



Request and Inventory Management Handbook

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Supported by:



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INTRODUCTION

Goals

In this simulation you are responsible to manage a site during an emergency. You will have to:

1. Make a Request for items which you require.
2. Receive a shipment of items which have been sent to you.
3. Make a Commitment for Items Requested from other sites.
4. Send a shipment of items.

Sahana Eden

Sahana Eden is an Open Source Humanitarian Platform which can be used to provide solutions for Disaster Management, Development, and Environmental Management sectors.

Sahana Eden contains the following applications:

- **Requests Management** - Tracks requests for items and assistance and matches them against sources
- **Inventory Management** - Receive, Send and Manage Items in Inventories
- **Volunteer Management** - Manage volunteers by capturing their skills, availability and allocation.
- **Missing Persons Registry** - Report and Search for Missing Persons.
- **Disaster Victim Identification.**
- **Shelter Registry** - Tracks the location, distribution, capacity and breakdown of victims in Shelters.
- **Hospital Management System** - Hospitals can share information on resources & needs.
- **Organization Registry** - "Who is doing What & Where". Allows relief agencies to coordinate their activities.
- **Ticketing** - Master Message Log to process incoming reports & requests.
- **Delphi Decision Maker** - Supports the decision making of large groups of Experts.
- **Mapping** - Situation Awareness & Geospatial Analysis.
- **Document Library** - A library of digital resources, such as Photos & Office documents.

The Sahana Eden branch was developed in Python and has focused on providing a reusable framework to support Rapid Application Development



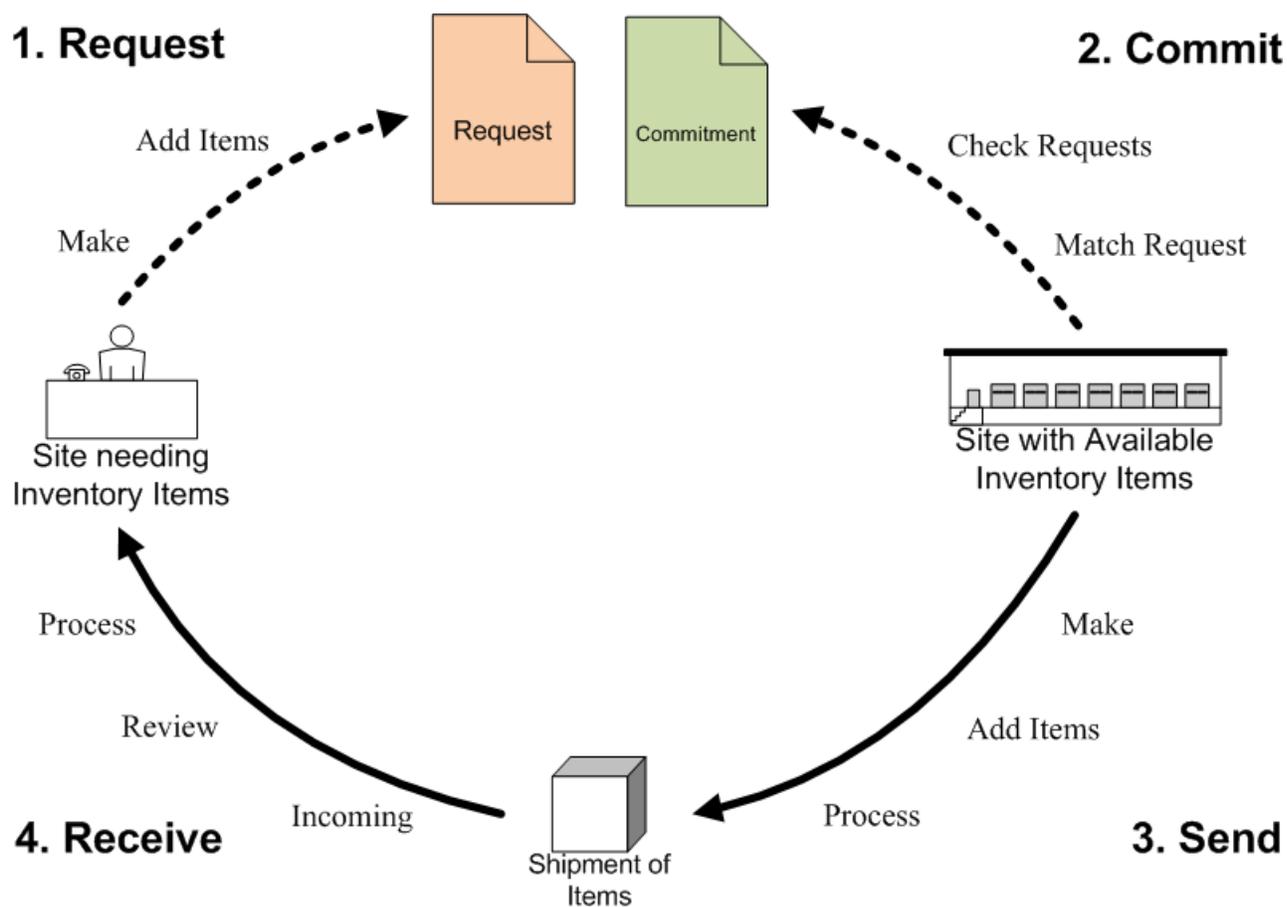
(RAD) of new functionality which can be integrated into existing applications. The framework contains support for:

- **Mapping** - Real Time Situational Awareness of all Geographic Information
- **Authorisation** - Flexible Privileges by Application, User, Organisation and Site.
- **Messaging** - SMS, Email, IM
- **Data Import/Export** - Excel, PDF, XML, JSON, KML, PFIF, EDXL & Customisable with XSL



Inventory and Request Management Overview

In an emergency one of the challenges is to match the needs for items from various sites who are responding to an emergency with the supply of items from pre-positioned, central and donated supplies. Sahana Eden's Inventory and Request Management applications do this by allowing sites, such as Offices, Hospitals and Shelters manage their current inventories, make requests and commitments and send and receive shipments.





INSTRUCTIONS: MAKE A REQUEST FOR ITEMS

1. Go to Site

From the homepage, go to a site you want to make a request for. You will only be able to make requests for sites where you have been added as a staff, giving you privileges.

Manage Your Sites

Cruz Vermelha Peniche (Office) Go

2. Make a New Request

Click on the *Requests* tab and enter the request details.

Office Details

Name: Cruz Vermelha Peniche Type: National
Organization: Cruz Vermelha Portuguesa Location: [Cruz Vermelha Pe](#)
Email: None Telephone:

Basic Details Staff **Requests** Match Requests Commit Inventory Iter

Make Request

* Required Fields

Date Requested: 2011-05-02
Date Required: 2011-05-08
Requester: Michael Howden [Add Person](#)
? HELP
Request Type: * Inventory Items

3. Add Items to Request

Add the Items which are being requested.

Packs of items can be set and the total quantity is automatically calculated.

Request Details

Date Required: 2011-05-08 Commitment Status: |
Date Requested: 2011-05-02 Transit Status: |
Requested By: [Cruz Vermelha Peniche \(Office\)](#) Fulfillment Status: |
Comments:

Edit Details **Items**

Add New Request Item

* Required Fields

Item: * MRE Ration [Add Catalog It](#)
? HELP
Pack: * piece ? HELP
[Add Item Pack](#)
Quantity: * 10
Comments:



4. Request Items from Available Inventory

This screen shows you which Inventories have the items which you have requested in stock.

Click *Request From* to request the items from a specific Inventory.

Alternative Items can be set to search for items which can be used in place of the original item, eg. "Pasta" as an alternative to "Rice".

Request Item from Available Inventory

Requested By:	Cruz Vermelha Peniche (Office)	Item:	MI
Requester:	Michael Howden	Quantity:	10
Date Requested:	2011-05-02	Quantity Committed:	0.0
Date Required:	2011-05-08	Quantity in Transit:	0.0
Priority:	●	Quantity Fulfilled:	0.0

Available Inventories

Search:

	Inventory	Item	Pa
Request From	Lisbon Portela Airport (Office)	MRE Ration (piece)	pie

Available Alternative Inventories

None

5. Review Request Status

This screen allows you to monitor a Request.

