


# PWP SYSTEM USER GUIDE.

PWP System has three Users:

- i. Users.
- ii. Administrator.
- iii. Guest.

# HELP PER PAGE.

## NOTE

- ❑ PWP System incorporates help for every page, if you are stuck when using the PWP System, click on this  to get help for that page. Each page has its respective help.

# INDEX PAGE.

- ❑ Within the Index Page, All the system users are required to provide the credentials needed, to access any System resource.  
i.e. username and password.
- ❑ After Entering this, then press **log in** button.

# INDEX PAGE.

## PWP SYSTEM

Login

Username

Password

Log In

[Register as a Guest](#)

Enter Username.

Enter Password.

Click Here to  
register as a guest.

# USER'S MENU

The Following are the items within the clerk's Menu:

- *Add Entries*
- *PWP Form Entry*
- *Edit Entries*
- *Management*
- *Data*
- *Reports*
- *Log Out*



# USER'S MENU

Move A mouse over any of the following item to view a sub-menu

- a) Add Users
- b) Add Health Facility
- c) Add Partners

- a) Edit health facility
- b) Edit Group
- c) Edit Service provider
- d) Edit participant

Merge data and send data back up.

Add Entries

PWP Form Entry

Edit Entries

Management

Data

Reports

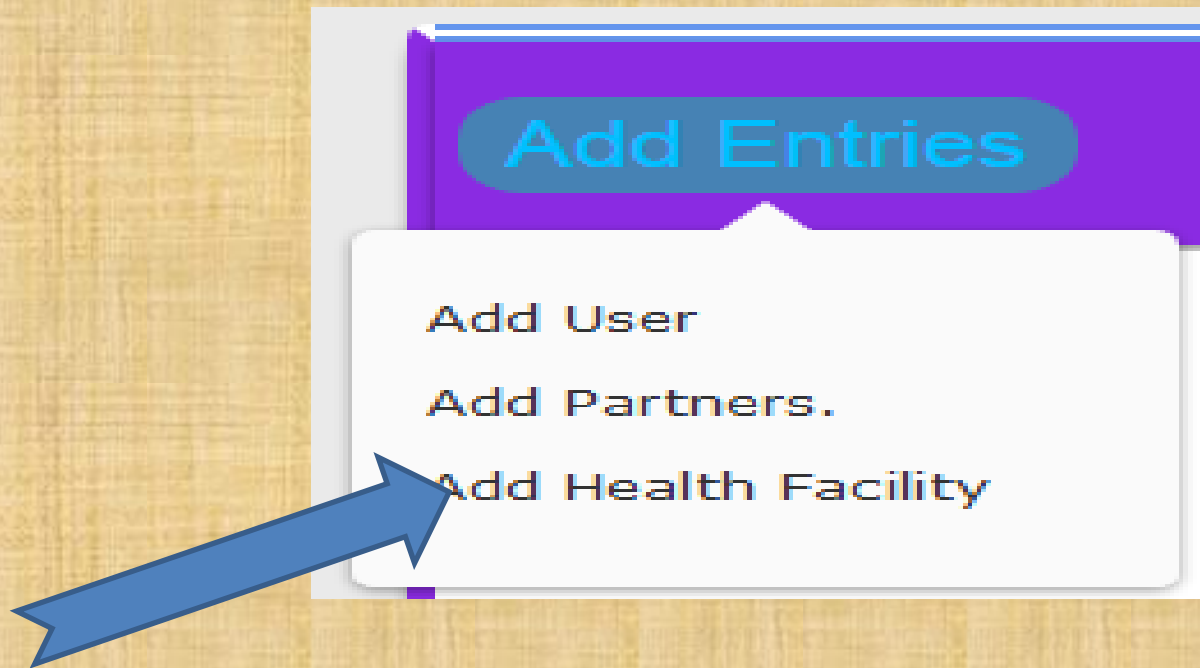
Log Out

Enter PWP Form Data

- i. Set M&E Officer mail,
- ii. Edit profile
- iii. Help

# ADD HEALTH FACILITY

Click on the link shown below to add health facilities.



# ADD HEALTH FACILITY

When this is clicked, the following page appears

The screenshot shows a web form titled 'ADD HEALTH FACILITY' on a green background. It contains three input fields and a 'Next' button. Callout boxes provide instructions for each field:

- County\***: A dropdown menu with the text 'Choose County'. Callout: 'Click Here To Select a county'.
- District\***: A dropdown menu with the text 'Choose District'. Callout: 'Click Here to select a district where all the healthy facilities you need to register belongs'.
- Number of Healthy Facilities\***: A text input field. Callout: 'Enter the number of health facilities you want to register now.'.
- Next**: An orange button. Callout: 'Click Here to move to the next page'.

N/B : The number of health facilities entered, determines the maximum number of health facilities that can be registered at once .



# ADD HEALTH FACILITY

If 3 was entered as the number of health facilities, the following will appear.

District Name: GILGIL

This is the district that was selected from the previous page

1

Healthy Facility Name

Enter Healthy Facility Name

2

Healthy Facility Name

Enter Healthy Facility Name

3

Healthy Facility Name

Enter Healthy Facility Name

Save

Enter the healthy Facility Name Here..

This represents the number entered in the prior page.

Click Here to save the healthy facilities you have entered

# EDIT HEALTH FACILITY

Here you can edit an existing health facility's details.

The image shows a web form titled "EDIT HEALTH FACILITY" on a green background. The form contains three dropdown menus, each with a red asterisk indicating it is a required field. The first dropdown is labeled "County\*" and has a callout box pointing to it that says "Choose County". The second dropdown is labeled "District\*" and has a callout box pointing to it that says "Choose district". The third dropdown is labeled "Healthy Facility\*" and has a callout box pointing to it that says "Choose the healthy facility you need to edit". Below these dropdowns is an orange button labeled "Edit". A callout box points to the "Edit" button with the text "Click here to move to the next page."

Choose district

County\* Choose County

Choose County

District\* Choose District

Healthy Facility\* Choose Healthy Facility

Choose the healthy facility you need to edit

Edit

Click here to move to the next page.

# PWP FORM ENTRY

This is the main section of the system. It includes 6 steps as shown on each page heading. It will guide you to Know the current Level. The steps are as follows:

- a) Add Or Select Group
- b) Add or select service Provider
- c) Add Or Select Existing Participants (Clients)
- d) Enter Session Details.
- e) Select attendance for each message
- f) Tick the services provided.

