



AHMADIYYA  
MUSLIM JAMA'AT

*C a n a d a*

# On-line Reporting System

# 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*

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## Purpose

The Online Reporting System is built to facilitate the timely submission of departmental reports. The system is made easy and user friendly for everyone to operate and manage reports. 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**, **Password**, and a **PIN** code. This information is provided by the General Secretary of the Jama'at/Imarat 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

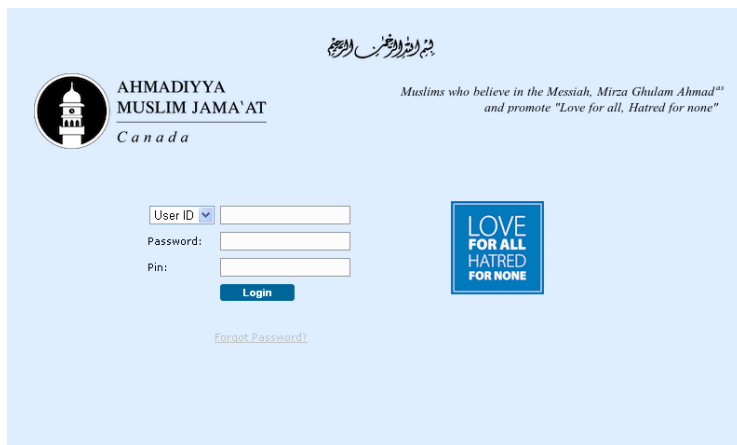
Step 2: Prepare/Edit Report

Step 3: Submit

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

### 1. User Login

Go to <https://reports.ahmadiyya.ca>. The following screen will appear asking for the User ID, Password, and the PIN Code.



The screenshot shows the login interface for the Ahmadiyya Muslim Jama'at Canada. At the top left is the logo and text "AHMADIYYA MUSLIM JAMA'AT Canada". To the right is a quote: "Muslims who believe in the Messiah, Mirza Ghulam Ahmad<sup>ra</sup> and promote 'Love for all, Hatred for none'". Below this is a login form with three input fields labeled "User ID", "Password:", and "Pin:". A blue "Login" button is positioned below the "Pin:" field. A link "Forgot Password?" is located at the bottom left of the form. On the right side of the form is a blue square logo with the text "LOVE FOR ALL HATRED FOR NONE".

Insert the login information in the respective fields to access to the reporting system.

## 2. Reporting System Main Page

After a successful login, the following screen will appear:

**AHMADIYYA MUSLIM JAMA'AT Canada**

AMJ Reporting System

This section of the web site is for AMJ Reports only. If you need printable report forms please [click here](#) to download.

**Reports**

Total:1

Month Year Report Status Filter

All 2014 All All

New Report Reminder

Results 1 - 1 of 1

Month & Year	Branch Name	Report Name	Date posted	Status	Action
Oct-2014	Sudbury	Tarbiyat	2014-11-04	Draft	Edit ALL View

**Download Documents**

Login: docs  
Password: amjreports08

- Duties of Office Bearers
- ElectionPackage
- Guidelines for Writing Shura Proposal
- ID Card Replacement Form
- Monthly Report Form
- National Mosques Project
- National Office Bearers List
- Online Reporting - User Guide
- ShuraElectionForm
- ShuraElectionForm-PDF
- Tajnid Update Request
- Wasiyyat Form
- Wasiyyat - Particulars - Deceased Masi Form
- Wasiyyat - Property Declaration Form
- Wasiyyat - Yearly Income Declaration Form
- AMJ Inventory Policy
- Bait Form French
- Election Guidelines
- Form Request for Approval of Appointments of Office Bearer
- Minutes Template
- Nikah Form English (PDF)
- Property Acquisition Process and form

**Left: Menu**

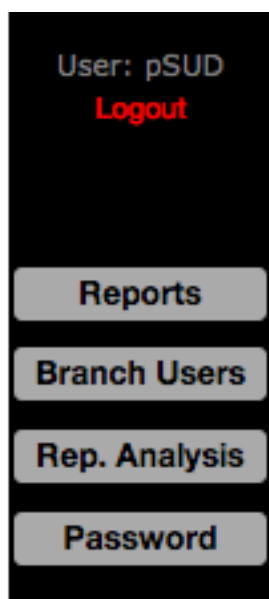
**Middle: Main reporting options**

**Right: Downloadable documents list**

This page is mainly divided into three sections.

