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

USER MANUAL



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Suite 4106, 4107 | Floor 41, Mazaya Business Tower, Tower AA1,
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Contents

1. Accessing the System	2
2. Login Screen	2
2.1 Reset Password	3
3. Modules and Sub Modules	9
4. Home & Main Menu	11
5. Dashboard	11
By Thematic Area	16
6. System Configuration	19
6.1. Counties	20
6.2. Units	23
6.3 Dimensions	26
6.4 Implementing Partner	29
6.5 Funding Partner	32
6.6 Field Office	35
6.7 Currency	38
7. User Management	41
7.1. Change Password	41
7.2. Manage User Roles	42
7.3. Manage User Rights	45
7.4. Manage Users	47
7.5. View System Audit Trail	50
7.6. Access User Manual	51
8. Log Out	52



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.crew.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.

The screenshot shows the login interface for the CREAW Kenya M&E MIS. The header reads "CREAW Kenya - Centre for Rights Education and Awareness". On the left, there is a logo for CREAW with the tagline "Changing You, Transforming All!". Below the logo, the text "Monitoring & Evaluation Management Information System" is displayed, followed by a paragraph about the organization's mission and vision. On the right, there is a login form with the following elements:

- A note: "Note: For Registered Users and Administrators!"
- A label "Email or Username" above a text input field containing "Email or Username".
- A label "Password" above a text input field containing "Password".
- A link "Forgot password ?" below the password field.
- A checkbox labeled "Remember me for the next 30 days".
- A "Sign in" button, which is highlighted with a red box and a red arrow pointing to it from the text "Click here" below the form.

Red arrows and text annotations are used to guide the user:

- A red arrow points from the text "Enter your Username or registered email address here" to the "Email or Username" input field.
- A red arrow points from the text "Enter your Password" to the "Password" input field.
- A red arrow points from the text "Click here" to the "Sign in" button.

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

The screenshot shows the login interface for the CREAW Kenya M&E MIS. On the left, there is a logo for CREAW Kenya with the tagline 'Changing You, Transforming All!'. Below the logo, the text reads 'Monitoring & Evaluation Management Information System' and provides a brief history of the organization. On the right, there is a login form with fields for 'Email or Username' (containing 'admin@super') and 'Password'. Below these fields is a checkbox for 'Remember me for the next 30 days' and a 'Sign in' button. A red box highlights the 'Forgot password ?' link next to the password field. A red arrow points from this link down to the text 'Click here'.

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*)

The screenshot shows the 'Forgot Password' page for CREAW Kenya. The page has a dark purple header with the text 'CREAW Kenya - Centre for Rights Education and Awareness'. Below the header, the title '"Forgot Password ?"' is centered, followed by the text 'Not a problem, happens to the best of us. Just use the form below to reset it!'. The form itself is a white box with a light gray border. It contains a label 'Your username or email' above a text input field. To the right of the input field, there is a red arrow pointing to the text 'Username'. Below the input field, there is a checkbox labeled 'I remembered my password!'. To the right of the checkbox, there is a pink button labeled 'Recover'. A red line with an arrow points from the text 'Enter Email address here' to the input field. Another red line with an arrow points from the text 'Click Here to Recover Password' to the 'Recover' button.

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

Username

We will email you the instructions

☐ I remembered my password!

Recover

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*).

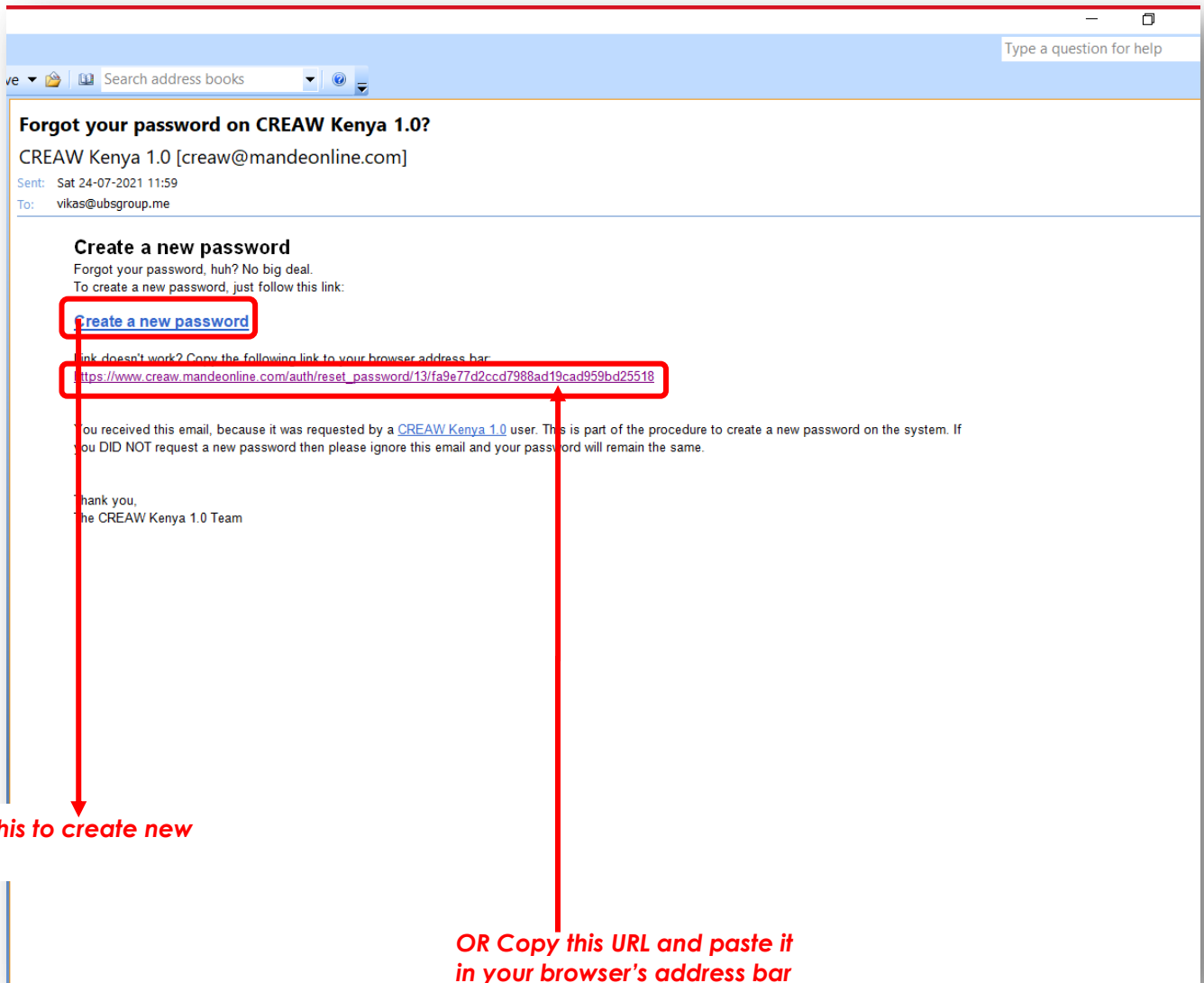


Image 2.1.3: Password Reset Email



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

The screenshot shows a web interface for 'CREAW Kenya - Centre for Rights Education and Awareness'. The main heading is '"Reset password ?"'. Below it, a message states: 'Not a problem, happens to the best of us. Just use the form below to reset it!'. The form itself is a white box with a yellow error message at the top: '• The New Password field is required. • The Confirm new Password field is required.' The form contains three input fields: 'New password' (with placeholder 'New Password'), 'Confirm new password' (with placeholder 'Confirm New Password'), and a checkbox labeled 'I remembered my password!'. A pink 'Change Password' button is at the bottom right of the form. Three red arrows point to specific elements: one to the 'New password' field labeled 'Enter New Password', one to the 'Confirm new password' field labeled 'Confirm new password here', and one to the 'Change Password' button labeled 'Click here'.

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

New Password

Confirm new password

Confirm New Password

I remembered my password!

Change Password

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 get the email Notification for your password changed successfully (check your email address associated with your **CREAW Kenya M&E MIS** account)

