

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



AHMADIYYA  
MUSLIM JAMA'AT  

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Canada

# On-line Reporting Portal USER GUIDE

Department of National General Secretary  
Ahmadiyya Muslim Jama'at Canada



## Revision History

*V.1.0 – Initial version*

*V.1.1 – Oct. 10, 2010*

*V.1.2 – Sept. 2, 2013*

*V.1.3 – Nov. 6, 2014*

*V.1.4 – Aug. 10, 2015*

*V.2.0 – Oct. 2, 2015*

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## Purpose

The Online Reporting System is built to facilitate the timely submission of departmental reports and other administrative functions. This **User Guide** provides the reader with the information needed to use this system.

## What is needed?

Each office bearer needs to have a **User ID**, and a **Password**. This information is provided by the General Secretary of the Jama'at or the National General Secretary and should be kept confidential.

## Report Submission Process

The report submission process consists of the following easy steps:

Step 1: Login

Step 2: Prepare/Edit Report

Step 3: Submit

Before beginning, one should familiarize with the reporting system user interface.

### 1. User Login

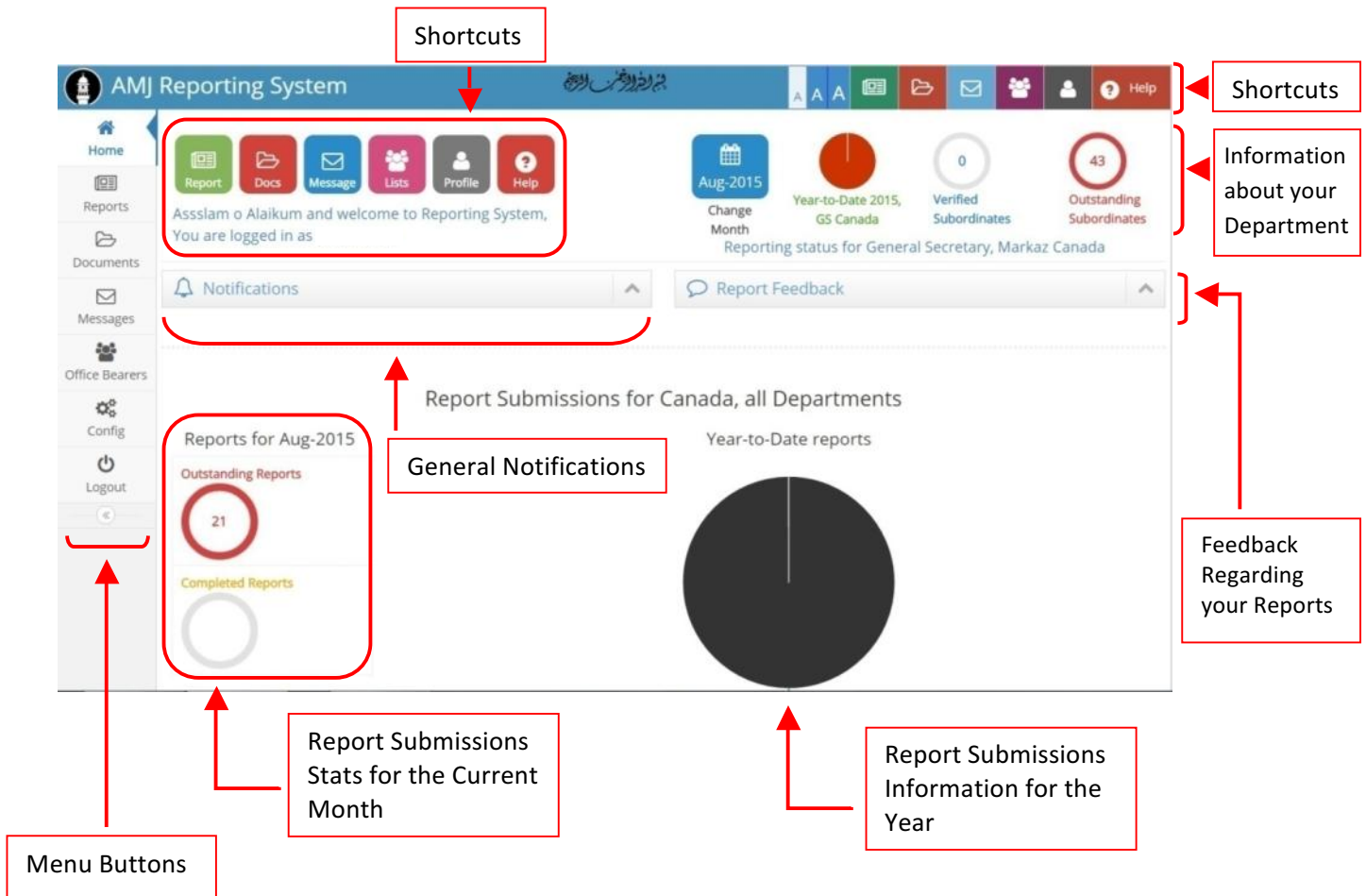
Go to <https://reports.ahmadiyya.ca>. The main login screen will appear.



