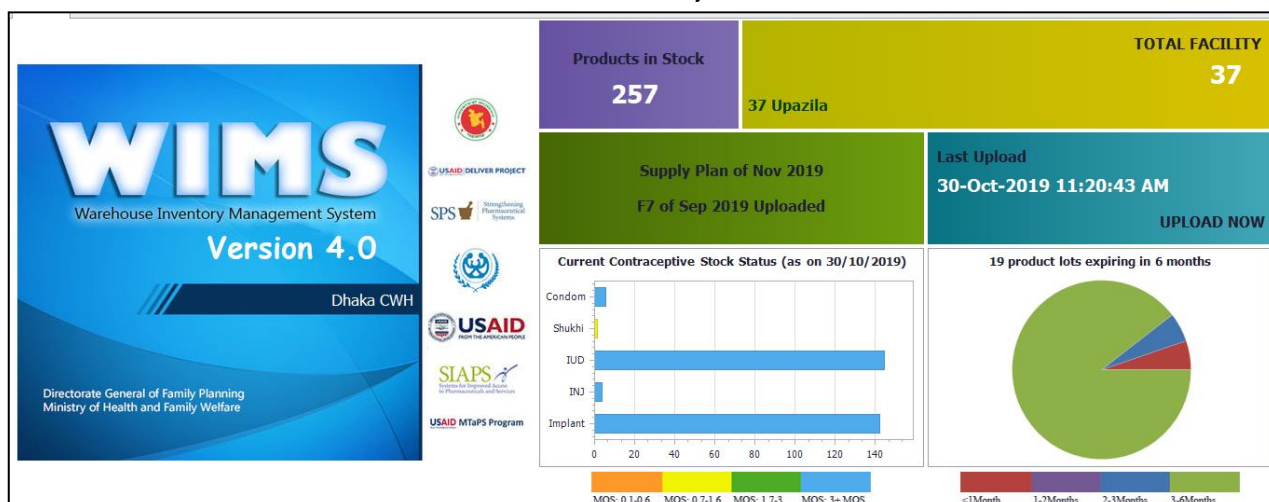


WIMSV4 USER GUIDE

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 WIMSV3 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.

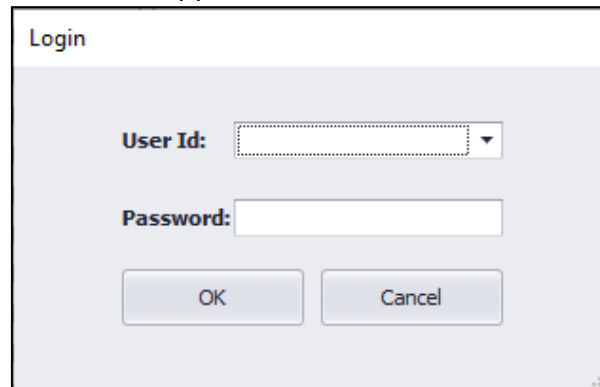
1.3.3. Form 7

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

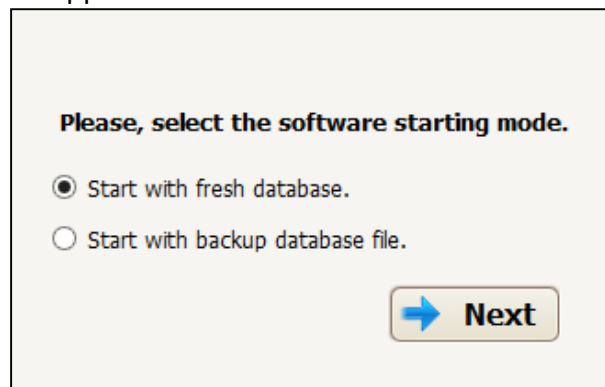
2.1. How to Setup Data for a Warehouse

- **Step-1:** After installed **WIMSV4** double clicking the  icon from desktop. After pressing the WIMSV4 following screen will be appeared:



A login dialog box titled "Login". It contains two input fields: "User Id:" with a dropdown arrow and "Password:" with a text box. Below the fields are two buttons: "OK" and "Cancel".

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



A dialog box titled "Please, select the software starting mode." It contains two radio buttons: "Start with fresh database." (selected) and "Start with backup database file." Below the radio buttons is a button with a blue arrow and the text "Next".

- **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 -



A dialog box for selecting a warehouse. It contains a label "Warehouse" next to a dropdown menu. Below the dropdown is a button with a blue arrow and the text "Set Warehouse and Next". At the bottom, there is a "Progress" label next to a progress bar.

- **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:

Warehouse: Rajshahi RWH

Set Warehouse and Next

Progress: 49%

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."**

Meta Data Download

Warehouse: Rajshahi RWH

Set Warehouse and Next

Progress: 100%

Completion Success

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

OK

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

Login

User Id: [dropdown]

Password: [input]

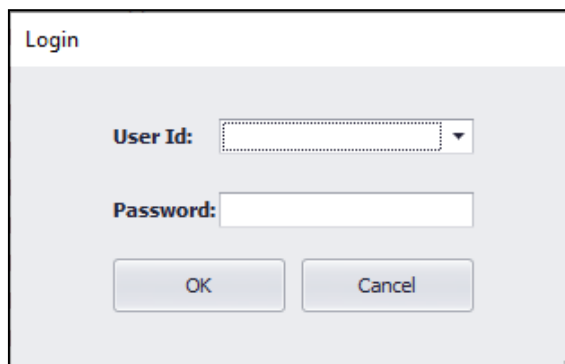
OK Cancel

After that the WIMSV4 software will ready to use.

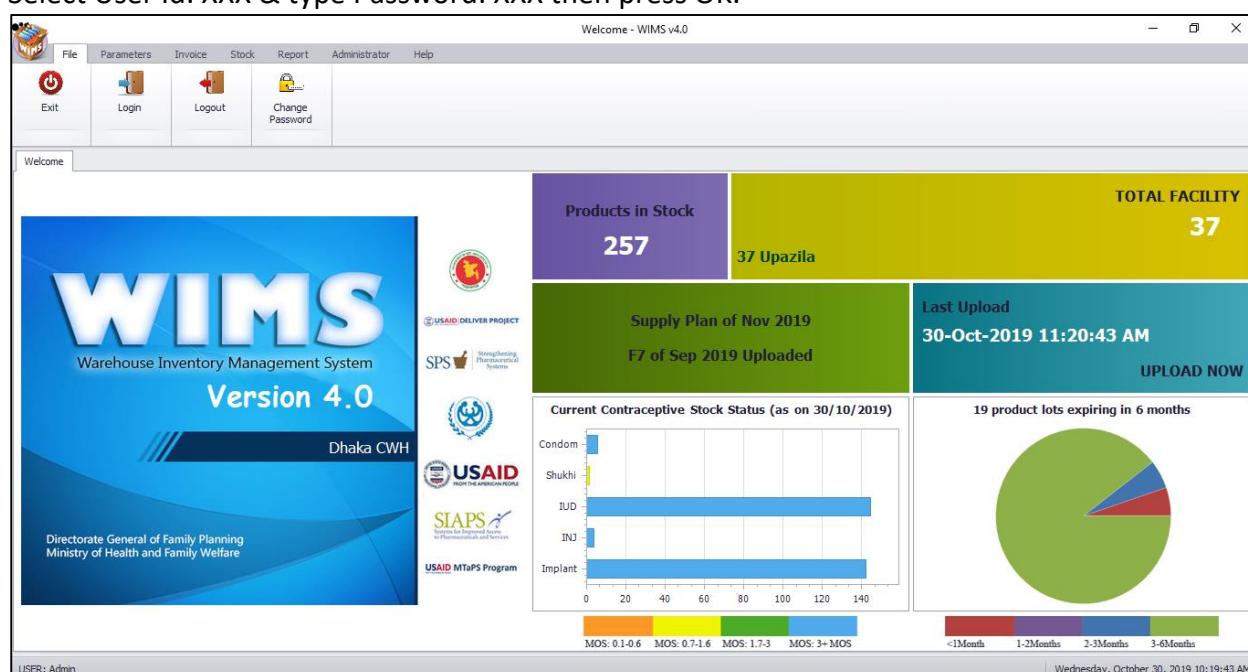
2.2. How to configure WIMSV4 for respective Warehouse Users?



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

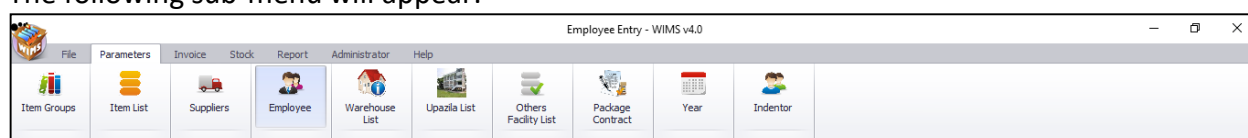


- Select User Id: XXX & type Password: XXX then press OK.

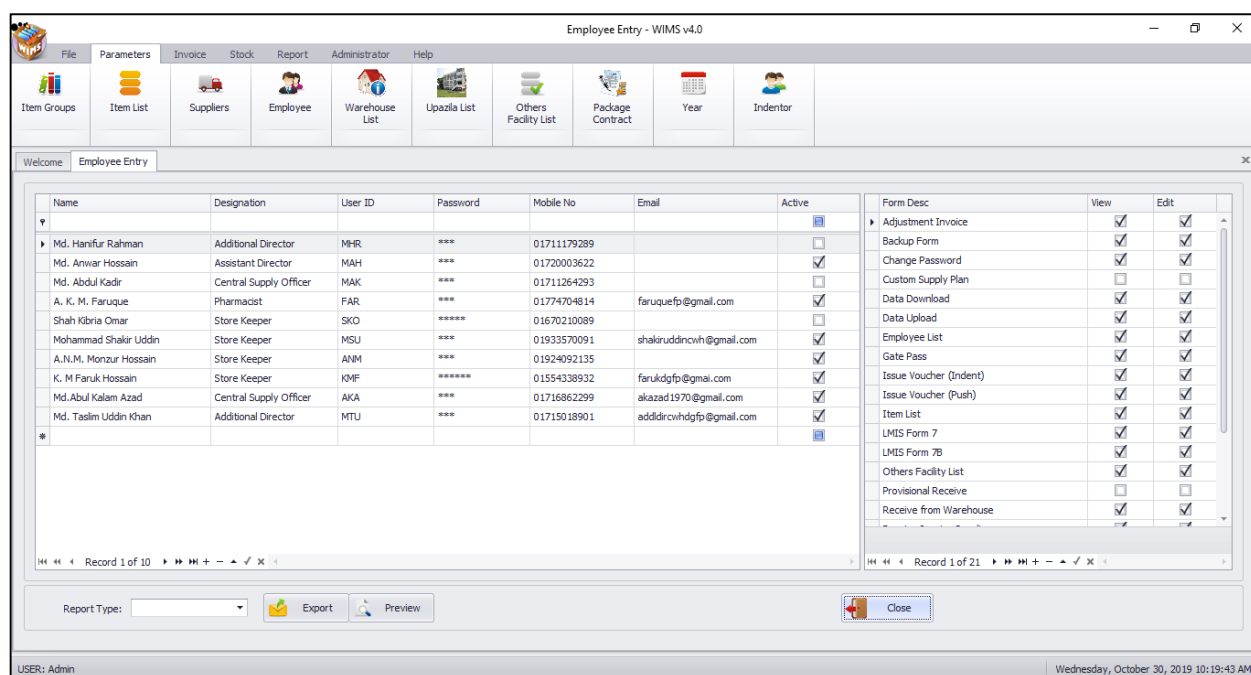




2.3. How to add an Employee in WIMSV4?

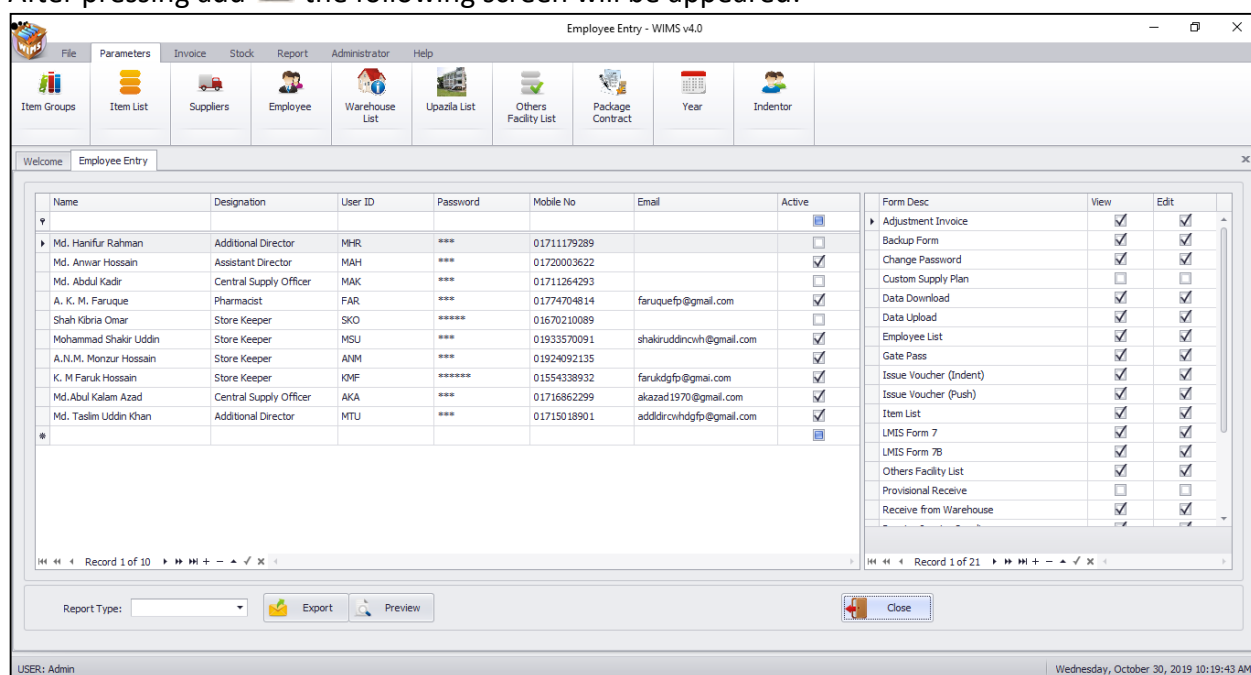
- Go to **Parameter > Employee** menu
- The following sub-menu will appear:





- From the above sub-menu press **"Employee"** menu to **Add/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:

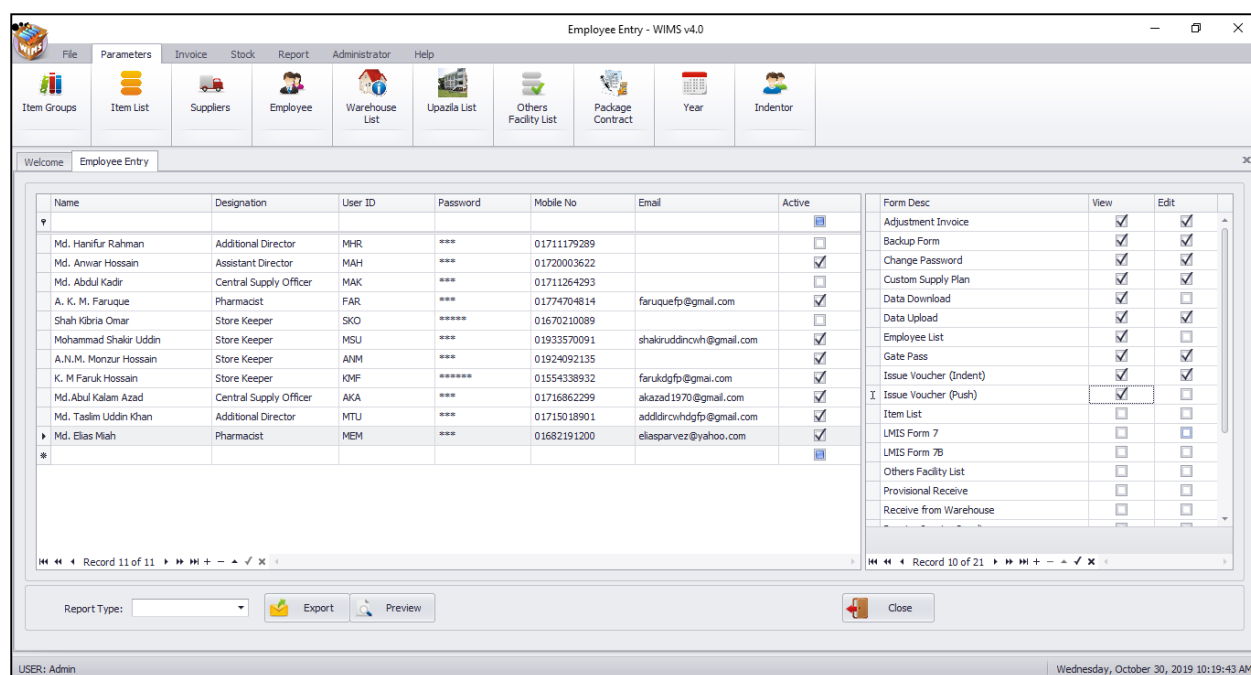
Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanifur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinvcv@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addidrcvhdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	<input checked="" type="checkbox"/>

Form Desc	View	Edit
Adjustment Invoice	<input type="checkbox"/>	<input type="checkbox"/>
Backup Form	<input type="checkbox"/>	<input type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom Supply Plan	<input type="checkbox"/>	<input type="checkbox"/>
Data Download	<input type="checkbox"/>	<input type="checkbox"/>
Data Upload	<input type="checkbox"/>	<input type="checkbox"/>
Employee List	<input type="checkbox"/>	<input type="checkbox"/>
Gate Pass	<input type="checkbox"/>	<input type="checkbox"/>
Issue Voucher (Indent)	<input type="checkbox"/>	<input type="checkbox"/>
Issue Voucher (Push)	<input type="checkbox"/>	<input type="checkbox"/>
Item List	<input type="checkbox"/>	<input type="checkbox"/>
LMIS Form 7	<input type="checkbox"/>	<input type="checkbox"/>
LMIS Form 7B	<input type="checkbox"/>	<input type="checkbox"/>
Others Facility List	<input type="checkbox"/>	<input type="checkbox"/>
Provisional Receive	<input type="checkbox"/>	<input type="checkbox"/>
Receive from Warehouse	<input type="checkbox"/>	<input type="checkbox"/>

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

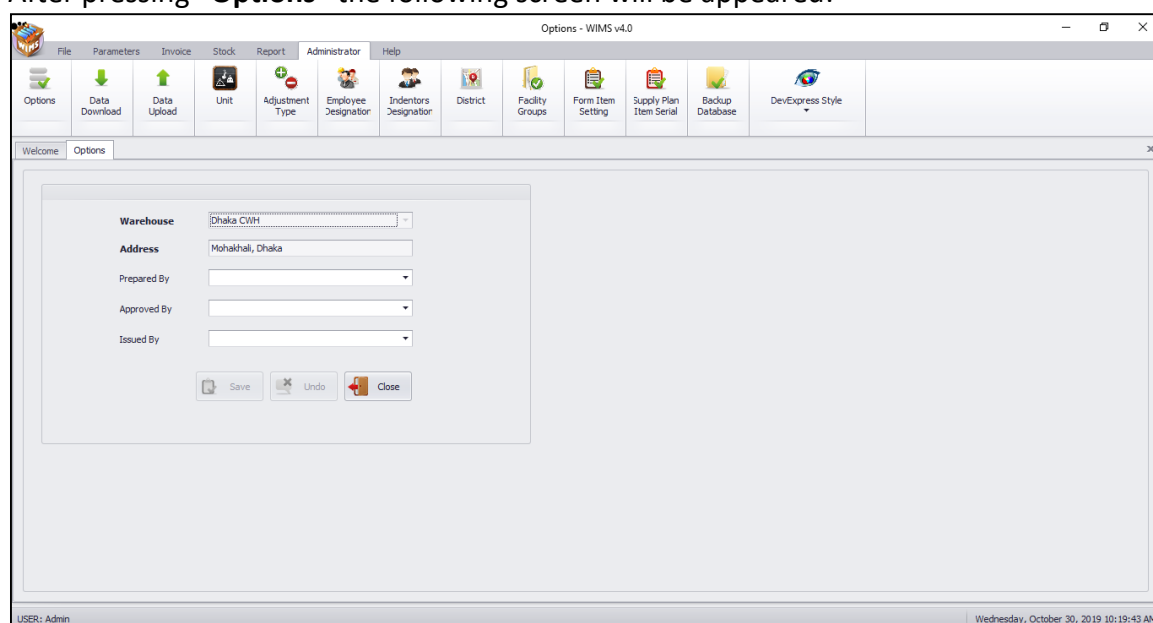
- Select respective employee from Employee List from the following screen:

- Against each Employee you need to set following types of permission:
 - Permit to View press ☒ under view
 - Permit to Entry/Edit press ☒ under Edit
 - 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:

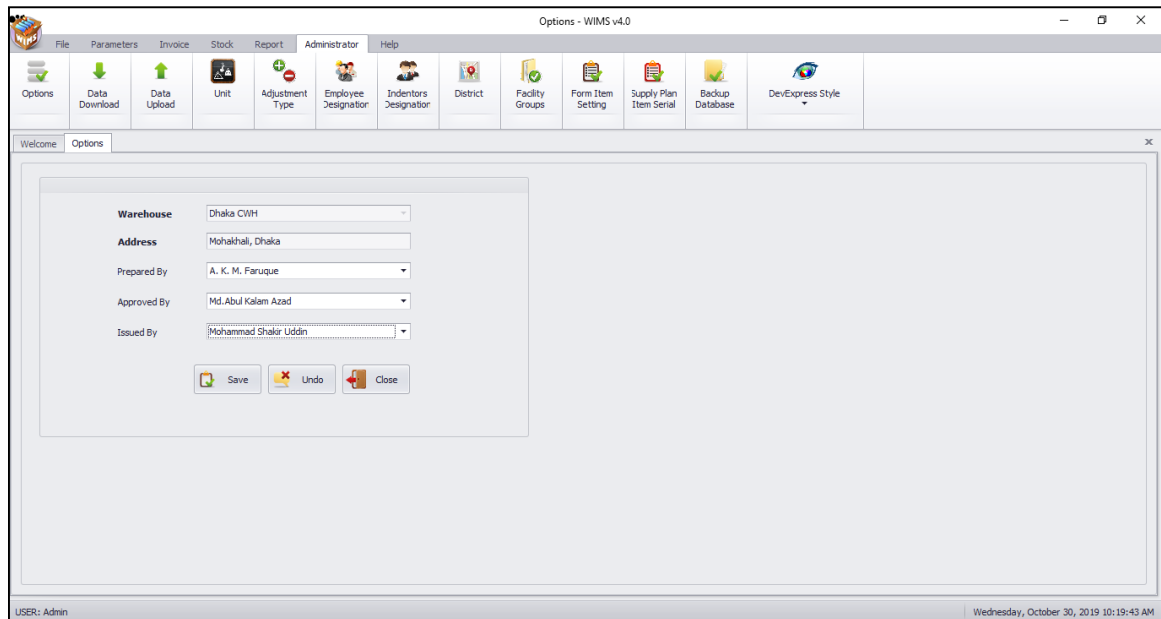




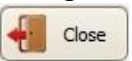
2.5. How do we set Options for WIMSV4?

- 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.

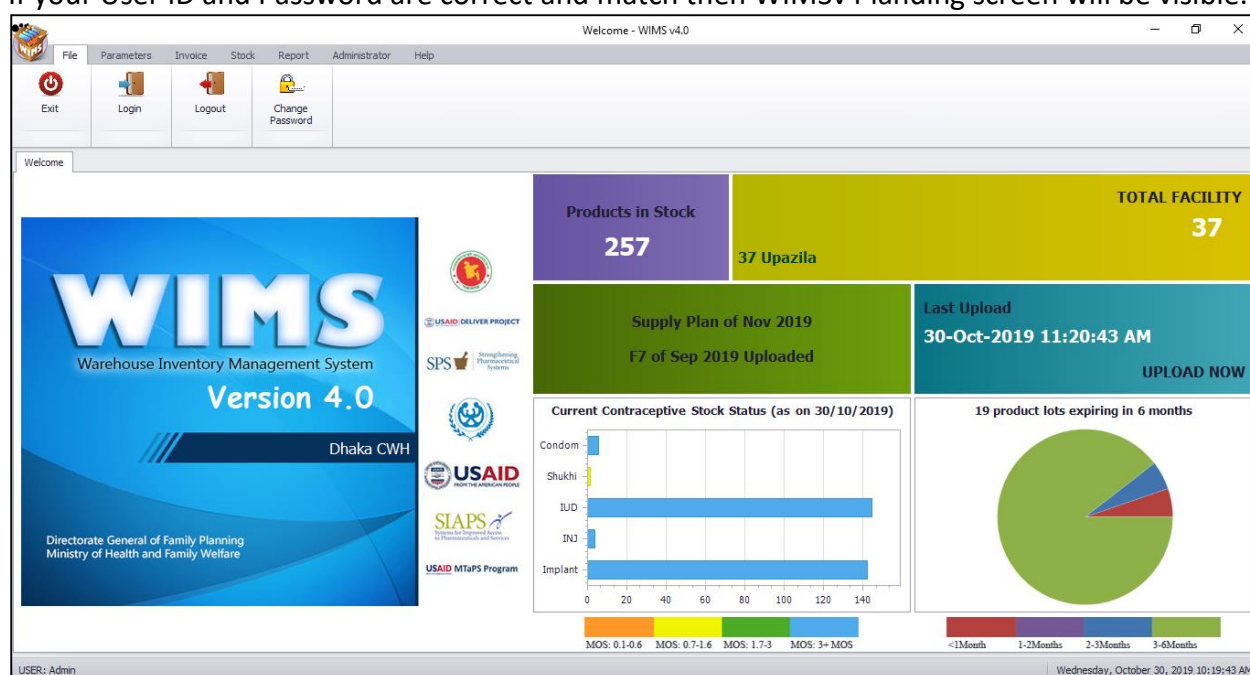
Chapter-3: How to operate WIMSV4

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:

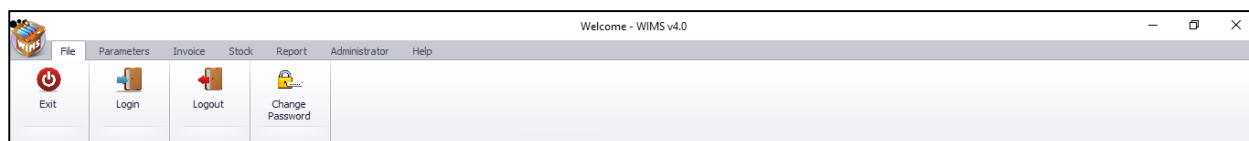
- Type in your **User ID** and **Password** in the boxes and press **<Enter>** or press **"OK"**.
- If your User ID and Password are correct and match then WIMSV4 landing screen will be visible.



- 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

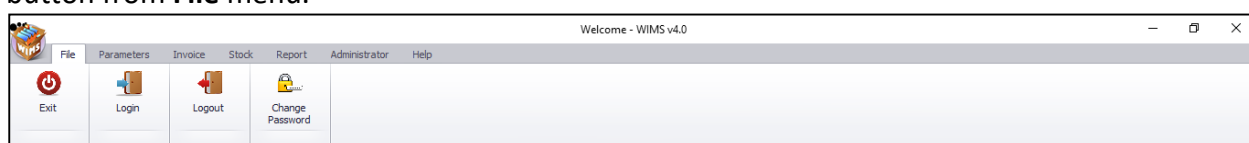


- Press the topmost right  button to exit from WIMSV4.

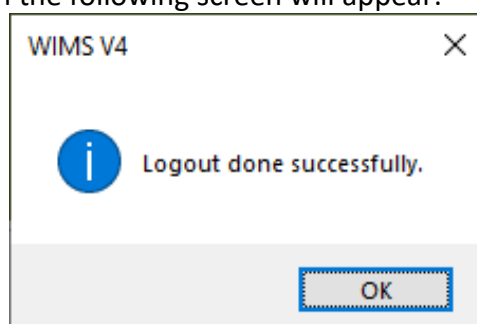
Note: Before you exit, make sure that no forms are open.

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:

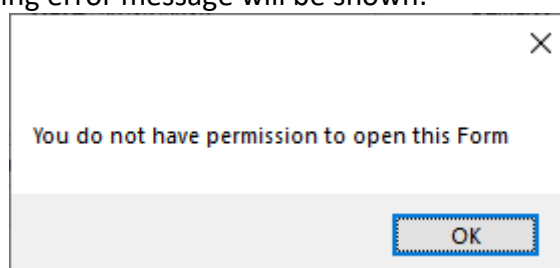
The screenshot shows the 'Employee Entry - WIMS v4.0' window. It features a menu bar with 'File', 'Parameters', 'Invoice', 'Stock', 'Report', 'Administrator', and 'Help'. Below the menu is a toolbar with icons for 'Item Groups', 'Item List', 'Suppliers', 'Employee', 'Warehouse List', 'Upazila List', 'Others Facility List', 'Package Contract', 'Year', and 'Indentor'. The main area is titled 'Welcome Employee Entry' and contains a table of employees and a permissions table.

Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanifur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinwh@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdftp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addidrcwhdftp@gmail.com	<input checked="" type="checkbox"/>
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	<input checked="" type="checkbox"/>

Form Desc	View	Edit
Adjustment Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Backup Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Supply Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data Download	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data Upload	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gate Pass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Voucher (Indent)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Voucher (Push)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item List	<input type="checkbox"/>	<input type="checkbox"/>
LMIS Form 7	<input type="checkbox"/>	<input type="checkbox"/>
LMIS Form 7B	<input type="checkbox"/>	<input type="checkbox"/>
Others Facility List	<input type="checkbox"/>	<input type="checkbox"/>
Provisional Receive	<input type="checkbox"/>	<input type="checkbox"/>
Receive from Warehouse	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom, there is a 'Report Type' dropdown, 'Export' and 'Preview' buttons, and a 'Close' button. The status bar shows 'USER: Admin' and the date 'Wednesday, October 30, 2019 10:19:43 AM'.

- **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

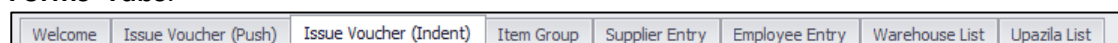


1. To open WIMSV4, user need to double clicking the  icon from desktop.
2. The WIMSV4 have following Menu and Sub-Menu:



- ✓ **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.



The screenshot shows the 'Issue Voucher (Push) - WIMS v4.0' application window. It features a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions. The main area is divided into three main sections: a left sidebar (A) for invoice selection, a top right section (B) for form header details, and a central table area (C) for item details. The bottom section (D) contains a row of command buttons. The table in section C has the following data:

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CAP. AMOXYCILLIN 500 MG	500	cap.	60,000		dds kits		31/01/2020
INJ. ATROPINE 25 MG	50	amp.	1,250		0.6mg		30/11/2020
INJ. ATROPINE 25 MG	250	amp.	85,000		CCSDP		31/10/2021
INJ. NARCON/ NELAVON	200	amp.	1,135		CCSDP		
INJ. PETHIDINE 25 MG	100	amp.	24,750		CCSDP		31/05/2022
INJ. XYLOCAINE (1%)	300	vials	6,233		Inj. Lidocain for Implant(...)		30/04/2021

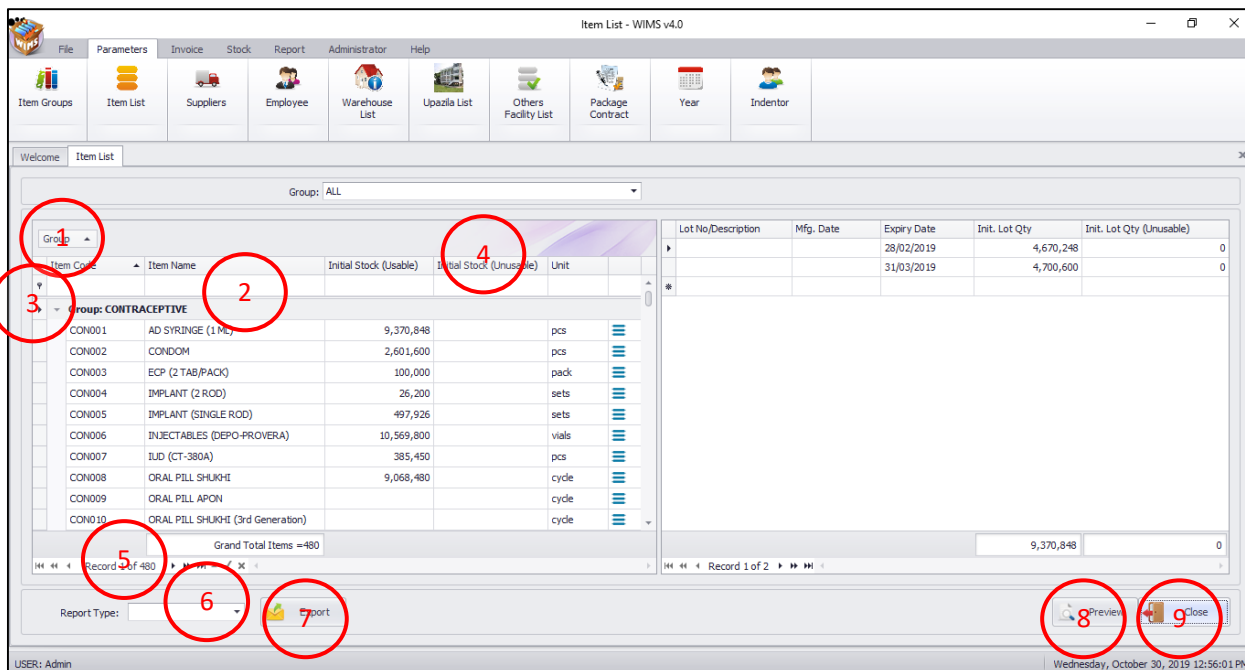
3.8. Common Command Buttons

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

- New** To insert a new record of any type
- Undo** To undo the current record
- Save** To save the current editing
- Delete** To delete the current record in a form
- Preview** To preview a report before printing
- Print** To print a report without previewing
- To view print options before any print from Preview
- Update** To update of records to addition or deletion into stock data
- Close** To close a form
- Cancel** To cancel any action or task
- OK** To OK of any action or task
- con** To search/filter of any records
- To insert a new record in a form
- To undo the current record
- To save the current editing

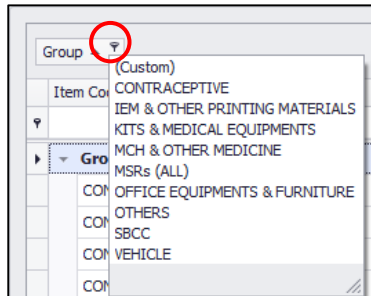
-  To delete the current record items in a form
-  Toggle button for expand and close of a form

3.9. Common Features of a Form



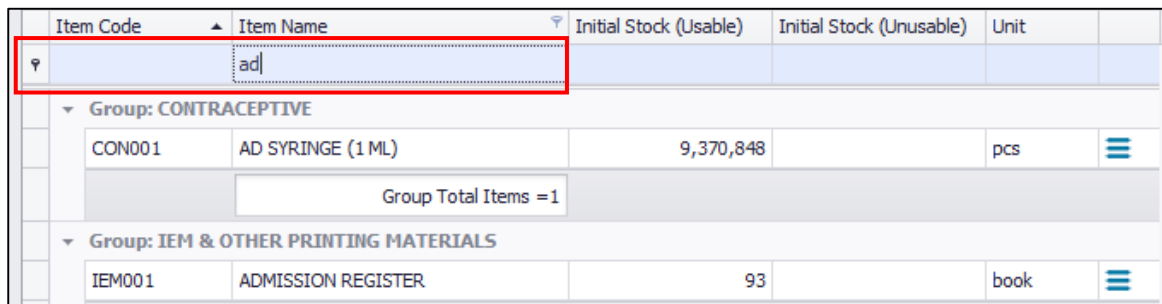
The screenshot shows the 'Item List - WIMS v4.0' window. It features a menu bar with options like File, Parameters, Invoice, Stock, Report, Administrator, and Help. Below the menu is a toolbar with icons for Item Groups, Item List, Suppliers, Employee, Warehouse List, Upazila List, Others Facility List, Package Contract, Year, and Indentor. The main area displays a table of items grouped by 'CONTRACEPTIVE'. The table columns are Item Code, Item Name, Initial Stock (Usable), Initial Stock (Unusable), and Unit. The bottom of the window shows a 'Report Type' dropdown, a 'Report' button, and 'Preview' and 'Close' buttons.

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



This close-up shows the 'Group' dropdown menu. The arrow icon next to the 'Group' label is circled in red. The menu lists various categories including (Custom), CONTRACEPTIVE, IEM & OTHER PRINTING MATERIALS, KITS & MEDICAL EQUIPMENTS, MCH & OTHER MEDICINE, MSRs (ALL), OFFICE EQUIPMENTS & FURNITURE, OTHERS, SBCC, VEHICLE, and CON.

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



This screenshot shows the 'Item List' form with a search filter applied to the 'Item Name' column. The search term 'ad' is entered in the search box. The results show items under the 'CONTRACEPTIVE' group, including 'AD SYRINGE (1 ML)' with an initial stock of 9,370,848 pcs. Below this, a 'Group Total Items =1' summary is shown. The next group is 'IEM & OTHER PRINTING MATERIALS', with 'ADMISSION REGISTER' having an initial stock of 93 books.

