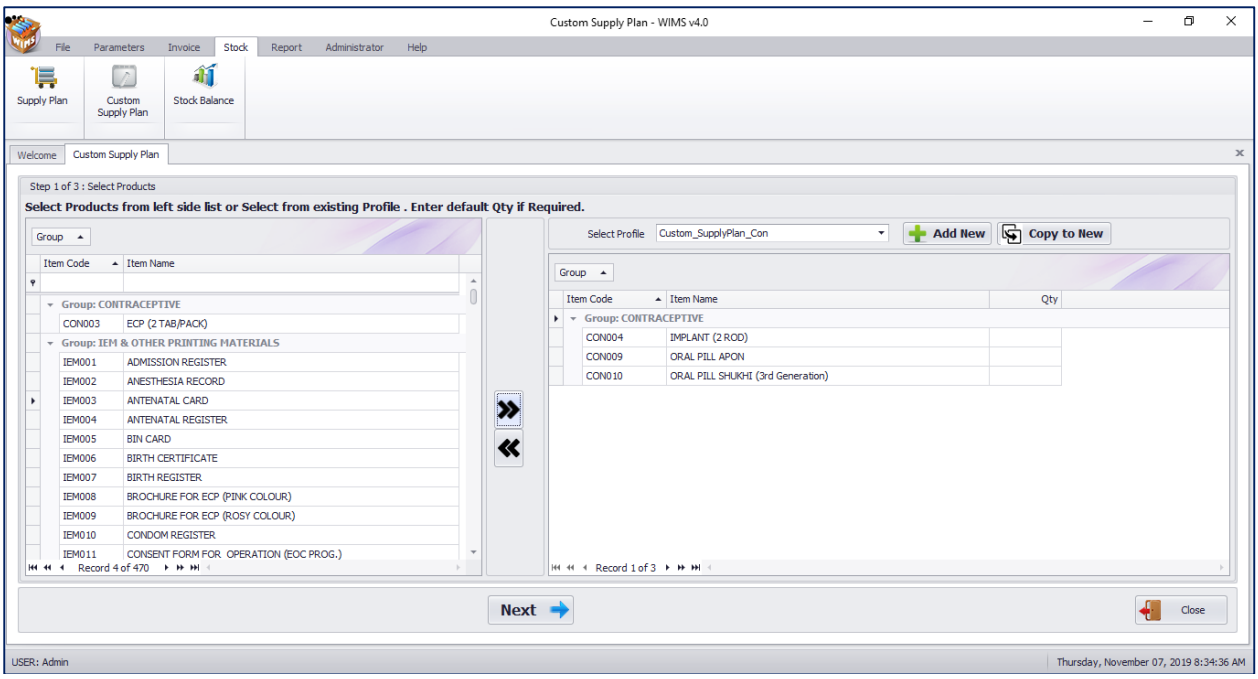
Generate Custom Supply Plan



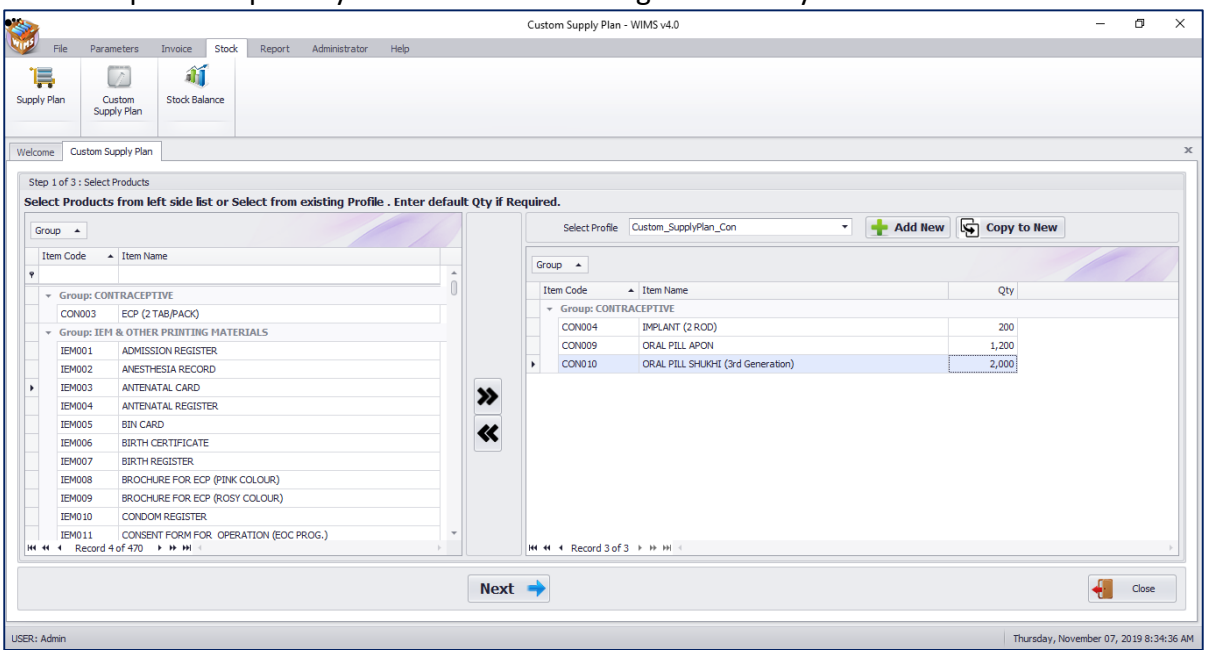
- Select products from left side product list and press on **">>"** button to creating Custom Supply Plan



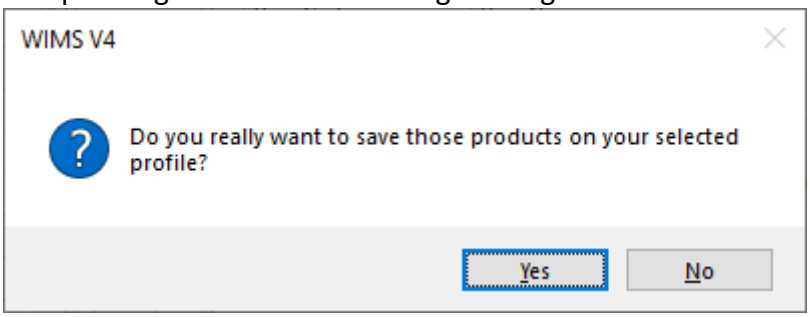
- Enter your custom supply plan profile name and press on 'Save' button. After pressing see the following screen -



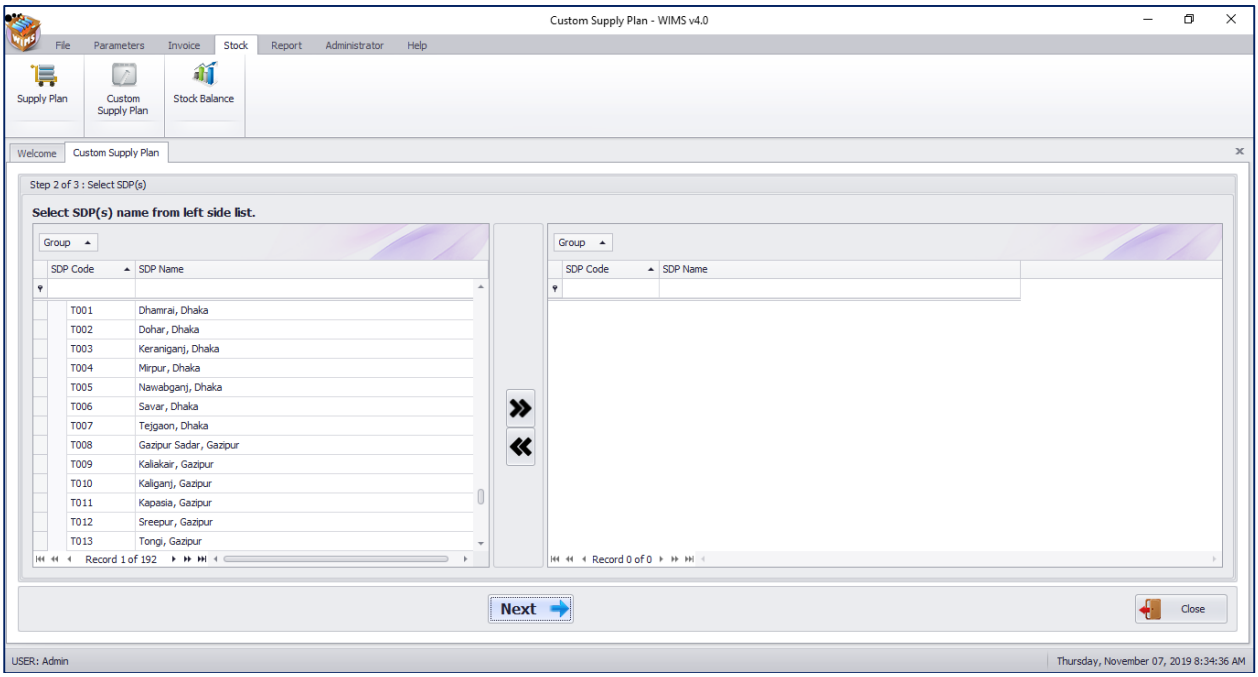
- Enter the product quantity which will be issued against Facility's



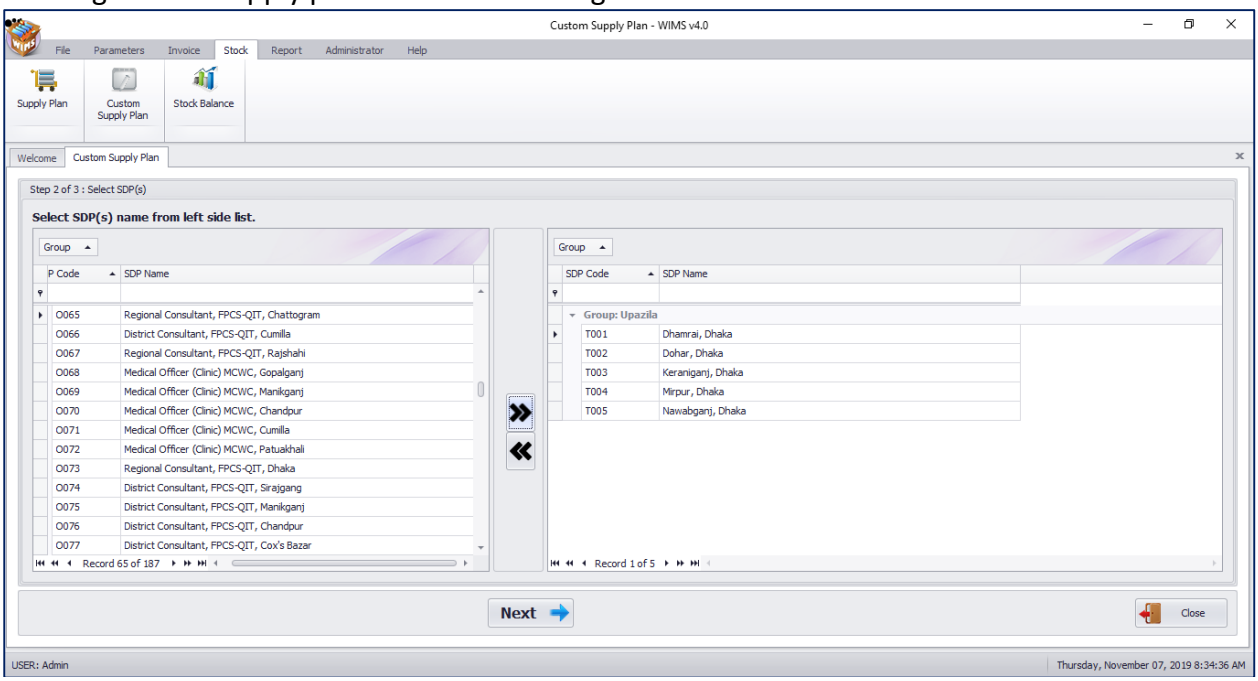
- Press on '**Next**' after pressing will see the following message.



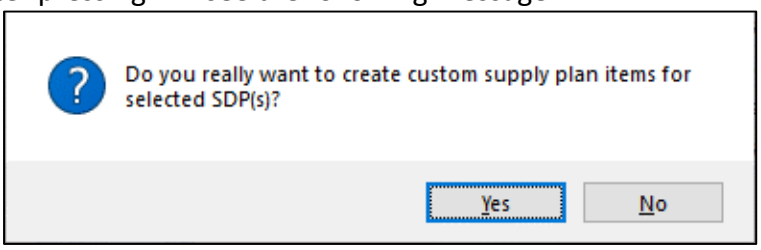
- Press on '**Yes**'. After pressing custom supply plan products will saved and displaying following screen for select facility.



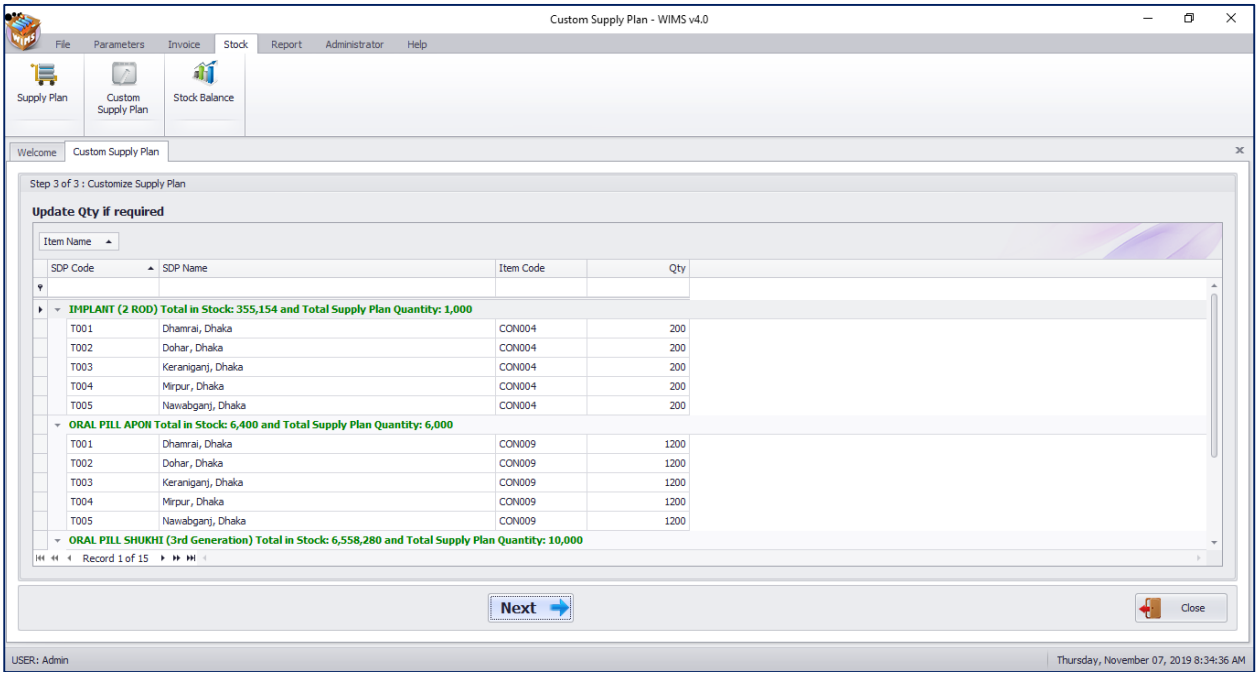
- Select Facility from left side facility list and press on '**>>**' button to transfer right side for creating custom supply plan. See the following screen -



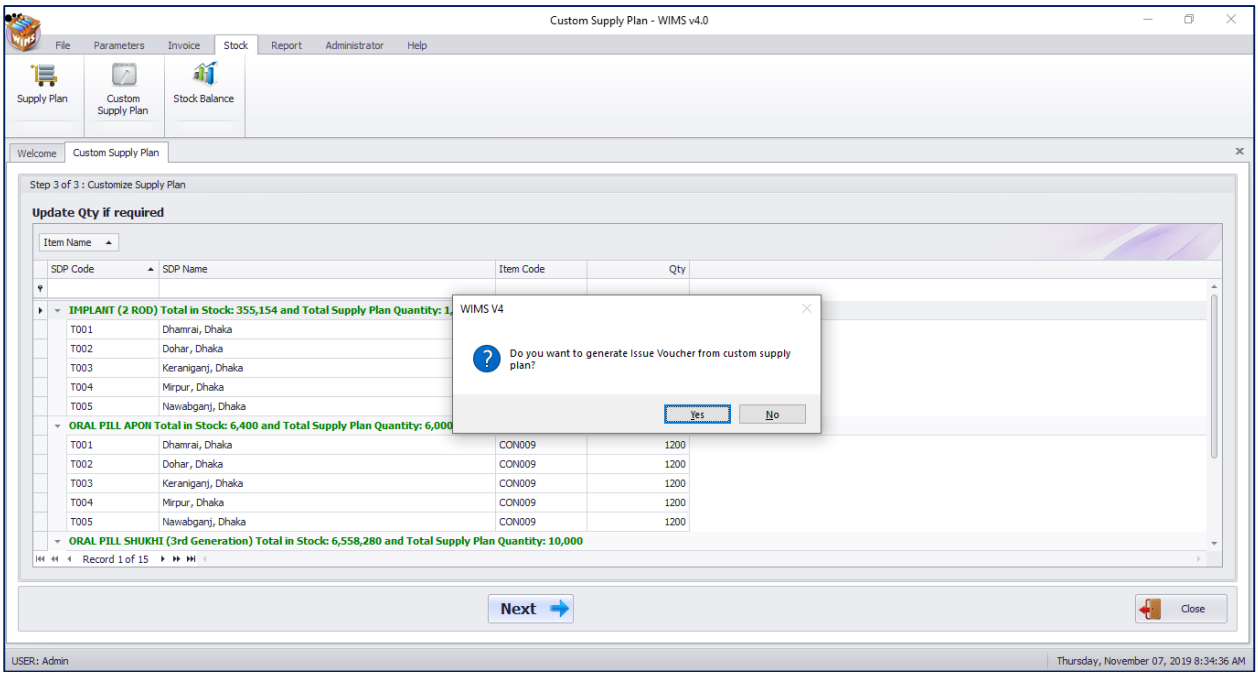
- Press on '**Next**'. After pressing will see the following message -



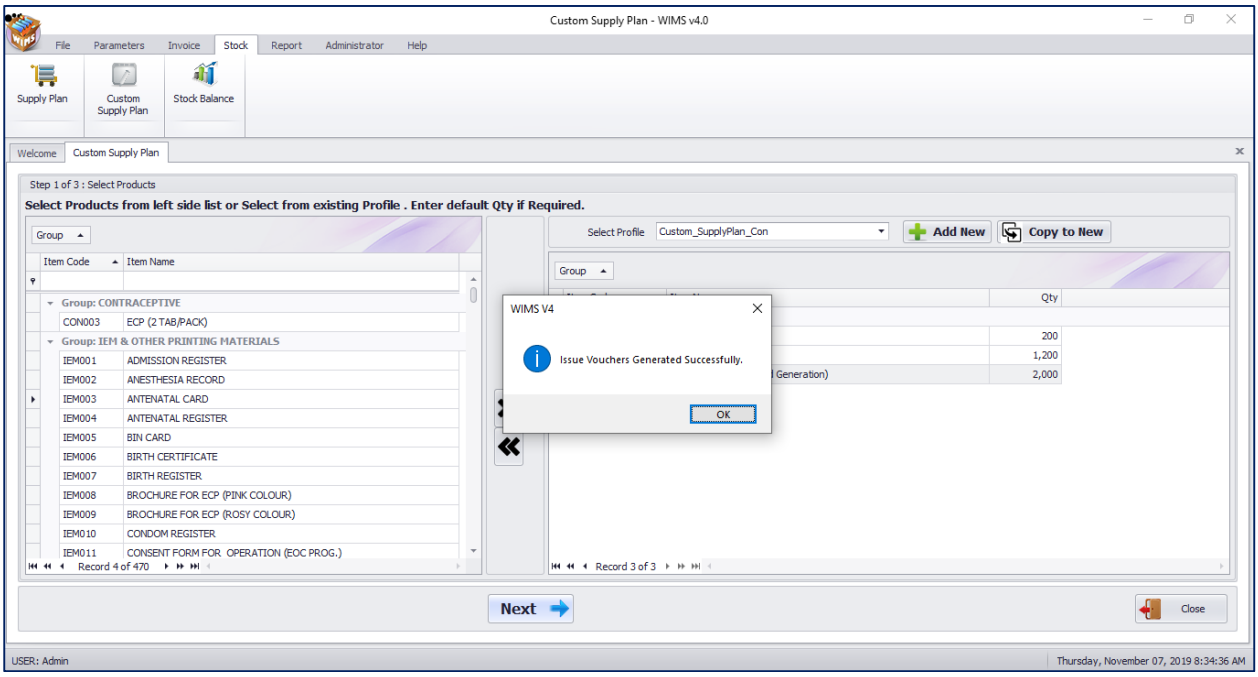
- Press on '**Yes**'. After pressing will see the following screen -



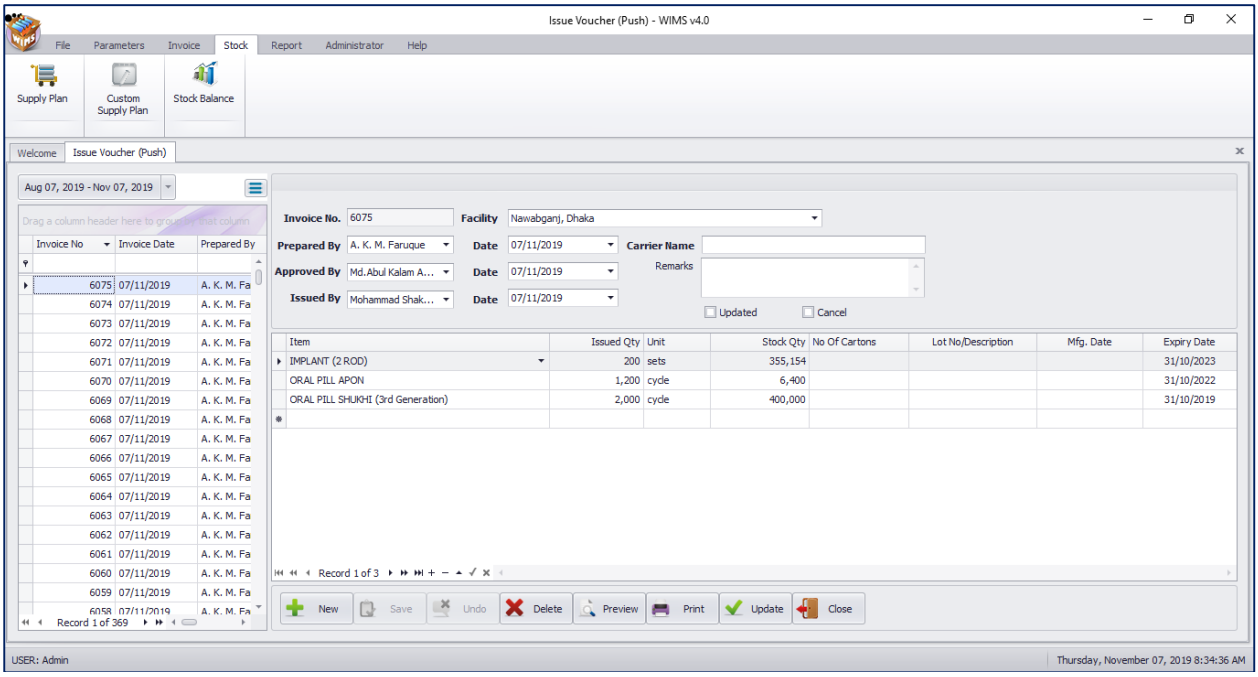
- Press on '**Next**'. After pressing will see the following message -



- Press on '**Yes**'. After pressing message displayed 'Issue voucher Generate successfully' like following screen -

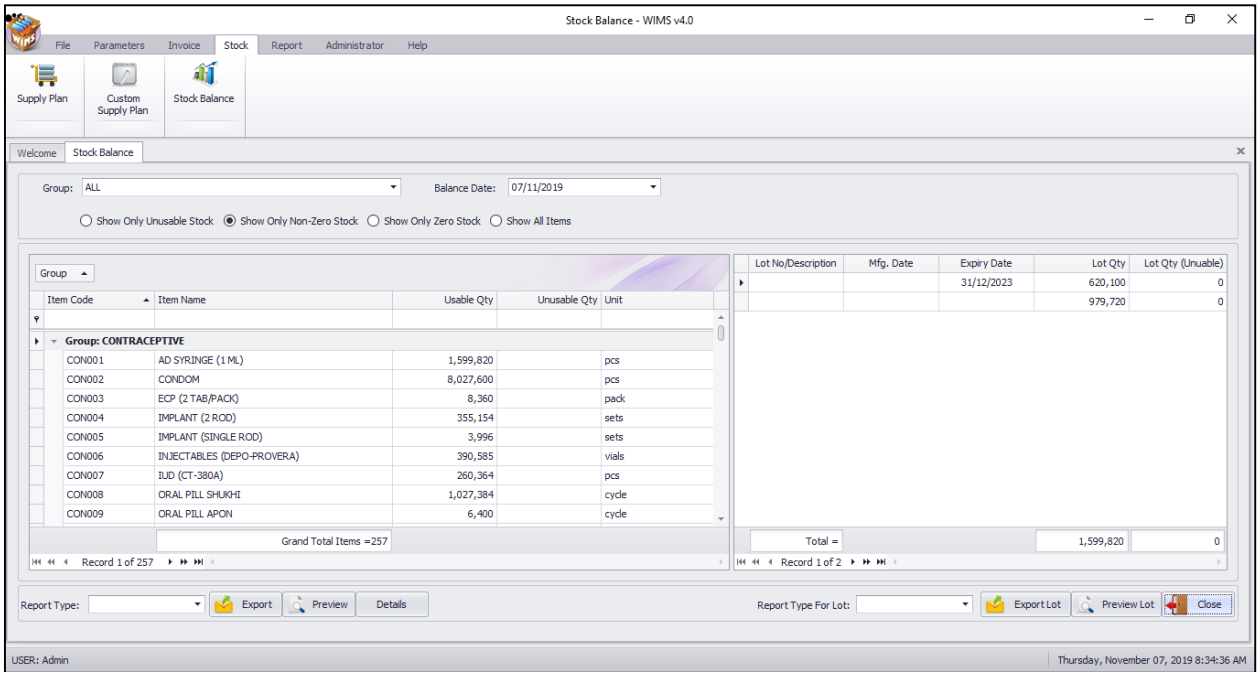


- Press on '**Ok**'. After pressing generated issue voucher form will be displayed like following screen -



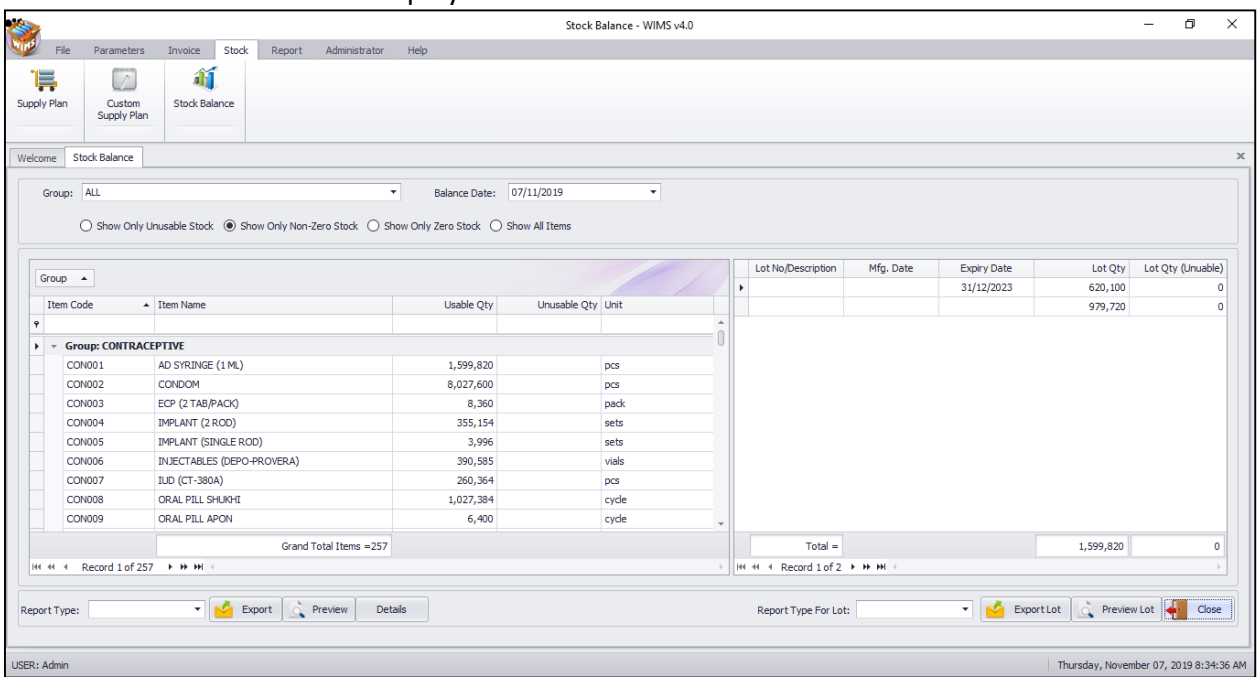
6.3. Stock Balance

Stock Balance form presents the current status of stock items at any time. Initially the form shows stock balance of all the stock items up o current date. Stock balance of any date can be viewed by changing the Balance Date.



View Stock Balance

- Run **WIMSv4**
- Select **Stock > Stock Balance**… from **Stock** menu.
- The **Stock Balance** form is displayed.



This form presents current stock position of all the items. Controls in the form are grouped into 3 (three) blocks –

A. *Item Group & Balance Date*:
Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.

B. *List of Items*:
Shows status of every item under the selected group. To describe an item, 5 (five) fields are required.

- Item Code – Unique Item Code.
- Item Name – Name of the item.
- Usable Qty – Usable stock quantity of the item on balance data.
- Unusable Qty – Unusable quantity of item on balance date.
- Unit – Unit of measurement of the item.

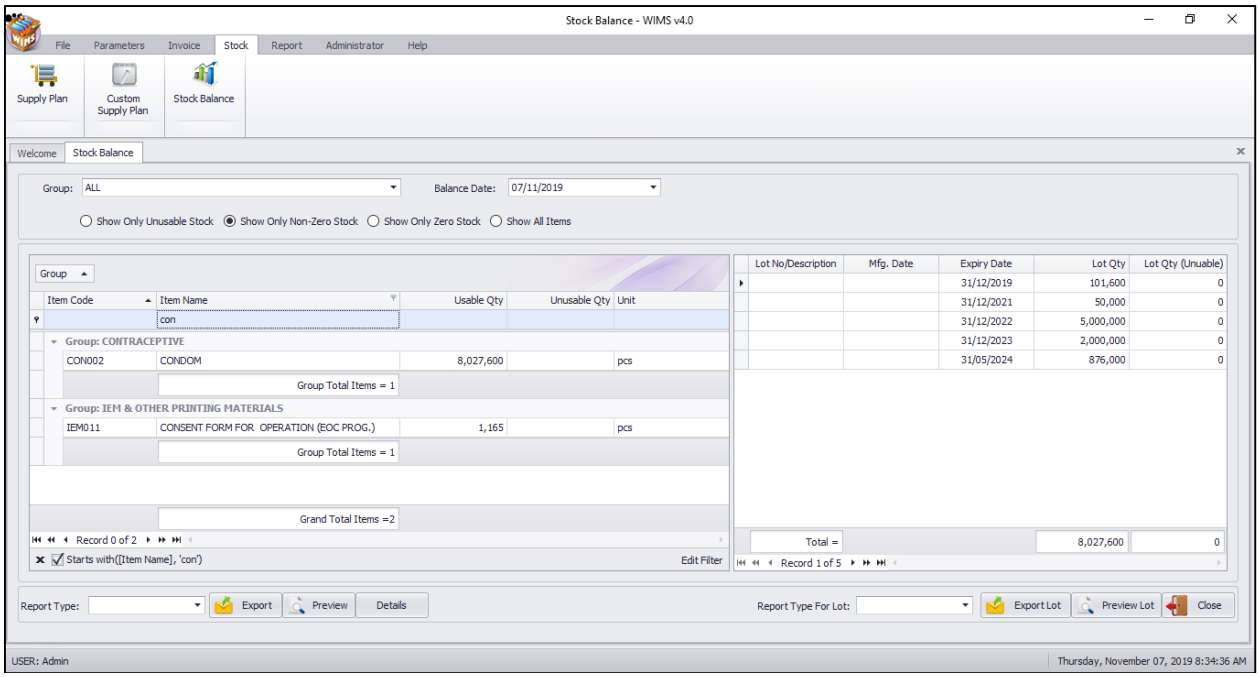
C. *Command buttons*:
A number of buttons to manipulate the stock status.

View Stock Balance of a specific Date

- If you want to view stock status of all items, select '(All)' from Item Group combo in block A. If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field and press **<Enter>** to get the stock status of that date.
- To exclude the items that are out of stock, select 'Show Only Non-Zero Stock'.

