Upazila Inventory Management System USER GUIDE



Prepared for



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Prepared by



Copyedited version-JBB

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Introduction

According to the Directorate General of Family Planning (DGFP)'s logistics supply procedure, the logistics supply or commodities flow (see Figure A) from the Central Warehouse (CWH) to the Regional Warehouses (RWHs) to the Upazila Stores. The Upazila Stores distribute directly to both Family Welfare Centers (where Family Welfare Visitors [FWVs] work) and Family Welfare Assistants (FWAs). From each of these points, service providers distribute directly to the acceptors. Information flows (see Figure B) back up through the system from the lowest level to the central level. FWAs fill out an MIS Form 1, which describes service and logistics data for the month, and submit the form manually to the Family Planning Inspector (FPI). An FPI manages five to six FWAs. FPI aggregates the service and logistics data and completes MIS Form 2, then submits the form manually to the Upazila Family Planning Store. FWVs complete MIS Form 3 and submit it to the Upazila Family Planning Store. In the Upazila Family Planning Store, the Store Keeper has to coalesce all of the reports to generate the field portion of MIS Form 7B. In addition, Store Keepers calculate their own stock position and produce the supply plan for supplying commodities to FWAs, FWVs, etc. On average, each Store Keeper has to work with 25-30 Forms to prepare Form 7B and the Supply Plan. Add to this the uncertainty in availability, the system's tight timeline, and all of the other Store Keepers' responsibilities and it is clear that the Store Keeper finds it very difficult to produce a quality report on schedule. Therefore, reducing effort at this level can have a positive impact on the overall system's performance.

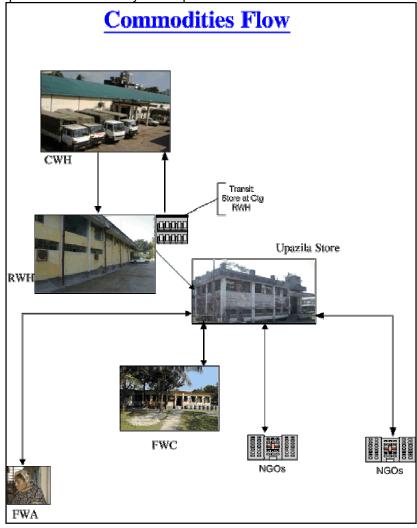


Figure A





Considering the above condition, an **Upazila Inventory Management System (UIMS)** has been developed to help the Upazila Family Planning Office, and especially the Store Keeper, by greatly reducing the latter's workload. This computerized system will maintain records for receipt and issue of commodities as well as product stock, whose saved records include batch number, manufacturing and expiry dates. In addition, the system can keep track of stock issued by the FEFO (First Expiry First Out) method and stock adjustment (expiry, damage, return from other facility, etc.). MIS forms 2 and 3 can be entered here. Finally, the system will generate Form 7B and Supply Plan automatically. In addition, the stock balance of commodities on any particular date can be determined at any time, as can a list of SDPs, a facility's transactions for a particular period, an item's transactions for a specific period, and dates when transactions took place, among others.

This software has been developed using Visual Basic 6 as the front-end tool, Crystal Reports 8 as the report tool, and SQL Server 2000 as the database.

Users and their Responsibilities

This software will be used primarily by the Upazila Family Planning Assistant (UFPA), the store (or whoever is in charge of it), and the Upazila Family Planning Officer (UFPO) (or whoever is in charge). Their respective tasks are as follows:

UFPO: The system administrator of this software, the UFPO is responsible for the following tasks:

- 1. Add new employees to the system with required permissions.
- 2. Add/delete/modify any new/existing Union or SDP to/from the system.
- 3. Add/delete/modify items to/from the Supply Plan; Forms 2, 3, and 7B; and employee designation.
- 4. Ensure the Store Keeper makes daily backups and keeps them in a safe place, e.g., on a pen drive/flash drive.
- 5. Ensure the software works smoothly in the upazila.

UFPA, store: The software is designed and developed to reduce the workload of this main user of the software. This person's primary responsibilities are as follow:

- 1. Enter MIS Form-2 and 3 accurately.
- 2. Issue/receive commodities to/from the SDPs/RWHs and print invoices.
- 3. Print Form 7B and the Supply Plan.
- 4. Print Stock Balance Report as required.
- 5. Make backups daily and keep them in a safe place, e.g., on a pen drive/flash drive .
- 6. Inform the UFPO about any problems with the software.



People at work in an Upazila FP Office

Inside an Upazila Store



An Upazila Store



Inside an Upazila Store

Chapter 1

How to Operate the UIMS

1.1. How to start UIMS

- Double-click on the UIMS icon in your desktop, or
- Select Start > Programs > UIMS > UIMS from the taskbar to run UIMS.
- The following screen appears:

🖻 UIMS L	ogin		×
<u>U</u> ser ID:	мід		•
<u>P</u> assword:	******		_
	ок	Cancel	

- Type your User ID and Password in the appropriate boxes and press <Enter> or click on OK.
- If your User ID and Password are correct, the UIMS main form will be visible.
- At the bottom left of the main form, you will see your User ID and Name.



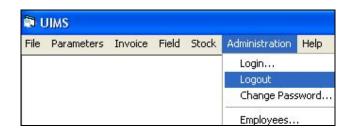
1.2. How to exit UIMS

- Select File > Exit from main menu bar, or
- Click on the topmost right X button to exit UIMS.

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

1.3. How to log out

After your work is done and you temporarily want to suspend working with UIMS but do not want to Exit, then you should log out. This makes sure that another person cannot use UIMS without your permission when you are out. To log out from UIMS, select Administration > Logout from main menu bar.



If you want to resume your work after logging out, log in again from Administration > Login menu.

1.4. User permissions in Forms

Based on the permissions set by the Administrator, UIMS users are allowed to access only certain parts of the software. The Administrator uses three types of permissions to access the forms:

- *Edit:* Users with edit permission on any form are able to enter new data, edit data, delete data, and print in the specific form.
- View: Users with view permission will only be able to browse the data in the form but will not be able to edit. A typical form opened by a user with View access only appears below:

Item Code Item Name Initial S [Usz CC5001 VSC CLIENT DETAILED INFORMATION C CC5002 VSC REGISTER CC5003 VSC OPERATION SURGEON FEE RECEIV	I Stock Initial Stock Unit Jsable) (Unusable) pcs
CCS002 VSC REGISTER	pcs
CCS003 VSC OPERATION SURGEON FEE RECEIV	pcs
CC5000 VSC OF ERATION SOUGEONTEE RECEIV	pad
CC5004 VSC CLIENT DISCHARGE CARD	pcs
CCS005 VSC CLIENT PAYMENT RECEIVED FORM	pad
CCS006 VSC CLIENT REFERRAL FEE RECEIVED F	pad
CCS007 TUBECTOMY/VASECTOMY CLIENT AST	pad
CCS008 IUD CLIENT PAYMENT REGISTER	book
CCS009 IUD CLIENT CONSENT FORM	pad
CCS010 IUD INSERTION FEE	pad
	Sort By: Item Code

 No permission: If a user does not have Edit or View permission on any form and tries to open the form, the following error message appears:



1.5. How to change your Password

Every user has a User ID and Password provided by the Administrator. For security reasons, users can change their password at any time.

🛢 Change Passw	ord 📃 🗖 🔀			
User Name	МАН			
Md. Mahbur Rahman				
Old Password	****			
New Password	****			
Confirm Password	****			
OK	Cancel			

- Select Administration > Change Password from menu.
- Change Password form will be visible.
- The User Name box will show your logon user name.
- Provide your current password in Old Password box.
- Now enter the new password you want to use in the New Password and Confirm Password boxes.
- Click on OK to continue.

To check that the new password is in effect, log on again from Administration > Login dialog box.

1.6. Form elements and general editing guidelines

A typical entry form can be divided into three specific areas:

- Block A: This block generally consists of a list of IDs or names from which users can select a specific record to view its details.
- Block B: The data entry fields of a record make up this block.
- Block C: This block consists of a number of buttons to enter, edit, delete, and print the records.

Here is a list of common command buttons seen in UIMS:

▶ * New	Insert a new record of any type
📔 Save	Save the current editing
X Delete	Delete the current record in a form
Preview	Preview a report before printing
Close	Close any data entry form

Chapter 2

Parameters

2.1. Item Groups

🖥 Item Groups		
Item Groups CONT	RACEPTIVE	_
		Total Item Groups: 8
Group Code Group Name	CON	
New Save	Mathematical Delete Delete	Close

Store commodities are classified into a number of groups. Each group has a unique Group Code and a descriptive Group Name. Normally, Group Codes are three characters in length and abbreviated from their descriptive name.

2.1.1. View Item Groups

- Run UIMS.
- Select Parameters > Item Groups from menu.
- The Item Groups form appears.

2.1.2. General description of Item Groups form



This form is used to edit, create, delete, and print Item Groups. Controls in the form are grouped into three blocks:

- A. *Item Groups*: Shows a list of current Item Groups in database; a label below shows the total number.
- B. *Entry Fields*: To describe a group, two fields are required.
 - Group Code—A three-digit alphanumeric code that can represent the group.

- Group Name—A descriptive name for the group.
- Both of these fields are compulsory.
- C. Command Buttons: Buttons available to manipulate Item Groups.

2.1.3. View information about a specific group

- Select the group you want to view from Item Groups list.
- Group Code and Group Name of the corresponding group will be shown.

2.1.4. Enter a new group

▶*

New

Click on

in the command buttons block, and the following form appears:

🖥 Item Groups +		
Item Groups	CONTRACEPTIVE	
		Total Item Groups: 8
Group Co Group N		
▶* New	Save Delete Preview Item	

- Enter a three-character Group Code.
- Enter a descriptive Group Name.

🖥 Item Groups *		
Item Gro		
		Total Item Groups: 8
	p Code KIT p Name KITS & EQUI	PMENTS
Ne		Image: Close

Click on



• Your new group name is visible in the Item Groups list.

🗿 Item Groups	_ 🗆 X
Item Groups KITS AND EQUIPMENTS	•
Total I	tem Groups: 8
Group Code KIT Group Name KITS AND EQUIPMENTS	
▶ * À M Delete Preview Items Close	

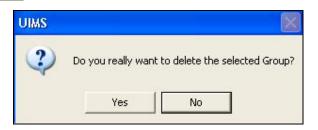
- If your new group code matches that of an existing group, an error message is shown. Change the group code and click on Save again.
- If the new group name conflicts with an existing group, an error message is shown. Change the group name and click on Save again.
- If you want to cancel the new Item Group entry, press Esc during editing to undo.

2.1.5. Edit an existing group

- Select the group you want to edit from Item Groups list.
- Change the Group Code or Group Name field as needed.
- When done with editing, click on Save.
- If your group code matches an existing group, then an error message is shown. Change the group code and click on Save again.
- If the new group name conflicts with an existing group, an error message is shown. Change the group name and click on Save again.
- If you want to cancel the current editing, press Esc to undo the changes.
- It is only possible to change a Group Code when there are no items under the group.

2.1.6. Delete an existing group

- Select the group you want to remove from Item Groups list.
- Click on , and a confirmation dialog box appears:



- Click on Yes if you really want to delete the group.
- You will not be able to delete groups that have items under them.

2.1.7. Print Item Groups

Click on Preview to view a printable list of Item Groups.

	🔊 UIMS	- [Report	i - Item C	Group	os]								
	🛐 File	Parameters	Invoice	Field	Sto	ck A	Adminis	stration	Help				
	×		1 of 1	•			8	5 d	100%	•	Total:9	100%	9 of 9
				_	_	_	_						
											Upazila	Family Pla	nning Office
												Sherpur, B	logra
												Item Gro	aps
									Group	Code	Group	Name	
									CCS		Clinical	Contraceptic	on Service Delivery Programme
									COM		сомма	ON MEDICIN	IE
									CON		CONTR	ACEPTIVE	
									IEM		IEM & C	THER MAT	ERIAL
									IUD		MSRS		
									KIT		KITS AN	ND EQUIPM	ENTS
									MCH		мснм	EDICINE & F	REQ.
									STR		STERIL	IZATION MS	BRS
									VEH		VEHICL	.E	
									Total (Groups:	9		
ļ													

• Click on the printer icon. The print dialog box appears:

Print		
Printer:	System Printer (HP LaserJet 1 Series PCL)	200 OK Cancel
Print Bar All Page Fre	-	Copies: 1 🔆

- Provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then click on OK.
- After printing, click on the leftmost X button to close the preview window.

🗟 UIMS - [Report - Item Groups]									
ß	File	Parameters	Invoice	Field	Sto	ock	£		
×	4		1 of 1	•		н	1		

2.1.8. View items under each group

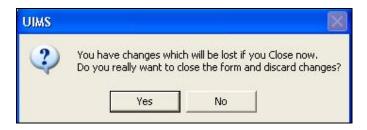
- Select the group from Item Groups list.
- Click on
- to see the items under the selected group.

Titem Groups							
Item Groups KITS AND EQUIPMENTS		-					
,	Tot	al Item Groups: 8					
	-						_
Group Code KIT	<table-of-contents> Item List</table-of-contents>						×
		Item Group	KITS AND EQUIPMENTS				
Group Name KITS AND EQUI		Rein Group	KITS MID EQUIPHENTS		Items in Gr	oup: 82	
					items in an	· · · · · · · · · · · · · · · · · · ·	
	Item Code	Item Name		Initial Stock	Initial Stock	Unit _	^
🕨 🖬 📈 🗋				(Usable)	(Unusable)		
New Save Delete Previe	KIT002	FWC KITS		16		kit	
	KIT003	MCH KITS		789		kit	
	KIT004	TUBECTOMY KIT		51		kit	
	KIT005	VASECTOMY KIT	S	436		kit	
	KIT006	NSV KITS		1,661		kit	
	KIT007	TBA KITS (TBA F	ROJECT)			kit	
	KIT008	BLEEDING KITS		19		kit	
	🔲 KIT009	DELIVERY KITS				kit	
	📕 KIT010	D & C KITS				kit	
	KIT011	MIDWIFERY KIT	S	1,990		kit 🛛	•
			🕨 🕌 🕅	K 🗈 📭			
			New Save Del				

2.1.9. Close Item Groups form

₽

- Click on Close to exit the Item Groups form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved groups when you attempt to exit, you will be informed that your changes will be lost if you exit:



 Click on Yes if you want to exit without saving. Click on No if you don't want to close the form at this time.

2.2. Item List

	Item Group (ALL)	•	Items in Gr	our: 0/1	
			items in ai	041	
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)		
COM001	ACITIC ACID			bottle	
COM002	ADHESIVE TAPE - 3"			roll	
COM003	AMBU BAG	884	5	nos.	
COM004	APPRON UTILITY	95		pcs	
COM005	APRONE PLASTIC			pcs	
COM006	B.P. MACHINE	5,497		nos.	
COM007	CAP. AMPICILLIN			capsule	
COM008	FORCEP OBSTRETIC			pcs	
COM009	INJ. ERGOMATRINE			amp.	
COM010	INJ. HYDROCORTISON			amp.	•
		S	ort By: Item (Code	•

Store commodities are classified into a number of groups. Every item has a distinct 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.

2.2.1. View Item List

- Run UIMS.
- Select Parameters > Item List from menu.
- The Item List form is displayed.

or

- Run UIMS.
- Select Parameters > Item Group from menu.
- Select an Item Group.
- Click on Items button to view the items of the specific group.

2.2.2. General description of Item List form
--

	А		Items in Gro	oup: 841
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
COM001	ACITIC ACID			bottle
COM002	ADHESIVE TAPE - 3"			roll
COM003	AMBU BAG B	884	5	nos.
COM004	APPRON UTILITY	95		pcs
COM005	APRONE PLASTIC			pcs
COM006	B.P. MACHINE	5,497		nos.
COM007	CAP. AMPICILLIN			capsule
COM008	FORCEP OBSTRETIC			pcs
COM009	INJ. ERGOMATRINE			amp.
COM010	INJ. HYDROCORTISON			amp.
		S	ort By: Item C	amp.
			in the fireme	.000

This form is used to edit, create, delete, and print items. Controls in this form are grouped into three blocks:

- A. *Item Group*: Shows a list of current Item Groups in the database. A label below shows the total number of items in the selected group.
- B. *List of Items*: Shows details about every item in the selected group. To describe an item, five fields are required.
 - Item Code: A unique six-digit code that can be used to identify the item. The code is generated automatically, but you can change it if you wish.
 - Item Name: A descriptive name for the item.
 - Initial Stock (Usable): Initial stock that 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: Buttons available to manipulate Item List.

2.2.3. Search and find an item



- Click on Search in the command buttons Block C.
- A new dialog box appears asking you to give the name of the item to search. You can provide partial Item Name.

Search Items	
Enter Item Name to Search:	OK Cancel
MACHINE	

- After you provide the Item Name, click on OK.
- Items that match the search text are displayed in the list.

