

# Database Austin

Uputstvo za upotrebu

## Open Source Shelter Management



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28. septembar 2022

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# Dobrodošli

Dobrodošli u Open Source Shelter Manager (OSSM). Nadamo se da će vam ovaj program pomoći da upravljate podacima vašeg skloništa dok obavljate vitalni zadatak pomoći izbjeglicama.

Napomena o sigurnosti Cilj OSSM-a je da vam

pomogne u upravljanju operativnim aspektima vašeg skloništa za izbjeglice. Nije dizajniran za upravljanje smještajem izbjeglica, istorijom, medicinskom pomoći, itd. Molimo vas da budete svjesni sigurnosnih pitanja vezanih za upravljanje podacima o izbjeglicama i nemojte koristiti OSSM za zadržavanje bilo kakvih osjetljivih podataka, slika, dokumenata itd.

## Karakteristike

- Dosije o izbjeglicama

  - Informacije o ulasku/izlasku

  - Mogućnost prilaganja slika i dokumenata u dosije o izbjeglicama
  - Snimanje usluga koje pružate
  - Snimanje boravaka i generiranje popisa
  - Prilagodljivo prikupljanje podataka
  - Međunarodna podrška
  - Evropski i američki formati datuma
  - Preko 110 zemalja sa ISO 3166-2 kodovi države/pokrajine/regije
  - 

- Podrška za više stambenih jedinica
- Kuće, sobe, popunjenost soba koje se mogu konfigurirati
- Mogućnost prebacivanja izbjeglica između skloništa i soba
- 

- Izveštavanje
- Zbirni izvještaji o uslugama koje pružate, broju izbjeglica koje pružate, demografskim podacima
- Operativni izvještaji, uključujući: incidente, usluge, popunjenost
- Prilagodljive izvještaje

## Prilagodba

Svaki izbjeglički centar je jedinstven, sa svojim vlastitim potrebama izvještavanja i prikupljanja podataka.

Da bi to obezbedio, OSSM nudi:

- prilagodljive

  - liste (usluge, jezici, sastanci, itd.)
  - personalizovane formulare za izbeglice (vi definišete koje informacije ćete prikupljati)
  - korisnički definisane grupe
  - prilagođene izveštaje, gde specificirate polja, pretragu, i kriterijume sortiranja

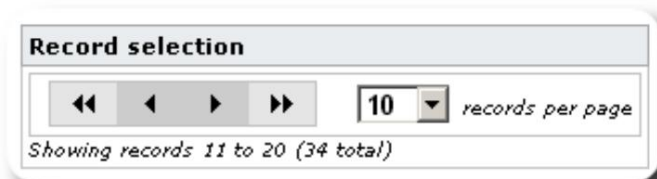


## Opći koncepti

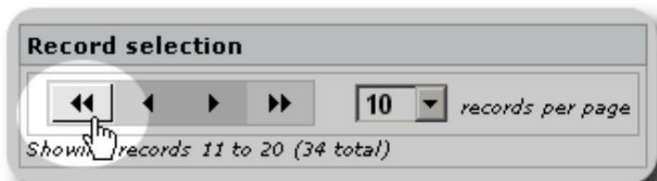
### Record Navigation

Neki izvještaji i popisi direktorija mogu pružiti dosta zapisa prikaza. Kako bi vam pomogao da se krećete kroz ove velike skupove zapisa, OSSM pruža okvir za navigaciju zapisa.

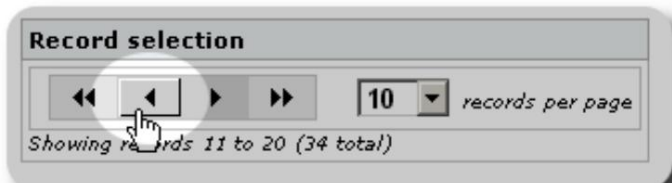
Evo primjera izvještaja koji ima 34 zapisa. Gledamo po deset zapisa i nalazimo se na drugoj stranici (zapisi 11 do 20).



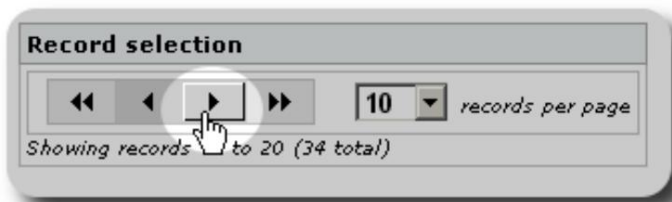
Da vidite prvu stranicu izvještaja, kliknite na dvostruke strelice lijevo:



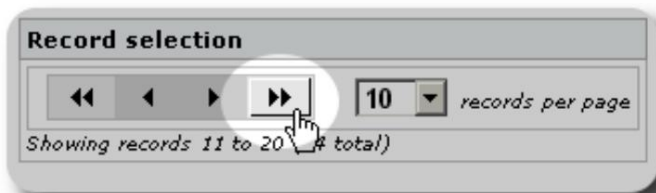
Da vidite prethodnu stranicu izvještaja, kliknite jednu strelicu lijevo:



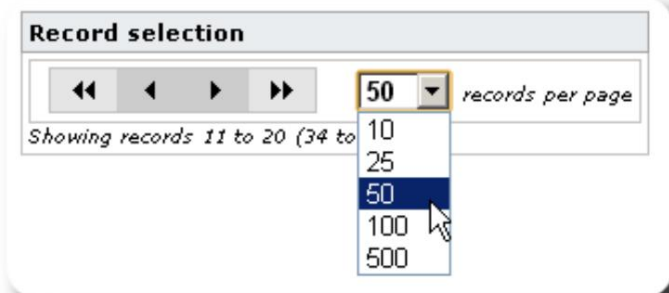
Da vidite sljedeću stranicu izvještaja, kliknite jednu strelicu udesno:



Da vidite posljednju stranicu izvještaja, kliknite na dvostruke strelice udesno:



Također možete promijeniti broj zapisa prikazanih po stranici:





















## Grupe

Izbjeglice možete rasporediti u grupe. Možete kreirati onoliko grupa koliko vam je potrebno. Primjeri grupa izbjeglica mogu uključivati: Kuhinjske volontere, osobe sa posebnim potrebama, učitelje, volontere za brigu o djeci, dojilje, itd. Nakon kreiranja grupe, možete dodijeliti odgovarajuće ljude u ovu grupu. Zatim možete koristiti značajke izvješćivanja OSSM-a da pronađete sve članove ove grupe, izvezete informacije o članstvu u grupi i kreirate mailing samo za tu grupu.

Ljudi mogu pripadati mnogim različitim grupama, a možete koristiti funkcije izvješćivanja da pronađete ljude koji pripadaju nekim ili svim grupama koje odaberete. Recimo da želite pronaći učitelje koji su također članovi Volonterske grupe za brigu o djeci. Možete koristiti funkcije izvještavanja da pronađete sve ljude koji pripadaju tim grupama.

## Ikone

Dok radite u OSSM-u, vidjet ćete razne male ikone koje pružaju informacije ili prečice za rad s vašim podacima. Evo liste tih ikona:

|   |  |
|---|--|
|    | Dodajte novi zapis   |
|    | Pogledajte zapis   |
|    | Uredite zapis  |
|    | Izbrišite zapis (od vas će se tražiti da potvrdite prije brisanja bilo kojeg zapisa) |
|    | Aktiviraj  |
|    | Deaktiviraj  |
|    | Odabir datuma: kliknite na ovu ikonu za prikaz iskaćućeg kalendara                   |
|    | Pomerite unos na dno liste   |
|    | Pomjerite unos liste prema dolje   |
|    | Pomerite unos na vrh liste   |
|    | Pomjerite unos liste gore  |
|  | Pregledajte/izvezite kao PDF dokument  |
|  | Izvezi tabelu  |
|  | Transfer   |
|  | Kloniraj (tj. napravi kopiju)  |
|  | Postavite ovu osobu kao šefa domaćinstva   |
|  | Odaberite ovaj zapis iz rezultata pretraživanja                                      |
|  | Proširi / skupi odjeljak   |

## Mediji i medijske oznake

Medijske stavke možete priložiti korisničkom nalogu, skloništu ili dosijeku izbjeglice. Podržane su sljedeće vrste medija: • Slika (png, gif, jpg) • Dokument (pdf)

Osim toga, možete primijeniti oznake na svoje medijske stavke. Zatim možete pretraživati po oznaci (ili čak miješati i upariti po više oznaka).

## Licenca

Ovaj program je besplatan softver; možete ga redistribuirati i/ili modifikovati pod uslovima GNU Opšte javne licence koju je objavila Fondacija za slobodni softver; bilo verziju 2 Licence, ili (po vašoj želji) bilo koju noviju verziju.

Ovaj program se distribuira u nadi da će biti koristan, ali BEZ IKAKVE GARANCIJE; bez čak i podrazumijevanu garanciju PRILIKA ZA PRODAJU ili PRIKLADNOSTI ZA ODREĐENU NAMJENU. Pogledajte GNU Opću javnu licencu za više detalja.

Ovaj softver je obezbeđen pod GPL.

Molimo pogledajte <https://www.gnu.org/licenses/gpl-3.0.html> za detalje.

## Instalacija

### Tehnički pregled

Open Source Shelter Manager (OSSM) je besplatna aplikacija otvorenog koda zasnovana na pretraživaču. Napisano je korištenjem sljedeće alate otvorenog koda: PHP, MySQL i CodeIgnitor 3. Tipična instalacija koristi uslugu hostinga (kao što je BlueHost.com) i pristupa aplikaciji preko web pretraživača. Ogromna većina razvoja i testiranja OSSM-a obavljena je pomoću pretraživača Google Chrome, te preporučujemo korištenje ovog pretraživača za OSSM.

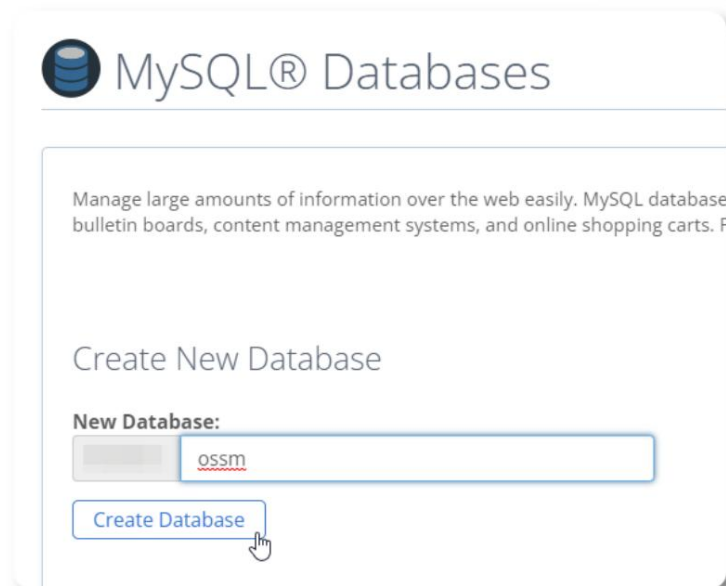
### Proces instalacije

- otpremite zipovani OSSM softverski paket na vaš internet hosting nalog, u direktorijum koji je dostupan na internetu (obično pod /public\_html).
- kreirajte praznu MySQL bazu podataka na svom hosting nalogu.
  - dekomprimirajte OSSM zip datoteku
- pokrenite OSSM instalacioni program

Kreirajte bazu podataka i bazu podataka

Korisnik

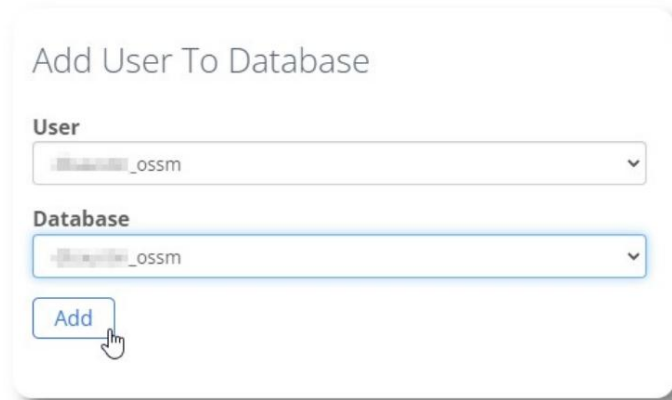
Slijedi primjer kreiranja a baze podataka putem BlueHost cPanela.



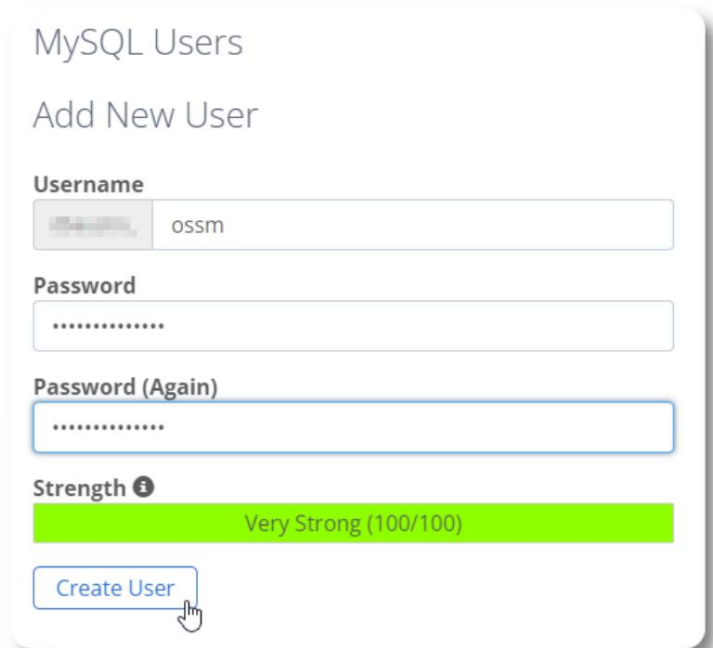
Kreirajte novu bazu podataka. Provjerite i zapišite naziv baze podataka - trebat će vam prilikom instaliranja OSSM.

Zatim kreirajte korisničko ime baze podataka.

Opet, uvjerite se i zapišite ime baze podataka - trebat će vam prilikom instaliranja OSSM-a.



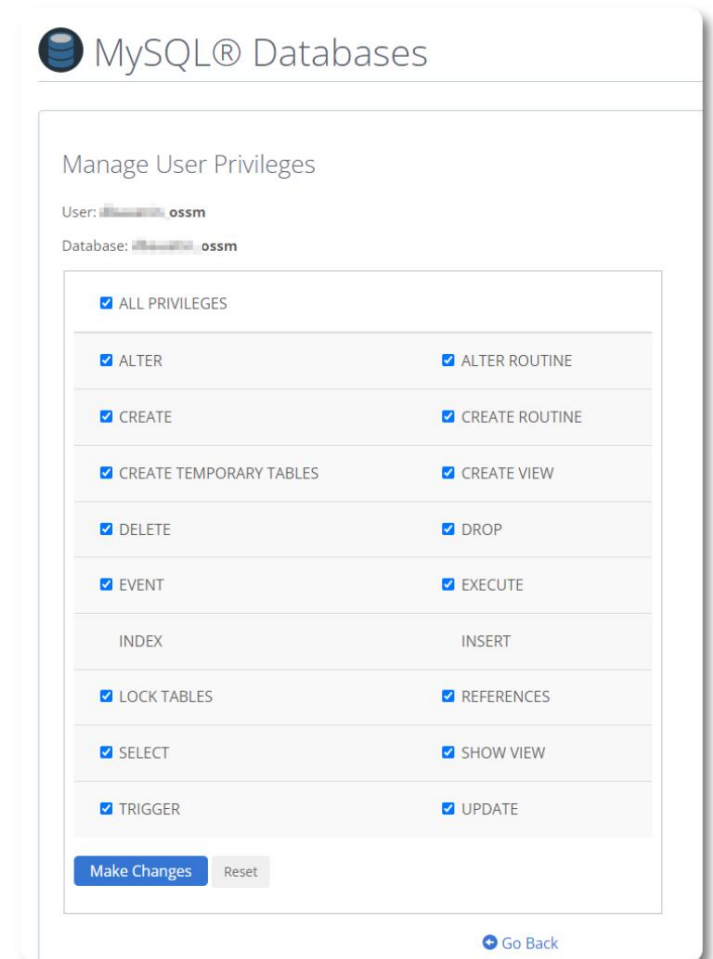
The screenshot shows a web form titled "Add User To Database". It has two dropdown menus: "User" and "Database", both with "ossm" selected. Below the dropdowns is a blue "Add" button with a mouse cursor pointing to it.



The screenshot shows a web form titled "MySQL Users" with a sub-header "Add New User". It contains three input fields: "Username" with "ossm", "Password" with masked characters, and "Password (Again)" with masked characters. Below these is a "Strength" indicator showing "Very Strong (100/100)" in a green bar. At the bottom is a blue "Create User" button with a mouse cursor pointing to it.

Sljedeći korak je pridruživanje novog korisnika vašoj novoj bazi podataka.

Dodijelite sve privilegije ovom korisniku.



The screenshot shows a web page titled "MySQL® Databases" with a sub-header "Manage User Privileges". It displays the user "ossm" and database "ossm". Below is a table of privileges, all of which are checked:

|   |  |
|---|--|
| <input checked="" type="checkbox"/> ALL PRIVILEGES          |  |
| <input checked="" type="checkbox"/> ALTER                   | <input checked="" type="checkbox"/> ALTER ROUTINE  |
| <input checked="" type="checkbox"/> CREATE                  | <input checked="" type="checkbox"/> CREATE ROUTINE |
| <input checked="" type="checkbox"/> CREATE TEMPORARY TABLES | <input checked="" type="checkbox"/> CREATE VIEW    |
| <input checked="" type="checkbox"/> DELETE                  | <input checked="" type="checkbox"/> DROP           |
| <input checked="" type="checkbox"/> EVENT                   | <input checked="" type="checkbox"/> EXECUTE        |
| <input checked="" type="checkbox"/> INDEX                   | <input checked="" type="checkbox"/> INSERT         |
| <input checked="" type="checkbox"/> LOCK TABLES             | <input checked="" type="checkbox"/> REFERENCES     |
| <input checked="" type="checkbox"/> SELECT                  | <input checked="" type="checkbox"/> SHOW VIEW      |
| <input checked="" type="checkbox"/> TRIGGER                 | <input checked="" type="checkbox"/> UPDATE         |

At the bottom of the table are two buttons: "Make Changes" and "Reset". Below the table is a "Go Back" button.

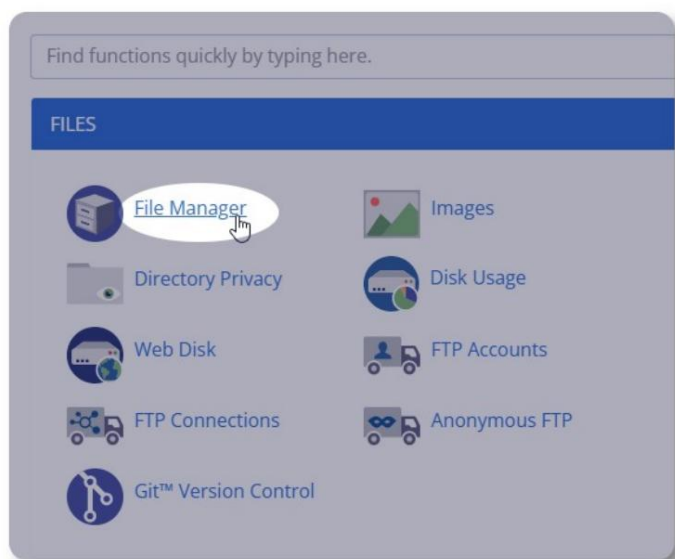
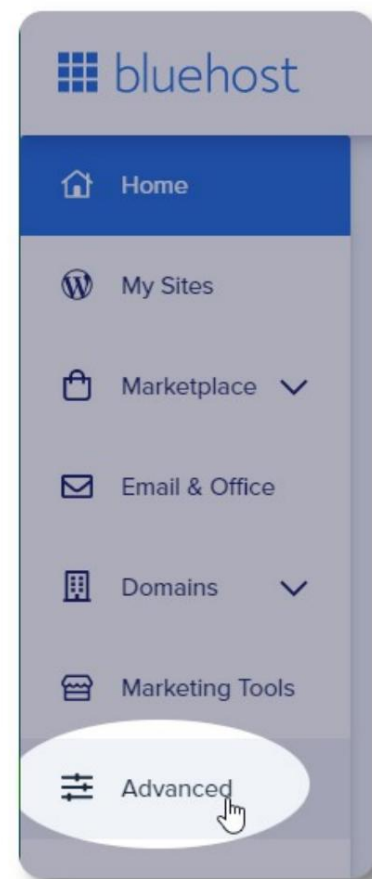
## Instaliranje softvera

Najnovija verzija OSSM-a može se preuzeti sa stranice projekta SourceForge na adresi

<https://sourceforge.net/projects/open-source-shelter-manager/>

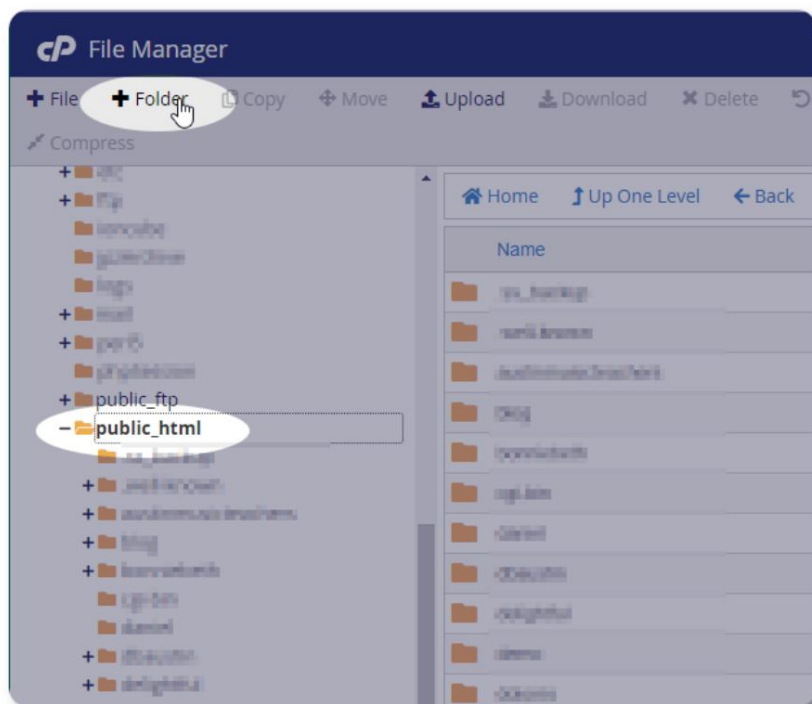
Zatim se prijavite na kontrolnu tablu vašeg hosting provajdera. Za ovaj primjer koristit ćemo BlueHost cPanel. Za različite konfiguracije, obratite se administratoru vašeg sistema.

Odaberite "Napredno":



Odaberite "Upravitelj datotekama".

