

# LLIN Tracking System

## Micro Planning Team User Manual

The LLIN tracking systems is hosted at <http://llin.gcinnovate.com>

Username: XXXXXX

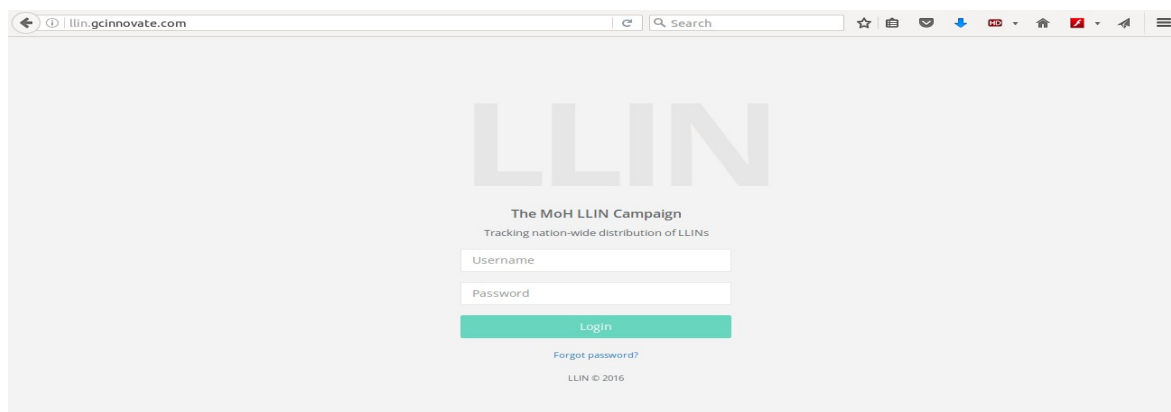
Password: XXXXXX

The roles of the Micro Planning team in the system include:

- Capturing approved reporters into the LLIN system
- Capturing the distribution points into the LLIN database

### How to Login

Open the browser (Chrome/Firefox or Internet explorer) and enter <http://llin.gcinnovate.com>. The user will be presented with the login as shown below.



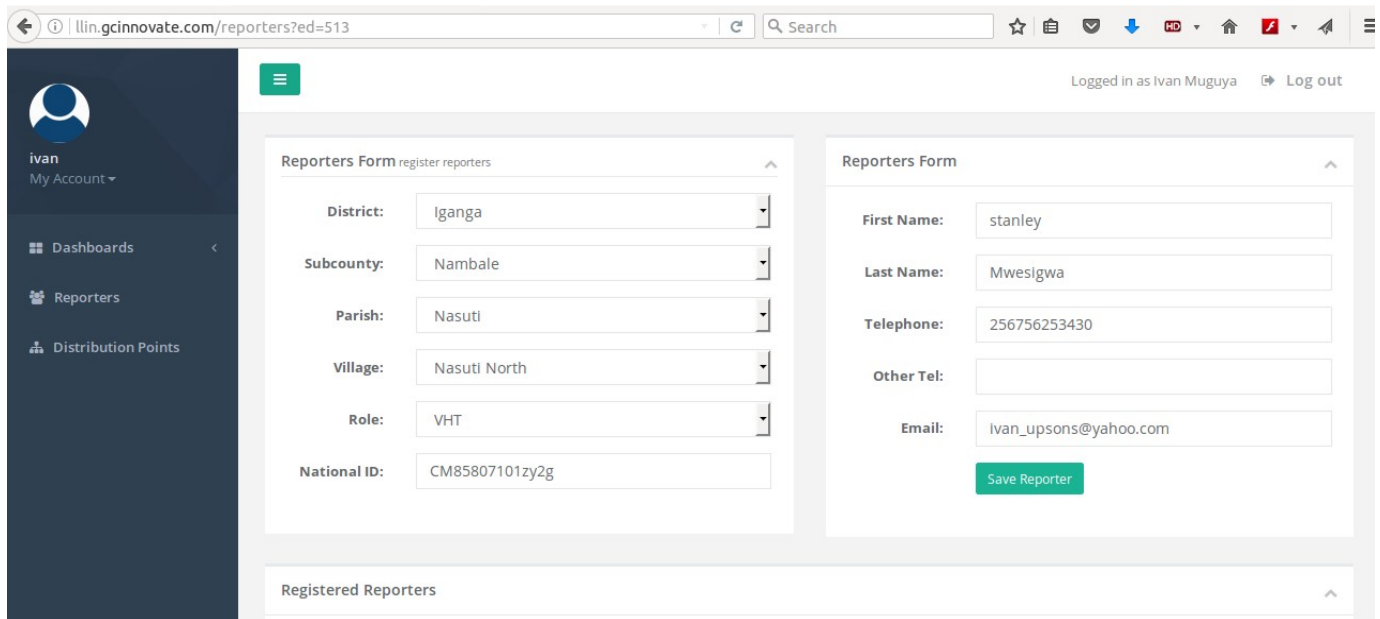
*Figure 1 Login Interface*

- Enter your given user-name and password then click login button
- User will be presented with the interface like that in Figure 2

