



Afghanistan Polio Management Information System (APMIS)

One page Instructions

Helmholtz Center for Infection Research

2021

Contents

1.	Basic settings.....	3
a.	APMIS Login and Logout Instructions	3
b.	Settings Personalization	4
2.	Dashboard.....	5
3.	Campaigns.....	6
a.	View Campaigns.....	6
b.	Search Campaigns	7
c.	View Campaign Data.....	8
d.	Edit Campaign data.....	9
e.	Validate Campaigns	10
f.	Export all Campaign data.....	11
g.	Export specific Campaign Data.....	13
h.	Create a new campaign	15
i.	Edit an existing Campaign	17
j.	Edit existing Campaign Configuration.....	19
k.	Edit Campaign Form Data.....	22
l.	Create Campaign Data Form	25
4.	Configuration	28
5.	User management (only admins)	32



1. Basic settings

a. APMIS Login and Logout Instructions

To Log in

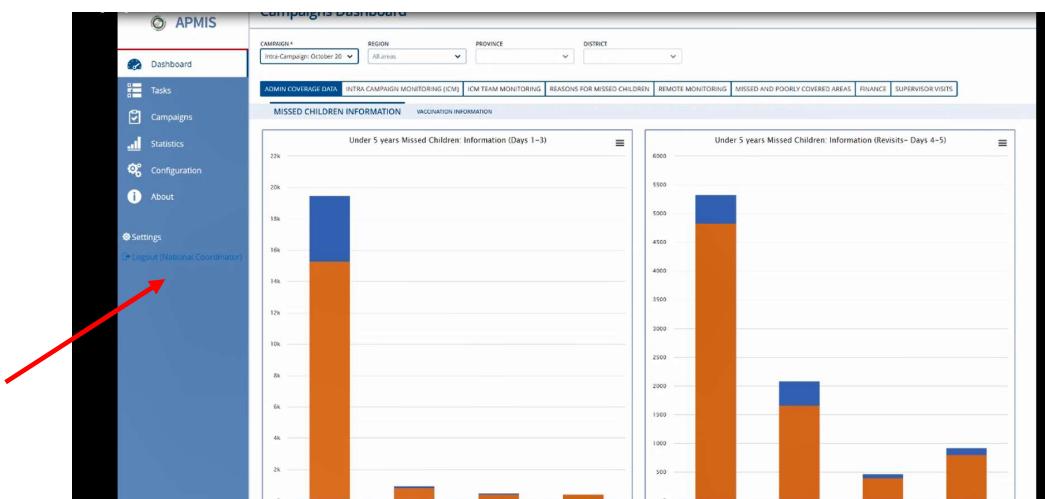
Step 1. Access the APMIS website: <https://test-afghanistan.sormas.netzlink.com/>



Step 2. Access the platform using the following Login information (username and password)

To Log out

Step 1. Click the logout button on the menu on the left.





b. Settings Personalization

Task: Change between Dari, Pashto and English languages.

Step 1. In order to change the language, navigate to the settings button on the menu on the left.

The screenshot shows the APMIS Campaigns Dashboard. On the left, there is a vertical sidebar with icons for Dashboard, Tasks, Campaigns, Statistics, Configuration, About, and Settings. The 'Settings' icon is highlighted with a red arrow. The main dashboard area has two bar charts under the 'MISSING CHILDREN INFORMATION' tab. The first chart is titled 'Under 5 years Missing Children Information (Days 1-3)' and the second is 'Under 5 years Missing Children Information (Revisits- Days 4-5)'. Both charts show data for Central, Northeast, West, and South regions, with categories for 'Living in households' (blue) and 'Total number of missing children' (orange).

Step 2. Choose your preferred language from the dropdown menu.

This screenshot shows the same APMIS dashboard as above, but with a 'User Settings' modal window open over the charts. The modal has a title 'User Settings' and a 'LANGUAGE' dropdown menu. The 'English (Afghanistan)' option is selected and highlighted with a blue background. The dropdown also lists other languages: English (Nigeria), English (Ghana), English (Afghanistan), French, French (Switzerland), Dutch, Dutch (Belgium), and Spanish (Colombia). The background of the dashboard shows the same two bar charts as the previous screenshot.

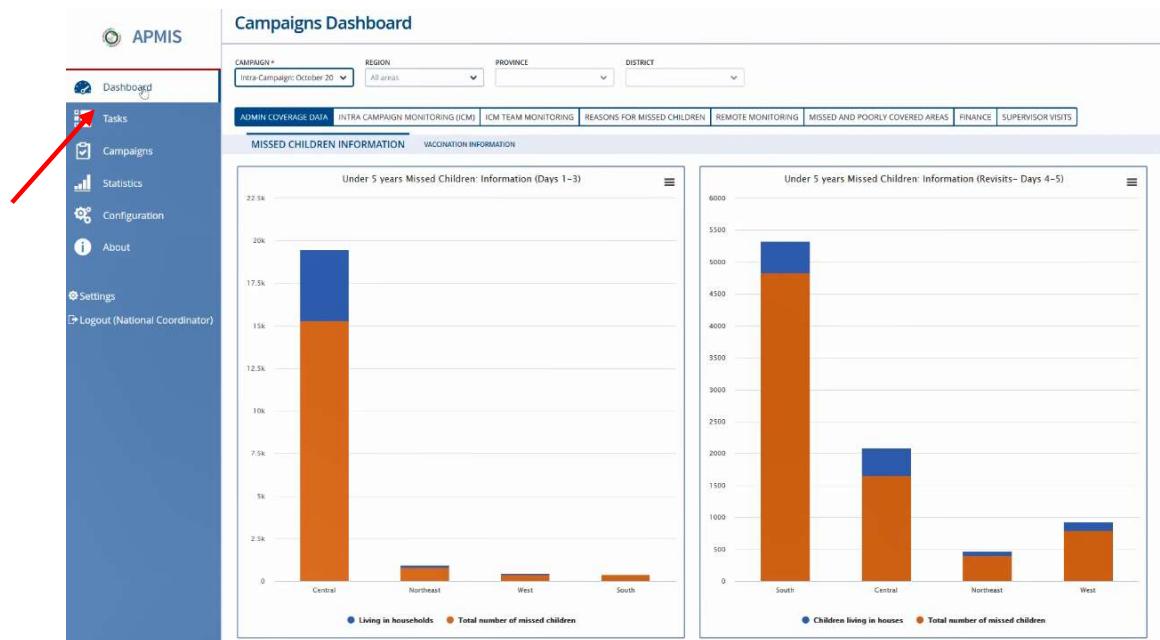
Step 3. Click save.



2. Dashboard

Task: View subset of data in dashboard charts

Step 1. To view and filter data, click on the Dashboard button on the left menu.

