



# MINISTRY OF ENERGY, GHANA, (MOEN) INVENTORY MANAGEMENT SYSTEM (IMS) END USER MANUAL

November 2021

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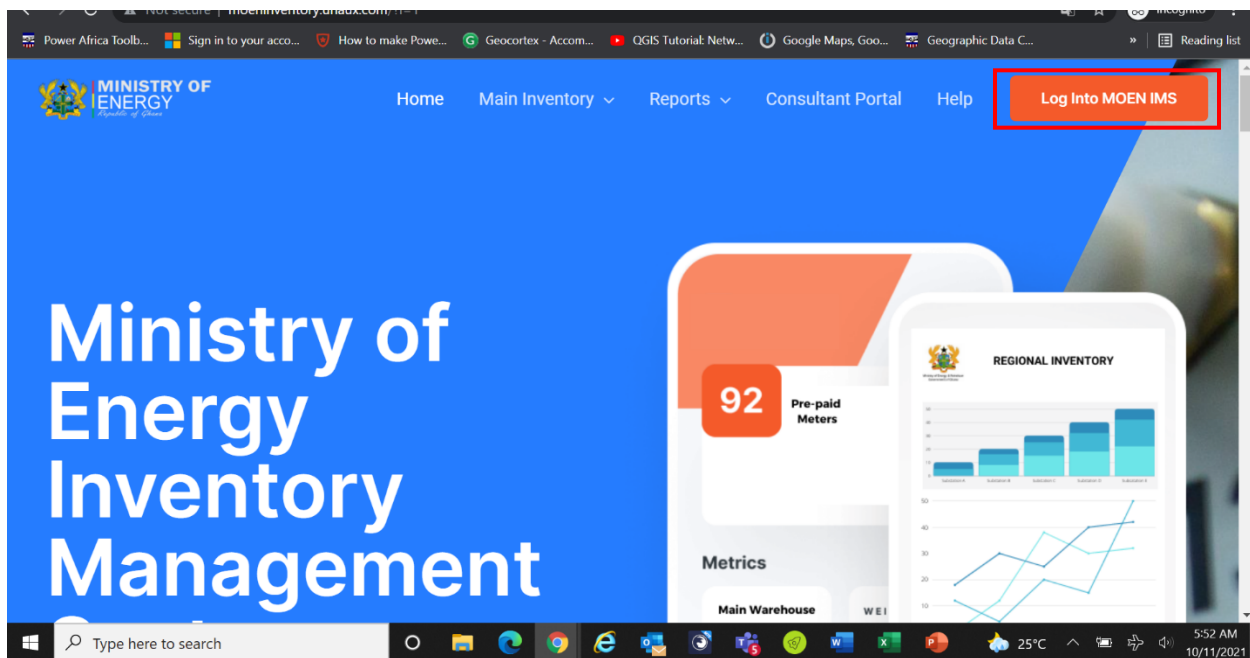
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## Introduction

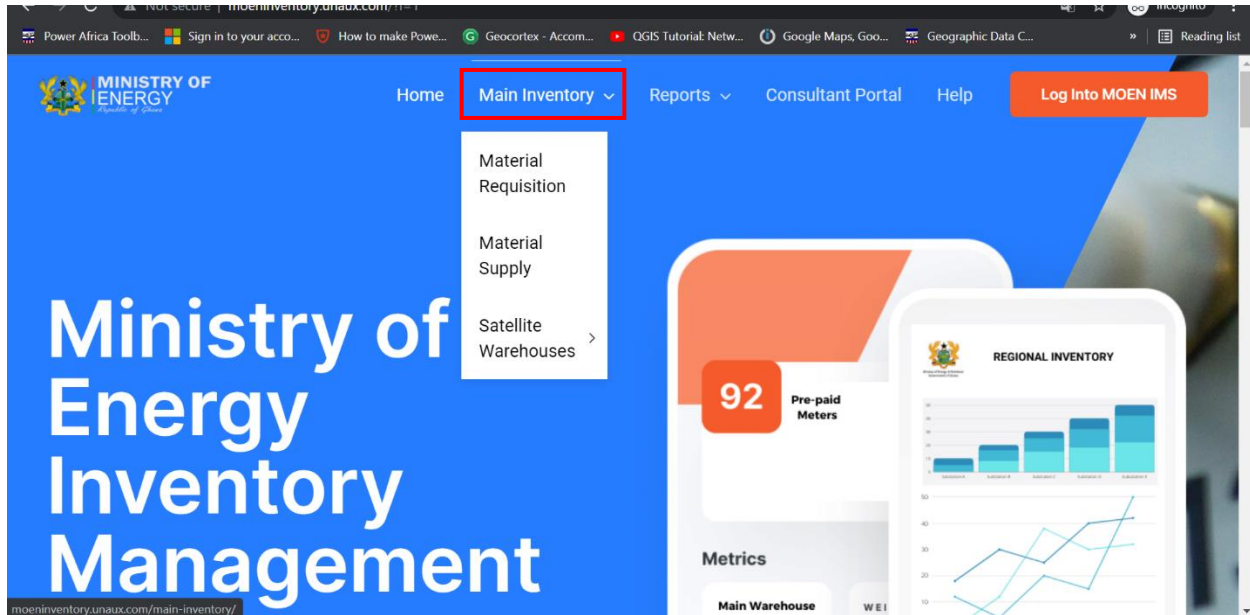
This document provides guidance on how to use the Ministry of Energy Inventory Management System (MOEN IMS) successfully. If you have any questions or need assistance, reach out to the Distribution Directorate.

## Logging into MOEN IMS

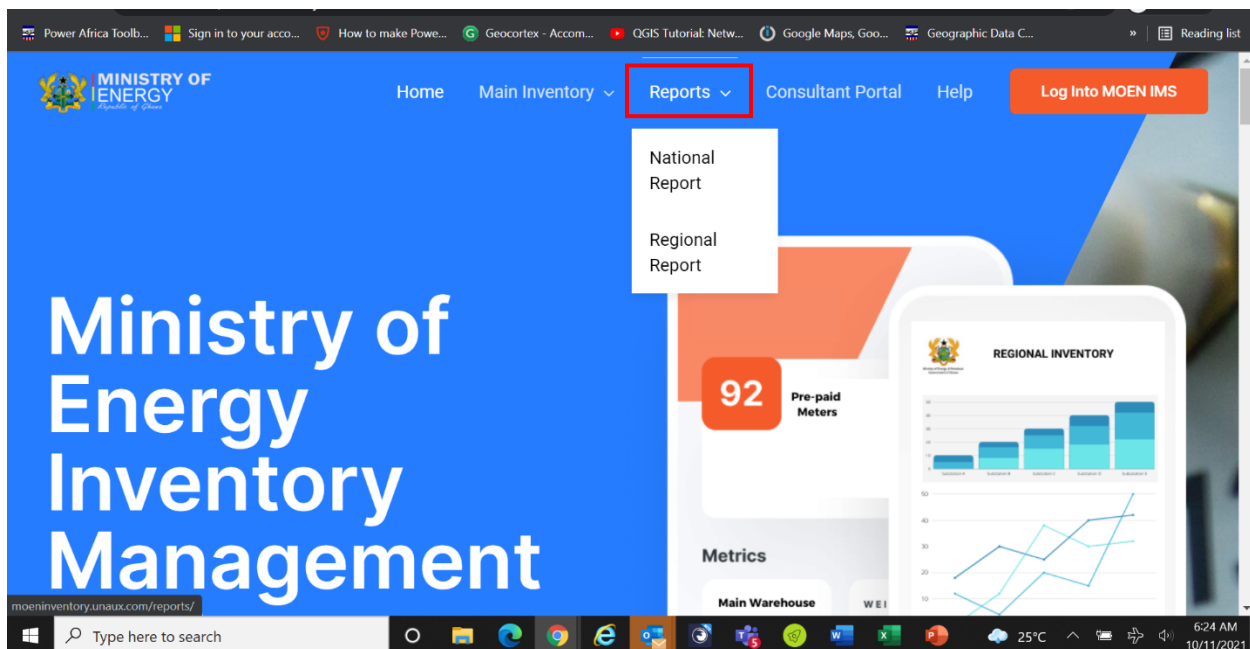
- I. **Logging in As A General User (Administrator):** Reach out to the Distribution Directorate if you do not have a password.
  - i. Visit [www.moeninventory.com](http://www.moeninventory.com).
  - ii. In the top right corner, click on **Log into MOEN IMS** button as shown in the image below (i.e. shown in the red box).



- iii. Navigate to **Main Inventory** to access Material Requisition, Supply and Regional/Satellite Warehouses pages and Analytics.

