



**DRAFT 10** (28 July 2022)

## Inventory and Gap Analysis (IGA)

Version 2.0

### Note on admin level data and information required

The test version for demo site is by using the following URL:

[www.inventory-gapanalysis.com](http://www.inventory-gapanalysis.com)

The mobile application (only for Android) can be downloaded from:

[http://www.inventory-gapAnalysis.com/mb/IGAS\\_2.7\\_GEO.apk](http://www.inventory-gapAnalysis.com/mb/IGAS_2.7_GEO.apk)

There are 12 steps to complete the “Settings” by the Admin group. Before completing all steps for settings by the admin group, the users cannot start data collation and data entry.

Steps	Tables
<b>Step 1. Configuration</b>	C1,C2, C3, C4, C5 and C6
<p>IGA: Relations among item class, types, fields and parameters</p> <p><b>Fig 1. An example of relations among Item classes, Items, Fields and Parameters</b></p>	IC1
<b>Step 2. Item class</b>	



Step 3. Item type	IT1
Step 4. Item type in different levels	ITL1
Step 5. Fields of item types	
Step 6. Fields related to facilities	
Step 7. Parameters	
Step 8. Manufacturers by Item Class	
Step 9. <PQs/PIS E003 and view> and <PQS E004 and view>	
Step 10. Import Facility	
Step 11. Manage Help	
Step 12. Language management	

Selecting the item classes, item types for each item class, assigning items to different levels, selecting fields for each item, organizing parameters and therefore developing drop-boxes should be discussed carefully. Completing the settings should be in line with the results and output expected from this application. Basically, the settings can be modified after the starting of the data collection. However, major changes to <Settings> should be avoided when data collection has started and progressed.

Twelve steps for completing the <Settings> and the explanation provided in this short guide is not exhaustive. Coaching and assistance from the experts and those with more experienced with inventory development are essential for completing the <Settings>.

Cells with **yellow** background are mandatory and must be provided with data and information!

Note: Users do not have access to and they do not see the <Settings> option. Only users with Admin authority have access to <Settings>.

## Settings

### Step 1. Configuration

Table C1

Caption	Data	Remarks
Country	???????	Please indicate in which language you would like to have the name of the country. This is not translatable
Country code	???	“???” Three letters only. Preferably in capital case. It must be in Latin letters.
Currency	???	Please specify. You can have only one currency. Preferably in Latin letters (capital case).
Allow levels	?	Up to 8 levels are allowed
Logo (50*50 pixel) in JPG Format		The logos must be in 50*50 pixel and in JPG format by any file name but with jpg extension in you PC. Browse your PC and load the file containing the desired logo in IGA. You can have two logos of your choice.
Second logo		
Annual population growth rate		Please indicate I percentage
Target population	1. General population 2. Under-one population	Please indicate 1 or 2.
Enable HR (Yes/No)		If you select “Yes”, information about human resources will be activated. The default is usually “No”. In this case, the information on human resources is not activated.
Main location		Here you can type the two figures each of two-digit whole number and six-digit decimal of the main location from the Google Map.
Required capacity: <ul style="list-style-type: none"> <li>Estimate required capacity by using Assistant Tool (in MS Excel), or</li> <li>Enter required capacity manually</li> </ul>		Default is using Assitan tool. In this case, you can download the Assistant Tool from the provided link. Then complete the required information into the Tool. Follow instructions and load the results into IGA.  If you select “Enter required capacity manually”, you should make your calculation the way you like and then type the results into IGA

**Table C2**

Please add rows if “Allow levels” in table C1 is more than 4.

Levels	Level name	Remarks
1	PR	These are just suggestion from the EVM. You can have any name in any length and in any language.
2	SN	
3	LD	
4	SP	

This is an example

**Table C3**

Please note that in tables C3 and C4 the mandatory information for minimum and maximum population depends on the selection made in table C1: “Target populations”. If you select “General populations” in the table C1, information in table C3 is **mandatory**. Similarly, if you select “Under-1 populations” in the table C1, information in table C4 will be **mandatory**.

Please add rows if “Allow levels” in table C1 is more than 4 levels.

General population		
Levels	Minimum population	Maximum population
1		
2		
3		
4		

**Table C4**

Please add rows if “Allow levels” in table C1 is more than 4 levels.

