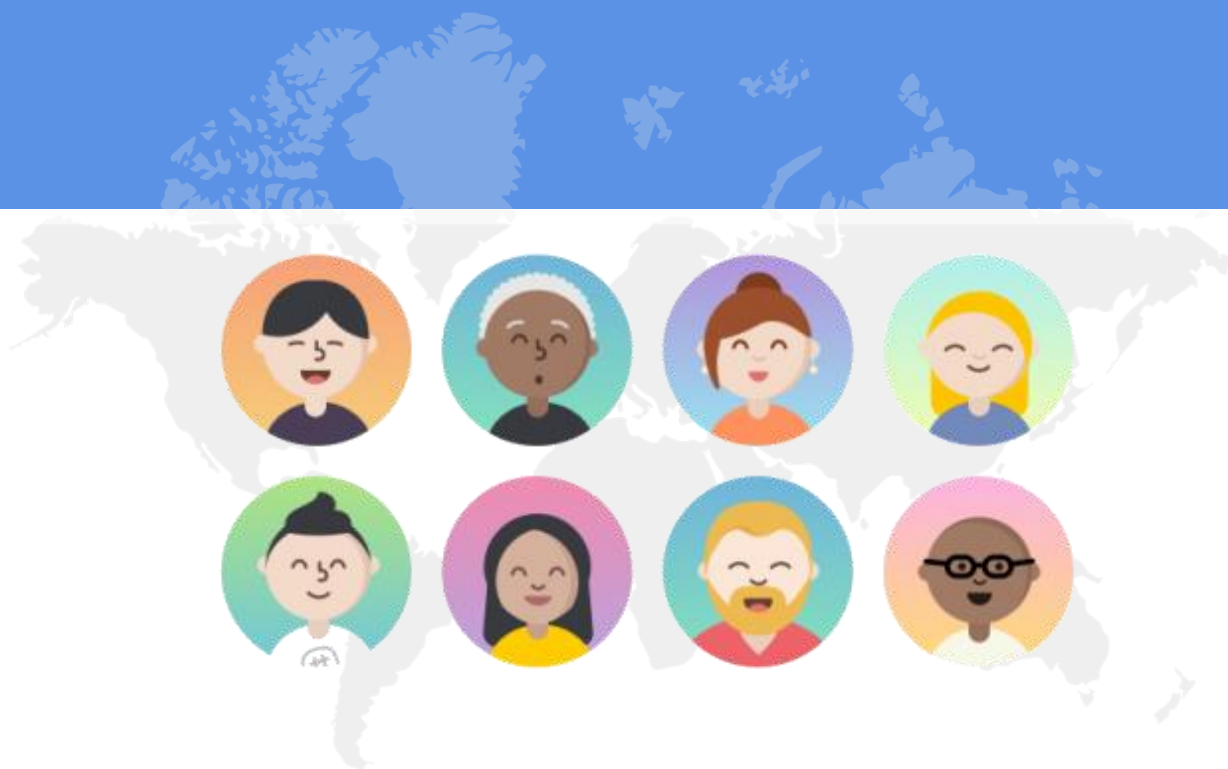




# REPORTHUB USER GUIDE

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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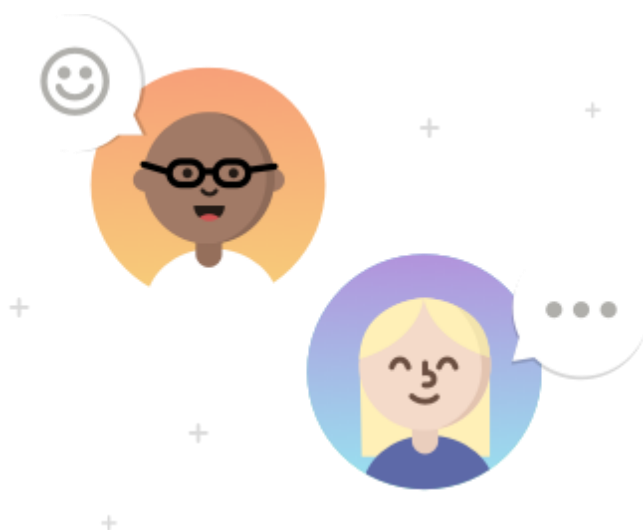
# WELCOME TO REPORTHUB!

---

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!

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](mailto: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 DETAILS

- Project Summary
- Project Locations & Beneficiaries

### PROJECT FINANCIAL ITEMS

- Encumbered and Expenditure items assist the monitoring of project spending

## PROJECT 4W

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

# REQUIREMENTS

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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

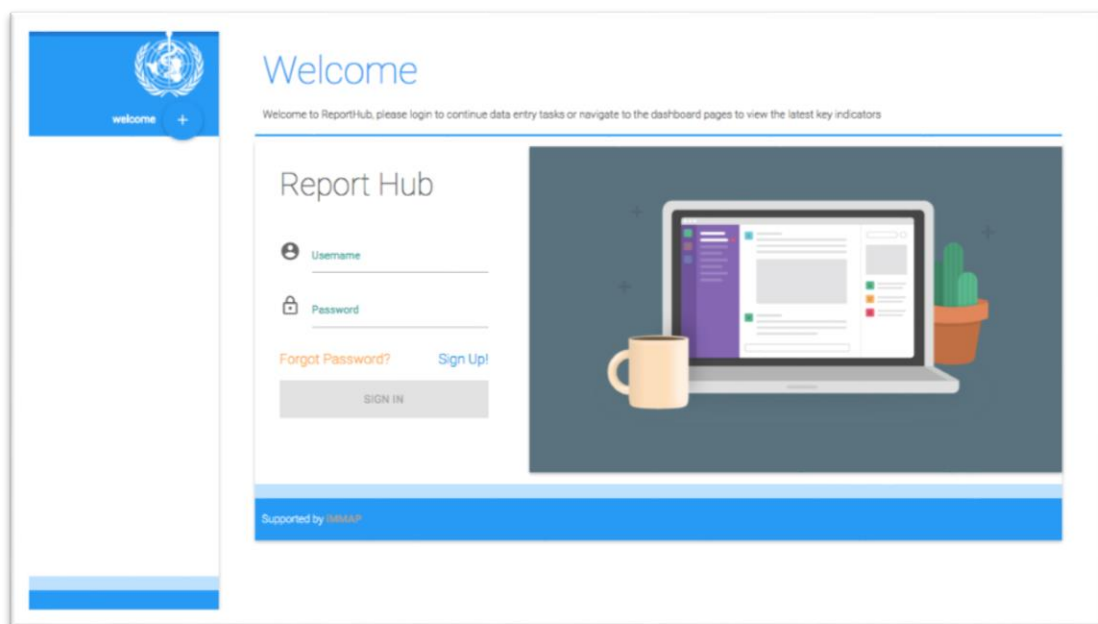
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Registration to ReportHub is easy! Registration includes your organization and contact details so you can manage projects with your colleagues. It also helps you contact people within the Health Cluster who are working on similar projects and locations.

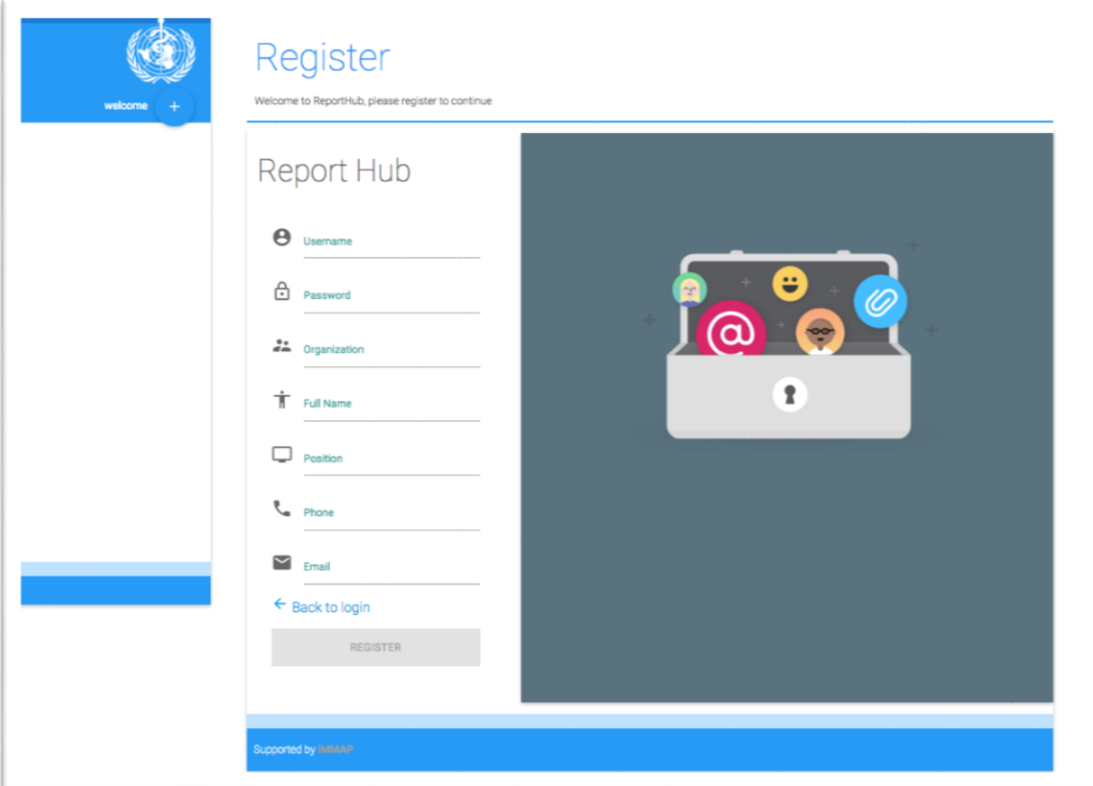
**ONLINE** - View the online screencast version [here!](#)

## 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, a blue sidebar contains the United Nations logo, a 'welcome' button, and a plus icon. The main content area is titled 'Register' and includes a sub-header '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 and a 'REGISTER' button are at the bottom of the form. To the right of the form is a large graphic of a toolbox with various icons inside, including a person, a smiley face, an '@' symbol, a person with glasses, and a paperclip. At the bottom of the page, it says 'Supported by iMMAP'.

