



**World Health
Organization**



USAID
FROM THE AMERICAN PEOPLE

REPORTHUB USER GUIDE

MANAGE YOUR PROJECTS IN REAL-TIME!



AFGHANISTAN

DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the World Health Organization



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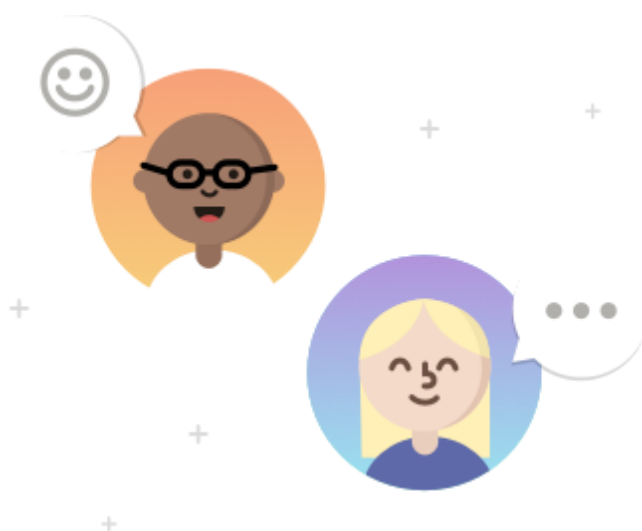
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WELCOME TO REPORTHUB!

The World Health Organization (WHO) is dedicated to supporting the Afghanistan Ministry of Public Health (MoPH) and the Afghanistan Health Cluster in providing basic health care to populations in need. This is complicated by increasing insecurity, IDPs/Refugee emergencies and natural disasters which make tracking the populations in need a dynamic and difficult problem. To assist coordinated efforts, WHO and iMMAP have teamed up to provide the means to better report on project activity and progress in real-time.

Introducing ReportHub, a real-time reporting and analysis tool that is designed to be user friendly and intuitive. ReportHub is tailor made for you and aims to reduce the efforts of project reporting in order to enhance the ability of the Health Cluster to identify who is doing what, where and when! Visit ReportHub @ <http://reporthub.immap.org/#/health/login>.

So Welcome to ReportHub! The following manual aims to guide you through all the segments of the system. If you have an issues, requests of comments, feel free to contact ReportHub at ngmReportHub@gmail.com.



REPORTHUB

ReportHub is designed to be simple and easy to use. As such, ReportHub is broken into the following components;

PROJECTS

Manage all aspects from project initiation to project completion including tracking beneficiaries and project financial items with the following project modules;

PROJECT

- Project Details
- Project Budget
- Project Target Beneficiaries
- Project Actual Beneficiaries & Locations

PROJECT FINANCIAL ITEMS

- Encumbered and Expenditure items assist the monitoring of project spending if you are running a WHO sponsored project.

PROJECT 4W

View key indicators of Health Cluster performance and identify partners in your region.

REQUIREMENTS

ReportHub has one requirement, Google Chrome.

INSTALL GOOGLE CHROME!

Google Chrome is the required browser when using ReportHub, in future other browsers will be supported.

- [DOWNLOAD GOOGLE CHROME](#)



LET'S GET STARTED!

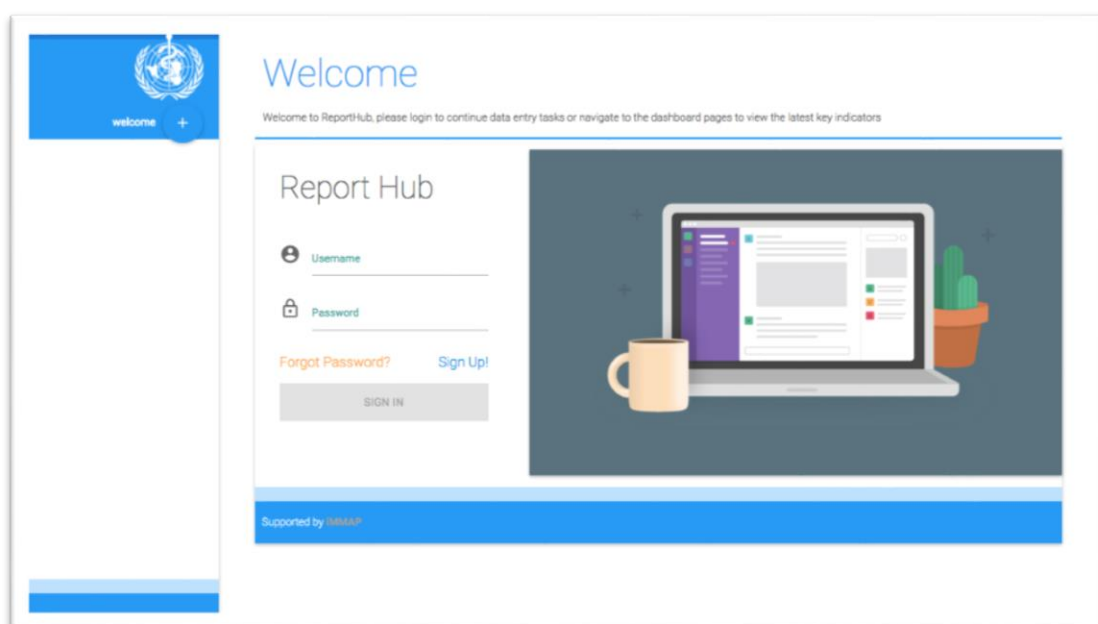
With Google Chrome installed, navigate to <http://reporthub.immap.org/>

REGISTRATION

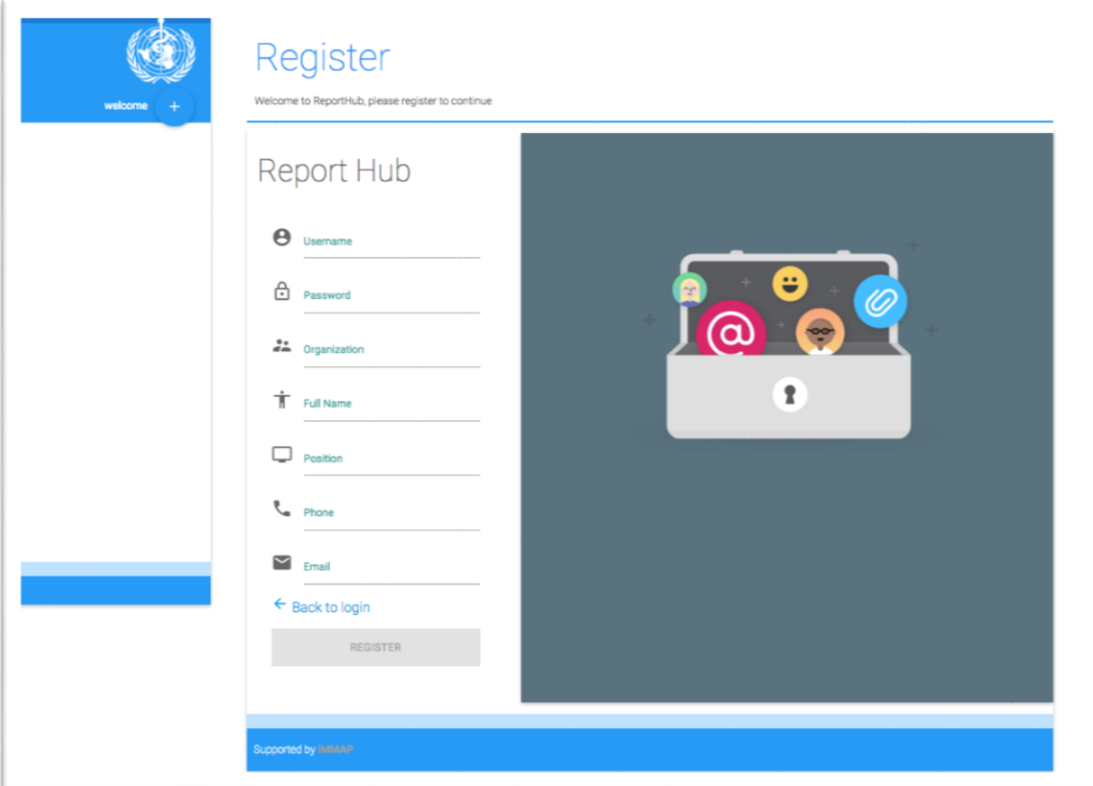
Registration to ReportHub is easy! Registration includes your organization and contact details so you can manage projects with your colleagues. It also helps you contact people within the Health Cluster who are working on similar projects and locations.

