A Product of Development Gateway

Getting Started Manual for Aid Management Platform Version 3.x

(Last Revised: 01-06-2019

Documentation Complies with Aid Management Platform software Version 3.x

Additional Release Notes may be attached in appendix form for Aid Management Platform software Version 3.x

Copyright and Trademark Information

Disclaimer

Software Requirements

The Aid Management Platform software supports Mozilla Firefox, Google Chrome or Internet Explorer 11. Popup blockers must be turned off or have the AMP URL marked as a “safe” zone to allow popups.

Internet users must have a minimum of 512KB/s speed. Ensure that all firewalls allow access to the Aid Management Platform software.

How to Use This Manual

This manual is intended to serve as a getting started tool for understanding how to operate and understand some of the basic concepts of the AMP system. Included are definitions, examples and step by step directions that will assist you in getting started with the software. Users can also refer the online Help Module within AMP for guidance on using the AMP. AMP is customizable software with the capability of catering to the specific needs of its users. Therefore, some of the terminology used in this user manual may not apply to your specific setup.

Typographical Conventions

Buttons are noted in blue and underlined – i.e. Preview

Hyperlinks are noted in blue – i.e. Preview

Information Notes are useful notes that add to the explanation of various AMP features and often include requirements of the software. Normally information notes enhance your understanding of various AMP operations (differ from AMP Tips which focus on the use of AMP tools)

Who Should Use This Manual

AMP Users	This manual will assist users of the AMP system to understand the basic functionality available to them and the concepts of the various features of AMP.
AMP Admin	The AMP Administrator will find this manual useful for getting a basic understanding how the administrative portion of AMP (backend) ties in with the various user interfaces and functions

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Chapter 1 – Getting Started

What is the Aid Management Platform?

The Aid Management Platform (AMP) software is designed to make your work flow more efficient by eliminating the need for paper based project management. It has the ability to take all of the pieces associated with your project (financials, contacts, organizations, donors, documents, dates and events, comments, etc.) and store them in a way that streamlines your workflow and allows you to share this information with others in a matter of seconds.

In addition, AMP is a web based application that does not require you to install any new software to access it. The only thing required is a recent compatible web browser (Firefox, Chrome or Internet Explorer) and the proper credentials (login and password) to access the system and you now have all of the power of AMP at your fingertips.

AMP brings all of the pieces together and makes the management of your projects a streamlined process that is easier to manage. It provides a simple way for project managers and those working on the project to share data across projects and even has the capability to share this information with other departments, where needed.

A few key features of AMP are:

- Capability to pull data from multiple sources so that project managers have all the information they need in an easily accessible workspace
- Ability to integrate with other systems, such as budgeting systems, to reduce data entry and increase data integrity across systems
- Provides a single location to house documents and data related to a project

Figure 1.1 – AMP pulls all the project pieces together

How AMP Works?

AMP is designed to follow a simple workflow process that allows projects to be entered into the system and updated as needed. Once the project information is entered into the system, it becomes available for use in reporting, messaging, sub-national analysis and for attaching to supporting documents and references. Additionally, AMP has the capability to make approved activities and information available for viewing by the public.

Your ability to navigate the various AMP features and view projects entered in AMP depends on your access level within your workspace. Workspaces and permissions can become quite complex, so for more detailed information about AMP Permissions and User Levels, see Appendix A. However, for this section we will keep the concept very simple.

Within AMP there are Workspaces which represent groups of users that work under a similar theme. For example, in the Government there may be a Ministry of Finance and a Ministry of Education. All of the employees in the Ministry of Finance work on projects related to that ministry and therefore would all put their projects in the same workspace. This allows easy collaboration and viewing all projects related to that ministry.

During the initial consultation with a client, the determination is made with the client as to what types of Workspaces are needed and how many. Once the Workspaces are setup, users are assigned to the Workspace. Within a Workspace there are two user roles, a Workspace Manager and a Workspace Member.

The Workspace Manager, as the name implies, is responsible for managing the workspace and has the highest level of rights within the workspace. The duties include approving documents that will be shared with the workspace, approving new projects that are added to the workspace and setting the general default configurations for the workspace. For more information on these options, take a look at the Workspace Info section.

The Workspace Member has the ability to add projects to the workspace, store documents and utilize AMP reporting and visualization features. Activities such as adding projects or documents for other workspace members must be approved by the Workspace Manager before they are made available to the other workspace members.

It is important to note that workspace roles are specific to the workspace and users may be a part of multiple workspaces. Therefore, a user may be a Workspace Manager of one workspace and a Workspace Member of another workspace to which you may be assigned.

Understanding AMP Workspaces

Before we move into the details of how to use AMP, there is one more concept that you need to understand about AMP workspaces. Within AMP, there are three different types of workspaces. Each type has its own main features and capabilities.

For our purposes in this section, we will keep the definition of these workspaces simple. The three types of workspaces used by AMP are Management, Computed and Non-Computed. When being assigned to a

Workspace, the type of information that you may modify and view as a user will vary depending on the type of workspace.

Management Workspace

A Management Workspace is a workspace the pulls project information from one or more workspace(s) into its workspace for viewing. The projects that can be viewed in this workspace are projects that have been validated (approved by a Workspace Manager). (Note: this is only if an AMP is set up to have validation). If a project has been modified and not revalidated, it will appear in the Management Workspace as green text to denote that it has been modified and not revalidated by the Workspace Manager of that workspace.

Computed Workspace

A Computed Workspace allows for the automatic population of the Computed Workspace with the projects from other workspaces based on a set of determined criteria. Within a Computed Workspace, members can also create their own projects in addition to the ones automatically inherited by the workspace. The projects inherited can be modified by Workspace Members.

Non-Computed Workspace

A Non-Computed Workspace is the basic workspace type within AMP. It allows Workspace Members to collaborate together within the workspace and does not inherit any projects from other workspaces.

Logging into AMP

Now that you understand the basics of how AMP works, let us know focus on how to access the system. The first thing you will see is the AMP Home Page. This page is designed to allow you to the view information made available to the public and/or to login to AMP.

AMP Registration

AMP is secured by a combination of a user name and password for access to the system. In order to get the proper credentials, you must first register. To register, you can click the New User Registration link on the AMP Home Page.

Figure 1.2 - AMP User Registration Link on AMP Homepage

You will then see a page for entering your account information. Fill in the form completely. Required fields are denoted with red asterisks (*). The form will look as follows:

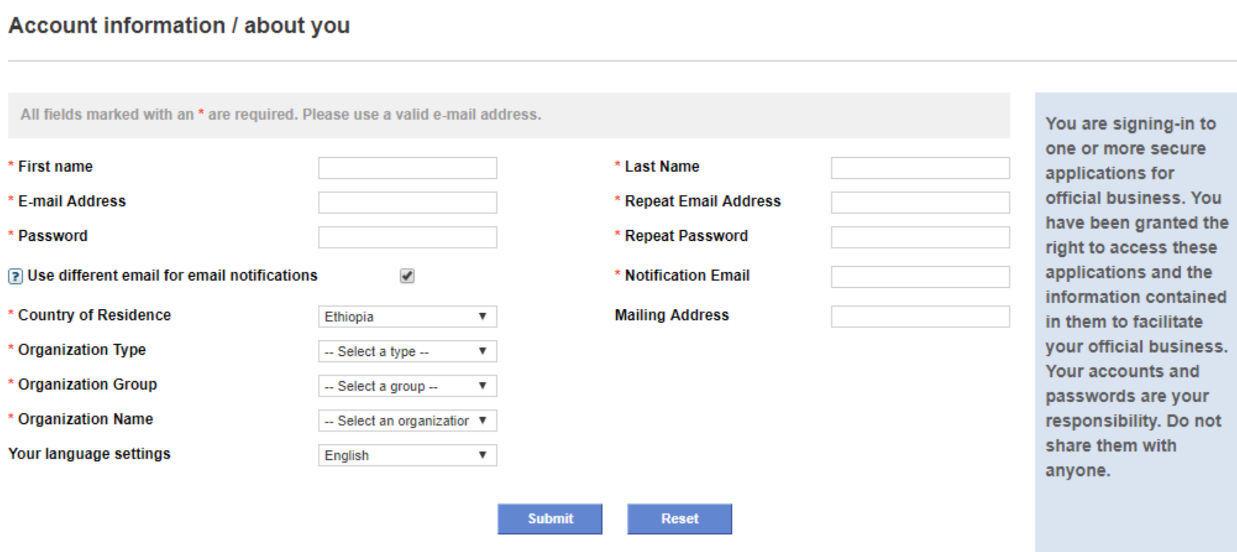


Figure 1.3 – AMP Registration page

Once you click Submit, you should be redirected to the AMP Home Page. If you are not redirected to the Home Page, then an error has been found with your registration. If an error exists, it will appear in red on the registration page. For example, in the following example, the user's email already exists in the system and therefore you cannot register twice. Once you are successfully registered, you now have a unique username and password combination that will allow you to log in to AMP.

Logging into AMP

Enter your valid username and password into the text boxes on the top right side of the Home Page and click Login as seen in picture 1.4 below.

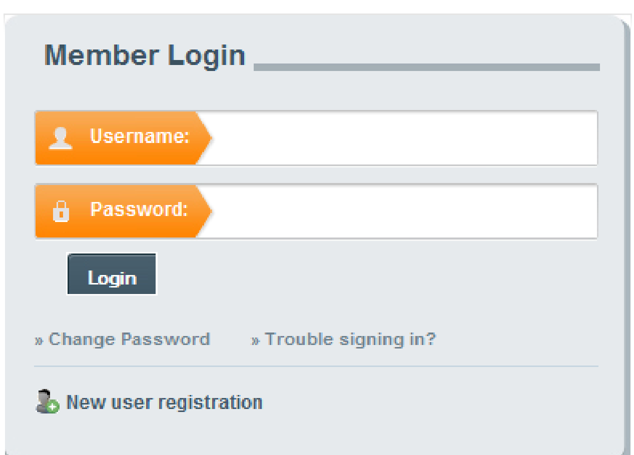


Figure 1.4 – AMP Login

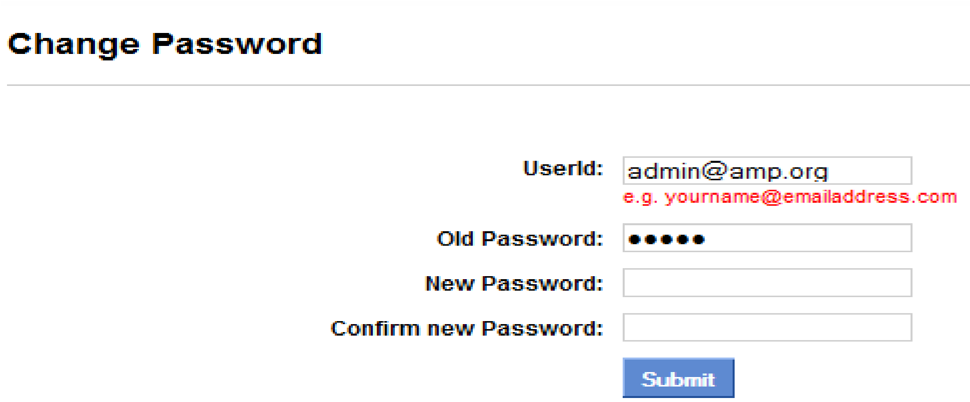
Once you log in your will be directed to the AMP Desktop.

Password Management

If you forget your password or want to change it, this is possible with AMP. To change your password, click Change Password located next to the username and password login section.

Figure 1.5 – Change AMP password

When you click Change Password, you will be taken to the page below



Fill in the information requested and click Submit. Once you complete this process and submit the changes, you will now be able to login using your newly selected password.

If you have forgotten your password, you can reset your password so that you may access AMP. To do this, click the Trouble Signing In? link next to the username and password textboxes for logging in.

When you click that link, you will be taken to a screen that prompts you for your email address.

Enter your email address and click Submit. Remember the following when entering your email:

- Use the email that you used when you registered or the email you use when you last signed in.
- An email token will be sent to your email. (It must be a valid email address).
- If you don't receive the token please try again and should the second attempt fail please contact the AMP administrator for assistance.

- Should you enter an email that is not registered in the system, a message will alert you and notify you to correct it.

Preferred Language

Should you prefer to use a different language other than what has been presented, AMP allows you to customize the language of choice. To change the language, click the arrow next to Language and you will see various language choices as shown below (your language choices may vary).

Click the language you prefer and AMP will be refreshed in your browser with text in the language you selected. This feature must be enabled by your administrator to be available for use.

Chapter 2 – The AMP Desktop

You have registered with the system and created your user name and password, now you are ready to begin using the AMP Software. When you enter the correct credentials you are taken to the main page of AMP, also known as the AMP Desktop. The AMP Desktop is the main page of the AMP software (think of it as the home page). So, what are all the fancy tools that you see on the page? The dissection below explains what you will see in the various sections.

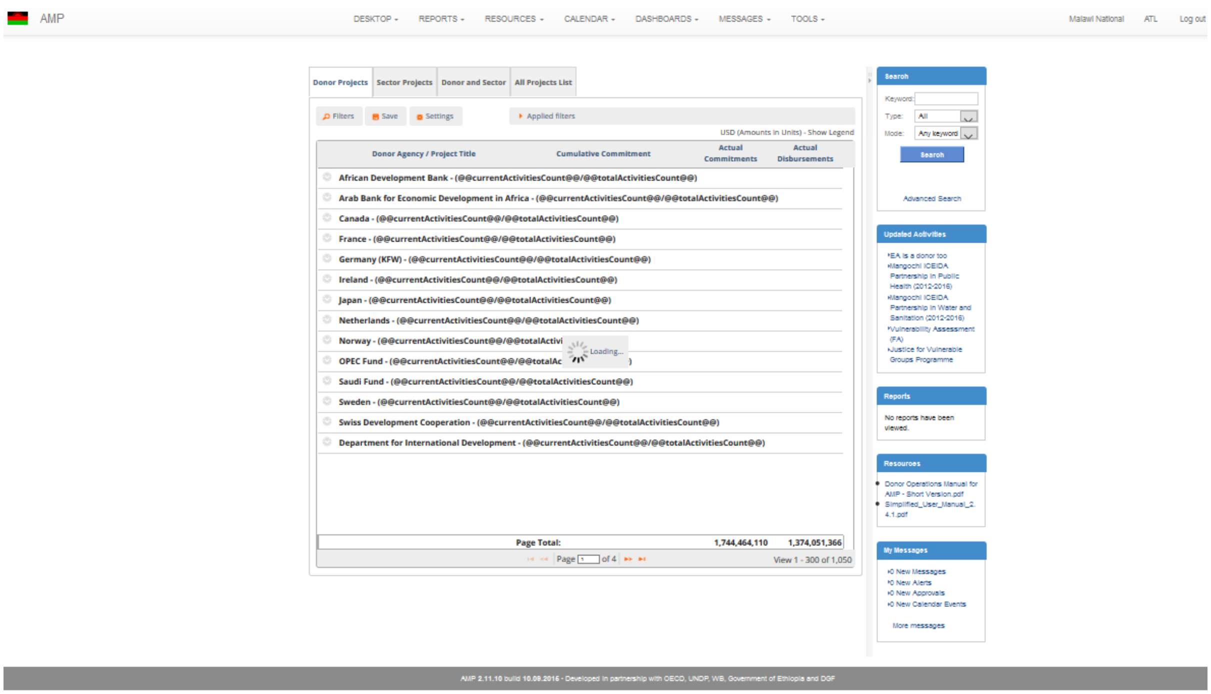


Figure 2.1 – The AMP Desktop

1. The logo or country flag followed by the Name given to your version of AMP. The Name is decided by each organization or government.
2. Your name based on the username used to log into the AMP system. This is also the username recorded in the audit log for all activity done while you are logged in.
3. This shows you the name of the Workspace that you are currently working in.
4. The Main Menu of AMP for navigating the various features of the software.
5. These are called the Desktop Tabs and allow you to quickly view and edit your projects in order. You must create your tabs and can sort and design them as you see fit.
6. Within each Desktop Tab there is a list of the projects that are associated with that tab. Clicking the respective project opens it for viewing.

7. Within the Desktop Tab this lets you know the page number you are currently on. This option is also available at the top of the tab section.

8. The legend shows you a summary of the various color codes associated with projects.

9. Search activities, reports, tabs and resources

10. This tab shows you the last five Resources you recently opened.

11. This tab shows the last five Reports you recently opened.

12. View all of the messages and alerts that are available for your account

13. View recently updated activities in your workspace

14. This is the footer of AMP that shows you the software logo, current version of the software you are using and provides the credits to the original developers of the software.

The Menu Bar

The menu bar allows you to navigate to any section of the AMP software. When you initially login to AMP you are automatically located on the Desktop Homepage. If you were to navigate away from the Desktop Homepage and wished to return, just click My Desktop on the menu and it will return you to the Desktop Homepage.

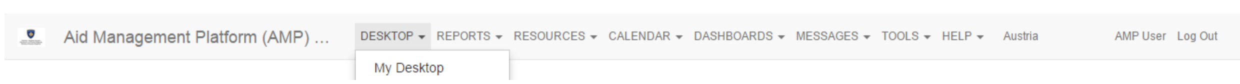


Figure 2.2 – My Desktop Main Menu

The menu bar has two clickable portions for navigating AMP. Clicking the words will take you to the main section for that feature of AMP. However, to access the submenu items, you click the arrow next to the words. A note to remember, if a menu item does not have an arrow next to it, it means there is no submenu for that feature of the software.

For example, if you want to go to My Desktop, you simply click the word My Desktop as noted above. However, if you wanted to Add a New Tab (an option available as a submenu item within My Desktop), you click the small drop down arrow next to My Desktop and then select the option to Add a Tab.

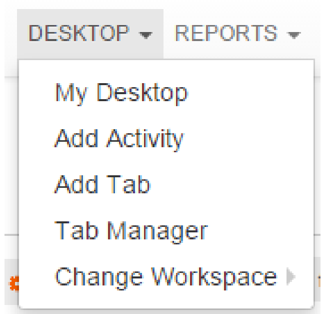


Figure 2.3 – My Desktop submenu

Below is a useful table that breaks down each possible menu item on the main menu bar. If you do not see a particular menu item with your installation of AMP, it may be that your custom configured version of AMP does not include these options.

Table 2.1 – Main Menu Links and Definitions

My Desktop	Takes you the Desktop Homepage
Add Activity	This link will take you to the activity form for adding new projects to AMP
Add Tab	This link takes you the Tab Generator which allows you to create a new custom tab to add to your AMP Desktop
Tab Manager	The Tab Manager will allow you to edit and delete desktop tabs along with providing a link to order the tabs
Pledges	The Pledges will allow you to add, edit or delete Pledges.
GPI Data	The GPI Data will allow you to add GPI indicator 1, 5a and 6 data
Change Workspace	If you are a part of multiple workspaces, clicking this link will show you the workspaces to which you are assigned and allow you to navigate those workspaces without having to log out of AMP
Reports	Takes you to the main page of the Reporting feature of AMP
Report Generator	Opens the report generator to allow you to create a new report
Global Partnership Indicators	Open the report for the Global Partnership Indicators (previously configured via Global Partnership Indicators Manager). The data entry for this report is entered when creating or editing an activity, in the GPI section, accessible through the Quick Links menu.
Advanced Analytical Report (Saiku)	Advanced Report Generator using Saiku Reporting Interface
Documents	Opens the document and link storage section of AMP and defaults to My Resources tab.
Calendar	Opens the calendar view of AMP
Add Event	Allows you to add an event to the AMP calendar
Dashboards*	
GIS	Opens the Country Aid related Map
Dashboard	Open the Dashboard Overview

Messages	Takes you to the main page of the messaging feature of AMP where you can see your messages, alerts, approvals and calendar events. Defaults to messages
Create Messages	Allows you to create a new message
Tools*	
Workspace Info	Opens the workspace info module
Language	Allows you to select your preferred language for use with AMP. The available languages will appear when you scroll over the link
FM Mode	Allows you to configure the Activity Form fields/modules that will be then shown/not shown based on this configuration.
Search	Opens the search page
Advanced Mode	
Translator View	
Address Book	Takes you the AMP address book and defaults to existing contacts
IATI Import Tool	The IATI import tool is a wizard that allows importing the IATI XMLs files to the desired destinations.
Help*	
AMP Help	Opens the help section of AMP
Glossary	Opens the AMP glossary which provides descriptions of the AMP fields.
Support Request Form	Takes you to the form needed for submitting support requests for AMP
About AMP	Opens information about AMP
Logout	Logs you out of the system

Desktop Tabs

A core feature of the Desktop Homepage is the Desktop Tabs. The tab concept is used in various places within AMP to allow information to be grouped in various ways. Desktop Tabs allow you to locate your projects quickly for viewing and/or editing. The tabs organize projects based on a pre-defined criterion that you set when creating your tabs. It may be helpful to view tabs as the index in a book. If you are reading a book on Automobiles and you want to find the chapter on Car Engines, you simply turn to the index of the book and look for Car Engines. When you find the word, it will then tell you what page number in the book contains that information. Desktop Tabs are quite similar in that they should be used as quick references to help you find your projects based on a grouping that makes sense to you.

It is worth noting here that Desktop Tabs are fully customizable and may vary from user to user, since each user may determine the tabs that will appear in a grouping that is useful for the user. This is important to note, because on your first use of AMP, you will need to create tabs in order to see projects entered. If you do not create any tabs, then no data will show when you log in to AMP and choose your workspace.

Although you may create an unlimited amount of Desktop Tabs for your workspace, there is a limit on how many will show on the Desktop Homepage at one time. The Desktop Homepage will allow seven (7) tabs to appear at one time - five (5) custom created tabs, one (1) default tab (created by the Workspace Manager), one (1) tab to allow you to view the other custom tabs as a drop down.

Figure 2.4 – More Tabs option in AMP

Another useful feature of Desktop Tabs is the ability to add characteristics about the project, so that it is easier for you to find your project. When creating your tabs, you may include five (5) columns – three (3) qualitative and two (2) quantitative columns (or measures). If you attempt to add more than the specified amount for qualitative or quantitative columns, you will receive an error message from AMP.

Creating Desktop Tabs

Now that we have completed an overview of what Desktop Tabs are and how to use them, you are ready to create your own custom tabs. Go to the submenu of My Desktop and click Add Tab. When you click this link, the Tab Generator opens.

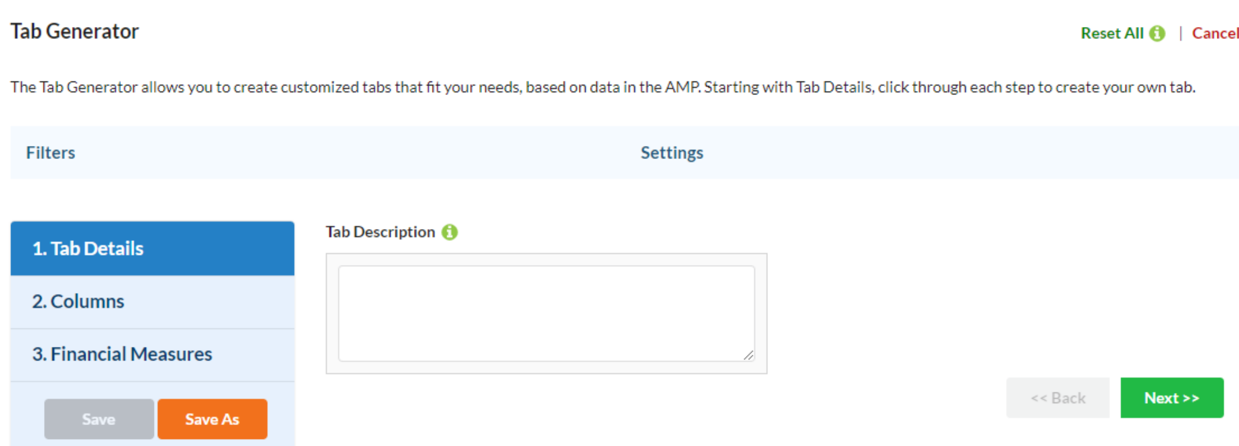


Figure 2.5 – Tab Generator used by AMP to create Desktop Tabs

The controls available for navigating the tab are **Back** button which takes you to the previous step and **Next** button which takes you to the next step.

Filters allows you to customize the data displayed by choosing to base the projects shown on certain criteria

Settings allow you to choose how you would like your numbers to be formatted. The other settings let you set the currency to be used and the calendar that should be used.

Save allows you to save the tab.

Save As allows you to save the tab as another name. This is quite useful if you need to create a tab similar to one that you have already created with just a few modifications. You can open the tab in edit mode, make the modifications and click Save As – this allows your original tab to remain and creates a new one with the new name you specify.

Cancel closes the tab generator without saving any of your changes

a. Funding Grouping allows you to choose the type of tab you want to create based on how the funding is grouped. You will only see additional options if they are used in the activity form. Options include: Regional Funding, Component Funding, and Donor Funding (the standard setting).

b. Add a description of the type of tab being created. This is a section to make notes or thoughts about the tab, and it is not shown anywhere else in the system.

c. If the tab is created with filters, the filters that this tab is based on will appear in this section automatically. Filters are not editable in this section (view only). To edit a filter, select the filter option in the tab control menu, edit the filter as needed and save the filter with the new edits.

Now that we have covered the basics, let's take a look at the other tabs used in the tab generator so that we can step through the full process of creating a custom Desktop Tab. Remember that this process will also be the same for creating custom reports.

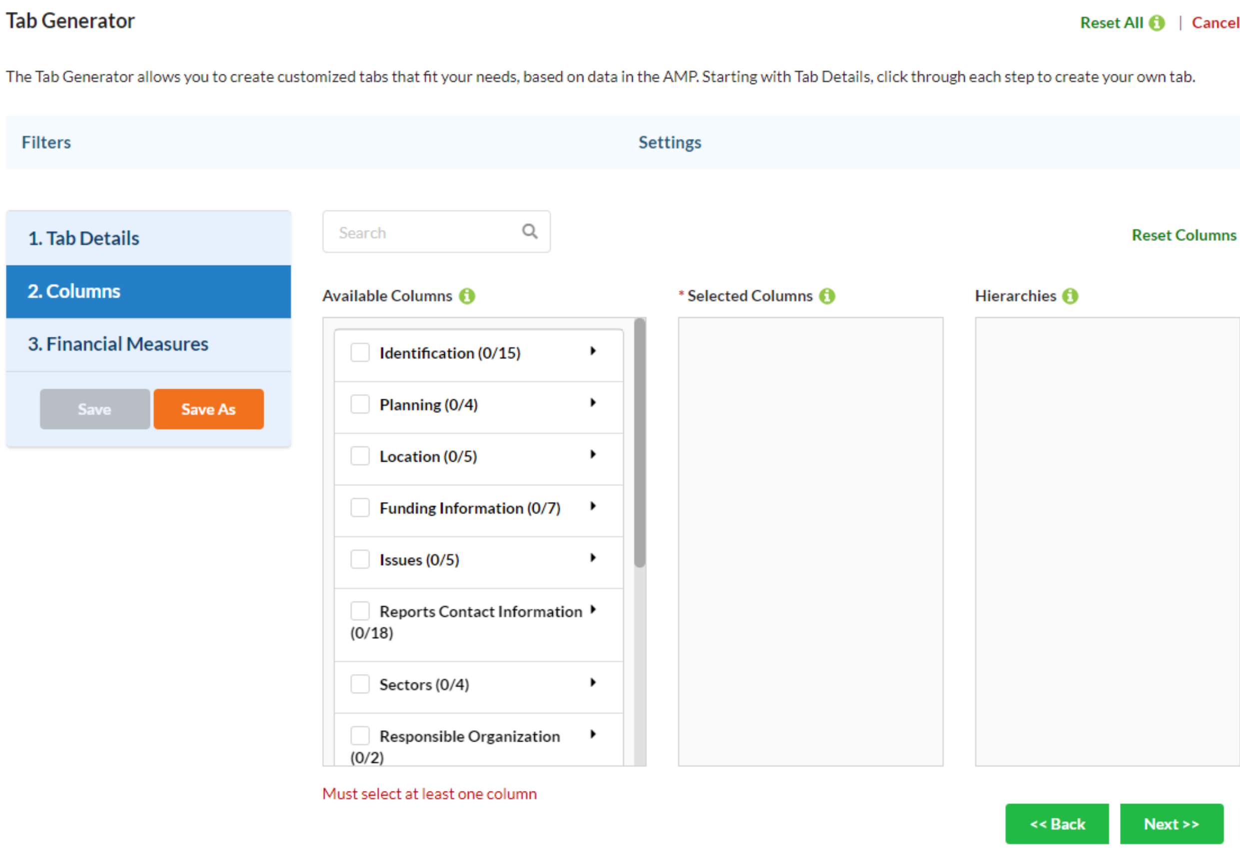


Figure 2.6 – Adding columns to the Tab Generator

1. **Available Columns** will show you all of the columns that you may select from as you choose what information to use to create your tab. You can select up to three items to show in the columns. When creating columns, you can choose any of the available columns to create your tab. However, as a rule of thumb it is normally advisable to have the Project Title as the first column of your tab so that you can identify your projects easily. The other columns should be characteristics of the project that make it possible for you to quickly identify the project.

   To relocate select your desired columns, you can check all of the tabs you wish to select and then use the arrow controls noted in 3 to move them to the **Selected Columns section**. If you want to remove a selection, again click the field and use the arrows to move it back.

2. The directional arrows allow you to place columns from one section to the other. The right arrow places columns from the Available Columns section to the Selected Columns section and the left arrow places columns from the Selected Columns section to the Available Columns section. AMP also has drag and drop capability. So, instead of checking the columns you wish to include, you can add and subtract columns by clicking and holding on the column name and dragging it to the appropriate section.

3. **Selected Columns** will show you all of the columns you have selected to be a part of your tab.

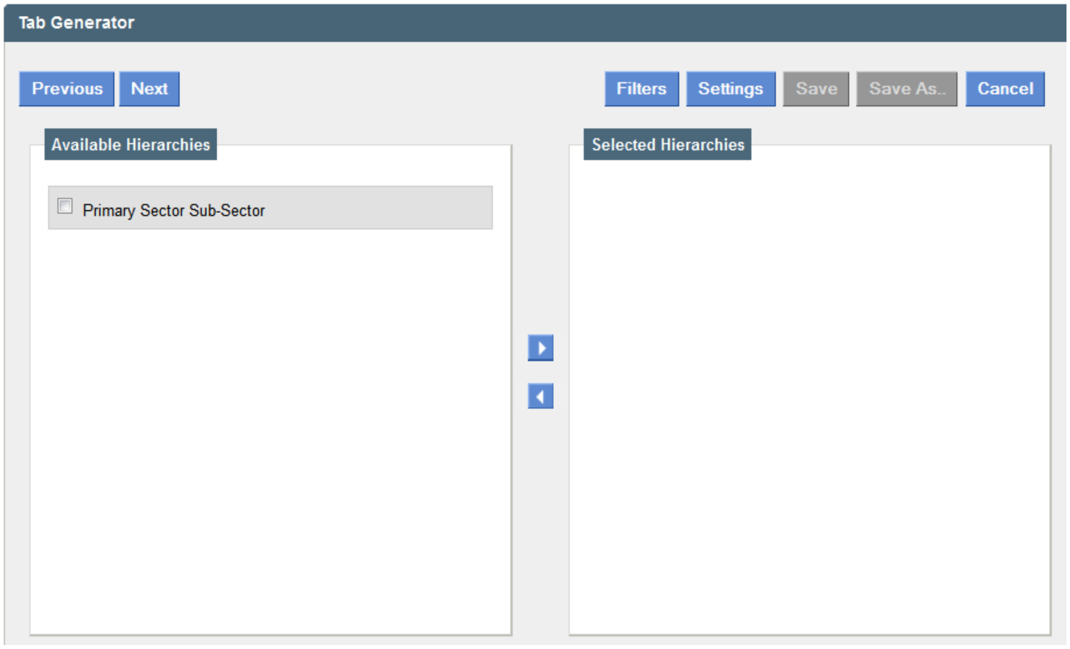


Figure 2.7 – Creating Hierarchies in the Tab Generator

1. **Available Hierarchies** shows you which columns of the ones you selected are available to be used as a hierarchy.

2. **Selected Hierarchies** shows the hierarchies (if any) you selected for your custom tab.

