

# WebEx Session 2 – Distance Learning SUR Module

UCS TRAINING TEAM





# Overview of session 2

- Review of session 1
- SAT
- Annexes & Special case equipment
- Create SUR from SAT
- Demo
- Exercise
- 1h support session



# Review WebEx1

- UCMS end-to-end process
- Navigation
- Outcomes of Day 1 exercises



SAT





# Standard Annex Templates - SAT

A new concept introduced is the **Standard Annex Templates (SATs)** that will be used as a baseline for planning purposes, to avoid planners to start from scratch and to preserve institutional knowledge.

## Aim:

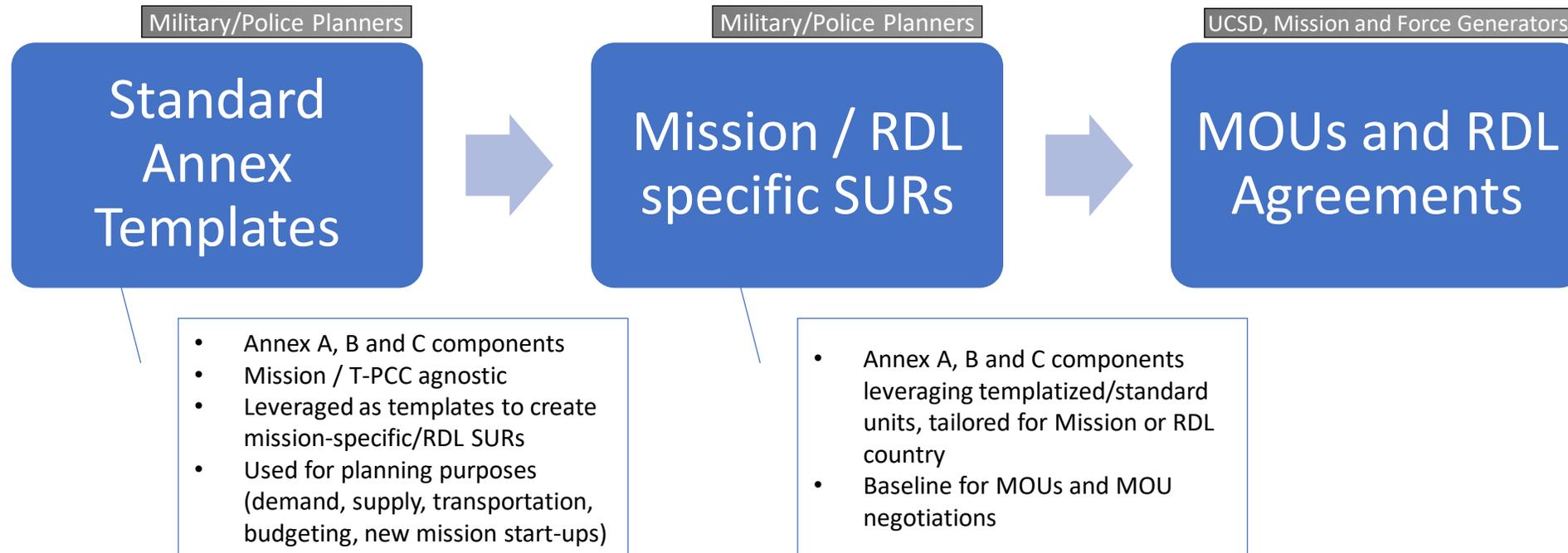
- To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
- To define unit specific requirements that can be repurposed for mission-specific and unique requirements
- To leverage available master data in selecting major equipment, unit characteristics before ME and SS and self-sustainment categories.
- Adherence to a standard format for defining ME and SS requirements.
- To standardize the format and structure of SURs.





# Standard Annex Templates

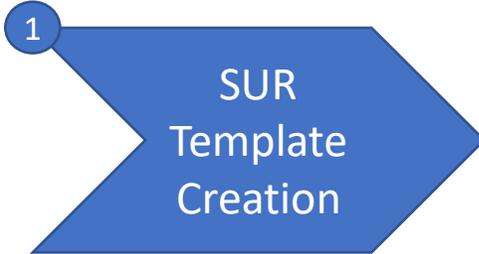
Standard Annex Templates (SAT), Statement of Unit Requirements (SUR), and Memorandum of Understanding (MOU) would be closely linked and associated to allow better tracking, record keeping, and allow for multi-layer planning.





# SAT in SUR Module

## Process



## Roles



## Objectives

- To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
- To leverage available master data in selecting major equipment, unit types and self-sustainment categories.
- To standardize the format and structure of SURs.

- To create a draft copy of the SUR document in the system.
- To guide the user in identifying all the necessary components required for an SUR document to be complete.
- To capture all the required data, through document validation, by disallowing users from submitting documents which do not contain all the necessary data.

- To obtain approval of the SUR draft, in accordance to COE policies.
- To retain a copy of the scanned document after signature.
- To record the date of signature of the physical copy of the SUR.
- To form a basis for the creation of MOUs with T/PCCs for the specific Mission and Unit Types.





