PWP SYSTEM USER GUIDE.

PWP System has two Users:

i. Users.

ii. Administrator.

HELP PER PAGE.

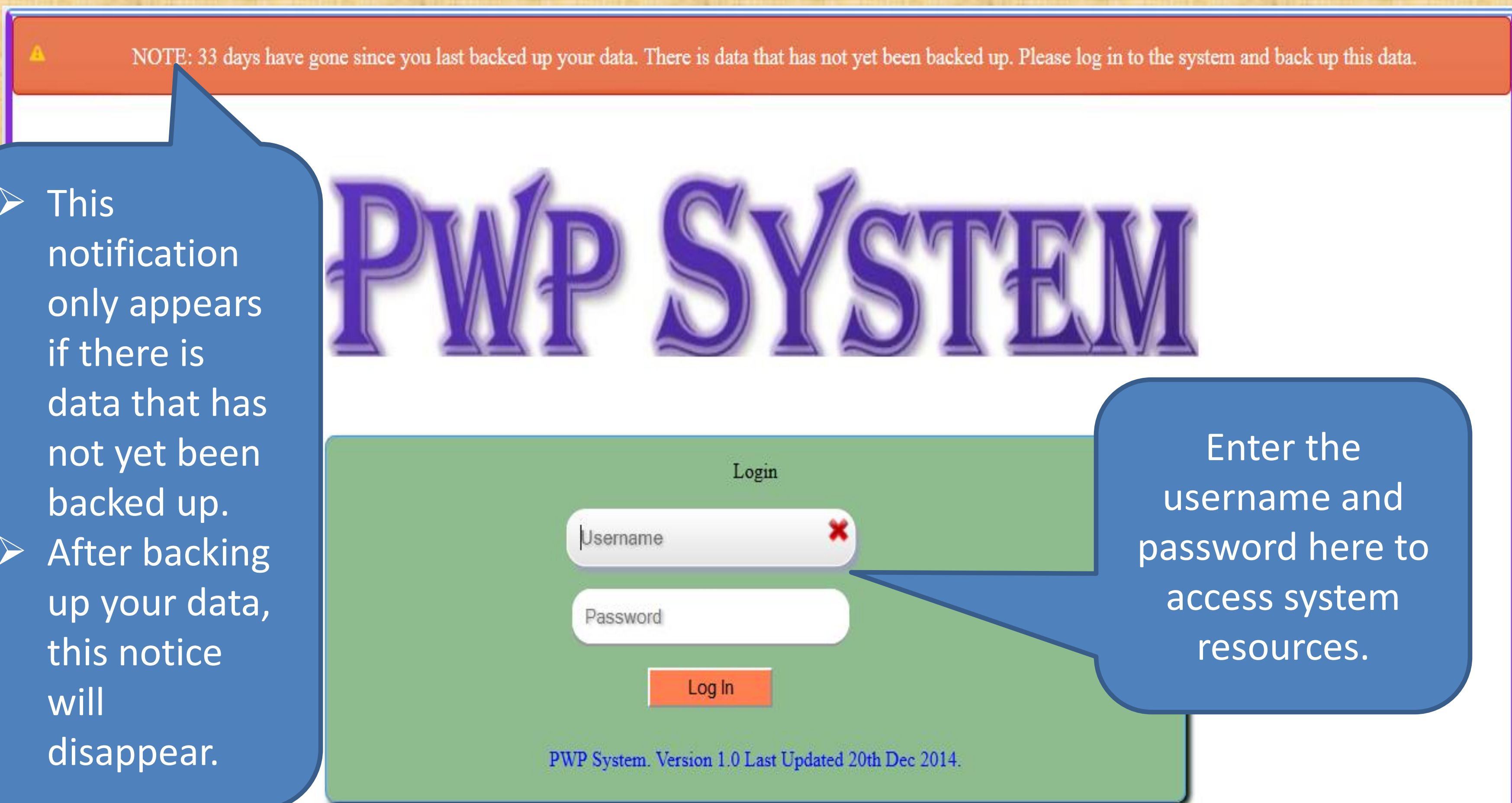
NOTE

- 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.



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

Enter the username and password here to access system resources.

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

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

Add Users

PWP form

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

- Edit/Set M&E mail.
- Delete Clients
- Edit Profile
- Help.

Merge data.
Send data.

Duplicate Entries

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

Log out

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.

Click here to complete step 6/6

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)

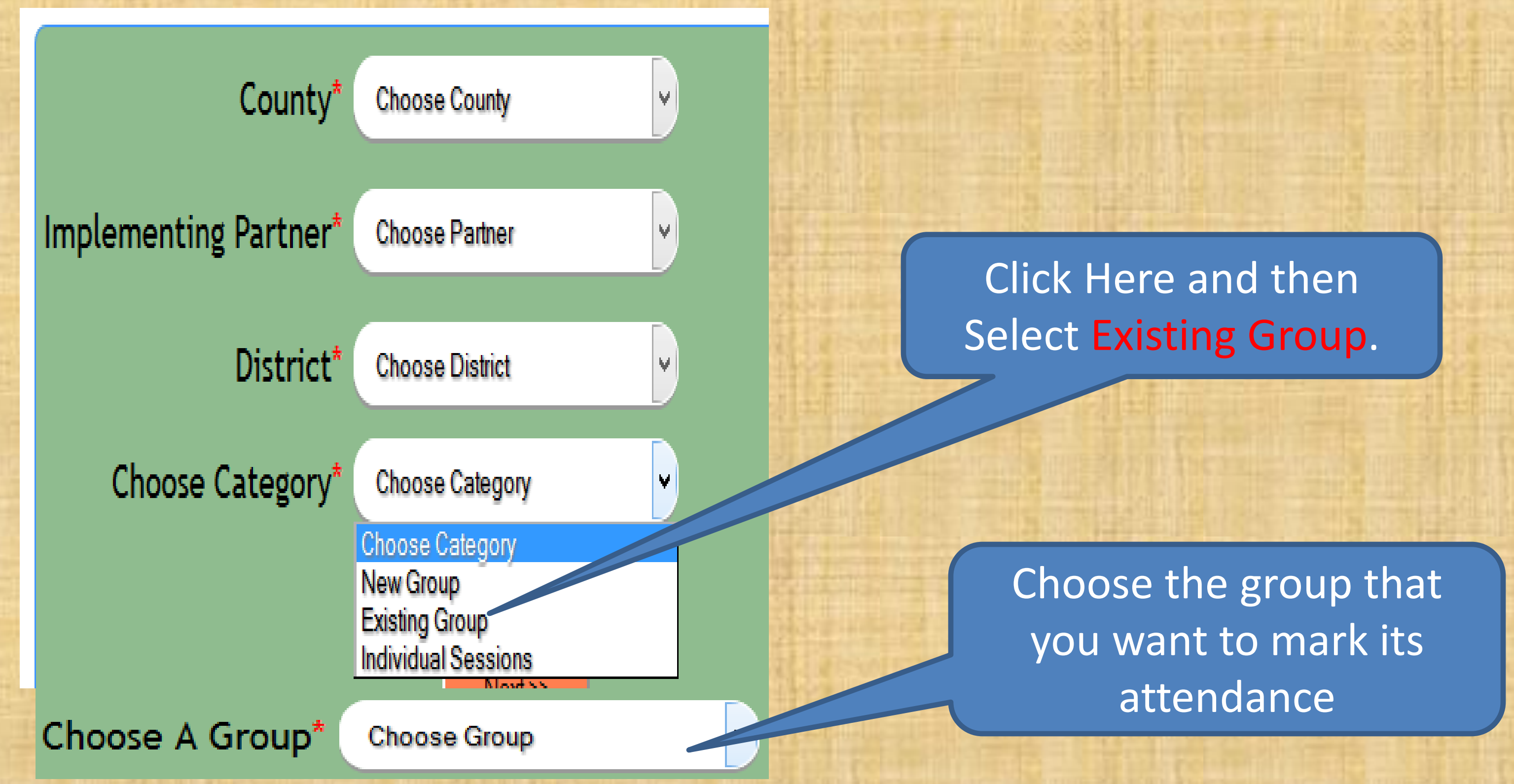
Select the county, partner and district as in the PWP Form.

>>>>> 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.

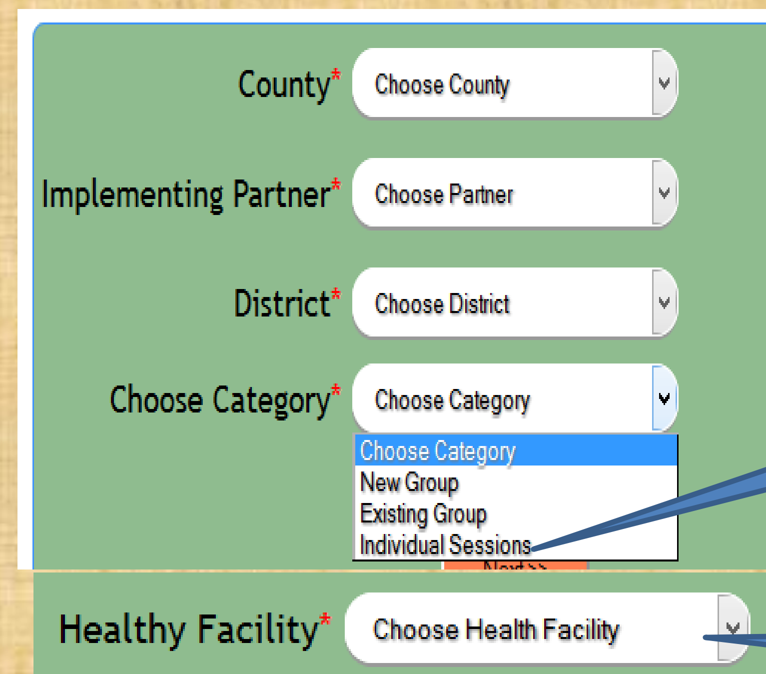


Click on NEXT >>

STEP 1/6 . ADD OR SELECT A GROUP.

