

WIMS USER GUIDE

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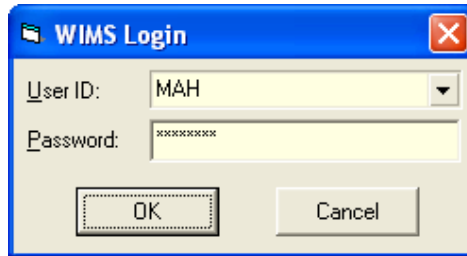
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Chapter 1

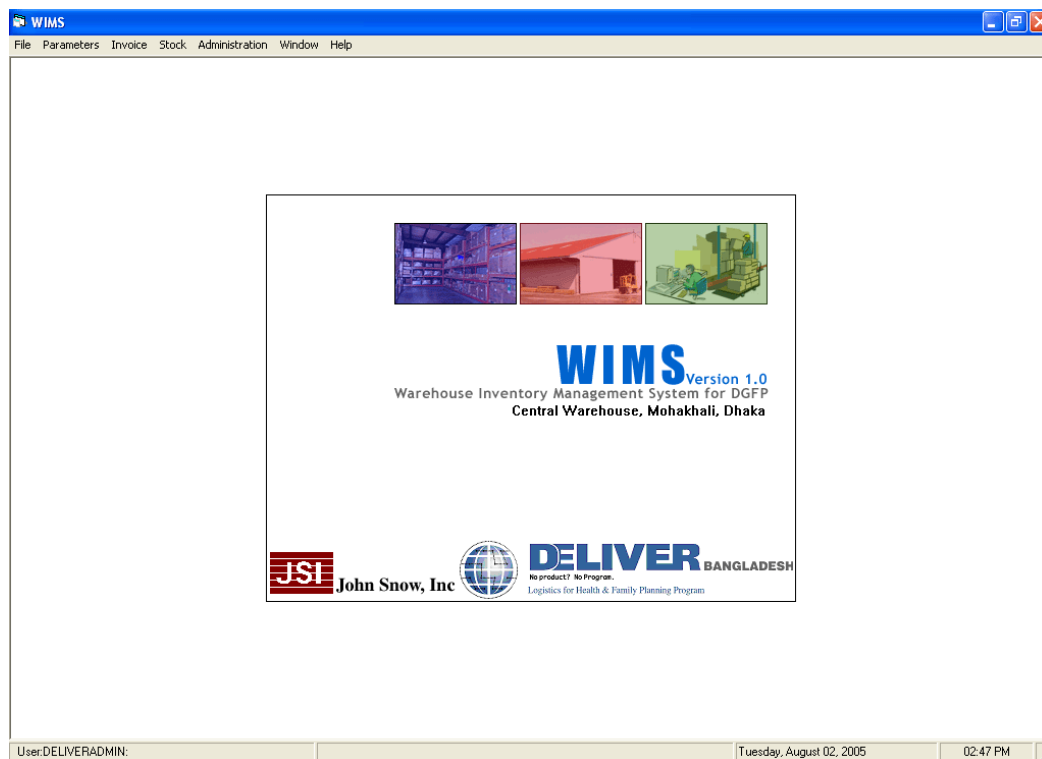
How to Operate WIMS

How to start WIMS

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



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

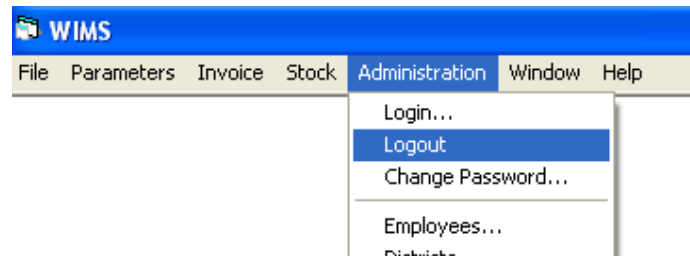


How to exit WIMS

- Select File > Exit from main menu bar. Or
 - Press the topmost right X button to exit from WIMS.
- 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 WIMS but do not want to Exit then you should log out. This makes sure that another person cannot use WIMS with your permissions when you are out. To logout from WIMS, select Administration > Logout from main menu bar.

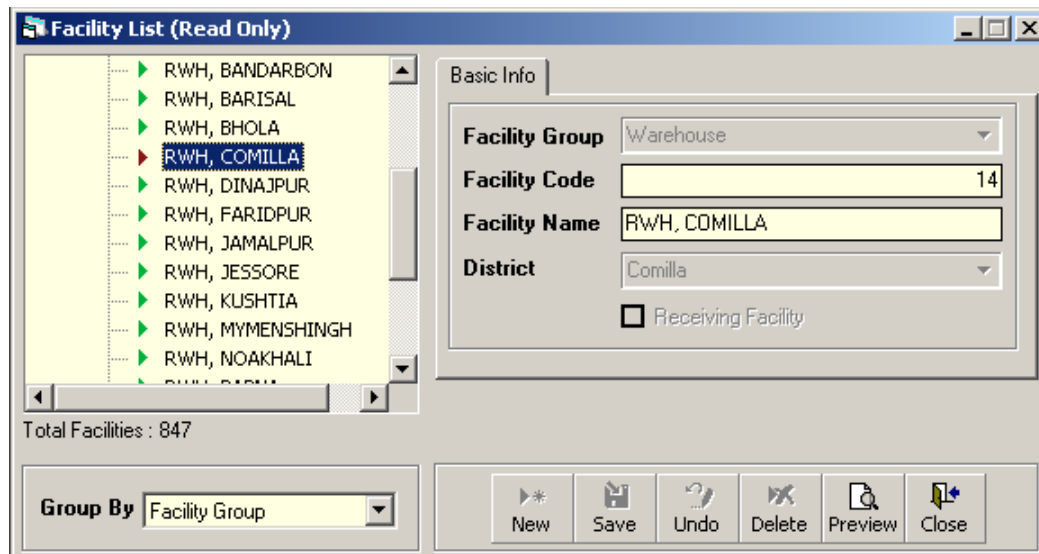


If you want to resume your work after logging out, you have to log in again from Administration > Login menu.

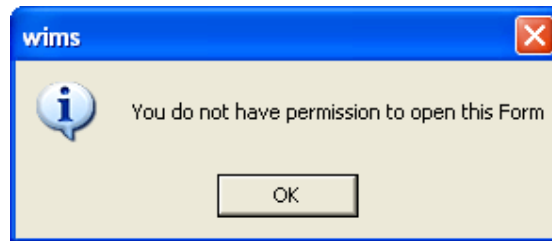
User permissions in Forms

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

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



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



How to Change your Password

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

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

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

Form elements and general editing guidelines

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

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

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



Insert a new record of any type



Saves the current editing



Deletes the current record in a form



Preview a report before printing



Close any data entry form

Chapter 2

Parameters

Item Groups

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

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

View Item Groups

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

General description of Item Groups form

The screenshot is the same as the previous one but with three callout boxes labeled A, B, and C. Callout A is a green circle pointing to the "Item Groups" dropdown menu. Callout B is a red circle pointing to the "Group Code" and "Group Name" input fields. Callout C is a purple circle pointing to the toolbar buttons.

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.

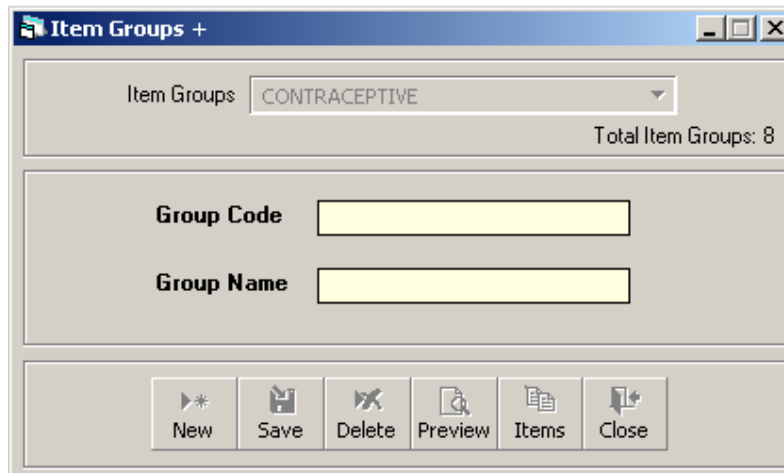
- Group Name – A descriptive name for the group.
Both of the fields are compulsory.
- C. *Command buttons*: A number of buttons to manipulate the item groups.

View information about a specific group

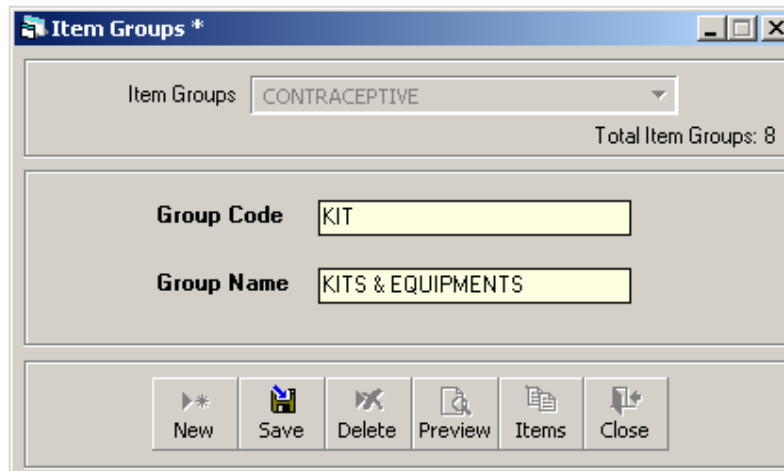
- Select the group you want to view from Item Groups list.
- Group Code and Group Name of the corresponding group will be shown.


Enter a new group

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

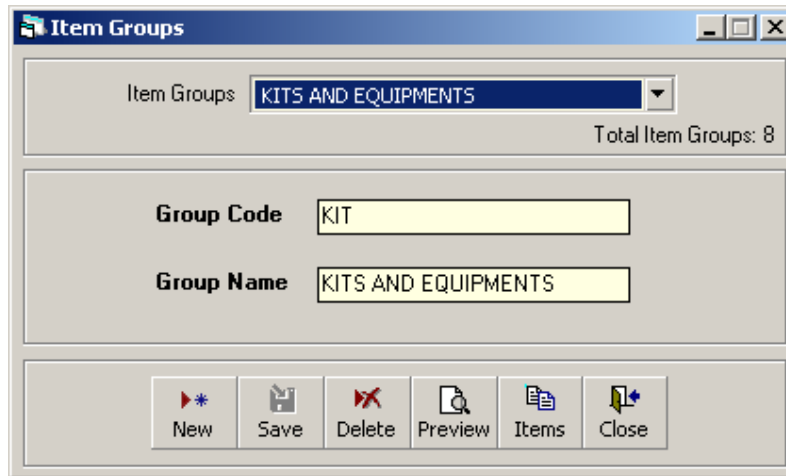


- Enter a 3 (three) character Group Code.
- Enter a descriptive Group Name.



- Press  button.

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




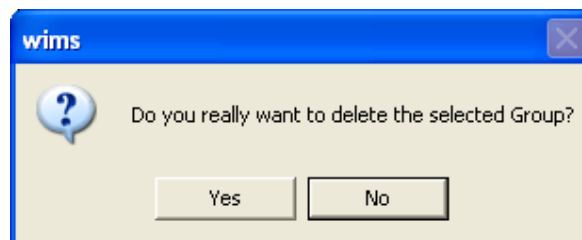
- If your new group code matches with an existing group, an error message will be shown. Change the group code and press Save button again.
- If the new group name conflicts with an existing group, an error message will be shown. Change the group name and press Save button again.
- If you want to cancel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

Edit an existing Group

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

Delete an existing Group


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

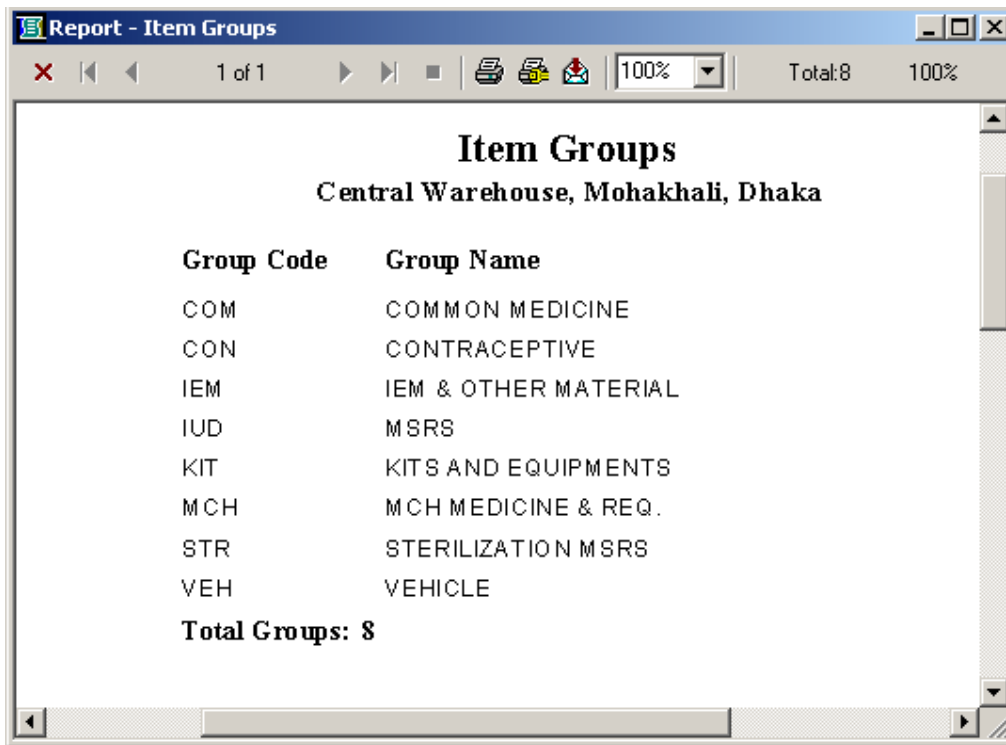


- Press Yes if you really want to delete the group.

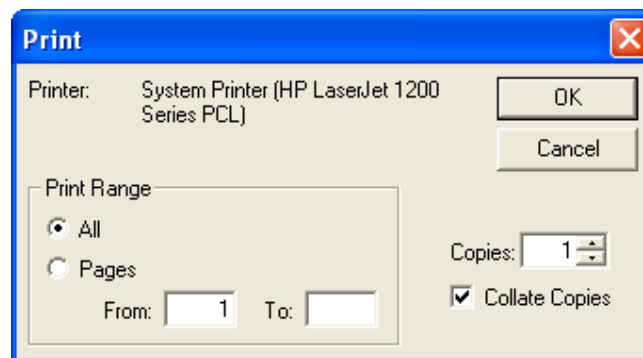
- You will not be able to delete groups that have items under it.

Print Item Groups

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




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

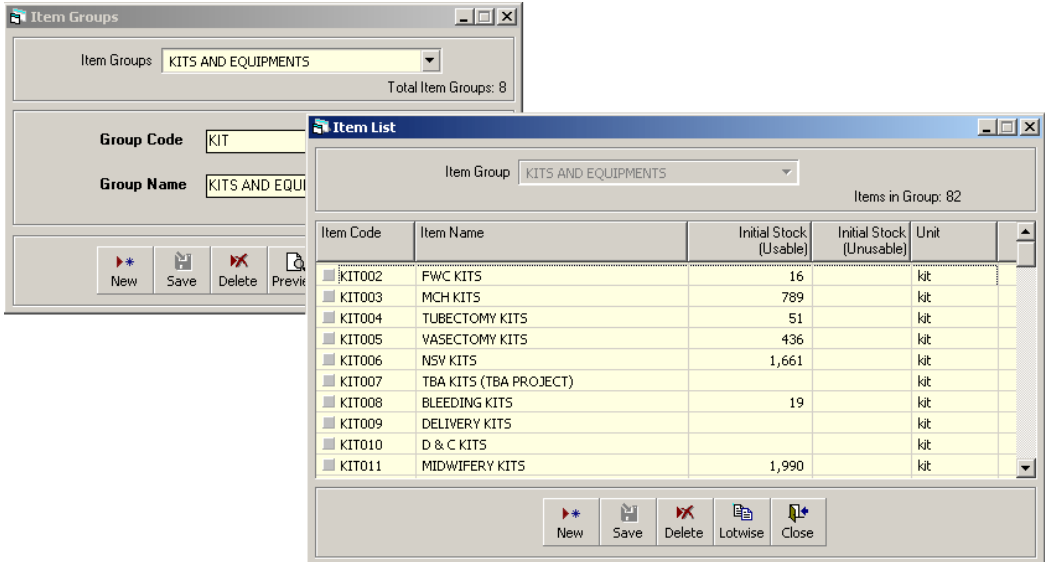


- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the leftmost X button to close the preview window.




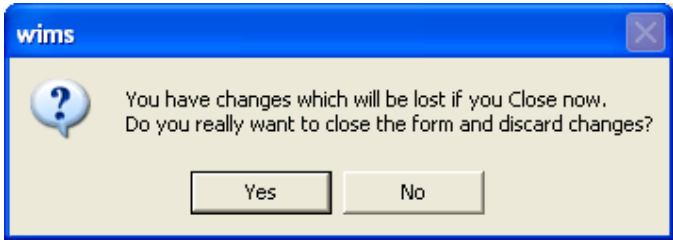
View items under each Group

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



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 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
COM008	FORCEP OBSTRETIC			pcs
COM009	INJ. ERGOMATRINE			amp.
COM010	INJ. HYDROCORTISON			amp.

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

Or

- Run WIMS.
- Select Parameters > Item Group... from menu.
- Select an item group.
- Press Items button to view the items of the specific group.


General description of Item List form

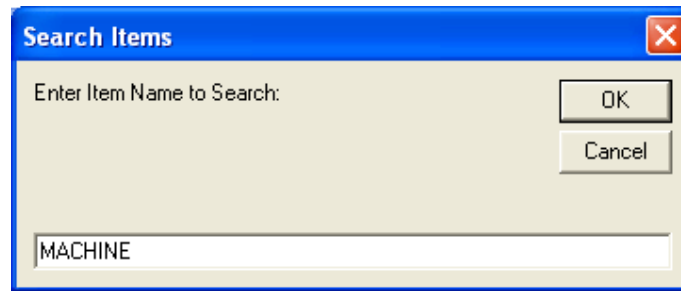
Item Code	Item Name	Initial Stock (Usable)	Initial Stock (Unusable)	Unit
COM001	ACITIC ACID			bottle
COM002	ADHESIVE TAPE - 3"			roll
COM003	AMBU BAG	884	5	nos.
COM004	APPRON UTILITY	95		pcs
COM005	APRONE PLASTIC			pcs
COM006	B.P. MACHINE	5,497		nos.
COM007	CAP. AMPICILLIN			capsule
COM008	FORCEP OBSTRETIC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

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

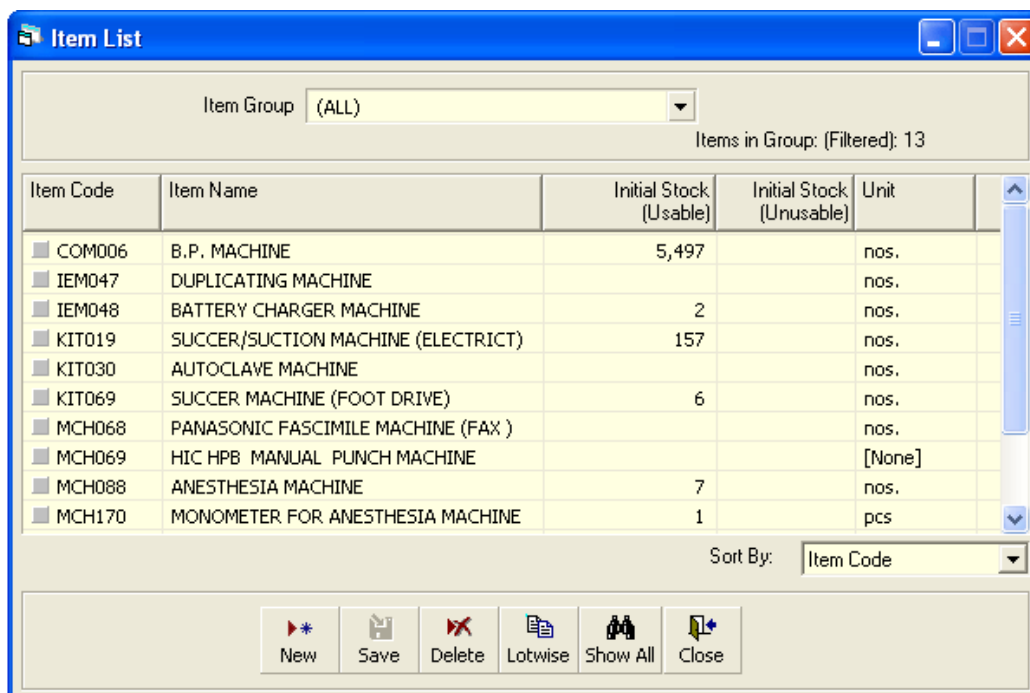
- A. *Item Group*: Shows a list of current item groups in database. A label below shows the total number of items under the selected group.
- B. *List of Items*: Shows details about every item under the selected group. To describe an item, 5 (five) fields are required.
 - **Item Code** – An unique 6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


Search and find an Item

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



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



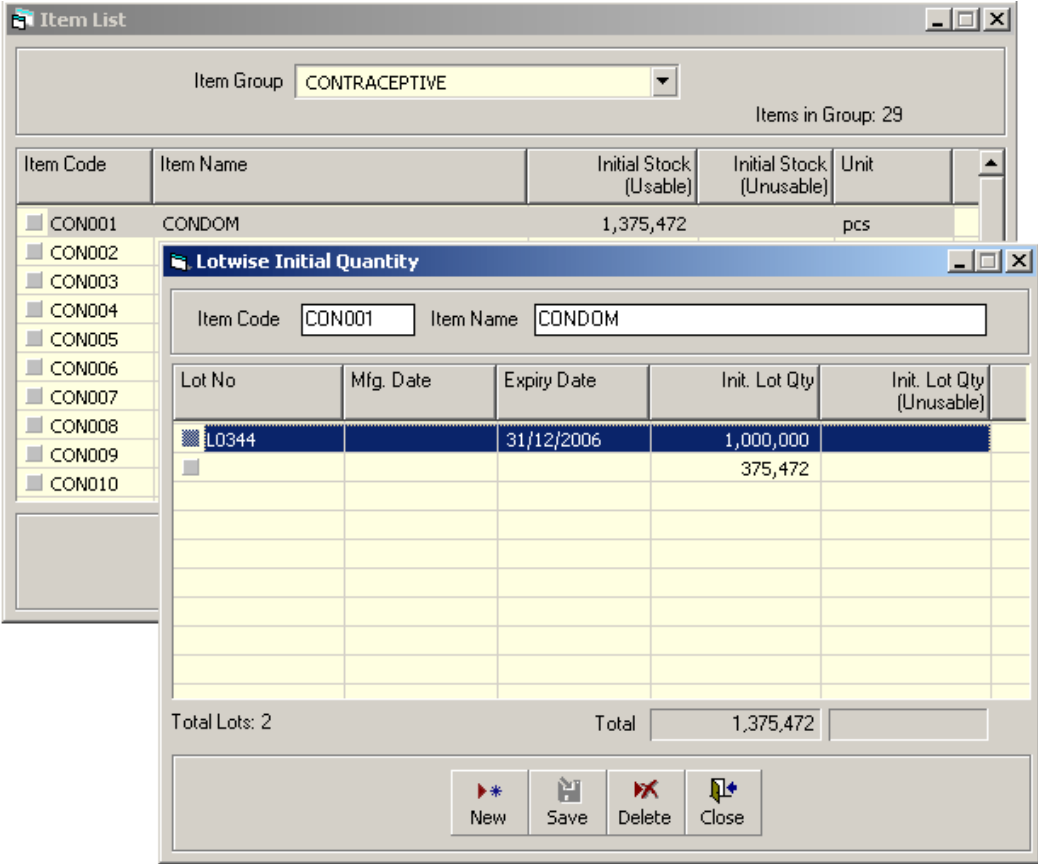
- To see all of the items again, press  button.

