![M&E Online logo]

M&E Online.®

CREAW
CENTRE FOR RIGHTS
EDUCATION
AND AWARENESS

Changing You, Transforming All!

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

USER MANUAL

Contents

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.

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

Click here

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

Enter Email address here

Click Here to Recover 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* **CREAW Kenya M&E MIS** *account).*
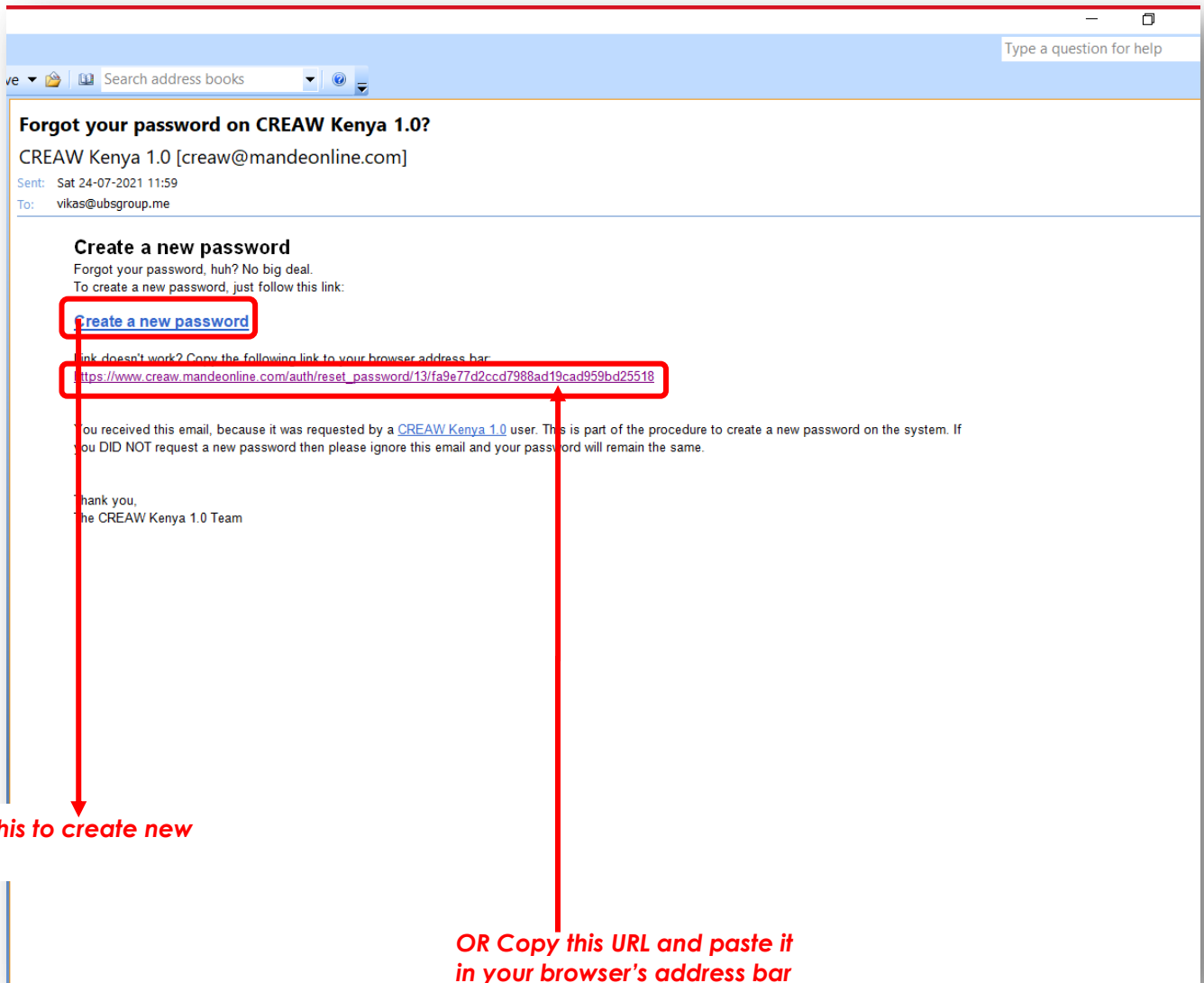

Click on this to create new Password

OR Copy this URL and paste it in your browser's address bar

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)*

Enter New Password

Confirm new password here

Click here

Image 2.1.4: Enter New Password

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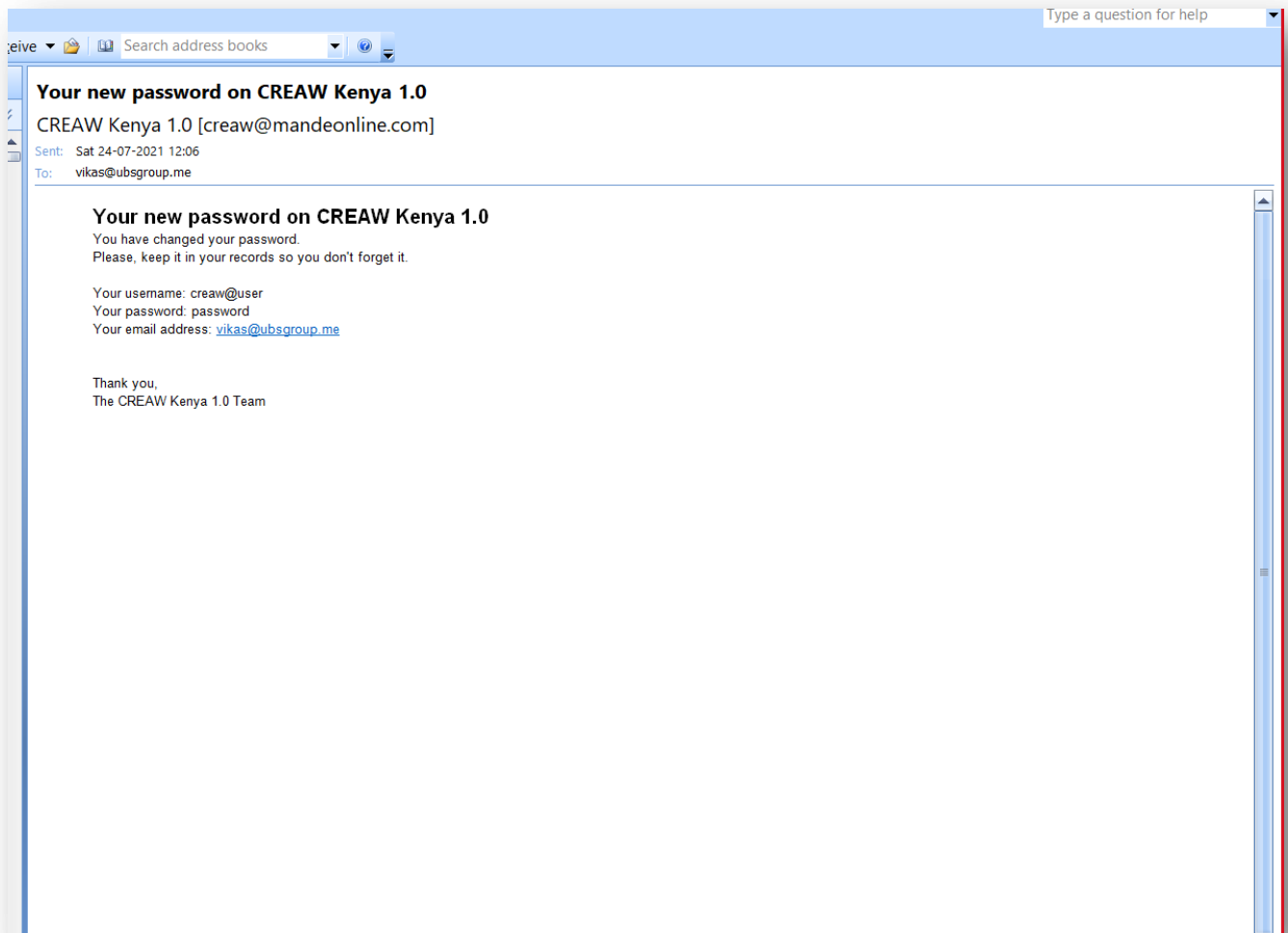