	Item Group (ALL)	▼ Iter	ms in Group: (Filt	ered): 13
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	
COM006	B.P. MACHINE	5,497		nos.
IEM047	DUPLICATING MACHINE			nos.
IEM048	BATTERY CHARGER MACHINE	2		nos.
KIT019	SUCCER/SUCTION MACHINE (ELECTRICT)	157		nos.
KIT030	AUTOCLAVE MACHINE			nos.
KIT069	SUCCER MACHINE (FOOT DRIVE)	6		nos.
MCH068	PANASONIC FASCIMILE MACHINE (FAX)			nos.
MCH069	HIC HPB MANUAL PUNCH MACHINE			[None]
MCH088	ANESTHESIA MACHINE	7		nos.
MCH170	MONOMETER FOR ANESTHESIA MACHINE	1		pcs
		S	ort By: Item (Code
	▶ * 🗎 😿 🗎	≥ /4 №		

• To see all of the items again, click on

🙌 Show All

2.2.4. View information about a specific item

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

2.2.5. View Lotwise information about a specific item

- Select the item for which you want to view Lotwise information.
- Click on Lotwise in the command button block, and the following dialog box appears:

	Item Group CONTRA	CEPTIVE	<u> </u>	Items in Group	: 17	
tem Code	Item Name		Initial Stock (Usable)			
CON001	CONDOM		3,035,600	pcs		
CON002 CON003	Lotwise Initial Qua	ntity				
CON004 CON005 CON006	Item Code CON001	Item 1	Name CONDOM			
CON0007	Barcode	Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. L. 🖌
CON009	CON0010000001110			30/11/2010		
CON010	CON0010000001010			01/10/2010		
	CON001000000910			01/09/2010		
	CON001000000810			01/08/2010		
	CON001000000610			01/06/2010		
	 CON001000000210 CON0010000000110 			28/02/2010 08/01/2010	3,035,600	
	CON0010000000110			00/01/2010		
	<					>
	Total Lots: 12		Total		3,035,600	

2.2.6. Enter a new item

Click on from the command buttons block, and the following form appears:

<table-of-contents> Item List -</table-of-contents>	+			<u>_ </u>					
	Item Group KITS AND EQUIPMENTS	Ţ							
	Items in Group: 82								
Item Code	Item Name	Initial Stock (Usable)	Initial Stock ((Unusable)	Jnit 🔺					
KIT083	GASKET	926	5	sets					
📕 KIT084	HOSPITAL EQUIPMENT KITS (REPACKING)		ł	kit 🛛					
🔲 KIT085	REFRIGERATOR (ELECTROLUX RKE400)		5	sets					
🔲 KIT086	VEDIO CASET PLAYER AND OTHERS		[None]					
🔳 KIT087	IUD STERILIZER DRUM	910	ł	kit 🛛					
KIT088	IUD STERILIZER KIT (EPI SY. RACK)	2,386	ł	kit 👘					
📕 KIT090	PIN INDEX ADOPTER FOR OXYGEN CYLI		1	nos.					
📕 KIT091	COMBINED STR. KITS	12	ŀ	kit 🛛					
KIT092	IUD KIT	7,370		sets					
📕 KIT093				• •					
	New Save Dek								

• The Item Code, which is generated automatically, consists of the group code and a number that is one greater than the maximum item code in the group. But you can change the Item Code to another Code that is not yet present in database.

- Enter the name of the item.
- If the item has initial stock in the inventory, then enter both Usable and Unusable quantity.
- Enter measurement unit of the item.

🖥 Item List *	k			<u>_ ×</u>
	Item Group KITS AND EQUIPMENTS	v		
			Items in G	iroup: 82
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit 🔺
🔲 KIT083	GASKET	926		sets
📕 KIT084	HOSPITAL EQUIPMENT KITS (REPACKING)			kit
📕 KIT085	REFRIGERATOR (ELECTROLUX RKE400)			sets
KIT086	VEDIO CASET PLAYER AND OTHERS			[None]
📕 KIT087	IUD STERILIZER DRUM	910		kit
📕 KIT088	IUD STERILIZER KIT (EPI SY. RACK)	2,386		kit
📕 KIT090	PIN INDEX ADOPTER FOR OXYGEN CYLI			nos.
📕 KIT091	COMBINED STR. KITS	12		kit
📕 KIT092	IUD KIT	7,370		sets
E KIT093	MSR KIT			kit 🔻 🔻
	New Save Dela			

Click on

ì

Save

, and your new item is highlighted in the list:

🖥 Item List				_ 🗆 ×
	Item Group KITS AND EQUIPMENTS	•		
			Items in Gro	up: 82
Item Code	Item Name	Initial Stock (Usable)	Initial Stock U (Unusable)	nit 💻
📕 KIT083	GASKET	926	s	ets
KIT084	HOSPITAL EQUIPMENT KITS (REPACKING)		k	it
📕 KIT085	REFRIGERATOR (ELECTROLUX RKE400)		s	ets
KIT086	VEDIO CASET PLAYER AND OTHERS		[]	None]
📕 KIT087	IUD STERILIZER DRUM	910	k	it
📕 KIT088	IUD STERILIZER KIT (EPI SY. RACK)	2,386	k	it 🛛
📕 KIT090	PIN INDEX ADOPTER FOR OXYGEN CYLI		n	os.
📕 KIT091	COMBINED STR. KITS	12	k	it 🛛
📕 KIT092	IUD KIT	7,370	s	ets
🔲 KIT093	MSR KIT		k	it 🔽
	New Save Dek			

- If the new item name conflicts with an existing item name, then an error message will be shown. Change the item name and try saving again.
- If you want to cancel the new item entry, press Esc during editing to undo.

2.2.7. Edit an existing item

- Select the group under which the item is listed.
- Change the Item Name, Initial Usable Stock, Initial Unusable Stock, and/or Unit fields as required.
- When done with editing, click on Save.
- If the new item name conflicts with an existing item, then an error message will be shown. Change the item name and try saving again.
- If you want to cancel the current editing, press Esc to undo the changes.

2.2.8. Delete an existing item

- Select the item you want to remove from Item list.
 - Click on belete , and a confirmation dialog box appears:

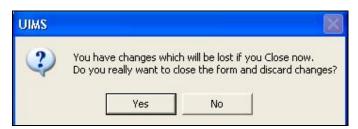
UIMS	X
2 Do you re	ally want to delete the selected item?
Ve	

- Click on Yes if you really want to delete the item.
- You will not be able to delete items that have transactions (have been received/issued in the past).

2.2.9. Close Item List form

- **I**I+

- Click on Close to exit the Item List form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have any unsaved item during exit, you will be informed that your changes will be lost if you exit.



 Click on Yes if you do want to exit without saving. Click on No, if you don't want to close the form at this time.

Chapter 3

Invoice

3.1. Local Purchase

····· 🚰 Local Purchase	Basic Info Search Criteria Filter Criter Invoice No. Receive Date Received By				Supplier Supplier Local Purchase Invoice No				ted
'otal Invoice (Filtered) : 0 Item	Re	eceived Qty	Unit	Lot No		Mfg. Date	,	Expiry Date	
▶* ×						Tota	al Items	0	
Group By		►* New	iii Save	e Undo	M Delete	Preview	My Update	e Close	

When items are received from suppliers, they are logged into the system. This form is used when items are received from external supplier. Item quantities entered here add up to the total stock. This form is used to enter new receive invoices, edit, or print or delete old invoices.

3.1.1. Open Local Purchase form

- Run UIMS.
- Select Invoice > Local Purchase from menu.
- The Local Purchase form is displayed.

3.1.2. General description of Receive Invoice form

Red	bice No.	3/12/20	2	Supplier ATM Tra Local Purchase In Local Purchase In	voice No	
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
BED SHEET	500	pcs				
📕 1ML. DISPOSABLE SYRINGE	2,000	pcs				
ZML. DISPOSABLE SYRINGE	400	pcs				
				Total Ite	ems 3	
Group By Invoice No	▶ * New) Sav			¶≱ № date Close	

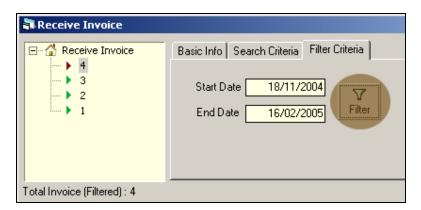
This form is used to edit, create, delete, and print Receive Invoices. Controls in the form are grouped into four blocks:

- 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 describe an invoice, six fields are required.
 - Invoice No.—A unique sequence to represent the invoice
 - Receive Date—Date goods are received
 - Received By—Name of receiving officer
 - Supplier—Name of supplier
 - Local Purchase Invoice No.—Voucher number of local supplier
 - Local Purchase Invoice Date—Date of local supplier voucher First four fields are compulsory.
- C. *Invoice Items Entry Fields:* Invoices consist of line items, with one line for every item received. Every line has the following eight fields:
 - Item—Name of item received
 - Unit—Unit of measurement of item
 - Lot No.—Lot number of the received goods
 - Mfg. Date—Manufacturing date of the received goods
 - Received Qty.—Total quantity of received goods
 - Expiry Date—Date of expiry of received goods Item and Received Qty. are compulsory; Unit field is shown automatically; and all other fields are optional.
- D. Command Buttons: Buttons available to manipulate the Invoices

3.1.3. View information about a specific invoice

SLocal Purchase	💐 Local Purchase 👘
Receive Invoice	Receive Invoice Acceive Invoice A
Total Invoice (Filtered) : 4	Total Invoice (Filtered) : 4
HYPO SYRINGE (20 CC) HYPO SYRINGE (10 CC)	HYPO SYRINGE (20 CC)
Group By	Freesive Date

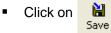
- Select the invoice to view from the tree-like list in Block A. Invoices can be grouped in two ways: the Group By combo box, which allows you to search by Invoice No. or by Receive Date.
- After an invoice number is selected, corresponding information is shown in blocks B and C.
- At any time a partial list of invoices is shown based on the Filter Criteria. Only
 invoices that fall between Start Date and End Date are listed. You can change the
 dates and click on Filter to list fewer or more invoices.



3.1.4. Enter a new invoice

Cocal Purchase Cocal	Invoid Rece		3/01/20	3	 plier al Purchas		1000	dated
Fotal Invoice (Filtered) : 2 Item		Received Qty	Unit	Lot No	Mfg. Date	•	Expiry Date	
					Tot	al Items		0

- The Invoice No. is generated automatically.
- Receive Date shows current date, which you can change if necessary.
- Select the employee who is receiving the goods.
- Enter the supplier name.
- Provide Invoice No. and date from local supplier's invoices (not compulsory).



, and your new Invoice No. is visible in the invoice list.

2	Rece	Invoice No. 3 Supplier Janata Traders Control of the second secon							
otal Invoice (Filtered) : 3 Item		Received Qty	Unit	Lot No		Mfg. Dati	e	Expiry Date	
🕨 🗰						Tol	tal Items		0
Invoice No 💌		►* New	Save	e Undo	M Delete	Preview	V Updati	e Close	

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

3.1.5. Invoice Items Entry

Click on in the command buttons block, and the following form appears:

🖥 Local Purchase +						_ 🗆 🛛
here 🕨 1	Info Search Cri oice No.	teria Filte	3 5	S upplier Janata Tra Local Purchase Inv		
Re		And the second statements	Chandra S 💌	Local Purchase Inv		
Total Invoice (Filtered) : 3	1		1	1		
Item	Received G)ty Unit	Lot No	Mfg. Date	Expiry Date	
-						
Group By) Net	101 000000	2	Total Iter	· · · · · · · · · · · · · · · · · · ·	

- Select an item name from Item combo box.
- Unit field is filled automatically.

> 3 > 2									
) 1		ive Date 03	3/01/200 Prokash	08 Lo	Supplier Janata Traders Local Purchase Invoice No andra S Local Purchase Invoice Date Updated				
otal Invoice (Filtered) : 3									
Item		Received Qty	Unit	Lot No	Mfg. Date	Expiry Date			
1ML, DISPOSABLE SYRING	ie 👻	1000	pcs						
* 🕅					Total Item	0 21			

• Enter Lot No., Mfg. Date, Received Qty., and Expiry Date fields.

Click on

🖥 Local Purchase								
E 🔏 Local Purchase	Basic Info	Search Criteri	a Filte	r Criteria				
↓ 2 ↓ 1	Invoice N Receive Received	Date 03	3/01/20 Prokash	3 Supplier Janata Traders 18 Local Purchase Invoice No Chandra S V Local Purchase Invoice Date Updated				
Total Invoice (Filtered) : 3								
Item	F	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date		
IML, DISPOSABLE SYRI	NGE	1,000	pcs		1			
					Total Iter	ns 1		
Group By		▶ * New	Save	e Undo Delete	Preview Upd			

3.1.6. Updating the Stock

Entering a new invoice does not update current stock position automatically. After the invoice entry is complete, click on UPDATE to recalculate the balance of items from the current invoice.

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

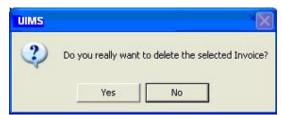
- Click on , and a confirmation dialog box appears.
- Click on resiryou are sure the invoice figures are correct.
- A confirmation dialog box shows the number of items for which stock was updated.

3.1.7. 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, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

3.1.8. Delete an existing invoice

- Select the invoice you want to remove from invoices list.
 - **M**
 - Click on Delete , and a confirmation dialog box appears:



- Click on 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.

3.1.9. Edit an existing invoice item

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
STEEL TRUNK	2,000	pes				

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

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
	8000	pcs				

Press F2 or click on any field to start editing.

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
STEEL TRUNK	8,000	pcs				

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

3.1.10. Delete an invoice item

- Select the invoice item you want to edit from the items list in block C.
- Click on , and a confirmation dialog box appears:

UIMS		
2 Do :	you really want to delete I	the selected Invoice Item?

• Click on Yes if you really want to delete the invoice item.

3.1.11. Search a Receive Invoice

Click on Search Criteria tab to find a specific invoice.

Receive Invoice			
E- 🚰 Receive Invoice	Basic Info	Search Criteria	Filter Criteria
⊞-∰ 16/02/2005 ⊞-∰ 01/02/2005 ⊞-∰ 12/01/2005	Receive In	voice No.	4 Find

- Enter the invoice no you want to find in 'Receive Invoice No.' box.
- Click on FIND to start searching.
- If the invoice is found then it will display as selected.

🖥 Receive Invoice			
Receive Invoice 16/02/2005 10/02/2005 10/02/2005 4 3 12/01/2005	Basic Info Search Criteria Filter Criteria		
	Invoice No. 4		
	Receive Date 01/02/2005		
	Received By H. M. Asaduzzaman		

3.1.12. Print Receive Invoice

<u>à</u>

- Click on Preview to preview the invoice.
- Click on the printer icon, and The print dialog box appears.
- Optionally provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then click on OK.
- After printing, click on the leftmost X button to close the preview window.

3.1.13. Close Receive Invoice form

- Click on to exit from the receive Invoice form.
- You can also exit by clicking on the X 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.

UIMS	X
?	ch will be lost if you Close now. close the form and discard changes?

 Click on Yes if you do want to exit without saving. Click on No, if you don't want to close the form at this time.

	Invoice No. Receive Date Received By		Recei	WH? VH? VHOUSE'S Invoid	
otal Invoice (Filtered) : 0					
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
					0

3.2. Receive Invoice from Warehouse

3.2.1. Open Receive Invoice form

- Run UIMS.
- Select Invoice > Receive Invoice from menu.
- The Receive Invoice form appears.

3.2.2. General description of Receive Invoice form

	voice No. cceive Date cceived By	09/12/	3 2007 sh Chan	Other Recei Wareł		ce Date 12	164 /09/200 lated
Item	Received Qty	Unit	Lot No		Mfg. Date	Expiry Date	[
Tab. Ranitidine 150 mg	9,500	tablet	-				
📕 Tab. Ciprofloxacine/Quinox 50	3,200	tablet					
OT TABLE	1	pcs		/			
INSTRUMENT TROLLY	1	pcs					
BLANKET (WOOLEN)	12	pcs					
► K				Tot	al Items	5	
Group By	•*	H	0,	WK .	D T	s 📭	

This form is used to edit, create, delete, and print Receive Invoices. Controls in the form are grouped into four blocks:

- A. *Invoice List*: Invoices are listed by item group. Invoice Group combo filters the invoices according to their group, and 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, six 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
 - Received From —Name of warehouse from where goods were sent If goods received from other WH under which the upazila does not belong, check Other WH checkbox and select the WH.
 - WH's Invoice No.—Voucher number of WH
 - WH's Invoice Date—Date of WH's voucher
 - All of the fields are compulsory.
- C. *Invoice Items Entry Fields:* Invoices consist of line items, with one line for every item received. Every line has the following six fields:
 - Item—Name of item received
 - Unit—Unit of measurement of item
 - Lot No.—Lot number of goods received
 - Mfg. Date—Manufacturing date of goods received
 - Received Qty.—Total quantity of goods received

 Expiry Date—Date of expiry of received goods
 Item and Received Qty. are compulsory; unit field is shown automatically; and all other fields are optional.

D. Command Buttons: Buttons available to manipulate Invoices.

3.2.3. View information about a specific invoice

🖥 Receive Invoice	🔁 Receive Invoice
Receive Invoice	Receive Invoice
Total Invoice (Filtered) : 3	Total Invoice (Filtered) : 3
Item	Item
▶* 🕅	▶* ₩
Group By	Group By
Invoice No 💌	Receive Date

 Select the invoice to view from the tree-like list in Block A. Invoices can be grouped in two ways: by Invoice No. or by Receive Date.

- After an invoice number is selected, corresponding information is shown in blocks B and C.
- At any time, a partial list of invoices is shown based on the Filter Criteria. Only
 invoices that fall between Start Date and End Date are listed. You can change the
 dates and click on Filter to list fewer or more invoices.

