PWP SYSTEM USER GUIDE.

PWP System has two Users:

i. Users.

ii. Administrator.

HELP PER PAGE.

NOTE

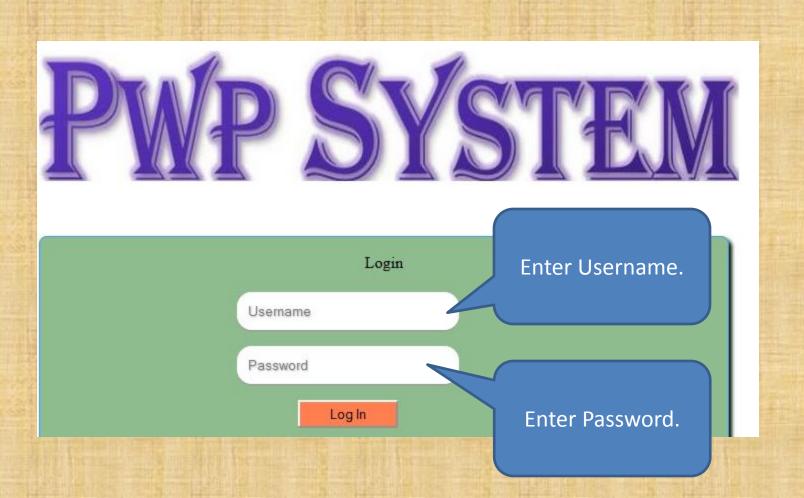
☐ PWP System incorporates help for every page, if you are stuck when using the PWP System, click on this ? to get help for that page. Each page has its respective help.

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.



USER'S MENU

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

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

USER'S MENU

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

Edit/Set M&E mail.

- Delete Clients
- Edit Profile
- Help.

Duplicate Entries

Log out

Add Entries

PWP Form Entry

PWP form

Edit Entries

Management

Data

DQA

Report

Log Out

Add Users

- Edit service provider
- 2. Edit Client details
 - 3. Edit group

Merge data. Send data.

- 1. Enrollment reports.
- 2. Number of Sessions completed.
- 3. Services provided.
- 4. Raw data.

PWP FORM ENTRY

This is the main section of the system. It includes 6 steps as shown on each page heading. The headings shows the current Level of PWP Form Entry. The steps are as follows:

- a) Step 1/6: Add new Group/ Select Existing Group/select individuals.
- b) Step 2/6: Add new or select existing service Provider.
- c) Step 3/6: Add Or Select Existing Participants (Clients).
- d) Step 4/6: Enter Session Details.
- e) Step 5/6: Select attendance for each message.
- f) Step 6/6: Tick the services provided.

NOTE:

Incase you did not complete marking up to step 6/6, 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. Click here to complete 2. Discordance. step 6/6 3. HIV Disclosure. Please Click here to complete step 6.

This will always appear if the user only marked up to step 5/6..

STEP 1/6. ADD OR SELECT A GROUP

Within the first page the user can either:

- 1. Add a new group.
- 2. Select existing group.
- 3. Select individual sessions.

STEP 1/6. ADD OR SELECT A GROUP.

I. MARKING ATTENDANCE FOR A NEW GROUP.

N/B. A group is only added once to the system. (i.e a group is added if it does not exist in the system)

Select the county, partner and district as in the PWP Form.



>>>> Enter the group name, location of the group and the year this group was formed Click on NEXT>>.

STEP 1/6. ADD OR SELECT A GROUP.

II. MARKING ATTENDANCE FOR AN EXISTING GROUP.

Select the county, partner and district as show.



Click on NEXT >>

STEP 1/6. ADD OR SELECT A GROUP.

III. MARKING ATTENDANCE FOR INDIVIDUALS.

Select the county, partner and district as show.



>>> Select the nearest health facility then click on **NEXT>>**.

