

SOP

SAHANA FOUNDATION

This SOP is a general guideline for using Sahana foundation website to aid in the Pakistan flood relief.

REGISTER YOURSELF TO THE WEBSITE

- 1) Go to the link <http://pakistan.sahanafoundation.org/eden>.



The screenshot shows a web browser window with the URL <http://pakistan.sahanafoundation.org/eden/default/user/register>. The page has a navigation bar with links: Home, Map, Organisations, Requests, Shelters, Assessments, and more. A dropdown menu is open under 'more', showing 'Login', 'Register', 'Lost Password', and 'Help'. The main content area is titled 'Register' and contains a form with the following fields: First name, Last name, Language (set to English), Mobile Phone, E-mail, Password (with a note 'Minimum number of characters is 1'), and Verify Password. There are 'Submit' and 'Login' buttons at the bottom of the form.

FIGURE 1

- 2) Under the Login header, click Register. All persons who have registered can be viewed more > Person Registry > Persons > List.
- 3) Enter your details and Submit.
- 4) You will receive an email containing a link; click the link to verify your credentials.

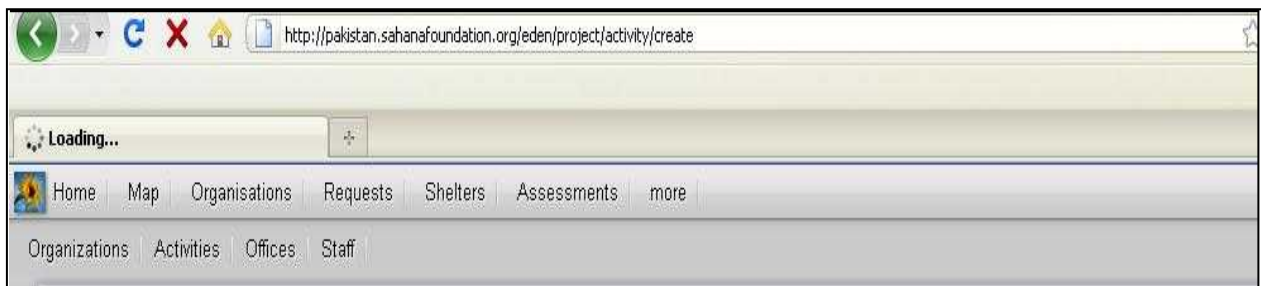


FIGURE 2

TO REGISTER AN ORGANISATION

1) Click the header Organizations.

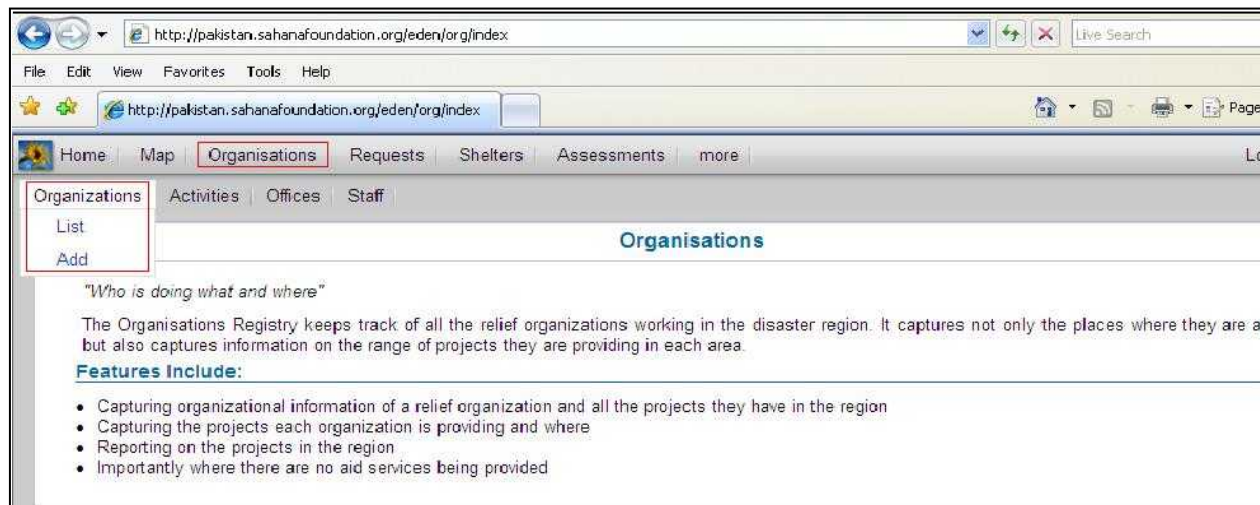
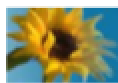


FIGURE 3

2) Then click Organizations > Add. You can also view other organizations by clicking List.