View information about a specific item


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

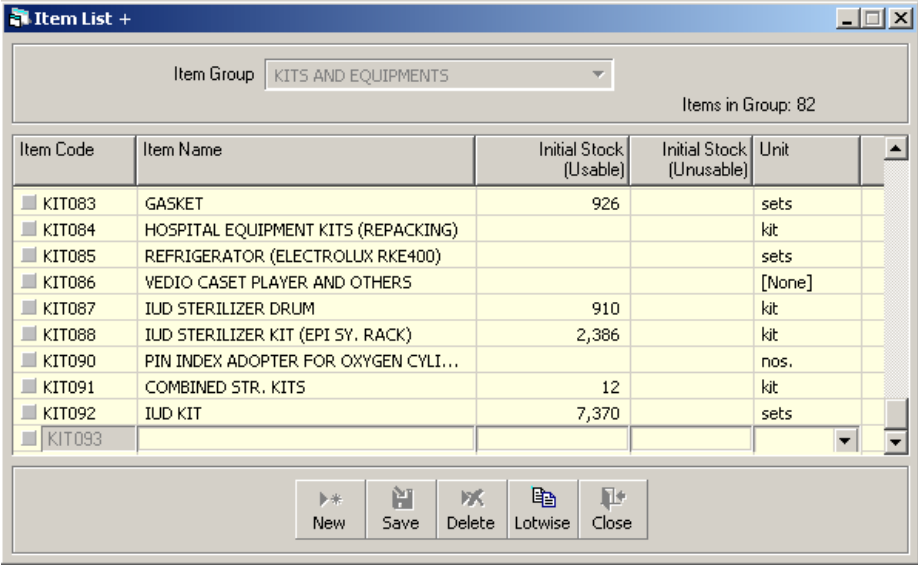
View lotwise information about a specific item

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

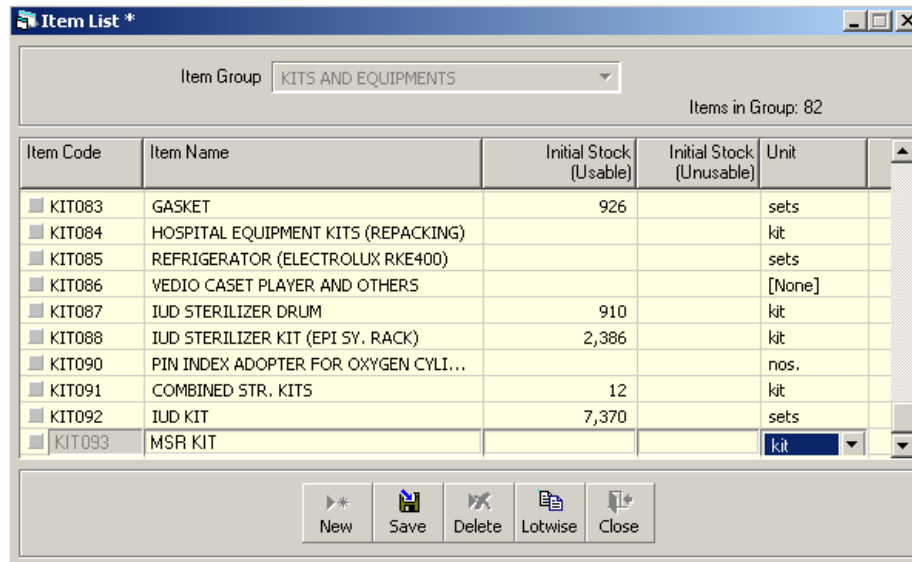



Enter a new item

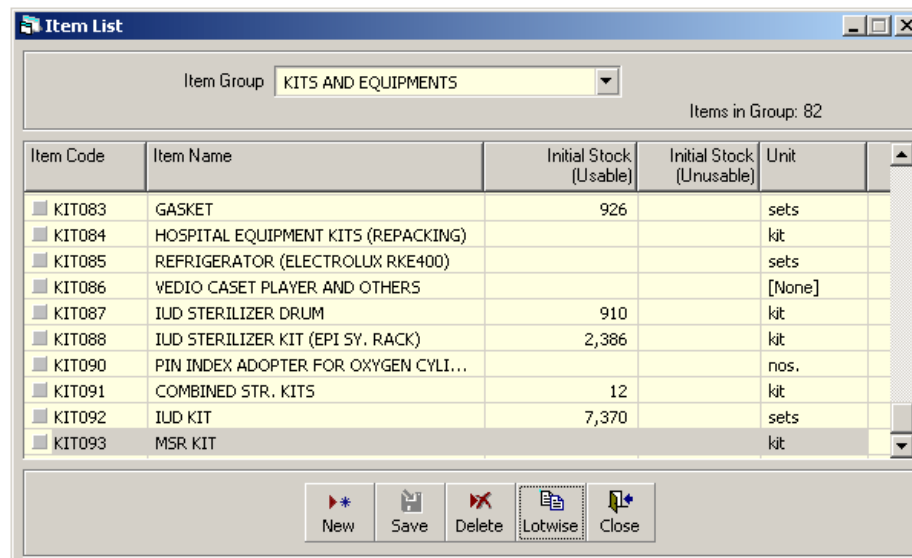
- Press  from the command buttons block. The form will look like:



- The Item Code will be generated automatically. The code consists of the group code and a number which is one greater than the max item code in the group. But you can change the Item Code to another Code which is not yet present in database.
- Enter the name of the item.
- If the item has initial stock in the inventory, then enter both Usable and Unusable quantity.
- Enter measurement unit of the item.



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




- If the new item name conflicts with an existing item, then an error message will be shown. Change the item name and try saving again.

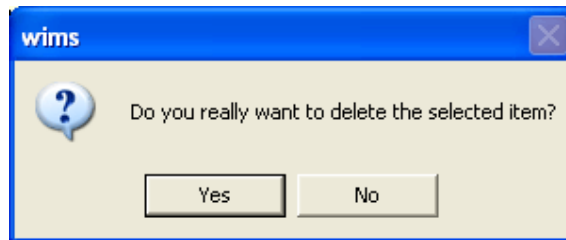
- If you want to cancel the new item entry, press Esc during editing to undo.

Edit an existing item

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


Delete an existing item

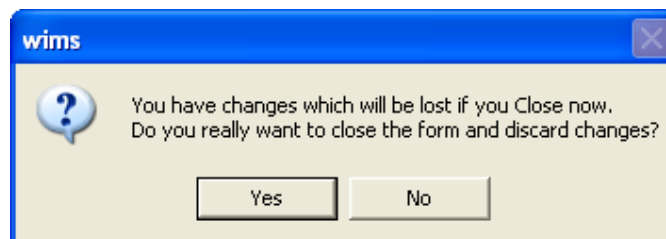
- Select the item you want to remove from Item list.
- Press  button.
- A confirmation dialog will be shown



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

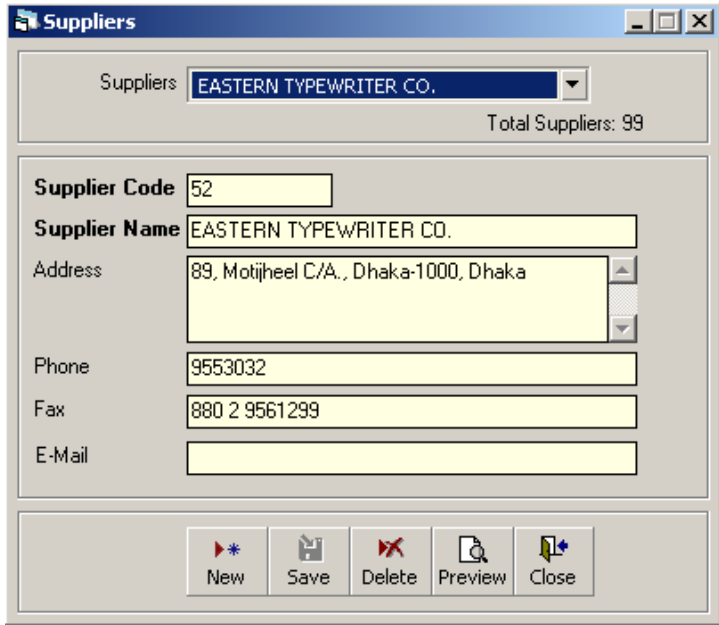
Close Item List form

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



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

Suppliers

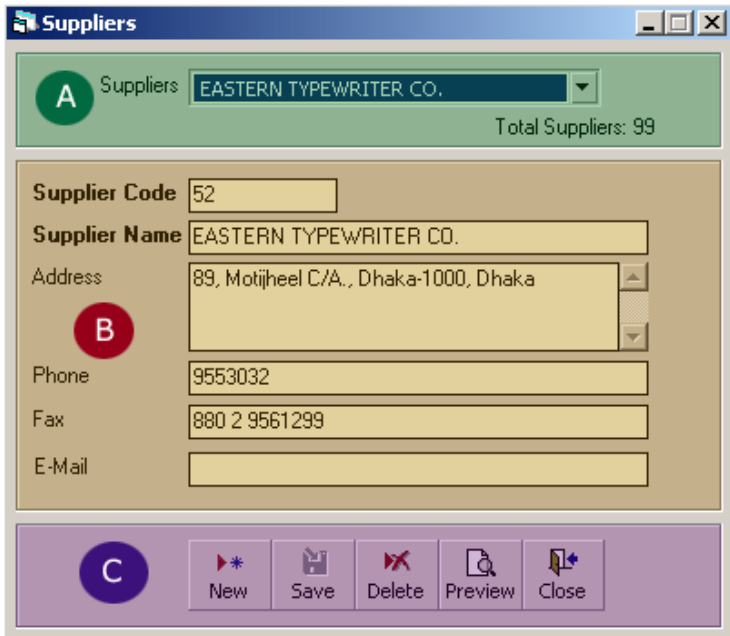


Commodities are received in the warehouse from different external suppliers. For reporting and future reference, a list of suppliers is maintained.

View Suppliers

- Run WIMS.
- Select Parameters > Suppliers... from menu.
- The Suppliers form is displayed.

General description of Suppliers form



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

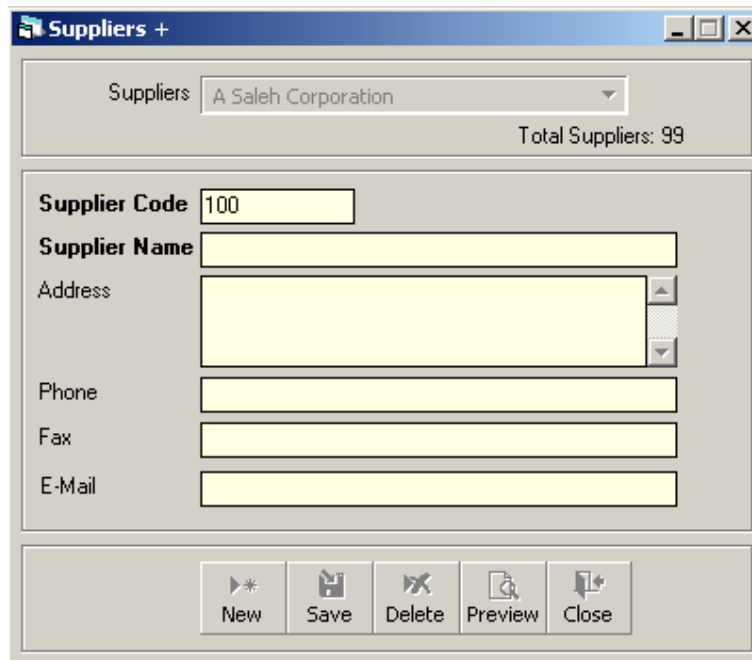
- A. *Suppliers*: Shows a list of names of current suppliers in database. A label below shows the total number.
- B. *Entry Fields*: To describe a supplier, a number of fields are required.
 - Supplier Code – An unique numeric code to identify the supplier. It is generated automatically by the system to the highest available supplier code.
 - Supplier Name – Name of supplier.
 - Address – Supplier's mailing address.
 - Phone, Fax, E-mail – Phone, fax and E-mail numbers of supplier.The Supplier Code and Supplier Name fields should be provided.
- C. *Command buttons*: A number of buttons to manipulate supplier list.

View information about a specific supplier

- Select the supplier name you want to view from Item Suppliers list.
- All the details about the selected supplier will be shown.

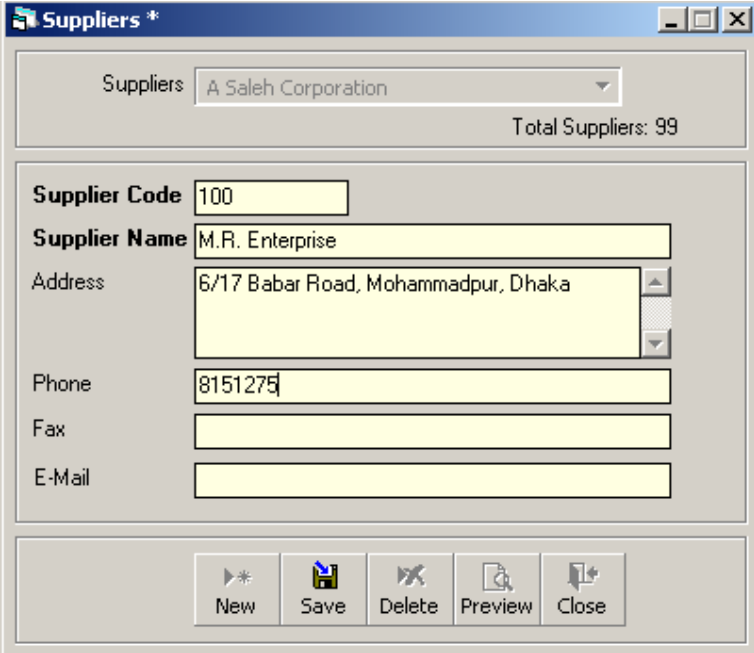
Enter a new supplier


- Press  from the command buttons block. The form will appear as follows

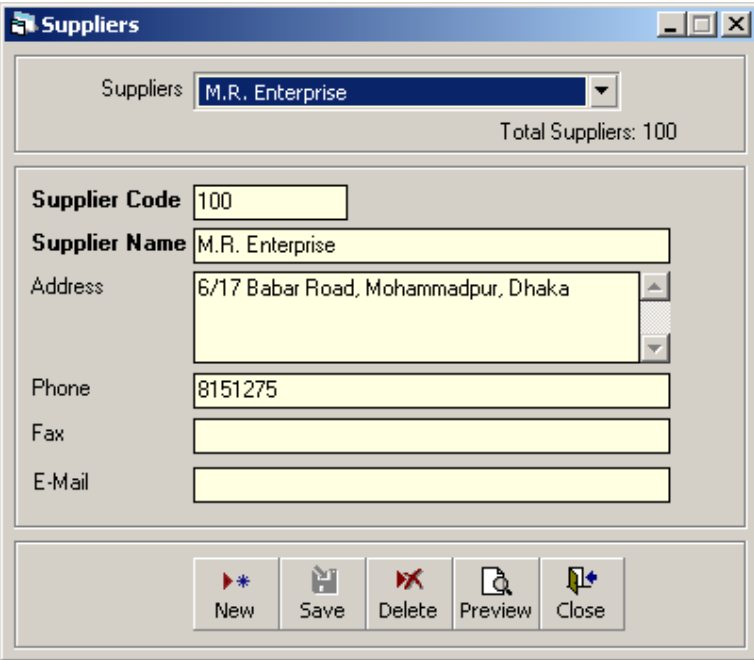


The screenshot shows a window titled "Suppliers +". At the top, there is a dropdown menu labeled "Suppliers" with "A Saleh Corporation" selected. To the right of the dropdown is the text "Total Suppliers: 99". Below this are several input fields: "Supplier Code" with the value "100", "Supplier Name", "Address", "Phone", "Fax", and "E-Mail". At the bottom of the window is a command bar with five buttons: "New", "Save", "Delete", "Preview", and "Close".

- Supplier Code will be generated.
- Enter supplier's name
- If available provide supplier's address information.
- Optionally provide Phone, Fax and E-mail.



- Press  button.
- Your new supplier name will be visible in the Suppliers list.




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


Edit an existing Supplier

- Select the supplier name you want to edit from Suppliers list.
- Change the Supplier Name, Address, Phone, Fax or E-mail field as needed.
- When done with editing, press Save.
- If the new supplier name conflicts with an existing supplier, then an error message will appear. Change the supplier name and try saving again.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Supplier

- Select the supplier name you want to remove from Suppliers list.
- Press  button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the supplier.
- You will not be able to delete suppliers that have supplied goods.


Print Suppliers List

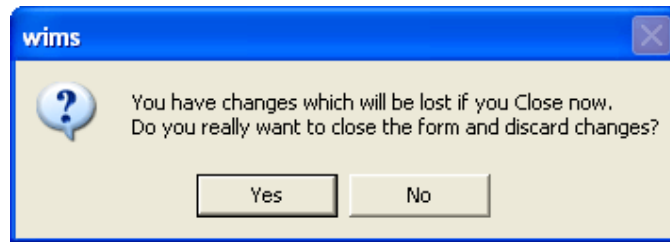
- Press  button to view a printable list of suppliers.

Suppliers					
Central Warehouse, Mohakhali, Dhaka					
Supplier ID	Supplier Name	Address	Phone	Fax	E-Mail
11	A Saleh Corporation	11, Nawab Street, Wari, Dhaka.	8907786		
40	ACI LTD.	9, Motijheel C/A, Dhaka - 1000., Dhaka	9885694-98		
3	AD PRINT	491, Wireless Rail Gate, Baromagh Bazar, Dhaka	8311348		
19	AD SHOP	128/Ka, Maghbazar, Elephant Road, Dhaka., Dhaka			
94	Allied International	11A/1, Block- F, Aziz Mohalla, Mohammed Pur., Dhaka	018-254534		
89	BEXIMCO INFUSION LTD.	Dhaka, Dhaka	9665051		
14	BOC Bangladesh Limited	285-287, Tejgaon Industrial Area., Dhaka.			
27	BP ENTERPRISE PRESS LTD.	48/1, PURANA PALTAN (1ST FLOOR), DHAKA	9557017		
38	CHAD NEE TEXTILE	118-119, Rajuk Avenue, Motijheel C/A., Dhaka	9552019		
70	CHOWDHURY ENTERPRISE	102, Central Basaboo., Dhaka	414237		

- 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 Item Suppliers form

- Press  button to exit from the Suppliers 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.

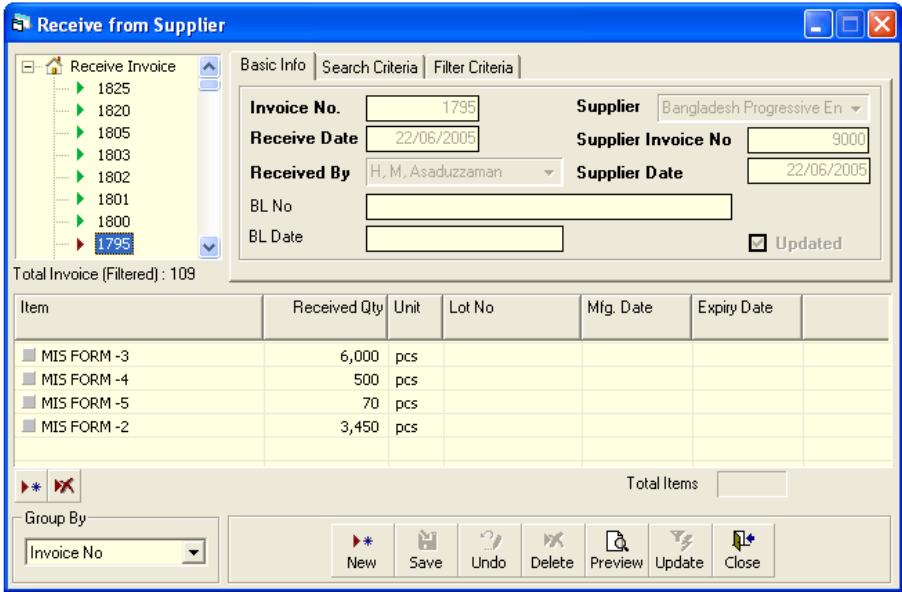


- Press Yes if you do want to exit without saving. Press No, if you don't want to close the form at this time.

Chapter 3

Invoice

Receive Invoice - Receive from Supplier

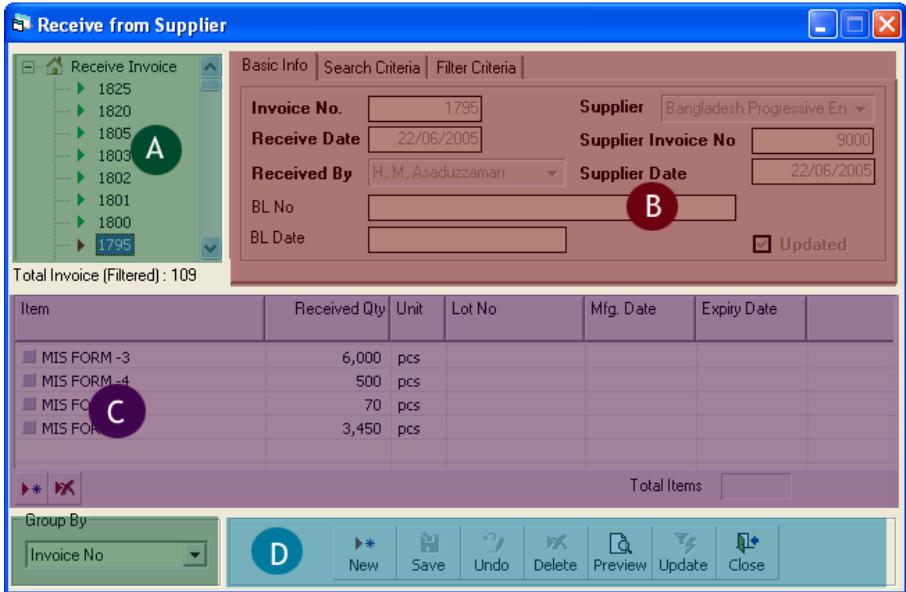


When items are received from suppliers, they should be logged into the system. This form is used when items are received from external supplier. Item quantities entered here add up to the total stock. This form is used to enter new receive invoice, edit, print or delete old invoices.

Open Receive Invoice form

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

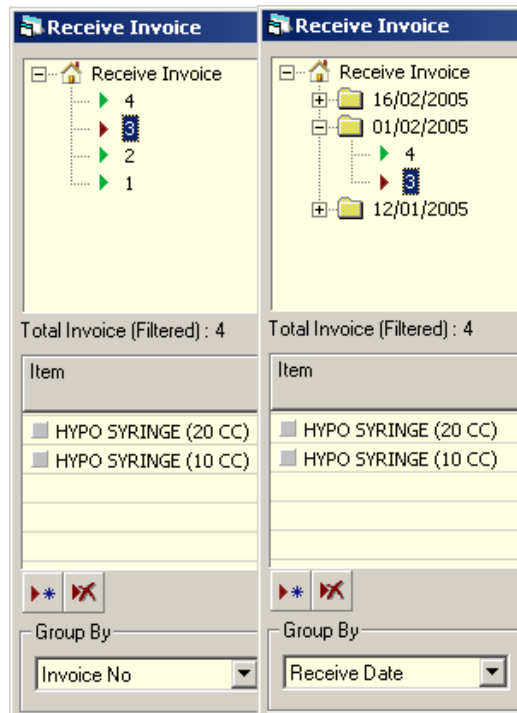
General description of Receive Invoice form



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

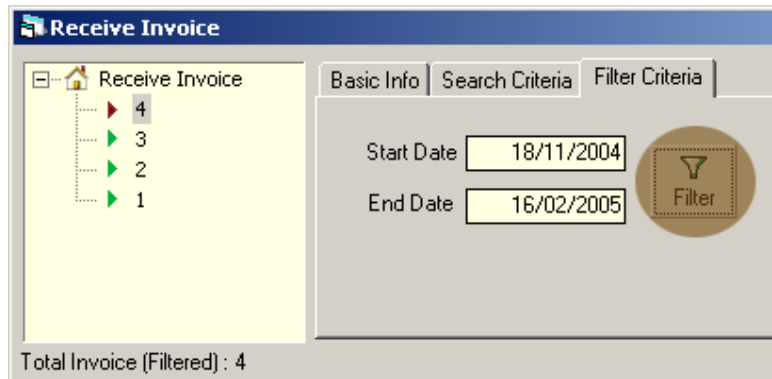
- A. *Invoice List*: Invoices can be listed grouped by Invoice No. or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, eight fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Receive Date – Date of receipt of goods.
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

View information about a specific invoice




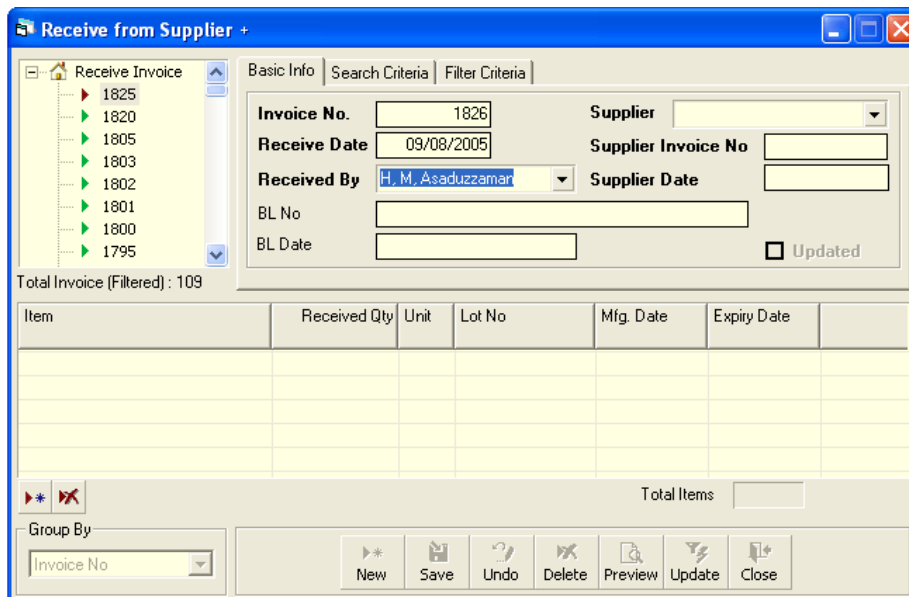
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in two ways – by Invoice No or by Receive Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.

