SUMA

Integral Humanitarian Supply Management System

Practices

VERSION 5.2

Pan American Health Organization
Regional Office of the
World Health Organization

FUNDESUMA

SUMA

VERSION 5.2 for Windows
Practice Manual

Pan American Health Organization
Regional Office of the
World Health Organization

Introduction

The *Humanitarian Supply Management System (SUMA)*, started as a joint initiative of the Latin American and Caribbean countries that, with the technical cooperation of the Pan American Health Organization, the Regional Office of the World Health Organization, developed with the financial support during 8 years from the government of the Netherlands and the support of other governments like England, United States, Canada, Germany and the European Community Office for Humanitarian Affairs, ECHO. Its principal objective is to improve the management of humanitarian assistance, by strengthening the national capacity for the effective management of the humanitarian supplies, so that these supplies arrive at time and effectively to the affected population.

SUMA helps to manage the incoming supplies, to classify them at the point of entry into the country, with the aim to assign priorities for the distribution of the items, according to the needs of the affected population. The system makes it possible to generate information about the flow of donations and the type and characteristics of the supplies. This enables to prepare reports for donors, national authorities, humanitarian agencies and the press about the supplies received and delivered to the affected areas, which is very important to enhance the efficiency and transparency in the humanitarian supply management.

Modules of the SUMA System

The system is composed by three levels:

- **SUMA CENTRAL** is designed to operate at the national authorities center administrating the disaster or emergency.

- The **FIELD UNIT** has been designed to operate at the points of entry or reception sites, such as borders, seaports and big local storage centers (where the supplies arrive during the emergency: airports, temporal storage centers, etc.).

- The **STOCK MANAGEMENT Module** is a tool to register all the entries and deliveries of supplies, in the storage centers or warehouses. These warehouses receive both the supplies and the information from the Field Units and/or SUMA CENTRAL level.

About the Practices

In the following document we will present you the exercises corresponding to the three modules which you have to carry out following closely the instructions and comparing your results to those of another group of the course. After finishing the practices, you will be able to identify the principal functions of each module, you will recognize/know in which situation each module has to be applied and you will be able to operate them when necessary for your own institution or support an emergency situation in your region or country.

Content

SUMA CENTRAL MODULE
LESSON 1

Technical requirements necessary to install the SUMA Central Module:

The minimum hardware and software requirements to install SUMA are:

- Processor: 486 or higher
- RAM: 16 Mb or greater
- Mouse: Recommended
- Operative System: Windows 3.x, 95, 98, 2000 , NT, XP, ME
- Free space on Hard Disk: 40 Mb minimum (for each module)
- Printer: any printer
- Floppy disk: 3.5 inch, 1.44 Mb
- CD ROM: Recommended

The CD of SUMA offers besides the software the following programs:
- Adobe Acrobat Reader
- Netscape Communicator

These can be installed from the SUMA CDROM on your computer, to facilitate reading some of the documents provided as well.

**Objective:** To install the SUMA Central Module.

Note: Please check that the date and time reported by the program are correct. If not, double-click on the Time Icon on the status bar of Windows, and change the **Date/Time settings**. This is important because SUMA software relies on the computer date and time to make accurate reports of incoming consignments and to register properly other data.

Procedures for installing the SUMA software using a CD-ROM:

Insert the Installation CD of the SUMA System in your computer, the first screen is the following:

First screen:
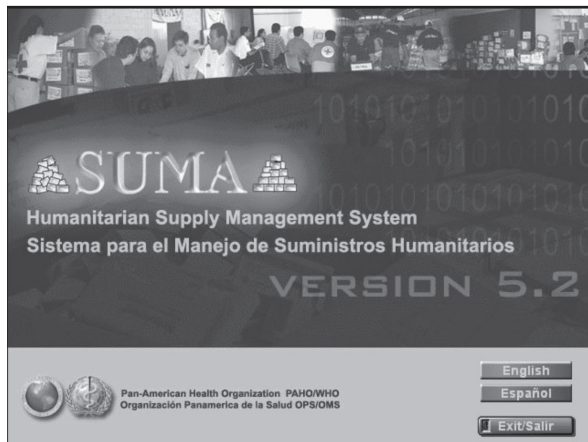
From this interface you can carry out the installation by pressing the button: **English**.

If the program doesn't start automatically when you insert the CD in the CDROM drive, start it by double clicking on the file "**LAUNCH.EXE**¨ which you can find in the directory D:\LAUNCH.EXE in case your CD-ROM drive is D:).

The following is the Index screen to SUMA:
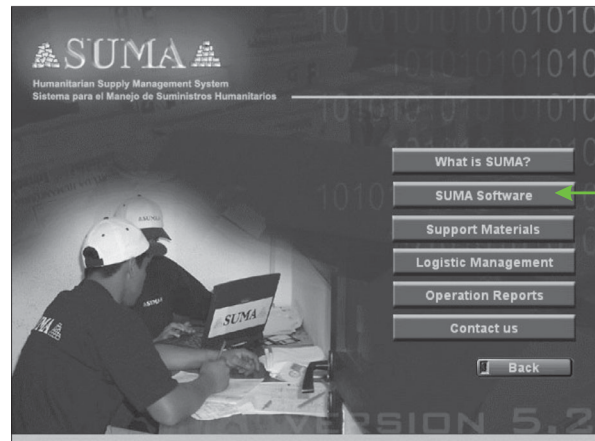
Proceed the installation of the Module SUMA Central by going through the following steps:

SUMA software
Version 5.2 for Windows
CENTRAL Unit

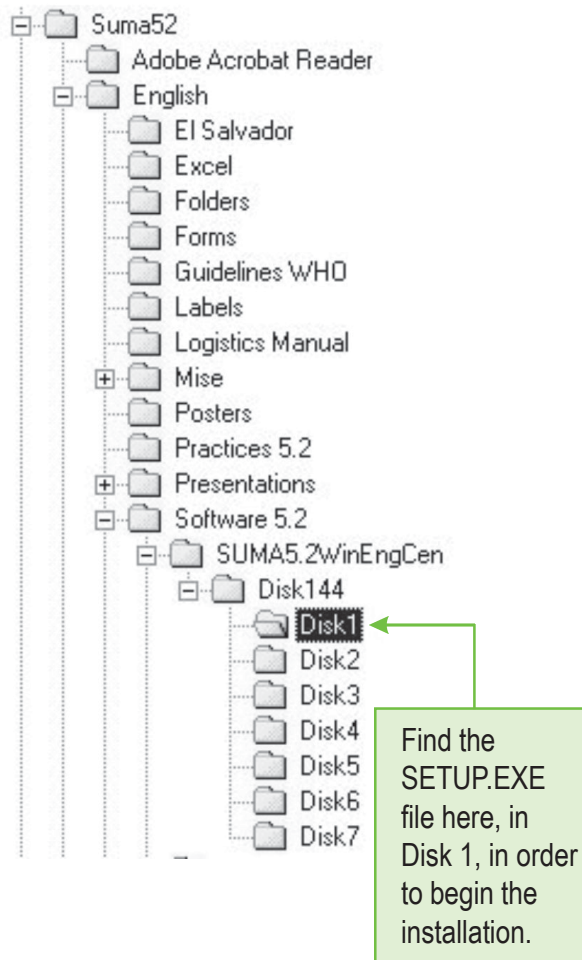If the Index screen is not shown, you can execute the SETUP file directly from the following directory: \suma52\English\Software 5.2\ SUMA5.2WinEngCen\Disk 144\ Disk1\SETUP.EXE, like is shown in the following graphic.

Procedures for installing the SUMA software using 3½ -inch diskettes:

To install the SUMA CENTRAL Module, verify that you have *eight numbered diskettes* labeled "SUMA CENTRAL". You have several options to install the program:

1. Insert the installation diskette N° 1 of the 8 diskettes in the floppy disk drive.

2. Select the icon **My Computer** on the main screen of Windows by double-clicking on it. A window will appear where you have to double-click on the floppy disk of 3 ½ inch and select the **SETUP.EXE** file to start the installation. Follow the steps as described earlier (in the installation section using a CD-ROM) to continue.

> **IMPORTANT:** To re-enter the SUMA CENTRAL MODULE in Windows (95 or higher), click the **Start** button, choose **Programs** and search SUMA on the list. Click on the SUMA CENTRAL icon.

In Windows 95 or higher:

Insert the installation disk N°1 of the eight disks of the Module SUMA Central in the floppy disk drive. There are several options:

Options:

1. Click on the **Start** button and select the **Explore** option to open the **Explore** window. Select the 3 ½ diskette option and press <Enter>. Double click on **Setup.exe** to launch the installation process.

Find the SETUP.EXE file here, in Disk 1, in order to begin the installation.

The installer will ask where you would like the SUMA program to be installed on your hard disk. The default path is **C:\SUMAWC52**. The default name of the program group that will be created is SUMA. If this is acceptable, click on <Continue> to complete the installation. The program will ask for the remaining diskettes as needed.

If at some point during the installation a MS-DOS window appears, click on **<Exit>** in the upper left-hand corner of the window to return to Windows.

2. Select the My PC icon on the main Windows desktop by double clicking on it. Double click on the **3½-diskette** icon and select **Setup.exe** to launch the installation process**.** Follow the steps outlined above.

