

# Afghanistan Polio Management Information System (APMIS)

## User Guide

May 2022

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## 1) Basic settings

### a) APMIS Login and Logout Instructions

- To Log in
  - Access the APMIS website: <https://afghanistan-apmis.com/>
  - Using the login information provided by your administrator
- To Log out
  - Click the logout button on the menu on the left.

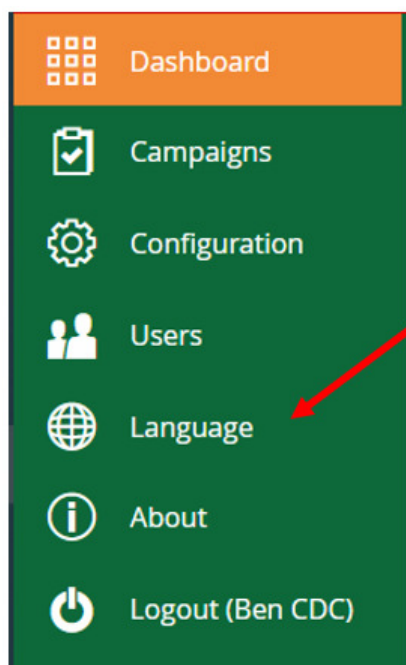


- To reset your password
  - Click on the 'Forgot your password?' link on the login screen.
  - Provide your email and username.
  - Check your email and click on the link in the email to reset your password
  - If you do not know both of these or have trouble with the link, contact the admin for further support.

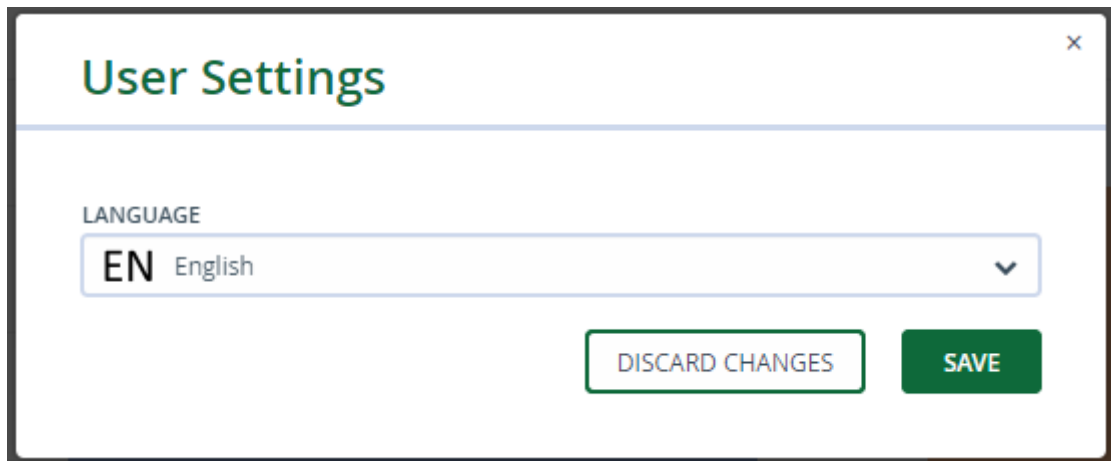
## 2) Changing default language

Task: Change between Dari, Pashto, and English languages.

- To change the language, navigate to the settings button on the menu on the left.



- Choose your preferred language from the dropdown menu.

A dialog box titled "User Settings" with a close button (X) in the top right corner. Inside the dialog, there is a "LANGUAGE" section with a dropdown menu currently showing "EN English". Below the dropdown are two buttons: "DISCARD CHANGES" and "SAVE".

User Settings

LANGUAGE

EN English

DISCARD CHANGES

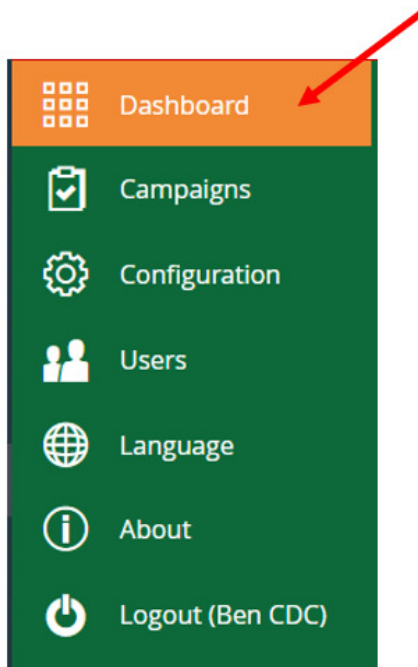
SAVE

- Click save.
- *Note:* some specific words may not be translated. Please forward any suggestions for improvements to the APMIS team

### 3) Dashboard

**Task:** View subset of data in dashboard charts

- To view and filter data, click on the Dashboard button on the left menu.



