CIVIL DEFENCE COMMISSION
One People Prepared Protected
GUYANA

Disaster Management Coordinating Platform
User Manual

Powered by SAHANA

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1. Situation Mapping

Introduction

The Situation Mapping module provides a mechanism to collaboratively provide an overview of the developing disaster, using online mapping (GIS).This module help to view the particular area map and provide facility to add markers and pictures to pin point incidents on the map.It is possible to get information about distribution of disaster areas using Situation Mapping.

Main Features

- Provides a map based view of the disaster situtation
- Allow users to collaboratively add markers of the developing disaster situation

Description of Actions

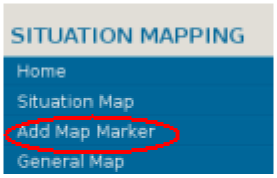
- Add Situation Markers
- View Situation Map
- General Map

Add Situation Markers

When display disaster areas,shelters/camps graphycally(on a map),it is easy to identify,classify locations according to particular task. “Add Situation Markers” Add markers(graphical icons) on the map of incidents and objects with pictures.

1.Go to the main menu and select **Situation Mapping**

2.Select **Add Map Marker** in module menu or click the link **Add Situation Markers** in module Home page.



OR

3.Then fill the form and click **Add Detail**

NOTE: Fields tagged with a star (*) are mandatory and must be filled.

Enter a short descriptive name to describe the situation to the **Name of situation detail** field and Select the type of the situation(This will be used in filtering) to the **Wiki Type** field in Main Details.

provide a URL of a website or a wiki site for more information to the **URL** field and Enter the date of the situation event to the **Date of Event** field in Extra Details.

If a name is provided in **Author** field, it will be publicly displayed with the other information.

4.There are two way to do this step.

Method 1

- Enter the GPS(Global Position System) coordinates and click Next.

Method 2

You can use maps form a map server to mark the latitude and longitudes.

- Please see here to get more details on how to use Google Maps with situation mapping feature.

5.Finally upload the image you want to display with the mapping and click next.

View Situation Map

View the map of particular location with developing situations with markers.When click the marker can view some additional information with uploaded image.

1.Select **Situation Map** in module menu or click the link **View Situation Map** in module Home page.

2.Select the **Situation Type** from the Filter option and click **Filter**

NOTE: Situation Type is same as the Wiki Type describe in Add Situation Markers section.

3.Then display the map according to selected Situation Type with markers

NOTE: Click the marker to view some additional information.

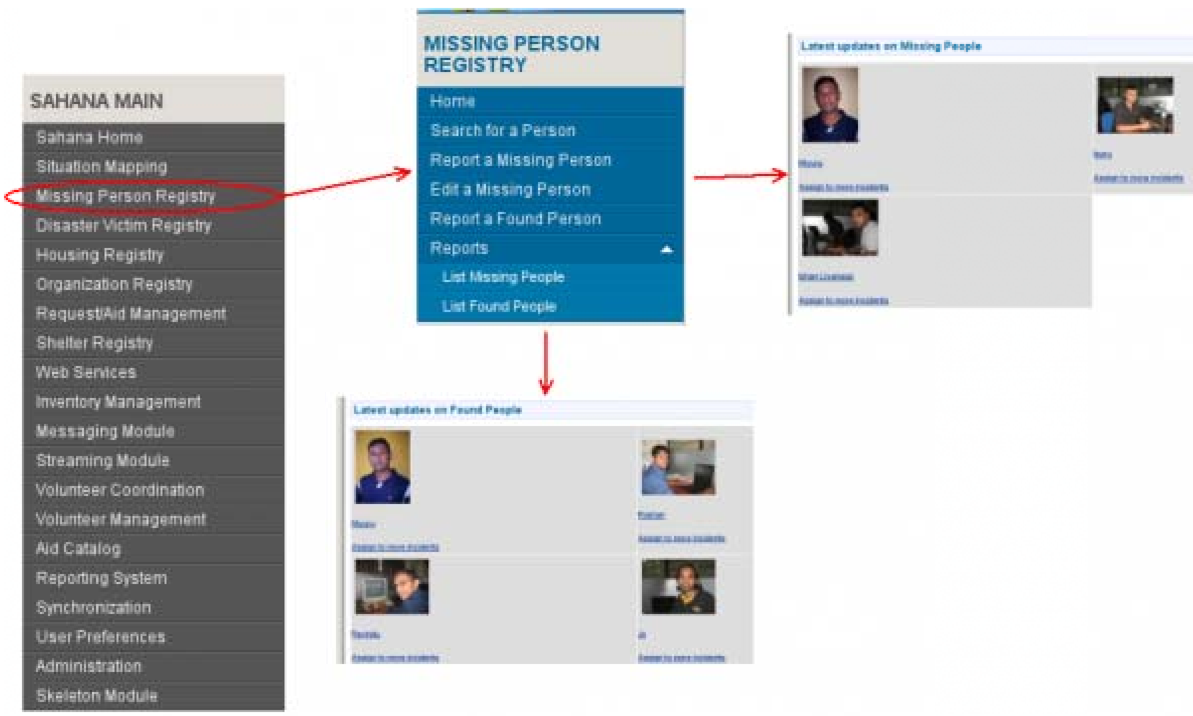
General Map

Display the general map without markers and other added information.Select **General Map** in module menu or click the link **General Map** in module Home page.

2. Missing Person Registry

The Missing Person Registry is an organized online bulletin board of missing and found people. It captures information about the people lost and found, as well as information about persons seeking them, increasing the chances of people finding each other. For example, if two members of a family are looking for the head of the family, Sahana can connect those two family members during their search, ideally leading to family reunification. While Sahana offers no automatic notification when someone is found, it would allow a volunteer monitoring Sahana to perform manual notification (e.g., through phone contact).

Sahana's Missing Person Registry is self-contained for now, and does not interact with the Disaster Victim Registry. There may be future enhancements in this area, as well as interchange of evacuee and patient-tracking information with other non-Sahana systems.



(Click above image to enlarge)

In conjunction with the November [FOSS.IN 2008](#) conference in Bangalore, a start was made on code to allow the public to query the Missing Person Registry via a GSM mobile/cell phone (or laptop with GSM modem). Initial desirable functionality would allow search for the missing by either first or last name. (Companion code, related to situational awareness, will allow phone notification of disaster event alerts and updates.) For technical details, see [foss_in_2008_ideas](#).

In April, 2009, Sahana projects for the Google Summer of Code 2009 were selected. Projects (with mentor and student listed) that would likely most impact MPR are:

- Person Registry(PR) for Sahana (Dominic Koenig, Kethees Selladurai) - Will provide a more-uniform internal representation of people across modules, and allow cross-module search.
- Body Management and Identification module in Fatality Management for Disaster Victim Identification (Dominic Koenig, Khushbu Mohta) - This and MPR have some commonalities.
- J2ME client with multiple-transport back-end support (GPRS and particularly SMS) - For form data collection in the field using mobile devices (Kapil Dua, Praneeth Bodduluri).
- SahanaOCR module (Joseph Fonseka, Gihan Chamra) - Support data collection using printed forms as an alternative to on-line entry.
- Sahana Dynamic Theme Manager (Hayesha Somarathne, Akshit Sharma) - Improve Sahana appearance and customizability.

Other projects were:

- P2P Synchronization of Sahana Servers (Fran Boon, Hasanat Kazmi)
- SahanaPHP CAP Reader and Firefox Plugin (Gavin Treadgold, Shree Kant Bohra)
- CAP Publishing and Enhancing the CAP generation (Nuwan Waidyanatha, Nithin Dara)
- Aggregator Mashup Portal (Chamara Caldera, Iroshan Horathalge)
- Warehouse Management under Logistics Module (Mark Prutsalis, Ajay Kumar)

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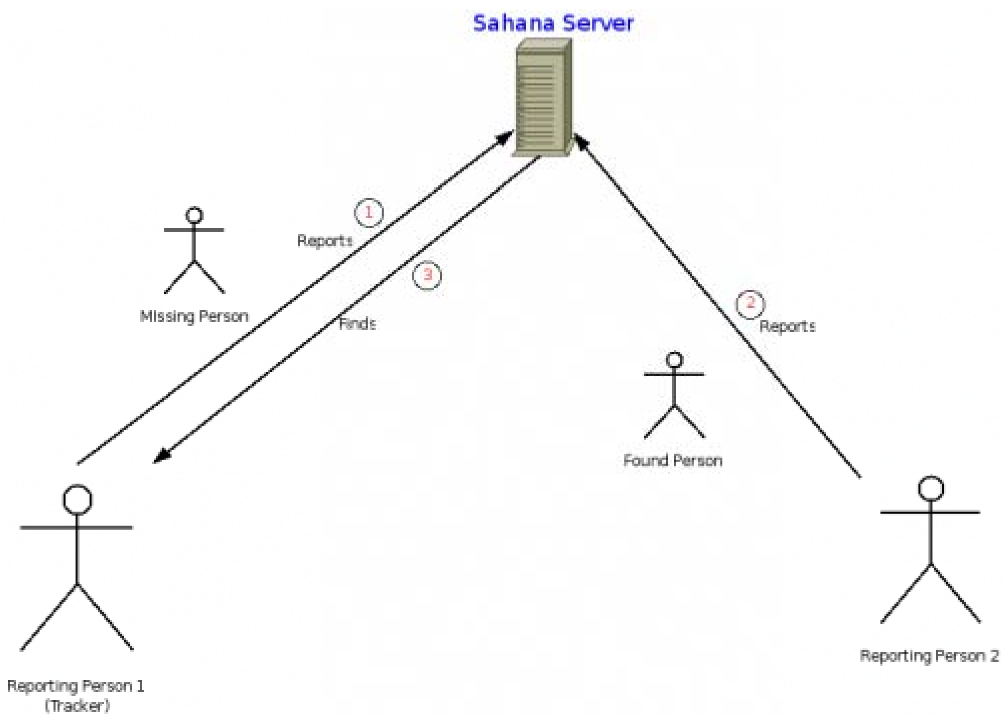
Simple Scenario



(Click above image to enlarge)

1. *Reporting Person 1* first reports a missing person, such as “dad”.

2. Independently, another family member (*Reporting Person 2*) is looking for dad and reports dad's last-known-location and other details to Sahana, including ultimately finding him.
3. *Reporting Person 2* checks in with Sahana, and finds that dad has been found by *Reporting person 1*. Through Sahana the three can arrange to meet up.

Functionality Provided through the Main Menu of the Missing Person Registry

- Search for a person
- Report a missing person
- Edit a missing person
- Report a found person
- List missing people
- List found people

Search for a Person

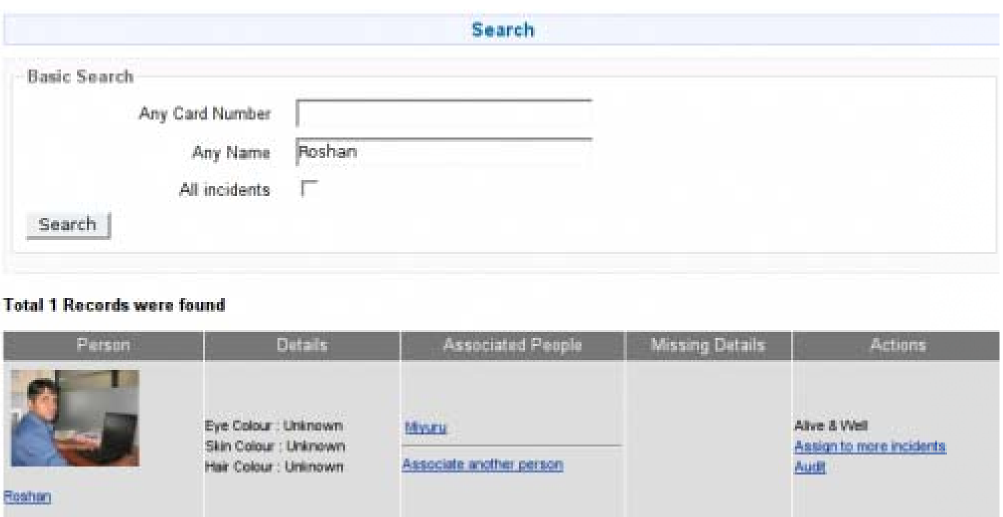
In the "Search" window, the user can try to find someone, assuming that person had been reported to the system as missing or found.

To search for a person, enter

- Any known identifying number for the individual (such as identity card number, passport number, or driving license number)
- Any part of the person's name (such as first name, family name, nickname)

Select "All Incidents", if you want to search for a person associated with all disaster incidents covered by the Sahana installation.

Then click "Search". The results is a scrollable table with details about all the candidate missing and found people that match your search criteria.



(Click above image to enlarge)

Search Result Details

There may be more than one individual that matches the search criteria. For a given individual, a row of information has these columns:

- Person

Shows name and optional photo.

- Details

Shows any descriptive information that can help in identification.

- Associated People

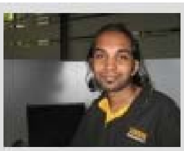
Shows each person who reported on or wants to know about the person being sought. If there's an additional person interested in the missing individual, add that person to this list with the “Associate another person” link.

- Missing Details

Shows details, such as time and location last seen.

- Actions

Shows the current status (e.g., Missing, Alive & Well, Injured). If you find a missing person, report that by using '*Click to change to found*'. Also, you can assign a given individual to another incident by following the link “Assign to more incidents”.

 Jo	Height : 170 Weight : 70 Eye Colour : Black Skin Colour : Dark Brown Hair Colour : Black	Miyuru Associate another person	Last Seen : Colombo Last Clothing : T-Shirt with Tux	Missing (Click to change to found) Assign to more incidents Audit

Report a Missing Person

Before adding someone to Sahana's Missing Person Registry (MPR), please confirm that the person is not already listed, by using the MPR search function provided. You will reminded about this at the start of the first “Report a Missing Person” page.

Otherwise, the registration process begins by asking you for information about the missing person:

- Three identifying numbers (ID card, passport, license)
- Full name (e.g., "Mr. Malcolm F. del Quentin, Jr"), family name (e.g., "del Quentin"), and local name (non-English characters)
- Date of birth (selectable from a calendar or typed in) and/or age group
- Gender, marital status, race, and religion
- Address and phone numbers
- In what town disaster was probably encountered
- Eye, hair, skin colour
- Height, weight, and distinctive features (e.g., distinguishing marks, scars, tattoos, prostheses)
- Blood type
- Last seen location, clothing, appearance
- Any other information helpful in finding the person

Input all details available that you wish to share in the relevant fields. Of the free-text fields, only the full name is compulsory. It is also possible to upload a single photograph of the missing person, making identification easier. When done, click "Next".

On the second page, Sahana asks for information about the "reporting person", that is, you (or the person on whose behalf you are entering information). This will:

- allow notification should the missing person be later reported found.
- assist family reunification, particularly if you are also a victim of the disaster.

Set "Have you reported anyone?" to the appropriate value, depending on whether you have previously reported anyone to Sahana MPR:

Yes, then input your name and relationship to the newly-reported missing person, and click "Next". Sahana will show a list of names matching yours. Choose the correct one by clicking the "Select" link.

No, then enter

- Name and relationship to the missing person
- Whether you are a disaster victim too, and if so your current status (e.g., alive & well, injured)
- Contacts (address, phone, email), with at least one required.

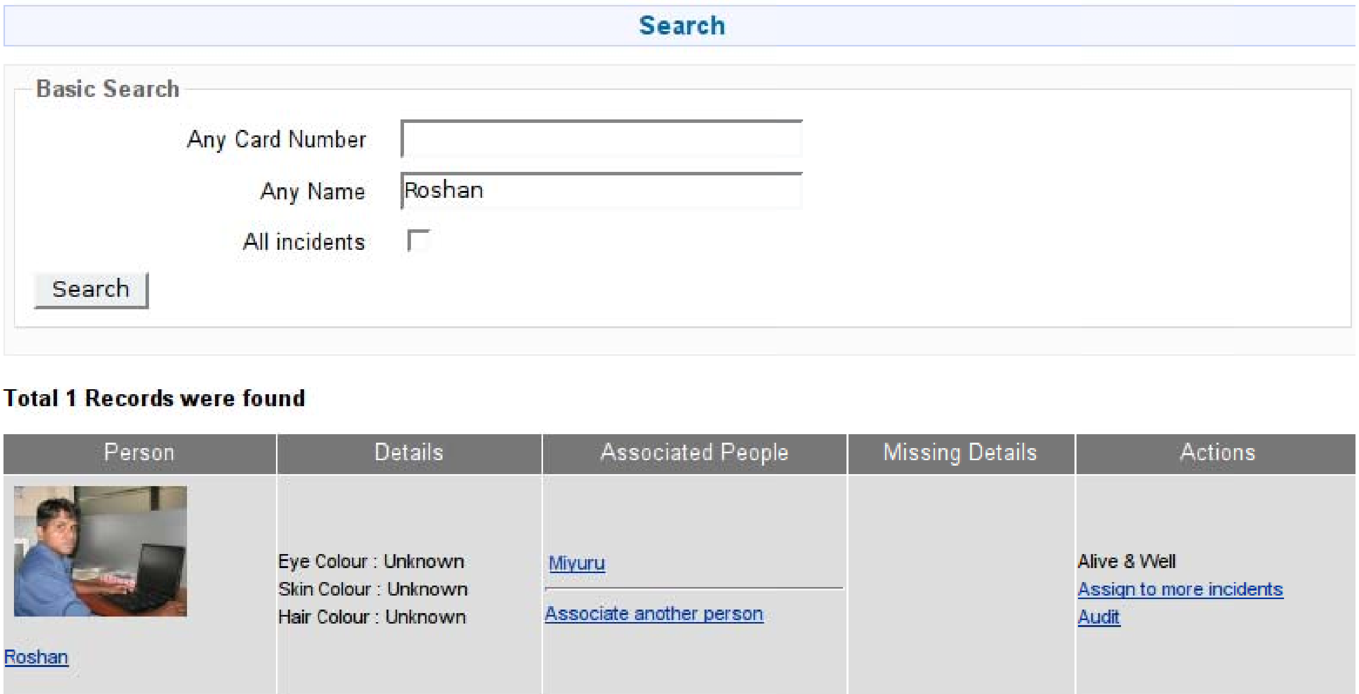
After filling in the relevant fields, click "Next".

This process may be repeated if there are more than one missing persons to report.

Edit a Missing Person

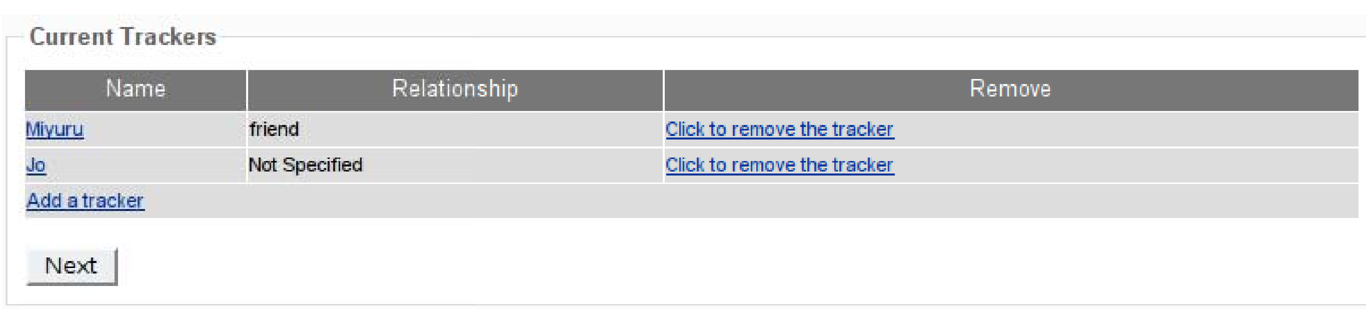
In the "Edit a Missing Person" page, a user can update information about a person entered previously into Sahana.

First, the user must find the person whose information needs to be updated. To perform this, input any identification number or any part of a name in the relevant fields. Also select “All Incidents” if you need to search in all disaster incidents. Then click “Search”. The list of matching persons will appear. This step is the same as “Search for a Person” above.



If you need to update details of missing person, click on the name of the person. Then Sahana will show a form filled with previously entered data. Change relevant fields as required. It is also possible to upload a new photograph for that person (but only one photo per person will be retained at this time). When done, click “Next” to apply changes.

In the next window, Sahana shows a list of persons (Trackers) seeking that person. If you do not need to change anything here, just click “Next”. If you need to remove a tracker, select link “Click to remove the tracker”.

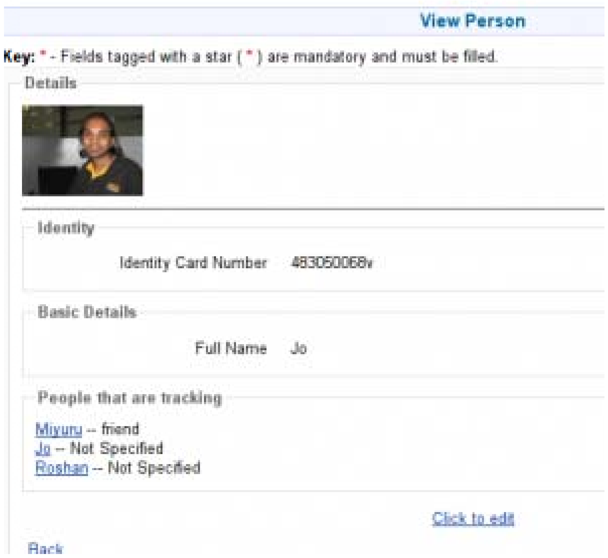


If you need to add new tracker, click link “Add a tracker”. Then you will get a window to enter information about the new tracker. Set “Have you reported anyone?” to the appropriate value, depending on whether the tracker has previously reported anyone to Sahana MPR:

- *No*, then fill in available information about the tracker in the relevant fields, and click “Next”.
- *Yes*, then input the trackers's name and relationship to the missing person in then relevant fields, and click “Next”. Then Sahana will show a list of names that match with the name given as the tracker. Select the correct tracker (or reporting person generally) by clicking the link “Select”.

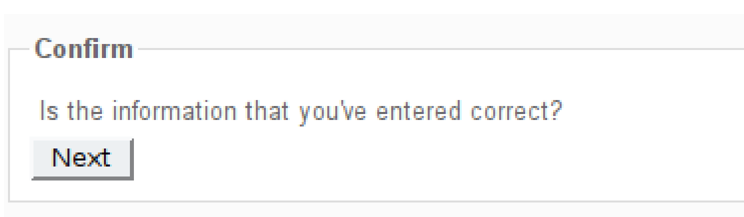
If the new tracker has not reported any person to Sahana MPR before, Set “Have you reported anyone?” to No then fill all the information available about reporting person in relevant fields. Then click “Next”.

To view details about a tracker, click on the tracker's name. Sahana will show a window with a summary about that tracker.



To edit details of that tracker, click the link “Click to edit”. Then edit the information about that tracker (just like editing a missing person). Then click “Next”.

After making any changes to trackers and clicking “Next”, Sahana will show a summary page with the new information, and will ask for confirmation to apply these changes. To apply changes, click “Next”.



Report a Found Person

Use the “Report a Found Person” page to announce the finding of a displaced person earlier reported as missing. Steps need to report a found person are similar to those to report a missing person.

3. Reports

List Missing People

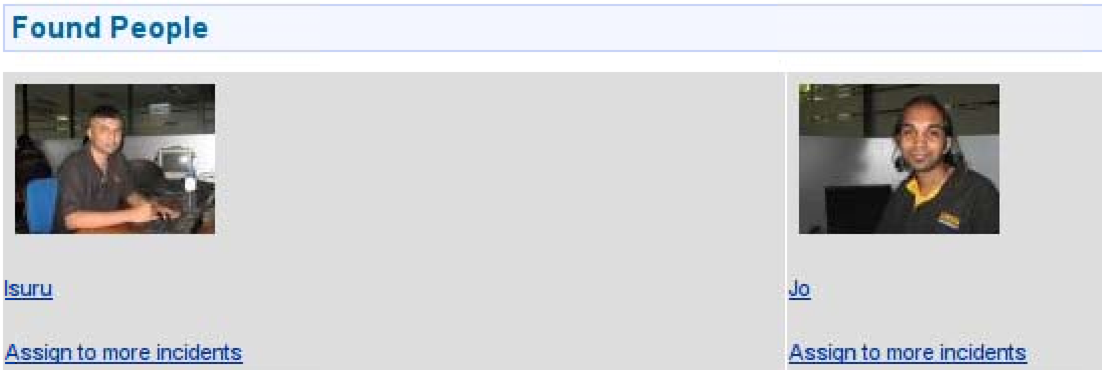
The “Reports/List Missing People” menu item bring up the “Missing People” page, listing all missing people in the Missing Person Registry, with their photographs [in what order?].

To edit a missing person's entry, click on the person's name. Sahana will bring up the “Edit Missing Person” page; steps to edit this page were described earlier.

To assign a missing person to another incident, click on “Assign to more incidents”, select another another incident and click “Add”.

List Found People

From the “Reports/List Found People” menu item, the “Found People” page lists all the now-found people contained in the Missing Person Registry, with their photographs. The functionality of “List Found People” is same as “List Missing People” except, of course, it lists persons found. Specifically, one can edit a found person's entry or assign a given person to different incidents, using steps essentially the same as for “List Missing Person” described above.



4. Disaster Victim Registry

Introduction

The Disaster Victim Registry is a central online repository where information on all the disaster victims and families, especially identified casualties, evacuees, and displaced people, can be stored. People are reported as members of a group for efficiency and convenience. For each group member, information like name, age, contact number, identity card number, location to which displaced, and other details are captured. A person's photograph and fingerprints can be uploaded to the system, particularly helpful for the unidentified living and dead.

Features Include

- Capturing information about disaster victims as a group (e.g., tourists at a site, passengers on a train, families, etc.)
- Capturing information on each disaster victim within a group
- Uploading victim photographs and fingerprints
- Searching for different groups and individuals
- Modifying information about groups and individuals
- Generating various reports

Functionalities Provided by Disaster Victim Registry

Add Disaster Victims

- Add New Group
- Add New Individual

Edit Disaster Victims

- Search/Edit/Transfer Group
- Search/Edit/Transfer Individual

List Groups

- List Groups/View Members
- List Duplicate Entries

Reports

- Drill Down by Group
- Drill Down by Shelter
- Drill Down by Incident

Add New Group

This feature allows a group of disaster victims that has a leader to be quickly added to Sahana.

To define a new group, click the “Add New Group” link, then fill the resulting form with relevant group information.

It is possible to upload a photograph of the head of the group. Full name of the group's head is mandatory.

Then click “Next”.

The second page, “Current Location”, concerns where the group is presently staying or otherwise located, and who oversees their care, specifically:

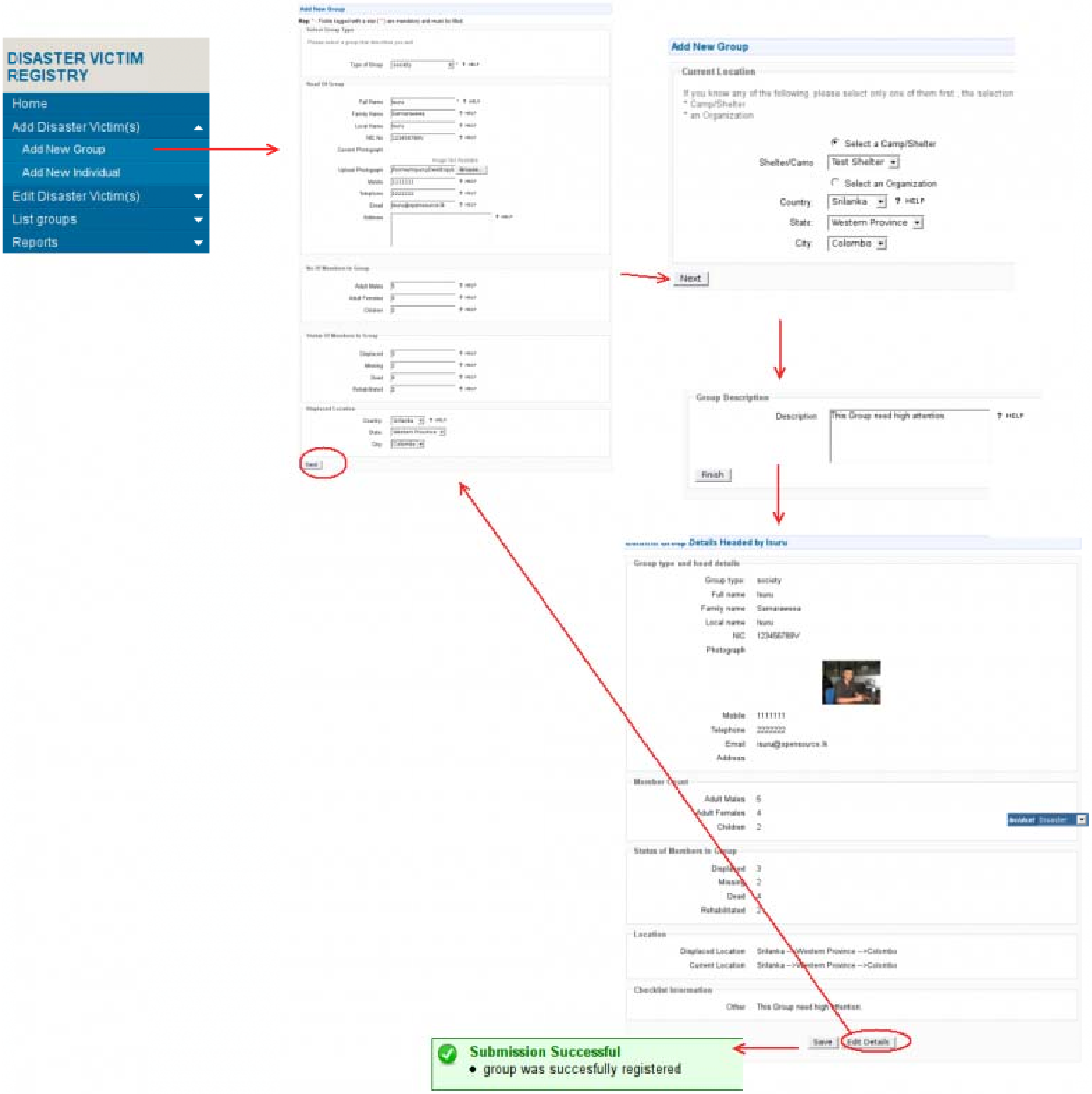
- whether the group is administered by a Camp/Shelter or by a Organization
- the Shelter/Camp name or Organization name from the drop down list of known entities
- in what town or other local jurisdiction the group is presently (within the area defined by a hierarchy specific to this Sahana installation, e.g., Country, State, City; or Country, District, Village)

Then click “Next”.

On the next page, add a group description (if required), then click “Finish”.

Sahana will ask for confirmation before adding this group to its database. Check whether you have made any mistakes; if so, click the “Edit Details” button to correct them. Finally, click the “Save” button to actually save the group in database.

Repeat this process to add more groups of disaster victims.



Add New Individual

The “Add New Individual” option adds someone to one of the groups already defined in the Disaster Victim Registry. Thus, a group and its leader has to be registered first using “Add New Group”, before other members can be added with “Add New Individual” .

After clicking the “Add New Individual” link:

- Select the group by providing the name of the group head.
- Fill in the information about the person in the relevant fields. Only the “Full Name” is mandatory.
- Optionally add a photograph of the person.

Then click “Next”.

On the next page, indicate the person's current location. Often that is “Same as Group”. If not, select “Other”, choose the relevant location, and click “Next”.

On the next page, you may:

- add extra information about the victim
- upload an image of the victim's fingerprint.[Note: this functionality may be moved to separate Victim Identification Module in future]

Then click “Finish”.

Sahana will ask for confirmation before adding that person to the database. Check whether you have made any mistakes; if so, click the “Edit Details” button to correct. Finally, click the “Save” button to actually save the person in the database.

Repeat this process to add another person.

Search/Edit/Transfer Group

Using Search/Edit/Transfer Group feature you can

- Search for a Group
- Edit details of a group
- Change location of a group (transfer)
- Delete a group

Search a Group

Select the type of the group and enter any card number,any name then click next. Then Sahana will show a list of groups matches with search criteria.

Search and Edit Group

Page 1/1 : 1 Records per page default

Group Type	Group Head Name	Family Name	Address	Edit	Transfer	Delete
family	Kapila Parera	Parepa	987654321V	Edit	Transfer	Delete
family	Amarapala	Weerasooriya	123456789V	Edit	Transfer	Delete

From that search results user can Edit, Transfer or Delete a group.

Edit a Group

From the search result window, click on the “Edit” link in the relevant group. Then Sahana will show a form filled with current information of the group. Edit the required fields in the form and also possible to upload a new photograph of the group head. After changing required fields click “Edit Location Details” to edit location details of the group. Then Sahana will show the current location of the group, if you need to change the location select a new location from the list and click next. In next window you can edit Group description, after editing group description(if required) click “Finish”. Then Sahana will show a summery of new information. To save that information in database click “Save”, or to edit Details again click “Edit” and you can edit information from the beginning.

Transfer a Group

From the Search Result window click on “Transfer” link. Then Sahana will show the current location of the group. Select the new location from the list and click next to change the location.

Delete a Group

From the Search Result window click on “Delete” link. Then Shana will ask for your confirmation to delete the group. Click on the Yes to conform delete.

Note: Remember after deleting a group there is no way to recover that group.

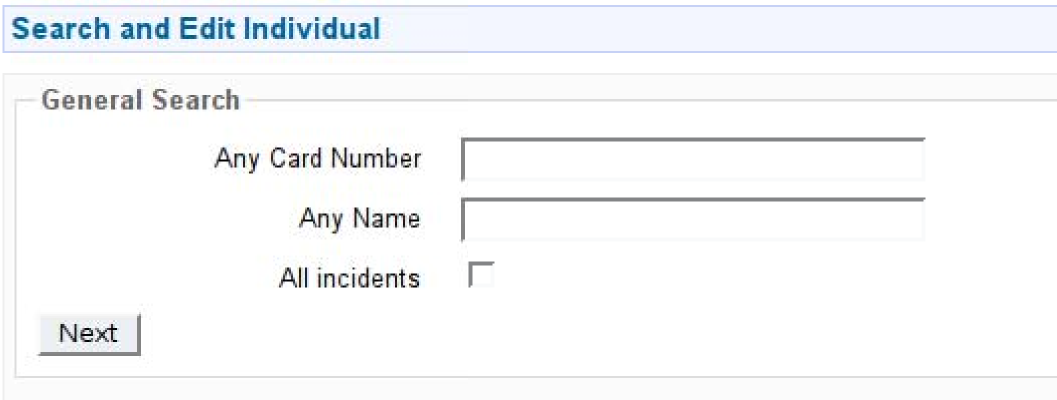
Search/Edit/Transfer individual

Using Search/Edit/Transfer individual you can

- Search for a Person
- Edit details of a Person
- Change location of a Person
- Delete Person from DVR

Many Features available in Search/Edit/Transfer Individual is same as Search/Edit/Transfer Group feature.

Search a Disaster Victim

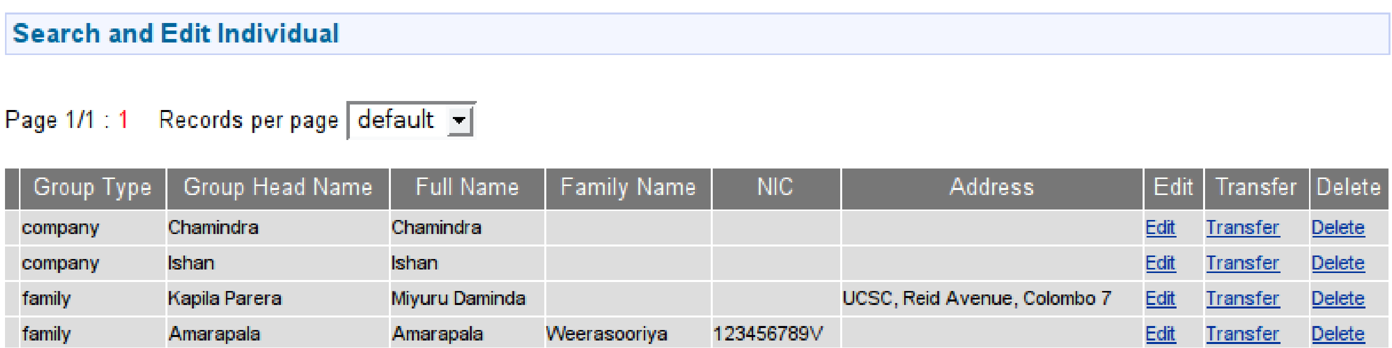


In Search a Disaster Victim window user can search for a person that has been reported as a disaster victim. To search a person , Give

- Number of any card (Eg: Identity card number, Passport number or Driving license number)
- Any part of person's name (Eg: First name, Family Name, Nick name)

Select All Incidents, If you want to search a person in all the incidents covered by Sahana installation.

Then Click Search



Search and Edit Individual

Page 1/1 : 1 Records per page default

Group Type	Group Head Name	Full Name	Family Name	NIC	Address	Edit	Transfer	Delete
company	Chamindra	Chamindra				Edit	Transfer	Delete
company	Ishan	Ishan				Edit	Transfer	Delete
family	Kapila Parera	Miyuru Daminda			UCSC, Reid Avenue, Colombo 7	Edit	Transfer	Delete
family	Amarapala	Amarapala	Weerasooriya	123456789V		Edit	Transfer	Delete

From the search results user can Edit, Transfer or Delete a person from Disaster Victim Registry.

Edit a Person

From the Search result window click on “Edit” link in relevant name. Then Sahana will show a form filled with current information of the person. Edit required fields in the form, also you can upload a photograph of the person. After changing required fields click “Next”. Then Sahana will show the current location of the person and you can change the location to new location by selecting a new location. After changing location (if required) click “Next”. In next window you can edit more details about that person such as physical details, also it is possible to upload a fingerprint image of the person. After changing required data click “Finish”. Then Sahana will show a summery of new changes, to save changes click “Save”, to edit details again click “Edit Details”.

Transfer a Person

From the Search result window click on “Transfer” link. Then Sahana will show the current location of the person. Select the new location from the list and click “Next” to change the location.

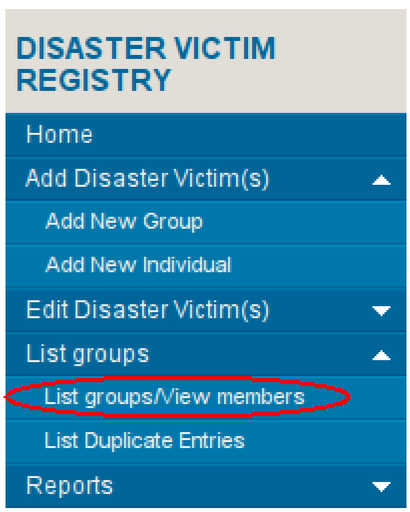
Delete a Person

From the Search Result window click on “Delete” link to delete a person from Disaster Victim Registry. And Sahana will ask your confirmation to delete that person. Click Yes to delete the person. Click No to cancel deletion.

List Group/View Members

From the List Group/View Members feature user can list the all disaster victim groups and also possible to view the members of the groups.

To List groups registered in Disaster Victim Registry Click “List Group/View Members” button in Disaster Victim Registry panel.