III. MARKING ATTENDANCE FOR INDIVIDUALS.

Select the county, partner and district as show.



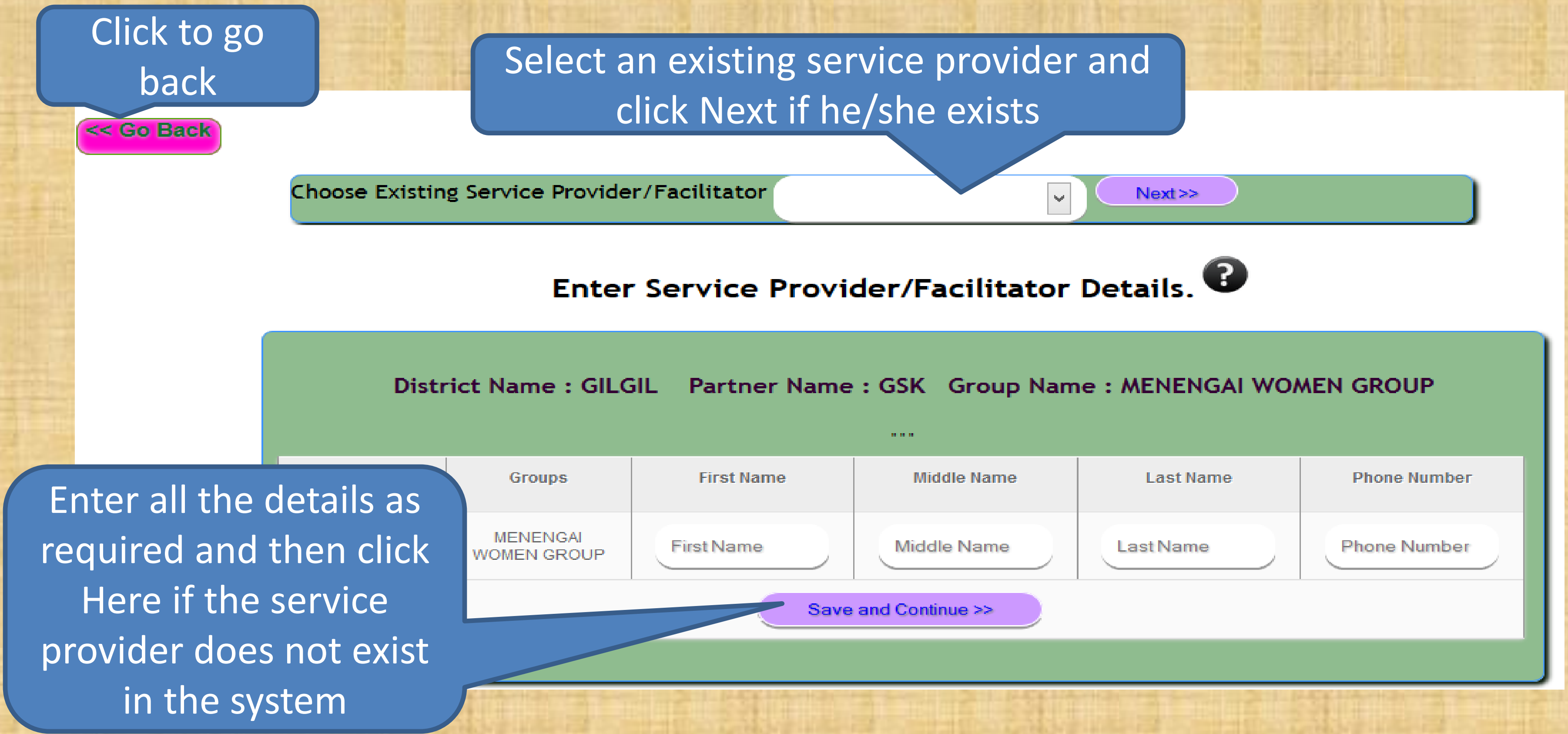
Click Here and then Select Individual Sessions.

Select the nearest health facility here.

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

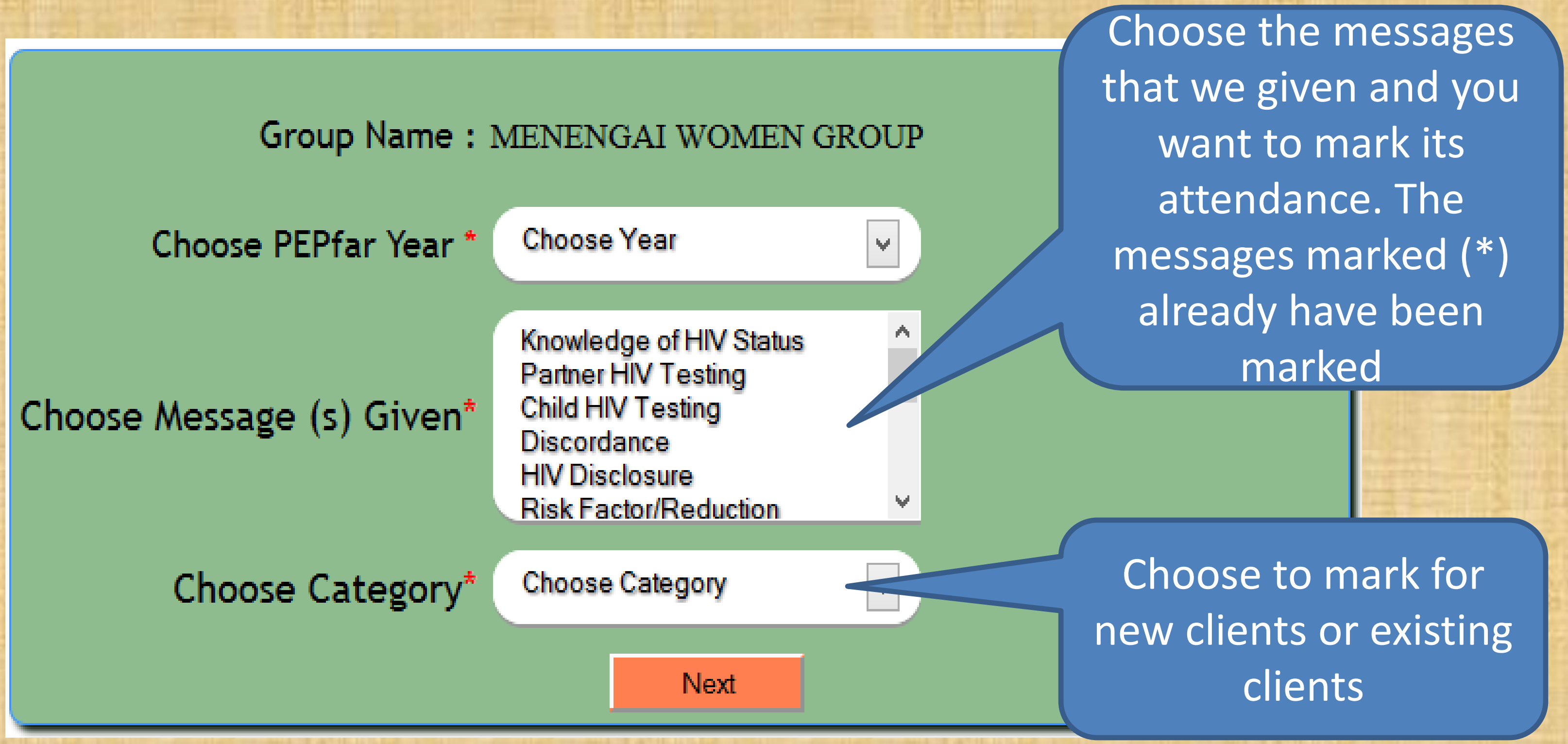
STEP 2/6 . ADD NEW OR SELECT A SERVICE PROVIDER/FACILITATOR.

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.

