




27 – Tablet - Performing an inventory

Reminder : According to the Basics, you should take an inventory of your equipment every 4 months.

When organizing an inventory, the list of locations to be inventoried has to be defined (example: offices, then hospital, finally pharmacy,...). Then you have to make an inventory on the tablet for each of these locations. To do this, you have to follow the following steps :

1. Purge the database then synchronize
You clean the Tablet's data and download MEMO's database from Internet
Note : If you have WOs already treated on your tablet, synchronize BEFORE purging, otherwise you will lose all your work
2. Define the scope of the inventory,
You choose the location and its sub-locations on which you will make the inventory.
3. Indicate the inventory location,
For each location (ward, room, floor ... depending on the organization of your tree-view), you indicate where you are.
4. Inventory the equipment,
You indicate the equipment that are found, missing, transferred and you check for those that are not found.
5. Finalize the inventory.
You complete the inventory and synchronize the data with MEMO.



1) Purge the database then synchronize


Click on the menu  then on Settings  Paramètres then click on the following button:  to purge the database
The reason for this action is to erase the data of other users, to empty the data and thus to ensure that the synchronization will perform the exact copy of the MEMO database on the tablet

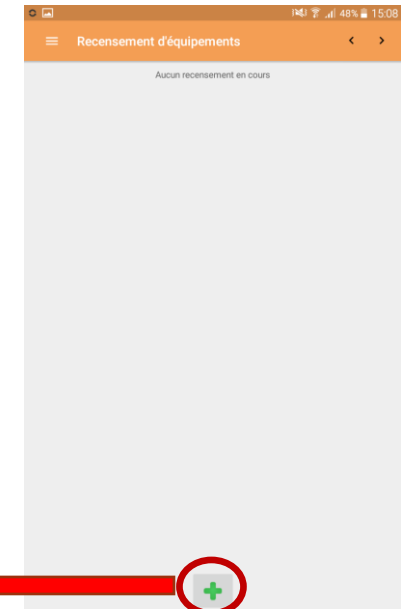


Nota : After having purged the database, do not forget to perform a global synchronization

2) Create a new inventory and define the scope of the inventory

Click on the menu  then on the option  Recensement d'équipements

On the "Equipment survey" page click on the button  to create a new inventory:



Browse the project tree-view by clicking on the locations.

Click on the button  of a location to define the inventory scope.

You will be able to inventory all equipment of this location and of its sub-locations.

Example : If you make an inventory of all services in the hospital, you indicate the location « Hospital ».

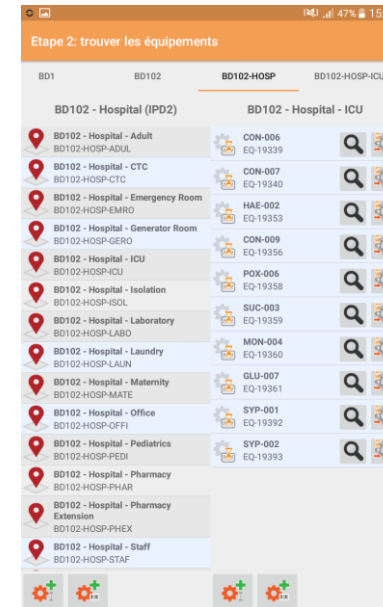
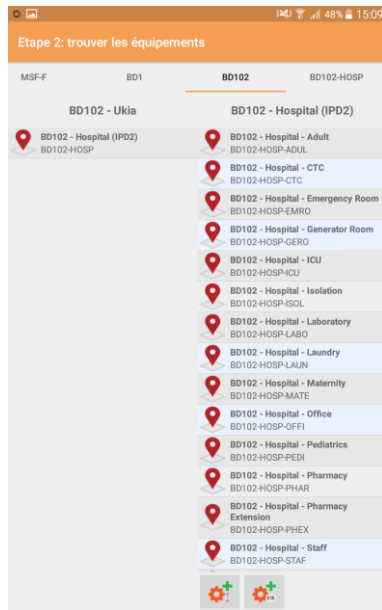
Note: When choosing the scope of the inventory, ALWAYS choose the primary location.
For example, to inventory ER and then ICU, choose "HOSPITAL" and not Emergencies, in which case you will have to repeat all the steps after synchronizing once the ER inventory is complete.

3) Indicate the inventory location



You can browse the tree-view by clicking on one location on the list, or by clicking on a location from the navigation bar (on the screen top) or by swiping the finger from left to right.

Click on the location you want to inventory (the room where you are) in order to select it and to perform its inventory :

Example : During the hospital inventory, when you enter into the intensive care unit to perform the inventory of its equipment, you indicate the location « Hospital – ICU ».



Then you access the list of equipment that are supposed to be present in this location :

On this page, are listed the locations (symbol : ) and the equipment (symbol : )
Note : The blue background indicates that a location / equipment has no location / equipment below)



Warning: the 2 columns represent two different locations:

- On the left, it is « BD102 – Hospital (IPD2) »
- On the right, it is « BD102 – Hospital – ICU »


Note : Think of the parent equipment which should also be considered as locations
Remember that some equipment is also at the root of the mission and/or the project (ex: BD1, BD102). They are also to be inventoried.