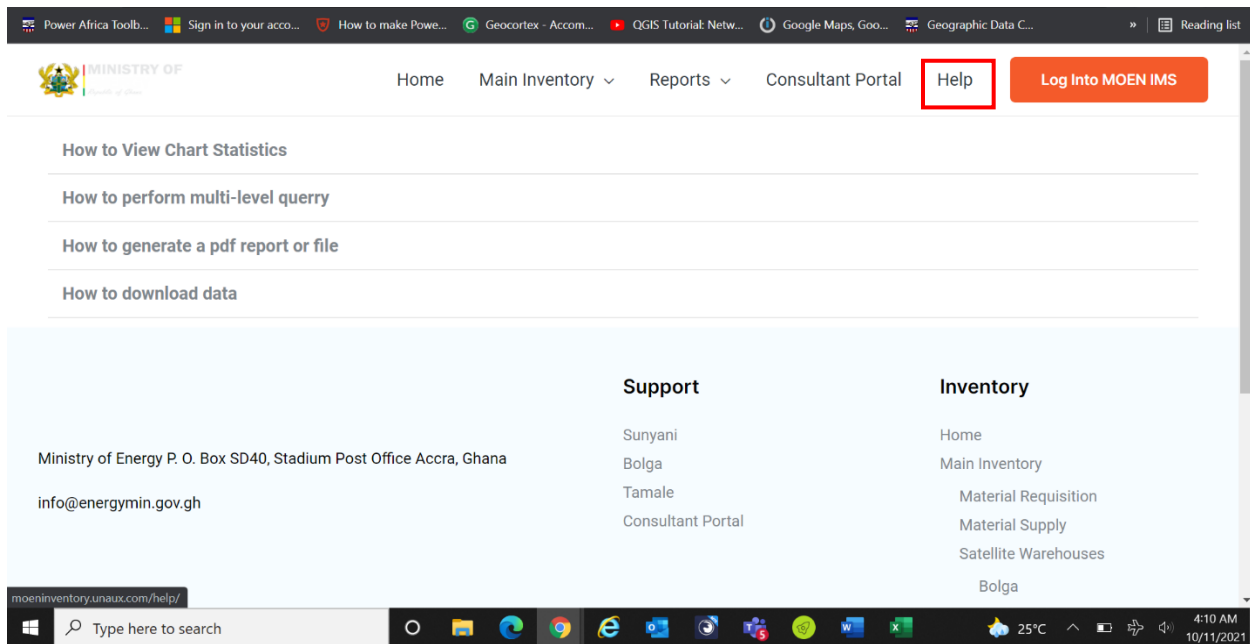


- iv. To view all materials requested by contractors, click on **Material Requisition**.
- v. To view materials supplied to MOEN to date, click **Material Supply**
- vi. The **Satellite Warehouses** contain regional warehouse specific information
- vii. The **Reports** menu contains National and Regional Reports that show all work done by contractors and consultants at regional and national levels respectively.



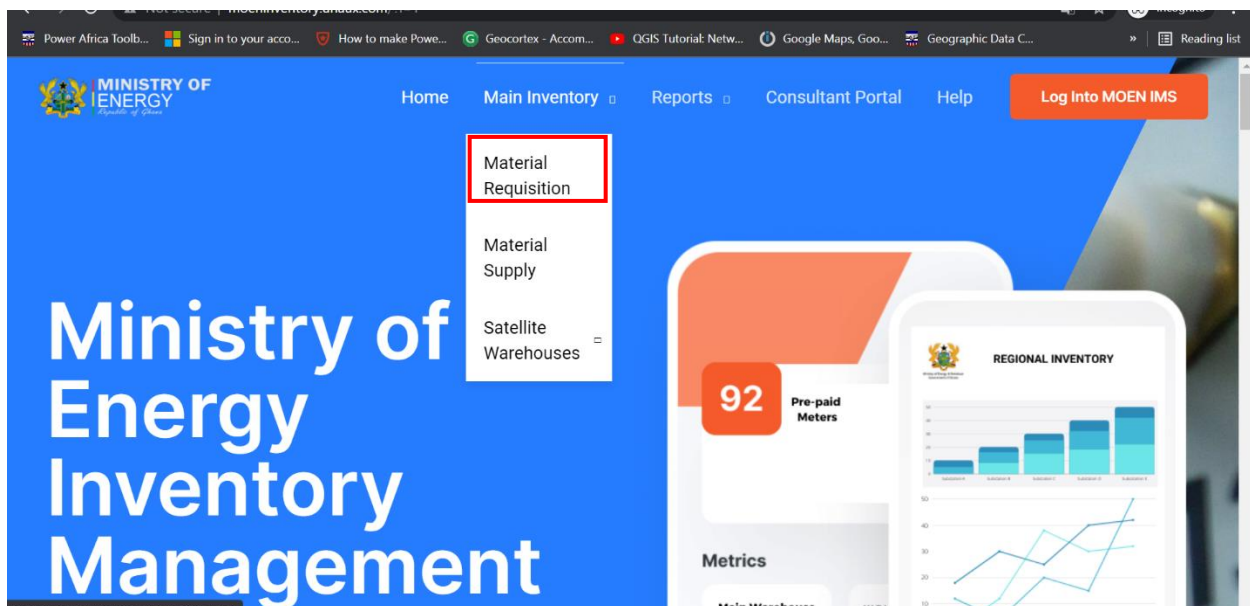
- viii. **Consultant Portal** is exclusive to MOEN Consultants and it houses the Material Requisition Form, Contractor Report, Bill of Quantity and Material Requisition List.

- ix. **Help:** This page provides an online guide on how to use the MOEN IMS.



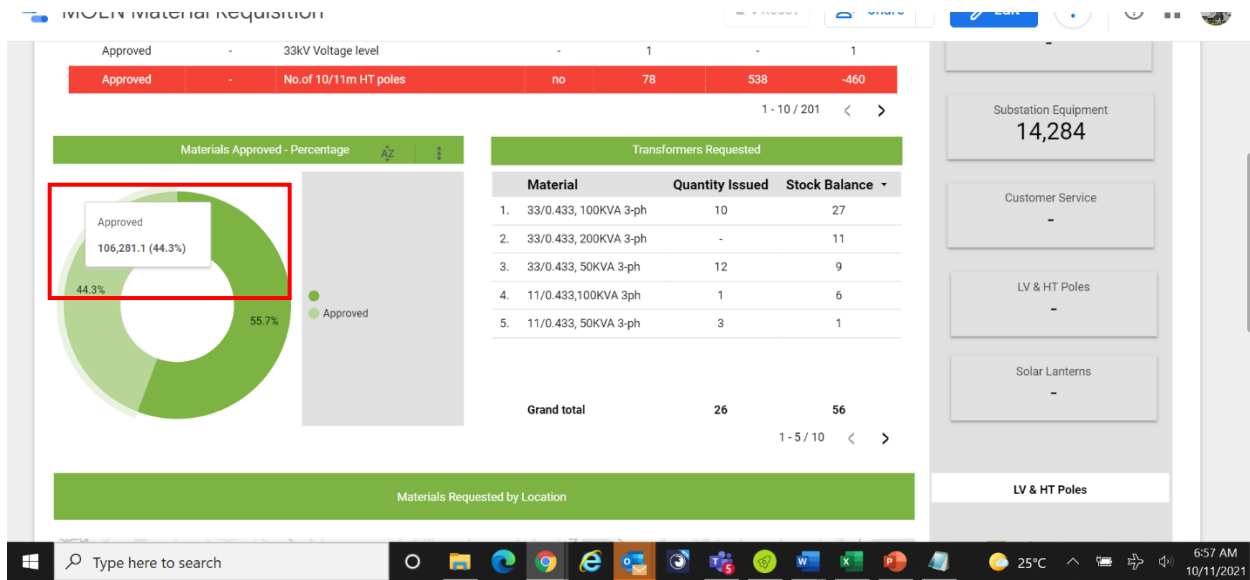
## 2. Logging in as the Main (Tema) Warehouse Manager

- i. The Main Warehouse Manager can access Material Requisition and Supply pages. If you do not have a password to access the Material Requisition and Supply Analytics, contact the Distribution Directorate for assistance. To access all materials requested by contractors, click on **Main Inventory**, and navigate to **Material Requisition**.

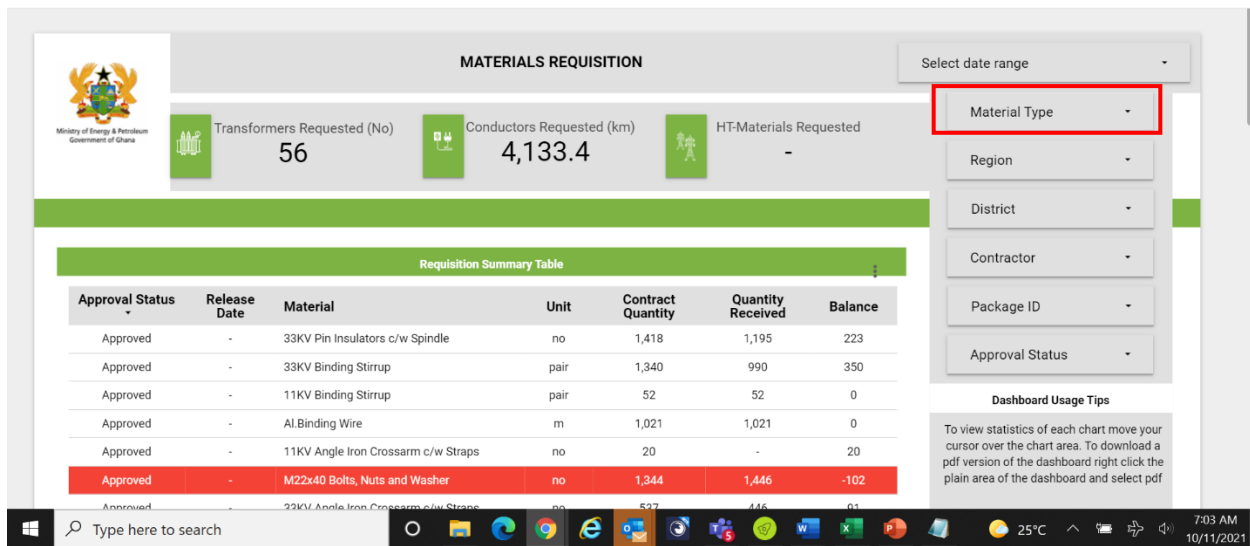


- ii. Once logged in, you can query the analytics/dashboard to view all material requests.