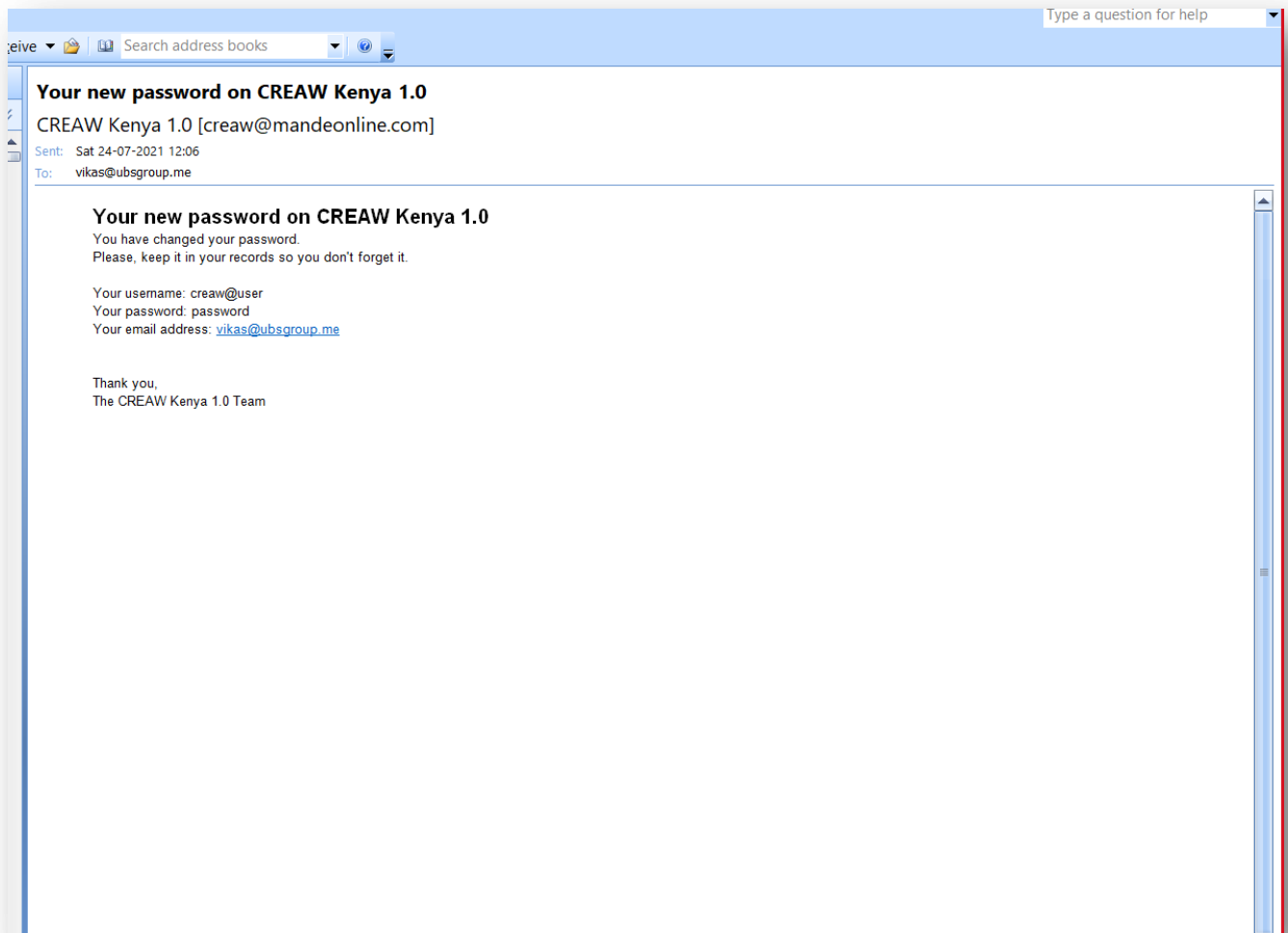


Image 2.1.5: Password Changed Notification



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

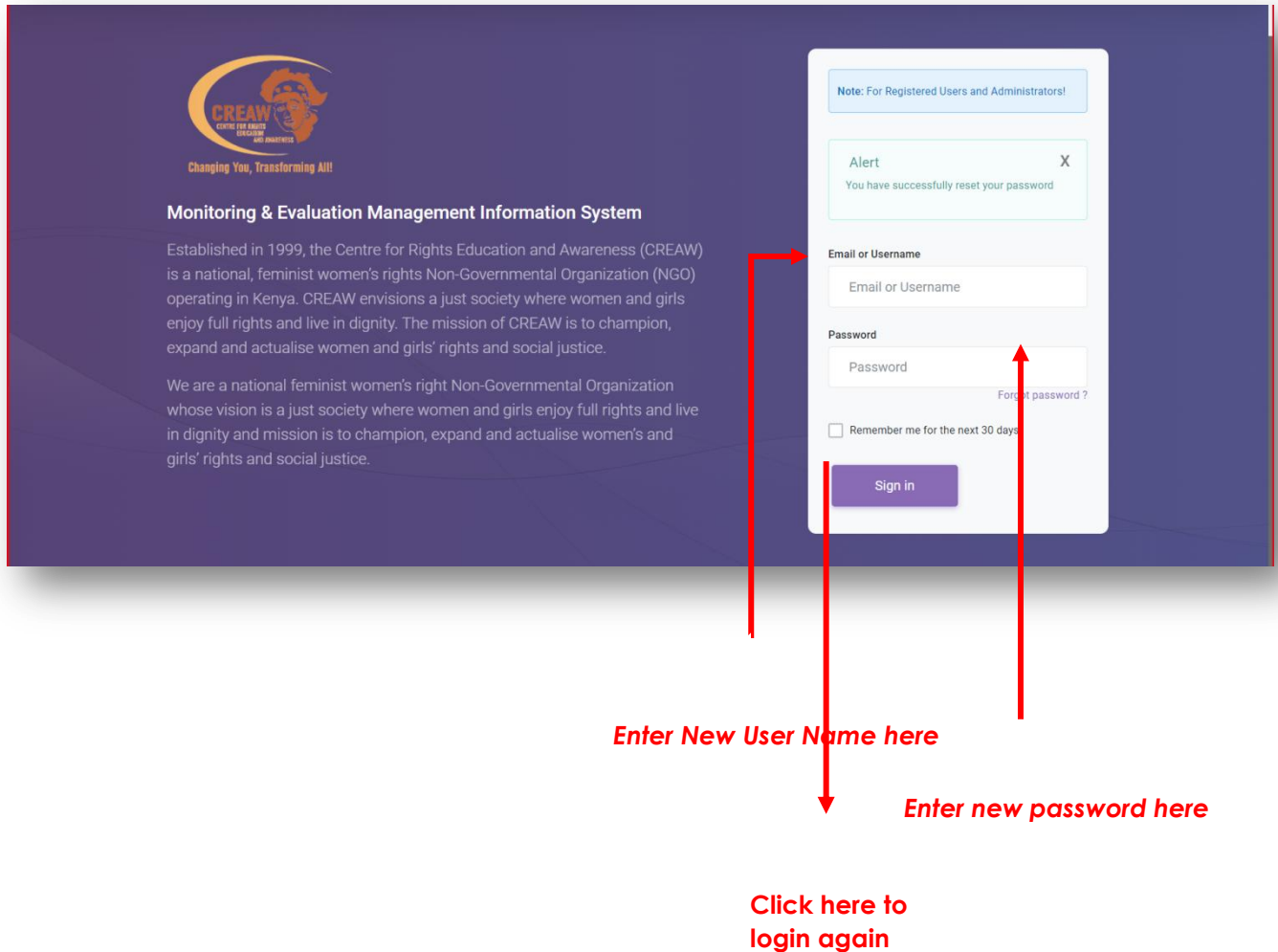


Image 2.1.6: Reset Password



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 M&E MIS Dashboard)* of the system.
- **System Configuration:** Clicking on Configuration in the Main Menu brings you to the System Configuration *(the System Configuration)* of the system.
 - **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.
 - **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.
 - **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.
 - **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.
 - **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.
 - **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.
 - **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.
- **User Management:** This module should be used by the system administration to perform *user management* tasks. User Management 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.



