



USAID
FROM THE AMERICAN PEOPLE



AFGHAN CHILDREN READ

Online Textbooks Inventory Management System (OTIMS)

DISCLAIMER:

This report is made possible by the support of the American people through the United States Agency for International Development (USAID). The content is the responsibility of Afghan Children Read and does not necessarily reflect the views of USAID or the United States government.

I TABLE OF CONTENTS

1	Table of Contents.....	3
1	Introduction.....	4
2	Accessing OTIMS and Logging In	4
3	Understanding the Main Screen.....	5
4	Sending Packages.....	6
5	Viewing Shipment Details.....	7
6	Receiving Packages.....	8
7	Viewing Reports	9
8	Dashboard Access	9
9	Technical Support.....	10

I INTRODUCTION

The Online Textbooks Inventory Management System (OTIMS) is a web application developed for the Ministry of Education to digitize the current manual paper-based textbooks distribution process.

Ministry of Education (MoE) has exercised a tedious, paper-based, and manual textbook distribution process with complexities in tracking and monitoring of record keeping and distribution. This antiquated distribution system does not allow for tracking of textbooks and hence leaves loopholes for corruption, and it loses its effectiveness because timely and transparent recordkeeping and reporting is challenged by manual and separate recordkeeping at all levels i.e. central, provincial, district and school.

At the request of USAID-Afghanistan, Afghan Children Read (ACR) conducted a rapid assessment of the Ministry's distribution system, and, in view of its findings, introduced an Online Textbook Inventory Management System (OTIMS) that is digitized, efficient, durable and cost-effective for replacing the old system. OTIMS provides an ICT solution to the Ministry's old distribution system with clearly defined work flows of sending, receiving and recordkeeping of textbooks on all levels, starting from the MoE central and vendor level down to the provincial, district, school and student level, and vice versa. Furthermore, it provides a one-click report generation module for all the reporting and planning needs of the Ministry at all levels of textbooks distribution process. One of the many important reporting features is that of the lost or missing textbooks, which provides an accurate list of books that are missing at any level in the process. This, along with other features, helps assure transparency, accountability, and timely access to the books by the students.

OTIMS is currently hosted at and can be accessed at <http://74.208.121.179>.

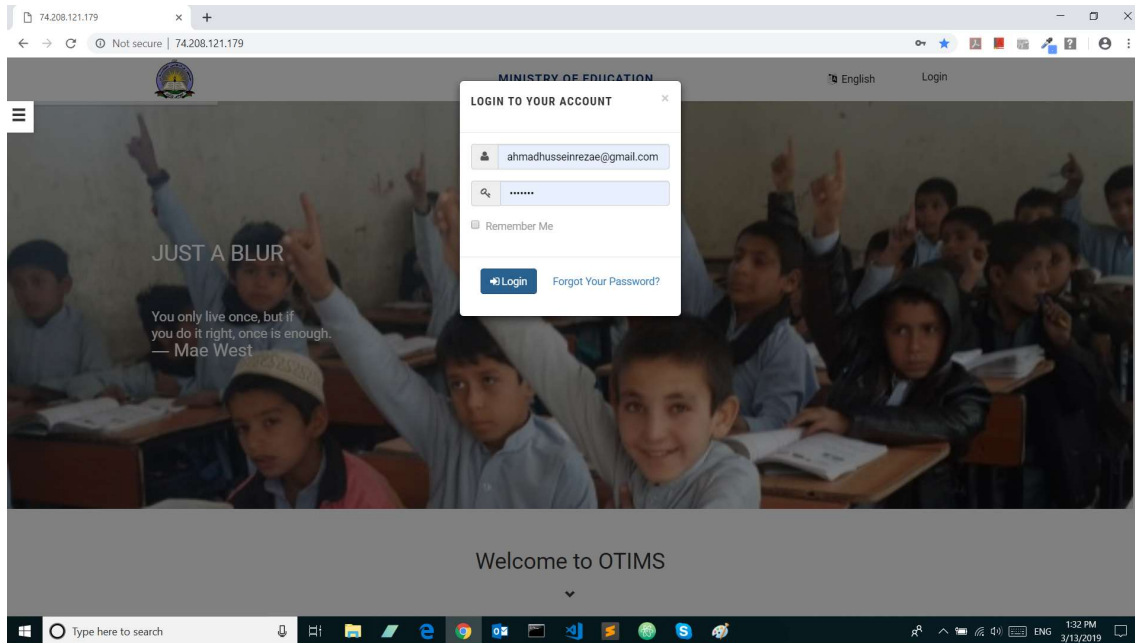
2 ACCESSING OTIMS AND LOGGING IN

To access OTIMS, open your web browser, such as Chrome, Firefox, or Edge and navigate to <http://74.208.121.179>. You will be taken to the public home page of OTIMS from where you can login to access all the features of OTIMS.