Image 2.1.5: Password Changed Notification

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
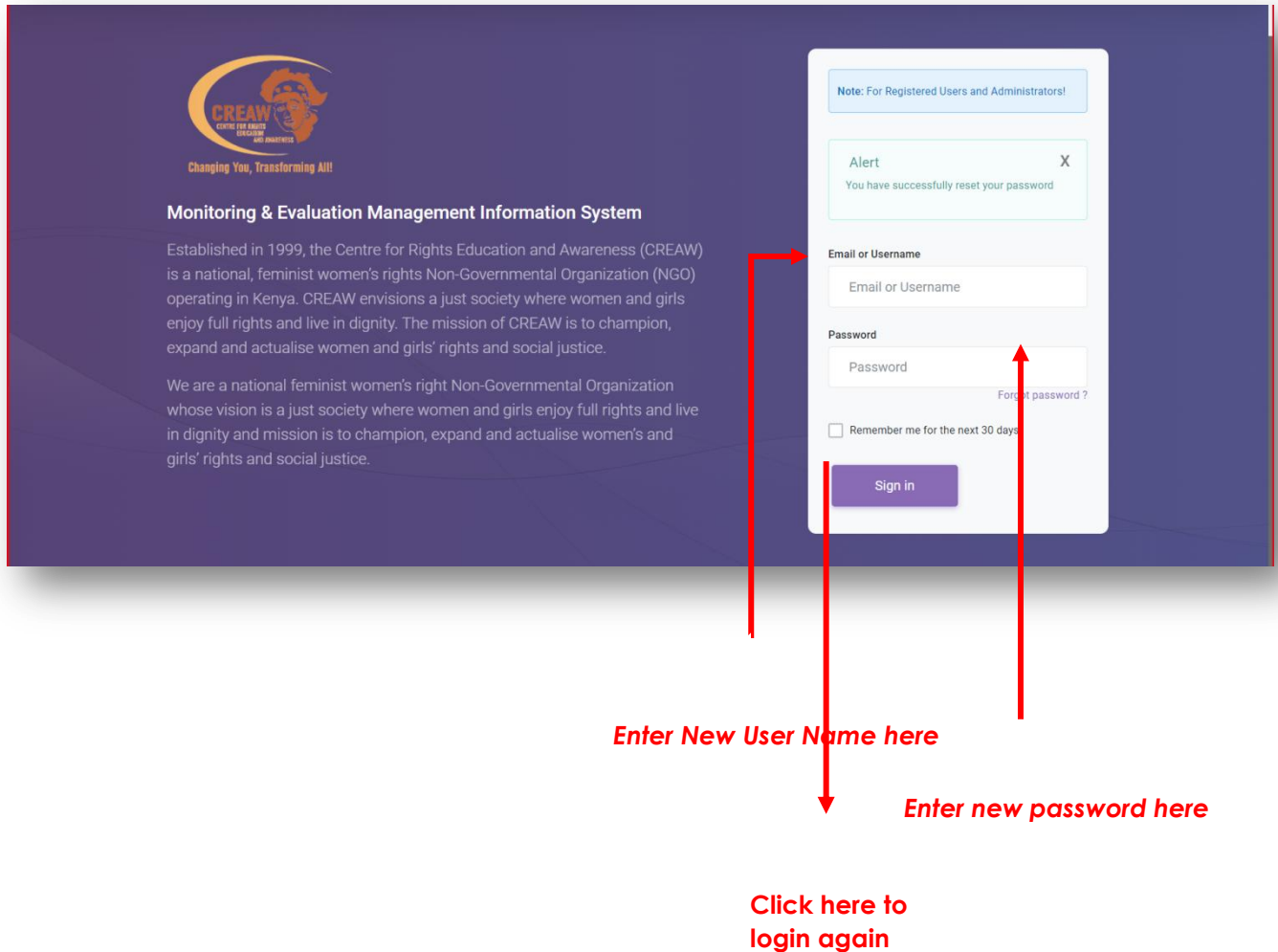
Click here to login again

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.

- o **Home:** Clicking on home in the Main Menu brings you to the home page.

- o **Dashboard:** Clicking on dashboard in the Main Menu brings you to the dashboard *(the CREAW M&E MIS Dashboard)* of the system.

- o **System Configuration:** Clicking on Configuration in the Main Menu brings you to the System Configuration *(the System Configuration)* of the system.

    - o **Counties:** This Module should be used to enter County data in the system to set up the system for use by other Modules of the system.

    - o **Units:** This Module should be used to enter Unit data in the system to set up the system for use by other Modules of the system.

    - o **Dimensions:** This Module should be used to enter Dimensions data in the system to set up the system for use by other Modules of the system.

    - o **Implementing Partner:** This Module should be used to enter Implementing Partner data in the system to set up the system for use by other Modules of the system.

    - o **Funding Partner:** This Module should be used to enter Funding Partner data in the system to set up the system for use by other Modules of the system.

    - o **Field Office:** This Module should be used to enter Field Office data in the system to set up the system for use by other Modules of the system.

    - o **Currency:** This Module should be used to enter Currency data in the system to set up the system for use by other Modules of the system.

- o **User Management:** This module should be used by the system administration to perform *user management* tasks. User Management has following sub modules.

    - o **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.

- o **Manage User Roles:** This sub module should be used by the system administrator to add, modify or delete user profiles.

- o **Manage User Rights:** Manage User Rights are categories of users with similar access rights, i.e. users assigned to Manage User Rights would have similar access rights to data and functionality.

- o **Manage Users:** This sub module should be used by the *system administrator* to add users, modify user details or remove users.

- o **View System Audit Trail:** This sub module should be used by the *system administrator* to view user activities. ... Audit trails improve the audit ability of the system.

- o **Access User Manual:** This sub module should be used by the *system administrator* to access the latest copy of manual to get help in regular operation of system.

- **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 right 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.
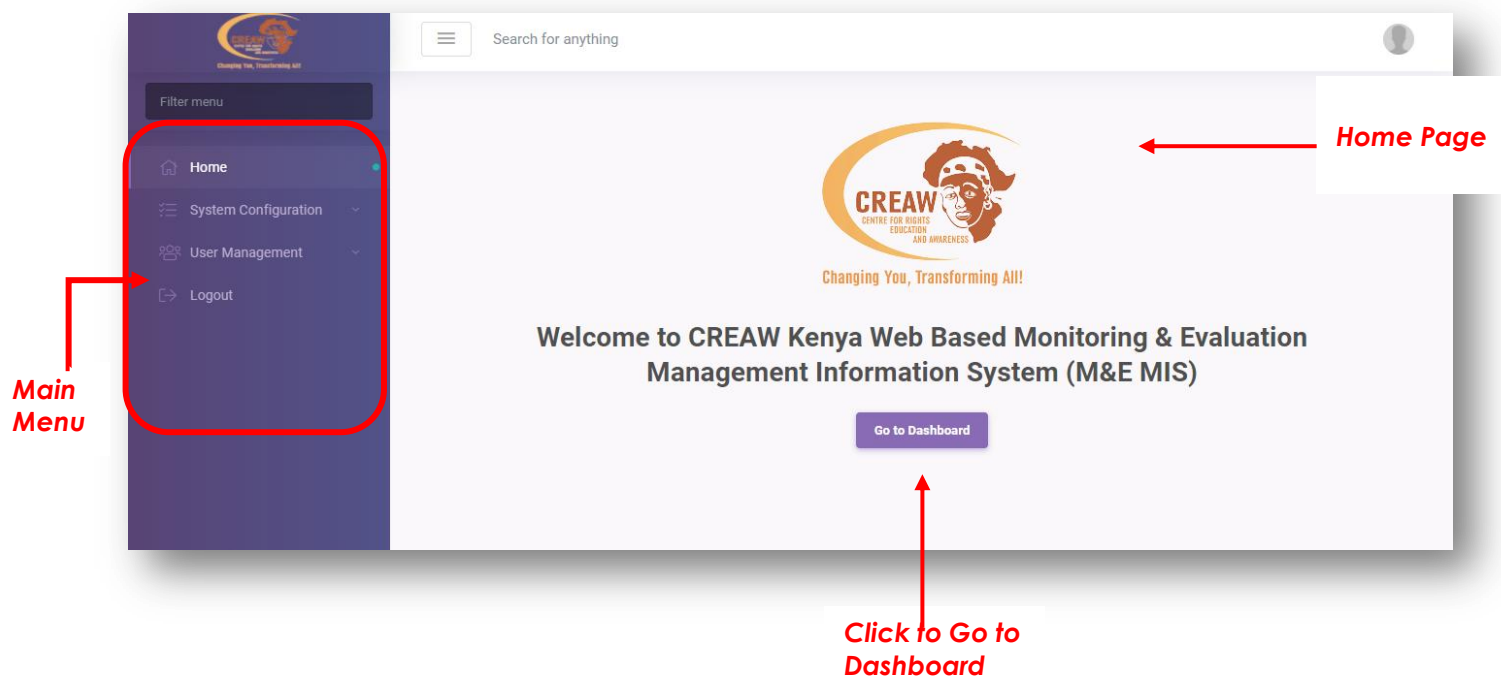
Image 4.1.0: Home & Main Menu

