PWP SYSTEM USER GUIDE.

PWP System has three Users:

i. Users.

ii. Administrator.

iii. Guest.

HELP PER PAGE.

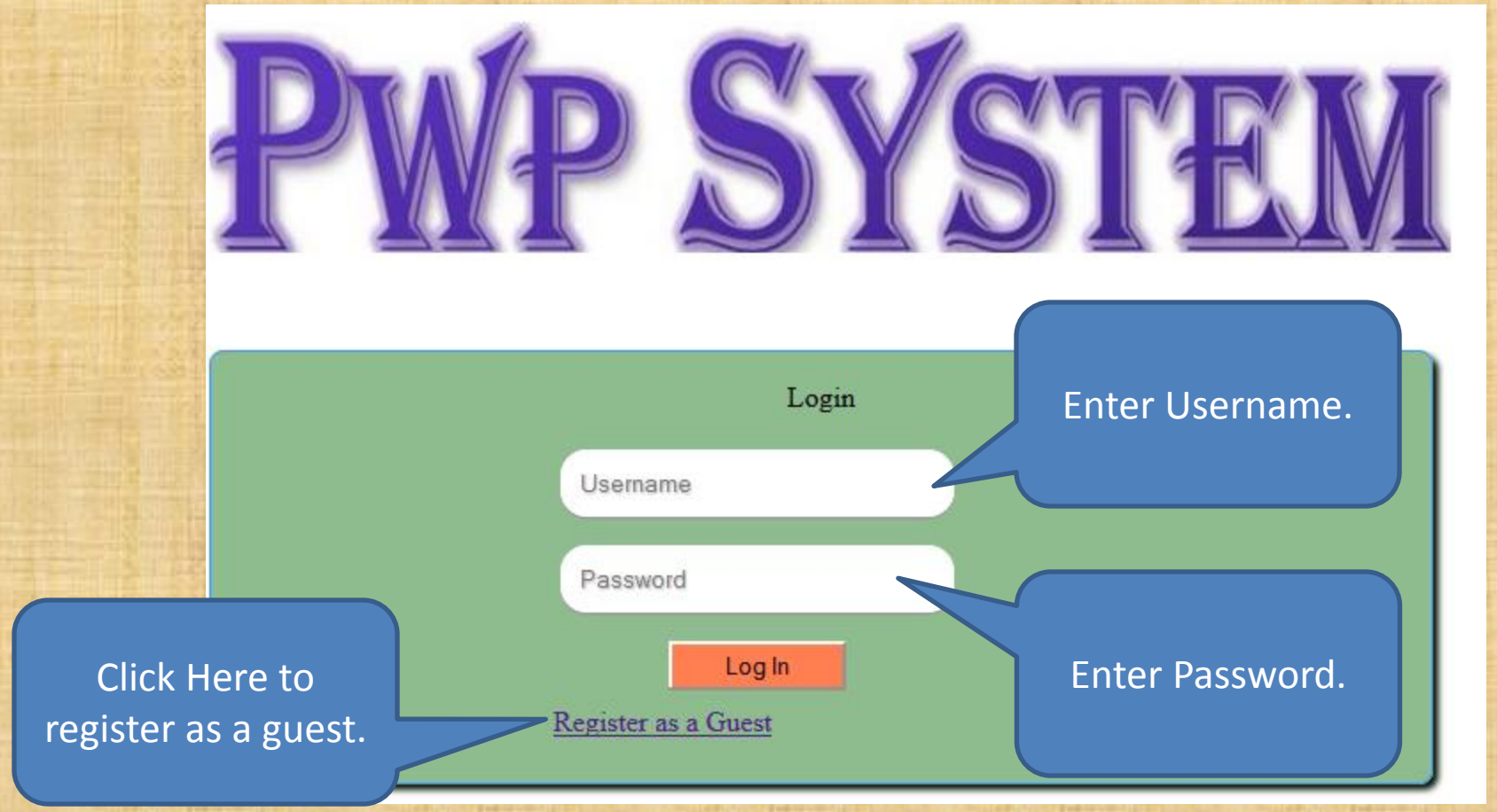
NOTE

- 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

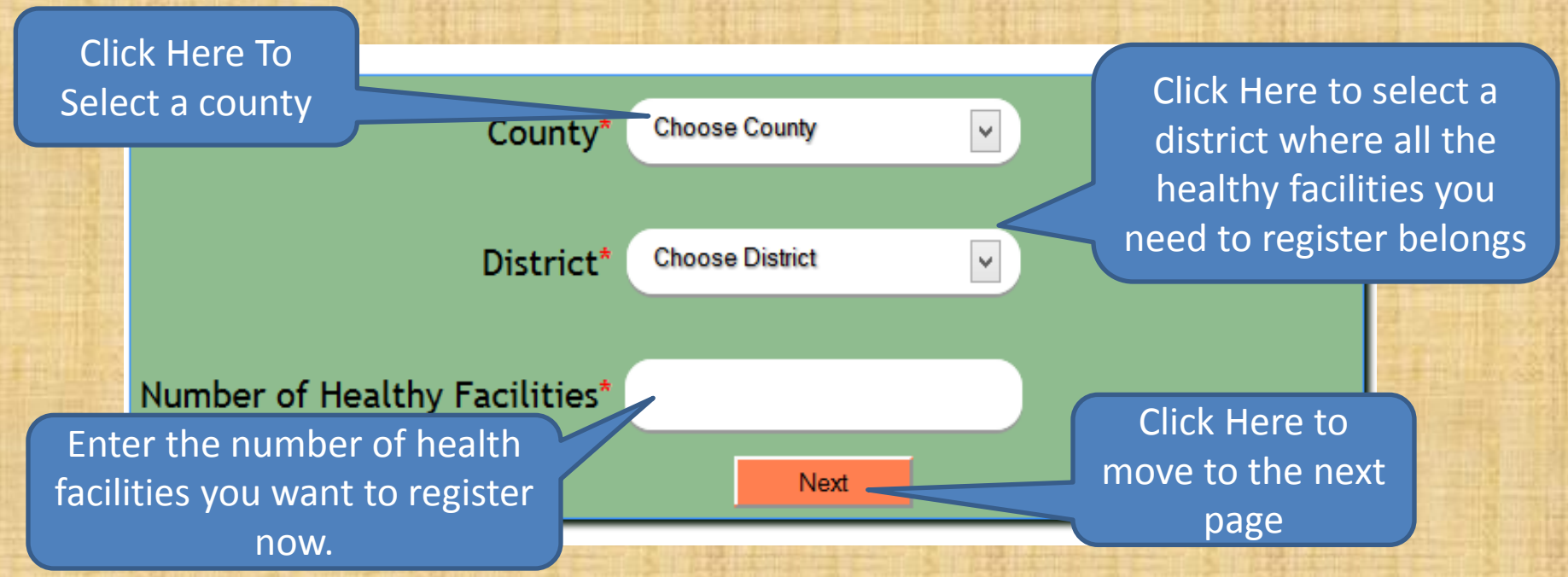
i. Set M&E Officer mail,
ii. Edit profile
iii. Help

ADD HEALTH FACILITY

Click on the link shown below to add health facilities.

ADD HEALTH FACILITY

When this is clicked, the following page appears



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.

This is the district that was selected from the previous page

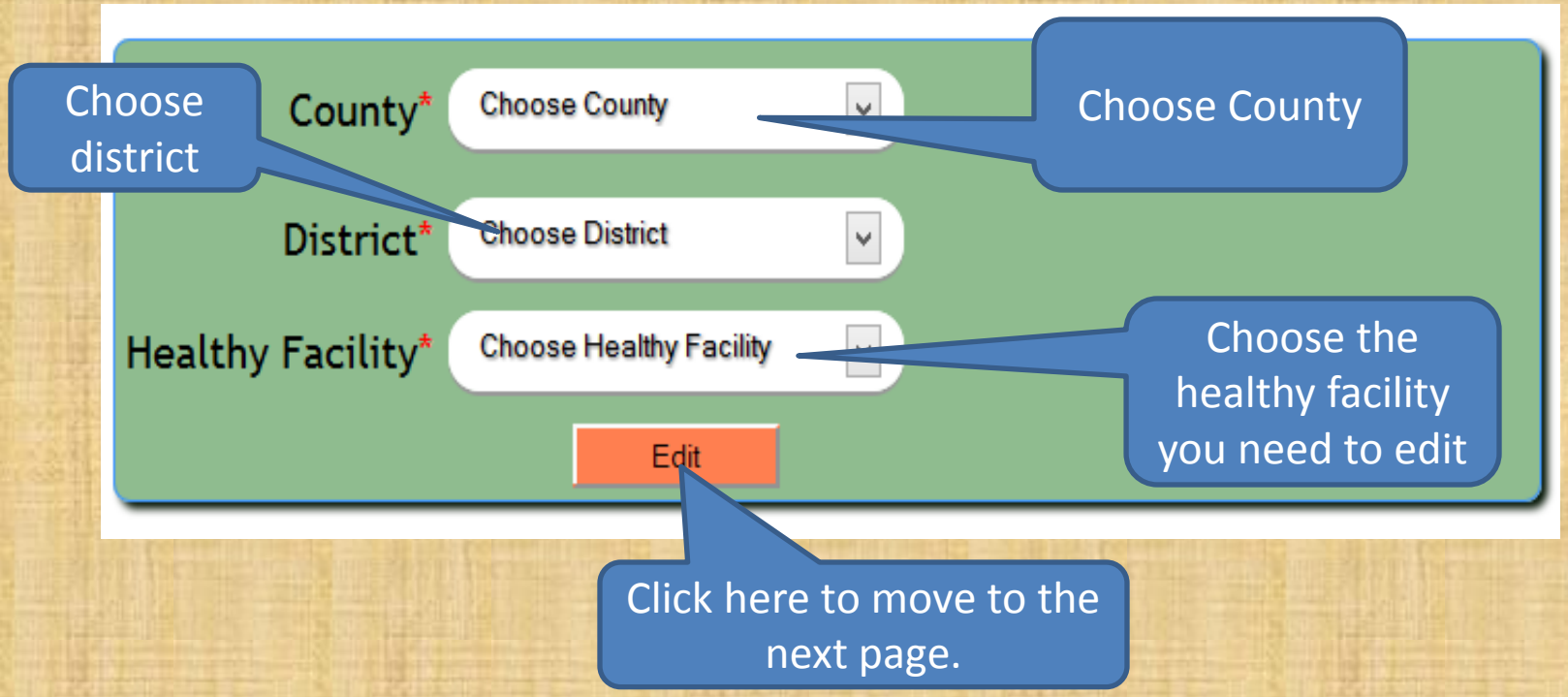
Enter the healthy Facility Name Here..

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.



