

Upazila Inventory Management System (UIMS) Version 2

USER GUIDE



Prepared For

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Karwan Bazar, Dhaka, Bangladesh

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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 are distributed directly to the acceptors. Information flows (see figure B) back up through the system from the lowest level to the central level. FWAs fill up MIS Form 1, which describes service and logistics data for the month, and manually submit the form to the Family Planning Inspector (FPI). A FPI manages 5-6 FWAs. FPI aggregates the service and logistics data and completes MIS Form 2, manually submitting Form 2 to the Upazila Family Planning Store. On the other hand, FWVs complete MIS Form 3. The FWVs submits the forms to the Upazila Family Planning Store. Now in the Upazila Family Planning Store, the Store Keeper has to work on all the reports to generate the field portion of MIS Form 7B. In addition he/she has to calculate their own stock position and produce the supply plan for supplying commodities to FWAs, FWVs, etc. It has been observed that on average, the Store Keeper has to work with 25-100 Forms to prepare Form 7B and the Supply Plan. Add in the uncertainty in availability, the system's tight timeline, and all other responsibilities that the Store Keeper must handle it become very difficult for him/her to produce the quality report in time. It is clear that reducing effort at this level can positively impact the overall system's performance.

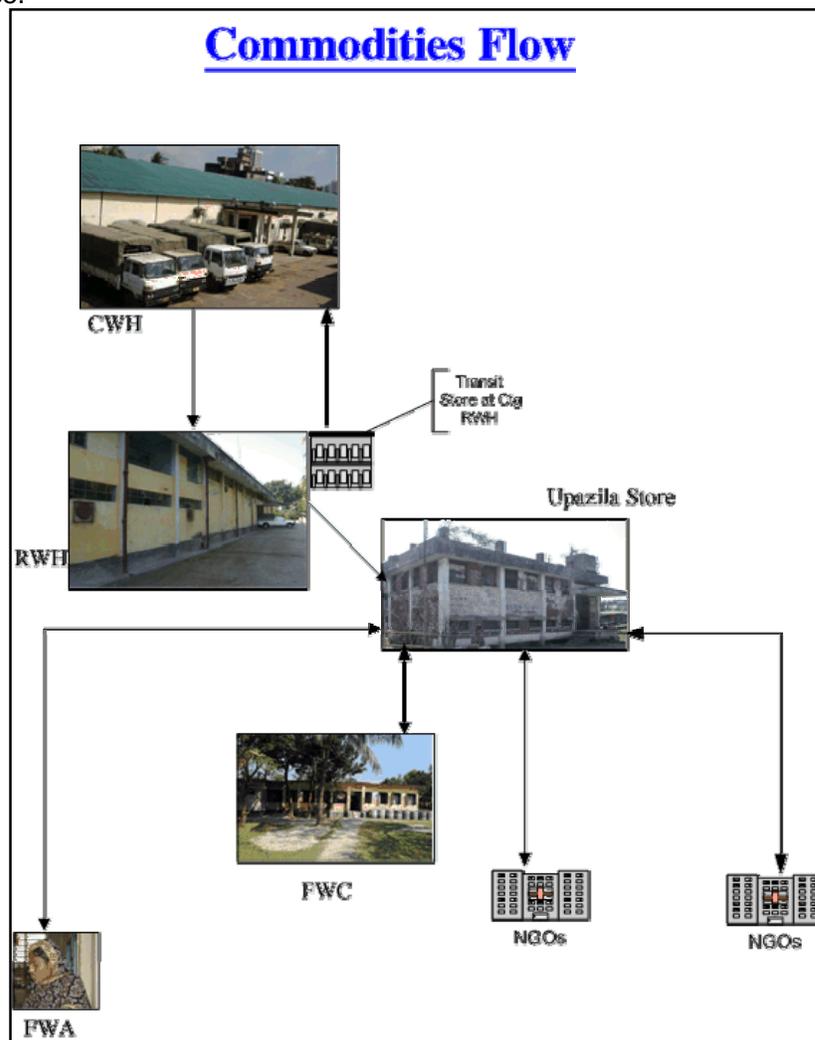


Figure A

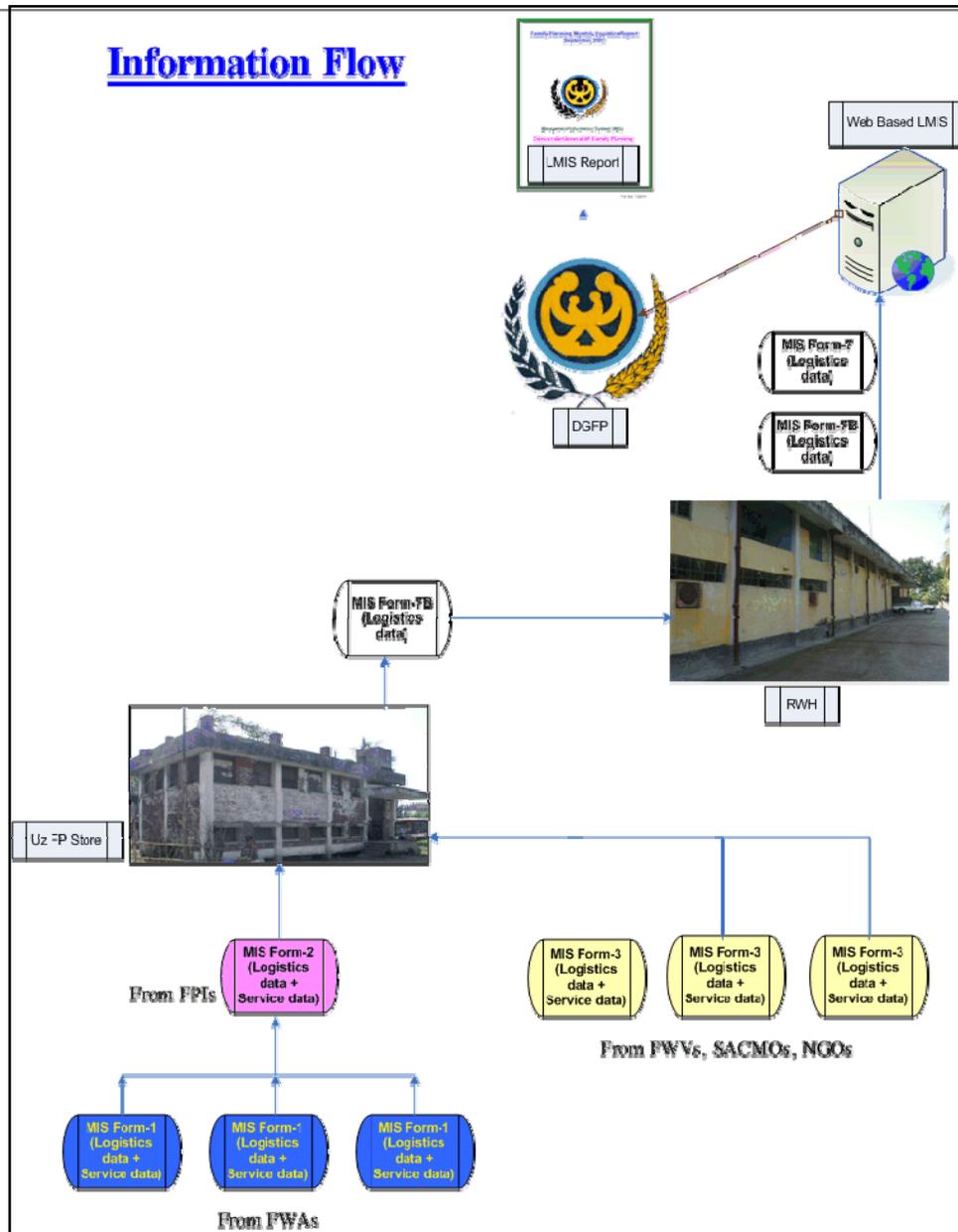


Figure B

Considering the above condition, **Upazila Inventory Management System (UIMS)** has been developed to help the Upazila Family Planning Office especially the Store Keeper by reducing his/her work load to a great extent. In this computerized system, receipt and issue of commodities will be maintained. Product stock will be maintained by batch no., manufacturing date and expiry date – stock will be issued by FEFO (First Expiry First Out) method. Stock adjustment (expiry, damage, return from other facility, etc.) could be maintained. MIS form-2 and 3 can be entered here. Finally, Form 7B and Supply Plan will be generated automatically. In addition to this, date wise stock balance of the commodities can be known at any time, list of SDPs can be known at one click, facility wise transaction for a particular period, item wise transaction for a specific period, date wise transaction can be found out, etc.

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 would mainly be used by the Upazila Family Planning Assistant (UPFA), store or whoever in charge and the Upazila Family Planning Officer (UFPO) or whoever in charge. Their respective tasks are as follow:

UFPO: He/she will be the system administrator of this software. His/her primary jobs are:

1. To add new employee in the system with required permissions.
2. To add/delete/modify any new/existing Union, SDP to/from the system
3. To add/delete/modify items to/from supply plan, Form 2,3 and 7B, employee designation
4. To ensure the Store Keeper takes daily back up and keep the back up in a safe place i.e. pen drive.
5. To ensure the software works smoothly in the Upazila.

UFPA, Store: Basically he/she is the main user of this software and the software is designed and developed to reduce his/her work load. His/her primary responsibilities are as follow:

1. To enter MIS Form-2 and 3 perfectly.
2. To issue/receive commodities to/from the SDPs/RWHs and print invoices
3. To print Form 7B and Supply Plan
4. To print Stock Balance Report as and when required
5. To take back up daily and keep the back up in a safe place i.e. Pen drive
6. Inform UFPO in case any problem occurs in the software.



Pic 1: People at work in Upazila FP Office



Pic 2: Inside a Upazila store



Pic 3: A Upazila StorePic



4: Inside a Upazila Store

Chapter 1

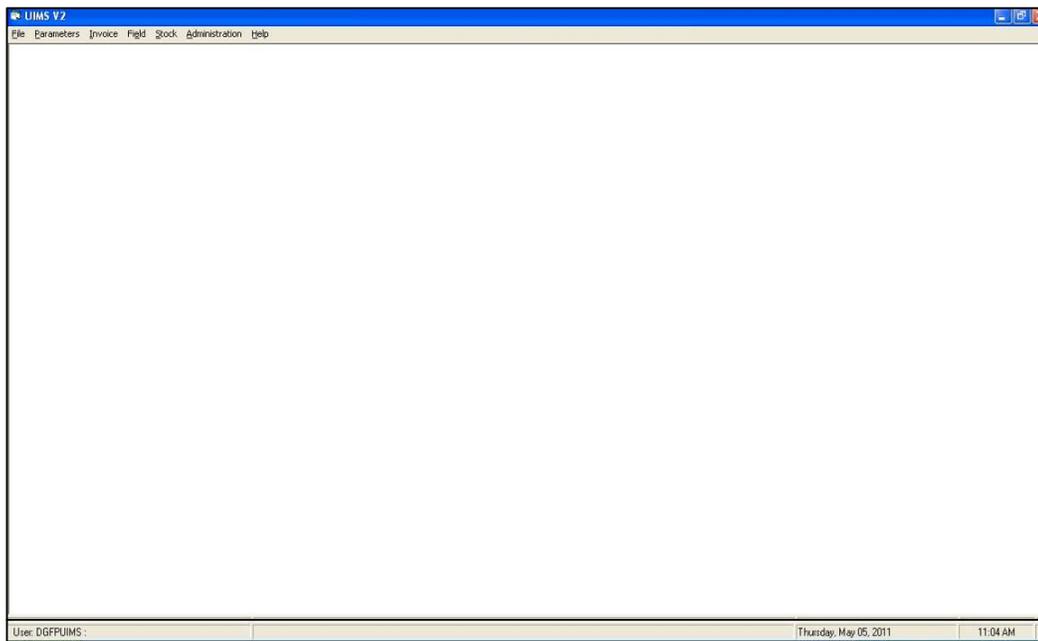
How to Operate UIMS_{v2}

How to start UIMS

- Double click on UIMS icon in your desktop or
- Select Start > Programs > UIMS > UIMS from taskbar to run UIMS.
- Following screen will appear.



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

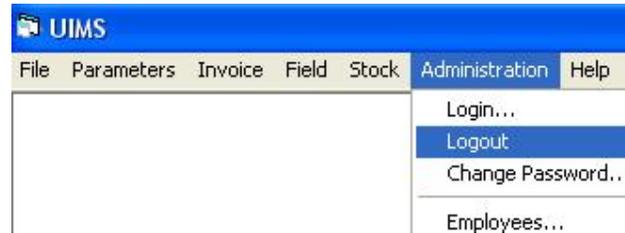


How to exit UIMS

- Select File > Exit from main menu bar. Or
 - Press the topmost right X button to exit from UIMS.
- Note: Before you exit, make sure that no forms are open.

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 with your permissions when you are out. To logout from UIMS, select Administration > Logout from main menu bar.

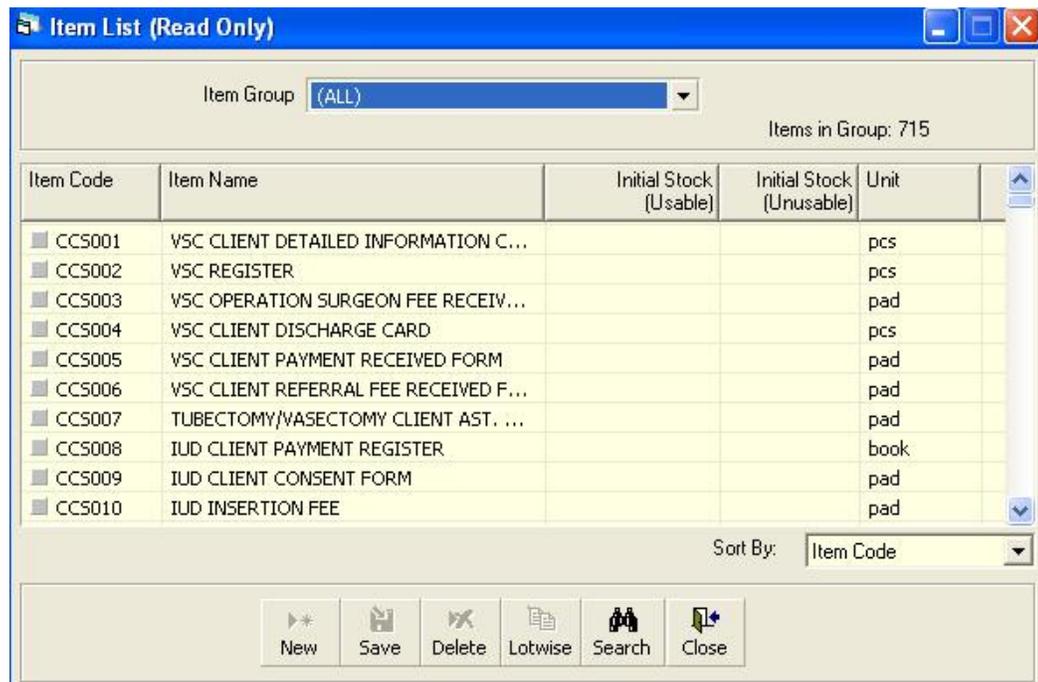


If you want to resume your work after logging out, you have to log in again from Administration > Login menu.

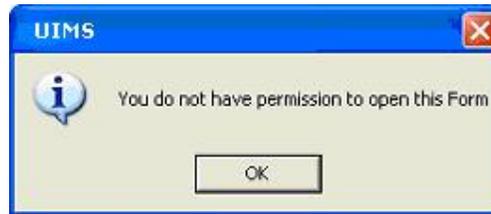
User permissions in Forms

Based on the permissions set by the Administrator, users of UIMS will be restricted to access certain parts of the software. The Administrator will set three types of permissions to access the forms –

- *Edit* – users with edit permission on any form will be able to enter new data, edit data, delete and print in the specific form.
- *View* – users with view permission will only be able to browse the data in the form but no editing will be possible. A typical form opened by a user with only View access:



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



How to Change your Password

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

- 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 that you would like to set in the New Password and Confirm Password boxes.
- Press OK to continue.

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

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 ID or names from which one 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 entry, edit, delete, print the records.

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



Insert a new record of any type



Saves the current editing



Deletes the current record in a form



Preview a report before printing



Close any data entry form

Chapter 2

Parameters

Item Groups

The screenshot shows a window titled "Item Groups". At the top, there is a dropdown menu labeled "Item Groups" with "CONTRACEPTIVE" selected. To the right of the dropdown is the text "Total Item Groups: 8". Below this, there are two input fields: "Group Code" with the value "CON" and "Group Name" with the value "CONTRACEPTIVE". At the bottom of the window is a toolbar with six buttons: "New", "Save", "Delete", "Preview", "Items", and "Close".

Store commodities are classified into a number of groups. Every group has a unique Group Code and a descriptive Group Name. Normally, Group Codes are defined to be 3 (three) characters in length and abbreviated from their descriptive name.

View Item Groups

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

General description of Item Groups form

The screenshot is annotated with three callout boxes:

- A**: A green circle with the letter 'A' pointing to the "Item Groups" dropdown menu and the "Total Item Groups: 8" text.
- B**: A red circle with the letter 'B' pointing to the "Group Code" and "Group Name" input fields.
- C**: A purple circle with the letter 'C' pointing to the toolbar buttons: "New", "Save", "Delete", "Preview", "Items", and "Close".

This form is used to edit, create, delete, print item groups. Controls in the form are grouped into 3 (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 3 (three) digit alphanumeric code that can represent the group.
 - Group Name – A descriptive name for the group.

Both of the fields are compulsory.

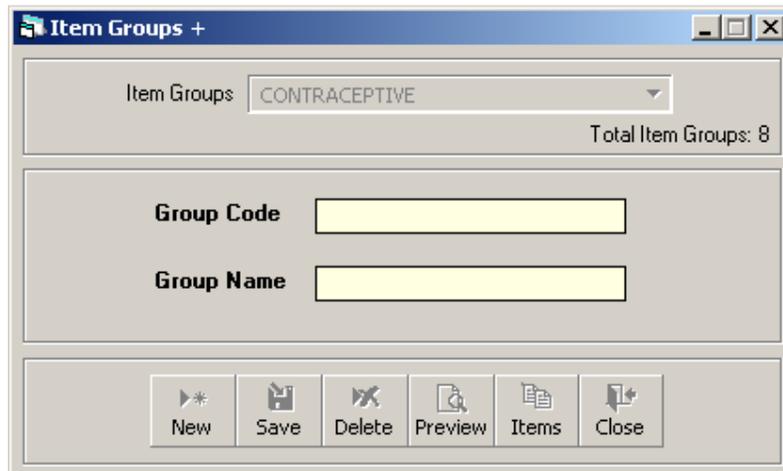
C. *Command buttons*: A number of buttons to manipulate the item groups.

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.

Enter a new group

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



Item Groups: CONTRACEPTIVE
Total Item Groups: 8

Group Code:

Group Name:

Command buttons: New, Save, Delete, Preview, Items, Close

- Enter a 3 (three) character Group Code.
- Enter a descriptive Group Name.



Item Groups: CONTRACEPTIVE
Total Item Groups: 8

Group Code: KIT

Group Name: KITS & EQUIPMENTS

Command buttons: New, Save, Delete, Preview, Items, Close

- Press  button.

- Your new group name will be visible in the Item Groups list.



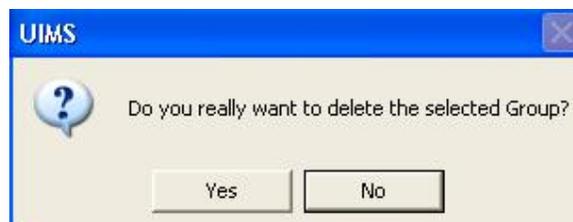
- If your new group code matches with an existing group, an error message will be shown. Change the group code and press Save button again.
- If the new group name conflicts with an existing group, an error message will be shown. Change the group name and press Save button again.
- If you want to cancel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

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, press Save.
- If your group code matches with an existing group, then an error message will be shown. Change the group code and press Save button again.
- If the new group name conflicts with an existing group, an error message will be shown. Change the group name and press Save button 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.

Delete an existing Group

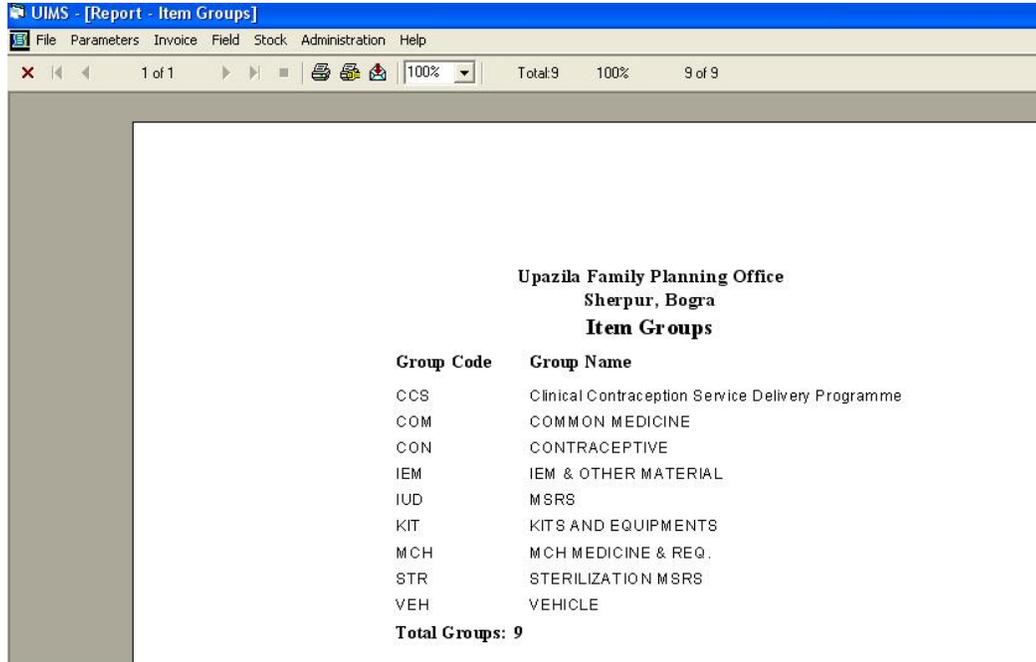
- Select the group you want to remove from Item Groups list.
- Press  button.
- A confirmation dialog will be shown:



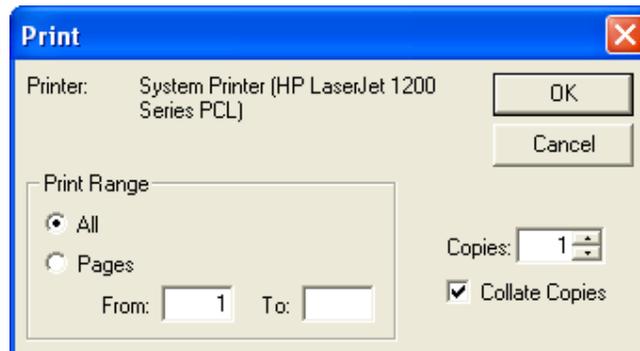
- Press Yes if you really want to delete the group.
- You will not be able to delete groups that have items under it.

Print Item Groups

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



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

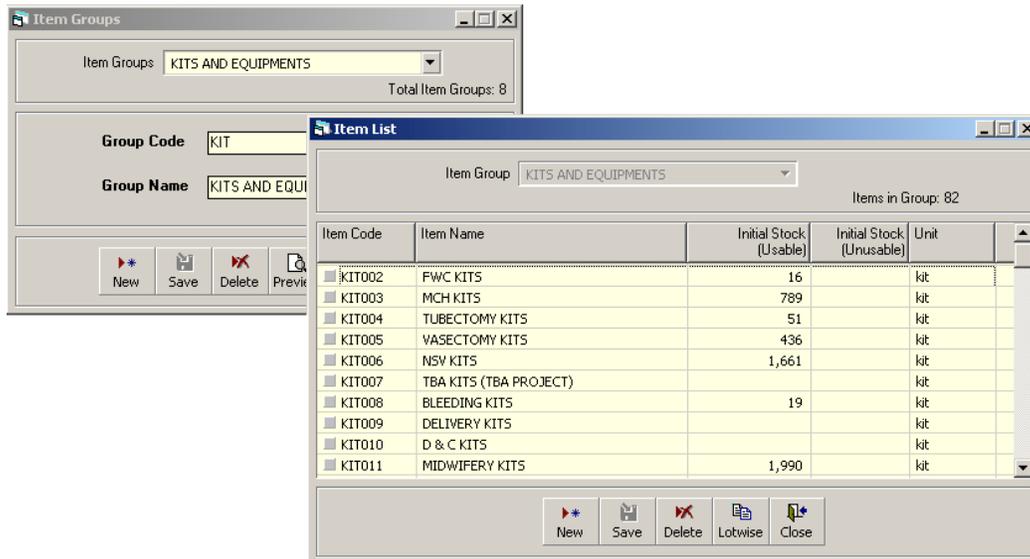


- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the leftmost X button to close the preview window.