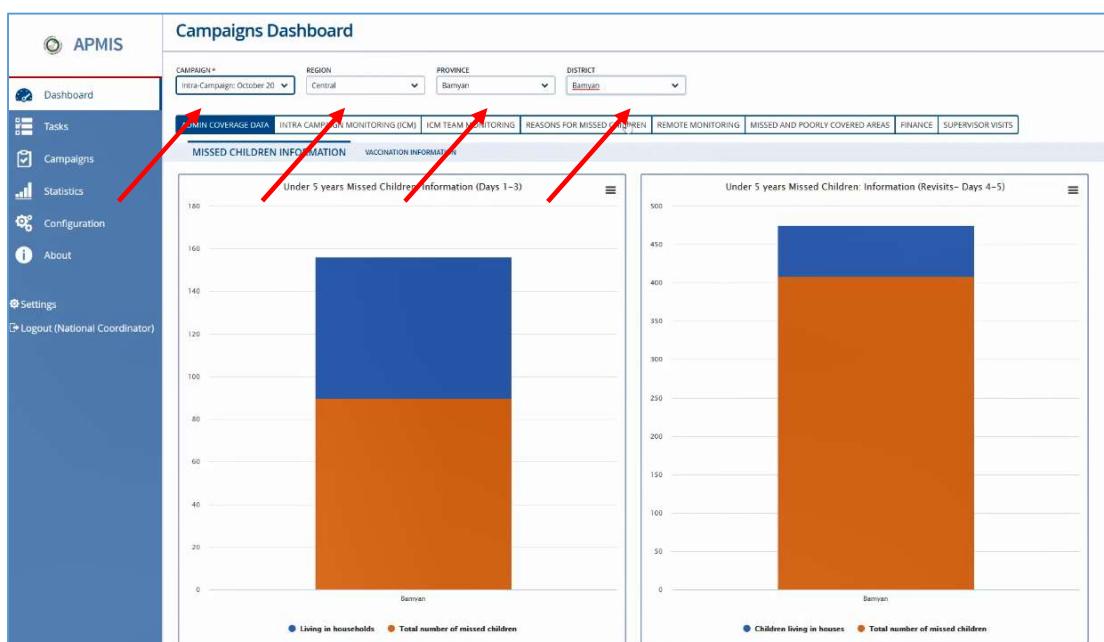


Step 3. Select a value from the CAMPAIGN dropdown.

Step 4. Select a value from the REGION dropdown.

Step 5. Select a value from the PROVINCE dropdown.

Step 6. Select a value from the DISTRICT dropdown.





3. Campaigns

a. View Campaigns

Task: List all campaigns

Step 1. Click on the Campaigns menu on the left.

The screenshot shows the 'Campaigns Dashboard' interface. On the left, a vertical sidebar lists navigation options: Dashboard, Campaigns (which is selected and highlighted with a red arrow), Configuration, About, Settings, and Logout (National Coordinator). The main content area is titled 'Campaigns Dashboard' and displays two stacked bar charts under the heading 'MISSING CHILDREN INFORMATION'. The first chart is titled 'Under 5 years Missed Children: Information (Days 1-3)' and the second is titled 'Under 5 years Missed Children: Information (Revisits- Days 4-5)'. Both charts compare 'Living in households' (blue) and 'Total number of missed children' (orange) across four regions: Central, Northeast, West, and South. The Y-axis for both charts ranges from 0 to 22.5k for the first chart and 0 to 6000 for the second.

Step 2. Click on the campaigns tab.

The screenshot shows the 'Campaign Data' page. The left sidebar is identical to the previous dashboard, with 'Campaigns' selected. The main area is titled 'Campaign Data' and features a table of campaign records. At the top of the table, there are dropdown menus for 'CAMPAGN DATA' (set to 'Form'), 'PROVINCE' (set to 'Province'), 'DISTRICT', and 'CLUSTER'. The table has columns for 'EDIT', 'CAMPAIGN', 'FORM', 'PROVINCE', 'DISTRICT', 'CLUSTER', and 'FORM DATE'. Numerous rows of data are listed, each corresponding to a specific campaign entry. A red arrow points to the 'Form' dropdown menu in the table header.

Result: A list of all active campaigns will be displayed.



b. Search Campaigns

Task: Search for a specific campaign

Step 1. Enter the name of the campaign in the 'search campaign' box.

The screenshot shows the APMIS software interface. On the left is a sidebar with icons for Dashboard, Campaigns (which is selected), Configuration, About, Settings, and Logout. The main area is titled 'Campaign Directory' with tabs for 'CAMPAIGN DATA' and 'CAMPAIGNS'. A search bar at the top is labeled 'SEARCH CAMPAIGN' with the placeholder 'ID or name'. Below it is a table with columns: EDIT, OPEN, NAME, START DATE, and END DATE. The table contains several rows of campaign data. At the bottom right of the main area are buttons for 'VALIDATE FORMS' and 'NEW CAMPAIGN'.

EDIT	OPEN	NAME	START DATE	END DATE
		November 2020	12/08/2020	25/08/2020
		December 2020	30/11/2020	04/12/2020
		November 2020 Training Campaign	15/09/2020	21/09/2020
		July 2020	31/07/2020	30/11/2020
		August 2020	08/09/2020	10/09/2020

Step 2. The results will be displayed.

This screenshot shows the same APMIS interface as the previous one, but with a search term entered in the search bar: 'covered'. The search results are displayed in the table below the search bar. The first row, 'November 2020', is now highlighted in blue, indicating it is the selected item.

EDIT	OPEN	NAME	START DATE	END DATE
		November 2020	12/08/2020	25/08/2020
		November 2020 Training Campaign	15/09/2020	21/09/2020



c. View Campaign Data

Task: Show a list of all active campaigns.

Step 1. Click on the open button next to the campaign's name.

APMIS

Campaign Directory

CAMPAIN DATA CAMPAIGNS

SEARCH CAMPAIGN ID, Name

All campaigns

OPEN NAME	START DATE	END DATE
November 2020	12/08/2020	23/08/2020
December 2020	30/11/2020	04/12/2020
November 2020 Training Campaign	15/09/2020	21/09/2020
July 2020	31/07/2020	30/11/2020
August 2020	08/09/2020	10/09/2020

VALIDATE FORMS NEW CAMPAIGN

Dashboard Campaigns Configuration About Settings Logout (National Coordinator)

A red arrow points to the open button next to the "November 2020" campaign entry.

Step 2. The results will be displayed.

