

User's Manual



MRMS

MOV Repository & Management System

TABLE OF CONTENTS

	<u>Page #</u>
A. General Information	1
1.1 System Overview.....	1
1.2 System Requirements.....	1
B. Why the system is developed	1
C. Inputs and Outputs.....	2
1.1 Inputs.....	2
1.2 Outputs.....	2
D. Tagets Users.....	2
1.1 Users Access Levels.....	2
E. Getting Started.....	3
1.1 Created Account.....	3
1.2 Login On.....	4
1.3 The MRMS Interface.....	4
1.3.1 Administrator main page.....	4
1.3.2 User main page.....	4
F. User Management	5
1.1 Approving and setting user roles	5
1.1.1 Approving users.....	5
1.1.2 Setting user area	6
1.2 Setting Targets and Prio Barangays.....	7
1.2.1 Setttng Prio Barangay.....	7
1.2.2 Setttng Targets	8
G. Uploading MOV file to the system (ACT).....	9
1.1 Social Preparation	9
1.2 Sub-Project Implementation	10
1.2.1 Edit and deteling Sub-Project.....	10
H. Viewing and Deleteng uploaded files.....	11
1.1 ACT Level	11
I. List of Municipalities	12
J. Data Quality Assessment (DQA).....	13
1.1 How to create a DQA Findings	13
1.2 Viewing a finding.....	14
1.2.1 Deteling a findings.....	15
1.3 List of DQA findings.....	16
1.3.1 Action Taken	16

1.3.2	Findings	16
1.4	Mark resolved and verifying a resolved document	17
1.4.1	How to Mark resolved a finding	17
1.4.2	How to verify a revised document	17
K.	Dashboard and Reports	18
1.1	Admin Dashboard	18
1.2	Grievance Redress System (GRS)	18
1.3	Weekly Uploads & Top Uploaders	19
1.3.1	This week	20
1.3.2	Top Uploaders	21
1.4	Generate MOV Checklist	21
L.	Edit Target and Prio Barangays	22
1.1	How to change targets	22
M.	Accounts.....	23
1.1	Change password.....	23
1.2	Add Profile Picture.....	23
1.3	Forgot Password	24
N.	Acronyms and Abbreviations.....	24

A. General Information

MOV Repository and Management System (MRMS) is a file management and tracking system for Means of Verification or MOVs. MRMS allows users to store files on the server without hassle as it automatically arranges folders and files in the server. MRMS also allows users to monitor the progress by showing the percentage of their work.

This application is intended only for Monitoring and Evaluation Unit.

1.1 System Overview

MRMS is a web base application that can be accessed through browser like Google Chrome, Firefox, Microsoft Edge. The application requires Internet connection to upload files and save to database. This app only accepts electronic file such as PDF.

1.2 System Requirements

- Windows 7,8 & 10
- Xampp version 5.6.36
- Internet Connection
- Latest Google chrome (recommended)

B. Why the system is developed.

Using the old system google application called Google Drive is a file storage system that allows users to upload and synchronize files across devices. Unfortunately, Google drive only stores files with limited storage up to 15gb as a normal user. Due to user's enormous files and lots of tracking it cannot provide reports and progress of the work. Google drive doesn't meet the users need.

MRMS has been developed to assure files are safe in the server. The main purpose of this application is to manage files and save in a safety storage without limiting the user storage. The system can generate MOV checklist for easy tracking of the uploaded files by the end users and can be easily monitored by the administrators.

C. Inputs and Outputs

1.1 Inputs

Users input is by uploading a soft copy of MOV's in PDF format, MRMS only accepts in PDF format. Since MRMS has added a new module called Data quality assessment (DQA) where users input text by making findings of the said file called MOV.

1.2 Outputs

MRMS generates a checklist of the uploaded files, Tracking, and Weekly uploads of the users.

D. Target Users

The end users of this application are those users who are in the field area. Area coordinators team uses this app to upload their files in the server to track and monitor their progress.

1.1 Users Access Levels

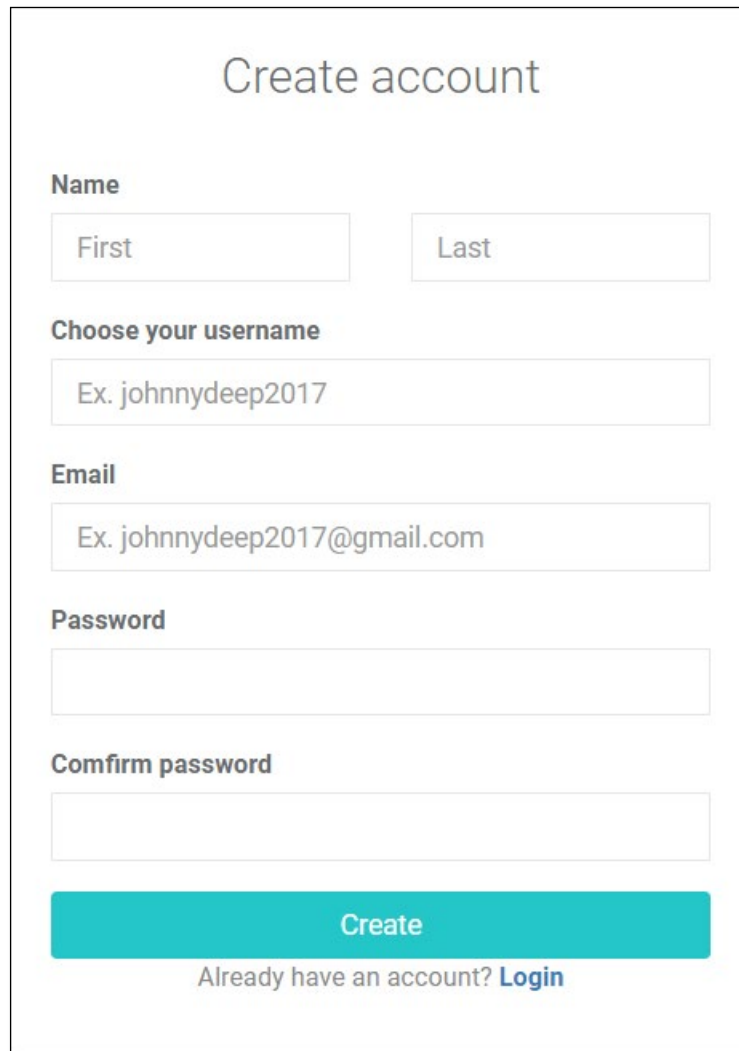
- RMES: Can view all the users progress and can also do Data quality assessment. Can set targets and can set priority. Can manage users, user roles and user's coverage area.
- M&E: Can view the user's progress depends on their coverage area and can also do Data quality assessment. Can set targets and can set priority. Can manage users, user roles and user's coverage area.
- ITO: Can view the users progress depends on their coverage area.
- ACT: Can upload, delete files and track their progress.
- AA SPRMO: Can upload, delete files and track their progress.
- AA RPMO: Only for Data quality assessment.

E. Getting Started

To open MRMS you must use a browser like Google chrome. Visit <https://apps2.caraga.dswd.gov.ph/kc-movs>.

1.1 Creating account

A user must create an account to access MRMS.

A registration form titled "Create account" with the following fields: "Name" (split into "First" and "Last" sub-fields), "Choose your username" (with an example "Ex. johnnydeep2017"), "Email" (with an example "Ex. johnnydeep2017@gmail.com"), "Password", and "Comfirm password". A teal "Create" button is at the bottom, followed by the text "Already have an account? Login".

Create account

Name

First Last

Choose your username

Ex. johnnydeep2017

Email

Ex. johnnydeep2017@gmail.com

Password

Comfirm password

Create

Already have an account? [Login](#)

FIGURE 1. REGISTRATION CONSIST 6 FIELDS TO BE FILLED UP FOR CREATING AN ACCOUNT.

1.2 Logging On

A valid username and password are required to log onto web interface. A newly registered user may wait for the verification and approval from the administrator.