PWP FORM ENTRY

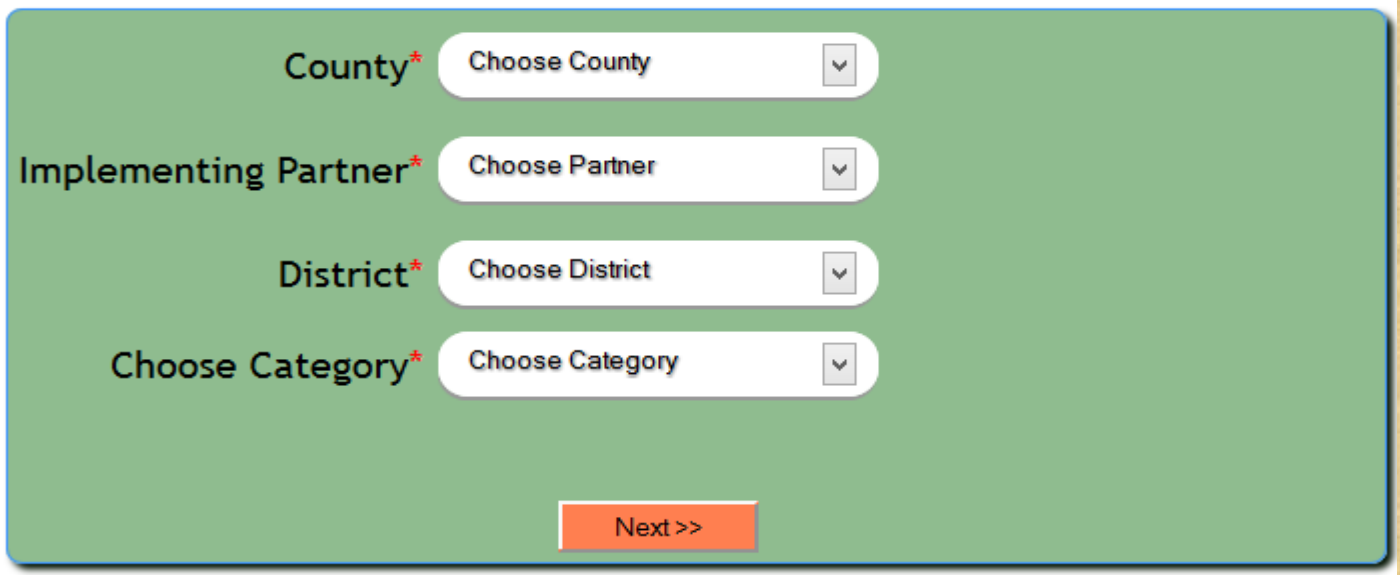
This is the main section of the system. It includes 6 steps as shown on each page heading. It will guide you to Know the current Level. The steps are as follows:

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>>

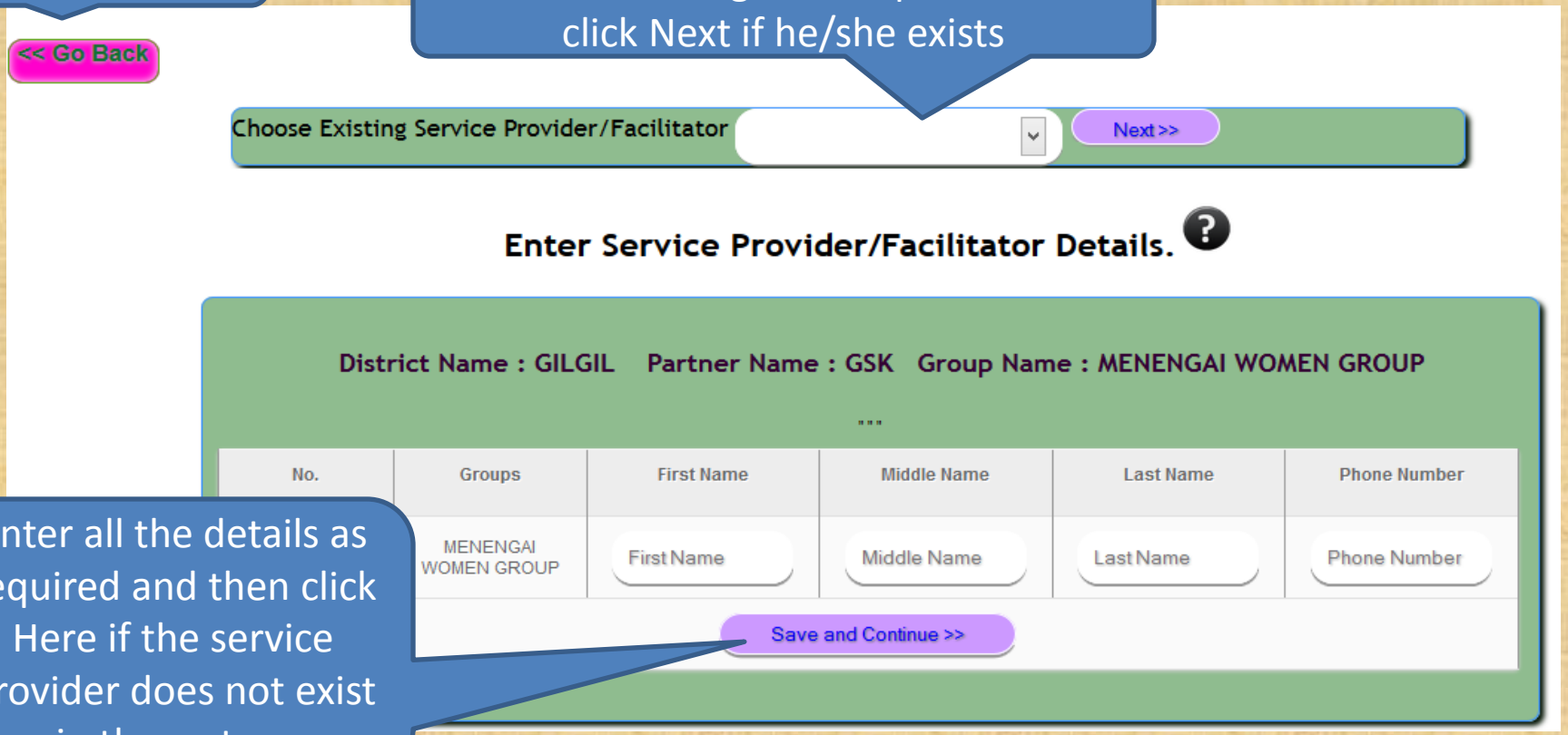


II. Add or Select a Service Provider

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

Click to go back

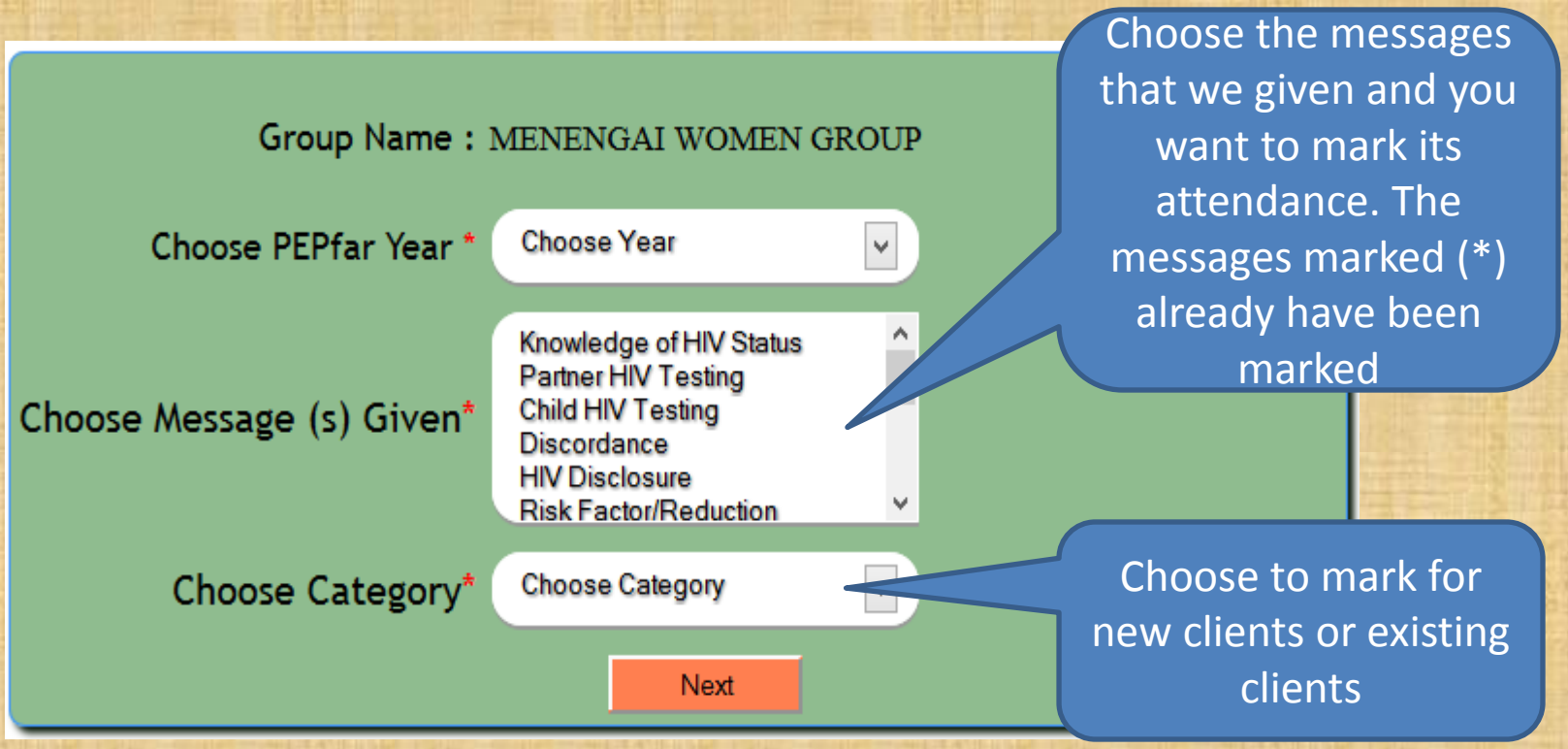
Select an existing service provider and click Next if he/she exists



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

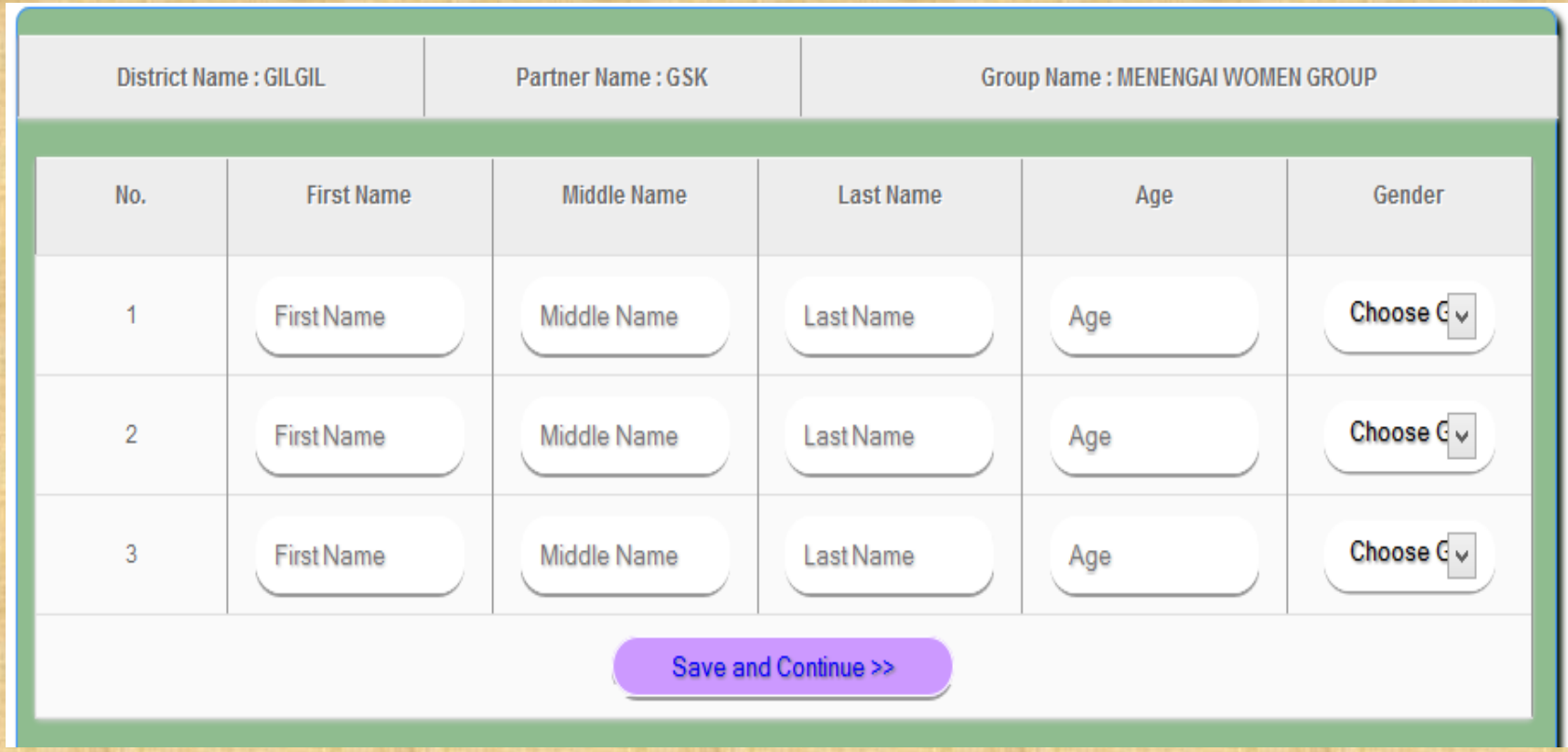
III. CHOOSE MESSAGES GIVEN.

