iMMAP ►

A comprehensive **User Manual** for

ReportHub

Reporting Workflow | Decision Support | Real-Time

Better Data
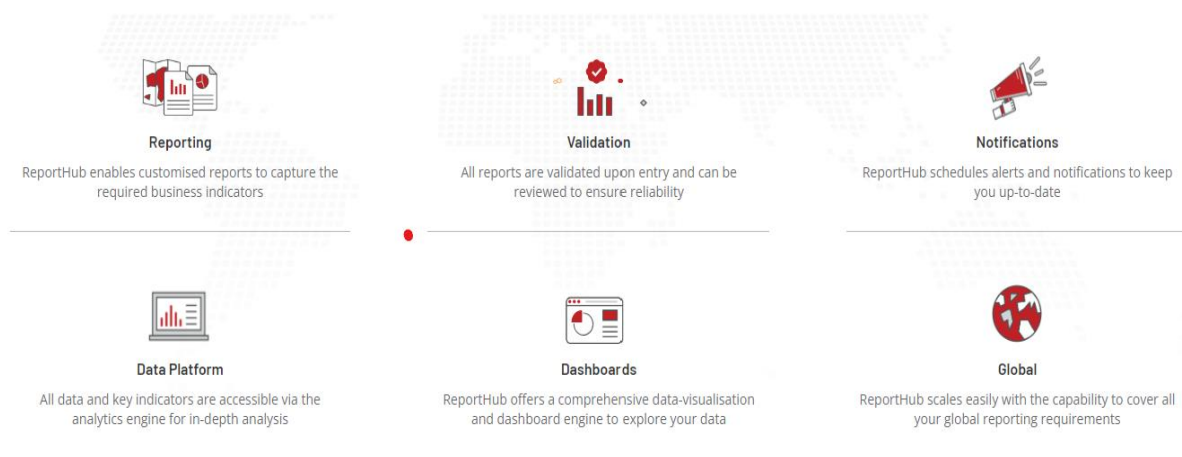**Better Decisions**
Better Outcomes

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Better Data, Better Decisions, Better Outcomes

Tools and Services

Reporting Workflow. Decision Support. Real-Time.

Reporthub provides an easy-to-use system with alerts and notifications for a daily reporting workflow tailored to users' needs. Once entered, the analytics engine processes key performance indicators for decision support made available via interactive dashboards. All of this in real-time.

Reporting
ReportHub enables customised reports to capture the required business indicators

Validation
All reports are validated upon entry and can be reviewed to ensure reliability

Notifications
ReportHub schedules alerts and notifications to keep you up-to-date

Data Platform
All data and key indicators are accessible via the analytics engine for in-depth analysis

Dashboards
ReportHub offers a comprehensive data-visualisation and dashboard engine to explore your data

Global
ReportHub scales easily with the capability to cover all your global reporting requirements

User and Usage Statistics

#Of Users Registered

Services at Province/ District levels

#Of Reports Submitted

#Of Organizations Reporting

#Of Clusters Supported

1. Registration and Main Page

### Register

- ✓ The Google Chrome browser is the recommended web browser for ReportHub.
1. Go to https://dev.reporthub.immap.org > click Register.
2. The Registration page will be displayed; fill all the required fields marked with (*).
3. The username must be a combination of Letters (A-Z), digits (0-9) and special symbols (@., /+-).
4. Make sure to enter a valid Official email address.
5. The password can't be similar to your personal information and less than 8 characters.
6. You can select multiple clusters, in case of reporting to multiple sectors.
7. Review our Terms and Conditions, check the box, then click Sign Up.