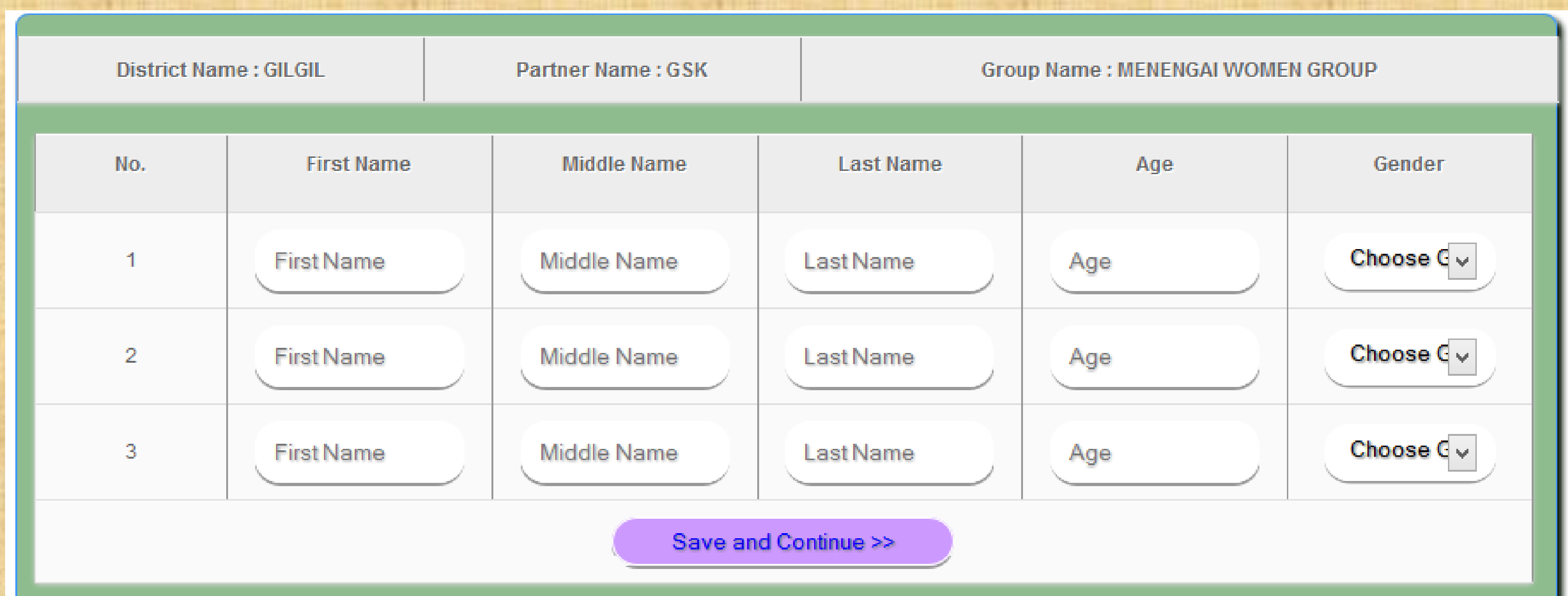


STEP 3/6. ADD NEW CLIENTS.

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

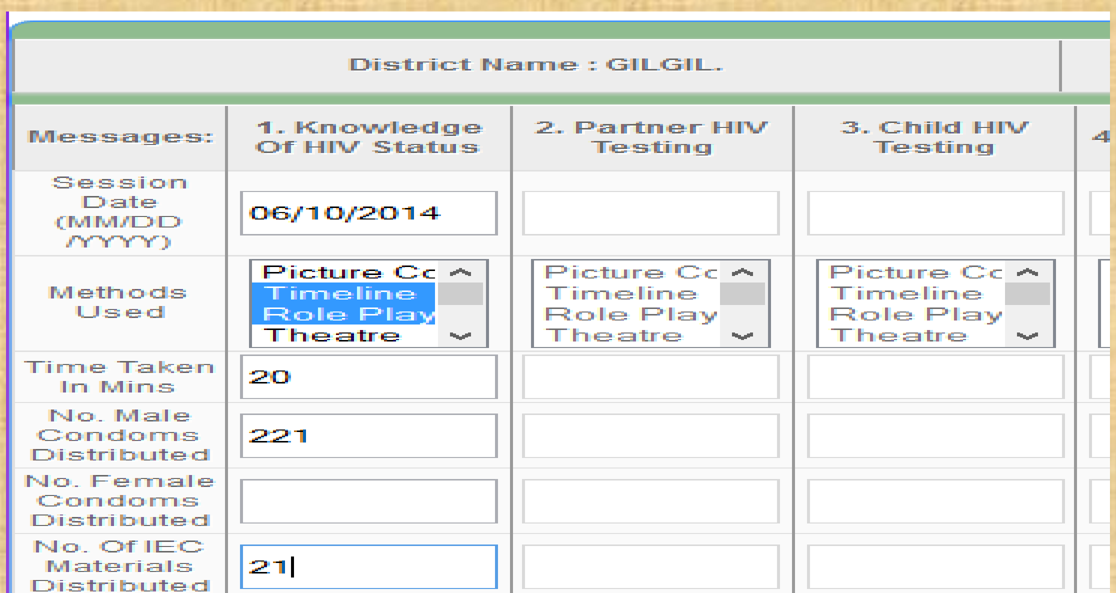
First name and last name must be more than 2 characters.

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



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.

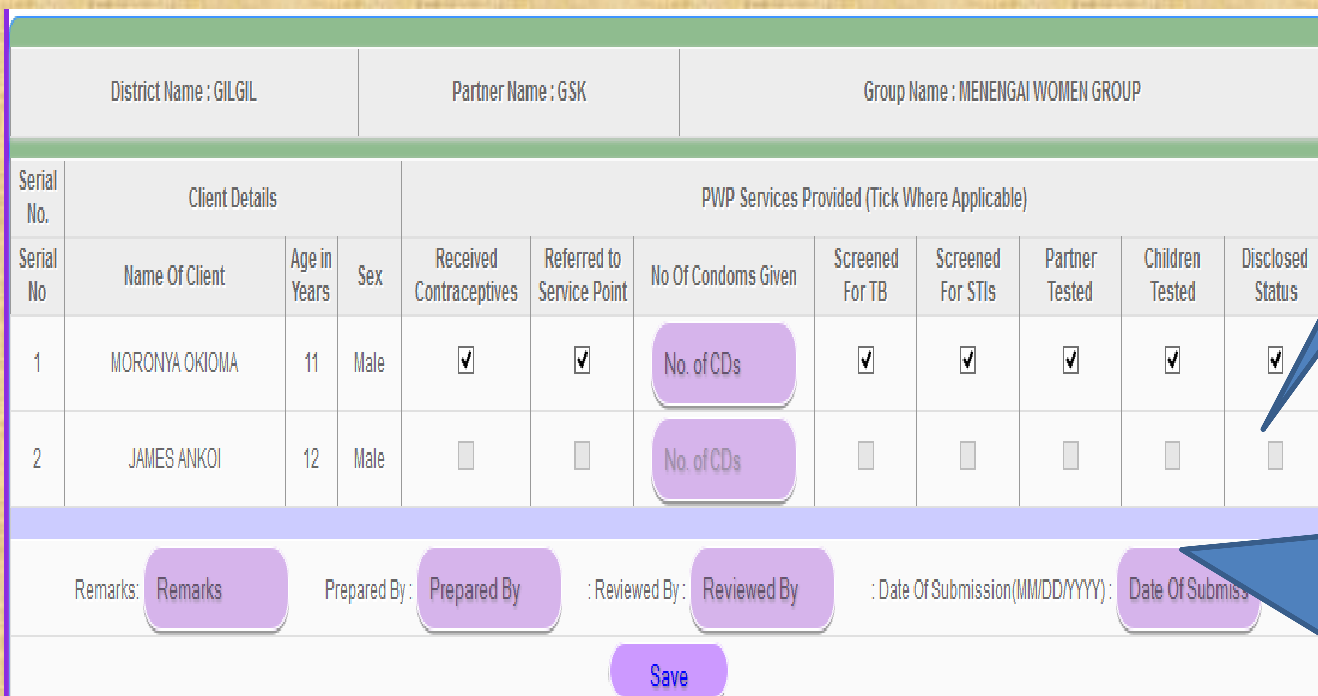
District Name : GILGIL				Partn	
Serial No.	Client Details				
Serial No	Name Of Client	Age	Sex	1. Knowledge Of HIV Status	2. Partner HIV Testing
1	MORONYA OKIOMA	11	Male	PRE	
2	JAMES ANKOI	12	Male	ABS	

Disabled hence its attendance cant be marked

Attendance can be marked.

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 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					

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

Save

Disabled

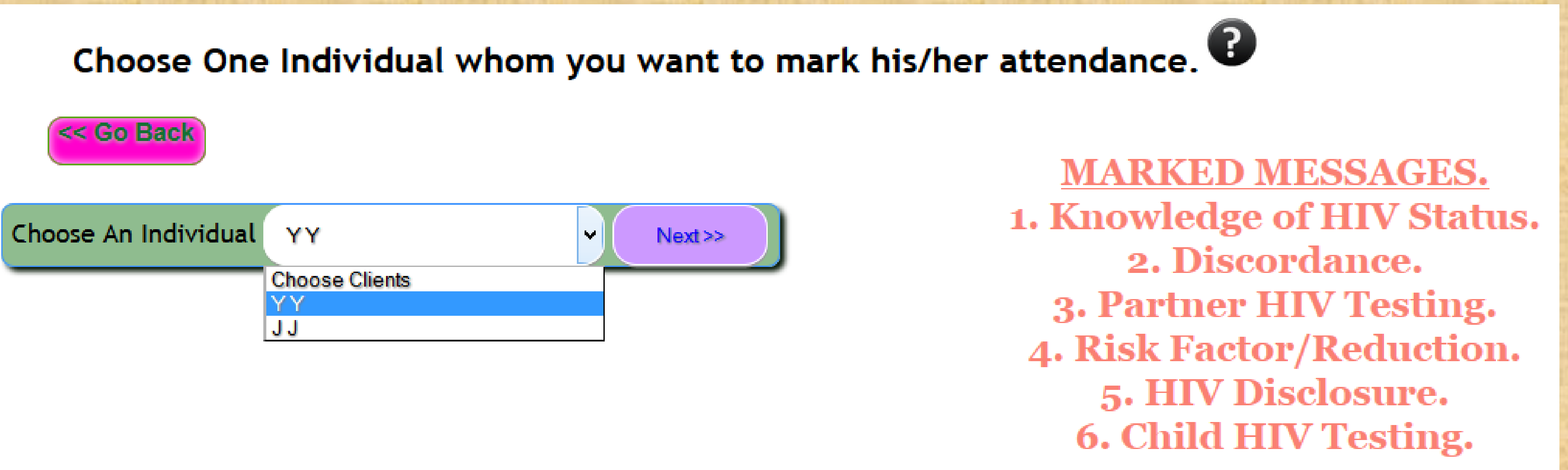
Users must enter remarks, prepared by reviewed by and date of submission wether services were given

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.