View items under each Group

- Select the group from Item Groups list.
- Press  button to see the items under the selected group.

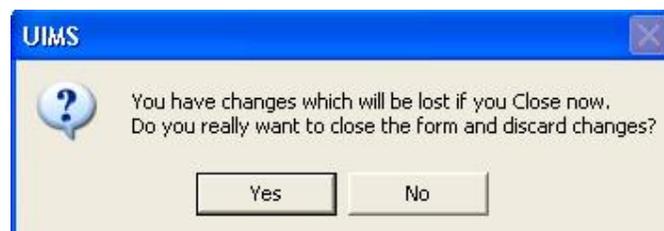


The screenshot shows two overlapping windows. The 'Item Groups' window has a dropdown menu set to 'KITS AND EQUIPMENTS' and shows 'Total Item Groups: 8'. The 'Item List' window is open for the same group, showing 'Items in Group: 82'. It contains a table with the following data:

Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
KIT002	FWC KITS	16		kit
KIT003	MCH KITS	789		kit
KIT004	TUBECTOMY KITS	51		kit
KIT005	VASECTOMY KITS	436		kit
KIT006	NSV KITS	1,661		kit
KIT007	TBA KITS (TBA PROJECT)			kit
KIT008	BLEEDING KITS	19		kit
KIT009	DELIVERY KITS			kit
KIT010	D & C KITS			kit
KIT011	MIDWIFERY KITS	1,990		kit

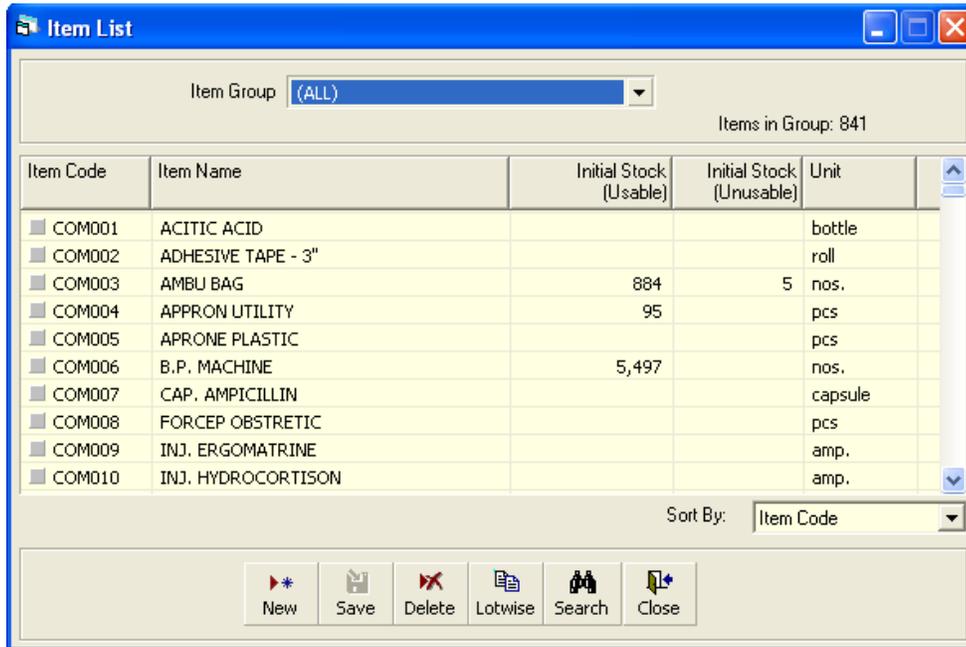
Close Item Groups form

- Press  button to exit from the Item Groups form.
- You can also exit by pressing the X button at the top right of the form.
- If you have unsaved groups during exit, you will be informed that your changes will be lost if you exit:



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

Item List



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.

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.
- Press Items button to view the items of the specific group.

General description of Item List form

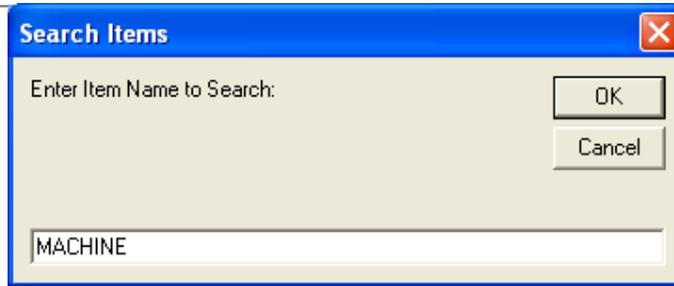
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
COM001	ACITIC ACID			bottle
COM002	ADHESIVE TAPE - 3"			roll
COM003	AMBU BAG	884	5	nos.
COM004	APPRON UTILITY	95		pcs
COM005	APPRONE PLASTIC			pcs
COM006	B.P. MACHINE	5,497		nos.
COM007	CAP. AMPICILLIN			capsule
COM008	FORCEP OBSTRETIC			pcs
COM009	INJ. ERGOMATRINE			amp.
COM010	INJ. HYDROCORTISON			amp.

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

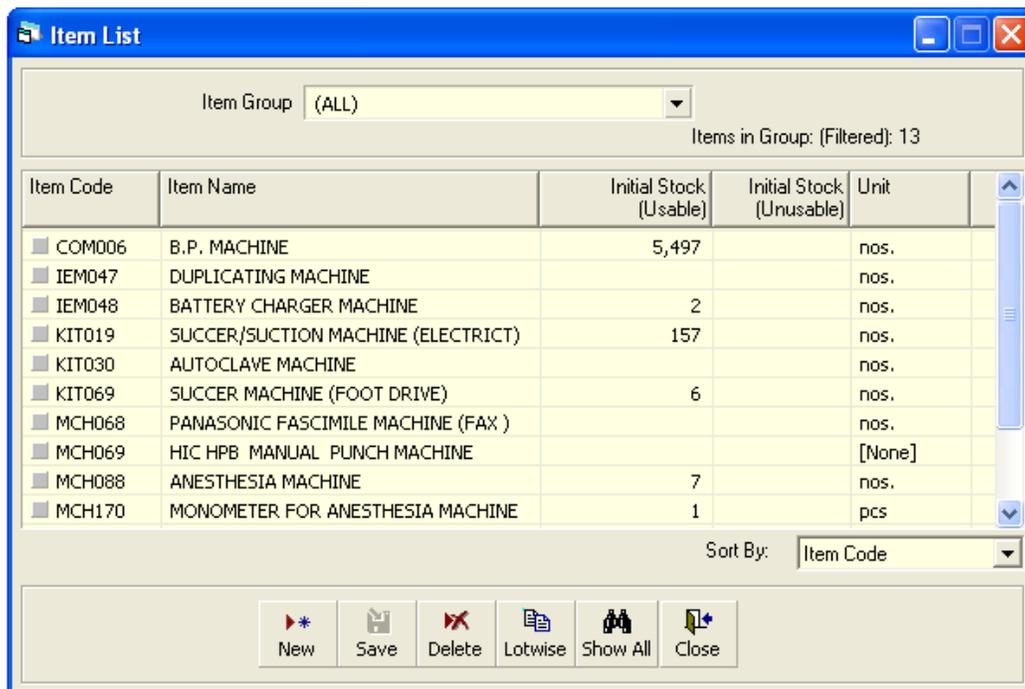
- A. *Item Group*: Shows a list of current item groups in database. A label below shows the total number of items under the selected group.
- B. *List of Items*: Shows details about every item under the selected group. To describe an item, 5 (five) fields are required.
 - Item Code – An unique 6 (six) digit code that can be used to identify the item. The code is generated automatically. But you can change if you wish.
 - Item Name – A descriptive name for the item.
 - Initial Stock(Usable) – Initial stock which is available when we include the item in the inventory system.
 - Initial Stock(Unusable) – Initial unusable quantity of the item.
 - Unit – Unit of measurement of the item.
 Item Code, Item Name and Unit fields are compulsory. Items can be sorted in the list by 'Item Code' or 'Item Name', which is done through Sort By combo selection.
- C. *Command buttons*: A number of buttons to manipulate the item list.

Search and find an Item

- Press  from command buttons block C.
- A new dialog box comes asking you to give item name to search. You can provide partial item name.



- After you provide the item name press OK.
- Items which match with the search text will be shown in the list.



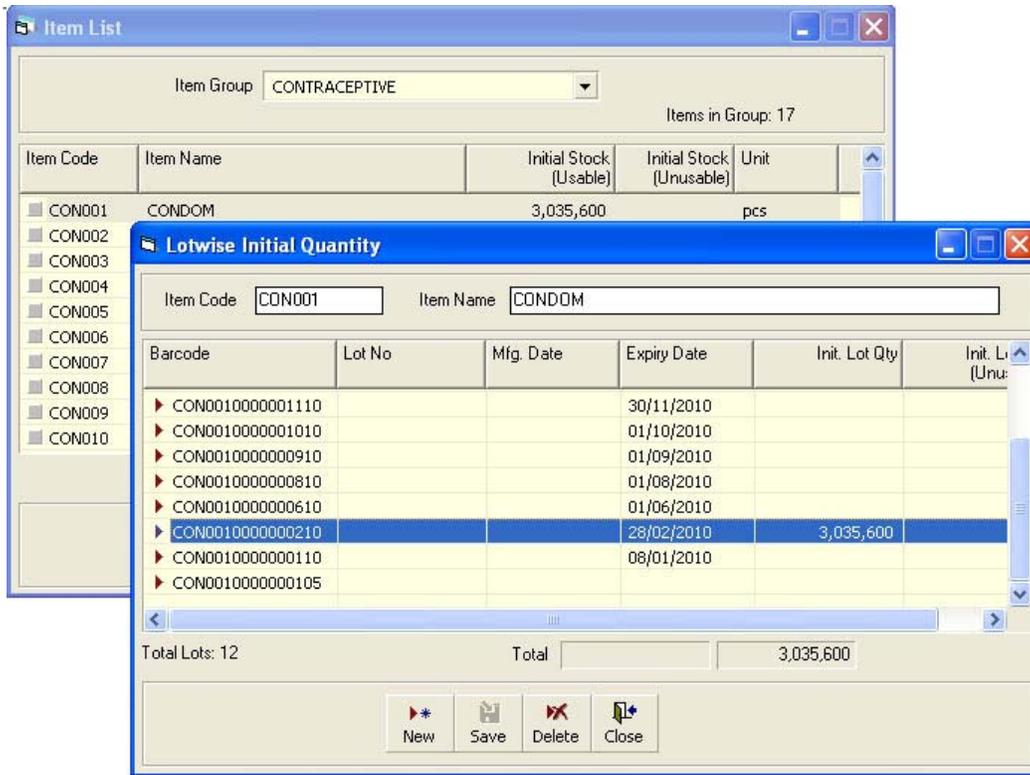
- To see all of the items again, press  button.

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.

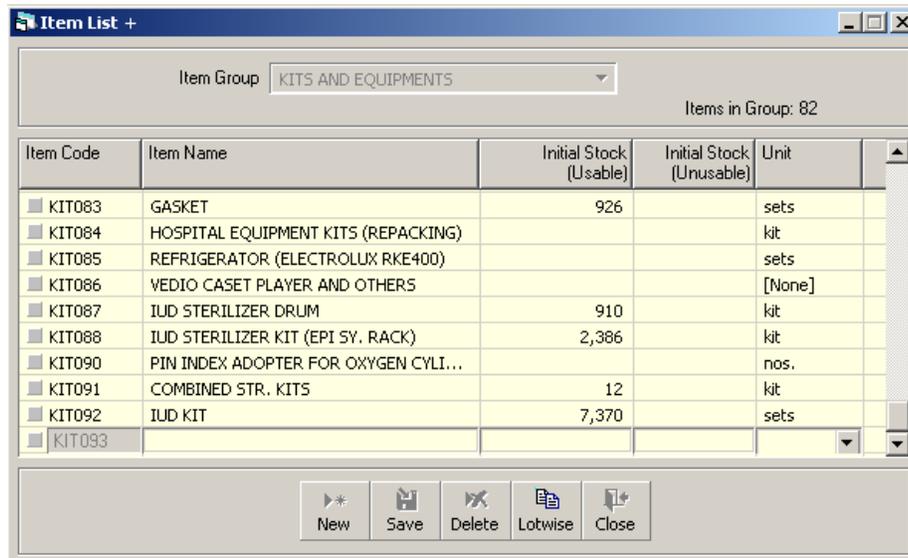
View lot-wise information about a specific item

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



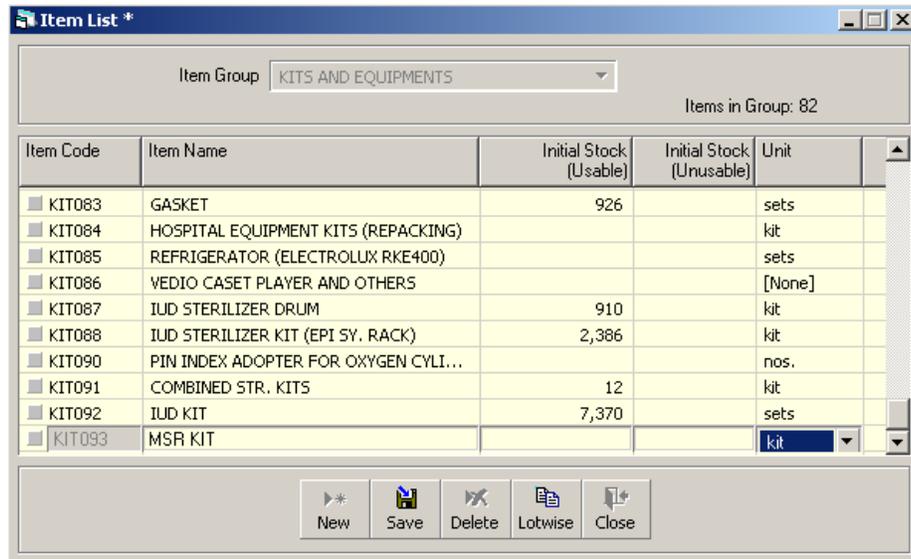
Enter a new item

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

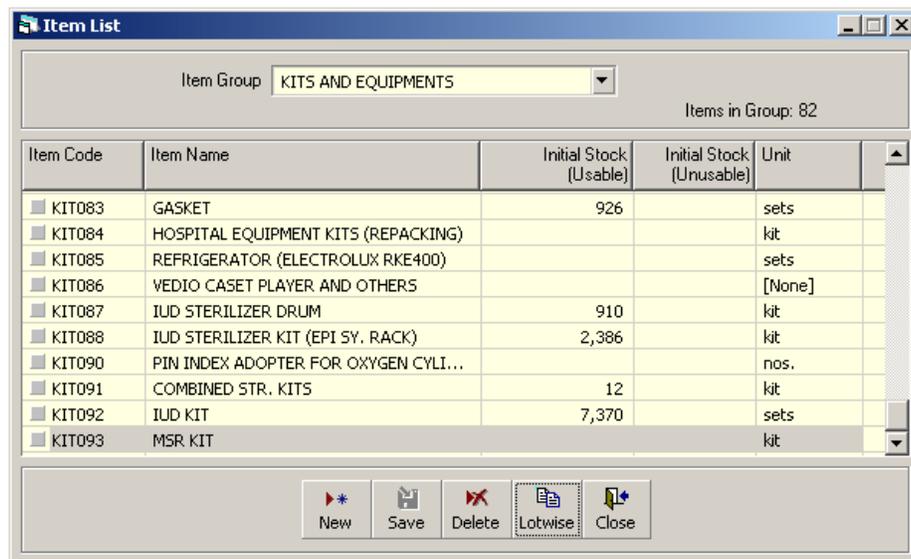


- The Item Code will be generated automatically. The code consists of the group code and a number which is one greater than the max item code in the group. But you can change the Item Code to another Code which is not yet present in database.
- Enter the name of the item.

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



- Press  button.
- Your new item will be shown highlighted in the list.



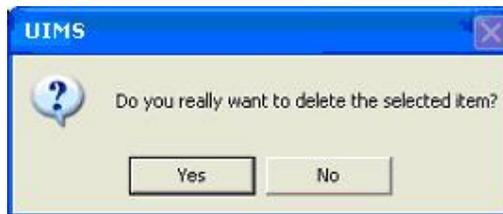
- If the new item name conflicts with an existing item, then an error message will be shown. Change the item name and try saving again.
- If you want to cancel the new item entry, press Esc during editing to undo.

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, press 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.

Delete an existing item

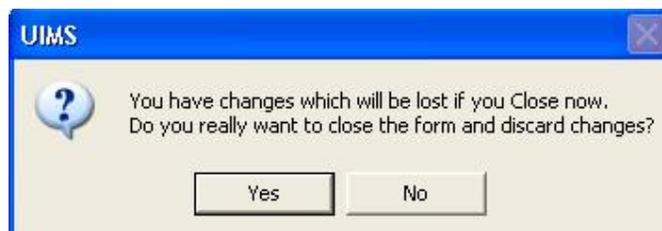
- Select the item you want to remove from Item list.
- Press  button.
- A confirmation dialog will be shown



- Press 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).

Close Item List form

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



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

Chapter 3

Invoice

Local Purchase

When items are received from suppliers, they should be 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 invoice, edit, print or delete old invoices.

Open Local Purchase form

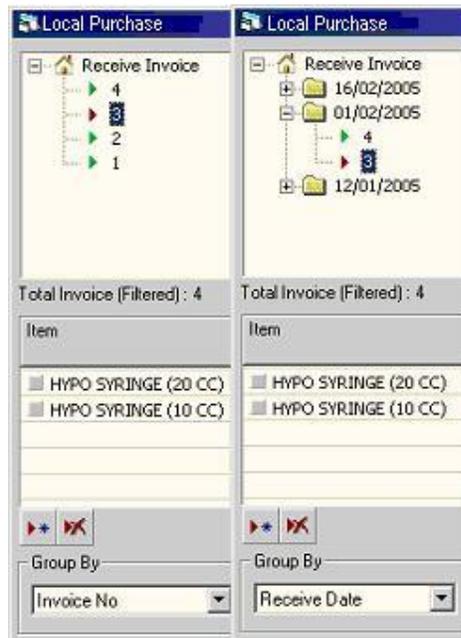
- Run UIMS.
- Select Invoice > Local Purchase... from Menu.
- The Local Purchase form is displayed.

General description of Receive Invoice form

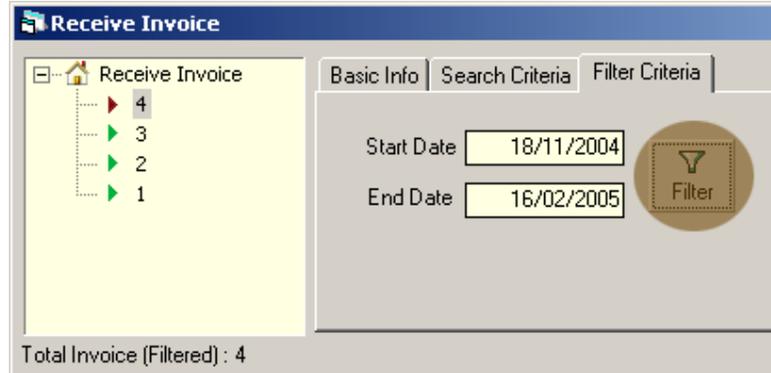
This form is used to edit, create, delete, and print Receive Invoices. Controls in the form are grouped into 4 (four) blocks –

- A. *Invoice List*: Invoices can be listed grouped by Invoice No. or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To 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.
 - Supplier – Name of supplier.
 - Local Purchase Invoice No – Voucher No. of local supplier.
 - Local Purchase Invoice Date – Date of local supplier voucher.
 First 4 fields are compulsory.
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:
 - Item – Name of item received.
 - Received Qty – Total quantity of good received.
 - Unit – unit of measurement of item.
 - Lot No – Lot no. of the received goods.
 - Mfg. Date – Manufacturing date of the received goods.
 - Expiry Date – date of expiry of the received goods.
 Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

View information about a specific invoice

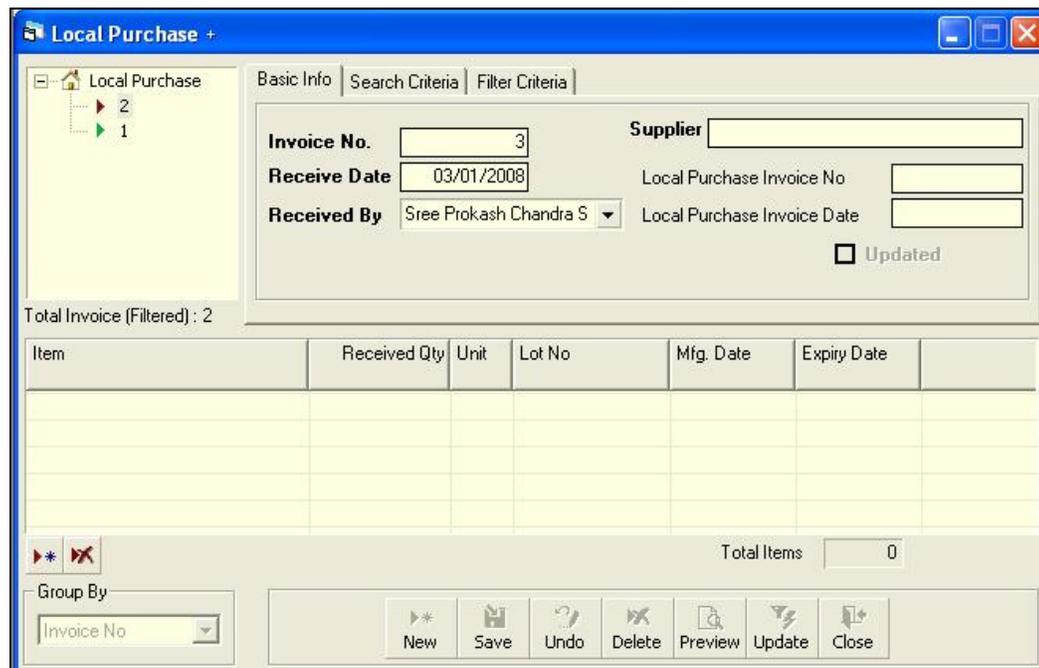


- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in two ways – by Invoice No or by Receive Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of invoices are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



Enter a new invoice

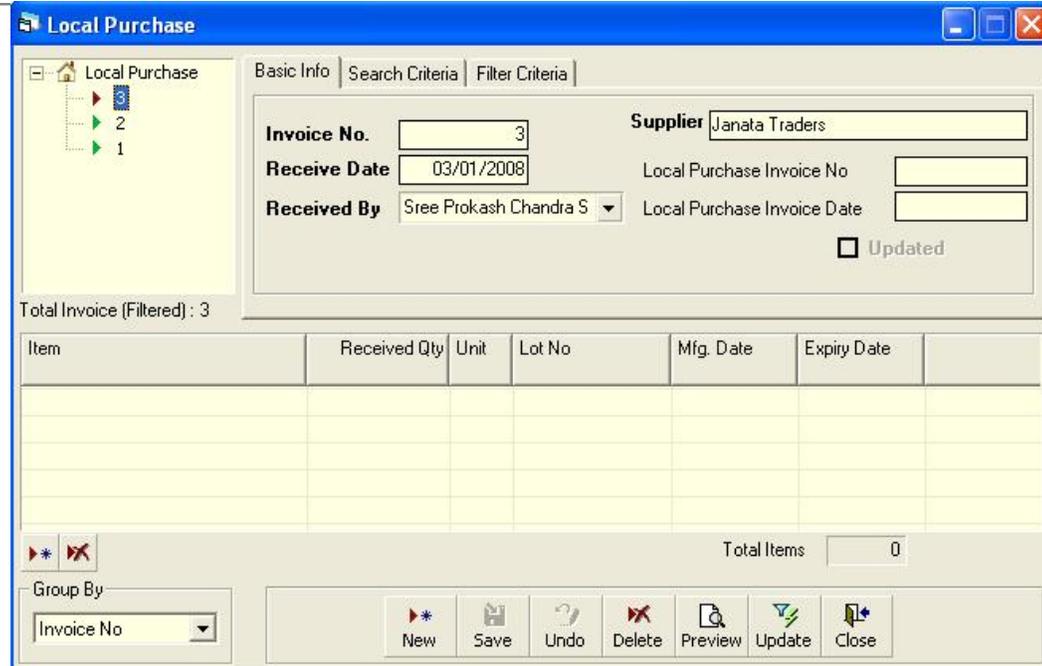
- Press  from the command buttons block. The form will look like this:



- The Invoice No. will be generated automatically.
- Receive Date will be filled with current date. You can change if necessary.
- Select the employee who is receiving the goods.
- Enter the supplier name.
- Provide invoice no. and date from local supplier's challan. (not compulsory)

- Press  button.