- Select a value from the CAMPAIGN dropdown.

**Campaigns Dashboard**

CAMPAIGN \*  
 January 2022-NID Campaign

CAMPAIGN PHASE  
 INTRA-CAMPAIGN

REGION  
 All regions

PROVINCE  
 All provinces

DISTRICT  
 All districts

GROUP BY  
 Region

INTRA CAMPAIGN: DAYS 1-3 ADMIN COVERAGE DATA  
 INTRA CAMPAIGN: DAY 5 ADMIN COVERAGE DATA  
 INTRA CAMPAIGN: DAYS 1-3 ICM COVERAGE DATA  
 INTRA CAMPAIGN: DAY 5 ICM COVERAGE DATA  
 INTRA CAMPAIGN: REASONS FOR MISSED CHILDREN

- To filter, to the desired level
  - Select a value from the REGION dropdown.
  - Select a value from the PROVINCE dropdown.
  - Select a value from the DISTRICT dropdown.
- Data can also be grouped at a desired level by selecting the 'GROUP BY' dropdown

## 4) Campaigns

### a) View Campaigns

**Task:** List all campaigns

- Click on the Campaigns menu on the left.
- Click on the campaigns tab.

**Campaign Directory**

VALIDATE FORMS  
 NEW CAMPAIGN

CAMPAIGN DATA  
 CAMPAIGN STATISTICS  
 CAMPAIGNS

SEARCH CAMPAIGN

ID, name

NAME	START DATE
JANUARY NID-2022 Campaign	17/01/2022
January 2022-NID Campaign	17/01/2022

- A list of all active campaigns will be displayed.

### b) Search for a Campaign

**Task:** Search for a specific campaign

- Enter the name of the campaign in the 'search campaign' box.

The screenshot shows the 'Campaign Directory' web application. On the left is a dark green sidebar with a logo at the top that says 'Welcome to the Afghanistan Polls Management Information System (APMIS)'. Below the logo are three menu items: 'Dashboard' (with a grid icon), 'Campaigns' (with a clipboard icon), and 'Configuration' (with a gear icon). The main content area has a header with the title 'Campaign Directory' and two buttons: 'VALIDATE FORMS' and 'NEW CAMPAIGN'. Below the header are three tabs: 'CAMPAIGN DATA', 'CAMPAIGN STATISTICS', and 'CAMPAIGNS' (which is selected and underlined). Under the 'CAMPAIGNS' tab, there is a search box labeled 'SEARCH CAMPAIGN' with the placeholder text 'ID, name'. Below the search box is a table with two columns: 'NAME' and 'START DATE'. The table contains two rows of data.

NAME	START DATE
JANUARY NID-2022 Campaign	17/01/2022
January 2022-NID Campaign	17/01/2022

- The results will be displayed.

#### c) View Campaign Data


**Task:** Show a list of all active campaigns.

- In the CAMPAIGNS tab,
- A list of campaigns is shown
- Click on a campaign's name.
- The details will be displayed.

#### d) Edit Campaign data


**Task:** Edit campaign attributes (admin users).


- In the CAMPAIGNS tab,
- A list of campaigns is shown
- Click on the campaign's name.
- Make changes to the campaign data.





Welcome to the Afghanistan  
Police Management Information  
System (APMIS)


# JANUARY NID-2022 Campaign


 Dashboard


 Campaigns


 Configuration

 Users

 Language

 About

 Logout (Ben CDC)

 ALL CAMPAIGNS

CAMPAIGN

## Campaign basics

UUID  
SCDBMC-FALLTL-TXZ6DD-76552HEM

CREATING USER  
ad MIN - Admin


CAMPAIGN YEAR  
2022.