Search and find an Item

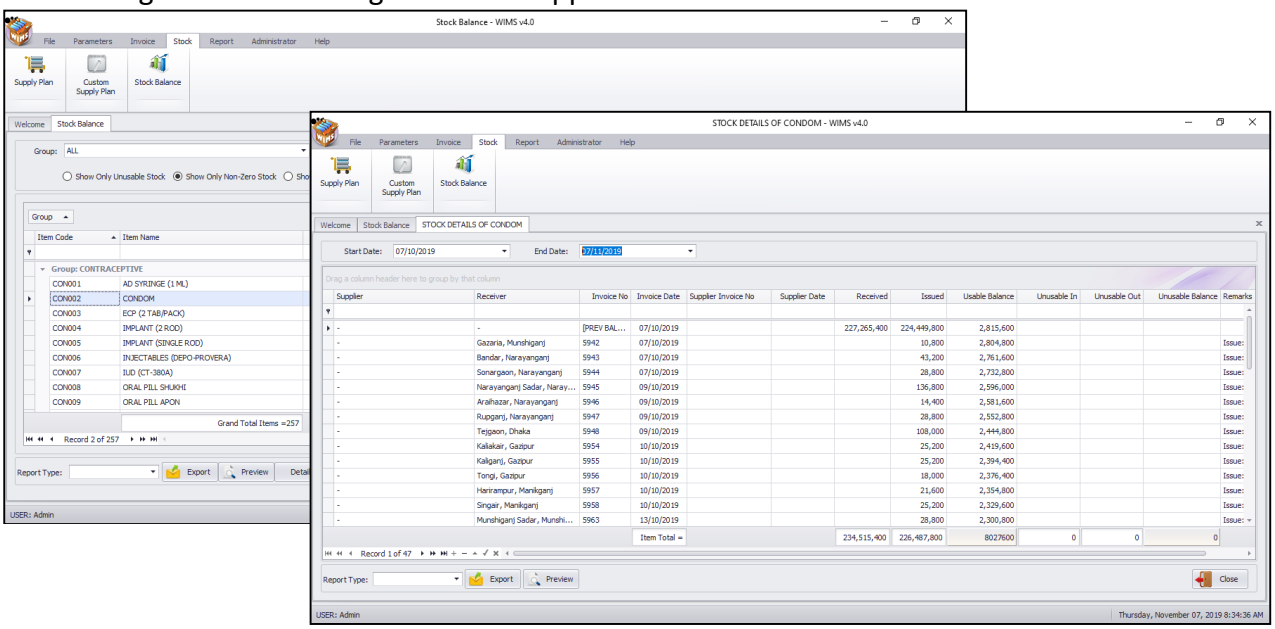
- Type you provide the item name in search box.
- Items which match with the search text will be shown in the list.



- To see all of the items again, remove you provide the item name from search box.

View detail information about a specific item

- Select the item for which you want to view lot-wise information.
- Press Lot-wise button from the command button block
- A dialog like the following screen will appear:



Print Stock Balance

- Press button to view a printable list of Stock Balance.

Dhaka CWH, Mohakhali, Dhaka
Stock Balance on November 07, 2019

Item Code	Item Name	Usable Qty	Unusable Qty	Unit
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ML)	1,599,820		pcs
CON002	CONDOM	8,027,600		pcs
CON003	ECP (2 TAB/PACK)	8,360		pack
CON004	IMPLANT (2 ROD)	355,154		sets
CON005	IMPLANT (SINGLE ROD)	3,996		sets
CON006	INJECTABLES (DEPO-PROVERA)	390,585		vials
CON007	IUD (CT-380A)	260,364		pcs
CON008	ORAL PILL SHUKHI	1,027,384		cycle
CON009	ORAL PILL APON	6,400		cycle
CON010	ORAL PILL SHUKHI(3rd Generation)	6,558,280		cycle
	Group Total Items = 10			
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER	1,155		book
IEM002	ANESTHESIA RECORD	1,195		pcs
IEM003	ANTENATAL CARD	136,900		pcs
IEM004	ANTENATAL REGISTER	3,520		book
IEM006	BIRTH CERTIFICATE	21,343		book
IEM007	BIRTH REGISTER	2,813		book
IEM011	CONSENT FORM FOR OPERATION (EOC P	1,165		pcs
IEM012	COUPLE FORM-1	225,000		pcs

ANTENATAL REGISTER

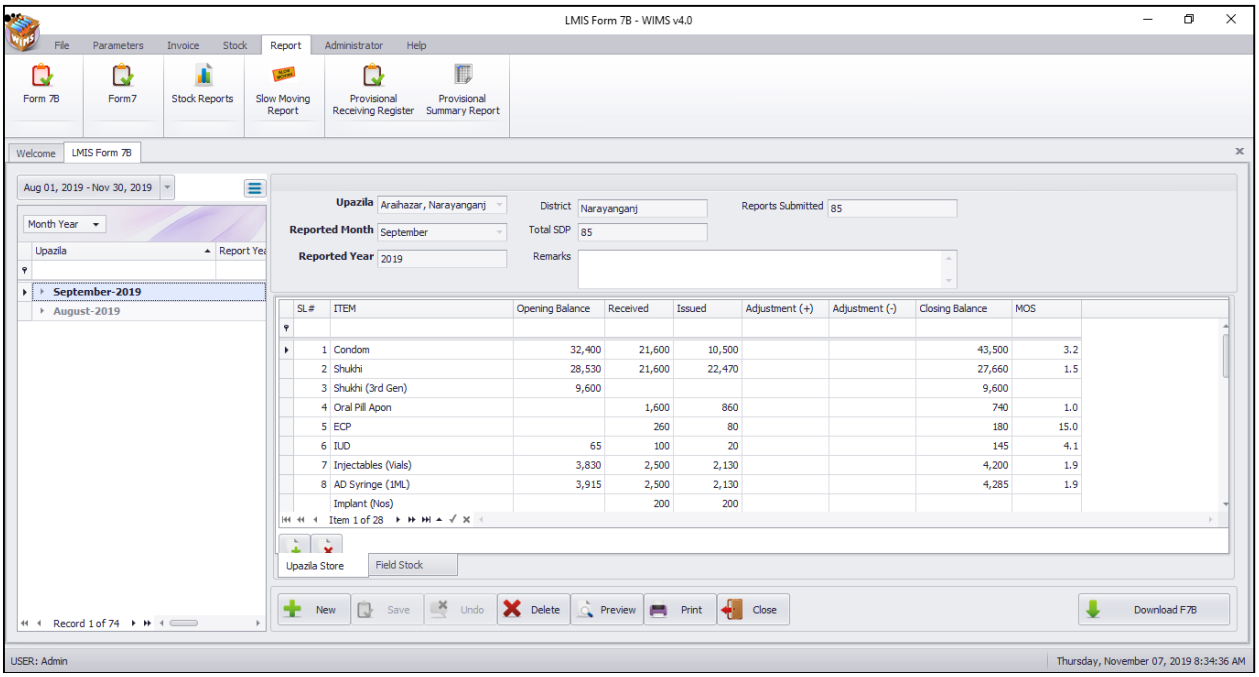
- Press on the printer icon. The report will be print.

Chapter-7: Reports

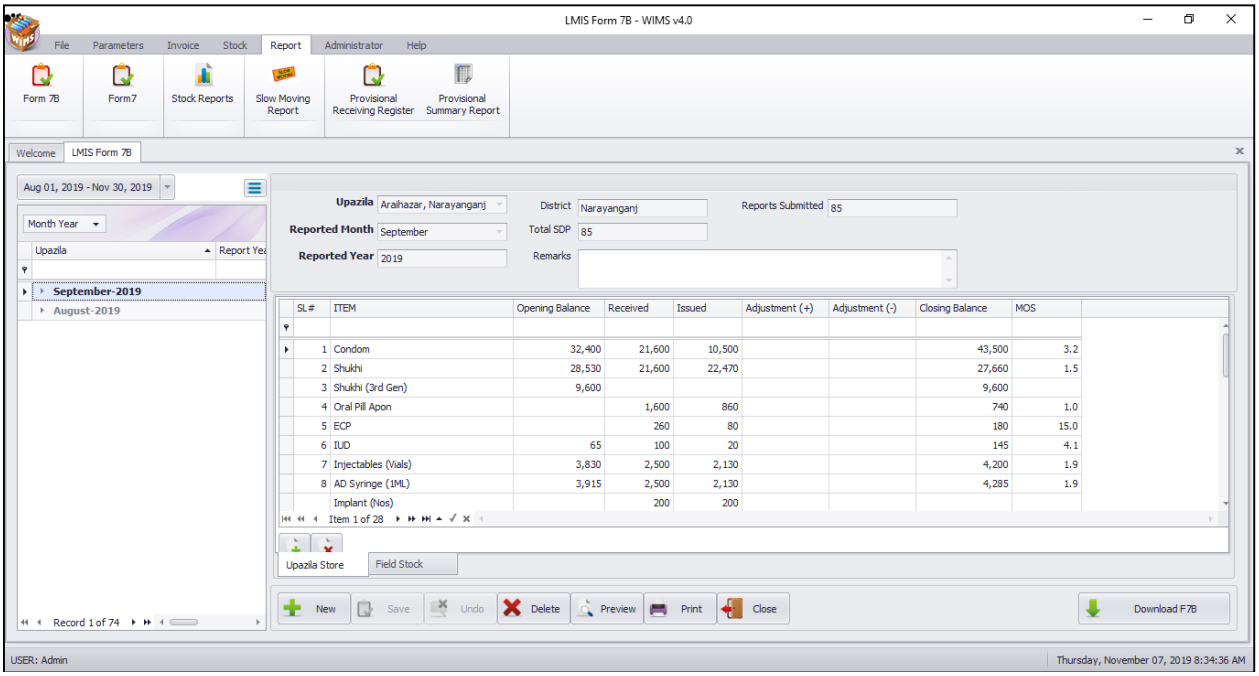
7.1. Form 7B

Based on the inputs given by various SDPs and items received and issued by the Upazila MIS Form 7B will be generated automatically by this module.

- Run **WIMSv4**
- Select **Report > Form 7B**… from **Report** menu.
- The **Form 7B** Screen is displayed.



General Description of 7B Form



Controls in the form are grouped into 5 (five) blocks –

A. *List of Months*:

Shows the months for which Form 7B will be downloaded.

B. *Form 7B Entry Option*:

Shows options for selecting Month and Year for which Form 7B will be downloaded.

C. *Details of Items:*

Details of all 28 commodities i.e. Opening balance, how much have been received, issued and adjusted, Closing Balance, MOS, etc. will be shown here.

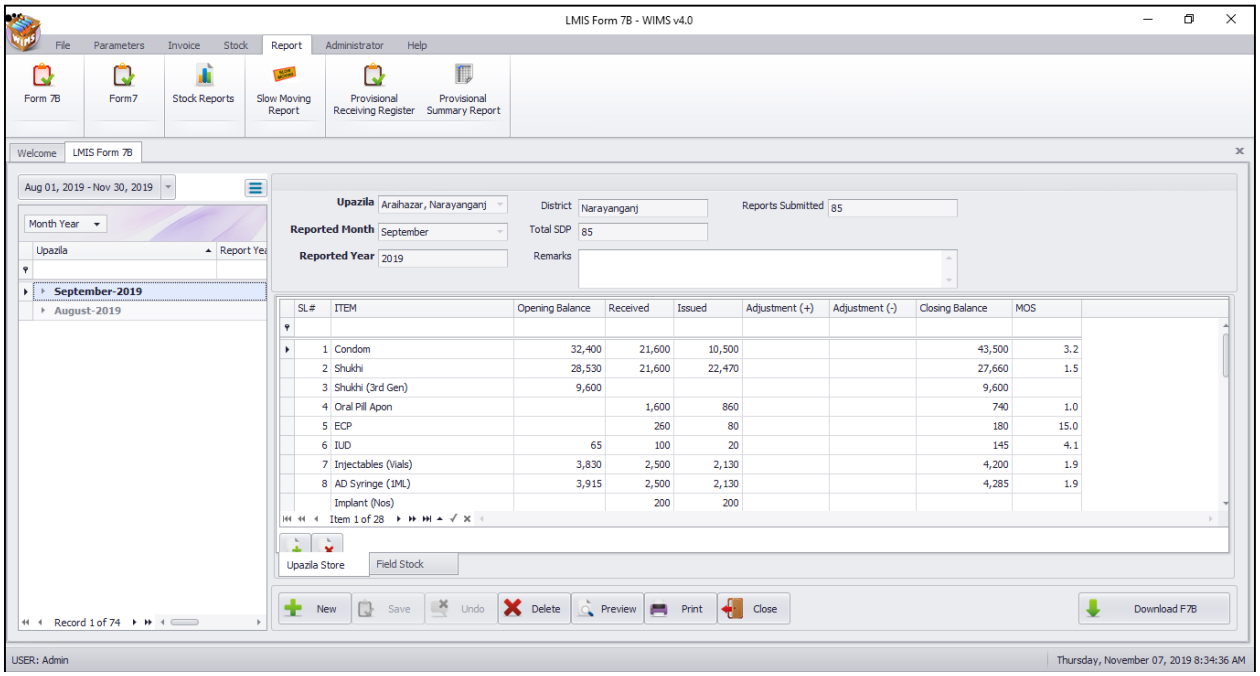
D. *Command buttons*:

A number of buttons to manipulate the Form 7B.

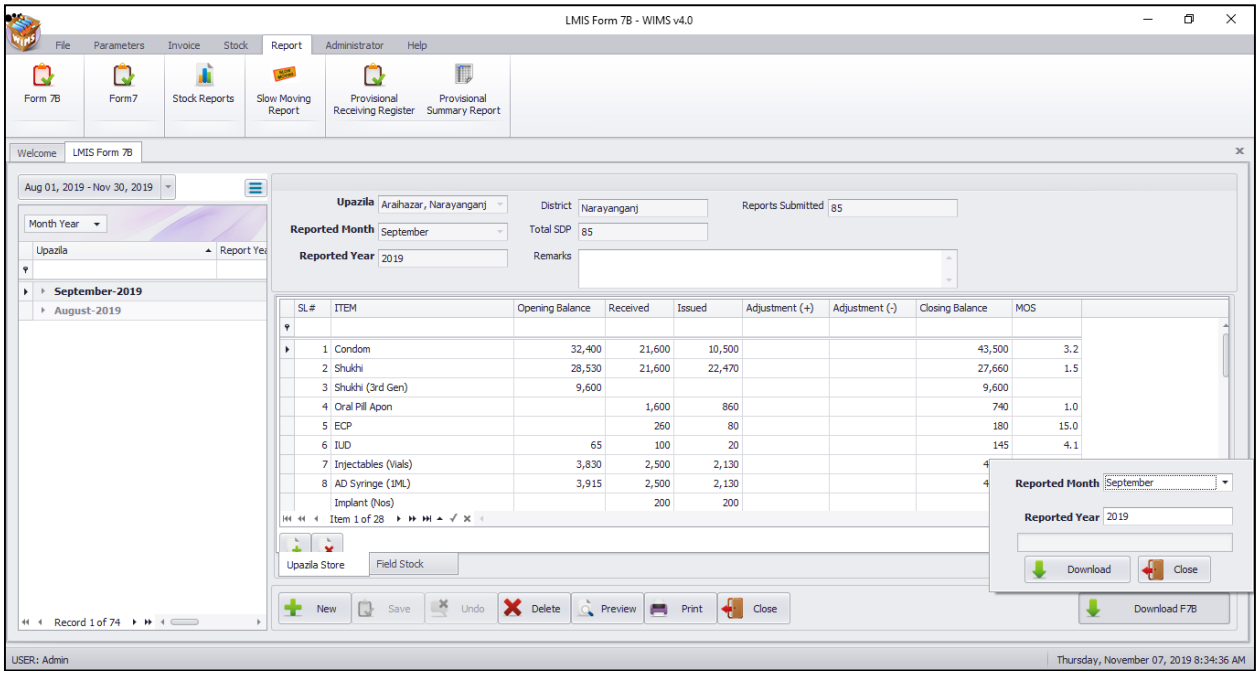
E. *download Form 7B*:

It's a new feature. By connecting into internet Warehouse now can download their monthly Form7B report directly into LMIS web site.

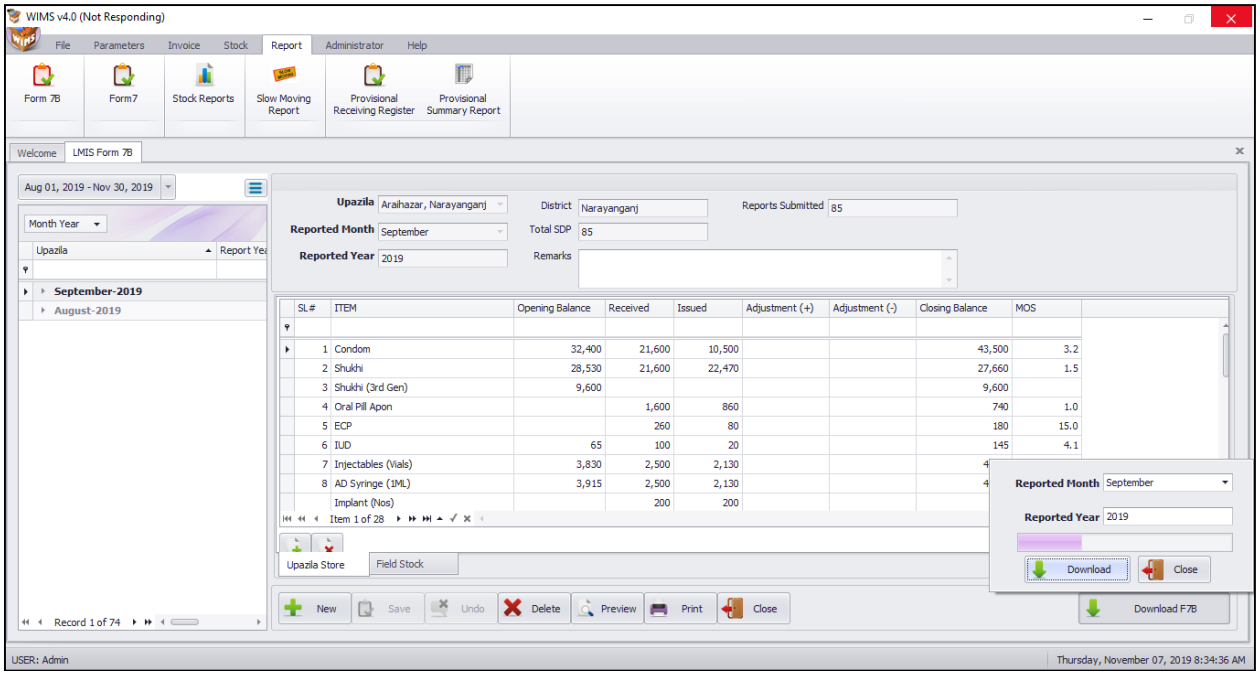
Download Form 7B from Web



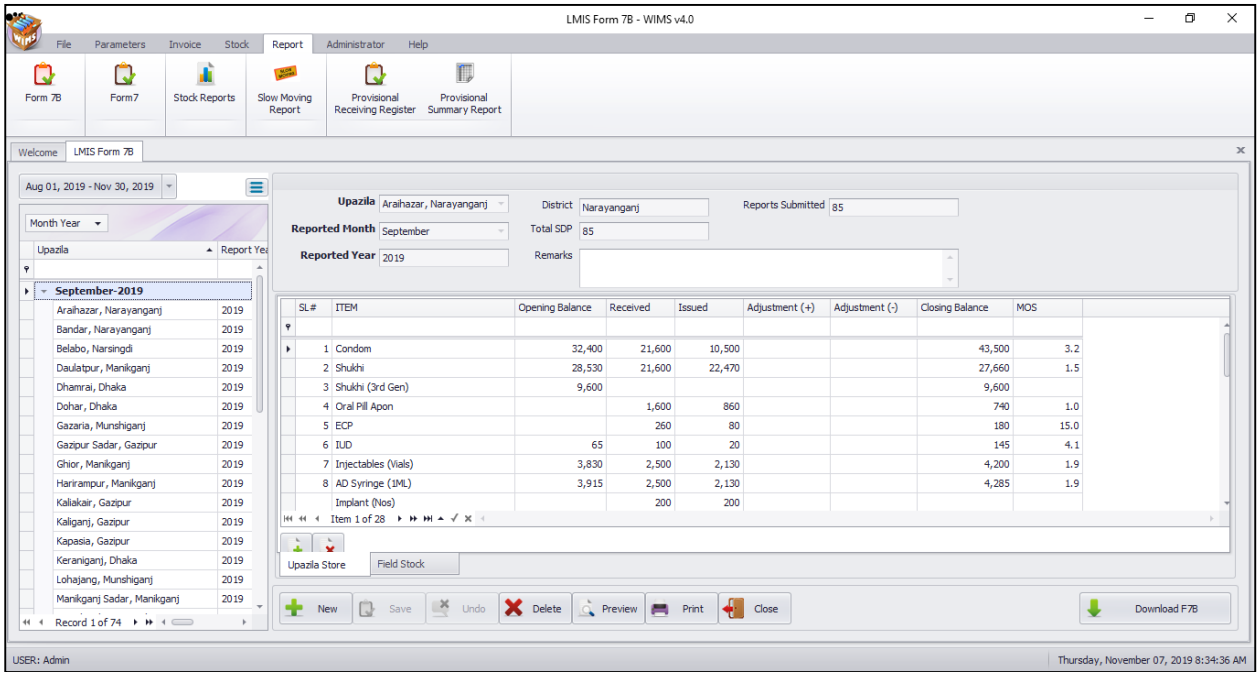
- Press '**Download F7B**' button then the following screen will be appeared -
- Select reported month and reported year
- Then press '**Download**' button.



- After pressing 'Download' see the following screen -

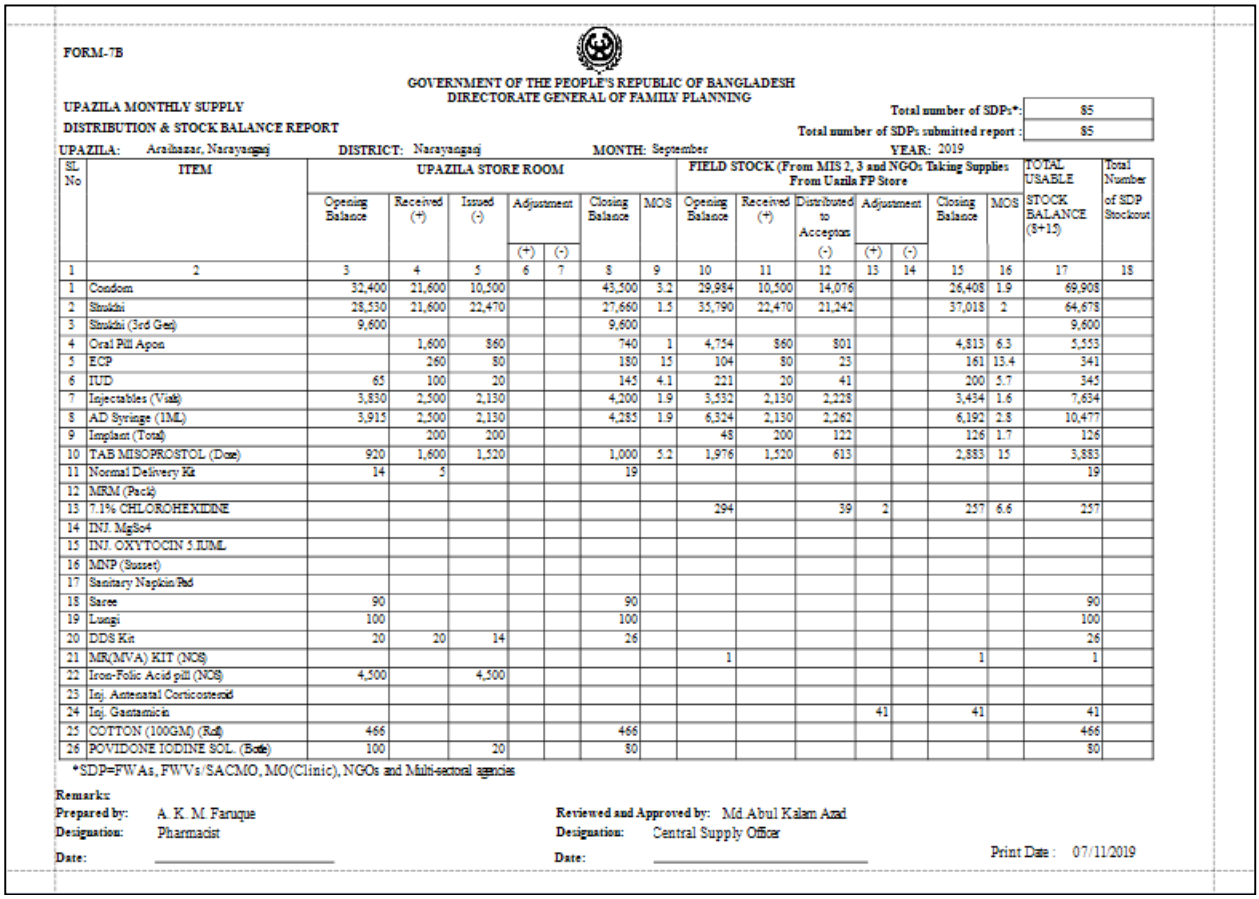


- After completing download F7B report see the following screen -



Preview and Print the Form 7B

- Select an upazila to view F7B report.
- Press button to preview the supply plan which will be like the following screen:



FORM-7B

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING

UPAZILA MONTHLY SUPPLY
DISTRIBUTION & STOCK BALANCE REPORT

Total number of SDPs*: 85
Total number of SDPs submitted report : 85

UPAZILA: Araihazar, Narayanganj DISTRICT: Narayanganj MONTH: September YEAR: 2019

SL No	ITEM	UPAZILA STORE ROOM							FIELD STOCK (From MIS 2, 3 and NGOs Taking Supplies From Uazila FP Store							TOTAL USABLE STOCK BALANCE (8+15)	Total Number of SDP Stockout
		Opening Balance	Received (+)	Issued (-)	Adjustment (+)	Adjustment (-)	Closing Balance	MOS	Opening Balance	Received (+)	Distributed to Acceptors (-)	Adjustment (+)	Adjustment (-)	Closing Balance	MOS		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Condom	32,400	21,600	10,500			43,500	3.2	29,984	10,500	14,076			26,408	1.9	69,908	
2	Shukhi	28,530	21,600	22,470			27,660	1.5	35,790	22,470	21,242			37,018	2	64,678	
3	Shukhi (3rd Gen)	9,600					9,600									9,600	
4	Oral Pill Apon		1,600	860			740	1	4,754	860	801			4,813	6.3	5,553	
5	ECP		260	80			180	15	104	80	23			161	13.4	341	
6	IUD	65	100	20			145	4.1	221	20	41			200	5.7	345	
7	Injectables (Vials)	3,830	2,500	2,130			4,200	1.9	3,532	2,130	2,228			3,434	1.6	7,634	
8	AD Syringe (1ML)	3,915	2,500	2,130			4,285	1.9	6,324	2,130	2,262			6,192	2.8	10,477	
9	Implant (Total)		200	200					48	200	122			126	1.7	126	
10	TAB MISOPROSTOL (Dose)	920	1,600	1,520			1,000	5.2	1,976	1,520	613			2,883	15	3,883	
11	Normal Delivery Kit	14	5				19									19	
12	MRM (Pack)																
13	7.1% CHLORO/HEXIDINE								294		39	2		257	6.6	257	
14	INJ. MgSo4																
15	INJ. OXYTOCIN 5.IUML																
16	MNP (Susset)																
17	Sanitary Naplkin/Pad																
18	Saree	90					90									90	
19	Lungi	100					100									100	
20	DDS Kit	20	20	14			26									26	
21	MR(MVA) KIT (NOS)								1					1		1	
22	Iron-Folic Acid pill (NOS)	4,500		4,500													
23	Inj. Antenatal Corticosteroid																
24	Inj. Gantamicin											41		41		41	
25	COTTON (100GM) (Roll)	466					466									466	
26	POVIDONE IODINE SOL. (Bottle)	100		20			80									80	

*SDP=FWAs, FWVs/SACMO, MO(Clinic), NGOs and Multi-sectoral agencies

Remark:
Prepared by: A. K. M. Faruque
Designation: Pharmacist
Date:

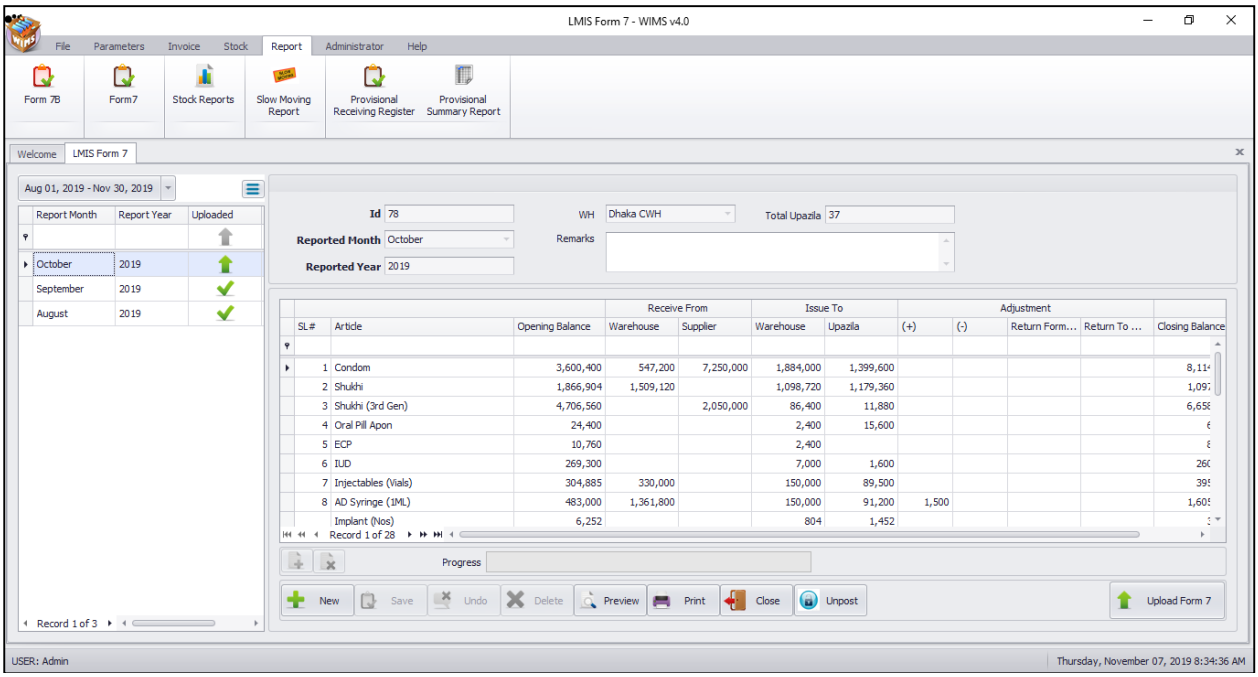
Reviewed and Approved by: Md Abul Kalam Azad
Designation: Central Supply Officer
Date:

Print Date : 07/11/2019

- If printer on then Press on the printer icon the select Upazila's F7B report will print.

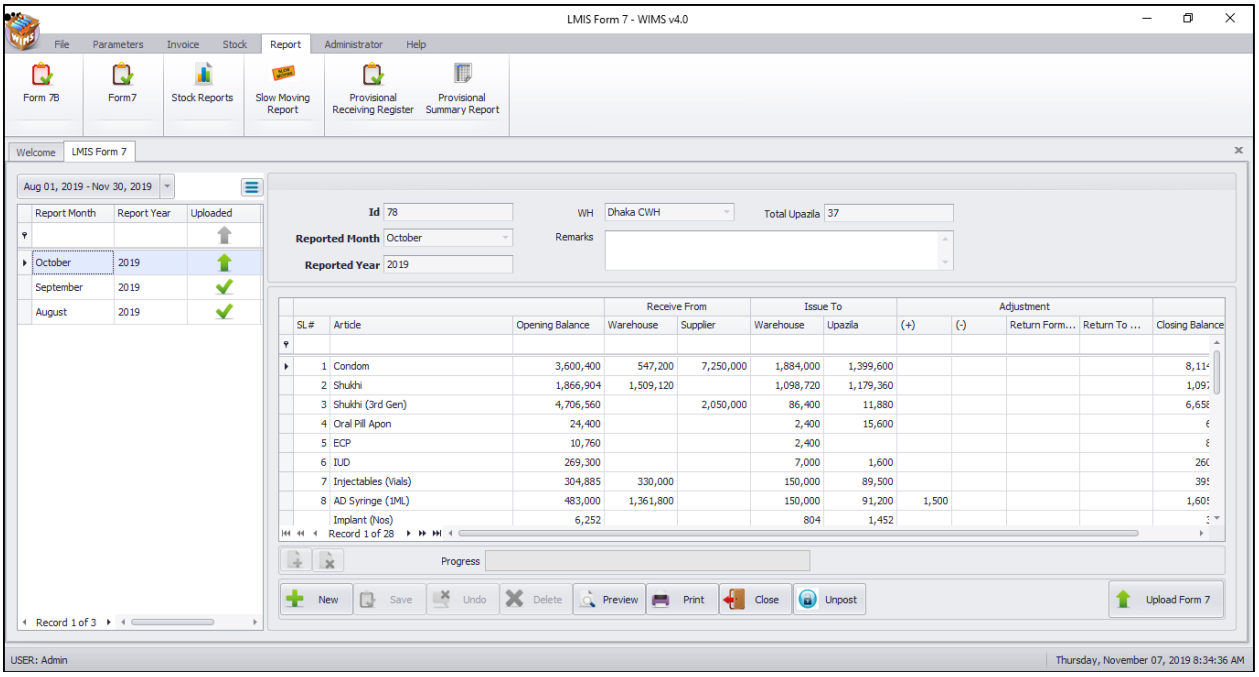
7.2. Form 7

- Based on the inputs given by various Upazila and items received and issued by the Warehouse MIS Form 7 will be generated automatically by this module.