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

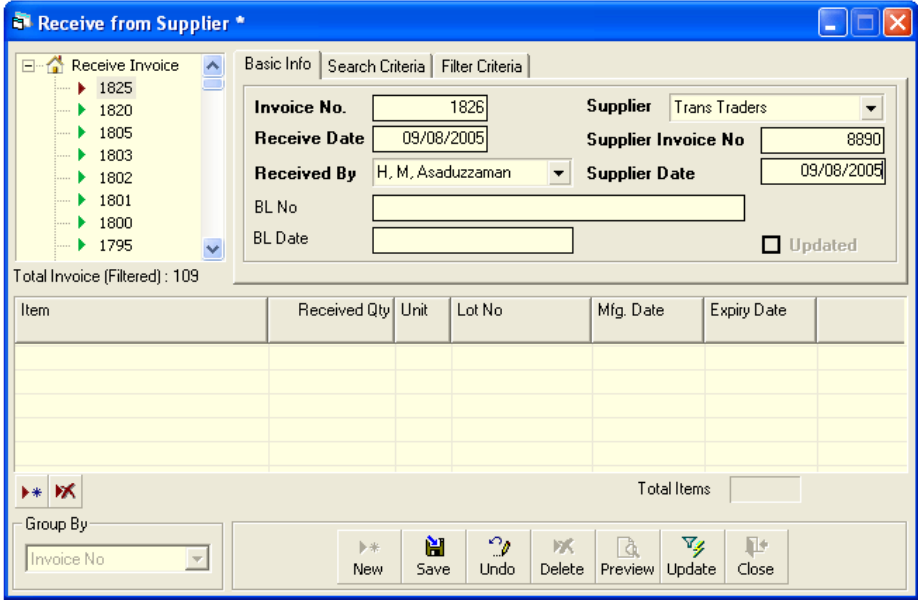



Enter a new invoice

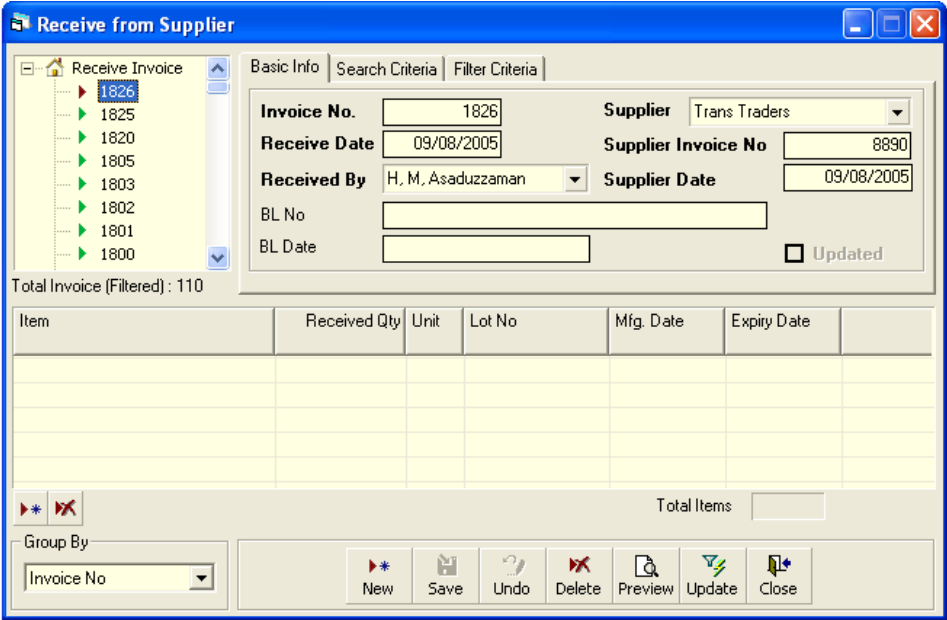
- Press  from the command buttons block. The form will look like this:



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




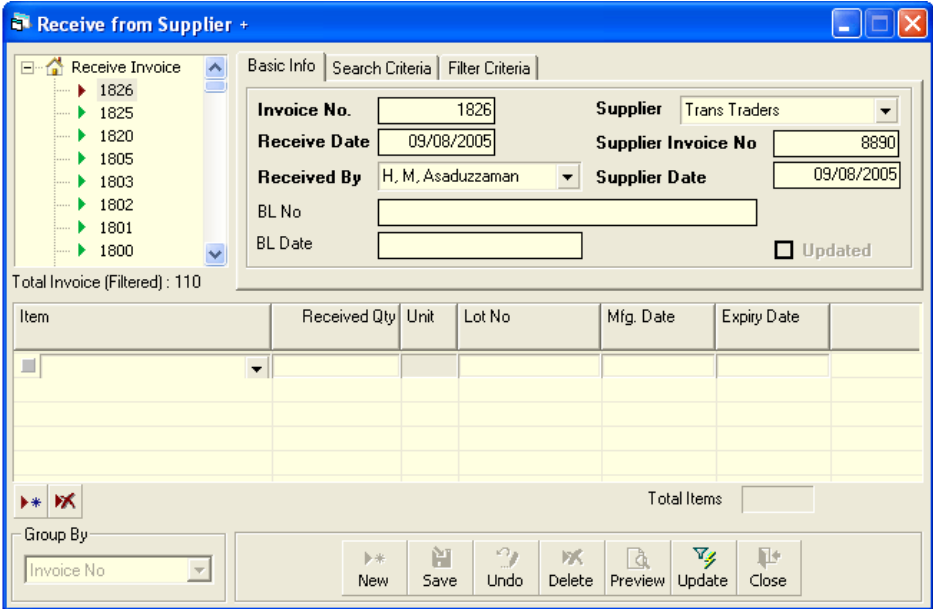
- Press  button.
- Your new invoice no. will be visible in the invoice list.



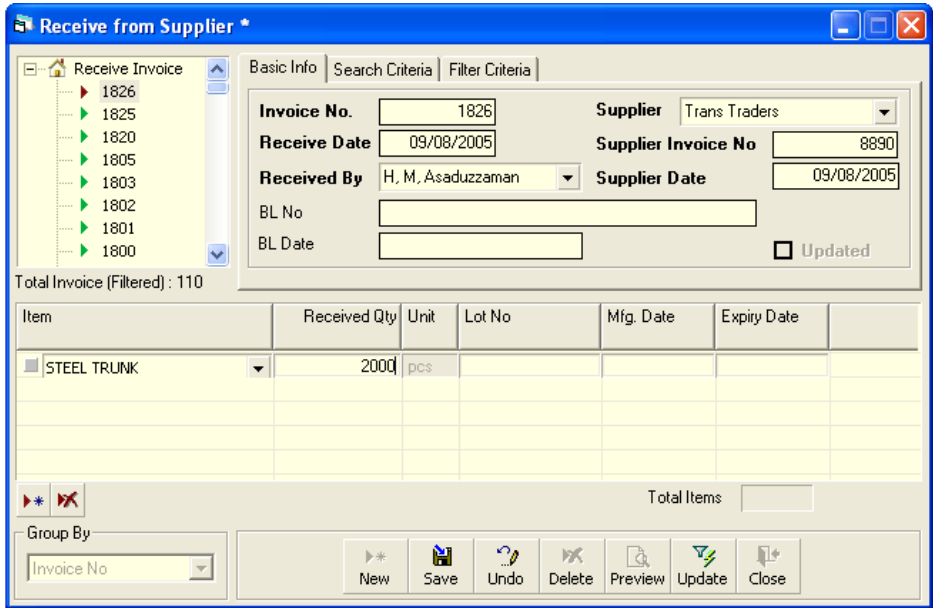
- If you want to cancel the new invoice entry, press Esc during editing to undo.


Invoice Items Entry

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



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




- Press  button.

Updating the Stock

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


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

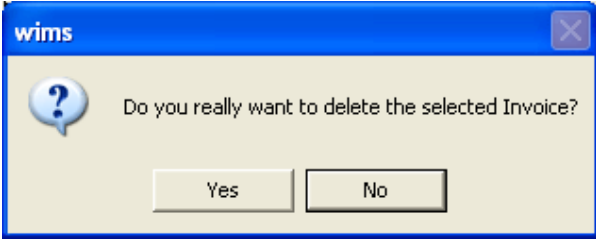
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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


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

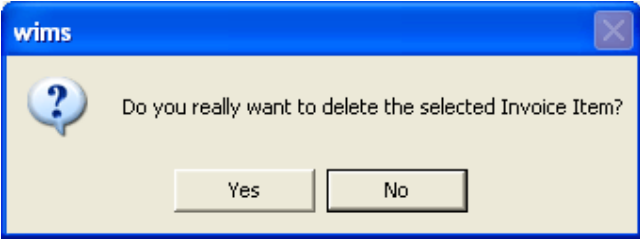
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

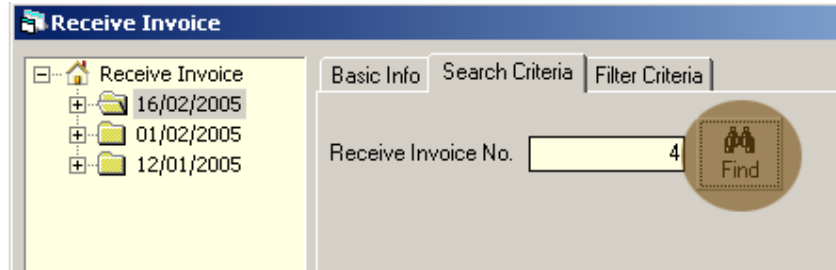
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown



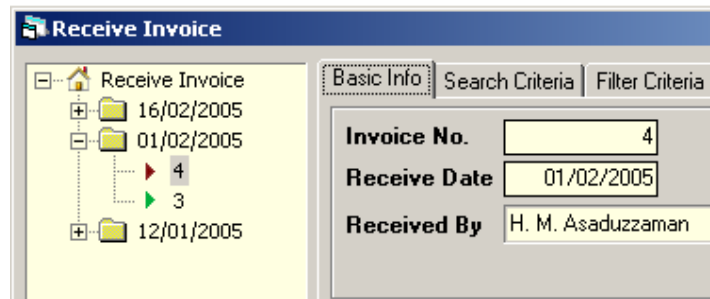
- Press Yes if you really want to delete the invoice item.

Search a Receive Invoice


- Press Search Criteria tab to find a specific invoice.




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

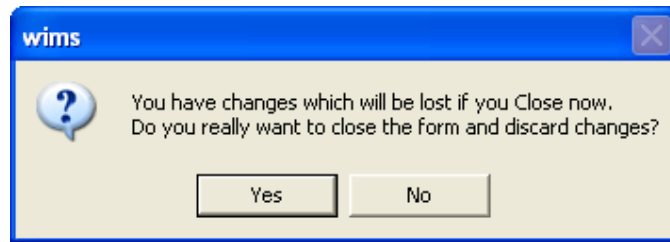


Print Receive Invoice

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

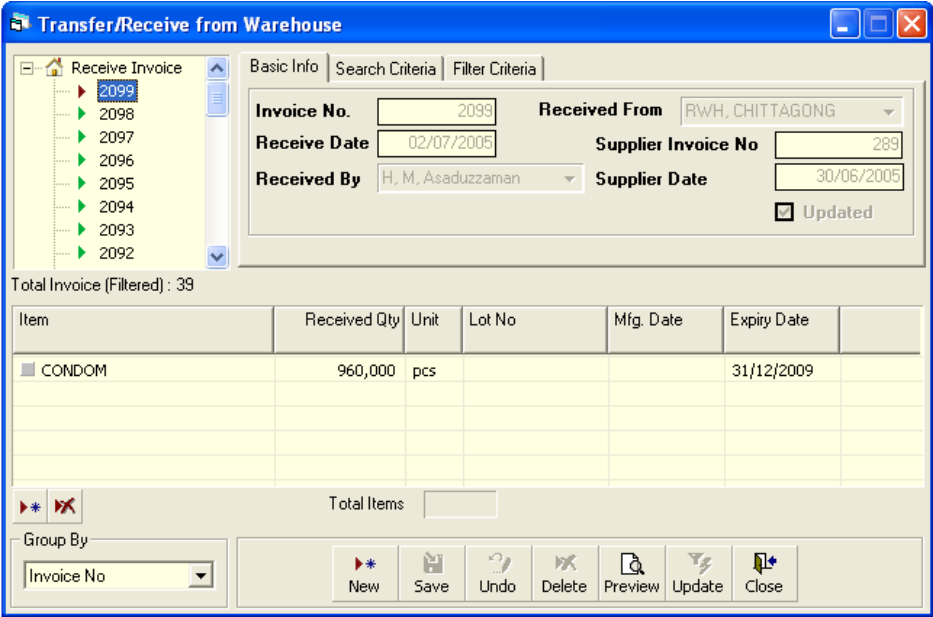
Close Receive Invoice form

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



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

Receive Invoice - Transfer/Receive from Warehouse

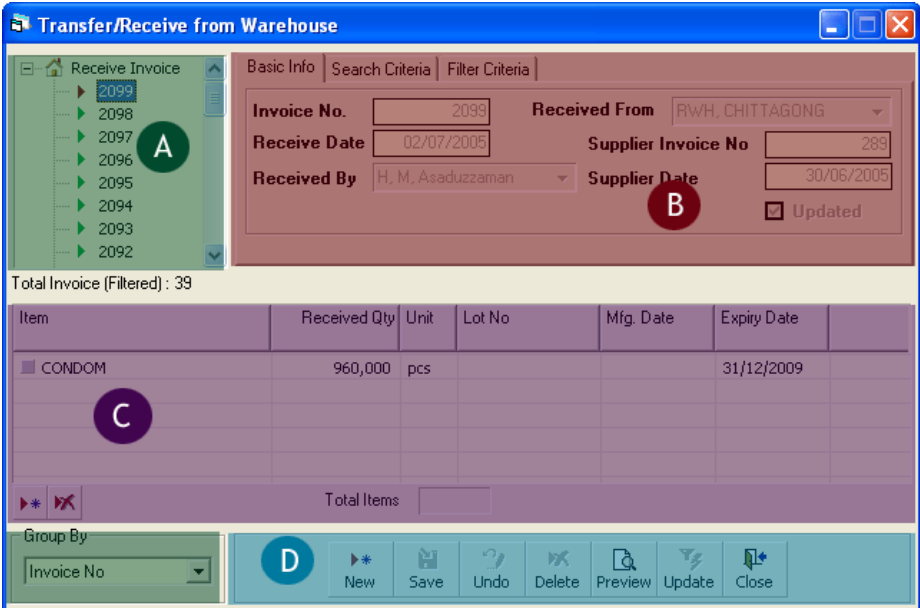


When items are transferred among warehouses, i.e., condoms moved from Chittagong RWH to Dhaka CWH – this form is used. Item quantities entered here add up to the total stock. This form is used to enter new receive invoice, edit, print or delete old invoices.

Open Receive Invoice form

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

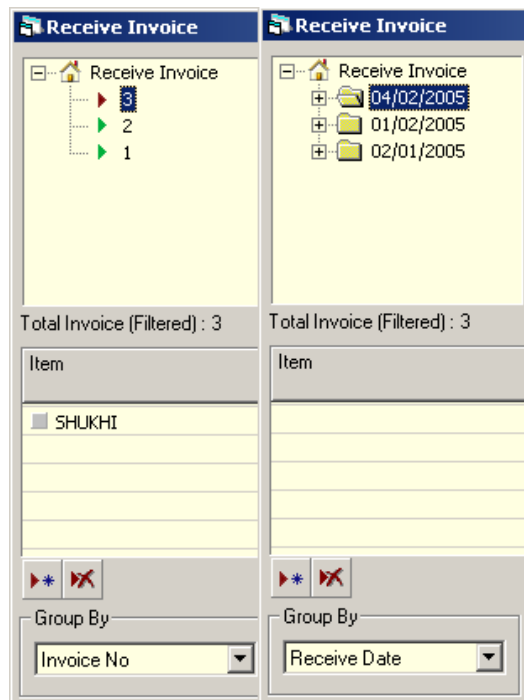
General description of Receive Invoice form



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

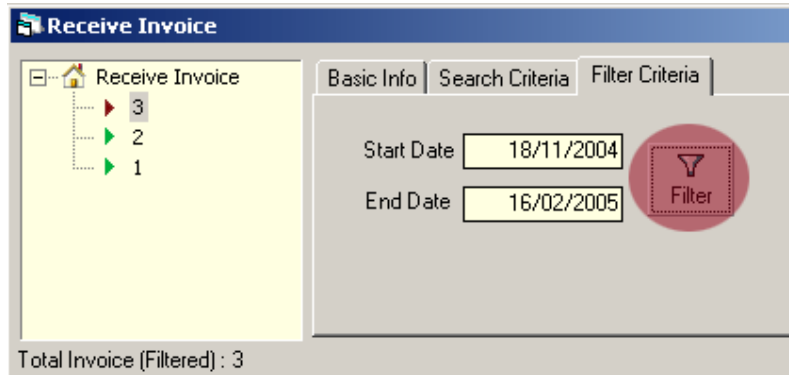
- A. *Invoice List*: Invoices are listed by item group. Invoice Group combo filters the invoices according to their group. Invoices can also be listed grouped by Invoice No. or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, eight fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Receive Date – Date of receipt of goods.
 - Received By – Name of receiving officer.
 - Supplier – Name of warehouse from where goods were sent.
 - Supplier Invoice No – Voucher No. of supplier.
 - Supplier Date – Date of supplier voucher.
 All of the fields are compulsory.
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:
 - Item – Name of item received.
 - Unit – unit of measurement of item.
 - Lot No – Lot no. of the received goods.
 - Mfg. Date – Manufacturing date of the received goods.
 - Received Qty – Total quantity of good received.
 - Expiry Date – date of expiry of the received goods.
 Item and Received Qty are compulsory. Unit field is shown automatically. Other fields are optional.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

View information about a specific invoice




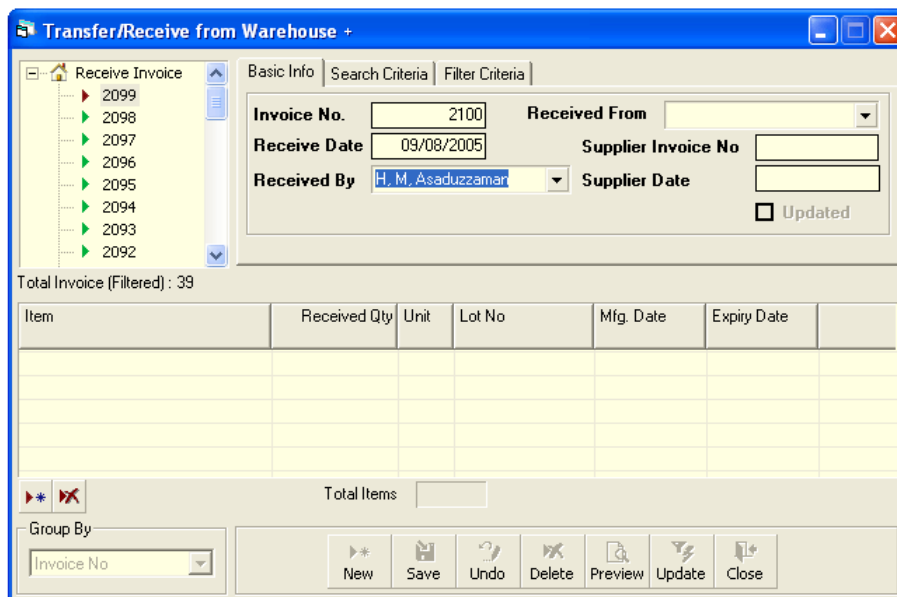
- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in two ways – by Invoice No or by Receive Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.

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

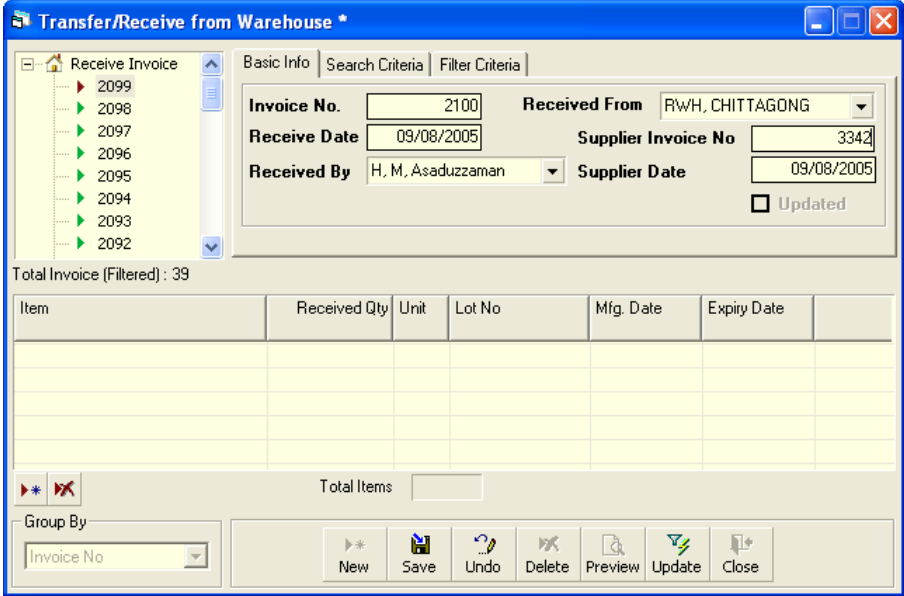



Enter a new invoice

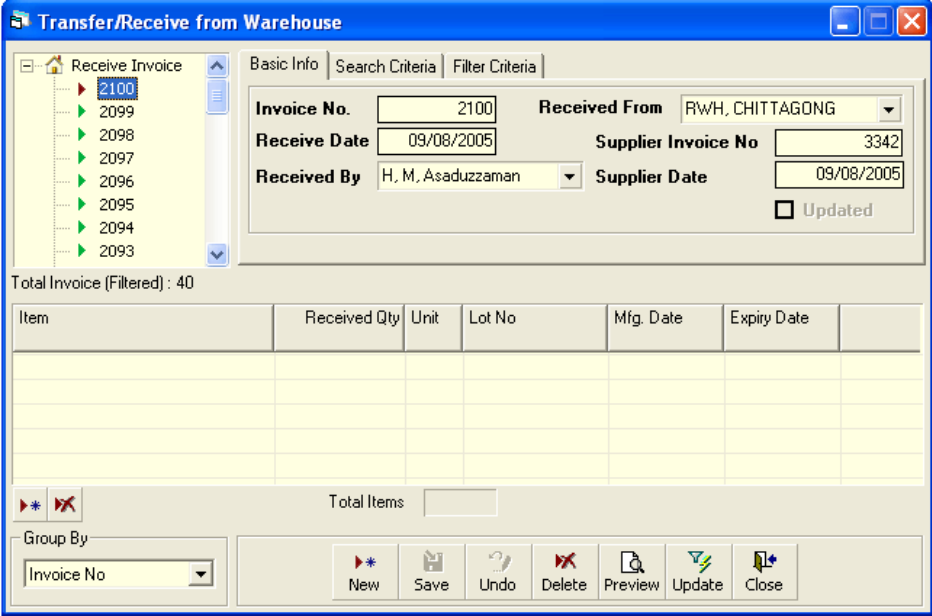
- Press  from the command buttons block. The form will look like this:



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




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



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

Invoice Items Entry

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

Transfer/Receive from Warehouse +

Receive Invoice

- 2100
- 2099
- 2098
- 2097
- 2096
- 2095
- 2094
- 2093

Total Invoice (Filtered) : 40

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date

Total Items

Group By: Invoice No

New Save Undo Delete Preview Update Close

Basic Info | Search Criteria | Filter Criteria

Invoice No. 2100 Received From RWH, CHITTAGONG

Receive Date 09/08/2005 Supplier Invoice No 3342

Received By H, M, Asaduzzaman Supplier Date 09/08/2005

Updated

- 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.

Transfer/Receive from Warehouse *

Receive Invoice

- 2100
- 2099
- 2098
- 2097
- 2096
- 2095
- 2094
- 2093

Total Invoice (Filtered) : 40

Item	Received Qty	Unit	Lot No	Mfg. Date	Expiry Date
CONDOM	960000	pcs			31/12/2010

Total Items

Group By: Invoice No

New Save Undo Delete Preview Update Close


Basic Info | Search Criteria | Filter Criteria

Invoice No. 2100 Received From RWH, CHITTAGONG

Receive Date 09/08/2005 Supplier Invoice No 3342

Received By H, M, Asaduzzaman Supplier Date 09/08/2005

Updated

- Press  Save button.

The screenshot shows the 'Transfer/Receive from Warehouse' application window. On the left, there is a tree view for 'Receive Invoice' with items 2100 through 2093. The main area is divided into a 'Basic Info' tab and a table. The 'Basic Info' tab contains the following fields:


- Invoice No.: 2100
- Received From: RWH, CHITTAGONG
- Receive Date: 09/08/2005
- Supplier Invoice No.: 3342
- Received By: H, M, Asaduzzaman
- Supplier Date: 09/08/2005
- Updated

Below the 'Basic Info' tab, it says 'Total Invoice (Filtered) : 40'. A table with columns 'Item', 'Received Qty', 'Unit', 'Lot No', 'Mfg. Date', and 'Expiry Date' is shown. The first row contains 'CONDOM', '960000', 'pcs', and '31/12/2010'. At the bottom, there is a 'Group By' dropdown set to 'Invoice No' and a toolbar with buttons for New, Save, Undo, Delete, Preview, Update (highlighted), and Close.

Updating the Stock

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


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

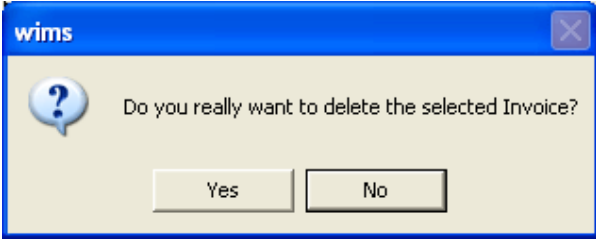
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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


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

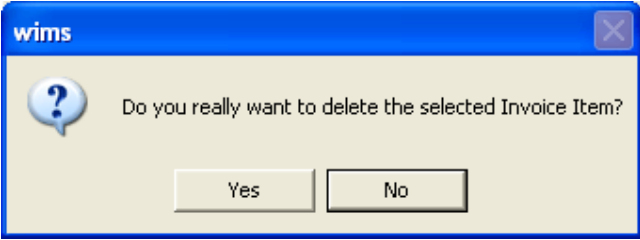
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

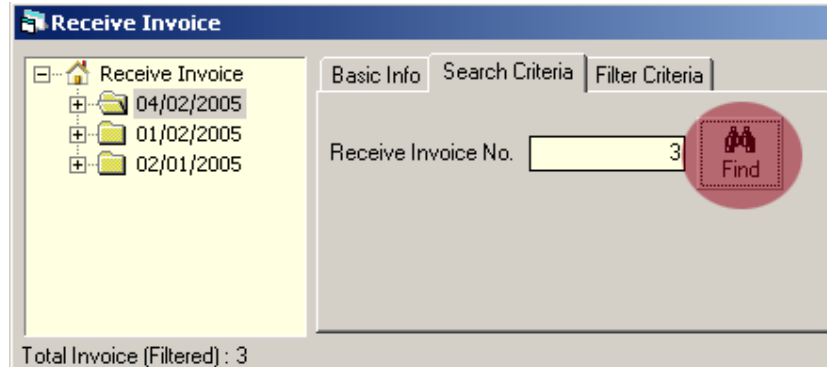
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown



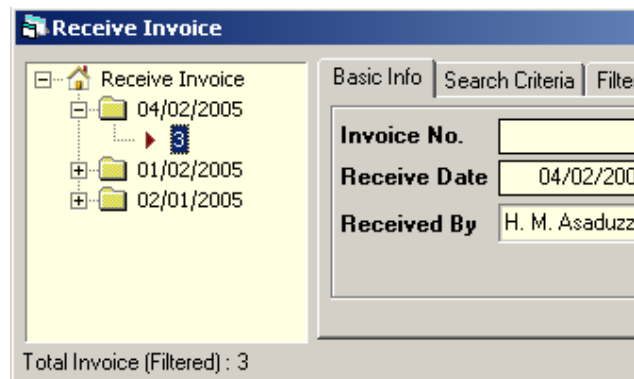
- Press Yes if you really want to delete the invoice item.

Search a Receive Invoice


- Press Search Criteria tab to find a specific invoice.