STEPS

- 1) To register, visit the login page <http://reporthub.immap.org/#/who/login>.



- 2) Click the "Sign Up!" link under the form to navigate to the Registration page.



The image shows the 'Register' page of the ReportHub application. On the left is a blue sidebar with the United Nations logo and a 'welcome' button. The main content area has a white background with the title 'Register' and a subtitle 'Welcome to ReportHub, please register to continue'. Below this is the 'Report Hub' section, which contains a registration form with the following fields: Username, Password, Organization, Full Name, Position, Phone, and Email. Each field has a corresponding icon (person, lock, group, person with ID, computer, phone, and envelope). A 'Back to login' link is located below the Email field. At the bottom of the form is a grey 'REGISTER' button. To the right of the form is a large dark blue graphic of a toolbox containing various icons like a person, a smiley face, an '@' symbol, a person with glasses, and a paperclip. At the very bottom of the page is a blue footer bar with the text 'Supported by iMMAP'.

Register

Welcome to ReportHub, please register to continue

Report Hub

Username

Password

Organization

Full Name

Position

Phone

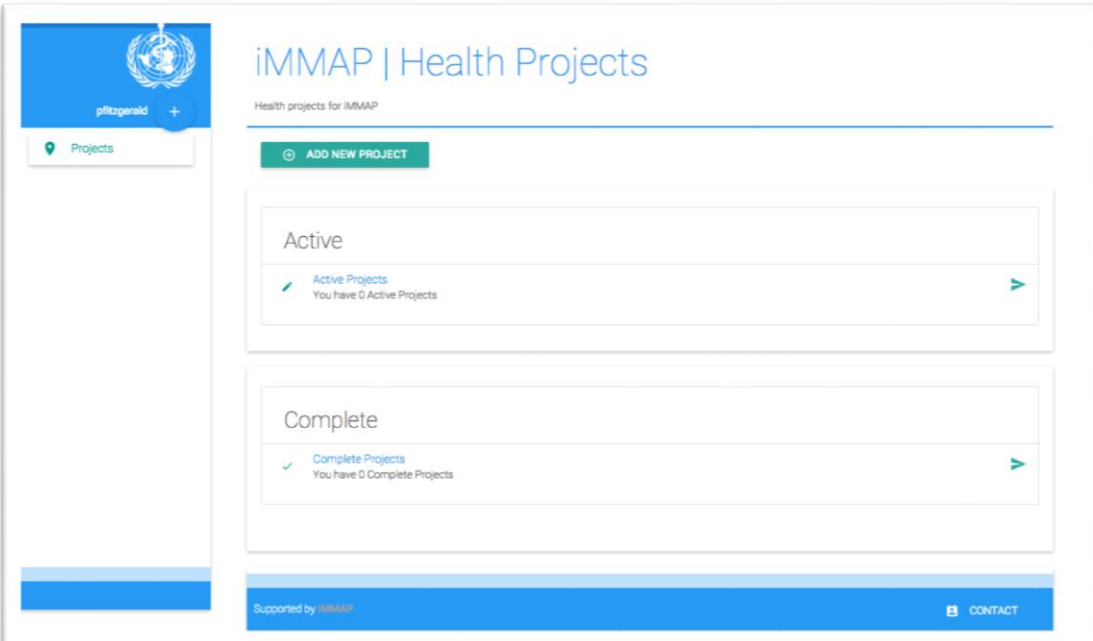
Email

[Back to login](#)

REGISTER

Supported by iMMAP

- 3) Complete the form with your details and click "Register". Your details are recorded and you are now logged-in to ReportHub with your organizations Projects List displayed!



The image shows the 'iMMAP | Health Projects' dashboard. The left sidebar is blue with the United Nations logo and a 'pfitzgerald' user profile. A 'Projects' button with a location pin icon is visible. The main content area has a white background with the title 'iMMAP | Health Projects' and a subtitle 'Health projects for iMMAP'. Below this is a green 'ADD NEW PROJECT' button. The dashboard is divided into two sections: 'Active' and 'Complete'. Each section has a header, a green checkmark icon, a link to 'Active Projects' or 'Complete Projects', and a status message 'You have 0 Active Projects' or 'You have 0 Complete Projects'. A green arrow icon is on the right of each section. At the bottom of the page is a blue footer bar with the text 'Supported by iMMAP' and a 'CONTACT' button.

iMMAP | Health Projects

Health projects for iMMAP

ADD NEW PROJECT

Active

Active Projects

You have 0 Active Projects

Complete

Complete Projects

You have 0 Complete Projects

Supported by iMMAP

CONTACT

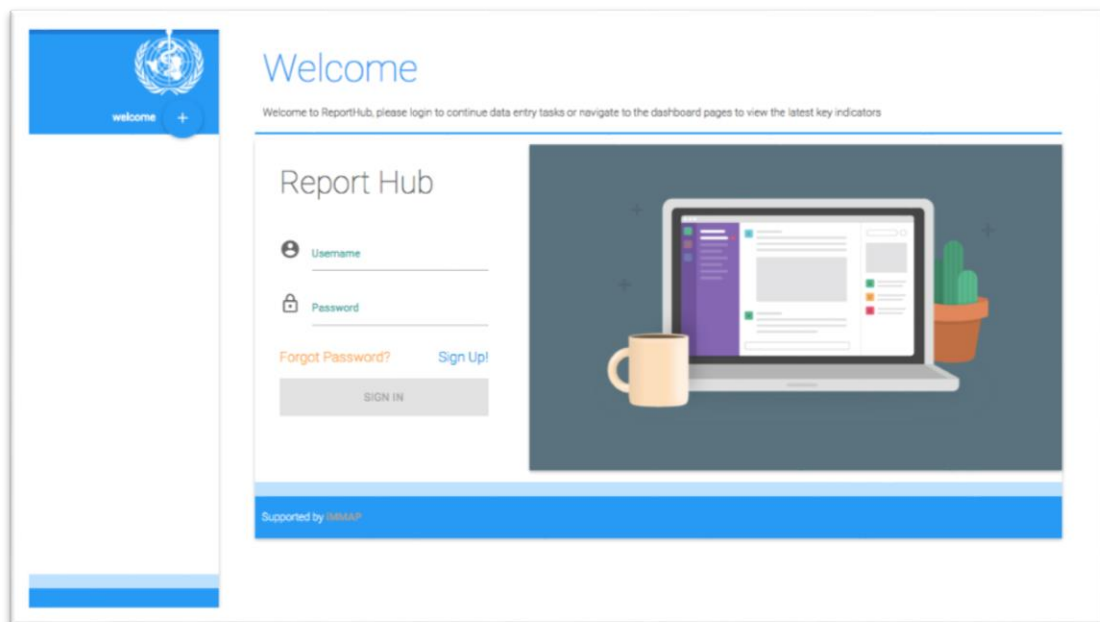
RESET PASSWORD

To login to ReportHub, you can use your details from the Registration process.