Receive Invoice	
Receive Invoice	Basic Info Search Criteria Filter Criteria Start Date 18/11/2004 End Date 16/02/2005 Filter
Total Invoice (Filtered) : 3	

3.2.4. Enter a new invoice

•*

Click on

New he command buttons block, and the following form appears:

💐 Receive from Wareh	ouse +					
□ ▲ Receive Invoice □ ▲ 3 □ ▶ 2 □ ▶ 1	Invoice No. Receive Date	11/01.	4 /2008 Receiv ash Chan ▼ Wareh	WH? Ved From Nouse's Invoice Nouse's Invoice		• ted
Total Invoice (Filtered) : 3	 Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
Group By	►* New	Save	2 K	al Items	0 P Close	

- The Invoice No. is generated automatically.
- Receive Date displays current date, which you can change if necessary.
- Select the employee who is receiving the goods.
- Respective WH name appears automatically. If item is received from other WH, then select Other WH and select the WH.
- Provide invoice number and date from WH's challan.

 A Receive Invoice 3 2 1 	Inv Re	oice No.	11/01/	ilter Criteria 4 2008 Ish Chan ╺	Other ' Receiv Wareh	WH? ved From ved Fro	e Date	234 1/1/2008 odated
tem		Received Qty	Unit	Lot No		Mfg. Date	Expiry Date	
•* 😿 Group By	1	> *	8	2	Tota	al Items	0	

Click on

, and your new invoice number is visible in the invoice list.

→ A Receive Invoice → 3 → 2 → 1	Invoice No. Receive Date	11/01/	4 /2008 Rece ash Chan ▼ Ware		e Date 01	234 /01/2008 lated
otal Invoice (Filtered) : 4 Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
Group By	•		Tc	otal Items	0	

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

3.2.5. Invoice Items Entry

Click on in the command buttons block, and the following dialog box appears:

Receive from Wareho	ouse +						
Receive Invoice	Rec	pice No.	11/01/	4 2008 R Ish Chan ▼ ₩	ther WH? eceived From /arehouse's Inv /arehouse's Inv	oice Date 0	▼ 234 //01/2008 dated
Total Invoice (Filtered) : 4							
Item		Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
	•						
▶∗ 🗰	1				Total Items	0	
Invoice No		▶* New	ave Save	Undo Del	and the second se	vy ↓ pdate Close	

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

A 4 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	voice No.	11/01/	4 2008 Recei ash Chan ▼ Warel			× 234 /01/2008 ated
Total Invoice (Filtered) : 4			1	(1	(
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
SHUKHI 🗸	1200	cycle			01/12/2009	
•• ×			To	al Items	0	
Group By	▶* New	À Save	℃/ K Undo Delete	Preview Updat	0 0000	

Click on Save Save Acceive from Wareh	ouse					
🖃 🕼 Receive Invoice		iteria 📔	Filter Criteria			
Total Invoice (Filtered) : 4	Invoice No. Receive Date Received By Sre	11/01/ e Proka	4 /2008 Reco ash Chan ▼ Ward			✓ 234 /01/2008 lated
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	1
	1,200	cycle			01/12/2009	
Group By	▶* New	Save	T 21 X Undo Delete	otal Items		

3.2.6. Updating the Stock

Entering a new invoice does not update current stock position automatically. After the invoice entry is complete, click on UPDATE to recalculate the balance of items from the current invoice.

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

- Click on Update , and a confirmation dialog box appears.
- Click on Yes if you are sure that the invoice figures are correct.
- A confirmation dialog box shows the number of items for which stock was updated.

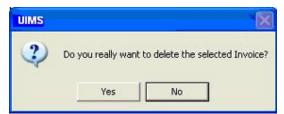
3.2.7. Edit an existing invoice

V,

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

3.2.8. Delete an existing invoice

- Select the invoice you want to remove from invoices list.
- Click on Delete
- , and a confirmation dialog box appears:



- Click on Yes if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. Instead, first delete the items and then delete the invoice.

3.2.9. Edit an existing invoice item

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
STEEL TRUNK	2,000	pcs				

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

STEEL TRUNK V 8000 pcs		

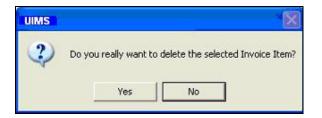
Press F2 or click on any field to start editing.

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
STEEL TRUNK	8,000	pcs				

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

3.2.10. Delete an invoice item

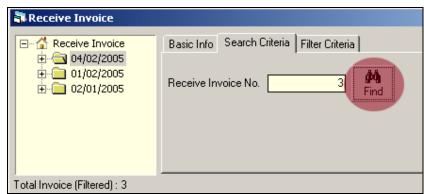
- Select the invoice item you want to edit from the items list in Block C.
- Click on k, and a confirmation dialog box appears:



Click on Yes if you really want to delete the invoice item.

3.2.11. Search a Receive Invoice

Click on Search Criteria tab to find a specific invoice.



- Enter the invoice number you want to find in Receive Invoice No. box.
- Click on FIND to start searching.
- If the invoice is found, then it will be displayed as selected.

Receive Invoice	
Receive Invoice 04/02/2005	Basic Info Search Criteria Fil
→ 3	Invoice No.
	Receive Date 04/02/20
	Received By H. M. Asadu
	L
Total Invoice (Filtered) : 3	

3.2.12. Print Receive Invoice

Click on Preview

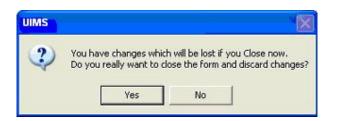
to preview the invoice.

- Click on the printer icon, and the print dialog box appears.
- Optionally provide Print Range and Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

3.2.13. Close Receive Invoice form

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- Click on **Close** to exit the receive Invoice form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved invoices during exit, you are told that your changes will be lost if you exit.



 Click on Yes if you do want to exit without saving. Click on No, if you don't want to close the form at this time.

3.3. Issue Voucher

Ssue Vouchers 82	Basic Info Sea	arch Criteria Filter Crite	eria	
02	Invoice No.	82	SDP Group	FWA 👻
	Union	*	j	☑ Updated
	SDP	3/ Kha, Eliza Khatun,	Atulia	•
	Prepared By	Md. Azahar Ali	✓ Date	a 11/07/2008
	Approved By	Shahnaz Parvin	▼ Date	11/07/2008
	Issued By Remarks	Md. Azahar Ali	✓ Date	11/07/2008
				.
Item	Issued Qty Unit	Stock Qty Lot No	Mfg. Da	
ltem SHUKHI	Issued Qty Unit 10,000 cy	Stock Qty Lot No 37,725 48	Mfg. Da	

This form is used when distributing items to facilities. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Vouchers and edit, print, or delete old invoices.

3.3.1. Open Issue Voucher form

- Run UIMS.
- Select Invoice > Issue Voucher from menu.
- The Issue Voucher form is displayed.

Southers	Basic Info Sea	rch Criteria Filter Crit	eria	
02	Invoice No. Union SDP	82] • 3/ Kha, Eliza Khatun,]	FWA 👻
A	Prepared By Approved By Issued By Remarks	Md. Azahar Ali Shahnaz Parvin Md. Azahar Ali	Date Date	11/07/2008 11/07/2008 11/07/2008
tem	Issued Qty Unit	Stock Qty Lot No	Mfg. Dat	e Expiry Date
зникні С	10,000 cy	37,725 48		

3.3.2. General description of Issue Voucher form

This form is used to edit, create, delete, and print Issue Vouchers. Controls in the form are grouped into four blocks:

- A. *Invoice List*. Invoices can be listed grouped by Invoice No or Invoice Date or Facility. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, the following fields are required.
 - Invoice No.—A unique sequence to represent the invoice
 - SDP Group—Group pf the Facility receiving the items
 - Union-Union of the Facility receiving the items
 - SDP-Name of the Facility receiving the items
 - Prepared By, Approved By, Supplied By—Names of employees who are responsible for issuing items. There are three date fields related to the names.
 - Prepared By Date, Approved By Date, Supplied By Date—Dates on which invoices are prepared and approved and supplies are provided
 - 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 seven 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 number of item issued
 - Mfg. Date—Manufacturing date of item lot issued
 - Expiry Date—Expiry date of goods in lot

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

D. Command Buttons: Buttons available to manipulate Invoices.

🖥 Issue Voucher(Pus	🖥 Issue Voucher(Push)	🖥 Issue Voucher(Push)
□ - ▲ Issue Vouchers → 6 → 5 → 3 → 2 → 1	King and a second	
Total Invoice (Filtered) : 6	Total Invoice (Filtered) : 6	Total Invoice (Filtered) : 6
ltem	Item	Item
Group By	Group By Facility	Group By

3.3.3. View information about a specific invoice

- Select the invoice to view from the tree-like list in Block A. Invoices can be grouped in three ways: by Invoice No., Facility, or Invoice Date.
- After an invoice number is selected, the corresponding information is shown in blocks B and C.
- At any time, a partial list of invoices is displayed based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and click on Filter to list fewer or more invoices.

💐 Issue Youcher(Push)	
🖃 😭 Issue Vouchers	Basic Info Search Criteria Filter Criteria
► 8 ► 6	Start Date 19/11/2004
► 5 ► 3	End Date 17/02/2005 Filter
2	

3.3.4. Enter a new invoice

Click on New in the command buttons block, and the following form appears:

⊡ 🚰 Issue Vouchers	Basic Info Sea	arch Criteria Filter Criteria			
	Invoice No. Union SDP	83 SDP (Group	▼ □ Updated ▼	
	Prepared By Approved By Issued By Remarks	Approved By Shahnaz Parvin Date Issued By Md. Azahar Ali Date		02/08/2008 02/08/2008 02/08/2008	
Item	Issued Qty Unit	Stock Qty Lot No	Mfg. Date	Expiry Date	

- The Invoice No. is generated automatically.
- Select SDP Group, Union and the SDP
- Date fields reflect current date, which you can change if necessary.
- Select the employee who are preparing, approving and supplying the goods.

E 🔏 Issue Vouchers	Basic Info Sea	arch Criteria Filter Criteria		
	Invoice No.	83 SD	P Group FWA	•
	Union	Arulia		Updated
	SDP	2/Ka, Rehana Khatun, Arulia		
	Prepared By	Md. Azahar Ali	▼ Date	02/08/2008
				02/08/2008
	Issued By Remarks	Md. Azahar Ali	▼ Date	02/08/2008
em	Issued Qty Unit	Stock Qty Lot No	Mfg. Date	Expiry Date
tem	Issued Qty Unit	Stock Qty Lot No	Mfg. Date	
* K Received By	Issued Qty Unit		Mfg. Date	

Click on

Union Union SDP 2/ Ka, Rehana Khatun, Arulia Prepared By Md. Azahar Ali Approved By Shahnaz Parvin Issued By Md. Azahar Ali Date 02/08/2008 02/08/2008 Date 02/08/2008 Date 02/08/2008 Date 02/08/2008 Construction of the second	Issue Vouchers S	Basic Info Sea	arch Criteria Filter Crit		FWA +
SDP 2/Ka, Rehana Khatun, Arulia Prepared By Md. Azahar Ali Approved By Shahnaz Parvin Issued By Md. Azahar Ali Date 02/08/2008 Date 02/08/2008 Remarks				SDP Group	-
Approved By Shahnaz Parvin Date 02/08/2008 Issued By Md. Azahar Ali Date 02/08/2008 Remarks		SDP			
Issued By Md. Azahar Ali Date 02/08/2008 Remarks		Prepared By	Md. Azahar Ali	▼ Date	e 02/08/2008
Remarks			Shahnaz Parvin	▼ Date	• 02/08/2008
Item Issued Qty Unit Stock Qty Lot No Mfg. Date Expiry Date		Issued By	Md. Azahar Ali	Date	I 112708720081
		Remarks	1		
	ltem ▶★ ₩ Received By		Stock Qty Lot No		

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

3.3.5. Invoice Items Entry

Click on in the command buttons block, and the following form appears:

Karakara Karakara Karakara Karakara Karakara Karakara Karakara Karakara Karakara Karakara Karakara	Basic Info Sea	arch Criteria	Filter Criteria		
82	Invoice No. Union SDP		83 SDP	Group FWA	Updated
	Prepared By Approved By Issued By Remarks	Md. Azahar Shahnaz Pa Md. Azahar	arvin 🔻	Date	02/08/2008 02/08/2008 02/08/2008
					~
Item	Issued Qty Unit	Stock Qty	Lot No	Mfg. Date	Expiry Date

- Select an item name from Item combo box.
- Unit field is filled in automatically.

- Enter Issued Qty. The Stock Qty, Lot No., Mfg. Date, and Expiry Date, if available, are picked from the lot information. •

Issue Vouchers 83	Basic Info Sea	arch Criteria Filter Criteria		
82	Invoice No. Union SDP	83 SE	D P Group FWA	Updated
	Prepared By Approved By Issued By Remarks	Md. Azahar Ali Shahnaz Parvin Md. Azahar Ali	▼ Date	02/08/2008 02/08/2008 02/08/2008
Item	Issued Qty Unit	Stock Qty Lot No	Mfg. Date	Expiry Date
	1440 cycle	27725 48		

Click on

Save	

Issue Vouchers 83	Basic Info Sea	arch Criteria Filter C	iriteria	
82	Invoice No. Union	83	SDP Group	FWA 💌
	SDP	2/ Ka, Rehana Kha	itun, Arulia	•
	Prepared By	Md. Azahar Ali	▼ Da	ate 02/08/2008
	Approved By	Shahnaz Parvin	▼ Da	
	Issued By Remarks	Md. Azahar Ali	▼ Da	ite 02/08/2008
	<u></u>			
Item	Issued Qty Unit	Stock Qty Lot No	Míg.	Date Expiry Date
Item	Issued Qty Unit 1,440 cy	Stock Qty Lot No 50400 718	Míg.	Date Expiry Date 31/05/2012
			Mfg.	

3.3.6. Updating the Stock

Entering a new invoice does not update current stock position automatically. After the invoice entry is complete, click on UPDATE to recalculate the balance of items from the current invoice.

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

Click on Update

, and a confirmation dialog box appears.

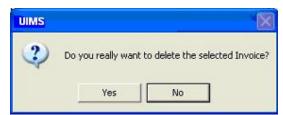
- Click on Yes if you are sure the invoice figures are correct.
- A confirmation dialog box shows the number of items for which stock was updated.

3.3.7. 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, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

3.3.8. Delete an existing invoice

- Select the invoice you want to remove from invoices list.
- Click on Delete , and a confirmation dialog box appears:



- Click on Yes if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. You have to
 delete the items and then delete the invoice.

3.3.9. Edit an existing invoice item

Item	Unit	Stock Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date
CONDOM	pcs	700,000	90,000			01/12/2007

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

Item	Unit	Stock Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date	
	pcs	700,000	90,000			01/12/2007	

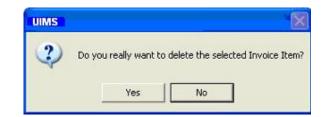
Press F2 or click on any field to start editing.

Item	Unit	Stock Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date	
	pcs	700,000	90,000			01/12/2007	

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

3.3.10. Delete an invoice item

- Select the invoice item you want to edit from the items list in Block C.
- Click on k
 , and a confirmation dialog box appears:.



• Click on Yes if you really want to delete the invoice item.

3.3.11. Search a Issue Voucher

Click on Search Criteria tab to find a specific invoice.

💐 Issue Voucher(Push)			
E 🔐 Issue Vouchers	Basic Info	Search Criteria	Filter Criteria
⊕ <mark>@</mark> 12/02/2005 ⊕ <u>@</u> 05/01/2005	Indent In	voice No.	8 Find

- Enter the invoice no you want to find in Indent Invoice No. box.
- Click on FIND to start searching.
- If the invoice is found, it displays as selected.

Tissue Voucher(Push)	
E- 🚰 Issue Vouchers	Basic Info Search Criteria
E 12/02/2005 ■ 8	Invoice No.
⊡ 05/01/2005	Facility RWH, DIN
	Prepared By H. M. Asad
	Approved By Suraiit Kum

3.3.12. Print Issue Voucher

Là,

Click on Preview .

to preview the invoice, and the invoice appears like the following:

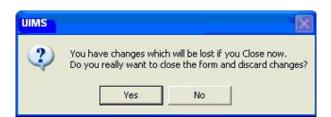
	Upazila Family Planning Office Bogra, Bogra <u>Issue Voucher</u> *		Office	<u>Сору</u>
ISSUING OFFICE:Bogra, Bogra		Invoice	No: 83	
ISSUED TO: 2/ Ka, Rehana Khatun, Arulia		Print	date: 02/08	3/2008
Si# Code Article	Quantity Issued	Unit	Lot No.	Exp. Da.
	In Number In Words			
1 CO NOD2 SHUKHI	1,440. One thousand four hundred forty	CYCLE	718	31,05/2012
Prepared & Issued By Store in charge	Approved By Upazila Family Planning Officer	2/ Ka, Ref	Received nana Khatun,	Contract of the second s
		2/ Ka, Ref	nana Khatun,	Arulia
	Upazila Family Planning Officer Upazila Family Planning Office	2/ Ka, Ref	nana Khatun,	Arulia
	Upazila Family Planning Officer Upazila Family Planning Office Bogra, Bogra		nana Khatun,	Arulia ent Copy
Store in charge	Upazila Family Planning Officer Upazila Family Planning Office Bogra, Bogra	Invoi	nana Khatun, <u>Recipi</u>	Arulia ent Copy

Print the Invoice

3.3.13. Close Issue Voucher form

Į.

- Click on Close to exit from the Issue Voucher (Push) form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved invoices during exit, you are told that your changes will be lost if you exit.