# I. ADD OR SELECT A GROUP

This section enables the user either to select an already existing group or register a new group.

If you want to mark attendance for individual, on the choose category, choose existing . Then on a group choose INDIVIDUALS. Click **Next>>**



The screenshot shows a form with a green background and a blue border. It contains four dropdown menus, each with a label followed by an asterisk and a placeholder text. The labels are 'County', 'Implementing Partner', 'District', and 'Choose Category'. The placeholder texts are 'Choose County', 'Choose Partner', 'Choose District', and 'Choose Category' respectively. Each dropdown menu has a small downward arrow icon. At the bottom center of the form is an orange button with the text 'Next >>'.

County*	Choose County
Implementing Partner*	Choose Partner
District*	Choose District
Choose Category*	Choose Category

Next >>

## II. ADD OR SELECT A SERVICE PROVIDER

In this section the user is supposed to register new or choose existing service provider.

Click to go  
back

Select an existing service provider and  
click Next if he/she exists

<< Go Back

Choose Existing Service Provider/Facilitator



Next >>

**Enter Service Provider/Facilitator Details.**



District Name : GILGIL Partner Name : GSK Group Name : MENENGAI WOMEN GROUP

\*\*\*

No.	Groups	First Name	Middle Name	Last Name	Phone Number
	MENENGAI WOMEN GROUP	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Phone Number"/>
<input type="button" value="Save and Continue &gt;&gt;"/>					

Enter all the details as  
required and then click  
Here if the service  
provider does not exist  
in the system



### III. CHOOSE MESSAGES GIVEN.

In this section the user is supposed to register new or choose existing service provider.

Group Name : MENENGAI WOMEN GROUP

Choose PEPfar Year \*

Choose Message (s) Given \*

Choose Category \*

Next

Choose the messages that we given and you want to mark its attendance. The messages marked (\*) already have been marked

Choose to mark for new clients or existing clients

### III. ADD NEW CLIENTS

Enter all the clients details and then save and continue.

District Name : GILGIL		Partner Name : GSK		Group Name : MENENGAI WOMEN GROUP	
No.	First Name	Middle Name	Last Name	Age	Gender
1	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Age"/>	<input type="text" value="Choose G"/>
2	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Age"/>	<input type="text" value="Choose G"/>
3	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Age"/>	<input type="text" value="Choose G"/>
<input type="button" value="Save and Continue &gt;&gt;"/>					

## IV. ENTER ALL SESSION DATA.

The assumption is each message has its session. For the 13 session only the messages which were selected for marking are active the rest is de-activated. Enter the date, method used, time taken , male cds and female cds given. Lastly enter iec materials distributed. Do that for all the selected sessions.

District Name : GILGIL.				
Messages:	1. Knowledge Of HIV Status	2. Partner HIV Testing	3. Child HIV Testing	4
Session Date (MM/DD/YYYY)	06/10/2014			
Methods Used	Picture Cc Timeline Role Play Theatre	Picture Cc Timeline Role Play Theatre	Picture Cc Timeline Role Play Theatre	
Time Taken In Mins	20			
No. Male Condoms Distributed	221			
No. Female Condoms Distributed				
No. Of IEC Materials Distributed	21			

## IV. MARK SESSION ATTENDANCE.

Select appropriately the status of each individual on the attendance of the various selected sessions. For all the 13 messages, only those which were selected can be marked others are disabled.

District Name : GILGIL					Partn
Serial No.	Client Details				
Serial No	Name Of Client	Age	Sex	1. Knowledge Of HIV Status	2. Partner HIV Testing
1	MORONYA OKIOMA	11	Male	PRE ✓	✓ ⚠
2	JAMES ANKOI	12	Male	ABS ✗	✓ ⚠

Attendance can be marked.

Disabled hence its attendance cant be marked

## IV. SELECT SERVICES PROVIDED

For each session attended services are offered. If the client was absent his/her row is disabled and cant be ticked. The default is services were given de-select as necessary. Enter remarks, prepared by, reviewed by and date of submission and then save.

District Name : GILGIL		Partner Name : GSK		Group Name : MENENGAI WOMEN GROUP							
Serial No.	Client Details			PWP Services Provided (Tick Where Applicable)							
Serial No	Name Of Client	Age in Years	Sex	Received Contraceptives	Referred to Service Point	No Of Condoms Given	Screened For TB	Screened For STIs	Partner Tested	Children Tested	Disclosed Status
1	MORONYA OKIOMA	11	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No. of CDs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	JAMES ANKOI	12	Male	<input type="checkbox"/>	<input type="checkbox"/>	No. of CDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: 
Prepared By: 
: Reviewed By: 
: Date Of Submission(MM/DD/YYYY):

Disabled



## IV. EDIT PWP FORM

- To edit the pwp form, follow the same criterion but now you be selecting existing group, select the service provider, select the messages given and for existing clients then change all the other details as required.
- When editing for the individual who took the sessions together , select the individual whom you want to edit details for.

## EDIT HEALTH FACILITY

All the details can be changed as shown in the figure below.

N/B : Change only the details that need to be changed. The values shown are default values.

The image shows a web form titled "EDIT HEALTH FACILITY" on a green background. The form contains three dropdown menus and a "Save" button. Callouts point to each field:

- County\***: A dropdown menu with "Nakuru" selected. Callout: "Choose the correct county".
- District\***: A dropdown menu with "GILGIL" selected. Callout: "Choose the correct district".
- Healthy Facility\***: A text input field containing "Gil Gil Health Care". Callout: "Enter preferred health facility name."
- Save**: An orange button. Callout: "Click here to save details".

The form is set against a light green background with a subtle grid pattern.

## EDIT GROUP

In This Sub Menu, A user can edit any details pertained to any group. This is achieved through, Filtering and selecting the group he/she need to edit its details as shown below

The screenshot shows a form titled "EDIT GROUP" with a green background. It contains four dropdown menus and an "Edit" button. Callouts provide instructions for each field:

- County\***: Choose County. Callout: "Select County Where the group was registered".
- Implementing Partner\***: Choose Partner. Callout: "Select the implementing partner".
- District\***: Choose District. Callout: "Choose the District".
- Group Name\***: Choose Group. Callout: "Choose the group which you want to edit its details".
- Edit**: An orange button. Callout: "Press Here to move to the edit page".