Children under-1		
Levels	Minimum population	Maximum population
1		
2		
3		
4		

Table C5 should only be completed when you select “Enter required capacity manually” in Table C1. Otherwise, if you select “Estimate required capacity by using Assistant Tool (in MS Excel)”, the required capacity will be loaded from the MS Excel file.

**Table C5**

Please add rows if “Allow levels” in table C1 is more than 4 levels.

Volume occupied by one fully immunize child or one fully immunized individual from the general population (cm <sup>3</sup> ) Present vaccination schedule (2022)						
Levels	2-8 °C	+25 °C	-20 °C	-70 °C	Dry storage	Remarks
1						
2						
3						
4						

**Table C6**

Please add rows if “Allow levels” in table C1 is more than 4 levels.

<b>Volume occupied by one fully immunize child or one fully immunized individual from the general population (cm<sup>3</sup>) Present vaccination schedule (202?)</b>						
Levels	2-8 °C	+25 °C	-20 °C	-70 °C	Dry storage	Remarks
1						
2						
3						
4						

Notes: .....

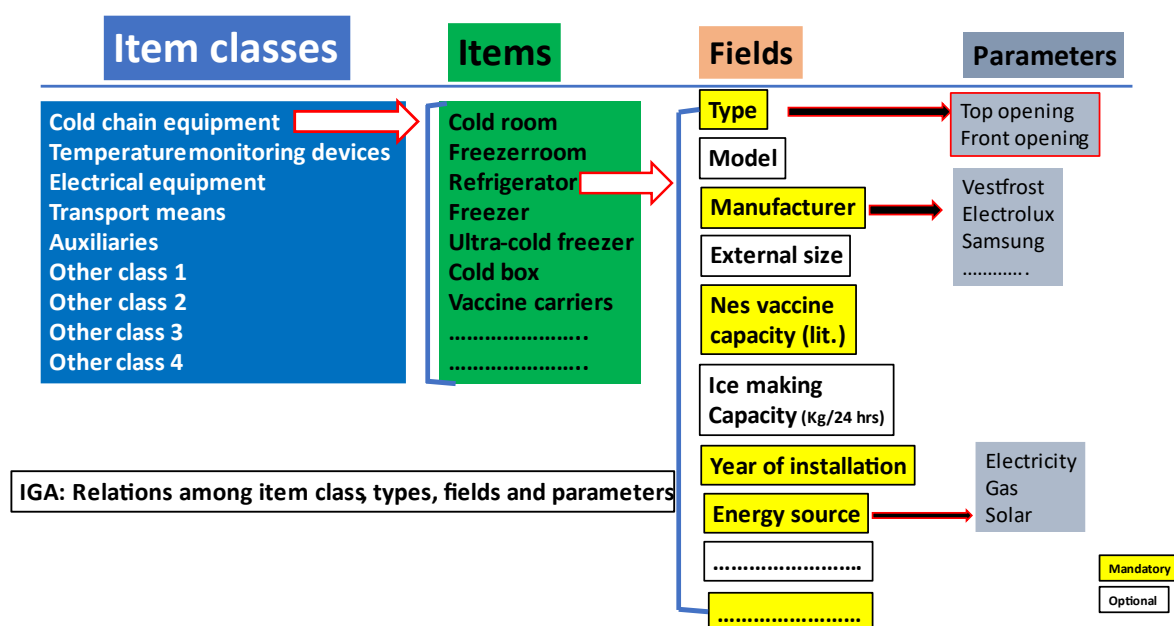


Fig 1. An example of relations among Item classes, Items, Fields and Parameters

## Step 2. Item class

There are nine item classes in this application. You can activate all or any number of them. You can translate them if you want. Please note that whatever you decide, the titles will not be changed by shifting the language. You can change the codes according to your convenience. The codes can be in any language but they will not be changed by shifting the language.

Table IC1

	Title	Code	Active	Edit	Remarks
1	Cold chain		Yes/No		
2	Temperature monitoring		Yes/No		
3	Electrical		Yes/No		
4	Transport		Yes/No		
5	Auxiliary		Yes/No		It is suggested that "Auxiliary" is used for computers, printers and other electronic hardware.
6	Other Class 1		Yes/No		If the five first item classes (Cold chain, Temperature monitoring, Electrical, Transport and Auxiliary) are not adequate for your conditions, activate all four or any number of other four classes (rows 6 to 9) and change the name to whatever and in any language you wish.
7	Other Class 2		Yes/No		
8	Other Class 3		Yes/No		
9	Other Class 4		Yes/No		

Notes: .....

