**User Manual for Application**

**Login & Landing Page**

**Login**

1. Navigate to the login screen. **PASS**
2. Enter your username and password. **PASS**
3. Click Login to access the app. **PASS**

**Landing Page**

* Upon successful login, you will land on the Dashboard. **PASS**
* The dashboard gives an overview of your role-based actions and recent updates. **PASS**

**Application Management**

**Maintain Application**

* Access this from the side navigation. **PASS**
* This is used for system-wide configurations and monitoring. **PASS**

**User Management**

**View Users**

* Navigate to the User Management section. **PASS**
* Displays a list of all registered users. **PASS**

**Add a User**

1. Click Add User. **PASS**
2. Fill in personal details, email, role, and department. **PASS**
3. Click Save to create the user. **PASS**

**Edit a User**

1. Locate the user in the list. **PASS**
2. Click Edit. **PASS**
3. Modify the necessary information. **PASS**
4. Click Update to save changes. **PASS**

**Department Management**

**Creating a New Department**

1. Go to Department Management. **PASS**

1. Click Create Department. **PASS**
2. Enter the department name and description. **PASS**
3. Save the entry. **PASS**

**Edit Department**

1. Find the department. **PASS**
2. Click Edit. **PASS**
3. Update the name or description as needed. **PASS**

**Link User to Departments**

**Link User**

1. Access Link User to Department. **PASS**
2. Select a user and assign them to a department. **PASS**
3. Save the link. **PASS**

**User Status Management**

**Change User Status**

1. Click on a user profile**. PASS**
2. Select Change Status (Active, Inactive, Suspended). **PASS**
3. Confirm the change. **PASS**

**Department Compliance**

**View and Edit Compliance**

1. Navigate to the compliance section under a department. **PASS**
2. Click Edit to update compliance requirements or status. **PASS**

**Role Management**

**Create a New Role**

1. Go to User Role Management. **PASS**
2. Click Create Role. **PASS**
3. Input role name and permissions. **PASS**
4. Save. **PASS**

**Edit Existing Role**

1. Select the role from the list. **PASS**
2. Click Edit. **PASS**
3. Update role permissions or details. **PASS**

**Users Status Management**

**Creating a New User Status**

1. Go to User Status Management**. PASS**
2. Click Create New Status. **PASS**
3. Name the status (e.g., Active, Pending Approval). **PASS**
4. Save**. PASS**

**Edit User Status**

1. Click Edit on the status. **PASS**
2. Update name or related conditions. **PASS**

**Intervention Management**

**Add New Intervention**

1. Access Intervention Management. **PASS**
2. Click Add Intervention. **PASS**
3. Fill in name, description, related objectives. **PASS**
4. Save. **PASS**

**Edit Intervention**

1. Find the intervention in the list. **PASS**
2. Click Edit. **PASS**
3. Update details and save. **PASS**

**Key Result Area (KRA) Management**

**Create New KRA**

1. Navigate to KRA Management**. PASS**
2. Click Add KRA. **PASS**
3. Define the name, goals, and metrics. **PASS**
4. Save**. PASS**

**Edit KRA**

1. Click Edit on a KRA. **PASS**
2. Modify goals or metrics. **PASS**

**Indicator Management**

**Create New Indicator**

1. In the Indicators section, click New Indicator. **PASS**
2. Enter name, unit of measure, and target value. **PASS**
3. Save. **PASS**

**Edit Indicator**

1. Click Edit next to an indicator. **PASS**
2. Update the values or name. **PASS**

**KRA Reports**

**View/Edit KRA Report**

1. Navigate to KRA Report. **PASS**
2. Filter by department or period. **PASS**
3. Click Edit to update results or findings. **PASS**

**Intervention Priority Link**

**Create New Link**

1. Go to Intervention Priority section. **PASS**
2. Click Add Link. **PASS**
3. Select Intervention and assign a priority level. **PASS**
4. Save. **PASS**

**Edit Link**

1. Click Edit. **PASS**
2. Update the intervention or priority level. **PASS**

**Announcements Management**

**Create New Announcement**

1. Go to Announcements. **PASS**
2. Click New Announcement. **PASS**
3. Enter title, message, and display timeframe. **PASS**
4. Save. **PASS**

**Edit Announcement**

1. Click Edit. **PASS**
2. Change message or dates. **PASS**

**Announcement Display**

• Announcements will be shown on the dashboard or landing page. **PASS**

**Report Period (Quarters) Management**

**Create New Report Period**

1. Navigate to Report Period. **PASS**

1. Click Add Period. **PASS**
2. Specify the start and end dates for the quarter. **PASS**
3. Save. **PASS**

**Edit Report Period**

1. Click Edit on an existing period. **PASS**
2. Update date range or name. **PASS**

**New Features**

**Document Management**

**Documents Overview**

1. Navigate to the Documents section from the main navigation. **PASS**
2. View a list of all uploaded documents with details including ID, department, name, description, display settings, dates, and status. **PASS**
3. Search for documents using the search bar at the top of the page. **PASS**
4. Use the pagination at the bottom to navigate between pages of documents. **PASS**