# Annexes for SAT and SUR

**SAT & SUR elements in the system**

## Annex A – Personnel **Header Only**

- Appendix – Soldier and Police kit

## Annex B – Major Equipment

- Appendix 1 – Special Cases Equipment
- Appendix 2 – List of third-party-owned equipment

## Annex C – Self-Sustainment

- Appendix 1 – SS services: distribution of responsibilities
- Appendix 2 - List of items provided by troop contributor under self-sustainment subcategories “welfare” and “Internet access”

### Additional Annexes:

- D. Principles of verification and performance standards for major equipment provided under a wet lease or dry lease arrangement
- E. Principles of verification and performance standards for minor equipment and consumables provided under self-sustainment
- F. Principles of verification and performance standards for medical support
- G. Statement of unit requirement
- H. Definitions
- I. Guidelines (aide-mémoire) for troop-contributing countries
- J. We are United Nations peacekeeping personnel
- K. Environmental policy for United Nations field missions



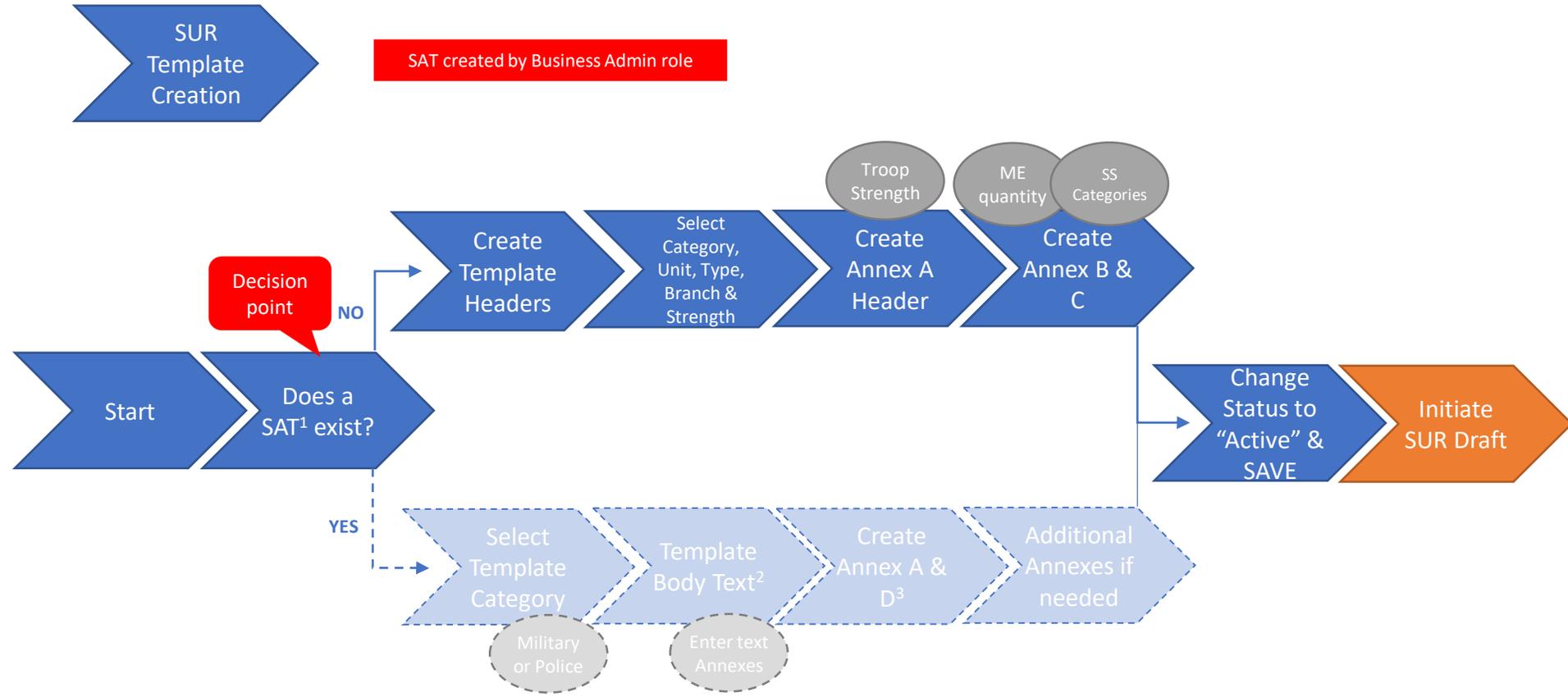


# SAT – Steps and Process





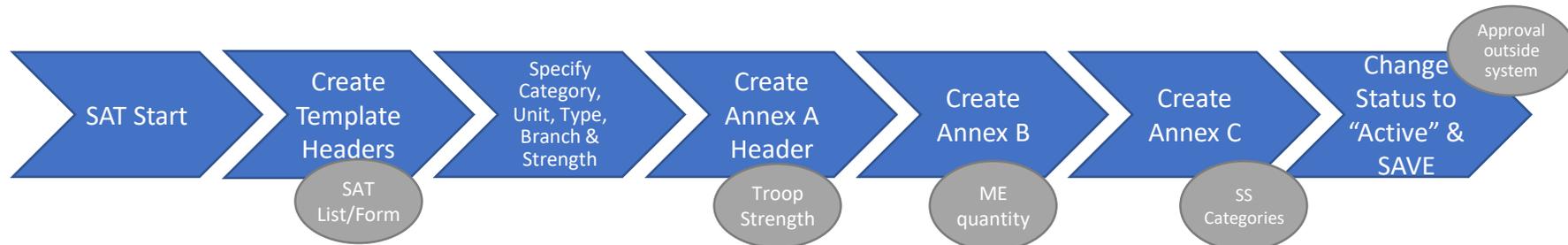
# SAT – Steps & process



1. SAT – Standard Annex Templates
2. Using Template from the system but updated outside system
3. Annex D – for Military Units