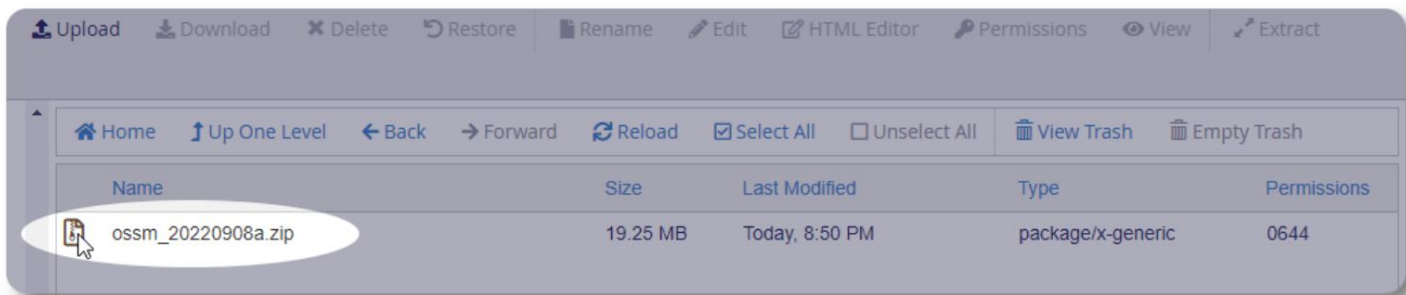
Zatim ćemo kreirati novi folder ispod foldera "public\_html". Za ovaj primjer, novi folder ćemo nazvati "ossm".



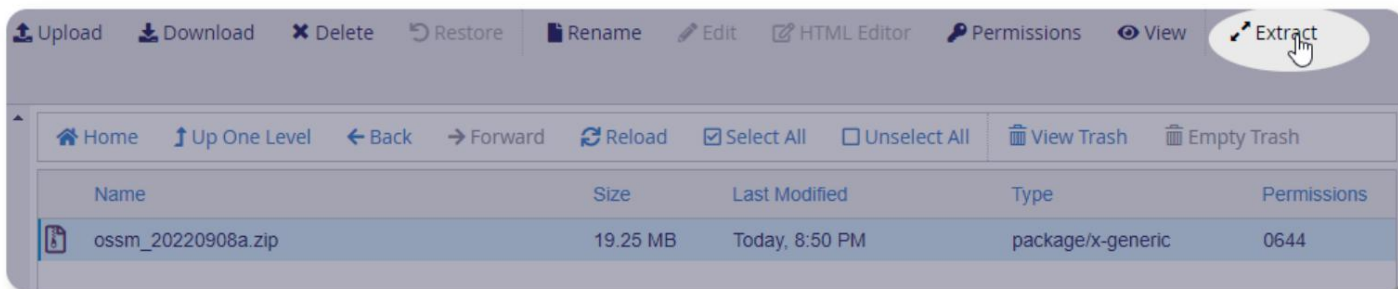




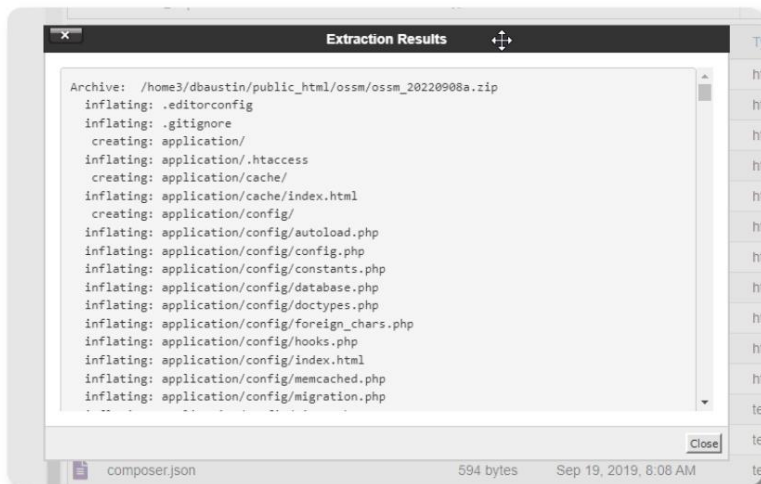
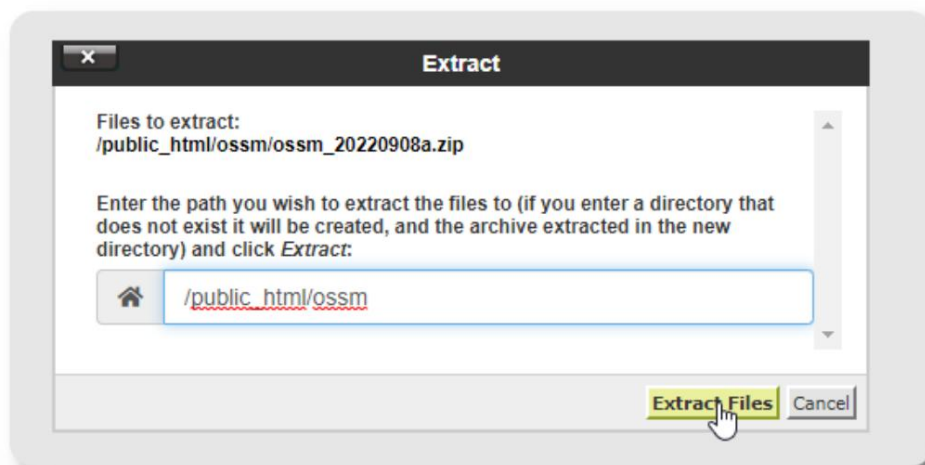
Vidimo naš učitani fajl. Kliknite na datoteku da je označite.



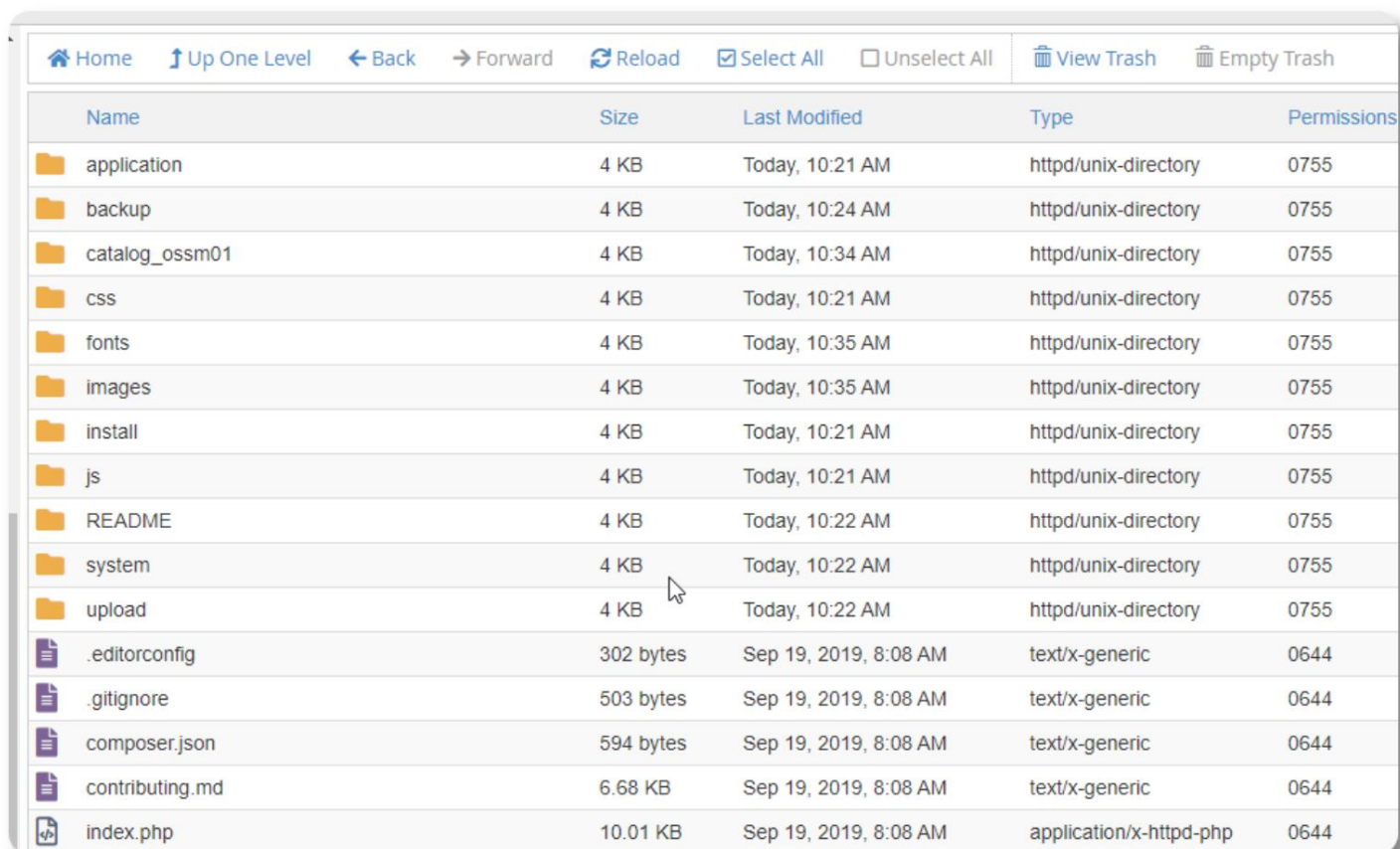
Zatim izvucite odabranu zip datoteku.



Izgleda dobro! Izvucite datoteke.



Naš ossm direktorij sada izgleda otprilike ovako:



The screenshot shows a file manager interface with a toolbar at the top and a table of files and directories below. The toolbar includes buttons for Home, Up One Level, Back, Forward, Reload, Select All, Unselect All, View Trash, and Empty Trash. The table has five columns: Name, Size, Last Modified, Type, and Permissions. The files and directories listed are:

| Name            | Size      | Last Modified         | Type                    | Permissions |
|-----------------|-----------|-----------------------|-------------------------|-------------|
| application     | 4 KB      | Today, 10:21 AM       | httpd/unix-directory    | 0755        |
| backup          | 4 KB      | Today, 10:24 AM       | httpd/unix-directory    | 0755        |
| catalog_ossm01  | 4 KB      | Today, 10:34 AM       | httpd/unix-directory    | 0755        |
| css             | 4 KB      | Today, 10:21 AM       | httpd/unix-directory    | 0755        |
| fonts           | 4 KB      | Today, 10:35 AM       | httpd/unix-directory    | 0755        |
| images          | 4 KB      | Today, 10:35 AM       | httpd/unix-directory    | 0755        |
| install         | 4 KB      | Today, 10:21 AM       | httpd/unix-directory    | 0755        |
| js              | 4 KB      | Today, 10:21 AM       | httpd/unix-directory    | 0755        |
| README          | 4 KB      | Today, 10:22 AM       | httpd/unix-directory    | 0755        |
| system          | 4 KB      | Today, 10:22 AM       | httpd/unix-directory    | 0755        |
| upload          | 4 KB      | Today, 10:22 AM       | httpd/unix-directory    | 0755        |
| .editorconfig   | 302 bytes | Sep 19, 2019, 8:08 AM | text/x-generic          | 0644        |
| .gitignore      | 503 bytes | Sep 19, 2019, 8:08 AM | text/x-generic          | 0644        |
| composer.json   | 594 bytes | Sep 19, 2019, 8:08 AM | text/x-generic          | 0644        |
| contributing.md | 6.68 KB   | Sep 19, 2019, 8:08 AM | text/x-generic          | 0644        |
| index.php       | 10.01 KB  | Sep 19, 2019, 8:08 AM | application/x-httpd-php | 0644        |

## Pokretanje OSSM Database Installer

Samo trebate pokrenuti instalater baze podataka kao dio čiste instalacije. Nemojte pokretati instalater za nadogradnje.

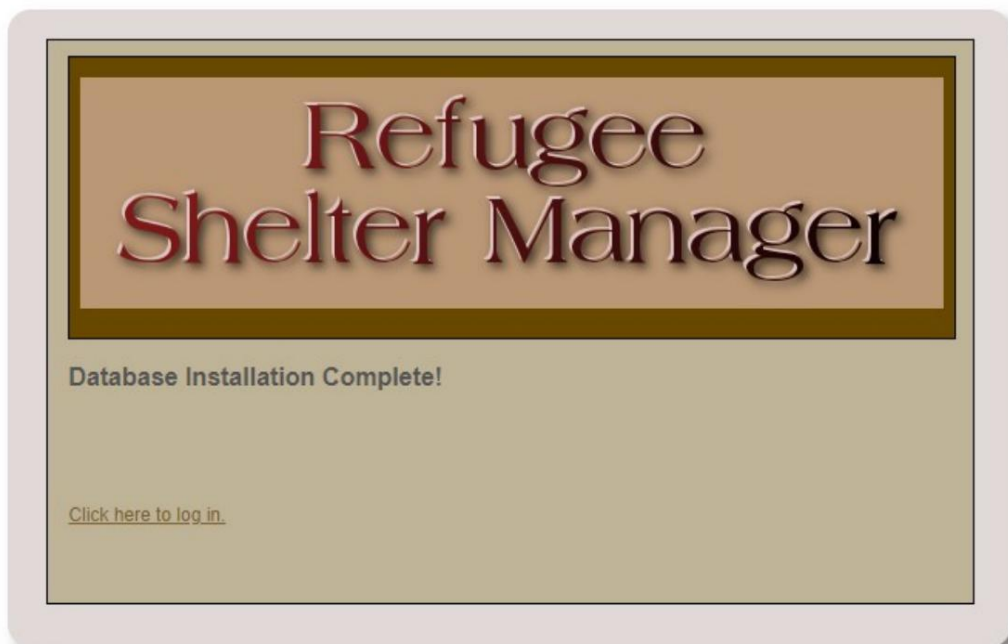
Nakon kreiranja baze podataka, usmjerite svoj pretraživač na:

<https://your-domain.org/ossm/index.php/Install>

Ispunite obrazac s podacima o bazi podataka koju ste upravo kreirali. Za BlueHost račune, ime hosta je "localhost".



The screenshot shows the 'Refugee Shelter Manager' database configuration interface. It features a title 'Refugee Shelter Manager' in a stylized font. Below the title, there is a section titled 'Configure your Database' with four input fields: 'Host Name' (containing 'localhost'), 'Database Name' (containing 'localhost\_ossm'), 'Database User' (containing 'localhost\_ossm'), and 'Database User Password' (containing a series of asterisks). A red 'Install' button is located at the bottom of the form.



Softver će sada instalirati početnu bazu podataka.

Kliknite na link za svoju prvu prijavu!

Sada ćete biti preusmjereni na login:

<https://your-domain.org/ossm/index.php/rsmdb/Login>

Početno korisničko ime je: admin

Početna lozinka je: helloWorld

Molimo promijenite administratorsku lozinku nakon prijave.



Sada ćete se prijaviti na OSSM ovdje:

<https://your-domain.org/ossm/index.php>

## Nadogradnje softvera

Povremeno objavljujemo nadogradnje softvera kako bismo pružili nove funkcije i ispravke grešaka.

Prije primjene bilo koje nadogradnje softvera • Napravite

sigurnosnu kopiju vaše baze podataka (možete napraviti sigurnosnu kopiju preko Admin=>Uslužni programi za bazu podataka=>Izradite sigurnosnu kopiju baza podataka)

- **VAŽNO:** Sačuvajte kopiju (ili preimenujte) konfiguracioni fajl baze podataka. Konfiguracijski fajl baze podataka je:

application/config/database.php

Koristeći naš primjer instalacije, putanja datoteke bi bila /

public\_html/ossm/application/config/database.php

Koraci za nadogradnju OSSM-a: •

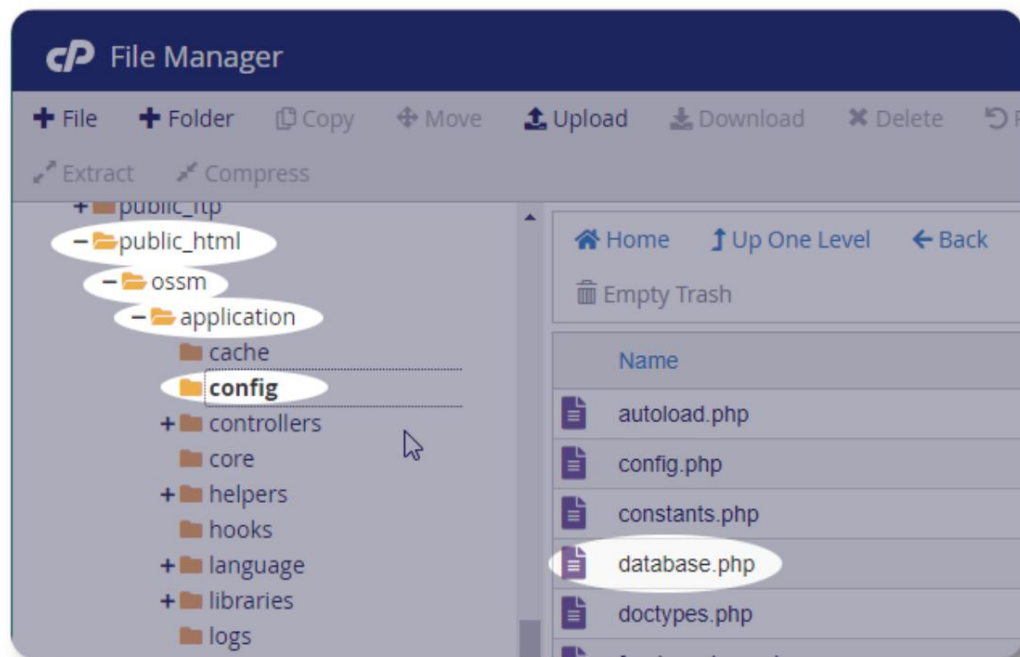
Sačuvajte ili preimenujte konfiguracionu datoteku baze

podataka • Preuzmite najnoviju kopiju OSSM softvera iz SourceForge spremišta na adresi

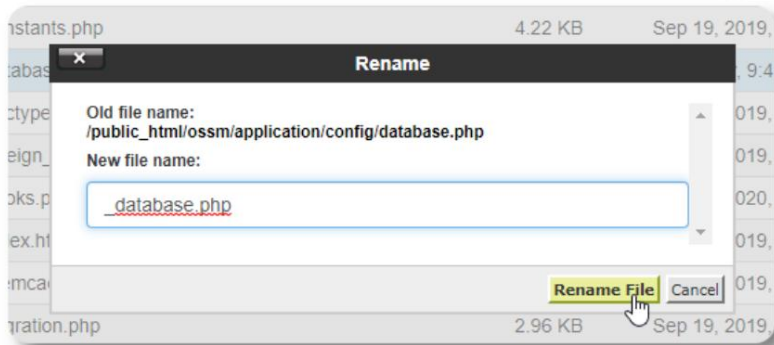
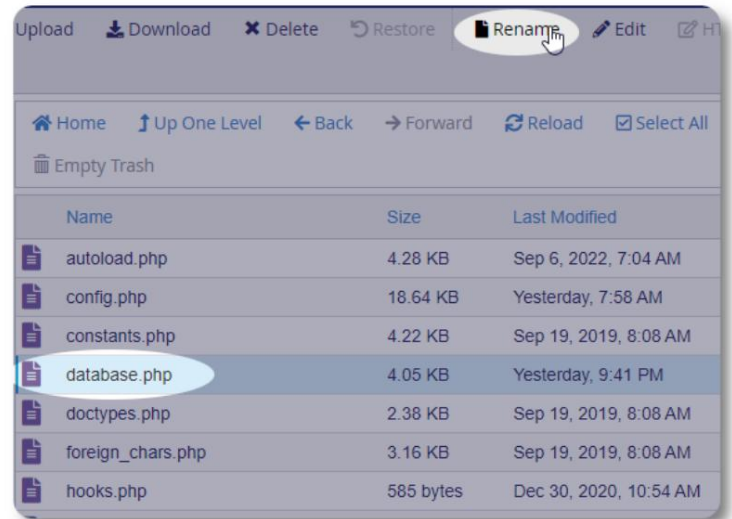
<https://sourceforge.net/projects/open-source-shelter-manager/>

- Otpremite ažurirani softver na stranicu vašeg hosting projekta (u našem primjeru, to bi bio /public\_html/ossm/) • Raspakirajte softverski paket • Zamijenite datoteku application/config/database.php onom koju ste sačuvali.

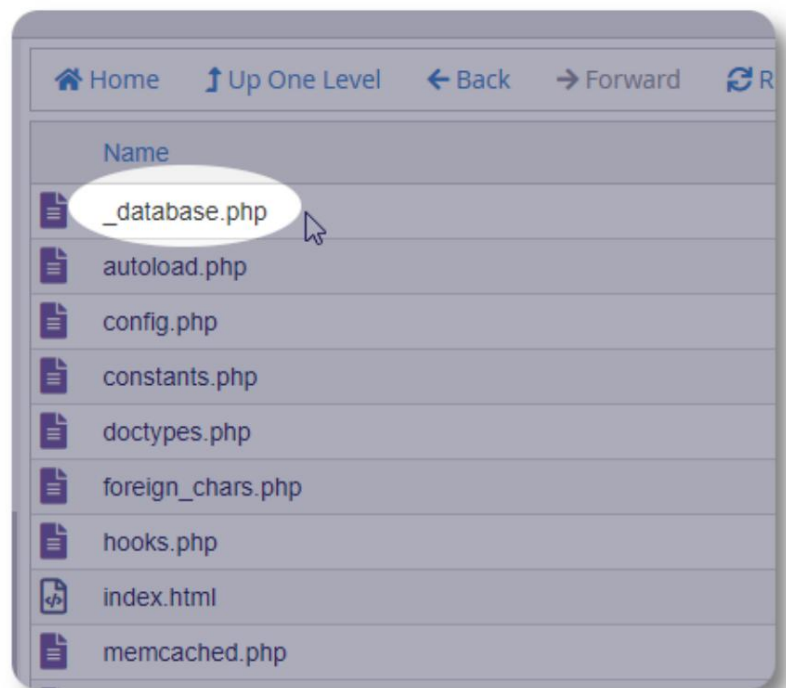
Idite na /public\_html/ossm/application/config



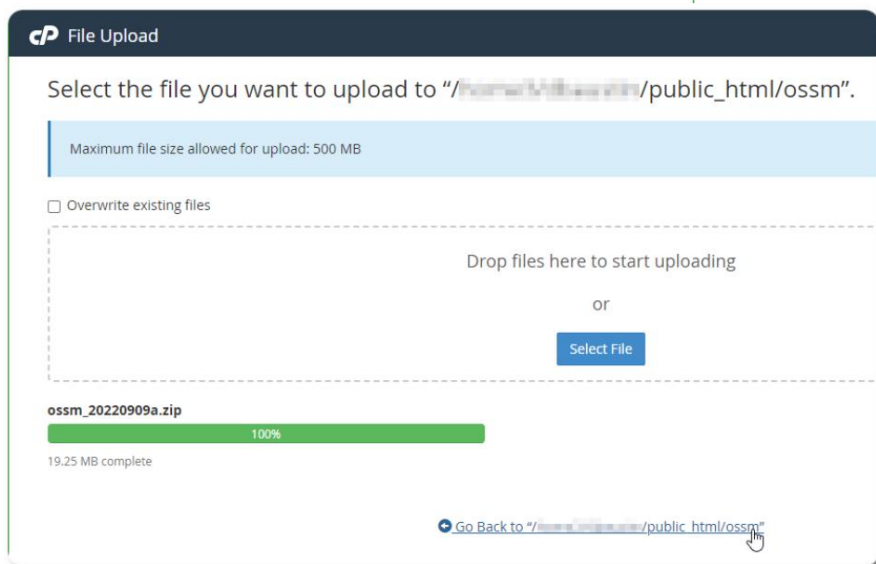
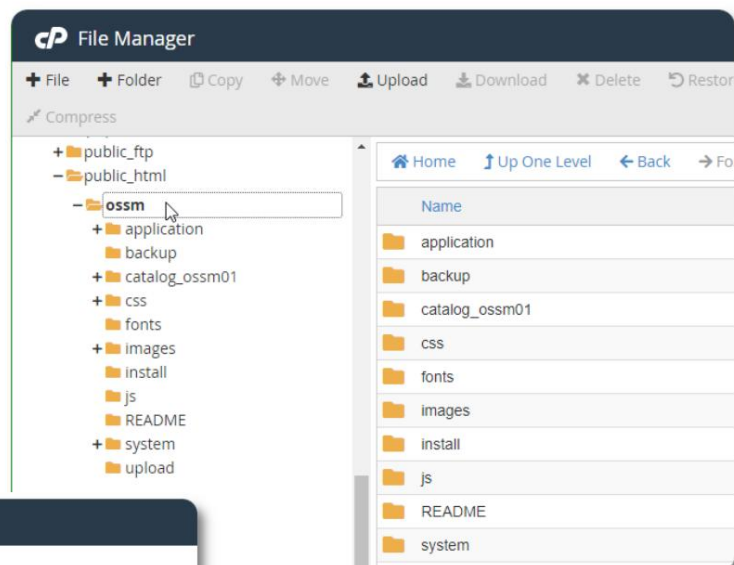
Preimenujte konfiguracionu datoteku baze podataka. U ovom primjeru preimenujemo bazu podataka.php u \_database.php.



