


# PWP SYSTEM USER GUIDE.

PWP System has two Users:

- i. Users.
- ii. Administrator.

# HELP PER PAGE.

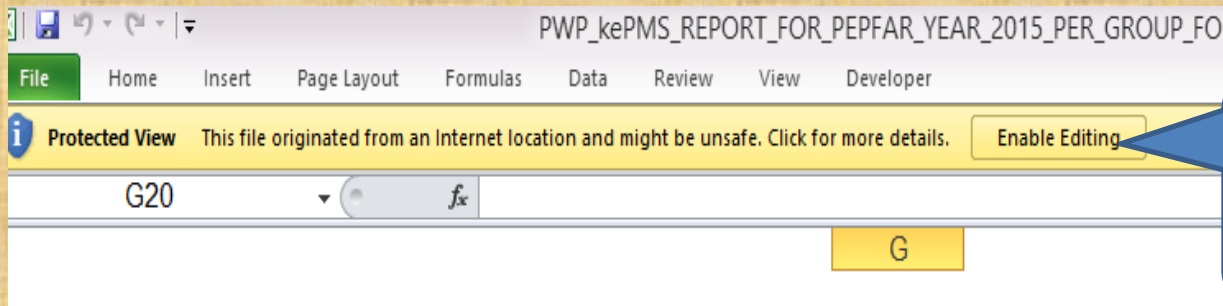
## NOTE

- ❑ 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.

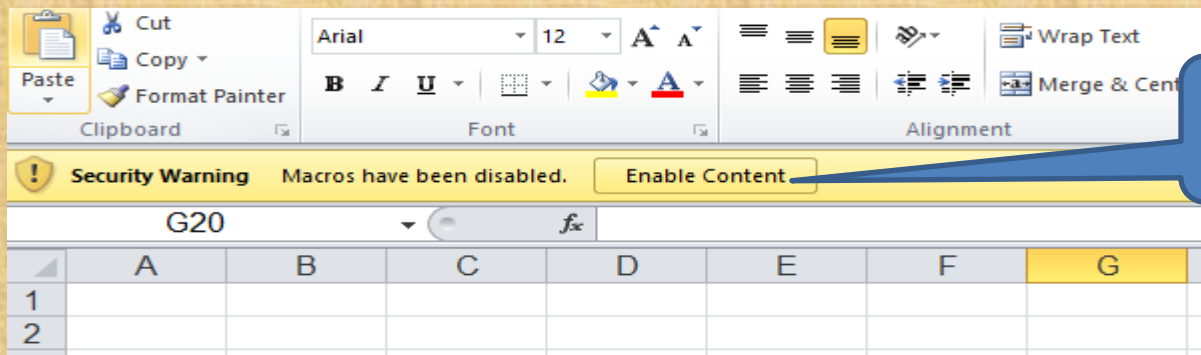
# REPORTS.

## NOTE

- ❑ Most of our reports needs users to click on **enable editing** and as well **enable content** for them to be able to view summarized report.



Step 1. click here  
(Enable editing)



Step 2. Click here  
(Enable Content)

# 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.



NOTE: 33 days have gone since you last backed up your data. There is data that has not yet been backed up. Please log in to the system and back up this data.

- This notification only appears if there is data that has not yet been backed up.
- After backing up your data, this notice will disappear.

## PWP SYSTEM

Login



Log In

Enter the username and password here to access system resources.

PWP System. Version 1.0 Last Updated 20th Dec 2014.



# USER'S MENU

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

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

# USER'S MENU

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

Add users  
Add clients  
Add assessment  
form

Edit group details. Edit  
service provider.  
Edit registration form.  
Edit assessment form

DQA Module,  
Set M&E Mail  
Merge data  
Send/Back up data

Get  
system  
help

Add Entries

PWP Form Entry

Edit Entries

Management

Data

Reports

Help

Log Out

Mark or edit  
PWP form

Edit profile.  
Change last back up date  
Move clients.

Generate system  
reports.

Log out  
of the  
system

# ADD ENTRIES

**Users are able to :**

- Add Other users and grant them privileges to access system resources
- Add clients.
- Add assessment form.



# ADD CLIENTS.

## PWP CLIENT REGISTRATION FORM.

- This module allows users to add client's data to the system.
- All fields marked \* are mandatory/required fields.
- When a user enters client name, there will be a pop up list to show those clients who already exist(registered) in the system.



The screenshot shows a web form titled "A. Personal Information of th". The "First Name" field is marked with a red asterisk and contains the text "cliff". A dropdown menu is open below the field, displaying two options: "CLIFF OKELLO" and "CLIFF NYAMOI". Below the dropdown, the "County" field is visible, marked with a red asterisk, and has a dropdown menu with the text "Choose county".

Shows all registered clients with cliff as their first name

- This will assist users avoid time wastage and double registration.

# ADD CLIENTS.

## PWP CLIENT REGISTRATION FORM.

- Users will **not be able** to navigate from one section to another(either previous or next) if all the required fields in the current section have not been field correctly.
- CCC NO will be used as a unique identifier for all the clients in the system. This means that no two clients will share the same CCC NO.
- National ID, client mobile number will be unique to clients but will not be used as a unique identifier for clients.

# ADD ASSESSMENT FORM.

## PWP CLIENT ASSESSMENT FORM.

- Clients will be able to be assessed once.
- Clients who have already been assessed, their assessment form can only be edited.
- Users can search for the client whom they want to assess, select that client, then click on assess as shown below.

Use this to search  
for client

Click here to assess  
this client.

Search:			
<input type="text"/>			
PROVIDER NAME	CLIENT NAME	LESSONS ATTENDED	ASSESS
'S WANGUI WAWERU	AGNES NJURA	3	<a href="#">Assess</a>
OSMAN DIDA	AGNES WAMBOI	13	<a href="#">Assess</a>

# ADD ASSESSMENT FORM.

## PWP CLIENT ASSESSMENT FORM.

- All fields marked \* are required.
- Enter all details for each section & then click next.

SECTION.

PERSONAL DETAILS.  
AGNES NJURA

**A** DATE OF ASSESSMENT

**B** PREVENTION MESSAGES.

**C** PREVENTION COUNSELING

**D** HIV TESTING.

**E** STIs

**F** FAMILY PLANNING.

**G,H** TB,PMTCT

**I** OTHER REFERRALS.

**A-B. Date of Assessment and Prevention Messages (PWP service provider) .**  
Client Name: AGNES NJURA ----- (Fields marked \* are required.)

**A. Date of Assessment:**  
Date of Assessment \* :

**B. PREVENTION MESSAGES(PWP Service Provider):**  
*Assess and provide recommendations (as indicated by assessment) on :*  
1. Knowledge of HIV status? \* :   
2. Partner HIV testing? \* :   
**3. child HIV testing.**  
3 a). Any children tested ? \* :   
3 b). Any children not tested ? \* :   
4. Discordance? \* :

Previous

Next

Finish

Use this to  
scroll down  
here.

Errors will be shown here.



# PWP FORM ENTRY

This is the main section of the system. It includes 5 steps for group sessions and 4 steps for individual

## GROUP SESSIONS.

- Step 1/5 : Select group/ individual sessions.
- Step 2/5 : Select messages given.
- Step 3/5 : Enter Session Details.
- Step 4/5 : Select attendance for each message.
- Step 5/5 : Tick the services provided.