Open Form 7

- Run **WIMSv4**
- Select **Stock > Form 7**… from **Report** menu.
- The Form 7 Screen is displayed.



General description of Form 7

Controls in the form are grouped into 5 (Five) blocks –

A. *List of Months*: Shows the months for which Form 7 will be generated.

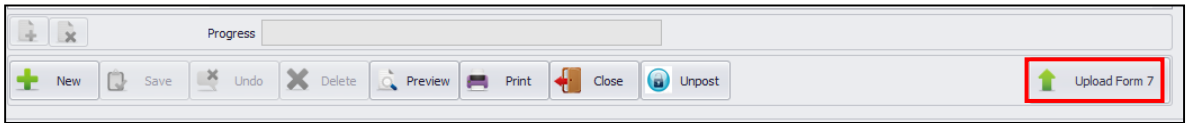
B. *Form 7 Entry Option*: Shows options for selecting Month and Year for which Form 7 will be generated

C. *Details of Items:* Details of all 28 commodities i.e. Opening balance, how much have been received, issued and adjusted, Closing Balance, MOS, etc. will be shown here

D. *Command Buttons*: A number of buttons to manipulate the Form 7.

E. *Upload Form 7*: By connecting to internet, Warehouse need to upload their monthly Form 7 Report directly generated from WIMSV4 and uploaded automatically into LIMS website.

Upload Form 7

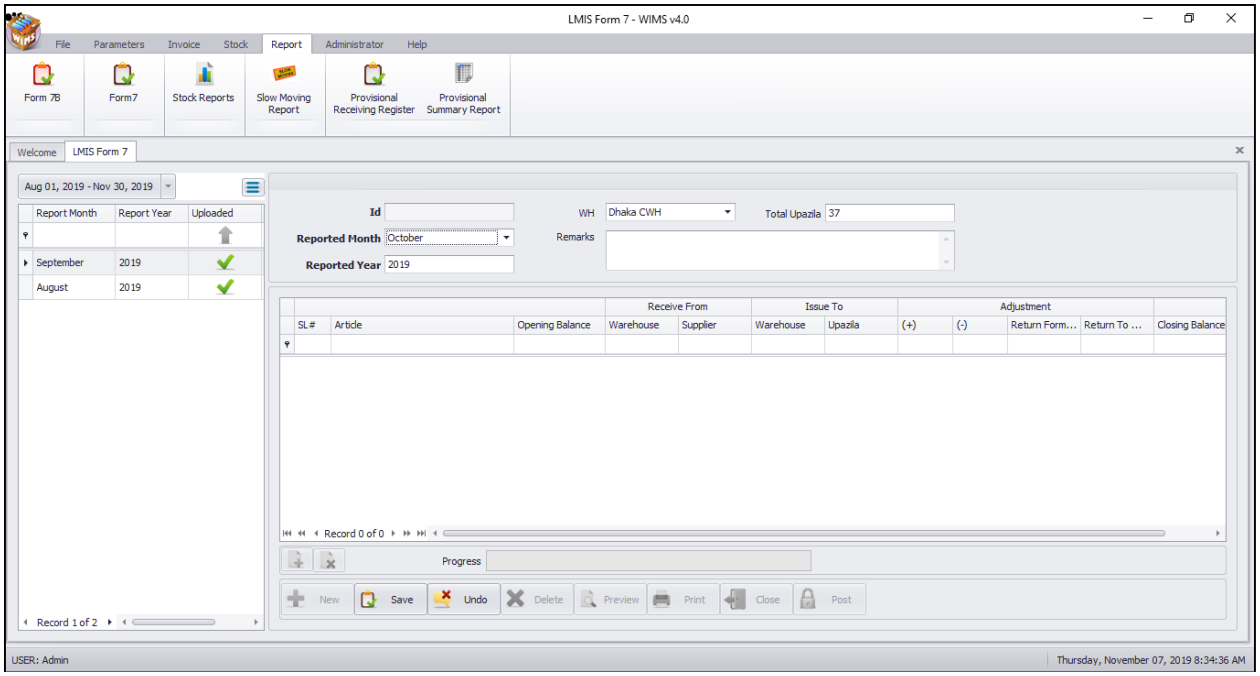


- After Generate form 7 then connect internet then Press **Upload Form 7** button
- Uploading complete then the message shows form 7 uploads successfully.

Generate a new Form 7

- Press

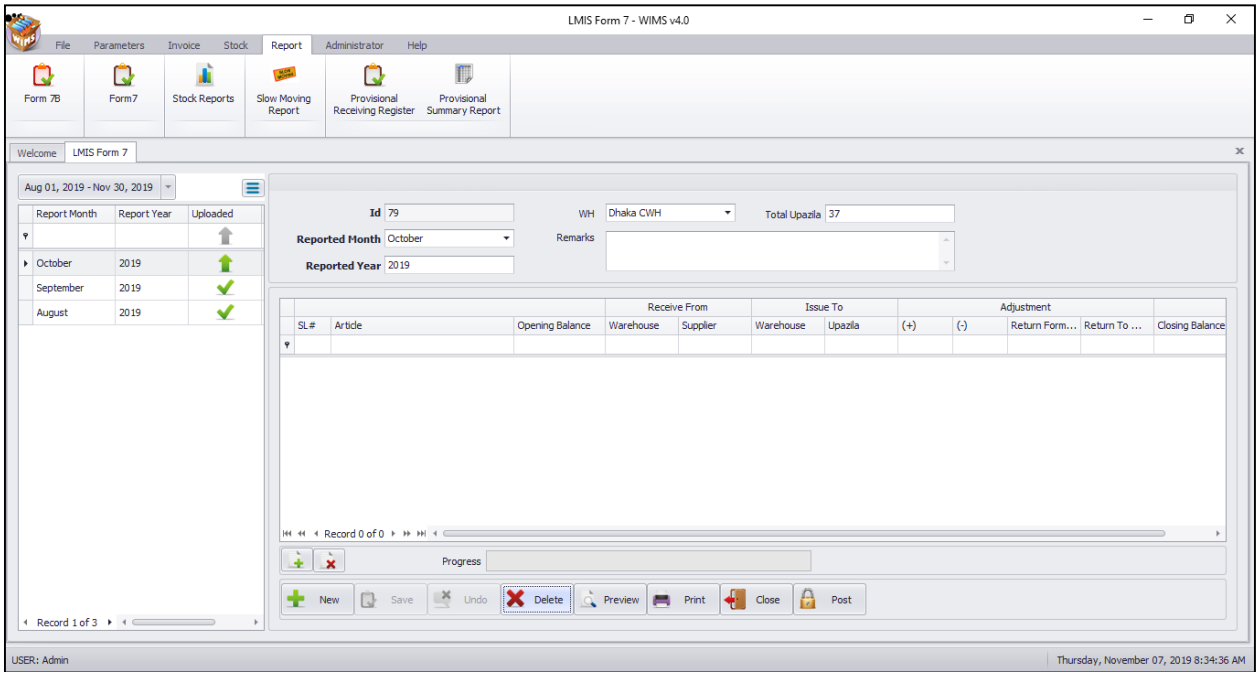
button from the command buttons block. The form will look like the following screen:



- Each option except '**Month**' and '**Year**' will be generated automatically.
- Select the Month and Year for which 'Form 7' will be generated.
- Press

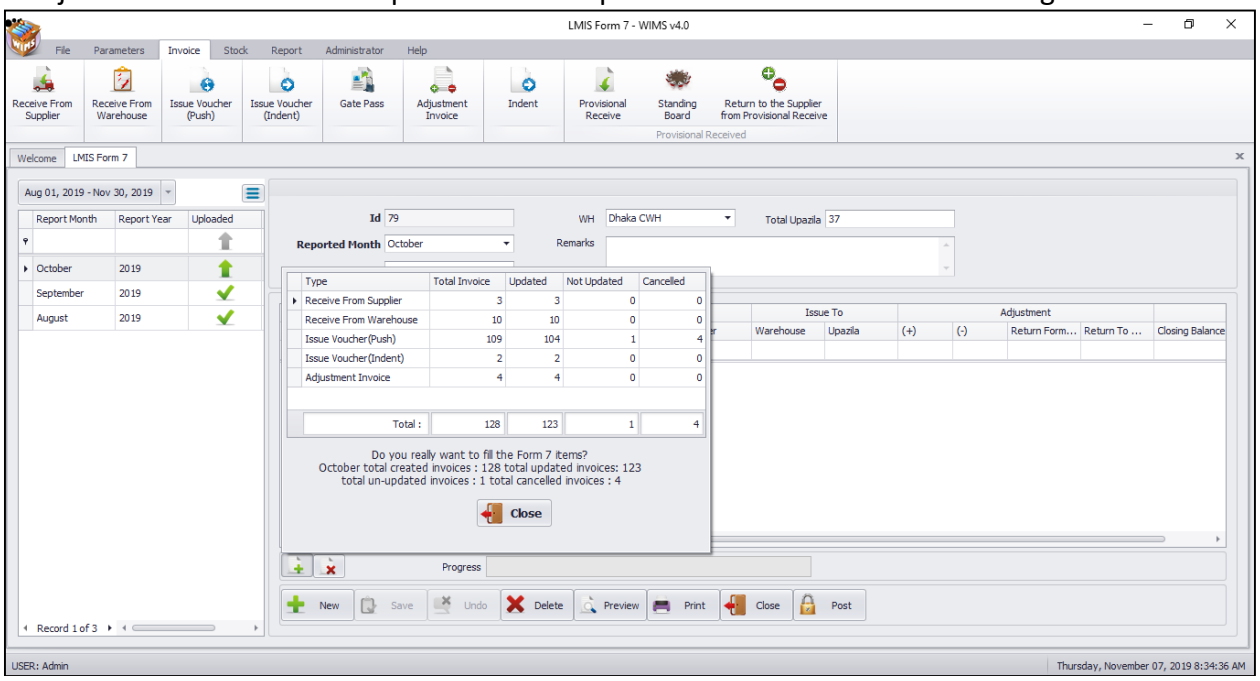
button.

The form will look like the following screen:

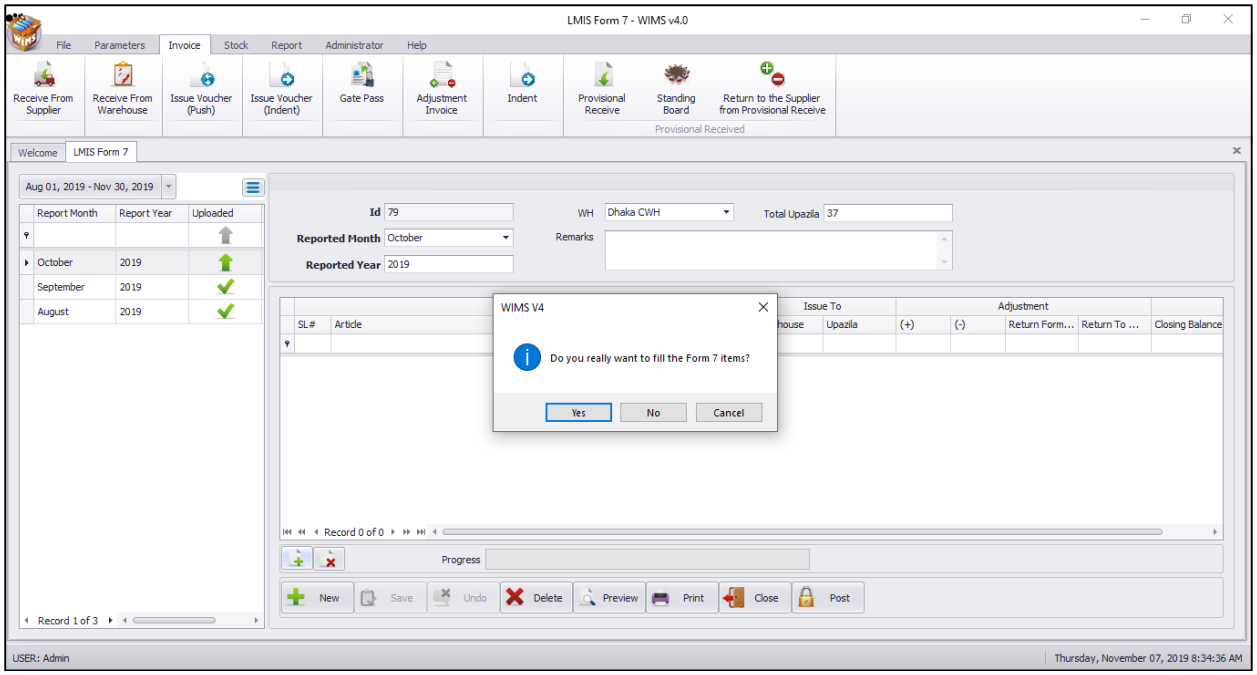


Generation of Form 7 Details

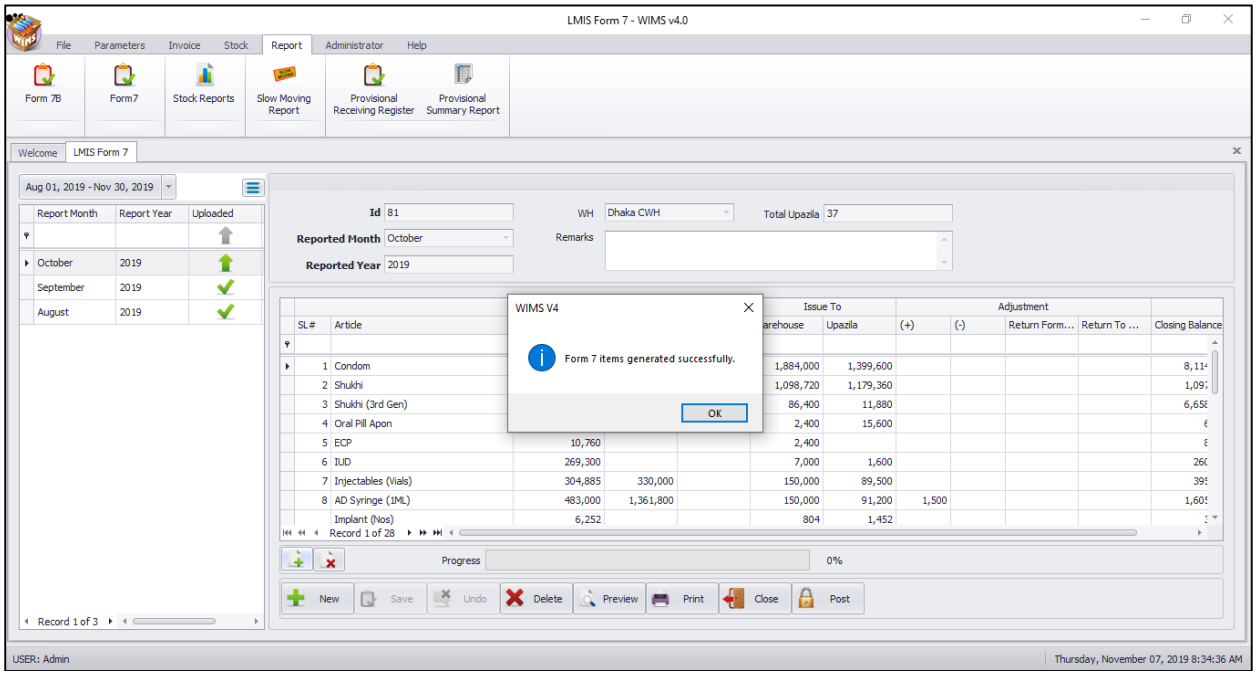
- Press button from the command buttons block. A dialogue box will appear if Receive or Issue or adjustment voucher is not updated in the reported month as like the following screen:



- Press button from the command buttons block. A dialogue box will appear if all Receive or Issue or adjustment voucher is updated in the reported month as like the following screen:



Click '**Yes**' to continue and the following form will appear. Click **'OK'.**



- All data will be generated automatically.

Preview and Print the Form 7

- Press Preview button to preview the supply plan which will be like the following screen:

Form 7

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING

MONTHLY ISSUE, DISTRIBUTION AND BALANCE REPORT

Total Upazila : 37

WAREHOUSE: Dhaka CWH, Mohakhali, Dhaka

Month: October Year: 2019

SL No	ARTICLE	Opening Balance	Received Balance this month (+)		Issued To this Month (-)			Adjustment				Closing Balance	MOS
		this month	Warehouse	Supplier	Warehouse	Upazila	Total	(+)	(-)	Return from Warehouse	Return to Warehouse	this month	
1	2	3	4	5	6	7	8=(6+7)	9	10	10	12	13	14
1	Condom	3,600,400	547,200	7,250,000	1,884,000	1,399,600	3,283,600					8,114,000	5.7
2	Shukhi	1,866,904	1,509,120		1,098,720	1,179,360	2,278,080					1,097,944	1.5
3	Shukhi (3rd Gen)	4,706,560		2,050,000	86,400	11,880	98,280					6,658,280	48318
4	Oral Pill Apon	24,400			2,400	15,600	18,000					6,400	0.3
5	ECP	10,760			2,400		2,400					8,360	18.8
6	IUD	269,300			7,000	1,600	8,600					260,700	144.9
7	Injectables (Vials)	304,885	330,000		150,000	89,500	239,500					395,385	3.9
8	AD Syringe (1ML)	483,000	1,361,800		150,000	91,200	241,200	1,500				1,605,100	15.5
9	Implant (Total)	376,406			14,004	3,252	17,256					359,150	137.7
10	TAB MISOPROSTOL (Dose)	257,600			41,600		41,600					216,000	51.9
11	Normal Delivery Kit	522			300	5	305					217	43.4
12	MRM (Pack)	10,000			100		100					9,900	471.4
13	7.1% CHLOROHEXIDINE	165,050			20		20					165,030	223.6
14	INJ. MgSo4												
15	INJ. OXYTOCIN 5IU/ML												
16	MNP (Susset)	2,108,020										2,108,020	
17	Sanitary Napkin/Pad	147,310			1,200	900	2,100					145,210	17287
18	DDS Kit	61,854			7,577	665	8,242					53,612	
19	MR(MVA) KIT (NOS)	10,179			72		72					10,107	
20	Iron-Folic Acid pill (NOS)	79,577,500	1,087,500		2,462,500	25,000	2,487,500					78,177,500	
21	Inj. Antenatal Corticosteroid												
22	Inj. Gantamicin	46,600										46,600	495.7
23	COTTON (100GM) (Roll)	127,693			2,250	3,250	5,500					122,193	
24	POVIDONE IODINE SOL. (Bottle)	182,088			2,000	3,300	5,300					176,788	

Remarks:

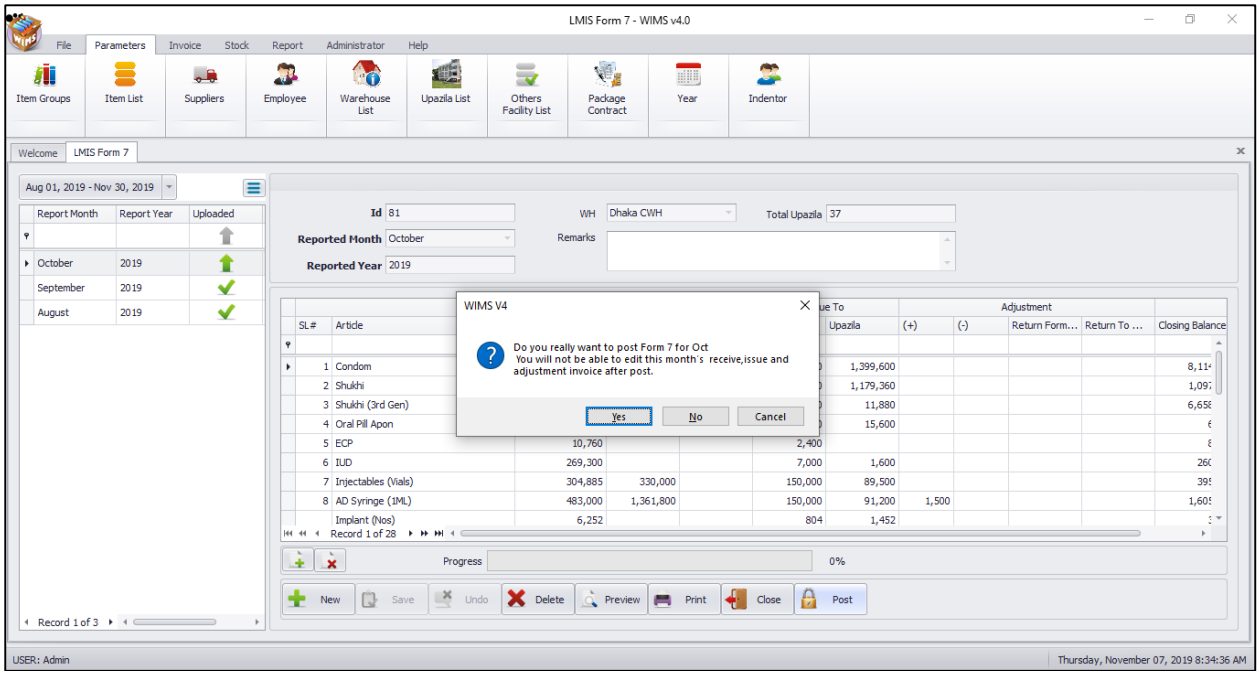
Prepared by: A. K. M. Faruque
Designation: Pharmacist
Date:

Reviewd and Approved by: Md.Abul Kalam Azad
Designation: Central Supply Officer
Date:

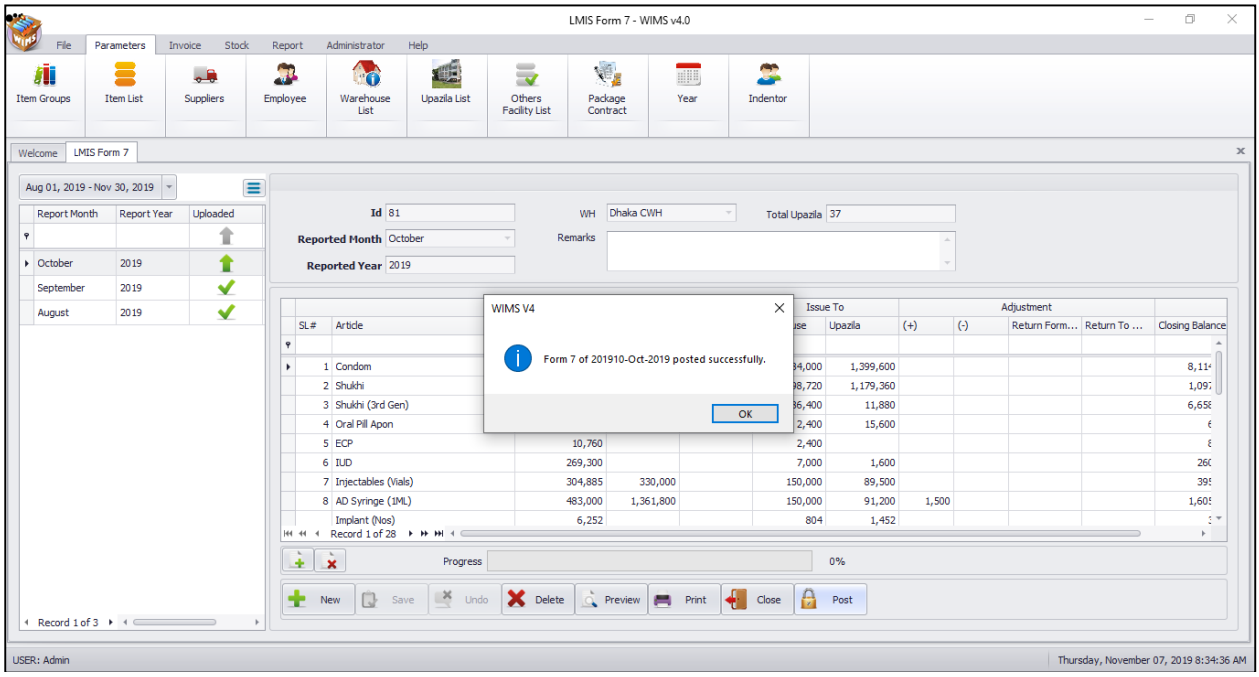
- If printer is on Press on the printer icon. The F7 report will print.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the leftmost button to close the preview window.

Post LMIS Form 7 Report

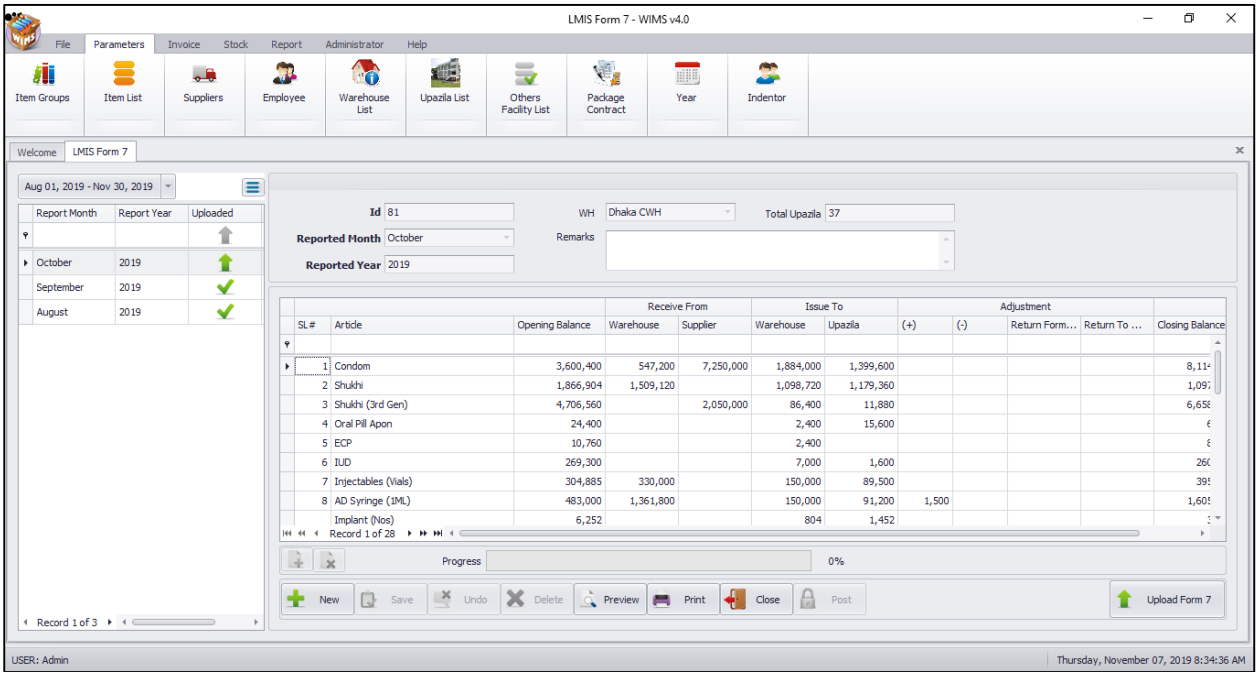
- After generating F7 Report correctly then press **Post** button.
  NB. Before post F7 report check correctly. Posted F7 could not regenerate.
- After pressing "**Post"** the following screen will appear:



- Press **'Yes'**, After post the following screen will appeared:

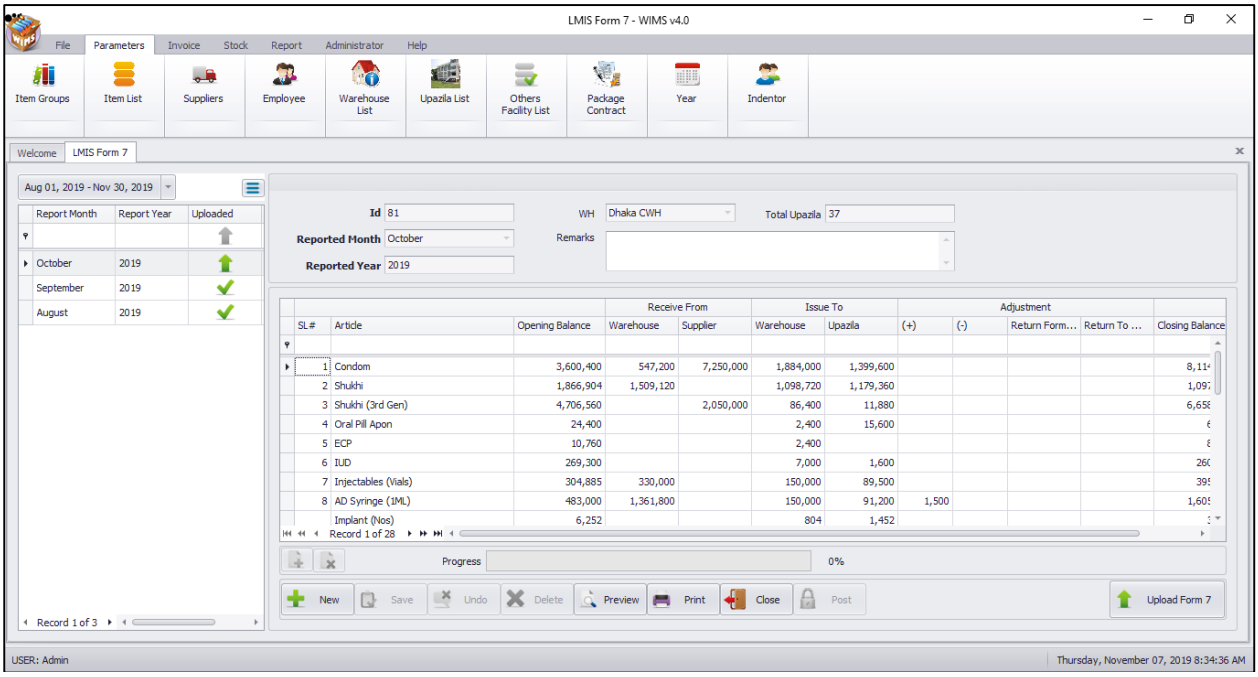


- Press **'OK'** and following window will appear:



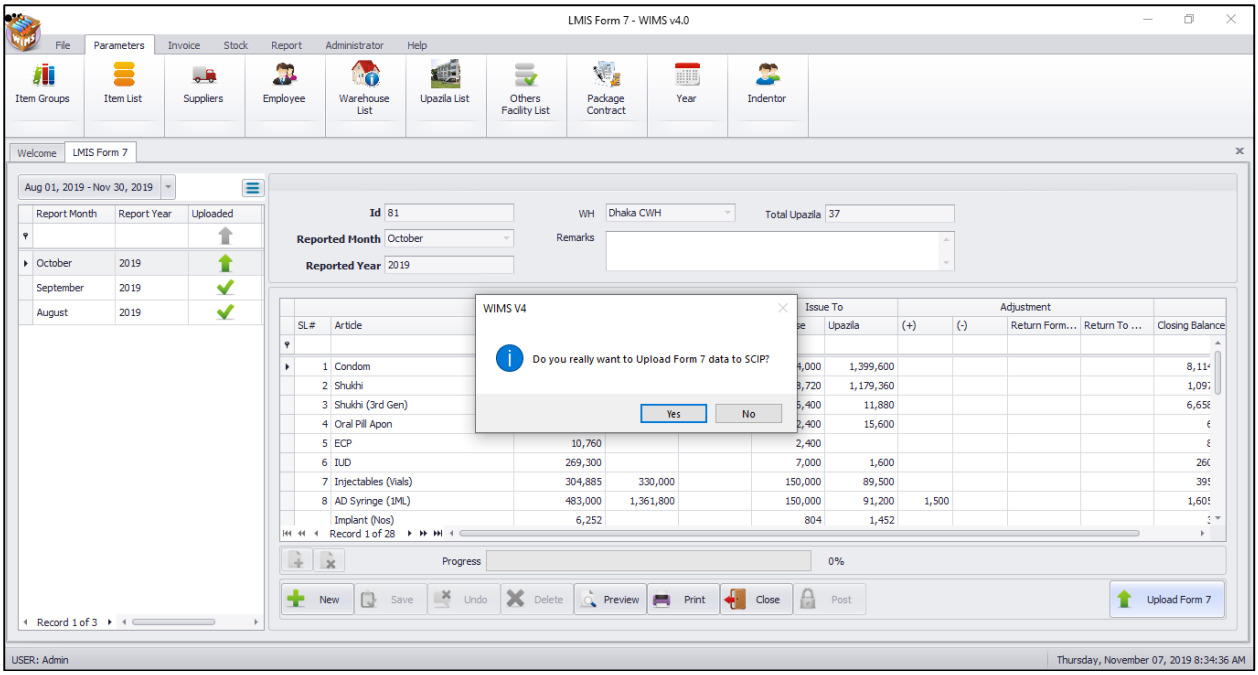
Upload LMIS Form 7 Report

- After posting F7 then press **"Upload Form 7"** button.