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



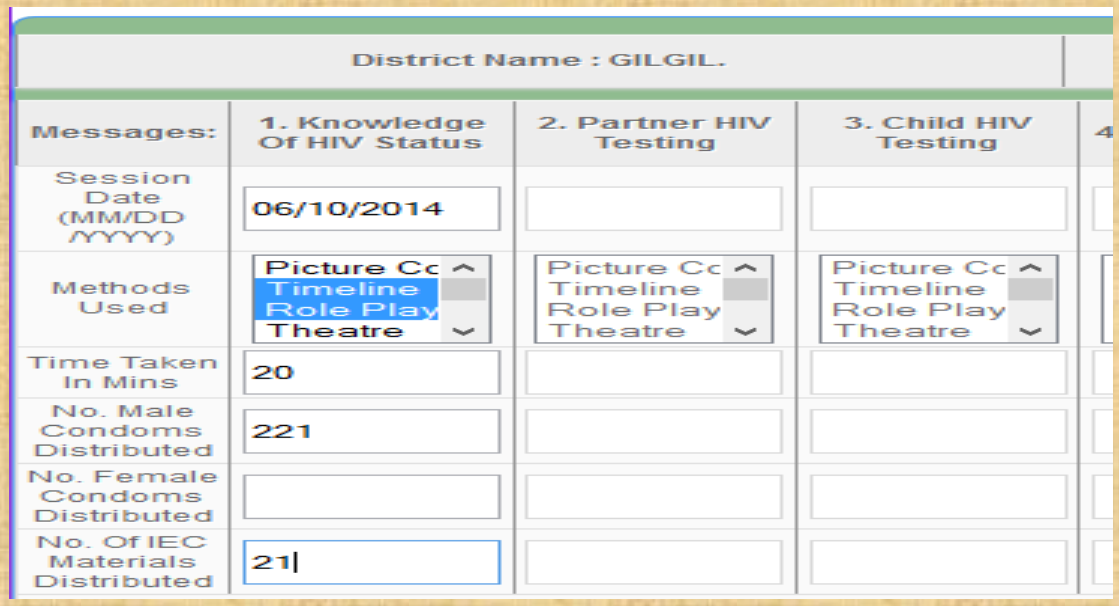
III. ADD NEW CLIENTS

Enter all the clients details and then save and continue.



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.

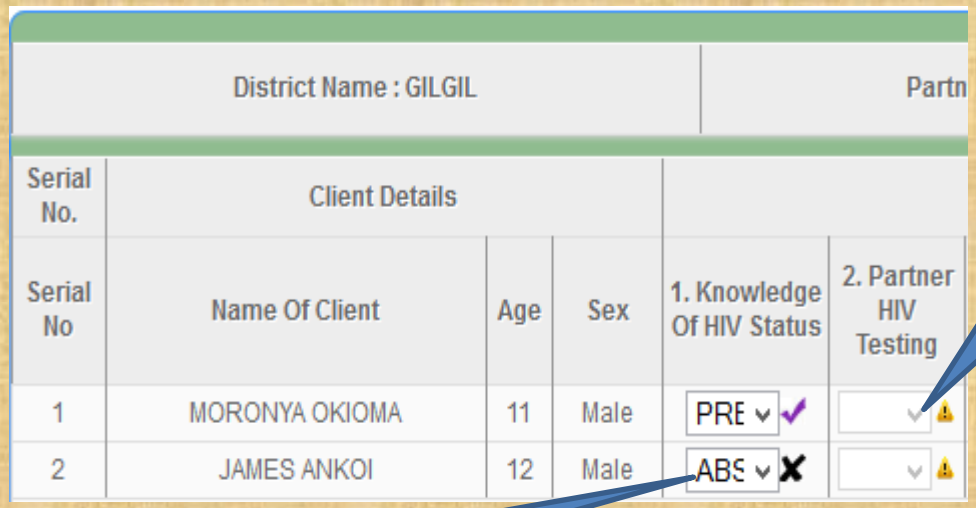


District Name : GILGIL.

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	

Disabled hence its attendance cant be marked

Attendance can 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	☑	☑	No. of CDs	☑	☑	☑	☑	☑
2	JAMES ANKOI	12	Male	☐	☐	No. of CDs	☐	☐	☐	☐	☐

Disabled

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

Save

IV. EDIT PWP FORM

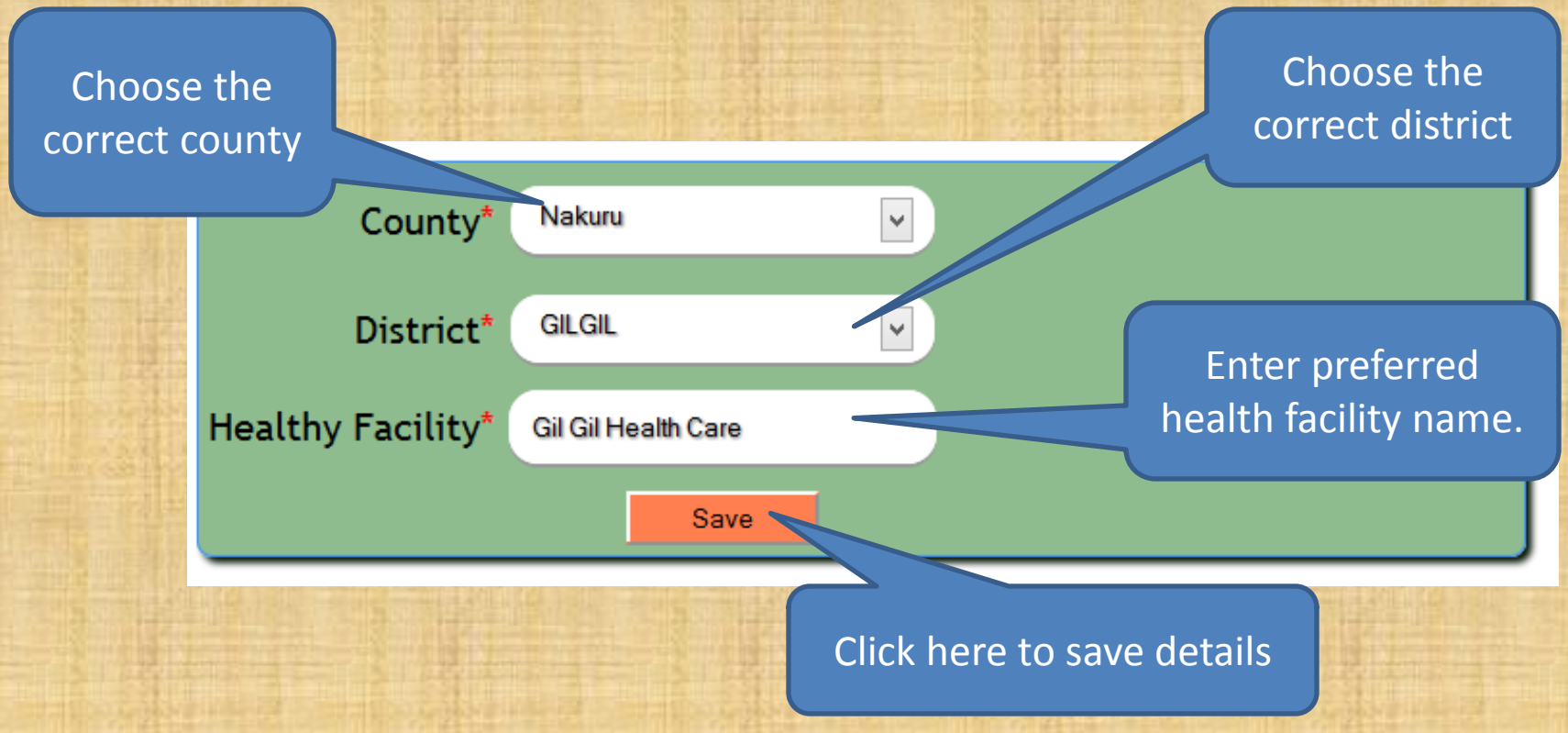
- To edit the pwp form, follow the same criterion but now you be selecting existing group, select the service provider, select the messages given and for existing clients then change all the other details as required.

- When editing for the individual who took the sessions together , select the individual whom you want to edit details for.

EDIT HEALTH FACILITY

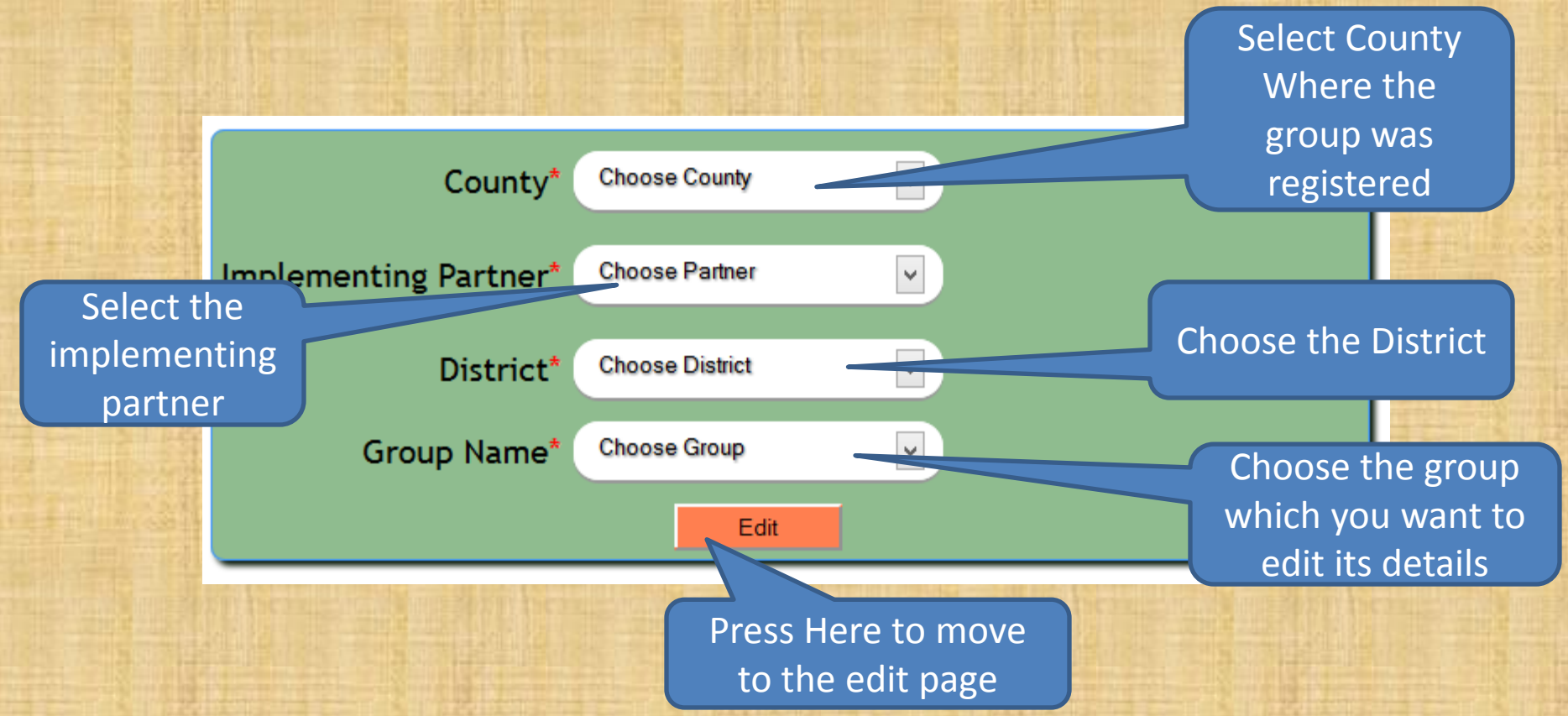
All the details can be changed as shown in the figure below.