NAME \*


ROUND \*

NID ▼

START DATE \*


 17/01/2022

END DATE \*

 23/01/2022

DESCRIPTION

NID Campaign with OPV

 You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows

PRE-CAMPAIGN PHASE

INTRA-CAMPAIGN PHASE

POST-CAMPAIGN PHASE

PRE CAMPAIGN FORMS

PRE CAMPAIGN DASHBOARD

FORM NAME	REMOVE
	<a href="#" style="font-size: 0.7em; color: #2e7d32;">Add form</a>

[Archive](#)

DUPLICATE

DELETE

DISCARD CHANGES

SAVE

- Click on SAVE.
- You may also discard changes here

### e) Duplicate a Campaign (to make a similar one)

Task: Copy and existing campaign (admin users)

- In the CAMPAIGNS tab,
- Click on a campaign to open and copy
- Click DUPLICATE at the bottom
- A new campaign will be created with a similar name to the old one.
- Open the detail page of the new campaign.
- Make changes to the new campaign and update the name.
- Click SAVE

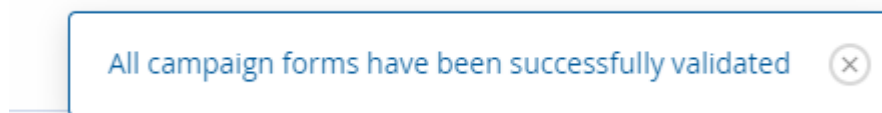
f) Validate Campaigns

Task: Validate campaign to check for errors (admin users).

- In the CAMPAIGNS tab,
- Click “validate forms”.



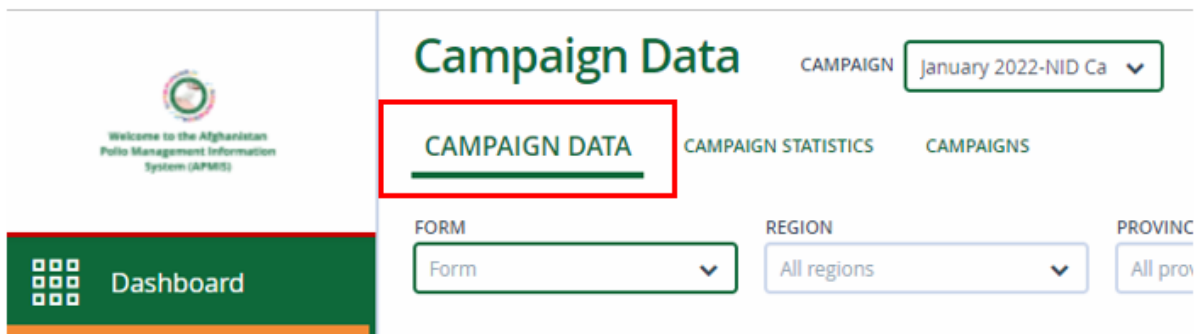
- You will receive a confirmation message.



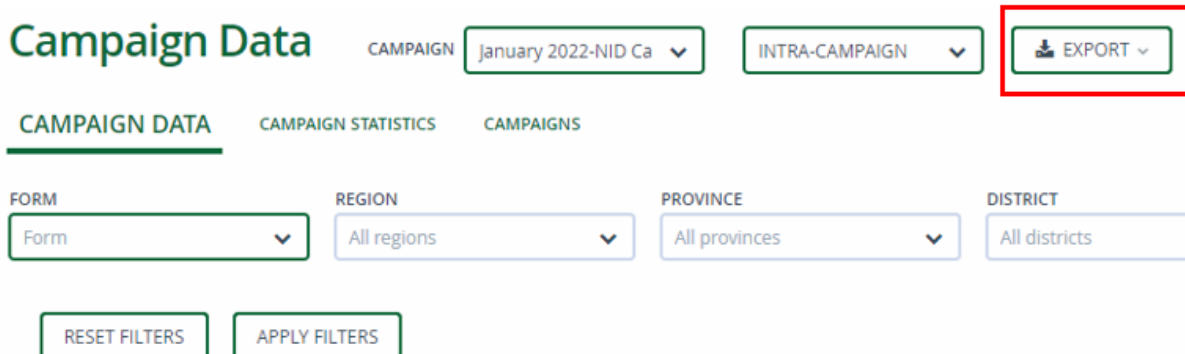
g) Export all Campaign data

Task: Export all submitted data for a campaign as an Excel-compatible CSV file

- In the CAMPAIGN DATA tab,
- Select the desired campaign at the top dropdown.