(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 either side (Left-Right) of any column of a form as follows:

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:

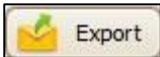
Item Code	Item Name	Unit Name	Exp Date	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date
Group: CONTRACEPTIVE							
CON002	CONDOM	pcs	31/12/2019	188,000			
CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	31/10/2019	500,000			

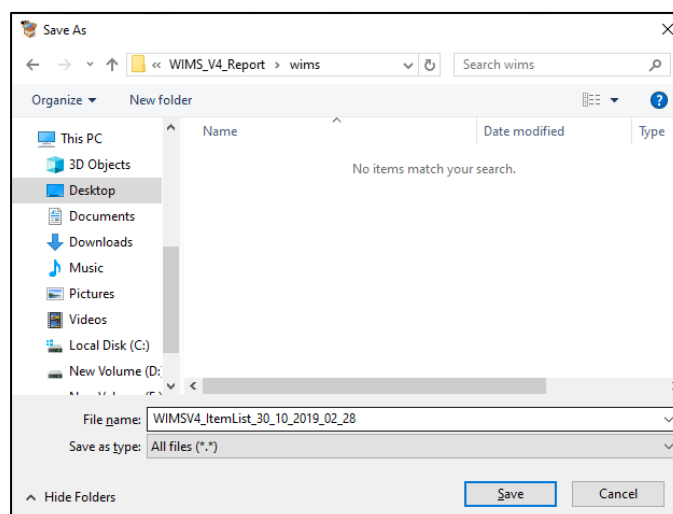
(5) Total Records Count:

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					

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

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


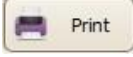







(7) Export Records: If user need to export any records from any forms, for this user click on  button and the system will asking for destination drive where to save and chose file format (Excel/PDF).

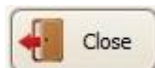


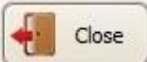

After exporting the file if it is export to Excel, the file look like as follows:

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				

(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:

Group Code	Group Name
BCC	SBCC
CON	CONTRACEPTIVE
DEM	DEM & OTHER PRINTING MATERIALS
KIT	KITS & MEDICAL EQUIPMENTS
MCH	MCH & OTHER MEDICINE
MSR	MSRs (ALL)
DEF	OFFICE EQUIPMENTS & FURNITURE
OTH	OTHERS
VEH	VEHICLE

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.

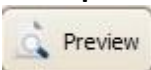
Total Count: Total number group show under view filed.

- ✓ 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:

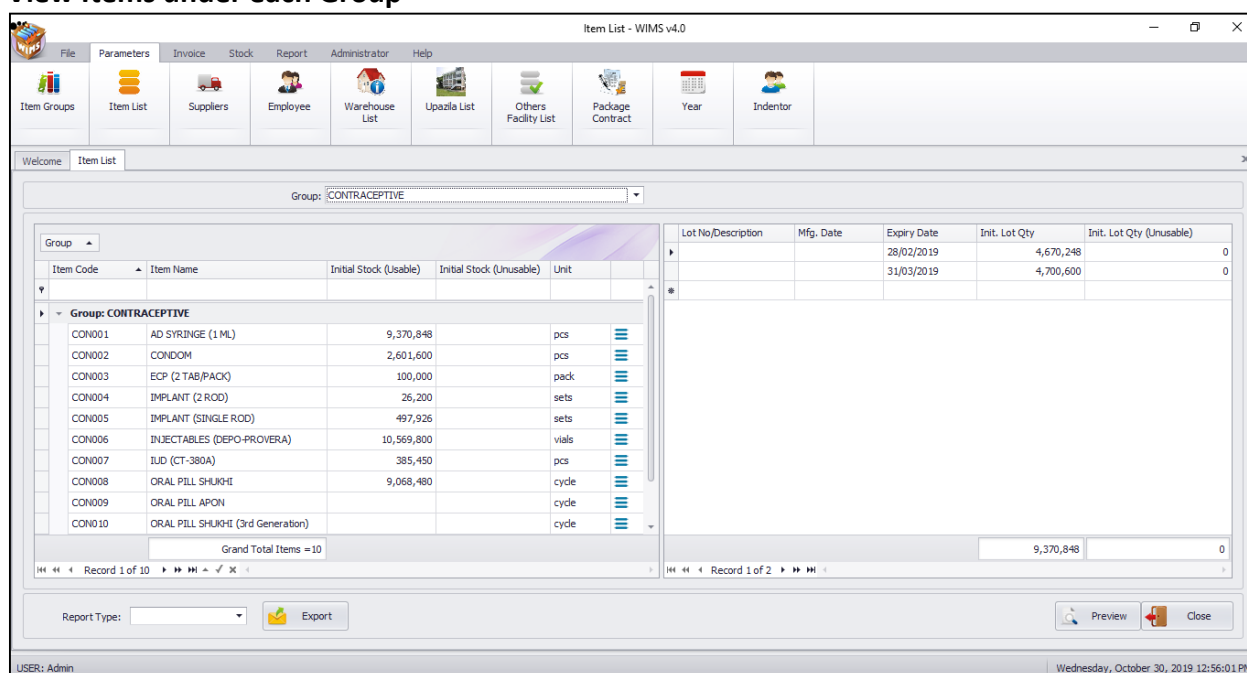
- Press  button to view a printable list of item groups.

Dhaka CWH, Mohakhali, Dhaka 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


Item List - WIMS v4.0

Group: CONTRACEPTIVE

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
CON001	AD SYRINGE (1 ML)	9,370,848		pcs			28/02/2019	4,670,248	0
CON002	CONDOM	2,601,600		pcs			31/03/2019	4,700,600	0
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					
Grand Total Items = 10								9,370,848	0

Report Type: Export

Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

- 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:

Item List - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Item List

Group: ALL

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
Group: CONTRACEPTIVE									
CON001	AD SYRINGE (1 ML)	9,370,848		pcs			28/02/2019	4,670,248	0
CON002	CONDOM	2,601,600		pcs			31/03/2019	4,700,600	0
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					
Grand Total Items = 480								9,370,848	0

Record 1 of 480

Report Type: Export

Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

- 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

The screenshot shows the 'Item List - WIMS v4.0' window. It has a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for Item Groups, Item List, Suppliers, Employee, Warehouse List, Upazila List, Others Facility List, Package Contract, Year, and Indentor. Below the toolbar is a 'Welcome' tab and an 'Item List' tab. A 'Group:' dropdown is set to 'ALL'. Section A (orange background) displays a table of item groups:

Group	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
Grand Total Items = 480					

Section B (green background) shows a table with columns: Lot No/Description, Mfg. Date, Expiry Date, Init. Lot Qty, and Init. Lot Qty (Unusable). It displays two records:

Lot No/Description	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
		28/02/2019	4,670,248	0
		31/03/2019	4,700,600	0

Section C (blue background) contains a 'Report Type:' dropdown, an 'Export' button, and 'Preview' and 'Close' buttons. The status bar at the bottom shows 'Record 1 of 480' and 'Record 1 of 2'.

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

The screenshot shows the 'Item List - WIMSV4.0' window. The 'Item List' tab is active. A search filter is applied: 'Starts with([Item Name], 'con')'. The results are grouped by category. The 'CONTRACEPTIVE' group is expanded, showing items like CON002 (CONDOM) with an initial stock of 2,601,600 pcs. The 'Grand Total Items' is 4. The right pane shows a detailed view of the selected item, including Lot No/Description, Mfg. Date, Expiry Date, and Initial Lot Qty.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
CON002	CONDOM	2,601,600		pcs
CON010	CONDOM REGISTER	40		book
CON011	CONSENT FORM FOR OPERATION (...)	400		pcs
CON008	CONVERTIBLE NETBOOK	190		nos.

- 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.

The screenshot shows the 'Item List - WIMSV4.0' window with the search filter removed. The 'CONTRACEPTIVE' group is expanded, showing a list of 10 items. The 'Grand Total Items' is 480. The right pane shows a detailed view of the selected item, including Lot No/Description, Mfg. Date, Expiry Date, and Initial Lot Qty.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
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

View information about a specific Item

The screenshot shows the 'Item List - WIMSV4.0' window. The 'Item List' tab is active. The 'Group' dropdown is set to 'ALL'. The main table lists items under the 'CONTRACEPTIVE' group. The 'CONDOM' item (CON002) is selected, and its details are displayed on the right side of the window. A tooltip 'Show item lot Details' is visible over the 'CONDOM' item.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
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

Grand Total Items = 480

Record 2 of 480

Report Type: Export

Preview Close

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- 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

The screenshot shows the 'Item List - WIMSV4.0' window. The 'Item List' tab is active. The 'Group' dropdown is set to 'ALL'. The main table lists items under the 'CONTRACEPTIVE' group. The 'CONDOM' item (CON002) is selected, and its details are displayed on the right side of the window. A tooltip 'Show item lot Details' is visible over the 'CONDOM' item.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
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

Grand Total Items = 480

Record 2 of 480

Report Type: Export

Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

- 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

The screenshot shows the 'Item List' window in WIMSV4. The 'Group' is set to 'ALL'. The 'Item Code' column is highlighted for 'CON002' (CONDOM). The 'Initial Stock (Usable)' and 'Initial Stock (Unusable)' columns are empty. The 'Unit' column shows 'pcs'. The 'Grand Total' is 304.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
CON001	AD SYRINGE (1 ml)			pcs
CON002	CONDOM			pcs
CON003	ECP (2 TAB/PACK)			pack
CON004	IMPLANT (2 ROD)			sets
CON005	IMPLANT (SINGLE ROD)			sets
CON006	INJECTABLES (DEPO-PROVERA)			vials
CON007	IUD (CT-380A)			pcs
CON008	ORAL CONTRACEPTIVE PILL (SHU...)			cycle
Group Total=8		0	0	
KIT001				sets
KIT002				pcs
Grand Total=304		0	0	

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

The screenshot shows the 'Item List' window in WIMSV4. The 'Group' is set to 'ALL'. The 'Item Code' column is highlighted for 'CON002' (CONDOM). The 'Initial Stock (Usable)' column now contains the value '1200000'. The 'Initial Stock (Unusable)' column is empty. The 'Unit' column shows 'pcs'. The 'Grand Total' is 304.

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
CON001	AD SYRINGE (1 ml)			pcs
CON002	CONDOM	1200000		pcs
CON003	ECP (2 TAB/PACK)			pack
CON004	IMPLANT (2 ROD)			sets
CON005	IMPLANT (SINGLE ROD)			sets
CON006	INJECTABLES (DEPO-PROVERA)			vials
CON007	IUD (CT-380A)			pcs
CON008	ORAL CONTRACEPTIVE PILL (SHU...)			cycle
Group Total=8		0	0	
KIT001				sets
KIT002				pcs
Grand Total=304		0	0	

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

Item List - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Item List

Group: ALL

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
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
Grand Total Items = 480

Record 2 of 480

Report Type: Export Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

Initial Lot QTY Entry

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

Item Code: CON002 Item Name: CONDOM Usable Stock: 1200000 Unusable Stock:


Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
			1,200,000	0

Total: 1200000 0

Record 1 of 1

Report Type: Export Preview Save and Close Cancel

(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:

Item Code: CON002 Item Name: CONDOM Usable Stock: 1200000 Unusable Stock:


Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. Lot Qty (Unusable)
120	31/01/2014	31/01/2020	600,000	0
125	28/02/2014	28/02/2020	600,000	

Total : 1200000 0

Record 3 of 3

Report Type: Export Preview Save and Close Cancel

(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:

Item List - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Item List

Group: ALL

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
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				
Grand Total Items = 480				

Record 2 of 480

Report Type: Export Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

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:

Dhaka CWH, Mohakhali, Dhaka 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 APOIN			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:

Supplier Entry - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Supplier Entry

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@otech.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, Dikusha 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, 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 Planninn., Dhaka			

Total=338

Record 1 of 338

Report Type: Export Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

General Description of Suppliers Form

Supplier Entry - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Supplier Entry

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, 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			


Total=338
Record 1 of 338

Report Type: Export Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

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.

Dhaka CWH, Mohakhali, Dhaka 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, Dhaka	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 PRFSS	24/R. Tinnu 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.

Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanifur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinshah@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	additrcvhdgfp@gmail.com	<input checked="" type="checkbox"/>

Form Desc	View	Edit
Adjustment Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Backup Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Supply Plan	<input type="checkbox"/>	<input type="checkbox"/>
Data Download	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data Upload	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gate Pass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Voucher (Indent)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Voucher (Push)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMIS Form 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMIS Form 7B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Others Facility List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provisional Receive	<input type="checkbox"/>	<input type="checkbox"/>
Receive from Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

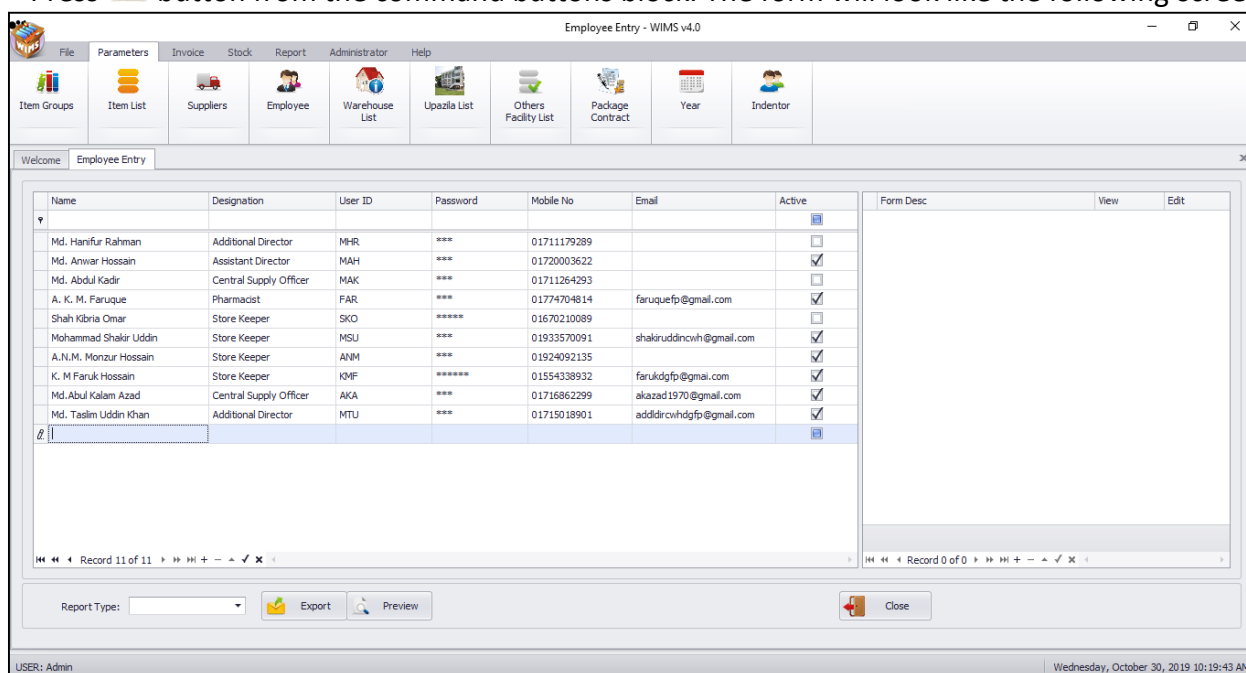
- C. **Forms Tab:** List of form names. In each form, the user will be given permission to 'View' or 'Edit' the entry form data.
- D. **Command Buttons:** A number of buttons to manipulate the employees.

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.

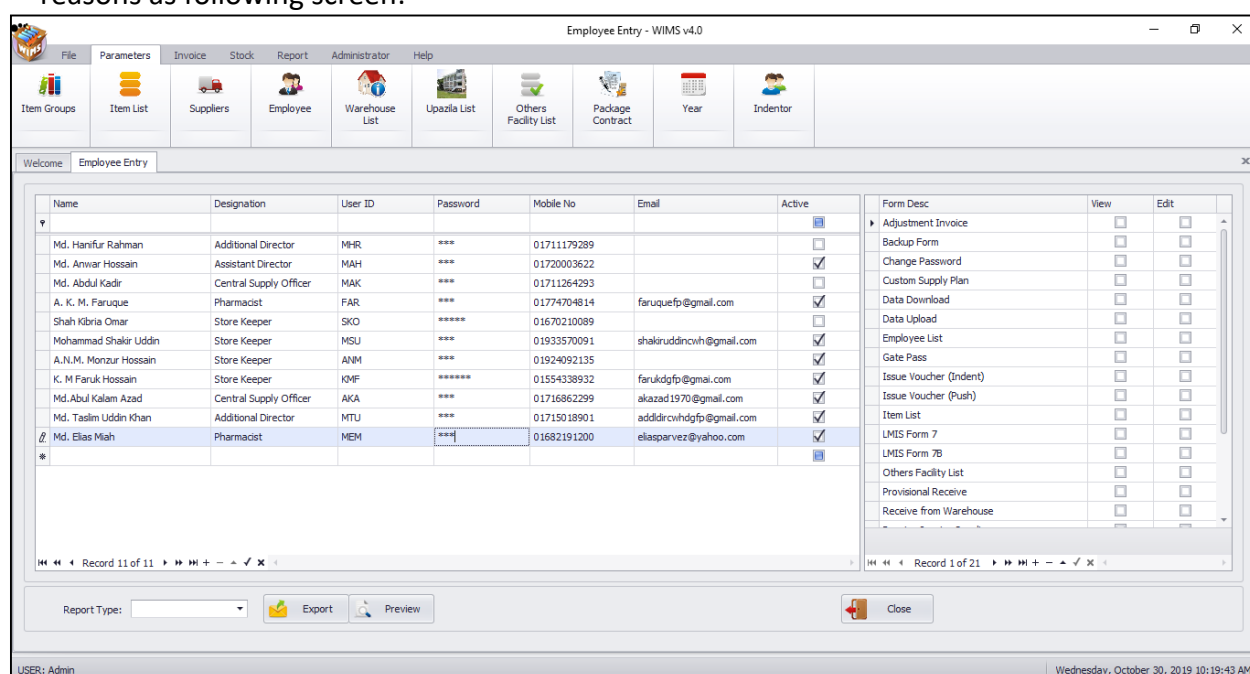
Enter a new Employee

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




Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanifur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinvcv@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addidrcvhdgfp@gmail.com	<input checked="" type="checkbox"/>

- 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:



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

- 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.



Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanfur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruqefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinovh@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addidrcvhdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	<input checked="" type="checkbox"/>

- 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.

Name	Designation	User ID	Password	Mobile No	Email	Active
Md. Hanfur Rahman	Additional Director	MHR	***	01711179289		<input type="checkbox"/>
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>
Md. Abdul Kadir	Central Supply Officer	MAK	***	01711264293		<input type="checkbox"/>
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruqefp@gmail.com	<input checked="" type="checkbox"/>
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddinovh@gmail.com	<input checked="" type="checkbox"/>
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Abul Kalam Azad	Central Supply Officer	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addidrcvhdgfp@gmail.com	<input checked="" type="checkbox"/>
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	<input checked="" type="checkbox"/>

- 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.

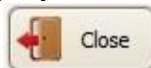

Print Employee list

- 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		<input type="checkbox"/>	
Md. Anwar Hossain	Assistant Director	MAH	***	01720003622		<input checked="" type="checkbox"/>	
Md. Abdul Kadir	Central Supply Office	MAK	***	01711264293		<input type="checkbox"/>	
A. K. M. Faruque	Pharmacist	FAR	***	01774704814	faruquefp@gmail.com	<input checked="" type="checkbox"/>	
Shah Kibria Omar	Store Keeper	SKO	*****	01670210089		<input type="checkbox"/>	
Mohammad Shakir Uddin	Store Keeper	MSU	***	01933570091	shakiruddincwh@gmail.c	<input checked="" type="checkbox"/>	
A.N.M. Monzur Hossain	Store Keeper	ANM	***	01924092135		<input checked="" type="checkbox"/>	
K. M Faruk Hossain	Store Keeper	KMF	*****	01554338932	farukdgfp@gmail.com	<input checked="" type="checkbox"/>	
Md. Abul Kalam Azad	Central Supply Office	AKA	***	01716862299	akazad1970@gmail.com	<input checked="" type="checkbox"/>	
Md. Taslim Uddin Khan	Additional Director	MTU	***	01715018901	addlircwhdgfp@gmail.c	<input checked="" type="checkbox"/>	
Md. Elias Miah	Pharmacist	MEM	***	01682191200	eliasparvez@yahoo.com	<input checked="" type="checkbox"/>	

- 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.

Warehouse List - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Item Groups Item List Suppliers Employee Warehouse List Upazila List Others Facility List Package Contract Year Indentor

Welcome Warehouse List

Drag a column header here to group by that column

Facility Code	Facility	Phone No.
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	044162134
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	Bandarban RWH	036162451
D014	Cumilla RWH	081-65203
D015	Noakhali RWH	0321-61474
D016	Rangamati RWH	035163249

Total Count=21


Record 1 of 21

Report Type: Export Preview Close

USER: Admin Wednesday, October 30, 2019 12:56:01 PM

- ✓ 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  **Preview** 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	<input type="checkbox"/>	
D002	Bhola RWH		0491-62954	<input type="checkbox"/>	
D003	Faridpur RWH		0631-64414	<input type="checkbox"/>	
D004	Jamalpur RWH		0981-63107	<input type="checkbox"/>	
D005	Mymensingh RWH		091-66730	<input type="checkbox"/>	
D006	Patuakhali RWH		0441-62134	<input type="checkbox"/>	
D008	Tangail RWH		0921-64316	<input type="checkbox"/>	
D009	Dinajpur RWH		0531-65965	<input type="checkbox"/>	
D010	Pabna RWH		0731-66305	<input type="checkbox"/>	
D011	Rajshahi RWH		0721-772196	<input type="checkbox"/>	
D012	Rangpur RWH		0521-64911	<input type="checkbox"/>	
D013	Bandarban RWH		0361-62451	<input type="checkbox"/>	

4.6. Upazila List

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

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	Kapasla, 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

- ✓ 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	Kapasla, 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.

The screenshot shows the 'Others Facility List' form in WIMSV4. The form has a menu bar with 'File', 'Parameters', 'Invoice', 'Stock', 'Report', 'Administrator', and 'Help'. Below the menu bar is a toolbar with icons for 'Item Groups', 'Item List', 'Suppliers', 'Employee', 'Warehouse List', 'Upazila List', 'Others Facility List', 'Package Contract', 'Year', and 'Indentor'. The main area displays a table with the following columns: Facility Code, Facility, District, Phone No., and Receiving Facility. The table contains 15 rows of data, with the first row being O001, Director (MIS), DGFP, Kawranbazar, Dhaka, Dhaka, and a checked box in the Receiving Facility column. The bottom of the form shows a 'Total Count = 155', a 'Record 1 of 155', and buttons for 'Report Type', 'Export', 'Preview', and 'Close'. The status bar at the bottom indicates 'USER: Admin' and the date 'Wednesday, October 30, 2019 12:56:01 PM'.

Facility Code	Facility	District	Phone No.	Receiving Facility
O001	Director (MIS), DGFP, Kawranbazar, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O002	Director (L&S), DGFP, Kawranbazar, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O003	Director (MCH-Services), DGFP, Kawranbazar...	Dhaka		<input checked="" type="checkbox"/>
O004	Director (IEM), DGFP, Kawranbazar, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O005	Director (Finance) & Line Director (FSDP), DGFP...	Dhaka		<input checked="" type="checkbox"/>
O006	Director (Audit), DGFP, Kawranbazar, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O007	Director (Admin), DGFP, Kawranbazar, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O008	Line Director (CCSDP), DGFP, Kawranbazar, Dha...	Dhaka		<input checked="" type="checkbox"/>
O009	Line Director (FSDP), DGFP, Kawranbazar, Dh...	Dhaka		<input checked="" type="checkbox"/>
O010	Divisional Director, Dhaka Division	Dhaka		<input checked="" type="checkbox"/>
O011	DD, FP, Dhaka.	Dhaka		<input checked="" type="checkbox"/>
O012	DD, FP, Manikganj.	Manikganj		<input checked="" type="checkbox"/>
O013	DD, FP, Narayanganj.	Narayanganj		<input checked="" type="checkbox"/>
O014	Deputy Director, Family Planning, Narsingdi	Narsingdi		<input checked="" type="checkbox"/>
O015	DD, FP, Gazipur.	Gazipur		<input checked="" type="checkbox"/>

- ✓ 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:

The screenshot shows the 'Others Facility List' form in WIMSV4, displaying a table with the following columns: Facility Code, Facility, District, Phone No., and Receiving Facility. The table contains 15 rows of data, with the first row being O142, District Consultant, FPCC-QIT, Joypurhat, Joypurhat, and an unchecked box in the Receiving Facility column. The bottom of the form shows a 'Total Count = 155', a 'Record 156 of 156', and buttons for 'Report Type', 'Export', 'Preview', and 'Close'. The status bar at the bottom indicates 'USER: Admin' and the date 'Wednesday, October 30, 2019 12:56:01 PM'.

Facility Code	Facility	District	Phone No.	Receiving Facility
O142	District Consultant, FPCC-QIT, Joypurhat	Joypurhat		<input type="checkbox"/>
O143	District Consultant, FPCC-QIT, Bogura	Bogura		<input type="checkbox"/>
O144	District Consultant, FPCC-QIT, Gaibandha	Gaibandha		<input type="checkbox"/>
O145	District Consultant, FPCC-QIT, Dinajpur	Dinajpur		<input type="checkbox"/>
O146	District Consultant, FPCC-QIT, Patuakhali	Patuakhali		<input type="checkbox"/>
O147	District Consultant, FPCC-QIT, Jashore	Jashore		<input type="checkbox"/>
O148	M/S, Western Enterprise,	Dhaka		<input type="checkbox"/>
O149	District Consultant, FPCC-QIT, Faridpur	Faridpur		<input checked="" type="checkbox"/>
O150	Deputy Secretary (Admin-2), ME&FW Division, ...	Dhaka		<input checked="" type="checkbox"/>
O151	Medical Officer (Clinic) MCWC, Satkhira	Satkhira		<input checked="" type="checkbox"/>
O152	Medical Officer (Clinic) MCWC, Khulna	Khulna		<input checked="" type="checkbox"/>
O153	Medical Officer (Clinic) MCWC, Jamalpur	Jamalpur		<input checked="" type="checkbox"/>
O154	Medical Officer (Clinic) MCWC, Noakhali	Noakhali		<input checked="" type="checkbox"/>
O155	Medical Officer (Clinic) MCWC, Narail	Narail		<input checked="" type="checkbox"/>

- 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.

O155	Medical Officer (Clinic) MCWC, Narail	Narail		<input checked="" type="checkbox"/>
O156	Medical Officer (Clinic) MCWC, Narail	Narail		<input checked="" type="checkbox"/>
Total Count = 155				
Record 156 of 156				

✖ This Facility Name exists already

- 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.

O155	Medical Officer (Clinic) MCWC, Narail	Narail		<input checked="" type="checkbox"/>
O156	Medical Officer (Clinic) MCWC, Narail	Narail		<input checked="" type="checkbox"/>
Total Count = 155				
Record 156 of 156				

✖ This Facility Name exists already

- 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:

WIMS V4

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Do you really want to delete the selected item?

Yes

No

- 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	
0117	District Consultant, FPCS-QIT, Munshiganj	Munshiganj		<input type="checkbox"/>	
0118	District Consultant, FPCS-QIT, Rajbari	Rajbari		<input type="checkbox"/>	
0119	District Consultant, FPCS-QIT, Netrokona	Netrokona		<input type="checkbox"/>	
0120	District Consultant, FPCS-QIT, Chuadanga	Chuadanga		<input type="checkbox"/>	
0121	District Consultant, FPCS-QIT, Meherpur	Meherpur		<input type="checkbox"/>	
0122	District Consultant, FPCS-QIT, Narail	Narail		<input type="checkbox"/>	
0123	District Consultant, FPCS-QIT, Panchagarh	Panchagarh		<input type="checkbox"/>	
0124	District Consultant, FPCS-QIT, Kurigram	Kurigram		<input type="checkbox"/>	

4.8. Package Contract

- Run **WIMSV4**
- Select **Parameters > Package Contract** from **Parameters** menu.
- The **Package Contract** form is displayed.

The screenshot shows the 'Package Contract Entry - WIMSV4' window. It features a top menu bar with 'File', 'Parameters', 'Invoice', 'Stock', 'Report', 'Administrator', and 'Help'. Below the menu is a toolbar with icons for 'Item Groups', 'Item List', 'Suppliers', 'Employee', 'Warehouse List', 'Upazila List', 'Others Facility List', 'Package Contract', 'Year', and 'Indentor'. The main area is divided into two panes. The left pane shows a list of package contracts with columns: Year, Package No, Procurement Entity, and Contract Name. The right pane shows a detailed view of a selected contract, including Item Code, Item Name, and Contract Qty. The bottom status bar indicates the user is 'Admin' and the date is 'Wednesday, October 30, 2019 12:56:01 PM'.

- ✓ 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.

4.10. Indentor

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

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)
11	AMC	Alternate Medical Care (AMC)
12	CDC	Communicable Diseases Control (CDC)
13	TB	TB & Leprosy Control (TB)
14	IST	In-Service Training (IST)
15	HEP	Health Education and Promotion (HEP)
16	CBHC	Community Based Health Care (CBHC)
17	HSM&SRTP	Horizontal Services Management & Safe Blood Transfusion (HSM&SRTP)

- ✓ 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 screenshot shows the 'Receive From Supplier' form in WIMSV4 v4.0. The form is divided into several sections:

- Menu Bar:** File, Parameters, Invoice, Stock, Report, Administrator, Help.
- Toolbar:** Receive From Supplier, Receive From Warehouse, Issue Voucher (Push), Issue Voucher (Indent), Gate Pass, Adjustment Invoice, Indent, Provisional Receive, Standing Board, Return to the Supplier from Provisional Receive.
- Form Fields:**
 - Invoice No.: 1513
 - Supplier: ESSENTIAL DRUGS C...
 - Receive Date: 22/10/2019
 - Received By: K. M Faruk Hossain
 - Supplier Date: 07/10/2019
 - Sup Inv No: 4,4,5
 - BL No: [blank]
 - BL Date: [blank]
 - Year: 2018-19
 - Package No: GFP/LP/Dev/MC/18-19/33
 - Contract No: DGFP/L&S-4/EDCL/2018-19/
- Item Table:**

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
ORAL PILL SHUKHI (3rd Generation)	1,000,000	cycle			31/12/2021
CONDOM	5,000,000	pcs			31/12/2022
ORAL PILL SHUKHI (3rd Generation)	550,000	cycle			31/12/2021
- Navigation Buttons:** New, Save, Undo, Delete, Preview, Print, Update, Close, Unpost.

The above form is used when items are received from supplier. Item quantities received from suppliers which entered into WIMSV4 through 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

The annotated screenshot shows the 'Receive From Supplier' form in WIMSV4 v4.0. The form is divided into four main sections labeled A, B, C, and D:

- A:** The left sidebar containing the 'Receive From Supplier' menu item.
- B:** The top header area containing invoice details such as Invoice No., Supplier, Receive Date, Received By, Supplier Date, Sup Inv No, BL No, BL Date, Year, Package No, and Contract No.
- C:** The main data entry area containing the item table with columns for Item Name, Qty, Unit, Lot No/Description, Mfg. Date, and Expiry Date.
- D:** The bottom navigation bar containing buttons for New, Save, Undo, Delete, Preview, Print, Update, Close, and Unpost.

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.

- BI 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.

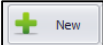
View information about a specific Invoice

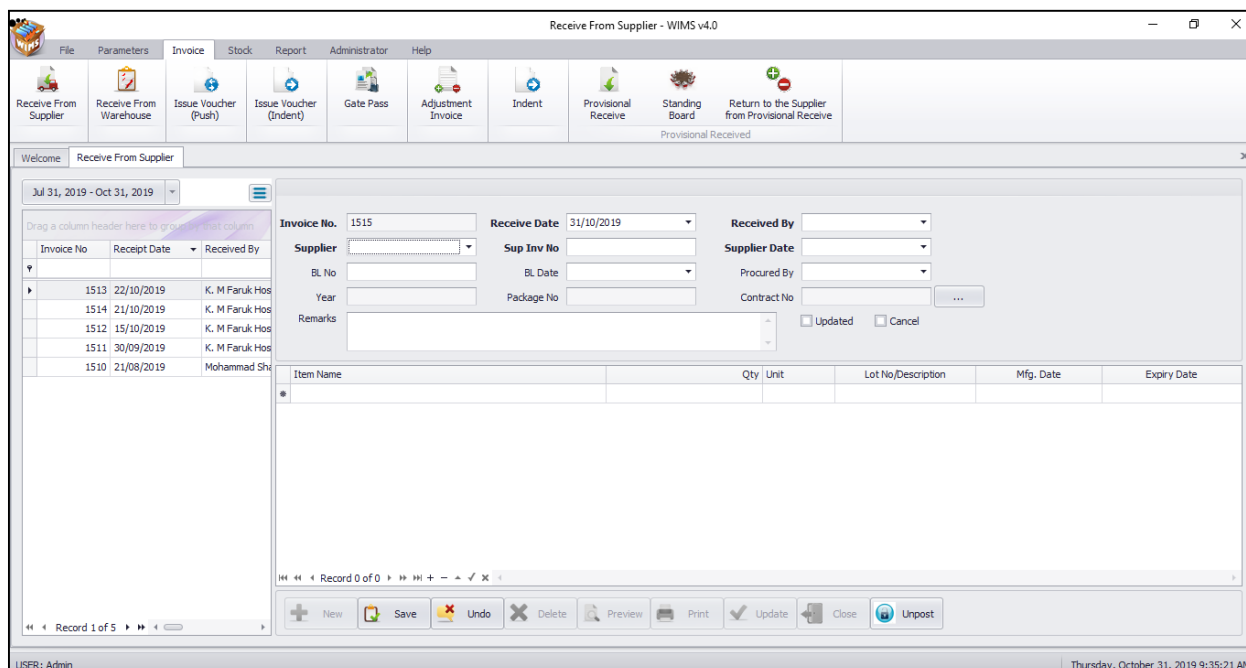
Drag a column header here to group by that column			
	Invoice No	Receipt Date ▾	Received
	4	05/12/2014	anwar
	3	03/12/2014	anwar
	2	02/12/2014	anwar
	1	02/12/2014	anwar

- 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.

Drag a column header here to group by that column			
	Invoice No	Receipt Date ▾	Received
	2	02/12/2014	anwar
	1	02/12/2014	anwar

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 From Supplier - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGFP/L&S-3/MSR/2018-19/...

Updated Package ... Package No Contract No

Package No	Contract No
2018-19	DGFP/L&S-3/AD Syringe/2018-19/13/277 Date:...
2018-19	DGFP/L&S-3/AD Syringe/2018-19/13/278 Date:...
2018-19	DGFP/L&S-3/CC/18-19/82/623 Date: 24/12/2018
2018-19	DGFP/L&S-4/POF/2018-19/23/81 Date: 25/10/...
2018-19	DGFP/L&S-2/Motor Cycle/2018-19/24/186 Dat...
2018-19	DGFP/L&S-3/MSR/2018-19/105/1087 Date: 04...
2018-19	DGFP/L&S-3/MSR/2018-19/105/1086 Date: 04...
2018-19	DGFP/L&S-3/e/Astro/GFP/CC-8/18-19/119/567 ...

Item Name Qty Unit

Record 0 of 0

Record 1 of 5

New Save Undo Delete Preview Print Update Close Unpost

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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.

Receive From Supplier - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGFP/L&S-3/MSR/2018-19/...

Updated Cancel


Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date

Record 0 of 0

Record 1 of 5

New Save Undo Delete Preview Print Update Close Unpost

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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

Receive From Supplier - WIMSV4 v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1515	31/10/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGPP/L&S-3/MSR/2018-19/

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date


Record 0 of 0

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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:

Receive From Supplier - WIMSV4 v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1515	31/10/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGPP/L&S-3/MSR/2018-19/

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM box

Item Name Item Code Unit

CONDOM CON002 pcs

CONDOM REGISTER IEM010 book

CONSENT FORM FOR OPERATION (EOC PROG.) IEM011 pcs

CONVERTIBLE NETBOOK OEF008 nos.

Record 1 of 1

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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.

Receive From Supplier - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1515	31/10/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGPP/L&S-3/MSR/2018-19/...

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM	500,000,000	pcs			31/12/2022
--------	-------------	-----	--	--	------------

Record 1 of 1

Record 1 of 6

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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

Receive From Supplier - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1515	31/10/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1515 Receive Date 31/10/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 1201 Supplier Date 23/10/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/MC-37/18 Contract No DGPP/L&S-3/MSR/2018-19/...

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date


CONDOM	500,000,000	pcs			31/12/2022
--------	-------------	-----	--	--	------------

Record 2 of 2

Record 1 of 6

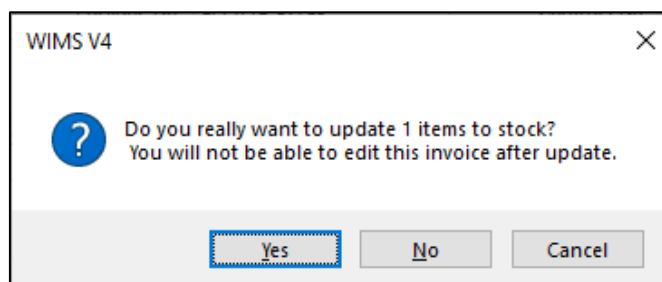
USER: Admin Thursday, October 31, 2019 9:35:21 AM

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.