The screenshot shows the 'Add Organization' form in the SAHANA system. The form is titled 'Add Organization' and includes a 'Logged in' status bar at the top. The form fields are as follows: Name (text input), Acronym (text input), Type (dropdown menu), Cluster (dropdown menu with options: Agriculture, Coordination and Support Services, Disaster Medicine, Education, Food), Home Country (dropdown menu), Website (text input), Twitter (text input), Donation Phone # (text input), and Comments (text area). There are also buttons for 'Add Cluster', 'Add Source', and 'Save'. A 'List Organizations' button is located at the bottom left. A red asterisk indicates required fields.

FIGURE 4



Organizations Activities Offices Staff

List Add Organizations

Show 10 Input keyword for dynamic search Filter:

	Name	Acronym	Type	Home Country	Website
Open Delete	Agence-France Presse	AFP	Private	France	http://www.afp.com/afpcom/en/
Open Delete	Agency for Technical Cooperation and Development	ACTED	International NGO	Unknown	http://www.acted.org/en
Open Delete	American Refugee Council	ARC	Donor	Unknown	
Open Delete	Australian Broadcasting Corporation	ABC	Private	Australia	http://www.abc.net.au/
Open Delete	BBC Urdu: Pakistan Lifeline Radio	BBC Urdu	Unknown	United Kingdom	

FIGURE 5

- 3) You will need to fill in the details and then Save. Please make sure to fill in your complete details along with mobile number and email address.
- 4) If you want to register the activities that your organization is involved in, then click Activities > Add. Make sure to add your exact location to the town and provide coordinates.

Home Map Organisations Requests Shelters Assessments more

Organizations Activities Offices Staff

Add Activity

Funding Organisation:

Organization:

Activity Type:

Description:

Quantity:

Unit:

Start Date:

End Date:

Location

Province: Select a location...

Name:

Street Address:

[Open Map](#) (can use this to identify the Location)

Latitude:

Longitude:

Shelter:

Total # of Beneficiaries Reached:

Beneficiary Type:

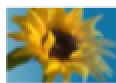
Date of Latest Information on Beneficiaries Reached:

Total # of Target Beneficiaries:

Male:

Female:

FIGURE 6



- 5) If you want to list your offices and your contact address etc, then click Offices> Add.
- 6) You can also list your staffs that are on the taskforce. Click Staff> Add.

TO REGISTER YOUR SHELTER

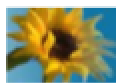
- 1) Click the header Shelters.

FIGURE 7

- 2) If you want to view shelters then click View or alternately you can Add shelters. Again make sure that you enter your exact location, town and coordinates.

TO REGISTER AN ASSESSMENT

- 1) If you want to register an assessment of a location and the flood relief being provided there; click Assessment. Here you can view an old assessment or add one of your own.



Home Map Organisations Requests Shelters **Assessments** more

Assessments
List
Add

Date: 2010-09-27

Location

Province: Select a location...

Name:

Street Address:

[Open Map](#) (can use this to identify the Location)

Latitude:

Longitude:

Staff:

Staff 2:

Interview taking place at:

Village
Urban area
Collective center
Informal camp
Formal camp

Person interviewed:

Male
Female
Village Leader
Informal Leader
Community Member

Accessibility of Affected Location:

Comments:

FIGURE 8

- 2) Certain things that can be viewed under assessments are Identification, Demographic, Shelter & Essential NFIs, WatSan (water supply, collection etc), Health, Nutrition, Livelihood, Education, Protection (physical safety, separated children, activities of children etc).