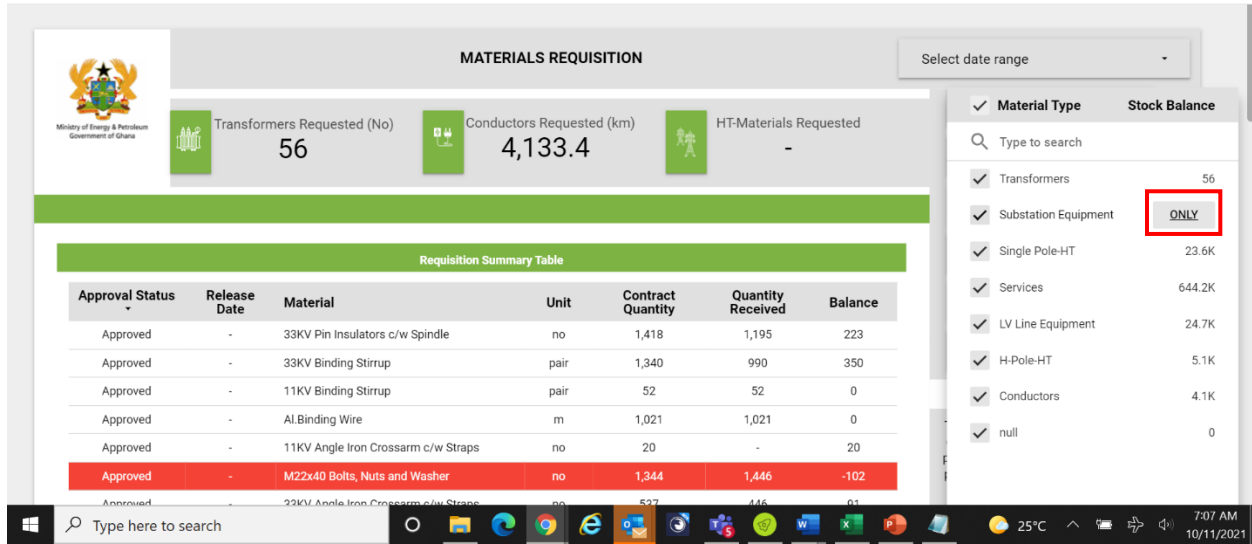
iii. To view statistics, move your cursor over any of the charts as shown below.



iv. To view requests made by material type, click on **Material Type** from the filter list on the top right part of the main Material Requisition page.



v. Select the type of material by navigating to the exact name and clicking on **Only**. For illustration purposes, select **Substation Equipment**.



**MATERIALS REQUISITION**

Transformers Requested (No) **56**    Conductors Requested (km) **4,133.4**    HT-Materials Requested **-**

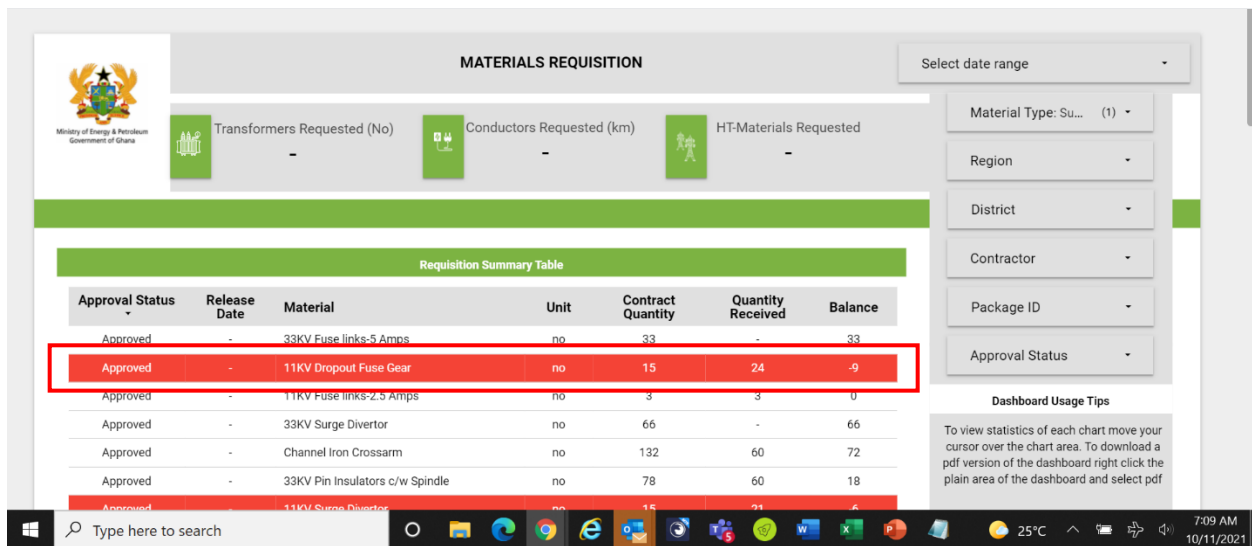
**Requisition Summary Table**

| Approval Status | Release Date | Material                            | Unit | Contract Quantity | Quantity Received | Balance |
|-----------------|--------------|-------------------------------------|------|-------------------|-------------------|---------|
| Approved        | -            | 33KV Pin Insulators c/w Spindle     | no   | 1,418             | 1,195             | 223     |
| Approved        | -            | 33KV Binding Stirrup                | pair | 1,340             | 990               | 350     |
| Approved        | -            | 11KV Binding Stirrup                | pair | 52                | 52                | 0       |
| Approved        | -            | Al Binding Wire                     | m    | 1,021             | 1,021             | 0       |
| Approved        | -            | 11KV Angle Iron Crossarm c/w Straps | no   | 20                | -                 | 20      |
| Approved        | -            | M22x40 Bolts, Nuts and Washer       | no   | 1,344             | 1,446             | -102    |

**Material Type**    **Stock Balance**

- Transformers 56
- Substation Equipment **ONLY**
- Single Pole-HT 23.6K
- Services 644.2K
- LV Line Equipment 24.7K
- H-Pole-HT 5.1K
- Conductors 4.1K
- null 0

This shows all Substation materials requested by contractors. The red highlights depict materials released beyond the agreed contract quantity.



**MATERIALS REQUISITION**

Transformers Requested (No) **-**    Conductors Requested (km) **-**    HT-Materials Requested **-**

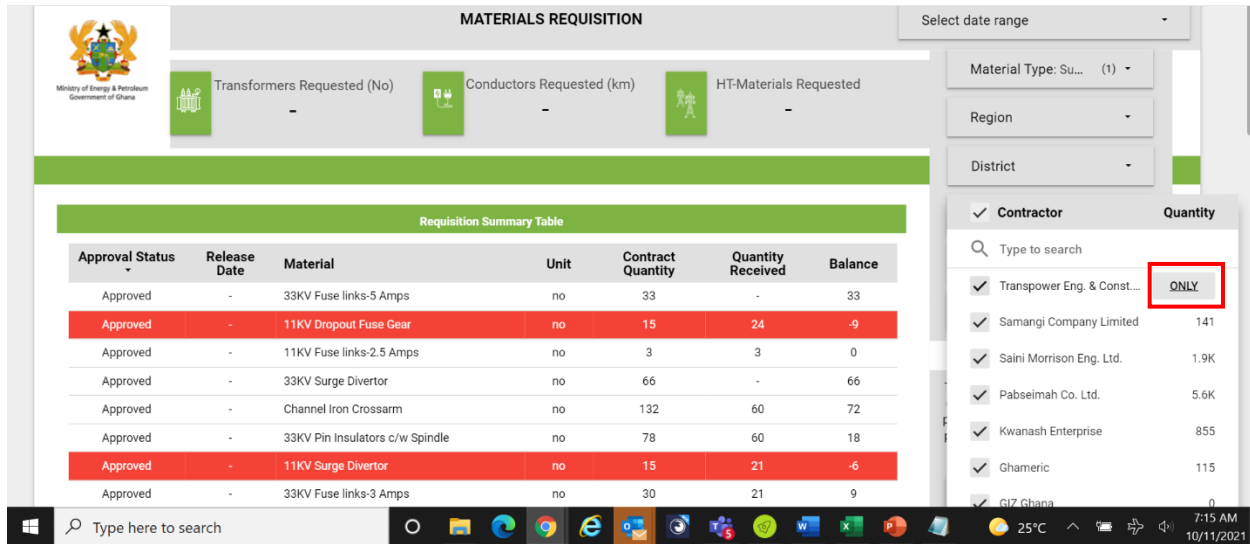
**Requisition Summary Table**

| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|
| Approved        | -            | 33KV Fuse links-5 Amps          | no   | 33                | -                 | 33      |
| Approved        | -            | 11KV Dropout Fuse Gear          | no   | 15                | 24                | -9      |
| Approved        | -            | 11KV Fuse links-2.5 Amps        | no   | 3                 | 3                 | 0       |
| Approved        | -            | 33KV Surge Divertor             | no   | 66                | -                 | 66      |
| Approved        | -            | Channel Iron Crossarm           | no   | 132               | 60                | 72      |
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 78                | 60                | 18      |

**Dashboard Usage Tips**

To view statistics of each chart move your cursor over the chart area. To download a pdf version of the dashboard right click the plain area of the dashboard and select pdf

- vi. To further query the analytics to generate specific reports, click on the Contractor filter. Navigate to a contractor of your choice and click on **Only** next to the name.