3. Click on the **Start** button and select the option **Setup** choose the option **Control Panel**. Click to select **Add New Software** and follow the instructions on the screen, choosing A:\SETUP.EXE. Follow the steps outlined above.

4. Click on the **Start** button and select the option **Run**. A dialogue box will appear; choose <View>, then **A:** and select the **setup.exe.** Press the button <Open> then the <OK> button, so the program will start the installation process.

After finishing the installation:

After the last disk has been installed, the software will be fully installed on your hard disk, and a window will open on your screen asking for a Configuration Password for the SUMA CENTRAL Module. Type the password in and press <ENTER>.
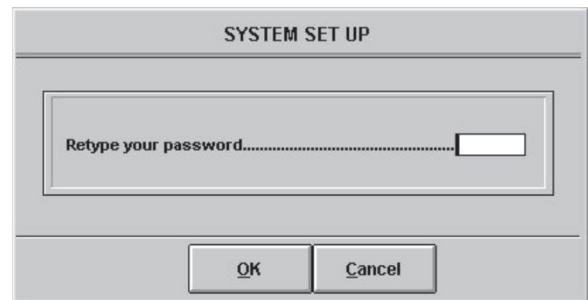
IMPORTANT: This password will be required for all set-up options modifications on the SUMA CENTRAL MODULE, so please select a password you can easily remember.

System Setup Password Screen
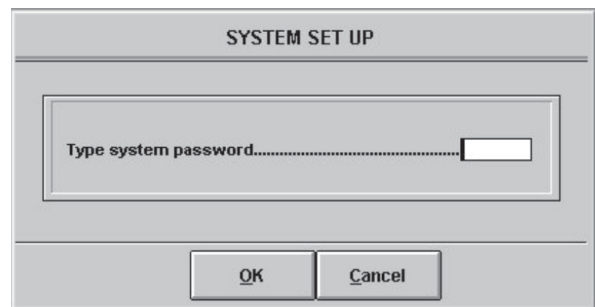
Re-enter the password and press <OK>. This is a confirmation procedure.

System Setup Password Screen

Type the **Name of Main User** for the System**,** i.e. Red Cross, Civil Defense, Ministry of Health, etc. Press <Enter> or the <exit> button when you have finished typing.

Setting up the System User Screen

The Main Menu screen of the **SUMA Central Module version 5.2** will be displayed.
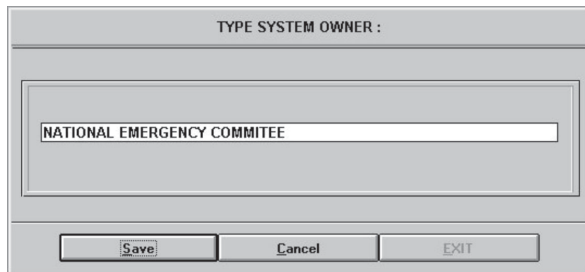
The Main Menu of every Module has a MENU BAR containing several submenus.

Use the arrow keys (→, ←, ↑, ↓) to move through the Main Menu of the Module SUMA Central or point the mouse on the desired submenu of the menubar; press the left button to display the list of options on the submenu. Choose an option and press the left button once.

7
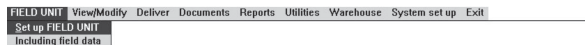
SUMA Central Module
Lesson 2
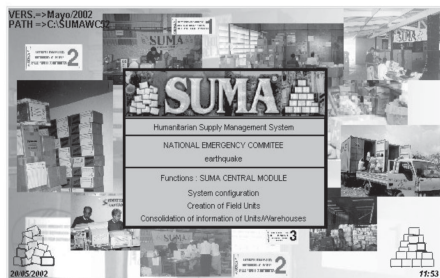## Setting up the SUMA Central Module

Objective: To set up the parameters of the Module SUMA Central.

The following options allow you to set the parameters for the SUMA Central Module.

> **IMPORTANT:** Remember that for every option on the **System Set-Up Menu** you must type the set up password of the SUMA Central Module defined at the beginning. This is to prevent unauthorized persons making any changes to the set-up parameters.

Main Menu SUMA CENTRAL MODULE. Set-Up submenu
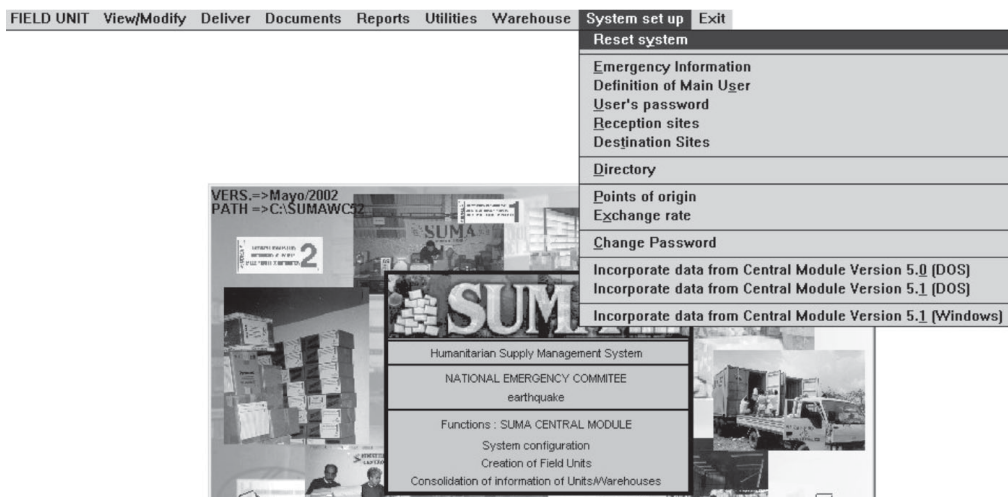
1. The option **System set up** allows you to "clean" the program of any existing data from a preceding emergency. The system will ask whether to erase the prior information completely or to create a backup copy.

2. Define the information about the disaster using the option **Emergency Information.** First, highlight **Define/Modify**. Press <Enter> to record the information about the disaster. Every field must be filled. Press <Enter> after completing data entry in each field. Select the system **working language** for the databases. When you finish entering the information press <Save>. Press <Exit> to return to the Main Menu.

   Select the **language preferred** for installation. Select and press the button <Save> when finished typing the information. Press the button <Exit> to return to the Main Menu. SUMA can convert directly from the local currency to a default currency: USD or Euro. Select in this screen to which currency you would like to realize the conversion.

3. Define the Organization that will be in charge of the SUMA Central Module using the option **Definition of Main User** at the **System set up** menu. Enter the information and press <Enter>.

4. The username and password for each individual that will operate the Field Units must be defined. Select the option **User's Password.** To add a record go to **Add** and press <Enter>. Type the password and the user name. When <Save> is highlighted press <Enter> to record the password. To return to the Main Menu, press <Esc> or <Exit>.

   Do not confuse the Field Unit User password with the system password requested for the set-up options at the SUMA Central Module.

5. To record the sites where the Field Units will operate, that is, the reception sites or entering points for donations, choose the option **Reception Sites** at the **System Set Up** menu**.** To enter this information, place the cursor on **Add** and press <Enter>. Enter the name of these operation sites and when <Save> is highlighted press <Enter> to record each datum. For this practice, *create 3 reception sites* and return to the Main Menu.

6. You can define the main destination or supplies distribution points through the option **Destination Sites.** To add a record, go to **Add** and press <Enter>. Type the destination place and when **Save** is highlighted press <Enter> to record the data. For this practice, *create 3 supplies destination sites*. This information will be available at the Field Units for the delivery process.

7. At the option **Points of Origin** all the countries are listed; nevertheless you can delete, change names and/or add regions or specific places on this list. Choose **Points of origin.** Look at the current list using the option **Browse** and move through the list using the arrow keys. By pressing <Esc> you will exit and go to the **List of records**. This list can be edited using the option **Modify.** Press <Enter> at the <Exit> option to return to the Main Menu.

8. You can create a directory of contacts within the SUMA Central Module. This directory will be available at the Field Units and can be classified as donors or consignees. To create this list, choose the option **Directory** and when **Add** is highlighted press <Enter>. Highlight the **Category** option and press <Enter>. Choose any category by using the arrow keys **(↓, ↑)** and press <Enter>. Continue to fill out the information of name, organization, address, telephone, fax, etc. When the field **Country** is highlighted press

<Enter>, choose a country by using the arrow keys and press <Enter> to record the choice. When **Donors/Consignees** is highlighted, press <Enter> to choose one of both options. Press <Enter> to select the desired option according to the information to be filled in. Then press **<Save>.** Add the information on the next contact. For this practice *create 8 contacts* (four donors and four recipients). To finish the process, go to <Exit> and press <Enter>.

9. Go to **Exchange Rate.** Find the local currency through the option **Browse** and use the arrow keys **(↓, ↑)** to move through the list. Press <ESC> to exit the **List of Records**. Update the exchange rate through the option **Modify;** type the updated information and save the record by <Enter>. If the desired currency is not available on this list, you can add it. Define the local currency of your country as **default currency** selecting YES in the field Default Currency.