1.3 The MRMS Interface

1.3.1 Administrator main page

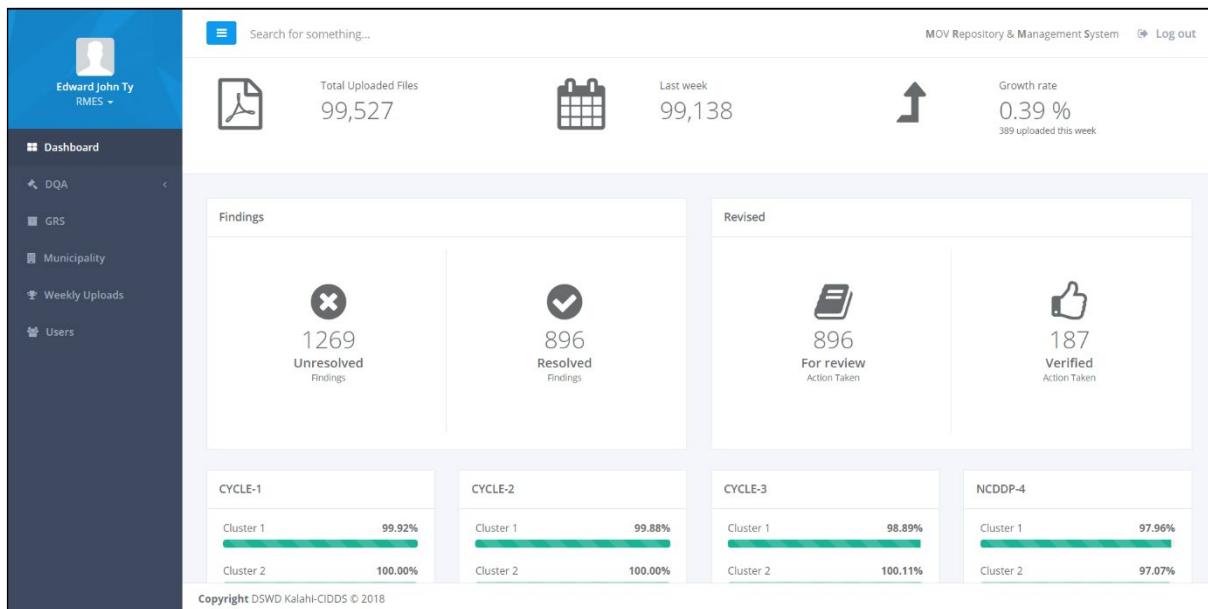


FIGURE 2. THE MAIN PAGE OF THE ADMINISTRATORS

1.3.2 Users main page

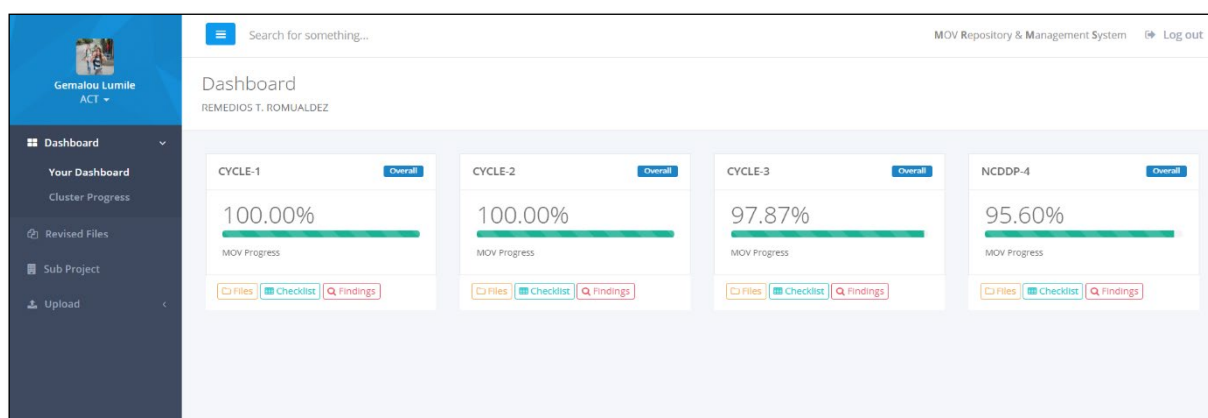


FIGURE 3. THE MAIN PAGE OF THE USERS (AREA COORDINATOR TEAM).

F. User management

1.1 Approving and setting user roles

1.1.1 Approving users.

Click the user icon in the sidebar. Look for **'Pending users'** panel. Click **'Set area'** a modal will show up then select the user's level and click submit.

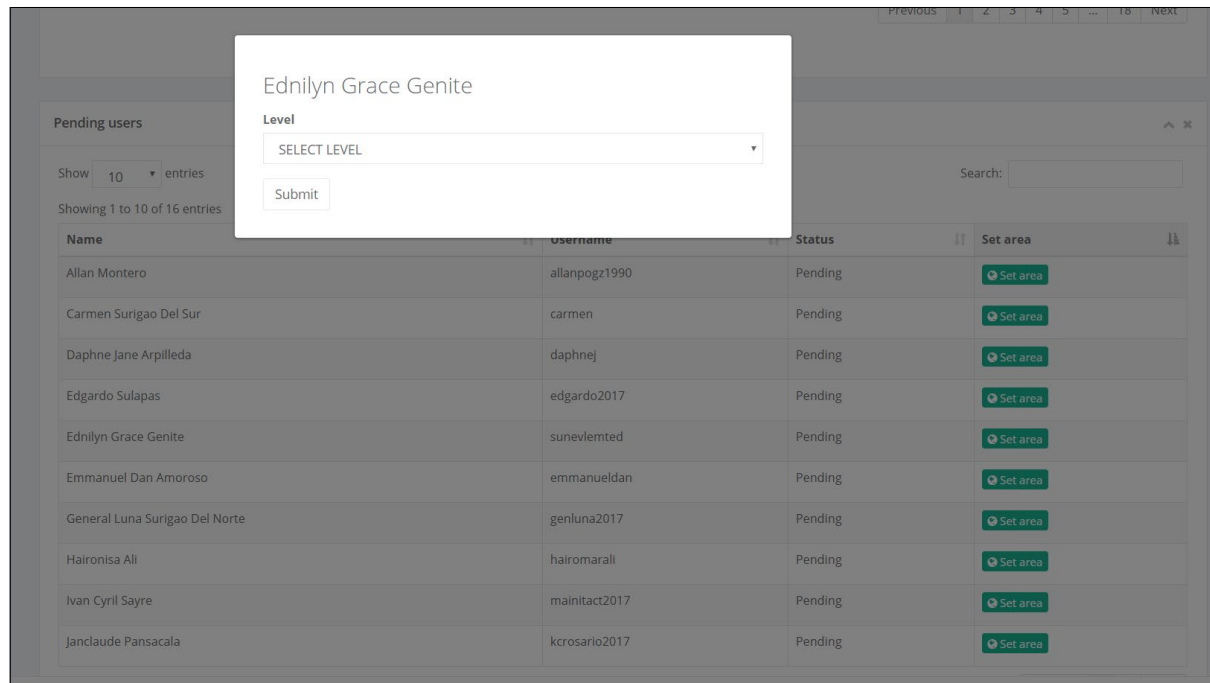


FIGURE 4. APPROVING USERS

1.1.2 Setting user area

Click the user icon in the side. Look for 'Users' panel. Click the 'ACT Area' a modal will show up. Then set the users area.

The screenshot displays the 'User Management' interface. A modal titled 'Act Burgos' is open, allowing users to set their area. The modal contains two dropdown menus: 'Select Province' and 'Select Municipality'. The 'Select Province' dropdown is currently set to 'Select Province'. The 'Select Municipality' dropdown is currently set to 'Select province first'. A 'Submit' button is located at the bottom of the modal. In the background, a table lists users with columns for Name, Username, Position, Status, and Actions. The table shows 10 entries, with a search bar and a 'Show 10 entries' dropdown. The footer of the page reads 'Copyright DSWD Kalahi-CIDDS © 2018'.

Name	Username	Position	Status	Actions
Act Burgos	actburgos2017	ACT	Active	Role ACT Area
Act Burgos	burgosact2017	ACT	Active	Role ACT Area
Act Carmen	actcarmen	ACT	Active	Role ACT Area
Act Carrascal	actcarrascaldqa	ACT	Active	Role ACT Area
Act Dinagat	dinagatkncddp	ACT	Active	Role ACT Area
Act Loreto	actloreto	ACT	Active	Role ACT Area
Act Sanmiguel	kccdsanmiguel	ACT	Active	Role ACT Area
Adonis Rey Patayon	adonisrey27	ACT	Active	Role ACT Area

FIGURE 5. SETTING USERS AREA.

1.2 Setting Targets and Prio Barangays

1.2.1 Setting Prio Barangay

To set the prio barangay click **'Municipality'** in the side bar. Then select the City you want to set. Then choose what cycle to set and click the **'Set Prio'** button.

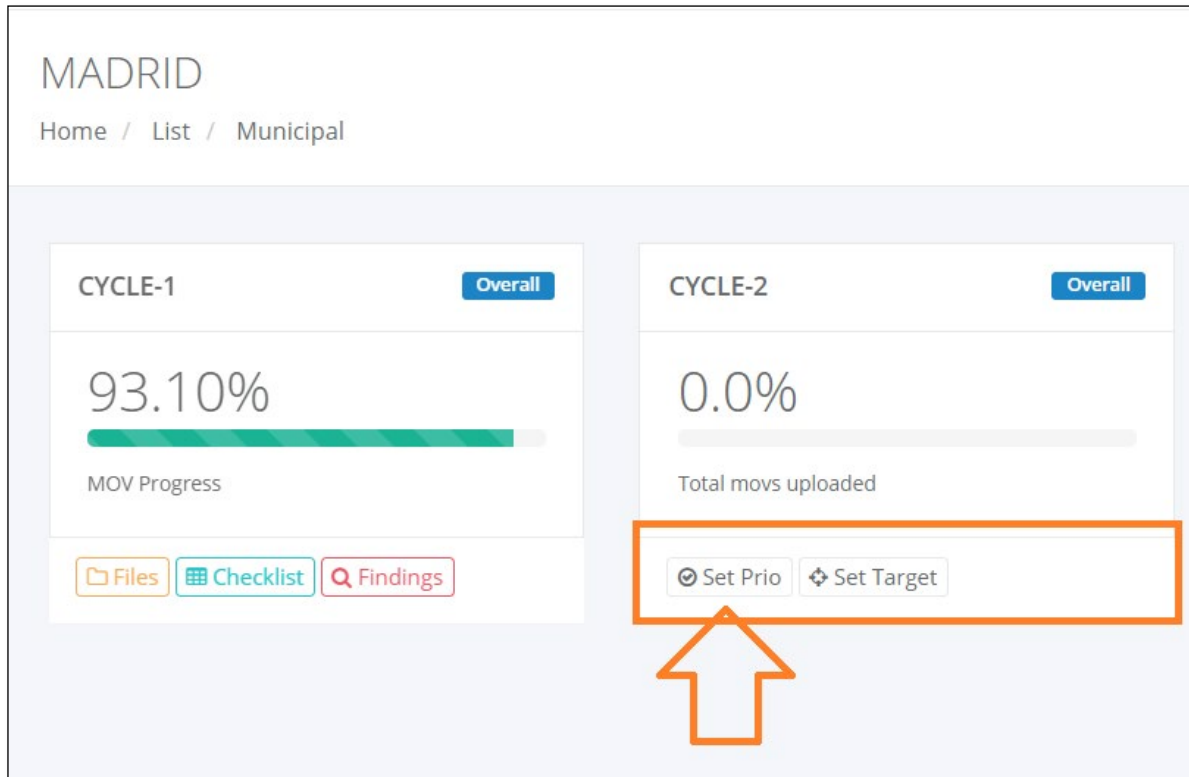


FIGURE 6. SET PRIO BARANGAY

Then select prio barangay and click submit.

