



Create Campaign Data Form

Task: Enter data form for campaign

Step 1. Click on the CAMPAIGNS data tab.

The screenshot shows the APMIS Campaign Data form. The left sidebar contains navigation links: Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (ad min). The main header area includes the APMIS logo, the title 'Campaign Data', and buttons for 'EXPORT', 'NEW FORM', and 'IMPORT'. Below the header, there are filters for 'FORM', 'PROVINCE', 'DISTRICT', and 'CLUSTER'. The 'CAMPAIGNS' tab is selected, and a red arrow points to it. The table below displays a list of campaigns with columns for EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, and FORM DATE. The table contains 20 rows of data.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
	November 2020	ICM Revisits	Khost	Gurbuz	Gurbuz	08/12/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjungal	Lal Wa Sarjungal	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamari	Abkamari	30/10/2020
	December 2020	ICM Revisits	Balkh	Balkh	Balkh	28/10/2020
	December 2020	ICM Revisits	Bamyan	Bamyan	Bamyan	28/10/2020
	December 2020	ICM Revisits	Kunar	Asadabad	Asadabad	30/10/2020
	December 2020	ICM Revisits	Balkh	Balkh	Balkh	30/10/2020
	December 2020	Missed Children due to Reasons	Laghman	Alingar	Alingar	11/10/2020
	December 2020	Missed Children due to Reasons	Bamyan	Lal Wa Sarjungal	Lal Wa Sarjungal	
	December 2020	ICM Team Monitoring Checklist	Kunar	Asadabad	Asadabad	10/11/2020
	November 2020	IC Household Monitoring Checklist (ICM)	Ghazni	Ghazni	Ghazni	18/11/2020
	December 2020	Missed Children due to Reasons	Kabul	Dehsabz	Dehsabz	10/12/2020
	November 2020	Missed Children due to Reasons	Ghor	Tolak	Tolak	18/11/2020
	November 2020	Remote Monitoring	Balkh	Balkh	Balkh	19/11/2020
	November 2020	Remote Monitoring	Bamyan	Bamyan	Bamyan	19/11/2020
	November 2020	Admin Data Coverage (Days 1-3)	Kunar	Asadabad	Asadabad	19/11/2020
	November 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	19/11/2020
	November 2020	ICM Revisits	Logar	Mohammadagha	Mohammadagha	05/11/2020
	November 2020	ICM Team Monitoring Checklist	Logar	Mohammadagha	Mohammadagha	05/11/2020
	December 2020	ICM Team Monitoring Checklist	Zabul	Daychopan	Daychopan	17/09/2020

Step 2. Select your campaign from the CAMPAIGN dropdown menu.

The screenshot shows the APMIS Campaign Data form with the 'CAMPAIGN' dropdown menu open. A red arrow points to the dropdown menu, which lists 'All campaigns', 'December 2020 Tra...', 'December 2020', and 'November 2020'. The table below displays a list of campaigns with columns for EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, and FORM DATE. The table contains 20 rows of data.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
	November 2020	ICM Revisits	Khost	Gurbuz	Gurbuz	08/12/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjungal	Lal Wa Sarjungal	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamari	Abkamari	30/10/2020
	December 2020	ICM Revisits	Balkh	Balkh	Balkh	28/10/2020
	December 2020	ICM Revisits	Bamyan	Bamyan	Bamyan	28/10/2020
	December 2020	ICM Revisits	Kunar	Asadabad	Asadabad	30/10/2020
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	December 2020	Missed Children due to Reasons	Laghman	Alingar	Alingar	11/10/2020
	December 2020	Missed Children due to Reasons	Bamyan	Lal Wa Sarjungal	Lal Wa Sarjungal	
	December 2020	ICM Team Monitoring Checklist	Kunar	Asadabad	Asadabad	10/11/2020
	November 2020	IC Household Monitoring Checklist (ICM)	Ghazni	Ghazni	Ghazni	18/11/2020
	December 2020	Missed Children due to Reasons	Kabul	Dehsabz	Dehsabz	10/12/2020
	November 2020	Missed Children due to Reasons	Ghor	Tolak	Tolak	18/11/2020
	November 2020	Remote Monitoring	Balkh	Balkh	Balkh	19/11/2020
	November 2020	Remote Monitoring	Bamyan	Bamyan	Bamyan	19/11/2020
	November 2020	Admin Data Coverage (Days 1-3)	Kunar	Asadabad	Asadabad	19/11/2020
	November 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	19/11/2020
	November 2020	ICM Revisits	Logar	Mohammadagha	Mohammadagha	05/11/2020
	November 2020	ICM Team Monitoring Checklist	Logar	Mohammadagha	Mohammadagha	05/11/2020
	December 2020	ICM Team Monitoring Checklist	Zabul	Daychopan	Daychopan	17/09/2020



Create Campaign Data Form

Step 3. Click NEW FORM.

The screenshot shows the APMIS Campaign Data interface. On the left is a blue sidebar with navigation links: Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (ad min). The main content area is titled 'Campaign Data' and includes a 'CAMPAIGN DATA' tab and a 'CAMPAIGNS' tab. Below the tabs are filters for FORM, PROVINCE, DISTRICT, and CLUSTER. At the top right, there are buttons for 'CAMPAIGN' (set to 'December 2020 Trail'), 'EXPORT', 'NEW FORM', and 'IMPORT'. A red arrow points to the 'NEW FORM' button. Below the filters is a table with columns: EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, and FORM DATE. The table is currently empty.

Step 4. Click on the form you would like to create.

This screenshot is similar to the previous one, but with an additional button highlighted. A red arrow points to a button labeled 'ADMIN DATA COVERAGE (DAYS 1-3)' located below the 'NEW FORM' button. The rest of the interface, including the sidebar, tabs, filters, and empty table, remains the same.



Create Campaign Data Form

Step 5. Fill in the form.

APMIS Campaign Data

New Admin Data Coverage (Days 1-3)

CAMPAIGN * December 2020 Training FORM DATE * 14/12/2020 REGION * Central

PROVINCE * Bamyan DISTRICT * Bamyan CLUSTER * Bamyan

Missed Children Tally Sheet (Day 1-3)

Number of Households from Microplans:
HOUSEHOLDS FROM MICRO-PLAN

Household Information:
Houses being covered by the team

Team composition:
Vaccinators (from micro-plan)
Vaccinators below 18 years of age
Team members resident of same area (village)
Female team members

Training:
Vaccinators trained before this round

Team Performance:
Is team going house-to-house? YES NO
Is the team checking and vaccinating children found outside of houses (on street)? YES NO

DISCARD SAVE

Step 6. Click SAVE.

APMIS Campaign Data

New Admin Data Coverage (Days 1-3)

Living in households
Vaccinated based on recall
Seen by the monitor
Seen with finger marking by monitor

Missed Children
Total number of missed children

NUMBER OF MISSED CHILDREN FOR THE FOLLOWING REASONS:

HOUSE NOT INCLUDED IN MICRO PLAN
POOR SCREENING BY TEAM
NEWBORN, SICK, SLEEP
GUEST

NOT VISITED BY TEAM
CHILDREN ABSENT
REFUSAL

Door Markings
CORRECT DOOR MARKINGS
INCORRECT DOOR MARKINGS
DOOR NOT MARKED

Poorly covered area YES NO
Missed area YES NO
COMMENT

DISCARD SAVE