By clicking Sign Up, you will receive an activation email; check your inbox/spam, click on the activation link, and your account will be activated.
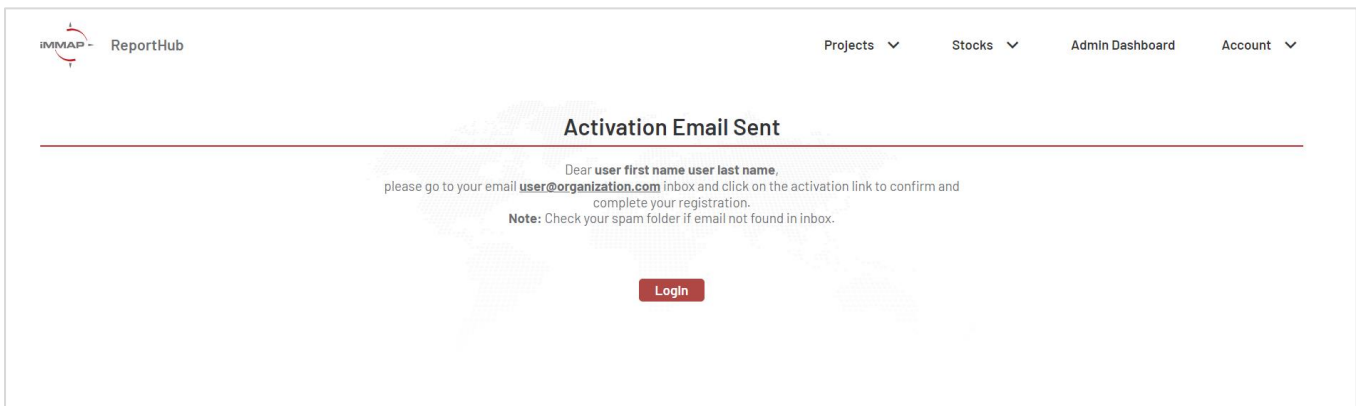
Login

1. Open ReportHub from your Chrome browser.
2. From the home page > click on Get Started or Login button.
3. Once you are redirected to the Login page.
4. Enter your username/email and password > click the Login button.

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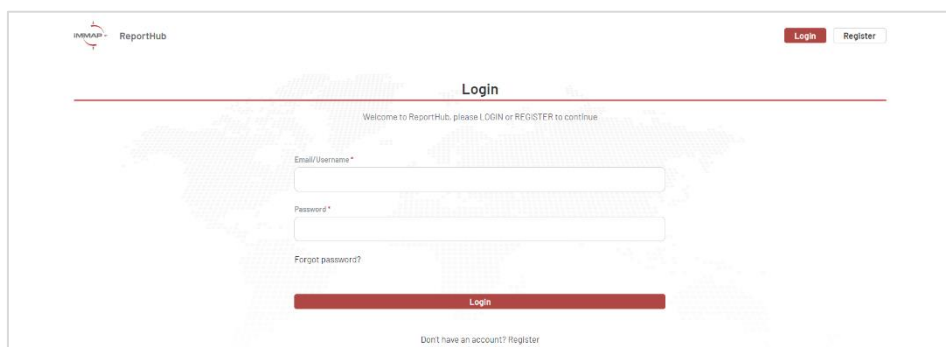
Forgot Your Password

1. Click on forgot password from the login page.

2. Enter your registered email and > click on Submit.
3. The system will automatically send an email containing an instruction for resetting your password.
4. Enter a strong new password and hit the reset password button.
5. Now your password has changed, and you can log in with your new password.

Main Page

The header, which is located at the top of the page, contains the navigation menu, including Projects, Stocks, and Account. The menu items are provided with their related submenus.
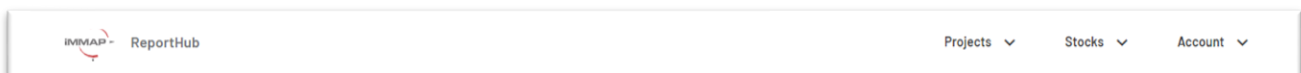

User Profile Management
Under the Account menu item

> Profile
> My Cluster/Sector
> Add organization
> Logout

To update the profile, click on the profile button, change the personal details and click update. The system does not enable changing email address.