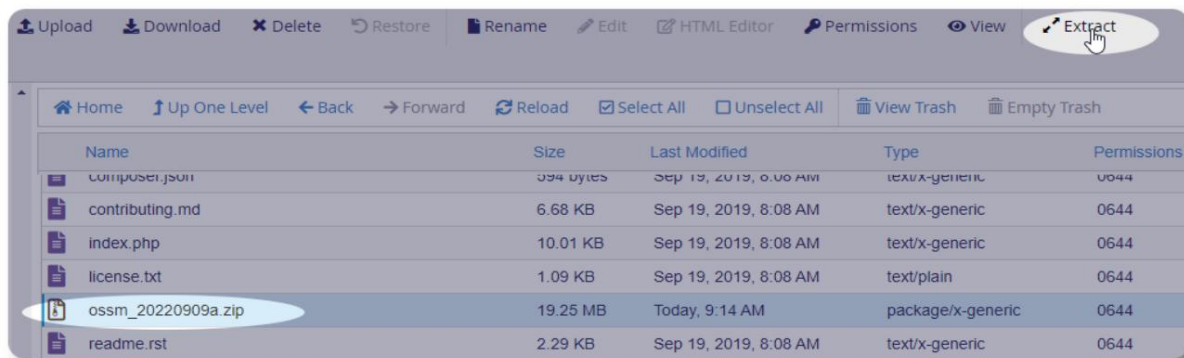
Potvrđujemo preimenovanje datoteke.



Sada se vraćamo u instalacioni folder /public\_html/ ossm i prenosimo softverski paket.

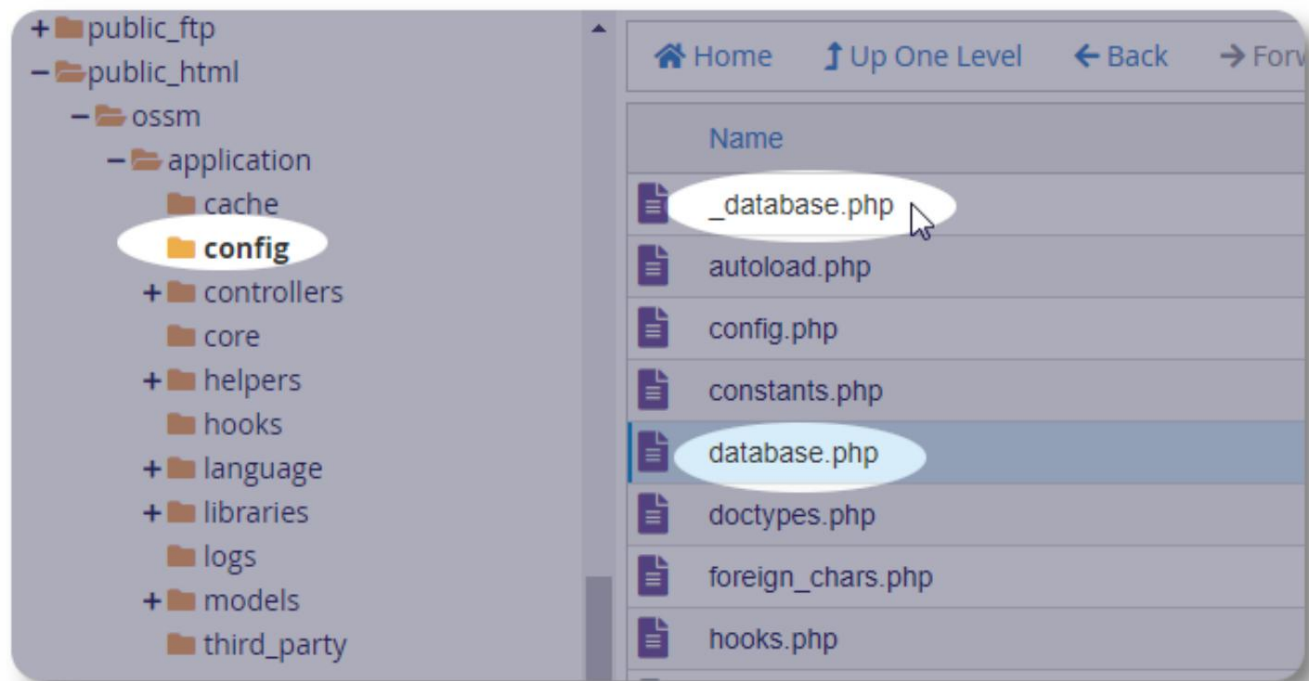


Učitani fajl se zatim dekomprimuje (izvlači) kao i tokom početne instalacije.





Poslednji korak je da se vratite na /public\_html/ossm/application/config i: • izbrišete datoteku database.php • preimenujete svoju sačuvanu datoteku (\_database.php) u database.php



Sada možete pokrenuti OSSM kao i obično.



## Korisnički nalози

OSSM podržava četiri tipa naloga:

- Administrativno – upravljajte konfiguracijom centra, računima itd. Pokrenite izvještaje i generirajte izvoze. Također ima potpuni pristup funkcijama Shelter Manager i Case Manager.
- Menadžer skloništa - vodi evidenciju o izbjeglicama, upravlja dodjelom soba, može kreirati spiskove. Također ima potpuni pristup funkcijama upravljanja predmetima. Upravitelj skloništa može biti raspoređen u jedan ili više objekata centra
- Voditelj slučaja - pristup je ograničen na dodijeljene izbjeglice. Voditelj slučaja može biti dodijeljen izbjeglicama na adresi različiti objekti; svakoj izbjeglici može biti dodijeljeno više voditelja slučaja
- Profesionalni kontakti - pristup je ograničen na dodijeljene izbjeglice. Profesionalni kontakti mogu označiti dijelove izbjegličke evidencije



Bilo kojem nalogu se također može dodijeliti status "debugger". Ovo je korisno u ranim fazama izdavanja softvera. U slučaju da se naiđe na grešku, korisnik sa statusom "debugger" će dobiti proširene informacije o grešci.

## Imenik računa

Za pregled direktorija korisničkog računa odaberite:  
Admin=>OSSM računi => Direktorij računa

[Add account](#)

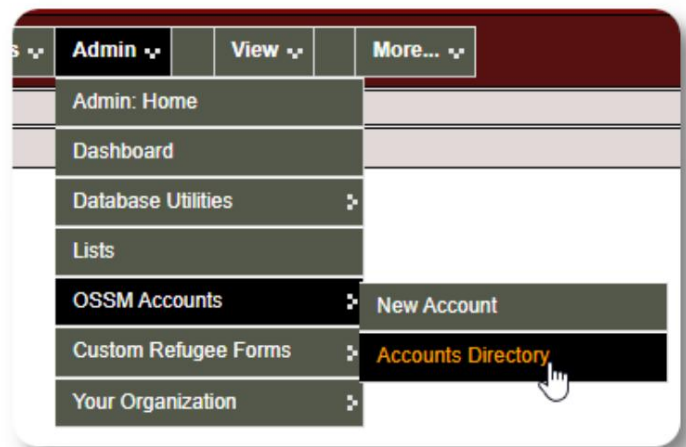
**ADMINISTRATORS (3)**

| userID | User  | User Name   | Contact   |
|--------|---|---|---|
| 00001  |  Supermanager, Sally |  | 3423 Springdale<br>Apt 2345<br>Austin, LV-015 78111 LV<br><br>cell:<br>phone: 5557778888<br>email: test999@test.com |


**SHELTER MANAGERS (2)**

**CASE MANAGERS (2)**

**PROFESSIONAL CONTACTS (3)**



Za pregled detalja računa kliknite na ikona lupe.

| userID | User  |
|--------|---|
| 00001  |  Supermanager, Sally |

## Administratorski nalog

Administratorski nalog vam daje kontrolu nad vašim OSSM-om .

- Kreirajte i upravljajte korisničkim nalogima
- Kreirajte i upravljajte funkcijama personalizacije, kao što su liste, oznake, grupe, prilagođeni izvještaji, itd.
- Kreirati i upravljati lokacijama skloništa
- Izvještaji koji objedinjuju informacije o svim vašim skloništima i izbjeglicama

Pored administrativnih funkcija povezanih s ovim tipom računa, možete djelovati kao upravitelj skloništa za sve lokacije definirane u vašoj bazi podataka. Ova funkcija je opisana u nastavku, pod Promena konteksta.

## Upravljanje evidencijom vaše organizacije

Administrator može vidjeti / upravljati evidenciju organizacije sa kartice Administrator.

Admin | Your Organization

---

**YOUR ORGANIZATION**

**Name:** RSM Test Site  
**Banner Tag:** Supporting Refugee Centers Worldwide  
**Address:** PO Box 12345  
Sarajevo, 78000  
**Phone:** 555-555-1234  
**Fax:**  
**Email:** rsm@dbaustin.com  
**Web Site:** dbaustin.com  
**Default Area Code:** 512  
**Default State/Province:**  
**Default Date Format:** Europe/India (d/m/Y)  
**Time Zone:** Europe/Sarajevo

---

**IMAGES** (0) [Add new image](#)

---

**DOCUMENTS** (0) [Add new pdf](#)

---

**RECORD INFORMATION**

Reports ▾ Admin ▾ View ▾ More... ▾

Admin: Home

Dashboard

Database Utilities ▾

Lists

OSSM Accounts ▾

Custom Refugee Forms ▾

Your Organization ▾ **Organization Record**

Ovdje možete učitati slike i dokumente povezane s vašom organizacijom.

Za precizno izvještavanje, dodjelu prostorija, usluge, dnevnike, itd., važno je da odaberete odgovarajuću vremensku zonu.

**YOUR ORGANIZATION**

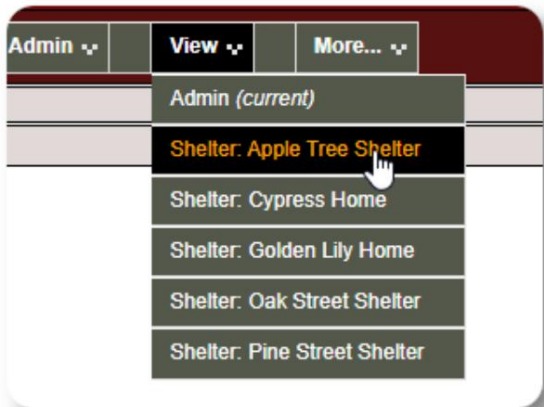
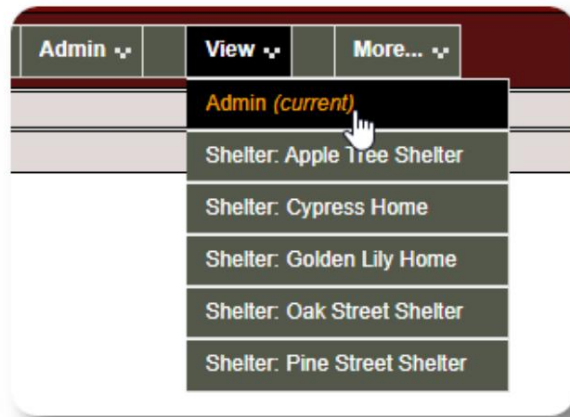
**Name:** RSM Test Site  
**Banner Tag:** Supporting Refugee Centers Worldwide  
**Address:** PO Box 12345  
Sarajevo, 78000  
**Phone:** 555-555-1234  
**Fax:**  
**Email:** rsm@dbaustin.com  
**Web Site:** dbaustin.com  
**Default Area Code:** 512  
**Default State/Province:**  
**Default Date Format:** Europe/India (d/m/Y)  
**Time Zone:** Europe/Sarajevo

### Promjena konteksta Kao

administrator, vjerovatno ćete se kretati između administrativnih funkcija i funkcija upravitelja skloništa.

OSSM to čini lakim - koristite karticu "Prikaz" za prebacivanje između administrativnih funkcija i funkcija upravitelja skloništa.

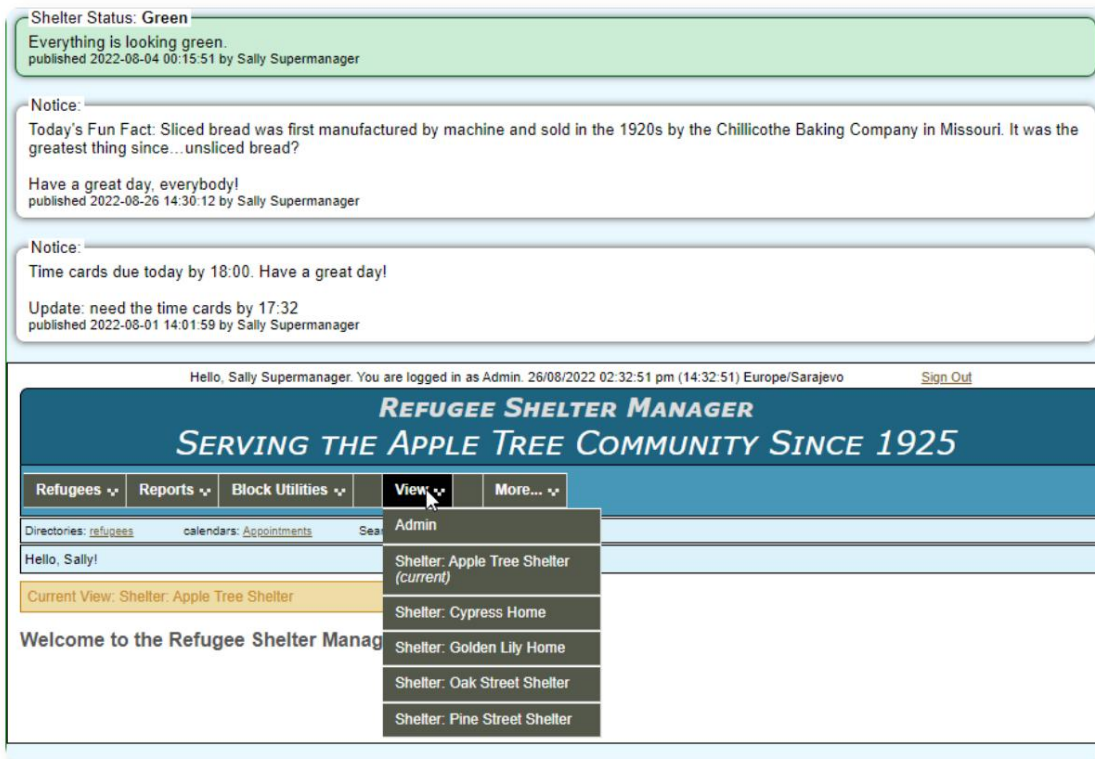
Na ekranu administratora odaberite "Admin" da vidite administrativne funkcije. Admin ekran je kodiran bojama u kestenjastom stilu.



Da biste bili upravitelj skloništa, odaberite željeni objekat na kartici "Prikaz".

Račun upravitelja skloništa će prikazati upozorenja i obavještenja.

Moći ćete prepoznati da se nalazite u kontekstu upravitelja skloništa po plavom stilu granica i pozadine.



## Račun upravitelja skloništa

Menadžeri skloništa mogu

- dodati/urediti evidenciju o izbjeglicama
- prijava / odjava / transfer izbjeglica
- dodijeliti usluge izbjeglicama
- pregledati spiskove za dodijeljena skloništa

Primjer računa upravitelja skloništa :

**USER ACCOUNT**  

---

Account Type: **Shelter Manager / Debugger**  
 ID: 001176  
 User Name: sm0002  
 Name: Ellie Flugelhorn  
 Status: Active  
 Address: 3423 Springdale  
 Apt 2345  
 Austin, 78111  
 Phone: 5557778888  
 Cell:  
 Email: test999@test.com  
 Date format: 26/08/2022  
 Measurement: English

---

 **ASSOCIATED SHELTERS (2)**

---

 **STAFF IMAGES (0)**  Add new image


---

 **STAFF DOCUMENTS (0)**  Add new pdf

---

 **RECORD INFORMATION**

Možete podesiti pristup skloništu upravitelja skloništa iz Kartica "Pridružena skloništa":


 **ASSOCIATED SHELTERS (2)**

---


| Shelter Assignments for Ellie Flugelhorn |           |  |
|--|-----------|--|
| Assigned                                 | shelterID | Shelter  |
| <input type="checkbox"/>                 | 00003     | <b>Apple Tree Shelter</b><br>123 Apple Blossom<br>Sarajevo Canton<br>Sarajevo, 78123 |
| <input checked="" type="checkbox"/>      | 00004     | <b>Cypress Home</b><br>8787 Cypress Blvd<br>Suite 100<br>Tuzla, BA-BIH 987654 BA     |
| <input checked="" type="checkbox"/>      | 00005     | <b>Golden Lily Home</b><br>5353 West Main Street<br>Medjugorje, BA-BIH 234123 BA     |
| <input type="checkbox"/>                 | 00002     | <b>Oak Street Shelter</b><br>765 Acorn Ave.<br>Grad Split, HR-17 789098 HR           |
| <input checked="" type="checkbox"/>      | 00001     | <b>Pine Street Shelter</b><br>123 Pine<br>Zenica, BA-BRC 12345 BA                    |



**Update Assignments**

Iz imenika naloga možete vidjeti dodijeljena skloništa za račune upravitelja skloništa :


 **ADMINISTRATORS (3)**

---


 **SHELTER MANAGERS (2)**

| userID | User  | User Name | Contact   | Associated Shelters   |
|--------|---|-----------|---|---|
| 01177  |  Alchemy, Amanda   | sm0001    | 7878 Quicksilver<br>Portland, n/a 99123 IT<br><br>cell:<br>phone:<br>email: <a href="mailto:amanda@test.com">amanda@test.com</a>                | <ul style="list-style-type: none"> <li>• Apple Tree Shelter</li> <li>• Oak Street Shelter</li> <li>• Pine Street Shelter</li> </ul> |
| 01176  |  Flugelhorn, Ellie | sm0002    | 3423 Springdale<br>Apt 2345<br>Austin, 78111<br><br>cell:<br>phone: 5557778888<br>email: <a href="mailto:test999@test.com">test999@test.com</a> | <ul style="list-style-type: none"> <li>• Cypress Home</li> <li>• Golden Lily Home</li> <li>• Pine Street Shelter</li> </ul>         |

---

 **CASE MANAGERS (2)**



---

 **PROFESSIONAL CONTACTS (3)**

## Račun menadžera slučaja

Voditelji slučajeva imaju ograničen pristup dosijeu izbjeglice. Oni mogu dodavati i pregledavati bilješke slučaja i pregledati bilješke koje su napravili drugi radnici na predmetu.

Primjer naloga voditelja slučaja :

**USER ACCOUNT**  

---

**Account Type: Case Manager / Debugger**

**ID:** 001179

**User Name:** casey123

**Name:** Casey Campbell

**Status:** Active

**Address:** Social Services  
8788 Hummingbird Ave  
Suite A101  
Saint Cecilia, HR-20 HR

**Phone:**

**Cell:**

**Email:** test@test.com


**Date format:** 26/08/2022

**Measurement:** metric


---

**+ CASE MANAGER REFUGEE ASSOCIATIONS (5)**

---

**+ STAFF IMAGES (0)**  [Add new image](#)

---

**+ STAFF DOCUMENTS (0)**  [Add new pdf](#)

---

**+ RECORD INFORMATION**


Udruženja izbjeglica za ovog voditelja slučaja:

**CASE MANAGER REFUGEE ASSOCIATIONS (5)**

*Case Manager connections are made from the refugee's record.*

| refugeeID | Name           | Age / Gender / Language                                 | Status   |
|-----------|----------------|---|--|
| 00002     | Adams, Alice   | 1/1/2019 (3 years old)<br>Female<br>(not set)           | Current Guest: Apple Tree Shelter                  |
| 00001     | Adams, Andrew  | 1/7/1974 (48 years old)<br>Male<br>Hindi / Bavarian     | Current Guest: Apple Tree Shelter                  |
| 00005     | Alić, Ajdin    | 1/1/2004 (18 years old)<br>Female<br>Burmese / Zulu     |  |
| 00004     | Avdić, Alija   | 21/7/2004 (18 years old)<br>Male<br>Croatian / English  |  |
| 00006     | Azealia, Agnes | 28/2/1994 (28 years old)<br>Female<br>Turkish / English | <b>BANNED</b><br>Current Guest: Apple Tree Shelter |

Zadaci voditelja slučaja vrši ili administrator ili menadžer skloništa iz izbjeglički dosije.