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

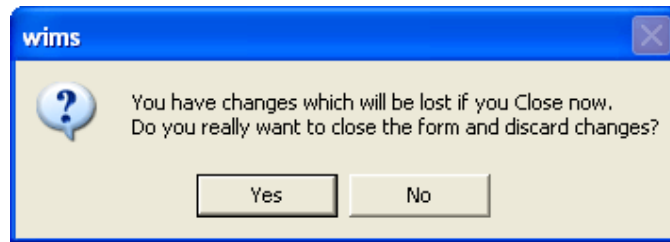


Print Receive Invoice

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

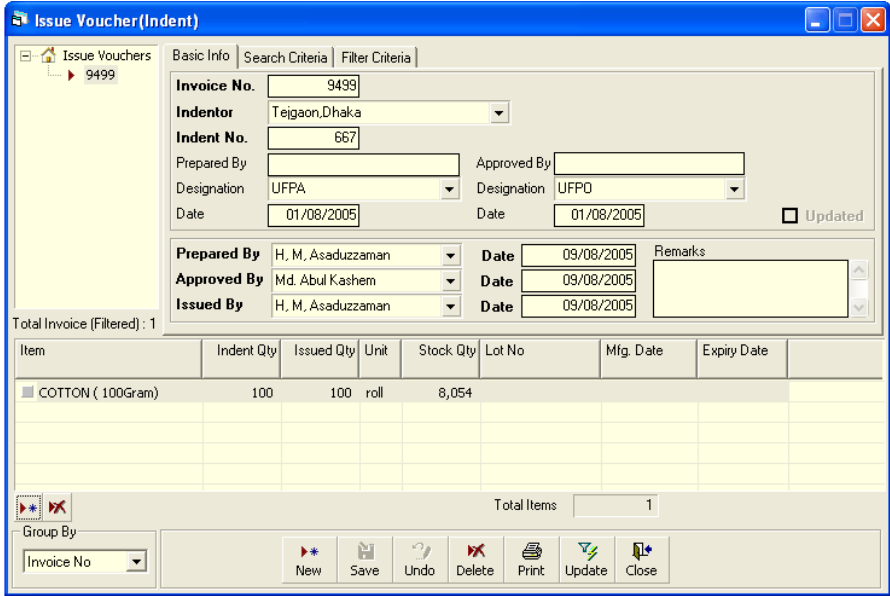
Close Receive Invoice form

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



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

Issue Voucher (Indent)

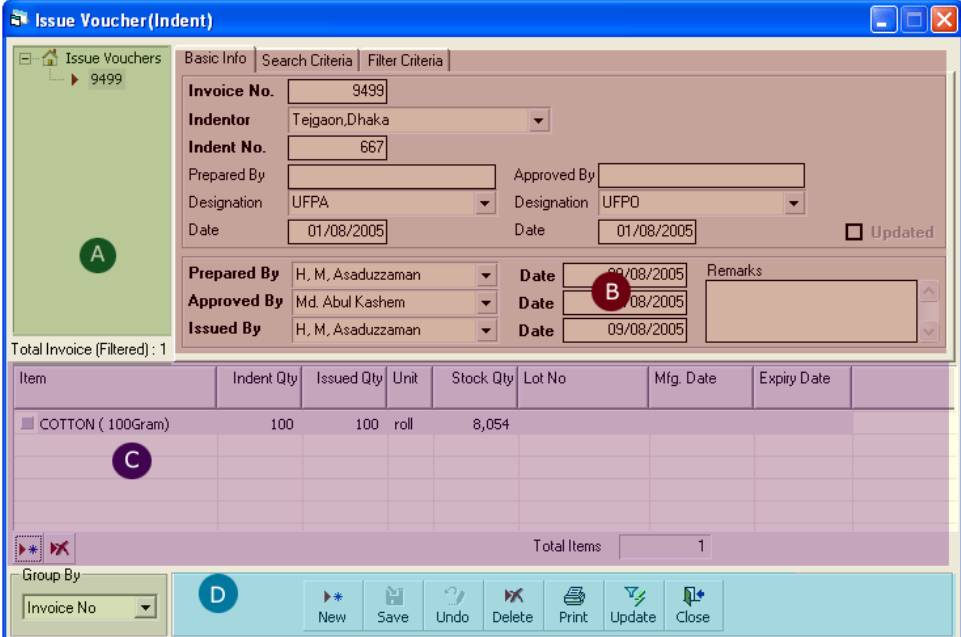


This form is used to issue items based on indent received from facilities. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher (Indent), edit, print or delete old invoices.

Open Issue Voucher (Indent) form

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

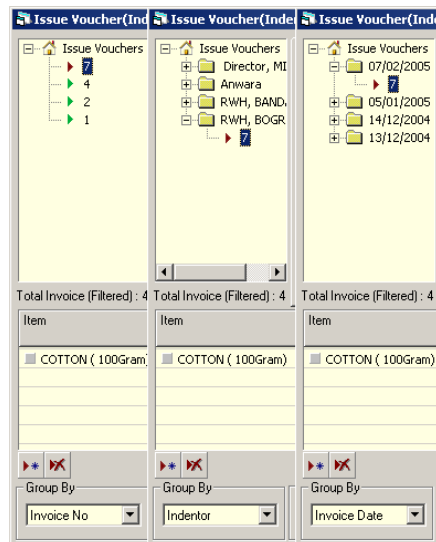
General description of Issue Voucher (Indent) form



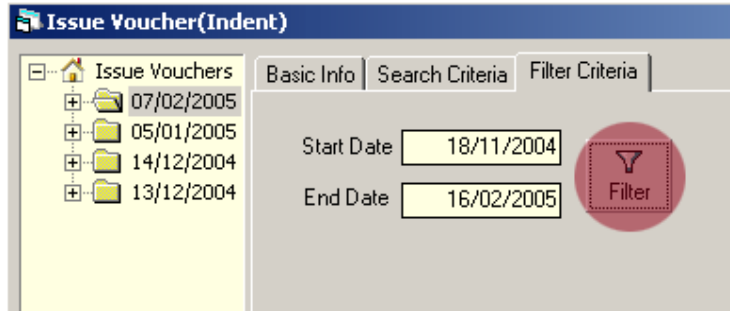
This form is used to edit, create, delete, and print Issue Voucher (Indent)s. Controls in the form are grouped into 4 (four) blocks –

- A. *Invoice List*: Invoices can be listed grouped by Invoice No., Indentor or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, following fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Indentor – Facility requesting the items.
 - Indent No – Indent no. of the facility.
 - Prepared By, Designation & Date – Name, designation and preparation date of the indent.
 - Approved By, Designation & Date – Name, designation and approval date of indent.
 - Prepared By, Approved By, Supplied By – Name of employees who are responsible for issue of items. There are three date fields related to the names.
 - Prepared By Date, Approved By Date, Supplied By Date – Dates in which invoice preparation, approval and supply are made.
 - Remarks – Any comments about the supply.
 Invoice No, Indentor, Indent No., Prepared By, Approved By, Supplied By and their related date fields are compulsory.
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item issued. Every line has the following eight fields:
 - Item – Name of item requested.
 - Unit – unit of measurement of item.
 - Stock Qty – Current stock quantity in issuing facility.
 - Indent Qty – Quantity of item requested.
 - Issued Qty – Quantity issued to facility.
 - Lot No – Lot no. of the item issued
 - Mfg. Date – Manufacturing date of the item lot issued
 - Expiry Date – Expiry date of goods in the lot.
 Item, Indent Qty and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.


View information about a specific invoice

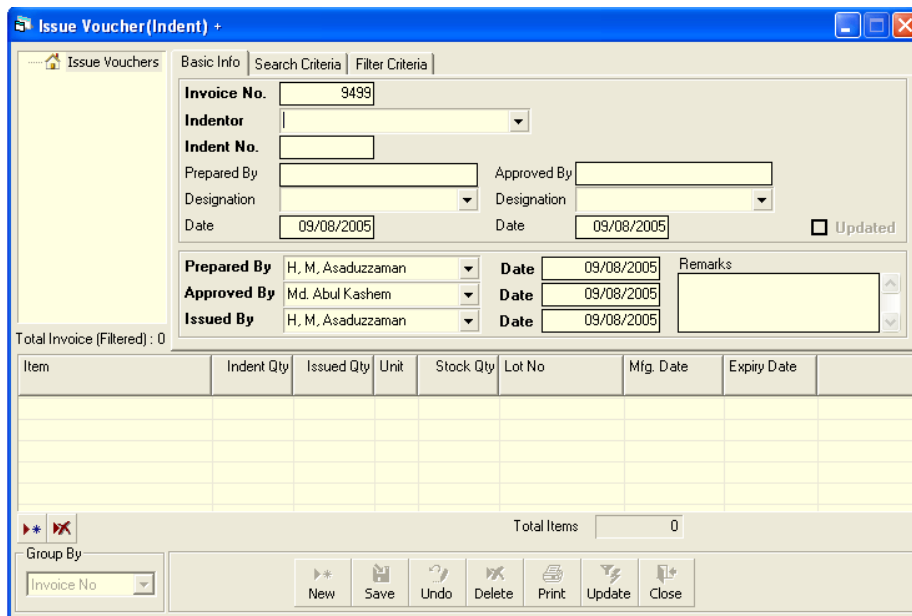


- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Indentor or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of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




Enter a new invoice

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




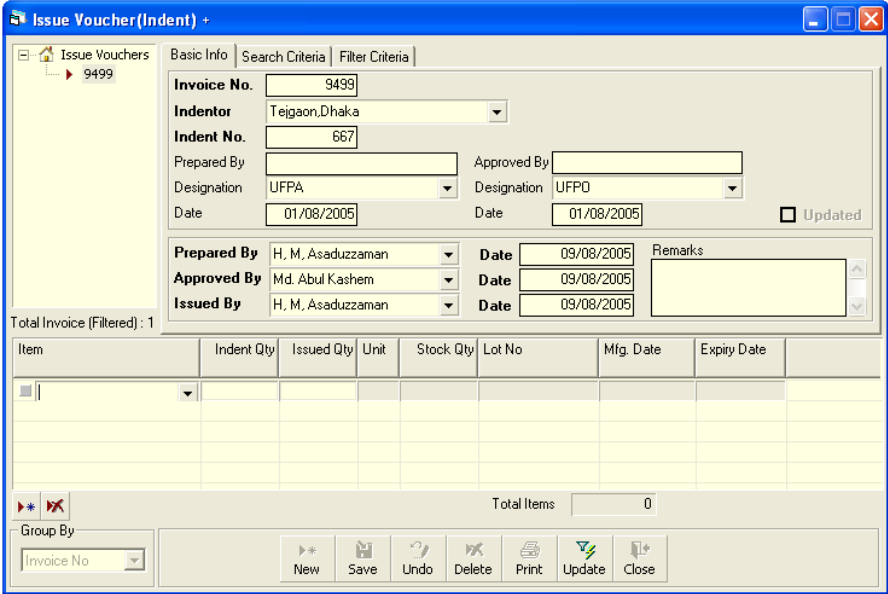
- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Provide the Indentor name and Indent No.
- Select the employee names who are preparing, approving and supplying the goods.
- Optionally provide other fields.

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

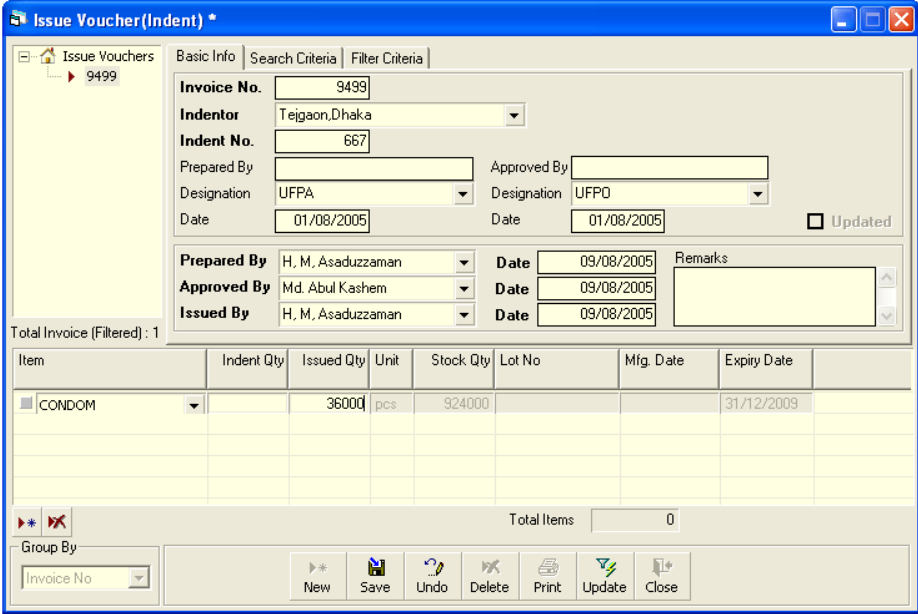
- If you want to cancel the new invoice entry, press Esc during editing to undo.

Invoice Items Entry

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



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




- Press  button.

Updating the Stock

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


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

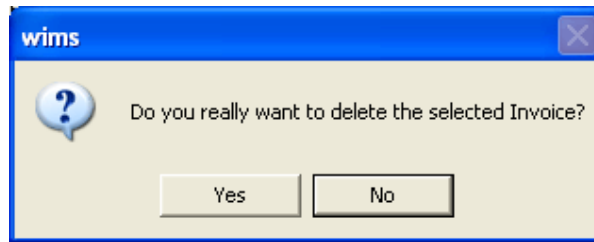
- Press  Update button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

Item	Unit	Stock Qty	Indent Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date
SHUKHI	cy...	300,000	6,000	6,000	L77897		01/01/2007
(NORPLANT) CLIENT AC...	pcs			1,600			
IUD KIT	sets	7,370	900	900			
KIDNEY TRAY 250 mm	nos.	42	7	7			

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


Item	Unit	Stock Qty	Indent Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date
SHUKHI	cy...	300,000	6,000	6,000	L77897		01/01/2007
(NORPLANT) CLIENT AC...	pcs			1,600			
IUD KIT	sets	7,370	900	900			
KIDNEY TRAY 250 mm	nos.	42	7	7			

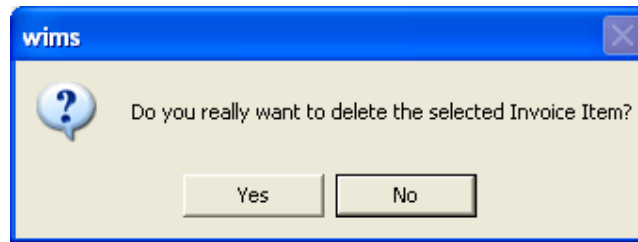
- Press F2 or click on any field to start editing.

Item	Unit	Stock Qty	Indent Qty	Issued Qty	Lot No	Mfg. Date	Expiry Date
SHUKHI	cycle	300,000	6,000	6,000	L77897		01/01/2007
(NORPLANT) CLIENT AC...	pcs			1,600			
IUD KIT	sets	7,370	900	900			
KIDNEY TRAY 250 mm	nos.	42	7	7			

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

Delete an invoice item

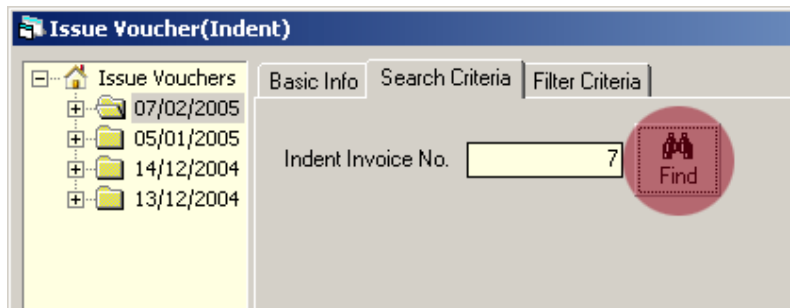
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown.



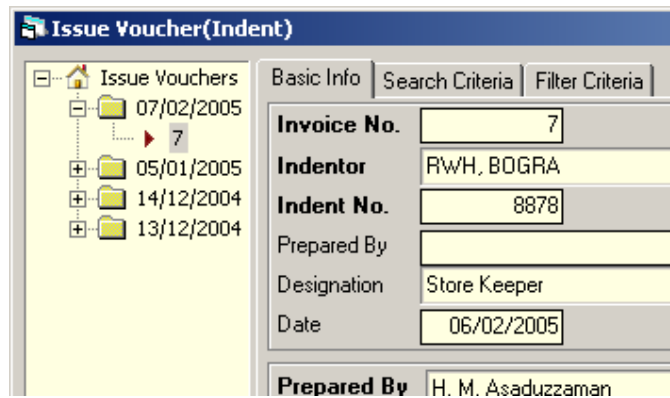
- Press Yes if you really want to delete the invoice item.

Search a Issue Voucher (Indent)


- Press Search Criteria tab to find a specific invoice.

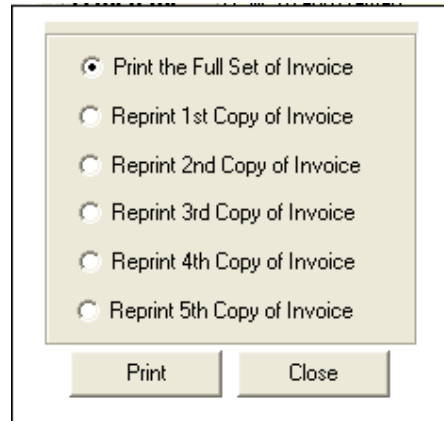


- Enter the invoice no you want to find in 'Indent Invoice No.' box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.




Print Issue Voucher (Indent)

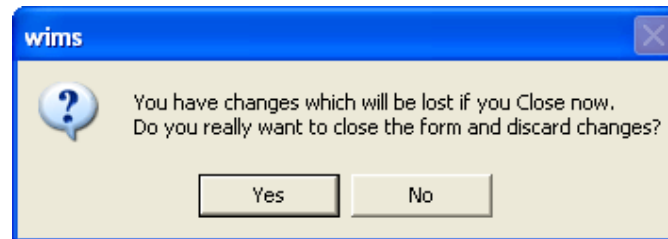
- Press  button to preview the invoice. The following dialog will come.



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

Close Issue Voucher (Indent) form

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

The screenshot shows the 'Issue Voucher (Push)' window. On the left is a tree view of 'Issue Vouchers' with invoice numbers 9498 through 9486. The main form contains the following fields:

- Invoice No.:** 9498
- Facility:** RWH, PABNA
- Updated:**
- Prepared By:** H. M. Asaduzzaman
- Approved By:** Md. Abul Kashem
- Issued By:** H. M. Asaduzzaman
- Date:** 04/07/2005 (for all three roles)
- Remarks:** (Empty text area)

Below the form, it states 'Total Invoice (Filtered) : 299'. A table lists the items issued:

Item	Issued Qty	Unit	Stock Qty	Lot No	Mfg. Date	Expiry Date
CONDOM	474,000	pcs	2,778,000			31/12/2009
SHUKHI	92,160	cy...	541,456			
CT-380A	1,600	pcs	12,476			
DEPO-PROVERA	136,000	dose	5,279,700			
2ML. DISPOSABLE SYRINGE	136,000	pcs	2,139,000			

At the bottom, there are buttons for New, Save, Undo, Delete, Print, Update, and Close. A 'Group By' dropdown is set to 'Invoice No'.

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

Open Issue Voucher (Push) form

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

General description of Issue Voucher (Push) form

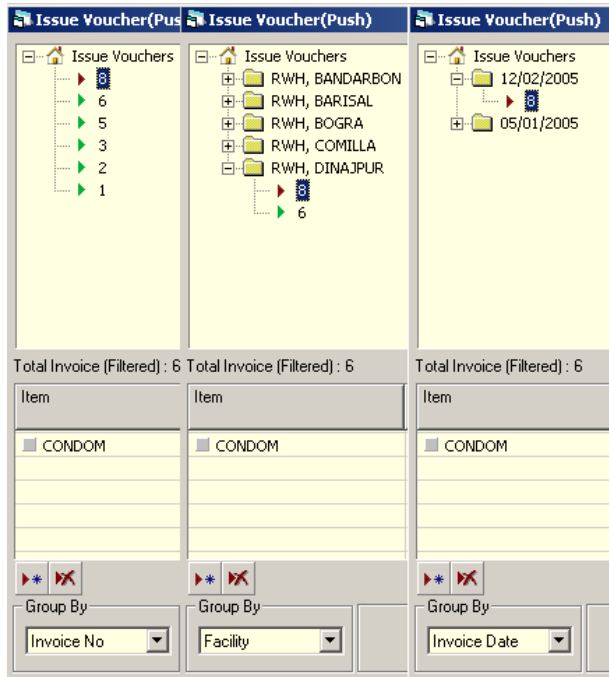
This annotated screenshot highlights key components of the form:

- A:** Points to the tree view of 'Issue Vouchers'.
- B:** Points to the 'Remarks' text area.
- C:** Points to the 'SHUKHI' item in the table.
- D:** Points to the 'New' button in the bottom toolbar.

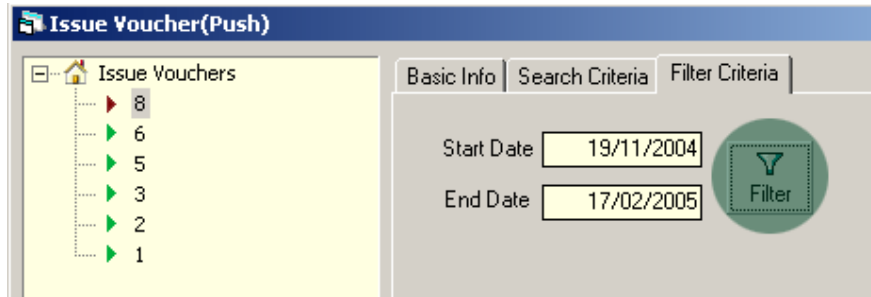
This form is used to edit, create, delete, and print Issue Voucher (Push)s. Controls in the form are grouped into 4 (four) blocks –

- A. *Invoice List*: Invoices can be listed grouped by Invoice No., Indentor or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, following fields are required.
 - Invoice No – A unique sequence to represent the invoice.
 - Facility – Facility receiving the items.
 - Prepared By, Approved By, Supplied By – Name of employees who are responsible for issue of items. There are three date fields related to the names.
 - Prepared By Date, Approved By Date, Supplied By Date – Dates in which invoice preparation, approval and supply are made.
 - Remarks – Any comments about the supply.
 Invoice No, Facility, Prepared By, Approved By, Supplied By and their related date fields are compulsory.
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:
 - Item – Name of item requested.
 - Unit – unit of measurement of item.
 - Stock Qty – Current stock quantity in issuing facility.
 - Issued Qty – Quantity issued to facility.
 - Lot No – Lot no. of the item issued
 - Mfg. Date – Manufacturing date of the item lot issued
 - Expiry Date – Expiry date of goods in the lot.
 Item and Issued Qty fields are compulsory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.


View information about a specific invoice

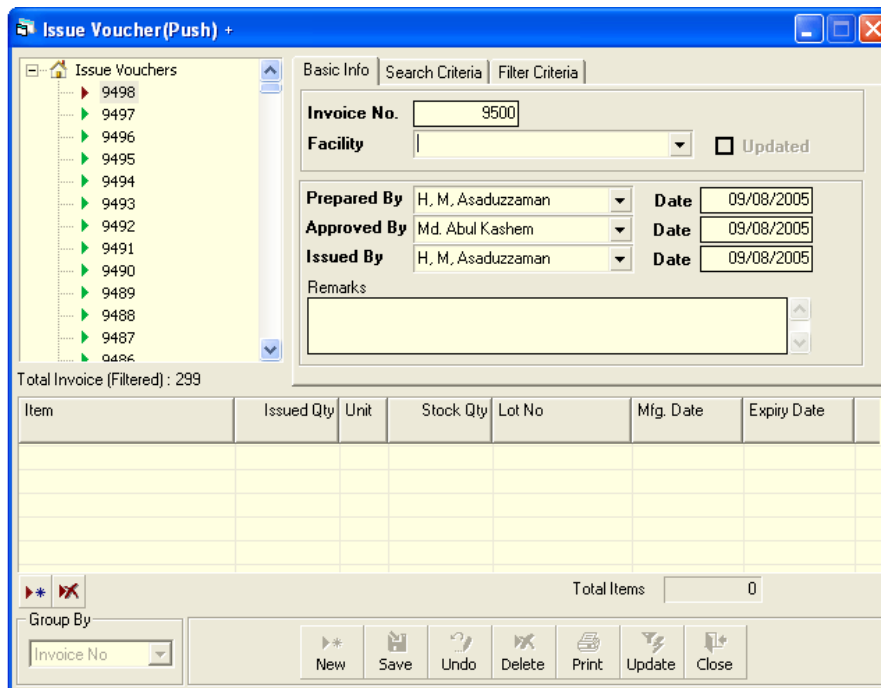


- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Facility or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of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

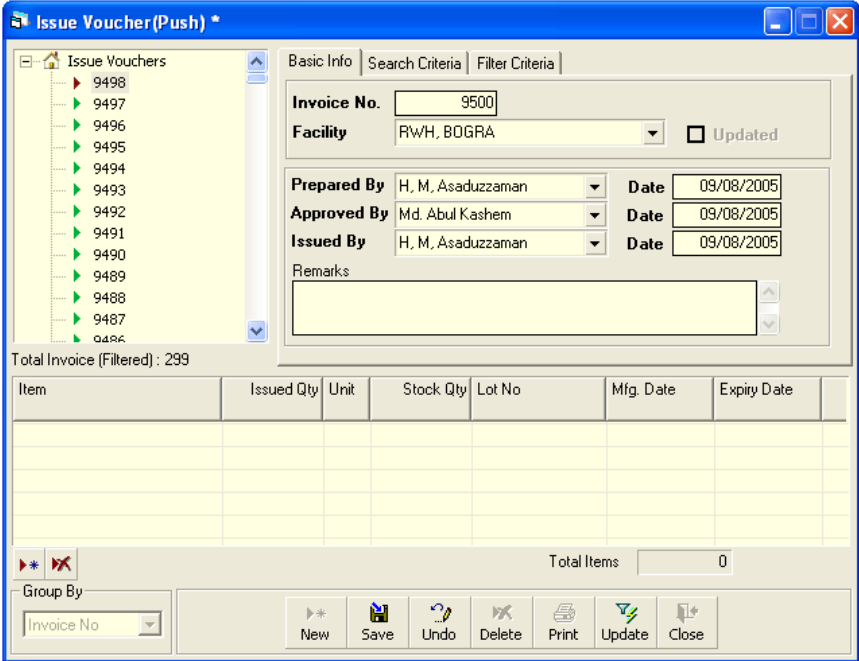



Enter a new invoice

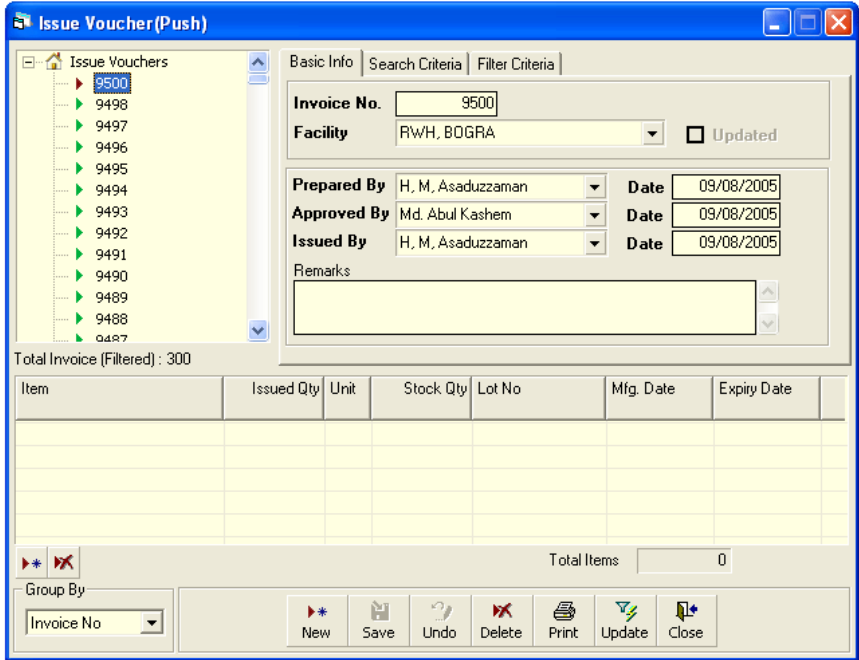
- Press  from the command buttons block. The form will look like the following Figure.