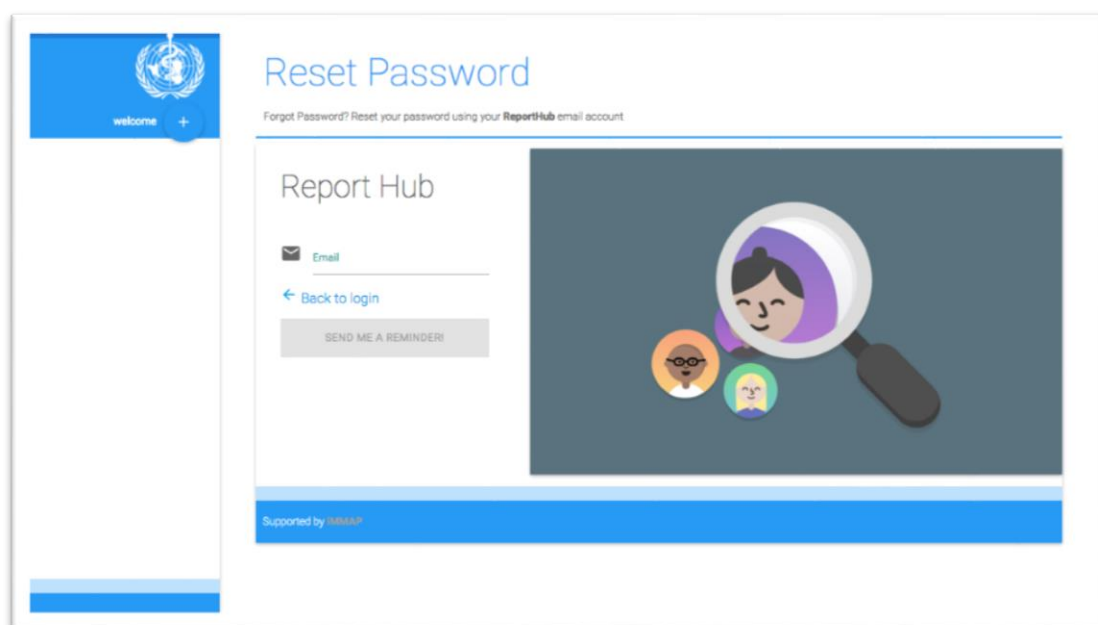
Forgot Password? Don't worry, you can reset your password by following the steps below;

STEPS

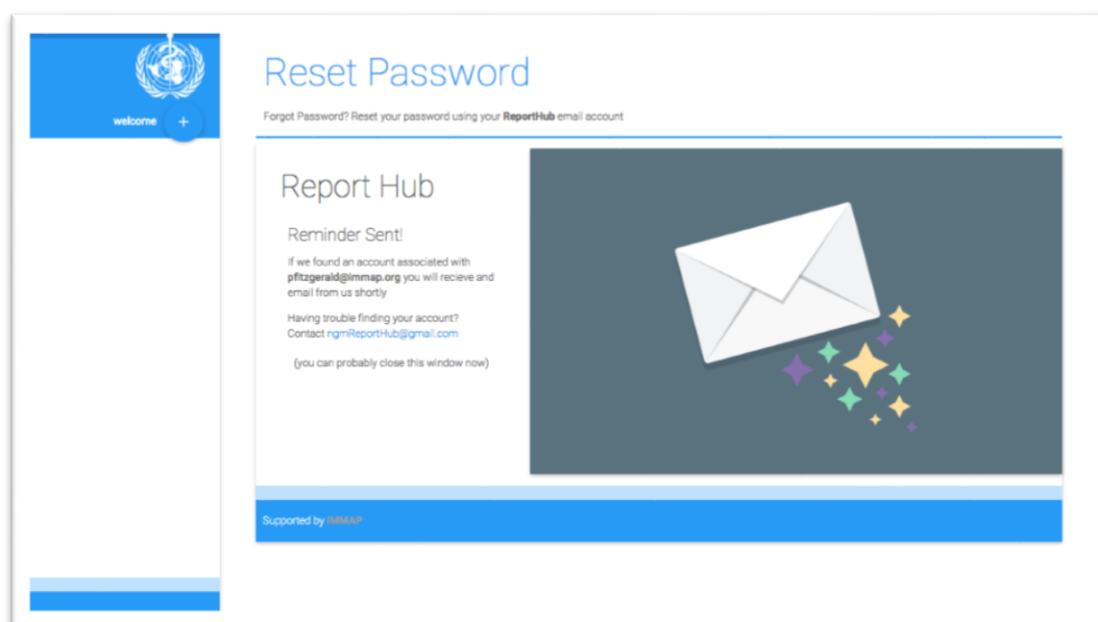
- 1) To reset password, visit the login page <http://reporthub.immap.org/#/who/login>.



- 2) Click the "Forgot Password" link under the form to navigate to the Password Reset page.



- 3) Enter your ReportHub email address and select "SEND ME A REMINDER", you will receive a notification page and an email reminder!



- 4) Follow the link in your email to navigate to the Password Reset page. Complete the form with your new password and select "UPDATE PASSWORD" to reset your ReportHub password.

Reset Password

Complete below to reset your ReportHub password

Report Hub

New Password

Confirm Password

UPDATE PASSWORD

Supported by iMMAP

- 5) Your new password is recorded and you are now logged-in to ReportHub with your organizations Projects List displayed!