**REFUGEE RECORD**  [Edit refugee record](#)

---

**Client ID:** 000001

**Name:** Andrew A. Adams (Male)

**Enrollment Date:** 01/07/2022

**Gender:** Male

**Language (primary):** Hindi

**Language (secondary):** Bavarian

**Birth Date:** 1/7/1974 (48 years old)

**Address:** 2345 Nasturtium  
Budding Beans, NZ-BOP NZ

**Email:**

**Phone:**


**Attributed To:**

**Bio:** Sample bio

---

**+ CASE MANAGERS (1)**

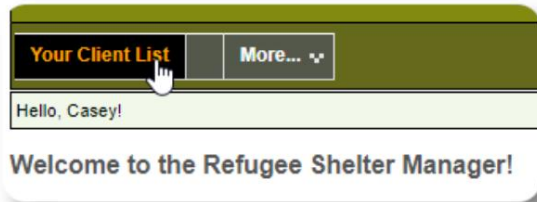
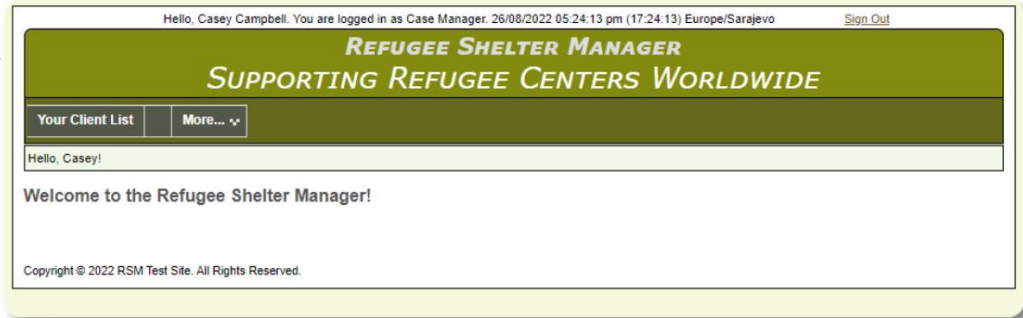
**Case Managers:**

-  Campbell, Casey / Social Services

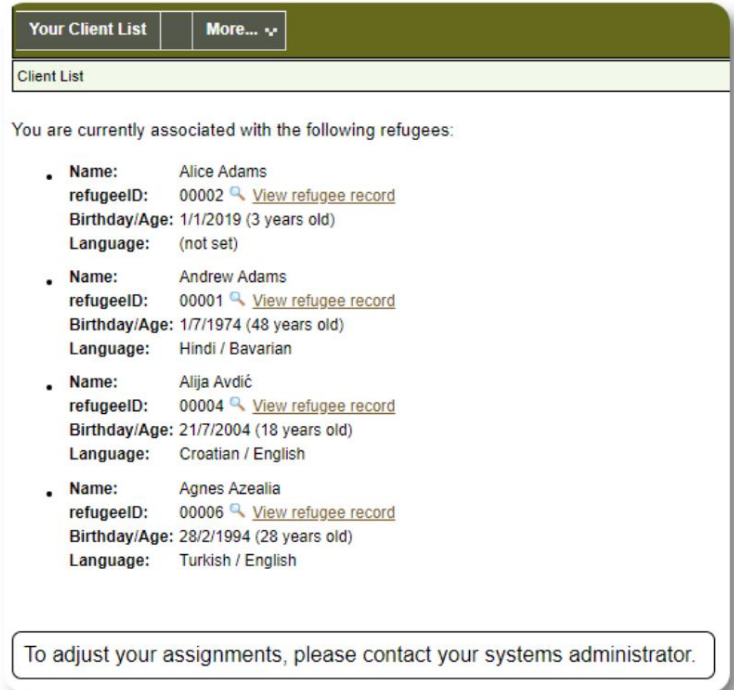
Campion, Charles / Social Services of Freedonia



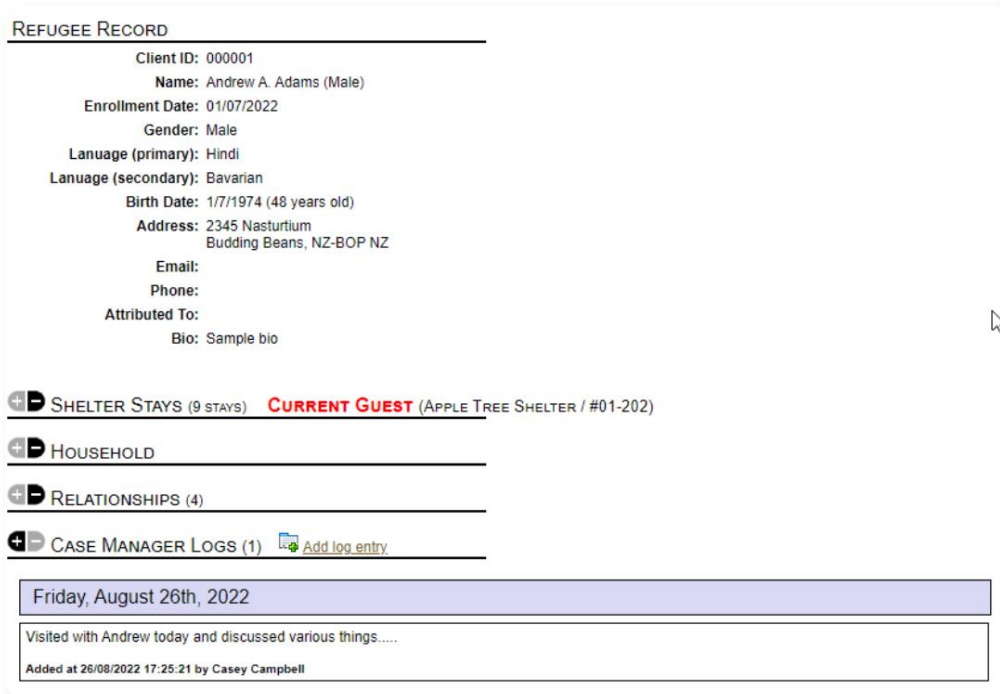
Kada se voditelji slučajeva prijave, mogu vidjeti dodijeljene izbjeglice.



Odabirom izbjeglice (klikom na ikonu lupe) Voditelj slučaja može vidjeti dosije o izbjeglici.



Evo uzorka izbjegličke evidencije kako se vidi iz računa voditelja slučaja . Obratite pažnju na ograničen pristup.



## Nalog za profesionalni kontakt

Profesionalni kontakt nalozi su slični Case Manageru račune. Profesionalni kontakti se mogu prijaviti, pregled dodijeljen izbjeglice, i dodaju/pregledaju bilješke u njihovom dosijeu.

Međutim, profesionalni kontakti mogu pregledati samo bilješke koje su to Oni prave. Oni ne mogu pregledati bilješke koje su napravili drugi profesionalni kontakti.


### REFUGEE RECORD

Client ID: 000001  
**Name:** Andrew A. Adams (Male)  
**Enrollment Date:** 01/07/2022  
**Gender:** Male  
**Lanuage (primary):** Hindi  
**Lanuage (secondary):** Bavarian  
**Birth Date:** 1/7/1974 (48 years old)  
**Address:** 2345 Nasturtium  
 Budding Beans, NZ-BOP NZ  
**Email:**  
**Phone:**  
**Attributed To:**  
 Bio: Sample bio

+ SHELTER STAYS (9 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-202)

+ HOUSEHOLD

+ RELATIONSHIPS (4)

+ PROFESSIONAL CONTACT LOGS (2)  [Add log entry](#)

Friday, April 1st, 2022

Routine dental exam. Andrew had one cavity, which we filled. No other problems detected.

Added at 01/04/2022 10:24:58 by David Dentist

Saturday, August 27th, 2022

Routine dental exam.

No cavities! Andrew should floss more often. Next appointment scheduled for 6 months.

Added at 27/08/2022 13:10:11 by David Dentist

+ ADMINISTRATORS (3)

+ SHELTER MANAGERS (2)

+ CASE MANAGERS (2)

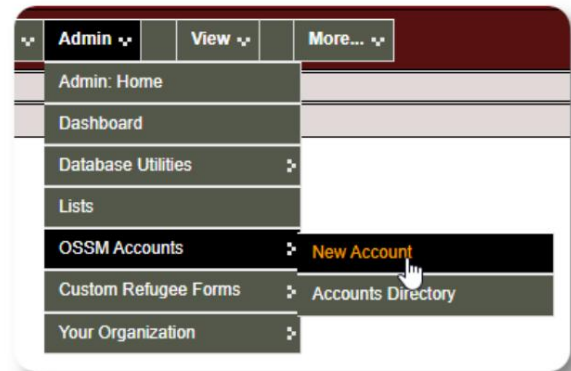
+ PROFESSIONAL CONTACTS (3)

| userID | User   | User Name | Contact  |
|--------|--|-----------|--|
| 01178  |  Dentist, David       | dDentist  | Dental Services of Finland<br>876 Cavity Cove<br>Suite 123<br>Helsinki, FI-03 FI<br><br>cell:<br>phone:<br>email: <a href="mailto:test@test.com">test@test.com</a>       |
| 01181  |  Farmacopia, Felicity | felicity  | Well Better Good Okay Med<br>8765 Rolling Ridge<br>Tehran, IR-23 IR<br><br>cell:<br>phone:<br>email: <a href="mailto:felicity@test.com">felicity@test.com</a>            |
| 01180  |  Socialworker, Sally  | sally123  | Social Services of Kleburg County<br>123 Wayside<br>Kingsville, US-TX 76543 US<br><br>cell:<br>phone:<br>email: <a href="mailto:sally123@test.com">sally123@test.com</a> |

## Dodavanje novog naloga

Samo administratori mogu dodavati ili mijenjati OSSM korisničke račune.

Da biste dodali novi račun, odaberite opciju "Novi račun" ispod Admin/OSSM računi:



**ADD A NEW USER**

userID: *new*

First Name:

Last Name:

User Name:

Password:

Password (again):

Preferred Date Format:  US (e.g. 08/27/2022)  
 US (e.g. Aug 27 2022)  
 US (e.g. August 27 2022)  
 Europe/Canada (e.g. 27/08/2022)  
 Europe/Canada (e.g. 27 Aug 2022)  
 Europe/Canada (e.g. 27 August 2022)

Measurement Format:  US (pounds, inches, etc)  
 Metric (kilograms, meters, etc)

**ACCOUNT**

Developer:  No (recommended)  Yes (access to debug info)

Account Type:  Administrator (full access)  
 Shelter Manager (access to selected shelters and associated refugees)  
 Case Manager (access to selected refugees)  
 Professional Contact (able to make log/status entries to selected refugees)

**USER CONTACT INFO**

Organization:   
*Organization name required for Professional Contact Accounts*

Address 1:

Address 2:

City:

Country:

State/Province:

Zip/Postal Code:

Email:

Phone:

Cell:

Evo primjera novog korisničkog obrasca. Možete odabrati tip računa, formate datuma/vremena, status debagera i kontakt informacije.

Novi korisnik će se sada pojaviti u vašem korisničkom imeniku.

Za račune Shelter Managera, morat ćete dodijeliti korisnika njihovim skloništima (kliknite na ikonu lupe). Za profesionalne kontakte i voditelje slučajeva, morat ćete dodijeliti izbjeglice putem izbjegličke evidencije.

**ADMINISTRATORS (3)**

**SHELTER MANAGERS (3)**

| userID | User              | User Name  | Contact   | Associated Shelters   |
|--------|-------------------|------------|---|---|
| 01177  | Alchemy, Amanda   | sm0001     | 7878 Quicksilver<br>Portland, n/a 99123 IT<br><br>cell:<br>phone:<br>email: <a href="mailto:amanda@test.com">amanda@test.com</a>                        | <ul style="list-style-type: none"> <li>Apple Tree Shelter</li> <li>Oak Street Shelter</li> <li>Pine Street Shelter</li> </ul> |
| 01176  | Flugelhorn, Ellie | sm0002     | 3423 Springdale<br>Apt 2345<br>Austin, 78111<br><br>cell:<br>phone: 5557778888<br>email: <a href="mailto:test999@test.com">test999@test.com</a>         | <ul style="list-style-type: none"> <li>Cypress Home</li> <li>Golden Lily Home</li> <li>Pine Street Shelter</li> </ul>         |
| 01185  | Persimmon, Patti  | pPersimmon | 7733 Giant Redwood Park<br>Edmonton, CA-AB 98989 CA<br><br>cell:<br>phone: +1 (555) 888-9999<br>email: <a href="mailto:test@test.com">test@test.com</a> | No shelter assignments  |

**CASE MANAGERS (2)**

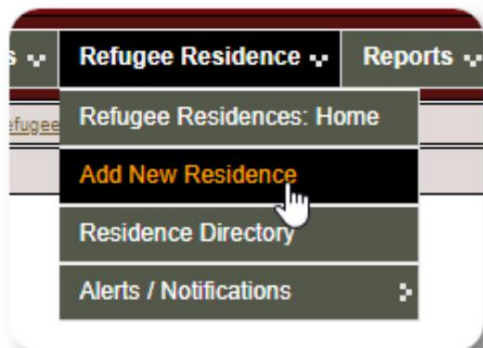
**PROFESSIONAL CONTACTS (3)**



# Skloništa

## Dodavanje novog skloništa

Za dodavanje lokacije u svoju OSSM bazu podataka, odaberite:  
Refugee Residence=>Dodaj novo prebivalište



SHELTER

shelterID: new

Shelter Name\*: Golden Lily Home

Banner Tag Line\*: Welcome to the Golden Lily Home  
Appears on the Shelter Manager Account

Address 1: 5353 West Main Street

Address 2:

City: Medjugorje

Country\*: Bosnia and Herzegovina

State/Province\*: Federacija Bosne i Hercegovine

Zip/Postal Code: 234123

Phone: +387 555-1234

Fax:

Email:

Web:

Notes:

**Add Shelter**

You will be able to enter room and occupancy information after saving this shelter record.

### SHELTER LOCATION [Edit location record](#)

**Name:** Golden Lily Home  
**Banner Tag:** Welcome to the Golden Lily Home  
**Status:** Active  
**Address:** 5353 West Main Street  
Medjugorje, BA-BIH 234123 BA  
**Phone:** +387 555-1234  
**Fax:**  
**Email:**  
**Web Site:**  
**Notes:**

**ROOMS** [Add Room](#)  
No rooms defined for this shelter.

**IMAGES (1)** [Add new image](#) [View all images](#)

**DOCUMENTS (0)** [Add new pdf](#)

**RECORD INFORMATION**

Sada ćete vidjeti novi rekord Skloništa. Zatim ćemo skloništu dodati sobe.

Dodajte naziv sobe, popunjenost i sve bilješke koje imate o sobi.

Napomena: broj popunjenosti nije čvrsto ograničenje; možete dodati više ljudi u sobu od maksimalne popunjenosti, ali ćete primiti obavještenje na kontrolnoj tabli administratora.

### ROOMS

roomID: *new*

Shelter: Golden Lily Home

Address: 5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

Room Name\*:

Max. Occupancy\*:

Notes:

[Add Room](#)

Nastavite proces dok ne dodate sve svoje sobe.

### SHELTER LOCATION [Edit location record](#)

Name: Golden Lily Home

Banner Tag: Welcome to the Golden Lily Home

Status: Active

Address: 5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

Phone: +387 555-1234

Fax:

Email:

Web Site:

Notes:

+ ROOMS [Add Room](#)

|   | roomID | Room                              | Max. Occupancy |
|---|--------|-----------------------------------|----------------|
| 1 | 00019  | #01-100                           | 5              |
| 2 | 00020  | #01-101                           | 7              |
| 3 | 00021  | #02-100                           | 6              |
| 4 | 00022  | #02-202<br><i>Room has a crib</i> | 5              |

Vaša nova lokacija će se sada pojaviti u kontekstualnom meniju Prikaz. Sada možete dodijeliti izbjeglice sobama koje ste konfigurirali.

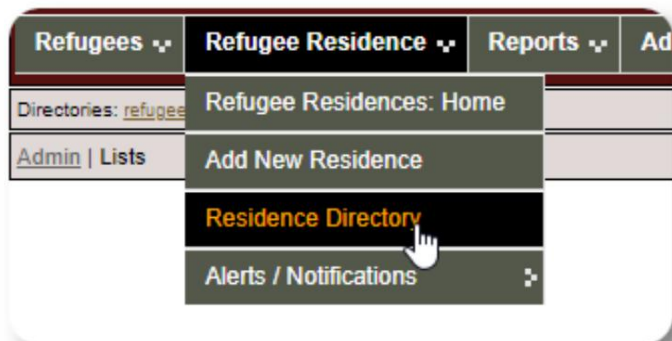
View ▾
More... ▾

- Admin (*current*)
- Shelter: Apple Tree Shelter
- Shelter: Cypress Home
- Shelter: Golden Lily Home
- Shelter: Oak Street Shelter
- Shelter: Pine Street Shelter

## Imenik skloništa

Administratori mogu vidjeti imenik skloništa svoje organizacije.

Da vidite svoja skloništa, odaberite:



Primjer imenika skloništa:

| Your Refugee Residence Locations |  |   |   |   |       |
|----------------------------------|--|---|---|---|-------|
| Location ID                      | Location   | Address   | Contact Info  | Rooms/Occupancy   | Notes |
| 00003                            | Apple Tree Shelter<br><i>Serving the Apple Tree Community Since 1925</i> | 123 Apple Blossom<br>Sarajevo Canton<br>Sarajevo, 78123   | phone: (555) 555-1234<br>fax:<br>email: appleTree@test.com<br>web: test.com/appleTree | current guests: 4<br>rooms: 7<br>max. occupancy: 34<br>% capacity: 11.8 % |       |
| 00004                            | Cypress Home<br><i>Welcome to the Cypress Home!</i>                      | 8787 Cypress Blvd<br>Suite 100<br>Tuzla, BA-BIH 987654 BA | phone: (555) 555-7878<br>fax:<br>email: cypress@test.com<br>web:                      | current guests: 0<br>rooms: 4<br>max. occupancy: 33<br>% capacity: 0.0 %  |       |
| 00005                            | Golden Lily Home<br><i>Welcome to the Golden Lily Home</i>               | 5353 West Main Street<br>Medjugorje, BA-BIH 234123<br>BA  | phone: +387 555-1234<br>fax:<br>email:<br>web:  | current guests: 0<br>rooms: 4<br>max. occupancy: 23<br>% capacity: 0.0 %  |       |
| 00002                            | Oak Street Shelter<br><i>Welcome to the Oak Street Shelter</i>           | 765 Acorn Ave.<br>Grad Split, HR-17 789098 HR             | phone: (555) 555-1357<br>fax: (555) 555-FAXX<br>email: oakStreet@test.com<br>web:     | current guests: 3<br>rooms: 4<br>max. occupancy: 19<br>% capacity: 15.8 % |       |
| 00001                            | Pine Street Shelter<br><i>Welcome to the Pine Street Shelter</i>         | 123 Pine<br>Zenica, BA-BRC 12345 BA                       | phone: 555-5555<br>fax:<br>email: test@test.com<br>web: www.test.com                  | current guests: 0<br>rooms: 3<br>max. occupancy: 12<br>% capacity: 0.0 %  |       |

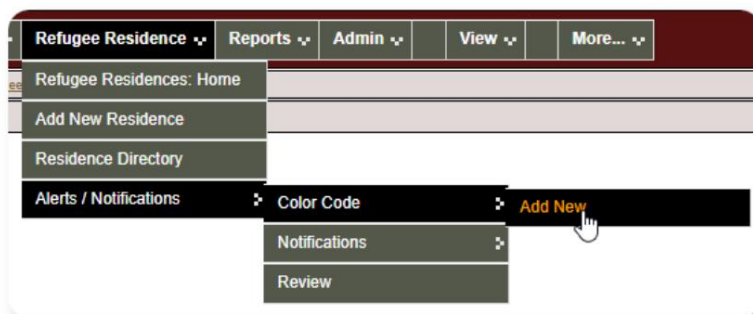
## Upozorenja i obavještenja skloništa

Administratori mogu kreirati upozorenja i obavještenja koja se zatim objavljuju na odabranim ekranima skloništa.

Upozorenja su označena bojama i u svakom trenutku se prikazuju samo najnovije upozorenje za bilo koje sklonište.

Obavještenja se prikazuju odabranim skloništima dok se ne odbace. Može se prikazati više obavještenja.

Za dodavanje upozorenja u boji, odaberite:  
Refugee Residence=>Upozorenja /  
Obavještenja / kod boja =>Dodaj novo



Sada dodajete svoje upozorenje i birate skloništa koja će prikazati upozorenje.

### COLOR-CODED ALERT

Alert Status: Yellow

Entry: Please be on the lookout for a set of keys that was lost in either the Cypress Home or the Oak Street Shelter yesterday.

#### Post to:

| Assigned                            | shelterID | Shelter   |
|-------------------------------------|-----------|---|
| <input type="checkbox"/>            | 00003     | Apple Tree Shelter<br>123 Apple Blossom<br>Sarajevo Canton<br>Sarajevo, 78123 |
| <input checked="" type="checkbox"/> | 00004     | Cypress Home<br>8787 Cypress Blvd<br>Suite 100<br>Tuzla, BA-BIH 987654 BA     |
| <input checked="" type="checkbox"/> | 00002     | Oak Street Shelter<br>765 Acorn Ave.<br>Grad Split, HR-17 789098 HR           |
| <input type="checkbox"/>            | 00001     | Pine Street Shelter<br>123 Pine<br>Zenica, BA-BRC 12345 BA                    |

(check all) (clear all)

Add Entry

Sličan proces se koristi za dodavanje obavijesti.

### NOTIFICATION

Entry: Today's Fun Fact: Sliced bread was first manufactured by machine and sold in the 1920s by the Chillicothe Baking Company in Missouri. It was the greatest thing since...unsliced bread?  
Have a great day, everybody!

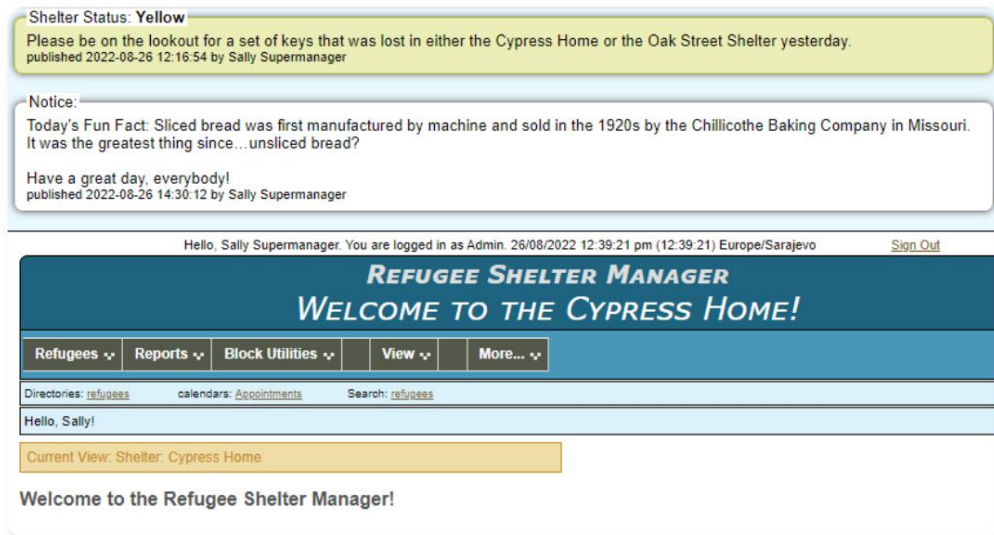
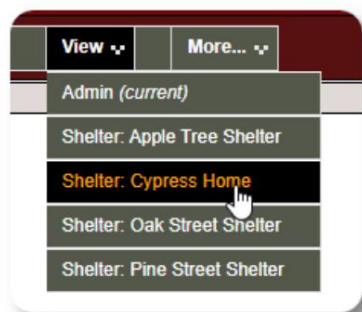
Post to:

| Assigned                            | shelterID | Shelter   |
|-------------------------------------|-----------|---|
| <input checked="" type="checkbox"/> | 00003     | Apple Tree Shelter<br>123 Apple Blossom<br>Sarajevo Canton<br>Sarajevo, 78123 |
| <input checked="" type="checkbox"/> | 00004     | Cypress Home<br>8787 Cypress Blvd<br>Suite 100<br>Tuzla, BA-BIH 987654 BA     |
| <input checked="" type="checkbox"/> | 00002     | Oak Street Shelter<br>765 Acorn Ave.<br>Grad Split, HR-17 789098 HR           |
| <input checked="" type="checkbox"/> | 00001     | Pine Street Shelter<br>123 Pine<br>Zenica, BA-BRC 12345 BA                    |

(check all) (clear all)

Add Entry

Kada administrator ili upravitelj skloništa posjete naše sklonište za uzorke (The Cypress Home), vidjet će novo upozorenje.