- Click EXPORT then click the green EXPORT button that appears just below.





- The .csv file will download where the browser normally saves files.

#### h) Export specific campaign data

**Task:** Export a subset of a campaign's submitted data.

- In the CAMPAIGN DATA tab,
- Select the desired form and area. Click APPLY FILTERS.

The screenshot shows the 'Campaign Data' section of a web application. At the top, there are three dropdown menus: 'CAMPAIGN' (set to 'January 2022-NID Ca'), 'INTRA-CAMPAIGN', and 'EXPORT'. Below these are three tabs: 'CAMPAIGN DATA' (active), 'CAMPAIGN STATISTICS', and 'CAMPAIGNS'. A red box highlights a filter section with four dropdown menus: 'FORM' (set to 'Form'), 'REGION' (set to 'All regions'), 'PROVINCE' (set to 'All provinces'), and 'DISTRICT' (set to 'All districts'). Below the filters are two buttons: 'RESET FILTERS' and 'APPLY FILTERS'. A red arrow points to the 'APPLY FILTERS' button.

- Click EXPORT then click the EXPORT button just below.
- The file will download.


#### i) Create a new campaign

**Task:** Create a new campaign entry (admin users)

- In the CAMPAIGNS tab,
- Click NEW CAMPAIGN.

The screenshot shows the 'Campaign Directory' section of a web application. At the top, there are two buttons: 'VALIDATE FORMS' and 'NEW CAMPAIGN'. The 'NEW CAMPAIGN' button is highlighted with a red box. Below these buttons are three tabs: 'CAMPAIGN DATA', 'CAMPAIGN STATISTICS', and 'CAMPAIGNS' (active). Below the tabs is a search bar labeled 'SEARCH CAMPAIGN' with the placeholder text 'ID, name'.

- Fill out the “create new campaign” window, including at least the start date, the end date and the campaign name.
- Add forms by selecting the campaign phase tab and using the ‘add form’ link at the bottom



Welcome to the Afghanistan Polio Management Information System (APMIS)

Dashboard

Campaigns

Configuration

Users

Language

About

Logout (Ben CDC)

## JANUARY NID-2022 Campaign

ALL CAMPAIGNS

CAMPAIGN

### Campaign basics

UUID

SCDBMC-FALLTL-TXZ6DD-76552HEM

CREATING USER

ad MIN - Admin

CAMPAIGN YEAR

2022.

NAME \*

JANUARY NID-2022 Campaign

ROUND \*

NID

START DATE \*

17/01/2022

END DATE \*

23/01/2022

DESCRIPTION

NID Campaign with OPV

ⓘ You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows

PRE-CAMPAIGN PHASE

INTRA-CAMPAIGN PHASE

POST-CAMPAIGN PHASE

PRE CAMPAIGN FORMS

PRE CAMPAIGN DASHBOARD

FORM NAME

REMOVE

→ Add form

Archive

DUPLICATE

DELETE

DISCARD CHANGES

SAVE

- Configure the dashboard for that campaign using the 'PRE CAMPAIGN DASHBOARD' tab at the bottom, then clicking "add chart"
- Click SAVE.
- Your new campaign has now been created.

#### j) Edit an existing campaign

**Task:** Edit campaign attributes.

- In the CAMPAIGNS tab,
- Click on the desired campaign to open.
- Make the desired changes.
- Click SAVE.

#### k) Edit Campaign Form Data

**Task:** to edit campaigns form data.

- Click the CAMPAIGN DATA tab.

- Select the desired campaign from the dropdown menu.
- Select your campaign from the list of all campaigns or use the filters (form, province, district and cluster) to find your campaign. Then click “APPLY FILTERS”.
- Click on the form of interest
- After the form opens, make the desired changes, and click “save” to save the changes or “discard” to discard the changes.

## I) Create Campaign Data Form

**Task:** Enter data form for campaign

- Click on the CAMPAIGNS data tab.
- Select your campaign from the CAMPAIGN dropdown menu.
- Click + NEW FORM.