iMMAP | Health Projects

Health projects for iMMAP

ADD NEW PROJECT

Active

Active Projects
You have 0 Active Projects

Complete

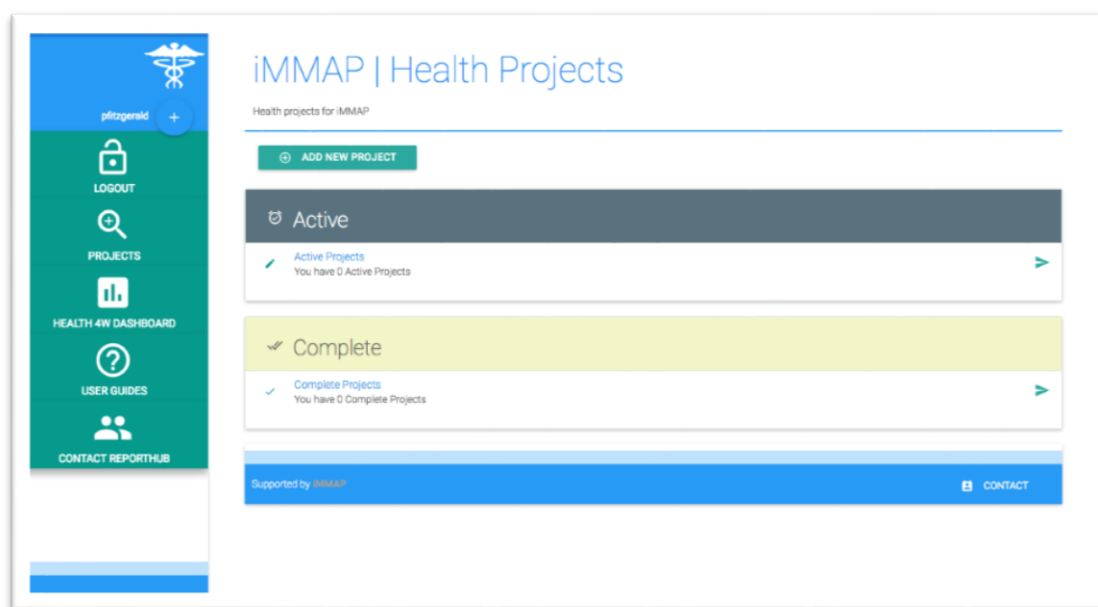
Complete Projects
You have 0 Complete Projects

Supported by iMMAP

CONTACT

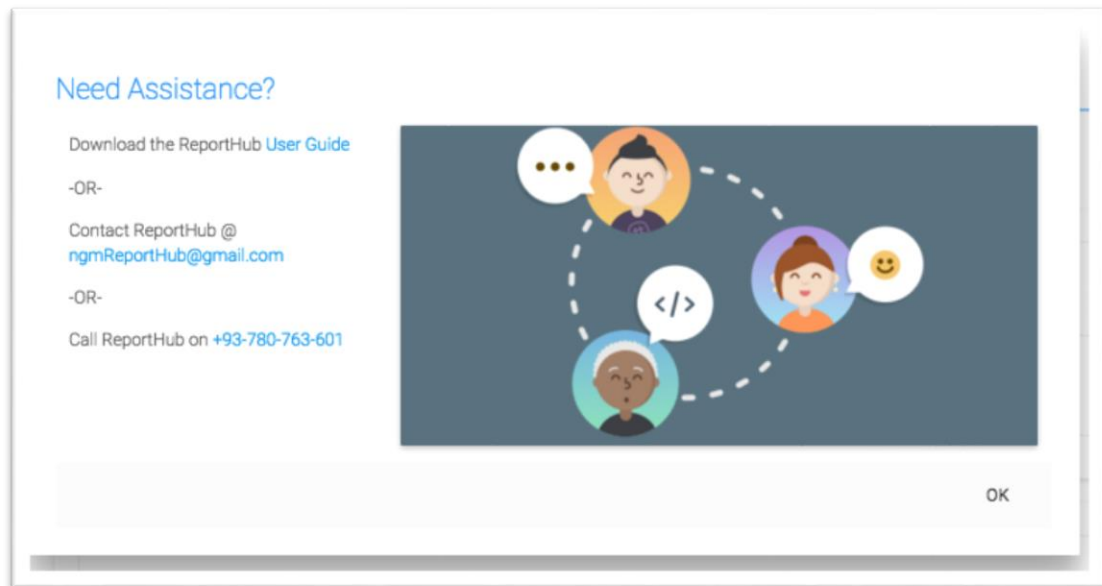
NAVIGATION

ReportHub navigation can be achieved using the navigation menu available next to your user name.



COMPONENTS

- Logout – Exit from the system safely using the logout.
- Projects – The list of your organizations “Active” and “Complete” projects are available from this option.
- Health 4W – To view key indicator metrics, access downloads (PDF & CSV) and find partners in your region, navigate to this menu option.
- User Guides – ReportHub screencasts and notes for feature requests and bug reports.
- Contact ReportHub – To access the ReportHub User Guide and find contact details for the administrator, access the Contact ReportHub card.



PUBLIC

When accessing the site as a PUBLIC user, the following options are available

- Login – Login or Register to ReportHub.
- Health 4W – To view key indicator metrics, access downloads (PDF & CSV) and find partners in your region, navigate to this menu option.
- User Guides – ReportHub screencasts and notes for feature requests and bug reports.
- Contact ReportHub – To access the ReportHub User Guide and find contact details for the administrator, access the Contact ReportHub card.

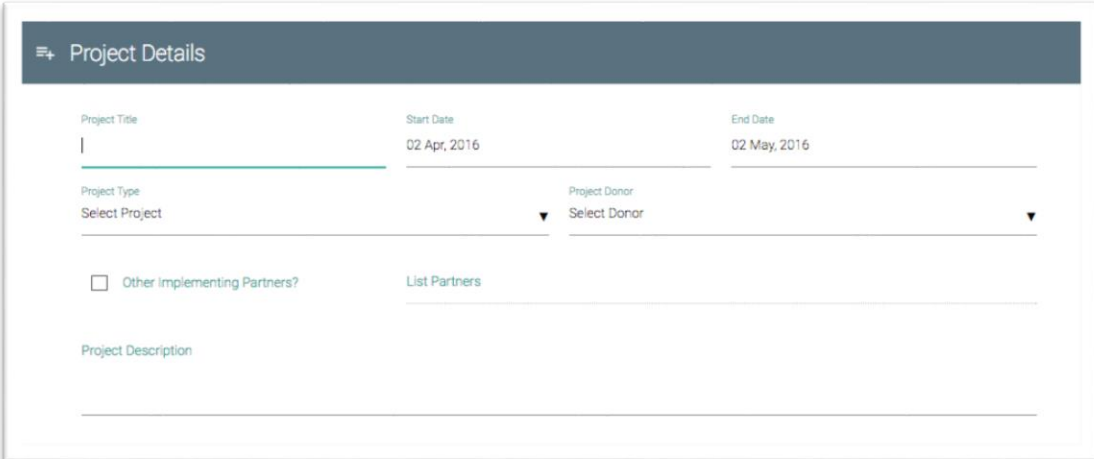
YOUR HEALTH PROJECT

ReportHub enables you to track projects for your organization. A ReportHub Project is comprised of the following components;

- Project Details Card
- Project Budget Card
- Project Target Beneficiaries Card
- Project Actual Beneficiaries & Locations Card

PROJECT DETAILS CARD

The Project Details Card captures high level details of your project such as the project title, project start date, end date, project type, project donor and project description.



The screenshot shows a web form titled "Project Details" with a dark header bar. The form contains several input fields and dropdown menus. The "Project Title" field is a text input with a vertical line cursor. The "Start Date" field is a date input showing "02 Apr, 2016". The "End Date" field is a date input showing "02 May, 2016". The "Project Type" field is a dropdown menu with "Select Project" as the selected option. The "Project Donor" field is a dropdown menu with "Select Donor" as the selected option. Below these fields, there is a checkbox labeled "Other Implementing Partners?" and a link labeled "List Partners". The "Project Description" field is a large text area at the bottom of the form.

PROJECT BUDGET CARD

The Project Budget Card captures the project budget in USD & AFN and is also used to track budget spending progress.

\$
Project Budget

Project Budget

Project Budget Progress

USD

AFN

Budget Spent (USD)

Budget Spent (AFN)

PROJECT TARGET BENEFICIARIES CARD

The Project Target Beneficiaries Card captures the targeted beneficiary breakdown of the project by beneficiary category.