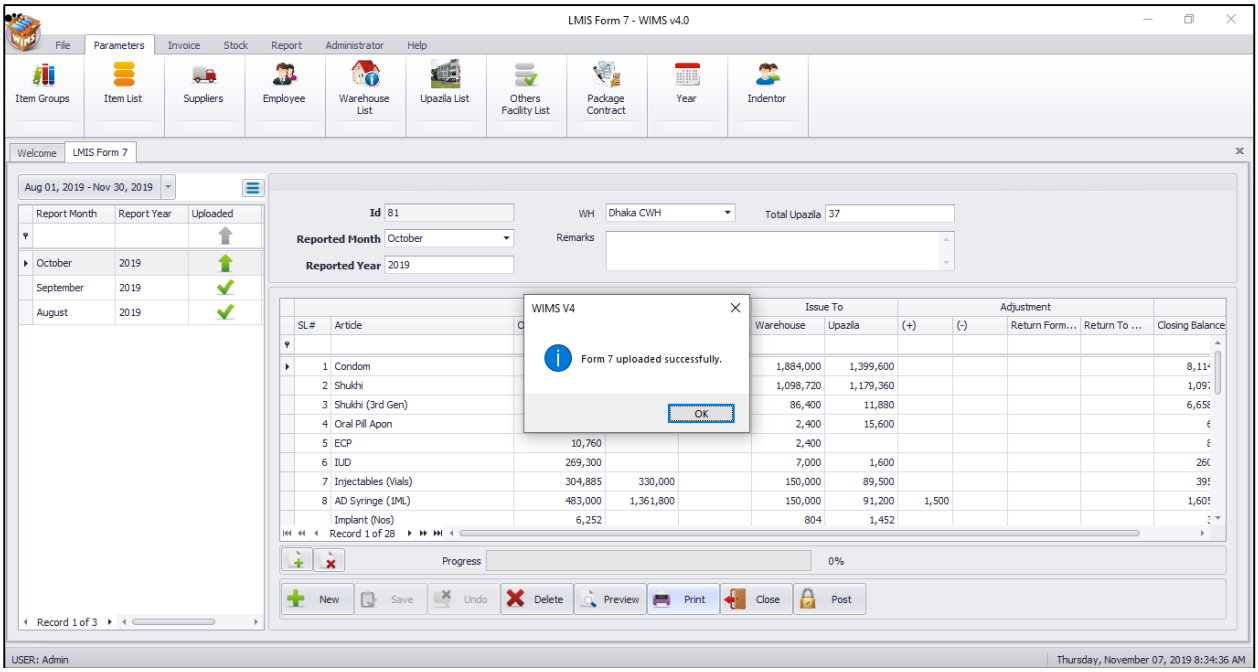


(Note: Make sure your computer have internet connected)

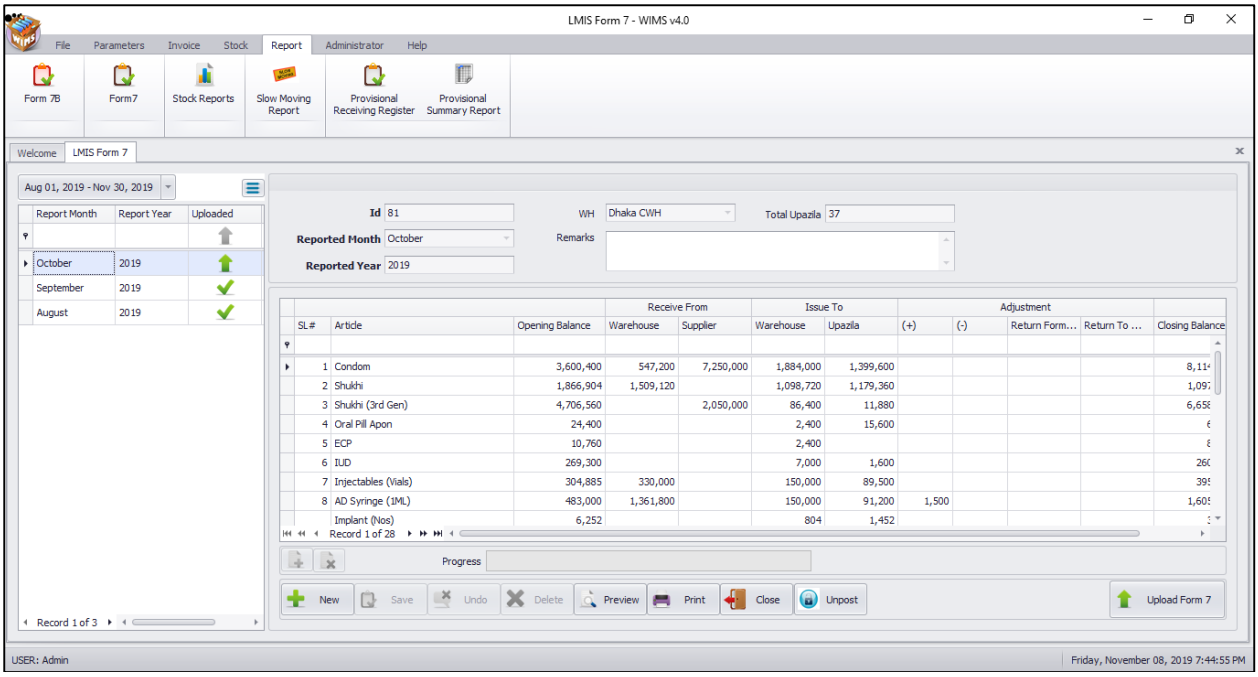
Message shown (Do you really want to Upload form 7 Data to SCMP Report)



- Press **'Yes'** button then after uploading look like following screen:



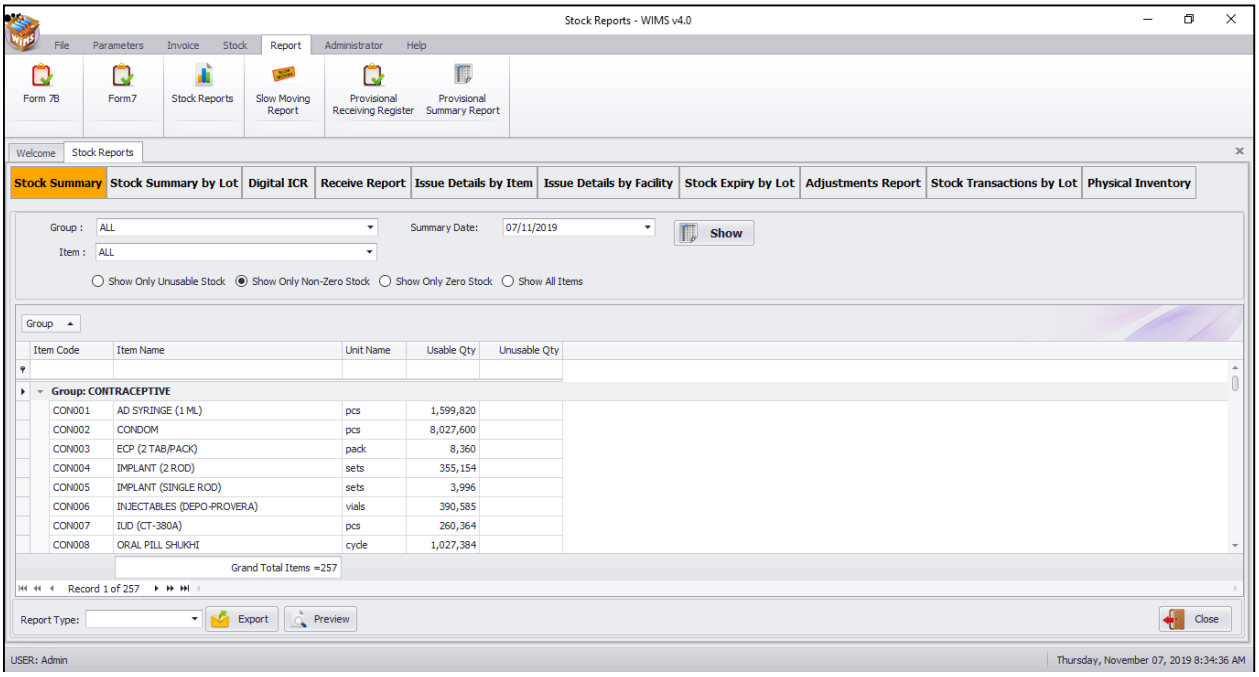
- Press on '**Ok**' then data upload and download start automatically.



- After uploaded F7 report want to update of F7 report need to press 'Unpost' button then you will update the F7 report data.

7.3. Stock Reports

The Stock Reports Form is used to view stock reports based on specific criteria. Both summary and detailed stock information can be viewed and printed. A typical view of the Form shown in below:



The controls in the Stock Reports Form is grouped in 4 (four) blocks –

A. Tab of Reports: Currently there are 10 (Ten) reports – first one is a summary report and others are transaction details.

B. Filter Dates: Provide the date(s) which will be used to filter the report data.

C. Group/Item and Facility Criteria: A number of optional filter criteria that control the output of the report.

D. Command Buttons: A Preview and Close button.

How to Print a Report

- Select a report from the **"List of Reports"** menu.
- Provide date(s) in the "Filter Date(s)" block.
- Optionally select options from "Group/Item and Facility Criteria" block.
- Press button to preview the Invoice.
- Press on the printer icon. The print dialog box will appear.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the leftmost button to close the preview window.

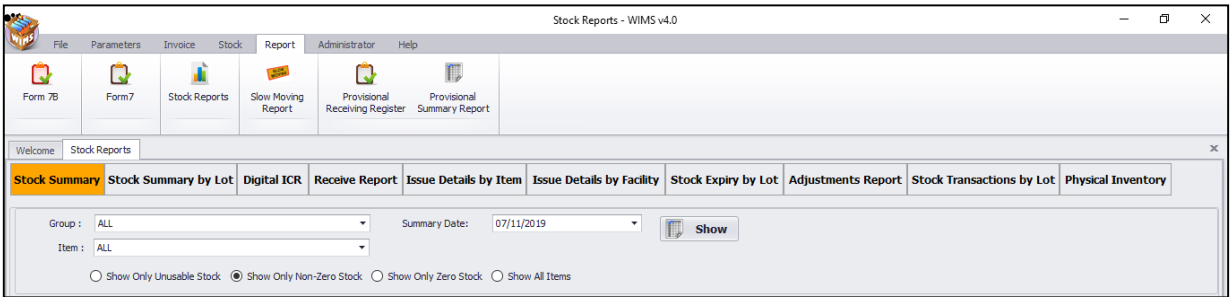
How to Export a Report

- If you need to export select export format and press Export button
- After pressing windows dialog will be shown save the export document.

7.3.1. Stock Summary

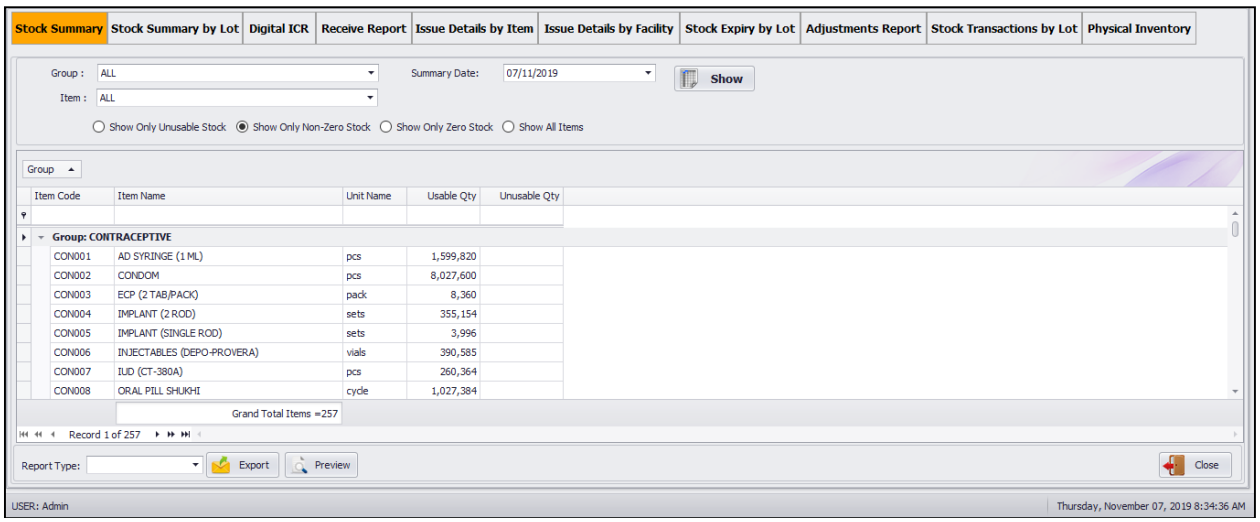
This report shows the stock status at a certain date. To print the report follow the following steps:

- Select **'Stock Summary'** tab from **'Stock Reports'** menu.

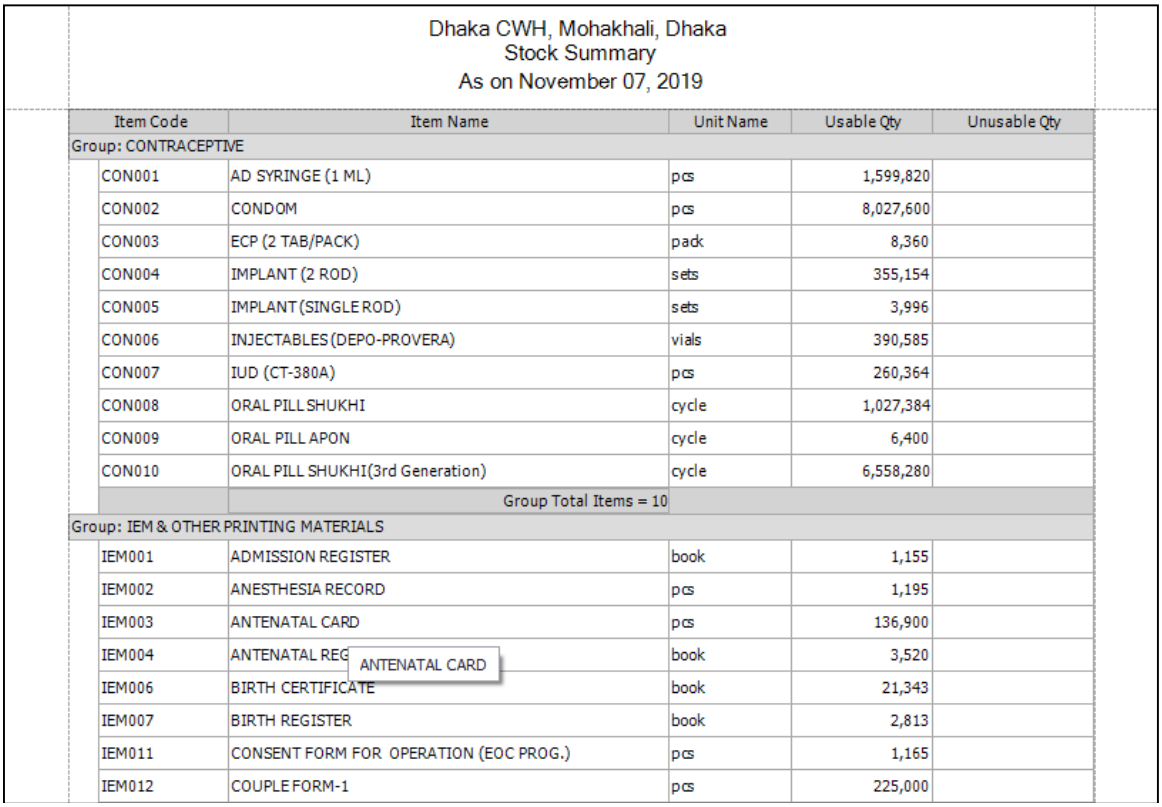


The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Preview button now, stock summary of all the items on current date will be printed.

- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group select the group from 'Item Group' box. The form appear as follows:



- Press button to continue.



Dhaka CWH, Mohakhali, Dhaka
Stock Summary
As on November 07, 2019

Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
Group: CONTRACEPTIVE				
CON001	AD SYRINGE (1 ML)	pcs	1,599,820	
CON002	CONDOM	pcs	8,027,600	
CON003	ECP (2 TAB/PACK)	pack	8,360	
CON004	IMPLANT (2 ROD)	sets	355,154	
CON005	IMPLANT (SINGLE ROD)	sets	3,996	
CON006	INJECTABLES (DEPO-PROVERA)	vials	390,585	
CON007	IUD (CT-380A)	pcs	260,364	
CON008	ORAL PILL SHUKHI	cycle	1,027,384	
CON009	ORAL PILL APON	cycle	6,400	
CON010	ORAL PILL SHUKHI(3rd Generation)	cycle	6,558,280	
	Group Total Items = 10			
Group: IEM & OTHER PRINTING MATERIALS				
IEM001	ADMISSION REGISTER	book	1,155	
IEM002	ANESTHESIA RECORD	pcs	1,195	
IEM003	ANTENATAL CARD	pcs	136,900	
IEM004	ANTENATAL REG ANTENATAL CARD	book	3,520	
IEM006	BIRTH CERTIFICATE	book	21,343	
IEM007	BIRTH REGISTER	book	2,813	
IEM011	CONSENT FORM FOR OPERATION (EOC PROG.)	pcs	1,165	
IEM012	COUPLE FORM-1	pcs	225,000	

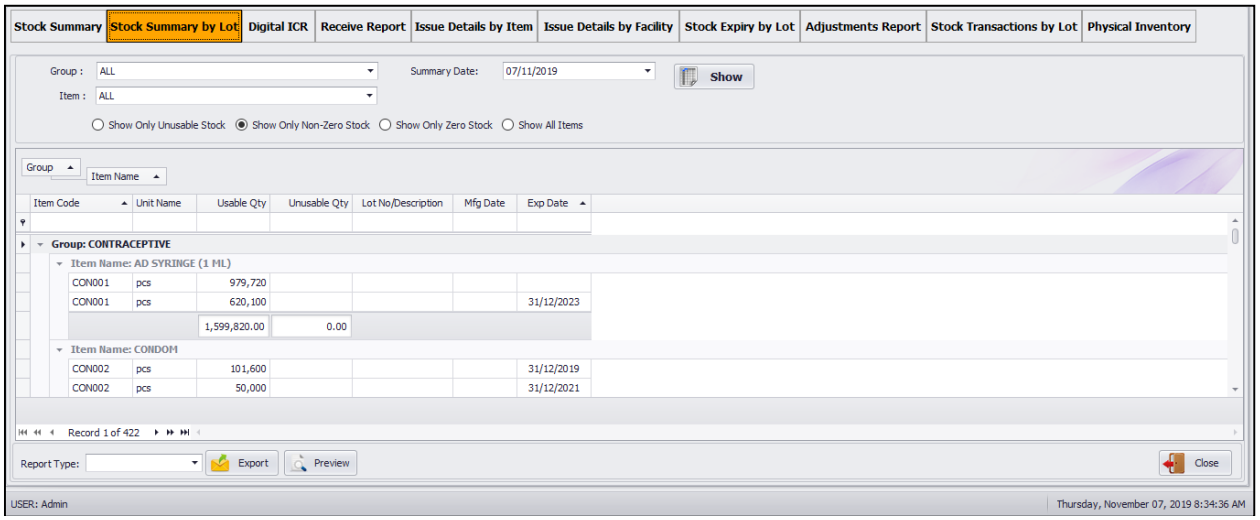
- If you need to export select export format and press button.

7.3.2. Stock Summary by Lot

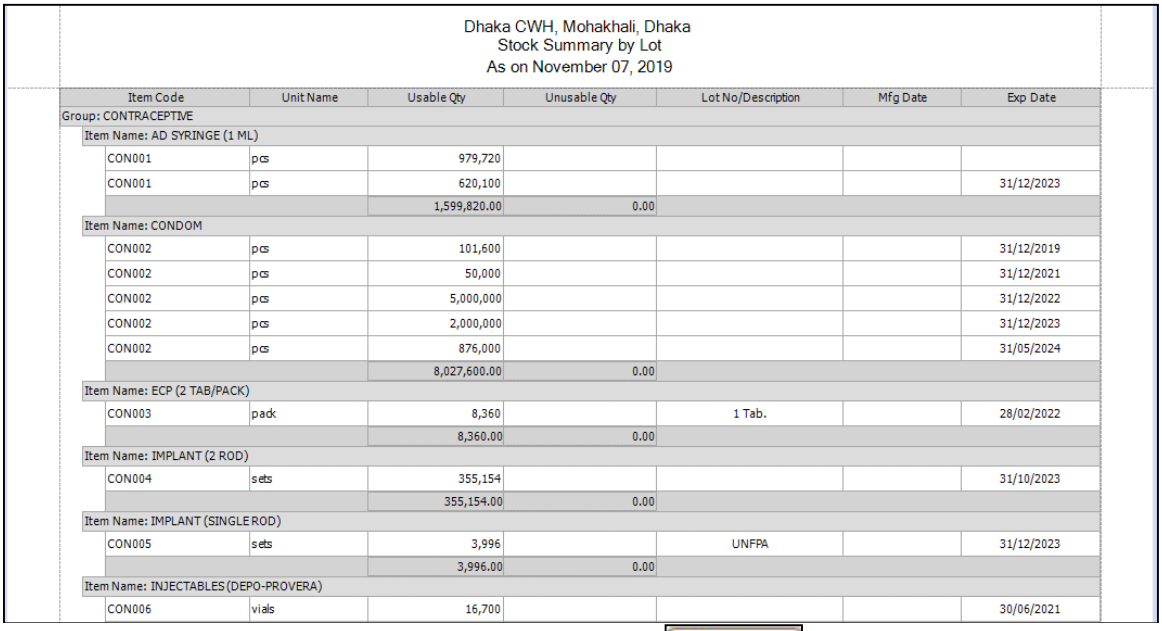
This report shows the lot-wise stock status at a certain date. To print the report, follow the following steps:

- Select **'Stock Summary by Lot'** tab from **'Stock Reports'** block. The form will look like the following screen:

- The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Preview button now, stock summary of all the items on current date will be printed.
- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group select the group from 'Item Group' box. The form appear as follows:



- Press Preview button to continue.



Dhaka CWH, Mohakhali, Dhaka
Stock Summary by Lot
As on November 07, 2019

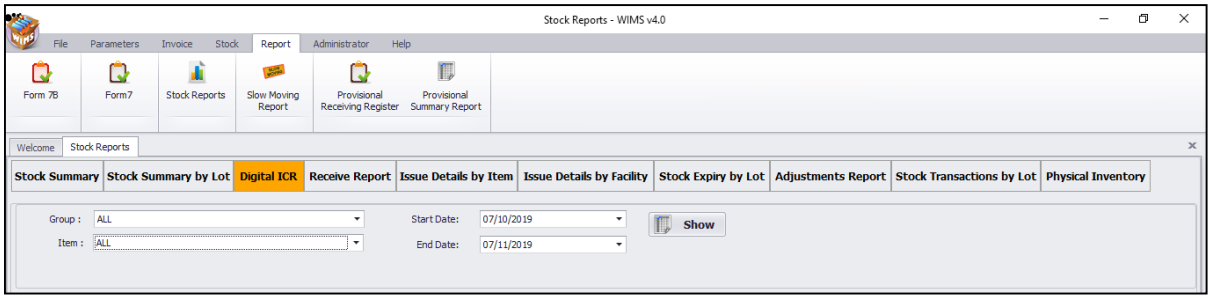
Item Code	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
Group: CONTRACEPTIVE						
Item Name: AD SYRINGE (1 ML)						
CON001	pcs	979,720				
CON001	pcs	620,100				31/12/2023
		1,599,820.00	0.00			
Item Name: CONDOM						
CON002	pcs	101,600				31/12/2019
CON002	pcs	50,000				31/12/2021
CON002	pcs	5,000,000				31/12/2022
CON002	pcs	2,000,000				31/12/2023
CON002	pcs	876,000				31/05/2024
		8,027,600.00	0.00			
Item Name: ECP (2 TAB/PACK)						
CON003	pack	8,360		1 Tab.		28/02/2022
		8,360.00	0.00			
Item Name: IMPLANT (2 ROD)						
CON004	sets	355,154				31/10/2023
		355,154.00	0.00			
Item Name: IMPLANT (SINGLE ROD)						
CON005	sets	3,996		UNFPA		31/12/2023
		3,996.00	0.00			
Item Name: INJECTABLES (DEPO-PROVERA)						
CON006	vials	16,700				30/06/2021

- If you need to export select export format and press Export button.

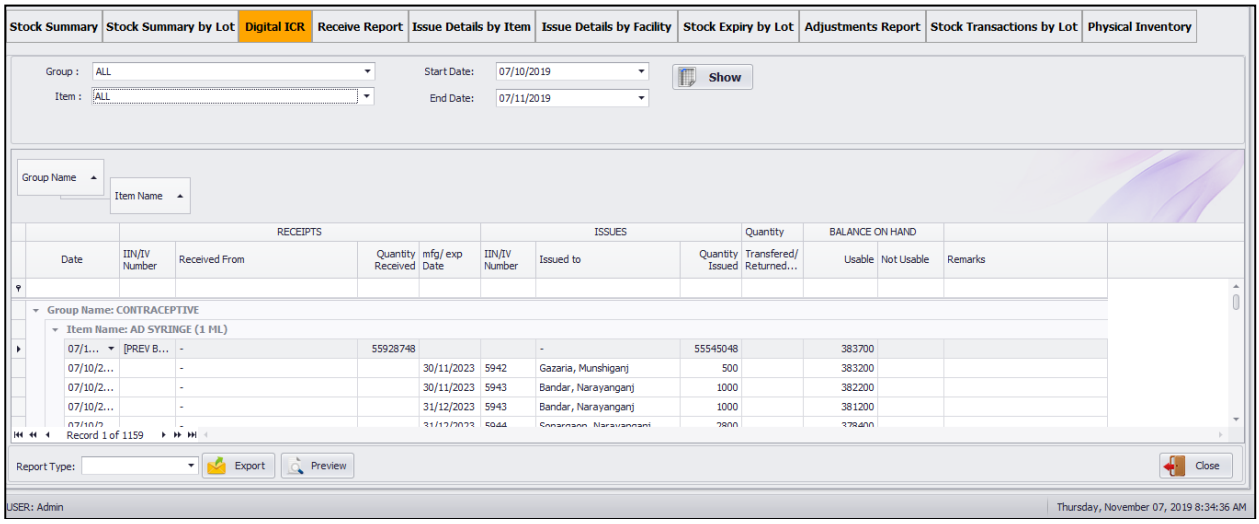
7.3.3. Digital ICR

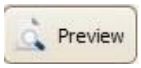
This report shows the details transaction of items between specific dates. To print the report, follow the following steps:

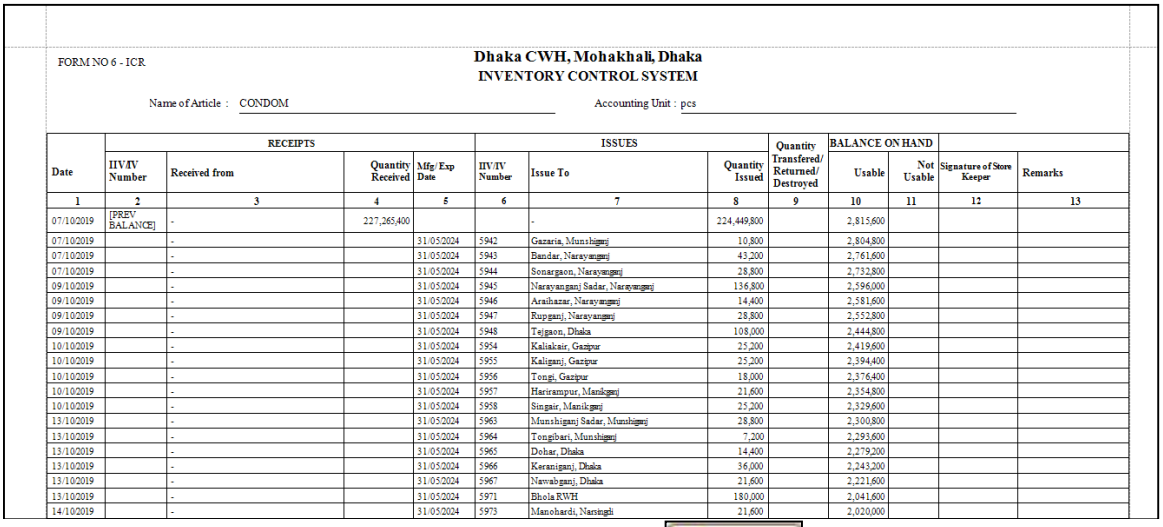
- Select **'Digital ICR** tab from **'List of Reports'** block. The form will look like the following screen:



- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name and the form appear as follows:



- Press  button to continue.



FORM NO 6 - ICR

Dhaka CWH, Mohakhali, Dhaka
INVENTORY CONTROL SYSTEM

Name of Article : CONDOM Accounting Unit : pcs

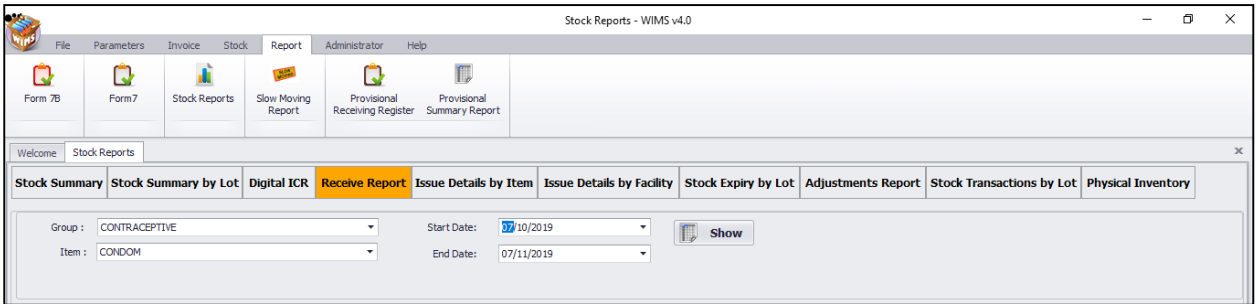
Date	RECEIPTS				ISSUES			Quantity Transfered/ Returned/ Destroyed	BALANCE ON HAND			
	IIV/IV Number	Received from	Quantity Received	Mfg/ Exp Date	IIV/IV Number	Issue To	Quantity Issued		Usable	Not Usable	Signature of Store Keeper	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
07/10/2019	[PREV BALANCE]	-	227,265,400			-	224,449,800		2,815,600			
07/10/2019		-		31/05/2024	5942	Gazaria, Munshiganj	10,800		2,804,800			
07/10/2019		-		31/05/2024	5943	Bandar, Narayanganj	43,200		2,761,600			
07/10/2019		-		31/05/2024	5944	Sonargaon, Narayanganj	28,800		2,732,800			
09/10/2019		-		31/05/2024	5945	Narayanganj Sadar, Narayanganj	136,800		2,596,000			
09/10/2019		-		31/05/2024	5946	Araihazar, Narayanganj	14,400		2,581,600			
09/10/2019		-		31/05/2024	5947	Rupganj, Narayanganj	28,800		2,552,800			
09/10/2019		-		31/05/2024	5948	Tejgaon, Dhaka	108,000		2,444,800			
10/10/2019		-		31/05/2024	5954	Kaliakair, Gazipur	25,200		2,419,600			
10/10/2019		-		31/05/2024	5955	Kaliganj, Gazipur	25,200		2,394,400			
10/10/2019		-		31/05/2024	5956	Tongi, Gazipur	18,000		2,376,400			
10/10/2019		-		31/05/2024	5957	Harirampur, Manikganj	21,600		2,354,800			
10/10/2019		-		31/05/2024	5958	Singair, Manikganj	25,200		2,329,600			
13/10/2019		-		31/05/2024	5963	Munshiganj Sadar, Munshiganj	28,800		2,300,800			
13/10/2019		-		31/05/2024	5964	Tongibari, Munshiganj	7,200		2,293,600			
13/10/2019		-		31/05/2024	5965	Dohar, Dhaka	14,400		2,279,200			
13/10/2019		-		31/05/2024	5966	Keraniganj, Dhaka	36,000		2,243,200			
13/10/2019		-		31/05/2024	5967	Nawabganj, Dhaka	21,600		2,221,600			
13/10/2019		-		31/05/2024	5971	Bhola RWH	180,000		2,041,600			
14/10/2019		-		31/05/2024	5973	Manohardi, Narsingdi	21,600		2,020,000			

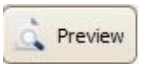
- If you need to export select export format and press button.

7.3.4. Receive Report:

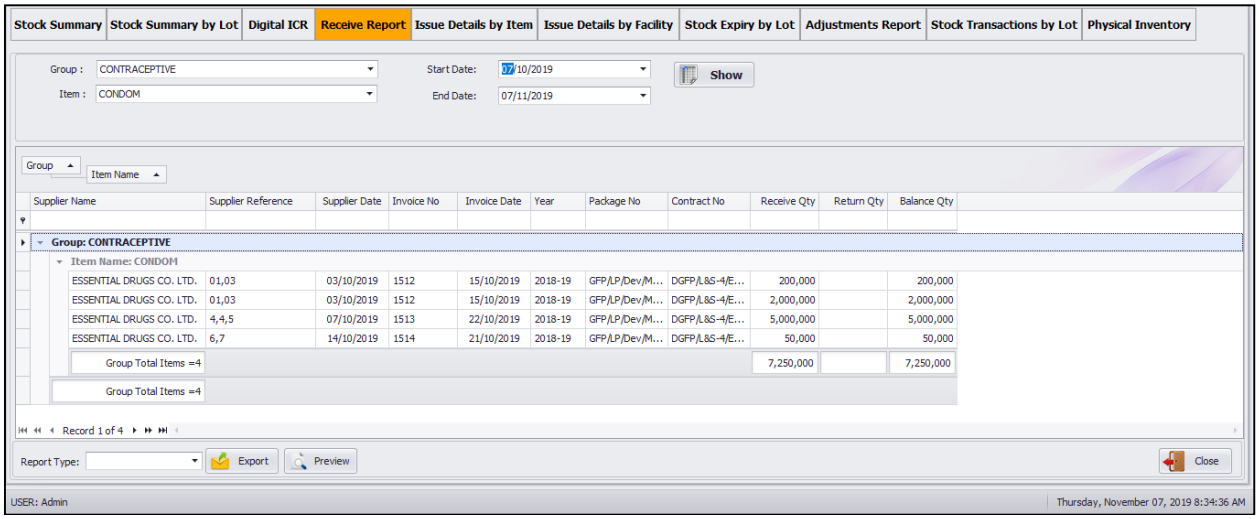
This report shows the details of issued items by facility between the specific dates. To print the report, follow the steps -

- Select 'Stock Details by Facility' option in 'List of Reports' block.