Register

Welcome to ReportHub, please register to continue

Report Hub

Username

Password

Organization

Full Name

Position

Phone

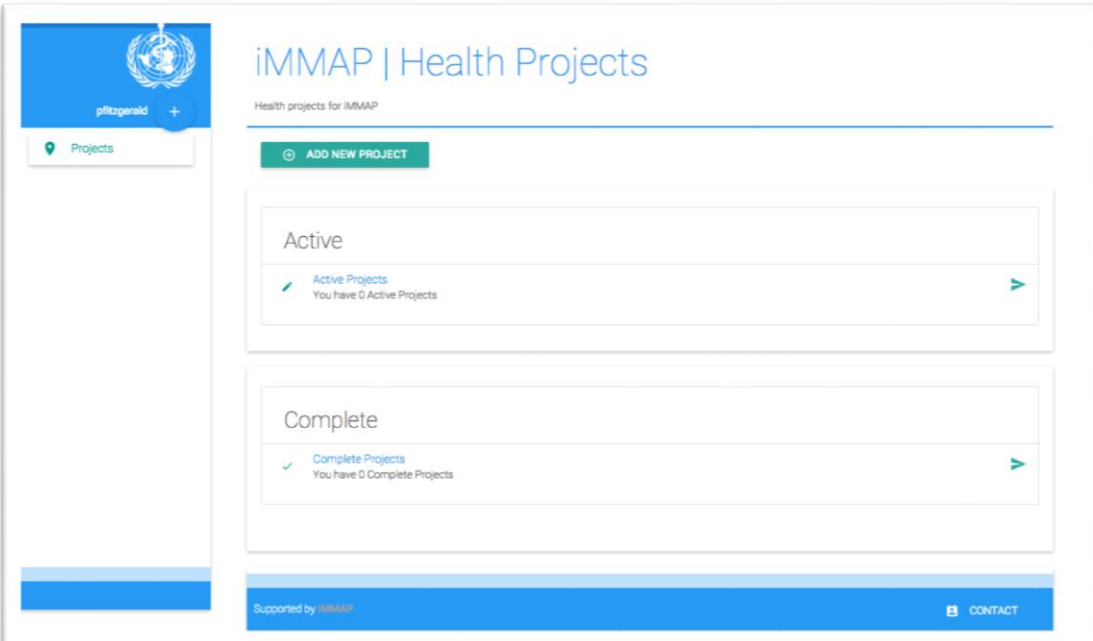
Email

[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 has a blue header with the United Nations logo, the name 'pfitzgerald', and a plus icon. Below this is a 'Projects' button with a location pin icon. The main content area is titled 'iMMAP | Health Projects' and includes a sub-header 'Health projects for iMMAP'. Below this is a green 'ADD NEW PROJECT' button. The dashboard displays two sections: 'Active' and 'Complete'. Each section has a green checkmark icon, a title, and a status message. The 'Active' section shows 'Active Projects' and 'You have 0 Active Projects'. The 'Complete' section shows 'Complete Projects' and 'You have 0 Complete Projects'. At the bottom of the page, it says 'Supported by iMMAP' and there is 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

---

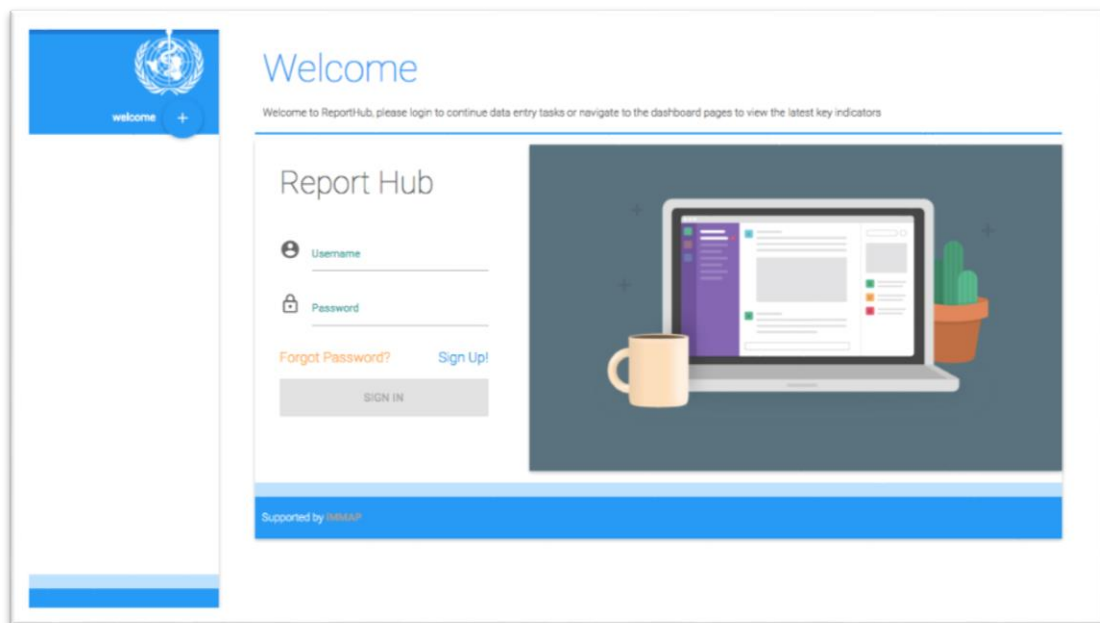
To login to ReportHub, you can use your details from the Registration process.