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




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



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

Invoice Items Entry

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

Issue Voucher (Push) +

Basic Info | Search Criteria | Filter Criteria

Invoice No. 9500

Facility RWH, BOGRA Updated

Prepared By H, M, Asaduzzaman Date 09/08/2005

Approved By Md. Abul Kashem Date 09/08/2005

Issued By H, M, Asaduzzaman Date 09/08/2005

Remarks

Total Invoice (Filtered) : 300

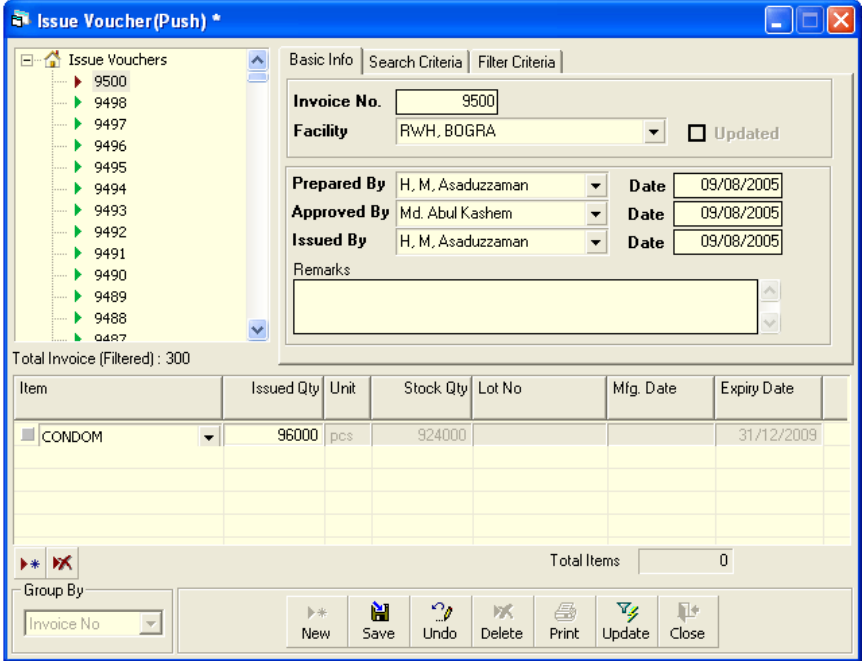
Item	Issued Qty	Unit	Stock Qty	Lot No	Mfg. Date	Expiry Date

Total Items 0

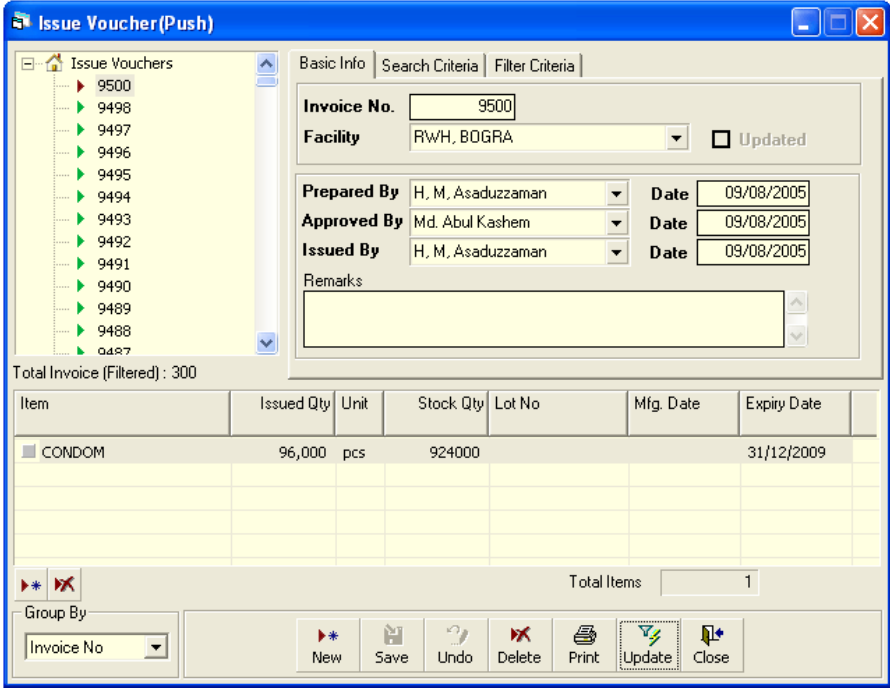
Group By Invoice No

New Save Undo Delete Print Update Close

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




- Press  button.



Updating the Stock

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


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

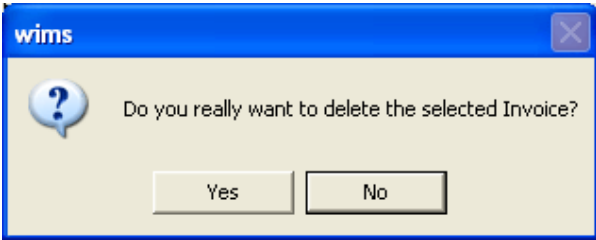
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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


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

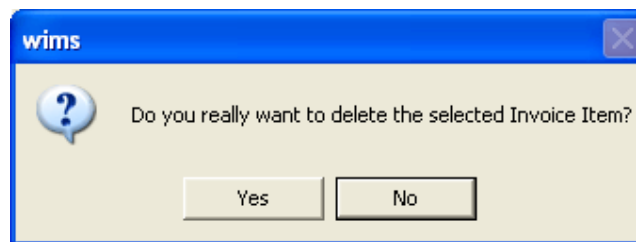
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

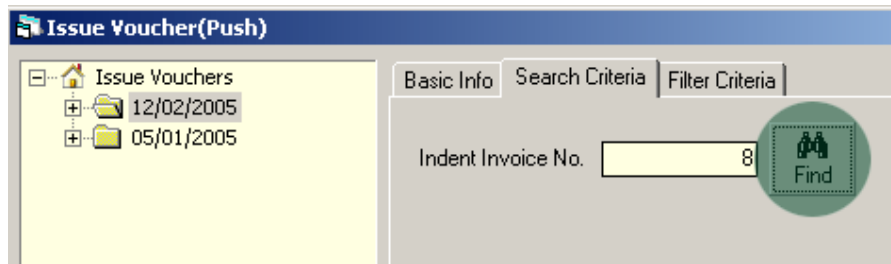
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown.



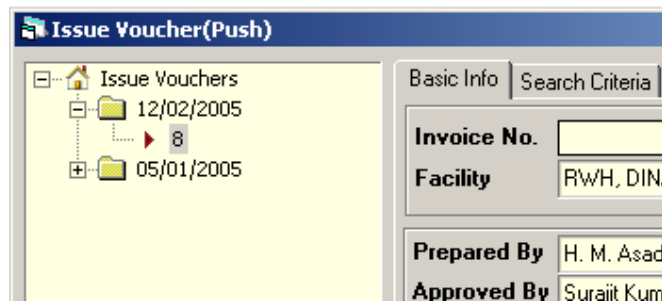
- Press Yes if you really want to delete the invoice item.

Search a Issue Voucher (Push)


- Press Search Criteria tab to find a specific invoice.

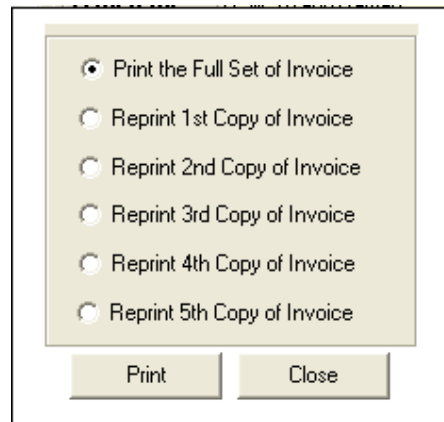


- Enter the invoice no you want to find in 'Invoice No.' box.
- Press [FIND] button to start searching.
- If the invoice is found then it will be shown selected.




Print Issue Voucher (Push)

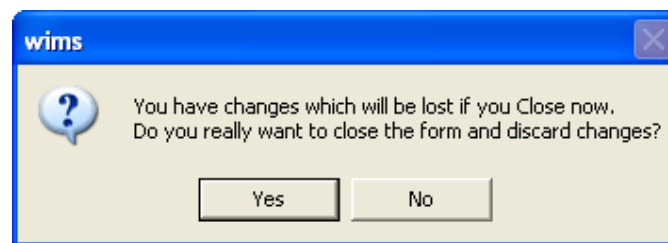
- Press  button to preview the invoice. The following dialog will come.



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

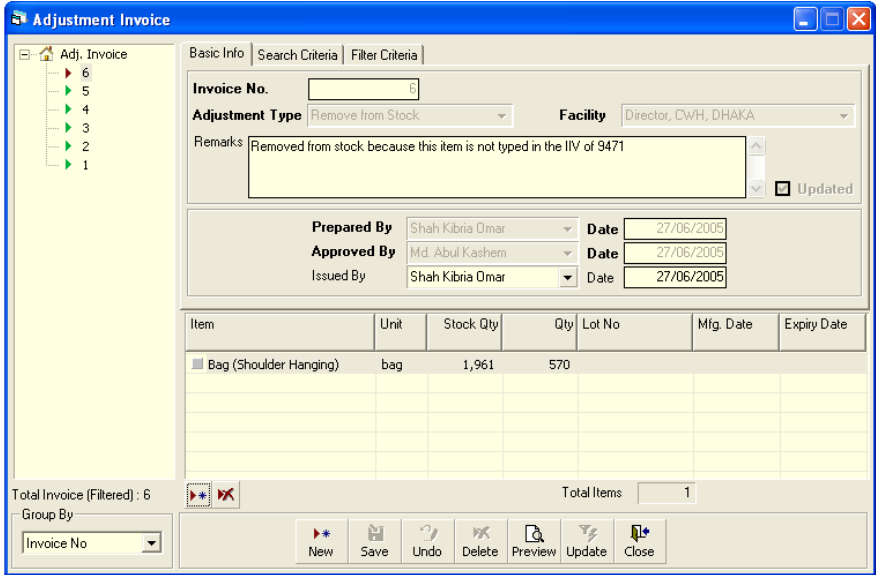
Close Issue Voucher (Push) form

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



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

Adjustment Invoice

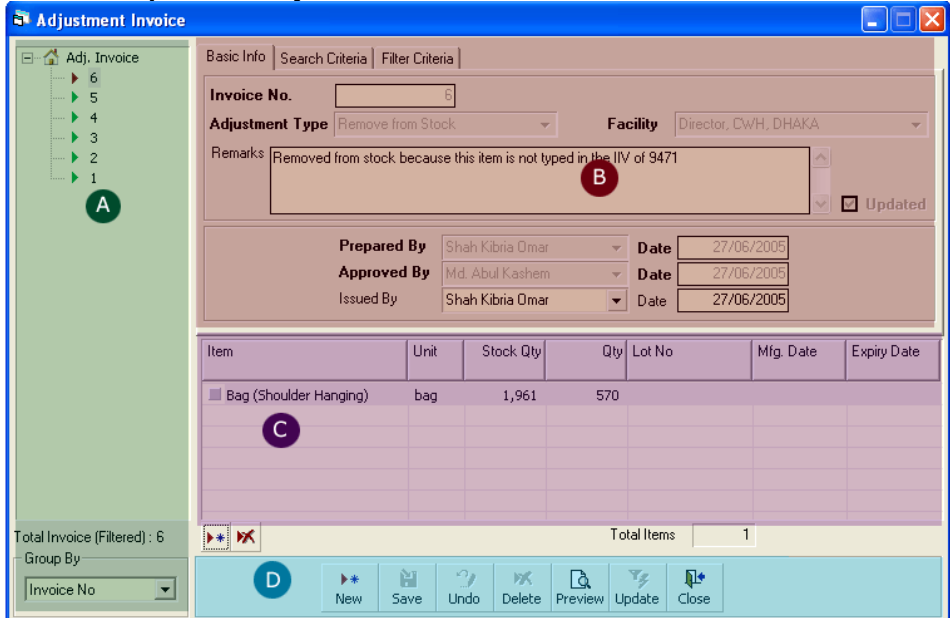


This form is used for various stock adjustments, like – adjustment after physical stock, item expiry, destruction of expired items and return from facility. This form is used to enter Adjustment Invoices, edit, print or delete old invoices.

Open Adjustment Invoice form

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

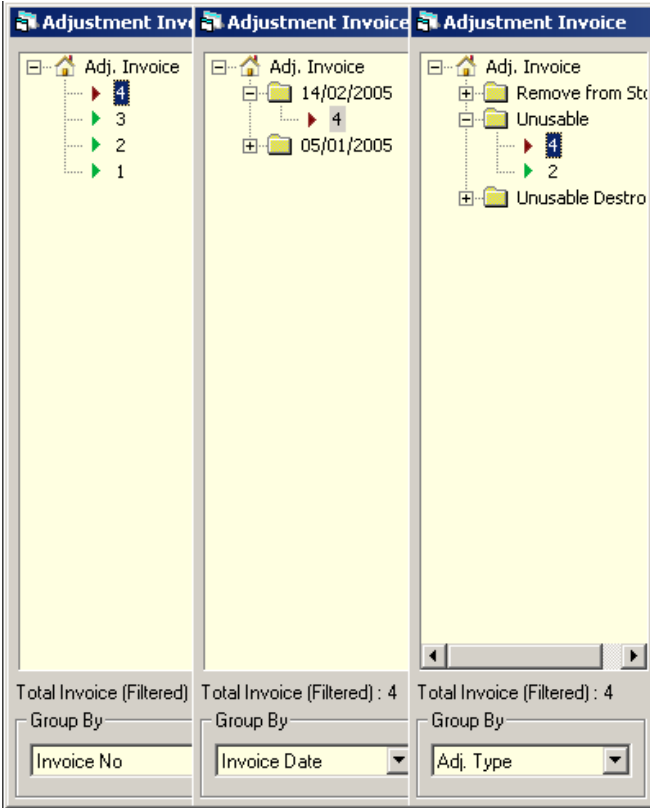
General description of Adjustment Invoice form



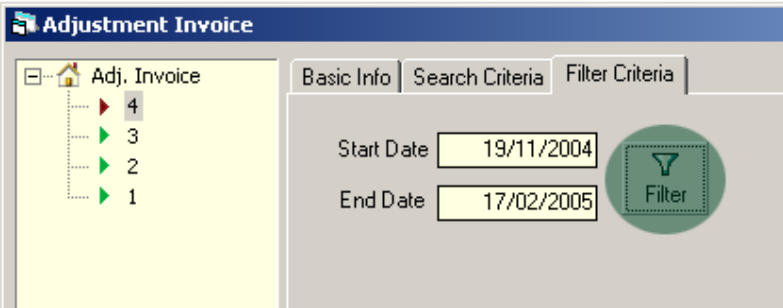
This form is used to edit, create, delete, and print Adjustment Invoices. Controls in the form are grouped into 4 (four) blocks –

- A. *Invoice List*: Invoices can be listed grouped by Invoice No., Adjustment Type or Invoice Date. A label shows the total number.
- B. *Invoice Entry Fields*: To describe an invoice, following fields are required.
- Invoice No – A unique sequence to represent the invoice.
 - Adjustment Type – a list of adjustment types to select from. Possible adjustment types are:
- | | |
|--|---|
| <i>Add to Stock</i> | ▪ If after physical inventory or any instance it is found that an item is shown less than actual qty in stock |
| <i>Remove from Stock</i> | ▪ If after physical inventory or any instance it is found that an item is shown excess than actual qty in stock |
| <i>Return from Facility (Usable)</i> | ▪ When an item is returned from a facility |
| <i>Return from Facility (Unusable)</i> | ▪ When an unusable item is returned from a facility |
| <i>Unusable</i> | ▪ Expiry date of item has passed |
| <i>Unusable Destroy</i> | ▪ Expired items are destroyed |
- Facility – 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, Facility, Prepared By, Approved By and their related date fields are compulsory.
- C. *Invoice Items Entry Fields*: Invoices consist of line items. There is one line for every item received. Every line has the following seven fields:
- Item – Name of item adjusted.
 - Unit – unit of measurement of item.
 - Stock Qty – Current stock quantity in facility performing the adjustment.
 - Qty – Quantity of goods adjusted.
 - Lot No – Lot no. of the item adjusted.
 - Mfg. Date – Manufacturing date of the item lot adjusted.
 - Expiry Date – Expiry date of goods in the lot.
- Item and Qty fields are compulsory. Other fields are optional.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.


View information about a specific invoice

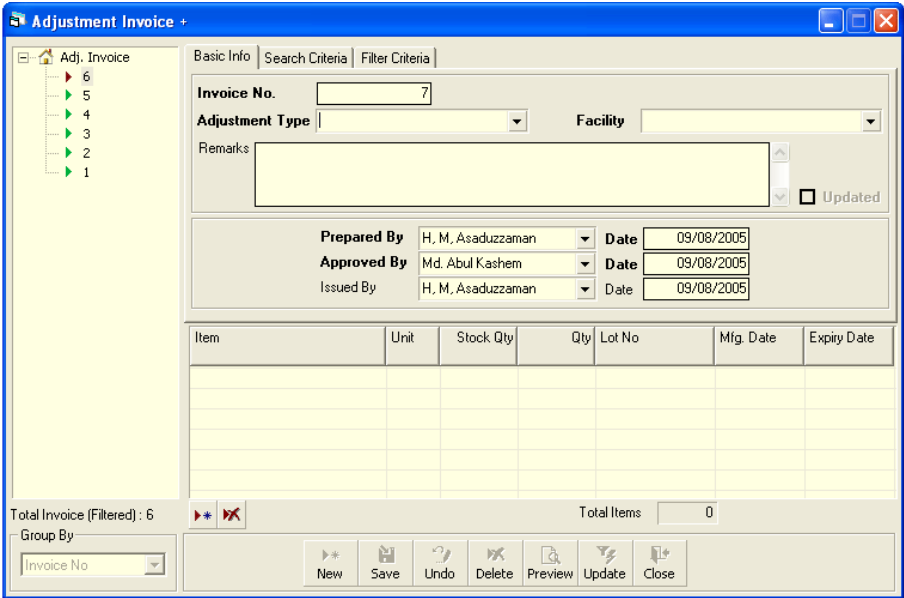


- Select the invoice to view from the tree-like list in block A. Using the Group By combo box – invoices can be grouped in three ways – by Invoice No, Adj. Type or by Invoice Date.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time a partial list of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

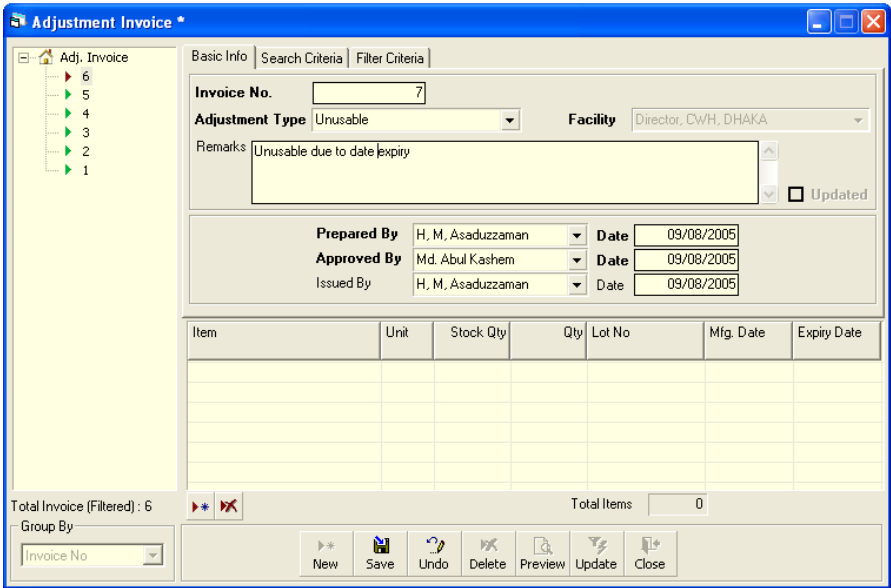


Enter a new invoice

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

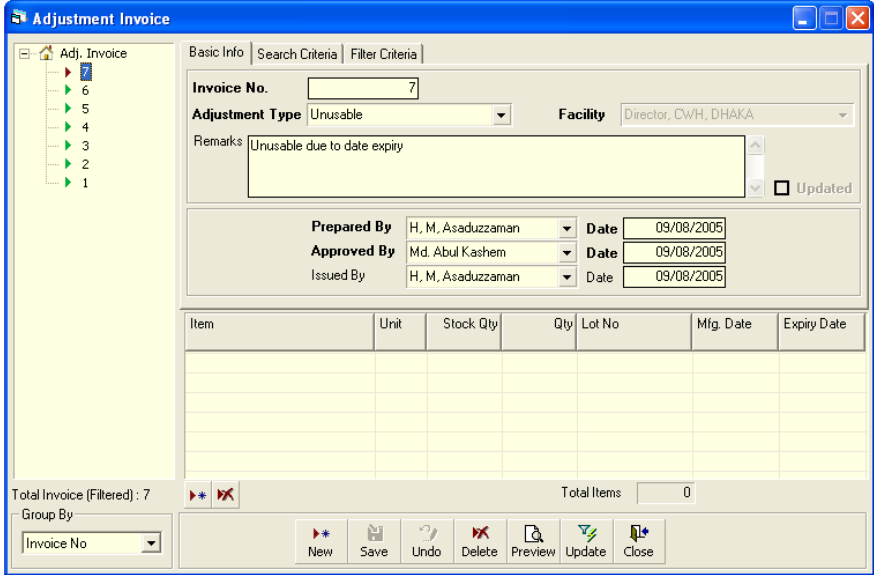


- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select any Adjustment Type from list.
- If available, select the Facility.
- Select the name of employees preparing and approving the invoice. Also mention preparation and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




- Press  button.

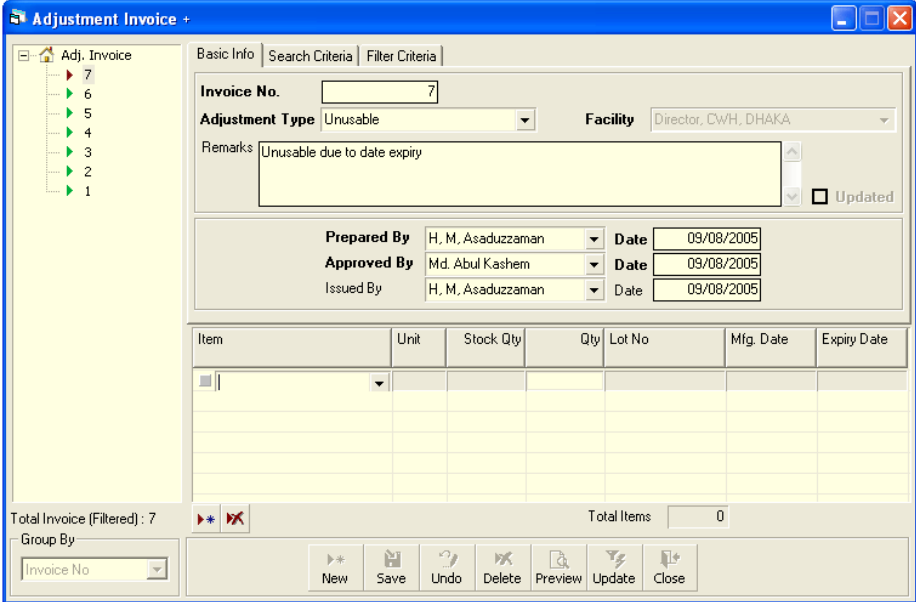
- Your new invoice no. will be visible in the invoice list.



