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CREAW Kenya - Web Based Monitoring & Evaluation Management Information System (M&E MIS)

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1. Accessing the System

The **CREAW Kenya M&E MIS** can be accessed with any device (PC/laptop/tablet/mobile) with an internet connection through all major browsers (IE/Chrome/Firefox/Safari).

Type the following URL in the address bar of the browser to access the system.

<https://www.creaw.mandeonline.com>

2. Login Screen

Upon visiting the URL given above you will be presented with a login screen for the **CREAW Kenya M&E MIS**. The sample login screen is shown in the image 2.0 below. Enter your username/email address and password for the system and click on Login. Check the remember me check box if you would like to store your login details in the browser. For security of your account and prevention of hacking and other illegal or harmful activities, you should never check the remember me check box while working on a shared computer/device.

Enter your Password

Enter your Username or registered email address here

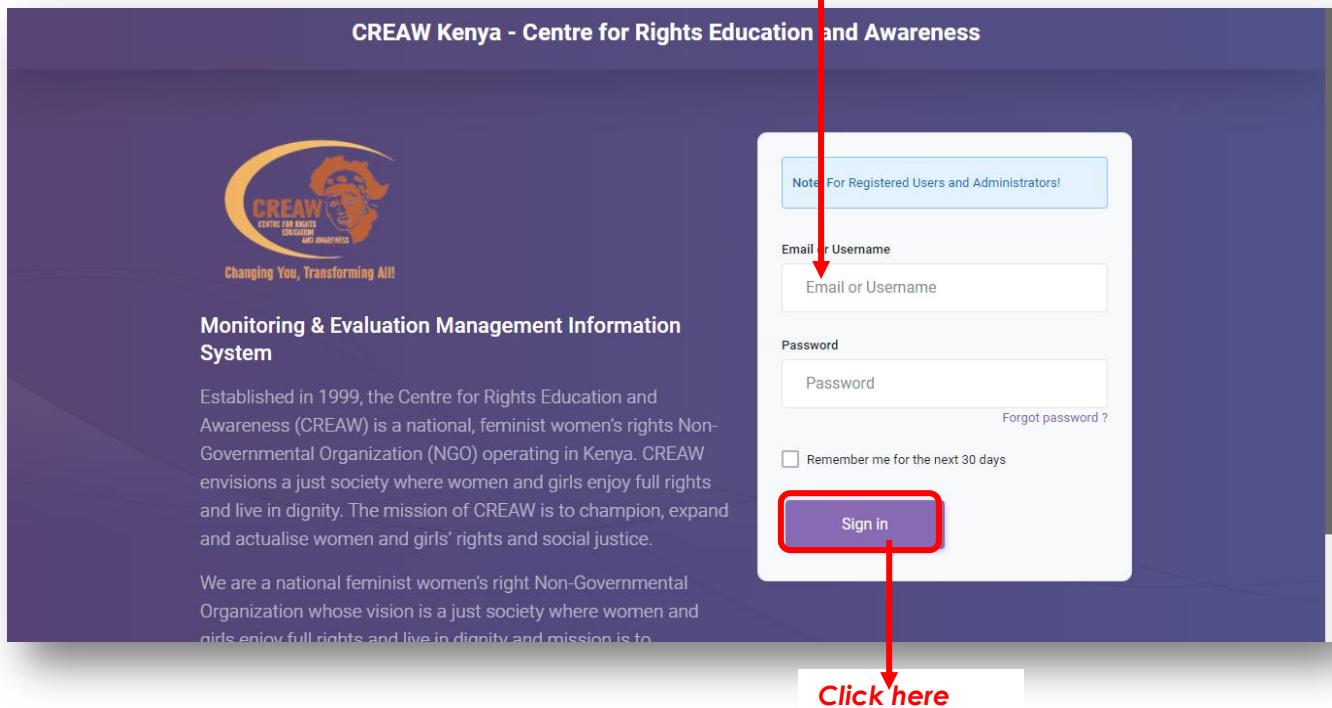


Image 2.0: Login Screen

2.1 Reset Password

If you forget your password, you can reset your password if you have access to the email address registered for your **CREAW Kenya M&E MIS**. If you cannot access the registered email address, you would have to contact the **CREAW Kenya M&E MIS** Administrator to change your registered email address and then request a link for resetting your password. The process for resetting the password is given below.

Step 1: Click on Forgot Password Link

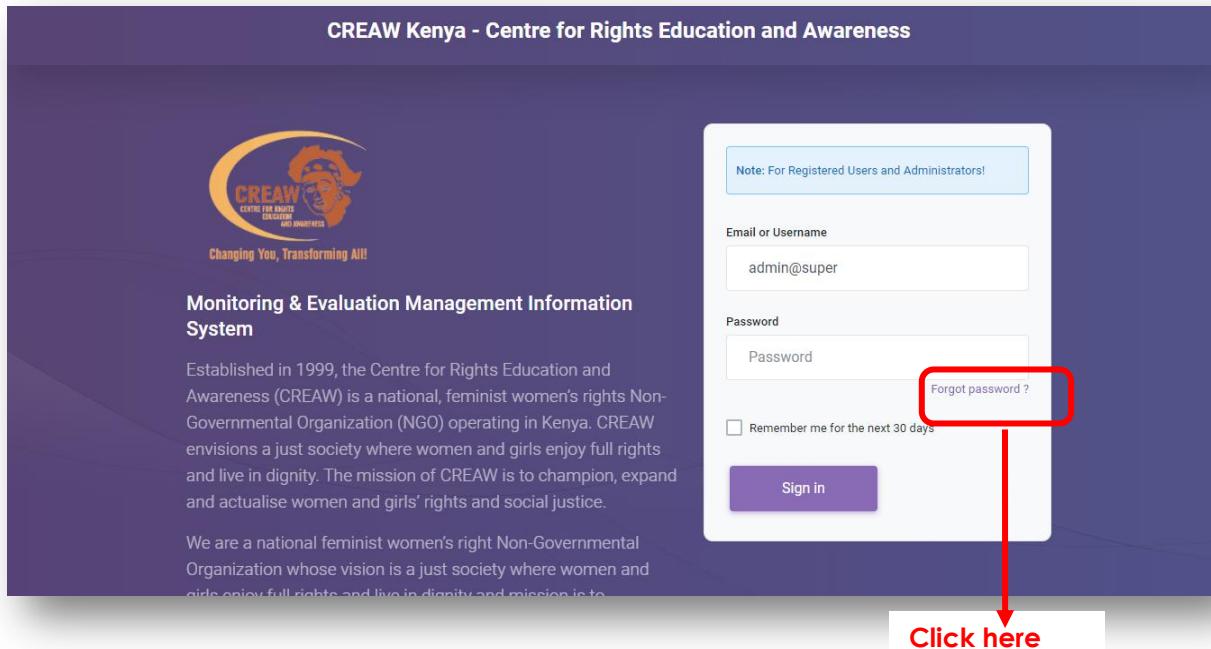


Image 2.1.1: Forgot Password

Step 2: Enter your registered email address (*the email address associated with your CREAW Kenya M&E MIS account*)

Click here



CREAW Kenya - Centre for Rights Education and Awareness

"Forgot Password ?"

Not a problem, happens to the best of us. Just use the form below to reset it!

Your username or email

We will email you the instructions

I remembered my password!

Recover

Enter email address here

Get New Password

Image 2.1.2: Reset Password

Step 3: Check your email and click on the password retrieval link (*the link would be sent in email to your email address associated with your CREAWE Kenya M&E MIS account*).

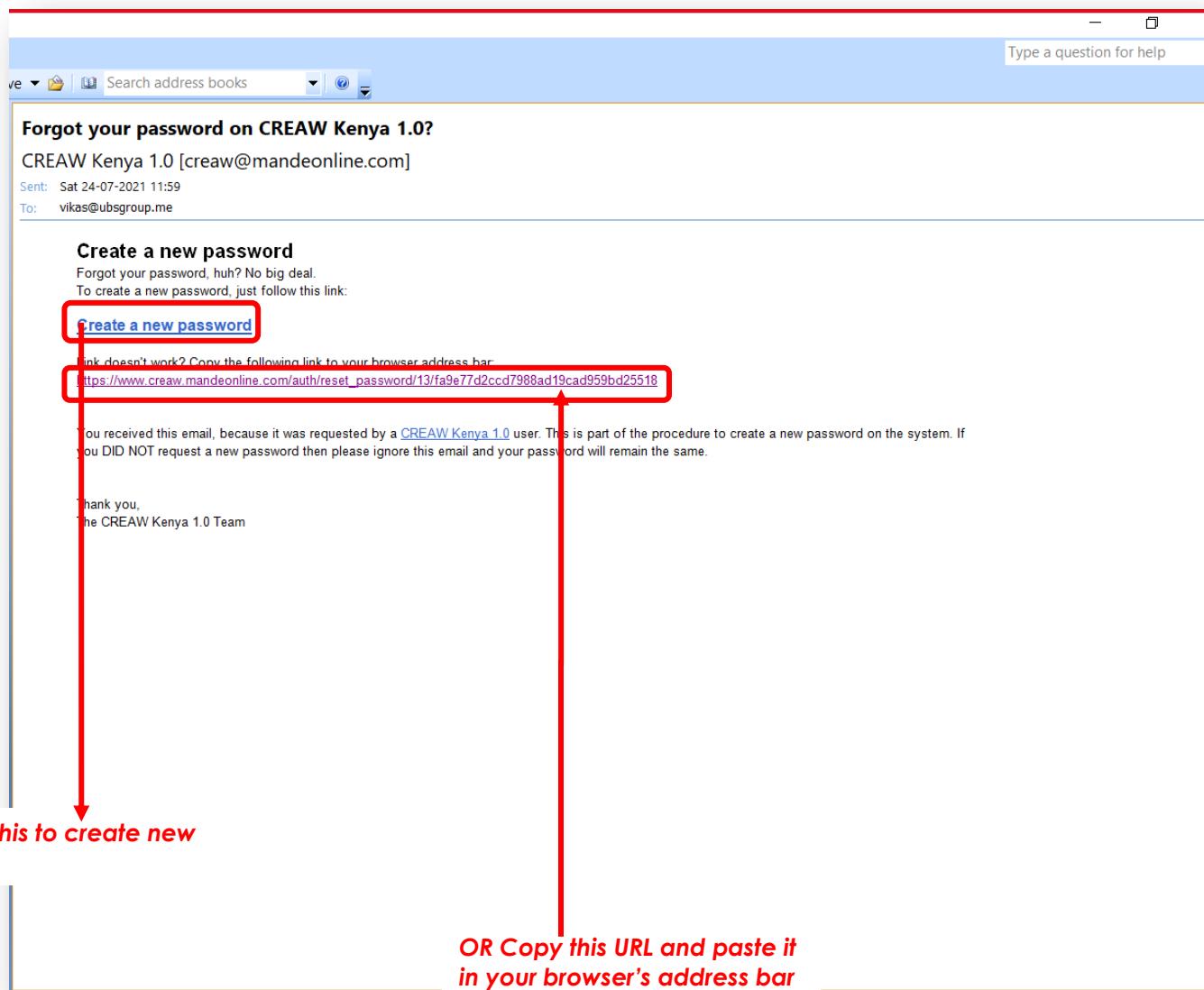


Image 2.1.3: Password Reset Email

Step 4: Enter a new password (in the page that is presented when you click the reset password link in the email)



CREAW Kenya - Centre for Rights Education and Awareness

"Reset password ?"

Not a problem, happens to the best of us. Just use the form below to reset it!

* The New Password field is required.
* The Confirm new Password field is required.

New password

Confirm new password

I remember my password!

Change Password

Enter New Password

Click here

Confirm new password here

Image 2.1.4: Confirm New Password

Step 5: Once you enter the New Password you will get the email Notification for your password changed successfully (check your email address associated with your **CREAW Kenya M&E MIS account**)

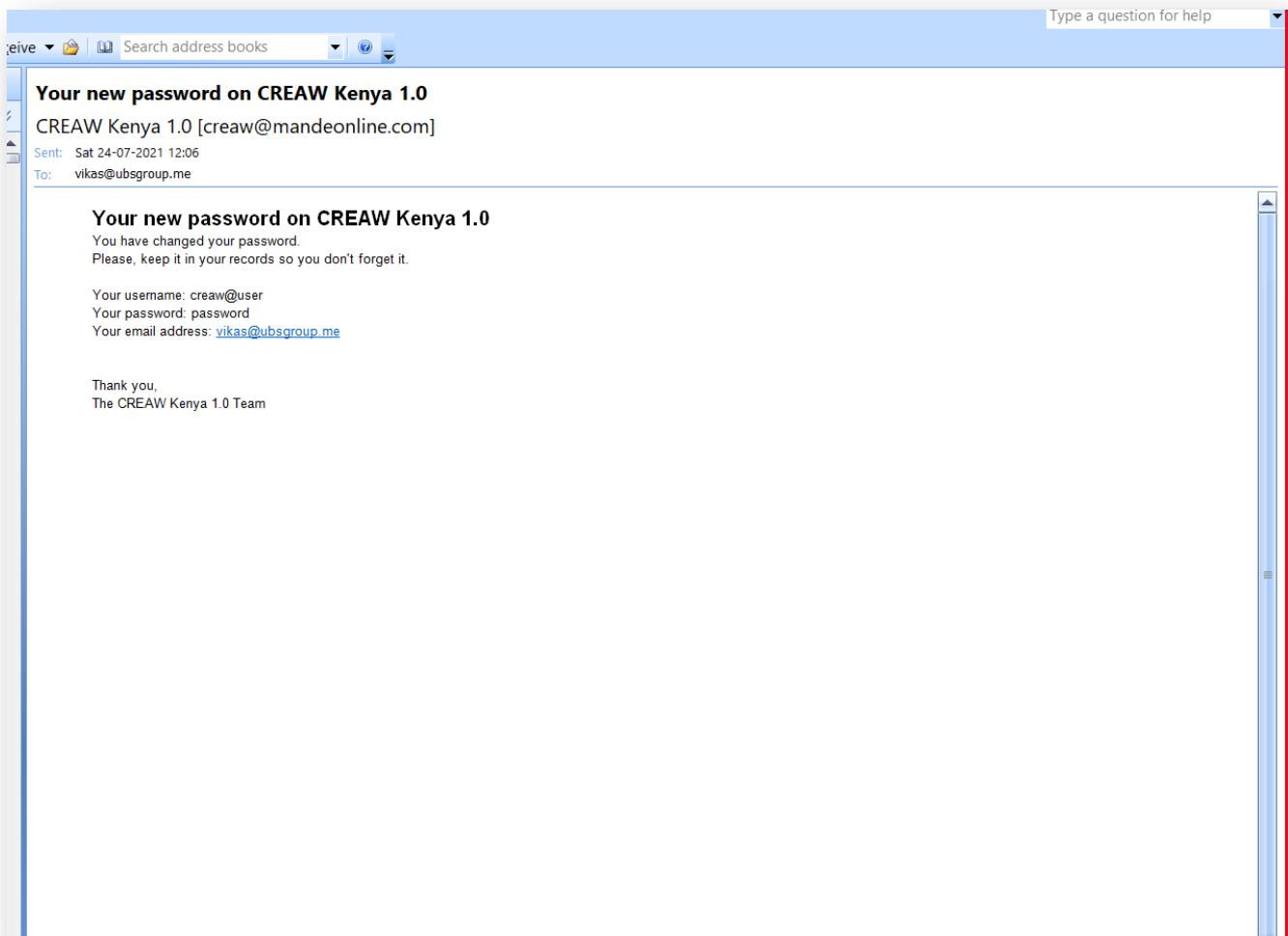
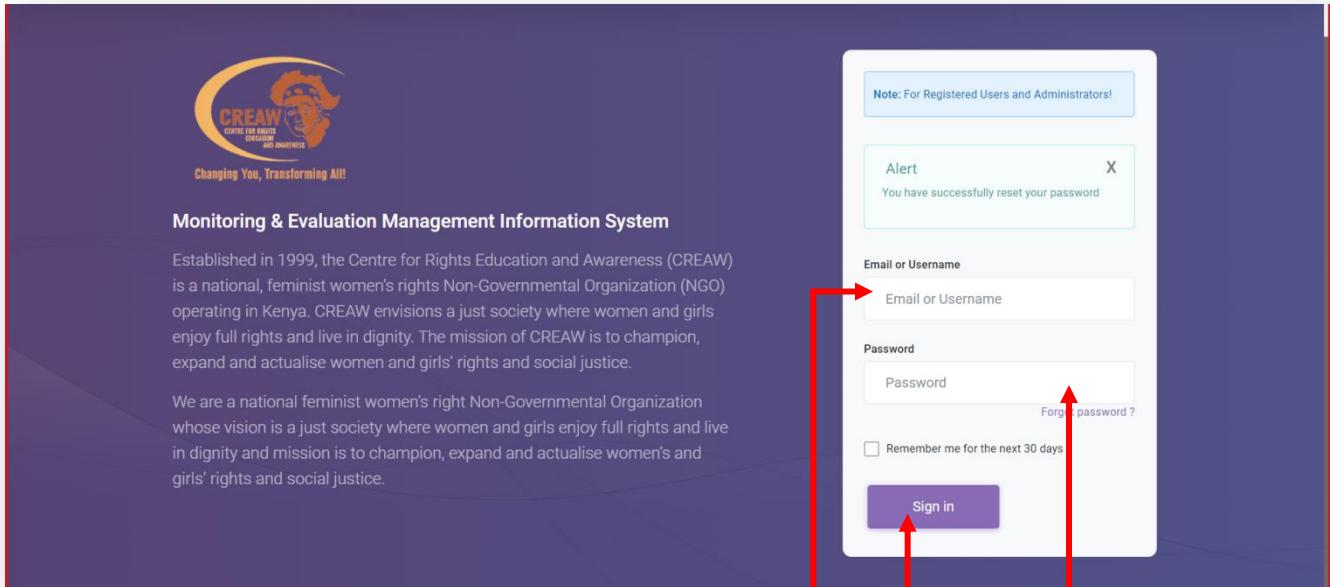


Image 2.1.5: Password Changed Email

Step 6: After Resetting the Password, Login using your registered Email / Username with your new (changed) password.



Enter New User Name here

Enter new password here

*Click here to
login again*

Image 2.1.6: Reset Password

3. Modules and Sub Modules



The main modules and the sub modules in the system are as below (*These can be directly accessed from the Main Menu*). You can access the modules and sub modules for which you have been granted access rights. In case you do not see the link for a module or sub module you wish to access in the Main Menu, kindly contact your system administrator to request access rights.

- **Home:** Clicking on home in the Main Menu brings you to the home page.
- **Dashboard:** Clicking on dashboard in the Main Menu brings you to the dashboard (*the CREAM&E MIS Dashboard*) of the system.
- **Organizational Data:** Clicking on *Organizational Data* in the Main Menu brings you to the *Organizational Data* (*the Organizational Data*) of the system. Planning has following sub modules :
 - **Planning:** This Module should be used to enter *Organization planning* data in the system to set up the system for use by other Modules of the system. Planning has following sub modules :
 - **Strategic Plans:** This Module should be used to enter *Organization Strategic Plans* data in the system to set up the system for use by other Modules of the system.
 - **MERL Framework:** This Module should be used to enter MERL framework data in the system to set up the system for use by other Modules of the system.
 - **Reporting:** This Module should be used to enter *Organization reporting* data in the system for reporting purpose. Reporting has following sub modules :
 - **Quarterly Report:** This Module should be used to enter quarterly *Organization reporting* data in the system. Quarterly Report has following sub modules :
 - **Narrative Report:** This Module should be used to enter *Narrative report* data in the system.
 - **Indicator Tracking Report:** This Module should be used to enter *indicator* data in the.
 - **Annual Report:** This Module should be used to enter *Organization Annual Reporting* data in the. Annual Report has following sub modules :
 - **Narrative Report:** This Module should be used to enter *Organization Annual narrative report* data.



- **Indicator Tracking Report:** This Module should be used to enter Organization Annual Indicator report data.
- **Monitoring Visit Report:** This Module should be used to capture Organization Monitoring Visit data in the system.
- **Cases Database:** This Module should be used to enter/capture Cases data in the system to set up the system for use by other Modules of the system.
- **Project Data:** This Module should be used to enter elementary data of Project in the system to set up the system for use by other Modules of the system. Project Data has following sub modules :
 - **Planning:** This Module should be used to enter Project planning data in the system to set up the system for use by other Modules of the system. Project Planning has following sub modules :
 - **Project Background:** This Module should be used to enter project data in the system.
 - **Project M&E Plan:** This Module should be used to enter project M&E Plan planning data in the system.
 - **Project Annual Plan:** This Module should be used to enter Project annual plan data in the system.
 - **Reporting:** This Module should be used to enter project reporting data in the system to set up the system for use by other Modules of the system. Reporting has following sub modules :
 - **Quarterly Report:** This Module should be used to enter project Quarterly reporting data in the system. Quarterly Report has following sub modules.
 - **Narrative Report:** This Module should be used to enter project quarterly narrative report data in the system.
 - **Indicator Tracking Report:** This Module should be used to enter project quarterly indicator tracking data in the system.
 - **Workplan Progress Report:** This Module should be used to enter project quarterly activity progress data in the system.
 - **Semi-Annual Reports:** This Module should be used to enter project Semi-annual data in the system. Semi-Annual Reports has following sub modules.
 - **Narrative Report:** This Module should be used to enter project semi-annual narrative data in the system.
 - **Indicator Tracking Report:** This Module should be used to enter project semi-annual indicator data in the system.



- **Workplan Progress Report:** This Module should be used to enter project semi-annual activity data in the system.
 - **Annual Reports:** This Module should be used to enter elementary data in the system to set up the system for use by other Modules of the system. Annual Reports has following sub modules.
 - **Narrative Report:** This Module should be used to enter project annual narrative report data in the system.
 - **Indicator Tracking Report:** This Module should be used to enter project annual indicator data in the system.
 - **Workplan Progress Report:** This Module should be used to enter project annual activity progress data in the system.
 - **Final Report:** This Module should be used to enter/upload project final report data in the system
 - **Outcome Journal Report:** This Module should be used to enter/upload project outcome journal data in the
 - **Activity Reporting Tool:** This Module should be used to enter project activity data in the system.
 - **Beneficiaries Report:** This Module should be used to enter/manage project Beneficiaries report data.
- **Access System Reports:** Clicking on Access System Reports in the Main Menu brings you to the System reports (*the Access System Reports*) of the system.
 - **Strategic Report:** This Module should be used to generate the organization strategic report of the system. Strategic Report has following sub modules.
 - **Annual Indicator Performance:** This Module should be used to generate organization annual indicator performance report from the system.
 - **Quarterly Indicator Performance:** This Module should be used to generate organization quarterly indicator performance report from the system
 - **Project Report:** This Module should be used to generate project report from the system. Project Report has following sub modules.
 - **Annual Indicator Performance:** This Module should be used to generate project annual indicator performance report.
 - **Quarter Indicator Performance:** This Module should be used to generate project Quarterly indicator performance report.
 - **Annual Activity Performance:** This Module should be used to generate project annual activity performance report.
 - **Quarter Activity Performance:** This Module should be used to generate project quarterly activity performance report.



- **Project Annual Narrative Report:** This Module should be used to generate project annual narrative report.
- **Project Quarterly Narrative Report:** This Module should be used to generate project quarterly narrative report.
- **Project Schedule Report:** This Module should be used to generate project schedule report
- **Cases Database Report:** This Module should be used to generate the report related to cases database. Cases Database Report has following sub modules.
 - **By County:** This Module should be used to generate Report County wise.
 - **By National:** This Module should be used to generate the report national wise.
- **Beneficiaries Report:** This Module should be used to generate the report of beneficiaries county and national wise. Beneficiaries Report has following sub modules.
 - **By County:** This Module should be used to generate beneficiary's county report.
 - **By National:** This Module should be used to generate beneficiary's national report.
- **Setting:** This module should be used by the system user to perform *Setting* tasks. Setting has following sub modules.
 - **Change Password:** This sub module should be used by all users to change their password. It is recommended that the password should be changed at least once every 45 days to minimize the risk of account being hacked.
 - **Access User Manual:** This sub module should be used by the users to Access User Manual.
- **Logout:** This option should be used to log out of the system. It is recommended to always log out of the system before closing the browser to minimize the risk of your account being hacked.

All the modules mentioned in the list above are explained in detail further in this document.

4. Home & Main Menu



Upon successful login, you would be displayed the home page of the CREAW Kenya M&E MIS. On the left hand side of the Home Screen you would see the Main Menu of the system which you shall use to navigate the system and access different functionality.

