Store Inventory and Relief Distribution Guide

This guide will walk you through managing inventory received from the warehouses in your district.

Login:

1. Open your web browser and navigate to the Disaster Information Management System website using https://www.dmis-pdma.gos.pk/DMIS/dashboard.php
2. Enter your email and password on the login page.
3. Click the "Login" button.

Relief Status Page:

Once logged in, you will be directed to the main dashboard. Click on the **Store Inventory and Relief Distribution** button and then locate the section labeled "Relief Status"

Understanding Relief Status Section:

Relief Status serve as official documents detailing the items dispatched from the warehouses to your specific district.

Buttons:

There will be two buttons associated with each dispatch:

- **Pending:** Clicking this button will download the delivery note for your reference.
- **Upload:** This button will become available after you have downloaded and reviewed the delivery note.

Data on the Letter:
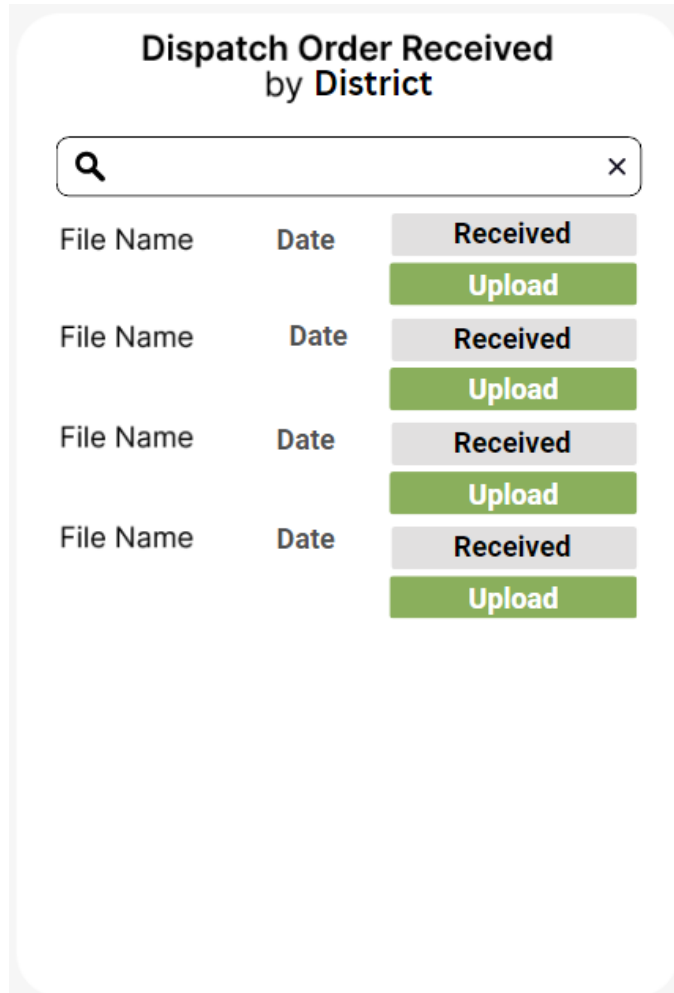
The letter page will display a list of items including:

- **Dispatch ID:** A unique identifier for each dispatch.
- **Dispatch Date:** The date the items were sent from the warehouse.
- **Description:** A brief description of the dispatched items.
- **Quantity:** The number of each item sent.

Managing Inventory:

1. Locate a dispatch with a "Pending" status.
2. Click the "Pending" button to download the delivery note. This document details the specific items sent to your district.
3. Review the delivery note and verify the items received match the listed descriptions and quantities.
4. Once you have confirmed the received items, click the "Upload" button associated with that dispatch.

Impact of Uploading:

By clicking "Upload," you are electronically acknowledging receipt of the dispatched items. The status of that dispatch will then change from "Pending" to "Received" on the Relief Status page.

Dispatch Order Received by District

File Name	Date	Received / Upload
File Name	Date	Received / Upload
File Name	Date	Received / Upload
File Name	Date	Received / Upload
File Name	Date	Received / Upload

Additional Notes:

- Downloaded delivery note can be saved for your records.
- If there are any discrepancies with the received items, contact the warehouse for assistance before uploading the document.

This guide provides an overview of managing inventory received from the warehouse using the Relief Status page. If you encounter any difficulties, please refer to the system's help documentation or contact your provincial emergency operation center.

Important Pointer: Make sure to use the exact name of the downloaded authority letter when uploading the scanned copy.