When you select a hierarchy it groups information together based on the hierarchy you choose. For example, in the diagram above, if we choose Sector as our hierarchy, it will group all of our projects under the sector associated with the project. So to locate projects we would first select the sector and then look for the project.

Example without a Hierarchy:

Donor Agency	Project Title				Total Cost
		2007	...	2010	UNSELECTED MEASURE
		UNSELECTED MEASURE	UNSELECTED MEASURE	UNSELECTED MEASURE	
Report Totals:		**2 000**	**2 000**	**2 000**	**20 000**
Donor Agency 1	Project Title 1	1 000	1 000	1 000	10 000
Donor Agency 2	Project Title 2	1 000	1 000	1 000	10 000

Example with a Hierarchy:

Donor Agency	Project Title				Total Cost
		2007	...	2010	UNSELECTED MEASURE
		UNSELECTED MEASURE	UNSELECTED MEASURE	UNSELECTED MEASURE	
Report Totals:		**4 000**	**4 000**	**4 000**	**40 000**
Donor Agency 1	Project Title 1	1 000	1 000	1 000	10 000
	Project Title 2	1 000	1 000	1 000	10 000
		2 000	2 000	2 000	20 000
Donor Agency 2	Project Title 3	1 000	1 000	1 000	10 000
	Project Title 4	1 000	1 000	1 000	10 000
		2 000	2 000	2 000	20 000

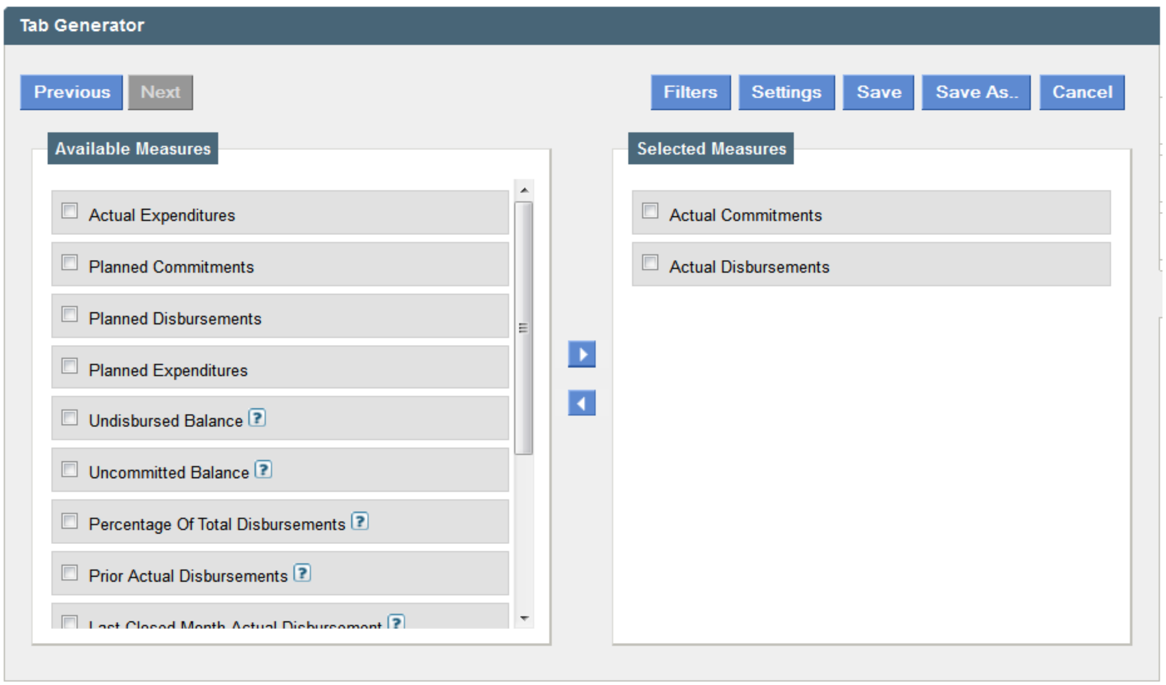


Figure 2.8 – Adding Measures to the Tab Generator

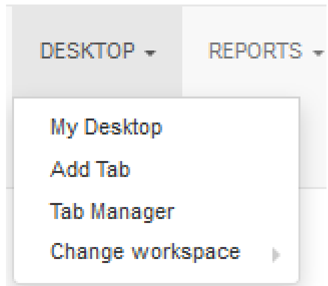
1. **Available Measures** shows you all of the funding measures that can be added to your tab. AMP currently requires that your tab have at least one and no more than two measures. For a definition of measures see the glossary.

2. **Selected Measures** shows you the measures that you have selected to be a part of your tab.

Once you have stepped through the steps and added the columns, measures and any filters and hierarchies you want for your tab, click Save and name the tab. Once the tab is saved, it will appear in your list of tabs.

Ordering and Managing Desktop Tabs

The next step is to order your desktop tabs to choose which five appear on your Desktop Homepage by default and which appear in the More Tabs dropdown. To order your tabs, click Tab Manager on the submenu of Desktop.



Not filtered Tab Filtered Tab Edit Tab Delete Tab

	Tab Title	Owner	Creation date	Hierarchies	Fields	Position	Action
■	DEV - par Modalite et Sec...	*Eben Ezer SAINVILUS*	12/07/2012	• Aid Modality • OECD Sectors	[Columns] [Measures]	activate	
□	ENG-VERS - BM/MONTANT PRO...	*Jean Molière JOSEPH*	10/11/2011	• OECD Sectors	[Columns] [Measures]	2	
■	HUM - par Modalite et Sec...	*Eben Ezer SAINVILUS*	06/06/2012	• Aid Modality • OCHA Humanitarian Sector	[Columns] [Measures]	activate	
■	Liste des activités	*Eben Ezer SAINVILUS*	06/06/2012		[Columns] [Measures]	1	

Figure 2.9 – Main page for Desktop Tabs

Position in the menu allows the Tab ordering option that lets you choose the top five tabs that will appear on your desktop homepage.

When you click on **Activate** you have the option to choose the tab positions for the tabs you have created which you want to appear on your Desktop Homepage. You may change this as often as needed. Once your selection is made, click Save and the ordering will appear when you go back to your Desktop Homepage. In our example we only have two tabs created, therefore only two locations are occupied.

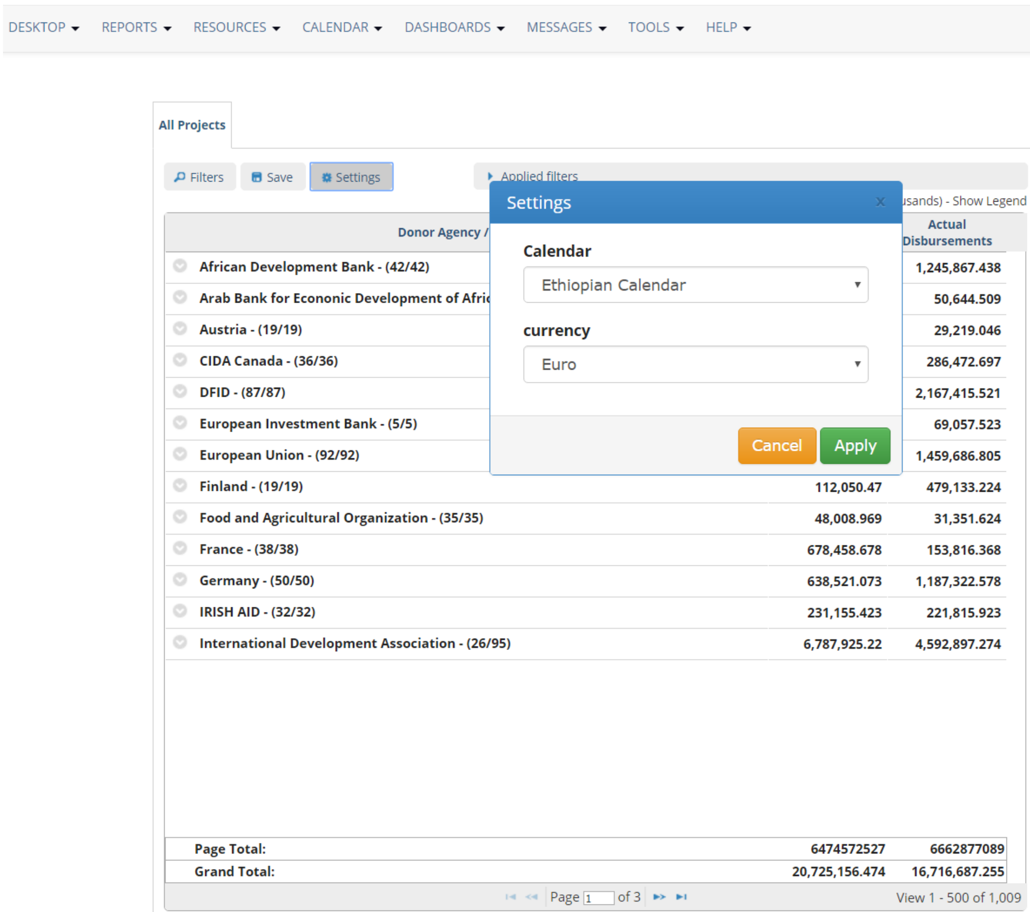
Once you complete the setup of your Desktop Tabs, you will now have tabs on your Desktop Homepage that will allow you to quickly locate your projects.

Filtering Options within Desktop Tabs

AMP's tab feature for the desktop has additional capabilities that you may find useful when trying to find projects or you desire to filter certain projects that appear within the tab. The filtering options of AMP are a powerful tool for viewing and organizing your data in a specific format without having to create another tab. Let's look at the options available within the Desktop Tabs.

Settings Options within Desktop Tabs

Desktop tabs also have the ability to change settings for already created tabs as depicted below.



Now you have successfully created tabs that will organize how your projects appear and make it simple for you to locate them. Next, we need to now look at the core feature of AMP, its ability to capture project data.

Creating Pledges

1. Click on the “My Desktop” menu. If you are a “Pledge user” you will see an additional option above the “Change Workspace” menu item called **Pledges**.

2. This will take you to the pledges list page where you can see existing pledges. Please note if this is the first time a pledge is being entered in the system the page will be empty and one can see only the "Add Pledge" button.

Pledge Name	Organization Group	Total Pledged Amount (USD)	Time frame	Action
[Example] Canada Supporting Education for Girls	Canada	10	• 01/01/2017 - 31/12/2017	
[Example] GIZ Framework Agreement	Germany	1.33	• 01/01/2018 - 31/12/2018	
[Example] KOICA Support to JRP	United Nations	0.1	• 28/04/2018 - 27/04/2019	
[Example] KOICA Framework Agreement for Educati	Korea	2	• 01/01/2018 - 31/12/2020 • 01/02/2018 - 31/12/2020	
Youth and Culture Program	Japan	0.06	• 05/09/2018 - 31/12/2018	
Health project	Japan	7.5	• 05/09/2018 - 31/12/2018	
Environment	Japan	7.5	• 01/05/2018 - 31/12/2018	
youth and culture program	Japan	0.06	• 01/04/2018 - 31/12/2018	
Health	Japan	1	• 01/05/2018 - 31/12/2018	

Add Pledge

3. Click on *Add Pledge* to add a new pledge. This will bring up the Pledge form.

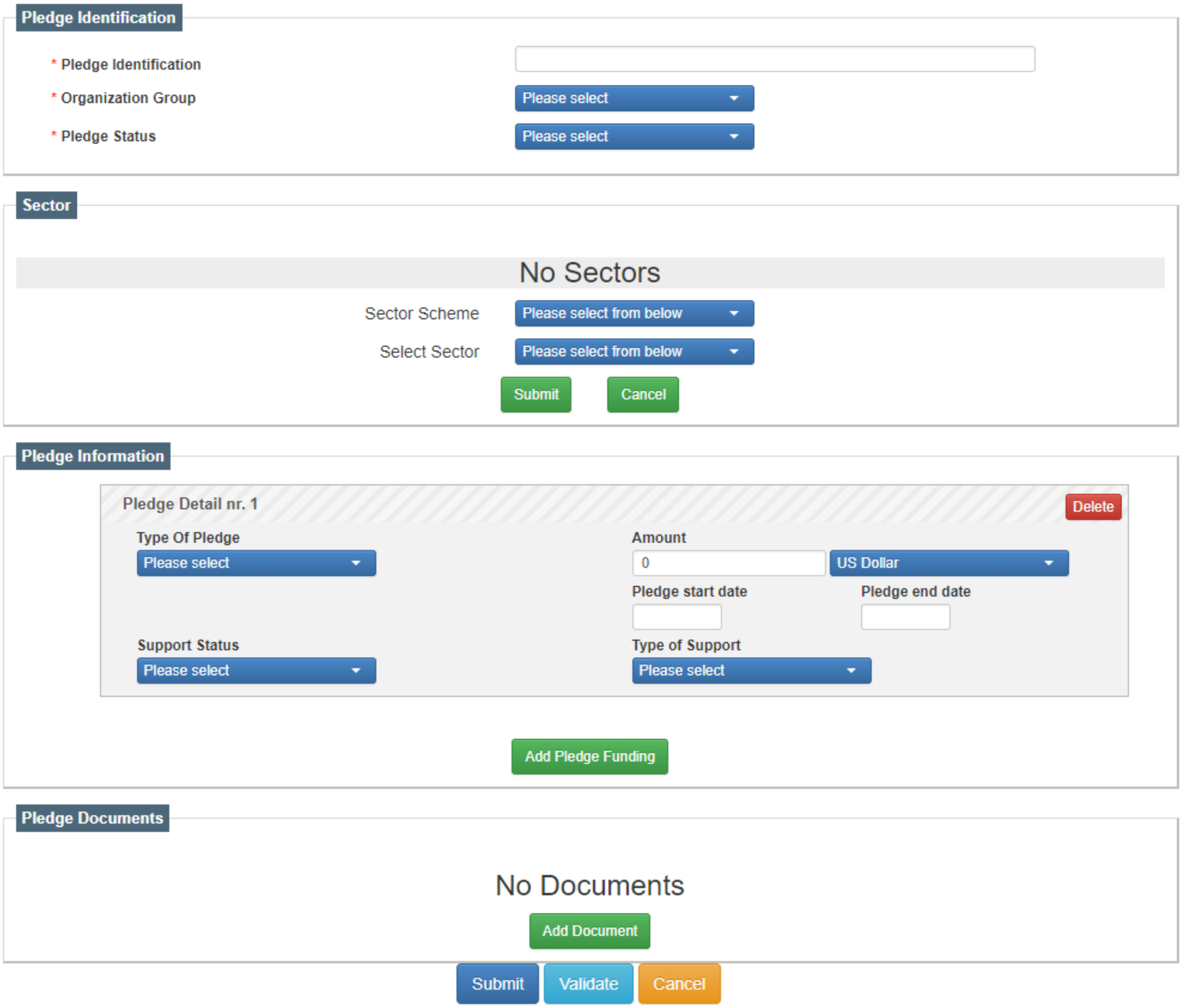
4. First, fill out the fields in the "Pledge Identification" section, including:

a. Pledge title – the title of the pledge

b. Organization group – the organization group which has made this pledge with the government

c. Pledge status – the current status of the pledge

5. Next, select the sector. Select the sector by selecting first the sector scheme, then the subsequent sectors. Indicate the percentage of the pledge going to each sector.



6. Next, add a Pledge Funding by clicking the **Add Pledge Funding** button.

a. First select the **Type of Pledge**. The Type of Pledge is entered by the Admin in the Category Manager.

b. Next, select the **Type of Assistance/Support**.

c. Next, enter the total amount of the pledge, and the currency.

d. Finally, select the effective time frame of the pledge by clicking in the text boxes and selecting the date using the calendar selector.

7. The pledge user can enter contact information for up to 2 persons in the Pledge Form.

8. The pledge user can upload documents (for example, a copy of the pledge) by clicking the **Add Document** button, clicking the **Select Pledge Document** button and uploading the document.

9. Finally, the user may enter any other relevant information in the **Additional Information** box.

When the user has completed entering all relevant fields in the form, he may click Validate to check whether all fields have been entered correctly, or "Submit" to submit the pledge.

Editing a Pledge

To edit/view a pledge the user must click the on the icon on the pledge list page.

Depending on admin configuration, this action can lead you to the Pledge Preview or to the actual Pledge edit form.

If **Limit Pledge Edition** is turned on in admin, to be able to edit a pledge you need to:

1. Be a *Pledge Super User*, which allows you to edit any pledge in the system regardless who created it, and for which Organization group or.

2. Your user has *Verified Organization/s* added and they are matching the **organization group** selected in the pledge you are trying to edit.

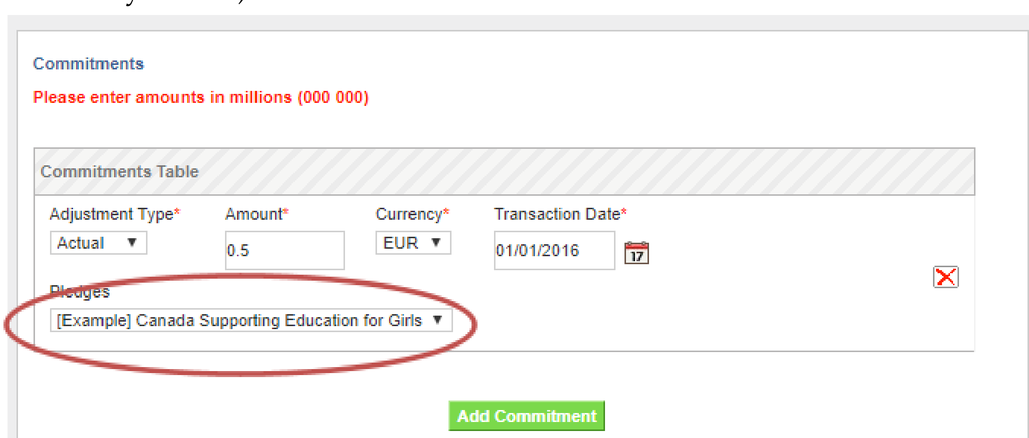
If **Limit Pledge Edition** is turned off, you will be able to edit any pledge regardless of if the above rules are met or not.

Deleting a Pledge

To delete a pledge, the user must click on the icon on the pledge list page. A user may not delete a pledge which has been assigned to a commitment.

Data Entry

When entering any new transaction, the list of available pledges will appear in the Pledges drop-down. Note: you may only link pledges to transactions where the donor matches the donor group of the Pledge (for example, you may only link EU pledges to transactions in projects funded by the EU)



Complete Step 1 for each transaction for a project which is linked to a pledge. Each transaction may have a different pledge assigned to it.

Chapter 3 - The Activity Form

The core feature of AMP is its ability to allow you to enter project data that can be used later for reporting and analysis. In AMP, this data is entered into the Activity Form. Due to the fact that AMP is custom configured to fit the needs of each client using the software, the fields and sections for your Activity form may vary from what we discuss in this section. However, for our purposes, we will discuss the original use case of each section of the Activity Form.

These are the operations that may be performed on the Activity Form.

a. **Save and Submit** will save the project and return you to the Desktop Homepage. To save a project in AMP all the required fields must be completed. What fields are required is configurable and can be many including **Project Title, Status, Sector, Location, National Programs, etc**.

b. **Save as Draft** allows you to save the project without completing all of the required fields. Draft projects appear as red projects on the Desktop Homepage to denote that they have more data that needs to be added before the project is considered completely entered. In order to save a project as a draft the only required fields are the **Project Title, Status, and Sector**. When saving as a draft you have the option to stay in the Activity or return to the Desktop.

Sections of the Activity Form

Earlier we mentioned that the Activity Form is custom configured to fit the needs and requests of each client. Therefore, your version of AMP may have different sections configured for your use. Here, we will review some of the commonly used sections of the Activity Form.

The form itself is full of data entry options to capture your project information. Understanding the various sections of the Activity Form will help you understand where certain pieces of information are located. Following are the sections of the Activity Form and the type of information each section contains.

- **Identification** – The Identification section stores the information that identifies the project and notes associated with the project. The required fields **Project Title** and **Status** are located in this section.

- **Activity Internal IDs** – This section is designed to allow you to enter the name of any organizations associated with the project and to enter the ID they use internally to identify the project. This is quite helpful when you store the project under one ID and another organization stores it under a different ID. With this subsection you can quickly tell the organization what their internal ID is for the project so that it can be located.

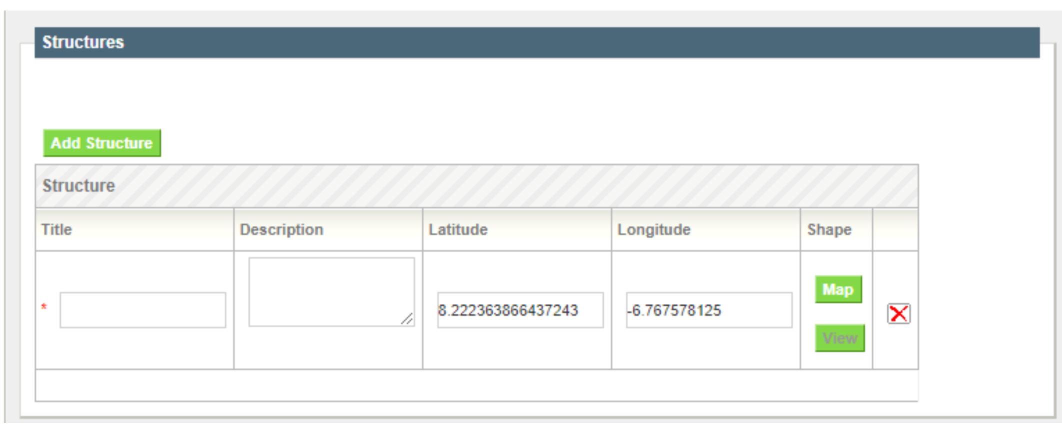
- **Planning** – The planning section allows you to enter dates and information that helps you plan for the development of the project, such as the Project Start Date, Agreement Signed Date, Planned Completion Date, and Actual Completion Date.

- **Location** – Location allows you to choose the location of the project. If a project spans more than one location, it is possible to choose multiple locations within the same level of implementation and choose a percentage of the project that is being done in each selected location. The total of the percentage must equal 100% or you will receive an error message.

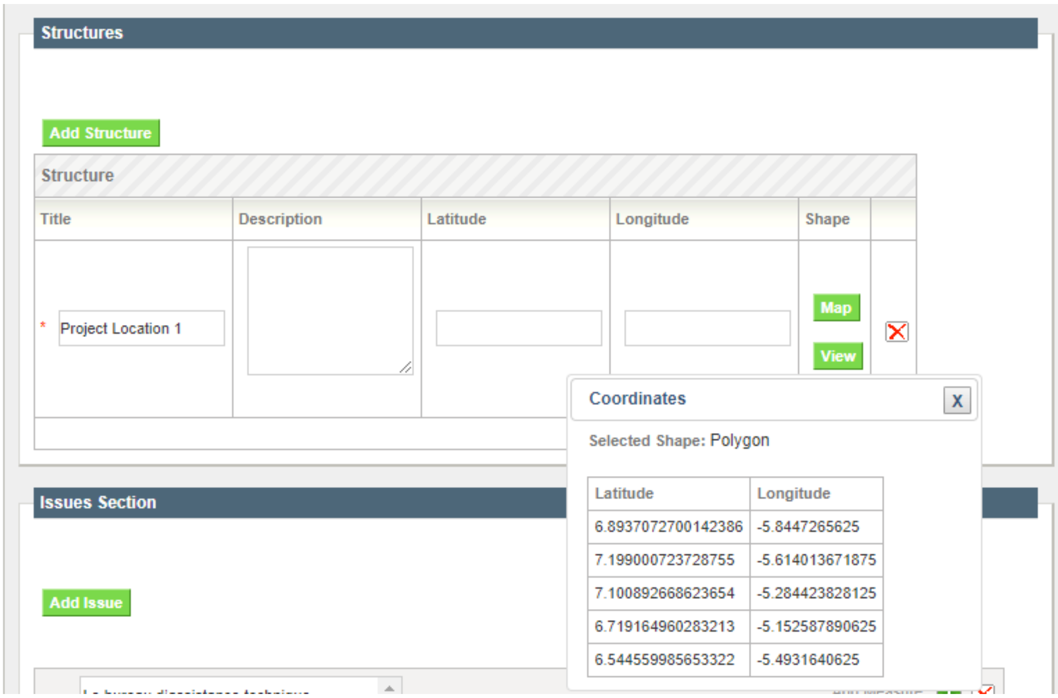
- **Activity Site** – Activity sites allow you to pin-point more exact locations of activities within a project using an interactive mapping feature. For example, if part of the project's objective is to build a bridge, you could draw the exact coordinates of where this will take place.

In the past, it was only possible to select a point. Now, you can add lines, draw polygons, and rectangles/circles as well. The idea of this feature is allowing users to draw more complex figures when it comes to specifying exact coordinates of the project.

The known Map button will open the map to draw a point, a polyline, a polygon or a rectangle/circle. In the example below a point was drawn thus latitude and longitude fields were populated in the Activity Form.

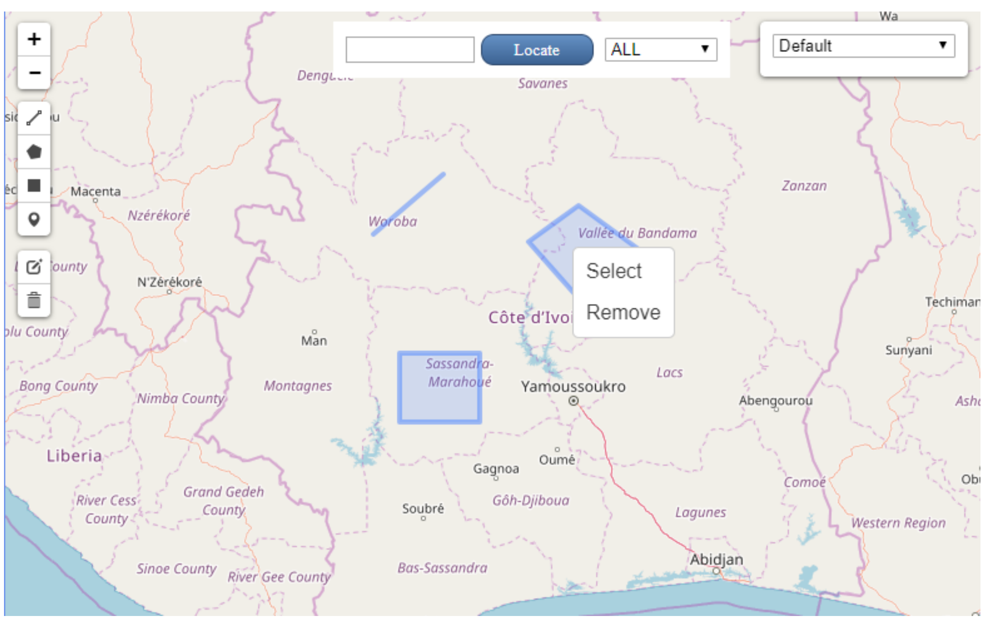


The View button will display the coordinates in case the latitude and longitude belong to more than one point. In this case, the Latitude and Longitude fields will be empty and the view button will display this info in a pop-in.

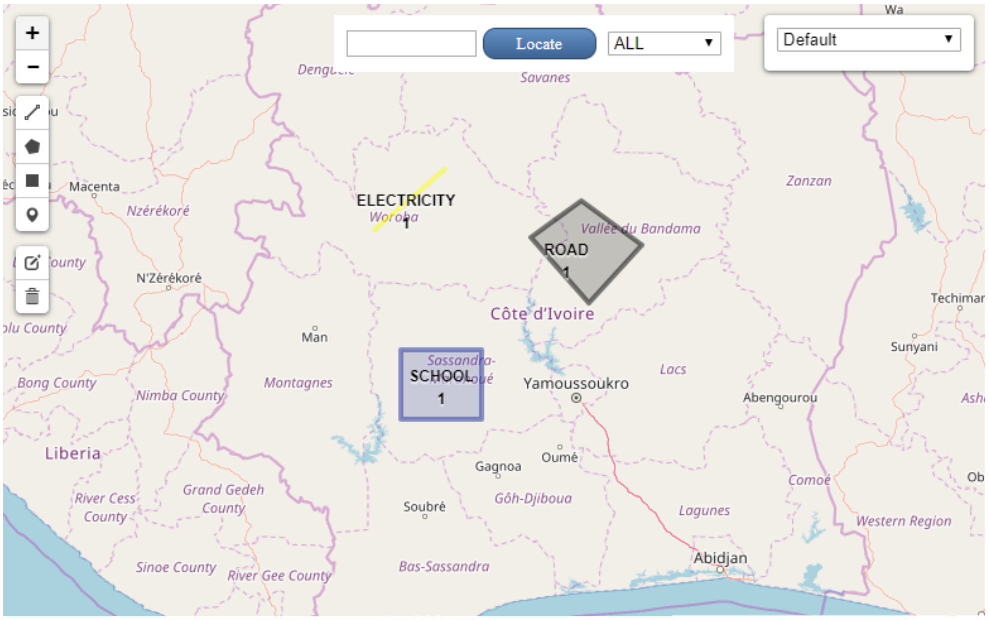


As usual the toolbar in the map allows selecting a single point; it also allows creating a line, a shape, rectangle/square or circling. You can use the Locate button to search for a place and select it (existing functionality).

Multiple shapes or points can be drawn in the map and they can be added in the form by simply right clicking on Select contextual menu.

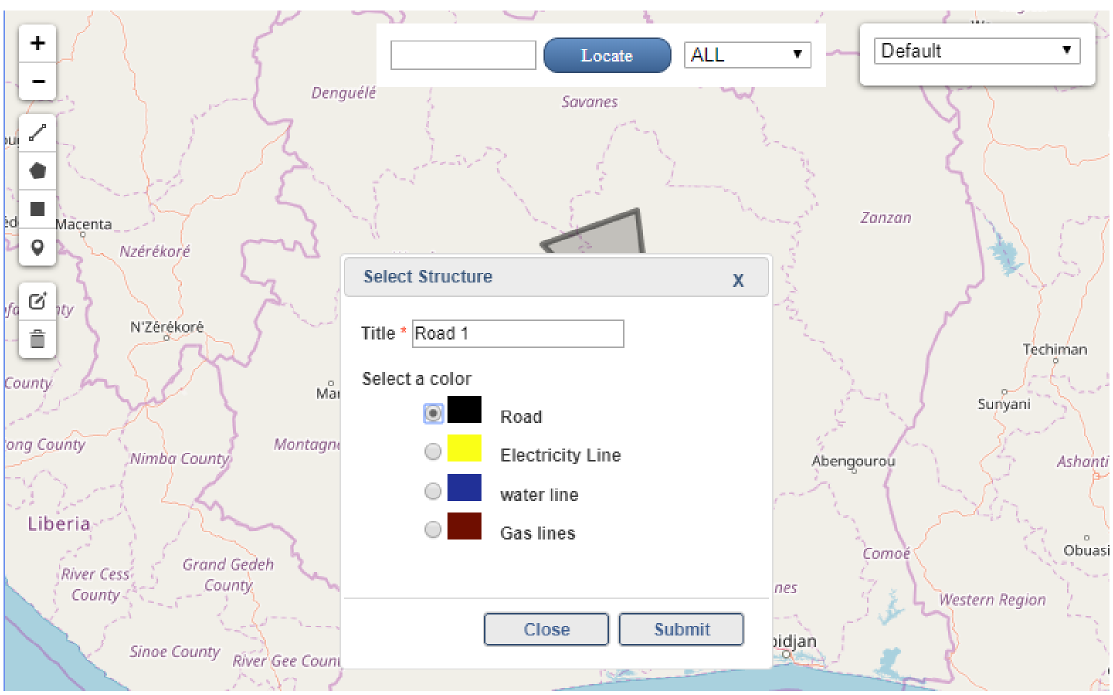


By repeating this process for each shape you will have something similar to below example.