Further Support

If you need any additional helo, please refer to the footer located at the bottom of the page. Feel free to contact ReportHub Help Desk for further support.
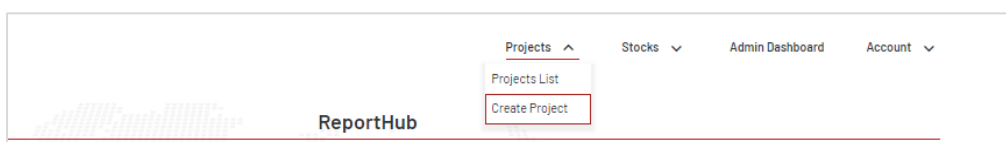
Better Data, Better Decisions, Better Outcomes
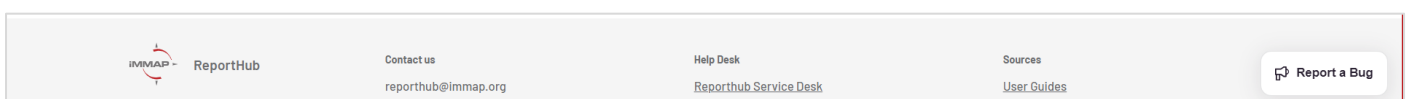
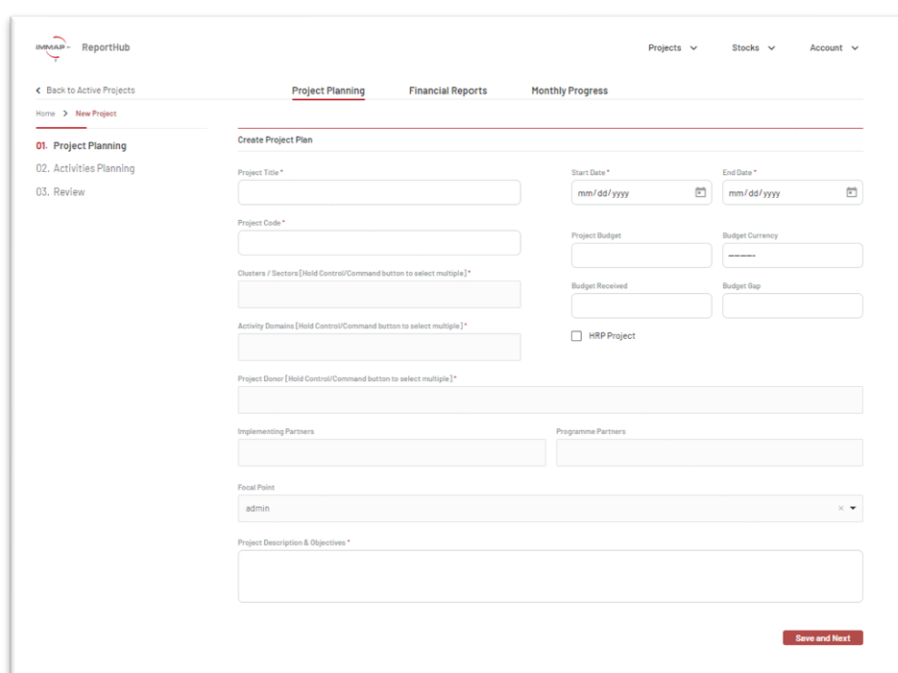## 2. Project

2.1. Project and Activity Planning

2.1.1. Create Project Plan
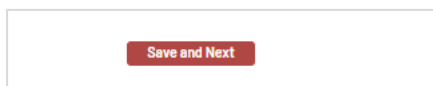✓ To create your project in ReportHub you must be registered and logged in to your account.
1. From the header navigation menu > click on the **Projects** tab and select Create Project

2. In the following page the project form will be displayed, fill all the required details.
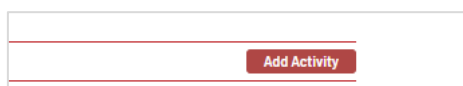

3. Click the **Save and Next** button.

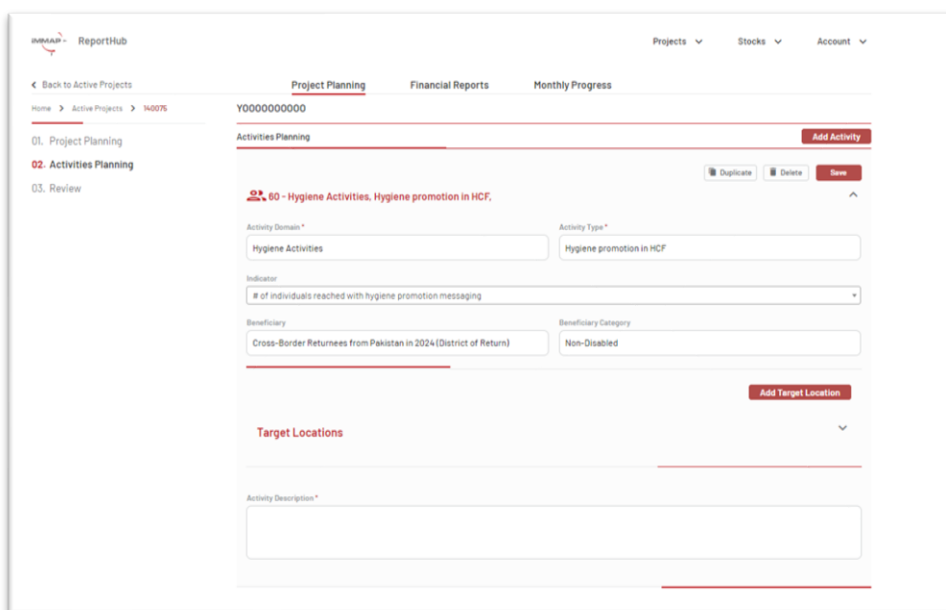Note: you will be redirected to the Project Activity Planning page.

