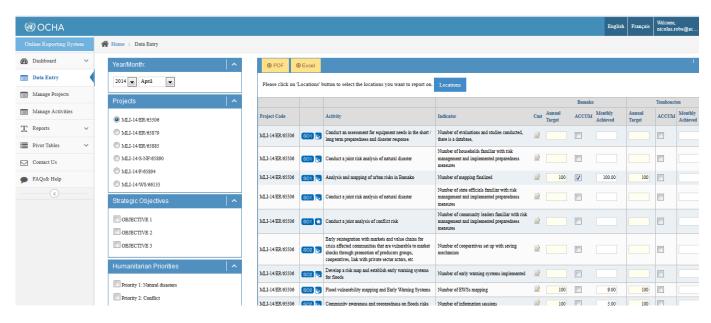
IV. How to Report on ORS

- 1. Log in to the system
- 2. The data entry screen is the default screen for a user.



Select the project you want to report on, the list of indicators attached to project are displayed. You can filter your indicators by project, strategic objectives and by humanitarian priorities based on the Sahel Regional Strategy. Check if the Country indicators and regional indicators are selected on your list of indicators. Country Indicators are marked with as shown below.

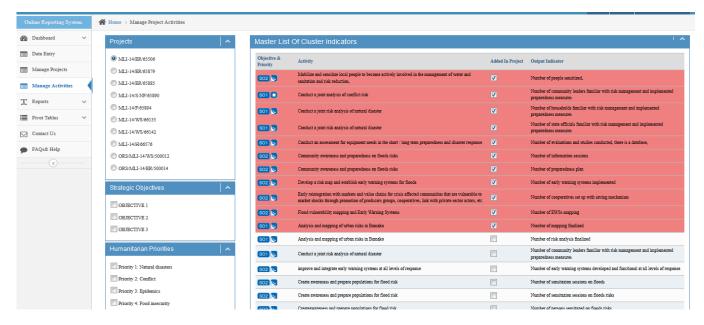


To change the list of indicators on your project click on **Manage Activities menu** on the left of the screen. Select the Indicators to add to your project. Selected Indicators will be highlighted. You can manage your indicators for different project by clicking the selecting the project you want to modify the indicators.

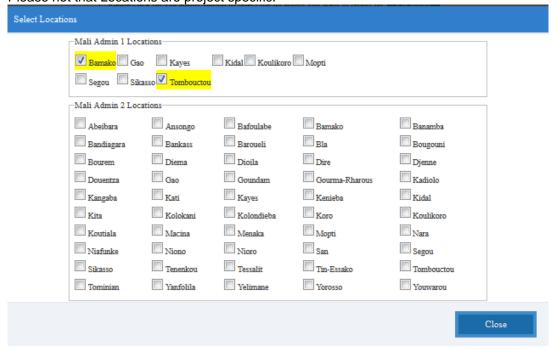
Organizations are strongly advised to select all the country and regional indicators that apply for each project for effective reporting both at the country and regional level.

Note:

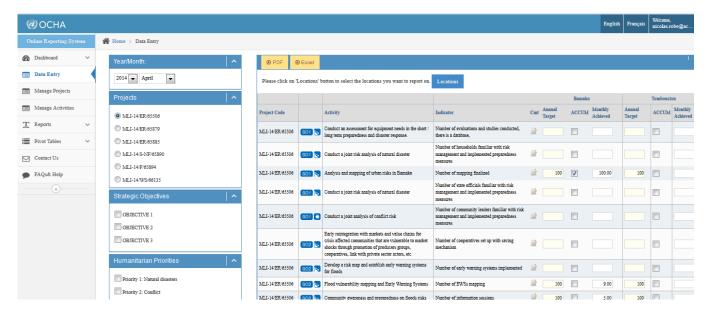
The cluster coordinator will have to approve the modification of your indicators. Ideally this should happen within 24 hours. If you cannot see your added indicators after this period please contact the cluster coordinator or the ORS helpdesk.



Once you have all your indicators in the list, check the locations selected for your project and click on Locations and check the locations your project are working on. Users should at least provide admin 1 data for their achievements. Please not that Locations are project specific.

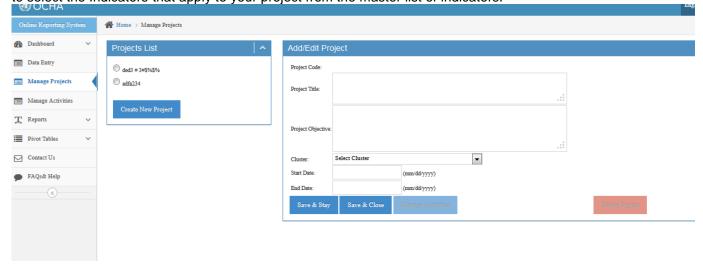


You can now provide your annual target for your project, and the monthly achieved per indicator. If the data you are providing is cumulative then tick the ACCUM check box. You can also provide a comment to your data by clicking the notepad icon if you need to. To finish reporting click save to submit your data on ORS. An e-mail notification will be sent to you and your cluster coordinator who will have to approve the data. You will also be notified once the data is approved.



Organisations who want to report and their project is not on the country SRP can also report on ORS. They will need to create a project on ORS, where we collect only basic details about the project. Users can do this by clicking on Manage Projects and then click on Create New Project. Add the basic information about your project and click Save and Stay.

The next step is to add activities to your project. You can do this by clicking Manage Activities and you will be able to select the Indicators that apply to your project from the master list of indicators.



Note: Adding a project on ORS does not imply that your project has been added on the SRP for your country.