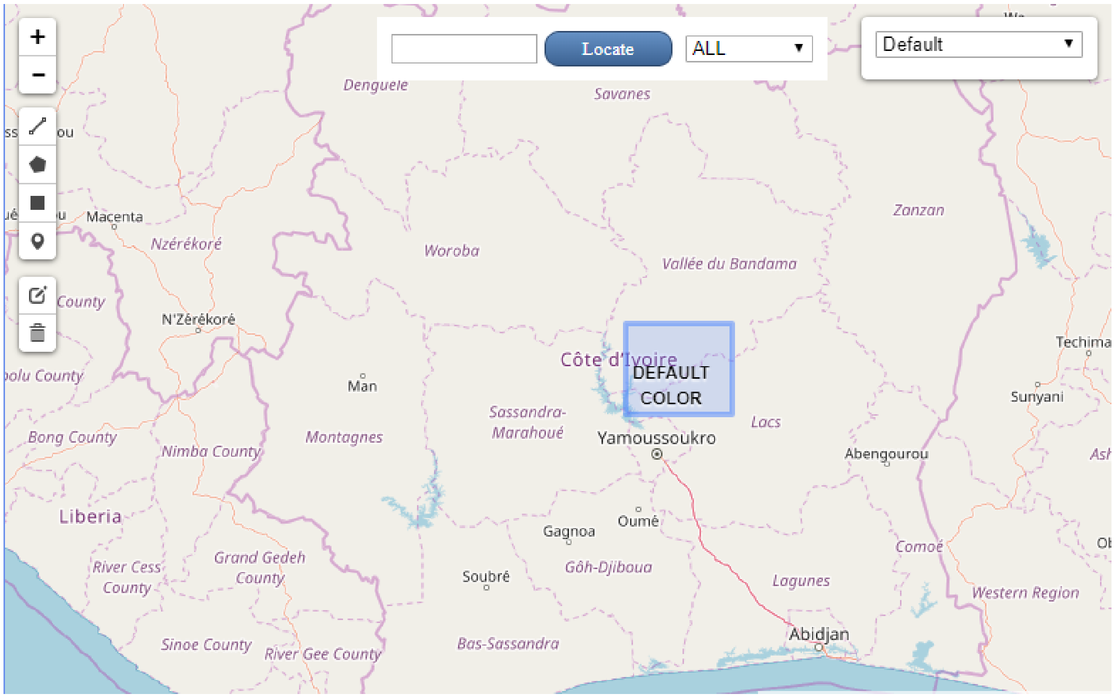


IMPORTANT NOTE: this possibility of adding multiple points in a single map **does not** support multilingual activity. In case your country is setup with multilingual, once you added the title in your default language, and you closed the map pop up, you would need to provide the corresponding translation in Activity Form, if you want the structure title to change.

As displayed above, when drawing polylines or polygons you can assign a color to the shape in order to easily identify it while viewing the GIS map. For this reason when you click on [Select](#) using the contextual menu, you are given the possibility to pick a color.



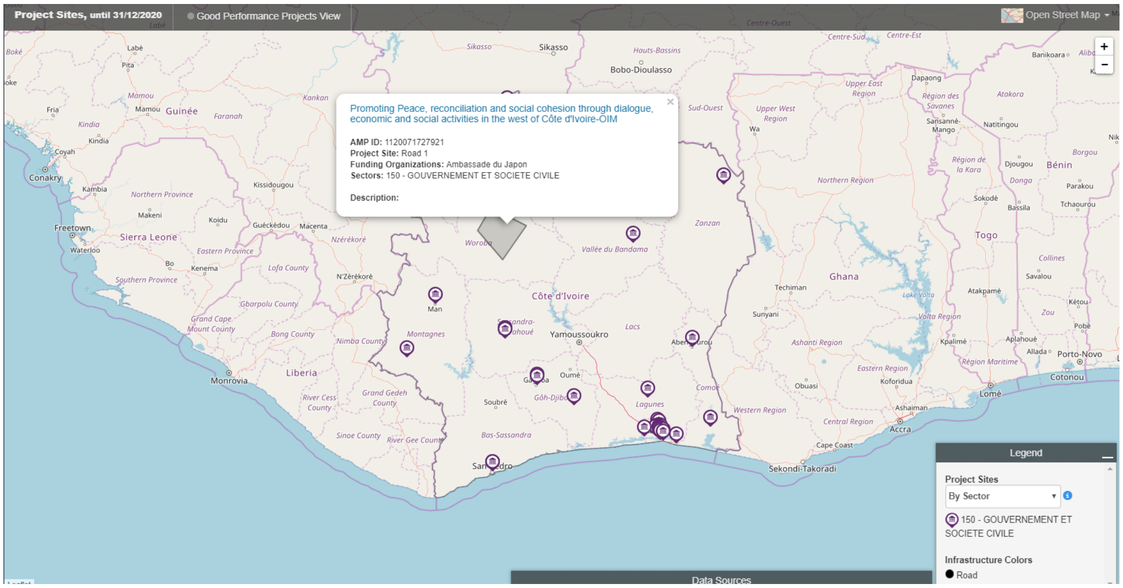
Selecting a color is optional. In case you don't want to select one, simply add a Title and click on Submit button. In this case the default blue color will be used as shown below.



Important Note

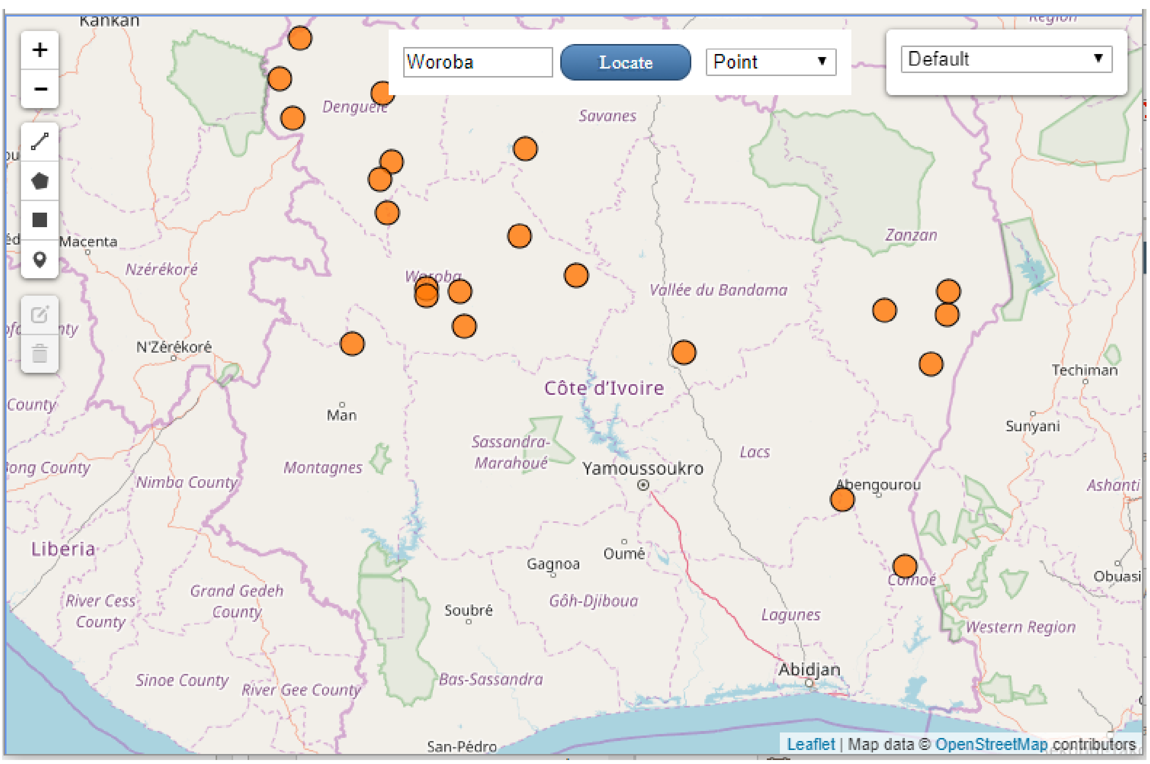
The AMP administrator can add as many infrastructure colors as needed. Their meaning is not fixed, as such Road in this example is black but could be red in your country's configuration (i.e. it is based on the GIS Structures Color Coding category in Category Manager).

Project Sites information can be seen in GIS Map. The drawn shape from structures will be displayed in the map and as with any other project site coming from points. For more information on Project Sites, refer to the GIS section in this guide.



You can use the Locate feature to enter a place and find the specific point you need.

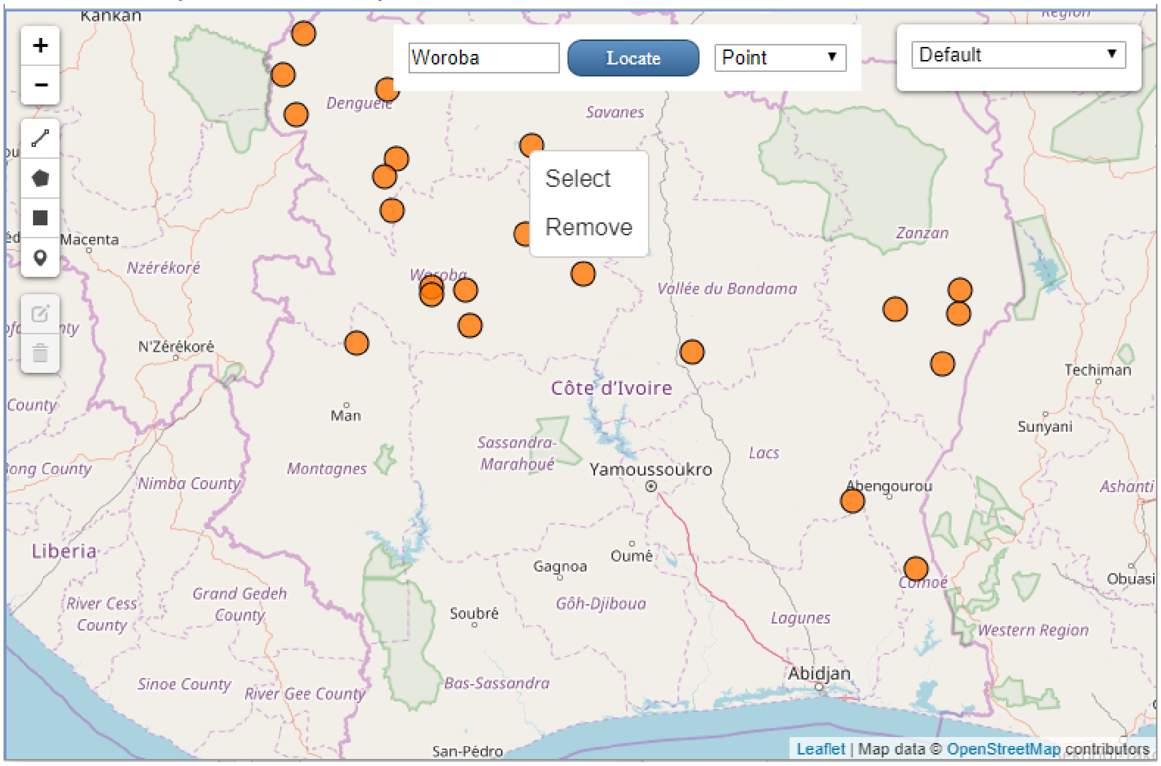
NOTE: If you need to view a point or shape already added, simply click on the Map button and it will be displayed.



1. Type the location Name (or part of it)

2. Then click Locate button to show the matching Point(s) on the map

3. Right click on top of the point to select it, and add its latitude and longitude directly on the Activity Form.



NOTE: If you need a point to be removed, it is just a matter of right clicking on the selected point and clicking on the Remove option.

- **National Program** – The Program section houses National Plan objectives and the associated Primary and Secondary programs. In addition, this section contains any information on cross cutting issues.

- **Sectors** – This section is where you select the sector(s) that the project will be a part of. It is possible to choose more than one sector for projects that have impact across more than one sector. In order to use multiple sectors, you must choose the percentage assigned to each sector. If the percentage does not equal 100% you will receive an error message.

  - If you have multiple ways of classifying project sectors, it is possible to include more than one sector scheme. As a matter of best practice, AMP often includes the OECD DAC Sectors. However, a second sector scheme may be enabled to classify projects according to both sector schemes

- **Related Organizations** – This section is used to add the respective organizations associated with this project as follows: Responsible Organization, Executing, Implementing, Beneficiary and Contracting Agency along with Regional and Sector Group. More than one organization can be added to each section as needed. Users have the option of entering percentages for how much funding is going to each agency. However, AMP can be set up to track the actual amounts disbursed from one agency to another by specifying the Source Agency and Destination Agency, for each Disbursement transaction. See the description under Funding below for more explanation.

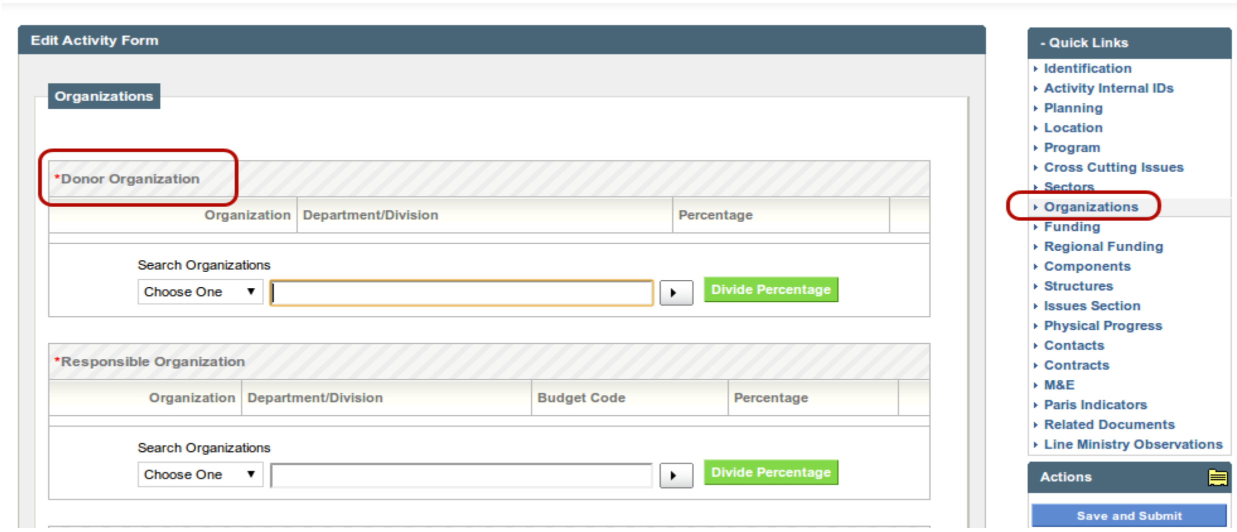


Figure 3.2. –Organizations Scheme

- **Funding** – This section allows you to enter funding information based on the funding agency. The Overview section allows you to enter the Proposed Project Cost and shows aggregates of all the funding you enter for each donor agency for the project. You will enter MTEFs, planned and actual Commitments and Disbursements for each Donor Agency. Based on admin configuration it is possible to order the way the funding items are displayed in the form, activity and exports by *Transaction date* ascendant or descendant or by Insertion date ascendant or descendant. By default, the setting is configured to display transactions by *Insertion date* (asc).

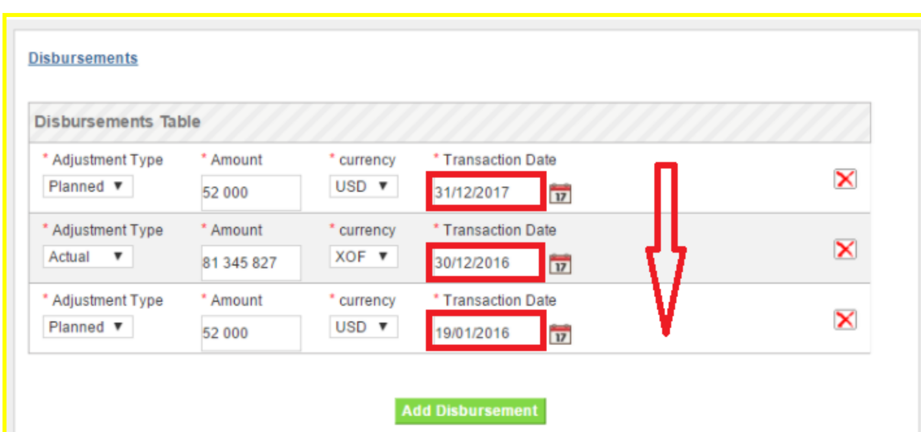
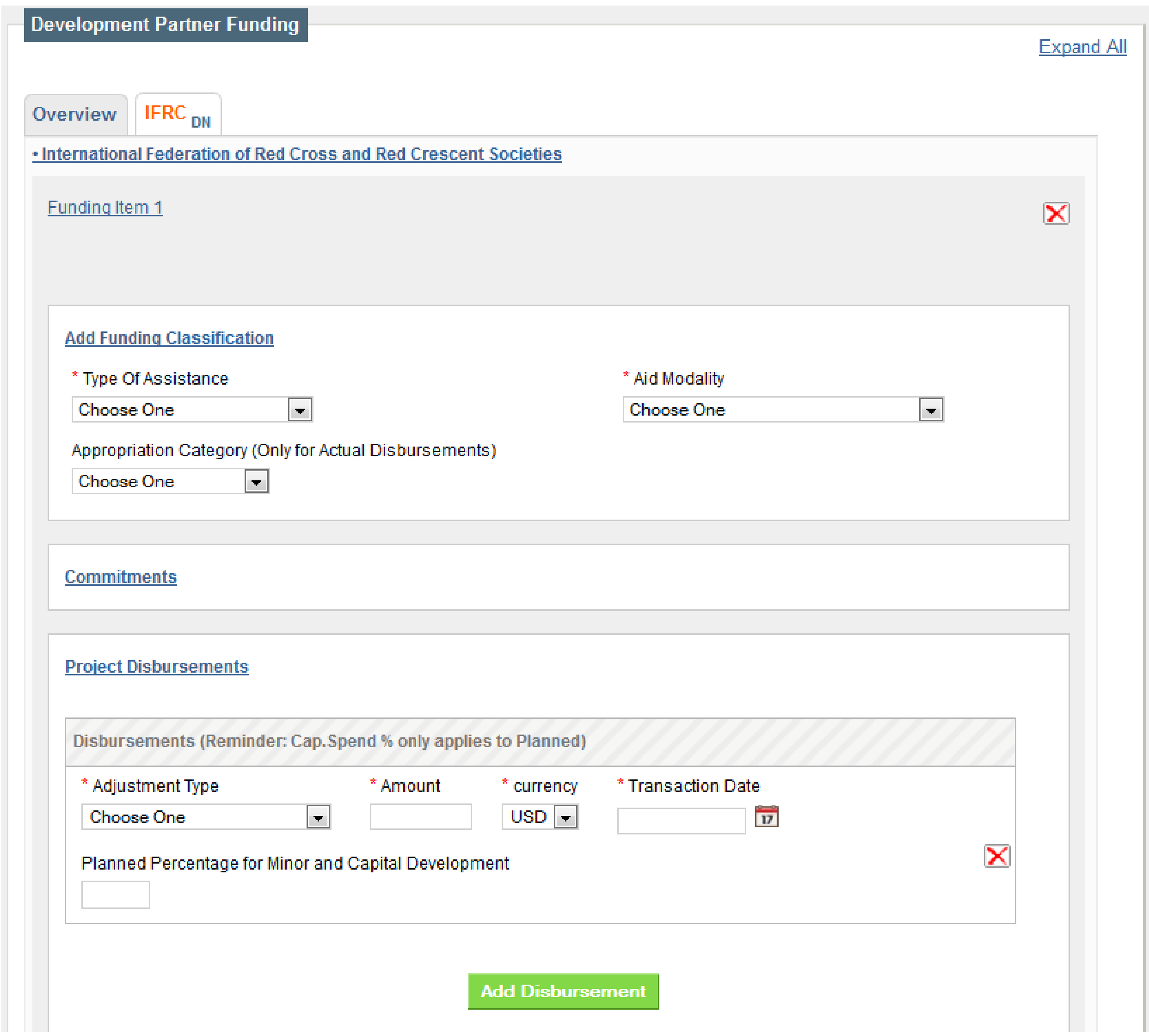


Figure 3.3 –Funding Items re-ordered by Transaction Date (desc)

The funding section may be configured to show flows of funding from the Donor Agency to Executing Agency and to the Implementing Agency. This set up allows for showing "real MTEFs, commitments and disbursements" from one agency to another instead of basing calculations on percentages entered within the Organization section. In this case, a funding section is added for each organization that will be projecting, committing or disbursing to another organization. The final organization to receive the funds (Implementing Agency) won't have a funding section, but will be the specified recipient of the disbursement.

Funding section without funding flows:



Funding Section with Funding Flows:

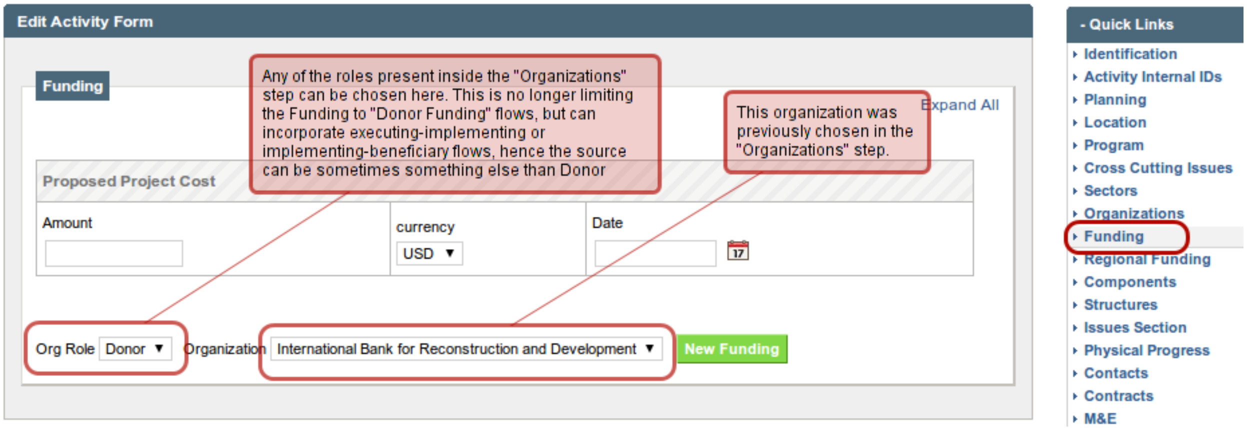
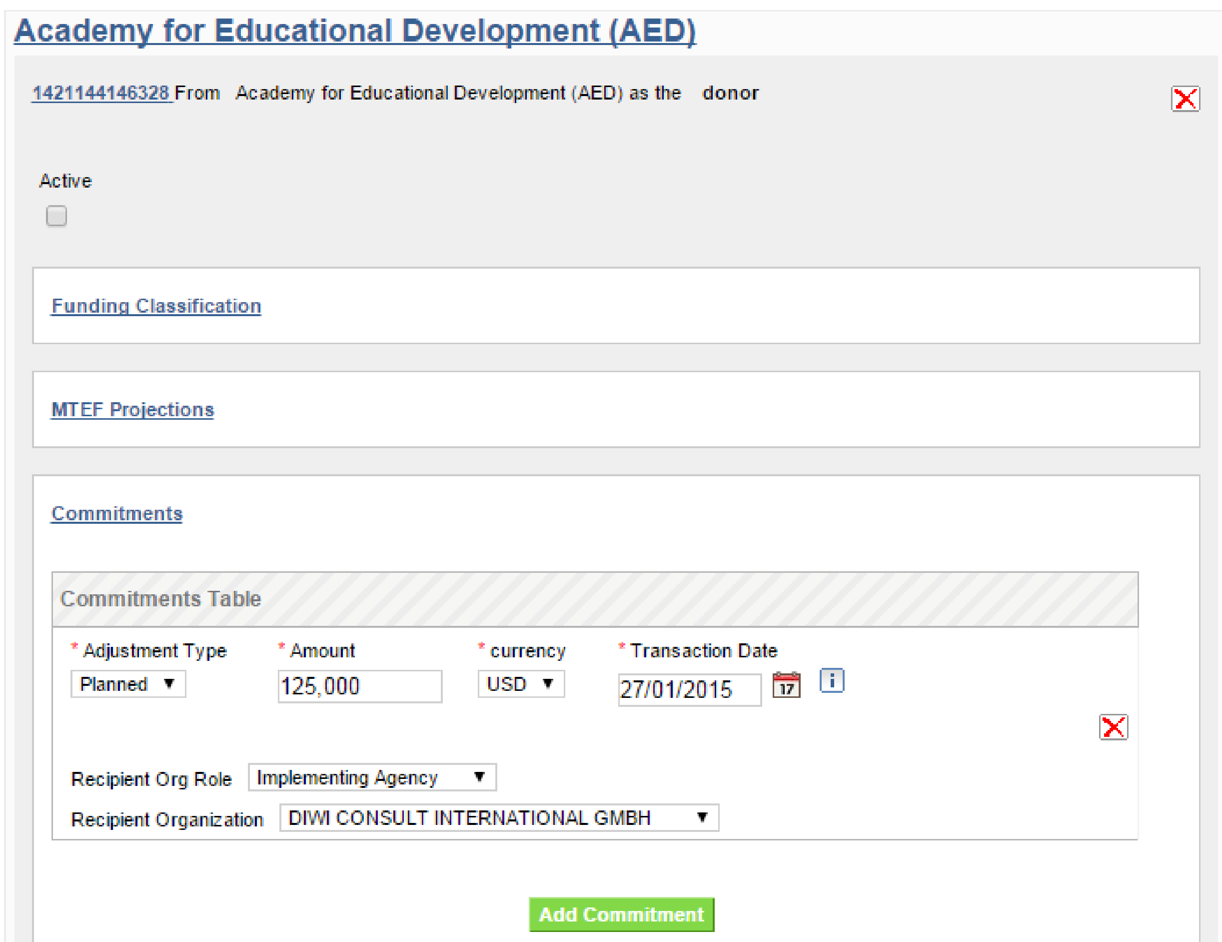
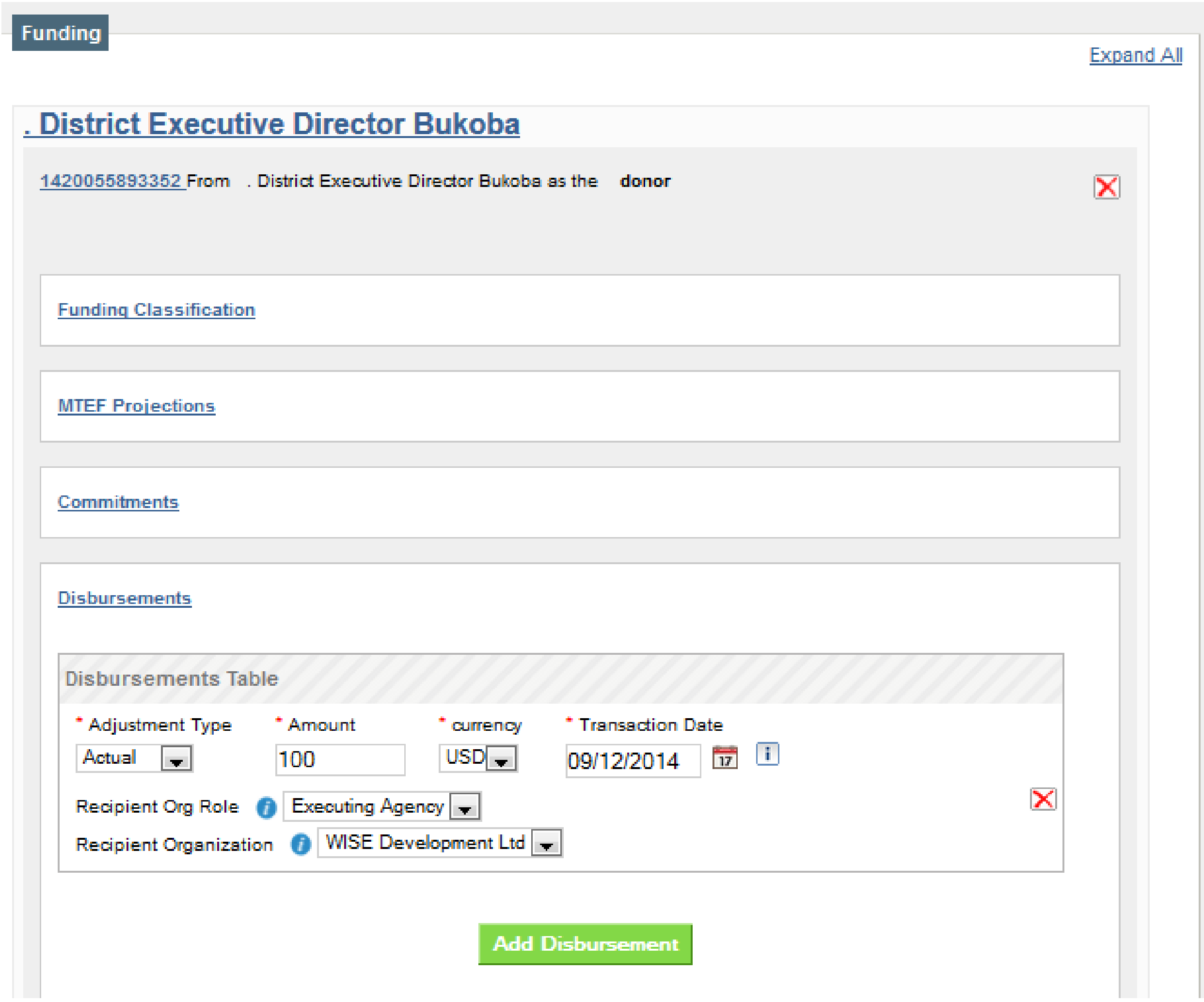


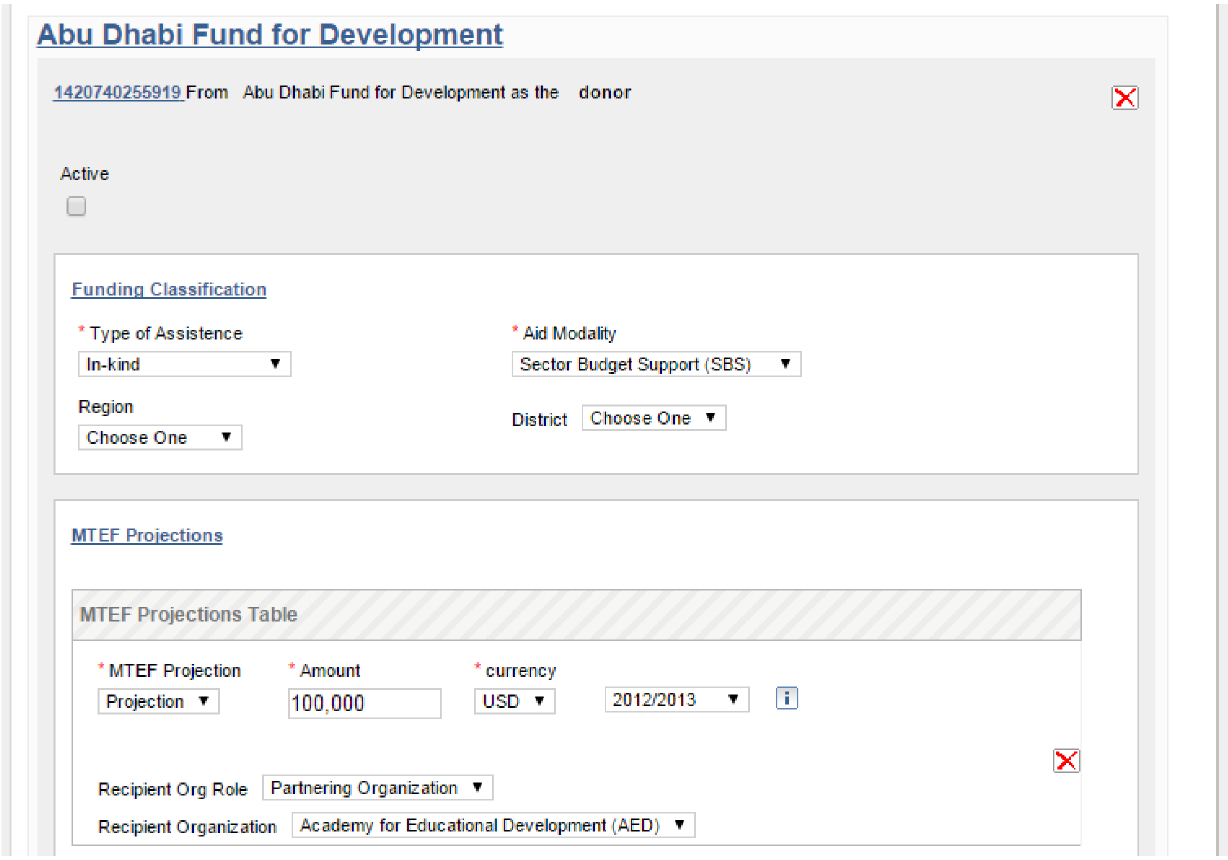
Figure 3.2. –Funding Roles

In the example below, commitments flow from the Donor "Academy for Educational Development (AED)" to the Recipient, Implementing Agency, DIWI CONSULT INTERNATIONAL GMBH:

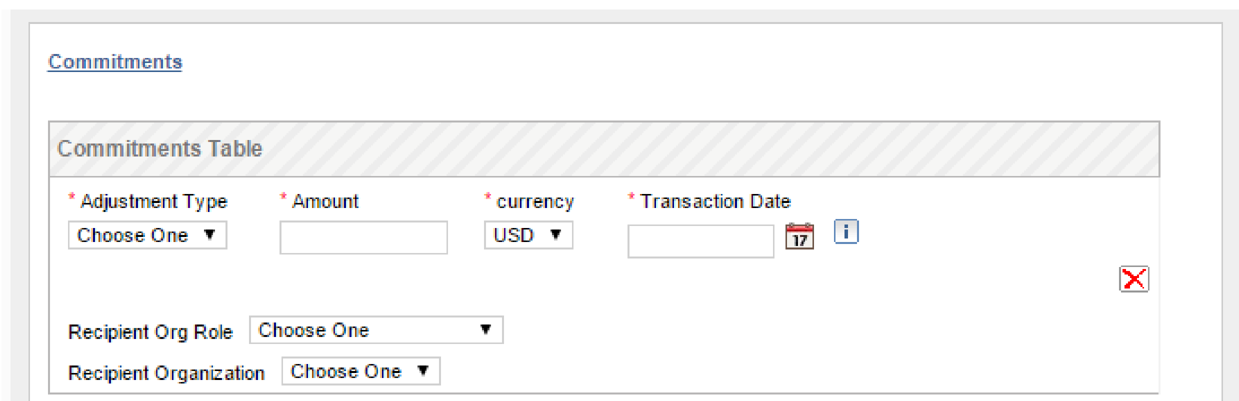


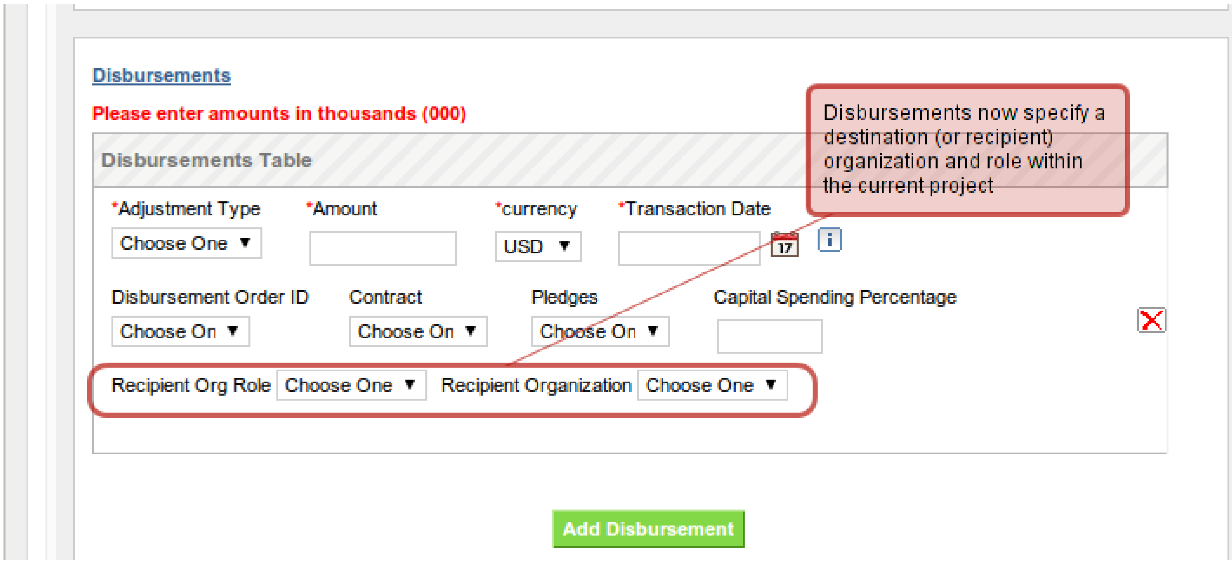
In the example below, disbursements flow from the Donor "District Executive Director Bukoba" to the Recipient, Executing Agency, WISE Development:





- **Commitments/Disbursement/MTEFs recipients** - All commitment, disbursement and MTEFs transactions can have a Recipient organization and Role. While the source organization and role are selected during the creating of the Funding item, the recipient org and role can be specified for each transaction in particular as seen in the figure below.





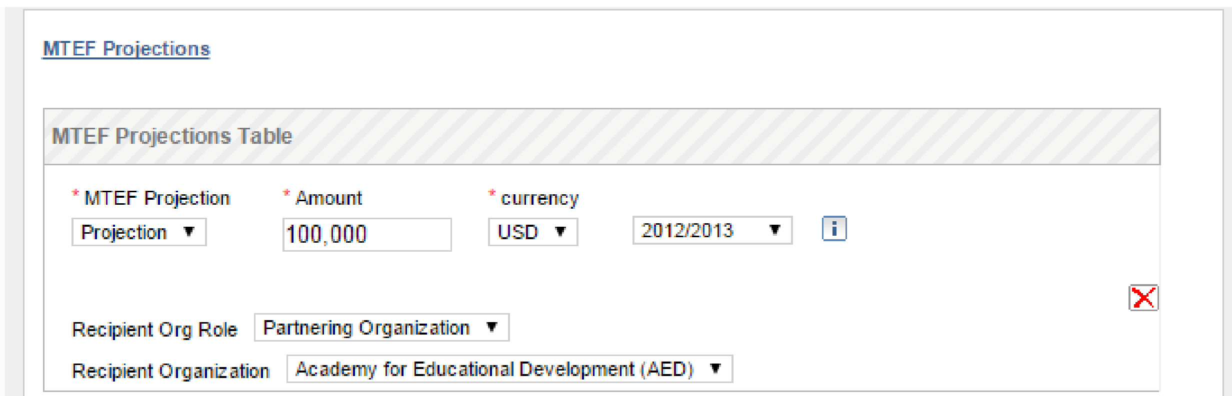


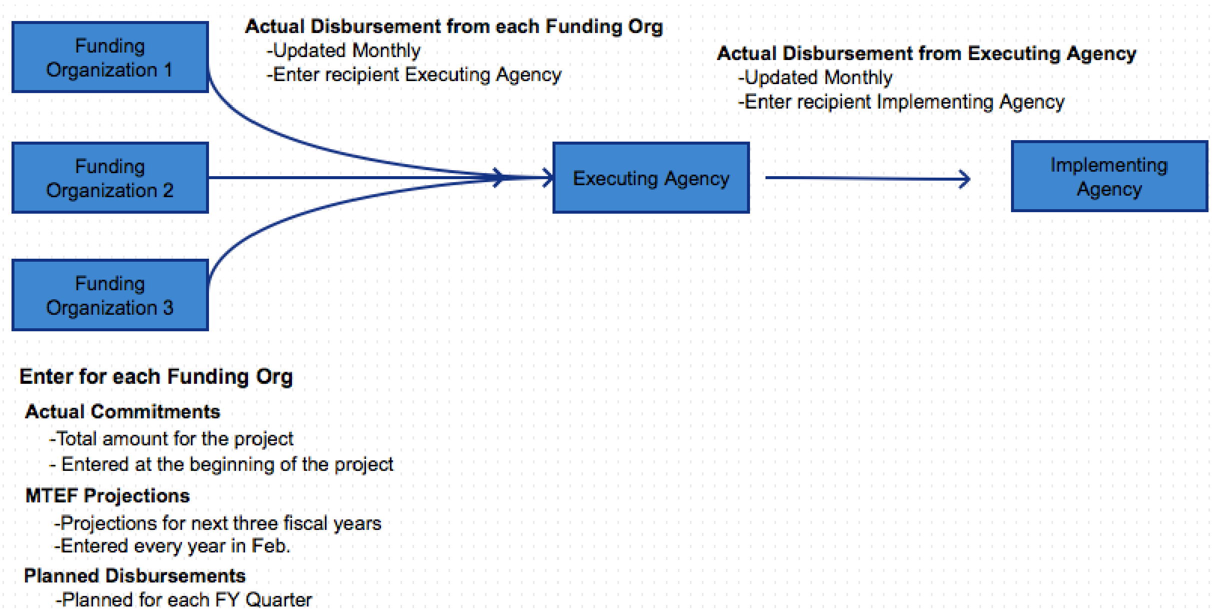
Figure 3.4. – Commitments/Disbursements/MTEFs to recipients

Depending on the context for each country, funding flows may often be a two-step process if funds from a donor are disbursed to an executing agency and from the executing agency to an implementing agency. Below is an example of how funding flows could be entered if a country included Funding Organizations, Executing Agencies and Implementing Agencies in their funding processes.

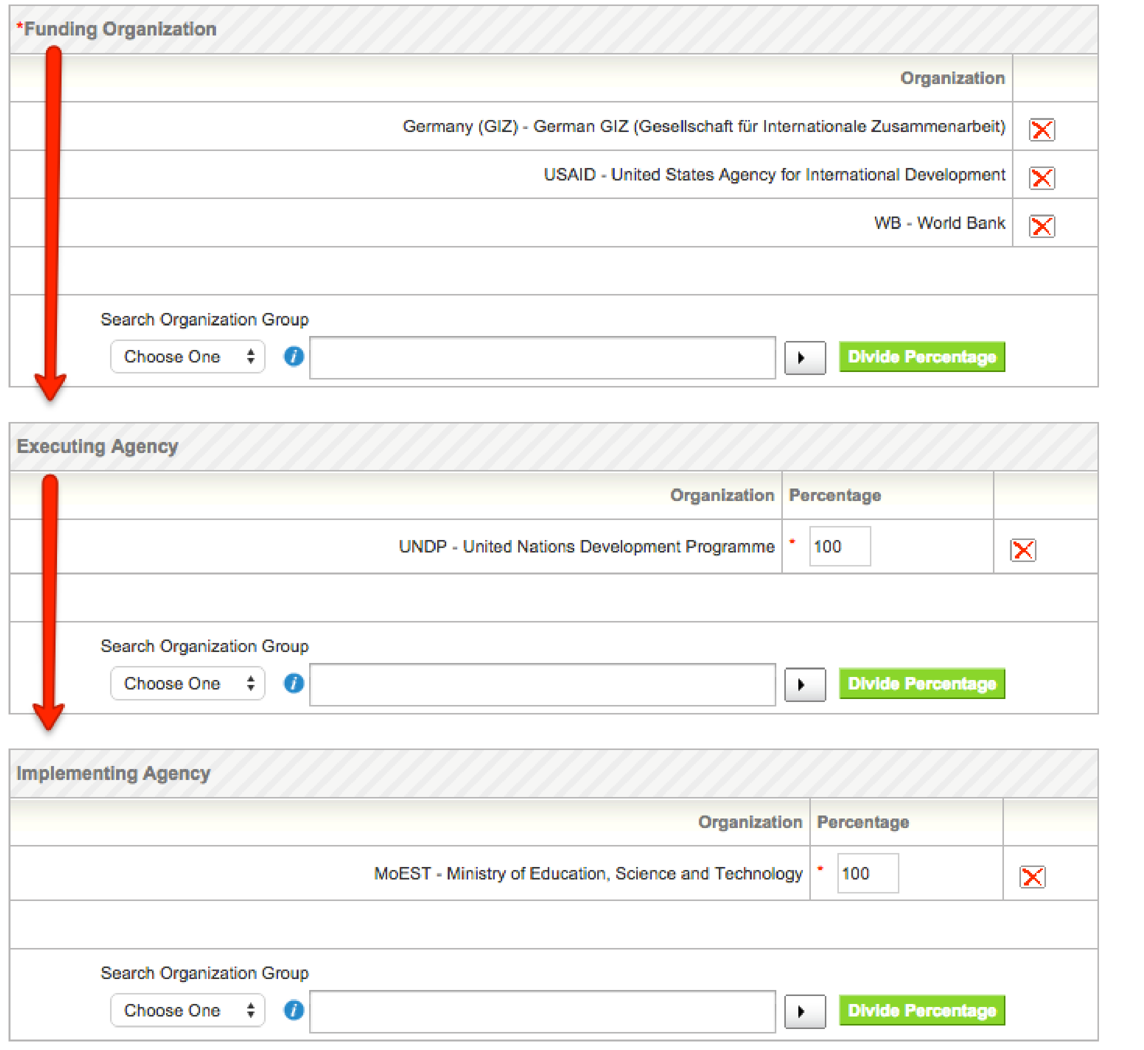
If an organization is one of many donors and is also the executing agency, the organization will be entered under both roles and will have two funding tabs - one as a funding organization (donor) and one as the executing agency.

Countries may decide to use funding flows for any or all of the following: Commitments, MTEFs, or Disbursements. The below example only focuses on disbursements.

Scenario: Multiple Funding Organizations disburse funds to an Executing Agency who disburses funds to one or more Implementing Agencies



Step one: The Executing Agency selects the applicable organizations and roles.



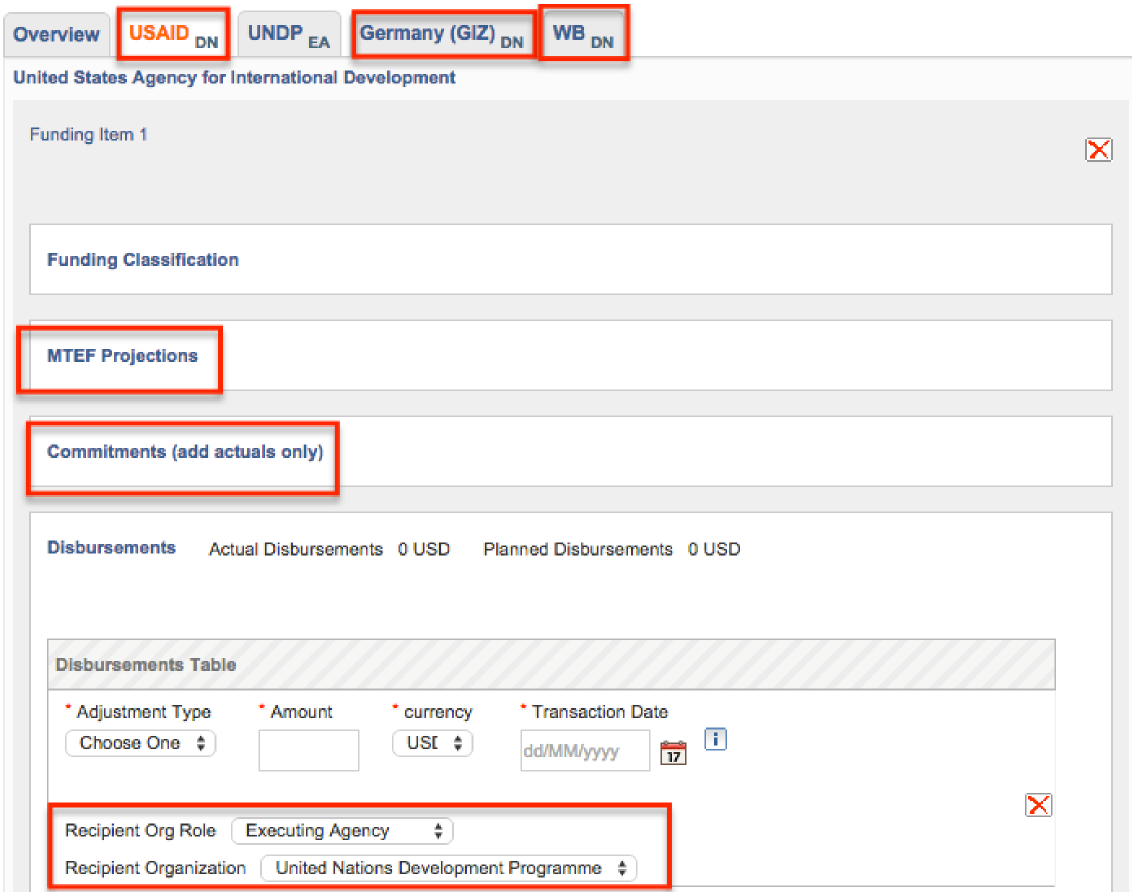
Step two: The Executing Agency enters the following information into EACH of the Funding Organization's Funding Tabs:

1. Actual Commitment for entire project.

2. Projected MTEF for next three years (entered every February).

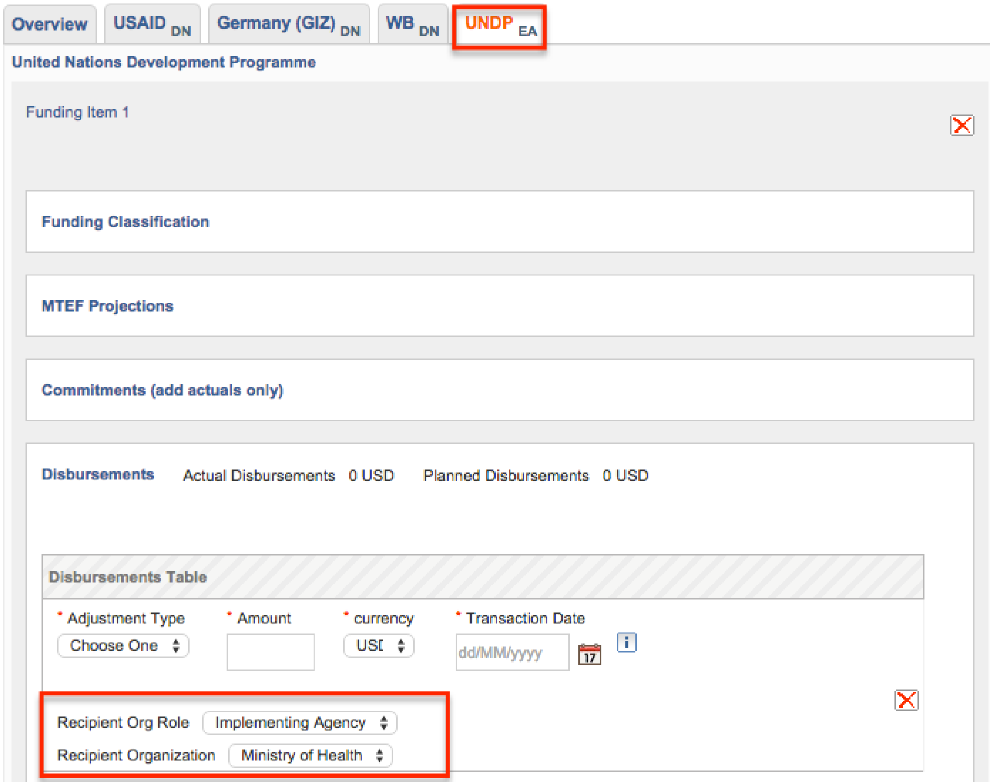
3. Planned Disbursement for each quarter.

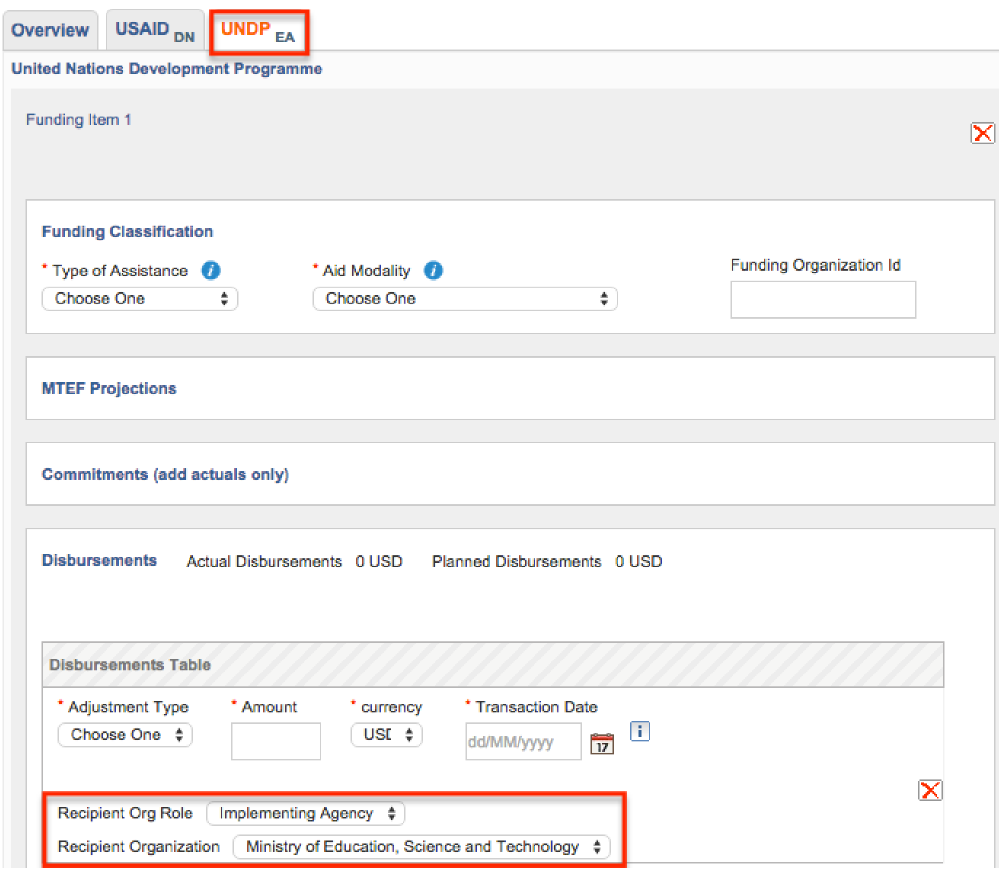
4. Actual Disbursement each month and the recipient Executing Agency for each Actual Disbursement.



Step three: The Executing Agency enters the following information into the Executing Agency Tab:

1. Actual Disbursements each month and the recipient Implementing Agency for each Actual Disbursement


Overview
USAID DN
Germany (GIZ) DN
WB DN
UNDP EA
United Nations Development Programme
Funding Item 1
Funding Classification
MTEF Projections
Commitments (add actuals only)
Disbursements
Actual Disbursements 0 USD
Planned Disbursements 0 USD
Disbursements Table
* Adjustment Type
* Amount
* currency
* Transaction Date
Choose One
USD
dd/MM/yyyy
Recipient Org Role
Implementing Agency
Recipient Organization
Ministry of Health

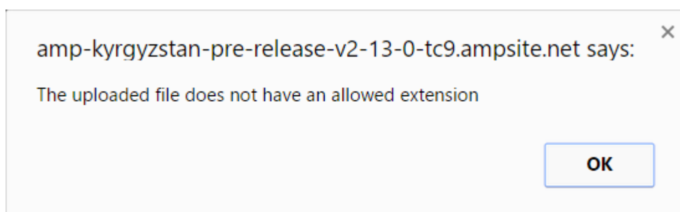

Overview
USAID DN
UNDP EA
United Nations Development Programme
Funding Item 1
Funding Classification
* Type of Assistance
* Aid Modality
Funding Organization Id
Choose One
Choose One
MTEF Projections
Commitments (add actuals only)
Disbursements
Actual Disbursements 0 USD
Planned Disbursements 0 USD
Disbursements Table
* Adjustment Type
* Amount
* currency
* Transaction Date
Choose One
USD
dd/MM/yyyy
Recipient Org Role
Implementing Agency
Recipient Organization
Ministry of Education, Science and Technology

- **Regional Funding** – This section allows you to store funding information by region. This section is governed by the Locations section. If no Regions are selected in the locations section, then no regions will show in this section for funding. When you click Add Funding, the new window will appear that allows you to select the Region and enter the associated funding information. The Save, Reset and Close buttons work the same as they do for the Funding screen noted above.

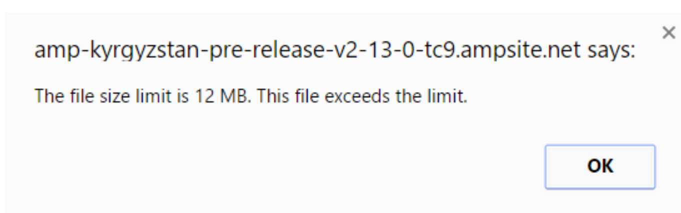
- **Components** – There are two ways the Components section may be useful to storing project information. It allows you to enter the components of the project and any funding associated with them. Additionally, it may also be used as another classification of the funding information entered in the Funding section.

- **Issues** – This section allows you to add any issues associated with the project and to denote the measures and actors associated with each issue.

- **Related Documents** – Any documents or links associated with this project may be stored in the Resource Manager and directly associated with the project. If configured by admin the application can reject certain files from being uploaded into the system, If that is the case an error message will be displayed upon saving it. See an example below,



Admin can also prevent large files from being uploaded for which in that case the error message will be the one depicted below.



- **Contact Information** – Any relevant contacts related to this project are listed in this section.

- **Paris Indicator –** Paris Indicator survey questions that pertain to projects can be filled out in this section as it relates to the particular project being entered. A Paris Indicators survey is available and will be covered in the details in the Paris Indicators section of this document.

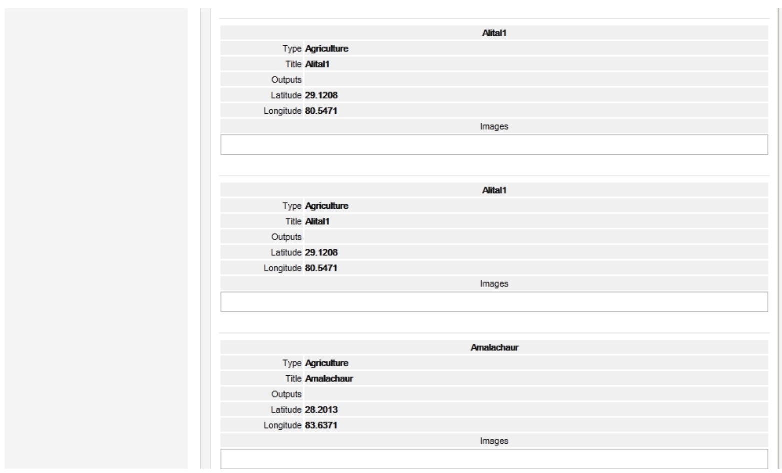
- **Global Partnership Indicators** – Inputs for the Global Partnership Indicators report are entered when creating or editing an activity, in the GPI section, accessible through the Quick Links menu. Note that Indicator 5 is not included in the entry form, as it is automatically calculated (see Global Partnership Indicators Report.)

- **M&E** – The M&E section allows you to enter monitoring and evaluation information by entering information regarding indicators (base, target and current values) associated with the project.

- **Contracts** – This section allows you to attach specific contracting information with the project, including the ability to specify disbursements associated with a specific contract. This means you can add disbursement information as it relates to a specific contract that is attached to the project. Additionally, you can link a contract number to a disbursement that is added in the Funding section of the Activity Form. This allows you to add contracts while entering funding information.

Activity Sites in Activity Preview

Users can view Activity Sites in the activity preview.



FM Mode

Workspace Managers can hide or enable all fields in the activity form directly without going through the FM mode in Admin Tools. From the Activity Form, click on the down pointing arrow next to Tool and select FM mode as shown in figure 3.5 below.

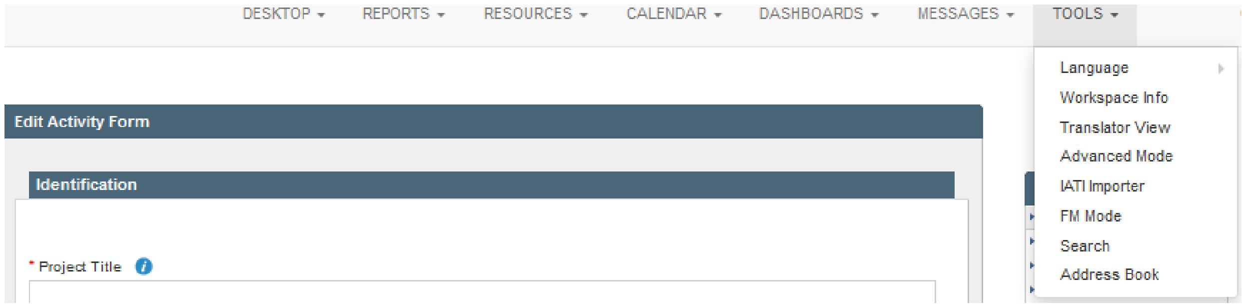


Figure 3.5 – FM Mode of Activity Form

Once FM mode has been selected, the user can enable/disable features and fields of the activity form by clicking on the buttons as shown in figure 3.6

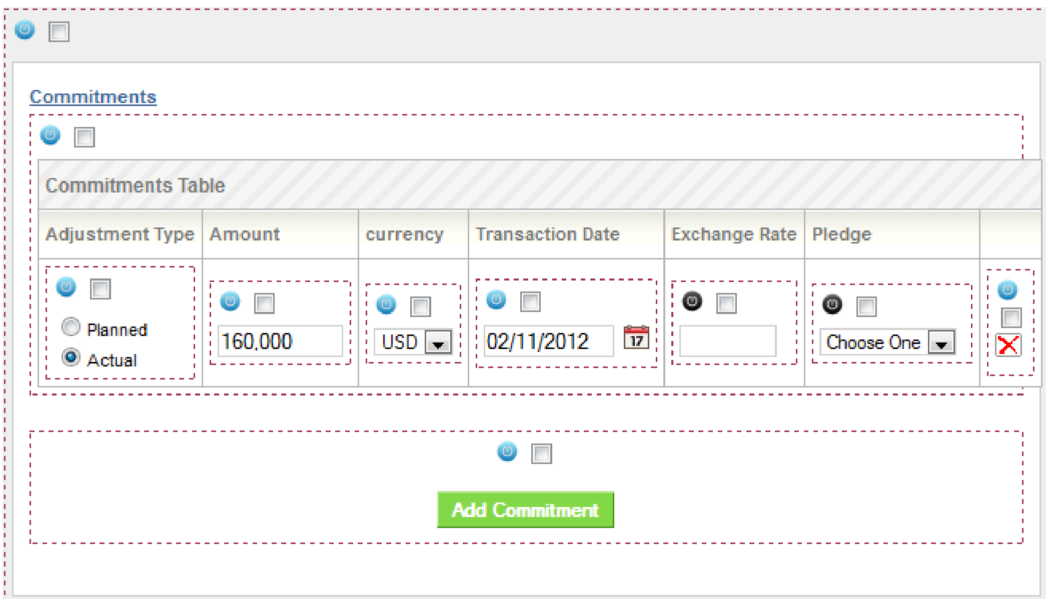


Figure 3.6 – Enable/Disable Activity Form Fields

When the button by the field is **blue**, it means that this field is activated and available to users in the activity form. When the button is set to **black**, it means that this feature is disabled. To make any feature available, click on the black button so it can turn blue. The feature is now available in the activity form.

To get out of FM mode, go back to the Tools drop down and click on FM Mode and you will return to the plain activity form.

Advanced View

The Advanced View when accessed via Activity Form allows you to enter field tooltips for each of the enabled fields. You will be asked to be redirected so that a page similar to the one displayed below will be shown after clicking on Translator View under Tools.