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



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



EDIT GROUP

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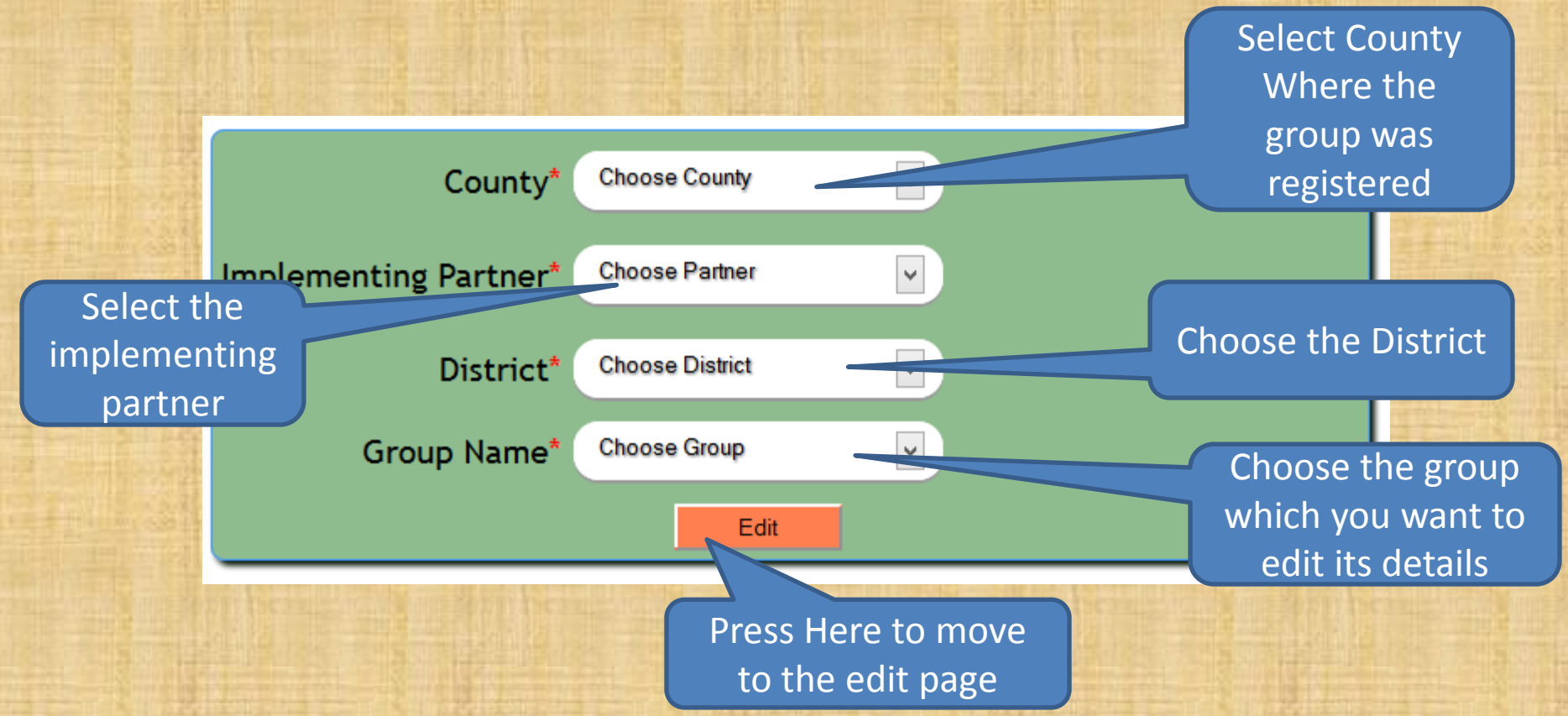


EDIT GROUP

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

Choose preferred Partner

Choose Correct Nearest Health Facility

Enter correct group name

Enter the correct year the group was formed

Enter the correct group Location

Click to save details

County* Nakuru

lementing Partner* GSK

District* GILGIL

Healthy Facility* Gil Gil Health Care

Group Name: * DEC

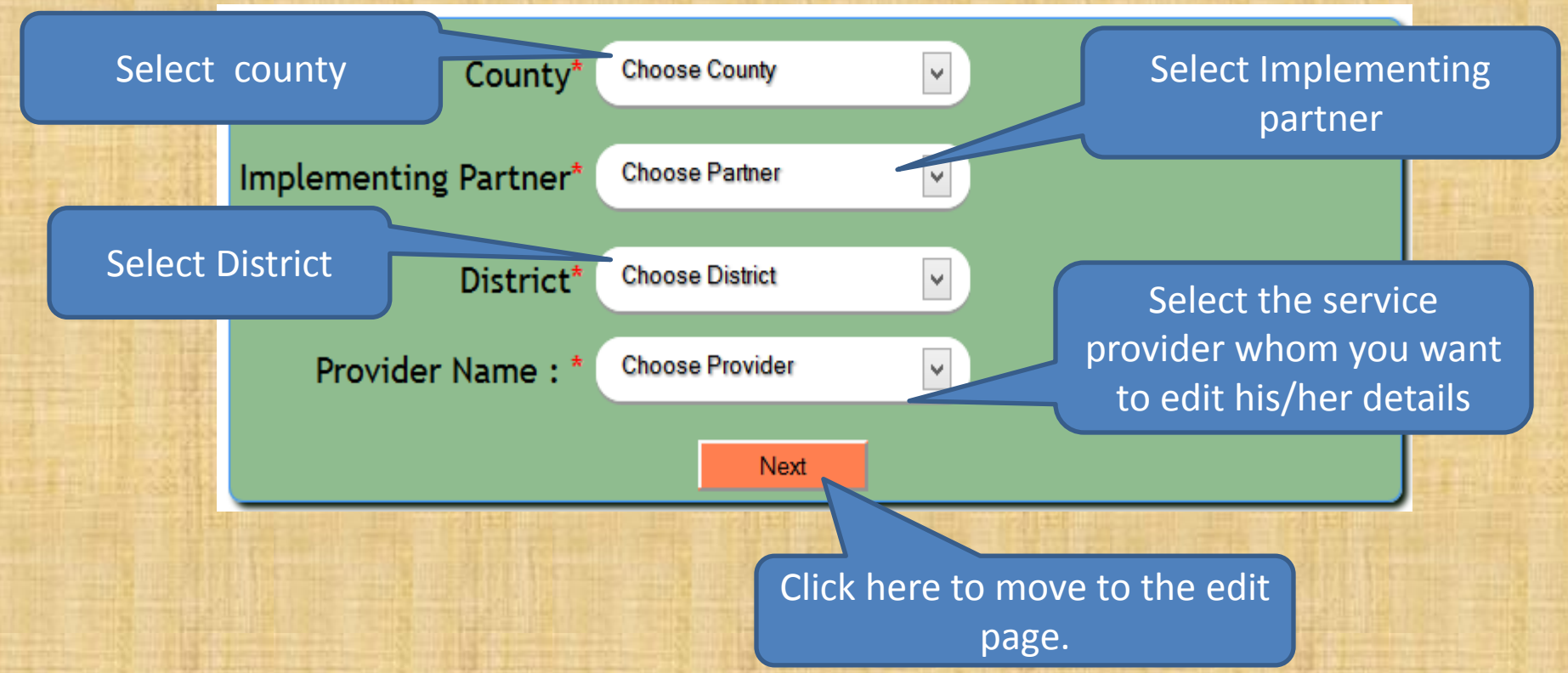
Location: * dec

Year Formed: * 2010

Save

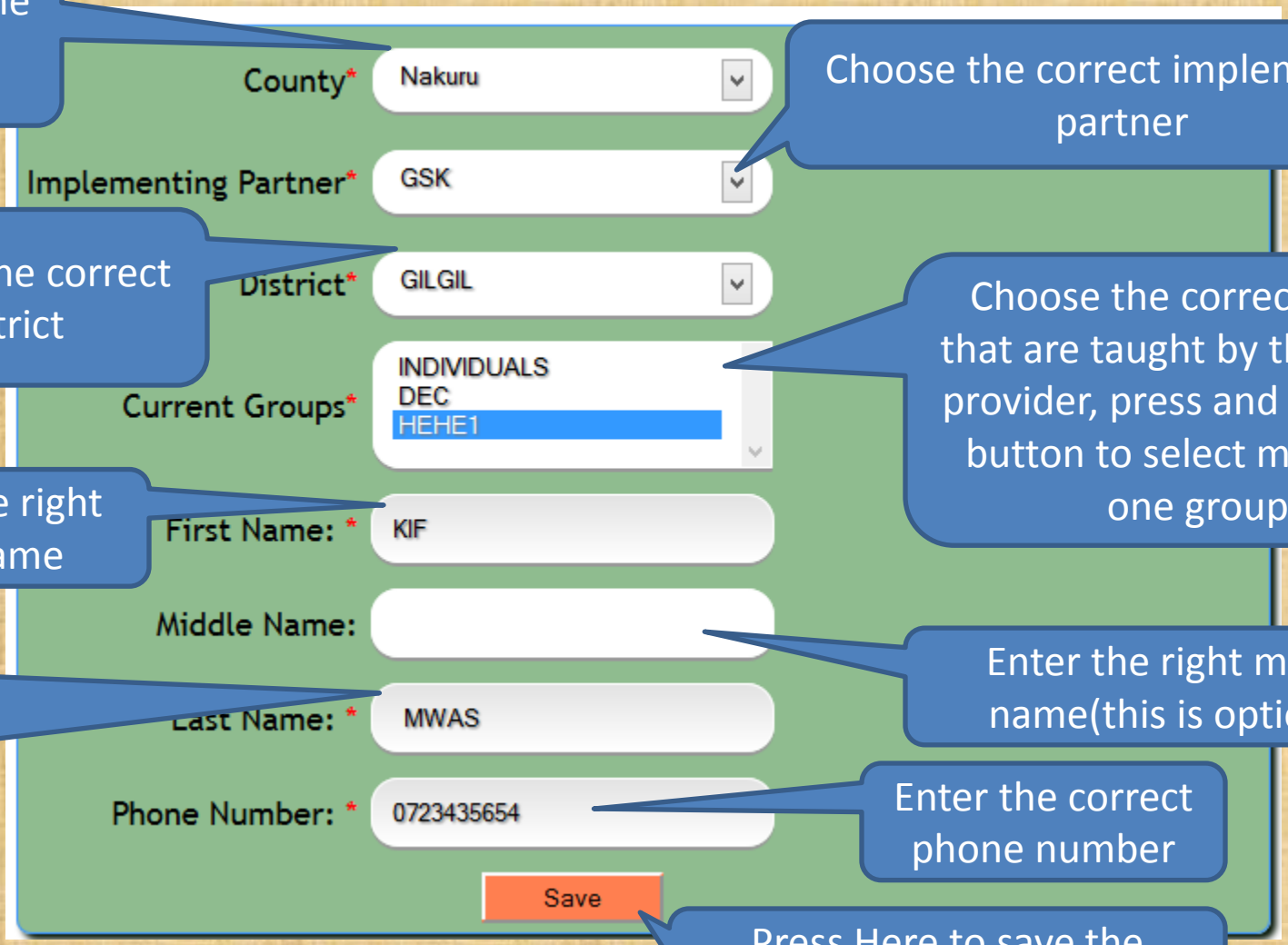
EDIT PROVIDERS

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



EDIT PROVIDERS

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



Choose the correct county

Choose the correct implementing partner

Choose the correct district

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

Enter the right first name

Enter the right middle name(this is optional)