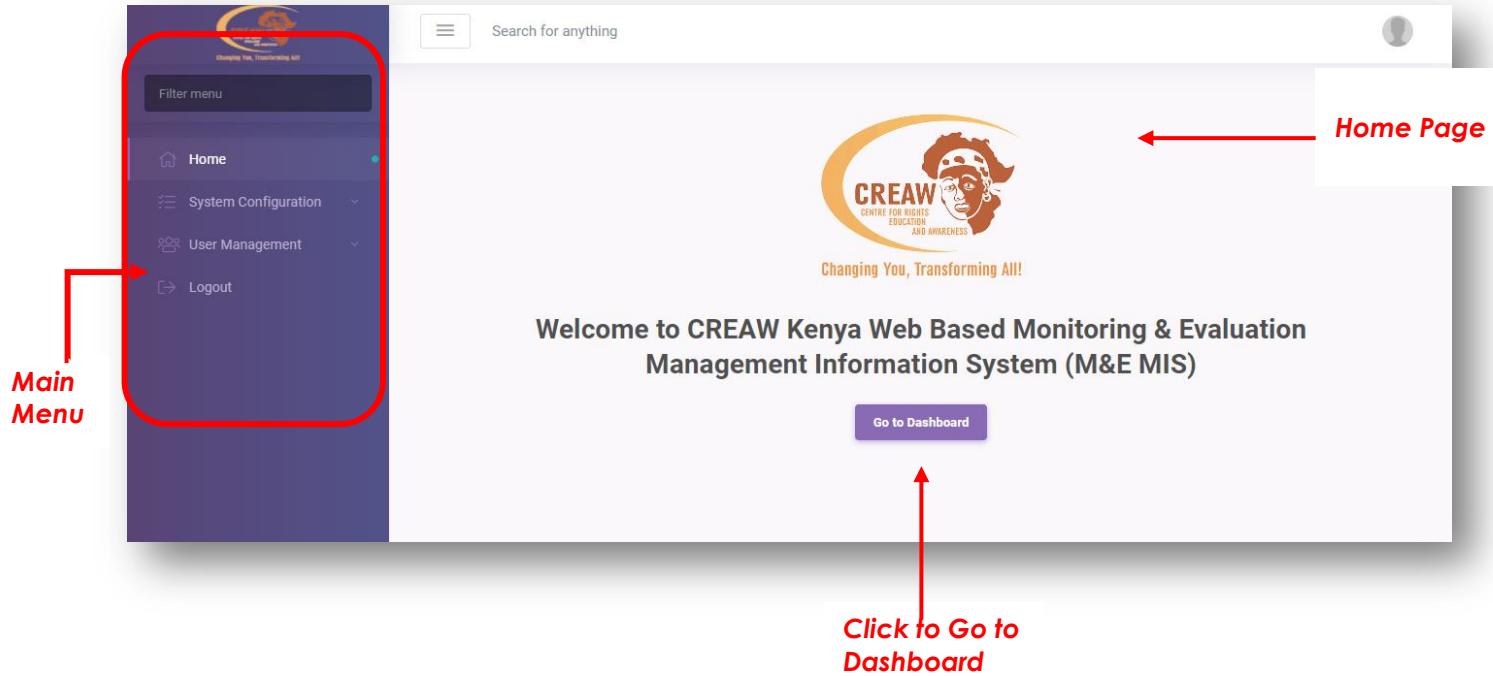


Image 4.1.0: Home & Main Menu

5. Dashboard

After login, when you click on Dashboard in the main menu you would be displayed the various tabs on the dashboard. The Dashboard gives the complete system data summary, the Dashboard contains the following tabs:



- Overall Performance
- Projects
- County
- Thematic Area
- Implementing Partner
- Cases Database
- Beneficiaries
- Budget Performance

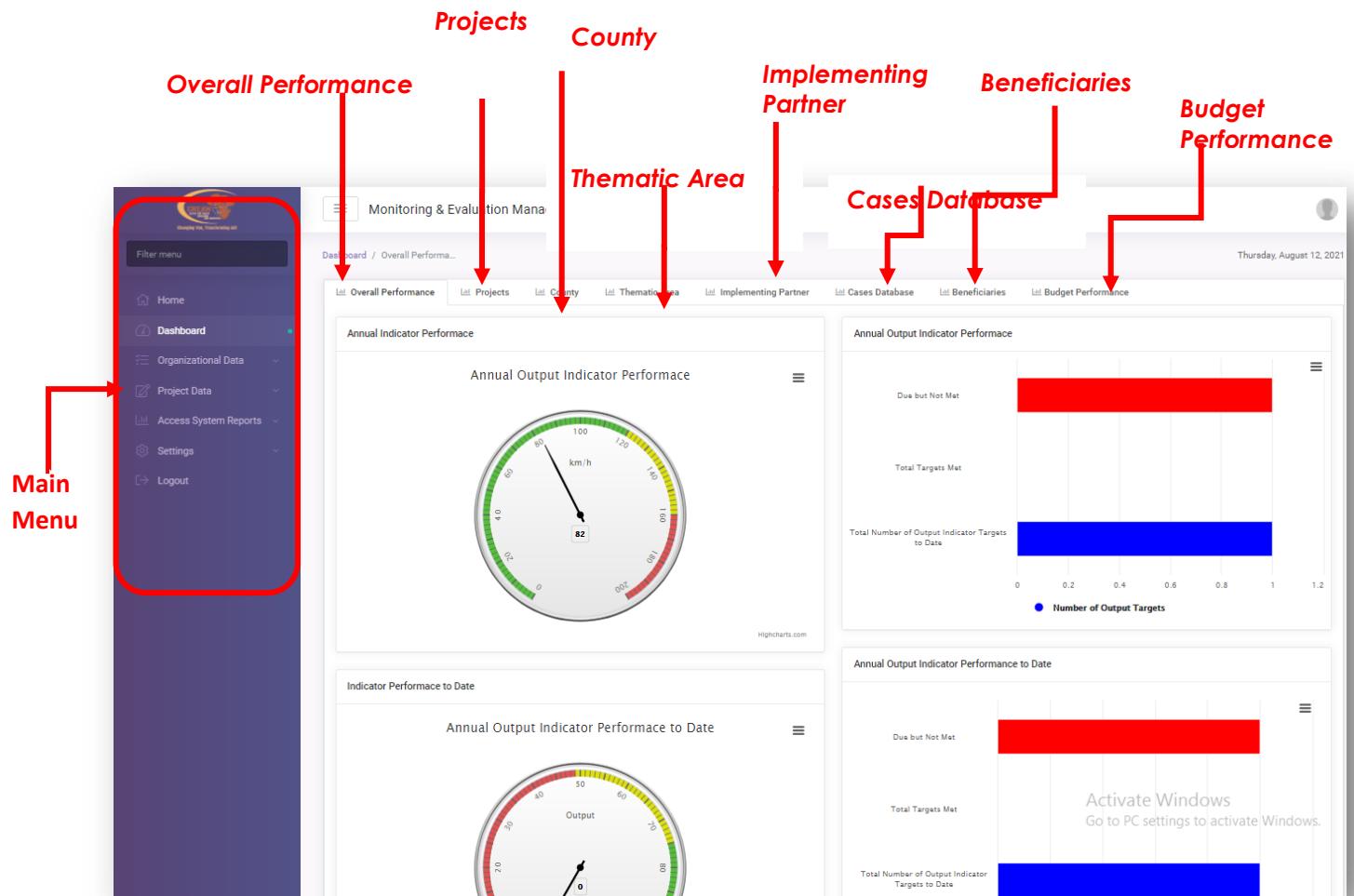


Image 5.1.0: Dashboard

Overall Performance overview

Overall Performance

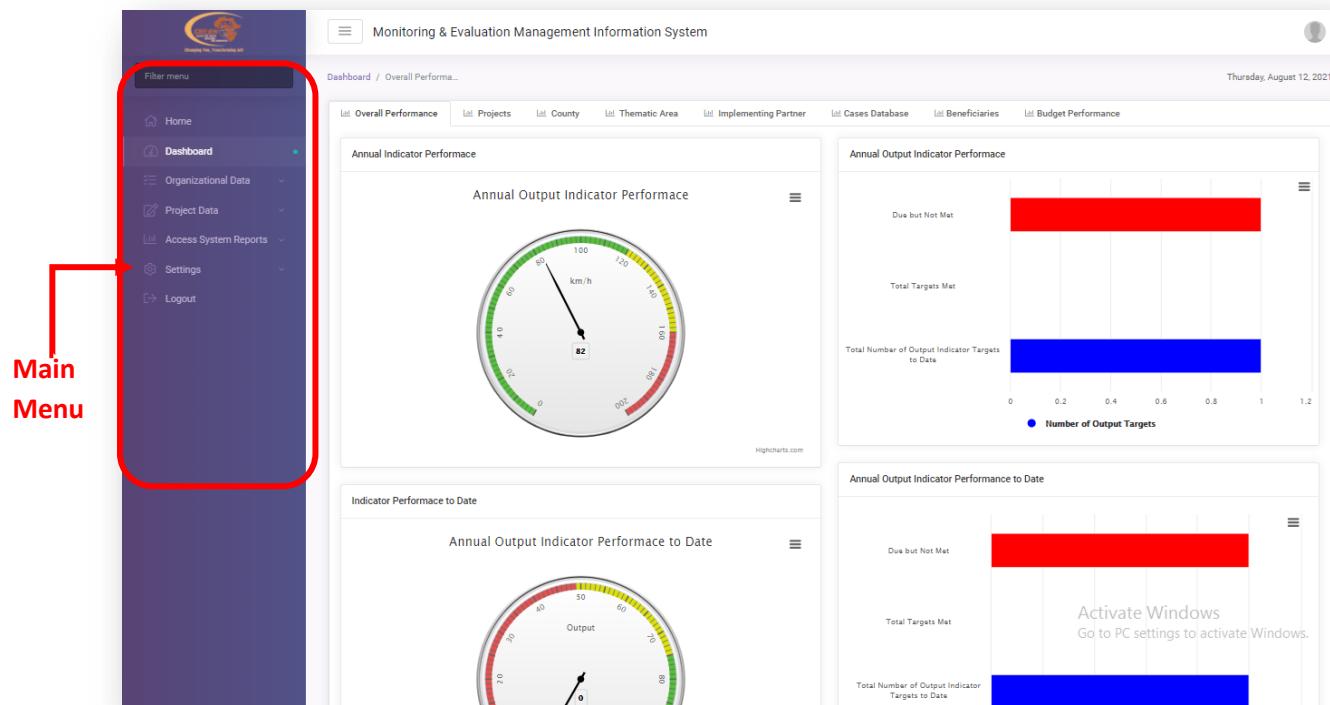


Image 5.1.1: overall Performance

Projects Overview

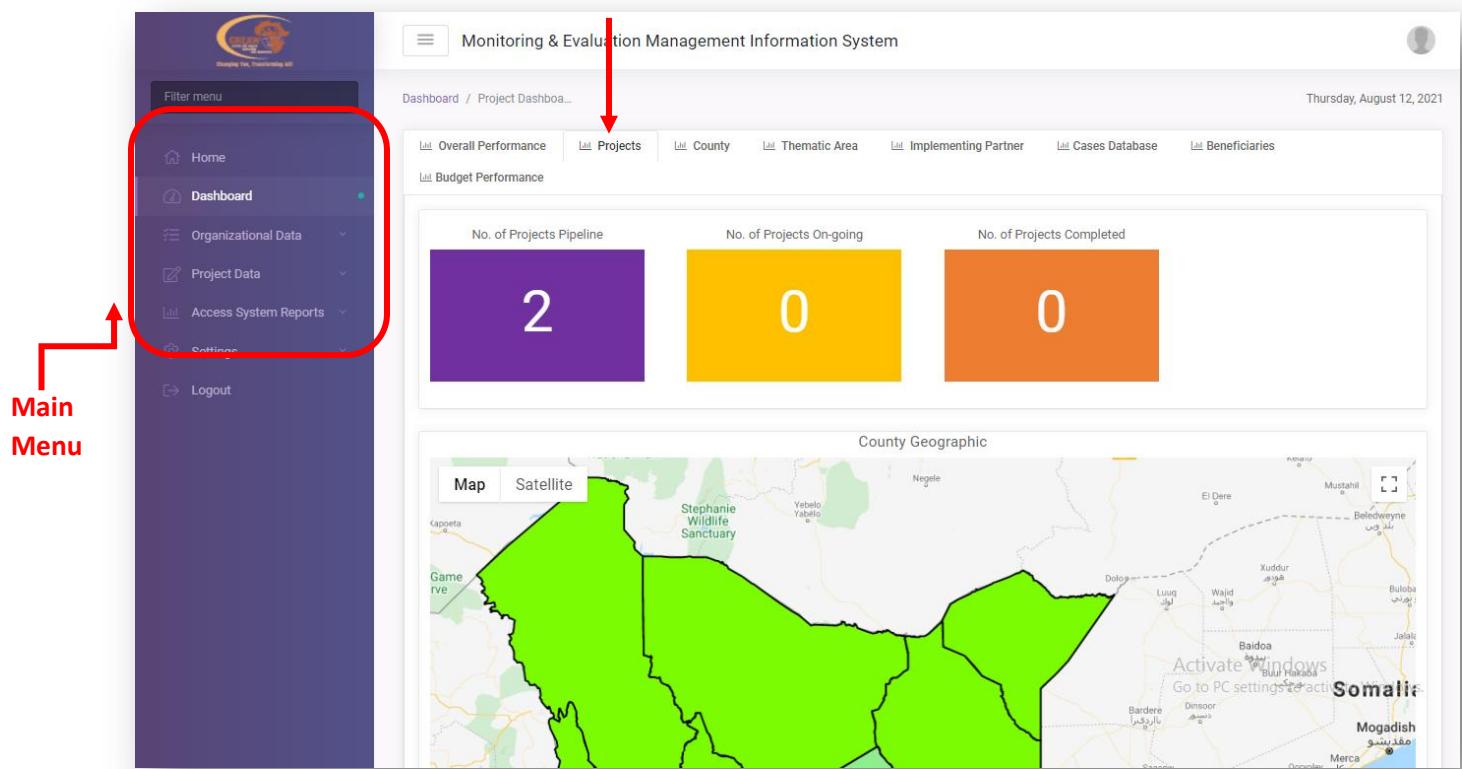


Image 5.1.2: projects

County Overview

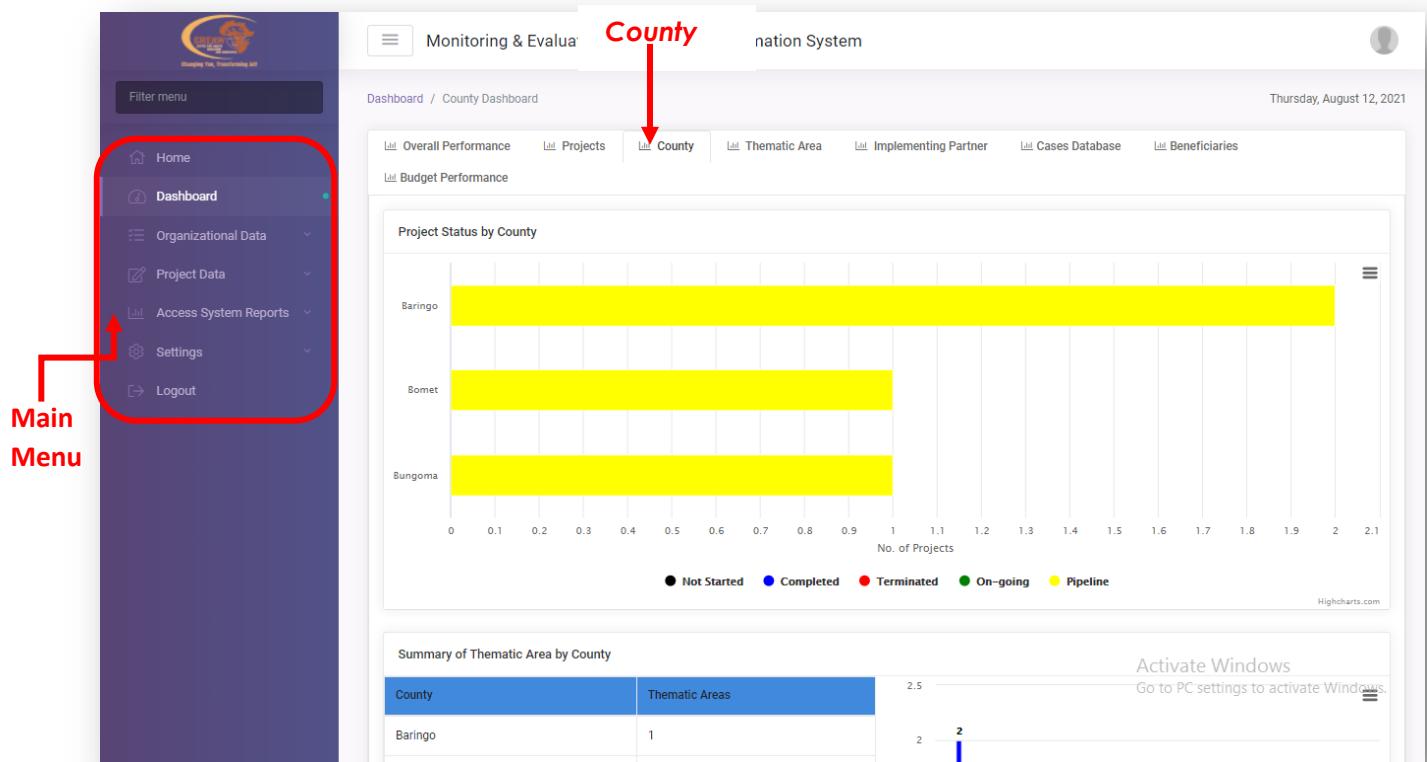


Image 5.1.3: County

Thematic Area Overview

Thematic Area



Main Menu

Monitoring & Evaluation Management Information System

Dashboard / Thematic Area D...

Thursday, August 12, 2021

Overall Performance Projects County Thematic Area Implementing Partner Cases Database Beneficiaries

Budget Performance

Summary of Thematic Area by Budget

| Thematic Area | Budget |
|-------------------|---------|
| Thematic Area -02 | |
| Thematic Area -01 | 2950000 |
| Thematic Area -02 | 2950000 |
| Thematic Area -03 | |

3 500k
3 000k
2 500k
2 000k
1 500k
1 000k
500k
0

Thematic Area -02 Thematic Area -01 Thematic Area -02 Thematic Area -03

Budget

Activate Windows
Go to PC settings to activate Windows.

Summary of Project by Thematic Area

| Thematic Area | Number of Projects |
|---------------|--------------------|
| | 2.5 |

Image 5.1.4: Thematic Area

Implementing Partner Overview

Implementing Partner



The screenshot shows the M&E Online dashboard. On the left, a red box highlights the 'Main Menu' which includes 'Home', 'Dashboard', 'Organizational Data', 'Project Data', 'Access System Reports', 'Settings', and 'Logout'. An arrow points from the text 'Main Menu' to this red box. The main content area displays two charts. The top chart, titled 'Project Status by Partner', is a horizontal bar chart comparing AU and UBS Group. AU has approximately 2.0 projects in Pipeline, while UBS Group has approximately 2.0 projects in Pipeline. The bottom chart, titled 'No of Project by Implementing Partner', is a table showing one row for AU with 1 project.

| Implementing Partner | Number of Projects |
|----------------------|--------------------|
| AU | 1 |

Activate Windows
Go to PC settings to activate Windows

Image 5.1.5: Implementing Partner

Cases Database Overview



Main Menu

Cases Database

Monitoring & Evaluation Management Information System

Dashboard / Cases Database ... Thursday, August 12, 2021

Overall Performance Projects County Thematic Area Implementing Partner Cases Database Beneficiaries Budget Performance

No. of Cases New No. of Cases Ongoing No. of Cases Stood Over Generally No. of Cases Out of Court Settled No. of Cases Closed

| | | | | |
|---|---|---|---|---|
| 1 | 1 | 2 | 0 | 0 |
|---|---|---|---|---|

Summary Cases Type of GBV

| Type of GBV | No. of Cases |
|---------------------|--------------|
| Rape | 215 |
| Defilement | 215 |
| Sexual Assault | 309 |
| Physical Assault | 15 |
| Sodomy | 9 |
| Incest | 15 |
| Forced Marriage | |
| Denial of Resources | |
| Psych | |

Summary Cases Type of GBV

Activate Windows
Go to PC settings to activate Windows.

Image 5.1.6: Cases Database

Beneficiaries Overview



Main
Menu

Monitoring & Evaluation Management Information System

Thursday, August 12, 2021

Overall Performance Projects County Thematic Area Implementing Partner Cases Database Beneficiaries Budget Performance

Summary of Beneficiaries

| Beneficiaries Type | Total |
|------------------------|-------|
| Direct Beneficiaries | 1157 |
| Indirect Beneficiaries | 50000 |

| Beneficiaries Type | Male | Female |
|----------------------|------|--------|
| Direct Beneficiaries | 487 | 670 |

Activate Windows
Go to PC settings to activate Windows.

Image 5.1.7: Beneficiaries

Budget Performance Overview



Main Menu

Monitoring & Evaluation Management Information System

Thursday, August 12, 2021

Budget Performance

| Activity | Budget | Expenses | Variance | % of Variance | Status |
|------------------|--------|----------|----------|---------------|---|
| Test Activity-01 | 1200 | 1000 | 200 | 83.33 | |
| HIV Awareness | 150000 | 10000 | 140000 | 6.67 | |
| Polio Camp | 11000 | 9000 | 2000 | 81.82 | |

Image 5.1.8: Budget Performance



6. Organizational Data

This Module should be used to enter organizational level data in the system to set up the system for use by other module of the system. Organizational Data has following sub modules:

- Planning
 - Strategic Plans
 - MERL Framework
- Reporting
 - Quarterly Report
 - Narrative Report
 - Indicator Tracking Report
 - Annual Report
 - Narrative Report
 - Indicator Report
 - Monitoring Visit Report
- Cases Database



6.1.1. Strategic Plans

This module should be used to enter and manage a list of **Strategic Plans** of the organization. When you click on **Strategic Plans** under Organizational Data in the Main Menu you will be displayed a list of **Strategic Plans** already added in the system with options to add, edit, view and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a list of 'Organization Strategic Plans' with two entries:

| Strategic Plan | Start Date | End Date | Action |
|----------------|------------|----------|--|
| New Plan | 2019 | 2023 | X EDIT SEARCH INFO |
| Strategic Plan | 2021 | 2025 | X EDIT SEARCH INFO |

Annotations with red arrows and text labels:

- A vertical red arrow points down from the top of the 'Search' input field to the text: **Search the Organization Strategic Plans**.
- A red box highlights the 'Action' column buttons, with a red arrow pointing to the text: **Click here to Export/Print**.
- A red arrow points to the '+ Add' button in the top right corner with the text: **Click to Add**.
- Red arrows point to each of the four action icons in the 'Action' column of both rows with the text: **Click to Delete**, **Click to Edit**, **Click to view**, and **Click to view**.

Image 6.1.1.1: Strategic Plans



To add the details of a Strategic Plans not present in the system click on add Strategic Plans button at the top right of the screen (see *image 6.1.1.1*).

A new page will open where you can Enter the details of the Strategic Plans like plan name start year and end year will come automatically and click on continue (see *image 6.1.1.2*). When you *click on continue* a new page will come where you can enter the details of the strategic plan and save.

The screenshot shows a web-based form titled "Organization Strategic Plans". At the top left is the breadcrumb "Home / Planning" and at the top right is the date "Tuesday, July 27, 2021". The form contains fields for "Strategic Plan Name *", "Start Year *", and "End Year *". The "Strategic Plan Name" field has "Thematic" entered. The "Start Year" field has "2021" selected. The "End Year" field has "2025" entered. Below the form are two buttons: "Continue" (purple) and "Cancel" (gray). A red box highlights the entire form area. Red arrows point from the text labels below to specific elements: one arrow points to the "Continue" button with the label "Click on Continue", another points to the "Cancel" button with the label "Back to Previous page", and a third points to the bottom right of the form with the label "Enter the Strategic Plans Details".

Image 6.1.1.2: Add Strategic Plans



To edit the details of a Strategic Plans in the system click on Edit button at the right of the listing page screen (see *image 6.1.1.1*).

A new page will open where you can see the plan name and click on continue to update the strategic plan details changes click on Update to save the changes (*see image 6.1.1.3*).