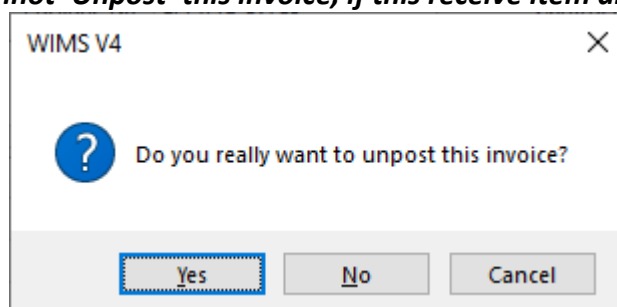
'Unpost' Existing Receive Invoice

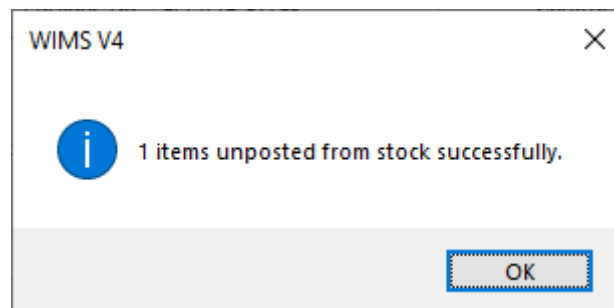
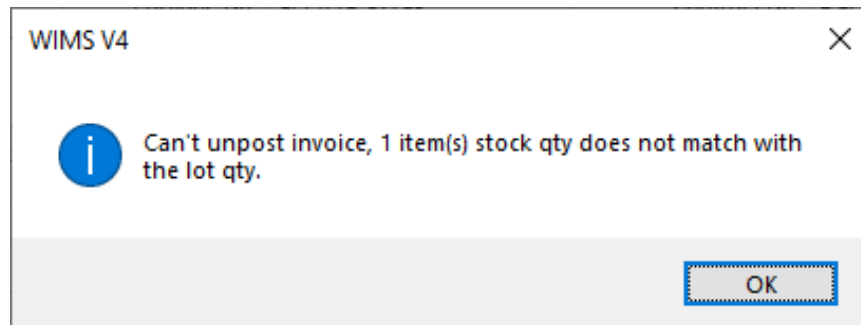
Only Central Warehouse can 'Unpost' updated receive invoice for lot wise receive quantity entry.

The screenshot shows the 'Receive From Supplier' window in WIMS v4.0. The window has a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with various icons. The main area is divided into a left sidebar with a tree view and a right pane. The right pane shows the details of invoice 1515, including fields for Invoice No., Receive Date, Received By, Supplier, Sup Inv No., Supplier Date, BL No., BL Date, Procured By, Year, Package No., Contract No., and Remarks. Below these fields is a table with columns: Item Name, Qty, Unit, Lot No/Description, Mfg. Date, and Expiry Date. The table contains one row for 'CONDOM' with a quantity of 500,000,000 pcs and an expiry date of 31/12/2022. At the bottom of the window, there is a status bar with the text 'Record 1 of 6' and a set of buttons: New, Save, Undo, Delete, Preview, Print, Update, Close, and Unpost.

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.






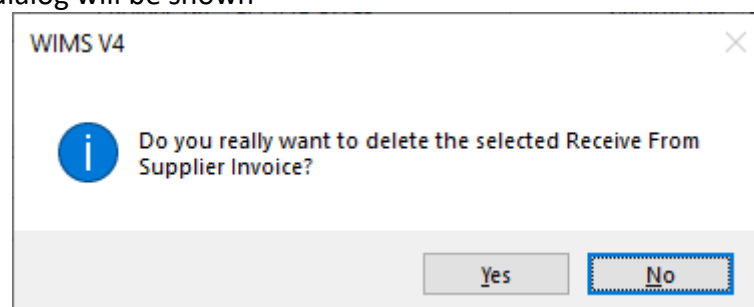
Press **"Yes"** then unposted invoice items open to edit for this user.

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

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
I CONDOM	500000000	pcs			31/12/2022
*					

Record 1 of 1

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

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
I CONDOM	100000000	pcs			31/12/2022
*					

Record 1 of 1

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

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
▶ CONDOM	100,000,000	pcs			31/12/2022
*					

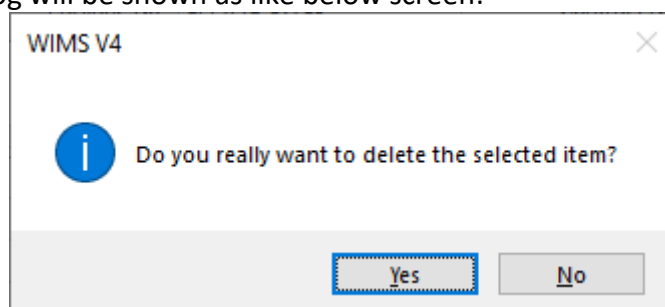
Record 1 of 1

New
 Save
 Undo
 Delete
 Preview
 Print
 Update
 Close

- 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

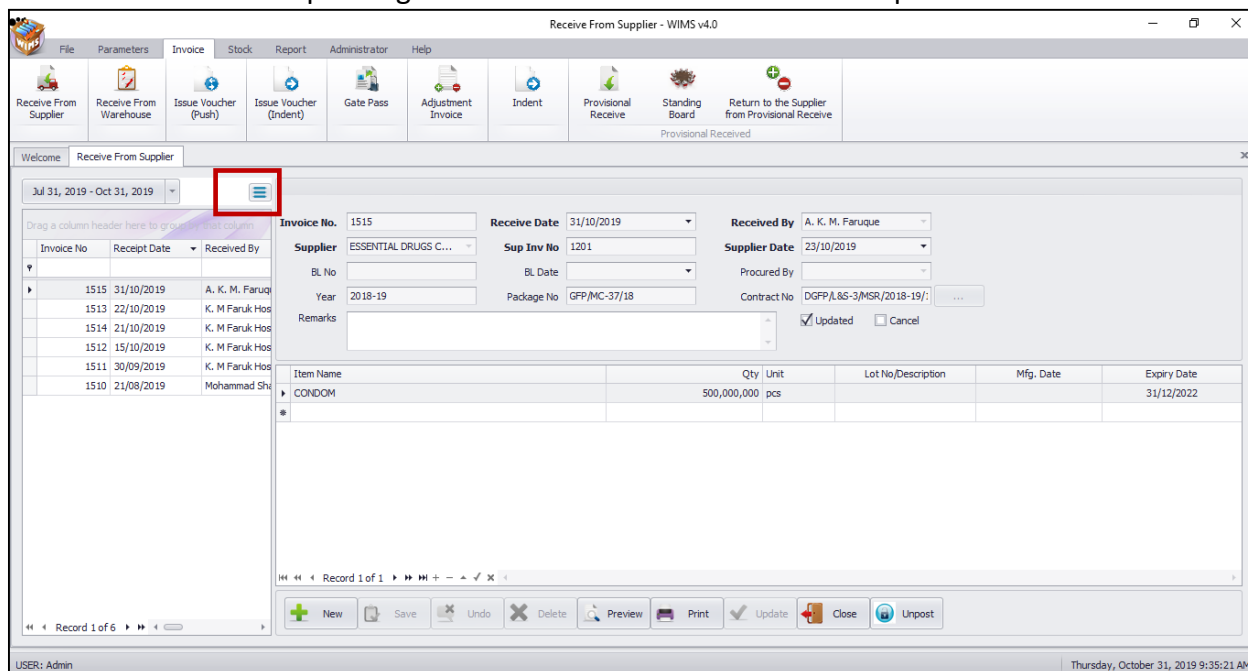
- Select the Invoice item you want to edit from the items list in Block-C.
- Press Delete button from keyboard.
- A confirmation dialog will be shown as like below screen:



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

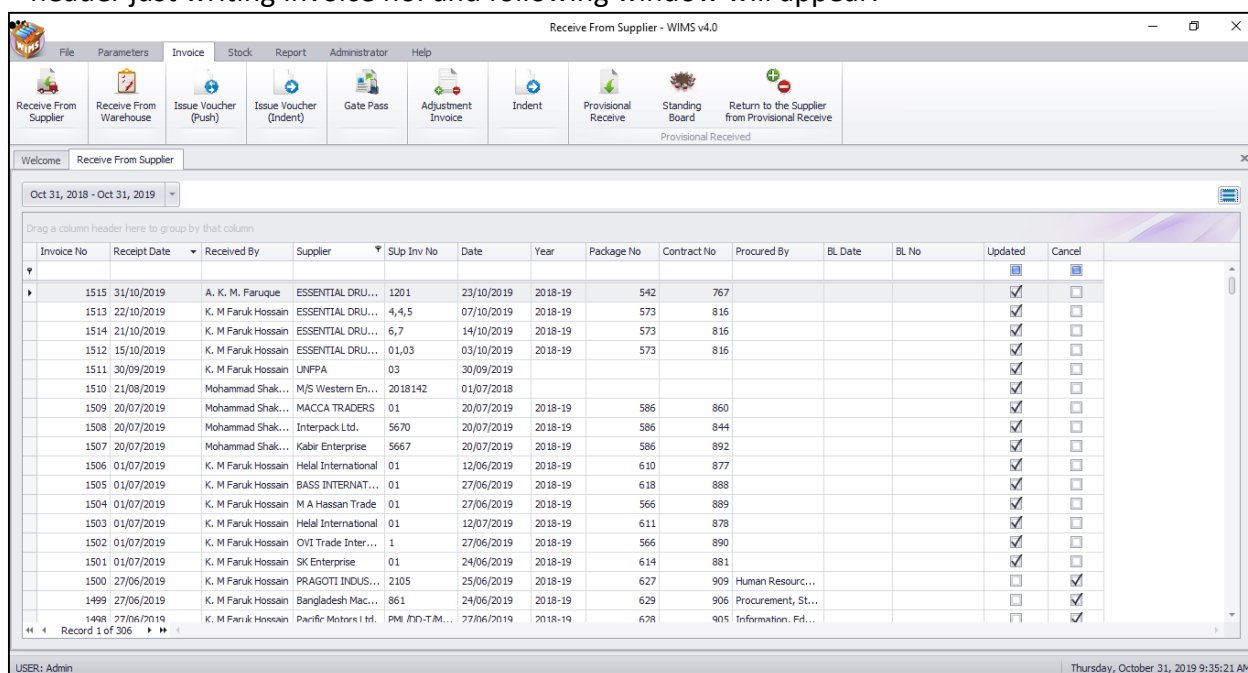
Search a Receive Invoice

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



Invoice No	Receipt Date	Received By
1515	31/10/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sha



- To search go to  row header just writing Invoice no. and following window will appear:



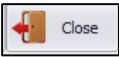

Invoice No	Receipt Date	Received By	Supplier	Sup Inv No	Date	Year	Package No	Contract No	Procured By	BL Date	BL No	Updated	Cancel
1515	31/10/2019	A. K. M. Faruque	ESSENTIAL DRU...	1201	23/10/2019	2018-19	542	767				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1513	22/10/2019	K. M Faruk Hossain	ESSENTIAL DRU...	4,4,5	07/10/2019	2018-19	573	816				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1514	21/10/2019	K. M Faruk Hossain	ESSENTIAL DRU...	6,7	14/10/2019	2018-19	573	816				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1512	15/10/2019	K. M Faruk Hossain	ESSENTIAL DRU...	01,03	03/10/2019	2018-19	573	816				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1511	30/09/2019	K. M Faruk Hossain	UNFPA	03	30/09/2019							<input checked="" type="checkbox"/>	<input type="checkbox"/>
1510	21/08/2019	Mohammad Shak...	M/S Western En...	2018142	01/07/2018							<input checked="" type="checkbox"/>	<input type="checkbox"/>
1509	20/07/2019	Mohammad Shak...	MACCA TRADERS	01	20/07/2019	2018-19	586	860				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1508	20/07/2019	Mohammad Shak...	Interpack Ltd.	5670	20/07/2019	2018-19	586	844				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1507	20/07/2019	Mohammad Shak...	Kabir Enterprise	5667	20/07/2019	2018-19	586	892				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1506	01/07/2019	K. M Faruk Hossain	Helal International	01	12/06/2019	2018-19	610	877				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1505	01/07/2019	K. M Faruk Hossain	BASS INTERNAT...	01	27/06/2019	2018-19	618	888				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1504	01/07/2019	K. M Faruk Hossain	M A Hassan Trade	01	27/06/2019	2018-19	566	889				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1503	01/07/2019	K. M Faruk Hossain	Helal International	01	12/07/2019	2018-19	611	878				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1502	01/07/2019	K. M Faruk Hossain	OVI Trade Inter...	1	27/06/2019	2018-19	566	890				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1501	01/07/2019	K. M Faruk Hossain	SK Enterprise	01	24/06/2019	2018-19	614	881				<input checked="" type="checkbox"/>	<input type="checkbox"/>
1500	27/06/2019	K. M Faruk Hossain	PRAGOTTI INDUS...	2105	25/06/2019	2018-19	627	909	Human Resourc...			<input type="checkbox"/>	<input checked="" type="checkbox"/>
1499	27/06/2019	K. M Faruk Hossain	Bangladesh Mac...	861	24/06/2019	2018-19	629	906	Procurement, ST...			<input type="checkbox"/>	<input checked="" type="checkbox"/>
1498	27/06/2019	K. M Faruk Hossain	Pacific Motors I	PMI /PD-TM...	27/06/2019	2018-19	628	905	Information, Fd...			<input type="checkbox"/>	<input checked="" type="checkbox"/>

- 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

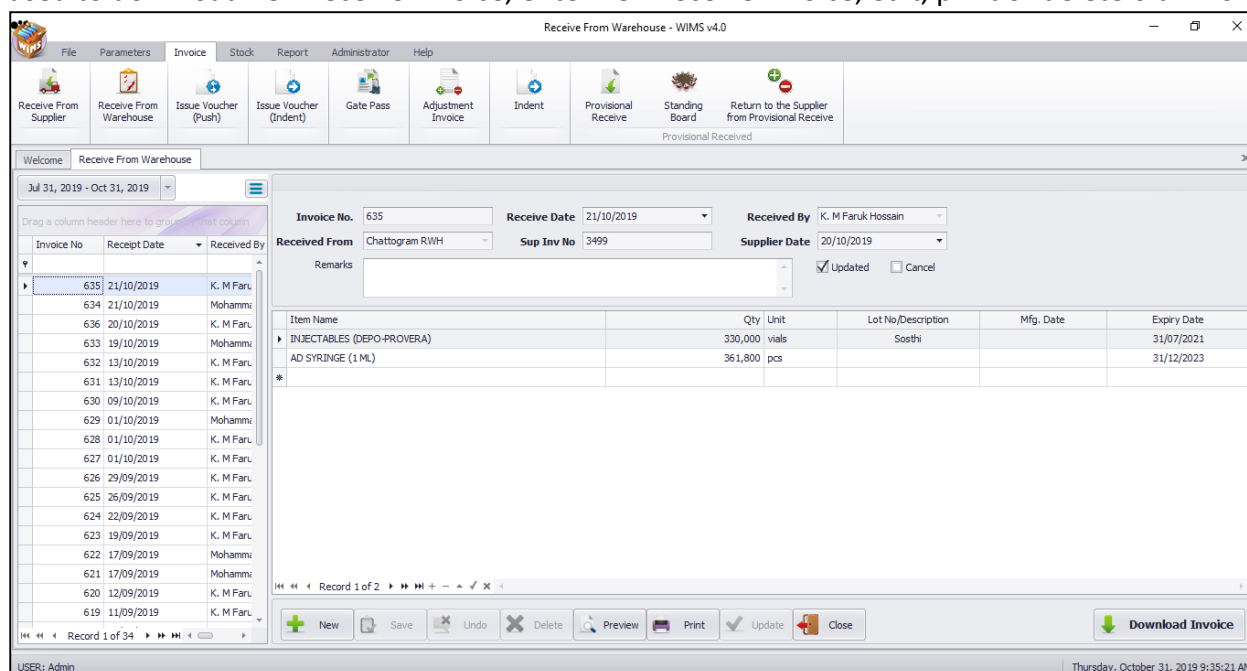
- Press  button to preview the Invoice.
- Press on the printer icon. The print dialog box will appear.
- You can print only one copy or all pages, choose as you want then just press OK.
- After printing, press the leftmost  button to close the Preview window.

Close Receive Invoice Form

- Press  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.



The screenshot shows the 'Receive From Warehouse' form in WIMSV4. The form is titled 'Receive From Warehouse - WIMSV4.0'. It has a menu bar with 'File', 'Parameters', 'Invoice', 'Stock', 'Report', 'Administrator', and 'Help'. Below the menu bar is a toolbar with icons for 'Receive From Supplier', 'Receive From Warehouse', 'Issue Voucher (Push)', 'Issue Voucher (Indent)', 'Gate Pass', 'Adjustment Invoice', 'Indent', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier from Provisional Receive'. The main area is divided into two sections. The top section is a 'Welcome' message. The bottom section is a table of invoices. The table has columns for 'Invoice No.', 'Receipt Date', and 'Received By'. The table shows a list of invoices from July 31, 2019, to October 31, 2019. The bottom of the form has a toolbar with buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close'. There is also a 'Download Invoice' button.

Invoice No.	Receipt Date	Received By
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi
620	12/09/2019	K. M Faru
619	11/09/2019	K. M Faru

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
INJECTABLES (DEPO-PROVERA)	330,000	vials	Sesthi		31/07/2021
AD SYRINGE (1 ML)	361,800	pcs			31/12/2023

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

The screenshot shows the 'Receive From Warehouse' form in WIMSV4 v4.0. The form is divided into five main sections labeled A through E. Section A is the 'Invoice List' on the left, showing a table of invoices with columns for Invoice No, Receipt Date, and Received By. Section B is the 'Invoice Entry Fields' at the top right, containing fields for Invoice No, Receive Date, Received By, Received From, Sup Inv No, and Supplier Date. Section C is the 'Invoice Items Entry Fields' at the bottom right, showing a table of items with columns for Item Name, Qty, Unit, Lot No/Description, Mfg. Date, and Expiry Date. Section D is the bottom toolbar with buttons for New, Save, Undo, Delete, Preview, Print, Update, and Close. Section E is the 'Download Invoice' button at the bottom right.

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

Invoice No	Receipt Date	Receive
3	29/01/2015	anwar
2	29/01/2015	anwar
1	29/01/2015	anwar

Item Name
CONDOM
CONDOM REGISTER
CONSENT FORM FOR OPERATION (EOC PROG.)

- 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 choose 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.

Receive From Warehouse - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Oct 21, 2019 - Oct 21, 2019

Receipt Date: 21/10/2019

Invoice No: 635 Receive Date: 21/10/2019 Received By: K. M. Faruk Hossain

Received From: Chattogram RWH Sup Inv No: 3499 Supplier Date: 20/10/2019

Remarks:

☒ Updated ☐ Cancel

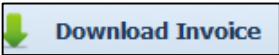
Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
INJECTABLES (DEPO-PROVERA)	330,000	vials	Sosthi		31/07/2021
AD SYRINGE (1 ML)	361,800	pcs			31/12/2023

Record 1 of 2

New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Thursday, October 31, 2019 9:35:21 AM

Download a Receive Invoice

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

Receive From Warehouse - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Options Data Download Data Upload Unit Adjustment Type Employee Designation Indentors Designation District Facility Groups Form Item Setting Supply Plan Item Serial Backup Database Office 2010 Silver

Welcome Receive From Warehouse

Aug 24, 2019 - Nov 24, 2019

Drag a column header here to group by that column

Invoice No: 639 Receive Date: 23/11/2019 Received By: A. K. M. Faruque

Received From: Rangpur RWH Sup Inv No: 120 Supplier Date: 23/11/2019

Remarks:

☒ Updated ☐ Cancel

Item Name	Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
RUBBER GLOVES 7"	100	pair			

Record 1 of 1

New Save Undo Delete Preview Print Update Close Download Invoice

Warehouse:
 Inv No:
 PUSH INDENT
 Download Close

USER: Admin Sunday, November 24, 2019 11:13:39 AM

- 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 -

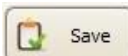
- Now you can check and update the downloaded invoice.

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.

Receive From Warehouse - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by first column

Invoice No	Receipt Date	Received By
638	31/10/2019	A. K. M. F
637	31/10/2019	A. K. M. F
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi

Invoice No. 638 Receive Date 31/10/2019 Received By A. K. M. Faruque

Received From Bogura RWH Sup Inv No 2908 Supplier Date 31/10/2019

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

Record 0 of 0

New Save Undo Delete Preview Print Update Close

Download Invoice

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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:

Receive From Warehouse - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by first column

Invoice No	Receipt Date	Received By
638	31/10/2019	A. K. M. F
637	31/10/2019	A. K. M. F
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi

Invoice No. 638 Receive Date 31/10/2019 Received By A. K. M. Faruque

Received From Bogura RWH Sup Inv No 2908 Supplier Date 31/10/2019

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

Record 1 of 1

New Save Undo Delete Preview Print Update Close

Download Invoice

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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

Receive From Warehouse - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
638	31/10/2019	A. K. M. F
637	31/10/2019	A. K. M. F
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi

Invoice No. 638 Receive Date 31/10/2019 Received By A. K. M. Faruque

Received From Bogura RWH Sup Inv No 2908 Supplier Date 31/10/2019

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM	1200000	pcs			
--------	---------	-----	--	--	--

Record 1 of 36

New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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

Receive From Warehouse - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
638	31/10/2019	A. K. M. F
637	31/10/2019	A. K. M. F
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi

Invoice No. 638 Receive Date 31/10/2019 Received By A. K. M. Faruque

Received From Bogura RWH Sup Inv No 2908 Supplier Date 31/10/2019

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM	1,200,000	pcs			
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Record 1 of 36

New Save Undo Delete Preview Print Update Close Download Invoice

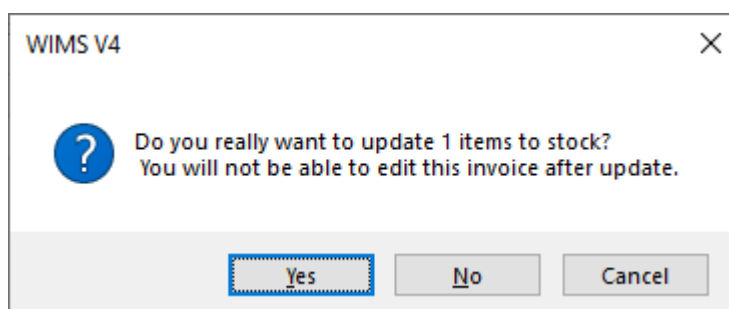
USER: Admin Thursday, October 31, 2019 9:35:21 AM

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.



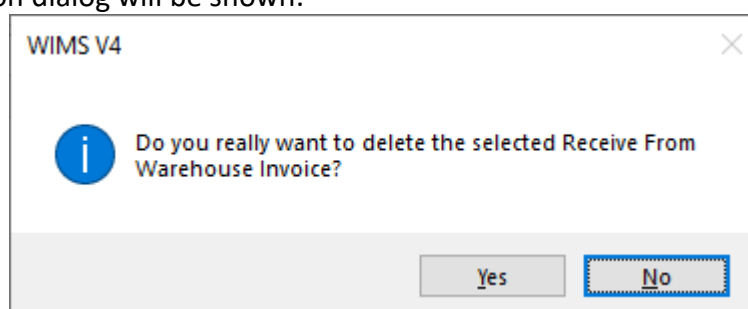
- Press “Yes” if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

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 Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	120000	pcs	1200	25/10/2014	31/12/2018

Record 1 of 1

New
 Save
 Undo
 Delete
 Preview
 Print
 Update
 Close

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

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180000	pcs	1200	25/10/2014	31/12/2018

Record 1 of 1

New
 Save
 Undo
 Delete
 Preview
 Print
 Update
 Close

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

Item Name	Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	180,000	pcs	1200	25/10/2014	31/12/2018

Record 1 of 1

New
 Save
 Undo
 Delete
 Preview
 Print
 Update
 Close

- 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.

WIMS V4

Do you really want to delete the selected item?

Yes
No

- 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

Receive From Warehouse - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
638	31/10/2019	A. K. M. F
637	31/10/2019	A. K. M. F
635	21/10/2019	K. M Faru
634	21/10/2019	Mohammi
636	20/10/2019	K. M Faru
633	19/10/2019	Mohammi
632	13/10/2019	K. M Faru
631	13/10/2019	K. M Faru
630	09/10/2019	K. M Faru
629	01/10/2019	Mohammi
628	01/10/2019	K. M Faru
627	01/10/2019	K. M Faru
626	29/09/2019	K. M Faru
625	26/09/2019	K. M Faru
624	22/09/2019	K. M Faru
623	19/09/2019	K. M Faru
622	17/09/2019	Mohammi
621	17/09/2019	Mohammi

Record 1 of 36

Invoice No. 638 Receive Date 31/10/2019 Received By A. K. M. Faruque

Received From Bogura RWH Sup Inv No 2908 Supplier Date 31/10/2019

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM 1,200,000 pcs

Record 1 of 1

New Save Undo Delete Preview Print Update Close

Download Invoice

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- To search go to  row header just writing Invoice no. and following window will appear:

Receive From Warehouse - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Warehouse

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By	Received From	Sup Inv No	Date	BL No	BL Date	Procured By	Updated	Cancel
638	31/10/2019	A. K. M. Faruque	Bogura RWH	2908	31/10/2019				<input type="checkbox"/>	<input type="checkbox"/>
637	31/10/2019	A. K. M. Faruque	Bogura RWH	2907	30/10/2019				<input type="checkbox"/>	<input type="checkbox"/>
635	21/10/2019	K. M Faruk Hossain	Chattogram RWH	3499	20/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
634	21/10/2019	Mohammad Shaker U...	Chattogram RWH	3496	20/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
636	20/10/2019	K. M Faruk Hossain	Bandarban RWH	122	19/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
633	19/10/2019	Mohammad Shaker U...	Kushia RWH	1050	17/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
632	13/10/2019	K. M Faruk Hossain	Chattogram RWH	3477	10/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
631	13/10/2019	K. M Faruk Hossain	Chattogram RWH	3478	10/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>
630	09/10/2019	K. M Faruk Hossain	Bogura RWH	2869	07/10/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record 0 of 9

Starts with([Invoice No], '63')

Edit Filter

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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)

Issue Voucher (Push) - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Issue Voucher (Push)

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By
6040	30/09/2019	K. M Faruk
6039	30/10/2019	K. M Faruk
6038	30/10/2019	K. M Faruk
6037	30/10/2019	K. M Faruk
6036	30/10/2019	K. M Faruk
6035	29/10/2019	K. M Faruk
6034	29/10/2019	K. M Faruk
6033	29/10/2019	K. M Faruk
6032	29/10/2019	K. M Faruk
6031	29/10/2019	K. M Faruk
6030	28/10/2019	K. M Faruk
6029	28/10/2019	K. M Faruk
6028	28/10/2019	K. M Faruk
6027	20/10/2019	K. M Faruk
6026	28/10/2019	K. M Faruk
6025	28/10/2019	K. M Faruk
6024	27/10/2019	K. M Faruk
6023	27/10/2019	K. M Faruk

Record 1 of 364

Invoice No. 6040 Facility Nawabganj, Dhaka

Prepared By K. M Faruk Hossain Date 30/09/2019 Carrier Name

Approved By Md. Abul Kalam A... Date 30/09/2019 Remarks

Issued By Mohammad Shakir... Date 30/09/2019

☐ Updated ☐ Cancel

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CAP. AMOXICYCLIN 500 MG	500	cap.	60,000		dds kits		31/01/2020
INJ. ATROPINE 25 MG	50	amp.	1,250		0.6mg		30/11/2020
INJ. ATROPINE 25 MG	250	amp.	85,000		CCSDP		31/10/2021
INJ. NARCON/ NEXAXON	200	amp.	1,135		CCSDP		
INJ. PETHIDINE 25 MG	100	amp.	24,750		CCSDP		31/05/2022
INJ. XYLOCAINE (1%)	300	vials	6,233		Inj. Lidocain for Implant(...		30/04/2021

Record 1 of 6

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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.

Issue Voucher (Push) - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Issue Voucher (Push)

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By
6040	30/09/2019	K. M Faruk
6039	30/10/2019	K. M Faruk
6038	30/10/2019	K. M Faruk
6037	30/10/2019	K. M Faruk
6036	30/10/2019	K. M Faruk
6035	29/10/2019	K. M Faruk
6034	29/10/2019	K. M Faruk
6033	29/10/2019	K. M Faruk
6032	29/10/2019	K. M Faruk
6031	29/10/2019	K. M Faruk
6030	28/10/2019	K. M Faruk
6029	28/10/2019	K. M Faruk
6028	28/10/2019	K. M Faruk
6027	20/10/2019	K. M Faruk
6026	28/10/2019	K. M Faruk
6025	28/10/2019	K. M Faruk
6024	27/10/2019	K. M Faruk
6023	27/10/2019	K. M Faruk

Record 1 of 364

Invoice No. 6040 Facility Nawabganj, Dhaka

Prepared By K. M Faruk Hossain Date 30/09/2019 Carrier Name

Approved By Md. Abul Kalam A... Date 30/09/2019 Remarks

Issued By Mohammad Shakir... Date 30/09/2019

☐ Updated ☐ Cancel

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CAP. AMOXICYCLIN 500 MG	500	cap.	60,000		dds kits		31/01/2020
INJ. ATROPINE 25 MG	50	amp.	1,250		0.6mg		30/11/2020
INJ. ATROPINE 25 MG	250	amp.	85,000		CCSDP		31/10/2021
INJ. NARCON/ NEXAXON	200	amp.	1,135		CCSDP		
INJ. PETHIDINE 25 MG	100	amp.	24,750		CCSDP		31/05/2022
INJ. XYLOCAINE (1%)	300	vials	6,233		Inj. Lidocain for Implant(...		30/04/2021

Record 1 of 6

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, October 31, 2019 9:35:21 AM

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 –

The screenshot shows the 'Issue Voucher (Push) - WIMS v4.0' application window. It features a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions like 'Receive From Supplier', 'Receive From Warehouse', 'Issue Voucher (Push)', 'Issue Voucher (Indent)', 'Gate Pass', 'Adjustment Invoice', 'Indent', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier from Provisional Receive'. The main form area is divided into four sections:
A. Invoice List: A table with columns 'Invoice No.', 'Invoice Date', and 'Prepared By'. It shows a list of invoices from July 31, 2019, to October 31, 2019.
B. Invoice Entry Fields: Fields for 'Invoice No.' (6040), 'Facility' (Nawabganj, Dhaka), 'Prepared By' (K. M Faruk Hossain), 'Date' (30/09/2019), 'Carrier Name', 'Approved By' (Md. Abul Kalam A...), 'Date' (30/09/2019), 'Issued By' (Mohammad Shak...), 'Date' (30/09/2019), and 'Remarks'.
C. Invoice Items Entry Fields: A table with columns 'Item', 'Issued Qty', 'Unit', 'Stock Qty', 'No Of Cartons', 'Lot No/Description', 'Mfg. Date', and 'Expiry Date'. It lists items like 'CAP, AMOXYCILLIN 500 MG', 'INJ. ATROPINE 25 MG', 'INJ. ATROPINE 25 MG', 'INJ. NARCON/ NALAYON', 'INJ. PETHIDINE 25 MG', and 'INJ. XYLOCAINE (1%)'.
D. Form Footer/Buttons: A bar containing buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close'. The status bar at the bottom shows 'USER: Admin' and the date/time 'Thursday, October 31, 2019 9:35:21 AM'.

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.

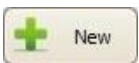
D. Command buttons:

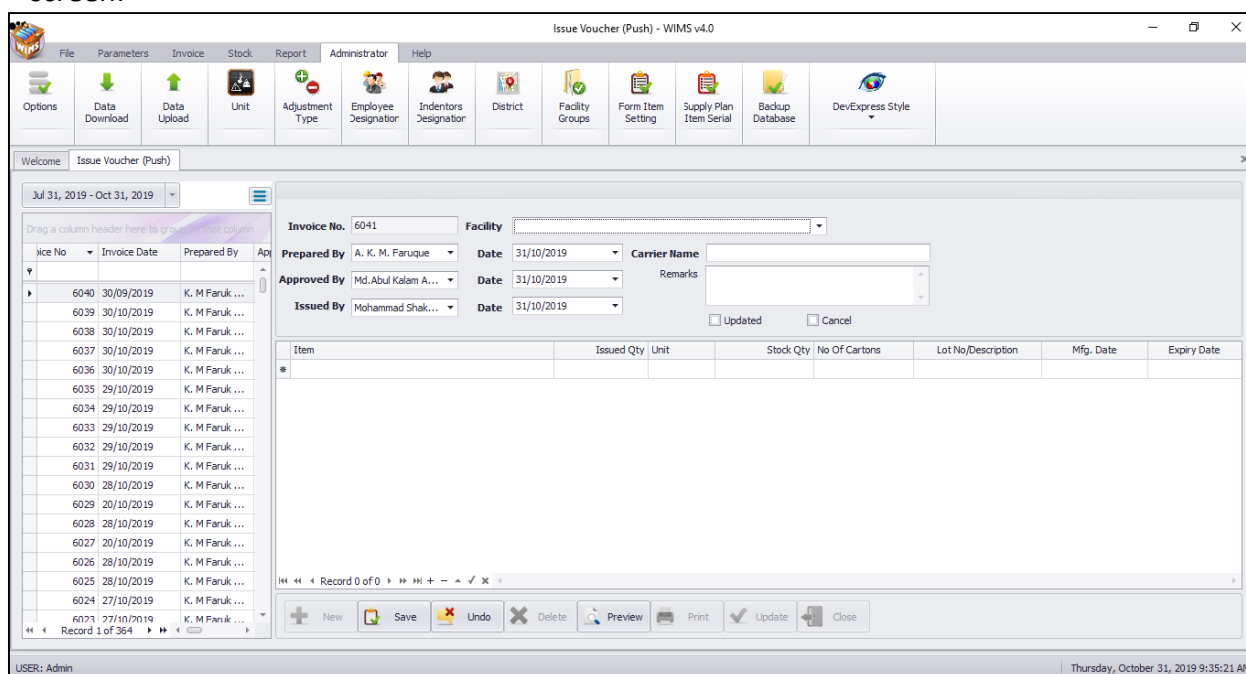
A number of buttons to manipulate the Invoices.

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.

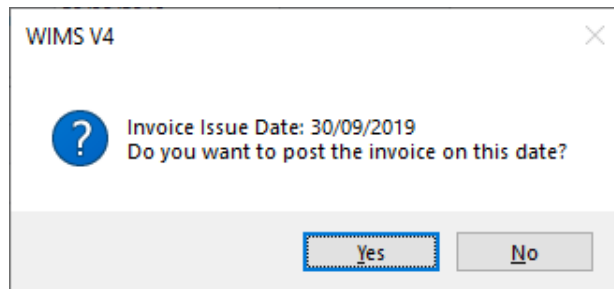
- Press <Enter> to save Invoice line items.

Updating the Stock

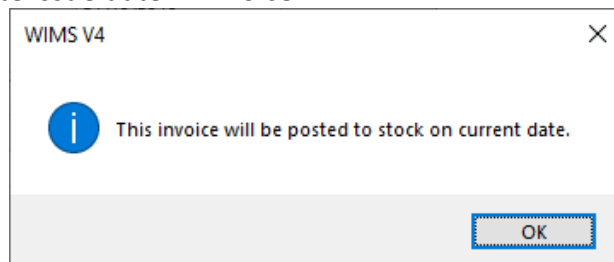
Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press "**Update**" button to recalculate the balance of items from the current invoice.

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

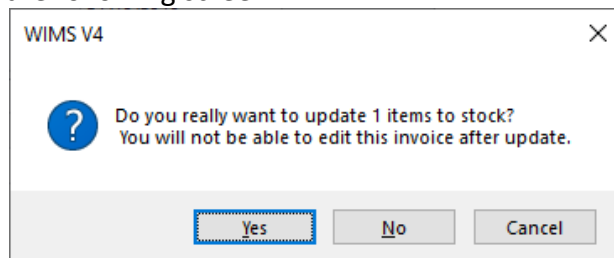
- Press  button.
- A confirmation dialog will appear.



- 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.



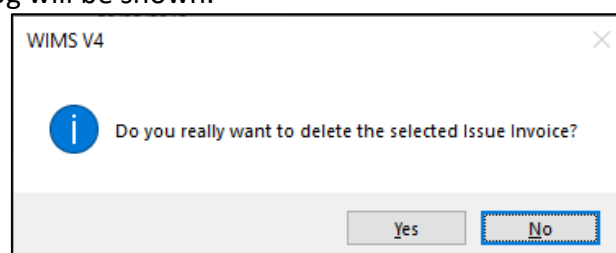
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

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				

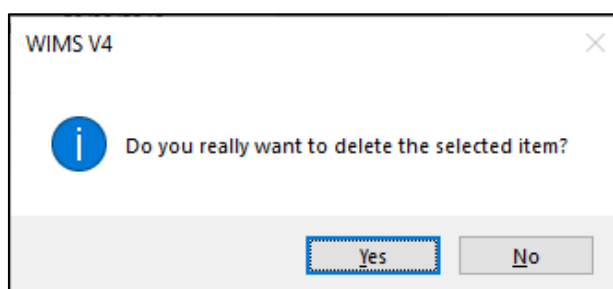
Record 1 of 4

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

The screenshot shows the 'Issue Voucher (Push) - WIMS v4.0' window. It has a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions. The main area is divided into a left sidebar with a tree view and a main content area. The tree view shows a list of invoices with columns 'Invoice No.', 'Invoice Date', and 'Prepared By'. The main content area shows a detailed view of invoice 6040, including fields for 'Invoice No.', 'Facility', 'Prepared By', 'Date', 'Carrier Name', 'Approved By', 'Issued By', and a table of items.

