Upazila Inventory Management System (UIMS) Version ${f 2}$

USER GUIDE



Prepared For

Directorate General of Family Planning 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.







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 Store Pic



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Chapter 1

How to Operate UIMS_{V2}

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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.

🖻 UIMS L	ogin		2
<u>U</u> ser ID:	МІА		•
Password:	******		
	ок	Cancel	

- 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.

🔊 UIMS V2		- 6 🛛
Elle Parameters Invoice Field Stock Administration	Reb	
User: DGFPUIMS :	Thursday, May 05, 2011	11:04 AM
		and a second

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.

ສເ	JIMS					
File	Parameters	Invoice	Field	Stock	Administration	Help
					Login	
					Logout	
					Change Pas	sword
					Employees	e.

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:

			Items in Gr	oup: 715	
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
CCS001	VSC CLIENT DETAILED INFORMATION C			pcs	
CCS002	VSC REGISTER			pcs	
CCS003	VSC OPERATION SURGEON FEE RECEIV			pad	
CCS004	VSC CLIENT DISCHARGE CARD			pcs	
CCS005	VSC CLIENT PAYMENT RECEIVED FORM			pad	
CCS006	VSC CLIENT REFERRAL FEE RECEIVED F			pad	
CCS007	TUBECTOMY/VASECTOMY CLIENT AST			pad	
CCS008	IUD CLIENT PAYMENT REGISTER			book	
CCS009	IUD CLIENT CONSENT FORM			pad	
CCS010	IUD INSERTION FEE			pad	*
		Sc	ort By: Item (Code	

 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:

UIMS	
(į)	You do not have permission to open this Form
	ОК

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.

🛢 Change Passv	vord		X
User Name	MAH		_
Md. Mahbur Rahi	man		
Old Password	****		
New Password	****		
Confirm Password	****		
OK		Cancel	

- Select Administration > Change Password... from menu.
- Change Password form will be visible.
- The User Name box will show your logon user name.
- Provide your current password in Old Password box.
- Now enter the new password 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:

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

Chapter 2

Parameters

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Item Groups

🖏 Item Groups	
Item Groups CONTRACEPTIVE	
Total Item Group	os: 8
Group Code CON Group Name CONTRACEPTIVE	
Image: Weight of the second	

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

a Item	iroups	×
A	Item Groups CONTRACEPTIVE Total Item Groups	: 8
B	Group Code CON Group Name CONTRACEPTIVE	
C	Image: Weight of the second	

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 +		_ 🗆 🗙
Item Groups	CONTRACEPTIVE	
		Total Item Groups: 8
Group C Group N	ode	
▶* New	Save Delete Preview Ite	ems Close

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

Item Groups	CONT	RACEPTIV	E			
	1				Total Item	n Groups
Group (ode	КІТ				
aroup t		N.I				
Group N	lame	KITS & EI	QUIPMEN	TS		
▶*	ì	- MK	L.	Ēð	The second	
New	Save	Delete	Preview	Items	Close	

Press Save button.

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

🖥 Item Groups
Item Groups KITS AND EQUIPMENTS
Total Item Groups: 8
Group Code KIT
Group Name KITS AND EQUIPMENTS
Image: Weight of the second

- 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
 Delete
 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 Preview button to view a printable list of item groups.

File Parame	ters Invoice	Field	Stock	< Adn	ninistrati	ion H	lelp				
< ∣∢ ∢	1 of 1	►)) - I	6	6	🖄	100%	•	Total:9	100%	9 of 9
									Upazila	Family F	Planning Office
										sherpur,	, Bogra
										Item G	roups
						G	roup	Code	Group	Name	
						С	CS		Clinical	l Contracep	ption Service Delivery Programme
						С	OM		COMM	ON MEDIC	CINE
						С	ON		CONTR	RACEPTIV	Έ
						IE	EM		IEM &	OTHER M/	ATERIAL
						IU	JD		MSRS		
						K	IT		KITS A	ND EQUIP	PMENTS
						М	сн		MCHM		& REQ.
						S	TR		STERI	LIZATION	MSRS
						V	EH		VEHIC	LE	

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

Print		
Printer:	System Printer (HP LaserJet 1 Series PCL) ge	200 OK Cancel
© Page Fro	s om: 1 To:	Collate Copies

- 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.

🖥 Item Groups		_ 🗆 X							
Item Groups KITS AND EQUIPMENTS	Tota	▼ Iltem Groups: 8							
Group Code KIT	🗿 Item List								<u> </u>
Group Name KITS AND EQUI		Item Group	KITS AND EC	UIPMENTS		Ŧ	Items in G	iroup: 82	
	Item Code	Item Name				nitial Stock (Usable)	Initial Stock (Unusable)	Unit	
New Save Delete Previe	KIT002	FWC KITS				16		kit	
	KIT003	MCH KITS				789		kit	
	KIT004	TUBECTOMY KIT	5			51		kit	
	KIT005	VASECTOMY KIT	S			436		kit	
	KIT006	NSV KITS				1,661		kit	
	KIT007	TBA KITS (TBA P	ROJECT)					kit	
	KIT008	BLEEDING KITS				19		kit	
	E KIT009	DELIVERY KITS						kit	
	📕 KIT010	D & C KITS						kit	
	KIT011	MIDWIFERY KIT:	5			1,990		kit	_
			▶* New	Save De	😿 🔋 elete Lotv	ise Close			

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

🗗 Item List					
	Item Group (ALL)	-			
			Items in Gr	oup: 841	
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
COM001	ACITIC ACID			bottle	
COM002	ADHESIVE TAPE - 3"			roll	
🔲 COM003	AMBU BAG	884	5	nos.	
🔳 COM004	APPRON UTILITY	95		pcs	
COM005	APRONE PLASTIC			pcs	
COM006	B.P. MACHINE	5,497		nos.	
COM007	CAP. AMPICILLIN			capsule	
E COM008	FORCEP OBSTRETIC			pcs	
COM009	INJ. ERGOMATRINE			amp.	
COM010	INJ. HYDROCORTISON			amp.	~
		9	iort By: Item (Code	•
	▶* ₩ ₩ ₩ New Save Delete Loty	ise Search Close	•		

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 List					
	Item Group (ALL)		Items in Gr	oup: 841	
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
COM001	ACITIC ACID			bottle	
COM002	ADHESIVE TAPE - 3"			roll	
COM003	AMBU BAG B	884	5	nos.	
COM004	APPRON UTILITY	95		pcs	
COM005	APRONE PLASTIC			pcs	
COM006	B.P. MACHINE	5,497		nos.	
COM007	CAP. AMPICILLIN			capsule	
COM008	FORCEP OBSTRETIC			pcs	
COM009	INJ. ERGOMATRINE			amp.	
COM010	INJ. HYDROCORTISON			amp.	~
		9	fort By: Item (Code	-
	C New Save Delete Loty	ise Search Close	•		

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.

Search Items	
Enter Item Name to Search:	OK Cancel
MACHINE	

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

💐 Item List			
	Item Group (ALL)	•	
	,	Items in Group: (Filtered): 13	
Item Code	Item Name	Initial Stock Initial Stock Unit (Usable) (Unusable)	
COM006	B.P. MACHINE	5,497 nos.	
IEM047	DUPLICATING MACHINE	nos.	
IEM048	BATTERY CHARGER MACHINE	2 nos.	
📕 KIT019	SUCCER/SUCTION MACHINE (ELECTRICT)	157 nos.	
📕 KIT030	AUTOCLAVE MACHINE	nos.	
📕 KIT069	SUCCER MACHINE (FOOT DRIVE)	6 nos.	
MCH068	PANASONIC FASCIMILE MACHINE (FAX)	nos.	
MCH069	HIC HPB MANUAL PUNCH MACHINE	[None]	
MCH088	ANESTHESIA MACHINE	7 nos.	
MCH170	MONOMETER FOR ANESTHESIA MACHINE	1 pcs	~
		Sort By: Item Code	•
	▶ Image: Big State Image: Big State Image: Big State New Save Delete Loty	Image: Show All Image: Show All	

To see all of the items again, press

Show All 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:

🕬 Item List			The street			
	Item Group CONTRA	CEPTIVE	•			
				Items in Group:	17	
ltem Code	Item Name		Initial Stock (Usable)	Initial Stock Unit (Unusable)		
CON001	CONDOM		3,035,600	pcs		
CON002	🖣 Lotwise Initial Qua	ntity				
CON004 CON005	Item Code CON001	ltem N	ame CONDOM			
CON006 CON007	Barcode	Lot No	Mfg. Date	Expiry Date	Init. Lot Qty	Init. L. 🔨 (Unu:
	CON0010000001110			30/11/2010		
	► CON0010000001010			01/10/2010		
	CON001000000910			01/09/2010		
	▶ CON001000000810			01/08/2010		
	CON001000000610			01/06/2010		
	CON001000000210			28/02/2010	3,035,600	
	CON0010000000110			08/01/2010		
	CON0010000000105					~
	<					>
	Total Lots: 12		Total		3,035,600	
		►* New	Save Delete C	₽ • lose		

Enter a new item

Press

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

+			_ 🗆 🗙
Item Group KITS AND EQUIPMENTS	v		
		Items in Group: 82	
Item Name	Initial Stock (Usable)	Initial Stock Unit (Unusable)	-
GASKET	926	sets	
HOSPITAL EQUIPMENT KITS (REPACKING)		kit	
REFRIGERATOR (ELECTROLUX RKE400)		sets	
VEDIO CASET PLAYER AND OTHERS		[None]	
IUD STERILIZER DRUM	910	kit	
IUD STERILIZER KIT (EPI SY. RACK)	2,386	kit	
PIN INDEX ADOPTER FOR OXYGEN CYLI		nos.	
COMBINED STR. KITS	12	kit	
IUD KIT	7,370	sets	
			-
▶* 🔛 🌶 New Save Dela	K 🗈 🏴		
	Item Group KITS AND EQUIPMENTS Item Name GASKET HOSPITAL EQUIPMENT KITS (REPACKING) REFRIGERATOR (ELECTROLUX RKE400) VEDIO CASET PLAYER AND OTHERS IUD STERILIZER DRUM IUD STERILIZER KIT (EPI SY. RACK) PIN INDEX ADOPTER FOR OXYGEN CYLI COMBINED STR. KITS IUD KIT	Item Group KITS AND EQUIPMENTS Item Name Initial Stock (Usable) GASKET 926 HOSPITAL EQUIPMENT KITS (REPACKING) 926 REFRIGERATOR (ELECTROLUX RKE400) 926 VEDIO CASET PLAYER AND OTHERS 910 IUD STERILIZER DRUM 910 IUD STERILIZER KIT (EPI SY. RACK) 2,386 PIN INDEX ADOPTER FOR OXYGEN CYLI 0 COMBINED STR. KITS 12 IUD KIT 7,370 IUD KIT 0	Item Group KITS AND EQUIPMENTS Items in Group: 82 Item Name Initial Stock (Usable) Initial Stock (Unusable) Initial Stock (Unusable) Unit GASKET 926 sets HOSPITAL EQUIPMENT KITS (REPACKING) kit REFRIGERATOR (ELECTROLUX RKE400) sets VEDIO CASET PLAYER AND OTHERS [None] IUD STERILIZER DRUM 910 kit IUD STERILIZER KIT (EPI SY. RACK) 2,386 kit PIN INDEX ADOPTER FOR OXYGEN CYLI nos. COMBINED STR. KITS IUD KIT 7,370 sets IUD KIT 7,370 sets

- 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.

<table-of-contents> Item List *</table-of-contents>				
	Item Group KITS AND EQUIPMENTS	~		
			Items in Gr	oup: 82
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit 🔺
📕 KIT083	GASKET	926		sets
📕 KIT084	HOSPITAL EQUIPMENT KITS (REPACKING)			kit
📕 KIT085	REFRIGERATOR (ELECTROLUX RKE400)			sets
🔳 KIT086	VEDIO CASET PLAYER AND OTHERS			[None]
🔳 KIT087	IUD STERILIZER DRUM	910		kit
📕 KIT088	IUD STERILIZER KIT (EPI SY. RACK)	2,386		kit
📕 KIT090	PIN INDEX ADOPTER FOR OXYGEN CYLI			nos.
📕 KIT091	COMBINED STR. KITS	12		kit
📕 KIT092	IUD KIT	7,370		sets
E KIT093	MSR KIT			kit 🔻 🔽
	▶* 🕌 🆻 New Save Dela	K 🖹 🕞 👫 ete Lotwise Close		

Press Save button.

• Your new item will be shown highlighted in the list.

🖥 Item List				ļ	<u>_ ×</u>
	Item Group KITS AND EQUIPMENTS	•	Items in G	iroup: 92	
			items in a	noup. oz	
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit	
📕 KIT083	GASKET	926		sets	
📕 KIT084	HOSPITAL EQUIPMENT KITS (REPACKING)			kit	
🔲 KIT085	REFRIGERATOR (ELECTROLUX RKE400)			sets	
🔲 KIT086	VEDIO CASET PLAYER AND OTHERS			[None]	
📕 KIT087	IUD STERILIZER DRUM	910		kit	
🔳 KIT088	IUD STERILIZER KIT (EPI SY. RACK)	2,386		kit	
🔲 KIT090	PIN INDEX ADOPTER FOR OXYGEN CYLI			nos.	
📕 KIT091	COMBINED STR. KITS	12		kit	
🔲 KIT092	IUD KIT	7,370		sets	
📕 KIT093	MSR KIT			kit	•
	New Save Dela	Close			

- 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

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- 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

UIMS			X
2 .	o you really wan	t to delete the se	lected item?
	Vec	No	

- 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 close 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

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Local Purchase

	Invoice No. Receive Date Received By			Supplier	se Invoice No se Invoice Date D Updated		
otal Invoice (Filtered) : 0							
ltem	Receiv	ed Qty Unit	Lot No	Mfg. Date	Expiry Date		

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

Local Purchase	Basic I	nfo Search Criteri	a Filte	r Criteria						
A	Invoi Rece Rece	ice No. sive Date 03 sived By B	1/12/200 908.ash	2 17 Ohandra S	Supj Loc + Loc	olier ATM al Purchas al Purchas	Ttadets e Invoic e Invoic	e No [e Date [Date]	lated	
Lotal Invoice (Hiltered) : 2		Received Qty	Unit	Lot No		Mfg. Date	• E	xpiry Date		
BED SHEET		500	pcs	<u></u>						
1ML. DISPOSABLE SYRIN 2ML. DISPOSABLE SYRIN	GE IGE	C ^{2,000} 400	pcs pcs							
▶* M						Tot	al Items	3	ī	
Group By		New	Save	Undo	X Delete	Preview	Update	Close		

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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

💐 Local Purchase
Receive Invoice 16/02/2005 10/02/2005 4 10/02/2005 4 12/01/2005
Total Invoice (Filtered) : 4
Item
HVPO SVRINGE (20 CC) HVPO SVRINGE (10 CC)
F K
Receive Date

- 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.