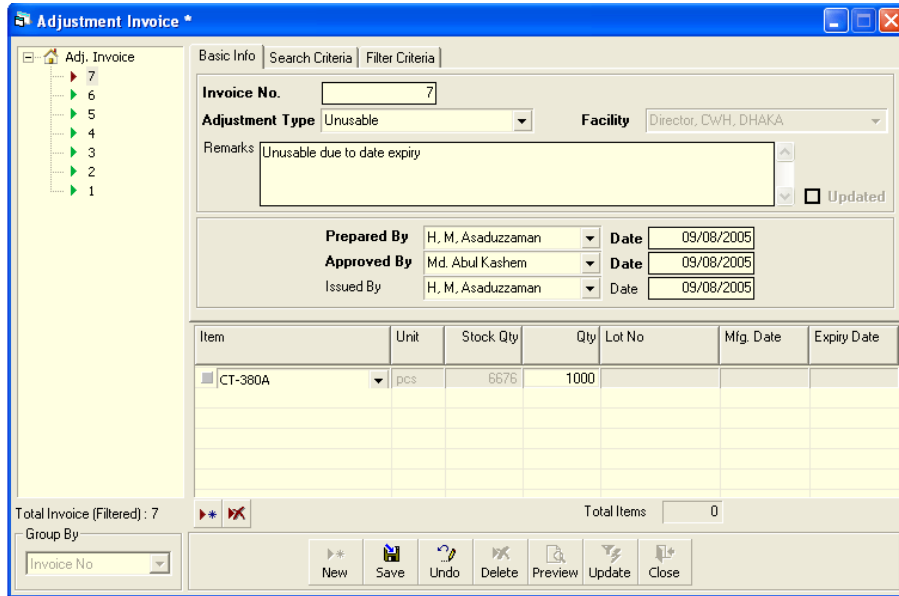
- If you want to cancel the new invoice entry, press Esc during editing to undo.


Invoice Items Entry

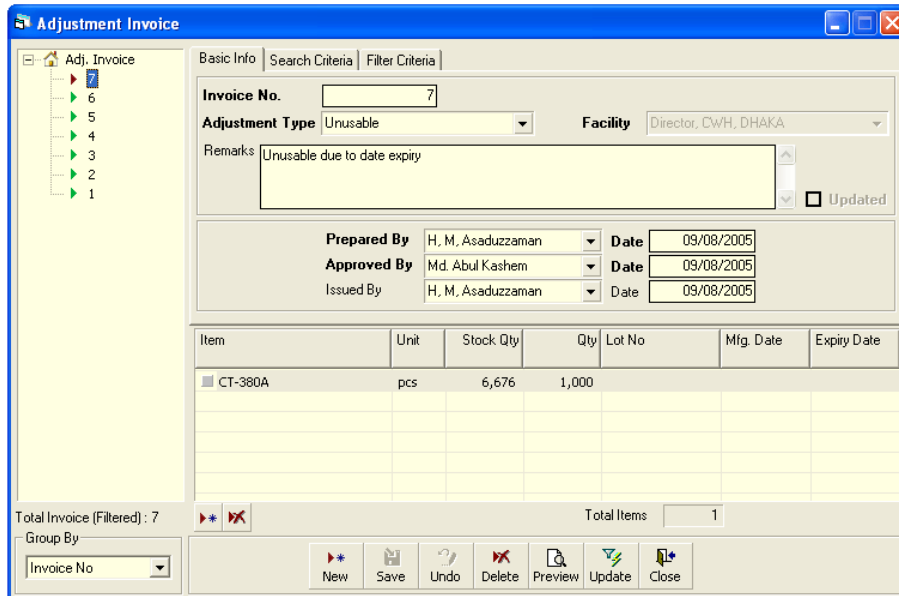
- Press  button from the command buttons block. The form will look like the following Figure.



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




- Press  button.



Updating the Stock

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


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

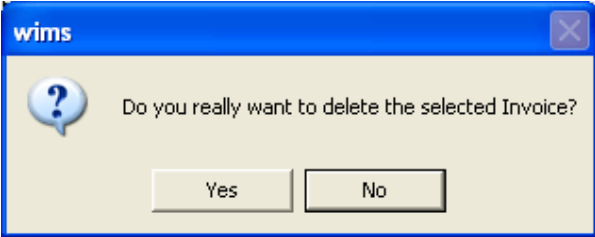
- Press  button.
- A confirmation dialog will appear.
- Press Yes if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing invoice

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

Delete an existing invoice

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



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

Edit an existing invoice item

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

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


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

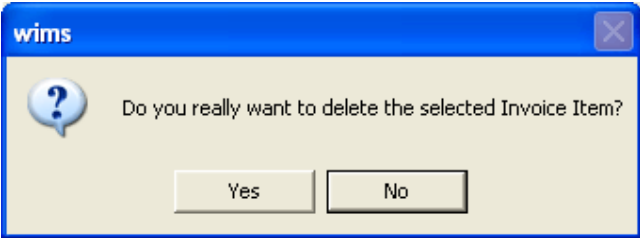
- Press F2 or click on any field to start editing.

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

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

Delete an invoice item

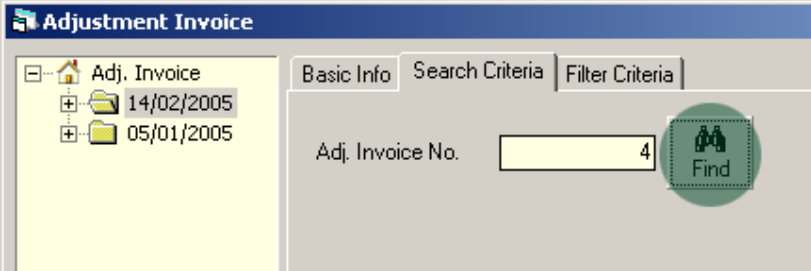
- Select the invoice item you want to edit from the items list in block C.
- Press  button.
- A confirmation dialog will be shown.



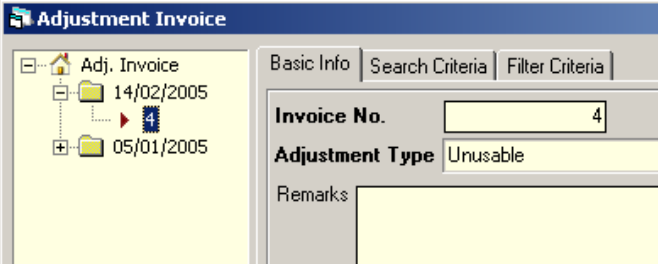
- Press Yes if you really want to delete the invoice item.

Search a Adjustment Invoice


- Press Search Criteria tab to find a specific invoice.




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

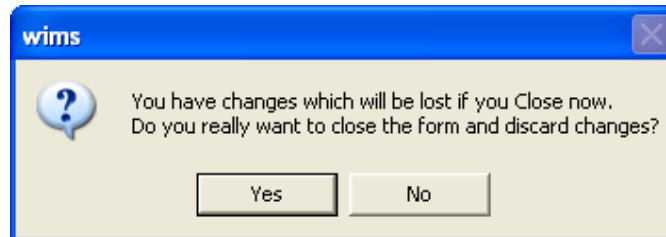


Print Adjustment Invoice

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

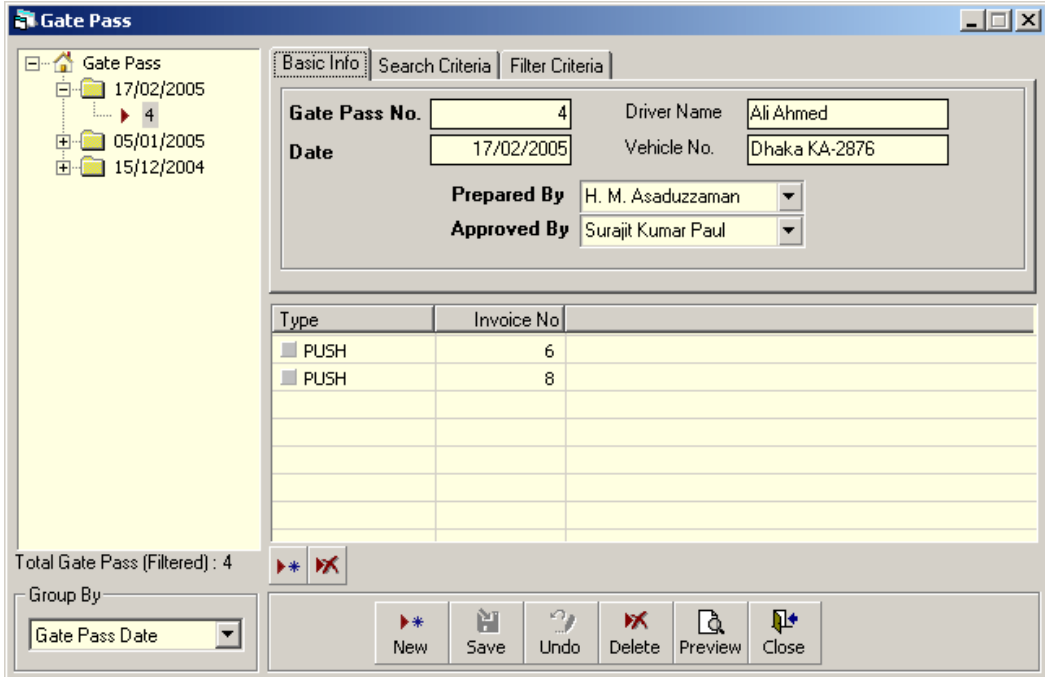
Close Adjustment Invoice form

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



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

Gate Pass

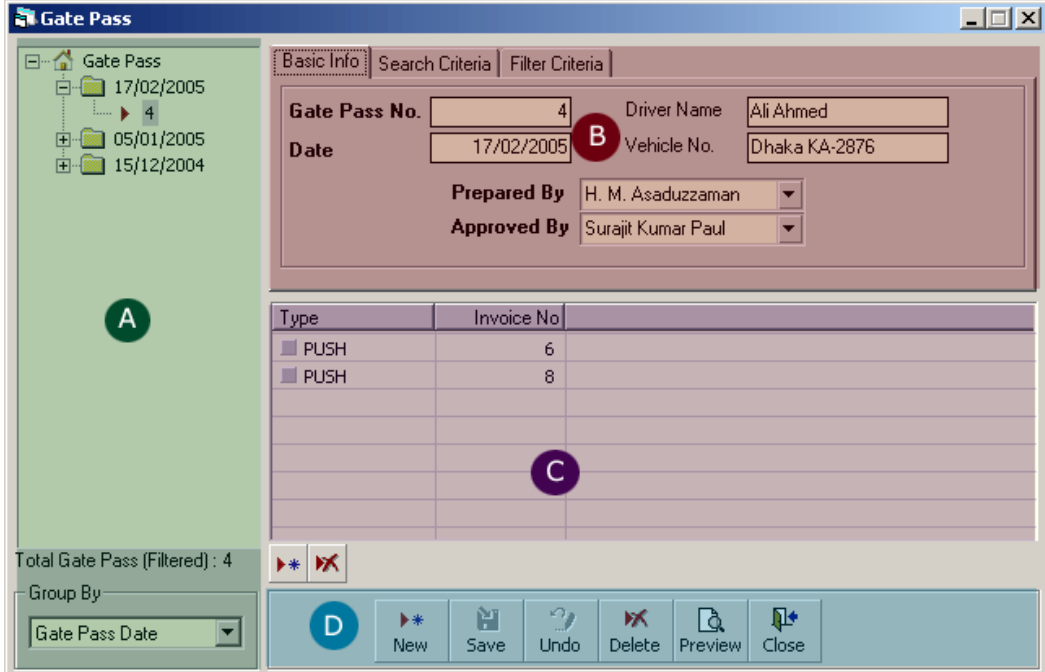


This form is used to prepare gate pass for invoices.

Open Gate Pass form

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

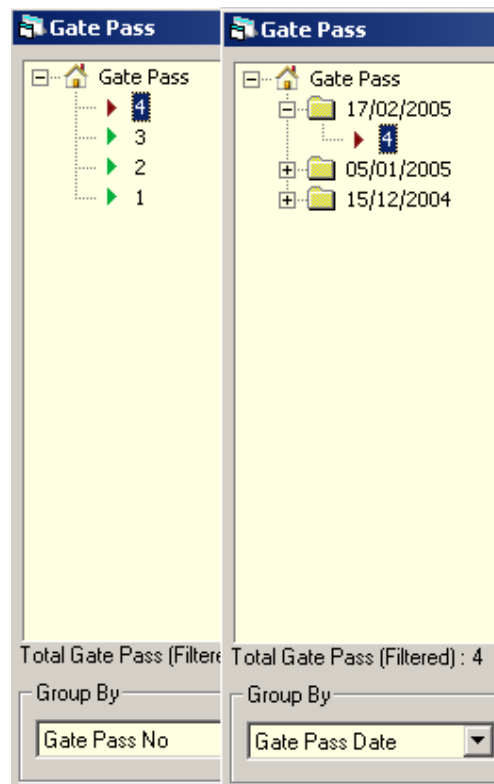
General description of Gate Pass form



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

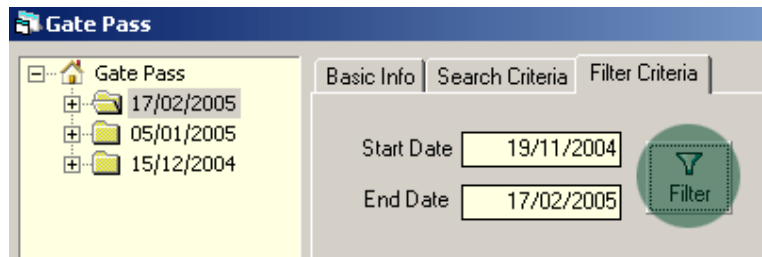
- A. *Gate Pass List*: Invoices can be listed grouped by Gate Pass No., Gate Pass Date. A label shows the total number.
- B. *Gate Pass Entry Fields*: To describe a Gate Pass, following fields are required.
 - Gate Pass No – A unique sequence to represent the gate pass.
 - Date – Date of issuing gate pass.
 - Driver Name & Vehicle No - Name of Driver and Vehicle used to deliver the goods in the gate pass.
 - Prepared By, Approved By – Name of employees who are responsible for issuing of gate pass.
 Gate Pass No, Date, Prepared By and Approved By fields are compulsory.
- C. *Gate Pass Items Entry Fields*: There is one line for every gate pass item. Every line has the following three fields:
 - Type – Two possible values –PUSH & INDENT – based on the type of invoice.
 - Invoice No – An invoice no. linked to the gate pass.
 All the fields are compulsory.
- D. *Command buttons*: A number of buttons to manipulate the Invoices.

View information about a specific a Gate Pass




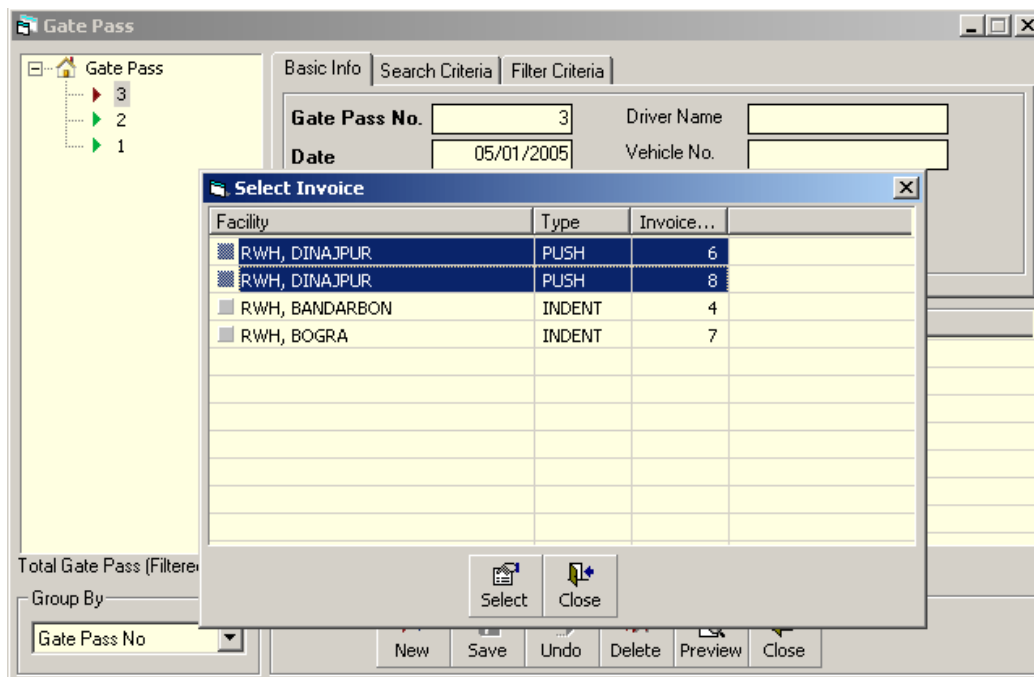
- Select the gate pass to view from the tree-like list in block A. Using the Group By combo box – gate passes can be grouped in three ways – by Gate pass No or by Gate pass Date.
- After a Gate Pass No. is selected – corresponding information is shown in block B and C.

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

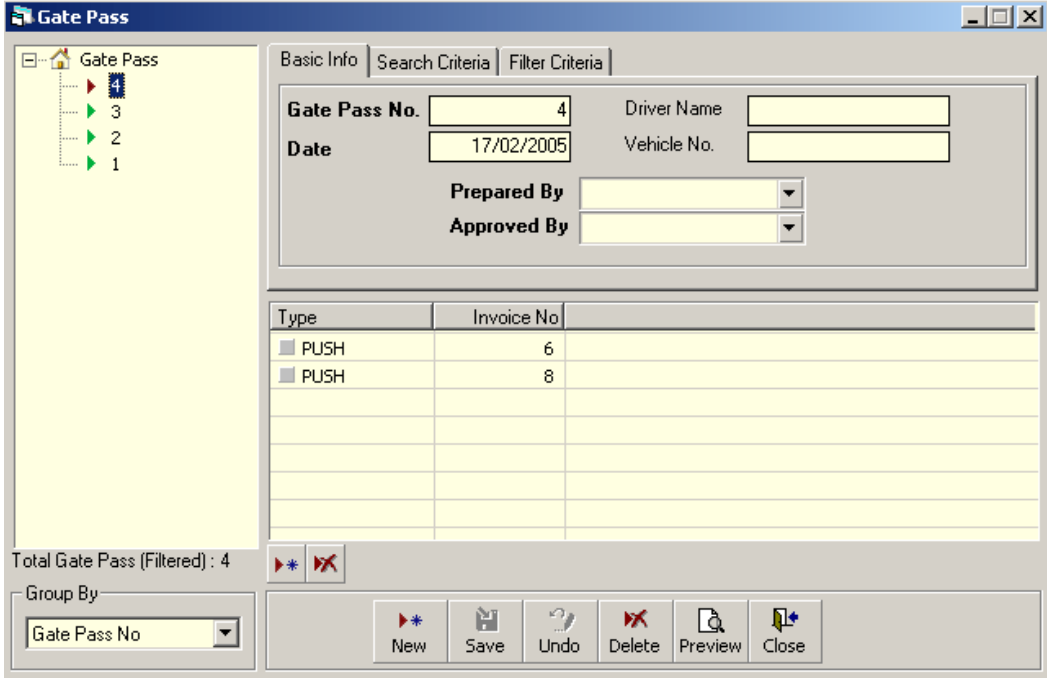



Enter a new Gate Pass

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




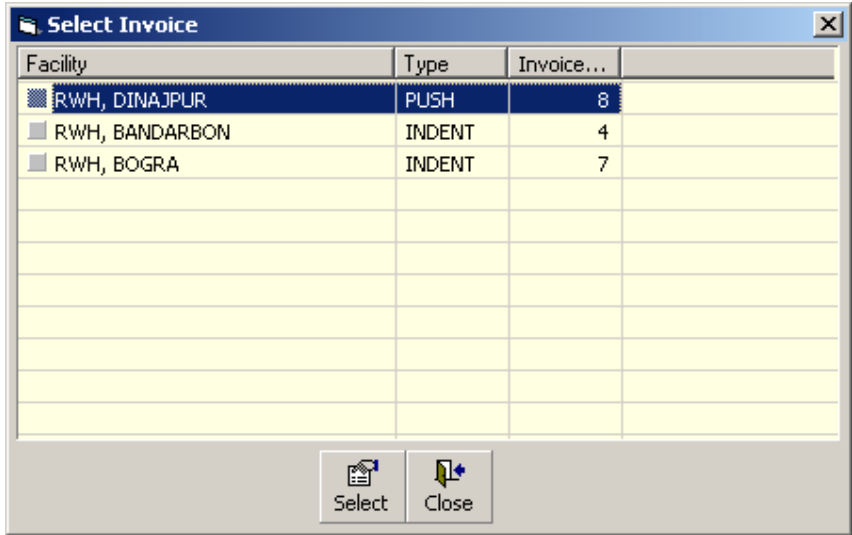
- The 'Select Invoice' form is displayed.
- Select the invoices that you want to deliver and press Select button.
- A new gate pass will be created where the Gate pass No. and Date will be generated automatically.
- The gate pass items block (block C) will be filled with the selected invoice numbers.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



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

Gate Pass Items Entry

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



Gate Pass

Basic Info | Search Criteria | Filter Criteria

Gate Pass No. Driver Name

Date Vehicle No.

Prepared By

Approved By

Type	Invoice No
PUSH	6
PUSH	8

Total Gate Pass (Filtered) : 4


Group By:

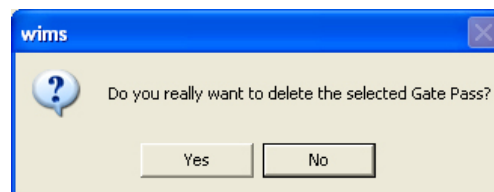
New Save Undo Delete Preview Close

Edit an existing Gate Pass

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


Delete an existing gate pass

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

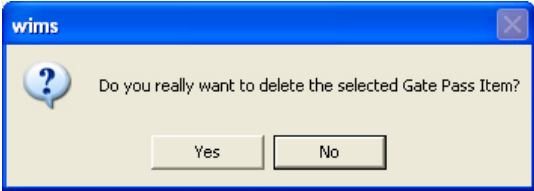


- Press Yes if you really want to delete the gate pass.
- You will not be able to delete an gate pass that has items under it. First delete the items and then delete the gate pass.

Delete an gate pass item

- Select the gate pass item you want to edit from the items list in block C.
- Press  button.

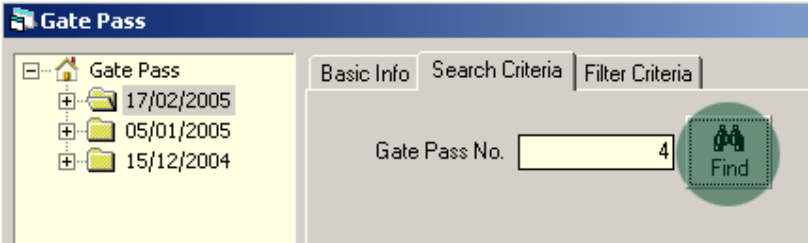
- A confirmation dialog will be shown.



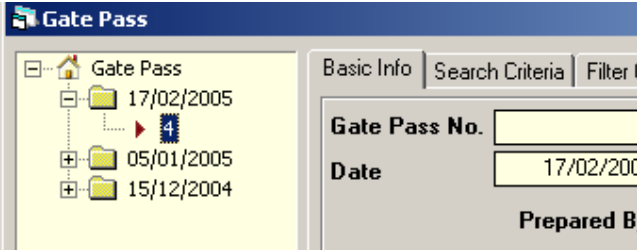
- Press Yes if you really want to delete the gate pass item.

Search a Gate Pass


- Press Search Criteria tab to find a specific gate pass.



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



Print Gate Pass

- Press  button to preview the gate pass.

Central Warehouse, Mohakhali, Dhaka

Gate Pass # 4

Gate Pass Date: 17/02/2005

Driver/representative's Name:


Vehicle No:

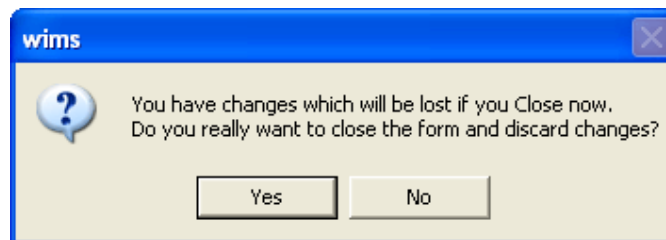
Invoice No.	Invoice Type	Destination/Receiver
6	PUSH	RWH, DINAJPUR
8	PUSH	RWH, DINAJPUR

Gate Pass Prepared By Driver's Signature Authorized Signature

- 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 Gate Pass form

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

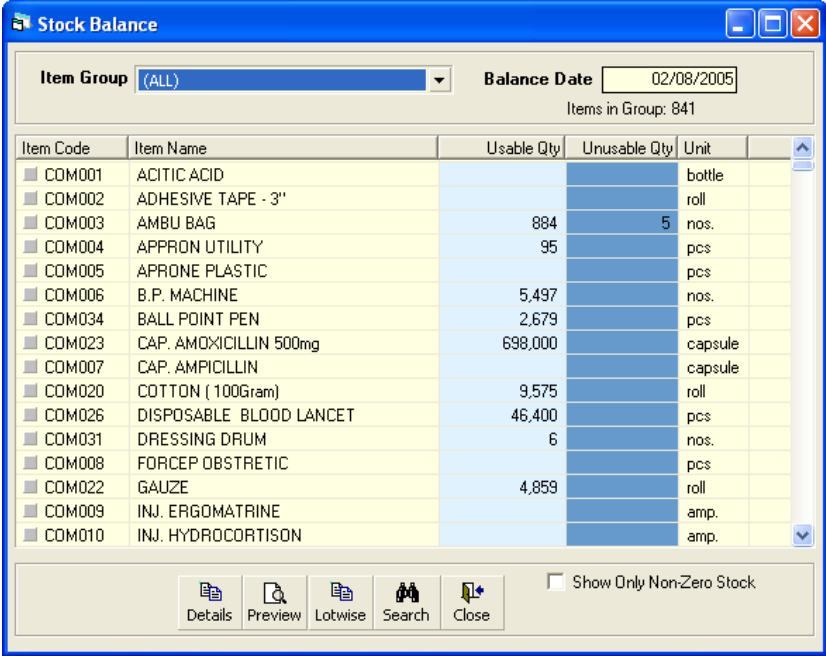


- Press Yes if you do want to exit without saving. Press No, if you don't want to close the form at this time.