Home Map Organisations Requests Shelters **Assessments** more

Assessments
List
Add

Location: Kheshgi Payan Date: 2010-09-08
Organisations: None Document:

< > **Identification** Demographic Shelter & Essential NFIs WatSan Health Nutrition Livelihood Education Protection

Date: 2010-09-08

Location

Province: Select a location...

District: Select a location...

Name: Kheshgi Payan

Street Address:

[Open Map](#) (can use this to identify the Location)

Latitude:

Longitude:

Staff:

Staff 2:

Interview taking place at:

Village
Urban area
Collective center
Informal camp
Formal camp

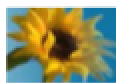
Person interviewed:

Male
Female
Village Leader
Informal Leader
Community Member

Accessibility of Affected Location:

Comments:

FIGURE 9



TO REGISTER A REQUEST FOR AN ITEM OR TO PLEDGE AN ITEM

- 1) Click the header Requests.
- 2) If you want to add a request, click Requests > Add Aid Request. Make sure that you add your exact location and update request as necessary.

	Requester	Hospital	Shelter	Organization	Request Type	Priority Level	Message	Date & Time	Location	Pledge Status	Reference Document
Open Items Pledge	-	None	None	-	Food	●	Items Needed by Food Cluster 50 million Aqua tabs	2010-08-20 19:03:19	Pakistan	-	Pakistan: Monsoon Floods Situation Report # 15, August 2010
Open Items Pledge	-	None	None	-	Food	●	10 million buckets needed by food cluster	2010-08-20 19:05:08	Pakistan	-	Pakistan: Monsoon Floods Situation Report # 15, August 2010
Open Items Pledge	-	None	None	-	Water	●	10 million Jerry cans needed by food cluster	2010-08-20 19:06:40	Pakistan	-	Pakistan: Monsoon Floods Situation Report # 15, August 2010
Open Items Pledge	-	None	None	-	Medicine	●	5 million soaps for food cluster	2010-08-20 19:07:24	Pakistan	-	Pakistan: Monsoon Floods Situation Report # 15, August 2010
							5 million				Pakistan: Monsoon...

FIGURE 10

- 3) Then add your items that are needed for that specific request.
- 4) To pledge a request, click on Requests > All Pledges > Add Pledge.

Submitted On: 2010-09-27 07:20:24

Pledge Status: Pledged

Organization:

Person:

Comments:

[Add Organization](#) [? HELP](#)

[Add Person](#) [? HELP](#)

[? HELP](#)

*** Required Fields**

[List Pledges](#)

FIGURE 11

TO VIEW INCIDENTS FOR A SPECIFIC LOCATION ON A MAP

- 1) Click on header Map.