🖥 Receive Invoice	
Receive Invoice	Basic Info Search Criteria Filter Criteria Start Date 18/11/2004 End Date 16/02/2005
Total Invoice (Filtered) : 4	

Enter a new invoice

E - A Local Purchase 2 ↓ 1	Basic Info Search Criteria Invoice No. 3 Receive Date 03/01/2008 Local Purchase Invoice No						
otal Invoice (Filtered) : 2	Recei	ved Qty	Unit	Lot No	Mfg. Date	Updated Expiry Date	
tem -							

- 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)



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

2 1 Total Invoice (Filtered): 3	Invoice No. Receive Date Received By Sre	03/01/201 e Prokash	3 Sup 08 Lo Chandra S ▼ Lo	p lier Janata Tra cal Purchase Invi cal Purchase Invi	oice No	I
Item	Received Q	ty Unit	Lot No	Mfg. Date	Expiry Date	
F K				Total Iten	ns 0	

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

Invoice Items Entry

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

🗟 Local Purchase +									
E 🔏 Local Purchase	Basic Ini	o Search C	Criteri	a Filter	Criteria				
→ → 3 → → 2 → → 1	Invoid Recei Recei	e No. ve Date ve Date solved By	03 ree F	/01/200 Prokash	3 〕8 Chandra S ▼	Supj Loc Loc	plier Janata Tra cal Purchase Invo cal Purchase Invo	ders bice No bice Date Updat	ed
Total Invoice (Filtered) : 3									
Item		Received	Qty	Unit	Lot No		Mfg. Date	Expiry Date	
	•								
▶ * ₩							Total Item	ns O	
Invoice No		N	•* ew	H Save	Undo De	₩ alete	Preview Upda	ite Close	

• Select an item name from Item combo box.

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

🗟 Local Purchase *							
E 🔂 Local Purchase	Basic I	nfo Search Criteri	a Filte	er Criteria			
	Invo Reco Reco	ice No sive Date sived BySree F	2/01/20 Prokash	3 Su 108 L I Chandra S ▼ L	upplier Janata Tra .ocal Purchase Inv .ocal Purchase Inv	oice No	
fotal Invoice (Filtered) : 3		Beceived Qtu	Unit	Lot No	Mfg Date	Expiru Date	
		10001103 Q.y	UTIK				
1ML. DISPOSABLE SYRII	NGE 💌	1004	pcs		_		
1						-	
▶ * 					Total Iter	ns 0	
Unvoice No		*		1 🧐 🗷		/ P	
		New	Sav	e Undo Delei	te Preview Upda	ate Close	
Local Purchase	Basic In	fo Search Criteria	a] Filte	r Criteria I			
3			1		Inclier Leasts To		
1	Invoi	ce No.	/01/20	3 50	ocal Purchase Inu	oice No.	1
	Rece	ived By Sree P	rokash	Chandra S 👻 L	.ocal Purchase Inv .ocal Purchase Inv	oice No	
		- 1				Updated	
otal Invoice (Filtered) : 3			11.2	li au	THE D I		
tem		Heceived Q(y	Unit	Lot No	Mrg. Date	Expiry Date	
1ML. DISPOSABLE SYRIN	IGE	1,000	pcs				
and here a							
* *					Total Iter	ns 1	
Group By		*	Â	21 X	Total Iter	ns 1	

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.



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

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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

ltem	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 M button.
- A confirmation dialog will be shown

UIMS		X
? •	o you really want to	delete the selected Invoice Item?
	Yes	No

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.

E G Local Purchase	Basic Info Search Criteria Filter Criteria		
► 1	Invoice No.	1	
	Receive Date	08/04/2010	
	Received By	Md. Delwar Hossain 🛛 👻	

Print Receive Invoice

- Press Preview 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 Close 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.
	Invoice No. Receive Date Received By		Other Recei Wareh Wareh	WH? wed From wed From wed's Invoid	e No	ated
otal Invoice (Filtered) : 0 Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
▶* ₩			Tot	al Items	0	
Group By	►* New	Save	Tot	al Items	0	

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

💐 Receive from Warehou	se 📃 🗖 🔀
Receive Invoice	Basic Info Search Criteria Filter Criteria Invoice No. Receive Date 26/04/2011 Received By Md Delwar Hossain + Basic Info Search Criteria Other WH? CWH, DHAKA + Received From C001 Warehouse's Invoice No 19278 Warehouse's Invoice Date 04/24/2011 Warehouse's Invoice Date 04/24/2011 Updated
Item	Received Qty Unit Lot No Mfg. Date Expiry Date
CONDOM SHUKHI CT-380A DEPO-PROVERA/ PETOGEN 1ML. DISPOSABLE SYRINGE	72,000 pcs 20,160 cycle 200 pcs 5,100 vials 5,610 pcs
▶ * ₩	Total Items 19
Group By	New Save Undo Delete Preview Update Close

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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

💐 Receive from Warehou	💐 Receive from Warehou
 Receive Invoice 61 60 59 58 	□
Total Invoice (Filtered) : 5	Total Invoice (Filtered) : 5
Item	Item
SHUKHI	SHUKHI
III CT-380A	📕 CT-380A
DEPO-PROVERA/ PETOGEN	DEPO-PROVERA/ PETOGEN
IML. DISPOSABLE SYRINGE	IML. DISPOSABLE SYRINGE
▶ * ₩	▶ * ₩
Group By	Group By
Invoice No 💌	Receive Date

- 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.

Receive from Wareh	ouse
 Receive Invoice 62 61 60 59 58 	Basic Info Search Criteria Filter Criteria Start Date 05/02/2011 End Date 06/05/2011 Filter
Total Invoice (Filtered) : 5	

Enter a new invoice

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

 Receive Invoice 62 61 60 59 58 	Basic Info Search Cr Invoice No. Receive Date Received By	iteria 06/05, Delwa	Filter Criteria 0ther * 2011 Receiv Wareh Wareh	WH? ved From ouse's Invoid	WH, DHAKA ce No ce Date Updated
l otal Invoice (Hiltered) : 5 Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
F K Group By Invoice No	▶* New	Save	Tot.	al Items	0 ite Close

- 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.

 Receive Invoice 62 61 60 59 58 	Basi Inv Re Re	c Info Search Cr roice No. ceive Date ceived By Md	iteria 1 06/05/ I. Delwa	Filter Criteria 0th 63 /2011 Rec r Hossain Wa Wa	er WH? ceived From rehouse's Invoid rehouse's Invoid	WH, DHAKA ce No ce Date04 Upd	+ 19279 /04/2011 ated
otal Invoice (Filtered) : 5		Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
Group By		▶* New	N Save	-	Total Items	0 te Close	

Press Bave button.

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

Receive from Warehouse	Basic Info Search Cr Invoice No. Receive Date Received By Md	iteria 06/05/ . Delwa	Filter Criteria 0 63 2011 R r Hossain V V	Ither WH? eceived Fro /arehouse's /arehouse's	m COO Invoice	H. DHAKA 1 No Date Up	×
	Received Qty	Unit	Lot No	Mfg. D	late	Expiry Date	
From the second seco	►* New	XII Save	Undo De	Total Items X Da lete Preview	V Update	0 Q 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:

a + Basic Info Search Cr	iteria f	Filter Criteria			
Invoice No. Receive Date Received By Md	06/05/ . Delwa	0ther V 2011 Receiv r Hossain ▼ Wareh Wareh	WH? ved From ouse's Invoic ouse's Invoic	VH, DHAKA 001 e No e Date04/ Upda	▼ 19279 04/2011 ated
Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	
•					
	ð٦	Tota		0	
	s ≠ Basic Info Search Cri Invoice No. Receive Date Received By Md	asic Info Search Criteria 1 Invoice No. Receive Date 06/05/ Received By Md. Delwa Received Qty Unit ▼	asic Info Search Criteria Filter Criteria Invoice No. 63 Receive Date 06/05/2011 Receiv Received By Md. Delwar Hossain ♥ Wareh Wareh Received Qty Unit Lot No ▼ Tota	3asic Info Search Criteria Filter Criteria Other WH? □ □ Invoice No. 63 Receive Date 06/05/2011 Received From □ Received By Md. Delwar Hossain Warehouse's Invoic Warehouse's Invoic Warehouse's Invoic Total Items	Basic Info Search Criteria Basic Info Search Criteria Invoice No. 63 Receive Date 06/05/2011 Received By Md. Delwar Hossain Warehouse's Invoice No 04/0 Warehouse's Invoice Date 04/0 Update Update Received Qty Unit Lot No Mfg. Date Expiry Date 0

- 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.

	Basic	Info Search Cr	iteria I	Filter Criteria			e.		
62 61 60 59 58 Total Invoice (Filtered) : 6	Inv Rec Rec	Invoice No. 63 Receive Date 06/05/2011 Received From C001 Received By Md. Delwar Hossain Varehouse's Invoice No 19279 Warehouse's Invoice Date 04/04/2011 Updated							
Item		Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	1		
	•	1201	pcs						
					Total Items	0			
Invoice No		▶* New	Save	Undo Dele	te Preview Lloda	/ Ilt			

Receive from Wareho	use Basic Info Search Cr	iteria /	Filter Criteria			
	Invoice No. Receive Date Received By Md	06/05/ . Delwa	63 /2011 Rece ar Hossain 👻 Ware Ware	WH? C ived From C house's Invoid house's Invoid	WH, DHAKA 001 :e No :e Date0	19279 4/04/2011
					🗖 Up	dated
otal Invoice (Filtered) : 6 Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date	dated
otal Invoice (Filtered) : 6 Item CONDOM	Received Qty	Unit pcs	Lot No	Mfg. Date	Expiry Date	dated

Updating the Stock

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

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

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

Edit an existing invoice

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

Delete an existing invoice

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

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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	pes				

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

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

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 K 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.

Receive from Wareh	louse
 Receive Invoice 26/04/2011 06/04/2011 27/03/2011 09/03/2011 27/02/2011 	Basic Info Search Criteria Filter Criteria
Total Invoice (Filtered) : 5	

- 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.

Receive from Wareh	nouse
 Receive Invoice 26/04/2011 26/04/2011 27/03/2011 27/03/2011 09/03/2011 59 27/02/2011 	Basic Info Search Criteria Filter Criteria Invoice No. 59 Receive Date 09/03/2011 Received By Md. Delwar Hossain

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



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

Issue Youchers ▲ > \$402 > >> \$401 > >> \$399 > >> \$398 > >> \$396 > >> \$396 > >> \$395 > >> \$393 > >> \$393 > >> \$391 >		Dasic	Info Se	arch Criteria	Filter Crite	ria			
		Invo Unio SDP	ice No. n	PSTC, Loc	402 hanpur	SDP Group NGO			▼ Updated ▼
		Prep Appr Issue Ren	oared By roved By ed By narks	Md. Delwa S M Khairu Md. Delwa	r Hossain I Amin r Hossain	* * *	Date Date Date	03/0 03/0 03/0	5/2011 5/2011 5/2011
- 5389 - 5388 - 5387 - 5386 - 5386 - 5385		10	1168	Stock Ohu	LatNo		Mfa Dat	Can	celled
tem	Issuer	100	OTIK	STOCK QU	LOCINO		mig. Dau		xpily Date
Item									
	12,	000	pcs	184,000	47				
tem CONDOM SHUKHI DEPO-PROVERA/ PETOGEN	12,	000 880 600	pcs cy vials	184,000 48,915 9,960	47 48 50				
tem CONDOM SHUKHI DEPO-PROVERA/ PETOGEN 1ML, DISPOSABLE SYRINGE	12, 2,	000 880 600 600	pcs cy vials pcs	184,000 48,915 9,960 12,460	47 48 50 63				

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

State Vouchers	💐 Issue Vouchers	Sissue Vouchers	💐 Issue Vouchers
→ Saue Vouchers → 5403 → 5402 → 5401 → 5401 → 5399 → 5398 → 5396 → 5396 → 5395 → 5394 → 5391 → 5391 → 5390 → 5391 → 5389 → 5388 → 5387 → 5386 → 5386	Issue Vouchers 01. Rozi Aktar, FWV, Ra 5259 5258 5230 5125 5123 5083 4934 02. Nazma Begum, FWV 03. Hanufa Begum, FWV 04. Hunafa Begum, FWV 05. Peervin Khatun, FW 05. Peervin Khatun, FW 07. Muktahar Begum, FW 07. Muktahar Begum, FW 07. Rokeya Khatun, FW	 ☐ Issue Vouchers ☐ 04/05/2011 ☐ 33/05/2011 ☐ 12/04/2011 ☐ 11/04/2011 ☐ 06/04/2011 ☐ 06/04/2011 ☐ 15/03/2011 ☐ 14/03/2011 ☐ 09/03/2011 ☐ 09/03/2011 ☐ 17/02/2011 ☐ 10/02/2011 	Issue Vouchers Issue Vouchers Vpdated Image: Vpdat
Item	Item	Item	Item
	CT-380A DEPO-PROVERA/ PETOGEN MIL, DISPOSABLE SYRINGE		DDS KIT FOR FP & MCH-
Image: Weak of the second data of the second da	Image: Weight of the second data of the second	Received By Group By Invoice Date	Image: Weight of the section of th

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- Invoices can be grouped in four different ways Invoice No, Facility, Invoice Date and Update Status.
- <u>Grouping by 'Update Status' will help to identify new invoices which have not yet updated to stock.</u>
- 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.

🗟 Issue Vouchers	
 ☐ ☆ Issue Vouchers > 5403 > 5402 > 5401 > 5400 > 5399 > 5398 	Basic Info Search Criteria Filter Criteria Start Date 04/02/2011 End Date 05/05/2011

Enter a new invoice

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

Figure.