SUMA CENTRAL MODULE
LESSON 3
PREPARATION OF FIELD UNITS

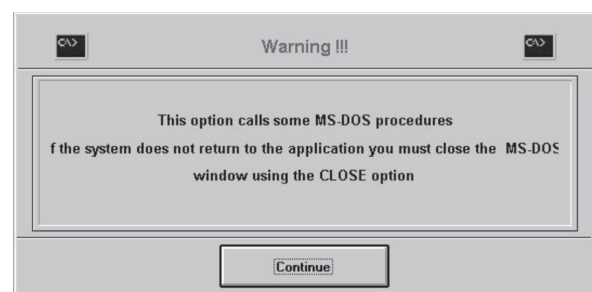**Objective:** To prepare the Field Units.

You can create installation disks for the Field Units from the SUMA Central Module. These Field Units will be installed at the entry points to register incoming supplies. *Three* diskettes are used for the creation and installation of each Field Unit. For this practice you will create one Field Unit (Field Unit N°1).

Return to the SUMA Central Main Menu. Use the arrow keys to go to the option **Field Unit**. Press <Enter> when **Set up Field Unit** is highlighted and press <Enter> again to start the creation of the **Field Unit** diskettes. For this operation you need formatted diskettes (double sided, high density). If your diskettes have not been formatted previously, do so by searching the option "format". Follow the instructions on the screen. When the diskette is ready, the Main Menu will appear again on the screen.

Initial screen to Prepare Field Units

SET UP FIELD UNIT

FIELD UNIT to be prepared : 1

Three formatted disks ar e required
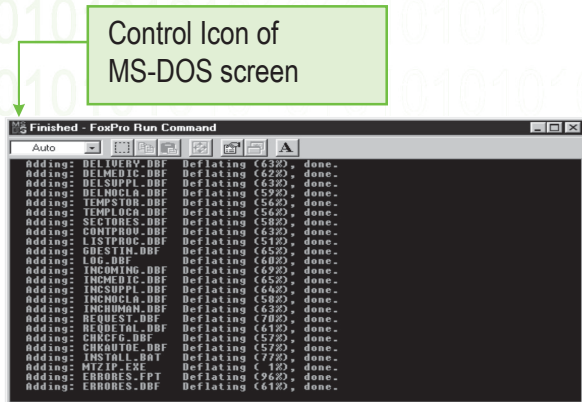
OK   Cancel

Bear in mind that some procedures use MS-DOS commands. If the Windows control screen does not return automatically, you must close the MS-DOS window using the <Close> icon.

Warning !!!

This option calls some MS-DOS procedures
f the system does not return to the application you must close the MS-DOS
window using the CLOSE option

Continue

MS-DOS Calling Screen

Control Icon of
MS-DOS screen

Label the three diskettes as follows:

Diskette 1 of 3
SUMA FIELD UNIT No.1
User Name: _____

Diskette 2 of 3
SUMA FIELD UNIT No. 1
User Name: _____

Diskette 3 of 3
SUMA FIELD UNIT No.1
User Name: _____

These diskettes will be used to install Field Unit
Nº 1. Once finished, select **<Exit>** to exit the
operation at the SUMA Central Module and return
to Windows.

FIELD UNIT MODULE
Lesson 4
INSTALLATION OF THE FIELD UNIT

Objective: To install the Field Unit and to use the system to register consignments and items.

You will install a Field Unit which will be used to register the information about the supplies that have been received at a specific point of entry. To install the SUMA Field Unit Module, verify that you have the **three** numbered disks labeled SUMA Field Unit, produced by the SUMA Central Module, in the last lesson.

1. Insert installation diskette Nº 1 in the floppy disk drive, selecting the A:

   The installation process is similar as the one for SUMA CENTRAL. Find the **SETUP.EXE** file in the A: drive, searching it in **My Computer**. Once the SETUP.EXE file is selected, double-click on it.

2. Insert diskette Nº 2 and diskette Nº 3 when the system asks for it and press the button <OK>.

3. Once the installation is finished, remove the diskette from the computer, as they are only used for the installation of the Field Unit.

To start a work session in the Field Unit, click on the <Start> button and choose Programs. Select and click on the SUMA list and then on the icon for **SUMA UNIT 5.2** to activate the Field Unit module.

The program will request a password and will ask you to choose a reception site. Both have already been defined at SUMA CENTRAL. If the password is valid, the program will continue, otherwise it will exit to Windows. If this is the case, verify the password and try again.

User Password Screen

The password and username are registred in the SUMA CENTRAL MODULE; you can always look them up there.

The program will show the following opening screen for the Field Unit:

Main Menu Field Unit Screen

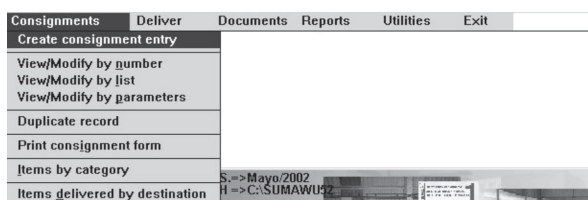| Consignments	Deliver	Documents	Reports	Utilities	Exit
					Exit this program
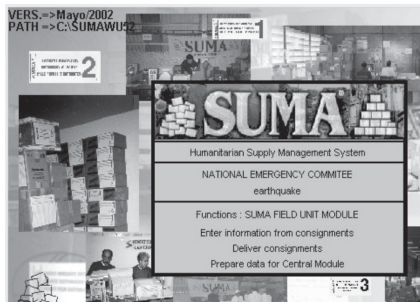
Entering consignments

In this exercise, you will enter consignments and items at the Field Unit.

Main Menu Field Unit Screen - Consignment Submenu

IMPORTANT: To re-enter the FIELD UNIT MODULE in Windows, click the **Start** button, choose **Programs** and search for SUMA in the list. Click or press <ENTER> on the **SUMA UNIT 5.2** icon**.**

Choose **Create Consignment** and enter the following information:

● First consignment:

Origin/Source	World Council of Churches M. Jean Paul John Oude Gracht 34, Amsterdam The Netherlands Tel. (31-20) 345-9876 / 334-6097 Fax (31-20) 334-60987

Note: Do not use the data shown on the screens of this practice, they are only shown as examples.

Origin/Source screen

Press <Continue> to enter data on the **Consignee** (Recipient) of the donation or consignment.

Use the following information:

Destination	Red Cross
	Dr. Octavio Paz, Director
	1500 Calle Central, Bogota
	Colombia
	Tel. (509) 234-531/234-753
	Email: Pazoct@gov.org

Destination screen

Press <Continue> to register the **General Information** of the consignment:

General Information:	Means of transport:	LR 628
	Document Number:	YKS170045361
	Qty. Pieces:	4
	Total estimated cost:	10,000 US DOLLARS
	Estimated weight:	3,500 kg.
Estimated weight per Category:	Medicines:	12 Kg.
	Water and Sanitation:	4200 Kg.
	Shelter/Housing/ Elect.:	10 Kg.
	Food and Beverages:	100 Kg.

General Information Screen

After finishing typing the data press <Save> and the system will show immediately the next screen for entering item details contained in this consignment.

15

Registration Screen of items from the consignment

Find specific items using the 4 **Alphabetical Lists** provided by the System: Pharmaceutical products, Other supplies, Human Resources and Unclassified. By double clicking on each category, you will find extended lists of items. After choosing the item press <**Add an item**> to incorporate the following information:

To add more items simply select the option <Add an item> again.

You have to fill out the information as is defined by the fields, with the data you have from the consignment.

a) 48 ampoules of Pethidine, 50 mg, 24 ampoules per box. Expires 10/12/2005. Total weight 2 Kg.
b) 20,000 plastic jerry cans for water distribution - empty. Unit weight 200 grams.
c) 10 flasks x 500 capsules of Acetaminophen 500 mg. Expiry date 31/03/2004.
d) Malathion powder, for dilution. 2 Barrels 100 kg each.

Registration of Pharmaceutical products Screen

To register the following items, use the detailed **Technical Categories** to search for items from the lists of **Categories, Sub-Categories** and **Items** given by the program.

a. 10 kerosene lamps (Hurricane lamps). Packed in 2 boxes. Unit weight 1 kilo.
b. 20 can x 5kg of margarine, packed in 2 boxes

In this exercise you have just completed your first consignment, which contained 6 items. Check to see if all 6 have been registered by pressing <**View all items**>.

Verify, with other participants in this tutorial, the quantities registered for each item and compare your answers. To register a new consignment you must return to the Main Menu and select **Create Consignment**.

● Second Consignment:

Create the second Consignment by entering the follwing information in the corresponding fields: **(Origin/Source, Destination** and **General Information) (see below).**

Use the following information:

Flight:	BW 238 arrived from Milan
	Government of Italy, Ministry of
	Foreigner Affaires, M. Enzo
Origin/Source:	Ferrari
	Tel: (509)324-555
	Fax: 4234-234-234
Way bill:	03972-A
	Government, Ministry of Health,
	Attention Dr. Felipe González
Consignee:	López.
Parcels:	10
Weight:	
	Total: 29.500 kg: (100 kilos of
	Medicines, Stretchers: 200 kilos,
	Wheelchairs: 150 kilos, 200 kilos
	of clothing, 50 kilos of blankets,
	28.800 kilos of roofing sheets).
Estimated cost:	$ 47,500 US Dollars.