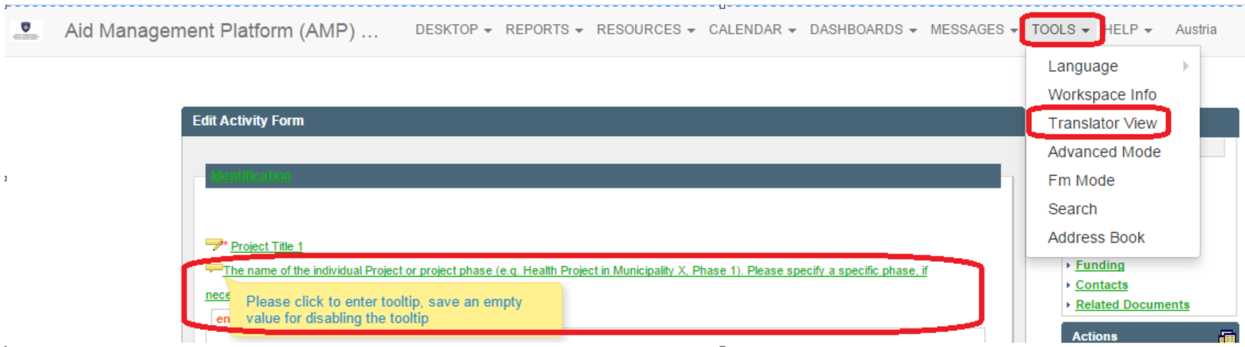


Figure 3.7 – Switch to Translator View mode

The idea of tooltips is to clarify what the purpose of the field is. This is achieved by adding a text next to the field name, which appears when you hover over the field name. To add/edit the text, click on the Tooltip area for the field in question. The tooltip text will be displayed when hovering the mouse over the icon.

Let's add a tooltip to the Related Projects field:

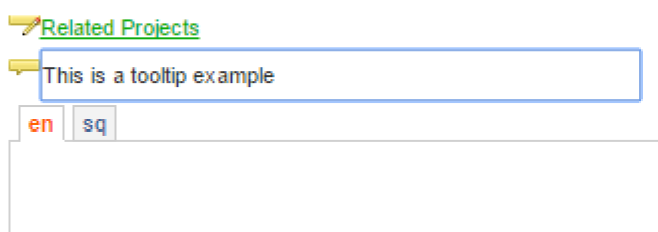


Figure 3.8 – Add/Edit tooltip text to a field

1. Click on the icon.
2. Enter in text to clarify the purpose of that field. Click Enter (or anywhere outside the box) to save the text.

Switch Translator View back off by clicking on Tools > Non-Translator View.

Now let's take a look at the just added tooltip:

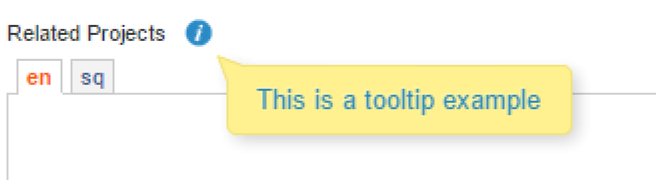


Figure 3.9 – View tooltip text on Activity Form

1. Hover the mouse on the icon to see the field tooltip you just created.

If you wish to remove an existing tooltip, follow the same steps for the field in question, but instead of adding in text, delete all text in the box, as shown below.

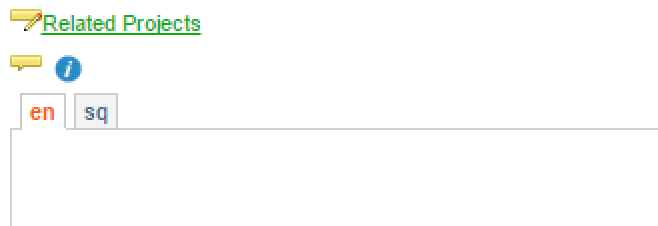


Figure 3.10 – Remove tooltip text from field

Switch Translator View back off by clicking on Tools > Non-Translator View and confirm the tooltip text and icon are no longer displayed, as shown below.

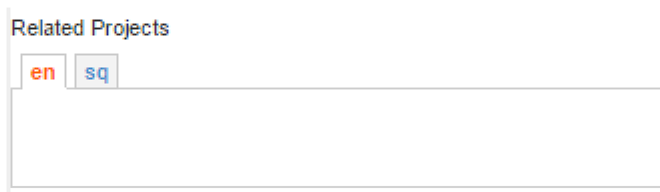


Figure 3.11 – Tooltip text/icon no displayed on Activity Form

Activity Versioning

The activity versioning feature let you compare different versions of a given activity. That feature can be accessed from the Activity Preview page by clicking on Version History button as seen in figure 3.7 below.

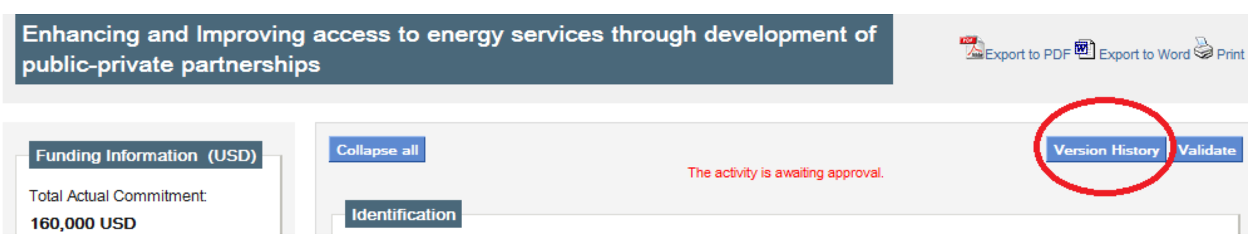
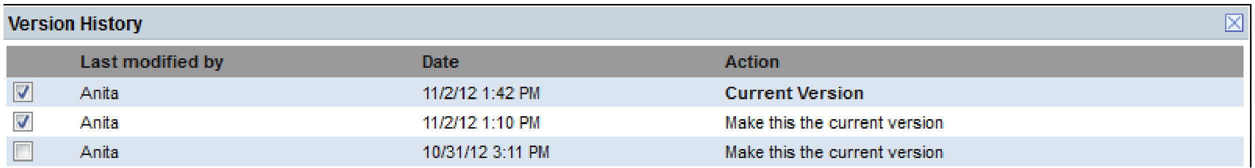


Figure 3.7 – Activity Versioning

Once you click on the Version history button, a window will display the 5 last versions of the activity with information on who modified it and when the modifications were done. The user will have to select two versions for comparison by selecting the checkboxes by the activity name.

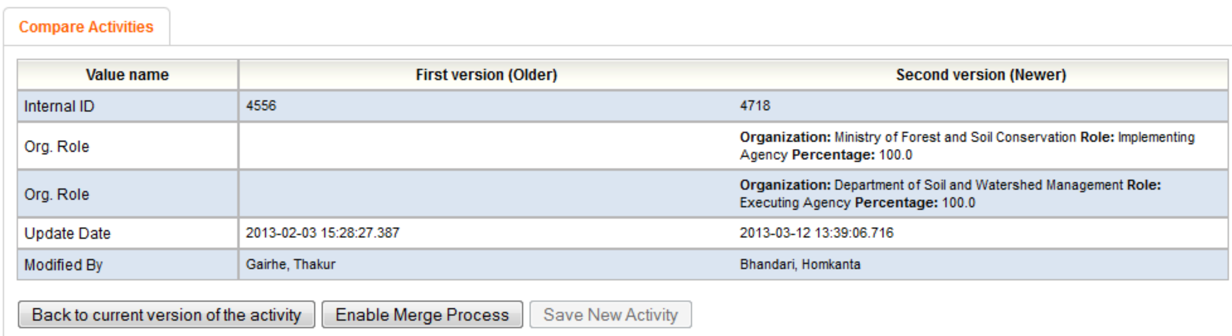


Version History

	Last modified by	Date	Action
☑	Anita	11/2/12 1:42 PM	Current Version
☑	Anita	11/2/12 1:10 PM	Make this the current version
☐	Anita	10/31/12 3:11 PM	Make this the current version

Figure 3.8 – Selecting Activity versions

Once the activities have been selected, click on the [Compare Versions] button at the bottom of the window to be redirected to the Compare Versions page as seen in the figure below.



Compare Activities

Value name	First version (Older)	Second version (Newer)
Internal ID	4556	4718
Org. Role		**Organization:** Ministry of Forest and Soil Conservation **Role:** Implementing Agency **Percentage:** 100.0
Org. Role		**Organization:** Department of Soil and Watershed Management **Role:** Executing Agency **Percentage:** 100.0
Update Date	2013-02-03 15:28:27.387	2013-03-12 13:39:06.716
Modified By	Gairhe, Thakur	Bhandari, Homkanta

Back to current version of the activity | Enable Merge Process | Save New Activity

Figure 3.9 – Comparing Activity Versions

From the screen, the user can see which modifications have been made from one version to another. The user can either decide to come back to the current version of the activity, or select certain sections from different versions and merge them into one and save the new activity. For example, if a location was updated wrong, the user could select to keep all the new changes, except select the old location information, and merge this into a new version of the project.

Showing and sending activity financial updates

When AMP user enters new funding information (Activity Form's funding section) or edits existing one, AMP sends detailed information to the validator via their e-mail address so that the validator easily gets comprehensive change information and can validate the project/program by cross checking it with the documents they may have. Which validators will receive the e-mail is as usual configurable via admin message template.

Based on configuration, every 24 hours AMP validators will receive an email summary with the same information as above, for each project that was previously validated, edited, and now awaiting validation within that 24 hour period. It is only sent once - meaning that if it's still waiting for validation the next day, the e-mail is not sent again.

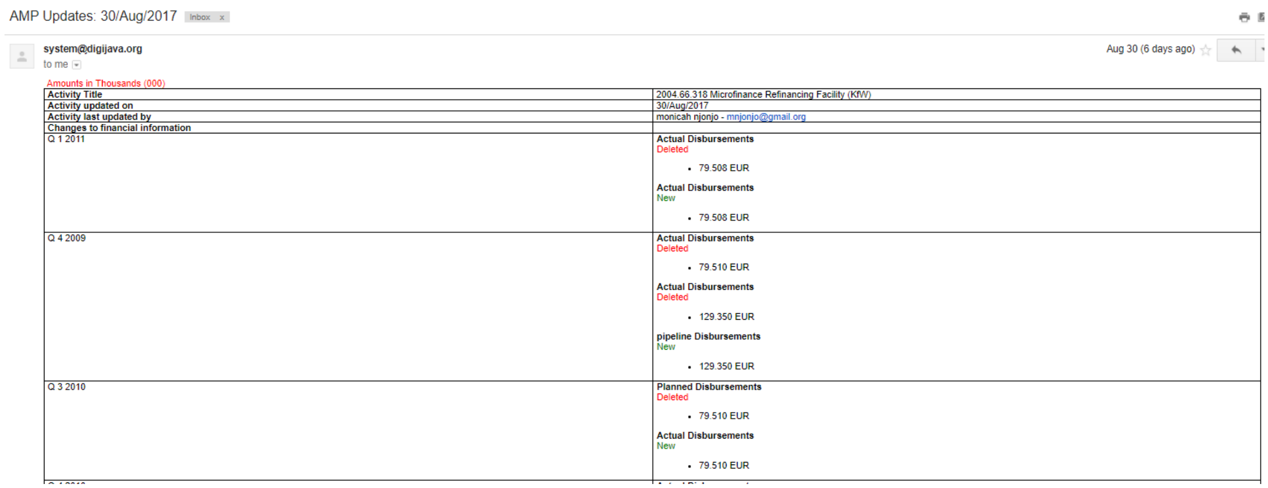


Figure 3.10 – E-mail summary example

NOTE: The e-mail will contain **all** activities that need attention from the validator. On the other hand, on a per project basis this information can also be seen on demand by using the Show Change Summary button in Version History as depicted below.

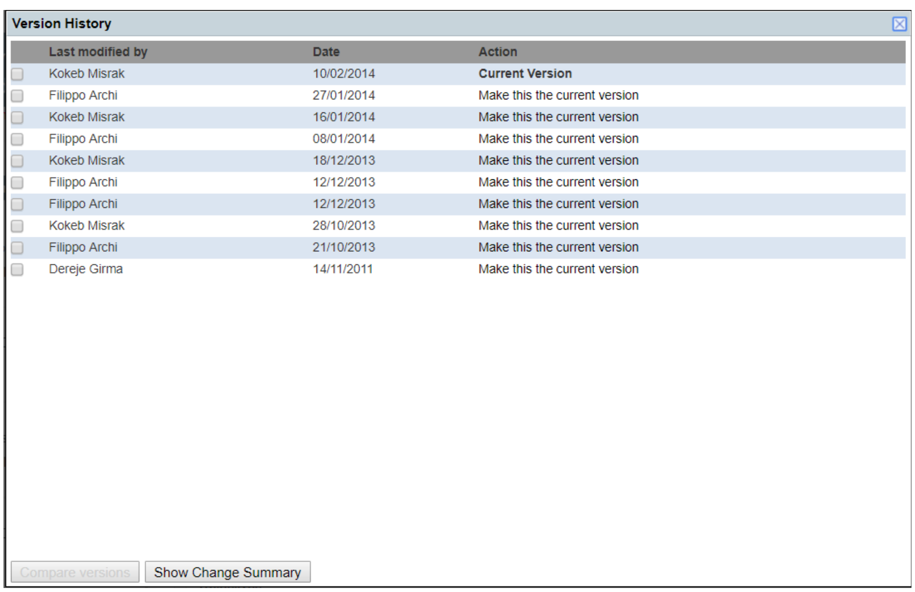


Figure 3.11 – Show Change Summary enabled

How it works?

There is no need to select the different versions to be able to show the change summary since the application tries to find the last validated version of the activity. If there is one, the button will be enabled and when clicked, the user will be presented with the changes made between the last validation and the current version awaiting validation.

An activity that was modified and awaiting validation will display the summary page with a quarter-based arrangement, according to the configured calendar. The quarter where each change falls-in is decided based on the funding's transaction date.

If the activity was never validated, the *Show Change Summary* button will be disabled.

If the activity was validated more than once, **only** the last validation is taken into account.

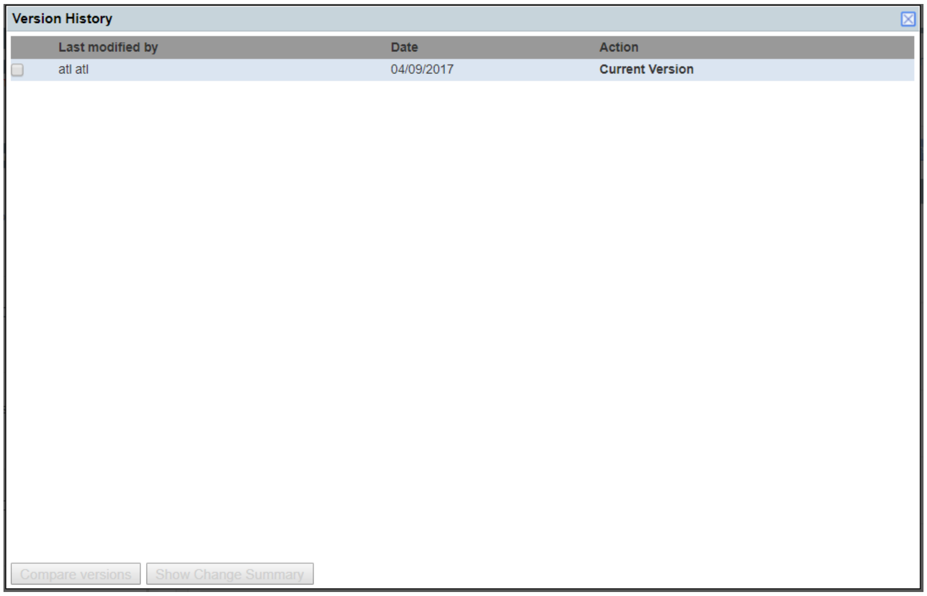


Figure 3.12 – Show Change Summary disabled

Logged in users are always allowed to see the Show Change Summary table. On the other hand, public users can see it only if the feature is enabled in admin.

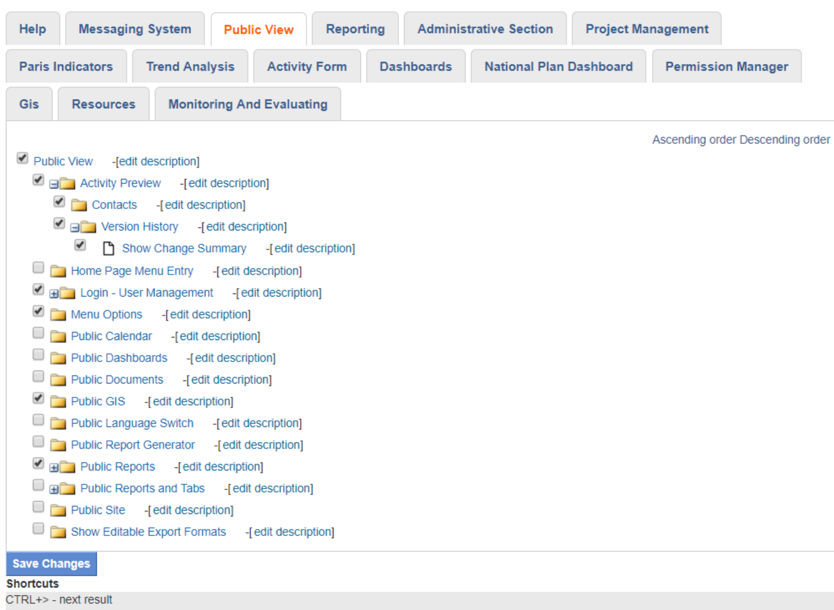
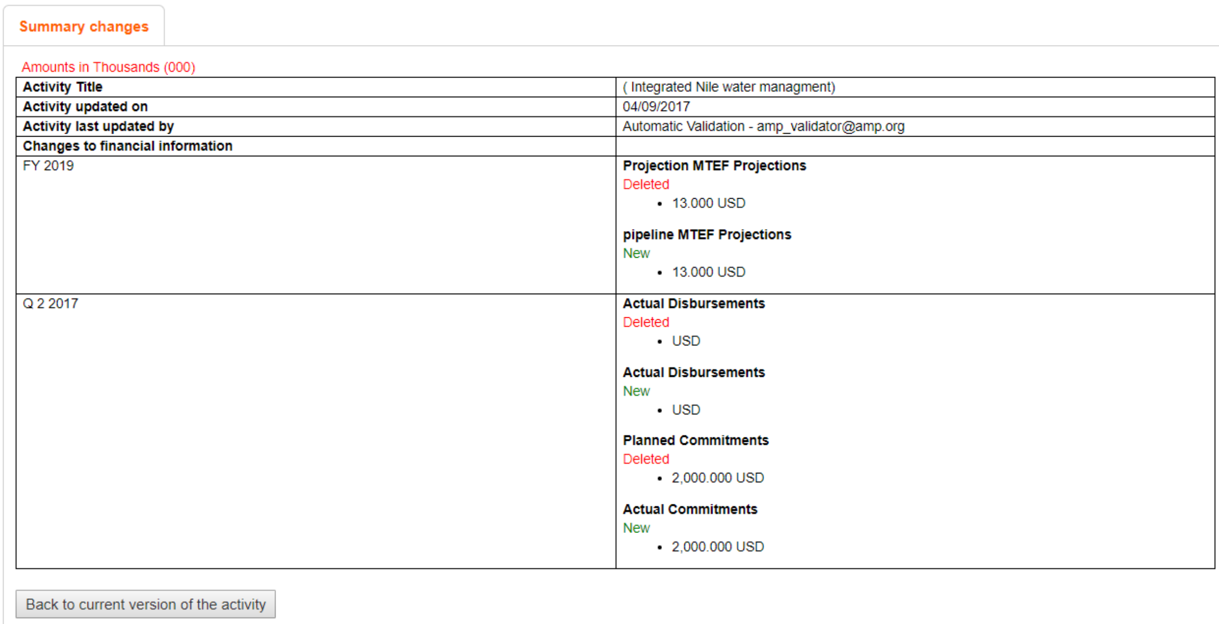


Figure 3.13 – Show Change Summary in public view

How it looks?

Once you click on Show Change Summary button, the application will display a new page with the modified funding information. Changes such as adding new funding (i.e. commitments, disbursements, MTEFs, etc.), editing or deleting existing funding will be taken into account.



Summary changes

Amounts in Thousands (000)

Activity Title	(Integrated Nile water managment)
Activity updated on	04/09/2017
Activity last updated by	Automatic Validation - amp_validator@amp.org
Changes to financial information	
FY 2019	**Projection MTEF Projections** Deleted • 13.000 USD **pipeline MTEF Projections** New • 13.000 USD
Q 2 2017	**Actual Disbursements** Deleted • USD **Actual Disbursements** New • USD **Planned Commitments** Deleted • 2,000.000 USD **Actual Commitments** New • 2,000.000 USD

Back to current version of the activity

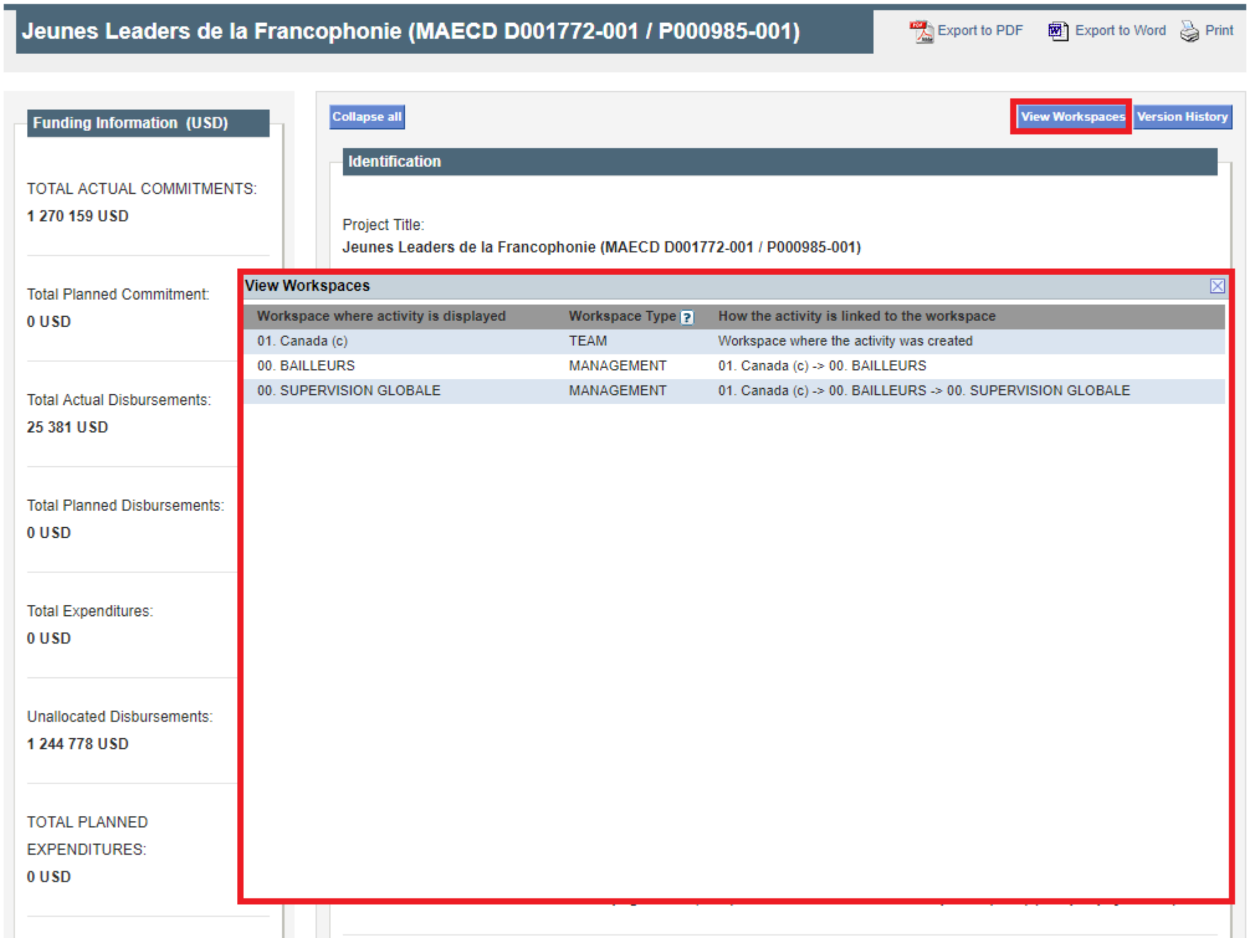
Figure 3.14 – Show Change Summary in public view

Changes like project title, organization, etc. (i.e. not related to funding information) are not being considered for the change summary page, as this is only affecting financial information.

Viewing where activities are seen using View Workspaces.

When logged there is a button called View Workspace next to Version History. Once clicked it will open a pop up window that shows a table with three pieces of information:

1. Workspace where activity is displayed: each row represents a workspace where the activity in question is seen. In the example below, it is seen in 3 workspaces: **01. Canada, 00. BAILLEURS, 00. SUPERVISION GLOBALE.**
2. Workspace Type the activity is seen in: it describes the workspace definition. Taking 01. Canada as an example it shows it is a **TEAM** workspace. You can find more information on the definition of each workspace type by clicking on the icon.
3. How the activity is linked to the workspace: it explains how the activity is seen in each workspace and through which other workspaces. This helps understand how the workspaces are setup and if any adjustments in their configuration are needed.


Jeunes Leaders de la Francophonie (MAECD D001772-001 / P000985-001)
Export to PDF
Export to Word
Print
Funding Information (USD)
TOTAL ACTUAL COMMITMENTS:
1 270 159 USD
Total Planned Commitment:
0 USD
Total Actual Disbursements:
25 381 USD
Total Planned Disbursements:
0 USD
Total Expenditures:
0 USD
Unallocated Disbursements:
1 244 778 USD
TOTAL PLANNED EXPENDITURES:
0 USD
Collapse all
View Workspaces
Version History
Identification
Project Title:
Jeunes Leaders de la Francophonie (MAECD D001772-001 / P000985-001)
View Workspaces
Workspace where activity is displayed
Workspace Type
How the activity is linked to the workspace
01. Canada (c)
TEAM
Workspace where the activity was created
00. BAILLEURS
MANAGEMENT
01. Canada (c) -> 00. BAILLEURS
00. SUPERVISION GLOBALE
MANAGEMENT
01. Canada (c) -> 00. BAILLEURS -> 00. SUPERVISION GLOBALE

Chapter 4 – Reporting

Reports Engine

AMP's reporting capabilities are designed to allow you the ability to create various types of customized reports that organize data in the way you need it presented.

As we step through this section, it is worth noting that although there are some similarities between the way reporting and tabs are created and the information they can show, that tabs are not reports. Tabs should only be used to quickly find projects and for very quick overviews of the project you are locating. Reports should be used for developing extensive research and analysis information.

Within AMP there are four types of reports that can be created via Report Wizard: Donor Reports, Regional Reports, Component Reports and South-South Cooperation and one other report that can be created via special wizard: Agreement Reports. Let's take a brief look at the definitions and characteristics of each type of report.

Donor Report

The Standard report is used as a way to get an overview of Donor funding. Listed below are some basic features of a Donor Report:

- There can be a maximum of three report hierarchy levels that can be selected for a report.
- It is not required that the donor type or donor group be a required column in the report.
- This type of report is best used in hierarchies as they are most flexible of the hierarchy reports in AMP. There are no restrictions on the combination of the hierarchies that can be selected.
- The measures that can be chosen for all reports are Planned Commitments, Actual Commitments, Planned Disbursements, Actual Disbursements, Undisbursed Balance and Total Commitments. For a simple report with no hierarchies the report displays totals for all the activities.
- For hierarchy reports there are subtotals per hierarchy and a grand total for all activities under all hierarchies.

Regional Report

Regional reports display and aggregate the regional funding amounts for activities. The regional funding is entered for the activity on the regional funding step. When entering regional funding you must select a region and enter the funding for that region. The regions are selected on the location step of the activity form.

Regional reports calculate hierarchy percentages in a different manner. Since the funding is split up by the region it is always a best practice when creating these types of reports to use region in the hierarchy. This will give you an accurate view of how the funding amounts are split up by the sectors, programs etc. A basic Regional Report will show the total regional funding for all the regions per activity. For hierarchy reports the calculations differ from donor reports.

Component Reports

Component reports display and aggregate the component funding amounts for activities. The component funding is entered for the activity on the component step. When entering component funding you must select a component and enter the funding for that component.

Component reports calculate hierarchy percentages in a similar manner as the regional reports. Since the funding is split up by the components it is always a best practice when creating these kinds of reports to use component in the hierarchy. This will give you an accurate view of how the funding amounts are split up by the sectors, programs etc. For simple reports the report will show the total component funding for all the components per activity. For hierarchy reports the calculations differ from donor reports.

South-South Cooperation Reports

There are two different forms of reports that allow you to generate reports that show two different types of data:

a. Funding reports

b. Component reports

The funding reports are flat reports with no hierarchies. As can be seen in the figure below, funding reports will just be a Project Title, Date, Donor 1, Donor 2, Receiver, and Total Amount.

Nombre de Proyecto/Programa	Socio 3	Socio 2	Totals	
			Bilateral SSC Commitments	Triangular SSC Commitments
SSC Apoyo al fortalecimiento y desarrollo del sistema nacion...	Secretaría de Salud	Secretaría de Salud	0	0
SSC: Apoyo Técnico para la implementación del banco de leche...		Secretaría de Salud	0	0
SSC Asistencia Técnica para el diseño y creación de nuevos p...		Secretaría de Desarrollo Económico	0	0
Tes Asistencia Técnica	Agencia Brasileña de Cooperación Internacional	Agencia Andaluza de Cooperación Internacional para el Desarr...	12,345	566,666
Report Totals			12,345	566,666

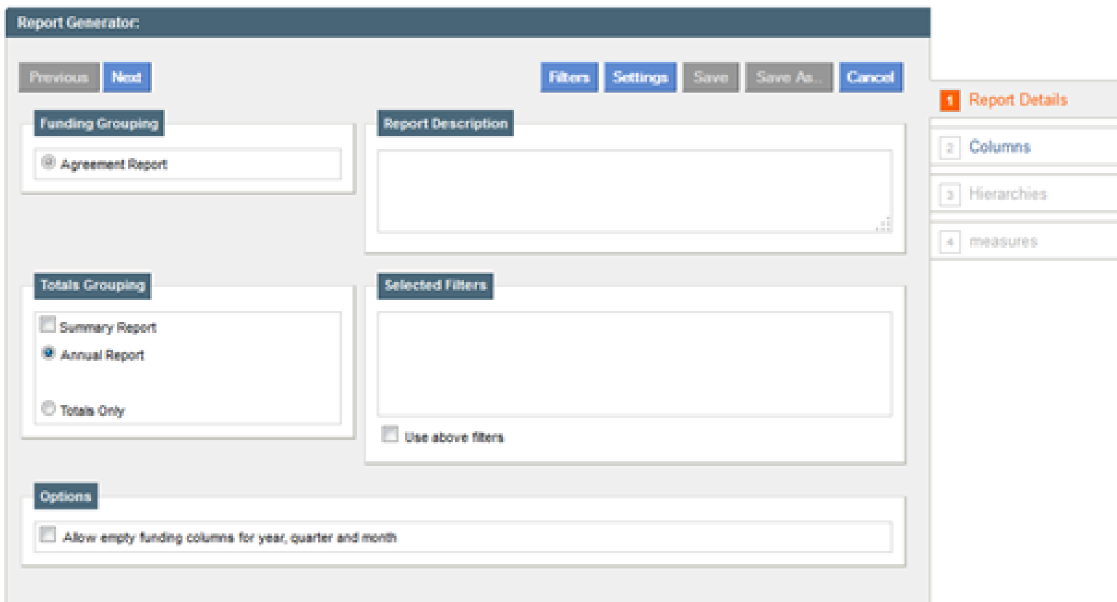
The component reports are flat reports and will include the component data inputted by the user. The report will include: Component Name, Organization, Total Amount, Sector, and Dates, Project Name (From the top of the identification form) and Status.

Agreement Report

Users may see agreements in two types of reports: Agreement Reports and Standard Reports.

Agreement reports

Agreement reports are a special type of report in AMP aimed at depicting agreement information for a donor. The agreement reports have different fields for selection than the standard AMP reports and hence have a separate report generator.