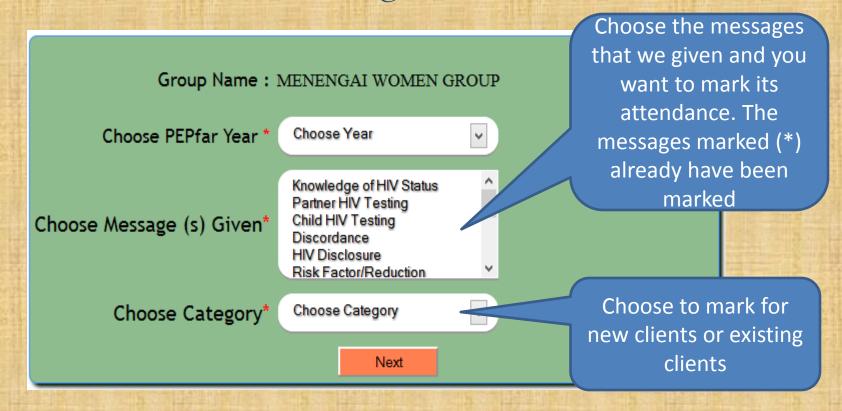
STEP 2/6. ADD NEW OR SELECT A SERVICE PROVIDER/FACILITATOR.

In this section the user will register new service provider or choose an already existing service provider.



STEP 3/6. SELECT MESSAGE (S) GIVEN AND CLIENTS.

In this section the user is supposed to register new clients or select existing clients.



STEP 3/6. ADD NEW CLIENTS.

N/B. Clients are registered once in the system.

First name and last name must be more than 2 characters.

Enter all the clients details and then Click on save and continue.

District Name : GILGIL		Partner Name : GSK	Group Name: MENENGAI WOMEN GROUP			
No.	First Name	Middle Name	Last Name	Age	Gender	
1	First Name	Middle Name	Last Name	Age	Choose G	
2	First Name	Middle Name	Last Name	Age	Choose C	
3	First Name	Middle Name	Last Name	Age	Choose G	
Save and Continue >>						

STEP4/6. 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 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 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	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						

STEP 5/6. MARK 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.

I						
		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 V X	

Disabled hence its attendance cant be marked

Attendance can be marked.

STEP 6/6. 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 Nar	ne : GSK		Group Name : MENENGAI WOMEN GROUP					
Serial 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	•	•	•	•	V
2	JAMES ANKOI	12	Male			No. of CDs					
Remarks: Remarks Prepared By: Prepared By: Reviewed By: Reviewed By: Date Of Submission(MM/DD/YYYY): Date Of Submission(MM/DD/YYYY):											
Save											

Disabled

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

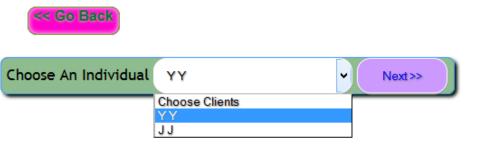
EDIT PWP FORM

- To edit the PWP Form, follow the same steps described when marking attendance.
- > N/B
- > For Individual sessions follow this steps:
- > Step 1/6: Select all the details and on then select individual sessions on the category sub-section.
- > Step 2/6: Select the existing service Provider here
- > Step 3/6, Select the year, message (either a new message or existing message) and then select existing clients.

EDIT INDIVIDUAL SESSIONS.

Choose One Individual whom you want to mark his/her attendance.



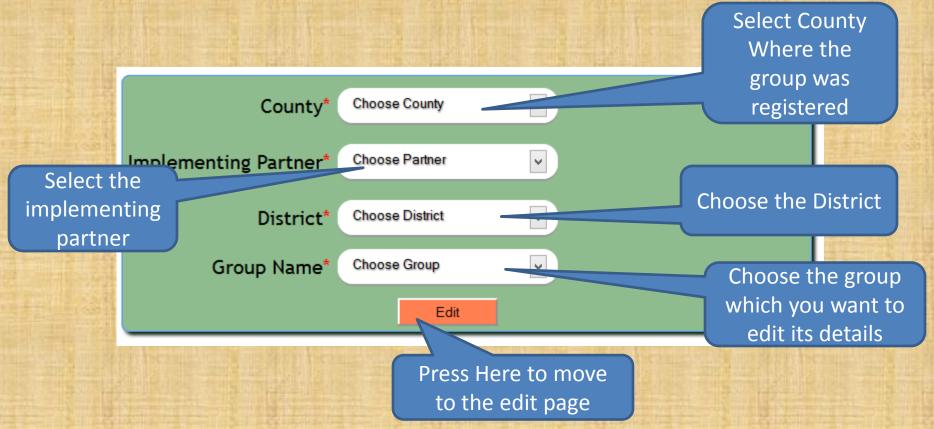


MARKED MESSAGES.

- 1. Knowledge of HIV Status. 2. Discordance.
 - 3. Partner HIV Testing.
 - 4. Risk Factor/Reduction.
 - 5. HIV Disclosure.
 - 6. Child HIV Testing.
- > Select an individual whom you want to mark/edit his/her attendance.. The messages that have already been marked will appear on the right as shown above.
- > After this click on next and you will be directed to step 4/6 then continue up to step 6.

