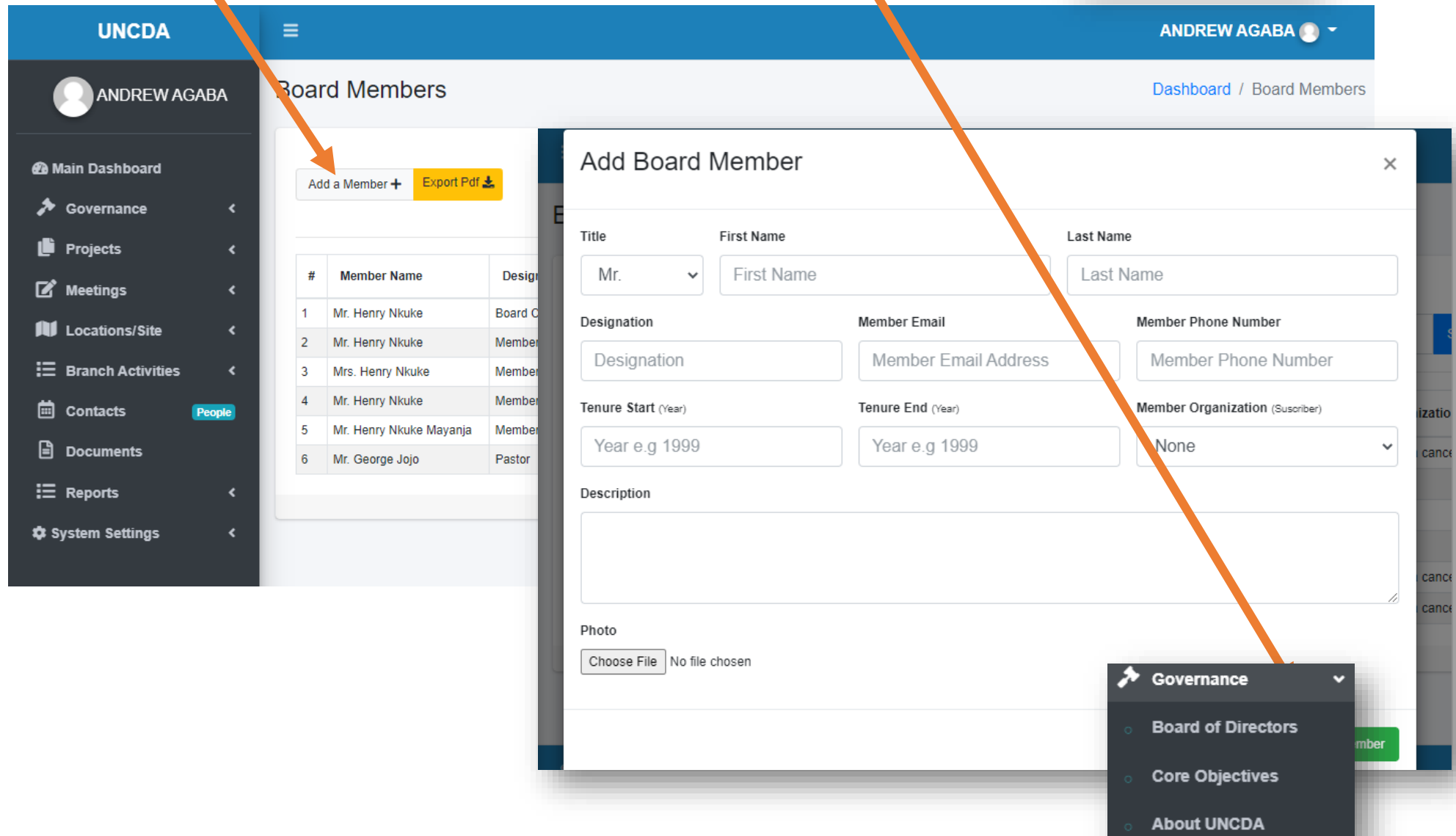
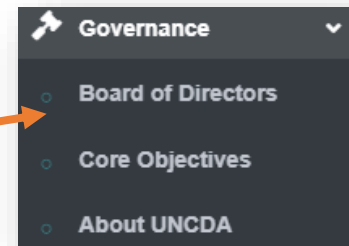


UNCDA internal system user guide

1. Adding Board Members

To add/register board members,

- Click the **Governance** menu option and choose **Board members**
- Click the **Add a member** button and complete the members' form and click the **'Save Member'** button