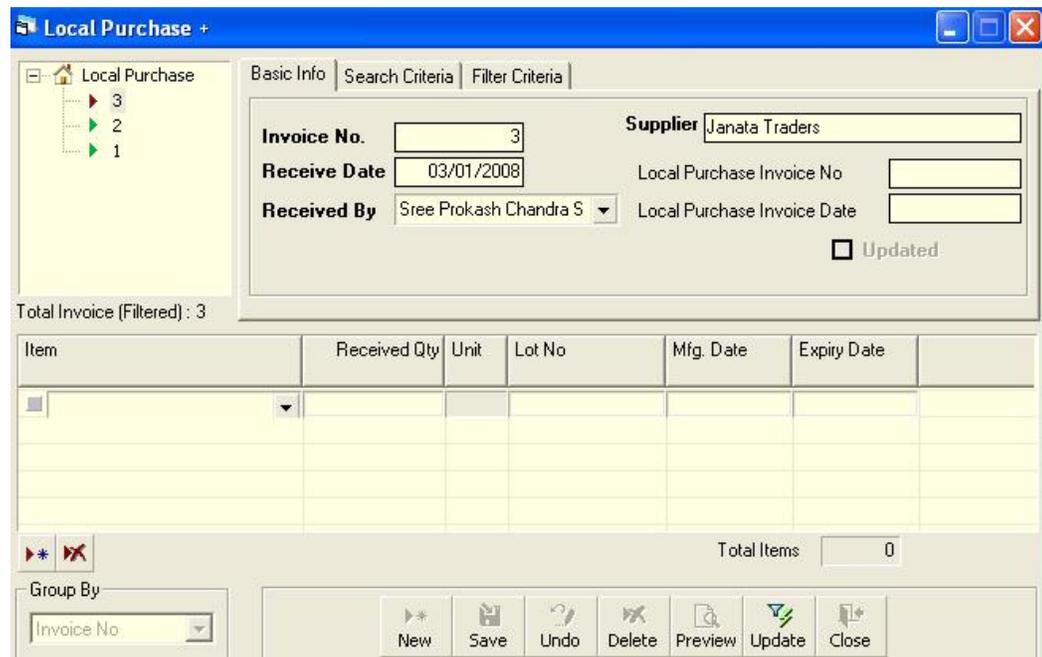
- Your new invoice no. will be visible in the invoice list.



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

Invoice Items Entry

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



- Select an item name from Item combo box.

- Unit field will be filled automatically.
- Enter Lot No, Mfg. Date, Received Qty and Expiry Date fields.

Local Purchase

Basic Info | Search Criteria | Filter Criteria

Invoice No. Supplier

Receive Date Local Purchase Invoice No.

Received By Local Purchase Invoice Date

Updated

Total Invoice (Filtered) : 3

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
IML. DISPOSABLE SYRINGE	1000	pcs			

Total Items

Group By:

New Save Undo Delete Preview Update Close

- Press  button.

Local Purchase

Basic Info | Search Criteria | Filter Criteria

Invoice No. Supplier

Receive Date Local Purchase Invoice No.

Received By Local Purchase Invoice Date

Updated

Total Invoice (Filtered) : 3

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
IML. DISPOSABLE SYRINGE	1,000	pcs			

Total Items

Group By:

New Save Undo Delete Preview Update Close

Updating the Stock

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

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

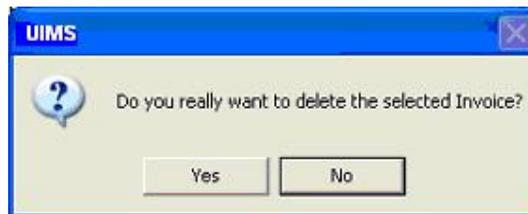
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

Item	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.

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

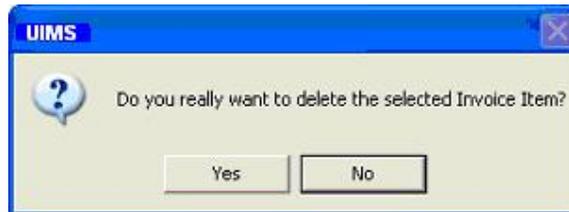
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

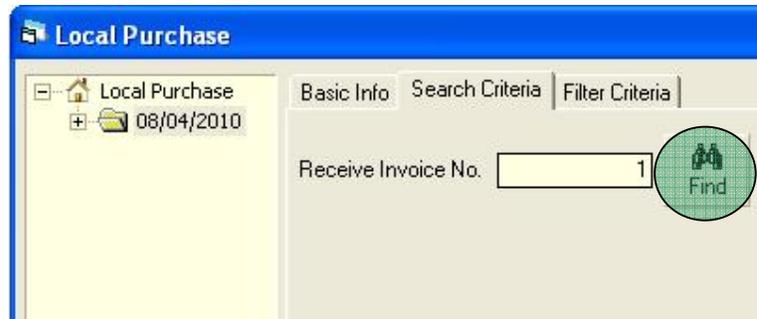
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown



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

Search a Local Purchase Invoice

- Press Search Criteria tab to find a specific invoice.



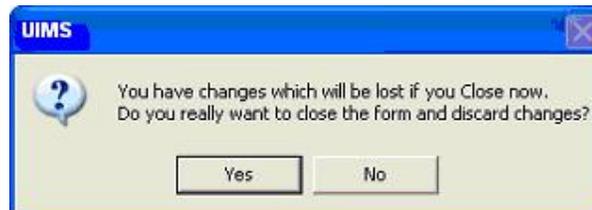
- Enter the invoice no you want to find in 'Receive Invoice No.' box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.

Print Receive Invoice

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

Close Receive Invoice form

- Press  button to exit from the receive Invoice form.
- You can also exit by pressing the 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.



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

Receive Invoice from Warehouse

Open Receive Invoice form

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

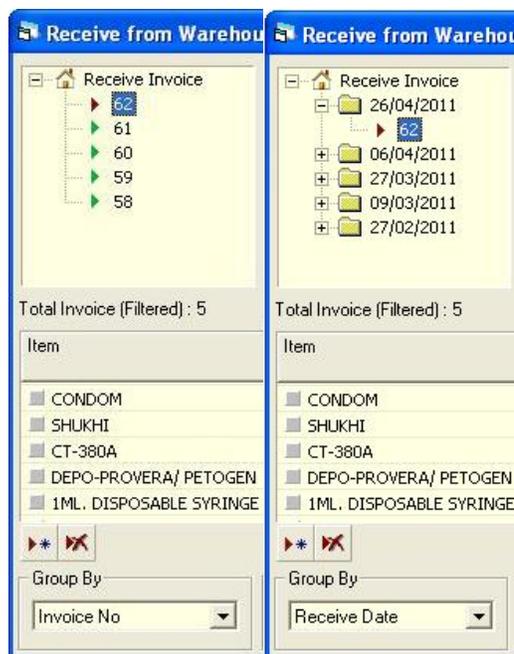
General description of Receive Invoice form

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	72,000	pcs			
SHUKHI	20,160	cycle			
CT-380A	200	pcs			
DEPO-PROVERA/ PETOGEN	5,100	vials			
IML. DISPOSABLE SYRINGE	5,610	pcs			

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

- A. *Invoice List*: Invoices are listed by item group. Invoice Group combo filters the invoices according to their group. Invoices can also be listed grouped by Invoice No. or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, 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 is not belong to check Other WH checkbox and select the WH
 - WH's Invoice No – Voucher No. 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. There is 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 no. of the received goods.
 - Mfg. Date – Manufacturing date of the received goods.
 - Received Qty – Total quantity of good received.
 - Expiry Date – date of expiry of the received goods.
 Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

View information about a specific invoice



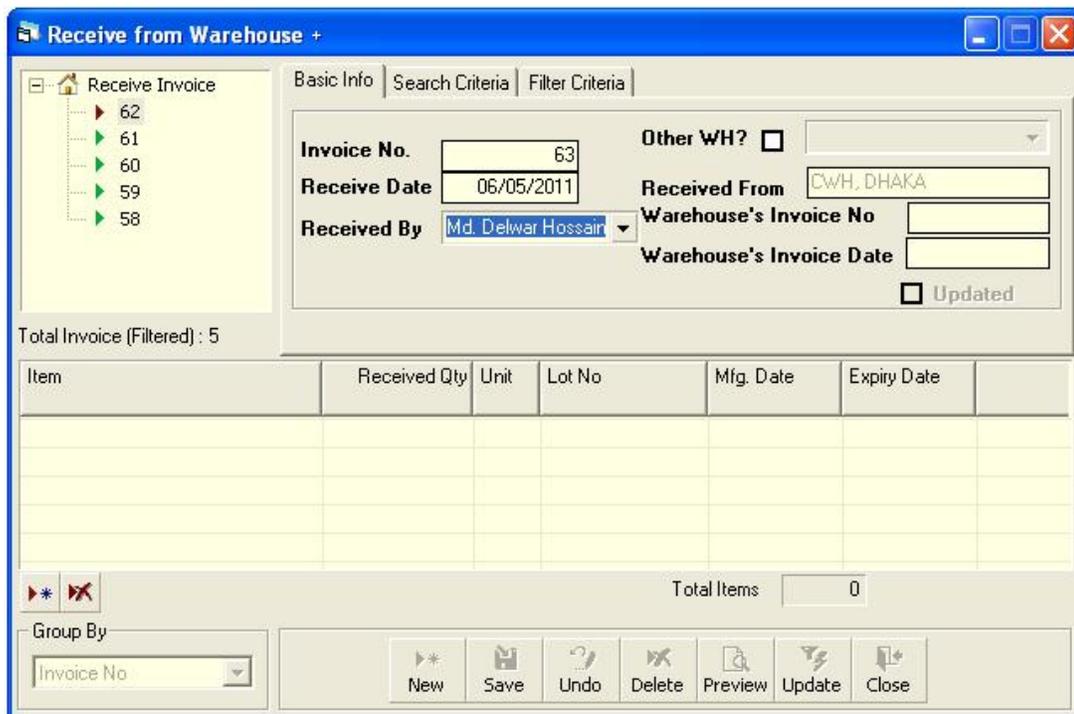
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in two ways – by Invoice No or by Receive Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.

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

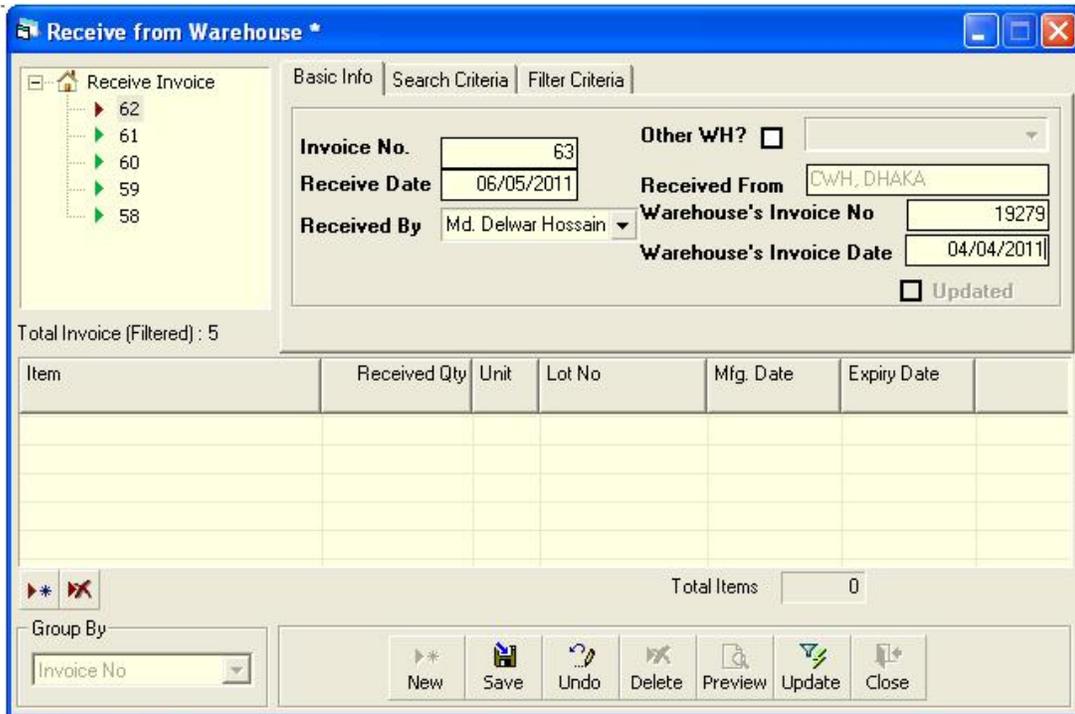


Enter a new invoice

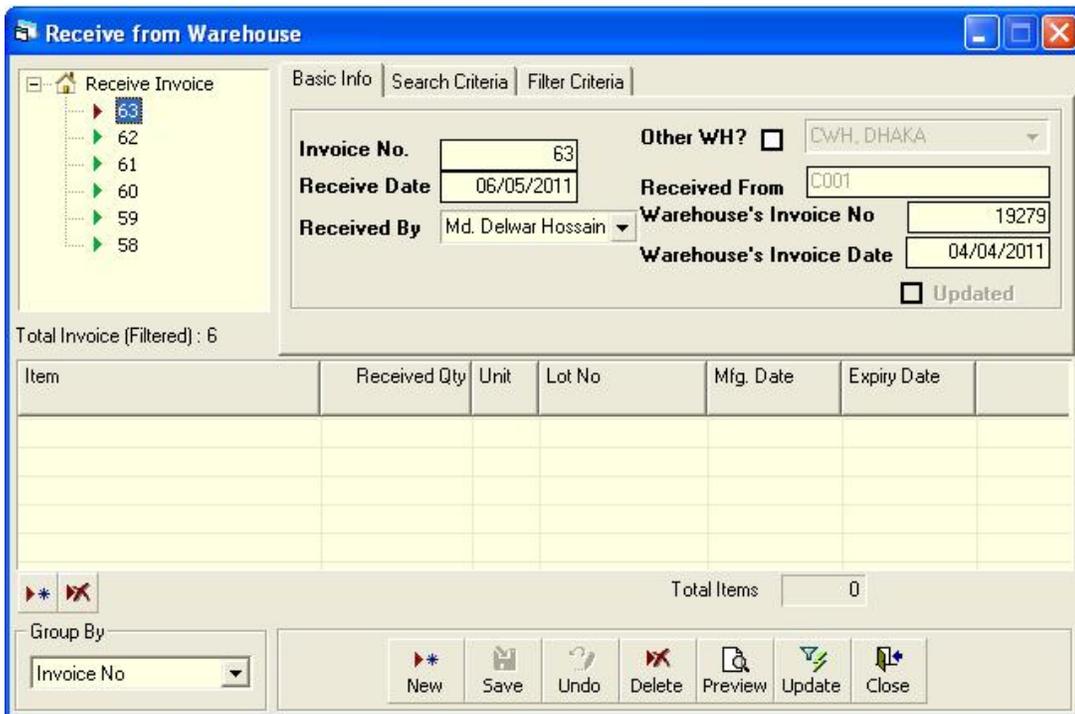
- Press  from the command buttons block. The form will look like this:



- The Invoice No. will be generated automatically.
- Receive Date will be filled with current date. You can change if necessary.
- Select the employee who is receiving the goods.
- Respective WH name will appear automatically. If item is received from other WH then select Other WH and Select the WH.
- Provide invoice no. and date from WH's challan.



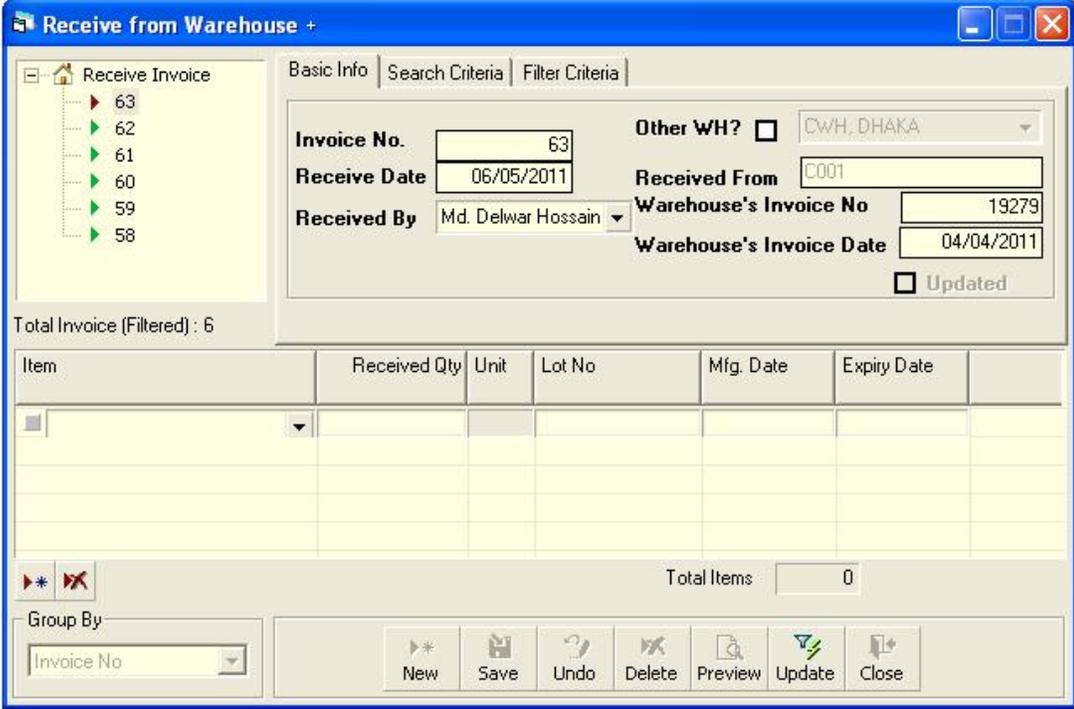
- Press  button.
- Your new invoice no. will be visible in the invoice list.



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

Invoice Items Entry

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



Receive from Warehouse +

Basic Info | Search Criteria | Filter Criteria

Invoice No. Other WH? CWH, DHAKA

Receive Date Received From

Received By Warehouse's Invoice No.

Warehouse's Invoice Date Updated

Total Invoice (Filtered) : 6

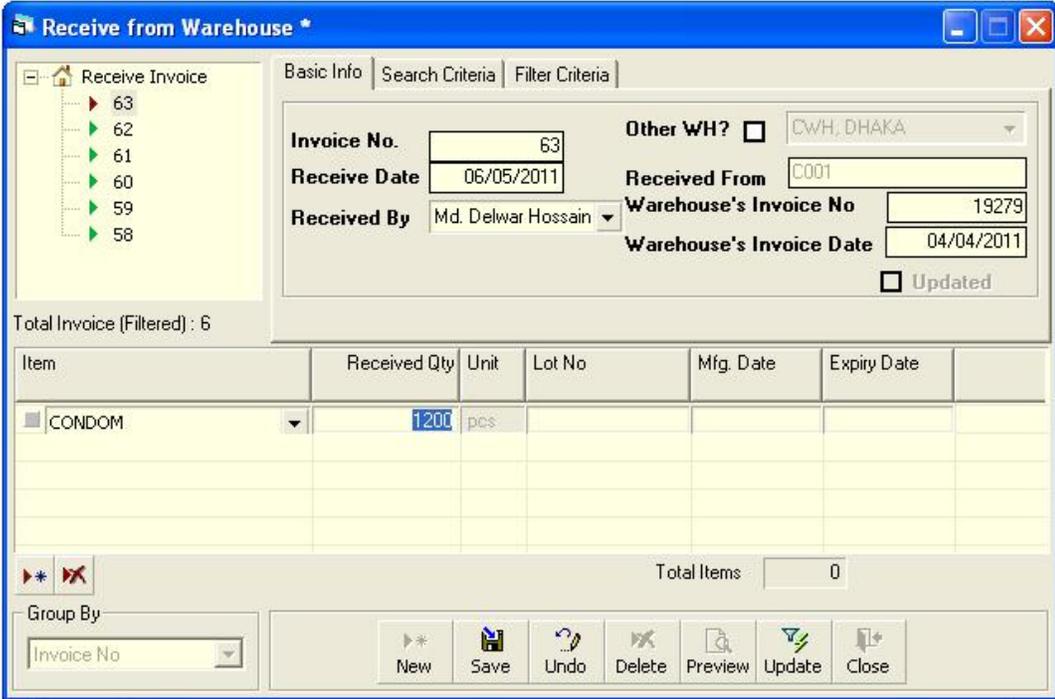
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date

Total Items

Group By

New Save Undo Delete Preview Update Close

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



Receive from Warehouse *

Basic Info | Search Criteria | Filter Criteria

Invoice No. Other WH? CWH, DHAKA

Receive Date Received From

Received By Warehouse's Invoice No.

Warehouse's Invoice Date Updated

Total Invoice (Filtered) : 6

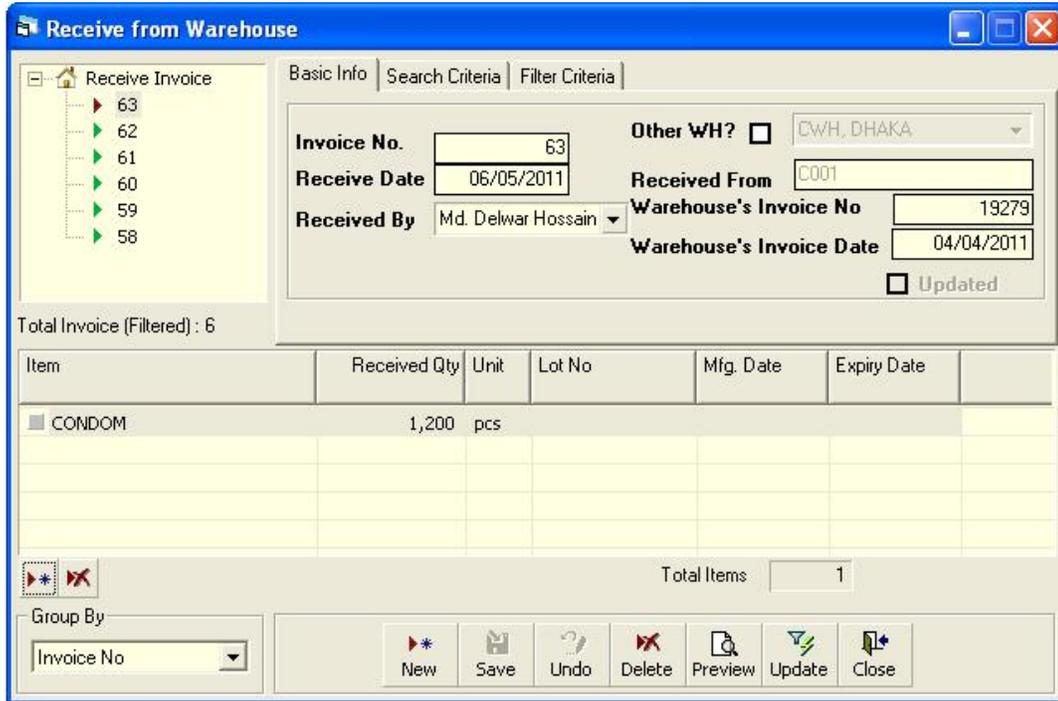
Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	1200	pcs			

Total Items

Group By

New Save Undo Delete Preview Update Close

- Press  button.