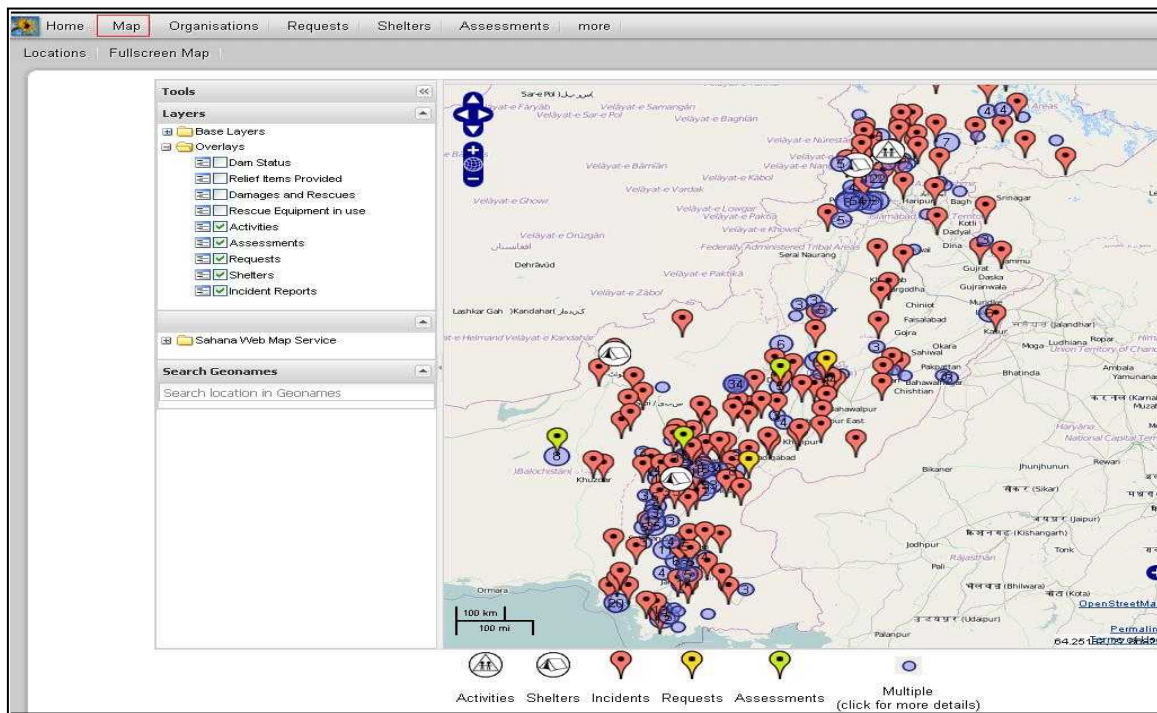


FIGURE 12

- 2) Map legend is present at the bottom of the map. Orange bubble denotes an incident.
- 3) Clicking on the specific incident opens up a description of the incident.

TO ADD AN INCIDENT

- 1) Click on more > Incident Reporting.



FIGURE 13



2) From here either view incidents by List or you can Add. Incidents can also be seen from the map.

Home Map Organisations Requests Shelters Assessments more

Incident Reports

List Add

Add Report

Short Description:

Message:

Category:

Reporter Name: mehboob ahmed [Add Person](#) ? HELP

Contact Details:

Date/Time: 2010-09-27 06:30:16 +00! [Open Map](#) (can use this to identify the Location) ? HELP

Location

Province: Select a location... [Add Province](#) ? HELP

Name: ? HELP

Street Address: ? HELP

Latitude: ? HELP

Longitude: [Conversion Tool](#)

of People Affected:

of People Injured:

of People Deceased:

Source:

FIGURE 14

Home Map Organisations Requests Shelters Assessments more

Incident Reports

Incident Reporting

The Incident Reporting System allows the General Public to Report Incidents & have these Tracked.

Features Include:

- Add Report
- List Reports
- Show Map

FIGURE 15

TO VIEW/ADD (LOGISTICS) INVENTORY STORES, DISTRIBUTION AND RELIEF ITEMS

- 1) Click more > Logistics Management.

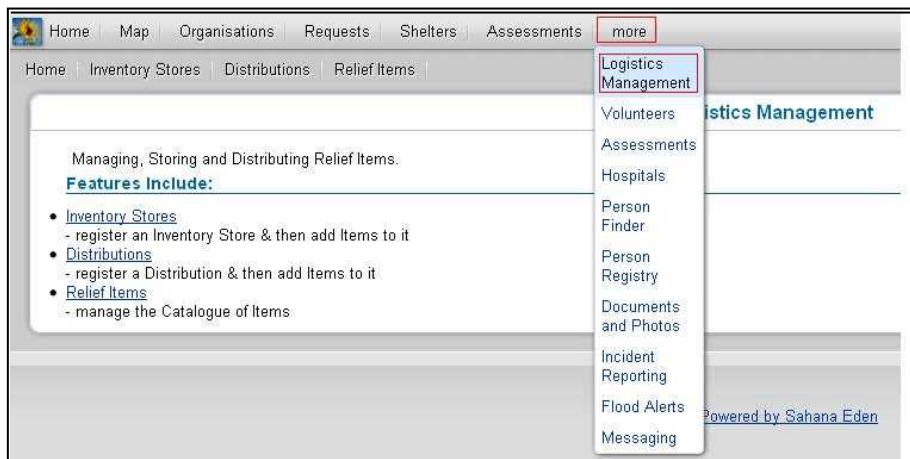
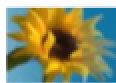


FIGURE 16

- 2) From here, three links will be present, namely Inventory Stores. If you want to view or add inventory, click Inventory Stores and then Add Inventory Store. Similar is the case with viewing and adding distributions and relief items.

