**Levels of Admin**

Description: A down up admin authority.

* That is, data must be approved gradually with the level of administration.
* Unless approved, data should not go to the next stage of administration.
* Data that has been already forwarded to the next level can only be visible by the lower level, but cannot be further manipulated.

See table for the proposed admin levels.

|  |  |  |  |
| --- | --- | --- | --- |
| Level of Admin | Office | Officers | Admin Rights |
| 1 (Highest) | National Office | PSC  KCEP M&E officer  PCU (KCEP) | * Absolute rights * Can create other admins * Edit data * Delete data * Add data * Generate Reports * Publish to public |
| 2 | Sub Regional Office |  | * Data editing * Data viewing * Data analysis |
| 3 | County Office | CDA  Desk Officer | * Data viewing * Data Editing * Data manipulation |
| 4 | Sub county Office | SCAO  Desk Officer | * Data entry * Data manipulation * Data viewing |
| 5 (lowest) | Ward Office | WAO  FEW | * Data entry * Data viewing |

Other programme requirements

* Multiple servers (main and mini)
* Offline data collection capability
* Digital Data collection
* Data entry both using the digital gadget and directly into the data base