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 contains the following tabs:

- Overall Performance
- Projects
- By Country
- By Thematic Area
- By Implementing Partner
- Cases Database

Overall Performance
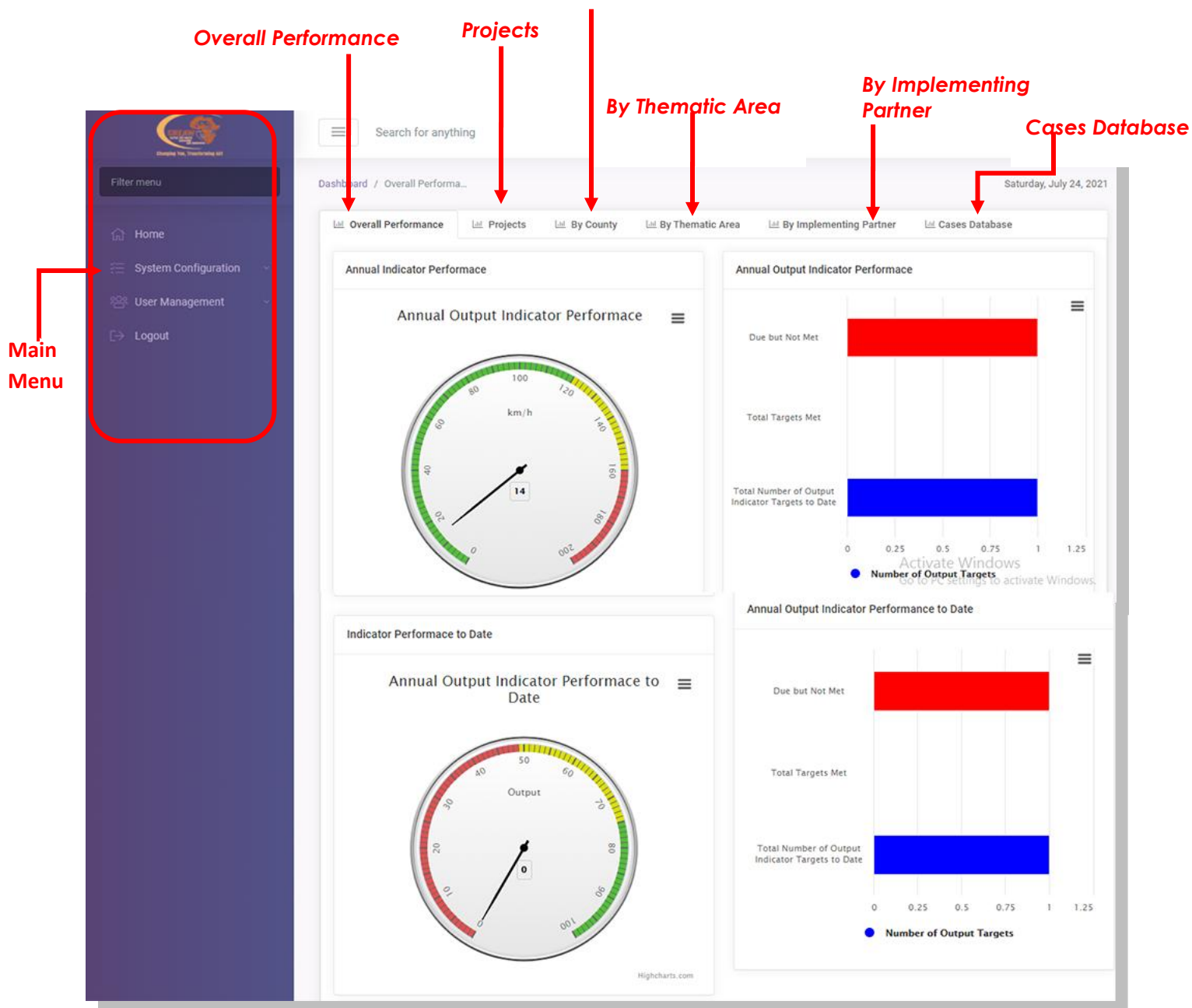
By Country

Image 5.1.1: Overall Performance

Projects Dashboard

Main Menu

Image 5.1.2: project

By County

Page 14
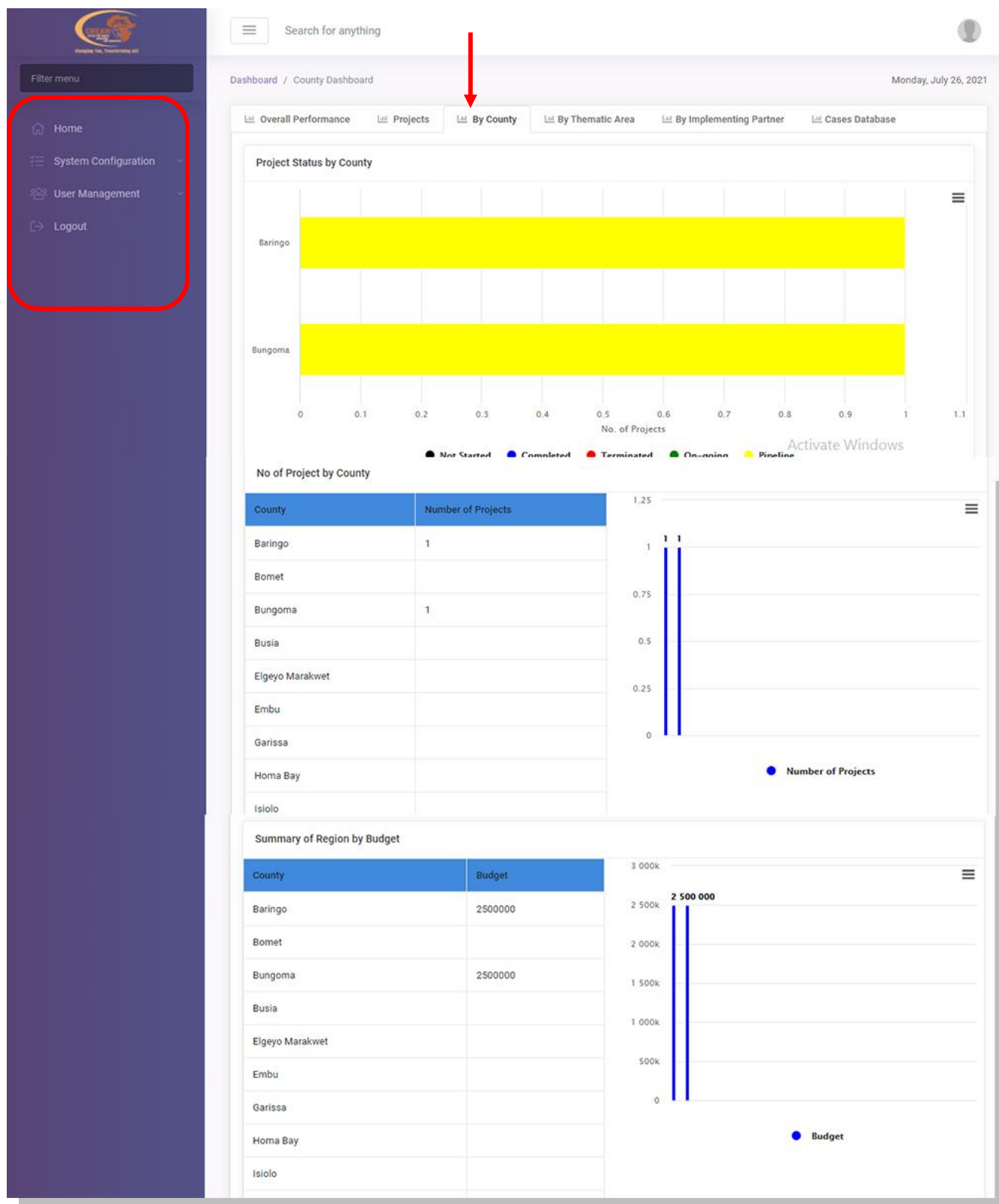
Image 5.1.3: By County

By Thematic Area

By Thematic Area

Main Menu

Image 5.1.4: By Thematic Area

By Implementing Partner