If you want to change the language of the OTIMS to Pashto or Dari, click the currently loaded language's name (English) and choose your preferred language. Please remember that you can always change this language even after logging in.

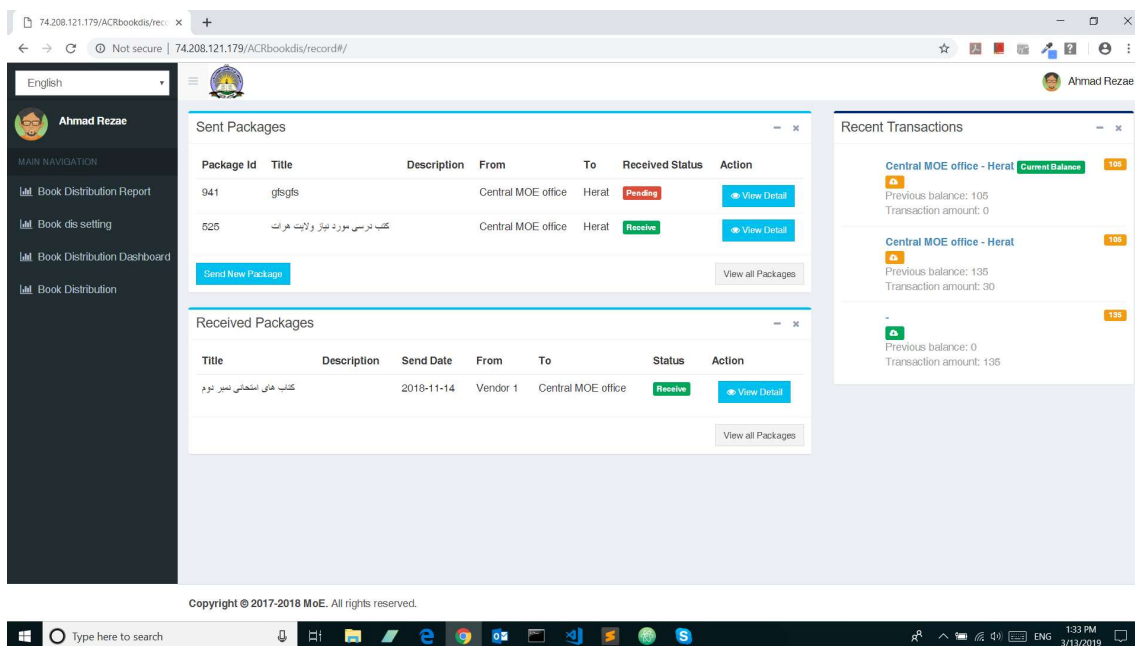
To login, click the Login button on the top right, enter your username and password, and click the Login button. Your username and password should be provided to you during trainings by ACR or MoE.

The screenshot below shows the home page and the Login dialog where the username and password should be entered.



3 UNDERSTANDING THE MAIN SCREEN

To access the main screen, please click the menu icon from the top left and then click “Book Distribution”. The main screen will be loaded as shown in the screenshot below.