5400 5399 5398	lnvi Uni	oice No. on	5	5402 SDP Group NGO 💌						
> 5397 > 5396 > 5395	SDI	, 	PSTC, Loci	hanpur						
5394 5393	Prepared By		Md. Delwa	r Hossain I Amin	▼ Date	03/05/2011				
→ 5392 → 5391	Issu	ied By marks	Md. Delwa	r Hossain	▼ Date	te 03/05/2011				
						Cancelled				
5385 5385	 Image: Second sec									
Item	Issued Qty	Unit	Stock Qty	Lot No	Mfg. Date	Expiry Date				
	12,000	pcs	184,000	47						
📕 SHUKHI	2,880	су	48,915	48						
	600	vials	9,960	50						
DEPO-PROVERA/ PETOGEN	600	pcs	12,460	63						
DEPO-PROVERA/ PETOGEN 1ML. DISPOSABLE SYRINGE										

- 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.

 □ ▲ Issue Vouchers ▶ 5402 ▶ 5401 ▶ 5401 ▶ 5399 ▶ 5399 ▶ 5398 ■ 5397 ▶ 5396 		Basic Info S, Invoice No. Union SDP	c Inno Search Criteria Filter Criteria oice No. 5403 SDP Group WA on Updated P							
 5395 5394 5393 5392 5391 5390 5389 5388 5387 5386 		Prepared By Approved B Issued By Remarks	 Md. Delwa S M Khairu Md. Delwa 	r Hossain Il Amin r Hossain	▼ Date ▼ Date ▼ Date ▼ Date	04/05/2011 04/05/2011 04/05/2011 Cancelled				
tem	Issu	ed Qty Unit	Stock Qty	Lot No	Mfg. Date	Expiry Date				
Received By		Desi	gnation	- 1 1% &	Total Items	0				

Press

Save button.

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

		Invo Unio	ice No. n	5	403 •	FWA	FWA 🔹		
		SDP		1/Ka, Rokeya Begum, FWA, Raipura 💌					
		Prep	ared By	Md. Delwa S M Khairu	r Hossain I Amin	▼ Da	ite 04/0	5/2011	
		Issu Ren	ed By narks	Md. Delwa	r Hossain	▼ Da	ite 04/0	5/2011	
 5388 5387 5386 5965 	.						🗖 Can	celled	
em	Issu	ed Qty	Unit	Stock Qty	Lot No	Mfg. [Date E	xpiry Date	

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.

 → S403 → S403 → S402 → S401 → S401 → S400 → S399 → S398 → S397 	Basi Inv Uni SD	ic Info Sea oice No. on P	5403 SDP Group FWA Image: State of the					
> 5396 > 5395 > 5394 > 5392 > 5391 > 5392 > 5399 > 5389 > 5389 > 5387 > 5387	Pre Apj Issu Re	epared By proved By ued By emarks	Md. Delwa S M Khairu Md. Delwa	r Hossain I Amin r Hossain	• •	Date Date Date	04/05/2011 04/05/2011 04/05/2011	
Item	Issued Qty	/ Unit	Stock Qty	Lot No	M	lfg. Date	Expiry Date	
Figure By Received By Group By		Desigr	nation	200	▼ Total	ltems	0	

- 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.

 5403 5402 5401 5400 5399 5398 5396 5395 5395 5395 5394 5393 5392 5391 5399 5399 5399 		Invoic Union SDP Prepa Appro Issued	e No. red By ved By	54 1/ Ka, Rokr Md. Delwar	103 SDP 6	i roup FWA	Updated
→ 5396 → 5395 → 5395 → 5393 → 5392 → 5391 → 5389 → 5389 → 5388		Prepa Appro Issued	red By ved By	Md. Delwar	Hossain 👻		
5387 5386	× _	Rema	d By rks	S M Khairu Md. Delwa	Amin ▼ Hossain ▼	Date 0 Date 0 Date 0	44/05/2011 44/05/2011 44/05/2011
Item	Issue	d Qty L	Jnit	Stock Qty	Lot No	Mfg. Date	Expiry Date
	9	6000 (p	ICS	184000	47		
▶ ★ 😿 Received Bu		_	Desig	nation	- To	alltems	1
Group By		Þ*		2	× a	1	P
Issue Vouchers S403 5402 5401		Basic II	nfo Se :e No .	arch Criteria 5	Filter Criteria	iroup FwA	
 5400 5399 5398 5397 5396 		Union SDP		1/Ka, Rok	▼ eya Begum, FWA,Ra	ipura	Updated
 5395 5394 5393 5392 5391 5390 5389 		Prepa Appro Issue Rema	ared By oved By d By arks	Md. Delwa S M Khairu Md. Delwa	r Hossain 🔍 I Amin 👻 r Hossain 👻	Date 0	04/05/2011 14/05/2011 14/05/2011
	<u>~</u>						Cancelled
Item	Issue	ed Qty L	Jnit	Stock Qty	Lot No	Mfg. Date	Expiry Date
CONDOM	96	5,000 f	DCS	184000	47		
	Condod	Issue Vouchers Issue Study Issue Vouchers Issue Study Item Item Item Issue Item Issue Item Issue Item Issue Item Issue Item Issue	Image: Condom Image: Condom<	Image: Solution in the second seco	Induction Induction Induction Induction Issue Vouchers Induction Induction Induction Issue Vouchers Induction Induction Induction Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No Issue Vouchers Invoice No Invoice No Invoice No Invoice No	Invoice do y or in Decercity let no CONDOM 96000 pesignation Tol Group By Invoice No Invoice No Invoice No Issue Vouchers Basic Info Save Undo Designation Invoice No State Save Undo Delete Preview Delete Preview Save Undo Delete Preview Delete Preview Save Union State Save Save Union State Save Md. Delwar Hossain Save Save Save Md. Delwar Hossain Save Save Save Save Save Md. Delwar Hossain Save Save Save Save	Interest of the second of t

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.

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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).

V4 Press button. Update



- 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.

× button. Press Delete

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

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

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

Press F2 or click on any field to start editing.

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

- Change the fields as necessary.
- When done with editing, 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.

UIMS		X
2 Do y	vou really want to	delete the selected Invoice Item?
	Yes	No

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

Search a Issue Voucher

Press Search Criteria tab to find a specific invoice.

State Vouchers		
□ 3/05/2011 □ 03/05/2011 □ 12/04/2011 □ 11/04/2011 □ 06/04/2011 □ 15/03/2011 □ 14/03/2011 □ 12/04/2011 □ 15/03/2011 □ 14/03/2011 □ 14/03/2011 □ 17/02/2011 □ 10/02/2011	Basic Info Search Criteria Filter Criteria	

- 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.

			and the second s	1	9002N 02N	
+ <u>12/04/2011</u>	Invoice No.	4977	SDP Gr	oup	SACMO	. T
	Union	*			🗹 Uni	dated
① ① ① ① ① ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦	SDP	Sooman Khan, SACME) CharSubi	ddi		
⊞	301	o coman renan , omorne	2 ,000 dro doo	saun		
H 14/03/2011					s	
🗄 🦲 20/02/2011	Prepared By	Md. Delwar Hossain		Date	10/02/201	11
E 🦲 17/02/2011	Approved By	S M Khairul Amin	Ŧ	Date	10/02/201	11
	Issued By	Md. Delwar Hossain	Ψ.	Date	10/02/201	11
49//	Bemarks					_

Print Issue Voucher

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

			Upazila Family Planning Office Raipura, Narsingdi <u>Issue Voucher</u> *		<u>Office</u>	<u>Сору</u>
ISS	UINGOFF	ICE:Raipura, Narsingdi	Invoice	e No: 540	3	
	ISSUED	TO: 1/ Ka, Rokeya Begum, FV	Print	date: 06/05	5/2011	
S1#	Code	Article	Quantity Issued	Unit	Lot No.	Exp. Date
2335	00000000000	19495-200979. 1	In Number In Words		1000000000	0005400920
1	CO N001	CONDOM	96,000 Ninety-skriborsand	PCS	47	
	Prepar Sto	ed & Issued By ore in charge	Approved By Upazila Family Planning Officer	1/ Ka, Roke ya	Received 1 Begum, FW	By A,Raipura
8	Prepar Sto	red 욘 Issued By ore in charge	Approved By Upazila Family Planning Officer Upazila Family Planning Office Raipura, Narsingdi	 1/ Ka, Rokeya	Received 1 Begum, FW <u>Recipi</u> e	By A,Raipura ent Copy
2	Prepar St.	red & Issued By ore in charge	Approved By Upazila Family Planning Officer Upazila Family Planning Office Raipura, Narsingdi <u>Issue Voucher</u> *	 1/Ka, Rokeya	Received 1 Begum, FW <u>Recipi</u> e	Ву A,Raipura ent Copy
ssui	Prepar Str	red & Issued By ore in charge E: Raipura, Narsingdi	Approved By Upazila Family Planning Officer Upazila Family Planning Office Raipura, Narsingdi <u>Issue Voucher</u> *	1/Ka, Rokeya	Received 1 Begum, FW <u>Recipi</u> ice No: 54	By A,Raipura ent Copy 103
3501	Prepar Sto NG OFFIC SSUED TO	red & Issued By ore in charge E: Raipura, Narsingdi D: 1/ Ka, Rokeya Begum, FW	Approved By Upazila Family Planning Officer Upazila Family Planning Office Raipura, Narsingdi <u>Issue Voucher</u> * A,Raipura	1/Ka, Rokeya Invo Pri	Received 1 Begum, FW <u>Recipi</u> ice No: 54 nt date: 064	By A,Raipura ent Copy 103 05/2011

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.

From: To:
To:
To:

- 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

- **P**
- Press Close 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

- 🔏 Adj. Invoice	Basic Info Search Invoice No. Adjustment Type Remarks	ı Criteria Filter Crite e	eria	•	To	/Fron	n		•
		Prepared By Approved By Issued By			•	Dat Dat	e		Updated
	Item		Unit	Stock Qty		Qty	Lot No	Mfg. Date	Expiry D
otal Invoice (Filtered) : 0	<				Tol	tal Iter	ms 0		
otal Invoice (Filtered) : 0 Group By	× × ×	New Save	<i>2</i> /	Delate Pravi	Tol	tal Iter	ms 0		

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

Adj. Invoice Basic Info Sea	rch Criteria Filter Crite	eria				
Invoice No. 18 Adjustment T 17 Remarks 16 No.3 15 No.3	ype Return from Fac s suffering from fever, i 462 date-8/4/10, So s	20 ility (Usable s not abble he return th	to carring the DD ne kit.	To/From 23. R	enuara Begum, FWV, Sree sued IV	nagar 💌 Updated
	Prepared By Approved By Issued By	Md. Delv S M Kha Md. Delv	var Hossain irul Amin var Hossain	 Date Date Date 	24/05/2010 24/05/2010 24/05/2010	
> 7 > 6		Unit	Stock Qty	Qty Lot No	Mfg. Date	Expiry Date
5 4 3 2 1 DDS KIT FOR	FP & MCH-SERVIC	carton	С	1		
Invoice (Filtered) : 20 🛛 🕨 🕷				Total Items	1	

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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:

Adjustment Type		•
Remarks	Add to Stock Deduct from Stock	
	Receive from Another Upazila	
	Return from Facility (Unusable)	
	Return from Facility (Usable)	
	Return to Warehouse	
	Transfer to Another Upazila	
	Transfer to Unusable	
	Unusable Destroy	

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

Adjustment Invoice	💐 Adjustment Invoice	Adjustment Invoice
Adj. Invoice 20 20 20 20 19 18 17 16 515 14 13 12 11 10 9 8 7 6 5 4 3 2 1 1 1 1 10 9 14 13 12 11 10 9 8 7 6 5 14 11 10 9 11 11 10 11 11 11 11 11 11 11	 Adj. Invoice 24/05/2010 23/05/2010 27/08/2009 26/08/2009 23/11/2008 30/10/2008 29/10/2008 29/07/2008 29/07/2008 29/05/2008 29/05/2008 29/05/2008 29/05/2008 29/04/2008 	Adj. Invoice Add to Stock 17 16 11 10 8 7 6 3 Deduct from Sto Return from Faci Return from Faci
Total Invoice (Filtered) : 20 Group By Invoice No	Total Invoice (Filtered) : 20 Group By Invoice Date	Total Invoice (Filtered) : 20 Group By Adj. Type

- 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.

🖞 Adj. Invoice	Basic Info Search Criteria Filter Criteria
🕨 20	-
🕨 19	Start Diate 05/02/2000
18	
🕨 17	End Date 06/05/2011 Filt
🕨 16	
🕨 15	
🕨 14	

Enter a new invoice

•	Press	▶*	from the command buttons block. The form will look like the following
		New	

Figure.

Adj. Invoice Adj. Invoice 20 19 19 18 17 16 16 15 14 12	Basic Info Search Criteri Invoice No.	a Filter Crite	eria 21	×	To/Fro	m		Updated
12 12 11 10 9 8	Pre Apj Isst	epared By proved By Jed By	Md. Delv S M Kha Md. Delv	var Hossain irul Amin var Hossain	✓ Da✓ Da✓ Dat	te 06/05/2011 te 06/05/2011 e 06/05/2011]]	
7 5 4 3 2 1			Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Date
Total Invoice (Filtered) : 20 Group By	▶ * ₩	▶* New	Nave	Undo Delet	Total Ite	ms 0 V Update Close		

- 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.

Adj. Invoice	Basic Info Search Criteria Filter Cr	iteria					
 19 18 17 16 15 14 	Invoice No. Adjustment Type Add to Stock Remarks	21	•	To/Fro	m Raipura, Narsing		▼ Updated
···· ▶ 13 ···· ▶ 12 ···· ▶ 11 ···· ▶ 10 ···· ▶ 9 ···· ▶ 8	Prepared By Approved By Issued By	Md. Del S M Kha Md. Del	war Hossain airul Amin war Hossain	 ✓ Da ✓ Da 	te 06/05/201 te 06/05/201 te 06/05/201	1] 1] 1]	
7 6 5 4 3 2 1		Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Date
otal Invoice (Filtered) : 20 Group By	→+ K	N	90 MK	Total Ite	ems D		

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Press Save button.