# SAT – Steps & Process





# SAT – Steps & Process



SAT List/Form

1. The creation of SAT is done under the SUR module

2. To start creation of an SAT, Click on "SAT List"

3. Click on "NEW" button

4. Insert the info needed

5. Note that can be done at List level or Form level

SAT Name	Unit Category	Unit Type	Branch	Strength	Effective Date	Expiration Date	Remarks	Status
Security/Policing/Formed Police Unit	Police	Security	Policing	Formed Police Unit	02/11/2018	08/11/2018	Police SAT 1 used f...	Active
Combat/Engineering/Battalion	Military	Combat	Engineering	Battalion	02/11/2018		Military SAT 1 used ...	Draft
Specialized/Medical/Formed Police Team	Police	Specialized	Medical	Formed Police Team	02/11/2018	13/11/2018	Police SAT 2 used f...	Expired
Enabling/Cavalry/Battalion	Military	Enabling	Cavalry	Battalion	02/11/2018		Military SAT 2 used ...	Active
Law Enforcement/Policing/Formed Police Unit	Police	Law Enforcement	Policing	Formed Police Unit	08/11/2018		Include SWAT Plato...	Active
Combat/Infantry/Battalion	Military	Combat	Infantry	Battalion	08/11/2018			Active
Combat/Infantry/Battalion	Military	Combat	Infantry	Battalion	12/11/2018			Active
Law Enforcement/Policing/Formed Police Unit	Police	Law Enforcement	Policing	Formed Police Unit	13/11/2018			Active
Combat/Intelligence/Unit	Military	Combat	Intelligence	Unit	01/12/2018	31/12/2019	Valencia test	Active

LIST

FORM

SAT HEADER

Menu New Delete Query Create SUR

SAT Name: \* Combat/Intelligence/Unit

Unit Category: \* Military Status: \* Active

Unit Type: \* Combat Effective Date: 01/12/2018

Branch: \* Intelligence Expiration Date: 31/12/2019

Strength: \* Unit

Remarks: Valencia test

1. The creation of SAT is done under the SUR module
2. To start creation of an SAT, Click on "SAT List"
3. Click on "NEW" button
4. Insert the info needed
5. Note that can be done at List level or Form level



# SAT – Steps & Process

Create Annex A Header  
Troop Strength

My Mission Annexes

https://crmuatraps.un.org/epublicsector\_enu/start.swe?SWECmd=GotoView&SWEView=RAPS+SAT+Annex+A+View&SWERF=1&SWEHo=crmuatraps.un.org&SWEBU=1

Apps Unite Docs - MPU RAPS

unite iNeed File Edit View Navigate Query Tools Help

My Mission Annexes:

MoU Annex Verification Reports Inspections Equipment **SUR** Memorandum of Understanding Claims Global Lookup Comparison Report

SAT List SUR List

**SAT HEADER**

Menu New Delete Query Create SUR

SAT Name: \* Combat/Intelligence/Unit Remarks: Valencia test

Unit Category: \* Military Status: \* Active

Unit Type: \* Combat Effective Date: 01/12/2018

Branch: \* Intelligence Expiration Date: 31/12/2019

Strength: \* Unit

Annex A Header Annex B Header Annex C Header

**ANNEX A HEADER**

Menu New Delete Query

Annex Type	Unit Strength	Remarks
Annex A	200	tbc

1

2

Open the SAT by clicking on the hyperlink on the SAT List once the SAT Header has been created.

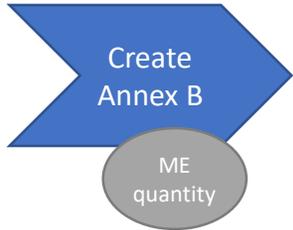
1. Click on “ Annex A Header”
2. Insert the “Unit Strength” and Remarks if any

\*Note that at this stage, the system only allow the creation of Header





# SAT – Steps & Process



unite iNeed File Edit View Navigate Query Tools Help

My Mission Annexes:

MoU Annex Verification Reports Inspections Equipment **SUR** Memorandum of Understanding Claims Global Lookup Comparison Report

SAT List SUR List

**SAT HEADER**

Menu New Delete Query Create SUR

SAT Name: \* Combat/Intelligence/Unit Remarks: Valencia test

Unit Category: \* Military Status: \* Active

Unit Type: \* Combat Effective Date: 01/12/2018

Branch: \* Intelligence Expiration Date: 31/12/2019

Strength: \* Unit

Annex A Header **Annex B Header** Annex C Header

**ANNEX B HEADER**

Menu **New** Delete Query

Annex Type	Remarks
Annex B	test valencia

**ANNEX B LINE ITEMS**

Menu **New** Delete Query

Line #	Description	Category	Sub Category	Quantity	Remarks
2	SPECIAL CASE	ACCOMMODATION EQUI...	ACCOMMODATION...	3	
1	BASE RECEIVER, HF HIGH POWER	COMMUNICATIONS EQUI...	HF EQUIPMENT	1	

1

2

3

4

5

6

1. Click on "Annex B Header"
2. Click on "New" button
3. Insert Remarks if any
4. To add items, click on "New" in the "Annex B Line Items" section
5. Select an item under the Category or Sub-Category and enter the Quantity
6. If the desired line item (Category/ Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item