The screenshot shows the UNCDA internal system interface. At the top, there's a blue header with 'UNCDA' on the left and 'ANDREW AGABA' on the right. Below the header is a sidebar with a dark blue background and white text, listing various menu items: Main Dashboard, Governance, Projects, Meetings, Locations/Site, Branch Activities, Contacts (highlighted with a 'People' tag), Documents, Reports, and System Settings. The main content area is titled 'Board Members' and contains a table with columns '#', 'Member Name', and 'Designation'. The table lists six members: Mr. Henry Nkuke (Board C), Mr. Henry Nkuke (Member), Mrs. Henry Nkuke (Member), Mr. Henry Nkuke (Member), Mr. Henry Nkuke Mayanja (Member), and Mr. George Jojo (Pastor). Above the table are two buttons: 'Add a Member +' and 'Export Pdf'. An orange arrow points from the 'Add a Member +' button to the 'Add Board Member' form. The form is titled 'Add Board Member' and contains several input fields: Title (dropdown with 'Mr.' selected), First Name, Last Name, Designation, Member Email (Member Email Address), Member Phone Number, Tenure Start (Year) (Year e.g 1999), Tenure End (Year) (Year e.g 1999), Member Organization (Subscriber) (dropdown with 'None' selected), Description, and Photo (Choose File button). An orange arrow points from the 'Save Member' button in the instructions to the 'Save Member' button at the bottom right of the form. Another orange arrow points from the 'Governance' menu option in the instructions to the 'Governance' menu dropdown in the sidebar.

#	Member Name	Designation
1	Mr. Henry Nkuke	Board C
2	Mr. Henry Nkuke	Member
3	Mrs. Henry Nkuke	Member
4	Mr. Henry Nkuke	Member
5	Mr. Henry Nkuke Mayanja	Member
6	Mr. George Jojo	Pastor

Add Board Member

Title: Mr. First Name: First Name Last Name: Last Name

Designation: Designation Member Email: Member Email Address Member Phone Number: Member Phone Number

Tenure Start (Year): Year e.g 1999 Tenure End (Year): Year e.g 1999 Member Organization (Subscriber): None

Description:

Photo: Choose File No file chosen

Governance

- Board of Directors
- Core Objectives
- About UNCDA

2. Adding Core Objectives

To add core objectives,

- Click the **Governance** menu option and choose **Core objectives**
- Click the **Add a core objective** button, complete form and click the **'Save Objective'** button

The screenshot displays the UNCDF Core Objectives management interface. The top navigation bar is blue with the UNCDF logo on the left and the user name 'ANDREW AGABA' on the right. A sidebar on the left contains a menu with options: Main Dashboard, Governance (selected), Board of Directors, Core Objectives, About UNCDF, Stakeholders, Projects, Meetings, and Locations/Site. The main content area is titled 'Core Objectives' and features a green 'Add Core Objective +' button. Below this button is a table with three rows of sample core objectives. An orange arrow points from the 'Add Core Objective +' button to the 'Add Core Objective' modal form. Another orange arrow points from the 'Save Objective' button in the modal form to the 'Save Objective' button in the main content area.

Core Objectives

[Dashboard](#) / [Core Objectives](#)

Add Core Objective

Objective Title

Objective Description

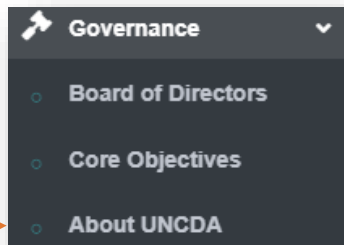
Save Objective

#	Objective Title
1	Sample Core Objective
2	Sample Core Objective
3	Sample Core Objective

3. Edit UNCCA about Info

To add information about UNCCA like mission and vision,

- Click the **Governance** menu option and **About NCCA**
- Complete the form and click the **'Save Changes'** button

A screenshot of the UNCCA system interface. The top header is blue with the text 'UNCCA' and a hamburger menu icon. The left sidebar is dark grey and contains a list of menu items: 'Main Dashboard', 'Governance', 'Stakeholders', 'Projects', 'Meetings', 'Locations/Site', 'Branch Activities', 'Contacts', 'Documents', 'Reports', and 'System Settings'. The 'Contacts' item is highlighted with a blue bar and the word 'People'. The main content area is white and contains three text editors: 'About UNCCA', 'UNCCA Mission', and 'UNCCA Vision'. Each editor has a toolbar with icons for bold, italic, underline, font color, background color, text color, bulleted list, numbered list, indent, outdent, table, link, unlink, image, video, unlink, source code, and help. The 'About UNCCA' editor is currently selected. An orange arrow points from the 'Save Changes' instruction in the text above to a green 'Save Changes' button located at the bottom right of the form.