## EDIT GROUP

In This Sub Menu, A user can edit any details pertained to any group. This is achieved through, Filtering and selecting the group he/she need to edit its details as shown below

The screenshot shows a form titled "EDIT GROUP" with a green background. It contains four dropdown menus and an "Edit" button. Callouts provide instructions for each field:

- County\***: Choose County. Callout: "Select County Where the group was registered".
- Implementing Partner\***: Choose Partner. Callout: "Select the implementing partner".
- District\***: Choose District. Callout: "Choose the District".
- Group Name\***: Choose Group. Callout: "Choose the group which you want to edit its details".

At the bottom of the form is an orange button labeled "Edit". Callout: "Press Here to move to the edit page".

## EDIT GROUP

The details that appear here are the details that were selected or entered during group registration. You can change any of the preferred details

Select preferred county

Choose Correct District

Enter correct group name

Enter the correct year the group was formed

Choose preferred Partner

Choose Correct Nearest Health Facility

Enter the correct group Location

Click to save details

The screenshot shows a web form titled 'EDIT GROUP' with a green background. It contains several dropdown menus and text input fields, each with a red asterisk indicating a required field. Callout boxes point to specific fields with instructions:

- County\***: Nakuru (dropdown menu)
- Implementing Partner\***: GSK (dropdown menu)
- District\***: GILGIL (dropdown menu)
- Healthy Facility\***: Gil Gil Health Care (dropdown menu)
- Group Name: \***: DEC (text input)
- Location: \***: dec (text input)
- Year Formed: \***: 2010 (text input)

At the bottom right, there is an orange **Save** button.



## EDIT PROVIDERS

In this page you are required to select all the detailed as entered when the service provider was being registered.

The screenshot shows a form titled "EDIT PROVIDERS" with a green background. It contains four dropdown menus and a "Next" button. Blue callout boxes point to each dropdown menu, explaining their purpose:

- Select county**: Points to the "County\*" dropdown menu.
- Select Implementing partner**: Points to the "Implementing Partner\*" dropdown menu.
- Select District**: Points to the "District\*" dropdown menu.
- Select the service provider whom you want to edit his/her details**: Points to the "Provider Name : \*" dropdown menu.

At the bottom of the form is an orange "Next" button. A callout box points to it with the text: "Click here to move to the edit page."

County\* Choose County ▼

Implementing Partner\* Choose Partner ▼

District\* Choose District ▼

Provider Name : \* Choose Provider ▼

Next

# EDIT PROVIDERS

In this page, edit only those details you want changed.

Choose the correct county

County\*

Nakuru

Choose the correct implementing partner

Implementing Partner\*

GSK

Choose the correct district

District\*

GILGIL

Choose the correct groups that are taught by this service provider, press and hold CTRL button to select more than one group.

Current Groups\*

INDIVIDUALS  
DEC  
HEHE1

Enter the right first name

First Name: \*

KIF

Middle Name:

Enter the correct last name

Last Name: \*

MWAS

Enter the right middle name(this is optional)

Phone Number: \*

0723435654

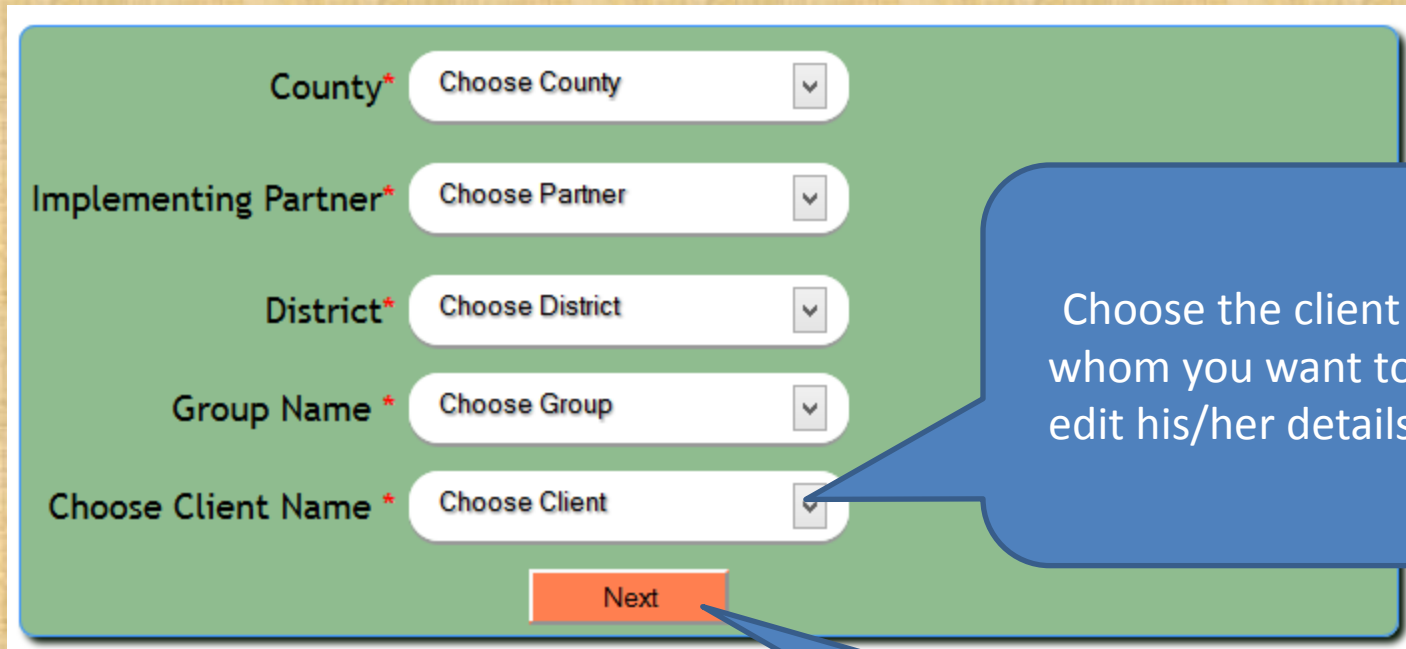
Enter the correct phone number

Save

Press Here to save the edited details.