## Entering Reporter Data

The login interface above helps the micro planning team capture approved reporters into the system. Enter the given data like shown in Figure 2 below.

Note: The format of the phone number should always start with 256XXXXXXX and the NIN should start with CMXXXXXXXXXXXX (uppercase)





The screenshot displays a web application interface for entering reporter data. The browser address bar shows the URL `llin.gcinnovate.com/reporters?ed=513`. The user is logged in as Ivan Muguya, with a 'Log out' link available. The interface features a dark sidebar on the left with navigation options: 'My Account', 'Dashboards', 'Reporters', and 'Distribution Points'. The main content area is divided into two panels. The left panel, titled 'Reporters Form register reporters', contains a form with the following fields: District (dropdown menu with 'Iganga' selected), Subcounty (dropdown menu with 'Nambale' selected), Parish (dropdown menu with 'Nasuti' selected), Village (dropdown menu with 'Nasuti North' selected), Role (dropdown menu with 'VHT' selected), and National ID (text input with 'CM85807101zy2g' entered). The right panel, titled 'Reporters Form', contains a form with the following fields: First Name (text input with 'stanley' entered), Last Name (text input with 'Mwesigwa' entered), Telephone (text input with '256756253430' entered), Other Tel (empty text input), and Email (text input with 'Ivan\_upsons@yahoo.com' entered). A green 'Save Reporter' button is located at the bottom of the right panel. Below these panels is a section titled 'Registered Reporters'.

*Figure 2 Reporter Interface*

Click save and you will be presented with the interface below

The interface shows a sidebar with the user 'ivan' and navigation links for Dashboards, Reporters, and Distribution Points. The main content area has two panels. The left panel, titled 'Reporters Form register reporters', contains dropdown menus for District (Iganga), Subcounty (Nambale), Parish (Nasuti), Village (Nasuti North), and Role (VHT), along with a text field for National ID (CM85807101zy2g). The right panel, titled 'Reporters Form', contains text fields for First Name (stanley), Last Name (Mwesigwa), Telephone (256756253430), Other Tel, and Email (ivan\_upsons@yahoo.com), with a 'Save Reporter' button. Below these panels is a 'Registered Reporters' table with columns: #, Name, Telephone, Other Telephone, Role, Email, District, Reporting Location, and Action. The first row is highlighted in red, and a red arrow points to it with the text 'New entry highlighted'.



#	Name	Telephone	Other Telephone	Role	Email	District	Reporting Location	Action
1	stanley Mwesigwa	256756253430		VHT	ivan_upsons@yahoo.com	Iganga	Nasuti North	 

The newly captured record is highlighted as shown in the figure above.

If the data presented has an error, it can be edited or updated appropriately. Below are the steps you can follow to update a record.

Click the icon highlighted by the red arrow as shown in the image below and as you notice, the fields of the record to be updated and are auto populated.

The interface is similar to the previous one, but the 'Registered Reporters' table is highlighted with a red box. A red arrow points to the 'Edit Icon' in the 'Action' column of the first row, with the text 'Edit Icon' above it. Another red arrow points to the table with the text 'Notice how the records are auto populated'.

#	Name	Telephone	Other Telephone	Role	Email	District	Reporting Location	Action
1	stanley	256756253430		VHT	ivan_upsons@yahoo.com	Iganga	Nasuti North	 

Make the required change and then click save Reporter. In my case I updated the role of **Stanley Mwesigwa** from VHT to L3. See below

ivan

My Account

Dashboards

Reporters

Distribution Points

Reporters Form

register reporters

District: Select District

Subcounty: Select Sub County

Parish: Select Parish

Village: Select Village

Role: Select Role

National ID:

Reporters Form

First Name:

Last Name:

Telephone:

Other Tel:

Email:

Save Reporter

Registered Reporters

Copy CSV Excel PDF Print

Search:

#	Name	Telephone	Other Telephone	Role	Email	District	Reporting Location	Action
1	stanley Mwesigwa	256756253430		L3	ivan_upsons@yahoo.com	Iganga	Nasuti North	<div></div> <div></div>

From VHT to L3

## Capturing Distribution point data

As highlighted above, the micro planning team will also be charged with the task of capturing information about all the distribution points in the country

### Step 1

Login with the your user name and password click the “Distribution Points” link as shown in the image below and you will be presented with data forms for capturing distribution points data

The screenshot shows a web browser at the URL `llin.gcinnovate.com/distributionpoints`. The user is logged in as Ivan Muguya. The left sidebar contains a menu with 'Distribution Points' highlighted by a red box and an arrow. The main content area features a form titled 'Distribution Points register distribution points' with fields for District, Subcounty, Villages (a dropdown menu showing 'Parish A', 'Village 1', 'Village 2', and 'Village 3'), and Distribution Point Name. A 'Save Distribution Point' button is at the bottom of the form. Below the form is a table titled 'Distribution Points' with columns for #, Distribution Point Name, District, Sub County, Villages, and Action. The table is currently empty.

llin.gcinnovate.com/distributionpoints

Logged in as Ivan Muguya Log out

**Distribution Points** register distribution points

District: Select District

Subcounty: Select Sub County

Villages: Parish A  
Village 1  
Village 2  
Village 3

Distribution Point Name:

Save Distribution Point

**Distribution Points**

Copy CSV Excel PDF Print



Search:

#	Distribution Point Name	District	Sub County	Villages	Action
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## Step 2

Enter the details of the distribution point and click the “**Save Distribution Point**” button.  
The new distribution point is captured and displayed like shown in the image below.

The screenshot shows a web application interface for managing distribution points. On the left is a dark sidebar with navigation links: "My Account", "Dashboards", "Reporters", and "Distribution Points". The main content area is divided into two sections. The top section is a form for adding a new distribution point, featuring dropdown menus for "District" (Select District) and "Subcounty" (Select Sub County), a scrollable list for "Villages" (Parish A, Village 1, Village 2, Village 3), a text input for "Distribution Point Name", and a green "Save Distribution Point" button. The bottom section, titled "Distribution Points", contains a table with columns: #, Distribution Point Name, District, Sub County, Villages, and Action. A single entry is shown, highlighted with a red border and a red arrow pointing to the "Sub County" column. Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" pagination controls.

#	Distribution Point Name	District	Sub County	Villages	Action
1	Distribution point 1	Iganga	Nambale	Muira, Nasuti North	 

## Editing distribution point data

To edit information that has already been captured about a distribution point, click the “edit” icon as shown in the image below. Notice that the distribution point information is auto updated for editing. Click the **Save Distribution Point** button to save the changes. Below is a screen-shot with edited data on the villages field.

The screenshot shows the 'Distribution Points' edit form and a table of existing points. The form is highlighted with a red box and contains the following fields:

- District: Iganga
- Subcounty: Nambale
- Villages: Muira, Nasuti North, Busimba (highlighted in red)
- Distribution Point Name: Distribution point 1
- Save Distribution Point button

A red arrow points to the form with the text: "Notice how the fields are auto populated when Edit icon is clicked".

Below the form is a table titled 'Distribution Points' with columns: #, Distribution Point Name, District, Sub County, Villages, and Action. The table contains one row with the following data:

#	Distribution Point Name	District	Sub County	Villages	Action
1	Distribution point 1	Iganga	Nambale	Muira, Nasuti North, Busimba	[Edit Icon] [Delete Icon]

A red arrow points to the 'Villages' column with the text: "Added village". Another red arrow points to the 'Edit Icon' with the text: "Edit Icon".

## How to logout of the System

Click the logout Icon/button highlighted in the screen-shot below to logout.

The screenshot shows the 'Reporters Form' and the 'Logout' button. The form is highlighted with a red box and contains the following fields:

- District: Select District
- Subcounty: Select Sub County
- Parish: Select Parish
- Village: Select Village
- Role: Select Role
- National ID: [Text Field]
- First Name: [Text Field]
- Last Name: [Text Field]
- Telephone: [Text Field]
- Other Tel: [Text Field]
- Email: [Text Field]
- Save Reporter button

A red arrow points to the 'Logout' button with the text: "logout button".

The 'Logout' button is located in the top right corner of the page, next to the text "Logged in as Ivan Muguya".