- 1- Left: **Menu**
- 2- Middle: **Main reporting options**
- 3- Right: **Downloadable documents list**

## Left Section: [MENU](#)



Various options provided in the Menu are:

**Reports:** To submit new and to view previously prepared and submitted reports.

**Branch Users:** Lists down the **Users** and complete details of office bearers of all Jama'at departments. You can also add new user or edit the existing user information.

**Rep. Analysis:** Single page view of a Jama'at years reporting activity along with other analyses.

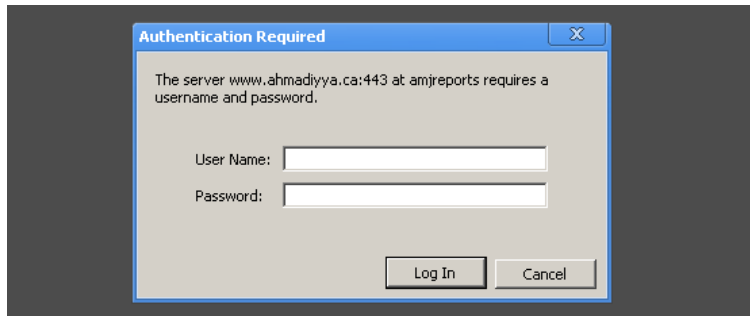
**Password:** Provides the option for setting-up a new password.

**Note:** The privilege of adding or deleting users is available to Local Amir/Presidents & General Secretary only. After adding or updating, the account must be reactivated by the Office of the National General Secretary.

## Right Section: [DOWNLOADABLE DOCUMENTS LIST](#)

This list contains various forms that are needed for different purposes. A required form can be downloaded by clicking on it.

Download Documents	
Login: docs	
Password: amjreports08	
Documents	Action
<b>Download Forms</b>	
<a href="#">Duties of Office Bearers</a>	<a href="#">Remove</a>
<a href="#">ElectionPackage</a>	<a href="#">Remove</a>
<a href="#">Guidelines for Writing Shura Proposal</a>	<a href="#">Remove</a>
<a href="#">ID Card Replacement Form</a>	<a href="#">Remove</a>
<a href="#">Monthly Report Form</a>	<a href="#">Remove</a>
<a href="#">National Mosques Project</a>	<a href="#">Remove</a>
<a href="#">National Office Bearers List</a>	<a href="#">Remove</a>
<a href="#">Online Reporting - User Guide</a>	<a href="#">Remove</a>
<a href="#">ShuraElectionForm</a>	<a href="#">Remove</a>
<a href="#">ShuraElectionForm-PDF</a>	<a href="#">Remove</a>
<a href="#">Tajnid Update Request</a>	<a href="#">Remove</a>
<a href="#">Wasiyyat Form</a>	<a href="#">Remove</a>
<a href="#">Wassiyat - Particulars - Deceased Mosi Form</a>	<a href="#">Remove</a>
<a href="#">Wassiyat - Property Declaration Form</a>	<a href="#">Remove</a>
<a href="#">Wassiyat - Yearly Income Declaration Form</a>	<a href="#">Remove</a>



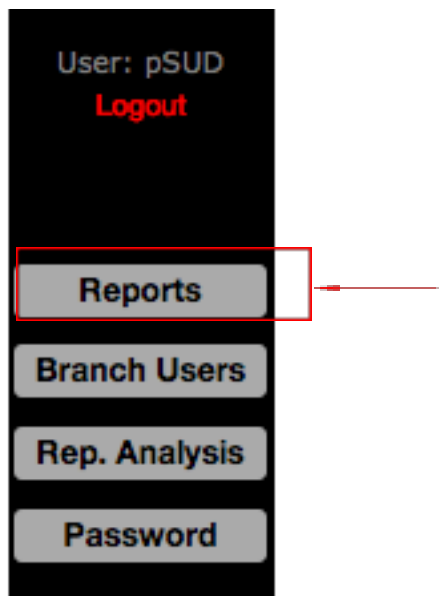
You will be asked to enter a User Name and Password before downloading a file. You can get this User Name and Password form the Office of the National General Secretary.