### Step 3. Item type

For each item class, you can define any number of item types. For instance, if you activated Item class “Cold chain”, for this particular “item class” you can define any of the following item types:

- Cold room
- Freezer room
- Refrigerator
- Freezer
- Cod box
- Vaccine carrier
- .....

This will apply to other “item classes” you activate in Item class table IC1. You may wish to firstly complete the table IT1 (below) or you may connect directly to the IGA Application with Admin password, *Main Page, Settings, Item types, Submit new* and complete the information.

**Table IT1**

Please add rows if necessary

Item type	Item class	Code	Active	Remarks

**Notes:** .....

## Step 4. Item type in different levels

In this part you can select any item type you defined in step 3 and/or in table IT1 and specify the level in which any item type can exist. For instance, let's take the example of Item class "Cold chain" and the item type you defined above and let's assume that you have only 4 level of the supply chain:

Item class	Cold chain	Level 1	Level 2	Level 3	Level 4
Item types	Cold room	Yes	Yes		
	Freezer room	Yes			
	Refrigerator	Yes	Yes	Yes	Yes
	Freezer	Yes	Yes	Yes	
	Cold box	Yes	Yes	Yes	Yes
	Vaccine carrier				Yes

This is an example!

This arrangement will prevent users from making mistakes. For example, users in this particular example cannot selecting a cold room at levels 3 and 4. The users at levels 3 and 4 will not see this option.

For this part you may wish to firstly complete the table ITL1 (below) or you may connect directly to the IGA Application with Admin password, *Main Page, Settings, Item types in different levels* and complete the information.

### Table ITL1

Please add columns if there are more levels and add rows if there are more item types  
Cross (X) or type "Yes" in any cells where any particular item type may exist!

Item class	Cold chain	Level 1	Level 2	Level 3	Level 4
Item types	Cold room				
	Freezer room				
	Refrigerator				
	Freezer				
	Cold box				
	Vaccine carrier				
	.....				
Item types					
Item types					
Item types					

Notes: .....



## Step 5. Fields of item types

In this part you select the fields you would like to collect information specific to each item type. The fields are divided into nine major categories as follows:

1. General (8 fields)
2. Physical (11 fields)
3. Conditions (9 fields)
4. Specific to cold chain equipment (15 fields)
5. Electrical (9 fields)
6. Financial (3 fields)
7. Different codes (3 fields)
8. PQS/PIS E003 (5 fields)
9. PQS/PIS E004 (?? Fields)
10. Five other additional optional fields (5 fields)

You can activate any of them for each of the item types. In addition, you may specify each field to be a **mandatory** or optional. Once you opt for any of the fields to be mandatory, the background of that data box will become **yellow** and the user cannot save the screen (save the data entry) if the data box remains blank.

You can see the example below for refrigerators:

Example: Item type – Refrigerator			
Field name	Enable	Is this a required field for this item type (mandatory field)?	Remarks
<b>General</b>			These 3 fields are preselected and you cannot de-select them. They are mandatory fields too.
Type 1 (parameter)	✓	✓	
Type 2 (parameter)			
Type 3 (parameter)			
Type 4 (parameter)			
Type 5 (parameter)			
Type 6 (parameter)			
Manufacturer	✓	✓	
Model	✓	✓	
<b>Physical fields</b>			In this example the Admin did not activate (enabled) any of these 11 fields since they are not important to them (as an example)
Height (in xx)			
Width (in xx)			
Length (in xx)			
Gross volume (lit.)			
Net volume (lit.)			
External size (m <sup>3</sup> )			
Weight (kg)			
Number of doors			
Is there nay inside door?			
Does it have an alarm system?			
Does it have adequate shelves?			
<b>Condition fields</b>			
Physical condition			
Technical condition			

