

USAID SEA MIS Guideline

URL Address : sea-mis.org

Login Page

USAID SEA MIS has 3 user level consist of :

- Administrator : has access to all section in the MIS (including add, edit and delete). This user level only for COP, DCOP, M&E Team and IT.
- Super User : only has access in certain section in the MIS (including add, edit and delete). This user level only for SEA Technical Lead, SEA Technical Staff, SEA Project Coordinator, SEA HR, SEA Ops, SEA Finance, SEA Admin and SEA Partners.
- User : only has access to view certain section in the MIS. This user level only for USAID and Government such as KKP, DKP.

Login page consist of User Name and Password. Type your user name and password in the login form and click "Sign In".

M&E Section

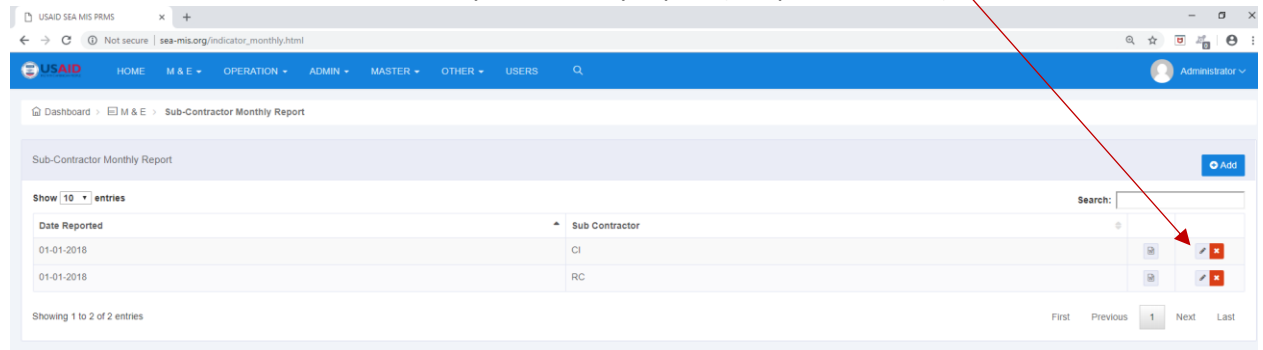
Indicator

- Monthly Report from Sub-Contractor
Input/Entry data : click "Add" button in the right side. Fill in the data in the Sub-Contractor Tab, (A) Summary of Activities and (B) Attachments based on your monthly report.

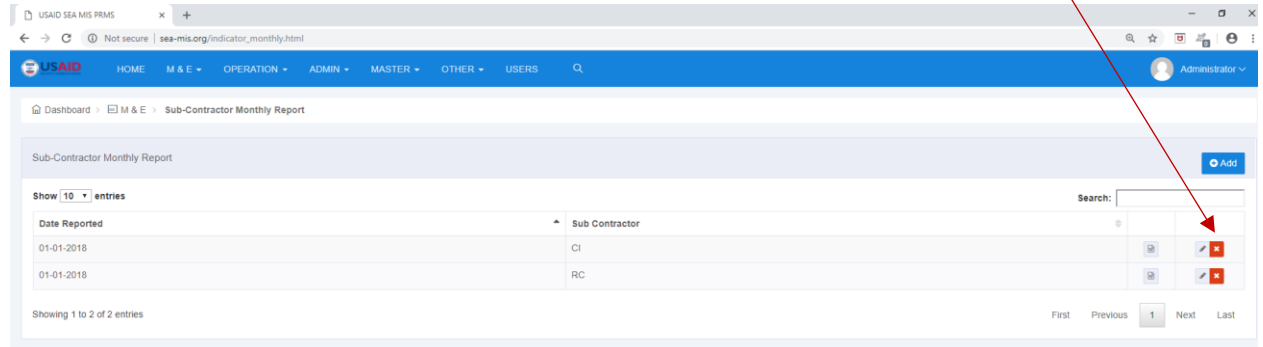
The screenshot shows a web browser window with the URL sea-mis.org/indicator-monthly/add.html. The page has a blue header with the USAID logo and navigation links: HOME, M & E, OPERATION, ADMIN, MASTER, OTHER, and USERS. Below the header, a breadcrumb trail reads: Dashboard > M & E > Sub-Contractor Monthly Report > Form. The main content area is divided into two tabs: "Sub-Contractor" (selected) and "(B) Attachments". Under the "Sub-Contractor" tab, there are two sub-tabs: "(A) Summary of Activities" and "(B) Attachments". The form is titled "Sub-Contractor Monthly Report Form" and contains several input fields: "Date reported/Tanggal dilaporkan", "Sub Contract" (with a dropdown menu showing "Select an Option"), and two text areas for "Comments/Notes from Monitoring and Evaluation" and "Comments/Notes from Technical Teams". At the bottom of the form, there is a blue "Save" button.

After fill in the form -> click "Save" button to save your data in the MIS database.

Edit data : click “Pencil” button to edit your monthly report (see picture below).



Delete data : click “Red cross” button to delete your monthly report (see picture below).