**MATERIALS REQUISITION**

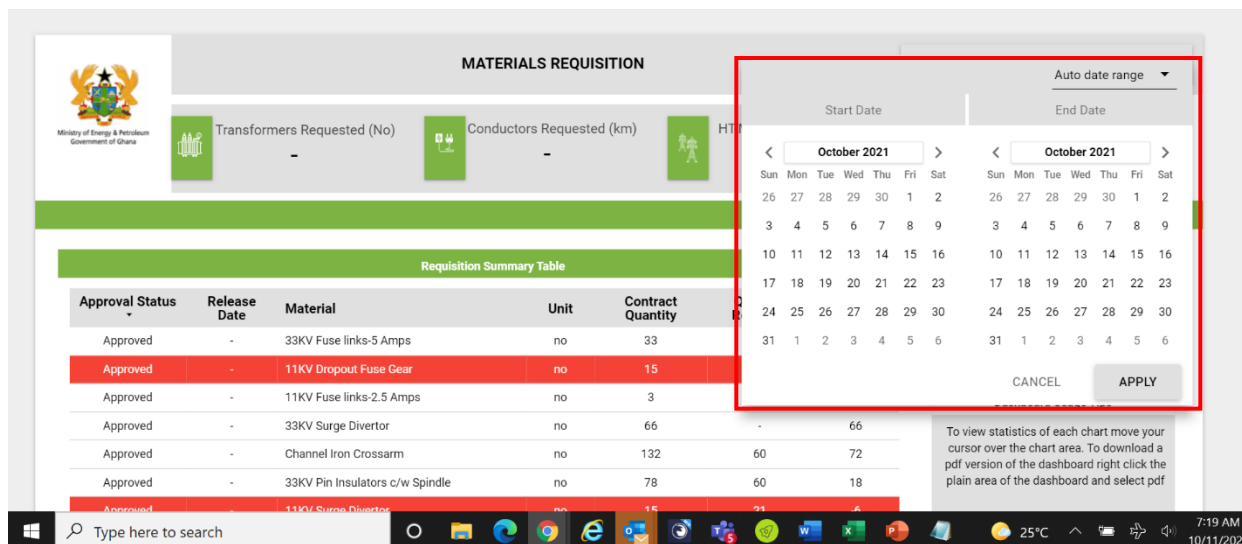
Transformers Requested (No)    Conductors Requested (km)    HT-Materials Requested

| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|
| Approved        | -            | 33KV Fuse links-5 Amps          | no   | 33                | -                 | 33      |
| Approved        | -            | 11KV Dropout Fuse Gear          | no   | 15                | 24                | -9      |
| Approved        | -            | 11KV Fuse links-2.5 Amps        | no   | 3                 | 3                 | 0       |
| Approved        | -            | 33KV Surge Divertor             | no   | 66                | -                 | 66      |
| Approved        | -            | Channel Iron Crossarm           | no   | 132               | 60                | 72      |
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 78                | 60                | 18      |
| Approved        | -            | 11KV Surge Divertor             | no   | 15                | 21                | -6      |
| Approved        | -            | 33KV Fuse links-3 Amps          | no   | 30                | 21                | 9       |

Contractor List:

- Transpower Eng. & Const... ONLY
- Samangi Company Limited 141
- Saini Morrison Eng. Ltd. 1.9K
- Pabseimah Co. Ltd. 5.6K
- Kwanash Enterprise 855
- Ghameric 115
- GIZ Ghana

- vii. The MOEN IMS also supports date-based queries. To perform this, click on **Select Date Range**, choose the Start and End Dates and click on **APPLY**. This shows data for the selected period only.



**MATERIALS REQUISITION**

Transformers Requested (No)    Conductors Requested (km)    HT-Materials Requested

| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|
| Approved        | -            | 33KV Fuse links-5 Amps          | no   | 33                | -                 | 33      |
| Approved        | -            | 11KV Dropout Fuse Gear          | no   | 15                | 24                | -9      |
| Approved        | -            | 11KV Fuse links-2.5 Amps        | no   | 3                 | 3                 | 0       |
| Approved        | -            | 33KV Surge Divertor             | no   | 66                | -                 | 66      |
| Approved        | -            | Channel Iron Crossarm           | no   | 132               | 60                | 72      |
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 78                | 60                | 18      |
| Approved        | -            | 11KV Surge Divertor             | no   | 15                | 21                | -6      |
| Approved        | -            | 33KV Fuse links-3 Amps          | no   | 30                | 21                | 9       |

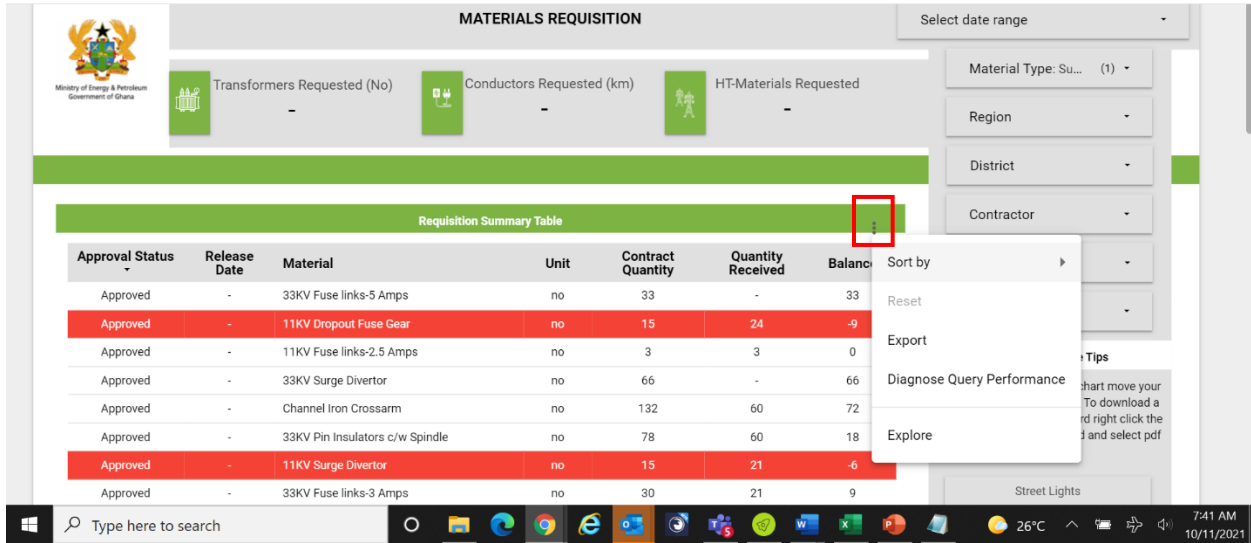
Date Range Selection: October 2021

Start Date: [Calendar]    End Date: [Calendar]

Buttons: CANCEL, APPLY

- viii. To download data from the MOEN System, move your cursor over the desired chart. Click on the three vertical dots (menu icon).





**MATERIALS REQUISITION**

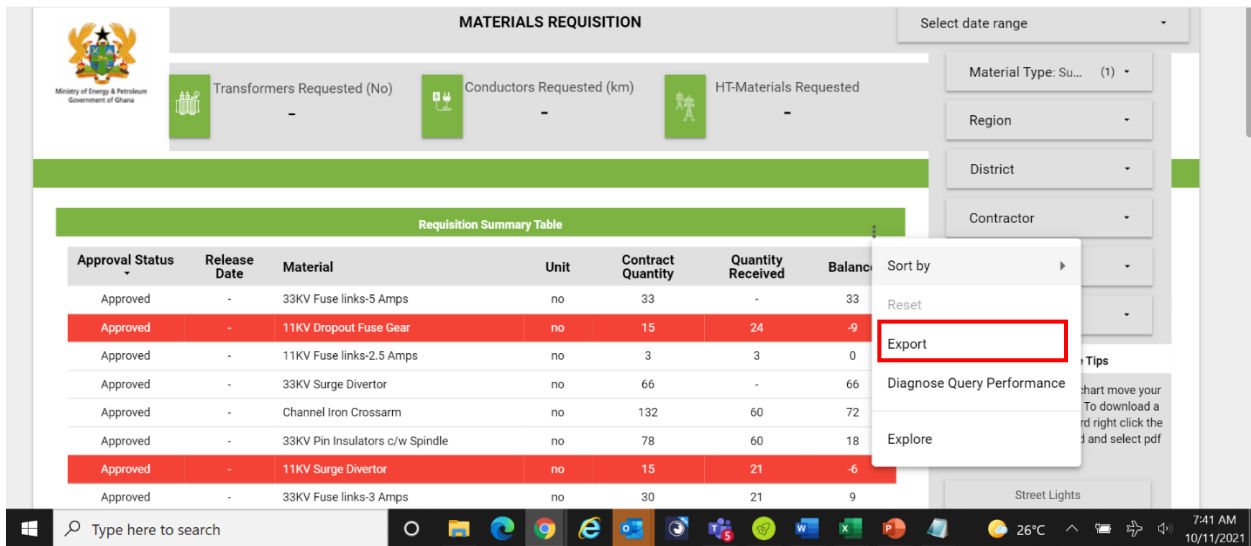
Transformers Requested (No)    Conductors Requested (km)    HT-Materials Requested

Material Type: Su... (1)    Region    District    Contractor

| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance | Sort by |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|---------|
| Approved        | -            | 33KV Fuse links-5 Amps          | no   | 33                | -                 | 33      |         |
| Approved        | -            | 11KV Dropout Fuse Gear          | no   | 15                | 24                | -9      |         |
| Approved        | -            | 11KV Fuse links-2.5 Amps        | no   | 3                 | 3                 | 0       |         |
| Approved        | -            | 33KV Surge Divertor             | no   | 66                | -                 | 66      |         |
| Approved        | -            | Channel Iron Crossarm           | no   | 132               | 60                | 72      |         |
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 78                | 60                | 18      |         |
| Approved        | -            | 11KV Surge Divertor             | no   | 15                | 21                | -6      |         |
| Approved        | -            | 33KV Fuse links-3 Amps          | no   | 30                | 21                | 9       |         |

Reset    Export    Diagnose Query Performance    Explore

ix. Click on **Export** and navigate to CSV (Excel)



