Relief Goods Inventory & Monitoring System (RGIMS)

RGIMS is a web-based application which aims to provide a reliable and accurate inventory control of the UNWFP and DSWD logistics management systems of tracking, monitoring and reporting of relief goods intake, warehousing and outflow of donations.

For more details on the RGIMS system please contact:
DSWD-NROC Office, Chapel Road, Pasay City at 852-8081 or 851-2681.

Relief Goods Inventory & Monitoring System (RGIMS):
http://eden.dswd.gov.ph

Support: DSWD ICT Service Support
http://support.dswd.gov.ph/

User Manual
(March 2013)
# Table of Contents

Accessing the Home Page .......................................................................................................................... 2  
Registering a new Account............................................................................................................................ 2  
Logging in to RGIMS .................................................................................................................................. 3  
Accessing the Warehouse Page .................................................................................................................. 3  
Receiving/Adding a Shipment of Stocks ...................................................................................................... 4  
Adding an Organization .............................................................................................................................. 5  
Adding a Person ........................................................................................................................................... 5  
Adding Items to a Received Shipment ......................................................................................................... 6  
Adding a New Item ...................................................................................................................................... 7  
Processing the ‘Received Shipment’ Transaction ....................................................................................... 8  
Sending a Stock Item to another Organization .......................................................................................... 9  
Adding Items to a Send Shipment ................................................................................................................ 10  
Processing the ‘Shipment to Send’ Transaction ........................................................................................ 10  
Requesting a Stock Item from another Warehouse .................................................................................. 11  
Editing a Stock Item .................................................................................................................................. 12  
Adjusting Warehouse Stock Quantity ....................................................................................................... 13  
Single Stock Item—Quantity Adjustment .................................................................................................. 14  
Multiple Stock Item—Quantity Adjustment .............................................................................................. 15  
Putting Your Warehouse on the Map ......................................................................................................... 20  
Kitting ......................................................................................................................................................... 21  
Add a New Kit ............................................................................................................................................ 22  
Important Kitting Notes ............................................................................................................................ 23  
Assigning Access Level (Admin Only) ....................................................................................................... 24  
Importing Organizations/Municipalities .................................................................................................... 25  
Exporting the Inventory Report to File ...................................................................................................... 27  
Getting Help ............................................................................................................................................... 28  
Glossary of Terms ....................................................................................................................................... 28
Accessing the Home Page
Go to http://eden.dswd.gov.ph

Figure 1: The Relief Goods Inventory & Monitoring System (RGIMS) Home Page.

Registering a new Account
On the Homepage click the Register for Account link.

Figure 2: The Registration Page. Register for a new account here.

1. Fill in the necessary details.
2. Click Register.

Note: After registration, the Administrator needs to ACTIVATE your account before you can begin logging into the system.

Reminder: Data entry fields marked with a red asterisk (*) are required.
Logging in to RGIMS
Once your account is activated by the Administrator, you can login to the system by entering your email address and on the Login Page.

![Figure 3: The Login Page](image)

Accessing the Warehouse Page
Click the drop down button, select your **Warehouse** from the menu, and click the **Go** button.

![Figure 4: Select your Warehouse from the menu.](image)

After clicking **Go**, your **Warehouse** Page will appear.

![Figure 5: A sample of the Warehouse Page.](image)

Notice the **Stock**, **Receive**, **Send** and **Requests** tabs. From the Warehouse Page, you can receive, send, or request stock; and make changes to your warehouse.
Receiving/Adding a Shipment of Stocks (Step 1 of 3)

In order to process a new shipment of stocks, you need to create a New Shipment first. Click the Receive tab on the Edit Warehouse Page or Receive button directly from the Homepage to go to the Receive Page.

To add a new shipment of stock, click the Receive New Shipment button on your Receive tab. This will bring you to the Receive New Shipment Page.

1. Click the Receive tab to add a new shipment.
2. Then click Receive New Shipment.

1. Select Shipment Type from the menu.
2. Select the Organization/Supplier here. NOTE: If the organization is not on the list, click Add Organization. (See Figure 7.1—Adding an Organization)
3. Begin typing the first few letters of the name. If the name does not appear on the list, click Add Person. (See Figure 7.2—Adding a Person)
5. Click Save to create the shipment. Then continue to Figure 7.3—Adding Items to a Received Shipment.
Adding an Organization

Figure 7.1: Add a new Organization to the Organization menu.