## NOTE:

Incase you did not complete marking up to step 5/5, the following page will always appear on the first page of the PWP Form Entry.

**N/B :** You did not complete all the steps when you last marked attendance for :

Group Name : **MWAS**

Partner Name : **GSK**

District : **GILGIL**

Message (s) given: **1. Knowledge of HIV Status.**

**2. Discordance.**

**3. HIV Disclosure.**

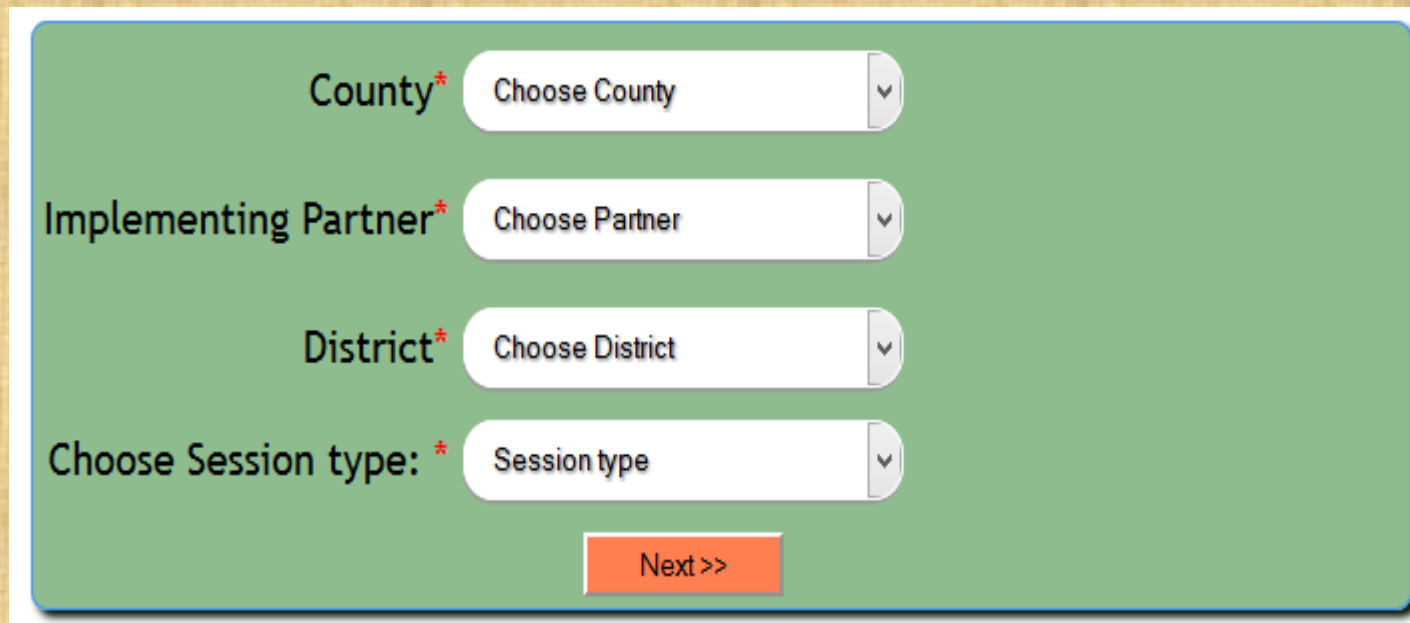
Click here to complete  
step 5/5

Please [Click here](#) to complete step 5

This will always appear if the user only marked up to step 4/5..

## STEP 1/5 . SELECT SESSION TYPE.

Within this page, users are able to select either group or individual sessions based on the type of sessions the client(s) took.



A screenshot of a web form titled "STEP 1/5 . SELECT SESSION TYPE." The form is set against a light green background with a thin blue border. It contains four dropdown menus, each with a red asterisk indicating a required field. The first dropdown is labeled "County" and has "Choose County" as its placeholder text. The second is labeled "Implementing Partner" with "Choose Partner" as the placeholder. The third is labeled "District" with "Choose District" as the placeholder. The fourth is labeled "Choose Session type:" with "Session type" as the placeholder. Below these fields is an orange button with the text "Next >>" in white.

County\* Choose County

Implementing Partner\* Choose Partner

District\* Choose District

Choose Session type: \* Session type

Next >>

## **STEP 1/5 . SELECT SESSION TYPE.**

Users will be directed to different pages depending on the type of session that they took.

- For group sessions, users will be directed to page 2/5 where they are supposed to select the message that he/she need to add/edit for the selected group.
- For individual sessions, users will be directed to page 2/4 where they will be required to select the clients that he/she needs to add/update their attendance register or services provided.

# GROUP SESSIONS

## (STEP 2/5. SELECT MESSAGE (S) GIVEN ).

In this section the user is supposed to select the message (s) they want to mark its attendance.

Press and hold CTRL Button to select more than one message.

Group Name : KIAMONGINA

Choose Message (s) Given\*

- \* 1. Knowledge of HIV Status
- \* 2. Partner HIV Testing
- \* 3. Child HIV Testing
- 4. Discordance
- 5. HIV Disclosure
- 6. Risk Factor/Reduction
- 7. Condom Use
- 8. Alcohol and Substance Abuse
- 9. Adherence
- 10. STIs
- 11. Family Planning
- 12. PMTCT
- 13. TB

Next

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



# GROUP SESSIONS

## (STEP3/5 . MARK/EDIT SESSIONS.)

The assumption is each message has its session. For the 13 session only the messages which were selected for marking are active the rest are 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 earlier selected messages.

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	<div>Picture Cc</div> <div>Timeline</div> <div>Role Play</div> <div>Theatre</div>	<div>Picture Cc</div> <div>Timeline</div> <div>Role Play</div> <div>Theatre</div>	<div>Picture Cc</div> <div>Timeline</div> <div>Role Play</div> <div>Theatre</div>	
Time Taken In Mins	20			
No. Male Condoms Distributed	221			
No. Female Condoms Distributed				
No. Of IEC Materials Distributed	21			



# GROUP SESSIONS

## (STEP 4/5. MARK/EDIT ATTENDANCE.)

Select appropriately the status of each individual on the attendance of the various selected sessions/messages. 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

# GROUP SESSIONS

## (STEP 4/5. ADHERENCE MESSAGE.)

- Since users can be given adherence message more than once, when a user selects to mark adherence message and this message had already been given, he will be prompted as shown below.

**Confirm Marking or editing for adherence** ×

**NOTE :** Adherence message has been marked.

1. Click **YES** if you want to mark adherence for the second or subsequent times.

2. Click **NO** if you want to edit the already marked data for adherence.

<b>8. Alcohol And Substance Abuse</b>	<b>9. Adherence</b>
	<b>Subsequent marking?</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
PRE <input type="button" value="v"/> ✓	PRE <input type="button" value="v"/> ✓
PRE <input type="button" value="v"/> ✓	PRE <input type="button" value="v"/>

Tick if you want to mark for the second and subsequent times, un-tick if you want to edit already marked attendance

- Click on either yes or no based on the marking/editing that is needed.
- **Yes** will automatically **tick** adherence message, **no** will **un-tick** adherence message.