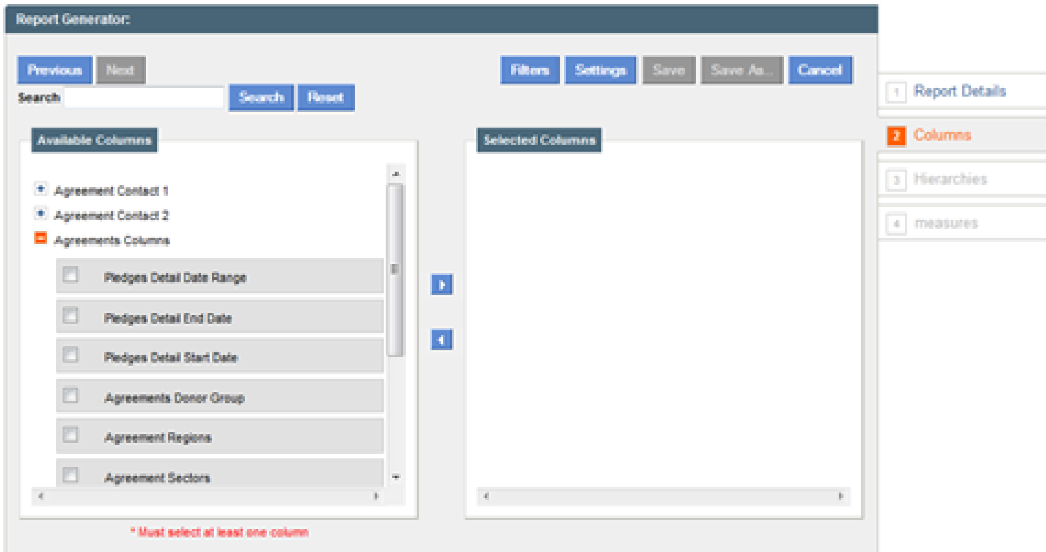


To create an agreement report the user must click on the reports menu and select Agreement Report.

1. To navigate within the Report Generator, use the Previous and Next buttons, or click on the specific link at the right.
2. **Totals grouping** allow you to choose how to group the report totals.
   - Summary report shows only subtotals and totals without showing specific activities.
   - Annual report groups financial information annually.
   - Totals only shows total funding without any subtotals disaggregated by time.
3. **Options** allow you to choose whether the report should show years, quarters, or months which don't have any financial information. This is particularly useful for exporting reports to Excel for making graphs.
4. **Report Description** allows you to write a description of the report.
5. **Selected filters** allow you to view and allow/disallow the filters that have been applied to this report.
6. **Filters** allow you to choose the filters that will be applied to this report every time it is opened.
7. **Settings** allow you to select specific report settings, such as the currency and number format, that will be applied to this report each time it is opened.

8. Once the user has finished creating the report, the [Save]() and [Save as]() buttons will be activated.

Agreement Columns

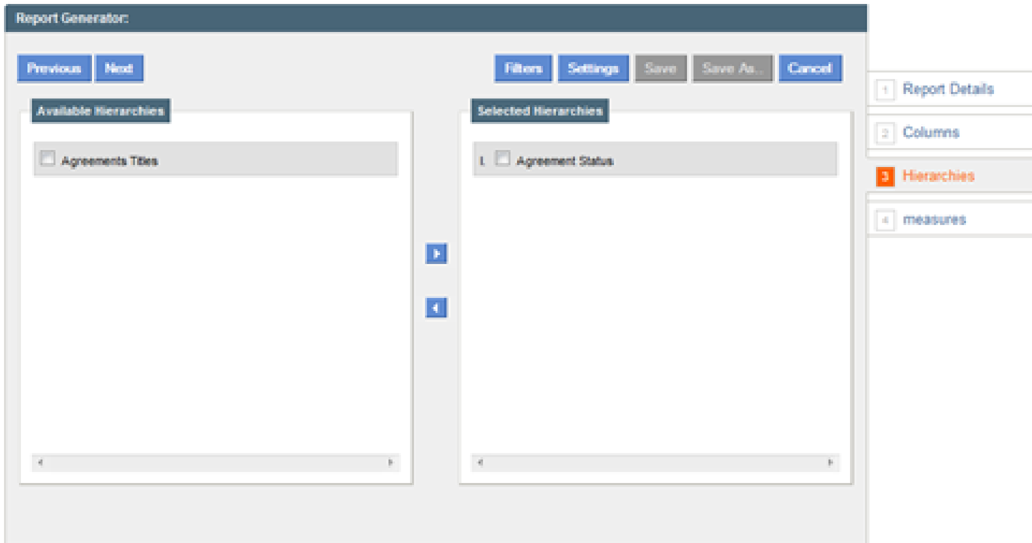


Locate and select the columns you want to appear on your report, either by checking the box next to the field and pressing the right arrow, or by dragging the field to the Selected Columns box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the Available Columns box. A report has no limit to the number of columns.

To see the list of projects which relate to a specific agreement, be sure to select the Related Projects field.

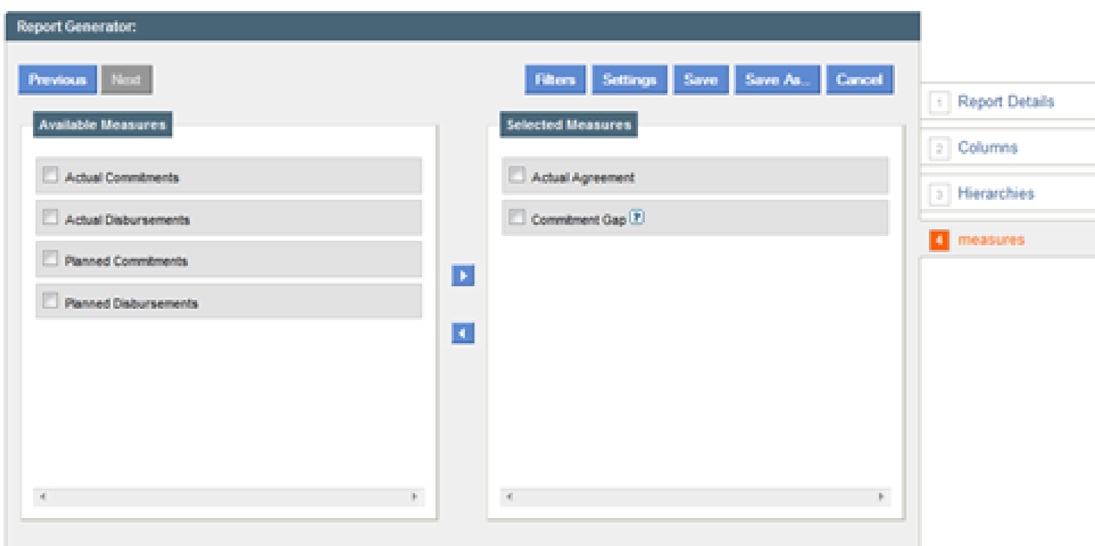
Agreement Hierarchies



Locate and select the columns you want to appear as a hierarchy in the report, either by checking the box next to the field and pressing the right arrow or by dragging the field to the **Selected Hierarchies** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the **Available Hierarchies** box. A hierarchy is not a mandatory requirement for a report. A report can only have up to three hierarchies.

Measures



Locate and select the Measures you want to appear on your report, either by selecting the check box next to the field and pressing the right arrow or by dragging the field to the **Selected Measures** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the available columns. A report has no limit to the number of measures it can have, but should have at least one measure.

In order to see the amount of agreement that has not yet been committed to a project, select the measure "Commitment Gap".

To save a report, click **Save** or **Save** As and enter a title, which must be unique. A report must have at least one column and a measure for it to be saved.

Creating a Report

Once you understand the characteristics involved with the creation of each report, the next step is to use the Report Generator to create your customized report. From the Report submenu choose the option Report Generator. The process of creating a report looks the same visually as the process for creating a tab.

However, there are some fundamental differences when it comes to creating a report. So, be sure to pay attention to the following steps associated with creating a custom report.

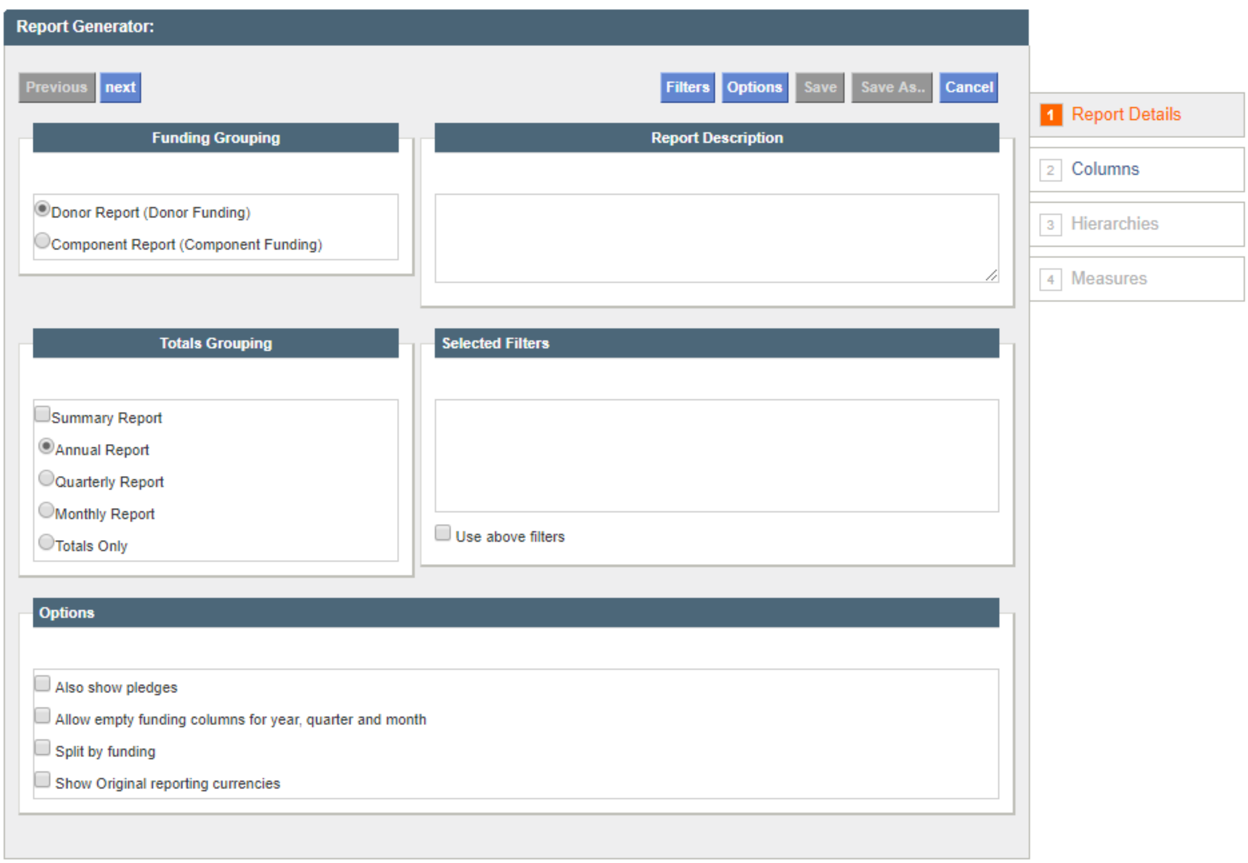


Figure 4.1: Create a report

1. The tabs used when creating a custom report. The currently selected tab appears in a dark color, the tabs that are available to be clicked on appear in blue and tabs that are not activated appear in gray until they become active. The tab generator follows the same step by step process as the other generators in AMP.

2. The controls available for the custom reports have the same operation as those used by custom tabs.

3. Funding Grouping allows you to choose the type of report you will create. The definition of each type was outlined earlier in this section.

4. The totals grouping allow you to determine how totals are grouped.

    a. **Summary** Report shows only subtotals and totals without showing individual activities

    b. **Annual** Report groups information annually

    c. **Quarterly** Report groups information on a quarterly basis

    d. **Monthly** Report groups information monthly

    e. **Totals Only** show the totals without subtotals

5. Options allow you to determine whether to show funding columns that have no data or to keep them separate. See more info about options below.

6. Report Description allows you to attach a description to the report

7. Selected Filters let you include filters that specify the data to be shown from the report.

Steps to Create a Report

The report generator is a four step wizard. All steps except adding columns are optional, this means you could create a measureless report without any restrictions.

You can navigate through the wizard by clicking previous and next or by clicking the tabs on the right-hand side.

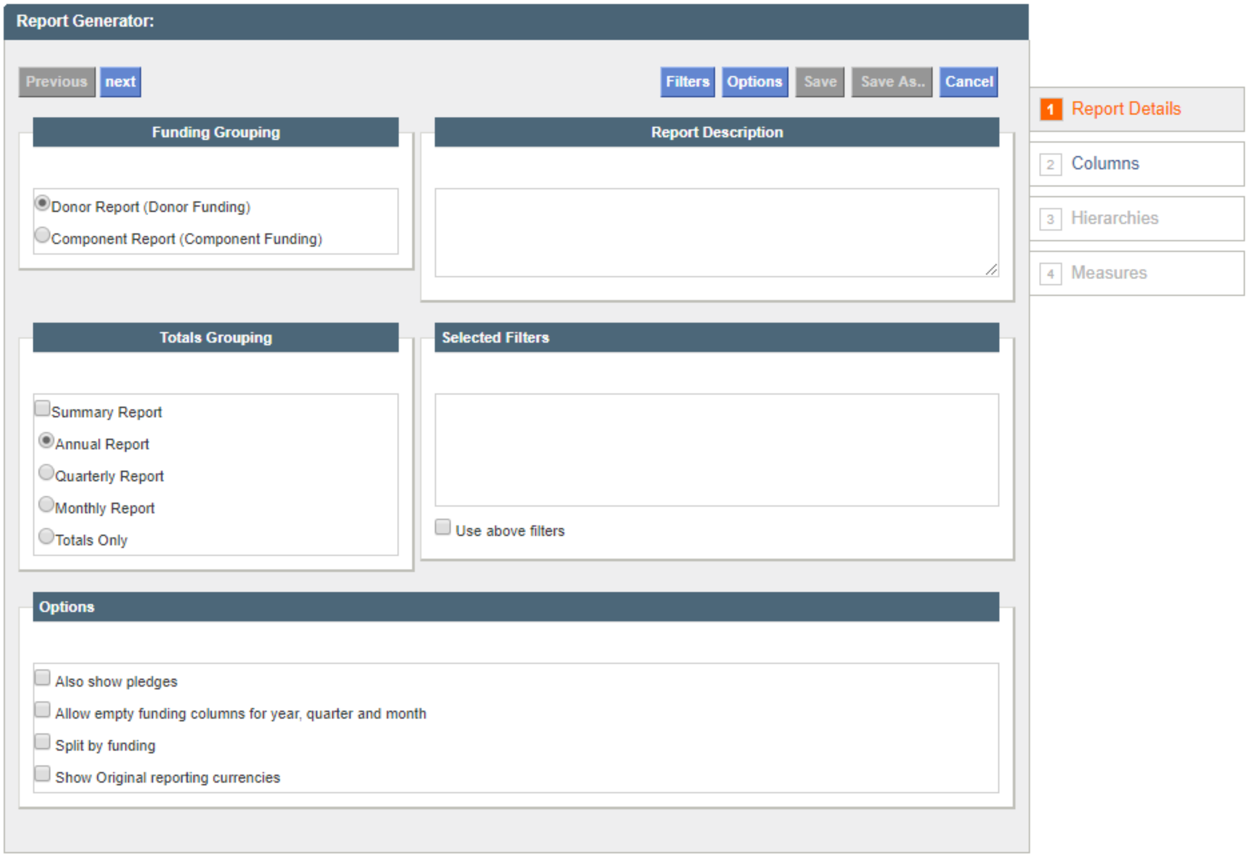


Figure 4.2 – Report Details

Report Type – Fill in the report description and select the criteria for grouping the funding. If you would like the report to present aggregated data select the "Summary" options. There are four types of reports that can be created namely Annual, Monthly, Quarterly and Totals only. These types indicate disaggregation of funding in the report.

There are some special options to use while creating the report:

- **Make public**: this option only appears if the user is workspace manager and it allows for reports to become available in **Public Reports** menu.
- **Also show pledges**: this option enables the inclusion of Pledges in a regular report (instead of using the Agreement/Pledge Reports). Using this option you can view all activities and pledges together in a single report - pledges that are linked to activities-
- **Allow empty funding columns for year, quarter, and month**: this option determines whether the report will include (selected) or exclude (unselected) columns with no values for the corresponding period.
- **Split by funding**: this option allows for the report to show funding per transaction date per project.
- **Show original reporting currencies**: this option allows the user to display funding information in the original currency the transaction was entered, instead of converting the data into a single currency as per the global settings. This option is available for any report type. The Settings widget default currency

selected in global settings (base currency) or the overridden currency selected by the user when creating or running the report will be the currency used to display Totals for a particular report.

Once the details have been entered, please go to Step 2 of the wizard to set the columns that will be included in the report.

Report Details (Required) - Select the columns you wish to be displayed on the report and click the corresponding arrow or drag the option to the corresponding side. The columns follow as much as possible the same classifications as the activity form. You can search for a column by typing the keyword in the search box and clicking on the Search button. The matching text will be highlighted in red. A report cannot be saved without selecting at least one column on step 2.

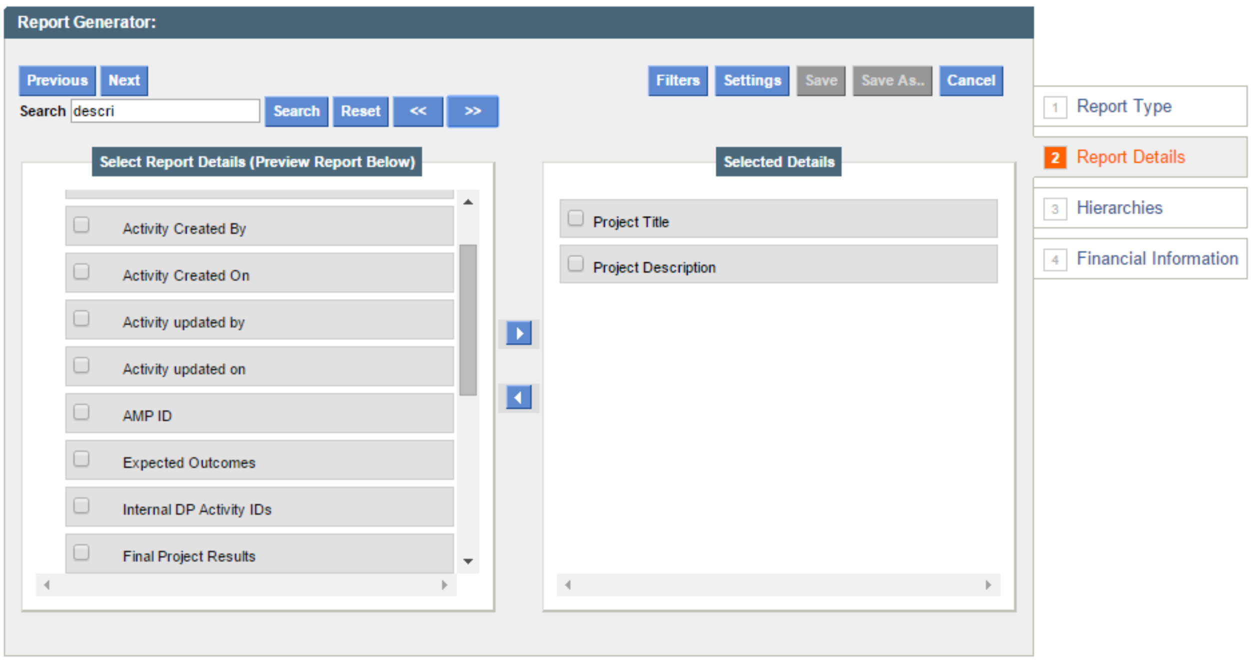


Figure 4.3 – Report Columns

Hierarchies (Optional) – Select columns to add to the hierarchy and click the corresponding arrow or drag the items. The row/hierarchy represents a grouping of the funding information which is based on the columns selected in the Columns step. E.g. if you select sectors in the list of columns it will appear as an option for selection in the hierarchies list.

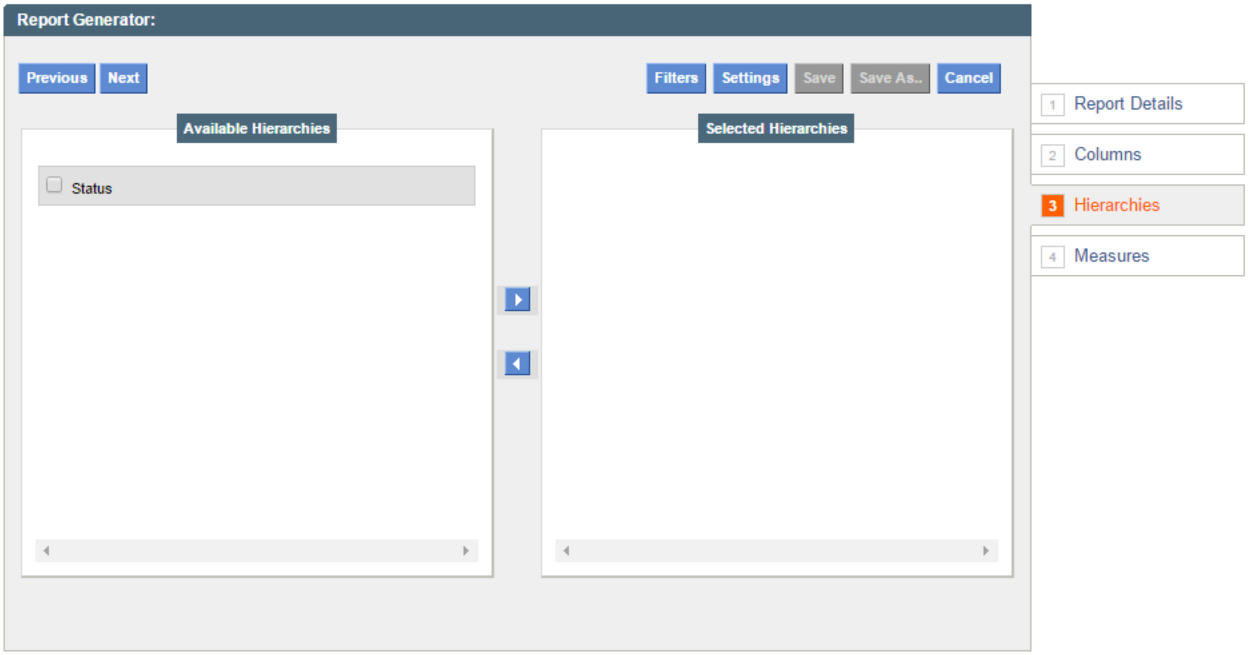


Figure 4.4 – Report Hierarchies

Measures (Optional) – Select the funding measures on the final step, hit save and enter a report title.

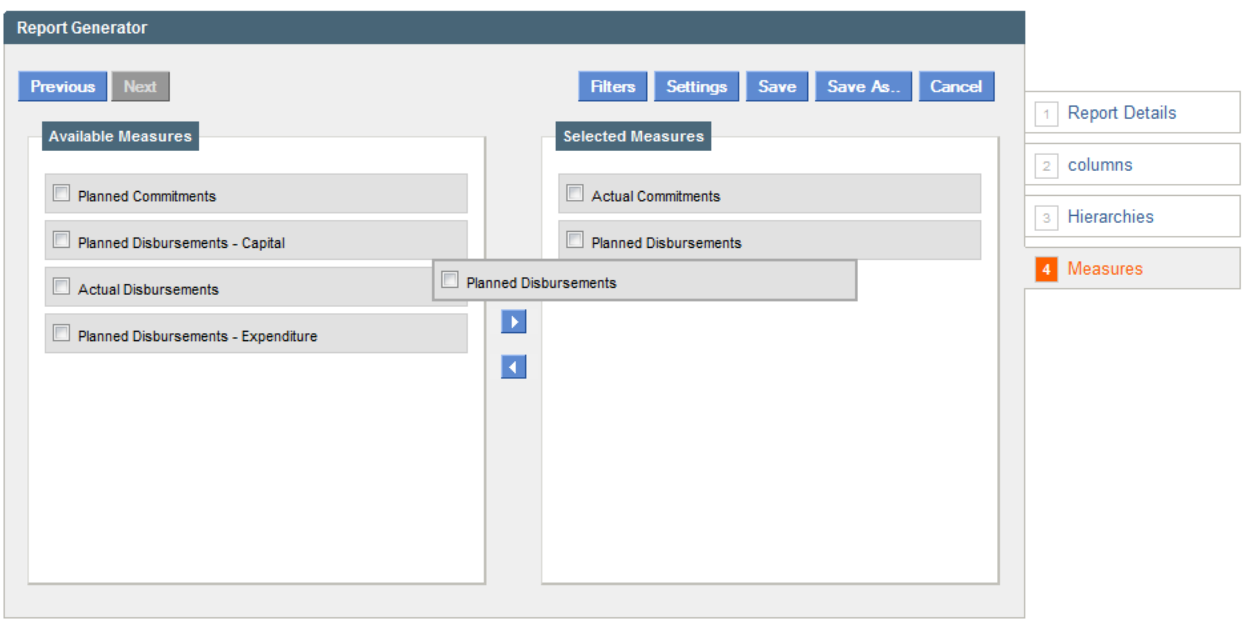


Figure 4.5 – Report Measures

Filters (Optional) – If you would like to obtain a filtered output in your report click on the Filters Icon in the generator. This brings up a filter popup with various tabs with different filtering criteria. Apply the filter of your choice and hit Apply Filters.

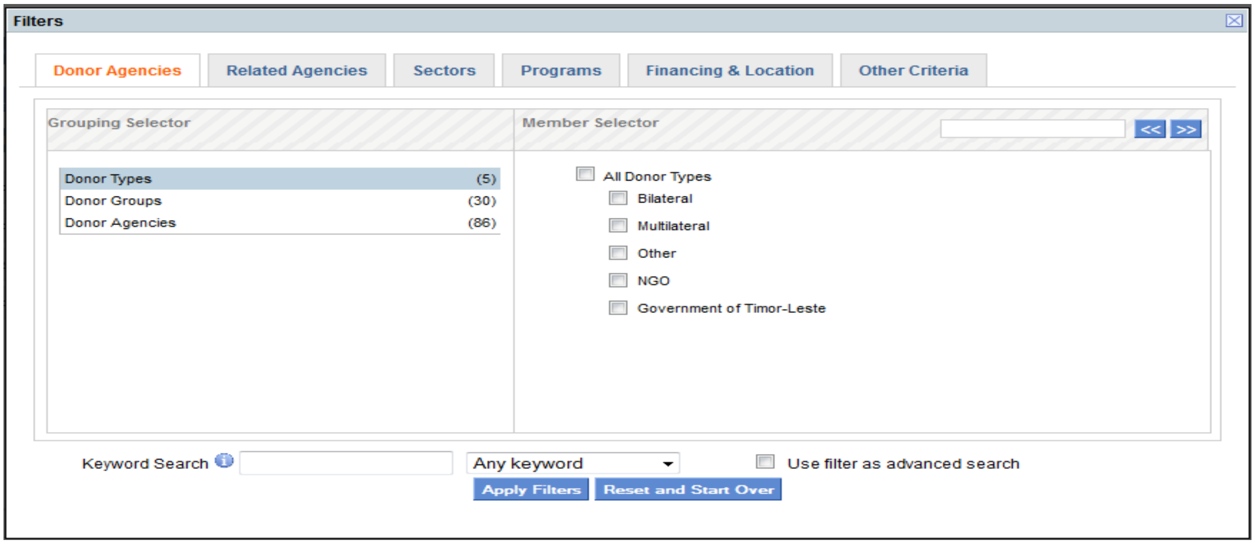


Figure 4.6 – Report Filters

Report Preview - As you create the report you can scroll down the page to see a preview of the report.

Project Title				Total Cost
	2007	...	2010	Actual Commitments
	Actual Commitments	Actual Commitments	Actual Commitments	
Report Totals:	**2 000**	**2 000**	**2 000**	**20 000**
Project Title 1	1 000	1 000	1 000	10 000
Project Title 2	1 000	1 000	1 000	10 000

Figure 4.7 – Report Preview

Viewing a Report

Once you create a report, accessing the report you created can be done by clicking the Reports option on the main menu to open the main reports page. Here you will see a listing of all reports you have created. To open a report, click the name of the report. The other options for the report, including editing and deleting, work the same as the functionality we learned for the creation of desktop tabs (see Desktop Tabs for more information).

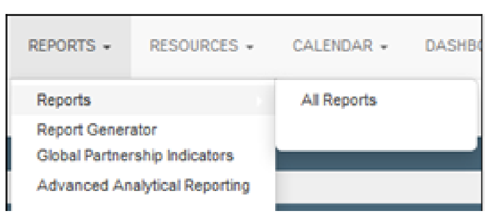
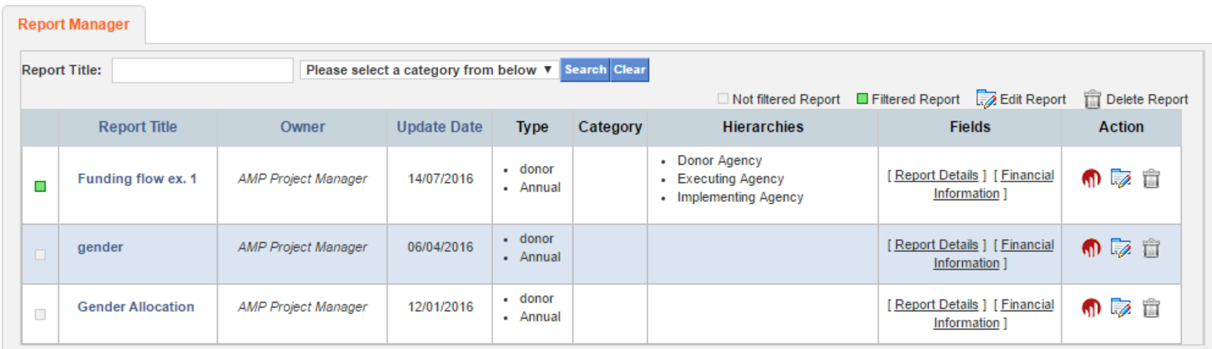


Figure 4.8 – Accessing reports from My Desktop

When you click on All Reports, you will be accessing the list of all reports available in the workspace as shown in the following image.

Please note that if you are a regular team member, you will only be able to see the reports that you have created and the ones made public by the team leader.



	Report Title	Owner	Update Date	Type	Category	Hierarchies	Fields	Action
	Funding flow ex. 1	AMP Project Manager	14/07/2016	• donor • Annual		• Donor Agency • Executing Agency • Implementing Agency	[Report Details] [Financial Information]	
	gender	AMP Project Manager	06/04/2016	• donor • Annual			[Report Details] [Financial Information]	
	Gender Allocation	AMP Project Manager	12/01/2016	• donor • Annual			[Report Details] [Financial Information]	

Figure 4.9 – Report List

Let's take a look at the various components shown on the Report itself.

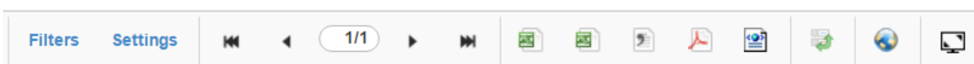


Figure 4.10 – Report Toolbar

- The toolbar below the report name offers various options that allow you to adjust the way the report is displayed and the data that the report shows as well as exporting capabilities.
    - The Filters button applies a filter to the report. By default, all existing filters are already turned on and all projects appear in a report. Filters allow you to select the types of projects you want to see in your report.