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

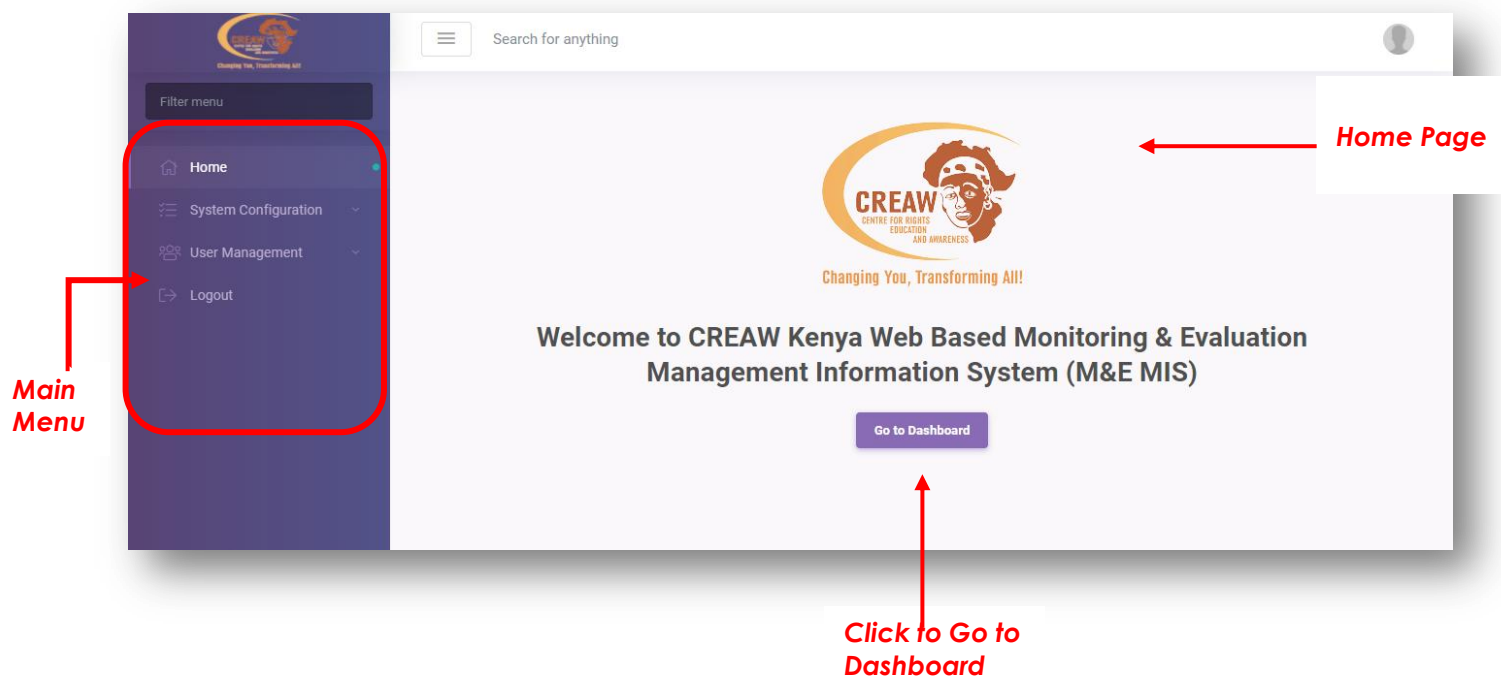


Image 4.1.0: Home & Main Menu

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

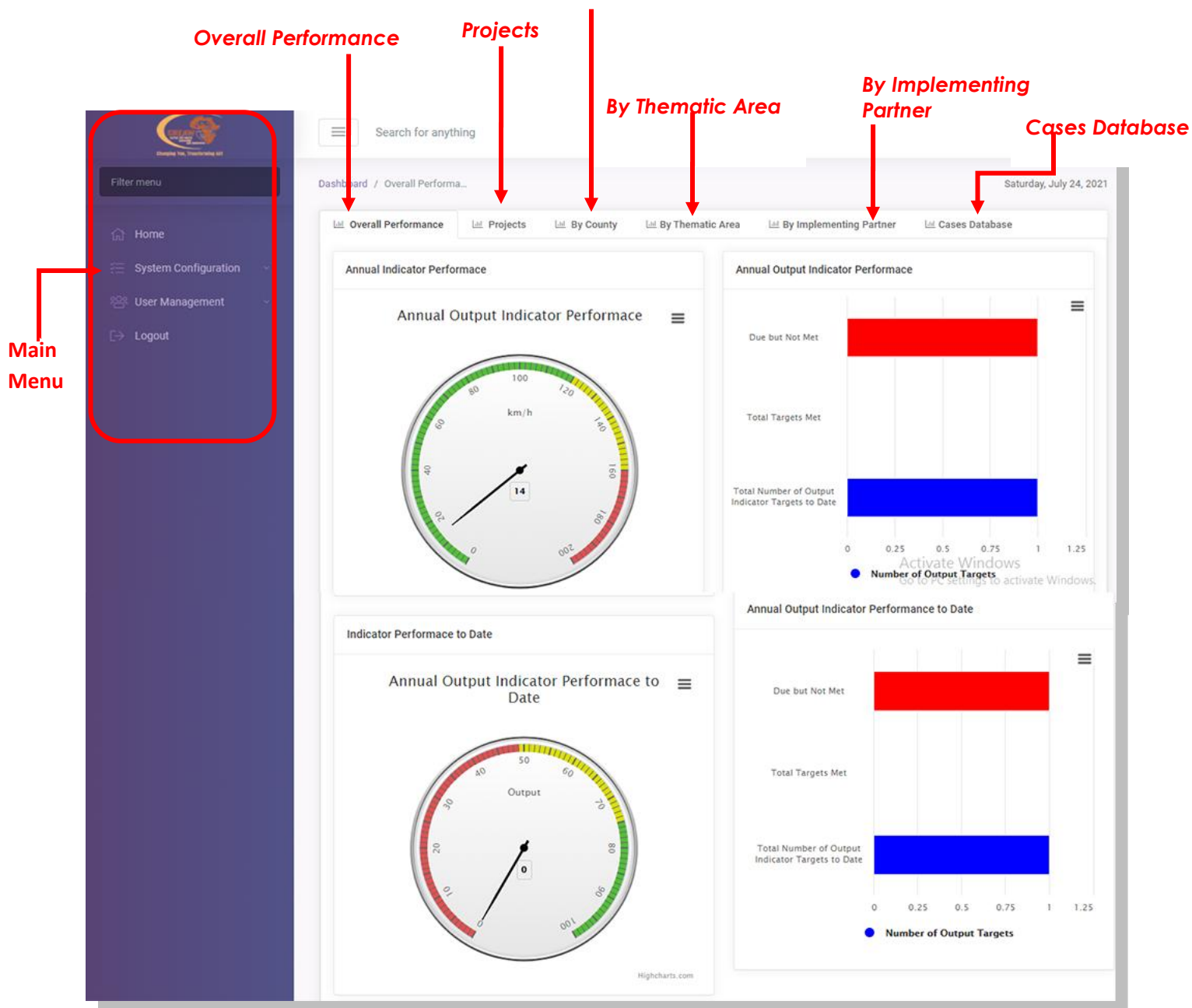


Image 5.1.1: Overall Performance

Projects Dashboard





Filter menu

Home

System Configuration

User Management

Logout

Main Menu

Search for anything

Dashboard / Project Dashboa...

Saturday, July 24, 2021

Overall Performance

Projects

By County

By Thematic Area

By Implementing Partner

Cases Database

No. of Projects Not Started

No. of Projects Pipeline

No. of Projects On-going

No. of Projects Completed

No. of Projects Terminated

0

1

0

0

0

Summary of Project by Budget

Project	Budget
Test Project -01	2500000

3 000k

2 500k

2 000k

1 500k

1 000k

500k

0

2 500 000

Test Project -01

Budget

Summary of Project by Thematic Area

Thematic Areas	Number of Projects
Thematic Area -01	1
Thematic Area -02	1
Thematic Area -03	