**Upload New Document**

1. Click the "New Document" button in the Documents section. **PASS**
2. Enter a name and description for the document. **PASS**
3. Select the appropriate department from the dropdown. **PASS**
4. Set "Display To All" option to determine visibility**. PASS**
5. Set start and end dates for document availability. **PASS**
6. Click "Choose File" to select a document for upload. **PASS**
7. Set the status to Active. **PASS**
8. Click "Submit" to upload the document. **PASS**

**Edit Document**

1. Locate the document in the documents list. **PASS**
2. Click the "Edit" button in the Actions column. **PASS**
3. Update the document name, description, department, display settings, dates, or status as needed. **PASS**
4. Click "Submit" to save your changes or "Cancel" to discard them. **PASS**

**Language Management**

**Language Link Overview**

1. Access the Language Link section from the Reports dropdown. **PASS**
2. View a list of all language links with ID, intervention, language, department, status, and available actions**. PASS**
3. Links show which languages are associated with which interventions and departments. **PASS**

**New Language Link**

1. Click the "New Language Link" button. **PASS**
2. Select an intervention from the dropdown. **PASS**
3. Select a language from the available options. **PASS**
4. Choose the appropriate department. **PASS**
5. Set the status to Active. **PASS**
6. Click "Submit" to create the link. **PASS**

**Edit Language Link**

1. Find the language link in the list. **PASS**
2. Click the "Edit" button in the Actions column. **PASS**
3. Update the intervention, language, department, or status as needed. **PASS**
4. Click "Submit" to save changes. **PASS**

**Segmentation Management**

**Segmentation Link Overview**

1. Navigate to the Segmentation Link section from the Reports dropdown. **PASS**
2. View all segmentation links with ID, intervention, segmentation type, department, status, and actions. **PASS**
3. These links show how interventions are segmented across departments. **PASS**

**New Segmentation Link**

1. Click the "New Segmentation Link" button. **PASS**
2. Select the appropriate intervention from the dropdown. **PASS**
3. Choose a segmentation type. **PASS**
4. Select the relevant department. **PASS**
5. Set the status to Active. **PASS**
6. Click "Submit" to create the link. **PASS**

**Edit Segmentation Link**

1. Locate the segmentation link in the list. **PASS**
2. Click the "Edit" button in the Actions column. **PASS**
3. Update the intervention, segmentation type, department, or status. **PASS**
4. Click "Submit" to save your changes. **PASS**

**User Report Periods**

**User Report Periods Overview**

1. Access User Report Periods from the Reports dropdown. **PASS**
2. View all report periods with their status and available actions. **PASS**
3. Report periods determine the timeframes for user reporting. **PASS**

**Create User Report Period**

1. Click the "Create New" button. **PASS**
2. Select the appropriate report period from the dropdown. **PASS**
3. Click "Save" to create the period or "Back to List" to cancel. **PASS**

**Edit User Report Period**

1. Navigate to the Edit User Report Period page by clicking "Edit" on a period. **PASS**
2. View the current report period. **PASS**
3. Click "Save" to confirm or "Back to List" to return without saving. **PASS**

**Enhanced Reporting Features**

**Department Intervention Report**

1. Access the Department Intervention Report from the Reports dropdown. **PASS**
2. View intervention counts by department in a tabular format. **PASS**
3. See a graphical representation of interventions by department**. PASS**
4. Export the data to CSV format by clicking the "Export to CSV" button. **PASS**

**Quantity of Interventions by Department and Reporting Period**

1. Navigate to this report from the Reports dropdown. **PASS**
2. View interventions by department and quarter in a tabular format. **PASS**
3. See graphical representation of intervention quantities. **PASS**
4. Export the data to CSV format as needed. **PASS**

**Department Interventions by Quarter Report**

1. Access this report from the Reports dropdown. **PASS**
2. View which departments have interventions in each quarter with Yes/No indicators. **PASS**
3. See graphical representation of department interventions by quarter. **PASS**
4. Export the data to CSV format. **PASS**

**Department Interventions Total Report**

1. Navigate to this report from the Reports dropdown**. PASS**
2. Select a fiscal year from the dropdown to filter the report. **PASS**
3. View department intervention totals across all quarters. **PASS**
4. See graphical representation of department interventions by quarter. **PASS**
5. Export the data to CSV format. **PASS**