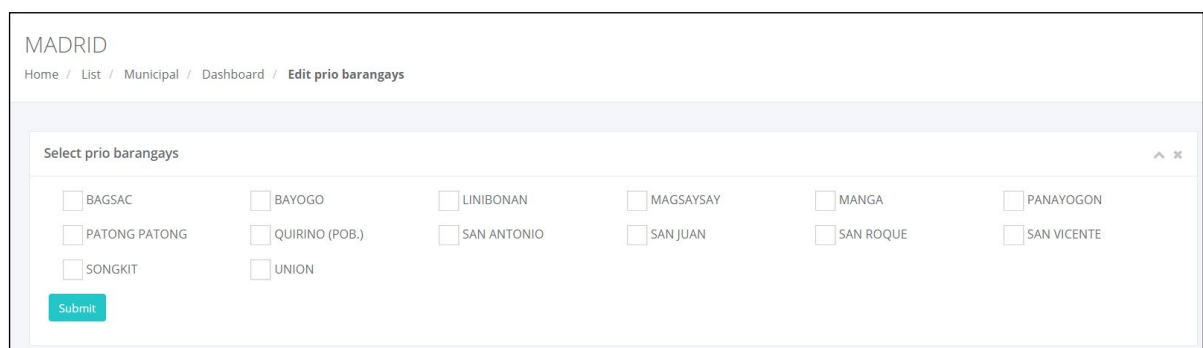


FIGURE 7. SELECTING PRIO BARANGAYS

1.2.2 Setting Targets

After setting prio barangays, Click 'Set target'

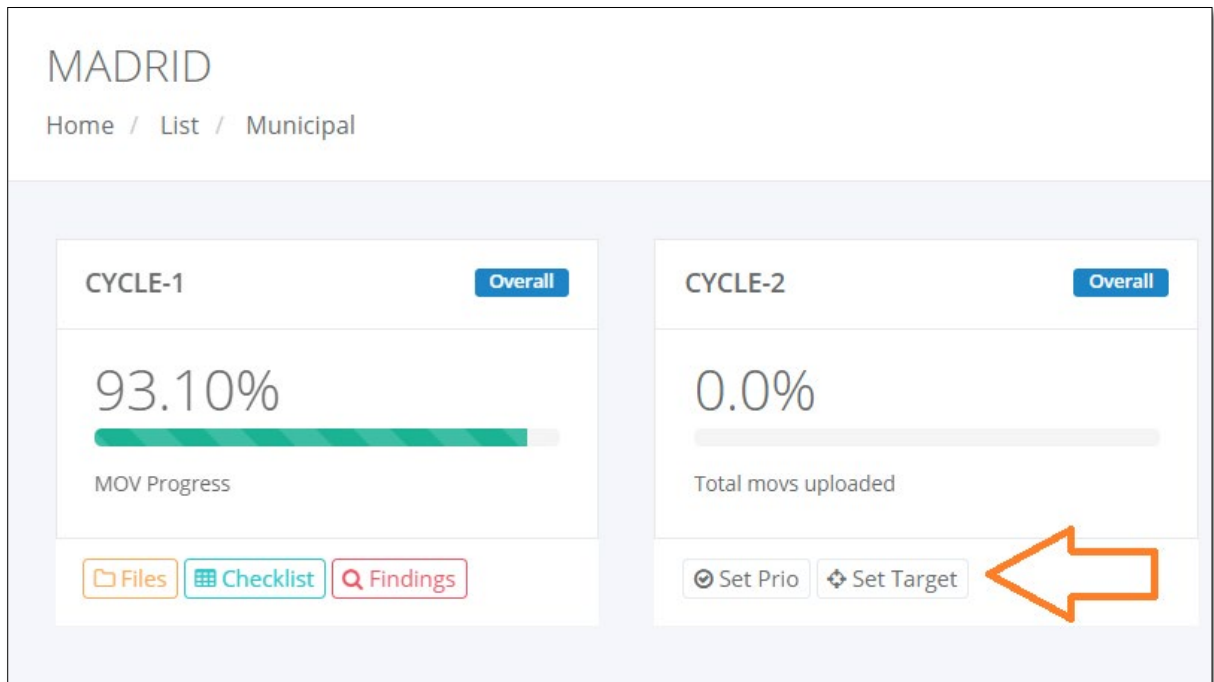


FIGURE 8. SETTING TARGETS.

Then click 'Create Target'.

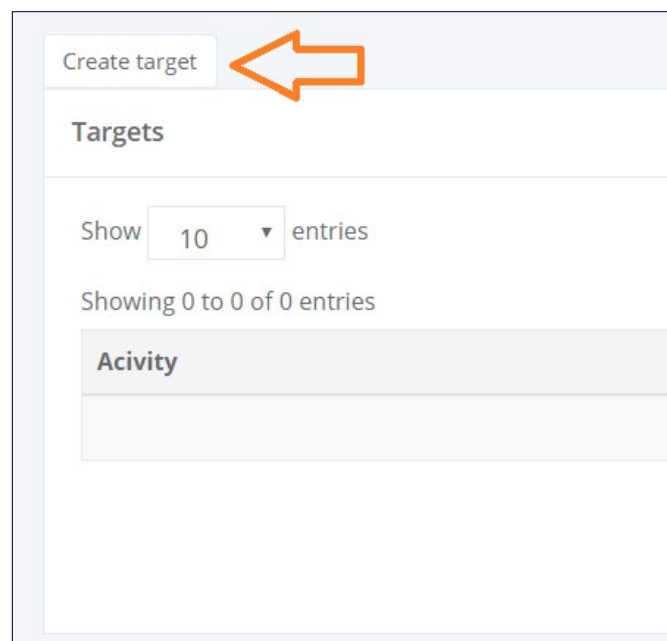


FIGURE 9. CREATING TARGETS FOR EACH ACTIVITY

It will take a few minutes to finished and after that ACT can now upload MOV's to the system.

G. Uploading MOV file to the system. (ACT Level)

1.1 Social Preparation

Note: Users who can upload are the following, ACT, AA SRMO, CEF, ENCODERS.

First login your valid credentials. Look for '**Upload**' located in the side bar. Select which module you want to upload the file. In the sub menu there are '**Social prep**' and '**SPI**' upload.

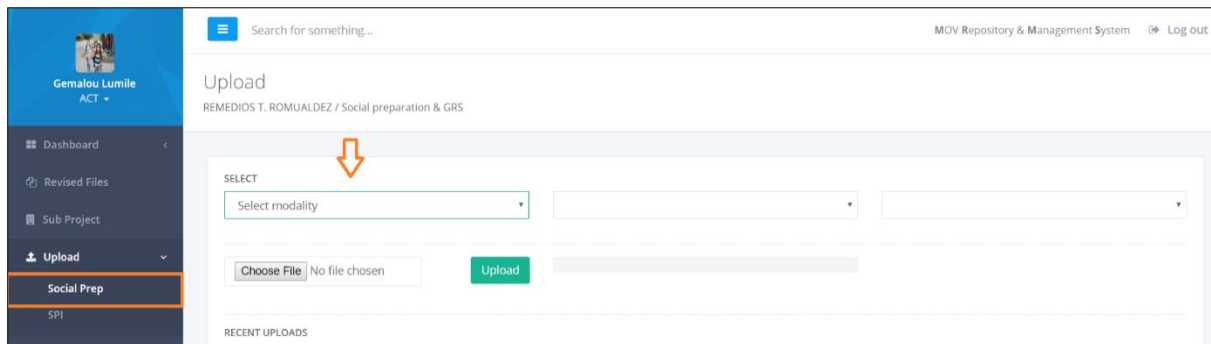


FIGURE 10. UPLOAD MOV FILE ON SOCIAL PREP MODULE

There are required fields before you can upload the file. That must be filled in. The following are:

- Select Modality
- Select Cycle
- Select Category
- Select Activity
- Select Form
- Select Barangay

FIGURE 11. UPLOADING FILES

Then upload your MOV file. Click 'Choose file' select your MOV file in PDF format. Only accepted format is PDF. Then Click the 'Upload' button to start uploading. Wait for the message 'Good Job: File uploaded' before closing the page.

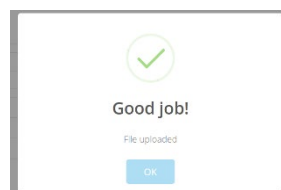


FIGURE 12. UPLOAD SUCCESS MESSAGE

1.2 Sub-Project Implementation (SPI)

Before uploading SPI MOV's, ACT must add Sub-project first. To add a sub-project, click **'Sub-project'** in the side bar. Fields are E-RFR ID (optional), Required fields: Sub-project name, Cycle and Barangay. Click **'Add'** to add the sub-project in the system.