APMIS

Campaign Data

CAMPAIN DATA CAMPAIGNS

CAMPAIGN December 2020 EXPORT NEW FORM IMPORT

FORM PROVINCE DISTRICT CLUSTER

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjgal	Lal Wa Sarjgal	02/11/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamari	Abkamari	30/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Results	Balkh	Balkh	Balkh	28/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Results	Bamyan	Bamyan	Bamyan	28/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Results	Kunar	Asadabad	Asadabad	30/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Results	Balkh	Balkh	Balkh	30/10/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Laghman	Alingar	Alingar	11/10/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Bamyan	Lal Wa Sarjgal	Lal Wa Sarjgal	
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Kunar	Asadabad	Asadabad	10/11/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Kabul	Dehsabz	Dehsabz	10/12/2020
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Zabul	Daychopan	Daychopan	17/09/2020
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Balkh	Charbulak	Charbulak	17/09/2020
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Badghis	Abkamari	Abkamari	17/09/2020
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Bamyan	Bamyan	Bamyan	10/11/2020
<input checked="" type="checkbox"/>	December 2020	IC Household Monitoring Checklist (ICM)	Uruzgan	Chora	Chora	18/09/2020
<input checked="" type="checkbox"/>	December 2020	IC Household Monitoring Checklist (ICM)	Panwan	Bagram	Bagram	29/09/2020
<input checked="" type="checkbox"/>	December 2020	IC Household Monitoring Checklist (ICM)	Panwan	Jabalussaraj	Jabalussaraj	29/09/2020
<input checked="" type="checkbox"/>	December 2020	IC Household Monitoring Checklist (ICM)	Panwan	Charikar	Charikar	29/09/2020
<input checked="" type="checkbox"/>	December 2020	IC Household Monitoring Checklist (ICM)	Panwan	Salang	Salang	29/09/2020

Dashboard Campaigns Configuration About Settings Logout (National Coordinator)



d. Edit Campaign data

Task: Edit campaign attributes (admin users).

Step 1. Click on the edit button next to the campaign's name.

The screenshot shows the APMIS interface with the 'Campaigns' tab selected in the sidebar. The main area displays a 'Campaign Directory' table with columns for EDIT, OPEN, NAME, START DATE, and END DATE. Several campaign entries are listed, including 'November 2020' (edit icon highlighted by a red arrow), 'December 2020', 'November 2020 Training Campaign', 'July 2020', and 'August 2020'. Buttons for 'VALIDATE FORMS' and 'NEW CAMPAIGN' are at the top right.

Step 2. Make changes to the campaign data.

Step 3. Click on SAVE.

The screenshot shows the 'Campaign dashboard' configuration page. The left sidebar has the 'Settings' tab selected. The main area contains a table titled 'Add form' with columns for CAMPAIN DATA CHART, TAB NAME, SUB-TAB NAME, WIDTH IN %, HEIGHT IN %, ORDER, and REMOVE. Numerous rows represent different data charts, such as 'Under 5 years Missed Children: Information (Days 1-3)', 'ADMIN COVERAGE DATA', 'Missed Children Information', etc. At the bottom right, there are 'DISCARD' and 'SAVE' buttons, with a red arrow pointing to the 'SAVE' button.



e. Validate Campaigns

Task: Validate campaign to check for errors (admins only).

Step 1. Click on the campaigns tab.

The screenshot shows the APMIS interface with a sidebar on the left containing links for Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (admin). The main area is titled "Campaign Directory" with tabs for "CAMPAIGN DATA" and "CAMPAIGNS". The "CAMPAIGNS" tab is highlighted with a red arrow. Below it is a search bar labeled "SEARCH CAMPAIGN" with "ID name" and a dropdown menu set to "Active campaigns". A table lists two campaigns: "December 2020" (start date 30/11/2020, end date 04/12/2020) and "November 2020" (start date 12/08/2020, end date 25/08/2020). Buttons for "VALIDATE FORMS" and "NEW CAMPAIGN" are at the top right.

Step 2. Click “validate forms”.

Step 3. You will receive a confirmation message.

This screenshot is identical to the previous one, showing the Campaign Directory page with the "CAMPAIGNS" tab selected. A red arrow points to the "VALIDATE FORMS" button at the top right. Another red arrow points to a message box at the bottom right stating "All campaign forms have been successfully validated" with a close button.



f. Export all Campaign data

Task: Export all submitted data for a campaign as an Excel-compatible CSV file

Step 1. Click on the CAMPAIGN DATA tab.

The screenshot shows the APMIS application interface. On the left, there is a sidebar with various menu items: Dashboard, Campaigns (which has an arrow pointing to it), Users, Configuration, About, Settings, and Logout (ad min). The main content area is titled 'Campaign Data'. At the top of this section, there are tabs for 'CAMPAGNA DATA' and 'CAMPAIGNS'. Below the tabs, there are dropdown menus for 'PROVINCE' (set to Bamyan), 'DISTRICT' (set to Province), and 'CLUSTER' (set to Province). There is also a 'CAMPAGN' search bar. The main area contains a table with data rows. The table has columns for 'EDIT', 'CAMPAGN', 'FORM', 'PROVINCE', 'DISTRICT', 'CLUSTER', and 'FORM DATE'. The data includes entries for December 2020 campaigns such as 'Admin Data Coverage (Days 1-3)' across various districts and clusters. At the bottom right of the table, there are buttons for 'EXPORT', 'NEW FORM', and 'IMPORT'.

Step 2. Click EXPORT then click the EXPORT button just below.

This screenshot is similar to the previous one, showing the APMIS interface with the 'Campaign Data' tab selected. The sidebar and table structure are identical. However, a large red arrow points directly at the 'EXPORT' button located in the top right corner of the table area. This button is part of a row of buttons that also includes 'CAMPAGN', 'EXPORT', 'NEW FORM', and 'IMPORT'.



Step 3. The file will download where the browser normally saves files.

Campaign Data

CAMPAIGN DATA CAMPAIGNS

FORM: Search PROVINCE: Flores DISTRICT: CLUSTER:

EDIT	CAMPAGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
	December 2020	Admin Data Coverage (Days 1-8)	Banyan	Banyan	Banyan	19/10/2020
	December 2020	Admin Data Coverage (Days 1-8)	Banyan	Kutaiard	Kutaiard	01/11/2020
	December 2020	Admin Data Coverage (Days 1-8)	Banyan	Lal Wa Saryengal	Lal Wa Saryengal	01/11/2020
	December 2020	Admin Data Coverage (Days 1-8)	Balgas	Akhamer	Akhamer	20/10/2020
	December 2020	ICM Review	Balk	Balk	Balk	20/10/2020
	December 2020	ICM Review	Banyan	Banyan	Banyan	20/10/2020
	December 2020	ICM Review	Balk	Balk	Balk	20/10/2020
	December 2020	ICM Review	Balk	Balk	Balk	20/10/2020
	December 2020	Missed Children due to Reasons	Balk	Balk	Balk	20/10/2020
	December 2020	Missed Children due to Reasons	Balk	Balk	Balk	20/10/2020
	December 2020	ICM Team Monitoring Checklist	Balk	Asadat	Asadat	10/11/2020
	December 2020	Missed Children due to Reasons	Balk	Deinatz	Deinatz	10/10/2020
	December 2020	ICM Team Monitoring Checklist	Balk	Daychopan	Daychopan	17/10/2020
	December 2020	ICM Team Monitoring Checklist	Balk	Charchak	Charchak	17/10/2020
	December 2020	ICM Team Monitoring Checklist	Balgas	Akhamer	Akhamer	17/10/2020
	December 2020	ICM Team Monitoring Checklist	Banyan	Banyan	Banyan	10/11/2020
	December 2020	IC Household Monitoring Checklist (CM)	Urujan	Orma	Orma	18/10/2020
	December 2020	IC Household Monitoring Checklist (CM)	Persari	Sagam	Sagam	20/10/2020
	December 2020	IC Household Monitoring Checklist (CM)	Persari	Jabonaraq	Jabonaraq	20/10/2020
	December 2020	IC Household Monitoring Checklist (CM)	Persari	Chusar	Chusar	20/10/2020
	December 2020	IC Household Monitoring Checklist (CM)	Persari	Salang	Salang	20/10/2020

Export

The export is being prepared. This may take a while.
You can close this dialog after the download has completed.



g. Export specific Campaign Data

Task: Export a subset of a campaign's submitted data.