Image 5.1.5: By Implementing Partner

Cases Database

Image 5.1.6: Cases Database

6. System Configuration

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

- Counties
- Units
- Dimensions
- Implementing Partner
- Funding Partner
- Field Office
- Currency

6.1. Counties

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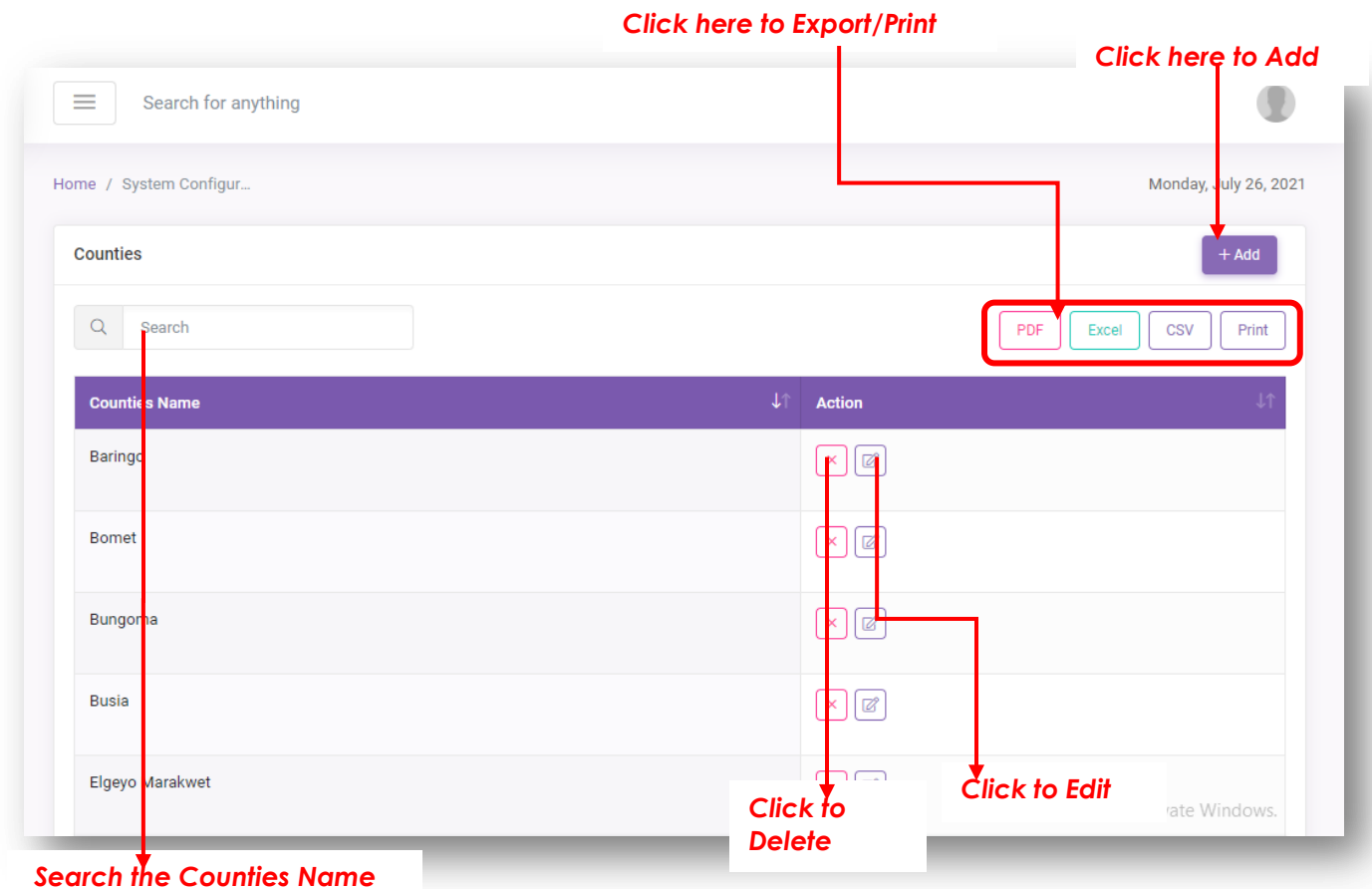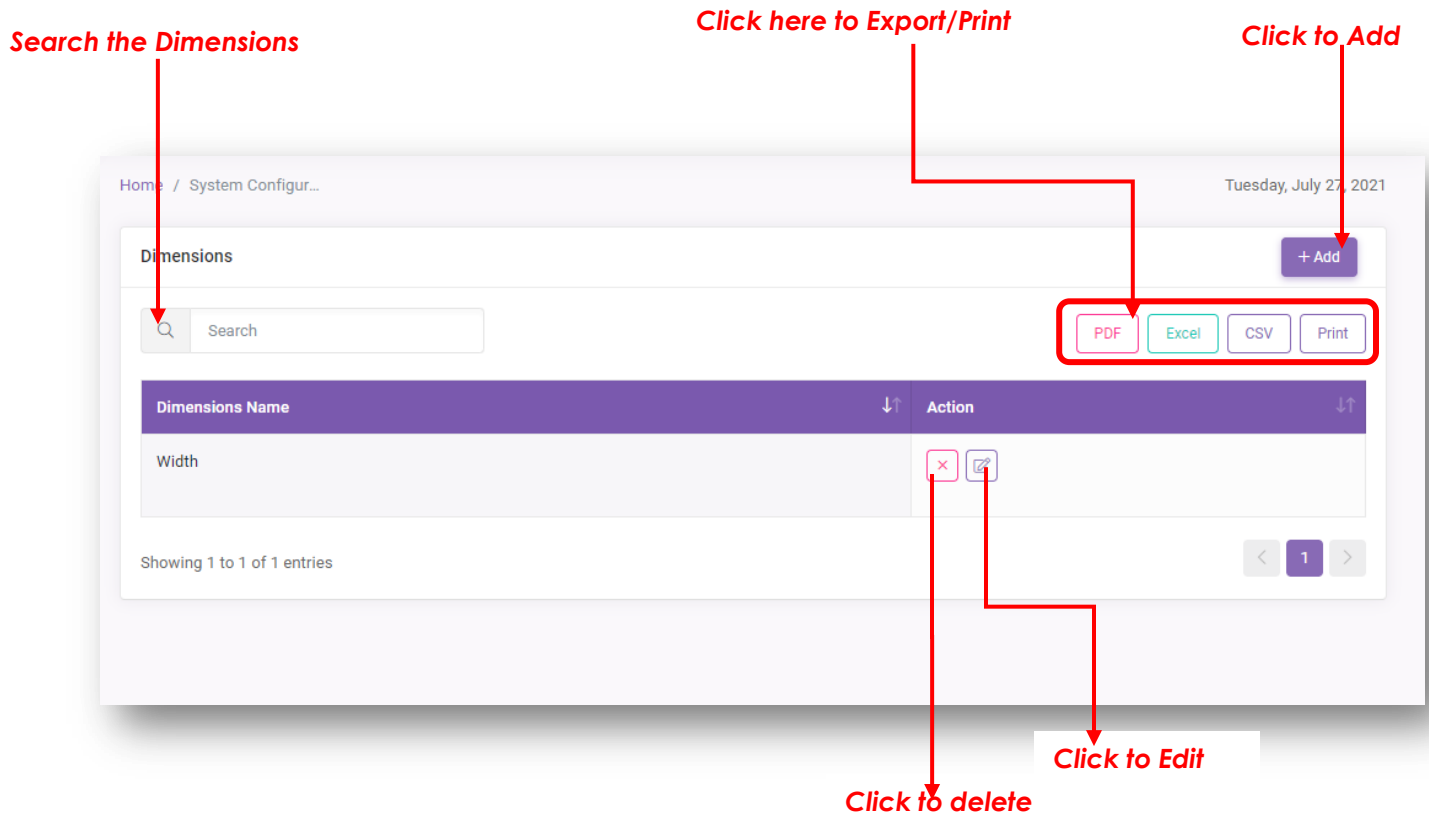

Image 6.1.1: Counties

To add the details of a Counties not present in the system click on add Counties button at the top right of the screen *(see image 6.1.1)*.