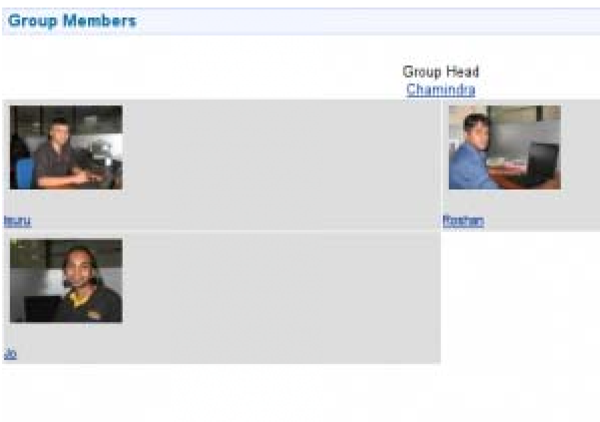
Then sahana will show a list of Groups registered in Disaster Victim Registry.

List Groups/View Members

Page 1/1 : 1   Records per page default

Group Type	Group Head Name	Family Name	NIC	Address	
company	Chamindra				View Members
company	Ishan				View Members
family	Amarapala	Weerasooriya	123456789V		View Members

To View members in groups click on “View Members” link in relevant group.



It is possible to edit individual group member's information by clicking on group member name, then Sahana will show Edit a Individual window for that person.

List Duplicate Entries

This feature allows finding and removing duplicate person entries in the Disaster Victim Registry. This is very useful to clean-up DVR's records. Clicking the “List Duplicate Entries” button will result in a pair-wise list of possible duplicates.

Duplicate Search

Duplicates

Entry Name	Mobile	Duplicate Entry	Mobile (Duplicate)	Compare	Delete duplicate
Miyuru	234567	Miyuru Daminda	234567	Compare	Delete

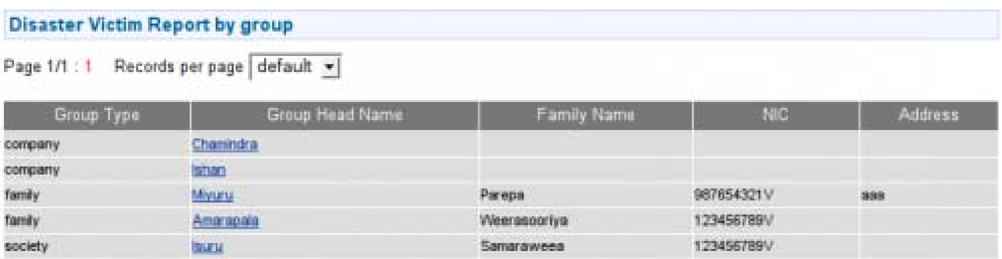
To compare a pair of potential duplicates, click a row's “Compare” link. Then Sahana will show complete details of two entries. If you identify these two entries as duplicate in the sense of referring to the same person, click the “Delete” link to remove that entry.

Report Generation

The Disaster Victim Registry can generate three types of on-screen reports about disaster victims. Available menu choices are:

- Drill Down by Group
- Drill Down by Shelter
- Drill Down by Incident

After clicking a choice, the result is a tabular "Disaster Victim Report", by the chosen category.


Disaster Victim Report by group

Page 1/1 : 1 Records per page default

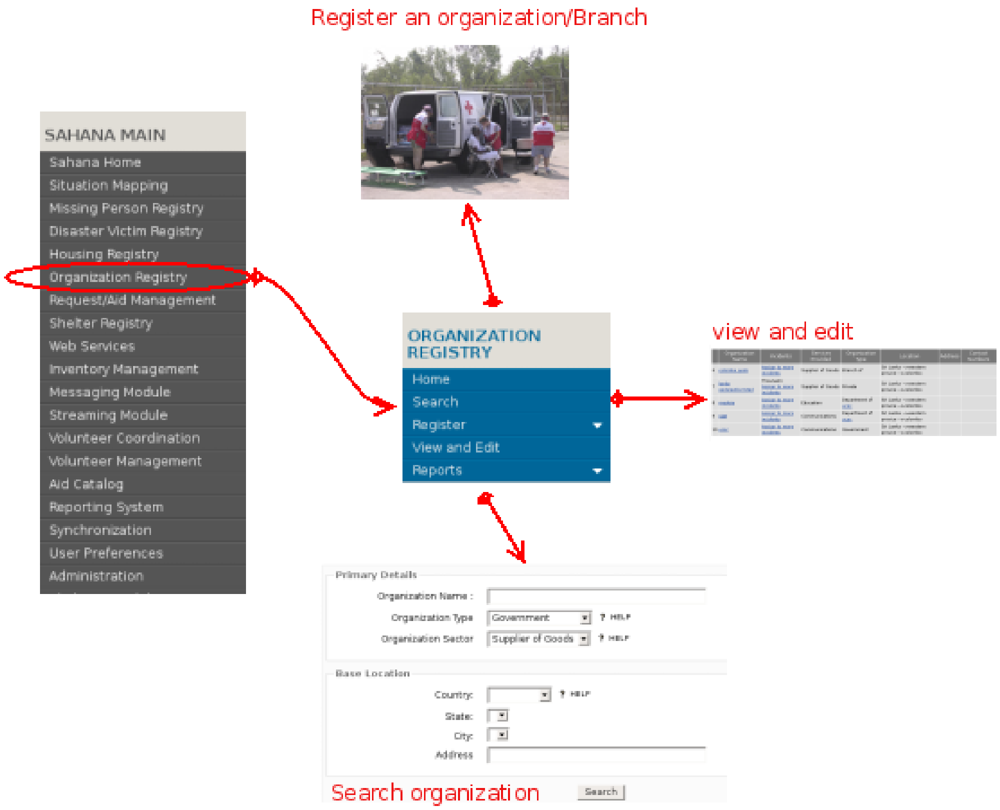
Group Type	Group Head Name	Family Name	NIC	Address
company	Chanindra			
company	Ishan			
family	Miyuru	Parepa	987654321V	aaa
family	Amarapala	Weerasooriya	123456789V	
society	Isuru	Samaraweea	123456789V	

5. Organization Registry

Introduction

focus on "who is doing what and where"

The Organization Registry keeps track of all the relief organizations and their branches working in the disaster region. It captures not only the places where they are active, but also captures information on the range of services they are providing in each area.



Main Features

- Capturing a comprehensive list of meta data on an relief organization and all the activities they have in the region
- Capturing the essential services each group is providing and where
- Reporting on the converge of services and support in the region and more
- Importantly where there are no aid services being provided

Description of Actions

- Register an organization

Adds an organization's details to sahana.

- Register a branch

Adds the details of a branch of an organization to sahana.

- Search organizations

Find the organisation(s) by specifying its details.

- View And Edit

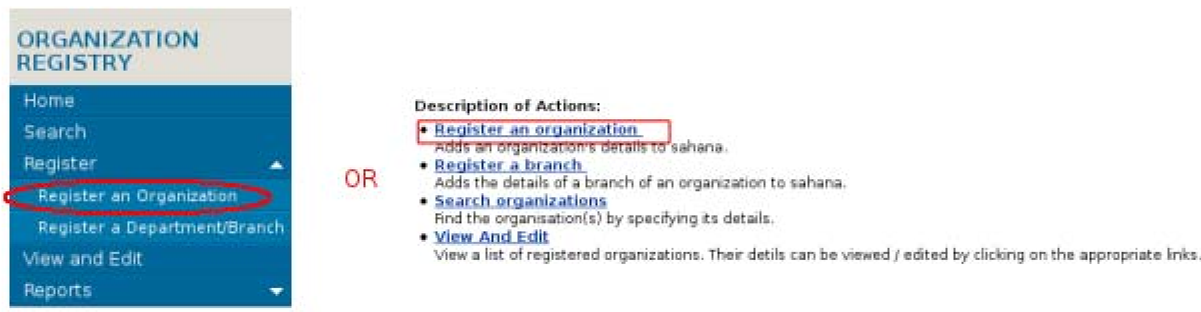
View a list of registered organizations. Their detils can be viewed / edited by clicking on the appropriate links.

Register an organization

In here you can register the new organization and add details of that organization.If you are not the organization , you are branch or department of the organization then you can register as a branch described below.

1.Go to the main menu and select **Organization Registry**

1.Select **Register an organization** in module menu or click the link **Register an organization** in module Home page.



2.Then fill the form and click **Next**

NOTE: Fields tagged with a star (*) are mandatory and must be filled.

If your organization is registered under the government, please enter your company registration number.

In **Organization Sector** part ,select the services that your organization provides, that is what you do as an organization, or the services your organization can provide in a disaster situation. e.g. If you offer medical services select it.

In the **Facilities Available** part you want to enter the Man power,Equipment and Other relevent resources.Man Power specify the workforce(Men/Women) in your organization.

3.There are two way to do this step.

Method 1

- Enter the GPS(Global Position System) coordinates and click **Next**.

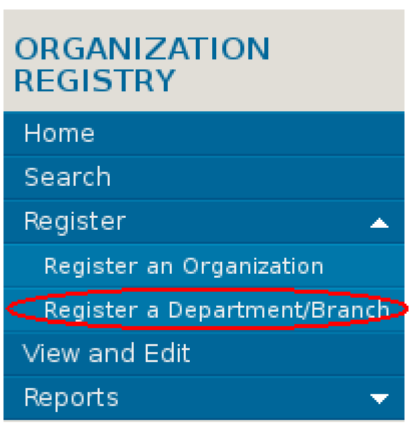
Method 2

- click here to get more details about method 2.

Register a branch

In here you can register as a branch or department of a registered organization.If you are not registered organization,first you want to register as a organization in above **Register an organization** section.

1.when you confirmed registration of organization in **Register an organization** section,you can simply register a branch by clicking **Register a Branch/Department** or you can register a branch by clicking **Register a Department/Branch** in Organization Registry menu.



2.Then fill the form and click **Next**

NOTE: Fields tagged with a star (*) are mandatory and must be filled.

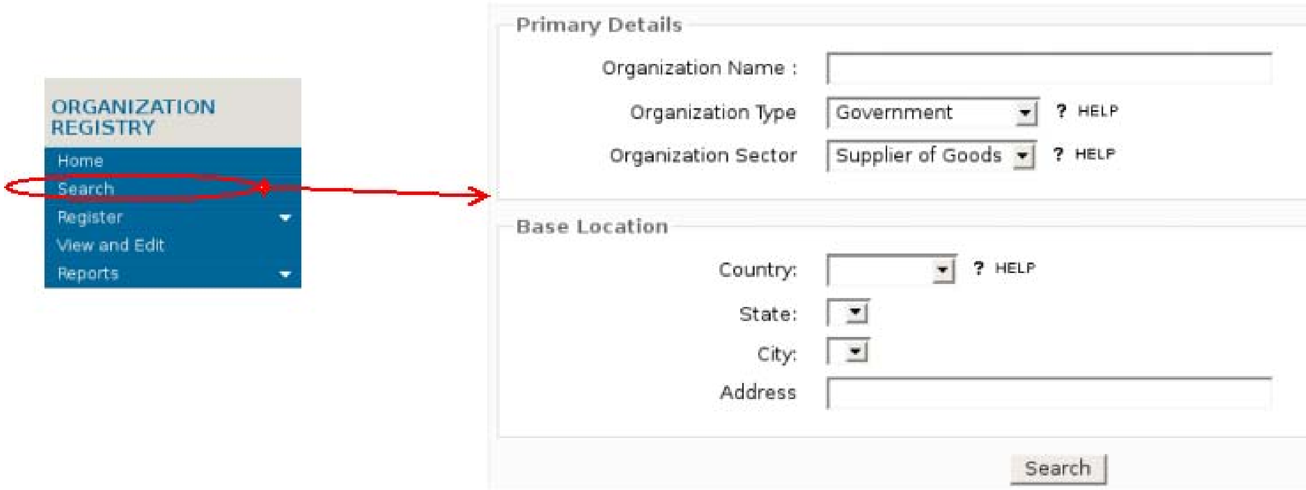
In **Holding Company** section you want to select the organization you own.

3.Then you can enter GPS Coordinates or click the area of the map as mentioned in above **Register an Organizaton** section and click **Next**.

4.You can Confirm Branch Registration by clicking **Save** button and edit details by clicking **Edit Details**.

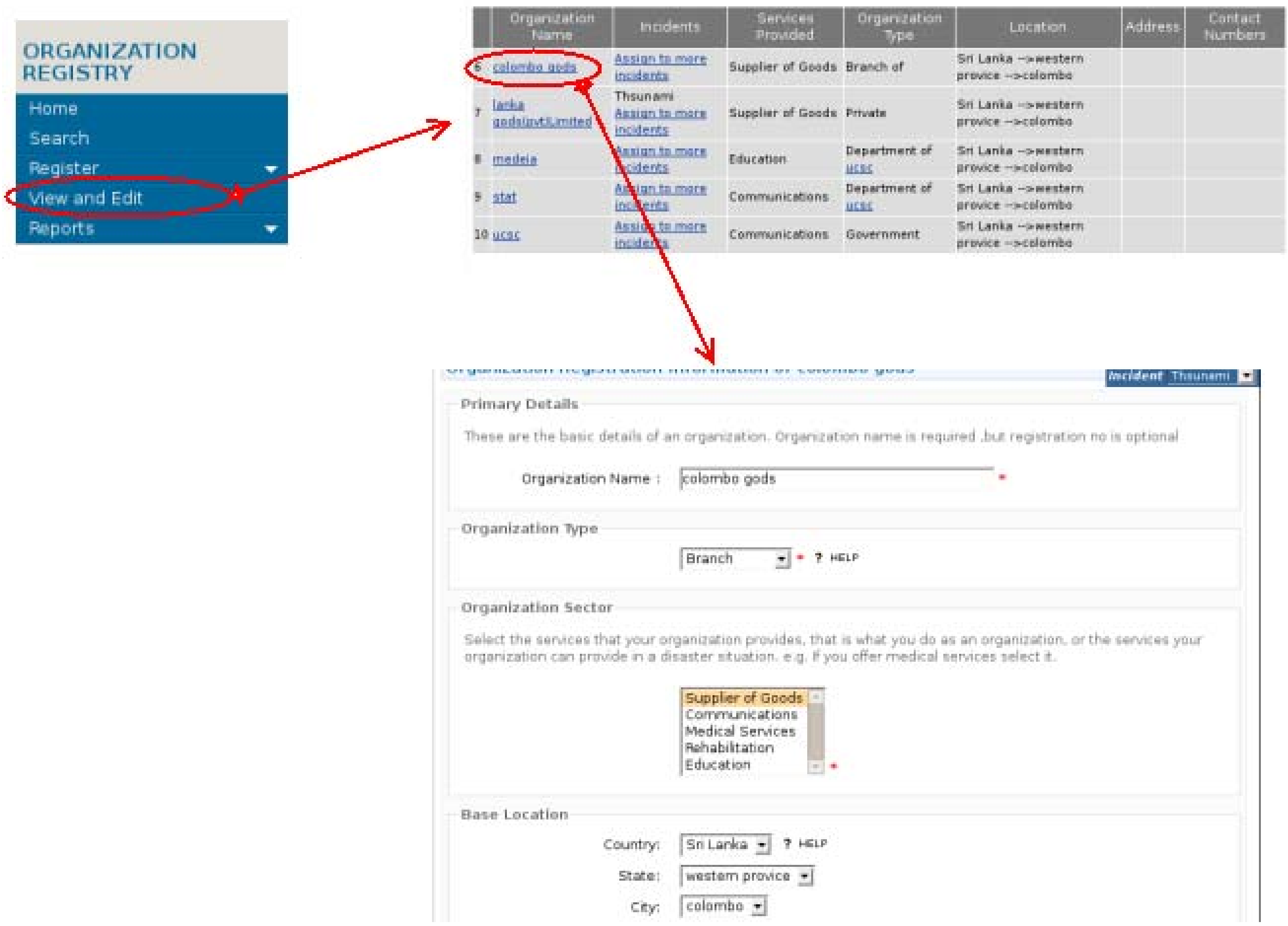
Search organizations

In this section can search for Organizations by Name,Type,Service and Location.You can simply enter this section by clicking **Search** in **Organization Registry** menu.



View And Edit

This section can be viewed registered organizations,their registration type,incidents,services they provided,their location,address and contact numbers of organization.You can edit these details by clicking on the appropriate links.



Reports

This section generate organization reports by state for country,reports by country,reports by sector.In here you can get idea about organizations of particular location and the extentions of services they provided.Their are three types of repots generate in here.

Drill down Location Coverage

This covers the number of organizations that provide a particular service in a area as a geographical drill down. You may view a sub-location by clicking on a parent-location and the organization details by clicking on the appropriate number. Please give attention to all services Not covered.

Drill down Organization Coverage

This covers the number of organizations that provide a particular service in a area as a geographical drill down. You may view a sub-location by clicking on a parent-location and the organization details by clicking on the appropriate number. Please give attention to all services Not covered.

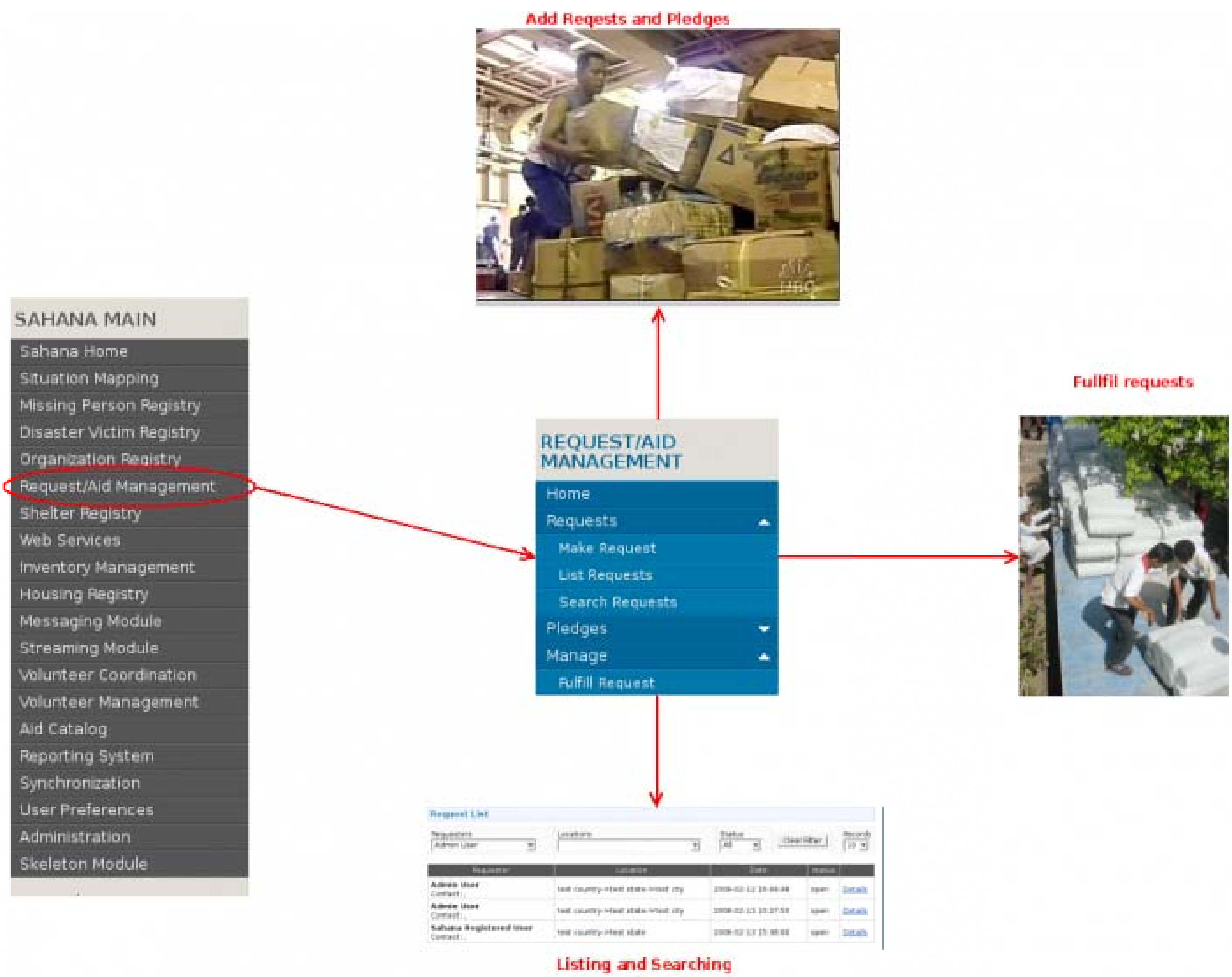
Organizations by Sector

In this section you can filter the sectors you want and can download the report as a PDF by clicking **Download as PDF** link.

6. Request/Aid Management

Introduction

Sahana Request/Aid Management System is a central online repository where all relief organizations, relief workers, government agents and camp sites for displaced personnels can coordinate the supply of the aids with their demand. It allows users to allocate the available resources to fulfill the demands effectively and efficiently. Make request, Donations and Fulfilling request can be handle by this module efficiently.

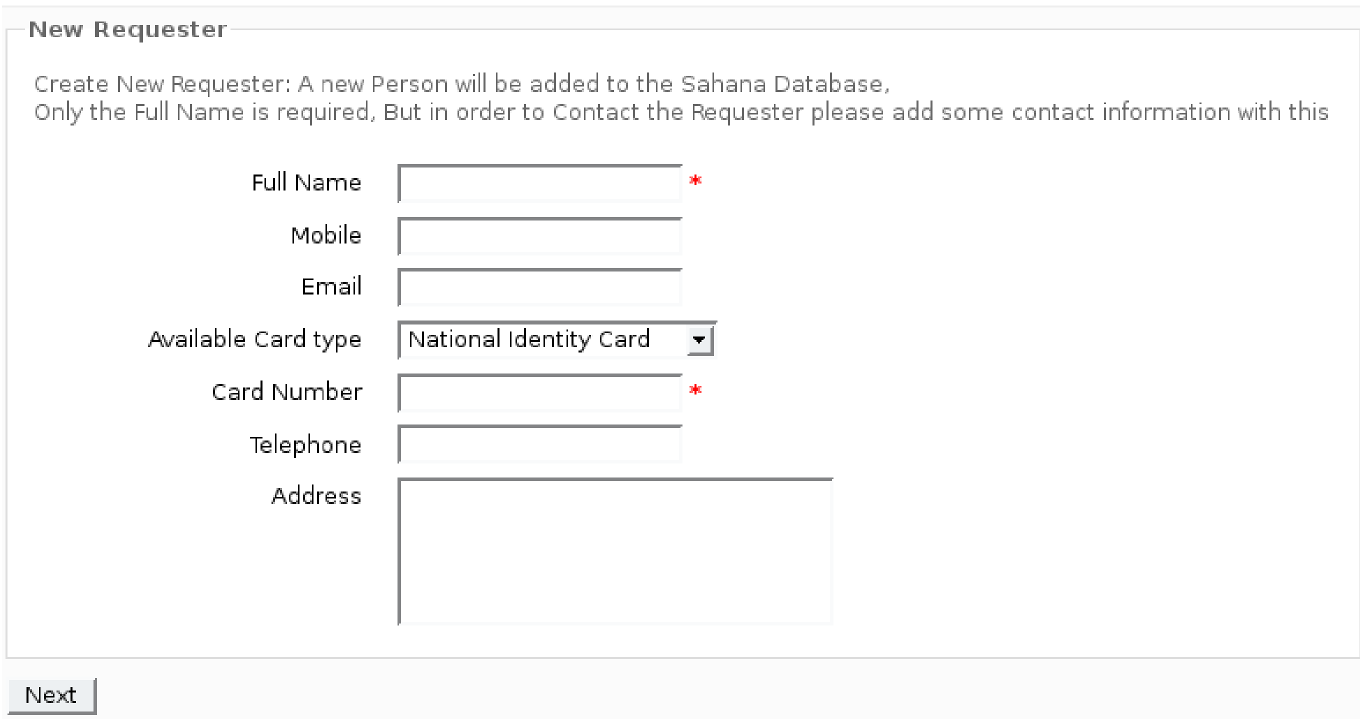


Main Features

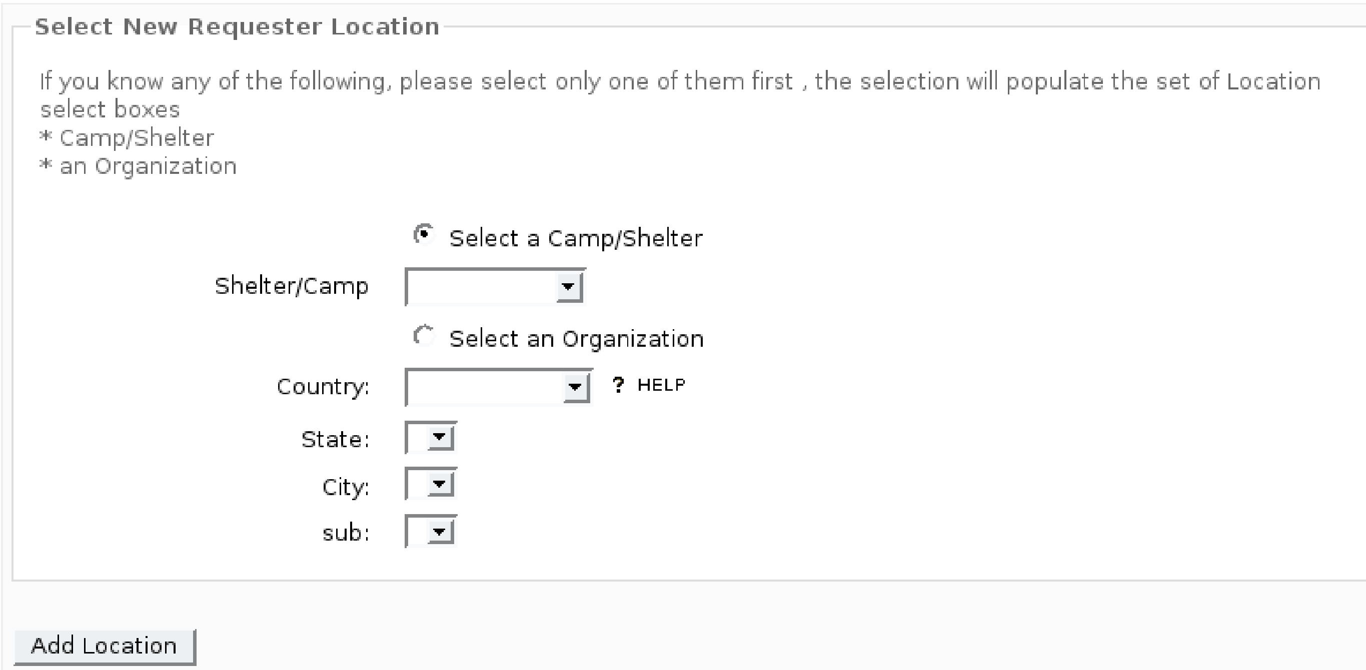
- Add Requests and Pledges
- Searching and listing
- Fulfilling requests

Actions

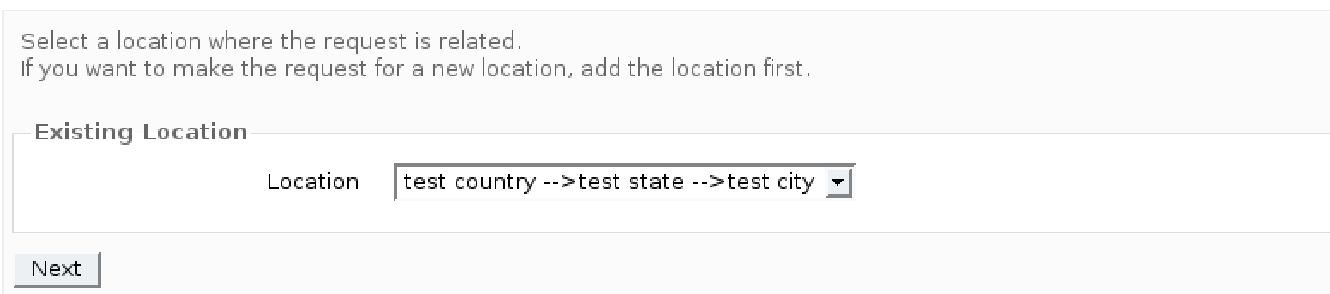
By default, Request*Aid management module can be accessed by Administrator or Super User.To getting started with Request/Aid module select* ***Request/Aid Management*** *in Sahana main menu then module menu will appear on top of the main menu. ==== Make Request ==== Make Request manages requesting items (ex:rice,blankets) need for relief works. Item, location, quantity of request is stored and set the status to open to fulfill it. Request can be done by anyone who have the access to this module and there are some little different with regarding to user who request. * Select* ***Requests*** *in module menu and select* ***Make Request*** *or Click* ***Make Request*** *in module home page. If security has been disabled by administrator person who does the request should give his personal details to identify the validity of the request.*



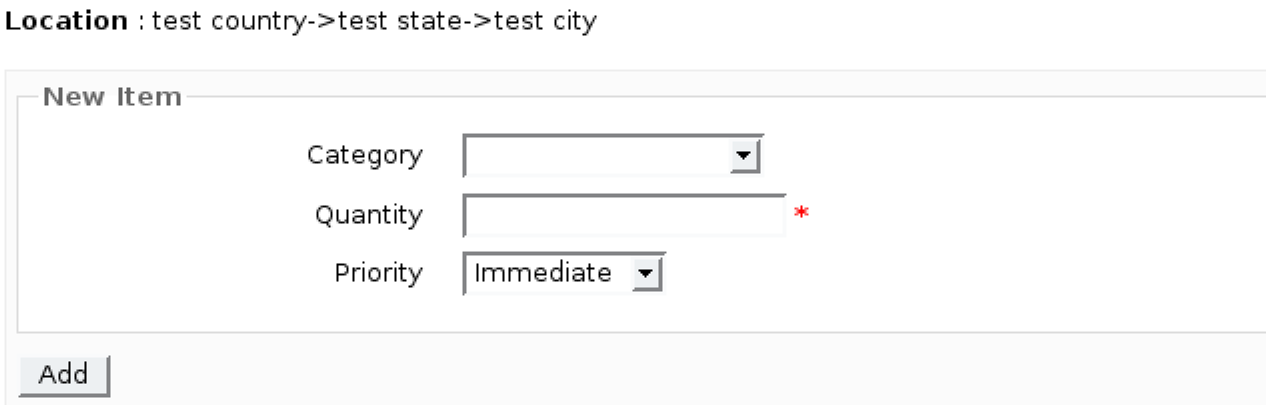
If security has been enabled no need if identifying the requester. So can be directly move to the requesting which is described bellow.As the first step of requesting location for the request should be given. Request location can be a shelter or a organization .



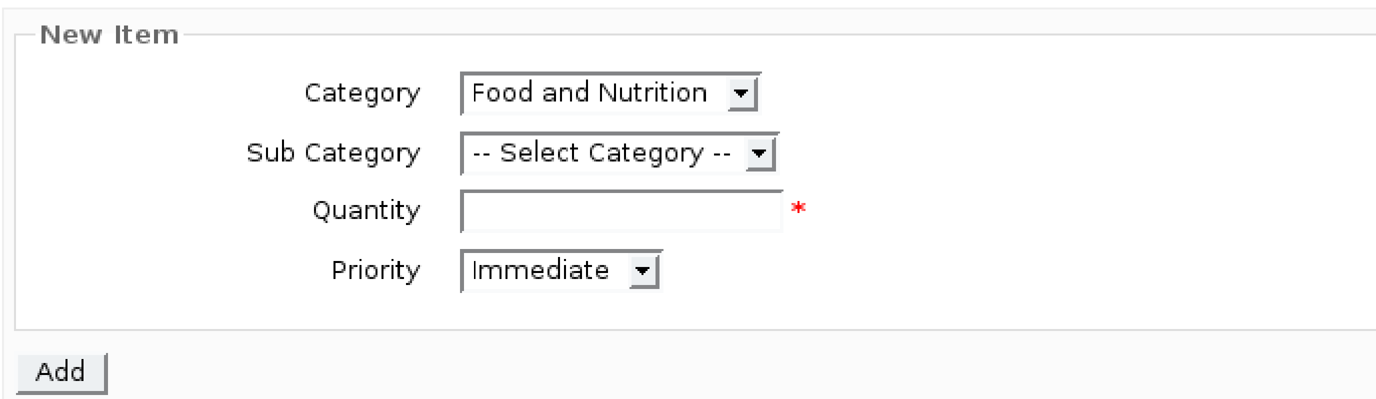
Note :- Shelters and Organizations should be already added using [Shelter Registry]() or [Organization Registry]() modules. If security has been disabled requester should give the location and no persistence is there. But if security is enabled location which has been used are stored and both forms(above one and form in below) will appears in the same page. Then on the top of the same page selected locations are shown. But user in a security disabled Sahana system has only one location at attempt. Select the location and click ***Next***



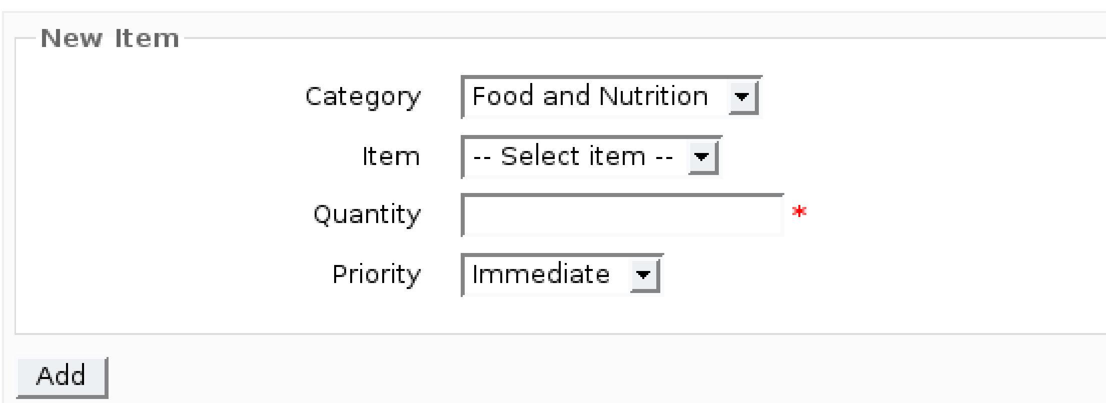
*Then in next page item details will be asked. Then steps by steps item has to be given with quantity and priority. Category/sub category/item are handled by the [Aid Catalog]() module. * select the category*



Then it display relevant sub categories for the category.



Then it display a combo box with items of selected sub category.



Select a item and unit type and give quantity and priority. Ascending order of priorities are ***immediate***, ***moderate***, ***Low Priority****. Then click* ***Add*** *.Then item details will displayed with form to add more items. If you want to request more items to same location you can add using that form. To finalize the request click* ***Finish****. ==== List Requests ==== View list of requests with requester, Location, Date, status of the request and a link to detailed version of a request. A form will be in above of the page to filter the request list using requester, status. By selecting parameters of that form listing data can be filtered and searching can be done. Changing the value of combo-box records number of records per page can be changed.*

Requesters	Locations	Status		Records
Admin User	shelter 2	All	Clear Filter	10

Requester	Location	Date	status	
Admin User Contact: ,	test country->test state->test city	2008-02-18 10:14:00	closed	Details
Admin User Contact: ,	test country->test state->test city	2008-02-13 10:27:50	open	Details
Sahana Registered User Contact: ,	test country->test state	2008-02-13 15:36:00	open	Details
Admin User Contact: ,	shelter 2	2008-02-15 13:42:59	open	Details
requester Contact: ,	test country->test state->test city	2008-02-15 15:21:11	open	Details
a Contact: ,	test country->test state->test city	2008-02-15 16:33:06	open	Details

*By clicking on the **Details** link for the a request expanded details are viewed. Number of items for a request, requested quantity, Priority is shown. Fulfilling can be done clicking **select** on the request fulfillment list and the status can be set.*

Request Items

Item	Quantity	Item Priority
Sugar	10 Kg	Immediate
Blankets	10 Piece	Immediate

Fulfilment list

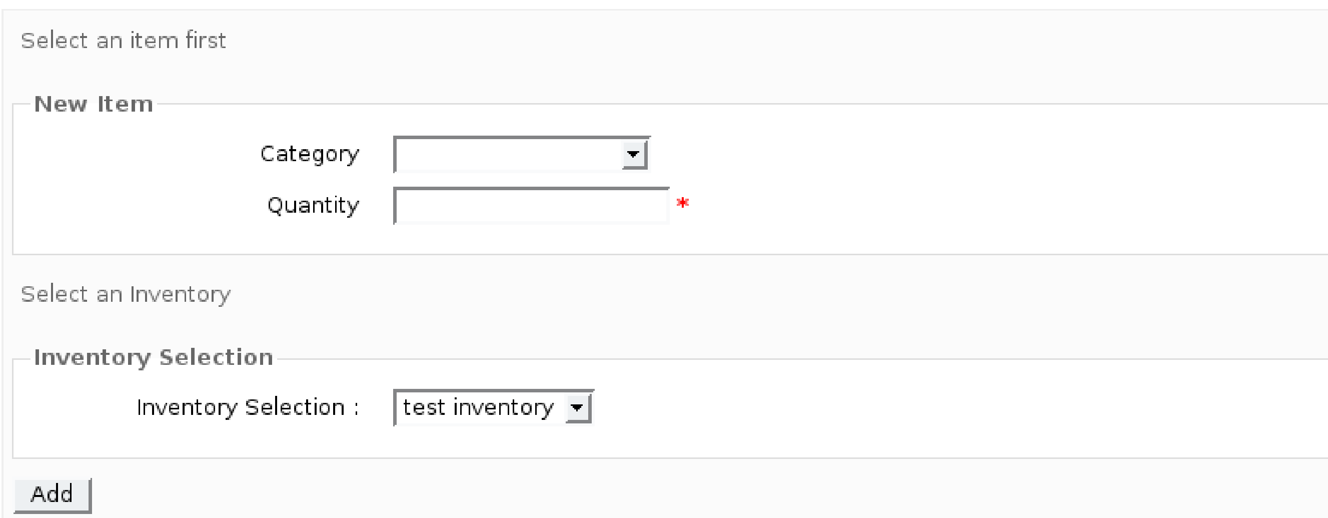
Request Fulfilment Status

Item	Priority	Requested	Fulfiled	Date	Select to Fulfill
Sugar	Immediate	10 Kg			Select
Blankets	Immediate	10 Piece			Select

Status Open

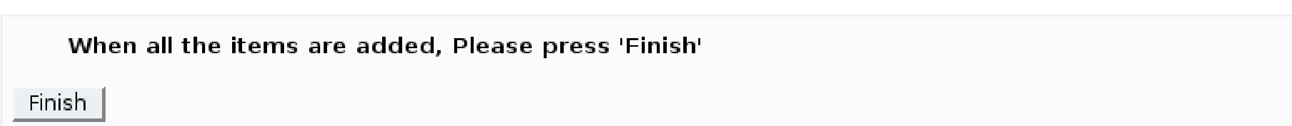
*Note :- Status is open for any request which is not fulfilled. Status is closed only when all requested items are fulfilled. ==== Search Requests ==== Search Request gives a report of requests by filtering using searching criteria given by the user. Data can be filtered by using one or more searching criteria like requester, location, priority, category and the status. By default all a set to **All** which will do the listing. Using this action user can search requests with high priority or open requests efficiently. * Select **Request** in Request/Aid Management module menu and select **Search Requests** or Click **Search Request** in module home page.*

*Select a searching criteria and click **Search**. It will show a filtered list of requests same as in [list requests] and same actions like fulfilling are also possible. ==== New Pledge ==== New Pledge handles online donations/pledges through the system by tracking item, quantity of the pledge and locate them in to a registered inventory. Inventories are handle by the [Inventory Management] module. * Select **Pledges** in Request/Aid module menu and then select **New Pledge** or Click **New Pledge** int Request/Aid home page. Then it asks Category/Sub Category/Item, quantity and the inventory where the pledge should pledge should place. All the steps to add a item will same as select item in Make Request action.*

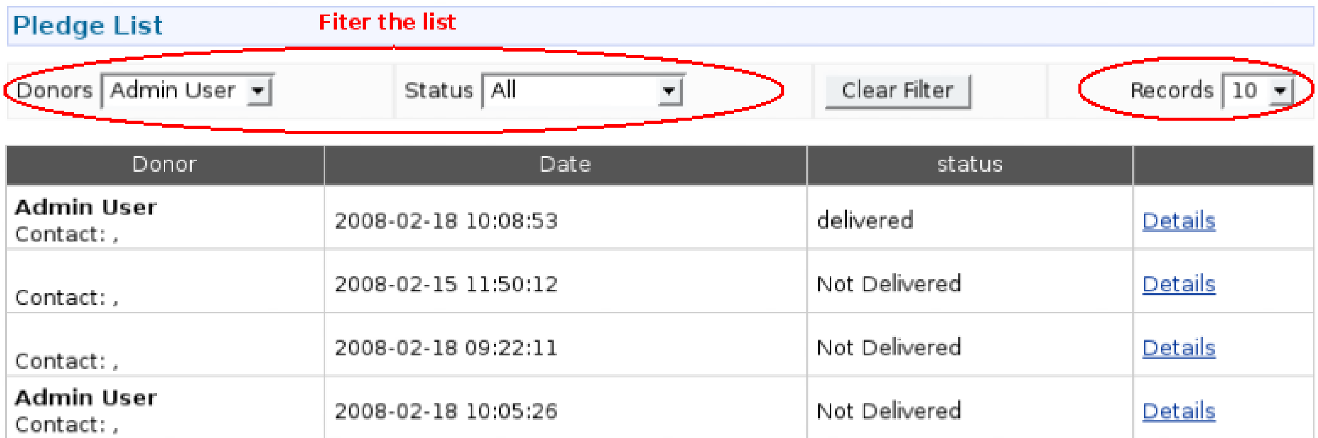


Then it will show the new pledge details with above form to add new pledges.