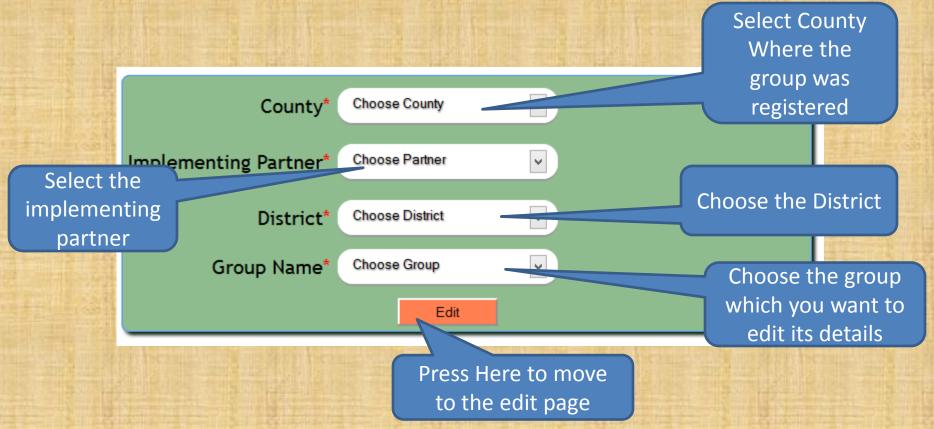
EDIT GROUP

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



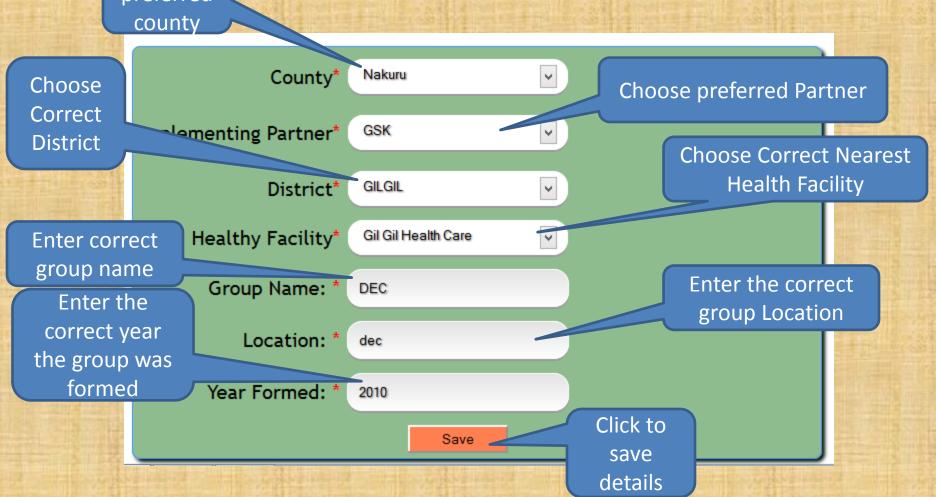
EDIT GROUP

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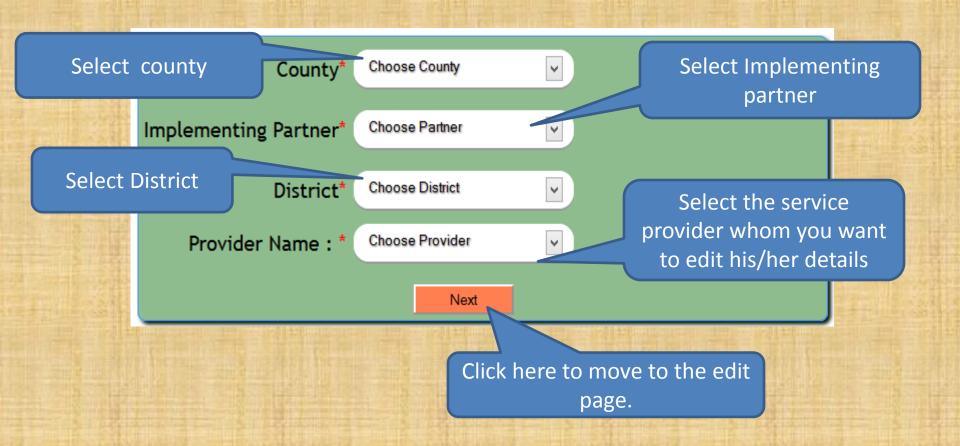
EDIT GROUP