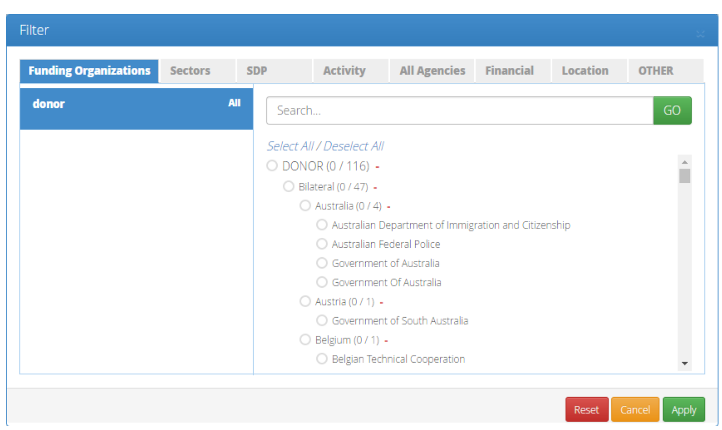


Figure 4.11 – Report Filters

- ○ Settings offer you the option to change the displayed currency, calendar, amounts units and year range of the report. You can choose the currency to display in your report, the type of calendar that needs to be used as well as the unit of amounts (temporarily overriding the global setting configured by admin). Additionally, the Year Range allows you to modify the range of years that appear in the report. For example, your initial report shows data from 2000 to 2015. If you are only interested in data for 2010 to 2015, you simply click the Year Range option and choose the years 2010 to 2015 and the data will now only show for those years.

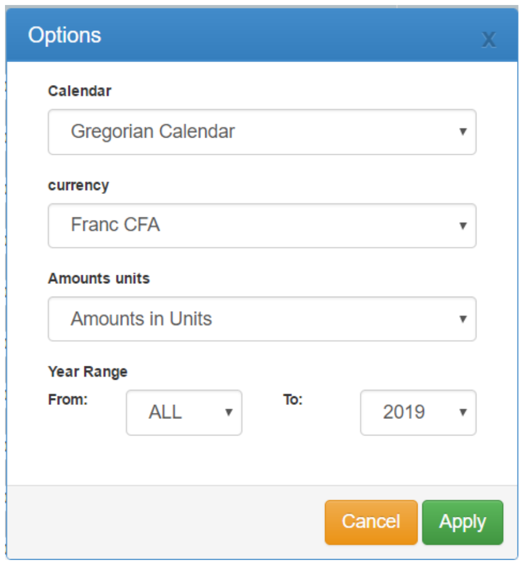


Figure 4.12 – Report Settings

- You can export to PDF document, export to Excel, Plain XLS, CSV and XML
- The grey bar displays all the applied filters. This bar may be expanded or collapsed using the [Applied filters] button to the right of the report page.

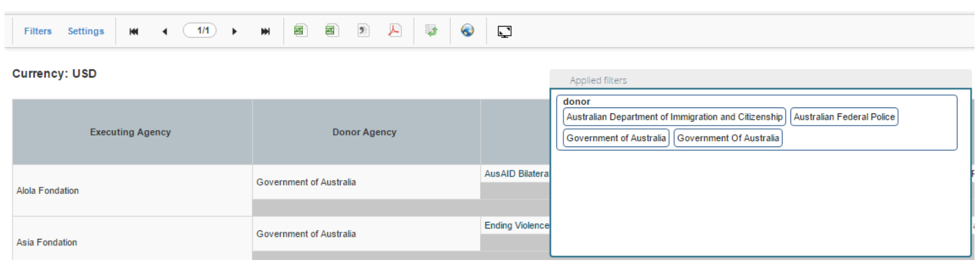


Figure 4.13 – Applied Filters

- The **Report Totals** are the grand totals of all the amounts in a report. Hierarchy reports will contain sub totals per hierarchy.
- You may select a particular row in the report by clicking on the row. This highlights the row with a darker shade of blue which helps you scroll horizontally and mark the activity rows he/she is interested in viewing.

Admin View

Information generated in the above report was inputted from the Organization manager.

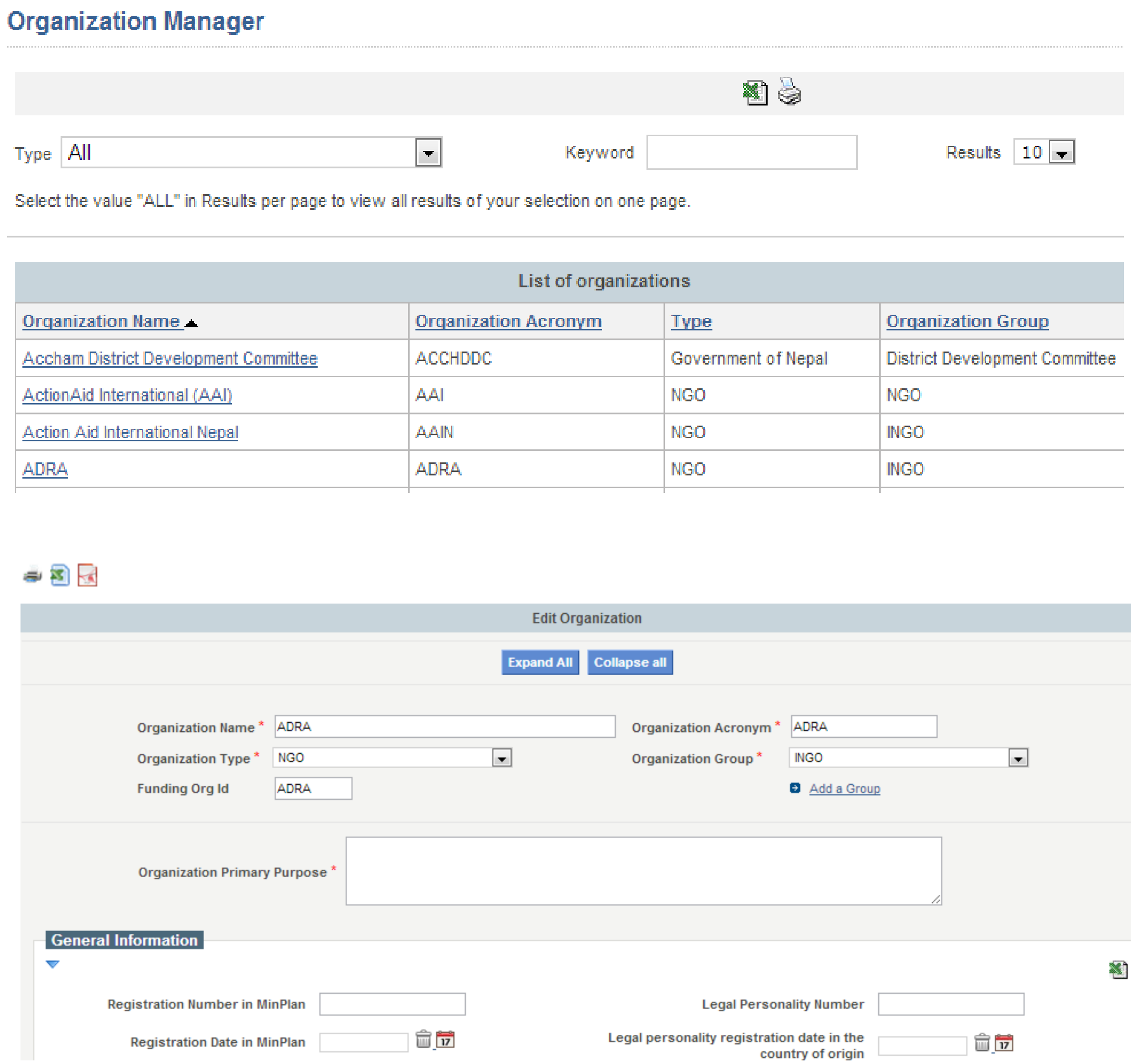
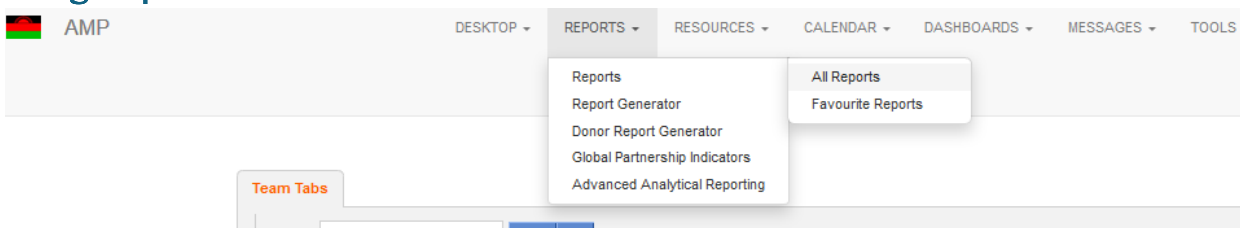
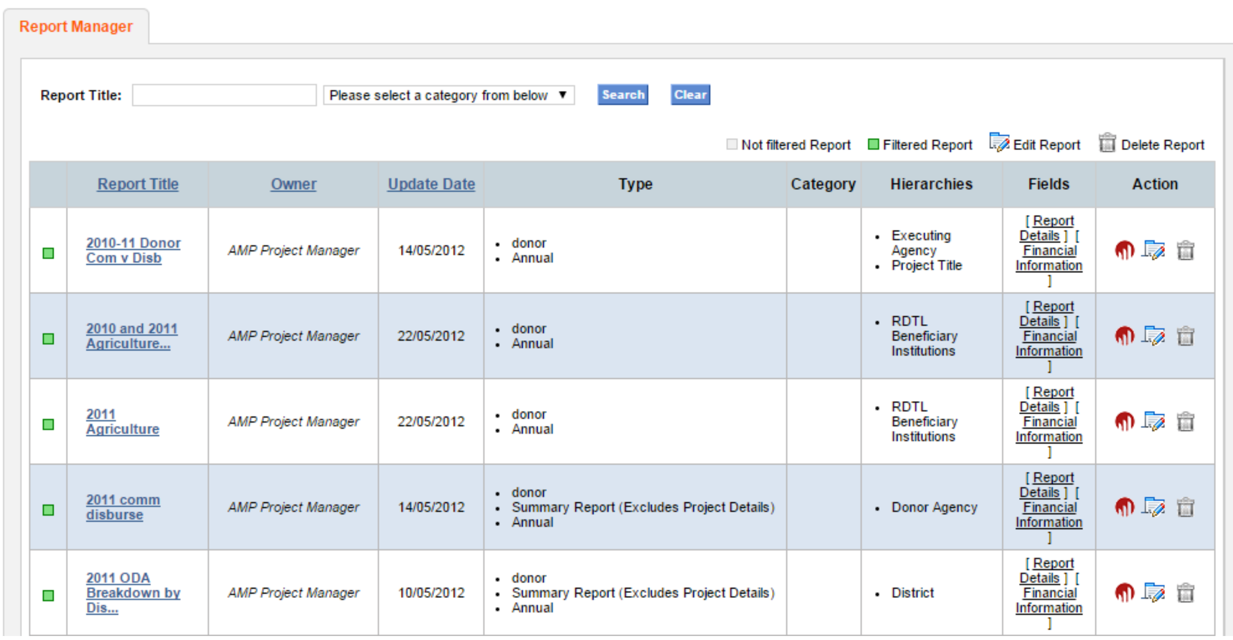


Figure 4.14 – Organization Manager

Using Reports



To see the list of available reports, click **All Reports** in the Reports menu. The **All Reports** page includes both Agreement and Standard reports.

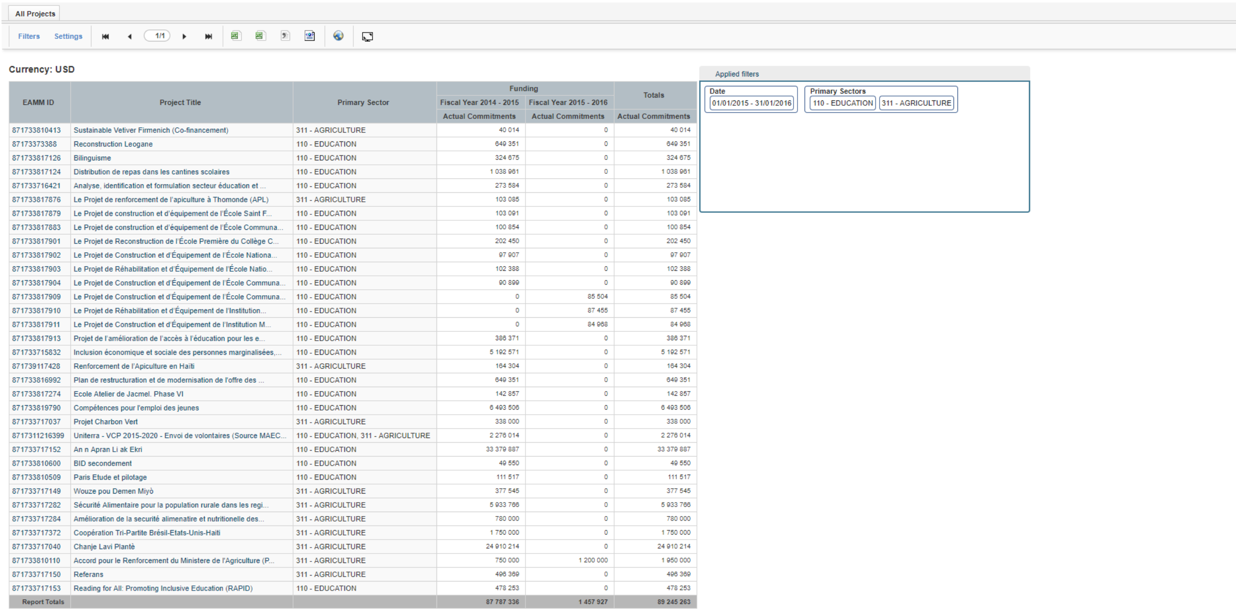


	Report Title	Owner	Update Date	Type	Category	Hierarchies	Fields	Action
	2010-11 Donor Com v Disb	AMP Project Manager	14/05/2012	• donor • Annual		• Executing Agency • Project Title	[Report Details] [Financial Information]	
	2010 and 2011 Agriculture...	AMP Project Manager	22/05/2012	• donor • Annual		• RDTL Beneficiary Institutions	[Report Details] [Financial Information]	
	2011 Agriculture	AMP Project Manager	22/05/2012	• donor • Annual		• RDTL Beneficiary Institutions	[Report Details] [Financial Information]	
	2011 comm disburse	AMP Project Manager	14/05/2012	• donor • Summary Report (Excludes Project Details) • Annual		• Donor Agency	[Report Details] [Financial Information]	
	2011 ODA Breakdown by Dis...	AMP Project Manager	10/05/2012	• donor • Summary Report (Excludes Project Details) • Annual		• District	[Report Details] [Financial Information]	

Here you will find a list of all of the reports your user has created. To edit a report, click on the icon. To delete a report, click on the icon. To open the report click on icon or in the report title. See below for more information on Advanced Analytical Report engine.

Running an existing Report in new Report Engine

From AMP main menu navigate to Reports > All Reports and pick a report from the list.



EAMM ID	Project Title	Primary Sector	Funding		Totals
			Fiscal Year 2014 - 2015	Fiscal Year 2015 - 2016	
			Actual Commitments	Actual Commitments	Actual Commitments
871733810413	Sustainable Vetiver Firmenich (Co-financement)	311 - AGRICULTURE	40 014	0	40 014
87173373388	Reconstruction Leogane	110 - EDUCATION	649 351	0	649 351
871733817126	Bilinguisme	110 - EDUCATION	324 675	0	324 675
871733817124	Distribution de repas dans les cantines scolaires	110 - EDUCATION	1 038 961	0	1 038 961
871733716421	Analyse, identification et formulation secteur éducation et ...	110 - EDUCATION	273 584	0	273 584
871733817876	Le Projet de renforcement de l'apiculture à Thomonde (APL)	311 - AGRICULTURE	103 085	0	103 085
871733817879	Le Projet de construction et d'équipement de l'École Saint F...	110 - EDUCATION	103 091	0	103 091
871733817883	Le Projet de construction et d'équipement de l'École Communa...	110 - EDUCATION	100 854	0	100 854
871733817901	Le Projet de Reconstruction de l'École Première du Collège C...	110 - EDUCATION	202 450	0	202 450
871733817902	Le Projet de Construction et d'Équipement de l'École Nationa...	110 - EDUCATION	97 907	0	97 907
871733817903	Le Projet de Réhabilitation et d'Équipement de l'École Natio...	110 - EDUCATION	102 388	0	102 388
871733817904	Le Projet de Construction et d'Équipement de l'École Communa...	110 - EDUCATION	90 899	0	90 899
871733817909	Le Projet de Construction et d'Équipement de l'École Communa...	110 - EDUCATION	0	85 504	85 504
871733817910	Le Projet de Réhabilitation et d'Équipement de l'Institution...	110 - EDUCATION	0	87 455	87 455
871733817911	Le Projet de Construction et d'Équipement de l'Institution M...	110 - EDUCATION	0	84 968	84 968
871733817913	Projet de l'amélioration de l'accès à l'éducation pour les e...	110 - EDUCATION	386 371	0	386 371
871733715832	Inclusion économique et sociale des personnes marginalisées,...	110 - EDUCATION	5 192 571	0	5 192 571
871739117428	Renforcement de l'Apiculture en Haïti	311 - AGRICULTURE	164 304	0	164 304
871733816992	Plan de restructuration et de modernisation de l'offre des ...	110 - EDUCATION	649 351	0	649 351
871733817274	Ecole Atelier de Jacmel. Phase VI	110 - EDUCATION	142 857	0	142 857
871733819790	Compétences pour l'emploi des jeunes	110 - EDUCATION	6 493 506	0	6 493 506
871733717037	Projet Charbon Vert	311 - AGRICULTURE	338 000	0	338 000
8717311216399	Uniterra - VCP 2015-2020 - Envoi de volontaires (Source MAEC...	110 - EDUCATION, 311 - AGRICULTURE	2 276 014	0	2 276 014
871733717152	An n Apran Li ak Ekri	110 - EDUCATION	33 379 887	0	33 379 887
871733810600	BID secondement	110 - EDUCATION	49 550	0	49 550
871733810509	Paris Etude et pilotage	110 - EDUCATION	111 517	0	111 517
871733717149	Wouze pou Demen Miyò	311 - AGRICULTURE	377 545	0	377 545
871733717282	Sécurité Alimentaire pour la population rurale dans les regi...	311 - AGRICULTURE	5 933 766	0	5 933 766
871733717284	Amélioration de la securité alimenatire et nutritionelle des...	311 - AGRICULTURE	780 000	0	780 000
871733717372	Coopération Tri-Partite Brésil-Etats-Unis-Haiti	311 - AGRICULTURE	1 750 000	0	1 750 000
871733717040	Chanje Lavi Plantè	311 - AGRICULTURE	24 910 214	0	24 910 214
871733810110	Accord pour le Renforcement du Ministere de l'Agriculture (P...	311 - AGRICULTURE	750 000	1 200 000	1 950 000
871733717150	Referans	311 - AGRICULTURE	496 369	0	496 369
871733717153	Reading for All: Promoting Inclusive Education (RAPID)	110 - EDUCATION	478 253	0	478 253
Report Totals			87 787 336	1 457 927	89 245 263

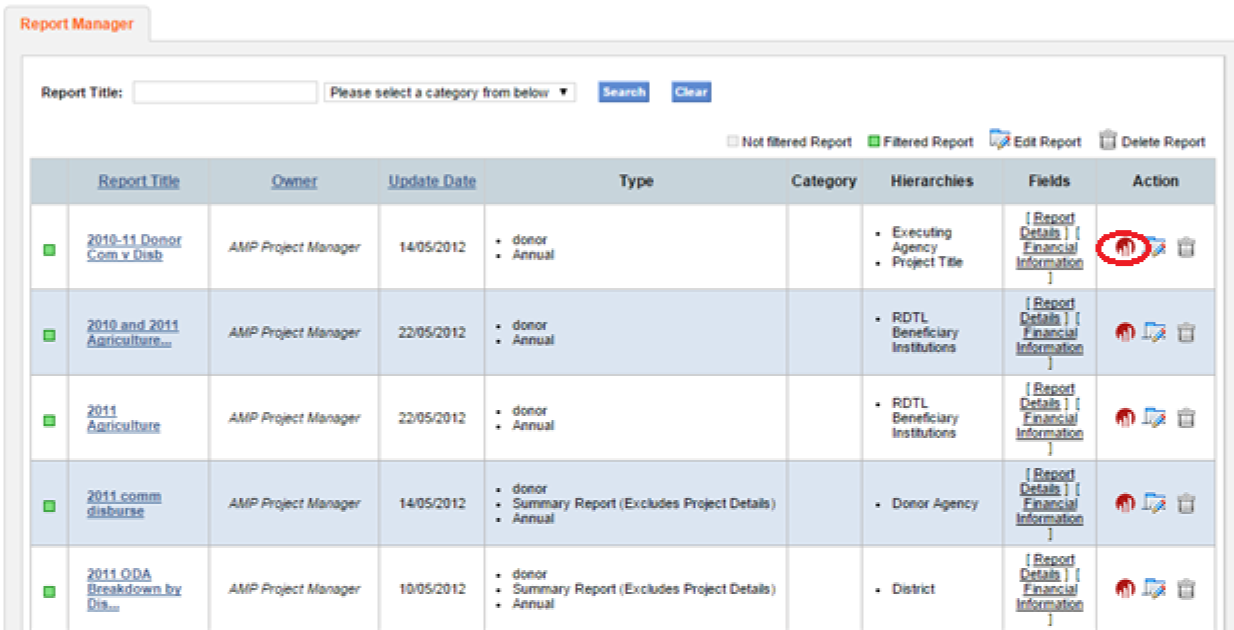
New Advanced Analytical Reports Engine

Introduction

The main idea behind the new reporting module is to focus on providing the customer with the same results across the different modules that consume processed information, so that data is obtained in a standardized format.

In this Advanced Reports version, you will only be able to create Standard Reports. Other report types are not yet supported by the new engine.

Report generation wizard was kept the same as in previous AMP versions. You will notice that changes were done on Report Output and Reports List when opened through AMP Main Menu as shown below.



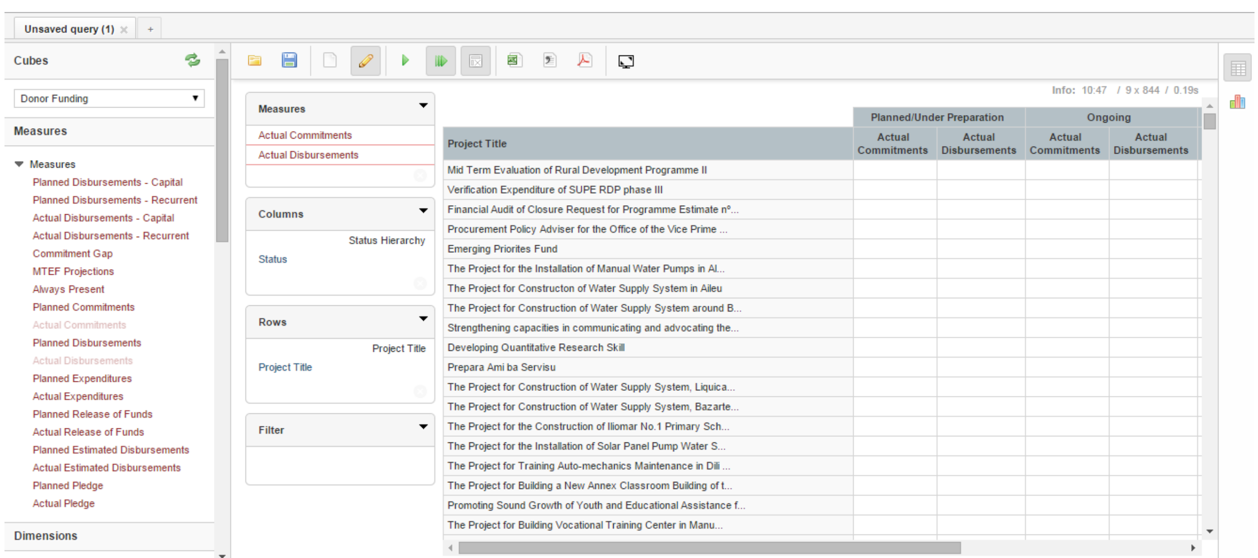
	Report Title	Owner	Update Date	Type	Category	Hierarchies	Fields	Action
	2010-11 Donor Com v Disb	AMP Project Manager	14/05/2012	• donor • Annual		• Executing Agency • Project Title	[Report Details] [Financial Information]	
	2010 and 2011 Agriculture...	AMP Project Manager	22/05/2012	• donor • Annual		• RDTL Beneficiary Institutions	[Report Details] [Financial Information]	
	2011 Agriculture	AMP Project Manager	22/05/2012	• donor • Annual		• RDTL Beneficiary Institutions	[Report Details] [Financial Information]	
	2011 comm disburse	AMP Project Manager	14/05/2012	• donor • Summary Report (Excludes Project Details) • Annual		• Donor Agency	[Report Details] [Financial Information]	
	2011 ODA Breakdown by Dis...	AMP Project Manager	10/05/2012	• donor • Summary Report (Excludes Project Details) • Annual		• District	[Report Details] [Financial Information]	

Advanced Analytical Reports

Creating Customized Reports

Based upon Admin configuration, you could access Advanced Analytical Reporting capabilities from the AMP Main menu, Advanced Analytics Reports tab.

Let's take a look at the various components shown on the interface itself:



1. Select a Cube
2. Drag and drop your desired measures from the left-hand side to the right inside the Measures box. You can also click on the measure to move it from left to right and vice versa.

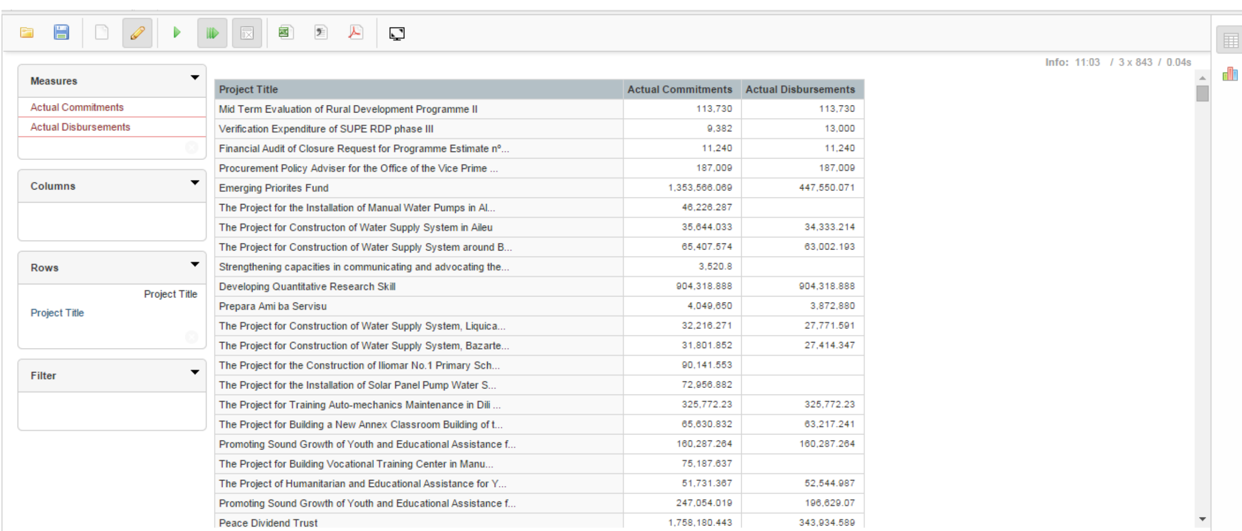
3. Drag and drop your desired dimensions as Columns and Rows.
4. Run your query
5. See Report results
6. Switch between table and chart view
7. You can see your report is not yet saved.
8. Click on Save button to give it a name
9. Export this report output to Excel, CSV, or PDF.
10. You can open up a previously saved report
11. You can drag a selected measure into the filters and then select how you want to filter for that measure.
12. You can add a new tab to start a fresh (unsaved) query by clicking on sign

This is just a summary of main features or advantageous actions you could use that will allow you to create a customized report. There are several other options you could take advantage of to tailor your report even more.

Note: When saving reports created using the new Advanced Analytic Report generator, you will not find them in the normal reports section. You must first open the Advanced Report Generator and then hit Open to access reports created and saved here.

Reading Simple Report Output

A simple report output is considered one that does not have hierarchies selected to group pieces of information.



Project Title	Actual Commitments	Actual Disbursements
Mid Term Evaluation of Rural Development Programme II	113,730	113,730
Verification Expenditure of SUPE RDP phase III	9,382	13,000
Financial Audit of Closure Request for Programme Estimate n°...	11,240	11,240
Procurement Policy Adviser for the Office of the Vice Prime ...	187,009	187,009
Emerging Priorites Fund	1,353,566.069	447,550.071
The Project for the Installation of Manual Water Pumps in Al...	46,226.287	
The Project for Constructon of Water Supply System in Aileu	35,644.033	34,333.214
The Project for Construction of Water Supply System around B...	65,407.574	63,002.193
Strengthening capacities in communicating and advocating the...	3,520.8	
Developing Quantitative Research Skill	904,318.888	904,318.888
Prepara Ami ba Servisu	4,049,650	3,872,880
The Project for Construction of Water Supply System, Liquica...	32,216.271	27,771.591
The Project for Construction of Water Supply System, Bazarte...	31,801.852	27,414.347
The Project for the Construction of Iliomar No.1 Primary Sch...	90,141.553	
The Project for the Installation of Solar Panel Pump Water S...	72,956.882	
The Project for Training Auto-mechanics Maintenance in Dili ...	325,772.23	325,772.23
The Project for Building a New Annex Classroom Building of t...	65,630.832	63,217.241
Promoting Sound Growth of Youth and Educational Assistance f...	160,287.264	160,287.264
The Project for Building Vocational Training Center in Manu...	75,187.637	
The Project of Humanitarian and Educational Assistance for Y...	51,731.367	52,544.987
Promoting Sound Growth of Youth and Educational Assistance f...	247,054.019	196,629.07
Peace Dividend Trust	1,758,180.443	343,934.589

1. You can see the Rows matching the report criteria, in this case Project Title.
2. You can see the selected Measures data for each project
3. You can Save the current query/report
4. You can Edit current query/report
5. You can Run the current query/report
6. You can click on any of the options to either Export to excel, CSV, or PDF

Reading Complex Report Output

A complex report output is considered one that has hierarchies. In this type of report, you will find information grouped by certain categories (hierarchies). You are allowed to add hierarchies on any axis. Let's see how to read it in the picture below.

Implementation Level	Status	Project Title	Actual Commitments	Actual Disbursements
Both National and Local	Completed	REHABILITATION OF SOCIAL INSTITUTIONS	4,000,000	
		NATIONAL STANDARDS FOR LIFELONG LEARNING	120,000	
		WATER & SANITATION PROGRAMME IN RURAL AREAS	5,443,408	
		AMBULANCE CARS FOR THE REPUBLIC OF MOLDOVA	245,280	245,280
		Climate Proofing Danube Delta through integrated land and water management	74,040	
		STRENGTHENING LEGAL PROTECTION FROM AND RAISING AWARENESS OF DISCRIMINATORY ILL-TREATMENT IN REPUBLIC OF MOLDOVA, INCLUDING TRAI	142,897	
		ADDITIONAL MEASURES TO FIGHT CHILD TRAFFICKING IN MOLDOVA	215,000	215,000
		PROVISION OF SERVICES FOR THE PHYSICAL PROTECTION UPGRADES AT THE REPUBLICAN RADIOACTIVE WASTE DISPOSAL FACILITY, CHISINAU, MOLDOV/	110,287.753	126,721.304
		ENERGY EFFICIENCY IN PUBLIC BUILDINGS	1,440,000	1,440,000
		UPHOLDING THE HUMAN RIGHTS OF VICTIMS OF HUMAN TRAFFICKING IN MOLDOVA AND TRANSNISTRIA: FROM MULTI-DISCIPLINARY ASSISTANCE TO PREV	393,230	393,230
		MOLDOVA SOCIAL INVESTMENT FUND II, COMMUNITY PARTICIPATION IN POST-CONFLICT REGIONS	1,678,356.458	1,668,752.129
	Ongoing	FINANCE AND PROJECT AGREEMENT BETWEEN KFW, REPUBLIC OF MOLDOVA AND SOCIAL INVESTMENT FUND, SIGNED ON DECEMBER 15, 2010.	5,000,000	
		JOINT INTEGRATED LOCAL DEVELOPMENT PROGRAMME (NEW PHASE 2013-2015)	3,999,600	1,946,856.699
		"Moldova Disaster and Climate Risk Reduction Project" Phase II	139,938.474	
		RESPONSE TO 2012 DROUGHT IN MOLDOVA	155,520	155,520
		Climate Forum Easte	78,600	78,600
		MOLDOVA ENERGY AND BIOMASS POJECT	14,560,000	
		MEDIEVAL JEWELLERIES: KHOTYN, SOROCA, SUCEAVA MEJEKSS	3,003,221	
International/Multi-Country	Completed	CUSTOMS - 4	500,000	
		FEASIBILITY STUDY ON ANTI MONEY LAUNDERING MEASURES IN RUSSIA, UKRAINE AND MOLDOVA	57,000	

The above report output represents

1. All projects falling inside a specific set of hierarchies, in this example Project's Implementation Level.
2. Listed Projects are then grouped into another hierarchy, in this example Activity Status,
3. Selected measures are shown for each Project as seen at the rightmost of the screen.