Enter the following items from this consignment:

Note: Make an estimation of the weight of each item according the reference data you have of the total weight or make an estimation. Estimate also the data about expiry dates, item code (Donor/Provider) and value.

a. 6 flask of Pethidine, tablets 50 mg, 100 tablet per flask. Expiry date 1/12/2005, medication instructions in French.
b. 5 flasks x 1000 Eritromicine, tablets 250 mg. Expiry date 2/12/2006.
c. 10 stretchers packed in 2 carton boxes.
d. 3 wheelchairs packed in 3 wooden boxes.

Press **<View all items>** to verify that all the 4 items have been correctly entered. Verify with other participants in this tutorial the quantities registered for each item and compare your answers.

e. 4 boxes x 50 kg. of second-hand clothes, in bad condition (shirts and pants).
   Discuss how to register this.
f. 20 blankets packed in a cardboard box.
g. Metallic roofing sheets, caliber 24, 6 feet x 4 feet. 1440 in 2 sheet packets.
h. Timber, 2" x 4", 12 feet large, 48 pieces.
i. 10 generator fix, 110V/60 cycles, 5 diesels 25KW, 5 essences 5 KW.
j. Camp Hospital for 20 patients.

Press **<View all items>** to verify the quantities of the entered items. Fill out the answers in the next exercise and compare your answers with those of another group.

How many items were entered in this consignment?

_____

How many items are in the Medicines category?

_____

How many items are in the Shelter/Housing/Construction category?

_____

The following people arrived on this flight. They were requested by the national authorities to help assist the victims and to evaluate the information about the emergency. Register these people also in the SUMA system, to keep a record of what kind of and how many volunteers are available.

k. Eng. Pedro Gerardo Paez, available to work 10 days after his arrival. Mr. Paez speaks English and French and will be lodged at Hotel Belvedere. He is English and a volunteer from the German Red Cross.

l. Mr. Johan Cruiff, Dutch logistician from Médecins Sans Frontières, available for 40 days. He speaks English and Italian.

m. Medical team from Médicins du Monde Spain composed of 2 surgeons, 2 nurses, 1 anesthetist and 2 psychologists to work for 10 weeks at the camp hospital. They will be lodged in their own tents.

Select in Technical Categories **Human Resources** and then press the button **<View all items in this Category>** to consult all the personnel registered. Verify your answers with another group.

The information about this consignment has now been processed.

Return to the Main Menu.

Use the option **Items by Category** at the sub-menu **Consignments** to fill out the following table, with the items from the Pharmaceutical Products category only:

Generic Name	Quantity	Presentation (Form, Route, Strength)	Consignment No.

● Delivery of Consignments

1. Select consignment 1001 at the option **Deliver using the Consignment List** at the sub-menu **Deliver**.

Main Menu Field Unit Screen
Deliver / Deliver using the Consignment List
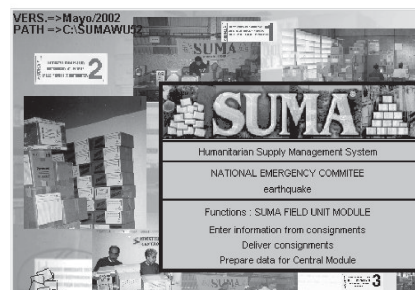
Once selected the Consignment 1001, then,

a. Verify that this is the desired consignment and enter the following delivery data:

➡ **Destination**: Principal Warehouse Red Cross
Driver: Ivan Pérez Prado
Identification: 6932642394
License plate number: SFG-234
Authorization Details: General Director COE

b. Select **Partial Delivery** in the corresponding screen.

c. Deliver only the items from the Pharmaceutical Products category, typing the quantities in the column **To be delivered.**

d. Observe the **Delivery Form** on the screen.

e. Save the delivery and return to the Main Menu.

> **Note**: When the system asks with which code to print the report: the **Assigned Code** or the **Item Code,** choose one of the options you want to work with.

2. Repeat this process with consignment 1002, for the pharmaceutical items only using **Partial Delivery.**

    Use the following information:

> **Destination**: Local warehouse Min. of Health
> **Driver**: Adriana Garcia
> **Identification**: 234234
> **License Plate number**: SFG-888
> **Authorization details:** General Director COE

3. Now deliver the remaining items for consignment 1001 - NOTE: select **Complete delivery** this time. Discuss with your class mates what this means; if you have any doubts about the Complete Delivery, ask the instructor.

Select the option **Items by Category** at the **Consignments** sub-menu, to observe the quantities remaining in the Pharmaceutical Products category.

Select the option **Items Delivered by Destination** at the sub-menu **Consignments,** to observe the items delivered from the category Pharmaceutical Products.

Consult the different reports of the items delivered by destination that are available in the option: **Reports.**

Reports	Utilities	Exit	
FIELD UNIT report			
Items by category			
Items delivered by destination-1 [All Categories/Units]			
Items delivered by destination-2 [All Categories/Units]			
Items delivered by destination-3 [Other Supplies/Units]			
Items delivered by destination-4 [Other Supplies/Weight-Kg]			
Items delivered by destination-5 [Arriving from/Destination]			

FIELD UNIT MODULE
LESSON 5
SENDING DATA TO SUMA CENTRAL LEVEL

Objective: To send data from the SUMA Field Unit to the SUMA Central Level.

You need 2 formatted diskettes for this exercise.

Go to the **Utilities** sub-menu.

1. Select **Prepare data for Central Level**

Data Preparation Screen

2. Select **Modifiable at Central Level** for consignment 1001 by pressing <enter> or double clicking on the column **Modifiable after transfer?** Discuss some of the implications of this type of process for transferring information with other participants. Are there any doubts or concerns that you may have?

3. Select **Modifiable at Field Unit** for consignment 1002.

4. Follow the instructions on the screen to prepare the diskettes. The first diskette will be used to send data to SUMA Central and the

second will be kept at the Field Unit as a backup of the data sent. The two diskettes contain the same information.

If at some point in the transfer process, the MS-DOS window appears, click on Exit in the upper left-hand corner of the window to return to Windows.

5. Label each diskette and write the appropriate information for each one. i.e.:

    Diskette No.1 Data for SUMA Central
    Field Unit No._____
    Date:_____
    Consignments in the diskette:
    From_____to _____

    Diskette No.2 Back up for Field Unit
    Field Unit No._____
    Date:_____
    Consignments in the diskette:
    From_____to _____

Leave the program by using the **Exit** option at the Main Menu**.**

FIELD UNIT MODULE
Lesson 6
Incorporating data to SUMA Central

Objective: To incorporate the data sent from the SUMA Field Unit Module to SUMA Central.

In this exercise you will incorporate data from the Field Unit to SUMA Central.

1. From the <Start> button, choose Programs, and find SUMA in the list. Press <enter> or double click on SUMA CENTRAL.
2. Find out how many consignments there are in the SUMA Central Module, selecting the **Consignments List (All)** option at the sub-menu **View/Modify** (*you will find that there are none at the moment*).
3. Insert diskette No.1 that you created during the last exercise sending data to SUMA Central.
4. Use the option **Including field data** at the sub-menu **Field Unit**.
5. Follow the instructions on the screen to incorporate the information. Select A: or B: according to the disk drive where you insert the floppy and select <OK>.
   • Read only the data from one diskette since both contain the same information.
6. Select **Consignments List (All)** at the sub-menu **View/Modify** to consult how many consignments there are in the SUMA Central Module (you will find that now there exist some). To exit this screen, press the button <Escape>.

Consulting consolidated data at SUMA Central:

Enter the following options to view the data transferred:

1. At the sub-menu **View/Modify** on the Main Menu**,** you have the following options:

   a. Print Consignment Form
   b. Items by Category
   c. Items delivered by Destination

2. At the sub-menu **Reports** you have the following options:

   a. Items by category
   b. Pharmaceutical Products
   c. Other Supplies
   d. Human Resources
   e. Unclassified items

3. Observe or print the reports of Pharmaceutical Products. You can view the **Preview-Preliminary Report** on the screen.

Pharmaceutical Products Report Screen

Select the option <OK> and a **Preview screen** will appear showing the format it will have before continue to printing. Press <OK> by clicking on <Enter> or a left-click.

Output to: Screen

Select the desired option and press <Escape> to return to the Main Menu.

4. Observe or print the reports **Summary of Classified Items** and review the different report options.

Realize the following exercise:

In the submenu **Documents** enter the option **Print Labels.**

This option allows for printing labels to put on the boxes of the arriving articles. They might also be useful when sending supplies to an affected country, to facilitate the identification of the content of each box.

Try to prepare the following labels:

5.1 Line 1 : Health/ General Anesthesia,
   Line 2 : Epidural Catheter,
   Líne 3 and 4 Empty.

5.2 Line 1 : Health/ General Anesthesia,
   Line 2 : Epidural Catheter,
   Line 3 : 400 Units, Line 4: Weight 40 Kilos

5.3 Organization: Colombian red Cross.
   Subtitle: Section Boyaca.
   Line 1 : Medicines – Oral Analgesics.
   Line 2, 3, 4 empty

5.4 Line 1 : Medicines, Line 2, 3, 4 empty.
   Text under line 1 : Category/Subcategory.
   Text under line 2 : Item/Description.
   Text under line 3 : Total quantity.
   Text under line 4 : Destination/Shelter.