Example: Item type – Refrigerator			
Field name	Enable	Is this a required field for this item type (mandatory field)?	Remarks
Working condition	✓	✓	
Is it functioning?			
Not in use since ....			
Year of installation	✓	✓	
Running time (in hours)			
Runing time in (Km)			
<b>Specific to cold chain equipment</b>			
Storage conditions	✓	✓	*See comments below
Working temperature range:			
Number of colling units:			
Refrigerant gas	✓		
Is the refrigerant gas CFC free?	✓		
Does it have freezing compartment?	✓	✓	
Does it have continuous temperature monitoring device?	✓	✓	
Does it have built-in thermometer?	✓	✓	
Freezer net capacity (lit.)	✓		
Net vaccine storage capacity (lit.)	✓	✓	
Ice making capacity (Kg/24 hours)	✓		
Cool-water production capacity (Kg/24 hours)			
Number of icepacks/cool packs:			
Size of icepack/cool pack:			
<b>Electrical fields</b>			
Voltage			
Phase			
Net generated power			
Does it have an extra fuel tank?			
Energy source	✓	✓	
Does it have an appropriate voltage regulator?			
Power or fuel consumption			
Power generation (kWatt/hour)			
Is there an automatic start-up mechanism?			
<b>Financial fields</b>			
Financial source:			
Unit cost when installed:			
Original cost:			
<b>Different codes</b>			
wVSSM Code:			
UNICEF Catalogue Number:			
Other code:			
<b>PQS/PIS fields</b>			

Example: Item type – Refrigerator			
Field name	Enable	Is this a required field for this item type (mandatory field)?	Remarks
PQS/PIS Code	✓		
PQS/PIS type	✓		
PQS/PIS Manufacturer	✓		
PQS/PIS Refrigerant gas			
PQS/PIS Temperature Zone			
<b>Othe additional and optional fields</b>			
Other field 1 – MOH serial number	✓		For instance, this the field does not exist and the Admin added to the additional fields
Other field 2			
Other field 3			
Other field 4			
Other field 5			

This is an example!

In the above example a total of 14 fields are selected for refrigerator (item type) of which:

- 3 are pre-selected and cannot be disabled by Admin and are forced mandatory fields
- 11 fields are selected of which **8 fields** are **mandatory** for the users and if they do not fill these 8 fields for each item (in this example being a refrigerator), they cannot save the data.

Now, you should log in as Admin (use admin password), in *Home Page*, go to the main menu, click on <Settings>, select <Field of item types> and complete the table for each of the items you defined in table IT1 (above). This action may take some time and it should be completed carefully.

**\*Equipment temperature range:** This field is related to the temperature range of the items (cold chain equipment and temperature monitoring devices). The range refers to working temperatures range of the equipment. If we talk about temperature monitoring devices, each has a working range. For instance, as can be seen from the table below LogTag® working temperature range is between -40 °C to +85 °C. Whereas Q-tag® and Libero® working temperature ranges are -5 °C to +60 °C and -35 °C to +35 °C, respectively.

For refrigerators, the same concept of range applies.

Brand name	Model	PQS number	Software requirement for the device	User interface	Working temperature range (°C)
LogTag®	TRIX-8	E06/006	LogTag® Analyzer_24r4	LogTag® interface	-40 to +85
Q-tag®	CLm doc LR	E06/016	None	USB	-5 to +60
Libero®	Ti1-L	E06/024	ElproVIEWER	USB	-35 to +70

Equipment or item temperature range should not be mistaken with the “Storage temperature range”. “Storage temperature range” or “Storage temperature conditions” is a static field in IGA and cannot be changed. The storage condition ranges in IGA are as follows:

- +25 °C
- +2 to +8 °C
- -20 °C (minus 20 °C) and
- -80 °C (minus 80 °C)

## Step 6. Fields related to facilities

Similar to step 5 (above) you should select the fields related to facilities and decide whether they are **mandatory** or optional. There are approximately 38 fields related to facilities in a single category. Ten of the fields are pre selected and are **mandatory fields** and you (Admin) cannot de-select them (disable them).

The pre-elected fields are:

1. Facility code
2. Facility name
3. Level
4. Facility type
5. Number of general populations served by this facility
6. Number of under-one populations served by this facility
7. Number of facilities at the immediate lower level served by this facility (digit only)
8. Last change on (date)
9. Date
10. Staff name completed the information

Field names	Enabled	Is this required field for facilities?
Facility code	✓	✓
Facility name	✓	✓
Level	✓	✓
Facility type	✓	✓
Number of general population served by this facility	✓	✓
Number of under-one children served by this facility	✓	✓
Number of lower level facilities served by this facility	✓	✓
Setup year	✓	✓
Last changes on	✓	✓
Insert Date	✓	✓
Staff name completed the information	✓	✓
Coverage (%)		
Coverage2 (%)		
Province		
District		
Zone		
City		
Address		
Postal code		
Email		
GPS coordinate		
Is there any phone?		
Is there internet connection?		
Ownership		