## 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 “Reports” will open the main screen that provides the option for

- Preparing new reports
- Editing a previously saved draft, or
- View previously submitted reports to review the comments from Markaz and/or Local Jama’at (in case of Halqajat).
- .

To create a new report press **New Report** button.

The screenshot shows the AHMADIYYA MUSLIM JAMA'AT Canada AMJ Reporting System. The interface includes a sidebar with navigation options: Reports, Branch Users, Rep. Analysis, and Password. The main area displays a 'Reports' section with filters for Month (All), Year (2014), and Status (All). A table lists reports, including one for October 2014 in Sudbury titled 'Tarbiyat' with a status of 'Draft'. A 'Download Documents' sidebar on the right provides links to various forms and guidelines. A red arrow points to the 'New Report' button in the sidebar.

The screenshot below illustrates the creation of a new report. For example, if you needed to submit a report for the **Additional Secretary Mal** Department for **October 2014**, select **Additional Secretary Mal** in the drop down menu for **Report**. Similarly select **2014** for year and **October** for month. If you wish to submit a quarterly report, then you can specify the quarter in the **Quarter** option. For monthly reports, the Quarter option should be left blank (as “None”).

The screenshot shows the 'Select Report' dialog box. It contains the following fields: Report (Add. Sec. Mal), Year (2014), Month (October), and Quarter (None). A red arrow points to the 'Start' button at the bottom of the dialog box.

Select the required values and then press “Start” button.

The below screenshot illustrates how detailed reports can be entered for each item. In the example below, the screen is displaying the first question/instruction:

**List all departmental activities & achievements for this month. (Attach details)**

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.

**Question/ Instruction**

**Text box to enter your response against this question/ instruction**

**“Report Highlights” column provides you the hints for preparing the report**

**“Choose File” button lets you select a file saved on your computer, having details of activities mentioned in the text box above**

**Download Documents**

Documents	Action
<b>Download Forms</b>	
Duties of Office Bearers	Remove
ElectionPackage	Remove
Guidelines for Writing Shura Proposal	Remove
ID Card Replacement Form	Remove
Monthly Report Form	Remove
National Mosques Project	Remove
National Office Bearers List	Remove
Online Reporting - User Guide	Remove
ShuraElectionForm	Remove
ShuraElectionForm-PDF	Remove
Tawhid Update Request	Remove
Wassiyat Form	Remove
Wassiyat - Particulars - Deceased Masi Form	Remove
Wassiyat - Property Declaration Form	Remove
Wassiyat - Yearly Income Declaration Form	Remove
<b>Download Other Documents</b>	
AMJ Inventory Policy	Remove
Balk Form French	Remove
Election Guidelines	Remove
Form Request for	Remove



The screenshot shows a web form for reporting. On the left, a black vertical bar is present. The main form area contains a text box for reporting assistance, followed by a section titled 'Activities carried out to:' with two bullet points: 'Develop a bond with new generation and make them realize their responsibilities' and 'Provide counselling to parents & children. Identify & reactivate members drifting away from Jama'at'. Below this is a 'Status:' dropdown menu currently set to 'Draft'. To the right of the form are two large text boxes: 'Comments by Department National Secretary:' (with a brown title bar) and 'Comments by National Markaz:' (with a green title bar). A red box on the right side of the form is labeled 'Reserved for National Secretary's Comments'. A blue 'Submit' button is located below the 'Status:' dropdown. A red arrow points from the 'Submit' button to a text box at the bottom that says 'Press "Submit" button when you have reviewed the report for any possible errors and you believe everything is complete'. Another red arrow points from the 'Reserved for National Secretary's Comments' box to the 'Comments by National Markaz:' box.