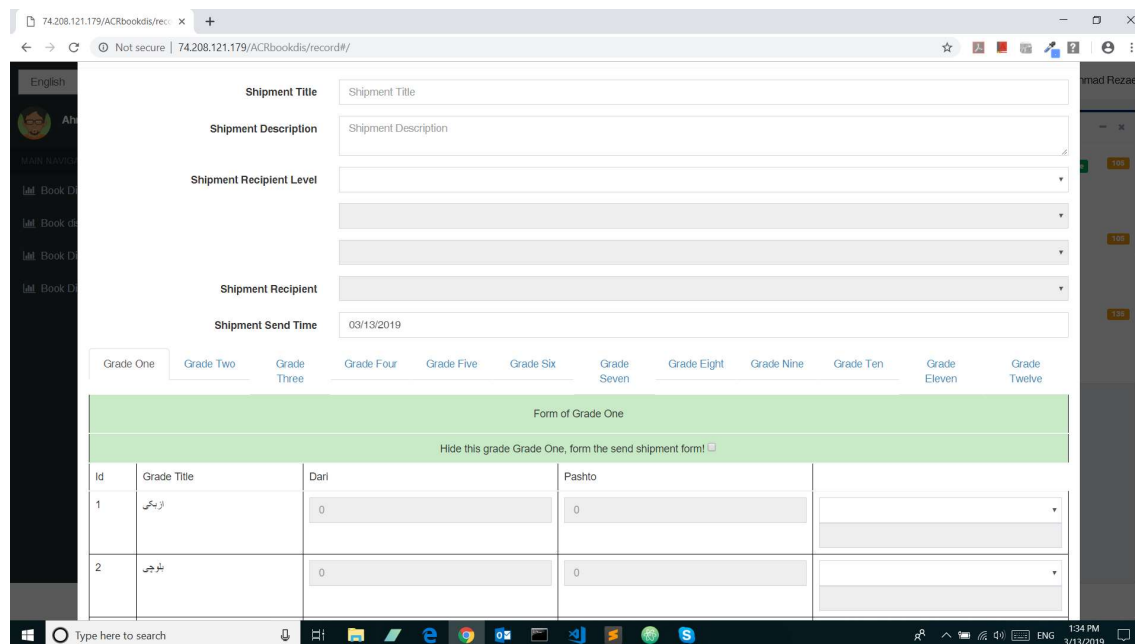


There are three main sections in this screen: A list of recently Sent Packages, a list of recently Received Packages or the packages that have been sent to you and need to be received, and a list of Recent Transactions. You will also find the main Navigation menu on the left from where you can navigate to different parts of the application.

4 SENDING PACKAGES

If you have never sent a package before, the Sent Packages section should not contain any entries as opposed to what is shown in the screenshot where there are two entries.

To send a new package, please click the Send New Package button in the Sent Packages section. Clicking this will load a form which needs to be filled with the information of all the books of all grades that are going to be sent in this package. You will also need to provide some other information such as the title of the shipment, etc.



The screenshot shows a web browser window with a form for sending packages. The form has the following fields:

- Shipment Title: Text input field.
- Shipment Description: Text input field.
- Shipment Recipient Level: Dropdown menu.
- Shipment Recipient: Dropdown menu.
- Shipment Send Time: Text input field, showing 03/13/2019.

Below the form are tabs for grades: Grade One, Grade Two, Grade Three, Grade Four, Grade Five, Grade Six, Grade Seven, Grade Eight, Grade Nine, Grade Ten, Grade Eleven, and Grade Twelve. The Grade One tab is selected, and a green bar indicates the form for Grade One is active. Below the green bar is a checkbox labeled "Hide this grade Grade One, form the send shipment form!".

Id	Grade Title	Dari	Pashto
1	ارزښکی	0	0
2	پلوی	0	0

Start from the top and provide a Shipment Title, a Shipment Description, and select the Shipment Recipient Level from the list. This simply means, the destination where the books are being sent; for example, if you are sending this package of books to a specific district in a province (DED), select "District", and then select a Province from the drop down just below, and then select a District from the list of districts of the selected province.

Once you are done with entering the information above, provide the information on textbooks that are being sent. There are 12 tabs corresponding to the 12 grades we have in schools, and each grade has a complete list of subjects or titles being taught in that grade.

For example, if you are sending a package of books which contain the following:

1. 100 Grade I Mathematics books in Pashto
2. 100 Grade I Mathematics books in Dari
3. 200 Grade 7 Chemistry books in Pashto
4. 150 Grade 7 Chemistry books in Dari
5. 100 Grade 6 Science books in Pashto

You will fill out the form as follows:

1. Click the Grade One tab and then check the box on the second bar just below to unlock the form for this grade.

2. Scroll down to find “Mathematics” in the subjects list and write 100 in the field just in front of the subject name in the Dari column and write 100 in the field just in front of the subject name in the Pashto column
3. Click the Grade Seven tab and then check the box on the second bar just below to unlock the form for this grade.
4. Scroll down to find “Chemistry” in the subjects list and write 150 in the field just in front of the subject name in the Dari column and write 200 in the field just in front of the subject name in the Pashto column.
5. Click the Grade Six tab and then check the box on the second bar just below to unlock the form for this grade.
6. Scroll down to find “Science” in the subjects list and write 100 in the field just in front of the subject name in the Pashto column. Since there are no books being sent in Dari, simply leave that field empty.
7. Click “Send the Shipment” button to send the package.