Item	Quantity	
Sugar	20 Kg	Remove Item

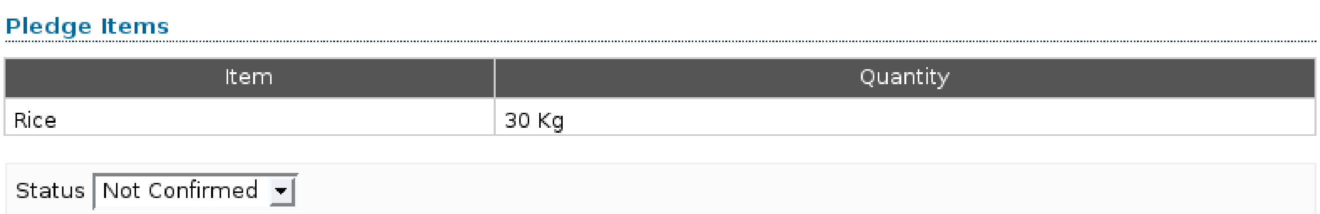


*If more pledges to be added, do the previous steps recursively and click **Finish** to add pledges. If a pledge need to be removed click **Remove Item** in the pledge list. ==== List Pledges ==== This produce a list of all pledges done through the system including donor, date and the status. Result can* *be filtered by donor, status and records per page can be changed using form appears in the top of list. * Select **Pledges** in module menu and select **List Pledges** or Click **List Pledges** in module home page.*



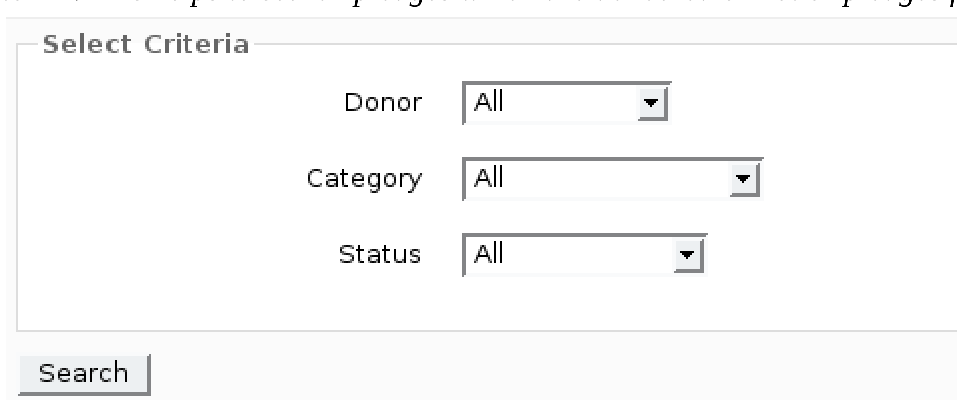
Donor	Date	status	
Admin User Contact: ,	2008-02-18 10:08:53	delivered	Details
Contact: ,	2008-02-15 11:50:12	Not Delivered	Details
Contact: ,	2008-02-18 09:22:11	Not Delivered	Details
Admin User Contact: ,	2008-02-18 10:05:26	Not Delivered	Details

*By clicking on the **Details** list items and quantities of the relevant donation is shown with the status of the donation. Status can be change by selecting the status from the combo box. Initial status of a pledge is **Not Confirmed**. When it confirmed status should change to **Confirmed** and change the status to **Delivered** when the pledge is delivered. To cancel or discard the pledge change the status to **Discarded**.*



Item	Quantity
Rice	30 Kg

*==== Search Pledges ==== This produce a list of pledges filtered by one or more searching criteria. User can filter data using donor, category and status. If user wants to just a list of all pledges make them all to **All**. This helps to search pledges which are delivered or not or pledges for each category of data.*



** Click **Search**. Then it will produce a list of pledges which matches searching parameters. It includes donor, Item , quantity, status and the location (a inventory) where the donation is placed.*

Page 1/1 : 1 Records per page default

Donor	Category	Item	Quantity	Date	status	Inventory
Admin User	Non Food Items	Blankets	800	2008-02-18 10:08:53	delivered	test inventory
	Food and Nutrition	Rice	30	2008-02-18 13:38:54	not_confirmed	test inventory
	Food and Nutrition	Rice	30	2008-02-18 09:22:11	Not Confirmed	test inventory
Admin User	Food and Nutrition	Sugar	20	2008-02-18 10:05:26	Not Confirmed	test inventory

*==== Fulfill Requests ==== This action helps to manage the fulfillment of requests. It checks with the inventories and pledges to find out whether the requested items are available. If items are available user can locate that item to request location. * Select **Manage** in module menu and and select **Fulfill Request** or Click **Fullfill Requests** and click **request list**. Then it will show the all request as a list same as in List Requests. By clicking on the **Details** link of a request user can get items, quantity of each item and the priority of the request.*

Request Items

Item	Quantity	Item Priority
Sugar	10 Kg	Immediate
Blankets	10 Piece	Immediate

Fulfilment list

Request Fulfilment Status

Item	Priority	Requested	Fulfiled	Date	Select to Fulfill
Sugar	Immediate	10 Kg			Select
Blankets	Immediate	10 Piece			Select

Status Open

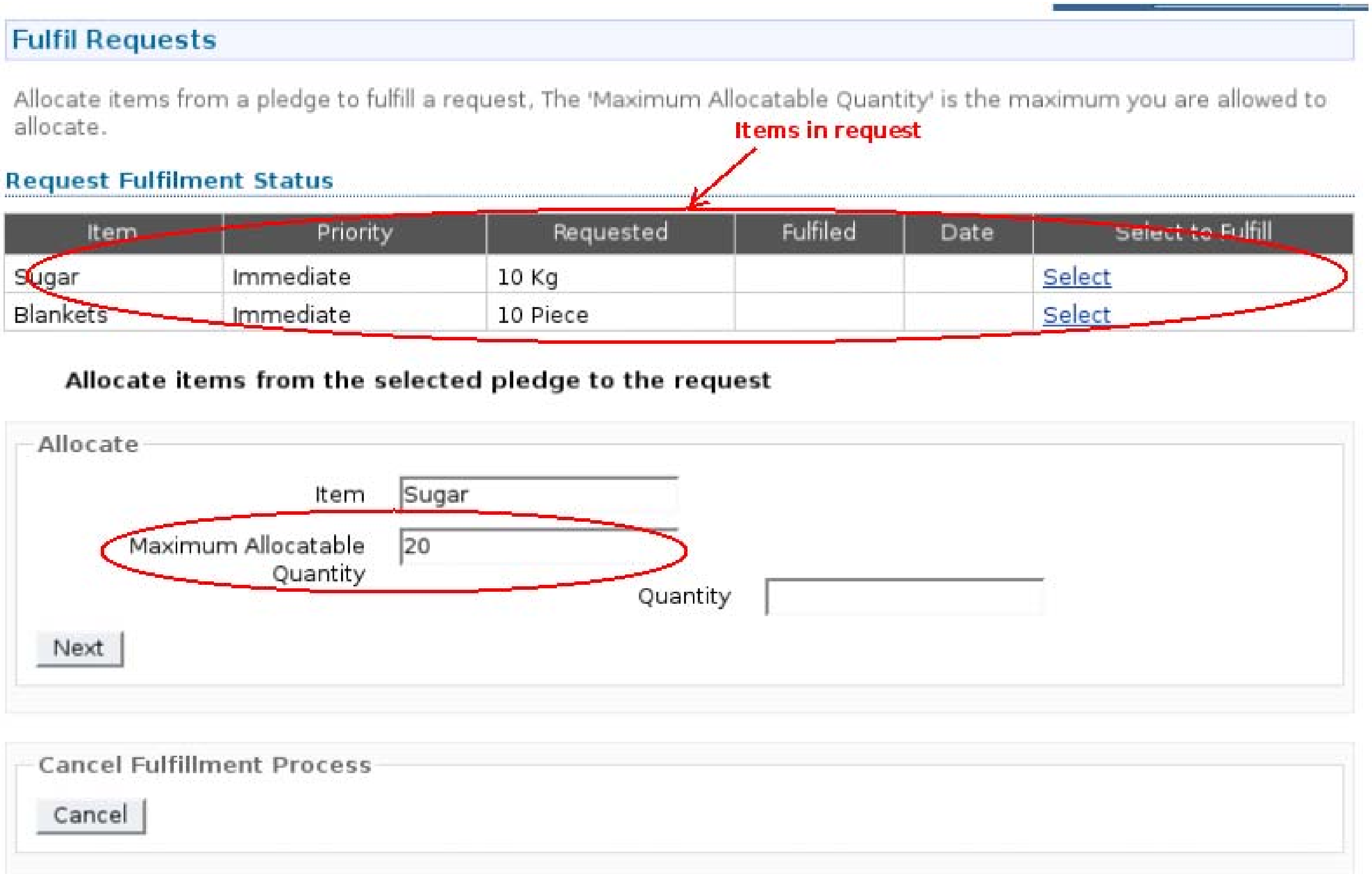
*To fulfill a item of a request click on the **Select** in the Select to Fulfill column of a relevant item.Then it will show a list of available items/pledges with total quantity and total used quantity.*

Fulfil Requests

This shows the list of pledges that have the selected item, Please select a pledge from the request to be fulfilled.

Item	Qty	Used	
Rice	30	10	Select
Sugar	20		Select

*click **Select** of the relevant item. Ex: If user needs to fulfill a request to sugar select the sugar. Then it will shows items to the request and a form to fulfill the request. In that form maximum available quantity is shown.*

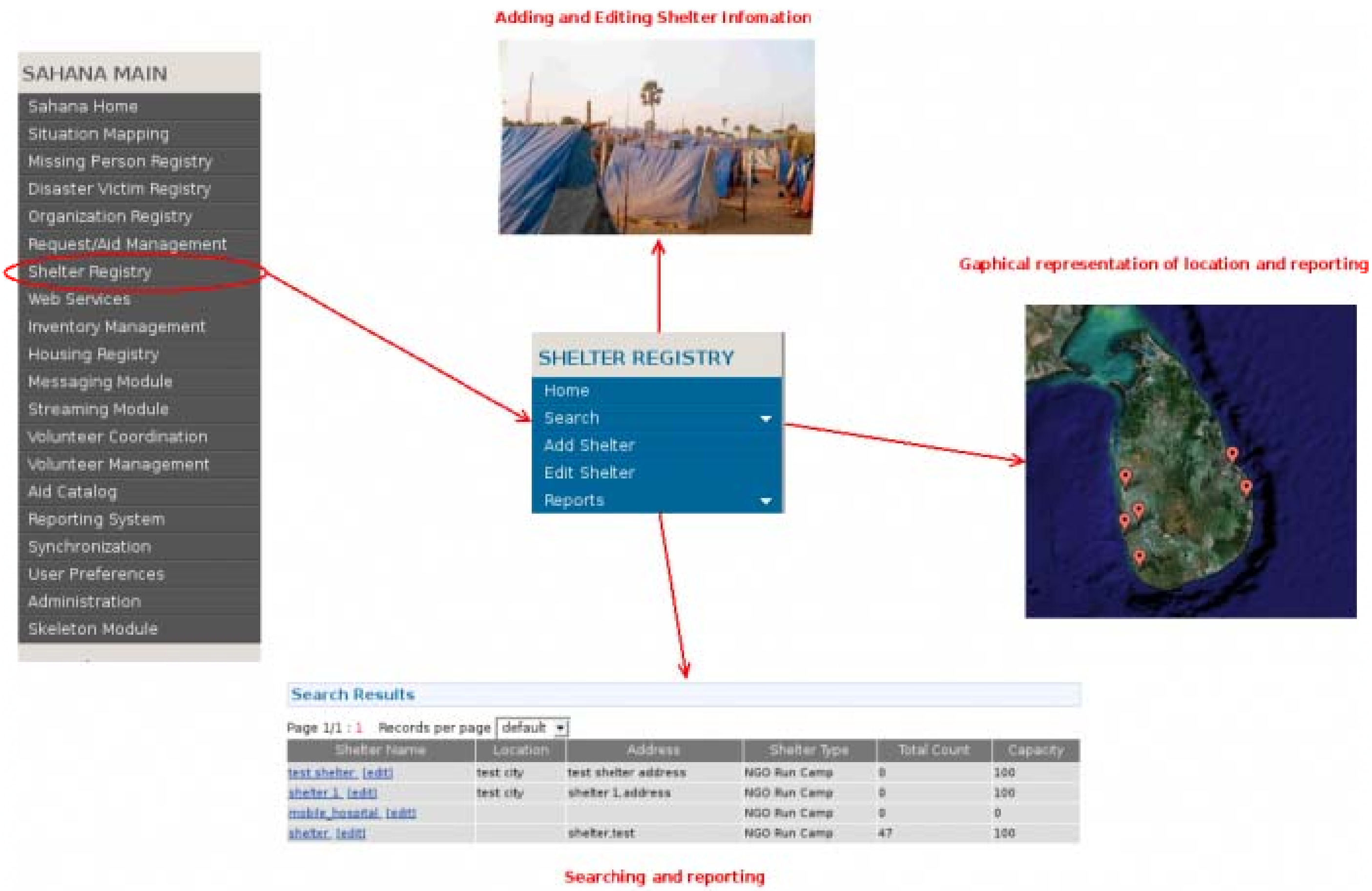


Give a quantity to fulfill the request and click ***Next****.If user wants to cancel the fulfillment click* ***Cancel****.*

7. Shelter Registry

Introduction

Shelter Registry module in Sahana Disaster Management System is for managing shelters/camp when disaster occurs.It tracks, store and view shelter information. This module helps to keep location ,capacity ,contact information ,etc.. of shelters and generating reports. Shelter can be a camp site , temporary shelter using permanent building or a mobile hospital. Shelter Registry is useful for allocating shelters to where it need, identify capacities and needs.



Main Features

- Tracking of basic information on the location, facilities and size of the Shelters
- GIS integration to view location details of the Shelter
- Ability to customize the list of important facilities needed at a Shelter
- Ability to customize the list of details tracked at a Shelter
- Ability to customize the list of human resource tracked at a Shelter
- Basic reports on the Shelter and drill-down by region
- GIS Reports of Shelter

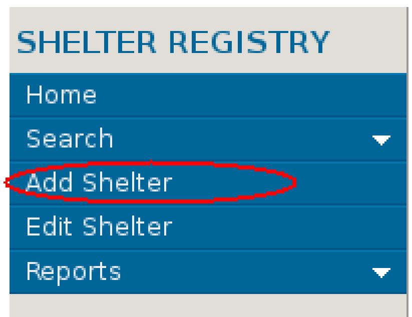
Actions

By default, shelter management module can be accessed only by Administrator, Super User or Camp Head. But if admin can set module privileges to access for the other users like Registered user or Anonymous user.

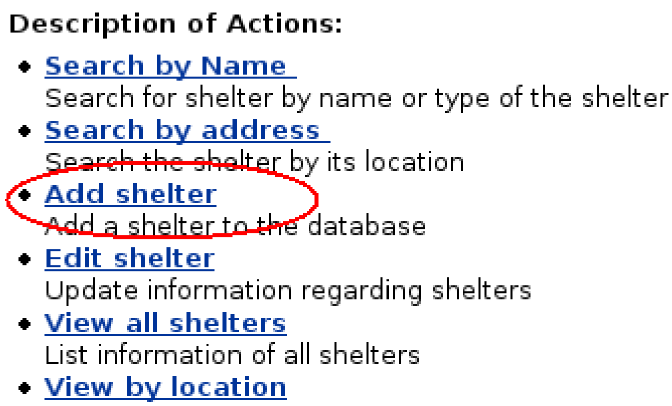
Add a Shelter

When disaster occurs new shelters should be allocated. Type of shelter (Government , NGO), Contact information, Location, available facilities, population should be stored to perform future actions.

- Go to main menu and select ***shelter Registry***
- Select ***Add Shelter*** in module menu or click link ***Add Shelter*** in module Home page



or



In first page general information about shelters, contact and population details will be asked. Fill the text fields with appropriate data. If invalid data is entered (ex: letters for capacity) error message will be displayed and need to reenter correct data. Note:- Fields tagged with a star (*) are mandatory and must be filled.

- Then click ***Next***

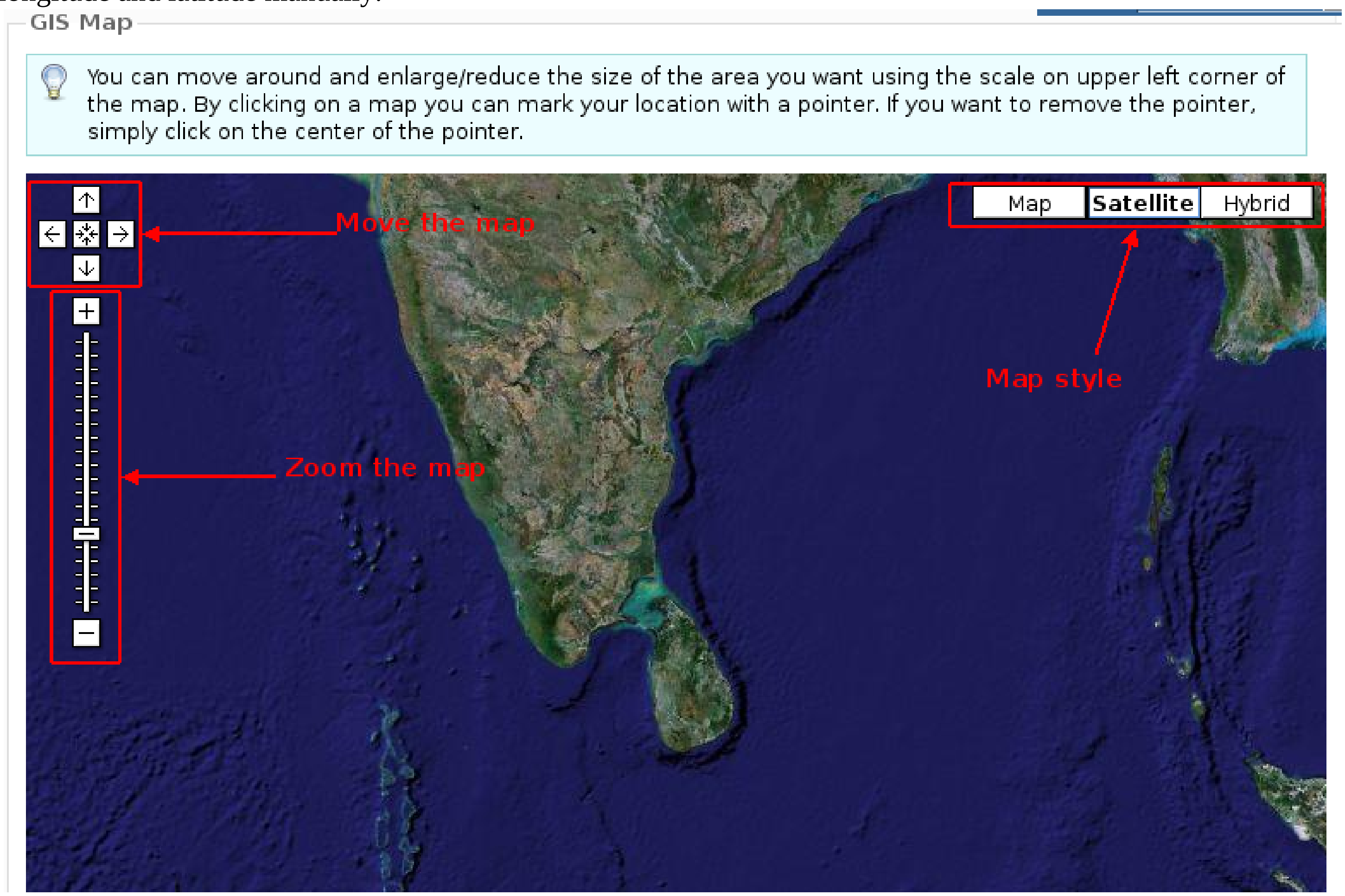
Then it ask for Location information in another page. This location means exact location of shelter. There are two ways to do that and both appears in same page.One option can be used and not mandatory. But it is important to give that information because location information are used to generate graphical reports of shelter locations.

Option 1 :- **GPS coordination**

Enter the appropriate ***latitude*** and ***Longitude*** and click ***Next***

Option 2 :- **GIS mapping**

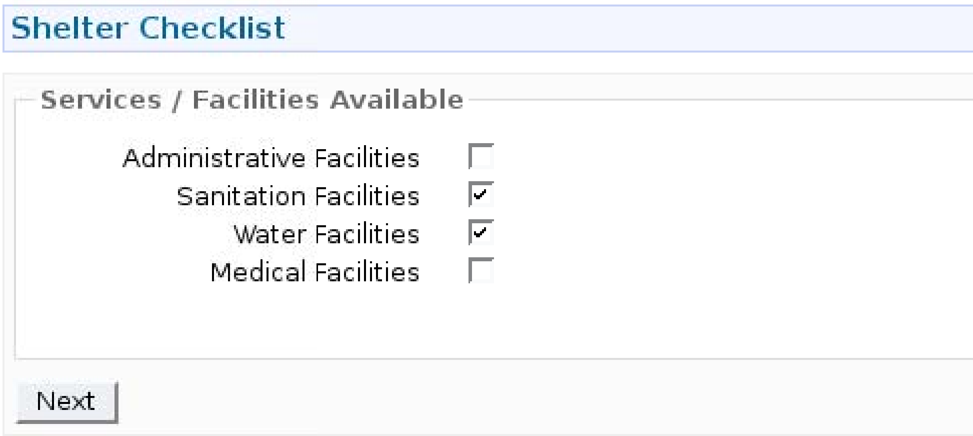
Map appears in the page can be used to give the location in a graphical way instead of giving longitude and latitude manually.



for more information about Maps & GIS [click here]

- Click ***Next***

Then it ask services and facilities like water, sanitaries available in the shelter in a separate page. It is important to identify and fulfill essential needs Fill appropriate data.



- Click ***Next***

Then it show all details you entered.

- If you want to edit the details you enter, Click ***Edit***
- Else , Click ***Finish***

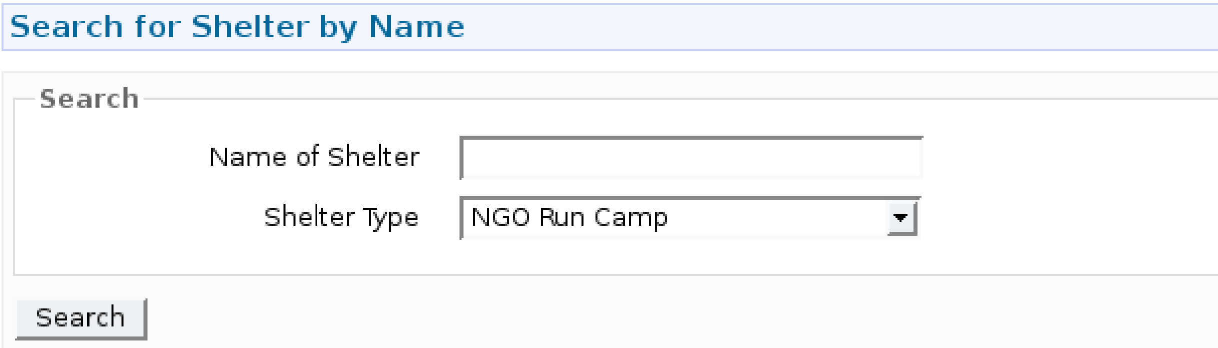
Search Shelter Details

After adding shelters it is needed to be manage, find out essential needs it important to search using several parameters. Two types of searchings are available in Shelter Registry.

Search by name

Search by shelter name or shelter type useful to categorize searching to separate government, NGO shelters. To search from using only name of the shelter instead of specifying type select type as ALL. To search only from type give the name as blank.

- Select ***Search*** in module menu and then select ***Search by name*** or Click on the ***Search by Name*** in module home page.



- Give data to form and click ***Search***

Then it display most important shelter information like name, capacity, address. By clicking 'shelter_name' all details can be viewed and also editing and deleting can be done. By clicking [edit] at right side of shelter name edit can be done directly.

Search Results

Page 1/1 : 1 Records per page default

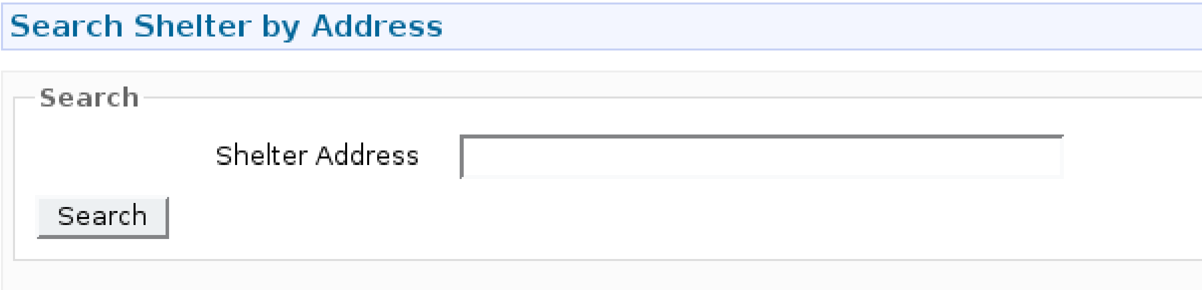
Shelter Name	Location	Address	Shelter Type	Total Count	Capacity
test shelter [edit]	test city	test shelter address	NGO Run Camp	0	100
shelter 1 [edit]	test city	shelter 1,address	NGO Run Camp	0	100
mobile_hospital [edit]			NGO Run Camp	0	0
shelter [edit]		shelter,test	NGO Run Camp	47	100

Search by address

Search by the location of shelter using address of a shelter. This search does not categorized searching result according to type or any thing else.

- Select ***Search*** in module menu ,then select ***Search by address***

or Click on the ***Search by Address*** in module home page.



- Give a address and Click ***Search***

Note :- In both searching approaches they produce reports with identical look and feel. By clicking on a shelter name data of that shelter can be edited and deleted.

Edit Shelter Information

If a information regarding to a shelter needed to edited in several situation like upgrade service and facility information regarding shelters, changing capacity or amount of victims in a shelter and error corrections in shelter information.

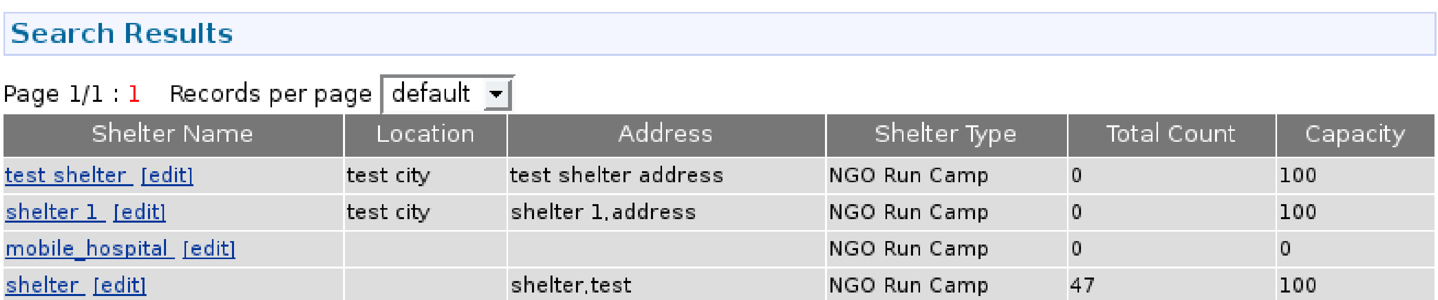
- Select ***Edit Shelter*** in module menu

or Click ***Edit Shelter*** in module home page

Next steps will be same as ***Search by Name*** action and it will produce a report alike the report produce by the Search by name action.

- Click ***[edit]*** link in the report regarding to relevant shelter name

or Click on the shelter name, it will display details of that shelter and then click ***edit***


Search Results

Page 1/1 : 1 Records per page default

Shelter Name	Location	Address	Shelter Type	Total Count	Capacity
test shelter [edit]	test city	test shelter address	NGO Run Camp	0	100
shelter 1 [edit]	test city	shelter 1,address	NGO Run Camp	0	100
mobile_hospital [edit]			NGO Run Camp	0	0
shelter [edit]		shelter,test	NGO Run Camp	47	100

- Next steps will be same as ***Add Shelter***

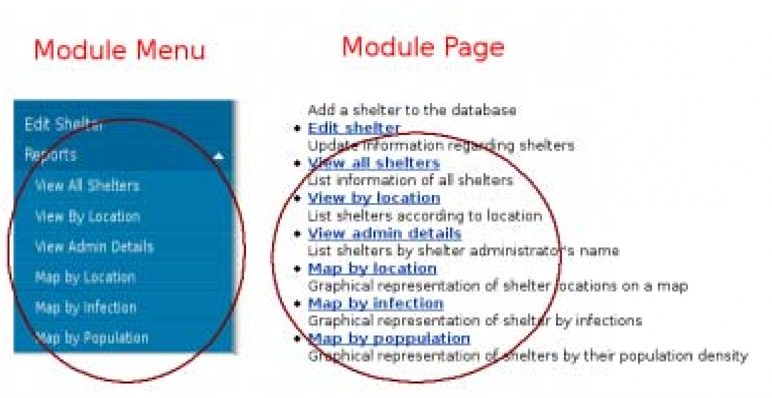
Delete Shelter Information

To delete shelter information there is no direct link from module home page or module sub menu due to various reason but delete a shelter information can be done after performing any Searching Action.

- Click on the relevant ***Shelter name*** of report produce by the Searching action. It will show the page with all information of selected shelter.
- Click delete ***Delete*** button at the bottom of the page.

Reporting

Shelter registry module is listing shelter information using six reports including three graphical representations in a map.



View All Shelters

In View all shelters it produce a report including some most important data of all shelters.

- Select ***Reports*** in module menu and select ***View All Shelters***

or Click ***View all shelters*** in module home page.

Shelter Information

Page 1/1 : 1   Records per page default

Shelter Name	Shelter Type	Address	Location	No: of Males	No: of Females	No: of Children	Total Count
test shelter	NGO Run Camp	test shelter address	test city	0	0	0	0
shelter 1	NGO Run Camp	shelter 1,address	test city	50	50	50	0
mobile_hospital	NGO Run Camp			0	0	0	0
shelter 1	NGO Run Camp			0	0	0	0

Click on the name of a shelter to get detailed information and those information are editable.

View By Location

View by location produce a report categorized under the location of shelters with total numbers of shelters instead of listing all shelters.

- Select ***Reports*** in module menu and select ***View By Location***

or Click ***View by location*** in module home page.

Shelter Information by Location

Location	Total Number of Victims in Shelters
Unspecified Location	0
test country --> test state --> test city	0

By clicking on a location list of all shelters can be taken with some important fields.

Shelter Information by Location Drilled

Shelters in : test country --> test state --> test city

Shelter Name	Shelter Type	Address	Total Victims
test shelter	NGO Run Camp	test shelter address	0
shelter 1	NGO Run Camp	shelter 1,address	0

Click on a shelter name to get detailed information of a shelter.

View Administrator Details

Generate a report including information only of administrators of each shelter.

- Select ***Reports*** in module menu and select ***View Admin Details***

or Click ***View admin details*** in module home page.

Shelter information by Shelter Administrator

Page 1/1 : 1   Records per page default

Shelter Name	Admin Name	Admin Phone	Admin Mobile	Admin Occupation
shelter 1	shleter one contact person	0112123123		
shelter 2	shelter two contact person		1234567890	occupation
shelter 3				

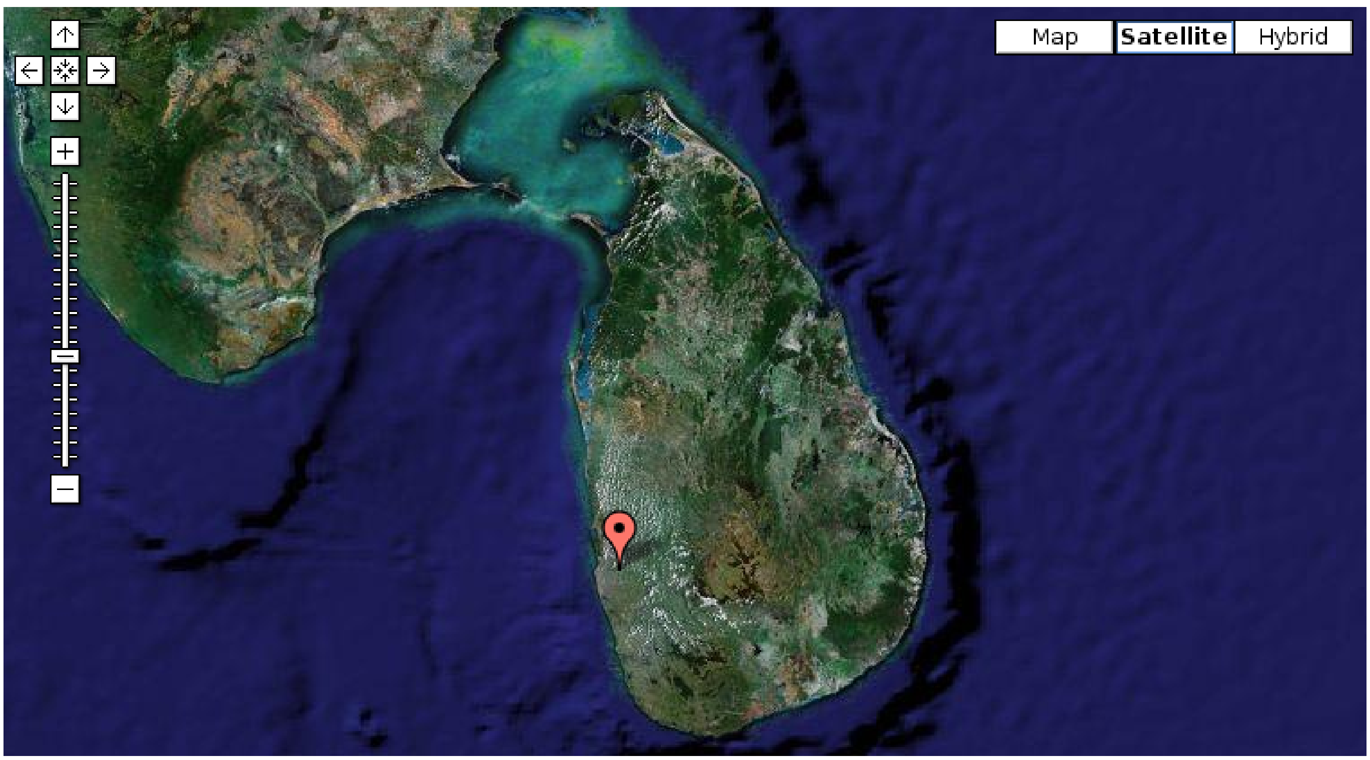
Map By Location

This shows graphical representation of all shelter locations on a map. Red arrow like object shows the location of a shelter. When a user click on that pop up will appears with the name of the shelter and a link, **View**. By clicking on the **view** all details of the shelter can be taken.

- Select ***Reports*** in module menu and select ***Map by Location***

or Click ***Map by location*** in module home page.