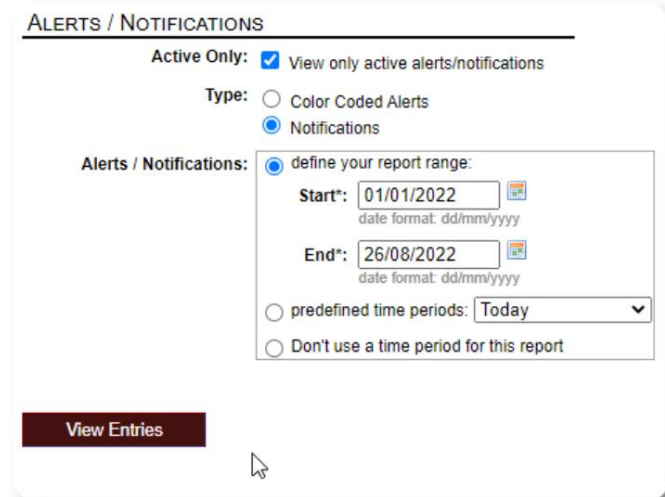
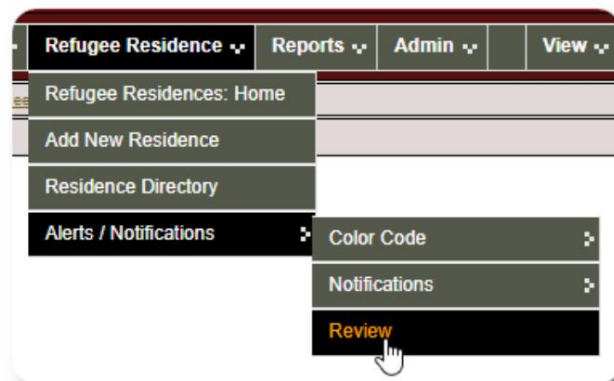


Da pregledate svoja upozorenja i obavještenja, odaberite:

Refugee Residence=>Upozorenja / Obavještenja /

Kod boja =>Recenzija

Možete odrediti svoj raspon datuma i druge opcije.



# The Refugee Record

Evidencija o izbjeglicama vam omogućava da vidite i upravljate mnogim aspektima boravka izbjeglice u vašoj organizaciji.

Zapis je organiziran u različite kartice.



Da proširite odjeljak, kliknite na

 ikonu.




## REFUGEE RECORD [Edit refugee record](#)

**Client ID:** 000001  
**Name:** Andrew A. Adams (Male)  
**Enrollment Date:** 01/07/2022  
**Gender:** Male  
**Language (primary):** Belarusian  
**Language (secondary):** Russian  
**Birth Date:** 1/7/1974 (48 years old)  
**Address:** 2345 Nasturtium  
Budding Beans, BY-HM BY  
**Email:**  
**Phone:**  
**Attributed To:** Director  
**Bio:** You can add notes here.




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  **SHELTER STAYS** (9 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-202)





---

  **HOUSEHOLD**  [View Household](#)




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  **RELATIONSHIPS** (4)  [Add new relationship](#)




---

  **APPOINTMENTS** (SHOWING 2 OF 2)  [Add appointment](#)  [View all](#)



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  **SHELTER SERVICES**  [Add services](#)



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  **JOURNAL/LOG** (SHOWING 5 OF 6)  [Add journal entry](#)



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  **CASE MANAGERS** (1)



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  **CASE MANAGER LOGS** (1)




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  **PROFESSIONAL CONTACTS** (3)



---

  **PROFESSIONAL CONTACT LOGS** (2)



---

  **INCIDENT REPORTS** (4)  [Add incident report](#)





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  **PERSONALIZED TABLES** (3)





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  **GROUP MEMBERSHIP** (3)



---

  **IMAGES** (1)  [Add new image](#)  [View all images](#)

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  **DOCUMENTS** (1)  [Add new pdf](#)  [View all pdfs](#)

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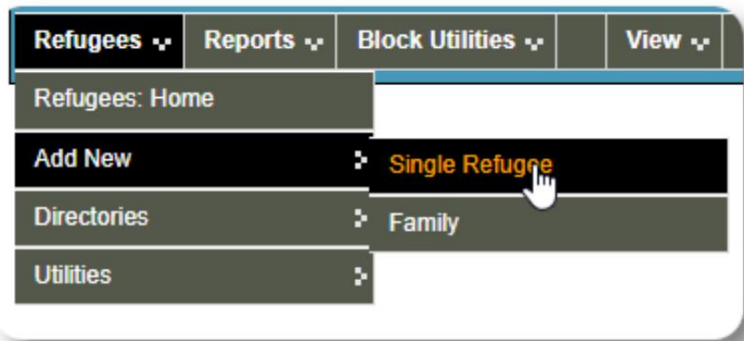
  **RECORD INFORMATION**



## Dodavanje nove izbjeglice

### Single Refugee

Administratori i upravitelji skloništa mogu dodati nove izbjeglice. Kada dodajete novu izbjeglicu, dajete osnovne informacije. Detalji o boravku, odnosima, uslugama, itd. izbjeglice se zatim vode iz evidencije o izbjeglicama.



#### ADD NEW REFUGEE

clientID: new

Refugee First Name\*:

Refugee Middle Name:

Refugee Last Name:

Birthdate\*:  date format: dd/mm/yyyy

Date entered in program\*:  date format: dd/mm/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Language (primary):

Language (secondary):

Refugee Bio:

Address 1:

Address 2:

City:

Country\*:

State/Province\*:

Zip/Postal Code:

Email:

Phone:

Cell:

Attributed To:

[Add Refugee](#)

Kada zapis bude sačuvan, bićete vraćeni na evidenciju izbeglica. Odavde možete dodati boravak u skloništu, sastanke, unose u dnevnik, itd.

Refugees | Refugee Record

The client record was added

REFUGEE RECORD [Edit refugee record](#)

Client ID: 000013  
 Name: Aiyla Z. Yilmaz (Female)  
 Enrollment Date: 04/08/2022  
 Gender: Female  
 Language (primary): Turkish  
 Language (secondary): English  
 Birth Date: 18/8/1976 (46 years old)  
 Address: 800 W. Ave  
 Adana, TR-01 TR  
 Email: [Aiyla@test.com](mailto:Aiyla@test.com)  
 Phone: +90 555-123456 (cell)  
 Attributed To: Walk-in  
 Bio:

SHELTER STAYS (0 STAYS)

HOUSEHOLD [View Household](#)

RELATIONSHIPS (0) [Add new relationship](#)

APPOINTMENTS (SHOWING 0 OF 0) [Add appointment](#) [View all](#)

## Dodajte izbjegličku porodicu

Također možete dodati izbjegličku porodicu u isto vrijeme.

Navodite broj članova porodice:

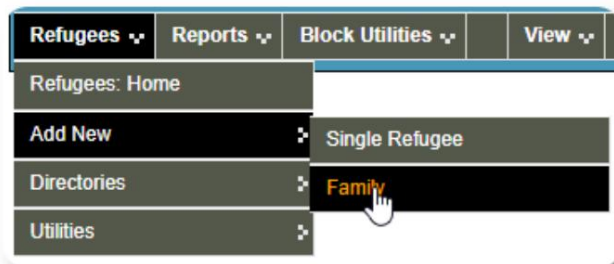
Refugees | Add New Refugee Family

### ADD NEW REFUGEE FAMILY

Number of Family Members\*:

[Next =>](#)

Sada možete dodati sve podatke o članovima porodice. The prvi upis će biti glava domaćinstva



ADD NEW REFUGEE FAMILY

Head of Household

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Family Member 2

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Family Member 3

First Name\*:

Middle Name\*:

Last Name\*:

Birthdate\*:  date format: mm/dd/yyyy

Gender\*:  Male  Female  Non-Binary  Unknown

Date entered in program\*:  date format: mm/dd/yyyy

Language (primary):

Language (secondary):

Refugee Bio:

Sada možete dodati sve porodične odnose nakon što dodate porodičnu evidenciju izbjeglice.

Refugees | Record | Relationships

The refugee family was added.

### FAMILY RELATIONSHIPS: THE PAPA JONES HOUSEHOLD

PAPA JONES (REFUGEEID: 000035)

|            |    |         |    |                     |
|------------|----|---------|----|---------------------|
| Papa Jones | is | Father  | to | Baby Dumpling Jones |
| Papa Jones | is | Husband | to | Mama Jones          |

BABY DUMPLING JONES (REFUGEEID: 000037)

|                     |    |          |    |            |
|---------------------|----|----------|----|------------|
| Baby Dumpling Jones | is | Daughter | to | Papa Jones |
| Baby Dumpling Jones | is | Daughter | to | Mama Jones |

MAMA JONES (REFUGEEID: 000036)

|            |    |        |    |                     |
|------------|----|--------|----|---------------------|
| Mama Jones | is | Wife   | to | Papa Jones          |
| Mama Jones | is | Mother | to | Baby Dumpling Jones |

[Save Relationships](#)



## Upravljanje boravkom izbjeglica

Boravkom u skloništu upravlja se iz evidencije izbjeglica. Možeš:

- dodati novi boravak
- premjestiti trenutnog stanara u novu sobu ili novo sklonište • odjaviti trenutnog stanara • dodati historijski boravak (boravak za izbjeglicu koji je ostao i odjavio se u nekom trenutku u prošlosti)

**SHELTER STAYS (0 STAYS)**

Add new stay: Apple Tree Shelter Continue

No stays

Add historical stay: Apple Tree Shelter Continue

*Utility to add past stays for this refugee*

## Prijava izbjeglice

Provjerimo novu izbjeglicu u Apple Street Shelter:

**SHELTER STAYS (0 STAYS)**

Add new stay: Apple Tree Shelter Continue

Bit ćete vraćeni na evidenciju izbjeglica. Oni su sada navedeni kao trenutni gosti i pojavit će se na odgovarajućem spiskovi.

**CHECK IN**

refugeeID: 00013

**Name:** Yilmaz, Ayyla

**Birthday/Age:** 18/8/1976 (46 years old)

**Address:** 800 W. Ave  
Adana, TR-01 TR

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Check-in Date\*:** 11/08/2022  
date format: dd/mm/yyyy

**Check-in Notes:**

**Room Selection:**

|                                  | roomID | Rooms at Apple Tree Shelter | Max / Current Occupancy |
|----------------------------------|--------|-----------------------------|-------------------------|
| <input type="radio"/>            | 00001  | #01-100                     | 6 / 0                   |
| <input checked="" type="radio"/> | 00002  | #01-101                     | 5 / 0                   |
| <input type="radio"/>            | 00003  | #01-200                     | 4 / 0                   |
| <input type="radio"/>            | 00004  | #01-202                     | 6 / 0                   |
| <input type="radio"/>            | 00005  | #02-100                     | 5 / 0                   |
| <input type="radio"/>            | 00006  | #02-108                     | 4 / 0                   |

Check-In

Ako se prijavljujete kod voditelja domaćinstva, po želji možete prijaviti cijelu porodicu:

**CHECK IN**

**Name:** Jones, Papa

refugeeID: 00035

**Household:** Head of Household

**Birthday/Age:** 6/9/1982 (40 years old)

**Address:** DZ-30 DZ

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, BA-BRC 78123 BA

**Check-In Date\*:** 9/27/2022  
date format: mm/dd/yyyy

**Check In Household?:**  (check to include entire household)


**Check-in Notes:**

**Room Selection:**

|                                  | roomID | Rooms at Apple Tree Shelter | Max / Current Occupancy |
|----------------------------------|--------|-----------------------------|-------------------------|
| <input type="radio"/>            | 00005  | AT 1-100                    | 6 / 0                   |
| <input checked="" type="radio"/> | 00006  | AT 1-104                    | 7 / 0                   |
| <input type="radio"/>            | 00007  | AT 1-133                    | 8 / 0                   |
| <input type="radio"/>            | 00008  | AT 2-100                    | 5 / 0                   |

Check-In

 SHELTER STAYS (1 STAY) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

 [Check-out](#)

Transfer refugee:

#### Stay History for Aiyla Yilmaz

| stay ID | Check In         | Check Out | Duration | Location/Xfers             |                  |           |
|---------|------------------|-----------|----------|----------------------------|------------------|-----------|
| 00031   | 11/08/2022 (Thu) | (current) | 16       | Location/Room              | In               | Out       |
|         |                  |           |          | Apple Tree Shelter #01-101 | 11/08/2022 (Thu) | (current) |

Add historical stay:

*Utility to add past stays for this refugee*

Ako je ova izbjeglica ranije boravila u vašem skloništu i želite ažurirati svoju evidenciju, možete koristiti funkciju povijesnog boravka.

Add historical stay:

*Utility to add past stays for this refugee*

## Dodavanje povijesnog boravka

Formular povijesnog boravka vam omogućava da odredite sobu, datum prijave i datum odjave.

### HISTORICAL STAY

refugeeID: 00013

**Name:** Yilmaz, Aiyla  
**Birthday/Age:** 18/8/1976 (46 years old)  
**Language:** Turkish / English  
**Address:** 800 W. Ave  
 Adana, TR-01 TR  
**Current Residence:** Apple Tree Shelter / #01-101  
**Location / Historical Stay:** Apple Tree Shelter  
 123 Apple Blossom  
 Sarajevo Canton  
 Sarajevo, 78123

**Check In Date\*:**    
date format: dd/mm/yyyy

**Check Out Date\*:**    
date format: dd/mm/yyyy

**Stay Notes:**

**Room:**

|                                  | roomID | Rooms at Apple Tree Shelter | Max / Current Occupancy |
|----------------------------------|--------|-----------------------------|-------------------------|
| <input type="radio"/>            | 00001  | #01-100                     | 6 / 0                   |
| <input type="radio"/>            | 00002  | #01-101                     | 5 / 0                   |
| <input type="radio"/>            | 00003  | #01-200                     | 4 / 0                   |
| <input type="radio"/>            | 00004  | #01-202                     | 6 / 0                   |
| <input checked="" type="radio"/> | 00005  | #02-100                     | 5 / 0                   |
| <input type="radio"/>            | 00006  | #02-108                     | 4 / 0                   |

[Add Historical Stay](#)

Istorijski boravak sada se ogleda u dokumentaciji izbjeglica. Boravak će se odraziti u raznim izvještajima i spiskovima.

**SHELTER STAYS (2 STAYS) CURRENT GUEST (APPLE TREE SHELTER / #01-101)**

[Check-out](#)    Transfer refugee:  [Continue](#)

| Stay History for Aiyla Yilmaz |                  |                  |              |  |               |    |     |       |                            |                  |                  |              |
|-------------------------------|------------------|------------------|--------------|--|---------------|----|-----|-------|----------------------------|------------------|------------------|--------------|
| stay ID                       | Check In         | Check Out        | Duration     | Location/Xfers   |               |    |     |       |                            |                  |                  |              |
| 00031                         | 11/08/2022 (Thu) | (current)        | 16           | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Location/Room</th> <th style="width: 20%;">In</th> <th style="width: 20%;">Out</th> <th style="width: 20%;">Notes</th> </tr> </thead> <tbody> <tr> <td>Apple Tree Shelter #01-101</td> <td>11/08/2022 (Thu)</td> <td>(current)</td> <td></td> </tr> </tbody> </table>                    | Location/Room | In | Out | Notes | Apple Tree Shelter #01-101 | 11/08/2022 (Thu) | (current)        |              |
| Location/Room                 | In               | Out              | Notes        |  |               |    |     |       |                            |                  |                  |              |
| Apple Tree Shelter #01-101    | 11/08/2022 (Thu) | (current)        |              |  |               |    |     |       |                            |                  |                  |              |
| 00032                         | 01/06/2022 (Wed) | 21/06/2022 (Tue) | 20           | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Location/Room</th> <th style="width: 20%;">In</th> <th style="width: 20%;">Out</th> <th style="width: 20%;">Notes</th> </tr> </thead> <tbody> <tr> <td>Apple Tree Shelter #02-100</td> <td>01/06/2022 (Wed)</td> <td>21/06/2022 (Tue)</td> <td>(historical)</td> </tr> </tbody> </table> | Location/Room | In | Out | Notes | Apple Tree Shelter #02-100 | 01/06/2022 (Wed) | 21/06/2022 (Tue) | (historical) |
| Location/Room                 | In               | Out              | Notes        |  |               |    |     |       |                            |                  |                  |              |
| Apple Tree Shelter #02-100    | 01/06/2022 (Wed) | 21/06/2022 (Tue) | (historical) |  |               |    |     |       |                            |                  |                  |              |

Add historical stay:  [Continue](#)  
Utility to add past stays for this refugee

## Transferi

Trenutne goste možete prebaciti iz jedne sobe u drugu, ili iz jednog skloništa u drugo.

Iz dosijea izbjeglice odaberite određeno sklonište za transfer i kliknite "Nastavi".

Sada možete odabrati sobu i datum transfera.

Evidencija o boravku izbjeglice sada se ažurira sa transferom. Izveštaji o zauzetosti i spiskovi će odražavati transfer.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

[Check-out](#)      Transfer refugee: Golden Lily Home [Continue](#)

**TRANSFER**

refugeeID: 00013

**Name:** Yilmaz, Aiyla

**Birthday/Age:** 18/8/1976 (46 years old)

**Address:** 800 W. Ave  
Adana, TR-01 TR

**Shelter:** Golden Lily Home  
5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

**Current Location:**

| Location/Room              | In               | Out       |
|----------------------------|------------------|-----------|
| Apple Tree Shelter #01-101 | 11/08/2022 (Thu) | (current) |

**Transfer Date\*:**    
date format: dd/mm/yyyy

**Transfer Notes:**

**Transfer to:**

|                                  | roomID | Rooms at Golden Lily Home  | Max / Current Occupancy |
|----------------------------------|--------|----------------------------|-------------------------|
| <input type="radio"/>            | 00019  | #01-100                    | 5 / 0                   |
| <input type="radio"/>            | 00020  | #01-101                    | 7 / 0                   |
| <input type="radio"/>            | 00021  | #02-100                    | 6 / 0                   |
| <input checked="" type="radio"/> | 00022  | #02-202<br>Room has a crib | 5 / 0                   |

[Transfer](#)

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (GOLDEN LILY HOME / #02-202)

[Check-out](#)      Transfer refugee: Apple Tree Shelter [Continue](#)

**Stay History for Aiyla Yilmaz**

| stay ID | Check In         | Check Out        | Duration | Location/Xfers             |
|---------|------------------|------------------|----------|----------------------------|
| 00031   | 11/08/2022 (Thu) | (current)        | 16       | Location/Room              |
|         |                  |                  |          | Golden Lily Home #02-202   |
|         |                  |                  |          | Apple Tree Shelter #01-101 |
| 00032   | 01/06/2022 (Wed) | 21/06/2022 (Tue) | 20       | Location/Room              |
|         |                  |                  |          | Apple Tree Shelter #02-100 |

Add historical stay: Apple Tree Shelter [Continue](#)  
Utility to add past stays for this refugee

## Provjeri

Da biste odjavili trenutnog gosta, kliknite na link "Odjava" na dosjeu izbjeglice.

SHELTER STAYS (2 STAYS) **CURRENT GUEST** (APPLE TREE SHELTER / #01-101)

[Check-out](#) Transfer refugee:

## CHECK OUT

refugeeID: 00013

Name: Yilmaz, Aiyla

Birthday/Age: 18/8/1976 (46 years old)

Address: 800 W. Ave  
Adana, TR-01 TRCurrent Shelter: Golden Lily Home  
5353 West Main Street  
Medjugorje, BA-BIH 234123 BA

| Current Stay: | Location/Room              | In               | Out              | Notes |
|---------------|----------------------------|------------------|------------------|-------|
|               | Golden Lily Home #02-202   | 22/08/2022 (Mon) | (current)        |       |
|               | Apple Tree Shelter #01-101 | 11/08/2022 (Thu) | 22/08/2022 (Mon) |       |

Checkout Date\*:    
date format: dd/mm/yyyyCheck-out Notes: 

Sada možete odrediti datum odjave, kao i sve napomene.

Historija boravka izbjeglica sada odražava odjavu.

SHELTER STAYS (2 STAYS)

Add new stay:

| Stay History for Aiyla Yilmaz |                  |                  |              |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
|-------------------------------|------------------|------------------|--------------|---|---------------|----|-----|-------|----------------------------|------------------|------------------|--------------|----------------------------|------------------|------------------|--|
| stay ID                       | Check In         | Check Out        | Duration     | Location/Xfers  |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
| 00031                         | 11/08/2022 (Thu) | 27/08/2022 (Sat) | 16           | <table border="1"> <thead> <tr> <th>Location/Room</th> <th>In</th> <th>Out</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Golden Lily Home #02-202</td> <td>22/08/2022 (Mon)</td> <td>27/08/2022 (Sat)</td> <td></td> </tr> <tr> <td>Apple Tree Shelter #01-101</td> <td>11/08/2022 (Thu)</td> <td>22/08/2022 (Mon)</td> <td></td> </tr> </tbody> </table> | Location/Room | In | Out | Notes | Golden Lily Home #02-202   | 22/08/2022 (Mon) | 27/08/2022 (Sat) |              | Apple Tree Shelter #01-101 | 11/08/2022 (Thu) | 22/08/2022 (Mon) |  |
| Location/Room                 | In               | Out              | Notes        |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
| Golden Lily Home #02-202      | 22/08/2022 (Mon) | 27/08/2022 (Sat) |              |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
| Apple Tree Shelter #01-101    | 11/08/2022 (Thu) | 22/08/2022 (Mon) |              |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
| 00032                         | 01/06/2022 (Wed) | 21/06/2022 (Tue) | 20           | <table border="1"> <thead> <tr> <th>Location/Room</th> <th>In</th> <th>Out</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Apple Tree Shelter #02-100</td> <td>01/06/2022 (Wed)</td> <td>21/06/2022 (Tue)</td> <td>(historical)</td> </tr> </tbody> </table>  | Location/Room | In | Out | Notes | Apple Tree Shelter #02-100 | 01/06/2022 (Wed) | 21/06/2022 (Tue) | (historical) |                            |                  |                  |  |
| Location/Room                 | In               | Out              | Notes        |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |
| Apple Tree Shelter #02-100    | 01/06/2022 (Wed) | 21/06/2022 (Tue) | (historical) |   |               |    |     |       |                            |                  |                  |              |                            |                  |                  |  |

Add historical stay:    
Utility to add past stays for this refugee

## Prilagođeni obrasci

Možete proširiti prikupljanje podataka o vašim izbjeglicama kako bi odgovarali potrebama vaše organizacije kreiranjem personaliziranih tabela.

Ovo je moćna karakteristika, zasnovana na modulu iz prethodnog projekta otvorenog koda baze podataka Austin, nazvanog Delightful Labor. Korisnički vodič Delightful Labor opisuje ovu prilagođenu funkciju obrasca:

<https://www.delightfullabor.com/userGuide/index.php/administrative-features/personalization>

## Druge sekcije zapisa

### Povezivanje izbjeglica: Odnosi i domaćinstva

Svoje izbjeglice možete povezati sa drugim izbjeglicama putem veza i domaćinstava.

OSSM projekat koristi module odnosa i domaćinstva iz prethodnog projekta otvorenog koda baze podataka Austin pod nazivom Delightful Labor. Korisnički vodič Delightful Labor opisuje ove module.

Domaćinstva: <https://www.delightfullabor.com/userGuide/index.php/people/other-people-topics/households>

Odnosi: <https://www.delightfullabor.com/userGuide/index.php/people/other-people-topics/relationships>

## Sastanci i kalendari

Termini se mogu dodati na raspored izbjeglica.

The screenshot shows a navigation menu with the following items:

- RELATIONSHIPS (0) Add new relationship
- APPOINTMENTS (SHOWING 1 OF 1) Add appointment View all
- SHELTER SERVICES Add services
- JOURNAL/LOG (SHOWING 0 OF 0) Add journal entry

| apptID | Date                     | Type / Location  | Notes                    |
|--------|--------------------------|--|--------------------------|
| 00009  | 31/08/2022 (Wed) 9:15 AM | Dental<br>Keep On Smiling!<br>2222 Evening Primrose<br>Alice Springs, AU-NT<br>443322 AU | Notes<br>Routine checkup |

### ADD NEW APPOINTMENT FOR AYLA YILMAZ

refugeeID: 00013

Name: Yilmaz, Ayyla

Birthday/Age: 18/8/1976 (46 years old)

Language: Turkish / English

Address: 800 W. Ave  
Adana, TR-01 TR

Appointment Type\*: Staff

Appointment Date\*: 21/08/2022  
date format: dd/mm/yyyy

Appointment Time\*: 3:00 PM

Notes: Welcome and meet and greet with the staff.