1. Fill in the necessary details.
2. Click to add Organization Type.
3. Select an existing Cluster or click Add Cluster.

Important! After adding the Organization, please notify your Administrator/RICTMU staff to give you access to your newly created organization.

Adding a Person

Figure 7.2: Add a new Person to the menu if the name does not appear on the list.

1. Fill in the necessary details.
2. Click Submit to save the entry.
NOTE: There are two kinds of received transactions. Shipments which are received from:
(1) EXTERNAL organizations or
(2) INTERNAL (DSWD).

Figure 7.3: After you have created a **Received Shipment**, you can add items to the shipment.

**Adding Item(s) to a Received Shipment (Step 2 of 3)**

- **Step 1**: Fill in all the required fields.
- **Step 2**: Type the item in the box. If the item is not on the inventory list, click **Add New Item**. (See **Figure 7.4**—Adding a New Item)
- **Step 3**: Click icon to select the Date.
- **Step 4**: Click **Save**.
Adding a New Item

Figure 7.4: If the item does not already appear on the list, add the **New Item** to the inventory.

1. Fill in the necessary details.

2. Click to **Add Catalog**.

3. If the **Category** does not appear on the list, click **Add Item Category**.

4. If the brand does not appear on the list, click **Add Brand**.

5. Tick this if the new item will be used as a kit. (e.g. a food pack.)

6. Click **Save**.
Processing the ‘Received Shipment’ Transaction (Final Step 3 of 3)

Figure 7.5: The final step to process a shipment: After adding all the items to the shipment, click **Receive Shipment**.

Use the Add Items to Shipment button to add stock until the shipment list is complete. Use **Open** to edit an item in the shipment. Use **Delete** to remove the item.

**Final Step!** After adding ALL items to the shipment, click the **Receive Shipment** button.

Figure 7.6: Confirmation of the **Receive Shipment**.

After clicking the **Receive Shipment** button you will be prompted with this message. Click **OK**.
## Sending a Stock Item to another Organization (Step 1 of 3)

### Figure 8: Access the Send New Shipment page on the Send tab.

<table>
<thead>
<tr>
<th>Name:</th>
<th>NROC A WAREHOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Pasay City</td>
</tr>
<tr>
<td>Organization:</td>
<td>Department of Social Welfare and Development &gt; National Resource Operation Center</td>
</tr>
<tr>
<td>Phone 1:</td>
<td>None</td>
</tr>
</tbody>
</table>

### Figure 8.1: Send a Shipment to another Organization, internal or external, using the Send New Shipment Page

1. **On the Send tab, click Send New Shipment.**

2. **Select Shipment Type.**

   **Hint:** Use the field **To Warehouse/Facility/Office** for **Internal DSWD** shipments only. Leave this field blank for shipments to **External Organizations**.

3. **Select the Organization.** If the Organization is not on the list, click **Add Organization**. (See Figure 7.1—Adding an Organization)

4. **Enter the Person** by typing the first few letters of the name. If necessary, click **Add Person**. (See Figure 7.2—Adding a Person)

4. **After clicking Save, the item will be added to the Shipment.**
Adding Items to a Send Shipment (Step 2 of 3)

Figure 8.2: Add items to be shipped to another organization on the Process Shipment to Send Page.

1. Select item to send.
2. Enter the Quantity to be sent.
3. Click the Save button.

Processing the ‘Shipment to Send’ Transaction (Final Step 3 of 3)

Figure 8.3: The final step to Process Shipment to Send: Add all the items to the shipment first. Then, click Send Shipment button.

1. Click Add Item to Shipment to continue adding stock items.
2. Click the Delete button to remove an item or click Open to edit an item from the shipment.

Final Step! Click the Send Shipment button to send the shipment. Click OK to confirm the shipment or Cancel to cancel.
Requesting a Stock Item from another Warehouse

Figure 9: Make a Stock Request from another Warehouse.

1. On the Requests tab, click the Make Request button.

Figure 9.1: The Make Request Page. Create the Request first, and then add items to the request.

