

ADMIND

User

Manual



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DanChurchAid ADMIND Manual
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1 INTRODUCTION:

ADMIND is DCA's logistics system. It is a database where you can both find current information and/or upload new information about a previously used supplier and products, upload information about a new Partner or DCA Office, or create information about a new Purchase Order and/or Gift Certificate.

The aim of the Manual is to help users understand the different features of the system and how they operate. By making the system easier to use, the aim is to make ADMIND the primary tool for Fleet Management & Asset Lists. When used properly and regularly, it improves efficiency and decreases repetitive paper work for all of DCA staff.

The content of the Manual is not set in stone; it is a living document which is updated regularly on the basis of requirements, experiences and ongoing development. When new features are introduced or removed from ADMIND, this will be updated in this manual. Users of the Manual are encouraged to provide feedback and suggestions to the Manual to the DCA Procurement and Logistics Unit in Copenhagen Denmark – please contact ssc@dca.dk

The 1st edition of the ADMIND User Manual has been developed by the DCA Procurement and Logistic Unit HQ. It can be downloaded from DCA Intra [Link](#)

The ADMIND Manual is applicable to all DCA offices, self-implemented operations and project implemented by partners.

2 ADMIND

Here is a short description of how to both download the ADMIND system and how to enter it.

2.1 HOW TO DOWNLOAD ADMIND:

- Go to: [Download - Admind A/S](#)
- Click on Admind



Once downloaded, you can find the program under “Programs” in your start menu.

When logging in for the first time, change the server to the following: **213.173.246.74:12020**

A screenshot of the 'Admind Version 8' login window. The window has a dark blue header with the 'ADMIND' logo and 'Version 8' text. Below the header is a 'Welcome' section with several input fields: 'Server' (containing '213.173.246.74:12020' and highlighted with a red box), 'User Name' (containing 'Amalie Bachmann Steinich'), 'Password' (masked with dots), and 'Database Name' (containing 'DCA'). There is a checkbox labeled 'Remember my password' which is checked. At the bottom are 'OK' and 'Cancel' buttons.

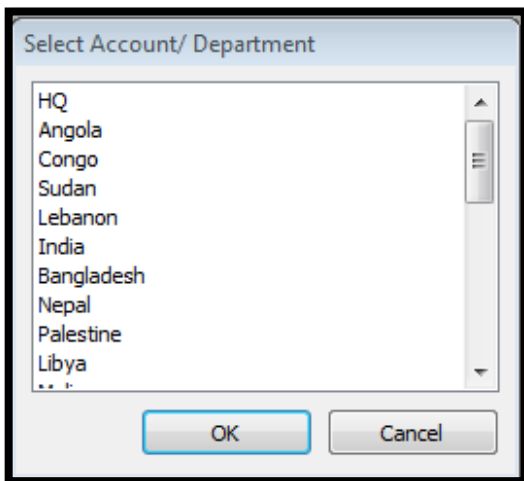
Then you should be up and running with the latest version.

Username: Guest (or assigned username)
Password: guest (or assigned password)

For assigned password and username, please contact Stig Schwartz at ssc@dca.dk

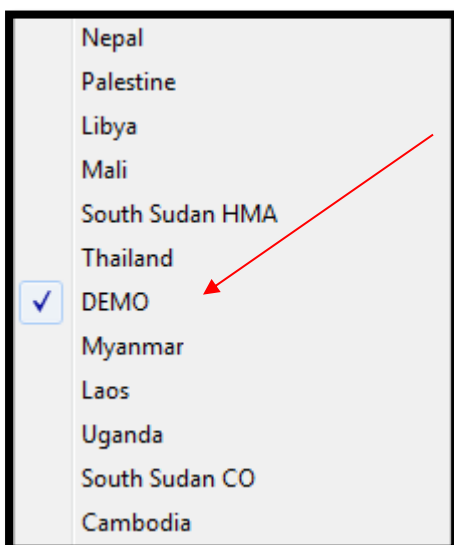
2.2 SELECT YOUR COUNTRY

When you have logged on to ADMIND, you will be asked to select the country/department you are working with.



2.3 DEMO

If you want to practise and figure out how ADMIND works, you can select **DEMO**. This is a playground where you can test your ADMIND skills without making any changes to the "live" ADMIND, and thereby everything is allowed when using this.



3 GENERAL FEATURES

The ADMIND system has some general features regardless of which menu you are working with: Whether you are working with Suppliers, Products, or Purchase Orders etc. these features will remain and do the same.

3.1 F-KEY'S


The most important and most frequently used F-keys throughout the system are the following:

- F3 = "New" (To create new supplier, partner, file, gift certificate, purchase order etc.)
- F7 = Search (Opens a search window)
- F8 = Copy (To copy the line above)

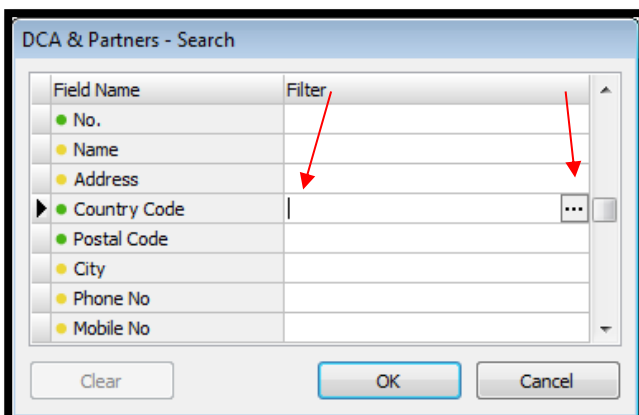
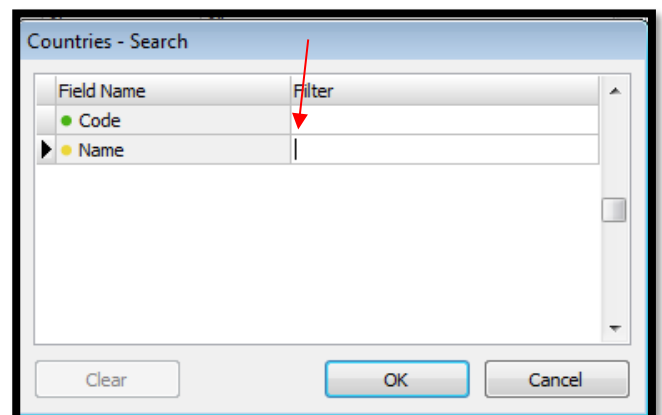
3.1.1 F7 - The search function

You can 'search within a search field', meaning; if you, for instance, look into DCA & Partners and want to search for a specific partner press F7 and type in some information that you remember and press OK, then the partner you are looking for will be shown.

However, if you for instance cannot remember the name of the partner, but only remember the country yet not the country code, you can do following:

- Click on DCA & Partners 
- Press F7
- Make sure your marker is placed on country code
- Click on the drop down menu
- Press F7 and write the name of the specific country
- Click **OK**

This will show you the specific country code for that country, and select this new information in the search function so you can find the partner needed. This can be done in all menus; Suppliers, Products, Asset List etc. and you can in all menus search within a search field as described and shown below.

Please note, that there is only a drop down menu at country and postal code.

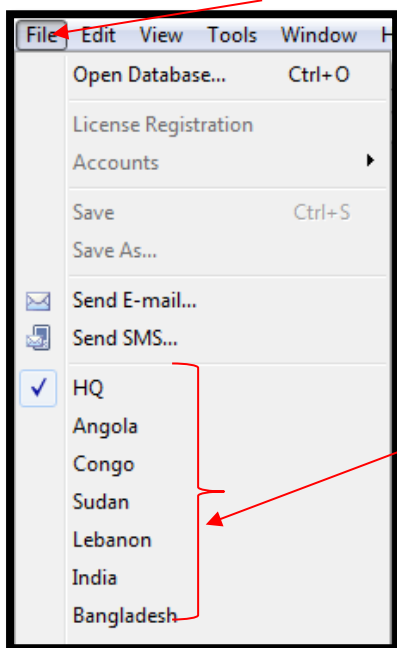
If you wish to search by writing a name, address, phone no. etc. you just type in that information you know already and click on **OK**, then a list of all possible (in this case partners) will be shown.

3.2 DATE FORMAT

Dates in ADMIND must always be in the following format: **(DD-MM-YYYY)**.

3.3 SHIFTING BETWEEN COUNTRIES/DEPARTMENTS

Once you have logged into ADMIND, it is possible to shift between countries/departments and/or choose the option 'DEMO' if you want to practice some more. To shift between countries/departments while using ADMIND click on **File** and select the preferred country/department.

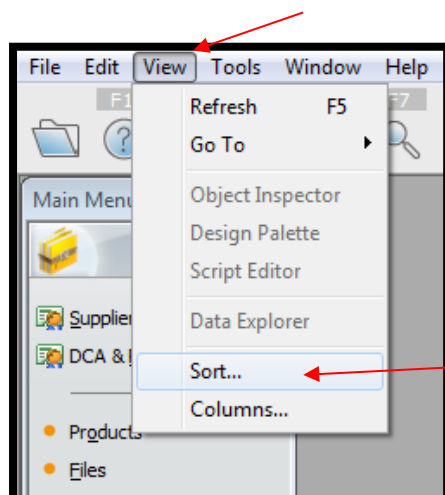


3.4 SORT THE ARRANGEMENT

Regardless of which menu you choose from the main menu; Suppliers, DCA & Partners, Products, Files, Purchase Orders etc. you can change the order of its information.