1.25

1

0.75

0.5

0.25

0

1

1

Thematic Area -01

Thematic Area -02

Thematic Area -03

Number of Projects

Image 5.1.2: project

By County

By County

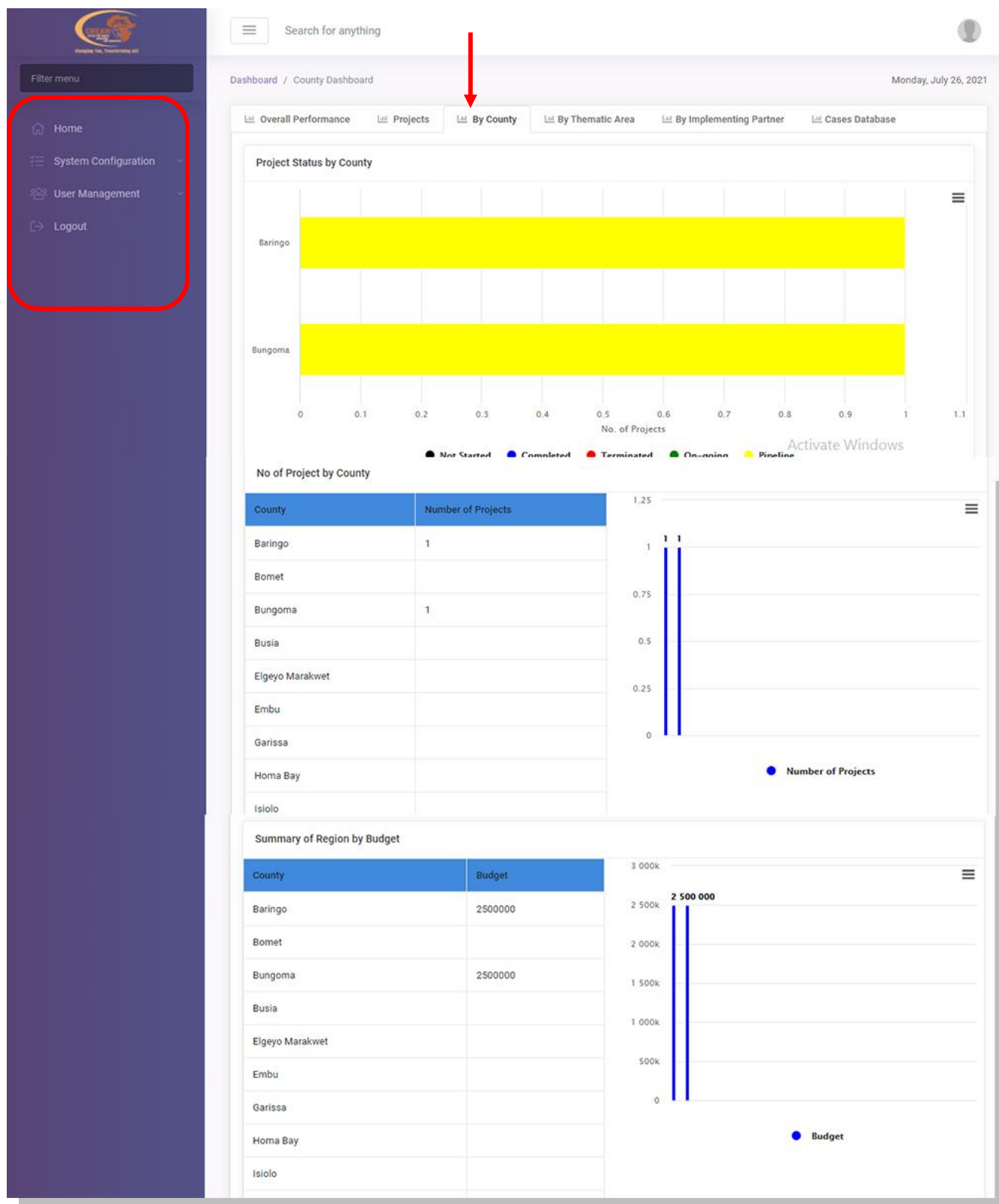


Image 5.1.3: By County



By Thematic Area

By Thematic Area

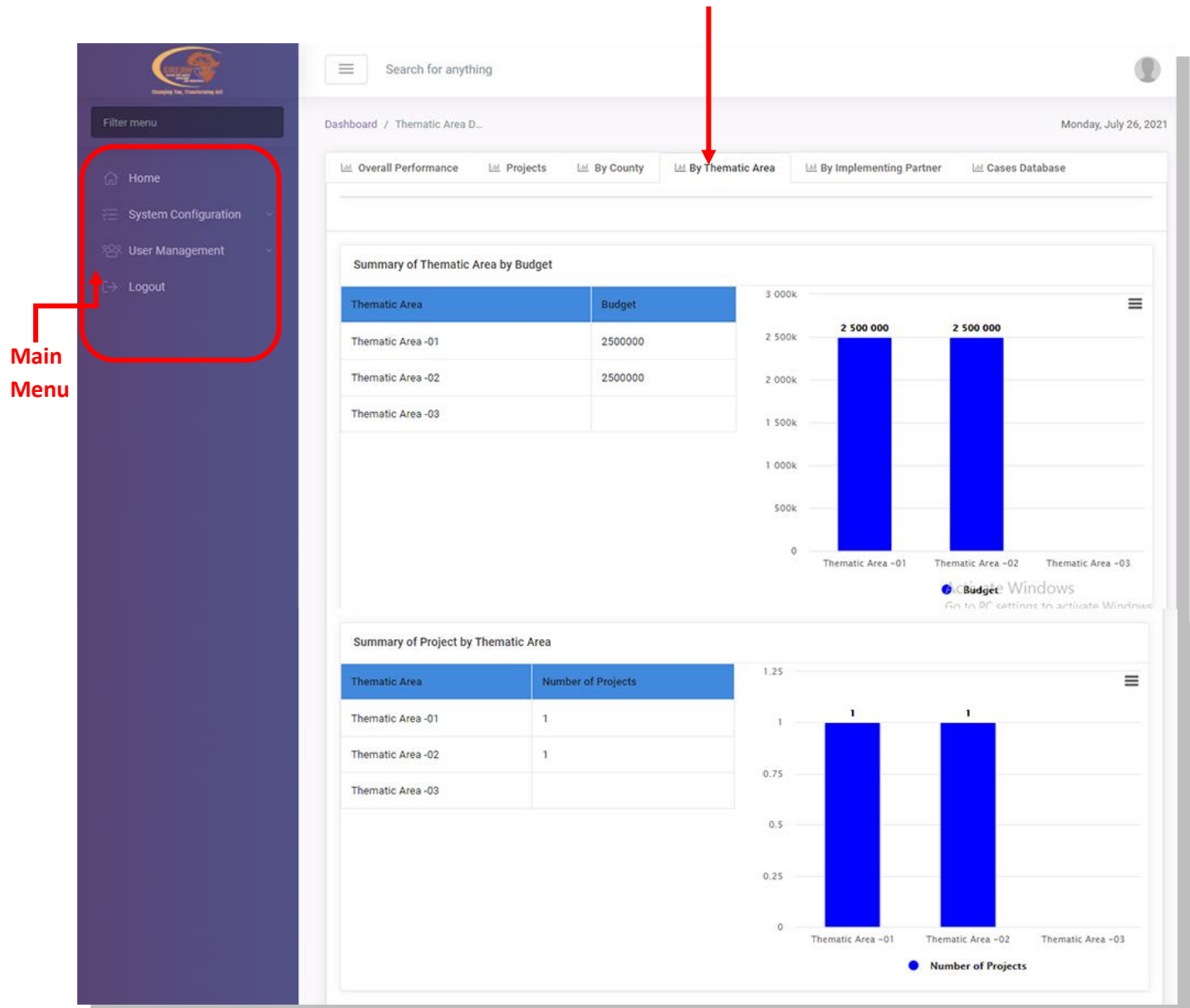


Image 5.1.4: By Thematic Area



By Implementing Partner

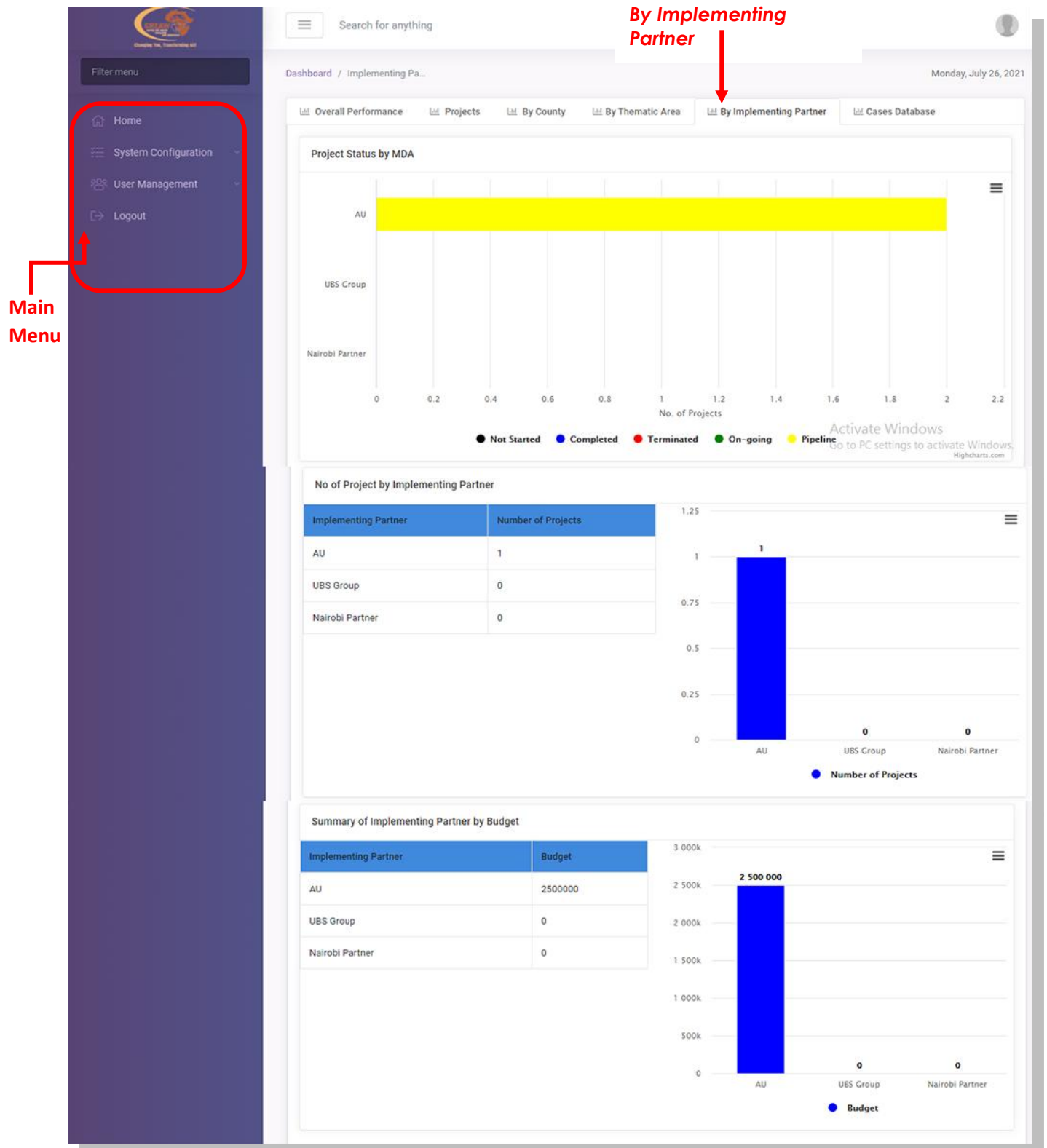


Image 5.1.5: By Implementing Partner



Cases Database

Main Menu

- Home
- System Configuration
- User Management
- Logout

Cases Database

Monday, July 26, 2021

Search for anything

Dashboard / Cases Database ...

Overall Performance | Projects | By County | By Thematic Area | By Implementing Partner | **Cases Database**

Summary of New Cases Reported

Week	Male	Female
WK1	5	10
WK2	15	7
WK3	50	7
WK4	150	70

Activate Windows
Go to PC settings to activate Windows.

Marital Status	Male	Female
Single	5	10
Married	15	7
Cohabiting	50	7
Divorced	150	70

Activate Windows
Go to PC settings to activate Windows.

Services Provides

Service Provider	Male	Female
AU	150	70

Activate Windows
Go to PC settings to activate Windows.

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.

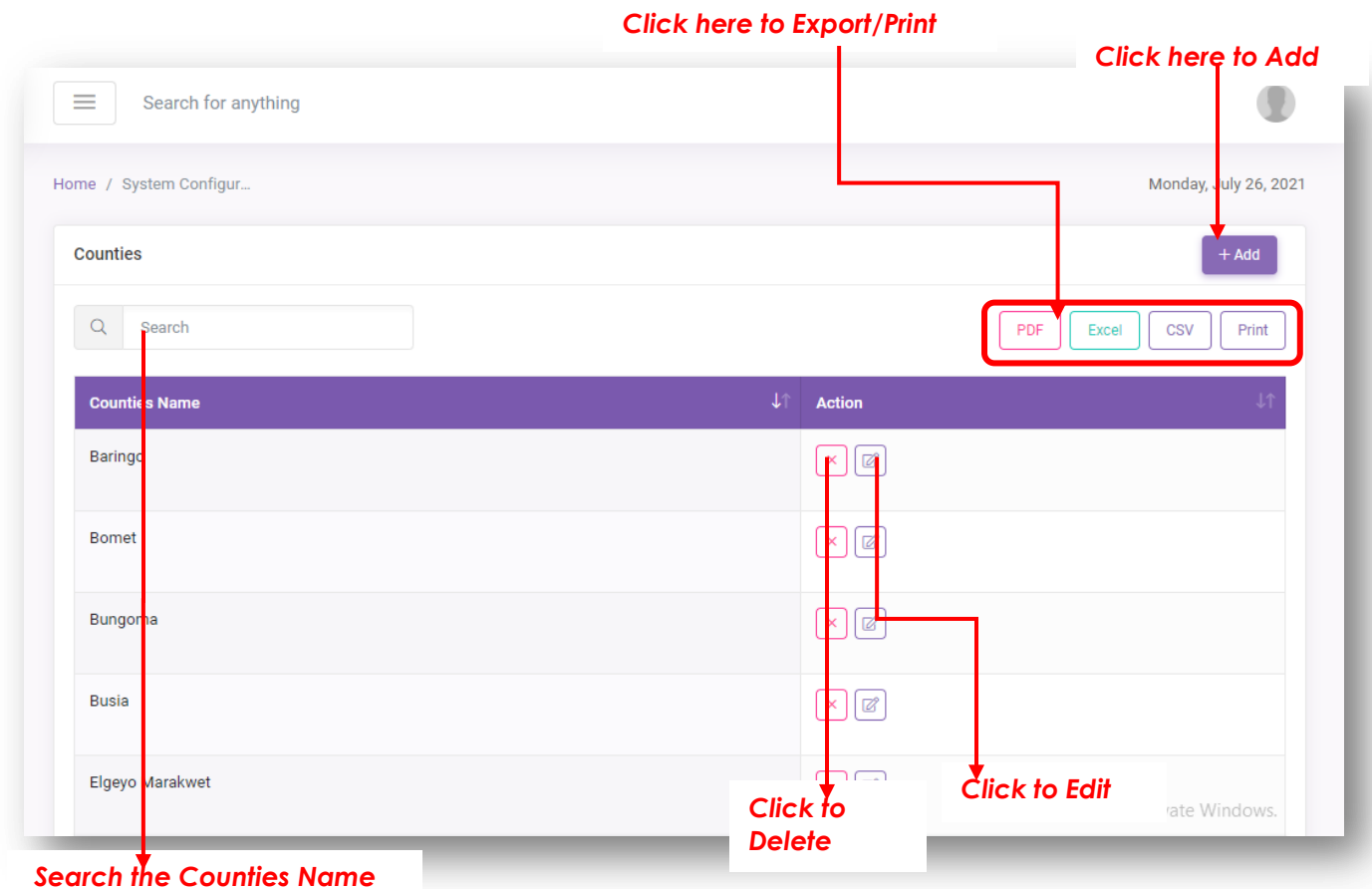


Image 6.1.1: Counties



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).

The screenshot shows a web interface for adding a new county. At the top, there is a breadcrumb trail 'Home / Counties' and the date 'Tuesday, July 27, 2021'. Below this is a header 'Add County'. The main form area has a label 'County Name*' above a text input field containing the word 'Thematic'. At the bottom of the form are three buttons: a purple 'Save' button with a checkmark, a teal 'Save & Go back to list' button with a circular arrow, and a grey 'Cancel' button with a warning triangle. Red arrows point from text labels to these elements: 'Click on save filling the fields' points to the 'Save' button; 'Click to Save & go back to list' points to the 'Save & Go back to list' button; 'Back to Previous page' points to the 'Cancel' button; and 'Enter the County Name' points to the text input field.

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).

Home / Counties Tuesday, July 27, 2021

Edit Counties

County Name*

Baringo

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Enter the Edit Country Name Details

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.

Click here to Export/Print











Click here to Add

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

Indicator Unit

+ Add

Search

Unit Name	Action
Acres	 
Days	 
Kgs	 
KSHS	 
Ltrs	 

PDF Excel CSV Print

Search the Indicator Unit Name

Click to Delete

Click here to Edit

Activate Windows
Go to PC settings to activate Windows.

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

Back to Previous page

Enter the unit Name

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).

Home / Indicator Unit Tuesday, July 27, 2021

Edit Unit

Unit Name*

Acres

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Enter the Edit Unit Name Details

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.