Enter the correc t last name

Enter the correct phone number

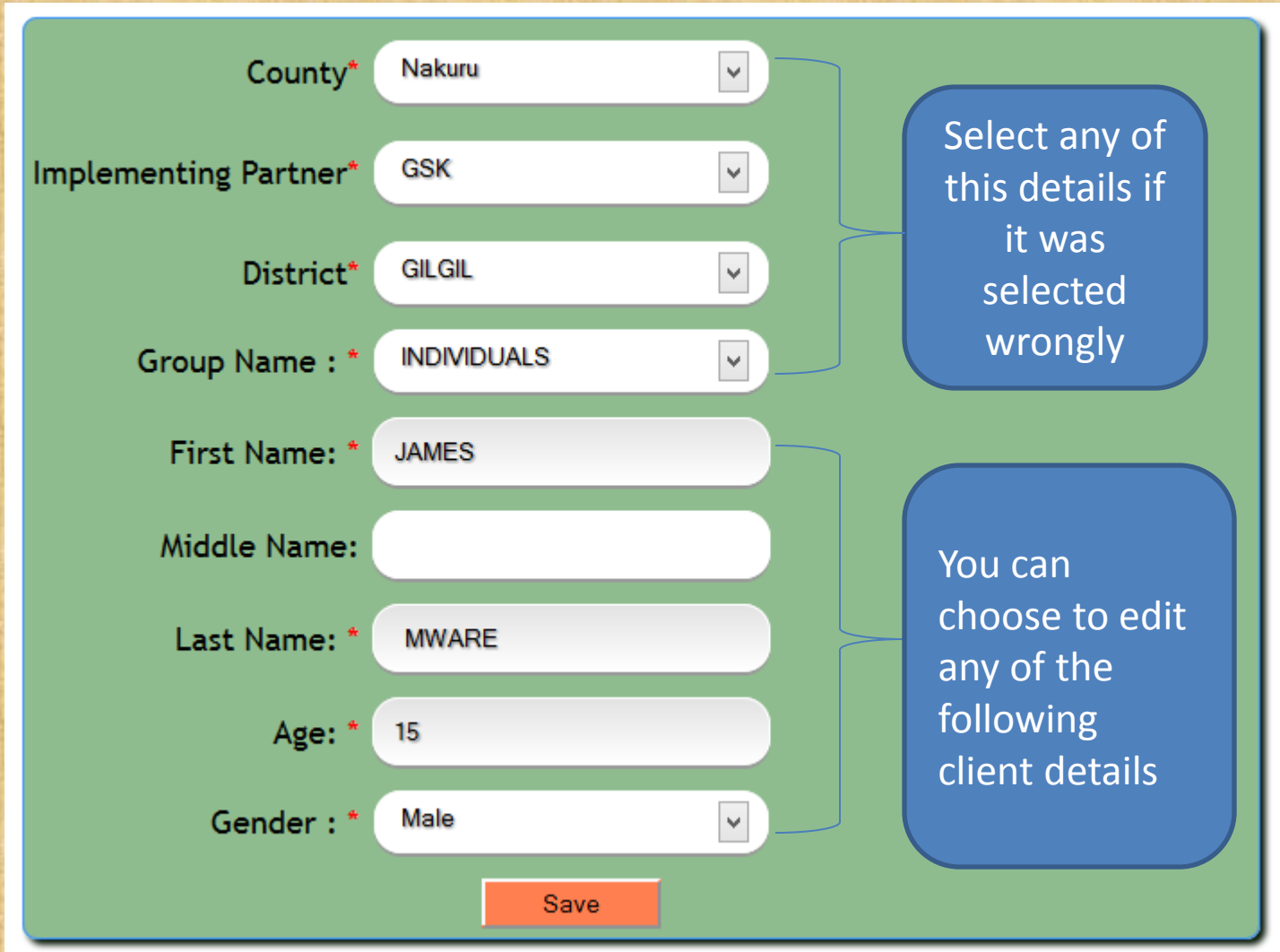
Press Here to save the edited details.

EDIT CLIENT

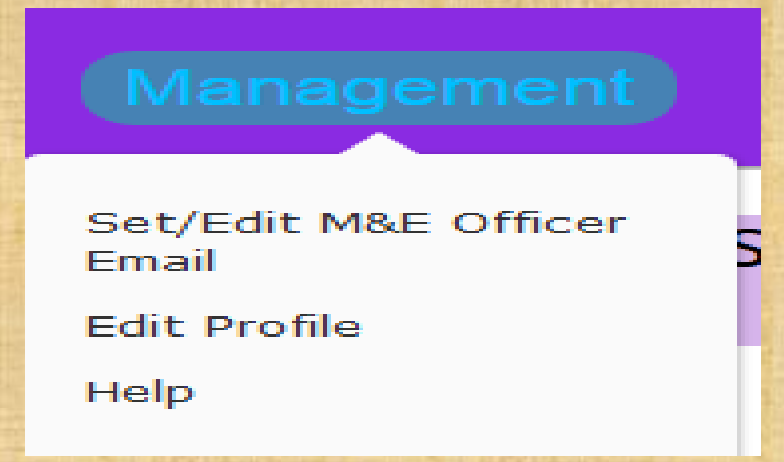
Select the details in the given order to edit client's details. The details selected will help in choosing the client to edit his/her details.

EDIT CLIENT

Edit any of the client details shown below.



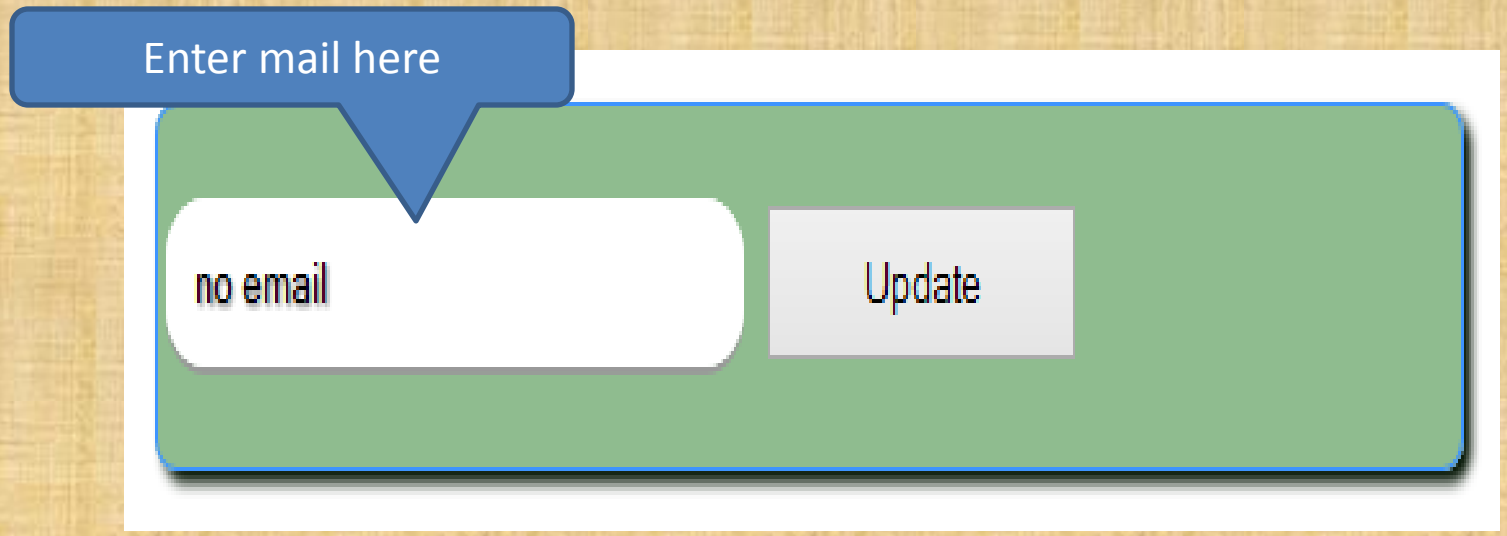
MANAGEMENT.