STOCK MANAGEMENT MODULE
Lesson 7
Installation of SUMA Stock Management Module

**Objective:** To install and set up the Stock Management Module.

Installation from CD ROM:

Insert the Installation CD of the SUMA System in your computer, the first screen is the following:

Installation of SUMA Stock Management Module:

The program contains four 3.5 inch diskettes. Install the software following the instructions on the label. There are various options to install the program in Windows.

First screen:
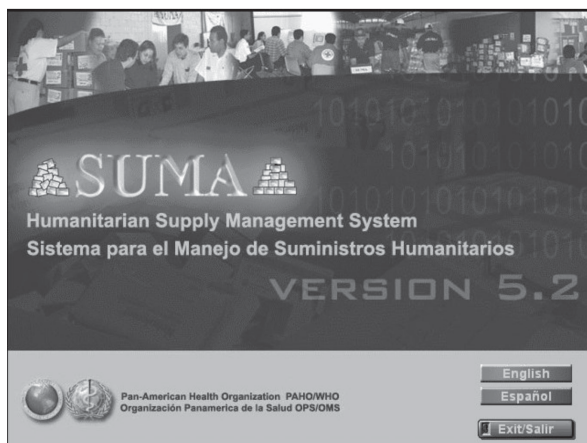
From this interface you can carry out the installation by pressing the button: **English.**

If the program doesn't start automatically when you have inserted the CD in the CDROM drive, double click on the file "**LAUNCH.EXE**¨ which you can find in the directory D:\LAUNCH.EXE (in case your CD-ROM drive is D:).

The following is the Index screen to SUMA:
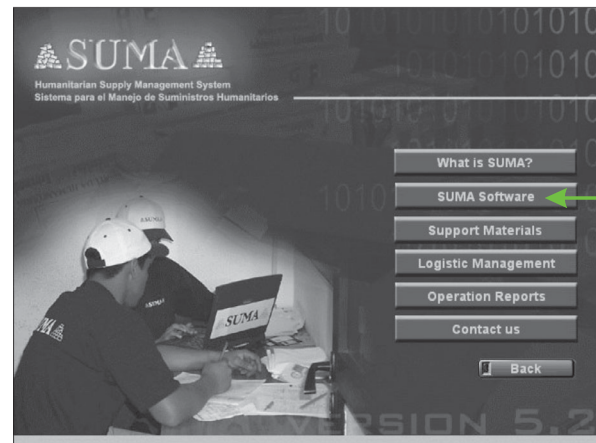
Proceed to the installation of the Stock Management **Module** by going through the following steps:

    SUMA software
      Version 5.2 for Windows
        Warehouse Unit

If the CD does not present the Welcome screen, execute the SETUP file directly from the following directory: \suma52\English\Software 5.2\ SUMA5.2WinEngWrh\ Disk 144\ Disk1\SETUP.EXE, as shown in the following graphic.
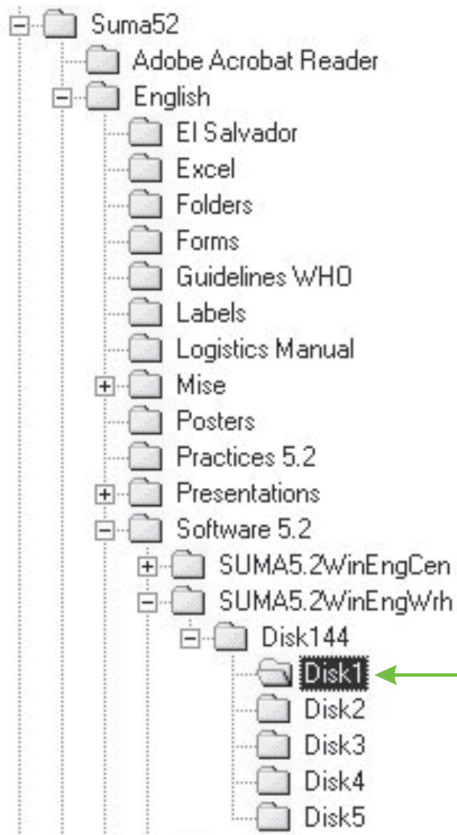
Find the SETUP.EXE file here, in Disk 1, in order to begin the installation.

Procedures for installing SUMA Stock Module using 3½ -inch diskettes:

To install the Stock Management Module, verify that you have five numbered diskettes labeled "SUMA Stock Management Module". You have several options to install the program in Windows:

1. Insert the installation diskette N° 1 of the 5 diskettes in the floppy disk drive.

2. Select the icon **My Computer** on the main screen of Windows by double-clicking on it. A window will appear where you double-click on the 3 ½ inch floppy disk and select the **SETUP.EXE** file to start the installation. Follow the steps as described earlier to continue.

> **IMPORTANT**: To re-enter the STOCK MANAGEMENT MODULE in Windows (95 or higher), click the **Start** button, choose **Programs** and search SUMA in the list. Click on the **SUMA STOCK 5.2**. icon.

In Windows 95 or higher using 3 1/2 –inch diskettes:

1. Insert the installation diskette N°1 of the 5 diskettes of the Stock Management Module in the floppy disk drive and select A:

Click on the **<Start>** button, go to Explore and select 3½-inch diskette. Enter or double click on **Setup.exe** to launch the installation process.

The installer will ask where you would like the SUMA program to be installed on your hard disk. The default path is C:\SUMAWS52 and the default name for the program group of the icon is SUMA.

The program will ask sequentially for the diskettes needed for the installation process.

If at some point in the installation the MS-DOS window appears, click on <Exit> in the upper left-hand corner of the window to return to Windows.

2. Select the **My PC** icon on the main Windows desktop by double clicking on it. Double click on the 3-½-diskette icon and select **Setup.exe** to launch the installation process**.** Follow the steps outlined above.

3. Click on the **Start** button and select the **Setup** option, choose the option **Control Panel**. Click on **Add New Software** and follow the instructions on the screen, choosing A:\SETUP.EXE. Follow the steps outlined above.

4. Click on the **Start** button and select the **Run** option. A dialogue box will appear; choose the option <View>, then choose **A:** and select the **setup.exe.** Press the button <Open> and then the <OK> button, to start the installation process.

When the installation process is finished

the program will be installed on the hard disk drive and the screen will ask you to define a **Set-Up Password** for the Stock Management Module. Type it and press <OK>.

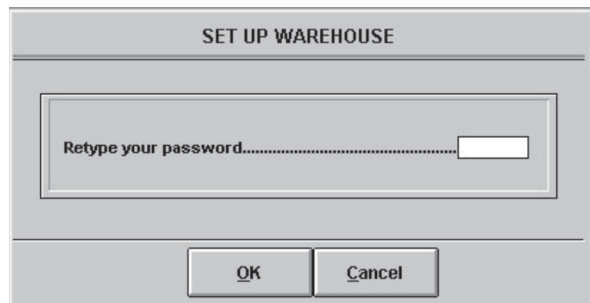*Stock Management Module Password Set Up Screen*
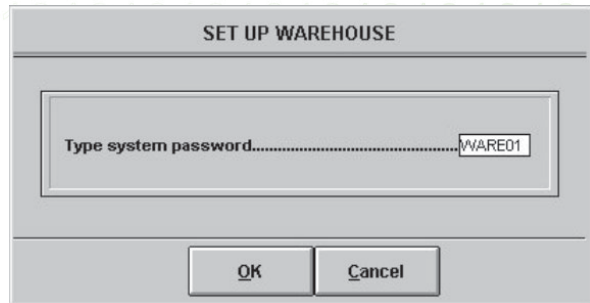
IMPORTANT: This password will be requested for all set-up options modifications in the SUMA Stock Management Module. You must choose a password that is easy to remember.

You must re-enter the password.

Password Confirmation Screen

The system will begin the Set-up of the Stock Module. In this operation you must enter all the specific data of the warehouse being installed. For example:

25

Example screen for warehouse configuration:

Define some invented data to be entered or use data from your organization and select **Enable BOTH options: With/Without Stock balance**. Then click on the option <Save>.

> **Note:** Select the **Enable BOTH options**, as is shown in the example screen.

Since the diskette or CDROM is used only to install the Field Unit, remove it once the installation is finished. If there is any problem, check the set-up of your computer and repeat the installation process.

Observe the options in the Main Menu. (Figure 1)

Warehouse Management Module Main Menu Screen

Return to the Set up option and select ONLY the **option 2** as is shown in the following screen:

Return to the Main Menu and observe the options activated in the Menu. (Figure 2)

Go to the Set up option and select ONLY the **option 1 a**s is shown in the following screen:

Return to the Main Menu and observe the options activated in the Menu. (Figure 3)

Discuss with the other participants and the instructor the different options.

> **IMPORTANT:** To re-enter the STOCK MANAGEMENT MODULE in Windows, click the **Start** button, choose **Programs** and search for SUMA on the options list. Click on SUMA STOCK 5.2.

