

3W Performance Monitoring (3W PM)

User Guide

3W PERFORMANCE MONITORING

ReportContact Us

Emergency:Select EmergencyCluster:Select ClustersLocation:Select LocationYear:Select YearMonth:Select MonthUser:Select UserOrganization Type:Select Org TypeOrganization:Select OrganizationOffice:Select Office

Export To Excel

| DataId | Emergen | Organiza | Organiza | Office | Year | Month | Cluster | Objectiv | Indicato | Activity | Activity1 | Data | (AD1)Lo | (AD1)PC | (Ad2)Lo | (Ad2)PC | Target | Achieves | User/lan | Email | ReportD | Unit |
|--------|---------------|--------------|----------|-----------|------|-------|-----------|----------------|-------------|--------------|-----------|------------|-----------|---------|-----------|-----------|--------|----------|----------|-----------|------------|--------------|
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Koulikoro | ML1005 | Banamba | ML1005001 | 752 | 752 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Segou | ML1007 | Bla | ML1007002 | 1718 | 1718 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Bamako | ML1001 | Commune 1 | ML1001001 | 2196 | 1994 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Bamako | ML1001 | Commune 2 | ML1001002 | 2207 | 1506 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Bamako | ML1001 | Commune 6 | ML1001006 | 2497 | 344 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Mopti | ML1006 | Djenne | ML1006003 | 274 | 274 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Gao | ML1002 | Gao | ML1002003 | 1839 | 861 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Sikasso | ML1008 | Kadiolo | ML1008002 | 2302 | 707 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Kayes | ML1003 | Kayes | ML1003003 | 798 | 798 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |
| 1037 | Mali Conflict | United Natio | UNOCHA | UNOCHA Ba | 2013 | Jan | Education | Faciliter l'ac | % d' écoles | Distribution | Recurrent | Nombre d'é | Koulikoro | ML1005 | Kolokani | ML1005005 | 124 | 124 | kashif | knadeem@k | 31/01/2013 | Unit To Be C |

12345678910...>>

3W Performance Monitoring (3WPM) is a web based tool. It has been developed as a reporting tool for all the stakeholders to report their activities and share inter organization and intra organization information. There is also an Excel dashboard which can be used to extract information from the data entered in this tool. Excel dashboard has charts, maps and summary information on the basis of data entered in 3WPM.

This tool is very simple and only has three pages, after registration, to view and enter data. The simple design of this tool makes is easy for any user who has a little knowledge of computer to enter data into 3WPM.

To View data user don't have to login and the home page will show all the data in this online database. User can use different criteria to filter data. The data on the page can be export to Excel and there is also a link to fetch all data as an XML feed.

The user wants to report using this tool has to register first. After successfully login user will see two pages, 'My Activities' and 'Data Entry' using these two pages user can enter her/his 3W information into 3WPM.

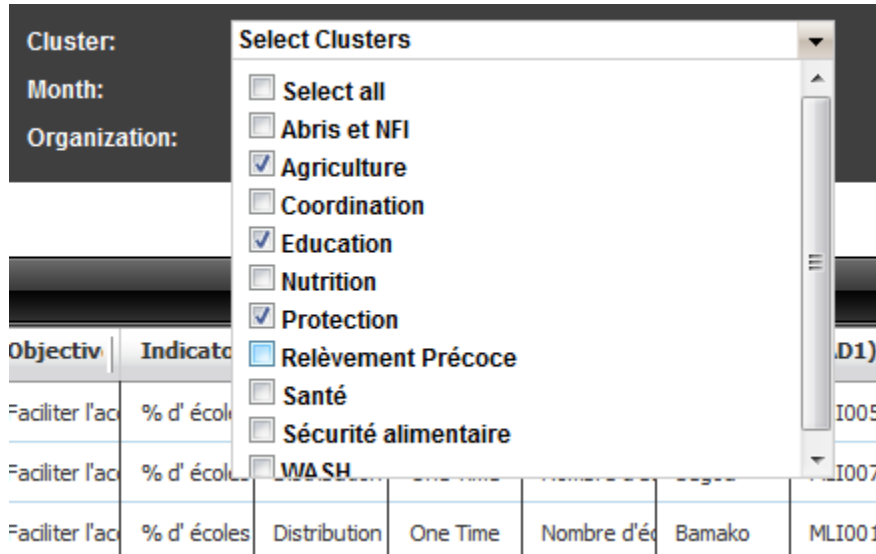
Details of home page: The detail of each tag in image is given below