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

**ONLINE** - View the online screencast version [here!](#)

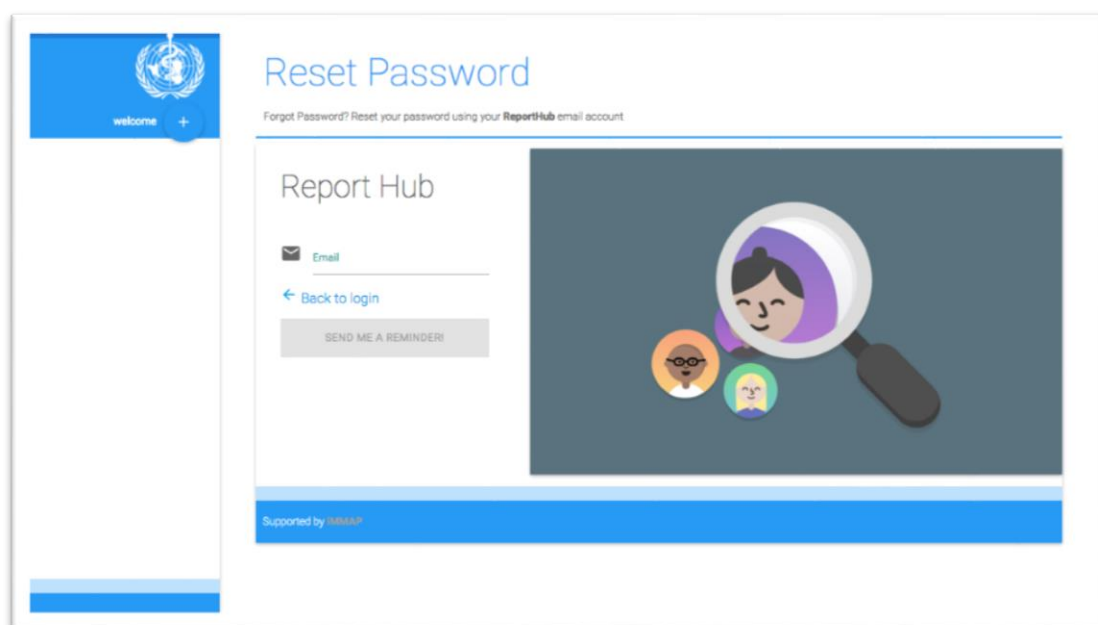
## STEPS

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

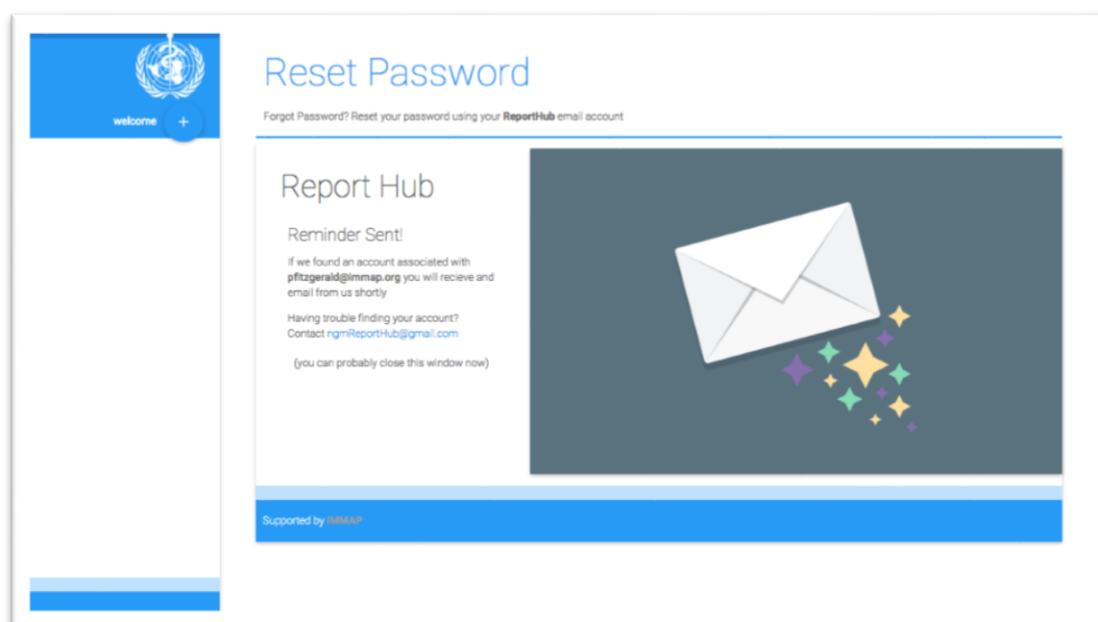


- 2) Click the "Forgot Password" link under the form to navigate to the Password Reset page.





- 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

CONTACT

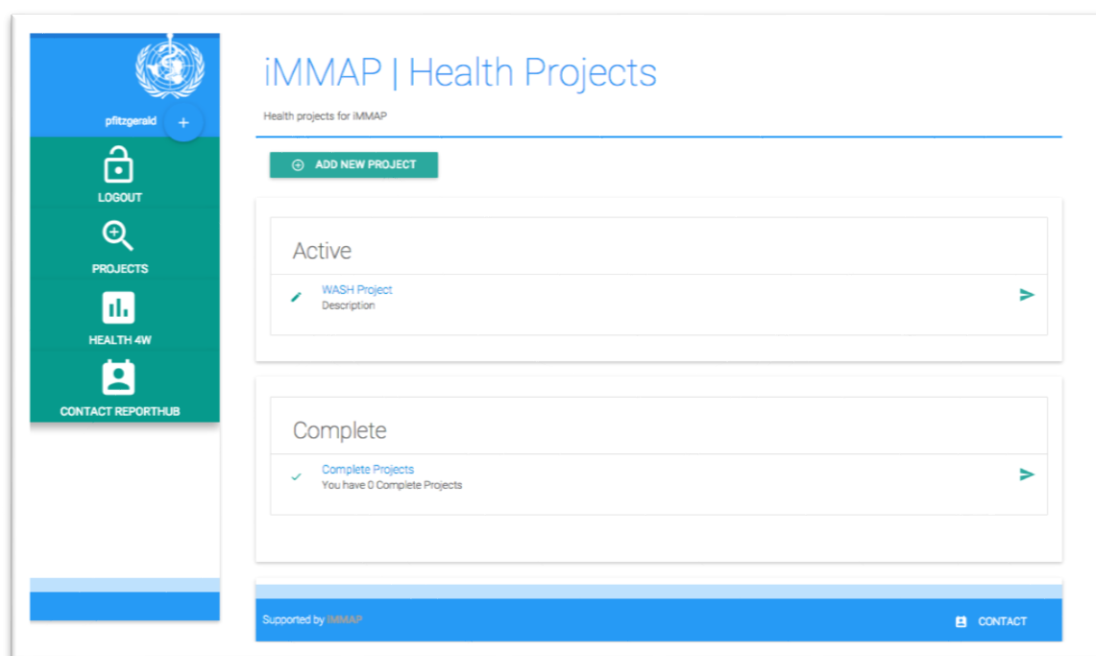
Supported by iMMAP

# NAVIGATION

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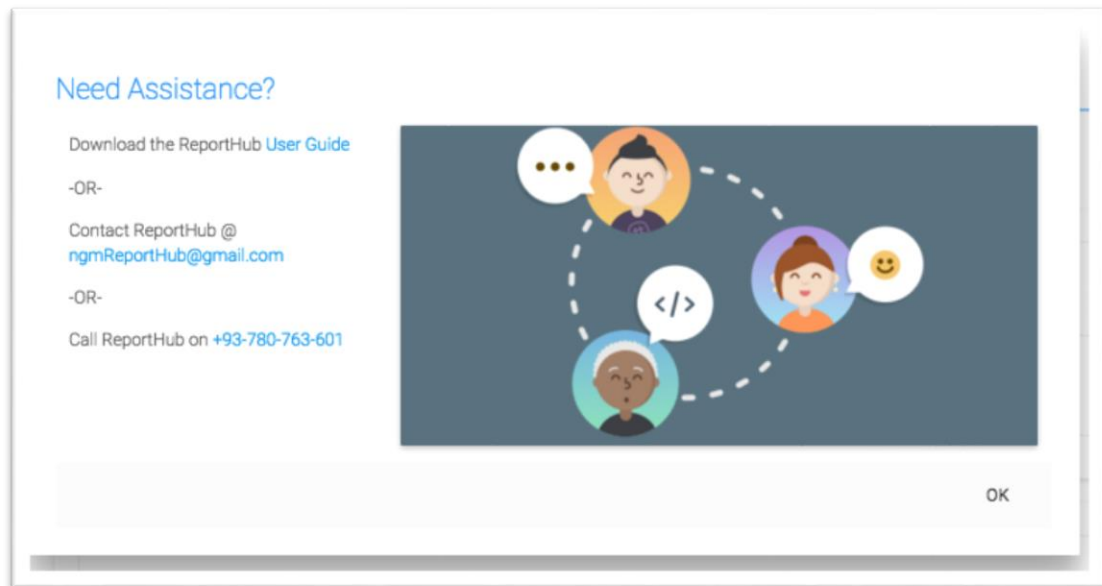
ReportHub navigation can be achieved using the navigation menu available next to your user name.

**ONLINE** - View the online screencast version [here!](#)



## COMPONENTS

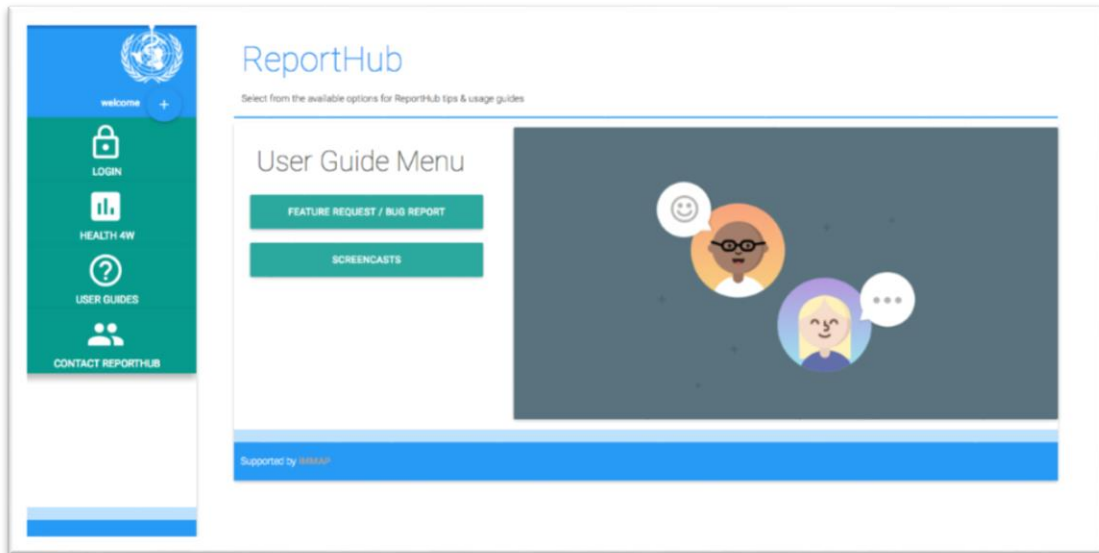
- Logout – Exit from the system safely using the logout.
- Projects – The list of your organizations “Active” and “Complete” projects are available from this option.
- Health 4W – To view key indicator metrics, access downloads (PDF & CSV) and find partners in your region, navigate to this menu option.
- 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 PUBLIC users, 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