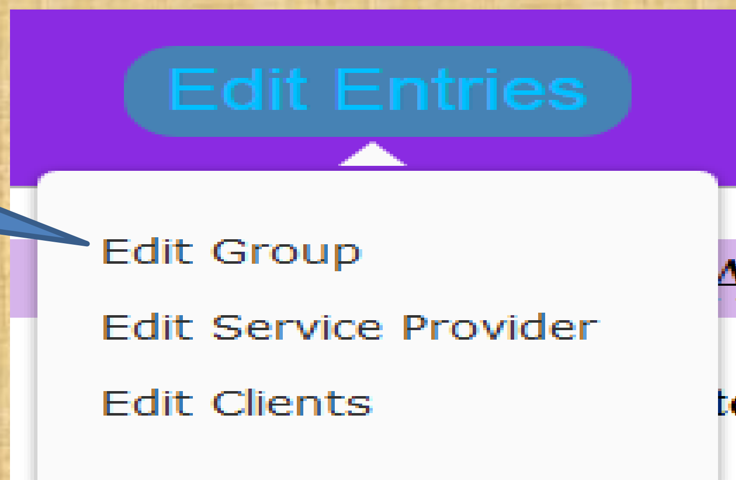


- Select an individual whom you want to mark/edit his/her attendance.. The messages that have already been marked will appear on your right as shown above.
- After this click on next and you will be directed to step 4/6 then continue up to step 6 as usual.

EDIT GROUP

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

Click here.

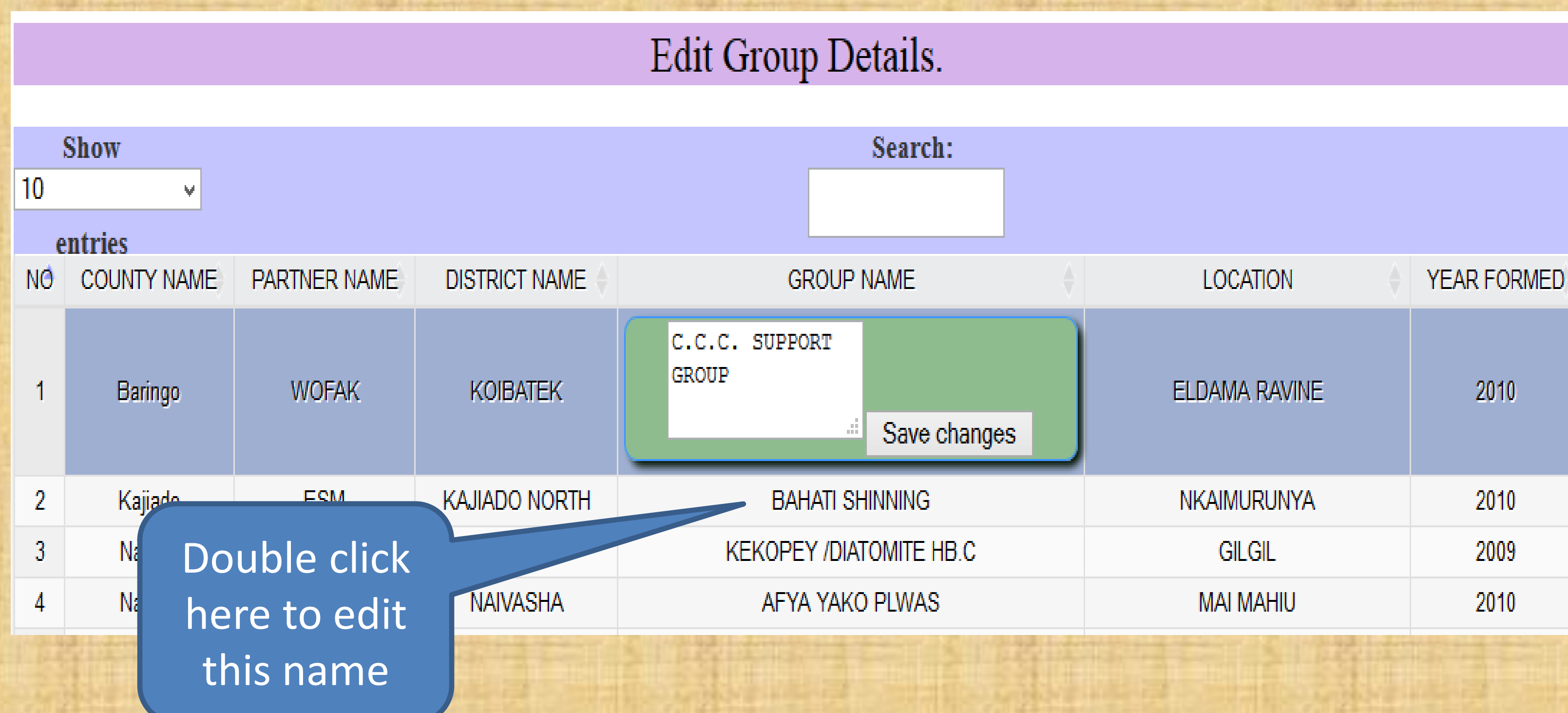


When you move your mouse to the edit entries button, the menu shown above will show. Click on edit group.

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 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.

Show 10 entries

Search: lucy

NO	COUNTY NAME	PARTNER NAME	GROUPS	FIRST NAME	MIDDLE NAME	LAST NAME	PHONE NUMBER
7	Nakuru	KNOTE	KAZAMWENDO UPENDO, KAZAMWENDO SUB GROUP, KAZA AMANI,	LUCY	WAIRIMU	KARIUKI	0722718217
21	Nakuru	KNOTE	KAZA AMANI, KAZAMWENDO UPENDO, TUSONGE MBELE SUPPORT GROUP,	LUCY	Click to edit	KARIUKI	0727718217
118	Narok	NADINEF	SEKENANI,	LUCY	Click to edit	SAYIALEL	0705917983

Showing 1 to 3 of 3 entries (filtered from 137 total entries)

Previous 1 Next

Double click here to edit this field data.

EDIT CLIENTS' DATA

Users are also able to edit clients basic dat. This includes: first name, middle name, last name, age and gender (sex). First the user needs to select the group that he/she wants to edit its data.

SELECT PATAMETERS HERE

Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HE

Select these parameters

Show 10 entries

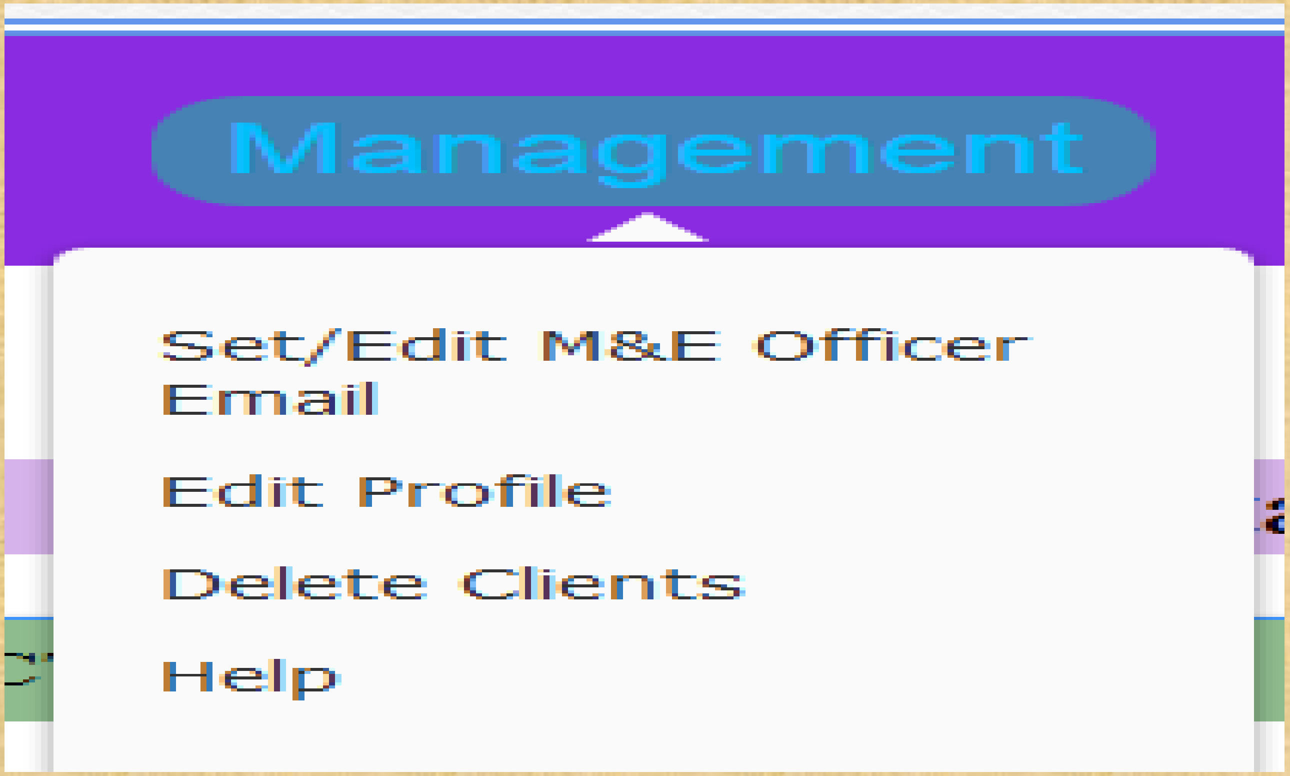
Search:

NO	COUNTY NAME	PARTNER NAME	DISTRICT NAME	GROUP NAME	FIRST NAME	MIDDLE NAME	LAST NAME	AGE	GENDER
1	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	BARAK	OWAGA	ODHIAMBO	43	Male
2	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	BENSON	OKOTH	OTOMO	39	Male
3	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	EMILY	Click to edit	NABUYE	42	Female
4	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	ESTHER	Click to edit	OTIETO	43	Female
5	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	FANICE	Click to edit	OTIENO	35	Female
6	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	JANE	Click to edit	AKINYI	35	Female
7	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	JOHN	Click to edit	NYARIBA	38	Male
8	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	JOSEPH	Click to edit	INGOSI	36	Male
9	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	LINATE	Click to edit	ADHIAMBO	36	Female
10	Nakuru	KNOTE	NAIVASHA	ACHIEVERS SELF HELP GROUP	MILLICENT	Click to edit	ANYANGO	40	Female

Showing 1 to 10 of 18 entries

Previous 1 2 Next

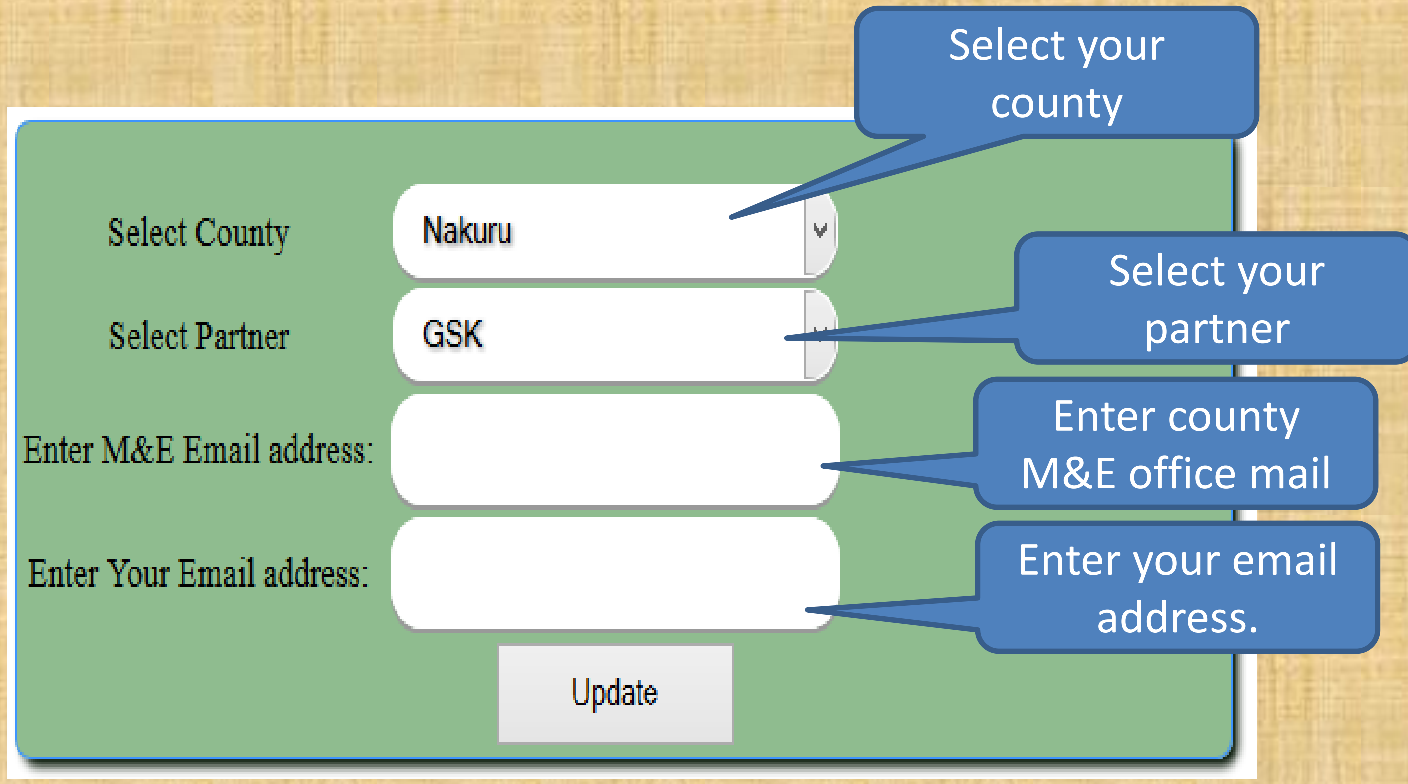
MANAGEMENT.



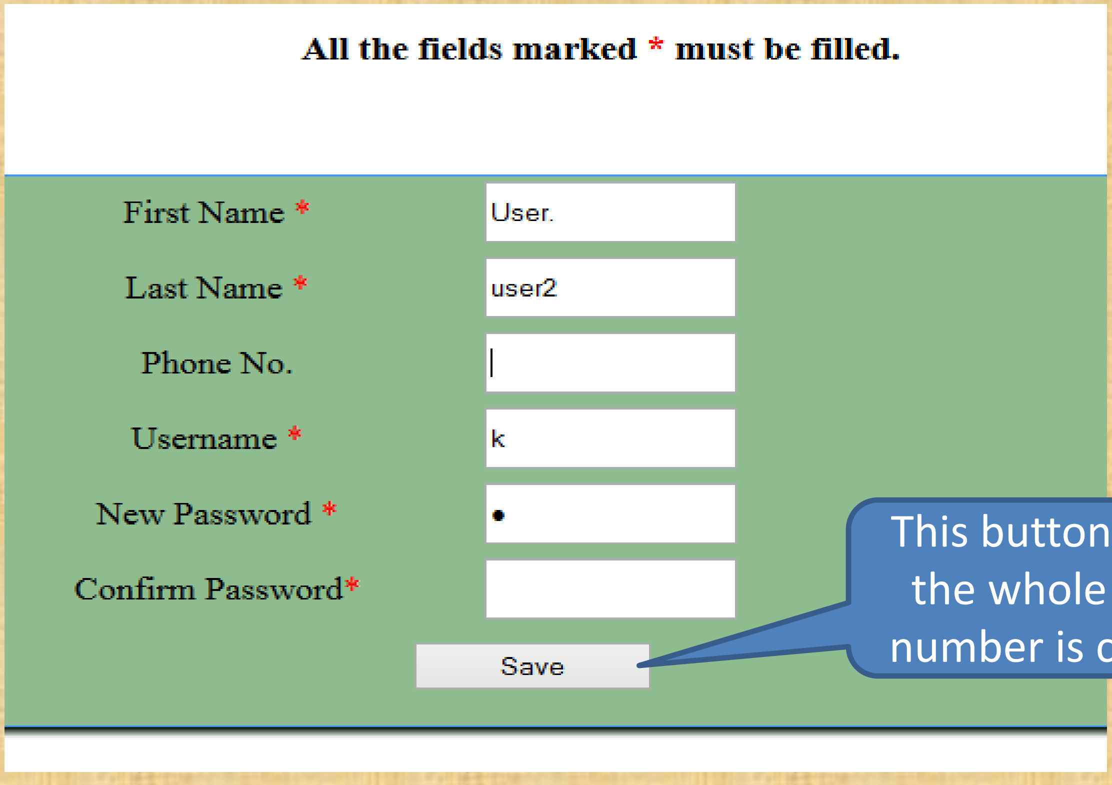
Within the management button, the user can be able to create Set up M&E mail, edit his/her details(Edit Profile.), or get help on the system usage.

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.