**MATERIALS REQUISITION**

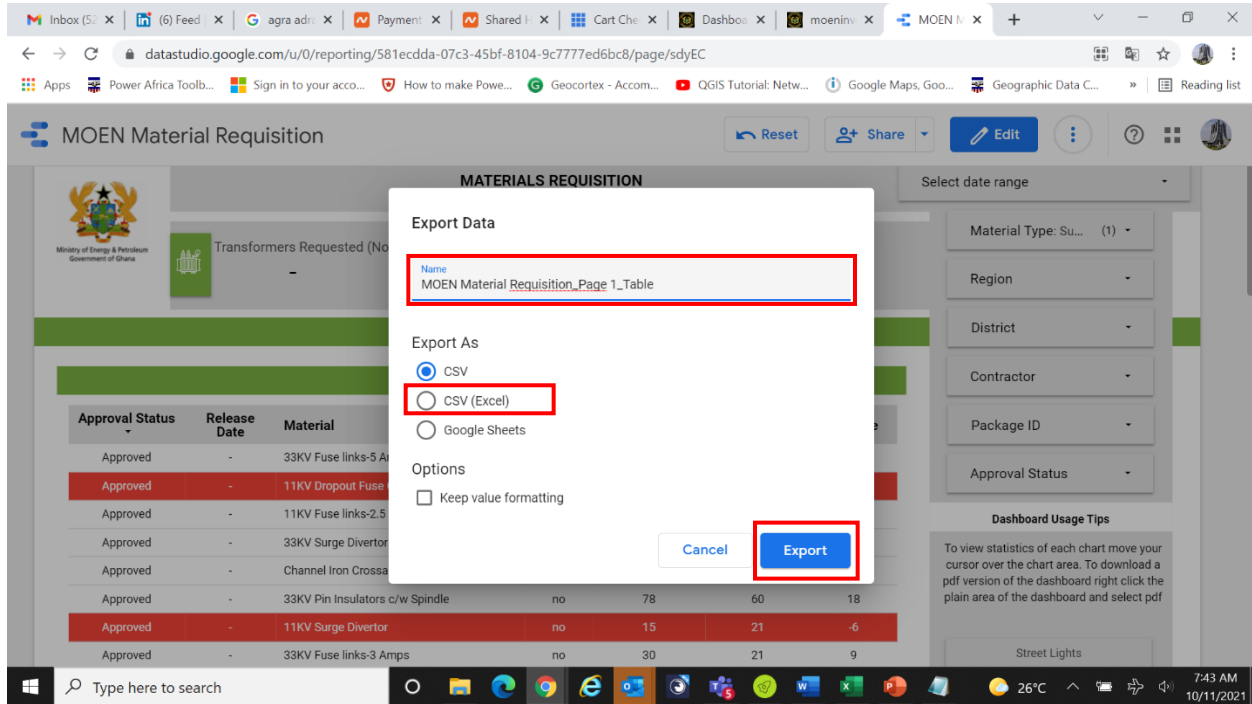
Transformers Requested (No)    Conductors Requested (km)    HT-Materials Requested

Material Type: Su... (1)    Region    District    Contractor

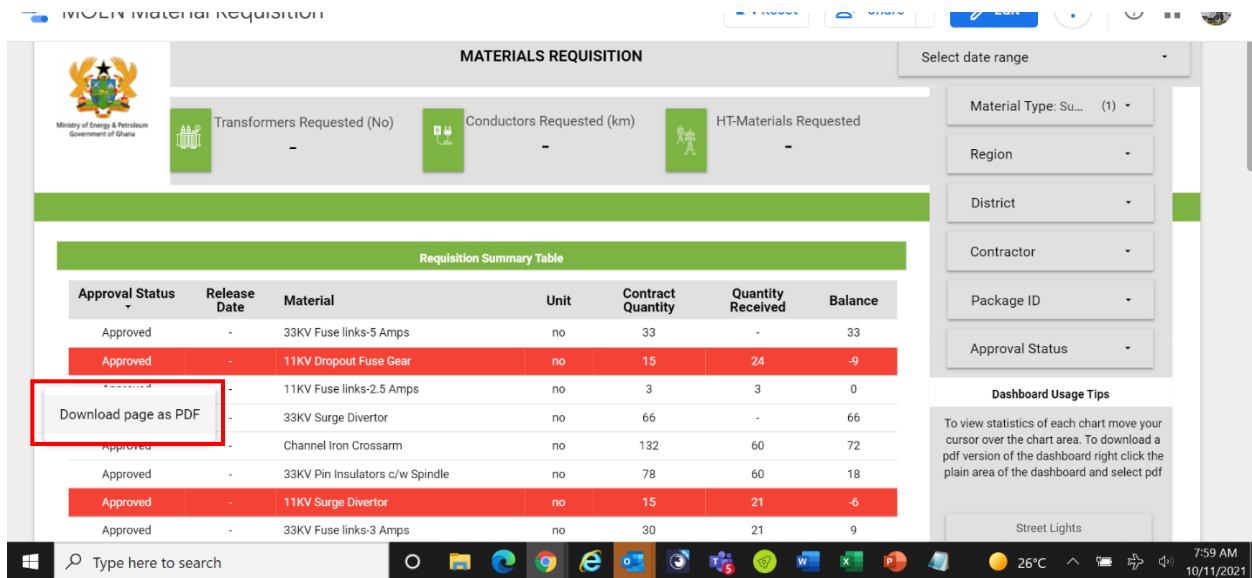
| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance | Sort by |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|---------|
| Approved        | -            | 33KV Fuse links-5 Amps          | no   | 33                | -                 | 33      |         |
| Approved        | -            | 11KV Dropout Fuse Gear          | no   | 15                | 24                | -9      |         |
| Approved        | -            | 11KV Fuse links-2.5 Amps        | no   | 3                 | 3                 | 0       |         |
| Approved        | -            | 33KV Surge Divertor             | no   | 66                | -                 | 66      |         |
| Approved        | -            | Channel Iron Crossarm           | no   | 132               | 60                | 72      |         |
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 78                | 60                | 18      |         |
| Approved        | -            | 11KV Surge Divertor             | no   | 15                | 21                | -6      |         |
| Approved        | -            | 33KV Fuse links-3 Amps          | no   | 30                | 21                | 9       |         |

Reset    **Export**    Diagnose Query Performance    Explore

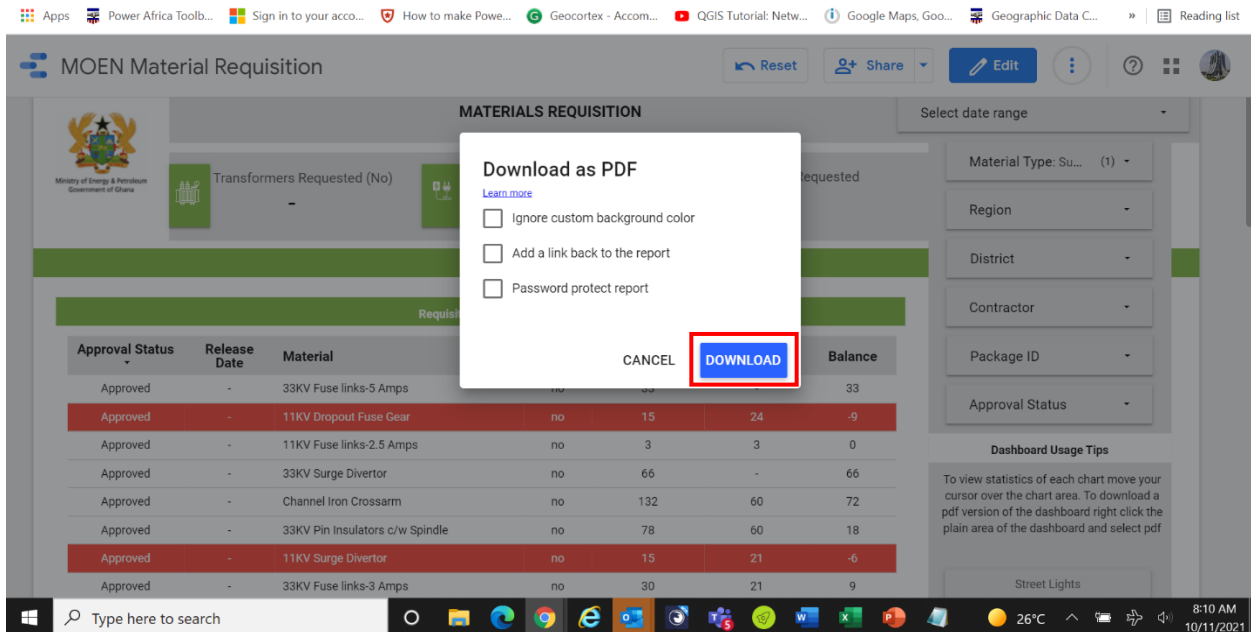
x. Add a name and select CSV (Excel). Click on Export to download data.



- xi. You can download a PDF file for any of the analytics. To do this, right-click anywhere outside the charts. Click on Download page as PDF.

