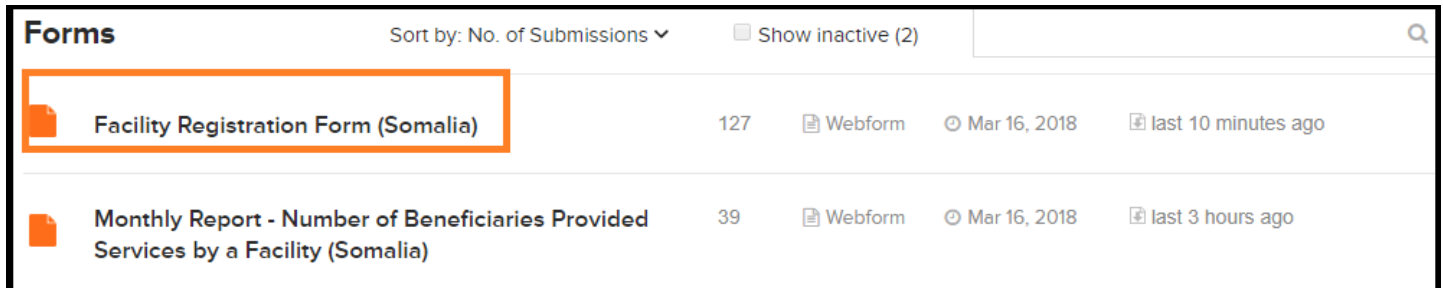


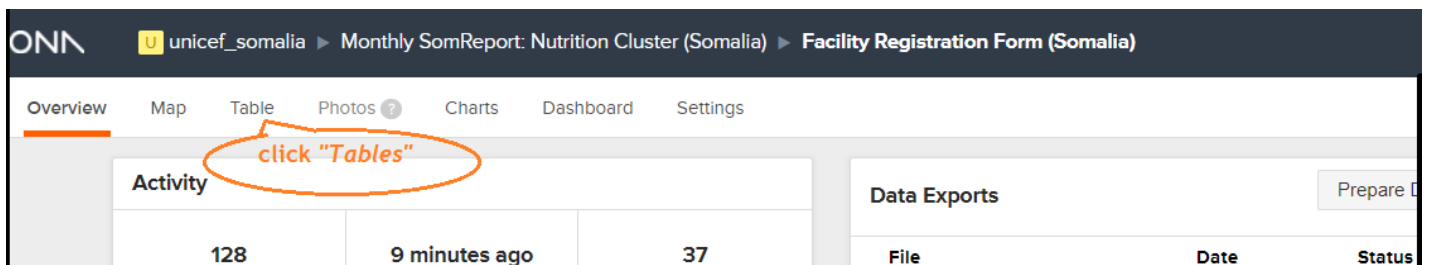
Steps to Edit the Data Sent in Nutrition Cluster Form

Step A: The following steps are used when editing information entered on the facility you already registered (NB: for editing data and information on the report you sent, go to Step B)

1. Open/click Facility Registration (as shown below)



2. Go to "Table" view (as shown below)



3. Find the record you submitted. You can find either by:
 - a. Clicking on "Submission Time". It will show you the first record that was submitted. Click "Submission Time" again so that it shows you the record that was sent recently.
 - b. Clicking on "Contact Name". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Name" again, it will show names based on alphabetical order starting from Z to A.
 - c. Clicking on "Contact Email". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Email" again, it will show names based on alphabetical order starting from Z to A.
 - d. Clicking on "Organization". This one will show you names based on Alphabetical order starting from A to Z. Click it "Organization" again, it will show names based on alphabetical order starting from Z to A.
 - e. Alternatively, you can search your contact name, email, organization or number by putting either of them on "Search" area (situated on top left side)

NOTE: Contact name, email, organization or number you are searching for is the one you wrote during filling in the form and not the ONA username or ONA email.

ONN unicef_somalia Monthly SomReport: Nutrition Cluster (Somalia) Facility Registration Form (Somalia)

Overview Map **Table** Photos Charts Dashboard Settings 130 Records Webform

Search Show: Label Page 1/2

ID	Submission Time	Contact Name	Contact Number	Contact Email	Organisation	Add implementing organisati	###Who is supp
number	datetime	string	string	string	categorical	string	categorical
26680769	Mar 20 2018	mariam mohamad nour	+252097737872	maria.moha20@gmail.com	ACTED	null	IRF

- When you get your record, Double click it
- Click Edit (as shown below)

ID 26724088 - Submitted at 3:40 AM on Mar 21, 2018

Edit | Delete

Show Metadata

scroll down to see your details

Reporter Details:

Contact Name

Contact Number

Contact Email

Submission Details:

Organisation

Facility Reports:

- Change or edit on where you want to edit
- Click Submit- WAIT it may take a bit of time and only click once

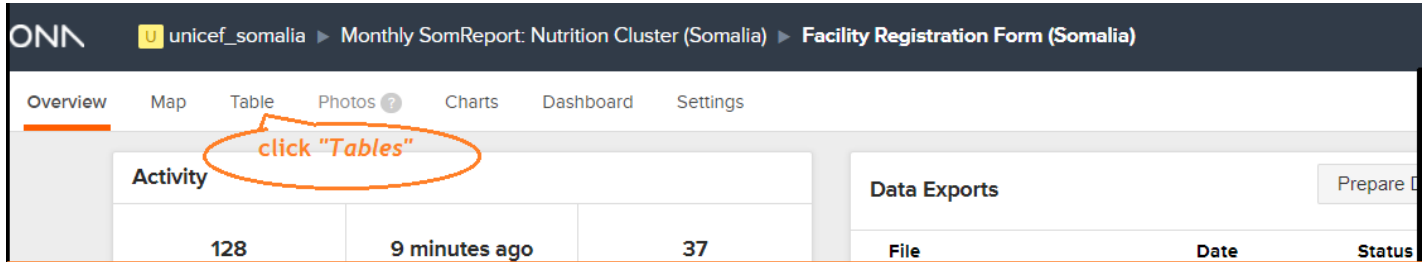
Step B: The following steps are used when editing information or data entered on the “Monthly Report”

- Open/click “Monthly Report-Number of ...” as shown below

Forms Sort by: No. of Submissions Show inactive (2)

Facility Registration Form (Somalia)	138	Webform	Mar 16, 2018	last an hour ago
Monthly Report - Number of Beneficiaries Provided Services by a Facility (Somalia)	39	Webform	Mar 16, 2018	last 6 hours ago

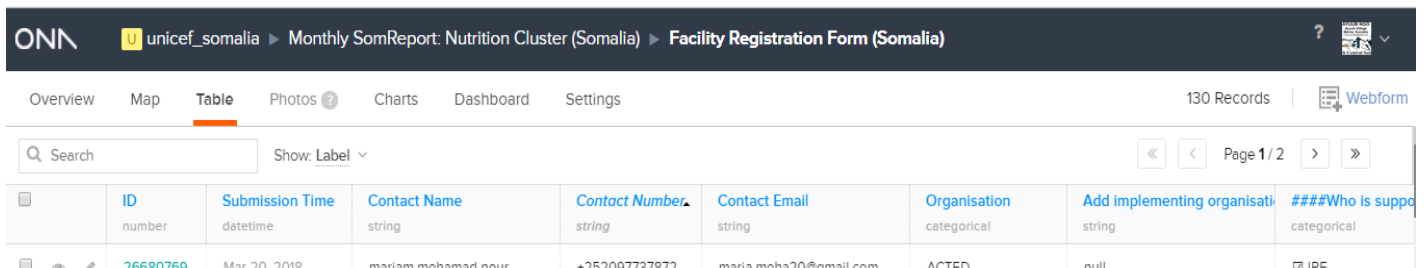
2. Go to “Table” view (as shown below)



3. Find the record you submitted. You can find either by:

- Clicking on “Submission Time”. It will show you the first record that was submitted. Click “Submission Time” again so that it shows you the record that was sent recently.
- Clicking on “Contact Name”. This one will show you names based on Alphabetical order starting from A to Z. Click it “Contact Name” again, it will show names based on alphabetical order starting from Z to A.
- Clicking on “Contact Email”. This one will show you names based on Alphabetical order starting from A to Z. Click it “Contact Email” again, it will show names based on alphabetical order starting from Z to A.
- Clicking on “Organization”. This one will show you names based on Alphabetical order starting from A to Z. Click it “Organization” again, it will show names based on alphabetical order starting from Z to A.
- Alternatively, you can search your contact name, email, organization or number by putting either of them on “Search” area (situated on top left side)
- You can go to the next page by clicking on “>” which is situated on the top right corner, or the last page by clicking “>>” sign.

NOTE: Contact name, email, organization or number you are searching for is the one you wrote during filling in the form and not the ONA username or ONA email.



4. When you get your record, Double click it

5. Click Edit (as shown below)

←

→

×

ID 26724088 - Submitted at 3:40 AM on Mar 21, 2018

Edit | Delete

Show Metadata

scroll down to see your details

Reporter Details:

Contact Name

Contact Number

Contact Email

Submission Details:

Organisation

Facility Reports:

6. Change or edit on where you want to edit

7. Click Submit- WAIT it may take a bit of time and only click once