Report any assistance provided in resolution of domestic disputes.

Activities carried out to:

- Develop a bond with new generation and make them realize their responsibilities
- Provide counselling to parents & children. Identify & reactivate members drifting away from Jama'at

**Comments by Department National Secretary:**

**Comments by National Markaz:**

**Status:** Draft

**Submit**

Reserved for National Secretary's Comments

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Press "Submit" button when you have reviewed the report for any possible errors and you believe everything is complete

- The last two text boxes (with brown and green title bars) are not editable. These two boxes are reserved for the comments of National Markaz. Following report submission, the users must check the report frequently to view the comments from National Markaz.
- The **Status** bar provides three options to mark the status of report before submission.
- **DRAFT:** If you have not completed your report yet and you want to come back later to complete the report. The report with status "Draft" will not be submitted for review by the National Secretary.
- **COMPLETE:** if you have completed the report and are ready for submission.
- Once you have completed and submitted your report, kindly ask your local Amir/President to review and verify your submitted report
- **VERIFIED BY PRESIDENT/LOCAL AMIR:** is only enabled for the Local Amirs or Presidents. A President has to mark "**Verified by President/Local Amir**" once he has reviewed and verified the report.

# SUMMARY

The report submission process can be summarized as follows:

- 1- Login at <https://reports.ahmadiyya.ca> with the given **User ID, Password** and **PIN**
- 2- On the next screen press “**New Report**” button
- 3- On the next screen select the parameter of reports you intend to submit. These include department, year, month and specific quarter.
- 4- The next screen will open the form in which you enter the detailed report of the Department. You also have the option to attach files containing additional details.
- 5- At the end of the report, select the appropriate status of the report.  
Select “**Draft**” status for an incomplete or in progress report.  
Select “**Complete**” for completed reports that are ready for submission.
- 6- Press the **Submit** button when done.
- 7- Request your Local President/Local Amir to review and verify your submitted report
- 8- The option “**Verified by President/Local Amir**” is only enabled for the presidents of Jama’ats. A President/Local Amir has to select “**Verified by President**” once he has reviewed and verified the report.

## Viewing Reports

To view a previously submitted report, go to <https://reports.ahmadiyya.ca> .  
(Use the same login information that you use to submit new report)

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**AMJ Reporting System**  
This section of the web site is for AMJ Reports only. If you need printable report forms please [click here](#) to download.

**Reports**  
Total: 1

Month: **Feb** Year: **2014** Report: **All** Status: **All** **Filter**

**Branch Users**  
New Report **Reminder** Results 1 - 1 of 1

Month & Year	Branch Name	Report Name	Date posted	Status	Action
Oct-2014	Sudbury	Tarbiyat	2014-11-04	Draft	Edit ALL View

**Download Documents**  
Login: **docs**  
Password: **amjreports08**

- Duties of Office Bearers
- ElectionPackage
- Guidelines for Writing Shura Proposal
- Id Card Replacement Form
- Monthly Report Form
- National Mosques Project
- National Office Bearers List
- Online Reporting - User Guide
- ShuraElectionForm
- ShuraElectionForm-PDF
- Tajwid Update Request
- Wassiyat Form
- Wassiyat - Particulars - Deceased (Model Form)
- Wassiyat - Property Declaration Form
- Wassiyat - Yearly Income Declaration Form
- AMJ Inventory Policy
- Bait Form French
- Election Guidelines
- Form Request for Approval of Appointments of Office Bearer
- Minutes Template
- Nikah Form English (PDF)
- Property Acquisition Process and Form
- Quarterly Report Form
- RULES AND REGULATIONS FOR ELECTION OF OFFICE BEARER
- Sala Form
- Tasbeeh Annual Report

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Select the various parameters given in the Green area of the webpage. For example, if you need to view the report of **Tarbiyat** Department for **February 2010** which was saved as **Draft**, select **February** under **Month**, put **2010** in **Year**, select **Tarbiyat** in **Department**, and select **Draft** in **Status**. Clicking on the “**Filter**” button will show you the record of the report.