If the inventory does not have the same or a greater number of books available, you will get an error saying that the available balance is lesser than what is being sent. Otherwise, the package will get sent and the status of the package will be set to “Pending”.

Once the recipient receives the package on the other end and fills the form, the status will be automatically changed to “Receive”.

5 VIEWING SHIPMENT DETAILS

In the Sent Packages section, you can see a list of the packages that you have sent along with their status which will either be “Pending” or “Receive”.

Similarly, in the Received Packages section, you can see a list of the packages that have been sent to you along with their status which will either be “Pending” or “Receive”.

If you want to see the details of a specific package, click the View Detail button which will load a dialog with all the information listed as shown in the screenshot.

The screenshot shows a web browser window with a dialog box titled "Details of Shipment" (کتاب درسی مورد نیاز ولایت هرات). The dialog contains the following information:

- Shipment Title:** کتاب درسی مورد نیاز ولایت هرات
- Shipment Description:** (Empty)
- Send Date:** 2018-11-14
- Receive Date:** 2018-11-14
- Received Status:** Recieved
- Upload Documents:** Upload

Below this information, there are two sections for document details:

Sent Documents		Received Documents	
Document Title	Download		
Sent Detail	Received Detail	Damaged	Lost
Grade Title	Title	Language	Total
Grade One	کتاب درسی مورد نیاز ولایت هرات	داری	28
	کتاب راهنمای معلم - داری	داری	1
	کتاب ارزشیابی عملکرد - داری	داری	1

If the status of the package is “Receive”, you will be able to see a comparison of what was sent and what was received, thereby, giving you a clear picture of missing and or damaged books, if any.

From this screen, you can also upload and attach any supporting scanned documents for this shipment by clicking the Upload button.

6 RECEIVING PACKAGES

In the Received Packages section, you can see a list of the packages that have been sent to you along with their status which will either be “Pending” or “Receive”.

“Pending” here means that the package has been sent to you, but you need to receive it by filling the receiving form, and packages with the status of “Receive” are the packages that you have previously received by filling the receiving form for it.

To view the details of, or to receive a package, click the View Detail button in front of it. You will be taken to a dialog box which contains all the information about the shipment including what has been sent to you with exact numbers for all the sent books.

Now, to receive a package, you will have to click the Receive button and fill out the form with exact numbers for whatever books you have received.

Grade	Title	Dari	Pashto	Quantity
Grade Five	هنر رسامی		Pashto	27138
	حسن خط		Pashto	19177
Grade Six	هنر رسامی		Pashto	15275
	لسان پښتو		Pashto	15275
حسن خط		Pashto	15275	

Receive Time: 03/14/2019

Grade One Grade One

Hide this grade Grade One, form the send shipment form!

Id	Grade Title	Dari			Pashto		
		Fine	Damaged	Total	Fine	Damaged	Total
1	زویځی	0	0	0	0	0	
2	پوړجی	0	0	0	0	0	

As shown in the screenshot above, you will be shown full details of what books in what quantities has been sent to you. To complete receiving a package, you will have to fill out the receiving form with exact quantities of whatever books you have received.

Once that is done, you will have to click the “Receive” button in the bottom of the form to complete the receiving process.

From the previous screen, you can also upload and attach any supporting scanned documents for this shipment by clicking the Upload button.

7 VIEWING REPORTS

OTIMS has a good built-in reporting module, which can generate reports of textbooks distribution on all the different levels including province-wise, district-wise, and school-wise reports.

To access the reporting section, please click the Book Distribution Report item from the navigation menu on the left. You will be taken to the reporting section as shown in the screenshot below.