#### LOCATION (OPTIONAL)

Facility:

Address 1:

Address 2:

City:

Country\*:

State/Province\*:

Zip/PostalCode:

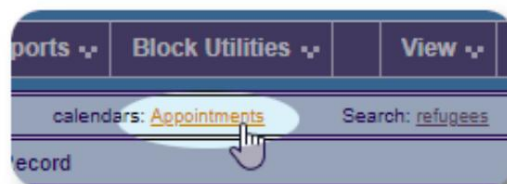
Phone:

Add Appointment

Listom tipova termina administratori mogu upravljati pod "Admin=>Liste".



Za pregled termina za sadašnje ili bivše goste Vašeg skloništa, kliknite na link "Zakazivanje":



Kalendar će prikazati termine u datom mjesecu za vaše sklonište.

Participants | Appointment Calendar

You are currently viewing a calendar of appointments for Anyone who has stayed at this shelter.  
To view appointments for current guests only, [click here](#)


August 2022 [Jump to Month/Year](#)

<< August 2022 >>  
**Refugee Appointments: Apple Tree Shelter**

| Sunday  | Monday | Tuesday  | Wednesday  | Thursday | Friday   | Saturday |
|---|--------|--|--|----------|--|----------|
|   | 1      | 2  | 3<br>000001 Dental<br>7:00 AM<br>Art Archer            | 4        | 5<br>000008 Immigration<br>Assistance<br>7:00 PM<br>Ajdin Alic | 6        |
| 7   | 8      | 9  | 10   | 11       | 12   | 13       |
| 14  | 15     | 16<br>000010 Staff<br>7:00 AM<br>Ajdin Alic<br>000011 Medical<br>8:30 AM<br>Art Archer | 17   | 18       | 19   | 20       |
| 21<br>000013 Staff<br>3:00 PM<br>Aylya Yilmaz | 22     | 23   | 24<br>000012 Social Services<br>7:00 PM<br>Alice Adams | 25       | 26   | 27       |
| 28  | 29     | 30   | 31<br>000009 Dental<br>9:15 AM<br>Aylya Yilmaz         |          |  |          |

Kada uređujete zapis o terminu, možete dodati dodatne informacije.

Appointment Type\*:

Appointment Date\*:    
date format: dd/mm/yyyy

Appointment Time\*:

Notes:

---

**FOLLOW-UP**

Appointment Kept:  *check if appointment kept*

Follow-up Notes:

---

**LOCATION (OPTIONAL)**

Facility:

Address 1:



## Usluge

Administrator ili upravitelj skloništa može svakodnevno evidentirati usluge za vaše goste.

Iz evidencije o izbjeglicama kliknite na link "Dodaj usluge".

**SERVICES**

refugeeID: 00003

**Name:** Archer, Art

**Birthday/Age:** 4/2/1967 (55 years old)

**Language:** English / Spanish

**Address:** 123 Elm  
Apt 123  
Springfield, US-TX 123456 US

**Current Residence:** Apple Tree Shelter / #02-100

**Date of Service\*:** 27/8/2022  
date format: dd/mm/yyyy  
Duplicate services per date will be ignored

**Services:** [Select All](#) [Clear All](#)

|                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Food                   |
| <input type="checkbox"/>            | Immigration Assistance |
| <input checked="" type="checkbox"/> | Internet Access        |
| <input checked="" type="checkbox"/> | Laundry                |
| <input type="checkbox"/>            | Legal                  |
| <input checked="" type="checkbox"/> | Shower                 |
| <input checked="" type="checkbox"/> | Transportation         |

[Add Services](#)

APPOINTMENTS (SHOWING 4 OF 4) [Add appointment](#)

SHELTER SERVICES [Add services](#)

Service Log

| serviceID | Service                | Count |
|-----------|------------------------|-------|
| 00499     | Food                   | 8     |
| 00504     | Immigration Assistance | 7     |
| 00501     | Internet Access        | 8     |
| 00502     | Laundry                | 6     |
| 00503     | Legal                  | 6     |
| 00500     | Shower                 | 8     |
| 00505     | Transportation         | 8     |

Odaberite jednu ili više usluga, datum usluge, a zatim sačuvajte zapis.

Listom usluga upravlja administrator pod "Admin / Liste".

Također možete vidjeti kompletnu historiju usluga klikom na "Service Log" na dosijeu izbjeglice.

APPOINTMENTS (SHOWING 4 OF 4) [Add appointment](#)

SHELTER SERVICES [Add services](#)

[Service Log](#)

| serviceID | Service                | Count |
|-----------|------------------------|-------|
| 00499     | Food                   | 9     |
| 00504     | Immigration Assistance | 7     |
| 00501     | Internet Access        | 9     |

### SERVICE HISTORY

Client ID: 000003

**Name:** Art A. Archer (Male)

**Enrollment Date:** 05/07/2022

**Gender:** Male

**Language (primary):** English

**Language (secondary):** Spanish

**Birth Date:** 4/2/1967 (55 years old)

**Address:** 123 Elm  
Apt 123  
Springfield, US-TX 123456 US

**Email:**

**Phone:**

#### **Services for Saturday, August 27th, 2022**

- Food
- Internet Access
- Laundry
- Shower
- Transportation

#### **Services for Friday, August 19th, 2022**

- Food
- Immigration Assistance
- Internet Access
- Shower
- Transportation

#### **Services for Wednesday, August 17th, 2022**

- Food
- Internet Access
- Laundry
- Shower
- Transportation

Usluge snimanja se mogu raditi i kao blok funkcija ako pružate iste usluge za grupu ljudi. Ovo je dobra ušteda vremena.

## Dnevnik / Dnevnik

Administrator ili upravitelj skloništa može voditi dnevnik za svaku od vaših izbjeglica.

Dnevnik se pojavljuje u dosijeu izbjeglice, grupiran po datumu. Prikazuje se pet najnovijih unosa, sa vezom do izvještaja za pregled svih unosa.

**SHELTER SERVICES** [Add services](#)

---

**JOURNAL/LOG (SHOWING 5 OF 6)** [Add journal entry](#)

[Review refugee journal](#)

**Friday, August 19th, 2022**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Consectetur adipiscing elit pellentesque habitant morbi. Vestibulum mattis ullamcorper velit sed ullamcorper morbi.

[Edit journal entry](#) [Remove journal entry](#)

Added at 19/08/2022 00:00:00 by Sally Supermanager

---

**Wednesday, August 3rd, 2022**

Suspendisse potenti nullam ac tortor vitae purus faucibus ornare. Vitae congue eu consequat ac felis donec et odio. Nibh cras pulvinar mattis nunc sed. Sapien faucibus et molestie ac feugiat sed lectus. Felis eget velit aliquet sagittis id. Enim praesent elementum facilisis leo vel fringilla. Tempor id eu nisl nunc mi ipsum faucibus vitae.

Feugiat nisl pretium fusce id. Gravida rutrum quisque non tellus orci ac auctor augue. Duis at tellus at urna condimentum mattis. Turpis tncidunt id aliquet risus feugiat. Id leo in vitae turpis massa. Enim nulla aliquet porttitor lacus luctus accumsan tortor posuere ac.

[Edit journal entry](#) [Remove journal entry](#)

Added at 03/08/2022 00:00:00 by Sally Supermanager

---

Vivamus at augue eget arcu dictum varius duis at. In tellus integer feugiat scelerisque varius morbi enim nunc faucibus. Ultricies mi eget mauris pharetra et ultrices neque. Ipsum dolor sit amet consectetur adipiscing elit pellentesque. Fringilla est ullamcorper eget nulla facilisi etiam dignissim diam quis. Sollicitudin nibh sit amet commodo nulla. Ornare massa eget egestas purus viverra accumsan.

### JOURNAL: ADAMS, ANDREW

refugeeID: 00001 [🔍](#)

**Name:** Adams, Andrew

**BirthDay/Age:** 1/7/1974 (48 years old)

**Address:** 2345 Nasturtium  
Budding Beans, BY-HM BY

**Journal Entries:**  define your report range:

**Start\*:**  [📅](#)  
date format: dd/mm/yyyy

**End\*:**  [📅](#)  
date format: dd/mm/yyyy

predefined time periods:  [▼](#)

Don't use a time period for this report

[View Journal Entries](#)

## Voditelji slučajeva / Stručni kontakti

Iz dosijea izbjeglice možete dodijeliti voditelje slučaja i profesionalne kontakte. Imajte na umu da voditelji predmeta / profesionalni kontakti moraju imati OSSM račune da bi se pojavili na listi dostupnih kontakata.

Administratori i menadžeri skloništa također mogu vidjeti (samo za čitanje) unose profesionalnih kontakata i voditelja slučajeva.

**CASE MANAGERS (1)**

**Case Mangers:**

- [X](#) Campbell, Casey / Social Services

[▼](#)

[Add](#)

---

**CASE MANAGER LOGS (2)**

**Sunday, August 28th, 2022**

Looked at various issues and concerns raised by Andrew.

Added at 28/08/2022 00:50:58 by Casey Campbell

---

**Friday, August 26th, 2022**

Visited with Andrew today and discussed various things.....

Added at 26/08/2022 17:25:21 by Casey Campbell

---

**PROFESSIONAL CONTACTS (3)**

---

**PROFESSIONAL CONTACT LOGS (2)**

## Izveštaji o incidentima

Povremeno možete imati situaciju sa izbjeglicom koju trebate prijaviti.

Možete kreirati izvještaj o incidentu iz dosijea izbjeglice. Također možete postaviti (ili poništiti) status "ZABRANJENO" iz izvještaja o incidentu.

Administrativna kontrolna tabla prikazuje sve izvještaje o incidentima u proteklih sedam dana. Sa ekrana upravitelja skloništa, korisnici mogu pregledati izvještaje o incidentima za bilo koji vremenski okvir.

**INCIDENT REPORTS (4)** [Add incident report](#)

To "un-ban" a refugee, add a new incident report without checking the "banned" flag

**Saturday, July 23rd, 2022**

Incident Level: Minor  
Banned Status: n/a

Says he's learned his lesson.

Added at 23/07/2022 15:14:43 by Sally Supermanager

**Saturday, July 23rd, 2022**

Incident Level: Critical  
Banned Status: **BANNED**

Yet another food fight, this time with oatmeal.

Added at 23/07/2022 15:14:18 by Sally Supermanager

**Saturday, July 23rd, 2022**

Incident Level: Minor  
Banned Status: n/a

All is forgiven.

Added at 23/07/2022 15:10:54 by Sally Supermanager

**Friday, July 22nd, 2022**

Incident Level: Major  
Banned Status: **BANNED**

Andrew started a food fight (mashed potatoes).

Gravy everywhere.

Added at 22/07/2022 19:10:31 by Sally Supermanager

## Personalizovani stolovi

Kako biste lakše upravljali svim jedinstvenim informacijama potrebnim vašoj organizaciji, možete kreirati personalizirane tablice izbjeglica.

Ovaj odjeljak će se razlikovati ovisno o tome kako ste konfigurirali svoje personalizirane tablice. (Više informacija o personaliziranim stolovima možete pronaći na stranici 42)

Iz dosijea izbjeglice možete pregledati i urediti personalizirane informacije.

**PERSONALIZED TABLES (3)**

**DAILY NOTES (MULTI-ENTRY)**

Daily Notes (multi-record table) 1 record [View](#)

[Add record](#)

**EXIT STRATEGY (SINGLE ENTRY)**

Exit Strategy [View](#) [Edit](#)

|                   |                   |
|-------------------|-------------------|
| Sample Text entry | Sample text here! |
| Sample date entry | 30/7/2022         |

**REFUGEE INTAKE ASSESSMENT (SINGLE ENTRY)**

Refugee Intake Assessment [View](#) [Edit](#)

|                         |  |
|-------------------------|--|
| Intake Date             | 1/7/2022   |
| Sample Check Box        | Yes  |
| Sample text field       |  |
| Sample Number (integer) | 999  |
| Sample Currency         | € 0.00 <a href="#">Currency</a>                                      |
| Sample Single Select    | Single Select Option #2  |
| Sample Multi-select     | <ul style="list-style-type: none"> <li>Apple</li> <li>Fig</li> </ul> |
| Sample Heading          |  |
| Sample Log Entry        | <a href="#">View</a> Displaying 0 of 0 log entries                   |
| Sample Long Text        | sample text  |


## Grupe

Administrator može kreirati različite grupe izbjeglica. Iz dosijea izbjeglice možete upravljati članstvom izbjeglice u ovim grupama.

Administrator tada može pokrenuti grupni izvještaj. Na primjer, trebate li naći pomoć za spremanje večere? Možete tražiti izbjeglice koji su članovi grupe "Volonter: pomoć u kuhinji".

**GROUP MEMBERSHIP (3)**

Andrew Adams is a member of 3 groups

-   Volunteer: Child Care
-   Volunteer: Internet/Computers
-   Volunteer: Kitchen Help

Add Andrew Adams to the following groups:  
*Ctrl-click to select more than one group*

Playgroup: 5-11  
 Playgroup: Teens  
 Playgroup: Toddlers  
 Special Needs: Hearing Impaired  
 Special Needs: Mobility Impaired

Add

## Media Library

Možete priložiti slike (jpg, gif, png) dosijeu izbjeglice.

Takođe možete učitati dokumente (PDF).































Otpremljenim slikama se mijenja veličina i na sličicu i na veliku rezoluciju. Za prikaz slike u punoj rezoluciji kliknite na sličicu.

Hvala

<https://www.freepik.com/> za uzorke slika.

**IMAGES (3)** [Add new image](#) [View all images](#)

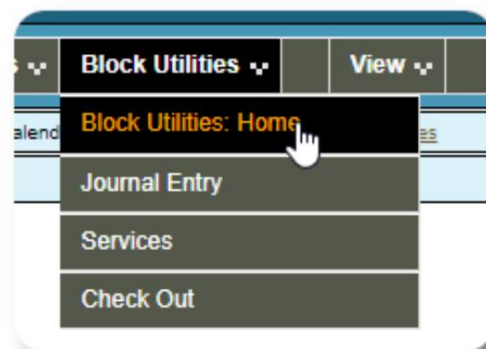
Showing 3 of 3 images

|   |  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
|---|--|--------|--|--------------|--|-------|---------|-------------|------------|--------------|---------------------|-------------------|-------------------|--------|---|
|   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Title:</td><td>Sample photo from https://www.freepik.com/</td></tr> <tr><td>Description:</td><td></td></tr> <tr><td>Tags:</td><td>No tags</td></tr> <tr><td>Media Date:</td><td>28/08/2022</td></tr> <tr><td>Upload Date:</td><td>28/08/2022 18:39:39</td></tr> <tr><td>Upload File Name:</td><td>23-2148952965.png</td></tr> <tr><td>Other:</td><td>  </td></tr> </table> | Title: | Sample photo from https://www.freepik.com/ | Description: |  | Tags: | No tags | Media Date: | 28/08/2022 | Upload Date: | 28/08/2022 18:39:39 | Upload File Name: | 23-2148952965.png | Other: |    |
| Title:  | Sample photo from https://www.freepik.com/   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Description:  |  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Tags:   | No tags  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Media Date:   | 28/08/2022   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload Date:  | 28/08/2022 18:39:39  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload File Name:   | 23-2148952965.png  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Other:  |     |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
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| Title:  | Sample photo from https://www.freepik.com/   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Description:  |  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Tags:   | No tags  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Media Date:   | 28/08/2022   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload Date:  | 28/08/2022 18:38:26  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload File Name:   | 23-2148955665.png  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Other:  |     |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
|  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Title:</td><td>Sample photo from https://www.freepik.com/</td></tr> <tr><td>Description:</td><td></td></tr> <tr><td>Tags:</td><td>No tags</td></tr> <tr><td>Media Date:</td><td>28/08/2022</td></tr> <tr><td>Upload Date:</td><td>28/08/2022 18:38:01</td></tr> <tr><td>Upload File Name:</td><td>114360-7309.png</td></tr> <tr><td>Other:</td><td>  </td></tr> </table>   | Title: | Sample photo from https://www.freepik.com/ | Description: |  | Tags: | No tags | Media Date: | 28/08/2022 | Upload Date: | 28/08/2022 18:38:01 | Upload File Name: | 114360-7309.png   | Other: |    |
| Title:  | Sample photo from https://www.freepik.com/   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Description:  |  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Tags:   | No tags  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Media Date:   | 28/08/2022   |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload Date:  | 28/08/2022 18:38:01  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Upload File Name:   | 114360-7309.png  |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |
| Other:  |     |        |  |              |  |       |         |             |            |              |                     |                   |                   |        |   |



## Block Utilities

Trebate brzo ažurirati grupu dosjea o izbjeglicama? The Block Uslužni program vam omogućava da brzo ažurirate unose u dnevnik, usluge ili odjava za bilo koju ili sve izbjeglice koje se pojavljuju na bilo kojem popisu.



Prvo biramo datum rasporeda. Moći ćemo primijeniti unos u dnevnik na neke ili sve goste za odabrani datum popisa.

## Dnevnik

### BLOCK JOURNAL ENTRIES

You will be able to select residents for a given day and add a journal entry.

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date\*:**    
date format: dd/mm/yyyy

**Check-out Status:**  Include those who checked out on this date

[Next =>](#)

Zatim biramo goste i dodajemo naš unos u dnevnik.

Reports | Shelter Log

### BLOCK OPTIONS: JOURNAL ENTRY

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Journal Entry:**   
*The journal entries will be posted on the roster date.*

**Refugees:**

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Adams, Alice<br>1/1/2019 (3 years old)                           |
| <input checked="" type="checkbox"/> | Adams, Andrew<br>1/7/1974 (48 years old)<br>Belarusian / Russian |
| <input checked="" type="checkbox"/> | Archer, Art<br>4/2/1967 (55 years old)<br>English / Spanish      |
| <input type="checkbox"/>            | Azealia, Agnes<br>28/2/1994 (28 years old)<br>Turkish / English  |

[\(check all\)](#)   [\(clear all\)](#)

[Apply](#)

Upis u dnevniku se sada pojavljuje u evidenciji odabranih izbjeglica, za navedeni datum popisa.

**JOURNAL/LOG** (SHOWING 5 OF 7) [Add journal entry](#)

[Review refugee journal](#)

**Sunday, August 28th, 2022**

We visited the Wildflower Center today. The children enjoyed to hikes and the weather was good.

[Edit journal entry](#)   [Remove journal entry](#)

Added at 28/08/2022 00:00:00 by Sally Supermanager


## Usluge

Sličan proces se koristi za prijavu usluga.

### APPLY SERVICES

You will be able to select residents for a given day and apply services to some or all of them.

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date\*:**    
date format: dd/mm/yyyy

**Check-out Status:**  Include those who checked out on this date

[Next =>](#)

### BLOCK OPTIONS: SERVICES

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Services:**

|                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Food                   |
| <input type="checkbox"/>            | Immigration Assistance |
| <input checked="" type="checkbox"/> | Internet Access        |
| <input checked="" type="checkbox"/> | Laundry                |
| <input type="checkbox"/>            | Legal                  |
| <input checked="" type="checkbox"/> | Shower                 |
| <input checked="" type="checkbox"/> | Transportation         |

[\(check all\)](#) [\(clear all\)](#)  
*Services will be applied for the roster date.  
Duplicate services for any refugee on a given date will be discarded.*

**Refugees:**

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Adams, Alice<br>1/1/2019 (3 years old)                           |
| <input checked="" type="checkbox"/> | Adams, Andrew<br>1/7/1974 (48 years old)<br>Belarusian / Russian |
| <input checked="" type="checkbox"/> | Archer, Art<br>4/2/1967 (55 years old)<br>English / Spanish      |
| <input checked="" type="checkbox"/> | Azealia, Agnes<br>28/2/1994 (28 years old)<br>Turkish / English  |

[\(check all\)](#) [\(clear all\)](#)

[Apply](#)

## Provjeri

Opet, sličan proces se može koristiti za odjavu jednog ili više gostiju.

### BLOCK OPTIONS: CHECK OUT

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date:** 28/08/2022

**Refugees:**

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Adams, Alice<br>1/1/2019 (3 years old)                           |
| <input checked="" type="checkbox"/> | Adams, Andrew<br>1/7/1974 (48 years old)<br>Belarusian / Russian |
| <input checked="" type="checkbox"/> | Archer, Art<br>4/2/1967 (55 years old)<br>English / Spanish      |
| <input checked="" type="checkbox"/> | Azealia, Agnes<br>28/2/1994 (28 years old)<br>Turkish / English  |

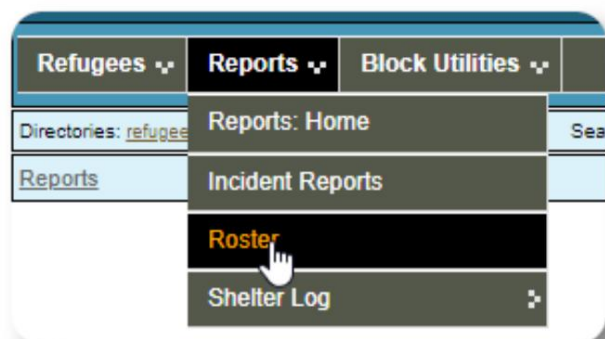
[\(check all\)](#) [\(clear all\)](#)

[Apply](#)

# Izveštaji i spiskovi

## Rosteri

Rosteri vam daju informacije o gostima u vašim skloništima. Možete pogledati spisak za bilo koji datum.



### ROSTER

---

**Shelter:** Apple Tree Shelter  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Roster Date\*:**

date format: dd/mm/yyyy

**Check-out Status:**  Include those who checked out on this date

[Generate Roster](#)

Evo uzorka spiska.