Map of Shelters by Location

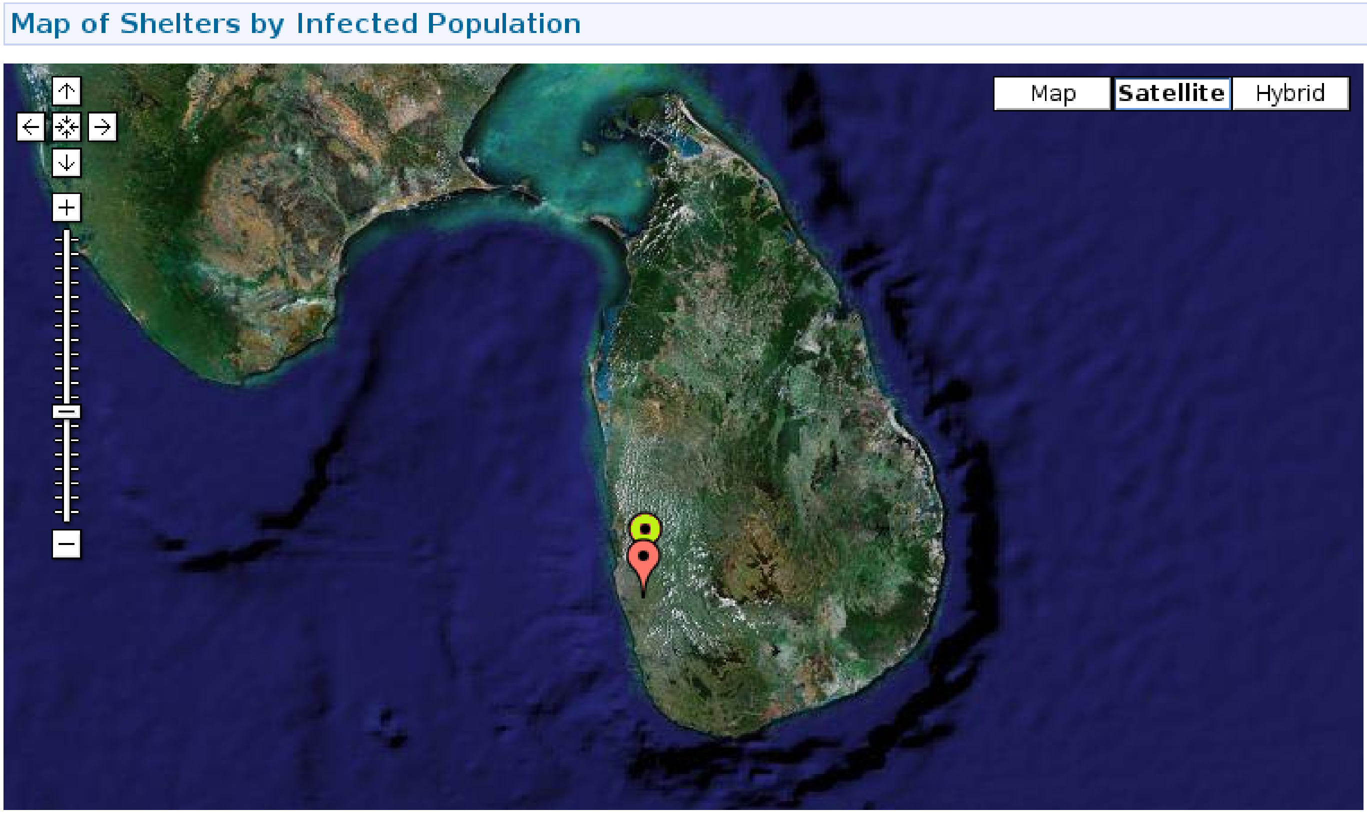


Map By infection

This shows a graphical representation of shelter by infection in a map. Color of the arrow changes on the percentage of infected count in a shelter. Shelters with low infection percentage is shown in green and shelters with high infection percentage is shown in red. When a arrow is clicked pop up will come with shelter name, infected percentage and a link **View** to get all details of the shelter.

- Select ***Reports*** in module menu and select ***Map by infection***

or Click ***Map by infection*** in module home page.



Map By population

This is a graphical representation of shelters by their population density to capacity percentage. This also generate map like Map By Infection. Color code of arrows are green if population to capacity percentage is low, orange to moderate and red for high percentage.

- Select ***Reports*** in module menu and select ***Map by population***

or Click ***Map by population*** in module home page.

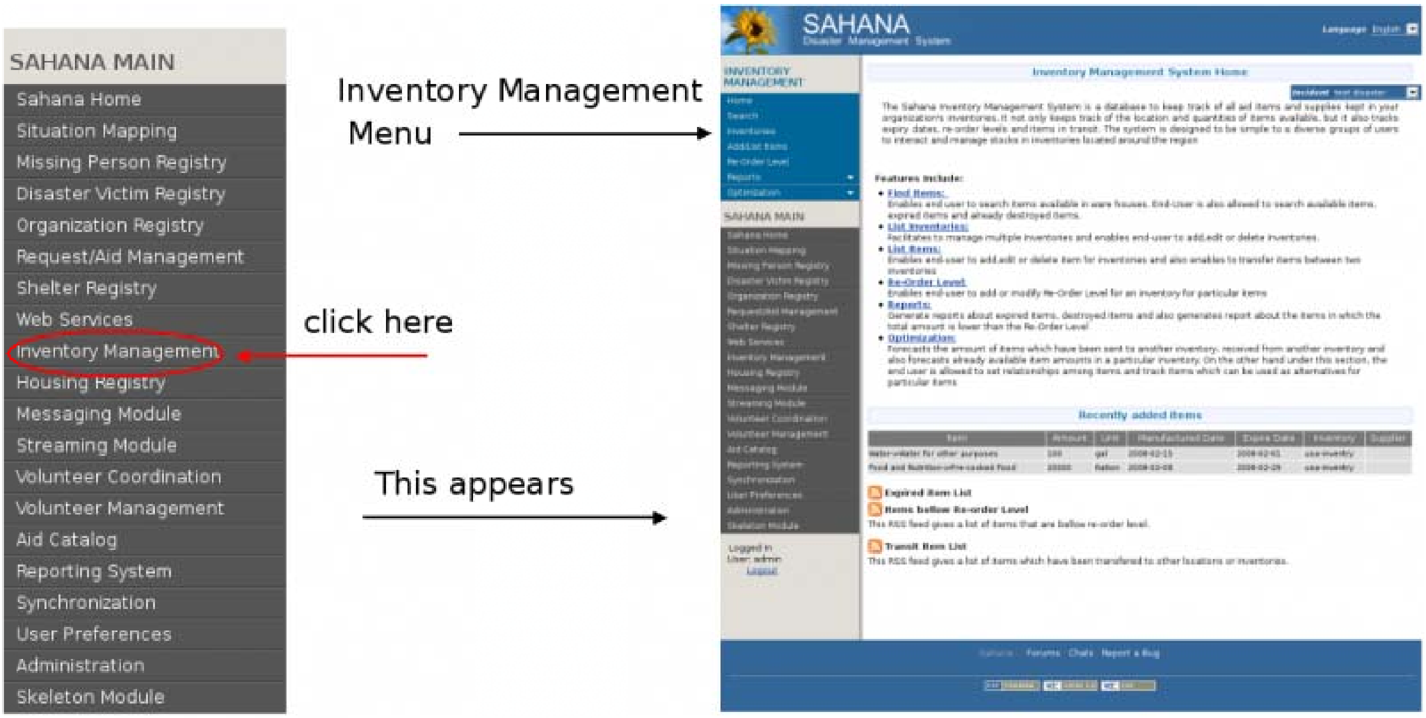
8. Inventory Management System

Introduction

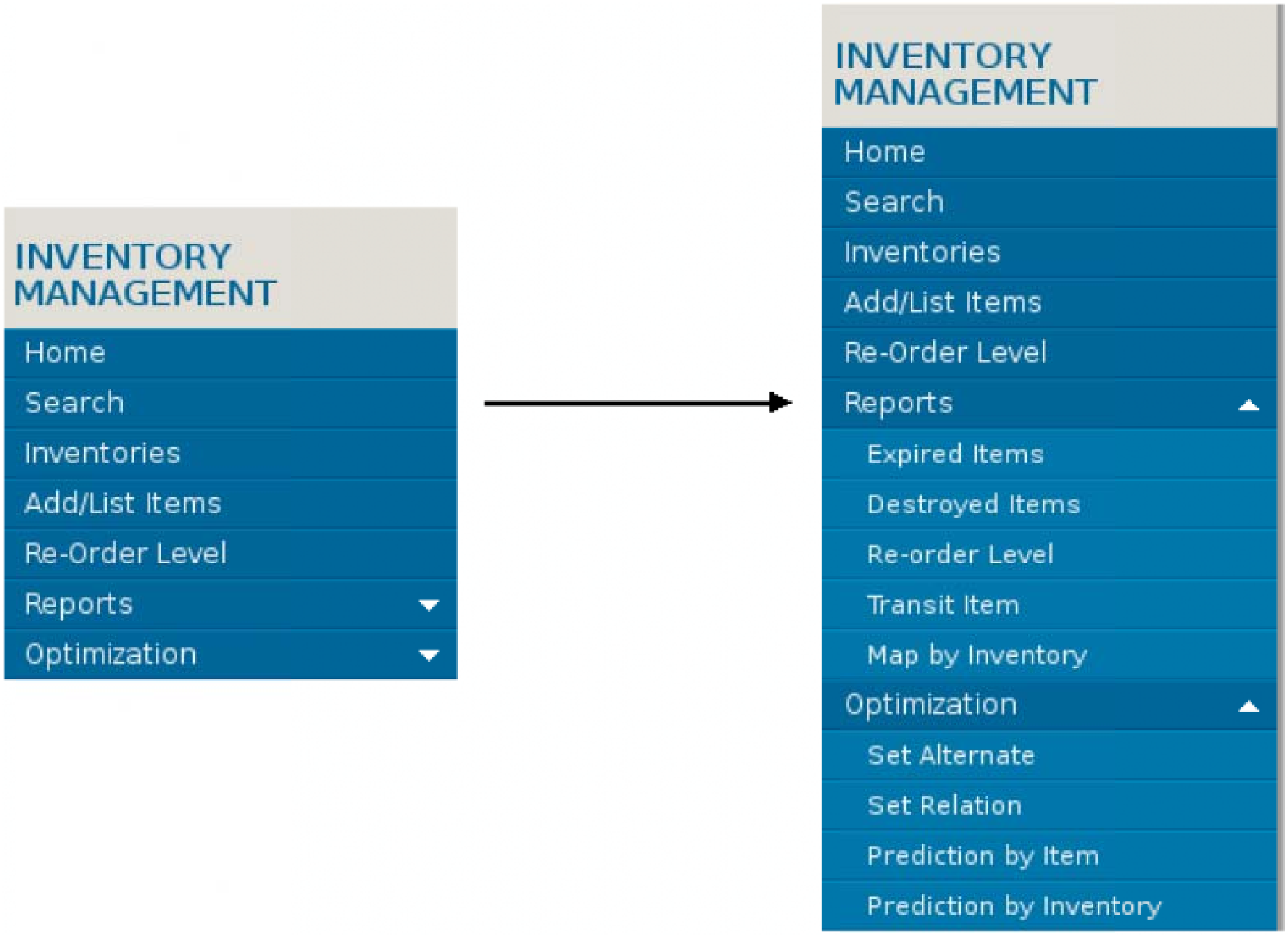
An inventory can be defined as something like a warehouse. A warehouse contains the physical goods and an inventory contains track of all those goods (ware house may have 100 sugar packets, but in inventory, it is 100 in front of sugar). A warehouse contains all the goods, items and everything needed to serve the affected people and the relief workers. All the records about items in the inventory can be stored, monitored and managed using the Inventory Management Module. Data handled in this module is frequently used by other modules, therefore a thorough knowledge of this module is important.

Getting started with Inventory Management

Click on the **Inventory Management** menu item in the main menu and then the Inventory Management menu with its home page will appear.



Inventory Management menu



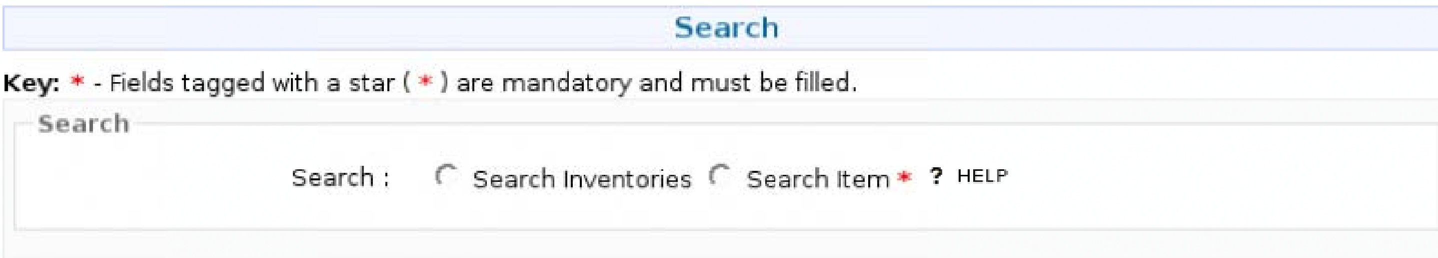
Inventory Management Main Menu

Home

This link conventionally directs the user to the **Inventory Management** Home

Search

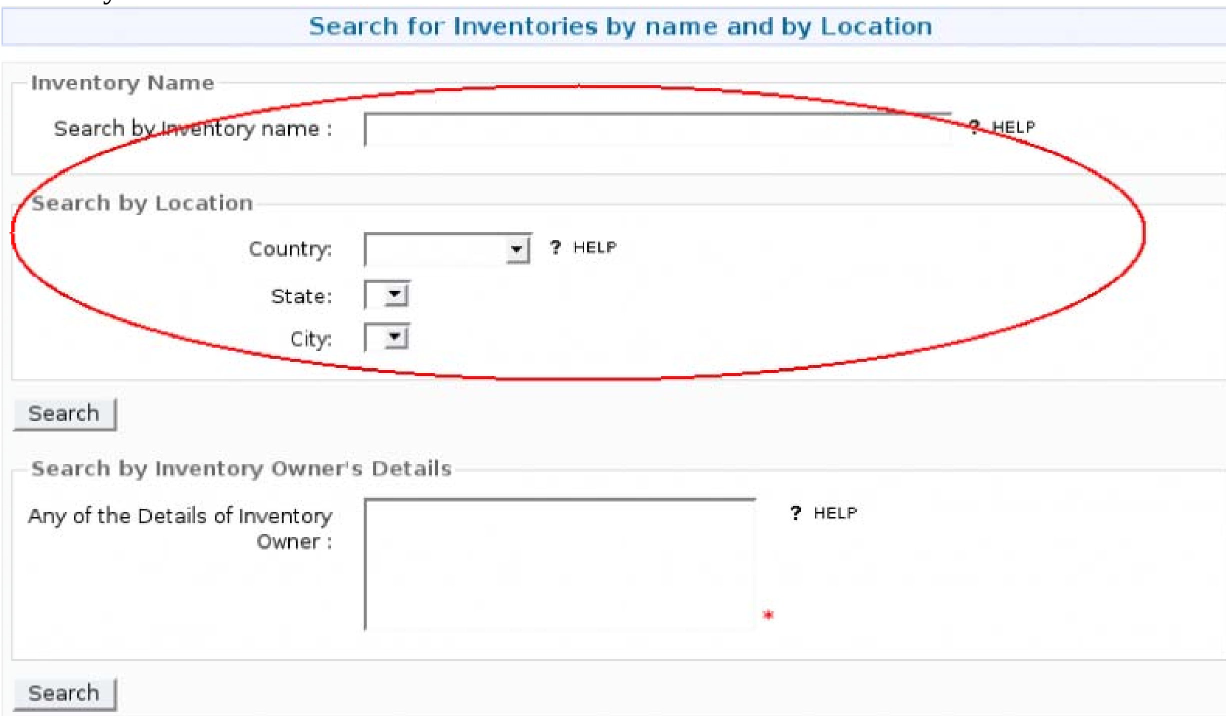
Using this menu item,the user can search for a particular inventory or an item in the inventory.User is first directed to select the searching type(inventory/item) then according to that selection,next steps are appeared.Searching a item as same as described in the catalog section but for a inventory it is slightly different.



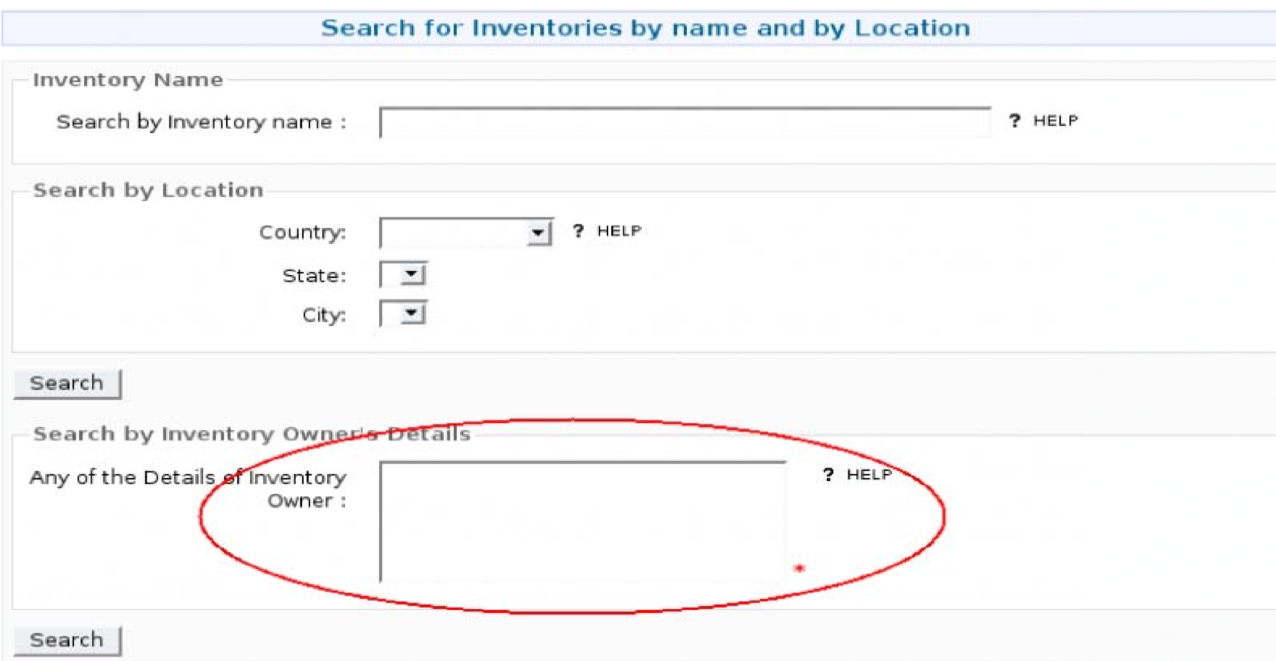
Inventory search can be done in two ways.**search by location or search by name as well as search can be done with both.** moreover search can be achieved by **inventory owners details**.(inventory owner means the head of the warehouse/inventory).

- Search button 1 only considers inventory name and inventory location. If end user leaves the inventory name field as blank the result will give you the all available inventories located in the selected location. On the other hand the end user can search an inventory by only typing the inventory name and inventory name search is soundex searching enabled.
- Search button 2 only considers the inventory-owners details. That could be inventory owner's name, address, contact number , email, etc ……. Searching by inventory-owner's details is also enabled soundex searching.
- Therefore the Inventory search depends on the search button you click on and if you click on the Search button 1 , it doesn't care about the “Inventory- Owner” text area and if you click on the search button 2, it doesn't care about the Inventory Name text field and Inventory Location drop down menus.

In order to search by inventory location, enter the inventory name and location of the inventory .click on first **search** button(page contains 2 search buttons).Please don't fill other fields(search by inventory owner fields) because it will give unexpected results.The result will be the searched inventory's all details.



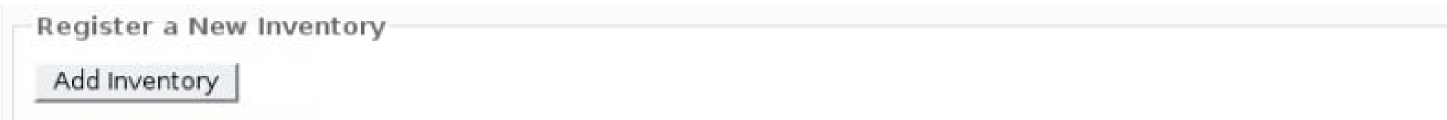
For searching with the inventory owners details, enter owners detail(name/email/address…) and click on the second **search** button



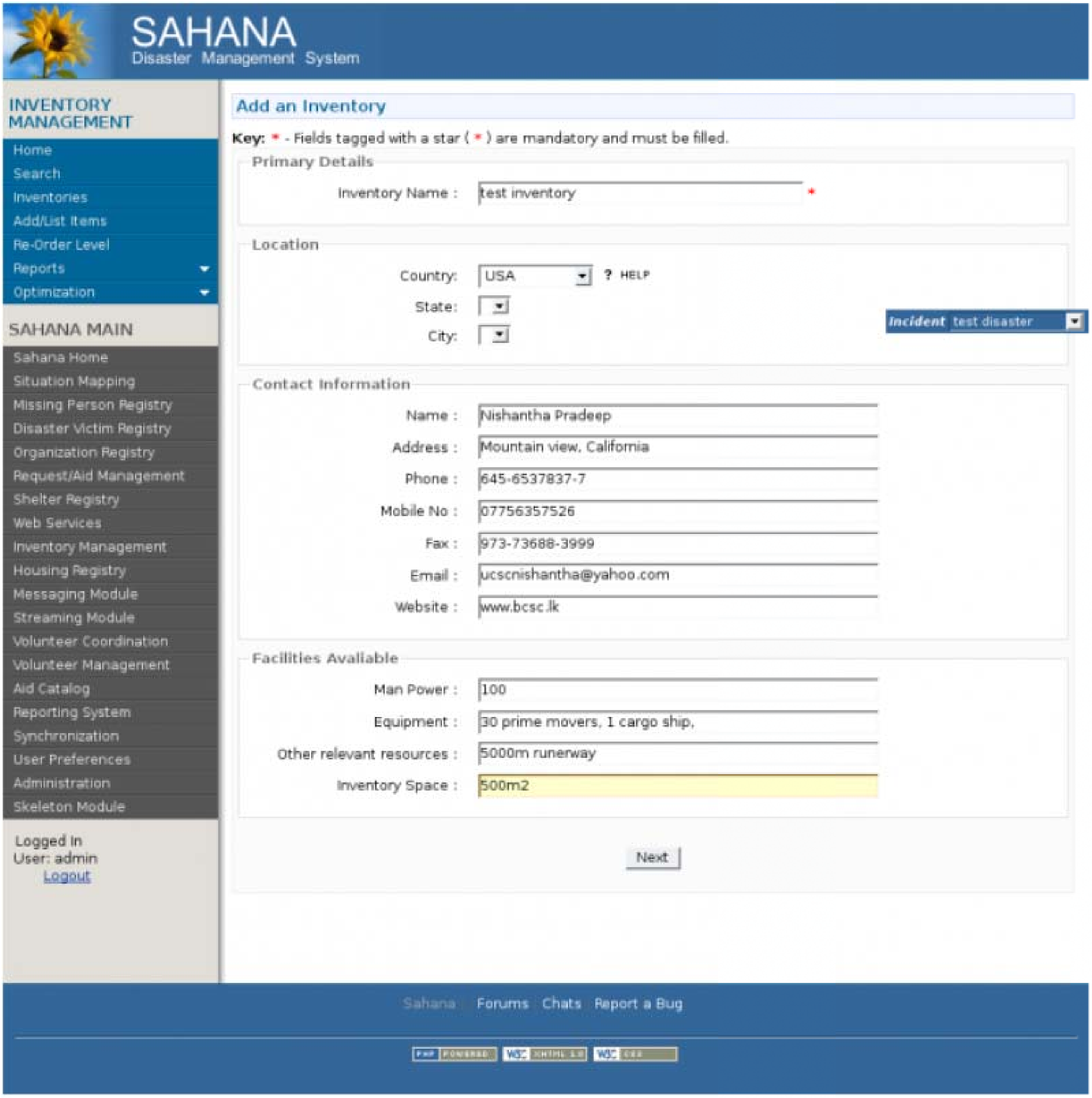
Inventories

With this link, user can add an new inventory to the system as well as edit information about of inventories , add items to the inventory also.

Register a New Inventory : Click on the **Add Inventory** button and the user will be prompted to enter the details of the new inventory.



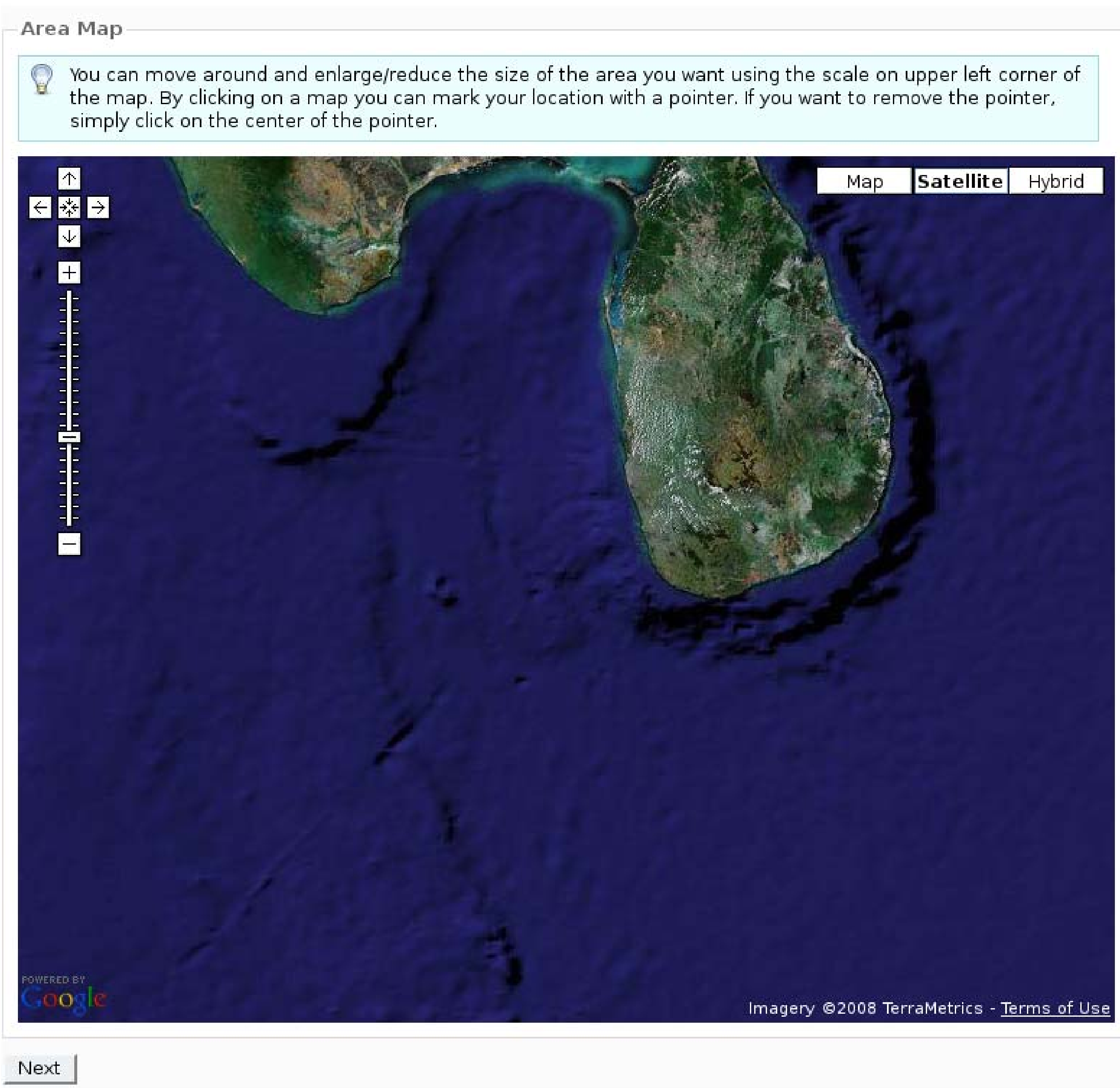
In next window , enter the detail of the new inventory such as its location,contact information (This is information about the in charge of the inventory),the facilities available in the inventory(how many vehicles,warehouse area…..) and then click on **next**.



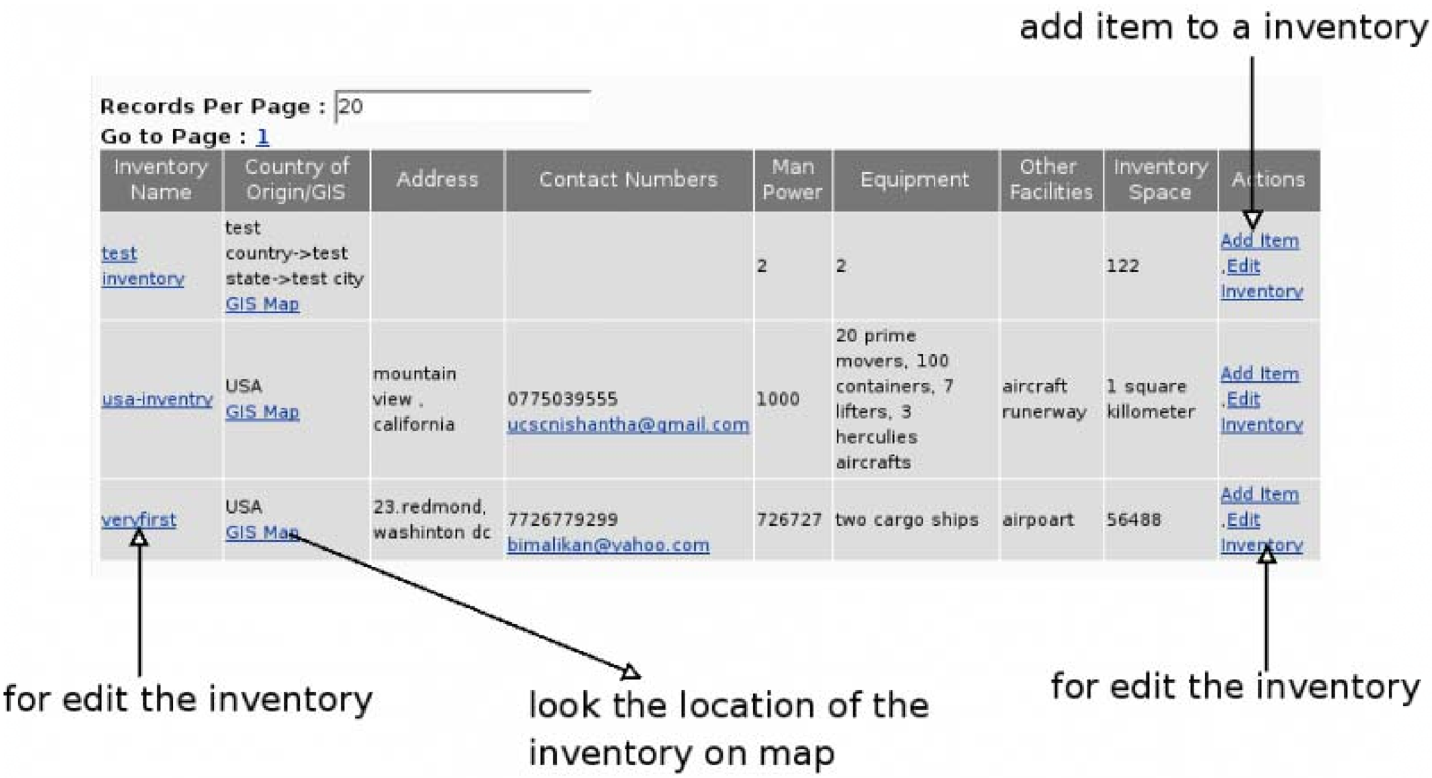
Then the user will be directed to mark the location of the inventory in a map.In this case, there are two ways of marking the inventory on the map

- Directly using latitude and longitude if the user know them and click on **next** button

- Zooming and marking on the given map [(more details)] and then click **next**.



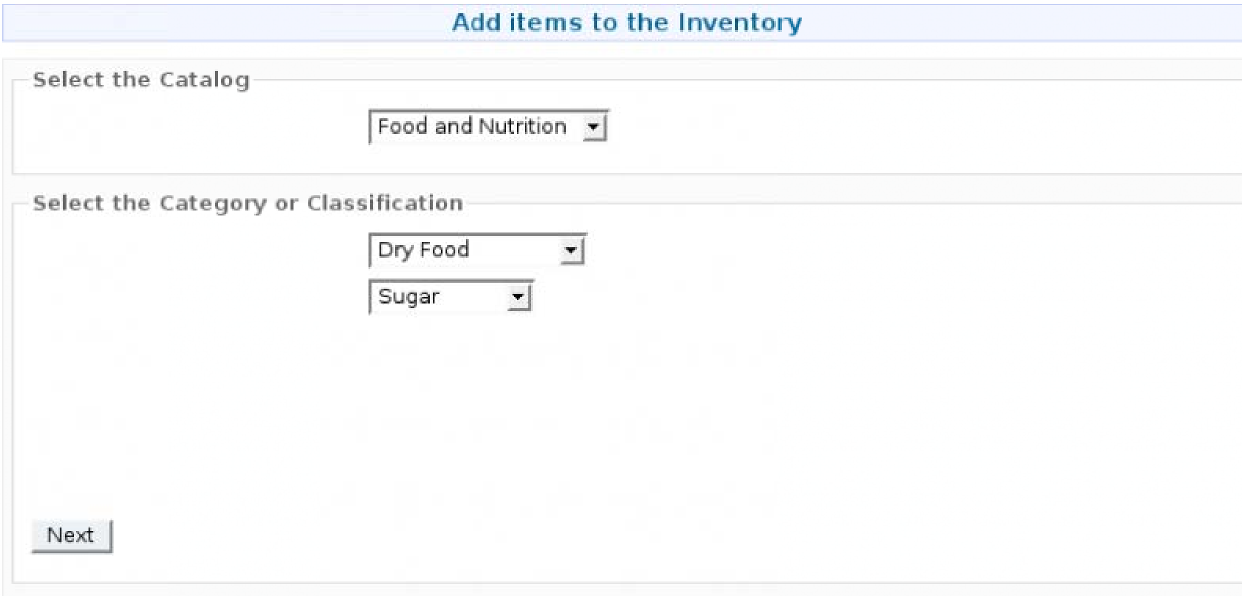
Just bellow the add inventory section, the existing inventories can be seen.With this table, the user can edit the information about a inventory,send email to the head of the inventory, add items to inventories.

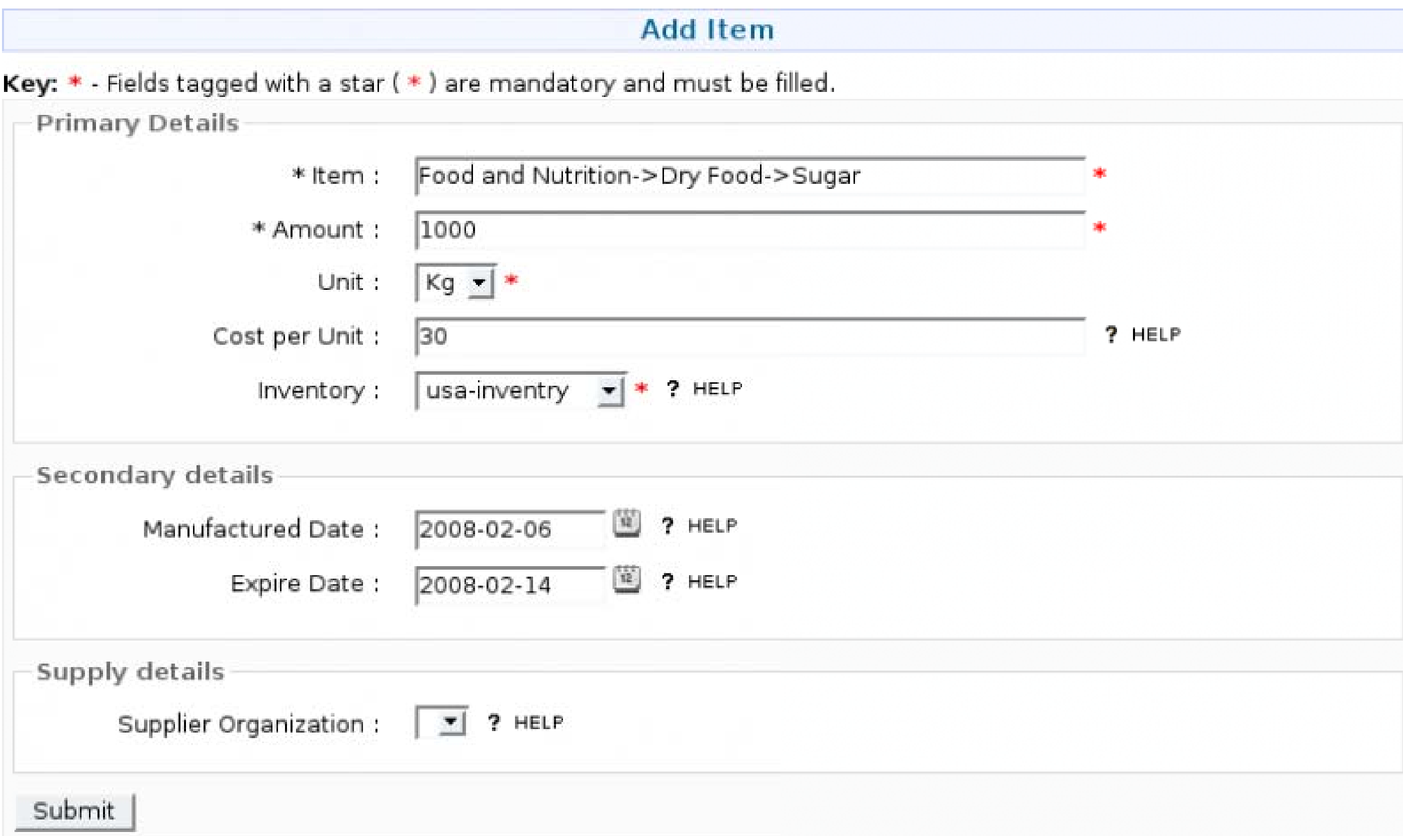


Inventory Name	Country of Origin/GIS	Address	Contact Numbers	Man Power	Equipment	Other Facilities	Inventory Space	Actions
test inventory	test country->test state->test city GIS Map			2	2		122	Add Item ,Edit Inventory
usa-inventry	USA GIS Map	mountain view , california	0775039555 ucscnishantha@gmail.com	1000	20 prime movers, 100 containers, 7 lifters, 3 herculies aircrafts	aircraft runerway	1 square killometer	Add Item ,Edit Inventory
veryfirst	USA GIS Map	23.redmond, washinton dc	7726779299 bimalikan@yahoo.com	726727	two cargo ships	airpoart	56488	Add Item ,Edit Inventory

by clicking **edit inventory** or name of the inventory, the user will be navigated to the same place which is described in **Register new inventory** section.After changing the suitable fields ,click on the **save** button to apply the changes or if the user want to delete the inventory, click on **delete** button with knowing that all data of the inventory will be lost.With **close** button user can come to the page where he left off.