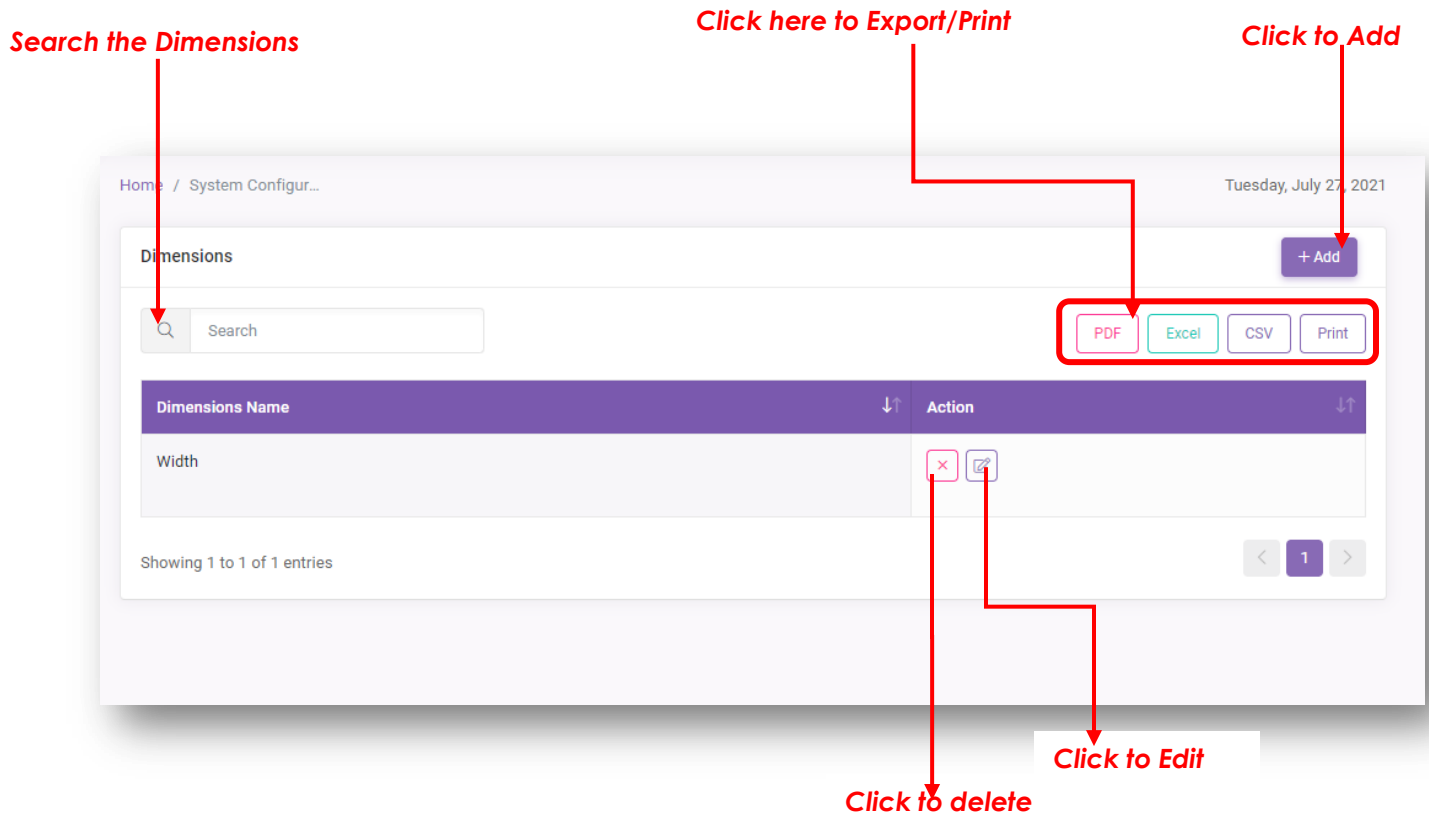


Image 6.3.1: Dimensions



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).

The screenshot shows the 'Edit Dimensions' form. At the top left is a breadcrumb 'Home / Dimensions' and at the top right is the date 'Tuesday, July 27, 2021'. The form title is 'Edit Dimensions'. Below it is a 'Dimension Name*' label and a text input field containing 'Width'. At the bottom of the form are two buttons: 'Save & Go back to list' (purple) and 'Cancel' (white with a warning icon). Three red arrows point to these elements with callout boxes: one from the 'Save & Go back to list' button to a box saying 'Click to Save & go back to list', one from the 'Cancel' button to a box saying 'Back to Previous page', and one from the 'Width' input field to a box saying 'Enter the Edit Region information details'.

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.

Search the
Implementing Partner

Click here to Export/Print

Click to Add

The screenshot shows the 'Implementing Partner' management interface. At the top, there is a breadcrumb 'Home / System Configur...' and a date 'Tuesday, July 27, 2021'. Below the title 'Implementing Partner', there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar, there is a '+ Add' button. Below the search bar, there is a table with the following columns: 'Partner Name', 'Organization Name', 'Contact Person', 'Contact Email', and 'Action'. The table contains three entries: 'AU', 'Nairobi Partner', and 'UBS Group'. The 'Action' column for each entry contains a delete icon (X) and an edit icon (pencil). Below the table, there is a pagination bar showing 'Showing 1 to 3 of 3 entries' and a page number '1'. To the right of the table, there is a box containing four buttons: 'PDF', 'Excel', 'CSV', and 'Print'. Red arrows point from the text annotations to these elements: 'Search the Implementing Partner' points to the search bar; 'Click here to Export/Print' points to the 'PDF', 'Excel', 'CSV', and 'Print' buttons; 'Click to Add' points to the '+ Add' button; 'Click to delete' points to the delete icon in the 'Action' column; and 'Click to Edit' points to the edit icon in the 'Action' column.

Partner Name	Organization Name	Contact Person	Contact Email	Action
AU				
Nairobi Partner	ASD	job	job@mailinator.com	
UBS Group	United Business Solutions Ltd.	Vikas	vikas@ubsgroup.me	

Showing 1 to 3 of 3 entries

PDF Excel CSV Print

Click to delete

Click to Edit

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*).

The screenshot shows a web application interface for adding a new implementing partner. The page title is 'Add Implementing Partner'. The form contains four required fields: 'Partner Name *' (with a dropdown menu showing 'Thematic'), 'Organization Name *' (with placeholder text 'Please enter the Organization name'), 'Contact Person *' (with placeholder text 'Please enter the Contact Person'), and 'Contact Email *' (with placeholder text 'Please enter the Contact Email'). At the bottom of the form are three buttons: 'Save' (purple), 'Save & Go back to list' (green), and 'Cancel' (white with a warning icon). A red box highlights the form fields, and a red arrow points from the 'Save & Go back to list' button to a text box below. Another red arrow points from the 'Save' button to a text box below. A third red arrow points from the 'Cancel' button to a text box below. A fourth red arrow points from the 'Partner Name' field to a text box below. A Windows activation watermark is visible in the bottom right corner of the application window.

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

Add Implementing Partner

Partner Name *

Thematic

Organization Name *

Please enter the Organization name

Contact Person *

Please enter the Contact Person

Contact Email *

Please enter the Contact Email

✓ Save Save & Go back to list ⚠ Cancel

Activate Windows
Go to PC settings to activate Windows.

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the Implementing Partner details

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).

The screenshot shows the 'Edit Implementing Partner' form. The form has a title bar with 'Home / System Configur...' and 'Tuesday, July 27, 2021'. The form title is 'Edit Implementing Partner'. The form contains four input fields: 'Partner Name *' with the value 'AU', 'Organization Name *' with the placeholder 'Please enter the Organization name', 'Contact Person *' with the placeholder 'Please enter the Contact Person', and 'Contact Email *' with the placeholder 'Please enter the Contact Email'. At the bottom left are two buttons: 'Save & Go back to list' (green) and 'Cancel' (grey). At the bottom right is a 'Activate Windows' watermark. Red annotations include: a red box around the input fields with a line pointing to the text 'Change the Implementing Partner details'; a red arrow pointing from the 'Save & Go back to list' button to the text 'Click to Save & go back to list'; and a red arrow pointing from the 'Cancel' button to the text 'Back to Previous page'.

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.

Search the Funding Partner

Click here to Export/Print

Click to Add

Click to delete

Click to Edit

The screenshot shows the 'Funding Partner' management interface. At the top, there is a breadcrumb trail 'Home / System Configur...' and the date 'Tuesday, July 27, 2021'. The main heading is 'Funding Partner'. Below it is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a '+ Add' button. Below the search bar is a table with the following columns: 'Donor Name', 'Contact Person', 'Contact Email', 'Phone', and 'Action'. The table contains two entries: 'USAID' with contact person 'Rob' and email 'rob@gmail.com', and 'World Bank' with contact person 'Jacob' and email 'jacob@mailinator.com'. The 'Action' column for each entry contains a delete icon (a red square with a white 'x') and an edit icon (a blue square with a white pencil). Below the table, it says 'Showing 1 to 2 of 2 entries'. To the right of the table, there are buttons for 'PDF', 'Excel', 'CSV', and 'Print'. A red box highlights these buttons. Red arrows point from the annotations to the corresponding elements: 'Search the Funding Partner' points to the search bar, 'Click here to Export/Print' points to the 'PDF' button, 'Click to Add' points to the '+ Add' button, 'Click to delete' points to the delete icon in the 'Action' column, and 'Click to Edit' points to the edit icon in the 'Action' column.

Donor Name	Contact Person	Contact Email	Phone	Action
USAID	Rob	rob@gmail.com	+65489563274	
World Bank	Jacob	jacob@mailinator.com	+4578596352	

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).

The screenshot shows the 'Add Funding Partner' form within a web application. The form has a title bar 'Add Funding Partner' and a search bar at the top. The form fields are: 'Donor Name *', 'Contact Person *', 'Contact Email *', and 'Phone No.'. Each field has a placeholder text 'Please enter the [field name]'. A red box highlights the first three fields. Below the fields are three buttons: 'Save' (purple), 'Save & Go back to list' (teal), and 'Cancel' (white). A red arrow points from the 'Save' button to the text 'Click on save filling the fields'. A red arrow points from the 'Save & Go back to list' button to the text 'Click to Save & go back to list'. A red arrow points from the 'Cancel' button to the text 'Back to Previous page'. A red arrow points from the 'Donor Name' field to the text 'Enter the Funding Partner name Details'. The bottom right of the form has a watermark 'Activate Windows Go to PC settings to activate Windows.'

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the Funding Partner name Details

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).

The screenshot shows the 'Edit Funding Partner' form within a web application. The form is titled 'Edit Funding Partner' and is located under the 'System Configur...' menu. The form contains the following fields:

- Donor Name ***: A text input field containing 'USAID'.
- Contact Person ***: A text input field containing 'Rob'.
- Contact Email ***: A text input field containing 'rob@gmail.com'.
- Phone No.**: A text input field containing '+65489563274'.