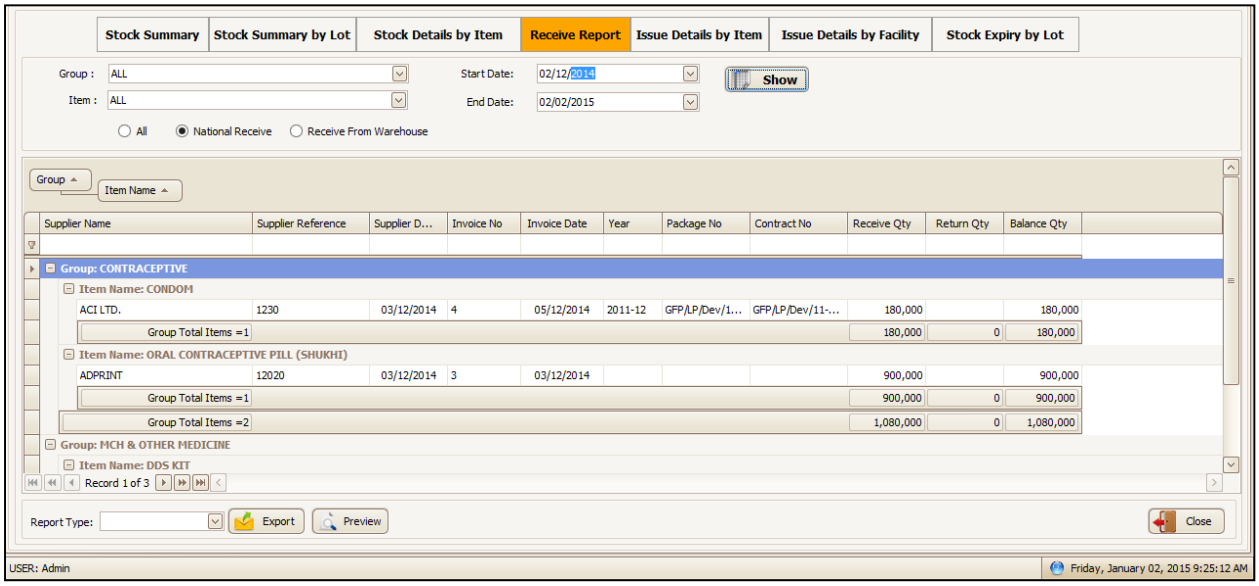


- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (optional).
- The form have extra 3 (three) radio button 1) All, 2) National Receive and 3) Receive from Warehouse. Details are given below:

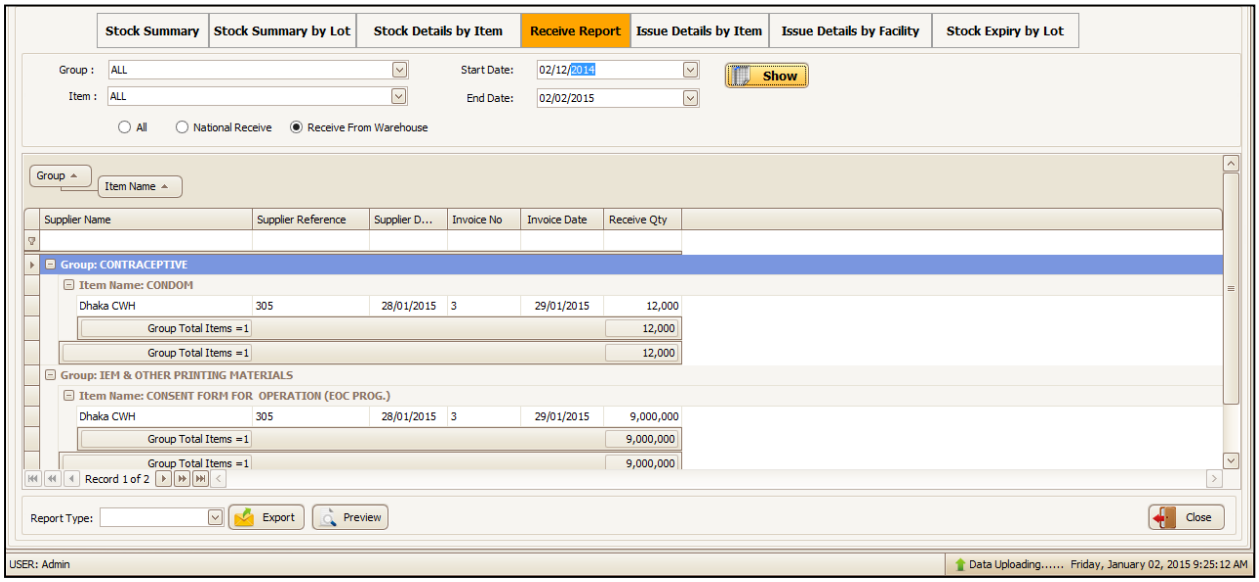
All Receive:



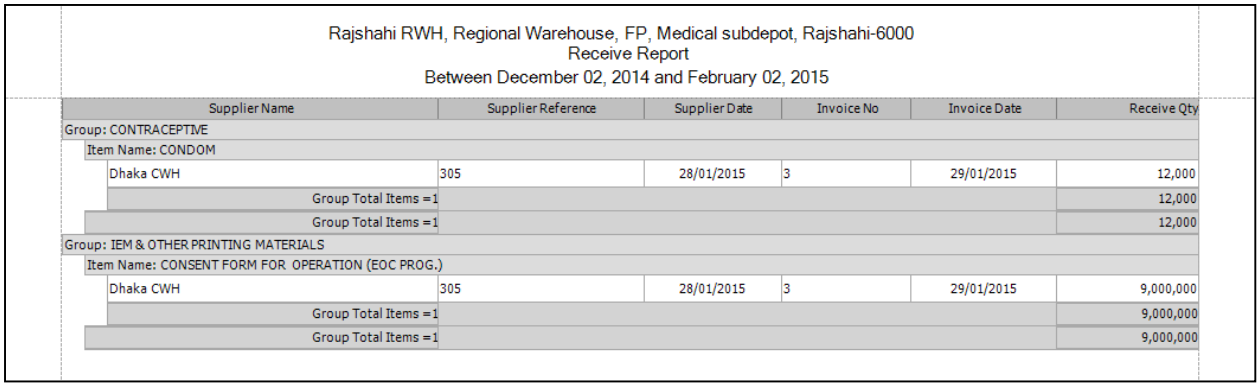
National Receive:



Receive From Warehouse:

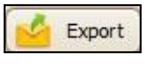


- Press button to continue.

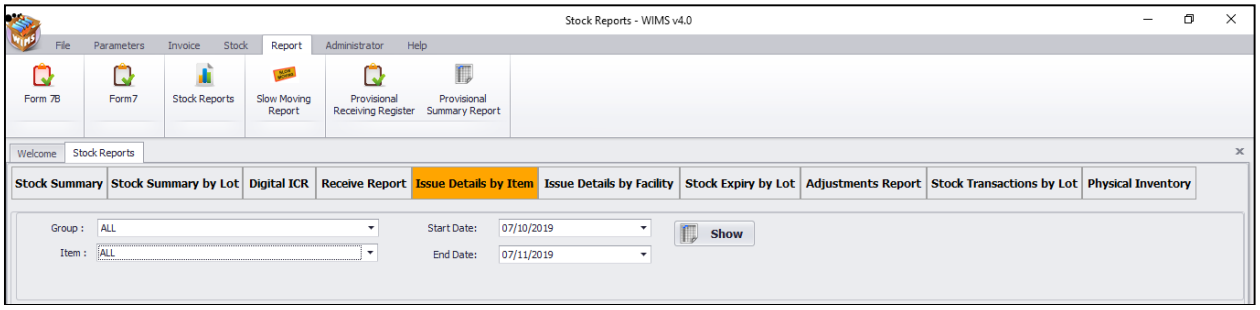


Rajshahi RWH, Regional Warehouse, FP, Medical subdepot, Rajshahi-6000
Receive Report
Between December 02, 2014 and February 02, 2015

Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty
Group: CONTRACEPTIVE					
Item Name: CONDOM					
Dhaka CWH	305	28/01/2015	3	29/01/2015	12,000
Group Total Items =1					12,000
Group Total Items =1					12,000
Group: IEM & OTHER PRINTING MATERIALS					
Item Name: CONSENT FORM FOR OPERATION (EOC PROG.)					
Dhaka CWH	305	28/01/2015	3	29/01/2015	9,000,000
Group Total Items =1					9,000,000
Group Total Items =1					9,000,000

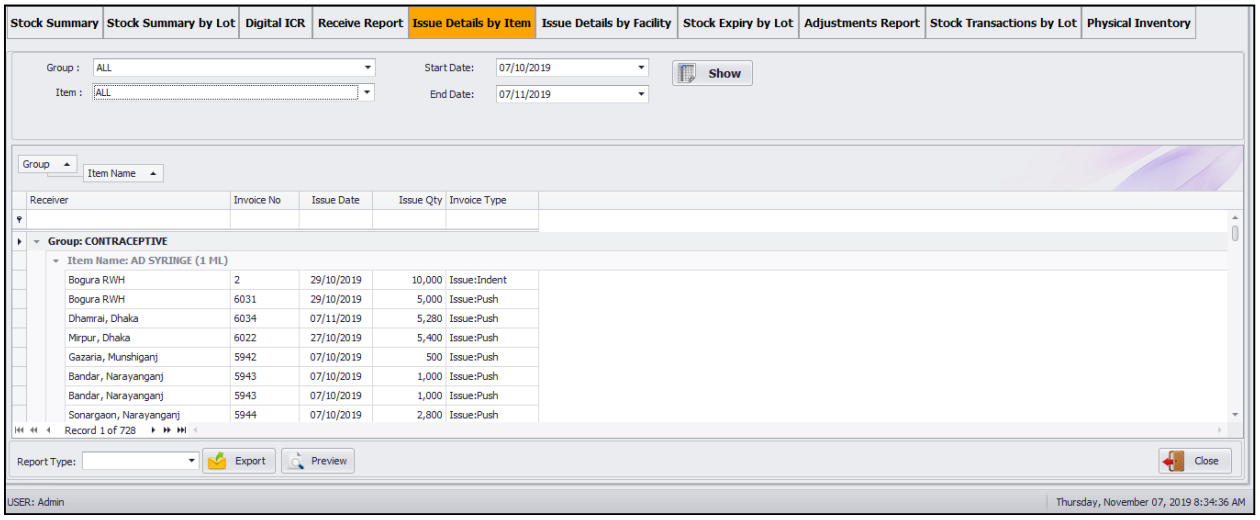
- If you need to export select export format and press  button.

7.3.5. Issue Details by Item

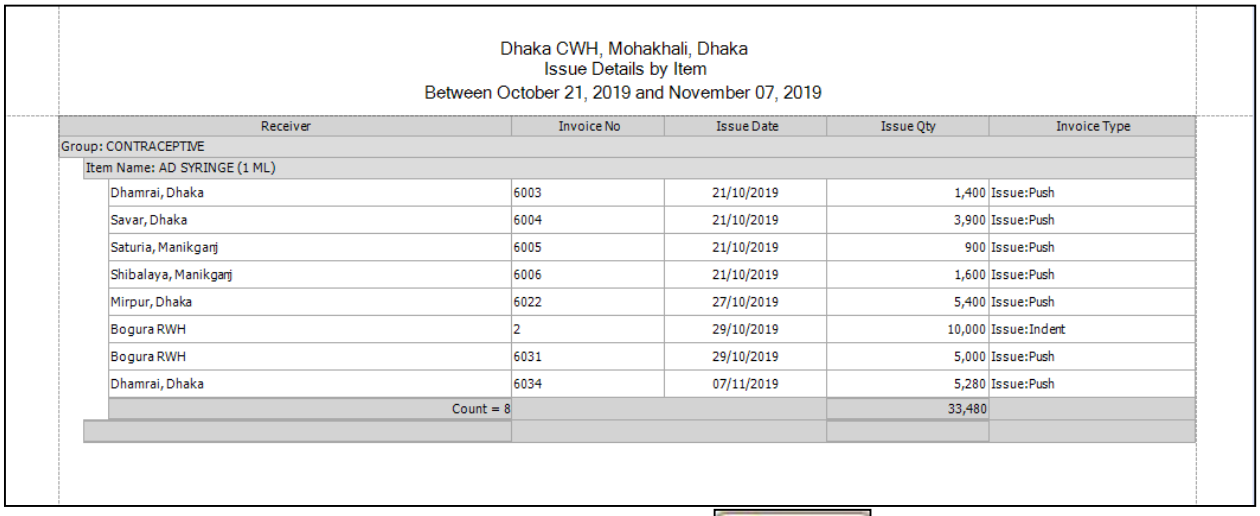


This report shows the details of issued items by Item between the specific date ranges. To print the report, follow the steps -

- Select 'Stock Details by Item' option in 'List of Reports' block.
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name & Facility (all are optional). The form appear as follows:

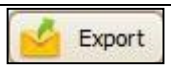


- Press button to continue

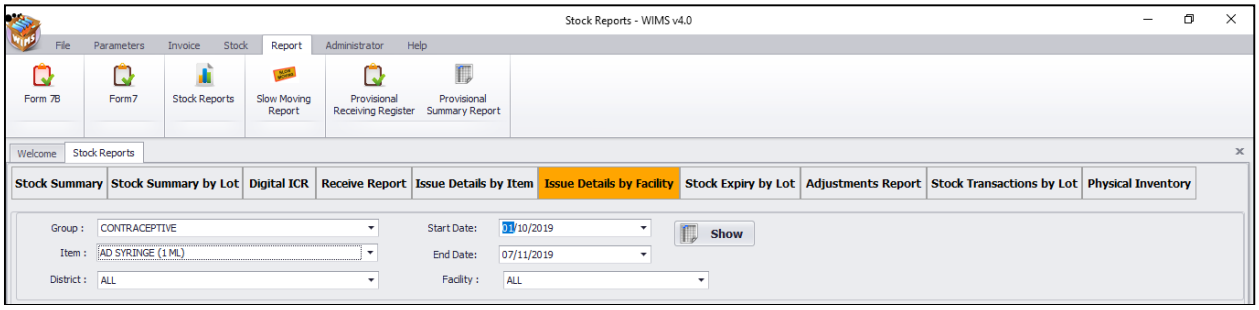


Dhaka CWH, Mohakhali, Dhaka
Issue Details by Item
Between October 21, 2019 and November 07, 2019

Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
Group: CONTRACEPTIVE				
Item Name: AD SYRINGE (1 ML)				
Dhamrai, Dhaka	6003	21/10/2019	1,400	Issue:Push
Savar, Dhaka	6004	21/10/2019	3,900	Issue:Push
Saturia, Manikganj	6005	21/10/2019	900	Issue:Push
Shibalaya, Manikganj	6006	21/10/2019	1,600	Issue:Push
Mirpur, Dhaka	6022	27/10/2019	5,400	Issue:Push
Bogura RWH	2	29/10/2019	10,000	Issue:Indent
Bogura RWH	6031	29/10/2019	5,000	Issue:Push
Dhamrai, Dhaka	6034	07/11/2019	5,280	Issue:Push
Count = 8			33,480	

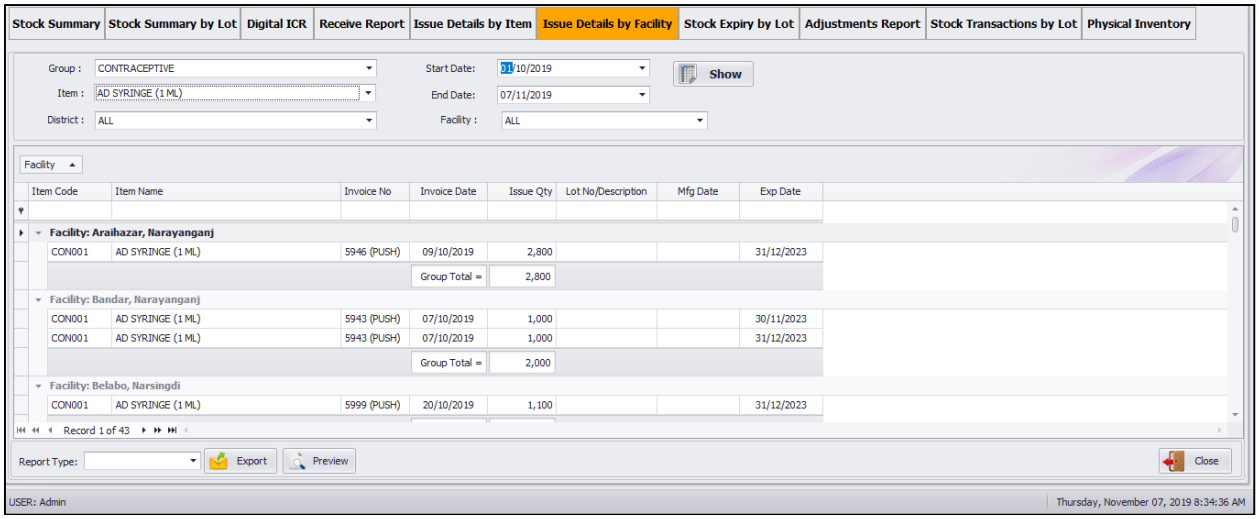
- If you need to export select export format and press  button.

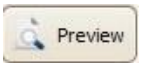
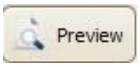
7.3.6. Issue Details by Facility

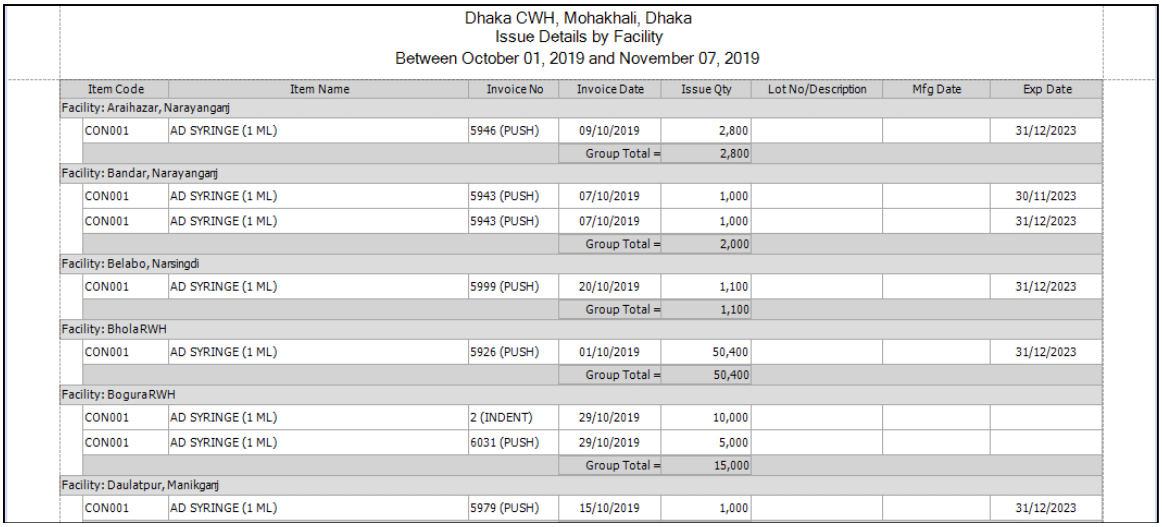


This report shows the details of issued items by facility between the specific dates. To print the report, follow the following steps:

- Select 'Stock Details by Facility' option in 'List of Reports' block.



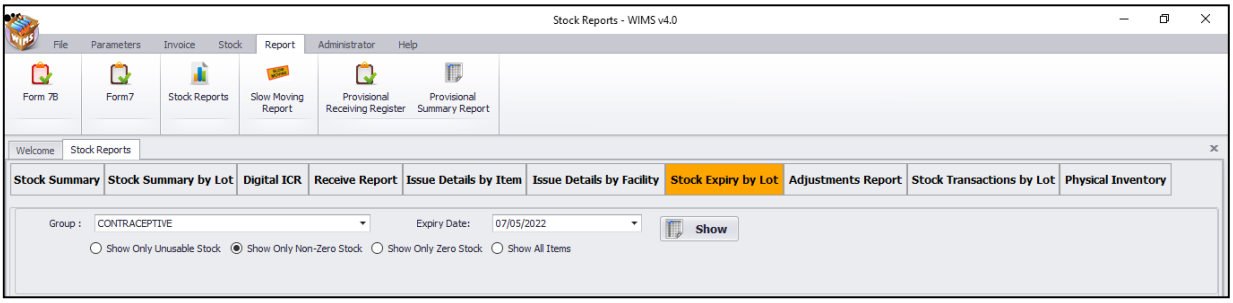
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group, Item Name & Facility (all are optional). The form appear as follows:
- Press  button to continue.



Dhaka CWH, Mohakhali, Dhaka
Issue Details by Facility
Between October 01, 2019 and November 07, 2019

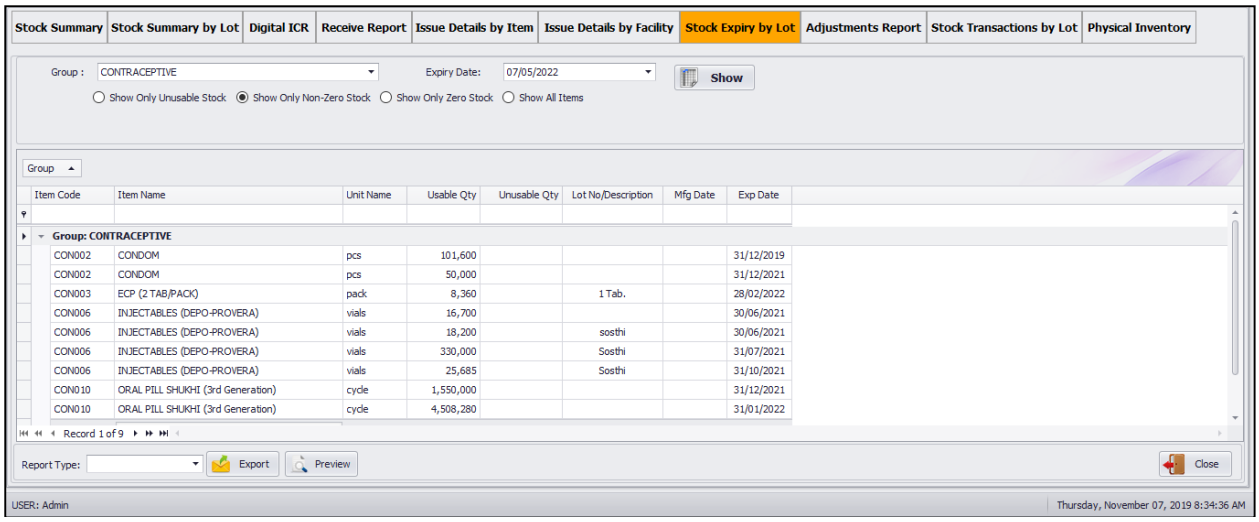
Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date
Facility: Araihazar, Narayanganj							
CON001	AD SYRINGE (1 ML)	5946 (PUSH)	09/10/2019	2,800			31/12/2023
			Group Total =	2,800			
Facility: Bandar, Narayanganj							
CON001	AD SYRINGE (1 ML)	5943 (PUSH)	07/10/2019	1,000			30/11/2023
CON001	AD SYRINGE (1 ML)	5943 (PUSH)	07/10/2019	1,000			31/12/2023
			Group Total =	2,000			
Facility: Belabo, Narsingdi							
CON001	AD SYRINGE (1 ML)	5999 (PUSH)	20/10/2019	1,100			31/12/2023
			Group Total =	1,100			
Facility: BholaRWH							
CON001	AD SYRINGE (1 ML)	5926 (PUSH)	01/10/2019	50,400			31/12/2023
			Group Total =	50,400			
Facility: BoguraRWH							
CON001	AD SYRINGE (1 ML)	2 (INDENT)	29/10/2019	10,000			
CON001	AD SYRINGE (1 ML)	6031 (PUSH)	29/10/2019	5,000			
			Group Total =	15,000			
Facility: Daulatpur, Manikganj							
CON001	AD SYRINGE (1 ML)	5979 (PUSH)	15/10/2019	1,000			31/12/2023

7.3.7. Stock Expiry by Lot

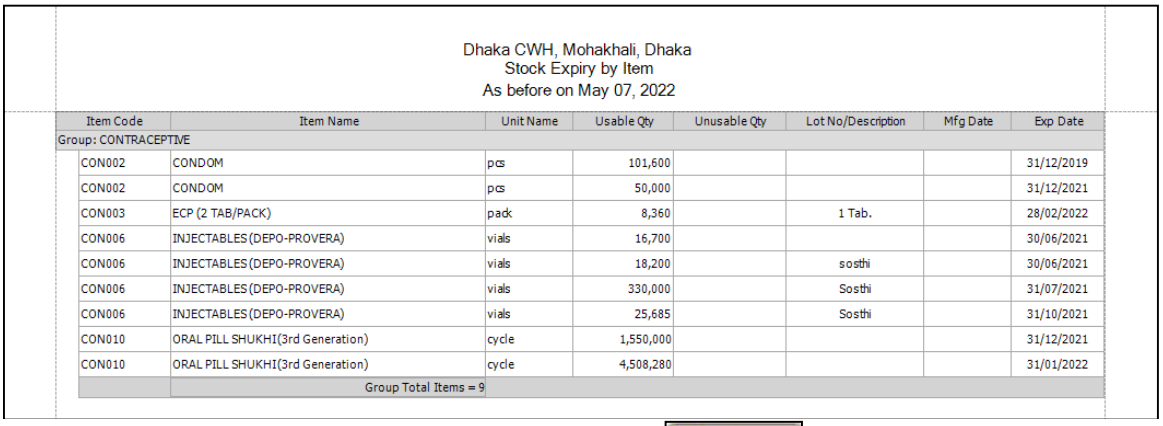


This report shows the details of Stock expiry by lot between specific dates. To print the report, follow the steps:

- Select 'Stock Expiry by Lot' option in 'List of Reports' block.

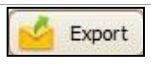


- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (Optional). The form may appear as follows:
- Press button to continue.

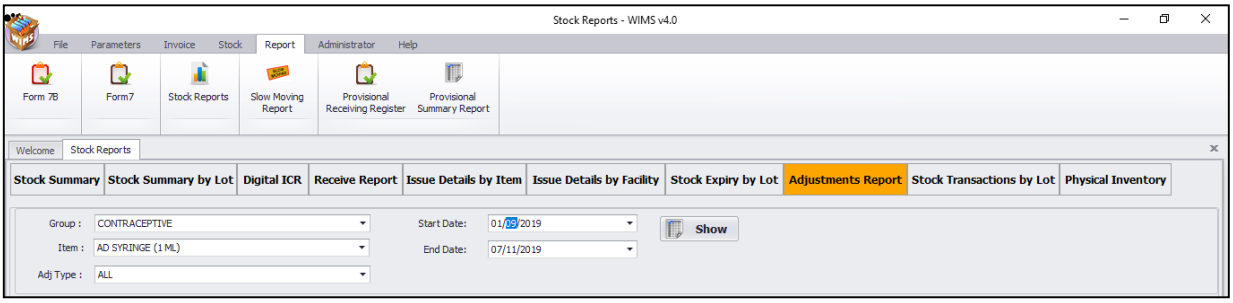


Dhaka CWH, Mohakhali, Dhaka
Stock Expiry by Item
As before on May 07, 2022

Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
Group: CONTRACEPTIVE							
CON002	CONDOM	pcs	101,600				31/12/2019
CON002	CONDOM	pcs	50,000				31/12/2021
CON003	ECP (2 TAB/PACK)	pack	8,360		1 Tab.		28/02/2022
CON006	INJECTABLES (DEPO-PROVERA)	vials	16,700				30/06/2021
CON006	INJECTABLES (DEPO-PROVERA)	vials	18,200		sosthi		30/06/2021
CON006	INJECTABLES (DEPO-PROVERA)	vials	330,000		Sosthi		31/07/2021
CON006	INJECTABLES (DEPO-PROVERA)	vials	25,685		Sosthi		31/10/2021
CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	1,550,000				31/12/2021
CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	4,508,280				31/01/2022
	Group Total Items = 9						

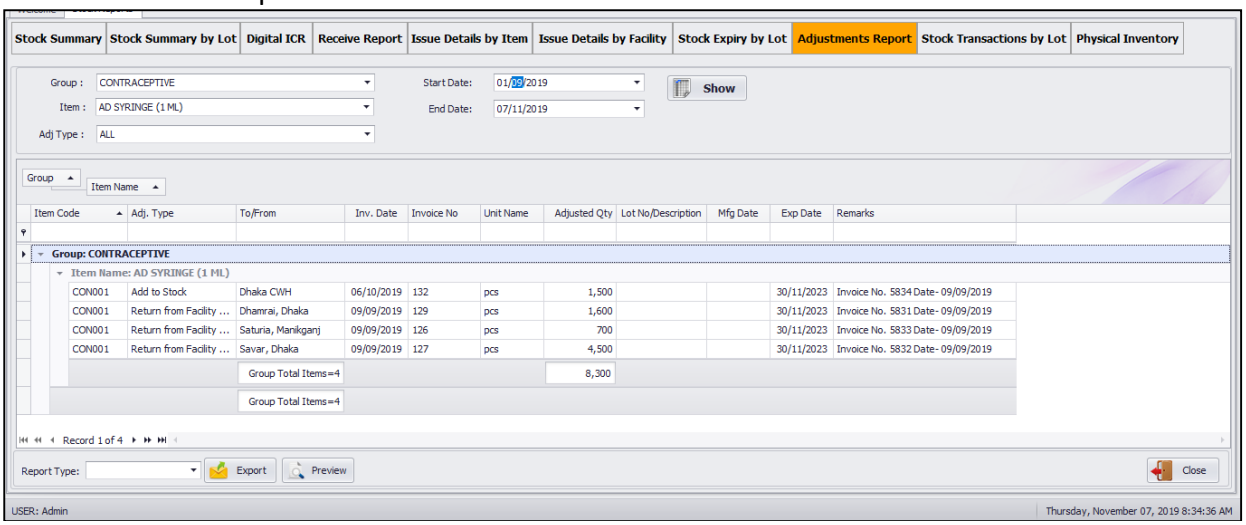
- If you need to export select export format and press  button

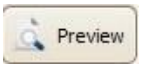
7.3.8. Adjustments Report

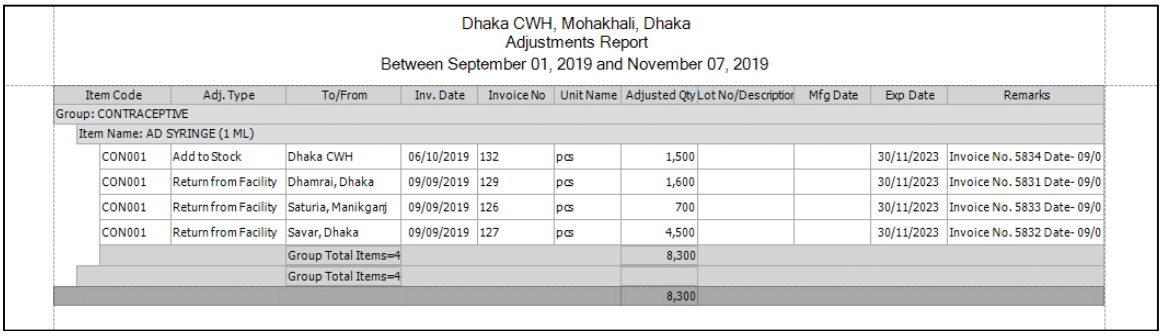


This report shows the details of stock adjustments report between specific dates. To print the report, follow the steps:

- Select Group, Item and Adjustment Type or All
- Select 'Start Date' option in 'End Date' block.

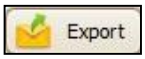


- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name and adjustment Type (Optional). The form may appear as follows:
- Press button to continue.