Home / Planning

Edit Organization Strategic Plans

Strategic Plan Name

New Plan

Continue Cancel

Click to Save & go back to list

Back to Previous page

Strategic Plan Name

Image 6.1.1.3: Edit Strategic Plans



To view the details of a Strategic Plans in the system click on view button at the right of the listing page screen (see *image 6.1.1.1*).

A new page will open where you can view the details of the Strategic Plans with Export and print functionality (see *image 6.1.1.3*).

Click here to Export/Print

Home / Planning Friday, August 6, 2021

View Organization Strategic Plans

| Strategic Plan Name | New Plan | | |
|-----------------------------------|--|--------------|---------------|
| Start Date | 2019 | End Date | 2023 |
| Intervention Logic | Objectively Verifiable Indicators (Ovis) | | |
| Thematic Area : Thematic Area -03 | | | |
| Strategic Objectives : Test Obj | Test Objective Indicator | Test Mov | test Risk |
| Strategic Intervention | | | |
| Strategic Intervention Category | Test Inter Ind | Test Int Mov | test Int Risk |
| Test Inter | | | |

[Cancel](#)

Activate Windows
Go to PC settings to activate Windows

Image 6.1.1.4: View Strategic Plans



6.1.2. MERL Framework

This module should be used to manage **MERL Framework target** of the organization. When you click on **MERL Framework** under Organizational Data in the *Main Menu* you will be displayed a list of **Strategic Plan** already added in the system with options to edit and view with Print & Export in word, Excel.

The screenshot shows a list of 'Strategic Plan' entries. Each entry includes fields for 'Start Date' and 'End Date'. To the right of each entry is an 'Action' column containing edit and view icons. At the top right of the page, there is a red box around four export/print buttons: PDF (pink), Excel (green), CSV (light blue), and Print (purple). A red arrow points from the text 'Click here to Export/Print' to this button group. Another red arrow points from the text 'Search the Organization MERL Framework' to the search bar at the top left. A third red arrow points from the text 'Click here to Edit' to the edit icon in the action column of the first plan. A fourth red arrow points from the text 'Click here to view' to the view icon in the action column of the second plan.

| Strategic Plan | Start Date | End Date | Action |
|----------------|------------|----------|--------|
| New Plan | 2019 | 2023 | |
| Strategic Plan | 2021 | 2025 | |

Showing 1 to 2 of 2 entries

Click here to Export/Print

Search the Organization MERL Framework

Click here to Edit

Click here to view

Image 6.1.2.1: MERL Framework

When you click on the edit button at the right of the listing page screen (see *image 6.1.2.1*).

A new page will open where you can set the target of Indicator of the MERL Framework and Update and in this way you can set the target of Indicator in the MERL framework (see *image 6.1.2.2*).

Edit MERL Framework

| Strategic Plan Name | | | New Plan | | | | | | |
|-------------------------------------|--------------------------|------------|----------|---------------|----------|----------|----------|----------|-------------------------------------|
| Start Year | | | 2019 | | End Year | | 2022 | | |
| | Indicators | Unit | Baseline | Annual Target | | | | | Action |
| | | | | 2019 | 2020 | 2021 | 2022 | 2023 | |
| Thematic Area : Thematic Area -03 | | | | | | | | | |
| Objectives : Test Obj | | | | | | | | | |
| Strategic Intervention : Test Inter | Test Objective Indicator | Percentage | 150 | 10 % | 20 % | 30 % | 40 % | 50 % | <input checked="" type="checkbox"/> |
| | Test Inter Ind | KSHS | 0 | 150 KSHS | 250 KSHS | 350 KSHS | 450 KSHS | 550 KSHS | <input type="checkbox"/> |

Click to update the target details

Save & Go back to list **Cancel**

Activate Windows
Genuine PC. Win 7 Pro 64-bit
Product Key: FJ7WV-8XK47-9XH8V-47M6R

Click to Save & go back to list

Back to Previous page

Image 6.1.2.2: Edit MERL Framework



To view the details of a MERL Framework in the system click on view button at the right of the listing page screen (see image 6.1.2.1).

A new page will open where you can view the details of the MERL Framework (see image 6.1.2.3).

Click here to Export/Print

| Strategic Plan Name | | New Plan | | | | | | |
|-------------------------------------|--------------------------|------------|----------|---------------|----------|----------|----------|----------|
| Start Date | | | 2019 | | End Date | | | 2023 |
| | Indicators | Unit | Baseline | Annual Target | | | | |
| | | | | 2019 | 2020 | 2021 | 2022 | 2023 |
| Thematic Area : Thematic Area -03 | | | | | | | | |
| Objectives : Test Obj | | | | | | | | |
| | Test Objective Indicator | Percentage | 150 | 10 % | 20 % | 30 % | 40 % | 50 % |
| Strategic Intervention : Test Inter | | | | | | | | |
| | Test Inter Ind | KSHS | 0 | 150 KSHS | 250 KSHS | 350 KSHS | 450 KSHS | 550 KSHS |

Excel **Word** **PDF** **Print**

Image 6.1.2.3: View MERL Framework



6.2.1. Reporting

This Module should be used to enter reporting data of Organization in the system. Reporting has following sub modules:

- Quarterly Report
 - Narrative Report
 - Indicator Tracking Report
- Annual Report
 - Narrative Report
 - Indicator Tracking Report
- Monitoring Visit Report



6.2.1.1 Narrative Report

This module should be used to enter and manage a list of **Quarterly Narrative Report** of the organization. When you click on **Narrative Report** under Reporting in Organizational Data in the Main Menu you will be displayed a list of **Narrative Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a list of 'Narrative Report' entries. At the top left is a search bar with a magnifying glass icon and a 'Search' input field. To the right are four buttons: PDF (pink), Excel (teal), CSV (light blue), and Print (light orange). A red box highlights the 'PDF' button. At the top right is a purple '+ Add' button. Below the buttons is a date: '.....ay, July 28, 2021'. The main area contains a table with the following columns: Strategic Plan, Year, Key highlights, Challenges experienced and Mitigating measure, Success Stories, Activities Anticipated for Next Reporting Period, Created By, Report Date, and Action. Two entries are listed:

| Strategic Plan | Year | Key highlights | Challenges experienced and Mitigating measure | Success Stories | Activities Anticipated for Next Reporting Period | Created By | Report Date | Action |
|----------------|-----------|--|--|--|--|------------|-------------|---|
| New Plan | 2019 - Q2 | asdasd | aasasd | asdasd | asdas | Vikas Jha | 06/07/2021 | X Edit View |
| New Plan | 2019 - Q1 | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ornare feugiat..... | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ornare feugiat..... | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ornare feugiat..... | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ornare feugiat..... | Vikas Jha | 06/07/2021 | X Edit View |

At the bottom left is a message: 'Showing 1 to 2 of 2 entries'. On the right are navigation buttons: '<', '1', and '>'. Red arrows point from the text labels to specific elements: 'Click to Add' points to the '+ Add' button, 'Click here to Export/Print' points to the PDF button, 'Click to view' points to the 'View' icons in the action column, 'Click to delete' points to the 'X' icons in the action column, and 'Click to Edit' points to the 'Edit' icons in the action column.

Image 6.2.1.1: Narrative Report



To Add the details of a Narrative Report not present in the system click on Add Narrative Report button at the top right of the screen (see *image 6.2.1.1.1*).

A new page will open where you can Enter the details of the Narrative Report and save (see *image 6.2.1.1.2*).

Add Narrative Report

Strategic Plan *

Select Plan

Year *

Select Year

Quarter *

Select Quarter

Key highlights on your activities and interventions during this reporting period *

B I | = :| :-| -| | ?

Challenges experienced and Mitigating measure *

Activate Window

Save Save & Go back to list Cancel

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the Narrative Report details

Image 6.2.1.1.2: Add Narrative Report



To Edit the details of a Narrative Report in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.1.1.1*).

A new page will open where you can change the details of the Narrative Report and update (see *image 6.2.1.1.3*).

Strategic Plan *

New Plan

Year *

2019

Quarter *

Q2

Key highlights on your activities and interventions during this reporting period *

asdasd

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Update the Narrative report details

Image 6.2.1.1.3: Edit Narrative Report



To view the details of a Narrative Report in the system click on view button at the right of the listing page screen (see image 6.2.1.1.1).

A new page will open where you can see the details of the Narrative Report (see image 6.2.1.1.4).

Click here to Export/Print

The screenshot shows a table with the following data:

| View Narrative Report | |
|--|------------|
| Strategic Plan | New Plan |
| Year | 2019 |
| Quarter | Q2 |
| Key highlights on your activities and interventions during this reporting period | asdasd |
| Challenges experienced and Mitigating measure | aasasd |
| Success Stories/Best Practice/Lessons Learned | asdasd |
| Activities Anticipated for Next Reporting Period | asdas |
| Created by | Vikas Jha |
| Report Date | 06/07/2021 |

At the bottom left is a 'Cancel' button with a cancel icon. At the bottom right is an 'Activate Windows' watermark.

Activate Windows

Image 6.2.1.1.4: View Narrative Report



6.2.1.2 Indicator Tracking Report

This module should be used to enter and manage a list of **Quarterly Indicator Tracking Report** of the organization. When you click on **Indicator Tracking Report** under Reporting in Organizational Data in the Main Menu you will be displayed a list of **Indicator Tracking Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a web-based application interface for managing indicator tracking reports. At the top, there is a navigation bar with links for Home, Organizational D..., and a date indicator (Wednesday, July 28, 2021). Below the navigation is a search bar with a magnifying glass icon and a 'Search' button. The main content area is titled 'Indicator Tracking Report' and displays a table of three entries. The table columns are: Strategic Plan, Year, Report Name, Created By, Report Date, and Action. The entries are:

| Strategic Plan | Year | Report Name | Created By | Report Date | Action |
|----------------|-----------|-------------|------------|-------------|---|
| New Plan | 2019 - Q3 | Report3 | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |
| New Plan | 2019 - Q2 | Secod | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |
| New Plan | 2019 - Q1 | Test Report | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. To the right of the table, there is a purple button labeled '+ Add'. Below the table, there are four buttons: PDF (pink), Excel (teal), CSV (light blue), and Print (light orange). Red annotations with arrows point to these elements:

- 'Search the Indicator Tracking Report' points to the search bar.
- 'Click to Add' points to the '+ Add' button.
- 'Click here to Export/Print' points to the 'Print' button.
- 'Click to delete' points to the delete icon in the first row's action column.
- 'Click to Edit' points to the edit icon in the first row's action column.
- 'Click to view' points to the view icon in the first row's action column.

Image 6.2.1.2.1: Indicator Tracking Report



To Add the details of a Indicator Tracking Report not present in the system click on Add button at the top right of the screen (see *image 6.2.1.2.1*).

A new page will open where you can Enter the details of the Indicator Tracking Report and save (see *image 6.2.1.2.2*)

Add Indicator Tracking Report

| | | | |
|------------------|--------------------------|---------------------|----------|
| Strategic Plan * | Select Plan | ▼ | |
| Year * | Select Year | ▼ | |
| Quarter * | Select Quarter | ▼ | |
| Report Name * | Please enter Report Name | | |
| Indicator | Target | Quarter Achievement | Comments |

✓ Save ⚡ Save & Go back to list ⚡ Cancel

Activate Windows

Click on save filling the fields
Enter the Indicator Tracking Report details

Back to Previous page

Click to Save & go back to list

Image 6.2.1.2.2: Add Indicator Tracking Report



To edit the details of a Indicator Tracking Report in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.1.2.1*).

A new page will open where you can change the details of the Indicator Tracking Report and update (see *image 6.2.1.2.3*).

Edit Indicator Tracking Report

| Strategic Plan * | Target | Quarter Achievement | Comments |
|--------------------------|----------|---------------------|-----------|
| New Plan | 10 % | 6 | aasasda |
| Year * | 150 KSHS | 600 | sadasdasd |
| Quarter * | | | |
| Report Name * | | | |
| Indicator | | | |
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasd |

Activate Windows
Go to PC settings to activate Windows.

Update the Indicator Tracking Report details

Click to Save & go back to list

Back to Previous page

Save & Go back to list

Cancel

Image 6.2.1.2.3: Edit Indicator Tracking Report



To view the details of an Indicator Tracking Report in the system click on view button at the right of the listing page screen (see image 6.2.1.2.1).

A new page will open where you can see the details of the Indicator Tracking Report (see image 6.2.1.2.4).

Click here to Export/Print

Home / Organizational D...

View Indicator Tracking Report

Friday, August 6, 2021

| Strategic Plan | New Plan | | |
|--------------------------|------------|---------------------|-----------|
| Year | 2019 | | |
| Quarter | Q3 | | |
| Report Name | Report3 | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Target | Quarter Achievement | Comments |
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasd |

Activate Windows
Go to PC settings to activate Windows.

Cancel

Image 6.2.1.2.4: View Indicator Tracking Report



6.2.2.1 Annual Report

- Narrative Report
- Indicator Tracking Report

6.2.2.1.1 Narrative Report

This module should be used to enter and manage a list of **Annual Narrative Report** of the organization. When you click on **Narrative Report** under Reporting in Organizational Data in the Main Menu you will be displayed a list of **Narrative Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a web-based application for managing narrative reports. At the top, there's a navigation bar with links like Home, Organizational D..., and a search bar. Below that is a main content area titled "Narrative Report". A red box highlights the search bar with the annotation "Search the Narrative Report". To the right of the search bar is a blue button labeled "+ Add" with the annotation "Click to Add". Below the search bar is a table with columns: Strategic Plan, Year, Key highlights, Challenges experienced and Mitigating measure, Success Stories, Activities Anticipated for Next Reporting Period, Created By, Report Date, and Action. A single row is shown with values: New Plan, 2019, asdasd, asdasdasda, asdasdasd, asdasdasdasdasdasd, Vikas Jha, 06/07/2021, and three icons for Delete, Edit, and View. Red arrows point from the annotations to these specific elements: "Click here to Export/Print" points to the export buttons (PDF, Excel, CSV, Print) at the top right; "Click to delete" points to the delete icon in the Action column; "Click to Edit" points to the edit icon in the Action column; and "Click to view" points to the view icon in the Action column. The bottom of the table shows a message: "Showing 1 to 1 of 1 entries".

Image 6.2.2.1.1: Narrative Report



To Add the details of a Narrative Report not present in the system click on *Add Narrative Report* button at the top right of the screen (see *image 6.2.2.2.1.1*)

A new page will open where you can Enter the details of the Narrative Report and save (see *image 6.2.2.2.1.2*)

Strategic Plan *

Select Plan

Year *

Select Year

Key highlights on your activities and interventions during this reporting period *

B I = = = = ?

✓ Save ⌂ Save & Go back to list ⚙ Cancel

Click on save filling the fields

Back to Previous page

Click to Save & go back to list

Enter the Narrative Report Details

Image 6.2.2.2.1.1: Narrative Report



To edit the details of a **Narrative Report** in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.2.2.1.1*).

A new page will open where you can change the details of the **Narrative Report** and update (see *image 6.2.2.2.1.2*).

Strategic Plan *

New Plan

Year *

2019

Key highlights on your activities and interventions during this reporting period *

asdasd

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Edit the Narrative Report Details

Image 6.2.2.2.1.3: Narrative Report



To view the details of an Indicator Tracking Report in the system click on view button at the right of the listing page screen (see image 6.2.2.2.1.1).

A new page will open where you can change the details of the Indicator Tracking Report and view details (see image 6.2.2.2.1.3).

Click here to Export/Print

The screenshot shows a table with the following data:

| View Narrative Report | |
|--|-------------------|
| Strategic Plan | New Plan |
| Year | 2019 |
| Key highlights on your activities and interventions during this reporting period | asdasd |
| Challenges experienced and Mitigating measure | asdasdasda |
| Success Stories/Best Practice/Lessons Learned | asdasdasd |
| Activities Anticipated for Next Reporting Period | asdasdasdasdasd |
| Attached File | ✓ Download |
| Created by | Vikas Jha |
| Report Date | 06/07/2021 |

At the bottom left is a 'Cancel' button. At the bottom right is a watermark: "Activate Windows Go to PC settings to activate Windows".

Image 6.2.2.2.1.4: View Narrative Report



6.2.2.2.2 Indicator Tracking Report

This module should be used to enter and manage a list of **Annual Indicator Tracking Report** of the organization. When you click on **Indicator Tracking Report** under Reporting in Organizational Data in the Main Menu you will be displayed a list of **Indicator Tracking Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a web-based application interface for managing indicator tracking reports. At the top right, there is a search bar labeled "Search the Indicator Tracking Report". On the far right, there is a purple button labeled "+ Add" and a row of four buttons for export/print: PDF (pink), Excel (teal), CSV (light blue), and Print (light orange). Below these buttons is a red box containing the text "Click here to Export/Print". In the center, there is a table with columns: Strategic Plan, Year, Report Name, Created By, Report Date, and Action. The table contains one entry: "New Plan" under Strategic Plan, "2019" under Year, "test annual report-01" under Report Name, "Vikas Jha" under Created By, "06/07/2021" under Report Date, and three icons in the Action column: a red X, a blue edit icon, and a magnifying glass icon. To the right of the table, there are navigation buttons for page 1 of 1. Red arrows point from the following labels to specific UI elements:

- "Click to Add" points to the "+ Add" button.
- "Click here to Export/Print" points to the row of export/print buttons.
- "Click to Edit" points to the blue edit icon in the Action column of the table.
- "Click to view" points to the magnifying glass icon in the Action column of the table.
- "Click to delete" points to the red X icon in the Action column of the table.

Image 6.2.2.2.1: Indicator Tracking Report



To Add the details of a **Indicator Tracking Report** present in the system click on **Add Indicator Tracking Report** button at the top right of the screen (see *image 6.2.2.2.1*).

A new page will open where you can Enter the details of the **Indicator Tracking Report** and save (see *image 6.2.2.2.2*).

Add Indicator Tracking Report

Strategic Plan *

New Plan

Year *

2021

Report Name *

ytest

| Indicator | Annual Target | Annual Achievement | Comments |
|--------------------------|---------------|--------------------|----------|
| Test Objective Indicator | 30 % | | |
| Test Inter Ind | 350 KSHS | | |

Activate Windows
Go to PC settings to activate Windows.

✓ Save ⚡ Save & Go back to list ⚡ Cancel

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the Indicator Tracking Report Details

Image 6.2.2.2.2: Add Indicator Tracking Report



To edit the details of a **Indicator Tracking Report** in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.2.2.1*).

A new page will open where you can change the details of the **Indicator Tracking Report** and update (see *image 6.2.2.2.3*).

Edit Indicator Tracking Report

Strategic Plan *

New Plan

Year *

2019

Report Name *

test annual report-01

| Indicator | Annual Target | Annual Achievement | Comments |
|--------------------------|---------------|--------------------|---|
| Test Objective Indicator | 10 % | 5 | asdasdasdasdasdasdasd asdasdasdascvxvxcv |
| Test Inter Ind | 150 KSHS | 200 | cvsdsdfdsfdsfsdfsdfsdf fdsfsdfdsfsdf |

Save & Go back to list Cancel

Activate Windows
Go to PC settings to activate Windows.

Enter the Edit Indicator Tracking Report Details

Back to Previous page

Click to Save & go back to list

Image 6.2.2.2.3: Edit Indicator Tracking Report



To view the details of an Indicator Tracking Report in the system click on view button at the right of the listing page screen (see image 6.2.2.2.2.1).

A new page will open where you can change the details of the Indicator Tracking Report and view details (see image 6.2.2.2.2.4).

Click here to Export/Print

View Indicator Tracking Report

| Strategic Plan | New Plan | | |
|--------------------------|------------|---------------------|-----------|
| Year | 2019 | | |
| Quarter | Q3 | | |
| Report Name | Report3 | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Target | Quarter Achievement | Comments |
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasd |

⚠ Cancel

Activate Windows
Go to PC settings to activate Windows.

Image 6.2.2.2.2.4: View Indicator Tracking Report



6.2.3. Monitoring Visit Report

This module should be used to enter and manage a list of **Monitoring Visit Report** of the organization. When you click on **Monitoring Visit Report** under Reporting in Organizational Data in the Main Menu you will be displayed a list of **Monitoring Visit Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a table with one entry:

| Program | Project | Completed by | Created Date | Created By | Action |
|-------------------|------------------|--------------|--------------|------------|---|
| Thematic Area -01 | Test Project -01 | Rohans | 11/07/2021 | Vikas Jha | X Edit View |

Annotations on the page:

- Search the Monitoring Visit Report**: Points to the search bar.
- Click to Add**: Points to the "+ Add" button.
- Click here to Export/Print**: Points to the export/print buttons (PDF, Excel, CSV, Print).
- Click to view**: Points to the "View" icon in the Action column.
- Click to Edit**: Points to the "Edit" icon in the Action column.
- Click to delete**: Points to the "Delete" icon in the Action column.

Image 6.2.3.1: Monitoring Visit Report



To Add the details of a Monitoring Visit Report not present in the system click on **Add Monitoring Visit Report** button at the top right of the screen (see *image 6.2.3.1*).

A new page will open where you can Enter the details of the **Monitoring Visit Report** and save (see *image 6.2.3.2*).

The screenshot shows the 'Add Monitoring Visit Report' form. At the top, there are sections for 'Visit Details' (Program, Project, Completed by, Dates, Location, Objectives) and 'Agenda' (a table for activities). Below these are sections for the next visit (To Be Completed by, Location, Dates, Objectives, Attach Photos), and finally, a footer with Save/Cancel buttons.

- Visit Details:** A large red box surrounds the 'Program', 'Project', 'Completed by', 'Dates', 'Location', and 'Objectives' fields.
- Agenda:** A red box surrounds the table headers: Date, Venue, Activity, Category/Designation, M, and F.
- Next Visit:** A red box surrounds the 'To Be Completed by' section, which includes 'Location', 'Dates', 'Objectives', and 'Attach Photos'.
- Buttons:** Red arrows point to the 'Add Row' and 'Delete Row' buttons in the Agenda table, and to the 'Save', 'Save & Go back to list', and 'Cancel' buttons at the bottom.
- Text Labels:** Red text labels provide instructions: 'Click on Add Row', 'Click to Delete Row', 'Enter the Visit Details', 'Click to Save', 'Click to Save & go back to list', 'Back to Previous page', and 'Add the Monitoring Visit Report Details'.

Image 6.2.3.2: Add Monitoring Visit Report



To Edit the details of a **Monitoring Visit Report** in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.3.1*).

A new page will open where you can change the details of the **Monitoring Visit Report** and update (see *image 6.2.3.3*).

Edit Monitoring Visit Report

Visit Details

| | | | |
|----------------|------------------|--------------|-----------------|
| Program * | Thematic Area-01 | Project | Test Project-01 |
| Completed by * | Rohans | Dates | 2021-07-01 |
| Location * | Mombasa | Objectives * | ssdddf |

Agenda
The following activities were completed as part of the monitoring visit :

| Add Row | Delete Row | Date | Venue | Activity | Category/Designation | M | F |
|--------------------------|------------|--------|--------|----------|----------------------|----|---|
| <input type="checkbox"/> | 2021-07-01 | asasd | sadasd | asdasd | 10 | 20 | |
| <input type="checkbox"/> | 2021-07-23 | xfgdfs | dsfsdf | sdfsdf | 5 | 4 | |

Next Visit
The details of the next monitoring visit are:

| | |
|----------------------|---|
| To Be Completed by * | sdfsdfsdf |
| Location * | sdfsdf |
| Dates | 2021-10-01 |
| Objectives * | sdfsdf |
| Attach File * | <input type="button" value="Choose file..."/> <input type="button" value="Browse"/> |
| Attached File | <input checked="" type="button" value="Download"/> |

Action Buttons

✓ Save ⚡ Save & Go back to list ⚡ Cancel

Annotations

- Click to Save (points to the first button)
- Click to Save & go back to list (points to the second button)
- Back to Previous page (points to the third button)
- Edit the Monitoring Visit Report Details (points to the main form area)

Image 6.2.3.3: Edit Monitoring Visit Report



To view the details of a **Monitoring Visit Report** in the system click on view button at the right of the listing page screen (see image 6.2.3.1).

A new page will open where you can see the details of the **Monitoring Visit Report** (see image 6.2.3.4).