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**AMJ Reporting System**  
This section of the web site is for AMJ Reports only. If you need printable report forms please [click here](#) to download.

**Reports**  
Total: 1

Month: **Feb** Year: **2014** Report: **All** Status: **All** **Filter**

**Branch Users**  
New Report **Reminder** Results 1 - 1 of 1

Month & Year	Branch Name	Report Name	Date posted	Status	Action
Oct-2014	Sudbury	Tarbiyat	2014-11-04	Draft	Edit ALL View

**Download Documents**  
Login: **docs**  
Password: **amjreports08**

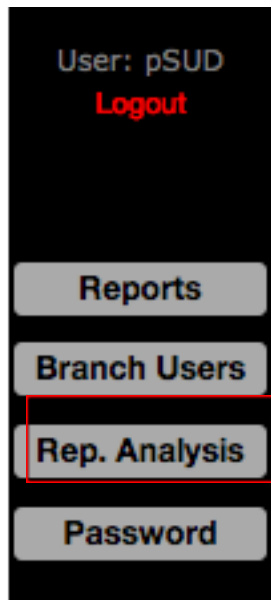
- Duties of Office Bearers
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Under the **Action** column, click **Edit** to edit a previously submitted report or a report saved as a **Draft**.  
Click **View** to view the report without making any changes.  
Clicking on **ALL** will display all reports of the selected Month and Year.

## REP. ANALYSIS

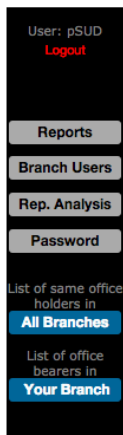
The following section explains the Rep. Analysis option in the left menu.



Click on Rep. Analysis in the Left Menu



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*Canada*



**Select Report**

Office:

Year:


Branch:

Status:

Display Office Names: ☐

Show Sa'iqin Report: ☐  
*[Branch must be selected]*

- "Office" – select specific departments
- "Branch" – select specific Jama 'at/Halqa
- "Status" – select between Completed (C), Verified (V) and Received (R)
- "Display Office Names" – shows month by month break down, and which department submitted the report along with its status
- "Show Sa'iqin Report" – shows the status of 'Amila meetings, Ijlas 'Am meeting and Sa'iqin activity report



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Date: 2014-11-04

Status: All

Login user: Admin

Office: Tarbiyat

Reports received during 2014-2015																
Branch	Jul 2014	Aug	Sep	Oct	Nov	Dec	Jan 2015	Feb	Mar	Apr	May	Jun	Total Reports	Months Count		
Ah													1	1		
Em																
Im		V	C										3	3		
No																
Re																
Sc																
To				R									1	1		
To		C											1	1		
We		V											2	2		
We																
We																
Weston South																
<b>Total Reports:</b>	3	3	2										8			

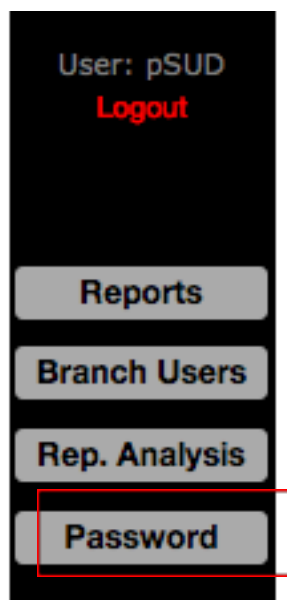
Print Back

The above screenshot shows the reports received from the Jama'ats for the Department of Tarbiyat. In the month of July 2014, 3 Jama'ats submitted their report, of which 2 were verified by the President (V), one was received by National Markaz (R). It also shows, that one at the top has only sent one report for the Department of Tarbiyat since July 2014. Similarly, shows that in the the bottom three Halqajat

## PASSWORD

The following section explains the use password change option in the left menu.