At the bottom of the form, there are two buttons: 'Save & Go back to list' (a green button with a circular arrow icon) and 'Cancel' (a white button with a warning triangle icon). A red box highlights the form fields, and a red line connects the 'Save & Go back to list' button to the 'Edit the Funding Partner Details' label. Another red line connects the 'Cancel' button to the 'Back to Previous page' label. A third red line connects the 'Save & Go back to list' button to the 'Click to Save & go back to list' label. The date 'Tuesday, July 27, 2021' is displayed in the top right corner. An 'Activate Windows' watermark is visible in the bottom right corner.

Click to Save & go back to list

Back to Previous page

Edit the Funding Partner Details

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.

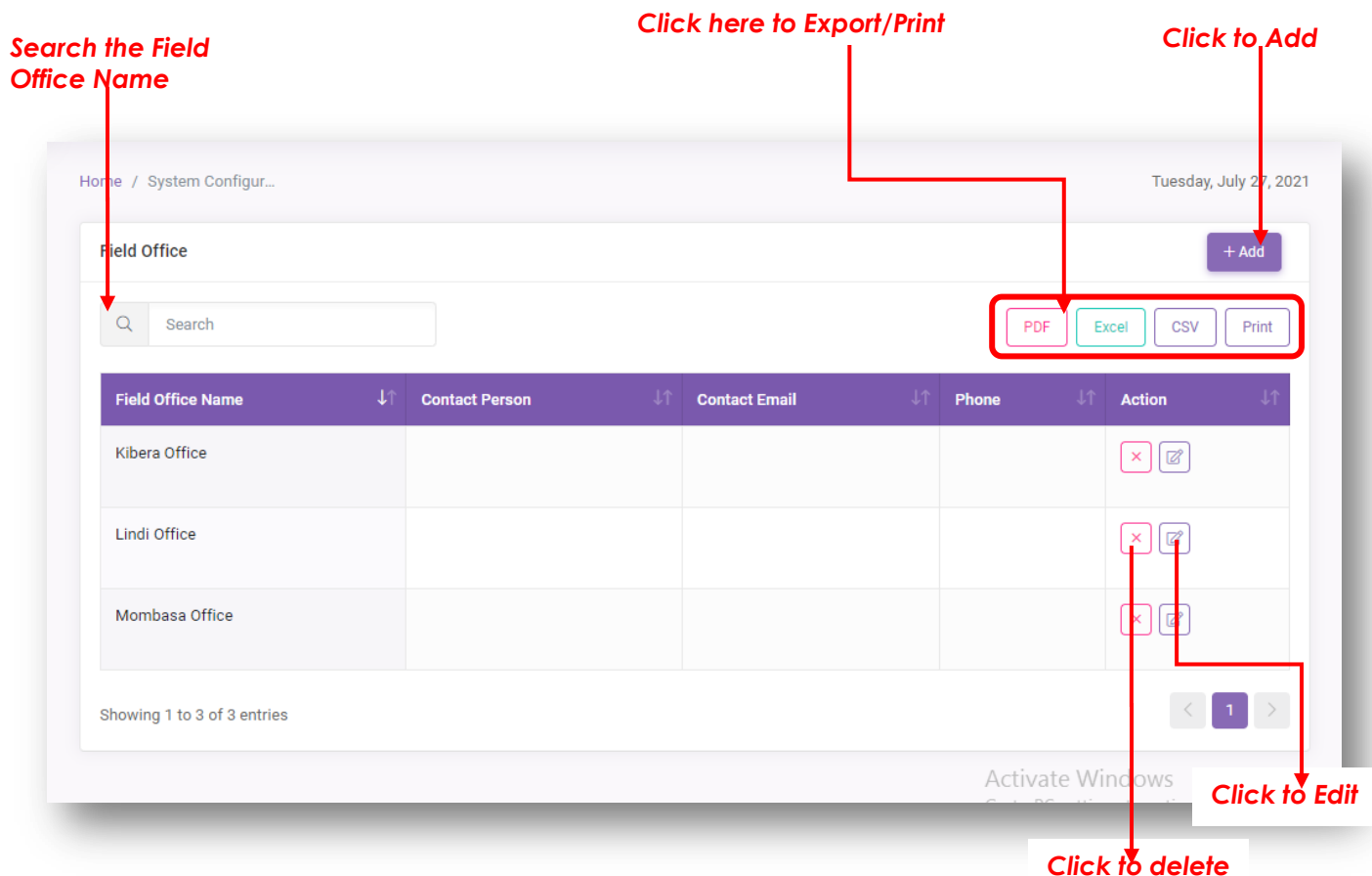


Image 6.6.1: Field Office



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*).

The screenshot shows the 'Add Field Office' form within the M&E Online system. The form is titled 'Add Field Office' and is located under the 'System Configur...' menu. It contains four input fields: 'Field Office Name *', 'Contact Person', 'Contact Email', and 'Phone No.'. Each field has a placeholder text: 'Please enter the Field Office name', 'Please enter the Contact Person', 'Please enter the Contact Email', and 'Please enter the Phone No.'. Below the input fields are three buttons: 'Save' (purple), 'Save & Go back to list' (teal), and 'Cancel' (white). A red box highlights the input fields, and a red arrow points from the 'Save' button to the text 'Click on save filling the fields'. Another red arrow points from the 'Save & Go back to list' button to the text 'Click to Save & go back to list'. A third red arrow points from the 'Cancel' button to the text 'Back to Previous page'. A fourth red arrow points from the top right of the form to the text 'Enter the Add Field Office Details'. The date 'Tuesday, July 27, 2021' is displayed in the top right corner. An 'Activate Windows' watermark is visible in the bottom right corner.

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

Add Field Office

Field Office Name *

Please enter the Field Office name

Contact Person

Please enter the Contact Person

Contact Email

Please enter the Contact Email

Phone No.

Please enter the Phone No.

✓ Save Save & Go back to list Cancel

Activate Windows
Go to PC settings to activate Windows.

Click on save filling the fields

Click to Save & go back to list

Back to Previous page

Enter the Add Field Office Details

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).

The screenshot shows the 'Edit Field Office' form in the M&E Online system. The form is titled 'Edit Field Office' and is located under the 'System Configur...' menu. The form contains the following fields:

- Field Office Name ***: A text input field containing 'Kibera Office'.
- Contact Person**: A text input field with the placeholder text 'Please enter the Contact Person'.
- Contact Email**: A text input field with the placeholder text 'Please enter the Contact Email'.
- Phone No.**: A text input field with the placeholder text 'Please enter the Phone No.'.

At the bottom of the form, there are two buttons: 'Save & Go back to list' (a green button with a circular arrow icon) and 'Cancel' (a white button with a triangle icon). A red box highlights the form fields, and a red arrow points from the box to the 'Save & Go back to list' button. Another red arrow points from the box to the 'Cancel' button. A third red arrow points from the box to the 'Edit Filed Office Details' text. A fourth red arrow points from the box to the 'Back to Previous page' text. A fifth red arrow points from the box to the 'Click to Save & go back to list' text. A sixth red arrow points from the box to the 'Activate Windows' text.

Annotations:

- Click to Save & go back to list**: Points to the 'Save & Go back to list' button.
- Back to Previous page**: Points to the 'Cancel' button.
- Edit Filed Office Details**: Points to the form fields.
- Activate Windows**: Points to the 'Activate Windows' text.

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.

Search the Currency

Click here to Export/Print

Click to Add

Click to Edit

Click to delete

The screenshot displays the 'Currency' management page. At the top, there is a breadcrumb 'Home / System Configur...' and the date 'Tuesday, July 27, 2021'. Below the title 'Currency', there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are buttons for 'PDF', 'Excel', 'CSV', and 'Print'. Further right is a '+ Add' button. Below these elements is a table with two columns: 'Currency Name' and 'Action'. The table contains four rows of data: KSHS, TSHS, UGX, and USD. Each row has two icons in the 'Action' column: a red 'x' in a square (delete) and a blue pencil in a square (edit). At the bottom left, it says 'Showing 1 to 4 of 4 entries'. At the bottom right, there is a 'Windows' notification area with a '1' and a '>' button.









Currency Name	Action
KSHS	 
TSHS	 
UGX	 
USD	 

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*).

The screenshot shows a web application interface for adding a new currency. At the top, there is a breadcrumb trail 'Home / System Configur...' and the date 'Tuesday, July 27, 2021'. The main heading is 'Add Currency'. Below this is a form with a label 'Currency Name*' and a text input field containing the placeholder 'Please enter the Currency Name'. At the bottom of the form are three buttons: a purple 'Save' button with a checkmark icon, a teal 'Save & Go back to list' button with a circular arrow icon, and a grey 'Cancel' button with a warning triangle icon. Four red arrows point from text boxes to these buttons: one from 'Click on save filling the fields' to the 'Save' button, one from 'Click to Save & go back to list' to the 'Save & Go back to list' button, one from 'Back to Previous page' to the 'Cancel' button, and one from 'Enter the Currency Details' to the text input field.

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

Click to Save & go back to list

Back to Previous page

Enter the Currency Details

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).

Home / Indicator Unit Tuesday, July 27, 2021

Edit Unit

Unit Name*

Acres

Save & Go back to list Cancel

Click to Save & go back to list

Back to Previous page

Edit Currency Details

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.)

Home / User Manageme... Tuesday, July 27, 2021

Change your password

Current Password *

Current Password → Current Password

New Password *

New Password → New Password

Confirm New Password *

Confirm New Password → Confirm New Password

✓ Change Password

Change Password

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).

Click here to Export/Print

Click to Add











Search the Manage User Roles

Home / User Manageme... Tuesday, July 27, 2021

Manage User Roles

+ Add

PDF Excel CSV Print

Group Title	User Type	Action
Chief of Party	Viewer	 
CREAW M&E Staff	CREAW User	 
CREAW Managers	CREAW User	 
CREAW Program	CREAW User	 
Data Entry User	Implementing Partner	 

Click to Edit

Click to Delete

Activate Windows
Go to PC settings to activate Windows.

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.

Home / User Management

Tuesday, July 27, 2021

Add User Roles

User Type *

CREAW User

Group Name*

Thematic

Save Save & Go back to list Cancel

Click to save

Click to save & go back to list

Back to Previous page

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.