# SAT – Steps & Process

Create Annex C

SS Categories

unite iNeed File Edit View Navigate Query Tools Help

My Mission Annexes:

MoU Annex Verification Reports Inspections Equipment **SUR** Memorandum of Understanding Claims Global Lookup Comparison Report

SAT List SUR List

**SAT HEADER**

Menu New Delete Query Create SUR

SAT Name: \* Combat/Intelligence/Unit Remarks: Valencia test

Unit Category: \* Military Status: \* Active

Unit Type: \* Combat Effective Date: 01/12/2018

Branch: \* Intelligence Expiration Date: 31/12/2019

Strength: \* Unit

Annex A Header Annex B Header **Annex C Header**

**ANNEX C HEADER**

Menu **New** Delete Query

Annex Type	Remarks
Annex C	test valencia

**ANNEX C LINE ITEMS**

Menu **New** Delete Query

Line #	Category	Sub Category	Provider	Applicable Streng	Remarks
1	CATERING	GENERAL	CC	200	
2	LAUNDRY	GENERAL	UN	200	

1

2

3

4

5

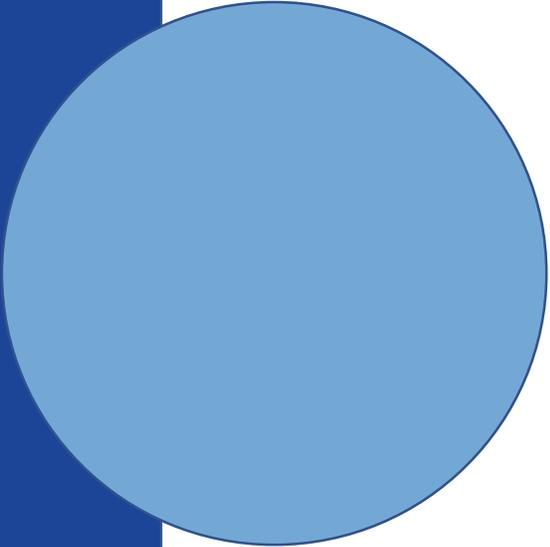
6

1. Click on "Annex C Header"
2. Click on "New" button
3. Insert Remarks if any
4. To add items, click on "New" in the "Annex C Line Items" section.
5. Select an item under the Category or Sub-Category

Note: Once an item is selected - update Services Provider (CC, UN, AU, Other, N/A) and Applicable Strength

6. If the desired line item (Category/ Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item



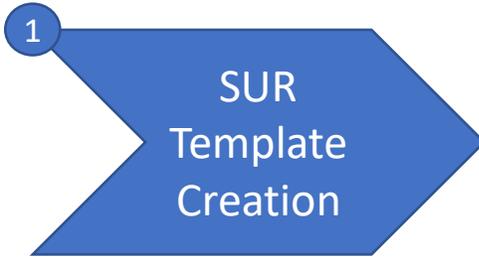
A large, solid blue circle is positioned on the left side of the slide, partially overlapping a dark blue vertical bar.

# SUR from SAT



# SUR from SAT

## Process



## Roles



## Objectives

- To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
- To leverage available master data in selecting major equipment, unit types and self-sustainment categories.
- To standardize the format and structure of SURs.



- To create a draft copy of the SUR document in the system.
- To guide the user in identifying all the necessary components required for an SUR document to be complete.
- To capture all the required data, through document validation, by disallowing users from submitting documents which do not contain all the necessary data.

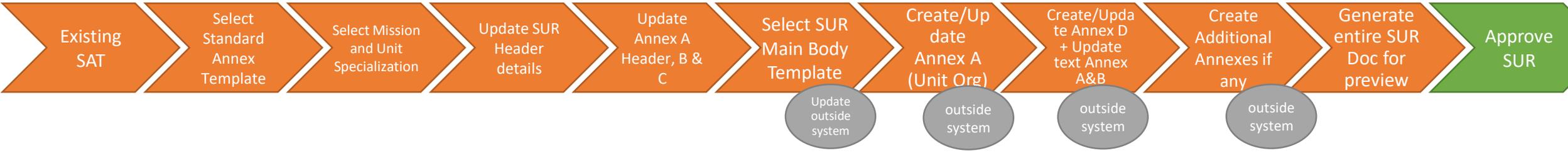


- To obtain approval of the SUR draft, in accordance to COE policies.
- To retain a copy of the scanned document after signature.
- To record the date of signature of the physical copy of the SUR.
- To form a basis for the creation of MOUs with T/PCCs for the specific Mission and Unit Types.





# Create SUR from SAT





# Special Cases equipment

Special case equipment is **major equipment** for which, because of the uniqueness of the item, its high value or the lack of a generic group, a standard rate of reimbursement has not been defined in the tables of reimbursement.

Special case major equipment should be of a **value greater than US\$ 1,000** (collective value of all items in the set), and with a life expectancy greater than one year.

The value alone should not determine whether equipment is treated as a special case<sup>1</sup>.

- 1. A/C.5/62/26, para. 57 and annex I.C.1.