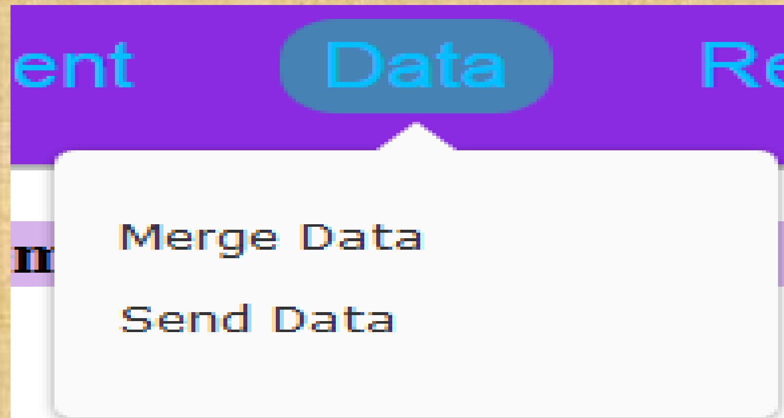
MANAGEMENT.-EDIT PROFILE



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

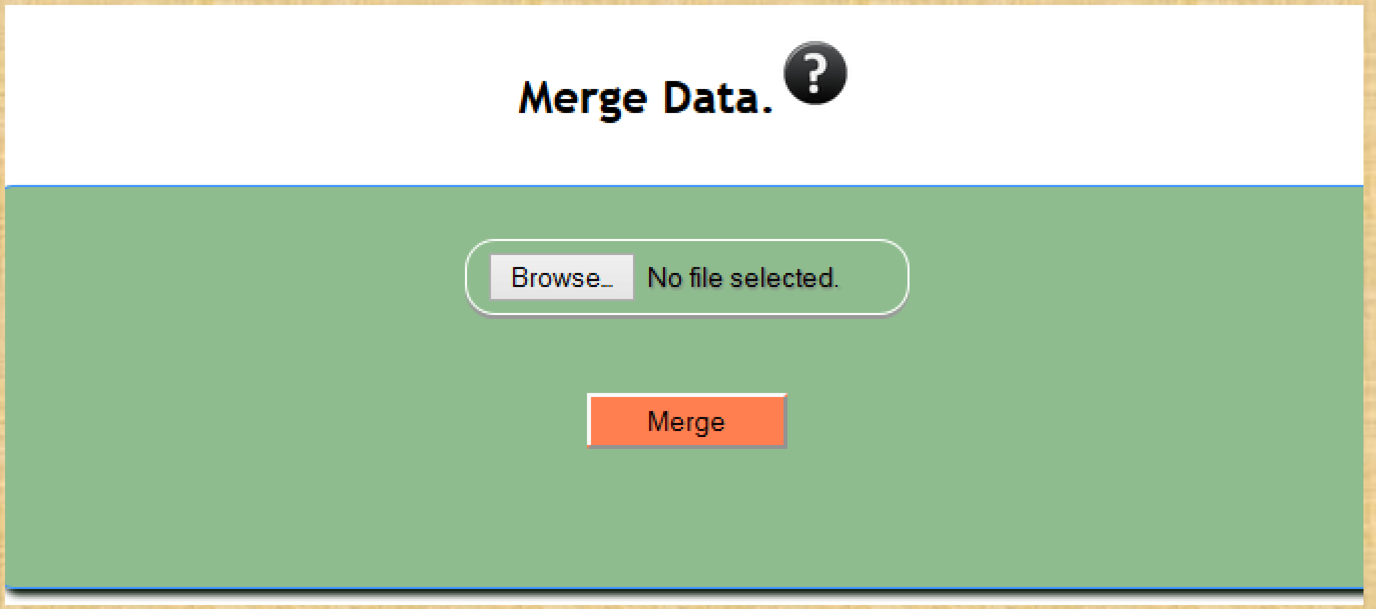


At this section the M&E Officer is able to merge data arising from different system users.

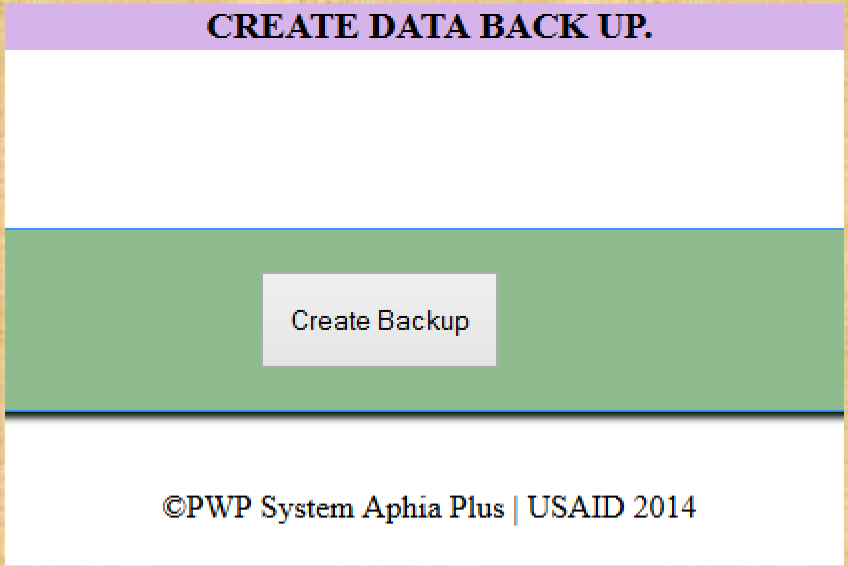
Also the user is able to send data back up via mail automatically.

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.



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 5 reports.

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.

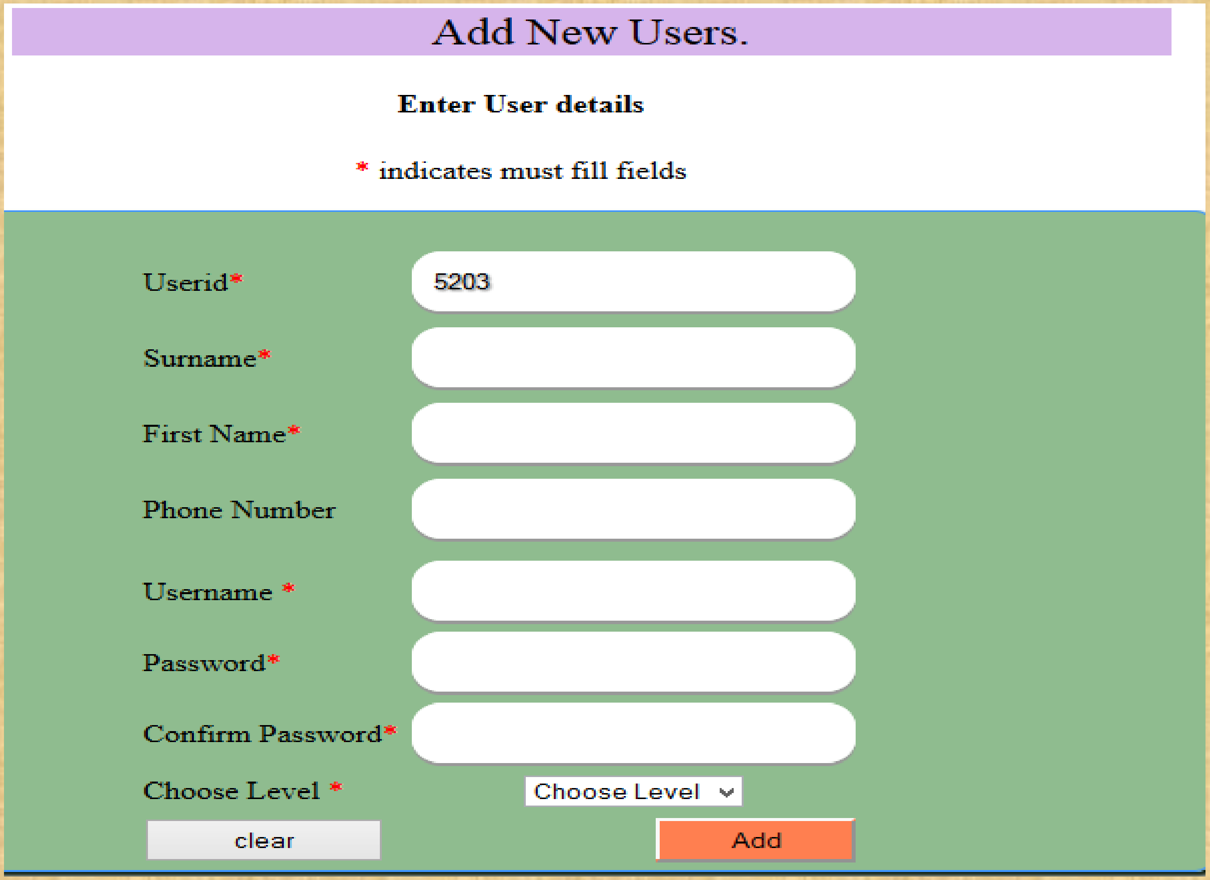
Administrator Additional Features.

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

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

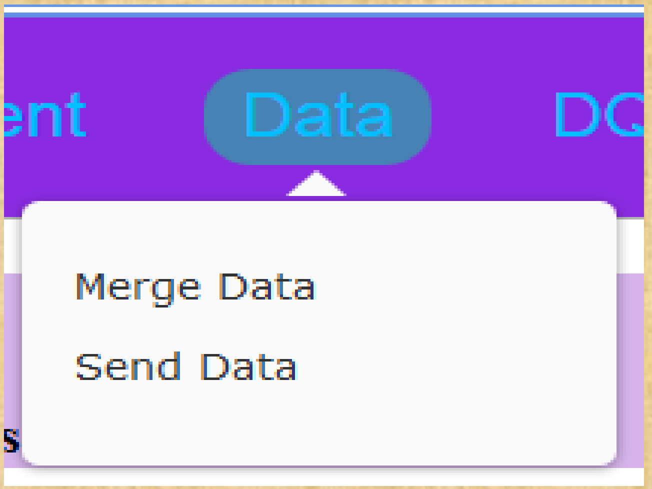
ADMINISTRATOR –ADD USERS.

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.

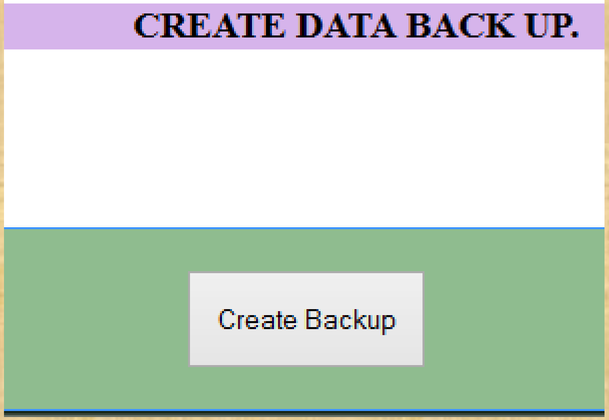
When a mouse is moved over the management button and then over the data submenu, below sub-menus appear.



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.