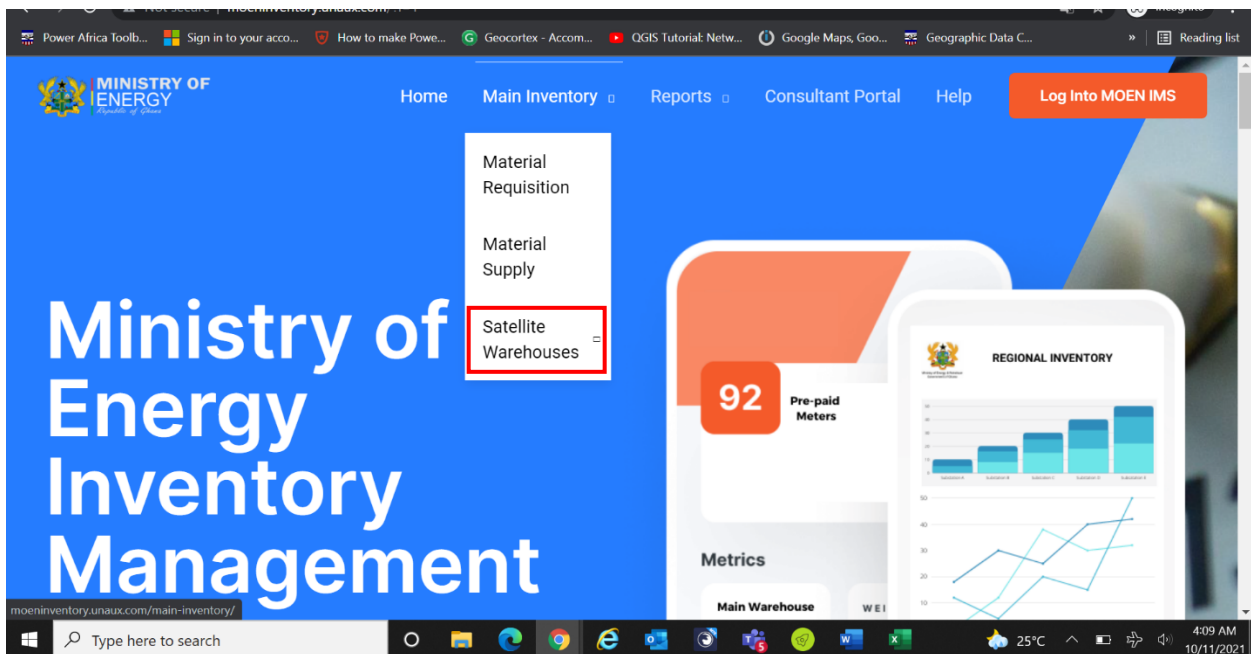


- xii. Click on **Download** to generate a PDF file.

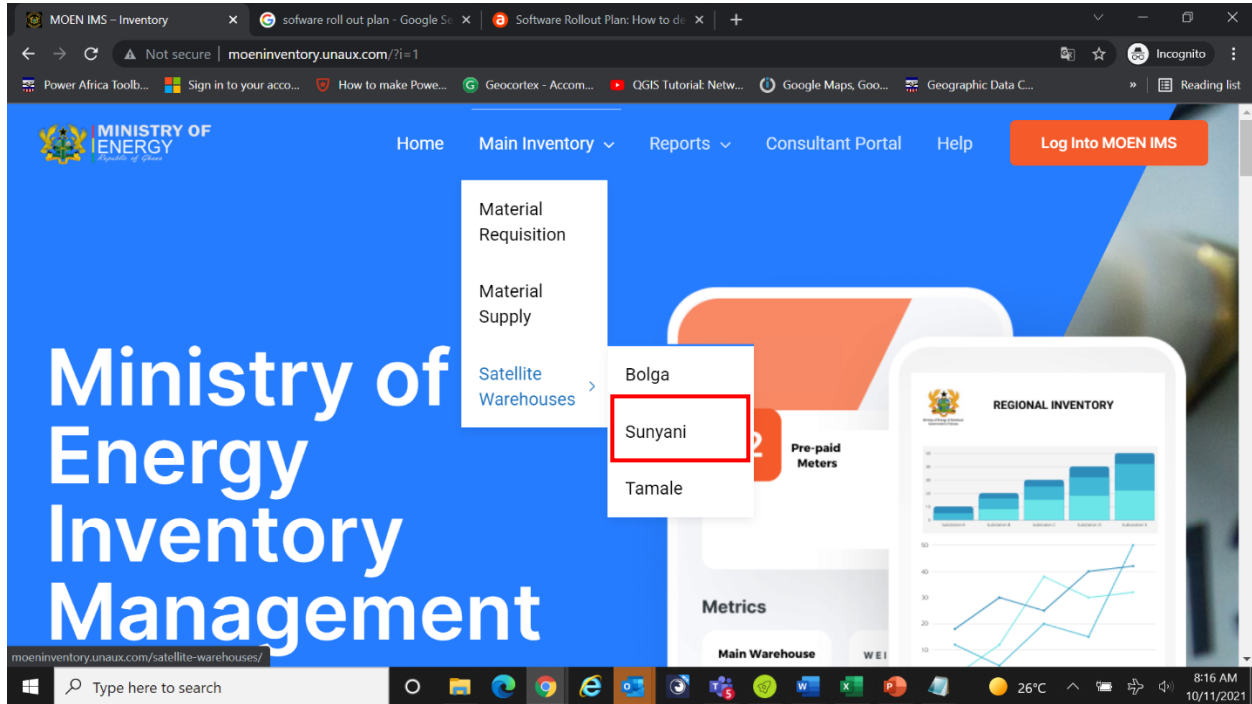


### 3. Logging in As A Satellite Warehouse Manager

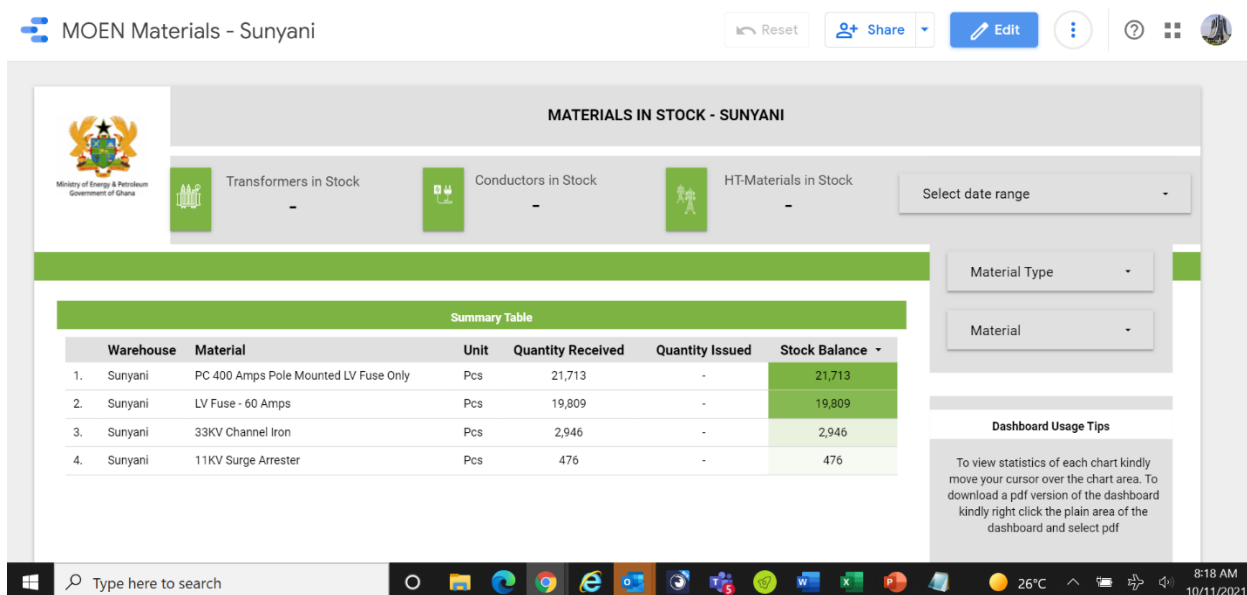
- i. The Satellite Warehouse Manager can only access the analytics for their respective regions. If you do not have a password to access the Material Requisition and Supply Analytics, contact the Distribution Directorate for assistance. To access all materials requested by contractors, click on **Main Inventory**, and navigate to **Satellite Warehouses**.



ii. Select your region/area.

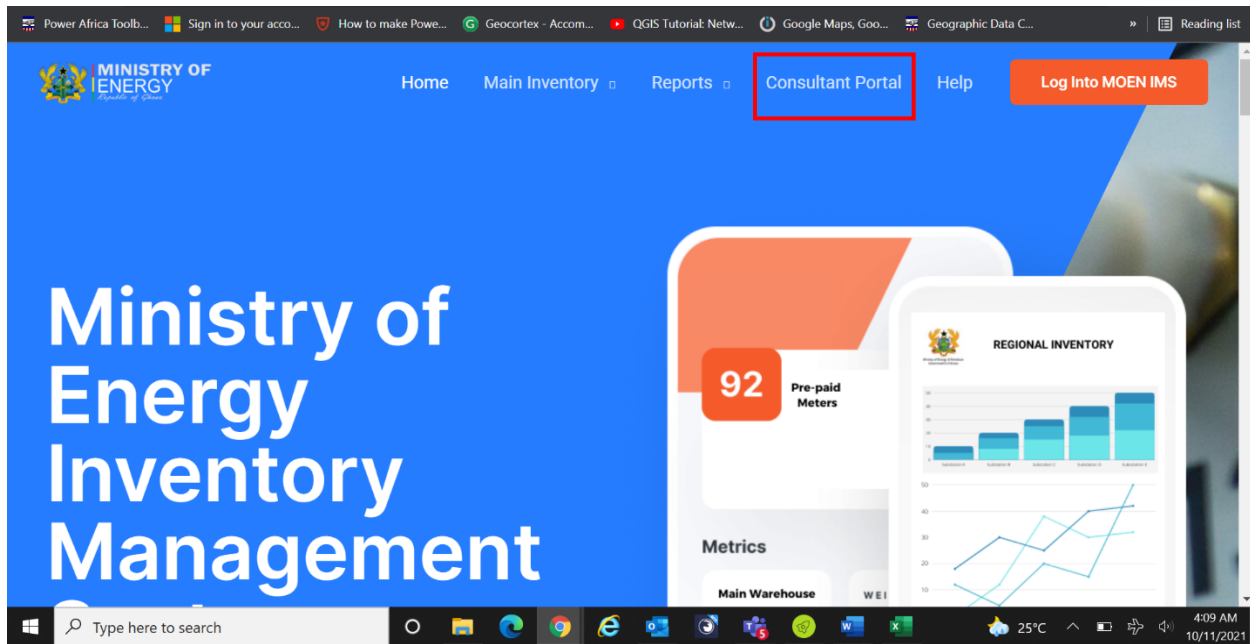


iii. Once logged in, you can query the analytics/dashboard to view material stock levels. Refer to steps 2iii – 2xii above to navigate the regional warehouse analytics.