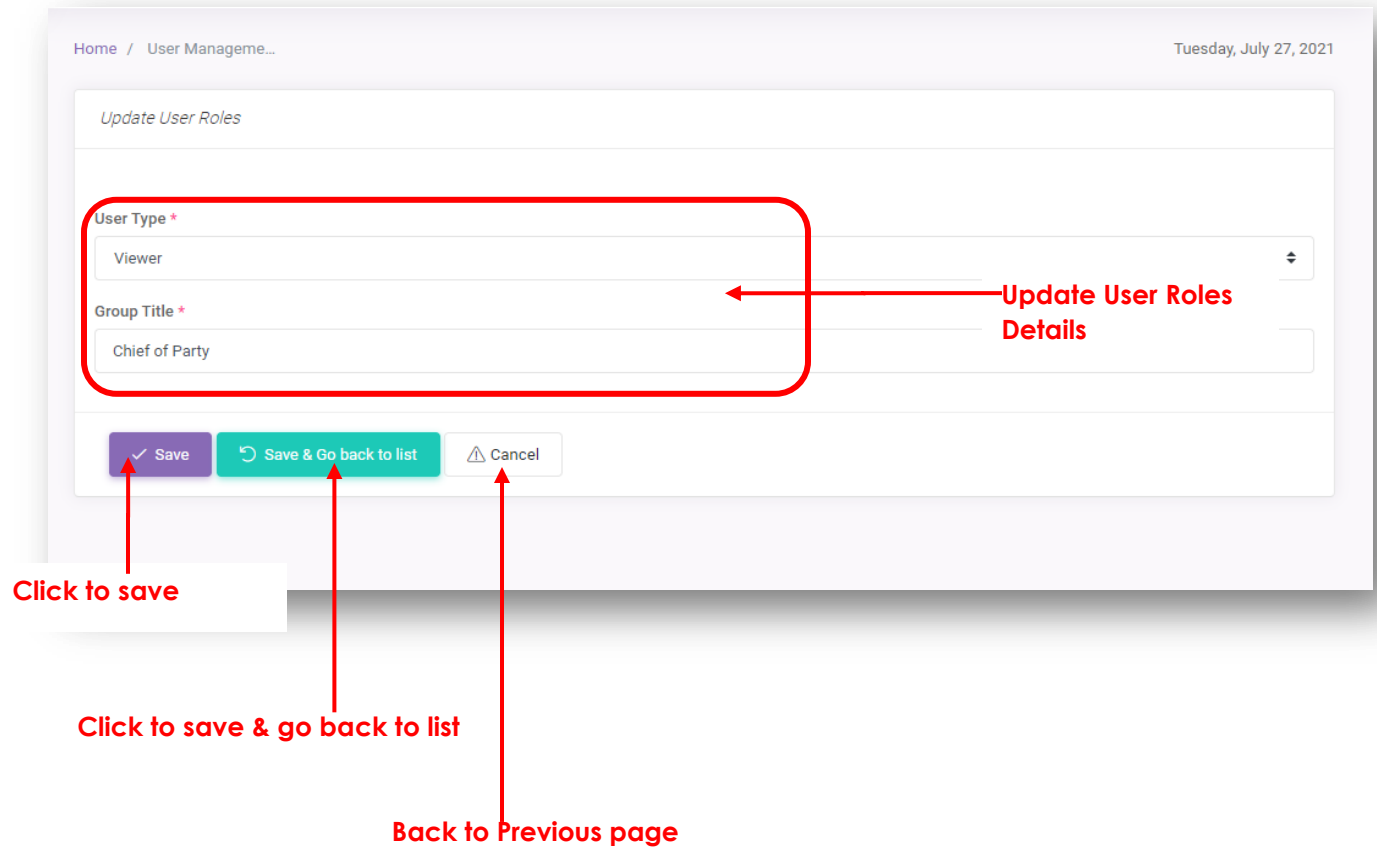


Image 7.2.3: Edit User Roles



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).

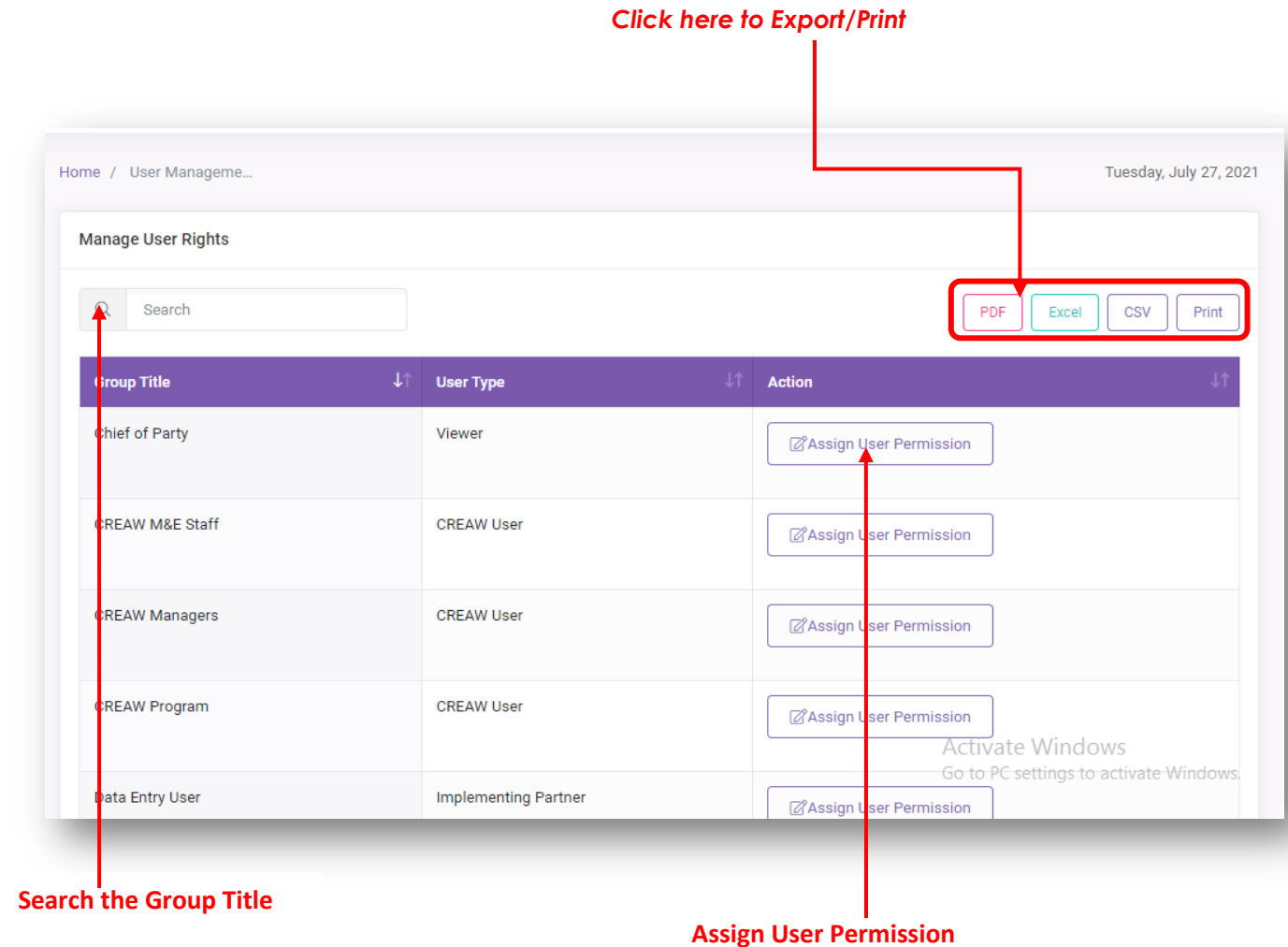


Image 7.3.1: Manage User Rights



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.

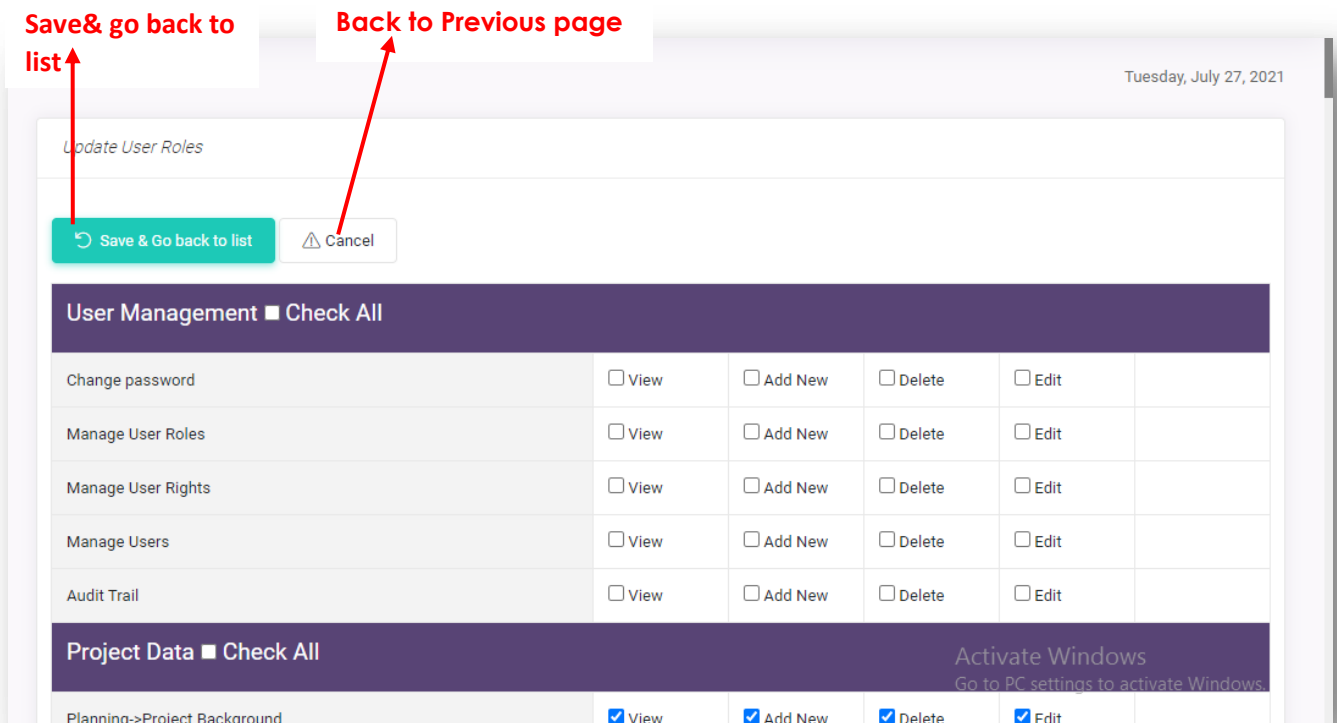


Image 7.3.2: Manage User Rights



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*).