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



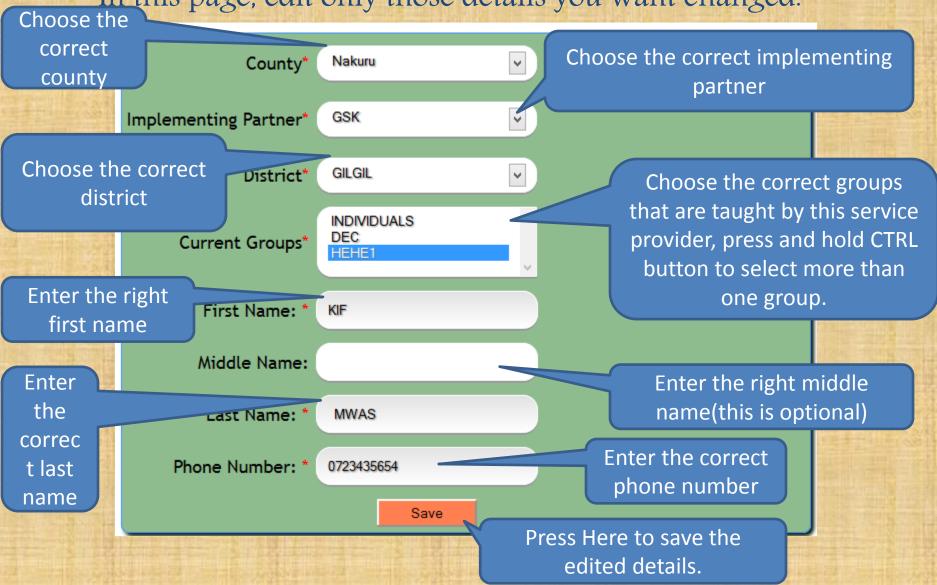
EDIT SERVICE PROVIDERS

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



EDIT SERVICE PROVIDERS

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



EDIT CLIENT DETAILS.

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 client details edit page

EDIT CLIENT DETAILS

Edit any of the client details shown below.

County*	Nakuru	Coloct any of
Implementing Partner*	GSK	Select any of this details if
District*	GILGIL	it was selected
Group Name : *	INDIVIDUALS	wrongly
First Name: *	JAMES	
Middle Name:		You can
Last Name: *	MWARE	choose to edit any of the
Age: *	15	following client details
Gender:*	Male	v Chefft details
	Save	

MANAGEMENT.



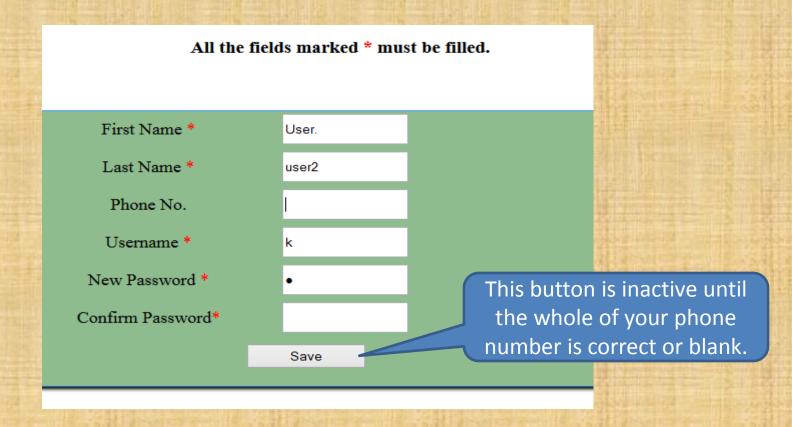
Within the management button, the user can be able to create Set up M&E mail, edit his/her details(Edit Profile.), or get help on the system usage.

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

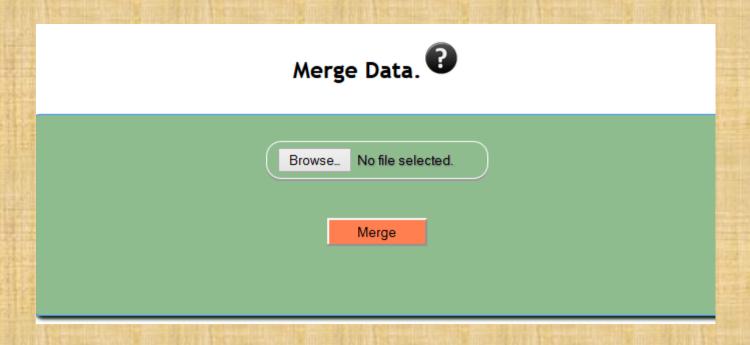


At this section the M&E Officer is able to merge data arising from different system users.