Figure 1

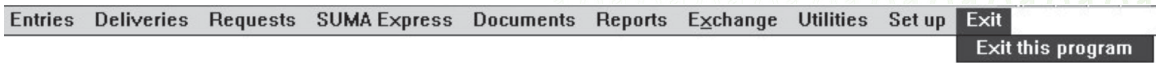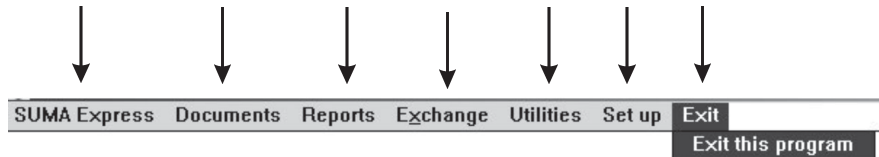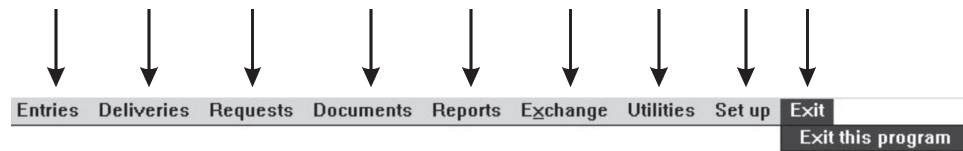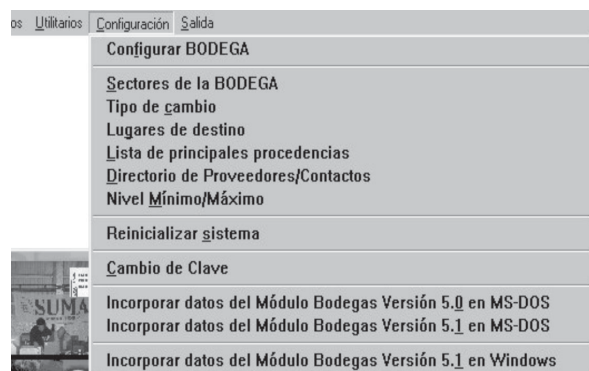| Entries | Deliveries | Requests | SUMA Express | Documents | Reports | Exchange | Utilities | Set up | Exit |
| Exit this program |

Figure 2

| SUMA Express | Documents | Reports | Exchange | Utilities | Set up | Exit |
| Exit this program |

Figure 3

| Entries | Deliveries | Requests | Documents | Reports | Exchange | Utilities | Set up | Exit |
| Exit this program |

Stock Management Module Set-Up Screen

os Utilitarios Configuración Salida

Configurar BODEGA

Sectores de la BODEGA
Tipo de cambio
Lugares de destino
Lista de principales procedencias
Directorio de Proveedores/Contactos
Nivel Mínimo/Máximo

Reinicializar sistema

Cambio de Clave

Incorporar datos del Módulo Bodegas Versión 5.0 en MS-DOS
Incorporar datos del Módulo Bodegas Versión 5.1 en MS-DOS

Incorporar datos del Módulo Bodegas Versión 5.1 en Windows

To enter or view data from the warehouse, follow the next steps:

IMPORTANT: To record data, you will need to enter at the different options the password earlier defined.

1. Go to **Set up** sub-menu; choose the option **Set Up Warehouse** and check the data entered during the installation. These can be edited.

2. At the **Set Up** sub-menu, choose the **Warehouse Section** option**.** Create *5 sectors* in which to divide this warehouse (i.e.. Pharmaceutical Products, Food, etc.)

3. At the **Set Up** sub-menu, choose the **Exchange Rate** option and update the local exchange rate in respect to the US dollar.

4. At the **Set Up** sub-menu, choose the **Destination Sites** option**.** Create *4 destination or supplies distribution places*.

STOCK MANAGEMENT MODULE
Lesson 8
Incorporation of Deliveries made at the Field Unit

Objective: To incorporate data from Deliveries made in other Modules.

A stock module can receive data from deliveries made at SUMA Central, Field Units and/or other warehouses. Discuss this and its implications with other participants and ask your instructor for clarifications.

Procedures:

1. Quit the Stock Management Module and return to the Windows main screen.
2. Press the <Start> button on Windows, choose Programs and find SUMA on the list. Press or click on **Field Unit icon**.
3. Perform the following procedures on the **FIELD UNIT MODULE** for each delivery:

> **Note**: When the system asks which code to use for printing the report, with the **Assigned Code** or the **Item Code,** choose one of the options with which you want to work.

- At the **Documents** submenu, choose the **Print Delivery Form-1** option.
- Select the desired delivery from the delivery list.
- The system will show the **Delivery Form** screens (information about the consignment

and information on the delivery). Press the <continue> button the two times that is requested.
- On the screen **output to:** select **View on screen** and press the <OK> button.
- View the Delivery report on screen and click on <OK> or ESC, then press the button <cancel> on the screen **Output to:** in order to go to the data transfer screen.
- Select the A: unit to transfer the delivery data on a diskette, and then press <OK>.

> **Note:** In one diskette several deliveries can be recorded.

Screen Transfer of Data

If at some point in the installation the MS-DOS window appears, click on <**Exit**> in the upper left-hand corner of the window to return to Windows.

- Transfer the following deliveries to the diskette in floppy disk A:, repeating the last process.
- Select <**Exit**> at the Field Unit to return to Windows.

1. Press the <Start> button on Windows, go to Programs and find the SUMA Stock 5.2 icon on the list and click or enter on it.

2. At the **Entries** sub-menu select **Entry from disk**; choose the A: unit (there should be a diskette with the data that has been copied).

SELECT FILE TO READ

Browse

OK   Cancel
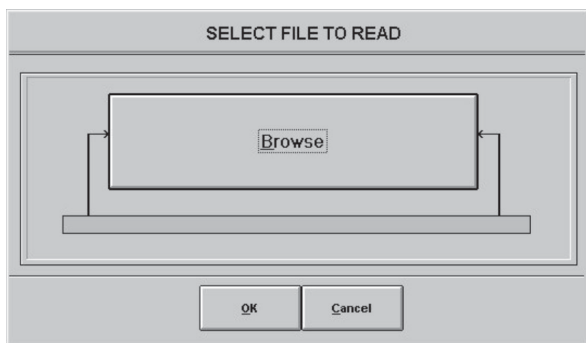
3. Select the first file of the list and press <OK>.

4. If at some point in the installation the MS-DOS window appears, click on <**Exit**> in the upper left-hand corner of the window to return to Windows.

5. Complete the fields: **Name**, **Comments, etc.** and press <OK>.

6. The screen will display a list of quantities of supplies. Verify the quantity received and dispatched for each item. Then place the cursor at the column **Warehouse Section** and press <Enter> to select the appropriate sector.

7. Finish entering the information and press <Esc>; the system will ask if you want to incorporate the data at this point and it will automatically return to the Main Menu.

8. At the **Entries** submenu**,** use the option **View/Modify by List** to observe the information that you have incorporated automatically. Press <enter> to select any entry.

9. Select the entry that you have incorporated and press <Save> to see the items (**View all items in document**).

10. In **Selection of Items,** select for example **Category Overview** and verify the data. Select any Category that contains items. Observe the items of a category from the option **View All Items in this Category**.

11. Verify all the items and assign a **Warehouse Section** to the items that do not yet have one assigned.

12. Repeat this process with the other deliveries transferred to the Field Unit and stored on the diskette.

13. Use the option **View/Modify by List** to observe the information that you have incorporated automatically.

STOCK MANAGEMENT MODULE
Lesson 9
Incorporation of Manual Entries to the Stock Management Module

Objective: To incorporate the data from manual entries and to deliver items.

The options we are going to see in the following practice: Entries, Deliveries and Requests, allow for keeping a stock balance control per product, whenever the measure unit of the items in the warehouse is the same at the entry as at the delivery.

Enter the following items using the **Manual Entry** option at the **Entries** sub-menu.

Entries Screen

```
WAREHOUSE..........................Warehouse One
Receipt No............................000004
Date of this entry D/M/Y.........20/05/2002        Direct input
  ○ Purchase.....
  ● Donation.....
  ○ Reenter .....        Directory of Origins
  ○ Other     .....
Coming from........................
Sent by.................................
Name Driver..........................
I.D......................................
License plate number...........
Name receiver......................
Remarks................................

  Total weight (Kg)    Estimated weight    0  KG    Save
                       Real weight         0  KG    Exit
```

These items have been delivered from the military warehouse No. 4 with authorization from Major Martha González. They were brought by Sergeant Antonio Millar in a military transport vehicle with plate No. MR3486. The warehouse manager estimated the following weights per category:
• Medicines 18 Kg,
• Water and Sanitation 23 Kg,
• Personal Needs 40 Kg,
• Logistics and Management 100 Kg,
• Unclassified 200 Kg,
• Food 15 tons.

a) 6 flasks of Aspirin - Tablets of 100mg - 100 tablets per flask - Expiration date: 31 December 2004.
b) 5 flask x 100 tablets de Lorazepan 1mg. Expiration date: 12 January 2005.
c) 10 boxes of diapers - 100 per box.
d) Powder soap - 6 boxes each of 50 kg.
e) 3 mosquito nets - packed in 3 boxes.
f) 96 ampoules of Inmunoglobuline Anti D-250 - Single Dosage - 24 per box.
g) 2 boxes of shoes - 50kg each box.
h) 10 flasks x 500 capsules of Ibuprofen - 400mg.
i) 10 boxes of children's clothes, baby food and toys.
j) Equipment for malaria control with chemicals - 10 gallons each.
k) 5000 kilos of Rice – packed in bags of 1kg c/u.
l) 1000 bags of beans in bags of 10 kilos c/u.