Chapter 4

Stock

Stock Balance

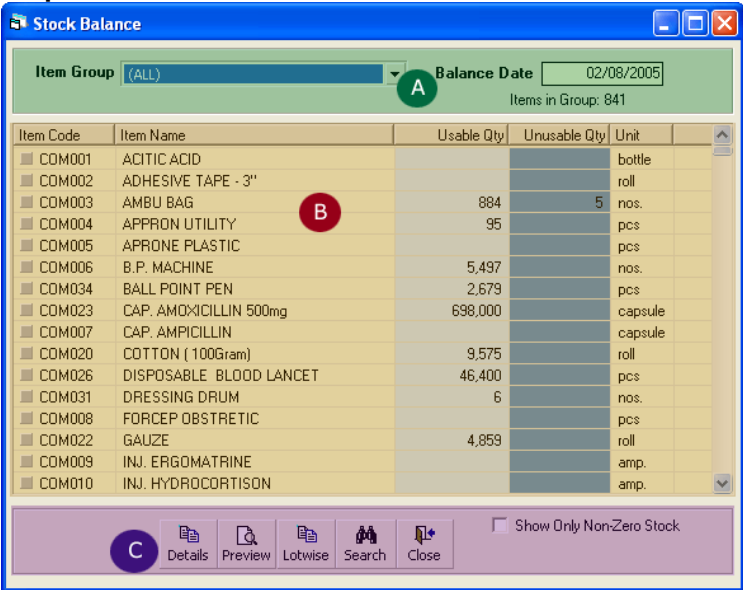


Stock Balance form presents the current status of stock items at any time. Initially the form shows stock balance of all the stock items up o current date. Stock balance of any date can be viewed by changing the Balance Date.

View Stock Balance

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

General description of Stock Balance form




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

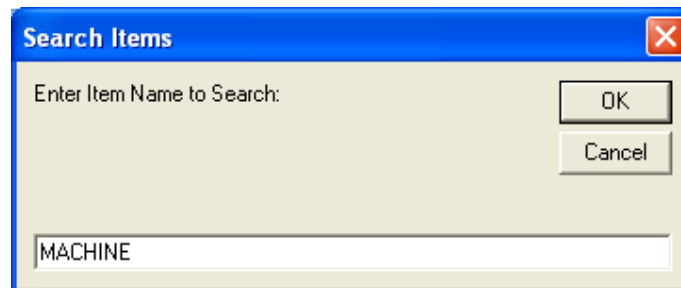
- A. *Item Group & Balance Date*: Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.
- B. *List of Items*: Shows status of every item under the selected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

View stock balance of a specific date

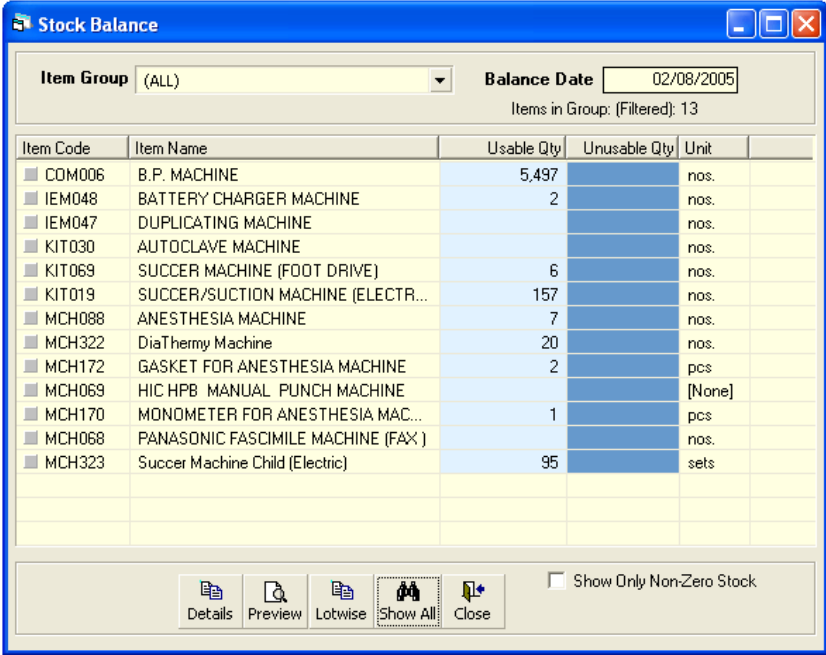
- If you want to view stock status of all items, select '(All)' from Item Group combo in block A. If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in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


Search and find an Item

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



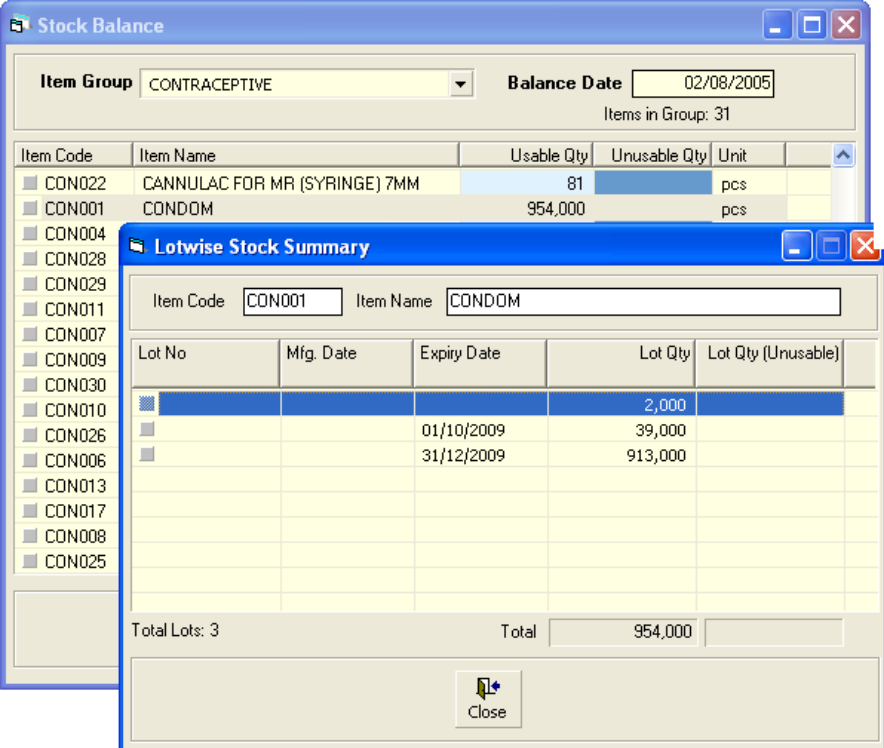
- After you provide the item name press OK.
- Items which match with the search text will be shown in the list.




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

View lotwise information about a specific item

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




Print Stock Balance

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

Stock Balance					
Central Warehouse, Mohakhali, Dhaka					
As on : February 17, 2005					
<i>Group</i>	<i>Item Code</i>	<i>Item Name</i>	<i>Usable Qty</i>	<i>Unusable Qty</i>	<i>Unit</i>
COMMON MEDICINE					
	COM001	ACITIC ACID			bottle
	COM002	ADHESIVE TAPE - 3"			roll
	COM003	AMBU BAG	10	5	nos.
	COM004	APPRON UTILITY	95		pcs
	COM005	APRONE PLASTIC			pcs
	COM006	B.P. MACHINE	317		nos.
	COM034	BALL POINT PEN	2,879		pcs
	COM023	CAP. AMOXICILLIN 500mg	25,260		capsule
	COM007	CAP. AMPICILLIN			capsule

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

Close Stock Balance form

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


Stock Reports

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

The controls in the form are grouped in four blocks –

- D. *List of Reports*: Currently there are 3 (three) reports – first one is a summary report and others are transaction details.
- E. *Filter Dates*: Provide the date(s) which will be used to filter the report data.
- F. *Group/Item and Facility Criteria*: A number of optional filter criteria that controls the output of the report.
- G. *Command Buttons*: A Preview and Close button.

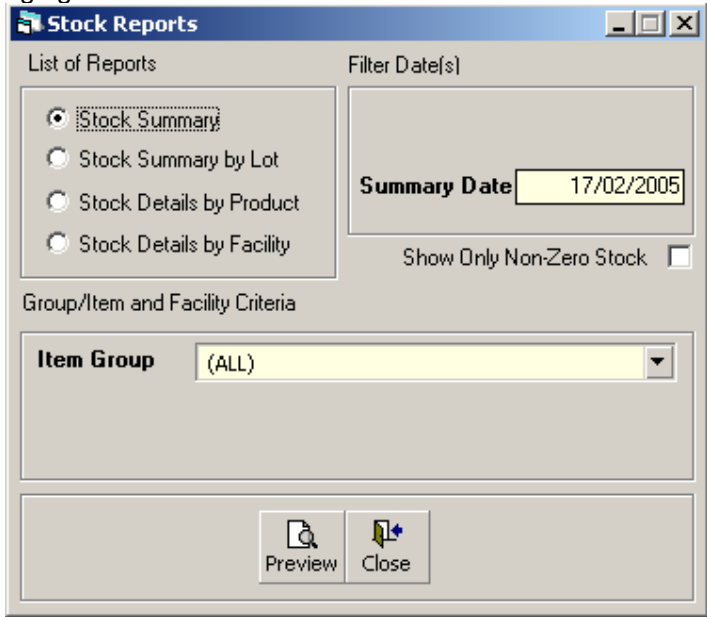
How to print a report

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

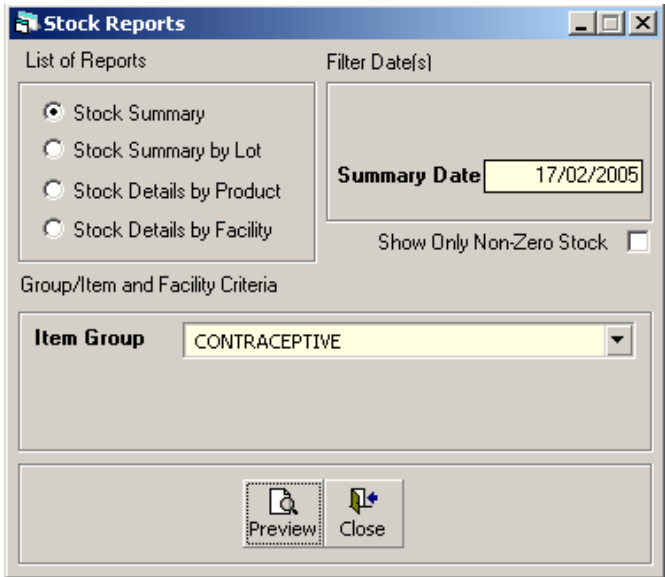
Stock Summary

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

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



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



- Press PREVIEW button to continue

Stock Balance					
Central Warehouse, Mohakhali, Dhaka					
As on : February 17, 2005					
Group	Item Code	Item Name	Usable Qty	Unusable Qty	Unit
CONTRACEPTIVE					
	CON24	D & DS KIT			cartoon
	CON014	2ML. DISPOSABLE SYRINGE	8,544,100		pcs
	CON003	C-5			cycle
	CON019	CANNULAC FOR MR (SYRINGE) 4MM	3,133		pcs
	CON020	CANNULAC FOR MR (SYRINGE) 5MM	477		pcs
	CON021	CANNULAC FOR MR (SYRINGE) 6MM	381		pcs
	CON022	CANNULAC FOR MR (SYRINGE) 7MM	16		pcs
	CON001	CONDOM	1,410,000		pcs
	CON005	C-T 200B			pcs
	CON004	CT-380A	55		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 –

The screenshot shows a dialog box titled "Stock Reports". It contains several sections:

- List of Reports:** Four radio buttons are present. "Stock Summary by Lot" is selected.
- Filter Date(s):** A text box labeled "Summary Date" contains "17/02/2005". Below it, a checkbox labeled "Show Only Non-Zero Stock" is checked.
- Group/Item and Facility Criteria:** A dropdown menu labeled "Item Group" is set to "CONTRACEPTIVE".
- Buttons:** At the bottom, there are two buttons: "Preview" (with a magnifying glass icon) and "Close" (with a plus sign icon).

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

- Press PREVIEW button to continue

Lotwise Stock Balance							
Central Warehouse, Mohakhali, Dhaka							
As on : February 17, 2005							
<i>Item Code</i>	<i>Item Name</i>	<i>Lot No</i>	<i>Mfg Date</i>	<i>Exp Date</i>	<i>Usable Qty</i>	<i>Unusable Qty</i>	<i>Unit</i>
CONTRACEPTIVE							
CON014	2ML. DISPOSABLE SYRINGE				8,544,100		p cs
CON019	CANNULAC FOR MR (SYRINGE) 4MM				3,133		p cs
CON020	CANNULAC FOR MR (SYRINGE) 5MM				477		p cs
CON021	CANNULAC FOR MR (SYRINGE) 6MM				361		p cs
CON022	CANNULAC FOR MR (SYRINGE) 7MM				16		p cs
CON001	CONDOM			01/12/2008	800,000		p cs
				01/12/2007	410,000		p cs

Stock Details by Product

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

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

Stock Reports

List of Reports

Stock Summary
 Stock Summary by Lot
 Stock Details by Product
 Stock Details by Facility

Filter Date(s)

Start Date
End Date

Group/Item and Facility Criteria

Item Group
Item Name

- 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 Reports

List of Reports

Stock Summary
 Stock Summary by Lot
 Stock Details by Product
 Stock Details by Facility

Filter Date(s)

Start Date
End Date

Group/Item and Facility Criteria

Item Group
Item Name

- Press PREVIEW button to continue

Stock Details									
Central Warehouse, Dhaka									
between January 01, 2004 and February 17, 2005									
Group: CONTRACEPTIVE									
CON001 - CONDOM									
Supplier	Receiver	Invoice No	Stock Date	Received Qty	Issued Qty	Unusable In	Unusable Out	Usable Balance	Unusable Balance
-	-	[PREV BALANCE]	01/01/2004	1,375,472				1,375,472	
-	Director, MIS	2 2	13/12/2004		375,472			1,000,000	
RWH, CHITTAGONG	-	1 2	02/01/2005	800,000				1,800,000	
RWH, CHITTAGONG	-	2 2	01/02/2005	700,000				2,500,000	
-	RWH, DINAJPUR	8 1	12/02/2005		90,000			2,410,000	
Item Total:				2,875,472	465,472			2,410,000	

Stock Details by Facility

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

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

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

- List of Reports:** Four radio buttons are present. "Stock Details by Facility" is selected.
- Filter Date(s):** Two text boxes. "Start Date" is empty, and "End Date" contains "17/02/2005".
- Group/Item and Facility Criteria:** Three dropdown menus. "Item Group" is set to "(ALL)", "Item Name" is empty, and "Facility" is empty.
- Buttons:** "Preview" and "Close" buttons are located at the bottom of the window.

- 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 -

Stock Reports

List of Reports

Stock Summary
 Stock Summary by Lot
 Stock Details by Product
 Stock Details by Facility

Filter Date(s)

Start Date 01/01/2004
End Date 17/02/2005

Group/Item and Facility Criteria

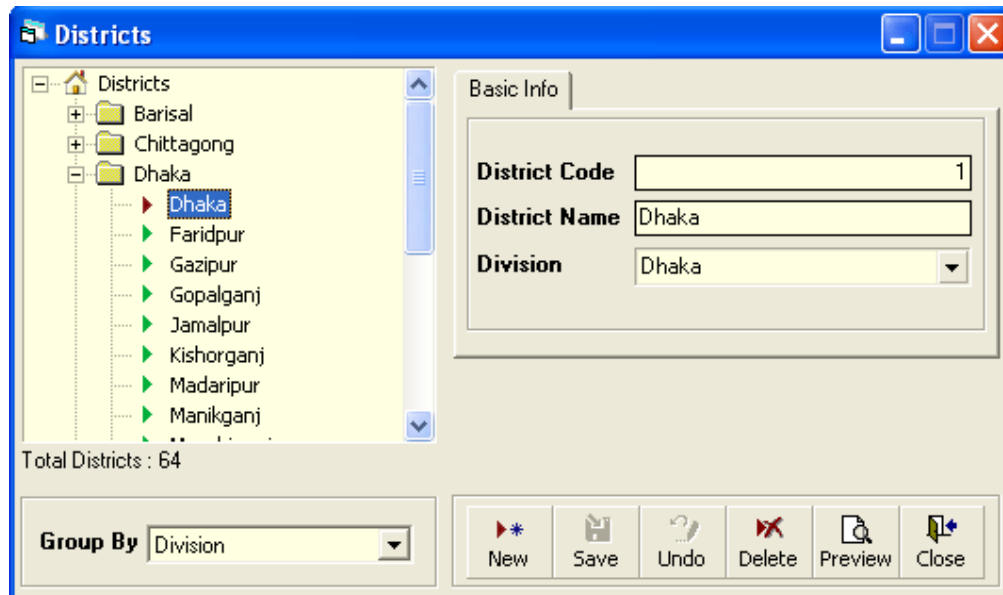
Item Group CONTRACEPTIVE
Item Name CONDOM
Facility RWH, DINAJPUR

- Press PREVIEW button to continue

Stock Details by Facility					
Central Warehouse, Dhaka					
between January 01, 2004 and February 17, 2005					
<i>Facility</i>	<i>Item Code</i>	<i>Item Name</i>	<i>Invoice No</i>	<i>Issue Date</i>	<i>Issued Qty</i>
RWH, DINAJPUR	CON001	CONDOM	9 1	17/01/2005	200,000
	CON001	CONDOM	8 1	12/02/2005	90,000
<i>Facility Total:</i>					290,000
<i>Grand Total:</i>					290,000

Chapter 5
Administration

Districts

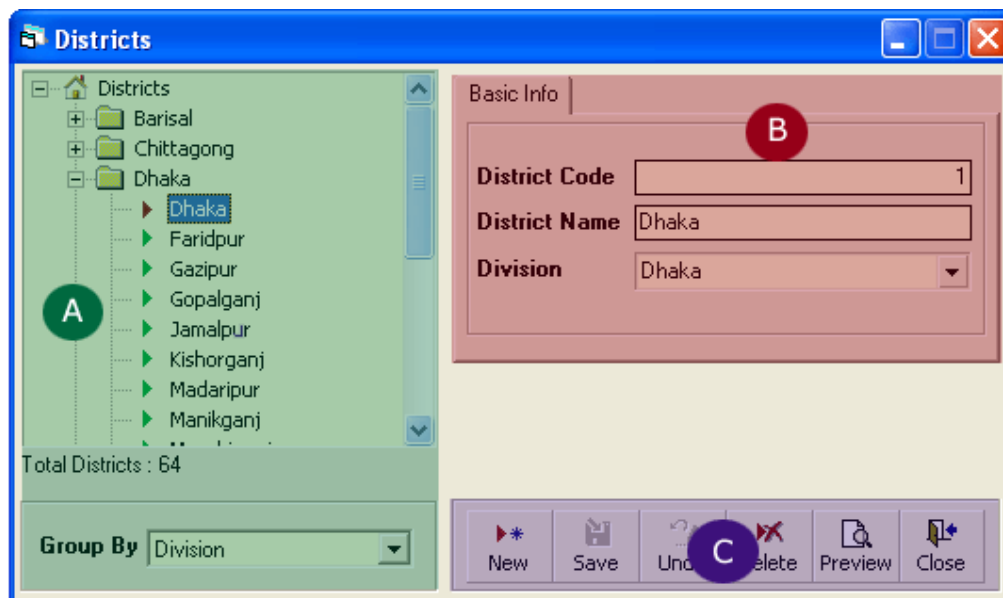


The Districts form currently lists the names of 64 districts of Bangladesh. In future, you can add more districts if required.

View Districts

- Run WIMS.
- Select Administration > Districts... from menu.
- The Districts form is displayed.

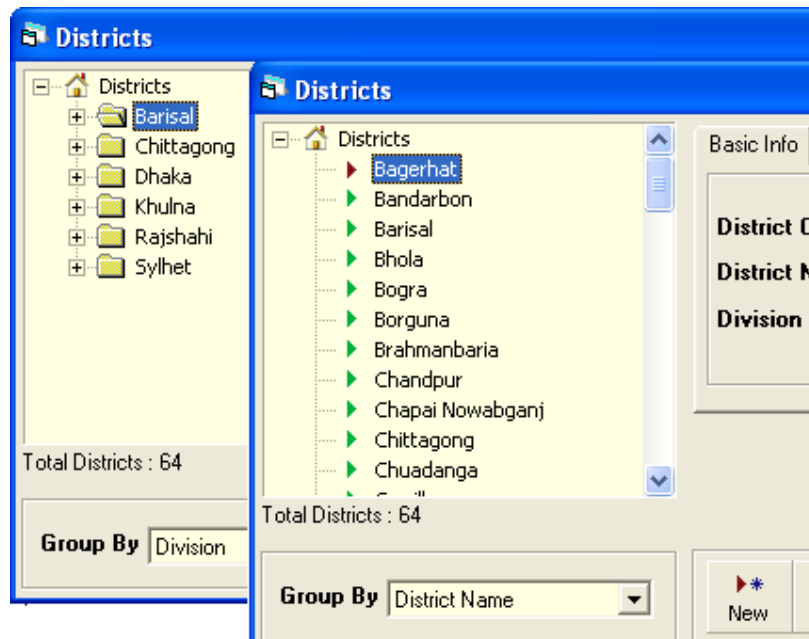
General description of Districts form



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


- A. *Districts List*: Shows a list of current Districts in database. A label shows the total number.
- B. *Entry Fields*: To describe a district, three fields are required.
 - District Code – An unique sequence to represent the district.
 - District Name – A descriptive name for the district.
 - Division – The division under which the district belongs to.
 All of the fields are compulsory.
- C. *Command buttons*: A number of buttons to manipulate the Districts.

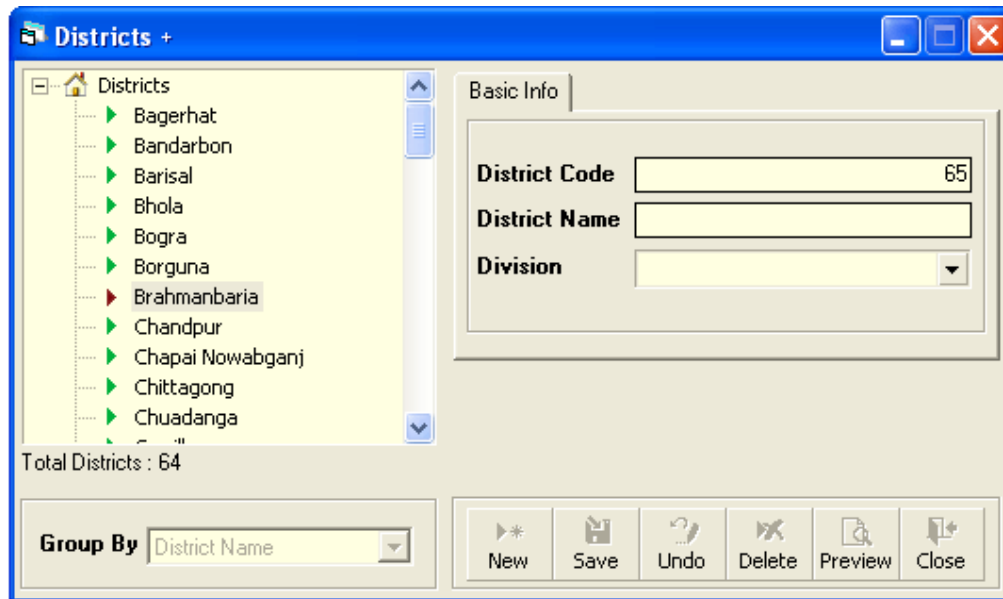
View information about a specific district



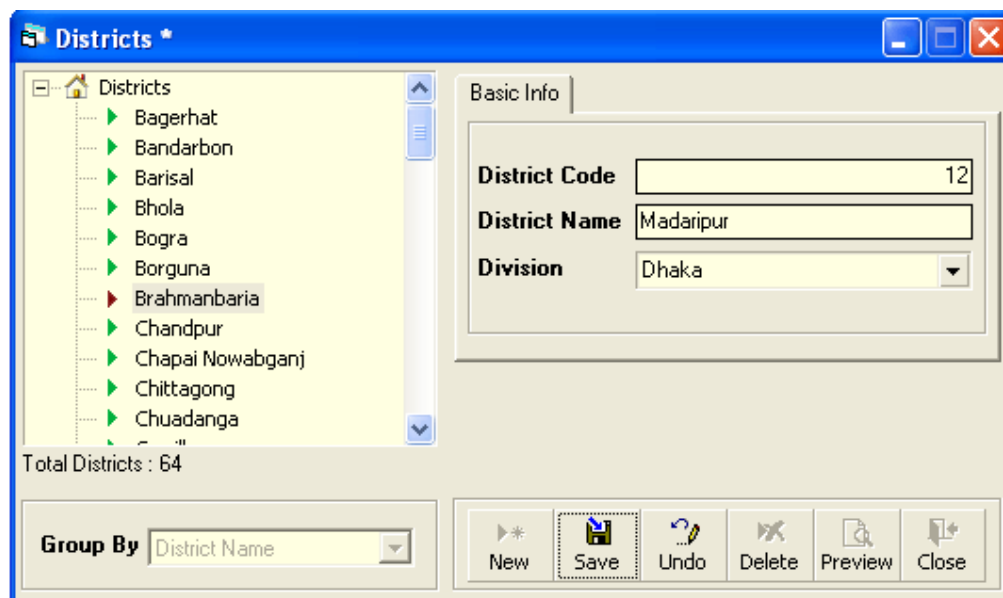
- Select the district you want to view from the tree-like list in block A. Using the Group By combo box - districts can be grouped in two ways – by Division or by District Name.
- After a district name is selected - District Code, District Name and Division of the corresponding district will be shown.


Enter a new district

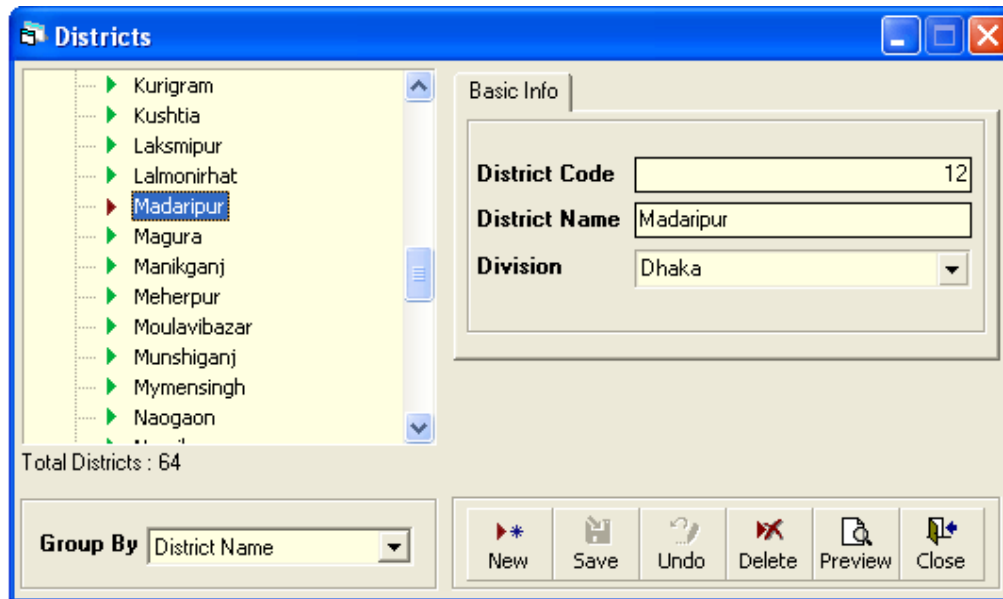
- Press  from the command buttons block. The form will look like the following Figure.