A new page will open where you can Enter the details of the Counties and save *(see image 6.1.2)*.

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the County Name

Image 6.1.2: Add Counties

To edit the details of a Counties in the system click on Edit button at the right of the listing page screen *(see image 6.1.2)*.

A new page will open where you can change the details of the Counties and Update *(see image 6.1.3)*.

Image 6.1.3: Edit Counties

6.2. Units

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

Image 6.2.1: Unit

To add the details of a Units not present in the system click on add Units button at the top right of the screen *(see image 6.2.1)*.

A new page will open where you can Enter the details of the Units and save *(see image 6.2.2)*.

Home / Indicator Unit   Tuesday, July 27, 2021

Add Unit

Unit Name*

Please enter the Unit Name

✓ Save   ↺ Save & Go back to list   ⚠ Cancel

Click on save filling the fields

Click to Save & go back to list

Enter the unit Name

Back to Previous page

Image 6.2.2: Add Units

To edit the details of a Units in the system click on Edit button at the right of the listing page screen *(see image 6.2.2)*.

A new page will open where you can change the details of the Units and Update *(see image 6.2.3)*.

Image 6.2.3: Edit Units

6.3 Dimensions

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

Image 6.3.1: Dimensions

To Add the details of a Dimensions not present in the system click on *Add* Dimensions button at the top right of the screen *(see image 6.3.1)*.

A new page will open where you can Enter the details of the Dimensions and save *(see image 6.3.2)*.

Home / Dimensions   Tuesday, July 27, 2021

Add Dimensions

Dimension Name*

Thematic

✓ 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 Add Dimensions Name details

Image 6.3.2: Add Dimensions

To edit the details of a Dimensions in the system click on *Edit* button at the right of the listing page screen *(see image 6.3.1).*

A new page will open where you can change the details of the Dimensions and update *(see image 6.3.3).*

Enter the Edit Region information details

Back to Previous page

Click to Save & go back to list

Image 6.3.3: Edit Dimensions

6.4 Implementing Partner

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

Image 6.4.1: Implementing Partner

To Add the details of a Implementing Partner not present in the system click on *Add* Implementing Partner button at the top right of the screen *(see image 6.4.1)*.

A new page will open where you can Enter the details of the Implementing Partner and save *(see image 6.4.2)*.

Image 6.4.2: Add Implementing Partner

To Edit the details of a Implementing Partner in the system click on *Edit* button at the right of the listing page screen *(see image 6.3.1)*.

A new page will open where you can change the details of the Implementing Partner and update *(see image 6.3.3)*.

Home / System Configur...   Tuesday, July 27, 2021

Edit Implementing Partner

Partner Name *

AU

Organization Name *

Please enter the Organization name

Contact Person *

Please enter the Contact Person

Contact Email *

Please enter the Contact Email

⟲ Save & Go back to list   ⚠ Cancel

Activate Windows
Go to PC settings to activate Windows.

Change the Implementing Partner details

Click to Save & go back to list

Back to Previous page

Image 6.4.2: Edit Implementing Partner

6.5 Funding Partner

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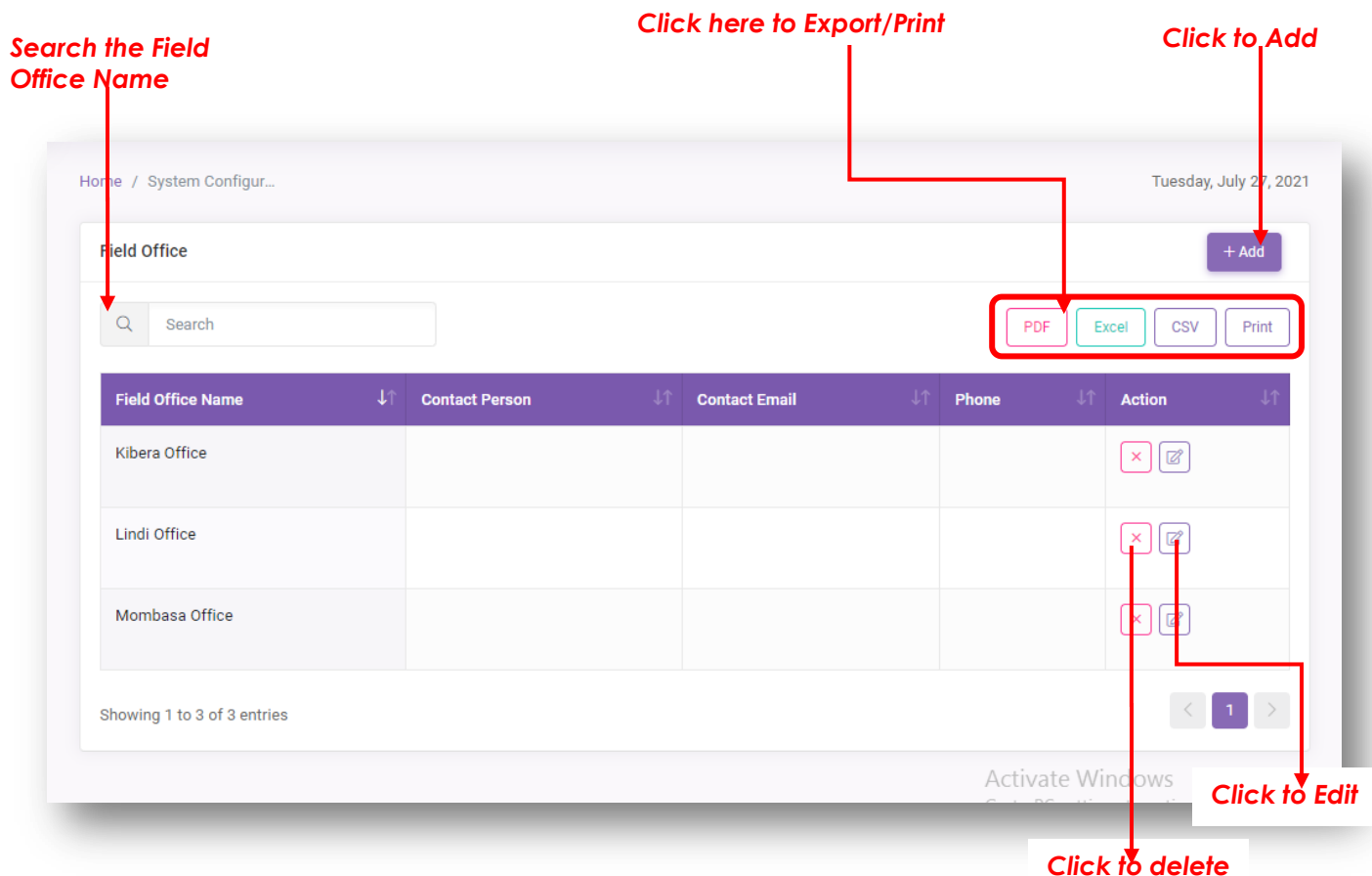

Image 6.5.1: Funding Partner

To Add the details of a Funding Partner not present in the system click on *Add* Funding Partner button at the top right of the screen *(see image 6.5.1)*.