Click on Yes if you do want to exit without saving. Click on No if you don't want to close the form at this time.

Adj. Invoice	Basic Info Search I Invoice No. Adjustment Type Remarks		eria	•	To	/From	•		•
		Prepared By Approved By Issued By			•	Date Date	e		Updated
			Unit	Stock Qty		Qty	Lot No	Mfg. Date	Expiry D
	<								
otal Invoice (Filtered) : 0 Group By Invoice No	× × ×	▶ * ∷ New Save	C) Undo	X Q	. Ir	tal Item Vy odate	ns 0		

3.4. Adjustment Invoice

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

3.4.1. Open Adjustment Invoice form

- Run UIMS.
- Select Invoice > Adjustment Invoice from menu.
- The Adjustment Invoice form is displayed.

3.4.2. General description of Adjustment Invoice form

Adj. Invoice	Basic Info Search (Criteria Filter Crite	ma					
	Adjustment Type	Add to Stock		-	To/From	Sherpur, Bogra		-
	Remarks In the phy		re Condo		B	1		Updated
Α		Prepared By Approved By Issued By	A. K. M.	okash Chandra Sa Sanaul Mostafa okash Chandra Sa	▼ Date	-	ē	
	- Item		Unit	Stock Qty	Qty L		Mfg. Date	Expiry Da
					(4		
	<			nin'(>
otal Invoice (Filtered) : 1 Group By	▶ * ₩				Total Items	: 0		

This form is used to edit, create, delete, and print Adjustment Invoices. Controls in the form are grouped into 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 of numbers to represent the invoice
 - Adjustment Type—A list of adjustment types to select from. Possible adjustment types are:

Add to Stock	 If after physical inventory or any
	instance, it is found that an item is
	shown less than actual quantity in stock
Remove from Stock	 If after physical inventory or any
	instance, it is found that an item is
	shown excess than actual quantity in
	stock
Return from Facility	 When an item is returned from a facility
(Usable)	
Return from Facility	 When an unusable item is returned from
(Unusable)	a facility
Unusable	 Expiry date of item has passed
Unusable Destroy	
(Usable) Return from Facility (Unusable) Unusable	 shown excess than actual quantity in stock When an item is returned from a facility When an unusable item is returned from a facility

- To/From—Facility distributing the items
- Remarks—Comments about the adjustment reasons, outcome, etc.
- Prepared By, Approved By, and Supplied By—Employees who are responsible for adjusting items
- Prepared By Date, Approved By Date, and Issued By Date— Relevant dates of preparing, issuing, and approving adjustment invoice

Invoice No., Adjustment Type, To/From, 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 number of item adjusted
 - Mfg. Date—Manufacturing date of item lot adjusted
 - Expiry Date—Expiry date of goods in lot
 - Item and Qty. fields are compulsory; other fields are optional.
- D. Command Buttons: Buttons available to manipulate the Invoices.

a Adjustment Inve	🖥 Adjustment Invoice	a Adjustment Invoice
Adj. Invoice	 Adj. Invoice I4/02/2005 Image: Adj. Invoice Im	Adj. Invoice
Total Invoice (Filtered) Group By	Total Invoice (Filtered) : 4 Group By	Total Invoice (Filtered) : 4 Group By Adj. Type

3.4.3. View information about a specific invoice

- Select the invoice to view from the tree-like list in Block A. Invoices can be grouped in three ways: by Invoice No., Adj. Type, or Invoice Date.
- After an invoice number is selected, corresponding information is shown in Block B and C.
- At any time a partial list of invoices is displayed based on the Filter Criteria. Only
 invoices that fall between Start Date and End Date are listed. You can change the
 dates and click on Filter to list fewer or more invoices.

🖥 Adjustment Invoice	
🖃 😭 Adj. Invoice	Basic Info Search Criteria Filter Criteria
4 3 2 1	Start Date 19/11/2004 End Date 17/02/2005

3.4.4. Enter a new invoice

Adjustment Invoice								
	Basic Info Search Criteria	a Filter Crite	eria					
	Invoice No.		1	•	To/Fro	m		•
	Remarks					1		Updated
	Pre App Issu	A. K. M.	okash Chandra S Sanaul Mostafa okash Chandra S	▼ Da	ite 11/01/2	008		
	Item		Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Da

- The Invoice No. is generated automatically.
- Date fields reflect current date, which you can change if necessary.
- Select any Adjustment Type from list.
- If available, select To/From

 Select the employees preparing and approving the invoice and mention preparation and approval dates.

- 🚰 Adj. Invoice	Basic Info Search Criteria Filte	er Criteria						
	Invoice No. Adjustment Type	1 sk	•	То	/From	Sherpur, Bogra		Ŧ
	Remarks In the physical invento	ory more C	ondoms were fo	und				Updated
	Prepared Approved Issued By	i By A.	ee Prokash Cha K. M. Sanaul M ee Prokash Cha	ostafa 👻	Dat Dat	e 11/01/200	8	
	Item	Ur				Lot No	Mfg. Date	Expiry I
otal Invoice (Filtered) : 0	× × ×			То	tal Iter	ns 0		
Group By Invoice No			ndo Delete	Preview U	¥∳ pdate	Close		

Click on Save , and your new invoice number is visible in the invoice list:

🗄 🚰 Adj. Invoice	Basic Info Search Criteria	Filter Crite	eria						
hune 🕨 🚺 i	Invoice No. Adjustment Type Add t		1	•	To	/From	Sherpur, Bogra		*
	Remarks In the physical in	iventory ma	re Condor	ns were found					Updated
		ared By roved By		okash Chandra S Sanaul Mostafa		Date Date			
	Issue	Issued By		Sree Prokash Chandra Sa 👻 Date 11/01/2			11/01/200	08	
	Item		Unit	Stock Qty		Qty	.ot No	Mfg. Date	Expiry D
	<				т	tal Item	s O))
otal Invoice (Filtered) : 1	▶ * ₩								

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

3.4.5. Invoice Items Entry

Click on print in the command buttons block, and the following form appears:

Adj. Invoice	Basic Info Search	Criteria Filter Crite	eria						
	Invoice No.		1						
	Adjustment Type	Add to Stock		-	To	/Fro	n Sherpur, Bogra		v
	Remarks In the ph	ysical inventory mo	re Condo	ms were found					Updated
		Prepared By	Sree Pr	okash Chandra 9	ia 🕶	Dal	te 11/01/20	08	
		Approved By	A. K. M	. Sanaul Mostafa	•	Dal	te 11/01/20	08	
		Issued By	Sree Prokash Chandra Sa 👻 Date 11/01/2008					08	
	Item		Unit	Stock Qty		Qty	Lot No	Mfg. Date	Expiry D
otal Invoice (Filtered) : 1	× ×				_ **	tal Ite	ms 1		

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

Basic Info Search Criteria Filte	r Criteria					
		▼		n Sherpur, Bogra		*
Prepared	By Sree 1 By A. K	e Prokash Chand (. M. Sanaul Mos	ra Sa ▾ Dai tafa ▾ Dai	te 11/01/200	18 18	Updated
Item	Uni	Stock Qt	y Qty	Lot No	Mfg. Date	Expiry D
	▼ pcs		12			12/200
<						
▶* ₩			Total Ite	ms 1		
	Invoice No. Adjustment Type Add to Stoc Remarks In the physical invento Prepared Approved Issued By Item	Adjustment Type Add to Stock Remarks In the physical inventory more Co Prepared By Sree Approved By Sree Issued By Sree Item Unit	Invoice No. 1 Adjustment Type Add to Stock Remarks In the physical inventory more Condoms were four Prepared By Sree Prokash Chand Approved By Issued By Issued By Sree Prokash Chand Item Unit Stock Qt CONDOM pcs	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa • Dat Approved By A. K. M. Sanaul Mostafa • Dat Issued By Sree Prokash Chandra Sa • Dat Item Unit Stock Qty Qty CONDOM pcs 12	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa Date Approved By A. K. M. Sanaul Mostafa Date 11/01/200 Issued By Sree Prokash Chandra Sa Date 11/01/200 Item Unit Stock Qty Qty Lot No CONDOM CONDOM 12 12	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa Date 11/01/2008 Approved By A. K. M. Sanaul Mostafa Date 11/01/2008 Issued By Sree Prokash Chandra Sa Date 11/01/2008 Item Unit Stock Qty Qty Lot No Mfg. Date CONDOM pcs 12 12 12

Click on 🔒

Basic Info Search Criteria	Filter Crite	eria						
		1 re Condor	▼ ms were found	To	/From	Sherpur, Bog	ra	-
Prep.	ared By oved By	Sree Pro A. K. M.	okash Chandra S Sanaul Mostafa	1 -	Dat	e 11/01/	2008	Updated
Item		Unit	Stock Qty		Qty	Lot No	Mfg. Date	Expiry Da
		pcs			12			01/12/20
<) >
▶ * ₩				To	al Iten	ns 1		
	Invoice No. Adjustment Type Add to Remarks In the physical int Prepa Appre Issued Item CONDOM	Invoice No. Adjustment Type Add to Stock Remarks In the physical inventory mo Prepared By Approved By Issued By Item CONDOM	Adjustment Type Add to Stock Remarks In the physical inventory more Condor Prepared By Sree Pre Approved By A. K. M. Issued By Sree Pre Item Unit CONDOM pcs	Invoice No. 1 Adjustment Type Add to Stock Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra S Approved By A. K. M. Sanaul Mostafa Issued By Sree Prokash Chandra S Item Unit Stock Qty CONDOM pcs	Invoice No. 1 Adjustment Type Add to Stock To. Remarks In the physical inventory more Condoms were found • Prepared By Sree Prokash Chandra Sa • Approved By Assued By Sree Prokash Chandra Sa • • Item Unit Stock Qty CONDOM pcs •	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa Date Approved By A. K. M. Sanaul Mostafa Date Issued By Sree Prokash Chandra Sa Date Item Unit Stock Qty Qty CONDOM pcs 12	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa Date 11/01/ Approved By A. K. M. Sanaul Mostafa Date 11/01/ Issued By Sree Prokash Chandra Sa Date 11/01/ Item Unit Stock Qty Qty Lot No CONDOM pcs 12 12	Invoice No. 1 Adjustment Type Add to Stock To/From Remarks In the physical inventory more Condoms were found Prepared By Sree Prokash Chandra Sa Date 11/01/2008 Approved By A. K. M. Sanaul Mostafa Date 11/01/2008 Issued By Sree Prokash Chandra Sa Date 11/01/2008 Item Unit Stock Qty Qty Lot No Mfg. Date CONDOM pcs 12 12 12

3.4.6. Updating the Stock

Entering a new invoice does not update current stock position automatically. After the invoice entry is complete, click on UPDATE to recalculate the balance of items from the current invoice.

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

- Click on Update , and a confirmation dialog box appears.
- Click on Yes if you are sure the invoice figures are correct.
- A confirmation dialog box shows the number of items for which stock was updated.

3.4.7. 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, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

3.4.8. Delete an existing invoice

X

Click on

Select the invoice you want to remove from invoices list.

UIMS		
?	Do you really want to delete the	selected Invoi

- Click on Yes if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. You must delete the items and then delete the invoice.

3.4.9. Edit an existing invoice item

Item	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Da
NORPLANT	pcs	76,700	9,000			

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

Item	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Da
NORPLANT	pcs	76,700	9,000			

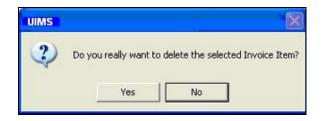
Press F2 or click on any field to start editing.

ltem	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Da
NORPLANT 🔻	pes	76,700	9,000			

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

3.4.10. Delete an invoice item

- Select the invoice item you want to edit from the items list in Block C.
- Click on k, and a confirmation dialog box appears:.



• Click on Yes if you really want to delete the invoice item.

3.4.11. Search a Adjustment Invoice

Click on Search Criteria tab to find a specific invoice.

Adjustment Invoice			
🖃 🚮 Adj. Invoice	Basic Info	Search Criteria	Filter Criteria
È-	Adj. Invoi	ice No.	4 Find

- Enter the invoice number you want to find in Adj. Invoice No. box.
- Click on FIND to start searching.
- If the invoice is found, it is displayed as selected.

🖥 Adjustment Invoice	
🖃 🚰 Adj. Invoice	Basic Info Search Criteria Filter Criteria
⊡⊡ 14/02/2005	Invoice No. 4
⊡	Adjustment Type Unusable
	Remarks

3.4.12. Print Adjustment Invoice

Là,

Preview

Click on

to preview the invoice.

Click on the printer icon, and the print dialog box appears.

- You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

3.4.13. Close Adjustment Invoice form

- Click on Close to exit from the Adjustment Invoice form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved invoices during exit, you will be informed that your changes will be lost if you exit.

UIMS			X
?	You have changes whi Do you really want to o		
	Yes	No	

 Click on Yes if you do want to exit without saving. Click on No, if you don't want to close the form at this time.

Chapter 4 Field

4.1. Form 3

Afroja Begum, Si Afroja Begum, Si April-2008	Ī	asic Info Fi D SDP		29 gum, Shakhari	SDP Group a	F WV		•	
📖 🕨 Aktar Banu, Fapo			Reported M Reported Y			Entry D	ate [08/05/2	2008
otal Form 3 (Filtered) : 3	Oral Pill (Sukhi) (Cycles)	(Nirapad)	Injectables po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	
Opening Balance	60		1,000	500	20			2	
Received this Month									
Balance this Month	60		1,000	500	20			2	
Adjustment (+)									
Adjustment (-)									
Total this Month	60		1,000	500	20			2	
Distribution this Month									
Closing Balance this Month	60		1,000	500	20			2	
Stock Out Reason Code									
Days Stock Out									
* 🕅									
Troup By									

Form 3 is used to enter FWV, Sub Assistant Community Medical Officer (SACMO), NGO and Multi-sectoral data for each commodity.

4.1.1. Open Form 3

- Run UIMS.
- Select Field > Form 3 from menu.
- Form 3 is displayed.

4.1.2. General description of Form 3

💐 LMIS Form 3	
LMIS Form 3 January-2008 Bilkis Begum, Kushumbi December-2007 Bilkis Begum, Kushumbi Gole Afroza, Khanpu	Basic Info Filter Criteria
(Sukhi) (Nirap	dom Injectables IUD (Pcs) Implant ECP DDS Kit IUD MSR (Set) (Dose) (Nos) Kit (Nos) (Nos) Kit (Nos)
Group By	tew Save Undo Delete Close

This form is used for entering FWV, SACMO, NGO, and Multi-sectoral data of all the items. Controls in the form are grouped into four blocks:

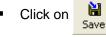
- A. *List of SDPs by Month*: Shows list by month of the FWVs, SACMOs, NGOs, and Multi-sectorals.
- B. *Form 3 Entry Option*: Shows various options for selecting the SDP name, month, and year for which Form 3 is submitted.
- C. Details of Item: Details of Items—i.e., Received in this month, Issue of this month, etc.—are entered based on which closing balance is to be calculated.
- D. Command Buttons: Buttons available to manipulate Form 3.

4.1.3. Enter a new Form 3

 Click on New in the command buttons block, and the following form appears:

E 🚰 LMIS Form 3 E 🔄 January-2008			ter Criteria					
 Bilkis Begum, Kushum December-2007 Bilkis Begum, Kushum 		ID SDP	Gole Afroza	ı, Khanpur	SDP Group	FWV		•
Gole Afroza, Khanpu		Reported Ma Reported Ye	1		✓ Entry Da	ate	12/01/2)08
	— Dral Pill Condorr (Sukhi) (Nirapad Cycles) (Pcs		IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (Nos)	IUD MSR Kit (Nos)	
Group By).).		~) W	1 1+				

- The ID is generated automatically.
- Entry Date field reflects current date, which you cannot change.
- Select SDP Group and the name of the SDP.
- Select the reported month and year for which Form 3 is being entered.