2. Fill in the necessary details.

3. Add the Requester name. Begin typing the first few letters of the name. Click Add Staff Member if the name does not appear on the list. (See Figure 7.2—Adding a Person)

4. Indicate if Transportation is required. Tick if requesting a delivery.

5. Click Save.

Figure 9.2: Add items to the Request.

6. Type in the Item requested.

7. Enter Quantity to be sent.

Note: If the item is not on the list, click Add New Item. (See Figure 7.4—Adding a New Item)

8. Click Save button to finish the request.
After an item has been saved to a Request, you must indicate which Warehouse the Request is directed to.

Figure 9.3 Request from a Warehouse or make changes to the Request.

Figure 9.4: Add more items to the Request, delete items, or check available stock.

Click Request From and specify the Warehouse.

Or click Return to Request to edit the request.

Click Add New Item to Request to add more items.

Click Request from Facility to check where stock is available.

Click Open to edit the item or click Delete to remove the item from the request.

Editing a Stock Item

Figure 10: Make changes to the details of an item in stock.

1. Click on the Stock tab.

2. Click on the Item name you wish to edit.
Adjusting Warehouse Stock Quantity

Figure 11: Adjust the **Quantity of Stock** for a single item and multiple items.

1. Click the **Stock** tab.

   **Hint:** Use the Search feature to find items more easily.

For a **Single Stock Adjustment**, click the **Open** button next to the item to be adjusted. (See **Figures 11.1.1 to 11.1.4**)

For a **Multiple Stock Adjustment**, click the **Adjust Stock** button. (See **Figures 11.2.1 to 11.2.8**)

3. Edit the necessary details and click **Save** at the bottom.

**Figure 10.1: Edit the details of the item.**
Single Stock Item—Quantity Adjustment

Figure 11.1.1: Adjust a single stock item.

Figure 11.1.2: The Adjust Item Quantity page.

1. Adjust the item quantity in the Revised Quantity
2. Indicate the Reason for the adjustment.
3. Or adjust the item’s value in Revised Value per Pack.
4. Click the Save button. **NOTE:** You must click Save before Close Adjustment.
Figure 11.1.3: The *Adjust Item Quantity* page. *Final Step: Click the Close Adjustment button.*

Figure 11.1.4: *Confirmation of the Stock Adjustment.*

Multiple Stock Item—Quantity Adjustment

*Figure 11.2.1: Begin a New Stock Adjustment for multiple stock items.*
Figure 11.2.2: Indicate the item to be adjusted on the Stock Adjustment Details Page.

Click the Open button next to the item to be adjusted.
Figure 11.2.3: Make an Adjustment of quantity or value of multiple stock on the Adjust Item Quantity Page.

1. Adjust the quantity in the Revised Quantity field.

2. Indicate the Reason for the adjustment.

3. Adjust the Item Value if necessary.

4. Add any additional info in the Comments.

5. Review the changes, then click Save.

Figure 11.2.4: Review the Adjustment, and perform another Item Adjustment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Pack</th>
<th>Original Quantity</th>
<th>Revised Quantity</th>
<th>Reason</th>
<th>Original Value per Pack</th>
<th>Revised Value per Pack</th>
<th>Currency</th>
<th>Current Status</th>
<th>Revised Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td>sacks</td>
<td>3000.0</td>
<td>2606.0</td>
<td>Unknown</td>
<td>23.0</td>
<td>23.0</td>
<td>PHP</td>
<td>Near expired (under 50 days)</td>
<td>Near expired (under 50 days)</td>
</tr>
<tr>
<td>Sardines, 150g, Master Brand, 100% Anchovies</td>
<td>tens</td>
<td>250.0</td>
<td>None</td>
<td>Unknown</td>
<td>26.0</td>
<td>26.0</td>
<td>PHP</td>
<td>Near expired (under 90 days)</td>
<td>Near expired (under 90 days)</td>
</tr>
</tbody>
</table>

Click the Open button of the next item to be adjusted.
1. Adjust the quantity in the Revised Quantity field.

2. Indicate the Reason for the adjustment.

3. Adjust the Item Value if necessary.

4. Add any additional info in the Comments.

5. Review the changes, then click Save. You must click Save before Close Adjustment.

Final Step: Click Close Adjustment to save the revised quantities.
Figure 11.2.7: Confirmation of the **Stock Adjustment**.