This means, you can decide how its information is arranged: You can change the order to be arranged by e.g. Last Modified, Name, No., File No. or Mobile No. If you wish to have the newest item on top, choose No. (Descending) when possible. This is done by:

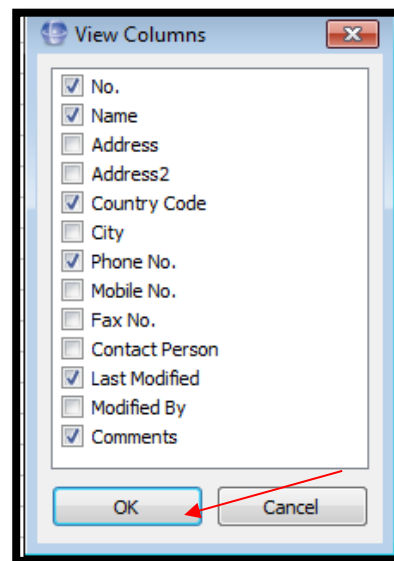
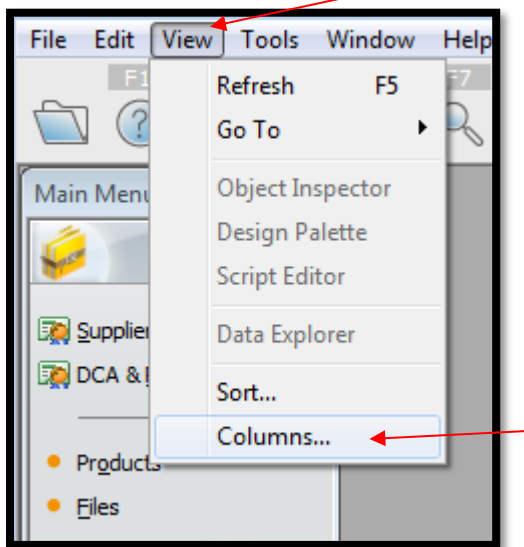
- Click on **View**
- Click on **Sort**
- Choose your desired order
- Click on **OK**



3.5 SHOW RELEVANT INFORMATION

When you start using ADMIND, the columns that will be present in all menus are set up in advance. However, if you wish to see additional or less information when you e.g. look into Suppliers, do as following:

- First, choose the menu you want to work with: e.g. Suppliers, DCA & Partners, Products etc.
- Click on **View**
- Click on **Columns**
- Check off the information you wish to be shown/deleted
- Click on **OK**


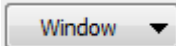


4 SUPPLIERS

When working with the **Suppliers** menu, you can either find previous used suppliers/candidates and check out what products they have, and/or you can create new ones.

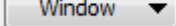
The Supplier menu is used in ADMIND when issuing the purchase order and for references to previous purchases. Please note that you have the opportunity to link supplier products to suppliers (see instruction below, section 4.1.1)

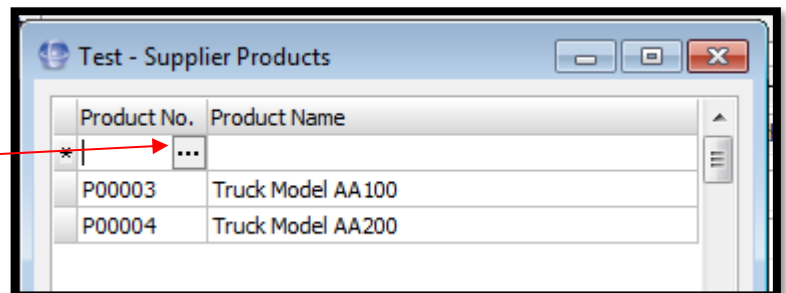
4.1 REGISTER NEW SUPPLIERS:

- Click on **Suppliers**  **Suppliers**
- Press F3 (New)
- Fill in the necessary information
- Use the tab "**Comments**" to enter additional information or comments
- Use the lower right corner button  to enter Contact Persons, Supplier Products and/or to upload relevant documents, certificates etc.

4.1.1 Add Supplier products

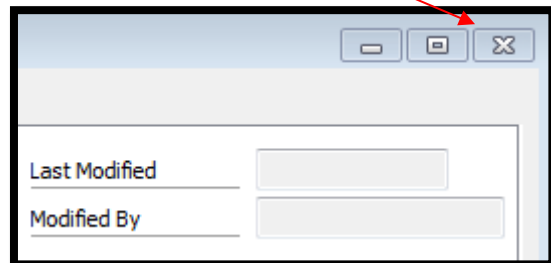
If you want to link a product to the specific supplier/candidate, do as following:

- Click on the  button, and choose **Supplier Products**
- Click on the **Drop down menu**
- Click on the product you need and then **OK**



If the Product you are looking for is not available in the Supplier Products:

- Press F3
- Fill in the necessary information
- Click on the X once this has been done

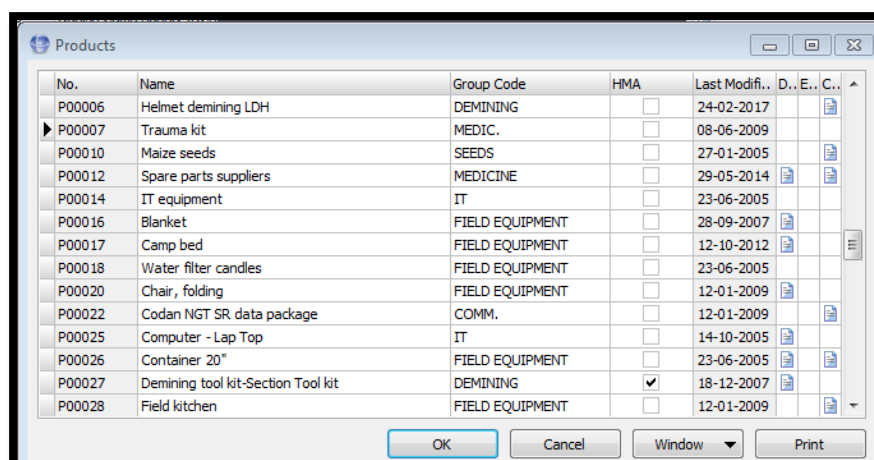


- Then find your new added product in the

Products card.

- Click on the product
- Click on **OK**

Then you will have added a product to your supplier.



4.2 HOW TO OPEN DOCUMENTS

When looking at the Supplier function, you can also see if one or more documents have been attached to the specific supplier. Below you see an example of a supplier with documents attached and a supplier without:

No.	Name	Country C..	Phone No.	Last Modifi..	C..	D..
S00289	AP Services	DK	+45 96907090	27-02-2017		
S00891	APFO Investment Uganda Limited	UG		19-07-2017		

The C column stands for **Comments** and the D column stands for **Documents**. To open the document attached to the first supplier do as following:

- Click on the document icon of the specific supplier
- Click on in the lower right corner
- Click on **Documents**

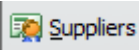
Then you see all documents that have been attached to the specific supplier.

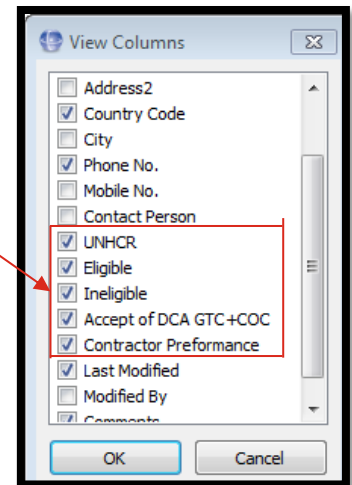
4.3 UNHCR FUNCTIONS

This section is solely for when working with UNHCR Programs.

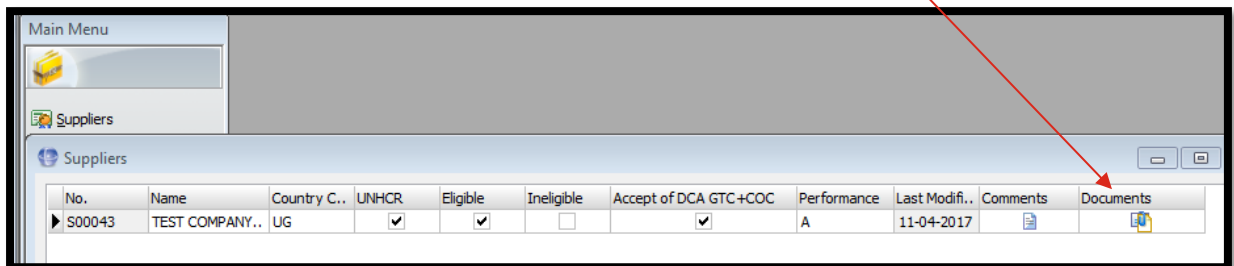
Based on the result of the pre-qualification process, the Procurement Committee ensures update of the supplier and candidate information in ADMIND.

First, ensure that all required UNHCR information becomes available when working with the Supplier menu.

- Click on **Suppliers** 
- Click on view
- Choose Columns
- Make sure that following are checked off: UNHCR, Eligible, Ineligible, Accept of DCA GTC+COC and Contractor Performance
- Click on **OK**

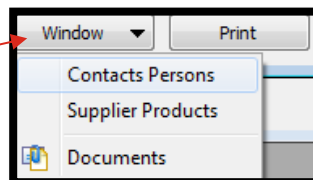


Under the Suppliers menu, the first screen provides an easy overview of the most important information for each supplier or candidate including, name, country, eligibility, contractor performance. Furthermore, this is where the Supplier Registration Form including all the documentation provided by the supplier or candidate and the Procurement Committee's pre-qualification conclusion is found. When available, an icon in the 'Documents' column will indicate that the Supplier Registration Form is available. This documentation will allow the Procurement Committee to consult their decision, should the same supplier or candidate again submit a Supplier Registration Form.



To upload documents such as the Supplier Registration Form do as following:

- Choose the specific supplier/candidate
- Click on **Window**
- Click on **Documents**
- Click on **Import** and find the specific document



4.3.1 Supplier card

In the Supplier Card under 'General', the following information about the new supplier/candidate should be available and updated.