# GROUP SESSIONS

## (STEP 5/5. SELECT SERVICES PROVIDED.)

For each session attended services are offered. If the client was absent his/her row is disabled hence no services can be given. 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: <input type="text"/> Prepared By: <input type="text"/> : Reviewed By: <input type="text"/> : Date Of Submission(MM/DD/YYYY): <input type="text"/>											
<input type="button" value="Save"/>											

Disabled

Users must enter remarks, prepared by reviewed by and date of submission whether services were given

# GROUP SESSIONS

## EDIT PWP FORM.

- Incase you marked the form wrongly and wish to edit, Follow the same steps as outlined when marking attendance.
- First you need to go to step 1/5 where you are able to select a group which you need to edit its attendance.
- On step2/5, select the message that you want to edit its attendance.
- Make all the edits as required and continue up to the last step i.e 5/5.



# INDIVIDUAL SESSIONS

## (STEP 2/4 SELECT/ TICK CLIENTS )

Click here to select the number of records you want to appear in this page. Maximum is 100 records/clients

Enter text here to search client name or service providers.

If you click here, you will be able to select all clients who appear in this page.

<div> Show <div>10</div> </div> <div>Search:</div>						
entries						
NO	PARTNER NAME	DISTRICT NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	EDIT
1	KNOTE	GILGIL	INDIVIDUAL	SAKAYO MATHEW	CLIFF OKELLO	<input type="checkbox"/>
2	KNOTE	GILGIL	INDIVIDUAL	JAMAIA MASA	JAMES KERONCHE	<input type="checkbox"/>
3	KNOTE	GILGIL	INDIVIDUAL	JAKAKIMBA SAMMY	NYAMAO ZAKEUS	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous 1 Next

Choose the marking type here and then click on Mark.

Choose

Mark

Choose

Mark/Edit attendance Register

Mark Services Provided

Edit Services Provided

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# INDIVIDUAL SESSIONS

## (STEP 3/4 MARKING ATTENDANCE/REGISTER)

Within this page, users can mark/edit attendance for any message and client. For every client, enter date of session and then select attendance status (present/absent).

Serial No	Name Of Client	Age	Sex	1. Knowledge Of HIV Status	2. Partner HIV Testing	3. Child HIV Testing	4. Discordance
1	CLIFF OKELLO	28	Male	02/04/20 PRE: <input checked="" type="checkbox"/>	02/03/20 PRE: <input checked="" type="checkbox"/>	02/11/20 PRE: <input checked="" type="checkbox"/>	date of se Choo <input type="checkbox"/>
2	JAMES KERONCHE	4	Male	02/03/20 PRE: <input checked="" type="checkbox"/>	02/03/20 PRE: <input checked="" type="checkbox"/>	02/10/20 PRE: <input checked="" type="checkbox"/>	02/10/20 ABSt <input checked="" type="checkbox"/>

Unmarked message

Client was not given this message.

Client was given this message.

# INDIVIDUAL SESSIONS

## (STEP 3/4 ADHERENCE MESSAGE)

For Clients who are being given adherence message for the second and consecutive rounds, Users will be required to click and select as shown below.

This client has already been given adherence message, user can decide to either edit the already marked attendance or give adherence message for the second or subsequent time (subsequent marking)

This client has not been given adherence message, users are only allowed to mark their attendance for this adherence message.

9. Adherence	10. STIs	11. Family Planning
01/13/20	01/14/20	01/14/20
PRE: ✓	PRE: ✓	PRE: ✓
Editing		
Editing		
Subsequent Marking		date of se
PRE: ✓		
Editing	Choc ✓	Choc ✓
02/18/20	02/21/20	date of se
PRE: ✓	PRE: ✓	Choc ✓
Editing		
date of se	date of se	date of se
Choc ✓	Choc ✓	Choc ✓

# INDIVIDUAL SESSIONS

## (STEP 4/4 TICK SERVICES PROVIDED.)

Only those clients who were present in one or more messages and marking for their services has not yet been done, will be loaded in this section for service provision as shown In the next page.

All those clients who were absent will not appear in this list because they are not legible to be given services.

# INDIVIDUAL SESSIONS

## (STEP 4/4 TICK SERVICES PROVIDED.)

Remember to select the message here.

Enter/ tick the services that were provided here.

Serial No.	Client Details			PWP Services Provided (Tick Where Applicable)								
Serial No	Name Of Client	Age in Years	Sex	Message Given*	Received Contraceptives	Referred to Service Point	No Of Condoms Given	Screened For TB	Screened For STIs	Partner Tested	Children Tested	Disclosed Status
1	CLIFF OKELLO	28	Male	<div> <div>*Partner HIV Knowledge</div> <div>*Risk Factor</div> <div>*Child HIV 1</div> <div>HIV Disclos</div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	No. of CDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	JAMES KERONCHE	4	Male	<div> <div>*Alcohol an</div> <div>*Child HIV 1</div> <div>*Risk Factor</div> <div>STIs</div> <div>HIV Disclos</div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	No. of CDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After ticking the services as required, please enter remarks, prepared by, reviewed by and date of submission.



# INDIVIDUAL SESSIONS

## (STEP 2/4 EDIT SERVICES PROVIDED.)

STEP 2/4. Mark Individual Sessions. ?

Search:

NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	EDIT
	INDIVIDUAL	SAKAYO MATHEW	CLIFF OKELLO	<input checked="" type="checkbox"/>
	INDIVIDUAL	JAMAIA MASA	JAMES KERONCHE	<input checked="" type="checkbox"/>
	INDIVIDUAL	JAKAKIMBA SAMMY	NYAMAO ZAKEUS	<input checked="" type="checkbox"/>

of 3 entries

Previous

1

Edit Services Provided

Choose Message

Mark

Choose  
Mark/Edit attendance Register  
Mark Services Provided  
Edit Services Provided

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# INDIVIDUAL SESSIONS

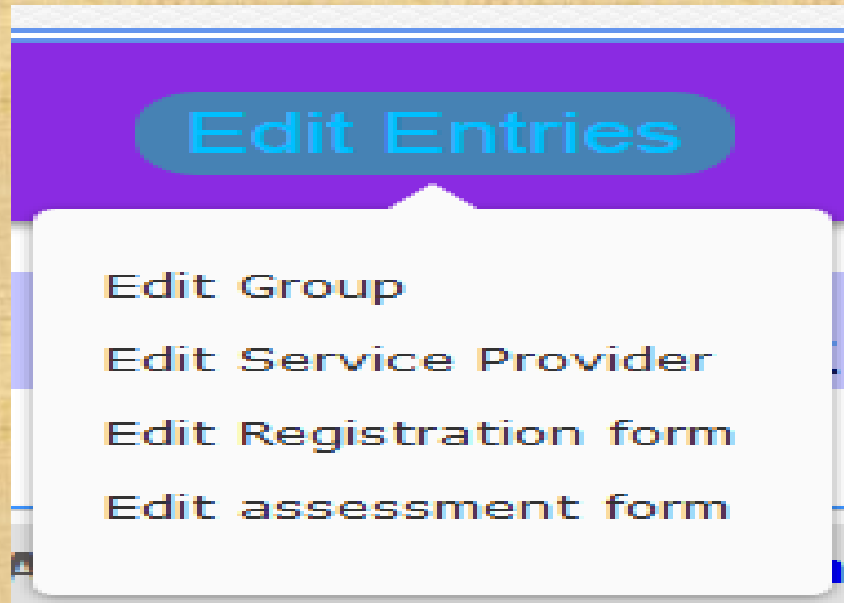
## (STEP 4/4 EDIT SERVICES PROVIDED.)