Updating the Stock

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

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

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

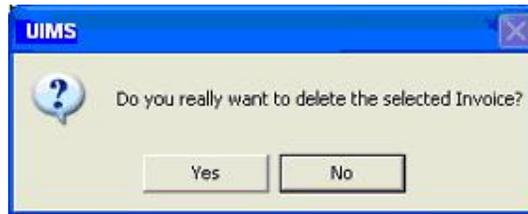
Edit an existing invoice

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

Delete an existing invoice

- Select the invoice you want to remove from invoices list.
- Press  button.

- A confirmation dialog will be shown



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

Edit an existing invoice item

Item	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.

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

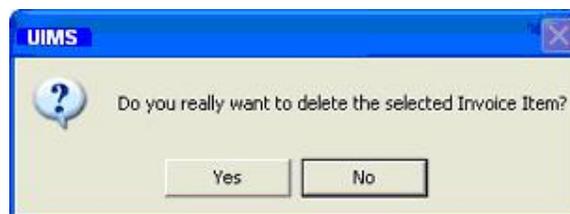
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

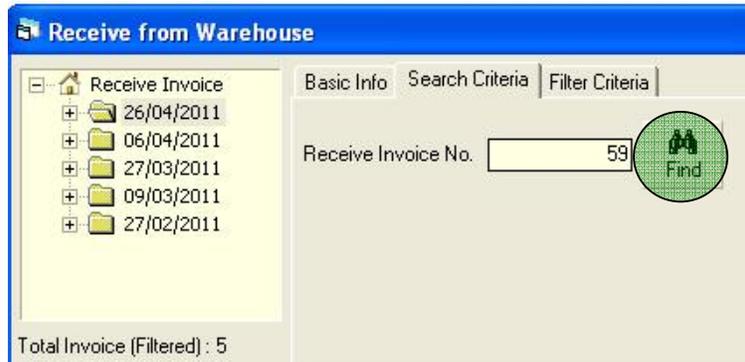
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown



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

Search a Receive Invoice

- Press Search Criteria tab to find a specific invoice.



- Enter the invoice no you want to find in 'Receive Invoice No.' box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.

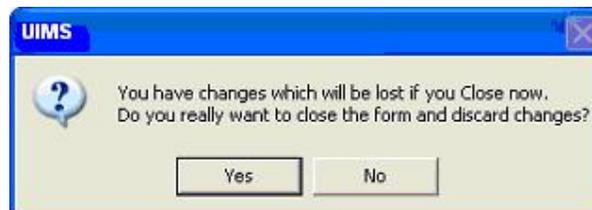


Print Receive Invoice

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

Close Receive Invoice form

- Press  button to exit from the receive Invoice form.
- You can also exit by pressing the 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.



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

Issue Voucher

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

Open Issue Voucher form

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

General description of Issue Voucher form

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

- A. *Invoice List*: Invoices can be listed grouped by Invoice No., Indenter or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, following fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Facility – Facility receiving the items.
 - Prepared By, Approved By, Supplied By – Name of employees who are responsible for issue of items. There are three date fields related to the names.
 - Prepared by Date, Approved by Date, Supplied by Date – Dates in which invoice preparation, approval and supply are made.
 - Remarks – Any comments about the supply.

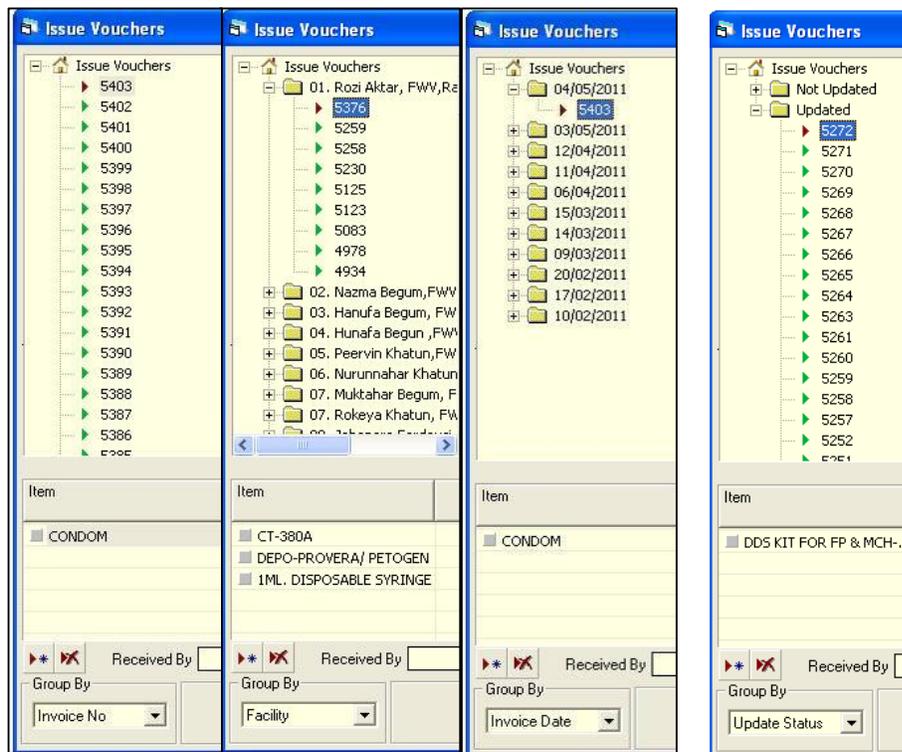
Invoice No, Facility, Prepared By, Approved By, Supplied By and their related date fields are compulsory.

Cancelled: To cancel any Invoice press the Cancelled check box. If any invoice is cancelled, it cannot be revoked again.

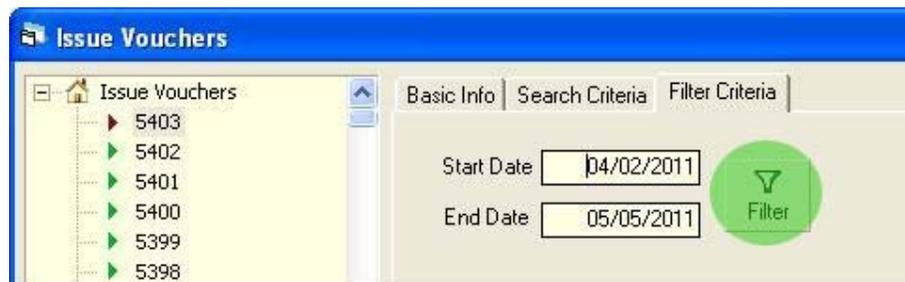
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:
 - Item – Name of item requested.
 - Unit – unit of measurement of item.
 - Stock Qty – Current stock quantity in issuing facility.
 - Issued Qty – Quantity issued to facility.
 - Lot No – Lot no. of the item issued
 - Mfg. Date – Manufacturing date of the item lot issued
 - Expiry Date – Expiry date of goods in the lot.

Item and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item’s lot information.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

Group By: To view information about a specific invoice in 4 different ways

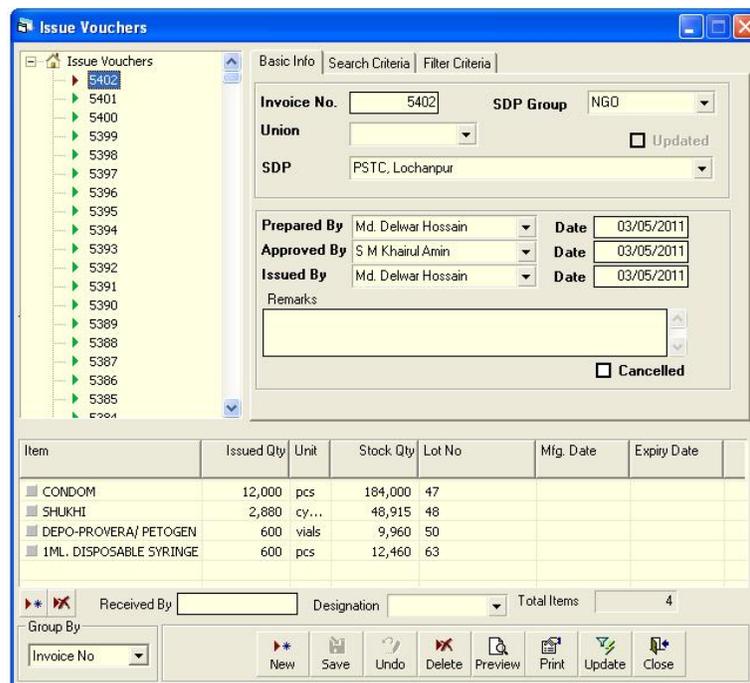


- Invoices can be grouped in four different ways – Invoice No, Facility, Invoice Date and Update Status.
- Grouping by 'Update Status' will help to identify new invoices which have not yet updated to stock.
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Facility or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of invoices are shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press 'Filter' button to list less or more invoice.



Enter a new invoice

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



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

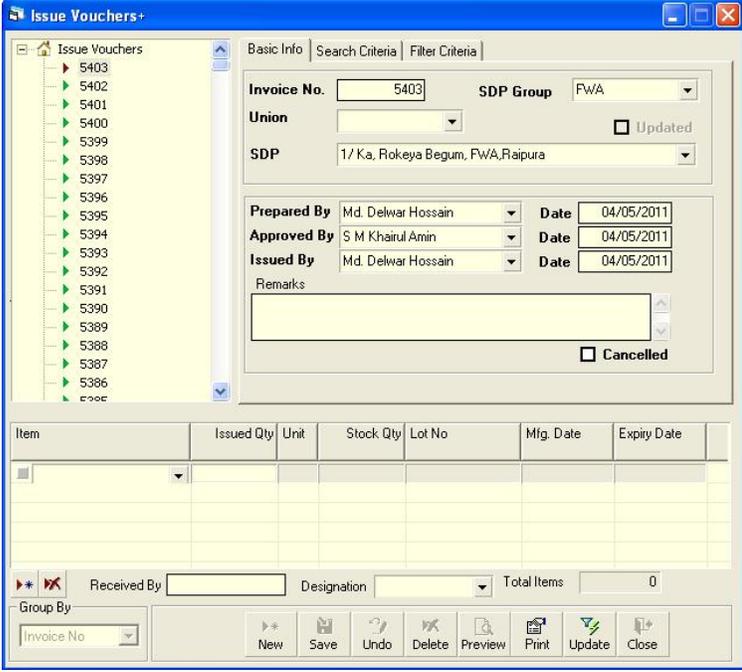
- Press  button.

- Your new invoice no. will be visible in the invoice list.

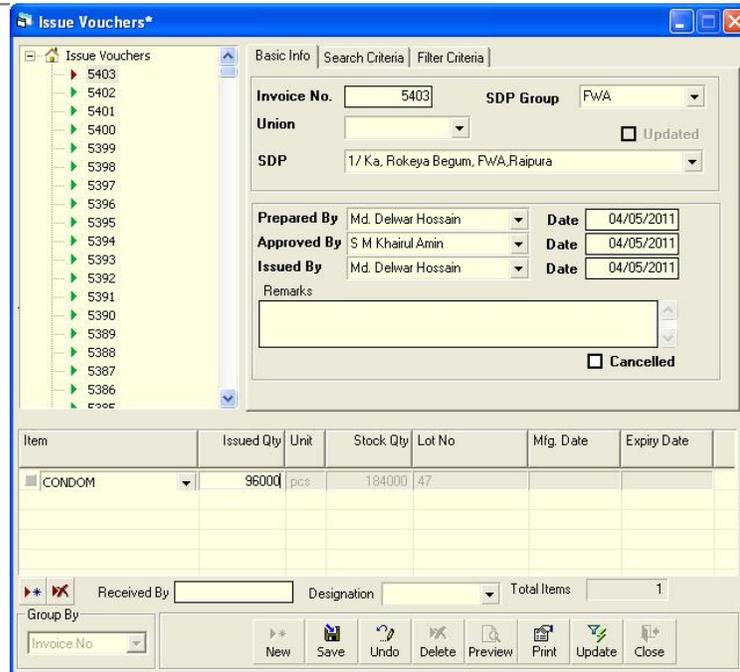
- If you want to cancel the new invoice entry, press Esc during editing to undo.

Invoice Items Entry

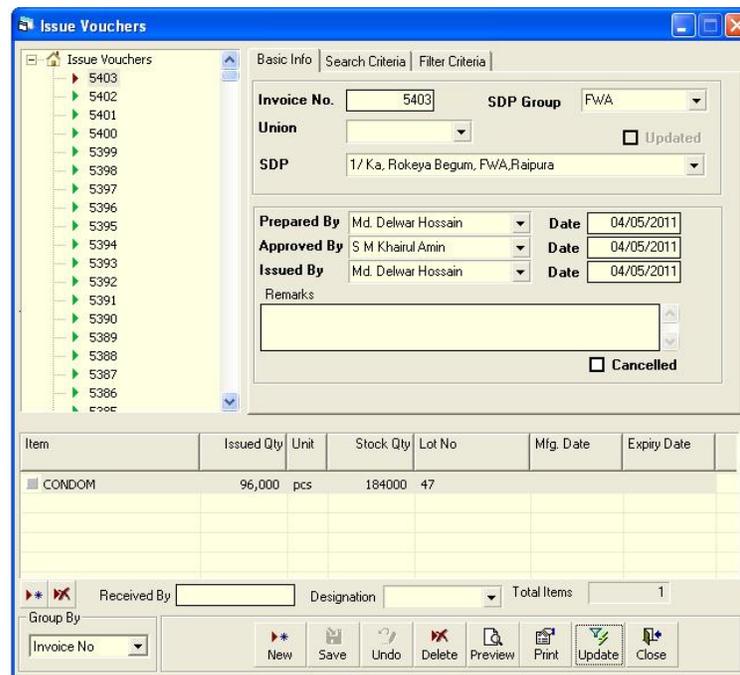
- Press  button from the command buttons block. The form will look like the following Figure.



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



- Press  button.



Updating the Stock

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

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure. Pressing the update button will update the current stock quantity as available in store at that point. This will assist to find any update issue (when the current stock is lower than issued quantity).

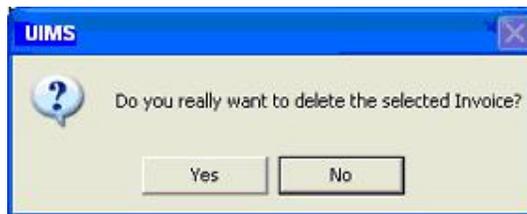
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

Item	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
CONDOM	pcs	700,000	90,000			01/12/2007

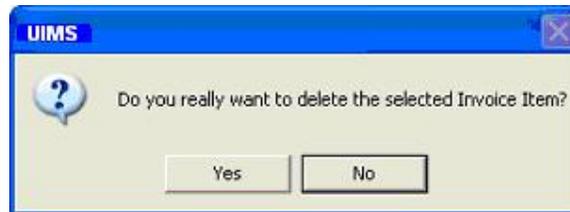
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

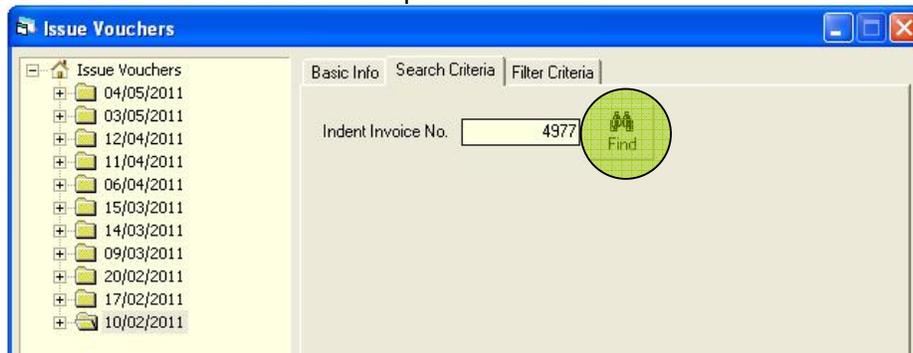
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown.



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

Search a Issue Voucher

- Press Search Criteria tab to find a specific invoice.



- Enter the invoice no you want to find in 'Invoice No.' box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.



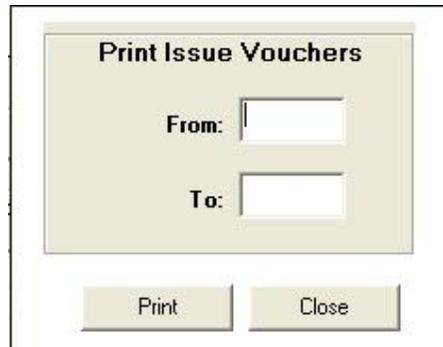
Print Issue Voucher

- Press  button to preview the Issue Voucher. The follow windows will appear.

Upazila Family Planning Office Raipura, Narsingdi				<u>Office Copy</u>			
<u>Issue Voucher</u>							
ISSUING OFFICE: Raipura, Narsingdi				Invoice No: 5403			
ISSUED TO: 1/ Ka, Rokeya Begum, FWA, Raipura				Print date: 06/05/2011			
Sl#	Code	Article	Quantity Issued		Unit	Lot No.	Exp. Date
			In Number	In Words			
1	CON001	CONDOM	96.000	Ninety-six Boissaid	PCS	47	
Prepared & Issued By Store in charge			Approved By Upazila Family Planning Officer			Received By 1/ Ka, Rokeya Begum, FWA, Raipura	
Upazila Family Planning Office Raipura, Narsingdi				<u>Recipient Copy</u>			
<u>Issue Voucher</u>							
ISSUING OFFICE: Raipura, Narsingdi				Invoice No: 5403			
ISSUED TO: 1/ Ka, Rokeya Begum, FWA, Raipura				Print date: 06/05/2011			
Sl#	Code	Article	Quantity Issued		Unit	Lot No.	Exp. Date
			In Number	In Words			

- In the above preview screen there will two parts, first part is Office Copy and second part is Recipient Copy. In between two parts there are dotted lines for separation by cutting to make it two parts.

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

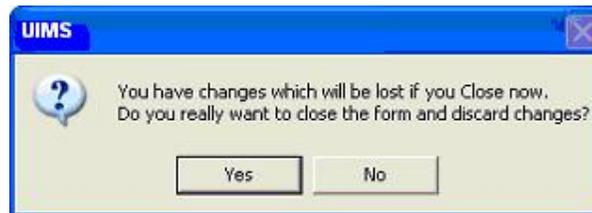


The dialog box is titled "Print Issue Vouchers". It contains two input fields: "From:" and "To:". Below these fields are two buttons: "Print" and "Close".

- To print all Issue Vouchers at a time or print a range of Vouchers by putting the range into the above "From" and "To" boxes.
- In the mentioning range if there are any blank voichers, those will not get printed.

Close Issue Voucher form

- Press  button to exit from the Issue Voucher form.
- You can also exit by pressing 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.



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

Adjustment Invoice

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

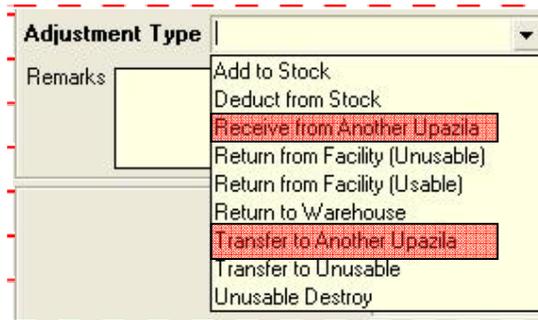
Open Adjustment Invoice form

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

General description of Adjustment Invoice form

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

- A. *Invoice List*: Invoices can be listed grouped by Invoice No., Adjustment Type or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, following fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Adjustment Type – a list of adjustment types to select from. Possible adjustment types are:



1	<i>Add to Stock</i>	▪ If after physical inventory or any instance it is found that an item is shown less than actual qty in stock
2	<i>Remove from Stock</i>	▪ If after physical inventory or any instance it is found that an item is shown excess than actual qty in stock
3	<i>Receive from Another Upazila</i>	▪ <u>When an item is received from Another Upazila</u>
4	<i>Return from Facility (Usable)</i>	▪ When an item is returned from a facility
5	<i>Return from Facility (Unusable)</i>	▪ When an unusable item is returned from a facility
6	<i>Return to Warehouse</i>	▪ When an item is returned to Warehouse for any reason
7	<i>Transfer to Another Upazila</i>	▪ <u>When an item is given/transferred to another Upazila</u>
8	<i>Unusable</i>	▪ Expiry date of item has passed
9	<i>Unusable Destroy</i>	▪ Expired items are destroyed

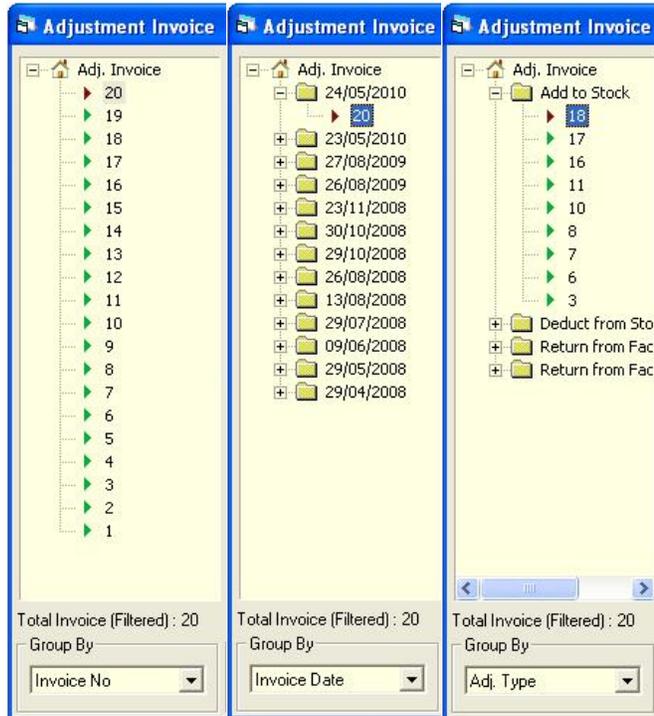
- To/From – Facility dealing the items.
- Remarks – Comments about the adjustment reasons, outcome etc.
- Prepared By, Approved By and Supplied by – Name of employees who are responsible for adjustment of items.
- Prepared By Date, Approved By Date and Issued By Date – Relevant dates of the preparation, approval and issue of adjustment invoice.

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

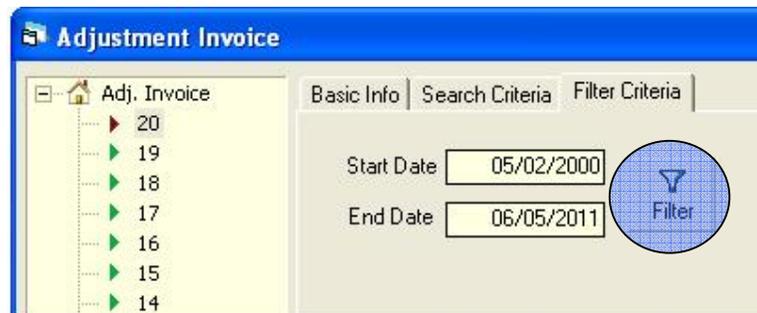
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following seven fields:
 - Item – Name of item adjusted.
 - Unit – unit of measurement of item.
 - Stock Qty – Current stock quantity in facility performing the adjustment.
 - Qty – Quantity of goods adjusted.
 - Lot No – Lot no. of the item adjusted.