View as PDF
 PDF Checkout Report
 PDF Roster/Page per Refugee/Services

| <b>Apple Tree Shelter</b><br>Wednesday, September 28th, 2022<br>(includes those who checked out on this date)<br>roster generated 28/09/2022 15:07:06 |           |   |  |                              |
|---|-----------|---|--|------------------------------|
| <b>Room AT 1-100</b>  |           |   |  |                              |
| sdID  | refugeeID | Name  | Age / Gender / Country / Language  | Check-in / Check-out / Notes |
| 00011   | 00020     | <b>Jahic, Elnur</b><br><i>The Semina Salihovic Household</i>    | 26/9/1996 (26 years old) / Male<br>Bosnia and Herzegovina<br>Bosnian / English | 22/09/2022 - current         |
| 00012   | 00019     | <b>Salihovic, Semina</b><br><i>Head of Household</i>            | 24/10/1992 (29 years old) / Female<br>Bosnia and Herzegovina<br>Bosnian        | 23/09/2022 - current         |
| <b>Room AT 1-104</b>  |           |   |  |                              |
| sdID  | refugeeID | Name  | Age / Gender / Country / Language  | Check-in / Check-out / Notes |
| 00001   | 00002     | <b>Adams, Alice</b><br><i>The Art Archer Household</i>          | 1/1/2019 (3 years old) / Female<br>Armenia<br>Hungarian / Italian              | 14/09/2022 - current         |
| <b>Room AT 1-133</b>  |           |   |  |                              |
| sdID  | refugeeID | Name  | Age / Gender / Country / Language  | Check-in / Check-out / Notes |
| 00005   | 00003     | <b>Archer, Art</b><br><i>Head of Household</i>                  | 4/2/1967 (55 years old) / Male<br>Ukraine<br>Ukrainian / German                | 20/09/2022 - current         |
| <b>Room AT 2-100</b>  |           |   |  |                              |
| sdID  | refugeeID | Name  | Age / Gender / Country / Language  | Check-in / Check-out / Notes |
| 00009   | 00008     | <b>Smith, Suzy</b><br><b>BANNED</b><br><i>Head of Household</i> | 4/6/1996 (26 years old) / Female<br>Turkey<br>Finnish / Cantonese              | 13/09/2022 - current         |

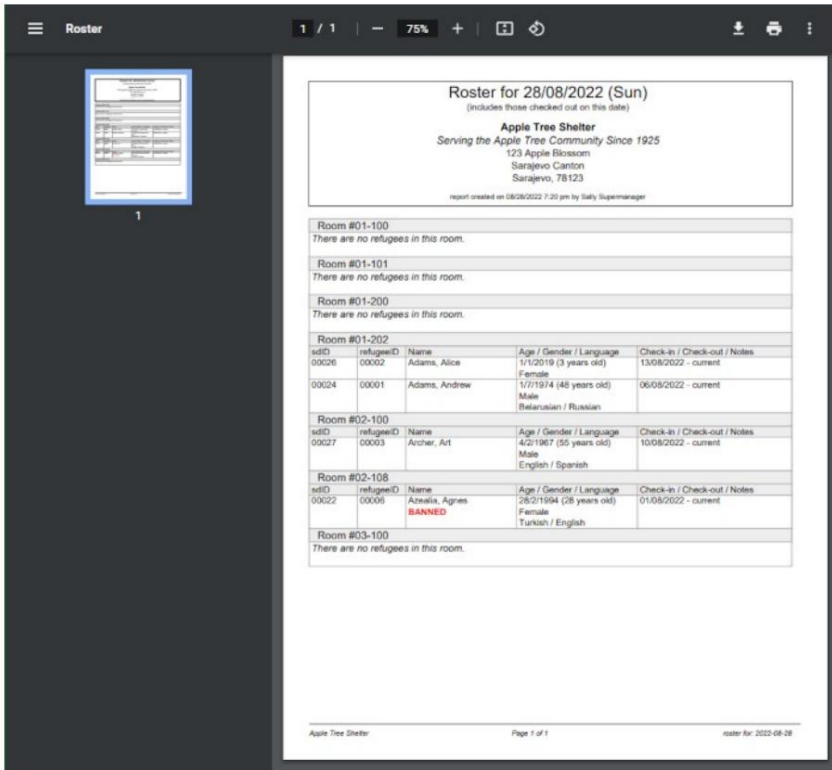


Takođe možete pogledati spisak kao a PDF....

 View as PDF

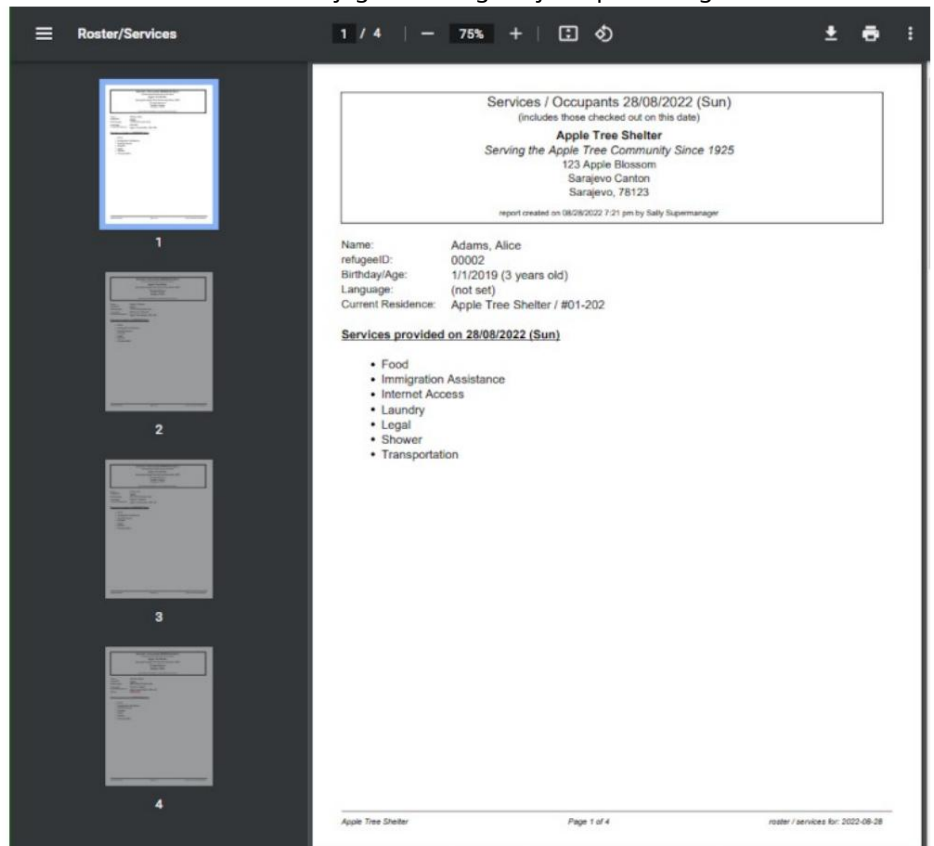
 PDF Checkout Report

 PDF Roster/Page per Refugee/Services



.... ili kao PDF sa svakom stranom koja prikazuje izbjeglicu i usluge koje su primili tog dana.

 PDF Roster/Page per Refugee/Services



## Izveštaj o odlasku

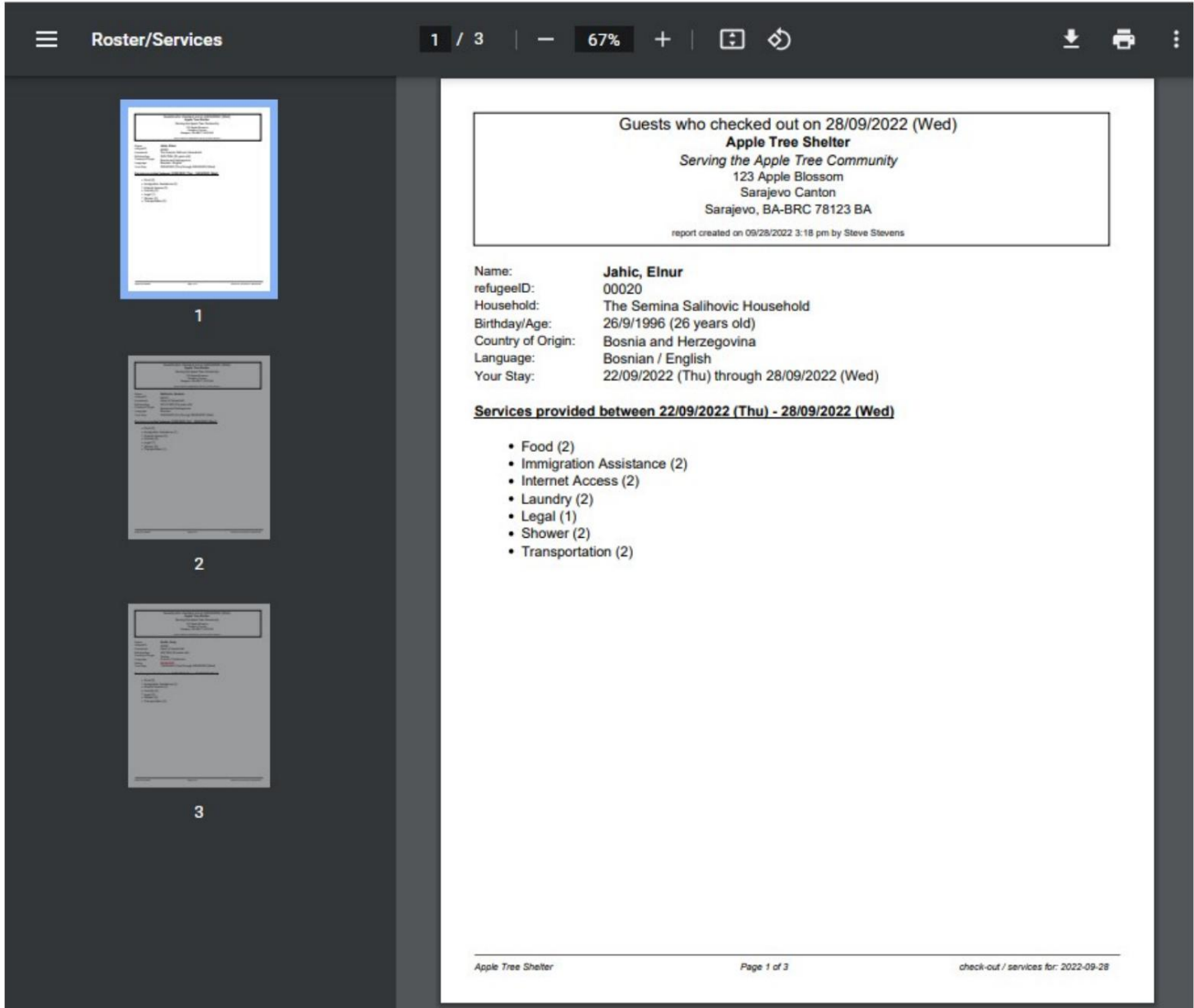
Iz popisa možete pogledati PDF izvještaj o naplati. Ovaj izvještaj navodi sve osobe koje su se odjavile na datum popisa i uključuje kumulativne usluge koje su primili tokom svog boravka.






 [View as PDF](#)

 [PDF Checkout Report](#)

 [PDF Roster/Page per Refugee/Services](#)

Uzorak izvještaja o odjavi:



**Roster/Services** | 1 / 3 | 67% |   |   

**Guests who checked out on 28/09/2022 (Wed)**  
**Apple Tree Shelter**  
*Serving the Apple Tree Community*  
123 Apple Blossom  
Sarajevo Canton  
Sarajevo, BA-BRC 78123 BA  
report created on 09/28/2022 3:18 pm by Steve Stevens

**Name:** **Jahic, Elnur**  
**refugeeID:** 00020  
**Household:** The Semina Salihovic Household  
**Birthday/Age:** 26/9/1996 (26 years old)  
**Country of Origin:** Bosnia and Herzegovina  
**Language:** Bosnian / English  
**Your Stay:** 22/09/2022 (Thu) through 28/09/2022 (Wed)

**Services provided between 22/09/2022 (Thu) - 28/09/2022 (Wed)**

- Food (2)
- Immigration Assistance (2)
- Internet Access (2)
- Laundry (2)
- Legal (1)
- Shower (2)
- Transportation (2)

Apple Tree Shelter | Page 1 of 3 | check-out / services for: 2022-09-28

## Shelter Log

Administratori i menadžeri skloništa mogu dodati unose u dnevnik o aktivnostima u svom skloništu.

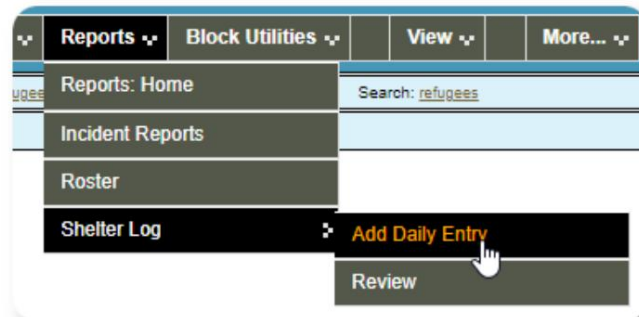
**SHELTER LOG ENTRY**

**Shelter:** Apple Tree Shelter

**Address:** 123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Log Entry:** We are planning on 14 people for dinner. We are making beans, enchiladas, and rice.

[Add Log Entry](#)



Nedavni unosi u dnevnik skloništa pojavljuju se na kontrolnoj tabli administratora:

**Welcome to the Refugee Shelter Manager!**

**SHELTERS**

**RECENT SHELTER LOG ENTRIES (PAST 48 HOURS)**

- APPLE TREE SHELTER (3)**
- CYPRESS HOME (2)**
- GOLDEN LILY HOME (1)**
- OAK STREET SHELTER (1)**
- PINE STREET SHELTER (1)**

**INCIDENT REPORTS (PAST 7 DAYS)**

**RECENT SHELTER LOG ENTRIES (PAST 48 HOURS)**

**APPLE TREE SHELTER (3)**

**Monday, August 29th, 2022**

Leak in the upstairs sink; fixed.

Added at 29/08/2022 20:27:23 by Sally Supermanager

Received a delivery of fresh produce and fruit.

Volunteers are helping stock the shelves.

Added at 29/08/2022 12:14:18 by Sally Supermanager

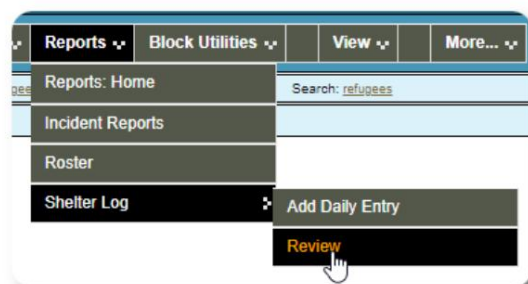
**Sunday, August 28th, 2022**

We are planning on 14 people for dinner. We are making beans, enchiladas, and rice.

Added at 28/08/2022 22:40:27 by Sally Supermanager

**CYPRESS HOME (2)**

Administratori i upravitelji skloništa također mogu pokrenuti izvještaj dnevnika skloništa za bilo koji vremenski okvir:



**SHELTER LOG ENTRY**

**Shelter:** Apple Tree Shelter

**Address:** 123 Apple Blossom  
Sarajevo Canton  
Sarajevo, 78123

**Shelter Log Entries:**  define your report range:

**Start\*:**  date format: dd/mm/yyyy

**End\*:**  date format: dd/mm/yyyy

predefined time periods: Today

Don't use a time period for this report

[View Log Entries](#)


## Izveštaji o incidentima


Administratori i menadžeri skloništa mogu pregledati izvještaje o izbjegličkim incidentima.


**INCIDENT REPORTS (PAST AND CURRENT GUESTS OF THIS SHELTER)**

Shelter: Apple Tree Shelter  
 Address: 123 Apple Blossom  
 Sarajevo Canton  
 Sarajevo, 78123

Incident Reports:  define your report range:


Start\*:    
date format: dd/mm/yyyy

End\*:    
date format: dd/mm/yyyy

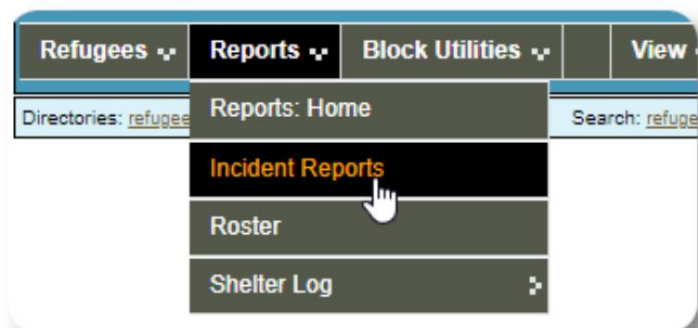
predefined time periods:  

Don't use a time period for this report

Sort:  By Date  By Individual

[View Report](#) 

Nedavni izvještaji o incidentima pojavljuju se na kontrolnoj tabli administratora .




### Welcome to the Refugee Shelter Manager!

  SHELTERS

  RECENT SHELTER LOG ENTRIES (PAST 48 HOURS)

  INCIDENT REPORTS (PAST 7 DAYS)


Tuesday, August 30th, 2022

Refugee: Alić, Ajdin  
 refugeeID: 00005   
 Birthdate/Age: 1/1/2004 (18 years old)  
 Incident Level: Minor  
 Banned over incident?: No

Needs to clean up her room.

Added at 30/08/2022 05:13:48 by Sally Supermanager

Monday, August 29th, 2022


Refugee: Adams, Andrew  
 refugeeID: 00001   
 Birthdate/Age: 1/7/1974 (48 years old)  
 Incident Level: Major  
 Banned over incident?: **YES**

Andrew started a food fight (mashed potatoes).

Gravy everywhere.

Added at 29/08/2022 19:10:31 by Sally Supermanager

Monday, August 29th, 2022

Refugee: Smith, Sam  
 refugeeID: 00009   
 Birthdate/Age: 1/1/2022 (less than 1 year old)  
 Incident Level: Minor  
 Banned over incident?: No

Sam sprained his ankle on a slippery step leading up to the house.

Added at 29/08/2022 11:53:48 by Sally Supermanager

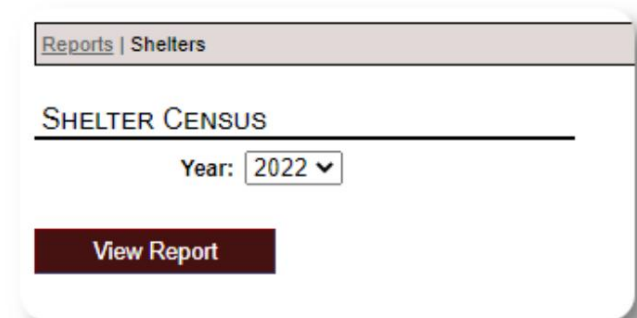
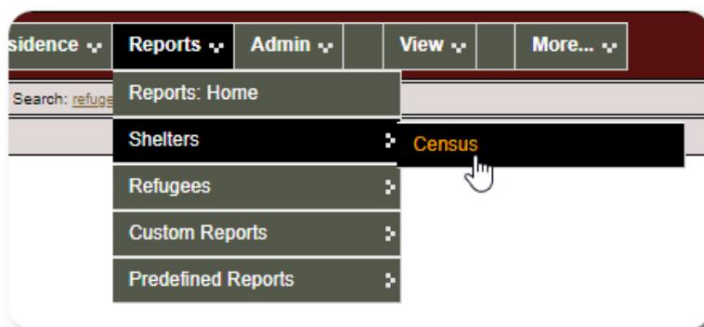
## Administrativni izvještaji

Dostupni su različiti administrativni izvještaji koji će vam pomoći da upravljate svojim skloništem, planirate budućnost i pružite informacije vašem odboru i finansijskim pomagačima. Oni su dostupni na kartici "Izvještaji" u administrativnom račun.

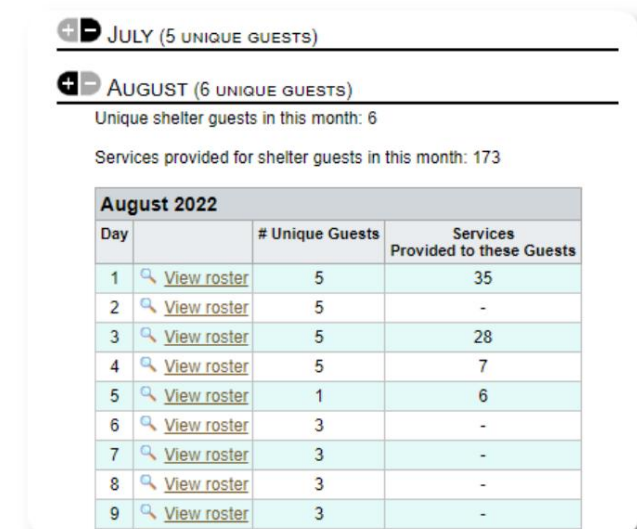


## Shelter Census

Izvještaji o popisu skloništa pružaju informacije o popunjenosti i uslugama za sva vaša skloništa.



Evo uzorka izlaza za ove izvještaje. Možete proširiti odjeljke da vidite dnevne detalje.

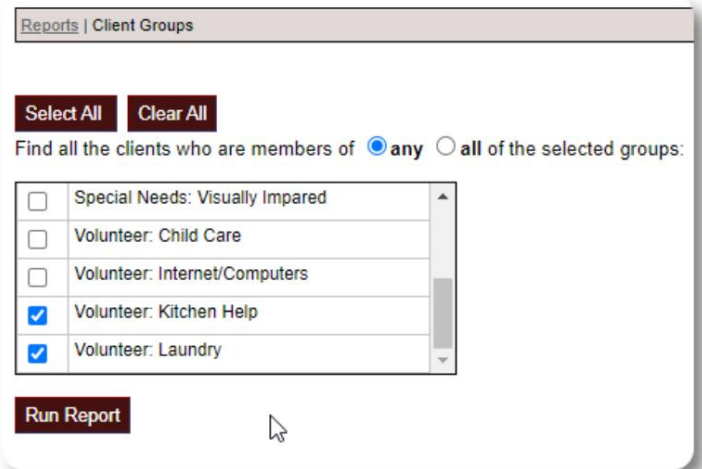
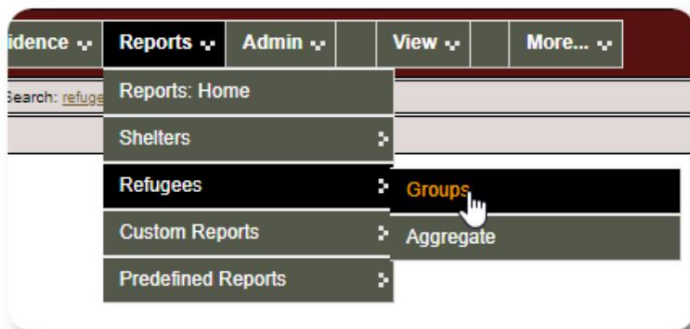




## Grupni izveštaj

Grupni izveštaj vam omogućava da identifikujete izbeglice koje spadaju u grupe koje ste kreirali.

Možete miješati i upariti grupni odabir (bilo koji/svi):



Uzorak rezultata izvještaja:

[Reports | Client Groups](#)

[Export this report](#)

**Record selection**

records per page

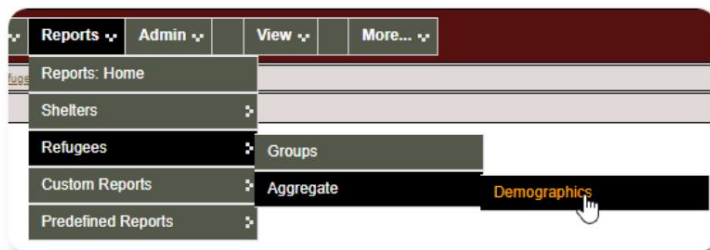
Showing records 1 to 2 (2 total)

Clients who belong to **any** of the following groups:

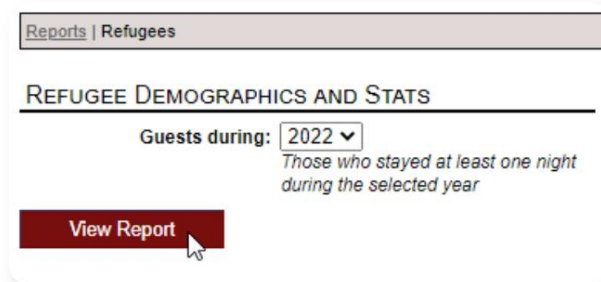
- Volunteer: Kitchen Help 🔍
- Volunteer: Laundry 🔍

| clientID               | Name          | Age/Gender                      | Language             | Group Membership  |
|------------------------|---------------|---------------------------------|----------------------|---|
| <a href="#">000001</a> | Adams, Andrew | 1/7/1974 (48 years old)<br>Male | Belarusian / Russian | <ul style="list-style-type: none"> <li>▪ Volunteer: Child Care</li> <li>▪ Volunteer: Internet/Computers</li> <li>▪ Volunteer: Kitchen Help</li> </ul>   |
| <a href="#">000003</a> | Archer, Art   | 4/2/1967 (55 years old)<br>Male | English / Spanish    | <ul style="list-style-type: none"> <li>▪ Special Needs: Hearing Impared</li> <li>▪ Special Needs: Mobility Impared</li> <li>▪ Special Needs: Visually Impared</li> <li>▪ Volunteer: Child Care</li> <li>▪ Volunteer: Internet/Computers</li> <li>▪ Volunteer: Kitchen Help</li> <li>▪ Volunteer: Laundry</li> </ul> |

## Izbjeglička demografija / agregat



Ovaj izvještaj vam pomaže da identifikujete godine, jezike, spolove i zemlje porijekla za vaše goste skloništa.