Edit the services as required and then save the changes by clicking on the save button.

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	CLIFF OKELLO	28	Male	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	0	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖
2	JAMES KERONCHE	4	Male	<input type="checkbox"/> ✖	<input checked="" type="checkbox"/> ✔	0	<input type="checkbox"/> ✖	<input checked="" type="checkbox"/> ✔	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖
3	NYAMAO ZAKEUS	14	Male	<input checked="" type="checkbox"/> ✔	<input checked="" type="checkbox"/> ✔	0	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖	<input type="checkbox"/> ✖

# EDIT ENTRIES.

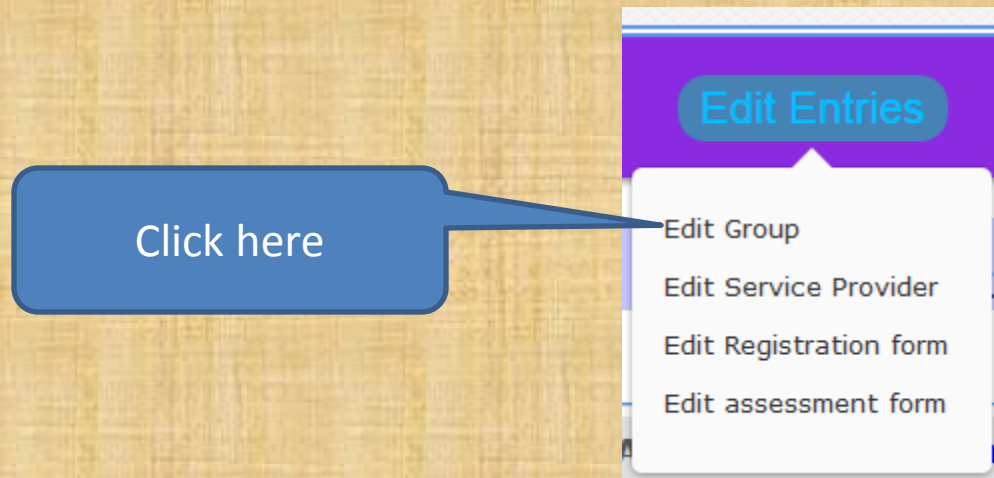
Users are able to make edits for the following entries.



Click on the type of edit that you need to perform within the above sub-menu.

## EDIT GROUP

Users are also able to edit group details like **group name**, **location** and the **year** this group was formed. This can be achieved by following the outlined steps.



When you move your mouse to the edit entries button, the menu shown above will show. Click on edit group.

## EDIT GROUP

All groups that exist in the system will be listed as shown below. Users are only able to edit **group name**, **location** and **year formed**. Double click on the field that you need to edit as shown below.

Edit Group Details.						
Show		Search:				
10						
entries						
NO	COUNTY NAME	PARTNER NAME	DISTRICT NAME	GROUP NAME	LOCATION	YEAR FORMED
1	Baringo	WOFAK	KOIBATEK	C.C.C. SUPPORT GROUP	ELDAMA RAVINE	2010
2	Kajiado	ESM	KAJIADO NORTH	BAHATI SHINNING	NKAIMURUNYA	2010
3	Nakuru	KNOTE	NAIVASHA	KEKOPEY /DIATOMITE HB.C	GILGIL	2009
4	Nakuru	KNOTE	NAIVASHA	AFYA YAKO PLWAS	MAI MAHIU	2010



## EDIT SERVICE PROVIDERS.

- Users are also able to edit service provider's basic data including name and phone number as shown below.
- Double click on either **first name, middle name, last name or phone number** to edit its data. Use the search button to search for a provider in the system.
- All fields with \* are editable fields.

Show

10

Search:

entries

NO	COUNTY NAME	PARTNER NAME	GROUPS	FIRST NAME *	MIDDLE NAME *	LAST NAME *	PHONE NUMBER *	NO. OF CLIENTS
1	Kajiado	AJAM	NURU SHALOM ROIMEN,	RAHAB	NASHIPAE	ONSEUR	0726123797	14
2	Kajiado	CDON-KAJIADO	UMOJA,	ALICE	Click to edit	GEORGE	Click to edit	0
3	Kajiado	CDON-KAJIADO	KIMANA CCC,	LYDIA	W	KIMANI	0725060402	14
4	Kajiado	CDON-KAJIADO	KIMANA CATHOLIC, NATUMO,	CHRISTINE	Click to edit	WAMBUI	0711943883	23

Double click here to  
edit this field data.

## EDIT/DELETE CLIENTS' DATA

- Users are able to edit client's data.
- First the user needs to select parameters shown above and all the clients matching these details will be loaded as shown.
- Users can use the available search box to filter all the clients matching the format he/she needs.

Show

10

Search:

entries

NO	PARTNER NAME	DISTRICT NAME	GROUP NAME	PROVIDER NAME	CLIENT NAME	LESSONS ATTENDED	STATUS*	EDIT	DELETE
1	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WATHERA KAMAU	ELIZABETH KAPOLI	9	ACTIVE	Edit	Delete
2	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WATHERA KAMAU	MIRIAM WANZILA (Un-edited)	9	ACTIVE	Edit	Delete
3	DC NGONG AJAM	KAJIADO NORTH	JITEGEMEA	ELIZABETH WATHERA KAMAU	NANCY NJERI KAMAU (Un-edited)	9	ACTIVE	Edit	Delete

Users with administrative privileges are able to edit and delete clients from the system. Others users are only able to edit client's details.

- **NOTE:** Delete a client only if he/she has been registered more than once or for any other legible reason.
- Upon finding the correct client, users are supposed to click on **edit** button to change clients details.

# EDIT CLIENT'S REGISTRATION FORM.

All fields marked with \* are required fields.

## SECTION.

1

PERSONAL INFORMATION  
OF THE CARE-GIVER

2

EDUCATION & HOUSEHOLD  
DETAILS OF CARE-GIVER

3

SUPPORT GROUP DETAILS

4

CARE-GIVER HEALTH  
DETAILS

5

SIGNATURE AND  
APPROVAL SECTION

### A. Personal Information of the caregiver. *(Fields marked \* are required.)*

First Name *:	<input type="text" value="jamo"/>	Middle Name :	<input type="text"/>	Last Name *:	<input type="text" value="kikope"/>
County Name *:	<input type="text" value="Laikipia"/>	District Name *:	<input type="text" value="Choose District"/>	Location:	<input type="text"/>
National ID:	<input type="text"/>			Mobile No:	<input type="text"/>
Gender *:	<input type="text" value="FEMALE"/>	Date of Birth * (mm/dd/yyyy) :	<input type="text"/>	Marital status *:	<input type="text" value="Marital Status"/>

Previous

Next

Finish

Errors if any will  
appear here.