Click here to Export/Print

ie.com/reporting/organizational_data/monitoring_visit_report/view/1

View Monitoring Visit Report

| | |
|--------------|-------------------|
| Program | Thematic Area -01 |
| Project | Test Project -01 |
| Completed by | Rohans |
| Dates | 2021-07-01 |
| Location | Mombasa |
| Objectives | ssdddff |

Agenda
The following activities were completed as part of the monitoring visit :

| Date | Venue | Activity | Category/Designation | Participants | | |
|------------|---------|----------|----------------------|--------------|----|-------|
| | | | | M | F | Total |
| 2021-07-01 | asasd | sadasd | asdasd | 10 | 20 | 30 |
| 2021-07-23 | xfgdfsf | dsfsdf | sdfsdf | 5 | 4 | 9 |

Activate Windows
Go to PC settings to activate Windows.

General Observations

Image 6.2.3.4: view Monitoring Visit Report



6.2.4. Cases Database

This module should be used to enter and manage a list of **Cases Database** of the organization. When you click on **Cases Database** Organizational Data in the Main Menu you will be displayed a list of **Cases** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows the 'Cases Database' page with the following annotations:

- Search the Cases Database**: Points to the search bar at the top left.
- Click to Add**: Points to the '+ Add' button in the top right corner.
- Click here to Export/Print**: Points to the export buttons (PDF, Excel, CSV, Print) located below the search bar.
- Click to view**: Points to the small thumbnail preview in the bottom right corner of the table row.
- Click to Edit**: Points to the edit icon (pencil) in the bottom right corner of the table row.
- Click to delete**: Points to the delete icon (trash can) in the bottom right corner of the table row.

| Date of Case Reg. | Case Type | Case Number | Field Office | Age of Survivor | Case Status | Action |
|-------------------|-----------|-------------|---------------|--------------------|-------------|---|
| 07/06/2021 | New | 7438 | Kibera Office | 18 yrs and Younger | 1 | X Edit View |
| 08/07/2021 | Follow Up | 59120 | Lindi Office | 27-49 yrs | 1 | X Edit View |
| 21/07/2021 | New | 18607 | Lindi Office | 19-26 yrs | 1 | X Edit View |
| 27/07/2021 | New | 59748 | Lindi Office | 19-26 yrs | New | X Edit View |

Showing 1 to 4 of 4 entries

Image 6.2.4.1: Cases Database



To Add the details of a **Cases Database** not present in the system click on **Add Cases Database** button at the top right of the screen (see *image 6.2.4.1*).

A new page will open where you can Enter the details of the **Cases Database** and save (see *image 6.2.4.2*).

Add Cases Details

Date *
Please Enter Date of Case Registration

Case type *
Select Case type

Case Number *
98763

Field Office *
Select Field Office

Age of Survivor *
Select Age of Survivor

Gender * Total Male * Total Female *
Select Gender Enter Total No. of Male Enter Total No. of female

Place of Residence *
Please Enter Place of Residence

County *
Select county

Marital Status of Survivor *
Select Marital Status

Type of GBV reported *

Case Context * Additional Comments *
Please enter Additional Comments if any

Activate Windows
Go to PC settings to activate Windows.

✓ Save ⏪ Save & Go back to list ⚡ Cancel **Back to Previous page**

Click to Save

Click to Save & go back to list

Add Cases Database Details

Image 6.2.4.2: Add Cases Database



To edit the details of a **Cases Database** in the system click on *Edit* button at the right of the listing page screen (see *image 6.2.4.1*).

A new page will open where you can change the details of the **Cases Database** and update (see *image 6.2.4.3*).

Edit Cases Details

Date: 07-06-2021

Case type *: New

Case Number *: 7438

Field Office *: Kibera Office

Age of Survivor *: 18 yrs and Younger

Gender *: Female Total Male *: 150 Total Female *: 50

Place of Residence *: Nakuru

Case Status *: New

Additional Comments *:
In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available.

✓ Save Save & Go back to list Cancel

Back to Previous page

Click to Save

Click to Save & go back to list

Back to Previous page

Edit Cases Database Details

Image 6.2.4.3: Edit Cases Database



To view the details of a **Cases Database** in the system click on view button at the right of the listing page screen (see image 6.2.4.1).

A new page will open where you can view the details of the **Cases Database** (see image 6.2.4.4).

Click here to Export/Print

Excel Word PDF Print

| View Cases Details | | | | |
|---|---|------|--------|-------|
| Date | 04/08/2021 | | | |
| Case Type | New | | | |
| Case Number | 43297 | | | |
| Field Office | Mombasa Office | | | |
| Age of Survivor | 27-49 yrs | | | |
| Gender Details | Gender | Male | Female | Total |
| | Male | 4 | 5 | 9 |
| Diversity Details | Diversity | Male | Female | Total |
| | PWD | 5 | 4 | 9 |
| Economic Status | ES-1 | | | |
| Place of Residence | Nakuru | | | |
| County | Nakuru | | | |
| Marital Status of Survivor | Cohabiting | | | |
| Type of GBV reported | Sexual Assault, Sodomy, | | | |
| Case Context | Domestic Violence, Possible Sexual Exploitation, | | | |
| Incidents referred from other service providers | Medical Service, Police, | | | |

Activate Windows

Go to PC settings to activate Windows.

Image 6.2.4.4: view Cases Database



7. Project Data

This Module should be used to enter elementary data of the project in the system to set up the system for use by other module of the system. Project Data has following sub modules:

- Planning
 - Project Background
 - Project M&E Plan
 - Project Annual Plan
- Reporting
 - Quarterly Report
 - Narrative Report
 - Indicator Tracking Report
 - Workplan Progress Report
- Semi-Annual Reports
 - Narrative Report
 - Indicator Tracking Report
 - Workplan Progress Report
- Annual Reports
 - Narrative Report
 - Indicator Tracking Report
 - Workplan Progress Report
- Final Report
- Outcome Journal Report
- Activity Reporting Tool
- Beneficiaries Report



7.1 Planning

This Module should be used to enter project planning data in the system to set up the system for use by other module of the system. Planning has following sub modules:

7.1.1. Project Background

This module should be used to enter and manage a list of **Project**. When you click on **Project Background** under Planning in Project Data in the Main Menu you will be displayed a list of **Project** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

Search the Project Background

Click here to Add

Click here to Export/Print

Click to view

Click to Edit

Click to delete

The screenshot shows a table titled "Project Background" with columns: Project/Phase Title, Start Date, End Date, Reporting Schedule, Implementing Partner, Project Status, and Action. A single row is visible for "Test Project -01". The "Action" column contains icons for Delete, Edit, and View. Red arrows point from the text labels to these specific elements: "Click here to Add" points to the "+ Add" button, "Click here to Export/Print" points to the export/print buttons (PDF, Excel, CSV, Print), "Click to view" points to the View icon in the Action column, "Click to Edit" points to the Edit icon, and "Click to delete" points to the Delete icon.

| Project/Phase Title | Start Date | End Date | Reporting Schedule | Implementing Partner | Project Status | Action |
|---------------------|------------|------------|--------------------|----------------------|----------------|--------|
| Test Project -01 | 2021-01-01 | 2023-06-01 | Monthly | AU | Pipeline | |

Showing 1 to 1 of 1 entries

Image7.1.1.1: Project Background



To Add the details of a **Project Background** not present in the system click on **Add Project Background** button at the top right of the screen (see *image 7.1.1.1*).

A new page will open where you can Enter the details of the **Project Background** and save (see *image 7.1.1.2*).

Add Project Background

Project/Phase Title *
Please enter name

Start Date * End Date
Please select start date Please select end date

Duration *

Funding Partner * Project Budget * Budget Currency *
Select Funding Partner Please Enter Project Budget Select Currency

Reporting Schedule *
Select Reporting Schedule

Reporting Timelines * Counties *

Person Responsible * Select Person Responsible

Implementing Partner * Select Implementing Partner

Thematic Area *

Project Status *
Select Status

Report Submission Date *
Please select Report Submission Date

Report Notification Recipient *
Activate Windows
Go to PC settings to activate Windows.

✓ Save ⌂ Save & Go back to list ⚙ Cancel

Click to Save

Click to Save & go back to list

Back to Previous page

Enter the Add Project Background Details

Image7.1.1.2: Add Project Background



To Edit the details of a **Project Background** in the system click on *Edit* button at the right of the listing page screen (see *image 7.1.1.1*).

A new page will open where you can change the details of the **Project** and update (see *image 7.1.1.3*).

Update Project Background

Name *

Test Project -01

Start Date

01-01-2021

End Date

01-06-2023

Duration *

2 year 4 month

Funding Partner *

USAID

Project Budget *

2500000

Budget Currency *

KSHS

Reporting Schedule *

Monthly

Reporting Timelines *

| | |
|----------|---|
| January | 1 |
| February | 2 |
| March | 3 |
| April | 4 |
| May | 5 |
| June | 6 |

Activate Windows
Go to PC settings to activate Windows.

Save & Go back to list

Cancel

Back to Previous page

Click to Save & go back to list

Enter the Edit Project Background Details

Image7.1.1.3: Edit Project Background



To view the details of a **Project Background** in the system click on view button at the right of the listing page screen (see image 7.1.1.1).

A new page will open where you can see the details of the **Project Background** (see image 7.1.1.4).

Click here to Export/

The screenshot shows a table with project details. At the top right, there are four buttons: Excel (highlighted with a red box and arrow), Word, PDF, and Print. Below the table, there is a note about activating Windows.

| View Project Background | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|---------|---|----------|---|-------|---|-------|---|-----|---|------|---|------|---|--------|---|-----------|---|---------|----|----------|----|----------|----|
| Project/Phase Title | Test Project -01 | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date | 01/01/2021 | | | | | | | | | | | | | | | | | | | | | | | | |
| End Date | 01/06/2023 | | | | | | | | | | | | | | | | | | | | | | | | |
| Duration | 2 year 4 month | | | | | | | | | | | | | | | | | | | | | | | | |
| Funding Partner | USAID | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget | 2500000 KSHS | | | | | | | | | | | | | | | | | | | | | | | | |
| Reporting Schedule | Monthly | | | | | | | | | | | | | | | | | | | | | | | | |
| Reporting Timelines | <table><tr><td>January</td><td>1</td></tr><tr><td>February</td><td>2</td></tr><tr><td>March</td><td>3</td></tr><tr><td>April</td><td>4</td></tr><tr><td>May</td><td>5</td></tr><tr><td>June</td><td>6</td></tr><tr><td>July</td><td>7</td></tr><tr><td>August</td><td>8</td></tr><tr><td>September</td><td>9</td></tr><tr><td>October</td><td>10</td></tr><tr><td>November</td><td>11</td></tr><tr><td>December</td><td>12</td></tr></table> | January | 1 | February | 2 | March | 3 | April | 4 | May | 5 | June | 6 | July | 7 | August | 8 | September | 9 | October | 10 | November | 11 | December | 12 |
| January | 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| February | 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| March | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| April | 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| May | 5 | | | | | | | | | | | | | | | | | | | | | | | | |
| June | 6 | | | | | | | | | | | | | | | | | | | | | | | | |
| July | 7 | | | | | | | | | | | | | | | | | | | | | | | | |
| August | 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| September | 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| October | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| November | 11 | | | | | | | | | | | | | | | | | | | | | | | | |
| December | 12 | | | | | | | | | | | | | | | | | | | | | | | | |
| Counties | Baringo, Bungoma, | | | | | | | | | | | | | | | | | | | | | | | | |

Activate Windows
Go to PC settings to activate Windows.

Image7.1.1.4: View Project Background



7.1.2. Project M&E Plan

This module should be used to enter and manage a list of **Project M&E Plan**. When you click on **Project M&E Plan** under Planning in Project Data in the *Main Menu* you will be displayed a list of **Project M&E Plan** already added in the system with options to add, edit and delete with Print & Export.

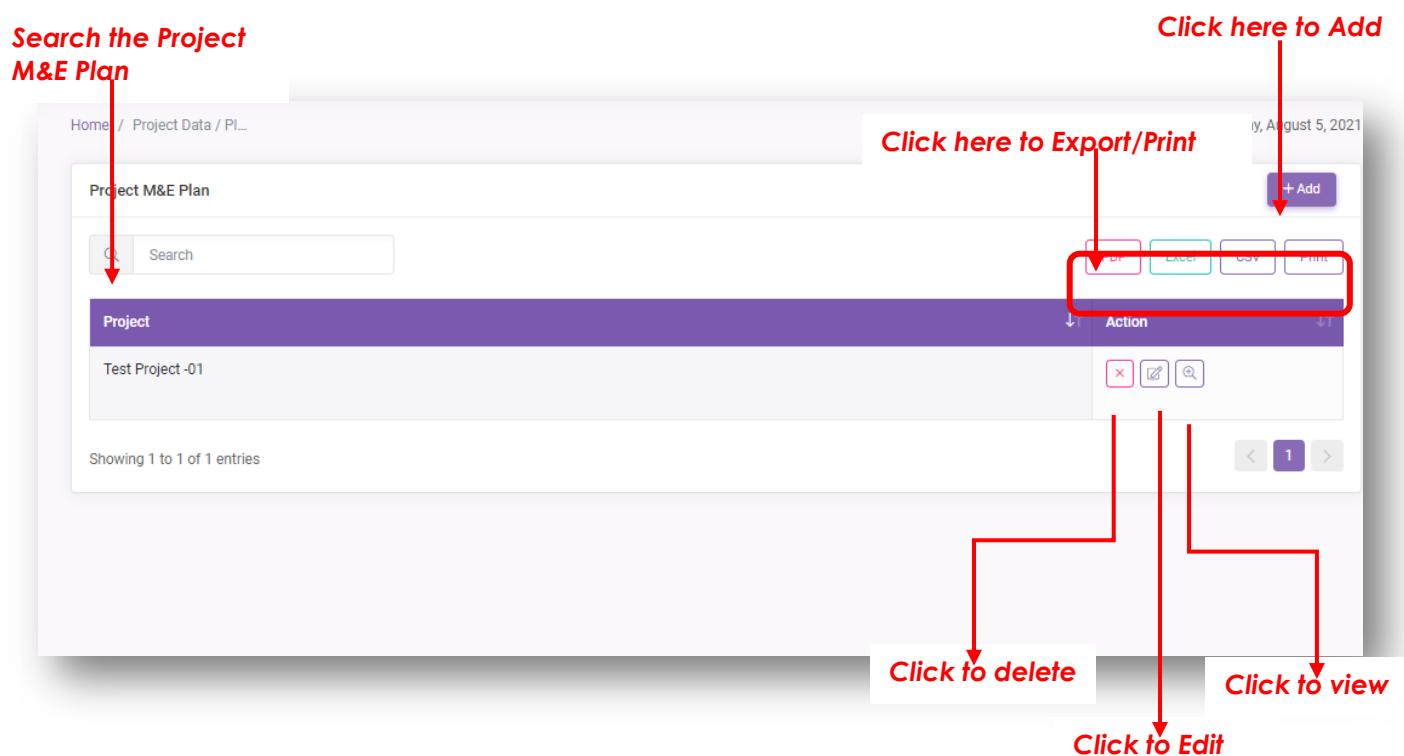


Image7.1.2.1: Project M&E Plan



To Add the details of a **Project M&E Plan** not present in the system click on **Add Project M&E Plan** button at the top right of the screen (see *image 7.1.1.1*).

A new page will open where you can select the project to which you want to enter the **Project M&E Plan** and click on continue (see *image 7.1.1.2*).

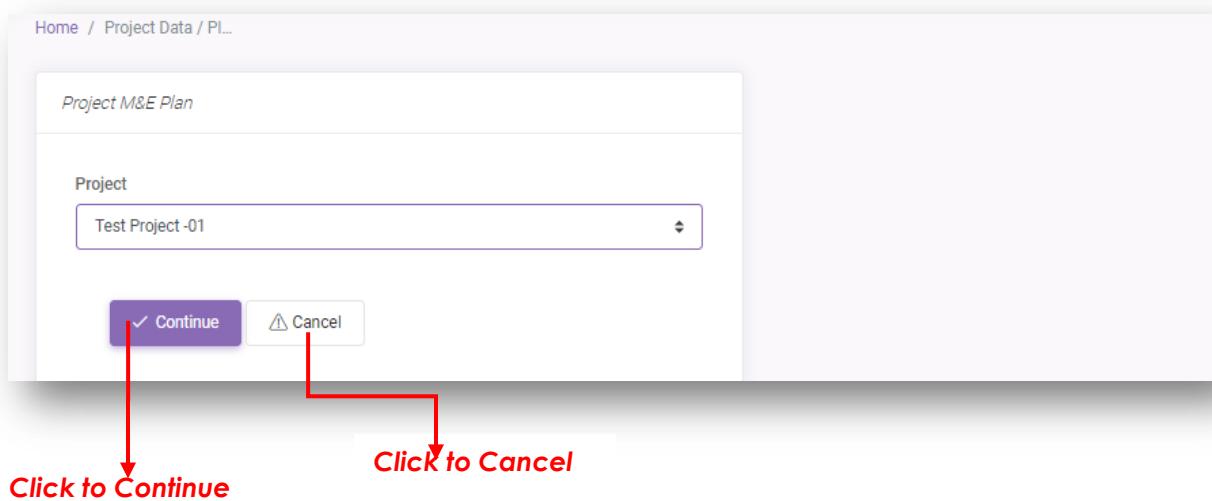


Image7.1.2.2: Select Project



When you click on continue a new page will open click on top right button **Go to M&E Plan** button a new page will open where you can add goal, outcome , output and Indicator (see *image 7.1.2.3*).

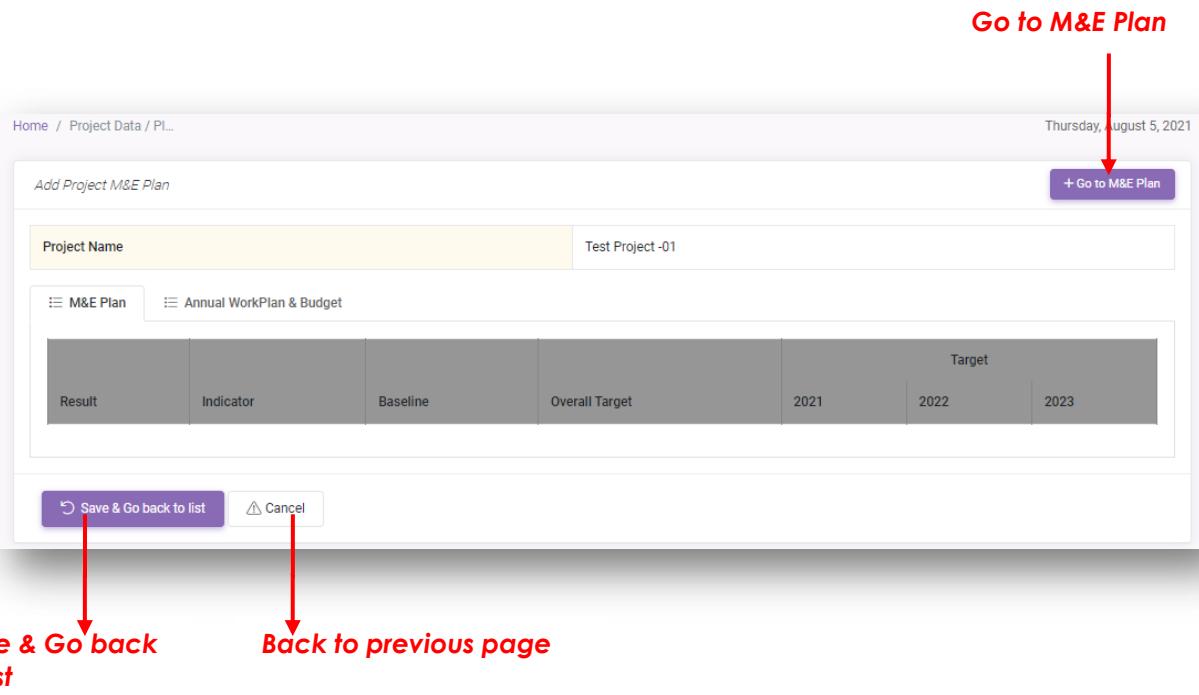


Image7.1.2.3: M&E Plan

To add the Goal click on add button of the Goal in the M&E Plan page (see *image 7.1.2.3*).



The screenshot shows the 'Project M&E Plan' page. At the top left, there's a breadcrumb navigation: Home / Project Data / Pl... . On the top right, it says Thursday, August 5, 2021. Below the header, there's a form with a 'Project Name' field containing 'Test Project -01'. In the center, there's a button labeled 'Add Goal' with a red arrow pointing to it from the left. At the bottom left of the form area, there's another 'Cancel/Back' button.

Image7.1.2.3: Add Goal

When you click on add Goal button a new page will open where you can enter the goal name and save (see image 7.1.2.4).

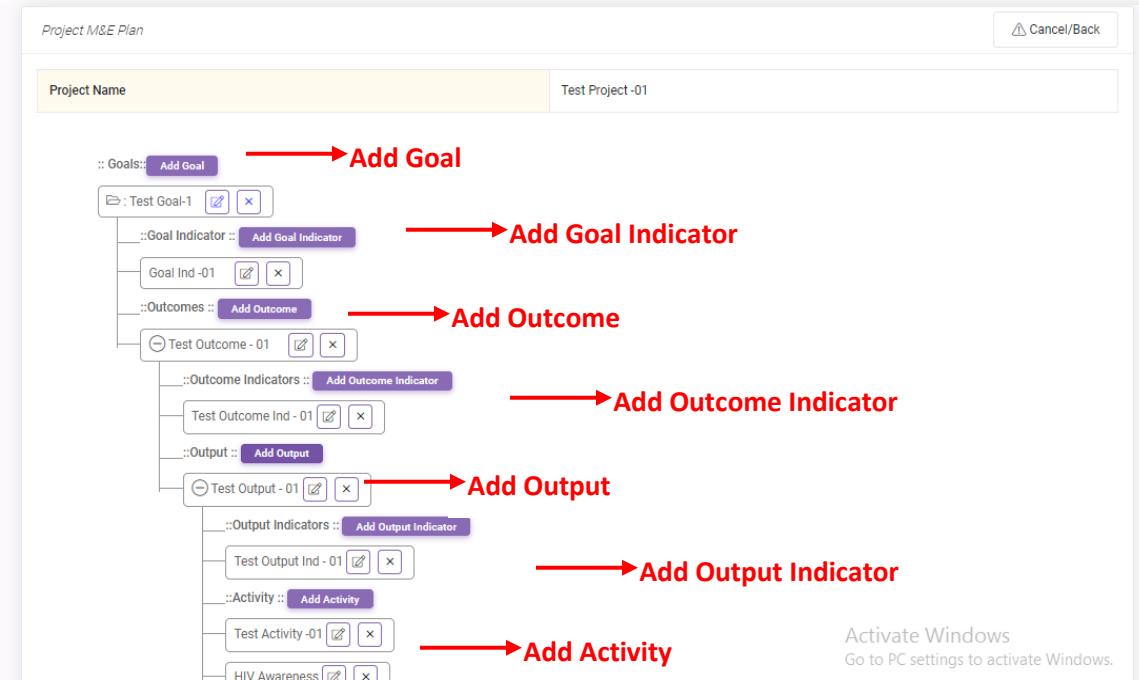
The screenshot shows the 'Add Project M&E Plan Goal' page. At the top left, there's a breadcrumb navigation: Home / Project Data / Pl... . On the top right, it says Thursday, August 5, 2021. Below the header, there's a form with a 'Project Name' field containing 'Test Project -01'. In the center, there's a 'Goal Name *' field with a placeholder 'Please enter goal name'. At the bottom, there are three buttons: a purple 'Save' button, a green 'Save & Go back to list' button, and a grey 'Cancel' button. Red arrows and text annotations are overlaid on the page:

- A red arrow points down to the 'Save' button with the text 'Click to save'.
- A red arrow points down to the 'Save & Go back to list' button with the text 'Save & Go back to list'.
- A red arrow points down to the 'Cancel' button with the text 'Previous to back page'.
- A red arrow points down to the 'Goal Name' input field with the text 'Enter the Goal Name'.

Image7.1.2.4: Add Goal



Similarly you can add the Goal, Outcomes, Outputs, Indicators and Activity





To edit the details of a **Project M&E Plan** in the system click on *Edit* button at the right of the listing page screen (see *image 7.1.2.1*).

A new page will open where you can click on **Go to M&E Plan** button at the top right of the screen a new page will open where you can see the goal , outcome, output , indicator and activity and add, update the details accordingly (see *image 7.1.2.5*).