There are 3 types of status of the entire request and quantities of the requested items:

Request Details

Date Required:	2011-05-08	Commitment Status:	Complete
Date Requested:	2011-05-02	Transit Status:	None
Requested By:	Cruz Vermelha Peniche (Office)	Fulfillment Status:	None
Comments:			

[Edit Details](#) [Items](#)

[Add Item to Request](#)

Requested Items

Search:

	Item	Pack	Requested From	Quantity	Quantity Committed
Open Delete Find	MRE Ration (piece)	piece	Lisbon Portela Airport (Office)	10.0	10.0

Commit - This represents the commitments which have been to meet this request. This is simply a promise or a pledge and does not represent any action to meet the request. Expanding the *Quantity Committed* will show links to the individual Commitments.

Transit - This represents that resource have been sent (but have not yet arrived) to meet the request. Expanding the *Quantity in Transit* will show links to the individual Shipments Sent.

Fulfil - This represents that resource have arrived which meet the request. Once all of the resources in a request have been fulfilled, it can be considered to be closed. Expanding the *Quantity Fulfilled* will show links to the individual Shipments Received.



INSTRUCTIONS: RECEIVE A SHIPMENT OF ITEMS

1. Select Incoming Shipment

This screen shows a list of all shipments which have been sent to this site.

Review will allow you to review the items and details of the Incoming Shipment.

Process will make a new Received Shipment to process.

2. Review Incoming Shipment

This screen shows the details of Shipment which was sent to this site.

Process Received Shipment will make a new Received Shipment to process.

3. Process Received Shipment

This screen shows the Shipment before it is received into the Site's Inventory. Items can be added and edited in the Shipment.

Click *Receive Shipment* to send the items from the Site's Inventory. Once a Shipment is sent, it cannot be edited to preserve the audit trail.

Office Details

Name: Cruz Vermelha Peniche **Type:** National
Organization: Cruz Vermelha Portuguesa **Location:** [Cruz Vermelha Peniche \(Rua da Sa](#)
Email: None **Telephone:**

Basic Details | Staff | Requests | Match Requests | Commit | Inventory Items | **Incoming** | F

Sent Shipments

Search:

	Date Sent ▲	Sent By ▾	From Inventory ▾
Review Process	2011-05-03	Michael Howden	Lisbon Portela Airport (Warehouse)

First Previous **1** Next Last

Review Incoming Shipment to Receive

Date: 2011-05-03 **Est. Delivery Date:** -
From: [Lisbon Portela Airport \(Warehouse\)](#) **To:** [Cruz Vermelha](#)
Status: Sent **Comments:** None

Edit Details | **Items**

Shipment Items

Search: Show

	Inventory Item ▲	Pack ▾	Quantity ▾
Details	MRE Ration	piece	10.0

First Previous **1** Next Last

[Consignment Note](#) [Process Received Shipment](#)

Process Received Shipment

Date: - **Status:**
From Organisation: Autoridade Nacional de Protecção Civil (ANPC) **Sent By Pe**
By Site: [Cruz Vermelha Peniche \(Office\)](#) **From Loca**
By Person: A User
Comments: None

Edit Details | **Items**

[Add Item to Shipment](#)

Shipment Items

Search: Show

	Item ▲	Pack ▾	Quantity
Details	MRE Ration (piece)	piece	10.0

First Previous **1** Next Last

[Receive Shipment](#)



4. Inventory Items

This screen shows the total number of items in the Site's Inventory and is adjusted when items are sent and received.

Office Details

Name: Cruz Vermelha Peniche **Type:** National
Organization: Cruz Vermelha Portuguesa **Location:** [Cruz Vermelha Peniche \(Rua](#)
Email: None **Telephone:**

[Basic Details](#) [Staff](#) [Requests](#) [Match Requests](#) [Commit](#) [Inventory Items](#) [Incorr](#)

[Add Inventory Item](#)

Inventory Items

Search: Show 10 ▾

	Item ▲	Pack ▼	Quantity ▼	Expiry Da
Details	Family Tent (piece)	piece	10.0	None
Details	MRE Ration (piece)	piece	10.0	None

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)



INSTRUCTIONS: MAKE A COMMITMENT FOR REQUESTED ITEMS

1. Match Request

Click on the *Match Requests* tab to see a list of all outstanding requests.