- The District Code will be generated automatically.
- Enter the name of the District.
- Select the Division under which the district is.



- Press  button.
- Your new district name will be visible in the Districts list.




- If your new district code matches with an existing district, then an error message will be shown. Change the district code and press Save button again.
- If the new district name conflicts with an existing district, an error dialog will appear. Change the district name and try saving again.
- If you want to cancel the new district entry, press Esc during editing to undo.


Edit an existing District

- Select the district you want to edit from the list of Districts.
- Change the District Code, District Name or Division fields as needed.
- When done with editing, press Save.
- If your district code matches with an existing district, then an error message will be shown. Change the district code and press Save button again.
- If the district name conflicts with an existing district, an error dialog will appear. Change the district name and try saving again.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing District

- Select the district you want to remove from Districts list.
- Press  button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the district.
- You will not be able to delete districts that have items under it.


Print Districts

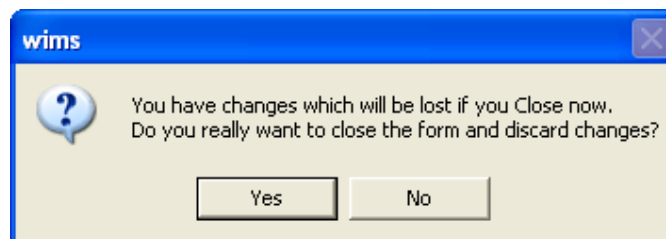
- Press  button to view a printable list of Districts.

Division	District Code	District Name
Barisal	7	Barisal
	9	Bhola
	20	Borguna
	8	Jhalokati
	19	Patuakhali
	64	Pirojpur
Total Districts: 6		
Chittagong	41	Bandarbon
	43	Brahmanbaria
	44	Chandpur
	39	Chittagong
	42	Comilla
	40	Cox's Bazzar
	46	Feni

- 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 Districts form

- Press  button to exit from the Districts form.
- You can also exit by pressing the X button at the top right of the form.
- If you have unsaved districts 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.

Facility List

The Facility List contains the names of different locations where commodities are distributed. Names from this list are picked during invoice preparation.

View Facilities

- Run WIMS.
- Select Administration > Facility List... from menu.
- The Facility List form is displayed.

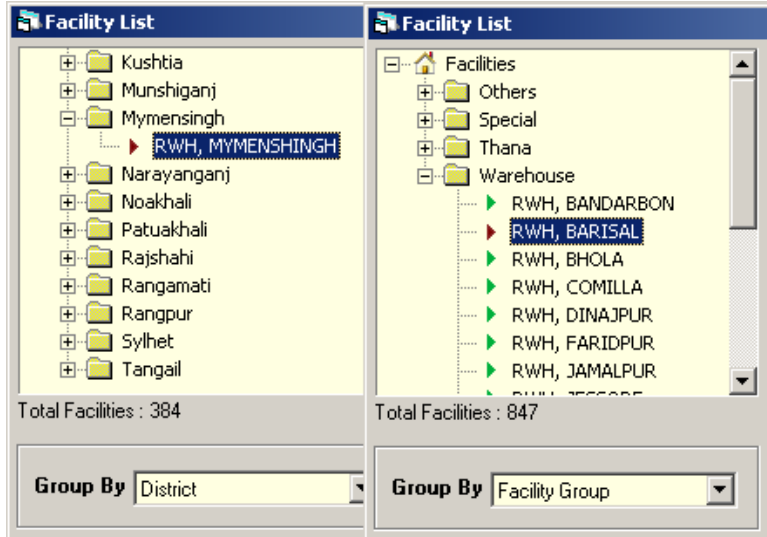
General description of Facility List form

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

- List of facilities*: Shows a list of current Facilities in database. A label shows the total number.


- B. *Entry Fields:* To describe a facility, four fields are required.
 - Facility Group – Facilities are classified into different groups.
 - Facility Code – An unique sequence to represent the facility under the group.
 - Facility Name – Name for the facility.
 - District – The district under which the facility belongs to.
 All of the fields are compulsory.
- C. *Command buttons:* A number of buttons to manipulate the facilities.

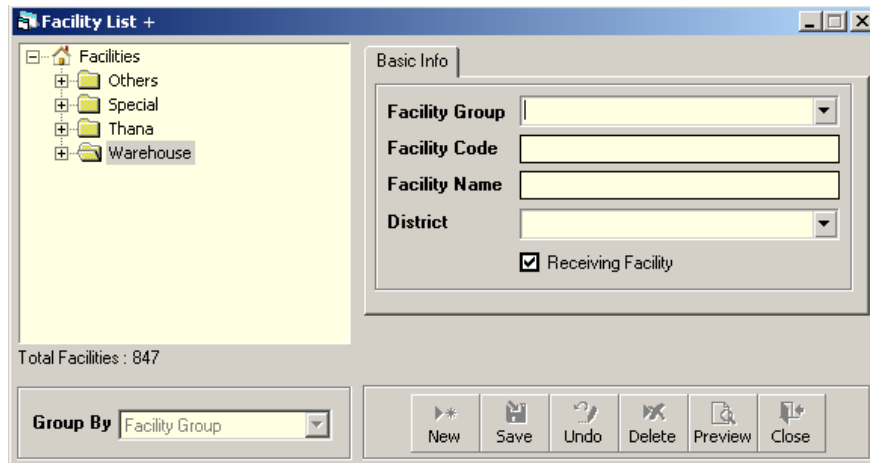
View information about a specific facility



- Select the facility you want to view from the tree-like list in block A. Using the Group By combo box - facilities can be grouped in two ways – by District or by Facility Group.
- After a facility name is selected – all the fields are shown in block B.

Enter a new facility

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



- Select a Facility Group from the combo.
- The Facility Code will be taken automatically.
- Enter the Name of the facility.
- Select the District under which the facility is.

Facility List *

Facilities

- Others
- Special
- Thana
- Warehouse

Basic Info

Facility Group: Others

Facility Code: 904

Facility Name: Salimullah Eye Institute


District: Dhaka

Receiving Facility

Total Facilities : 847

Group By: Facility Group

New Save Undo Delete Preview Close

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

Facility List

Regional Supervisor, FPCS

Regional Supervisor, FPCS

Regional Supervisor, FPCS

Regional Supervisor, FPCS

Regional Supervisor, FPCS

RMO, Moulavi Bazar, MCW

ROYAL INDUSTRY

S.A. Zafar Ahmed (FPI), C

S.M. Sirajul Hoque, FPI, U

Saha Md. Rafiqul Huq-TFP

Salimullah Eye Institute

Saha Md. Rafiqul Huq-TFP

Basic Info

Facility Group: Others

Facility Code: 904

Facility Name: Salimullah Eye Institute

District: Dhaka

Receiving Facility

Total Facilities : 848

Group By: Facility Group


New Save Undo Delete Preview Close

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


Edit an existing Facility

- Select the facility you want to edit from the list of Facilities.
- Change the Facility Group, Facility code, Facility Name, District fields as needed.
- When done with editing, press Save.
- If the new facility name conflicts with an existing facility, then an error dialog will appear. Change the facility 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 facility you want to remove from list of facilities.
- Press  button.
- A confirmation dialog will be shown.
- Press Yes if you really want to delete the facility.
- You will not be able to delete facilities that have invoices linked.

Print Facilities


- Press  button to view a printable list of Facilities.

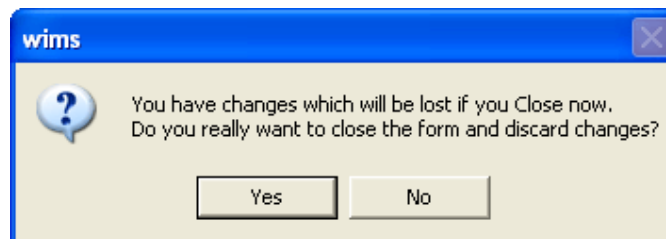
Facility List			
Central Warehouse, Mohakhali, Dhaka			
District	Type	Facility ID	Facility Name
Bagerhat	Thana	T413	Bagerhat
	Thana	T414	Chitalmari
	Thana	T415	Fakirhat
	Thana	T416	Kachua 0
	Thana	T418	Mollahat
	Thana	T417	Mongla
	Thana	T419	Morrelgonj
	Thana	T420	Rampal
	Thana	T421	Saran Khola
Total under Bagerhat:	9		

Facility List			
Central Warehouse, Mohakhali, Dhaka			
Type	District	Facility ID	Facility Name
Warehouse	Bandarban	D013	RWH, BANDARBON
	Barisal	D001	RWH, BARISAL
	Barisal	D002	RWH, BHOLA
	Comilla	D014	RWH, COMILLA
	Dinajpur	D009	RWH, DINAJPUR
	Faridpur	D003	RWH, FARIDPUR
	Jamalpur	D004	RWH, JAMALPUR
	Jessore	D018	RWH, JESSORE
	Kushtia	D019	RWH, KUSHTIA

- 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 Facility List form

- Press  button to exit from the Facility List form.
- You can also exit by pressing the X button at the top right of the form.
- If you have unsaved districts 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.

Employees

Form Desc	Form Name	View	Edit
Adjustment Invoice	frmAdjInv	Yes	Yes
Districts	frmDistrict	Yes	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	Yes	Yes

The Employees form contains the names of employees and their permissions in different data entry forms. Employees who are relevant to the WIMS 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 WIMS.
- Select Administration > Employees... from menu.
- The Employees form is displayed.

General description of Employees form


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

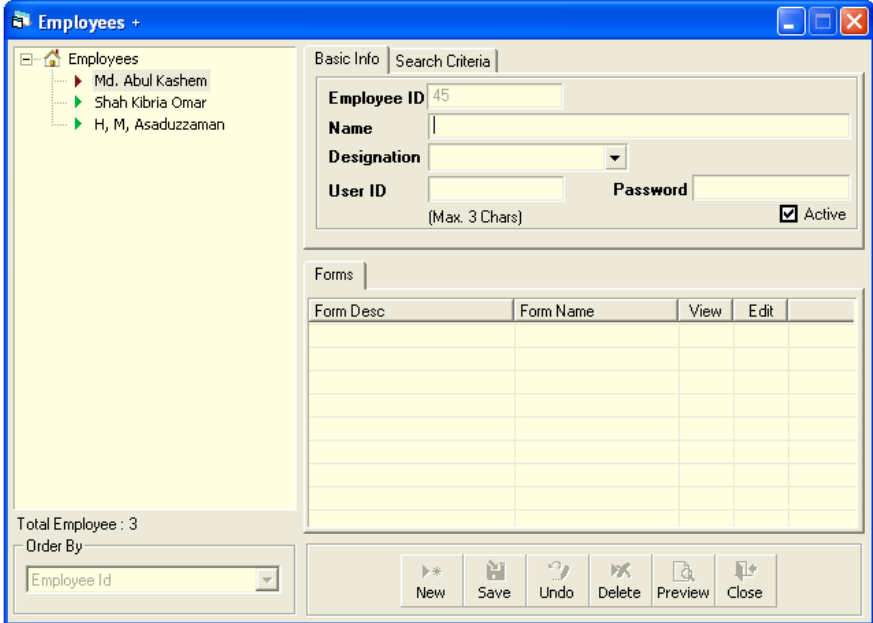
- A. *List of employees*: Shows a list of current employees in database. A label shows the total number.
- B. *Entry Fields*: To describe an employee, 5 fields are required.
 - Employee ID – Auto generated ID for each employee.
 - Name – Name of the employee.
 - Designation – Designation of the employee.
 - User ID – Three character User ID for each employee, which will be used during logging into the software.
 - Password – Password of the employee which he will use during logging into the software.All of the fields are compulsory.
- C. *Forms tab*: List of form names. In each form, the user will be given permission to View or Edit the data.
- D. *Command buttons*: A number of buttons to manipulate the employees.

View information about a specific employee

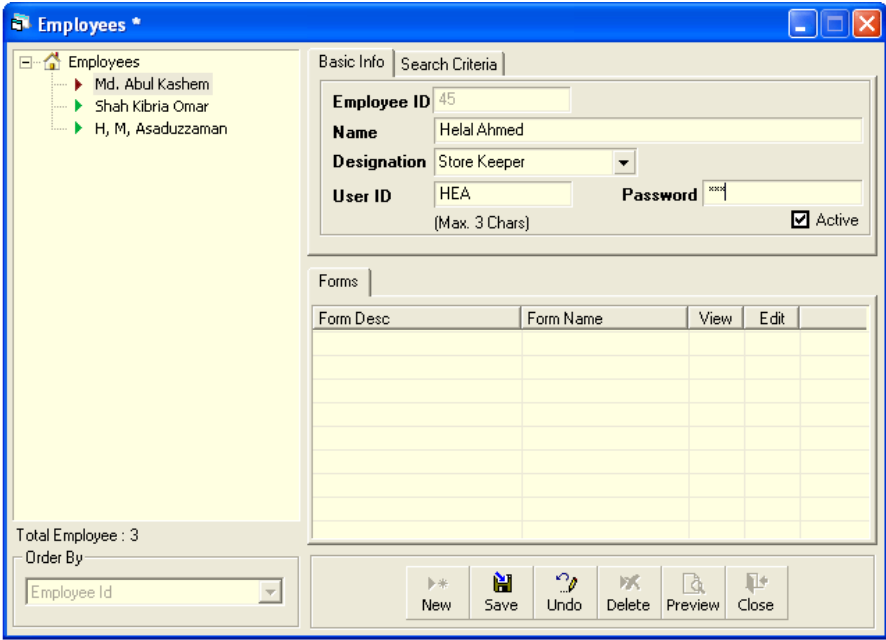
- Select the employee you want to view from the tree-like list in block A. Using the Order By combo box - employees can be sorted in two ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the fields are shown in block B.


Enter a new employee

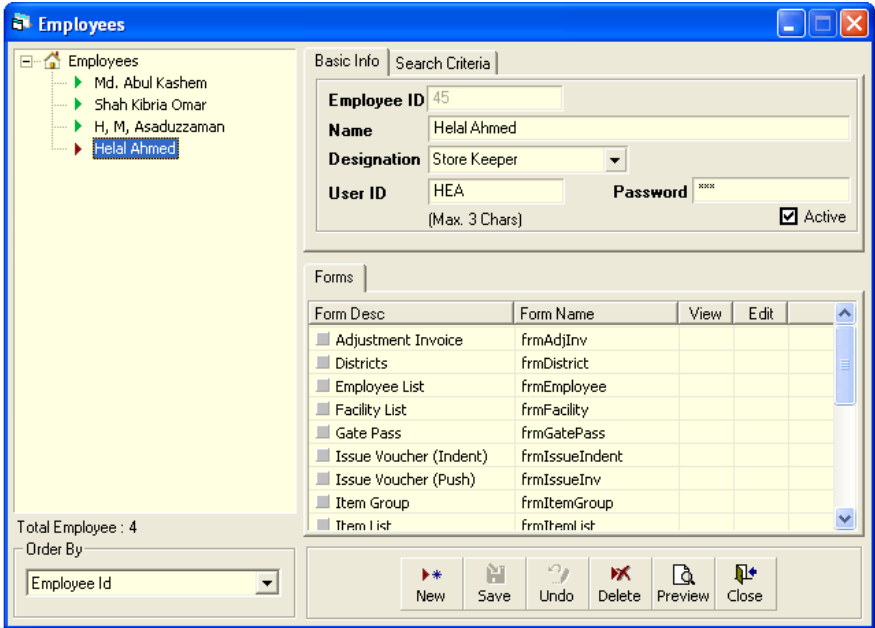
- Press  from the command buttons block. The form will look like the following Figure.



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



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



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

Enter permissions in data entry forms

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


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

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


Edit an existing Employee

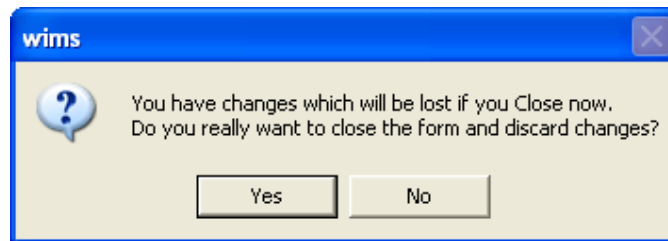
- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, User ID, Password fields as needed.
- When done with editing, press Save.
- If the new User ID conflicts with an existing employee, then an error dialog will appear. Change the User ID and try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

Delete an existing Employee

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

Close Employees form

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



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

Lookup Tables

The screenshot shows a window titled "Lookup Tables" with a dropdown menu set to "Adjustment Types". Below the menu is a table with the following data:

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

At the bottom right of the table area, it says "Total Records : 6". Below the table are three buttons: "Save", "Preview", and "Close".

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 Indentors, List of reports and Units of Measurement are listed here.

View Lookup Tables

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

General description of Lookup Tables form

This screenshot is an annotated version of the "Lookup Tables" form. It features three callout boxes:

- Block A:** A green circle pointing to the dropdown menu.
- Block B:** A red circle pointing to the table area.
- Block C:** A purple circle pointing to the "Save", "Preview", and "Close" buttons.

The table data is identical to the previous screenshot.


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

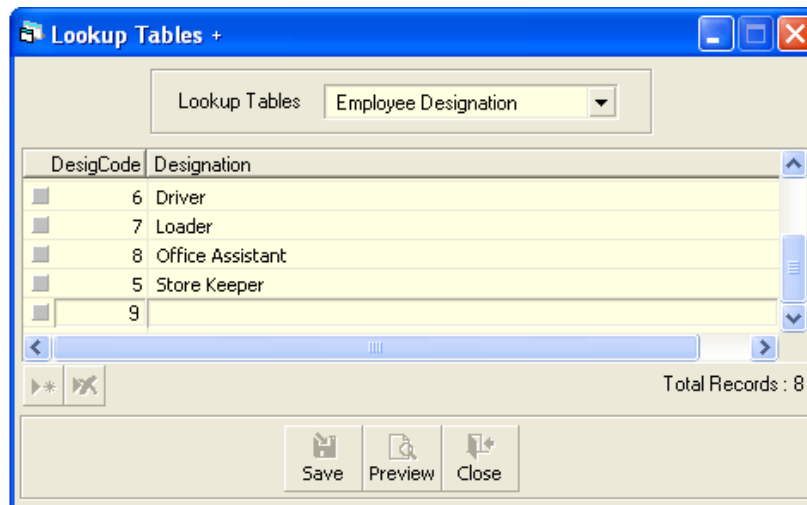
- A. *List of Lookup Tables*: Shows a list of current tables that are managed by this form.
- B. *Entry Fields*: List of records in the current lookup table.
- C. *Command buttons*: A number of buttons to manipulate the records.

View information about a specific lookup table

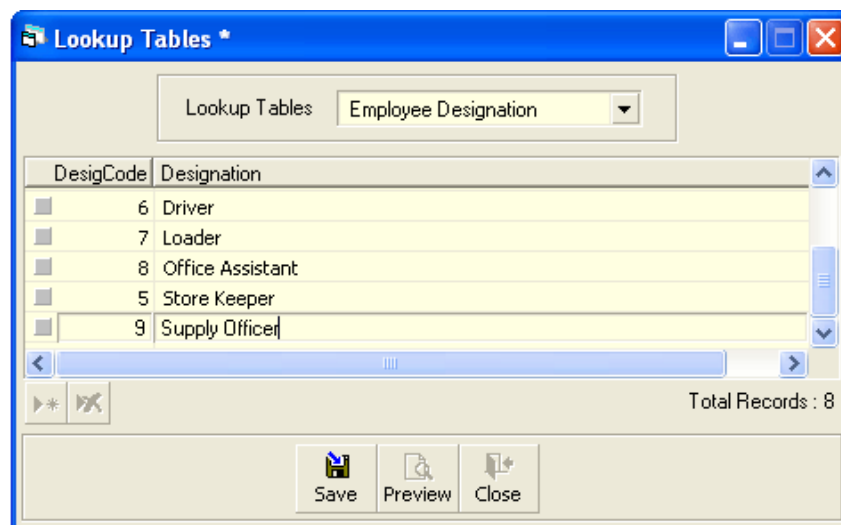
Select the table you want to view from the list in block A. The records will be shown in Block B.

Enter a new record in any lookup table

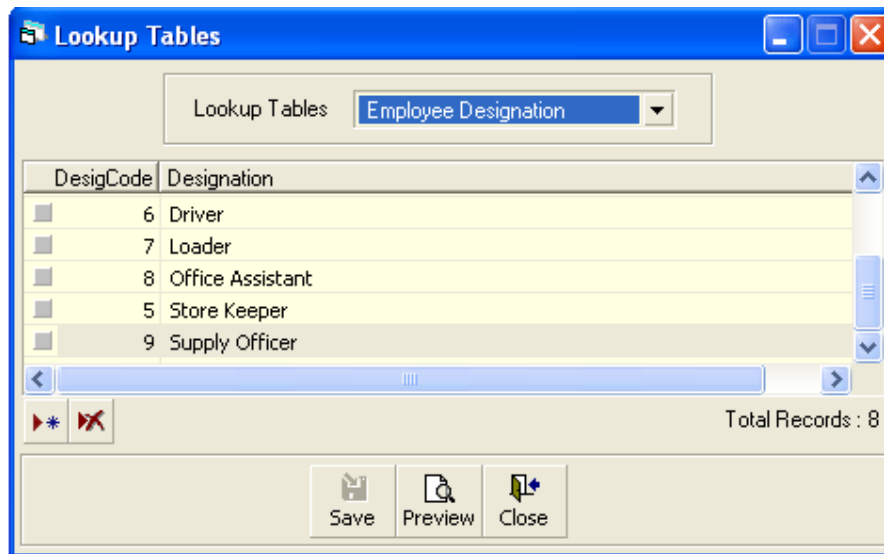
- After the table name is selected in Block A, press  button from the command buttons block. The form will look like the following Figure.



- Enter the data entry fields as necessary.



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




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


Edit an existing record

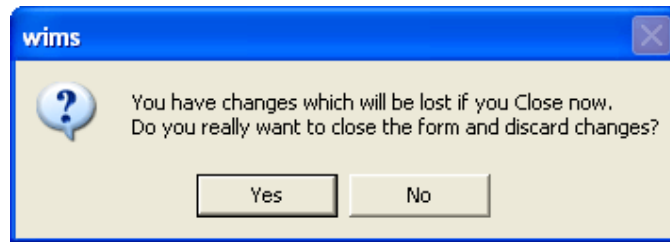
- Select the table name in Block A
- Change the fields of any record if necessary.
- When done with editing, press Save.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing record

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

Close Lookup Tables form

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



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

Backup Database

Backup Database

Backup Destination
E:\Mahmud\wimsvb_dfp\Backup\Central Warehouse_14_Jul_2005_02_29_47_PM.wims

Backup Source Data

Table Name	Total Records	Records Processed
<input type="checkbox"/> AdjType	6	
<input type="checkbox"/> Designation	8	
<input type="checkbox"/> Division	6	
<input type="checkbox"/> FGroup	4	
<input type="checkbox"/> IndentDesig	10	
<input type="checkbox"/> ItemGroup	8	
<input type="checkbox"/> MetaTable	8	
<input type="checkbox"/> Supplier	107	

Backup Status
Reading Table Names from Database

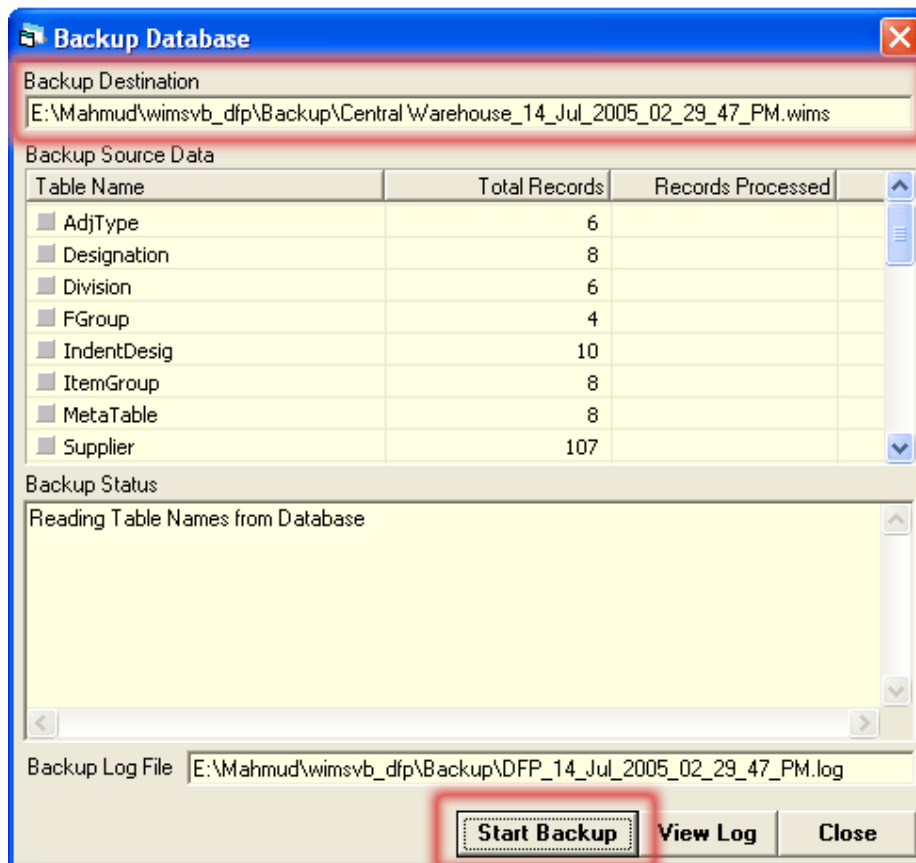
Backup Log File
E:\Mahmud\wimsvb_dfp\Backup\DFP_14_Jul_2005_02_29_47_PM.log

Start Backup **View Log** **Close**

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

How to backup database

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



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