Annual Workplan & Budget

Edit Project M&E Plan + Go to M&E Plan

| Project Name | | Test Project-01 | | | | |
|------------------------------|-----------------------|----------------------------|----------------|--------|--------|--------|
| ☰ M&E Plan | | ☰ Annual WorkPlan & Budget | | | | |
| Result | Indicator | Baseline | Overall Target | 2021 | 2022 | Target |
| Goal : Test Goal-1 | | | | | | |
| Goal Indicator | Goal Ind -01 | 345 | 450 | 10 % | 20 % | 30 % |
| Outcome : Test Outcome - 01 | | | | | | |
| Outcome Indicator | Test Outcome Ind - 01 | 0 | 980 | 1 KSHS | 2 KSHS | 3 KSHS |
| Output : Test Output - 01 | | | | | | |
| Output Indicator | Test Output Ind - 01 | 45 | 50 | 10 Kgs | 20 Kgs | 30 Kgs |
| Activity : Test Activity -01 | | | | | | |
| Activity : HIV Awareness | | | | | | |
| Activity : Polio Camp | | | | | | |

Activate Windows
Go to PC settings to activate Windows.

⟲ Save & Go back to list ⚙ Cancel

Previous to back page

Save & Go back to list

Image7.1.2.5: Edit Project M&E Plan



Annual Workplan & Budget

Annual and Workplan and Budget data is coming from the activity and budget we have added in the M&E Plan , When you click on annual Workplan & Budget you can see the activity their budget and yearly planning (see image 7.1.2.6).

Edit Project M&E Plan

+ Go to M&E Plan

Project Name: Test Project -01

M&E Plan Annual WorkPlan & Budget

| | | Workplan | | |
|-----------------------------|-------------------|----------|-------|--------|
| Result | Activities | 2021 | 2022 | 2023 |
| Outcome : Test Outcome - 01 | | | | |
| Output : Test Output - 01 | | | | |
| | Test Activity -01 | 1200 | 2200 | 3200 |
| | HIV Awareness | 1200 | 25000 | 35000 |
| | Polio Camp | 11000 | 12000 | 250000 |

Save & Go back to list Cancel

Go to M&E Plan

Save & Go back to list

Previous to back page

Image7.1.2.6: Annual Workplan & Budget



M&E Plan Tree View

To view the tree structure of **Project M&E Plan** in the system click on *tree icon* button at the right of the listing page screen (see *image 7.1.2.1*).

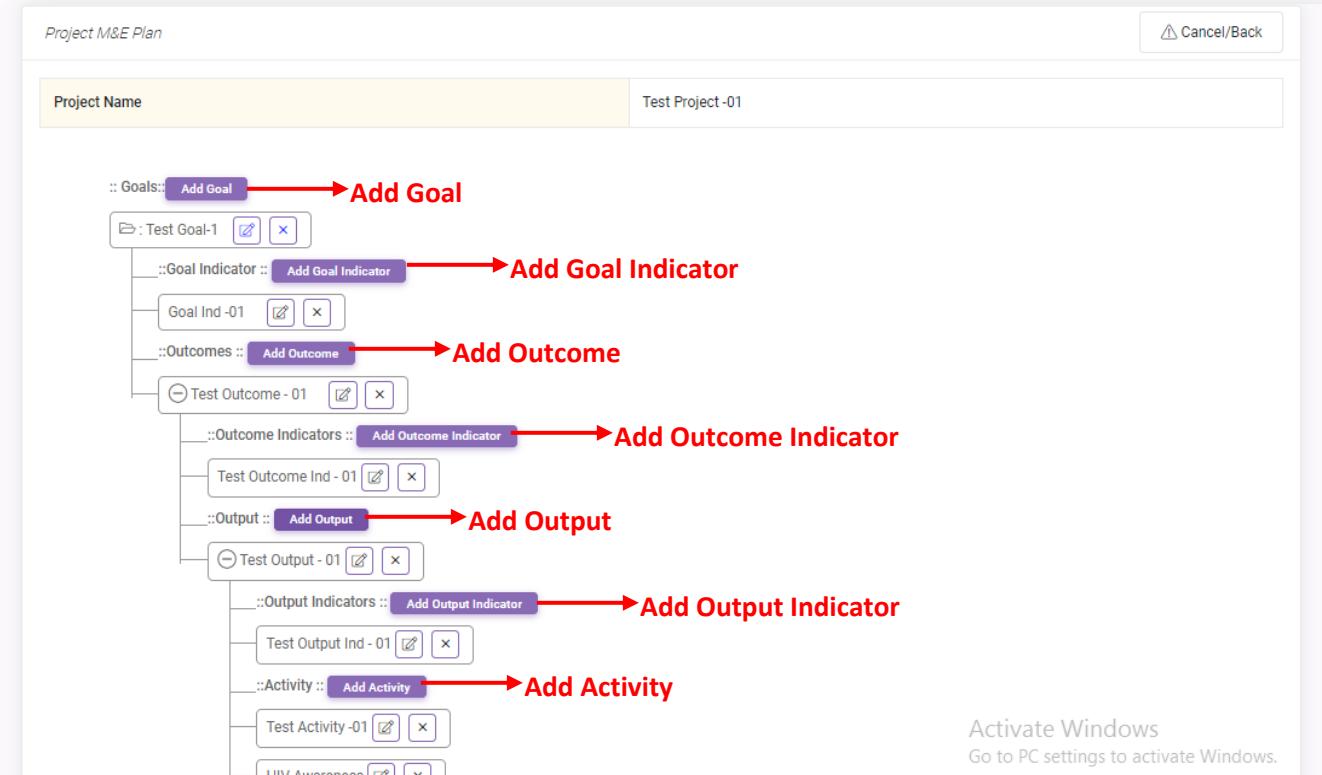


Image7.1.2.7: M&E Plan Tree View



To view the details of a **Project M&E Plan** in the system click on view button at the right of the listing page screen (see image 7.1.2.1)

A new page will open where you can see the details of the **Project M&E Plan** (see image 7.1.2.8).

Click here to Export/Print

The screenshot displays a web-based application interface for viewing a Project M&E Plan. At the top left is a 'View Project M&E Plan' button. On the right, there are four buttons: 'Excel' (green), 'Word' (light blue), 'PDF' (pink), and 'Print' (light green). A red box highlights the 'Excel' button, and a red arrow points from the 'Click here to Export/Print' text above it to this button. Below these buttons is a horizontal navigation bar with two tabs: 'M&E Plan' (selected) and 'Annual WorkPlan & Budget'. The main content area contains a table with the following data:

| Result | Indicator | Baseline | Overall Target | 2021 | 2022 | Target |
|------------------------------|-----------------------|----------|----------------|--------|--------|--------|
| Goal : Test Goal-1 | | | | | | |
| Goal Indicator | Goal Ind -01 | 345 | 450 | 10 % | 20 % | 30 % |
| Outcome : Test Outcome - 01 | | | | | | |
| Outcome Indicator | Test Outcome Ind - 01 | 0 | 980 | 1 KSHS | 2 KSHS | 3 KSHS |
| Output : Test Output - 01 | | | | | | |
| Output Indicator | Test Output Ind - 01 | 45 | 50 | 10 Kgs | 20 Kgs | 30 Kgs |
| Activity : Test Activity -01 | | | | | | |
| Activity : HIV Awareness | | | | | | |
| Activity : Polio Camp | | | | | | |

Activate Windows
Go to PC settings to activate Windows.

Cancel/Back

Image7.1.2.8: view Project M&E Plan



Click here to Export/Print

Home / Project Data / Pl...

Saturday, August 7, 2021

View Project M&E Plan

Project Name: Test Project -01

M&E Plan Annual WorkPlan & Budget

| Result | Activities | Workplan | | |
|-----------------------------|-------------------|----------|-------|--------|
| | | 2021 | 2022 | 2023 |
| Outcome : Test Outcome - 01 | | | | |
| Output : Test Output - 01 | | | | |
| | Test Activity -01 | 1200 | 2200 | 3200 |
| | HIV Awareness | 1200 | 25000 | 35000 |
| | Polio Camp | 11000 | 12000 | 250000 |

⚠ Cancel/Back

Activate Windows
Go to PC settings to activate Windows.

Image7.1.2.9: view Annual Workplan & Budget



7.1.3. Project Annual Plan

This module should be used to enter and manage a list of **Project Annual Plan**. When you click on **Project Annual Plan** under Planning in Project Data in the **Main Menu** you will be displayed a list of **Project Annual Plan** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a table listing two entries: "Test Project-01" for Period 2022 and "Test Project-01" for Period 2021. The columns are labeled "Project", "Period", and "Action". The "Action" column contains icons for Delete, Edit, and View. Red annotations with arrows point to several UI elements:

- Search the Project Annual Plan**: Points to the search bar at the top left.
- Click here to Add**: Points to the "+ Add" button in the top right corner.
- Click here to Export/Print**: Points to the export/print buttons (PDF, Excel, CSV, Print) in the top right corner, which are enclosed in a red box.
- Click to view**: Points to the "View" icon in the Action column of the 2021 entry row.
- Click to Edit**: Points to the "Edit" icon in the Action column of the 2021 entry row.
- Click to delete**: Points to the "Delete" icon in the Action column of the 2021 entry row.

| Project | Period | Action |
|-----------------|--------|--------|
| Test Project-01 | 2022 | |
| Test Project-01 | 2021 | |

Image7.1.3.1: Project Annual Plan



To Add the details of a **Project Annual Plan** not present in the system click on **Add Project Annual Plan** button at the top right of the screen (see *image 7.1.3.1*).

A new page will open where you can select the details of the **Project Annual Plan** and continue (see *image 7.1.3.2*). After that you can add the details of the annual plan and save.

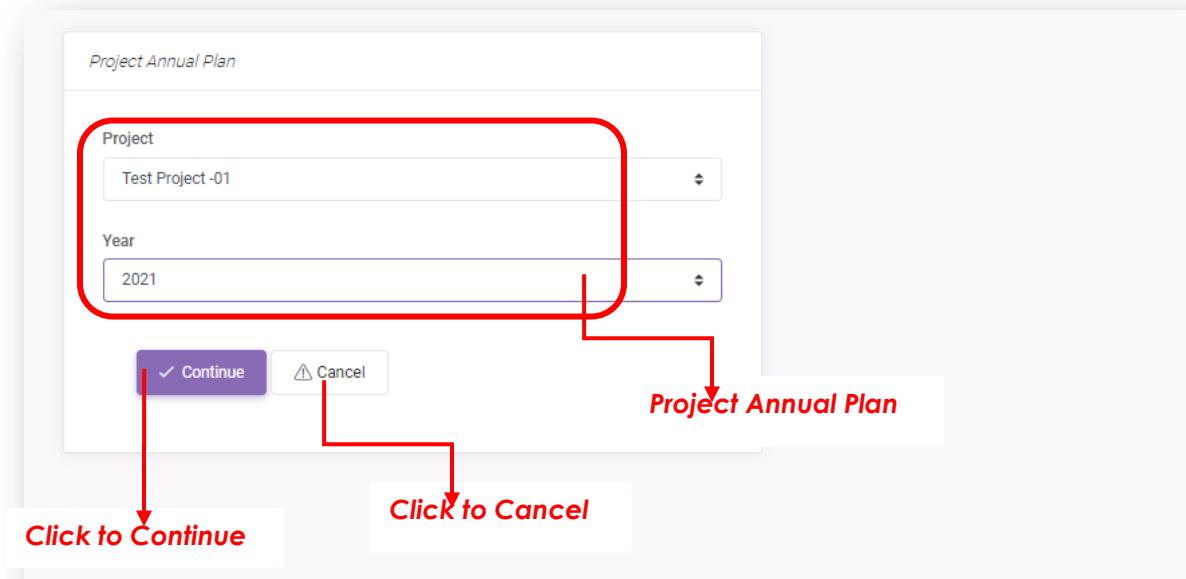


Image: 7.1.3.2: Select Project and Year



To edit the details of a **Project Annual Plan** in the system click on *Edit* button at the right of the listing page screen (see *image 7.1.3.1*).

A new page will open where you have option to add/change the details of the **Project Annual Plan** and update (see *image 7.1.3.3*).

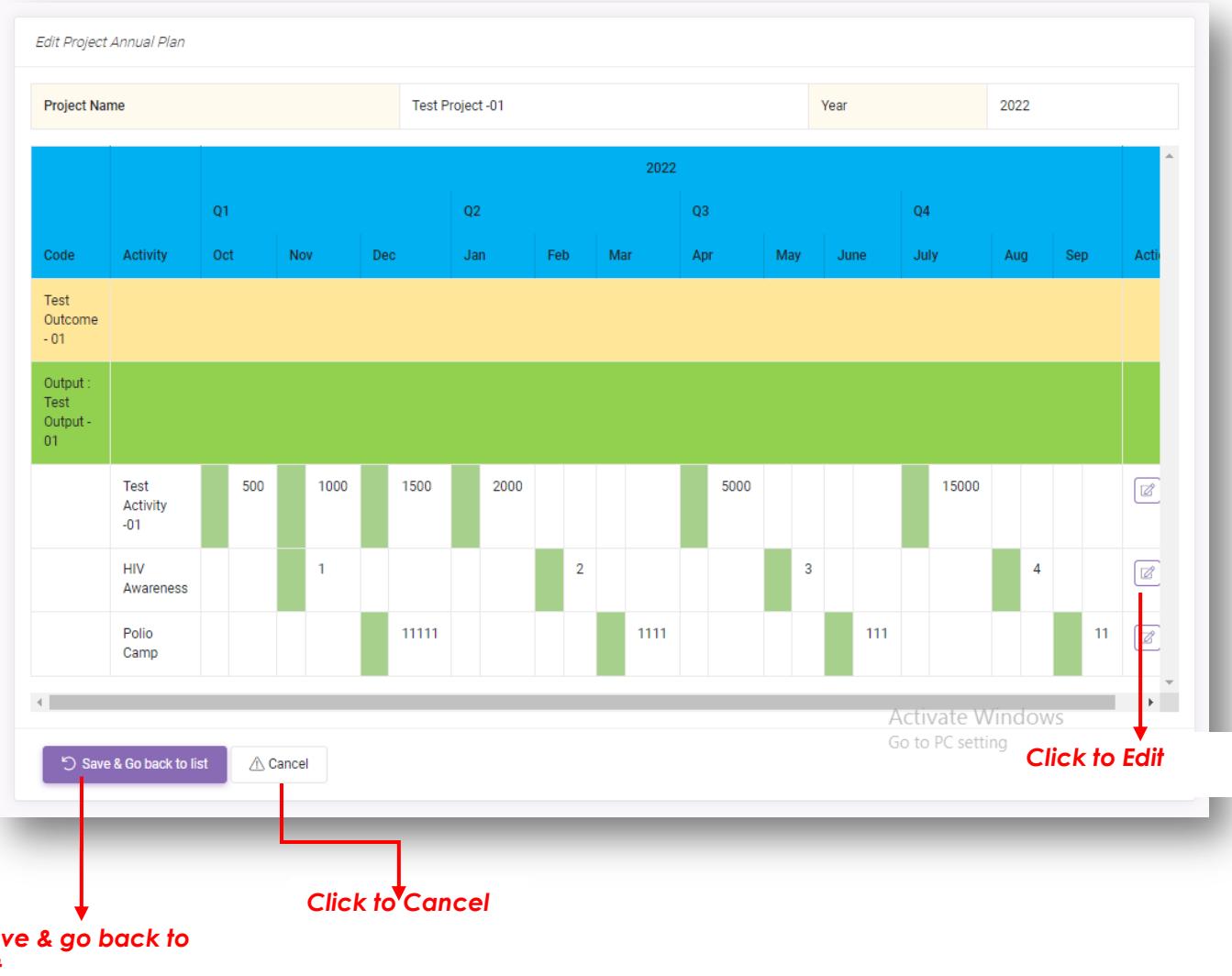


Image: 7.1.3.3: Edit Project Annual Plan



Planning Monthly/Quarterly

When you click on edit button at the right side of each activity you can do the planning monthly/quarterly of each activity and enter the budget as well for **Project Annual Plan** in the system (see *image 7.1.3.4*).

Edit Activity

| Project Name | Test Project -01 | | |
|-------------------|------------------|-------------------------------------|--------|
| Year | 2022 | | |
| Output | | | |
| Test Output - 01 | | | |
| Activity Name * | | | |
| Test Activity -01 | | | |
| Budget Planning * | | | |
| Month | Quarter | Plan | Budget |
| Oct | Q1 | <input checked="" type="checkbox"/> | 500 |
| Nov | | <input checked="" type="checkbox"/> | 1000 |
| Dec | | <input checked="" type="checkbox"/> | 1500 |
| Jan | Q2 | <input checked="" type="checkbox"/> | 2000 |
| Feb | | <input type="checkbox"/> | |
| Mar | | <input type="checkbox"/> | |
| Apr | | <input checked="" type="checkbox"/> | 5000 |
| May | | <input type="checkbox"/> | |
| June | | <input type="checkbox"/> | |

Image: 7.1.3.4: Edit Project Annual Plan



To view the details of a **Project Annual Plan** in the system click on view button at the right of the listing page screen (see image 7.1.3.1).

A new page will open where you can see the details of the **Project Annual Plan** (see image 7.1.3.5).

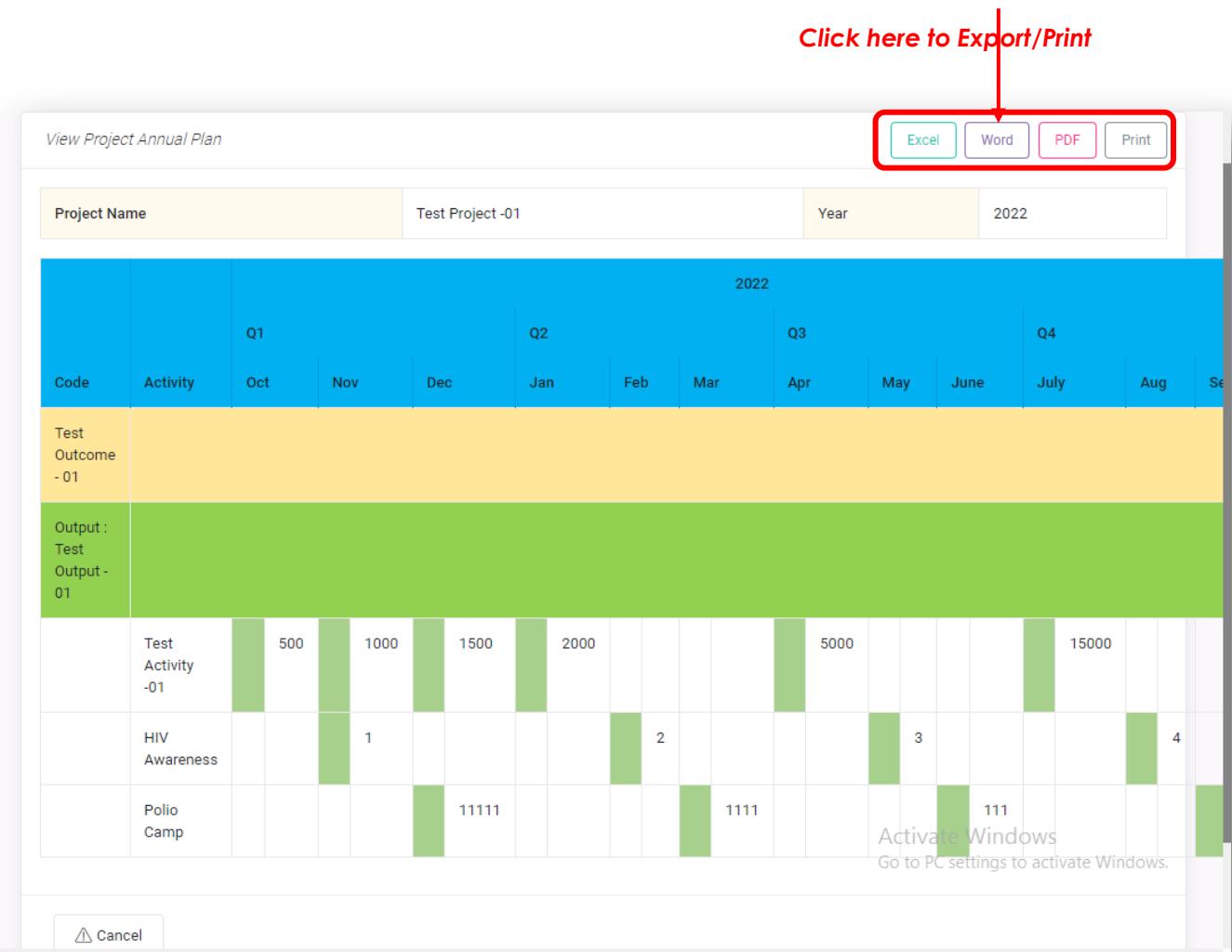


Image: 7.1.3.5: Edit Project Annual Plan



7.2 Reporting

This Module should be used to enter project reporting data in the system. Reporting data has following sub modules :

- Quarterly Report
 - Narrative Report
 - Indicator Tracking Report
 - Workplan Progress Report

7.2.1.1 Narrative Report

This module should be used to enter and manage a list of **Quarterly Narrative Report** in the organization. When you click on **Narrative Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Narrative Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

Search the Narrative Report

Click here to Add

Click here to Export/Print

day, August 6, 2021

+ Add

PDF Excel CSV Print

Strategic Plan Year Key highlights Challenges experienced and Mitigating measure Success Stories Activities Anticipated for Next Reporting Period Created By Report Date Action

| Strategic Plan | Year | Key highlights | Challenges experienced and Mitigating measure | Success Stories | Activities Anticipated for Next Reporting Period | Created By | Report Date | Action |
|------------------|-----------|--|--|--|---|------------|-------------|--------|
| Test Project -01 | 2021 - Q1 | Key highlights on your activities and interventions during this reporting per..... | Challenges experienced and Mitigating measure | Success Stories/Best Practice/Lessons Learned | Activities Anticipated for Next Reporting Period | Vikas Jha | 18/07/2021 | |
| Test Project -01 | 2021 - Q1 | sdasdasd | asdasdasd | asdasdasd | asdasdasd | Vikas Jha | 11/07/2021 | |

Showing 1 to 2 of 2 entries

Click to delete

Click to Edit

Click to view

Image: 7.2.1.1: Narrative Report



To Add the details of a **Narrative Report** not present in the system click on **Add Narrative Report** button at the top right of the screen (see *image 7.2.1.1*).

A new page will open where you can Enter the details of the **Narrative Report** and save (see *image 7.2.1.2*).

Add Narrative Report

Project *

Select Project

Year *

Select Year

Quarter *

Select Quarter

Key highlights on your activities and interventions during this reporting period *

B I | :| := | ;| =| ?

Activate Windows

Save

Save & Go back to list

Cancel

Back to Previous page

Click to Save

Click to Save & go back to list

Enter the Narrative Report Details

Image: 7.2.1.2: Add Narrative Report



To Edit the details of a **Narrative Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.2.1.1*).

A new page will open where you can change the details of the **Narrative Report** and update (see *image 7.2.1.3*).

Project *

Test Project -01

Year *

2021

Quarter *

Q1

Key highlights on your activities and interventions during this reporting period *

B **I** | **=** **:=** | **¶** **¶** | **≡** **≡** | **?**

Key highlights on your activities and interventions during this reporting period

Activate Windows

Save & Go back to list

Cancel

Click to Save & go back to list

Back to Previous page

Edit Narrative Report Details

Image: 7.2.1.3: Edit Narrative Report



To view the details of a **Narrative Report** in the system click on view button at the right of the listing page screen (see image 7.2.1.1).

A new page will open where you can see the details of the **Narrative Report** (see image 7.2.1.4).

Click here to Export/Print

The screenshot shows a web-based application interface for viewing a narrative report. At the top left is a link 'View Narrative Report'. To the right are four buttons: 'Excel' (highlighted with a red box and arrow), 'Word', 'PDF', and 'Print'. Below these buttons is a table with the following data:

| | |
|--|------------|
| Strategic Plan | New Plan |
| Year | 2019 |
| Quarter | Q2 |
| Key highlights on your activities and interventions during this reporting period | asdasd |
| Challenges experienced and Mitigating measure | aasasd |
| Success Stories/Best Practice/Lessons Learned | asdasd |
| Activities Anticipated for Next Reporting Period | asdas |
| Created by | Vikas Jha |
| Report Date | 06/07/2021 |

At the bottom left is a 'Cancel' button. On the right side of the page, there is a watermark-like message: 'Activate Windows Go to PC settings to activate Windows.'