Project Target Beneficiaries

Target Beneficiary Category
Select Category ▼

Target Beneficiaries

Health Affected by Conflict

Under 5 Male

Under 5 Female

Over 5 Male

Over 5 Female

CBA

PLA

0

0

0

0

0

0

PROJECT ACTUAL BENEFICIARIES & LOCATIONS CARD

The Project Actual Beneficiaries & Locations Card captures the actual project locations and beneficiary breakdown by beneficiary category. Many locations can be added to a project.

Project Actual Beneficiaries & Locations

Province

Choose Province

District

Choose District

Facility Type

Choose facility type

Facility Name

Choose facility name

1 Selected Locations

Kandahar, Arghandab, Mobile Health Team (MHT), Other

Beneficiary Category

Select Category

Beneficiaries

Conflict Displaced

Under 5 Male

0

Under 5 Female

0

Over 5 Male

0

Over 5 Female

0

CBA

0

PLA

0

ADD PROJECT

STEPS

- 1) To start adding projects, select "ADD NEW PROJECT" from the project list.

The screenshot shows the 'iMMAP | Health Projects' dashboard. On the left, a sidebar contains the 'pfizer' logo and a button labeled 'Add New Project'. The main content area has a header 'iMMAP | Health Projects' and a sub-header 'Health projects for iMMAP'. Below this is a green button labeled 'ADD NEW PROJECT'. The dashboard is divided into two main sections: 'Active' and 'Complete'. The 'Active' section shows 'Active Projects' with a count of 'You have 0 Active Projects'. The 'Complete' section shows 'Complete Projects' with a count of 'You have 0 Complete Projects'. At the bottom, there is a blue bar with the text 'Supported by iMMAP' and a 'CONTACT' button.

- 2) Complete the project cards with your project details

The screenshot shows the 'iMMAP | New Project' form. On the left, a sidebar contains the 'pfizer' logo and a button labeled 'Back to Projects'. The main content area has a header 'iMMAP | New Project' and a sub-header 'Complete the project details to register a new project'. Below this is a green button labeled 'BACK TO PROJECTS'. The form is divided into two main sections: 'Project Details' and 'Project Budget'. The 'Project Details' section contains fields for 'Project Title', 'Start Date' (02 Apr, 2016), 'End Date' (02 May, 2016), 'Project Type' (Select Project), 'Project Donor' (Select Donor), and a checkbox for 'Other Implementing Partners?'. The 'Project Budget' section contains a field for 'Project Budget'.

3) When the form is correctly filled, the "SUBMIT button will become available

Project Actual Beneficiaries & Locations

Province: Choose Province, District: Choose District, Facility Type: Choose facility type, Facility Name: Choose facility name

1 Selected Locations

Kandahar, Arghandab, Mobile Health Team (MHT), Other

Beneficiary Category: Select Category

Refugees & Returnees

Under 5 Male	Under 5 Female	Over 5 Male	Over 5 Female	CSA	PLA
120	120	120	120	0	0

SAVE CANCEL

Supported by [HSAAD](#)

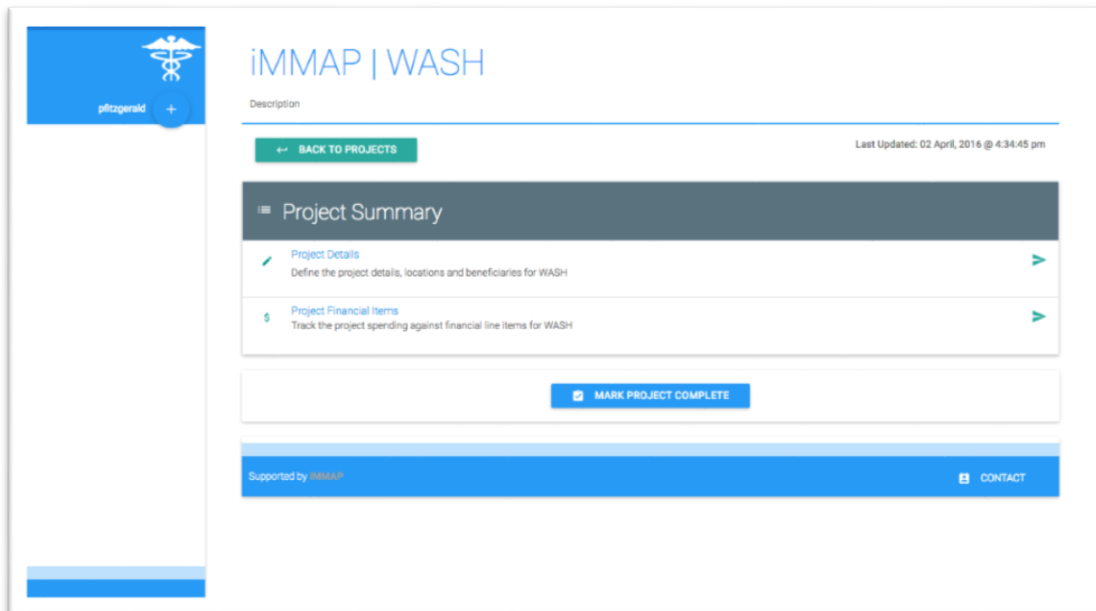
4) On success, you will receive a "Save Project" success notification

✓ Save Project

Your project has been saved with ID 56ea27c64b3a8fd861689290

OK

5) And you will be re-directed to the Project Summary page



PROJECT FINANCIAL ITEMS

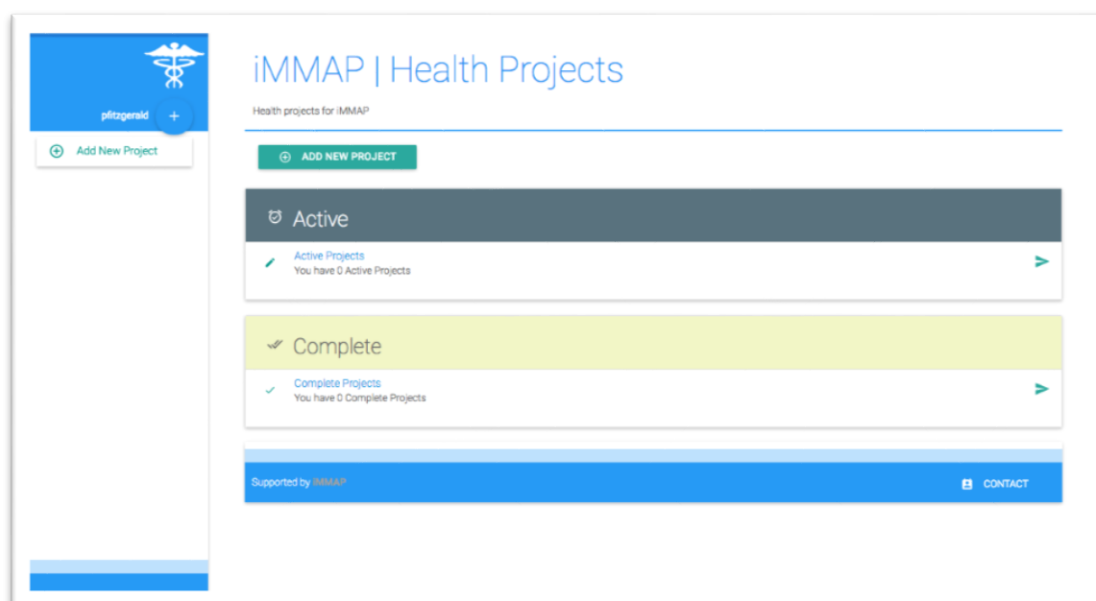
Tracking project expenditure in ReportHub is easy.