# Special Case equipment

- On SUR
- On MOU

UCMS File Edit View Navigate Query Tools Help

Annex B Header: Home Service **SURs** MoUs System Documents Work Order MoU Annex My BIP Reports Verification Reports Inspections Equipment Activities Global Lookup Comparison Report User Preferences

SAT List **SUR List**

Mission Name: MINUSMA Review Date: Branch: Training Unit Size: Unit Unit Remarks: Unit Specialization: Mechanized

Type: SUR Effective Date: 06/12/2018 Status: Draft Expiration Date: Sub Status: Work in Progress Signature Date:

Annex A Header **Annex B Header** Annex C Header Attachments Audit Trail

**ANNEX B HEADER**

Menu New Delete Query

Mission Name	Remarks
MINUSMA	Annex B Header for SAT

**ANNEX B LINE ITEMS**

Menu New Delete Query

Description	Category
TENTS FOR DEPLOYABLE PLATOON (UP TO 40 PERSONS)	ACCOMMODATION EQUIPMENT
INSULATED STORAGE	ACCOMMODATION EQUIPMENT
WAREHOUSING AND STORAGE	ACCOMMODATION EQUIPMENT
ANTI-TANK GRENADE LAUNCHER (40 MM) (SET OF 2)	ARMAMENTS
PORTABLE ULTRASOUND MACHINE (SPECIAL CASE)	MEDICAL AND DENTAL
PROTECTIVE EQUIPMENT FOR STAFF AND PATIENTS	MEDICAL AND DENTAL
GEAR FOR TACTICAL RAPPELLING (SPECIAL CASE)	LOGISTICS EQUIPMENT
SPECIAL ITEM	TO BE DETERMINED

Pick Equipment Description

Query Find Description starting with special case Find 1 - 10 of 18+

Status	Description	Category	Subcategory	GFMV Status
Active	SPECIAL CASE	ACCOMMODATION EQUIPMENT	ACCOMMODATION RIGID STRUC...	SPECIAL CASE
Active	SPECIAL CASE	ACCOMMODATION EQUIPMENT	ACCOMMODATION SEMI-RIGID S...	SPECIAL CASE
Active	SPECIAL CASE	VEHICLES	AIRCRAFT/AIRFIELD SUPPORT E...	SPECIAL CASE
Active	SPECIAL CASE	COMMUNICATIONS EQUIPMENT	AIRFIELD SUPPORT EQUIPMENT	SPECIAL CASE
Active	SPECIAL CASE	ARMAMENTS	ARMAMENTS	SPECIAL CASE
Active	SPECIAL CASE	VEHICLES	COMBAT VEHICLES	SPECIAL CASE
Active	SPECIAL CASE	VEHICLES	COMMUNICATION VEHICLES	SPECIAL CASE
Active	SPECIAL CASE	ACCOMMODATION EQUIPMENT	CONTAINERS	SPECIAL CASE
Active	SPECIAL CASE	DEMINEING EQUIPMENT	DEMINEING AND EOD EQUIPMENT	SPECIAL CASE
Active	SPECIAL CASE	DEMINEING EQUIPMENT	DEMINEING EQUIPMENT	SPECIAL CASE

OK Cancel





# SUR from SAT – Steps & Process



unite iNeed File Edit View Navigate Query Tools Help

All SATs: Home Service Work Order MoU Annex Verification Reports Inspections Equipment Activities **SUR** Memorandum of Understanding Claims Global Lookup Comparison Report

SAT List SUR List

**SAT HEADER**

All SATs Menu New Delete Query **Create SUR**

SAT Name	Unit Category	Unit Type	Branch	Strength	Effective Date	Expiration Date	Remarks	Status
Security/Policing/Formed Police Unit	Police	Security	Policing	Formed Police Unit	02/11/2018	08/11/2018	Police SAT 1 used f...	Draft
Combat/Engineering/Battalion	Military	Combat	Engineering	Battalion	02/11/2018		Military SAT 1 used...	Draft
Specialized/Medical/Formed Police Team	Police	Specialized	Medical	Formed Police Team	02/11/2018	13/11/2018	Police SAT 2 used f...	Expired
Enabling/Cavalry/Battalion	Military	Enabling	Cavalry	Battalion	02/11/2018		Military SAT 2 used...	Active
Law Enforcement/Policing/Formed Police Unit	Police	Law Enforcement	Policing	Formed Police Unit	08/11/2018		Include SWAT Plato...	Active
Combat/Infantry/Battalion	Military	Combat	Infantry	Battalion	08/11/2018			Active
Combat/Infantry/Battalion	Military	Combat	Infantry	Battalion	12/11/2018			Active
Law Enforcement/Policing/Formed Police Unit	Police	Law Enforcement	Policing	Formed Police Unit	13/11/2018			Active
Combat/Intelligence/Unit	Military	Combat	Intelligence	Unit	01/12/2018	31/12/2019	Valencia test	Active
Enabling/Infantry/Section	Military	Enabling	Infantry	Section	19/11/2018		TEST DAVID RED...	Draft