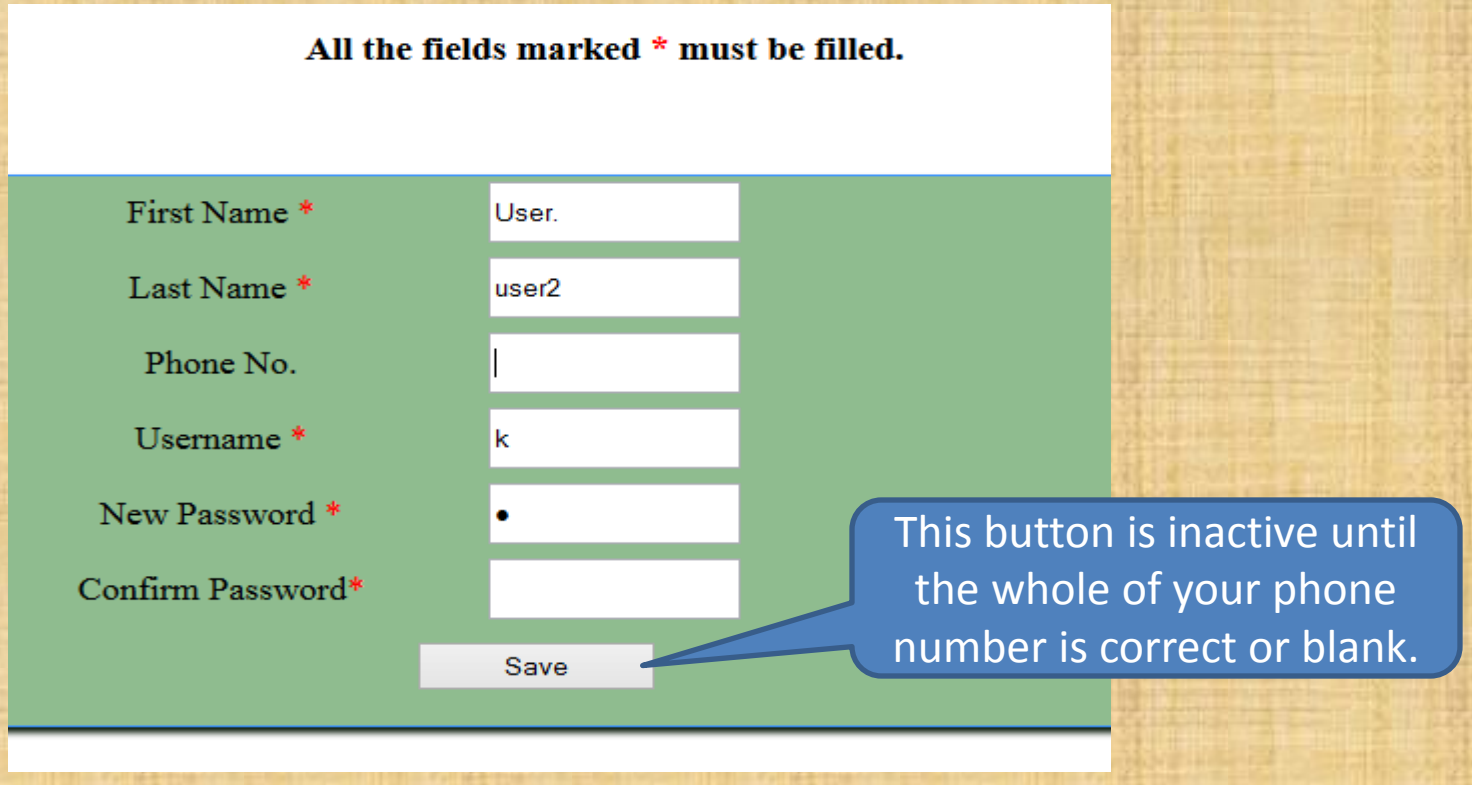
Within the management button, the user can be able to create Set up M&E mail, edit his/her details(Edit Profile.), or get help on the system usage.

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.

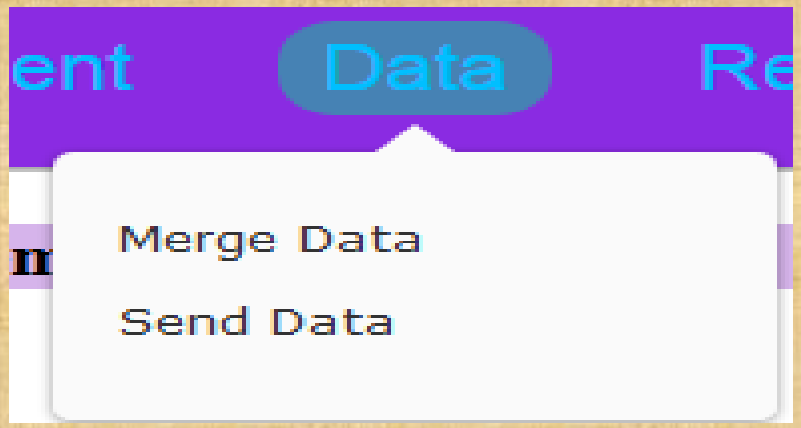


MANAGEMENT.-EDIT PROFILE



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

DATA

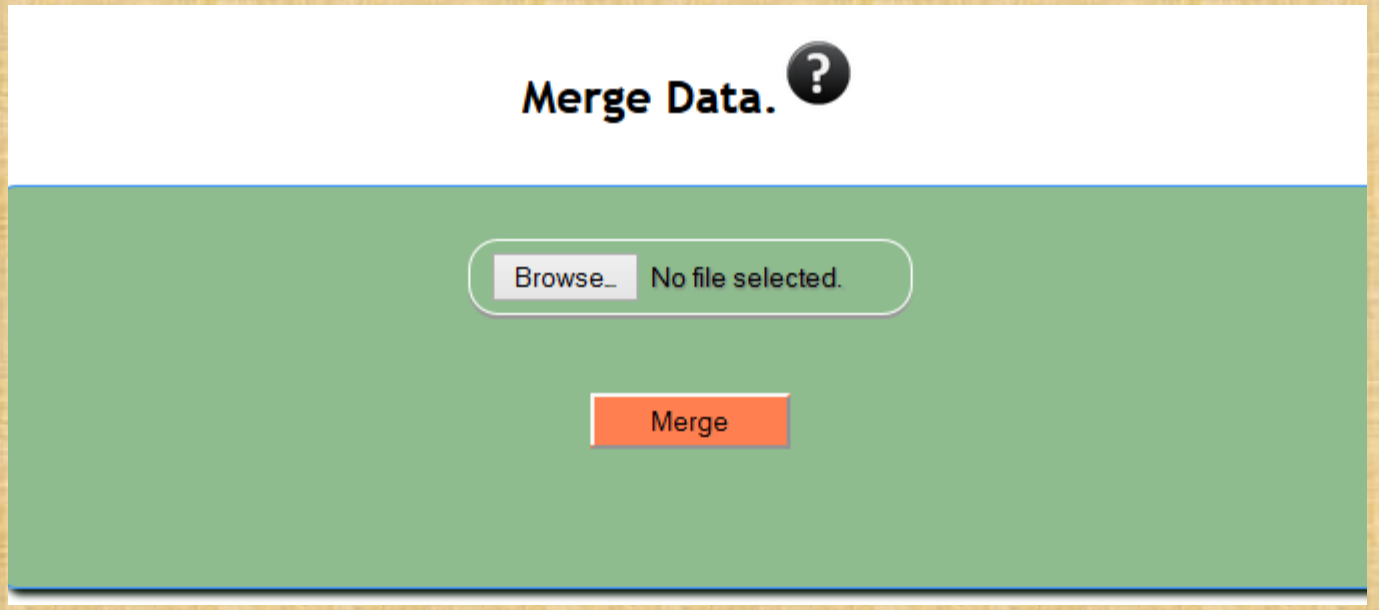


At this section the M&E Officer is able to merge data arising from different system users.

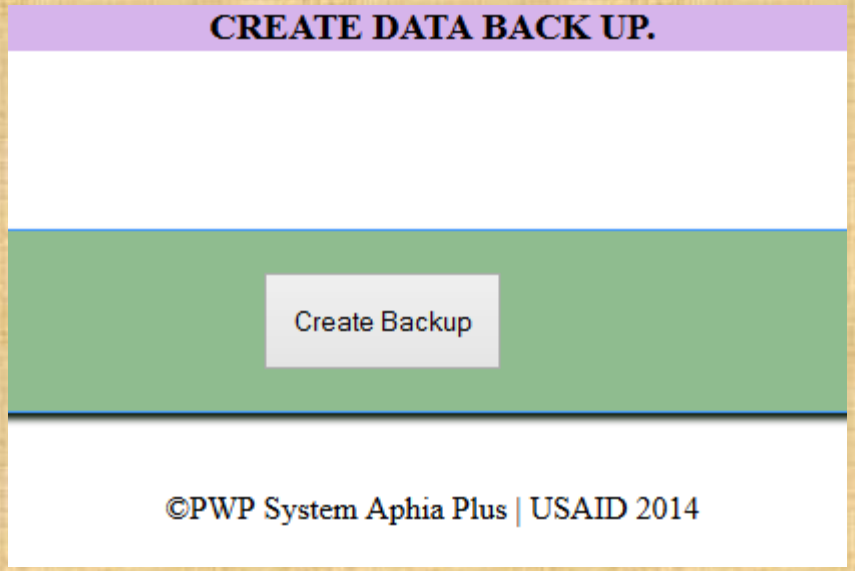
Also the user is able to send data back up via mail automatically.

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.



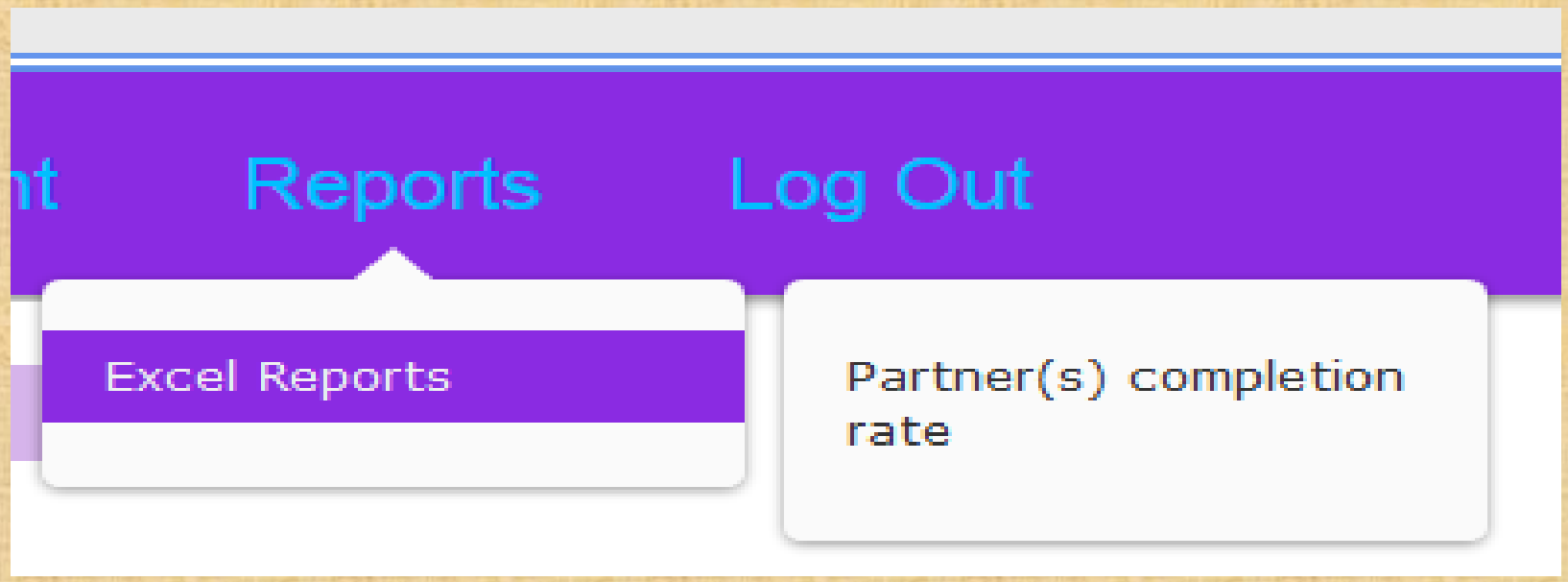
MANAGEMENT-CREATE BACK UP.



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.