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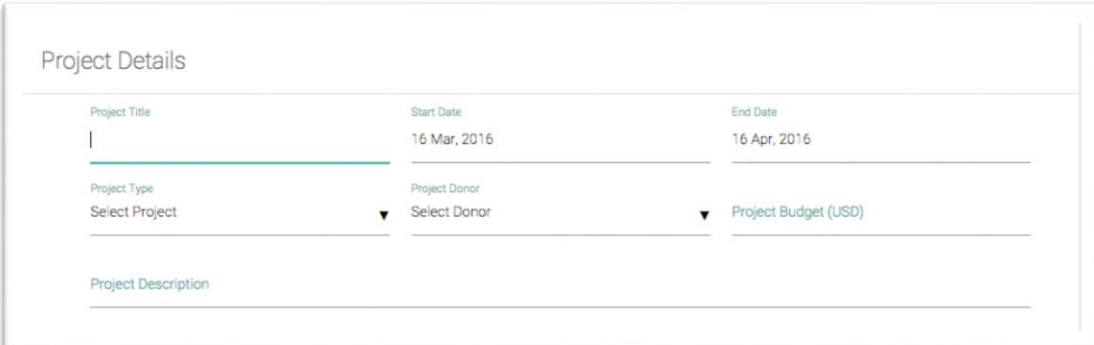
ReportHub enables you to track projects for your organization. A ReportHub Project is comprised of the following components;

- Project Details Card
- Project Locations
- Project Beneficiaries Card

**ONLINE** - View the online screencast version [here!](#)

## 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, project budget and project description.



The screenshot shows a 'Project Details' form with the following fields:

Project Title	Start Date	End Date
<input type="text"/>	16 Mar, 2016	16 Apr, 2016
Project Type Select Project ▼	Project Donor Select Donor ▼	Project Budget (USD)
Project Description <input type="text"/>		

## NOTES

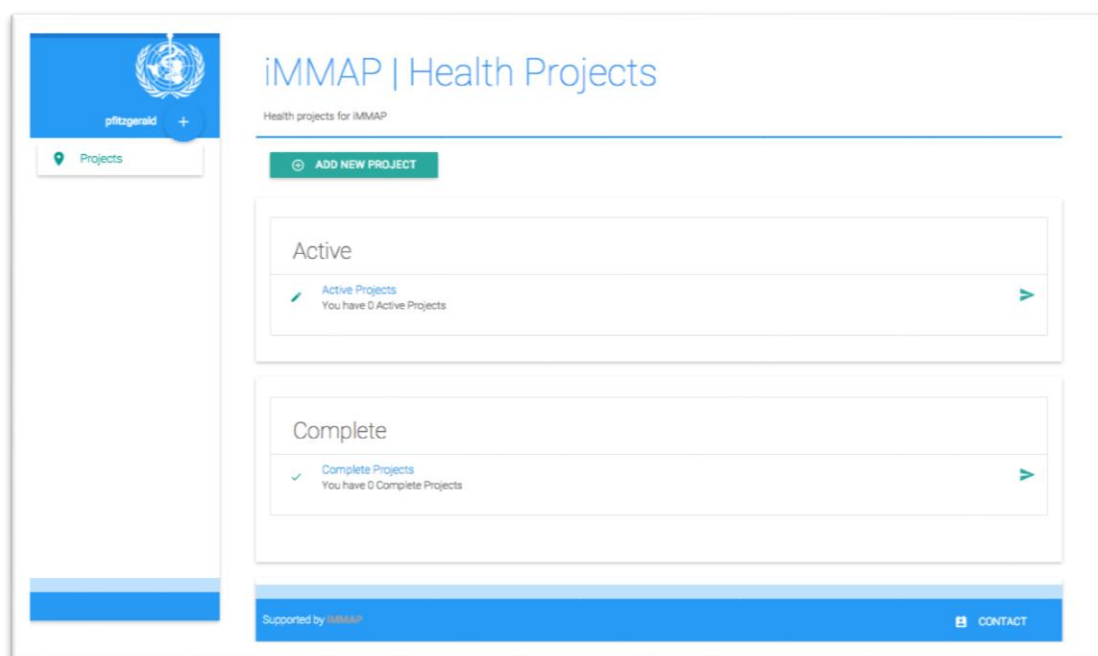
Project Type can be one of;

- Awareness Campaign
- Health Education
- Outbreak Response
- PHC for IDPs


- PHC for Natural Disasters
- PHC for Refugees
- PHC in Conflict Areas
- PHC in White Areas
- Trauma Care

## STEPS

- 1) To add a new project, select the "ADD NEW PROJECT" button from the Projects page



- 2) Complete the Project Details Card with your project summary information.



pfitzgerald

Projects

# iMMAP | New Project

Complete the project details to register a new project

← BACK TO PROJECTS

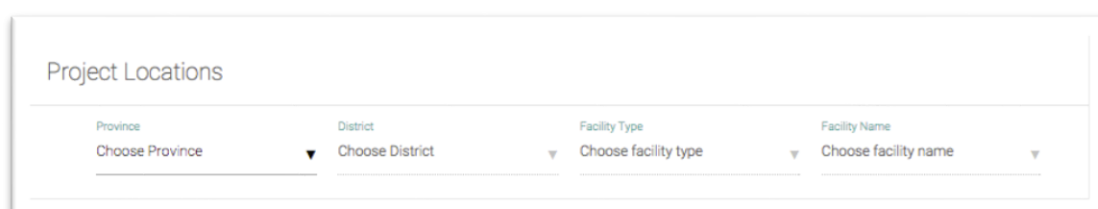
Project Details

Project Title	Start Date 16 Mar, 2016	End Date 16 Apr, 2016
Project Type Select Project	Project Donor Select Donor	Project Budget (USD)
Project Description		



## PROJECT LOCATIONS

The Project Locations Card enables you to record multiple locations where your project will be implemented, down to the the Health Facility level. Beneficiaries are then recorded against the Health Facility.



The screenshot shows a form titled "Project Locations". It contains four dropdown menus arranged horizontally. Each dropdown has a label above it and a placeholder text below it. The labels are "Province", "District", "Facility Type", and "Facility Name". The placeholder texts are "Choose Province", "Choose District", "Choose facility type", and "Choose facility name". Each dropdown has a small downward arrow icon to its right.

### NOTES

- Each dropdown is filtered by the selection from the left.
- The Facility is filtered by Province, District, and Facility Type.
- If no Facility is available based on the existing filter, the Facility Name is automatically added as "Other".
- If you do not find the Facility Name you are looking for, you can select as "Other". MHT is an example of when this would be necessary.
- Beneficiaries are then recorded against the Health Facility.

### STEPS

- 1) ADD – To add a new Location, select from each dropdown the appropriate Province, District, Facility Type and Facility Name. The Location will be added automatically to the list.
- 2) REMOVE – To remove a Location, select the red remove button inline with that Location.

The screenshot shows a web application interface. On the left is a sidebar with a blue header containing a UN logo and the name 'pfitzgerald'. Below the header is a 'Projects' button with a location pin icon. The main content area has a 'Project Description' text field at the top. Below it is a 'Project Locations' section with four dropdown menus: 'Province' (Choose Province), 'District' (Choose District), 'Facility Type' (Choose facility type), and 'Facility Name' (Choose facility name). Under these dropdowns, it says '1 Selected Locations'. Below this, there is a table with four columns: a location pin icon, 'Kandahar', 'Arghestan', and 'Mobile Health Team (MHT)'. The 'Other' column has a red button with a white location pin icon.

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

1 Selected Locations

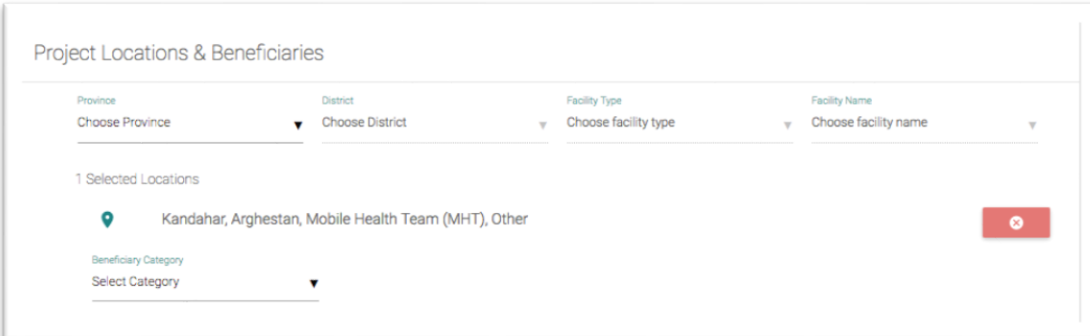
	Kandahar	Arghestan	Mobile Health Team (MHT)	Other
--	----------	-----------	--------------------------	-------

This project includes a MHT for Arghestan District, Kandahar, listed as "Other"

## PROJECT BENEFICIARIES

The Project Beneficiaries Card enables you to record the beneficiaries that your project will target, based on Beneficiary Category.

Beneficiaries are recorded against a location



The screenshot shows a web form titled "Project Locations & Beneficiaries". It contains four dropdown menus for "Province", "District", "Facility Type", and "Facility Name", each with a "Choose" label and a downward arrow. Below these is a section "1 Selected Locations" with a location pin icon and the text "Kandahar, Arghestan, Mobile Health Team (MHT), Other". To the right of this text is a red button with a white 'X' icon. At the bottom is a "Beneficiary Category" dropdown menu with a "Select Category" label and a downward arrow.