Step 1. Click on the CAMPAIGN DATA tab.

The screenshot shows the APMIS software interface. On the left, there is a sidebar with various tabs: Dashboard, Campaigns (which is highlighted with a red arrow), Users, Configuration, About, Settings, and Logout (ad min). The main area is titled 'Campaign Data' and contains a table of campaign data. The table has columns for FORM, CAMPAIGN, PROVINCE, DISTRICT, CLUSTER, DATE, MISSED CHILDREN DAILY SHEET (DAY 1-3), NUMBER OF HOUSEHOLDS FROM MICROPLANS, HOUSEHOLDS FROM MICRO-PLANS, HOUSEHOLD INFORMATION, and HOUSES BEING COVERED BY THE. The data in the table includes entries for various provinces like Bamyan, Balkh, and Badghis, and districts like Asadabad, Dehsabz, and Zabol.

Step 2. Select the desired form and area. Click APPLY FILTERS.

This screenshot shows the same APMIS interface as above, but with specific filters applied. Red arrows highlight the 'CAMPAGNS' dropdown menu, which is open to show options like 'Admin Data Coverage (Days 1-3)', and 'Admin Data Coverage (Days 1-3)'. Another red arrow points to the 'CLUSTER' dropdown, which is also open. A third red arrow points to the 'APPLY FILTERS' button. The table below the filters shows the same data as the first screenshot, but with fewer rows visible due to filtering.



Step 3. Click EXPORT then click the EXPORT button just below.

The screenshot shows the APMIS software interface. On the left is a vertical sidebar with icons for Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (admin). The main area is titled "Campaign Data" and has tabs for CAMPAIGN DATA and CAMPAIGNS. There are filters for FORM (Admin Data Coverage (Days)), PROVINCE (Badghis), DISTRICT (Abkamari), CLUSTER (Abkamari), and FORM DATE (30/10/20...). Below the filters are buttons for RESET FILTERS, APPLY FILTERS, and EXPORT. To the right of the EXPORT button are links for IMPORT and NEW FORM. At the bottom of the table are buttons for IMPORTANT and ALL COLUMNS. The table itself has columns for FORM, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, FORM DATE, MISSED CHILDREN TALLY SHEET (DAY 1...), NUMBER OF HOUSEHOLDS FROM MICROPLANS, HOUSEHOLDS FROM MICRO-PL..., HOUSEHOLD INFORMATIO..., and HOUSES BEING COVERED BY TH. The data row shown is December 2020 Admin Data Coverage (Days 1... Badghis Abkamari Abkamari 30/10/20... 567 300).

Step 4. The file will download.

This screenshot shows the same APMIS interface as the previous one, but with a modal dialog box in the foreground. The dialog is titled "Export" and contains the message: "The export is being prepared. This may take a while. You can close this dialog after the download has completed." The background of the interface is dimmed, indicating that the user cannot interact with it while the export process is running.



h. Create a new campaign

Task: Create a new campaign entry

Step 1. Click NEW CAMPAIGN.

The screenshot shows the APMIS interface. On the left is a sidebar with icons for Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (admin). The main area is titled 'Campaign Directory' with tabs for 'CAMPAIN DATA' and 'CAMPAIGNS'. It includes a search bar ('SEARCH CAMPAIGN') and a table of existing campaigns. The table has columns for EDIT, OPEN, NAME, START DATE, and END DATE. Two rows are visible: one for December 2020 (start date 30/11/2020, end date 04/12/2020) and another for November 2020 (start date 12/08/2020, end date 25/08/2020). At the top right are buttons for 'VALIDATE FORMS' and 'NEW CAMPAIGN'. A red arrow points to the 'NEW CAMPAIGN' button.

Step 2. Fill out the “create new campaign” window, including at least the start date, the end date and the campaign name.

The screenshot shows the 'Create new campaign' dialog box overlying the main interface. The dialog has a title 'Create new campaign'. Under 'Campaign basics', there are fields for 'START DATE *' (set to 14/12/2020), 'END DATE *' (set to 14/12/2020), 'NAME *' (set to 'December 2020 Training'), and 'DESCRIPTION' (an empty text area). Red arrows point to each of these four fields. Below the basics section is a note: 'You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows.' The dialog also contains sections for 'Campaign data' (with a 'CAMPAIGN DATA FORM' field and 'Add form' button) and 'Campaign dashboard' (with a table for defining chart tabs and a 'Save' button at the bottom right).



Step 3. Click SAVE.

The screenshot shows the 'Campaign Directory' section of the APMIS application. A modal window titled 'Create new campaign' is open. Inside, there are fields for 'Campaign basics' (Start Date: 14/12/2020, End Date: 14/12/2020), 'NAME' (December 2020 Training), and 'DESCRIPTION'. Below these, there are sections for 'Campaign data' and 'Campaign dashboard'. The 'Campaign dashboard' section includes a table with columns: CAMPAIN DATA CHART, TAB NAME, SUB-TAB NAME, WIDTH IN %, HEIGHT IN %, ORDER, and REMOVE. A red arrow points to the 'SAVE' button at the bottom right of the modal.

Step 4. Your new campaign has now been created.

The screenshot shows the 'Campaign Directory' section of the APMIS application. The main area displays a table of existing campaigns: December 2020 Training (Start: 14/12/2020, End: 14/12/2020), December 2020 (Start: 30/11/2020, End: 04/12/2020), and November 2020 (Start: 12/08/2020, End: 25/08/2020). A yellow message box at the bottom left of the screen says 'New campaign created' with a close button. The left sidebar contains navigation links: Dashboard, Campaigns (which is selected and highlighted in blue), Users, Configuration, About, Settings, and Logout (ad min).



i. Edit an existing Campaign

Task: Edit campaign attributes.

Step 1. Click EDIT.