Check allows you to check if your site can match this request.

Commit make a commitment for this request.

Send make a shipment to send for this request.

Office Details

Name: Lisbon Portela Airport Type: Wa
 Organization: Autoridade Nacional de Protecção Civil Location: [List](#)
 Email: None Telephone: +35

Basic Details | Staff | Requests | **Match Requests** | Commit | Inventory I

Requests

Search:

	Requested By Site ▲	Date Requested
Check Commit Send	Cruz Vermelha Peniche (Office)	2011-05-03

First | Previous | **1** | Next | Last

2. Check Request

This screen shows you the current status of the requested items and the quantity which are available at your site. From this screen you are able to create a commitment or a shipment to send for this request.

Check Request

Date Required: 2011-05-08 Commitment Status: **None**
 Date Requested: 2011-05-03 Transit Status: **None**
 Requested By: [Cruz Vermelha Peniche \(Office\)](#) Fulfillment Status: **None**
 Comments:
 Distance from Lisbon Portela Airport (Warehouse): 68.8 km

Request Items

Search: Show 1

Item ▲	Quantity ▾	Pack ▾	Quantity Committed ▾	Quantity in Transit ▾	Quantity Fulfilled ▾	Quantity in Lisbon Portela Airport
MRE Ration (piece)	10.0	piece	0.0	0.0	0.0	100.0

First | Previous | **1** | Next | Last

[Commit from Lisbon Portela Airport \(Warehouse\)](#) | [Send from Lisbon Portela Airport \(Warehouse\)](#)



3. Commitment

If you have made a Commitment automatically from the request you can review the details on this screen.

Commitments can also be added from the *Commit* tab and have items added manually on this screen.

Commitment Details

Request: [Cruz Vermelha Peniche \(Office\) - 2011-05-03](#)
Committing Inventory: [Lisbon Portela Airport \(Warehouse\)](#) Commit I
Comments: None

[Edit Details](#) [Items](#)

[Add Item to Commitment](#)

Commitment Items

Search:

	Request Item ▲	Pack ▼	Qua
Open Delete	MRE Ration	piece	10.0

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Send Commitment as Shipment](#)



INSTRUCTIONS: SEND A SHIPMENT OF ITEMS

1. Make a New Shipment

Click on the *Send* tab and enter the details for the Shipments to Send and then add items.

You can skip this screen by making

Shipment to Sends automatically from the Request or Commitment

Warehouse Details

Name: Lisbon Portela Airport Type: Warehouse
Organization: Autoridade Nacional de Proteccao Civil Location: [Lisbon Portela Airport \(Santa Maria dos C](#)
Email: None Telephone: +351 218 413 500

Basic Details Staff Requests Match Requests Commit Inventory Items Incoming Receive **Send**

Send Shipment

Date Sent:

-

Sent By:

Michael Howden

[Add Person](#)

? HELP

Est. Delivery Date:

2011-05-07

2. Process Shipment to Send

This screen shows the Shipment before it is sent from the Site's Inventory. Items can be added and edited in the Shipment.

Click *Send Shipment* to send the items from the Site's Inventory. Once a Shipment is sent, it cannot be edited to preserve the audit trail.

Process Shipment to Send

Date: 2011-05-03 Est. Delivery Date: -
From: [Lisbon Portela Airport \(Warehouse\)](#) To: [Cruz Vermelha](#)
Status: In Process Comments: None

Edit Details **Items**

[Add Item to Shipment](#)

Shipment Items

Search:

	Inventory Item	Pack	Quantity
Open Delete	MRE Ration	piece	10.0

First Previous **1** Next Last

[Send Shipment](#)

3. Inventory Items

This screen shows the total number of items in the Site's Inventory and is adjusted when items are sent and received.

Basic Details Staff Requests Match Requests Commit **Inventory Items** Ir

[Add Inventory Item](#)

Inventory Items

Search:

	Item	Pack	Quantity
Open Delete	MRE Ration (piece)	piece	90.0
Open Delete	Emergency Health Kit (kit)	kit	100.0

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