NOTES

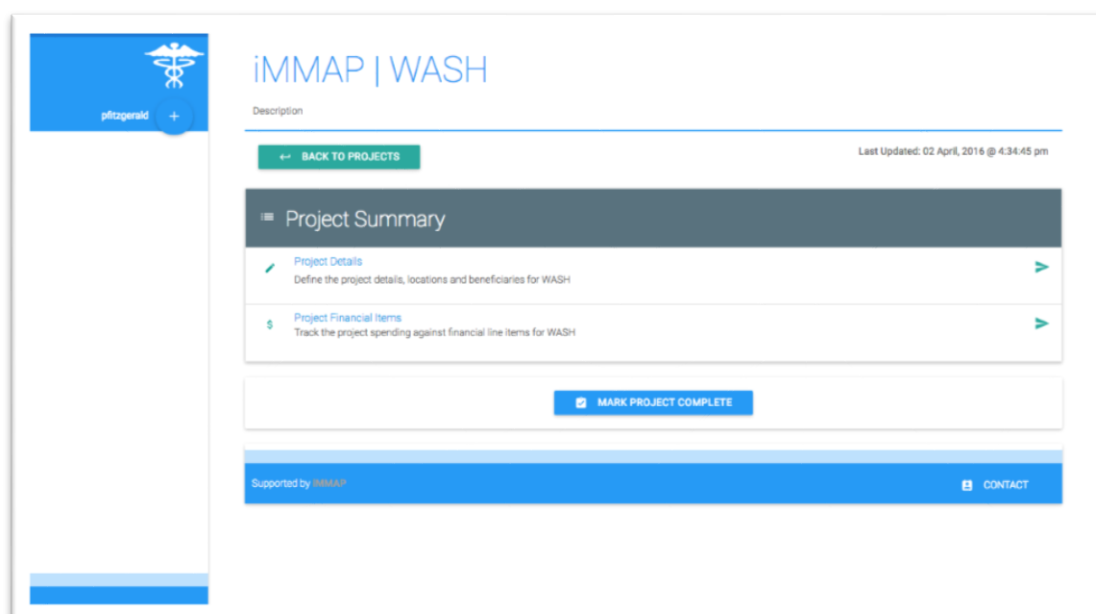
Updating Project Financial Items is only required for WHO sponsored projects

STEPS

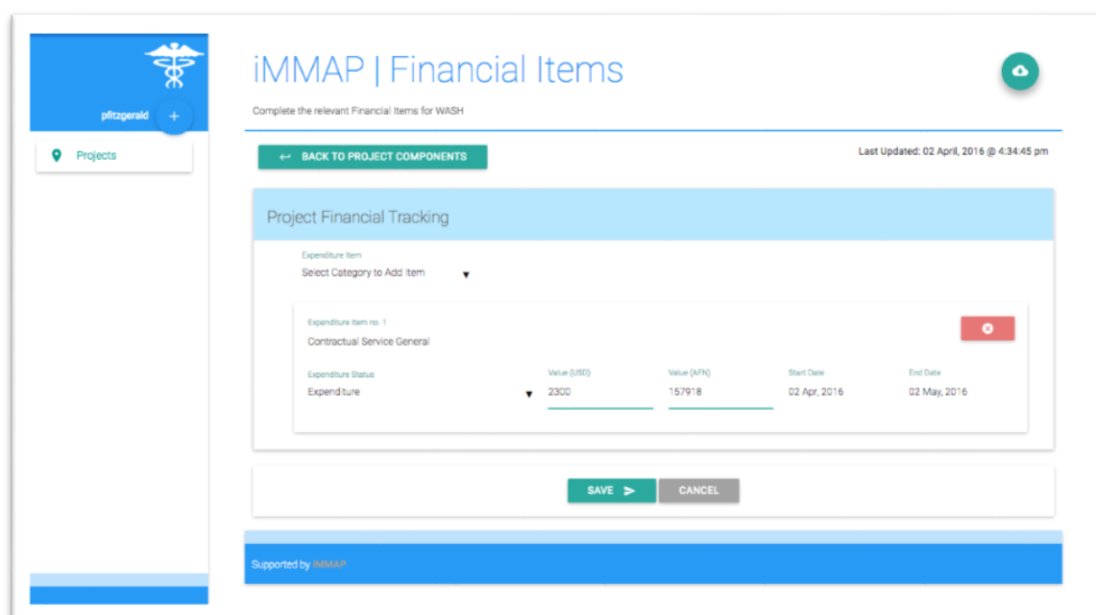
- 1) From the Project List, select the project you wish to update.



- 2) You will be presented with the Project Summary page, select "Project Financial Items"



- 3) Here you can enter a financial line item that includes expenditure item, expenditure status, budget, start date and end date.



- 4) Once complete, select "SAVE" to add the financial line item to your project. Note that your financial items can be updated but NOT removed after "SAVE".

DOWNLOAD

To download a Financial Items summary for your project, select the option from the top left "Download" button.

pfitzgerald

Projects

iMMAP | Financial Items

Complete the relevant Financial Items for WASH

BACK TO PROJECT COMPONENTS

Project Financial Tracking

Expenditure Item

Select Category to Add Item

Expenditure Item no. 1

Contractual Service General

Expenditure Status

Expenditure

organization_id

organization	username	email	project_status	project_title	project_desc	project_start	project_end
568f2aed3	IMMAP	pfitzgerald	pfitzgerald@active	WASH	Description	2016-04-02T	2016-05-0

projects_WASH_financials_extrae

Ready

2300

157918

02 Apr, 2016

02 May, 2016

SAVE

CANCEL

Supported by iMMAP

REPORTHUB 21

PROJECT COMPLETION

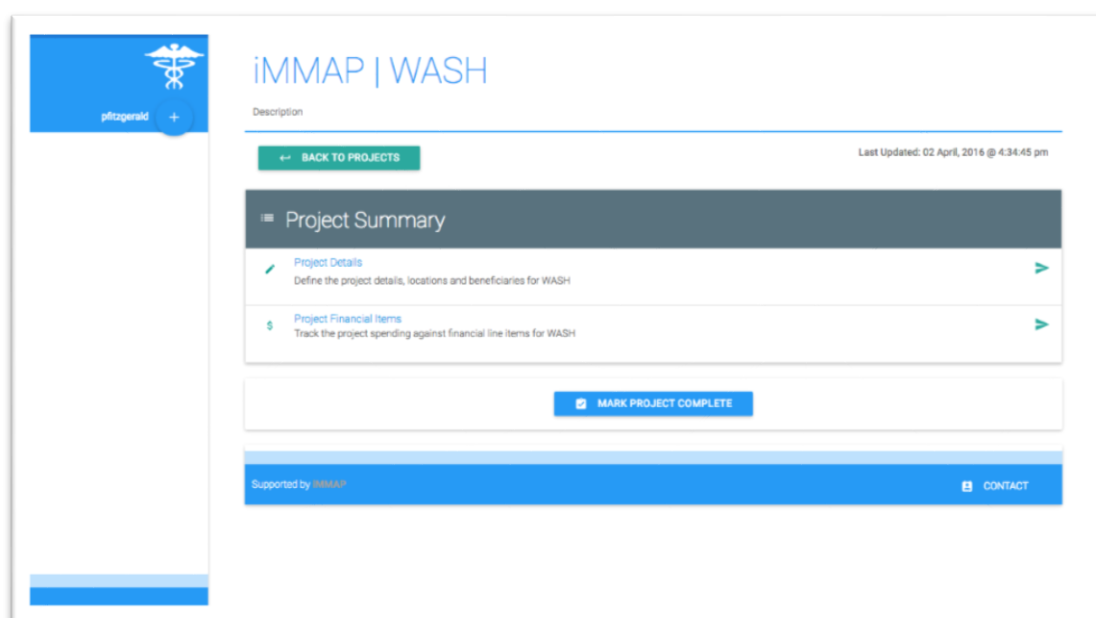
Once the project lifecycle has come to an end and all Location, Beneficiary and Expenditure items are entered, it is possible to mark a project as complete.