, and the following form appears:

E 🚰 LMIS Form 3		E	lasic Info Fil	ter Criteria					
Bilkis Begum, Kus	shumbi		ID		18	SDP Grou	p FWV	1	•
Gole Afroza, Kha			SDP	Gole Afroz	a, Khanpur				•
			Reported M Reported Y			Entry D 008	ate	12/01/2	2008
otal Form 3 (Filtered) : 4		_							
	Oral Pill (Sukhi) (Cycles)	(Nirapad)	Injectables po-Provera) (Vials)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (Nos)	IUD MSR Kit (Nos)	
Opening Balance									
Received this Month									
Balance this Month									
Adjustment (+)									
Adjustment (-)									
Total this Month									
Distribution this Month									
Closing Balance this Month									
Stock Out Reason Code									
Days Stock Out									

4.1.4. Form 3 Details Entry

Click on *in the command buttons block, and the following dialogue box appears:*

E 🚰 LMIS Form 3		В	asic Info Fi	ilter Crite	eria					
🖻 📄 January-2008	nbi	1	D			18	SDP Group	FwV	0	•
Gole Afroza, Khanpu	Ir.	ę	DP	Gole	Afroza, K	hanpur				•
otal Form 3 (Filtered) : 4			leported M leported Y		January	2	Entry Dat	e	12/01/	2008
	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	IUD (Pcs)	Implant (Set)	ECP [(Dose)	DS Kit (Nos)	IUD MSR Kit (Nos)	
Opening Balance										
Received this Month					6				-	
Balance this Month					UIMS					
Adjustment (+)										
Adjustment (-)					?) Do	you really want I	o fill the	Form 3?	
📕 Total this Month					4					
Distribution this Month						1		200	1	
Closing Balance this Month						Υ	es	No		
Stock Out Reason Code					_			-		
Days Stock Out										
▶ * 😿 Group By										
Month-Year > SD 🔻		▶* New	Save	ッ Undo	M Delete	Close				

• Click on Yes to continue, and the following form appears:

 IMIS Form 3 Image: May-2008 Image: Afroja Begum, Si Image: April-2008 Image: Afroja Begum, Si 		Basic Info Fi ID SDP	Iter Criteria	28 gum, Shakhari	SDP Grou	p FWV	•	
🕨 🕨 Aktar Banu, Fapi			Reported M Reported Y		20	▼ Entry D	ate [08/05/2008
otal Form 3 (Filtered) : 3	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) Mials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)
Opening Balance	60	1,000	100	100	150	100		2
Received this Month	100	100	1,000	1,000	20			
Balance this Month	160	1,100	1,100	1,100	170	100		2
Adjustment (+)								
Adjustment (-)								
Total this Month	160	1,100	1,100	1,100	170	100		2
Distribution this Month			8		8	8		
Closing Balance this Month	160	1,100	1,100	1,100	170	100		2
Stock Out Reason Code								
Days Stock Out								
* *								
Group By			2	0	K 📭			

- In this form you have to enter the Distribution figure only. In very few cases you might have to make some Adjustments. Opening balance, Receive of this month, etc. appears automatically and, by default, balance, total, and closing balance of this month are equal to opening balance + receive of this month.
- After entering the distribution figure Closing balance is calculated automatically.
- If there are any stockouts, select the Stock Out Reason from select box in the Stock Out Reason Code field.
- As you go forward by clicking on Tab, data are saved automatically, and the following form appears:

E 🔏 LMIS Form 3		E	Basic Info Filter Criteria								
🖻 🧰 January-2008 🕨 Bilkis Begum, Kus			ID			18	SDP Gro	up FWV		•	
Gole Afroza, Kha	npur	8	SDP Gole Afroza, Khanpur								
			Reported M Reported Y	22	anuary	20	✓ Entry108	Date	12/01/2	2008	
otal Form 3 (Filtered) : 4		_									
	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)		IUD (P	cs)	Implant (Set)	ECP (Dose)	DDS Kit (Nos)	IUD MSR Kit (Nos)		
Opening Balance	3,518	4,834	100	0	79						
Received this Month	1,256	2,569	32	85	78						
Balance this Month	4,774	7,403	132	15	57						
Adjustment (+)											
Adjustment (-)											
Total this Month	4,774	7,403	132	15	57						
Distribution this Month	3,265	5,698	23		45						
Closing Balance this Month	1,509	1,705	109	1	12						
Stock Out Reason Code											
Days Stock Out											
* 🕅											
Group By			14 - 14 - 14			1					
Month-Year > SD 👻		•*	NI I	21	X	1.					

4.1.5. Edit an existing Form 3

- Select the SDP you want to edit from the list of SDPs (Block A).
- Change the fields as necessary.
- When done with editing, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

4.1.6. Delete an existing Form3

Click on

Select the SDP you want to remove from SDP list.

Delete	, and	a confirmation	dialog box app	bears:
L	JIMS			X
	?	Do you really want	to delete the selec	ted Form3?
		Yes	No	

- Click on Yes if you really want to delete Form 3.
- You will not be able to delete a Form 3 that has items under it. You have to delete the items and then delete Form 3. (How to delete items from Form 3 is explained below.)

4.1.7. Edit an existing Form 3 item

Select the SDP you want to edit from the list in Block C.

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (Nos)	IUD MSR Kit (Nos)
Dpening Balance	600	600	600	600				
Received this Month	900	900	900	900				
Balance this Month	1,500	1,500	1,500	1,500				

Press F2 or click on any field to start editing.

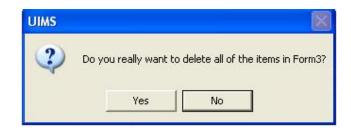
	Oral Pill (Sukhi) (Cycles)	(Nirapad)	Injectables po-Provera) (Viale)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (Nos)	IUD MSR Kit (Nos)
Opening Balance	600	600	600	600				
Received this Month	900	900	900	900				
Balance this Month	1,500	1,500	1,500	1,500				

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

4.1.8. Delete an item from Form 3

Select the SDP you want to delete from the SDP list in Block A.

Click on , and a confirmation dialog box appears:



• Click on Yes if you really want to delete the invoice item.

4.1.9. Search Forms

- Click the tab, Filter Criteria and select the start and end month and year.
- Then click on Filter, as shown in the following figure:

Basic Info Filter Crite	ria			
Start Month-Year	October	•	2007	V
End Month-Year	February	-	2008	Filter

• Only the filtered months are displayed.

4.2. Form 2

LMIS Form 2 - LMIS Form 2 - LMIS Form 2	Basic Info Filter Criteria								
B April-2008	ID Union Reported Month Entry Date Reported Year Total FWAs Reports Submitted								
otal Form 2 (Filtered) : 2 Name of FWA Balance Receiv	ved Total Adjustment Adjustment Grand Distribution Closing Stock Days (+) Total (-) Total Distribution Balance Out Stock Out Stock Out Out Closing Out								

Form 2 is used to enter FWAs' data for each commodity.

4.2.1 Open Form 2

- Run UIMS.
- Select Field > Form 2 from menu.
- Form 2 is displayed.

4.2.2. General description of Form 2

LMIS Form 2										
LMIS Form 2 Brobanipur Bishalpur Garidoho KhamarKandi Pourosobha			Basic Info Filter Criteria							
Total Form 2 (Filtered) : 5	Opening Balance	– Received	Total	Adjustment (+)	Adjustment (·)	Grand Total	Distribution	Closing Balance	Stock Out Reason	D
<				l						
	Pill (Sukhi) (Cycl	oo) Condo	m (Nirapa		ectables (De	po-Provera	a) (Vials) EC	P (Dose)	4	
Group By Month-Year > SD	D	►* New		2	W	Ilose			2	

This form is used to enter an FWA's data for all of the items. Controls in the form are grouped into four blocks:

- A. *List of Unions by Month*: Shows the list of union. If you select any of the unions, FWAs of that union are displayed in Block C.
- B. *Form 2 Entry Option*: Shows options for selecting union's name and month and year for which Form 2 is submitted.
- C. *Details of FWAs:* Details of FWAs— i.e., Opening balance, Received in this month, Issue of this month, etc.—are entered based on which closing balance is to be calculated.
- D. Command Buttons: Buttons available to manipulate Form 2.

4.2.3. Enter a new Form 2

 Click on New in the command buttons block, and the following form appears:

E-LMIS Form 2			Basic Info Filter Criteria								
 Anne-2008 Anay-2008 Anay-2008 			ID Reporte Reporte	d Month J d Year	ıly	▼ 2008 Repor	Union Entry Date Total FWAs ts Submitted	Baroharis	shpur :	•	
atal Form 2 (Filtered) : 26	Opening I Balance	 Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	Stock Out Reason	Days Stock Out	
		s) Condo	0.12	d) (Pool In	ectables (Der	o.Provera) (Vials) Dis	nosable Si	urínae (nos	ECP (Dose)	

- The ID is generated automatically.
- Entry Date field reflects current date, which you cannot change.
- Select union. Total FWAs of the selected union will appear automatically.
- Select reported month and year for which Form 2 is being entered.
- Enter Total number of FWAs who submitted the Reports (optional).
- Click on , and the following form appears:

Control LMIS Form 2 Control February-200 Control February-2008 Control Form 2 (Filtered) : 7	r		Basic Info ID Reporte Reporte	ed Month		20 2008 Repor	Union Entry Date Total SDPs ts Submitted		pur 18/01/20	•
Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (•)	Grand Total	Distribution	Closing Balance		C St
★ ★ Or Group By Month-Year > SD ▼	al Pill (Sukhi) (Cycl	es) Condo		2		oo-Provera	a) (Vials) EC	(Dose)		2

4.2.4 Form 2 Details Entry

 Click on in the command buttons block, and the following dialogue box appears:

 Bhobanipur Bhobanipur January-2008 December-2007 		ID				Basic Info Filter Criteria								
🗄 🧰 January-2008			ted Month ted Year [February	20 2008 Repor	Union Entry Date Total SDPs ts Submitted	Bhobanip	pur 18/01/20	•					
	pening Re	ceived Tot	al Adjustmer (-		Grand Total	Distribution	Closing Balance							
								Reason						
					Do you r	eally want to	fill the Fo	rm 27						
				~	Yes									
				-										
* 🔀 🛛 🕅 Oral Pill (Suk	hi) (Cycles)	Condom (Nira	pad) (Pcs)	Injectables (De	po-Provera	a) (Vials) EC	P (Dose)							

• Click on Yes to continue, and the following form appears.

Image: Mission March 2 Image: March 2008 Image: March 2008 Image	Basic	Info Filter	Criteria					
Hellery-2008 Hobanipur January-2008 December-2007		orted Mon orted Yea	10			Date	8hobanipur 18/0	▼ 1/2008 6 6
Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (•)	Grano Tota		Closing Balance
📕 Aleya Khatun, 3/Kha, Bhobanipur	137		137			137		137
📕 Julekha Begum, 3/Ka, Bhobanipur	2,610		2,610			2,610		2,610
📕 Nasrin Sultana, 2/Kha, Bhobanipur	1,700		1,700			1,700		1,700
📕 Saleha Khatun, 1/Ka, Bhobanipur	80		80			80		80
📕 Sheheli Khatun, 1/Kha, Bhobanipur	50		50			50		50
Sufia Begum, 2/Ka, Bhobanipur	121		121			121		121
<								1
🕨 🕅 Oral Pill (Sukhi) (Cycle	s) Condom (N	irapad) (Pcs)	I Inject	ables (Depo-	Provera) (Vials	ECP	(Dose)	
Group By			2	1944				

- Name of the FWAs of the selected union appear automatically.
- In this form you have to enter the Distribution figure only. In very few cases you might have to make some Adjustments. Opening balance, Receive of this month, etc. appears automatically and, by default, balance, total, and closing balance of this month are equal to opening balance + receive of this month.
- Closing balance is calculated automatically.
- If there any stockouts, select the Stock Out Reason from select box in the Stock Out Reason Code field.
- As you go forward by pressing the Tab button, data are saved automatically and the following form below appears.
- Same procedures have to be followed for all contraceptives, i.e. pills, condoms, injectables, and emergency contraceptive pills (ECPs). Data will appear automatically for disposable syringes.

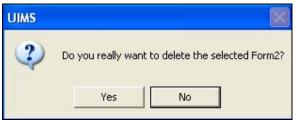
LMIS Form 2 February-2008	Ba	sic Info Filt	er Criteria	•					
Bhobanipur January-2008 Bhobanipur December-2007		eported Ma		oruary	▼ En	nion htry Date tal SDPs ubmitted	Bhobanipur 18	/01/2008 6 6	
Fotal Form 2 (Filtered) : 7 ame of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	9 C F
Aleya Khatun, 3/Kha, Bhobanipur	137	100	237			237	56	181	_
l Julekha Begum, 3/Ka, Bhobanipur	2,610	1,563	4,173			4,173	3,000	1,173	
Nasrin Sultana, 2/Kha, Bhobanipur	1,700	1,000	2,700			2,700	2,000	700	
🛛 Saleha Khatun, 1/Ka, Bhobanipur	80	100	180			180	123	57	
Sheheli Khatun, 1/Kha, Bhobanipur	50	156	206			206	203	3	
Sufia Begum, 2/Ka, Bhobanipur	121	1,000	1,121			1,121	650	471	
< [)		>
🕨 🔭 Dral Pill (Sukhi) (Cy	cles) Condom	(Nirapad) (Po	s) Inje	ctables (Dep	o-Provera) (Vi	als) ECF	P (Dose)		
Group By									

4.2.5. Edit an existing Form 2

- Select the union you want to edit from the list of unions (Block A).
- Change the fields as necessary.
- When done with editing, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

4.2.6. Delete an existing Form2

- Select the union you want to remove from union list.
- Click on , and a confirmation dialog box appears:



- Click on Yes if you really want to delete Form 2.
- You will not be able to delete a Form 2 that has items under it. Delete the items first and then delete Form 2. (How to delete items from Form 2 is explained below.)

4.2.7. Edit an existing Form 2 item

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

Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	D Sta I
💹 Aleya Khatun, 3/Kha, Bh	2,000	1,000	3,000			3,000	1,963	1,037	
🔳 Julekha Begum, 3/Ka, Bh	4,000	500	4,500			4,500	1,890	2,610	

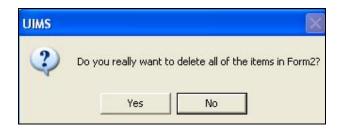
Press F2 or click on any field to start editing.

Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance		D Sta I
📕 hatun, 3/Kha, Bhobanipur	2,000	1,000	3,000			3,000	1,963	1,037	-	
📕 Julekha Begum, 3/Ka, Bh	4,000	500	4,500			4,500	1,890	2,610		

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

4.2.8. Delete an item from Form 2

- Select the union you want to delete from the union list in Block A.
- Select the item— i.e. pill, condom, injectable, or ECP.
- Click on , and a confirmation dialog box appears:



• Click on Yes if you really want to delete the invoice item.

4.2.9. Search Forms

- Click the tab, Filter Criteria, and select start and end month and year.
- Then click on Filter, as shown in the following figure:

Basic Info Filter Crite	eria			
Start Month-Year	October	•	2007	V
End Month-Year	February	-	2008	Filter

• Only the filtered months are displayed in the Block A

4.3. Supply Plan

🗟 Supply Plan						×
E-A Supply Plan	Basic Info					
January-2008	ID SPR For Year	February	15 • •	Upazila She District	rpur, Bogra 🛛 👻 Bogra	
l Total Supply Plan : 2			2000			
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	
🚰 FWA			2			
Afroza Jobbar, Ward-1, Pourosobha						
Aleya Khatun, 3/Ka, Mirjapur						
🔳 🛛 Aleya Khatun, 3/Kha, Bhobanipur						
📕 🛛 Alo Rani Das, 3/Ka, Garidoho						
📕 🛛 Anjuman Ara, 2/Ka, Sughat						
📕 🛛 Ashia Yasmeen, 3/Kha, Garidoho						
📕 🛛 Banesa Parvin, 2/Kha, Mirjapur						
🔳 🛛 Chandra Rekha, 1/Ka, Garidoho						
📕 🛛 Doulatun Nesa, 2/Ka, Garidoho						
Fajilatun Nesa, 1/Ka, Sughat (Acting)						
Eatilatun Nesa 1/Kha Sunhat						×
🕨 🕅 Condom (pcs) Shukhi (c	ycles) UD CT-38	0A (pcs) Inject	ables (vials)			
Group By						
Month-Year 💌	▶* 🕌 New Save	Undo Delet	e Preview (

Based on the inputs from various SDPs, this module generates a supply plan automatically.

4.3.1 Open Supply Plan

- Run UIMS.
- Select Field > Supply Plan from menu.
- The Supply Plan Screen is displayed.

4.3.2. General description of Supply Plan Screen

February-2008 January-2008	ID SPR For Year	February	15 y y 2008	Brazila She	erpur, Bogra 👻 Bogra
DP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
5 FWA					
Afroza Jobbar, Ward-1, Pourosobha					
Aleya Khatun, 3/Ka, Mirjapur					
Aleya Khatun, 3/Kha, Bhobanipur Alo Rani Das, 3/Ka, Garidoho					
Alo Rani Das, 3/Ka, Garidoho Anjuman Ara, 2/Ka, Sughat					
Anjunian Ara, 27Ka, Sugnat Ashia Yasmeen, 3/Kha, Garidoho					
Banesa Parvin, 2/Kha, Mirjapur					
Chandra Rekha, 1/Ka, Garidoho					
Doulatun Nesa, 2/Ka, Garidoho					
Fajilatun Nesa, 1/Ka, Sughat (Acting)					
Faiilatun Nesa, 17Kha, Sunhat					
* 📉 Condom (nes) Shukhi (r	weles) UD CT-38	RA (pcs) Inject	ables (vials)		
	woles) IUD CT-38	IOA (pcs) Inject	ables (vials)		

Controls in the form are grouped into four blocks:

- A. *List of Months*: Shows the months for which Supply Plan is to be generated.
- B. Supply Plan Entry Option: Shows options for selecting month and year for which Supply Plan is to be generated
- C. *Details of SDPs:* Details of FWAs, FWVs, SACMOs, NGOs—i.e. how much they have distributed last month, their closing balance, what should be the allotted quantity, etc.—are shown here
- D. Command Buttons: Buttons available to manipulate the Supply Plan.