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CAP. AMOXICYCLIN 500 MG	500	cap.	60,000		dds kits		31/01/2020
INJ. ATROPINE 25 MG	50	amp.	1,250		0.6mg		30/11/2020
INJ. ATROPINE 25 MG	250	amp.	85,000		CCSDP		31/10/2021
INJ. NARCON/ NELAXON	200	amp.	1,135		CCSDP		
INJ. PETHIDINE 25 MG	100	amp.	24,750		CCSDP		31/05/2022
INJ. XYLOCAINE (1%)	300	vials	6,233		Inj. Lidocain for Implant(...		30/04/2021

- To search go to  row header just writing Invoice no. and following window will appear:

Issue Voucher (Push) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Options Data Download Data Upload Unit Adjustment Type Employee Designation Indentors Designation District Facility Groups Form Item Setting Supply Plan Item Serial Backup Database DevExpress Style

Welcome Issue Voucher (Push)

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updated	Cancel
6040	30/09/2019	K. M Faruk Hossain	30/09/2019	Md. Abul Kalam Azad	30/09/2019	Mohammad Shakir ...	Nawabganj, Dhaka	<input type="checkbox"/>	<input type="checkbox"/>

Record 0 of 1

Starts with([Invoice No], '6040')

USER: Admin Thursday, October 31, 2019 9:35:21 AM

- 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.

Issue Voucher (Push) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Options Data Download Data Upload Unit Adjustment Type Employee Designation Indentors Designation District Facility Groups Form Item Setting Supply Plan Item Serial Backup Database DevExpress Style

Welcome Issue Voucher (Push)

Jul 31, 2019 - Oct 31, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By
6040	30/09/2019	K. M Faruk ...

Invoice No. 6040 Facility Nawabganj, Dhaka

Prepared By K. M Faruk Hossain Date 30/09/2019 Carrier Name

Approved By Md. Abul Kalam A... Date 30/09/2019 Remarks

Issued By Mohammad Shak... Date 30/09/2019

☐ Updated ☐ Cancel

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CAP. AMOXICYCLIN 500 MG	500	cap.	60,000		dds kits		31/01/2020
INJ. ATROPINE 25 MG	50	amp.	1,250		0.6mg		30/11/2020
INJ. ATROPINE 25 MG	250	amp.	85,000		CCSDP		31/10/2021
INJ. NARCON/ NELAXON	200	amp.	1,135		CCSDP		
INJ. PETHIDINE 25 MG	100	amp.	24,750		CCSDP		31/05/2022
INJ. XYLOCAINE (1%)	300	vials	6,233		Inj. Lidocain for Implant(...		30/04/2021

Record 1 of 6

Starts with([Invoice No], '6040')

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, October 31, 2019 9:35:21 AM

Preview Issue Voucher (Push)

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

- Press Show button then the following screen will appeared

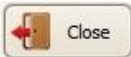

Government of the People's Republic of Bangladesh Directorate General of Family Planning Dhaka CWH, Mohakhali, Dhaka INVOICE *								
Sl#	Code	Article	Quantity		Unit	No Of Cartons	Lot No/ Description	Exp. Date
			In Number	In Words				
1	MCH001	CAP. AMOXICILLIN 500 MG	500	Five hundred	cap.		dds kits	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)

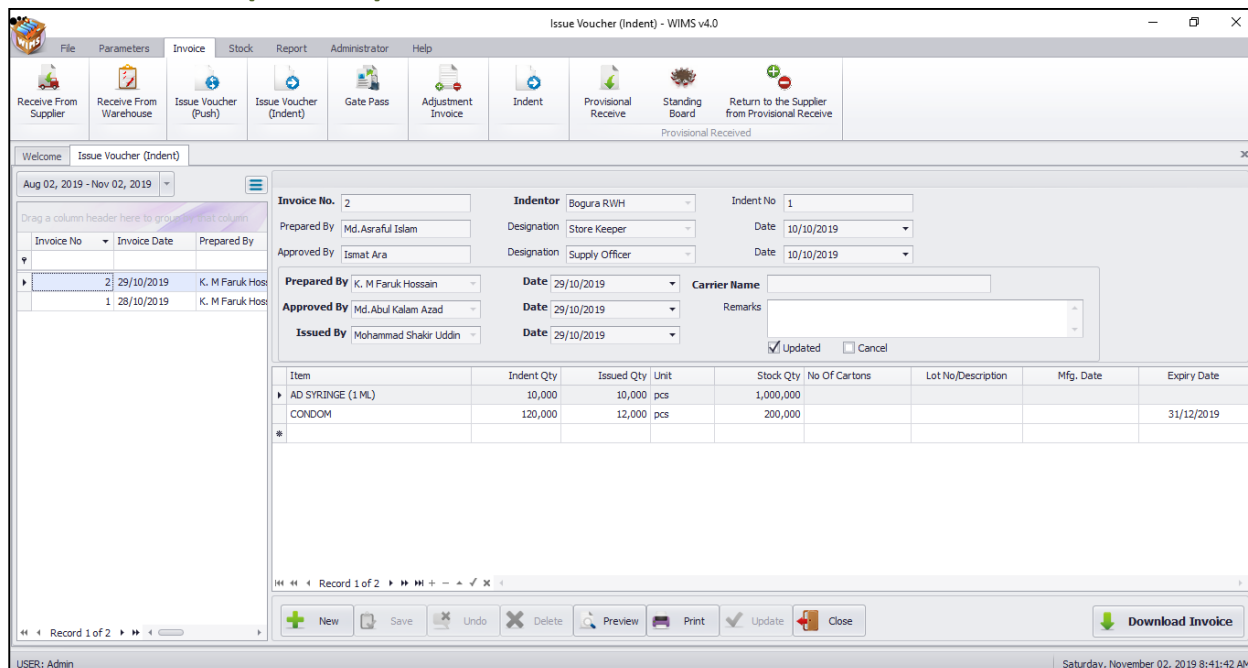
- Press button to preview the invoice. The following dialog will come.

- 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

The screenshot shows the 'Issue Voucher (Indent) - WIMS v4.0' window. It features a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions like 'Receive From Supplier', 'Issue Voucher (Push)', 'Gate Pass', 'Adjustment Invoice', 'Indent', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier from Provisional Receive'. The main area is divided into several sections:

- Block A:** A table on the left titled 'Welcome Issue Voucher (Indent)' showing a list of invoices with columns for Invoice No., Invoice Date, and Prepared By. It includes a date range filter (Aug 02, 2019 - Nov 02, 2019) and a search bar.
- Block B:** A form area for entering invoice details, including fields for Invoice No., Indentor, Indent No., Prepared By, Designation, Date, Approved By, Date, Issued By, Date, Carrier Name, and Remarks.
- Block C:** A table for listing items with columns: Item, Indent Qty, Issued Qty, Unit, Stock Qty, No Of Cartons, Lot No/Description, Mfg. Date, and Expiry Date. It contains two rows of data: 'AD SYRINGE (1 ML)' and 'CONDOM'.
- Block D:** A row of action buttons at the bottom: New, Save, Undo, Delete, Preview, Print, Update, and Close.
- Block E:** A button labeled 'Download Invoice' with a download icon.

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.

Issue Voucher (Indent) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Invoice Date: 28/10/2019

Invoice No: 1 Prepared By: Piara Begum Approved By: Abdulah Al Hadi

Indenter: Mirpur, Dhaka Designation: UFPA Date: 28/10/2019

Indenter: UFPO Designation: UFPO Date: 28/10/2019

Prepared By: K. M Faruk Hossain Date: 28/10/2019 Carrier Name: Remarks: Updated Cancel

Issued By: Mohammad Shakir Uddin Date: 28/10/2019

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
CONDOM	10,000	10,000	pcs	886,000				31/05/2024
Mother, Child and Adolescent's Devel...	1,000	85	book	85				
Mother, Child and Adolescent's Devel...	1,000	915	book	1,957		Bangla Version		

Record 1 of 3

New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Saturday, November 02, 2019 8:41:42 AM

- 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.

Issue Voucher (Indent) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Today Yesterday Last Week This Month Last Month Last 3 Month Last Year Custom Range

From: 02/08/2019 To: 02/11/2019 Apply Cancel

Invoice No: 2 Indenter: Bogura RWH Indent No: 1

Prepared By: Md.Asraful Islam Designation: Store Keeper Date: 10/10/2019

Approved By: Ismat Ara Designation: Supply Officer Date: 10/10/2019

Prepared By: K. M Faruk Hossain Date: 29/10/2019 Carrier Name: Remarks: Updated Cancel

Approved By: Md.Abul Kalam Azad Date: 29/10/2019

Issued By: Mohammad Shakir Uddin Date: 29/10/2019


Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
AD SYRINGE (1 ML)	10,000	10,000	pcs	1,000,000				
CONDOM	120,000	12,000	pcs	200,000				31/12/2019

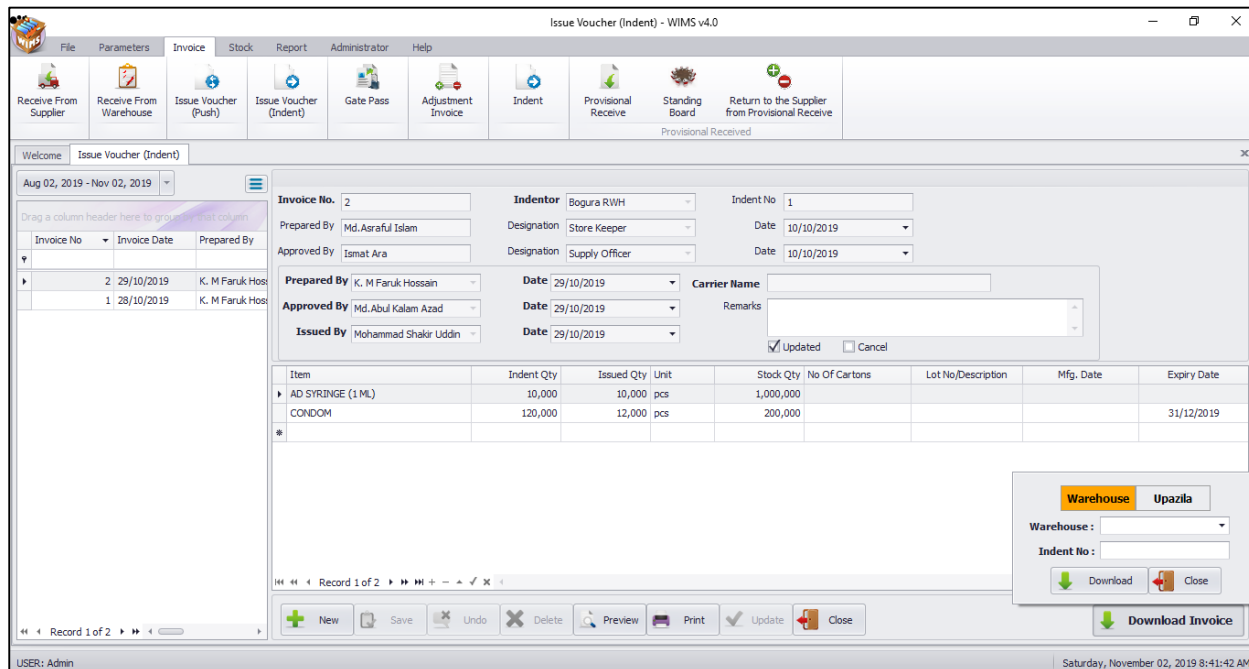
Record 1 of 2

New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Saturday, November 02, 2019 8:41:42 AM

Download an Indent Invoice

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



Issue Voucher (Indent) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by sort column

Invoice No	Invoice Date	Prepared By
2	29/10/2019	K. M Faruk Hossain
1	28/10/2019	K. M Faruk Hossain

Invoice No. 2 Indentor Bogura RWH Indent No 1

Prepared By Md. Asraful Islam Designation Store Keeper Date 10/10/2019

Approved By Ismat Ara Designation Supply Officer Date 10/10/2019

Prepared By K. M Faruk Hossain Date 29/10/2019 Carrier Name

Approved By Md. Abul Kalam Azad Date 29/10/2019 Remarks

Issued By Mohammad Shakir Uddin Date 29/10/2019

Updated Cancel

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
AD SYRINGE (1 ML)	10,000	10,000	pcs	1,000,000				
CONDOM	120,000	12,000	pcs	200,000				31/12/2019

Warehouse Upazila

Warehouse: Indent No:

Download Close

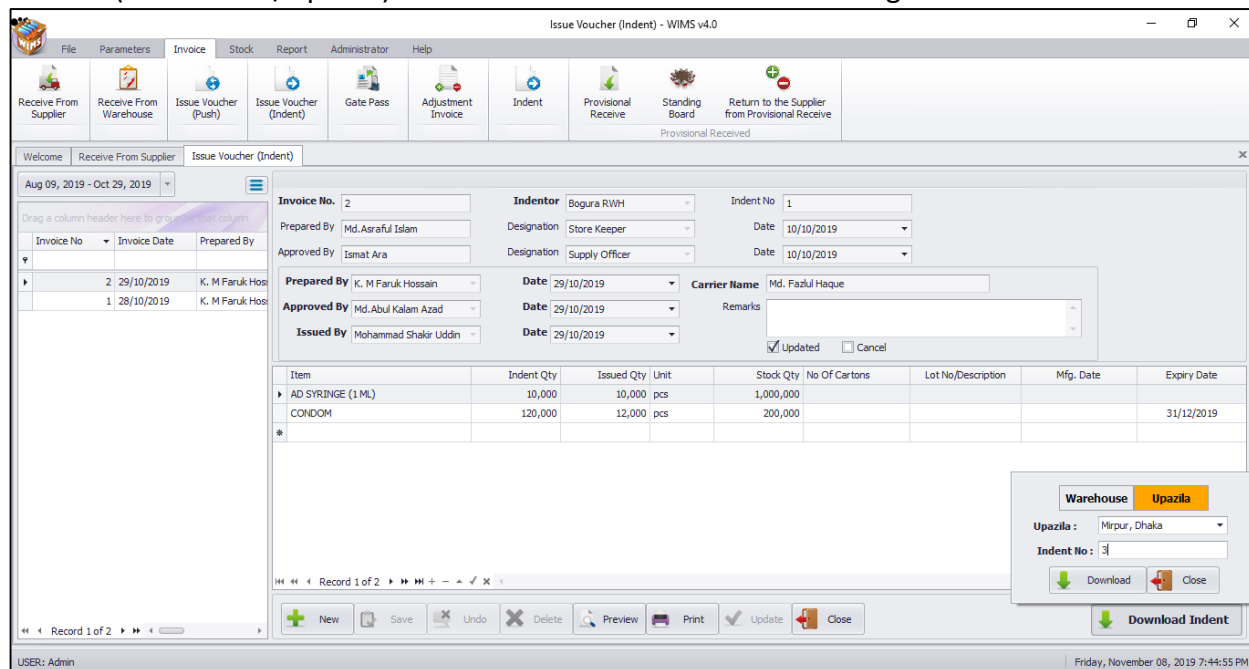
Download Invoice

Record 1 of 2

New Save Undo Delete Preview Print Update Close

USER: Admin Saturday, November 02, 2019 8:41:42 AM

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



Issue Voucher (Indent) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier Issue Voucher (Indent)

Aug 09, 2019 - Oct 29, 2019

Drag a column header here to group by sort column

Invoice No	Invoice Date	Prepared By
2	29/10/2019	K. M Faruk Hossain
1	28/10/2019	K. M Faruk Hossain

Invoice No. 2 Indentor Bogura RWH Indent No 1

Prepared By Md. Asraful Islam Designation Store Keeper Date 10/10/2019

Approved By Ismat Ara Designation Supply Officer Date 10/10/2019

Prepared By K. M Faruk Hossain Date 29/10/2019 Carrier Name Md. Fazul Haque

Approved By Md. Abul Kalam Azad Date 29/10/2019 Remarks

Issued By Mohammad Shakir Uddin Date 29/10/2019

Updated Cancel

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
AD SYRINGE (1 ML)	10,000	10,000	pcs	1,000,000				
CONDOM	120,000	12,000	pcs	200,000				31/12/2019

Warehouse Upazila

Upazila: Mirpur, Dhaka Indent No:

Download Close

Download Indent

Record 1 of 2

New Save Undo Delete Preview Print Update Close

USER: Admin Friday, November 08, 2019 7:44:55 PM

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

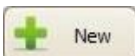
The screenshot shows the 'Issue Voucher (Indent) - WIMS v4.0' application window. The 'Invoice' tab is active. The 'Invoice No.' is 3, 'Indentor' is Mirpur, Dhaka, and 'Indent No.' is 2. The 'Prepared By' is Piara Begum, 'Designation' is UFPA, and 'Date' is 02/11/2019. The 'Approved By' is Abdulah Al Hadi, 'Designation' is UFPO, and 'Date' is 02/11/2019. The 'Prepared By' is A. K. M. Faruque, 'Date' is 02/11/2019, and 'Carrier Name' is empty. The 'Approved By' is Md. Abul Kalam Azad, 'Date' is 02/11/2019, and 'Remarks' is empty. The 'Issued By' is Mohammad Shakir Uddin, 'Date' is 02/11/2019, and 'Updated' and 'Cancel' buttons are visible. The table below shows the items:

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
ORAL PILL APON	10,000	6,400	cycle	6,400				31/10/2022

The bottom of the window shows the 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close' buttons, along with a 'Download Invoice' button. The status bar indicates 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

- 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 screenshot shows the 'Issue Voucher (Indent) - WIMS v4.0' application window. The 'Invoice' tab is active. The 'Invoice No.' is 4, 'Indentor' is empty, and 'Indent No.' is empty. The 'Prepared By' is empty, 'Designation' is empty, and 'Date' is empty. The 'Approved By' is empty, 'Designation' is empty, and 'Date' is empty. The 'Prepared By' is A. K. M. Faruque, 'Date' is 02/11/2019, and 'Carrier Name' is empty. The 'Approved By' is Md. Abul Kalam Azad, 'Date' is 02/11/2019, and 'Remarks' is empty. The 'Issued By' is Mohammad Shakir Uddin, 'Date' is 02/11/2019, and 'Updated' and 'Cancel' buttons are visible. The table below shows the items:

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
*								

The bottom of the window shows the 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close' buttons, along with a 'Download Invoice' button. The status bar indicates 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

- 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.

Issue Voucher (Indent) - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By
3	02/11/2019	A. K. M. Faruque
2	29/10/2019	K. M Faruk Hossain
1	28/10/2019	K. M Faruk Hossain

Invoice No. 4 Indenter Mirpur, Dhaka Indent No. 3

Prepared By Kara Begum Designation UFPA Date 01/11/2019

Approved By Abdulah Al Hadi Designation UFPO Date 02/11/2019

Prepared By A. K. M. Faruque Date 02/11/2019 Carrier Name

Approved By Md. Abul Kalam Azad Date 02/11/2019 Remarks

Issued By Mohammad Shakir Uddin Date 02/11/2019


Updated Cancel

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
*								

Record 1 of 3

New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Saturday, November 02, 2019 8:41:42 AM

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

Issue Voucher (Indent) - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No	Invoice Date	Prepared By
4	02/11/2019	A. K. M. Faruque
3	02/11/2019	A. K. M. Faruque
2	29/10/2019	K. M Faruk Hossain
1	28/10/2019	K. M Faruk Hossain

Invoice No. 4 Indenter Mirpur, Dhaka Indent No. 3

Prepared By Kara Begum Designation UFPA Date 01/11/2019

Approved By Abdulah Al Hadi Designation UFPO Date 02/11/2019

Prepared By A. K. M. Faruque Date 02/11/2019 Carrier Name

Approved By Md. Abul Kalam Azad Date 02/11/2019 Remarks

Issued By Mohammad Shakir Uddin Date 02/11/2019

Updated Cancel

Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
*								


Record 1 of 4

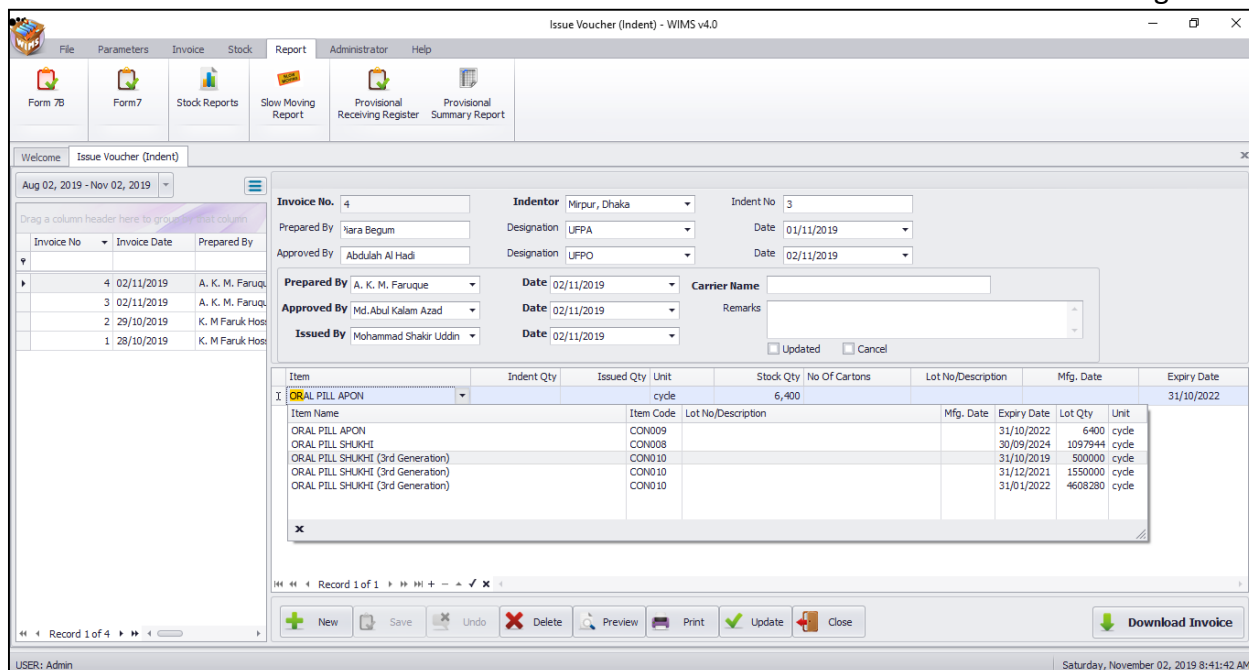
New Save Undo Delete Preview Print Update Close Download Invoice

USER: Admin Saturday, November 02, 2019 8:41:42 AM

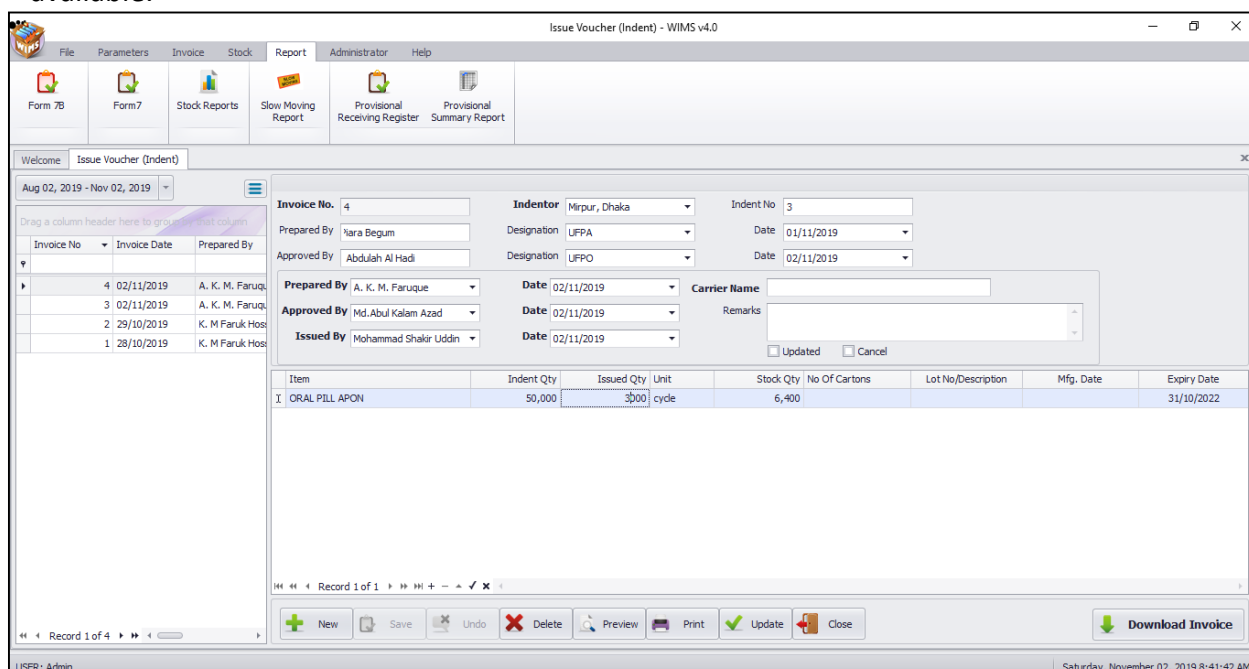
- If you want to cancel the new Invoice entry, press **Esc** during editing to undo.

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.

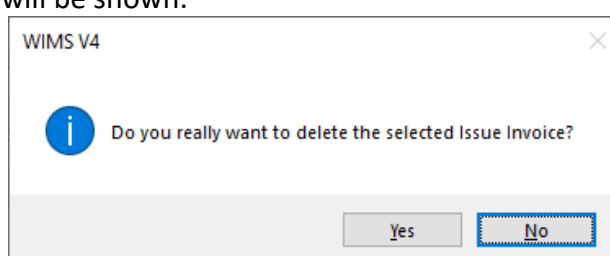
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

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				
*								

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 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.

WIMS V4

Do you really want to delete the selected item?

- 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

Issue Voucher (Indent) - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome Issue Voucher (Indent)

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group or sort columns

Invoice No	Invoice Date	Prepared By
4	02/11/2019	A. K. M. Faruq
3	02/11/2019	A. K. M. Faruq
2	29/10/2019	K. M. Faruk Hoss
1	28/10/2019	K. M. Faruk Hoss

Invoice No: 4 Indentor: Mirpur, Dhaka Indent No: 3
 Prepared By: Tara Begum Designation: UFPA Date: 01/11/2019
 Approved By: Abdulah Al Hadi Designation: UFPO Date: 02/11/2019
 Prepared By: A. K. M. Faruque Date: 02/11/2019 Carrier Name:
 Approved By: Md. Abul Kalam Azad Date: 02/11/2019 Remarks:
 Issued By: Mohammad Shakir Uddin Date: 02/11/2019

☐ Updated ☐ Cancel


Item	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
ORAL PILL APON	50,000	3,000	cycle	6,400				31/10/2022

Record 1 of 1

New
 Save
 Undo
 Delete
 Preview
 Print
 Update
 Close

Download Invoice

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- 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.

The screenshot displays the 'Gate Pass - WIMS v4.0' application window. The interface includes a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions. The main area is divided into a left sidebar and a right main form. The sidebar shows a table with columns 'Gate Pass No', 'Date', and 'Driver Name'. The main form contains fields for 'Gate Pass No', 'Driver Name', 'Gate Pass Date', 'Vehicle No', 'Prepared By', and 'Approved By'. Below these fields is a table with columns 'Invoice No', 'Invoice Type', and 'Facility Name'. At the bottom of the main form are buttons for 'Select', 'Delete', 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', and 'Close'.

Open Gate Pass Form

- Run **WIMSV4**
- Select **Invoice > Gate Pass...** from **Invoice** menu.
- The Gate Pass form is displayed.

The screenshot displays the 'Gate Pass - WIMS v4.0' application window with four blocks labeled A, B, C, and D. Block A is the sidebar table, Block B is the main form fields, Block C is the invoice table, and Block D is the bottom toolbar.

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:

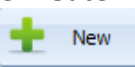
A number of buttons to manipulate the Invoices.

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.

Gate Pass - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Gate Pass

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by first column

	Date	Driver Name	Vehicle No
3630	06/08/2019	Md. Abdur Rob	
3629	06/08/2019	Md. Abdur Rob	
3628	06/08/2019	Md. Mizanur Rahman	
3627	06/08/2019	Md. Saidur Rahman	
3626	06/08/2019		
3625	06/08/2019		
3624	05/08/2019	Md. Hanif	
3623	05/08/2019	Md. Mofazzul Islam	
3622	05/08/2019	Md. Mofazzul Islam	
3621	05/08/2019	Md. Nurul Kabir	
3620	05/08/2019	Md. Hanif	
3619	04/08/2019	Md. Fazlul Haque	
3618	04/08/2019	Md. Mofazzul Islam	
3617	04/08/2019	Md. Mofazzul Islam	
3616	04/08/2019	Md. Mosarraf Hossain	
3615	04/08/2019		
3614	04/08/2019	Md. Hanif	

Record 238 of 243

Gate Pass No 3857 Driver Name Md. Fazlul Haque 0015/B

Gate Pass Date 02/11/2019 Vehicle No 0015/B


Prepared By A. K. M. Faruque Approved By Md. Abul Kalam Azad

Invoice No	Invoice Type	Facility Name
------------	--------------	---------------

Select Delete

New Save Undo Delete Preview Print Close

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

Gate Pass - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Gate Pass

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by first column

Gate Pass No	Date	Driver Name
3857	02/11/2019	Md. Fazlul
3856	28/10/2019	Md. motin
3855	27/10/2019	Md. Fazlul
3854	27/10/2019	Md. Mahmu
3853	27/10/2019	Md. Fazlul
3852	24/10/2019	Md. Abdul
3851	23/10/2019	Md. Iqbal
3850	23/10/2019	Md. Babul
3849	23/10/2019	
3848	23/10/2019	
3847	23/10/2019	
3846	23/10/2019	
3845	23/10/2019	
3844	22/10/2019	Md. Mahmu
3843	22/10/2019	Md. Zakir H
3842	21/10/2019	Md. Mahmu
3841	21/10/2019	Md. Abdul
3840	21/10/2019	Md. Trishul

Record 1 of 244

Gate Pass No 3857 Driver Name Md. Fazlul Haque

Gate Pass Date 02/11/2019 Vehicle No 0015/B

Prepared By A. K. M. Faruque Approved By Md. Abul Kalam Azad

Invoice No	Invoice Type	Facility Name
------------	--------------	---------------

Select Delete

New Save Undo Delete Preview Print Close

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Gate Pass Items Entry

Gate Pass - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Gate Pass

Aug 02, 2019 - Nov 02, 2019

Gate Pass No 3857 Driver Name Md. Fazlul Haque

Gate Pass No	Date	Driver Name
3857	02/11/2019	Md. Fazlul Haque
3856	28/10/2019	Md. motin
3855	27/10/2019	Md. Fazlul Haque
3854	27/10/2019	Md. Mahmu
3853	27/10/2019	Md. Fazlul Haque
3852	24/10/2019	Md. Abdul
3851	23/10/2019	Md. Iqbal
3850	23/10/2019	Md. Babul
3849	23/10/2019	
3848	23/10/2019	
3847	23/10/2019	
3846	23/10/2019	
3845	23/10/2019	
3844	22/10/2019	Md. Mahmu
3843	22/10/2019	Md. Zakir H
3842	21/10/2019	Md. Mahmu
3841	21/10/2019	Md. Abdul
3840	21/10/2019	Md. Imrul

Invoice Type	Invoice No	Facility Name
PUSH	6031	Bogura RWH
INDENT	2	Bogura RWH
PUSH	6029	Nawabganj, Dhaka

Select Close

Select Delete

New Save Undo Delete Preview Print Close

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- 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'.

Gate Pass - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Gate Pass

Aug 02, 2019 - Nov 02, 2019

Gate Pass No 3857 Driver Name Md. Fazlul Haque

Gate Pass No	Date	Driver Name
3857	02/11/2019	Md. Fazlul Haque
3856	28/10/2019	Md. motin
3855	27/10/2019	Md. Fazlul Haque
3854	27/10/2019	Md. Mahmu
3853	27/10/2019	Md. Fazlul Haque
3852	24/10/2019	Md. Abdul
3851	23/10/2019	Md. Iqbal
3850	23/10/2019	Md. Babul
3849	23/10/2019	
3848	23/10/2019	
3847	23/10/2019	
3846	23/10/2019	
3845	23/10/2019	
3844	22/10/2019	Md. Mahmu
3843	22/10/2019	Md. Zakir H
3842	21/10/2019	Md. Mahmu
3841	21/10/2019	Md. Abdul
3840	21/10/2019	Md. Imrul

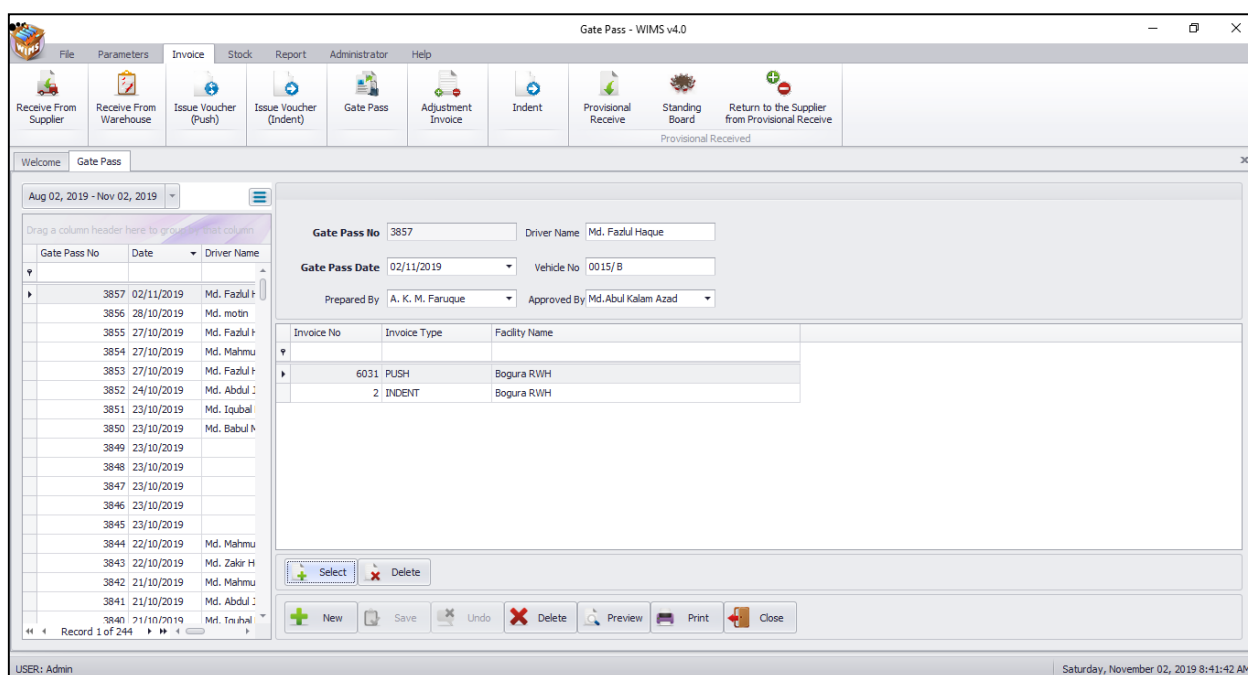
Invoice Type	Invoice No	Facility Name
PUSH	6031	Bogura RWH
INDENT	2	Bogura RWH
PUSH	6029	Nawabganj, Dhaka

Select Close

Select Delete

New Save Undo Delete Preview Print Close


USER: Admin Saturday, November 02, 2019 8:41:42 AM

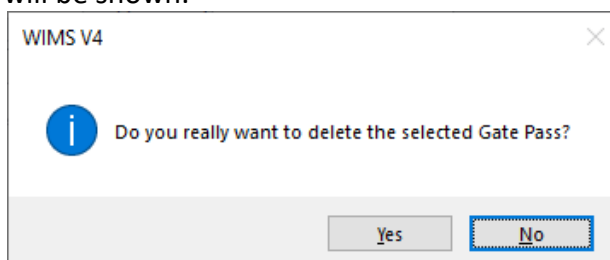


Edit an existing Gate Pass

- 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

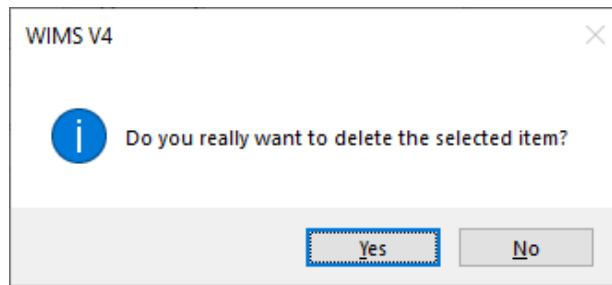
- Select the Gate Pass you want to remove from gate pass list.
- Press  button.
- A confirmation dialog will be shown.



- 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

The screenshot shows the 'Gate Pass - WIMS v4.0' application window. The top menu bar includes File, Parameters, Invoice, Stock, Report, Administrator, and Help. Below the menu is a toolbar with icons for various functions: Receive From Supplier, Receive From Warehouse, Issue Voucher (Push), Issue Voucher (Indent), Gate Pass, Adjustment Invoice, Indent, Provisional Receive, Standing Board, and Return to the Supplier from Provisional Receive. The main window is divided into two sections. The left section shows a list of gate passes with columns for Gate Pass No, Date, and Driver Name. The right section shows a detailed view of a selected gate pass (No. 3857) with fields for Gate Pass No, Driver Name, Gate Pass Date, Vehicle No, Prepared By, and Approved By. Below these fields is a table showing invoice details.