Click here to Export/Print

Click to Add

Home / User Manageme... Tuesday, July 27, 2021

Manage Users + Add

Search

Name ↓↑	User ID ↓↑	User Type ↓↑	Implementing Partners ↓↑	User Group ↓↑	Email ↓↑	Contact Number ↓↑	Action ↓↑
Bob Marlo	implementing@user	Implementing Partner	AU	Data Entry User	bob@mailinator.com	9811526685	 
Daniel	daniel123	CREAW User		CREAW M&E Staff	daniel@gmail.com	0745296321	 
Joseph	viewer@user	Viewer		Donors	joseph@mailinator.com	9811526685	 
Vikas Jha	creaw@user	CREAW User		CREAW M&E Staff	vikas@ubsgroup.me	9811971192	 

Click to delete

Click to Edit

Activate Window

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.

The screenshot shows a web form titled "Add New Manage Users". The form contains several input fields and dropdown menus, all of which are enclosed in a red rectangular box. The fields are: "Name [Given Name + Surname]*", "USER ID*", "Password*", "Confirm Password*", "Email Address *", "Contact Number *", "User Type *", "Implementing Partner *", and "Assign User Group *". Each field has a placeholder text starting with "Please enter the...". To the right of the form, there is a red arrow pointing from the "Email Address *" field to a text box that says "Enter the Add New Manage User details". At the bottom of the form, there are three buttons: "Save", "Save & Go back to list", and "Cancel". Red arrows point from these buttons to text labels: "Click to save" for the "Save" button, "Click to save & go back to list" for the "Save & Go back to list" button, and "Back to Previous page" for the "Cancel" button. There is also a red arrow pointing from the "Save" button to the "Click to save" label.

Click to save

Click to save & go back to list

Back to Previous page

Enter the Add New Manage User details

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.

Home / User Manageme... Tuesday, July 27, 2021

Edit-Manage Users

Name [Given Name + Surname] *

Bob Marlo

Email Address *

bob@mailinator.com

Contact Number *

9811526685

User Type *

Implementing Partner

Implementing Partners *

AU

Assign User Group *

Data Entry User

Save & Go back to list Cancel

Activate Windows
Go to PC settings to activate Windows.

Click to save & go back to list

Back to Previous page

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).

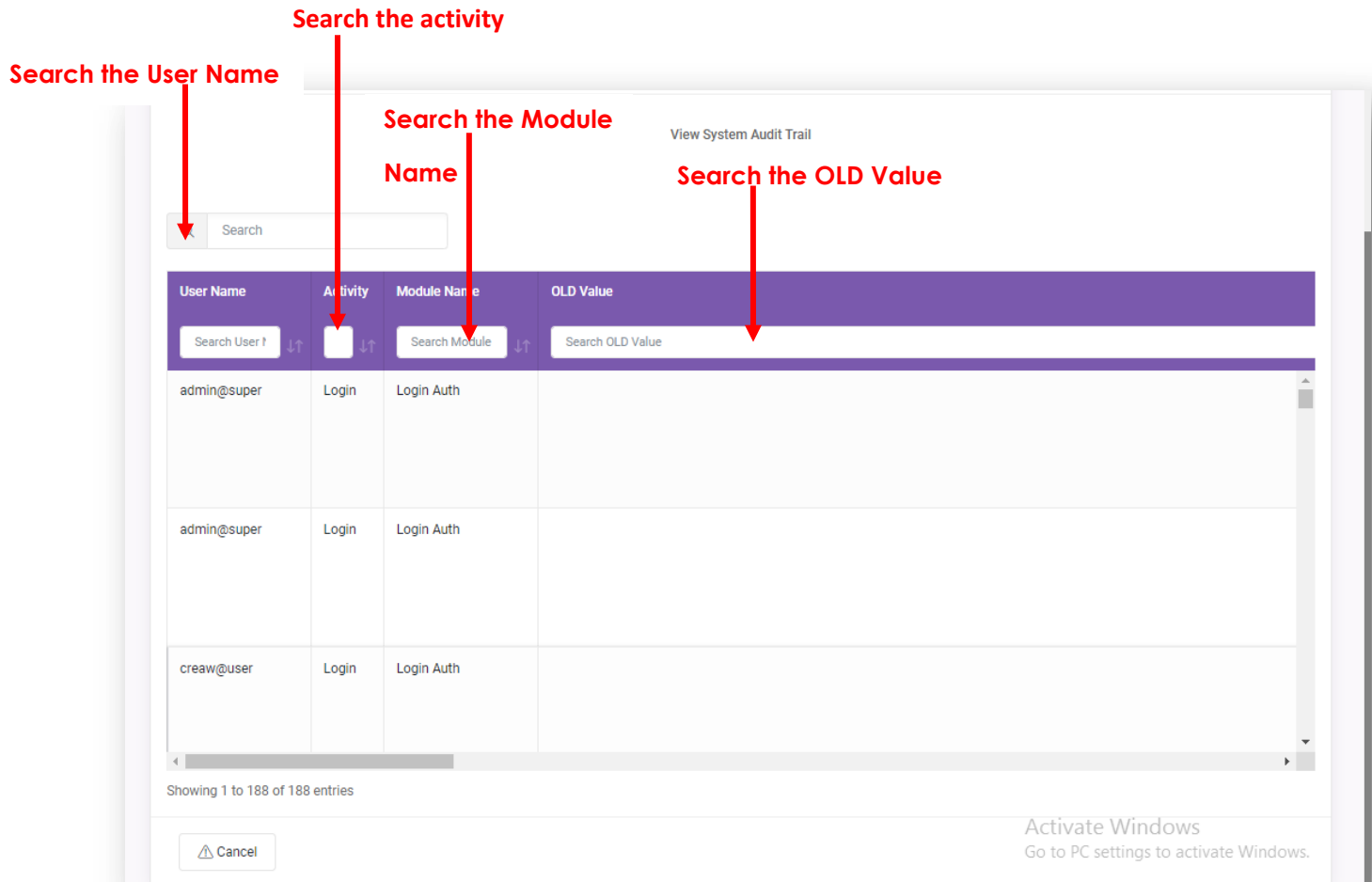


Image 7.5.1: View System Audit Trail



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*).

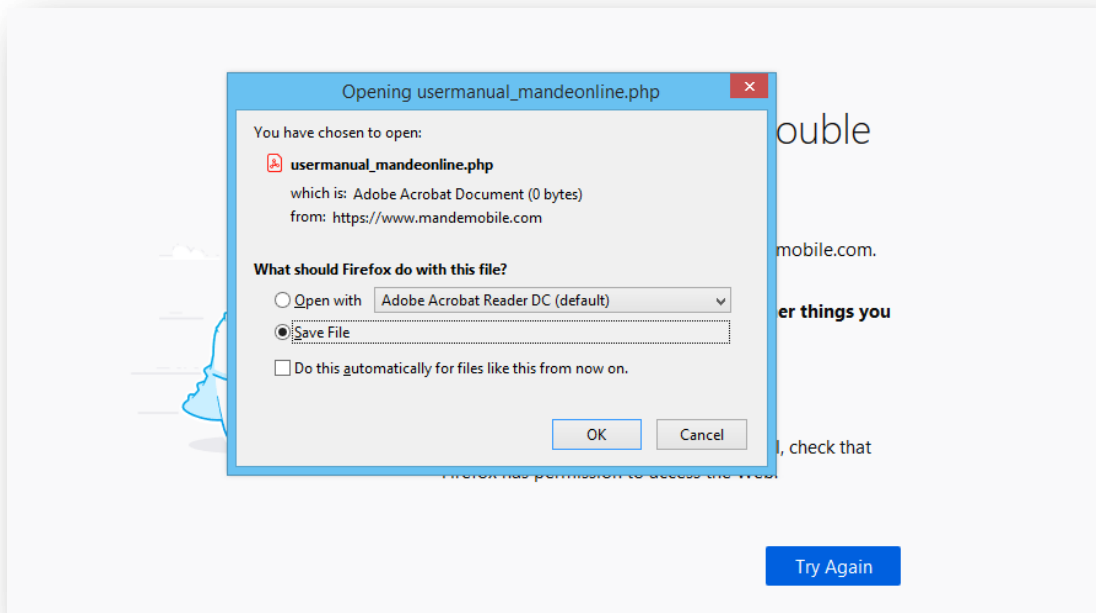
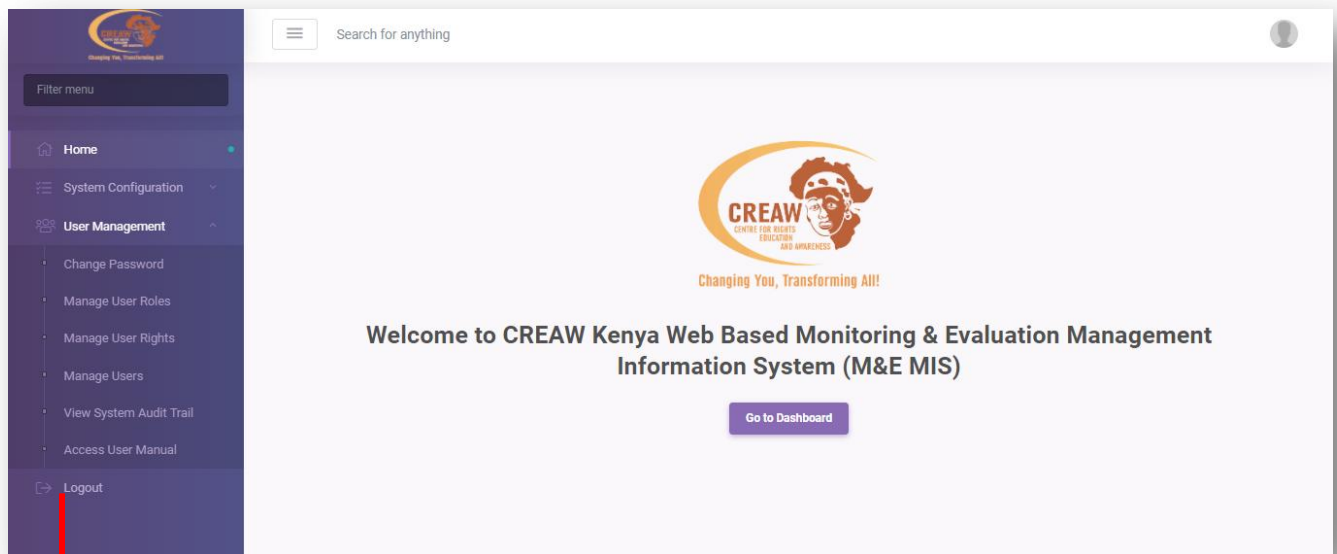


Image 7.6.1: Log Out



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

CREAW
CENTRE FOR RIGHTS
EDUCATION
AND AWARENESS
Changing You, Transforming All!

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. CREAM envisions a just society where women and girls enjoy full rights and live in dignity. The mission of CREAM 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

Email or Username

Password

Password

[Forgot password ?](#)

☐ Remember me for the next 30 days

Sign in

Image 8.2: Login