A new page will open where you can Enter the details of the Funding Partner and save *(see image 6.5.2)*.

Enter the Funding Partner name Details

Click on save filling the fields

Back to Previous page

Click to Save & go back to list

Image 6.5.2: Add Funding Partner

To edit the details of a Funding Partner in the system click on *Edit* button at the right of the listing page screen *(see image 6.5.1)*.

A new page will open where you can change the details of the Funding Partner and update *(see image 6.5.3)*.

Image 6.5.3: Edit Funding Partner

6.6 Field Office

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

Image 6.6.1: Field Office

To Add the details of a Field Office not present in the system click on *Add* Field Office button at the top right of the screen *(see image 6.6.1)*.

A new page will open where you can Enter the details of the Field Office and save *(see image 6.6.2)*.

Click on save filling the fields

Enter the Add Field Office Details

Back to Previous page

Click to Save & go back to list

Image 6.6.2: Add Field Office

To Edit the details of a Field Office in the system click on *Edit* button at the right of the listing page screen *(see image 6.6.1)*.

A new page will open where you can change the details of the Field Office and update *(see image 6.6.3)*.

Image 6.6.3: Edit Field Office

6.7 Currency

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

Image 6.7.1: Currency

To Add the details of a Currency not present in the system click on *Add* Currency button at the top right of the screen *(see image 6.7.1)*.

A new page will open where you can Enter the details of the Currency and save *(see image 6.7.2)*.

Home / System Configur...   Tuesday, July 27, 2021

Add Currency

Currency Name*

Please enter the Currency Name

✓ Save   ↺ Save & Go back to list   ⚠ Cancel

Click on save filling the fields

Enter the Currency Details

Back to Previous page

Click to Save & go back to list

Image 6.7.2: Add Currency

To Edit the details of a Currency in the system click on *Edit* button at the right of the listing page screen *(see image 6.7.1)*.

A new page will open where you can change the details of the Currency and update *(see image 6.7.3)*.

Image 6.7.3: Edit Currency

7. User Management

This module should be used to maintain User. Clicking on *User Management in* the right menu with following options:

- Change Password
- Manage User Roles
- Manage User Rights
- Manage Users
- View System Audit Trail
- Access User Manual

7.1. Change Password

The user can use this option to change their own password *(see image 7.1.1.)*

Image 7.1.1: Change Password

7.2. Manage User Roles

This option is used to create different Manage User Roles so that each user group can be given user rights as needed. Upon clicking the Manage User Roles option in the menu the list of existing Groups/Members is displayed *(see image 7.2.1)*.

Image 7.2.1: Manage User Roles

When you click on Add you would see a screen to Add Manage User Roles Information as shown in image 7.2.2.

Image 7.2.2: Add User Roles

When you click on Edit you would see a screen to Update Manage User Roles Information as shown in image 7.2.3.
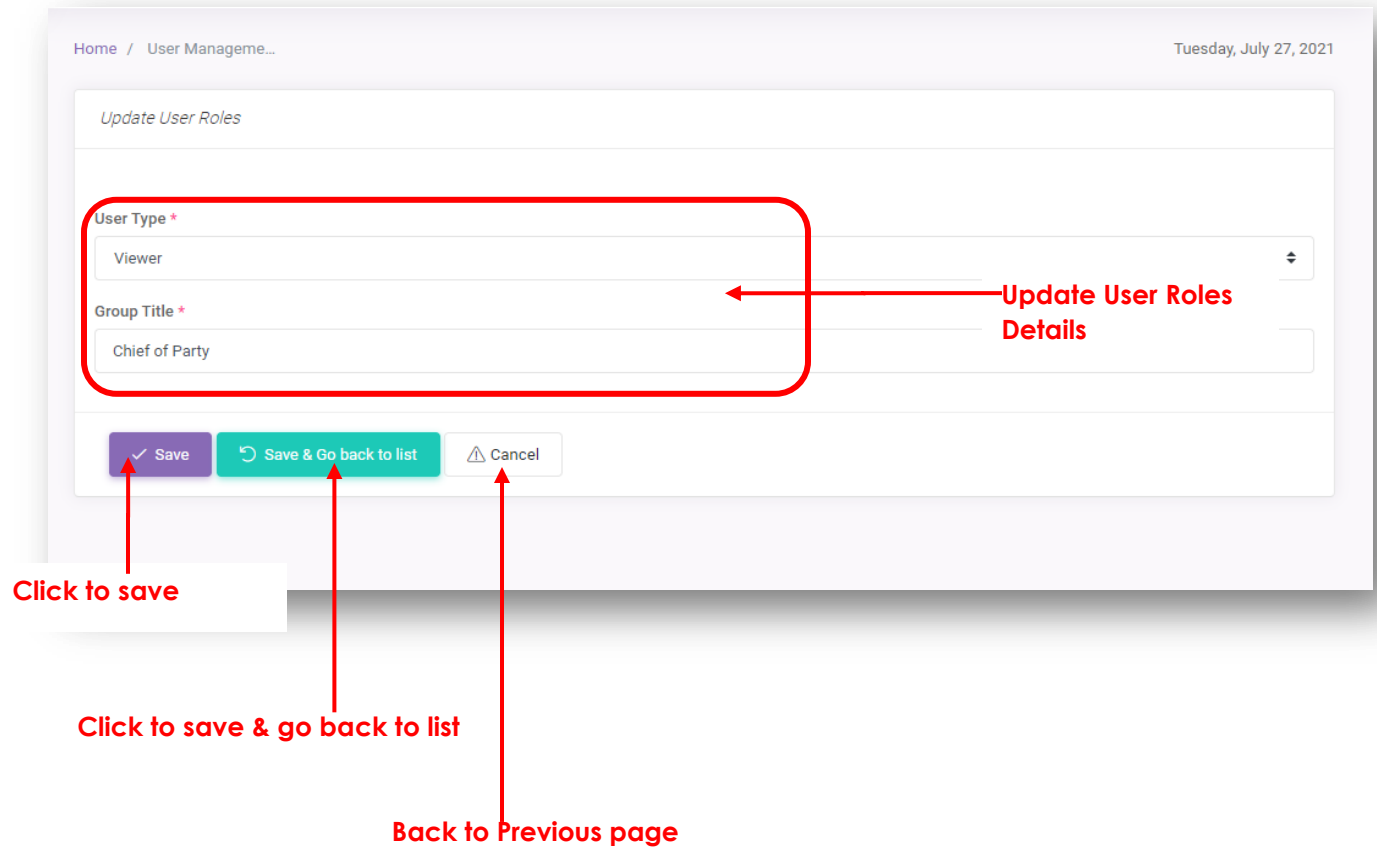