Enter all details as they appear in  
the form and then click Next.

# EDIT CLIENT'S ASSESSMENT FORM.

All fields marked with \* are required fields.

Edit the assessment form as required and then click on finish.

SECTION.

PERSONAL DETAILS.  
ALICE WAITHERA THUO

**A** DATE OF ASSESSMENT  
**B** PREVENTION MESSAGES.

**C** PREVENTION COUNSELING  
**D** HIV TESTING.

**E** STIs  
**F** FAMILY PLANNING.

**G,H** TB,PMTCT  
**I** OTHER REFERRALS.

**A-B. Date of Assessment and Prevention Messages**(PWP service provider) .  
(Fields marked \* are required.)

**A. Date of Assessment:**

Date of Assessment \* : 2015-03-02

**B. PREVENTION MESSAGES(PWP Service Provider):**  
Assess and provide recommendations (as indicated by assessment) on :

1. Knowledge of HIV status? \* :

YES

2. Partner HIV testing? \* :

YES

**3. child HIV testing.**

3 a). Any children tested ? \* :

NO

3 b). Any children not tested ? \* :

NO

4. Discordance? \* :

YES

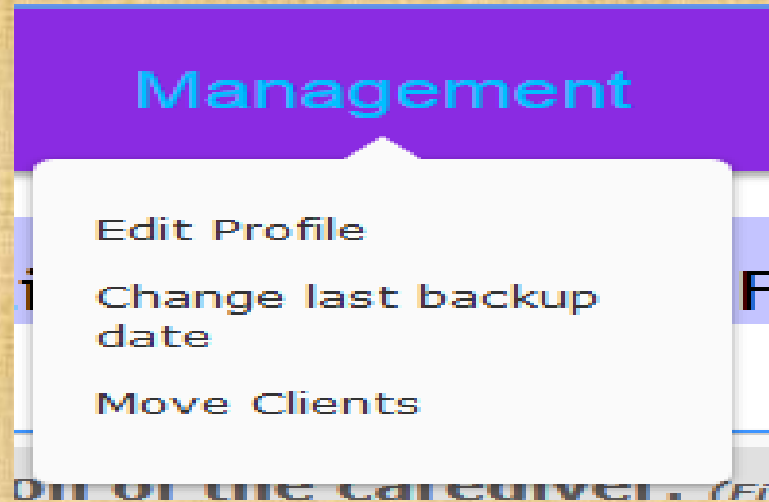
Previous

Next

Finish



## MANAGEMENT.



Within the management module, users are able to :

1. Edit their own profile.
2. Change the last time data was backed up
3. Move clients from the old PWP client form to new PWP client registration form. This is only done **once**.

## MANAGEMENT.-EDIT PROFILE

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

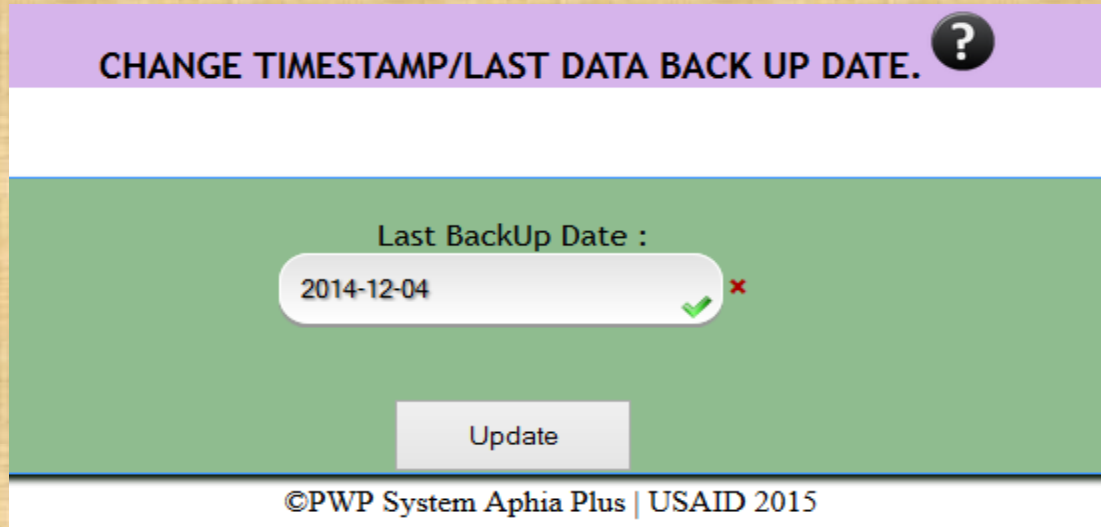
First Name *	<input type="text" value="User."/>
Last Name *	<input type="text" value="user2"/>
Phone No.	<input type="text" value=""/>
Username *	<input type="text" value="k"/>
New Password *	<input type="password" value="•"/>
Confirm Password*	<input type="password" value=""/>

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.

## MANAGEMENT.-CHANGE BACK-UP DATE

Users are able to access this module and change the last time their data was backed up. This is helpful incases where we need to get a back up of the previous data.



The screenshot shows a web interface for changing the backup date. At the top, a purple header bar contains the text "CHANGE TIMESTAMP/LAST DATA BACK UP DATE." followed by a question mark icon. Below this is a white bar. The main content area has a green background and contains the label "Last BackUp Date :". Underneath the label is a white input field with the date "2014-12-04". To the right of the input field are a green checkmark icon and a red 'x' icon. Below the input field is a grey "Update" button. At the bottom of the interface is a white footer bar with the text "©PWP System Aphia Plus | USAID 2015".

Change the details as required and then click on update to change the last back up date.

## MANAGEMENT.-CHANGE BACK-UP DATE

NOTE: This is one time activity. It is only done once.

This is usually done to move clients so that they conform to the new format of client registration form.

The screenshot shows a web interface for moving data. At the top is a purple header bar with the text "Move Data." and a question mark icon. Below this is a green rectangular area containing an orange button labeled "Move Data". A blue callout bubble points to this button with the text "Click here to move clients." Below the green area is a white status box with the following text: "0 Clients were transferred." in green, "372 Clients Already Existed." in red, and "Click To Close." in black. A second blue callout bubble points to this status box with the text "Status report."

Move Data. ?

Click here to move clients.