Gate Pass No	Date	Driver Name
3857	02/11/2019	Md. Fazlul H
3856	28/10/2019	Md. motin
3855	27/10/2019	Md. Fazlul H
3854	27/10/2019	Md. Mahmu
3853	27/10/2019	Md. Fazlul H
3852	24/10/2019	Md. Abdul
3851	23/10/2019	Md. Iqbal
3850	23/10/2019	Md. Babul H

Invoice No	Invoice Type	Facility Name
6031	PUSH	Bogura RWH
2	INDENT	Bogura RWH

The screenshot shows the 'Gate Pass - WIMS v4.0' application window with a filter applied. The main window displays a list of gate passes with columns for Gate Pass No, Date, Driver Name, Vehicle No, Prepared By, and Approve By. The filter is set to 'Starts with([Gate Pass No], '3857')'. The list shows one record: Gate Pass No 3857, Date 02/11/2019, Driver Name Md. Fazlul Haque, Vehicle No 0015/B, Prepared By A. K. M. Faruque, and Approve By Md. Abul Kalam Azad.

Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approve By
3857	02/11/2019	Md. Fazlul Haque	0015/B	A. K. M. Faruque	Md. Abul Kalam Azad

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

A close-up of the filter row header in the application. It shows a blue bar with a filter icon on the left and a text box containing the filter criteria: 'Starts with([Gate Pass No], '3857')'. The text box is highlighted with a blue border.

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.

Gate Pass - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Gate Pass

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Gate Pass No	Date	Driver Name
3857	02/11/2019	Md. Fazlul Haque

Gate Pass No: 3857 Driver Name: Md. Fazlul Haque

Gate Pass Date: 02/11/2019 Vehicle No: 0015/B

Prepared By: A. K. M. Faruque Approved By: Md. Abul Kalam Azad

Invoice No	Invoice Type	Facility Name
6031	PUSH	Bogura RWH
2	INDENT	Bogura RWH

Select Delete

Record 0 of 1

Starts with: (Gate Pass No), '3857' Edit Filter

New Save Undo Delete Preview Print Close

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Print Gate Pass

Government of the People's Republic of Bangladesh Directorate General of Family Planning Dhaka CWH, Mohakhali, Dhaka <u>Gate Pass #3857</u>		
Gate Pass Date : 02/11/2019 Driver/representative's Name : Md. Fazlul Haque Vehicle No. 0015/B		
Invoice No.	Invoice Type	Destination/Receiver
6031	PUSH	Bogura RWH
2	INDENT	Bogura RWH
<hr/> <div style="display: flex; justify-content: space-between;"> Gate Pass Prepared By Driver/representative's Signature Authorized Signature </div>		

5.6. Adjustment Invoice

Adjustment Invoice - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Adjustment Invoice

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice#	Invoice Date	Adj. Type	Prep
134	20/10/2019	Add to Stock	K. M
133	07/10/2019	Return from Facility ...	Moh
132	06/10/2019	Add to Stock	K. M
131	06/10/2019	Deduct from Stock	K. M
130	16/09/2019	Return from Facility ...	K. M
129	09/09/2019	Return from Facility ...	K. M
128	09/09/2019	Return from Facility ...	K. M
127	09/09/2019	Return from Facility ...	K. M
126	09/09/2019	Return from Facility ...	K. M

Invoice No. 134

Adjustment Type Add to Stock Facility Dhaka CWH

Prepared By K. M Faruk Hossain Date 20/10/2019 Remarks

Approved By Md. Abul Kalam Azad Date 20/10/2019

Received By Mohammad Shakir Uddin Date 28/10/2019 ☒ Updated ☐ Cancel

Item	Unit	Qty	Lot No/Description	Mfg. Date	Exp Date
Roman Banner (Festoon)	nos.	2,000			

Record 1 of 9

New Save Undo Delete Preview Print Update Close

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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

Adjustment Invoice - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Adjustment Invoice

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice#	Invoice Date	Adj. Type	Prep
134	20/10/2019	Add to Stock	K. M
133	07/10/2019	Return from Facility ...	Moh
132	06/10/2019	Add to Stock	K. M
131	06/10/2019	Deduct from Stock	K. M
130	16/09/2019	Return from Facility ...	K. M
129	09/09/2019	Return from Facility ...	K. M
128	09/09/2019	Return from Facility ...	K. M
127	09/09/2019	Return from Facility ...	K. M
126	09/09/2019	Return from Facility ...	K. M

Invoice No. 134

Adjustment Type Add to Stock Facility Dhaka CWH

Prepared By K. M Faruk Hossain Date 20/10/2019 Remarks

Approved By Md. Abul Kalam Azad Date 20/10/2019

Received By Mohammad Shakir Uddin Date 28/10/2019 ☒ Updated ☐ Cancel

Item	Unit	Qty	Lot No/Description	Mfg. Date	Exp Date
Roman Banner (Festoon)	nos.	2,000			

Record 1 of 9

New Save Undo Delete Preview Print Update Close

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

The screenshot shows the 'Adjustment Invoice - WIMS v4.0' window. The 'Invoice' tab is active. On the left, a list of invoices is displayed, grouped by date. The main area shows details for Invoice No. 134, dated 20/10/2019. The 'Adjustment Type' is 'Add to Stock' and the 'Facility' is 'Dhaka CWH'. The 'Prepared By' is 'K. M Faruk Hossain' and the 'Approved By' is 'Md. Abul Kalam Azad'. The 'Received By' is 'Mohammad Shakir Uddin'. The 'Item' is 'Roman Banner (Festoon)' with a quantity of 2,000. The 'Unit' is 'nos.'. The 'Lot No./Description' is empty. The 'Mfg. Date' and 'Exp Date' are also empty. The 'Status' is 'Updated'.

Invoice #	Invoice Date	Adj. Type	Prep
134	20/10/2019	Add to Stock	K. M
133	07/10/2019	Return from Facility ...	Moh
132	06/10/2019	Add to Stock	K. M
131	06/10/2019	Deduct from Stock	K. M
130	16/09/2019	Return from Facility ...	K. M
129	09/09/2019	Return from Facility ...	K. M
128	09/09/2019	Return from Facility ...	K. M
127	09/09/2019	Return from Facility ...	K. M
126	09/09/2019	Return from Facility ...	K. M

Item	Unit	Qty	Lot No./Description	Mfg. Date	Exp Date
Roman Banner (Festoon)	nos.	2,000			

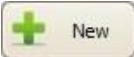
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Adj. Type or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in Block-B and C.
- At any time a partial list of 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.

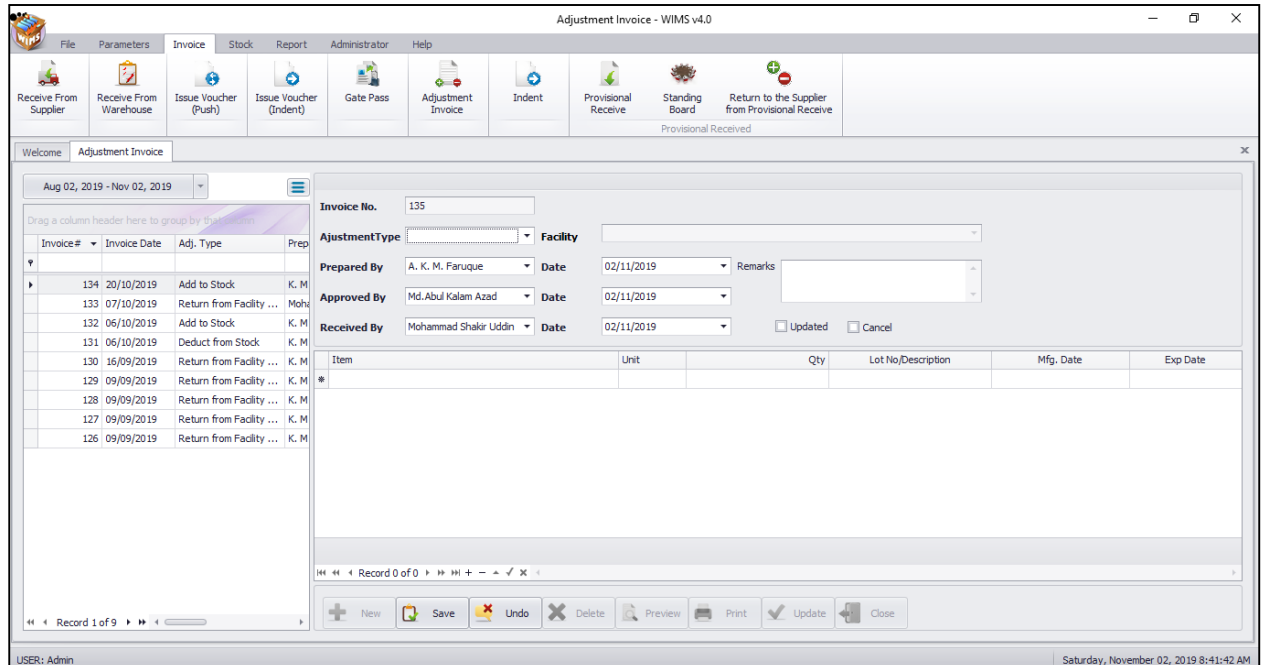
The screenshot shows the 'Adjustment Invoice - WIMS v4.0' window with the 'Filter' menu open. The menu options are: Today, Yesterday, Last Week, This Month, Last Month, Last 3 Month (highlighted), Last Year, and Custom Range. The 'Custom Range' option is selected, showing a date range from 02/08/2019 to 02/11/2019. The main area shows details for Invoice No. 134, dated 20/10/2019. The 'Adjustment Type' is 'Add to Stock' and the 'Facility' is 'Dhaka CWH'. The 'Prepared By' is 'K. M Faruk Hossain' and the 'Approved By' is 'Md. Abul Kalam Azad'. The 'Received By' is 'Mohammad Shakir Uddin'. The 'Item' is 'Roman Banner (Festoon)' with a quantity of 2,000. The 'Unit' is 'nos.'. The 'Lot No./Description' is empty. The 'Mfg. Date' and 'Exp Date' are also empty. The 'Status' is 'Updated'.

Invoice #	Invoice Date	Adj. Type	Prep
134	20/10/2019	Add to Stock	K. M
133	07/10/2019	Return from Facility ...	Moh
132	06/10/2019	Add to Stock	K. M
131	06/10/2019	Deduct from Stock	K. M
130	16/09/2019	Return from Facility ...	K. M
129	09/09/2019	Return from Facility ...	K. M
128	09/09/2019	Return from Facility ...	K. M
127	09/09/2019	Return from Facility ...	K. M
126	09/09/2019	Return from Facility ...	K. M

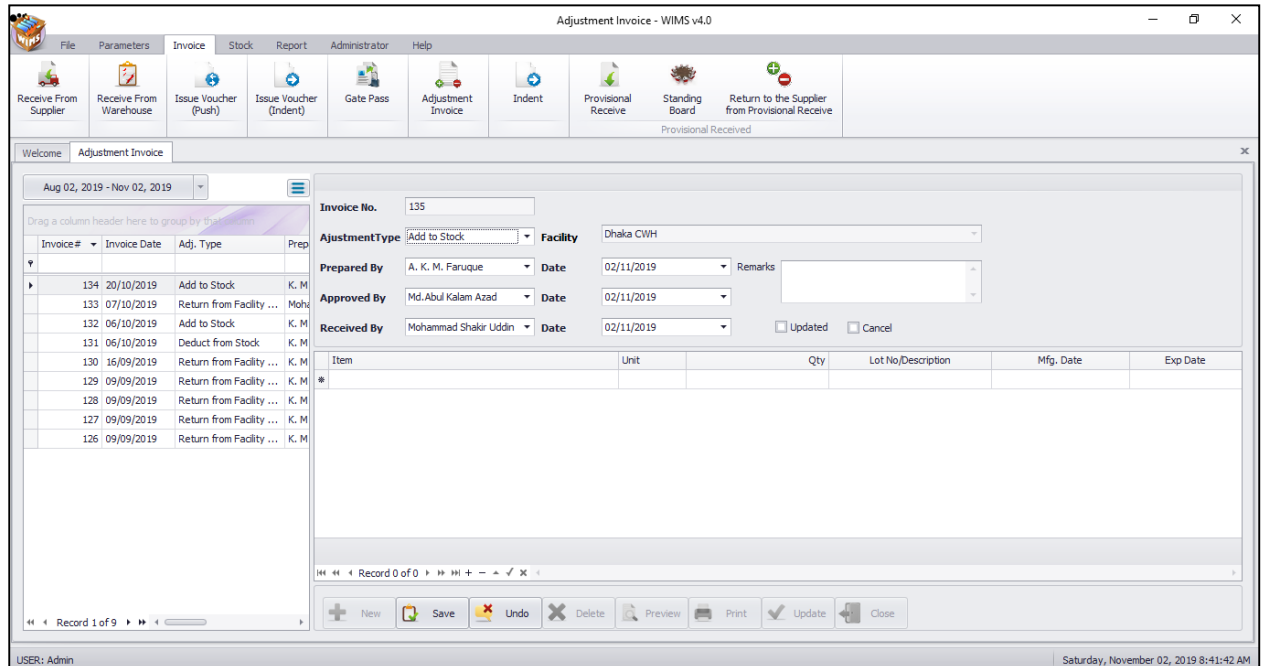
Item	Unit	Qty	Lot No./Description	Mfg. Date	Exp Date
Roman Banner (Festoon)	nos.	2,000			


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.

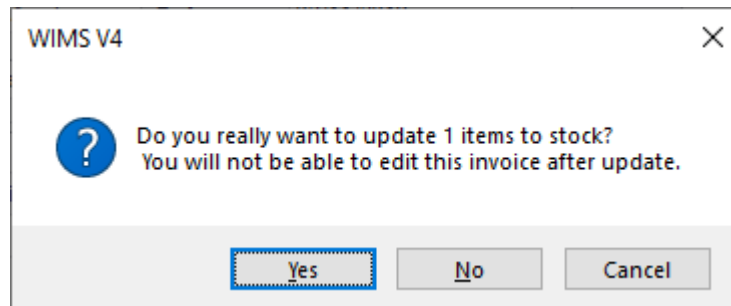
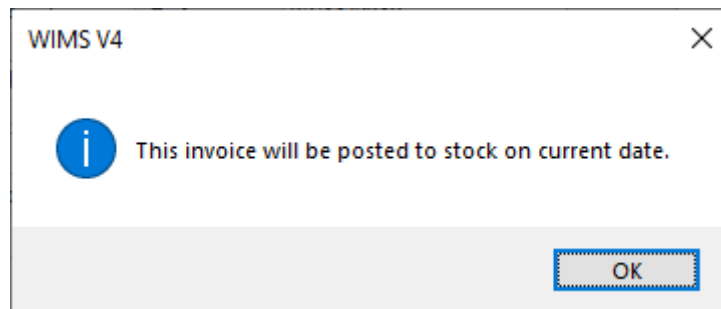
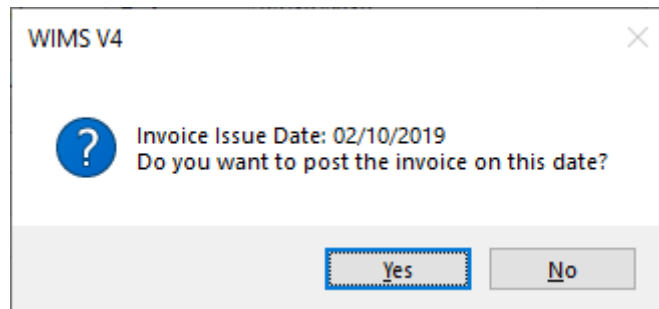
- Press <Enter> button to save Adjustment line items.

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.

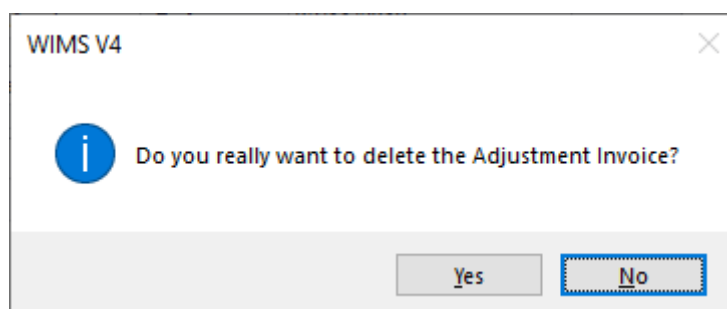
Edit an existing Adjustment Invoice Item

- 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

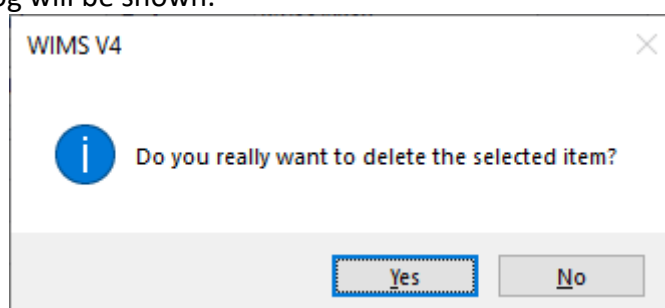
- Select the invoice you want to remove from invoices list.
- Press 'Delete' button.
- A confirmation dialog will be shown.



- 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

 A screenshot of the WIMS v4.0 Adjustment Invoice form. The window title is 'Adjustment Invoice - WIMS v4.0'. The menu bar includes File, Parameters, Invoice, Stock, Report, Administrator, and Help. The toolbar contains icons for Receive From Supplier, Receive From Warehouse, Issue Voucher (Push), Issue Voucher (Indent), Gate Pass, Adjustment Invoice, Indent, Provisional Receive, Standing Board, and Return to the Supplier from Provisional Receive. The main form area has a 'Welcome' tab and an 'Adjustment Invoice' tab. The 'Adjustment Invoice' tab is active, showing a date range 'Aug 02, 2019 - Nov 02, 2019'. Below this is a table with columns 'Invol...', 'Invoice Date', 'Adj. Type', and 'Prep'. The table has one row with values '135', '02/11/2019', 'Add to Stock', and 'A. K.'. To the right of the table are fields for 'Invoice No.' (135), 'Adjustment Type' (Add to Stock), 'Facility' (Dhaka CWH), 'Prepared By' (A. K. M. Faruque), 'Date' (02/11/2019), 'Remarks', 'Approved By' (Md. Abul Kalam Azad), 'Date' (02/11/2019), and 'Received By' (Mohammad Shakir Uddin). There are also checkboxes for 'Updated' and 'Cancel'. Below these fields is a table with columns 'Item', 'Unit', 'Qty', 'Lot No/Description', 'Mfg. Date', and 'Exp Date'. The table has one row with values 'FP Pocket Book', 'nos.', '100', and empty cells for the last three columns. At the bottom of the form is a status bar with 'Record 0 of 1' and a 'Starts with([Invoice#], '135')' filter. The bottom of the window shows the user 'Admin' and the date 'Saturday, November 02, 2019 8:41:42 AM'.

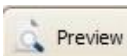
- Enter the Invoice no. you want to find in 'Adj. Invoice No, date, adj. type' in search box



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

The screenshot shows the 'Indent - WIMSV4.0' window. It features a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions like 'Receive From Supplier', 'Issue Voucher (Push)', 'Gate Pass', 'Adjustment Invoice', 'Indent', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier from Provisional Receive'. Below the toolbar, there's a 'Welcome' tab and an 'Indent' tab. The main area is divided into four sections:

- A (Invoice List):** A table with columns 'Invoice No.', 'Invoice Date', and 'Prepared By'. It shows one record with Invoice No. 1, Invoice Date 28/10/2019, and Prepared By K. M. Faruk ...
- B (Invoice Entry Fields):** Fields for 'Indent No.' (1), 'Warehouse' (Bogura RWH), 'Prepared By' (K. M. Faruk Hossain), 'Designation' (Store Keeper), 'Date' (28/10/2019), 'Approved By' (Md. Abul Kalam Azad), 'Designation' (Supply Officer), and 'Date' (28/10/2019). There are also checkboxes for 'Updated' and 'Cancel'.
- C (Item Table):** A table with columns 'Item', 'Stock Qty', 'Indent Qty', and 'Unit'. It shows one item: 'Roman Banner (Festoon)' with Stock Qty 2,000, Indent Qty 100,000, and Unit nos.
- D (Action Buttons):** Buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', 'Update', and 'Close'.

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

The screenshot displays the 'Indent - WIMS v4.0' application window. The 'Indent' tab is active, showing a list of invoices on the left and detailed information for the selected invoice (Indent No. 1) on the right. The details include the Warehouse (Bogura RWH), Prepared By (K. M Faruk Hossain), Approved By (Md. Abul Kalam Azad), Designation (Store Keeper), and Date (28/10/2019). The item details table shows one item: Roman Banner (Festoon) with a Stock Qty of 2,000 and an Indent Qty of 100,000. The bottom status bar indicates 'Record 1 of 1' and provides buttons for New, Save, Undo, Delete, Preview, Print, Update, and Close.

- 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.

The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is active. On the left, a date range selector shows 'Aug 02, 2019 - Nov 02, 2019' with buttons for 'Today', 'Yesterday', 'Last Week', 'This Month', 'Last Month', 'Last 3 Month' (highlighted), 'Last Year', and 'Custom Range'. The main form contains the following fields:

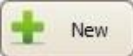
- Indent No.:** 1
- Warehouse:** Bogura RWH
- Prepared By:** K. M Faruk Hossain
- Designation:** Store Keeper
- Date:** 28/10/2019
- Approved By:** Md. Abul Kalam Azad
- Designation:** Supply Officer
- Date:** 28/10/2019
- Remarks:** (empty text area)
- Buttons:** ☒ Updated, ☐ Cancel

Below the form is a table with the following data:

Item	Stock Qty	Indent Qty	Unit
Roman Banner (Festoon)	2,000	100,000	nos.

At the bottom, there are navigation buttons: New, Save, Undo, Delete, Preview, Print, Update, and Close. The status bar shows 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

Enter a new Indent

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

The screenshot shows the 'Indent - WIMS v4.0' application window with the 'New' button highlighted. The form is in its initial state for a new entry:

- Indent No.:** 2
- Warehouse:** (empty dropdown)
- Prepared By:** A. K. M. Faruque
- Designation:** (empty dropdown)
- Date:** 02/11/2019
- Approved By:** Md. Abul Kalam Azad
- Designation:** (empty dropdown)
- Date:** 02/11/2019
- Remarks:** (empty text area)
- Buttons:** ☐ Updated, ☐ Cancel

The table below the form is empty:

Item	Stock Qty	Indent Qty	Unit
------	-----------	------------	------

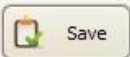
Navigation buttons at the bottom include New, Save, Undo, Delete, Preview, Print, Update, and Close. The status bar shows 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

- 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.

The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is active. The form displays the following details:

- Indent No.:** 2
- Warehouse:** Chattogram RWH
- Prepared By:** A. K. M. Faruque
- Designation:** Store Keeper
- Date:** 02/11/2019
- Approved By:** Md. Abul Kalam Azad
- Designation:** Supply Officer
- Date:** 02/11/2019

The 'Remarks' field is empty. Below the form is a table with columns: Item, Stock Qty, Indent Qty, and Unit. The table is currently empty. The status bar at the bottom indicates 'USER: Admin' and the date 'Saturday, November 02, 2019 8:41:42 AM'.

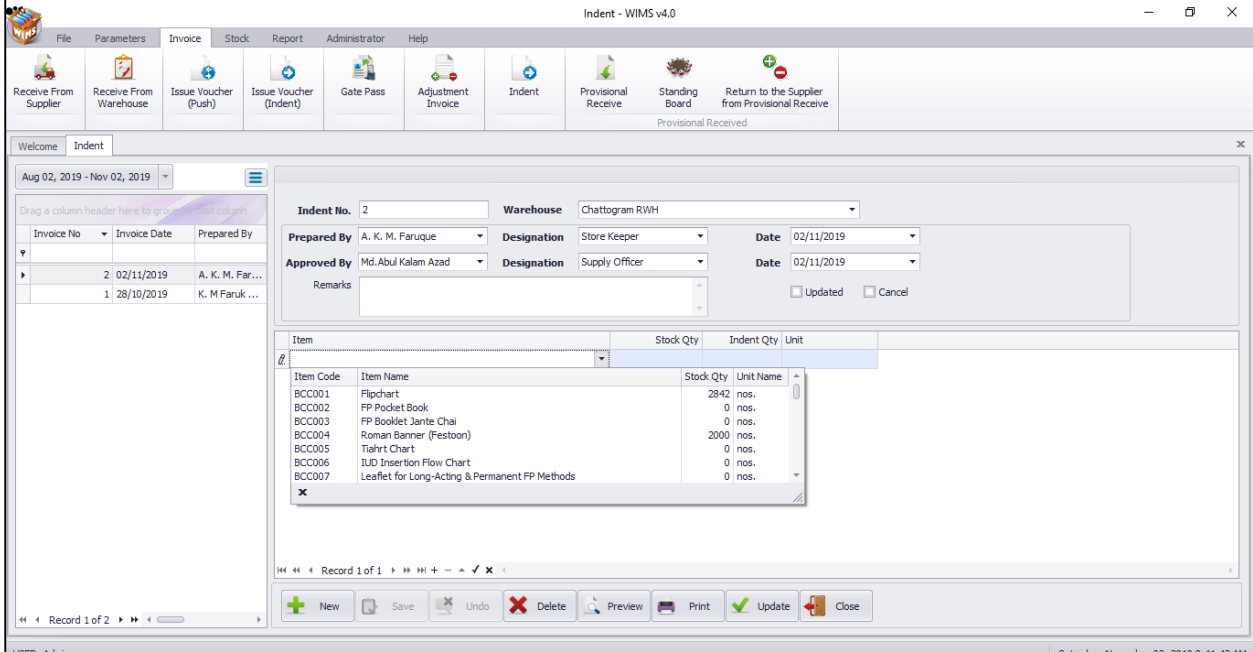
- Press  **Save** button.
- Your new Invoice no. will be visible in the Invoice list.

The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is active. The form displays the same details as the previous screenshot. The 'Remarks' field is empty. Below the form is a table with columns: Item, Stock Qty, Indent Qty, and Unit. The table is currently empty. The status bar at the bottom indicates 'USER: Admin' and the date 'Saturday, November 02, 2019 8:41:42 AM'.

- 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:

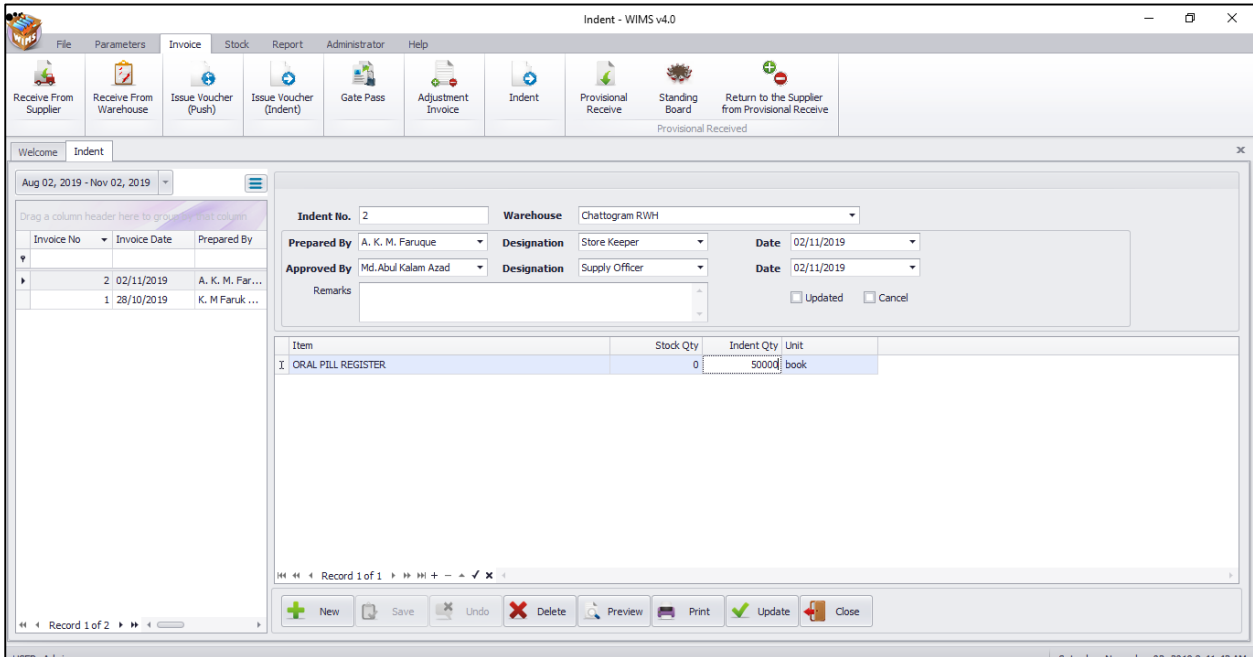


The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is active. The form includes fields for Indent No. (2), Warehouse (Chattogram RWH), Prepared By (A. K. M. Faruque), Designation (Store Keeper), Date (02/11/2019), Approved By (Md. Abul Kalam Azad), Designation (Supply Officer), and Date (02/11/2019). A list of items is displayed with columns for Item Code, Item Name, Stock Qty, and Unit Name. The items listed are:

Item Code	Item Name	Stock Qty	Unit Name
BC0001	Flipchart	2842	nos.
BC0002	FP Pocket Book	0	nos.
BC0003	FP Booklet Jante Chai	0	nos.
BC0004	Roman Banner (Festoon)	2000	nos.
BC0005	Tahrt Chart	0	nos.
BC0006	IUD Insertion Flow Chart	0	nos.
BC0007	Leaflet for Long-Acting & Permanent FP Methods	0	nos.

The bottom of the form shows a status bar with 'Record 1 of 2' and a set of command buttons: New, Save, Undo, Delete, Preview, Print, Update, and Close.

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



The screenshot shows the same 'Indent - WIMS v4.0' application window. The 'Item Name' field now contains 'ORAL PILL REGISTER'. The 'Stock Qty' field is 0, and the 'Unit' field is 'book'. The 'Indent Qty' field is empty. The status bar still shows 'Record 1 of 2' and the same set of command buttons.

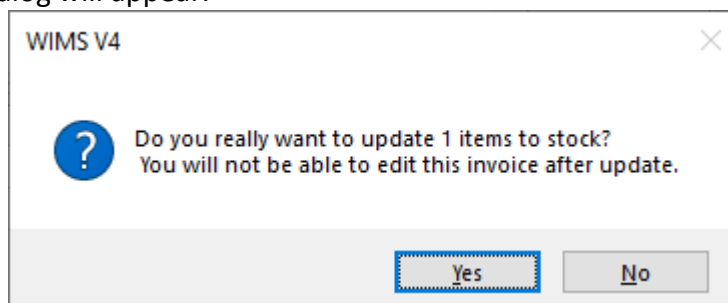
- Press **<Enter>** button to save indent line items.

Updating

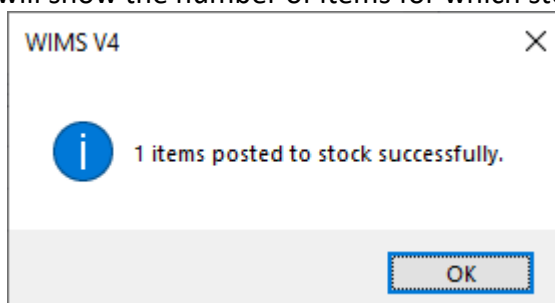
Entry of a new invoice does not upload to web automatically. After the invoice entry is complete, press **"Update"** button to upload to SCMBD for warehouse download in available internet.

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

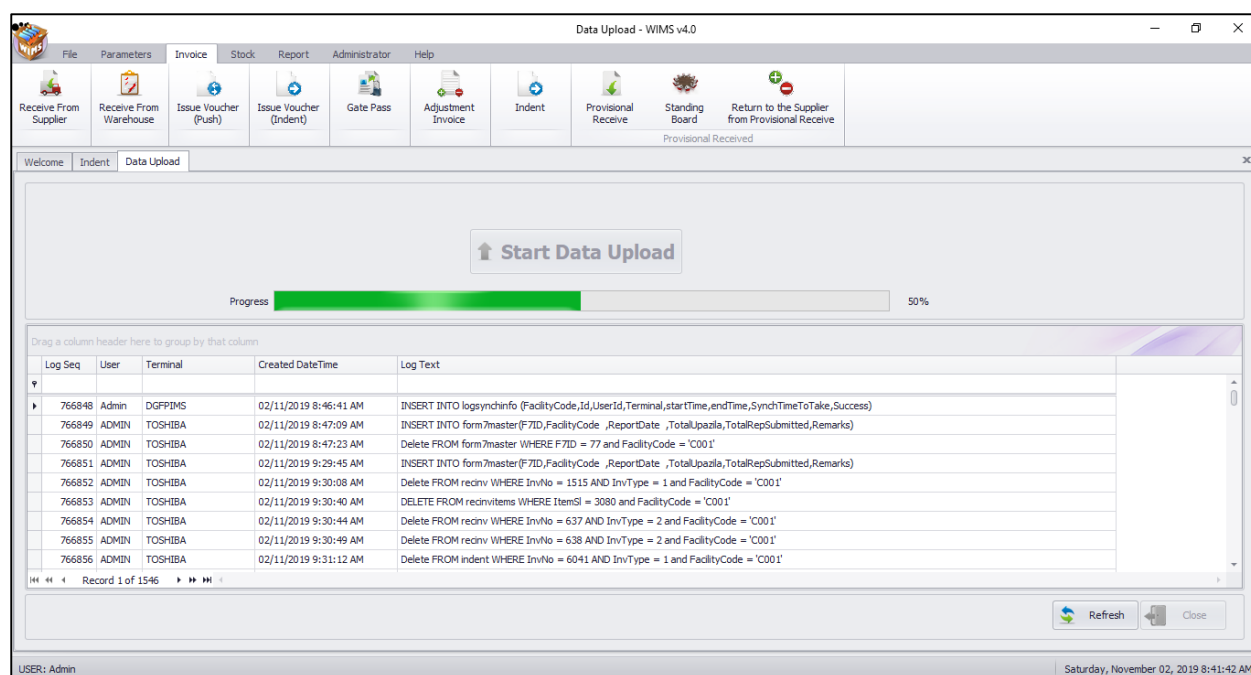
- Press **"Update"** button.
- A confirmation dialog will appear.



- 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.



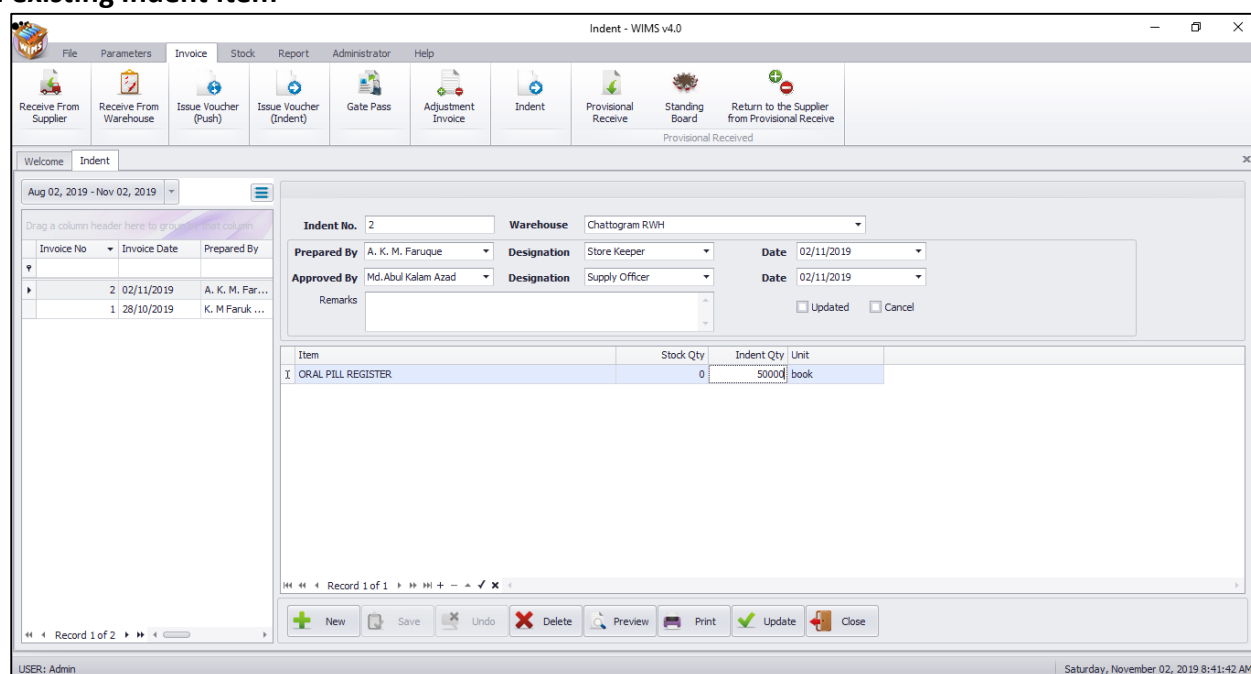
Press on 'OK'



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

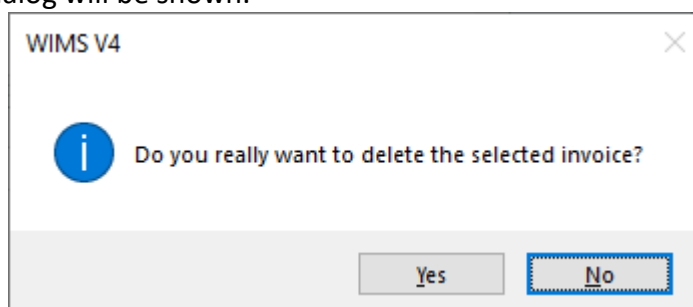


- Select the Indent item you want to edit from the items list in Block C.