4. Stakeholders

To add a member organization or Donor,

- Click the **Stakeholders'** menu option and choose **Donors** or **Member Organization** as required
- Click the **Add Donor / Add Stakeholder** button , Complete the form and click the **'Save Organization'** button.

- Stakeholders
 - Donors
 - Member Organizations

The screenshot displays the UNCDA web application interface. On the left is a dark sidebar with navigation links: Main Dashboard, Governance, Stakeholders (selected), Donors, Member Organizations, Projects, Meetings, Locations/Site, Branch Activities, Contacts, and Documents. The main content area is titled 'Member Organizations' and features a search bar and a table with columns '#', 'Member', and 'Description'. A modal window titled 'Add Member Organization' is open, containing various input fields for organization details. An orange arrow originates from the 'Member Organizations' link in the sidebar and points to the modal. Another orange arrow points from the 'Save Organization' button at the bottom right of the modal to the same button.

UNCDA ANDREW AGABA

Member Organizations

Add Stakeholder + Export Pdf

Search (e.g search by name, phone)

Search here...

#	Member	Description
1	Uganda cancer Institute	Helps
2	Subscriber One	Subs

Add Member Organization

Member Organization Name:

Organization Address:

Organization Telephone:

Member Email:

Year of Joining (Year):

Status:

Contact Person:

Contact Person's Phone:

Contact Person's Email:

Member Description:

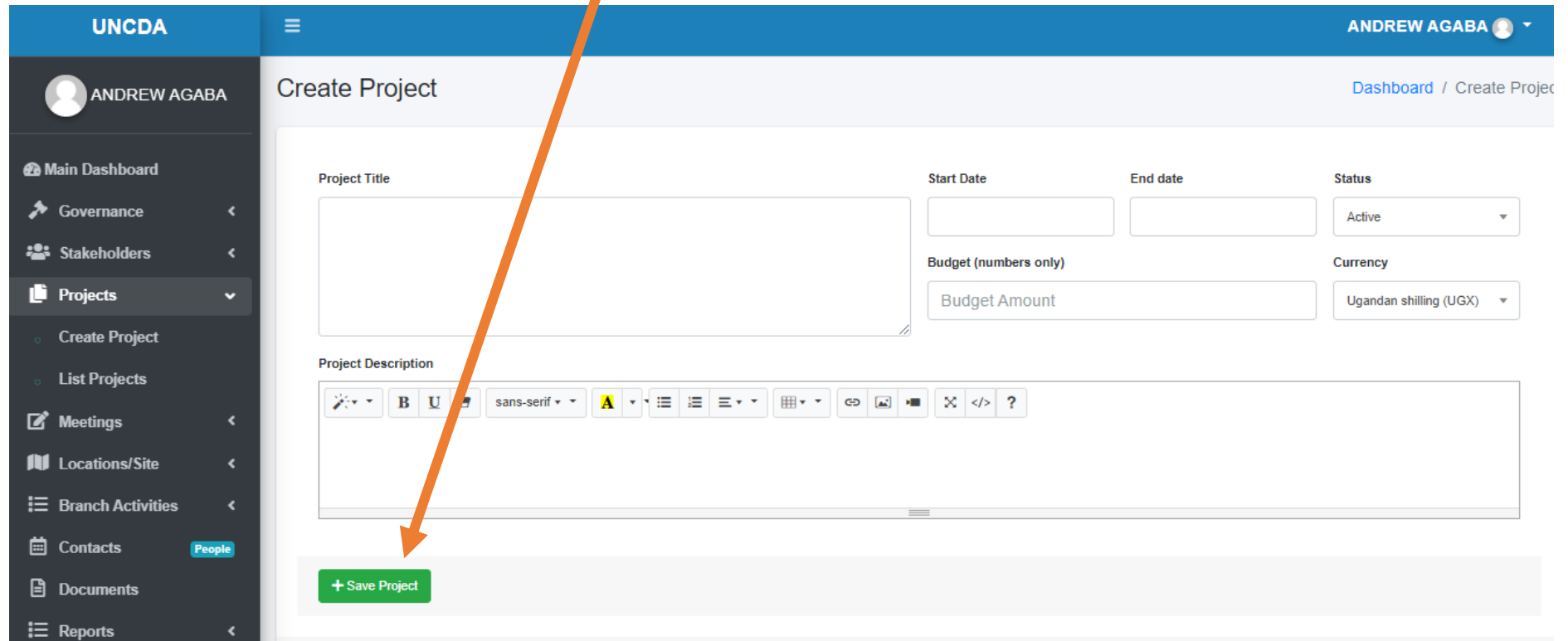
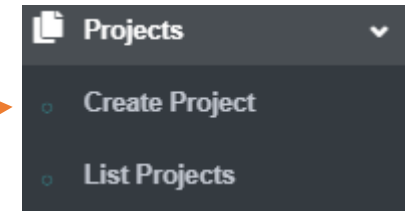
Rich text editor with formatting options (bold, italic, underline, text color, background color, font family, font size, bullet points, numbered list, indent, link, unlink, image, video, code, help).