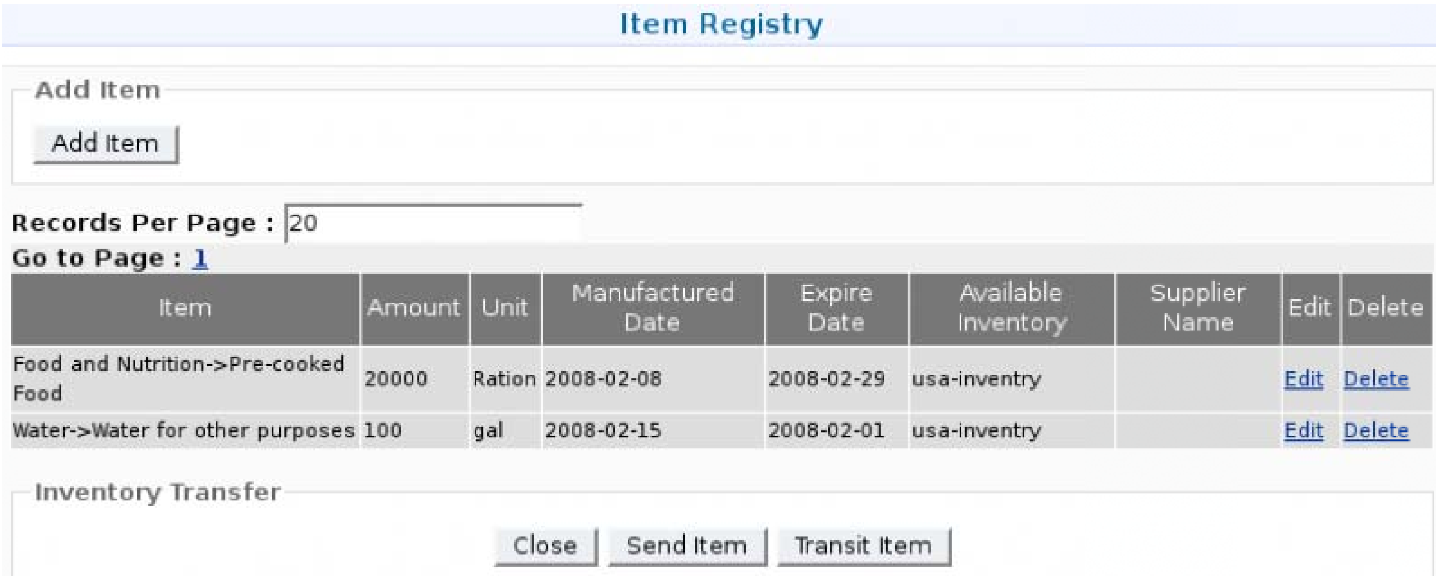
In oder to add an item to a inventory,click on the **add item** link.This action will directs the user to select the catalogs/categories/classifications as described in catalog module then click on **next** button.The first text box is already filled and **amount** means how much of the particular item is going to be added (200 kg from sugar :just put 200 in the text box).According to the previous selections, appropriate unit type appear and select it.Fill the cost of one unit (cost of sugar 1kg) and others details also(make sure to select the inventory).Supplier organization is the organization which supples those item (organization must be registered with sahana,if such one exists).finally click on **submit**



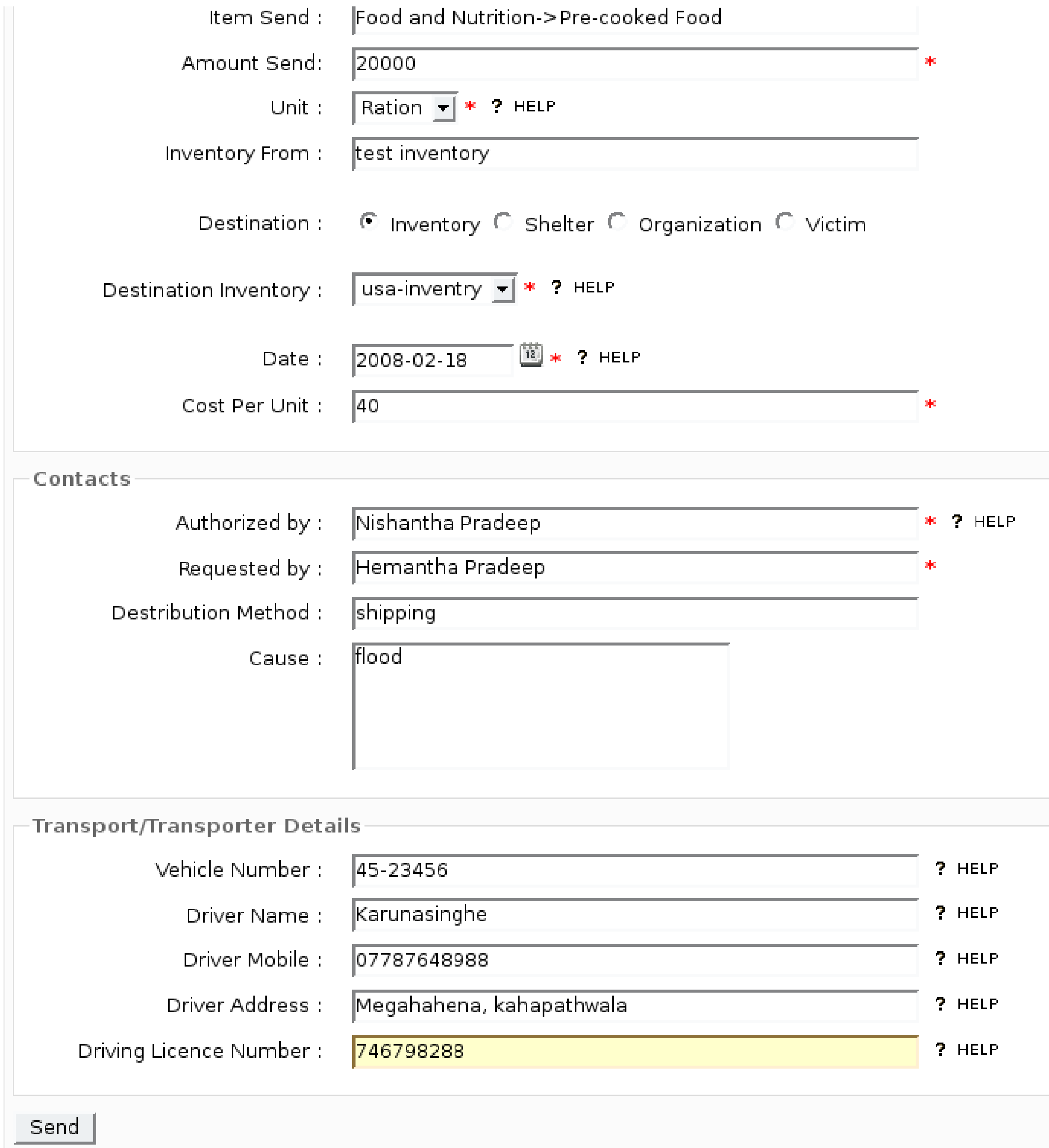


Add/List items

Clicking on this menu item,the user can see the available items,their quantity and inventory as well as the user is allowed to edit the information of a certain item or delete it by using the **edit** and **delete** links.**edit** link will prompt the user to the same place described in **add item section** above and the button **Add item** also

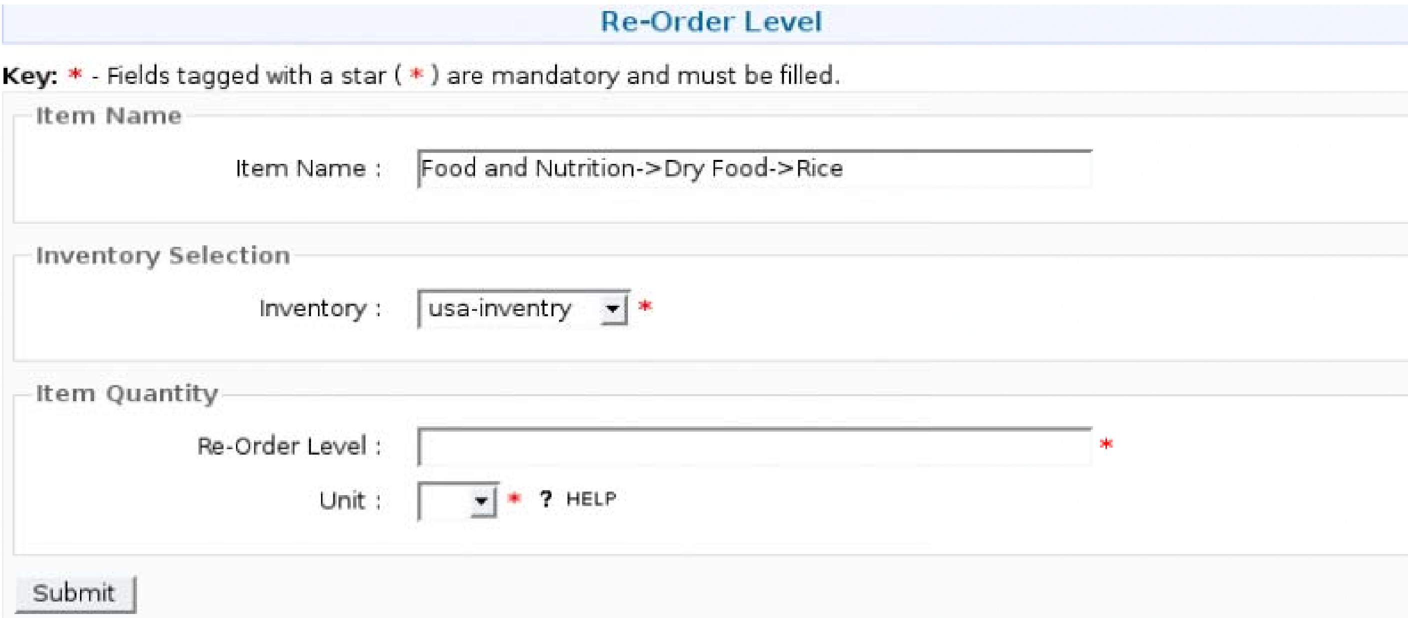


There is important feature with this menu item is that it allows user to transfer inventory items between inventories,shelters,organizations and victims.In order to use this feature, click on the **send item** button ,then the user will be directed to chose what item is required to send (by choosing,catalog,catagory…catalog) and fill the form after click in **send** link with appropriate data and click on **send** button.The alternate item table shows what are the items the user can send as an alternative for the required item.(**cause** field means that the reason for item transfer). For receiving items sent by another inventory, just click on the **transit item** button and the user can see the received items then click on **received** link allow user to accept items.Fill the authorized person text box by typing the name of the person who is responsible to accept the items and click on **received** button.

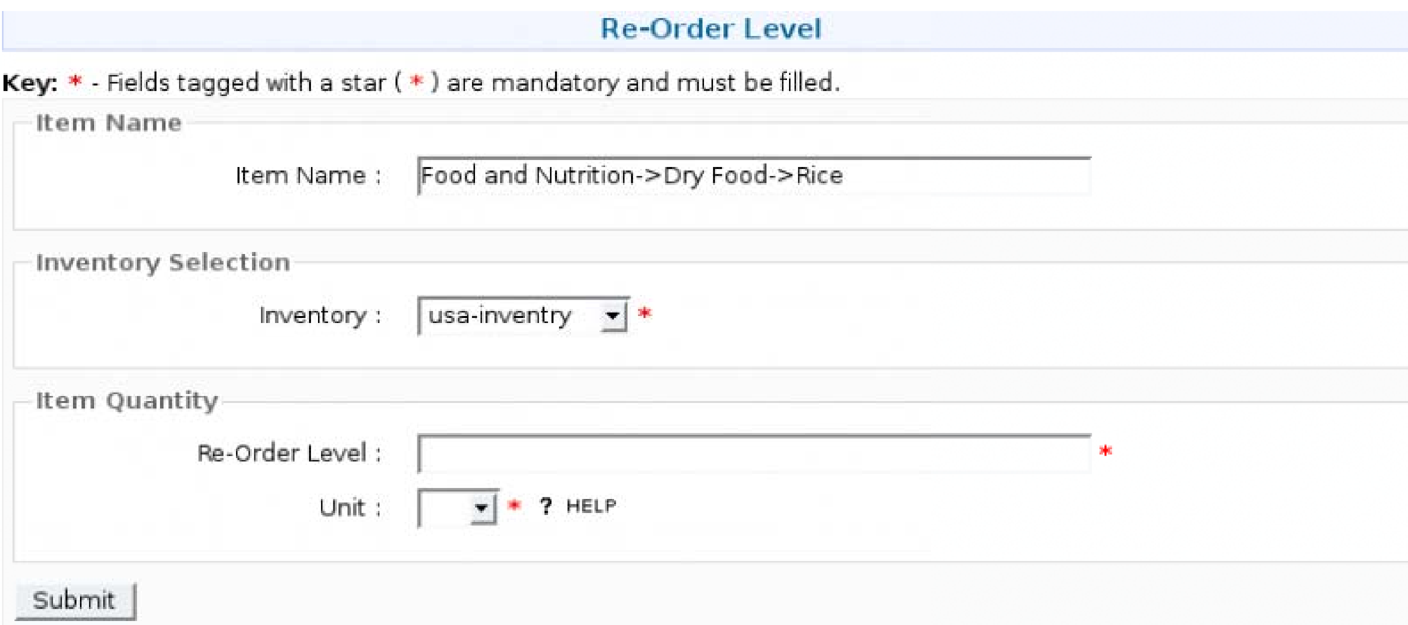


Re-Order Level

Re-Order Level menu item has some important functionality because it allows users to check about the items which should be reordered because existing amount is not sufficient for serving the disasters.When this link is clicked, the user can see the items which should be reordered and as well as the user can add reorder levels for the items in inventories.



By clicking on the **edit** link, user can edit the reorder level of that item.Add the new reorder level and just click on **submit** button.The **delete** link allows user to delete the item from the reorder list.



Re-Order level home page a button called **Add Re-Order Level** and this button provide facilities to add a new reorder level to an particular item.First select the catalogs/categories and the user will be directed to the same page where the user meets when he/she click on **edit** link .Do the same thing and click on **submit**.

Reporting sub menu

NOTE : all the reports can be viewed as **PDF ODS** or **XHTML** format.

Expired Items This menu items shows the user about expired items in inventories and by clicking on **destroy item** link,the user can destroy the item from the inventory.

Destroyed Items These are the items destroyed by from the inventories due to various reasons.

Re-Order Level Various re order levels of the items

Transit items These are the information about the items exchanged between inventories/shelters/…

Optimization sub menu

This sub menu basically provide facilities to conducts various levels of configurations for the Inventory Management System.

Set Alternate

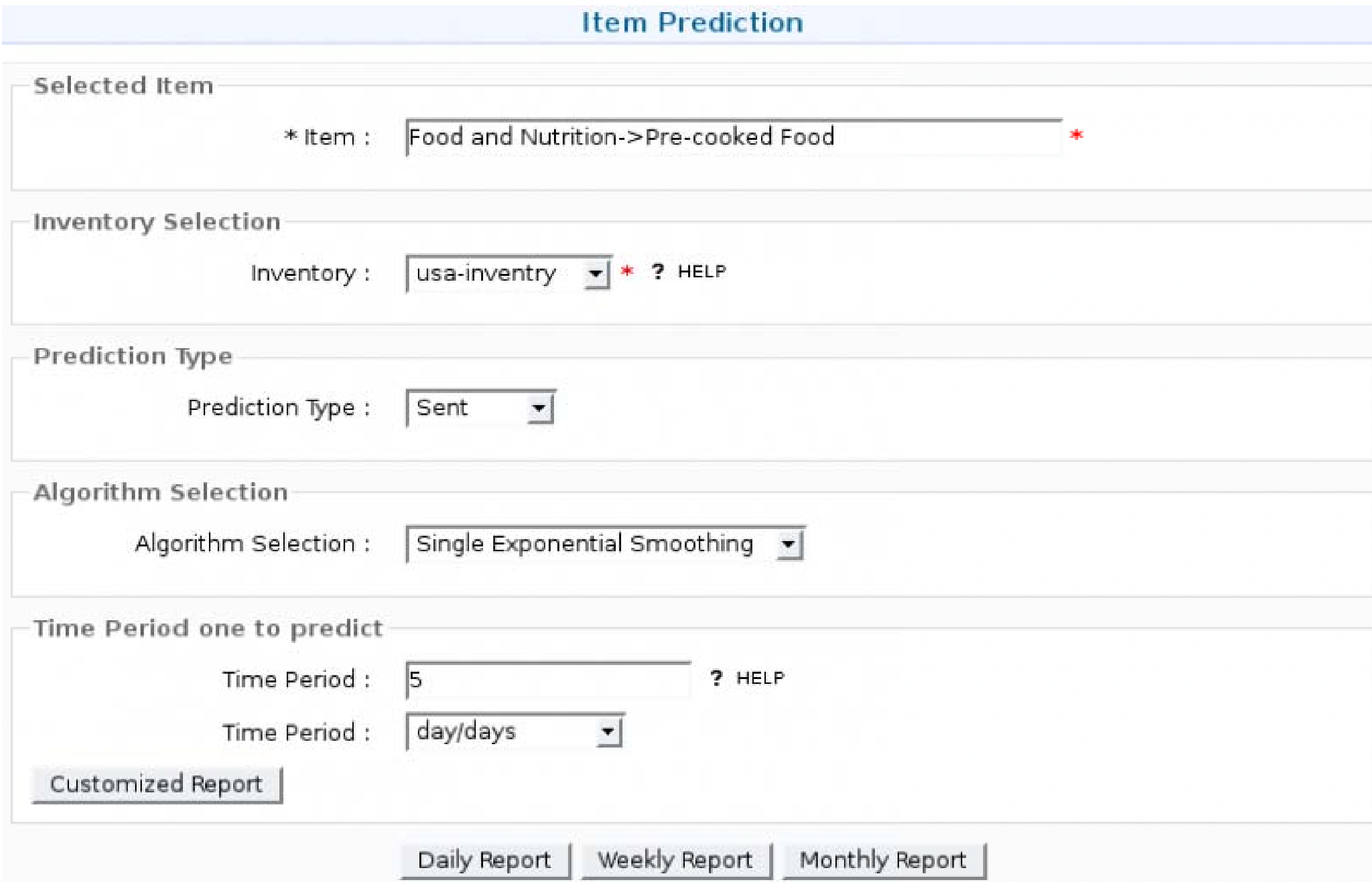
Using this menu item, the user can select an item which can be treated as an alternate.For an example, bread can be used as alternate for rice.But make sure that the item you are going to use as an alternate should match with the requirements of the item which needs an alternate(sugar can not use as rice).So first select the item from catalogs/categories and then the relevant inventory, then the system will provide suitable items.Click on the **alternate** link in order to use it as an alternate to the previously selected item.

Set Relation

User can select interrelated item (sugar and tea/milk are interrelated)using this link and it works as same way described above.Finally click on the **relate** link in order to mark it as a related item to the selected item.

Prediction by Item

Sahana disaster management system can predict the status of the particular item with using past knowledge of the transactions happened in the inventories.First select the item by passing through catalogs and categories then fill the given form by choosing appropriate options.**Prediction type** is,the action you are going to predict(if sent selected,system provide predicted amount of the item which may be want to send in future) and the Time period is the time the user want to predict (if 5 is the input,system will predict for 5 days).Finally, user can get the monthly report or daily report/weekly reports according to the prediction.If the user click on **customized reports** ,he/she can see a chart about the prediction.Item Prediction part only predicts one period ahead. The period could be 1 day, 1 week , 2 months etc..



Prediction by Inventory

This menu item is also work same as the previous item except this predicts about inventories as a whole.the process is same .Just follow the instructions and you will get the answers.

9. Volunteer Management

Introduction

The Volunteer Management Module, is program to manage volunteers responding to a disaster, or for an organization in general.

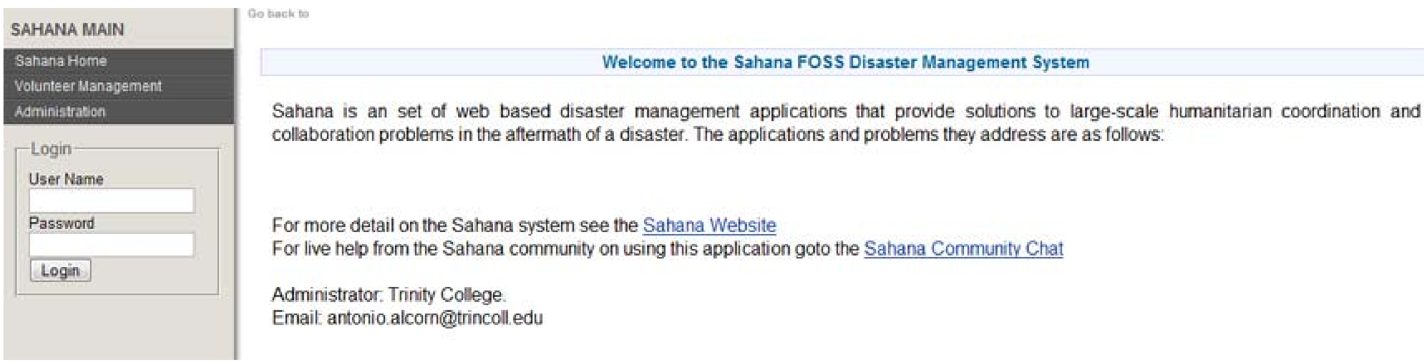
Installation Notes

- If you have not installed Sahana make sure that the 'vm' folder is located inside of the 'mod' folder and Sahana will take care of running the program for you.
- If not, place the 'vm' folder inside of the 'mod' folder, then you will need to run the dbcreate.sql file on your database. The dbcreate script is located in the 'ins' directory.

It should be made sure, however, that during fresh installation, the Access Control featured should be enabled so that access restriction and constraints can be applied to different people with different levels of authority and privileges in the system, later. This implies that there needs to be at least one person with with the Sahana 'Super User' role for administrative purposes.

Welcome Screen

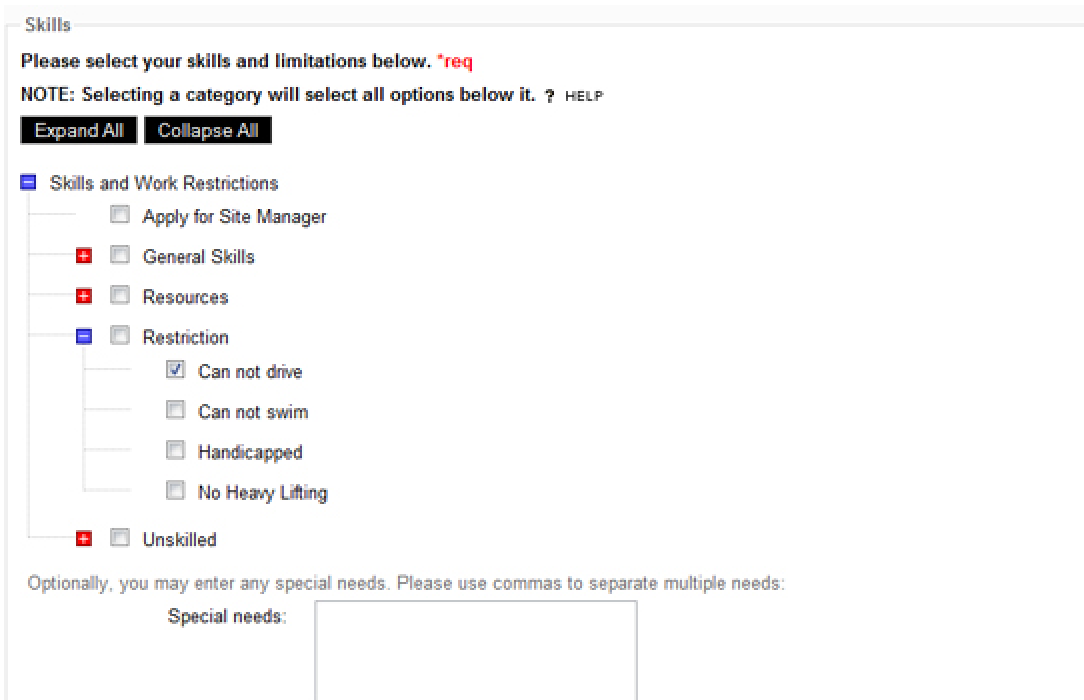
The welcome screen might look different depending on various organizations or systems using the Sahana software. However, the framework should look similar with a menu for different modules on the left and a user log-in area with username and password field right underneath it. The example provided here has a stripped down Sahana menu with just the VM module and the Administration modules, along with the user log-in feature:



New Registration

- New users must first click on the Volunteer Management menu item on the left where they will be presented with a registration screen, where they can register with all the required information and hit submit. There is also a provision to optionally upload a picture for the user. If there is not record of personal information of a new registrant in the system, then the Volunteer Management Module will be inaccessible.
- Once a user name and password has been created for the Volunteer Management Module, all registered users must login with their user name and password to further explore the module.
- Once a user is logged in to the Volunteer Management Module, he/she will be able to access and change personal information at any time. However levels of restriction may be placed on accessing certain pages. This is under the control of the main operations handler or the site/project manager, positions which people can sign themselves up for and wait for approval or positions which the mainops or site manager assigns to registered people.

Here is a picture from the registration page, which highlights one of its key part:



So, with other registration information, volunteers can input their skills using the explandable tree and can also choose to apply for the site manager position. Restrictions not listed in the tree, or any other special needs for the volunteers, if any, can be input in a big text field.

Levels of Access control

Levels of access control are given to volunteers depending on permission by validating a user to view or change sensitive information pertaining to project(s) and volunteer(s).

- The Volunteer Management Module is setup to restrict the amount of sensitive information that a user may be able to view or change depending on the level of access.
- Level of access control determines the amount of information that will be displayed to a user.
- If a user is not of the correct level of access to view sensitive information, restriction will be applied to the users permission access to determine what is viewable and what is restricted to the user.

Basic Volunteers are limited to the minimum levels of access. As registered users, volunteers have only permitted levels of access which consist of:

```
* Menu: Projects
             - Only permitted to access and view the projects that they are
assigned to.
             - Project Details
             - Description
             - Specialties Needed
             - Assigned Volunteers to that specific project.
```

- No permission to view/access information about the Site Manager or other working volunteers of that specific project; Denied access alerts will be displayed.

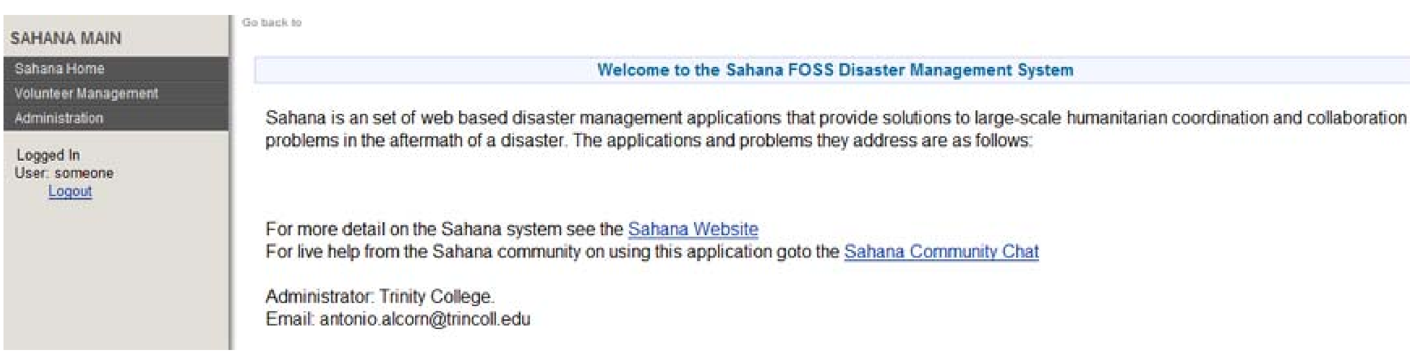
```
* Menu: Messaging
             - The sub-menu of messaging will allow you to view your In box, Out
box, Send Messages
             - Gives the option to delete messages in their In box or Out box
       * Menu: Edit Your Details
             - Volunteers are able to access or change the information they
registered with.
             - Volunteers can also upload pictures of their selves and change any
basic information as needed.
       * Menu: Change Password
             - Changing users password at any time is easily accessible;
Passwords are unique.
```

Advance Volunteer or Administrator have higher level access and are able to view all the basic information as a Volunteer but with added features that are only given to Site Managers and Operation Managers. These level of access enables these specific users to view sensitive information pertaining to a volunteer(s) and project(s).

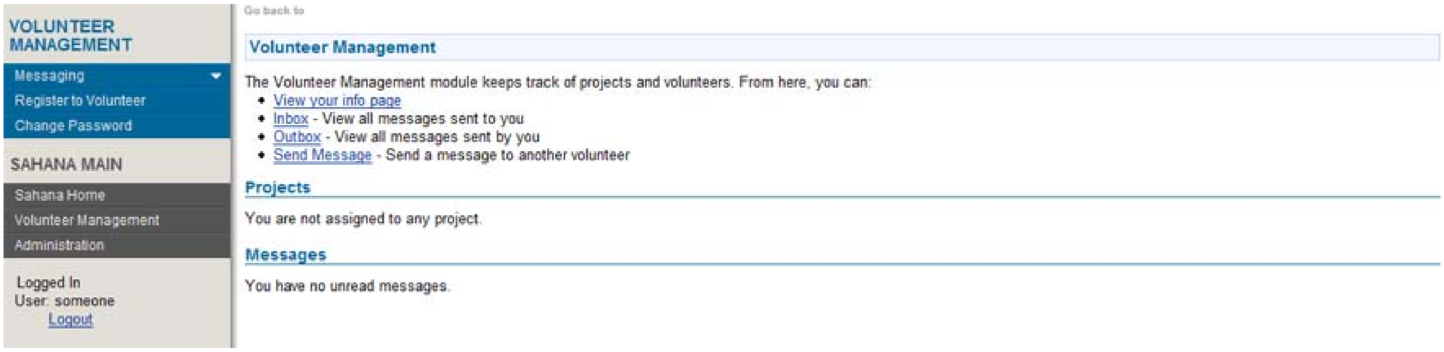
Higher Levels of access allow these approved users by Sahana Administration to edit,delete and add volunteers to any project or to delete a project or change that project information at any time.

Log In as Volunteer

Log in brings you a whole bunch of features that you can do as volunteers or administrators as the system. This is what a typical screen looks like when a normal volunteer is logged in:



After being logged in, there is a number of things the volunteer can do. He/she can access the Volunteer Management option from the menu to see a list of features like viewing his/her info, accessing the mailbox, register to volunteer for a project (if that hasn't been done already) or view a list of projects he/she has been assigned to. Also, the user can change his/her details, change password, view the mailbox (check the inbox, outbox and send out messages) and of course, log out.



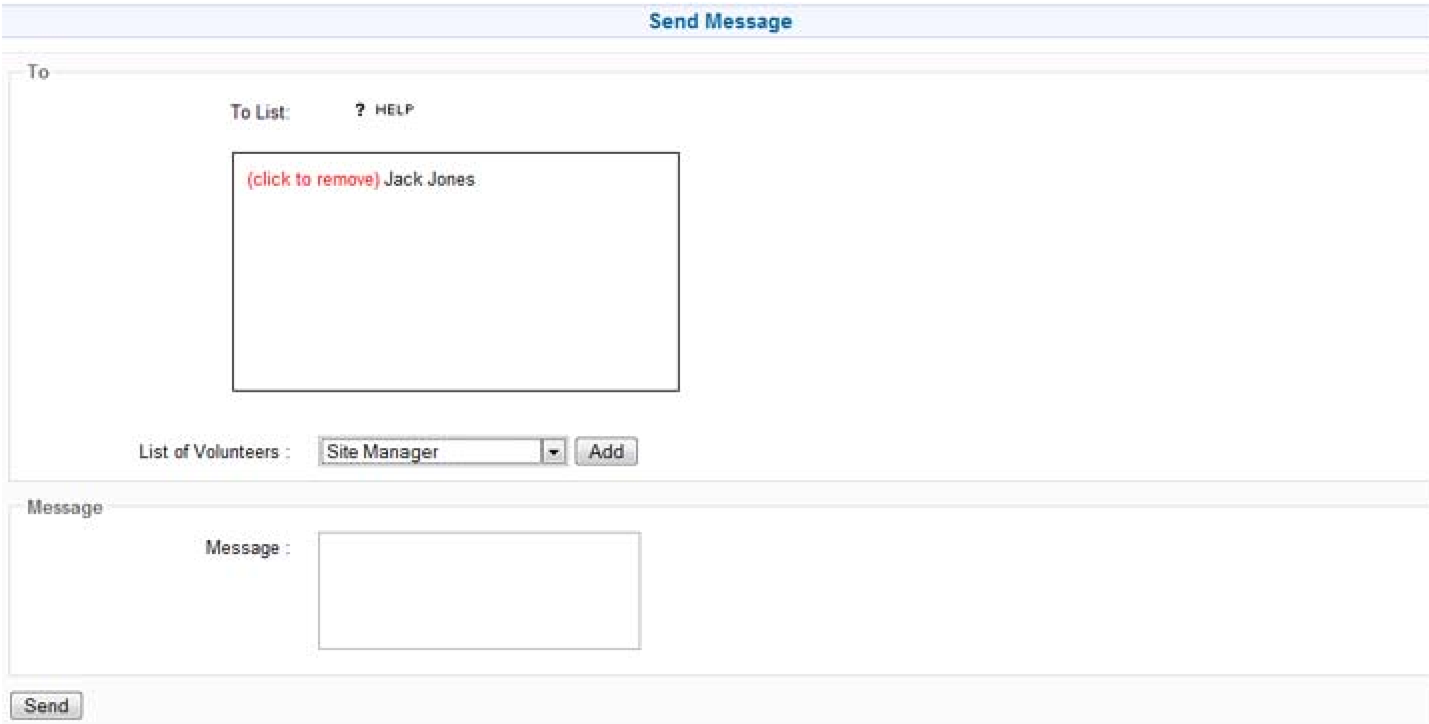
View Project

The following screen shot shows what the page to view project details looks like.

The screen also consists of a table showing other volunteers assigned to the same project, along with their pictures.

Messaging

The mailbox feature is another feature that the volunteers can access. It lets them receive and send messages. Sending can be done to more than one person at a time. The message sending interface looks like this:



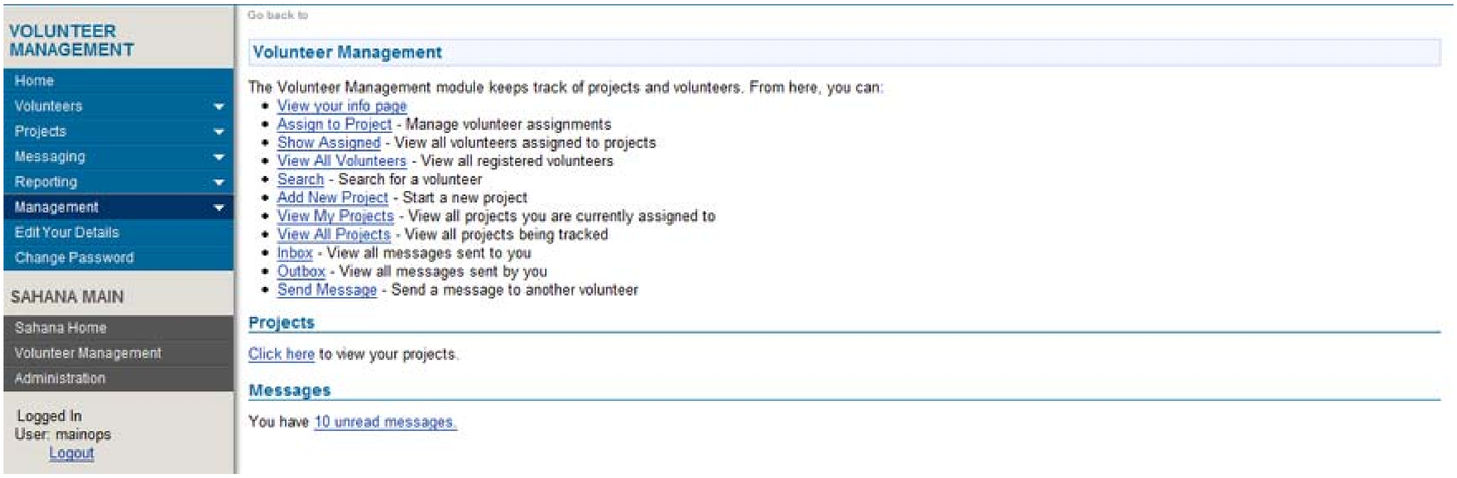
Change credentials

Also, there is a feature on the menu on the left where users can change their system password:

All the afore-mentioned log in features are available to basic volunteers. To access more features like editing details and so forth, a registrant has to be an advanced volunteer or an administrator, if not the mainops or the site manager.

Log in as Administrator/System Manager or Main Operations Handler

Logging in as a project administrator, site manager or the mainops gives additional privileges to additional features not accessible as a regular volunteer. The volunteer management page for a site manager looks like:



So there are a lot more options that shows up on the administrative account of a site manager or the mainops. The administrative privileges include features like assigning volunteer(s) to projects, viewing a list of volunteers who are assigned to different projects, editing volunteer details, adding projects and positions, searching for volunteers, reporting on project/volunteers status, approving or revoking a volunteer or a registered user's abilities, privileges and access controls, among others.

Assign to project, Edit/Remove/Add Project

The mainops can assign volunteers to projects and different positions within it, including site manager. The project to which the mainops wishes to add volunteers to has to be chosen first. Then, a list of volunteers shows up where different positions can be assigned, using a drop down menu.

Build Houses

Incident

Project Name :	Build Houses
Start Date :	
End Date :	
Location :	
Volunteers assigned :	1

Positions

Title	Description	Pay Rate	# Volunteers Target	Assigned	Actions
Site Manager	Manage the entire project	$20	1	1	[edit] [remove]

[Add a position]

Volunteers to Assign

Name	Picture	Status	Affiliation	Availability Start	Availability End	Location	Specialties	Assign
Administrator Account		Unassigned		2007-05-28	2007-06-30			Position: Site Manager Assign this Volunteer
Regular User Account		Unassigned		2007-05-28	2007-07-08		General Skills - Construction Ser	Position: Site Manager

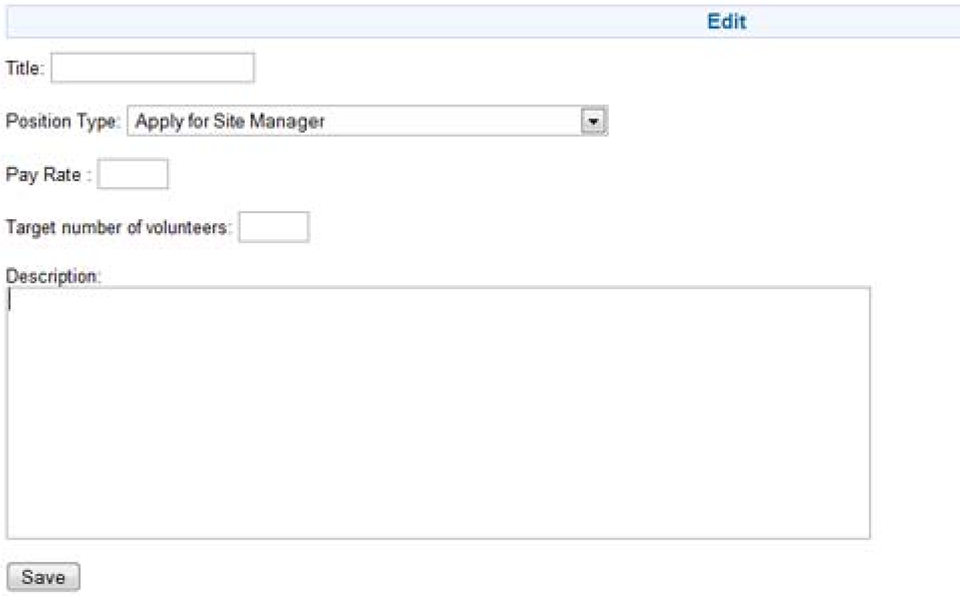
At the top of the same page, a list of positions available for that particular project including pay rate, targeted number of volunteers, total number of volunteers already assigned, is shown also. More importantly, administrators can edit, remove or add positions to projects.