The screenshot shows the '3W PERFORMANCE MONITORING' home page. At the top right, there is a 'Log In' button and a 'Register' link. A red box labeled '1- Register' points to the 'Register' link. Below the header, there are several dropdown menus for filtering data: 'Emergency', 'Year', 'Organization Type', 'Cluster', 'Month', 'Organization', 'Location', 'User', and 'Office'. A red box labeled '3- Home Page: Use these drop downs to filter your data.' points to these filters. Below the filters is a table with columns: DataId, Emerger, Organa, Organiza, Office, Year, Month, Cluster, Objectiv, Indicato, Activity, Activit, Data, (AD1)Lo, (AD1)PG, (Ad2)Lo, (Ad2)PG, Target, Achieve, Userlan, Email, ReportD, and Unit. A red box labeled '4- XML Feed of data. Right click on this, copy link and use this feed to import data in Excel.' points to an 'Export To Excel' button. Another red box labeled '5- Use page number to view data.' points to a pagination bar at the bottom of the table. A red box labeled '2- Login using your user name and password' points to the 'Log In' button.

1. **Register:** Click on Register link to register yourself. You will see a very straight forward page. Fields on this page are :
 - a. User Name: Enter your user name. If someone already has that username then you will see a message.
 - b. Password: Password should be at least 3 characters.
 - c. Confirm Password: Repeat your password again to confirm.
 - d. Email: Enter your valid email address. This address will be used for correspondence.
 - e. Phone: Enter your phone/cell number.
 - f. Organization: Select your organization from the list. If you organization is not in the list please contact us by using 'Contact Us' page, email and/or phone to add your organization.
 - g. Office Country: Select your office country from locations list. If country in which your office resides does not exist in list please contact us.

The screenshot shows the 'Create An Account!' registration page. It has a header with 'Report' and 'Contact Us' buttons. A red arrow points from the 'Contact Us' button to a red box containing the text: 'Registration page: If you have any query, question, request contact us using 'Contact Us' menu or the link at the bottom.' Below the header, there are input fields for 'User Name', 'Password', 'Confirm Password', 'Email', and 'Phone'. There are also dropdown menus for 'Organization' (labeled 'Select Your Organization') and 'Country' (labeled 'Select Your Country'). At the bottom, there is a 'Register' button and a link that says 'Request Missing Organization Or Location'.

2. **Login:** Use user-name and password to login. If you don't have account please click on 'Register' link to register yourself.
3. **Filter Data:** User can filter data using drop down on top of the page. In most of the drop downs user can select multiple values like in the following image. In following image use selected three clusters to filter there data.