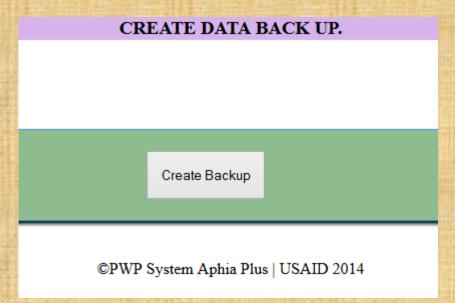
Also the user is able to send data back up via mail automatically.

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.

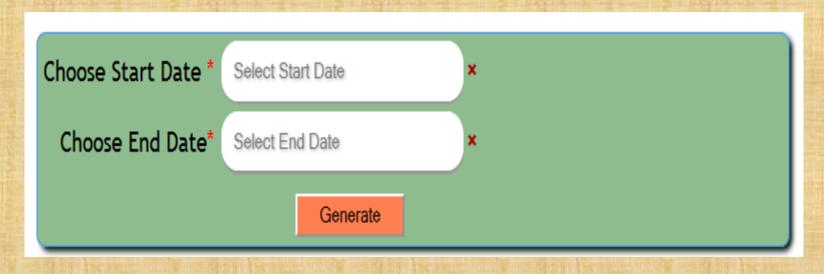
All the system users are able to generate reports. Once a mouse is hovered over this link a sub menu appears from which the user can be able to click and generate a report.



Click any of the 4 reports.

REPORTS-PWP COMPLETION RATE (EXCEL).

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



An excel report will pop out with the appropriate data based on the dates that you selected.

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.

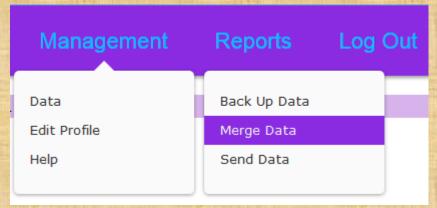
ADMINISTRATOR -ADD USERS.

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.

CREATE DATA BACK UP.

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.

Merge PWP Data.

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

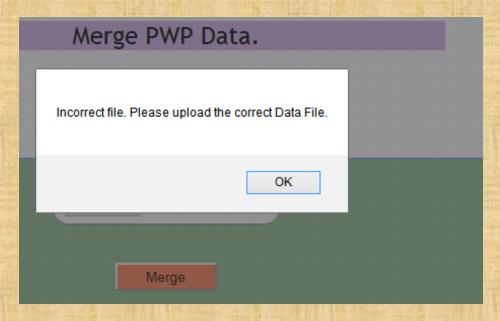
Merge Data.

Browse... No file selected.

Merge

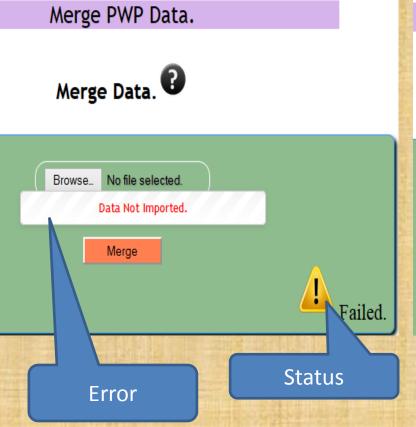
MERGE DATA - ERRORS 1.

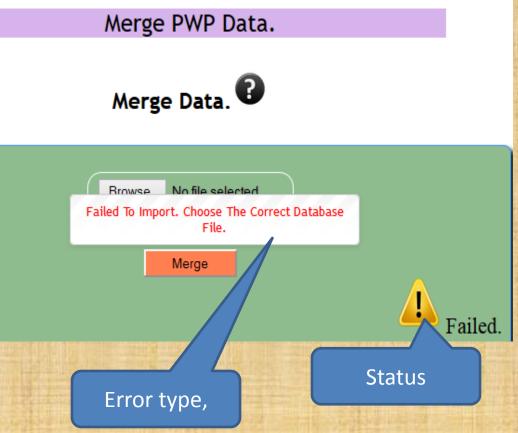
NOTE: The M&E Officer needs to select the correct database file i.e xxxxxxxxxxxsql, this is very essential because if a wrong file is chosen, an error will appear as shown bellow.