Positions

Title	Description	Pay Rate	# Volunteers Target	Assigned	Actions
Site Manager	Manage the entire project	$20	1	1	[edit] [remove]
Snail Catcher	Retrieve snails from our rivers and estuaries	$1500	5	1	[edit] [remove]
Plumber	Repair the plumbing system	-	12	2	[edit] [remove]
Veteranarian	Fix my dog	-	-	0	[edit] [remove]
Dog Catcher	catch dogs	$10	3	1	[edit] [remove]
Veteranarian	Fix dogs	$10	2	1	[edit] [remove]

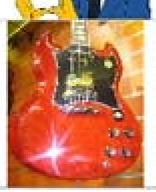
[Add a position]

The edit project and add project allows entering of a position, description for it, the pay rate and the targeted number of volunteers. The screen looks like this:

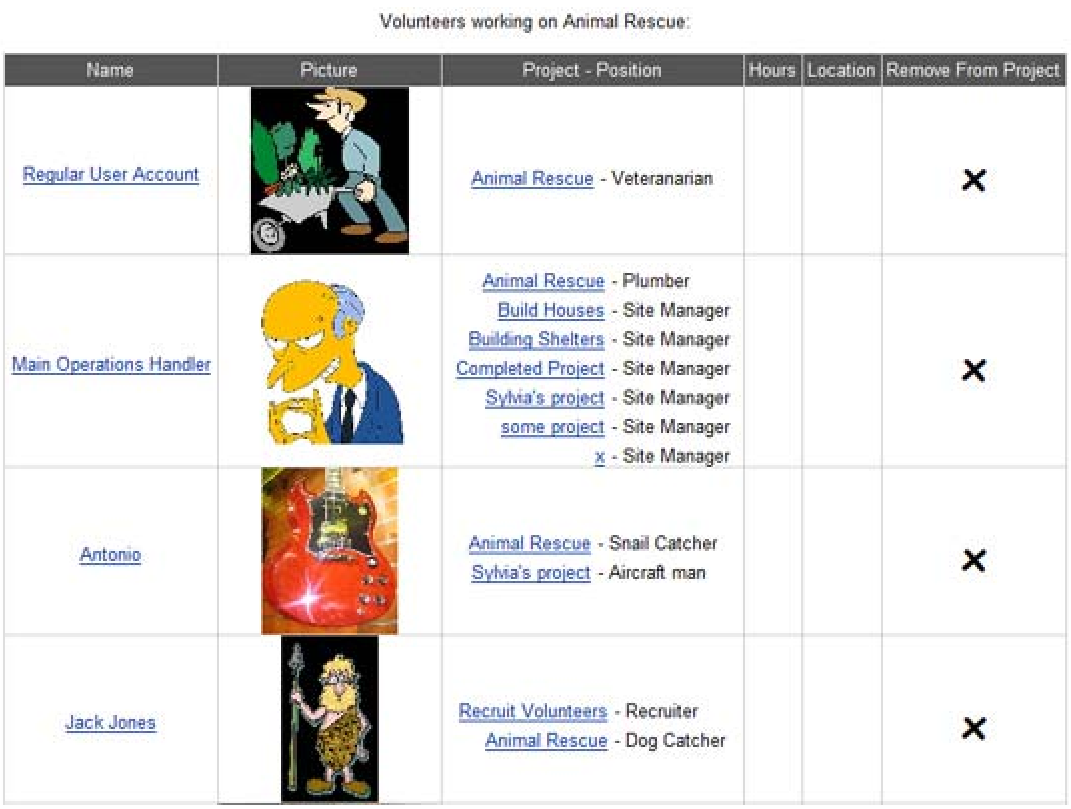


View Volunteers

There is also a link to see all the volunteers assigned to different projects within the system, where a list of volunteers is generated in form of a table, along with their picture, status, affiliation to organizations (if any), location of the project, start and end dates:

Name	Picture	Status	Affiliation	Availability Start	Availability End	Location
Administrator Account		Assigned		2007-05-28	2007-06-30	
Regular User Account		Assigned		2007-05-28	2007-07-08	
Main Operations Handler		Assigned		2007-05-28	2007-07-08	
Antonio		Assigned		2007-06-04	2007-06-30	

There is another link in the menu on the left under 'Volunteers' where the administrator can view all the volunteers, assigned ans unassigned. This volunteer information can be edited/deleted any time using site/project manager privilege. Choosing View All from the menu displays a list of projects which can be clicked on to obtain further information on an individual one. A part of the page which has the information on an individual project looks like the one shown below where volunteers along with their positions, hours, location and images are displayed. In addition to that there is also a column with a cross mark against the name of each volunteer which allows the administrator to remove him/her from the project.

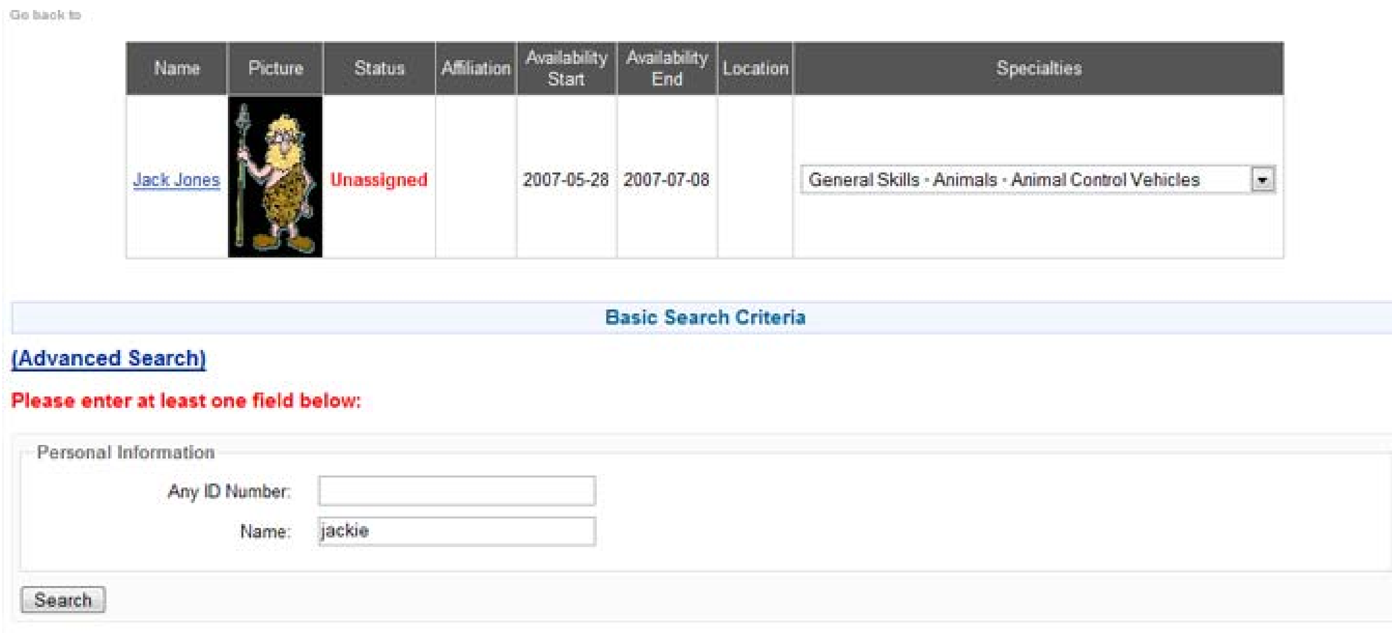


Volunteers working on Animal Rescue:

Name	Picture	Project - Position	Hours	Location	Remove From Project
Regular User Account		Animal Rescue - Veteranarian			×
Main Operations Handler		Animal Rescue - Plumber Build Houses - Site Manager Building Shelters - Site Manager Completed Project - Site Manager Sylvia's project - Site Manager some project - Site Manager x - Site Manager			×
Antonio		Animal Rescue - Snail Catcher Sylvia's project - Aircraft man			×
Jack Jones		Recruit Volunteers - Recruiter Animal Rescue - Dog Catcher			×

Search for Volunteers

In case, volunteers need to be searched, this can be done using the search (basic and advanced) available for the site/project manager or the mainops. The interesting feature of the search engine is that it returns results close to the original name of the volunteers based on soundex and meta-phone allowing margin for mistakes or uncertainty with the names. Here in the example, a search entry for Jackie returns a volunteer name Jack, which is the only one close to the find string.


Go back to

Name	Picture	Status	Affiliation	Availability Start	Availability End	Location	Specialties
Jack Jones		Unassigned		2007-05-28	2007-07-08		General Skills - Animals - Animal Control Vehicles

Basic Search Criteria

(Advanced Search)

Please enter at least one field below:

Personal Information

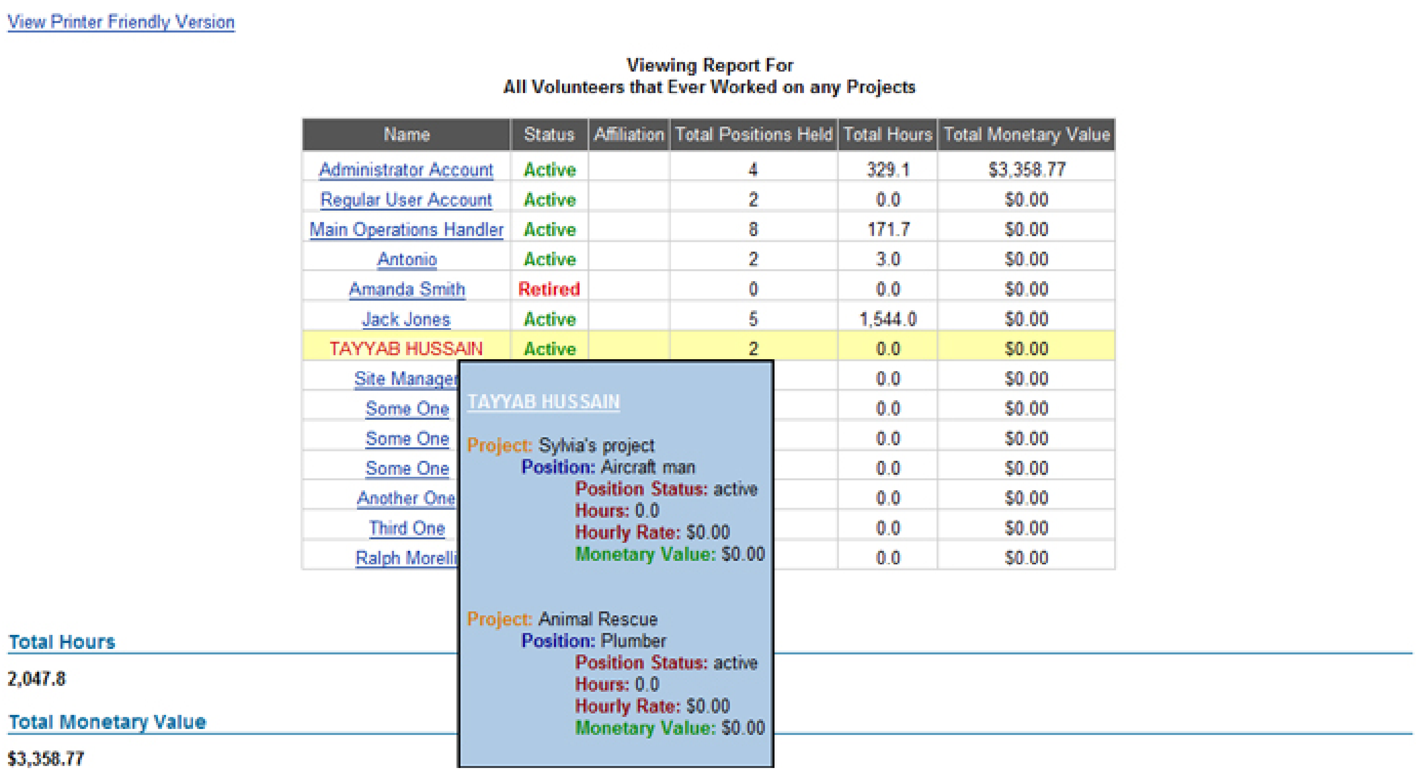
Any ID Number:

Name: jackie

Search

Reporting Feature

Another interesting and helpful feature available as administrative privilege is the reporting feature which generates a list of volunteers that have ever worked in any project, along with their affiliation, position held, number of hours worked, total monetary value of the projects they worked on and so forth. A printer friendly version for this reporting is provided for printing purposed with less graphics. Also, a small information-break-down bubble shows up every time the mouse is over a row containing some information regarding a volunteer, with all the information on him/her.


View Printer Friendly Version

Viewing Report For
All Volunteers that Ever Worked on any Projects

Name	Status	Affiliation	Total Positions Held	Total Hours	Total Monetary Value
Administrator Account	Active		4	329.1	$3,358.77
Regular User Account	Active		2	0.0	$0.00
Main Operations Handler	Active		8	171.7	$0.00
Antonio	Active		2	3.0	$0.00
Amanda Smith	Retired		0	0.0	$0.00
Jack Jones	Active		5	1,544.0	$0.00
TAYYAB HUSSAIN	Active		2	0.0	$0.00
Site Manager				0.0	$0.00
Some One				0.0	$0.00
Some One				0.0	$0.00
Some One				0.0	$0.00
Another One				0.0	$0.00
Third One				0.0	$0.00
Ralph Morelli				0.0	$0.00

TAYYAB HUSSAIN

Project: Sylvia's project
Position: Aircraft man
Position Status: active
Hours: 0.0
Hourly Rate: $0.00
Monetary Value: $0.00

Project: Animal Rescue
Position: Plumber
Position Status: active
Hours: 0.0
Hourly Rate: $0.00
Monetary Value: $0.00

Total Hours

2,047.8

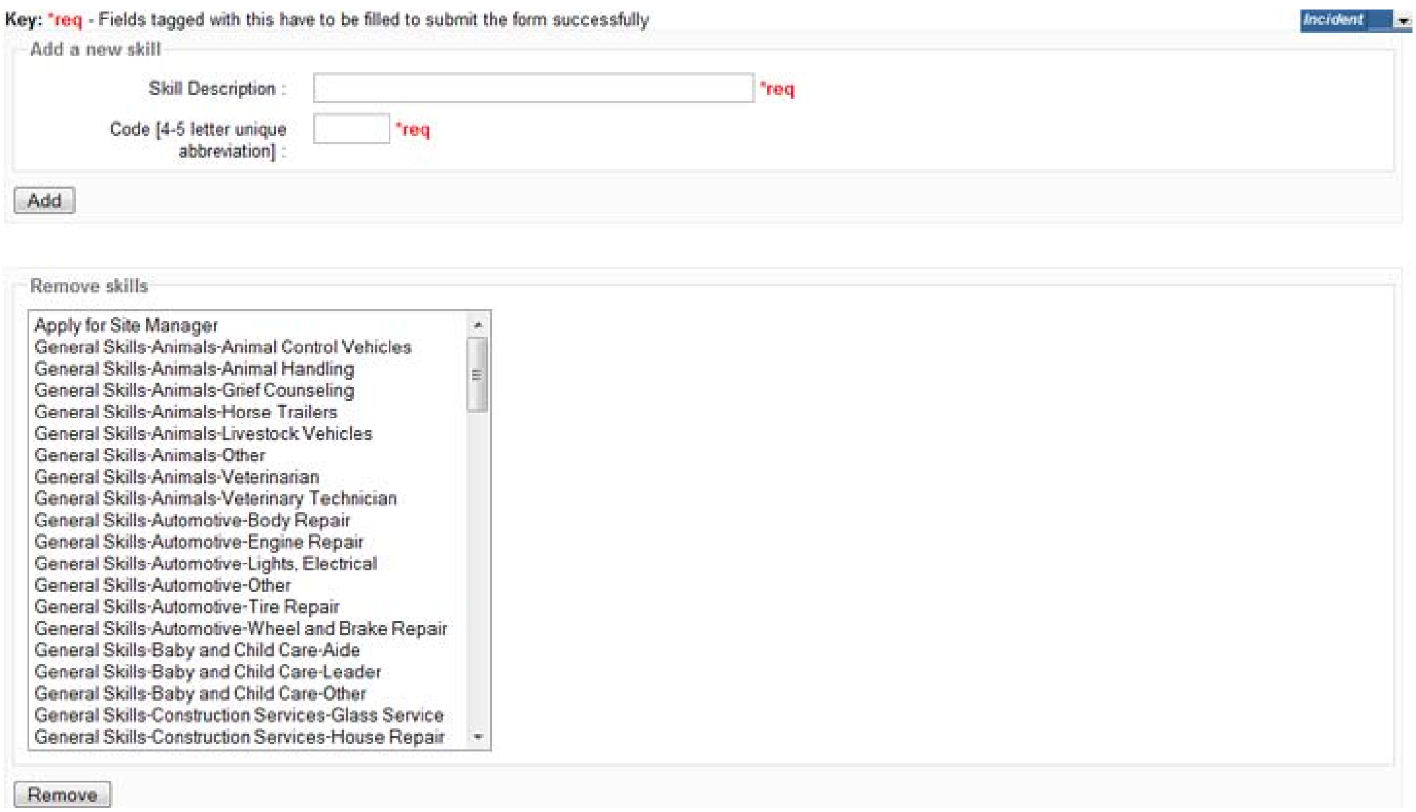
Total Monetary Value

$3,358.77

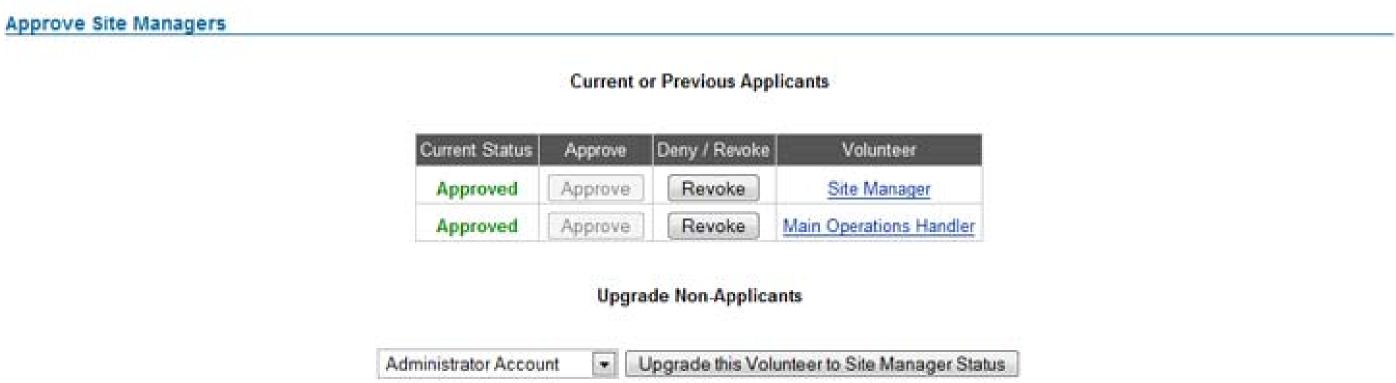
Also reports can be filtered either project, organization or both. Similarly, volunteer-specific reports can be generated as well.

Management

The final feature available for site/project managers deals with the management of projects and positions. The link to 'Modify Abilities/Limitations' under 'Management' menu item allows the addition of a position or skill for volunteers or the removal of already listed skil/skill set:



Similarly, the 'Approve Abilities' link under 'Management' menu item, links to a page where the site/project manager can either approve, revoke or deny applications from new registrants to become site managers or simply appoint a volunteer to be one:



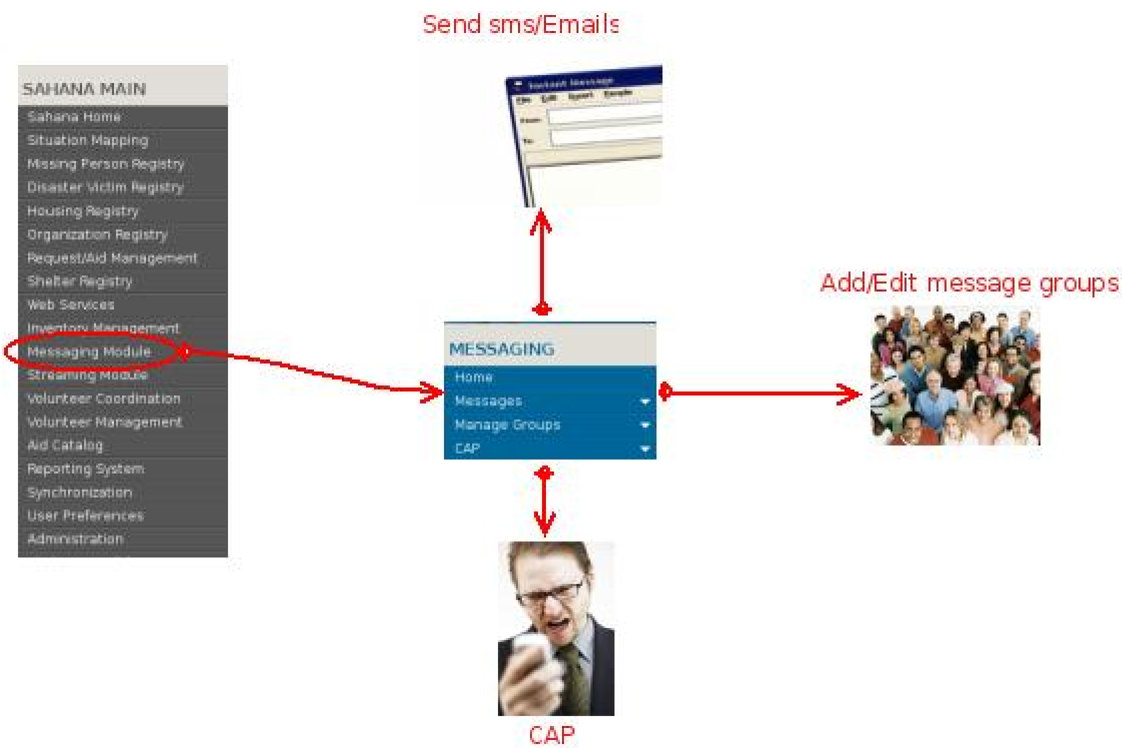
Product Maintenance

- Updates and maintenance of the Volunteer Management Module will be done by the Sahana team and are focused on future enhancements and efficiency of the Volunteer Management Module.
- The system is geared to minimizing and eliminating all bugs or problems within the module that may slow down or stop the Volunteer Management Module from working effectively.

10. Messaging Module

Introduction

Messaging module is the main communicative root of the sahana system. It is used to send sms,E-mail alerts and/or messages to various groups and individuals before, after and during a disaster. It also provides a convenient way of grouping mobile phone numbers and E-mail addresses.



Description of Actions

- Manage Groups

Each end user is provided the facility to create,customize and maintain various groups of sms and E-mail contacts

- Messages

sms and E-mail alerts/messages could be sent to any groups or individuals. This feature currently works only on Linux platform.

- CAP

There are four options,that are New Alert,View Alert,Edit Alert and Upload Cap File.These options are describe below.

Manage Groups

This feature include three categeries.Add group,Edit group,List Group.These categeries is provided facility to create,customize and maintain various groups of sms and E-mail contacts.

Add group

In here Multiple E-mail addresses or mobile numbers should be entered comma seperatedly.Phone numbers are limited to 6-20 digits and Group name is limited to 10 characters.

1.Click **Add Group** from Messaging home.

2.Then fill the form and click **Save**

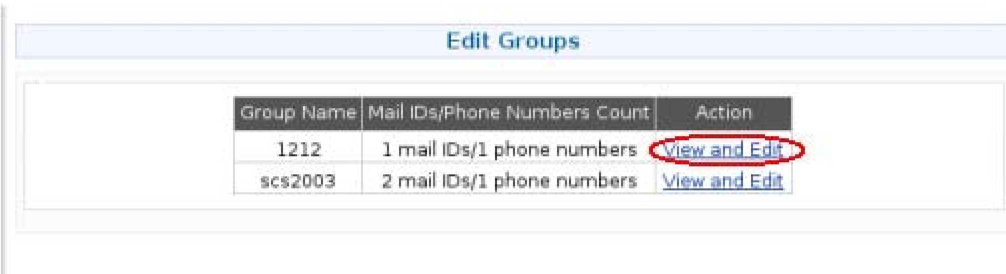
NOTE: Fields tagged with a star (*) are mandatory and must be filled.

Edit Group

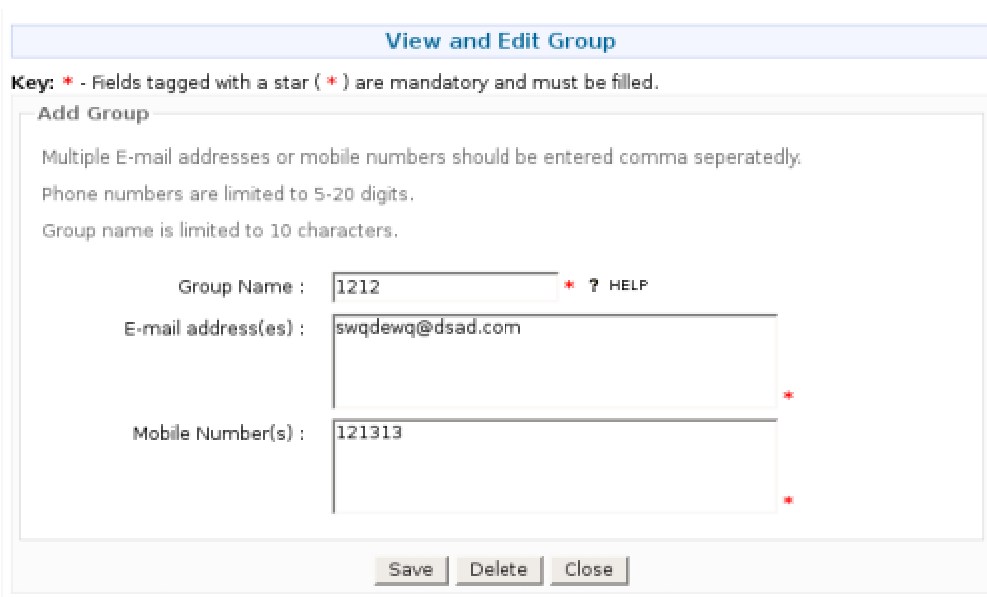
In here you can view messaging groups,Edit their details and Delete details.

1.Click **Edit Group** from Messaging home.

2.Then display table,that contain group numbers,number of mail addresses and telephone numbers added.click the **View and Edit** on the appropriate links.



3.Then you can edit or delete information you want.



List Group

In this section list all the available messaging groups,their email addresses and telephone numbers.This is the way of get all group details.

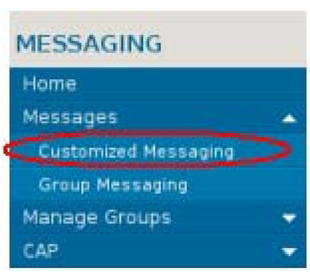
Messages

In here sms and email messages can be sent to groups or individuals.This feature currently works only on Linux platform.There are two options,that are Customized Messaging and Group Messaging.

Customized Messaging

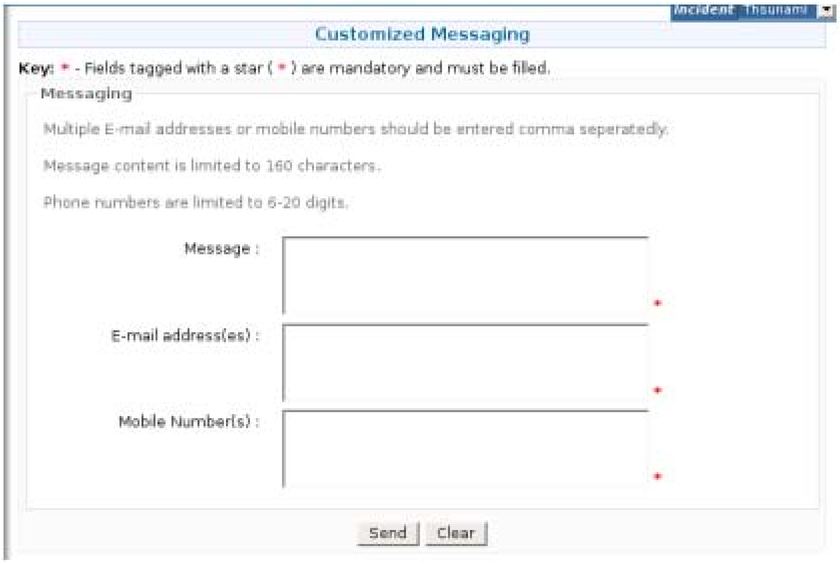
Using this option can be sent sms or emails to individuals that may not belong to any available groups.

1.Click **Customized Messaging** from the Messaging home.



2.Then type the message ,email addresses and Telephone numbers and click **Send**

NOTE: Fields tagged with a star (*) are mandatory and must be filled.



Group Messaging

If sometimes want to send sms to selected phone numbers or emails to registered group in before,after and during a disaster,can send messages using this option.Note that Messages can send registered groups only.

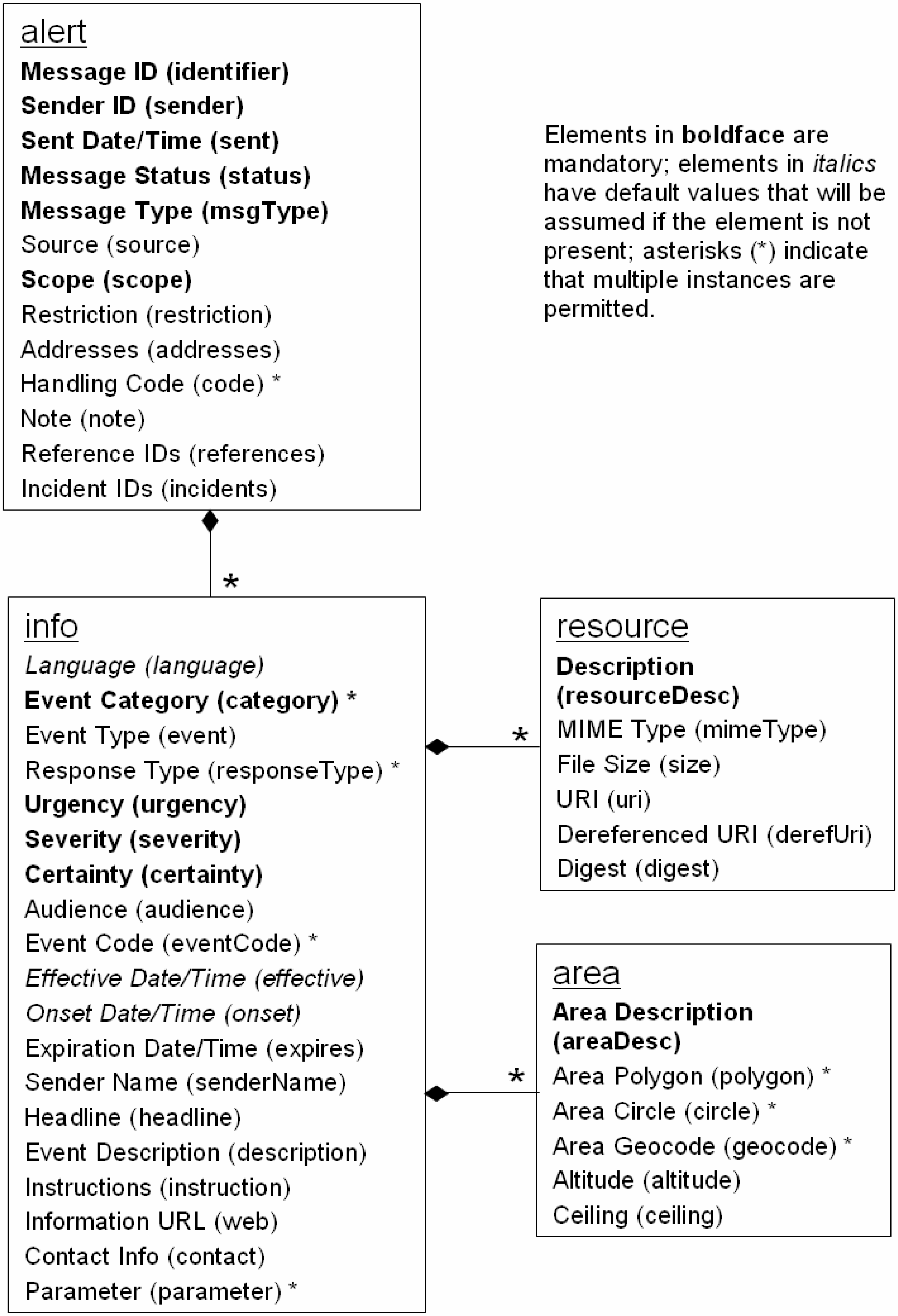
1.Click **Group Messaging** from the Messaging home.

2.Then Select the appropriate group and send the message.

CAP(Common Alerting Protocol)

New Alert Option enables end-user to create a New CAP message This will create an xml file containing the CAP message and store it in a temporary directory. You can view this file using 'View Messages' option. View Alert Option enables end-user to view stored CAP messages.Two sample messages are already added to the list. You can view them by selecting one of them and pressing the 'view' button. In cap message we create new XML file or change the attribute of existing xml file.That structure is indicated below.

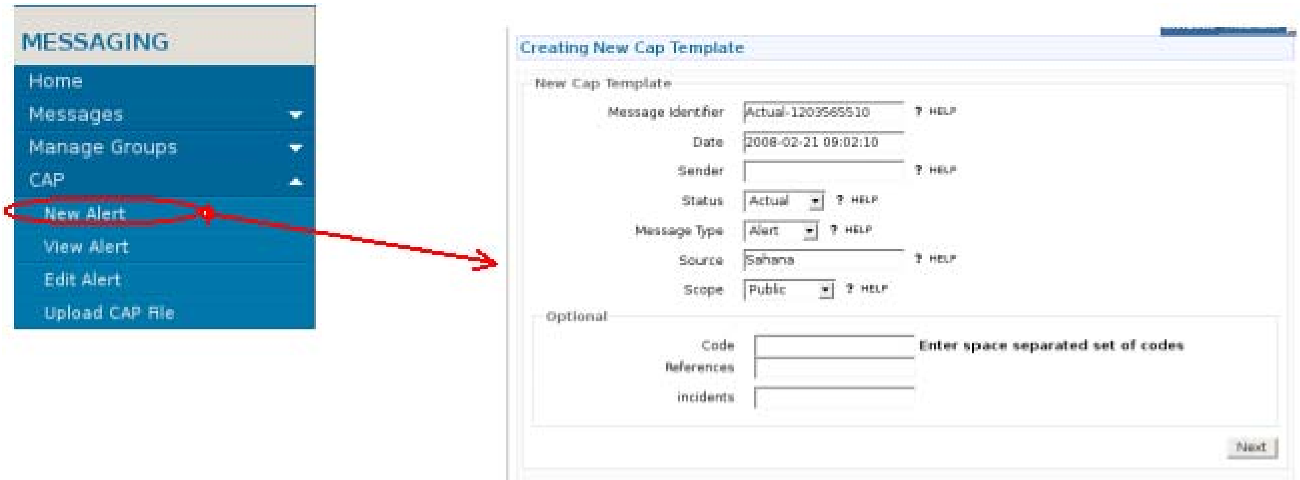
Elements in **boldface** are mandatory; elements in *italics* have default values that will be assumed if the element is not present; asterisks (*) indicate that multiple instances are permitted.



There are four options.

New Alert

1.Select **New Alert** from Messaging Module menu.

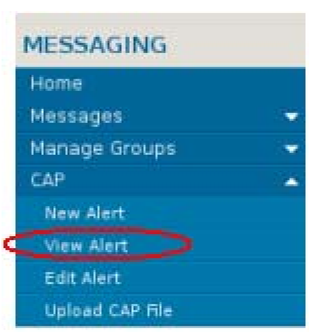


2.Fill the forms and click **Next**.

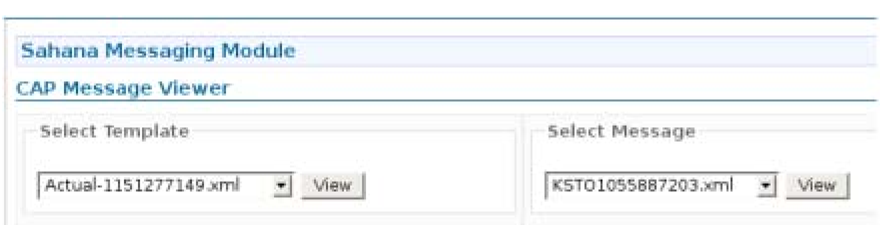
NOTE: In here actually set the attribute for XML file.This attribute get from the users of sahana.

View Alert

1.Select **New Alert** from Messaging Module menu.



- You can view the template you entered or view the message you created.



- You can download Template or message you created by clicking **Download**

Edit Alert

Select the **Edit Alert** from Messaging Module menu and select the template(that was used for send messages) and click **Edit**.Then Edit the message and save the message.

Upload CAP File

When want to create some xml file formats for sending messages or upload predeveloped xml message,this option is used.In here can upload XML templates or Messages.

11. Aid Catalog and Classification System

Introduction

In a disaster situations, the supply of aid in inventories play a major roll in serving the affected people and it is essential to manage those supplies effectively. In this Aid Catalogue module, these goods can be manage efficiently and it is required to conduct the managing process accurately because a lot of data handled in this module, is used by the Inventory Management Module as well.

Terms used in this system

Before getting started with using the catalog system ,familiarity with the terms used in this module will be helpful for studying and learning how to use this Aid Catalog System.

- **catalog** - A high level abstraction or an conceptual area (entity) where certain goods belongs.As examples
  - Food and Nutritions
  - Non food items
  - Medical equipments

- **category** - A certain catalog can be divided into several categories and sometimes category is refered as sub catalogs.Examples
  - Food and Nutritions
    - Dry food
    - Pre-cooked food
  - Medical equipments
    - Anaesthesia Equipment
    - exercise Equipment
  - Shelter & Housing
    - Housing Equipments
    - Sanitary Equipments

- **Item** - Item an individual good and can be used to serve the desater.Categories contains items with few exceptions.Example
  - Housing Equipments
    - Tents
    - Shelter-sheets
  - Sanitary Equipments
    - Temporary Lavatory

NOTE : An item does not always belong to a category.It can belong to a catalog if the catalog can not be further decomposed.