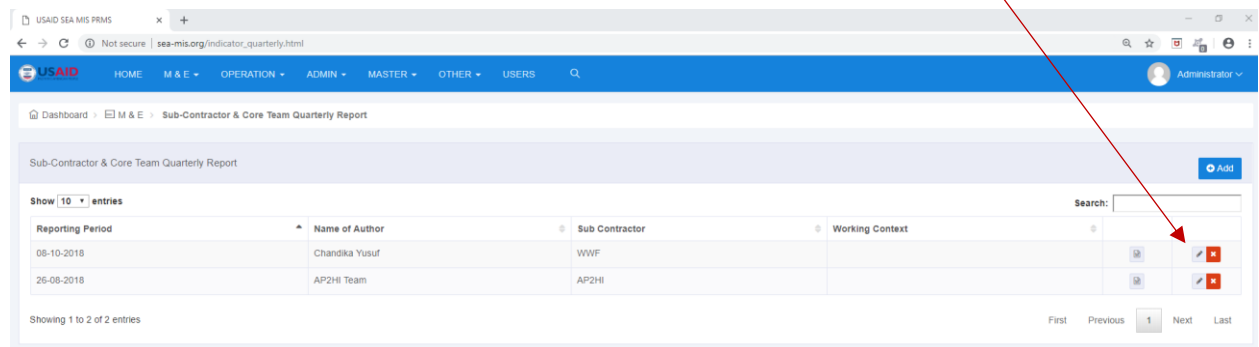
- Quarterly Report From Sub-Contractor and Core Team

Input/Entry data : click “Add” button in the right side. Fill in the data in the Sub-Contractor Tab, (A) Working Context, (B) Progress and Achievement, (C) Indicators Achievement, (D) Challenges and Lessons Learned, (E) Next Quarter Work Plan, (F) Spatial Data Updates, (G) Success Stories and (H) Gender and Social Inclusion.

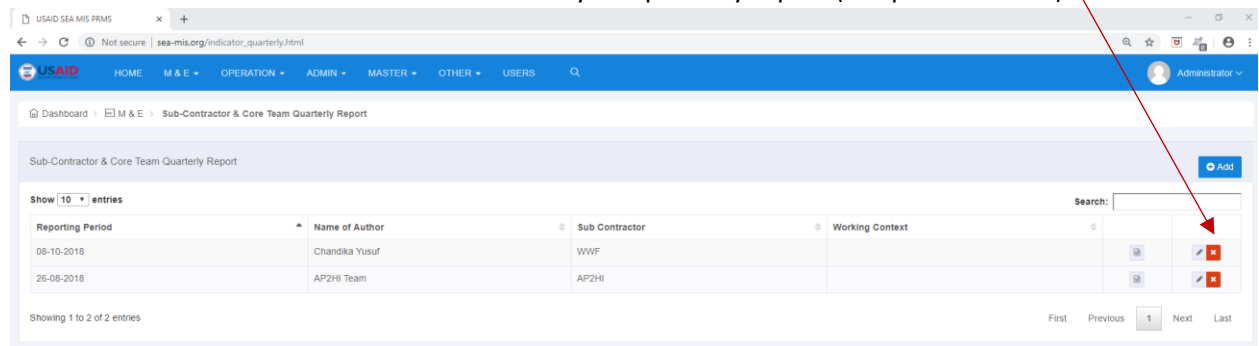
The screenshot shows the 'Sub-Contractor & Core Team Quarterly Report Form'. It has a header with tabs for different report sections: (A) Working Context, (B) Progress and Achievement, (C) Indicators Achievement, (D) Challenges and Lessons Learned, (E) Next Quarter Work Plan, (F) Spatial Data Updates, (G) Success Stories, and (H) Gender and Social Inclusion. The form contains several input fields: 'Reporting Date', 'Author Name', and 'Sub Contract' (a dropdown menu). Below these are two sections for 'Comments/Notes from Monitoring and Evaluation' and 'Comments/Notes from Technical Teams', each with a text area. At the bottom, there are 'Save' and 'Cancel' buttons.

After fill in the form -> click “Save”button to save your data in the MIS database.

Edit/data : click “Pencil” button to edit your quarterly report (see picture below).



Delete data : click “Red cross” button to delete your quarterly report (see picture below).



- Annual Report From NGO Sub-Contractor/Implementing Partner and SEA Core Input/Entry data : click “Add” button in the right side. Fill in the data in the Sub-Contractor Tab, (A) Working Context, (B) Progress and Achievement, (C) Indicators Achievement, (D) Project Management and Coordination, (E) Challenges and Lessons Learned, (F) Success Stories/Stories from the Field and (G) Gender and Social Inclusion.

After fill in the form -> click “Save” button to save your data in the MIS database.

Edit/data : click “Pencil” button to edit your annual report (see picture below).

USAID SEA MIS PRMS

Not secure | sea-mis.org/indicator_annual.html



HOME M & E OPERATION ADMIN MASTER OTHER USERS

Administrator

Dashboard > M & E > NGO Sub-Contractor/Implementing Partner and Sea Core Annual Report

NGO Sub-Contractor/Implementing Partner and Sea Core Annual Report [Add](#)

Show 10 entries Search:

Reporting Period	Name of Author	Sub Contractor	Working Context
30-09-2018	Yudi Herdiana	WCS	 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last