2.1.2. Create Project Activity Planning
✓ Once clicked on the Save and Next button from the Project Planning page, you will be redirected to the Activity Planning page.
1. In the Activity planning page, click on the **Add Activity** button.

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2. Select your activities according to your project plan, then click the **Add Target Location** button to add the location details and beneficiary disaggregation.


3. Once all activities and target locations are added, click the **Save and Next** button for a preview.
4. Then click on the **Submit Project** button to submit your project.
5. The platform offers to save a project as a draft by clicking the **Save** button, delete a draft project by clicking the **Delete button**, and duplicate activities and projects by clicking the **Duplicate** button to copy the information.
6. A submitted or drafted project can be edited if needed by clicking the **Edit** button.
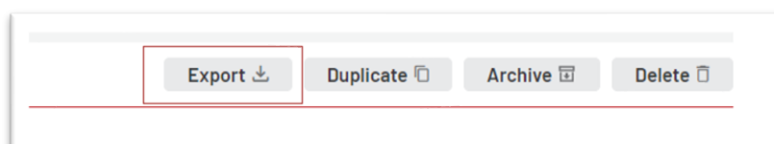
2.2.   Project Management

2.2.1. Review Project List

To review the list of all your projects, from the header navigation menu > click on the **Projects** and > click on the Projects List.
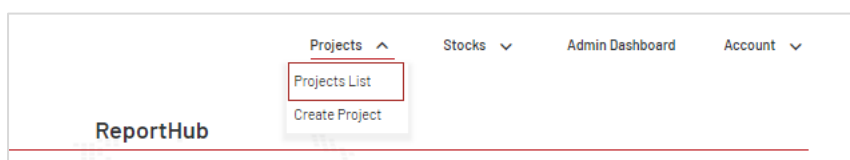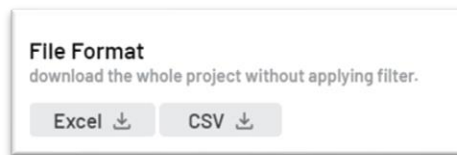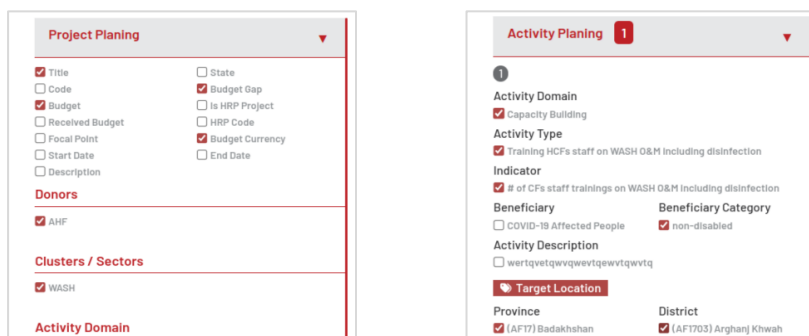

2.2.2. Export Project

✓ Click on the export icon of a specific project or open a project from the list and > click on the **Export** button.

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✓ Click on the Excel or CSV button from the sidebar to export the project.

File Format
download the whole project without applying filter.

Excel ⬇   CSV ⬇

✓ Also, you can apply a filter to the project field and export the required project details to a file.
✓ From the sidebar menu > click on the **Project Planning** and **Activity Planning** to select the required field and > click on the **download** button to export the file.