Image: 7.2.1.4: View Narrative Report



7.2.1.2 Indicator Tracking Report

This module should be used to enter and manage a list of **Quarterly Indicator Tracking Report** in the organization. When you click on **Indicator Tracking Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Indicator Tracking Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a web-based application interface for managing indicator tracking reports. At the top, there's a navigation bar with links like 'Home' and 'Organizational D...'. Below it, a search bar with a magnifying glass icon and a 'Search' input field. To the right of the search bar are buttons for 'Click here to Add' (with a red arrow pointing to it), 'Click here to Export/Print' (with a red arrow pointing to it), and file export options for PDF, Excel, CSV, and Print (all enclosed in a red box). A timestamp 'Jay, August 9, 2021' is also present. The main area contains a table with three entries:

| Strategic Plan | Year | Report Name | Created By | Report Date | Action |
|----------------|-----------|-------------|------------|-------------|---|
| New Plan | 2019 - Q3 | Report3 | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |
| New Plan | 2019 - Q2 | Secod | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |
| New Plan | 2019 - Q1 | Test Report | Vikas Jha | 06/07/2021 | (Delete) (Edit) (View) |

Below the table, a message says 'Showing 1 to 3 of 3 entries'. Red arrows point from the text labels to specific UI elements: 'Click to delete' points to the delete icons in the action column; 'Click to Edit' points to the edit icons; and 'Click to view' points to the view icons. There are also arrows pointing to the 'Add' button at the top right and the export buttons.

Image: 7.2.1.2.1: Indicator Tracking Report



To Add the details of an **Indicator Tracking Report** not present in the system click on **Add Indicator Tracking Report** button at the top right of the screen (see *image 7.2.1.2.1*).

A new page will open where you can Enter the details of the **Indicator Tracking Report** and save (see *image 7.2.1.2.2*).

Add Indicator Tracking Report

Strategic Plan *

Select Plan

Year *

Select Year

Quarter *

Select Quarter

Report Name *

Please enter Report Name

| Indicator | Target | Quarter Achievement | Comments |
|-----------|--------|---------------------|----------|
| | | | |

Activate Windows
PC settings to activate Windows.

Click to Save → **Save**

Click to Save & go back to list → **Save & Go back to list**

Cancel → **Back to Previous page**

Enter the Indicator Report Details

Image: 7.2.1.2.2: Add Indicator Tracking Report



To edit the details of a **Indicator Tracking Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.2.1.2.1*).

A new page will open where you can change the details of the **Indicator Tracking Report** and update (see *image 7.2.1.2.3*).

Edit Indicator Tracking Report

Strategic Plan *

New Plan

Year *

2019

Quarter *

Q3

Report Name *

Report3

| Indicator | Target | Quarter Achievement | Comments |
|--------------------------|----------|---------------------|-----------|
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasd |

Activate Windows
Go to PC settings to activate Windows.

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Edit Indicator Tracking Report Details

Image: 7.2.1.2.3: Edit Indicator Tracking Report



To view the details of an **Indicator Tracking Report** in the system click on Edit button at the right of the listing page screen (see image 7.2.1.2.1).

A new page will open where you can change the details of the **Indicator Tracking Report** and view details (see image 7.2.1.2.4).

Click here to Export/Print

View Indicator Tracking Report

| Strategic Plan | New Plan | | |
|--------------------------|------------|---------------------|--------------|
| Year | 2019 | | |
| Quarter | Q3 | | |
| Report Name | Report3 | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Target | Quarter Achievement | Comments |
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasdasd |

Go to PC settings to activate Window

Image: 7.2.1.2.4: View Indicator Tracking Report



7.2.1.3 Workplan Progress Report

This module should be used to enter and manage a list of **Quarterly Workplan Progress Report** the organization. When you click on **Workplan Progress Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Workplan Progress Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a list of 'Project Quarterly Workplan Progress Report' entries. At the top right, there is a red button labeled 'Click here to Add'. Below it, a red box encloses four export/print buttons: PDF (pink), Excel (light blue), CSV (light green), and Print (light orange). A red arrow points from the text 'Click here to Export/Print' to this box. In the center of the page, there is a table with columns: Project Name, Report Name, Submitter, Report Date, and Action. The first row contains the data: Test Project -01, Test 1, Vikas Jha, 18/07/2021, and three action icons (red X, blue edit, green plus). Red arrows point from the text 'Click to delete' to the red X icon, 'Click to Edit' to the blue edit icon, and 'Click to view' to the green plus icon. At the bottom left, it says 'Showing 1 to 1 of 1 entries'. On the right side, there are navigation buttons for previous, next, and page number (1).

| Project Name | Report Name | Submitter | Report Date | Action |
|------------------|-------------|-----------|-------------|--------|
| Test Project -01 | Test 1 | Vikas Jha | 18/07/2021 | |

Image: 7.2.1.3.1: Workplan Progress Report



To Add the details of a **Workplan Progress Report** not present in the system click on **Add Workplan Progress Report** button at the top right of the screen (see *image 7.2.1.3.1*).

A new page will open where you can Enter the details of the **Workplan Progress Report** and save (see *image 7.2.1.3.2*).

Add Project Quarterly Workplan Progress Report

| | | | | |
|---|----------------------------|------------------|--------------------|----------|
| Project * | Select Project | | | |
| Year * | Select Year | | | |
| Quarter * | Select Quarter | | | |
| Report Name * | Please enter a Report Name | | | |
| Activity | Done/Not Done | Quarterly Budget | Quarterly Expenses | Comments |
| <hr/> | | | | |
| <div style="text-align: right;">Save Save & Go back to list Cancel</div> | | | | |

Click to Save **Click to Save & go back to list** **Back to Previous page**

Enter the Workplan Progress Report Details

Image: 7.2.1.3.2: Add Workplan Progress Report



To Edit the details of a **Workplan Progress Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.2.1.3.1*).

A new page will open where you can change the details of the **Workplan Progress Report** and update (see *image 7.2.1.3.3*).

Edit Project / Program Monthly Progress Report

| Activity | Done/Not Done | Quarterly Budget | Quarterly Expenses | Comments |
|-------------------|-------------------------------------|------------------|--------------------|----------|
| Test Activity -01 | <input checked="" type="checkbox"/> | 6000 | 5000 | asasd |
| HIV Awareness | <input checked="" type="checkbox"/> | 6 | 5 | asdasd |
| Polio Camp | <input checked="" type="checkbox"/> | 1233 | 1200 | sadsdsd |

Activate Windows
Go to PC settings to activate Windows.

[Save & Go back to list](#) [Cancel](#) [Back to Previous page](#)

Click to Save & go back to list

Edit Workplan Progress Report Details

Image: 7.2.1.3.2: Edit Workplan Progress Report



To view the details of a **Workplan Progress Report** in the system click on view button at the right of the listing page screen (see image 7.2.1.3.1).

A new page will open where you can see the details of the **Workplan Progress Report** (see image 7.2.1.3.4).

Click here to Export/Print

| Project | Test Project -01 | | | |
|-------------------|------------------|------------------|--------------------|----------|
| Year | 2021 | | | |
| Quarter | Q1 | | | |
| Report Name | Test 1 | | | |
| Submitter | Vikas Jha | | | |
| Activity | Done/Not Done | Quarterly Budget | Quarterly Expenses | Comments |
| Test Activity -01 | Done | 6000 | 5000 | asasd |
| HIV Awareness | Done | 6 | 5 | asdasd |
| Polio Camp | Done | 1233 | 1200 | sadsdsd |

Cancel

Activate Windows

Image: 7.2.1.3.4: View Workplan Progress Report



7.3 Semi-Annual Reports

This Module should be used to enter Semi-Annual reporting data of the Project in the system. Semi-Annual Reporting has following sub modules:

- o Narrative Report
- o Indicator Tracking Report
- o Workplan Progress Report

7.3.1 Narrative Report

This module should be used to enter and manage a list of **Semi-Annual Narrative Report** the organization. When you click on **Semi-Annual Narrative Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Semi-Annual Narrative Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a 'Narrative Report' page with a table listing project data. Red annotations with arrows point to specific buttons and icons:

- Click here to Add**: Points to the '+ Add' button in the top right corner.
- Click here to Export/Print**: Points to the 'PDF', 'Excel', 'CSV', and 'Print' buttons in the top right corner.
- Click to delete**: Points to the red 'X' icon in the row actions column.
- Click to Edit**: Points to the pencil icon in the row actions column.
- Click to view**: Points to the magnifying glass icon in the row actions column.

Table Headers (from left to right): Strategic Plan, Year, Key highlights, Challenges experienced and Mitigating measure, Success Stories, Activities Anticipated for Next Reporting Period, Created By, Report Date, Action.

Table Data:

| Strategic Plan | Year | Key highlights | Challenges experienced and Mitigating measure | Success Stories | Activities Anticipated for Next Reporting Period | Created By | Report Date | Action |
|------------------|--------------|--|---|--|---|------------|-------------|--------|
| Test Project -01 | 2021 - Q1+Q2 | Key highlights on your activities and interventions during this reporting per..... | challenges experienced and Mitigating measure * | Success Stories/Best Practice/Lessons Learned | Activities Anticipated for Next Reporting Period | Vikas Jha | 15/07/2021 | |

Showing 1 to 1 of 1 entries

Image: 7.3.1.1: Narrative Report



To Add the details of a **Narrative Report** not present in the system click on *Add Narrative Report* button at the top right of the screen (see *image 7.3.1.1*).

A new page will open where you can Enter the details of the **Narrative Report** and save (see *image 7.3.1.2*).

Add Narrative Report

Project *

Select Project

Year *

Select Year

Quarter *

Select Quarter

Key highlights on your activities and interventions during this reporting period *

B I | = = | - + | ?

✓ Save ⌂ Save & Go back to list ⚡ Cancel

Back to Previous page

Enter the Add Narrative Report Details

Click to Save

Click to Save & go back to list

Image: 7.3.1.2: Add Narrative Report



To edit the details of a **Narrative Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.3.1.1*).

A new page will open where you can change the details of the **Narrative Report** and update (see *image 7.3.1.3*).

The screenshot shows the 'Edit Narrative Report' page. At the top, there is a header 'Edit Narrative Report'. Below it, a form is displayed with the following fields:

- Project ***: A dropdown menu showing 'Test Project -01'.
- Year ***: A dropdown menu showing '2021'.
- Quarter ***: A dropdown menu showing 'Q1+Q2'.
- Key highlights on your activities and interventions during this reporting period ***: A large text area with a WYSIWYG editor toolbar above it.

At the bottom of the page, there are two buttons: a green 'Save & Go back to list' button and a grey 'Cancel' button. To the right of the 'Save & Go back to list' button, a red arrow points to the text 'Back to Previous page'. Another red arrow points from the bottom center to the large text area. A third red arrow points from the bottom left to the 'Save & Go back to list' button, with the text 'Click to Save & go back to list' below it. A blue border surrounds the entire form area.

Image: 7.3.1.3: Edit Narrative Report



To view the details of a **Narrative Report** in the system click on view button at the right of the listing page screen (see image 7.3.1.1).

A new page will open where you can see the details of the **Narrative Report** (see image 7.3.1.4).

[Click here to Export/Print](#)

[Excel](#) [Word](#) [PDF](#) [Print](#)

| View Narrative Report | |
|--|--|
| Project | Test Project -01 |
| Year | 2021 |
| Quarter | Q1+Q2 |
| Key highlights on your activities and interventions during this reporting period | Key highlights on your activities and interventions during this reporting period * |
| Challenges experienced and Mitigating measure | Challenges experienced and Mitigating measure * |
| Success Stories/Best Practice/Lessons Learned | Success Stories/Best Practice/Lessons Learned |
| Activities Anticipated for Next Reporting Period | Activities Anticipated for Next Reporting Period |
| Created by | Vikas Jha |
| Report Date | 15/07/2021 |

Activate Windows
Go to PC settings to activate Windows

[Cancel](#)

Image: 7.3.1.4: View Narrative Report



7.3.2 Indicator Tracking Report

This module should be used to enter and manage a list of **Semi-Annual Indicator Tracking Report** the organization. When you click on **Indicator Tracking Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Indicator Tracking Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a table titled "Semi-Annual Indicator Tracking Report" with the following data:

| Project | Year | Report Name | Created By | Report Date | Action |
|------------------|--------------|----------------|------------|-------------|---|
| Test Project -01 | 2021 - Q1+Q2 | semin-annual-1 | Vikas Jha | 15/07/2021 | (Delete) (Edit) (View) |

Annotations on the right side of the screenshot:

- Click here to Add**: Points to the "+ Add" button at the top right.
- Click here to Export/Print**: Points to the "Print" button in the export row.
- Click to delete**: Points to the delete icon in the "Action" column.
- Click to Edit**: Points to the edit icon in the "Action" column.
- Click to view**: Points to the view icon in the "Action" column.

Image: 7.3.2.1: Indicator Tracking Report



To Add the details of a **Semi-Annual Indicator Tracking Report** not present in the system click on **Add Semi-Annual Indicator Tracking Report** button at the top right of the screen (see *image 7.3.2.1*).

A new page will open where you can Enter the details of the **Semi-Annual Indicator Tracking Report** and save (see *image 7.3.2.2*).

Add Semi-Annual Indicator Tracking Report

Project *

Select Project

Year *

Select Year

Quarter *

Select Quarter

Report Name *

Please enter Report Name

| Indicator | Target | Achievement | Comments |
|-----------|--------|-------------|----------|
| | | | |

Save

Save & Go back to list

Cancel

Activate Windows
Go to [Windows settings](#) to activate Windows.

Back to Previous page

Click to Save

Click to Save & go back to list

Enter the Add Narrative Report Details

Image: 7.3.2.2: Add Indicator Tracking Report



To Edit the details of a **Semi-Annual Indicator Tracking Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.3.2.1*).

A new page will open where you can change the details of the **Indicator Tracking Report** and update (see *image 7.3.2.3*).

Edit Semi-Annual Indicator Tracking Report

| Project * | Year * | Quarter * | Report Name * | Indicator | Target | Achievement | Comments |
|------------------|--------|-----------|----------------|-----------------------|--------|-------------|----------|
| Test Project -01 | 2021 | Q1+Q2 | semin-annual-1 | Goal Ind -01 | 10 % | 5 | a |
| | | | | Test Outcome Ind - 01 | 1 KSHS | 1 | b |
| | | | | Test Output Ind - 01 | 10 Kgs | 8 | c |

Actions | [Save & Go back to list](#) | [Cancel](#)

Back to Previous page

Click to Save & go back to list

Edit Indicator Tracking Report

Image: 7.3.2.3: Edit Indicator Tracking Report



To view the details of an **Indicator Tracking Report** in the system click on view button at the right of the listing page screen (see image 7.3.2.1).

A new page will open where you can change the details of the **Indicator Tracking Report** and view details (see image 7.3.2.4).

Click here to Export/Print

[Excel](#) [Word](#) [PDF](#) [Print](#)

| View Indicator Tracking Report | | | |
|--------------------------------|------------|---------------------|-----------|
| Strategic Plan | New Plan | | |
| Year | 2019 | | |
| Quarter | Q3 | | |
| Report Name | Report3 | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Target | Quarter Achievement | Comments |
| Test Objective Indicator | 10 % | 6 | aasasda |
| Test Inter Ind | 150 KSHS | 600 | sadasdasd |

Cancel

Activate Windows
Go to PC settings to activate Windows

Image: 7.3.2.4: view Indicator Tracking Report



7.3.3 Workplan Progress Report

This module should be used to enter and manage a list of **Semi-Annual Workplan Progress Report** the organization. When you click on **Workplan Progress Report** under Reporting in Project Data in the **Main Menu** you will be displayed a list of **Workplan Progress Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a list of 'Project Semi-Annual Workplan Progress Report' entries. The table columns are: Project Name, Report Name, Submitter, Report Date, and Action. A single entry is visible:

| Project Name | Report Name | Submitter | Report Date | Action |
|------------------|-------------|-----------|-------------|---|
| Test Project -01 | Test Semi-1 | Vikas Jha | 18/07/2021 | X Edit Add |

At the top right of the page, there are buttons for 'Click here to Add', 'Click here to Export/Print', and file download links for PDF, Excel, CSV, and Print. Below the table, it says 'Showing 1 to 1 of 1 entries'. Red annotations with arrows point to specific actions:

- A red arrow points from the text 'Click here to Add' to the '+ Add' button at the top right.
- A red arrow points from the text 'Click to view' to the 'View' icon in the 'Action' column of the table.
- A red arrow points from the text 'Click to Edit' to the 'Edit' icon in the 'Action' column of the table.
- A red arrow points from the text 'Click to delete' to the 'Delete' icon in the 'Action' column of the table.
- A red arrow points from the text 'Click here to Export/Print' to the 'Export/Print' button at the top right.

Image: 7.3.3.1: Workplan Progress Report



To Add the details of a **Semi-Annual Workplan Progress Report** not present in the system click on **Add Semi-Annual Workplan Progress Report** button at the top right of the screen (see *image 7.3.3.1*).

A new page will open where you can Enter the details of the **Workplan Progress Report** and save (see *image 7.3.3.2*).

Add Project Semi-Annual Workplan Progress Report

Project *

Select Project

Year *

Select Year

Quarter *

Select Quarter

Report Name *

Please select an item in the list.

Please enter a Report Name

| Activity | Done/Not Done | Quarterly Budget | Expenses | Comments |
|----------|---------------|------------------|----------|----------|
| | | | | |

✓ Save ⌂ Save & Go back to list ⚡ Cancel

Back to Previous page

Activate Windows
to PC settings to activate Windows.

Click to Save

Click to Save & go back to list

Enter the Workplan Progress Report Details

Image: 7.3.3.2: Add Workplan Progress Report



To edit the details of a **Workplan Progress Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.3.3.1*).

A new page will open where you can change the details of the **Workplan Progress Report** and update (see *image 7.3.3.3*).

Edit Semi-Annual Workplan Progress Report

| Activity | Done/Not Done | Budget | Expenses | Comments |
|-------------------|-------------------------------------|---------|----------|----------|
| Test Activity -01 | <input checked="" type="checkbox"/> | 21000 | 210 | a |
| HIV Awareness | <input checked="" type="checkbox"/> | 21 | 1 | v |
| Polio Camp | <input checked="" type="checkbox"/> | 1234566 | 12500 | d |

Activate Windows
Go to PC settings to activate Windows.

[Save & Go back to list](#) [Cancel](#) [Back to Previous page](#)

Click to Save & go back to list

Edit Workplan Progress Report Details

Image: 7.3.3.3: Edit Workplan Progress Report



To view the details of a **Workplan Progress Report** in the system click on view button at the right of the listing page screen (see image 7.3.3.1).

A new page will open where you can view the details of the **Workplan Progress Report** (see image 7.3.3.4).

Click here to Export/Print

The screenshot shows a report titled "View Project Semi-Annual Workplan Progress Report". At the top right, there is a date: "Wednesday, August 11, 2021". Below the title, there are four buttons: "Excel" (green), "Word" (purple), "PDF" (pink), and "Print" (light blue). A red box highlights these four buttons, and a red arrow points from the text "Click here to Export/Print" to this box. The main content is a table with the following data:

| Project | Test Project -01 | | | |
|-------------------|------------------|---------|----------|----------|
| Year | 2021 | | | |
| Quarter | Semi1 | | | |
| Report Name | Test Semi-1 | | | |
| Submitter | Vikas Jha | | | |
| Activity | Done/Not Done | Budget | Expenses | Comments |
| Test Activity -01 | Done | 21000 | 210 | a |
| HIV Awareness | Done | 21 | 1 | v |
| Polio Camp | Done | 1234566 | 12500 | d |

At the bottom left is a "Cancel" button, and at the bottom right is a watermark: "Activate Windows Go to PC settings to activate Windows."

Image: 7.3.3.4: View Workplan Progress Report



7.4 Annual Reports

This Module should be used to enter Annual project reporting data in the. Reporting has following sub modules:

- o Narrative Report
- o Indicator Tracking Report
- o Workplan Progress Report

7.4.1 Narrative Report

This module should be used to enter and manage a list of **Annual Narrative Report** the organization. When you click on **Annual Narrative Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Annual Narrative Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

Click here to Add

Search the Narrative Report

Click here to Export/Print

The screenshot shows a table titled "Narrative Report" with the following columns: Strategic Plan, Year, Key highlights, Challenges experienced and Mitigating measure, Success Stories, Activities Anticipated for Next Reporting Period, Created By, Report Date, and Action. A single row is visible with the following data: Test Project -01, 2021, dsd, sdfsd, sdfsf, sdfsfdsf, Vikas Jha, 18/07/2021. The "Action" column contains icons for Delete, Edit, and View. Red arrows point from the text labels to specific elements: a red arrow points to the "Search" input field with the label "Search the Narrative Report"; another red arrow points to the "Export/Print" button with the label "Click here to Export/Print"; a red box encloses the "Action" column header with the label "Click here to Add"; a red arrow points to the "Delete" icon in the "Action" column with the label "Click to delete"; a red arrow points to the "Edit" icon in the "Action" column with the label "Click to Edit"; and a red arrow points to the "View" icon in the "Action" column with the label "Click to view".

| Strategic Plan | Year | Key highlights | Challenges experienced and Mitigating measure | Success Stories | Activities Anticipated for Next Reporting Period | Created By | Report Date | Action |
|------------------|------|----------------|---|-----------------|--|------------|-------------|--------|
| Test Project -01 | 2021 | dsd | sdfsd | sdfsf | sdfsfdsf | Vikas Jha | 18/07/2021 | |

Image: 7.4.1.1: Narrative Report



To Add the details of a **Annual Narrative Report** not present in the system click on **Add Narrative Report** button at the top right of the screen (see *image 7.4.1.1*).

A new page will open where you can Enter the details of the **Narrative Report** and save (see *image 7.4.1.2*).

Add Narrative Report

Project *

Select Project

Year *

Select Year

Quarter *

Select Quarter

Key highlights on your activities and interventions during this reporting period *

B I | Text styles | Font | Font color | Font size | Bold | Italic | Underline | Strikethrough | Color | ?

Attach File

Choose file... Attach file

✓ Save ↻ Save & Go back to list ✖ Cancel

Click to Save

Click to Save & go back to list

Back to Previous page

Enter the Narrative Report Details

Image: 7.4.1.2: Add Narrative Report



To edit the details of a **Narrative Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.4.1.1*).

A new page will open where you can change the details of the **Narrative Report** and update (see *image 7.4.1.3*).

Project *
Test Project-01

Year *
2021

Key highlights on your activities and interventions during this reporting period *

dsd

Attach File *
Choose file... → Attach file Browse

Attached File
✓ Download

Save & Go back to list ↓ Click to Save & go back to list Cancel ↓ Back to Previous page

Image: 7.4.1.3: Edit Narrative Report



To view the details of a **Narrative Report** in the system click on view button at the right of the listing page screen (see image 7.4.3.1).

A new page will open where you can view the details of the **Narrative Report** (see image 7.4.3.4).

Click here to Export/Print

The screenshot shows a table with the following data:

| View Narrative Report | |
|--|----------------------------|
| Project | Test Project-01 |
| Year | 2021 |
| Key highlights on your activities and interventions during this reporting period | dsd |
| Challenges experienced and Mitigating measure | sdfsdf |
| Success Stories/Best Practice/Lessons Learned | sdfsdf |
| Activities Anticipated for Next Reporting Period | sdfsdfsdf |
| Attached File | ✓ Download |
| Created by | Vikas Jha |
| Report Date | 18/07/2021 |

At the bottom left is a 'Cancel' button with a cancel icon. At the bottom right is a watermark: 'Activate Windows Go to PC settings to activate Windows.'

Image: 7.4.1.4: View Narrative Report



7.4.2 Indicator Tracking Report

This module should be used to enter and manage a list of **Annual Indicator Tracking Report** the organization. When you click on **Annual Indicator Tracking Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Annual Indicator Tracking Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

[Click here to Add](#)

The screenshot shows a web-based application interface for managing indicator tracking reports. At the top, there is a header with a logo, the text "M&E Online.", and a "User Manual" link. Below the header, the main content area has a title "Indicator Tracking Report". On the left, there is a search bar with a magnifying glass icon and a placeholder "Search". On the right, there is a date "y, August 11, 2021" and a blue button "+ Add". Below the title, there is a table with the following columns: Project, Year, Report Name, Created By, Report Date, and Action. The table contains one entry: "Test Project -01" (Project), "2021" (Year), "test project -1" (Report Name), "Vikas Jha" (Created By), "18/07/2021" (Report Date), and three icons in the Action column: a red square with a white "X", a blue square with a white edit icon, and a green square with a white info icon. Red arrows point from the text "Click here to Add" to the "+ Add" button and from the text "Click to delete" to the first icon in the Action column. Another red arrow points from the text "Click to view" to the third icon in the Action column. A red box highlights the "PDF", "Excel", "CSV", and "Print" buttons at the top right of the table, with a red arrow pointing from the text "Click here to Export/Print" to this box. The bottom of the table shows pagination with "Showing 1 to 1 of 1 entries" and page numbers "1 >".

| Project | Year | Report Name | Created By | Report Date | Action |
|------------------|------|-----------------|------------|-------------|--------|
| Test Project -01 | 2021 | test project -1 | Vikas Jha | 18/07/2021 | |

Image: 7.4.2.1: Indicator Tracking Report



To Add the details of a **Narrative Report** not present in the system click on **Add Narrative Report** button at the top right of the screen (see *image 7.4.1.1*).