The screenshot shows the APMIS Campaign Directory. On the left, there's a sidebar with icons for Dashboard, Campaigns, Users, Configuration (which has a red arrow pointing to it), About, Settings, and Logout. The main area is titled 'Campaign Directory' with tabs for CAMPAIGN DATA and CAMPAIGNS. It includes a search bar and a dropdown for 'Active campaigns'. Below is a table with columns for EDIT, OPEN, NAME, START DATE, and END DATE. Three campaigns are listed: 'December 2020 Training' (selected), 'December 2020' (disabled), and 'November 2020' (disabled).

Step 2. Make the desired changes.

The screenshot shows the 'December 2020 Training' campaign edit page. The left sidebar is identical to the previous screen. The main form has sections for 'Campaign basics' (with fields for UUID, Start Date, End Date, Creating User, and Name - all pre-filled), 'Campaign data' (with a 'CAMPAIGN DATA FORM' section containing an 'Add form' button), and 'Campaign dashboard' (with a table for defining chart tabs). At the bottom are 'Archive', 'DELETE' (highlighted with a red box), 'DISCARD', and 'SAVE' buttons.



Step 3. Click SAVE.

APMIS

December 2020 Training

ALL CAMPAIGNS | CAMPAIGN

Campaign basics

UUID: QBSLJH-PWZJ-CB-UJLQRS-PL2BCLIE
CREATING USER: ad MIN - Admin

START DATE*: 14/12/2020 END DATE*: 14/12/2020

NAME*: December 2020 Training

DESCRIPTION: Description

• You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows

Campaign data

CAMPAGNA DATA FORM REMOVE Add form

Campaign dashboard

CAMPAGNA DATA CHART	TAB NAME	SUB-TAB NAME	WIDTH IN %	HEIGHT IN %	ORDER	REMOVE
Archive	DELETE					Add chart

DISCARD SAVE

A red arrow points from the bottom right towards the "SAVE" button.



j. Edit existing Campaign Configuration

Step 1. Click the campaigns tab.

Campaign Directory

CAMPAIGN DATA CAMPAIGNS

SEARCH CAMPAIGN ID: name

Active campaigns

EDIT	OPEN NAME	START DATE	END DATE
Edit	December 2020 Training	14/12/2020	14/12/2020
Edit	December 2020	30/11/2020	04/12/2020
Edit	November 2020	12/08/2020	25/08/2020

VALIDATE FORMS NEW CAMPAIGN

Step 2. Click edit.

Campaign Directory

CAMPAIGN DATA CAMPAIGNS

SEARCH CAMPAIGN ID: name

Active campaigns

EDIT	OPEN NAME	START DATE	END DATE
Edit	December 2020 Training	14/12/2020	14/12/2020
Edit	December 2020	30/11/2020	04/12/2020
Edit	November 2020	12/08/2020	25/08/2020

VALIDATE FORMS NEW CAMPAIGN



Step 3. Click 'add form'.

Screenshot of the APMIS platform showing the 'December 2020 Training' campaign setup. On the left, a sidebar menu includes 'Dashboard', 'Campaigns' (which is selected), 'Users', 'Configuration', 'About', 'Settings', and 'Logout (ad min)'. The main area shows 'Campaign basics' with fields for UUID, Start Date (14/12/2020), End Date (14/12/2020), Name (December 2020 Training), and Description (Description). Below this is a note: 'You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows.' The 'Campaign data' section contains a table for 'Campaign DATA FORM'. A red arrow points to the 'Add Form' button at the top right of this table. The table has columns for 'CAMPAGN DATA FORM', 'TAB NAME', 'SUB-TAB NAME', 'WIDTH IN %', 'HEIGHT IN %', 'ORDER', and 'REMOVE'. Buttons for 'Archive' and 'DELETE' are also present. At the bottom right are 'DISCARD' and 'SAVE' buttons.

Step 4. Add a form to the campaign data.

Screenshot of the APMIS platform showing the 'December 2020 Training' campaign setup. The interface is identical to the previous step, but a modal window is open over the 'Campaign data' table. This modal is titled 'Admin Data Coverage (Days 1-3)' and lists several monitoring items: 'IC Household Monitoring Checklist (ICM)', 'ICM Revists', 'ICM Team Monitoring Checklist', 'Missed Children due to Reasons', 'Remote Monitoring', and 'Supervisor Monitoring'. A red arrow points from the bottom left towards the top of this modal window. The background shows the same campaign details and dashboard configuration as in Step 3.



Step 5. Click “save” and click “save”. The campaign has been saved.

APMIS

December 2020 Training

CAMPAGNS CAMPAIGN

Campaign basics

UUID: QBSLJH-PWZ/CB-UJLQRS-PLzBCLIE
CREATING USER: ad MIN - Admin

START DATE*: 14/12/2020 END DATE*: 14/12/2020

NAME*: December 2020 Training

DESCRIPTION: Description

You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows

Campaign data

Admin Data Coverage (Days 1-3)

Add form

Campaign dashboard

CAMPAIGN DATA CHART	TAB NAME	SUB-TAB NAME	WIDTH IN %	HEIGHT IN %	ORDER	REMOVE
						Add chart

Archive DELETE DISCARD SAVE



k. Edit Campaign Form Data

Task: to edit campaigns form data.

Step 1. Click the CAMPAIGNS DATA tab.

The screenshot shows the APMIS software interface. On the left, there is a vertical sidebar with icons for Dashboard, Campaigns (which is selected and highlighted in blue), Users, Configuration, About, User Settings, and Logout (admin). The main area is titled 'Campaign Data' and has tabs for 'CAMPAIGN DATA' and 'CAMPAIGNS'. It includes filters for FORM (Form), PROVINCE (All provinces), DISTRICT (All districts), and CLUSTER (All communities). Buttons for 'RESET FILTERS' and 'APPLY FILTERS' are present. At the top right, there are buttons for 'CAMPAGN' (set to December 2020 Train), 'EXPORT', 'NEW FORM', and 'IMPORT'. Below the filters, a table displays campaign data: December 2020 Training, Admin Data Coverage (Days 1-3), Badgis, Abkamari, and 11/03/2021.

Step 2. Select the desired campaign from the dropdown menu.

This screenshot is similar to the previous one, showing the 'Campaign Data' screen. The 'Campaigns' tab is still selected in the sidebar. The 'CAMPAGN' dropdown menu at the top is open, showing 'All campaigns' and 'December 2020 Train...' (which is highlighted in blue). Other options in the dropdown include 'December 2020' and 'November 2020'. The rest of the interface, including the filters and the table below, remains the same as in the first screenshot.



Step 3. Select your campaign from the list of all campaigns or use the filters (form, province, district and cluster) to find your campaign. Then click “apply filters”.