Create

E-RFR ID:

Sub Project:

Cycle:

Barangay:

Add

Sub-Projects

Show 10 entries Search:

Showing 1 to 10 of 29 entries

Cycle	Barangay	Sub Project	
Cycle-1	POBLACION I (AGAY)	Construction Of Level II Water System Pump Driven	Edit
Cycle-1	BALANGBALANG	Construction Of Level II Water System Gravity Driven	Edit
Cycle-1	BASILISA	Construction Of 370 Ln. M. Concrete Pathway	Edit
Cycle-1	HUMILOG	Construction Of 2 Units 22.50 Ln. M. Footbridge W/ 120 Ln. M. Concrete Pathway	Edit
Cycle-1	PANAYTAYON	Construction Of 1 Unit 2 Classroom Elementary School Building	Edit
Cycle-1	SAN ANTONIO	Construction Of 90 Ln. M. Cable Foot Bridge	Edit
Cycle-1	TAGBONGABONG	Construction Of 2.0m X 2.0m Double Barrel Box Culvert W/ 655 Ln.m. Graveling	Edit
Cycle-1	PORIRACION II	Construction Of 1 Unit 2 Classroom Elementary School Building	Edit

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FIGURE 13. ADDING SUB-PROJECT

1.2.1 Edit and deleting Sub-project

To edit and delete a sub-project click the **'Edit'** button. A modal will show up, edit name and save or click delete.

325
SP Name:

Delete **Save** **Close**

Sub-Projects

REMEDIOS T. ROMUALDEZ

Create

E-RFR ID:

Sub Project:

Cycle:

Barangay:

Show 10 entries Search:

Showing 1 to 10 of 29 entries

Cycle	Barangay	Sub Project	
Cycle-1	POBLACION I (AGAY)	Construction Of Level II Water System Pump Driven	Edit
Cycle-1	BALANGBALANG	Construction Of Level II Water System Gravity Driven	Edit
Cycle-1	BASILISA	Construction Of 370 Ln. M. Concrete Pathway	Edit

FIGURE 14. DELETING, EDITING A SUB-PROJECT

H. Viewing and Deleting uploaded files

1.1 ACT Level

To view uploaded files, Click **Dashboard** in sidebar and click '**Your dashboard**'. Select which Cycle you want to view and Click the '**Files**' button.

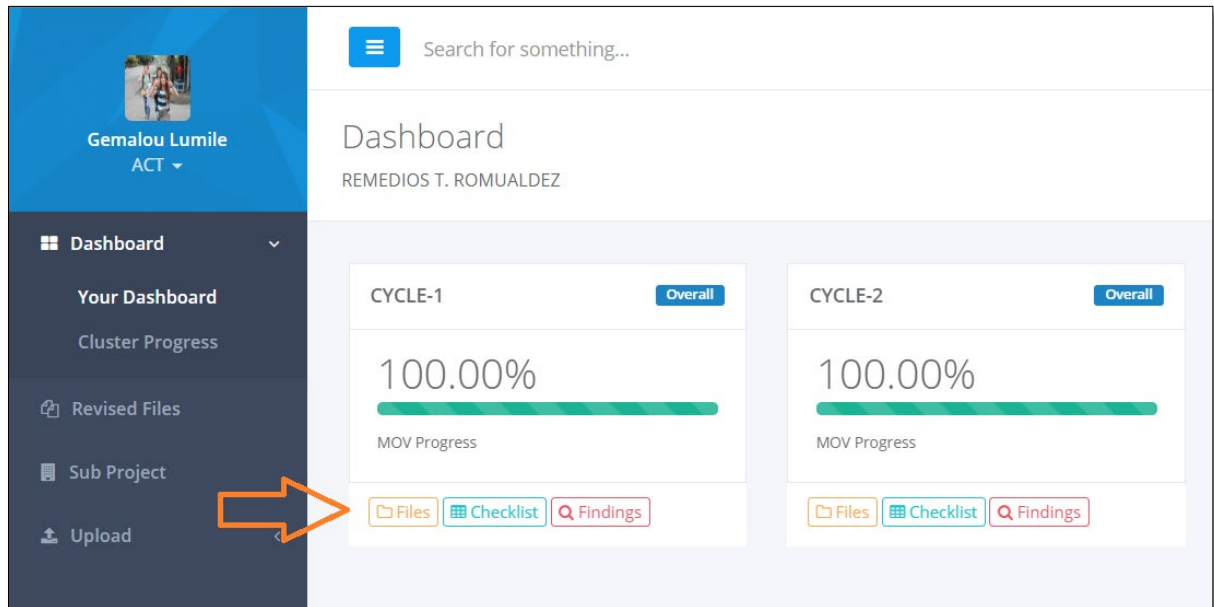


FIGURE 15. VIEWING UPLOADED FILES

In the navigation bar you can select, Social Preparation, Sub-project Implementation, GRS and DQA. In the sub-menu you can see the activities/forms where each mov are uploaded.

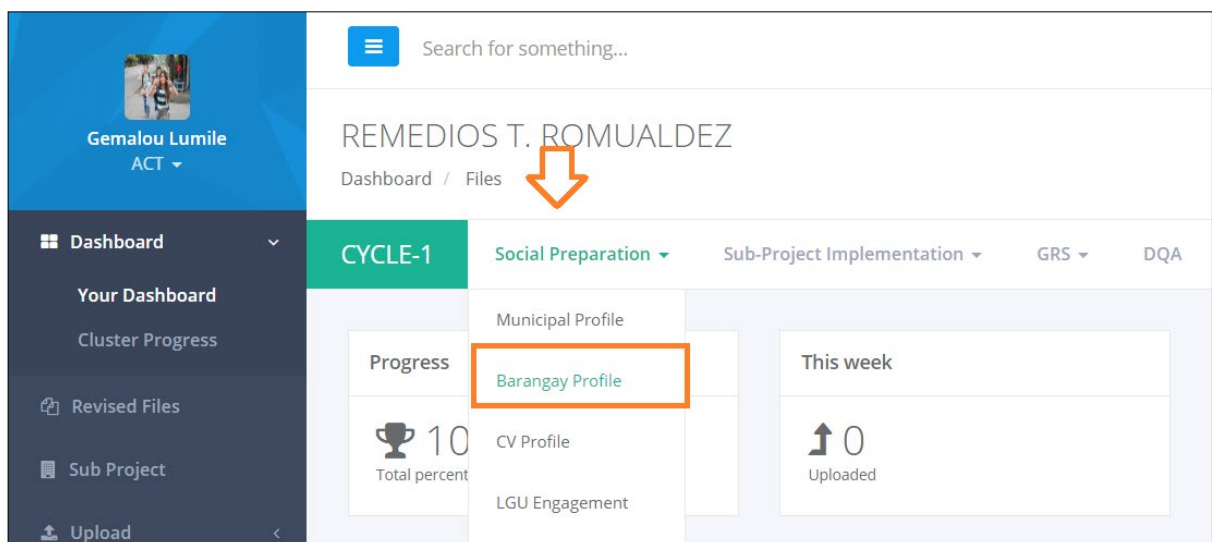
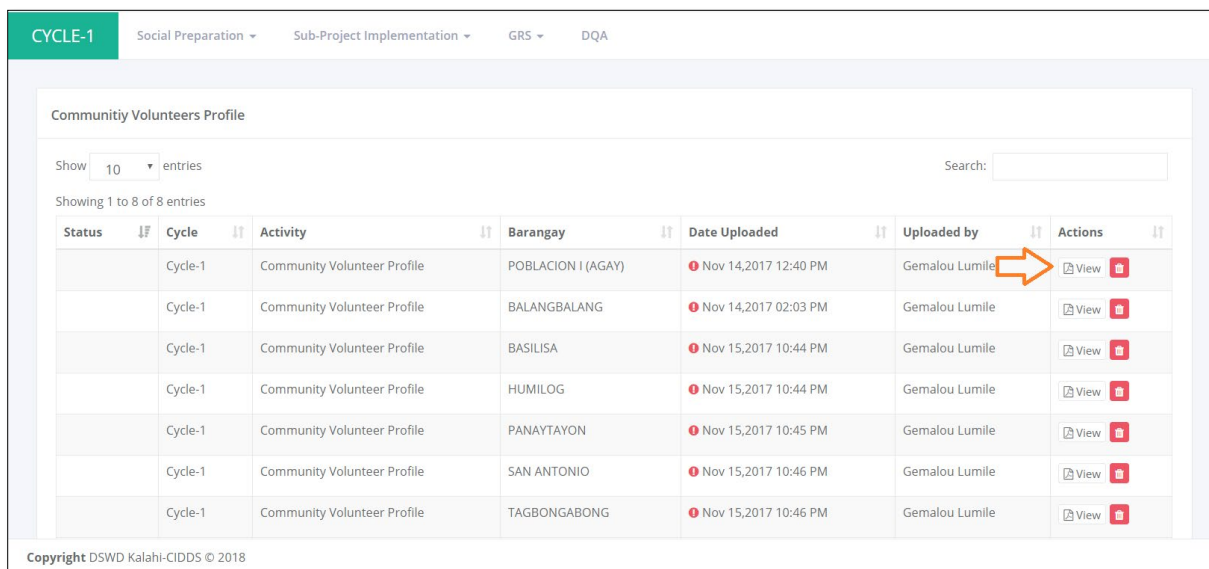


FIGURE 16. NAVIGATION BAR

Then click the 'View' button in the under the 'Action' column. To **Delete** file, click the red trash icon.

Note: The file with the icon red means the file is missing.