4.3.3. Generate a new Supply Plan

Click on

New in the command buttons block, and the following form appears:

🖥 Supply Plan *					
 ☐ Gupply Plan ▶ February-2008 ▶ January-2008 	Basic Info ID SPR For Year	March	2008	Upazila She District	rpur, Bogra 👻 Bogra
Total Supply Plan : 2					
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
K Condom (pcs) Shukhi (cs)	vcles) UD CT-38	10A (pcs) Injec	tables (vials)		
Group By Month-Year	▶* 🕌 New Save	Undo Dele		Close	

- The ID, Upazila, and District are generated automatically.
- Select the month and year for which Supply Plan is to be generated.
- Click on

, and the following form appears:

Supply Plan Supply Plan March-2008 February-2008	Basic Info		16	Upazila She	rpur, Bogra 👻
January-2008	SPR For Year	March	▼ 2008	District	Bogra
otal Supply Plan : 3					
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
	hukhi (cycles) IUD CT-38	0A (pcs) Injectal	bles (vials)		
Group By Month-Year	▶* 🕌 New Save	0 ₩ Undo Delete	Preview (

4.3.4. Generation of Supply Plan Details

 Click on in the command buttons block, and the following dialogue box appears:

Supply Plan					
B - ☆ Supply Plan └─ ▶ December-2007	Basic Info ID SPR For Year	Decembe	14 er 💌 2007	Upazila She District	rpur, Bogra 👻 Bogra
Total Supply Plan : 1	120				
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
		UIMS			
		?	Do you really Yes	want to fill the Sup	oply Plan Items?
	ukhi (cycles) IUD CT-38	IOA (pcs) Injecta	bles (vials)		
Group By Month-Year	▶ * ≧ New Save	Undo Delete	Preview (₽ . Elose	

• Click on Yes to continue, and the following form appears:

Supply Plan December-2007	Basic Info					
December-2007	ID SPR For Year	Decembe	14 r • 2007	Upazila She District	rpur, Bogra 👻 Bogra	3
fotal Supply Plan : 1		19				
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	<
🚰 FWA						-
Afroza Jobbar, Ward-1, Pourosobha	444	1,332	268	1,064	1,100	
Aleya Khatun, 3/Ka, Mirjapur	306	918	280	638	700	
Aleya Khatun, 3/Kha, Bhobanipur	216	648	176	472	500	
📕 🛛 Alo Rani Das, 3/Ka, Garidoho	120	360	124	236	300	
Anjuman Ara, 2/Ka, Sughat	216	648	396	252	300	
🔳 🛛 Ashia Yasmeen, 3/Kha, Garidoho	10	30	516			
📕 🛛 Banesa Parvin, 2/Kha, Mirjapur	542	1,626	54	1,572	1,600	
📕 🛛 Chandra Rekha, 1/Ka, Garidoho	340	1,020	50	970	1,000	
📕 🛛 Doulatun Nesa, 2/Ka, Garidoho	90	270	280			
📕 🛛 Fajilatun Nesa, 1/Ka, Sughat (Acting)	500	1,500	262	1,238	1,300	
Eaiilatun Nesa 17Kha Sunhat	520	1 560	1.081	479	500	×
Condom (pcs) Shukhi (c Group By	ycles) IUD CT-38	OA (pcs) Injectal	oles (vials)	<u>۵</u> .		

- All data are generated and shown automatically.
- Only Actual supply Quantity can be edited.
- Enter the actual quantity that has been supplied to the SDPs.
- As you go forward by pressing Tab button, data are saved automatically.

4.3.5. Preview and Print the Supply Plan

Click on Preview to preview the supply plan, which is similar to the following figure:

							Sup	ply Plan	Regis	ter				
				Ut	azila: SI	herpur		Month	i: Deo	ember	Yea	ar: 200	7	
			C o	ndom				s	hukhi				Depo	-Prove
Name of the Worker	Des ig natio n	LMD	MaxQty	CBL	QtyTBS	QtyAS	LMD	Ma×Qty	CBL	QtyTBS	QtyAS	LMD	Ma×Qty	CBL
Afroza Jobbar, Ward-1, Pourosobha	FWA	444	1,332	268	1,064	1,100	258	774	490	284	285	5	15	4
Aleya Khatun, 3/Ka, Mirjapur	FWA	306	918	280	638	700	311	933	554	379	390	5	15	2
Aleya Khatun, 3/Kha, Bhobanipur	FWA	216	648	176	472	500	276	828	796	32	45		0	10
Alo Rani Das, 3/Ka, Garidoho	FWA	120	360	124	236	300	363	1,089	719	370	375	6	15	10
Anjum an Ara, 2/Ka, Sughat	FWA	216	648	396	252	300	476	1,428	1,183	245	255		0	7
Ashia Yasmeen, 3/Kha, Garidoho	FWA	10	30	516	0	0	328	984	605	379	390	10	30	16
Banesa Parvin, 2/Kha, Mirjapur	FWA	542	1,626	54	1,572	1,600	591	1,773	863	910	915	1	3	9
Chandra Rekha, 1/Ka, Garidoho	FWA	340	1,020	50	970	1,000	522	1,566	533	1,033	1,035	17	51	7
Doulatun Nesa, 2/Ka, Garidoho	FWA	90	270	280	0	0	325	975	425	550	555	6	18	24
Fajilatun Nesa, 1/Ka, Sughat (Acting)	FWA	500	1,500	262	1,238	1,300	644	1,932	1,130	802	810		0	8
Fajilatun Nesa, 1/Kha, Sughat	FWA	520	1,560	1,081	479	500	542	1,626	939	687	690	1	3	9
Fatema Khatun, 1/Kha, KhamarKandi	FWA	48	144	20	124	200	140	420	168	252	255	15	45	6
Forida Yasmeen, 1/Ka, KhamarKandi	FWA	116	348	364	0	0	192	576	585	0	0	30	90	6
Hajera Khatun, 1/Ka, Bishalpur	FWA	48	144	167	0	0	438	1,314	1,403	0	0	3	9	3
Hajera Khatun, 1/Kha, Bishalpur (Acting)	FWA	48	144	323	0	D	600	1,800	1,042	758	765		D	5
Hosne Ara Begum, 2/Kha, Garidoho	FWA	100	300	60	240	300	616	1,848	229	1,619	1,620	30	90	0
Hosne Ara, 1/Ka, Khanpur	FWA	442	1,326	665	661	700	538	1,614	1,109	505	510	8	24	2
Iron Nesa, 2/Kha, KhamarKandi	FWA	629	1,887	1,325	562	600	303	909	790	119	120	5	15	10
lsm ot Ana, 3/Kha, Kham arKan di	FWA	216	648	271	377	400	562	1,686	355	1,331	1,335		0	10
Jahanara Hoque, Ward-3, Pourosobha	FWA	528	1,584	926	658	700	286	858	538	320	330		0	10
Jakia Sultana, 2/Kha, Sughat	FWA	288	864	444	420	500	324	972	845	127	135		0	10
Jinat Rehana, 3/Kha, Khanpur	FWA	338	1,014	679	335	400	538	1,614	674	940	945	3	9	7
Julekha Begum, 3/Ka, Bhobanipur	FWA	368	1,104	464	640	700	353	1,059	523	536	540	2	6	16
Kohinur Begum, 1/Ka, Mirjapur	FWA	180	540	149	391	400	474	1,422	887	535	540	2	6	13
Kulsum Begum, 2/Ka, KhamarKandi	FWA	72	216	227	0	0	302	906	342	564	570	2	6	7
Mahmuda Khatun, 1/Kha, Simabari	FWA	108	324	180	144	200	172	516	646	0	0	5	15	5
Majeda Khatun, 1/Kha, Garidoho	FWA	160	480	60	420	500	355	1,065	455	610	615	9	27	63
Mohsena Banu, Ward-2, Pourosobha	FWA	60	180	101	79	100	228	684	572	112	120	7	21	11

- Click on the printer icon, and print dialog box appears.
- You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

4.4. Form 7B

Total F7	LMIS Form 78 Luly-2008 June-2008 May-2008	Basic Info	ID Reporter Reporter	d Month Ju d Year	y	15 2008 Rep	Upazil Distr Total Si orts Submit	ict	, Natore	Natore 87	
SL#	Article		Opening Balance	Received	Issued	djustment (+)	djustment (•)	Closing Balance	MOS		[
1	Condom (pcs)		26,200		19,200			7,000			
2	Shukhi (cycles)		69,390		32,775			36,615			
3	ECP (cycles)		1,625		100			1,525			
4	IUD CT-380A (pcs)		198		72			126			
15	Injectables (vials)		5,114		2,124			2,990			
■ 6	Disposable Syringe (nos)		5,114		2,124			2,990			
圖 7	Implant (nos)										
8 📕	Saree (pcs)										
9	Lungee (pcs)										
10	DDS Kit		54		37			17			
11	IUD MSR Kit (kit)										
12	Vasectomy MSR Kit (kit)										
13	Tubectomy MSR Kit (kit)										
14	MR Kit (kit)										
)*)7						Upazila S	tore Field	Stock			
Group	By n-Year ❤		* 🗎		K Delete Pr		µ ∙ ose				

Based on the inputs given from various SDPs and items received and issued by the Upazila MIS, this module generates Form 7B automatically.

4.4.1. Open Form 7B

- Run UIMS.
- Select Field > Form 7B from menu.
- Form 7B Screen is displayed.

4.4.2. General description of Supply Plan Screen

S LMI	S Form 7B										
Total F7	LMIS Form 78 July-2008 June-2008 May-2008		orted M orted Y	Ionth July 'ear		15 2008 Rep	Upazil Distr Total S orts Submit		e, Natore	Nat 87 0	- De
SL#	Article	Openi Balan		leceived	Issued	djustment (+)	djustment (•)	Closing Balance	MOS		
1	Condom (pcs)	26,20	0		19,200			7,000			
2	Shukhi (cycles)	69,39			32,775			36,615			
3	ECP (cycles)	1,62			100			1,525			
4	IUD CT-380A (pcs)	19	8		72			126			
1 5	Injectables (vials)	5,11	4		2,124			2,990			
16	Disposable Syringe (nos)	5,11	4		2121	-		2,990			
圖 7	Implant (nos)										
8	Saree (pcs)										
19	Lungee (pcs)					/					
10	DDS Kit	5	i4		37			17			
11 11	IUD MSR Kit (kit)										
12	Vasectomy MSR Kit (kit)										
13	Tubectomy MSR Kit (kit)										
14	MR Kit (kit)										
)* M	(Upazila S	tore Field	Stock		N	
Group	By									T	
Month	-	►* New	HI Save	/ Undo] ∳ ose				

Controls in the form are grouped into four blocks:

- A. List of Months: Shows the months for which Form 7B is to be generated.
- B. *Form 7B Entry Option*: Shows options for selecting month and year for which Form 7B is to be generated
- C. *Details of Items:* Details of all 14 commodities—i.e., Opening Balance; how much has been received, issued, and adjusted; Closing Balance; months of supply (MOS), etc. —are displayed here
- D. Command Buttons: Buttons available to manipulate Form 7B.

4.4.3. Generate a new Form 7B

 Click on New in the command buttons block, and the following form appears:

10	S Form 7B *										
	LMIS Form 78 July-2008 June-2008 May-2008	Basic Info	ID Reporte Reporte	d Month 💷 d Year 📃	,	▼ 2008 Rep	Upazi Dist Total S ports Submi	rict	e, Natore	× Natore 87	
otal F7E	3 : 3 Article		Opening Balance	Received	Issued	justment (+)	djustment	Closing Balance	MOS		1
			Dalarice			(*)		Dalarice			
* *						Upazila S	Store Field	d Stock			
iroup I			*	1 2	NK						
Month	-Year 🗾		ew Sav	e Undo			lose				

- Each option except month and year are generated automatically.
- Select the month and year for which Form 7B is to be generated.
- Click on Save , and the following form appears:

ə- 🔏	LMIS Form 7B July-2008 June-2008 May-2008	Basic Info	ID Reported Reported	d Month July d Year	,	17 • 2008 Rep	Upazila Distric Total SD orts Submitte	rt P	, Natore	Natore	
iL#	Article		Opening Balance	Received	Issued	djustment (+)	fjustment [-]	Closing Balance	MOS		
* M			*				tore Field !	Stock			

4.4.4. Generation of Form 7B Details

Click on in the command buttons block, and the following dialogue box appears:

BI LMIS I	Form 7B	_				
	IIS Form 7B	Basic Info				
	November-2007	ID [Reported Month Reported Year [November	10 Upaz ▼ Dist 2007 Total S Reports Submi	rict	a → Bogra 76 68
Total F7B :	1					
SL# A		Openin Balanc	e	IIMS Piore Poor yo		
<			U. L			>
▶ * ₩				Up	azila Store Field St	ock
Group By		►* New S	Save Undo	Delete Previe	w Close	

• Click Yes to continue, and the following form appears.

-2007 	ID Reported Month Reported Year Balance 1,20	ng Received	▼ 2007 To Reports Si	District [Ital SDP [ubmitted [Sherpur, Bo	76	Bog MOS	ra
	Openir Balano		Reports Si	ubmitted [justment		Closing	MOS	
	Balano		Issued				MOS	
	1.20	10.00				2 didino d		
c)	1,20	0				1,200	0.1	-
3)	174,36	0				174,	7.5	
	1,55	0				1,550	34.4	
(pcs)	12	9				129	2.2	
vials)	2,87	1				2,871	1.7	
yringe (nos)	2,87	1				2,871		
)								
		6				206	12.1	>
	yringe (nos))	yringe (nos) 2,87)	yringe (nos) 2,871) I 206	yringe (nos) 2,871	yringe (nos) 2,871	yringe (nos) 2,871	yringe (nos) 2,871 2,871	yringe (nos) 2,871 2,871

All data are generated automatically. •

4.4.5. Preview and Print Form 7B

Click on Preview the supply plan, and a form similar to the

	m 7B ZILA MONTHLY SUPPLY,	DIS	TRIBUTI	ON & STOC	CK BALA		DIREC	IT OF THE TORATE MIS Un	GENE		FAMILY						
WH	: BOGRA Distri	ct:	Bogra		Upazi	la:Shei	pur	Month	a: Nov	ember	Year:	2007	Total	SDP*:	76 R e	port S	b mitted : 68
		C o	- P	azila Stor	eroom	(Usabi	le Artie	cles)				rom MIS plies Froi					Total Usab l
SN	Article	d e		Received	Issued	Adju	tment	Closing	Mos	Op ening	Received	Distributed to	Adju	stment	Closing	MOS	Stock Balan (9+16)
		j.	Balance	(+)	(-)	1+1	220	Balance	in ou	Balance	(+)	Acceptors (·)	+	522	Balance	MO5	V
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Condom (pos)	1	1,200	-				1,200	0.1	31,241	10,700	16,074			25,867	1.6	27,067
2	Shukhi (cycles)	8	174,360					174,360	7.5	48,294	18,045	23,334			43,005	1.8	217,365
3	ECP (cycles)		1,550		2		í í	1,550	34.4	946	60	45		i i	961	21.4	2,511
4	IUD CT-380A (pcs)		129			1	1 1	129	2.2	86	45	60		1	71	1.2	200
5	Injectables (vials)	1	2,871					2,871	1.7	3,574	740	1,673			2,641	1.6	5,512
6	Disposable Syringe (nos)	1	2,871					2,871									
7	Implant (nos)		0					0	0.0	94	50	50			94	1.9	94
8	Saree (pcs)		0					0									
9	Lungee (pcs)		0					0									
10	DDS Kit (kit)		206					206	12.1	10	21	17			14	0.8	220
11	IUD MSR Kit (kit)		0					0									
12	Vasectomy MSR Kit (kit)		0	3				0		0							
13	Tubectomy MSR Kit (kit)	1	0					0									
14	MR Kit (kit)	Γ	10		5		5 23	10		8. S	1	1		22	14		

- Click on the printer icon, and the print dialog box appears.
- You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

Chapter 5

Stock

5.1. Stock Balance

		Balance Date 11/01/2008 Items in Group: 717					
tem Name	Usable Qty	Unusable Qty	Unit				
GAUZE	15		roll	_			
INJ. PATHEDINE 50 MG			amp.				
INJ. PENTAZOCINE (30MG)			amp.				
INSTRUMENT TROLLY	1		pcs				
IRON COT			pcs				
IUD KITS			kit				
MATRESS FOAM			pcs				
RUBBER GLOVES 6.5"	280	[pair				
RUBBER GLOVES 7"			pair				
SAREE	in the second		pcs				
SAVLON/CITRIMIDE SOLUTI		[]	jar				
STETHESCOPE	2		pcs				
TAB. IRON	11,862		tablet				
TAB. METRONIDAZOL	-		tablet				
	2 580		tablet	~			
	GAUZE NJ. PATHEDINE 50 MG NJ. PENTAZOCINE (30MG) NSTRUMENT TROLLY RON COT UD KITS MATRESS FOAM RUBBER GLOVES 6.5" RUBBER GLOVES 7" SAREE SAVLON/CITRIMIDE SOLUTI STETHESCOPE TAB. IRON TAB. METRONIDAZOL	GAUZE 15 NJ. PATHEDINE 50 MG 15 NJ. PENTAZOCINE (30MG) 1 NSTRUMENT TROLLY 1 RON COT 1 UD KITS 280 RUBBER GLOVES 6.5" 280 RUBBER GLOVES 7" 5 SAREE 5 SAVLON/CITRIMIDE SOLUTI 5 TETHESCOPE 2 TAB. IRON 11,862 TAB. PARACFTAMOI 2 580	GAUZE 15 NJ. PATHEDINE 50 MG 15 NJ. PENTAZOCINE (30MG) 1 NSTRUMENT TROLLY 1 RON COT 1 UD KITS 1 MATRESS FOAM 280 RUBBER GLOVES 6.5" 280 RUBBER GLOVES 7" 5 SAREE 5 SAVLON/CITRIMIDE SOLUTI 5 STETHESCOPE 2 TAB. IRON 11,862 TAB. METRONIDAZOL 2 TAB. PARACETAMOI 2	GAUZE 15 roll NJ. PATHEDINE 50 MG amp. NJ. PENTAZOCINE (30MG) amp. NSTRUMENT TROLLY 1 RON COT pcs UD KITS kit MATRESS FOAM pcs RUBBER GLOVES 5.5" 280 Pair pcs SAREE pcs SAVLON/CITRIMIDE SOLUTI jar STETHESCOPE 2 TAB. IRON 11,862 TAB. METRONIDAZOL tablet TAB. PARACETAMOL 2580			

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

5.1.1. View Stock Balance

- Run UIMS.
- Select Stock > Stock Balance from main menu.
- Stock Balance form is displayed.