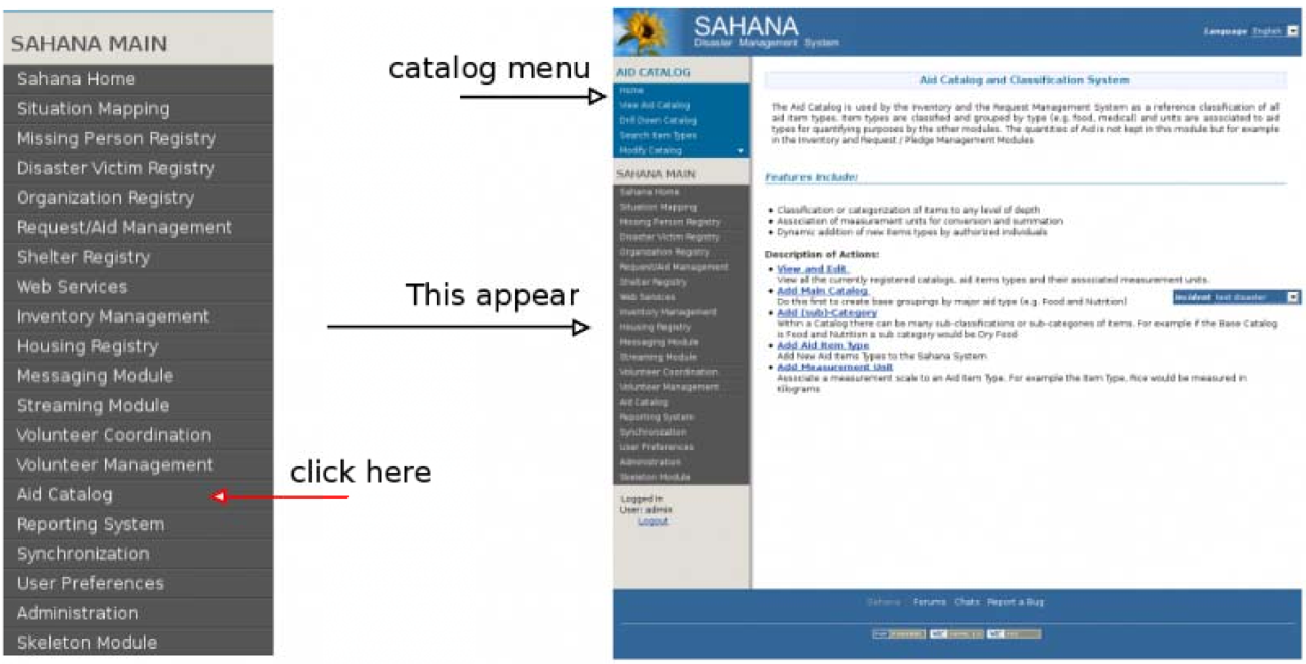
- **Unit Types** - Items should be measured and catalog module has some frequently used measuring entities.Examples
  - Volume
  - Length
  - Mass

- **Units** - Basic measuring units belong to certain unit type. Example
  - Volume
    - l (liters)
    - bottles

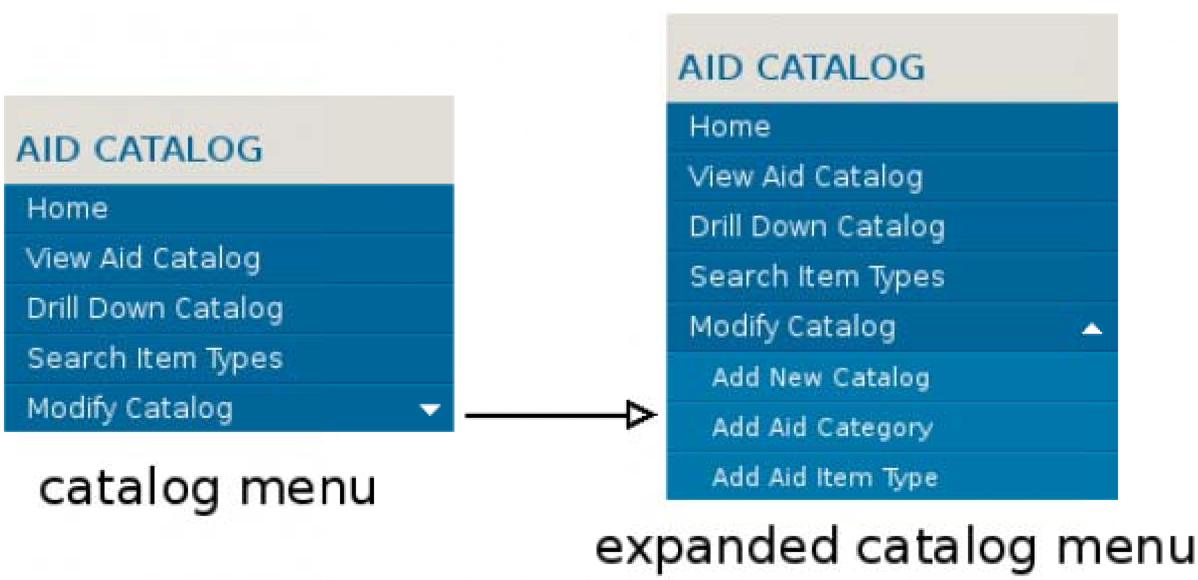
- o Mass
    - Kg
    - g

Getting started with Catalog Module

Launching the module Click AIid Catalog menu item in the main menu and the Aid catalog window will appears with the Aid Catalog menu



By clicking the down arrow head in the modify catalog menu item,menu can be expanded



Aid Catalog menu items

Home

This always directs to the Aid Catalog main window

View Aid Catalog

With this menu item, all the catalogs, categories, as well as items can be viewed , deleted them and change them.Clicking the unit types will displays the available **unit types** and basic units can be seen by using the **units** link.Further with the help of the **catalogs and item** link, all the catalogs,categories and items can be accessed.Punctuality inside this menu item can be achieved using the **view and edit** link in the Aid catalog main window itself

catalogs and items see diagram on next page


Incident test disaster
SAHANA
Disaster Management System
AID CATALOG
Home
View Aid Catalog
Drill Down Catalog
Search Item Types
Modify Catalog
SAHANA MAIN
Sahana Home
Situation Mapping
Missing Person Registry
Disaster Victim Registry
Organization Registry
Request/Aid Management
Shelter Registry
Web Services
Inventory Management
Housing Registry
Messaging Module
Streaming Module
Volunteer Coordination
Volunteer Management
Aid Catalog
Reporting System
Synchronization
User Preferences
Administration
Skeleton Module
Logged In
User: admin
Logout
Switch back to Aid Catalog: Home > Shelter Registry: Map by Location >
View And Edit
Here you are able to view, edit and Delete all the catalogs, Items, Units and Unit Types which are handled by the catalog system. Using Delete, you will lose all the records of the particular catalogs, Items, Unit or Unit Types.
Catalogs and Items
Unit Types
Units
Page : 1 2 3 4 5 6
Name | Item/catalog | Keyword
Food and Nutrition | Main catalog | food
Dry Food | Sub catalog | food
Rice | Item | food
Sugar | Item | food
Milk Powder | Item | food
coffie | Sub catalog | coffie
Pre-cooked Food | Item | food
Non Food Items | Main catalog | non food
Clothing | Sub catalog | clothing
Blankets | Item | blankets
Cooking Equipments | Item | Cooking
Shelter & Housing | Main catalog | Shelter & Housing
Housing Equipments | Sub catalog | Housing
Tents | Item | tents
Shelter sheets | Item | Shelter
Cement | Item | cement
cement | Sub catalog | cement
Sanitary Equipments | Sub catalog | Sanitary
Temporary Lavatory | Item | Lavatory
Water | Main catalog | water
Water for Drinking & Cooking | Item | water
Water for other purposes | Item | water
Fuel | Main catalog | fuel
Fuel for cooking | Sub catalog | fuel
Kerosine | Item | kerosine
Fuel for transporting | Sub catalog | fuel
Petrol | Item | petrol
diesel | Item | diesel
Health Kits | Main catalog | health kits
Burn Dressing Kits | Item | kits
Sahana
Forums
Chats
Report a Bug

Unit Types

Switch back to Aid Catalog: Home > Shelter Registry: Map by Location >

Catalogs and Items | Unit Types | Units

Name	Description
Mass	Mass
Length	Length
Volume	Volume
Miscellaneous	Miscellaneous
Medical	Medical

Units

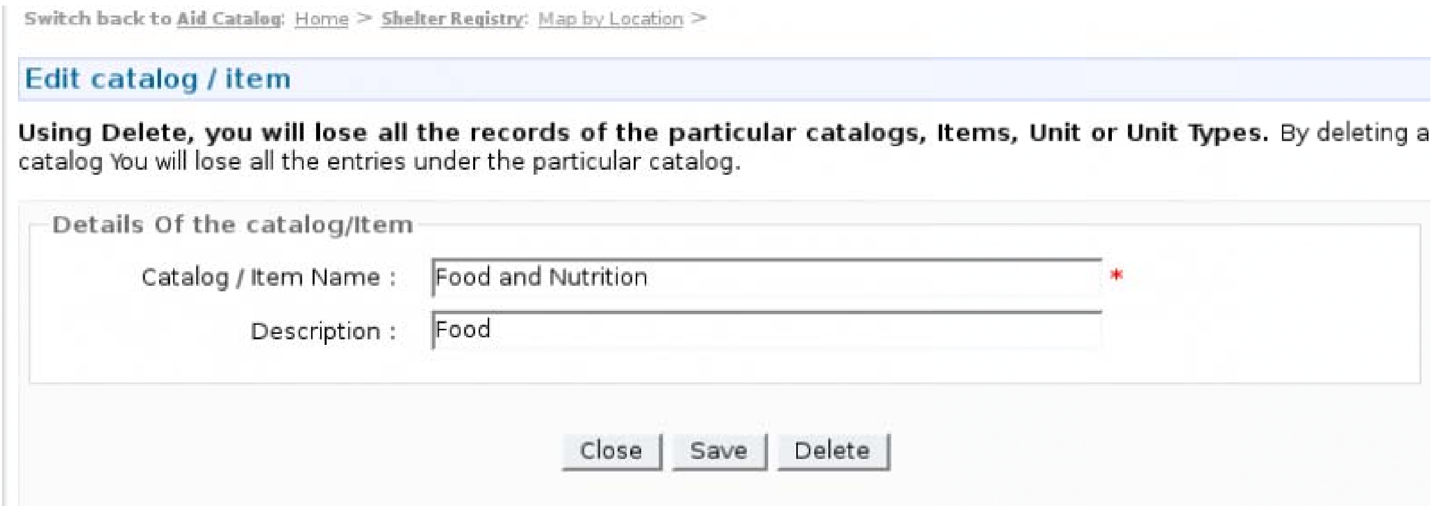
Switch back to Aid Catalog: Home > Shelter Registry: Map by Location >

Catalogs and Items | Unit Types | Units

Name	Multiplier
Kg	0
g	0.001
mg	1e-06
microgram	1e-08
m	0
km	1000
cm	0.001
l	0
ml	0.001
kl	1000

By clicking any of the catalog/category/item/unit type/unit, user will be directed to edit that particular selection. With that window, the selected item can be edited ,deleted or just go back to the previous window.If the fields of the window were edited then click save button If deletion is required, click delete button to delete the selection.Close button will direct the user to the previous page.

NOTE Using Delete, you will lose all the records of the particular catalogs, Items, Unit or Unit Types.



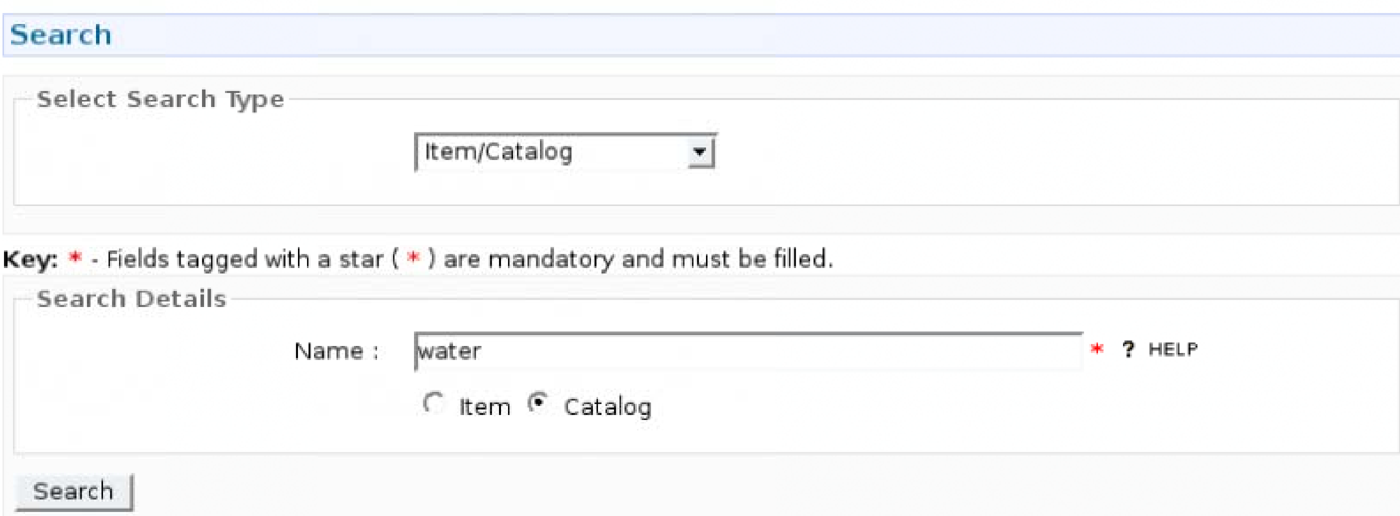
Drill down catalog

This menu item navigates the user through the catalog hierarchy.It will first show the catalogs and when the user click on the catalog ,categories or item of the clicked catalog can be seen.Same thing happens when user clicks a category and it will show all the items in the category.

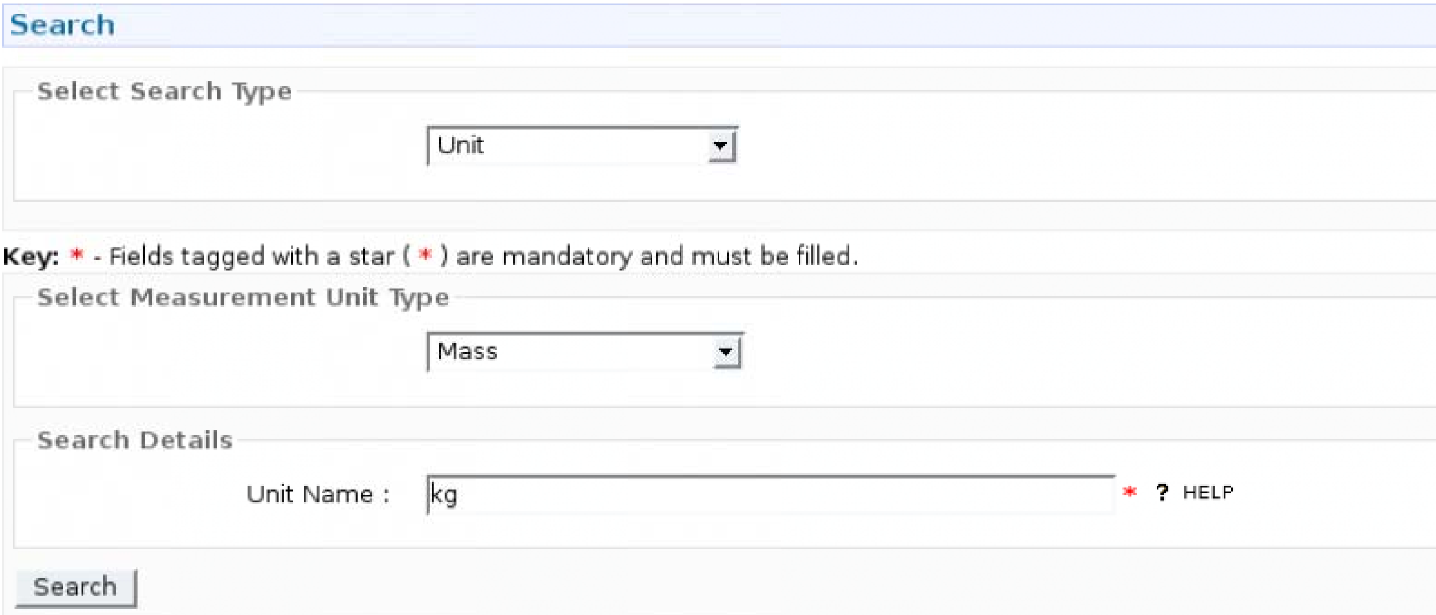
Search item types This link allows user to search for particular item/category/ or unit/unit type.

1. Select what type of thing you are looking for (item/unit/unit type/..)
2. if **item/catalog** is selected

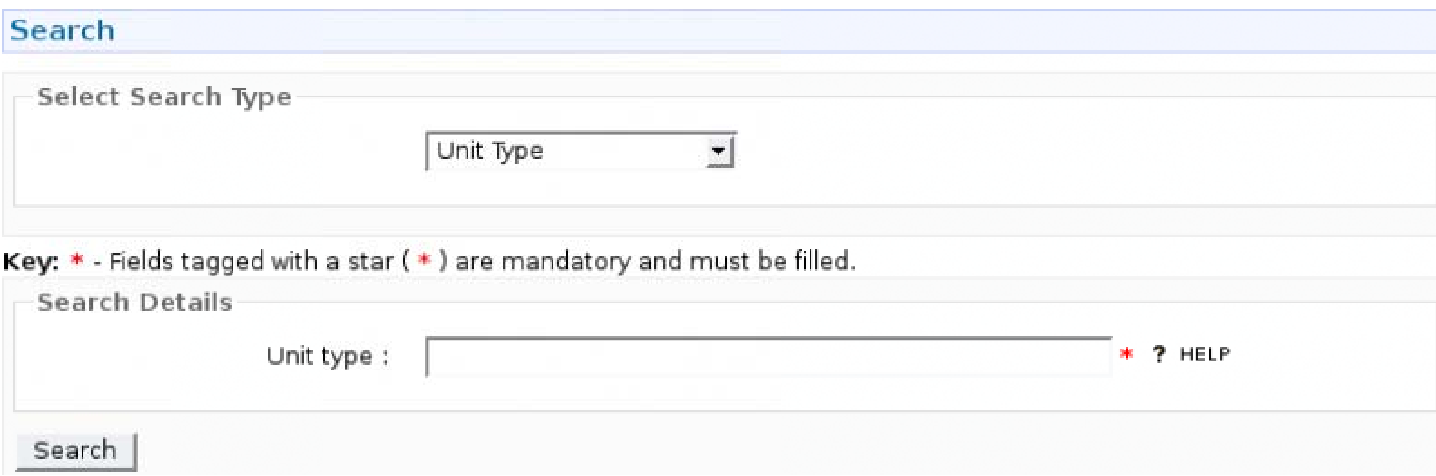
enter the item or catalog name in the appeared text box, select the item or catalog by ticking the rounded buttin just billow the text box .Click search



If **unit** is selected, select the type of the unit of the given selection box and then type the unit name on the text box.click search



If **unit type** is selected, enter the required type and click search

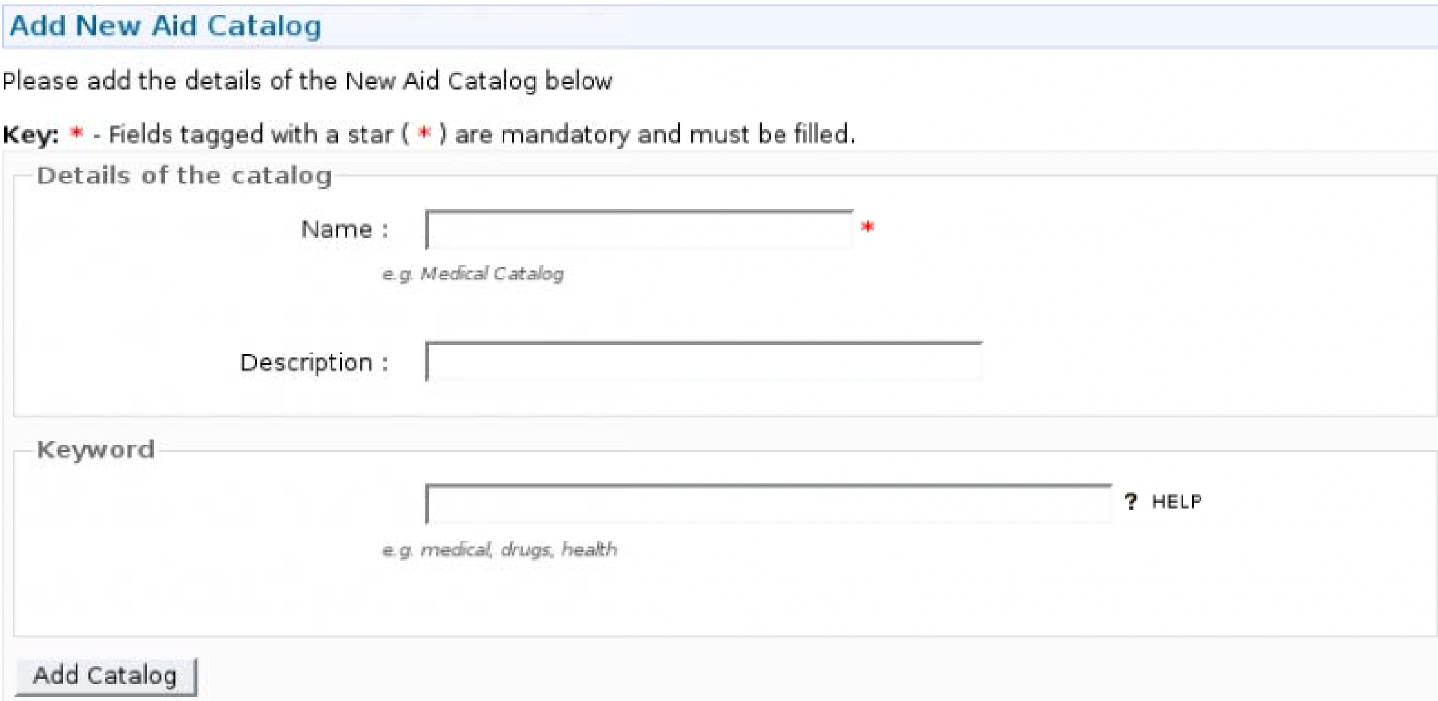


Modify catalog sub menu

This menu can be seen when the user click the drop arrow on the Modify catalog menu item and it can be hide by clicking the same arrow (this type upward)

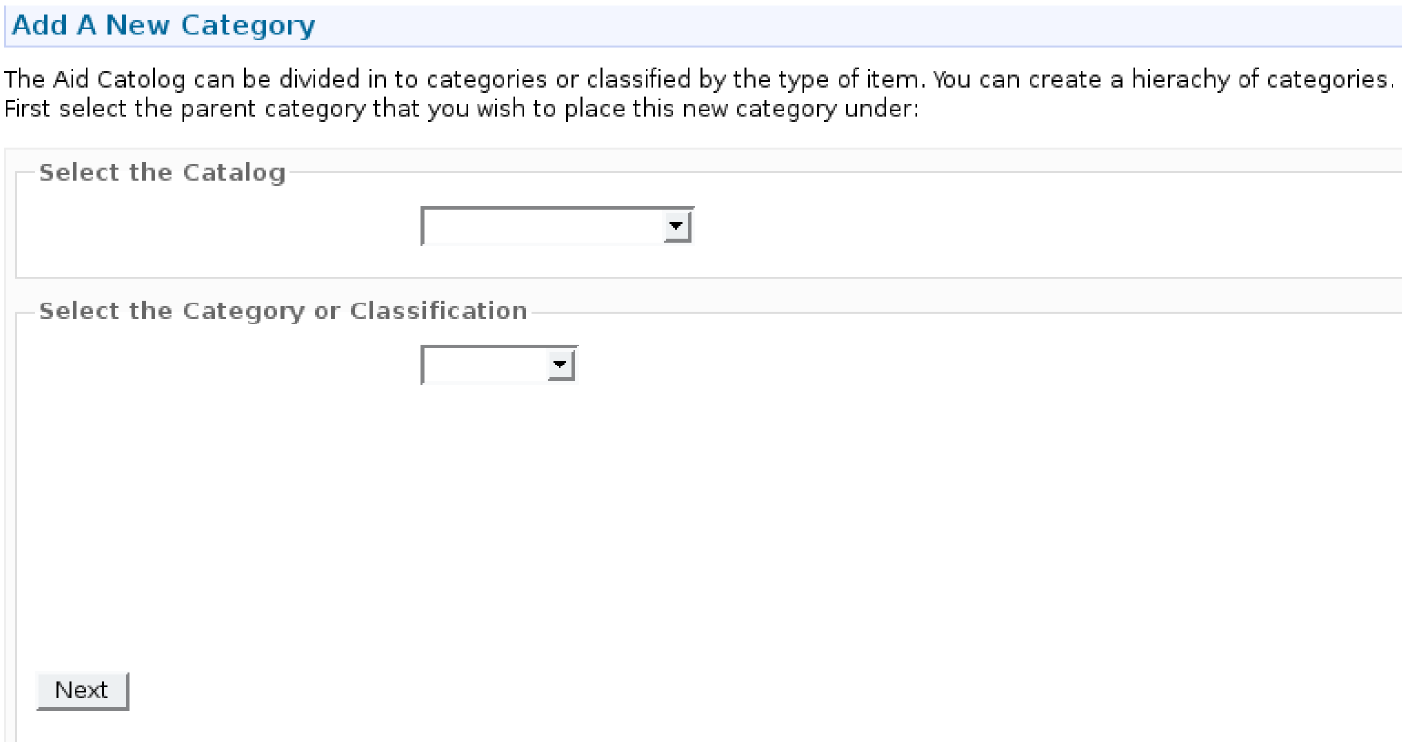
Add New Aid Catalog

This menu item can be used to add a new catalog.Enter some description about the catalog and a little word to represent the catalog (use a relevant word for the catalog) and click on the add button.When the adding successful,the user will be redirected to the same page and another catalog can be added or click on another menu item to leave from this window.User can access this content via the link **Add Main Catalog** in the catalog home.



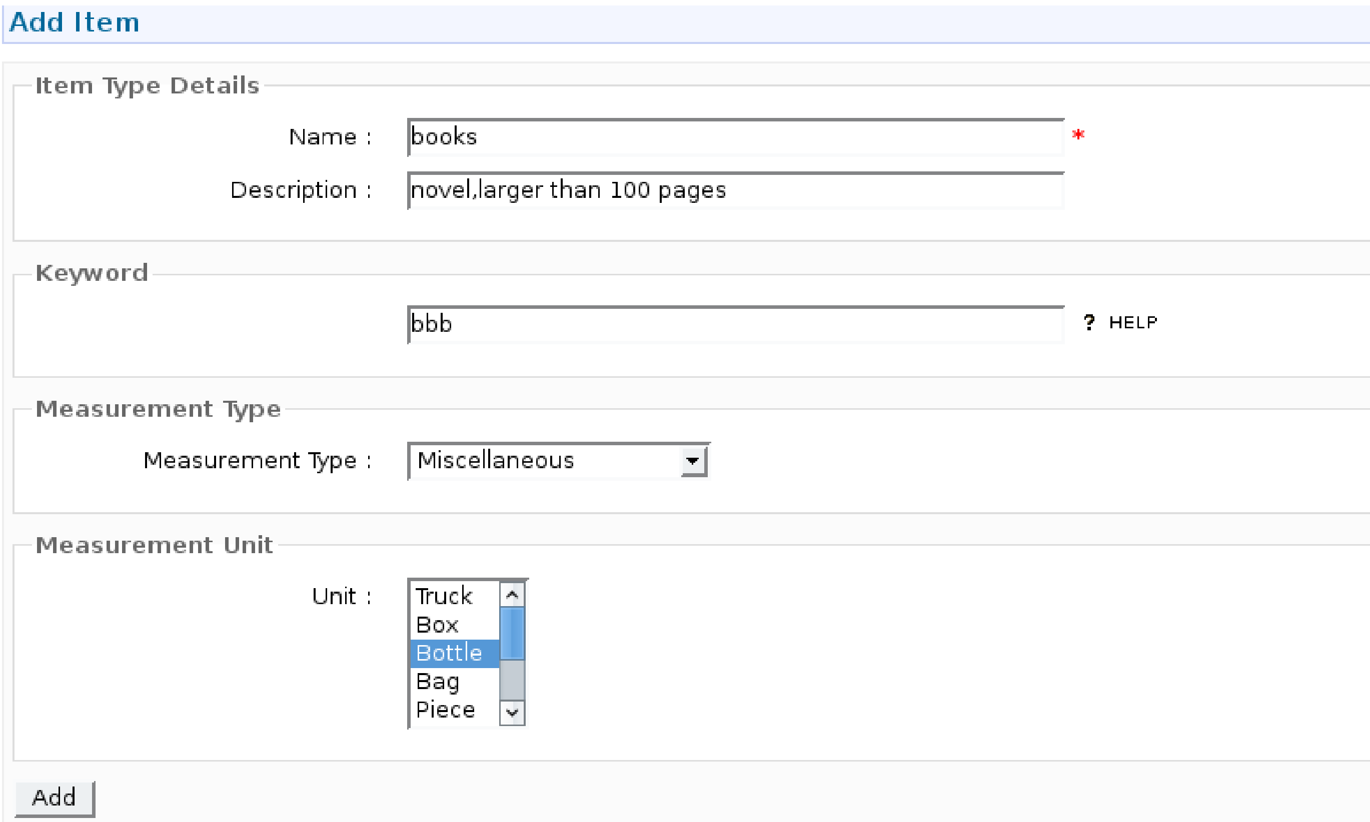
Add A New Category

User can add a new category under a particular catalog.Here a new term come across which is classification.Classification means the categories can be further divided into classifications and then the items are added to those classifications.When the user select the catalog,another selection box appears to select the category.This selection box is needed only if the user requires to add his/her new category as a classification or under an existing classification (categories can only be divided in to previously defined level).If the category is required to add as a new category, just click next button after selecting the catalog.Then type a name and a little description in the given text boxes with a keyword also.Now click **add** button.This adding can be done using the **Add (sub)-Category** link in the home page also

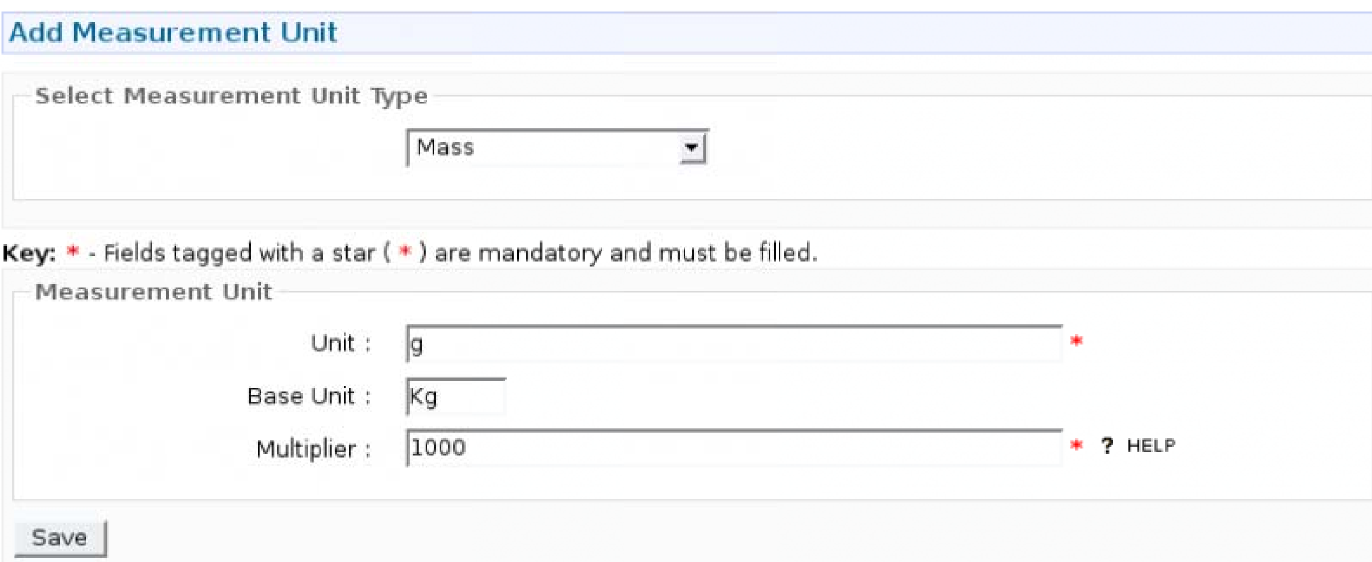


Add Item Type

Items can be added using this menu item.The user first select the catalog/category/classification in a same way,described in category adding section.Then the item can be added to the end of the hierarchy.Type a name for the item,a short description,as usual a key word,then the measurement type(volume,mass….)and the measuring units.Click add button to finalize the task.**Add Aid Item Type** link in the home page can also be used to the task



NOTE The link Add Measurement Unit in the home page is used to add a new measurement unit to the system.First select the unit type and then type the new unit.Base unit means the basic(SI unit) for the selected unit type and multiplier is the number or the fraction which should be multiplied with the new unit in order to achieve the basic unit.



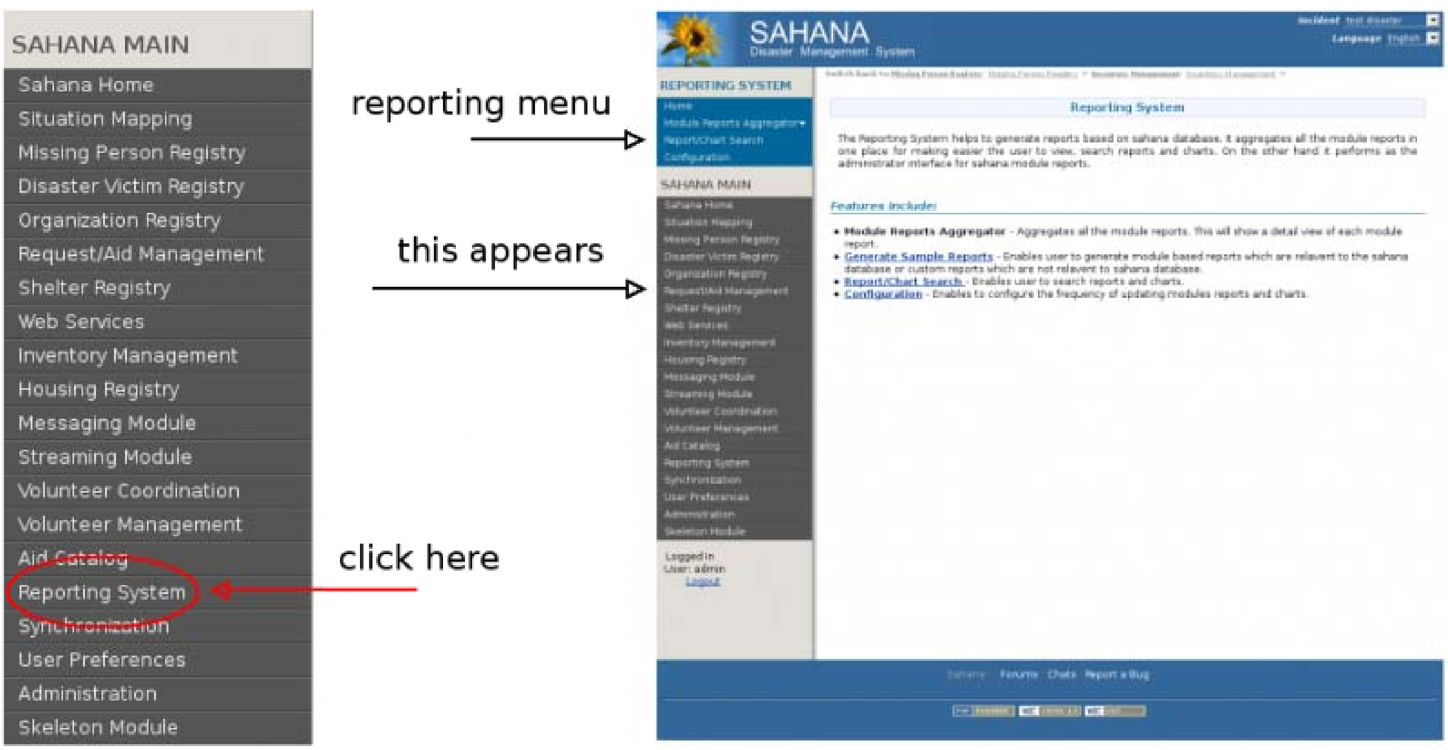
12. Reporting System

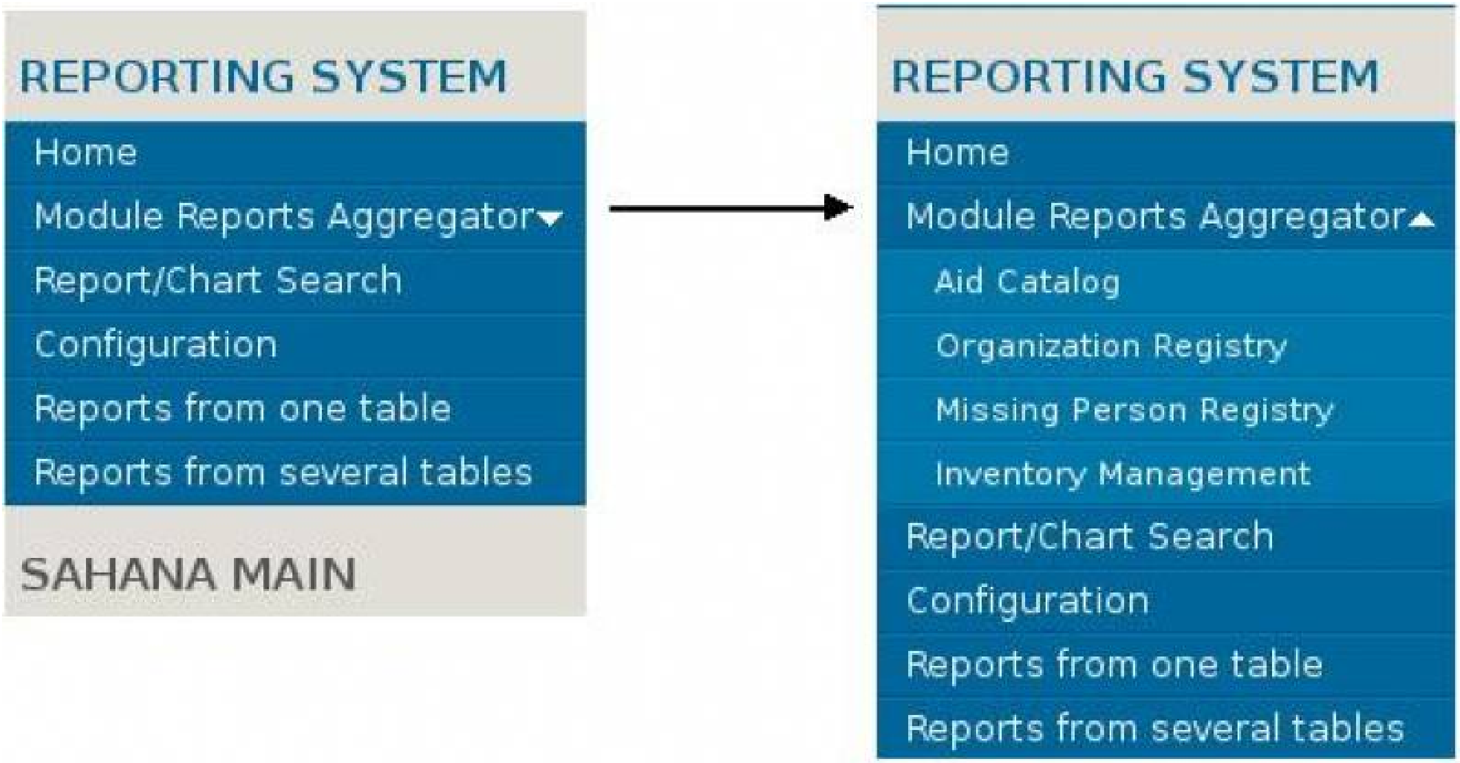
Introduction

Reporting system plays a major roll in sahana disaster management system because whatever the users fed to the system,can be seen in a organized manner and it is really important to get an idea about the current situation of the disaster management as well as these reports can be used as attachments for official letters in order to request more aids or any other purpose.Sahana disaster management system produces various reports in several file formats(pdf,html…) also it provides facilities to customize the report generating process as well.

getting started with reports

Click on the **Reporting System** menu item on the sahana main menu and then the sahana Reporting System menu will appear with the reporting system home page.





