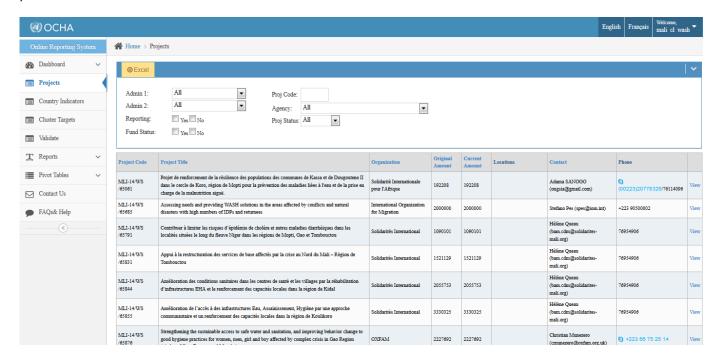
VII. Using ORS as a Country / Regional Cluster Coordinator

Users with the Country and regional cluster coordinator rights on ORS have additional menus than the normal user profile.



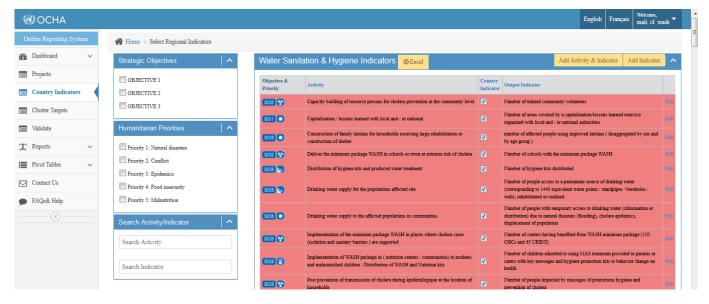
1) Projects

By default the projects menu is the first page for users logged in with the cluster lead profile. The page provides a list of all the projects on the SRP, and additional projects created on ORS if they exist. The Cluster Coordinator can filter the projects to check who has reported and who has not as well us check the projects that have been funded. The page also offers contact information for all projects focal points for follow up if needed.

2) Country Indicators and Regional Indicators

The menu allows the cluster coordinator to select the countries core indicators for monitoring. The indicators are selected by a tick, selected indicators are normally highlighted. The selected indicators will be marked with a \bigcirc , so that all organizations can add them to their projects and report on them.

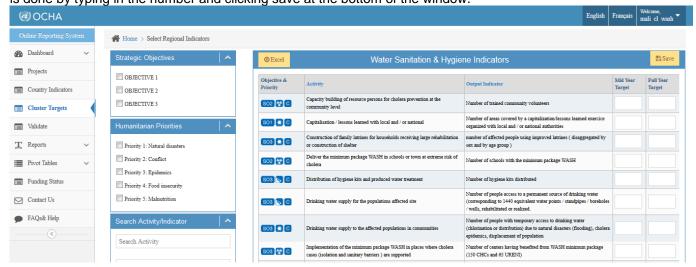
The same process applies when marking the selected core regional Indicators for monitoring. Regional Indicators will be marked with



Note: For countries where the country indicators are the same as the regional indicators then there is no need for the country cluster lead to add again the indicator.

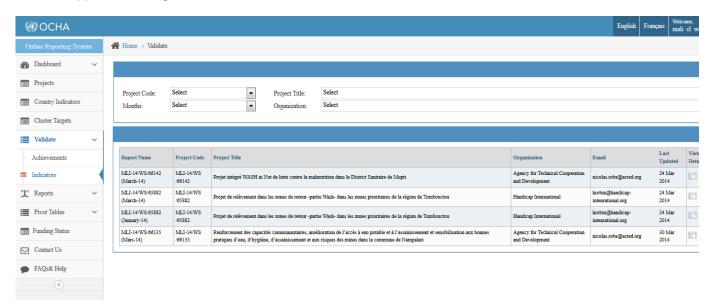
3) Cluster Targets

The menu allows the cluster coordinator to input the cluster target for Mid-year and End year for each Indicator. This is done by typing in the number and clicking save at the bottom of the window.



4) Validate

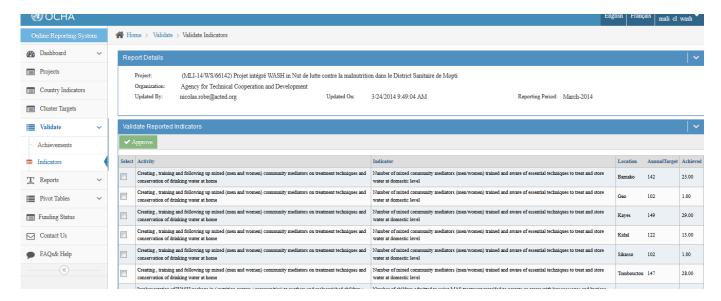
This menu allows the cluster coordinator to validate data received from partners under the **Achievements** sub menu and also approve a change of indicators under the **Indicator** sub menu



Validate Achievements

The cluster coordinator will be notified that an organization has submitted data via e-mail. The Cluster Coordinator can either click the link on the e-mail which will direct him to the validate menu or he/she can log in to ORS and click on validate **Achievements** menu. The list of projects that have submitted data will be displayed in the window.

The Cluster Coordinator will click on **View Details** which will open up the list of indicators the organization submitted as achievements.



The Cluster Coordinator will tick the indicator and click on Approve which will validate the record. It is also possible that the Cluster Coordinator will send a comment to the organization before approving. This can be done by clicking the comment icon.

Validate Indicators

When an organization changes the list of indicators on the project, the Cluster Coordinator has to approve this change in line with the SRP requirements. Once the Organization selects the Indicators the Cluster Coordinator will receive an e-mail notification of the change.

The Cluster Coordinator go to the Indicator Sub menu under Validate and see the new indicators for the projects



Note: Regional Cluster Coordinators do not have the Validate menu