Insert the login information in the respective fields to access the reporting system. You can login with your **email address** or with your **username**.

## 2. Reporting System Home Page

After a successful login, the main dashboard will appear. What information is displayed depends on which office bearer is logging in.



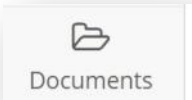

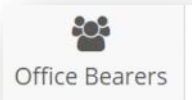



This page is divided into a few different sections.

1. **Menu Shortcuts:**
  - a. There are 3 different sets of menu shortcuts that allow access the major tools of the site.
2. **General Notifications**
  - a. Any alerts or actions from the system. This includes emails from Markaz as well.
3. **Feedback Regarding your Reports**
  - a. Contains reporting feedback received by the Jama'at/Markaz.
4. **Report Submissions Stats for the Current Month**
5. **Report Submissions Information for the Year**
  - a. Shows at a glance the YTD information about your department.
6. **Information Regarding the Department of the person logged in**

## Menu Buttons

The various tabs available in the Menu on the left:

	<p><b><u>Home:</u></b> Click here to go back to the main dashboard from anywhere in the site.</p>
	<p><b><u>Reports:</u></b> Click here to create new reports, show lists of all previous reports categorized by Branch and Department, as well as create comprehensive analysis of each Branch and Department.</p>
	<p><b><u>Documents:</u></b> Click here to view a list of various Jama'at documents covering a range of topics. Users can upload their own documents and set security policies allowing only designated members to access those documents. This is the most secure way to transfer documents.</p>
	<p><b><u>Messages:</u></b> Click here to access the inbox to read messages you have received from other users, the reporting system alerts, as well as compose emails to send to other users.</p>
	<p><b><u>Office Bearers:</u></b> Click here to view a list of all the current office bearers of each Branch related to a Department in the country.</p>
	<p><b><u>Logout:</u></b> Click here to log out of the reporting portal.</p>

## Menu Shortcuts



These tabs include some of the same shortcuts as the Menu Buttons, such as the Report, Documents, and Message tabs, which all link to their respective pages. There are also three new shortcuts included here:

- Lists:** The user has the ability to search and sort through the list of Office Bearers (related to the department) by Name, Username, Phone Number, Email, Branch, and Department.
- Profile:** This shortcut links the users to their profile. They can view and change their basic personal information. The users can also change their password as well as change personal settings for the reporting site such as text size, color, etc.
- Help:** A comprehensive help section is available with Q/A sections, a complete User Guide & helpful videos.



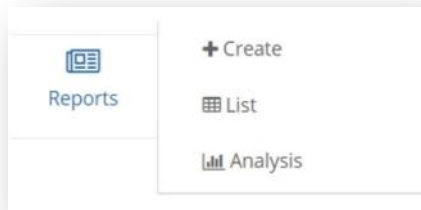
These shortcuts are identical to the above Dashboard Shortcuts with the addition of a Text Size tab, which allows the user to instantly change the size of all text and buttons throughout the site by choosing one of the three available options. These Shortcuts are also available site wide, and can be accessed from the top menu.

## MIDDLE SECTION: MAIN REPORTING OPTIONS

### DEPARTMENTAL REPORTS

The following section explains the process of submitting a new report, editing a previously saved draft report, and viewing previously submitted reports.

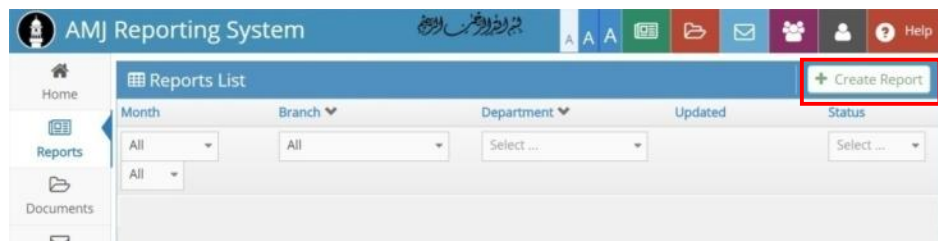
#### Submitting a New Report



Clicking on the **Reports** button will open the drop down menu that provides the option for:

- Creating new reports
- List view of reports to:
  - Edit previously created reports or
  - View previously submitted reports.
- Analysis

To create a new report press the **Create** button in the drop down menu or click on the link as shown below:



Click to create new report

When the Create Report section is clicked, some questions are asked. For example, to submit a report for the General Secretary Department for the month of August 2015, select **General Secretary** in the drop down menu for **Department**. Similarly select **Aug-2015** for month and the name of your branch.