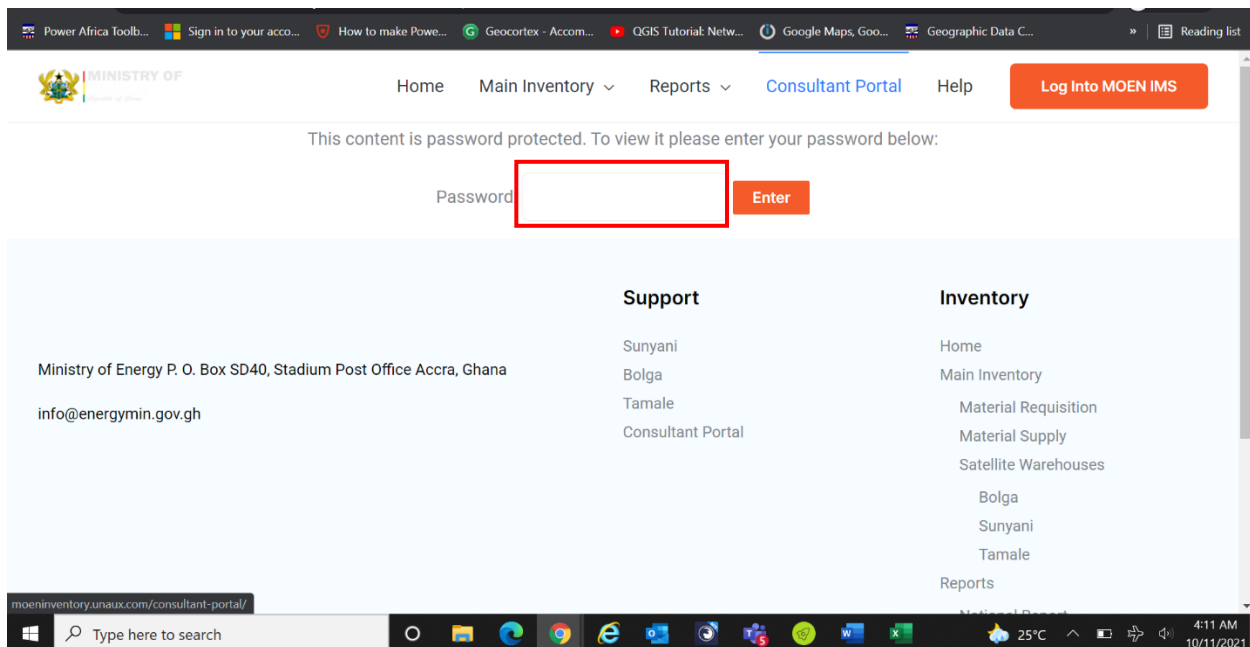


#### 4. Logging in As A Consultant

- iv. Click on the **Consultant Portal**.

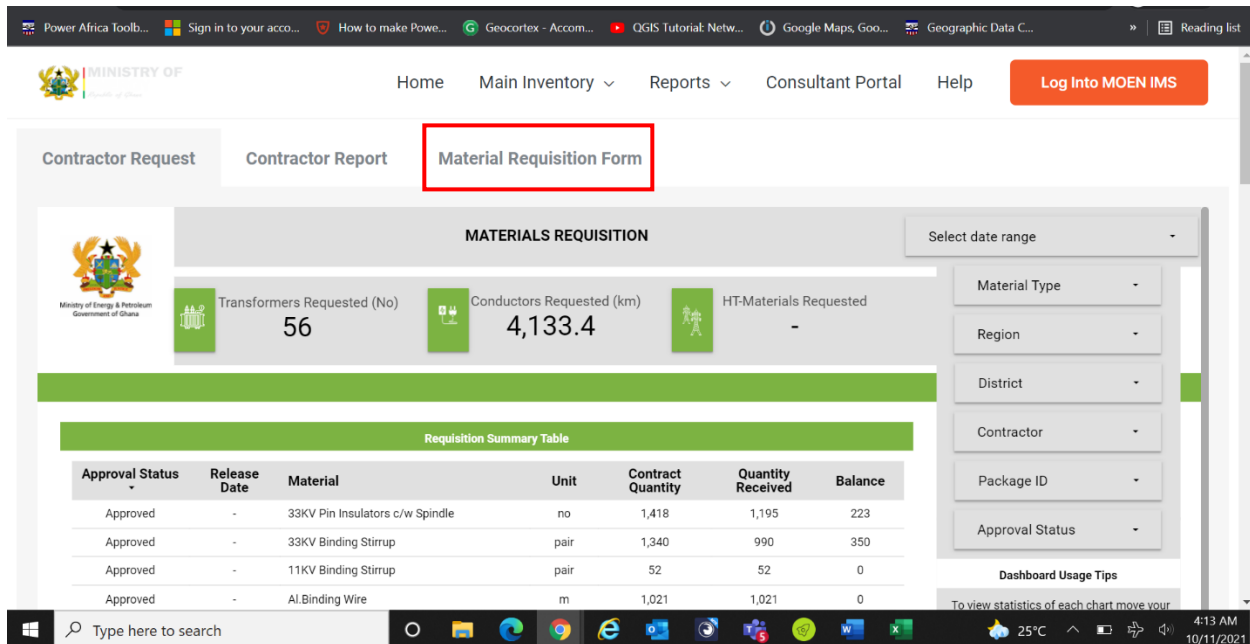


- v. Type in a password to log into the Consultant Portal. If you do not have a password to access the Consultant Portal, contact the Distribution Directorate for assistance.



- vi. Once logged in, refer to steps 2ii through 2xii to navigate the Consultant Portal.

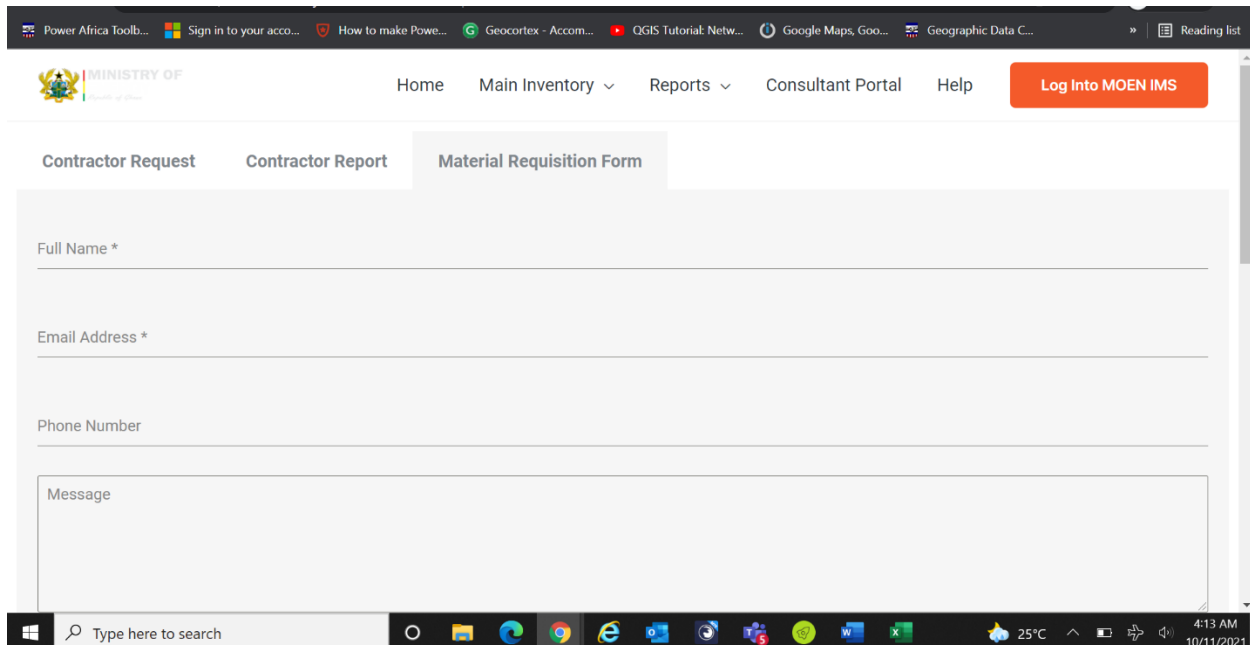
- vii. Switch between tabs by clicking on your desired tab. For example, click on Material Requisition Form.



The screenshot shows the MOEN IMS dashboard with the 'Material Requisition Form' tab selected. The dashboard includes a navigation menu with 'Home', 'Main Inventory', 'Reports', 'Consultant Portal', and 'Help'. A 'Log Into MOEN IMS' button is visible. The main content area shows a 'MATERIALS REQUISITION' summary with three cards: 'Transformers Requested (No)' at 56, 'Conductors Requested (km)' at 4,133.4, and 'HT-Materials Requested' at 0. Below this is a 'Requisition Summary Table' with the following data:

| Approval Status | Release Date | Material                        | Unit | Contract Quantity | Quantity Received | Balance |
|-----------------|--------------|---------------------------------|------|-------------------|-------------------|---------|
| Approved        | -            | 33KV Pin Insulators c/w Spindle | no   | 1,418             | 1,195             | 223     |
| Approved        | -            | 33KV Binding Stirrup            | pair | 1,340             | 990               | 350     |
| Approved        | -            | 11KV Binding Stirrup            | pair | 52                | 52                | 0       |
| Approved        | -            | Al Binding Wire                 | m    | 1,021             | 1,021             | 0       |

- viii. Consultants can submit material requests through the portal. To do this, click on the Material Requisition tab and fill out the form.