After clicking the **Close Adjustment** button you will be prompted with this message. **Click OK.**

Figure 11.2.8: The revised quantities will now appear on the **Stock** tab.

Voila! The **Quantity** of items has been adjusted.
Putting Your Warehouse on the Map

Figure 12.1: Assigning your Warehouse to a location on the map.

1. Click the Basic Details tab.
2. Click the Edit Location Details tab.
3. Click Place on Map.
4. Find the location of your warehouse and pin it on the map.
5. After you pin the location, close the map.
6. Click Save to save the warehouse location.
Kitting (Step 1 of 2)

Figure 13.1: To prepare a new kit in the system, add a **New Item** and specify the kit name, for example, “**Food Pack**” or “**Family Food Pack**.” See Figure 7.4—Adding a New Item for reference. Next identify the items which are part of the kit.

1. Use a **Name** such as “Food Pack” or “Family Food Pack” to identify the kit.

2. Tick the **Kit** box. **Hint:** This must be ticked for the pack to be ready for kitting.

3. Click **Save**. The **Kit Items** tab will appear and will allow items to be added (identified) as part of the kit.

Figure 13.2: After clicking **Save**, you will automatically be directed to the **Kit Items** tab. Identify the items that should be included in the kit on the **Add New Record** page.

4. Identify the first item that is part of the kit.

5. Indicate the **Quantity** that should be included inside each kit. (e.g. 5 bottles of water per kit)

6. Click **Save**.
Add more items to the kit using the Add Record button.

Continue to add items using the Add Record button until the kit is complete. Below is a sample kit.

**Add a New Kit (Step 2 of 2)**

Figure 14.1: Add a New Kit using available stock in the warehouse. On the side menu, under Warehouse Stock, click Kitting. In order to successfully create a new kit, all the kit items must be available in warehouse inventory and not be expired.

1. Click Kitting in the Warehouse Stock menu.
2. Then click Add New Kit.

Figure 14.2: Complete the details of the New Kit.

1. Use the same Kit Name created in Step 1. Type the first few letters and wait for the name to appear.
2. Indicate the Quantity of kits to be created. (See Important Notes for information on how RGIMS checks and adjusts inventory against this field.)

Final Step: Click Save.
Important Kitting Notes

**Some Important Notes on Kitting:**

1. **Adding** an item to a kit will automatically deduct the quantities from available inventory.
2. **Deleting** an item from a kit will automatically release the items back to inventory.
3. Items **expiring first** will be **allocated first** to the kit.
4. The system will warn the user if the quantity of kits desired **exceeds** the available warehouse stock.
5. The system prohibits **expired** food items in inventory from being kitted.

Figure 14.3: Sample of an **Error message**: The number of kits that the user wishes to create exceeds the available warehouse inventory. Given the available stock, only 100 kits (not 10,000) can be created.

**RGIMS** will indicate if there is insufficient warehouse stock to complete the quantity of kits desired with an error message.

**HINT:** If you receive an error message review the warehouse stock and the expiration date of each kit item. (Reminder: Expired food items are **not** available for kitting.)

Warehouse stock items need to match the kit item name **exactly** in order to fulfil the kit requirements (e.g. “Rice, Assorted” is different than “Rice, 100% Broken White.”)
Assigning Access Level (Admin Only)

Figure 15.1: Setting Administrative Roles for Users.

On the Home page, click Administration, and select Users.

Figure 15.2: The Users Page

Click Roles for the User you wish to edit.

Figure 15.3: Assign the Roles to a User for Warehouse/Organization entities.

1. Select the Role from the menu.

2. Select the Warehouse/Organization assigned to the Role.

3. Click Add.

NOTE: For Warehouse entities, please select ‘Warehouse Super Editor’ and ‘Staff Super Editor.’

For Organization entities, please select ‘Warehouse Super Editor’ only.
Importing Organizations/Municipalities

Figure 16.1: Importing Organizations and Municipalities from a Microsoft Excel file.

1. From the Home Page, click More from the top menu and select Organizations.

Figure 16.2: The Organizations Page.

2. Click Import.

Figure 16.3: The Import Organizations Page.

3. Click Download template to obtain the Microsoft Excel template.

Figure 16.4: The template file in Microsoft Excel.