- Mfg. Date – Manufacturing date of the item lot adjusted.
 - Expiry Date – Expiry date of goods in the lot.
- Item and Qty fields are compulsory. Other fields are optional.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

View information about a specific invoice



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



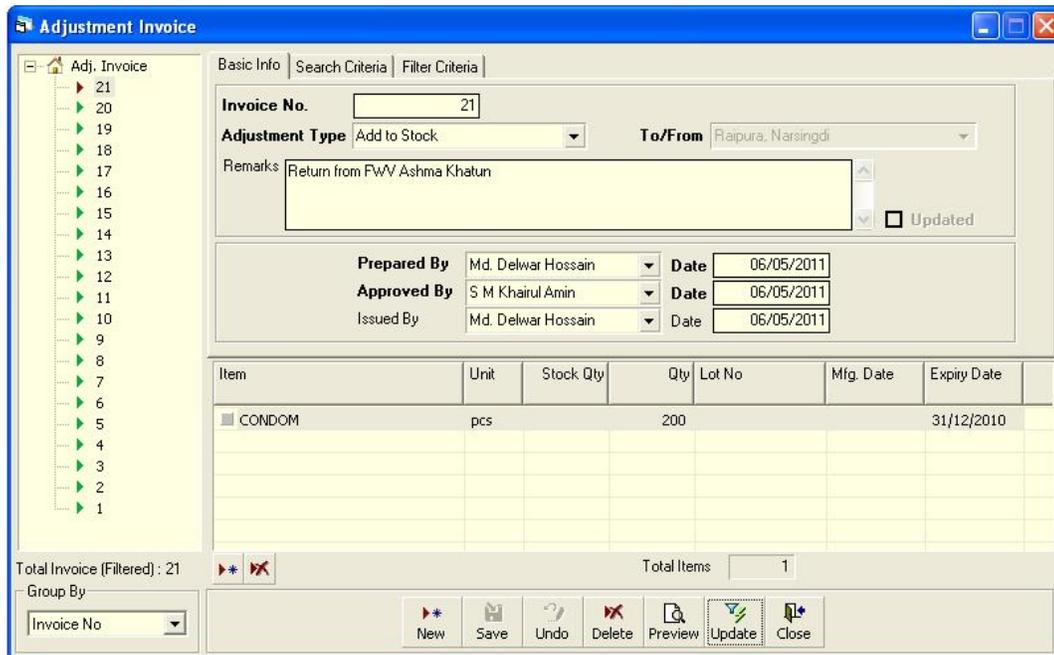
Enter a new invoice

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

Figure.

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

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



Adjustment Invoice

Basic Info | Search Criteria | Filter Criteria

Invoice No.

Adjustment Type To/From

Remarks Updated

Prepared By Date

Approved By Date

Issued By Date

Item	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Date
CONDOM	pcs		200			31/12/2010

Total Invoice (Filtered) : 21 Total Items

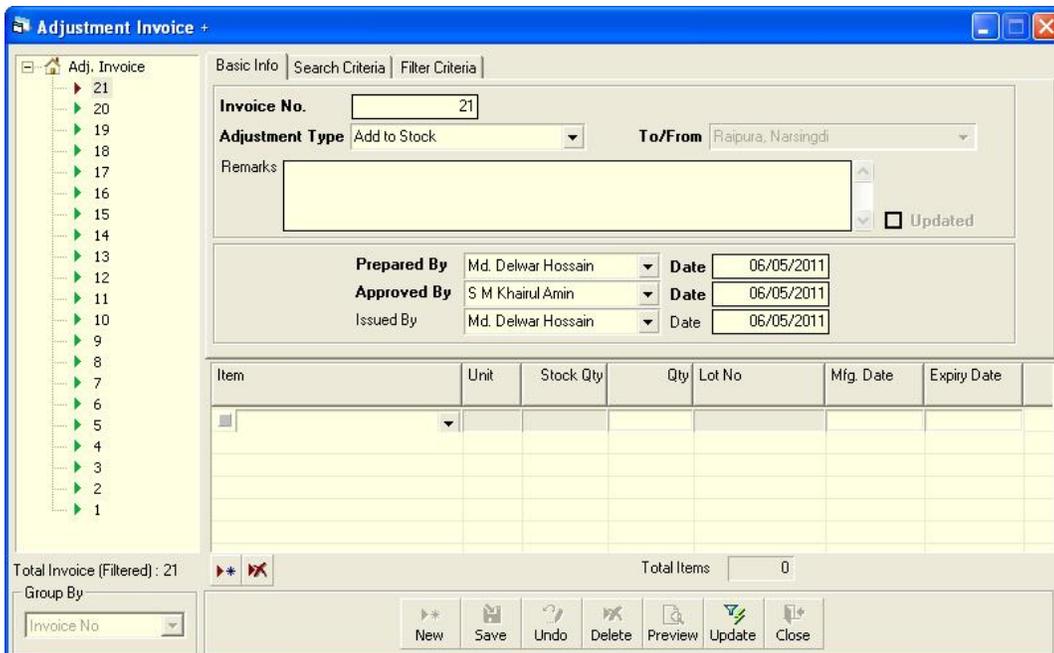
Group By

New Save Undo Delete Preview Update Close

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

Invoice Items Entry

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



Adjustment Invoice +

Basic Info | Search Criteria | Filter Criteria

Invoice No.

Adjustment Type To/From

Remarks Updated

Prepared By Date

Approved By Date

Issued By Date

Item	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Date

Total Invoice (Filtered) : 21 Total Items

Group By

New Save Undo Delete Preview Update Close

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

- Press  button.

Updating the Stock

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

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

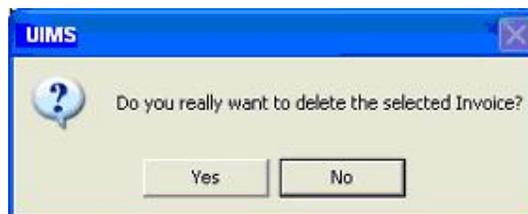
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

Item	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			

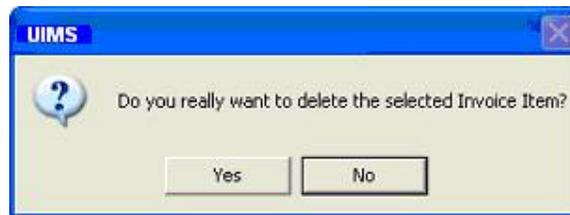
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

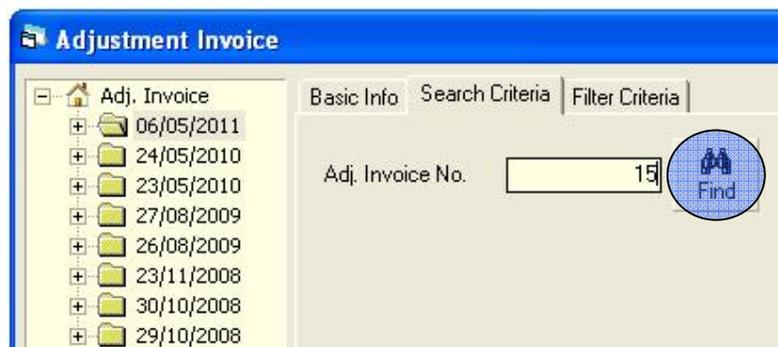
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown.



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

Search a Adjustment Invoice

- Press Search Criteria tab to find a specific invoice.



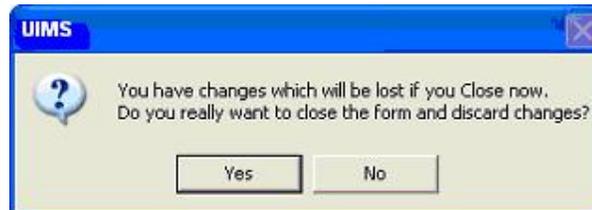
- Enter the invoice no you want to find in “Adj. Invoice No.” box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.

Print Adjustment Invoice

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

Close Adjustment Invoice form

- Press  button to exit from the Adjustment Invoice form.
- You can also exit by pressing 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.



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

Chapter 4

Field

Form 3

Basic Info | Filter Criteria

ID: 1042 | SDP Group: FWV
 SDP: 01. Rozi Aktar, FWV, Raipura

Reported Month: April | Entry Date: 03/05/2011
 Reported Year: 2011

Total Form 3 (Filtered): 105

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Co-Provera) (Mials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Opening Balance	48	232	42	42	25	18			30	37
Received this Month		100	39	39	25	100			50	
Balance this Month	48	332	81	81	50	118			80	37
Adjustment (+)										
Adjustment (-)										
Total this Month	48	332	81	81	50	118			80	37
Distribution this Month			58	58	21	20			14	1
Closing Balance this Month	48	332	23	23	29	98			66	36
Stock Out Reason Code										
Days Stock Out										

Group By: Month-Year > SD

Buttons: New, Save, Undo, Delete, Close

Form 3 is used to enter FWV, SACMO, NGO and Multi-sectoral's data for each commodity.

Open Form 3

- Run UIMS.
- Select Field > Form 3... from menu.
- The Form3 is displayed.

General description of Form 3

A (Location Tree)

B (Basic Info Section)

C (Data Table)

D (Bottom Toolbar)

This form is used for entering FWV, SACMO, NGO and Multi-Sectoral's data of all the items. Controls in the form are grouped into 4 (four) blocks –

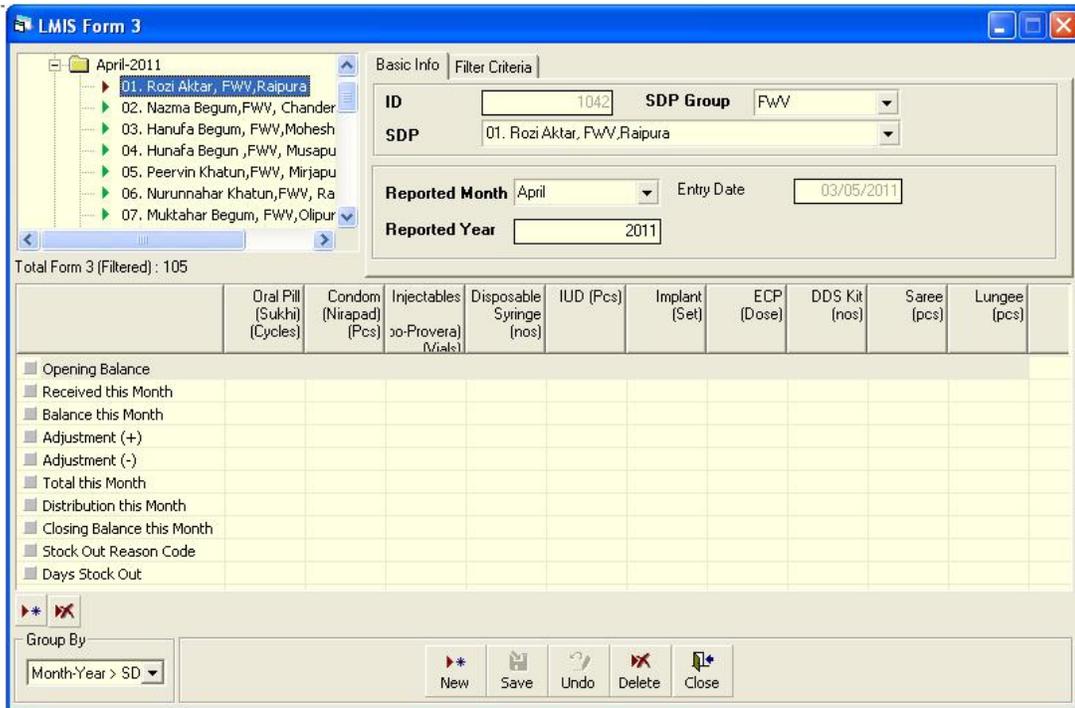
- A. *List of SDPs by Month*: Shows month wise list of the FWVs, SACMOs, NGOs and Multi-sectorals.
- B. *Form3 Entry Option*: Shows various options for selecting the SDP's name, Month and Year for which form3 is submitted.
- C. *Details of Item*: Details of Items i.e. Received in this month, Issue of this month, etc. will be entered based on which closing balance will be calculated. New two fields has been added for Saree and Lungee entry
- D. *Command buttons*: A number of buttons to manipulate the Form 3.

Enter a new Form 3

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

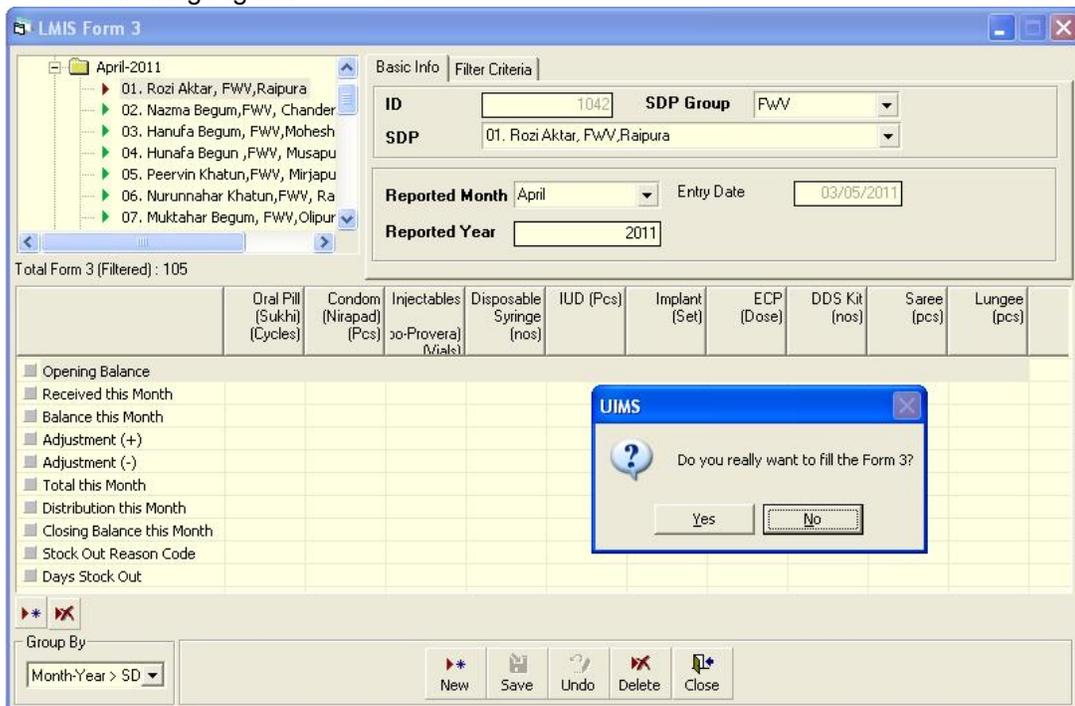
- The ID will be generated automatically.
- Entry Date field will be filled with current date. You can't change the date.
- Select SDP Group and then the name of the SDP
- Select the reported month and year for which form 3 is being entered.
- Press  button.

The form will look like the following Figure.



Form 3 Details Entry

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



- Click Yes to continue and the following form will appear.

LMIS Form 3

Basic Info | Filter Criteria

ID: 1042 SDP Group: FwV
 SDP: 01. Rozi Aktar, FwV,Raipura

Reported Month: April Entry Date: 03/05/2011
 Reported Year: 2011

Total Form 3 (Filtered) : 105

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lunjee (pcs)
Opening Balance	48	232	42	42	25	18				
Received this Month		100	39	39	25	100			50	
Balance this Month	48	332	81	81	50	118			50	
Adjustment (+)										
Adjustment (-)										
Total this Month	48	332	81	81	50	118			50	
Distribution this Month										
Closing Balance this Month	48	332	81	81	50	118			50	
Stock Out Reason Code										
Days Stock Out										

Group By: Month-Year > SD

New Save Undo Delete Close

- Opening balance will appear automatically and by default balance, total and closing balance of this month would be equal to opening balance.
- Enter the received of this month, make adjustment (if any), distribution of this month.
- Closing balance will be calculated automatically.
- If there any stock out then select the Stock out reason from select box in the Stock out Reason Code field.
- As you go forward by pressing Tab button data will be saved automatically and the following form will appear.

LMIS Form 3

Basic Info | Filter Criteria

ID: 1042 SDP Group: FwV
 SDP: 01. Rozi Aktar, FwV,Raipura

Reported Month: April Entry Date: 03/05/2011
 Reported Year: 2011

Total Form 3 (Filtered) : 105

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lunjee (pcs)
Opening Balance	48	232	42	42	25	18				
Received this Month		100	39	39	25	100			50	
Balance this Month	48	332	81	81	50	118			50	
Adjustment (+)										
Adjustment (-)										
Total this Month	48	332	81	81	50	118			50	
Distribution this Month	24	200	28	28	30	10			20	
Closing Balance this Month	24	132	53	53	20	108			30	
Stock Out Reason Code										
Days Stock Out										

Group By: Month-Year > SD

New Save Undo Delete Close

Edit an existing Form3

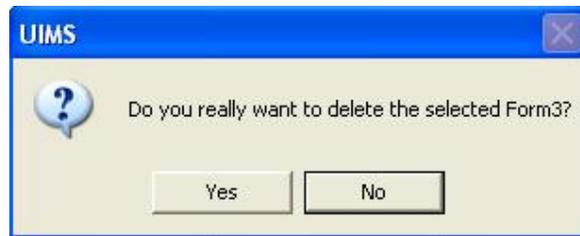
- Select the SDP you want to edit from the list of SDPs (block A).
- Change the fields as necessary.
- When done with editing, press Save.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Form3

- Select the SDP you want to remove from SDP list.

- Press  button.

- A confirmation dialog will be shown.



- Press Yes if you really want to delete the form3.
- *You will not be able to delete a form3 that has items under it. First delete the items and then delete the form3. (see below how to delete items from Form3)*

Edit an existing Form3 item

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Provera) (Mials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Opening Balance	48	232	42	42	25	18				
Received this Month		100	39	39	25	100			50	
Balance this Month	48	332	81	81	50	118			50	

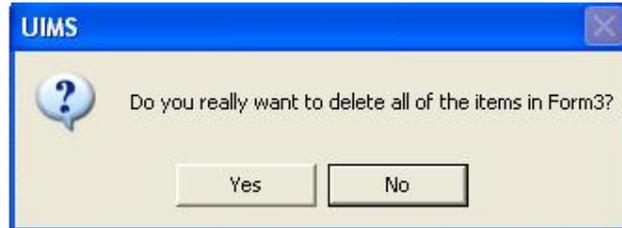
- Select the SDP you want to edit from the list in block C.

	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables (Provera) (Mials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Opening Balance	48	232	42	42	25	18				
Received this Month		100	39	39	25	100			50	
Balance this Month	48	332	81	81	50	118			50	

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

Delete an item from Form3

- Select the SDP you want to delete from the SDP list in block A.
- Press  button.
- A confirmation dialog will be shown.



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

Filter the month wise SDP list

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



- Only the filtered months will be shown in the SDP list at block A

Form 2

Form 2 is used to enter union wise FWA's data for each commodity.

Open Form 2

- Run UIMS.
- Select Field > Form 2... from menu.
- The Form2 is displayed.

General description of Form 2

This form is used for entering FWA's data of all the items. Controls in the form are grouped into 4 (four) blocks –

- A. *List of Unions by Month*: Shows month wise list of unions. If you select any of the unions, FWAs of that union will be displayed at C block.
- B. *Form2 Entry Option*: Shows options for selecting the Union's name, Month and Year for which form2 is submitted.
- C. *Details of FWAs*: Details of FWAs i.e. Opening balance, Received in this month, Issue of this month, etc. will be entered based on which closing balance will be calculated.
- D. *Command buttons*: A number of buttons to manipulate the Form 2.

Enter a new Form 2

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

Figure.

- The ID will be generated automatically.
- Entry Date field will be filled with current date. You can't change the date.
- Select Union
- Select the reported month and year for which form 2 is being entered.
- Enter Total number of SDPs and Reports Submitted (both are optional)
- Press  button.

The form will look like the following Figure.

Form 2 Details Entry

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

- Click Yes to continue and the following form will appear.

Basic Info | Filter Criteria

ID: 927 Union: 01. Raipura
 Reported Month: May Entry Date: 05/05/2011
 Reported Year: 2011 Total FWAs: 6
 Reports Submitted:

Total Form 2 (Filtered) : 97

Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	Stock Out Reason	Days Stock Out
1/ Ka, Rokeya Begum, F...	1,106		1,106			1,106		1,106		
1/ Kha, Tahura Begum, F...	514		514			514		514		
2/ Ka, Rumi Ferdausi, F...	412		412			412		412		
2/ Kha, Khodeja,FWA, R...	357		357			357		357		
3/ Ka, Chandana Rani Sh...	301		301			301		301		
3/ Kha, Farida Begum, F...	337		337			337		337		
Grand Total	3,027		3,027			3,027		3,027		

Group By: Month-Year > SD

Oral Pill (Sukhi) (Cycles) | Condom (Nirapad) (Pcs) | Injectables (Depo-Provera) (Vials) | Disposable Syringe (nos) | ECP (Dose)

New Save Undo Delete Close

- Name of the FWAs of the selected Union will appear automatically.
- Opening balance will appear automatically and by default balance, total and closing balance of this month would be equal to opening balance.
- Enter the received of this month, make adjustment (if any), distribution of this month.
- Closing balance will be calculated automatically.
- If there any stock out then select the Stock out reason from select box in the Stock out Reason Code field.
- As you go forward by pressing Tab button data will be saved automatically and the following form will appear.
- Same procedures have to be followed for all contraceptives i.e. Pill, Condom, Injectables, Disposable Syringe and ECP

Basic Info | Filter Criteria

ID: 927 Union: 01. Raipura
 Reported Month: May Entry Date: 05/05/2011
 Reported Year: 2011 Total FWAs: 6
 Reports Submitted:

Total Form 2 (Filtered) : 97

Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	Stock Out Reason	Days Stock Out
1/ Ka, Rokeya Begum, F...	1,106		1,106			1,106	500	606		
1/ Kha, Tahura Begum, F...	514		514			514	200	314		
2/ Ka, Rumi Ferdausi, F...	412		412			412	300	112		
2/ Kha, Khodeja,FWA, R...	357		357			357	250	107		
3/ Ka, Chandana Rani Sh...	301		301			301	200	101		
3/ Kha, Farida Begum, F...	337		337			337	300	37		
Grand Total	3,027		3,027			3,027	1,750	1,277		

Group By: Month-Year > SD

Oral Pill (Sukhi) (Cycles) | Condom (Nirapad) (Pcs) | Injectables (Depo-Provera) (Vials) | Disposable Syringe (nos) | ECP (Dose)

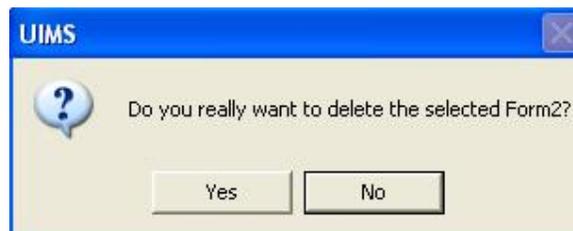
New Save Undo Delete Close

Edit an existing Form2

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

Delete an existing Form2

- Select the union you want to remove from union list.
- Press  button.
- A confirmation dialog will be shown.



- Press Yes if you really want to delete the form2.
- *You will not be able to delete a form2 that has items under it. First delete the items and then delete the form2. (see below how to delete items from Form2)*

Edit an existing Form2 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	Stock Out Reason	Days Stock Out
1/ Ka, Rokeya Begum, F...	623	840	1,463			1,463	357	1,106		
1/ Kha, Tahura Begum, F...	814		814			814	300	514		
2/ Ka, Rumi Ferdausi, F...	429	195	624			624	212	412		
2/ Kha, Khodeja,FWA, R...	678	45	723			723	366	357		
3/ Ka, Chandana Rani Sh...	515		515			515	214	301		
3/ Kha, Farida Begum, F...	577		577			577	240	337		
Grand Total	3,636	1,080	4,716			4,716	1,689	3,027		

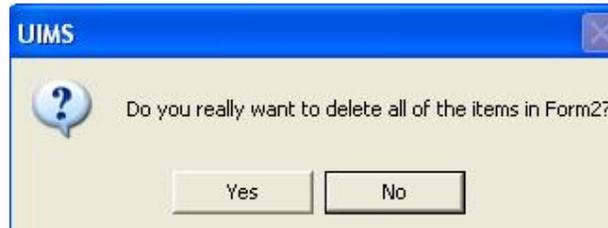
- Press F2 or click on any field to start editing.

Name of FWA	Opening Balance	Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	Stock Out Reason	Days Stock Out
1/ Ka, Rokeya Begum, FW	623	840	1,463			1,463	357	1,106		
1/ Kha, Tahura Begum, F...	814		814			814	300	514		
2/ Ka, Rumi Ferdausi, F...	429	195	624			624	212	412		
2/ Kha, Khodeja,FWA, R...	678	45	723			723	366	357		
3/ Ka, Chandana Rani Sh...	515		515			515	214	301		
3/ Kha, Farida Begum, F...	577		577			577	240	337		
Grand Total	3,636	1,080	4,716			4,716	1,689	3,027		

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

Delete an item from Form2

- Select the union you want to delete from the union list in block A.
- Select the item i.e. Pill, Condom, Injectable or ECP
- Press  button.
- A confirmation dialog will be shown.