- 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

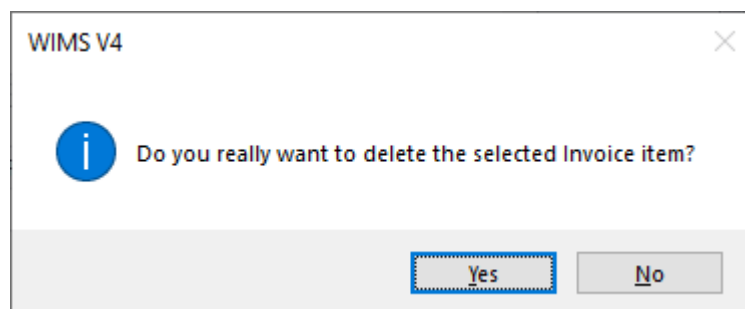
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- 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

The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is selected in the top menu. The main area displays a list of invoices on the left and details for 'Indent No. 2' on the right. The details include 'Warehouse: Chattogram RWH', 'Prepared By: A. K. M. Faruque', 'Designation: Store Keeper', 'Date: 02/11/2019', 'Approved By: Md. Abul Kalam Azad', 'Designation: Supply Officer', and 'Date: 02/11/2019'. Below this, there is a table with columns 'Item', 'Stock Qty', 'Indent Qty', and 'Unit'. The first row shows 'ORAL PILL REGISTER' with a stock quantity of 0 and an indent quantity of 50,000. The bottom status bar shows 'USER: Admin' and the date 'Saturday, November 02, 2019 8:41:42 AM'.

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

A search box with a magnifying glass icon on the left and a text input field containing the text 'con'.

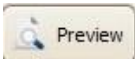
filter row header just

writing Invoice no. and following window will appear:

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

The screenshot shows the 'Indent - WIMS v4.0' application window. The 'Indent' tab is selected in the top menu. The main area displays a list of invoices on the left and details for 'Indent No. 2' on the right. The details include 'Warehouse: Chattogram RWH', 'Prepared By: A. K. M. Faruque', 'Designation: Store Keeper', 'Date: 02/11/2019', 'Approved By: Md. Abul Kalam Azad', 'Designation: Supply Officer', and 'Date: 02/11/2019'. Below this, there is a table with columns 'Item', 'Stock Qty', 'Indent Qty', and 'Unit'. The first row shows 'ORAL PILL REGISTER' with a stock quantity of 0 and an indent quantity of 50,000. The bottom status bar shows 'USER: Admin' and the date 'Saturday, November 02, 2019 8:41:42 AM'.

Print Indent

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

Dhaka CWH						
Indent						
Indent To : RSO, Chattogram RWH				Indent No. : 2		
				Indent Date : 02/11/2019		
				Pages : Page 1 of 1		
Sl#	Code	Item Name	Stock Qty	Indent Qty	Quantity In Words	Unit
1	IEM064	ORAL PILL REGISTER	0	50,000	Fifty thousand	book
Remarks :						
Signature _____			Signature _____			
Prepared By : A. K. M. Faruque			Checked and Approved By : Md. Abul Kalam Azad			
Designation : Store Keeper		Date : 02/11/2019	Designation : Supply Officer		Date : 02/11/2019	
Should be filled up by recipient office						
Signature _____			Counter Signature _____			
Receive By _____			Name _____			
Designation : _____			Designation : _____			
Date : _____			Date : _____			

5.8. Provisional Receive

Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No.	Entry Date	Received By	Supplier	Contract No.
1	29/10/2019	K. M Faruk Hossain	ESSENTIAL DRUGS C...	DGFP/L&S-4/EDCL/2018-19/

Remarks

Year 2018-19

Package No. GFP/LP/Dev/MC/18-19/33

Drag a column header here to group by that column

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

Record 1 of 9

New Save Undo Delete Preview Print Close

USER: Admin Saturday, November 02, 2019 8:41:42 AM

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

Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No.	Entry Date	Received By	Supplier	Contract No.
1	29/10/2019	K. M Faruk Hossain	ESSENTIAL DRUGS C...	DGFP/L&S-4/EDCL/2018-19/

Remarks

Year 2018-19

Package No. GFP/LP/Dev/MC/18-19/33

Drag a column header here to group by that column

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

Record 1 of 1

New Save Undo Delete Preview Print Close

USER: Admin Saturday, November 02, 2019 8:41:47 AM

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

Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No	Entry Date	Received By
1	29/10/2019	K. M Faruk Hossain

Invoice No. 1 Entry Date 29/10/2019 Received By K. M Faruk Hossain

Supplier ESSENTIAL DRUGS C... Procured By Maternal, Child, Repr... Year 2018-19

Contract No DGFP/L&S-4/EDCL/2018-19/ Package No GFP/LP/Dev/MC/18-19/33

Remarks

Drag a column header here to group by that column

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

Record 1 of 9

New Save Undo Delete Preview Print Close

USER: Admin Saturday, November 02, 2019 8:41:42 AM

- 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.

Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No	Entry Date	Received By
1	29/10/2019	K. M Faruk Hossain

Invoice No. 1 Entry Date 29/10/2019 Received By K. M Faruk Hossain

Supplier ESSENTIAL DRUGS C... Procured By Maternal, Child, Repr... Year 2018-19

Contract No DGFP/L&S-4/EDCL/2018-19/ Package No GFP/LP/Dev/MC/18-19/33

Remarks

Drag a column header here to group by that column

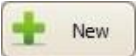
Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
01	01/10/2019	02/10/2019	CONDOM	10,000,000	200,000	pcs			31/12/2019
02	02/10/2019	03/10/2019	CONDOM	10,000,000	200,000	pcs			31/12/2020
03	03/10/2019	04/10/2019	CONDOM	10,000,000	2,000,000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

Record 1 of 9

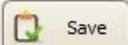
New Save Undo Delete Preview Print Close

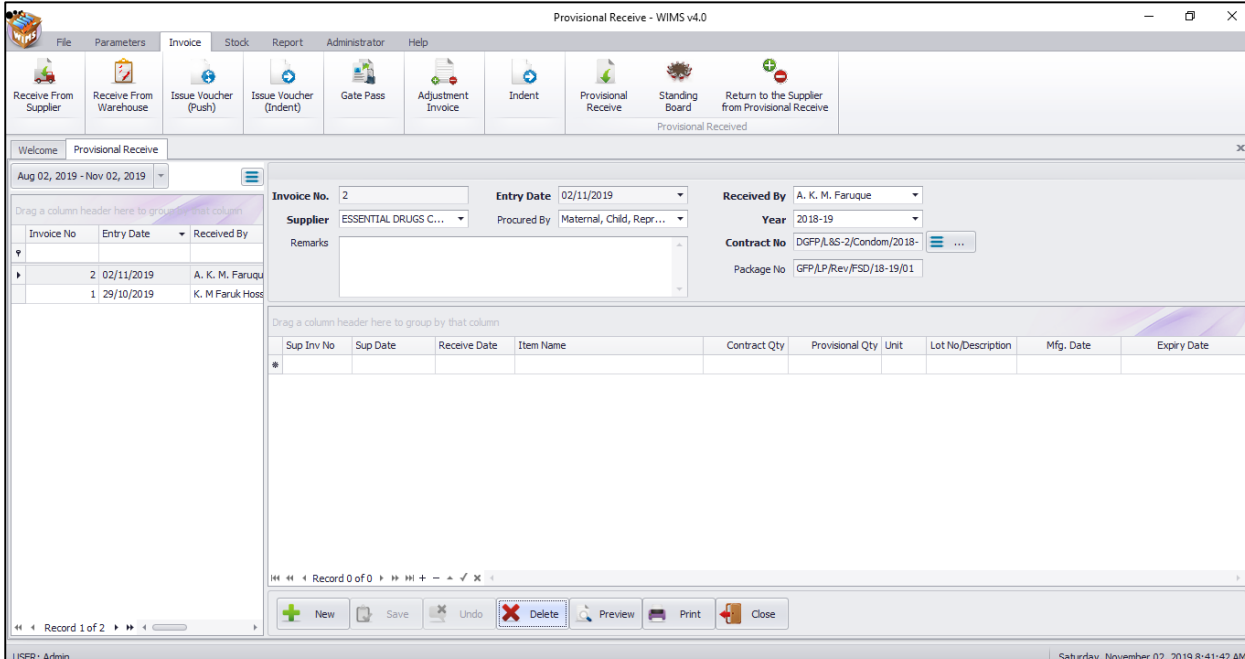
USER: Admin Saturday, November 02, 2019 8:41:42 AM

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 -



Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No.	Entry Date	Received By
2	02/11/2019	A. K. M. Faruque
1	29/10/2019	K. M Faruk Hoss

Invoice No. 2 Entry Date 02/11/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Procured By Maternal, Child, Repr... Year 2018-19

Contract No DGFP/L&S-2/Condom/2018- Package No GFP/LP/Rev/FSD/18-19/01

Remarks

Drag a column header here to group by that column

Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date


Record 0 of 0

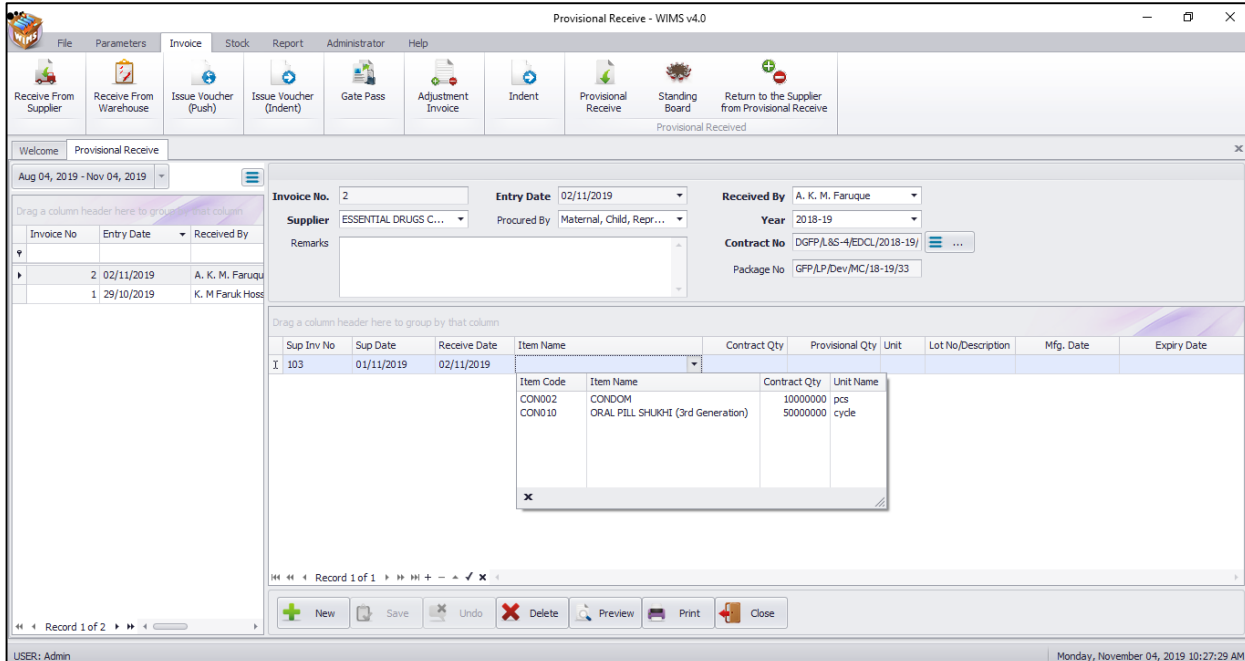
Record 1 of 2

USER: Admin Saturday, November 02, 2019 8:41:42 AM

- 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:



Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 04, 2019 - Nov 04, 2019

Drag a column header here to group by that column

Invoice No.	Entry Date	Received By
2	02/11/2019	A. K. M. Faruque
1	29/10/2019	K. M Faruk Hoss

Invoice No. 2 Entry Date 02/11/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Procured By Maternal, Child, Repr... Year 2018-19

Contract No DGFP/L&S-4/EDCL/2018-19 Package No GFP/LP/Dev/MC/18-19/33

Remarks

Drag a column header here to group by that column

Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
I 103	01/11/2019	02/11/2019	CONDOM	10000000		pcs			
			ORAL PILL SHUKHI (3rd Generation)	50000000		cycle			

Record 1 of 1

Record 1 of 2

USER: Admin Monday, November 04, 2019 10:27:29 AM

- 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

The screenshot shows the 'Provisional Receive - WIMSV4 v4.0' application window. The 'Invoice' tab is active, and the 'Edit' button is highlighted. The main form displays the following details:

- Invoice No.:** 2
- Entry Date:** 02/11/2019
- Received By:** A. K. M. Faruque
- Supplier:** ESSENTIAL DRUGS C...
- Procured By:** Maternal, Child, Repr...
- Year:** 2018-19
- Contract No:** DGFP/L&S-4/EDCL/2018-19/
- Package No:** GFP/LP/Dev/MC/18-19/33

The main table displays the following data:

Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
102	30/10/2019	02/11/2019	CONDOM	10,000,000	10000000	pcs	12		31/12/2023

The bottom status bar shows 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

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

The screenshot shows the 'Provisional Receive - WIMSV4 v4.0' application window. The 'Invoice' tab is active, and the 'Edit' button is highlighted. The main form displays the following details:

- Invoice No.:** 2
- Entry Date:** 02/11/2019
- Received By:** A. K. M. Faruque
- Supplier:** ESSENTIAL DRUGS C...
- Procured By:** Maternal, Child, Repr...
- Year:** 2018-19
- Contract No:** DGFP/L&S-4/EDCL/2018-19/
- Package No:** GFP/LP/Dev/MC/18-19/33

The main table displays the following data:

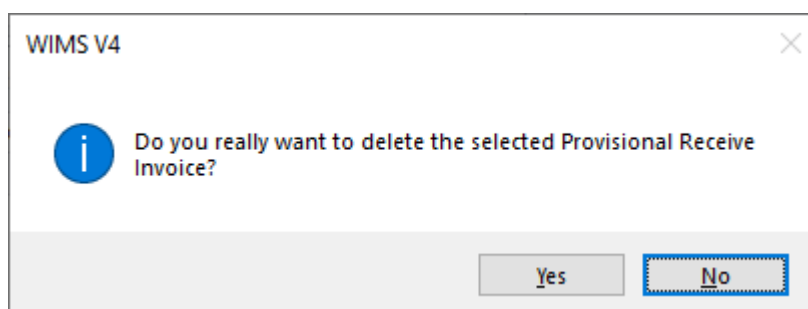
Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
102	30/10/2019	02/11/2019	CONDOM	10,000,000	10000000	pcs	12		31/12/2023

The bottom status bar shows 'USER: Admin' and 'Saturday, November 02, 2019 8:41:42 AM'.

- 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

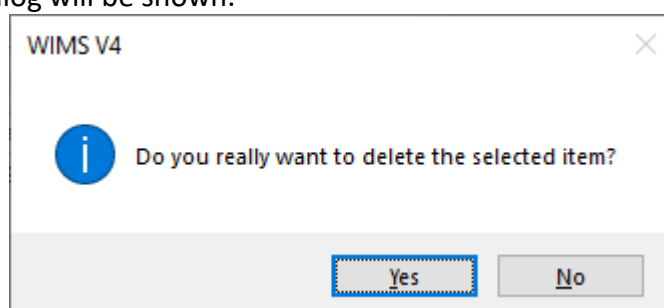
- Select the invoice you want to remove from invoices list.
- Press "**Delete**" button.
- A confirmation dialog will be shown.



- 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

The screenshot shows the 'Provisional Receive - WIMS v4.0' window. It has a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various actions. The main area is divided into sections for invoice details and a table of items.

Invoice Details:

- Invoice No.: 2
- Entry Date: 02/11/2019
- Received By: A. K. M. Faruque
- Supplier: ESSENTIAL DRUGS C...
- Procured By: Maternal, Child, Repr...
- Year: 2018-19
- Contract No: DGFP/L&S-4/EDCL/2018-19/
- Package No: GFP/LP/Dev/MC/18-19/33

Table of Items:

Sup Inv No	Sup Date	Receive Date	Item Name	Contract Qty	Provisional Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
102	30/10/2019	02/11/2019	CONDOM	10,000,000	2,000,000	pcs	12		31/12/2023

At the bottom, there is a status bar showing 'Record 1 of 2' and a toolbar with buttons for New, Save, Undo, Delete, Preview, Print, and Close. The user is identified as 'Admin' and the date is 'Saturday, November 02, 2019 8:41:42 AM'.

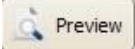
- Enter the Invoice no. you want to find in Invoice no, date, in search box

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  Preview 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	Alotted 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

Standing Board Entry - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Provisional Received

Welcome Standing Board Entry

Step 1 of 3 : Select Products

Meeting Date

Package No

Year

Contract No

Select Approved Items
Select Disapproved Items

Item Code	Item Name	Provisional Re...	Approved Qty	Lot No	Exp Date	Mfg Date
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Record 0 of 0

Generate Received Invoice
Close

USER: Admin Monday, November 04, 2019 10:27:29 AM

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

The screenshot displays the WIMS v4.0 Standing Board Entry application. The interface includes a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for actions like 'Receive From Supplier', 'Issue Voucher', 'Gate Pass', 'Adjustment Invoice', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier'. The main window is titled 'Standing Board Entry - WIMS v4.0' and shows 'Step 1 of 3 : Select Products'. It features input fields for 'Meeting Date', 'Year', 'Package No', and 'Contract No'. Below these are two buttons: 'Select Approved Items' and 'Select Disapproved Items'. The interface is divided into two panes, B and C, each containing a table with columns for 'Item Code', 'Item Name', 'Provisional Re...', 'Approved Qty', 'Disapproved Qty', 'Remarks', 'Lot No', and 'Mfg Date'. The status bar at the bottom includes a 'Generate Received Invoice' button and a 'Close' button. The user is identified as 'Admin' and the date is 'Monday, November 04, 2019 10:27:28 AM'.

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.

Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Provisional Receive

Aug 02, 2019 - Nov 02, 2019

Drag a column header here to group by that column

Invoice No	Entry Date	Received By
1	29/10/2019	K. M Faruk Hossain

Invoice No. 1 Entry Date 29/10/2019 Received By K. M Faruk Hossain

Supplier ESSENTIAL DRUGS C... Procured By Maternal, Child, Repr... Year 2018-19

Contract No DGFP/L/85-4/EDCL/2018-19/ Package No GFP/LP/Dev/MC/18-19/33

Remarks

Drag a column header here to group by that column

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

Record 1 of 9

Record 1 of 1

USER: Admin Saturday, November 02, 2019 8:41:42 AM

Create a new Standing Board

Standing Board Entry - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Standing Board Entry

Step 1 of 3 : Select Products

Meeting Date Year 2019-20

Package No Contract No

Select Approved Items Select Disapproved Items

Item Code	Item Name	Provisional Re...	Approved Qty	Lot No	Exp Date	Mfg Date
-----------	-----------	-------------------	--------------	--------	----------	----------

Item Code	Item Name	Provisional Receiv...	Disapproved Qty	Remarks	Lot No	Mfg Date
-----------	-----------	-----------------------	-----------------	---------	--------	----------

Record 0 of 0

Record 0 of 0

Generate Received Invoice

Close

USER: Admin Monday, November 04, 2019 10:27:29 AM

- 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 -

Standing Board Entry - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Standing Board Entry

Step 1 of 3 : Select Products

Meeting Date: 11/11/2019 Year: 2018-19
 Package No: GPP/LP/Dev/JMC/18-19/33 Contract No: DGFP/L&S-4/EDCL/2018-19/

Select Approved Items Select Disapproved Items

Item C	Sup Inv	Sup D...	Received Date	Item Code	Item Name	Provisional Received Qty	Lot No	Mfg Date	Exp Date
03/120	05/11	Sup Date	/2019	CON002	CONDOM	500,000	3		31/12/2024
04/120	05/11/2...	05/11/2019	CON002	CONDOM		500,000	4		31/12/2022

Select Close

Record 0 of 0

Generate Received Invoice Close

USER: Admin Friday, November 08, 2019 7:44:55 PM

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

Standing Board Entry - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Standing Board Entry

Step 1 of 3 : Select Products

Meeting Date: 11/11/2019 Year: 2018-19
 Package No: GPP/LP/Dev/JMC/18-19/33 Contract No: DGFP/L&S-4/EDCL/2018-19/

Select Approved Items Select Disapproved Items

Item Code	Item Name	Provisional Re...	Approved Qty	Lot No	Exp Date
03/120	05/11/2...	05/11/2019	CON002	CONDOM	
04/120	05/11/2...	05/11/2019	CON002	CONDOM	

Select Close

Record 0 of 0

Generate Received Invoice Close

USER: Admin Friday, November 08, 2019 7:44:55 PM

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

The screenshot shows the 'Standing Board Entry - WIMS v4.0' window. The 'Parameters' tab is active, displaying 'Step 1 of 3 : Select Products'. The 'Meeting Date' is set to 11/11/2019, and the 'Year' is 2018-19. The 'Package No' is GFP/LP/Dev/MC/18-19/33, and the 'Contract No' is DGFP/L&S-4/EDCL/2018-19. There are two buttons: 'Select Approved Items' and 'Select Disapproved Items'. Below these are two tables. The left table, 'Select Approved Items', has columns: Item Code, Item Name, Provisional Re..., Approved Qty, Lot No, Exp Date, and Mfg Date. It shows one item: CONDOM with a provisional quantity of 500,000 and an approved quantity of 500,000. The right table, 'Select Disapproved Items', has columns: Item Code, Item Name, Provisional Re..., Disapproved Qty, Remarks, Lot No, and Mfg Date. It shows one item: CONDOM with a provisional quantity of 500,000 and a disapproved quantity of 500,000. At the bottom, there is a 'Generate Received Invoice' button and a 'Close' button. The status bar shows 'USER: Admin' and the date 'Friday, November 08, 2019 7:44:55 PM'.

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

This screenshot is similar to the previous one, but it includes a confirmation dialog box titled 'WIMS V4'. The dialog box contains a question mark icon and the text 'Do you really want to generate received invoice?'. There are two buttons: 'Yes' and 'No'. The background interface remains the same, showing the 'Standing Board Entry - WIMS v4.0' window with the 'Parameters' tab and the 'Generate Received Invoice' button.

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.

Receive From Supplier - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Receive From Supplier

Aug 09, 2019 - Nov 12, 2019

Drag a column header here to group by that column

Invoice No	Receipt Date	Received By
1517	11/11/2019	A. K. M. Faruque
1515	10/11/2019	A. K. M. Faruque
1516	08/11/2019	A. K. M. Faruque
1513	22/10/2019	K. M Faruk Hos
1514	21/10/2019	K. M Faruk Hos
1512	15/10/2019	K. M Faruk Hos
1511	30/09/2019	K. M Faruk Hos
1510	21/08/2019	Mohammad Sh

Invoice No. 1517 Receive Date 11/11/2019 Received By A. K. M. Faruque

Supplier ESSENTIAL DRUGS C... Sup Inv No 03/120 Supplier Date 05/11/2019

BL No BL Date Procured By

Year 2018-19 Package No GFP/LP/Dev/MC/18-19/33 Contract No DGFP/L&S-4/EDCL/2018-19/...

Remarks

Item Name Qty Unit Lot No/Description Mfg. Date Expiry Date

CONDOM 500,000 pcs 3 31/12/2024

Record 1 of 1

New Save Undo Delete Preview Print Update Close Unpost

USER: Admin Friday, November 08, 2019 7:44:55 PM

5.10. Return to the Supplier from Provisional Receive

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
1	29/10/2019	Mohammad Sha

Invoice No. 1 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By K. M Faruk Hossain Date 29/10/2019 Contract No DGFP/L&S-4/EDCL/2018-19/...

Approved By Md. Abul Kalam Azad Date 29/10/2019 Remarks

Issued By Mohammad Shakir Uddin Date 29/10/2019

Select Return Items

Drag a column header here to group by that column

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
02	02/10/2019	03/10/2019	CONDOM	200,000	200,000	pcs			31/12/2020	

Record 1 of 1

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

The screenshot shows the 'Return to the Supplier from Provisional Receive' form in WIMSV4. The form is divided into four main sections:

- A. Invoice List:** A table on the left side of the form showing a list of invoices. It has columns for 'Invoice No', 'Return Date', and 'Return By'. The first row shows '1', '29/10/2019', and 'Mohammad Sha'.
- B. Invoice Entry Fields:** A section on the right side of the form containing fields for 'Invoice No.', 'Supplier', 'Year', 'Prepared By', 'Approved By', 'Issued By', 'Date', and 'Contract No'. It also has a 'Select Return Items' button.
- C. Invoice Items Entry Fields:** A table at the bottom of the form showing a list of items. It has columns for 'Sup Inv No', 'Sup Date', 'Return Date', 'Item Name', 'Returnable Qty', 'Return Qty', 'Unit', 'Lot No/Descr...', 'Mfg. Date', 'Expiry Date', and 'Remarks'. The first row shows '02', '02/10/2019', '03/10/2019', 'CONDOM', '200,000', '200,000', 'pcs', and '31/12/2020'.
- D. Action Buttons:** A row of buttons at the bottom right of the form, including 'New', 'Save', 'Undo', 'Delete', 'Preview', and 'Print'.

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

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
1	29/10/2019	Mohammad Sha

Invoice No. 1 Supplier: ESSENTIAL DRUGS C... Year: 2018-19

Prepared By: K. M Faruk Hossain Date: 29/10/2019 Contract No: DGFP/L&S-4/EDCL/2018-19/

Approved By: Md. Abul Kalam Azad Date: 29/10/2019 Remarks:

Issued By: Mohammad Shakir Uddin Date: 29/10/2019

Select Return Items

Drag a column header here to group by that column

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
02	02/10/2019	03/10/2019	CONDON	200,000	200,000	pcs			31/12/2020	

Record 1 of 1

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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.

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Provisional Received

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Today Yesterday Last Week This Month Last Month Last 3 Month Last Year Custom Range

From 07/08/2019 To 07/11/2019 Apply Cancel

Invoice No. 1 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By K. M Faruk Hossain Date 29/10/2019 Contract No DGFP/L&S-4/EDCL/2018-19

Approved By Md. Abul Kalam Azad Date 29/10/2019 Remarks

Issued By Mohammad Shakir Uddin Date 29/10/2019

Select Return Items

Drag a column header here to group by that column

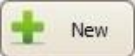
Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
02	02/10/2019	03/10/2019	CONDOM	200,000	200,000	pcs			31/12/2020	

Record 1 of 1

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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:

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Provisional Received

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Today Yesterday Last Week This Month Last Month Last 3 Month Last Year Custom Range

From 07/08/2019 To 07/11/2019 Apply Cancel

Invoice No. 2 Supplier Year 2019-20

Prepared By A. K. M. Faruque Date 07/11/2019 Contract No

Approved By Md. Abul Kalam Azad Date 07/11/2019 Remarks

Issued By Mohammad Shakir Uddin Date 07/11/2019

Select Return Items

Drag a column header here to group by that column

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
------------	----------	-------------	-----------	----------------	------------	------	-----------------	-----------	-------------	---------

Record 0 of 0

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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.

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
1	29/10/2019	Mohammad Sha

Invoice No. 2 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By A. K. M. Faruque Date 07/11/2019 Contract No DGFP/L&S-4/EDCL/2018-19/

Approved By Md. Abul Kalam Azad Date 07/11/2019 Remarks

Issued By Mohammad Shakir Uddin Date 07/11/2019

Select Return Items


Drag a column header here to group by that column

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
------------	----------	-------------	-----------	----------------	------------	------	-----------------	-----------	-------------	---------

Record 0 of 0

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Return to the Supplier from Provisional Receive - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
2	07/11/2019	Mohammad Sha
1	29/10/2019	Mohammad Sha

Invoice No. 2 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By A. K. M. Faruque Date 07/11/2019 Contract No DGFP/L&S-4/EDCL/2018-19/

Approved By Md. Abul Kalam Azad Date 07/11/2019 Remarks

Issued By Mohammad Shakir Uddin Date 07/11/2019

Select Return Items

Drag a column header here to group by that column

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
------------	----------	-------------	-----------	----------------	------------	------	-----------------	-----------	-------------	---------


Record 0 of 0

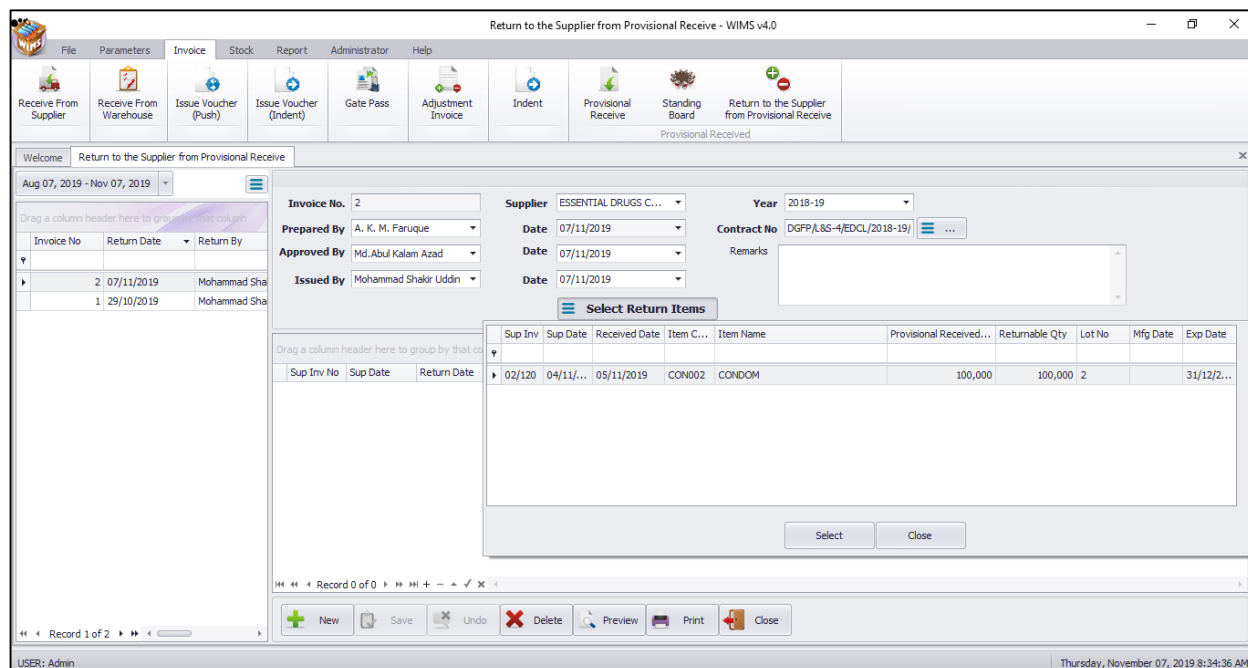
New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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  button from the B block. The form will look like the following screen:



Return to the Supplier from Provisional Receive - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
2	07/11/2019	Mohammad Sha
1	29/10/2019	Mohammad Sha

Invoice No. 2 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By A. K. M. Faruque Date 07/11/2019 Contract No DGFP/L&S-4/EDCL/2018-19

Approved By Md. Abul Kalam Azad Date 07/11/2019

Issued By Mohammad Shakir Uddin Date 07/11/2019

Select Return Items

Sup Inv No	Sup Date	Received Date	Item C...	Item Name	Provisional Received...	Returnable Qty	Lot No	Mfg Date	Exp Date
02/120	04/11/...	05/11/2019	CON002	CONDOM	100,000	100,000	2		31/12/2...

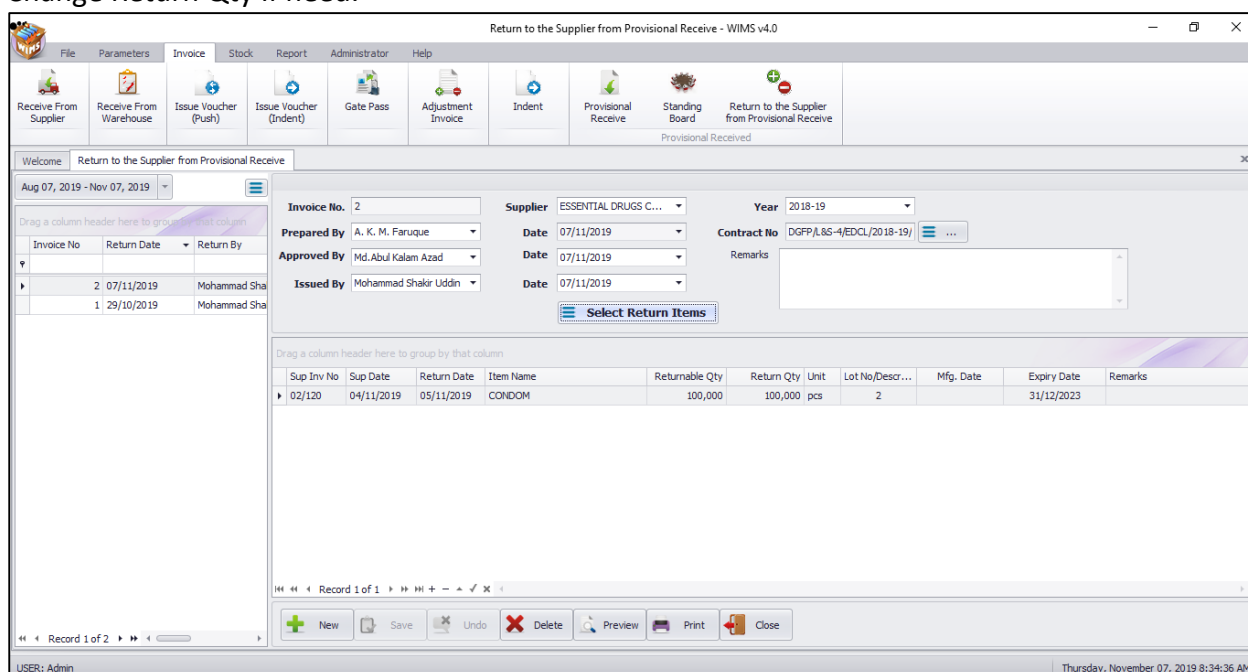
Select Close

Record 0 of 0

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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



Return to the Supplier from Provisional Receive - WIMSV4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome Return to the Supplier from Provisional Receive

Aug 07, 2019 - Nov 07, 2019

Drag a column header here to group by that column

Invoice No	Return Date	Return By
2	07/11/2019	Mohammad Sha
1	29/10/2019	Mohammad Sha

Invoice No. 2 Supplier ESSENTIAL DRUGS C... Year 2018-19

Prepared By A. K. M. Faruque Date 07/11/2019 Contract No DGFP/L&S-4/EDCL/2018-19

Approved By Md. Abul Kalam Azad Date 07/11/2019

Issued By Mohammad Shakir Uddin Date 07/11/2019

Select Return Items

Sup Inv No	Sup Date	Return Date	Item Name	Returnable Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks
02/120	04/11/2019	05/11/2019	CONDOM	100,000	100,000	pcs	2		31/12/2023	

Record 1 of 1

New Save Undo Delete Preview Print Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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.

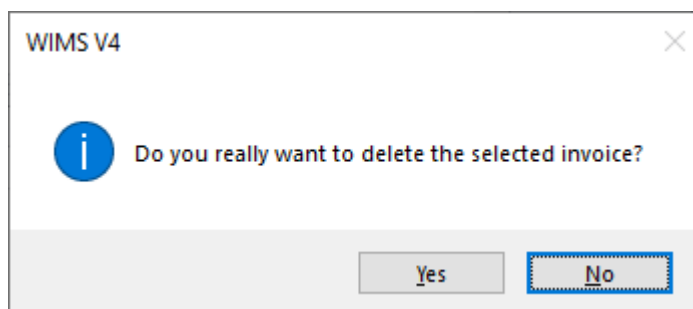
Edit an existing Return to the Supplier from Provisional Receive Invoice Item

- 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

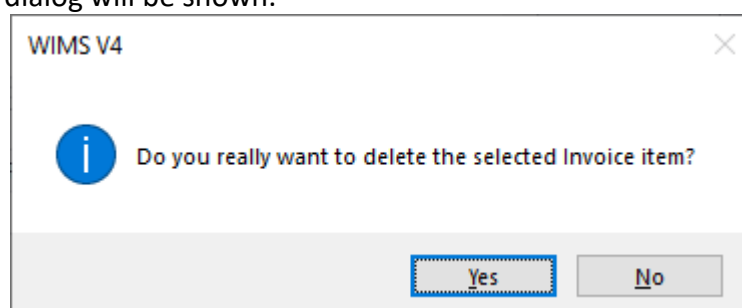
- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- 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

 A screenshot of the WIMS v4.0 application window titled 'Return to the Supplier from Provisional Receive - WIMS v4.0'. The window has a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for various functions like 'Receive From Supplier', 'Issue Voucher (Push)', 'Gate Pass', 'Adjustment Invoice', 'Indent', 'Provisional Receive', 'Standing Board', and 'Return to the Supplier from Provisional Receive'. Below the toolbar, there is a 'Welcome' section and a 'Return to the Supplier from Provisional Receive' section. This section contains a date range selector (Aug 07, 2019 - Nov 07, 2019) and a table with columns: Invoice No, Return Date, and Return By. The table has two rows of data. To the right of the table, there are fields for 'Invoice No.' (2), 'Supplier' (ESSENTIAL DRUGS C...), 'Year' (2018-19), 'Prepared By' (A. K. M. Faruque), 'Date' (07/11/2019), 'Approved By' (Md. Abul Kalam Azad), 'Date' (07/11/2019), 'Contract No' (DGFPL&S-4/EDCL/2018-19/), 'Issued By' (Mohammad Shakir Uddin), and 'Date' (07/11/2019). There is a 'Select Return Items' button. Below these fields, there is a table with columns: Sup Inv No, Sup Date, Return Date, Item Name, Returnable Qty, Return Qty, Unit, Lot No/Descr..., Mfg. Date, Expiry Date, and Remarks. The table has one row of data. At the bottom, there is a status bar showing 'Record 1 of 1' and a toolbar with buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', and 'Close'. The bottom right corner shows the date and time: 'Thursday, November 07, 2019 8:34:36 AM'.