Community Volunteers Profile

Show 10 entries

Showing 1 to 8 of 8 entries

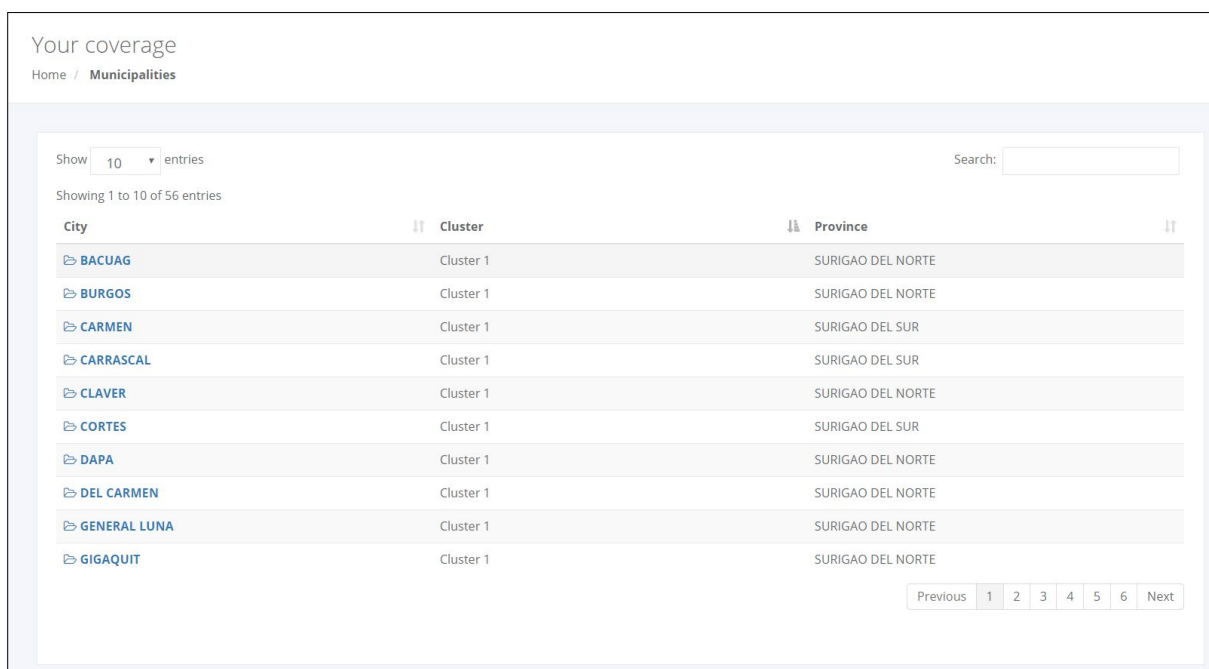
Status	Cycle	Activity	Barangay	Date Uploaded	Uploaded by	Actions
	Cycle-1	Community Volunteer Profile	POBLACION I (AGAY)	Nov 14, 2017 12:40 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	BALANGBALANG	Nov 14, 2017 02:03 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	BASILISA	Nov 15, 2017 10:44 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	HUMILOG	Nov 15, 2017 10:44 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	PANAYTAYON	Nov 15, 2017 10:45 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	SAN ANTONIO	Nov 15, 2017 10:46 PM	Gemalou Lumile	View
	Cycle-1	Community Volunteer Profile	TAGBONGABONG	Nov 15, 2017 10:46 PM	Gemalou Lumile	View

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FIGURE17. VIEW FILES IN CV PROFILE PAGE

I. List of municipalities

To see the list of municipalities, click the, 'Municipality' in the side bar. Search bar in the top right corner will help you find what you need.



Your coverage

Home / Municipalities

Show 10 entries

Showing 1 to 10 of 56 entries

City	Cluster	Province
BACUAG	Cluster 1	SURIGAO DEL NORTE
BURGOS	Cluster 1	SURIGAO DEL NORTE
CARMEN	Cluster 1	SURIGAO DEL SUR
CARRASCAL	Cluster 1	SURIGAO DEL SUR
CLAVER	Cluster 1	SURIGAO DEL NORTE
CORTES	Cluster 1	SURIGAO DEL SUR
DAPA	Cluster 1	SURIGAO DEL NORTE
DEL CARMEN	Cluster 1	SURIGAO DEL NORTE
GENERAL LUNA	Cluster 1	SURIGAO DEL NORTE
GIGAQUIT	Cluster 1	SURIGAO DEL NORTE

Previous 1 2 3 4 5 6 Next

FIGURE 18. LIST OF MUNICIPALITIES

J. Data Quality Assessment (DQA)

1.1 How to create a DQA Findings

To create a finding, click **'Municipality'** located in the side bar, choose a city and cycle then click **'Files'**.

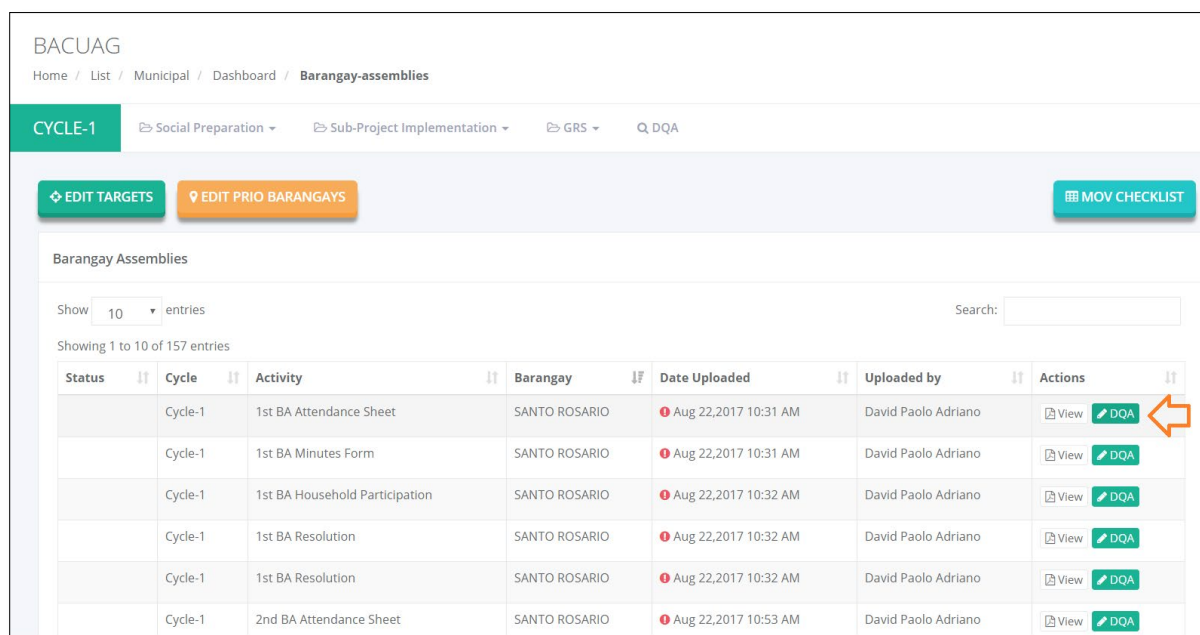


FIGURE 19. HOW TO CREATE A DQA FINDING

In the DQA page you can see the File Information and the DQA tools. Fields are: **Data Requirement, Findings, Page #, Specifics**. To add more findings, click the **'Add'** button. Then click save to submit the findings.

Q Create Findings

FILE INFORMATION

CYCLE: CYCLE-1	REGION: REGION XIII [CARAGA]	MUNICIPALITY: BACUAG	BARANGAY: SANTO ROSARIO
FILE-NAME: BRGY. SANTO ROSARIO 1ST BARANGAY ASSEMBLY ATTN SHEET.PDF			
FORM: 1ST BARANGAY ASSEMBLY ATTN SHEET	UPLOADED: 2017-08-22 10:31:03	UPLOADED BY: DAVID PAOLO ADRIANO	

DATA REQUIREMENT: FINDINGS: PAGE#: SPECIFICS:

+ Add - Remove

REMARKS:

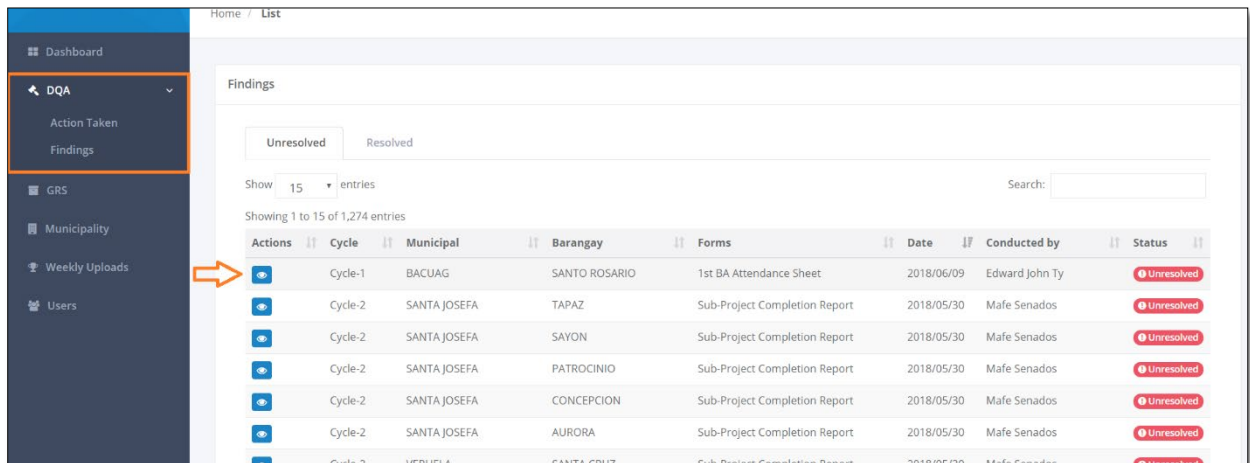
RECOMMENDATION:

Save

FIGURE 20. HOW TO CREATE A DQA FINDING

1.2 Viewing a finding

To view the findings, click 'DQA' in the side bar under the 'DQA' click 'Findings'. In the 'Findings' page there are two separated tabs 'Unresolved' and 'Resolved' findings. Click the 'eye' icon in the actions column.