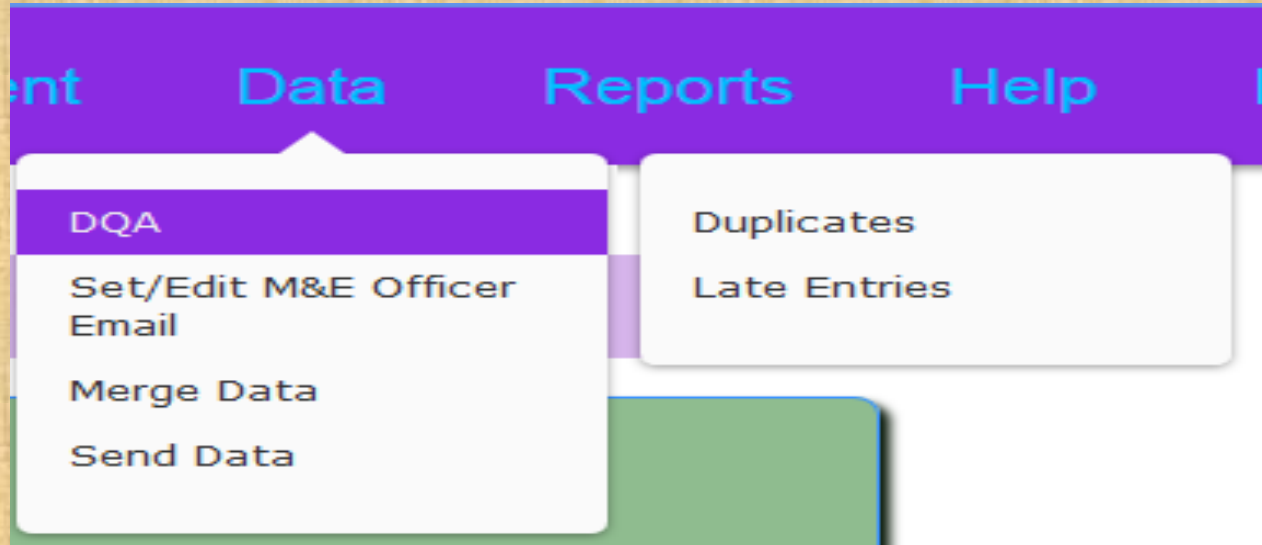
Move Data

0 Clients were transferred.  
372 Clients Already Existed.  
Click To Close.

Status report.



# DATA



Within the data module, users are able to access:

- DQA Module(duplicate entries, late entries report.)
- Set M&E email address
- Merge data
- Send data/ create back up.

## DATA - DQA .

Within the DQA Module, the user is able to:

Users are able to:

- View Possible duplicates and then delete them accordingly.
- Generate raw data that was entered within specific period.

## **DQA - DUPLICATES.**

NOTE: These are only possible duplicates..  
Please counter check to confirm that the data  
you have in the system is clean.

We have not captured all the instances of  
duplicate entries. E.g mis-spelt names.

## DQA -DELETE CLIENTS.

Within the DQA Module, M&E Officers have a privilege to delete clients incase they are duplicates. This module is only accessible by the M&E Officer and the system administrator.

Choose Parameter Here:

Click here to select a parameter

Save data to any of this formats

Save to csv Save to xls Save to pdf

Show 10 entries

Search:

Search using this.

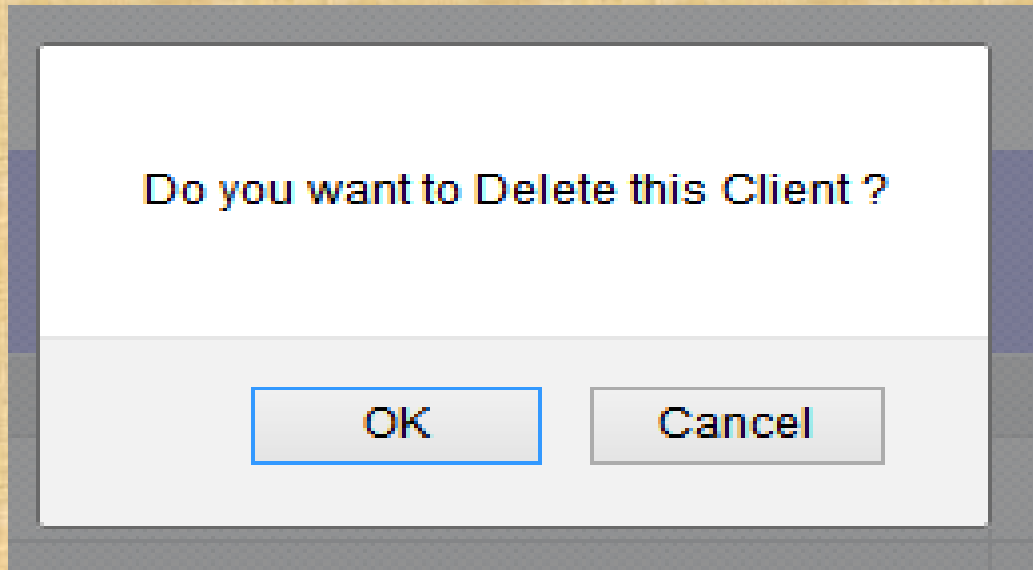
No	COUNTY	PARTNER	DISTRICT	HEALTH FACILITY	GROUP	SERVICE PROVIDER	CLIENT NAME	AGE	YEAR	SESSIONS ATTENDED	DELETE
1	Narok	NADINEF	NAROK NORTH	Narok District Hospital	SIYIAPEI FOUNTAIN OF HOPE	HENRY MAGIROI	AGNES MAGIROI	40	2014	4	DELETE
2	Narok	NADINEF	NAROK NORTH	Narok District Hospital	SIYIAPEI FOUNTAIN OF HOPE	HENRY MAGIROI	AGNES MAGIROI	32	2014	0	DELETE
3	Nakuru	FAIR	NJORO	GSN Joppa Medical Clinic	INDIVIDUAL 2N	DORCAS WANJIRU	AGNES WANJIRU MWANGI	52	2014	0	DELETE
4	Nakuru	FAIR	RONGAI	OI-Rongai Dispensary (Rongai)	INDIVIDUAL50	DORCAS LUGANYI	ALBERT LUGANYI	54	2014	0	DELETE
5	Nakuru	FAIR	RONGAI	Lelechwet Dispensary (Rongai)	INDIVIDUAL62	DORCAS LUGANYI	ALBERT LUGANYI	55	2014	1	DELETE

Click here to delete.



## **DQA –DELETE CLIENTS.**


On clicking delete client, you will be prompted to confirm if you are really sure that you want to delete a client.



If you click OK, the client and all his/her associated data will be deleted.

## DATA- SET M&E EMAIL ADDRESS

Users are also able to set or change existing M&E email address.  
Enter all details as shown below and then click on update button.

 **Set/ Edit M&E Officer's email**

Select County

Baringo

Select Partner

KNOTE

Enter County M&E Email address:

me@gmail.com

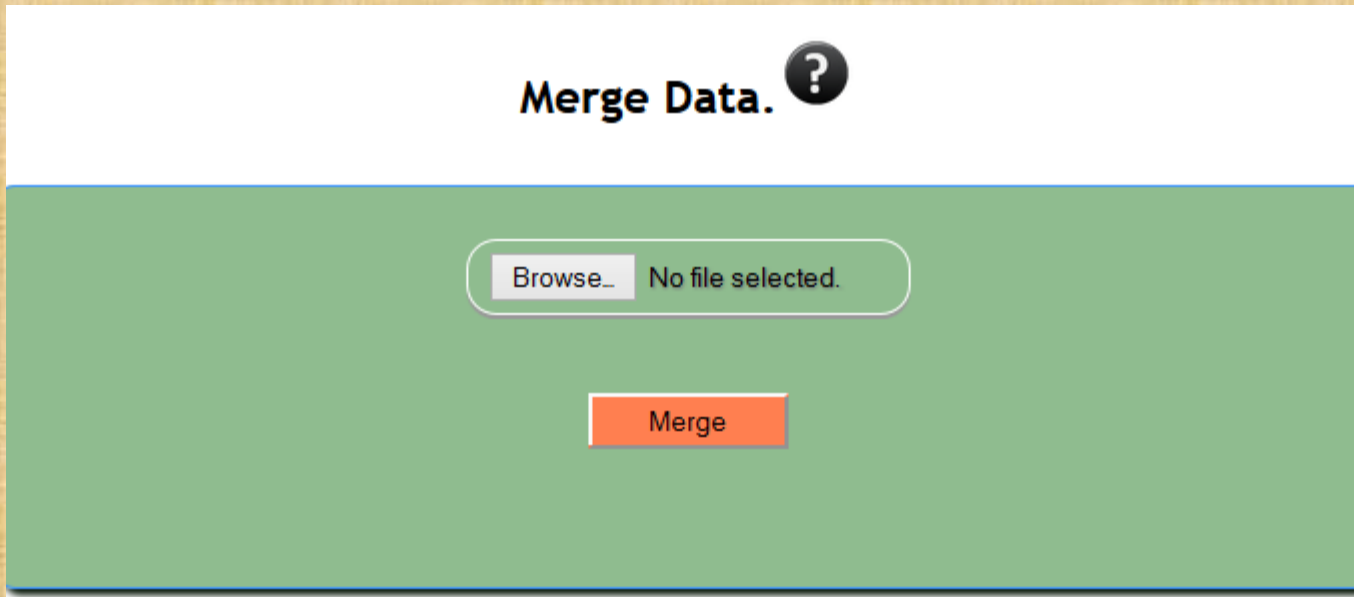
Enter Your Email address:

ur@gmail.com

Update

## 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 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

## 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 later. 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. ?

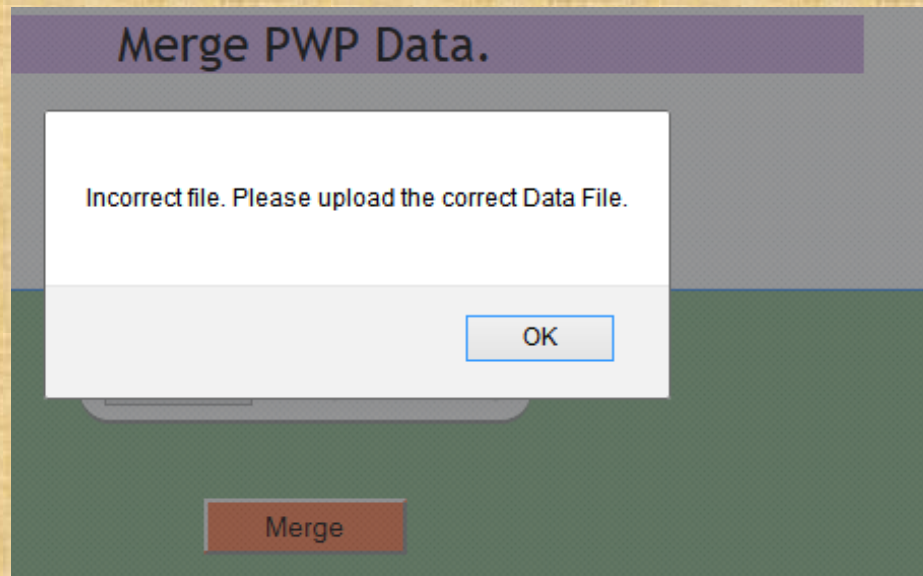
Browse No file selected.

Merge



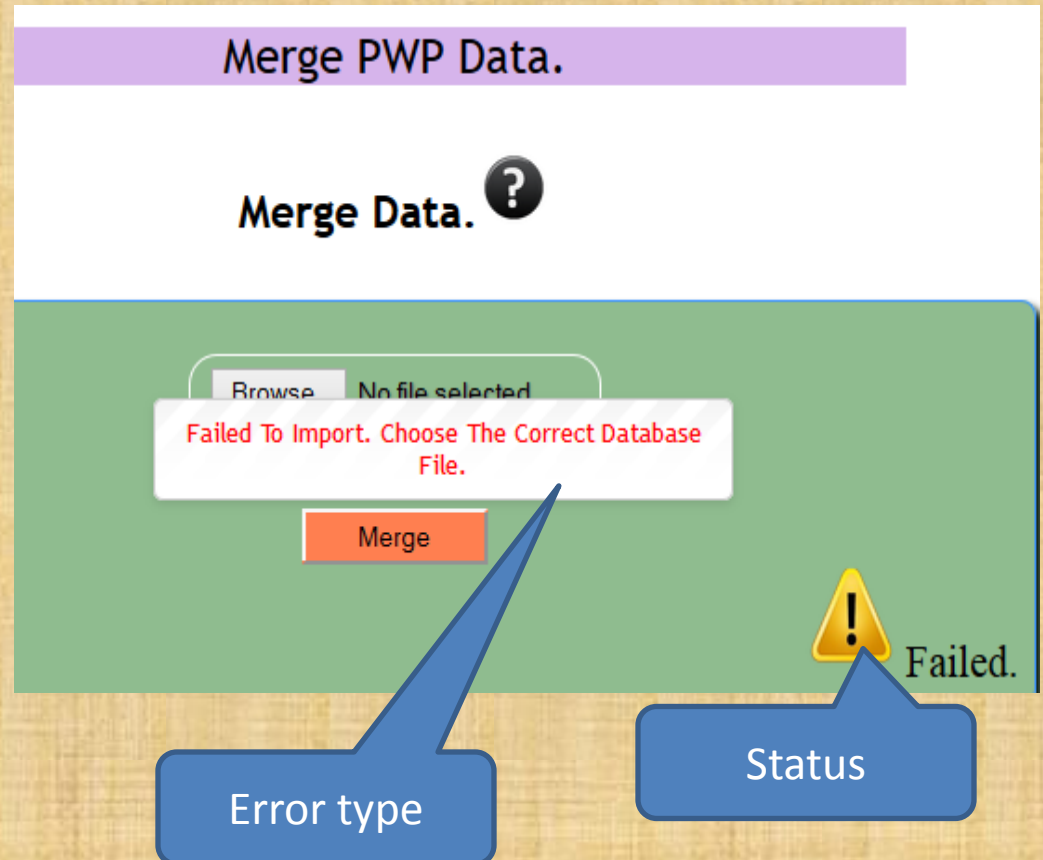
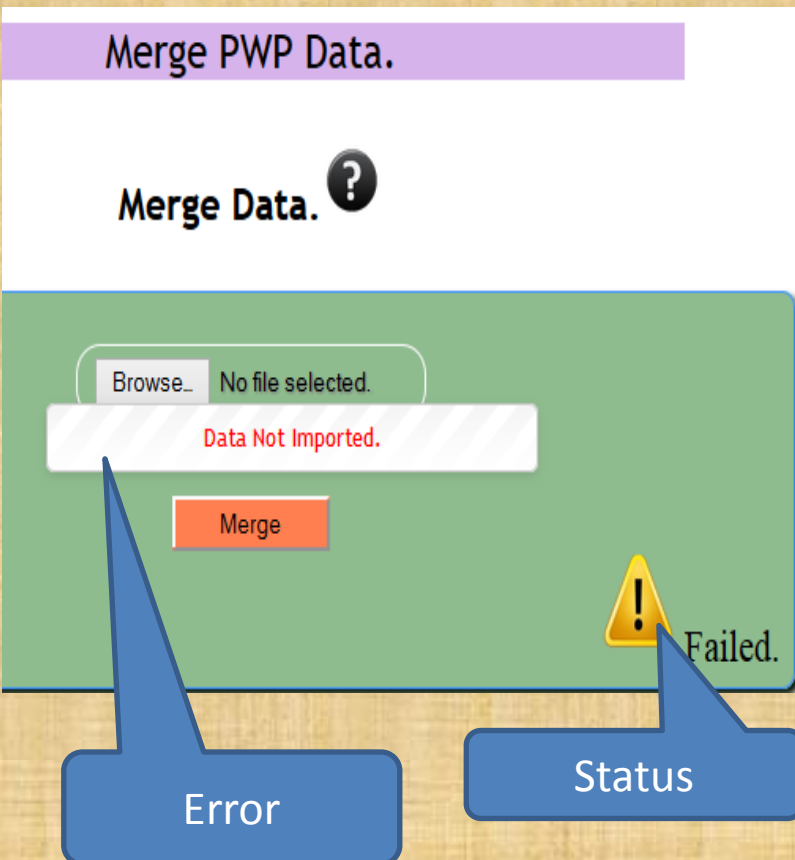
## MERGE DATA – ERRORS 1.