Reporting System Main Menu

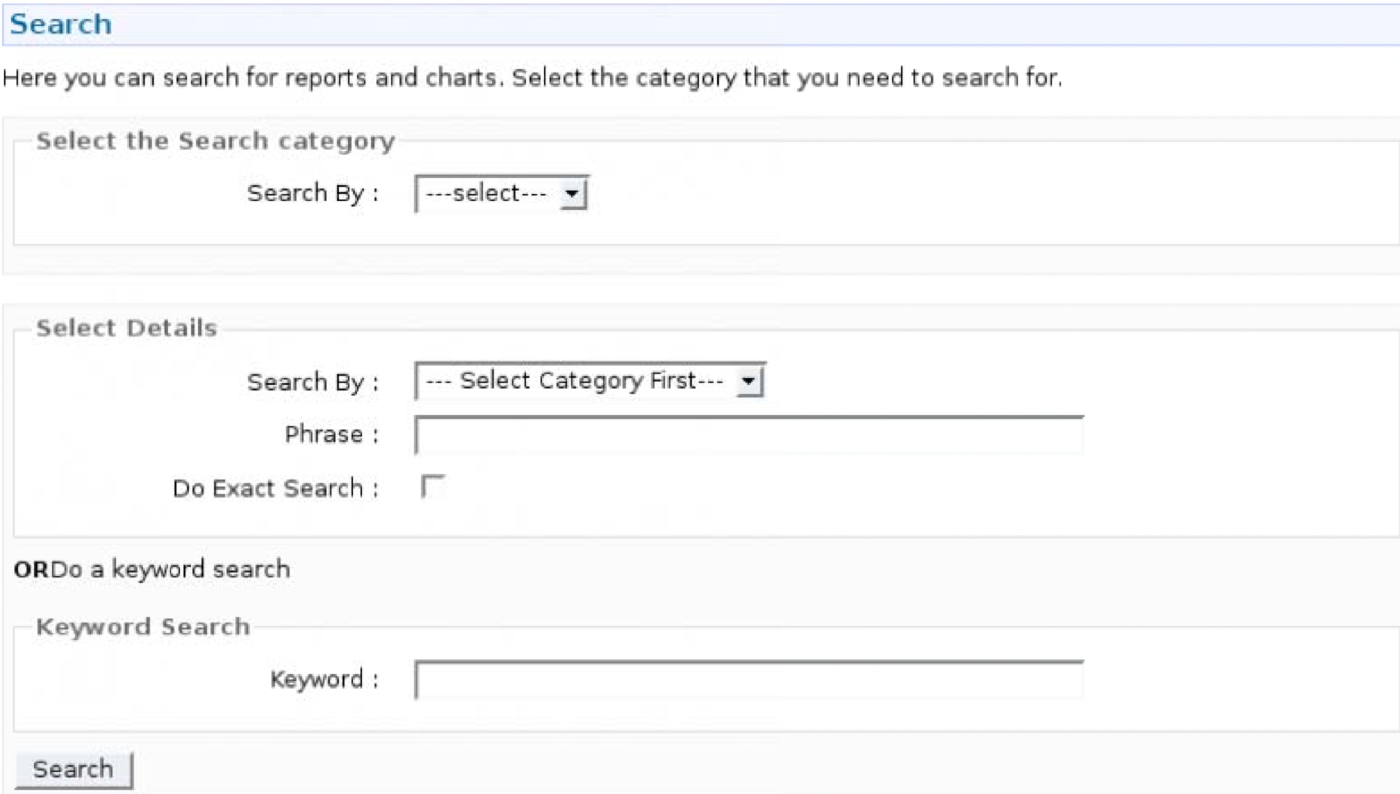
Home

Conventionally this link directs to the reporting system home page

Report/Chart search

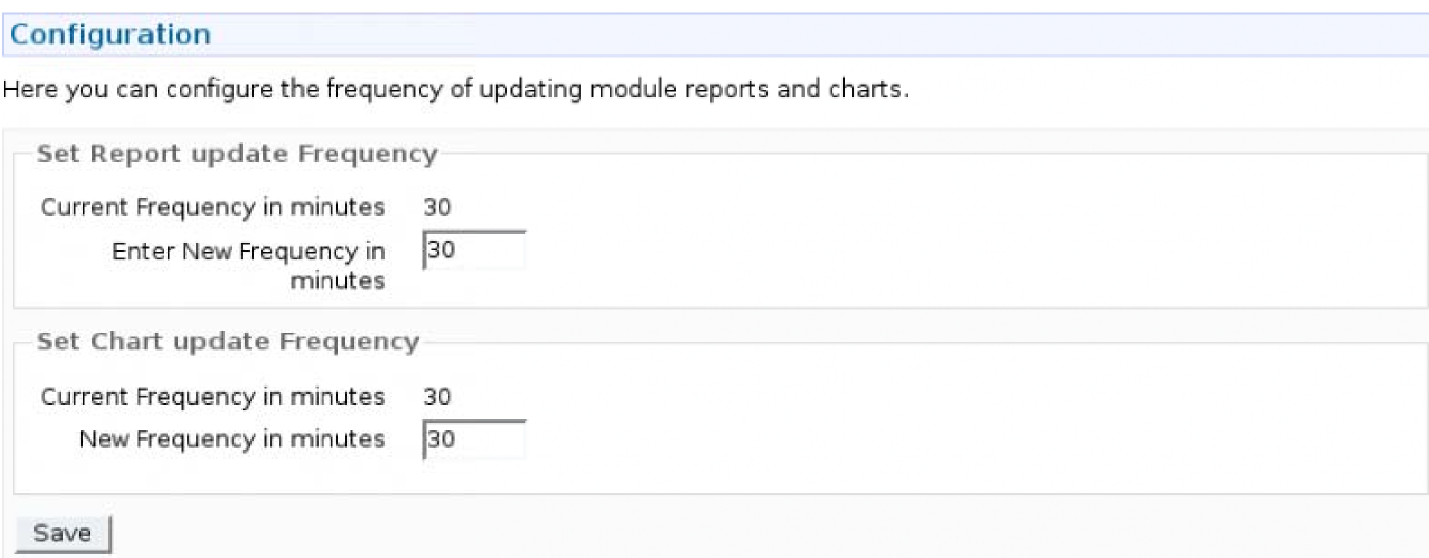
Sahana disaster management system does not create reports when you request a particular report.It assembles reports periodically from system data and keep them in order to provide when the user requested (this behavior can be changed but this optimizes the performance of the system if the system consists of huge amount of data).So if the user have no idea about the name of a particular report, it can be searched using this menu item.

First select the **report/chart** and fill the given text boxes (except key word search) and click on **search** button.If the user don't know about **select detail** he/she can do a keyword search but search category should be first selected.If you click on the **do exact search**, the system will try to match given details exactly with the report details but sometimes it will not provide effective result.



Configuration

Configuration menu item allow user to select reports or charts updating frequency.(as described above section).For instance. if the frequency is set to 30 minutes,after every 30 minutes,the all created report are updated with the newly entered data to the system.



Module Report Aggregrator sub menu

Aid catalog This report category simply report you about the Aid Category module (catalog) with varous kind of file formats.Click on the in front of download to view or save the report

Volunteer Coordination This report tells user about various kind of volunteers work on disaster management.volunteer coordination .This report is currently not vailable

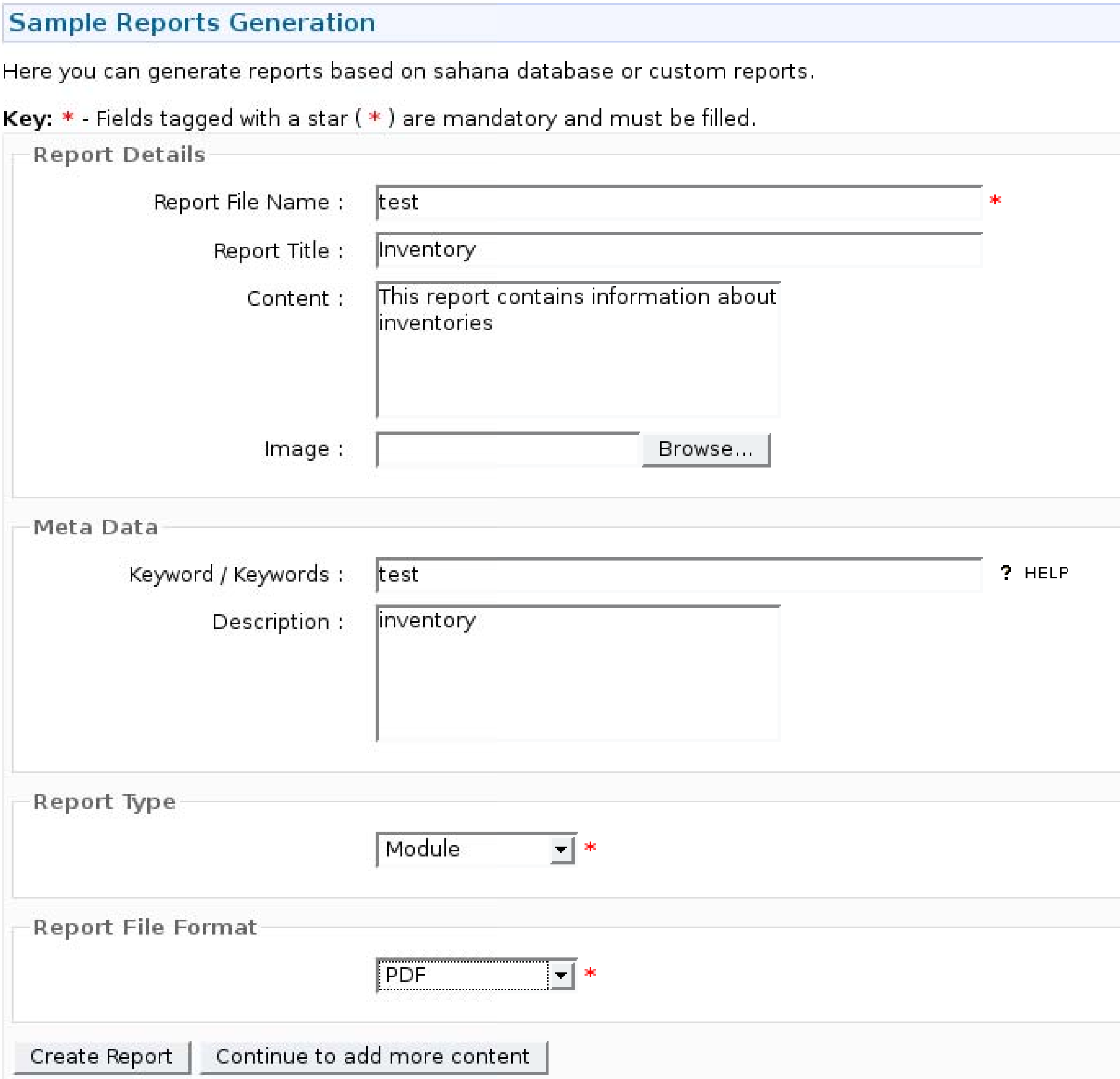
Organization Registry These report about organizations which are registered with the sahana system.organization registry

Missing Person Registry This menu item provide the user with reports about missing persons.MPR

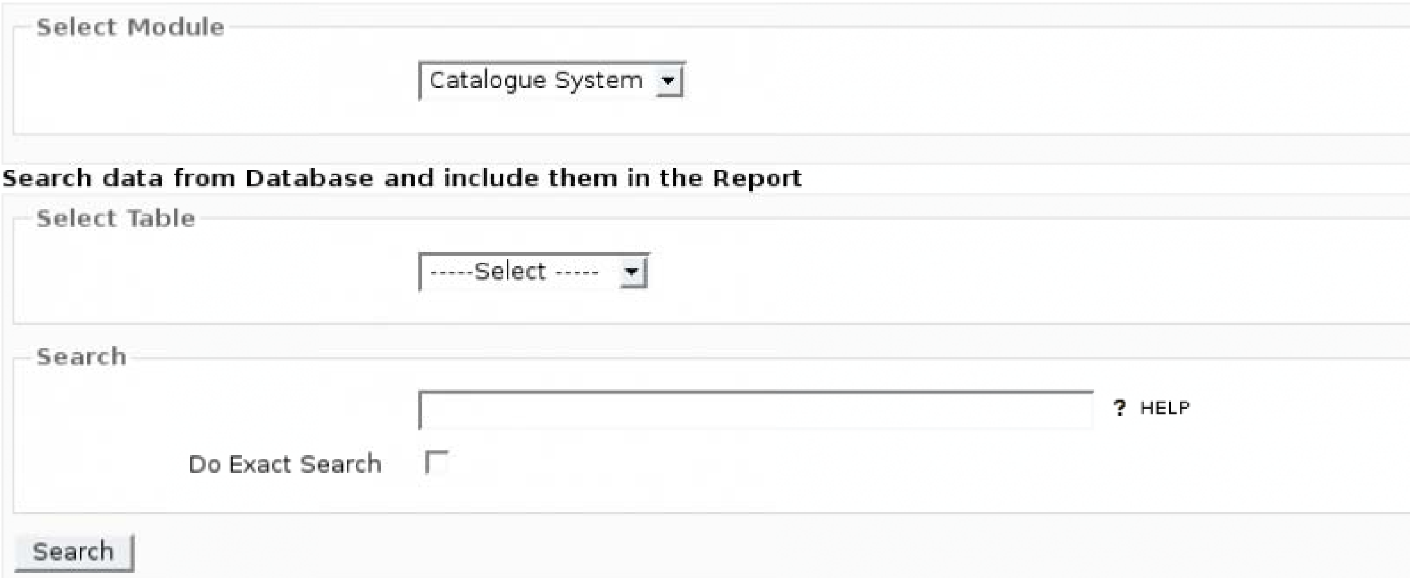
Inventory Management This menu item directs the user to the information about the inventories.Inventory

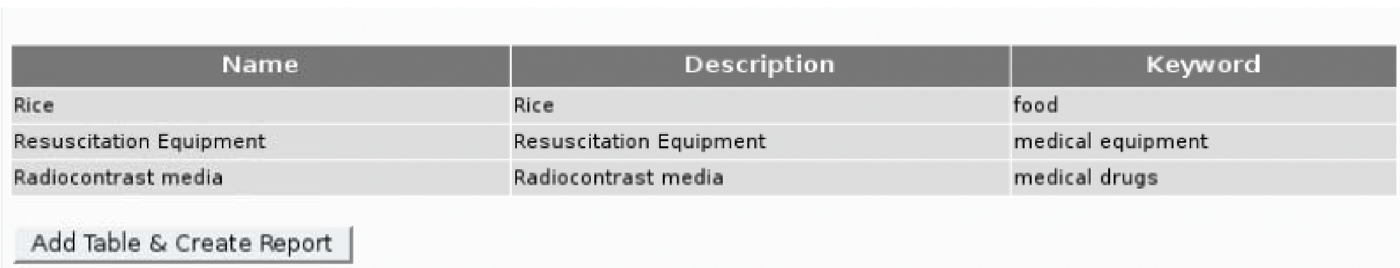
Generate Sample Reports

This link is on the reporting system's homepage.By clicking this link,user is promoted enter details about the report which is going to be generated.The significance of this link is that it doesn't provide system generated reports but it allows user to create a report according to the needs. **Report details** are the properties of the report such as name and its title,what it contains (short description),a image (if you want.).Mete data is how this report can be searched in the system using the given keyword.Therefore it is important to type a key word which represent the report.Then select **module/custom** (if module selected,the will be directed to generate reports about modules) and file format.Click on **create report** button.



Then the user has to select the module (if module selected) and which table wants and a search keyword for which items are looking on selected table(if **do exact search** is checked,system will find exactly matchings with the key word).Then click on **seacrh**.Now the system will generate the results and click on **Add table and Create report**.

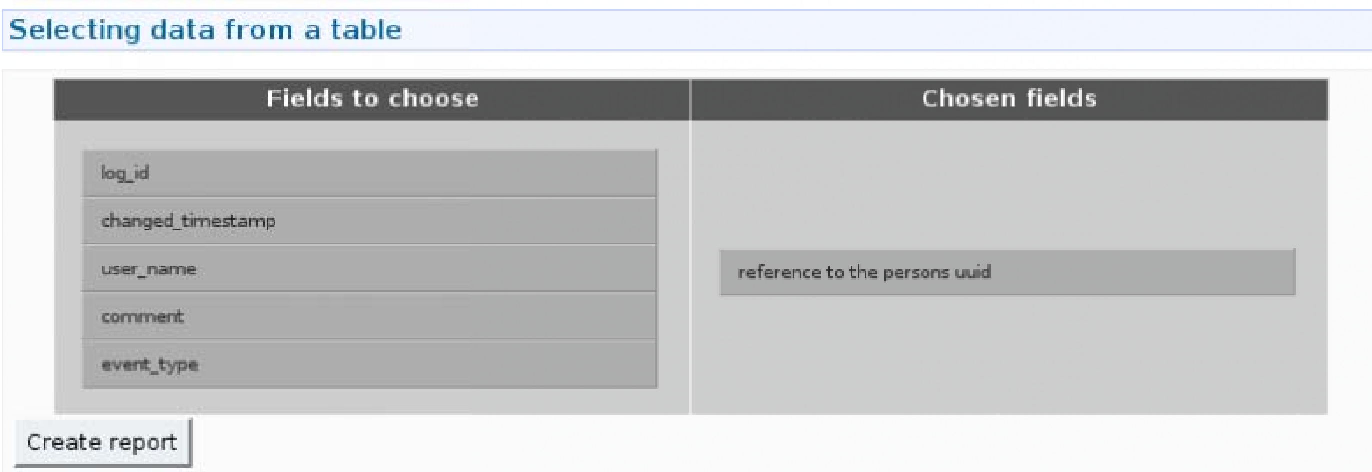




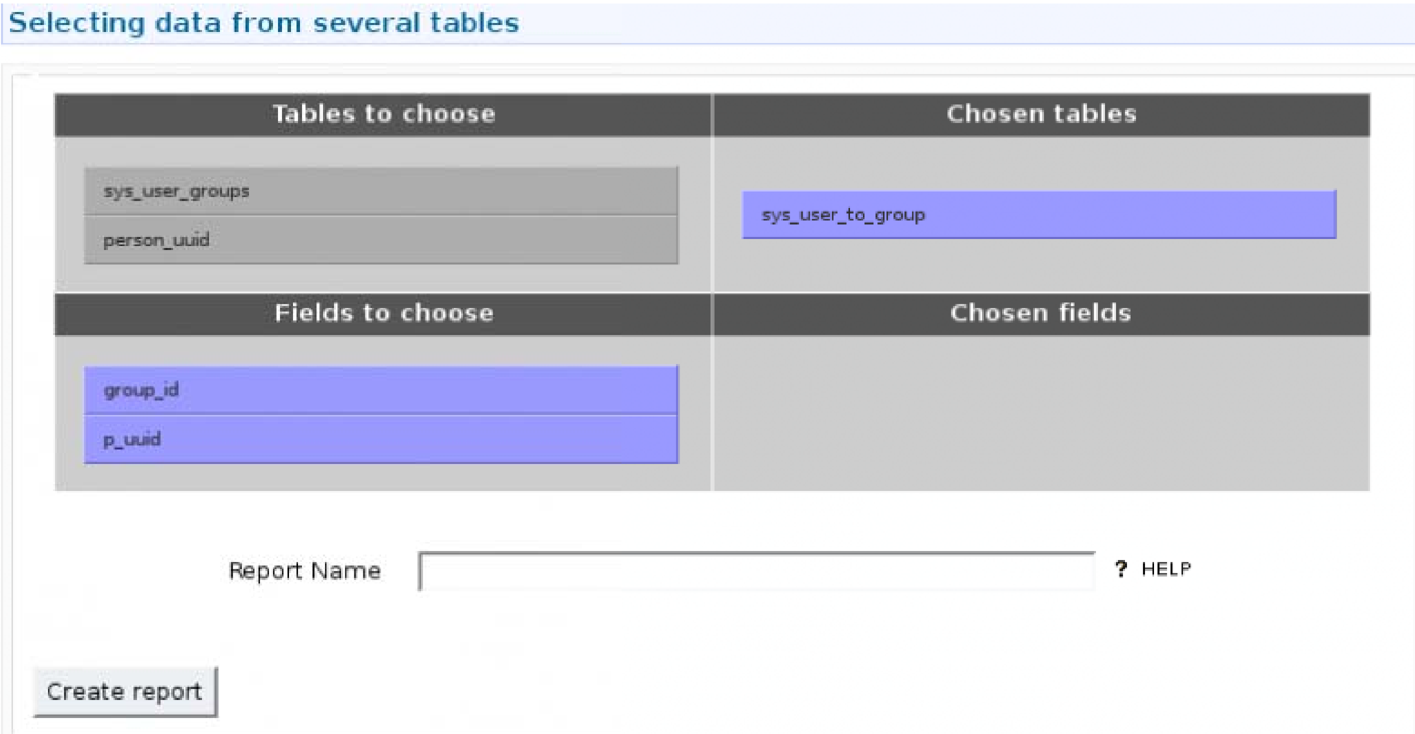
Name	Description	Keyword
Rice	Rice	food
Resuscitation Equipment	Resuscitation Equipment	medical equipment
Radiocontrast media	Radiocontrast media	medical drugs

Dynamic Reporting Facility

With this feature, the user can create their own reports using the sahana database by just dragging and dropping. if you want to create a report from one database table, click on the **Report from one table** menu item and the almost all the sahana database tables will be displayed. Then click a table in the table to choose panel and drag it to the chosen table panel.Next the field of the selected table are shown and drag the required fields in the report to the right hand panel and then click on the **create report** button.



If the user is in need if creating a report from more than one table, just click on **Reports from several tables**. The process is same as above. First select one table from the table list and in the next window, the suitable other table are suggested and select what you want from them as well as fields. If you select another table from the suggested table list, the fields of that table will be displayed in different color.



13. Synchronization Module

Introduction

The synchronization module provides important functionality to the overall disaster management process. Its purpose is to effectively transport the huge amount of data in a particular Sahana installation to another Sahana installation, with merging.

This capability can be vital, particularly when a disaster destroys the communication infrastructure, preventing relief workers and others from interacting via an electronic telecommunication medium. In that situation, a manager supporting field operations can obtain the Sahana data from a major disaster management center, and deploy that data into a Sahana instance residing on a laptop or other mobile device or computer, destined for the field. When the field worker returns to the disaster management center, the cumulative data, including that newly gathered in the field, can be uploaded/synchronized. As part of synchronization, the receiving Sahana instance in the center will first automatically check the difference between its own database and the uploaded data. Differences found are extracted, and applied to the main Sahana installation.

This module helps not only when the communication is limited, but when relief workers want to integrate two different Sahana installations. [Is bi-directional synchronization supported?] This achieves consistency and allows teams to work as if they are using one database. Scenario-based guidelines for the synchronization module can be found here.

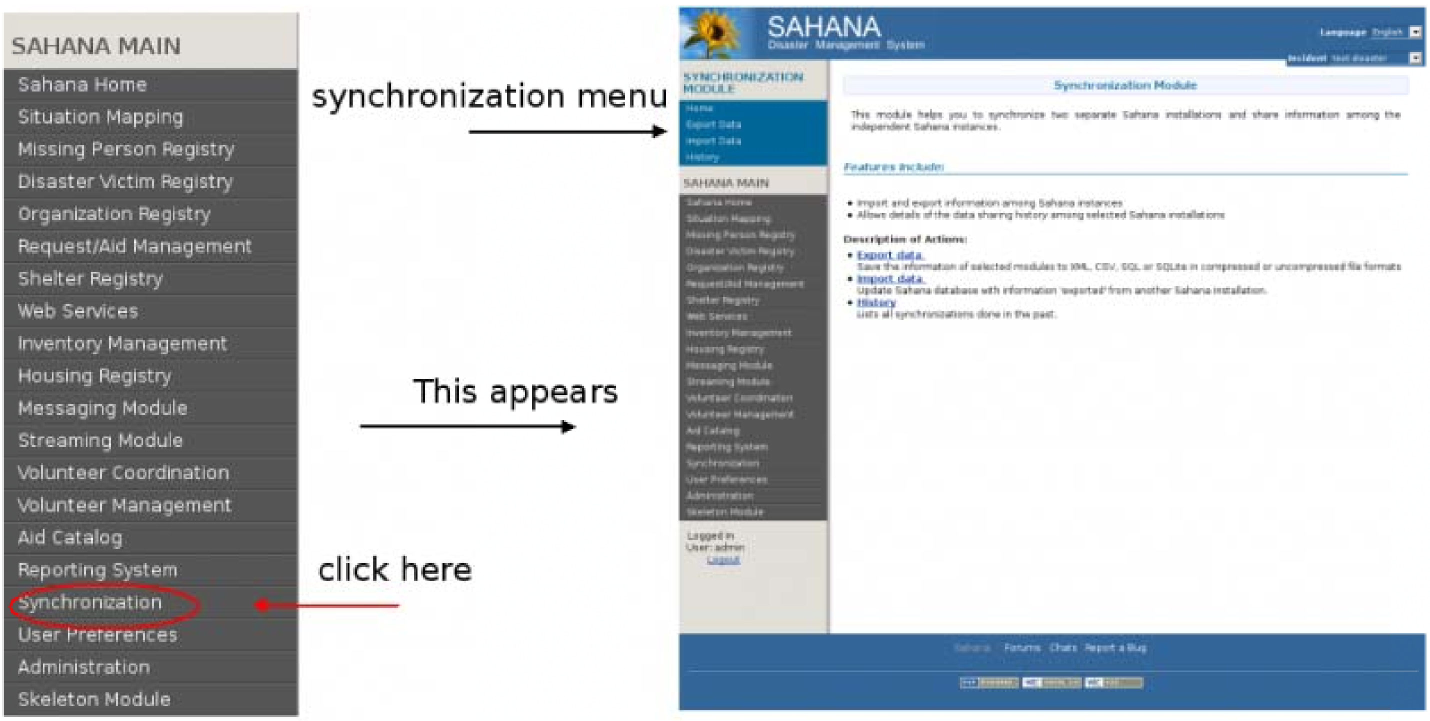
This module can be helpful when cloning a database. (Another alternative: the Snapshot module.)

Coming Soon

New work on the Synchronization of Sahana Servers via peer-to-peer (P2P) transport is being undertaken as part of the Google Summer of Code 2009 by student Hasanat Kazmi and mentor Fran Boon. A conceptual blueprint is being refined, and the choice of technology and form are under active discussion.

Getting Started with the Synchronization Module

Click on the **Synchronization** link in the Sahana Main menu. The Synchronization Module menu will then appear above the Main menu.



Synchronization Menu

Home

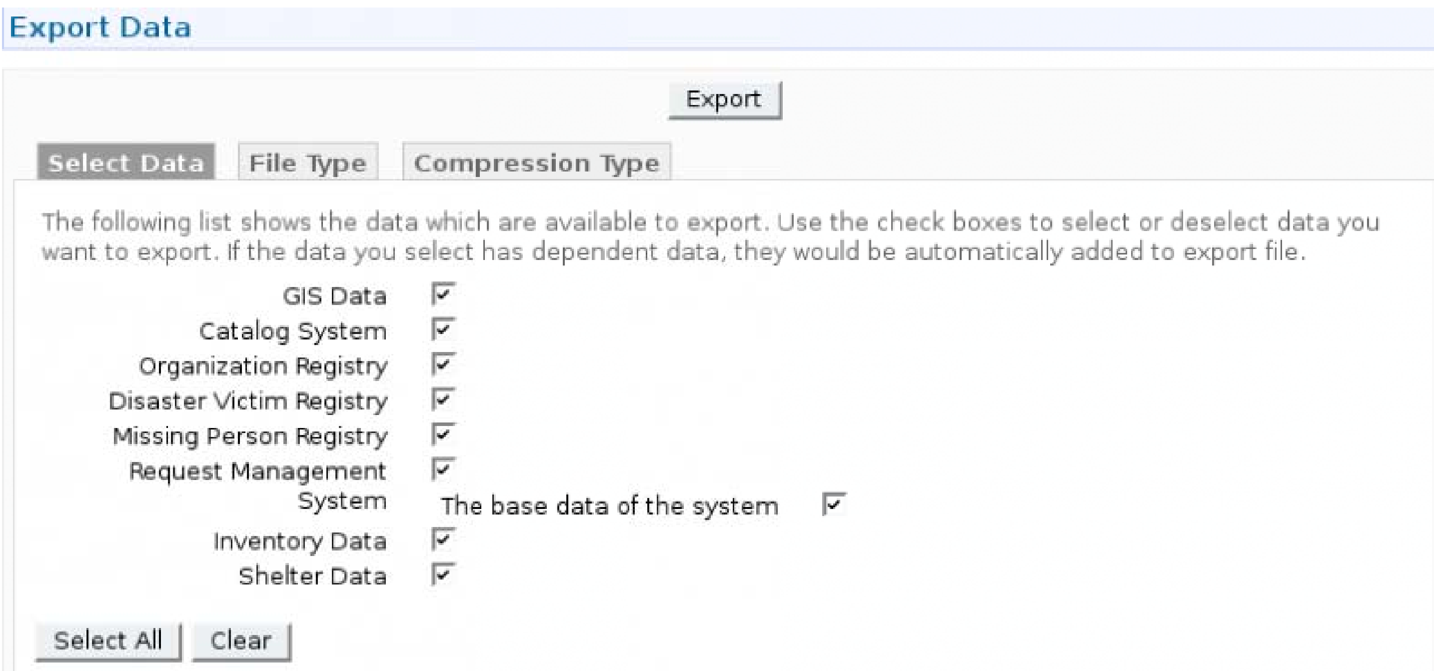
This link directs the user to the Synchronization module main window.

Export Data

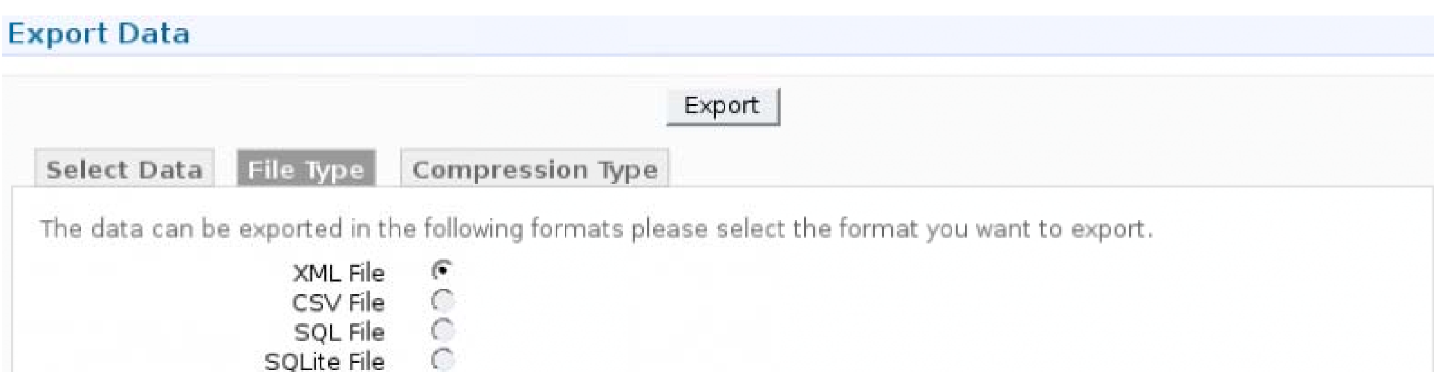
Using this link, the user can get a copy (i.e., a “data dump”) of the Sahana database or a part of it. The **Export Data** window contains three tabs, **Select Data**, **File Type**, and **Compression Type**, to specify what type of data copy is desired. After applying the appropriate settings, click on the Export button, and indicate where to save the file.

NOTE : Before clicking on the Export button, make sure to navigate through all 3 tabs. Otherwise, the default settings will be applied to your data copy, which may not match your expected purpose.

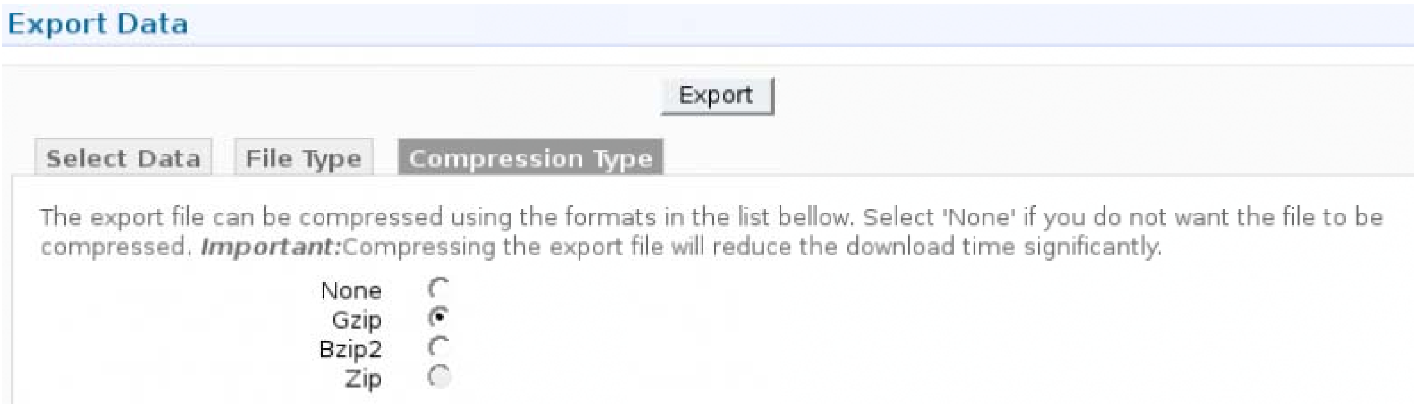
Select Data. The user can choose the data required from the Sahana database. The database content has been divided into several categories, from which one can select a subset or (with the **Select All** button) all categories. The **Clear** button removes all the check-marks.



File Type. The type of the file desired for the data copy. First consider the planned transfer media and intended use, then choose the appropriate type. “CSV” means “comma-separated values”, and is often best if transferring to non-Sahana applications.



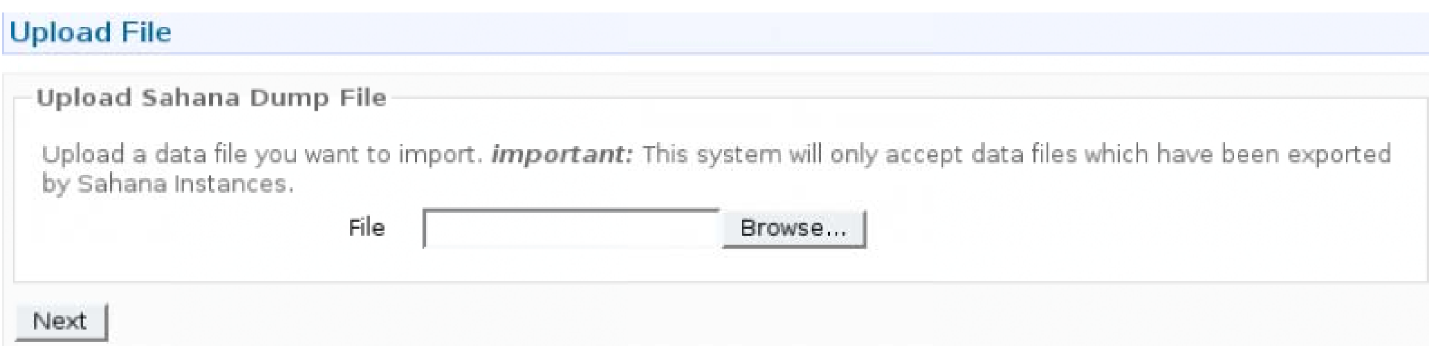
Compression Type. When the data copied is huge, uncompressed transfer can be time-consuming and in other ways difficult. If you anticipate this, apply compression to save much time and file space.

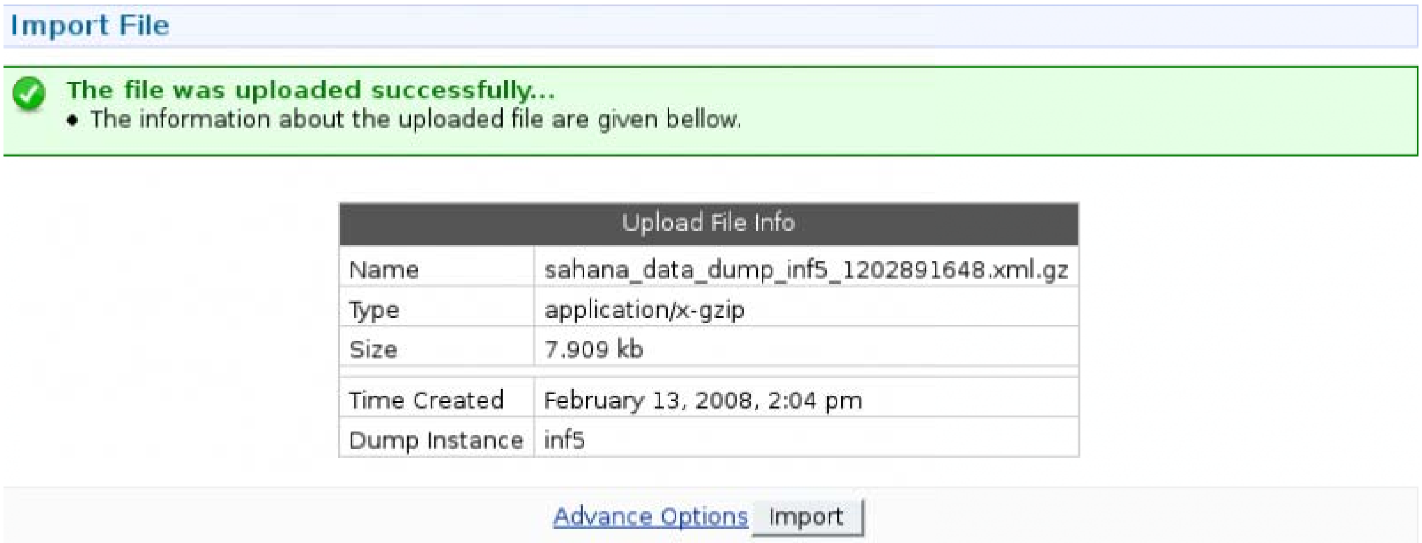


Import Data

Simply browse and select the data file to be imported (obtained from another Sahana installation, by **Export Data**, as described above) and click OK. Then click on the **Next** button and in the next window click on the **Import** button. This action will inspect the differences between the database and data copy (dump file) and update the database as mentioned in the Introduction section.

If instead the user wants to erase all the data in the database and fill the empty database using the dump file data, click on the **Advance Option** link to the left of the **Import** button and select **Yes** (default is No). Then click **Import**.





History

This shows details about the imported dump files, and allows an overview about the state of the database and how often the data is synchronized between different Sahana installations.

NOTE : All the activities mentioned above can be done by using the links on the Synchronization home page.

This manual was compiled by:
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For additional information concerning the SAHANA Open Source Disaster Management Platform, please visit **www.sahana.lk**