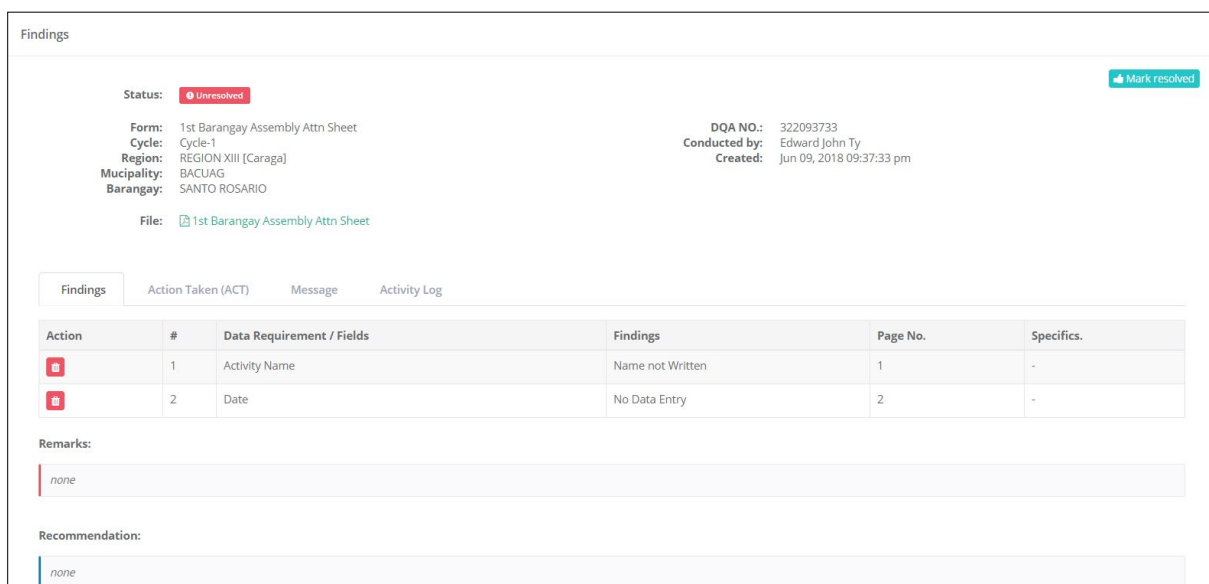


Actions	Cycle	Municipal	Barangay	Forms	Date	Conducted by	Status
	Cycle-1	BACUAG	SANTO ROSARIO	1st BA Attendance Sheet	2018/06/09	Edward John Ty	Unresolved
	Cycle-2	SANTA JOSEFA	TAPAZ	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	SAYON	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	PATROCINIO	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	CONCEPCION	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	AURORA	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	VERUELA	SANTA CRUZ	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved

FIGURE 21. LIST OF DQA FINDINGS

In 'View findings' page consist of File Information and four separated tabs. The following are:

- **Findings:** Where the findings are listed
- **Action Taken:** Where the ACT uploaded the revised document.
- **Messages:** Where user can send a message about the findings
- **Activity log:** Activity logs of the findings are listed on this tab.



Findings

Status: Unresolved Mark resolved

Form: 1st Barangay Assembly Attn Sheet
Cycle: Cycle-1
Region: REGION XIII (Caraga)
Municipality: BACUAG
Barangay: SANTO ROSARIO

DQA NO.: 322093733
Conducted by: Edward John Ty
Created: Jun 09, 2018 09:37:33 pm

File: [1st Barangay Assembly Attn Sheet](#)

Findings | Action Taken (ACT) | Message | Activity Log

Action	#	Data Requirement / Fields	Findings	Page No.	Specifics.
	1	Activity Name	Name not Written	1	-
	2	Date	No Data Entry	2	-

Remarks:

Recommendation:

FIGURE 22. VIEW FINDINGS PAGE

1.2.1 Deleting a finding

To remove a finding click the **'Trash'** icon in the action column. To delete the finding click the **'Delete'** button.

Findings

Status: Unresolved

Form: 1st Barangay Assembly Attn Sheet

Conducted by: Edward John Ty

Created: Jun 09, 2018 09:37:33 pm

DQA NO.: 322093733

Conducted by: Edward John Ty

Created: Jun 09, 2018 09:37:33 pm

File: [1st Barangay Assembly Attn Sheet](#)



Mark resolved

Findings

Action Taken (ACT)

Message

Activity Log

Action	#	Data Requirement / Fields	Findings	Page No.	Specifics.
	1	Activity Name	Name not Written	1	-
	2	Date	No Data Entry	2	-

Remarks:

none

Recommendation:

none

Delete

FIGURE 23. DELETING A FINDING

1.3 List of DQA Findings

DQA has subcategory, **Action taken** and **Findings**

1.3.1 Action Taken

On this page are the lists of revised documents (MOV) complied by the user (ACT). Upon submitting this document is tagged as **'For review'** means that this document should reviewed by the M&E. To open the revised document, click the ID number.

MOV Repository & Management System Log out

Edward John Ty RMES

Search for something...

Data Quality Assessment

Home / List

Action Taken

For Review Verified

Show 10 entries Search:

Showing 1 to 10 of 839 entries

ID	Cycle	Municipal	Barangay	Activity	Date Complied	Complied By	Status
1458	Cycle-3	BASILISA (RIZAL)	MONTAG	Community Volunteer Profile	2018/06/06	Miles Villarin	For Review
1457	Cycle-3	BASILISA (RIZAL)	EDERA	Community Volunteer Profile	2018/06/06	Miles Villarin	For Review
1456	Cycle-3	PLACER	PANHUTONGAN	Community Volunteer Profile	2018/06/06	Dswd Placer	For Review
1455	Cycle-3	PLACER	MACALAYA	Community Volunteer Profile	2018/06/06	Dswd Placer	For Review
1454	Cycle-3	PLACER	LAKANDULA	Community Volunteer Profile	2018/06/06	Dswd Placer	For Review
1453	Cycle-3	PLACER	BAD-AS	Community Volunteer Profile	2018/06/06	Dswd Placer	For Review
1452	Cycle-2	PLACER	SAN ISIDRO	1st Barangay Assembly Hh Participation	2018/06/06	Dswd Placer	For Review

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FIGURE 24. LIST OF ACTION TAKEN

1.3.2 Findings

On this page are the lists of findings made by M&E's. Separated in tabs, **'Unresolved'** and **'Resolved'** findings.

Findings

Unresolved Resolved

Show 15 entries Search:

Showing 1 to 15 of 1,274 entries

Actions	Cycle	Municipal	Barangay	Forms	Date	Conducted by	Status
	Cycle-1	BACUAG	SANTO ROSARIO	1st BA Attendance Sheet	2018/06/09	Edward John Ty	Unresolved
	Cycle-2	SANTA JOSEFA	TAPAZ	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	SAYON	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	PATROCINIO	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	CONCEPCION	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	SANTA JOSEFA	AURORA	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	VERUELA	SANTA CRUZ	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	VERUELA	KATIPUNAN	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-2	VERUELA	CANDIIS	Sub-Project Completion Report	2018/05/30	Mafe Senados	Unresolved
	Cycle-3	LAS NIEVES	KATIPUNAN	Sub-Project Completion Report	2018/05/29	Renamie Bulasa	Unresolved

FIGURE 25. LIST OF FINDINGS

1.4 Mark resolved and verifying a revised document

1.4.1 How to 'Mark resolved' a finding.

Go to DQA-> Findings -> Select findings you want to resolve. Click the '**Mark resolved**'. Then click 'Yes' to confirm

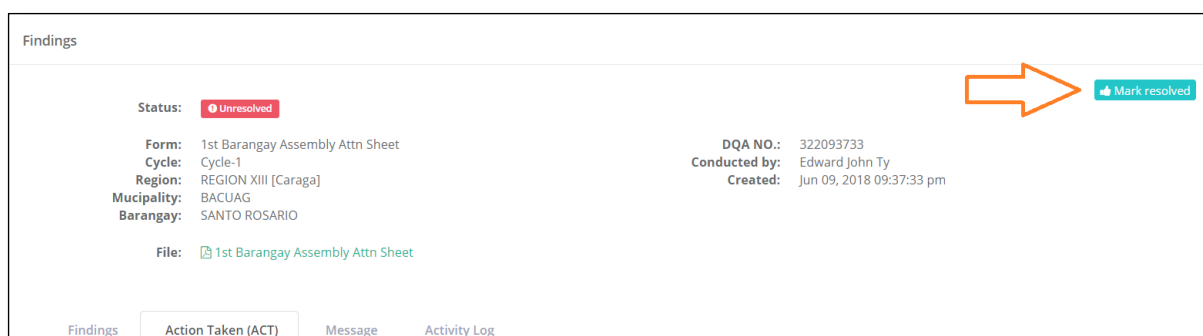


FIGURE 26. MARK AS RESOLVED

1.4.2 How to Verify a revised document

Go to DQA->Action taken->Select a revised document. Click the '**Verify**'. Then click 'Yes' to confirm.