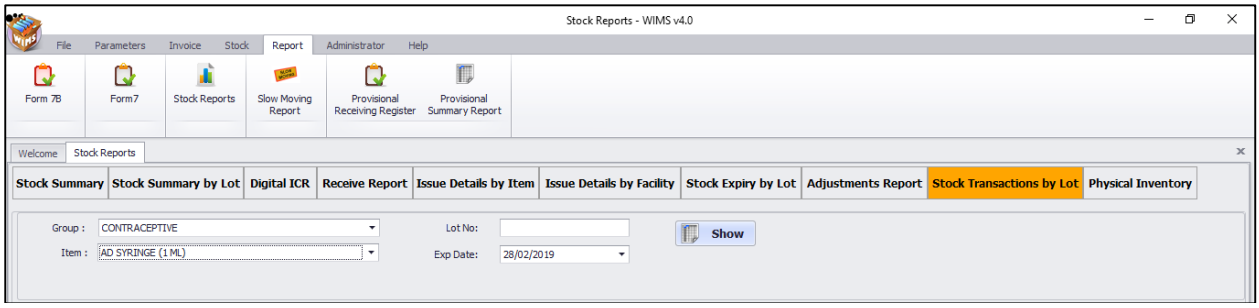


Dhaka CWH, Mohakhali, Dhaka
Adjustments Report
Between September 01, 2019 and November 07, 2019

Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Description	Mfg Date	Exp Date	Remarks
Group: CONTRACEPTIVE										
Item Name: AD SYRINGE (1 ML)										
CON001	Add to Stock	Dhaka CWH	06/10/2019	132	pcs	1,500			30/11/2023	Invoice No. 5834 Date- 09/0
CON001	Return from Facility	Dhamrai, Dhaka	09/09/2019	129	pcs	1,600			30/11/2023	Invoice No. 5831 Date- 09/0
CON001	Return from Facility	Saturia, Manikganj	09/09/2019	126	pcs	700			30/11/2023	Invoice No. 5833 Date- 09/0
CON001	Return from Facility	Savar, Dhaka	09/09/2019	127	pcs	4,500			30/11/2023	Invoice No. 5832 Date- 09/0
		Group Total Items=4				8,300				
		Group Total Items=4								
						8,300				

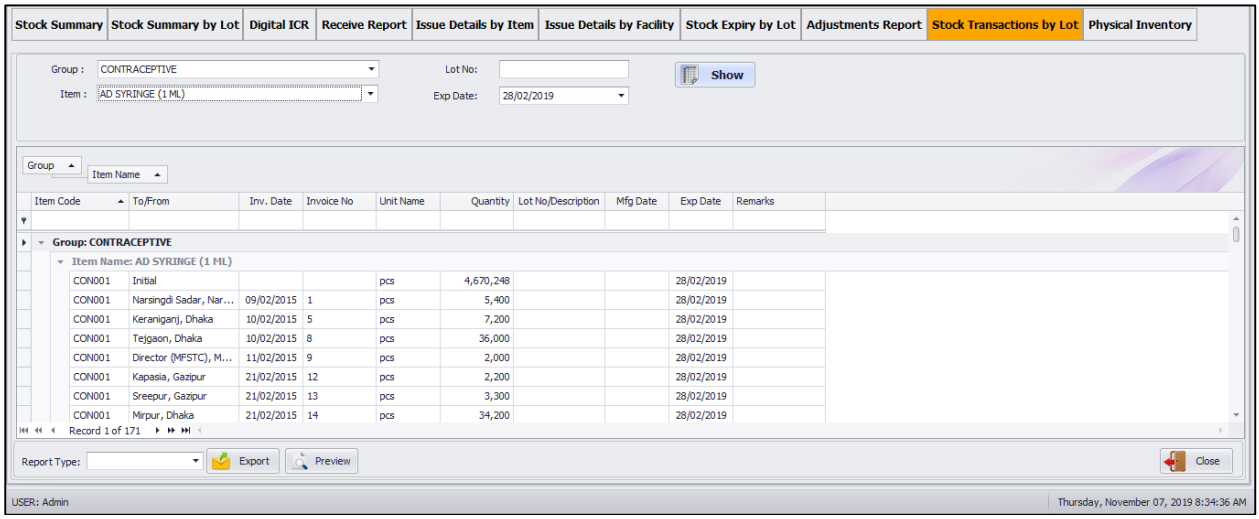
- If you need to export select export format and press  button

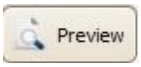
7.2.9. Stock Transaction by Lot

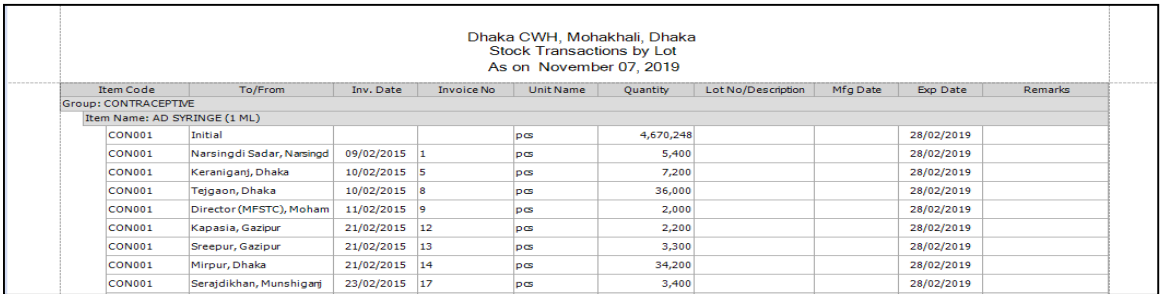


This report shows the details of Stock Transaction by lot between specific dates. To print the report, follow the steps:

- Select **'Stock transaction by Lot'** option in 'List of Reports' block.

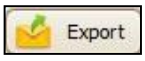


- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Lot No or Exp Date The form may appear as follows:
- Press button to continue.

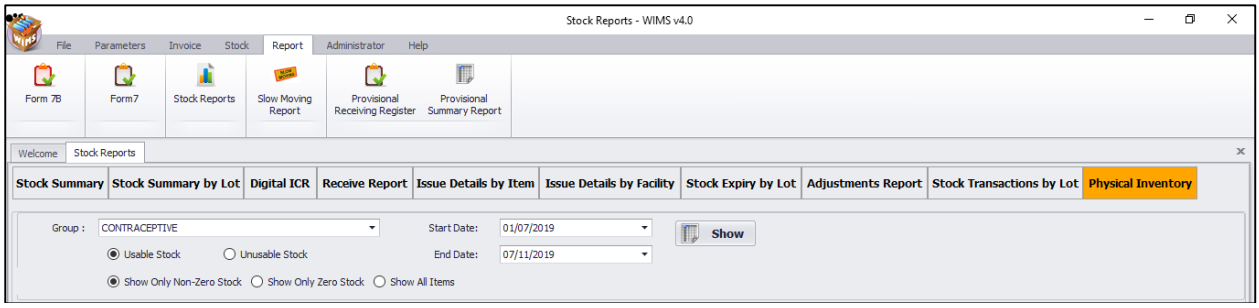


Dhaka CWH, Mohakhali, Dhaka
Stock Transactions by Lot
As on November 07, 2019

Item Code	To/From	Inv. Date	Invoice No	Unit Name	Quantity	Lot No/Description	Mfg Date	Exp Date	Remarks
Group: CONTRACEPTIVE									
Item Name: AD SYRINGE (1 ML)									
CON001	Initial			pcs	4,670,248			28/02/2019	
CON001	Narsingdi Sadar, Narsingd	09/02/2015	1	pcs	5,400			28/02/2019	
CON001	Keraniganj, Dhaka	10/02/2015	5	pcs	7,200			28/02/2019	
CON001	Tejgaon, Dhaka	10/02/2015	8	pcs	36,000			28/02/2019	
CON001	Director (MFSTC), Moham	11/02/2015	9	pcs	2,000			28/02/2019	
CON001	Kapasia, Gazipur	21/02/2015	12	pcs	2,200			28/02/2019	
CON001	Sreepur, Gazipur	21/02/2015	13	pcs	3,300			28/02/2019	
CON001	Mirpur, Dhaka	21/02/2015	14	pcs	34,200			28/02/2019	
CON001	Serajdikhan, Munshiganj	23/02/2015	17	pcs	3,400			28/02/2019	

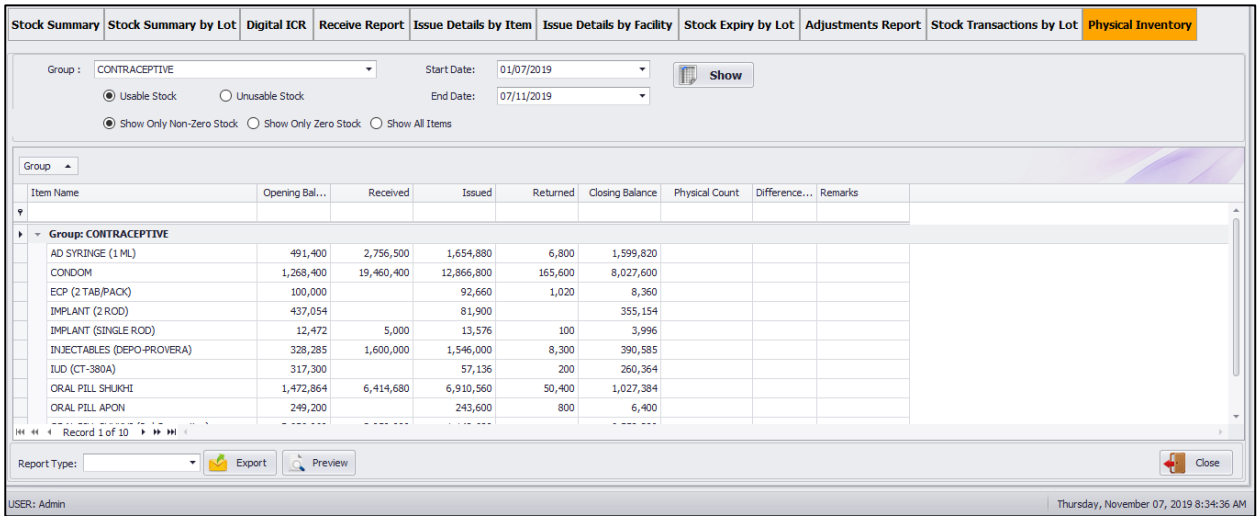
- If you need to export select export format and press  button

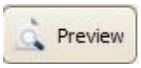
7.2.10. Physical Inventory



This report shows the details of Physical Inventory between specific dates. To print the report, follow the steps:

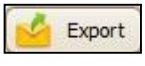
- Select **'Physical Inventory'** option in 'List of Reports' block.



- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group. The form may appear as follows:
- Press button to continue.

Dhaka CWH, Mohakhali, Dhaka
Physical Inventoy (Unusable)
Between July 01, 2019 and November 07, 2019

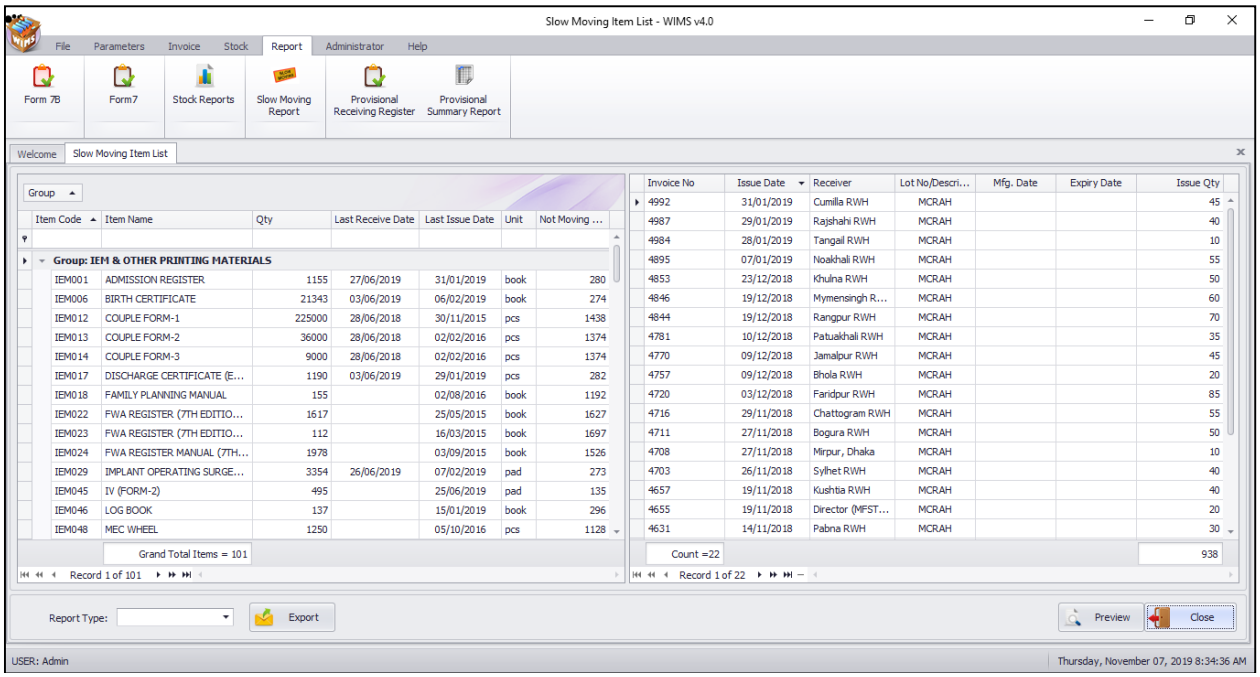
Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference (+/-)	Remarks
Group: CONTRACEPTIVE								
AD SYRINGE (1 ML)	491,400	2,756,500	1,654,880	6,800	1,599,820			
CONDOM	1,268,400	19,460,400	12,866,800	165,600	8,027,600			
ECP (2 TAB/PACK)	100,000		92,660	1,020	8,360			
IMPLANT (2 ROD)	437,054		81,900		355,154			
IMPLANT (SINGLE ROD)	12,472	5,000	13,576	100	3,996			
INJECTABLES (DEPO-PROVERA)	328,285	1,600,000	1,546,000	8,300	390,585			
IUD (CT-380A)	317,300		57,136	200	260,364			
ORAL PILL SHUKHI	1,472,864	6,414,680	6,910,560	50,400	1,027,384			
ORAL PILL APON	249,200		243,600	800	6,400			
ORAL PILL SHUKHI(3rd Generation)	5,656,960	2,050,000	1,148,680		6,558,280			

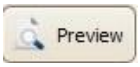
- If you need to export select export format and press  button

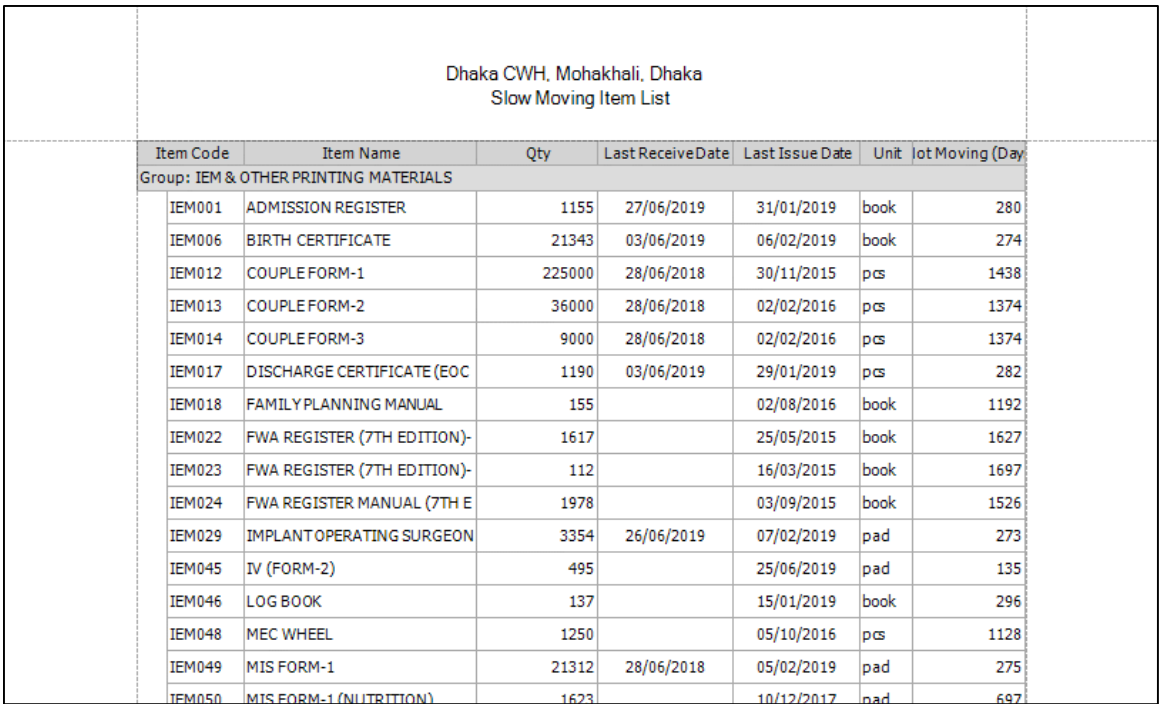
7.4. Slow Moving Item list

This report shows the details of Slow Moving item List specific dates. To print the report, follow the steps:

- Select 'Slow Moving item List' option in 'List of Reports' block. The form will look like the following screen:

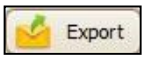


- Press  button to continue.



Dhaka CWH, Mohakhali, Dhaka
Slow Moving Item List

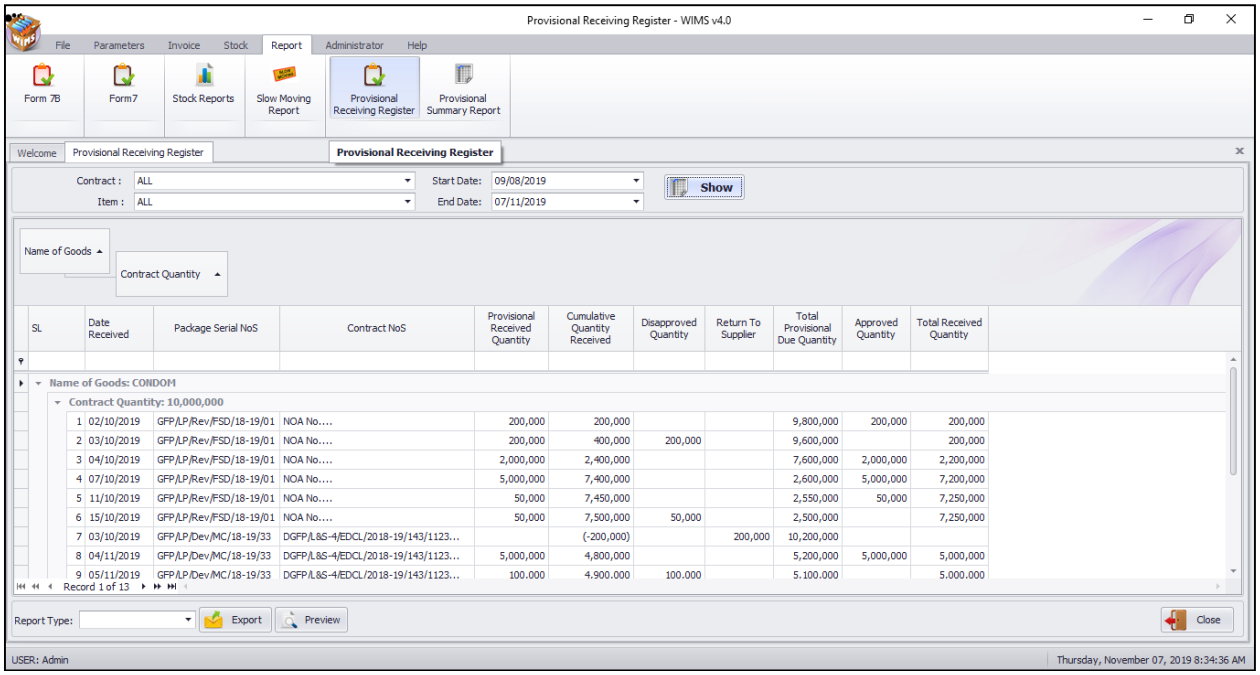
Item Code	Item Name	Qty	Last Receive Date	Last Issue Date	Unit	lot Moving (Day
Group: IEM & OTHER PRINTING MATERIALS						
IEM001	ADMISSION REGISTER	1155	27/06/2019	31/01/2019	book	280
IEM006	BIRTH CERTIFICATE	21343	03/06/2019	06/02/2019	book	274
IEM012	COUPLE FORM-1	225000	28/06/2018	30/11/2015	pcs	1438
IEM013	COUPLE FORM-2	36000	28/06/2018	02/02/2016	pcs	1374
IEM014	COUPLE FORM-3	9000	28/06/2018	02/02/2016	pcs	1374
IEM017	DISCHARGE CERTIFICATE (EOC	1190	03/06/2019	29/01/2019	pcs	282
IEM018	FAMILY PLANNING MANUAL	155		02/08/2016	book	1192
IEM022	FWA REGISTER (7TH EDITION)-	1617		25/05/2015	book	1627
IEM023	FWA REGISTER (7TH EDITION)-	112		16/03/2015	book	1697
IEM024	FWA REGISTER MANUAL (7TH E	1978		03/09/2015	book	1526
IEM029	IMPLANT OPERATING SURGEON	3354	26/06/2019	07/02/2019	pad	273
IEM045	IV (FORM-2)	495		25/06/2019	pad	135
IEM046	LOG BOOK	137		15/01/2019	book	296
IEM048	MEC WHEEL	1250		05/10/2016	pcs	1128
IEM049	MIS FORM-1	21312	28/06/2018	05/02/2019	pad	275
IEM050	MIS FORM-1 (NUTRITION)	1623		10/12/2017	pad	697

- If you need to export select export format and press  button

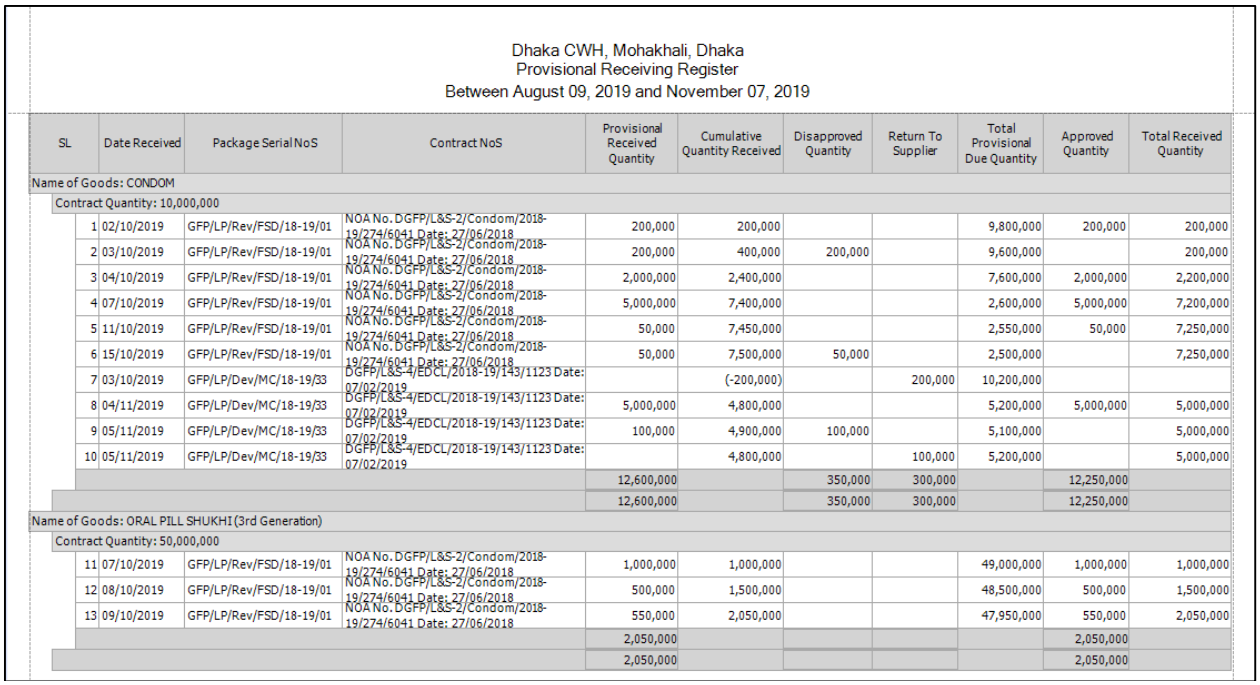
7.5. Provisional Receive Register

This report shows the details of Provisional Receive register. To print the report, follow the steps:

- Select 'Provisional Receive register' option in 'List of Reports' block. The form will look like the following screen:

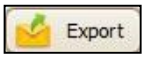


- Press button to continue.



Dhaka CWH, Mohakhali, Dhaka
Provisional Receiving Register
Between August 09, 2019 and November 07, 2019

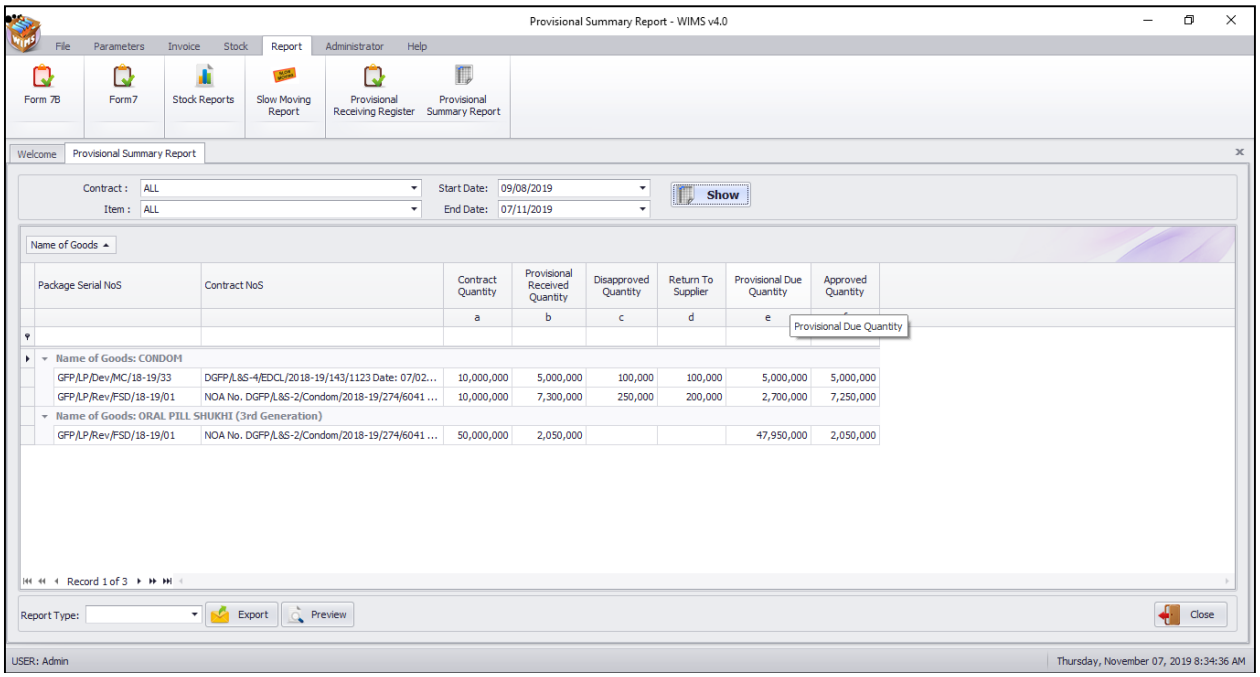
SL	Date Received	Package Serial NoS	Contract NoS	Provisional Received Quantity	Cumulative Quantity Received	Disapproved Quantity	Return To Supplier	Total Provisional Due Quantity	Approved Quantity	Total Received Quantity
Name of Goods: CONDOM										
Contract Quantity: 10,000,000										
1	02/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	200,000	200,000			9,800,000	200,000	200,000
2	03/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	200,000	400,000	200,000		9,600,000		200,000
3	04/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	2,000,000	2,400,000			7,600,000	2,000,000	2,200,000
4	07/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	5,000,000	7,400,000			2,600,000	5,000,000	7,200,000
5	11/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	50,000	7,450,000			2,550,000	50,000	7,250,000
6	15/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	50,000	7,500,000	50,000		2,500,000		7,250,000
7	03/10/2019	GFP/LP/Dev/MC/18-19/33	DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019		(-200,000)		200,000	10,200,000		
8	04/11/2019	GFP/LP/Dev/MC/18-19/33	DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019	5,000,000	4,800,000			5,200,000	5,000,000	5,000,000
9	05/11/2019	GFP/LP/Dev/MC/18-19/33	DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019	100,000	4,900,000	100,000		5,100,000		5,000,000
10	05/11/2019	GFP/LP/Dev/MC/18-19/33	DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019		4,800,000		100,000	5,200,000		5,000,000
				12,600,000		350,000	300,000		12,250,000	
				12,600,000		350,000	300,000		12,250,000	
Name of Goods: ORAL PILL SHUKHI (3rd Generation)										
Contract Quantity: 50,000,000										
11	07/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	1,000,000	1,000,000			49,000,000	1,000,000	1,000,000
12	08/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	500,000	1,500,000			48,500,000	500,000	1,500,000
13	09/10/2019	GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	550,000	2,050,000			47,950,000	550,000	2,050,000
				2,050,000					2,050,000	
				2,050,000					2,050,000	

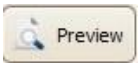
- If you need to export select export format and press  button

7.6. Provisional Receive summary

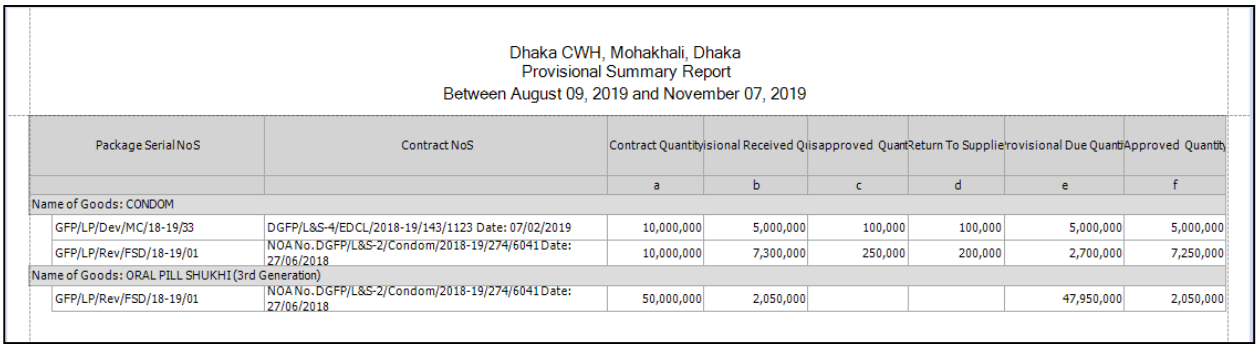
This report shows the details of Provisional receive summary specific dates. To print the report, follow the steps:

- Select 'Provisional receive summary' option in 'List of Reports' block. The form will look like the following screen:



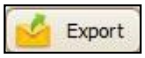
- Press 

button to continue.



Dhaka CWH, Mohakhali, Dhaka
Provisional Summary Report
Between August 09, 2019 and November 07, 2019

Package Serial NoS	Contract NoS	Contract Quantity	isional Received Qu	isapproved Quant	Return To Supplie	rovisional Due Quant	Approved Quantity
		a	b	c	d	e	f
Name of Goods: CONDOM							
GFP/LP/Dev/MC/18-19/33	DGFP/L&S-4/EDCL/2018-19/143/1123 Date: 07/02/2019	10,000,000	5,000,000	100,000	100,000	5,000,000	5,000,000
GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	10,000,000	7,300,000	250,000	200,000	2,700,000	7,250,000
Name of Goods: ORAL PILL SHUKHI (3rd Generation)							
GFP/LP/Rev/FSD/18-19/01	NOA No. DGFP/L&S-2/Condom/2018-19/274/6041 Date: 27/06/2018	50,000,000	2,050,000			47,950,000	2,050,000

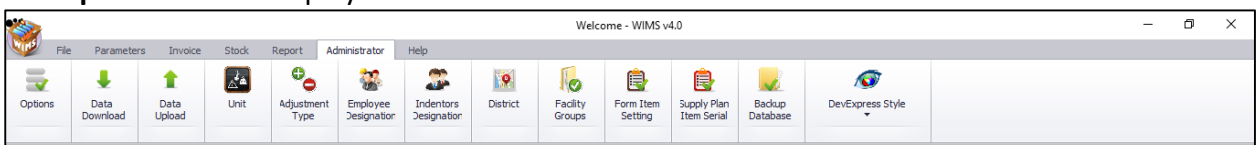
- If you need to export select export format and press 

button

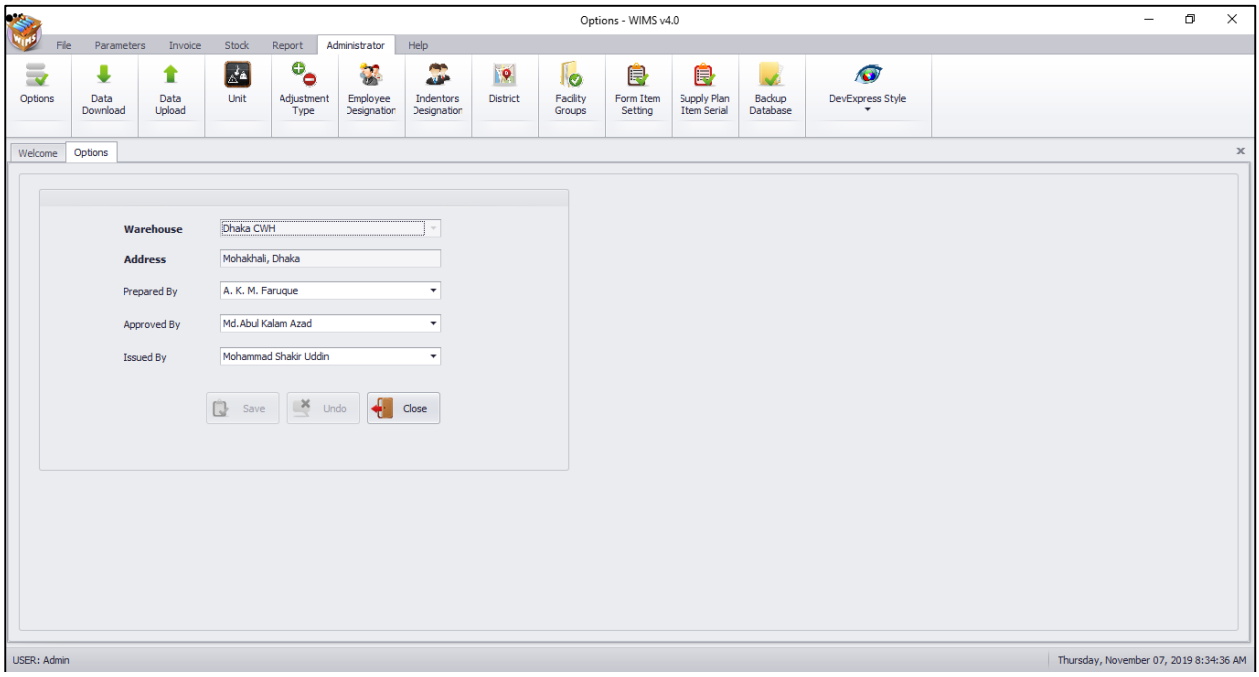
Chapter-8: Administrator

8.1. Options

- Run **WIMSv4**
- Go to **Administrator > Options** from **Administration** menu
- The **Options** form is displayed.