### NOTES

Beneficiary Category can be one of;

- Conflict Displaced
- Health Affected by Conflict
- Refugees & Returnees
- Natural Disaster Affected
- Public Health at Risk

Beneficiaries for each Beneficiary Category are broken down into the following demographics;

- Children (male/female under 18 years)
- Adults (male/female between 18 to 59 years)
- Elderly (male/female over 59 years)

### STEPS

- 1) ADD – To add a new Beneficiary Category, select from the available options in the dropdown. The selected Beneficiary Category will then be available as a demographic breakdown for the targeted beneficiaries.
- 2) REMOVE – To remove a Beneficiary Category, select the red remove button inline with that record.

Project Locations & Beneficiaries

Province  
Choose Province ▼

District  
Choose District ▼

Facility Type  
Choose facility type ▼

Facility Name  
Choose facility name ▼

1 Selected Locations

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

Beneficiary Category  
Select Category ▼

Beneficiaries  
Health Affected by Conflict

Under 18 Male	Under 18 Female	Male 18 to 59	Female 18 to 59	Over 59 Male	Over 59 Female
22	18	64	32	13	4

This project is targeting “Health Affected by Conflict” beneficiaries, with male/female breakdown for

# PROJECT SUBMISSION

Project submission is only possible when the form is correct and complete.

## NOTES

- There must be at least ONE location
- There must be at least ONE completed beneficiary category
- The "SAVE" button will turn green when the form is correct and complete

The screenshot displays the 'iMMAP | New Project' form. The left sidebar shows the 'pfitzgerald' user profile and a 'Projects' link. The main form area is titled 'iMMAP | New Project' and includes a 'BACK TO PROJECTS' button. The form is divided into three main sections: 'Project Details', 'Project Locations', and 'Project Beneficiaries'. The 'Project Details' section contains fields for Project Title (PHC Trauma Care), Start Date (17 Mar, 2016), End Date (30 Jun, 2016), Project Type (PHC in Conflict Areas), Project Donor (CHF), and Project Budget (\$USD) (32000). The 'Project Locations' section shows a dropdown for Province (Choose Province), District (Choose District), Facility Type (Choose facility type), and Facility Name (Choose facility name). Below this, it lists '1 Selected Locations' with a table showing 'Kandahar' and 'Arghandab' with 'Mobile Health Team (MHT)' and 'Other' options. The 'Project Beneficiaries' section includes a dropdown for Beneficiary Category (Select Category) and a table for 'Health Affected by Conflict' with columns for Under 18 Male (22), Under 18 Female (22), Male 18 to 59 (10), Female 18 to 59 (10), Over 59 Male (6), and Over 59 Female (6). At the bottom, there are 'SAVE' and 'CANCEL' buttons. The 'SAVE' button is green, indicating the form is complete. A footer bar at the bottom says 'Supported by iMMAP'.

Project Title	Start Date	End Date
PHC Trauma Care	17 Mar, 2016	30 Jun, 2016

Project Type	Project Donor	Project Budget (\$USD)
PHC in Conflict Areas	CHF	32000

Project Description  
PHC for trauma care in preparedness for the fighting season

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

1 Selected Locations

Province	District	Facility Type	Facility Name
Kandahar	Arghandab	Mobile Health Team (MHT)	Other

Beneficiary Category
Select Category

Under 18 Male	Under 18 Female	Male 18 to 59	Female 18 to 59	Over 59 Male	Over 59 Female
22	22	10	10	6	6

SAVE CANCEL

Completed form with "SAVE" button displayed in green

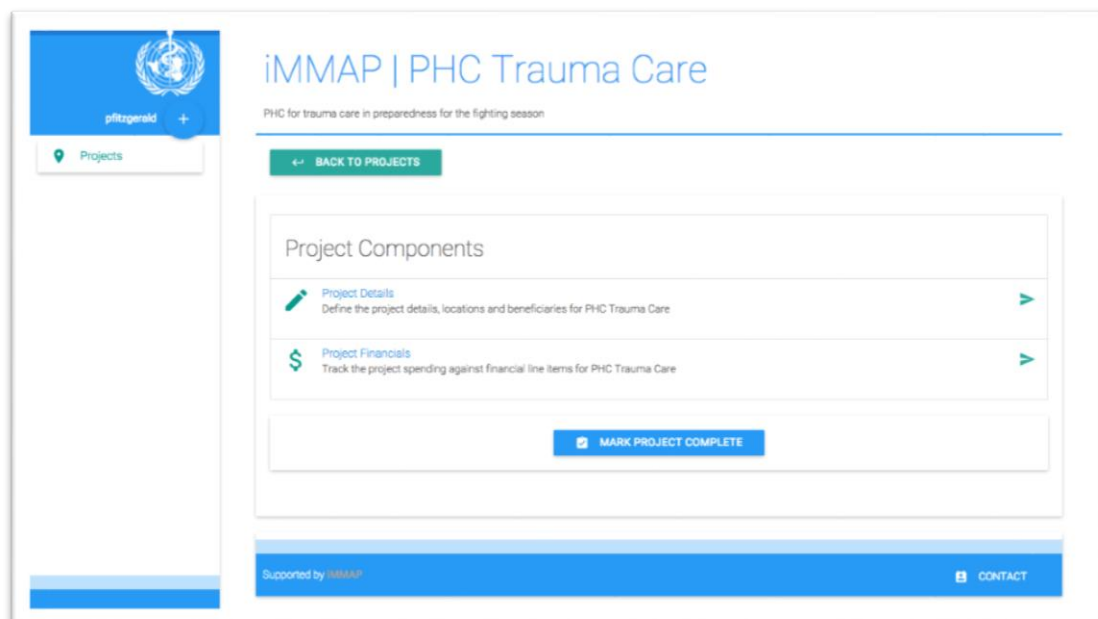
## STEPS

- 1) Complete the form, where the "SAVE" button is updated to green.

2) On successful project submission, you will receive the following notification.



3) ReportHub will then redirect you to the Project Summary page, where your new project can be updated or where you can add Project Financial Items in "Project Progress".



# PROJECT UPDATE

---

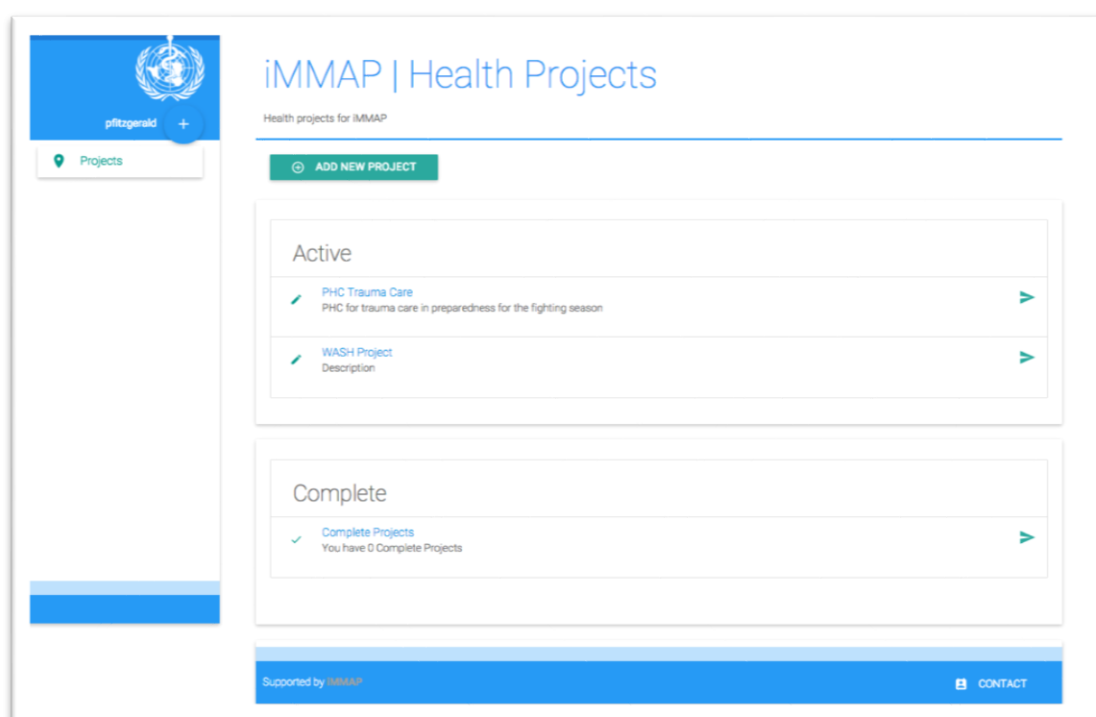
It is possible to update an “Active” project.

