FAWE M&E INFORMATION MANAGEMENT SYSTEM

(M&E INFORMATION MANAGEMENT SYSTEM)

USER MANUAL

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Accessing the System

The **M&E INFORMATION MANAGEMENT SYSTEM** 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.

http://102.37.249.108:8080/fawedemo/home

Login Screen

Upon visiting the URL given above you will be presented with a login screen for The Forum for African Women Educationalists (**FAWE**) **M&E INFORMATION MANAGEMENT SYSTEM.** 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 1

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 (M&E
INFORMATION MANAGEMENT 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 system.
  - o **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:

- o **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:

  - o Project Background**:** This Module should be used to enter project data in the system.
  - o Project M&E Plan: This Module should be used to enter project M&E Plan planning data in the system.
  - o 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:

i. **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.

ii. **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.

iii. **Final Report:** This Module should be used to enter/upload project final report data in the system

iv. **Outcome Journal Report:** This Module should be used to enter/upload project outcome journal data in the

v. **Activity Reporting Tool:** This Module should be used to enter project activity data in the system.

vi. **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.

I. **Strategic Report:** This Module should be used to generate the organization strategic report of the system. Strategic Report has following sub modules.

   o Annual Indicator Performance**:** This Module should be used to generate organization annual indicator performance report from the system.

   o Quarterly Indicator Performance: This Module should be used to generate organization quarterly indicator performance report from the system.

II. **Project Report:** This Module should be used to generate project report from the system. Project Report has following sub modules.

   o Annual Indicator Performance: This Module should be used to generate project annual indicator performance report.

   o Quarter Indicator Performance: This Module should be used to generate project Quarterly indicator performance report.

   o Annual Activity Performance: This Module should be used to generate project annual activity performance report.

   o Quarter Activity Performance: This Module should be used to generate project quarterly activity performance report.

   o Project Annual Narrative Report: This Module should be used to

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generate project annual narrative report.

- o Project Quarterly Narrative Report: This Module should be used to generate project quarterly narrative report.
- o Project Schedule Report: This Module should be used to generate project schedule report

III. **Cases Database Report:** This Module should be used to generate the report related to cases database. Cases Database Report has following sub modules.

- o By Countries: This Module should be used to generate Report Countries wise.
- o By Chapters: This Module should be used to generate beneficiary's Chapters report.

IV. **Beneficiaries Report:** This Module should be used to generate the report of beneficiaries' county and national wise. Beneficiaries Report has following sub modules.

- o By County: This Module should be used to generate beneficiary's county report.
- o By Chapters: This Module should be used to generate beneficiary's Chapters report.

Setting: This module should be used by the system user to perform *Setting* tasks. Setting 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.
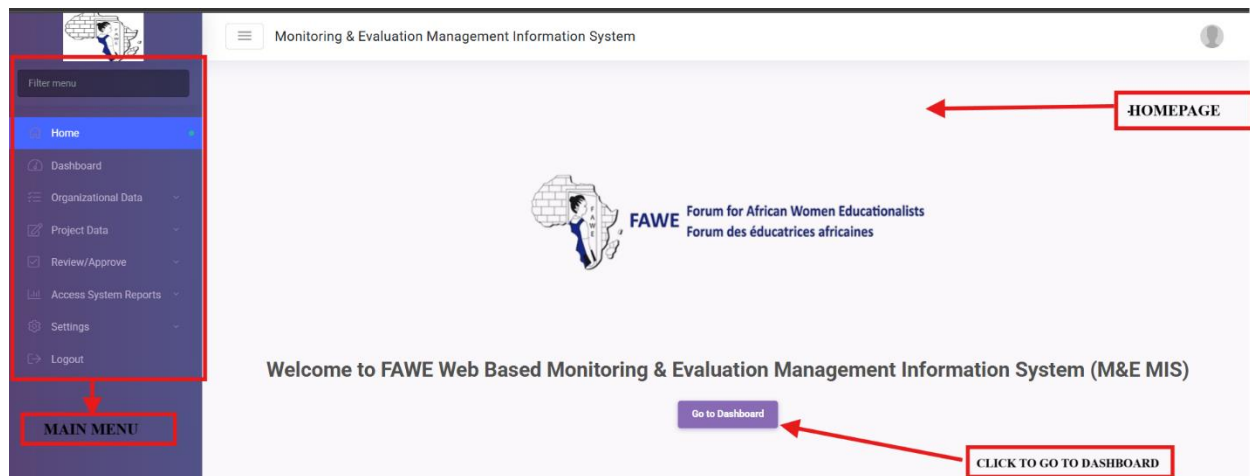- o Access User Manual**:** This sub module should be used by the *users to* Access User Manual.

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.

Home & Main Menu

Upon successful login, you would be displayed the home page of the M&E INFORMATION MANAGEMENT SYSTEM). 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 2