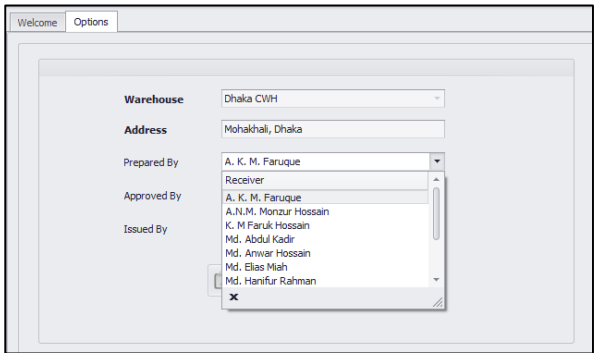
- After pressing **"Options"** the following screen will be appeared:



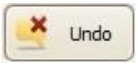
When an employee transfer or join in a store keeper/Supply officer who signatories in the WIMS software then you have to add his/her name in WIMS software. For this you need to update options for signatory assign.

Update Options

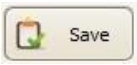
- The set of **"Prepared By, Approved By & Issued By"** of Issue Invoice are come from Options menu. When any of these three signatories will change you need to edit.



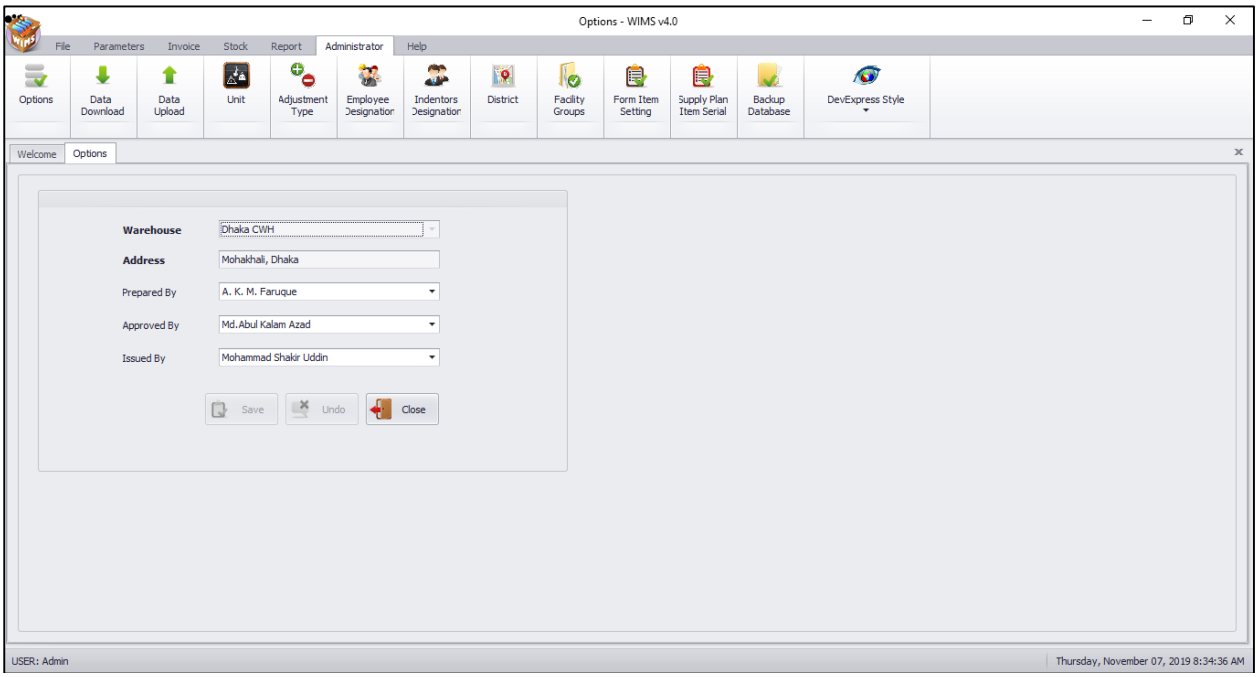
- From the prelisted **Employee** list you have to select/edit the name for **Prepared By, Approved By** and **Issued By** if any change require.

- If you need to cancel settings Press 

button before save.

- After setting **"Prepared By, Approved By & Issued By" and "Store type"** then press 

button.

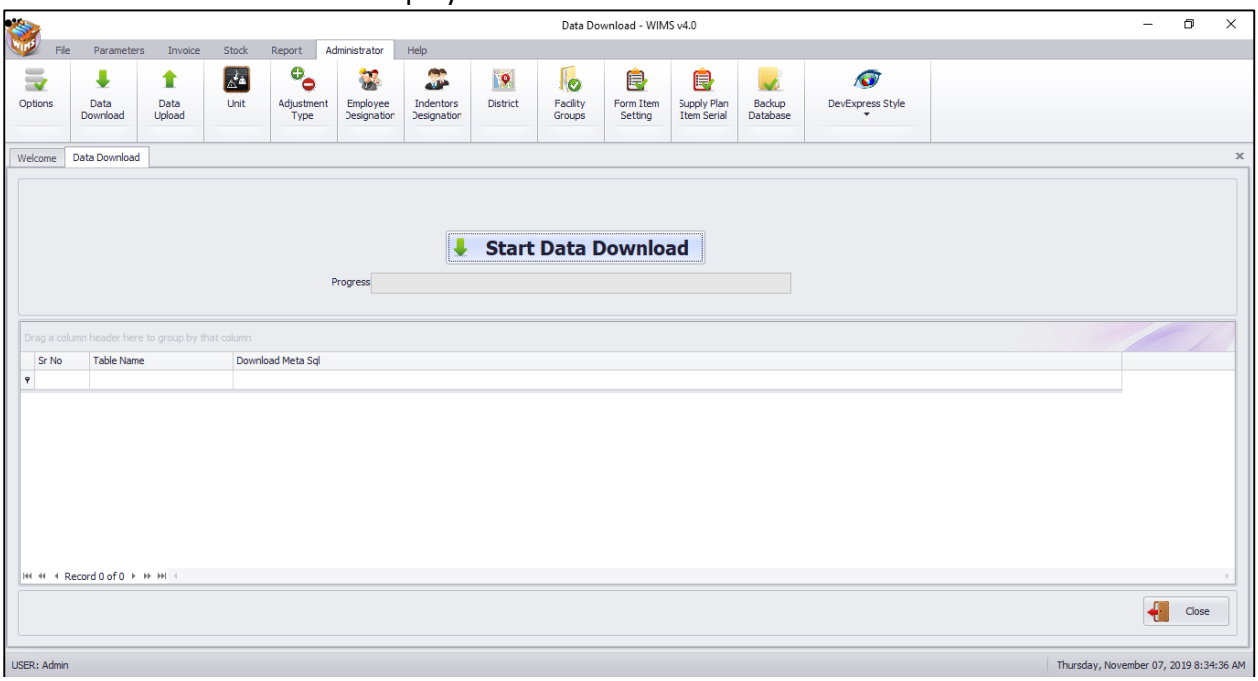


- Press

button.

8.2. Data Download

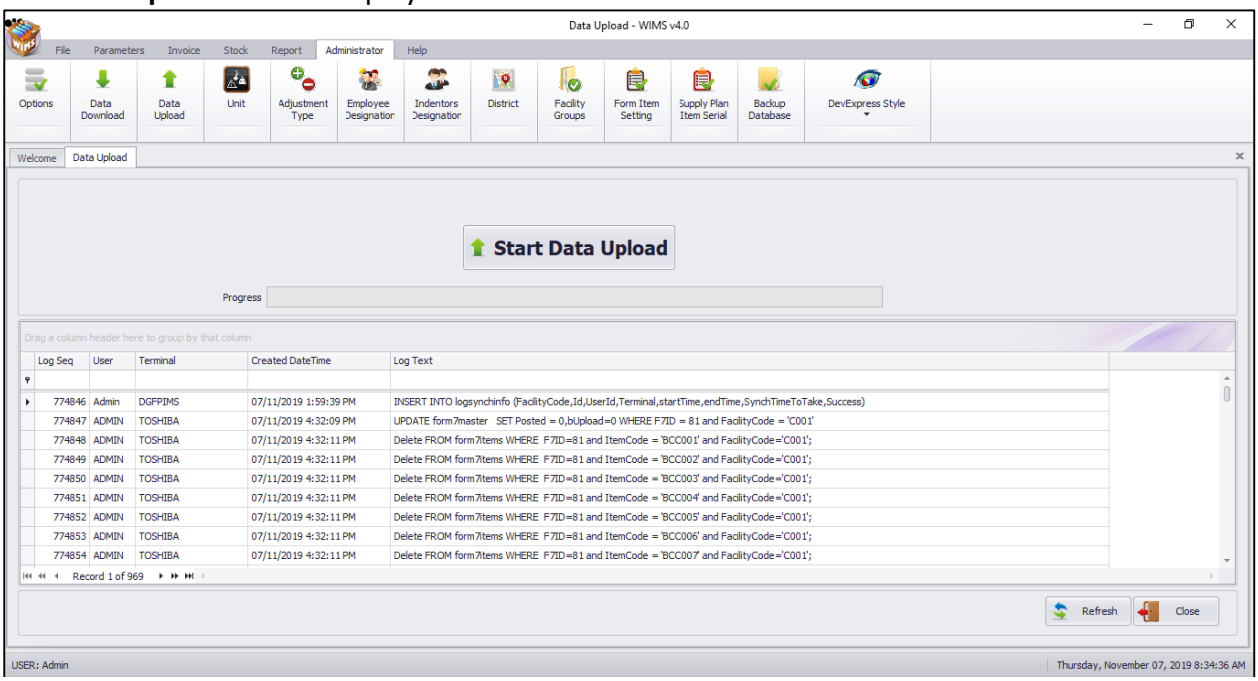
- Run **WIMSv4**
- Select **Administrator > Data Download** from **Administrator** menu.
- The **Data Download** form is displayed.



- After showing data download press **"Start Data Download"** button.
  (N.B. Make sure your computer have internet connected)

8.3. Data Upload

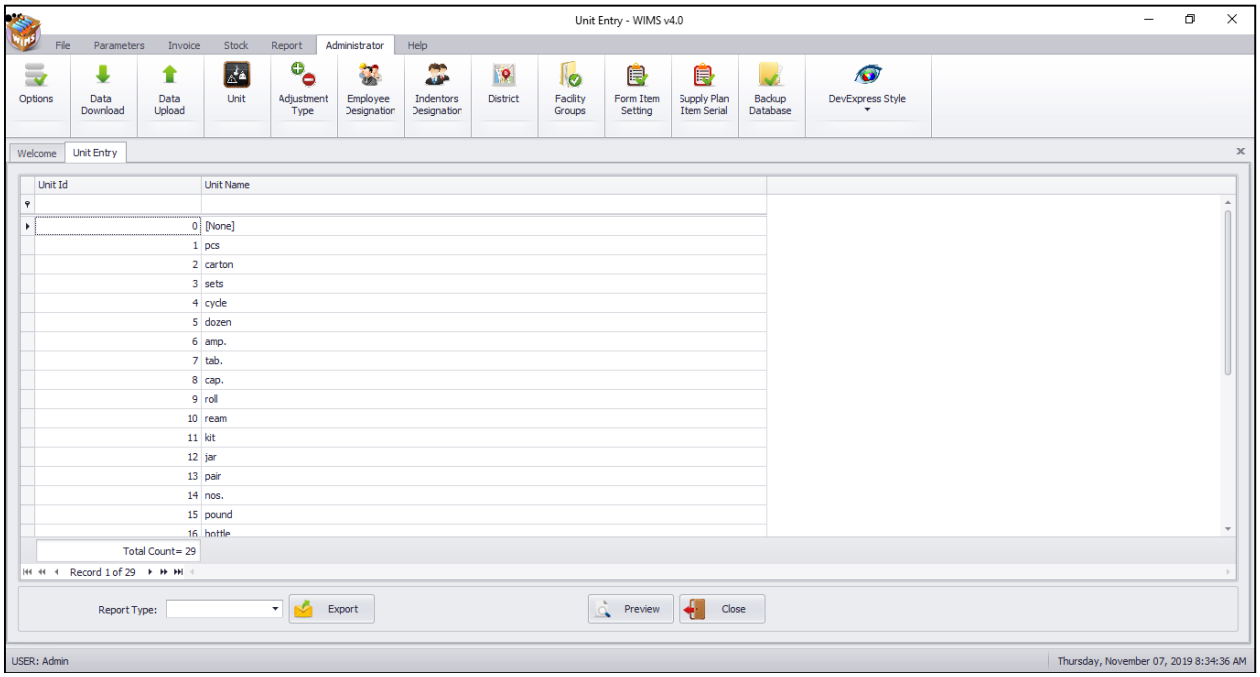
- Run **WIMSv4**
- Select **Administrator > Data Upload** from **Administrator** menu.
- The **Data Upload** form is displayed.



- After showing Data Upload press **"Start Data Upload"** button.
  (N.B. Make sure your computer have internet connected)

8.4. Unit

- Run **WIMSv4**
- Select **Administrator > Unit** from **Administrator** menu.
- The **Unit** form is displayed.



This form is used to edit, create, delete, print Unit. The form are grouped into one blocks –
View Fields: Unit Id and Unit

Print Unit List:

- Press

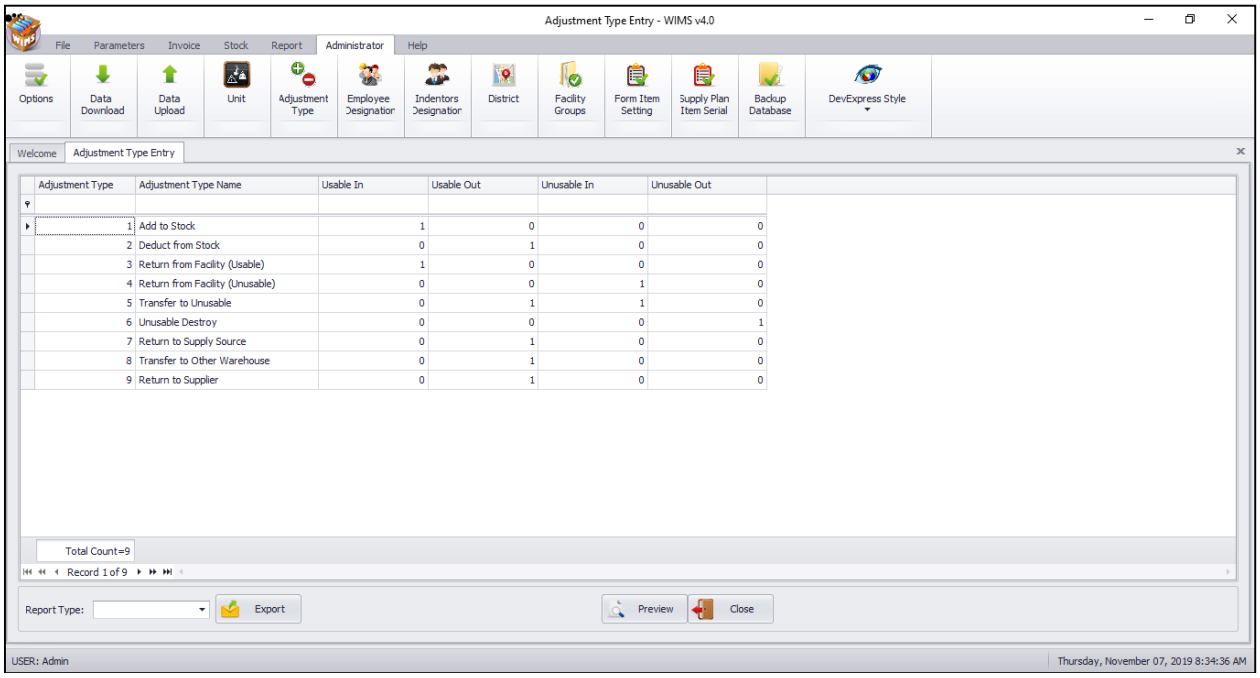
button to view a printable list of Item Groups.

Dhaka CWH, Mohakhali, Dhaka
Unit List

Unit Id	Unit Name
0	[None]
1	pcs
2	carton
3	sets
4	cycle
5	dozen

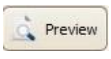
8.5. Adjustment Type

- Run **WIMSv4**
- Select **Administrator > Adjustment Type** from **Administrator** menu.
- The **Adjustment Type** form is displayed.



View Fields: Adjustment type, Adjustment name, Usable In, Usable Out, Unusable In and Unusable Out.

Print Adjustment Type list:

- Press 

button to view a printable list of Adjustment Type:

Dhaka CWH, Mohakhali, Dhaka
Adjustment Type

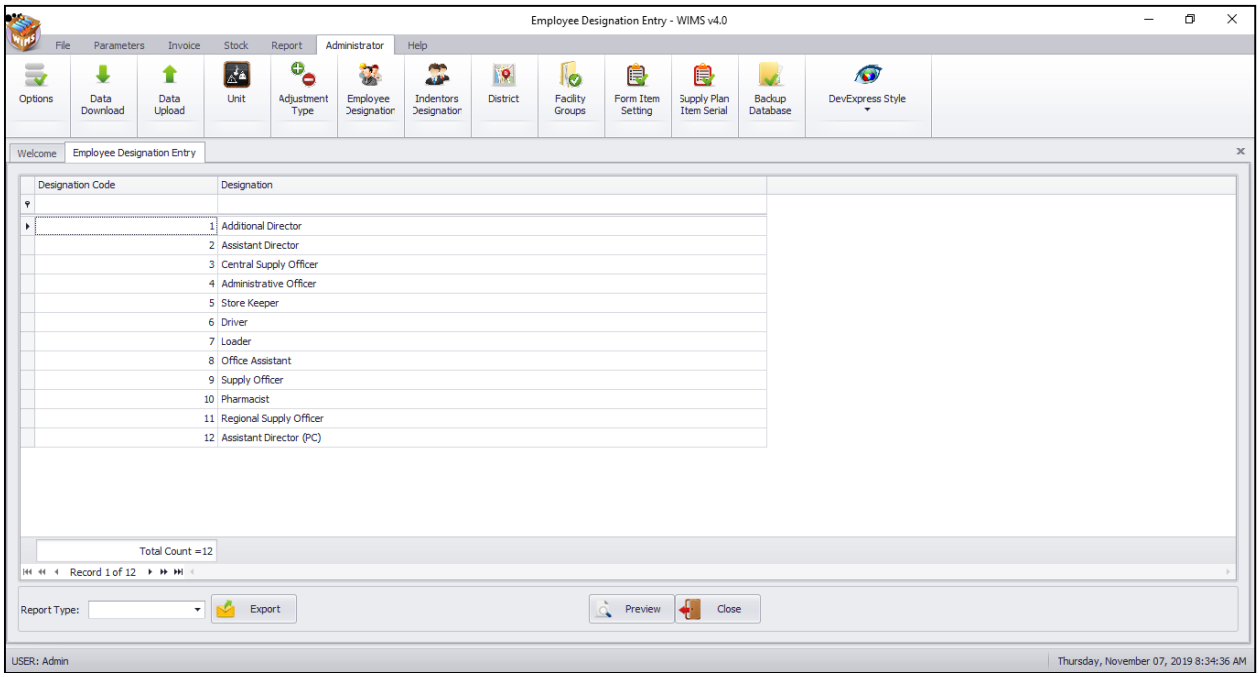
Adjustment Type	Adjustment Type Name	Usable In	Usable Out	Unusable In	Unusable Out
1	Add to Stock	1	0	0	0
2	Deduct from Stock	0	1	0	0
3	Return from Facility (Usable)	1	0	0	0
4	Return from Facility (Unusable)	0	0	1	0
5	Transfer to Unusable	0	1	1	0

- Press on the printer icon. The print dialog box will appear.

8.6. Employee Designation

Store Commodities are used by designated Employee into Every Store as like (Store Keeper, Store Manager)

- Run **WIMSv4**
- Select **Administrator > Employee Designation** from **Administrator** menu.
- The **Employee Designation** entry form is displayed.



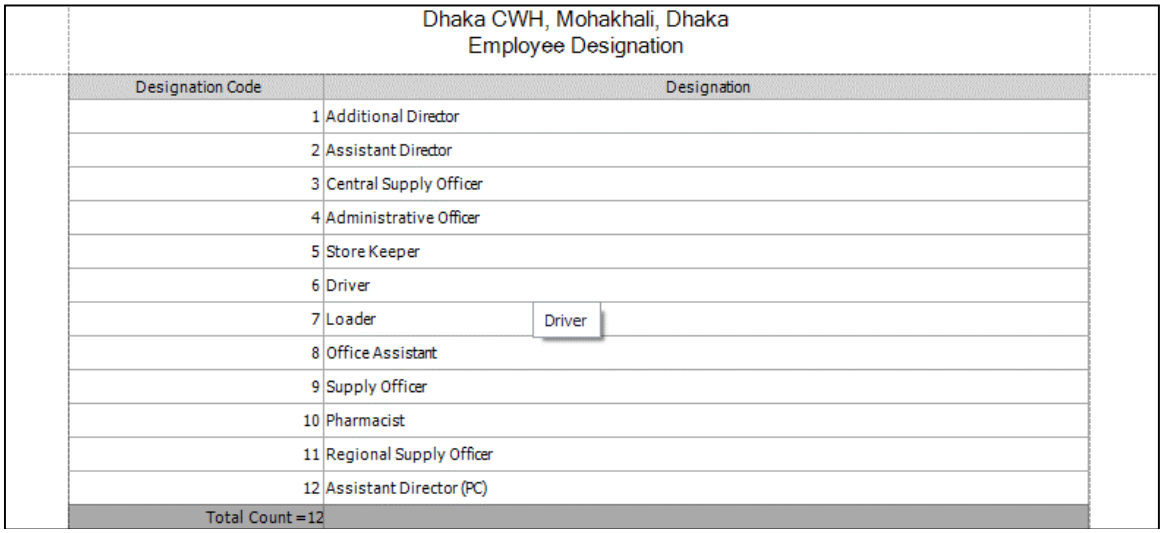
This form is used to edit, create, delete, export and print Designation. The form are grouped into 2 blocks –

View Fields: Designation Code and Designation

Print Designation list:

- Press

button to view a printable list of Designation.



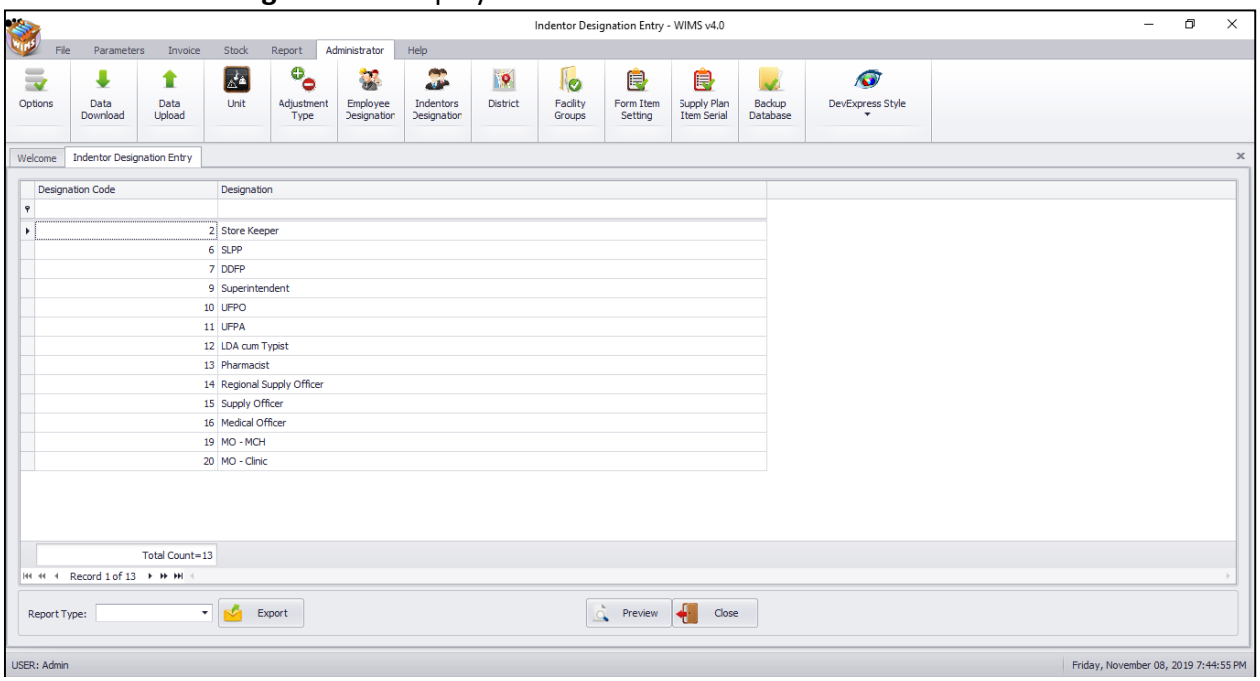
Dhaka CWH, Mohakhali, Dhaka
Employee Designation

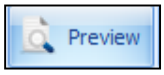
Designation Code	Designation
1	Additional Director
2	Assistant Director
3	Central Supply Officer
4	Administrative Officer
5	Store Keeper
6	Driver
7	Loader
8	Office Assistant
9	Supply Officer
10	Pharmacist
11	Regional Supply Officer
12	Assistant Director (PC)
Total Count =12	

- Press on the printer icon. The print dialog box will appear.

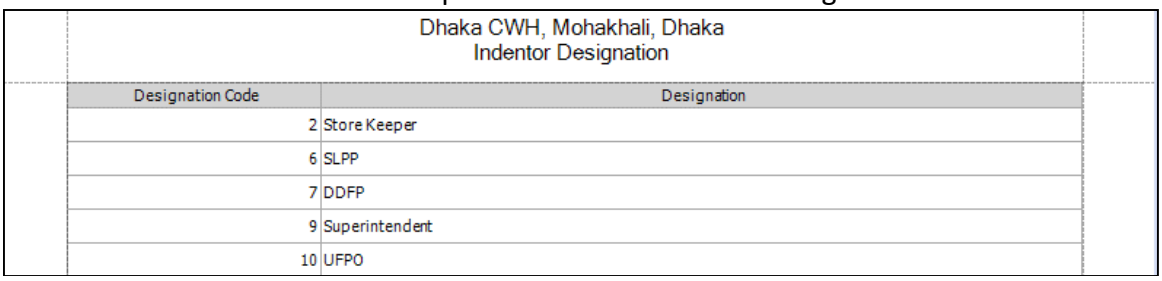
8.7. Indentor Designation

- Run **WIMSv4**
- Select **Administrator > Indentor Designation** from **Administrator** menu.
- The **Indentor Designation** is displayed.



- This form is used to edit, create, delete and print Indentor Designation.
- The form are grouped into 2 fields: Designation Code and Designation.
- Press 

button to view a printable list of Indentor Designation.



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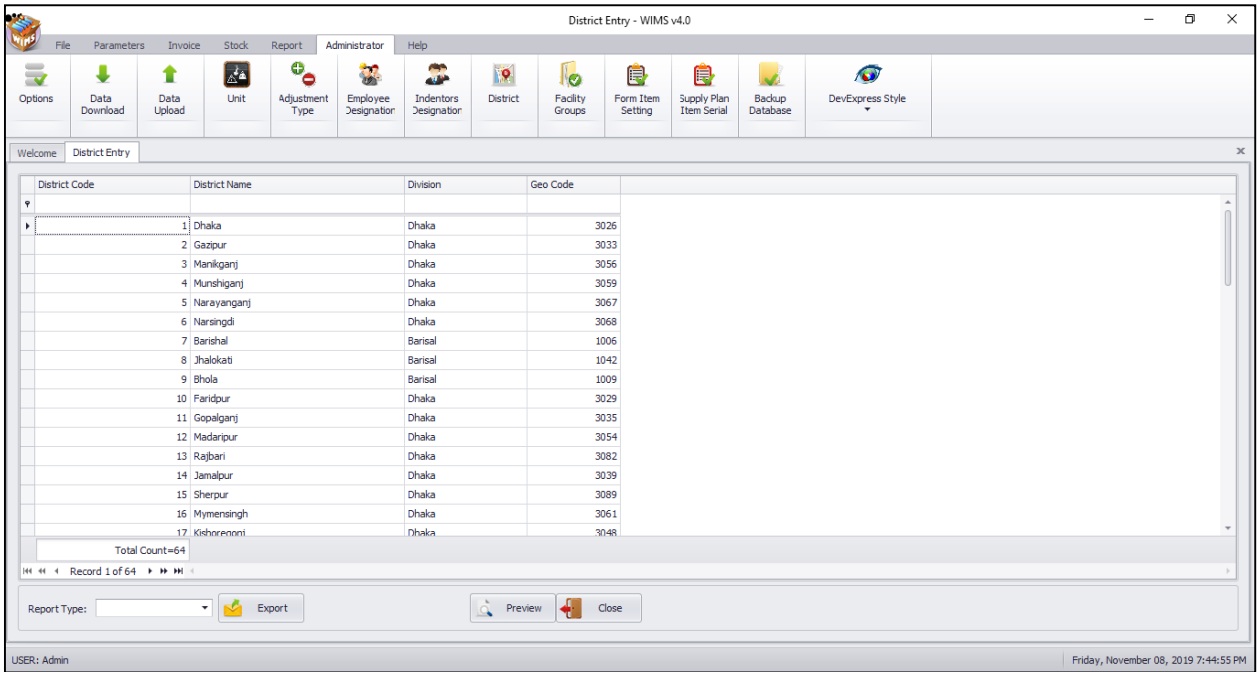
Indentor Designation

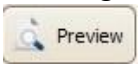
Designation Code	Designation
2	Store Keeper
6	SLPP
7	DDFP
9	Superintendent
10	UFPO

- Press on the printer icon. The print dialog box will appear.

8.8. District

- Run **WIMSv4**
- Select **Administrator > District** from **Administrator** menu.
- The **District** entry form is displayed.



- This form is used to edit, create, delete, and print District List.
- The form are grouped into 3 View Fields: District Code, District Name and Division.
- Press  button to view a printable list of District List.

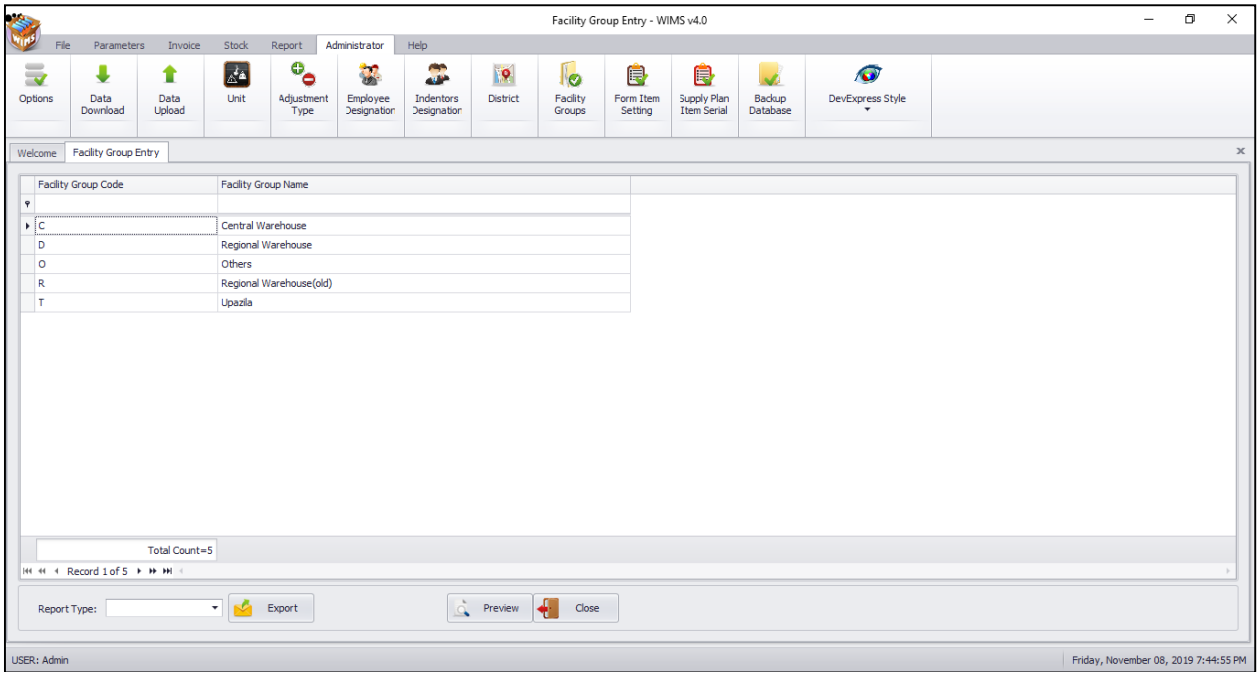
District List

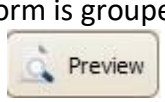
District Code	District Name	Division	Geo Code
1	Dhaka	Dhaka	3026
2	Gazipur	Dhaka	3033
3	Manikganj	Dhaka	3056
4	Munshiganj	Dhaka	3059
5	Narayanganj	Dhaka	3067
6	Narsingdi	Dhaka	3068
7	Barishal	Barisal	1006
8	Jhalokati	Barisal	1042
9	Bhola	Barisal	1009
10	Faridpur	Dhaka	3029

- Press on the printer icon. The print dialog box will appear.