### Change Password



Click on Password in the Left Menu

The next screen will enable you to change an existing password.

- \* In the **"Old Password"** field, enter the old password
- \* In the **"New Password"** field, enter the new password that you wish to set
- \* In the **"Confirm Password"** field, re-enter new password
- \* In the **"PIN"** field, enter your PIN that you use to login

\* Press **"Submit"** button



User: pSUD  
Logout

Reports

Branch Users

Rep. Analysis

Password

List of same office holders in  
**All Branches**

List of office bearers in  
**Your Branch**

### Change Password

User ID: pSUD

Old password:  \*

New password:  \*

Confirm Password:  \*

Pin:  \*

Note: All fields with (\*) are required

**Submit**

The next screen will show the confirmation of password change.

## PASSWORD RECOVERY

جَمَاعَةُ الْمُسْلِمِينَ

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and promote "Love for all, Hatred for none"

LOVE  
FOR ALL  
HATRED  
FOR NONE

User ID:

Password:

Pin:

**Login**

[Forgot Password?](#)



### AMJ Reporting System

This section of the web site is for AMJ Reports only. Please fill the form below and press submit button to reset your password. Your password will be sent to your e-mail address.

### Password Reset

User ID:

Pin:

Email:

Note: All fields are required

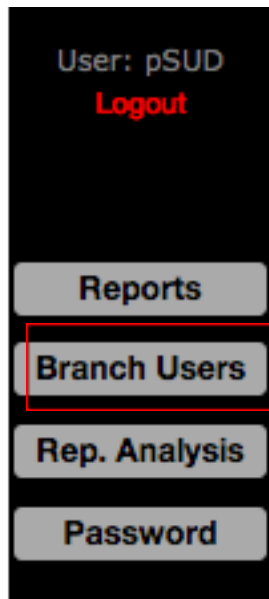
**Submit**

- Click Forgot Password Link on the login page just below the login button.
- On the next screen, type your userid, pin and email address.
- Click submit button.
- If you have provided the correct information then your password will be emailed to you.

## 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




Click on Branch Users in the Left Menu.

The next screen shows the list of all branch users.



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User: pSUD  
Logout

Reports

Branch Users

Rep. Analysis

Password

List of same office holders in  
**All Branches**

List of office bearers in  
**Your Branch**

Office: All

Status: All

Filter

New Approval

New User

Name	User ID	Branch Name	Department	Level	Status	Action
Najeeb Pasha Chaudhry	pSUD	Sudbury	President	Local	Active	
Test 2	gen.secsudbury	Sudbury	Add. Sec, Mal	Local	Active	Edit
Test	dtSUD	Sudbury	Diyafat	Local	Active	Edit
Temp	gsSUD	Sudbury	General Secretary	Local	Active	Edit
test	mbSUD	Sudbury	Muhasib	Local	Active	Edit
ABCABC	smSUD	Sudbury	Vice President	Local	Active	Edit

Results 1 - 6 of 6

Download Documents

Login: docs  
Password: amjreports08

[Duties of Office Bearers](#)

[ElectionPackage](#)

[Guidelines for Writing Shura Proposal](#)

[ID Card Replacement Form](#)

[Monthly Report Form](#)

[National Mosques Project](#)

[National Office Bearers List](#)

[Online Reporting - User Guide](#)

[ShuraElectionForm](#)

[ShuraElectionForm-PDF](#)

[Tajnid Update Request](#)

[Wassiyat Form](#)

[Wassiyat - Particulars - Deceased Mosi Form](#)

[Wassiyat - Property Declaration Form](#)

[Wassiyat - Yearly Income Declaration Form](#)

[AMJ Inventory Policy](#)

[Bait Form French](#)

[Election Guidelines](#)

[Form Request for Approval of Appointments of Office Bearer](#)

[Minutes Template](#)

[Nikah Form English \(PDF\)](#)

[Property Acquisition Process and form](#)

[Quarterly Report Form](#)

[RULES AND REGULATIONS FOR ELECTION OF OFFICE BEARER](#)

[Salq Form](#)

[Tabshir Annual Report](#)

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You can always customize the list by a particular type of branch users you wish to view. You can select a particular department to see its users by selecting that department from the **Office** dropdown list. Only the President/Local Amir or General Secretary of an Imarat/Jama'at has the privilege to add, or edit a Branch User.