- Press Yes if you really want to delete the invoice item. You have to repeat the same procedure to delete each item from Form 2.

Filter the month wise union list

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



- Only the filtered months will be shown in the union list at block A

Supply Plan

Supply Plan

Basic Info

ID: 59 Upazila: Raipura, Narsingdi
 SPR For: May District: Narsingdi
 Year: 2011

Total Supply Plan : 37

SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
FWA					
1/ Ka, Rokeya Begum, FWA,Raipura	540	1,620	1,214	406	500
1/ Kha, Tahura Begum, FWA, Raipura	552	1,656	778	878	900
2/ Ka, Rumi Ferdousi, FWA,Raipura	240	720	310	410	500
2/ Kha, Khodeja,FWA, Raipura	120	360	668		
3/ Ka, Chandana Rani Shaha,FWA, Raipura	264	792	102	690	700
3/ Kha, Farida Begum, FWA,Raipura	503	1,509	913	596	600
1/ Ka, Abeda Sultana, FWA,Chander Kandi	144	432	3,177		
2/ Ka, Renuara Begum, FWA,Chander Kandi	1,584	4,752	2,656	2,096	2,100
2/ Kha, Fozila Khatun,FWA, Chander Kandi	336	1,008	1,042		
3/ Ka, Surayia Begum,FWA, Chander Kandi	720	2,160	1,899	261	300
3/ Kha, Samsunnahar, FWA,Chander Kandi	840	2,520	2,552		
1/ Ka, Farida Begum,FWA, Moheshpur	700	2,100	1,390	710	800
1/ Kha, Beauty Rani Shaha,FWA, Mohesh...	600	1,800	720	1,080	1,100
2/ Kha, Shapna Ara Begum,FWA, Mohesh...			1,253		
3/ Ka, Sayeda Rahman,FWA, Moheshpur	500	1,500	1,089	411	500
1/ Ka, Maya Rani Das,FWA, Musapur	840	2,520	1,460	1,060	1,100
1/ Kha, Basumoti Biswas,FWA, Musapur	672	2,016	1,059	957	1,000

Stock as on 01/May/2011: 184,000 Supply Quantity: 83,600

Condom (pcs) Shukhi (cycles) IUD CT-380A (pcs) Injectables (vials)

Rationing % Condom: Shukhi: IDU: Injectables: Recalculate

Group By: Month-Year

New Save Undo Delete Preview Close Generate Issue Vouchers

Based on the inputs given by various SDPs a supply plan will be generated automatically by this module.

Open Supply Plan

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

General description of Supply Plan Screen

Controls in the form are grouped into 4 (four) blocks –

- A. *List of Months*: Shows the months for which supply plan will be generated.
- B. *Supply Plan Entry Option*: Shows options for selecting Month and Year for which Supply Plan will be generated
- C. *Details of 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. will be shown here
- D. *Commodity Selection & Rationing*: Normally Supply Plan is done at the start of every month to calculate issue quantity. This block contains the items which are normally issued based on Supply Plan – Condom, Pill, IUD & Injectables. Under every item tab, total planned quantity and current stock quantity as on 1st of the current month is shown. When the plan quantity is less than or equal to current stock quantity – the Supply Quantity box is GREEN. When the supply quantity is more than stock quantity, it shows as RED. There are four boxes below every item. When there is scarcity of items, then putting a certain percentage in any box – then pressing the Recalculate button will reduce that item's Actual Supply Quantity for all SDPs.

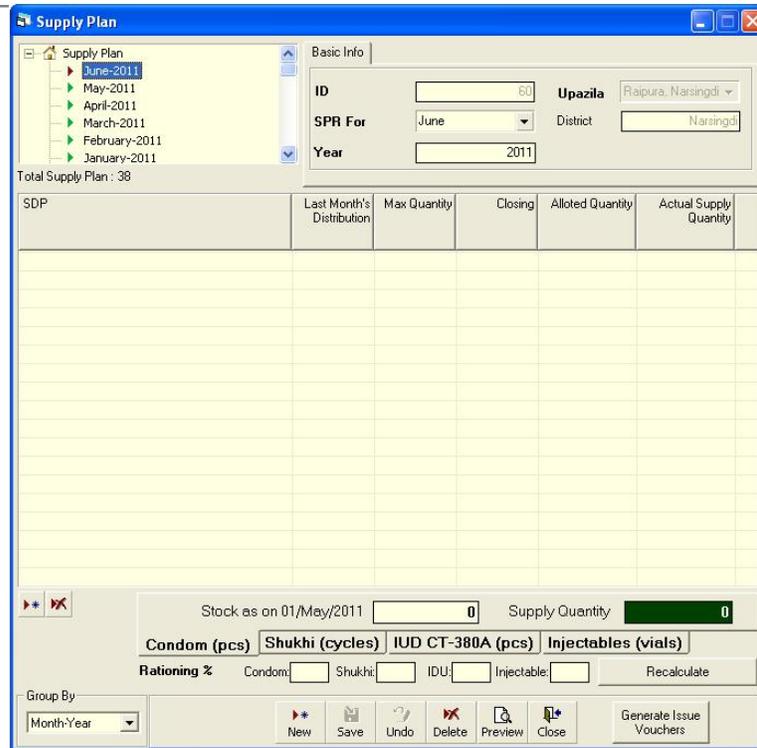
E. *Command buttons*: A number of buttons to manipulate the Supply Plan.

Generate a new Supply Plan

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

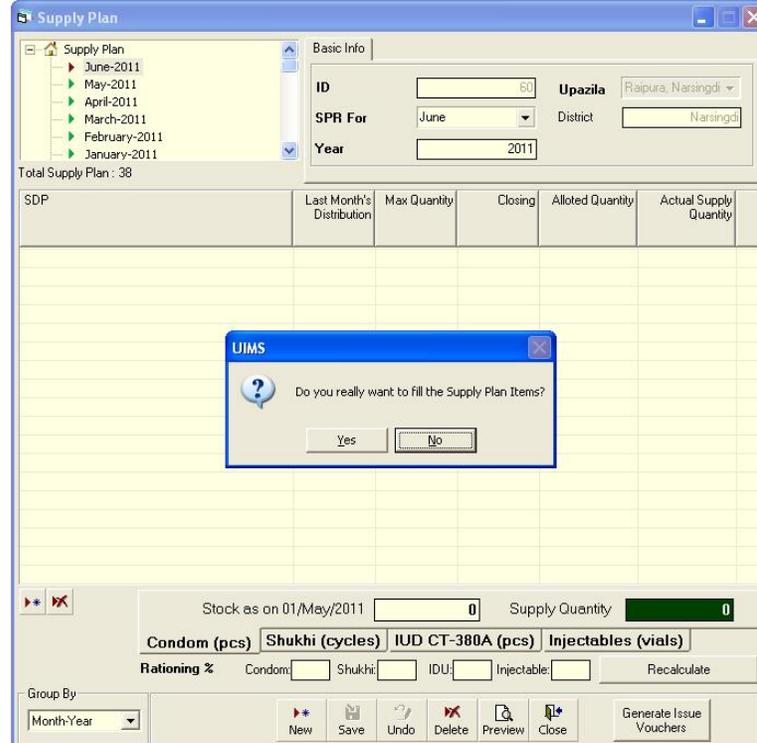
- The ID, Upazila, District will be generated automatically.
- Select the month and year for which Supply Plan will be generated.
- Press  button.

The form will look like the following Figure.



Generation of Supply Plan Details

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



- Click Yes to continue and the following form will appear.

- All data will be generated and shown automatically.
- Only “Actual supply Quantity” can be edited.
- Enter the actual quantity which has been supplied to the SDPS.
- As you go forward by pressing Tab button data will be saved automatically.

Preview and Print the Supply Plan

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

Supply Plan Register
Upazila: Raipura Month: May Year: 2011

Name of the Worker	Designation	Condom					Shukhi					Depo-Provera					IUD					
		IMD	MaxQty	CBL	QTYTB	QTYAS	IMD	MaxQty	CBL	QTYTB	QTYAS	IMD	MaxQty	CBL	QTYTB	QTYAS	IMD	MaxQty	CBL	QTYTB	QTYAS	
1/ Ka, Rokeya Begum, FWA, Raipura	FWA	540	1,620	1,214	406	688	387	1,071	1,106	0	0	25	75	68	7							
1/ Ka, Tahura Begum, FWA, Raipura	FWA	552	1,656	778	878	880	300	900	514	386	380	10	30	11	19	18						
2/ Ka, Rumi Ferdousi, FWA, Raipura	FWA	240	720	310	410	688	212	636	412	224	224	6	18	30	0	0						
2/ Ka, Khodeja, FWA, Raipura	FWA	120	360	668	0	0	366	1,098	387	741	740	6	18	9	9	9						
3/ Ka, Chandana Rani Shaha, FWA, Raipura	FWA	264	792	102	690	708	214	642	301	341	346	3	9	14	0	0						
3/ Ka, Farida Begum, FWA, Raipura	FWA	503	1,509	913	596	688	240	720	337	383	389	6	18	21	0	0						
1/ Ka, Abeda Sultana, FWA, Chander Kandi	FWA	144	432	3,177	0	0	274	822	402	420	420	8	24	89	0	0						
2/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	1,584	4,752	2,656	2,096	2,100	127	381	268	113	129	41	123	109	14	14						
2/ Ka, Fozila Khatun, FWA, Chander Kandi	FWA	336	1,008	1,042	0	0	202	606	406	200	218	10	30	41	0	0						
3/ Ka, Surayia Begum, FWA, Chander Kandi	FWA	720	2,160	1,899	0	0	198	594	412	182	184	4	12	56	0	0						
3/ Ka, Samsunnahar, FWA, Chander Kandi	FWA	840	2,520	2,552	0	0	172	516	283	233	240	32	96	82	44	44						
1/ Ka, Farida Begum, FWA, Moheshpur	FWA	700	2,100	1,390	710	688	199	597	373	224	224	20	60	55	5	5						
1/ Ka, Beauty Rani Shaha, FWA, Moheshpur	FWA	600	1,800	720	1,080	1,188	226	678	599	119	129	14	42	28	14	14						
2/ Ka, Shapna Ara Begum, FWA, Moheshpur	FWA	500	1,500	1,089	411	688	199	597	373	224	224	20	60	55	5	5						
1/ Ka, Maya Rani Das, FWA, Musapur	FWA	840	2,520	1,460	1,060	1,188	262	786	452	334	346	19	57	71	0	0						
1/ Ka, Basumoti Biswas, FWA, Musapur	FWA	672	2,016	1,059	957	1,050	148	444	520	0	0	25	75	41	34	34						
2/ Ka, Sayeda Rahman, FWA, Musapur	FWA	306	918	688	600	688	230	690	437	253	244	32	96	41	55	44						
3/ Ka, Chandana Rani Shaha, FWA, Musapur	FWA	876	2,628	1,896	742	888	164	492	288	204	210	22	66	38	28	28						
3/ Ka, Sayeda Rahman, FWA, Musapur	FWA	0	2,100	0	0	0	0	308	0	0	0	0	0	0	0	0						
3/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	708	2,124	1,237	887	888	199	597	486	111	129	23	69	31	38	38						
1/ Ka, Farida Begum, FWA, Chander Kandi	FWA	500	1,500	1,036	864	888	190	570	360	180	180	45	135	75	60	60						
2/ Ka, Shapna Ara Begum, FWA, Chander Kandi	FWA	876	2,628	1,712	916	1,050	362	1,086	719	367	372	80	240	190	0	0						
2/ Ka, Fozila Begum, FWA, Chander Kandi	FWA	660	1,980	1,103	877	888	417	1,251	850	401	464	15	45	20	25	25						
2/ Ka, Farida Begum, FWA, Chander Kandi	FWA	384	1,152	827	325	488	375	1,125	608	320	324	28	84	91	0	0						
3/ Ka, Shapna Ara Begum, FWA, Chander Kandi	FWA	312	936	1,096	0	0	296	888	673	215	224	20	60	22	38	38						
1/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	900	2,700	1,220	1,480	1,500	197	471	334	137	150	22	66	26	40	40						
2/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	636	1,908	1,498	480	688	200	600	437	163	164	30	90	78	12	12						
2/ Ka, Mahanur Begum, FWA, Chander Kandi	FWA	496	1,488	777	691	688	122	366	220	146	159	10	30	38	0	0						
3/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	228	684	1,034	0	0	381	1,143	835	308	316	8	24	82	0	0						
1/ Ka, Renuara Begum, FWA, Chander Kandi	FWA	36	108	193	0	0	202	606	367	239	240	0	12	0	0	0						
2/ Ka, Anwar Far Mondol, FWA, Chander Kandi	FWA	504	1,512	1,118	394	488	272	816	516	300	300	10	30	89	0	0						
3/ Ka, Shapna Ara Begum, FWA, Chander Kandi	FWA	120	360	352	8	888	197	471	408	63	74	68	204	100	104	100						

Legend: IMD: Last Month Distribution, MaxQty: Maximum Quantity, CBL: Closing Balance, QTYTB: Quantity To Be Supplied, QTYAS: Quantity Actually Supplied

Printed on: May 05, 2011

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

Form 7B

The screenshot shows the 'LMIS Form 7B' application window. On the left is a tree view of months from April-2011 to October-2010. The main area is divided into 'Basic Info' and a data table. The 'Basic Info' section contains fields for ID (80), Reported Month (April), Reported Year (2011), Reports Submitted (130), Upazila (Raipura, Narsingdi), District (Narsingdi), and Total SDP (130). Below this is a table with columns: SL#, Article, Opening Balance, Received, Issued, Adjustment (+), Adjustment (-), Closing Balance, and MOS. The table lists 14 items such as Condoms, Shukhi, ECP, IUD, Injectables, Syringes, Implant, Saree, Lunges, and various kits. At the bottom, there are buttons for 'New', 'Save', 'Undo', 'Delete', 'Preview', 'Close', and 'Upload Form 7B'.

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

Open Form 7B

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

General description of Supply Plan Screen

This is an annotated version of the LMIS Form 7B screenshot. It includes several large letters pointing to specific elements:

- A**: Points to the month selection dropdown in the left tree view.
- B**: Points to the District dropdown in the Basic Info section.
- C**: Points to the 'Received' column in the supply table.
- D**: Points to the 'New' button in the bottom toolbar.
- E**: Points to the 'Upload Form 7B' button in the bottom toolbar.

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

- A. *List of Months*: Shows the months for which Form 7B will be generated.
- B. *Form 7B Entry Option*: Shows options for selecting Month and Year for which Form 7B will be generated
- C. *Details of Items*: Details of all 14 commodities i.e. Opening balance, how much have been received, issued and adjusted, Closing Balance, MOS, etc. will be shown here
- D. *Command buttons*: A number of buttons to manipulate the Form 7B.
- E. Upload Form 7B: It's a new feature. By connecting into internet Upazila now can upload their monthly Form7B report directly into LIMS web site

Generate a new Form 7B

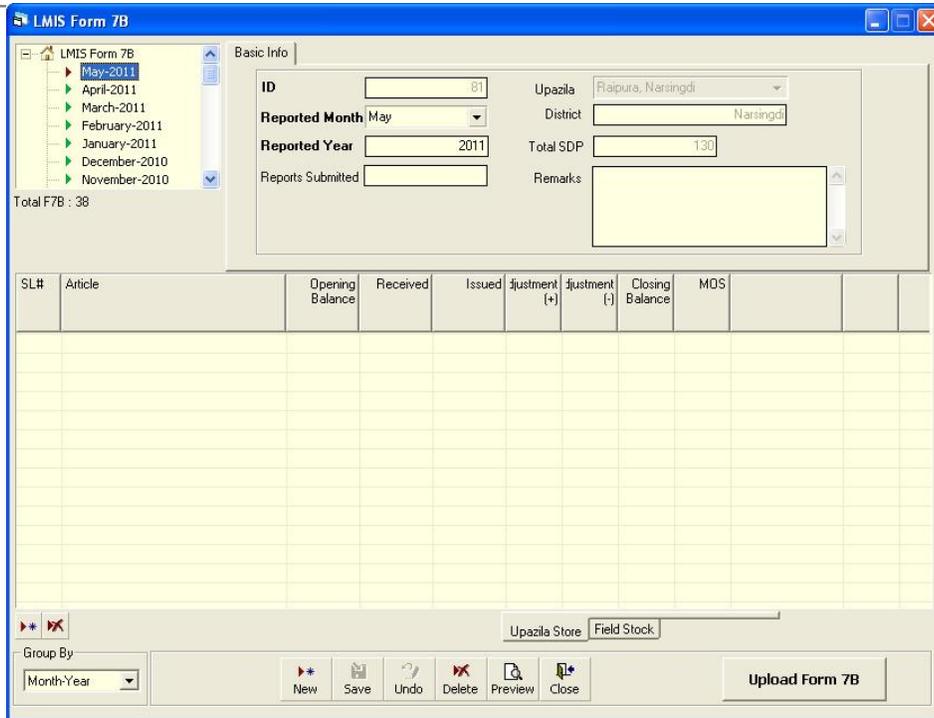
- Press  from the command buttons block. The form will look like the following

Figure.

- Each option except Month and Year will be generated automatically.
- Select the month and year for which Form 7B will be generated.

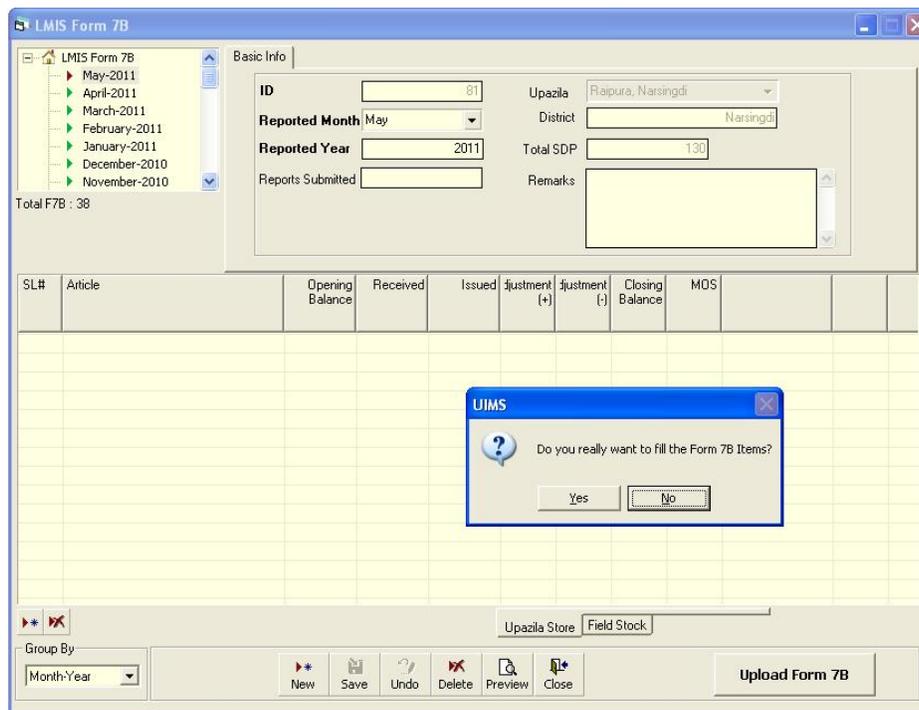
- Press  button.

The form will look like the following Figure.



Generation of Form 7B Details

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



- Click Yes to continue and the following form will appear.

- All data will be generated automatically.

Preview and Print the Form 7B

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

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
MIS Unit, Karwanbazar, Dhaka

Form 7B

UPAZILA MONTHLY SUPPLY DISTRIBUTION & STOCK BALANCE REPORT

WH: DHAKA District: Narsingdi Upazila: Rajpura Month: April Year: 2011 Total SDP*: 130 Report Submitted: 130

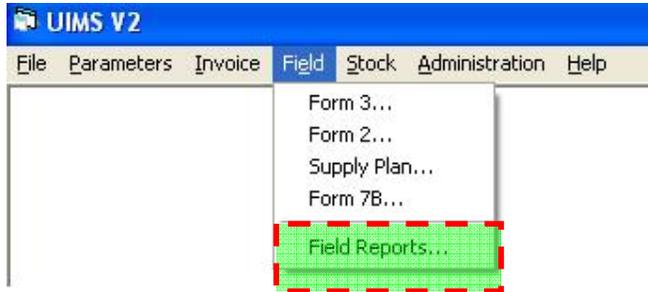
#	Article	Upazila Storeroom (Usable Articles)						Field Stock: From MIS Form 2,3 and NGOs Taking Supplies From Upazila FP Store						Total Usable Stock Balance (9+16)	Total Number of SDP Stockout			
		Opening Balance	Received (+)	Issued (-)	Adjustment		Closing Balance	MOS	Opening Balance	Received (+)	Distribution Acceptance		Closing Balance			MOS		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Condom (pcs)	182,200	72,000	70,200				184,000	2.2	85,811	70,200	147,000			8,222	1.8	335,222	2
2	Shukhi (cycles)	52,875	20,160	24,120				48,915	2.1	1,688	24,000	21,200			12,241	2.2	1,181	1
3	ECP (cycles)									4	4	4	1		24	5.1	24	
4	IUD CT-380A (pcs)	463	200	248				415	1.3						48	1.5	221	2
5	Injectables (vials)	9,729	5,100	4,869				9,960	2.1	9,221	4,800	4,000			9,241	2.2	18,524	2
6	Disposable Syringe (nos)	11,719	5,610	4,869				12,460	2.7							2.7		
7	Implant (nos)		320	256				64	0.7									
8	Saree (pcs)	425		150				275	4.7									
9	Lungee (pcs)	128						128	21.3									
10	DD5 Kit	41	35	30				46										
11	IUD MSR Kit (kit)																	
12	Vasectomy MSR Kit (kit)																	
13	Tubectomy MSR Kit (kit)																	
14	MR Kit (kit)																	

*SDP=FW A, FW V, SAC MO, NGO, and Multi-use kit.

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

Field Reports

To access Field Reports form, select Field > Field Reports menu. This form contains 3 (three) reports related to field/SDPs.



SDP Stock Out Report

The first report presents information about SDPs who are stock out in any specific item. Select the Reported Month & Reported Year for which you want to see the report. Item Group, Item Name & Facility (SDP) selection is not mandatory. Select the Preview button to view the report.



A snapshot of 'SDP Stock Out Report' -

**Upazila Family Planning Office
Raipura, Narsingdi**

SDP Stock Out Report of April 2011

<i>CON017 1ML DISPOSABLE SYRINGE</i>			
<i>Facility Group</i>	<i>Union</i>	<i>SDP Code</i>	<i>SDP Name</i>
FWV		W015	13. Jinat Afroza Begum, FWV, HairMara
NGO		N004	Maniastopes, Narsingdi
Total Stock Out SDP :			2
<i>CON001 CONDOM</i>			
<i>Facility Group</i>	<i>Union</i>	<i>SDP Code</i>	<i>SDP Name</i>
FWV		W014	15. Monwara Begum, FWV, Char Subuddi
NGO		N004	Maniastopes, Narsingdi
Total Stock Out SDP :			2

Form 2/3 Submission Report

The second report presents information about SDP report submission status for any month. Select the Reported Month & Reported Year for which you want to see the report. Select the Preview button to view the report.

**Upazila Family Planning Office
Raipura, Narsingdi**

SDP report submission status on April 2011

<i>Reports not submitted</i>			
<i>SDP Group</i>	<i>Union Name</i>	<i>Facility ID</i>	<i>Facility Name</i>
FWA			
	04. Musapur	F018	2/ Kha, Rokeya Begum, FWA, Musapur
	05. Mirjapur	F099	3/ Ka, Salina Begum, FWA, Mirjapur
	24. Chanpur	F104	1/ Ka, Tahura Begum, FWA, Chanpur
Total number of FWA			3
FWV			
		W019	Meherunnesa, FWV, Char Madhua
Total number of FWV			1
NGO			
		N002	FD SR, Mahmudpur
		N005	PSTC, Lochanpur-2
		N003	SSS, Mahmudpur
Total number of NGO			3
Total	Reports not submitted		7
<i>Reports Submitted</i>			
<i>SDP Group</i>	<i>Union Name</i>	<i>Facility ID</i>	<i>Facility Name</i>
FWA			
	01. Raipura	F001	1/ Ka, Rokeya Begum, FWA, Raipura
		F105	1/ Kha, Tahura Begum, FWA, Raipura
		F002	2/ Ka, Rumi Ferdousi, FWA, Raipura

SDP Distribution Report

The third report presents information about commodity distribution/consumption by SDPs. Select the Month-Year range and optionally Item Group, Item Name & Facility. Select the Preview button to view the report.