The screenshot shows the 'Add Inventory Store' form in the SAHANA web application. The form is titled 'Add Inventory Store' and has a 'List' button next to it. The form fields are as follows: 'Location' section with 'Province' (a dropdown menu showing 'Select a location...'), 'Name' (a text input field), 'Street Address' (a text input field), and 'Latitude' and 'Longitude' (text input fields). Below these is a link 'Open Map (can use this to identify the Location)'. The 'Reference Document' field is a text input field. The 'Comments' field is a large text area. At the bottom right of the form is a 'Save' button. At the bottom left, there is a red asterisk followed by the text '* Required Fields' and a blue button labeled 'List Inventory Stores'.

FIGURE 17



TO ADD VOLUNTEERS

- 1) Click on more > Volunteers.

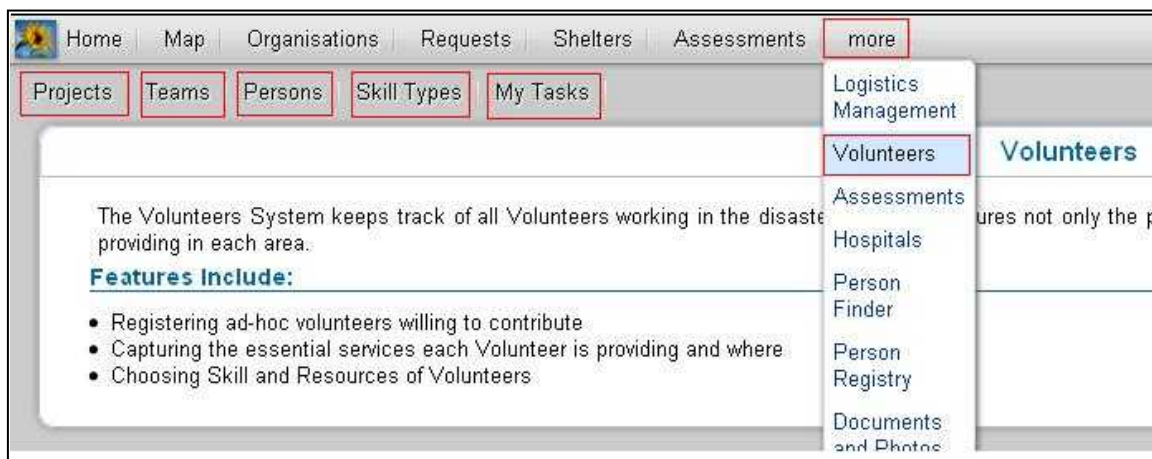


FIGURE 18

- 2) From here either view or add Projects, Teams, Persons, Skill Types, My tasks.

TO LIST/ADD HOSPITALS

- 1) Click more > Hospitals.



FIGURE 19

2) Another link Hospitals will appear. Click on this to List All or Add Hospital.

The screenshot shows the SAHANA web application interface. The top navigation bar includes links for Home, Map, Organisations, Requests, Shelters, Assessments, and more. Below this, a secondary navigation bar shows Home, Hospitals, Requests, and Pledges. The 'Hospitals' menu is open, displaying options: List All, Find by Name, Add Hospital, and Add Hospital. The 'Add Hospital' option is highlighted. The main form area contains the following fields:

- Government UID:
- Other Name:
- Other Name:
- Facility Type:
- Organization:
- Location:
- Address:
- Postcode:
- City:
- Phone/Exchange:
- Phone/Business:
- Phone/Emergency:
- Website:
- Email:
- Fax:
- EMS Traffic Status:
- EMS Status Reason:
- OR Status:
- OR Status Reason:
- Facility Status:
- Clinical Status:
- Morgue Status:
- Morgue Units Available:
- Security Status:
- Number of doctors:

FIGURE 20

3) After adding a hospital, other things can be added eg. Status report, Bed capacity, Services.