The screenshot shows the 'Campaign Data' interface. At the top, there are tabs for 'CAMPAIGN DATA', 'CAMPAIGN STATISTICS', and 'CAMPAIGNS'. Below these are filters for 'FORM', 'REGION', 'PROVINCE', and 'CLUSTER'. A 'CAMPAIGN' dropdown menu is set to 'January 2022-NID Ca'. To the right of the filters are buttons for 'EXPORT' and '+ NEW FORM'. A list of forms is displayed on the right side of the interface, including 'Albendazole- Provincial PENT H2H', 'Albendazole- Provincial PENT HF2HF', 'Albendazole- Provincial PENT S2S', 'Daily Compilation Sheet (Combined)', 'ICM H2H Daily Revisit (Day 4)', 'ICM H2H Daily Revisit (Days 1-3)', 'ICM H2H Household Monitoring', 'ICM H2H Supervisor Monitoring', 'ICM H2H Team Monitoring', and 'ICM H2H Team Monitoring (Day 4)'. Below the filters is a table with columns for 'CAMPAIGN', 'FORM', 'REGION', and 'PROVINCE'. The table contains several rows of data, with the first row highlighted in black.

- Click on the form you would like to create.
- Fill in the form.
- Click SAVE.

## 5) Configuration

**Task:** Utilize configuration to update administrative data (admins only)

- Click on “Configuration” on the left menu.
- Select one tab category, such as “DISTRICT”. We now see a list of districts by name and the associated province.

## Districts Configuration

[IMPORT](#)[EXPORT](#)[NEW ENTRY](#)[ENTER BULK EDIT MODE](#)[REGIONS](#)[PROVINCES](#)[DISTRICTS](#)[CLUSTERS](#)[POPULATION](#)

PROVINCE

RESET FILTERS

NAME	PROVINCE	DCODE
Arghanjkhwa	Badakhshan	1504
Argo	Badakhshan	1503
Baharak	Badakhshan	1512
Darayem	Badakhshan	1510
Darwaz	Badakhshan	1524

- To view or edit the unit's details, click the row of interest. A window will appear with the unit's details.
- Save or discard changes. The unit can also be archived here.
- The dropdown menu on the upper right filters for active, archived or all units within that category.

## Districts Configuration

[IMPORT](#)[EXPORT](#)[NEW ENTRY](#)[ENTER BULK EDIT MODE](#)[REGIONS](#)[PROVINCES](#)[DISTRICTS](#)[CLUSTERS](#)[POPULATION](#)

PROVINCE

RESET FILTERS

Active districts

No. of districts: 404

NAME	PROVINCE	DCODE	POPULATION
Arghanjkhwa	Badakhshan	1504	
Argo	Badakhshan	1503	
Baharak	Badakhshan	1512	
Darayem	Badakhshan	1510	
Darwaz	Badakhshan	1524	

- The buttons in the upper right allow to upload a csv of new units within that category ("IMPORT"), export a csv of units that category ("EXPORT"), or click "NEW ENTRY" to manually add a new unit.
- The final button, "ENTER BULK EDIT MODE", switches to a mode that allows several units within a category to be selected by checkbox, then archived at once. When finished, click "LEAVE BULK EDIT MODE".

- The final tab is for population, here you can upload new national population data or export the existing population data.

## 6) User management

Task: Manage users (admins only)

- To create a new user, click on Users in the menu on the left.
- Click on NEW USER.

# User Management

NEW USER

EXPORT USER ROLES

ENT

USER STATUS

Active? ▼

USER ROLES

User roles ▼

REGION

Region ▼

PROVINC

UUID	ACTIVE?	USER ROLES	USER NAME	NAME
QA3UEN	<input checked="" type="checkbox"/>	Admin	TestDev	TestFirstName TestLastName gF
SPNVC2	<input checked="" type="checkbox"/>	National Coordinator	testuser	Teste User

- 
- Fill in the user name, first name, last name and other fields as needed.
- A user name will be automatically generated. Take note of this username.
- Choose the appropriate USER ROLES checkboxes.
- Click on SAVE.
- You will now see the new user's password. Take note of this password. The autogenerated password is a strong password.
- Provide the username and password to the user and ask them to log in to the
- system.
- Users can also choose their own passwords using the password reset function in the login screen.
- To edit existing users' click on the user in the list to view their record