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

👍 Adj. Invoice	Basic Info Search Criteria Filter Cri	teria					
	Invoice No. Adjustment Type Add to Stock Remarks Return from FWV Ashma K	21	▼ T(o/From Ra	ipura; Narsingd		
13 13 12 11 10 9	Prepared By Approved By Issued By	Md. Delwar S M Khairul Md. Delwar	Hossain + Amin + Hossain +	Date Date Date	06/05/2011 06/05/2011 06/05/2011]]	
) 8) 7	Item	Unit	Stock Qty	Qty Lot N	lo	Mfg. Date	Expiry Date
6 5 4 3 2 1	CONDOM	pcs		200			31/12/2010
al Invoice (Filtered) : 21 oup By	▶ * ₩		Te	otal Items	1		

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

Invoice Items Entry

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

Adj. Invoice	Basic Info Search Criteria Fi Invoice No. Adjustment Type Add to Si	Iter Crite	ria 21	•	To/Fro	n Raipura, Narsing	di	
18 17 16 15 14 13	Remarks							Updated
13 12 11 10 9	Prepare Approve Issued B	ed By ed By y	Md. Delv S M Kha Md. Delv	var Hossain irul Amin var Hossain	 ▼ Da ▼ Dat 	te 06/05/201 te 06/05/201 e 06/05/201	1 1 1	
	Item	¥	Unit	Stock Qty	Qty	Lot No	Mfg. Date	Expiry Date
al Invoice (Filtered) : 21	▶+ ₩				Total Ite	ms 0		

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- 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.

Adj. Invoice	Basic Info Search Criteria F	Iter Criteria				
20 19 18 17 16 15	Invoice No. Adjustment Type Add to S Remarks Return from FWV A:	21 tock shma Khatun		To/From Raipura, N	arsingdi	• Updated
14 13 12 12 11 11 10 9	Prepare Approv Issued B	ed By Md. De ed By SMKP y Md. De	Ilwar Hossain Iairul Amin Ilwar Hossain	▼ Date 06/0 ▼ Date 06/0 ▼ Date 06/0	5/2011 5/2011 5/2011	
▶ 8 ▶ 7	Item	Unit	Stock Qty	Qty Lot No	Mfg. Date	Expiry Date
6 5 4 3 2 1		pcs		200		31/12/2010
I Invoice (Filtered) : 2 oup Bu	1 +* 15%			Total Items	1	

 21 20 19 18 17 16 15 14 	Invoice No. Adjustment Type Add to Stock Remarks Return from FWV Ashma K	21] hatun	T	To/Fr	om Raipura, Narsing		▼ Updated
	Prepared By Approved By Issued By	Md. Del S M Kha Md. Del	war Hossain airul Amin war Hossain	 D D D 	ate 06/05/201 ate 06/05/201 ate 06/05/201	1 1 1	
	Item	Unit	Stock Qty	Qt	ty Lot No	Mfg. Date	Expiry Date
> 6 > 5 > 4 > 3 > 2 > 1		pcs		200)		31/12/2010
Invoice (Filtered) : 21	→	1	- n - K	Total I	tems 1		

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.



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

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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

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

Press F2 or click on any field to start editing.

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

- Change the fields as necessary.
- When done with editing, 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 K button.
- A confirmation dialog will be shown.

UIMS		X
2 Do 3	ou really want to	delete the selected Invoice Item?
	Yes	No

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.

Invoice No.	15
Adjustment Type	Deduct from Stock
	Invoice No. Adjustment Type Remarks

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

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Form 3

WV,Raipura m,FWV, Char ım, FWV,Moh ın ,FWV, Mus	nder	ID SDP	Iter Unterna 01. Rozi A	1042 ktar, FWV,Ra	SDP Grou	p FwV		•	
un,FWV, Mirj Khatun,FWV, gum, FWV,O	apu Ra ipur 👽	Reported I	fonth April Year	21	Entry D 011	ate	03/05/20	11	
Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
48	232	42	42	25	18			30	37
	100	39	39	25	100			50	
48	332	81	81	50	118			80	37
48	332	81	81	50	118			80	37
		58	58	21	20			14	1
48	332	23	23	29	98			66	36
	WV,Rapuraj m,FWV, Char m, FWV, Mot in ,FWV, Mus un,FWV, Mus un,FWV, Mus khatun,FWV, gum, FWV,Ol Oral Pill (Sukhi) (Cycles) 48 48 48	WV,Raipur3 m,FWV, Chander in ,FWV, Mohesh in ,FWV, Musapu un,FWV, Mirjapu khatun,FWV, Ra gum, FWV,Olipur ✔ Oral Pill (Cycles) 48 232 100 48 332 48 332	WV.Rapura m,FWV, Chander in ,FWV, Musapu un,FWV, Mirjapu khatun,FWV, Ra gum, FWV, Olipur ID SDP Oral Pill (Sukhi) (Sukhi) (Cycles) Reported N Reported N (Nirapad) (Pcs) 20-Provera) (Vials) 0ral Pill (Sukhi) Condom (Nirapad) (Pcs) 20-Provera) (Vials) 48 232 48 332 48 332	Oral Pill (Sucki) Condom (Nirapad) (Nirapad) Injectables (Nirapad) (Nirapad) Disposable Spp Oral Pill (Sucki) Condom (Nirapad) (Nirapad) Injectables (Nirapad) (Nirapad) Disposable Syringe (Nirapad) 48 232 42 42 100 Spp 01. Rozi A 8 232 42 42 100 39 39 48 332 81 48 332 81 48 332 81	WW,Raipurs Dubble in an end of the initial currents m,FWV, Chander ID 1042 m,FWV, Chander ID 1042 SDP 01. Rozi Aktar, FWV,Ra SDP gum, FWV, Musapu un,FWV, Miraput Reported Month April Reported Month April Reported Year 2 Oral Pill Condom Injectables Disposable IUD (Pcs) (Sukhi) (Nirapad) Injectables Disposable IUD (Pcs) (Sukhi) (Nirapad) 100 39 39 25 48 332 81 81 50 48 332 81 81 50	WW.Raipurs Dublic Curcina m, FWV, Chander ID 1042 SDP Grout m, FWV, Mohesh in , FWV, Misapu SDP 01. Rozi Aktar, FWV, Raipura ym, FWV, Misapu Reported Month April Entry D Reported Month April Entry D Volume Injectables Disposable IUD (Pcs) (Sukhi) (Nirapad) Injectables Disposable (Sukhi) (Nirapad) Injectables Disposable 48 232 42 42 25 48 332 81 81 50 48 332 81 81 50 48 332 81 81 50	WW,Raipura ID 1042 SDP Group FwV m,FWV, Chander ID 1042 SDP Group FwV m,FWV, Chander ID 1042 SDP Group FwV SDP 01. Rozi Aktar, FWV,Raipura ID Entry Date gum, FWV, Olipur Implant Entry Date Entry Date Implant Condom Injectables Disposable IUD (Pcs) Implant ECP Syringe (Rozi Aktar) Inijectables Disposable IUD (Pcs) Implant ECP (Cycles) (Provera) 0-Proveral (nos) 100 10 10 48 232 42 42 25 18 100 118 10 48 332 81 81 50 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 118 <td>WV,Rajpura ID 1042 SDP Group FwV m, FWV, Chander ID 1042 SDP Group FwV soperation SDP 01. Rozi Aktar, FWV,Raipura ID 03/05/20 m, FWV, Mirapu Markatur, FWV, Raipura Entry Date 03/05/20 Reported Month April Entry Date 03/05/20 Reported Year 2011 Condom Injectables Disposable IUD (Pcs) Implant ECCP DDS Kit (Suckini) (Nirapad) jo-Proveral (nos) (Set) (Doe) 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100<!--</td--><td>WW.Raipurs Docume Pitter Citeria m, FWV, Chander m, FWV, Mohesh in , FWV, Musapu un, FWV, Misapu khatun, FWV, Ra gum, FWV, Olpur D 1042 SDP Group FwV Implant Implant</td></td>	WV,Rajpura ID 1042 SDP Group FwV m, FWV, Chander ID 1042 SDP Group FwV soperation SDP 01. Rozi Aktar, FWV,Raipura ID 03/05/20 m, FWV, Mirapu Markatur, FWV, Raipura Entry Date 03/05/20 Reported Month April Entry Date 03/05/20 Reported Year 2011 Condom Injectables Disposable IUD (Pcs) Implant ECCP DDS Kit (Suckini) (Nirapad) jo-Proveral (nos) (Set) (Doe) 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 100 </td <td>WW.Raipurs Docume Pitter Citeria m, FWV, Chander m, FWV, Mohesh in , FWV, Musapu un, FWV, Misapu khatun, FWV, Ra gum, FWV, Olpur D 1042 SDP Group FwV Implant Implant</td>	WW.Raipurs Docume Pitter Citeria m, FWV, Chander m, FWV, Mohesh in , FWV, Musapu un, FWV, Misapu khatun, FWV, Ra gum, FWV, Olpur D 1042 SDP Group FwV Implant Implant

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

LMIS Form 3		× 6	asic Info F	ilter Criteria						
01. Rozi Aktar, F 02. Nazma Begur 13. Hanufa Begu 4. Hunafa Begu	WV,Raipura n,FWV, Char m, FWV,Moh n ,FWV, Mus	ider esh apu	ID SDP	01. Rozi A	1042] ktar, FWV, R	SDP Grou aipura	ip FWV		•	R
05. Peervin Khati 06. Nurunnahar H 07. Muktahar Beg 07. Muktahar Beg otal Form 3 (Filtered) : 105	un,FWV, Mirj (hatun,FWV, gum, FWV,Ol	apu Ra ipur 🗸	Reported Reported '	Month April Year	2	- Entry (2011))ate	03/05/.2	<u>) (1</u>	
	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	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 Adjustment (+)	48	332	81		50	118			80	37
Total this Month	40	333	01		50	110			90	27
Distribution this Month	70	332	58	58	21	20			14	
Closing Balance this Month Stock Out Reason Code Days Stock Out	48	332	23	23	29	98			66	36
* ₩ Group By Month-Year > SD ▼		n) Nev	v Save	Undo Di	× 🄃				

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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 *New* from the command buttons block. The form will look like the following

Figure.

🕷 LMIS Form 3 *								
🖃 🗳 LMIS Form 3	Basic Info F	ilter Criteria						
	ID SDP	01. Rozi A	.ktar, FWV,F	SDP Grou Taipura	p FwV		•	
	Reported I Reported `	Reported Month April Entry Date 05/05/2011 Reported Year 2011						
Total Form 3 (Filtered) : 105								
Oral Pill Condor (Sukhi) (Nirapac (Cycles) (Pc:	m Injectables d) s) po-Provera) <u>(Vials)</u>	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Group By Month-Year > SD	►* Nev	v Save	Undo D	K Delete Close				

- 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.



The form will look like the following Figure.

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April-2011 O1. Rozi Aktar, F ¹ O2. Nazma Begur O3. Hanufa Begur O4. Hunafa Begur	WV,Raipura h,FWV, Chan h, FWV,Moh h, FWV, Mus	der B	Basic Info Fi ID SDP	lter Criteria	1042 .ktar, FWV,R	SDP Grou aipura	ip FwV		•	
OS. Peervin Khatu OG. Nurunnahar K O7. Muktahar Beg	ın,FWV, Mirj hatun,FWV, jum, FWV,Oli	apu Ra ipur 🗸	Reported I	fonth April Year	2	Entry [2011]	Date	03/05/20	11	
	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Opening Balance										
Received this Month										
Balance this Month										
Adjustment (+)										
Adjustment (-)										
Total this Month										
Distribution this Month										
Closing Balance this Month										
Stock Out Reason Code										
Days Stock Out										
* 🐹										
Group Ru										
citoup by				00	0.	M 54				

Form 3 Details Entry

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

 April-2011 01. Rozi Aktar, F 02. Nazma Begui 03. Hanufa Begui 04. Hunafa Begui 	WV,Raipura m,FWV, Char m, FWV,Moh m, FWV, Mus	ider	Basic Info F ID SDP	ilter Criteria	1042 ktar, FWV,R	SDP Group aipura	FwV	•	
05. Peervin Khat 06. Nurunnahar 07. Muktahar Be	un,FWV, Mirj Khatun,FWV, gum, FWV,OI	apu Ra ipur 🔜	Reported I Reported `	Month April Year	:	Entry Date	0370	5/2011	
fotal Form 3 (Filtered) : 105									
	Oral Pill (Sukhi) (Cycles)	Condom (Nirapad) (Pcs)	Injectables po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP DDS K (Dose) (no:	it Saree s) (pcs)	Lungee (pcs)
Opening Balance				· · · · · · · · · · · · · · · · · · ·					
Received this Month					-	e		1520	
Balance this Month					UIM	5			
Adjustment (+)						S			
Adjustment (-)						💋 🛛 Do you re	ally want to fill the	e Form 3?	
📕 Total this Month						ч			
Distribution this Month						Vec	No	1	
Closing Balance this Month									
Stock Out Reason Code					-				
Days Stock Out									
* *									
Come Bu									
аточр ву				01	0.	M 1 1			
Month Year \ CD -						10 APC			

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

	Lungee	11	03/05/20	Date [Entry D						
Oral Pail (Sukki) Condom (Nirapad) (Pos) Injectables (Syringe (Pos)) IUD (Pos) Implant (Set) ECP (Dos) DDS Kit (nos) Saree (pos) I 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	Lungee	1			1	2	Yonth April Year	Reported I	japu , Ra lipur 👽	tun,FWV, Mirj Khatun,FWV, gum, FWV,O	
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	(pcs)	Saree (pcs)	DDS Kit (nos)	ECP (Dose)	Implant (Set)	IUD (Pcs)	Disposable Syringe (nos)	Injectables po-Provera) Mialst	Condom (Nirapad) (Pcs)	Oral Pill (Sukhi) (Cycles)	
Received this Month 100 39 39 25 100 50 Balance this Month 48 332 81 81 50 118 50					18	25	42	42	232	48	Opening Balance
Balance this Month 48 332 81 81 50 118 50		50			100	25	39	39	100		Received this Month
A de contra conte / a X		50			118	50	81	81	332	48	Balance this Month
Adjustment (+)											Adjustment (+)
Adjustment (-)											Adjustment (-)
Total this Month 48 332 81 81 50 118 50		50			118	50	81	81	332	48	Total this Month
Distribution this Month											Distribution this Month
Closing Balance this Month 48 332 81 81 50 118 50		50			118	50	81	81	332	48	Closing Balance this Month
Stock Out Reason Code											Stock Out Reason Code
Days Stock Out											Days Stock Out

- 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.