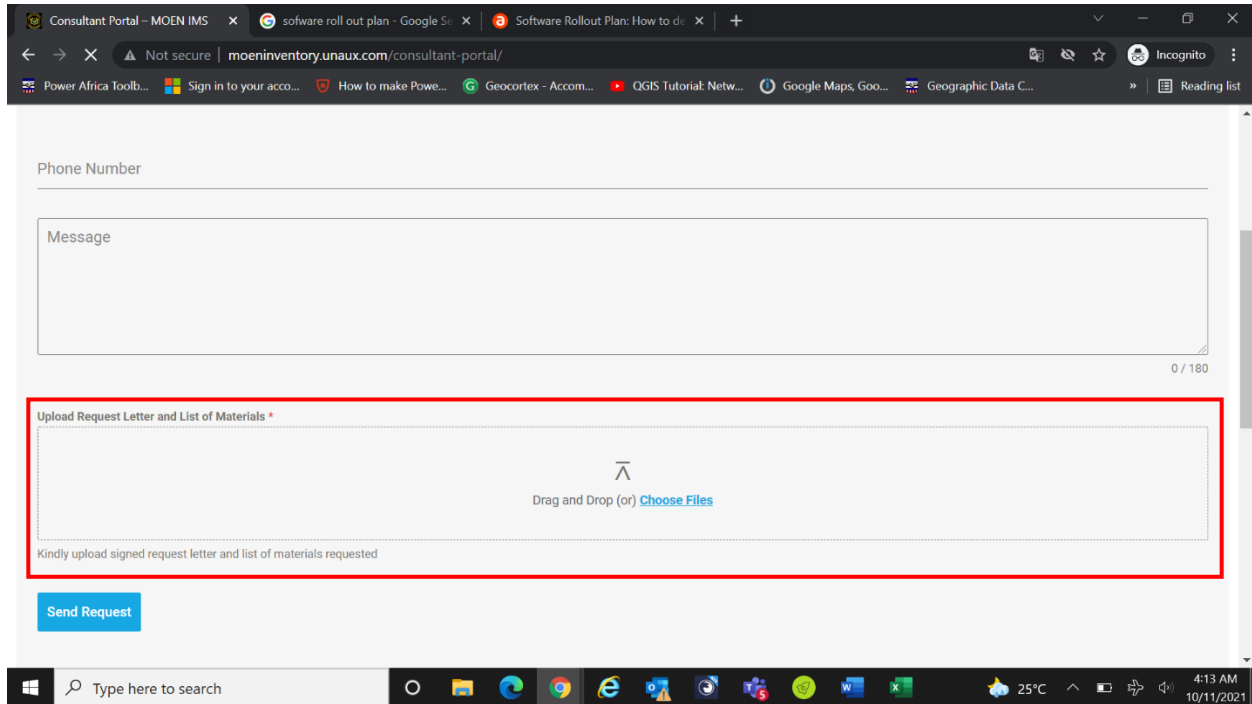


The screenshot shows the 'Material Requisition Form' submission page. The form includes the following fields:

- Full Name \*
- Email Address \*
- Phone Number
- Message

- ix. Add your name, email address and phone number
- x. Type out a message to request materials
- xi. Proceed to attach a request letter and list of materials. Generate the list of materials requested by your contractors from the Contractor Request tab.

- xii. Click on **Choose files** and add **Request letter** and list of materials requested by contractors. Alternatively, you can also drag and drop the **Request letter** and list of materials into the file upload area.

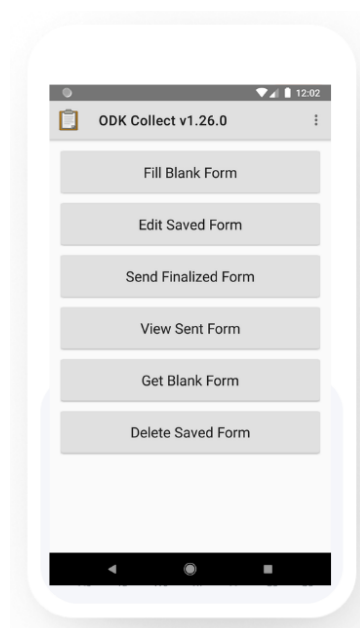


- xiii. Once all the files are uploaded, click on Send Request to complete the process.
- xiv. A schedule officer or staff from the Distribution Directorate will update the request for materials to be released once the Chief Director approves it.

## 5. Requesting for Materials through the MOEN APP by Contractors

All contractors will have access to the MOEN App which contains the following tools/forms. The MOEN App was developed with the Open Data Kit (ODK) framework.

- **Material Requisition Form**  
Contractors can easily request for new materials through the MOEN App that is wirelessly connected to the MOEN IMS. Requests can be made in remote areas without internet connection as the app works offline. A special training will be provided to all contractors on how to use the MOEN App. The MOEN App will be preconfigured by the Distribution Directorate before it is handed over to the contractors.

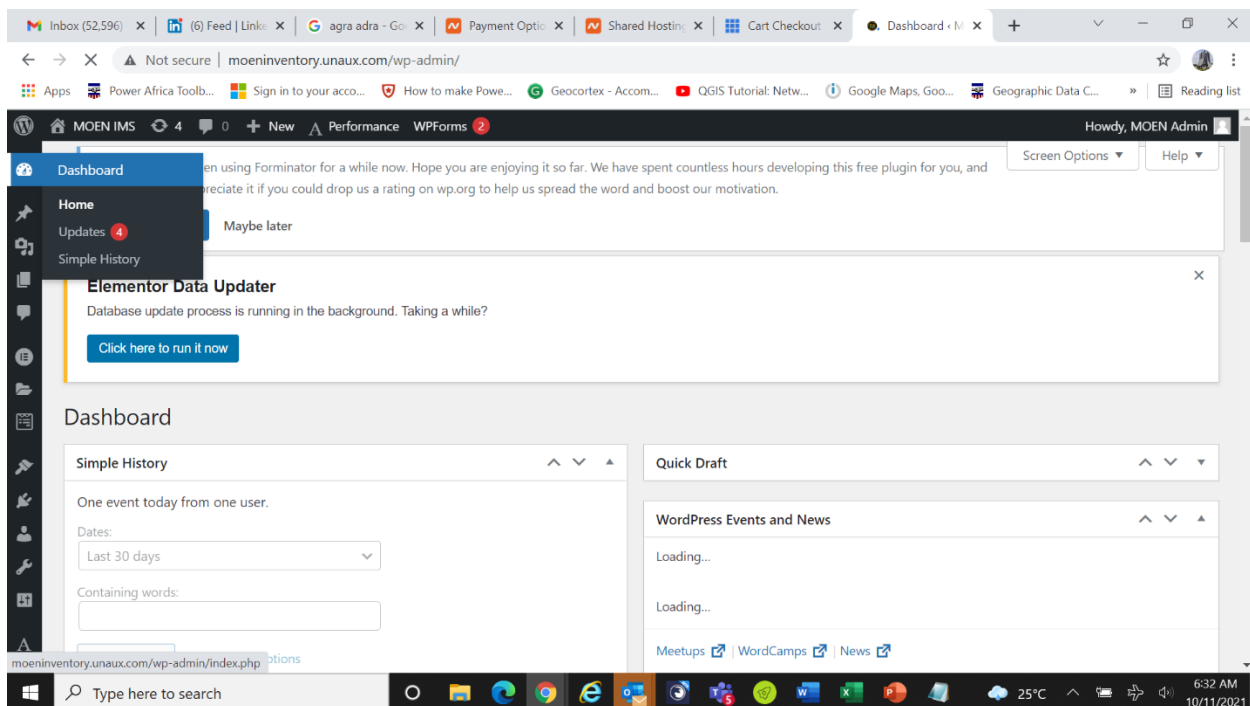


- **Material Receipt Form**  
Once a contractor receives materials requested, s/he is expected to specify the type and quantity of materials received. Completing and sending this form serves as an acknowledgement of receipt of materials.
- **MOEN Reporting Tool**  
This tool needs to be completed through the MOEN App once a contractor completes any work. The MOEN App comes with GPS capabilities for location and tracking of all work done.

## 6. MOEN IMS Backend Access

The MOEN IMS comes with a secured backend that is only accessible by the Working Group/IT and designated key personnel from the Distribution Directorate. The Ministry has full control over who accesses the MOEN IMS. Features of the MOEN IMS Backend include the following:

- **Activity Audit Log:** Tracks all activities with regards to use of the MOEN IMS
- **Access and Privilege Management System:** Access to the system can be given, modified, or revoked through the backend
- **Material Request Documentation Management System:** This part of the MOEN IMS backend houses all the material request letters and list of materials
- **Settings** – Updates and changes to the entire look and feel of the MOEN IMS can be done through the settings page.
- **Database:** This is only accessible by authorized user(s). It is the repository of all data collected through the MOEN System.



The screenshot shows a web browser window displaying the MOEN IMS Backend Admin Dashboard. The browser's address bar shows the URL 'moeninventory.unaux.com/wp-admin/'. The dashboard includes a sidebar menu with options like 'Dashboard', 'Home', 'Updates', and 'Simple History'. A notification banner at the top mentions 'Elementor Data Updater' and states 'Database update process is running in the background. Taking a while?'. Below this, there are sections for 'Simple History' and 'Quick Draft'. The 'Simple History' section shows 'One event today from one user.' with a 'Dates' dropdown set to 'Last 30 days' and a 'Containing words' input field. The 'Quick Draft' section shows 'WordPress Events and News' with 'Loading...' indicators. The bottom of the screenshot shows the Windows taskbar with the time '6:32 AM' and date '10/11/2021'.