The screenshot shows the SAHANA web application interface. The top navigation bar includes links for Home, Map, Organisations, Requests, Shelters, Assessments, and more. Below this, a secondary navigation bar shows Home, Hospitals, Lady Reading Hospital, Add Request, Requests, and Pledges. The 'Hospitals' menu is open, displaying options: List All, Find by Name, Add Hospital, and Add Hospital. The 'List All' option is highlighted. The main form area shows the 'Status Report' tab selected. The form contains the following fields:

- Government UID:
- Name:
- Other Name:
- Other Name:
- Facility Type:
- Organization:

Additional information displayed on the right side of the form:

- EMS Status: Unknown
- Facility Status: Unknown
- Clinical Status: Unknown
- Security Status: Unknown

FIGURE 21

TO FIND/LIST MISSING PERSONS

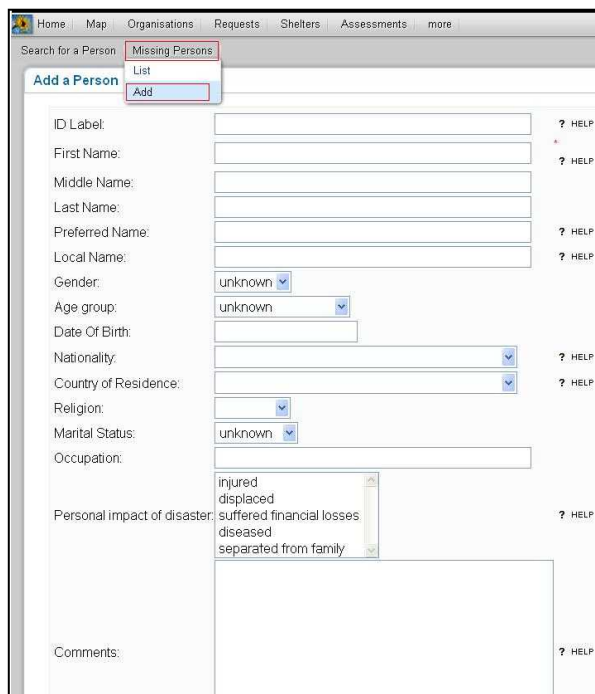
- 1) Click on more > Person Finder.



The screenshot shows the SAHANA web application interface. At the top, there is a navigation bar with links: Home, Map, Organisations, Requests, Shelters, Assessments, and more. Below this, there is a search bar with the text 'Search for a Person' and a button 'Missing Persons'. The 'more' dropdown menu is open, showing options: Logistics Management, Volunteers, Assessments, Hospitals, Person Finder (highlighted), Person Registry, Documents and Photos, Incident Reporting, Flood Alerts, and Messaging. The main content area has a heading 'Search here for a person's record in order to:' followed by a list of actions: Report that person missing, Report the person as found, and View and/or update details of the person's record. Below this is a 'Search for a Person' section with a text input field for 'Name and/or ID' and a 'Search' button. At the bottom, there is a link 'Add Person'.

FIGURE 22

- 2) To search for a person, enter name under Search for a person.
- 3) Or below this is the option for adding a person Add Person and Save.



The screenshot shows the 'Add a Person' form in the SAHANA web application. The form is titled 'Add a Person' and has a 'List' button. It contains several input fields for personal information: ID Label, First Name, Middle Name, Last Name, Preferred Name, Local Name, Gender (dropdown), Age group (dropdown), Date Of Birth, Nationality (dropdown), Country of Residence (dropdown), Religion (dropdown), Marital Status (dropdown), and Occupation. There is also a section for 'Personal impact of disaster' with a dropdown menu showing options: injured, displaced, suffered financial losses, diseased, and separated from family. A 'Comments' field is at the bottom. Each field has a '? HELP' link next to it.

FIGURE 23

- 4) To view missing persons more > Person Finder > Missing Persons > List.
- 5) After adding a missing person, other details can be added eg. Person Details, Physical Description, Images, Identity, Address, Contact Data, Presence Log.

FIGURE 24

TO VIEW/ADD Documents and Photos

- 1) Click on more > Documents and Photos.



FIGURE 25

2) Either click Documents or Photos to view.

TO VIEW/ADD Flood Alerts

1) Click on more > Flood Alerts.