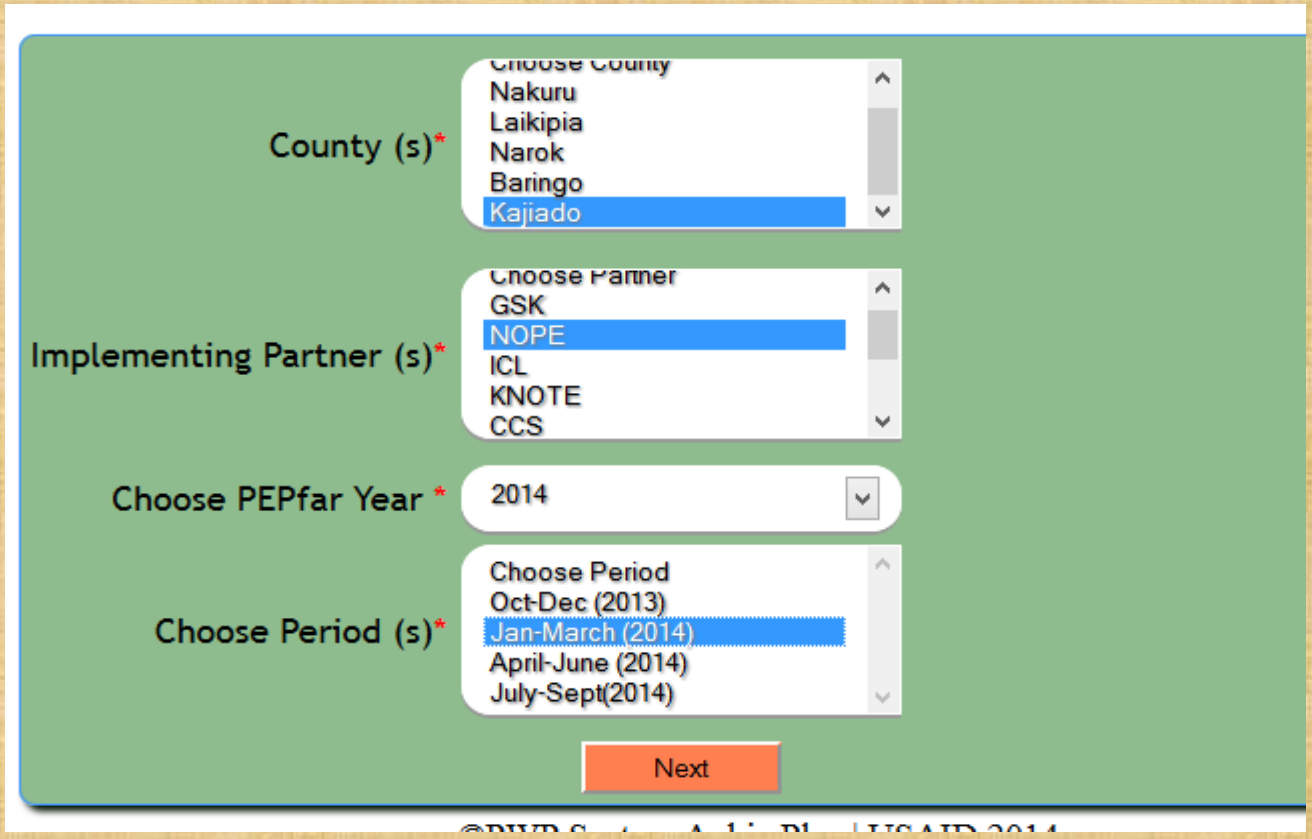
All the system users are able to generate reports . Once a mouse is hovered over this link a sub menu appears from which the user can be able to click and generate a report.



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.



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.

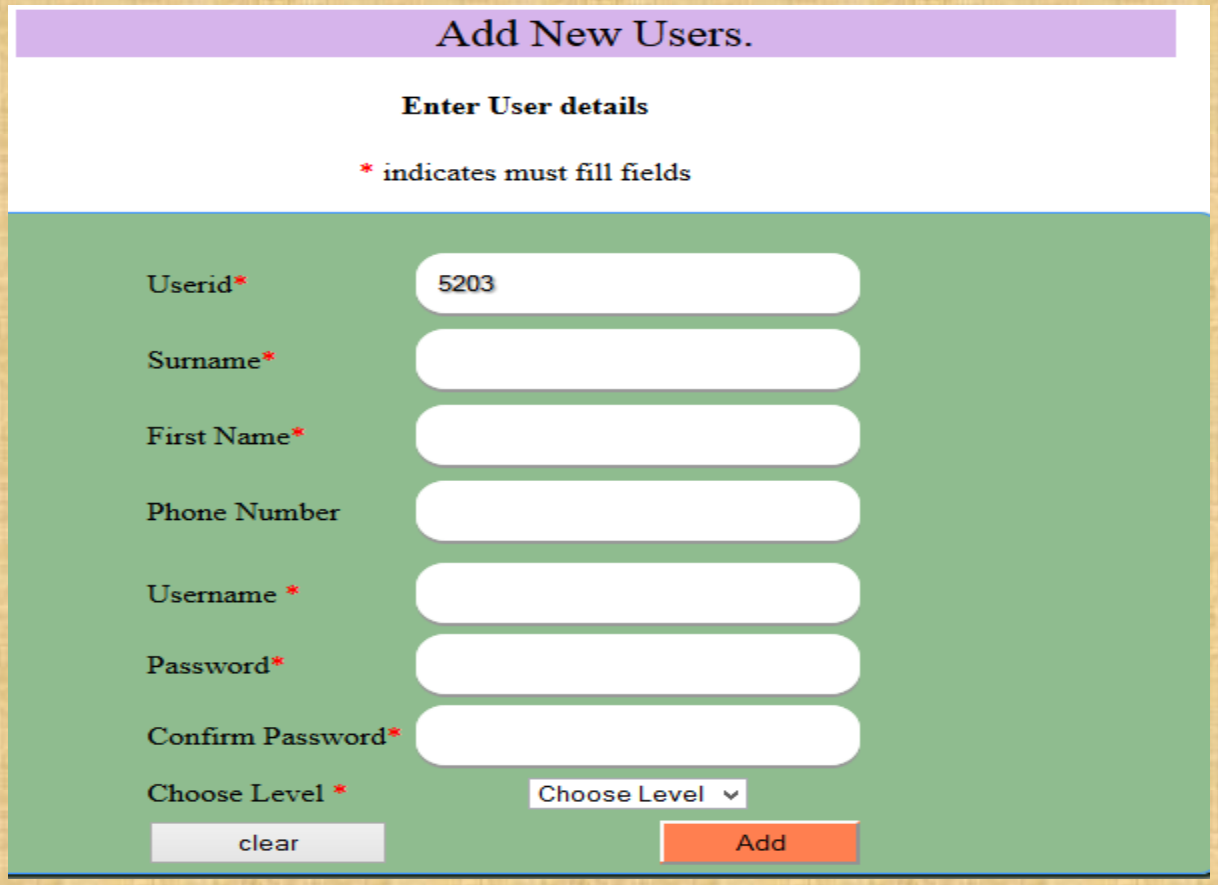
ADMINISTRATOR ADDITIONAL FEATURES.

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

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

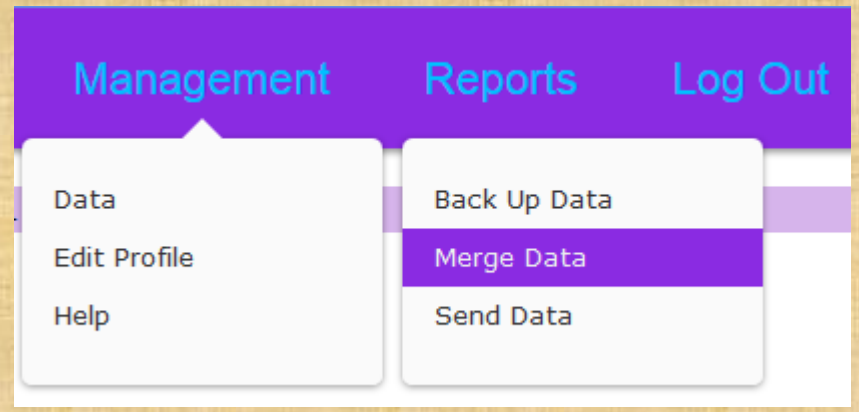
ADMINISTRATOR –ADD USERS.

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.



ADMINISTRATOR –MANAGEMENT.

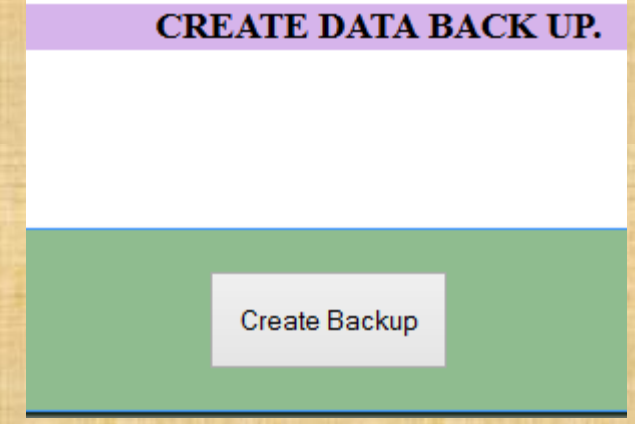
When a mouse is moved over the management button and then over the data submenu, below sub-menus appear.



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.

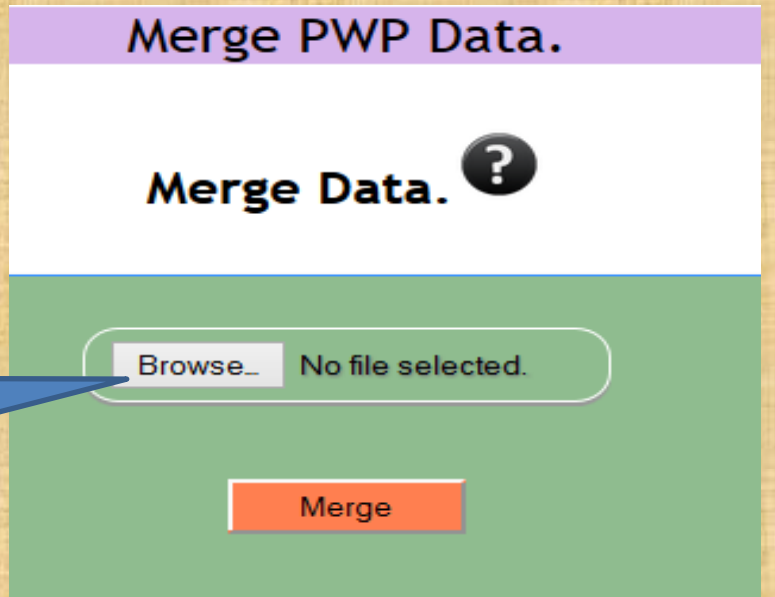


On clicking the create back up button, a pop up of the created back up will appear. He/she needs to save this data to a location he knows. For this case the default is downloads.

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.

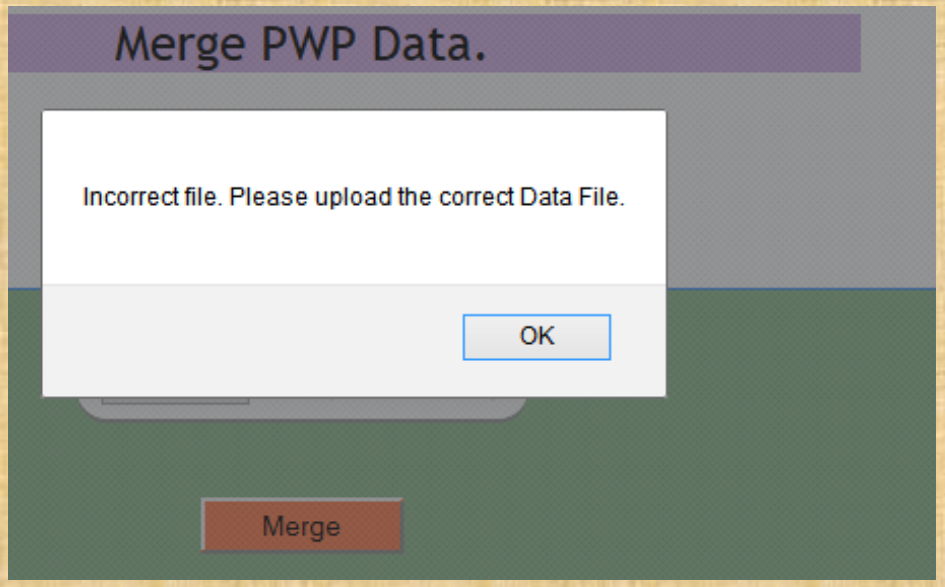
On collecting the data, the officer will click on the merge data sub-button and the following page will appear.