## EDIT CLIENT

Select the details in the given order to edit client's details. The details selected will help in choosing the client to edit his/her details.



The form is titled "EDIT CLIENT" and is set against a green background. It contains five dropdown menus, each with a label followed by an asterisk (\*). The labels are "County", "Implementing Partner", "District", "Group Name", and "Choose Client Name". The dropdown options are "Choose County", "Choose Partner", "Choose District", "Choose Group", and "Choose Client" respectively. At the bottom center of the form is an orange button labeled "Next".

County*	Choose County
Implementing Partner*	Choose Partner
District*	Choose District
Group Name *	Choose Group
Choose Client Name *	Choose Client

Next

Choose the client whom you want to edit his/her details

Click here to move to the client details edit page

## EDIT CLIENT

Edit any of the client details shown below.

The screenshot shows a web form titled "EDIT CLIENT" on a green background. The form contains several input fields with labels and asterisks indicating required fields. The fields are: County (dropdown menu with "Nakuru" selected), Implementing Partner (dropdown menu with "GSK" selected), District (dropdown menu with "GILGIL" selected), Group Name (dropdown menu with "INDIVIDUALS" selected), First Name (text input with "JAMES"), Middle Name (empty text input), Last Name (text input with "MWARE"), Age (text input with "15"), and Gender (dropdown menu with "Male" selected). At the bottom center is an orange "Save" button. Two blue callout boxes with white text provide instructions. The first callout box, connected by a bracket to the County, Implementing Partner, District, and Group Name dropdowns, says "Select any of this details if it was selected wrongly". The second callout box, connected by a bracket to the First Name, Middle Name, Last Name, Age, and Gender fields, says "You can choose to edit any of the following client details".

County\* Nakuru

Implementing Partner\* GSK

District\* GILGIL

Group Name : \* INDIVIDUALS

First Name: \* JAMES

Middle Name:

Last Name: \* MWARE

Age: \* 15

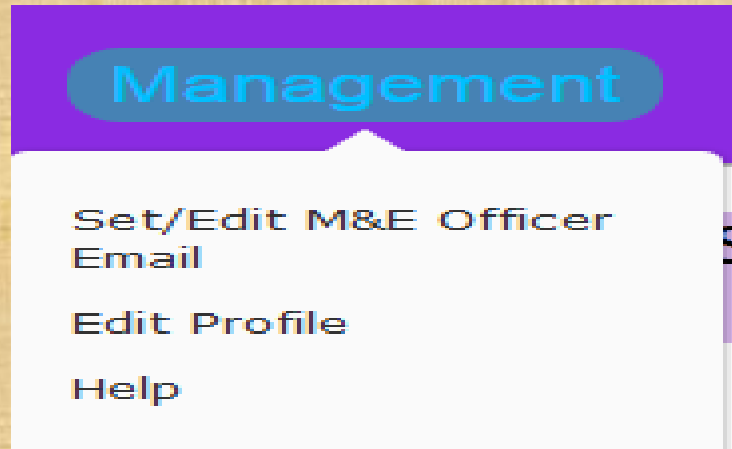
Gender : \* Male

Save

Select any of this details if it was selected wrongly

You can choose to edit any of the following client details

## MANAGEMENT.

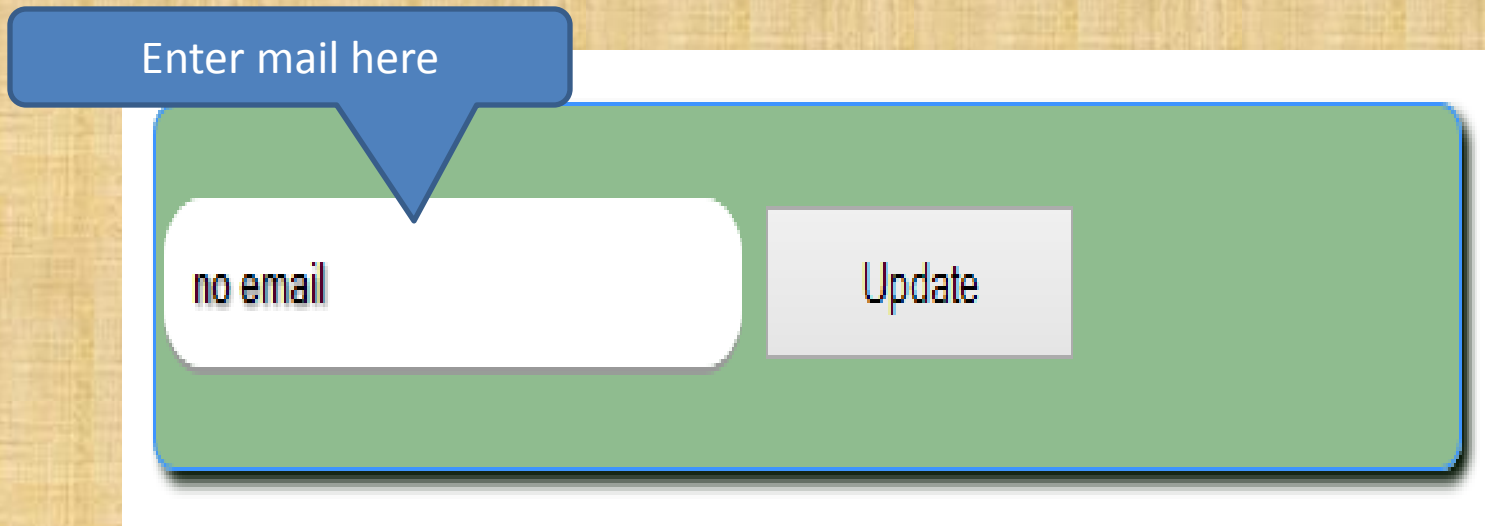


Within the management button, the user can be able to create Set up M&E mail, edit his/her details(Edit Profile.), or get help on the system usage.



## MANAGEMENT.

Set up the correct mail Where the backed up data will be sent automatically by the system. No back up will be created if the mail is not set.



The image shows a user interface for managing email settings. A blue callout box with the text "Enter mail here" points to a white input field. The input field contains the text "no email". To the right of the input field is a grey button labeled "Update". The entire form is set against a green background with rounded corners and a blue border.