Click on **Create** button to create the monthly report

**Note:** Various departments have their specific questions that their respective secretaries have to fill out.

In the text box below this instruction, you can list down all the activities for the month. You can also attach a file related to your report that has details of the activities.

**Note:** Please attach documents **ONLY** when necessary. It is preferable that report is submitted in text form in the given fields.

Questions/  
Instructions

These questions are marked **NO** by default. Only fill if required.

The **TJ** tab provides the rules as specified in the Tahrik Jadid Rule Book

**Guidelines** provides with hints for preparing the report

To attach a file, click on **Choose** to upload the file





General  
comments  
section

Any other comments

Comments by National Amir

Save Back to Reports Print Submit

Click on the **Submit**  
button when the  
report is complete

**NOTE:** A report can be saved as draft at any time. Once it is complete, the Secretary submits the report to the local Amir /Sadr for review and verification.

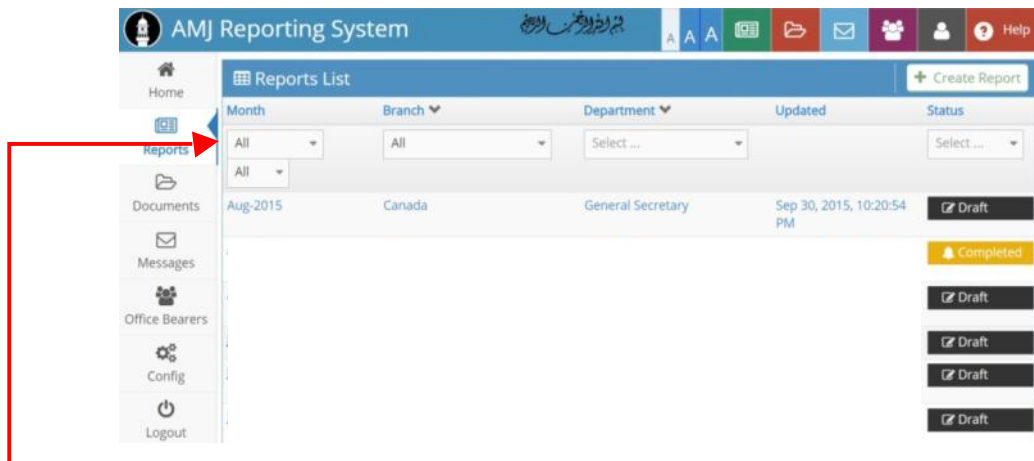
# SUMMARY

The report submission process can be summarized as follows:

- 1- Login at <https://reports.ahmadiyya.ca> with the given **User ID & Password**.
- 2- From Reports, go to **+Create**.
- 3- Select the month to create the report for. In case the person logged in has more than one department, select the department as well.
- 4- Answer all relevant questions and report the activities for the month.
- 5- Save as draft to come back to it at a later time; or press **Submit** to send the report for the local Amir/Sadr.
- 6- Local Amir/Sadr reviews and submits the report.

## Viewing Reports

To view a previously submitted report, go to **Reports** and click on **List** in the drop down menu.



Select the various parameters on top of the page. For example, to view the report of **General Secretary** Department for **August 2015** which was saved as **Draft**, select **August** under **Month**, **2015** in **Year**, **General Secretary** in **Department** and select **Draft** in **Status**. As the selections are being made the list dynamically becomes shorter.

To **Edit** or **View** a report saved as **Draft**, click on the link of the report.