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.



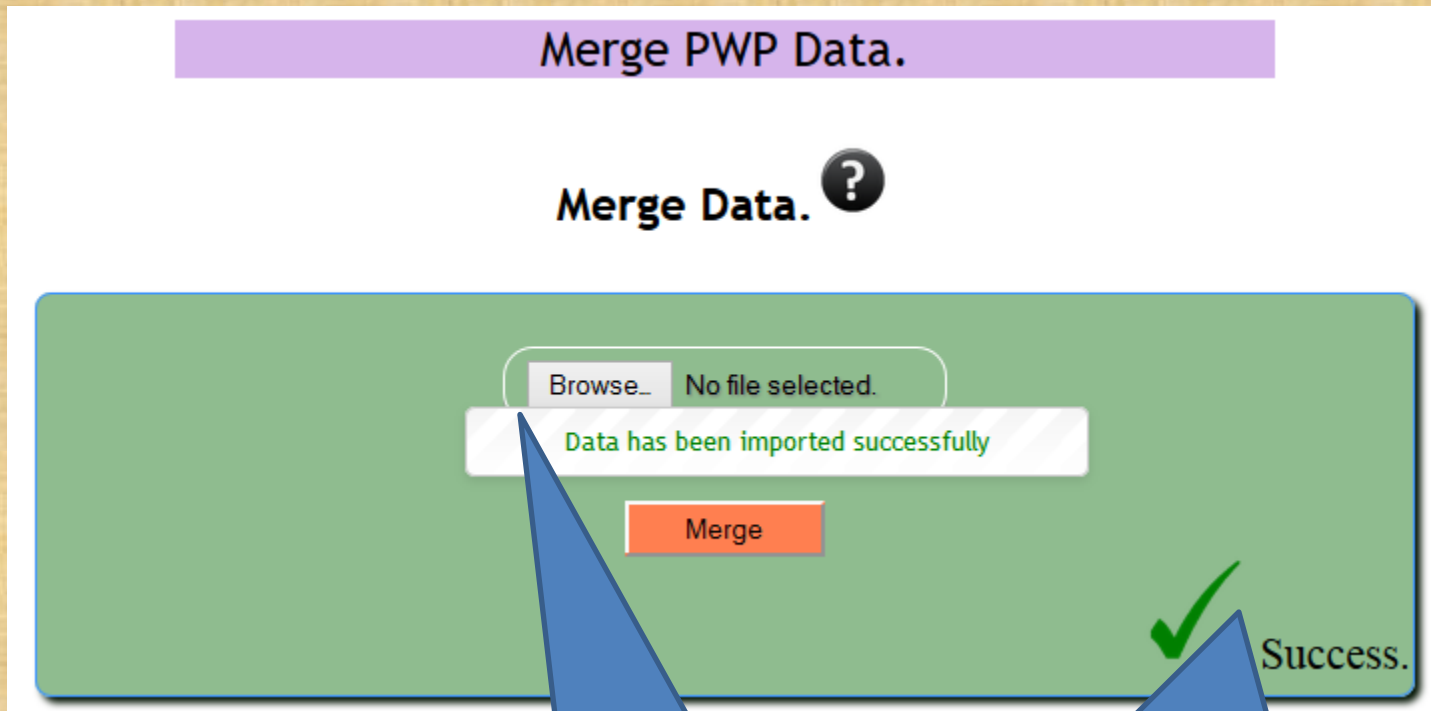
## MERGE DATA – ERRORS 2.

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 data is imported and merged to completion without any errors, a message shown below will 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 circular help icon containing a question mark. The central area is a green box containing a file upload section with a "Browse..." button and the text "No file selected.". Below the upload section, a white message box with a green border displays the text "Data has been imported successfully" in green. An orange "Merge" button is positioned below the message box. In the bottom right corner of the green box, a large green checkmark is displayed next to the word "Success.".

Success Message.

Status.

## MANAGEMENT-CREATE BACK UP.

Baringo ▼ KNOTE ▼ ---M&E Mail: me@gmail.com ---Your Mail: ur@gmail.com

update

Note: There is internet connection.

This show connection status

Send Back up

- Users are supposed to counter check on the set details above before creating any back up. This will ensure that data is sent to correct M&E email address.
- Once data back up has been created, it is sent via email to head office and the set county M&E email address.



## 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 \*

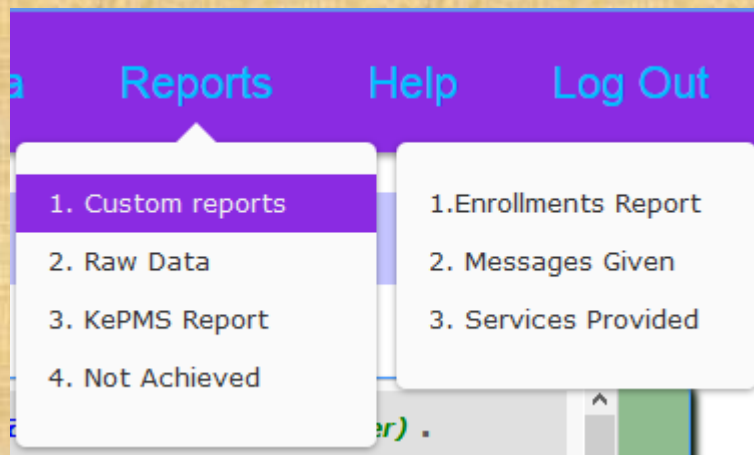
Choose Level ▾

clear

Add

## 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.



Click any of the 4 reports.

## **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.

END.

END