Enter mail here

no email

Update

## MANAGEMENT.-EDIT PROFILE

**All the fields marked \* must be filled.**

First Name *	<input type="text" value="User."/>
Last Name *	<input type="text" value="user2"/>
Phone No.	<input type="text" value=""/>
Username *	<input type="text" value="k"/>
New Password *	<input type="password" value="•"/>
Confirm Password*	<input type="password" value=""/>

This button is inactive until the whole of your phone number is correct or blank.

Please ensure you provide the correct phone number. If the phone number is incorrect, the save button will be disabled.

# DATA

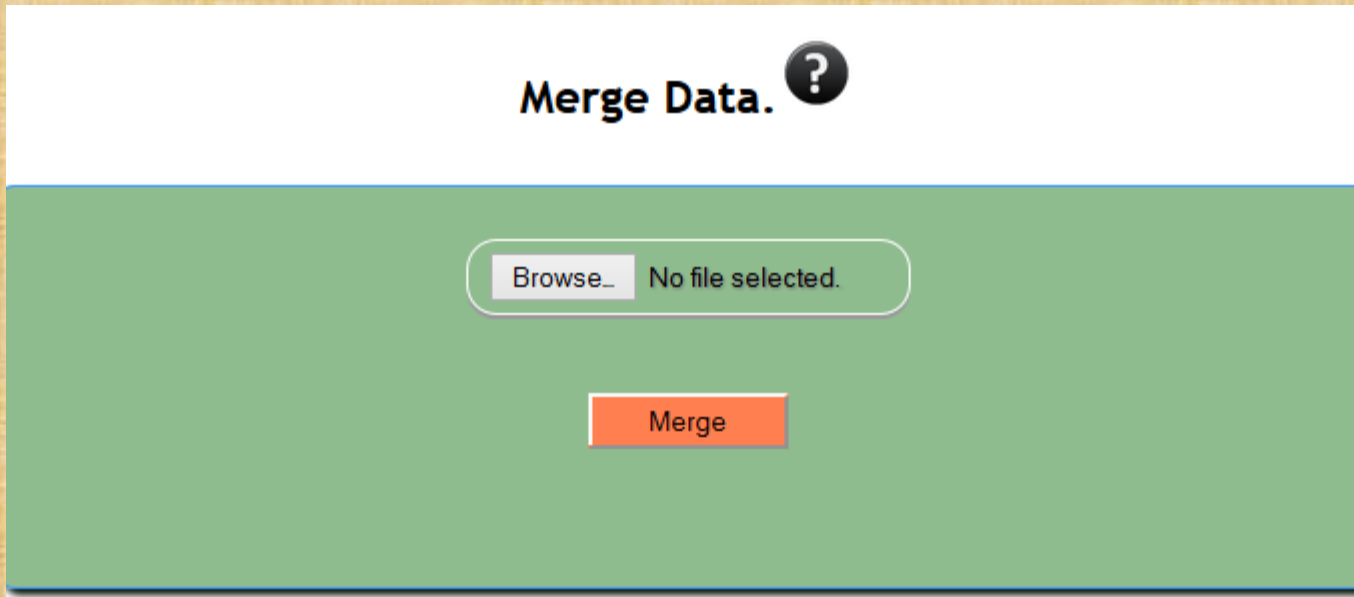


At this section the M&E Officer is able to merge data arising from different system users.

Also the user is able to send data back up via mail automatically.

## DATA-MERGE DATA

Select the file whose data needs to be merged with the rest in the system. And then click on merge button. Click on browse to select the correct .sql data file.



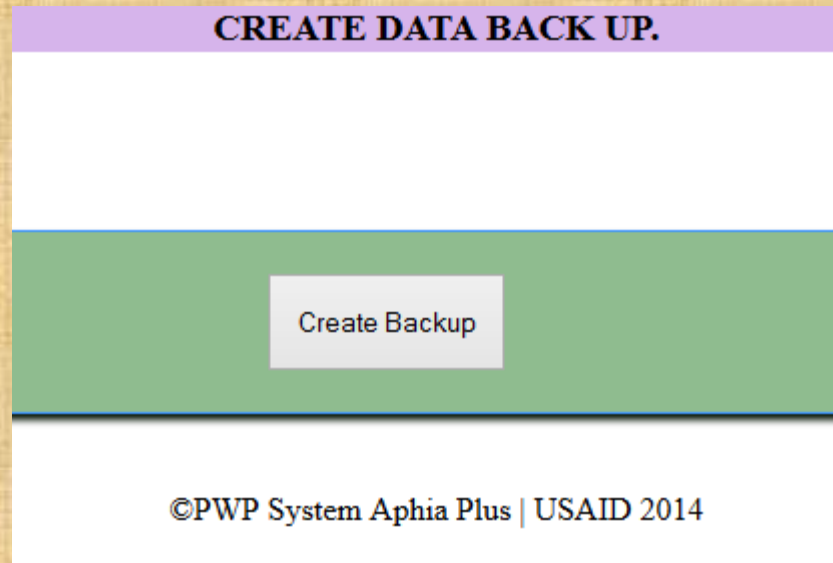
The image shows a web interface for merging data. It has a white header with the text "Merge Data." and a black circle containing a white question mark. Below the header is a green rectangular area. Inside this green area, there is a rounded rectangle containing a "Browse..." button and the text "No file selected.". Below this rounded rectangle is an orange "Merge" button.

**Merge Data. ?**

Browse... No file selected.