Upazila Family Planning Office
Raipura, Narsingdi
SDP Distribution Report
between April 01, 2011 and April 01, 2011

CON017		1ML DISPOSABLE SYRINGE			
	Union	Facility	Facility	Month-Year	Distribution
FWA	01. Raipura	F001	1/ Ka, Rokeya Begum, FWA,Raipura	Apr-11	25
		F002	2/ Ka, Rumi Ferdousi, FWA,Raipura	Apr-11	6
		F003	2/ Kha, Khodeja,FWA, Raipura	Apr-11	6
		F004	3/ Ka, Chandana Rani Shaha,FWA, Raipura	Apr-11	3
		F005	3/ Kha, Farida Begum, FWA,Raipura	Apr-11	6
	F105	1/ Kha, Tahura Begum, FWA, Raipura	Apr-11	10	
	02. Chander Kandi	F006	1/ Ka, Abeda Sultana, FWA,Chander Kandi	Apr-11	8
		F007	2/ Ka, Renuara Begum, FWA,Chander Kandi	Apr-11	41
		F008	2/ Kha, Fozila Khatun,FWA, Chander Kandi	Apr-11	10
		F009	3/ Ka, Surayia Begum,FWA, Chander Kandi	Apr-11	35
F010		3/ Kha, Samsunnahar, FWA,Chander Kandi	Apr-11	4	

Chapter 5

Stock

Stock Balance

The screenshot shows the 'Stock Balance' application window. At the top, there is a dropdown menu for 'Item Group' set to '(ALL)' and a text box for 'Balance Date' set to '11/01/2008'. Below this, it indicates 'Items in Group: 717'. The main area is a table with columns: Item Code, Item Name, Usable Qty, Unusable Qty, and Unit. The table lists various medical supplies like GAUZE, INJ. PATHEDINE 50 MG, INJ. PENTAZOCINE (30MG), INSTRUMENT TROLLY, IRON COT, IUD KITS, MATRESS FOAM, RUBBER GLOVES 6.5", RUBBER GLOVES 7", SAREE, SAVLON/CITRIMIDE SOLUTI..., STETHESCOPE, TAB. IRON, TAB. METRONIDAZOL, and TAB. PARACETAMOL. At the bottom, there are icons for 'Details', 'Preview', 'Lotwise', 'Search', and 'Close', along with radio buttons for 'Show Only Non-Zero Stock', 'Show Only Zero Stock', and 'Show All Items'.

Item Code	Item Name	Usable Qty	Unusable Qty	Unit
COM012	GAUZE	15		roll
COM028	INJ. PATHEDINE 50 MG			amp.
COM025	INJ. PENTAZOCINE (30MG)			amp.
COM004	INSTRUMENT TROLLY	1		pcs
COM027	IRON COT			pcs
COM005	IUD KITS			kit
COM018	MATRESS FOAM			pcs
COM017	RUBBER GLOVES 6.5"	280		pair
COM016	RUBBER GLOVES 7"			pair
COM022	SAREE			pcs
COM006	SAVLON/CITRIMIDE SOLUTI...			jar
COM014	STETHESCOPE	2		pcs
COM009	TAB. IRON	11,862		tablet
COM007	TAB. METRONIDAZOL			tablet
COM008	TAB. PARACETAMOL	> 500		tablet

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

View Stock Balance

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

General description of Stock Balance form

This screenshot is identical to the one above, showing the 'Stock Balance' application window with the same table of items and their stock quantities.

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

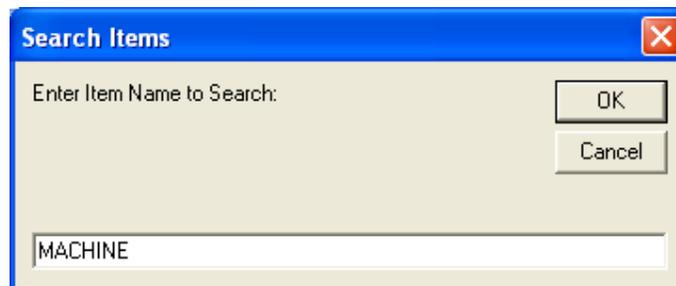
- F. *Item Group & Balance Date*: Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- G. *List of Items*: Shows status of every item under the selected group. To describe an item, 5 (five) fields are required.
 - Item Code – Unique Item Code.
 - Item Name – Name of the item.
 - Usable Qty – Usable stock quantity of the item on balance data.
 - Unusable Qty – Unusable quantity of item on balance date.
 - Unit – Unit of measurement of the item.
- H. *Command buttons*: A number of buttons to manipulate the stock status.

View stock balance of a specific date

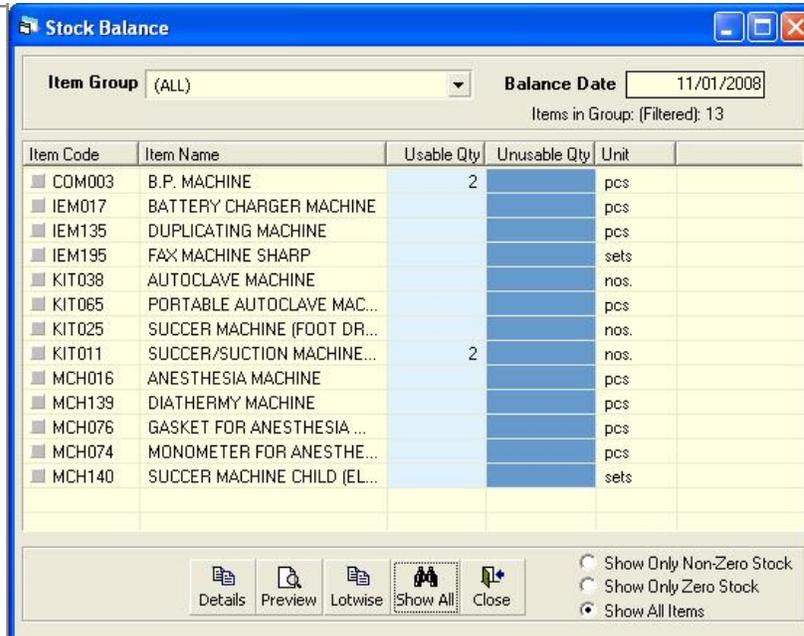
- If you want to view stock status of all items, select '(All)' from Item Group combo in block A. If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in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

Search and find an Item

- Press  from command buttons block C.
- A new dialog box comes asking you to give item name to search. You can provide partial item name.



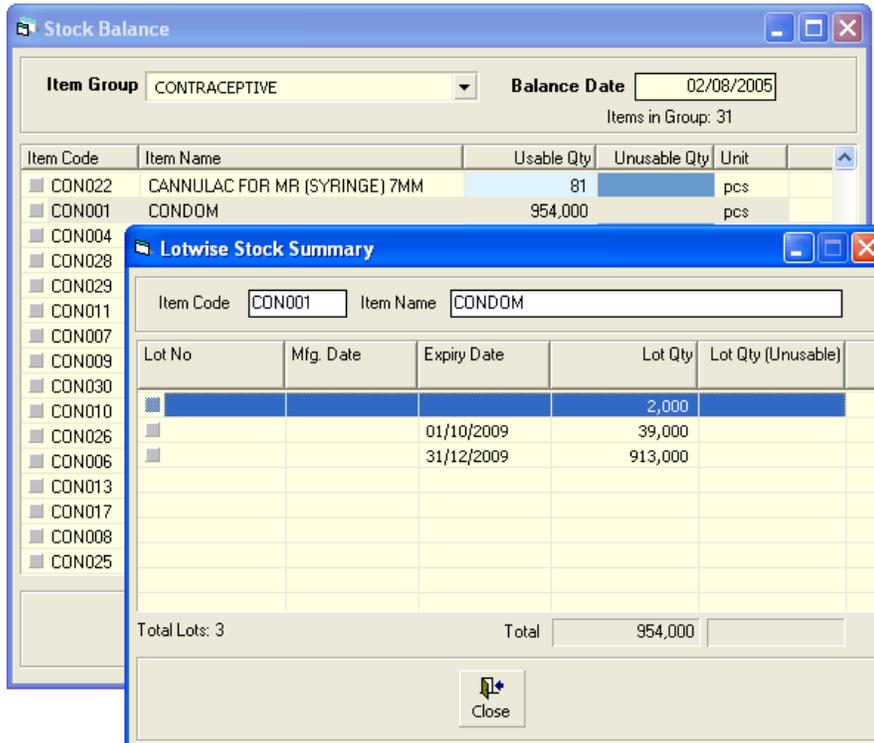
- After you provide the item name press OK.
- Items which match with the search text will be shown in the list.



- To see all of the items again, press  button.

View lot-wise information about a specific item

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



Print Stock Balance

- Press  button to view a printable list of stock balance.

Upazila Family Planning Office Sherpur, Bogra Stock Balance As on : December 29, 2007					
<i>Group</i>	<i>Item Code</i>	<i>Item Name</i>	<i>Usable Qty</i>	<i>Unusable Qty</i>	<i>Unit</i>
COMMON MEDICINE					
	COM001	AMBU BAG	2		pcs
	COM003	B.P. MACHINE	2		pcs
	COM010	COTTON (100GRAM)	808		roll
	COM012	GAUZE	15		roll
	COM006	SAVLON/CITRIMIDE SOLUTION (1 LITRE JAR)	9		jar
	COM014	STETHESCOPE	2		pcs
	COM009	TAB. IRON	18,728		tablet
	COM008	TAB. PARACETAMOL	3,670		tablet
COMMON MEDICINE Total: 8					

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

Close Stock Balance form

- Press  button to exit from the Stock Balance form.
- You can also exit by pressing the X button at the top right of the form.

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

The controls in the form are grouped in four blocks –

- A. *List of Reports*: Currently there are 5 (Five) reports – first one is a summary report and others are transaction details.
Another new report has been added i. e. Receive Report
- B. *Filter Dates*: Provide the date(s) which will be used to filter the report data.
- C. *Zero/Non-Zero Stock/Unusable*: Provide option to select Zero or Non-Zero stock. Here also another new option has added i. e. Show only Unusable Stock.
- D. *Group/Item and Facility Criteria*: A number of optional filter criteria that control the output of the report.
- E. *Command Buttons*: A Preview and Close button.

How to print a report

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

Stock Summary

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

- Select 'Stock Summary' option in 'List of Reports' block. The form will look like the following figure –

The screenshot shows a window titled "Stock Reports" with a blue title bar. It contains several sections:

- List of Reports:** A list of radio buttons where "Stock Summary" is selected. Other options include "Stock Summary by Lot", "Stock Details by Product", "Stock Details by Facility", and "Receive Report".
- Filter Date(s):** A text box labeled "Summary Date" containing "05/05/2011".
- Filter Options:** A group of radio buttons for "Show Only Unusable Stock", "Show Only Non-Zero Stock", "Show Only Zero Stock", and "Show All Items" (which is selected).
- Group/Item and Facility Criteria:** A dropdown menu labeled "Item Group" with "(ALL)" selected.
- Buttons:** "Preview" and "Close" buttons at the bottom.

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

This screenshot is similar to the previous one, but the "Item Group" dropdown menu is now set to "CONTRACEPTIVE". All other settings, including the selected "Stock Summary" report and the "Summary Date" of "05/05/2011", remain the same.

- Press PREVIEW button to continue

Upazila Family Planning Office Raipura, Nar singdi Stock Balance As on : May 05, 2011					
Group	Item Code	Item Name	Usable Qty	Unusable Qty	Unit
CONTRACEPTIVE					
	C ON017	1ML. DISPOSABLE SYRINGE	12,460		pcs
	C ON008	2ML. DISPOSABLE SYRINGE			pcs
	C ON010	CANNULA FOR MR (SYRINGE) 4MM			pcs
	C ON011	CANNULA FOR MR (SYRINGE) 5MM			pcs
	C ON012	CANNULA FOR MR (SYRINGE) 6MM			pcs
	C ON013	CANNULA FOR MR (SYRINGE) 7MM			pcs
	C ON001	CONDOM	184,000		pcs
	C ON003	CT-380A	415		pcs
	C ON016	DDS KIT FOR FP & MCH-SERVICES (27 ITEMS).	44		carton
	C ON004	DEPO-PROVERA/ PETO GEN	9,960		vials
	C ON006	IMPLANT	64		pcs
	C ON007	MR KITS (SYRINGE)			pcs
	C ON005	NORISTERAT			amp.
	C ON015	POSTINOR-2 (ECP)			dos e
	C ON002	SHUKHI	48,915		cycle
	C ON014	SILICON LUBRICANT FOR MR (SYRINGE)			pcs
	C ON009	TROCAR (FOR IMPLANT)			pcs
CONTRACEPTIVE Total: 17					

Stock Summary by Lot

This report shows the lotwise stock status at a certain date. To print the report, follow the steps -

- Select 'Stock Summary by Lot' option in 'List of Reports' block. The form will look like the following figure –

The screenshot shows a software window titled "Stock Reports". It contains several sections:

- List of Reports:** A list of radio buttons where "Stock Summary by Lot" is selected. Other options include "Stock Summary", "Stock Details by Product", "Stock Details by Facility", and "Receive Report".
- Filter Date(s):** A section with a "Summary Date" text box containing "05/05/2011". Below it are four radio buttons: "Show Only Unusable Stock", "Show Only Non-Zero Stock", "Show Only Zero Stock", and "Show All Items" (which is selected).
- Group/Item and Facility Criteria:** A section with an "Item Group" dropdown menu currently set to "(ALL)".
- Buttons:** At the bottom center, there are two buttons: "Preview" and "Close".

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

- Press PREVIEW button to continue

Upazila Family Planning Office
Raipura, Nar singdi
Lotwise Stock Balance
As on : May 05, 2011

<i>Item Code</i>	<i>Item Name</i>	<i>Lot No</i>	<i>Mfg Date</i>	<i>Exp Date</i>	<i>Usable Qty</i>	<i>Unusable Qty</i>	<i>Unit</i>
CONTRACEPTIVE							
C ON017	1ML. DISPOSABLE SYRINGE				12,460		p cs
C ON008	2ML. DISPOSABLE SYRINGE						p cs
C ON010	CANNULA FOR MR (SYRINGE) 4MM						p cs
C ON011	CANNULA FOR MR (SYRINGE) 5MM						p cs
C ON012	CANNULA FOR MR (SYRINGE) 6MM						p cs

Stock Details by Product

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

- Select 'Stock Details by Product' option in 'List of Reports' block. The form will look like the following figure –

The screenshot shows a window titled "Stock Reports". It is divided into three main sections. The top-left section, "List of Reports", contains five radio buttons: "Stock Summary", "Stock Summary by Lot", "Stock Details by Product" (which is selected), "Stock Details by Facility", and "Receive Report". The top-right section, "Filter Date(s)", contains two text boxes: "Start Date" (empty) and "End Date" (containing "05/05/2011"). The bottom section, "Group/Item and Facility Criteria", contains two dropdown menus: "Item Group" (set to "CONTRACEPTIVE") and "Item Name" (empty). At the bottom of the window are two buttons: "Preview" and "Close".

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

This screenshot is similar to the previous one, but with an additional selection. In the "Group/Item and Facility Criteria" section, the "Item Name" dropdown menu is now set to "CONDOM". All other elements, including the selected report type and the date filter, remain the same.

- Press PREVIEW button to continue

Upazila Family Planning Office Raipura, Narsingdi Stock Details between April 01, 2011 and May 05, 2011										
Group: CONTRACEPTIVE										
CON001 - CONDOM										
Supplier	Receiver	Invoice No	Stock Date	Received Qty	Issued Qty	Unusable In	Unusable Out	Usable Balance	Unusable Balance	
-	-	[PREV BALANCE]	01/04/2011	2,879,200	2,697,000					182,200
-	1/ Ka, Rokeya Begum, FWA, Raipura	5128	11/04/2011		600					181,600
-	1/ Kha, Tahura Begum, FWA, Raipura	5129	11/04/2011		200					181,400
-	2/ Ka, Rumi Ferdousi, FWA, Raipura	5130	11/04/2011		100					181,300
-	3/ Kha, Farida Begum, FWA, Raipura	5133	11/04/2011		200					181,100
-	2/ Ka, Renuara Begum, FWA, Chander Kandi	5135	11/04/2011		1,500					179,600
-	2/ Kha, Fozila Khatun, FWA, Chander Kandi	5136	11/04/2011		400					179,200

Stock Details by Facility

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

- Select 'Stock Details by Facility' option in 'List of Reports' block. The form will look like the following figure –

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

- Press PREVIEW button to continue

Upazila Family Planning Office
Raipura, Nar singdi
Stock Details by Facility
between January 01, 2011 and May 05, 2011

<i>Facility</i>	<i>Item Code</i>	<i>Item Name</i>	<i>Invoice No</i>	<i>Issue Date</i>	<i>Issued Qty</i>
01. Rozi Aktar, FWV,Raipura	CON001	CONDOM	4934	10/02/2011	100
	CON001	CONDOM	5230	11/04/2011	100
<i>Facility Total:</i>					<i>200</i>
<i>Grand Total:</i>					<i>200</i>

Stock Receive Report

The screenshot shows the 'Stock Reports' dialog box. In the 'List of Reports' section, the 'Receive Report' radio button is selected and highlighted with a red dashed border. The 'Filter Date(s)' section shows 'Start Date' as 01/01/2011 and 'End Date' as 05/05/2011. The 'Group/Item and Facility Criteria' section has 'Item Group' set to '(ALL)' and 'Item Name' is empty. At the bottom, there are 'Preview' and 'Close' buttons.

This screenshot shows the 'Stock Reports' dialog box with 'Receive Report' selected in the 'List of Reports' section. The 'Filter Date(s)' section remains the same. In the 'Group/Item and Facility Criteria' section, the 'Item Group' dropdown is set to 'CONTRACEPTIVE' and the 'Item Name' dropdown is set to 'CONDOM'. The 'Preview' and 'Close' buttons are visible at the bottom.

Upazila Family Planning Office
Raipura, Narsingdi

Receive Report

between January 01, 2011 and May 05, 2011

Group: CONTRACEPTIVE

CON001 : CONDOM

<i>Supplier</i>	<i>Supplier Ref</i>	<i>Supply Date</i>	<i>Invoice No</i>	<i>Received Date</i>	<i>Received Qty</i>
CWH, DHAKA	18918	01/24/2011	56	01/27/2011	150,000
	19033	02/23/2011	58	02/27/2011	45,000
	19145	03/22/2011	60	03/27/2011	174,000
	19278	04/24/2011	62	04/28/2011	72,000

Total Item:

441,000

Chapter 6
Administration

Employees

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 will have one User Id and Password with which they enter into the software.

View Employees

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

General description of Employees form

This form is used to edit, create, delete, print list of employees. Controls in the form are grouped into 4 (four) blocks –

- A. *List of employees*: Shows a list of current employees in database. A label shows the total number.
- B. *Entry Fields*: To describe an employee, 5 fields are required.
 - Employee ID – Auto generated ID for each employee.
 - Name – Name of the employee.
 - Designation – Designation of the employee.
 - User ID – Three character User ID for each employee, which will be used during logging into the software.
 - Password – Password of the employee which he will use during logging into the software.

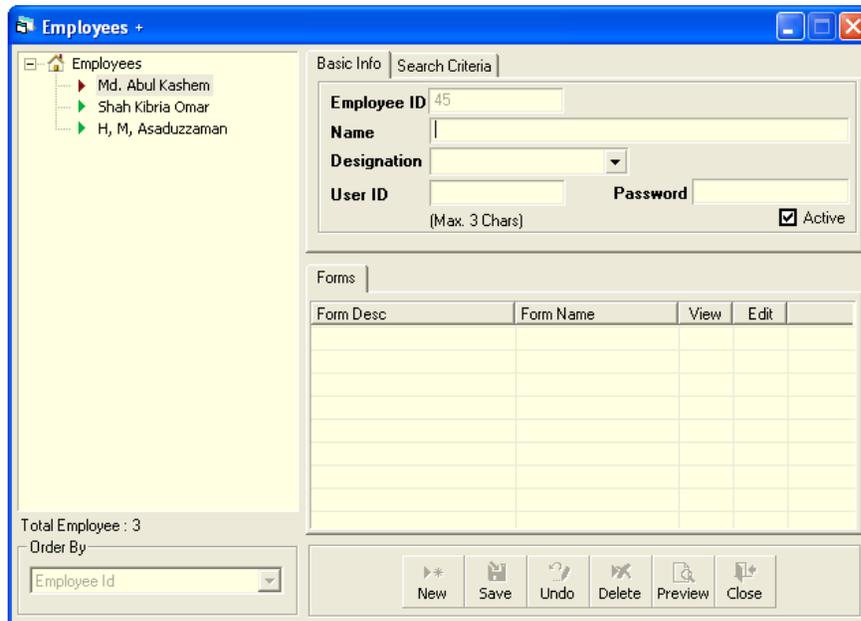
All of the fields are compulsory.
- C. *Forms tab*: List of form names. In each form, the user will be given permission to View or Edit the data.
- D. *Command buttons*: A number of buttons to manipulate the employees.

View information about a specific employee

- Select the employee you want to view from the tree-like list in block A. Using the Order By combo box - employees can be sorted in two ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the fields are shown in block B.

Enter a new employee

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



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

Employees *

Employees

- Md. Abul Kashem
- Shah Kibria Omar
- H, M, Asaduzzaman

Total Employee : 3

Order By: Employee Id

Basic Info | Search Criteria

Employee ID: 45

Name: Helal Ahmed

Designation: Store Keeper

User ID: HEA (Max. 3 Chars) Password: xxxx

Active

Forms

Form Desc	Form Name	View	Edit

New Save Undo Delete Preview Close

- Press  button.
- Your new employee name will be visible in the employees list in block A.

Employees

Employees

- Md. Abul Kashem
- Shah Kibria Omar
- H, M, Asaduzzaman
- Helal Ahmed

Total Employee : 4

Order By: Employee Id

Basic Info | Search Criteria

Employee ID: 45

Name: Helal Ahmed

Designation: Store Keeper

User ID: HEA (Max. 3 Chars) Password: xxxx

Active

Forms

Form Desc	Form Name	View	Edit
Adjustment Invoice	frmAdjInv		
Districts	frmDistrict		
Employee List	frmEmployee		
Facility List	frmFacility		
Gate Pass	frmGatePass		
Issue Voucher (Indent)	frmIssueIndent		
Issue Voucher (Push)	frmIssueInv		
Item Group	frmItemGroup		
Item List	frmItemList		

New Save Undo Delete Preview Close

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

Enter permissions in data entry forms

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

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
Item List	frmItemList		

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

Edit an existing Employee

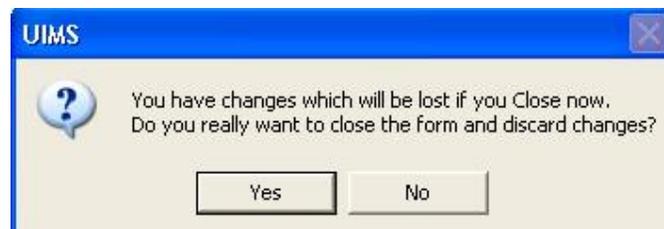
- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, User ID, Password fields as needed.
- When done with editing, press Save.
- If the new User ID conflicts with an existing employee, then an error dialog will appear. Change the User ID and try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

Delete an existing Employee

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

Close Employees form

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



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

Unions

The Unions form contains the names of unions of the Upazila.