S LMIS Form 3										
April-2011		s Ba	asic Info Fi	lter Criteria						
 O1. Kozi Aklar, 1 O2. Nazma Begur O3. Hanufa Begur O4. Hunafa Begur 	m,FWV, Chander m, FWV, Mohesh n ,FWV, Musapu		D SDP	01. Rozi A	1042 ktar, FWV, R	SDP Grou aipura	p FwV		•	
	un,FWV, Mirjapu Khatun,FWV, Ra gum, FWV,Olipur		Reported N	Aonth April Year	ć	✓ Entry D 2011	ate	03/05/20	11	
	Oral Pill C (Sukhi) (N (Cycles)	irapad) (Pcs)	Injectables po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	İmplant (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	
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	ン Undo D	elete Close				

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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.

UIMS		2
?	Do you really want	to delete the selected Form3
	Yes	No

- 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 po-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 po-Provera) (Vials)	Disposable Syringe (nos)	IUD (Pcs)	Implant (Set)	ECP (Dose)	DDS Kit (nos)	Saree (pcs)	Lungee (pcs)
Dpening 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 M button.
- A confirmation dialog will be shown.

UIMS		
2	Do you really want to	delete all of the items in Form3?
	Yes	No

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.

Basic Info Filter Crite	ria			
Start Month-Year	January	-	2011	V
End Month-Year	May	•	2011	Filter

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

LMIS Form 2 April-2011 March-2011 February-2011 January-2011			Basic Info Filter Criteria							
		ID Reporte Reporte	ed Month ed Year		•	Union Entry Date Total FWAs		2		
						Repor	ts Submitted			
Total Form 2 (Filtered) : 96	l oii	_	[T.1.]	A.F. 1	[A.P		Di Li Li Li	el i		D. I
Name of FWA	Balance	neceivea	TOTAL	Adjustment (+)	Adjustment (·)	Total	Distribution	Balance	Out Reason	Stock Out
▶ K DralE	ill (Sukhi) (Cvcl	es) Condo	om (Nirapa	ad) (Pcs) In	jectables (Dej	po-Provera	a) (Vials) Dis	posable S	vringe (nos)	ECP (Dos
🕨 🕷 🛛 🕹	ill (Sukhi) (Cycl	es) Condo	om (Nirapa	ad) (Pcs) In	jectables (Dej	po-Provera	a) (Vials) Dis	posable S	yringe (nos)	ECP (Dos

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

Si LMIS Form 2					
LMIS Form 2 April-2011 B March-2011 February-2011 F January-2011 January-2011 Total Form 2 (Filtered): 96	A	Basic Info Filter Crit ID [Reported Month Reported Year [eria • • Rep	Union Entry Date Total FWAs ports Submitted	B
Name of FWA	Opening Received Balance	I Total Adjustmen (+	t Adjustment Gran) (-) Tot	id Distribution Clo al Bala	sing Stock Days ince Out Stock Reason Out
Market State St	(Sukhi) (Cycles)	C	njectables (Depo-Provi	era) (Vials) Disposa	ble Syringe (nos) _ ECP (Dose)]
Group By Month-Year > SD 💌	D	▶ * थे New Sav	e Undo Delete	Close	

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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

-				
_	10		r/	<u>٦</u>
	IU	u	15	3.
-		-		

🗟 LMIS Form 2 *						
- LMIS Form 2	Basic Info Filter Criteria ID Union Union U. Raipurs Reported Month April Entry Date 05/05/2011 Reported Year 2011 Total FWAs Reports Submitted					
Name of FWA Opening Balance Balance	ad Total Adjustme	nt Adjustment Grand +) (·) Total	Distribution Clo Bala	ising Stock I out S Reason	Days tock Out	
Group By Month-Year > SD	dom (Nirapad) (Pcs))	Injectables (Depo-Prover.	a) (Vials)] Disposal	ble Syringe (nos) Et	<u>CP (Dose)</u>	

- 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)



The form will look like the following Figure.

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LMIS Form 2 Ay-2011 Ay-2011 April-2011 March-2011 March-2011 February-2011 January-2011 January-2011			Basic Info ID Reported Reported	Filter Crite d Month M d Year	ria 1ay	927 2011 Repor	Union Entry Date Total FWAs ts Submitted	01. Raip	ura <u>1</u> 05/05/201	▼ 11 6
Name of FWA	Opening Balance	- Received	Total	Adjustment (+)	Adjustment (-)	Grand Total	Distribution	Closing Balance	Stock Out Reason	Days Stock Out
Grand Total										
* 105		. [(AL)	10-11 h	in the log		106-11 D:			500 (David)
Group By	I (Sukhi) (Cycl	esj Londi	om (Nirapad	<u>) (PCs) In</u>	lectables (De		ij (Viais) j Dis	sposable 5,	yringe (nos)	

Form 2 Details Entry

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

a LMIS Form 2		
⊡-LMIS Form 2	Basic Info Filter Criteria	
 Pray-2011 ● April-2011 ● March-2011 ● February-2011 ● January-2011 	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	ceived Total Adjustment Adjustment Grand Distribution Closing Stock Days (+) (-) Total Balance Out Stock Reason Out	
Grand Total	UIMS Do you really want to fill the Form 2?	
	Yes No	
Dral Pill (Sukhi) (Cycles) Group By Month-Year > SD	Condom (Nirapad) (Pcs) Injectables (Depo-Provera) (Vials) Disposable Syringe (nos) ECP (Do ** Image: Condom (Nirapad) Image: Condom (Nirapad) Image: Condom (Nirapad) Image: Condom (Nirapad) New Save Undo Delete Close	se)

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

E LMIS Form 2			Basic Into Filter Criteria									
01. Raipura			ID			927	Union	01. Raip	ura 🗖	-		
+ March-2011			Reporte	d Month	May 💌 Entry		Entry Date	y Date 05/05/2011				
E February-2011			Benorte	d Year	2011 Tota		Total FWAs	EWAs 6				
⊞-January-2011												
						Repor	ts Submitted	L				
stal Form 2 (Filtered) : 97												
Karronniz (rikorda). Sr												
lame 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				
🐮 📉 🛛 Oral Pill (S	Sukhi) (Cycl	es) Condo	m (Nirapa	id) (Pcs) In	jectables (De	po-Provera	a) (Vials) Dis	posable S	yringe (nos)	ECP (Dose)		
Crewe Bu												
Group By					0.							

- 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

LMIS Form 2			Basic Info	Filter Crite	eria					
01, Raipura			ID	Г		927	Union	01. Raip	ura ·	-
			Benorte	d Month	1au	-	Entry Date		05/05/201	ก
February-2011			nopone		·····					
🕀 January-2011			Reporte	d Year		2011	Total FWAs			6
						Repor	ts Submitted			
otal Form 2 (Filtered) : 97										
Name of FWA	Opening Balance	Received	Total	Adjustmen (+	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	1	
- Frankel										
🕨 🕷 🛛 🕹 🕹	Sukhi) (Cycl	es) Condo	om (Nirapa	id) (Pcs) Ir	ijectables (Dep	oo-Provera	a) (Vials) Dis	posable S	yringe (nos)	ECP (Dose)
Group By				1 122	1 2000					

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.

UIMS			X
? •	o you really want	to delete the selecte	ed Form2?
	Yes	No	

- 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
📕 17 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 K button.
- A confirmation dialog will be shown.

UIMS		×
2	Do you really want to delete all of t	he items in Form2?
	Yes No	

 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.

Start Month-Year	January	-	2011	V
End Month-Year	May	-	2011	Filter

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

Supply Plan

Supply Plan May-2011 April-2011 March-2011 February-2011 January-2011 December-2010	Basic Info	May	59 • 2011	Upazila Raip District	oura, Narsingdi 👻 Narsingdi
otal Supply Plan : 37 SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
🕻 FWA			l		
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 Ferdausi, 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, Condom (pcs) Shuk	/May/2011 [khi (cycles)	184,00	0 Supp 10A (pcs)	Ily Quantity	83,600 vials)
Rationing % Condom:	Shukhi:		Injectabl	e:	Recalculate
3roup By Month-Year	* 🔛	Undo Delete			erate Issue

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.

💐 Supply Plan					
Supply Plan	Basic Info				
April 2011	ID		69	Upazila Pai	oura, Narsingdi 👻
 February-2011 	SPR For	May	K -	District	Narsingdi
January-2011	Von		2011		
December-2010	1 cai	L	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 Ferdausi, FWA, Raipura	240	720	310	410	500
2/ Kha, Khodeja, FWA, Raipura	120	360	668		700
3/ Ka, Changana Rani Shana, FwA, Raipura	209	192	102	690 590	/00
3) Kna, Farida Begum, FWA, Raipura	503	1,509	913	596	600
1) Ka, Abeda Sultana, PWA, Chander Kandi	1 504	4 752	2,177	2.004	2 100
2/ Ka, Kendala beguni, i wa, Chander Kandi 2/ Kha, Eozila Khatun EWA, Chander Kandi	336	1,008	1 042	2,090	2,100
3/ Ka, Suravia Begum EWA, Chander Kandi	720	2,160	1 899	261	300
31 Kba, Samsuppahar, EWA Chander Kandi	840	2 520	2 552		000
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] Supp	ly Quantity	83,600
Condom (pcs) Shuk	hi (cycles	1UD CT-380	A (pcs)	Injectables (vials)
Rationing % Condom	Shukhi	IDU:	Injectable		Recalculate
- Group By					
Month-Year 💌 💦 Ne	* H w Save) MK Undo Delete	Preview 0	Şl∳ Gen Ilose V	erate Issue ouchers

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 mush 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.

	Basic Info ID SPR For Year	June	▼ 2011	Upazila Rai District	ipura, Narsingdi 👻 Narsingdi
SDP	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
Stock as a Condom (pcs)	on 01/May/2011 [Shukhi (cycles)) IUD CT-:	0 Supp 380A (pcs)	ly Quantity	0 (vials)
Group By	▶*			* ¶# Ger	nerate Issue

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



The form will look like the following Figure.

Supply Plan June-2011 May-2011 May-2011 March-2011 March-2011 March-2011 February-2011 January-2011 Total Supply Plan : 38		Basic Info ID SPR For Year	June	60 • 2011	Upazila Rai	ipura, Narsingdi 🔹 Narsing
SDP		Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
Cond	Stock as on 01, om (pcs) Shuk ng % Condom:	(May/2011 chi (cycles) Shukhi:) IUD CT-3	0 Supp 180A (pcs)	Injectables (vials) Recalculate
Group By Month-Year 🔻	•	* 1	 ₩		Ger	nerate Issue

Generation of Supply Plan Details

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

St Supply Plan - 3upply Plan - May-2011 - April-2011 - March-2011	Basic Info D D SPR For June District Narsingd
January-2011 Total Supply Plan : 38	Year 2011
SDP	Last Month's Max Quantity Closing Alloted Quantity Actual Supply Quantity
UIMS	
?	Do you really want to fill the Supply Plan Items?
	Yes
Stock as on	01/May/2011 0 Supply Quantity 0
Condom (pcs) S	ukhi (cycles) IUD CT-380A (pcs) Injectables (vials)
Rationing % Condo	m Shukhi: IDU: Injectable: Recalculate
Group By Month-Year	Image: https://www.save Image: https://www.save Image: https://www.save Generate Issue New Save Undo Delete Preview Close Vouchers

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

		SPR For	May		District	Narsingdi
	 February-2011 Japuary-2011 	Vear		2011		
Total	I Supply Plan : 38		2	6		
SDF	P	Last Month's Distribution	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity
۵r	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 Ferdausi, FWA, Raipura	240	720	310	410	500
	2/ Kha, Khodeja,FWA, Raipura	120	360	668		
	3/ Ka, Chandana Rani Shaha,FWA, Raipura	a 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 Kano	di 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	i 720	2,160	1,899	261	300
	3/ Kha, Samsunnahar, FWA, Chander Kandi	i 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.	a l		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
•*	K Stock as on	01/May/2011 [184,000) Supp	ly Quantity	83,600
	Creation (mark) Sh	ukhi (cvcloc)	UUD CT-38		Injectables ((ialc)
	Condom (pcs)	iukiii (cycles)	100 01-30	un (hrs)	injectables (v	naisj