Image 7.2.3: Edit User Roles

7.3. Manage User Rights

This option is used to create Manage User Rights so that each user group can be given user rights as needed. Upon clicking the Manage User Rights option in the menu, the list of existing User Groups is displayed *(see image 7.3.1)*.
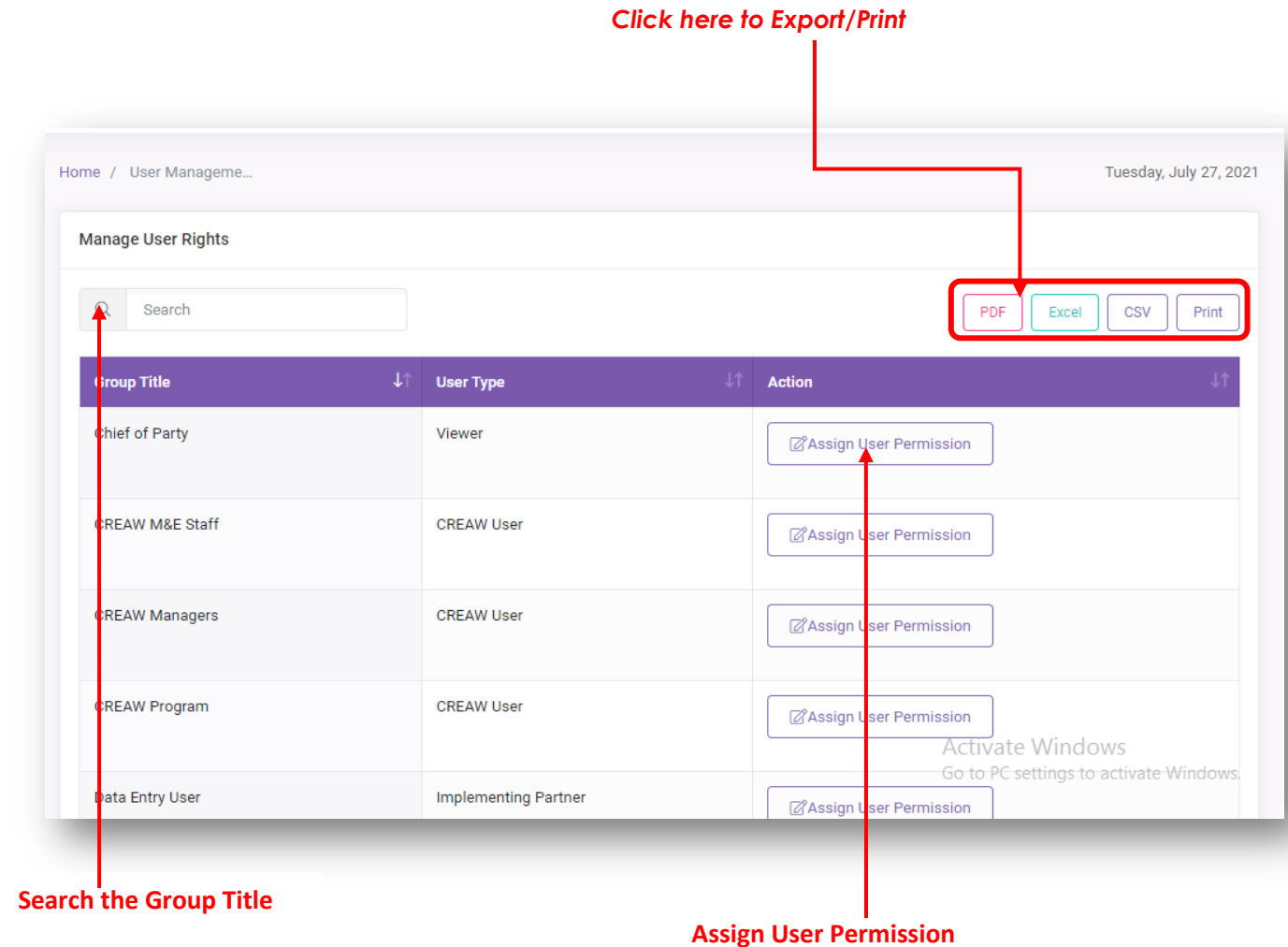
Click here to Export/Print

Search the Group Title

Assign User Permission

Image 7.3.1: Manage User Rights

When you click on Assign Permission button you would see a screen that display all the modules and sub-modules name of the system, you can click on check box of check all to assign permission to all modules and if you want to assign permission to any particular sub-module check it   and click on save to Assign Permission to Module Information as shown in image 7.3.2.
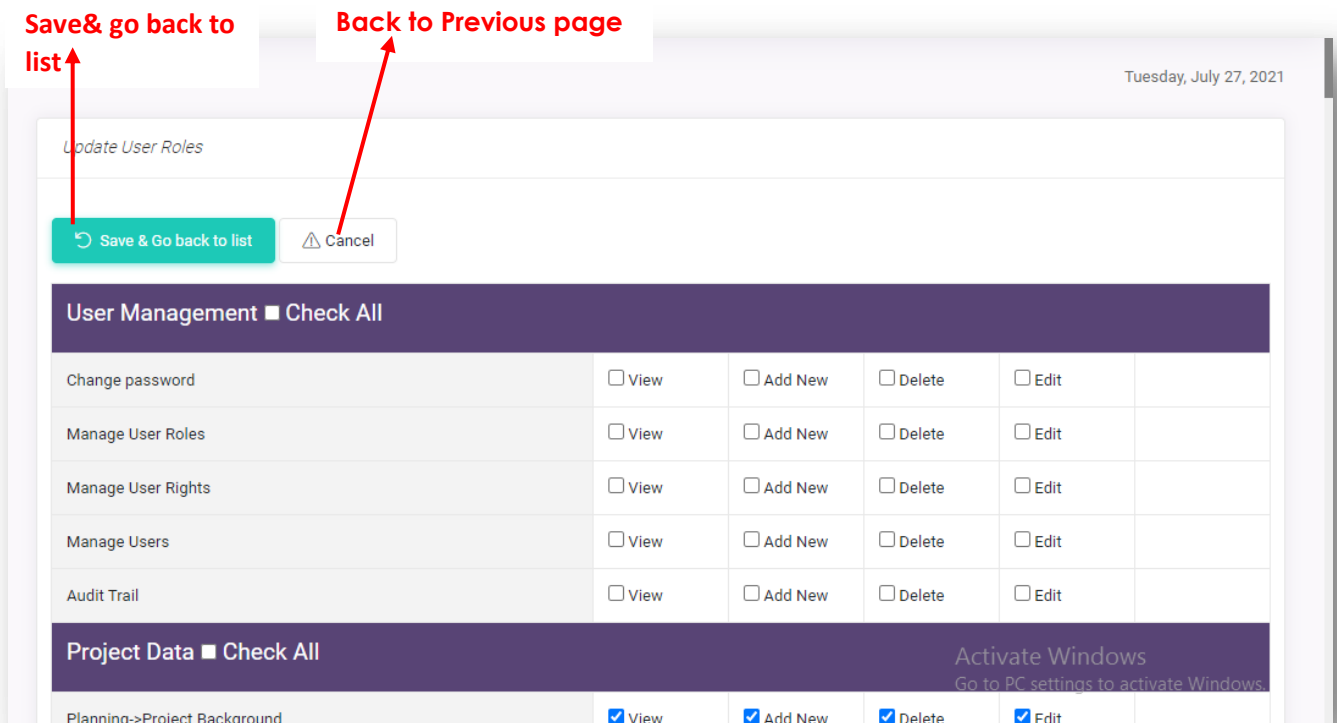

Image 7.3.2: Manage User Rights

7.4. Manage Users

This option is used to create new Users, after creating new users that particular user will get the login credentials notification on the registered email *(see image 7.4.1).*

Image 7.4.1: Manage Users

When you click on Add you would see a screen to Add User Information as shown in image 7.4.2.

Image 7.4.2: Manage Users

When you click on Edit you would see a screen to Update User Information as shown in image 7.4.3.

Back to Previous page

Click to save & go back to list

Enter the Edit Manage User details

Image 7.4.3: Edit Manage Users

7.5. View System Audit Trail

This option is used to View System Audit Trail, Using audit trail system administrator can see each and every activities of user in the system *(see image 7.5.1).*