Save Organization

5. Create a Project

To create a project,

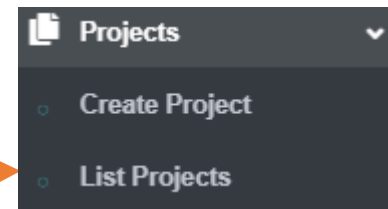
- Click the **Projects Menu** option and choose **Create Project**
- Complete the form and click the **'Save Project'** button.

The screenshot shows the 'Create Project' form in the UNCDF system. The top header is blue with 'UNCDA' on the left and 'ANDREW AGABA' with a profile icon on the right. A left sidebar contains navigation links: 'Main Dashboard', 'Governance', 'Stakeholders', 'Projects' (highlighted with a dropdown arrow), 'Create Project', 'List Projects', 'Meetings', 'Locations/Site', 'Branch Activities', 'Contacts', 'Documents', and 'Reports'. The main content area is titled 'Create Project' and includes a breadcrumb 'Dashboard / Create Project'. The form fields are: 'Project Title' (a large text area), 'Start Date' and 'End date' (date pickers), 'Status' (a dropdown menu with 'Active' selected), 'Budget (numbers only)' (a text field with 'Budget Amount' placeholder), and 'Currency' (a dropdown menu with 'Ugandan shilling (UGX)' selected). Below these is a 'Project Description' field with a rich text editor toolbar. At the bottom of the form is a green button labeled '+ Save Project'. Two orange arrows are overlaid on the image: one points from the 'Create Project' text in the instructions to the 'Create Project' option in the Projects menu, and the other points from the 'Save Project' button in the instructions to the '+ Save Project' button at the bottom of the form.

6. View Projects

To create a project,

- Click the **Projects Menu** option and choose **List Projects**
- To view project Objectives , **click the three dots at the right** of each project and choose **View Objectives**.



The screenshot shows the UNCDA web application interface. The top header is blue with 'UNCDA' on the left and 'ANDREW AGABA' with a profile icon on the right. A left sidebar contains a navigation menu with items like 'Main Dashboard', 'Governance', 'Stakeholders', 'Projects', 'Meetings', 'Locations/Site', 'Branch Activities', 'Contacts', 'Documents', 'Reports', and 'System Settings'. The main content area is titled 'Projects' and features a '+ Create New Project' button. Below this, there is a list of three projects: 'Sample Project One', 'Awareness project', and 'Strengthening Testing'. Each project card displays a description, start/end dates, duration, and last update time. To the right of each project card is a vertical ellipsis (three dots) menu. A context menu is open for the first project, showing options: 'Field Data Entry', 'View Objectives', and 'Edit Project'. Two orange arrows are overlaid on the image: one points from the 'List Projects' option in the top menu to the 'Projects' link in the breadcrumb, and the other points from the 'three dots at the right' instruction to the ellipsis menu of the first project.