Screenshot of the APMIS system showing the Campaign Data page. The left sidebar shows navigation options: Dashboard, Campaigns (selected), Users, Configuration, About, User Settings, and Logout (ad min). The main area displays a table of campaign data with columns: EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, FORM DATE, MISSED CHILDREN TALLY SHEET (DAY 1-3), NUMBER OF HOUSEHOLDS FROM MICROPLANS, HOUSEHOLD INFORMATION, and HOUSES BEING COVERED BY. Red arrows point to the 'EDIT' column header, the 'FORM' dropdown filter, the 'CLUSTER' dropdown filter, and the 'APPLY FILTERS' button.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE	MISSED CHILDREN TALLY SHEET (DAY 1-3)	NUMBER OF HOUSEHOLDS FROM MICROPLANS	HOUSEHOLD INFORMATION	HOUSES BEING COVERED BY
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020				90
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020		567		300
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lai Wa Sarjangal	Lai Wa Sarjangal	02/11/2020		567		450
	December 2020	Admin Data Coverage (Days 1-3)	Balgan	Abkamari	Abkamari	30/10/2020		567		300
	December 2020	Admin Data Coverage (Days 1-3)	Zabul	Arghandab	Arghandab	18/09/2020				450
	December 2020	Admin Data Coverage (Days 1-3)	Wardak	Daymirdad	Daymirdad	01/09/2020				450
	December 2020	Admin Data Coverage (Days 1-3)	Kapisa	Mahmud-e Raqi	Mahmud-e Raqi	18/09/2020				450
	December 2020	Admin Data Coverage (Days 1-3)	Baghlan	Andarab	Andarab	17/09/2020				450
	December 2020	Admin Data Coverage (Days 1-3)	Baghlan	Andarab	Andarab	17/09/2020				450

Step 4. On the specified form, click on the “edit” icon.

Screenshot of the APMIS system showing the Campaign Data page. The left sidebar shows navigation options: Dashboard, Campaigns (selected), Users (highlighted with a red arrow), Configuration, About, User Settings, and Logout (ad min). The main area displays a table of campaign data with columns: EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, FORM DATE, MISSED CHILDREN TALLY SHEET (DAY 1-3), NUMBER OF HOUSEHOLDS FROM MICROPLANS, HOUSEHOLD INFORMATION, and HOUSES BEING COVERED BY. Red arrows point to the 'EDIT' column header and the 'Users' option in the sidebar.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE	MISSED CHILDREN TALLY SHEET (DAY 1-3)	NUMBER OF HOUSEHOLDS FROM MICROPLANS	HOUSEHOLD INFORMATION	HOUSES BEING COVERED BY
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020				90
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020		567		300
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lai Wa Sarjangal	Lai Wa Sarjangal	02/11/2020		567		450



Step 5. On the form, make the desired changes and click “save” to save the changes or “discard” to discard the changes.

Screenshot of the APMIS software interface showing a campaign form. The left sidebar includes links for Dashboard, Campaigns, Users, Configuration, About, User Settings, and Logout (admin). The main form displays data under sections like 'Seen by the monitor' and 'Missed Children'. Two red arrows point to the 'DISCARD CHANGES' and 'SAVE' buttons at the bottom right of the form.

Section	Category	Value
Seen by the monitor	Seen by the monitor	88
	Seen with finger marking by monitor	35
Missed Children	Total number of missed children	90
	NUMBER OF MISSED CHILDREN FOR THE FOLLOWING REASONS:	
	HOUSE NOT INCLUDED IN MICRO PLAN	67
	NOT VISITED BY TEAM	55
	POOR SCREENING BY TEAM	66
	CHILDREN ABSENT	44
	NEWBORN, SICK, SLEEP	33
	REFUSAL	6
Door Markings	GUEST	4
	CORRECT DOOR MARKINGS	34
	INCORRECT DOOR MARKINGS	3
	DOOR NOT MARKED	3
Poorly covered area	YES NO	
Missed area	YES NO	
COMMENT	(Text area)	

Buttons at the bottom:
DELETE (red button)
DISCARD CHANGES
SAVE (blue button)



I. Create Campaign Data Form

Task: Enter data form for campaign

Step 1. Click on the CAMPAIGNS data tab.

APMIS

Campaign Data

CAMPAIGN DATA CAMPAIGNS

SEARCH: Form

PROVINCE: Province

DISTRICT: District

CLUSTER: Cluster

EDIT	CAMPAGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
<input checked="" type="checkbox"/>	November 2020	ICM Revisits	Khost	Gurbuz	Gurbuz	08/12/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjangil	Lal Wa Sarjangil	02/11/2020
<input checked="" type="checkbox"/>	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamari	Abkamari	30/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Revisits	Balkh	Balkh	Balkh	28/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Revisits	Bamyan	Bamyan	Bamyan	28/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Revisits	Kunar	Asadabad	Asadabad	30/10/2020
<input checked="" type="checkbox"/>	December 2020	ICM Revisits	Balkh	Balkh	Balkh	30/10/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Laghman	Alingar	Alingar	11/10/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Bamyan	Lal Wa Sarjangil	Lal Wa Sarjangil	
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Kunar	Asadabad	Asadabad	10/11/2020
<input checked="" type="checkbox"/>	November 2020	IC Household Monitoring Checklist (ICM)	Ghazni	Ghazni	Ghazni	18/11/2020
<input checked="" type="checkbox"/>	December 2020	Missed Children due to Reasons	Kabul	Dehsabz	Dehsabz	10/12/2020
<input checked="" type="checkbox"/>	November 2020	Missed Children due to Reasons	Ghor	Tolak	Tolak	18/11/2020
<input checked="" type="checkbox"/>	November 2020	Remote Monitoring	Balkh	Balkh	Balkh	19/11/2020
<input checked="" type="checkbox"/>	November 2020	Remote Monitoring	Bamyan	Bamyan	Bamyan	19/11/2020
<input checked="" type="checkbox"/>	November 2020	Admin Data Coverage (Days 1-3)	Kunar	Asadabad	Asadabad	19/11/2020
<input checked="" type="checkbox"/>	November 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	19/11/2020
<input checked="" type="checkbox"/>	November 2020	ICM Revisits	Logar	Mohammadagh	Mohammadagh	05/11/2020
<input checked="" type="checkbox"/>	November 2020	ICM Team Monitoring Checklist	Logar	Mohammadagh	Mohammadagh	05/11/2020
<input checked="" type="checkbox"/>	December 2020	ICM Team Monitoring Checklist	Zabul	Daychopan	Daychopan	17/09/2020

CAMPAIGN All campaigns EXPORT NEW FORM IMPORT

Step 2. Select your campaign from the CAMPAIGN dropdown menu.