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

				о 1 с и с и с и с		3						r	Deer	Descus	_						
			CO	laom				5	UKII			Deportovala					100				
Name of the Worker	Designation	LMD	MarGity	CBL	Qty1 B 0	QtyAs	LMD	Mar@ty	CBL	Qty1 B0	QtyAs	LMD MarGty CBL GtyTBS GtyAS				QtyAs	LMD	MasQty	CBL	Qty180	QtyA
1/ Ka, Rokeya Begum, FWA,Ralpura	FWA	540	1,620	1,214	406	600	357	1,071	1,105	0	0	25	75	68	7	7	1. I	1 3			1
1/ Kha, Tahura Begum , FWA , Ralpura	FWA	552	1,696	778	878	900	300	900	514	395	390	10	30	11	19	19					
2/ Ka, Rumi Ferdausi, FWA, Ralpura	FWA	240	7.20	310	+10	600	212	636	+12	224	226	6	18	30	0	0					
2/ Kha, Khodela, FWA , Ralpura	FWA	120	360	668	0	0	366	1,096	357	7+1	760	6	18	9	9	9		î î			
3/ Ka,Chandana Rani Shaha,FWA, Ralpura	FWA	264	792	102	690	700	214	642	301	341	345	3	9	14	0	0					1
3/ Kha, Farida Begum, FWA,Ralpura	EWA	503	1,909	913	596	600	240	720	337	383	390	6	18	21	0	0					
I/ Ka, Ate da Gullana, FWA,Chander Kandi	FWA	1++	+32	3,177	0	0	27 +	822	+02	+20	420	8	24	89	0	0					
2/Ka, Renuara Begum , FWIA (Chander	FWA	1,58+	+,752	2,695	2,096	2,100	127	381	258	113	120	+1	123	109	14	14		a - 12			1
2/ Kha, Foolla Khakin,FWA, Chander Kandl	FWA	335	1,008	1,042	0	0	202	606	406	200	2 10	10	30	+1	0	0	1				1
3/Ka, Surayla Begum, FWA, Chander Kandl	FWA	7.20	2,160	1,899	261	300	296	888	935	0	0	35	105	49	96	66					
3/ Kha, Samsunnahar, FWA,Chander Kandi	FWA	840	2,520	2,552	0	0	198	594	+12	182	195	+	12	56	0	0		(
1/ Ka, Faild a Begun ,FWA, Moheshpur	FWA	700	2,100	1,390	710	800	172	516	283	233	240	32	96	52	++	44		а. — 19			1
I/ Kha, Beauly Rani Shaha,FWA,	EWA	600	1,800	7.20	1,080	1, 100	226	678	559	119	120	14	42	28	14	14	2				
2' Kha, Ghapina Ara Begum ,FWA ,	FWA		0	1,253	0	0	0	0	+72	0	0		0	0	0	0					
3/ Ka, Gayeda Rahman, FWA, Moheshpur	FWA	500	1,500	1,069	+11	600	199	597	373	224	225	20	60	55	5	6					
1/ Ka,Maya Rani Das,FWA,Musapur	FWA	840	2,520	1,460	1,060	1, 100	262	786	+52	334	345	19	57	71	0	0					1
1/ Kha, Basumoli Biswas, FWA, Musapur	FWA	67.2	2,016	1,059	957	1,000	148	+++	520	0	0	25	75	41	34	34	1	1 0			
2/Ka, Akhilar Mohol Begum, FWA, Musapur	FWA	396	1,188	688	500	600	230	690	+37	253	266	32	96	+1	55	66					
N Ka, Shahana Mom lai, FWA, Musapur	FWA	876	2,628	1,895	742	\$00	164	+92	288	20+	2 10	22	66	38	28	28					
3' Kha, Suabarna Deuna In, FWA, Musapur	FWA		0	2,100	0	0		0	306	0	0		0	72	0	0		a 92			1
1/ Ka, Monwara Begum, FWA, Mislapur	EWA	708	2,124	1,237	887	900	199	597	485	111	120	23	69	31	38	38	1	0			
1/ Kha, Rokeya Begum , FWA Mitlapur	EWA	900	2,700	1,836	86+	900	190	570	390	180	180	+5	135	75	60	60					
2/ Ka, Shatla Begum , FWA Mildapur	FWA	876	2,628	1,712	916	1,000	362	1,086	719	367	376	50	150	190	0	0					
2/ Kha, Piyara Begum, FWIA,Mirjapur	FWA	660	1,980	1,103	877	900	417	1,251	850	401	40.6	15	45	20	25	26					1
2, Halima Begum , FWA ,Raiha Hagar	EWA	384	1,152	827	325	400	375	1,125	605	520	626	29	87	91	0	0	1				
3, Dip I Mollick, FWA, Radha Kagar	EWA	312	936	1,095	0	0	296	888	673	215	226	20	60	22	38	38					
1, Monwara Begum ,FWA, Olipura	FWA.	900	2,700	1,220	1,480	1,600	157	471	33+	137	160	22	66	26	40	40		-			
2/ Ka, Kasina Khanam , FWA, Olipura	EWA	636	1,908	1,458	450	600	200	600	437	163	166	30	90	78	12	12		1			
2/ Kha, Mahenur Begum ,FWA , Olipura	EWA	495	1,358	777	591	600	122	355	220	145	160	10	30	38	0	0					
3, Morlom Begum ,FWA, Olipura	FWA	225	678	1,034	0	0	381	1,143	835	308	3 16	8	24	52	0	0					
, Moymuna Segum , FWA , Ullar Bakhar	FWA.	36	108	193	0	0	202	606	367	239	240		0	12	0	0					
V Kha, Anioli Rani Mondol, FWA, Ullar	EWA	504	1,512	1,118	394	400	27.2	816	516	300	300	10	30	89	0	0		1			
3/ Ka, Rowshon Ara Begum , FWA , Ullar	EWA	120	350	352	8	100	157	+7.1	406	63	76	68	204	100	10+	100		-			

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- 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

-	LMIS Form 7B April-2011	sasic into									
	March-2011	ID		80	Upazi	ila Raip	oura, Narsinj	gdi	Ψ.		
	February-2011	Reported Month	April	-	Dist	trict			Narsingdi		
	December-2010	Beported Year		2011	Total S			130			
	November-2010	neponeu reu		2011	Tutara			100			
	October-2010	Reports Submitted		130	Rema	arks				~	
SL#	Article	Opening Balance	Received	Issued	djustment	tjustment	Closing Balance	MOS			
11	Condom (ncc)	182 200	72.000	70.200			184	2.2			
-	Condoin (pcs)	102,200	72,000	70,200			101,	2.2			
2	Shukhi (cycles)	52.875	20.160	24.120			48.915	2.1			
2	Shukhi (cycles) ECP (cycles)	52,875	20,160	24,120			48,915	2.1			
2 3	Shukhi (cycles) ECP (cycles) IUD CT-380A (pcs)	52,875	20,160	24,120			48,915	2.1			
2 3 4 5	Shukhi (cycles) ECP (cycles) IUD CT-380A (pcs) Injectables (vials)	52,875 463 9,729	20,160 200 5,100	24,120 248 4,869			48,915 415 9,960	2.1 1.3 2.1			
2 3 4 5 6	Shukhi (cycles) ECP (cycles) IUD CT-380A (pcs) Injectables (vials) Disposable Syringe (nos)	52,875 463 9,729 11,719	20,160 200 5,100 5,610	24,120 248 4,869 4,869			48,915 415 9,960 12,460	2.1 1.3 2.1 2.7			
2 3 4 5 6 7	Shukhi (cycles) ECP (cycles) IUD CT-380A (pcs) Injectables (vials) Disposable Syringe (nos) Implant (nos)	52,875 463 9,729 11,719	20,160 200 5,100 5,610 320	24,120 248 4,869 4,869 256			48,915 415 9,960 12,460 64	2.1 1.3 2.1 2.7 0.7			
2 3 4 5 6 7 8	Shukhi (cycles) ECP (cycles) IUD CT-380A (pcs) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (pcs)	52,875 463 9,729 11,719 425	20,160 200 5,100 5,610 320	24,120 248 4,869 4,869 256 150			48,915 415 9,960 12,460 64 275	2.1 1.3 2.1 2.7 0.7 4.7			
2 3 4 5 6 7 8 9	Shukhi (cycles) ECP (cycles) IIID CT-380A (pcs) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (pcs) Lungee (pcs)	52,875 463 9,729 111,719 425 425 128	20,160 200 5,100 5,610 320	24,120 248 4,869 4,869 256 150			48,915 415 9,960 12,460 64 275 128	2.1 1.3 2.1 2.7 0.7 4.7 21.3			
2 3 4 5 6 7 8 8 9 10	Shukhi (cycles) ECP (cycles) ILD CT-380A (pcs) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (pcs) Lungee (pcs) DDS Kit	52,875 463 9,729 11,719 425 128 41	20,160 200 5,100 5,610 320 35	24,120 248 4,869 4,869 256 150 30			48,915 415 9,960 12,460 64 275 128 46	2.1 1.3 2.1 2.7 0.7 4.7 21.3			
2 3 4 5 6 7 8 9 10 11	Shukhi (cycles) ECP (cycles) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (pcs) Lungee (pcs) DDS Kit ILD MSR Kit (kit)	52,875 463 9,729 11,719 425 128 41	20,160 200 5,100 5,610 320 35	24,120 248 4,869 4,869 256 150 30			48,915 415 9,960 12,460 64 275 128 46	2.1 1.3 2.1 2.7 0.7 4.7 21.3			
2 3 4 5 6 7 8 9 10 11 12	Shukhi (cycles) ECP (cycles) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (ncs) Lungee (pcs) DDS kl: IUD MSR kit (kit) Vasectomy MSR kit (kit)	52,875 463 9,729 11,719 425 128 41	20,160 200 5,100 5,610 320 35	24,120 248 4,869 4,869 256 150 30			48,915 415 9,960 12,460 64 275 128 46	2.1 1.3 2.1 2.7 0.7 4.7 21.3			
2 3 4 5 6 7 8 9 10 11 11 12 13	Shukhi (cycles) ECP (cycles) Injectables (vials) Disposable Syringe (nos) Implant (nos) Saree (pcs) Lungee (pcs) DD5 Kit IUD MSR Kit (kit) Vasectomy MSR Kit (kit)	52,875 463 9,729 11,719 425 128 41	20,160 200 5,100 5,610 320 35	24,120 248 4,869 4,869 256 150 30			48,915 415 9,960 12,460 64 275 128 46	2.1 1.3 2.1 2.7 0.7 4.7 21.3			

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

	> AT 2011	Dasic mito							
	March-2011	ID		80	Upazila			¥.	D
	 Foruary-2011 accurv-2011 	Reported Month	April	•	District		Na	ningd	
	Deck per-2010	Reported Year		2011	Total SDP	[130	-	T
	November-2010 October-2010	Reports Submitted		130	Remarks				
otal E7	8 - 37				Tremdike				
or of the first	0.01								
c1 #			P				HOR		
SLĦ	Article	Balance	Received	Issued	djustment djust (+)	(-) Balance	MUS		
1	Condom (pcs)	182,200	72,000	70,200		184,	2.2		
2	Shukhi (cycles)	52,875	20,160	24,120		48,915	2,1		
3	ECP (cycles)	463	200	240		415			
7	Topectables (vials)	9.729	5.100	4.869		9,960	2.1		
6	Disposable Syringe (nos)	11,719	5,610	4,869		12,460	2.7		
7	Implant (nos)	\sim	320	256		64	0.7		
8	Saree (pcs)	425		150		275	4.7		
9	Lungee (pcs)	128				128	21.3		
10	DDS Kit	41	35	30		46			
11	IUD MSR Kit (kit)								
12	Vasectomy MSR Kit (kit)								
13	MD VIE (UP)								
	PIN NG (NG)								
6* 67	¢				Upazila Store	Field Stock			
Group	Bu	<							

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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. <u>Upload Form 7B</u>: 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 rom the command buttons block. The form will look like the following

Figure.

S LMIS Form 7B *					
Atrian Contemporation April-2011 April-2011 April-2011 April-2011 April-2011 April-2011 April-2011 April-2010 April-2011 April-2010 April	Basic Info ID Reported Month Reported Year Reports Submitted	[] Mex. ▼ 2011]	Upazila Raip District Total SDP Remarks	ura, Narsingdi Narsin 130	
SL# Article	Opening Balance	Received Issued	justment justment (-)	Closing MOS Balance	
Group By	▶* New Sa	l 🎲 🔀 ve Undo Delete Pr	Upazila Store Field	Stock	load Form 7B

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

The form will look like the following Figure.

CMIS Form 78 Msy-2011 A spri-2011 A spri-2011 A spri-2011 A spri-2011 A spri-2011 A spri-2011 A spri-2010 A spri-201	ID 81 Reported Month May Reported Year 2011 Reports Submitted	Upazia Raipura: Narsingdi District Narsingdi Total SDP 130 Remarks	
SL# Anticle	Opening Balance Received Issue Issue Issue Issue	1 fjustment [Losing] MOS (+) Balance MOS	
Group By Month-Year	▶★ 🔐 ᡝ 🔀 New Save Undo Delete F	Preview Close Upload Form 7E	

Generation of Form 7B Details

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

LMIS Form 7B	
LMIS Form 78 May-2011 April-2011 February-2011 January-2011 December-2010 November-2010 Total F7B : 38	Basic Info ID 61 Upazila Raipura, Narsingdi Reported Month May Istrict Narsingdi Reported Year 2011 Total SDP 130 Reports Submitted Remarks Image: Constraint of the second sec
SL# Anicle	Opening Balance Received Issued Justment (+) Closing (+) MOS UIMS (-) Balance MOS
▶ * X	Upazila Store Field Stock
Month-Year	Image: Weight of the second

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

=) •• • • • • • • • • • • • • • • • • •	Imile room /b May-2011 > May-2011 March-2011 > March-2011 March-2011 > January-2011 December-2010 > Docember-2010 8:38	ID [Reported Month Reported Year [Reports Submitted]	April	80 2011 130	Upaz Dis Total : Rem	trict SDP arks	iura, Narsing	jdi Na 130	arsingdi	
SL#	Article	Opening Balance	Received	Issued	djustment (+)	djustment (•)	Closing Balance	MOS		
1	Condom (pcs)	182,200	72,000	70,200			184	2.2		
2	Shukhi (cycles)	52,875	20,160	24,120			48,915	2.1		
3	ECP (cycles)			1. T			100			
4	IUD CT-380A (pcs)	463	200	248			415	1.3		
5	Injectables (vials)	9,729	5,100	4,869			9,960	2.1		
6	Disposable Syringe (nos)	11,719	5,610	4,869			12,460	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	DDS Kit	41	35	30			46			
11	IUD MSR Kit (kit)									
12	Vasectomy MSR Kit (kit)									
13	Tubectomy MSR Kit (kit)									
14	MR Kit (kit)									
🔹 🕅 Group	с Ву	Ne N	0.		Upazila S	tore Field	Stock			

• All data will be generated automatically.

Preview and Print the Form 7B

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

figure.

