



Miller Center
for Social Entrepreneurship

BANA

Champion Manual for Mobile Inventory Management

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December 2, 2015



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Champion Instructional Manual for FrontlineSMS

In order for Champions to track their inventory this will require a phone, however it does not have to be a smart phone and it does not require internet from the user standpoint. Each week the champions will receive a text message from a Ugandan phone number from Bana's administration platform, FrontlineSMS.

Their response is sent to the server for the administration to observe, analyze and manage inventory. The Champion only needs to send one SMS message per week, noting the amount of boxes she has sold, and the amount of boxes she needs.

This is a brief manual detailing step-by-step instructions for Champions to integrate mobile inventory tracking into their sales. This manual will need be used during mobile inventory training workshops as Champions make the switch from paper to SMS records.

Step-by-Step instructions:

1. Have access to a mobile phone
2. Inform Banapads if you have Airtel or MTN and confirm your phone number with the administration.
3. Select the language preference you would like to receive your weekly in.
4. During the week keep a written record of your sales, in order to accurately report your sales at the end of the week.
5. Each week champions will receive a text message in their preferred language asking how many small boxes they sold that week and if they need more inventory. The message will state:
 - *English Version:*
 - *This is a message from Bana. Please reply with how many boxes did you sell. How many do you need?*
 - *L'Uganda Version:*
 - *Eno ye Message eva mu Bana Damu ne boxes meka z'otunze ne meka zewetaaga.*



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- *Rukiga version:*
 - *Obu nobutumwa Kuruga omu Bana. Garukamu neebi: Nobu-box bungahe obumu-gurize? Hamwe, nobumuretaga?*

6. Reply to the message received in the below format:

- Sold __ Need__
- Example: if you sold 15 boxes that week and do not need more pads reply: **Sold 15 need 0**
- Example: if you sold 10 boxes and need 20 boxes reply:
Sold 10 need 20
- It is important to include the “sold” and the “need” to be able to separate sales and orders.