Delivering items

There are two ways to make deliveries from the Stock Management Module:

Direct Deliveries *(First way to make a delivery)*

Deliveries Sub-menu

These deliveries do **NOT** require a prior request or authorization. You can fill the general information of the requesting organization and those items to be delivered directly onto the screen.

The general process for making direct deliveries is to:

1. Deliver Items
2. Print Delivery Form
3. Find Delivery Form

Delivery with Request and Authorization
(Second way to make a delivery)

Sub-menu Requests

Deliveries of this kind require a request and those items to be delivered are authorized according to the request. The general process to make deliveries by **request-authorization** is to:
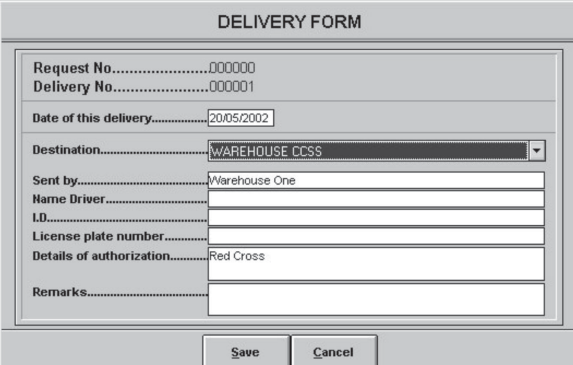
1. Enter a Request
2. View/Modify by request number
3. View/Modify by request list
4. Consult/Print Request
5. Reply Request. This allows the following options:
    5.1. Reply by request number
    5.2. Respond by request list
    5.3. Cancel request
    5.4. Deliver request
    5.5. Print Delivery form
    5.6. Find Delivery form

● Direct delivery of items

At the **Deliveries** submenu, **Deliver Items** option, deliver the following request:

Delivery is made by the International Council of Churches for the Good Shepherd Church. Enter some data (fictitious) in the fields of: driver, identification, etc. on the **Delivery Form**.

Screen Delivery Form

Deliver the following items using the **Items to deliver** option (note the original packing conditions and deliver the quantities as close as possible to the original packing).

a) 220 Aspirins
b) 1100 tablets of Lorazepan 1mg.
c) 110 diapers
d) 215 kg of powder soap
e) 26 ampoules of Inmunoglobulin Anti-D - Single Dose
f) 2 boxes of shoes - 50 kg
g) 320 capsules of Ibuprofen - 400mg.

Follow the steps given by the system to adjust the quantities and save the delivery as explained before.

● Delivery by Request-Authorization

Deliver the following items by Request-Authorization

1. Creation of Request No.1 (**Requests** sub-Menu, **Enter Request** option)

Requested by the Red Cross for Charity Hospital.

2. Include the following items in this Request:

a) Powder soap, 50kg
b) 1000 notebooks
c) 100 diapers
d) Antibiotics - Cloramfenicol capsules 250mg, 1000 capsules
e) Analgesics, oral. Quantity: as much as possible
f) 2000 kg of rice
g) Salt
h) Flour

3. View or print the request

Select the **Consult/Print Request** option at the **Requests** sub-menu

4. Replying to the Request

Select the Request to which you would like to respond by using the appropriate options at the **Request** menu**: Reply Request, Reply by list of Request, etc.** Respond to the request and assign quantities to the requested supplies based on stock availability. Use the buttons <previous> and <next> to move about. You can respond to a specific item or to the entire category. Discuss this with other participants and/or ask your instructor for clarifications.

Respond Request Screen
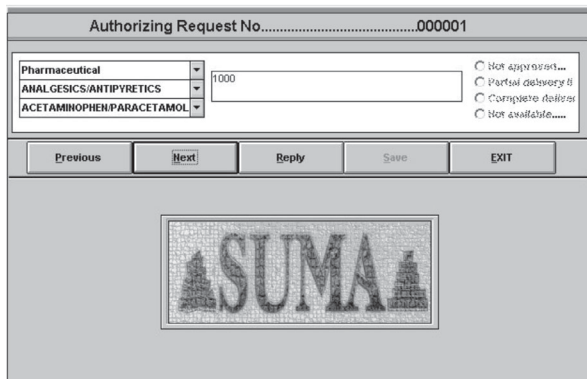
5. Deliver the request

The request is ready to be delivered. At the **Requests** sub-menu, select the **Reply Request** option, then select the **Deliver Request** option. Select the authorized request from the list displayed. Press <continue> and complete the delivery data on the **Deliver Request** screen.

6. Print or view the delivery receipt on the screen.

7. Go to the submenu **Documents** and print the document **Distribution of Entry** for Entry No.1.

8. Go to the submenu **Documents** option P**rint Kardex of a product.** Use the button <List of Records> to select an item. Observe the Kardex of the following products: aspirin, diapers and powder soap.

STOCK MANAGEMENT MÓDULE
Lesson 10
Options with SUMA Express

Objective: Incorporate data from entries and deliveries without stock balance control.

Very often in disasters it occurs that collections of items are made by the local community that are delivered directly to little warehouses or storage centers. These items often come in different presentations (boxes, bags, units) or mixed with other articles in one and the same box.

It is necessary to review all these donations, classify and repack them in the warehouse before delivery to the affected population.

As it is impossible to count all the donations at arrival because of a lack of standard units and for the need to keep a precise control of the distribution of the articles once they have been repacked, the options of SUMA Express were created.

The options we will handle in the following exercise: SUMA Express, allow for registering roughly all the incoming supplies in the warehouse and to keep a precise control of the deliveries. This type of register called SUMA Express does not allow for having a detailed stock control for each product.

Before starting with the exercise, at the **Main Menu**, in the **submenu Set up** in the option **Set up Warehouse:** verify that you have enabled the **OPTION 3** as is shown in the next screen, to have access to the options of register ¨Express¨ as well as complete access to the other options of the menu.

SET UP WAREHOUSE

Setup Date D/M/Y......................16/05/2002
Organization.............................Red Cross
Name of the WAREHOUSE.........Warehouse One
Address....................................First Avenue, 6th Street # 67

Telephone/Fax No....................
Email/Others...........................
Warehouse Manager................

1 ☐ Enable ONLY Entries/Deliveries with Stock Balance Control
  1.1 ☐ Enable only Direct Deliveries
  1.2 ☐ Enable only Deliveries with Request/Authorization
  1.3 ☑ Enable both types of deliveries
2 ☐ Enable ONLY Entries/Deliveries without Stock Balance Control SUMA Express
3 ☑ Enable BOTH options : With/Without Stock Balance Control

Set databases in: ENGLISH
Convert local currency to: -> Euros ->
Save | Cancel

Next Entry..................................3 | Next Delivery..................................1

Exercises:

In the submenu **SUMA Express (Main Menu)**, option **Entry (Express)**, do the following exercise:

1. Write the data of the first entry on the **Entry Form**:

> → **Donor** :   Committee of Coffee producers
> **Address** : Coffee Avenue No. 1099
> **City** : Santa Tecla, La Paz
> **E-mail**: Coffeebeans.santatecla@uol.com

This committee gathered among its employees 10 boxes with canned coffee and different types of grains. Each one of them weights approx. 50 Kg. They also gathered 10 bags with clothing in good conditions.

2. Write the data of the second entry on a new **Entry Form**:

> → **Donor** : María del Pilar Vargas
> **Address** :   Resurrection Avenue No. 1155,
> telephone: 099-69569
> **City** :   San Luis, La Paz
> **E-mail**: pilarvargas232@hotmail.com

Mrs. Pilar, as President of the Neighborhood Council, gathered for the emergency 15 boxes with various foods (vegetable oil, rice, tuna, beans, chick peas, etc.). Each with a weight of 5 kilos.

Go to the submenu **Documents,** option **Print Entry receipt-1**. Observe the differences between the formats of a normal Entry and an Express Entry.

After a process of checking, classifying and repackaging by the Red Cross and Civil Defense volunteers, the supplies are ready to be delivered to the different shelters and the affected communities.

In the submenu **SUMA Express**, option **Delivery (Express)**, do the following exercise:

3. Write the data of the delivery on the **Entry Form**:

> → **Destination** : Municipality Cuztatlan, State of La Paz
> **Driver** : Mario Venegas
> **Identification** : PC-893219
> **Transport Company** : The Confidants

Items to be delivered:

a) 200 Family packages. Unit weight 15 kilos. Content: Various foods following indications of the Ministry of Health.
b) 150 Packages male clothing (adult). Unit weight 5 kilos.
c) 150 Packages female clothing (adult). Unit weight 5 kilos.
d) 450 Packages children's (boys) clothing. Unit weight 3 kilos.
e) 450 Packages children's (girls) clothing. Unit weight 3 kilos.
f) 1000 personal hygiene Kits. 500 grams each.

4. Print a letter of thanks to the donors by modifying the example text. To do so, use the option **Print out of letters to donors** in the Submenu **SUMA Express.**

STOCK MANAGEMENT MODULE
Lesson 11
Incorporating data from other Stock Modules

Objective: Incorporate manually data of entries and deliveries to the warehouse and deliver items.

- On the Main Menu of the Stock Module, go to **Exchange** and double click (select and press enter on) the option **Prepare Data for another Warehouse or Central.** The screen will indicate that the data from your Warehouse will be prepared to be sent to SUMA Central or to another Warehouse. Insert a formatted disk in the A: drive and press <Enter> or use the mouse and click on <Accept>. The system will save any information on entries, exits and deliveries of supplies from the warehouse onto your disk.