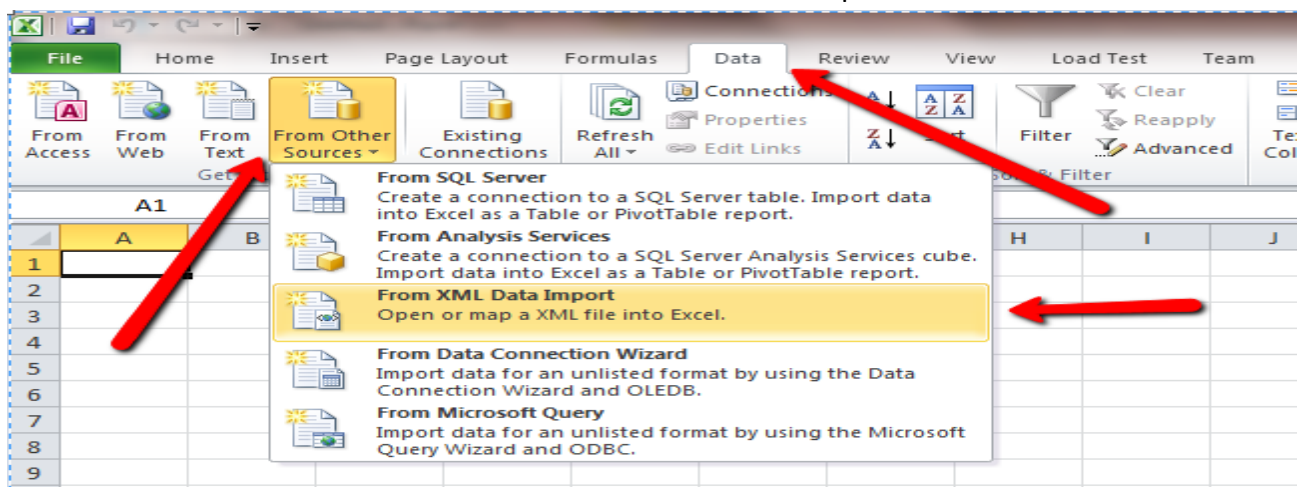
User can filter data on Emergency, Cluster, Location, Year, Month, User, Organization Type, Organization and Office. User can filter data on multiple criteria like Cluster and Location etc.

4. **XML Feed Link:** This is very important feature of this tool. This link is to fetch all the data, after filter criteria applied, will be fetched as an XML feed. You can use this xml feed where ever you want but in this tool this feed is especially being generated for the data feed of Excel Dashboard.

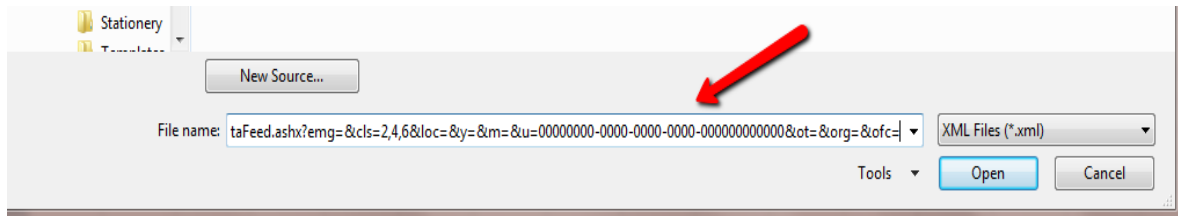
User can get the URL of this feed two ways 1) click on this button and it will open a new page, copy URL from browsers address bar. 2) Right click on this button and copy link location. After getting this URL user can use this URL anywhere s/he wants to.

To use this in Excel as data feed, please follow these steps.

- a. Get URL of the feed: We have described above two ways to get URL of this feed.
- b. Open Excel.
- c. Click on menu Data -> From Other Sources -> From XML Data Import



d. Paste copied URL in 'File Name' box and click Open, see following image.



e. You might see few message but just click 'Yes' Or 'OK'.

f. You can get latest data just by clicking on 'Refresh' button in Excel without going back to 3WPM tool and doing the same exercise again.

5. **Export To Excel:** You can export this data to excel by clicking on 'Export To Excel' button. All your filtered data will be exported to an Excel Sheet.

Contact US: Use contact us page to send your feedback, questions, requests and queries.

[Report](#) [Contact Us](#)

Please use following fields to send us your query, request, comments etc.

Name:

Email:

Subject:

Message (300 chars max):

Use this page to contact us for questions, queries, requests etc.

[Send Message](#)

After login user will see two new pages. These two pages are interrelated. User has to use both these to report his/her 3W activities.

My Activities Page: This is the page from where user will select his/her activities on which s/he wants to report. This is very simple page. Following is the image and explanation of each item on the page.