Search the activity

Search the User Name

Search the Module Name

Search the OLD Value
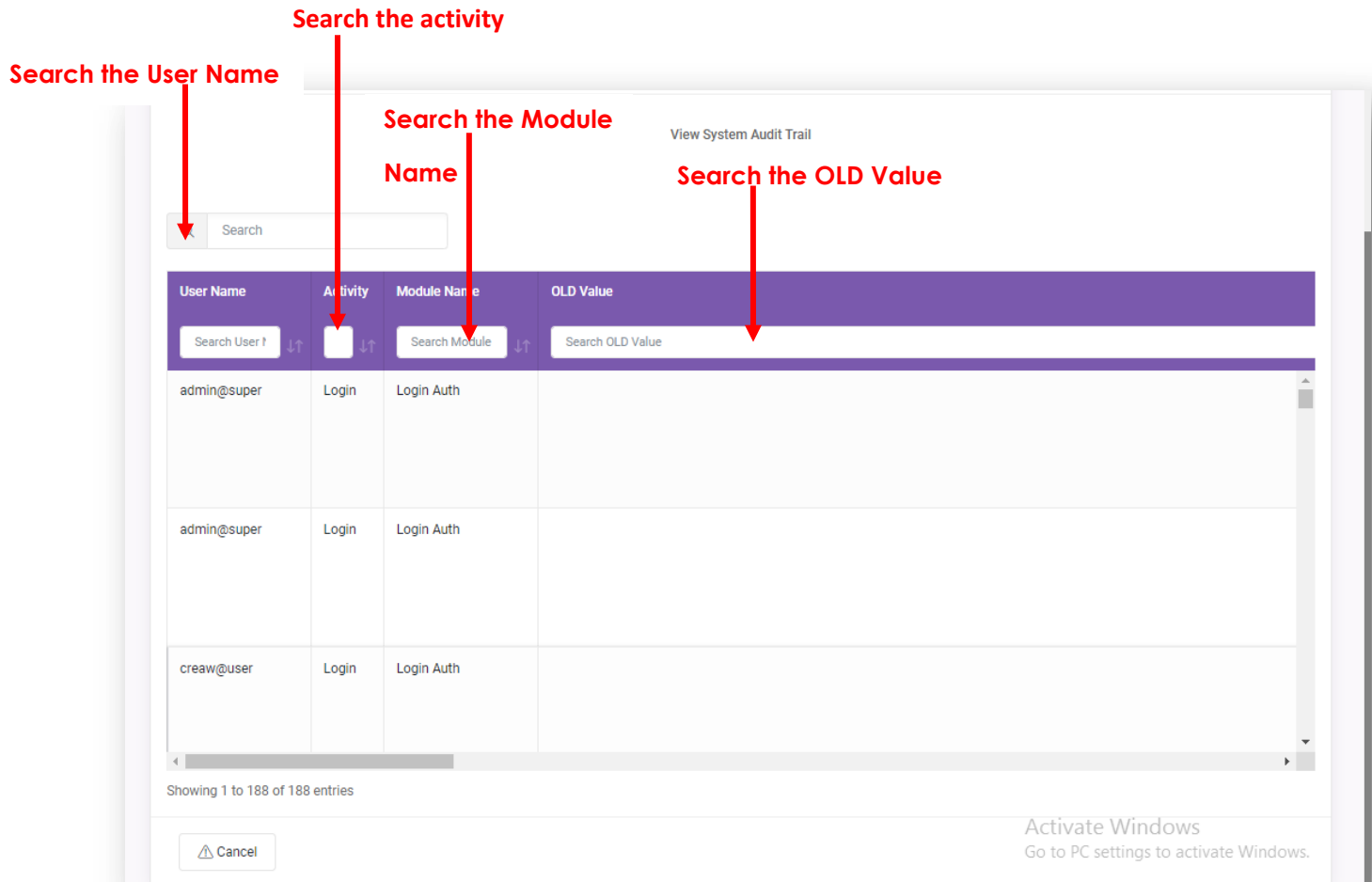
Image 7.5.1: View System Audit Trail

7.6. Access User Manual

Click on User Manual, to download the latest copy of the user manual, User Manual is step by step guide that help in the regular operation in the system.*(see image 7.6.1)*.
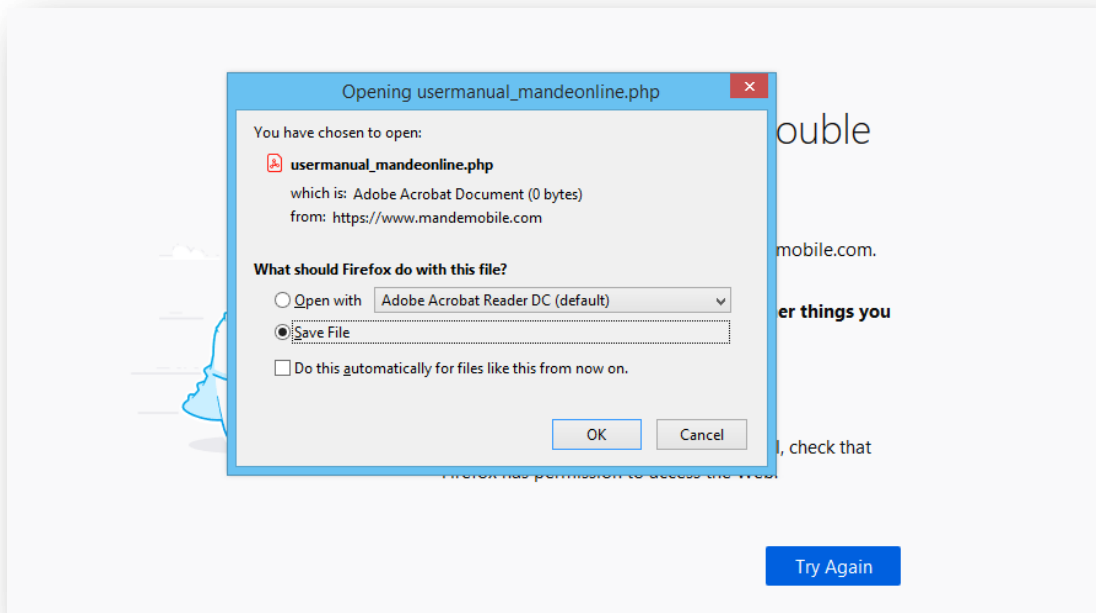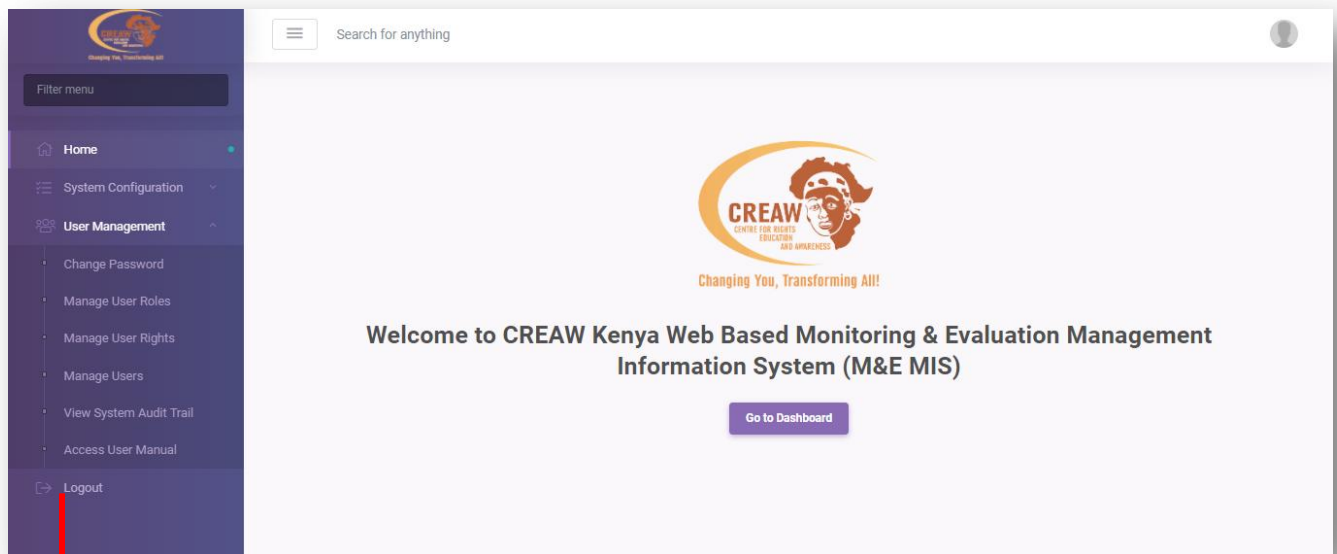

Image 7.6.1: Log Out

8. Log Out

When you click on Log Out you will completely log out and again log screen will appear of system, see image 8.1.

Click to Log out

Image 8.1: Log Out

Login Screen after logout

CREAW Kenya - Centre for Rights Education and Awareness

Monitoring & Evaluation Management Information System

Established in 1999, the Centre for Rights Education and Awareness (CREAW) is a national, feminist women's rights Non-Governmental Organization (NGO) operating in Kenya. CREAW envisions a just society where women and girls enjoy full rights and live in dignity. The mission of CREAW is to champion, expand and actualise women and girls' rights and social justice.

We are a national feminist women's right Non-Governmental Organization whose vision is a just society where women and girls enjoy full rights and live in dignity and mission is to

Note: For Registered Users and Administrators!

Email or Username

Password

Forgot password ?

Remember me for the next 30 days

Sign in

Image 8.2: Login