NOTES

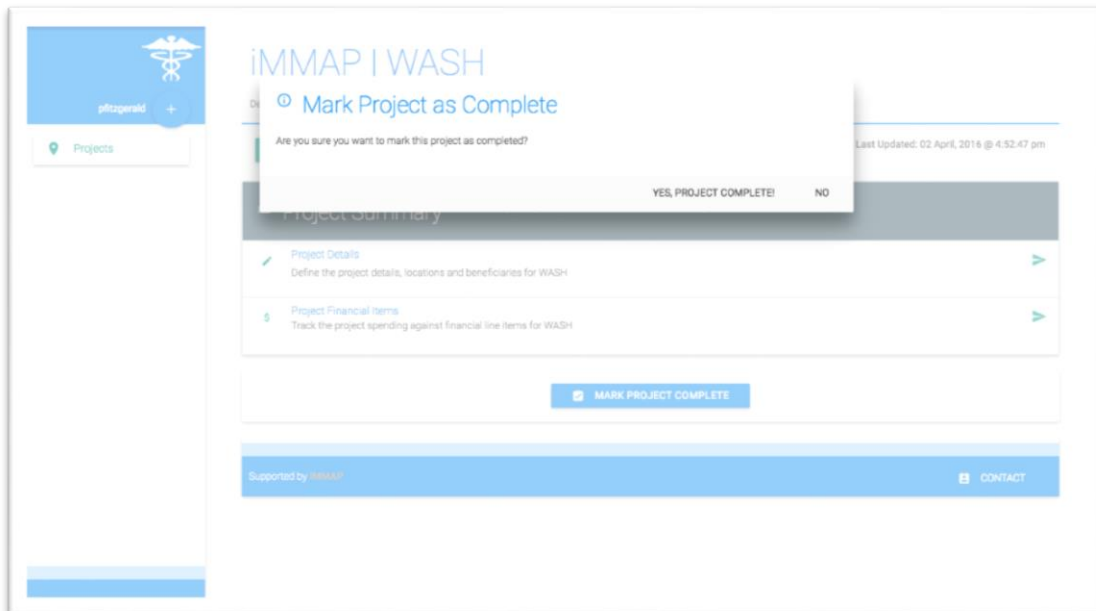
- Once marked "Complete", a project can not be updated
- Once marked "Complete", a project can not be set to "Active"

STEPS

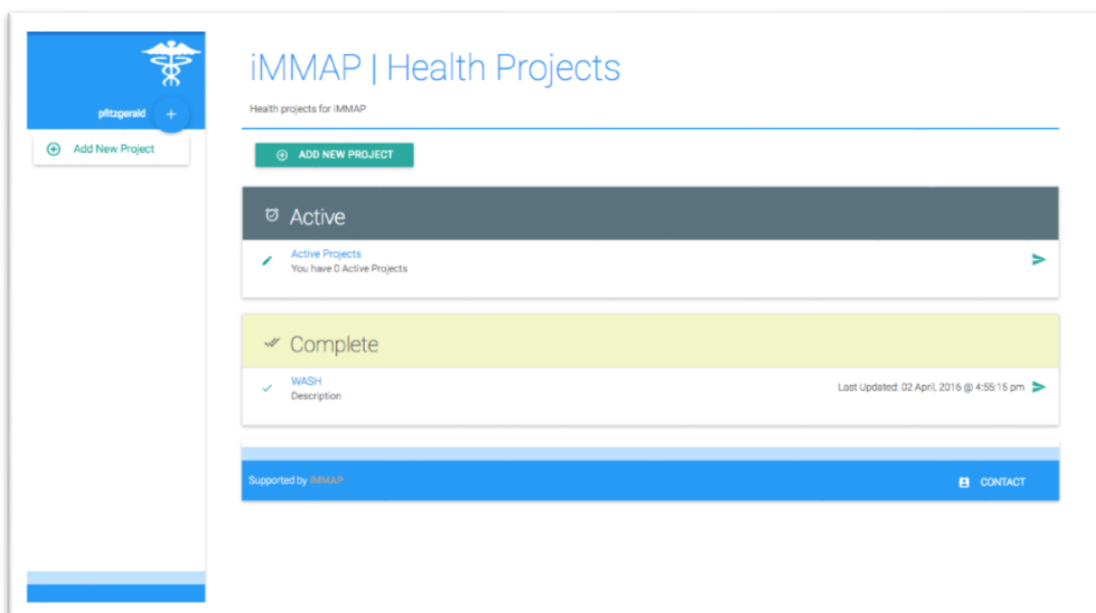
- 1) From the Project Summary, you can select "MARK PROJECT COMPLETE"



- 2) You will receive a confirmation modal, select "YES, PROJECT COMPLETE!"