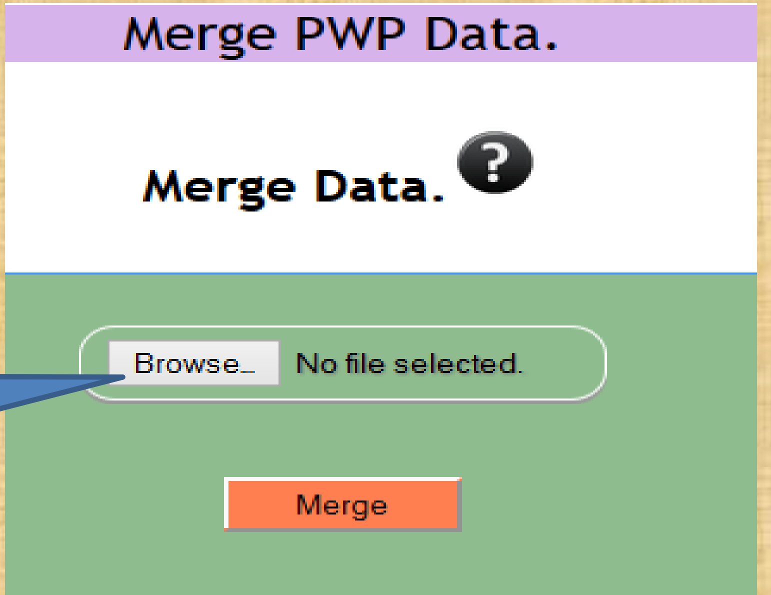


On clicking the create back up button, a pop up of the created back up will appear. He/she needs to save this data to a location he knows. For this case the default is downloads.

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.

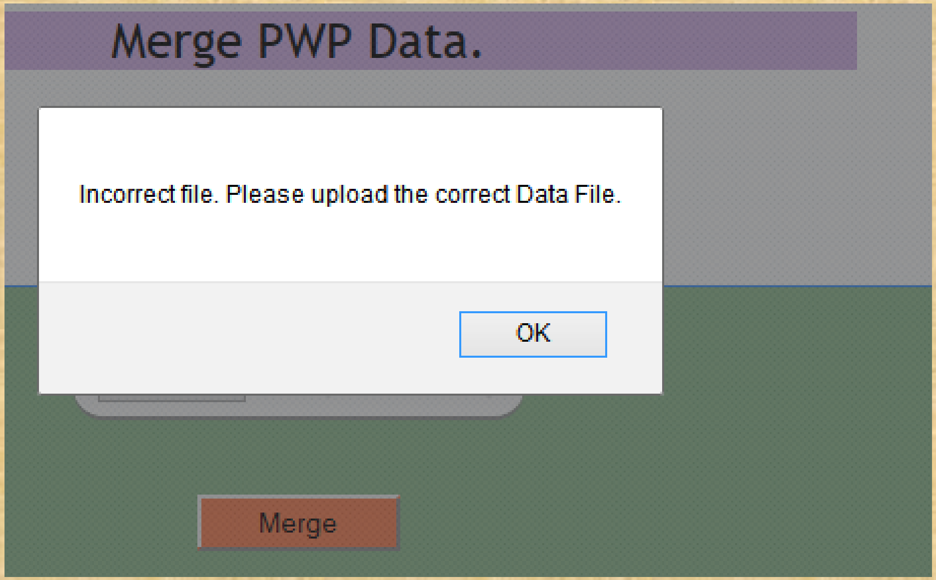
On collecting the data, the officer will click on the merge data sub-button and the following page will appear.



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

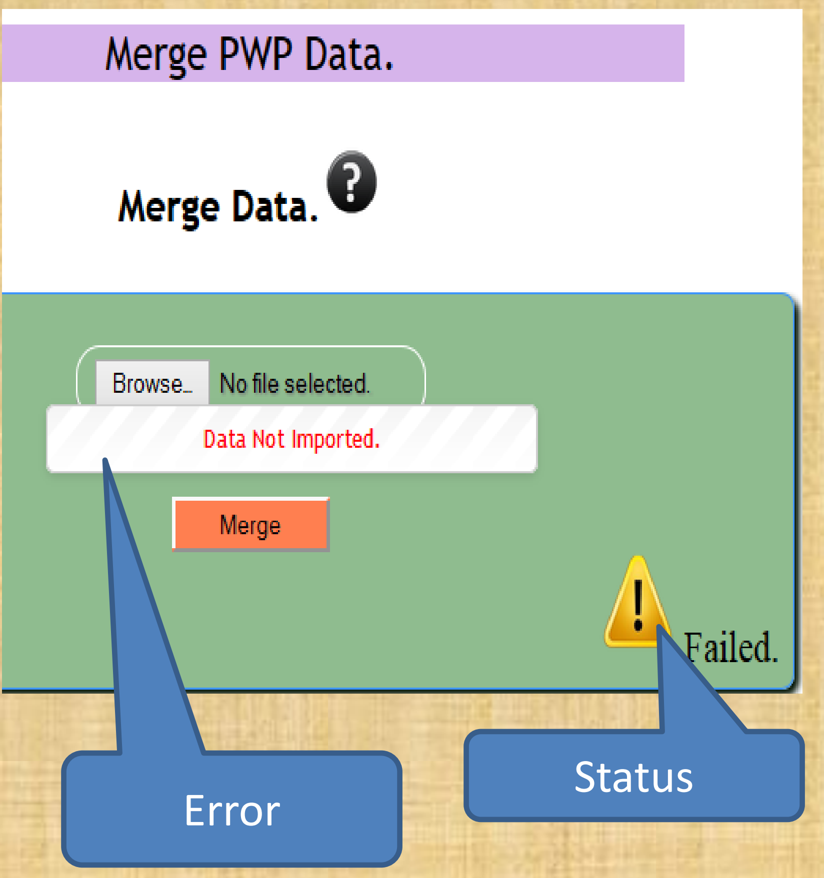
MERGE DATA – ERRORS 1.

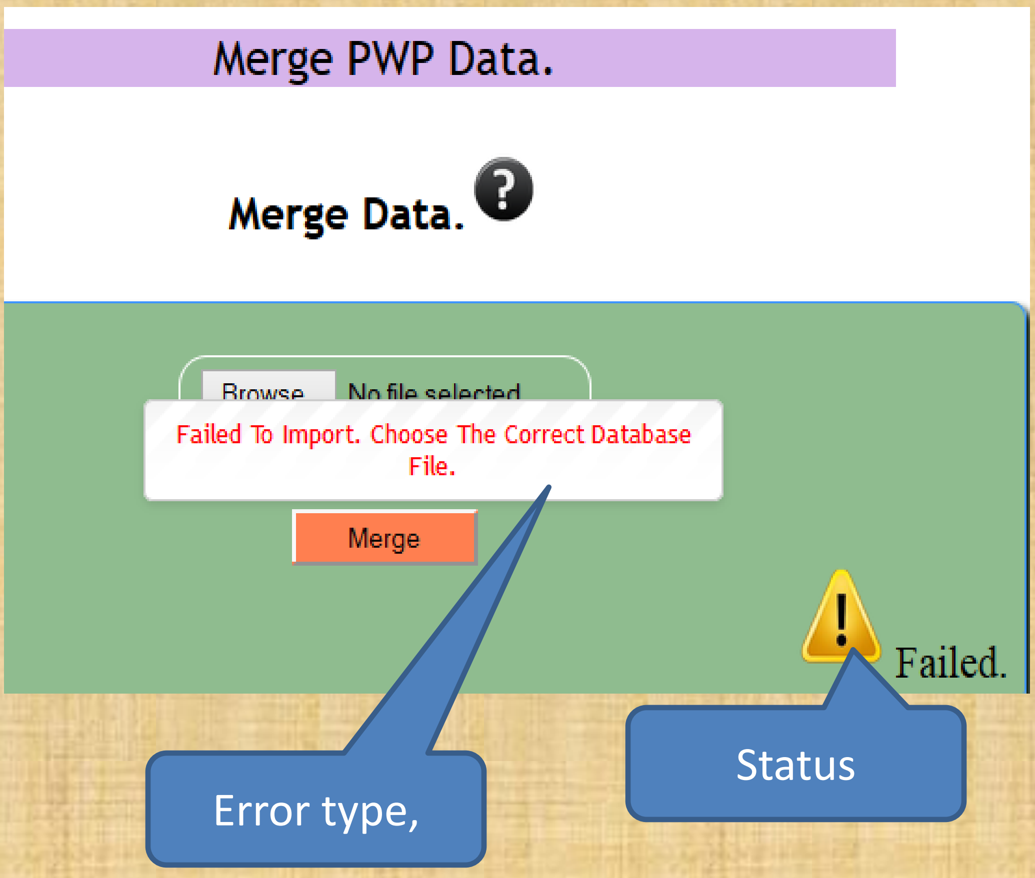
NOTE: The M&E Officer needs to select the correct database file i.e xxxxxxxxx.sql, this is very essential because if a wrong file is chosen, an error will appear as shown bellow.



MERGE DATA – ERRORS 2.