Project Planing ▼

☑ Title   ☐ State
☐ Code   ☑ Budget Gap
☑ Budget   ☐ Is HRP Project
☐ Received Budget ☐ HRP Code
☐ Focal Point   ☑ Budget Currency
☐ Start Date   ☐ End Date
☐ Description

Donors
☑ AHF

Clusters / Sectors
☑ WASH

Activity Domain

Activity Planing 1 ▼

ⓘ
Activity Domain
☑ Capacity Building
Activity Type
☑ Training HCFs staff on WASH O&M including disinfection
Indicator
☑ # of CFs staff trainings on WASH O&M including disinfection
Beneficiary   **Beneficiary Category**
☐ COVID-19 Affected People ☑ non-disabled
Activity Description
☐ wertqvetqwvqwevtqewvtqwvtq
🏷 **Target Location**
Province   **District**
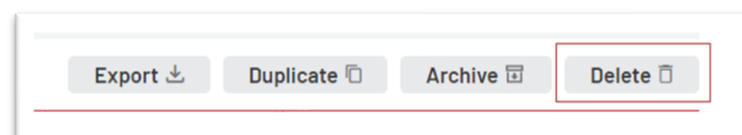☑ (AF17) Badakhshan   ☑ (AF1703) Arghanj Khwah

2.2.3. Archive Project

✓ From the project list, click on the archive icon of a specific project or open the project and click on the Archive button to archive the project.

Export ⬇   Duplicate ⧉   [Archive 🗑]   Delete 🗑
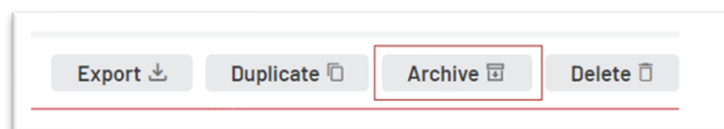
✓ After archiving your project, the project will recategorized under Archived projects and you will no longer be able to delete it.

2.2.4. Delete Project

✓ From the project list, click on the trash icon of a specific project or open the project and click on the Delete button to remove the project permanently.
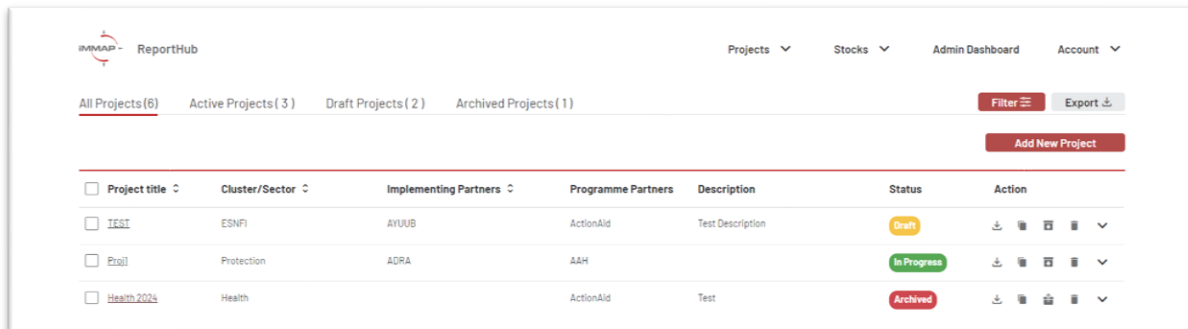
Export ⬇   Duplicate ⧉   Archive 🗑   [Delete 🗑]

2.2.5. Duplicate Project

✓ From the project list, click the copy icon of a specific project or open the project and click the Duplicate button to create a copy of the project.

Export ⬇   [Duplicate ⧉]   Archive 🗑   Delete 🗑
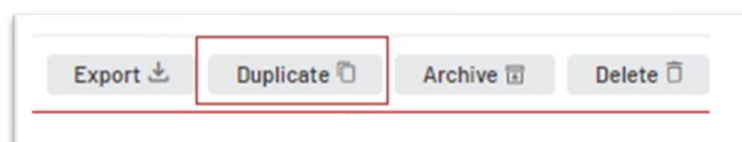
2.2.6. Filter The Projects List

✓ To filter the list of projects > click on the Filter button, select the data according to your required project details, and click on the Apply button to view project details.

✓ Click on the Reset button to reset the filter criteria.