A new page will open where you can Enter the details of the **Narrative Report** and save (see *image 7.4.1.2*).

Home / Project Data // R...

Wednesday, August 11, 2021

Add Indicator Tracking Report

Project *

Select Project

Year *

Select Year

Report Name *

Please enter Report Name

| Indicator | Target | Achievement | Comments |
|-----------|--------|-------------|----------|
| | | | |

Save

Save & Go back to list

Cancel

Back to Previous page

Enter the Indicator Tracking Report Details

Image: 7.4.2.2: Add Indicator Tracking Report



To Edit the details of an **Indicator Tracking Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.4.2.1*).

A new page will open where you can change the details of the **Indicator Tracking Report** and update (see *image 7.4.2.3*).

Edit Indicator Tracking Report

| Indicator | Target | Achievement | Comments |
|-----------------------|--------|-------------|----------|
| Goal Ind -01 | 10 % | 10 | qqq |
| Test Outcome Ind - 01 | 1 KSHS | 1 | ddd |
| Test Output Ind - 01 | 10 Kgs | 8 | cccc |

Project *
Test Project -01

Year *
2021

Report Name *
test project -1

Save & Go back to list **Cancel** **Back to Previous page**

Activate Windows
Go to PC settings to activate Windows.

Click to Save & go back to list

Edit Indicator Tracking Report Details

Image: 7.4.2.3: Edit Indicator Tracking Report



To view the details of an **Indicator Tracking Report** in the system click on view button at the right of the listing page screen (see image 7.4.2.1).

A new page will open where you can view the details of the **Indicator Tracking Report** and view details (see image 7.4.2.4).

Click here to Export/Print

| View Indicator Tracking Report | | | |
|--------------------------------|------------------|-------------|----------|
| Project | Test Project -01 | | |
| Year | 2021 | | |
| Report Name | test project -1 | | |
| Created by | Vikas Jha | | |
| Report Date | 18/07/2021 | | |
| Indicator | Target | Achievement | Comments |
| Goal Ind -01 | 10 % | 10 | qqq |
| Test Outcome Ind - 01 | 1 KSHS | 1 | ddd |
| Test Output Ind - 01 | 10 Kgs | 8 | cccc |

Activate Windows
Go to PC settings to activate Windows.

Image: 7.4.2.4: View Indicator Tracking Report



7.4.3 Workplan Progress Report

This module should be used to enter and manage a list of **Annual Workplan Progress Report** the organization. When you click on **Annual Workplan Progress Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Annual Workplan Progress Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a list of 'Project Annual Workplan Progress Report' entries. A red box highlights the 'Action' column buttons for each row. Red arrows point from specific labels to these buttons: 'Click to delete' points to the red X button, 'Click to Edit' points to the blue pencil button, and 'Click to view' points to the blue magnifying glass button. Other visible labels include 'Search the Project Annual Workplan Progress Report' (pointing to the search bar), 'Click here to Add' (pointing to the '+ Add' button), and 'Click here to Export/Print' (pointing to the export buttons). The table has columns: Project Name, Report Name, Submitter, Report Date, and Action.

| Project Name | Report Name | Submitter | Report Date | Action |
|------------------|-------------|-----------|-------------|---|
| Test Project -01 | mnnm | Vikas Jha | 18/07/2021 | X Edit View |

Showing 1 to 1 of 1 entries

Project Annual Workplan Progress Report

Search

+ Add

Click here to Export/Print

Click here to Add

Click to delete

Click to Edit

Click to view

Image: 7.4.3.1: Workplan Progress Report



To Add the details of a **Workplan Progress Report** not present in the system click on **Add Workplan Progress Report** button at the top right of the screen (see *image 7.4.3.1*).

A new page will open where you can Enter the details of the **Workplan Progress Report** and save (see *image 7.4.3.2*).

Home / Project Data / Re...

Wednesday, August 11, 2021

Add Project Annual Workplan Progress Report

Project *

Select Project

Year *

Select Year

Report Name *

Please enter a Report Name

| Activity | Done/Not Done | Annual Budget | Annual Expenses | Comments |
|----------|---------------|---------------|-----------------|----------|
| | | | | |

✓ Save ⌂ Save & Go back to list ⚠ Cancel

Back to Previous page

Enter the Workplan Progress Report Details

Click to Save

Click to Save & go back to list

Image: 7.4.3.2: Add Workplan Progress Report



To edit the details of a **Workplan Progress Report** in the system click on *Edit* button at the right of the listing page screen (see image 7.4.3.1).

A new page will open where you can change the details of the **Workplan Progress Report** and update (see image 7.4.3.3).

Edit Project / Program Monthly Progress Report

| Activity | Done/Not Done | Budget | Expenses | Comments |
|-------------------|-------------------------------------|--------|----------|-----------|
| Test Activity -01 | <input checked="" type="checkbox"/> | 1200 | 1000 | ssadasd |
| HIV Awareness | <input checked="" type="checkbox"/> | 150000 | 10000 | rreerer |
| Polio Camp | <input checked="" type="checkbox"/> | 11000 | 9000 | tffffdfdg |

Project *
Test Project -01
Year *
2021
Report Name *
mnnm

Save & Go back to list Cancel Back to Previous page

Activate Windows
Go to PC settings to activate Windows.

Click to Save & go back to list Enter the Edit Workplan Progress Report Details

Image: 7.4.3.3: Edit Workplan Progress Report



To view the details of a **Workplan Progress Report** in the system click on view button at the right of the listing page screen (see image 7.4.3.1).

A new page will open where you can see the details of the **Workplan Progress Report** (see image 7.4.3.4).

The screenshot shows a web-based application interface for viewing a Workplan Progress Report. At the top, there is a breadcrumb navigation: Home / Project Data / Re... Below this, the title "View Project Annual Workplan Progress Report" is displayed. On the right side, there is a date: Wednesday, August 11, 2021. Below the title, there are four buttons: Excel (highlighted with a red box), Word, PDF, and Print. A red arrow points from the text "Click here to Export/Print" to the Excel button. The main content area contains a table with the following data:

| Project | Test Project-01 | | | |
|-------------------|-----------------|--------|----------|-----------|
| Year | 2021 | | | |
| Report Name | mnnm | | | |
| Submitter | Vikas Jha | | | |
| Activity | Done/Not Done | Budget | Expenses | Comments |
| Test Activity -01 | Done | 1200 | 1000 | ssadasd |
| HIV Awareness | Done | 150000 | 10000 | rrrreerer |
| Polio Camp | Done | 11000 | 9000 | tffffdfdg |

At the bottom left is a "Cancel" button, and at the bottom right is a watermark: "Activate Windows Go to PC settings to activate Windows."

Image: 7.4.3.4: View Workplan Progress Report



7.5 Final Report

This module should be used to enter and manage a list of **Final Report** the organization. When you click on **Final Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Final Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a table titled "Project Final Evaluation Report" with two entries. The columns are: Project Name, Report Name, Submitter, Report Date, and Action. The first entry is "Test Project -01" with "sasas" as the report name, "Vikas Jha" as the submitter, and the date "18/07/2021". The second entry is "Test Project -01" with "test" as the report name, "Vikas Jha" as the submitter, and the date "18/07/2021". The "Action" column for each row contains three icons: a red X (Delete), a blue pencil (Edit), and a magnifying glass (View). A red box highlights the "Print" button in the top right corner of the table header. Red arrows point from the text labels to the corresponding icons in the "Action" column: "Click to delete" points to the red X icon, "Click to Edit" points to the blue pencil icon, and "Click to view" points to the magnifying glass icon. A red arrow also points from the text "Click here to Export/Print" to the "Print" button.

| Project Final Evaluation Report | | | | | |
|---|-------------|-----------|-------------|--------|--|
| <input type="button" value="Search"/> <input type="text"/> Search | | | | | |
| Project Name | Report Name | Submitter | Report Date | Action | |
| Test Project -01 | sasas | Vikas Jha | 18/07/2021 | | |
| Test Project -01 | test | Vikas Jha | 18/07/2021 | | |

Showing 1 to 2 of 2 entries

< 1 >

Click here to Add

Click here to Export/Print

Click to delete

Click to Edit

Click to view

Image: 7.5.1: Final Report



To Add the details of a **Final Report** not present in the system click on **Add Final Report** button at the top right of the screen (see *image 7.5.1*).

A new page will open where you can Enter the details of the **Final Report** and save (see *image 7.4.2*).

Home / Program/Project...

Wednesday, August 11, 2021

Add Project Final Evaluation Report

Project *

Select Project

Report Name *

Please enter a Report Name

Attach File *

Choose file...

✓ Save

Save & Go back to list

Cancel

Back to Previous page

Enter the Final Report Details

Image: 7.5.2: Add Final Report



To Edit the details of a **Final Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.5.1*).

A new page will open where you can change the details of the **Final Report** and update (see *image 7.5.3*).

Home / Program/Project...

Wednesday, August 11, 2021

Add Project Final Evaluation Report

Project *

Test Project -01

Report Name *

sasas

Attach Photo *

Choose file...

Attached Photos

✓ Download

Save & Go back to list Cancel

Click to Save & go back to list

Edit Final Report Details

Image: 7.5.3: Edit Final Report



To view the details of a **Final Report** in the system click on view button at the right of the listing page screen (see image 7.5.1).

A new page will open where you can see the details of the **Final Report** (see image 7.5.4).

Click here to Export/Print

The screenshot shows a web-based application interface for viewing a final report. At the top left, there is a link labeled "View Project Final Report". On the right side of the page, there are four buttons for exporting the report: "Excel" (highlighted with a red border and arrow), "Word", "PDF", and "Print". Below these buttons is a table containing the following data:

| | |
|--------------------------------------|---|
| Project Name / Program / Sub-Project | Test Project -01 |
| Report Name | sasas |
| Submitter | Vikas Jha |
| Report Date | 18/07/2021 |
| Download Report | <input type="button" value="✓ Download"/> |

At the bottom left of the form, there is a "Cancel" button.

Image: 7.5.4: View Final Report



7.6 Outcome Journal Report

This module should be used to enter and manage a list of **Outcome Journal Report** the organization. When you click on **Outcome Journal Report** under Reporting in Project Data in the Main Menu you will be displayed a list of **Outcome Journal Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF.

The screenshot shows a table listing a single entry for a 'Project Outcome Journal Report'. The columns are: Project Name, Report Name, Submitter, Report Date, and Action. The 'Action' column contains three icons: a red 'X' (Delete), a blue pencil (Edit), and a magnifying glass (View). Red arrows point from the following text labels to specific elements:

- Click here to Add** points to the '+ Add' button in the top right corner.
- Click here to Export/Print** points to the 'PDF' button in the export row.
- Click to delete** points to the red 'X' icon in the Action column.
- Click to Edit** points to the blue pencil icon in the Action column.
- Click to view** points to the magnifying glass icon in the Action column.

| Project Outcome Journal Report | | | | | |
|--------------------------------|--|-------------|-----------|-------------|--|
| Project Name | | Report Name | Submitter | Report Date | Action |
| Test Project -01 | | asasd | Vikas Jha | 18/07/2021 | X Pencil Search |

Showing 1 to 1 of 1 entries

Image: 7.6.1: Outcome Journal Report



To Add the details of an **Outcome Journal Report** not present in the system click on **Add Outcome Journal Report** button at the top right of the screen (see *image 7.6.1*).

A new page will open where you can Enter the details of the **Outcome Journal Report** and save (see *image 7.6.2*).

Add Project Outcome Journal Report

Project *

Select Project

Report Name *

Please enter a Report Name

Attach File *

Choose file...

✓ Save Cancel

Click to Save

Click to Save & go back to list

Back to Previous page

Enter the Outcome Journal Report Details

Image: 7.6.2:Add Outcome Journal Report



To Edit the details of a **Final Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.5.1*).

A new page will open where you can change the details of the **Final Report** and update (see *image 7.5.3*).

Add Project Outcome Journal Report

Project *

Report Name *

Attach Photo *

Attached Photos

✓ Download

Save & Go back to list Cancel Back to Previous page

Click to Save & go back to list

Edit Outcome Journal Report Details

Image: 7.6.3: Edit Outcome Journal Report



To view the details of an **Outcome Journal Report** in the system click on view button at the right of the listing page screen (see image 7.6.1).

A new page will open where you can see the details of the **Outcome Journal Report** (see image 7.6.4).

Click here to Export/Print

Home / Programs/Project

Wednesday, August 11, 2021

View Project Outcome Journal Report

| | |
|-----------------|---|
| Project Name | Test Project -01 |
| Report Name | asasd |
| Submitter | Vikas Jha |
| Report Date | 18/07/2021 |
| Download Report | <input type="button" value="✓ Download"/> |

Click here to Export/Print

Image: 7.6.4: View Outcome Journal Report



7.7 Activity Reporting Tool

This module should be used to enter and manage a list of **Activity Reporting Tool** the organization. When you click on **Activity Reporting Tool** under Reporting in Project Data in the *Main Menu* you will be displayed a list of **Activity Reporting Tool** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

The screenshot shows a table listing activity details. A red box highlights the top right corner of the table, containing the '+ Add' button and four export options: PDF, Excel, CSV, and Print. Red arrows point from the text 'Click here to Add' to the '+ Add' button and from 'Click here to Export/Print' to the export buttons. Another red arrow points from 'Click to delete' to the delete icon in the 'Action' column of the table. A fourth red arrow points from 'Click to Edit' to the edit icon, and a fifth red arrow points from 'Click to view' to the view icon.

| Project | Activity Title | Activity Date | Reported By | Venue | Report Date | Action |
|------------------|----------------|---------------|-------------|-------------|-------------|--------|
| Test Project -01 | M&E Training | 31/12/1969 | Jacob | Office Hall | 10/08/2021 | |

Image: 7.7.1: Activity Reporting Tool



To Add the details of an **Activity Reporting Tool** not present in the system click on **Add Activity Reporting Tool** button at the top right of the screen (see *image 7.7.1*).

A new page will open where you can Enter the details of the **Activity Reporting Tool** and save (see *image 7.7.2*).

The screenshot shows the 'Add Activity Reporting Tool' form. At the top left is the 'Add Activity Reporting Tool' button. Below it is a form with fields for Project, Activity, Date, Reported by, Venue, Participants Reached, Objective of the Activity, and a rich text editor. A summary table is present. Below the table are sections for Summary of the Events, Emerging Issues from the Activity, Way Forward, Lesson Learnt, and Recommendations. At the bottom are buttons for Save, Save & Go back to list, and Cancel.

Click to Save → **Save**

Click to Save & go back to list → **Save & Go back to list**

Back to Previous page → **Cancel**

Enter the Activity Reporting Tool Details

Image: 7.7.2: Add Activity Reporting Tool



To Edit the details of an **Activity Reporting Tool** in the system click on *Edit* button at the right of the listing page screen (see *image 7.7.1*).

A new page will open where you can change the details of the **Activity Reporting Tool** and update (see *image 7.7.3*).

Edit Activity Reporting Tool

| | | | |
|---|--|-----------------|-------------|
| Project * | Test Project -01 | | |
| Activity * | M&E Training | Activity Date * | 31-12-1969 |
| Reported by * | Jacob | Venue * | Office Hall |
| Participants Reached * | 50 | | |
| Objective of the Activity * | <p>B I = = = = = = = = ?</p> <ul style="list-style-type: none">• Lorem ipsum dolor sit amet, consectetur adipiscing elit.• Aenean quis velit quis ligula tristique porta at ac diam.• Aenean ac risus aliquam, lacinia mi at, scelerisque odio.• Vivamus vel mi et nulla interdum lacinia.• Fusce venenatis neque in eros consectetur efficitur. | | |
| <p>Activate Windows Go to PC settings to activate Windows.</p> <p>0-12 13-18 19-25 26-35 36-49 50+</p> | | | |

Edit Activity Reporting Tool Details

Image: 7.7.3: Edit Activity Reporting Tool



To view the details of an **Activity Reporting Tool** in the system click on view button at the right of the listing page screen (see image 7.7.1).

A new page will open where you can see the details of the **Activity Reporting Tool** (see image 7.7.4).

Click here to Export/Print

| View Activity Reporting Tool | | | | | | | | | | | | | |
|------------------------------|--|------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-----|-----|
| Project | Test Project -01 | | | | | | | | | | | | |
| Activity | M&E Training | | | | | | | | | | | | |
| Activity Date | 1969-12-31 | | | | | | | | | | | | |
| Reported by | Jacob | | | | | | | | | | | | |
| Venue | Office Hall | | | | | | | | | | | | |
| Participants Reached | 50 | | | | | | | | | | | | |
| Objective of the Activity | <ul style="list-style-type: none">• Lorem ipsum dolor sit amet, consectetur adipiscing elit.• Aenean quis velit quis ligula tristique porta at ac diam.• Aenean ac risus aliquam, lacinia mi at, scelerisque odio• Vivamus vel mi et nulla interdum lacinia.• Fusce venenatis neque in eros consectetur efficitur. | | | | | | | | | | | | |
| Output No. | Activity | 0-12 | | 13-18 | | 19-25 | | 26-35 | | 36-49 | | 50+ | |
| | | F | M | F | M | F | M | F | M | F | M | F | M |
| Test Output - 01 | Test Activity -01 | 11 | 22 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 100 | 110 | 120 |
| Test Output - 01 | HIV Awareness | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 | 210 | 220 | 230 | 240 |
| Test Output - 01 | Polio Camp | 250 | 260 | 270 | 280 | 290 | 300 | 310 | 320 | 330 | 340 | 350 | 360 |

Image: 7.7.4: View Activity Reporting Tool



7.8 Beneficiaries Report

This module should be used to enter and manage a list of **Beneficiaries data** of the organization.

When you click on **Beneficiaries Report** under Reporting in Project Data in the **Main Menu** you will be displayed a list of **Beneficiaries Report** already added in the system with options to add, edit and delete with Print & Export in word, Excel, PDF records.

Activity Reporting Tool

Search

| Project | Activity Title | Activity Date | Reported By | Venue | Report Date | Action |
|------------------|----------------|---------------|-------------|-------------|-------------|--------|
| Test Project -01 | M&E Training | 31/12/1969 | Jacob | Office Hall | 10/08/2021 | |

Showing 1 to 1 of 1 entries

Click here to Add

Click here to Export/Print

Click to delete

Click to Edit

Click to view

Image: 7.8.1: Beneficiaries Report



To Add the details of an **Beneficiaries Report** not present in the system click on **Add Beneficiaries Report** button at the top right of the screen (see *image 7.8.1*).

A new page will open where you can Enter the details of the **Beneficiaries Report** and save (see *image 7.8.2*).

The screenshot shows the 'Add Activity Reporting Tool' interface. A large red box highlights the main data entry area. Below the red box, arrows point to specific buttons and text fields:

- Click to Save** points to the purple 'Save' button.
- Click to Save & go back to list** points to the green 'Save & Go back to list' button.
- Back to Previous page** points to the 'Cancel' button.
- Activate Windows** points to a watermark at the bottom right.
- Enter the Beneficiaries Report Details** points to the main data entry area.

Project *
Select Project

Activity *
Please enter Activity

Activity Date *
Please select Activity date

Reported by *
Please enter Reported by

Venue *
Please enter Venue

Participants Reached *
Please enter Total Participants Reached

Objective of the Activity *
B I = = = = = = = ?

Output No. **Activity** **0-12** **13-18** **19-25** **26-35** **36-49** **50+**

| Output No. | Activity | 0-12 | 13-18 | 19-25 | 26-35 | 36-49 | 50+ | | | | | | |
|------------|----------|------|-------|-------|-------|-------|-----|---|---|---|---|---|---|
| | | F | M | F | M | F | M | F | M | F | M | F | M |

Summary of the Events *

Recommendations
Please enter Recommendations

Conclusions
Please enter Conclusions

Image: 7.8.2: Add Beneficiaries Report



To Edit the details of a **Beneficiaries Report** in the system click on *Edit* button at the right of the listing page screen (see *image 7.8.1*).

A new page will open where you can change the details of the **Beneficiaries Report** and update (see *image 7.8.3*).

Edit Activity Reporting Tool

| | | | |
|---|---|-----------------|-------------|
| Project * | Test Project -01 | | |
| Activity * | M&E Training | Activity Date * | 31-12-1969 |
| Reported by * | Jacob | Venue * | Office Hall |
| Participants Reached * | 50 | | |
| Objective of the Activity * | <p>B I ?</p> <p>• Lorem ipsum dolor sit amet, consectetur adipiscing elit. • Aenean quis velit quis ligula tristique porta at ac diam. • Aenean ac risus aliquam, lacinia mi at, scelerisque odio • Vivamus vel mi et nulla interdum lacinia. • Fusce venenatis neque in eros consectetur efficitur.</p> | | |
| <p>Activate Windows Go to PC settings to activate Windows.</p> <p>0-12 13-18 19-25 26-35 36-49 50+</p> | | | |

Edit Beneficiaries Report Details

Image: 7.8.3: Edit Beneficiaries Report



To view the details of a **Beneficiaries Report** in the system click on view button at the right of the listing page screen (see image 7.8.1).

A new page will open where you can see the details of the **Beneficiaries Report** (see image 7.8.4).

Click here to Export/Print

The screenshot shows a reporting tool interface. At the top, it says "View Activity Reporting Tool". Below that is a table with the following data:

| | |
|---------------------------|--|
| Project | Test Project -01 |
| Activity | M&E Training |
| Activity Date | 1969-12-31 |
| Reported by | Jacob |
| Venue | Office Hall |
| Participants Reached | 50 |
| Objective of the Activity | <ul style="list-style-type: none">• Lorem ipsum dolor sit amet, consectetur adipiscing elit.• Aenean quis velit quis ligula tristique porta at ac diam.• Aenean ac risus aliquam, lacinia mi at, scelerisque odio• Vivamus vel mi et nulla interdum lacinia.• Fusce venenatis neque in eros consectetur efficitur. |

Below the table is a grid for output data:

| Output No. | Activity | 0-12 | | 13-18 | | 19-25 | | 26-35 | | 36-49 | | 50+ | |
|------------------|-------------------|------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-----|-----|
| | | F | M | F | M | F | M | F | M | F | M | F | M |
| Test Output - 01 | Test Activity -01 | 11 | 22 | 33 | 44 | 55 | 66 | 77 | 88 | 99 | 100 | 110 | 120 |
| Test Output - 01 | HIV Awareness | 130 | 140 | 150 | 160 | 170 | 180 | 190 | 200 | 210 | 220 | 230 | 240 |

On the right side of the grid, there is a watermark that says "Activate Windows" and "Go to settings to activate Windows".

Image: 7.8.4: View Beneficiaries Report



7.9 Access System Reports

This Module should be used to generate the system reports from Organizational Data. When you click on Access System Reports in the Main Menu you will be displayed a list of Strategic Report, Strategic Report has following sub modules:

- Strategic Report
 - Annual Indicator Performance
 - Quarter Indicator Performance
- Project Report
 - Annual Indicator Performance
 - Quarter Indicator Performance
 - Annual Activity Performance
 - Quarter Activity Performance
 - Project Schedule Report
 - Project Quarterly Narrative Report
 - Project Schedule Report

7.9.1 Annual Indicator Performance

This module should be used to generate **Annual Indicator Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

The screenshot shows a web-based reporting interface titled "Strategic Annual Indicator Performance Report". At the top left, there is a breadcrumb navigation: "Home / Access System ...". Below the title, there are two dropdown menus: "Strategic Plan" and "Year *". The "Strategic Plan" dropdown is set to "New Plan" and has a red box around it. The "Year *" dropdown is set to "2021" and also has a red box around it. To the right of these dropdowns, the text "Strategic Plan" is followed by a red arrow pointing towards the "Strategic Plan" dropdown. At the bottom of the form is a purple button labeled "Generate" with a checkmark icon. A red arrow points from the text "Click to Generate" at the bottom left to the "Generate" button.