[illegible]

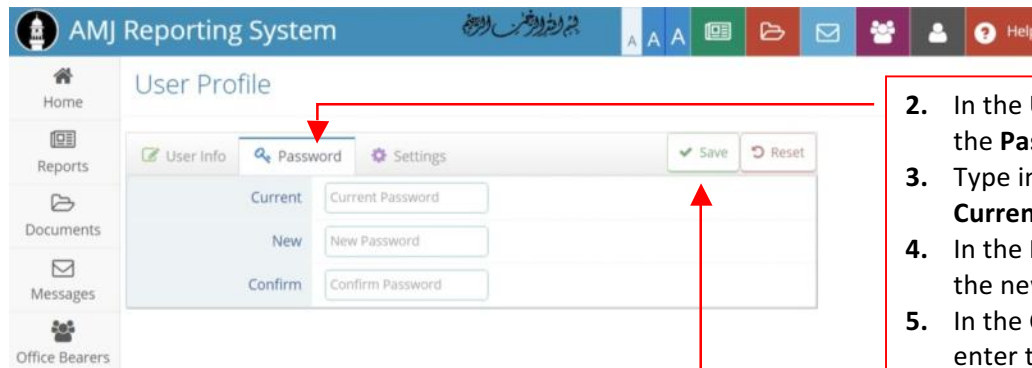
# PASSWORD

The following section explains the **Password Change** option in the **User Profile** menu:

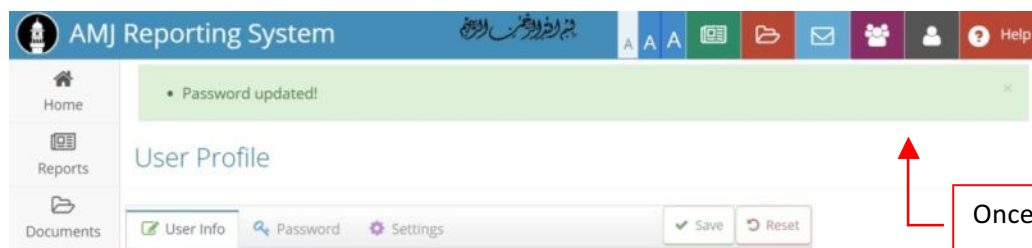
## Change Your Password



1. In the **Home** window click on the **Profile** icon.



2. In the **User Profile** section click on the **Password** tab.
3. Type in the current password in the **Current Password** field.
4. In the **New Password** field, enter the new password.
5. In the **Confirm Password** field, re-enter the new password.
6. Click on the **Save** button.



Once the new password is saved, a confirmation message will be displayed.

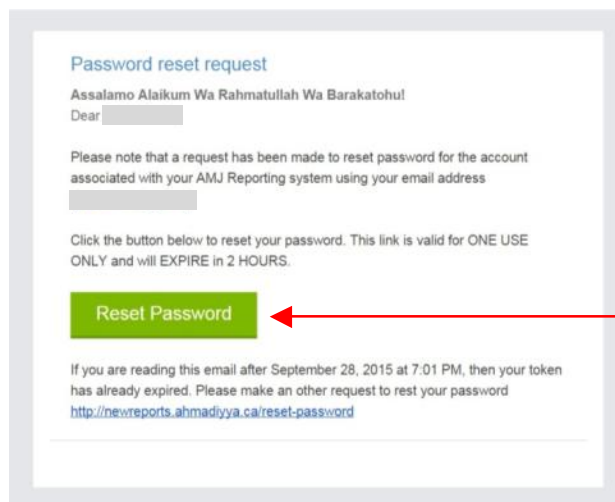
# PASSWORD RECOVERY



1. On the **Login Screen** click on the **Forgot Password** link to be redirected to the next page.



2. Type in the **Username, Email** address linked to the account and your **Member Code** in the respective fields.
3. Click on the **Submit** button.
4. If any of the three pieces of information asked do not match, an error will be displayed.

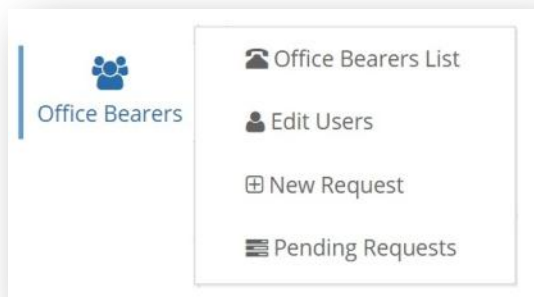


5. Click on the **Reset Password** button to initiate the reset.

## BRANCH USERS

*This section is for Local Amir/President and General Secretary only. The following section explains the use of Branch User option in the menu.*

### Viewing Branch Users



Clicking on the **Office Bearers** button will bring up the drop down menu with the following options:

**1. Office Bearers List**

- Contains contact information of office bearers.