View Unions

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

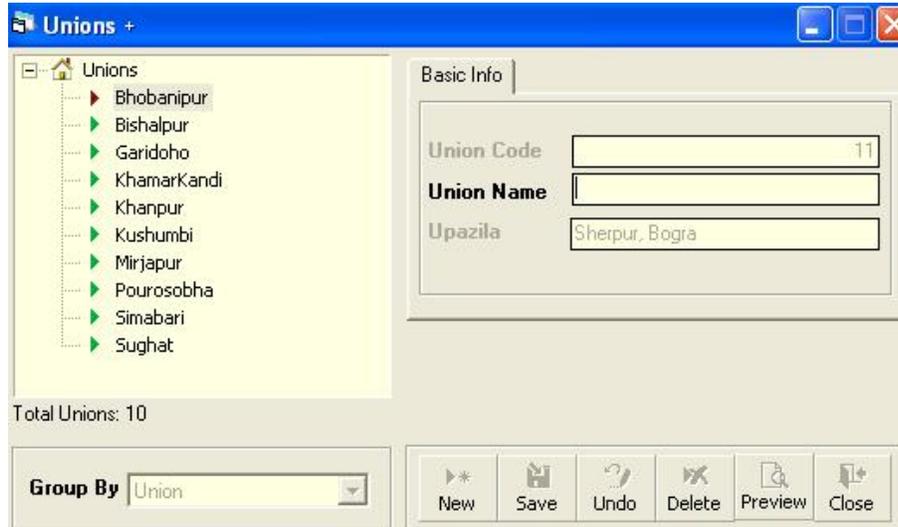
General description of Unions form

This form is used to add, edit, delete, print list of unions. Controls in the form are grouped into 3 (three) blocks –

- A. *List of unions*: Shows a list of unions of the Upazila. A label shows the total number.
- B. *Entry Fields*: To enter a union only Union Name is required.
 - Union Code – Auto generated Code for each union.
 - Union Name – Name of the union.
 - Upazila – Auto generated.
- C. *Command buttons*: A number of buttons to manipulate the unions.

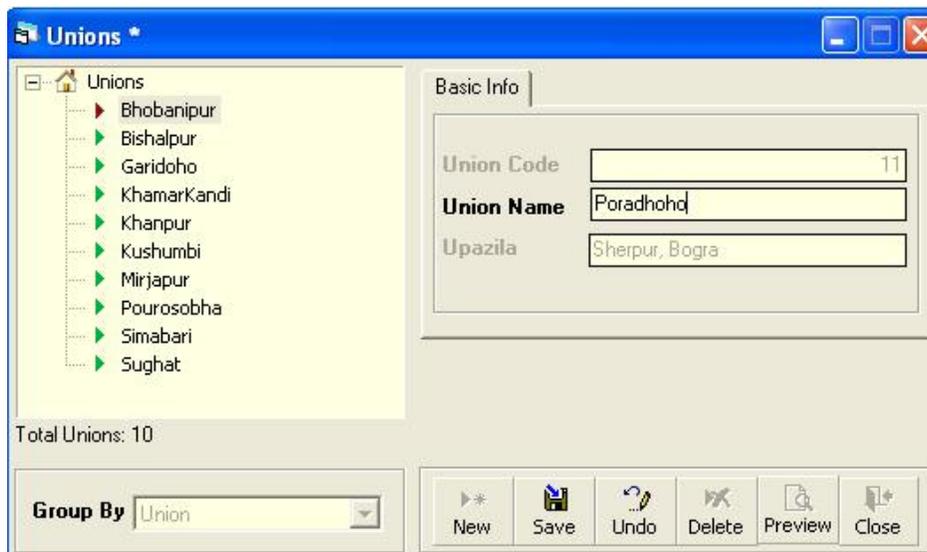
Enter a new Union

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



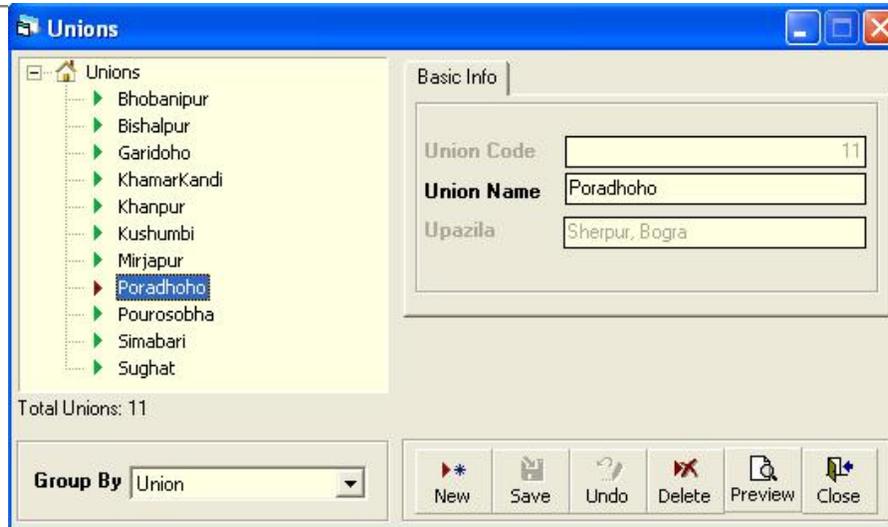
The screenshot shows the 'Unions +' application window. On the left, there is a tree view of unions: Bhabanipur, Bishalpur, Garidoho, Khamarkandi, Khanpur, Kushumbi, Mirjapur, Pourosobha, Simabari, and Sughat. Below the tree, it says 'Total Unions: 10'. A 'Group By' dropdown menu is set to 'Union'. On the right, the 'Basic Info' tab is active, showing three input fields: 'Union Code' with the value '11', 'Union Name' which is empty, and 'Upazila' with the value 'Sherpur, Bogra'. At the bottom, there is a command buttons block with icons for New, Save, Undo, Delete, Preview, and Close.

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



This screenshot is similar to the previous one, but the 'Union Name' field in the 'Basic Info' tab now contains the text 'Poradhohd'. All other elements, including the union list, 'Total Unions: 10', 'Group By' dropdown, and command buttons, remain the same.

- Press  button.
- Your new union name will be visible in the union list in block A.

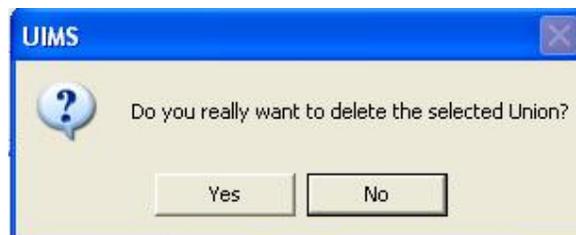


Edit an existing union

- Select the union you want to edit from the list of unions.
- Change the Union Name, press Save.
- Union name will be updated.

Delete an existing Employee

- Select the Union you want to remove from list of unions.
- Press  button.
- A confirmation dialog will be shown like the following.



- Press Yes if you really want to delete the union.
- You will not be able to delete unions that have used in different forms. First remove the unions from there then remove the union.

SDP List

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

View SDPs

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

General description of Facility List form

This form is used to edit, create, delete, print list of SDPs. Controls in the form are grouped into 3 (three) blocks –

- A. *List of SDPs*: Shows a list of current SDPs in database. A label shows the Total number of SDPs and Non-SDPs.
- B. *Entry Fields*: To describe a SDP, three fields are required:
 - SDP Group – Facilities are classified into different groups.
 - SDP Name – Name for the SDP.
 - SDP Code – A unique sequence to represent the SDP under the group. It is generated automatically
- C. *Command buttons*: A number of buttons to manipulate the facilities.

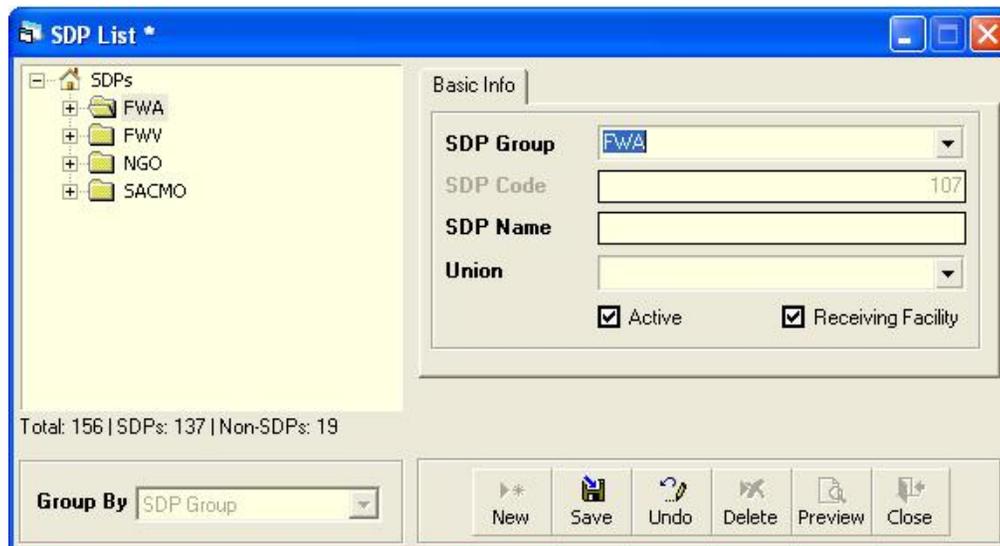
Enter a new SDP

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

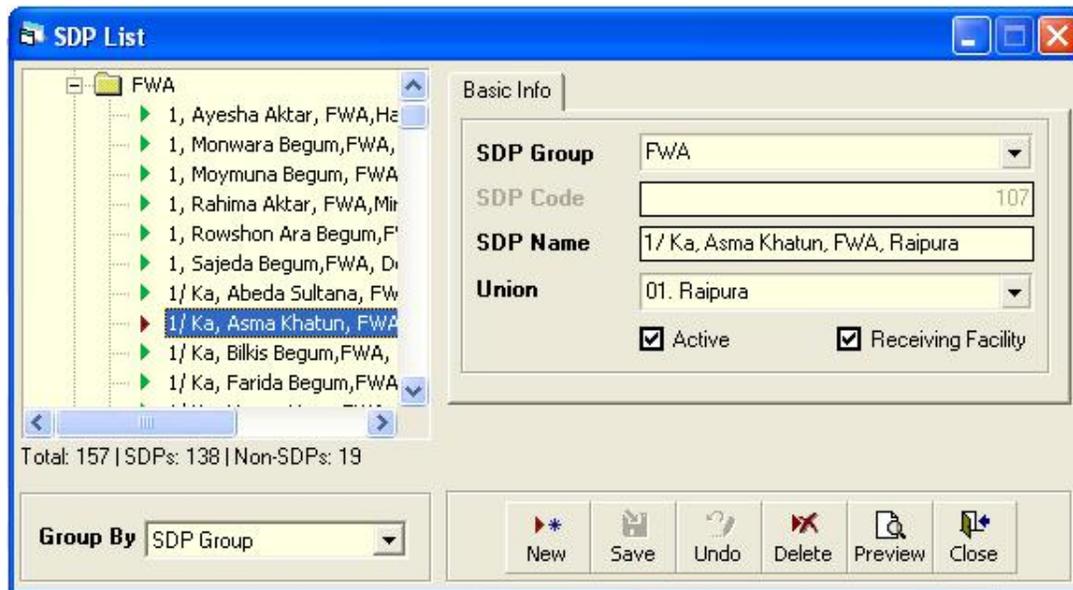
Figure.



- Select a SDP Group from the combo.
- The SDP Code will be taken automatically.
- Enter the Name of the SDP and Union (only for FWA and FWV group).



- Press  button.
- Your new SDP name will be visible in the SDP list in block A.



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

Edit an existing SDP

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

Delete an existing Facility

- Select the SDP you want to remove from list of SDPs.
- Press  button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the SDP.
- You will not be able to delete SDPs that have invoices linked.

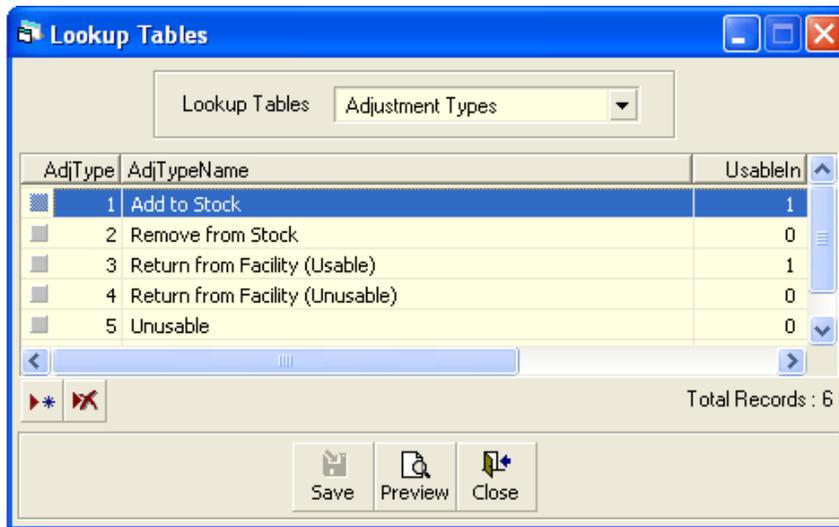
Print SDPs

- Press  button to view a printable list of SDPs.

Upazila Family Planning Office Raipura, Narsingdi SDP List		
Type	SDP ID	SDP Name
FWA	F001	1/ Ka, Rokeya Begum, FWA,Raipura
	F105	1/ Kha, Tahura Begum, FWA, Raipura
	F002	2/ Ka, Rumi Ferdousi, FWA,Raipura
	F003	2/ Kha, Khodeja,FWA, Raipura
	F004	3/ Ka, Chandana Rani Shaha,FWA, Raipura
	F005	3/ Kha, Farida Begum, FWA,Raipura
	F006	1/ Ka, Abeda Sultana, FWA,Chander Kandi
	F007	2/ Ka, Renuara Begum, FWA,Chander Kandi
	F008	2/ Kha, Fozila Khatun,FWA, Chander Kandi
	F009	3/ Ka, Surayia Begum,FWA, Chander Kandi
	F010	3/ Kha, Samsunnahar, FWA,Chander Kandi
F011	1/ Ka, Farida Begum,FWA, Moheshpur	

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

Lookup Tables

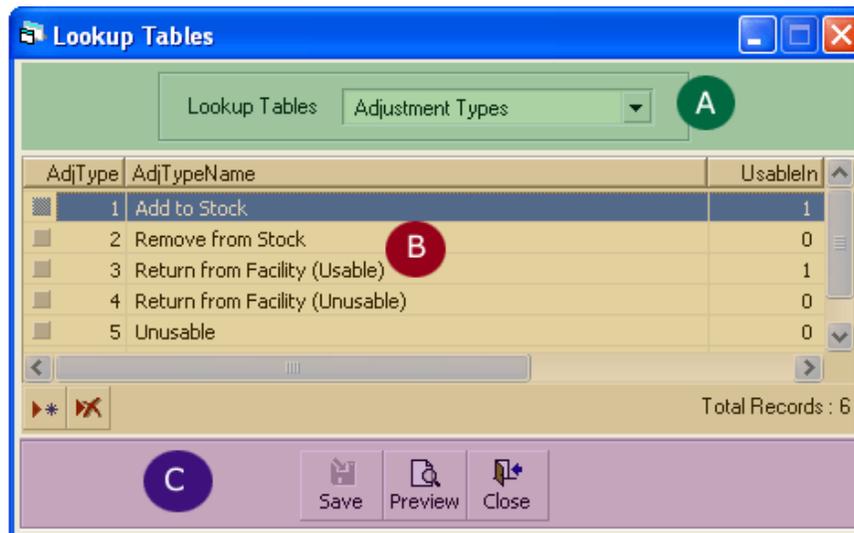


Some data tables which rarely need to be changed are listed in Lookup Tables form. Data entry of information like – Adjustment Types, Employee Designation, Divisions of Bangladesh, Facility Group, List of Forms, Designation of Indenters, and List of reports and Units of Measurement are listed here.

View Lookup Tables

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

General description of Lookup Tables form



This form is used to edit, create, delete some basic data entry tables. Controls in the form are grouped into 3 (three) blocks –

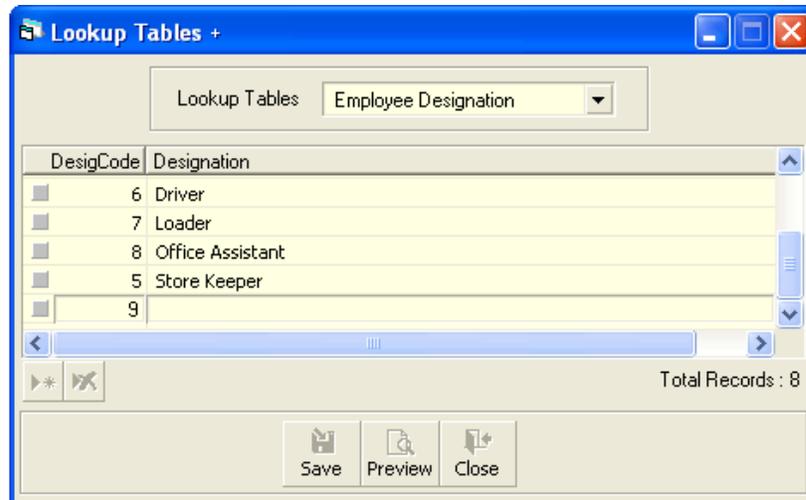
- List of Lookup Tables*: Shows a list of current tables that are managed by this form.
- Entry Fields*: List of records in the current lookup table.
- Command buttons*: A number of buttons to manipulate the records.

View information about a specific lookup table

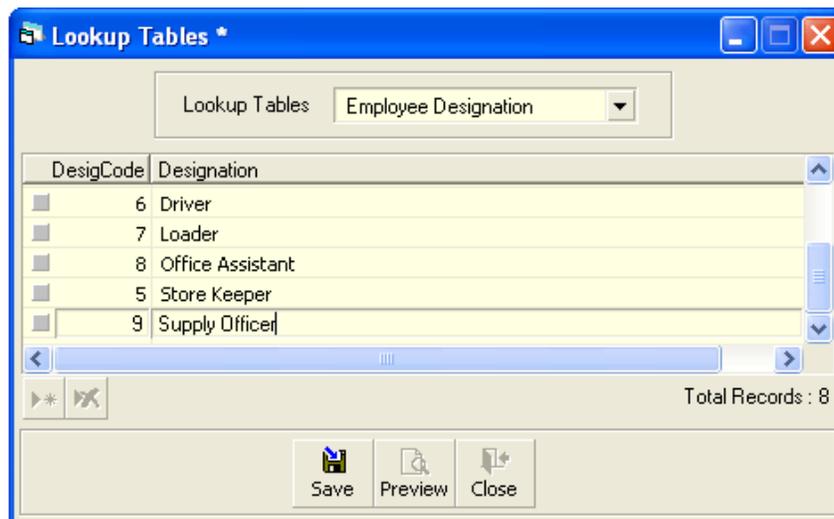
Select the table you want to view from the list in block A. The records will be shown in Block B.

Enter a new record in any lookup table

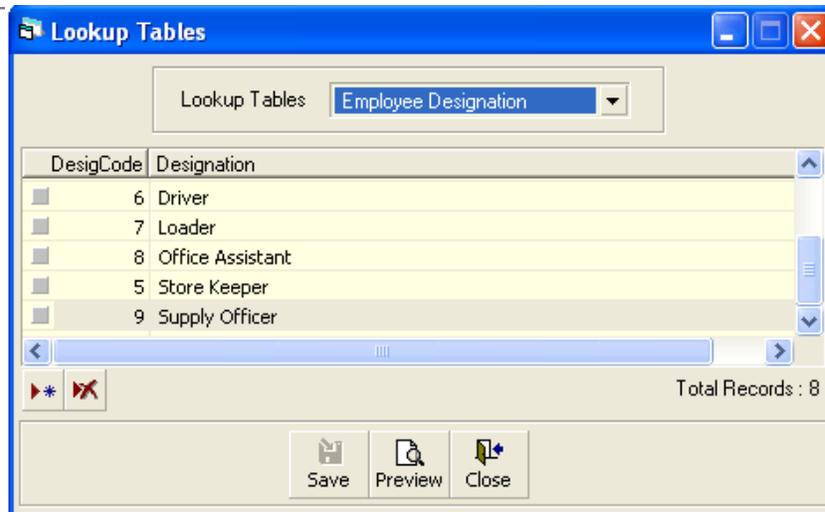
- After the table name is selected in Block A, press  button from the command buttons block. The form will look like the following Figure.



- Enter the data entry fields as necessary.



- Press  button.
- Your new record will be visible in Block B.



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

Edit an existing record

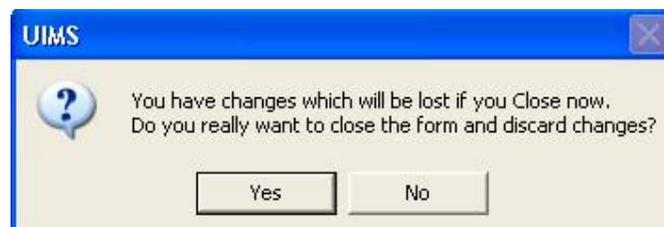
- Select the table name in Block A
- Change the fields of any record if necessary.
- When done with editing, press Save.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing record

- Select the table name in Block A
- Press  button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the record.

Close Lookup Tables form

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



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

Backup Database

Backup Database

Backup Destination
E:\Deliver\UIMS\Backup\Sherpur, Bogra_12_Jan_2008_06_48_18_AM.uims

Backup Source Data

Table Name	Total Records	Records Processed
AdjType	7	
Designation	9	
Division	6	
FGroup	11	
IndentDesig	7	
ItemGroup	9	
MetaTable	11	
Supplier	0	

Backup Status
Reading Table Names from Database

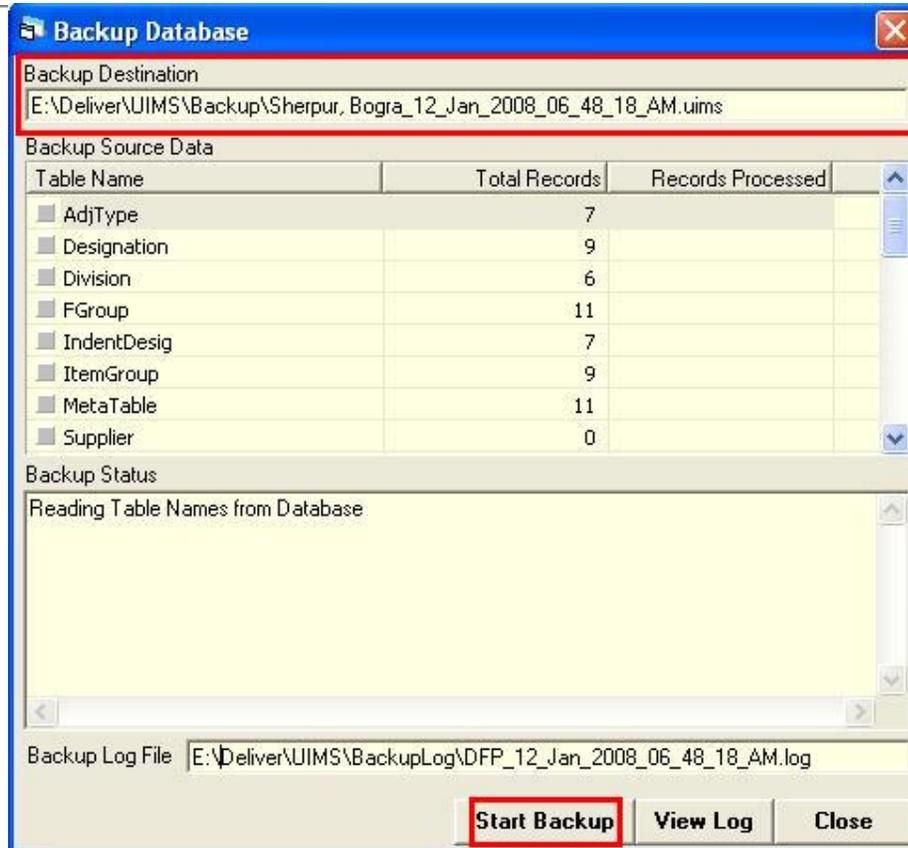
Backup Log File E:\Deliver\UIMS\BackupLog\DFP_12_Jan_2008_06_48_18_AM.log

Start Backup View Log Close

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

How to backup database

- Run UIMS.
- Select Administration > Backup Database from menu.
- The Backup Database form is displayed.
- Press Start Backup button at the bottom of the form.



- The data will be backed up in a file whose name is specified in Backup Destination text box. After backup completes successfully, you will see a message 'Backup Completed Without Error'. Press OK at this dialog.
- To make a copy of the file or email it, you have to find the file from its location which is normally the Backup folder under the software installation folder.
- To make a copy of the file to pen drive, locate the file from its location, and then copy to pen drive.
- After backup is complete, you can close the form using Close button.