Field names	Enabled	Is this required field for facilities?
Type of road from higher level to this facility		
Climate		
Distance from higher level (km)		
Distance from higher level in time (hh:mm)		
Mode of receiving vaccines/ supplies		
Does the facility have immunization services?		
Type of immunization services		
Number of immunization sessions per week		
Have Covid-19 Vaccination		
Count of Vaccination1		
Count of Vaccination2		
Other Service?		
Mode of transportation		
Facility start-up work		
Total number of staff		
Number of professional staff		
Number of vaccinators		
Number of drivers		
Power source		
Does the facility have generator?		
Facility barcode		
Other		
Functioning Status		
Remarks		
Position of staff completed information		
Signature of staff completed information		

The selection and the choices of being mandatory or optional in the above table are examples and may not be compatible to your situation.

Now, you should log in as Admin (use admin password), in Home Page go to the main menu, click on <Settings>, select <Fields related to facilities> and complete the table. This action may take some time and it should be completed carefully.

**Notes:** .....

## Step 7. Parameters

In order to minimize the error made by the users, most fields selected by you for items types and for facilities may have a set of parameters that will appear to users in the form of drop box. The parameters are divided into two categories:

1. for facilities
2. for items

Eleven of the 38 fields for facilities can have parameters as follows:

1. Province/State
2. Facility type
3. Facility power source
4. Country
5. Climate
6. Mode of receiving vaccines/supplies
7. Facility functioning status
8. Mode of transportation
9. Ownership
10. HR education levels
11. HR position level

There is no limit for number of parameters for each field.

Eleven of the total fields related to item types statically can have parameters as follows:

1. Type
2. Temperature range
3. Item power source
4. Refrigerant gas
5. Working condition
6. Physical condition
7. Technical condition
8. Reason for not being used
9. Manufacturer
10. Temperature zone
11. Energy source

For establishing parameters for those fields you selected for each item, log in as Admin, on the Main Page go to the main menu and click on <Settings>, select <Parameters> and complete the information based on your situation. Type order for the preference you would like the parameters being presented in the drop-box.

For example, if “Climate” is one of the fields you require for each facility, for example, you may establish the following parameters:

1. Hot ..... 1
2. Moderate ..... 2
3. Cold ..... 3

Once this is saved, as an example, all users will have a drop box and can only select one of the above choices in the order shown here.

**Notes:** .....

## Step 8. Manufacturers by Item Class

In order not to have chaotic spelling of manufacturer names by different users, you should establish a list of known manufacturers for each item class you selected in step 2, table IC1.

Log in as Admin, on the Main Page, go to the main menu and click on <Settings>, select <Manufacturers>, once the window opens, select one of the item classes you established in step 2, and on the bottom of the screen type the first and most common manufacturer for that item class. Then, type a number (in this case 1) as an order for this particular manufacturer to appear in the drop-box. Continue adding more manufacturers names in the same manner until you exhaust the list.

You may wish to add “Other” for the items of which their manufacturers are not known. That is a policy decision and it is not usually recommend.

Once the list of the manufacturers is completed, user will see a drop-box with the name of all manufacturers for that particular item class. The users can select one of the manufacturers from the drop-box.

The following table is an example for Item Class “Cold chain”:

Description	Show order	Enable	Edit
vestibol	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
electrolux	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sun Frost	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B Medical Sytem San (Domestic)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Domestic	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bright Light Solar	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dulas	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Igria	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General Electric	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Philips	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SANDAZER	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SIBIR	13	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whitpool	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>
White Westinghouse	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	16	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes: .....



### Step 9. <PQs/PIS E003 and view> and <PQS E004 and view>

If you have any cold chain equipment (active or passive) from the PQS<sup>1</sup> or PIS<sup>2</sup> in your vaccine supply chain (VSC), you can import the PQS/PIS sheet to IGA application. When the user wants to register one of the cold chain equipment which is from this list, he/she does not need to enter all the information and by selecting the PQS/PIS code, all the required data will be automatically extracted from the list to the screen and can be saved.

As the Admin, you should have two PQS/PIS updated list in a MS Excel sheet and in a specific format and import them to the Application. The formats are presented below.