5.1.2. General description of Stock Balance form

Item Group			Balance Da	ate 11/01/2008 Items in Group: 717			
Item Code	Item Name	Usable Qty	Unusable Qty	Unit	2		
COM012	GAUZE	15		roll	-		
COM028	INJ. PATHEDINE 50 MG			amp.			
COM025	INJ. PENTAZOCINE (30MG)	()		amp.			
COM004	INSTRUMENT TROLLY	1		pcs			
COM027	IRON COT			pcs			
🔳 СОМОО5	IUD KITS			kit			
COM018	MATRESS FOAM			pcs			
COM017	RUBBER GLOVES 6.5"	280		pair			
🔳 СОМО16	RUBBER GLOVES 7"			pair			
🔳 СОМ022	SAREE			pcs			
COM006	SAVLON/CITRIMIDE SOLUTI			jar			
COM014	STETHESCOPE	2		pcs			
E COM009	TAB. IRON	11,862		tablet			
COM007	TAB. METRONIDAZOL			tablet			
	TAR PARACETAMOI	2 580		tablet	2		

This form presents current stock position of all the items. Controls in the form are grouped into three blocks:

- E. *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 gives a filter date for which stock position is shown.
- F. *List of Items*: Shows status of every item under the selected group. To describe an item, five fields are required.
 - Item Code—Unique Item Code
 - Item Name—Name of item
 - Usable Qty.—Usable stock quantity of item on balance data
 - Unusable Qty.—Unusable quantity of item on balance date
 - Unit—Unit of measurement of item
- G. Command Buttons: Buttons available to manipulate the stock status.

5.1.3. 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 reflects today's date, and stock status for that date is displayed.
- 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.

5.1.4. Search and find an Item

Click on Search in command buttons Block C, and a new dialog box appears

asking you to give item name to search. You can provide a partial item name.

Search Items	
Enter Item Name to Search:	ОК
	Cancel
MACHINE	

- After you provide the item name, click on OK.
- Items that match the search text are displayed in the list, as shown below:

Item Group	(ALL)	<u> </u>	Balance Da Items in G		11/01/2008 tered): 13
tem Code	Item Name	Usable Qty	Unusable Qty	Unit	1
COM003	B.P. MACHINE	2		pcs	
IEM017	BATTERY CHARGER MACHINE			pcs	
EM135	DUPLICATING MACHINE			pcs	
EM195	FAX MACHINE SHARP			sets	
KIT038	AUTOCLAVE MACHINE			nos.	
KIT065	PORTABLE AUTOCLAVE MAC			pcs	
KIT025	SUCCER MACHINE (FOOT DR			nos.	
KIT011	SUCCER/SUCTION MACHINE	2		nos.	
MCH016	ANESTHESIA MACHINE			pcs	
MCH139	DIATHERMY MACHINE			pcs	
MCH076	GASKET FOR ANESTHESIA			pcs	
MCH074	MONOMETER FOR ANESTHE			pcs	
MCH140	SUCCER MACHINE CHILD (EL			sets	
	Pa Da Pa Details Preview Lotwise				nly Non-Zero Stor nly Zero Stock

• To see all of the items again, click on

Show All

5.1.5. View Lotwise information about a specific item

- Select the item for which you want to view Lotwise information.
- Click on Lotwise in the command button block, and the following dialog appears:

Stock Bala	ance				
Item Group			▼ Ba	lance Date Items in G	02/08/2005 iroup: 31
Item Code	Item Name		Us	able Qty Unusabl	e Qty Unit 🔼 🔼
CON022	CANNULAC FOR M	IR (SYRINGE) 7M	м	81	pcs
CON001	CONDOM			354,000	pcs
CON004	Lotwise Stock		ame CONDOM		
CON007	Lot No	Mfg. Date	Expiry Date	Lot (Qty Lot Qty (Unusable)
CON010				2,0	00
CON026			01/10/2009	39,0	
CON006			31/12/2009	913,0	00
CON013					
CON017					
CON008					
	Total Lots: 3		Tota	al 954,0	000
			№ Close		

5.1.6. Print Stock Balance



to view a printable list of stock balance.

Upazila Family Planning Office Sherpur, Bogra

Stock Balance

As on : December 29, 2007

Group	Item Code	Item Name	Usable Qty Unusable Qty	Unit
сомма	ON MEDICINE			
	C O M00 1	AMBU BAG	2	pcs
	C O M003	B.P. MACHINE	2	pcs
	C O M010	COTTON (100GRAM)	808	roll
	C O M 012	GAUZE	15	roll
	C O M006	SAVLON/CITRIMIDE SOLUTION (1 LITRE JAR)	9	jar
	C O M014	STETHESCOPE	2	pcs
	C O M009	TAB. IRON	18,728	tablet
	C O M008	TAB. PARACETAMOL	3,670	tablet

COMMON MEDICINE Total: 8

- Click on the printer icon, and the print dialog box appears. .
- You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

5.1.7. Close Stock Balance form

1.

- Click on Close to exit the Stock Balance form.
- You can also exit by clicking on the X button at the top right of the form.

5.2. Stock Reports

The form is used to view stock reports based on specific criteria. Both summary and detailed stock information can be printed. A typical view of the Stock Summary form appears below:

Stock Reports	r.	
List of Reports		Filter Date(s)
 Stock Summar Stock Summar Stock Details E 	y by Lot	Summary Date 11/01/2008
Stock Details b Group/Item and Faci		Show Only Non-Zero Stock Show Only Zero Stock Show All Items
Item Group	(ALL)	D
E	Preview	Close

The controls in the form are grouped in five blocks:

- A. *List of Reports*: Currently there are three reports; the first is a summary report and the others reflect transaction details.
- B. Filter Dates: Provide the date(s) used to filter the report data.
- C. Zero/Non-Zero Stock: Provide option to select Show Only Zero Stock or Show Only Non-Zero Stock.
- D. *Group/Item and Facility Criteria*: A number of optional filter criteria control the report's output.
- E. Command Buttons: A Preview and Close button.

5.2.1. How to print a report

- Select a report from the List of Reports.
- Provide date(s) in the Filter Date(s) block.
- You can select options from Group/Item and Facility Criteria (Block D).
- Click on Preview the invoice.
- Click on the printer icon, and the print dialog box appears.
- You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK.
- After printing, click on the leftmost X button to close the preview window.

5.2.2. Stock Summary

This report shows stock status on a certain date. To print the report, follow these steps:

 Select Stock Summary in List of Reports block, and the following dialog box appears:

ist of Reports		Filter Date(s)
 Stock Summary Stock Summary by Lo Stock Details by Proc Stock Details by Facility Crit 	luct lity	Summary Date 11/01/2008 Show Only Non-Zero Stock Show Only Zero Stock Show All Items
Item Group (ALL)	<u>•</u>
	D.	№ Close

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

Stock Reports	
List of Reports	Filter Date(s)
 Stock Summary Stock Summary by Lot Stock Details by Product 	Summary Date 12/01/2008
C Stock Details by Facility	 Show Only Non-Zero Stock Show Only Zero Stock
Group/Item and Facility Criteria	C Show All Items
Item Group	TIVE
Previe	w Close

Click on Preview to continue.

		Sherpur, Bogra Stock Balance		
		As on : January 12, 2008		
Group	Item Code	Item Name	Usable Qty Unusable Qty	Unit
CONTR	ACEPTIVE			
	C O N 017	1 ML. DISPOSABLE SYRINGE	1,087	pcs
	C O N 003	C T-380A	20	pcs
	C O N 016	DDS KIT FOR FP & MCH-SERVICES (27 ITEMS).	206	carton
	C O N 004	DEPO-PROVERA/PETOGEN	1,087	vials
	C O N 007	MR KITS (SYRINGE)	11	pcs
	C O N 015	POSTINOR-2 (ECP)	1,520	d os e
	C O N 002	SHUKHI	160,050	cycle
CONTR	ACEPTIVE To	tal: 7		

5.2.3. Stock Summary by Lot

This report shows the stock status by lot at a certain date. To print the report, follow these steps:

 Select Stock Summary by Lot in List of Reports block, and the following form appears:

Stock Repor	ts	
List of Reports		Filter Date(s)
 Stock Summ Stock Summ Stock Details 	ary by Lot	Summary Date 12/01/2008
G Stock Details	s by Facility	 Show Only Non-Zero Stock Show Only Zero Stock Show All Items
Item Group	(ALL)	
	Previe	w Close

- The Summary Date box reflects current date, and (ALL) is selected in Item Group box. If you click on Preview now, stock summary of all the items on current date is printed.
- If you want to know the stock status of a previous date, type the date in Summary Date box.

 To print stock status of a specific group, select the group from Item Group box, and the following form may appear:

Stock Reports	
List of Reports	Filter Date(s)
 Stock Summary Stock Summary by Lot Stock Details by Product 	Summary Date 12/01/2008
○ Stock Details by Facility	Show Only Non-Zero Stock Show Only Zero Stock Show Only Zero Stock
Group/Item and Facility Criteria	C Show All Items
Item Group	TIVE
Previe	w Close

Click on Preview to continue.

		1990 - March 1997 - 19	Family Planr herpur, Bog				
		Lotwi	ise Stock B	alance			
As on : January 12, 2008							
Item Code	Item Name	Lot No	Mf2 Date	Exp Date	U sable Q ty	Unusable Qty	Unit
CONTRAC	EPTIVE						
C O N 017	1ML. DISPOSABLE SYRINGE	1			287		pcs
				30/09/2011	800		pcs
1ML. DISP	SABLE SYRINGE Total:				1,087		
C O N 003	C T-380A	1			20		pcs
C O N 016	DDS KIT FOR FP & MCH-SERVICES (27 ITEMS).	1			206		carton
C O N 004	DEPO-PROVERA/PETOGEN	1			287		vials
9 5				30/06/2010	800		vials
DEPO-PRO	VERA/PETOGEN Total:	Let.			1,087		
CON007	MR KITS (SYRINGE)	1			10		pcs

5.2.4. Stock Details by Product

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

 Select Stock Details by Product in List of Reports block, and a form similar the one below appears:

G Stock Summ			
C Stock Summ Stock Details C Stock Details iroup/Item and Fa	ary by Lot by Product by Facility	Start Date End Date	12/01/2008
ltem Group Item Name	CONTRACEPT	TVE	•

- The End Date box reflects current date, and (ALL) is selected in the Item Group box. If you click on Preview now, stock details of all the items on current date are printed.
- To view report between two dates, provide the dates in Start Date and End Date boxes.
- You can select an Item Group and then an Item Name, after which the following form may appear:

Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Details C Stock Details	ary by Lot : by Product : by Facility	Start Date End Date	01/01/2007
ltem Group Item Name	Contracep Condom	TIVE	•
	D Previe	w Close	

Click on Preview to continue

		Upaz	ila Family	Planning (Office		
			Sherpu	r, Bogra			
			Stock	Details			
	be	etween Jan	uary 01, 20	07 and Janu	ıary 12, 2008		
Group: CON1	TRACEPTIVE						
CON001 - CO	NDOM						
Supplier	Receiver	In voice No	Stock Date	Received Qty	Issued Qty Unusa	ble Unusable Usable Balance In Out	Unusab Balanc
	12	(PREV BALAN	CE] W 12001	1,200		1,11	
×	Meherun Nesa, Sadar		0/2/201		500	100	
÷	Bilkis Begum, Kushumbi		\$/\$2.001				
а 2	Reksana Parvin, Bhebanipur	15	2/2/2001		200	31	
	Nasima Akhtar, Bishalpur	"	5/2/2001		**	311	
2	Nurun Nahar Begum, Simabari	11	5/2/11		314		
Item Total:				1,200	1,200		

5.2.5. Stock Details by Facility

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

 Select Stock Details by Facility in List of Reports block, and a form similar to the following appears:

Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Details C Stock Details Group/Item and Fa	ary by Lot s by Product s by Facility	Start Date End Date	12/01/2008
Item Group	(ALL)		-
Item Name			•
Facility			•
	Previe	W Close	

- The End Date box reflects current date, and (ALL) is selected in Item Group box. If you click on Preview now, stock details of all the items on current date are printed.
- To view report between two dates, provide the dates in Start Date and End Date boxes.
- You can select an Item Group and then an Item Name.
- You can also provide a specific facility, and the following form may appear:

Stock Repor	ts		
ist of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Detail C Stock Detail	ary by Lot s by Product s by Facility	Start Date [End Date [01/01/2007
	CONTRACTO	TIVE	
Item Group	CONTRACEP	IIVE	
ltem Group Item Name		1145	<u> </u>

Click on Preview to continue.

		Upazila Family F Sherpur,	Bogra		
	betw	Stock Details een January 01, 200	аругасшту 7 and January 12, 20	08	
Facility	Item Code	Item Name	Invoice No	Issue Date	Issued Qty
Bilkis Begum, Kushumbi	C O N001	CONDOM	60	13/12/2007	100
Facility Total:					100

Chapter 6

Administration

6.1. Employees

🗟 Employees						(
Employees	Basic Info Sear	ch Criteria						
 H, M, Asaduzzaman Md. Abul Kashem 	Employee ID	44						
🦾 🕨 Shah Kibria Omar	Name	e H, M, Asaduzzaman						
	Designation	n Store Keeper 🗾						
	User ID	HMA		Passwor	d			
		(Max. 3 Chars	5)			[Active	
	Forms							
	Form Desc		Form Name		View	Edit	<u>^</u>	
	📕 Adjustment In	voice	frmAdjInv		Yes	Yes		
	Districts		frmDistrict		Yes	Yes		
	📕 Employee List		frmEmploy	ee				
	Facility List		frmFacility		Yes	Yes		
	Gate Pass		frmGatePa	iss	Yes	Yes		
	📕 Issue Voucher		frmIssueIr	ndent	Yes	Yes		
	📕 Issue Voucher	r (Push)	frmIssueIr	IV.	Yes	Yes		
	📕 Item Group		frmItemGr		Yes	Yes		
Total Employee : 3	Ttem List		frmItemI is	ł	Ves	Yes	~	
Order By Employee Name		* 🗎 lew Save	ン Undo			lose		

The Employees form contains the names of employees and their permissions in different data entry forms. Employees who are relevant to the UIMS software should be listed using this form. Every user has one User Id and Password they use to enter the software.

6.1.1. View Employees

- Run UIMS.
- Select Administration > Employees from menu.
- Employees form is displayed.

General description of Employees form

🗟 Employees							. 🗆 🛛
Employees	Basic Info Sear	ch Criteria					
 H, M, Asaduzzaman Md. Abul Kashem 	Employee ID	44					
🕨 🕨 Shah Kibria Omar	Name	H, M, Asadu	izzaman				
	Designation	Store Keepe	r	В			
	User ID	HMA		Passwo	rd ***		
		(Max. 3 Char	s)				Active
	Forms						
	Form Desc		Form Nar	ne	View	Edit	<u> </u>
	📕 Adjustment In	voice	frmAdjIn		Yes	Yes	
	Districts		frmDistri		Yes	Yes	
	Employee List		C implo		Yes	Yes	
	Gate Pass		frmGate		Yes	Yes	
	Issue Voucher	(Indent)	frmIssue		Yes	Yes	
	🔳 Issue Voucher	(Push)	frmIssue	Inv	Yes	Yes	
	📕 Item Group		frmItem		Yes	Yes	
Total Employee : 3	📕 Item List		frmītemi	ist	Yes	Yes	
Order By Employee Name		* 🗎 ew Save		Delete Pr		lose.	

This form is used to edit, create, delete, and print list of employees. Controls in the form are grouped into 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, five fields are required.
 - Employee ID—Automatically generated ID for each employee
 - Name—Name of employee
 - Designation—Designation of employee
 - User ID—Three-character User ID for each employee, which is used to log on to the software
 - Password—Password employee uses to log on to software All of these fields are compulsory.
- C. *Forms Tab:* List of form names. In each form, users are given permission to view or edit data.
- D. Command Buttons: Buttons available to manipulate employees.

6.1.2. 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 combo box, employees can be sorted in two ways: by Employee ID or Employee Name.
- After an employee name is selected, all of the fields are shown in Block B.

6.1.3. Enter a new employee

Click on Click on in the command buttons block, and the following form appears:

Employees Md. Abul Kashem	Basic Info Search Criteria	
 Find. Hour Kashein Shah Kibria Omar H, M, Asaduzzaman 	Employee ID 45 Name Designation User ID (Max. 3 Chars)	Active
	Forms	
	Form Desc Form Name View Edit	
Total Employee : 3		

- The Employee ID is given automatically.
- Type Employee Name.
- Select Designation of the employee from list.

- Enter a three-digit User ID.
- Enter a Password for the employee, which is shown as *** for security reasons.

🗗 Employees *							
Employees	Basic Info Sear	ch Criteria					
 Md. Abul Kashem Shah Kibria Omar 	Employee ID	45					
🔲 🕨 H, M, Asaduzzaman	Name	Helal Ahmed	l				
	Designation	Store Keepe	r	•			
	User ID	HEA		Password	1 ×××	_	
		(Max. 3 Chars	5)				Active
	Forms Form Desc		Form Name		View	Edit	
Total Employee : 3 Order Du							
Crder By Employee Id		▶* 🕌 ew Save	Undo I	Delete Prev	- 1	lø ose	

Click on save , and your new employee name is visible in the employees list in

Block A.