- After exchanging diskettes with another warehouse, insert this diskette and load the information from another participants warehouse, using the **Incorporate Data from another Warehouse** option, on the **Exchange** menu.

- When you have incorporated data from another warehouse, go to the **Reports** option on the Main Menu and examine the delivery reports. Generate reports using the information from your warehouse and the information from the warehouse with which you just communicated.

- Examine the stock report and create a specific report on the categories: Food and Water. Observe how the sums have changed for the two warehouses and discuss any issues with your instructor and other participants.

STOCK MANAGEMENT MODULE
PRACTICE 12
DEFINITION OF THE INTERNAL CODES FOR EACH ITEM

Objective: Manage the articles in the warehouse by internal codes and export data to Excel to produce graphical reports.

This option permits allocating a code to each supply classified in accordance with its unit of presentation, and in the case of pharmaceuticals in accordance with its form, route and strength. These codes are very useful for the institutions that utilize SUMA on a daily base. They can continue using the same codes as their institutions use. For example, the codes used by the Ministry of Health for health supplies can be assigned in SUMA. All the documents of entry/ delivery of a warehouse will show the codes assigned by the Ministry.

To be able to handle the "items by codes" the codes should be assigned before initiating processing of the data. The user assigns the codes in the option **System Tables** of the **Configuration Menu** in the Modules SUMA Central or SUMA Stock Management. When registering the items the user can search by specific code.

If the user does not wish to assign codes, the SUMA system will assign them automatically. These codes can be changed at any time. SUMA will reassign the new codes to the items already registered, for example the user does not have to return to the items already registered in order to change them manually.

Exercises:

1. Carry out the following exercise in order to observe the established codes:

   Go to the option **Utilities**, to **Print item tables**:

   Select each option and observe per screen each level. Observe the difference between: **Print Nivel:04** and **Print Nivel:04: By Code**.

2. Carry out the following exercise in order to modify the established codes:

   Go to the option **Utilities**, **System Tables**. Type the configuration password of the warehouse. Select **English** Language. Select **Pharmaceutical products/ Strength** and click on the button <EDIT>. Modify the assigned codes for all the presentations of Acid Acetylsalicylic as follows:

   • Acid Acetylsalicylic - Anal Suppository 100 mg New Code ACIACE01

   • Acid Acetylsalicylic - Anal Suppository 150 mg New Code ACIACE02

- Acid Acetylsalicylic - Oral Tablet 100 mg
  New Code ACIACE03

- Acid Acetylsalicylic - Oral Tablet 500 mg
  New Code ACIACE04

- Return to the **Main Menu** of the Stock Management Module, UPDATING the system tables.

Select the option **Utilities**, then **Print item tables**, **Print Level:04: By Code** and observe the last items of the list.

| Codextsuma	Nom001	Nom003	Nom004
1001080025	AGRICULTU	EQUIPO DE IRRIGACION	Unidades
1001080026	AGRICULTU	EQUIPO DE IRRIGACION	Sets
1001090027	AGRICULTU	MATERIAL VALLAS/CERCAS	Unidades
1001090028	AGRICULTU	MATERIAL VALLAS/CERCAS	Rollos
1002010029	AGRICULTU	GANADO	Unidades/Cabezas
1002020030	AGRICULTU	ALIMENTACION DE GANAD	Unidades
1002020031	AGRICULTU	ALIMENTACION DE GANAD	Paquetes
1002030032	AGRICULTU	MATERIAL PARA ESTABLOS	Piezas
1002030033	AGRICULTU	MATERIAL PARA ESTABLOS	Metros
1002030034	AGRICULTU	MATERIAL PARA ESTABLOS	Pies
1002040035	AGRICULTU	RECIPIENTES DE AGUA	Unidades
1002050036	AGRICULTU	HENO/FORRAJE	Paquetes
ACEACE01	MEDICINAS	ACIDO ACETILSALICILICO	Supositorio(Anal)150 mg
ACEACE02	MEDICINAS	ACIDO ACETILSALICILICO	Supositorio(Anal)100 mg
ACEACE03	MEDICINAS	ACIDO ACETILSALICILICO	Tableta(Oral)100 mg
ACEACE04	MEDICINAS	ACIDO ACETILSALICILICO	Tableta(Oral)500 mg

Utilization of the Excel interface:

SUMA can print different types of reports. However, sometimes it is necessary to report information in a specific format, to carry out a graph or summary of the information, to give a presentation for the media, to modify the headings of the reports in order to make them more visible or adapt them to the format used within the institution including logos, etc.

For these tasks, SUMA allows to export the report information to an Excel format. When producing a report, the following question appears on the screen:

Do you want to export data to Excel ?

Yes   No
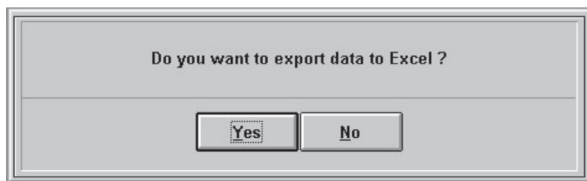
Upon selecting <YES> the system shows us a screen with the content of the hard disk of our computer, you have to write the name of the Excel file and select the directory where we want to save the file.
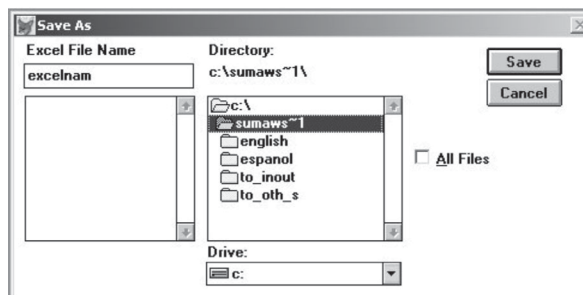
The name that we assign to the Excel file should be a short name (maximum 8 digits), without spaces or special characters.

To get more instructions about the use of the Excel program, see the Excel rapid guide on the SUMA CDROM or our Web site (Manuals & Software).

Exercises:

1. Carry out the following exercise in order to export a file to Excel:

Go to the option **Reports** and select: **Report of Classified Items: By category (Item/Description).**

Click the <Begin Process> button and observe the data on the screen.

Click **Escape** in order to leave the preview screen and respond <YES> to the question ¨Do you want to export data to Excel?¨.

In **Name of Excel File** is now written
EXCELNAM, you can change it and then click on
<**Save**> in order to make the file and save it in
directory C:\SUMAWS52.

Exit the system and start the Microsoft program
Excel.

From Microsoft Excel, select **File**, **Open**, and
choose the **EXCELNAM.XLS** file within the
directory SUMAWS52.
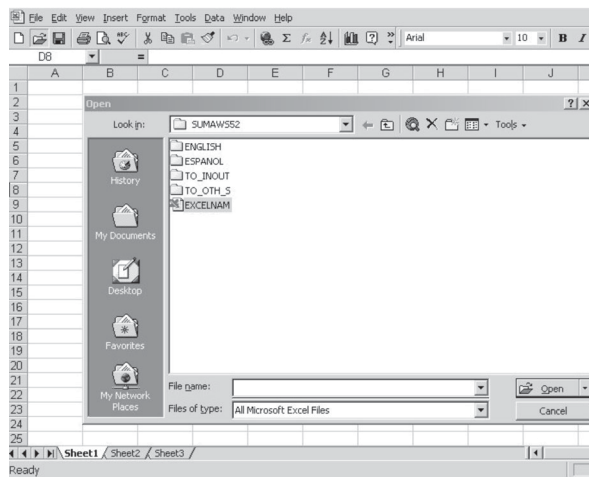
Use the Excel commands in order to modify the
report and include titles, headings, logos, and to
modify the size of the columns.

Print your new report.

Information about contacts

The software and the supporting training materials of SUMA are available on the Internet in English, Spanish, French and Portuguese. If you would like more information about SUMA, or if you want to download the updates of the software, the training materials, manuals or other related information, please visit the SUMA Web site:

http://www.disaster.info.desastres.net/SUMA

Or contact:

Pan American Health Organization (PAHO)
Program for Emergency Preparedness and Disaster relief (PED)
525 23rd St., N.W., Washington, D.C. 20037, United States
Fax +1 (202) 775-4578
suma@paho.org

Subregional Office for Central America
P.O. Box 3745-1000, San José, Costa Rica
Tel. +506 224-6395 / 224-6690
Fax +506 224-7758
pedcor@cor.ops-oms.org

Subregional Office for South America
Av. Amazonas 2889 y La Granja, Edificio Naciones Unidas Quito, Ecuador
Tel. +593 2460330 / 460273 / 460274
Fax +593 2460635
pedecu@ecu.ops-oms.org

Subregional Office for the Caribbean
P.O. Box N 508
Bridgetown, Barbados
Tel. +246 4263860 / 4263865
Fax +246 4369779
disaster@cpc.paho.org

FUNDESUMA
P.O. Box 114, Plaza Mayor 1225,
San José Costa Rica
Tel. +506 296-2898/384-865/221-93447
Fax +506 291-0286
funsuma@racsa.co.cr

5.2

PRACTICE

You can view this manual online at:
www.disaster.info.desastres.net/SUMA/eng/files2.htm