2.2.7. Edit Project Details

✓ Open a project from the project list on the next page > click on the Edit button under the Project Planning tab then amend details as needed.
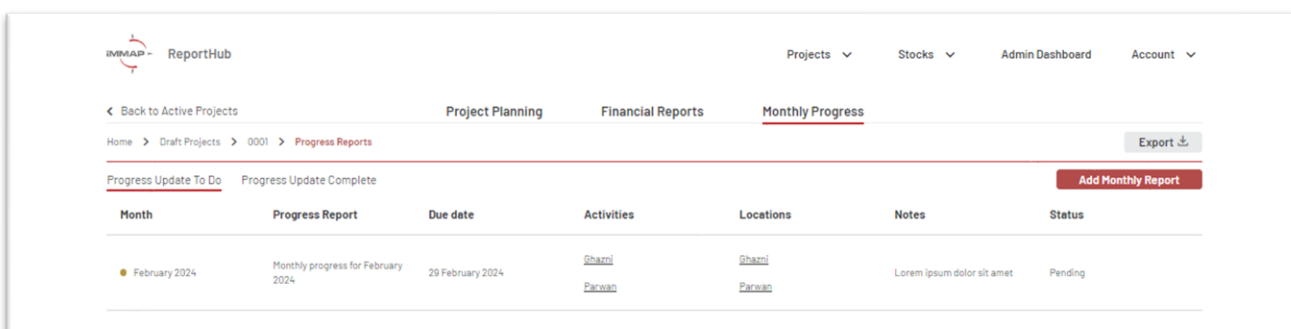
2.3. Project Monthly Progress Report

2.3.1. Create Monthly Progress Report

1. Choose the project you are reporting progress against, open the project for your projects list and click on the Monthly Progress tab from the top of the page.
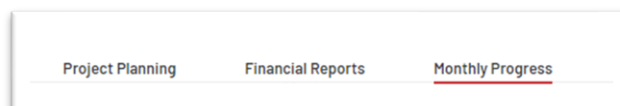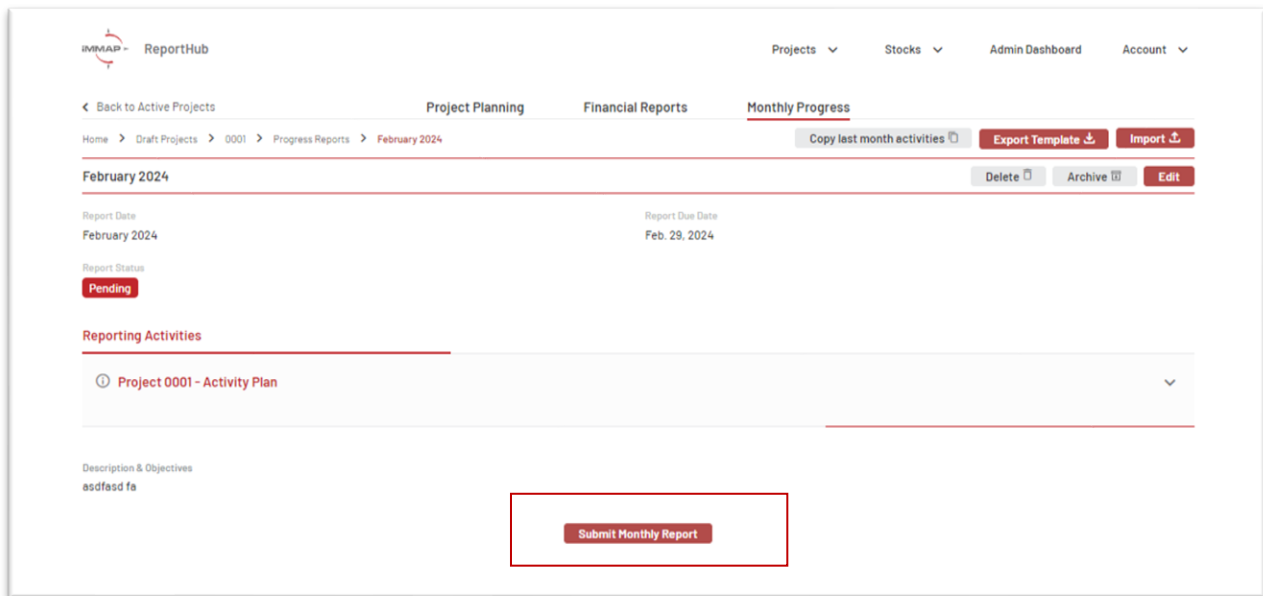

2. Click on the Add Monthly Report button.
3. Enter the Reporting and Due date for the reporting date and type your description > click the Save and Next button.
4. Select your reporting activities and location, then > click on the Save button.
5. After saving your report, the status of your report turns to pending for the selected date/month.
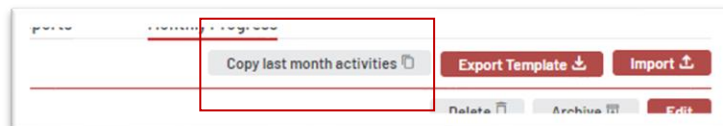