- Creation date
- Full name and address
- Contact person and contact details
- VAT No.
- Nature of business
- Payment terms

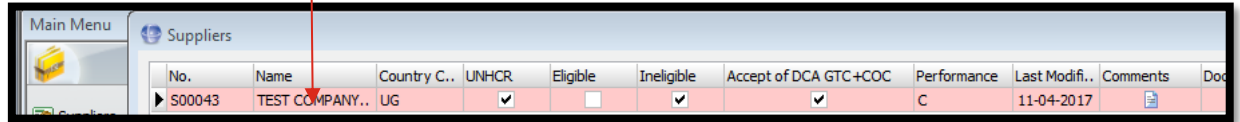
- Discount available, if any
- UNHCR. This box is selected, if the supplier has been approved as a supplier under a UNHCR programme.
- Eligible / ineligible. The company's eligibility is indicated with either selecting the eligible or ineligible box.
- The company's accept of DCA General Terms and Conditions and Code of Conduct

4.3.2 Supplier Card / Performance

The supplier or candidate will receive a performance evaluation. The result is captured in ADMIND under the Supplier Card / Performance. Please select the relevant performance ranking – A, B or C as illustrated below.

If the Contractor Performance is rated 'C', the company's eligibility is changed to 'ineligible'. Please refer to 'C' for a description. This will result in 'Suppliers' turning red in colour. After 12 months, 'Suppliers' will automatically turn yellow indicating, that the company must be re-evaluated, if still relevant as a supplier or candidate.

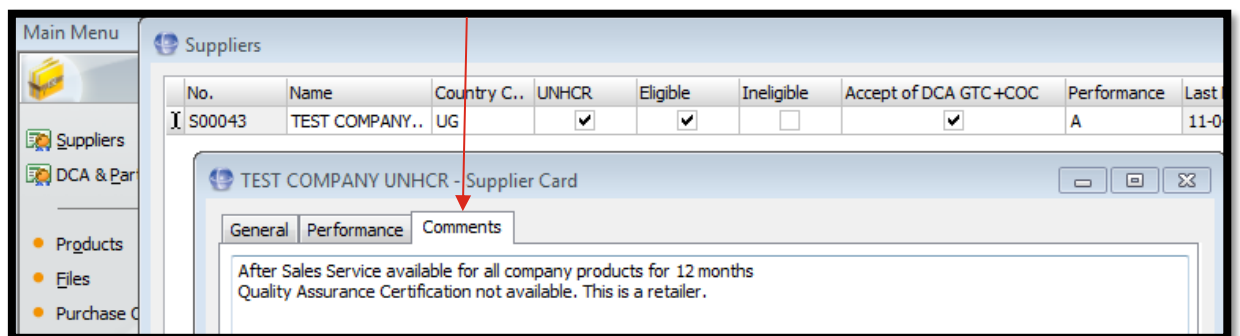
See picture below for how the supplier menu for the specific supplier/candidate is turned red as the Contractor Performance is rated 'C' and thus been changed to 'ineligible'.



No.	Name	Country C..	UNHCR	Eligible	Ineligible	Accept of DCA GTC+COC	Performance	Last Modifi..	Comments	Doc
S00043	TEST COMPANY..	UG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	11-04-2017		

4.3.3 Supplier Card /Comments

The Supplier Registration Form including all documents submitted is attached under 'Suppliers'. However, should the Procurement Committee like to extract specific information e.g. After Sales Service and Quality Assurance Certification information, this can be added to the comments field as illustrated below.



No.	Name	Country C..	UNHCR	Eligible	Ineligible	Accept of DCA GTC+COC	Performance	Last
S00043	TEST COMPANY..	UG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	11-0

TEST COMPANY UNHCR - Supplier Card

General Performance **Comments**


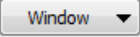
After Sales Service available for all company products for 12 months
Quality Assurance Certification not available. This is a retailer.

5 DCA AND PARTNERS

When opening new files, issuing gift certificates and/or purchase orders, you will have to fill in information about the receiver. The receiver will most often be another DCA office but can also be a DCA partner. Thus, you will have to ensure that the office or the partner in question has been entered into ADMIND.

Please note that in both **Files**, **Purchase Orders** and **Gift Certificates**; this information should be inserted in the boxes called **Partner No.** or **Partner Name**: Even though it is called Partner No/Partner Name, it is also here you insert information about the DCA office, if this is your consignee.

5.1 REGISTER NEW DCA OFFICE OR PARTNERS

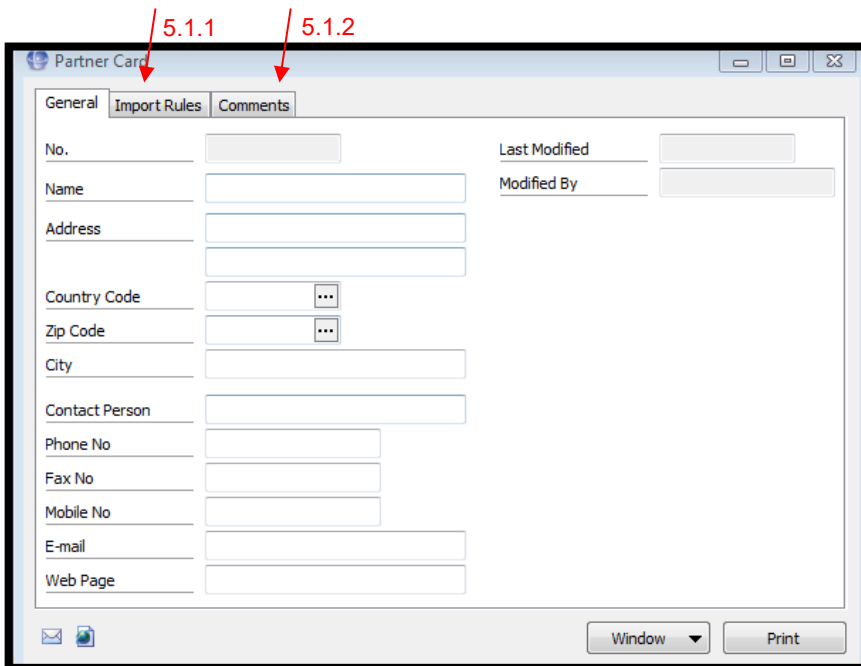
- Click on DCA & Partners  **DCA & Partners**
- Press F3 (New)
- Fill in the necessary information
- Use the lower right corner button  to enter Contact Names and/or to upload relevant documents, certificates etc.
- If new contact names and/or documents need to be added click on one of them and Press F3 (New)

5.1.1 Import Rules

Here you can enter any specific import requirements, permits required, documents needed and other issues of importance etc.

5.1.2 Comments

Here you can enter additional information or comments



The screenshot shows a 'Partner Card' window with three tabs: 'General', 'Import Rules', and 'Comments'. The 'Import Rules' tab is selected and highlighted with a red arrow labeled '5.1.1'. The 'Comments' tab is also highlighted with a red arrow labeled '5.1.2'. The form contains the following fields:

- No.
- Name
- Address
- Country Code
- Zip Code
- City
- Contact Person
- Phone No
- Fax No
- Mobile No
- E-mail
- Web Page
- Last Modified
- Modified By

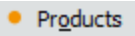

At the bottom of the window, there are 'Window' and 'Print' buttons.

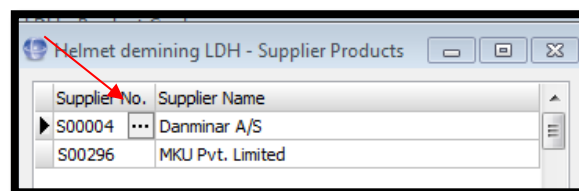
6 PRODUCTS

When purchasing a product, its information can be uploaded into ADMIND. When this is done for new products by all users, it will increase efficiency: When all information is uploaded, users will be able to look up products and its suppliers. Thus, instead of researching for similar products, you can look it up in ADMIND and immediately have information about the product itself and its supplier.

Please note that if you entered a supplier product to a new/existing supplier in the Supplier menu (see 4.1.1.), then you will not have to add the product information in the Product menu as well.

6.1 REGISTER NEW PRODUCTS


- Click on **Product:** 
- Press F3 (New)
- Fill in the necessary information
- Use the lower right button  to register Suppliers, Accessories and/or to upload relevant documents such as data sheets, brochures, scanned files, certificates etc.
- To find a supplier, click on the drop down menu
- If the Supplier you need is not available:
- Press F3 and register a new one (see section 4)



6.1.1 UNHCR documents

The Products Menu includes products relevant to DCA as well as product information in the form of data sheets, brochures etc. When having imported a document in the Supplier menu, an icon in the 'Documents' column in the Products menu will indicate that the product has a data sheet attached.

NOTE: In UNHCR Programs, it is mandatory to upload data sheets. This is done by:

- Find the specific product which you inserted from the Supplier menu and its Supplier Product.
- Use the lower right button  and click on **Documents**
- Click on **Import** and choose the specific data sheet.

6.1.2 Product Card

When uploading information about a new product, you will have following functions:

- **General:** Is used for information about the product
- **Description:** Is used to give a description of the product
- **Evaluation:** Is used to give your assessment and experience of the product
- **Comments:** Is used to enter additional information or comments of the product

Product Card

General | Description | Evaluation | Comments

No. [] Last Modified []

Group Code [] Modified By []

Name [] Country Code []

Text [] HMA ☐

Shelf Life [] Currency []

Weight [] Unit Price []

Dimension L/W/H [] Valid Until []

Volume (CBM) [] DeliveryTime []

Web Page []

Window Print

When you fill out either Description, Evaluation, Comments or import a document, it will become visible in the **Products** folder: D = Description, E = Evaluation, C = Comments, D = Documents

Products

No.	Name	Group Code	HMA	Last Modifi..	D..	E..	C..	D..
P00803		FIELD EQUIPMENT	<input type="checkbox"/>	30-03-2017				
P00818		OFFICE	<input type="checkbox"/>	23-01-2009				
P00820		CLOTHING	<input type="checkbox"/>	01-09-2009				
P00821		FOOD	<input type="checkbox"/>	21-08-2009				
P00833		FOOD	<input type="checkbox"/>	22-09-2011				
P00836		SPARE PARTS	<input type="checkbox"/>	22-04-2014				
P00838			<input type="checkbox"/>	30-06-2014				
P00842		HOUSING	<input type="checkbox"/>	27-02-2017				
P00754	Aircharter		<input checked="" type="checkbox"/>	29-03-2017				
P00745	Armour for vehicles	VEHICLES	<input type="checkbox"/>	14-02-2006				
P00744	ATV (All terrain vehicle)	VEHICLES	<input type="checkbox"/>	10-11-2006				

6.2 HOW TO OPEN DOCUMENTS

When looking at the Product function, you can also see if one or more documents have been attached to the specific product. Below you see an example of a product with documents attached.