For	n 76 JEILA MONTHLY SUPPLY	GOVERNMENT OF THE PROF DIRECTORATE GENE MIS UNR, Kar SUPPLY DISTRIBUTION & STOCK BALANCE REPORT						PROP BENE It, Kar	LE'S REPI RAL OF I wai bazai	UBLIC O F FAMIL Y I r, D Naka	BANG LAD PLANNINI	ESH 3						
wĦ	DHAKA Distri	ct:	Nawingl	i	Up azil	o: R.aij	NUA.	M •	nth: A	pril	¥ өа г.	2011	Totol	S DP*:	130 R.e	pørt Su	bm itted : 130	
		c	Up	azila Stor	eroom (Usab	le Artic	cles)		Field Tal	Stock: F king Sup	rom MIS plies From	Forn n Ua	n 2,3 a zila FP	nd NGOs Store	l.		Total Humber
85	Article	4 0	Opening Balance	Received	Issued	Ad ju	itin enit	Closing Balance	MOS	O pen in g Balance	Received	Dizeribu and en Accopente	Ad ju	stm en t	Closing Balance	моз	Total Usable Stock Balance (9+16)	of SDP Stock ou
				(*)	(9)	. tù	. ¹⁸ .				(7)	(.)	14	100	80			
<u>.</u>	2	2	E	<u>8</u>	<u>8</u> 5	- 37	8		1.0	145	12	13	14	目気	16	17	1.8	19
1	Coldoni (pos)	1	\$2,00	12,00	10,200	-	Q. 8	\$4,00	12	\$5,21	10,200	:4/4	1	1	B 1,022	12	335,232	1
2	STINT (CYCRS)	-	52,215	29,80	24,24	-	2 2	415	2.1	5 1,699	24,21	2) 24	-	-	52,561	12	► 1/#F	1
3	LUP CT-3804 (bor)	+	ः		_	-	<u> </u>		- 10	4		1	-	-	*	5.1		
+	Tale of the state in the state of the state	-	43	200	:4	-	0. 0	45	12	41;	:4	315		0	4t	13	\$21	5 \$ 5
-	Bistoria and Surface (and	-	9,129	5,90	4,169	-	0 - 2	3,381	2.1	1,223	4,169	454	-	3	¥ 544	13	21,514	1
•	Implant (10s)	+	11,1 8	579	4,169	-	0 0	E /¥1	1.1	1,222	4,169	4/4	1		¥ 544	12	2),04	1
\$	Same (bcs)			228	256	-	81 8				254	14			:54	2.3	38	8
0	Lindee (bos)		4.	0	5.		25 8	215	4.1	51	51			1			41	
10	DDS KIL	+	41				1				-	<u> </u>	-		· ·	1.1		-
11	IUD MSR KIT (KIT)						8 3					ũ.		1	Š.	1	9	6
12	Vasectomy MSR Kit (kit)																	
13	Tebectomy MSR Kit (kit)		1	8											1			
14	MR KIL (k IL)			1			22 2					20			22		20	

- 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.

File	Parameters	Invoice	Field	Stock	Administration	Help
			Foi Foi Suj Foi	rm 3 rm 2 pply Plar rm 78	.	
			Fie	ld Repo	ts	

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.

Field Reports		
List of Reports	Filter Date(s)	
 SDP Stock Out Report Form 2/3 Submission SDP Distribution Report 	t Reported Month April Report Reported Year	2011
Item Group (ALL) Item Name Facility		• •
	Preview Close	

A snapshot of 'SDP Stock Out Report' -

SDP	Upazila Family : Raipura, 1 Stock Out Report of	Planning Office Varsingdi of April 2011	
CON017 IML. DISPOSABLE SYRING	E		
Facility Group Union	SDP Code	SDP Name	
F₩V	WD15	13. Jinat Afroza Begum, FW∨, HairMara	
NGO	NDD4	Mariestopes, Narsingdi	
Fotal Stock Out SDP :		2	
CON001 CONDOM			
Facility Group Union	SDP Code	SDP Name	
F₩V	W014	15. Monwara Begum , FW∨, Char Subuddi	

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.

Reports not si	u bm itte d		
SDP Group	Union Name	Facility ID	Facility Name
FWA		000	
	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
Tota	al number of FWA		3
FWV			
		W019	Meherunnesa, FWV,Char Madhua
Tota	al number of FWV		1
NGO			
		N 002	FD SR, Mahmudpur
		N 005	PSTC, Lochanpur-2
		N 00 3	SSS, Mahmudpur
Tota	al number of NGO		3
Total R	eports not submitted		7
Reports Subm	ritted		
SDP Group	Union Name	Facility ID	Facility Name
FWA			
	01. Raipura	F001	1/Ka, Rokeya Begum, FWA,Raipura
		F105	1/Kha, Tahura Begum, FWA, Raipura

SDP Distribution Report

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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.

		U	pazila Family Planning Office Raipura, Narsingdi SDP Distribution Report between April 01, 2011 and April 01, 2011	3	
CON017	IML. DISP	OSABLE SI	YRINGE		
	Union	Facility	Facility	Month-Year	Distributio
FWA	01. Raipura	F001	1/Ka, Rokeya Begum, FWA, Raipura	Apr-11	td
		F002	2/Ka, Rumi Ferdausi, FWA,Raipura	Apr-11	
		F003	2/ Kha, Khodeja,FWA, Raipura	Apr-11	
		F004	3/Ka, Chandana Rani Shaha,FWA, Raipura	Apr-11	
		F005	37 Kha, Farida Begum, FWA,Raipura	Apr-11	
		F105	1/ Kha, Tahura Begum, FWA, Raipura	Apr-11	
	02. Chander Kandi	F006	1/Ka, Abeda Sultana, FWA,Chander Kandi	Apr-11	
		F007	2/Ka, Renuara Begum, FWA,Chander Kandi	Apr-11	13
		F008	2/ Kha, Fozila Khatun,FWA, Chander Kandi	Apr-11	
		F009	3/Ka, Surayia Begum,FWA, Chander Kandi	Apr-11	
		F010	3/ Kha, Samsunnahar, FW A,Chander Kandi	Apr-11	

Chapter 5

Stock

Stock Balance

-
2
C

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

View Stock Balance

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

General description of Stock Balance form

Item Group	(ALL)	•	Balance Da	ate 11. tems in Group:	/01/2008 717
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	1		pcs	
COM006	SAVLON/CITRIMIDE SOLUTI			jar	
COM014	STETHESCOPE	2	[pcs	
COM009	TAB. IRON	11,862		tablet	
COM007	TAB. METRONIDAZOL			tablet	
	TAR PARACETAMOI	2 580		tablet	

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.

Search Items	×
Enter Item Name to Search:	OK Cancel
MACHINE	

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

Item Group	(ALL)	<u> </u>	Balance Da Items in G	i te	11/01/2008
Item Code	Item Name	Usable Qty	Unusable Qty	Unit	1
COM003	B.P. MACHINE	2	1	pcs	
IEM017	BATTERY CHARGER MACHINE			pcs	
IEM135	DUPLICATING MACHINE			pcs	
IEM195	FAX MACHINE SHARP			sets	
I KIT038	AUTOCLAVE MACHINE			nos.	
KIT065	PORTABLE AUTOCLAVE MAC			pcs	
KIT025	SUCCER MACHINE (FOOT DR			nos.	
KIT011	SUCCER/SUCTION MACHINE	2	1	nos.	
MCH016	ANESTHESIA MACHINE		1	pcs	
MCH139	DIATHERMY MACHINE		[]	pcs	
MCH076	GASKET FOR ANESTHESIA			pcs	
MCH074	MONOMETER FOR ANESTHE			pcs	
MCH140	SUCCER MACHINE CHILD (EL			sets	
		M	₽ ²	Show On Show On	ly Non-Zero Stoc Ily Zero Stock

• To see all of the items again, press the 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:

🛱 Stock Bala	ance					_	
Item Group	CONTRACEPTIVE		▼ B	alance Dal	te 02 tems in Group	2/08/2005 p: 31	
Item Code	Item Name		L	Isable Qty	Unusable Qt	y Unit	
CON022	CANNULAC FOR N	IR (SYRINGE) 7M	м	81		pcs	
🔲 CON001	CONDOM			954,000		pcs	
CON004	Lotwise Stock	Summary					
CON029 CON011	Item Code CON	1001 Item Na	me CONDOM				
CON007	Lot No	Mfg. Date	Expiry Date		Lot Qty	Lot Qty (Ur	iusable)
CON010					2,000		
CON026			01/10/2009		39,000		
🔳 CON006	-		31/12/2009		913,000		
🔳 CON013							
CON017							
CON008							
🔳 CON025							
	Total Lots: 3		To	tal	954,000		
			Close				

Print Stock Balance

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

		Upazila Family Planning Office Sherpur, Bogra			
		Stock Balance			
		As on : December 29, 2007			
Group	Item Code	Item Name	Usable Qty	Unusable Qty	Unit
сомма	N MEDICINE				
	C O M00.1	AMBU BAG	2		pcs
	C O M003	B.P. MACHINE	2		pcs
	C O M010	COTTON (100GRAM)	808		roll
	C O M012	GAUZE	15		roll
	C O M006	SAVLON/CITRIMIDE SOLUTION (1 LITRE JAR)	9		jar
	C O M014	STETHESCOPE	2		pcs
	C O M009	TAB. IR ON	18,728		tablet
	C O M008	TAB. PARACETAMOL	3,670		tablet

- 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

- Proce
- Press Close 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

Stock Reports	
List of Reports	Filter Date(s)
Stock Summary Stock Summary by Lot Stock Details by Product	Summary Date 05/05/2011
C Stock Details by Facility Receive Report Group/Item and Facility Criteria	C Show Only Unusable Stock C Show Only Non-Zero Stock C Show Only Zero Stock © Show All Items
Item Group (ALL)	<u>•</u>
D)
E Review	₽ Close

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. <u>Here also another new option has added i. e. Show only Unusable Stock.</u>
- 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 –

• этоск кероп	S	
List of Reports		Filter Date(s)
Stock Summa Stock Summa Stock Details	ary by Lot	Summary Date 05/05/2011
C Stock Details C Receive Rep Group/Item and Far	by Facility ort cility Criteria	 Show Only Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items
Item Group	(ALL)	
	لم	μ •

- 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 –

ist of Reports	Filter Date(s)
Stock Summary Stock Summary by Lot Stock Details by Product	Summary Date 05/05/2011
 Stock Details by Facility Receive Report 	C Show Only Unusable Stock C Show Only Non-Zero Stock C Show Only Zero Stock
Group/Item and Facility Criteria	Show All Items
Item Group CONTRACE	PTIVE ▼
	N A
a	

Press PREVIEW button to continue

		Upazila Family Planning Office Rainura, Narsingdi		
		(4 L D - L		
		Stock Balance		
		As on : May 05, 2011		
Group	Item Code	Item Name	Usable Qty Unusable Qty	Unit
CONTR	ACEPTIVE			
	C O N 017	1ML. DISPOSABLE SYRINGE	12,460	pcs
	C O N 008	2 ML. DISPOSABLE SYRINGE	000 A 19 4 97 4	pes
	C O N 010	CANNULA FOR MR (SYRINGE) 4MM		pos
	C O N 01 1	CANNULA FOR MR (SYRINGE) 5MM		pcs
	C O N 012	CANNULA FOR MR (SYRINGE) 6MM		pos
	C O N 013	CANNULA FOR MR (SYRINGE)7MM		pos
	C O N 00 1	CONDOM	184,000	pos
	C O N 003	C T-380A	415	pos
	C O N 016	DDS KIT FOR FP & MCH-SERVICES (27 ITEMS).	44	carton
	C O N 004	DEPO-PROVERA/PETOGEN	9,960	vials
	C O N 006	IMPLANT	64	pos
	C O N 007	MR KITS (SYRINGE)		pcs
	C O N 005	NORISTERAT		amp.
	C O N 015	POSTINOR-2 (ECP)		d os e
	C O N 002	SHUKHI	48,915	cycle
	C O N 014	SILICON LUBRICANT FOR MR (SYRINGE)		pcs
	C O N 009	TROCAR (FOR IMPLANT)		pcs

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 –

Stock Reports	
List of Reports	Filter Date(s)
 Stock Summary Stock Summary by Lot Stock Details by Product 	Summary Date 05/05/2011
C Stock Details by Houder	 Show Only Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock
Group/Item and Facility Criteria	Show All Items
Item Group (ALL)	
Previe	ew 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 -

ist of Reports	Filter Date(s)
Stock Summary Stock Summary by Lot Stock Summary by Lot	Summary Date 05/05/2011
C Stock Details by Facility C Receive Report	C Show Only Unusable Stock C Show Only Non-Zero Stock C Show Only Zero Stock
aroup/Item and Facility Criteria	 Show All Items
Item Group CONTRACEPT	IVE
Preview	V Close

Press PREVIEW button to continue

		Ra Lotwi	ipura, Narsi ise Stock B	ngdi Salance			
		AS	on : May 05,	2011			
Item Code	Item Name	Lot No	Mf2 Date	Exp Date	Usable Qty	Unusable Qty	Unit
CONTRAC	CEPTIVE						
C O N 017	1ML. DISPOSABLE SYRINGE				12,460		pcs
C O N 008	2ML. DISPOSABLE SYRINGE						pcs
C O N O 1 O	CANNULA FOR MR (SYRINGE) 4MM						pcs
C O N 01 1	CANNULA FOR MR (SYRINGE) 5MM						pcs
C O N 012	CANNULA FOR MR (SYRINGE) 6MM						pcs

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 –

Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Details C Stock Details C Receive Rep Group/Item and Fa	ary ary by Lot by Product by Facility port cility Criteria	Start Date End Date	05/05/2011
Item Group	CONTRACEP	TIVE	•
ltem Name			•
	Previe	ew 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 -

Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Details C Stock Details C Receive Rep Group/Item and Fa	ary ary by Lot by Product by Facility port cility Criteria	Start Date	05/05/2011
Item Group	CONTRACEPT	IVE	•
ltem Name	CONDOM		•
	Previev	v Close	

Press PREVIEW button to continue

		Upaz	ila Family Raipura, Stock	Planning (Narsingdi Details	Office		
		between	April 01, 20	011 and May	05, 2011		
Group: CON	TRACEPTIVE						
CON001 - CO	ONDOM						
Supplier	Receiver	Invoice No	Stock Date	Received Qty	lssued Qty Unusabl I.	e Unusable Usable Balance n Oui	Unusable Balance
-	2	[PREV BALAN	CE] 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	
0	2/ Ka, Rumi Ferdausi, FWA,Raipura	5130	11/04/2011		100	181,300	
0	3/ Kha, Farida Begum, FWA,Raipura	5133	11/04/2011		200	181,100	
2	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 –

Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ C Stock Summ C Stock Details C Stock Details C Receive Rep	ary ary by Lot by Product by Facility port	Start Date End Date	01/04/2011
Group/Item and Fa	cility Criteria		
ntem aroup	CONTRACEP	TIVE	
Item Name	CONDOM		
Facility			
	Previe	ew 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.
- Optionally provide a specific facility. The form may appear as follows -

st	Start Date		01	/04/201
a				
	E			•
ом			•	
zi Aktar, F	WV,Raipura			•
	a ACEPTIV M 21 Aktar, F	a ACEPTIVE IM I Aktar, FWV, Raipura	a ACEPTIVE IM I Aktar, FWV,Raipura	a ACEPTIVE IM I Aktar, FWV,Raipura

Press PREVIEW button to continue

		Upazila Family F Raipura, N Staal: Dataila	'lanning Office arsingdi har Eacility			
between January 01, 2011 and May 05, 2011						
Facility	Item Code	Item Name	Invoice No	Issue Date	Issued Qty	
01. Rozi Aktar, FWV,Raipura	CONDD1	CONDOM	4934	10/02/2011	10	
	CON001	CONDOM	5230	11/04/2011	100	
	CONDUT					
Facility Total:	COMPUT		0330075		20	

Stock Receive Report

Stock Reports		
List of Reports	Filter Date(s)	
 Stock Summary Stock Summary by Lot Stock Details by Product Stock Details by Facility Receive Report 	Start Date End Date	01/01/2011
Group/Item and Facility Criteria Item Group (ALL) Item Name		
Previ	ew Close	

💐 Stock Repor	ts		
List of Reports		Filter Date(s)	
C Stock Summ Stock Summ Stock Detail Stock Detail Receive Re	ary ary by Lot s by Product s by Facility port	Start Date End Date	01/01/2011
Group/Item and Fa	acility Criteria CONTRACEP CONDOM	TIVE	<u> </u>
	Previe	w Close	

	Upazil	a Family Pla Raipura, Nar	nning Offi singdi	ce	
		Receive Rep	oort		
	betweer	n January 01, 2011 -	and May 05, 201	11	
Group:CONTRACEPTIV	E				
CON001 : CONDOM					
Supplier	Supplier Ref	Supply Date	Invoice No	Received Date	Received Qty
СШН, 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
	10070	04/24/2011	62	04/26/2011	72.000
	19278	04/24/2011	2.85		

Chapter 6

Administration

Employees

🖃 🚰 Employees	Basic Info Sear	rch Criteria					
 H, M, Asaduzzaman Md. Abul Kashem 	Employee ID	44					
🕨 Shah Kibria Omar	Name	H, M, Asadu	zzaman				
	Designation	Store Keeper					
	User ID	НМА		Passwo	ord ×××		
		Max. 3 Chars	s)				Active
	Forms Form Desc		Form Name		View	Edit	
	Forms						
	Forms		Form Name	•	View	Edit	
	Forms Form Desc Adjustment In	nvoice	Form Name frmAdjInv	•	View Yes	Edit Yes	
	Form Desc Adjustment In Districts	nvoice	Form Name frmAdjInv frmDistrict	;	View Yes Yes	Edit Yes Yes	
	Form Desc Adjustment Ir Districts Employee List	nvoice	Form Name frmAdjInv frmDistrict frmEmploye	ee	View Yes Yes	Edit Yes Yes	
	Form Desc Adjustment Ir Districts Employee List Facility List	nvoice	Form Name frmAdjInv frmDistrict frmEmploy frmFacility frmGatePa	ee	View Yes Yes Yes	Edit Yes Yes Yes Yes	
	Forms Form Desc Adjustment Ir Districts Employee List Facility List Gate Pass	nvoice	Form Name frmAdjInv frmDistrict frmEmploy frmFacility frmGatePa frmIssueIn	ee ss ident	View Yes Yes Yes Yes Yes	Edit Yes Yes Yes Yes Yes	
	Forms Form Desc Adjustment Ir Districts Employee List Facility List Gate Pass Issue Voucher Issue Voucher	rvoice r (Indent) r (Push)	Form Name frmAdjInv frmDistrict frmEmploy frmFacility frmGatePa frmIssueIn frmIssueIn	ee ss ident	View Yes Yes Yes Yes Yes Yes	Edit Yes Yes Yes Yes Yes Yes	
	Forms Form Desc Adjustment Ir Districts Facility List Gate Pass Issue Voucher Issue Voucher Item Group	r (Indent) r (Push)	Form Name frmAdjInv frmDistrict frmEmployn frmFacility frmGatePa frmIssueIn frmIssueIn frmIssueIn	ee ss ident iv	View Yes Yes Yes Yes Yes Yes Yes Yes	Edit Yes Yes Yes Yes Yes Yes Yes	
Total Employee : 3	Forms Form Desc Adjustment In Districts Facility List Gate Pass Issue Voucher Issue Voucher Item Group Them I ist	r (Indent) r (Push)	Form Name frmAdjInv frmDistrict frmEmploy frmFacility frmGatePa frmIssueIn frmIssueIn frmIssueIn frmItemGro frmItemI isl	ee ss ident iv pup	View Yes Yes Yes Yes Yes Yes Yes Yes Yes	Edit Yes Yes Yes Yes Yes Yes Yes Yes Yes	

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

🖏 Employees					
Employees	Basic Info Search Cr	iteria			
 H, M, Asaduzzaman Md, Abul Kashem 	Employee ID 44				
Shah Kibria Omar	Name H, M	1, Asaduzzaman 🛛 🖉			
	Designation Store	Designation Store Keeper			
	User ID HMA	A Pas	sword ***		
_	(Max	. 3 Chars)			Active
A					
	Forms				
	Form Desc	Form Name	View	Edit	
	Adjustment Invoice	frmůdilov	Vec	Vec	
	Districts	frmDistrict	Ves	Ves	
	Employee List	Imployee	105	105	
	Facility List	mmFacility	Yes	Yes	
	📕 Gate Pass	frmGatePass	Yes	Yes	
	📕 Issue Voucher (Ind	ent) frmIssueIndent	Yes	Yes	
	📕 Issue Voucher (Pus	h) frmIssueInv	Yes	Yes	
	📕 Item Group	frmItemGroup	Yes	Yes	
Total Employee : 3	📕 Item List	frmītemi ist	Ves	Yes	
Order By Employee Name	►* New	Save Dido Delete	Preview	I⊉ Close	

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.

	Basic Info Search Criteria	3	
 Md. Abul Kashem Shah Kibria Omar H, M, Asaduzzaman 	Employee ID 45 Name I Designation User ID (Max. 3 C	Password Chars)	V Active
	Form Desc	Form Name View	Edit

- 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 Md. Abul Kashem Shah Kibria Omar	Basic Info Sear	ch Criteria			
 H, M, Asaduzzaman 	Name	Helal Ahmed			
	Designation	Store Keeper			
	User ID	HEA	Pass	word	
		(Max. 3 Char:	;)		🗹 Activ
Total Employee : 3					
Total Employee : 3 Order By					

Press Save button.

• Your new employee name will be visible in the employees list in block A.

🛱 Employees							
Employees	Basic Info Sear	ch Criteria					1
 Ma. Abul Kashem Shah Kibria Omar 	Employee ID	45					
🕨 🕨 H, M, Asaduzzaman	Name Helal Ahmed Designation Store Keepe		ł				
Helal Ahmed			e Keeper 👻				
	User ID	HEA	Passe		*** brow		
		(Max. 3 Char	s)			E	Active
	Forms						
	Form Desc		Form Name	e	View	Edit	
	Adjustment Invoice		frmAdjInv				
	Districts		frmDistrict				
	📕 Employee List		frmEmploy	ee			
	📕 Facility List		frmFacility				
	📕 Gate Pass		frmGatePa	155			
	Issue Voucher (Indent)		frmIssueIr	ndent			
	📕 Issue Vouche	r (Push)	frmIssueIn	nv .			
	📕 Item Group		frmItemGr	oup			
Total Employee : 4	📕 Item List		frmItemI is	ł			N
Order By							
Employee Id	1	* 🔛	2	× [2	I •	
	N	lew Save	Undo	Delete Pre	view	lose	

- 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.

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


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

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

💐 Unions		
Unions Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari Sughat Total Unions: 10	Basic Info Union Code Union Name Upazsia	Bhobanipur Sheipur, Bogre
Group By Union	▶ * ≧ New Save	nde Delete Preview Close

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 rom the command buttons block. The form will look like the following

Figure.

 Unions Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari 	Basic Info
	Union Code 11 Union Name 5 Upazila Sherpur, Bogra
otal Unions: 10	

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

Bhohaninur	Basic Info					
 Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Pourosobha Simabari Sughat 	Union Code Union Name Upazila	Poradho Sherpur,	h d Bogra		1	
Total Unions: 10		~	74			

• Your new union name will be visible in the union list in block A.

Unions Bhobanipur Bishalpur Garidoho KhamarKandi Khanpur Kushumbi Mirjapur Poradhoho Pourosobha Simabari Subat	Basic Info
	Union Code 11 Union Name Poradhoho Upazila Sherpur, Bogra
sugnat	
Total Unions: 11	

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 Delete 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

🗄 🚰 SDPs 📃 🔼	Basic Info				
	SDP Group SDP Code SDP Name	SACMO Abdul Matin	Miah, SAC	MO, Morja 7 Receivi	▼ 14 I
 Khandokar Harunur Rashi Lutfun Nahar Begum, SAC 		M Active			
Khandokar Harunur Rashi Lutfun Nahar Begum, SAC	n	M Active		-	
Khandokar Harunur Rashi Lutfun Nahar Begum, SAC		Active		_	

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

SDP List			
SDPs SDPs FWA FWV SACMO Abdul Majid, SACMO, Doul Abdul Majid, SACMO, Doul Abdul Majid, SACMO, Doul Abdul Mahin Miah, SACMO, Ar Amina Khatun, SACMO, Ar Khaleda Aktar, SACMO, C Khandokar Harunur Rashi Lutfun Nahar Begum, SAC Total: 156 SDPs: 137 Non-SDPs: 19	Basic Info SDP Group SDP Code SDP Name	SACM0 Abdul Matin Miah	B T4 SACMO, Morial
Group By SDP Group		ave Undo De	K D III

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

Page 107 of 115

- A. *List of SDPs*: Shows a list of current SDPs in database. A label shows the <u>Total number of SDPs and Non-SDPs.</u>
- 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 rom the command buttons block. The form will look like the following

L 1/	<u> </u>	<u>`</u>
	лл	с.
	90.	۰.

SDP List +	
E SDPs E SPS FWV E MO SACMO	Basic Info SDP Group SDP Code SDP Name Active Receiving Facility
Total: 156 SDPs: 137 Non-SDPs: 19 Group By SDP Group	New Save Undo Delete Preview Close

- 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).

SUP LIST	Basic Info			
⊕ · ∰ FWA ⊕ · ∰ FWV ⊕ · ∰ ISACMO	SDP Group SDP Code SDP Name Union	FwvA □ ✓ Active	⊠ Rece	■ 107 ■ ■ siving Facility
Total: 156 SDPs: 137 Non-SDPs: 19	-		7 F	
Group By SDP Group	▶ New S	iave Undo	Delete Preview	N Close

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• Your new SDP name will be visible in the SDP list in block A.

SDP List				
FWA 1, Ayesha Aktar, FWA,Ha 1, Monwara Begum,FWA, 1, Moymuna Begum,FWA, 1, Rahima Aktar, FWA,Mir 1, Rahima Aktar, FWA,Mir 1, Rowshon Ara Begum,FWA 1, Sajeda Begum,FWA, Di 1/Ka, Abeda Sultana, FW 1/Ka, Asma Khatun, FW/2 1/Ka, Bilkis Begum,FWA, 1/Ka, Farida Begum,FWA, 1/Ka, Farida Begum,FWA, 1/Ka, Farida Begum,FWA	Basic Info SDP Group SDP Code SDP Name Union	FwA 1/Ka, Asma 01. Raipura I	Khatun, FWA, Raip I Recei	∎ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Group By SDP Group	►* New	ave Undo	Delete Preview	Close

- 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
 Delete
 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 Preview b

button to view a printable list of SDPs.

	Upazila Family Planning Office Raipura, Narsingdi SDP List			
Туре	SDP ID	SDP Name		
FWA	F001 F105 F002 F003 F004 F005 F006	1/ Ka, Rokeya Begum, FWA,Raipura 1/ Kha, Tahura Begum, FWA, Raipura 2/ Ka, Rumi Ferdausi, FWA,Raipura 2/ Kha, Khodeja,FWA, Raipura 3/ Ka, Chandana Rani Shaha,FWA, Raipura 3/ Kha, Farida Begum, FWA,Raipura 1/ Ka, Abeda Sultana, FWA,Chander Kandi		
	F007 F008 F009 F010 F011	2/ Ka, Kenuara Begum, FWA,Chander Kandi 2/ Kha, Fozila Khatun,FWA, Chander Kandi 3/ Ka, Surayia Begum,FWA, Chander Kandi 3/ Kha, Samsunnahar, FWA,Chander Kandi 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 <table-of-contents> Lookup Tables Lookup Tables Adjustment Types Ŧ AdjType AdjTypeName UsableIn 🔺 1 Add to Stock 2 Remove from Stock 0 3 Return from Facility (Usable) 1 4 Return from Facility (Unusable) 0 5 Unusable 0 V < > Total Records : 6 × * Į. PT D. Close Preview Save

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

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

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

- A. *List of Lookup Tables*: Shows a list of current tables that are managed by this form.
- B. Entry Fields: List of records in the current lookup table.
- C. 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.

▶*

New

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.

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

Enter the data entry fields as necessary.

	Lookup Tables Employee Designation	•
DesigCode	Designation	
6	Driver	
7	Loader	
8	Office Assistant	
5	Store Keeper	
9	Supply Officer	
<		
▶* ₩		Total Record
	Save Preview Close	

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

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

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

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
 Delete
 button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the record.

Close Lookup Tables form

- **I**I+

- 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, Bo	gra_12_Jan_2008_06_48_1	B_AM.uims	
Backup Source Data	803		
Table Name	Total Records	Records Process	sed 🔼 🔼
📕 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\B:	okupliog\DEP 12 Jap 200		-
Provide Logit no TE, Apeliver (DIMO (De		5_00_40_10_AM.10	9
	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.

Backup Source Data	10.5	15.5	
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 Databasi			

- 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.