1. Select the desired SAT
2. Click on "Create SUR" button
3. Only the Active SAT can be used to create SUR



**SAT HEADER**

Menu New Delete Query **Create SUR**

SAT Name: \* Combat/Intelligence/Unit      Remarks: Valencia test

Unit Category: \* Military      Status: \* Active

Unit Type: \* Combat      Effective Date: 01/12/2018

Branch: \* Intelligence      Expiration Date: 31/12/2019

Strength: \* Unit





# SUR from SAT – Steps & Process

Select Mission and Unit Specialization

The screenshot shows the 'unite iNeed' application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Navigate', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with icons for Home, Service, Work Order, MoU Annex, Verification Reports, Inspections, Equipment, Activities, SURs (highlighted), MoUs, Claims, and Global Lookup. The main area is titled 'SAT List' and 'SUR List'. Under 'SAT HEADER', there are buttons for 'Menu', 'New', 'Delete', 'Query', and 'Create SUR'. A table lists various SATs with columns for SAT Name, Unit Category, Unit Type, Branch, Unit Size, Effective Date, Expiration Date, Remarks, and Status. A 'Create SUR' dialog box is open over the table, with four numbered steps: 1. Select Mission (Mission dropdown), 2. Select Unit Specialization (Unit Specialization dropdown), 3. Note that the Unit Category is predefined (Unit Category dropdown showing 'Military'), and 4. Click on Submit (Submit button). Below the dialog, the 'SAT HEADER' section shows the details for the selected SAT: 'Combat/Intelligence/Unit'. Fields include Unit Category (Military), Status (Active), Unit Type (Combat), Effective Date (01/12/2018), Branch (Intelligence), Expiration Date (31/12/2019), and Unit Size (Unit). A Remarks field contains 'Valencia test'.

1. Select the mission. Note that for PCRS/ RDL Agreements, select the Mission as UNPCRS.
2. Select the Unit Specialization
3. Note that the Unit Category is predefined
4. Click on Submit





# SUR from SAT – Steps & Process

Update SUR Header details

unite iNeed File Edit View Navigate Query Tools Help

All SUR: Home Service Work Order MoU Annex Verification Reports Inspections Equipment Activities **SURs** MoUs Claims Global Lookup Comparison Report

SAT List **SUR List**

**ALL SUR**

All SUR Menu New Delete Query

Document Number	Mission Name	Unit Category	Unit Type	Branch	Unit Size	Unit Specialization	Status	Sub Status	Effective Date	Expiration Date	Version Number	SAT Name
DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1	MINUSMA	Military	Combat	Intelligence	Unit	NONE	Draft	Work in Progress	03/12/2018		1	Combat/Intelligence/Unit

**SUR**

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1

SC Resolution:

Version Number: 1 Creation Date: 03/12/2018

Mission Name: MINUSMA Review Date:

Effective Date: 03/12/2018

Type: SUR

Status: Draft

Sub Status: Work in Progress

Signature Date:

Troop/Police Strength:

Created by: Saida SAGUIR

Unit Category: Military

Unit Type: Combat

Branch: Intelligence

Unit Size: Unit

Unit Specialization: NONE

Unit Location:

Unit Structure:

Unit Remarks:

Confidential Sections Remarks: None

- SUR Document Number field is generated by system in the format specified below: Dept/Mission/Unit Specialization-Branch-Strength/Year/Version.** (You may have to expand the column to read all this information).
- Check the Unit Category, Unit Type, Branch, Strength as well as the Mission Name and Unit Specialization**
- By default,**
  - status = draft,
  - Sub-Status = Work in Progress,
  - Effective Date = date of SUR Creation
- Enter the missing Mandatory elements: Unit Location, Unit Structure, Troop/Police Strength**





# SUR from SAT – Steps & Process



**SUR**

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saida SAGUIR

SC Resolution: Unit Category: Military

Version Number: 1 Creation Date: 03/12/2018 Unit Type: Combat

Mission Name: MINUSMA Review Date: Branch: Intelligence

Type: SUR Effective Date: 03/12/2018 Unit Size: Unit

Status: Draft Expiration Date: Unit Specialization: NONE

Sub Status: Draft Internally Concurred Internally Concurred Signature Date: Troop/Police Strength: Confidential Sections Remarks: None



**SUR**

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saida SAGUIR

SC Resolution: Awaiting LSD Desk Officer Unit Category: Military

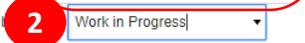
Version Number: Awaiting MPS/SPDS Desk Officer with LSD Director Creation Date: 03/12/2018 Unit Type: Combat

Mission Name: with LSD Desk Officer Review Date: Branch: Intelligence

Type: with MPS/SPDS Desk Officer Effective Date: 03/12/2018 Unit Size: Unit

Status: Approved with MILAD/POLAD Unit Specialization: NONE

Sub Status: Signed Signature Date: Troop/Police Strength: Confidential Sections Remarks: None



**Best Practice for Status and Sub-Status:**  
by default

- Status = Draft
- Sub-Status = Work in Progress

→ WP1A: manually update

### 1. Status:

- Draft
- Internal Concurrence
- Internally Concurred

### 2. Sub-Status:

- Work in Progress
- Awaiting LSD Desk Officer
- Awaiting MPS/ SPDS Desk Officer
- LSD Desk Officer Review
- With LSD Director
- MPS/ SPDS Desk Officer review
- With MILAD/Police Commissioner
- Approved
- Signed





# SUR from SAT – Steps & Process

Update Annex A Header

unite iNeed File Edit View Navigate Query Tools Help

Annex A Header:

- Home
- Service
- Work Order
- MoU Annex
- Verification Reports
- Inspections
- Equipment
- Activities
- SURs**
- MoUs
- Claims
- Global Lookup