No.	Name	Group Code	HMA catal..	Last Modifi..	D..	E..	C..	D..
P00744	ATV (All terrain vehicle)	VEHICLES	<input type="checkbox"/>	10-11-2006				

To open the document attached to the product, do as following:

- Click on the document icon of the specific product
- Click on in the lower right corner
- Click on **Documents**


Then you see all documents that have been attached to the specific product.

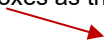
7 FILES

Files are used to keep trace of physical paper files and to follow the progress of procurement documentation.

New files are mandatory to be opened for every new project.

7.1 REGISTER NEW FILE

- Click on **Files** 
- Press F3 (New)
- Fill in the necessary information
 - Please keep the **Status** of the project and the **Project End Date** updated.
- Scroll to the right and check off these boxes as the project progresses.



Country	Status	Project End Date	Responsible	Maconomy..	PP approv..	Final PP av..	PFiles moni..	PDocumen..	2019 Proje..	2020 Projects	Documents
Malawi	Project ongoing	31/12/20	Grethe Nørgaard	1010300-62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PP Approved = Procurement Plan Approval

Final PP available = Final Procurement Plan

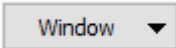
Pfiles monitored = Procurement Files monitored

PDocument action overview available = Procurement Document action overview available

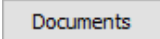
NOTE: When your project has ended, remember that GEN 18 must be filled out. After having filled out the GEN 18 then you can check off this box in ADMIND, as the project then is ready for audit.

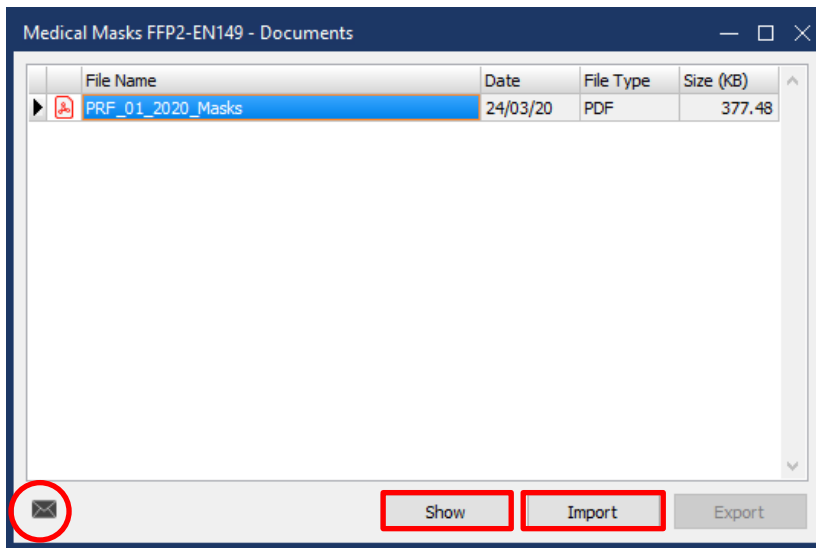
2019 Projects = Check off this box if the project started in the year of 2019

2020 Projects = Check off this box if the project started in the year of 2020


- To identify associated Gift Certificates and/or Purchase Orders use the button  in the lower right corner and fill in the necessary information.

7.1.1 Upload documents in files

It is possible to upload documents in your files. To do so find the button  in the lower right corner. Then you'll see all the documents attached to the project as in the picture below.



To upload a document, find the **Import** button to search through your files and find the document(s) needed. The document information (File Name, Date, File Type, Size (KB)) will automatically be filled out when doing so. It is possible to upload an unlimited amount of documents in each project. Once you have attached the document to your file, you'll see it marked as in the picture below.

PP approv..	Final PP av..	PFiles moni..	PDocumen..	2019 Proje..	2020 Proje..	Documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

To open a document in a file, find the **Show** button.

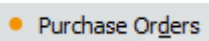
It is also possible to send the document directly via email. To do so find the icon of a letter in the lower left corner and you'll be forwarded to your Outlook mail with the document(s) attached.

8 PURCHASE ORDER

Purchase Order is mandatory for all procurement above EUR 300.00 and must be signed by the supplier, returned to DCA and stored in the procurement file. The PO automatically apply the general terms and condition (GTC) and the code of conduct to all PO's.

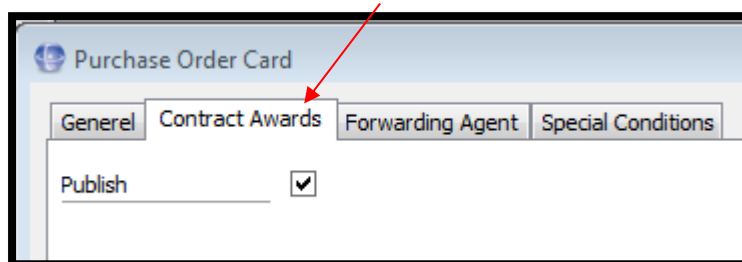
The special terms and conditions must be adjusted for each order.

8.1 ISSUE NEW PURCHASE ORDER

- Click on Purchase Orders 
- Press F3 (New)
- Select the supplier from the **Supplier No.** drop down list: Or Press F3 to create new supplier (see section 4)
- Select DCA/Partner from the **Partner No.** drop down list: Or Press F3 to register new partner (see section 5)
- The space **File No.** refers to the file in section 7
- Fill in remaining necessary information

8.1.1 CONTRACT AWARDS:

- The "Publish" is checked of from start. However, if for some reason the order should not be published on the DCA webpage, this must be unticked.

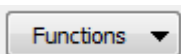


The screenshot shows a software window titled "Purchase Order Card". It has four tabs: "General", "Contract Awards", "Forwarding Agent", and "Special Conditions". The "Contract Awards" tab is active, highlighted by a red arrow. Below the tabs, there is a "Publish" label followed by a checked checkbox.

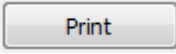
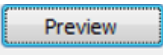
8.1.2 FORWARDING AGENT:

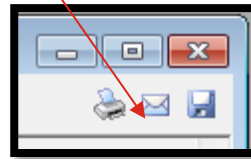
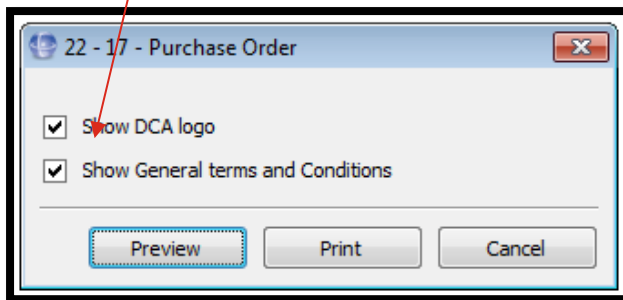
- Fill in necessary information if a freight forwarder is being used.
- If the Supplier, Country Code and Zip Code needed is not available in the drop-down menus, press F3 and fill in necessary information for each one.

8.1.3 SPECIAL CONDITIONS:

- Click on 
- Click on **Get special condition from other order.**
- Click on the yellow one named **Template** or a similar previous order and adapt it to the present order.

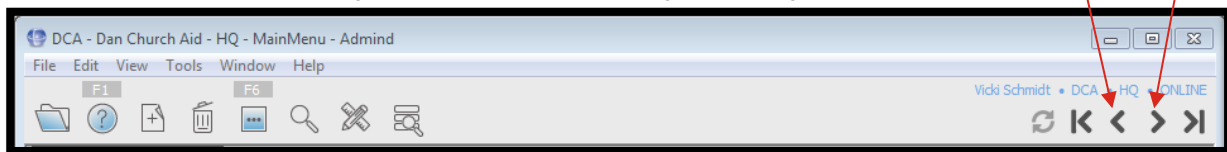
- Click **OK**
- Click **Yes** to 'Do you want to get the conditions from the selected record?'

Click on  and adjust for printing. This feature also allows you to print the Purchase Order in both English and French. You can also choose to press  where you have the opportunity to save the order or send it directly to an e-mail by clicking in the right corner



NOTE: When you want to preview a Purchase Order, please be aware that the screen only shows one page at a time. To see the remaining pages, do as following:

Use the arrows found in the top right corner to turn over the pages left or right.



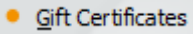
9 REQUEST FOR QUOTATION

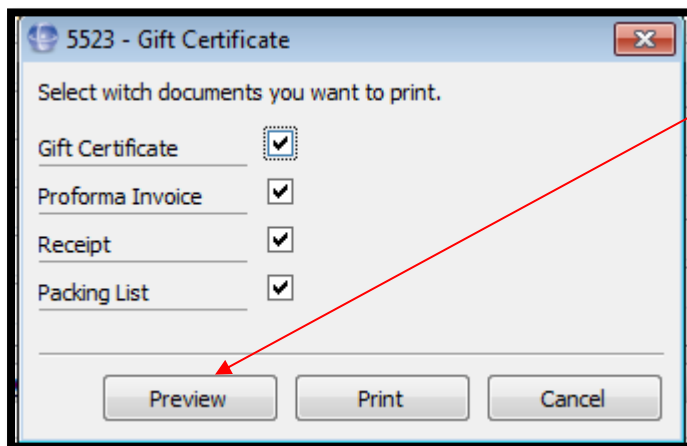
This feature is under development.