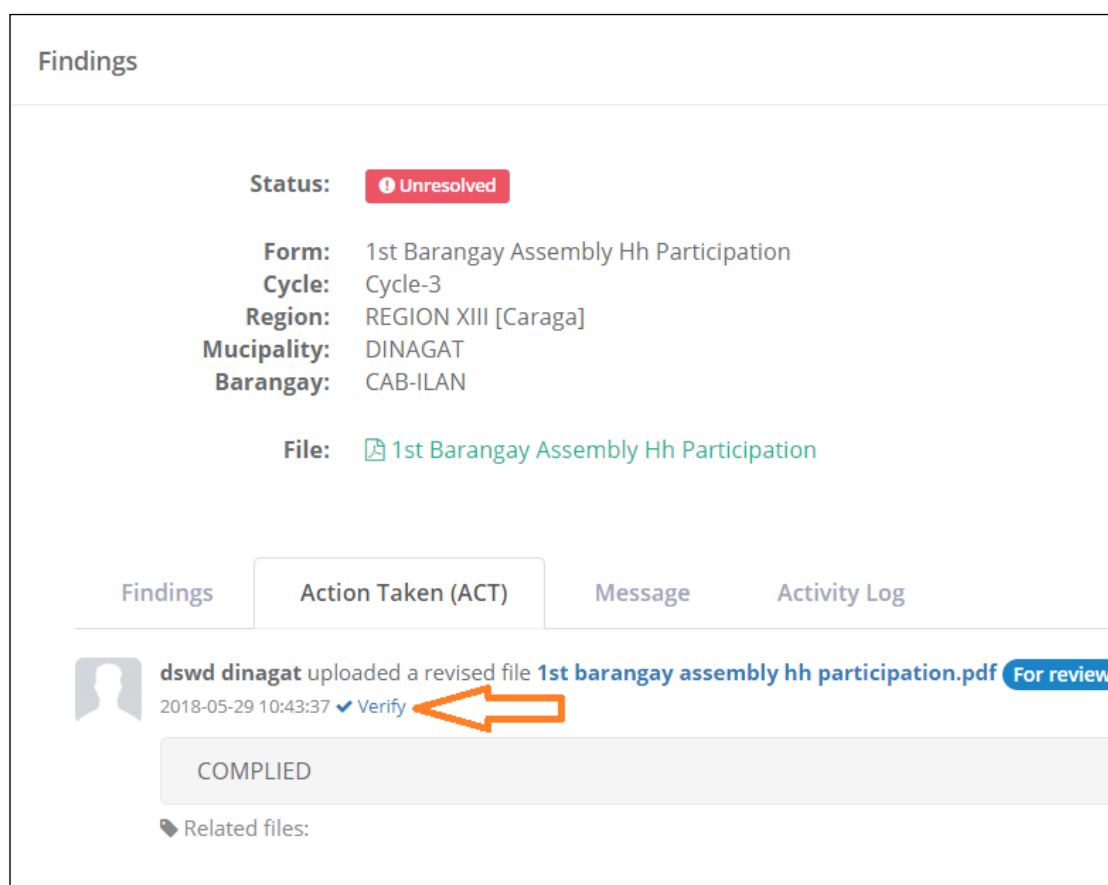


FIGURE 27. VERIFYING A REVISED DOCUMENT

K. Dashboard and Reports

1.1 Admin Dashboard

The admin page is more on users tracking and their progress. Users are RMES, M&E and ITO's. Main page consists of Dashboard, DQA, GRS, Municipality, Weekly Uploads and Users tabs located in the side bar. **Admin dashboard** – where admin can see the status of each team, weekly uploading and the overall progress.

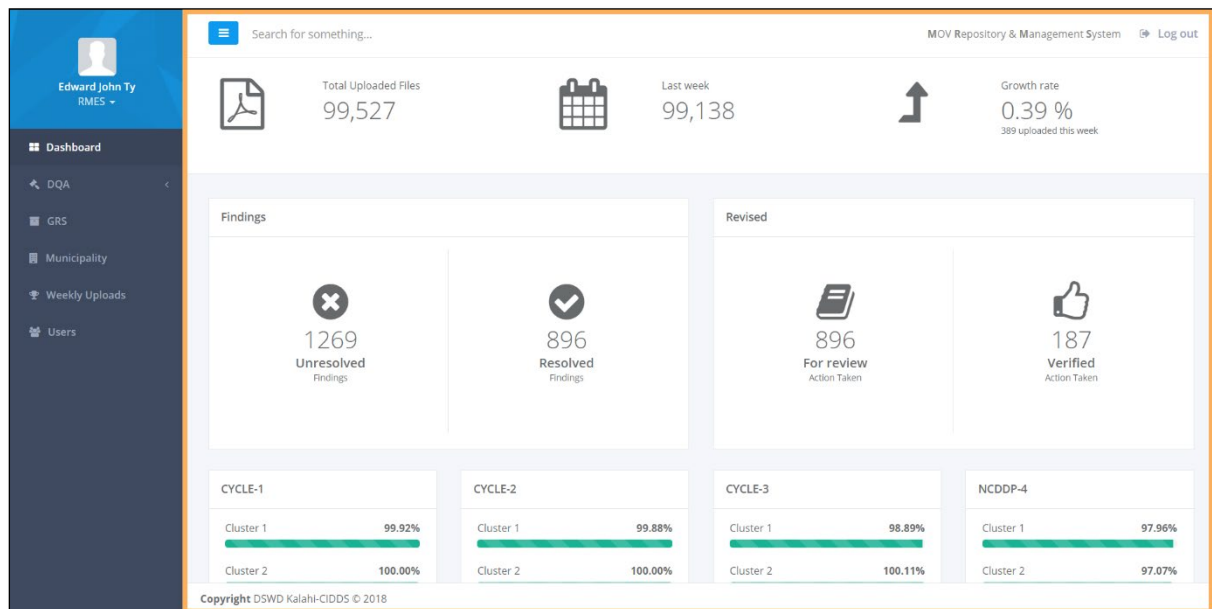


FIGURE 28. ADMIN DASHBOARD

1.2 Grievance Redress System (GRS)

GRS module generates the count of target and actual of GRS activities or mov's. To generate results, Select Cycle and Cluster.

CYCLE-1 Cluster 1 Search:

GRS - Forms	BACUAG		BURGOS		CARMEN		CARRASCAL		CLAVER		CORTES	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
GRS -Activity Minutes Form	-	-	-	-	-	-	-	-	-	-	-	-
GRS -Box And Materials	-	-	6	6	8	8	14	14	-	-	-	-
GRS -Harmon. With Brgy Based Inst.	-	-	6	6	-	-	-	-	-	-	-	-
GRS -Installation Checklist	9	9	6	6	8	8	14	14	14	14	12	12
GRS -Intake	10	10	6	6	4	4	14	14	14	14	4	4
GRS -Training Attendance Sheet	-	-	-	-	-	-	-	-	-	-	-	-

Showing 1 to 6 of 6 entries

FIGURE 29. GRS CHECKLIST

1.3 Weekly Uploads & Top uploaders

1.3.1 This week

Weekly upload tracks the number uploading activity of the city. You can select by cycle and per cluster.

This week		
CYCLE-2		
All	Cluster 1	Cluster 2
	Cluster 3	Cluster 4
Rank	Municipality	Uploads
1	MADRID	72
2	HINATUAN	47
3	BAROBO	13
4	PROSPERIDAD (Capital)	11
5	LINGIG	7

FIGURE 30. THIS WEEK TRACKER.

1.3.2 Top uploaders

Tracks the users number of uploading every week.


Top uploaders			
	ANNA THERESA ALMEDA	ACT	77
	BAROBO SURIGAO	ACT	69
	PETERNIL TANGINAN	ENCODER	58
	ROSARIO AGUSAN	ACT	50
	HINATUAN SURIGAO	ACT	48
	LINGIG SURIGAO	ACT	47

FIGURE 31. THIS WEEK TOP UPLOADERS

1.4 Generate MOV Checklist

To view MOV checklist. Go to Municipality -> Select a Municipal->Choose Cycle-> Then click 'Checklist'. To download an Excel version, click the '**Download MOV Checklist**' button.

BACUAG

Home / List / Municipal / Dashboard / MOV Checklist

CYCLE-1

Social Preparation ▾

Sub-Project Implementation ▾

GRS ▾

DQA

Download

DOWNLOAD MOV CHECKLIST

MOV Checklist

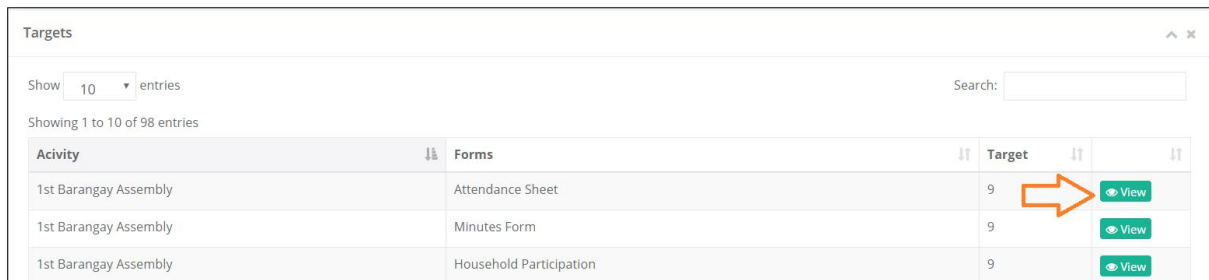
Activity	Forms	%	Target	Actual	CABUGAO	CAMBUAYON	CAMPO	DUGSANGON	PAUTAO	PAYAPAG	POBLACION	PUNGTO	SANTO ROSARIO
Municipal Profile	Municipal Profile	100.00%	1	1									
Barangay Profile	Barangay Profile	100.00%	9	9	1	1	1	1	1	1	1	1	1
Mlgu Technical Assistance Checklist	Mlgu Technical Assistance Checklist	100.00%	1	1									
Mdc Expansion Checklist	Mdc Expansion Checklist	100.00%	2	2									
Pta Integration Plans Checklist	Pta Integration Plans Checklist	100.00%	1	1									
Oversight And Coordinating	Oversight And Coordinating	0%	0	0									