SAT List **SUR List**

## SUR

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saida SAGUIR

SC Resolution: Unit Category: Military

Version Number: 1 Creation Date: 03/12/2018 Unit Type: Combat

Mission Name: MINUSMA Review Date: Branch: Intelligence

Type: SUR Effective Date: 03/12/2018 Unit Size: Unit

Status: Draft Expiration Date: Unit Specialization: NONE

Sub Status: Work in Progress Signature Date: Troop/Police Strength: Confidential Sections Remarks: None

1

Annex A Header Annex B Header Annex C Header Attachments Audit Trail

## ANNEX A HEADER

Menu New Delete Query

Mission Name	Unit Strength	Remarks
MINUSMA	200	tbc

2

- To open a SUR and Update the Annexes, click on the Document Number hyperlink
1. Click on the Annex A Header
  2. Update the Unit Strength and Remarks if needed





# SUR from SAT – Steps & Process



unite iNeed File Edit View Navigate Query Tools Help

Annex B Header

Home Service Work Order MoU Annex Verification Reports Inspections Equipment Activities **SURs** MoUs Claims Global Lookup

SAT List **SUR List**

**SUR**

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saïda SAGUIR Unit Location: \* Bangui

SC Resolution: Unit Category: \* Military

Version Number: 1 Creation Date: 03/12/2018 Unit Type: \* Combat

Mission Name: \* MINUSMA Review Date: Branch: \* Intelligence

Type: SUR Effective Date: 03/12/2018 Unit Size: \* Unit

Status: Draft Expiration Date: Unit Specialization: \* NONE

Sub Status: Work in Progress Signature Date: Troop/Police Strength: \* 200 Confidential Sections Remarks: None

Annex A Header **Annex B Header** Annex C Header Attachments Audit Trail

**ANNEX B HEADER**

Menu New Delete Query

Mission Name	Remarks
MINUSMA	test valencia

**ANNEX B ITEMS**

Menu **New** Delete Query

Description	Category	Sub Category	Quantity	Remarks
SPECIAL CASE	ACCOMMODATION EQUI...	ACCOMMODATION...	3	
BASE RECEIVER, HF HIGH POWER	COMMUNICATIONS EQUI...	HF EQUIPMENT	1	

1. Click on “ Annex B Header”
2. Update the Remarks section if needed
3. Check the list of Items copied from the SAT and updated if needed – Quantity and remarks
4. To add an item
  - click on “New” in the “Annex B Line Items” section
  - Select an item under the Category or Sub-Category and enter the Quantity
  - If the desired line item (Category/ Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item
5. To delete an item
  - Select by clicking on the item needed
  - Click on Delete
  - A confirmation Pop-Up will appear – click OK





# SUR from SAT – Steps & Process



**unite iNeed** File Edit View Navigate Query Tools Help

Annex C Header

Home Service Work Order MoU Annex Verification Reports Inspections Equipment Activities **SURs** MoUs Claims Global Lookup

SAT List **SUR List**

**SUR**

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saida SAGUIR

SC Resolution: Unit Location: \* Bangui

Version Number: 1 Creation Date: 03/12/2018 Unit Category: \* Military

Mission Name: \* MINUSMA Review Date: Unit Type: \* Combat

Type: SUR Effective Date: 03/12/2018 Branch: \* Intelligence

Status: Draft Expiration Date: Unit Size: \* Unit

Sub Status: \* Work in Progress Signature Date: Unit Specialization: \* NONE

Troop/Police Strength: \* 200 Unit Remarks:

Confidential Sections Remarks: None

Annex A Header Annex B Header **Annex C Header** Attachments Audit Trail

**ANNEX C HEADER**

Menu New Delete Query

Mission Name	Remarks
MINUSMA	test valencia

**ANNEX C ITEMS**

Menu New Delete Query

Category	Sub Category	Services Provided By	Applicable Strength	Remarks
CATERING	GENERAL	CC	200	
LAUNDRY	GENERAL	UN	200	
ACCOMMODATION	GENERAL		0	

1. Click on “ Annex C Header”
2. Update the Remarks section if needed
3. Check the list of Items copied from the SAT and updated if needed – Services Providers, Applicable Strength and remarks
4. To add an item
  - click on “New” in the “Annex C Line Items” section
  - Select an item under the Category or Sub-Category and enter the Quantity
  - If the desired line item (Category/ Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item
5. To delete an item
  - Select by clicking on the item needed
  - Click on “Delete”
  - A confirmation Pop-Up will appear – click OK





# SUR from SAT – Steps & Process

Select SUR  
Main Body  
Template

Update  
outside  
system

unite iNeed

File Edit View Navigate Query Tools Help

System Documents:



Home



Service



Work Order



MoU Annex



Verification Reports



Inspections



Equipment



Activities



SURs



MoUs



Claims



Global Lookup



Comparison Report



System Documents

System Documents

## SYSTEM DOCUMENTS

Menu

Query

Application	Type	File Name	Description	File Type	Size	Modified
RAPS	User Manual	contingent-owned_equipment_manual_2017		pdf	2,935,496	26/11/2018 10:25:09 PM
RAPS	User Manual	Individual Police Kit		docx	13,816	28/11/2018 08:29:07 PM
RAPS	User Manual	SUR Template		docx	166,820	28/11/2018 08:29:50 PM