**2. Edit Users**

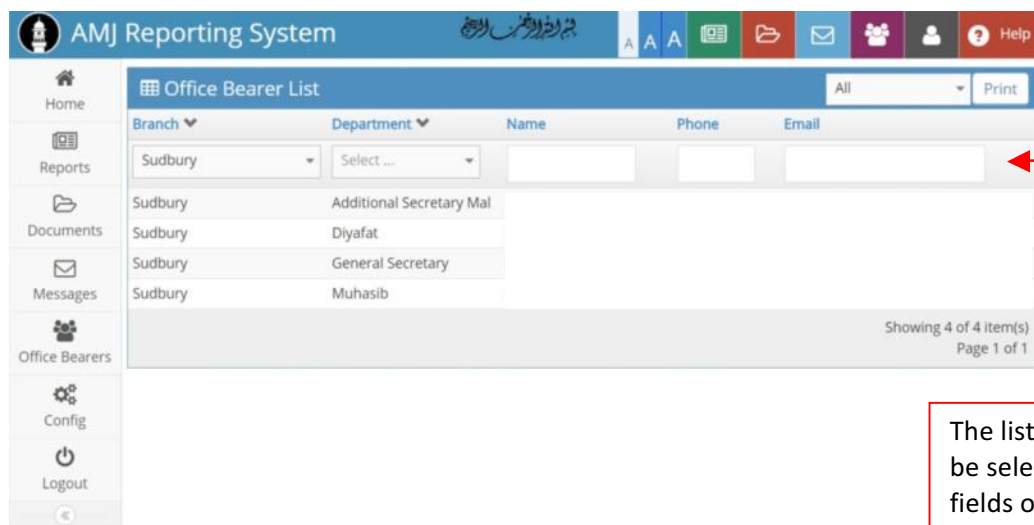
- Modify and change information about office bearers.

**3. New Requests**

- Submit a request to change or add office bearers.

**4. Pending Requests**

- Status of Office Assignment Requests.



The list can be customized by selecting the various filter fields on the top.

**NOTE:** Only the local Amir/Sadr or General Secretary of a Jama'at has the ability to add or edit an Office Bearer.

## Edit Office Bearers Info

Click on **Edit Users** in the drop down list

The screenshot shows the AMJ Reporting System interface. On the left is a sidebar with navigation options: Home, Reports, Documents, Messages, Office Bearers, Config, and Logout. The main area displays the 'Office Bearer List' with a table containing columns for Branch, Department, Name, Userid, and Status. A dropdown menu is open under the 'Office Bearers' sidebar item, showing options: Office Bearers List, Edit Users, New Request, and Pending Requests. A red arrow points from the 'Edit Users' option to the table.

Branch	Department	Name	Userid	Status
Sudbury	Select ...			
Sudbury	Additional Secretary Mal	Test 2	gen.secsudbury	Active
Sudbury	Diyafat	Test	dtsud	Active
Sudbury	General Secretary	Temp	gssud	Active
	Muhasib	test	mbsud	Active

Click on the **Edit** button to modify the information of the Office Bearer on the popup screen

The screenshot shows the 'Update Office Assignment' popup form overlaid on the Office Bearer List. The form contains fields for Name, Username, Status, Password, Confirm Password, Email, Primary Phone, and Alternate Phone. At the bottom of the form are 'Cancel' and 'Submit' buttons. A red arrow points from the 'Submit' button to the text block on the right.

Name	Test 2
Username	gen.secsudbury
Status	Active
Password	New Password
Confirm Password	Confirm Password
Email	1234@dev-rep.ahmadiyya.ca
Primary Phone	123456789
Alternate Phone	000000000

Once the changes are made, click on the **Submit** button to save the changes.

Once approved by the National General Secretary's office, the status will be marked as **Active**.

## Add New Branch User

AMJ Reporting System

Office Bearer List

Branch	Department	Name	UserId	Status
Sudbury	Select ...			Active
Sudbury	Additional Secretary Mal			Active
Sudbury	Diyafat			Active
Sudbury	General Secretary			Active
	Muhasib			Active

Click on the **New Request** button in the drop down list to enter the information of the new Office Bearer.

AMJ Reporting System

Request Office Bearer Assignment / Change

User Information

Full Name: of the office bearer

Member Code: Member Code

Email: email is required

Confirm Email: Renter email for confirmation

Primary Phone: Main phonenumber

Alternate Phone: Alternate phonenumber

Office Assignment

Branch: Select Jama'at

Department: Select Department

Term: 2014-2016

Expires after: After selected Term

Reason: Provide a reason for this request

Submit Reset

A reason for the request to initiate the change needs to be provided

Once you all the required information is entered, click on the **Submit** button. The status of the edited user will become **Active** once verified and approved by National Markaz.

## Conclusion

Once understood properly, the report submission tool will make it easier to submit and manage reports online. Enhancements to this tool will be brought as required and the users will be updated about the enhancements.

For any further information, please contact the **National General Secretary's Office** at: 905-303-4000 ext. 2243