4) Inventory the equipment of a location

For each of the equipment in the list, you can do the following actions :

- The button  displays its details :
Code, MSF number, serial number, status, last inventory status and original location
It is also possible to access its “COMPLETE ID CARD”.
- The button  allows you to indicate its inventory status :
 - o « Found », to indicate that the equipment has been found.
 - o « Missing », to indicate that the equipment has not been found.



Note : Do not use the status « NOT TREATED » at this step.

When the equipment is designated as “Found”, its icon becomes 





When the equipment is designated as “Missing”, its icon becomes 

If you find equipment that is not listed, you must inventory it by using the buttons  or  (see below).

For each location :

- The button  allows to manually indicate the code of a found equipment (EQ-XXXX).
- The button  allows to flash the equipment bar-code.

If you get the message “Unknown code. Go to the web interface to create the equipment”, this can mean that the indicated equipment code is misspelled or that your access rights don’t allow you to access this equipment (example: a biomed supervisor doesn’t see the cars in his inventory) or that the equipment doesn’t belong to the project being inventoried

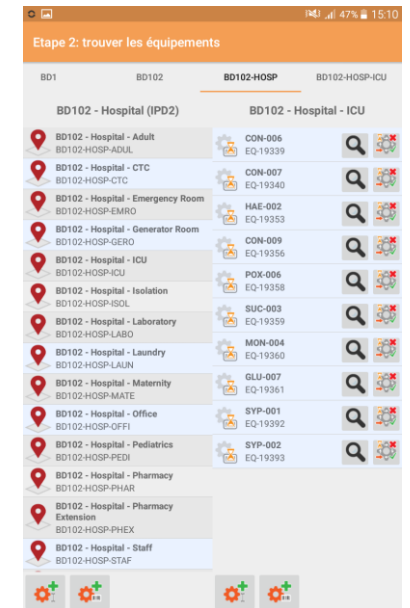
By using the buttons  and , the selected equipment is inventoried; its status is « Found »  or « Transferred »  based on its original location.

If you find equipment that does not have a label:

Check if the equipment has lost its label or if the equipment has been registered in MEMO.

After the inventory it will be necessary to print and stick the labels on the equipment without label after having created the equipment in MEMO if needed.

Note: When you inventoried the parent equipment, the sub-equipment/children, are NOT inventoried. Each piece of equipment needs to be inventoried separately.





5) Finalize an inventory


If you press the “Back” physical button, you will access the ongoing inventory summary.

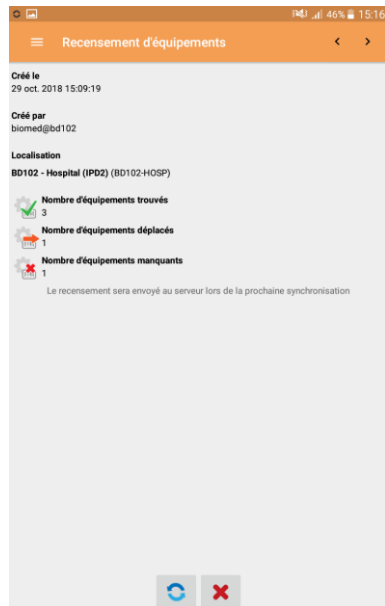
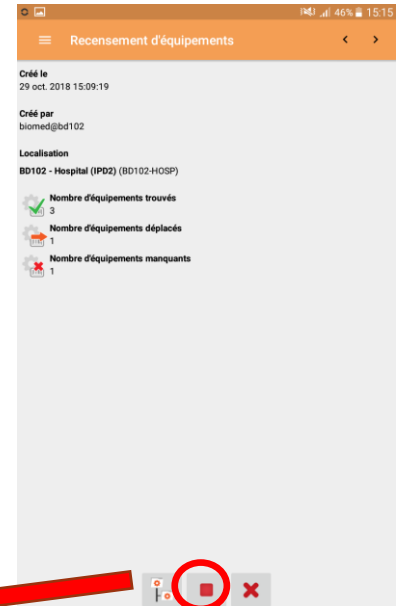
This summary displays :

- When the inventory was created
- Who created the inventory
- The inventory location
- The number of equipment with the status :
 - o « Found »
 - o « Transferred »
 - o « Missing »

The button  allows you to continue the inventory.


The button  closes the ongoing inventory.

The button  deletes the ongoing inventory.



After having closed the inventory, its data are recorded locally on the tablet but not on the MEMO server, until it is synchronized.

To synchronize:

- Enter a Wifi zone and make sure that the tablet is connected,
- Click on the button  to send the data to MEMO.

Important : Wait until the end of the synchronization before moving the tablet (to ensure that the tablet always has the Wi-Fi connection during synchronization)

When the synchronization is complete, the inventory information are visible in MEMO.

After tablet synchronization, you need to control the inventory : on the application “Inventory status”, look for the equipment that haven’t been recorded as “FOUND” or “MISSING” or “MOVED”. After having crosschecked, you will have to record them as “MISSING” if you cannot find them.