Merge

## MANAGEMENT-CREATE BACK UP.



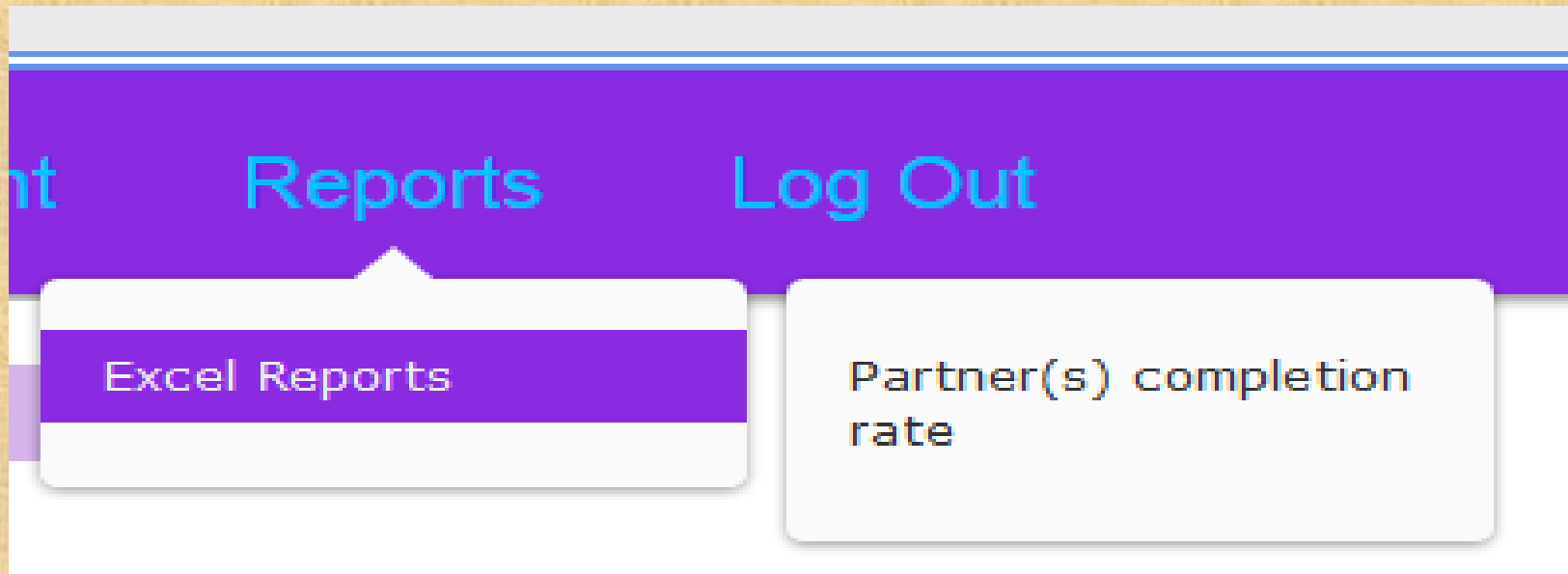
The screenshot shows a web interface for creating a data backup. It features a purple header bar with the text 'CREATE DATA BACK UP.' in white. Below the header is a large white rectangular area. Underneath this is a green horizontal bar containing a light gray button with the text 'Create Backup'. At the bottom of the interface is a white footer bar with the text '©PWP System Aphia Plus | USAID 2014'.

The user is supposed to click on this button so as he/ she can create a back up. When the user clicks on the button shown, a pop up of the back up appears. He /she saves the back up and forward it to the M&E Officer in charge of data at the county level.



## REPORTS.

All the system users are able to generate reports . Once a mouse is hovered over this link a sub menu appears from which the user can be able to click and generate a report.



This is how you can be able to access and generate a report.

## REPORTS-PWP COMPLETION RATE (EXCEL).

Select the details appropriately and then click on the next button.

The screenshot shows a web form with a green background. It contains four dropdown menus and a 'Next' button. The first dropdown, labeled 'County (s)\*', has options: Nakuru, Laikipia, Narok, Baringo, and Kajiado (selected). The second dropdown, labeled 'Implementing Partner (s)\*', has options: GSK, NOPE (selected), ICL, KNOTE, and CCS. The third dropdown, labeled 'Choose PEPfar Year \*', has the option: 2014. The fourth dropdown, labeled 'Choose Period (s)\*', has options: Oct-Dec (2013), Jan-March (2014) (selected), April-June (2014), and July-Sept(2014). A red 'Next' button is at the bottom right.

County (s)\*

Choose County

Nakuru  
Laikipia  
Narok  
Baringo  
Kajiado

Implementing Partner (s)\*

Choose Partner

GSK  
NOPE  
ICL  
KNOTE  
CCS

Choose PEPfar Year \*

2014

Choose Period (s)\*

Choose Period

Oct-Dec (2013)  
Jan-March (2014)  
April-June (2014)  
July-Sept(2014)

Next

By holding down the ctrl button, the user can be able to multi-select, counties, partners and periods.

## **MANAGEMENT - HELP**

By clicking on the Help button, the system is able to download a user guide which will guide you on how to use the system.

## **ADMINISTRATOR ADDITIONAL FEATURES.**

If you are the system administrator, here are the additional features to use:

1. Adding Users.
2. Merging data.
3. Sending data to head office via mail.

## ADMINISTRATOR –ADD USERS.

The administrator has the rights to add other system users. This is achieved by clicking on the User button. Here is the adding users page.

**Add New Users.**

**Enter User details**

\* indicates must fill fields

Userid\*

5203

Surname\*

First Name\*

Phone Number

Username \*

Password\*

Confirm Password\*

Choose Level \*

Choose Level ▾

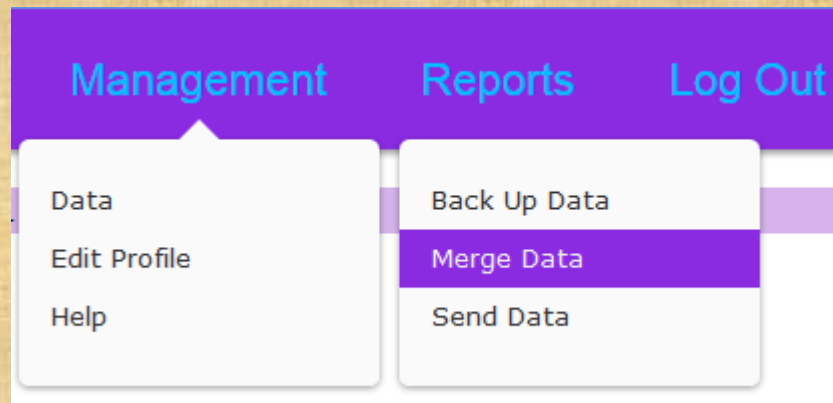
clear

Add



## ADMINISTRATOR –MANAGEMENT.

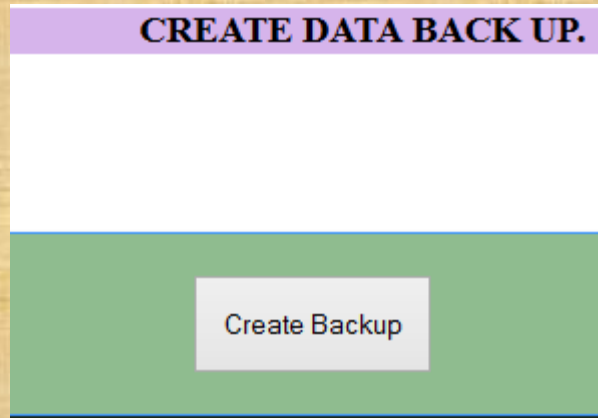
When a mouse is moved over the management button and then over the data submenu, below sub-menus appear.