8.9. Facility Group

- Run **WIMSv4**
- Select **Administrator > Facility Group** from **Administrator** menu.
- The **Facility Group Entry** form is displayed.



- This form is used to edit, create, delete, export and Print Facility Group Unit.
- The form is grouped into 2 View Fields: Facility Group Code and Facility Group Name.
- Press 

button to view a printable list of Facility Group.

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Facility Group

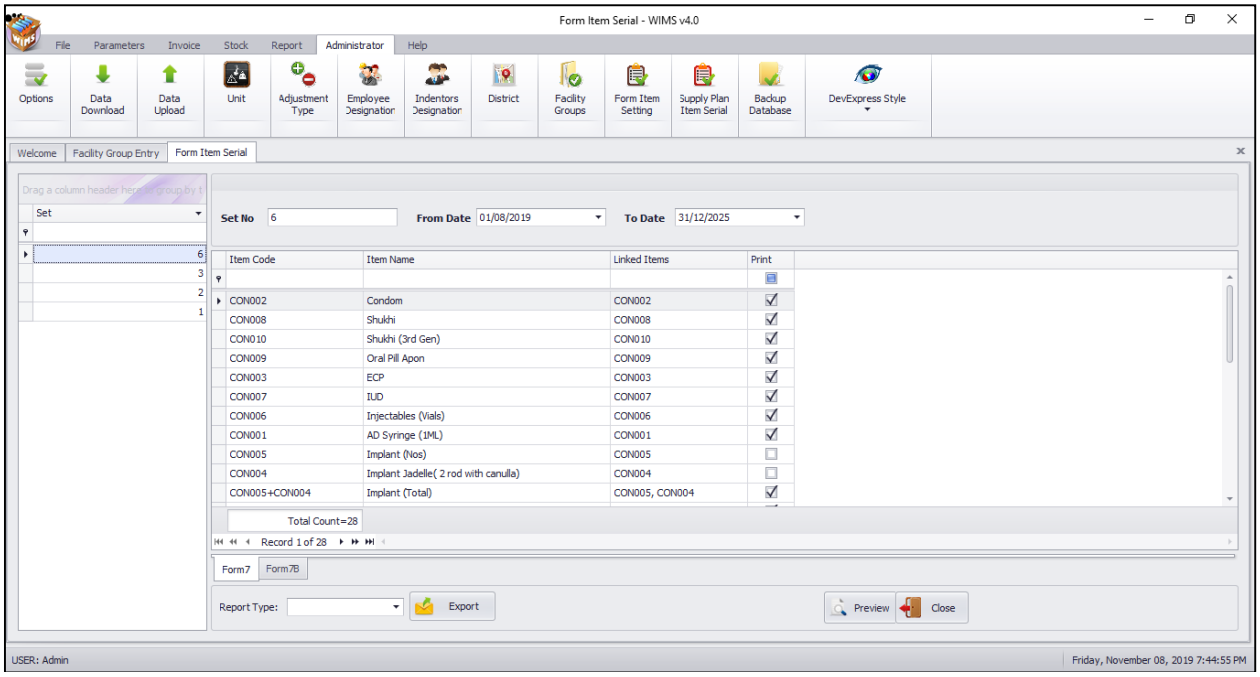
Facility Group Code	Facility Group Name
C	Central Warehouse
D	Regional Warehouse
O	Others
R	Regional Warehouse(old)
T	Upazila
Total Count=5	

- Press on the printer icon. The print dialog box will appear.

8.10. Form Item Settings

If you need change and entry form F7B and Form F7 then open Form Item Settings form.

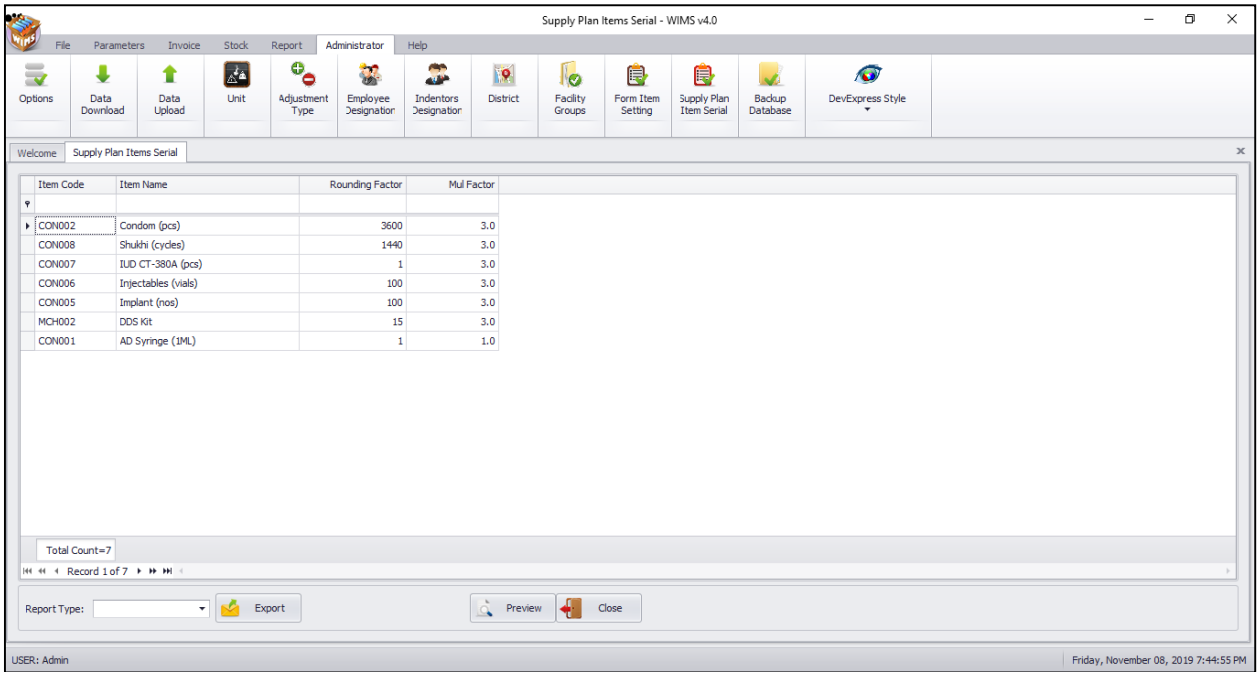
- Run **WIMSv4**
- Select **Administrator > Form Item Settings** from **Administrator** menu.
- The **Form Item Settings** form is displayed as follows:

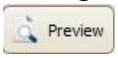


- This form is used to edit, create, delete, and print Month List.
- Two Tabs:
  - Forn7 and
  - Form7B
- The form is grouped into 4 fields –
  - Set
  - From Date
  - To Date
  - Set Items (Item Code, Item Name, Linked Item, Print)

8.11. Supply Plan Item Serial

- **Run WIMSv4**
- Select **Administrator > Supply Plan Item Serial** from **Administrator** menu.
- The **Supply Plan Item Serial** form is displayed.



- This form is used to edit, create, delete and print Supply Plan item serial.
- The form is grouped into 2 View Fields: Item Code, Item Name, Rounding Factor and Mul Factor.
- Press  button to view a printable list of Supply Plan Item Serial.

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Supply Plan Items Serial

Item Code	Item Name	Rounding Factor	Mul Factor
CON002	Condom (pcs)	3600	3.0
CON008	Shukhi (cycles)	1440	3.0
CON007	IUD CT-380A (pcs)	1	3.0
CON006	Injectables (vials)	100	3.0
CON005	Implant (nos)	100	3.0
MCH002	DDS Kit	15	3.0
CON001	AD Syringe (1ML)	1	1.0
Total Count=7			

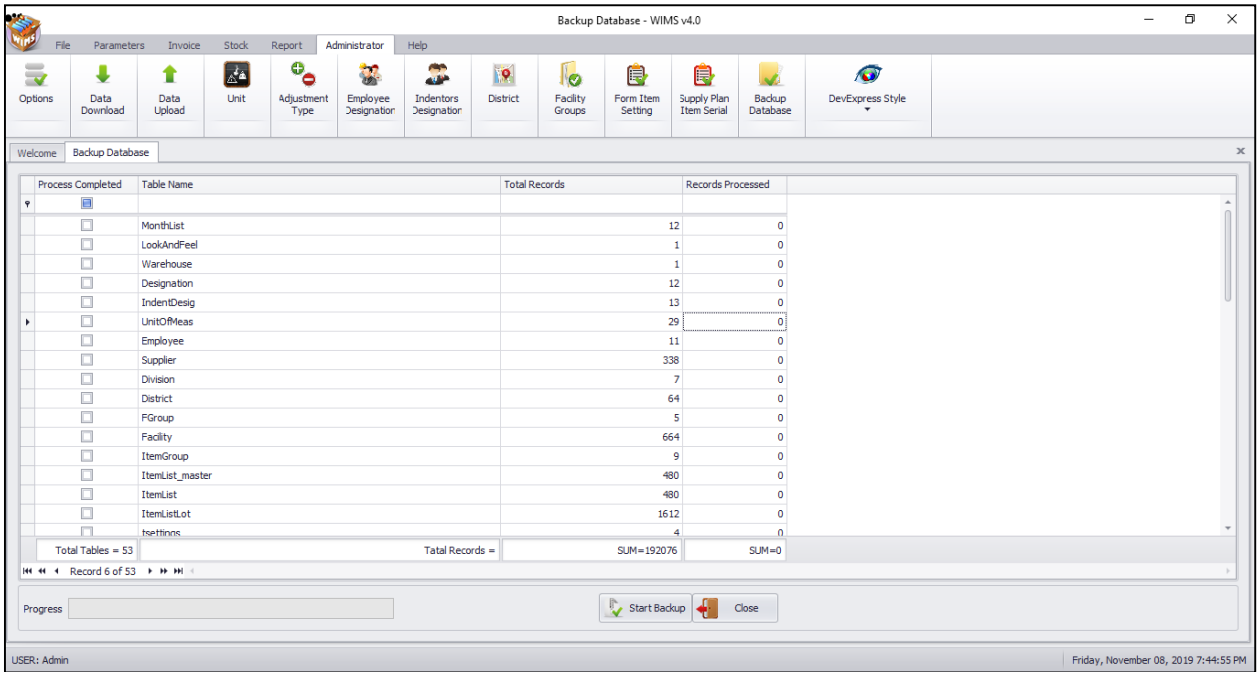
- Press on the printer icon. The print dialog box will appear.

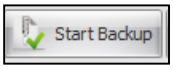
8.12. Backup Database

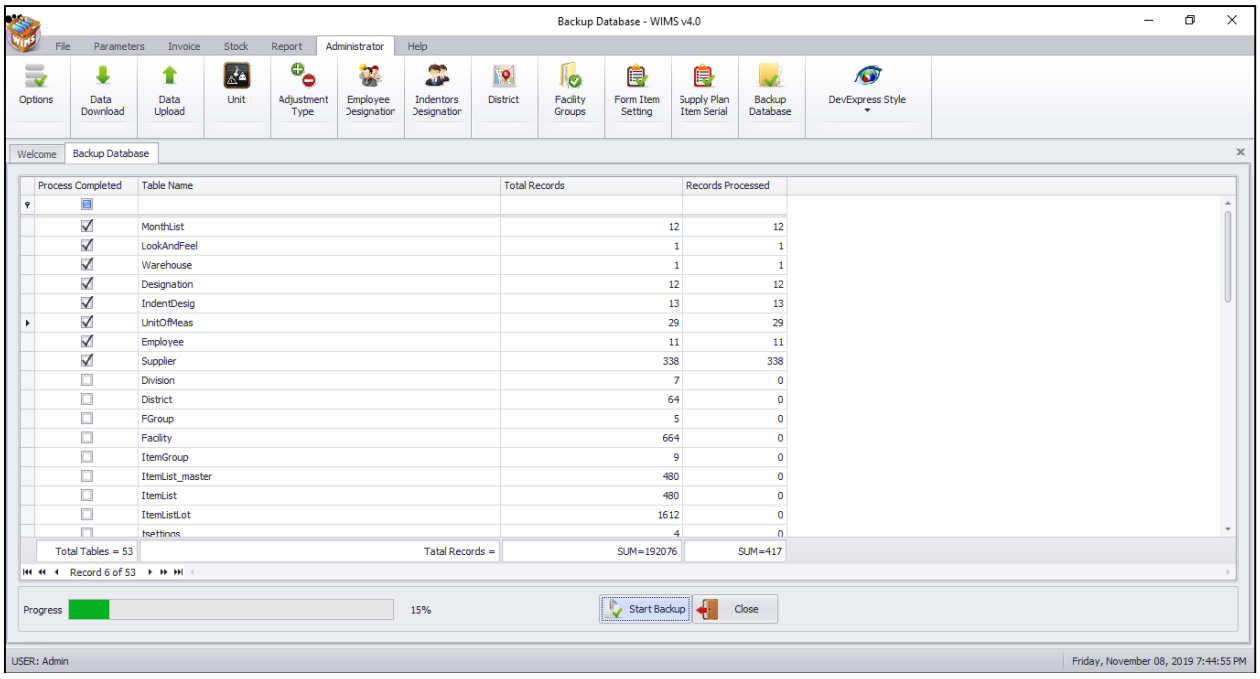
From this form, you can make backup of the entire database. The backup will be generated as a computer-generated file in a pre-defined directory. The file can be copied or moved to another folder in the same computer, another computer or e-mail to CWH. If the computer crashes or data becomes corrupt this backup can be used to get all data backup.

How Backup database:

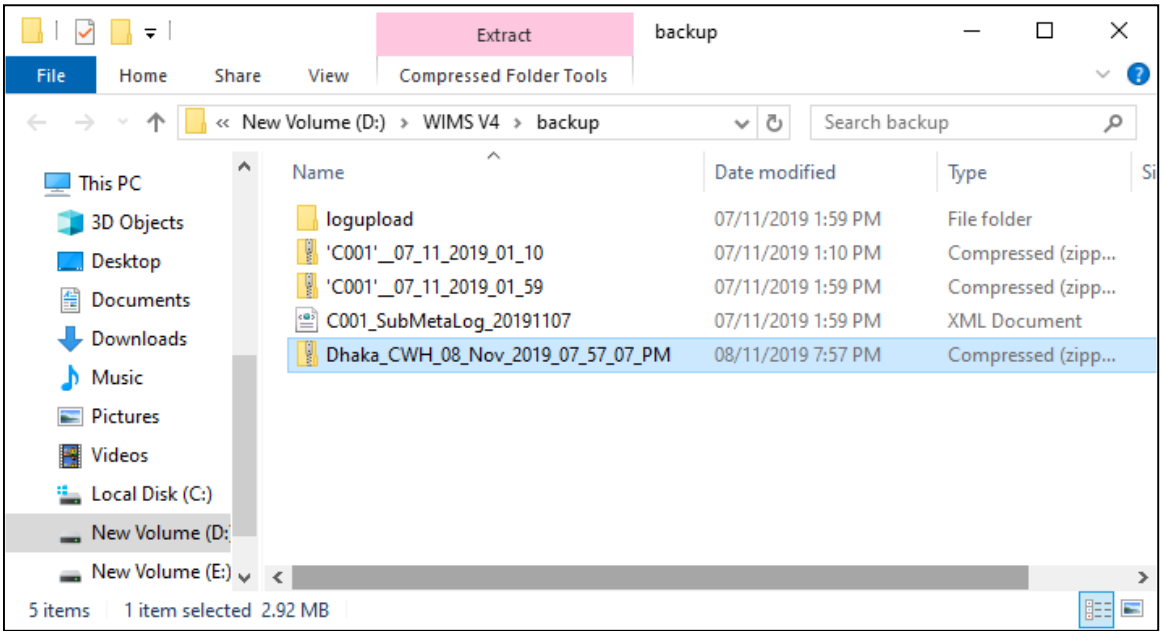
- Run **WIMSv4**
- Select **Administrator > Backup Database** from **Administrator** menu.
- The **Backup Database** form is displayed.



- Press button  from the command buttons block. The form will look like following:



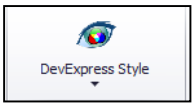
After completing the Backup Generation the following screen will appear:



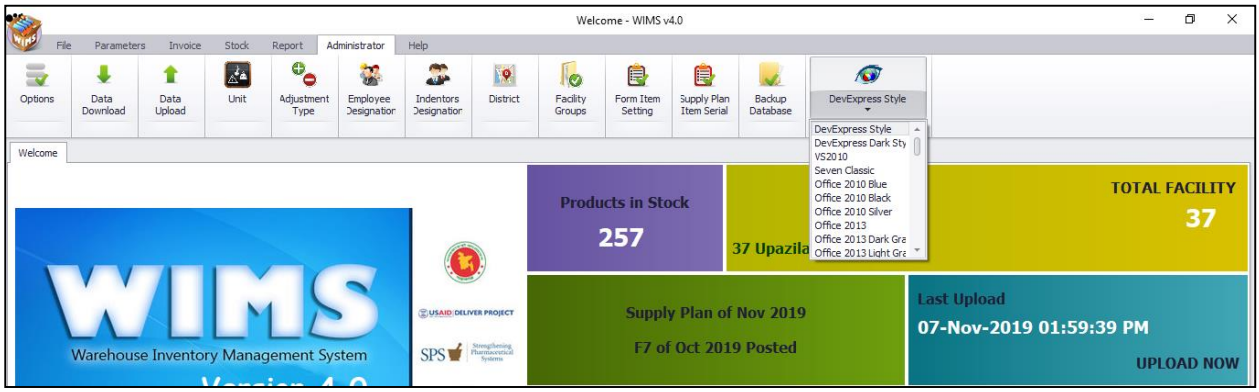
- To make a copy of the file or email it, you have to find the file from its location which is normally the Backup folder under the software installation folder.
- To make a copy of the file to pen drive, locate the file from its location, and then copy to pen drive.
- After backup is complete, you can close the form using

button.

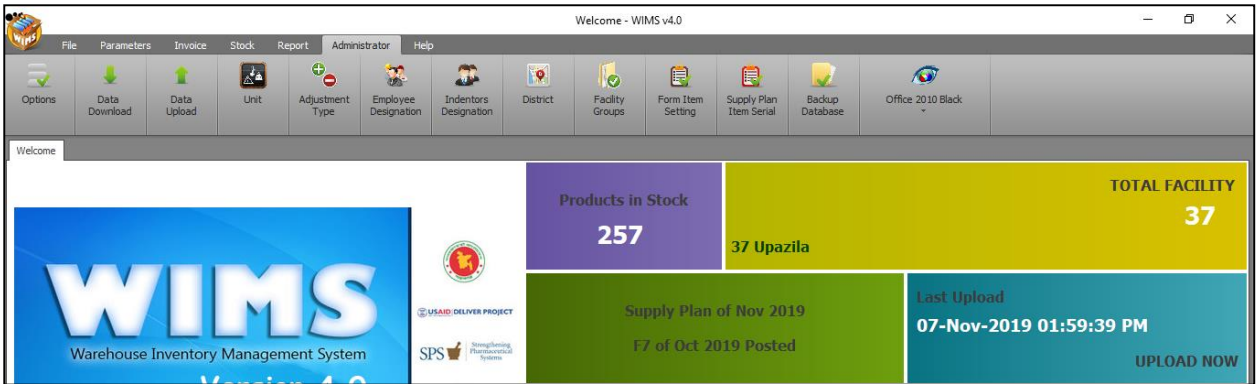
8.13. How to change WIMSv4 Themes

- Run **WIMSv4**
- Select **Administrator >** 

from **Administrator** menu.
- Click on the available "**Themes**" icon and select your favorite theme for displaying WIMS screen. Look like the following screen:



- The "DevExpress Style" theme has changed to "Office 2010 Black" theme -

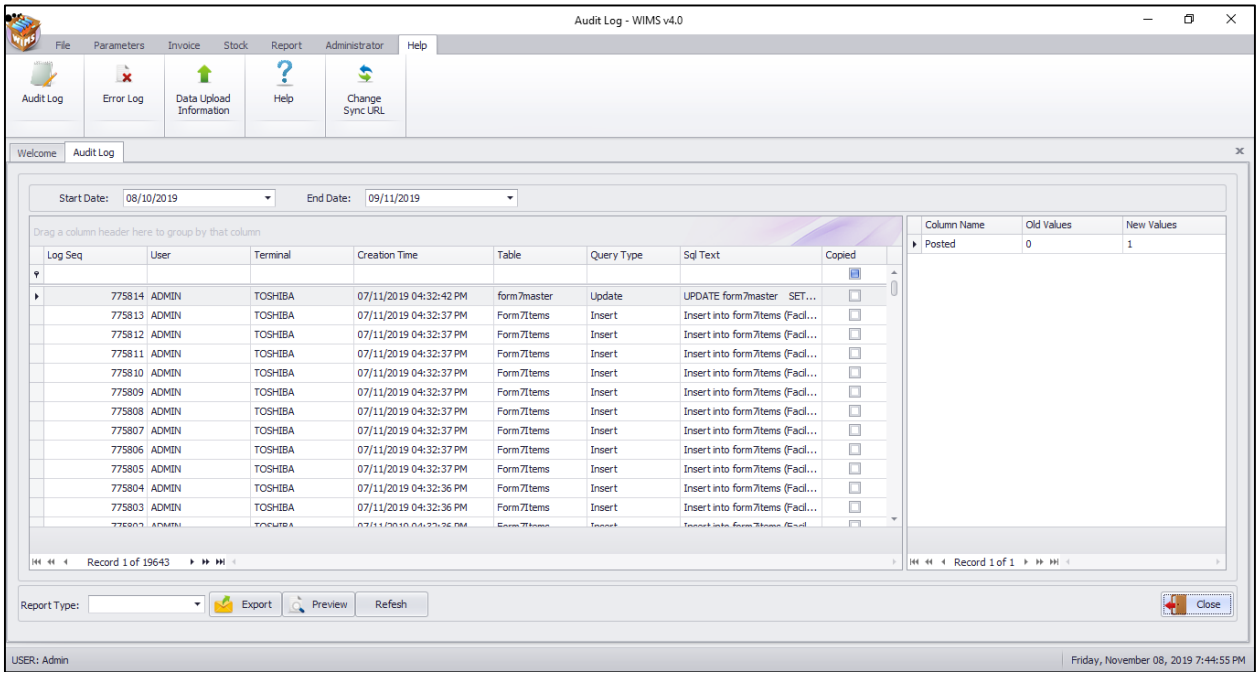


Chapter-9: Help

9.1 Audit Log

Audit Log keeps track of all the User Actions of Data Entry (i.e., Insert, Update and Delete) in a specific Table of the WIMSv4 Database. If a user adds a new record into the system, each field value of this record treated as new value to the system. In this case the old value of that field is empty. If user removes a record then the audit log will record the old value only. Because already existing value i.e., old value can be deleted or removed. Otherwise if user edit a record and save it, the old and new values are saved to the audit log at that time. In other words, all the changes made by a user to the system are logged automatically to avoid the unauthorized changes to the system.

- Run WIMSv4
- Select **Help >** Audit Log from **Help** menu.



There are two panels in this page: a left panel and a right panel. The left panel shows the user action of insert, update and delete command. The fields in the left side table -

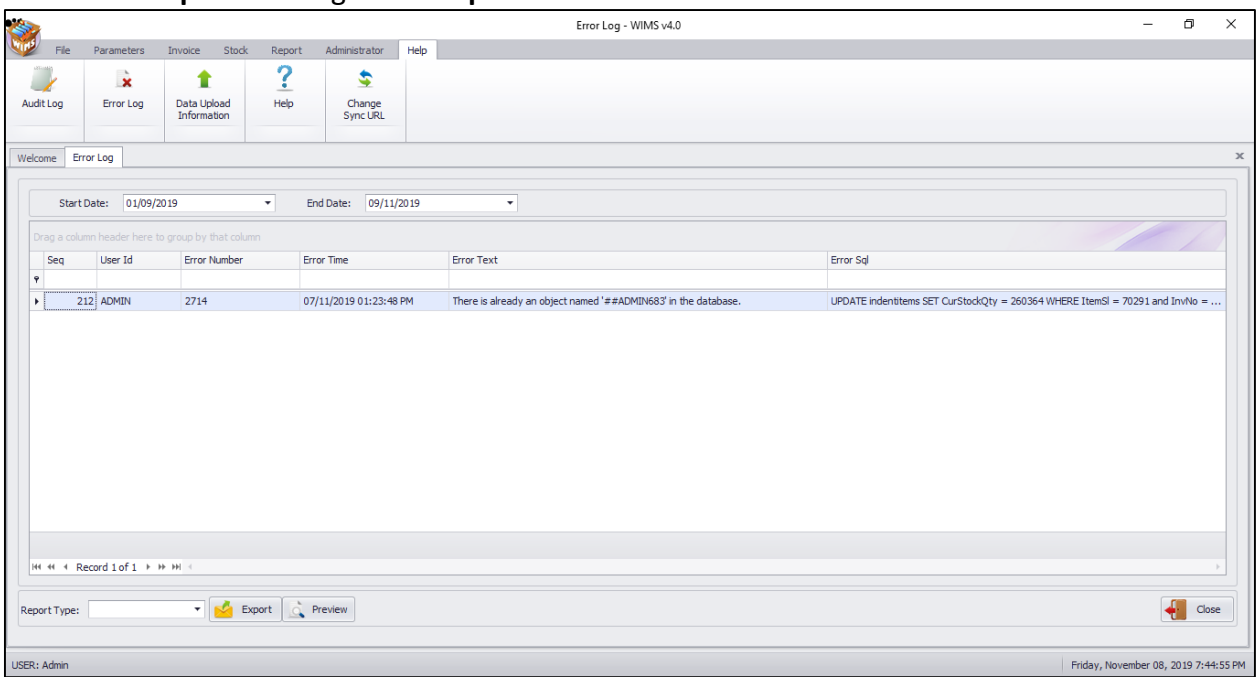
- Log Seq: It is the serial number of the records viewing in the page, latest records first.
- User: Name of the user who is responsible to execute a command.
- Create Time: It is the date and time of a command executed by the user.
- Terminal: IP address of the user PC in the network.
- Table: Name of the table on which the user command is being executed.
- Query Type: Command type executing by the user – INSERT/UPDATE/DELETE.
- SQL Text: Standard query language text that is being executed to the database but this a short notation of the command. When you click on the 'more' button you will be able to see the full text of the command.

When you select a record from the left side table, the right side table will show the list of values based on command executed. The fields are - field name, old value and new value. If the command is INSERT, it will show only new values. The old values are empty in this case. If the command is DELETE, it will show only old values new values are empty. It is only the case where both the old and new values are encountered when user edit a record. These are the changes the system will keep track.

9.2. Error Log

When a user tries to Add, Edit and Remove a record and if any error occurs during database operations, i.e., a user is trying to add a record that alreay exists in the database, that will raise an error. Again, if a user is trying to delete a record that has a relavent record(s) or reference with other table(s) may raise an error. For clarification to the System Administrator an Error Log is implemented as per previous user experience.

- Run WIMSv4
- Select **Help >** Error Log from **Help** menu.



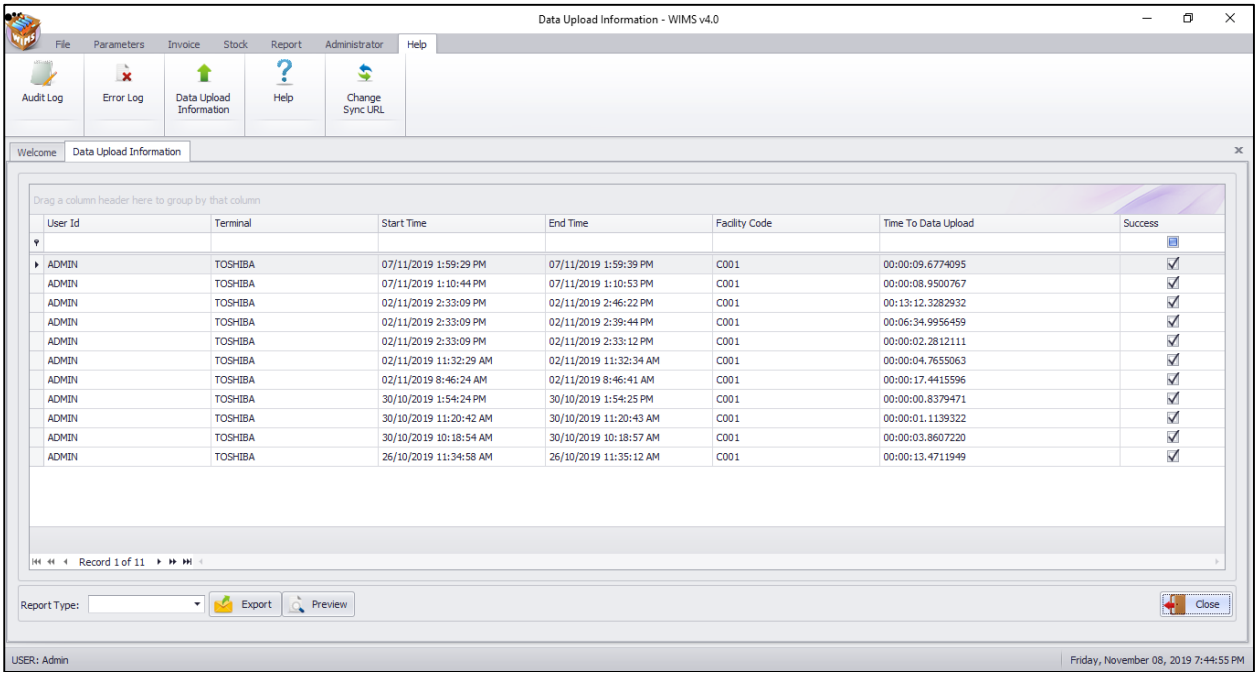
The above image shows the errors which occurred during data entry in WIMSv4. The columns in the table are –

- Remote IP: IP address of the computer where the error initiated
- User: WIMSv4 User ID
- Date: It is the date and time of a command executed by the user.
- Type: Command type executing by the user – INSERT/UPDATE/DELETE.
- Query: The SQL command which is the source of error
- Error No: SQL Error number if available
- Error Message: Error message that explains more about the error.

This error messages can be used by the Administrators to find out what exact errors that happens in WIMSv4 and try to solve those.

9.3. Data Upload Information

- Run WIMSv4
- To view data upload information Select **Help >** Data upload Information from **Help** menu. See the following screen.



User Id	Terminal	Start Time	End Time	Facility Code	Time To Data Upload	Success
ADMIN	TOSHIBA	07/11/2019 1:59:29 PM	07/11/2019 1:59:39 PM	C001	00:00:09.6774095	✓
ADMIN	TOSHIBA	07/11/2019 1:10:44 PM	07/11/2019 1:10:53 PM	C001	00:00:08.9500767	✓
ADMIN	TOSHIBA	02/11/2019 2:33:09 PM	02/11/2019 2:46:22 PM	C001	00:13:12.3282932	✓
ADMIN	TOSHIBA	02/11/2019 2:33:09 PM	02/11/2019 2:39:44 PM	C001	00:06:34.9956459	✓
ADMIN	TOSHIBA	02/11/2019 2:33:09 PM	02/11/2019 2:33:12 PM	C001	00:00:02.2812111	✓
ADMIN	TOSHIBA	02/11/2019 11:32:29 AM	02/11/2019 11:32:34 AM	C001	00:00:04.7655063	✓
ADMIN	TOSHIBA	02/11/2019 8:46:24 AM	02/11/2019 8:46:41 AM	C001	00:00:17.4415596	✓
ADMIN	TOSHIBA	30/10/2019 1:54:24 PM	30/10/2019 1:54:25 PM	C001	00:00:00.8379471	✓
ADMIN	TOSHIBA	30/10/2019 11:20:42 AM	30/10/2019 11:20:43 AM	C001	00:00:01.1139322	✓
ADMIN	TOSHIBA	30/10/2019 10:18:54 AM	30/10/2019 10:18:57 AM	C001	00:00:03.8607220	✓
ADMIN	TOSHIBA	26/10/2019 11:34:58 AM	26/10/2019 11:35:12 AM	C001	00:00:13.4711949	✓

- User Id, Terminal, Start Time, End Time, Facility Code, Time to Sync, Status of success.

- END -