FIGURE 32. DOWNLOAD MOV CHECKLIST

L. Edit Target and Prio Barangays

1.1 How to change targets.

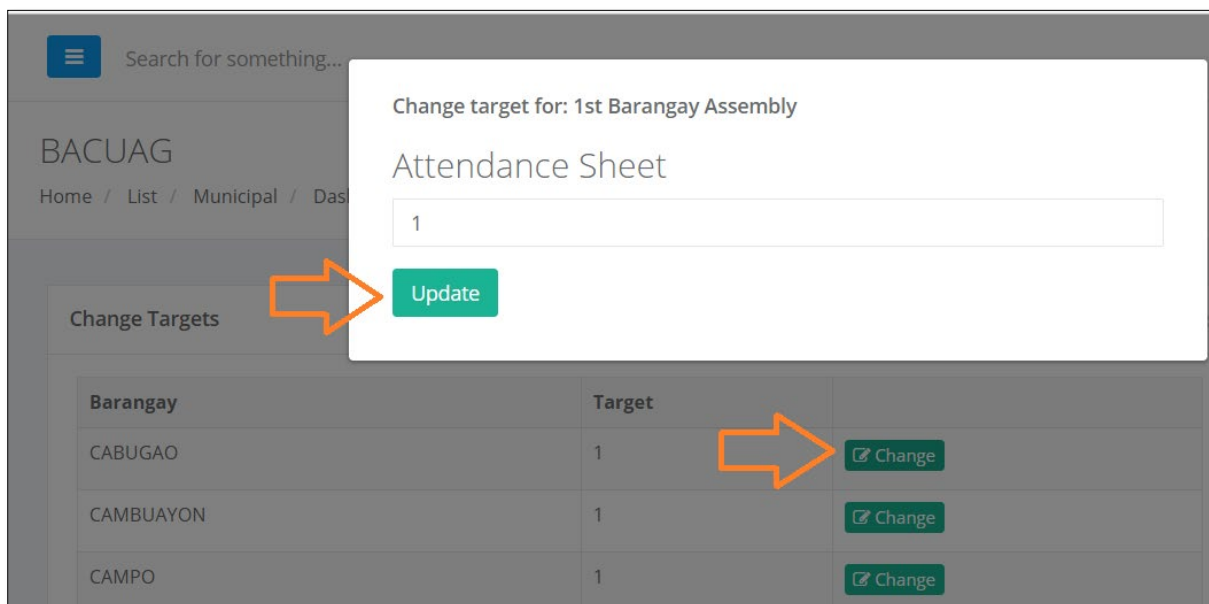
Go to, Municipality->Choose a municipal->Choose cycle->Click Files->Click Edit targets-> and choose what activity you want to edit. Click 'View' button.



Activity	Forms	Target	
1st Barangay Assembly	Attendance Sheet	9	View
1st Barangay Assembly	Minutes Form	9	View
1st Barangay Assembly	Household Participation	9	View

FIGURE 33. VIEWING TARGETS OF THE ACTIVITIES

Click 'Change' button, then enter your desired value and click update.



Change target for: 1st Barangay Assembly

Attendance Sheet

[Update](#)

Barangay	Target	
CABUGAO	1	Change
CAMBUAYON	1	Change
CAMPO	1	Change

FIGURE 34. UPDATING THE TARGET OF ACTIVITIES

M. Accounts

To view account details. Click your name in the upper left corner and click 'Account'.

1.1 Change password

Go to account and click 'change password'. Type your old password and enter your new password and click submit.

1.2 Add Profile picture.

Click 'Choose file' and select your favorite picture and click upload.

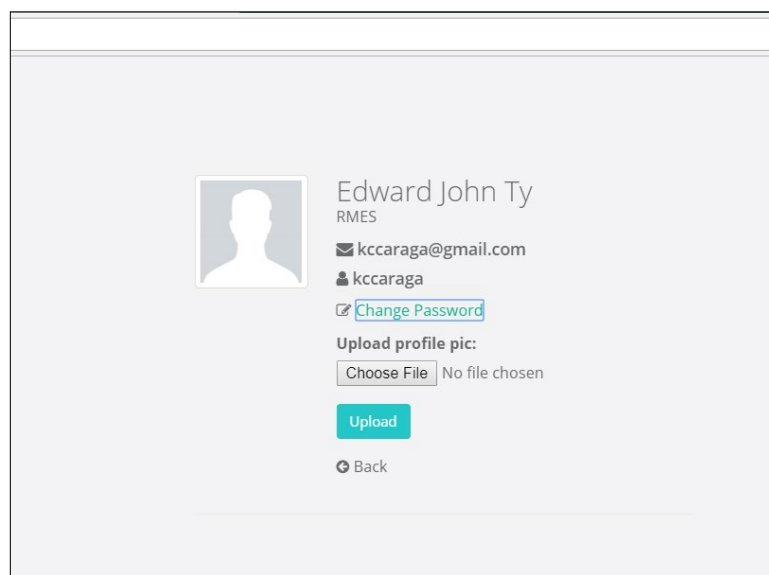
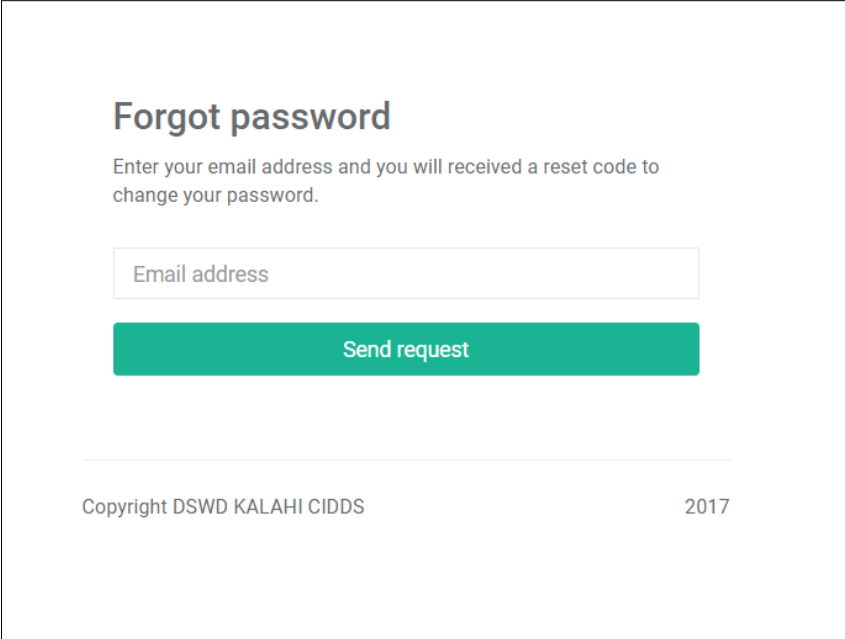


FIGURE 35. VIEW ACCOUNT

1.3 Forgot password.

Go to login page, click 'Forgot password'. Enter your registered email address. A reset code will be sent your email.

A screenshot of a web form titled "Forgot password". Below the title is a subtitle: "Enter your email address and you will received a reset code to change your password." There is a text input field labeled "Email address". Below the input field is a green button labeled "Send request". At the bottom of the form, there is a horizontal line separating the footer from the rest of the page. The footer contains the text "Copyright DSWD KALAHI CIDDS" on the left and "2017" on the right.

Forgot password

Enter your email address and you will received a reset code to change your password.

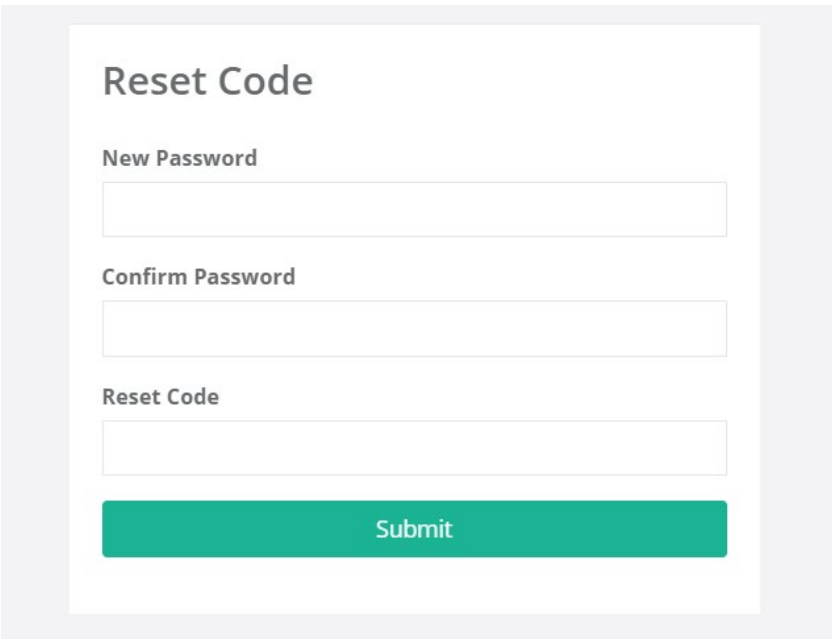
Email address

Send request

Copyright DSWD KALAHI CIDDS 2017

FIGURE 36. SENDING RESET PASSWORD THROUGH EMAIL

Enter your new password and reset code and click submit.

A screenshot of a web form titled "Reset Code". It contains three text input fields: "New Password", "Confirm Password", and "Reset Code". Below the input fields is a green button labeled "Submit".

Reset Code

New Password

Confirm Password

Reset Code

Submit

FIGURE 37. RESETTING PASSWORD

N. Acronyms and Abbreviations

RMES	- Regional Monitoring and Evaluation Specialist
M&E	- Monitoring & Evaluation Officer
ITO	- Information Technology Officer
AA SRPMO	- Admin Assistant Sub Regional Project Monitoring Office
AA RPMO	- Admin Assistant Regional Project Monitoring Office
DQA	- Data Quality Assessment
MRMS	- Mov Repository Management System
GRS	- Grievance Redress System