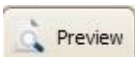
- Enter the Invoice no. you want to find in ' Invoice No, date, in search box

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		Return To : ESSENTIAL DRUGS CO. LTD.								
Issued Date : 07/11/2019		Package# : GFP/LP/Dev/MC/18-19/33								
Issued By : Mohammad Shakir Uddin		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:										
<div style="display: flex; justify-content: space-between;"> <div> <p>Signature _____</p> <p>Prepared By : A. K. M. Faruque</p> <p>Designation : Pharmacist Date : 07/11/2019</p> </div> <div> <p>Signature _____</p> <p>Checked and Approved By : Md. Abul Kalam Azad</p> <p>Designation : Central Supply Officer Date : 07/11/2019</p> </div> <div> <p>Signature _____</p> <p>Issued By : Mohammad Shakir Uddin</p> <p>Designation : Store Keeper Date : 07/11/2019</p> </div> </div>										
<p>Signature _____</p> <p>Received By :</p> <p>Designation :</p> <p>Date :</p>										

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.

Supply Plan - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Supply Plan Custom Supply Plan Stock Balance

Welcome Supply Plan

Aug 01, 2019 - Nov 30, 2019

Report Month Report Year

Reported Month November Reported Year 2019 Remarks

Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,788	83,364		83,364	86,400	<input type="checkbox"/>			6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input type="checkbox"/>			6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input type="checkbox"/>			6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input type="checkbox"/>			6
Nawabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>			6
ok as on 28/Oct/2019 : 886,000		= 1,436,784	= 794,931	= 0	= 4,310,352	= 4,384,800			

Record 1 of 37

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials) Implant (nos) DOS Kit AD Syringe (IML)

Rationing % Condom Shukhi IUD Injectable

Recalculate

New Save Undo Delete Preview Print Close

Generate Issue Voucher

USER: Admin Thursday, November 07, 2019 8:34:36 AM

Open Supply Plan

- Run **WIMSV4**
- Select **Stock > Supply Plan...** from **Stock** menu.
- The **Supply Plan** screen is displayed.

Supply Plan - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Supply Plan Custom Supply Plan Stock Balance

Welcome Supply Plan

Aug 01, 2019 - Nov 30, 2019

Report Month Report Year

Reported Month November Reported Year 2019 Remarks

Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,788	83,364		83,364	86,400	<input type="checkbox"/>			6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input type="checkbox"/>			6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input type="checkbox"/>			6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input type="checkbox"/>			6
Nawabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>			6
ok as on 28/Oct/2019 : 886,000		= 1,436,784	= 794,931	= 0	= 4,310,352	= 4,384,800			

Record 1 of 37

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials) Implant (nos) DOS Kit AD Syringe (IML)

Rationing % Condom Shukhi IUD Injectable

Recalculate

New Save Undo Delete Preview Print Close

Generate Issue Voucher

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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:

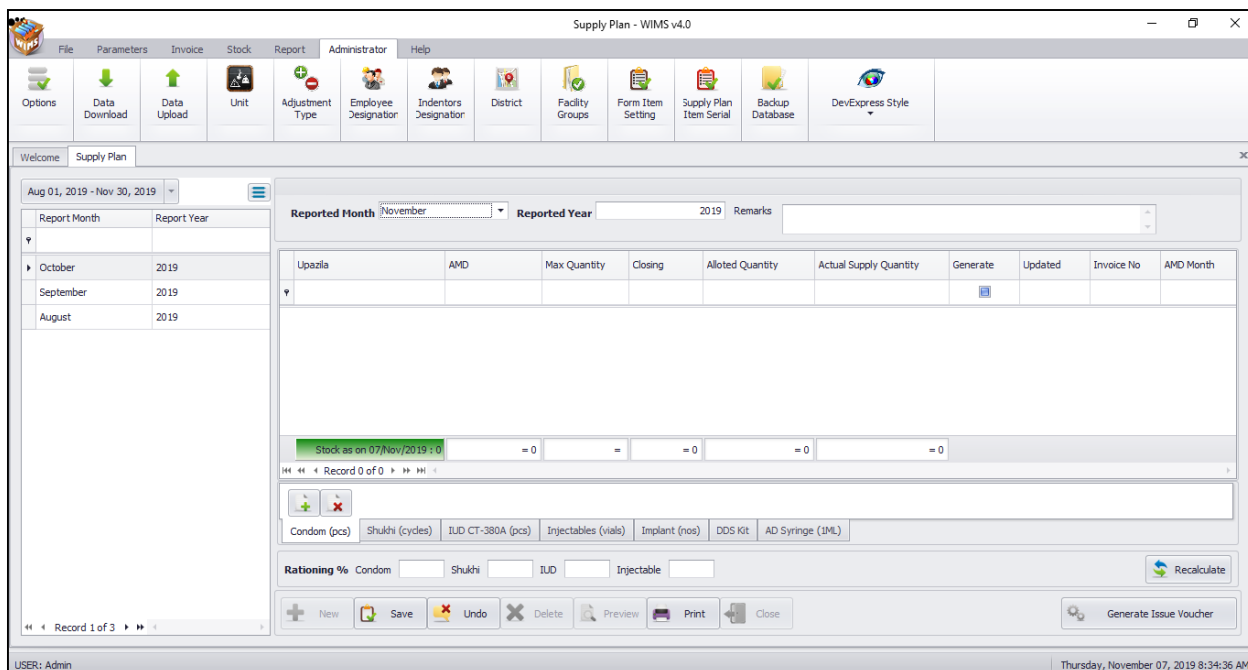
- Normally Supply Plan is done at the start of every month to calculate issue quantity.
- This block contains the items which are normally issued based on Supply Plan –
 1. Condom (pcs),
 2. Shukhi (cycles),
 3. IUD CT-380A (pcs),
 4. Injectables (vials),
 5. AD Syringe (1ML),
 6. Implant (nos),
 7. 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

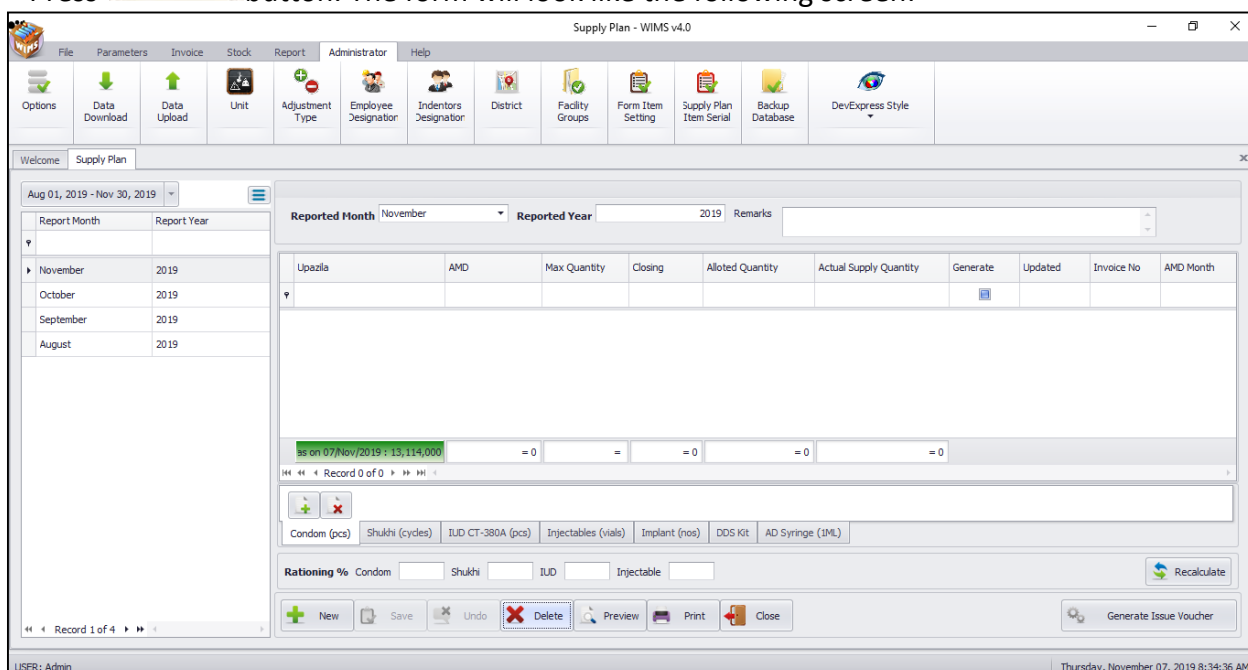
Press  button from the command buttons block. The form will look like the following screen:



The screenshot shows the 'Supply Plan - WIMS v4.0' application window. The 'Report Month' is set to November and 'Report Year' is 2019. The 'Generate' button is highlighted in blue. The 'Stock as on 07/Nov/2019 : 0' is displayed. The 'Rationing %' section shows Condom, Shukhi, IUD, and Injectable options. The 'Generate Issue Voucher' button is visible at the bottom right.


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

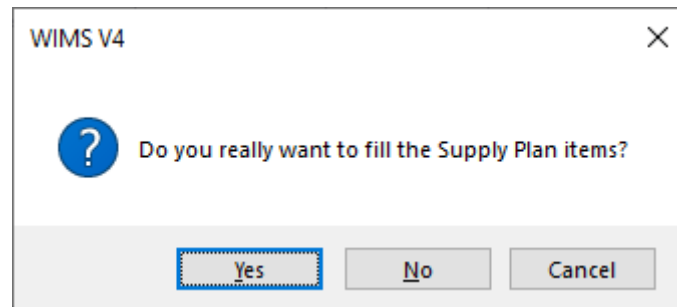
- Press  button. The form will look like the following screen:



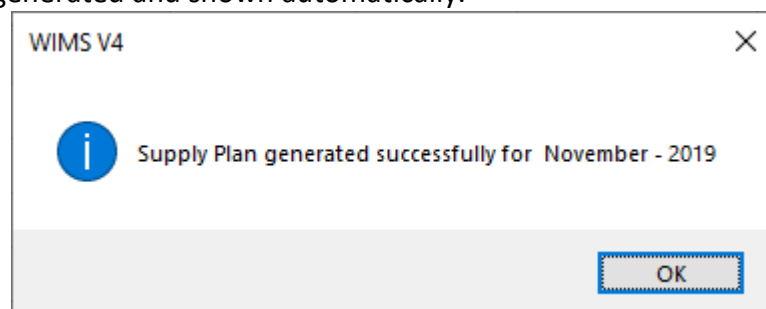
The screenshot shows the 'Supply Plan - WIMS v4.0' application window after clicking the Save button. The 'Report Month' is still November and 'Report Year' is 2019. The 'Generate' button is still highlighted in blue. The 'Stock as on 07/Nov/2019 : 13,114,000' is displayed. The 'Rationing %' section shows Condom, Shukhi, IUD, and Injectable options. The 'Generate Issue Voucher' button is visible at the bottom right.

Generation of Supply Plan Details

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



- 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.

Supply Plan - WIMS v4.0

File

Parameters

Invoice

Stock

Report

Administrator

Help

Options

Data Download

Data Upload

Unit

Adjustment Type

Employee Designation

Indentors Designation

District

Facility Groups

Form Item Setting

Supply Plan Item Serial

Backup Database

DevExpress Style

Welcome

Supply Plan

Aug 01, 2019 - Nov 30, 2019

Report Month

Report Year

Report Month

Report Year

November

2019

October

2019

September

2019

August

2019

Reported Month

November

Reported Year

2019

Remarks

Upazila	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,758	83,364		83,364	86,400	<input type="checkbox"/>			6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input type="checkbox"/>			6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input type="checkbox"/>			6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input type="checkbox"/>			6
Navabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>			6
is on 07/Nov/2019 : 13,114,000		= 1,436,784	= 794,931	= 0	= 4,310,352				

Record 1 of 37

Condom (pcs)

Shukhi (cycles)

IUD CT-380A (pcs)

Injectables (vials)

Implant (nos)

DDS Kit

AD Syringe (1ML)

Rationing %

Condom

Shukhi

IUD

Injectable

Recalculate

New

Save

Undo

Delete

Preview

Print

Close

Generate Issue Voucher

Record 1 of 4

USER: Admin

Thursday, November 07, 2019 8:34:36 AM

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																							
Facility Name	Condom					Shukhi					IUD					Injectables					Implant	DDSKIT	AD Syringe
	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Allotted Qty	Actual Supply Qty	Actual Supply Qty	Actual Supply Qty	Actual Supply Qty
1 Ardhara, Narayanganj	13,665	40,995		40,995	43,200	18,802	56,848		56,848	57,600	34	102		102	102	2,175	6,519		6,519	6,500			7,260
2 Baidar, Narayanganj	42,130	128,190		128,190	129,600	16,899	50,894		50,894	51,840	26	78		78	78	2,164	6,492		6,492	6,500			7,150
3 Baidar, Narayanganj	12,240	36,720		36,720	39,600	8,874	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	7,816	23,028		23,028	23,640	18	54		54	54	602	1,806		1,806	1,900			2,090
7 Ganesa, Manikganj	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 Gaziur Sadar, Gaziur	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	9,852	29,556		29,556	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 Kalikrur, Gaziur	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, Gaziur	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, Gaziur	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 Lohaganj, Manikganj	13,747	41,241		41,241	43,200	7,281	21,843		21,843	22,040	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, Narayanganj	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	41,243	124,629		124,629	125,280	83	249		249	249	7,391	22,173		22,173	22,200			24,420
21 Narayanganj Sadar, Narayanganj	59,319	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 Narayanganj, Dhaka	23,480	70,440		70,440	72,000	12,607	37,821		37,821	38,880	16	48		48	48	908	2,724		2,724	2,800			3,080
23 Palash, Narayanganj	11,073	33,219		33,219	36,000	10,444	31,332		31,332	32,120	16	48		48	48	1,199	3,594		3,594	3,600			3,960
24 Raypur, Narayanganj	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

Supply Plan - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Options Data Download Data Upload Unit Adjustment Type Employee Designator Indentors Designator District Facility Groups Form Item Setting Supply Plan Item Serial Backup Database DevExpress Style

Welcome Supply Plan

Aug 01, 2019 - Nov 30, 2019

Report Month Report Year

Reported Month November Reported Year 2019 Remarks

Upazila	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,788	83,364		83,364	86,400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		6
I Nawabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>	<input type="checkbox"/>		6
is on 07/Nov/2019 : 13,114,000 = 1,436,784 = 794,931 = 0 = 4,310,352 = 4,384,800									

Record 5 of 37

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials) Implant (nos) DOS Igt AD Syringe (IML)

Rationing % Condom Shukhi IUD Injectables

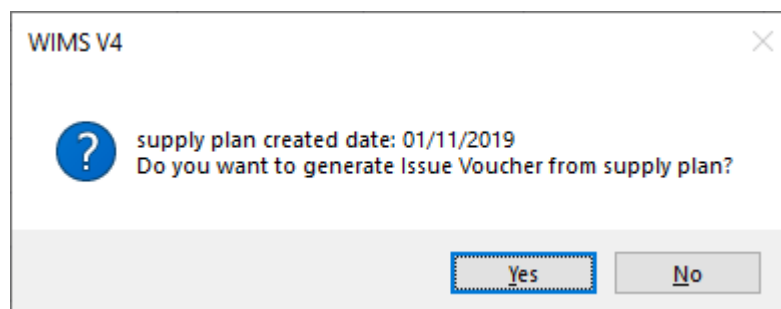
Recalculate

New Save Undo Delete Preview Print Close

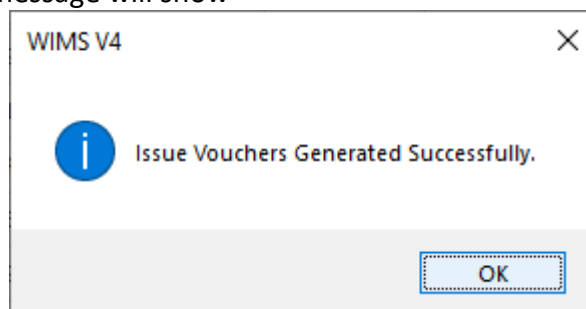
Generate Issue Voucher

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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



- After pressing 'Yes' the message will show -



- Press 'OK'

Supply Plan - WIMS v4.0

Reported Month: November Reported Year: 2019

Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,788	83,364		83,364	86,400	<input type="checkbox"/>		6034	6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input type="checkbox"/>		6035	6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input type="checkbox"/>		6036	6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input type="checkbox"/>		6037	6
Nawabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>		6038	6
is on 07/Nov/2019 : 13,114,000		= 1,436,784	= 794,931	= 0	= 4,310,352	= 4,384,800			

Record 1 of 37

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials) Implant (nos) DDS Kit AD Syringe (1ML)

Rationing % Condom Shukhi IUD Injectable

Generate Issue Voucher

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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.

Supply Plan - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Provisional Received

Welcome Supply Plan

Aug 01, 2019 - Nov 30, 2019

Report Month Report Year

Reported Month November Reported Year 2019 Remarks

Upazila	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
Dhamrai, Dhaka	27,788	83,364		83,364	86,400	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6034	6
Dohar, Dhaka	13,358	40,074		40,074	43,200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6035	6
Keraniganj, Dhaka	48,315	144,945		144,945	147,600	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6036	6
Mirpur, Dhaka	152,766	458,298		458,298	460,800	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6037	6
Nawabganj, Dhaka	23,480	70,440		70,440	72,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6038	6
is on 07/Nov/2019 : 13,114,000		= 1,436,784	= 794,931	= 0	= 4,310,352				

Record 1 of 37

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials) Implant (nos) DOS Kit AD Syringe (IML)

Rationing % Condom Shukhi IUD Injectable

Recalculate

New Save Undo Delete Preview Print Close

Generate Issue Voucher

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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.

Custom Supply Plan - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Supply Plan Custom Supply Plan Stock Balance

Welcome Custom Supply Plan

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Select Profile Add New Copy to New

Group	Item Code	Item Name	Qty
Group: CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	
	CON004	IMPLANT (2 ROD)	
	CON009	ORAL PILL APON	
	CON010	ORAL PILL SHUKHI (3rd Generation)	
Group: IEM & OTHER PRINTING MATERIALS	IEM001	ADMISSION REGISTER	
	IEM002	ANESTHESIA RECORD	
	IEM003	ANTENATAL CARD	
	IEM004	ANTENATAL REGISTER	
	IEM005	BIN CARD	
	IEM006	BIRTH CERTIFICATE	
	IEM007	BIRTH REGISTER	
	IEM008	BROCHURE FOR ECP (PINK COLOUR)	

Record 1 of 473

Record 0 of 0

Next Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Generate Custom Supply Plan

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Group:

Item Code: Item Name:

Group: CONTRACEPTIVE

CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON009	ORAL PILL APON
CON010	ORAL PILL SHUKHI (3rd Generation)

Group: IEM & OTHER PRINTING MATERIALS

IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER
IEM008	BROCHURE FOR ECP (PINK COLOUR)

Record 1 of 473

Next

Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Group:

Item Code: Item Name:

Group: CONTRACEPTIVE

CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON009	ORAL PILL APON
CON010	ORAL PILL SHUKHI (3rd Generation)

Group: IEM & OTHER PRINTING MATERIALS

IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER
IEM008	BROCHURE FOR ECP (PINK COLOUR)

Record 4 of 473

Profile Name :

Save Close

Next

Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Select Profile: Custom_SupplyPlan_Con

Group: CONTRACEPTIVE

Item Code	Item Name	Qty
CON004	IMPLANT (2 ROD)	200
CON009	ORAL PILL APON	1,200
CON010	ORAL PILL SHUKHI (3rd Generation)	2,000

Next

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

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Select Profile: Custom_SupplyPlan_Con

Group: CONTRACEPTIVE

Item Code	Item Name	Qty
CON004	IMPLANT (2 ROD)	200
CON009	ORAL PILL APON	1,200
CON010	ORAL PILL SHUKHI (3rd Generation)	2,000

Next

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

WIMS V4

Do you really want to save those products on your selected profile?

Yes No

- Press on **'Yes'**. After pressing custom supply plan products will be 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 -

Step 3 of 3 : Customize Supply Plan

Update Qty if required

Item Name	SDP Code	SDP Name	Item Code	Qty
IMPLANT (2 ROD) Total in Stock: 355,154 and Total Supply Plan Quantity: 1,000				
T001		Dhamrai, Dhaka	CON004	200
T002		Dohar, Dhaka	CON004	200
T003		Keraniganj, Dhaka	CON004	200
T004		Mirpur, Dhaka	CON004	200
T005		Nawabganj, Dhaka	CON004	200
ORAL PILL APON Total in Stock: 6,400 and Total Supply Plan Quantity: 6,000				
T001		Dhamrai, Dhaka	CON009	1200
T002		Dohar, Dhaka	CON009	1200
T003		Keraniganj, Dhaka	CON009	1200
T004		Mirpur, Dhaka	CON009	1200
T005		Nawabganj, Dhaka	CON009	1200
ORAL PILL SHUKHI (3rd Generation) Total in Stock: 6,558,280 and Total Supply Plan Quantity: 10,000				

Record 1 of 15

Next

Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Step 3 of 3 : Customize Supply Plan

Update Qty if required

Item Name	SDP Code	SDP Name	Item Code	Qty
IMPLANT (2 ROD) Total in Stock: 355,154 and Total Supply Plan Quantity: 1,000				
T001		Dhamrai, Dhaka	CON004	200
T002		Dohar, Dhaka	CON004	200
T003		Keraniganj, Dhaka	CON004	200
T004		Mirpur, Dhaka	CON004	200
T005		Nawabganj, Dhaka	CON004	200
ORAL PILL APON Total in Stock: 6,400 and Total Supply Plan Quantity: 6,000				
T001		Dhamrai, Dhaka	CON009	1200
T002		Dohar, Dhaka	CON009	1200
T003		Keraniganj, Dhaka	CON009	1200
T004		Mirpur, Dhaka	CON009	1200
T005		Nawabganj, Dhaka	CON009	1200
ORAL PILL SHUKHI (3rd Generation) Total in Stock: 6,558,280 and Total Supply Plan Quantity: 10,000				

Record 1 of 15

Next

Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

WIMS V4

Do you want to generate Issue Voucher from custom supply plan?

Yes No

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

Custom Supply Plan - WIMS v4.0

Step 1 of 3 : Select Products

Select Products from left side list or Select from existing Profile . Enter default Qty if Required.

Group: CONTRACEPTIVE

Item Code	Item Name	Qty
CON003	ECP (2 TAB/PAK)	200
		1,200
		2,000

WIMS V4

Issue Vouchers Generated Successfully.

OK

Next

Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

Issue Voucher (Push) - WIMS v4.0

Aug 07, 2019 - Nov 07, 2019

Invoice No. 6075 Facility Nawabganj, Dhaka

Prepared By A. K. M. Faruque Date 07/11/2019 Carrier Name

Approved By Md. Abul Kalam A... Date 07/11/2019 Remarks

Issued By Mohammad Shak... Date 07/11/2019

Updated Cancel

Item	Issued Qty	Unit	Stock Qty	No Of Cartons	Lot No/Description	Mfg. Date	Expiry Date
IMPLANT (2 ROD)	200	sets	355,154				31/10/2023
ORAL PILL APON	1,200	cycle	6,400				31/10/2022
ORAL PILL SHUKHI (3rd Generation)	2,000	cycle	400,000				31/10/2019

Record 1 of 3

New Save Undo Delete Preview Print Update Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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'.

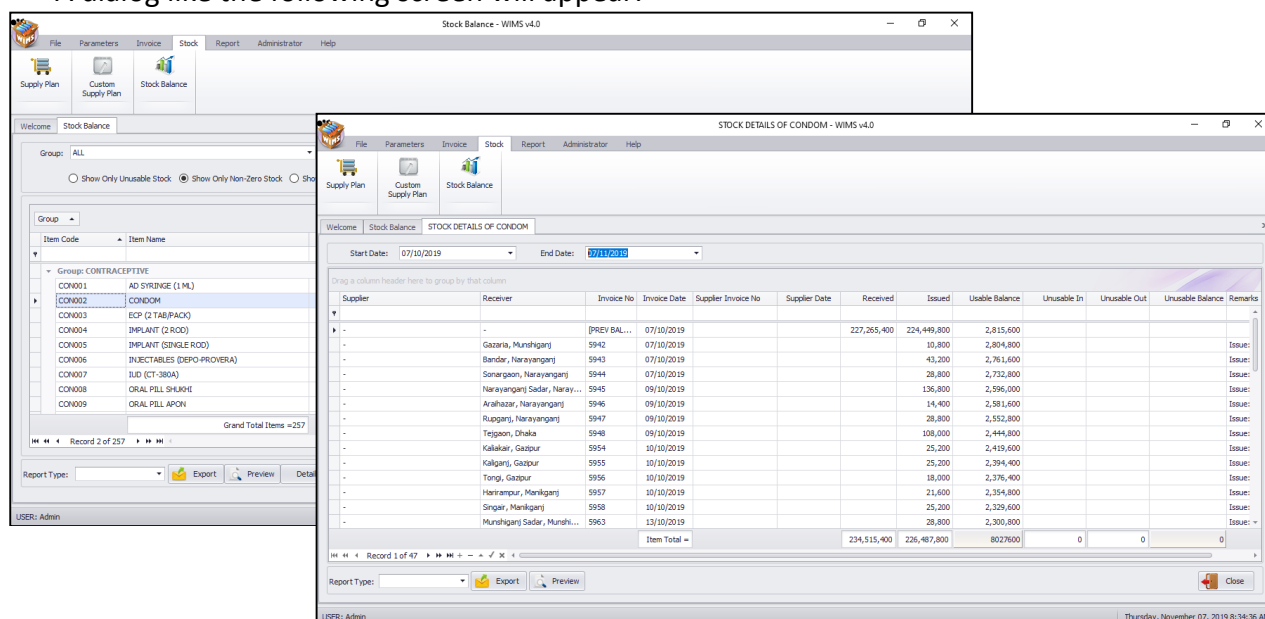
Search and find an Item

- 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

- 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.

Upazila: Arahaazar, Narayanganj District: Narayanganj Reports Submitted: 85

Reported Month: September Total SDP: 85

Reported Year: 2019 Remarks:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130			4,200	1.9
8	AD Syringe (IML)	3,915	2,500	2,130			4,285	1.9
	Implant (Nos)		200	200				

Upazila Store: Field Stock

Record 1 of 74

Buttons: New, Save, Undo, Delete, Preview, Print, Close, Download F7B

USER: Admin Thursday, November 07, 2019 8:34:36 AM

General Description of 7B Form

Upazila: Arahaazar, Narayanganj District: Narayanganj Reports Submitted: 85

Reported Month: September Total SDP: 85

Reported Year: 2019 Remarks:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130			4,200	1.9
8	AD Syringe (IML)	3,915	2,500	2,130			4,285	1.9
	Implant (Nos)		200	200				

Upazila Store: Field Stock

Record 1 of 74

Buttons: New, Save, Undo, Delete, Preview, Print, Close, Download F7B

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

LMIS Form 7B - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome LMIS Form 7B

Aug 01, 2019 - Nov 30, 2019

Month Year

Upazila Report Year

September-2019

August-2019

Upazila: Araihazar, Narayanganj District: Narayanganj Reports Submitted: 85

Reported Month: September Total SDP: 85

Reported Year: 2019 Remarks:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130			4,200	1.9
8	AD Syringe (1ML)	3,915	2,500	2,130			4,285	1.9
	Implant (Nos)		200	200				

Item 1 of 28

Upazila Store Field Stock

New Save Undo Delete Preview Print Close

Download F7B

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

LMIS Form 7B - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome LMIS Form 7B

Aug 01, 2019 - Nov 30, 2019

Month Year

Upazila Report Year

September-2019

August-2019

Upazila: Arahazar, Narayanganj District: Narayanganj Reports Submitted: 85

Reported Month: September Total SDP: 85

Reported Year: 2019 Remarks:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130				
8	AD Syringe (1ML)	3,915	2,500	2,130				
	Implant (Nos)		200	200				

Item 1 of 28

Upazila Store Field Stock

New Save Undo Delete Preview Print Close

Download Download F7B

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- After pressing 'Download' see the following screen -

WIMS v4.0 (Not Responding)

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome LMIS Form 7B

Aug 01, 2019 - Nov 30, 2019

Month Year

Upazila Report Year

September-2019

August-2019

Upazila: Arahazar, Narayanganj District: Narayanganj Reports Submitted: 85

Reported Month: September Total SDP: 85

Reported Year: 2019 Remarks:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130				
8	AD Syringe (1ML)	3,915	2,500	2,130				
	Implant (Nos)		200	200				

Item 1 of 28

Upazila Store Field Stock

New Save Undo Delete Preview Print Close

Download Download F7B

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- After completing download F7B report see the following screen -

The screenshot displays the 'Form 7B - WIMSV4.0' window. The interface includes a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for Form 7B, Form 7, Stock Reports, Slow Moving Report, Provisional Receiving Register, and Provisional Summary Report. The main area shows the 'Upazila' dropdown set to 'Araihazar, Narayanganj', 'District' as 'Narayanganj', and 'Reports Submitted' as 85. The 'Reported Month' is 'September' and 'Reported Year' is '2019'. A list of upazilas is shown on the left, with 'September-2019' selected. The main table displays the following data:

SL#	ITEM	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	32,400	21,600	10,500			43,500	3.2
2	Shukhi	28,530	21,600	22,470			27,660	1.5
3	Shukhi (3rd Gen)	9,600					9,600	
4	Oral Pill Apon		1,600	860			740	1.0
5	ECP		260	80			180	15.0
6	IUD	65	100	20			145	4.1
7	Injectables (Vials)	3,830	2,500	2,130			4,200	1.9
8	AD Syringe (1ML)	3,915	2,500	2,130			4,285	1.9
9	Implant (Nos)		200	200				

At the bottom, there are buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Print', and 'Close'. A 'Download F7B' button is also present. The status bar shows 'USER: Admin' and the date 'Thursday, November 07, 2019 8:34:36 AM'.

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:

The screenshot shows the printed version of the 'FORM-7B' report. The header includes the Government of the People's Republic of Bangladesh, Directorate General of Family Planning. The report title is 'UPAZILA MONTHLY SUPPLY DISTRIBUTION & STOCK BALANCE REPORT'. The 'UPAZILA' is 'Araihazar, Narayanganj', 'DISTRICT' is 'Narayanganj', and 'MONTH' is 'September'. The 'Total number of SDPs*' is 85. The report is divided into two main sections: 'UPAZILA STORE ROOM' and 'FIELD STOCK (From MIS 2, 3 and NGOs Taking Supplies From Upazila FP Store)'. The 'UPAZILA STORE ROOM' section includes columns for Opening Balance, Received (+), Issued (-), Adjustment (+/-), Closing Balance, and MOS. The 'FIELD STOCK' section includes columns for Opening Balance, Received (+), Distributed to Acceptance (-), Adjustment (+/-), Closing Balance, and MOS. The report lists various items such as Condom, Shukhi, Oral Pill Apon, ECP, IUD, Injectables (Vials), AD Syringe (1ML), Implant (Nos), TAB MISOPROSTOL (Dose), Normal Delivery Kit, MRM (Pack), 7.1% CHLOROHYDROXIDE, INJ. MgSO4, INJ. OXYTOCIN 5 I.U.ML, MNP (Susset), Sanitary Napkin Pad, Saree, Lungi, DDS Kit, MR(MVA) KIT (NOS), Iron-Folic Acid pill (NOS), Inj. Antenatal Corticosteroid, Inj. Gastric acid, COTTON (100GM) (Roll), and POVIDONE IODINE SOL. (Bottle). The report also includes a 'Remarks' section at the bottom, stating 'Prepared by: A. K. M. Faruque, Designation: Pharmacist, Date: 07/11/2019' and 'Reviewed and Approved by: Md Abul Kalam Azad, Designation: Central Supply Officer, 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.

The screenshot displays the 'LMS Form 7 - WIMSV4.0' application window. The interface includes a menu bar (File, Parameters, Invoice, Stock, Report, Administrator, Help) and a toolbar with icons for Form 7B, Form 7, Stock Reports, Slow Moving Report, Provisional Receiving Register, and Provisional Summary Report. The main area is divided into several sections:

- Report Selection:** A table on the left allows selecting the report month and year. The 'Report Month' is set to 'October' and the 'Report Year' is '2019'. The 'Uploaded' column shows green checkmarks for October, September, and August 2019.
- Form Fields:** Fields for 'Id' (78), 'WH' (Dhaka CWH), 'Total Upazila' (37), 'Reported Month' (October), and 'Reported Year' (2019) are visible. A 'Remarks' field is also present.
- Data Table:** A table with columns: SL#, Article, Opening Balance, Receive From (Warehouse, Supplier), Issue To (Warehouse, Upazila), Adjustment (+, -), Return Form..., Return To..., and Closing Balance. The table lists various medical supplies like Condom, Shukhi, Oral Pill Apon, ECP, IUD, Injectables (Vials), AD Syringe (IML), and Implant (Nos) with their respective quantities and values.
- Progress Bar:** A progress bar is located below the table.
- Buttons:** At the bottom, there are buttons for New, Save, Undo, Delete, Preview, Print, Close, Unpost, and an 'Upload Form 7' button.

The status bar at the bottom indicates 'USER: Admin' and the date 'Thursday, November 07, 2019 8:34:36 AM'.

Open Form 7

- Run **WIMSV4**
- Select **Stock > Form 7...** from **Report** menu.
- The Form 7 Screen is displayed.

This screenshot is identical to the one above, showing the 'LMS Form 7 - WIMSV4.0' application window with the same menu, toolbar, report selection table, form fields, data table, progress bar, and buttons. The status bar also shows 'USER: Admin' and the date 'Thursday, November 07, 2019 8:34:36 AM'.

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.

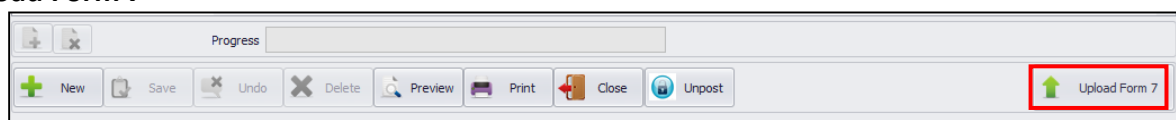
B. Form 7 Entry Option: Shows options for selecting Month and Year for which Form 7 will be generated

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.

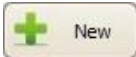
E. Upload Form 7: By connecting to internet, Warehouse need to upload their monthly Form 7 Report directly generated from WIMSV4 and uploaded automatically into LIMS website.


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:

LMIS Form 7 - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report

Welcome LMIS Form 7

Aug 01, 2019 - Nov 30, 2019

Report Month	Report Year	Uploaded
October	2019	✓
September	2019	✓
August	2019	✓

Id 79 WH Dhaka CWH Total Upazila 37

Reported Month October Remarks

Reported Year 2019

SL#	Article	Opening Balance	Receive From Warehouse	Supplier	Issue To Warehouse	Upazila	Adjustment (+)	Adjustment (-)	Return Form...	Return To ...	Closing Balance
Progress											

Record 0 of 0

New Save Undo Delete Preview Print Close Post

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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:

LMIS Form 7 - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Receive From Supplier Receive From Warehouse Issue Voucher (Push) Issue Voucher (Indent) Gate Pass Adjustment Invoice Indent Provisional Receive Standing Board Return to the Supplier from Provisional Receive

Welcome LMIS Form 7

Aug 01, 2019 - Nov 30, 2019

Report Month	Report Year	Uploaded
October	2019	✓
September	2019	✓
August	2019	✓

Id 79 WH Dhaka CWH Total Upazila 37

Reported Month October Remarks

Reported Year 2019

Type	Total Invoice	Updated	Not Updated	Cancelled
Receive From Supplier	3	3	0	0
Receive From Warehouse	10	10	0	0
Issue Voucher(Push)	109	104	1	4
Issue Voucher(Indent)	2	2	0	0
Adjustment Invoice	4	4	0	0
Total :	128	123	1	4

Do you really want to fill the Form 7 items?
October total created invoices : 128 total updated invoices : 123
total un-updated invoices : 1 total cancelled invoices : 4

Close

Record 1 of 3

New Save Undo Delete Preview Print Close Post

USER: Admin Thursday, November 07, 2019 8:34:36 AM


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

<div style="text-align: center;">  GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH DIRECTORATE GENERAL OF FAMILY PLANNING </div>													
<div style="display: flex; justify-content: space-between;"> <div> Form 7 MONTHLY ISSUE, DISTRIBUTION AND BALANCE REPORT WAREHOUSE: Dhaka CWH, Mohakhali, Dhaka </div> <div> Month: October Year: 2019 Total Upazila: 37 </div> </div>													
SL No	ARTICLE	Opening Balance this month	Received Balance this month (+)		Issued To this Month (-)			Adjustment				Closing Balance this month	MOS
			Warehouse	Supplier	Warehouse	Upazila	Total	(+)	(-)	Return from Warehouse	Return to Warehouse		
1	2	3	4	5	6	7	8=(6+7)	9	10	11	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 (IML)	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	1728.7
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. Gentamicin	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:

Reviewed 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:

The screenshot shows the LMIS Form 7 - WIMS v4.0 application interface. A confirmation dialog box titled "WIMS V4" is displayed in the center, asking: "Do you really want to post Form 7 for Oct. You will not be able to edit this month's receive, issue and adjustment invoice after post." The dialog has three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a blue border.

The background application window shows the "Report" tab selected. The "Report Month" is set to "October" and the "Reported Year" is "2019". The "Total Upazila" is "37". The "Reported Month" is "October" and the "Reported Year" is "2019". The "Remarks" field is empty. The "Progress" bar is at 0%.