## NOTES

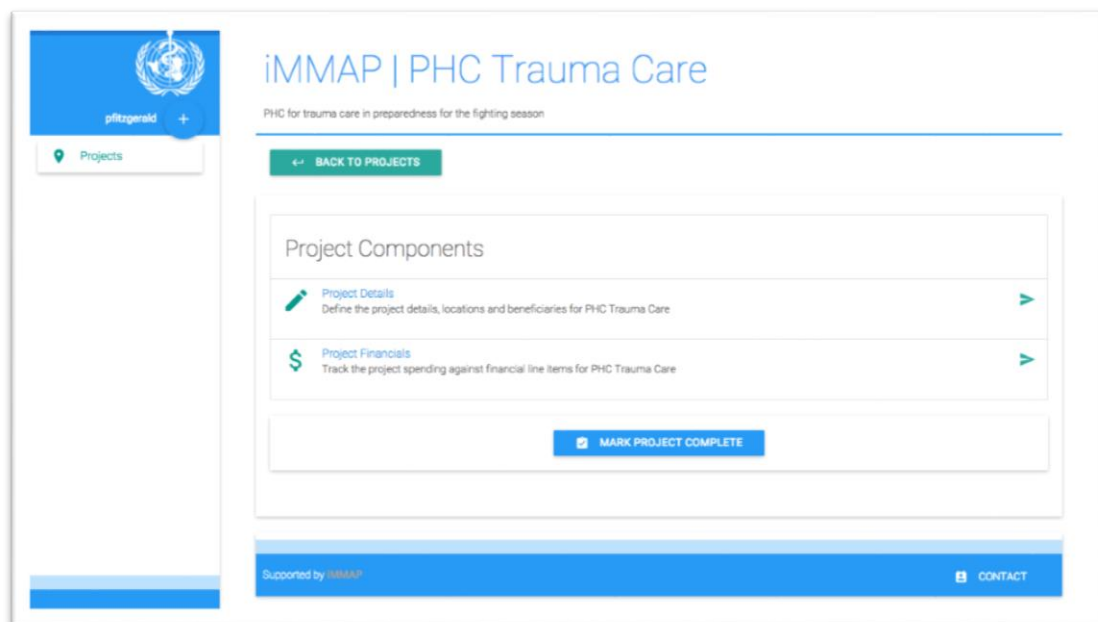
- Handle with care, all aspects of the project can be updated!

## STEPS

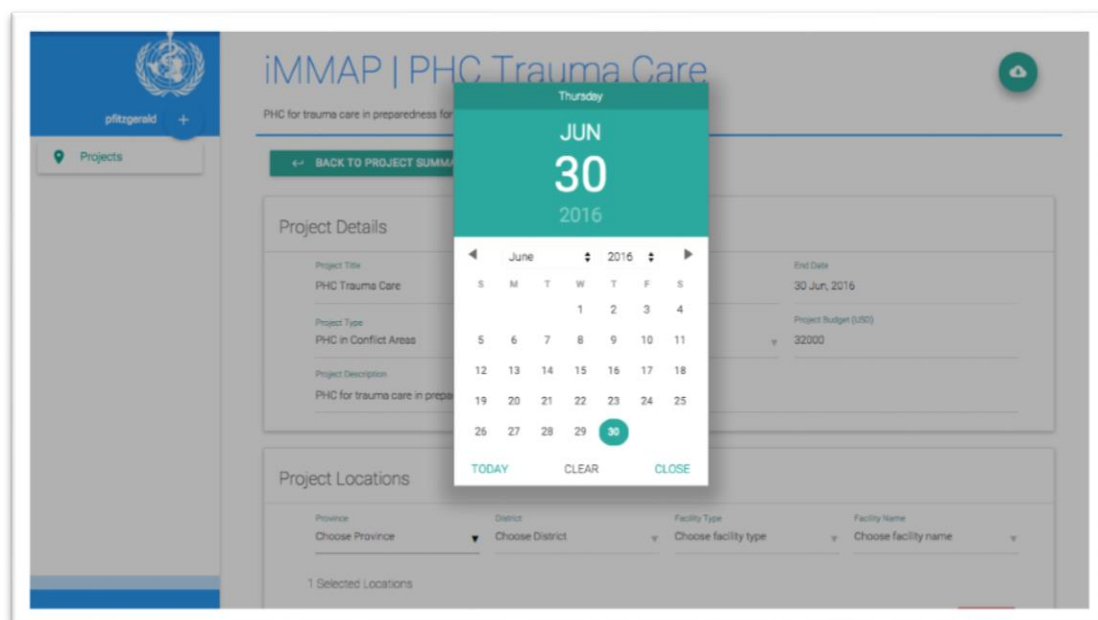
- 1) From the Project List, select the project you wish to update.



- 2) You will be presented with the Project Summary page, select “Project Details”



- 3) Now you are able to update your project, select "CANCEL" to abort changes and return to Project Summary page



The user is updating the project end date



# PROJECT FINANCIAL ITEMS

---

Tracking project expenditure in ReportHub is easy. Updated Financial Items are required at the start of the last week of the month!

**ONLINE** - View the online screencast version [here](#)!

## NOTES

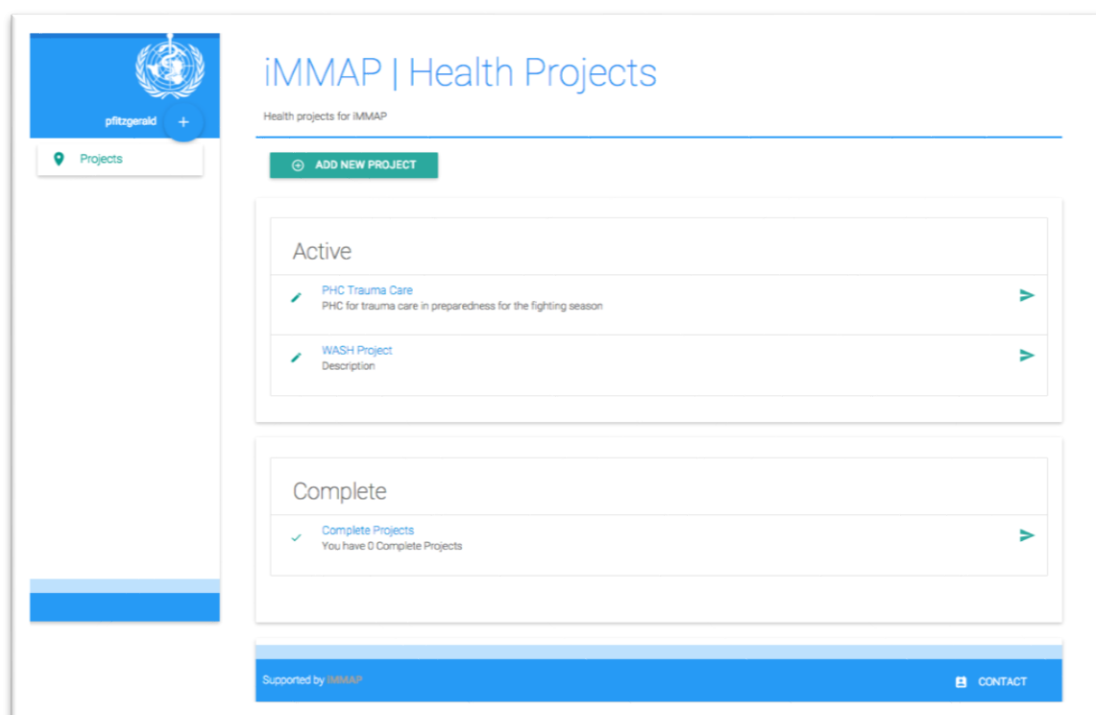
Updated Financial Items are required at the start of the last week of the month!

A financial line item can be one of;

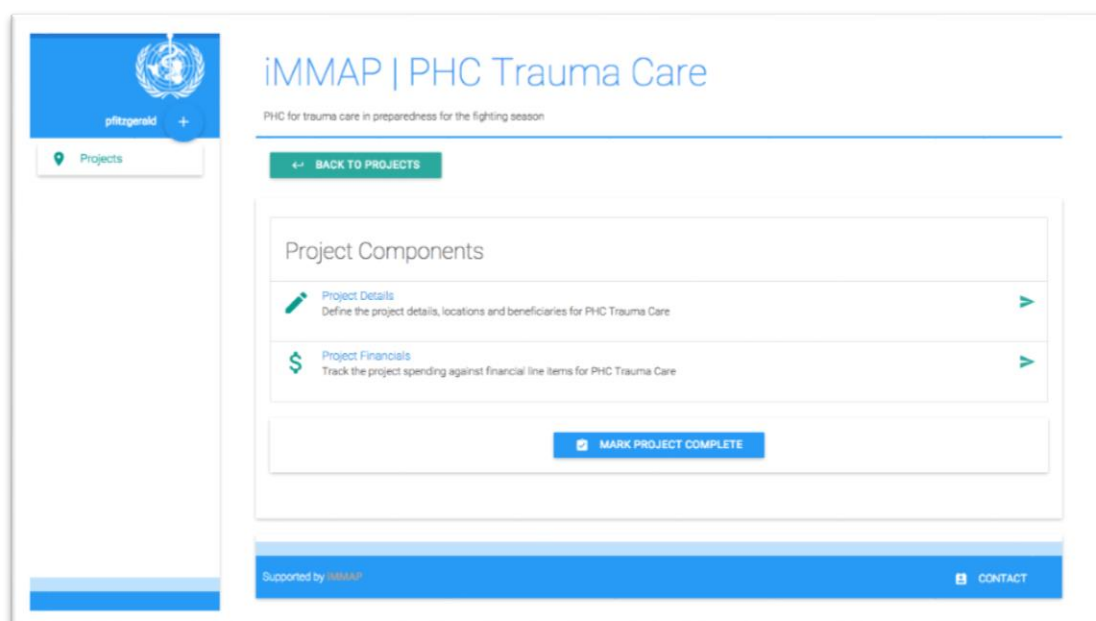
- Encumbered (planned spending)
- Expenditure (actual spending)
- Once entered, a financial item can only be updated (and not removed!)
- Financial Items summary for your project can be downloaded from the top right

## 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 Expenditure"



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

**iMMAP | Expenditure Items**

Complete the relevant Expenditure Items for WASH Project

[← BACK TO PROJECT SUMMARY](#)

**Project Financial Tracking**

Expenditure Item  
General Operating Costs

Expenditure Item no. 1  
General Operating Costs

Expenditure Status  
Select Expenditure Status

Budget (USD)

Start Date  
17 Mar, 2016

End Date  
17 Apr, 2016

[SAVE](#) [CANCEL](#)

Supported by **iMMAP**

- 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".