The screenshot shows the APMIS application's main interface. On the left, there is a vertical navigation bar with icons for Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (admin). The main content area is titled "Campaign Data". At the top right, there are buttons for "CAMPAIGN", "EXPORT", "NEW FORM", and "IMPORT". Below the title, there are dropdown menus for "FORM" (set to "Form"), "PROVINCE" (set to "Province"), "DISTRICT" (set to "District"), and "CLUSTER" (set to "Cluster"). A large table lists campaign data across multiple rows. Each row contains a checkbox, a "CAMPAIN" column, a "FORM" column, a "PROVINCE" column, a "DISTRICT" column, a "CLUSTER" column, and a "FORM DATE" column. The "CAMPAIN" column for most rows is checked and displays the campaign name. The "FORM" column shows various monitoring types like ICM Revisits, Admin Data Coverage, and ICM Team Monitoring Checklist. The "PROVINCE" column includes Khost, Bamyan, Balkh, and Ghazni. The "DISTRICT" column includes Gurbuz, Bamyan, Balkh, Alingar, Asadabad, and Dehsabz. The "CLUSTER" column includes Lai Wa Sarjangal, Abkamari, Balkh, and Ghazni. The "FORM DATE" column shows dates from 08/12/2020 to 17/09/2020. At the top right of the table area, there is a dropdown menu titled "CAMPAIGN" with three options: "All campaigns", "December 2020 Trial...", "December 2020", and "November 2020". A red arrow points to the "All campaigns" option, indicating it is currently selected.



Step 3. Click NEW FORM.

The screenshot shows the APMIS software interface. On the left is a dark blue sidebar with various navigation options: Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (ad min). The main area is titled 'Campaign Data' and has tabs for 'CAMPIGN DATA' and 'CAMPAIGNS'. At the top right are buttons for 'CAMPIGN' (set to 'December 2020 Trial'), 'EXPORT', 'NEW FORM' (which is highlighted with a red arrow), and 'IMPORT'. Below these are dropdown menus for 'FORM' (set to 'Form'), 'PROVINCE' (set to 'Province'), 'DISTRICT', and 'CLUSTER'. There are also buttons for 'EDIT', 'CAMPAIGN', 'FORM', 'PROVINCE', 'DISTRICT', 'CLUSTER', and 'FORM DATE'.

Step 4. Click on the form you would like to create.

This screenshot is identical to the one above, showing the APMIS software interface with the 'Campaign Data' screen. The red arrow now points to the 'ADMIN DATA COVERAGE (DAYS 1-3)' button in the top right corner, which is highlighted with a blue box.



Step 5. Fill in the form.

Step 6. Click SAVE.



4. Configuration

Task: Utilize configuration to update administrative data

Step 1. To show the existing units, select one category, such as “DISTRICT”. We now see a list of districts by name and the associated province.

Districts Configuration

NAME	PROVINCE	EPID CODE	EXTERNAL ID	POPULATION	GROWTH RATE
Abkamari	Badghis			19140.0	
Balamurghab	Badghis			34960.0	
Jawand	Badghis			33955.0	
Muqr	Badghis			29856.0	
Qadis	Badghis			28585.0	
Qala-e-Naw	Badghis			24176.0	
Andarab	Baghlan			7174.0	
Baghlan-e-Jadid	Baghlan			61329.0	

Step 2. To view or edit the unit’s details, click the “edit” icon. A window will appear with the unit’s details.

Districts Configuration

NAME	PROVINCE	EPID CODE	EXTERNAL ID	POPULATION	GROWTH RATE
Abkamari	Badghis			19140.0	
Balamurghab	Badghis			34960.0	
Jawand	Badghis			33955.0	
Muqr	Badghis			29856.0	
Qadis	Badghis			28585.0	
Qala-e-Naw	Badghis			24176.0	
Andarab	Baghlan			7174.0	
Baghlan-e-Jadid	Baghlan			61329.0	



Step 3. Save or discard changes. The unit can also be archived here.

Screenshot of the APMIS Districts Configuration page showing the 'Edit Abkamari' dialog box. The dialog box contains fields for NAME (Abkamari), PROVINCE (Badghis), and GROWTH RATE (19140.0). The 'EPID CODE' field is highlighted with a red border. Buttons for 'DISCARD CHANGES' and 'SAVE' are visible. The main table lists districts with their names, provinces, and growth rates.

NAME	PROVINCE	GROWTH RATE
Abkamari	Badghis	19140.0
Balamurghab	Badghis	34960.0
Jawand	Badghis	33955.0
Muqr	Badghis	29856.0
Qadis	Badghis	28585.0
Qala-e-Naw	Baghlan	24176.0
Andarab	Baghlan	7174.0
Baghlan-e-Jadid	Baghlan	61329.0
Burka	Baghlan	17681.0

Step 4. The dropdown menu on the upper right filters for active, archived or all units within that category.

Screenshot of the APMIS Districts Configuration page showing the 'Districts Configuration' table. A red arrow points to the 'Active districts' dropdown menu, which includes options: 'Active districts', 'Archived districts', and 'All districts'. The table lists districts with their names, provinces, and growth rates.

NAME	PROVINCE	GROWTH RATE
Abkamari	Badghis	19140.0
Balamurghab	Badghis	34960.0
Jawand	Badghis	33955.0
Muqr	Badghis	29856.0
Qadis	Badghis	28585.0
Qala-e-Naw	Badghis	24176.0
Andarab	Baghlan	7174.0
Baghlan-e-Jadid	Baghlan	61329.0
Burka	Baghlan	17681.0



Step 5. The buttons in the upper right allow to upload a csv of new units within that category (“IMPORT”), export a csv of units that category (“EXPORT”), or click “NEW ENTRY” to manually add a new unit.

The final button, “ENTER BULK EDIT MODE”, switches to a mode that allows several units within a category to be selected by checkbox, then archived at once. When finished, click “LEAVE BULK EDIT MODE”.

Districts Configuration

REGIONS PROVINCES DISTRICTS CLUSTERS POPULATION

COUNTRY PROVINCE RESET FILTERS

No. of districts: 371

NAME	PROVINCE	EPID CODE	EXTERNAL ID	POPULATION	GROWTH RATE
Abkamari	Badghis			19140.0	<input type="checkbox"/>
Balamurghab	Badghis			34960.0	<input type="checkbox"/>
Jawand	Badghis			33955.0	<input type="checkbox"/>
Muqr	Badghis			29856.0	<input type="checkbox"/>
Qadis	Badghis			28585.0	<input type="checkbox"/>
Qala-e-Naw	Badghis			24176.0	<input type="checkbox"/>
Andarab	Baghlan			7174.0	<input type="checkbox"/>
Baghlan-e-Jadid	Baghlan			61329.0	<input type="checkbox"/>

APMIS

Dashboard Campaigns Users Configuration About User Settings Logout (ad min)

IMPORT EXPORT NEW ENTRY ENTER BULK EDIT MODE

Districts Configuration

REGIONS PROVINCES DISTRICTS CLUSTERS POPULATION

COUNTRY PROVINCE RESET FILTERS

No. of districts: 371

<input type="checkbox"/> NAME	PROVINCE	EPID CODE	EXTERNAL ID	POPULATION	GROWTH RATE
<input type="checkbox"/> Abkamari	Badghis			19140.0	<input type="checkbox"/>
<input type="checkbox"/> Balamurghab	Badghis			34960.0	<input type="checkbox"/>
<input type="checkbox"/> Jawand	Badghis			33955.0	<input type="checkbox"/>
<input type="checkbox"/> Muqr	Badghis			29856.0	<input type="checkbox"/>
<input type="checkbox"/> Qadis	Badghis			28585.0	<input type="checkbox"/>
<input type="checkbox"/> Qala-e-Naw	Badghis			24176.0	<input type="checkbox"/>
<input type="checkbox"/> Andarab	Baghlan			7174.0	<input type="checkbox"/>
<input type="checkbox"/> Baghlan-e-Jadid	Baghlan			61329.0	<input type="checkbox"/>

APMIS

Dashboard Campaigns Users Configuration About User Settings Logout (ad min)

IMPORT EXPORT NEW ENTRY LEAVE BULK EDIT MODE



Step 7. The final tab is for population, here you can upload new national population data or export the existing population data.