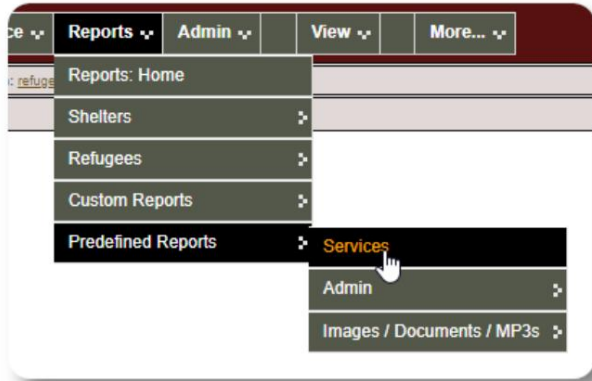
Primjer izlaznog izvještaja:

| 2022 STATS: ALL SHELTERS   |            |         |  |
|--|------------|---------|--|
| Shelter: All Shelters  |            |         |  |
| # Ages Reported: 12  |            |         |  |
| Age Distribution: <i>Age of refugees at beginning or reporting period:</i> |            |         |  |
| Age Range  | # Refugees | %       |  |
| 0 - 1  | 1          | 8.33 %  |  |
| 2 - 4  | 1          | 8.33 %  |  |
| 5 - 11   | 0          | 0.00 %  |  |
| 12 - 17  | 0          | 0.00 %  |  |
| 18 - 29  | 4          | 33.33 % |  |
| 30 - 39  | 0          | 0.00 %  |  |
| 40 - 49  | 2          | 16.67 % |  |
| 50 - 59  | 1          | 8.33 %  |  |
| 60 - 69  | 0          | 0.00 %  |  |
| 70 - 79  | 0          | 0.00 %  |  |
| 80 - 89  | 2          | 16.67 % |  |
| Over 90  | 1          | 8.33 %  |  |
| Gender:  |            |         |  |
| Gender   | # Refugees | %       |  |
| Female   | 6          | 50.00 % |  |
| Male   | 4          | 33.33 % |  |
| Unknown  | 1          | 8.33 %  |  |
| Non-Binary   | 1          | 8.33 %  |  |
| County:  |            |         |  |
| Country  | # Refugees | %       |  |
| Turkey   | 5          | 50.00 % |  |
| North Korea  | 3          | 30.00 % |  |
| Belarus  | 1          | 10.00 % |  |
| United States of America   | 1          | 10.00 % |  |
| Primary Language:  |            |         |  |
| Primary Language   | # Refugees | %       |  |
| Korean   | 3          | 27.27 % |  |
| English  | 2          | 18.18 % |  |
| Turkish  | 2          | 18.18 % |  |
| Belarusian   | 1          | 9.09 %  |  |
| Burmese  | 1          | 9.09 %  |  |
| Arabic (Moroccan)  | 1          | 9.09 %  |  |
| (other/unknown)  | 1          | 9.09 %  |  |
| + 2022 STATS: APPLE TREE SHELTER   |            |         |  |
| + 2022 STATS: CYPRESS HOME   |            |         |  |
| + 2022 STATS: GOLDEN LILY HOME   |            |         |  |
| + 2022 STATS: OAK STREET SHELTER   |            |         |  |
| + 2022 STATS: PINE STREET SHELTER  |            |         |  |



## Izveštaj o usluzi (Administrator)

Detalje usluga koje pružate svojim izbjeglicama možete vidjeti u Izveštaju o uslugama.



**SERVICES**

Incident Reports:  define your report range:

Start\*:  date format: dd/mm/yyyy

End\*:  date format: dd/mm/yyyy

predefined time periods: **Year To Date** ▼

Don't use a time period for this report

Report Type:  Aggregate  
 Detailed  
 Sort by individual  
 Sort by service

**View Report**

Primjer izlaznog izvještaja:

### SERVICES REPORTS

Time Frame: Year to Date (01/01/2022 - 29/08/2022)  
 Report Type: Aggregate  
 Grouping: Service  
 Total Services: 319  
 Unique Clients Served: 9  
 Avg. Services/Client: 35.44

#### TOTAL

| Services provided: Year to Date (01/01/2022 - 29/08/2022) |       |                        |
|---|-------|------------------------|
|   | Count | Service                |
| 1   | 52    | Food                   |
| 2   | 44    | Immigration Assistance |
| 3   | 47    | Internet Access        |
| 4   | 43    | Laundry                |
| 5   | 34    | Legal                  |
| 6   | 51    | Shower                 |
| 7   | 48    | Transportation         |
| Total   | 319   |                        |

#### GROUPED BY DATE

| By Date: Services for 28/08/2022 |       |                        |
|----------------------------------|-------|------------------------|
|                                  | Count | Service                |
| 1                                | 4     | Food                   |
| 2                                | 4     | Immigration Assistance |
| 3                                | 4     | Internet Access        |
| 4                                | 4     | Laundry                |
| 5                                | 4     | Legal                  |
| 6                                | 4     | Shower                 |
| 7                                | 4     | Transportation         |
| Total                            | 28    |                        |

| By Date: Services for 27/08/2022 |       |                 |
|----------------------------------|-------|-----------------|
|                                  | Count | Service         |
| 1                                | 1     | Food            |
| 2                                | 1     | Internet Access |
| 3                                | 1     | Laundry         |
| 4                                | 1     | Shower          |
| 5                                | 1     | Transportation  |
| Total                            | 5     |                 |

Uzorak izlaznog izvještaja / detaljnog izvještaja grupiranog po izbjeglicama:

### SERVICES REPORTS

Time Frame: Year to Date (01/01/2022 - 29/08/2022)  
 Report Type: Detail  
 Grouping: Individual  
 Total Services: 319  
 Unique Clients Served: 9  
 Avg. Services/Client: 35.44

**ADAMS, ALICE** [View refugee record](#)

Client ID: 000002

Name: Alice Abby Adams (Female)

Enrollment Date: 01/07/2022

Gender: Female

Language (primary):

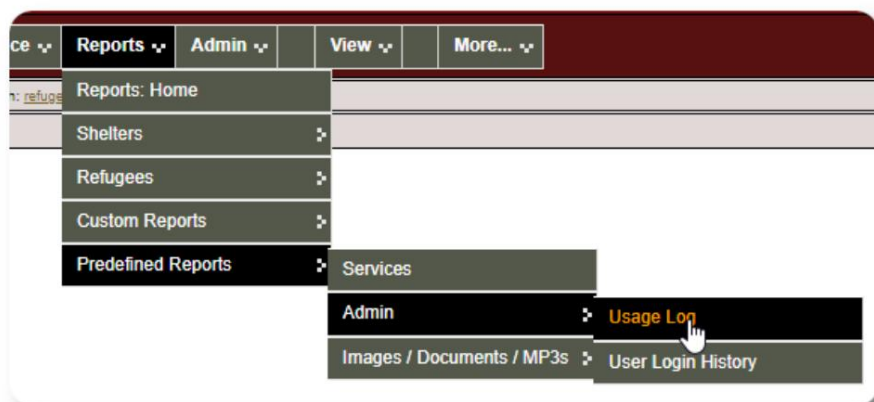
Language (secondary):

Birth Date: 1/1/2019 (3 years old)

|    | Date       | Service                |
|----|------------|------------------------|
| 1  | 28/08/2022 | Food                   |
| 2  | " "        | Immigration Assistance |
| 3  | " "        | Internet Access        |
| 4  | " "        | Laundry                |
| 5  | " "        | Legal                  |
| 6  | " "        | Shower                 |
| 7  | " "        | Transportation         |
| 8  | 19/08/2022 | Food                   |
| 9  | " "        | Immigration Assistance |
| 10 | " "        | Internet Access        |

## Izveštaji korisnika

Možete vidjeti istoriju prijavljivanja (i druge detalje) OSSM korisnika putem ovog administrativnog izvještaja:



Uzorak izlaza - broj prijava:

Reports | Admin | User Logins

Record selection

50 records per page

Showing records 1 to 11 (11 total)

| User ID | User       | User Name            | Login Count | Most Recent Login   |
|---------|------------|----------------------|-------------|---------------------|
| 001177  | sm0001     | Alchemy, Amanda      | 4           | 26/08/2022 21:14:06 |
| 001179  | casey123   | Campbell, Casey      | 19          | 28/08/2022 00:50:07 |
| 001182  | ccamp123   | Campion, Charles     | 1           | 07/08/2022 15:27:06 |
| 001178  | dDentist   | Dentist, David       | 2           | 27/08/2022 13:08:51 |
| 001181  | felicity   | Farmacopia, Felicity | -           | (none)              |
| 001176  | sm0002     | Flugelhorn, Ellie    | 10          |                     |
| 001185  | pPersimmon | Persimmon, Patti     | -           |                     |
| 001180  | sally123   | Socialworker, Sally  | 2           |                     |
| 000001  |            | Supermanager, Sally  | 68          |                     |

Uzorak izlaza - istorija prijave po datumu:

Reports | Admin | Login Log

Record selection

50 records per page

Showing records 1 to 50 (106 total)

| User               | User Name | Date                | Remote Address | Remote Host | Remote Port |
|--------------------|-----------|---------------------|----------------|-------------|-------------|
| Sally Supermanager | sally123  | 29/08/2022 11:37:39 | :::1           |             | 64752       |
| Sally Supermanager | sally123  | 28/08/2022 13:35:47 | :::1           |             | 58134       |
| Sally Supermanager | sally123  | 28/08/2022 00:51:15 | :::1           |             | 60432       |
| Casey Campbell     | casey123  | 28/08/2022 00:50:07 | :::1           |             | 60214       |
| Sally Supermanager | sally123  | 27/08/2022 13:34:29 | :::1           |             | 49564       |
| David Dentist      | dDentist  | 27/08/2022 13:08:51 | :::1           |             | 60891       |
| Sally Supermanager | sally123  | 27/08/2022 13:02:35 | :::1           |             | 59650       |
| Casey Campbell     | casey123  | 26/08/2022 21:17:31 | :::1           |             | 51191       |
| Amanda Alchemy     | sm0001    | 26/08/2022 21:14:06 | :::1           |             | 50482       |
| Sally Supermanager | sally123  | 26/08/2022 21:10:55 | :::1           |             | 49829       |
| Amanda Alchemy     | sm0001    | 26/08/2022 20:54:06 | :::1           |             | 62817       |
| Sally Supermanager | sally123  | 26/08/2022 20:28:04 | :::1           |             | 57662       |
| Casey Campbell     | casey123  | 26/08/2022 17:24:12 | :::1           |             | 56333       |

## Izveštaji o slikama / dokumentima

### Pregled

Pregledni izveštaj pruža opću statistiku i veze za vaše slike i dokumente.

Total Images: 8  
Total Documents: 2  
Total MP3s: 0

#### + IMAGES, BY CONTEXT

|          |   |
|----------|---|
| client   | 3 |
| location | 4 |
| staff    | 1 |

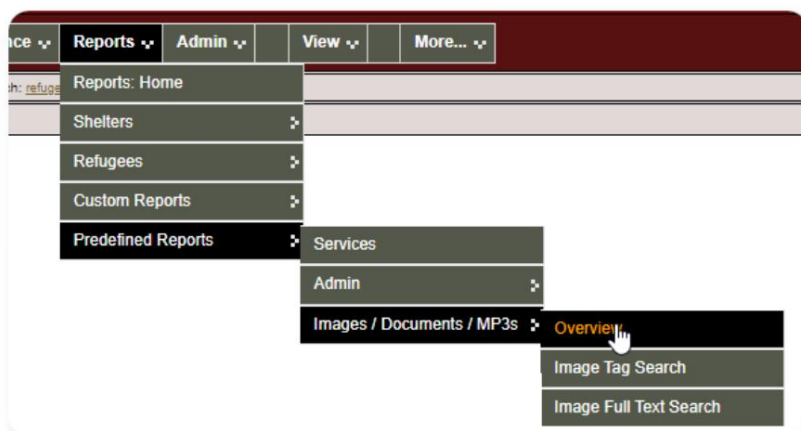
#### + DOCUMENTS, BY CONTEXT

#### + MP3s, BY CONTEXT

#### + IMAGES, BY TAGS

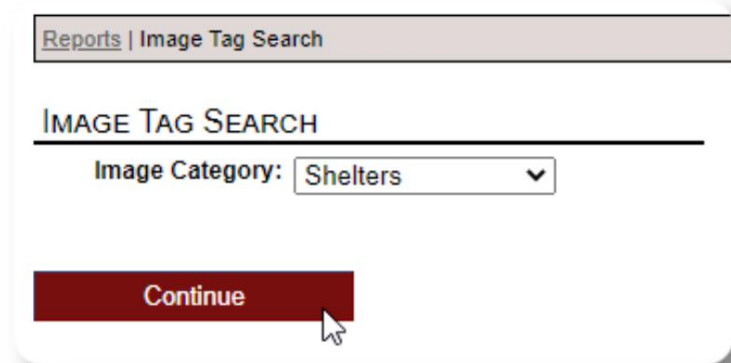
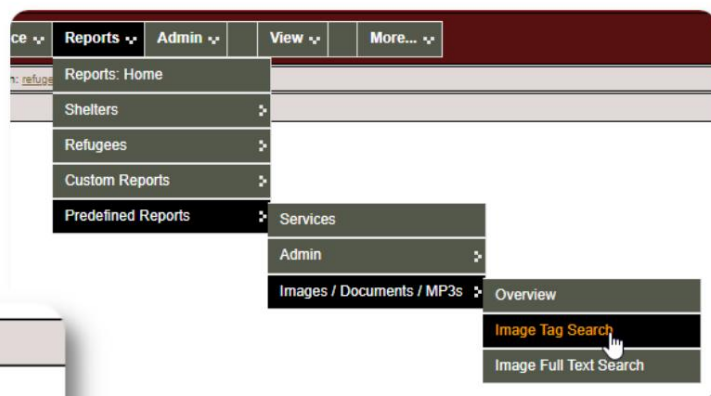
#### + DOCUMENTS, BY TAGS

#### + AUDIO FILES, BY TAGS



### Image Tag Search

Možete tražiti slike i dokumente koji odgovaraju oznakama koje ste priložili.



Slike rezultata pretrage možete preuzeti kao zip datoteku.

Reports | Image Tag Search

Time Frame:  define your report range:

Start:   
date format: dd/mm/yyyy

End:   
date format: dd/mm/yyyy

predefined time periods: Today

Don't use a time period for this report

Tags:

Find all the location images that are tagged with  any  all of the checked items:

|                                     |                    |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Facility / Grounds |
| <input type="checkbox"/>            | Interior           |



Reports | Image Tag Search

Find Shelter Location images that match **any** the following tags:

- Facility / Grounds

Date Range: 01/01/2022 - 29/08/2022

with checked:  

|   |   |
|---|---|
| <br><input checked="" type="checkbox"/> Select<br>Caption: Sample shelter image<br>28/07/2022<br>Apple Tree Shelter<br>000003 | <br><input checked="" type="checkbox"/> Select<br>Caption: The Golden Lily<br>26/08/2022<br>Golden Lily Home<br>000005 |
|---|---|

Pretraživanje punog teksta

Možete pretraživati naslove i opise slika za riječi i fraze.

Reports | Admin | View | More...

Reports: Home

Shelters

Refugees

Custom Reports

Predefined Reports

- Services
- Admin
- Images / Documents / MP3s
  - Overview
  - Image Tag Search
  - Image Full Text Search**

IMAGE FULL TEXT SEARCH


Image Category: Shelters


This feature allows you to search image comments for key words or phrases.


Nakon što pokrenete pretragu, možete odabrati i preuzeti odgovarajuće slike u jednoj zip datoteci.

Reports | Image Full Text Search

Time Frame:  define your report range:

Start\*:    
date format: dd/mm/yyyy

End\*:    
date format: dd/mm/yyyy

predefined time periods:  

Don't use a time period for this report

Search:

Look for:  Exact phrase  All words  Any word  
*Note: short or common words (like the and and) may be ignored for the "all" and "any" options*

Find Shelter Location images descriptions that contain **Any Word** the following:  
\* flower lily fruit

Date Range: 01/01/2022 - 29/08/2022

with checked:



Select

Caption: Sample shelter image

28/07/2022

Description: Apple trees have beautiful leaves, flowers, and fruit.

Apple Tree Shelter

000003 



Select

Caption: The Golden Lily

28/08/2022

Description: Liliun bosniacum is a lily native to Bosnia and Herzegovina. It's also known as Golden Lily (Serbian, Bosnian, Croatian: Zlatni lilijan) and Bosnian Lily (Serbian, Bosnian, Croatian: Bosanski lilijan). The Golden Lily is a symbol of the Bosnian Kingdom and Bosnia. The Coat of arms used by the members of the House of Kotromanić, sovereigns of medieval Bosnia and the surrounding lands, consisted of six golden lilies on a blue background with a white ribbon.

Golden Lily Home

000005 

## Izvoz

Ovaj odjeljak je na čekanju.

## Kreiranje vlastitih izvještaja

Ovo je moćna karakteristika, zasnovana na modulu iz prethodnog projekta otvorenog koda baze podataka Austin pod nazivom Delightful Labor. Korisnički vodič Delightful Labor opisuje prilagođene funkcije izvještaja:

<https://www.delightfullabor.com/userGuide/index.php/reports/custom-reports>



# Razno

## Pristup evidenciji klijenta preko vrste naloga

| Admin   |                                |       |                        |  |
|---|--------------------------------|-------|------------------------|--|
|   | Feature                        | Čitaj | Pišite/uredite beleške |  |
|   | Sastanci                       | Da    | Da                     |  |
|   | Note Worker Notes              | Da    | br                     |  |
|   | Profesionalne kontakt bilješke | Da    | br                     |  |
|   | Imenik klijenata               | Da    | N / A                  |  |
|   | Roster                         | Da    | N / A                  |  |
|   | Shelter Stay History           | Da    | Da                     |  |
|   | Dodajte boravak / transfer     | Da    | Da                     |  |
|   | Shelter Services               | Da    | Da                     |  |
|   | Domaćinstvo                    | Da    | Da                     |  |
|   | Odnosi                         | Da    | Da                     |  |
|   | Izveštaji o incidentima        | Da    | Da                     |  |
|   | Personalizovani stolovi        | Da    | Da                     |  |
|   | Grupno članstvo                | Da    | Da                     |  |
|   | Slike/Dokumenti                | Da    | Da                     |  |
| Upravitelj skloništa (za dodijeljena skloništa) |                                |       |                        |  |
|   | Feature                        | Čitaj | Pišite/uredite beleške |  |
|   | Sastanci                       | Da    | Da (vidi napomene)     | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|   | Note Worker Notes              | Da    | br                     |  |
|   | Profesionalne kontakt bilješke | Da    | br                     |  |
|   | Imenik klijenata               | Da    | N / A                  |  |
|   | Roster                         | Da    | N / A                  |  |
|   | Shelter Stay History           | Da    | Da                     |  |
|   | Dodajte boravak / transfer     | Da    | Da                     | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|   | Shelter Services               | Da    | (vidi bilješke)        | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |



|  |                         |    |                 |  |
|--|-------------------------|----|-----------------|--|
|  | Domaćinstvo             | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|  | Odnosi                  | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|  | Izveštaji o incidentima | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|  | Personalizovani stolovi | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|  | Grupno članstvo         | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |
|  | Slike/Dokumenti         | Da | (vidi bilješke) | Isključuje izbjeglice koje borave u skloništu koje nije dodijeljeno Skloništu Manger |

## Voditelj slučaja (za dodijeljene izbjeglice)

|  | Feature                       | Čitaj           | Pišite/uredite beleške |   |
|--|-------------------------------|-----------------|------------------------|---|
|  | Sastanci                      | br              | br                     |   |
|  | Note Worker Notes             | Da              | (vidi bilješke)        | Može dodati samo nove unose                   |
|  | Profesionalne kontakt beleške | br              | br                     |   |
|  | Imenik klijenata              | (vidi bilješke) | N / A                  | Samo izbjeglice dodijeljene voditelju slučaja |
|  | Roster                        | br              | N / A                  |   |
|  | Shelter Stay History          | Da              | br                     |   |
|  | Dodajte boravak / transfer    | N / A           | br                     |   |
|  | Shelter Services              | br              | br                     |   |
|  | Domaćinstvo                   | Da              | br                     |   |
|  | Odnosi                        | Da              | br                     |   |
|  | Izveštaji o incidentima       | br              | br                     |   |
|  | Personalizovani stolovi       | br              | br                     |   |
|  | Grupno članstvo               | br              | br                     |   |
|  | Slike/Dokumenti               | br              | br                     |   |

## Stručni kontakt (za dodijeljene izbjeglice)

|  | Feature           | Čitaj | Pišite/uredite beleške |  |
|--|-------------------|-------|------------------------|--|
|  | Sastanci          | br    | br                     |  |
|  | Note Worker Notes | br    | br                     |  |

|  |                                |                 |                 |  |
|--|--------------------------------|-----------------|-----------------|--|
|  | Profesionalne kontakt bilješke | (vidi bilješke) | (vidi bilješke) | Može vidjeti samo unose koje je napravio korisnik. Može dodavati unose, ali ne može uređivati postojeće. |
|  | Imenik klijenata               | (vidi bilješke) | N / A           | Samo izbjeglice dodijeljene profesionalnom kontaktu  |
|  | Roster                         | br              | N / A           |  |
|  | Shelter Stay History           | Da              | br              |  |
|  | Dodajte boravak / transfer     | N / A           | br              |  |
|  | Shelter Services               | br              | br              |  |
|  | Domaćinstvo                    | Da              | br              |  |
|  | Odnosi                         | Da              | br              |  |
|  | Izveštaji o incidentima        | br              | br              |  |
|  | Personalizovani stolovi        | br              | br              |  |
|  | Grupno članstvo                | br              | br              |  |
|  | Slike/Dokumenti                | br              | br              |  |

## Napomena o vremenskim zonama

Važno je da postavite odgovarajuću vremensku zonu za tvoja lokacija. Svoju vremensku zonu možete postaviti uređivanjem evidenciju vaše organizacije (kao administrator).

OSSM će pohraniti datume/vremena u bazu podataka koje se tumače za vašu odabranu vremensku zonu (za na primjer, prijava, odjava, datumi transfera).

Većina zapisa u bazi podataka je automatski vremenski pečatirano. Vremenska oznaka je u koordinisanom Univerzalno vrijeme (UTC), ranije Greenwich Srednje vrijeme (GMT).

Za izvještaje koji se zasnivaju na vremenskoj oznaci zapisa, OSSM konvertuje kriterijume pretrage iz UTC u vašu vremensku zonu.

**YOUR ORGANIZATION** 

---

**Name:** RSM Test Site  
**Banner Tag:** Supporting Refugee Centers Worldwide  
**Address:** PO Box 12345  
Sarajevo, FB&H 78000 BA  
**Phone:** 555-555-1234  
**Fax:**  
**Email:** rsm@dbaustin.com  
**Web Site:** dbaustin.com  
**Default Area Code:** 512  
**Default State/Province:** Federation of BiH  
**Default Date Format:** Europe/India (d/m/Y)  
**Time Zone:** Europe/Sarajevo

## Završna riječ

Hvala vam na vašim neumornim naporima da pomognete najugroženijim ljudima na svijetu!

Želimo da budete uspješni. Ako imate komentare ili sugestije, javite nam na [ossm@dbaustin.com](mailto:ossm@dbaustin.com)

U slučaju da naiđete na grešku, možemo pogledati. Pošaljite nam snimak ekrana greške.

Obavezno uključite URL (adresna traka - istaknuta na uzorku slike). URL nam pomaže da identificiramo lokaciju koda koja je uzrokovala grešku.



Sve najbolje!