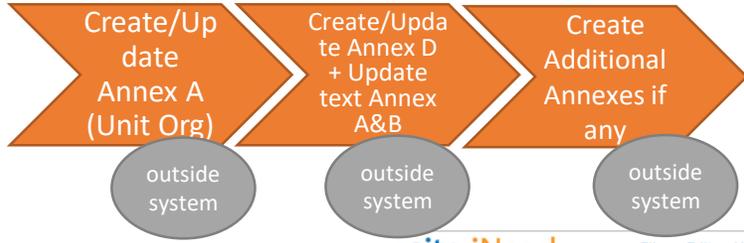
SUR Template (1).docx

1. Go on System Documents
  2. Select the SUR Template to download it
  3. Click on the downloaded document to open it
- Note that the update of the SUR template is done outside the system





# SUR from SAT – Steps & Process



**unite iNeed** File Edit View Navigate Query Tools Help

Attachments: Home Service Work Order MoU Annex Verification Reports Inspections Equipment Activities **SURs** MoUs Claims Global Lookup

SAT List **SUR List**

### SUR

Menu New Delete Query

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1 Created by: Saida SAGUIR

SC Resolution: Unit Category: Military

Version Number: 1 Creation Date: 03/12/2018 Unit Type: Combat

Mission Name: MINUSMA Review Date: Branch: Intelligence

Type: SUR Effective Date: 03/12/2018 Unit Size: Unit

Status: Draft Expiration Date: Unit Specialization: NONE

Sub Status: Work in Progress Signature Date: Troop/Police Strength: 200

Unit Location: Bangui

Unit Structure: N/A

Unit Remarks:

Confidential Sections Remarks: None

Annex A Header Annex B Header Annex C Header **Attachments** Audit Trail

#### ATTACHMENTS

Menu Delete Query **New File** **New URL**

Attachment Type	Attachment Name	Size (In Bytes)	Remarks	Uploaded by
URL	<a href="http://dag.un.org/handle/11176/400675">http://dag.un.org/handle/11176/400675</a>			SSAGUIR
xlsx	Unit Naming and Classification - Final	13,690		SSAGUIR

- To add attachments to the SUR:
- 1. Click on "Attachments" Header
- 2. Select the desired SAT
- 3. Click on "Create SUR" button





# SUR from SAT – Steps & Process

Generate entire SUR Doc for preview

Approve SUR

outside system

SUR

1

Menu New Delete Query

R-MINUSMA-Intelligence/Unit/NONE-1

Created by: Saida SAGUIR

Unit Location: \* Bangui

Unit Category: \* Military

Unit Type: \* Combat

Unit Structure: \* N/A

Branch: \* Intelligence

Unit Size: \* Unit

Unit Specialization: \* NONE

Troop/Police Strength: \* 200

Confidential Sections Remarks: None

Signature Date: \*

Progress

Print Preview...  
Print...

2

Annex A Header Annex B Header **Annex C Header** Attachments Audit Trail

ANNEX C HEADER

Menu New Delete Query

Mission Name	Remarks
MINUSMA	test valencia

ANNEX C LINE ITEMS

Menu New Delete Query

Category	Sub Category	Services Provided By	Applicable Strength	Remarks
CATERING	GENERAL	CC	200	
LAUNDRY	GENERAL	UN	200	
ACCOMMODATION	GENERAL		0	

3

My Mission Annexes - Google Chrome

https://crmuatrap.un.org/epublicsector\_enu/start.swe?SWECmd=GetCachedFrame&SWEC=22&SWEFrame=\_sweclient...

SUR

Document Number: DPO-SUR-MINUSMA-Intelligence/Unit/NONE-1

Created by: Saida SAGUIR

Unit Location: \* Bangui

SC Resolution:

Version Number: 1

Mission Name: \* MINUSMA

Type: SUR

Status: Draft

Sub Status: Work in Progress

Creation Date: 03/12/2018

Review Date:

Effective Date: 03/12/2018

Expiration Date:

Signature Date:

Unit Category: \* Military

Unit Type: \* Combat

Branch: \* Intelligence

Unit Size: \* Unit

Unit Specialization: \* NONE

Troop/Police Strength: \* 200

Unit Structure: \* N/A

Unit Remarks:

Confidential Sections Remarks: None

**Best Practice:** the printed Annex B and C reports should be merged with the main body SUR in MS Word - outside of the system:  
Select the element(s) you want to export/print

1. Click on Menu
2. Select "Export" or "Print Preview" or "Print"
3. A Pop-Up will be generated

My Mission Annexes - Google Chrome

https://crmuatrap.un.org/epublicsector\_enu/start.swe?SWECmd=GetCachedFrame&SWEC=44&SWEFrame=\_sweclient...

Annex C Line Items

Category	Sub Category	Services Provided By	Applicable Strength	Remarks
ACCOMMODATION	GENERAL		0	
LAUNDRY	GENERAL	UN	200	
CATERING	GENERAL	CC	200	





Demo





# Exercises

## For users with Administrator access\*

Create an SAT

- Follow instructions provided in the documents sent to you via email
- Send back the SAT name created to [ucstraining@un.org](mailto:ucstraining@un.org)

## For all users

Create an SUR from SAT

- From the SAT allocate to you, create an SUR and update annexes based on instructions provided in the documents sent via email
- Send back the SUR name created to [ucstraining@un.org](mailto:ucstraining@un.org)

## Instructions:

- 2 documents
  - Word doc with instructions for the exercises
  - Excel with “credentials” per participants to create SAT and/or SUR
- 1h support session after the WebEx for the exercises



Thank you!

UCS TRAINING TEAM

[ucstraining@un.org](mailto:ucstraining@un.org)