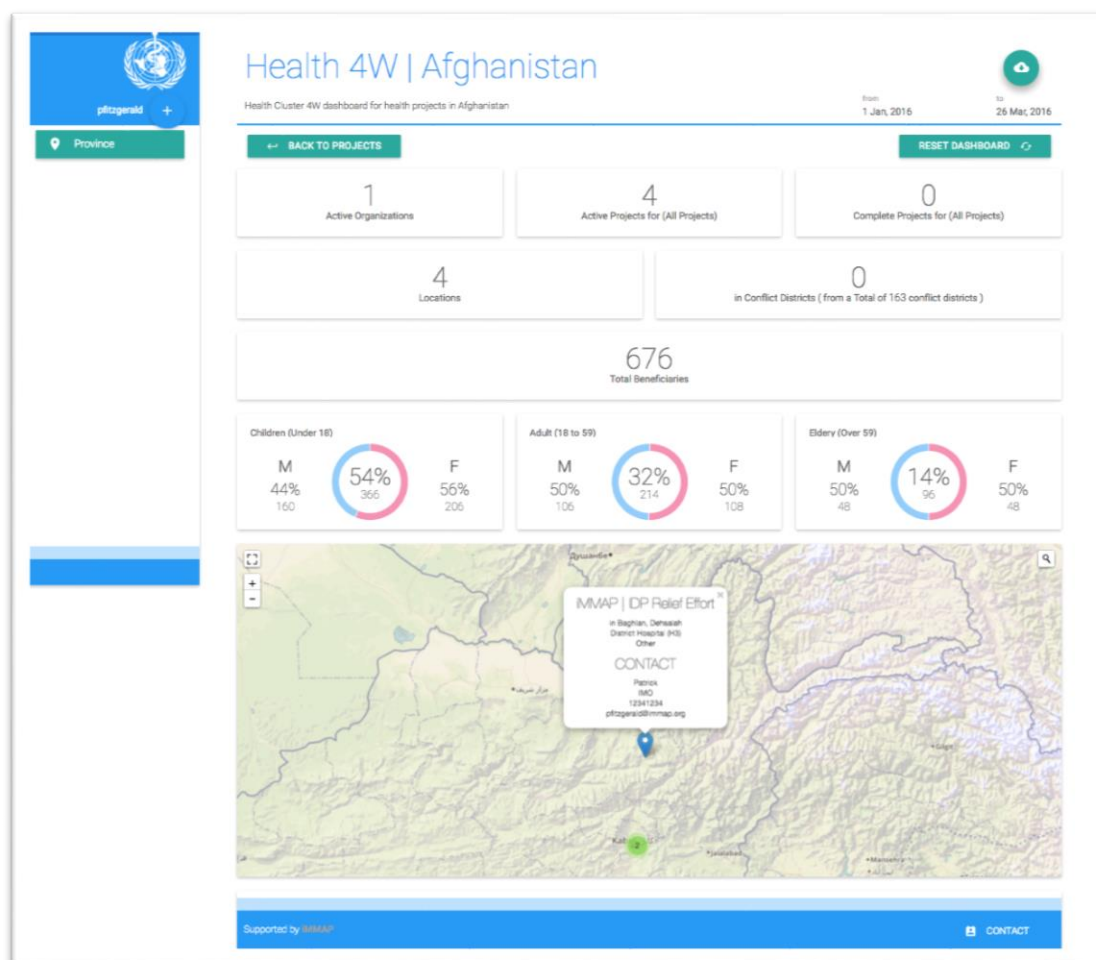


- 3) ReportHub will navigate to your organization Project List, where your project will now be listed in the "Complete" section



PROJECT 4W

Project 4W dashboard

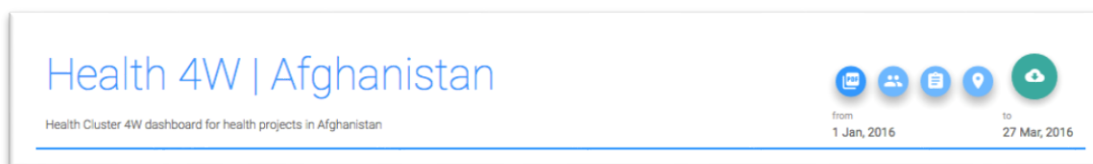


FILTERS

All filters applied to the dashboard from the left menu option apply to all aspects of the dashboard including the PDF and CSV downloads.

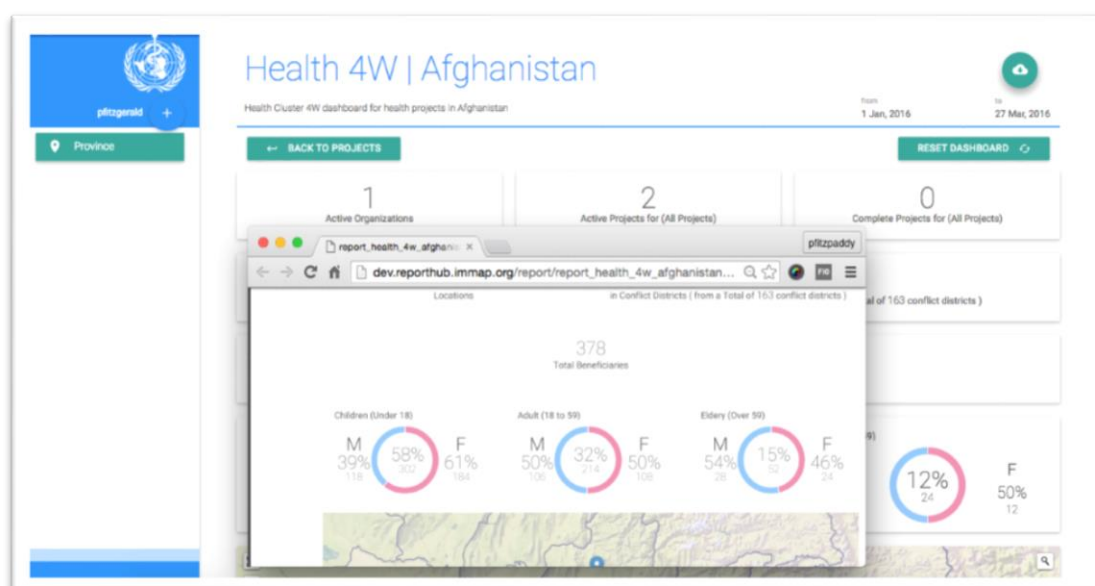
DOWNLOADS

To download a Financial Items summary for your project, select the option from the top left “Download” button, which provides a series of download options.



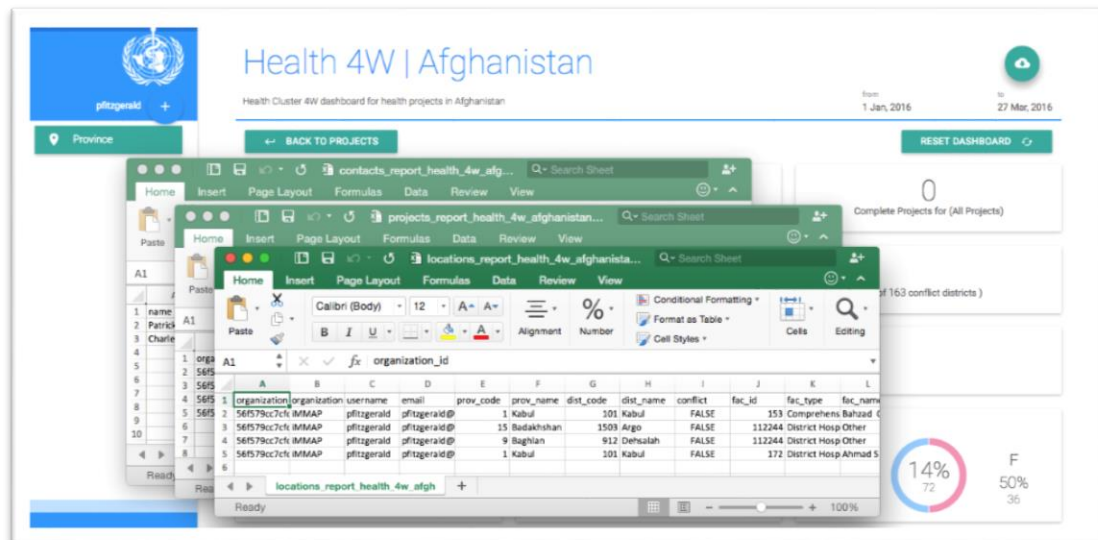
PDF

- The PDF download takes a snapshot of the dashboard which is the latest and most up-to-date data available.



CSV

- The CSV downloads include;
- Health Cluster contact list
- Project export with aggregated beneficiary data for that project
- Locations export with aggregated beneficiary data per location



MAP

The map provides the contact details for the project focal point, enabling quick and easy communication for projects in your area.