4. Complete the fields in Excel.
   
   Note: Changing the field names in the template is not permitted.
Important! After importing Organization(s), please notify your Administrator/ RICTMU staff to give you access to your newly added organization(s).

Figure 16.5: A sample Excel file of organizations ready to import to RGIMS.

Figure 16.6: Import the file.

Figure 16.7: The Details of the selected import job. Check for any errors and then click Import.

5. Click Choose File and locate the appropriate file. Then click Submit.

6. Check for any errors. Note: Any records containing validation errors indicated in this column will not be imported.

7. Confirm the entities to be imported with the tick box.

8. Final Step: Click Import. Make sure you click import only once time to avoid duplicates.
Exporting the Inventory Report to File

Figure 17.1: Exporting Inventory and other reports to a Microsoft Excel or PDF file.

Figure 17.2: Open the downloaded file. A sample of the RGIMS ‘Stock in Warehouse’ Report.
Getting Help

There are several ways to get assistance with RGIMS.

DSWD ICT Service Support TA Tracking System (ISSTATS)
http://support.dswd.gov.ph/

Email or chat:
snpabilonia@dswd.gov.ph

Telephone: Sir Sandy Pabilonia
0932-501-08-46 (Sun) or 0906-328-67-53 (Globe)

Glossary of Terms

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Relief Goods</td>
<td>Refers to basic commodities given to support or aid a nation or people during a time of need.</td>
</tr>
<tr>
<td>B. Inventory</td>
<td>A list of goods and materials held available in stock by an organization/company.</td>
</tr>
<tr>
<td>C. Warehouse</td>
<td>Refers to a commercial building used for the storage of goods.</td>
</tr>
<tr>
<td>D. Warehouse Stock</td>
<td>Refers to goods or merchandise kept inside a warehouse and available for distribution.</td>
</tr>
<tr>
<td>E. Kitting</td>
<td>Refers to the process through which individual items are grouped or packaged to create a single shipment.</td>
</tr>
<tr>
<td>F. Monetization</td>
<td>the process of converting or establishing something into legal tender</td>
</tr>
<tr>
<td>G. Expiration</td>
<td>The ending of the fixed period for which a good or product is guaranteed free from contamination or damage.</td>
</tr>
<tr>
<td>H. Suppliers</td>
<td>Refers to entities who supply a particular service or commodity.</td>
</tr>
<tr>
<td>I. Facilities</td>
<td>Space established to serve a particular purpose.</td>
</tr>
<tr>
<td>J. Shipment</td>
<td>The process of shipping goods from one location to another.</td>
</tr>
<tr>
<td>K. Quantity</td>
<td>The amount or number of an item.</td>
</tr>
<tr>
<td>L. Repack</td>
<td>Refers to the process of placing/arranging item in a container again or in a different manner.</td>
</tr>
<tr>
<td>M. Bin</td>
<td>A receptacle for storing a specified substance.</td>
</tr>
<tr>
<td>N. Catalog</td>
<td>A complete list of items, typically in alphabetical or other systematic order.</td>
</tr>
<tr>
<td>O. Category</td>
<td>A class or division of people or things regarded as having particular shared characteristics.</td>
</tr>
<tr>
<td>P. Unit of measure</td>
<td>Any division of quantity accepted as a standard of measurement or exchange.</td>
</tr>
<tr>
<td>Q. Brand</td>
<td>A type of product manufactured by a company under a particular name.</td>
</tr>
<tr>
<td>R. Model/Type</td>
<td>A type or design of product</td>
</tr>
<tr>
<td>S. Purchase Order</td>
<td>A commercial document used to request a good/service in return for payment; it provides specifications and quantities.</td>
</tr>
<tr>
<td>T. Request Slip</td>
<td>Refers to a slip/document that is used to request a certain commodity/service.</td>
</tr>
<tr>
<td>U. Tall out form</td>
<td>Refers to a document that is used to confirm that a specific warehouse item is being moved from a warehouse/facility.</td>
</tr>
<tr>
<td>V. Acknowledgement Receipt for Donation Received</td>
<td>A documented verification that donations have been received.</td>
</tr>
<tr>
<td>W. Dashboard</td>
<td>Refers to a user interface that organizes and presents information in a way that is easy to read.</td>
</tr>
</tbody>
</table>