Within the data submenu the user is able to back up data, merge data and also send data.

## **ADMINISTRATOR –MANAGEMENT-BACK UP DATA.**

The M & E Officer is supposed to back up his/her own data, if he/she was involved with any data entry as shown below.



A screenshot of a web form titled "CREATE DATA BACK UP." in a purple header bar. Below the header is a large white rectangular area for text entry. At the bottom of the form is a green rectangular area containing a light gray button labeled "Create Backup".

On clicking the create back up button, a pop up of the created back up will appear. He/she needs to save this data to a location he knows. For this case the default is downloads.

## ADMINISTRATOR –MANAGEMENT-MERGE DATA.

The M&E Officer at the county level is supposed to collect all the data from the pwp users by creating the back up as shown. This collected back up includes his/her own back up.

On collecting the data, the officer will click on the merge data sub-button and the following page will appear.

Click here to select the file that you want to merge its data.

Merge PWP Data.

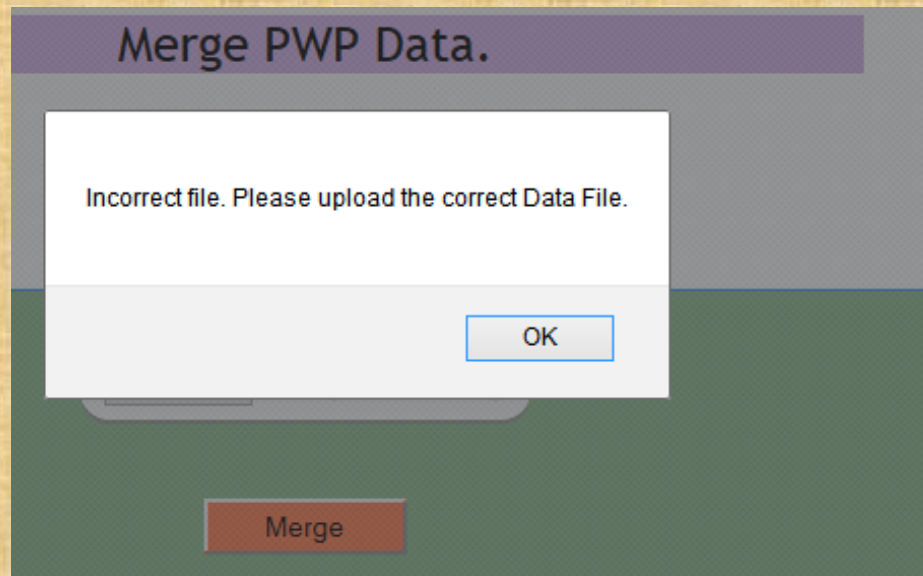
Merge Data. ?

Browse... No file selected.

Merge

## MERGE DATA – ERRORS 1.

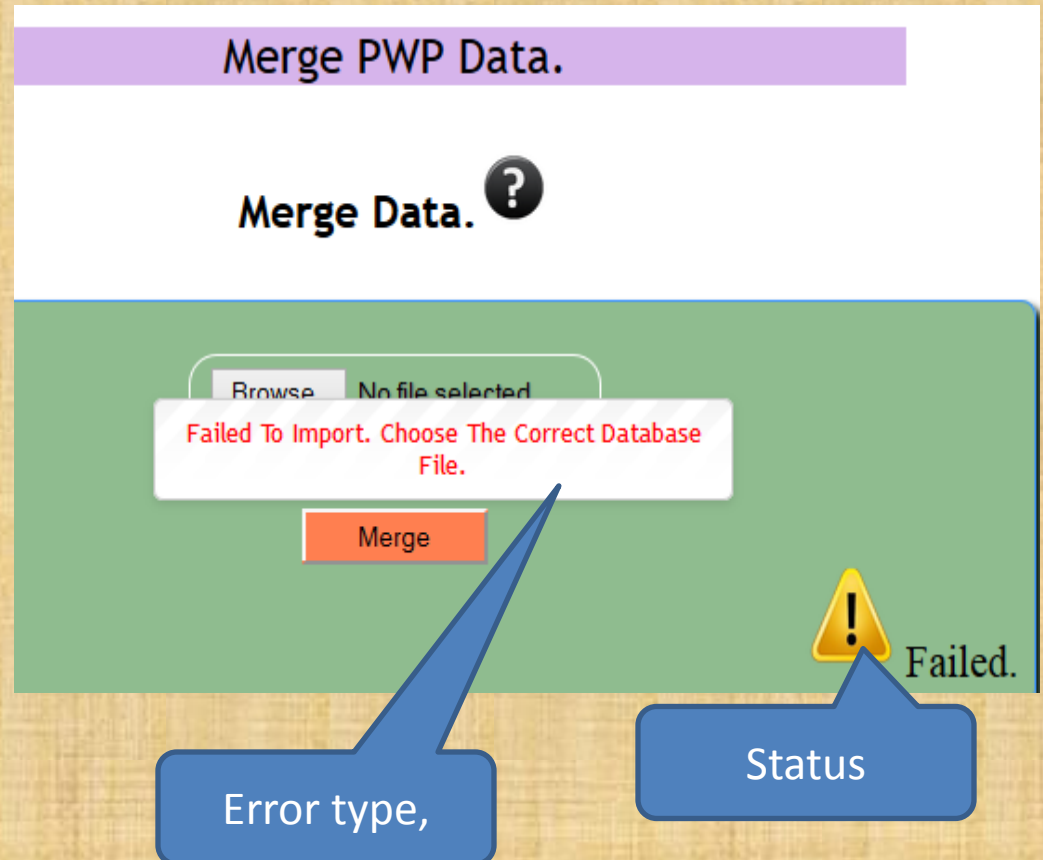
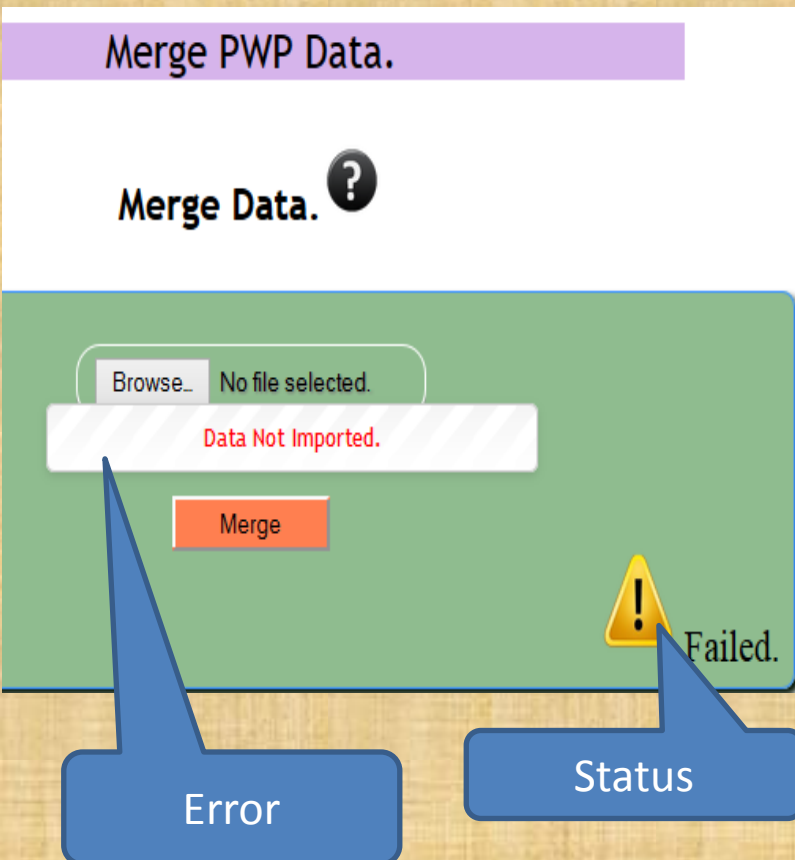
NOTE: The M&E Officer needs to select the correct database file i.e xxxxxxxxx.sql, this is very essential because if a wrong file is chosen, an error will appear as shown bellow.