Population Data

REGIONS PROVINCES DISTRICTS CLUSTERS **POPULATION**

Use one of the buttons below to manage population data for provinces and districts within SORMAS. If you want to edit the data, please use the export function, copy the data you want to cl

IMPORT
EXPORT



5. User management (only admins)

Task: Manage users

Step 1. To create a new user, click on **Users** in the menu on the left.

Campaigns Dashboard

CAMPAIN: December 2020 REGION: All areas PROVINCE: DISTRICT: PRE-CAMPAIGN INTRA-CAMPAIGN POST-CAMPAIGN

ADMIN COVERAGE DATA INTRA CAMPAIGN MONITORING (ICM) ICM TEAM MONITORING REASONS FOR MISSED CHILDREN REMOTE MONITORING MISSED AND POORLY COVERED AREAS FINANCE SUPERVISOR VISITS

MISSING CHILDREN INFORMATION VACCINATION INFORMATION

Under 5 years Missed Children: Information (Days 1-3)

Under 5 years Missed Children: Information (Revisits- Days 4-5)

Living in households Total number of missed children

Children living in houses Total number of missed children

Step 2. Click on NEW USER.

User Management

ACTIVE? User roles Responsible prov Search user

UUID	ACTIVE?	USER ROLES	USER NAME	NAME	EMAIL	ADDRESS	DISTRICT	FACILITY	No. of users: 25
WAF22U	<input checked="" type="checkbox"/>	National Coordinator, Admin	BerCDC	Ber CDC					
XTZNN	<input checked="" type="checkbox"/>	District Coordinator	DistrCoor	District Coordinator			Bamiyan		
QJRISS	<input checked="" type="checkbox"/>	Provincial Coordinator	ProvCoor	Provincial Coordinator					
WKZGZF	<input checked="" type="checkbox"/>	National Coordinator	NatCoor	National Coordinator					
TPYRIC	<input type="checkbox"/>	ReST User	restuser	rest user					
UA7E0S	<input type="checkbox"/>	POE Informant	PoeInf	Poe Informant			Default District		
T8RM7Q	<input type="checkbox"/>	National Clinician	NatClin	National Clinician					
RZFF3R	<input type="checkbox"/>	National Observer	CaseSup	Case Supervisor					
QJQ0VN	<input type="checkbox"/>	Lab Officer	LabOff	Laboratory Officer					
IBAV2D	<input type="checkbox"/>	Event Officer	EveOff	Event Officer					
TSF6N	<input type="checkbox"/>	Contact Supervisor	ContSup	Contact Supervisor					
UH9OM	<input type="checkbox"/>	Case Officer, Lab Officer, Contact Officer	ContOff	Contact Officer			Kandahar		
ULOC4Z	<input type="checkbox"/>	Hospital Informant	HospInf	Hospital Informant			Default District	Default Health Facility	
TDRZIB	<input checked="" type="checkbox"/>	National Coordinator, Admin	Pilar	Pilar HP					
UDAMOL	<input checked="" type="checkbox"/>	Admin	admin	ad min					
SRSXWT	<input checked="" type="checkbox"/>	National Coordinator, Admin	Sunday	Sunday Arman					
QDM3SP	<input checked="" type="checkbox"/>	National Coordinator, Admin	NEOC	NEOC USER					
RVPTV	<input checked="" type="checkbox"/>	Provincial Coordinator	Testafgh	Test afgha			Zabul		
VLGK5U	<input checked="" type="checkbox"/>	National Coordinator	ColCDC	Colleen CDC					
TZTHPR	<input checked="" type="checkbox"/>	National Coordinator	MussCDC	Mussadig EOC					
TKHQQT	<input checked="" type="checkbox"/>	Cluster Coordinator	ClusCoor	Cluster Coordinator			Kandahar		



Step 3. Fill in the user name, first name, last name and other fields as needed.

Screenshot of the APMIS User Management interface showing the 'Create new user' form. The 'Person data' section is highlighted, showing fields for FIRST NAME, LAST NAME, EMAIL, and PHONE NUMBER. Red arrows point to the EMAIL and PHONE NUMBER fields. The 'User data' section shows a checked 'Active?' checkbox and a 'USER NAME' field containing 'testtest'. Other sections like 'Address' and 'User roles' are also visible.

Step 4. A user name will be automatically generated. Take note of this username.

Screenshot of the APMIS User Management interface showing the 'Create new user' form. The 'User data' section is highlighted, showing a checked 'Active?' checkbox and a 'USER NAME' field containing 'testtest'. A red arrow points to the 'USER NAME' field. The 'User roles' section lists various roles with checkboxes, some of which are selected. Other sections like 'Address' and 'User data' are also visible.



Step 3. Choose the appropriate USER ROLES checkboxes.

Step 4. Click on SAVE.

The screenshot shows the 'User Management' section of the APMIS application. On the left, a sidebar lists various user roles such as Admin, National Coordinator, Provincial Coordinator, etc. The main area is titled 'Create new user'. It includes fields for 'CLUSTER CONTACT PERSON', 'GPS LATITUDE', 'GPS LONGITUDE', 'GPS ACCURACY', 'User data' (with 'Active?' checked and 'USER NAME' set to 'TestTest'), and a large 'USER ROLES' section containing many checkboxes. At the bottom are 'DISCARD' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red arrow. The background shows a list of existing users with columns for 'NAME', 'ACTIVE', 'USER ROLES', 'LAST LOGIN', 'NAME', 'ADDRESS', 'DISTRICT', and 'FACILITY'.

Step 5. You will now see the new user's password. Take note of this password. The auto-generated password is a strong password. Users choose their own passwords.
New/replacement passwords must be generated using this method.

Step 6. Provide the username and password to the user and ask them to log in to the system.

The screenshot shows the 'User Management' interface again. A modal dialog box titled 'New password' is open in the center. It contains a message 'Please copy this password, it is shown only once.' followed by a large, highlighted password 'EaxNnjnqefdBh'. The background shows the same list of users as the previous screenshot, with the 'New password' dialog partially covering the bottom half.