10 GIFT CERTIFICATE

Gift Certificate (Gift Certificate, Proforma invoice, Receipt and packing list) are sets of documents used to follow goods shipped between locations. It helps identifying goods send, ease custom clearance, and the receipt serves as a GRN (goods received note).

10.1 REGISTER NEW GIFT CERTIFICATE


- Click on Gift Certificate 
- Press F3 (New)
- Fill in the necessary information
- Select the partner from the **Partner No.** drop down list or Press F3 to create new partner (see section 5)
- The space **File No.** refers to the file in section 6
- Click on **Print** to select documents to be printed. Here you also get the option to either preview the document, print it, e-mail it directly or save it to disk.

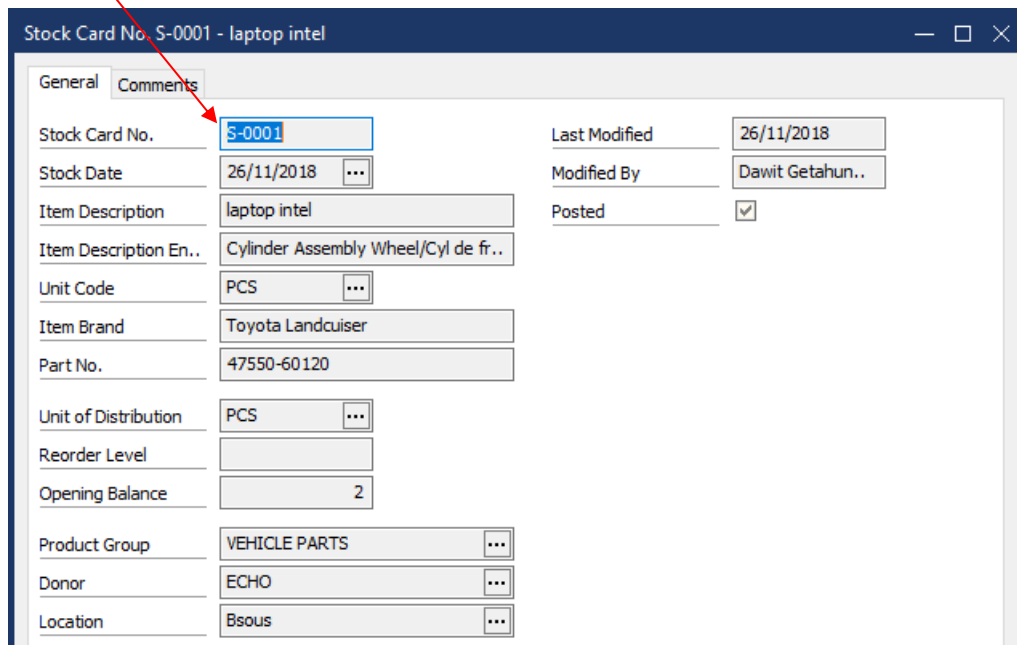


11 STOCK MANAGEMENT

In the stock card management system, you can ensure a full overview of stocks going in and out of the storage and you will be able to see the total stock. It is also possible to print out the stock cards to have them signed.

11.1 REGISTER NEW STOCK CARD

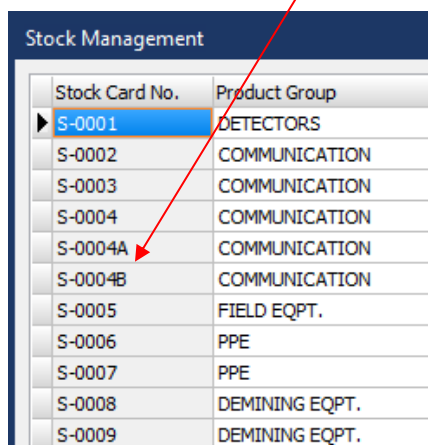
- Click on Stock Management  **Stock Management**
- Press F3 (New)
- Fill in the necessary information
 - The stock card no. will generate itself



Stock Card No. S-0001 - laptop intel

General	Comments
Stock Card No.	S-0001
Stock Date	26/11/2018 ...
Item Description	laptop intel
Item Description En..	Cylinder Assembly Wheel/Cyl de fr..
Unit Code	PCS ...
Item Brand	Toyota Landcruiser
Part No.	47550-60120
Unit of Distribution	PCS ...
Reorder Level	
Opening Balance	2
Product Group	VEHICLE PARTS ...
Donor	ECHO ...
Location	Bsous ...
Last Modified	26/11/2018
Modified By	Dawit Getahun..
Posted	<input checked="" type="checkbox"/>

- If you want to register the stock cards in a certain order, you can write the stock card no. manually and add "A", "B" and so on.



Stock Card No.	Product Group
S-0001	DETECTORS
S-0002	COMMUNICATION
S-0003	COMMUNICATION
S-0004	COMMUNICATION
S-0004A	COMMUNICATION
S-0004B	COMMUNICATION
S-0005	FIELD EQPT.
S-0006	PPE
S-0007	PPE
S-0008	DEMINING EQPT.
S-0009	DEMINING EQPT.

- Most of the information is self-evident, but some of it might need some explanation:
 - Reorder level: The stock level where you need to order new products
 - Opening balance: The stock level you have when you register the stock in Admin
- If the needed information is not available in the drop-down menus, you press F3 to fill in new information
 - Example: If you need to add a new Product Group, you press F3 and fill in the name of the product group:

Code	Description
* NEW PRODUCT GROUP	
COMMUNICATION	VHF, HF Radios, Satellite and
CONSUMABLES	CONSUMABLES
DEMINING EQPT.	Demining Equipment only
DEMINING TOOLS	Demining Tools
DETECTORS	Detectors, parts, accessories
FIELD EQPT.	Camping,
GENERATOR	Generators, parts, accessories
HOUSING	Housing Equipment
IT	ICT Equipment
MEDIC.	Medical CEquipment
MOTORBIKE	Motorcycles
NFI	Non Food Items
OFFICE	Office equipment

11.2 REGISTER GOODS

This box is where you register goods that goes in and out of your stock. Below you can see an example:

Date	Qty In	GRN/PO/PRF No.	Qty Out	Stock Request /..	Supplier / Destin..	Balance
▶ 21/08/19	150	PO21			Alice BrandsLtd.	150
21/08/19	0	PO21	84	0027	Kalobeyei	66

To register a new line, you press **New Line** and fill in the relevant information:

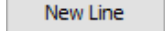
- **Qty In:** Quantity going in the stock
- **GRN/Po/PRF No.:** Good Received Note/Purchase Order/Purchase Request Form
- **Qty Out:** Quantity taken out of the stock
- **Stock Request/Waybill No.**
- **Supplier/Destination**
- **Balance:** Your current stock balance. Each time you add new lines, the balance will update automatically.

When you have filled in the information, you have two options:

Post:

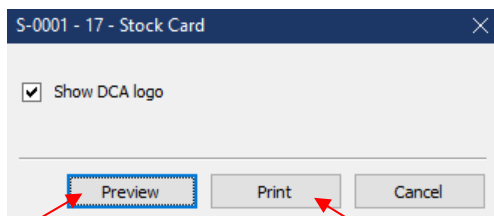
When you post the stock card, you cannot change the information in the existing lines. The lines will turn grey and the posted-box will be ticked:

Last Modified	26/11/2018
Modified By	Dawit Getahun..
Posted	<input checked="" type="checkbox"/>

Next time you need to add or withdraw products from the stock, you press  and a new line will appear under the locked ones.

Print:

When you press print, you can preview the stock card or just print it right away:



12 ASSET LIST

12.1 DEFINITION OF ASSET

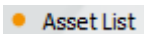
ASSET LISTS

DCA Asset List is a list of assets owned by DCA or its donors. If one or more of the following criteria is fulfilled, items and equipment's are defined as being a fixed asset:

- An item with a serial number and a monetary value of EUR 300 and above. Donor classification of assets may vary from these classifications and have a higher monetary threshold, e.g., laptops, photocopiers, air conditioners, vehicles, generators, detectors, etc.
- An item with a serial number and an estimated lifespan of more than one year, e.g., small printers, inexpensive mobile phones, handheld GPS, tablets, etc.
- A critical item is an item where its loss or theft, would have a major effect on the capability of the project/organisation to meet its operational objectives. Tents and PPE for classification purposes will be classified as assets. Some Medical devices will also be classified as critical items.
- An attractive item is an item that does not meet the above criteria, but because of general desirability and therefore the potential risk of loss or theft, it is considered necessary to provide additional accountability, e.g., compasses, GPS, inexpensive mobile phones, multi-tools, solar or detector batteries, etc.

All items that do not meet the above criteria such as office furniture, household furniture, garden furniture, demining tools, water filters, kitchen utensils and equipment, cool boxes etc. will be classified as inventory items and as such be added to the Inventory List.

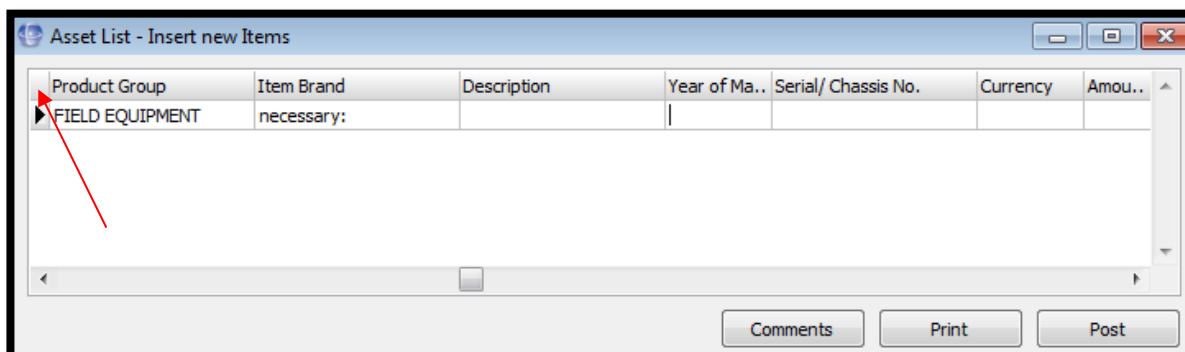
12.2 ENTER ITEMS TO THE ASSET LIST

- Click on Asset List 
- Press F3 (New): This sheet works offline and you can now enter information without being online.
- Fill in the necessary information

If you already have information for the asset list, on a separate Excel document on your computer, this information can be copy/pasted directly into ADMIND as long as headings are identical. Excess or deficit columns are accepted and so is columns in mixed order - as long as headings are identical.