The screenshot shows the '3W PERFORMANCE MONITORING' interface. At the top, there's a navigation bar with 'Report', 'Data Entry', 'My Activities' (highlighted), and 'Contact Us'. A 'Welcome usertest ! [Log Out]' message is on the right. Below the navigation bar, there are two dropdown menus: 'Emergency' (set to 'Mali Conflict') and 'Office' (set to 'UNOCHA Bamako'). The main section is titled 'SELECT YOUR ACTIVITIES'. It contains a table with columns: 'Select', 'Indicator', and 'Activity'. The table lists various activities under the 'Education' cluster, such as '% d' écoles d'accueil et d'écoles du Nord recevant des kits enseignants' and 'Distribution de kits enseignants'. On the right side of the table, there are '+' and 'X' icons for each activity. At the bottom of the table, there are 'Add Selected' and 'Delete Selected' buttons. Red callout boxes provide the following explanations:

- After login you will see two more menu items. Use 'My Activities' page to choose the activities you want to report on.
- After Login
- You have to select 'Emergency' and 'Office'. If there is only one item in both the pull down menus then Emergency and Office will be selected by default.
- Use '+' image to add one activity and 'X' to remove one activity from your list of activities. If you want to add multiple activities at a time then please use 'Select' checkbox to select as many activities you want and click on 'Add Selected' or 'Delete Selected' button.
- Activities are grouped by Clusters. You can expand/collapse to show/hide activities.

On this page user will see two drop downs i.e. 'Emergency' & 'Office'. Emergency drop down will have all the emergencies of that country which user has selected at the time of registration. Office drop down will have all the emergencies of that country which user has selected at time of registration.

If there is only one emergency and only one office then both these will be selected by default otherwise user has to select his/her emergency and office from respective drop downs.

There is one grid on this page with heading 'My Activities'. This grid has all the activities grouped by clusters. User can expand/collapse these clusters.

Add/Remove Activities: If user want to add one activity at a time then there is '+' icon on right of the activity, clicking this icon will add activity in user's list. If user want to remove an activity from his/her list user just have to click on 'X' icon.

User can also add/remove multiple activities at a time. To do this user has to use 'Select' checkbox in first column of the grid, at left side, and select as many activities as s/he wants from different clusters. After selecting activities click on 'Add Selected' button on top-right of the page to add activities and click on 'Delete Selected' button to remove activities from his/her list.

User can see his/her selected activities in 'Data Entry'.

Data Entry Page:

The screenshot shows the 'Data Entry' page of the '3W PERFORMANCE MONITORING' system. The page has a top navigation bar with 'Report', 'Data Entry' (selected), 'My Activities', and 'Contact Us'. A welcome message 'Welcome usertest ! [Log Out]' is in the top right. Below the navigation bar, there are dropdown menus for 'Country: Mali', 'Year: 2013', 'Organization: United Nations Office for the Coordination of Humanitarian Affairs', 'Month: Apr', 'Emergency: Mali Conflict', and 'Office: UNOCHA Bamako'. A 'Save' button is next to the 'Year' dropdown. A red box with an arrow points to the 'Data Entry' tab, stating 'For data entry please use \'Data Entry\' page'. Another red box with arrows pointing to the 'Emergency', 'Office', 'Year', and 'Month' dropdowns states 'Select Emergency, Office, Year, and Month under which you want to enter data.' A third red box with an arrow pointing to the 'Locations' button states 'Click on \'Locations\' button to choose locations to report'. Below these fields is a table with columns 'Cluster', 'Indicator', 'Activity', and 'Data'. A 'Show Only Checked:' checkbox and a 'Search:' input field are above the table. A 'Save' button is at the bottom right of the table.

User can enter target and achieved data against their activities in this page. The details of this page are following:

1. **Emergency:** This is a pull down box having all the emergencies of user's location. If there is only one emergency then it will be automatically selected but if there is more than one then user has to select the emergency under which s/he wants to report.
2. **Office:** This is a pull down box having all the offices of user's organization. If there is more than one office then user has to select his/her office. If there is only one office then it will be selected automatically.
3. **Year:** This pull down box having years list. Current year will be selected automatically but user can select any other year.
4. **Month:** This pull down box having month names. Current month will be selected automatically but user can select any other month.
5. **Locations (Button):** When user will click this button a window will pop-up. This window will have all the list of admin2 locations of user's admin1 location in left side of the box. User can select one or more than one locations on which s/he wants to report in that particular emergency/year/month.