It should be noted that the format is very important and slight changes in the format will prevent you from importing the data.

#### PQS/PIS E003 (for active cold chain equipment)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Description	Make	Model	PQScode	Refrigerant	Tempzone	RefrigeratorCapacity	FreezerCapacity	kg_24_hrs	WaterpackStorageCapacity	Price	H	W	L	Volume	Weight
2																
3																
4																
5																
6																
7																
8																
9																

#### PQS/PIS E004 (for passive cold chain equipment)

	A	B	C	D	E	F	G	H
1	s	Type	Manufacturer	Model	VaccineNetStorageCapacity	CoolantPackNominalCapacity	NumberCoolantPacks	ExternalVolume
2								
3								
4								
5								
6								
7								
8								

As the admin, you should ensure that these two sheets (one for the active cold chain equipment and one for the passive cold chain equipment) are regularly updated.

Save these two MS Excel files with these specific formats in your PC or in a flash drive (in any directory you like). Then, select the file from your PC or your flash drive by using <Browse> option. Once the file is selected, click on **Save**.

If the Admin is certain about the types, models and makes of the cold chain equipment from the PQS/PIS list, may delete the rows of the equipment do not exist in the supply chain from the PQS/PIS MS Excel sheet and keep only those rows related to the pieces of equipment are present in the supply chain. In this way the list in the drop-boxes will be shorter and only shows those limited number of cold chain equipment. This will facilitate selection of PQS/PIS codes for the users. This arrangement should only be made when the admin is quite confident about the types, models and makes of the cold chain equipment existing in the system.

<sup>1</sup> PQS: Product Quality and Safety – for active cold chain equipment the codes contain E003 and for passive cold chain equipment the codes contain E004

<sup>2</sup> Product Information Sheet

Mail - Mojtaba Haghighi - Out: X inventory-gapanalysis.com/import: X

www.inventory-gapanalysis.com/importPQS.aspx 90% Search

**World Health Organization** **IGAS** INVENTORY AND GAP ANALYSIS SYSTEM (NICARAGUA) [Help](#) [Log out](#)

Central Store  
administrator

Home Page  
Facilities  
Items  
Report  
Users  
Settings  
Configurations  
Item class  
Item type  
"Item type" in different levels  
Fields of "Item type"

☒ Import PQS/PIS Data File

Select PQS/PIS File as sample file and upload it .....

Select File  No file selected.

	Description	Manufacturer	Model	PQS/PIS Code	Refrigerant gas	Temperature zone	Net vaccine storage capacity (lit.)	Freezer Net Capacity	Ice making capacity (Kg/24 hours)	Cool-water pack production capacity (Kg/24 hours)	Price at installation	Height	Width	Length	Gross volume (lit.)	Weight (kg)
1	refrigerator	Electrolux	RCW 42 EG/CF	PIS E3/21-M	NH3	Temp	10.5	1.6	1.129412	0	899	0	0	0	0	0
2	refrigerator	Electrolux	RCW 42 EK/CF	PIS E3/22-M	NH3	Temp	18.2	1.2	0.9866667	0	1063	0	0	0	0	0
3	icelined refrigerator	Electrolux	TCW 1152/CF	PIS E3/24-M	R134a	Hot	169	0	2.057143	0	1453	0	0	0	0	0

Notes: .....

## Step 10. Import Facility Data

Similar to step 9, if you have a list of all or part of the facilities on a MS Excel sheet, you may import them all to IGA and make the life of the users easier by unburdening them of entering all facilities one by one.

The list in MS Excel sheet should have specific format. The format is presented below. It should be noted that the format is very important and slight changes in the format will prevent you from importing the data. Do not change the title of the columns and the order of them! changed.

### Format for the importation of Facility data

#### Column numbers

1	2	3	4	5	6	7	8
A	B	C	D	E	F	G	H

id	FacilityCode	facilityName	parentFac	Facilitytype	Level	levelName	Population
1							
2							
3							
4							
5							

Similar to step 9 for importation of data related to equipment from the PQS/PIS list, here too you can save the MS Excel sheet facility data with the above specific format in your PC or in any flash drive. Then, select the file and save it. All the data (Facility name, Parent facility, Facility type, facility level, Facility name and the population) will be imported to IGA.