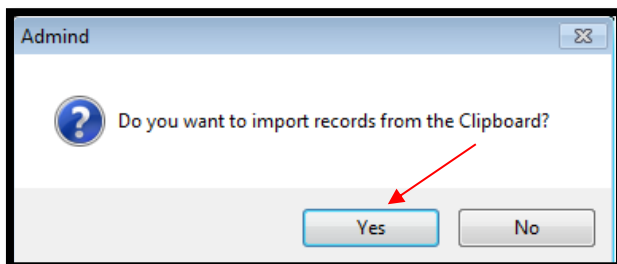
In order to copy/paste from an existing document into ADMIND, do as follows

- Paste all information from your excel document – Including headings, to this space:

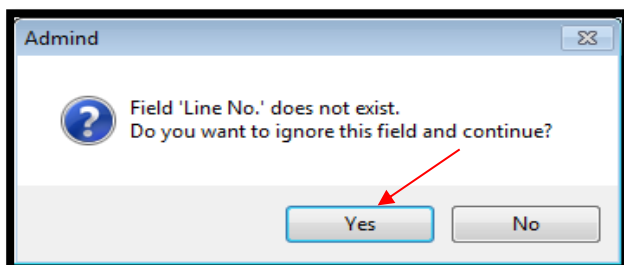


Product Group	Item Brand	Description	Year of Ma..	Serial/ Chassis No.	Currency	Amou..
FIELD EQUIPMENT	necessary:					

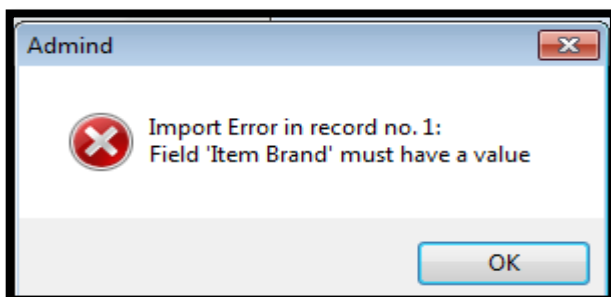
- Then you will see following note – Click Yes



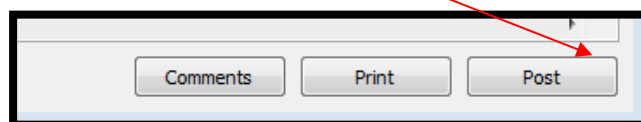
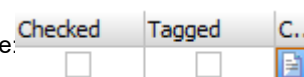
- If you have information/headings not required by ADMIND, you will see a similar note as below – Click yes:



- If your excel document is missing any required information for the ADMIND system, you will see a similar note as below.



- You will have to insert this information to your excel document, and then you must copy/paste it once again, until ADMIND has all required information.
- Once this is done, you will receive a note saying that the import is completed.
- To enter comments press: **Comments** and fill in information.
- When comments are entered, this sign will appear on the asset lists last space:
- Click on Comments again if you wish to edit this information.
- Once all information is uploaded, remember to click on **Post**



12.3 REMOVE ITEMS FROM THE ASSET LIST

Items can only be removed from the list by the administrator.

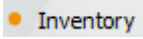
To get items removed from the asset list, fill out the 1.04 Asset disposal authorization form found in ADMIND **Template**. Get it signed by the PM and send it to the ADMID administrator at DCA HQ (ssc@dca.dk)

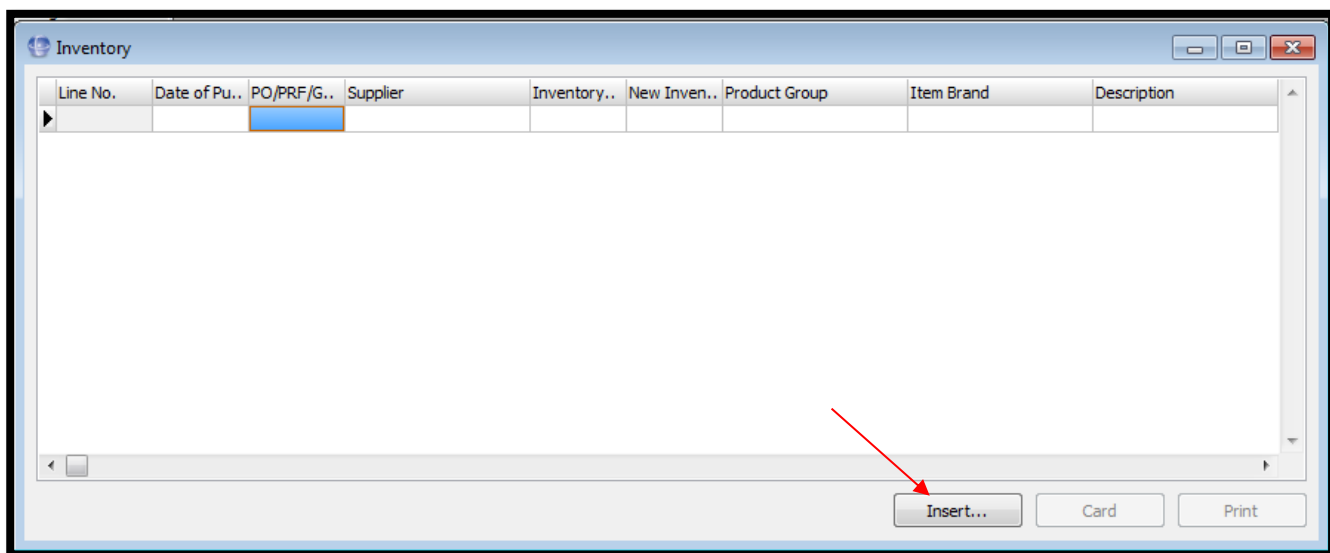
13 INVENTORY LIST

13.1 DEFINITION OF INVENTORY

All items that do not meet the criteria of being “asset” (See section 10) such as office furniture, household furniture, garden furniture, demining tools, water filters, kitchen utensils and equipment, cool boxes etc ,will be classified as inventory items and as such be added to the Inventory List.

13.2 ENTER ITEMS TO THE INVENTORY LIST

- Click on Inventory 
- Click on **Insert**

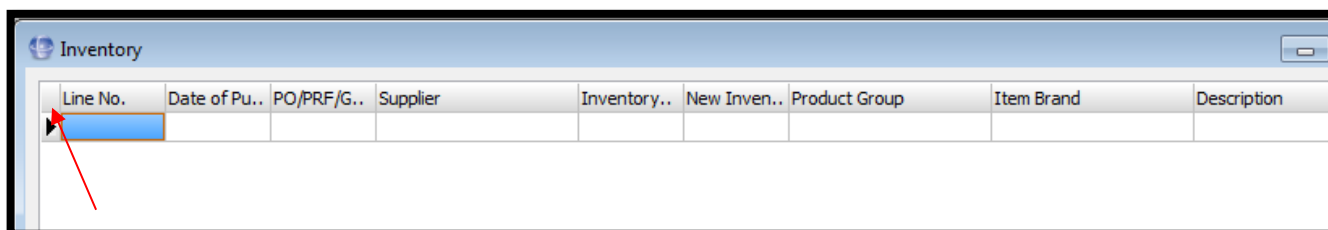


- Fill in the necessary information

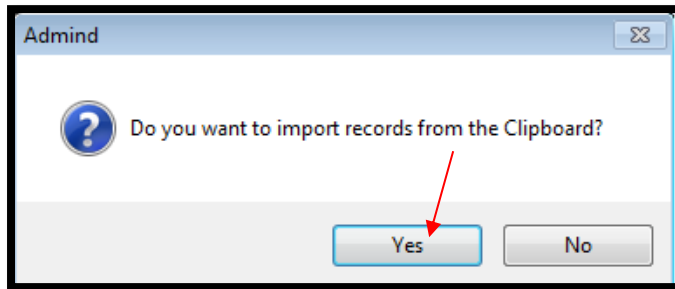
If you already have information for the inventory list, on a separate Excel document on your computer, this information can be copy/pasted directly into ADMIND as long as headings are identical. Excess or deficit columns are accepted and so are columns in mixed order - as long as headings are identical.

In order to copy/paste from an existing document into ADMIND, do as following:

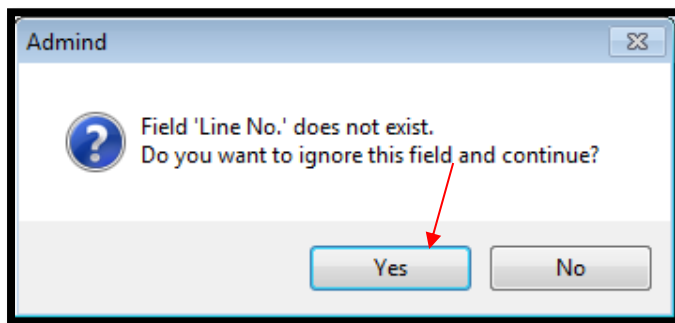
- Paste all information from your excel document – Including headings, to this space:



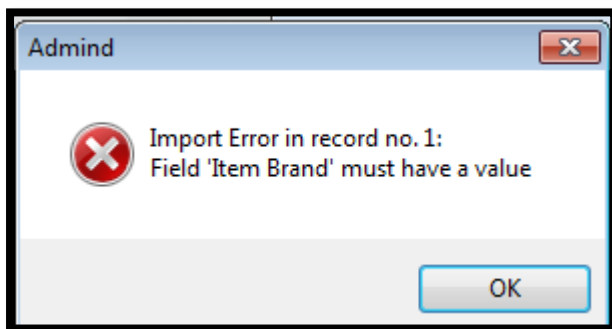
- Then you will see following note – Click Yes



- If you have information/headings not required by ADMIND, you will see a similar note as below – Click yes:

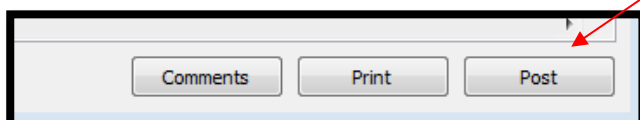
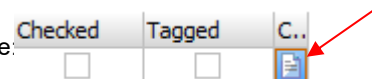


- If your excel document is missing any required information for the ADMIND system, you will see a similar note as below.