UNCDA

ANDREW AGABA

Projects

Dashboard / Projects

+ Create New Project

Sample Project One

Description:
Sample Project description

Started: Mar 24th, 2022 Ends: Jun 24th, 2022 Duration: 92 days Last Updated: 2 months ago

Awareness project

Description:
Awareness project decription

Started: Mar 18th, 2022 Ends: Mar 31st, 2022 Duration: 13 days Last Updated: 2 months ago

Strengthening Testing

Description:
Immunisation is a means of protecting a person.

Started: Dec 1st, 2021 Ends: Apr 30th, 2022 Duration: 150 days Last Updated: 4 months ago

Field Data Entry
View Objectives
Edit Project

localhost/ncda/project-list#

7. Add / Configure Project Objectives

To create a project objective,

- From the **List of Projects** as shown above
- Click **the three dots at the right** as shown above and choose **View Objectives** to go to the details page
- Click **New Objective** button to create a new objective, complete the form and Click the **Save Objective** button to submit

The screenshot displays the UNCDFA web application interface. On the left is a dark sidebar with navigation links: Main Dashboard, Governance, Stakeholders, Projects, Meetings, Locations/Site, Branch Activities, Contacts, Documents, Reports, and System Settings. The user profile 'ANDREW AGABA' is at the top of the sidebar. The main content area shows the 'Objectives' section for 'Sample Project One'. It includes a 'Back to Projects' button and a 'New Objective +' button. Below this is a 'Project Objectives' table with one row: '1 Improving test coverage'. To the right of the table is a green 'Activities' button. An 'Add New Objective' modal is open, showing fields for 'Objective Title' and 'Objective Description' with a rich text editor. The modal has a green 'Save Objective' button at the bottom right. Three orange arrows point to the 'New Objective +' button, the 'Save Objective' button, and the 'Activities' button.

UNCDFA

ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

Documents

Reports

System Settings

Objectives

Back to Projects

New Objective +

Project: Sample Project One

Description: Sample Project description

Started: Mar 24th, 2022 Ends: Jun

Project Objectives

#	Objective Title
1	Improving test coverage

Sample

Activities

Edit Delete

Add New Objective

Objective Title

Objective Description

Save Objective

Each Objective has **Activities** and it, to view them **Click Activities** button on the Objective row.

8. Add / Configure Objective Activities

To create a Objective activities,

- From the **Projects Objectives** as shown above, Click the **Activities** button (as shown above) to go to the Activities page
- Click **Create New Activity** button to create a new activity, complete the form and Click the **Save Activity** button to submit.

The screenshot displays the UNCDA web application interface. On the left is a dark sidebar with the user profile 'ANDREW AGABA' and a list of navigation items: Main Dashboard, Governance, Stakeholders, Projects, Meetings, Locations/Site, Branch Activities, Contacts, Documents, Reports, and System Settings. The main content area is titled 'Objective Activities' and features a blue header bar with a 'Back to Project Objective' button and a green '+ Create New Activity' button. Below this, an objective card is shown with the title 'Improving test coverage' and a status 'Last Updated: 2 months ago'. Underneath the card is a table titled 'Activities' with two columns: '#' and 'Activity Title'. The table contains one row with the value '1' in the first column and 'Act 1' in the second. To the right of the table is a green 'Indicators' button, and further right are 'Edit' and 'Delete' buttons. An 'Add New Activity' modal is open on the right side of the screen. It has a title bar with a close button, followed by an 'Activity Title' text input field. Below that is an 'Activity Description' section with a rich text editor toolbar (including bold, italic, underline, font color, background color, bulleted list, numbered list, indent, outdent, table, link, unlink, code, and help icons) and a text area. At the bottom right of the modal is a green 'Save Activity +' button. Two orange arrows are present: one points from the 'Create New Activity' button in the main interface to the 'Add New Activity' modal, and another points from the 'Indicators' button in the table to the 'Save Activity +' button in the modal.

Each **activity** has/should have **indicators** configured under it, to configure them **click the Indicators** button on the activity row.

9. Add / Configure Activity Indicators

To create activity Indicators,

- From the **Objective activities** page as shown above, Click the **Indicators** button (on the activity row as shown above) to go to the indicators page
- Click **Create New Indicator** button to create a new activity, complete the form and Click the **Save Indicator** button to submit.