At the same time, one user will be defined for each imported facility automatically by the application. This means that every imported facility will have an automatically defined user. The username and the password for these automatically generated users are the facility codes; for both user name and password. You may wish to inform the staff of each facility about their username and password.

Please note the following:

1. The name of the MS Excel file is not important. It can be any name and can be saved in any folder/ directory. In addition, the extension of the file can be .xls or .xlsx.
2. The name of the sheet in the file is important and it must be only **"Data"**. You should not change the sheet name. It should remain as **"Data"**.

The column in the table above

1. Column 1 – id: just a serial number and can be from 1 to n.
2. Column 2 – FacilityCode: If your existing list has unique code for each and all facilities, the code should be copied to this column. If the list has no code, a unique code should be developed for each and all facilities by you. Codes should not be repeated and each facility must have a unique code. After the importation of the data, this code will be saved in "Other code" field for each facility (see Step 6 – Fields related to facilities – Other).
3. Column 3 – facilityName: This can be any name and in any language.

4. Column 4 – parentFac: This is actually “Parent code” of the facility. The code you copied from your list or the code you designed for this purpose should appear in this column. This is quite important.
5. Column 5 – Facilitytype: The information in this column will give the facility types as it is specified in parameters for facility type (see Step 7 – parameters- facility Type). If the facility types in this column does not correspond to the list specified in parameters related to “Facility type” it will give error and the transfer of data may not be completed. This column can remain blank. If you leave this column blank, then you have to return back to each facility and use edit to complete the facility types since facility type is a mandatory field.
6. Column 6 – Level: Level means level number. For instance, if the supply chain has four levels, then this column must have one of the numbers between 1 to 4.
7. Column 7 – levename: Level name refers to the level name specified in step 1 – table C2. The level names should not be different from what is specified in table C2. They should be exactly the same. This column can be blank. If you leave this column blank, then you have to return back to each facility and use edit option to complete the level name since level name is a mandatory field.
8. Column 8 – Population: The populations figure here depends on the Admin selection in Step 1- Configuration – table C1. If the Admin selected “general population”, then here the population figure should be general population too and the data here will go to the box of general populations in IGA. If the admin selected “under-1 populations” in step 1 – Configuration, the populations figures should be under-1 populations. Care should be taken to use figures without thousand separators in MS Excel sheet. No decimal and no negative numbers should be there. Zero is accepted

**Notes:** .....

## Step 11. Manage Help

The “Help” is for users and not for the Admin group. The present version of IGA has help for users in English and French.

If you wish to change the help in the existing two languages, please follow the instructions below:

1. Log in as Admin
2. On the Main Page, go to Main Menu and select <Settings>
3. Then, click on <Manage Help>
4. When the Help window opens, on the language box, select either English or French, and click on **Filter**. The Help in text will be on the lower part of the screen in the language you selected (at the present in English or French)
5. On the Page box, select the part of the Help you would like to change or edit. There are presently seven parts as follows:
  - Index Page (relate to the Main page or Home Page)
  - Facility Info (related to New Facility in the main menu)
  - Facility list
  - Item Info (related to the New Items in the main menu)
  - Item List
  - User Info (related to New Users in the main menu) and
  - User List
6. Once you select one of the items you would like to edit, click on **Filter**
7. On the lower part of the screen edit the Help text and click on **Save**

The above seven steps for editing the Help part can also be used to develop new Help text in any desired language. For instance, on item 4 of the above instructions (in step 11), select Arabic or Espanola and then type the help text in your own desired language or translate the existing help to your desired language.

**Notes:** .....

## Step 12. Language management

In this part you can edit the language. Log in as Admin, on the Main Page and the Main Menu, select <Settings> and click on <Edit language>. There are five language options. When the window opens, select one of the five options of languages from the Language box and click on **Filter**. There are presently 19 pages in which there are all the captions, messages and text (except help part). You can use the search box to find the caption or the message you would like to edit. This needs to click on **Filter** again. For searching you can use only the first word in each caption or message. You do not have to type the complete text.

### Adding a new language

If you would like to add a new language to this application (one of the languages that does not already exist in the application), the easiest way is to ask for support from the designer of this application. A language file will be provided to you in MS Excel in which the codes and one or two of the existing languages are presented there. One column in that MS Excel sheet will be blank for you to add the translation of the desired language. Once the translation is completed, you would return the MS Excel sheet back to the support team and they install the new language for you.

**Notes:** .....