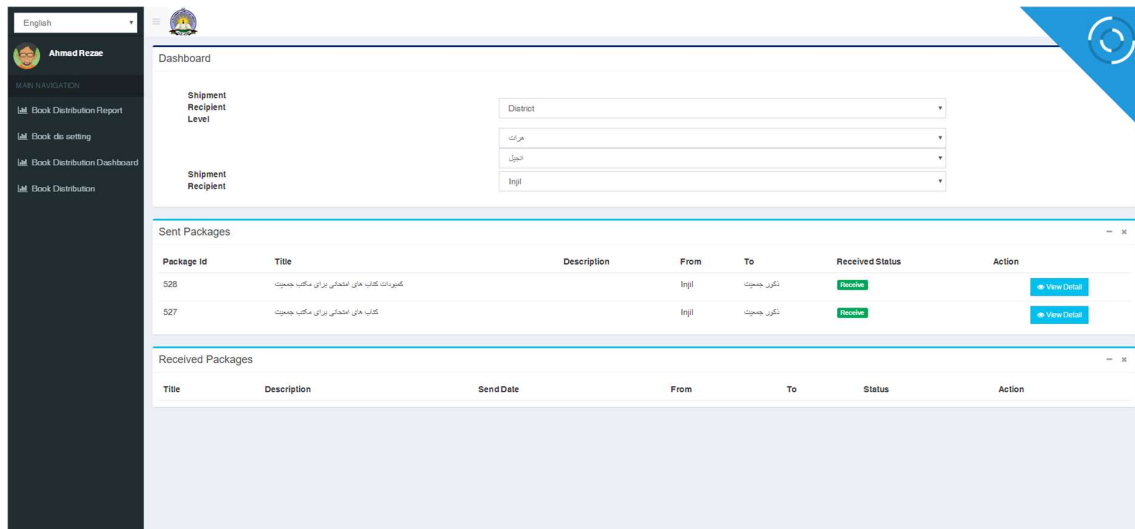
The screenshot shows the OTIMS Reporting module interface. The navigation menu on the left includes 'Book Distribution Report', 'Book dis setting', 'Book Distribution Dashboard', and 'Book Distribution'. The main content area is titled 'OTIMS Reporting module' and contains a form for generating reports. The 'Report Type' dropdown is open, showing options: 'District-wise Textbooks Report', 'Province-wise Textbooks Report', 'School-wise Textbooks Report', 'Central-wise Textbooks Report', and 'Report for Schools of district'. The 'Province' dropdown is set to 'Kabul'. The 'Date from' field is '11/25/2018' and the 'Date To' field is '03/12/2019'. A 'Search the report' button is visible. Below the form is the 'Report Result' section, which displays a table header for 'Ministry of Education' and 'District-wise Textbooks Report' for the period '11/25/2018' to '03/12/2019'. The table columns are: S. No., Province, District, Grade, Language, Title, Quantity Received, Total Distributed, and Total Available Stock.

Now, if you want to see a district-wise report of Kabul province, for example, you will choose “District-wise Textbooks Report” from the Report Type drop down and then choose “Kabul” in the province drop down. You will also have to provide a date range for which the report has to be generated. Once all the information is provided, click “Search the Report” button and you will see the desired report in the Report Result section below.

8 DASHBOARD ACCESS

If your account is in the admin role or other roles which have access to the dashboard, you will be able to see an extra entry in the navigation bar on the left, from where you will be able to access the dashboard. The dashboard allows you to see a complete list of sent and received packages on a specific level.

To access the dashboard, click “Book Distribution Dashboard” from the menu on the left and you will be taken to the relevant screen as shown in the screenshot below.



Copyright © 2017-2018 MoE. All rights reserved.

From this screen, you can first choose a level, and then choose the relevant nodes from the dropdowns below to see a list of the packages sent and received on that level or by that node.

For example, if you want to see the list of packages for Injil district of Herat province, you will first have to choose “District” from the “Shipment Recipient Level” dropdown, and then “Herat” and “Injil” from the dropdowns just below. Once you do that, the system will automatically retrieve the relevant data and display the list of sent packages in the “Sent Packages” section and the list of received packages in “Received Packages” section.

You can also view the details of any package by clicking the View Detail button in front of the desired package from any of the two lists. To understand what is available in the details dialog, please refer to section 5. Viewing Shipment Details.

9 TECHNICAL SUPPORT

If you face any problems using the application, please get in touch with the ICT Unit of the ACR Project or whoever has been designated and introduced for providing technical support.

To contact the ICT Unit of ACR, please send an email to Zabeehullah Khan at zabeehullahk@readafghanistan.com or M. Masood Aslami at mohammada@readafghanistan.com with your query.