🛱 Employees							. 🗆 🛛
Employees	Basic Info Sear	ch Criteria					
Md. Abul Kashem Shah Kibria Omar	Employee ID	45					
H, M, Asaduzzaman	Name	Helal Ahmeo					
Helal Ahmed	Designation	n Store Keeper 🗸					
	User ID	HEA		Passwo	rd ***		
		(Max. 3 Chars	:)			E	Active
	Forms						
	Form Desc		Form Nan	ne	View	Edit	
	📕 Adjustment In	ivoice	frmAdjInv				
	Districts		frmDistric	-			=
	Employee List		frmEmplo				
	Facility List		frmFacilit	•			
	Gate Pass	(n. 1).	frmGateP				
	Issue Voucher		frmIssuel				
	Issue Voucher	(Push)	frmIssuel frmItemG				
Total Employee : 4	Item Group		frmitemu	•			~
Order By							
Employee Id		*	2	×	Q.	₽.	
	N	ew Save	Undo	Delete Pr	eview	Close	

 If the new User ID conflicts with an existing ID, then an error dialog appears. Change the User ID and try saving again. If you want to cancel the new employee entry, press Esc during editing to undo.

6.1.4. Enter permissions in data entry forms

- Select the employee for whom you want to provide access to data entry forms.
- If you do not want an employee to access different forms, then do not give him or her permission to do so.

Forms				
Form Desc	Form Name	View	Edit	~
Adjustment Invoice	frmAdjInv	Yes	Yes	
Districts	frmDistrict	Yes		
📕 Employee List	frmEmployee			
📕 Facility List	frmFacility	Yes	Yes	_
📕 Gate Pass	frmGatePass	Yes	Yes	
Issue Voucher (Indent)	frmIssueIndent	Yes	Yes	
Issue Voucher (Push)	frmIssueInv	Yes	Yes	
📕 Item Group	frmItemGroup	Yes	Yes	
Ttem List	frmTtemList			~

- If you want an employee to see data only but not change anything, then click on the View column. A Yes then appears beside the form name under the View column.
- If you want to give an employee access to data entry in the form, click on View and Edit columns beside the form name. A Yes then appears beside the form name under View and Edit column.

6.1.5. Edit an existing Employee

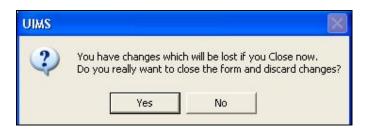
- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, User ID, and Password fields as needed.
- When done with editing, click on Save.
- If the new User ID conflicts with the ID of an existing employee, then an error dialog box appears. Change the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

6.1.6. Delete an existing Employee

- Select the employee you want to remove from list of employees.
- Click on Delete
 , and a confirmation dialog box appears.
- Click on Yes if you really want to delete the employee.
- You will not be able to delete employees who have been granted access to different forms. You must remove the permissions in different forms first, then remove the employee's name.

6.1.7. Close Employees form

- Click on
 Close
 to exit from the Employees form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved Employee data during exit, you are informed that your changes will be lost if you exit.



 Click on Yes if you do want to exit without saving. Click on No, if you don't want to close the form at this time.

6.2. Unions

∃ dhions Bhobanipur	Basic Info	
 Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari 	Union Code Union Name Upazila Sherpur, Bogra	6
Sughat		

The Unions form contains the names of an upazila's unions.

6.2.1. View Unions

- Run UIMS.
- Select Administration > Unions from menu.
- Unions form is displayed.

6.2.2. General description of Unions form

🗗 Unions		
Unions Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari Sughat	Basic Info	Bhobanipur Sherpur, Bogrä
Total Unions: 10 Group By Union		C

This form is used to add, edit, delete, and print a list of unions. Controls in the form are grouped into three blocks:

- A. *List of Unions*: Shows a list of an upazila's unions. A label shows the total number.
- B. Entry Fields: To enter a union, only Union Name is required.
 - Union Code—Code is generated automatically for each union
 - Union Name—Name of the union
 - Upazila—Auto generated
- C. Command Buttons: Buttons available to manipulate the unions.

6.2.3. Enter a new union

•* Click on in the command buttons block, and the following form appears: New

Unions Bhobanipur	Basic Info
 Bishalpur Garidoho KhamarKandi Khanpur Kushumbi 	Union Code 11 Union Name Upazila Sherpur, Bogra
 Mirjapur Pourosobha Simabari Sughat 	
> Pourosobha > Simabari	

- The Union Code is generated automatically.
- Type Union Name.
- Upazila name is also generated automatically.

🗗 Unions *						
 Unions Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari Sughat 	Basic Info Union C Union N Upazila	ode	Poradhoł Sherpur, I			11
Total Unions: 10						
Group By Union	▶* New	À Save	C/ Undo	MK Delete	Preview	Le Close

Click on Save

È

, and your new union name is visible in the union list in Block A.

 Munions Bhobanipur 	Basic Info	
 Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Poradhoho 	Union Code Union Name Poradhoho Upazila Sherpur, Bogr	1 a
 Pourosobha Simabari Sughat 		
🚽 🕨 Simabari		

6.2.4. Edit an existing union

- Select the union you want to edit from the list of unions.
- Change the Union Name, then click on Save.
- Union name is updated.

6.2.5. Delete an existing Employee

Select the Union you want to remove from list of unions.

I	Click on	😿 Delete	, and the following confirmation dialog box appea	rs:
		Delete	UIMS	
			Do you really want to delete the selected Union?	
			Yes No	

- Click on Yes if you really want to delete the union.
- You will not be able to delete unions that have used in different forms. You must remove the unions first, then remove the union.

6.3. SDP List

SDP List							
SDPs SDPs FWA SWV SACMO Abdur Rahim Md. Mostafijur Rahman Najatul Muslemin Parul Rani Das Ranjit Kumar Shiuli Begum	Basic Info SDP Group SDP Code SDP Name	SDP Group SACMO SDP Code 6					
Total SDPs : 76 Group By SDP Group	►* New S	ave Undo	X Delete	Preview	₽ Close		

The SDP List contains the names of different workers to whom commodities are issued. Names from this list are picked during invoice preparation.

6.3.1. View SDPs

- Run UIMS.
- Select Administration > SDP List from menu.
- SDP List form is displayed.

6.3.2. General description of Facility List form

SDP List		X
SDPs FWA FWV SACMO Abdur Rahim Md. Mostafijur Rahman Najatul Muslemin Parul Rani Das Ranjit Kumar Shiuli Begum	Basic Info SDP Group SACMO SDP Code Abdur Rahim M Active Receiving Facility	
Total SDPs : 76		
Group By SDP Group	Image: New Image: Save Cundo Image: Save Cundo <tht< td=""><td></td></tht<>	

This form is used to edit, create, delete, and print list of SDPs. Controls in the form are grouped into three blocks:

- A. *List of SDPs*: Shows a list of current SDPs in database. A label shows the total number.
- B. Entry Fields: To describe an SDP, three fields are required:
 - SDP Group—Facilities are classified into different groups
 - SDP Name—Name of the SDP
 - SDP Code—Unique sequence to represent the SDP under the group; it is generated automatically
- C. Command Buttons: Buttons available to manipulate the facilities.

6.3.3. Enter a new SDP

 Click on 	▶ * New	in the comma	and buttons b	lock, a	and the	e follow	ving forn	n appears:
SDP List +								
🖃 🚮 SDPs			Basic Info					1
E C SAC	1		SDP Group SDP Code SDP Name		Active		⊻ Receiv	ing Facility
Total SDPs : 76								
Group By S	DP Group	<u> </u>	▶* New	Nave Save	2/ Undo) Delete	Preview	Close

- Select an SDP Group from the combo.
- SDP Code is appeared automatically.
- Enter Name of the SDP and Union (only for FWA and FWV group).

E 🚰 SDPs	Basic Info	Basic Info				
E I FWV E IIII NGO E IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	SDP Group	PWA				
	SDP Name					
	Union	Garidoho	•			
		Active	Receiving Facility			
otal SDPs : 76						
Group By SDP Group	→ ▶ *	Save Undo [メ <u>は</u> レー Delete Preview Close			

Click on sand your new SDP name is visible in the SDP list in Block A.

FWA Afroza Jobbar, Ward-1, P Aleya Khatun, 3/Ka, Mirja	Basic Info				in the second
 Aleya Khatun, 3/Kha, Bho 	SDP Group	FWA			<u> </u>
🕨 Alo Rani Das, 3/Ka, Garido	SDP Code				59
Ambia Khatun	SDP Name	Ambia Khat	un		
 Anjuman Ara, 2/Ka, Sugh Ashia Yasmeen, 3/Kha, Ga 	Union	Garidoho			-
 Banesa Parvin, 2/Kha, Mir Chandra Rekha, 1/Ka, Ga Doulatun Nesa, 2/Ka, Gar 		Active	I	☑ Receivi	ing Facility
al SDPs : 77					
roup By SDP Group	•*	ave Undo	M Delete	Preview	Close

- If the new SDP name conflicts with an existing SDP, then an error dialog box appears. Change the SDP name and try saving again.
- If you want to cancel the new district entry, press Esc during editing to undo.

6.3.4. Edit an existing SDP

- Select the SDP you want to edit from the list of SDPs.
- Change the SDP Group, SDP Name, and Union fields as needed.
- When done with editing, click on Save.
- If the new SDP name conflicts with an existing SDP, then an error dialog box appears. Change the SDP name and try saving again.
- If you want to cancel the current editing, press Esc to undo the changes.

6.3.5. Delete an existing Facility

×

- Select the SDP you want to remove from list of SDPs.
- Click on Delete , and a confirmation dialog box appears.
- Click on Yes if you really want to delete the SDP.
- You will not be able to delete SDPs that have invoices linked to them.

6.3.6. Print SDPs

Click on Preview to view a printable list of SDPs.

	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.00000 0.000000	Family Planning Office Sherpur, Bogra SDP List
Type	SDP ID	SDP Name
FWA	F001	Afroza Jobbar, Ward-1, Pourosobha
	F033	Aleya Khatun, 3/Ka, Mirjapur
	F040	Aleya Khatun, 3/Kha, Bhobanipur
	F014	Alo Rani Das, 3/Ka, Garidoho
	F049	Anjuman Ara, 2/Ka, Sughat
	F015	Ashia Yasmeen, 3/Kha, Garidoho
	F031	Banesa Parvin, 2/Kha, Mirjapur
	F010	Chandra Rekha, 1/Ka, Garidoho
	F012	Doulatun Nesa, 2/Ka, Garidoho
	F048	Fajilatun Nesa, 1/Ka, Sughat (Acting)
	F047	Fajilatun Nesa, 1/Kha, Sughat
	F017	Fatema Khatun, 1/Kha, KhamarKandi

- Click on the printer icon; the print dialog box appears.You can provide Print Range, Copies and click on OK. If you want to print only one copy of the whole report, then just click on OK. After printing, click on the leftmost X button to close the preview window.

6.4. Lookup Tables

🗗 Looku	p Tables				
	Lookup Tables Adjustment Types				
AdjType	AdjTypeName	UsableIn 🔼			
1	Add to Stock	1			
2	Remove from Stock	0 🔳			
3	Return from Facility (Usable)	1			
4	4 Return from Facility (Unusable)				
5	Unusable	0 🗸			
<		>			
▶ * ₩		Total Records : 6			
	Save Preview Close				

Some data tables that rarely need to be changed are listed on Lookup Tables form. Data entry of information, such as Adjustment Types, Employee Designation, Divisions of Bangladesh, Facility Group, List of Forms, List of Reports and Units of Measurement, are listed here.

6.4.1. View Lookup Tables

- Run UIMS.
- Select Administration > Lookup tables from menu.
- Lookup tables form is displayed.

6.4.2. General description of Lookup Tables form

🗗 Lookuj) Tables	
	Lookup Tables 🛛 Adjustment Types 💽 💽	
AdjType	AdjTypeName	UsableIn 🔺
1	Add to Stock	1
2	Remove from Stock	0
3	Return from Facility (Usable)	1
4	Return from Facility (Unusable)	0 💻
5	Unusable	0 🗸
<		>
▶ * ₩	1	fotal Records : 6
	C Bave Preview Close	

This form is used to edit, create, and delete some basic data entry tables. Controls in the form are grouped into three blocks:

- A. *List of Lookup Tables*: Shows a list of current tables managed by this form.
- B. *Entry Fields*: List of records in the current lookup table.
- C. Command Buttons: Buttons available to manipulate the records.

6.4.3. View information about a specific lookup table

Select table you want to view from list in Block A; records are shown in Block B.

6.4.4. Enter a new record in any lookup table

After the table name is selected in Block A, click on New in the command

buttons block, and the following form appears:

	Lookup Tables Employee Designation	
DesigCode	Designation	J
6	Driver	
7	Loader	
8	Office Assistant	
5	Store Keeper	
9		Į.
<		
▶* ₩	Total Records : 8	}
	Save Preview Close	

• Enter data entry fields as necessary.

È

Click on Save

🗗 Lookup T	ables *	
	Lookup Tables Employee Designation	
DesigCode	Designation	<u>^</u>
6	Driver	
7	Loader	
8 📕	Office Assistant	
5	Store Keeper	
9	Supply Officer	~
<		>
▶* N K		Total Records : 8
	Save Preview Close	

, and your new record appears in Block B.

🗗 Lookup T	ables	
	Lookup Tables Employee Designation	
DesigCode	Designation	<u>^</u>
6	Driver	
7	Loader	
8	Office Assistant	
5	Store Keeper	
9	Supply Officer	~
<		
▶ * ₩		Total Records : 8
	Save Preview Close	

If you want to cancel the new record entry, press Esc during editing to undo.

6.4.5. Edit an existing record

- Select table name in Block A
- Change fields of any record if necessary.
- When done with editing, click on Save.
- If you want to cancel the current editing, press Esc to undo the changes.

6.4.6. Delete an existing record

Select table name in Block A

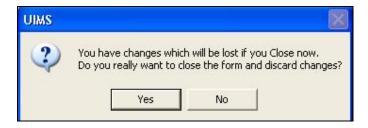
1

- Click on Delete , and a confirmation dialog box appears.
- Click on Yes if you really want to delete the record.

6.4.7. Close Lookup Tables form

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- Click on Close to exit Employees form.
- You can also exit by clicking on the X button at the top right of the form.
- If you have unsaved data during exit, you are informed that your changes will be lost if you exit.



 Click on Yes if you do want to exit without saving. Click on No if you don't want to close the form at this time.

6.5. Backup Database

Backup Destination			
E:\Deliver\UIMS\Backup\Sherpur,	, Bogra_12_Jan_2008_06_48_1	8_AM.uims	
Backup Source Data			
Table Name	Total Records	Records Processed	^
AdjType	7		
Designation	9		1
Division	6		
FGroup	11		
IndentDesig	7		
ItemGroup	9		
📕 MetaTable	11		
Supplier Supplier	0		~
Backup Status			
Reading Table Names from Databa	ise		100
<u></u>			~
Sackup Log File E:\Deliver\UIMS	\BackupLog\DFP_12_Jan_200	8_06_48_18_AM.log	>

From this form, you can back up the entire database. The backup is 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 or to another computer or emailed to CWH. If the computer crashes or data become corrupted, this backup can be used to retrieve all data.

6.5.1. How to back up database

- Run UIMS.
- Select Administration > Backup Database from menu.
- Backup Database form is displayed.
- Click on Start Backup at the bottom of the form.

		1.5	
Table Name	Total Records	Records Processed	_ ^
AdjType	7		
Designation	9		1
Division	6		
FGroup	11		
IndentDesig	7		
ItemGroup	9		
📕 MetaTable	11		
Supplier	0		~
Backup Status			
Reading Table Names from Database			

- The data are backed up in a file whose name is specified in Backup Destination text box. After backup is complete, you will see a message, Backup Completed without Error. Click on OK in this dialog box.
- To make a copy of the file or email it, you have to find the file by its location, which is normally the Backup folder under the software installation folder.
- To make a copy of the file to a pen drive/flash drive, locate the file by its location, and copy it to a pen drive/flash drive.
- After backup is complete, you can close the form using Close button.

Technical Help

We hope users of the system will be able to work with the system successfully by following this manual and that the system will be useful for the users. However, if users any guidance or technical support, they should contact to their respective logistics support officer (LSO) or one of the following for support and assistance.

The Directorate General of Family Planning Ministry of Health and Family Welfare 6, Karwan Bazar, Dhaka, Bangaldesh Tel: 880.2.9146262 Email: fpmis@yahoo.com

Contact Person: Abul Kalam Azad Deputy Program Manager

USAID | DELIVER PROJECT John Snow, Inc. House # NE(O) 6, Road # 92 Gulshan-2, Dhaka 1212, Bangladesh Tel: 880.2.886.0812-16 Email: zakir@deilver-bd.com

Contact Person: Mohammad Zakir Hossain Sarker MIS Specialist

Conclusion

This manual is a guide for end users of the system. Such users do not need technical knowledge to use and operate the system. Keeping this in mind, we have written this manual in such a way so that end users can easily follow the guidelines included. We strongly believe that successful development of software depends on user satisfaction. We hope users will be able to use the software to their ultimate satisfaction with the help of this user manual.