**iMMAP | Expenditure Items**

Complete the relevant Expenditure Items for PHC Trauma Care

[← BACK TO PROJECT SUMMARY](#)

**Project Financial Tracking**

Expenditure Item  
Select Category to Add Item

Expenditure Item no. 1  
General Operating Costs

Expenditure Status  
Encumbered

Budget (USD)  
2300

Start Date  
17 Mar, 2016

End Date  
17 Apr, 2016


[SAVE](#) [CANCEL](#)

Supported by **iMMAP**

This project has one active line item saved

## DOWNLOAD

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



plitzgerald

Projects

# iMAP | Financial Items

Complete the relevant Financial Items for WASH Project

BACK TO PROJECT COMPONENTS

Last Updated: 26 March, 2016 @ 8:38:18 pm

## Project Financial Tracking

Expenditure Item

Select Category to Add Item

Expenditure Item no 1

Contractual/Service General

Expenditure Status

Encumbered

Value (\$)

2330

Expenditure Item no 2

General Operating Costs

Expenditure Status

Expenditure

Value (\$)

2330

Start Date

26 Mar. 2016

End Date

26 Apr. 2016

organization\_id

organization	organization_username	email	project_status	project_title	project_desc	project_start	project_end	expenditure
56R5129bc83aeb669092	plitzgerald	plitzgerald@active	active	WASH Proec: Description	2016-03-26T	2016-04-26T	contractual	
56R5129bc83aeb669092	plitzgerald	plitzgerald@active	active	WASH Proec: Description	2016-03-26T	2016-04-26T	general	
56R5129bc83aeb669092	plitzgerald	plitzgerald@active	active	WASH Proec: Description	2016-03-26T	2016-04-26T	medical	

projects\_WASH Proect Financials

# PROJECT COMPLETION

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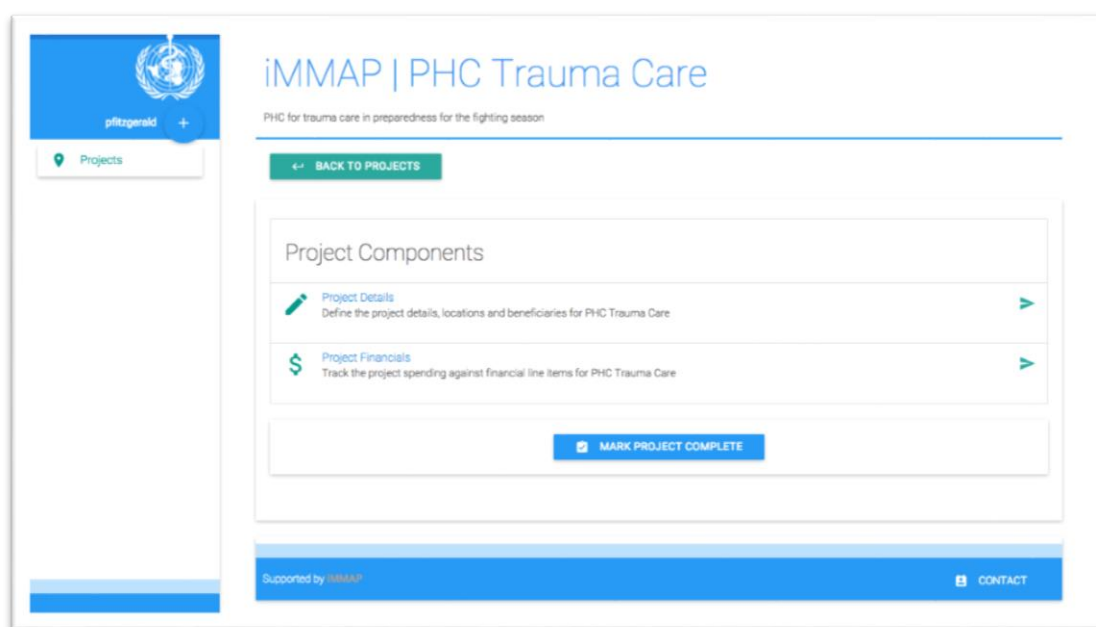
Once the project lifecycle has come to an end and all Location, Beneficiary and Expenditure items are entered, it is possible to mark a project as complete.

## NOTES

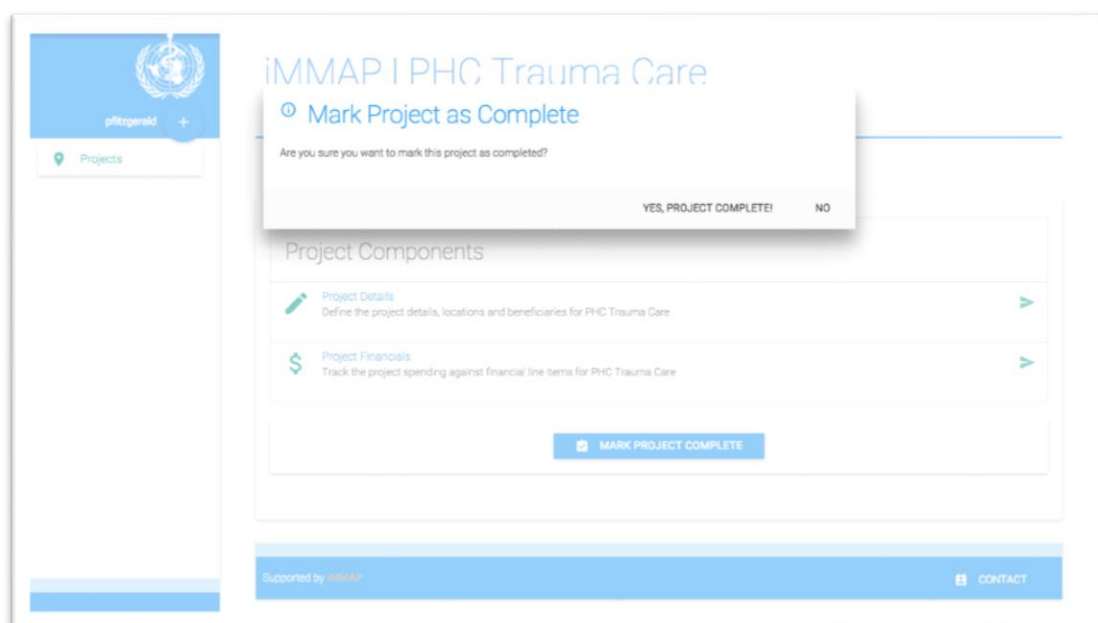
- Once marked "Complete", a project can not be updated
- Once marked "Complete", a project can not be set to "Active"

## STEPS

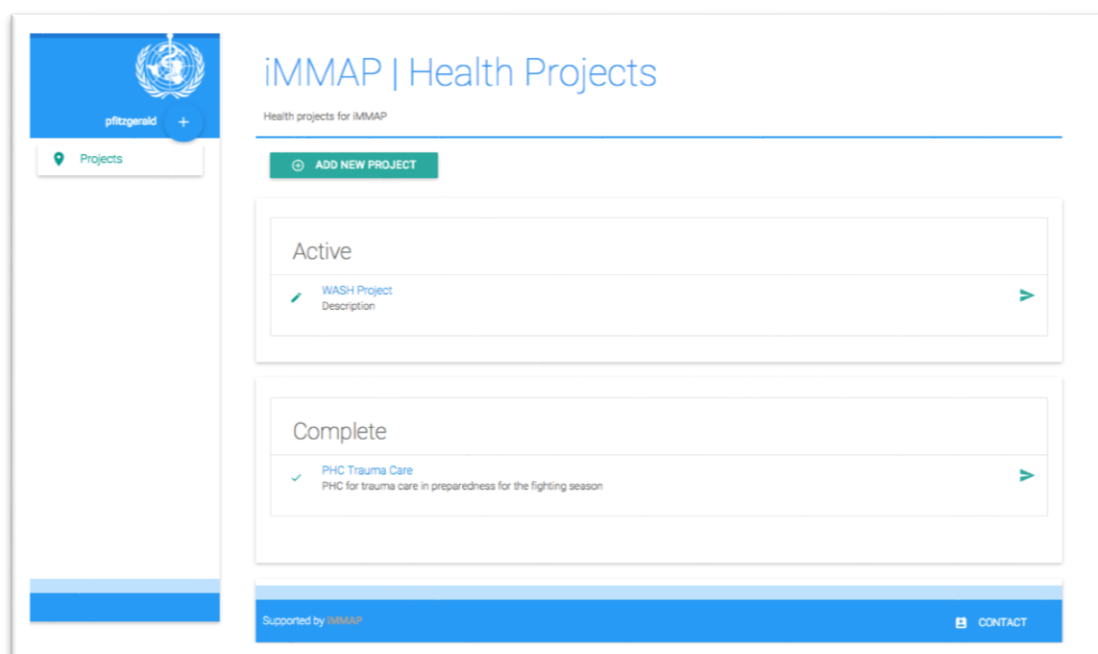
- 1) From the Project Summary, you can select "MARK PROJECT COMPLETE"