The screenshot displays the UNCDF Activity Indicators interface. On the left is a sidebar with navigation options: Main Dashboard, Governance, Stakeholders, Projects, Meetings, Locations/Site, Branch Activities, Contacts (highlighted with a 'People' tag), Documents, Reports, and System Settings. The main content area is titled 'Activity Indicators' and shows a table with one entry: 'Act 1' with the indicator 'Number of patients reached'. Above the table are buttons for 'Back to Activities' and 'Create New Indicator'. An orange arrow points from the 'Create New Indicator' button to a modal form titled 'Add New Indicator'. The modal form contains the following fields: 'Indicator Title' (text input), 'Indicator Target Value' (text input), 'Core Objective' (dropdown menu set to 'None'), and 'Indicator Description' (rich text editor with a toolbar). At the bottom right of the modal is a green 'Save Indicator' button. Another orange arrow points from the 'Save Indicator' button in the modal back to the 'Save Indicator' button in the main interface header.

UNCDF

ANDREW AGABA

Activity Indicators

Dashboard / Activity Indicators

← Back to Activities + Create New Indicator

Activity:

Act 1

Activity Indicators

#	Indicator Title
1	Number of patients reached

Add New Indicator

Indicator Title

Indicator Target Value

Core Objective

None

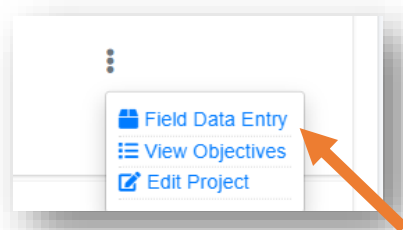
Indicator Description

Save Indicator

10. Project Data Entry

To capture project data

- From the **list of projects shown in 6**, Click the **dots on the right of the desired project** and choose **'Field Data Entry'** to go to the data entry form
- Choose a project Object, the system will re-render the form with the corresponding activities and their indicators for you to start data entry.
- Enter the different values for the different indicators and press **'Submit Data'** button

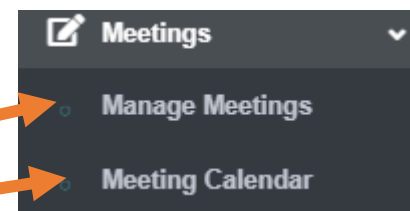
A screenshot of the UNCTA Project Data Entry form. The interface includes a top header with 'UNCTA' and a user profile 'ANDREW AGABA'. A left sidebar contains navigation links: 'Main Dashboard', 'Governance', 'Stakeholders', 'Projects', 'Meetings', 'Locations/Site', 'Branch Activities', 'Contacts', 'Documents', 'Reports', and 'System Settings'. The main content area shows project details for 'Sample Project One', including a description and dates. Below this, the 'Select Objective & Activity' section is active, showing 'Improving test coverage' as the selected objective. A table below lists activities, with '1. Act 1' selected. The table has columns for 'Number of patients reached', 'Target', and 'Status'. The 'Number of patients reached' column has a value of 20. The 'Target' column has a value of 100. The 'Status' column has a value of 20. A green 'Submit Data' button is at the bottom left. An orange arrow points from the 'Submit Data' button to the 'Field Data Entry' option in the menu above.

Note: Choose a facility and enter a date if applicable to the data you are entering

11. Meetings

To view a list of meetings

- From the **menu**, **Select Meetings** and then **'Manage meetings'**
- To view the meetings on a calendar view, choose **'Meeting Calendar'**
- To view or add the meetings details, click **'Options'** and choose **'Details'**
- To create a new Meeting, use the **'Create meeting button'**



The screenshot shows the UNCDA web application interface. On the left is a sidebar with a user profile for Andrew Agaba and a list of navigation items: Main Dashboard, Governance, Stakeholders, Projects, Meetings (selected), Locations/Site, Branch Activities, Contacts, Documents, Reports, and System Settings. The main content area is titled 'Meetings' and includes a breadcrumb 'Dashboard / Meetings'. At the top of the main area are two buttons: '+ Create Meeting' and 'Import Meetings from Excel'. Below these is a table with 11 rows of meeting data. The table columns are: #, Meeting Title, Meeting Date, Start Time, End Time, Type, and Action. The 'Action' column contains 'Options' buttons for each row. An annotation points from the 'Meetings' menu item in the sidebar to the 'Meetings' header. Another points from the 'Manage Meetings' option in the top dropdown to the 'Options' button in the table. A third points from the 'Meeting Calendar' option to the 'Meeting Calendar' link in the breadcrumb. A fourth points from the 'Details' option in the 'Options' dropdown to the 'Details' link in the dropdown menu.