MERGE DATA - ERRORS 2.

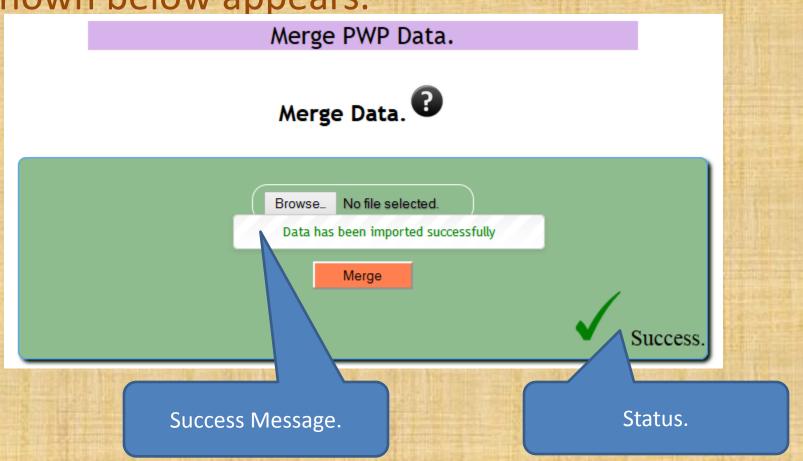
If the M&E Officer chooses a database file for a different database, an error show below will occur. And the database will not be merged.





MERGE DATA - SUCCESS.

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



SEND DATA-SUCCESS.

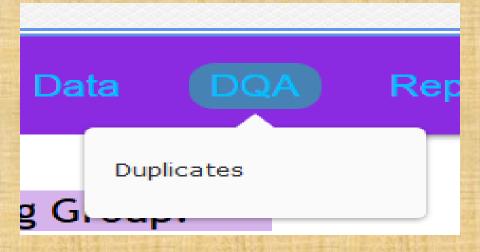
The M&E Officer is also supposed to send regular back up to the head office. This is achieved through clicking on Send Data and the page below appears.

NOTE: Please ensure there is internet connectivity before sending data back up. Send Back up

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

DQA.

Within the DQA Module, the user is able to:



View Possible duplicates and then delete them accordingly as I the menu...

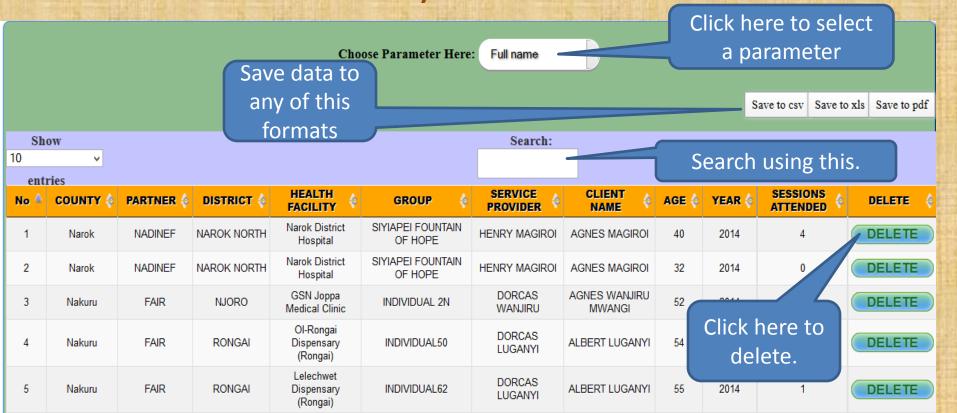
DQA - DUPLICATES.

NOTE: This 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.

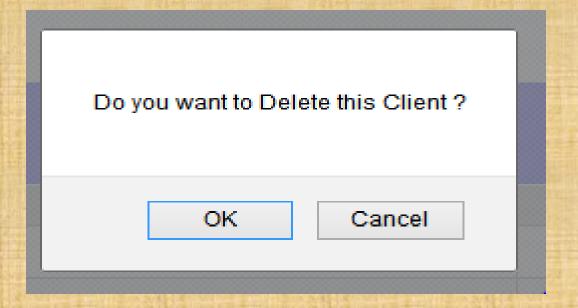
DQA -DELETE CLIENTS.

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.



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.

END.

END