- You will have to insert this information to your excel document, and then you must copy/paste it once again, until ADMIND has all required information.
- Once this is done, you will receive a note saying that the import is completed.

- To enter comments press: **Comments** and fill in information.
- When comments are entered, this sign will appear on the asset lists last space.
- Click on Comments again if you wish to edit this information.
- Once all information is uploaded, click on **Post**



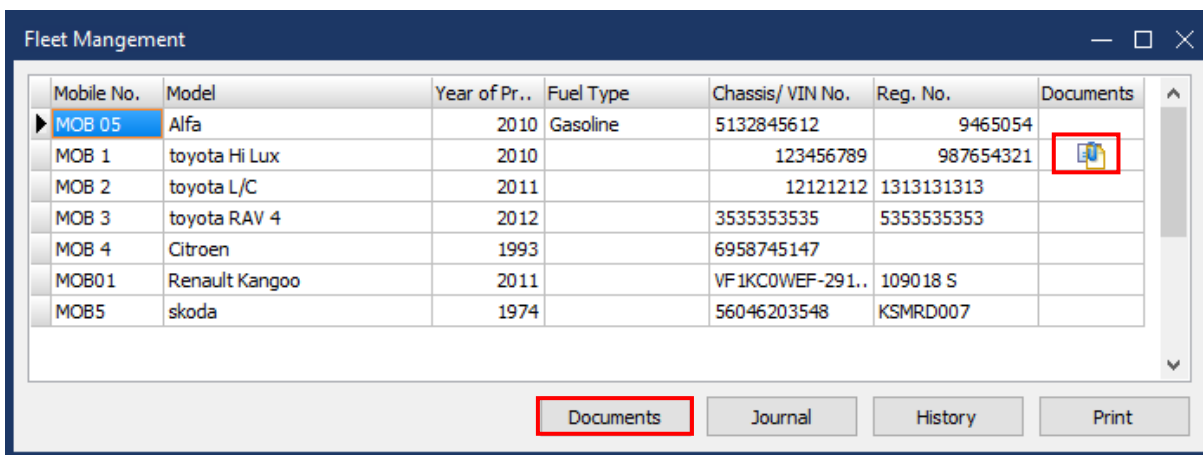
14 FLEET MANAGEMENT

Fleet management is a tool to keep track of expenses and mileage/hours, repairs ect. for vehicles, generators, boat engines etc.

To enter vehicles into ADMIND you must send an e-mail to the ADMIND administrator at DCA HQ on ssc@dca.dk including following information:

- Model
- Year of production
- Chassis no.
- Registration no.
- Total KM/hours

This information will then become available in **Fleet Management** in ADMIND



Mobile No.	Model	Year of Pr..	Fuel Type	Chassis/ VIN No.	Reg. No.	Documents
MOB 05	Alfa	2010	Gasoline	5132845612	9465054	
MOB 1	toyota Hi Lux	2010		123456789	987654321	
MOB 2	toyota L/C	2011		12121212	1313131313	
MOB 3	toyota RAV 4	2012		3535353535	5353535353	
MOB 4	Citroen	1993		6958745147		
MOB01	Renault Kangoo	2011		VF1KC0WEF-291..	109018 S	
MOB5	skoda	1974		56046203548	KSMRD007	

Documents Journal History Print


Once the ADMIND administrator has created the item in ADMIND, you will be responsible for updating the list each month for every vehicle, generator, motorbike and/or boat engine, in the programme.

For updating the list each month, you have the opportunity of either insert the information directly into ADMIND or insert information by importing an Excel spreadsheet.

This tool also allows you to attach documents for each item if necessary.

14.1 INSERT INFORMATION

To insert information directly into ADMIND do as follows:

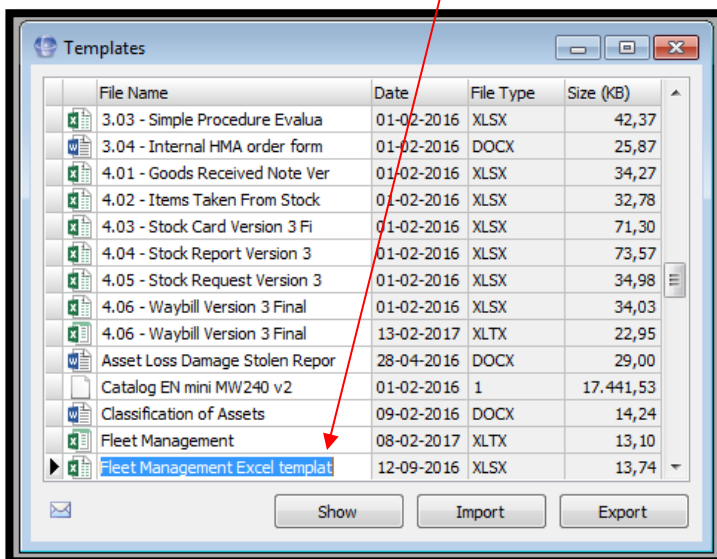
- Click on Fleet Management 
- Click on the specific Mobile No.
- Click on **Journal**
- Insert necessary information, both in Driving, Fuel, Service Check & Repair & Service Cost
- Once all information has been inserted, click on **Post**

14.2 EXCEL SPREADSHEET TEMPLATE

The spreadsheet should be completed on a monthly basis, and uploaded into ADMIND at the end of each month. Please note that in order to successfully upload the information, you will have to insert the information into a 'fresh' excel document – you cannot continue inserting information into a previous excel document and then import that document into ADMIND.

If a vehicle, generator, motorbike etc. is not being used for operations it is still required that a monthly report is completed and uploaded into ADMIND.

The Excel Spreadsheet template is available from ADMIND **Templates**  (See section 14)



NOTE: Do not change the format of the Excel Spreadsheet, as this will prevent the spreadsheet from being uploaded into ADMIND. Do not put any formulas into the excel spreadsheet.

Next, you will see a guide on how and what information you should provide in the Fleet Management Excel Spreadsheet:

14.2.1 Driving Tab

	A	B	C	D	E	F
1	Driving					
2	Mobile No.:					
3						
4	Year	Month	Km Start	Km End	Km Driver	Description
5		12.2.1	12.2.2	12.2.3	0	12.2.4
6					0	
7					0	
8					0	
9					0	
10					0	
11					0	

1. Enter Mobile No: MOB 01 etc., as per the list of Vehicles in ADMIND (shown in section 12).
2. **Year:** 2017 in figures – Must be completed.
3. **Month:** 1 =January, 2 = February etc. – Must be completed.
4. **KM Start:** Start KM or HRS for the 1st day of the month – Must be completed.
5. **KM End:** End KM or HRS for the last day of the month – Must be completed.
6. **KM Driven:** Will automatically be calculated.
7. **Description:** Only to be complete when vehicle has been off the road for repairs, accident damage etc.

14.2.2 Fuel Tab

1. Same as above for Driving.
2. **Date:** It must always be in the format DD-MM-YYYY, as other formats will not be accepted by ADMIND - Must be completed.
3. **KM:** When fuel was issued - Must be completed.
4. **Drivers Name:** Should be name of main driver of vehicles.
5. **Description:** Diesel or Petrol depending on fuel type - Must be completed
6. **Liters:** Liters supplied when refueling - Must be completed.
7. **Receipt No:** Dependent on country, fuel receipt is either number from filling station or fuel receipt number as supplied by DCA or DCA stock request number.
8. **Amount CCY:** Amount in Local Currency to be completed in fuel purchased in Local currency - Must be completed.
9. **Amount in USD:** Must be completed in USD using the monthly exchange rate. Do not put in a formula into the excel spreadsheet to calculate local currency to USD - Must be completed.
10. **Comments:** Only required to be completed if there has been an issue with contaminated fuel in tanks.

14.2.3 Service Check

1. Same as above for Fuel and Driving.
2. **Date:** Date of service or repair. If the vehicle or generator has a repair outside of the normal service, please add date of this repair. Date must be in format DD-MM-YYYY - Must be completed.
3. **KM:** Should be KM, HRS repair from when the service was carried out - Must be completed.
4. **Drivers Name:** Should be name of main driver of vehicles.
5. **Description:** If it is a service just write 'Service' (A description of the service is not required), if a repair is carried out outside of the service period please write Repair - Must be completed.
6. **Next Service/ KM Date:** Please insert next service km/hrs or date. If a repair is carried out, it is not required to put a date in this cell; you only have to write a date after a service.
7. **Comments:** Comment on why a repair was carried out (Accident damage, Tyres damaged/ worn etc.) Unit.