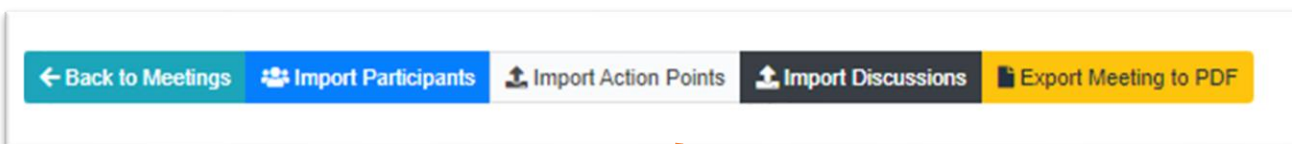
#	Meeting Title	Meeting Date	Start Time	End Time	Type	Action
1	Simple meeting	2022-01-17	08:00:00	06:00:00		Options ▾
2	Meeting two	2010-11-19	08:00:00	08:00:00		Options ▾
3	Coming soon meeting	2021-07-28	08:00:00	08:00:00		Options ▾
4	kfdsfs	2021-07-28	00:20:22	00:20:22		Options ▾
5	ttryy	2021-07-28	00:20:22	00:20:22		Options ▾
6	gffffff	0000-00-00	00:20:22	00:20:22		Options ▾
7	ffffff	2021-07-28	00:20:22	00:20:22		Options ▾
8	fgggggggg	2021-07-28	00:20:22	00:20:22		Options ▾
9	Hey bos	2021-07-28	00:20:22	00:20:22		Options ▾
10	Hey bos	2021-07-28	00:20:22	00:20:22		Options ▾
11	Staring Small	2021-07-28	00:20:22	00:20:22		Options ▾

You can use the **Import Meetings Option** to add a list of meetings as entered in an excel file, an excel template is accessible through the same button

12. Meeting Details Page

The meeting details page allows you to view add meeting details i.e Participants, Discussions and action points

- To add participants, click the participants tab or use the import button at the top
- To add meeting discussions, you can also use the discussion tab or import from excel and the same applies for meeting actions
- Meeting details can also be exported to PDF using the yellow button at the top



UNCDA

ANDREW AGABA

ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

Documents

Reports

System Settings

Meeting Details

Dashboard / Meeting Details

Back to Meetings

Import Participants

Import Action Points

Import Discussions

Export Meeting to PDF

Meeting Title

Simple meeting

Starting Time

08:00:00

Meeting Date

2022-01-17

End Time

06:00:00

Meeting Venue

Hotel Africana

Description

Simple

Participants

Discussions

Action points

Add Participant +

#	Name	Organization	Address	Telephone	Mobile
1	Mr. Henry Nkuke	Solvertech	Kyebando	+256787788700	+25678778890

13. Locations / Site

The Locations/Site menu avails access to lists of Branches/districts, their teams and facilities

- Use the **Options** button on each Branch/district row to add facilities and teams under them

The screenshot displays the UNCDFA web application interface. On the left is a dark sidebar menu with the following items: Main Dashboard, Governance, Stakeholders, Projects, Meetings, **Locations/Site** (highlighted with a red box and containing sub-items: Branches, Facilities, Contacts), Branch Activities, Contacts (with a 'People' tag), Documents, Reports, and System Settings. The main content area is titled 'Districts' and includes a search bar and three buttons: '+ Add a Branch', 'Import from Excel', and 'Download Excel Template'. Below these is a table with 10 rows of district data. The 'Action' column for each row contains an 'Options' button. An orange arrow points from the 'Options' button in the first row to a dropdown menu that lists: 'View Teams', 'View Facilities', 'Edit Branch', and 'Delete Branch'.

#	Branch Name	Region	Action
1	Buikwe	Central Region	Options ▾
2	Bukomansimbi	Central Region	Options ▾
3	Butambala	Central Region	Options ▾
4	Buvuma	Central Region	Options ▾
5	Gomba	Central Region	Options ▾
6	Kalangala1	Central Region	Options ▾
7	Kalungu	Central Region	Options ▾
8	Kampala	Central Region	Options ▾
9	Kayunga	Central Region	Options ▾
10	Kiboga	Central Region	Options ▾

14. Contacts

The Contacts list is made up of all meeting participants and other contacts added manually.