## Edit Branch User Info


Once the list is populated, click on **Edit** against the user you wish to edit under the **Action** column. The next screen enables you to edit the user information. Once you have made the changes, press **Submit** button to submit the changes.

The status of the edited user will become **Inactive** until the changes are verified by the the National General Secretary's office.


Name	User ID	Branch Name	Department	Level	Status	Action
Najeeb Pasha Chaudhry	pSUD	Sudbury	President	Local	Active	
ABCD	ABCD	Sudbury	Add. Sec, Mal	Local	Inactive	<a href="#">Edit</a>   <a href="#">delete</a>
Test 2	gen.secsudbury	Sudbury	Add. Sec, Mal	Local	Active	<a href="#">Edit</a>
Test	dtSUD	Sudbury	Diyafat	Local	Active	<a href="#">Edit</a>
Temp	gsSUD	Sudbury	General Secretary	Local	Active	<a href="#">Edit</a>
test	mbSUD	Sudbury	Muhasib	Local	Active	<a href="#">Edit</a>
ABCABC	smSUD	Sudbury	Vice President	Local	Active	<a href="#">Edit</a>

Once approved by the National General Secretary's office, the status will be marked as **Active**  
**Add New Branch User**





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User: pSUD  
Logout

**Users**  
Office: All Status: All Filter  
New Approval New User  
Results 1 - 6 of 6


**Download Documents**  
Login docs  
Password: amjreports08  
Duties of Office Bearers  
ElectionPackage  
Guidelines for Writing Shura Proposal  
ID Card Replacement Form  
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Tajnid Update Request  
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Form Request for Approval of Appointments of Office Bearer  
Minutes Template  
Nikah Form English (PDF)  
Property Acquisition Process and form  
Quarterly Report Form  
RULES AND REGULATIONS FOR ELECTION OF OFFICE BEARER  
Saig Form  
Tabshir Annual Report

Name	User ID	Branch Name	Department	Level	Status	Action
Najeeb Pasha Chaudhry	pSUD	Sudbury	President	Local	Active	
Test 2	gen.secsudbury	Sudbury	Add. Sec, Mai	Local	Active	Edit
Test	dtSUD	Sudbury	Diyaft	Local	Active	Edit
Temp	gsSUD	Sudbury	General Secretary	Local	Active	Edit
test	mbSUD	Sudbury	Muhasib	Local	Active	Edit
ABCABC	smSUD	Sudbury	Vice President	Local	Active	Edit


List of same office holders in  
All Branches  
List of office bearers in  
Your Branch

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Click on **"New User"** button. The next screen will let you enter the information for the new user.



**AHMADIYYA  
MUSLIM JAMA'AT**  
Canada

*Muslims who believe in the Messiah, Mirza Ghulam Ahmad<sup>ra</sup>  
and promote "Love for all, Hatred for none"*


User: pSUD  
Logout

**Add user**

**Credentials**  
Full Name:   
User ID:  Create ID  
Member code:   
Password:   
Confirm password:   
Phone:   
Email:   
Confirm Email:

**Privileges**  
Office: Add. Sec, Mai - SM  
Level: Local  
Branch: SUD  
Access type: Own Office  
Next password change date: 2014-11-06 (YYYY-MM-DD)  
Expiry date: 2017-06-30 (YYYY-MM-DD)  
Status: Inactive

Note: All fields with (\*) are required  
Submit Reset  
Back

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Once you have entered all the required information, press submit to create a new branch user. The status of the edited user will remain **Inactive** until the new user is verified by National Markaz. Once approved, the status will be marked as **Active**.

## 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.