This screenshot shows the same 'Data Entry' page as above, but with a pop-up window titled 'Admin2 Locations of Mali' open. The pop-up window has two panes: 'Locations:' on the left and 'Selected Locations:' on the right. The 'Locations:' pane contains a list of locations: Ansongo, Bafoulabe, Banamba, Bandiagara, Bankass, Baroueli, Bougouni, Bourem, Commune 1, Commune 2, and Commune 3. A red box with an arrow points to this list, stating 'List of Locations (Admin2) to select from'. The 'Selected Locations:' pane contains a list with 'Abeibara' and 'Bia'. A red box with an arrow points to this list, stating 'Selected Locations list'. There are '>' and '<' buttons between the panes to move locations. A 'Close' button is at the bottom of the pop-up. A red box with an arrow pointing to the 'Locations' button on the main page states 'A pop-up window will pop when user will click on \'Locations\' button. User can add/remove locations. The locations in right side of the box will be used for reporting.'

After selecting locations user can report on the activities.

3W PERFORMANCE MONITORING

Welcome **usertest** ! [[Log Out](#)]

ReportData EntryMy ActivitiesContact Us

Country: MaliOrganization: United Nations Office for the Coordination of Humanitarian AffairsEmergency: Mali Conflict

Year: 2013Month: AprOffice: UNOCHA Bamako

Save

Locations

T: Target
A: Achieved
Enter data in boxes and save

Show Only Checked:Search:

| | Cluster | Indicator | Activity | Data | Abeibara | | Bla | |
|--------------------------|---------|--|----------------------------------|--|----------|-----|------|------|
| | | | | | T | A | T | A |
| <input type="checkbox"/> | EDU | % d' écoles d'accueil et d'écoles du Nord recevant des k | Distribution de kits enseignants | Nombre d'écoles au Nord (source Ministère) (Unit To Be | 500 | 500 | 200 | 150 |
| <input type="checkbox"/> | EDU | % d' écoles d'accueil et d'écoles du Nord recevant des k | Distribution de kits enseignants | Nombre d'écoles au Nord ayant reçu un kit enseignant (U | 1000 | 800 | 1000 | 1000 |
| <input type="checkbox"/> | EDU | % d' écoles d'accueil et d'écoles du Nord recevant des k | Distribution de kits enseignants | Nombre d'écoles d'accueil (Source Cluster/ Ministère) (Ur | | | | |
| <input type="checkbox"/> | EDU | % d' écoles d'accueil et d'écoles du Nord recevant des k | Distribution de kits enseignants | Nombre d'écoles d'accueil ayant reçu un kit Enseignants (U | | | | |
| <input type="checkbox"/> | EDU | % d'élèves recevant un soutien en appui alimentaire | Fourniture d'appui alimentaire | Nombre d'élèves au Mali (BDD du Ministère) (Unit To Be | 700 | 550 | | |
| <input type="checkbox"/> | EDU | % d'élèves recevant un soutien en appui alimentaire | Fourniture d'appui alimentaire | Nombre d'élèves recevant un soutien en appui alimentair | | | | |
| <input type="checkbox"/> | EDU | % d'élèves recevant un soutien en appui alimentaire | Fourniture d'appui alimentaire | Nombre filles recevant un soutien en appui alimentaire (U | | | 900 | 900 |
| <input type="checkbox"/> | EDU | % d'élèves recevant un soutien en appui alimentaire | Fourniture d'appui alimentaire | Nombre garçons recevant un soutien en appui alimentair | | | | |

Save

User can enter targets and achieved for an activity under locations and save. User can also add more locations and remove already added locations in the report. If user removes a location and click on save button the data of removed locations deleted permanently.