Image: 7.9.1.1: Annual Indicator Performance



Click here to Export/Print

Wednesday, August 11, 2021

Home / Access System ...

Strategic Annual Indicator Performance Report

Excel Word PDF Print

| Strategic Plan | New Plan | | |
|--------------------------|-----------------------|--------------------|----------|
| Year | 2021 | | |
| Report Name | test annual report-01 | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Annual Target | Annual Achievement | Variance |
| Test Objective Indicator | 10 % | 5 % | -5 % |
| Test Inter Ind | 150 KSHS | 200 KSHS | 50 KSHS |

Cancel

Image: 7.9.1.2: Annual Indicator Performance



7.9.2 Quarter Indicator Performance

This module should be used to generate **Quarterly Indicator Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Strategic Quarterly Indicator Performance Report

Strategic Plan

New Plan

Year *

2021

Quarter *

Q1

✓ Generate

Click to Generate

Activa

The screenshot shows a user interface for generating a quarterly indicator performance report. At the top, there's a navigation bar with 'Home' and 'Access System ...'. Below it is a title 'Strategic Quarterly Indicator Performance Report'. The main form has a section titled 'Strategic Plan' with three dropdown menus: 'New Plan', 'Year *' (set to 2021), and 'Quarter *' (set to Q1). A large red box surrounds these three dropdowns. To the right of the 'Quarter *' dropdown, a red arrow points to the text 'Strategic Plan'. At the bottom left, there's a purple button labeled '✓ Generate' and a red arrow pointing to the text 'Click to Generate' below it. On the far right, the word 'Activa' is partially visible.

Image: 7.9.2.1: Quarterly Indicator Performance



Click here to Export/Print

[Excel](#) [Word](#) [PDF](#) [Print](#)

| Strategic Quarterly Indicator Performance Report | | | |
|--|-------------|---------------------|----------|
| Strategic Plan | New Plan | | |
| Year | 2021 | | |
| Quarter | Q1 | | |
| Report Name | Test Report | | |
| Created by | Vikas Jha | | |
| Report Date | 06/07/2021 | | |
| Indicator | Target | Quarter Achievement | Variance |
| Test Objective Indicator | 10 % | 20 % | 10 % |
| Test Inter Ind | 150 KSHS | 200 KSHS | 50 KSHS |

[Cancel](#)

Activate Windows
Go to PC settings to activate Windows

Image: 7.9.2.2: Quarterly Indicator Performance



7.9.1 Project Report

This Module should be used to generate the system reports from Project Data. When you click on Access System Reports in the Main Menu you will be displayed a list of Project Report. Project System Report has following sub modules:

- o Annual Indicator Performance
- o Quarter Indicator Performance
- o Annual Activity Performance
- o Quarter Activity Performance
- o Project Annual Narrative Report
- o Project Quarterly Narrative Report
- o Project Schedule Report

7.9.1.1 Annual Indicator Performance

This module should be used to generate **Annual Indicator Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

The screenshot shows a web-based application interface for generating an annual indicator performance report. At the top, there's a navigation bar with 'Home / Access System ...'. Below it is a title 'Project Annual Indicator Performance Report'. The form contains two main input fields: 'Project' (set to 'Partenr Project -1') and 'Year *' (set to '2021'). Both fields are enclosed in a red rectangular box. To the right of the 'Project' field, a red arrow points to the word 'Project'. At the bottom left is a purple button labeled '✓ Generate'. A red arrow points from this button down to the text 'Click to Generate' at the bottom left of the form area.

Image: 7.9.1.1: Annual Indicator Performance



Click here to Export/Print

Thursday, August 12, 2021

Home / Access System ...

Project Annual Indicator Performance Report

Excel **Word** **PDF** **Print**

| Project | Test Project -01 | | |
|-----------------------|------------------|-------------|----------|
| Year | 2021 | | |
| Report Name | test project -1 | | |
| Created by | Vikas Jha | | |
| Report Date | 18/07/2021 | | |
| Indicator | Target | Achievement | Variance |
| Goal Ind -01 | 10 % | 10 % | 0 % |
| Test Outcome Ind - 01 | 1 KSHS | 1 KSHS | 0 KSHS |
| Test Output Ind - 01 | 10 Kgs | 8 Kgs | -2 Kgs |

Cancel

Activate Windows
Go to PC settings to activate Windows.

Image: 7.9.1.1.2: Annual Indicator Performance



7.9.1.2 Quarter Indicator Performance

This module should be used to generate **Quarterly Indicator Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

Project Quarterly Indicator Performance Report

| | |
|-----------|--------------------|
| Project | Partenr Project -1 |
| Year * | 2021 |
| Quarter * | Q1 |

→ **Project Quarterly Indicator Performance Report**

Click to Generate

Image: 7.9.1.2.1: Quarter Indicator Performance



Click here to Export/Print

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Project Quarterly Indicator Performance Report

| Project | Test Project -01 | | |
|-----------------------|------------------|-------------|----------|
| Year | 2021 | | |
| Quarter | Q1 | | |
| Report Name | Report-1 | | |
| Created by | Vikas Jha | | |
| Report Date | 11/07/2021 | | |
| Indicator | Target | Achievement | Variance |
| Goal Ind -01 | 10 % | 20 % | 10 % |
| Test Outcome Ind - 01 | 1 KSHS | 25 KSHS | 24 KSHS |
| Test Output Ind - 01 | 10 Kgs | 30 Kgs | 20 Kgs |

Cancel

Activate Windows
Go to PC settings to activate Windows.

Image: 7.9.1.2.2: Quarter Indicator Performance



7.9.1.3 Annual Activity Performance

This module should be used to generate **Annual Activity Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

Project Annual Activity Performance Report

Project
Test Project -01

Year *
2021

✓ Generate

Project Annual Activity Performance Report

Click to Generate

Image: 7.9.1.3.1: Annual Activity Performance



Click here to Export/Print

Thursday, August 12, 2021

Home / Access System ...

Project Annual Activity Performance Report

Excel Word PDF Print

| Project | Test Project -01 | | | |
|-------------------|------------------|--------|----------|----------|
| Year | 2021 | | | |
| Report Name | mnnm | | | |
| Created by | Vikas Jha | | | |
| Report Date | 18/07/2021 | | | |
| Activity | Status | Budget | Expenses | Variance |
| Test Activity -01 | Done | 1200 | 1000 | -200 |
| HIV Awareness | Done | 150000 | 10000 | -140000 |
| Polio Camp | Done | 11000 | 9000 | -2000 |

Activate Windows
Go to PC settings to activate Windows.

Cancel

Image: 7.9.1.3.2: Annual Activity Performance



7.9.1.4 Quarter Activity Performance

This module should be used to generate **Quarterly Activity Performance Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Project Quarterly Activity Performance Report

Project
Test Project -01

Year *
2021

Quarter *
Q1

Generate

Project Quarter Activity Performance Report

Click to Generate

The screenshot shows a user interface for generating a quarterly activity performance report. At the top, there's a navigation bar with 'Home' and 'Access System ...'. Below it is a title 'Project Quarterly Activity Performance Report'. The form contains three dropdown menus: 'Project' (set to 'Test Project -01'), 'Year' (set to '2021'), and 'Quarter' (set to 'Q1'). A large purple 'Generate' button is at the bottom. To the right of the form, a red box highlights the 'Project', 'Year', and 'Quarter' fields. A red arrow points from the 'Generate' button to the text 'Project Quarter Activity Performance Report'. Another red arrow points from the 'Generate' button down to the text 'Click to Generate'.

Image: 7.9.1.4.1: Quarter Activity Performance



Click here to Export/Print

Excel Word PDF Print

Project Quarterly Activity Performance Report

| Project | Test Project -01 | | | |
|-------------------|------------------|------------------|--------------------|----------|
| Year | 2021 | | | |
| Quarter | Q1 | | | |
| Report Name | Test 1 | | | |
| Created by | Vikas Jha | | | |
| Report Date | 18/07/2021 | | | |
| Activity | Status | Quarterly Budget | Quarterly Expenses | Variance |
| Test Activity -01 | Done | 6000 | 5000 | -1000 |
| HIV Awareness | Done | 6 | 5 | -1 |
| Polio Camp | Done | 1233 | 1200 | -33 |

Cancel

Activate Windows

Image: 7.9.1.4.2: Quarter Activity Performance



7.9.1.5 Project Annual Narrative Report

This module should be used to generate **Annual Narrative Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Project Annual Narrative Report

Project

Test Project -01

Year *

2021

✓ Generate

Click to Generate

Project Annual Narrative Report

Image: 7.9.1.5.1: Project Annual Narrative Report



Click here to Export/Print

Home / Access System ... Thursday, August 12, 2021

Project Annual Narrative Report

| | |
|--|------------------|
| Project | Test Project -01 |
| Year | 2021 |
| Key highlights on your activities and interventions during this reporting period | dsd |
| Challenges experienced and Mitigating measure | sdfsdf |
| Success Stories/Best Practice/Lessons Learned | sdfsdf |
| Activities Anticipated for Next Reporting Period | sdfsdfsdf |
| Created by | Vikas Jha |
| Report Date | 18/07/2021 |

[Cancel](#)

Activate Windows
Go to PC settings to activate Windows.



Image: 7.9.1.5.2: Project Annual Narrative Report



7.9.1.6 Project Quarterly Narrative Report

This module should be used to generate **Quarterly Narrative Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Project Quarterly Narrative Report

Project
Test Project-01

Year *
2021

Quarter *
Q1

Generate

Click to Generate

→ Project Annual Narrative Report

The screenshot shows a user interface for generating a quarterly narrative report. At the top, there's a navigation bar with 'Home' and 'Access System ...'. Below it is the title 'Project Quarterly Narrative Report'. The form has three dropdown fields: 'Project' (set to 'Test Project-01'), 'Year' (set to '2021'), and 'Quarter' (set to 'Q1'). A large purple 'Generate' button is at the bottom. A red box encloses the 'Project', 'Year', and 'Quarter' fields. A red arrow points from the 'Quarter' field to a white callout box containing the text 'Project Annual Narrative Report'. Another red arrow points from the 'Generate' button down to a red box containing the text 'Click to Generate'.

Image: 7.9.1.6.1: Project Quarterly Narrative Report



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| Project Quarterly Narrative Report | |
|--|------------------|
| Project | Test Project -01 |
| Year | 2021 |
| Quarter | Q1 |
| Key highlights on your activities and interventions during this reporting period | sadasdasd |
| Challenges experienced and Mitigating measure | asdasdasd |
| Success Stories/Best Practice/Lessons Learned | asdasdasd |
| Activities Anticipated for Next Reporting Period | asdasdasd |
| Created by | Vikas Jha |
| Report Date | 11/07/2021 |

[Cancel](#)

Activate Windows
Go to PC settings to activate Windows.

Image: 7.9.1.6.2: Project Quarterly Narrative Report



7.9.1.7 Project Schedule Report

This module should be used to generate **Project Schedule Report** from the system data. With options to Print, Export in word, Excel & PDF.

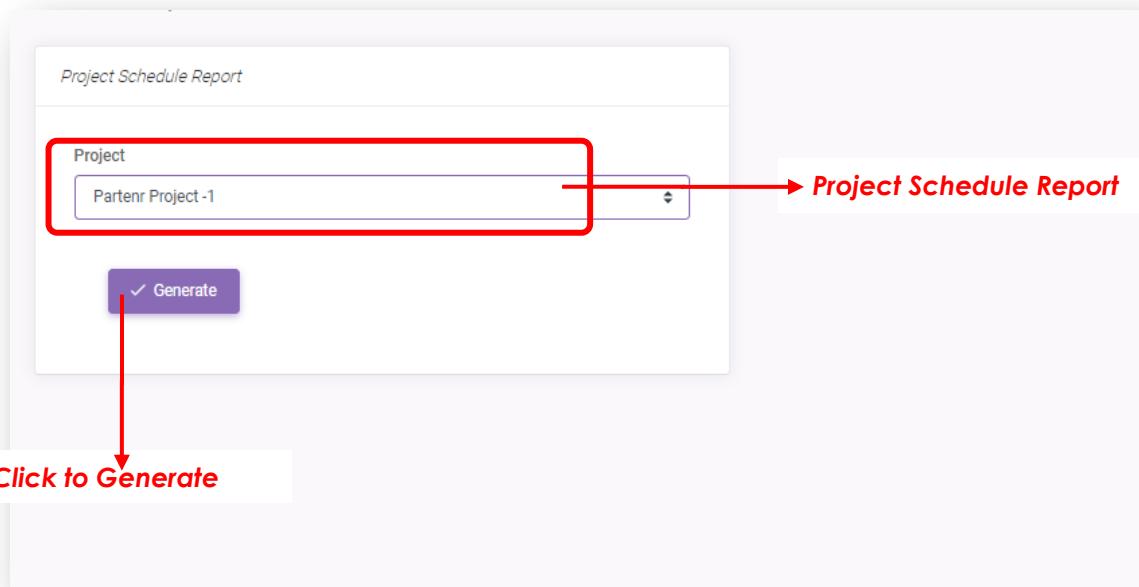


Image: 7.9.1.7.1: Project Schedule Report



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Thursday, August 12, 2021

Home / Access System ...

Project Schedule Report

Excel Word PDF Print

| Phase Title | Start Date | End Date | Duration | Reporting Schedule | Reporting Timelines | Counties | Person Responsible | Funding Partner | Budget | Implementing partners |
|------------------|-------------|-------------|----------------|--------------------|---|----------------------|--------------------|-----------------|----------------|-----------------------|
| Test Project -01 | 01-Jan-2021 | 01-Jun-2023 | 2 year 4 month | Monthly | January 1 February 2 March 3 April 4 May 5 June 6 July 7 August 8 September 9 October 10 November 11 December 12 | Baringo, Bungoma, | Joseph | USAID | 2,500,000 KSHS | AU |

Cancel

Image: 7.9.1.7.2: Project Schedule Report



7.10. Cases Database Report

This Module should be used to generate cases report county and national wise from the system data. Cases Database Report has following sub modules:

- o By County
- o By National

7.10.1 by County

This module should be used to generate **Cases Report county wise** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Cases Database Report

Year
2021

Month *

Aug

County
Kakamega

Generate

Click to Generate

Cases Database Report

Image: 7.10.1.1: By County



Click here to Export/Print

Home / Access System ...

Cases Database Report

Thursday, August 12, 2021

Excel Word PDF Print

| Homa Bay | | 2021 - August | | | | | | | | | | | | | | | |
|--|--|---------------|--------|-------|------|--------|-------|------|--------|-------|------|--------|-------|------|--------|-------|--|
| | | WK1 | | | | WK2 | | | | WK3 | | | | WK4 | | | |
| | | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Activate Windows Go to PC settings to activate Windows. | | | | | | | | | | | | | | | | | |
| Cancel | | | | | | | | | | | | | | | | | |

Image: 7.10.1.2: By County



7.10.2 by National

This module should be used to generate **Cases report national wise** from the system data. With options to Print, Export in word, Excel & PDF

The screenshot shows a web-based reporting interface titled "Cases Database Report – National". It features two dropdown menus: "Year" (set to 2021) and "Month *" (set to Aug). Below these is a purple "Generate" button. A red box highlights the "Year" and "Month" fields. A red arrow points from the "Generate" button to a red box containing the text "Click to Generate". To the right of the highlighted area, the text "Cases Database Report - National" is displayed in red.

Image: 7.10.2.1: By National



Click here to Export/Print

[Excel](#) [Word](#) [PDF](#) [Print](#)

| Cases Database Report - National | | | | |
|----------------------------------|-------------------|------|--------|-------|
| 2021 - August | | | | |
| | | Male | Female | Total |
| New | | 4 | 5 | 9 |
| Age of Survivor | 27-49 yrs | 4 | 5 | 9 |
| Place of Residence | Nakuru | 4 | 5 | 9 |
| Marital Status of Survivor | Cohabiting | 4 | 5 | 9 |
| Type of GBV reported | Sexual Assault | 4 | 5 | 9 |
| Type of GBV reported | Sodomy | 4 | 5 | 9 |
| Case Context | Domestic Violence | 4 | 5 | 9 |

Activate Windows
Go to PC settings to activate Windows.

Image: 7.10.2.2: By National



7.11. Beneficiaries Report

This Module should be used to generate the Beneficiaries report county wise and national wise from the system data. Beneficiaries Report has following sub modules:

- By County
- By National

7.11.1 by County

This module should be used to generate **County wise Beneficiaries Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Beneficiaries Report County

Project
Test Project -01

Year *
2021

County
Bungoma

✓ Generate

Beneficiaries Report County

Click to Generate

Image: 7.11.1.1: By County



Click here to Export/Print

Excel Word PDF Print

| Test Project -01 - 2021 | | | | |
|-------------------------|---------------|------|--------|-------|
| Bomet | Beneficiaries | Male | Female | Total |
| | PWDs | 100 | 200 | 300 |
| | LGBTQ | 250 | 300 | 550 |
| By Age | | | | |
| | 0-17 | 12 | 20 | 32 |
| | 18-24 | 25 | 30 | 55 |
| | 25-49 | 40 | 50 | 90 |
| | 50+ | 60 | 70 | 130 |
| | Total | 487 | 670 | 1157 |

Cancel

Image: 7.11.1.2: By County



7.11.2 by National

This module should be used to generate **National wise Beneficiaries Report** from the system data. With options to Print, Export in word, Excel & PDF.

Home / Access System ...

Beneficiaries Report National

Project
Test Project -01

Year *
2021

✓ Generate

Click to Generate

Beneficiaries Report National

Image: 7.11.2.1: By County



Click here to Export/Print

[Excel](#) [Word](#) [PDF](#) [Print](#)

| Test Project -01 - 2021 | | | | |
|---|---------------|------|--------|-------|
| County | Beneficiaries | Male | Female | Total |
| Baringo | PWDs | 0 | 0 | 0 |
| | LGBTQ | 0 | 0 | 0 |
| By Age | | | | |
| | 0-17 | 0 | 0 | 0 |
| | 18-24 | 0 | 0 | 0 |
| | 25-49 | 0 | 0 | 0 |
| | 50+ | 0 | 0 | 0 |
| Bomet | PWDs | 100 | 200 | 300 |
| | LGBTQ | 250 | 300 | 550 |
| By Age | | | | |
| | 0-17 | 12 | 20 | 32 |
| | 18-24 | 25 | 30 | 55 |
| | 25-49 | 40 | 50 | 90 |
| | 50+ | 60 | 70 | 130 |
| Activate Windows Go to PC settings to activate Windows. 1157 | | | | |
| Cancel | | | | |

Image: 7.11.2.2: By County



8. Setting

This option should be used to manage password and download manual for help. Clicking on *Setting* in the left menu with following options:

- Change Password
- Access User Manual

8.1. Change Password

The user can use this option to change their own password (see *image 8.1.1.*)

The screenshot shows a web-based password change form titled "Change your password". The form includes fields for "Current Password", "New Password", and "Confirm New Password", each with a corresponding label above it. Red arrows point from these labels to the respective input fields. A purple button at the bottom contains the text "✓ Change Password". A red arrow points from this button down to the text "Change Password" at the bottom of the page. The background features a watermark for "Activate Windows".

Image 8.1.1: Change Password



8.2. Access User Manual

Click on User Manual, to download the latest copy of the user manual (see *image 8.2.1*).

9. Log Out

When you click on Log Out you will completely log out and again log screen will appear of system, see *image 9.1*.

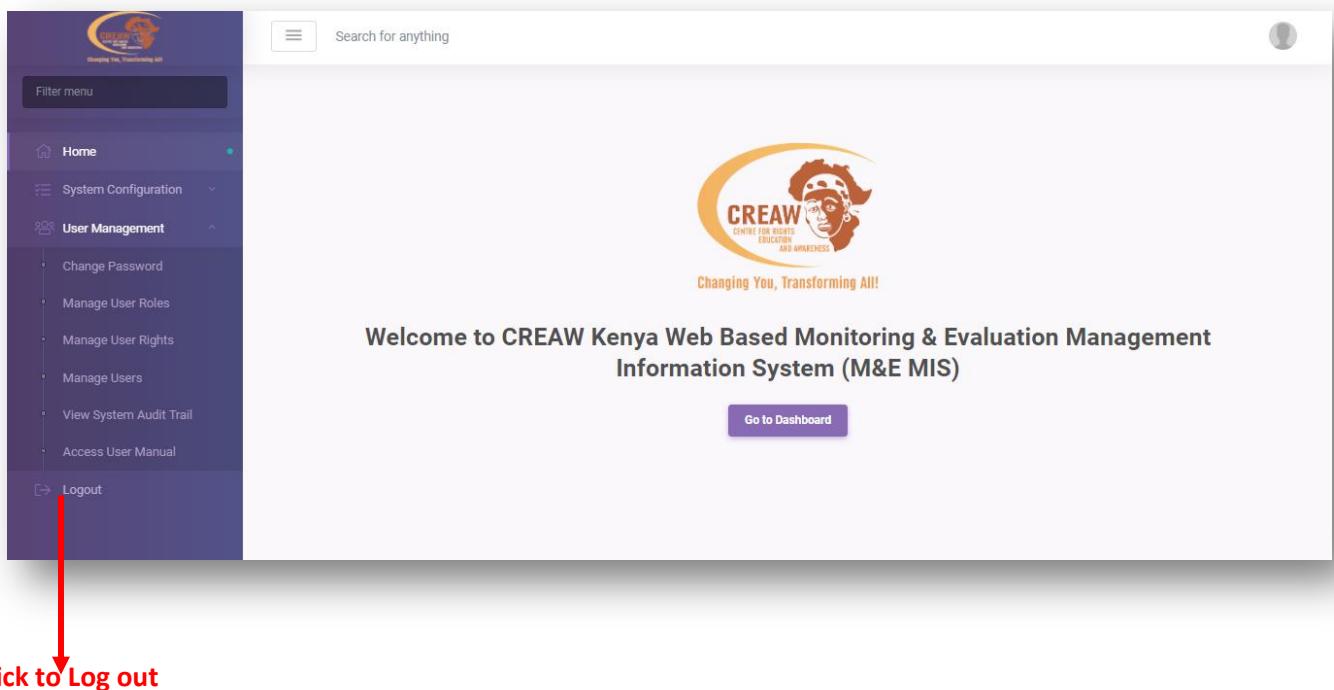


Image 9.1: Log Out

Login after logout

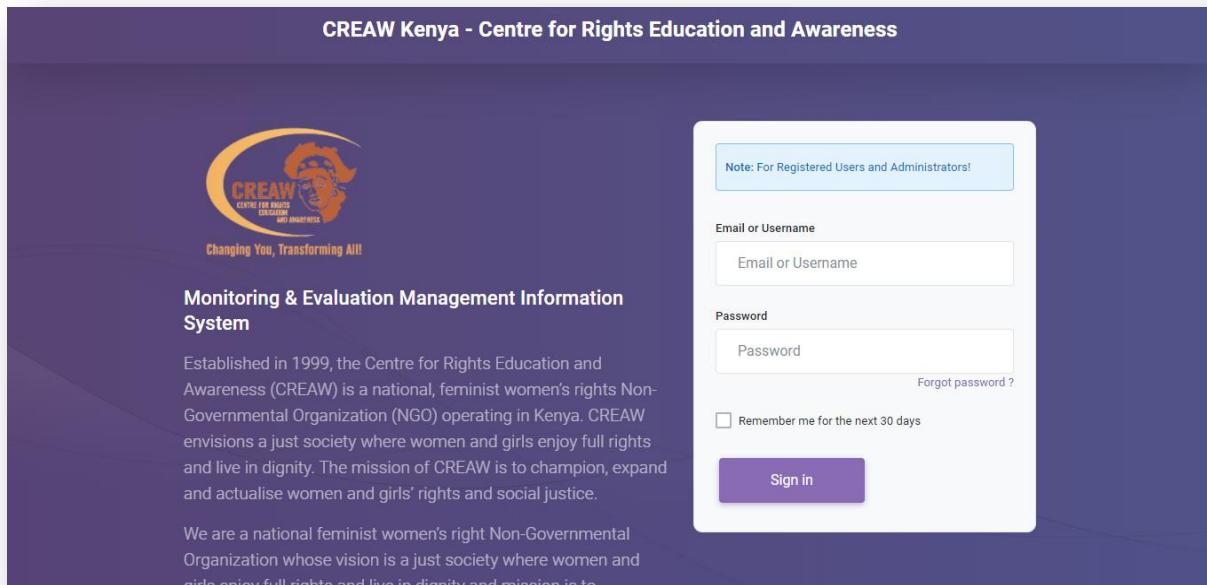


Image 8.2: Log Out