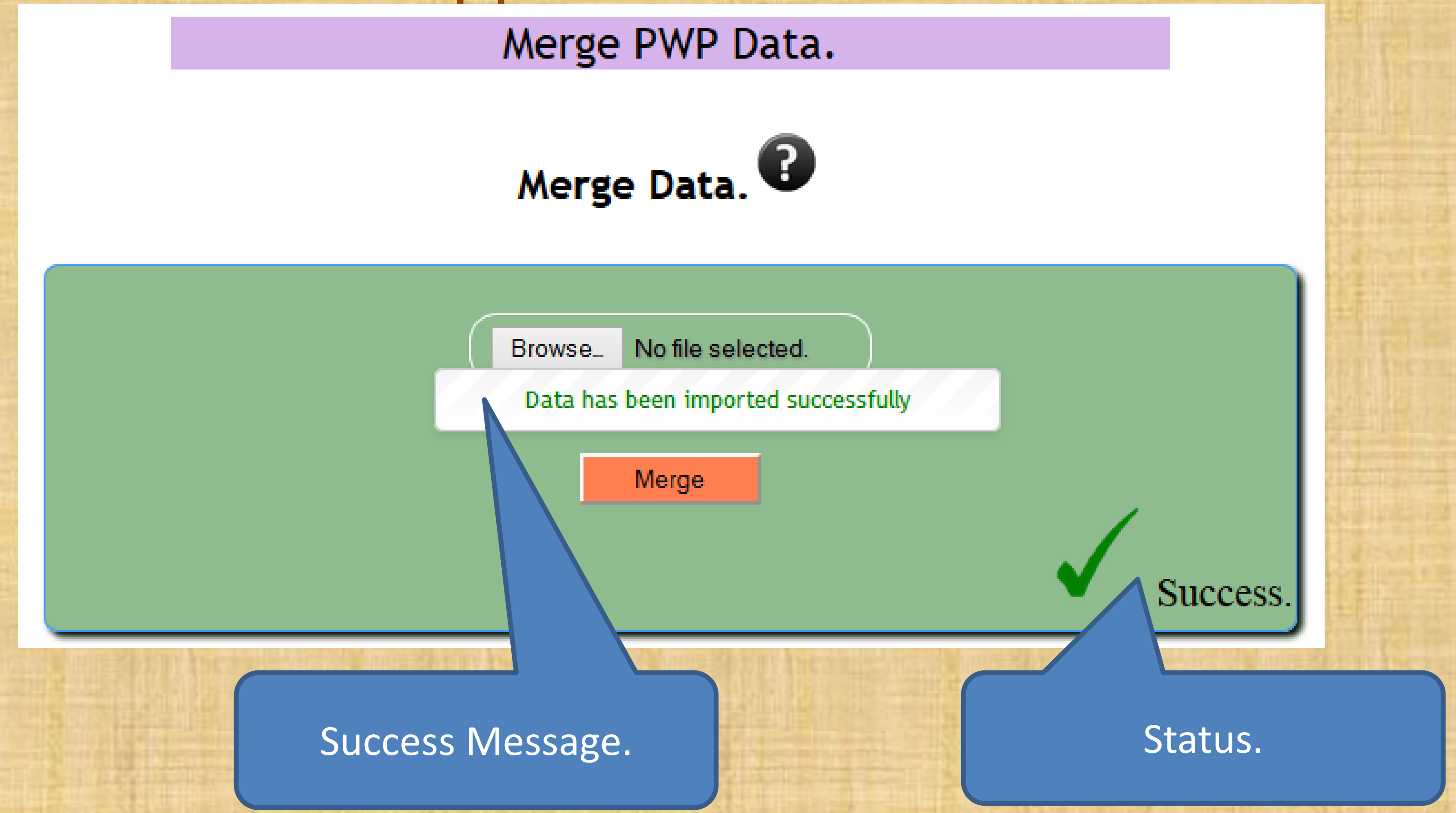
If the M&E Officer chooses a database file for a different database, an error show below will occur. And the database will not be merged.





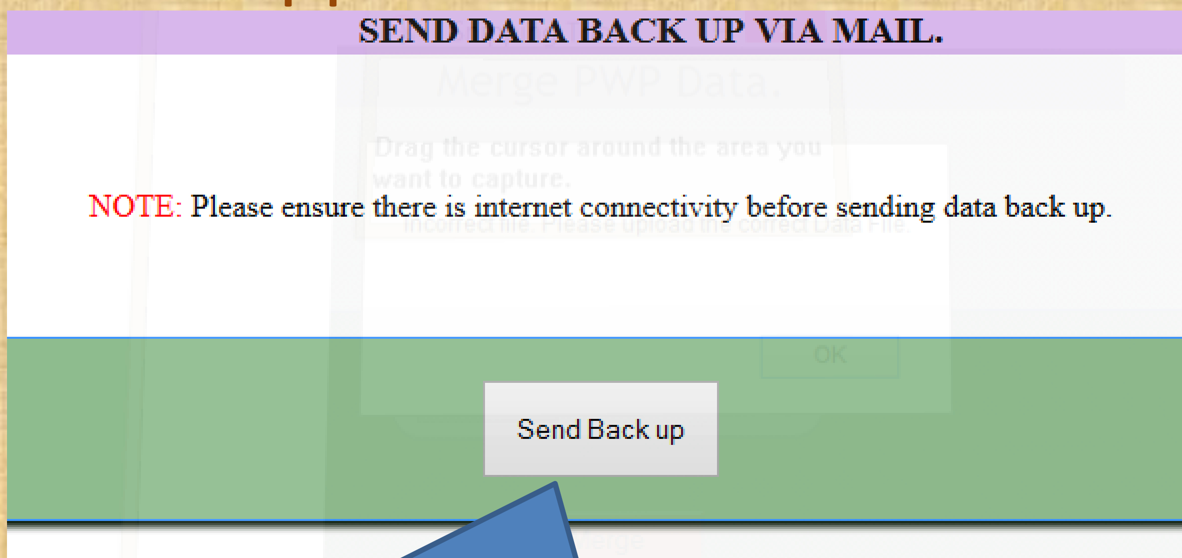
MERGE DATA – SUCCESS.

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



SEND DATA– SUCCESS.

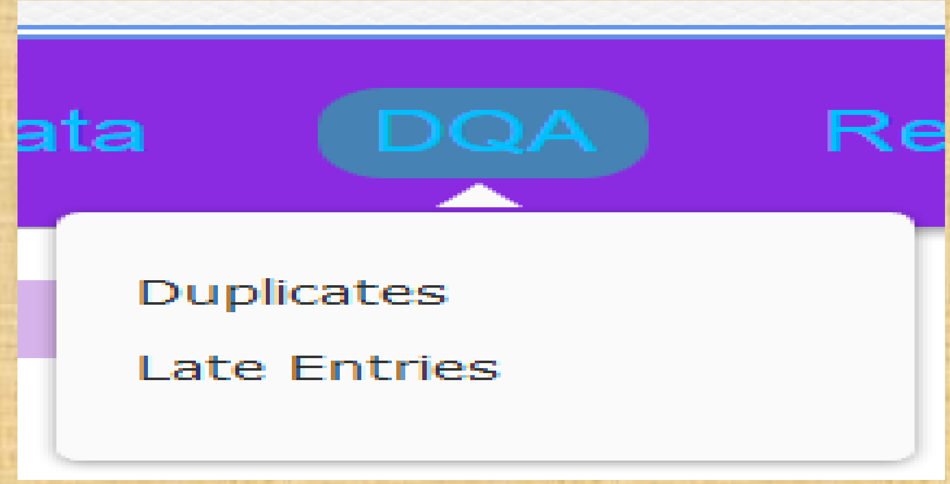
The M&E Officer is also supposed to send regular back up to the head office. This is achieved through clicking on Send Data and the page below appears.



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

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: 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.

Choose Parameter Here: Full name

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:

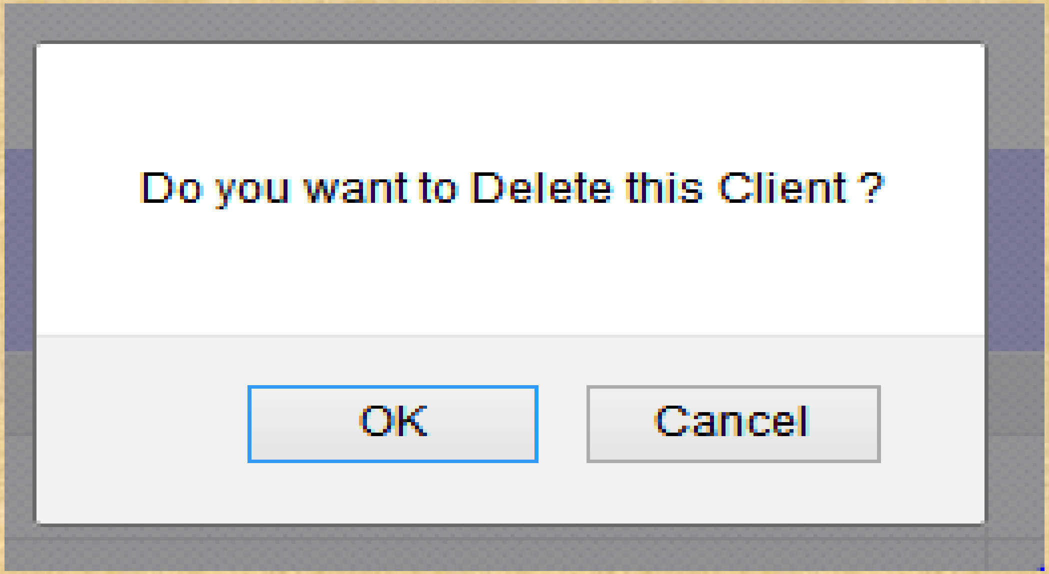
Search using this.

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	[illegible]	[illegible]	DELETE
4	Nakuru	FAIR	RONGAI	Ol-Rongai Dispensary (Rongai)	INDIVIDUAL50	DORCAS LUGANYI	ALBERT LUGANYI	54	[illegible]	[illegible]	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.

END.

END