6. Once you complete the reporting month > click on the Submit Report button to submit your report and ... Done!

2.4. Project Reporting Management

2.4.1. Duplicate Last Monthly Progress Report

✓ Click on the Copy last month's activities button to easily update the previous month's progress report with minimal efforts.
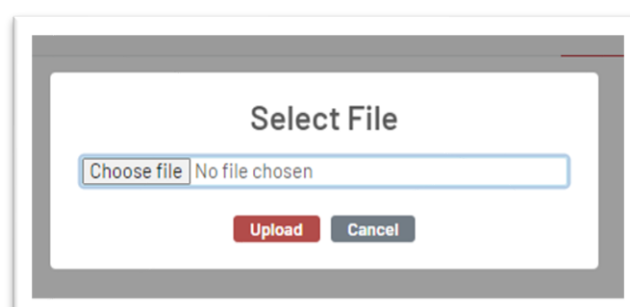

2.4.2. Export Monthly Progress Report Template

✓ Click on the Export Template button to export a customized Excel file reporting template that you can fill out and use to import your monthly report.
Note the template helps avoid any data collision.

2.4.3. Import Monthly Progress Report – Bulk Reporting

✓ After exporting the customized excel template, fill your report data into the exported excel template.
✓ Click on the Import button > click on choose file > select your file and > click Upload button.

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2.4.4. Delete Monthly Progress Report

✓ Open the project reporting for the specific month > click on the Delete button to remove your report.

2.4.5. Archive Monthly Progress Report

✓ Open the project reporting for the specific month > click on the Archive button to archive your report.

2.4.6. Edit Monthly Progress Report

✓ Open the project reporting for the specific month > click on the Edit button to update your report.
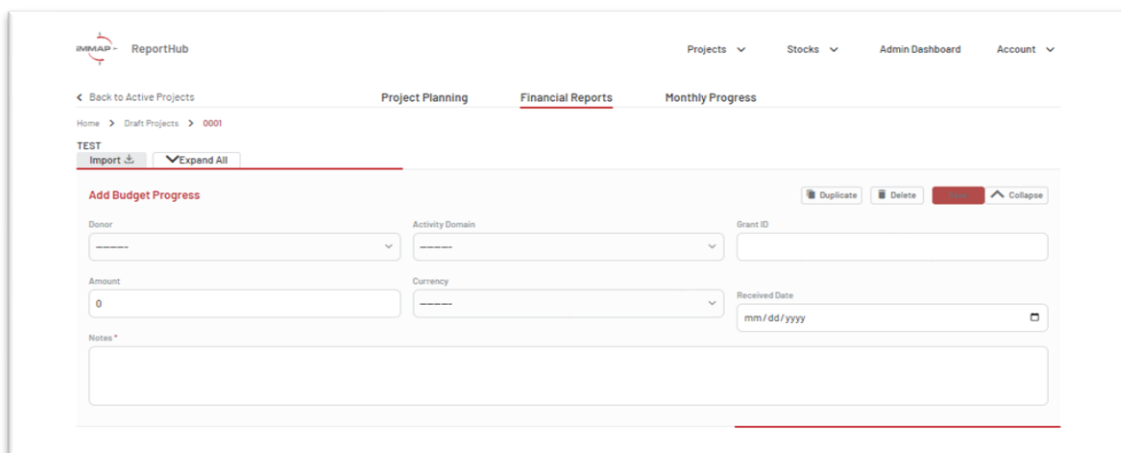
2.5. Project Financial Reports

2.5.1. Create Monthly Financial Report

✓ After creating your project, open it from the projects list > and click on the Financial Reports tab at the top.
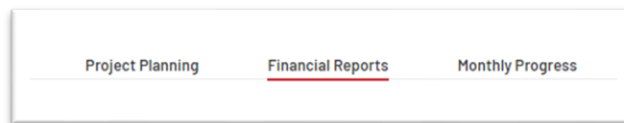
✓ Fill in all the required fields or click on the import button to import your financial report, then click the Save button to save it.

✓ If you want to duplicate a financial report, click on the Duplicate button to create a copy.
✓ If you want to delete a financial report, then click the Delete button to delete it permanently.