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



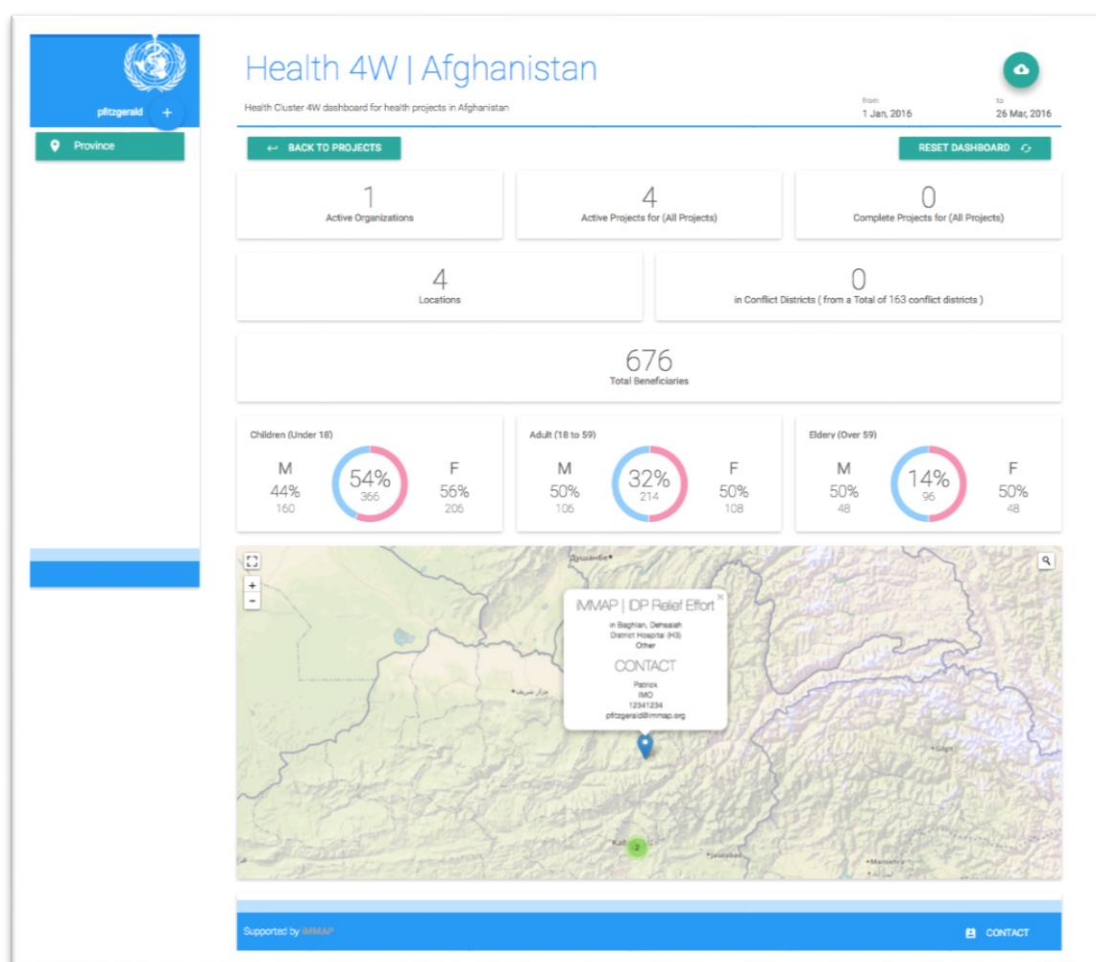
- 3) ReportHub will navigate to your organization Project List, where your project will now be listed in the "Complete" section



# PROJECT 4W

Project 4W dashboard

[ONLINE](#) - View the online screencast version [here!](#)

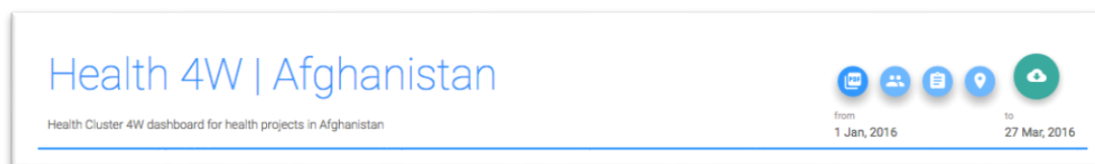


## FILTERS

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

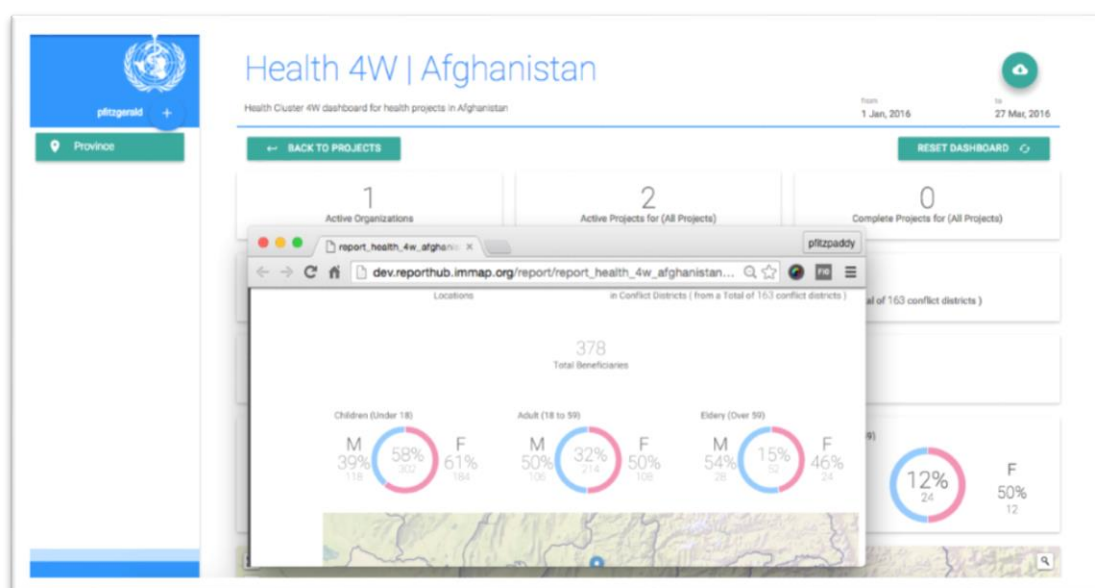
## DOWNLOADS

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

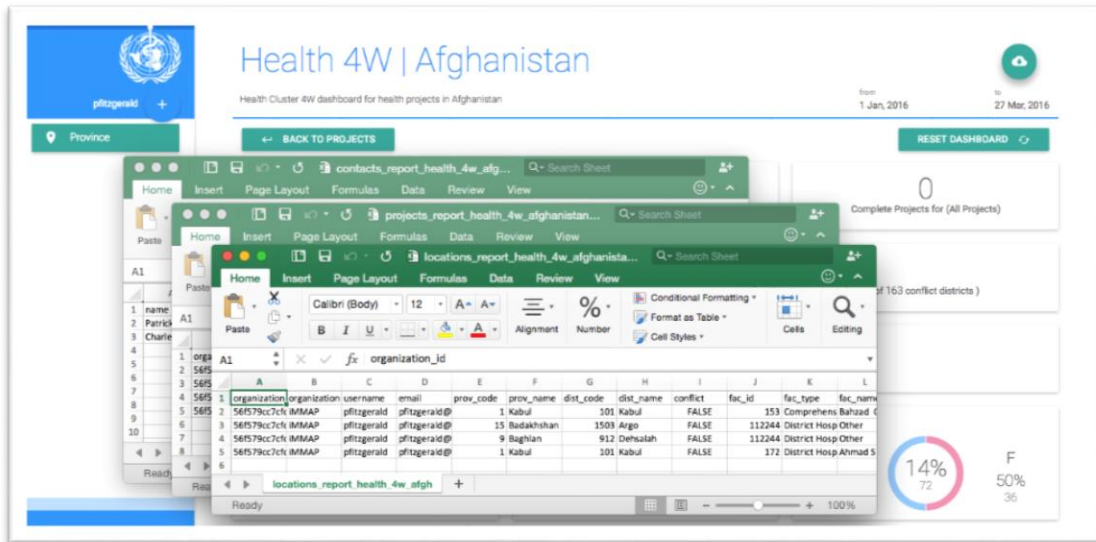
- The PDF download takes a snapshot of the dashboard which is the latest and most up-to-date data available.



## 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.