- Use the **Download template button** to obtain the format required for bulk contact importing
- Use the export to PDF option to download a list of contacts

UNCDA

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ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

People

Documents

Reports

System Settings

Contacts List

Dashboard / Contacts List

+ New Contact

Download Template

Import Contacts

Export to PDF

Search (e.g search by name, designation, phone)

Search here...

Search

#	Name	Organization	Phone Number	Email	Action
1	Musajja Robert		705596470	musajja@gmail.com	Options
2	Henry Nkuke	Solvertech	+256787788700	henricsanyu@gmail.com	Options
3	Henry Nkuke	Solvertech	+2567877887990	henricsanyu@gmail.com	Options
4	Henry Nkuke	Solvertech	+2567877877798	henricsanyu5@gmail.com	Options

15. Reports

The Project Report helps you visualize the performance of different projects, you simply select a project to render its report

- Right click in the report and choose visualize to render a graphical representation of the same data

UNCDA

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ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

Documents

Reports

Project Report

Branch Activities Report


Facilitation Report

System Settings

Reports

Dashboard / Reports

Choose Project

 **Strengthening Testing of Communicable diseases in South Western Uganda**
Immunisation is a means of protecting a person against vaccine preventable diseases by building th...

Activity	Indicator(s)	Target	Status
To increase testing turnups per quoter			
To minimize the number of communicable diseases deaths th...			
Screening	Number of p	100	45
	Number of	70	58
	Number of negative cases (-ve)	100	6
Aiding the sick			
Simple Activity	Number of People sensitized	50	N/A
	Sample two	100	N/A
Reducing Infections			
Immunization	Number of people immunized	100	45
Starting Smaller			
Activity One	Number of people	100	45
	Number of times attended	80	45
Drilling wells	Number of wells	90	45

Visualize

Export PDF

The **Branch Activities report** shows the performance on branch activity indicators over the selected period

UNCDA

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ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

Documents

Reports

System Settings

Branch Activity Report

Dashboard / Branch Activity Report

From Date

To Date

Apply Filter

Activity	Indicator(s)	Target	Status
Sample Core Objective			
	Sample branch param		60
Sample Activity	Si		60
	Si		60
	Smample	10	60

The **Facilitation report** shows the distribution of different items to branches/facilities over the selected period

UNCDA

ANDREW AGABA

Main Dashboard

Governance

Stakeholders

Projects

Meetings

Locations/Site

Branch Activities

Contacts

Documents

Reports

System Settings

Facilitation Report

Dashboard / Facilitation Report

From Date

To Date

Choose Facility

Apply Filter

#	Description	Facility	Value
1	Sample things that we need	Sample Facility	UGX 340,000
2	ureureiuri	Sample Facility	UGX 6,700,000

1. Documents

The documents section is a storage area for company documents.

Documents can be uploaded with a meaningful description, and these will be accessible by all users with the due permissions

The screenshot displays the 'Company Documents' interface within the UNCDA system. The top navigation bar is blue with the UNCDA logo on the left and the user's name 'ANDREW AGABA' on the right. A dark sidebar on the left contains a list of navigation items: Main Dashboard, Governance, Stakeholders, Projects, Meetings, Locations/Site, Branch Activities, Contacts (highlighted with a 'People' tag), Documents, Reports, and System Settings. The main content area has a light blue header with the title 'Company Documents' and a breadcrumb trail 'Dashboard / Company Documents'. Below this is a white box titled 'Add Document'. Inside this box, there is a 'File Description' section with a text input field containing the placeholder 'File Description'. Below the input field is a file upload area with a 'Choose File' button and the text 'No file chosen'. A blue 'Save Document' button is positioned below the file upload area. Further down, there is a 'Description' section with a text input field containing the placeholder 'System Documentations'. To the right of this input field is a blue 'View' link. The entire interface is clean and modern, with a focus on functionality and ease of use.

UNCDA

ANDREW AGABA

Company Documents

Dashboard / Company Documents

Add Document

File Description

File Description

Choose File No file chosen

Save Document

Description

System Documentations [View](#)

General Note:

Any section that is not covered in this document can be elaborated by contacting the system developers through the contacts below

Henry Nkuke

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Email: henricsanyu@gmail.com

Agaba Andrew

Mobile: +256 702 787 688

Email: agabaandre@gmail.com