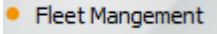
14.2.4 Repairs and Service Cost

This tab should also contain all additional running costs such as Insurance, Safety Checks, Fire Extinguisher Certificates, Items bought for vehicles such as jacks, wheel braces, seat covers, HF or VHF radio equipment etc. If you have any of the above mentioned or other additional running costs, its information must be inserted into the excel spreadsheet as following when possible:

1. Same as above for Fuel, Driving and Service Checks.
2. **Date:** Date must be in format DD-MM-YYYY - Must be completed.
3. **KM:** Must be completed with KM or HRS. KM must be when service or repairs were carried out, or when items such as tyres are changed.
4. **Receipt No.:** Receipt No. from supplier or DCA Stock Request Number. It should say DCA Stock No, xxxxxxxx - Must be completed .
5. **Description:** Description of part, item replaced, costs such as Insurance or safety certificates, etc. Description should match the stock overview description of parts taken from DCA stock if using DCA stock. Do not include a part number in this column. Labour should also be put in this column - Must be completed.
6. **Quantity:** Must be completed.
7. **Unit Type:** Choose between Hrs (H), Liters (L), Kits (K) or Sets (S) ONLY, see drop down menu - Must be completed.
8. **Unit Cost:** Cost should be taken from DCA Stock lists or from suppliers invoice - Must be completed.
9. **Amount CCY:** Cost in local currency if purchased in local currency - Must be completed if purchasing parts in local currency.
10. **Amount in USD:** Cost in USD. Do not use a formula to calculate the cost. Cost should be based on monthly exchange rate - Must be completed.
11. **Comments:** Comments should have Part No. of item entered in this column based on Toyota, Perkins, CAT part Nos - Must be completed.

14.3 UPLOADING INTO ADMIND

Once the individual spreadsheet is completed for the month, it should be uploaded into ADMIND.

- Open Fleet Management in ADMIND 
- Click on the **Mobile No** you want to enter to upload your spreadsheet.
- Click on **Journal**, and **Import Spreadsheet** will appear in the lower left corner
- Click on **Import Spreadsheet**:

This takes you to the desktop of your computer. Find the fleet management file on your computer: Click on your file and open. Double Click on the vehicle file you want to import such as Mobile 01. This file should then be imported into ADMIND. If the file import is successful, it will appear in ADMIND. If it does not contact Stig Schwartz ssc@dca.dk or Jonathan Simpson jim@dca.dk.

- When imported, click on **Post**.
- Click on the Pop up Tab **YES**. If you have a problem contact Stig Schwartz or Jonathan Simpson .
- Uploading is then complete.

15 REPORTS


Reports in ADMIND are being used for donor reporting (Asset/Inventory reports) and for Fleet Management.

Mobile Running Cost. Single; compares the one vehicle month by month to monitor ongoing expense.

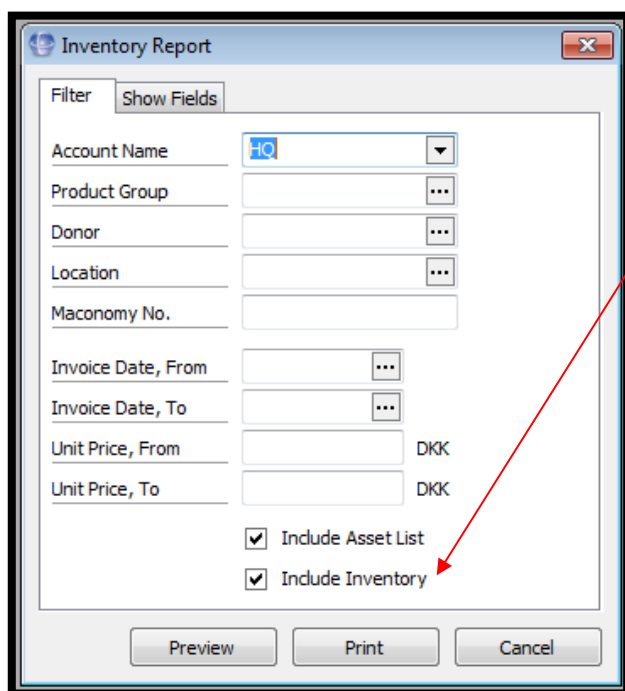
Mobile Running Cost All; compares all the vehicles in the program with each other.

15.1 ASSET/INVENTORY REPORT

In order to generate an Asset/Inventory report:


- Click on **Reports**  **Reports** ▼
- Click on **Asset/Inventory report** and fill in information
- If the donor needed is not available – Press F3 and fill in information.
- Preview and/or print it.

NOTE: Both the Asset List and Inventory has been checked off in the bottom of the report and will thereby be included. However, you will only need the asset report, therefore, untick inventory list.



15.2 CONTRACT AWARDS

To preview and/or print contract awards from any country.

- Click on Reports  **Reports** ▼
- Click on Contract awards
- Choose country and fill in information

15.3 FLEET MANAGEMENT REPORT

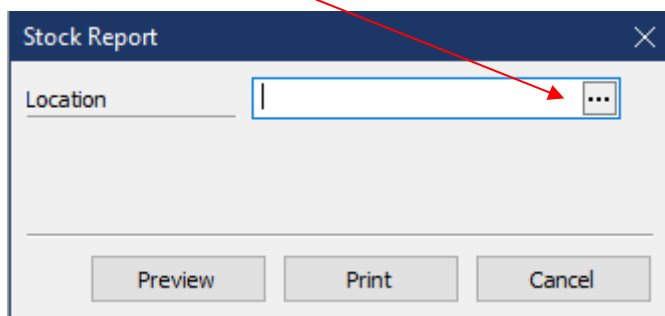
In order to see a specific Fleet Management Report please make sure that you are working with the correct country/department (See section 3.3 Shifting between countries/departments).

- Click on **Reports**
- Choose either **Mobile Running Cost, Single** or **Mobile Running Cost, All**
- Fill in the criteria
- Then preview and/or print it

15.4 STOCK REPORT

In order to generate a stock report:

- Make sure that you are working with the correct country/department
- Click on **Reports**
- Click on **Stock Report**
- Choose location:

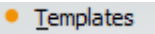


- Preview or print the report

16 TEMPLATES

Templates in ADMIND are identical to the templates in the DCA Logistic Manual with a few additions.

It is important that you do not change the format of the documents, as other users then will be able to see your uploaded/edited information.

- Click on **Templates** 
- Click on the file you wish to use
- Click on **Show**

Then you will be able to insert information to the document. Once you are done, you will have to save your document somewhere on your computer – it is important that it is not saved again in ADMIND, as your information will be present when other users will use the same file.

16.1 EXPORT TEMPLATES

You can export the templates as well by:

- Click on the template you would like exported
- Click on the **export** button in the lower right corner.

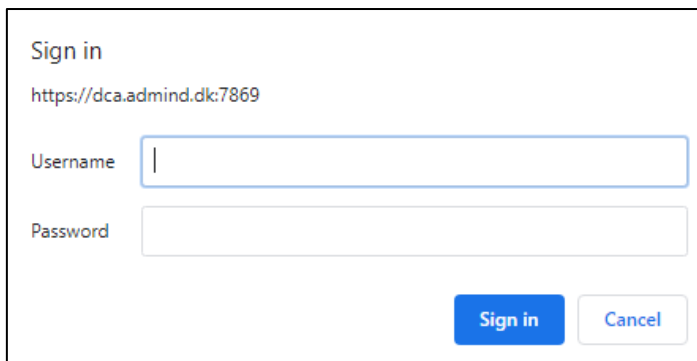
17 dca.admind.dk

Admind Version 8 is up and running as an online version. This is an alternative to the current Admind desktop app. In some cases, you'll find the online version faster. Please know that the desktop app and online version are connected so whether you use the desktop app or online version your updates will be stored either way.

Enter the following URL to access Admind online: dca.admind.dk.

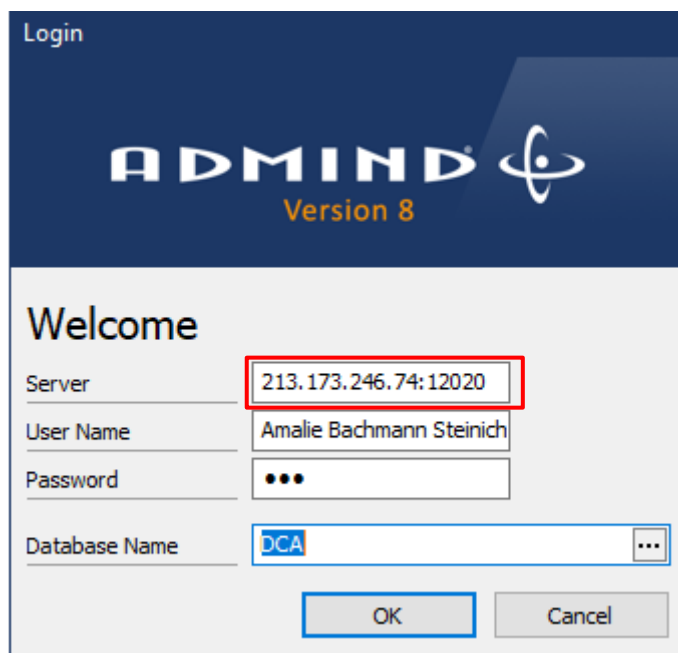
We do recommend you to use Chrome as your preferred web browser when accessing Admind online. Especially if you're using Apple devices.

When logging in for the first time you are asked to use your Admind login to gain access to the online version. Your login is the same as in Admind desktop app.



A 'Sign in' dialog box with a title bar. Below the title, the URL 'https://dca.admind.dk:7869' is displayed. There are two input fields: 'Username' and 'Password'. At the bottom right, there are two buttons: 'Sign in' (blue) and 'Cancel' (white with blue border).

After logging in you are forwarded to Admind online. The design of the online version is identical to the one in your desktop app. When logging in, therefor use the same server as in the app: **213.173.246.74:12020**



A 'Login' dialog box for 'ADMIND Version 8'. The title bar says 'Login'. The main area has a dark blue header with the 'ADMIND Version 8' logo. Below the header, the word 'Welcome' is displayed. There are four input fields: 'Server' (containing '213.173.246.74:12020', which is highlighted with a red box), 'User Name' (containing 'Amalie Bachmann Steinich'), 'Password' (containing three dots), and 'Database Name' (containing 'DCA'). At the bottom, there are two buttons: 'OK' and 'Cancel'.

Now you should be up and running with the latest version.

For further help on how to enter the programme please see **section 2**.