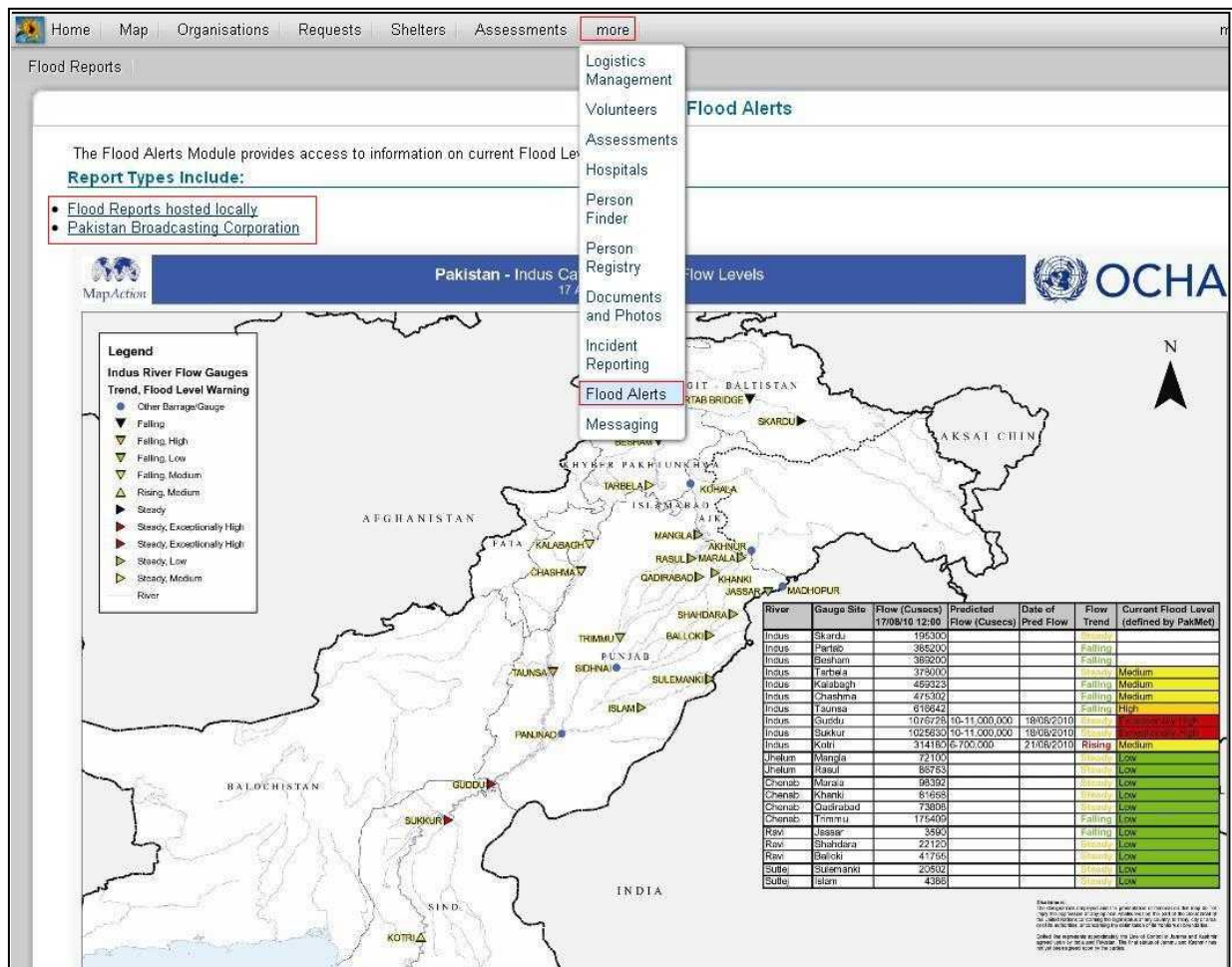


FIGURE 26

- 2) To view flood alert diagram click more > Flood Alerts.
- 3) To view flood reports from within Sahana website more > Flood Alerts > Flood Reports hosted locally. Here you can add and view flood reports.
- 4) To view flood reports from Pakistan broadcasting corporation more > Flood Alerts > Pakistan Broadcasting Corporation. This gives flood forecast of gauging stations (in thousands of cusecs).



TO USE MESSAGING FACILITY

- 1) Click on more > Messaging. Here you can create & manage distribution groups to receive alerts, send alerts using email &/or sms, view alerts received using either email or sms.



FIGURE 27

- 2) Here you can Compose, see your Outbox, list/Add Distribution Groups.
- 3) You can view and add by more > Messaging > Distribution Groups > Group Membership.