## MERGE DATA – ERRORS 2.

If the M&E Officer chooses a database file for a different database, an error show below will occur. And the database will not be merged.





## MERGE DATA – SUCCESS.

If all goes well and the database is merged to completion without any errors, a message shown below appears.

The screenshot displays a web interface for merging data. At the top, a purple header bar contains the text "Merge PWP Data.". Below this, the main heading "Merge Data." is followed by a question mark icon. The central area is a green box containing a file selection interface with a "Browse\_" button and the text "No file selected.". A white message box with a green border displays the text "Data has been imported successfully". Below this message box is an orange "Merge" button. In the bottom right corner of the green box, there is a large green checkmark and the word "Success.". Two blue callout boxes are present: one pointing to the success message box with the label "Success Message.", and another pointing to the checkmark and "Success." text with the label "Status."

Merge PWP Data.

Merge Data. ?

Browse\_ No file selected.

Data has been imported successfully

Merge

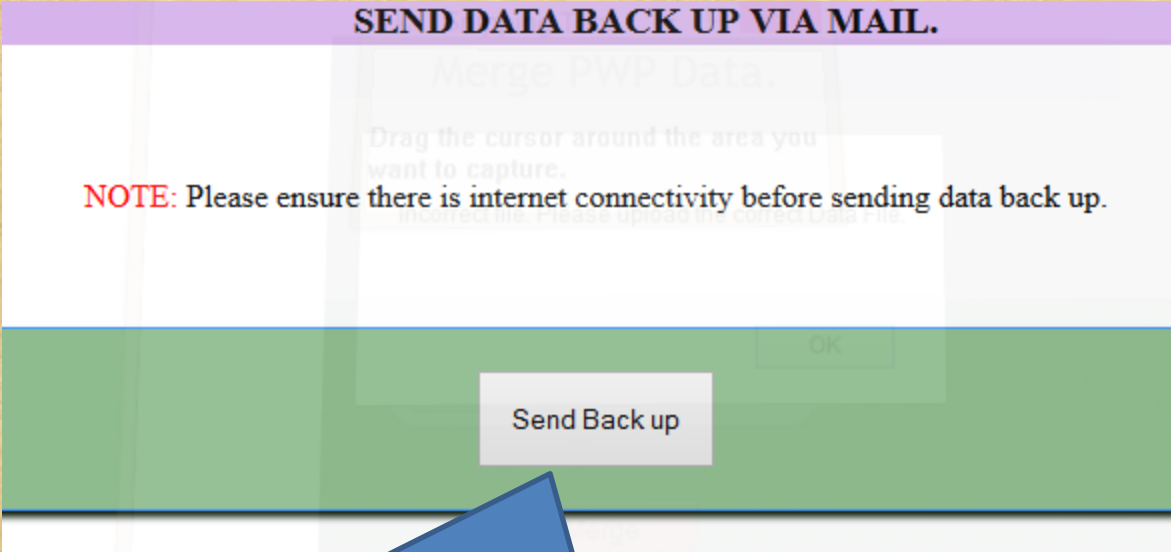
✓ Success.

Success Message.

Status.

## SEND DATA- SUCCESS.

The M&E Officer is also supposed to send regular back up to the head office. This is achieved through clicking on Send Data and the page below appears.



The screenshot shows a web interface with a purple header bar containing the text "SEND DATA BACK UP VIA MAIL." Below the header is a white area with a faint watermark that reads "Merge PWP Data." and "Drag the cursor around the area you want to capture." A red "NOTE:" is followed by the text "Please ensure there is internet connectivity before sending data back up." Below this is a green bar. A grey button labeled "Send Back up" is positioned on the green bar. To the right of the button is a faint "OK" button. A blue callout bubble points to the "Send Back up" button.

By clicking here, the System will send directly the data back up via mail to the head office.

END.

END