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

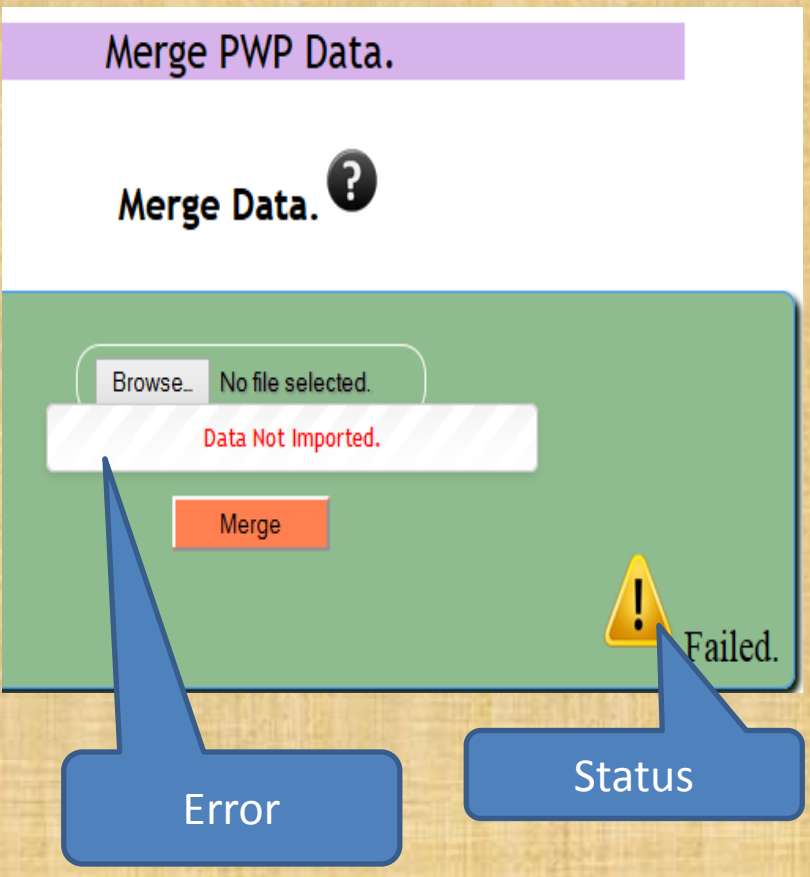
MERGE DATA – ERRORS 1.

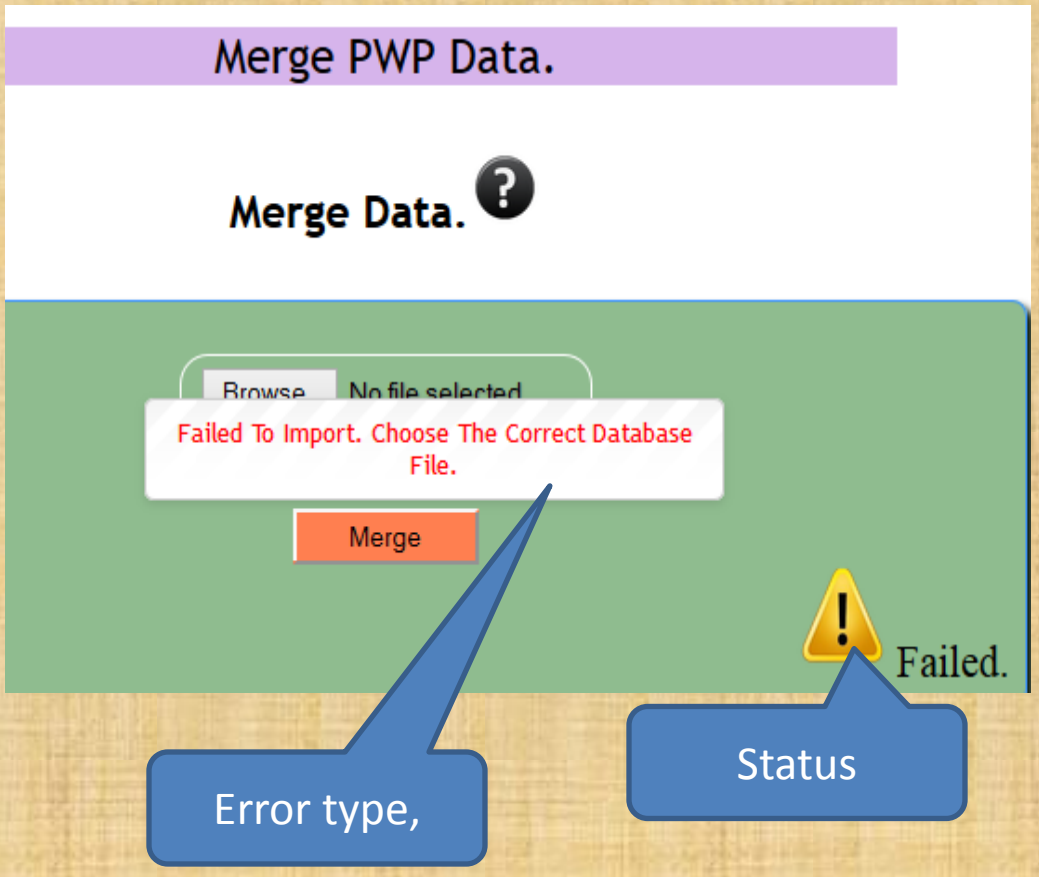
NOTE: The M&E Officer needs to select the correct database file i.e xxxxxxxxx.sql, this is very essential because if a wrong file is chosen, an error will appear as shown bellow.



MERGE DATA – ERRORS 2.

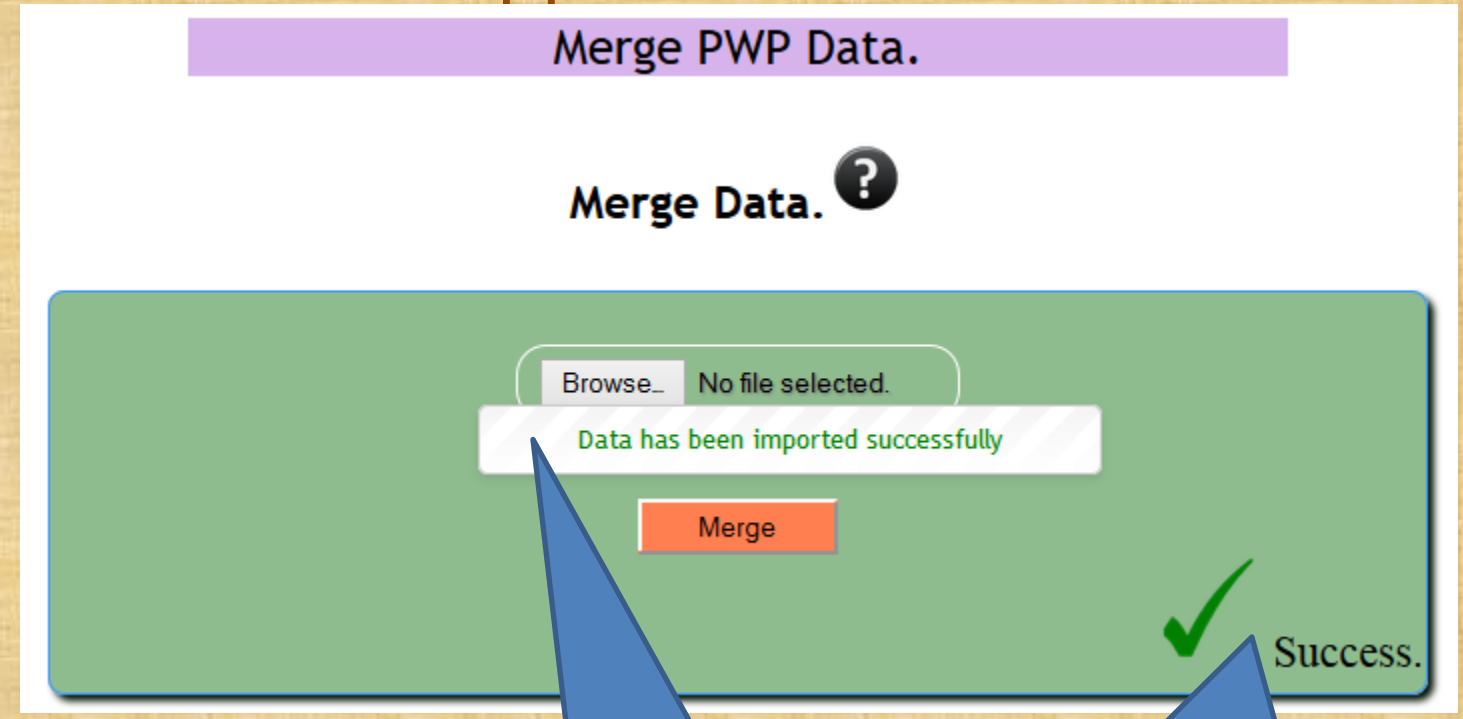
If the M&E Officer chooses a database file for a different database, an error show below will occur. And the database will not be merged.





MERGE DATA – SUCCESS.

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

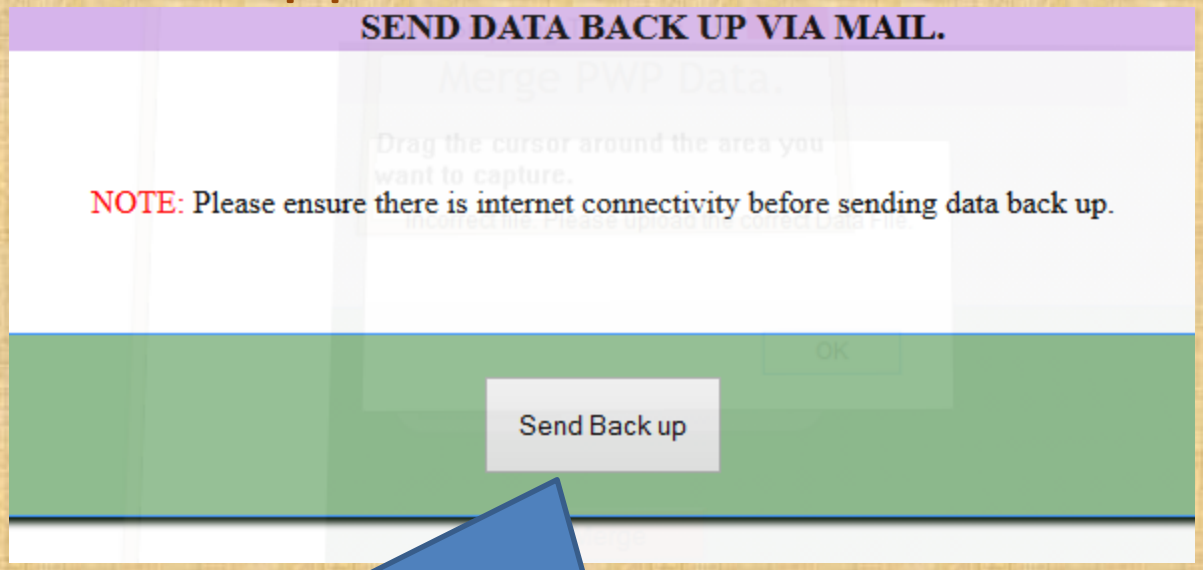


Success Message.

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.



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

END.

END