3. Stock Reporting

Stock reporting enables coordination entities to monitor stocks across Afghanistan and take proactive actions to ensure their availability in the registered warehouses.
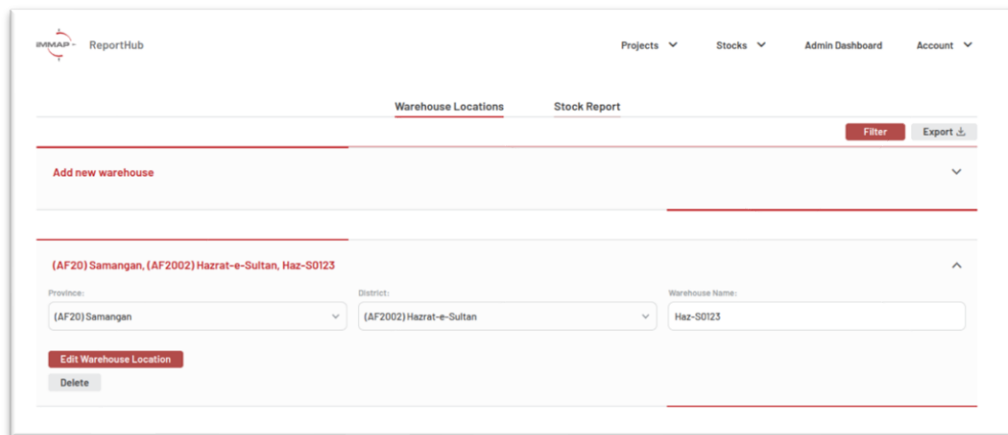
3.1. Warehouse Management

3.1.1. Add Warehouse

✓ Login to your account > from the home page > click on the Stocks and select Add Warehouse.
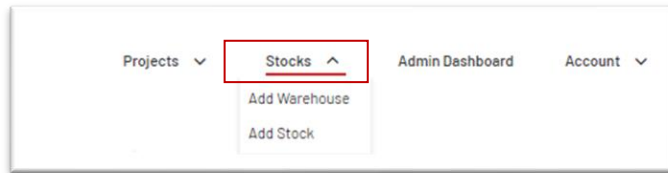
✓ In the Stock page, under the Warehouse Location tab, click on Add new Warehouse, fill out the warehouse location details, and click on the Save Warehouse Location button.
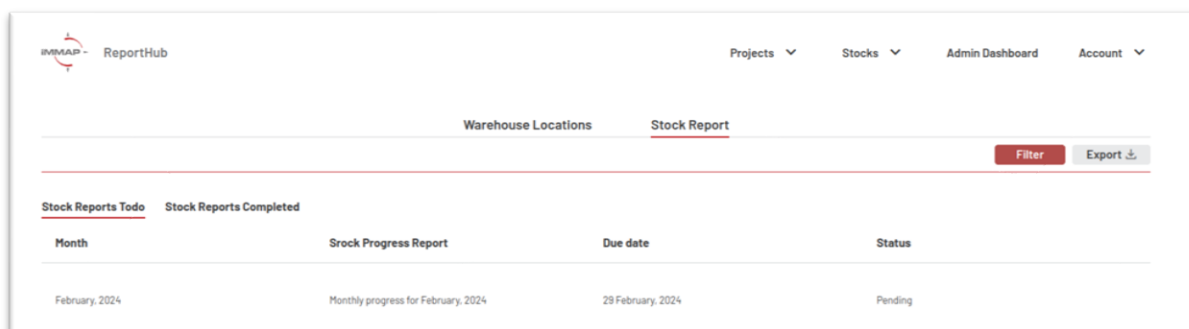

3.1.2. Report Stock – This workflow is currently under revision

✓ Be sure to add stocks to an existing warehouse; otherwise, add warehouse information if it is not found.

1. From the home page > click on the Stocks tab > select Add Stock.
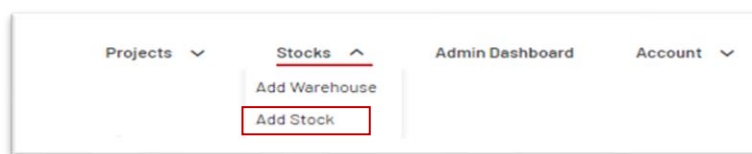
2. If you already created your warehouse > click on the Stock Report, then select the month to report your stock.

3. In the Stock Report Todo page > click on the Add Stock and fill all the required field, then click on the Save Stock button to save the report.
4. You can edit your saved stock reports by clicking on the Edit Stock button for each report, editing the details, and saving and resubmitting the Stock Report.

5. After completing all reports for the specific reporting month, add report description and click on the Submit Report Button.
6. The submitted stock report is then added to the Stock Report Completed list.

4. Data Visualization and Analytics – Under declopement - Phase 2 of the launch

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