SL#	Article	Issue To	Upazila	(+)	(-)	Adjustment	Return Form...	Return To ...	Closing Balance
1	Condom								8,11*
2	Shukhi								1,09*
3	Shukhi (3rd Gen)								6,65*
4	Oral Pill Apon								€
5	ECP								€
6	IUD								26*
7	Injectables (Vials)								39*
8	AD Syringe (1ML)								1,60*
	Implant (Nos)								€
									€

- Press ‘Yes’, After post the following screen will appeared:

The screenshot shows the LMIS Form 7 - WIMS v4.0 application interface after the "Post" button was clicked. A success message dialog box titled "WIMS V4" is displayed in the center, stating: "Form 7 of 201910-Oct-2019 posted successfully." The dialog has one button: "OK".

The background application window shows the same "Report" tab with the "Report Month" set to "October" and the "Reported Year" is "2019". The "Total Upazila" is "37". The "Reported Month" is "October" and the "Reported Year" is "2019". The "Remarks" field is empty. The "Progress" bar is at 0%.

SL#	Article	Issue To	Upazila	(+)	(-)	Adjustment	Return Form...	Return To ...	Closing Balance
1	Condom								8,11*
2	Shukhi								1,09*
3	Shukhi (3rd Gen)								6,65*
4	Oral Pill Apon								€
5	ECP								€
6	IUD								26*
7	Injectables (Vials)								39*
8	AD Syringe (1ML)								1,60*
	Implant (Nos)								€
									€

- 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)

WIMSV4

Do you really want to Upload Form 7 data to SCIP?

Yes No

SL#	Article	Warehouse	Upazila	(+)	(-)	Return Form...	Return To ...	Closing Balance
1	Condom			1,000	1,399,600			8,114
2	Shukhi			1,720	1,179,360			1,091
3	Shukhi (3rd Gen)			5,400	11,880			6,658
4	Oral Pill Apon			2,400	15,600			€
5	ECP			2,400				€
6	IUD			7,000	1,600			26€
7	Injectables (Vials)			150,000	89,500			39€
8	AD Syringe (1ML)			150,000	91,200	1,500		1,60€
	Implant (Nos)			804	1,452			

Record 1 of 28

Progress 0%

New Save Undo Delete Preview Print Close Post Upload Form 7

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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

WIMSV4

Form 7 uploaded successfully.

OK

SL#	Article	Warehouse	Upazila	(+)	(-)	Return Form...	Return To ...	Closing Balance
1	Condom			1,884,000	1,399,600			8,114
2	Shukhi			1,098,720	1,179,360			1,091
3	Shukhi (3rd Gen)			86,400	11,880			6,658
4	Oral Pill Apon			2,400	15,600			€
5	ECP			2,400				€
6	IUD			7,000	1,600			26€
7	Injectables (Vials)			150,000	89,500			39€
8	AD Syringe (1ML)			150,000	91,200	1,500		1,60€
	Implant (Nos)			804	1,452			

Record 1 of 28

Progress 0%

New Save Undo Delete Preview Print Close Post

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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.

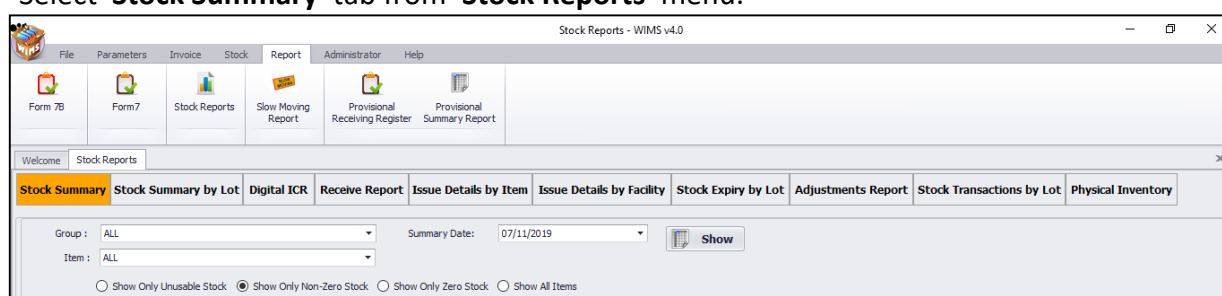
How to Export a Report

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

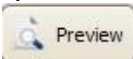
7.3.1. Stock Summary

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  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:

Stock Summary | Stock Summary by Lot | Digital ICR | Receive Report | Issue Details by Item | Issue Details by Facility | Stock Expiry by Lot | Adjustments Report | Stock Transactions by Lot | Physical Inventory




Group : ALL Summary Date: 07/11/2019 

Item : ALL

☐ Show Only Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items

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	
Grand Total Items = 257				


Record 1 of 257

Report Type:   

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- 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	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:

Stock Reports - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Form 7B Form 7 Stock Reports Slow Moving Report Provisional Receiving Register Provisional Summary Report


Welcome Stock Reports

Stock Summary **Stock Summary by Lot** Digital ICR Receive Report Issue Details by Item Issue Details by Facility Stock Expiry by Lot Adjustments Report Stock Transactions by Lot Physical Inventory

Group : ALL Summary Date: 07/11/2019 Show

Item : ALL

☐ Show Only Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items

- The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on  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:

Stock Summary **Stock Summary by Lot** Digital ICR Receive Report Issue Details by Item Issue Details by Facility Stock Expiry by Lot Adjustments Report Stock Transactions by Lot Physical Inventory

Group : ALL Summary Date: 07/11/2019 Show

Item : ALL

☐ Show Only Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items

Group: CONTRACEPTIVE

Item Code	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
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

Record 1 of 422

Report Type: Export Preview Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

- Press  button to continue.

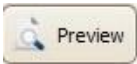
Dhaka CWH, Mohakhali, Dhaka						
Stock Summary by Lot						
As on November 07, 2019						
Item Code	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Exp Date
Group: CONTRACEPTIVE						
Item Name: AD SYRINGE (1 ML)						
CON001	pcs	979,720				
CON001	pcs	620,100				31/12/2023
		1,599,820.00	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 (SINGLEROD)						
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  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:

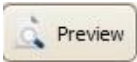
- Press  button to continue.

- 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:

Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Year	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
Group: CONTRACEPTIVE										
Item Name: CONDOM										
ESSENTIAL DRUGS CO. LTD.	01,03	03/10/2019	1512	15/10/2019	2018-19	GFP/AP/Dev/M...	DGFP/L&S-4/E...	200,000		200,000
ESSENTIAL DRUGS CO. LTD.	01,03	03/10/2019	1512	15/10/2019	2018-19	GFP/AP/Dev/M...	DGFP/L&S-4/E...	2,000,000		2,000,000
ESSENTIAL DRUGS CO. LTD.	4,4,5	07/10/2019	1513	22/10/2019	2018-19	GFP/AP/Dev/M...	DGFP/L&S-4/E...	5,000,000		5,000,000
ESSENTIAL DRUGS CO. LTD.	6,7	14/10/2019	1514	21/10/2019	2018-19	GFP/AP/Dev/M...	DGFP/L&S-4/E...	50,000		50,000
Group Total Items =4								7,250,000		7,250,000
Group Total Items =4										

National Receive:

Stock Summary Stock Summary by Lot Stock Details by Item **Receive Report** Issue Details by Item Issue Details by Facility Stock Expiry by Lot

Group: ALL Start Date: 02/12/2014 End Date: 02/02/2015 Show

Item: ALL

☐ All ☒ National Receive ☐ Receive From Warehouse

Group: Item Name:

Supplier Name	Supplier Reference	Supplier D...	Invoice No	Invoice Date	Year	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
Group: CONTRACEPTIVE										
Item Name: CONDOM										
ACT LTD.	1230	03/12/2014	4	05/12/2014	2011-12	GFP/LP/Dev/1...	GFP/LP/Dev/11...	180,000		180,000
Group Total Items =1								180,000	0	180,000
Item Name: ORAL CONTRACEPTIVE PILL (SHUKHI)										
ADPRINT	12020	03/12/2014	3	03/12/2014				900,000		900,000
Group Total Items =1								900,000	0	900,000
Group Total Items =2								1,080,000	0	1,080,000
Group: MCH & OTHER MEDICINE										
Item Name: DDS KIT										

Record 1 of 3

Report Type: Export Preview

Close

USER: Admin Friday, January 02, 2015 9:25:12 AM

Receive From Warehouse:

Stock Summary Stock Summary by Lot Stock Details by Item **Receive Report** Issue Details by Item Issue Details by Facility Stock Expiry by Lot

Group: ALL Start Date: 02/12/2014 End Date: 02/02/2015 Show

Item: ALL

☐ All ☐ National Receive ☒ Receive From Warehouse

Group: Item Name:

Supplier Name	Supplier Reference	Supplier D...	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

Record 1 of 2

Report Type: Export Preview

Close

USER: Admin Data Uploading..... Friday, January 02, 2015 9:25:12 AM


- 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:

Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
Group: CONTRACEPTIVE				
Item Name: AD SYRINGE (1 ML)				
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
Mirpur, Dhaka	6022	27/10/2019	5,400	Issue:Push
Gazaria, Munshiganj	5942	07/10/2019	500	Issue:Push
Bandar, Narayanganj	5943	07/10/2019	1,000	Issue:Push
Bandar, Narayanganj	5943	07/10/2019	1,000	Issue:Push
Sonargaon, Narayanganj	5944	07/10/2019	2,800	Issue:Push

- Press  button to continue

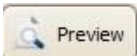

Dhaka CWH, Mohakhali, Dhaka Issue Details by Item Between October 21, 2019 and November 07, 2019				
Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
Group: CONTRACEPTIVE				
Item Name: AD SYRINGE (1 ML)				
Dhamrai, Dhaka	6003	21/10/2019	1,400	Issue:Push
Savar, Dhaka	6004	21/10/2019	3,900	Issue:Push
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.

3000

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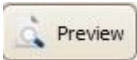
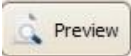
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7.3.7. Stock Expiry by Lot


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.

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

- 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								

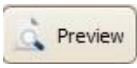
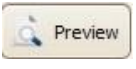
- If you need to export select export format and press  button

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.

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- 09/09/2019
CON001	Return from Facility ...	Dhamrai, Dhaka	09/09/2019	129	pcs	1,600			30/11/2023	Invoice No. 5831 Date- 09/09/2019
CON001	Return from Facility ...	Saturia, Manikganj	09/09/2019	126	pcs	700			30/11/2023	Invoice No. 5833 Date- 09/09/2019
CON001	Return from Facility ...	Savar, Dhaka	09/09/2019	127	pcs	4,500			30/11/2023	Invoice No. 5832 Date- 09/09/2019
Group Total Items=4						8,300				
Group Total Items=4										

- 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				

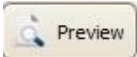
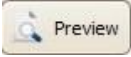
- If you need to export select export format and press  button

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.

Item Code	To/From	Inv. Date	Invoice No	Unit Name	Quantity	Lot No/Description	Mfg Date	Exp Date	Remarks
CON001	Initial			pcs	4,670,248			28/02/2019	
CON001	Narsingdi Sadar, Nar...	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), M...	11/02/2015	9	pcs	2,000			28/02/2019	
CON001	Kapasias, 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	

- 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	Kapasias, 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	

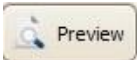

- If you need to export select export format and press  button

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.

Item Name	Opening Bal...	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			

- 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 Inventory (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	Not 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.

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.

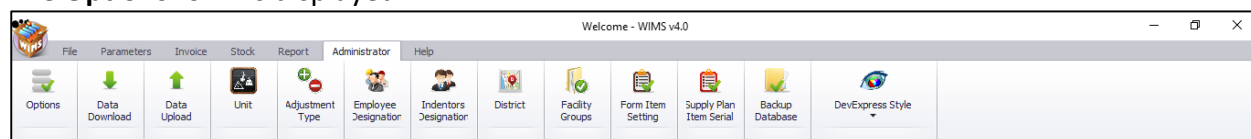
Dhaka CWH, Mohakhali, Dhaka Provisional Summary Report Between August 09, 2019 and November 07, 2019							
Package Serial NoS	Contract NoS	Contract Quantity	Provisional Received Quantity	Disapproved Quantity	Return To Supplier	Provisional Due Quantity	Approved Quantity
		a	b	c	d	e	f
Name of Goods: CONDOM							
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.

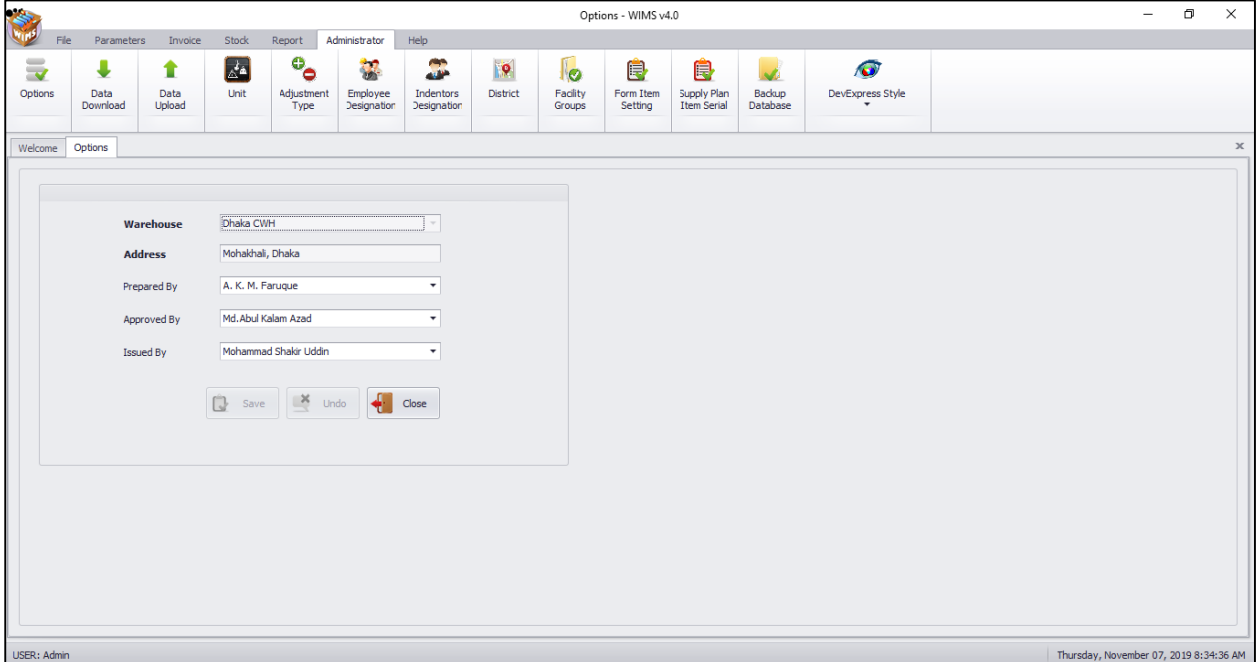
Update Options

- 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.

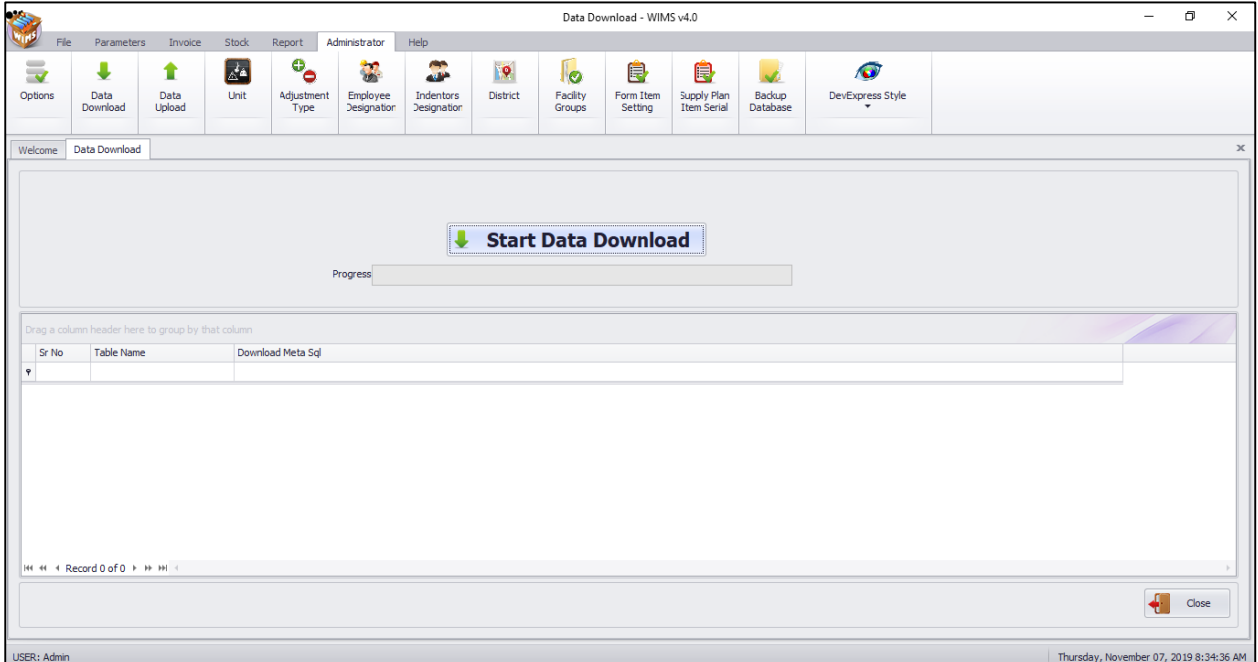
- After setting **"Prepared By, Approved By & Issued By"** and **"Store type"** then press  button.



- 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.

Log Seq	User	Terminal	Created DateTime	Log Text
774846	Admin	DGFPIMS	07/11/2019 1:59:39 PM	INSERT INTO logsynchinfo (FacilityCode,Id,UserId,Terminal,startTime,endTime,SynchTimeToTake,Success)
774847	ADMIN	TOSHIBA	07/11/2019 4:32:09 PM	UPDATE form7master SET Posted = 0,bUpload=0 WHERE F7ID = 81 and FacilityCode = 'C001'
774848	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC001' and FacilityCode='C001';
774849	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC002' and FacilityCode='C001';
774850	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC003' and FacilityCode='C001';
774851	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC004' and FacilityCode='C001';
774852	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC005' and FacilityCode='C001';
774853	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC006' and FacilityCode='C001';
774854	ADMIN	TOSHIBA	07/11/2019 4:32:11 PM	Delete FROM form7Items WHERE F7ID=81 and ItemCode = 'BCC007' and FacilityCode='C001';

- 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.

Unit Id	Unit Name
0	[None]
1	pcs
2	carton
3	sets
4	cycle
5	dozen
6	amp.
7	tab.
8	cap.
9	roll
10	ream
11	kit
12	jar
13	pair
14	nos.
15	pound
16	hottle

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

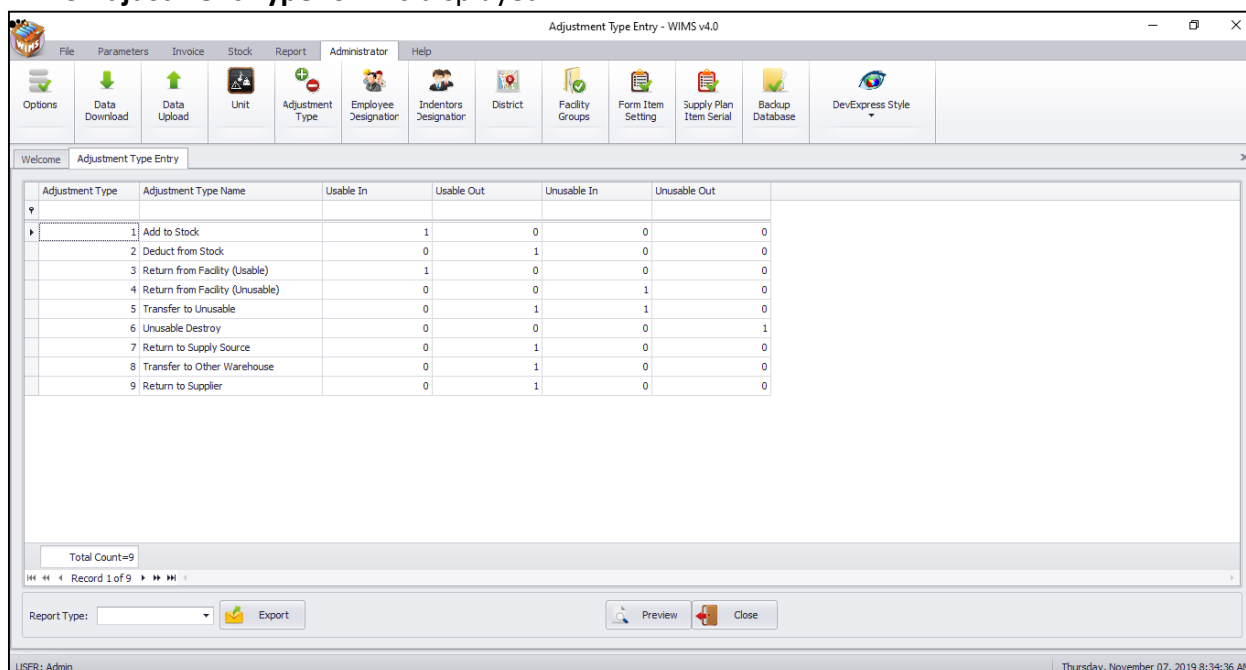
Print Unit List:

- 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.



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
6	Unusable Destroy	0	0	0	1
7	Return to Supply Source	0	1	0	0
8	Transfer to Other Warehouse	0	1	0	0
9	Return to Supplier	0	1	0	0

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 TypeName	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.

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
Record 1 of 12

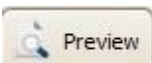
Report Type: Export Preview Close

USER: Admin Thursday, November 07, 2019 8:34:36 AM

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.

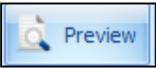
Designation Code	Designation
2	Store Keeper
6	SLPP
7	DDFP
9	Superintendent
10	UFPO
11	UFPA
12	LDA cum Typist
13	Pharmacist
14	Regional Supply Officer
15	Supply Officer
16	Medical Officer
19	MO - MCH
20	MO - Clinic

Total Count=13

Record 1 of 13

Report Type: Export Preview Close

USER: Admin Friday, November 08, 2019 7:44:55 PM

- 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.

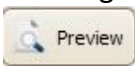
Dhaka CWH, Mohakhali, Dhaka		
Indentor Designation		
Designation Code	Designation	
2	Store Keeper	
6	SLPP	
7	DDFP	
9	Superintendent	
10	UFPO	

- 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.

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
11	Gopalganj	Dhaka	3035
12	Madaripur	Dhaka	3054
13	Rajbari	Dhaka	3082
14	Jamalpur	Dhaka	3039
15	Sherpur	Dhaka	3089
16	Mymensingh	Dhaka	3061
17	Kishoregoni	Dhaka	3048

- 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.

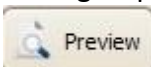
District List				
District Code	District Name	Division	Geo Code	
1	Dhaka	Dhaka	3026	
2	Gazipur	Dhaka	3033	
3	Manikganj	Dhaka	3056	
4	Munshiganj	Dhaka	3059	
5	Narayanganj	Dhaka	3067	
6	Narsingdi	Dhaka	3068	
7	Barishal	Barisal	1006	
8	Jhalokati	Barisal	1042	
9	Bhola	Barisal	1009	
10	Faridpur	Dhaka	3029	

- 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.

Dhaka CWH, Mohakhali, Dhaka 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:

Form Item Serial - WIMS v4.0

File Parameters Invoice Stock Report Administrator Help

Options Data Download Data Upload Unit Adjustment Type Employee Designation Indentors Designation District Facility Groups Form Item Setting Supply Plan Item Serial Backup Database DevExpress Style

Welcome Facility Group Entry Form Item Serial

Drag a column header here to group by 1

Set No 6 From Date 01/08/2019 To Date 31/12/2025

Item Code	Item Name	Linked Items	Print
CON002	Condom	CON002	<input checked="" type="checkbox"/>
CON008	Shukhi	CON008	<input checked="" type="checkbox"/>
CON010	Shukhi (3rd Gen)	CON010	<input checked="" type="checkbox"/>
CON009	Oral Pill Apon	CON009	<input checked="" type="checkbox"/>
CON003	ECP	CON003	<input checked="" type="checkbox"/>
CON007	IUD	CON007	<input checked="" type="checkbox"/>
CON006	Injectables (Vials)	CON006	<input checked="" type="checkbox"/>
CON001	AD Syringe (1ML)	CON001	<input checked="" type="checkbox"/>
CON005	Implant (Nos)	CON005	<input type="checkbox"/>
CON004	Implant Jadelle(2 rod with canula)	CON004	<input type="checkbox"/>
CON005+CON004	Implant (Total)	CON005, CON004	<input checked="" type="checkbox"/>

Total Count=28

Record 1 of 28

Form7 Form7B

Report Type: Export Preview Close

USER: Admin Friday, November 08, 2019 7:44:55 PM

- 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.

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

- 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.

Dhaka CWH, Mohakhali, Dhaka 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.

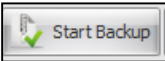
How Backup database:

- Run **WIMSV4**
- Select **Administrator > Backup Database** from **Administrator** menu.
- The **Backup Database** form is displayed.

The screenshot shows the 'Backup Database - WIMS v4.0' application window. The 'Administrator' menu is active, and the 'Backup Database' option is selected. The main window displays a table with the following data:

Process Completed	Table Name	Total Records	Records Processed
<input type="checkbox"/>	MonthList	12	0
<input type="checkbox"/>	LookAndFeel	1	0
<input type="checkbox"/>	Warehouse	1	0
<input type="checkbox"/>	Designation	12	0
<input type="checkbox"/>	IndentDesig	13	0
<input type="checkbox"/>	UnitOfMeas	29	0
<input type="checkbox"/>	Employee	11	0
<input type="checkbox"/>	Supplier	338	0
<input type="checkbox"/>	Division	7	0
<input type="checkbox"/>	District	64	0
<input type="checkbox"/>	FGroup	5	0
<input type="checkbox"/>	Facility	664	0
<input type="checkbox"/>	ItemGroup	9	0
<input type="checkbox"/>	ItemList_master	480	0
<input type="checkbox"/>	ItemList	480	0
<input type="checkbox"/>	ItemListLot	1612	0
<input type="checkbox"/>	tsethins	4	0
Total Tables = 53		Total Records = SUM=192076	SUM=0

At the bottom, there is a 'Progress' bar and a 'Start Backup' button. The status bar shows 'USER: Admin' and the date 'Friday, November 08, 2019 7:44:55 PM'.

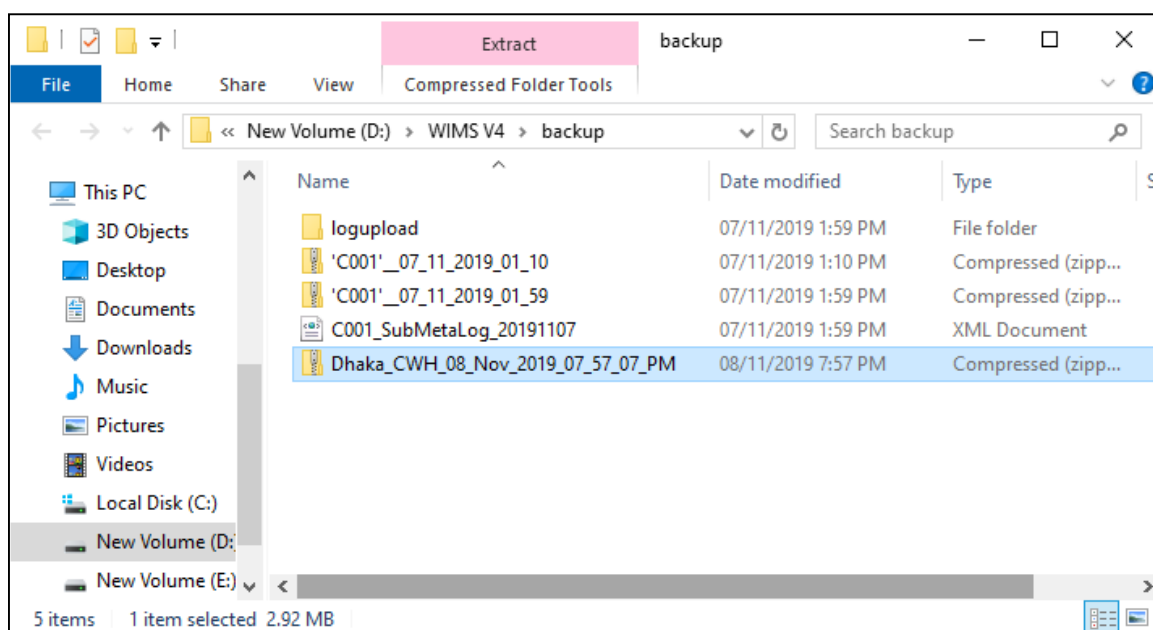
- Press button  from the command buttons block. The form will look like following:

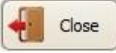
The screenshot shows the 'Backup Database - WIMS v4.0' application window after clicking the 'Start Backup' button. The 'Records Processed' column now shows progress for several tables. The 'Progress' bar is at 15%.

Process Completed	Table Name	Total Records	Records Processed
<input checked="" type="checkbox"/>	MonthList	12	12
<input checked="" type="checkbox"/>	LookAndFeel	1	1
<input checked="" type="checkbox"/>	Warehouse	1	1
<input checked="" type="checkbox"/>	Designation	12	12
<input checked="" type="checkbox"/>	IndentDesig	13	13
<input checked="" type="checkbox"/>	UnitOfMeas	29	29
<input checked="" type="checkbox"/>	Employee	11	11
<input checked="" type="checkbox"/>	Supplier	338	338
<input type="checkbox"/>	Division	7	0
<input type="checkbox"/>	District	64	0
<input type="checkbox"/>	FGroup	5	0
<input type="checkbox"/>	Facility	664	0
<input type="checkbox"/>	ItemGroup	9	0
<input type="checkbox"/>	ItemList_master	480	0
<input type="checkbox"/>	ItemList	480	0
<input type="checkbox"/>	ItemListLot	1612	0
<input type="checkbox"/>	tsethins	4	0
Total Tables = 53		Total Records = SUM=192076	SUM=417

The 'Progress' bar is now at 15%. The 'Start Backup' button is still visible. The status bar remains the same.

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

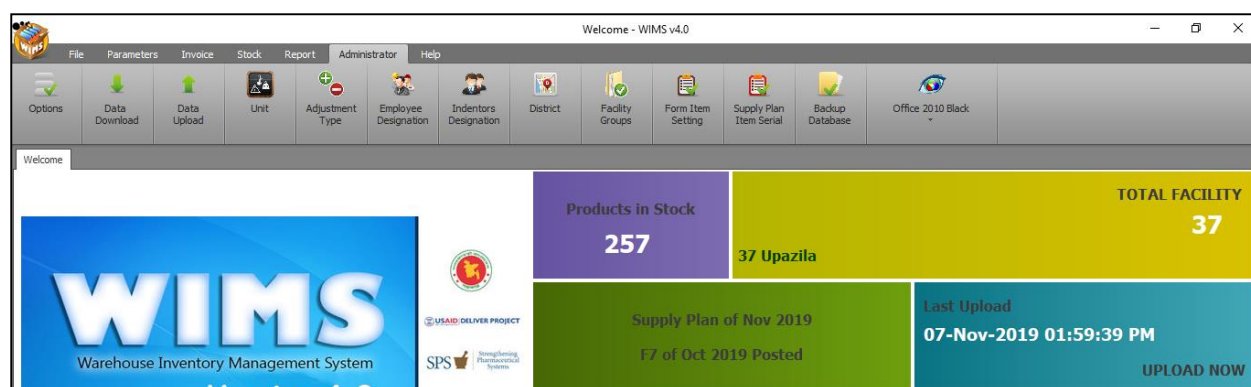
- Run **WIMSV4**



- 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 -

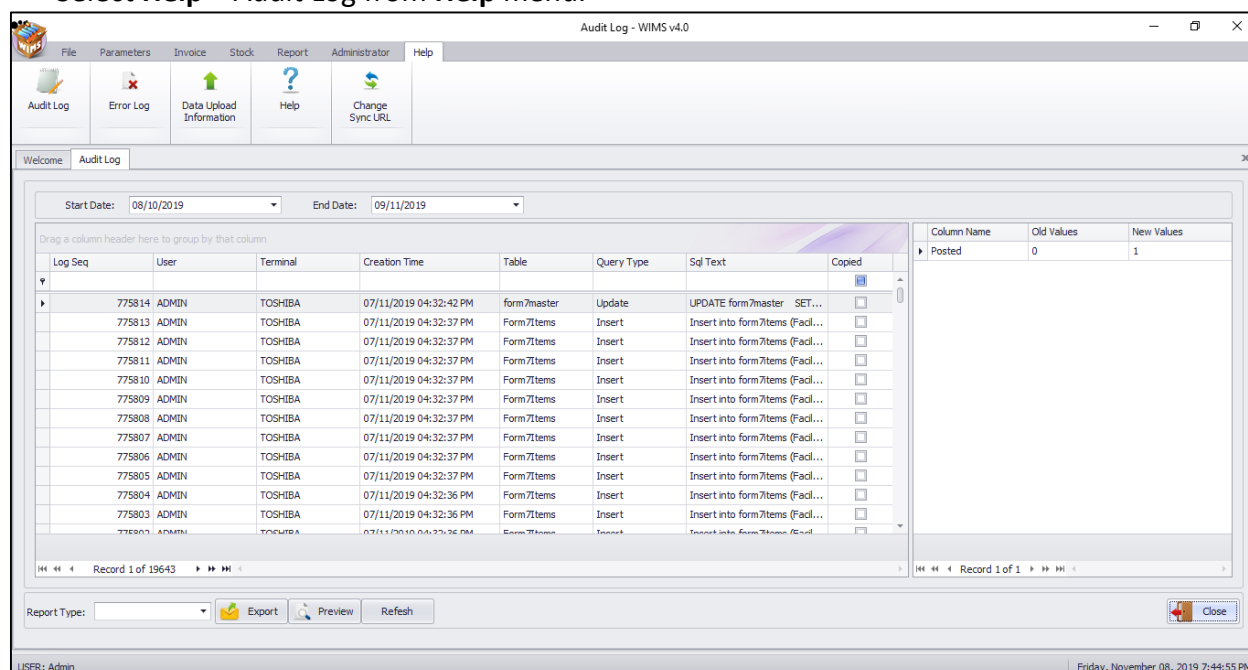


Chapter-9: Help

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 -

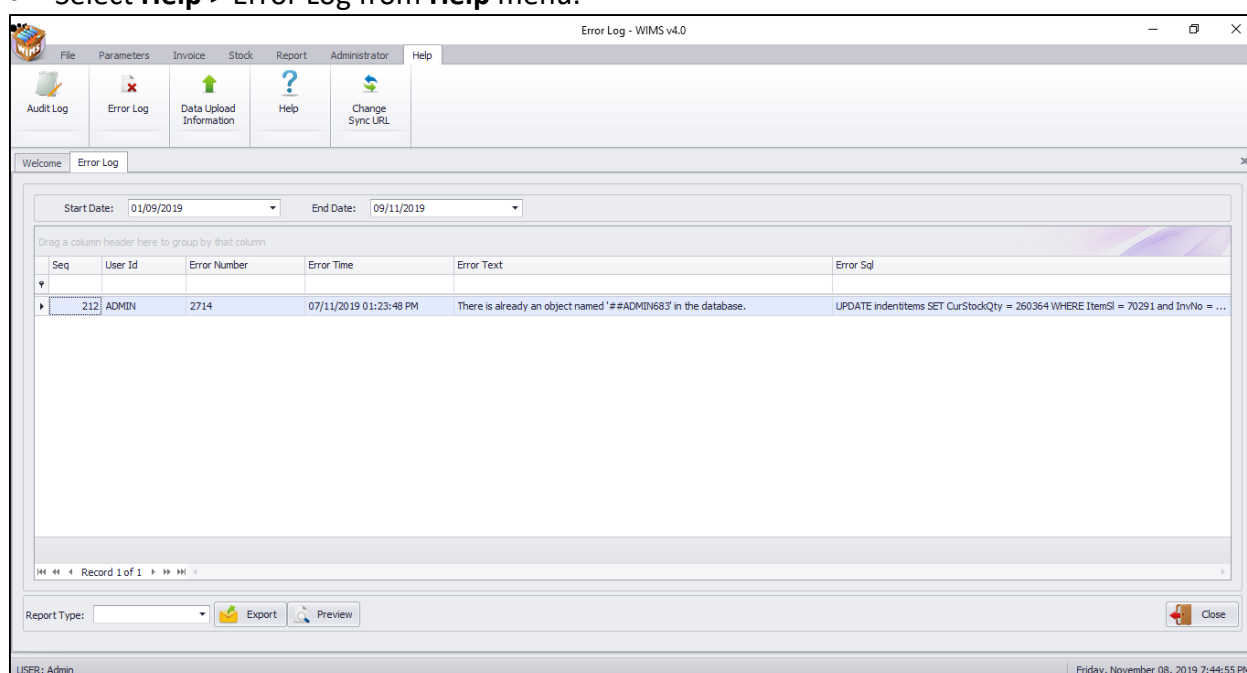
- **Log Seq:** It is the serial number of the records viewing in the page, latest records first.
- **User:** Name of the user who is responsible to execute a command.
- **Create Time:** It is the date and time of a command executed by the user.
- **Terminal:** IP address of the user PC in the network.
- **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 already exists in the database, that will raise an error. Again, if a user is trying to delete a record that has a relevant 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 -