Reporting Funding Flows

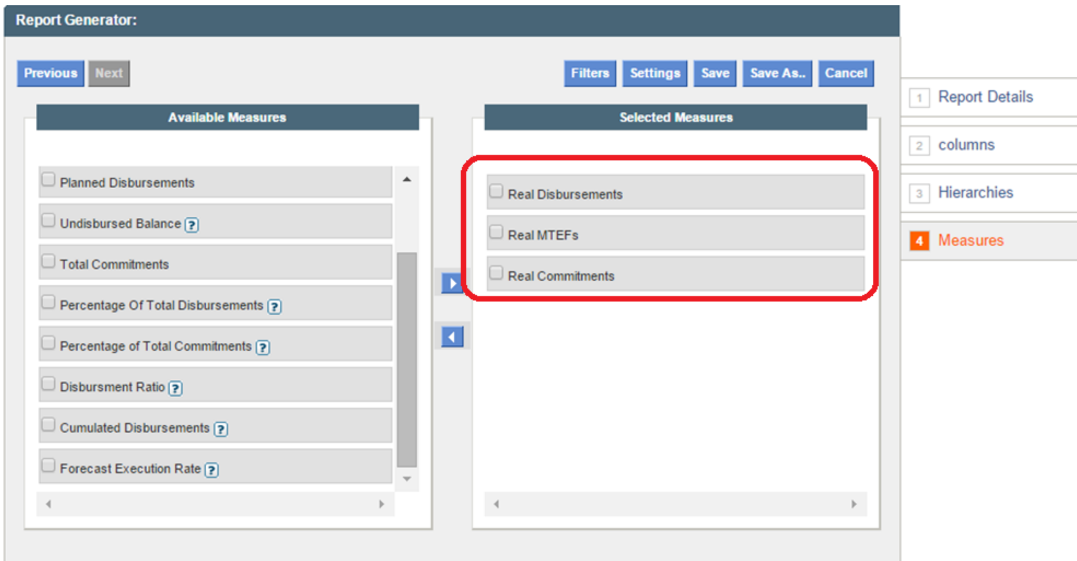
As described in previous sections of this document it is possible to configure the system to show flows of funding from the Donor Agency, to the Executing Agency and to the Implementing Agency. That feature is called Funding Flows and it is used to understand Commitments, Disbursements and MTEFs transactions flows.

It is possible to create a report showing this relationship between the different organizations. To generate it you first need to make sure Real Commitments, Real Disbursements, Real Planned Disbursements and Real MTEFs measures in Global Feature Manager -> Reporting tab are enabled (requires admin configuration).

Now, using Report Generator select the columns you need. The only restriction for this report to actually show the funding flows is to add the mentioned measures as depicted below.

1. Log into AMP
2. Select Report -> Report Generator
3. Select Report Type and options
4. Select columns

5. Select hierarchies (if applicable)
6. Select measures: Real Commitments, Real Disbursements, Real Planned Disbursements and/or Real MTEFs
7. Save the report



Preview

Project Title	2007			...			2010			Total Cost		
	Real Disbursements	Real MTEFs	Real Commitments	Real Disbursements	Real MTEFs	Real Commitments	Real Disbursements	Real MTEFs	Real Commitments	Real Disbursements	Real MTEFs	Real Commitments
Report Totals:	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	20 000	20 000	20 000
Project Title 1	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	10 000	10 000	10 000
Project Title 2	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	1 000	10 000	10 000	10 000

Once the report has been saved, you can run it as you would do with any other report.

Understanding Funding Flows Report Output

When you open the funding flow report you can see these main characteristics.

Test Funding Flows

Amounts are in thousands (000)- US Dollar

Change Filters | Save Report | Freeze Report Heading | Report Settings   Show current settings

Project Title	Total Costs					
	Real Disbursements		Real MTEFs		Real Commitments	
	DN-EXEC	EXEC-IMPL	DN-EXEC	EXEC-IMPL	DN-EXEC	EXEC-IMPL
Report Totals:	179,704.433	534,222	5,835	1,040,400	269,601.529	102,555
Basic Education Servcies (BES)						
Economic Growth						
Basic Education Services (BES)						
Humanitarian Assistance	79,704.433	10,000		10,000	169,601.529	
Improved Governance 1	100,000	524,222	5,835	1,030,400	100,000	102,555

1. Funding flow details per activity. For example, Humanitarian Assistance, you can see in total 7970443.300 in disbursements were funded from the Donor to the Executing Agency. And then 10.000.000 in disbursements were funded from the Executing Agency to the Implementing Agency. The same example applies to Improved Governance 1 activity but in this case, you can also see full funding flows (donor-executing agency-implementing agency) for MTEFs and Real commitments.

2. You can see totals for all activities listed in the report.

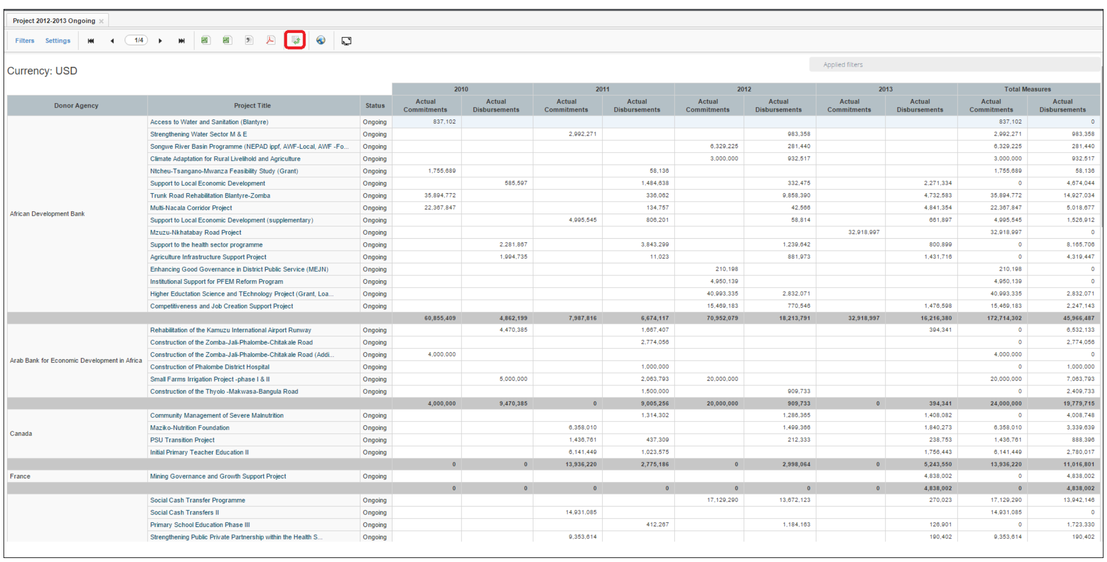
Chapter 5 – Other Features of AMP

Currency Deflator

The currency deflator function allows the AMP user to convert current or nominal currency amounts to “constant” or real currency amounts, accounting for general price level changes over time. Users are able to select fields which show normalized “constant” currency values from the AMP fields list. This applies to all modules that show funding such as Saiku Reports, Old Reports, GIS, Dashboards, Tabs, and Agreement Reports.

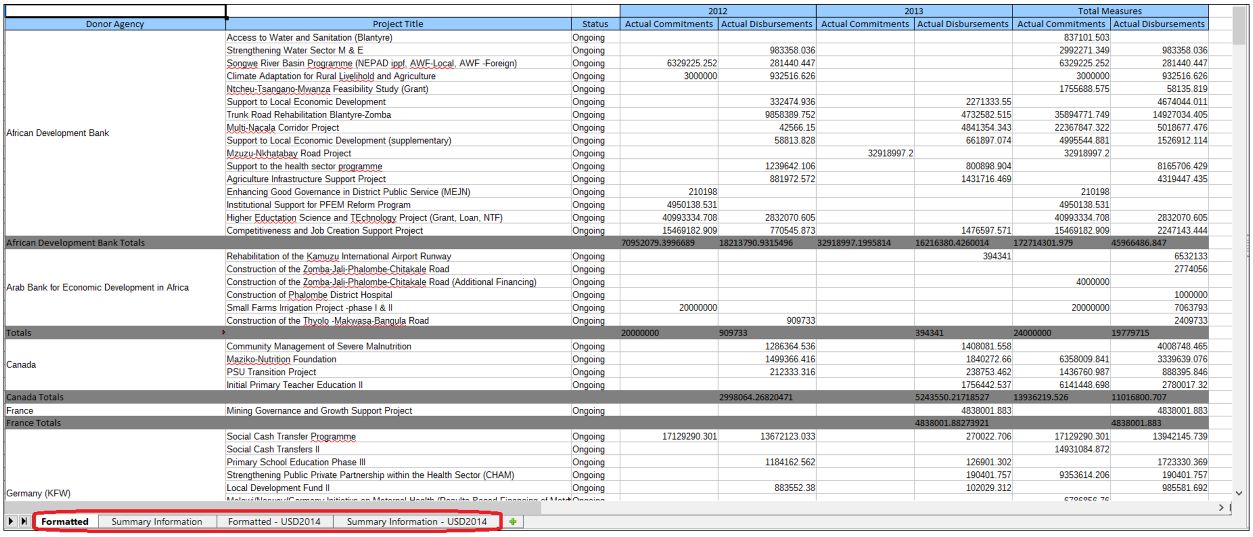
If you want to toggle the currency deflator view for any of the above mentioned features, click on Settings button, then select Calendar Type and finally select the available Constant Currency of your preferred year. The availability of Calendar type, Currency and Year combination depends on Admin configuration.

It is possible to download an Excel version with dual currencies (base currency plus user selectable constant currency) from report output by clicking on Dual Currency Report Export button as depicted below.



Donor Agency	Project Title	Status	2010 Actual Commitments	2010 Actual Disbursements	2011 Actual Commitments	2011 Actual Disbursements	2012 Actual Commitments	2012 Actual Disbursements	2013 Actual Commitments	2013 Actual Disbursements	Total Measures Actual Commitments	Total Measures Actual Disbursements
African Development Bank	Access to Water and Sanitation (Blantyre)	Ongoing	837,102								837,102	0
	Strengthening Water Sector M & E	Ongoing			2,992,271			983,358			2,992,271	983,358
	Songwe River Basin Programme (NEPAD ippf, AWF-Local, AWF -Fo...	Ongoing					6,329,225	281,440			6,329,225	281,440
	Climate Adaptation for Rural Livelihold and Agriculture	Ongoing					3,000,000	932,517			3,000,000	932,517
	Ntcheu-Tsangano-Mwanza Feasibility Study (Grant)	Ongoing	1,755,689			58,136					1,755,689	58,136
	Support to Local Economic Development	Ongoing		585,597		1,484,638		332,475		2,271,334	0	4,674,044
	Trunk Road Rehabilitation Blantyre-Zomba	Ongoing	35,894,772			336,062		9,858,390		4,732,583	35,894,772	14,927,034
	Multi-Nacala Corridor Project	Ongoing	22,367,847			134,757		42,566		4,841,354	22,367,847	5,018,677
	Support to Local Economic Development (supplementary)	Ongoing			4,995,545	806,201		58,814		661,897	4,995,545	1,526,912
	Mzuzu-Nkhatabay Road Project	Ongoing							32,918,997		32,918,997	0
	Support to the health sector programme	Ongoing		2,281,867		3,843,299		1,239,642		800,899	0	8,165,706
	Agriculture Infrastructure Support Project	Ongoing		1,994,735		11,023		881,973		1,431,716	0	4,319,447
	Enhancing Good Governance in District Public Service (MEJN)	Ongoing					210,198				210,198	0
	Institutional Support for PFEM Reform Program	Ongoing					4,950,139				4,950,139	0
	Higher Eductation Science and TEchnology Project (Grant, Loa...	Ongoing					40,993,335	2,832,071			40,993,335	2,832,071
	Competitiveness and Job Creation Support Project	Ongoing					15,469,183	770,546		1,476,598	15,469,183	2,247,143
			60,855,409	**4,862,199**	**7,987,816**	**6,674,117**	**70,952,079**	**18,213,791**	**32,918,997**	**16,216,380**	**172,714,302**	**45,966,487**
Arab Bank for Economic Development in Africa	Rehabilitation of the Kamuzu International Airport Runway	Ongoing		4,470,385		1,667,407				394,341	0	6,532,133
	Construction of the Zomba-Jali-Phalombe-Chitakale Road	Ongoing				2,774,056					0	2,774,056
	Construction of the Zomba-Jali-Phalombe-Chitakale Road (Addi...	Ongoing	4,000,000								4,000,000	0
	Construction of Phalombe District Hospital	Ongoing				1,000,000					0	1,000,000
	Small Farms Irrigation Project -phase I & II	Ongoing		5,000,000		2,063,793	20,000,000				20,000,000	7,063,793
	Construction of the Thyolo -Makwasa-Bangula Road	Ongoing				1,500,000		909,733			0	2,409,733
			4,000,000	**9,470,385**	**0**	**9,005,256**	**20,000,000**	**909,733**	**0**	**394,341**	**24,000,000**	**19,779,715**
Canada	Community Management of Severe Malnutrition	Ongoing				1,314,302		1,286,365		1,408,082	0	4,008,748
	Maziko-Nutrition Foundation	Ongoing			6,358,010			1,499,366		1,840,273	6,358,010	3,339,639
	PSU Transition Project	Ongoing			1,436,761	437,309		212,333		238,753	1,436,761	888,396
	Initial Primary Teacher Education II	Ongoing			6,141,449	1,023,575				1,756,443	6,141,449	2,780,017
			0	**0**	**13,936,220**	**2,775,186**	**0**	**2,998,064**	**0**	**5,243,550**	**13,936,220**	**11,016,801**
France	Mining Governance and Growth Support Project	Ongoing								4,838,002	0	4,838,002
			0	**0**	**0**	**0**	**0**	**0**	**0**	**4,838,002**	**0**	**4,838,002**
	Social Cash Transfer Programme	Ongoing					17,129,290	13,672,123		270,023	17,129,290	13,942,146
	Social Cash Transfers II	Ongoing			14,931,085						14,931,085	0
	Primary School Education Phase III	Ongoing				412,267		1,184,163		126,901	0	1,723,330
	Strengthening Public Private Partnership within the Health S...	Ongoing			9,353,614					190,402	9,353,614	190,402

When you open the file you will see four tabs:



Donor Agency	Project Title	Status	2012 Actual Commitments	2012 Actual Disbursements	2013 Actual Commitments	2013 Actual Disbursements	Total Measures Actual Commitments	Total Measures Actual Disbursements
African Development Bank	Access to Water and Sanitation (Blantyre)	Ongoing					837101.503	
	Strengthening Water Sector M & E	Ongoing		983358.036			2992271.349	983358.036
	Songwe River Basin Programme (NEPAD ippf, AWF-Local, AWF -Foreign)	Ongoing	6329225.252	281440.447			6329225.252	281440.447
	Climate Adaptation for Rural Livelihold and Agriculture	Ongoing	3000000	932516.626			3000000	932516.626
	Ntcheu-Tsangano-Mwanza Feasibility Study (Grant)	Ongoing					1755688.575	58135.819
	Support to Local Economic Development	Ongoing		332474.936		2271333.55		4674044.011
	Trunk Road Rehabilitation Blantyre-Zomba	Ongoing		9858389.752		4732582.515	35894771.749	14927034.405
	Multi-Nacala Corridor Project	Ongoing		42566.15		4841354.343	22367847.322	5018677.476
	Support to Local Economic Development (supplementary)	Ongoing		58813.828		661897.074	4995544.881	1526912.114
	Mzuzu-Nkhatabay Road Project	Ongoing			32918997.2		32918997.2	
	Support to the health sector programme	Ongoing		1239642.106		800898.904		8165706.429
	Agriculture Infrastructure Support Project	Ongoing		881972.572		1431716.469		4319447.435
	Enhancing Good Governance in District Public Service (MEJN)	Ongoing	210198				210198	
	Institutional Support for PFEM Reform Program	Ongoing	4950138.531				4950138.531	
	Higher Eductation Science and TEchnology Project (Grant, Loan, NTF)	Ongoing	40993334.708	2832070.605			40993334.708	2832070.605
	Competitiveness and Job Creation Support Project	Ongoing	15469182.909	770545.873		1476597.571	15469182.909	2247143.444
African Development Bank Totals			70952079.3996689	18213790.9315496	32918997.1995814	16216380.4260014	172714301.979	45966486.847
Arab Bank for Economic Development in Africa	Rehabilitation of the Kamuzu International Airport Runway	Ongoing				394341		6532133
	Construction of the Zomba-Jali-Phalombe-Chitakale Road	Ongoing						2774056
	Construction of the Zomba-Jali-Phalombe-Chitakale Road (Additional Financing)	Ongoing					4000000	
	Construction of Phalombe District Hospital	Ongoing						1000000
	Small Farms Irrigation Project -phase I & II	Ongoing	20000000				20000000	7063793
	Construction of the Thyolo -Makwasa-Bangula Road	Ongoing		909733				2409733
Totals			20000000	909733		394341	24000000	19779715
Canada	Community Management of Severe Malnutrition	Ongoing		1286364.536		1408081.558		4008748.465
	Maziko-Nutrition Foundation	Ongoing		1499366.416		1840272.66	6358009.841	3339639.076
	PSU Transition Project	Ongoing		212333.316		238753.462	1436760.987	888395.846
	Initial Primary Teacher Education II	Ongoing				1756442.537	6141448.698	2780017.32
Canada Totals				2998064.26820471		5243550.21718527	13936219.526	11016800.707
France	Mining Governance and Growth Support Project	Ongoing				4838001.883		4838001.883
France Totals						4838001.88273921		4838001.883
Germany (KFW)	Social Cash Transfer Programme	Ongoing	17129290.301	13672123.033		270022.706	17129290.301	13942145.739
	Social Cash Transfers II	Ongoing					14931084.872	
	Primary School Education Phase III	Ongoing		1184162.562		126901.302		1723330.369
	Strengthening Public Private Partnership within the Health Sector (CHAM)	Ongoing				190401.757	9353614.206	190401.757
	Local Development Fund II	Ongoing		883552.38		102029.312		985581.692

- Formatted tab: Formatted output for current report displayed in workspace's default currency.
- Summary Information: applied filters, currency, calendar and unit used for that output.
- Formatted – Currency: Formatted output for current report displayed in deflated currency.
- Summary Information – Currency: applied filters, currency, calendar and unit used for that output (currency shall be the deflated currency name).

Agreement Data Entry

Permission setting for agreements

Not all users have the ability to create new agreements or edit existing agreements. Only users which have the "Agreement User" checkbox selected in his registration form in the user manager have this right.

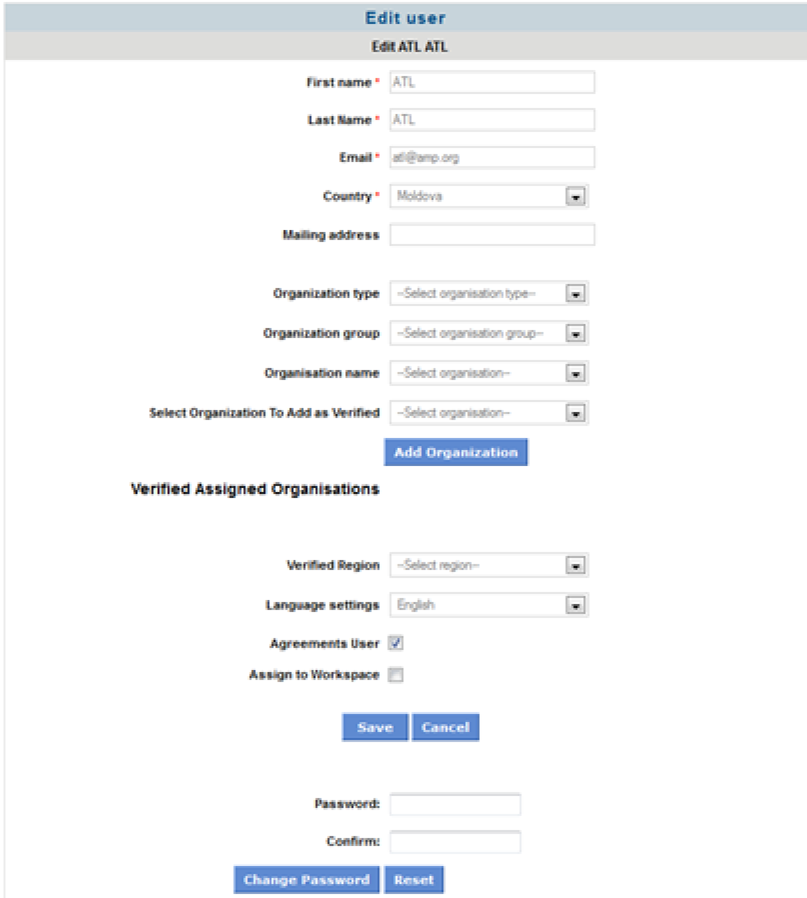
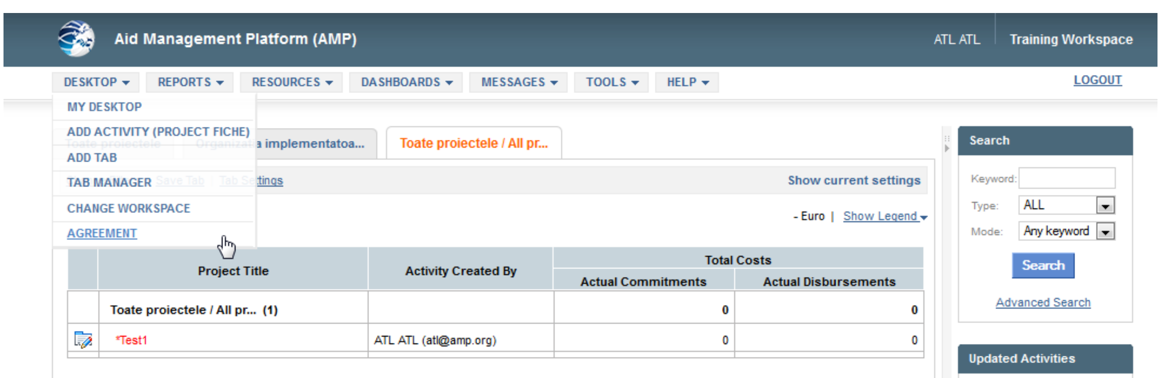


Figure 5.1 – Permission settings for Agreements

Create a new agreement

1. Click on the "My Desktop" menu. If you are an "Agreement user" you will see an additional option under the "Change Workspace" menu item called **Agreement**.



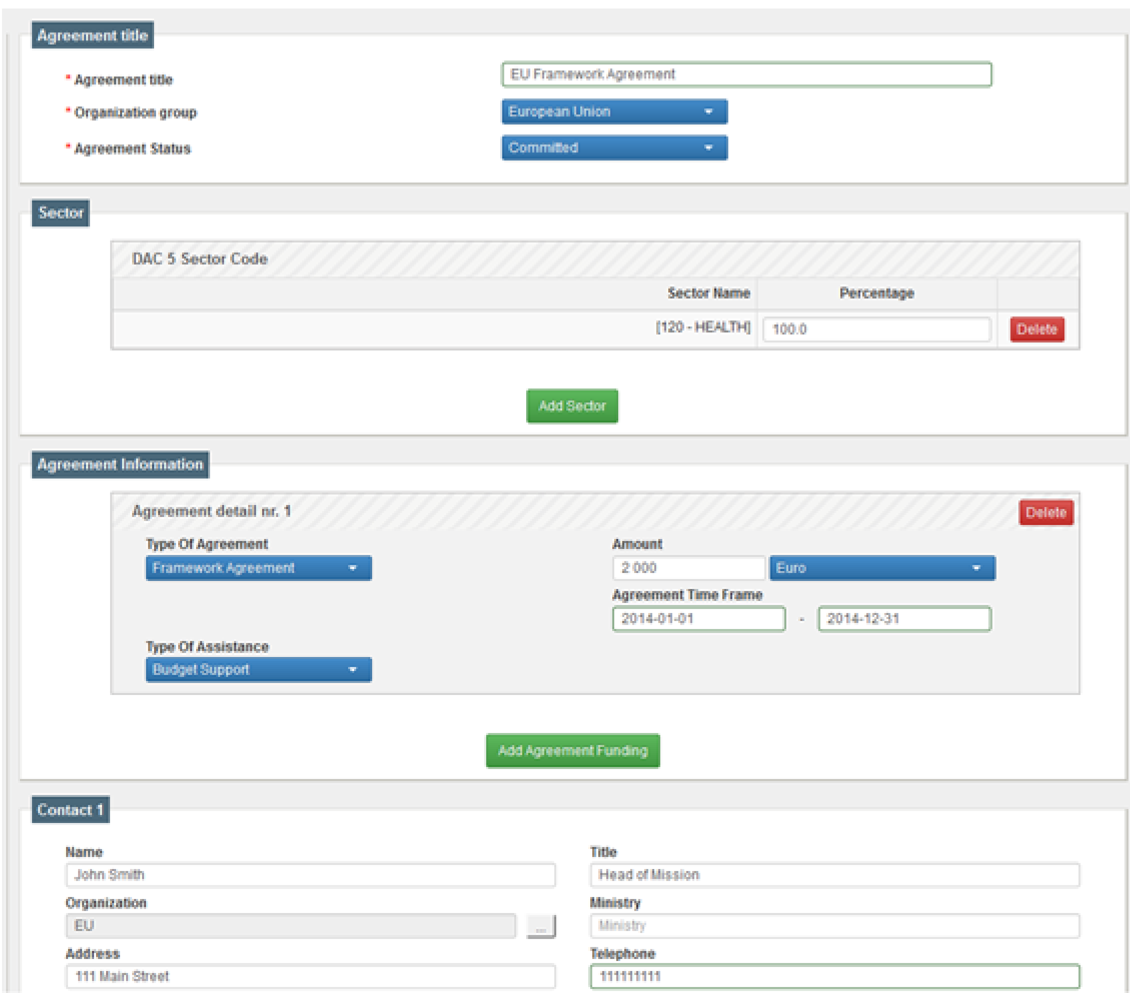
2. This will take you to the agreements list page where one can see existing agreements. Please note if this is the first time an agreement is being entered in the system the page will be empty and one can see only the Add Agreement button.

3. Click on Add Agreement to add a new agreement. This will bring up the Agreement form.

4. First, fill out the fields in the "Agreement Identification" section, including:

   a. Agreement title – the title of the agreement
   b. Organization group – the organization group which has made this agreement with the government
   c. Agreement status – the current status of the agreement

5. Next, select the sector. Select the sector by selecting first the sector scheme, then the subsequent sectors. Indicate the percentage of the agreement going to each sector.



6. Next, add an Agreement Funding by clicking the Add Agreement Funding button.
    a. First select the **Type of Agreement**. The Type of Agreement is entered by the Admin in the Category Manager.
    b. Next, select the **Type of Assistance.**
    c. Next, enter the total amount of the agreement, and the currency.
    d. Finally, select the effective time frame of the agreement by clicking in the text boxes and selecting the date using the calendar selector.

7. The agreement user can enter contact information for up to 2 persons in the Agreement Form.

8. The agreement user can upload documents (for example, a copy of the agreement) by clicking the **Add Document** button, clicking the Select Agreement Document button and uploading the document.

9. Finally, the user may enter any other relevant information in the **Additional Information** box.

10. When the user has completed entering all relevant fields in the form, he may click **Validate** to check whether all fields have been entered correctly, or **Submit** to submit the agreement.

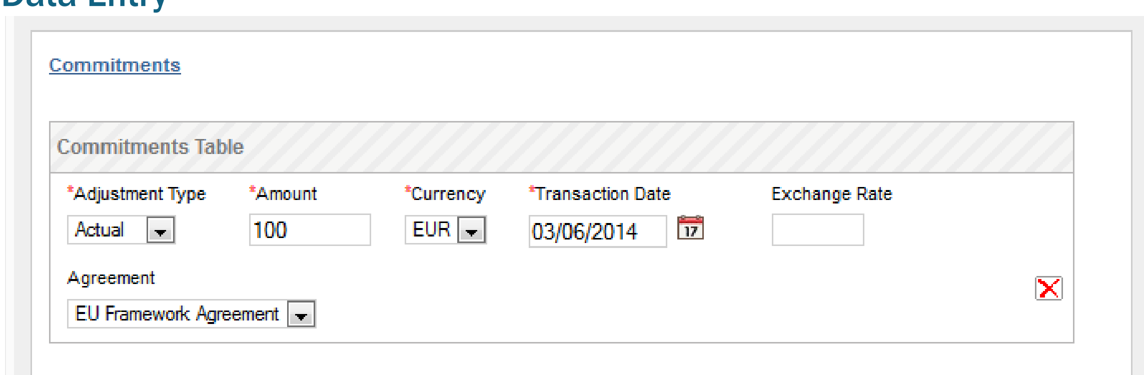
Edit agreement

To edit/view an agreement the user must click the on the icon on the agreements list page.

Delete agreement

To delete an agreement, the user must click on the icon on the agreement list page. A user may not delete an agreement which has been assigned to a commitment.

Data Entry



- When entering any new transaction, the list of available agreements will appear in the **Agreements** drop-down. Note: you may only link agreements to transactions where the

donor matches the donor group of the Agreement (for example, you may only link EU agreements to transactions in projects funded by the EU)
- Complete Step 1 for each transaction for a project which is linked to an agreement. Each transaction may have a different agreement assigned to it.

Resources

The Resources section under the Document Manager allows you to store documents and hyperlinks that can be shared with your team, across teams or used privately. For our purposes, in this section when we say Resources, we are referring to a document or hyperlink. A useful feature of this module is that it allows you to publish documents for the public. This enables you to share key information with non-registered users of the AMP system.

One of the great features about AMP is the ability to attach documents, hyperlinks, and to create a document from a template for general storage or sharing or to relate them directly to activities. When you relate a document to an activity it will still show in the Resource Manager and if you need to attach an existing document to a project, you can choose one from the Resource Manager. This makes it quite easy to quickly look at an Activity and see all information and documentation related to that activity.

Resources Homepage

When accessing the main page of the Resources section, you will see four (4) tabs: My Resources, Team Resources, Shared Resources and Public Resources.

- **My Resources** are your personal documents and hyperlinks. Each user has its own My Resources listing. Within your list you can add new resources, add a new version of a resource or delete a resource.

- **Team Resources** are documents and hyperlinks available for viewing and revision by the entire team.

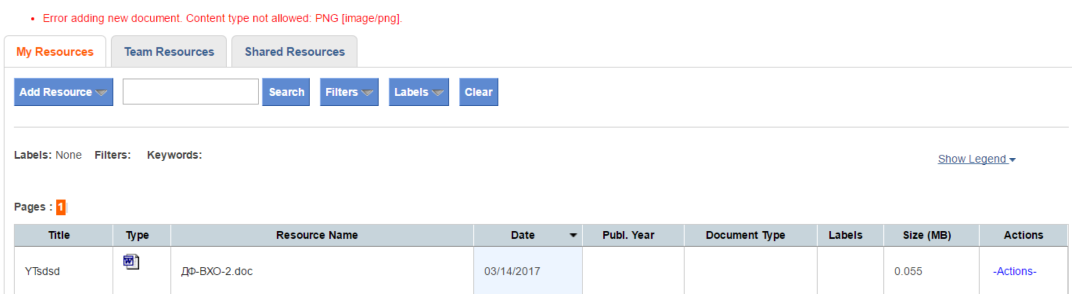
- **Shared Resources** are documents and hyperlinks that are shared with all workspaces in AMP.

- **Public Resources** are the documents and hyperlinks that are made available to non-authenticated users of AMP (users that have not used a unique username and password combination to log in to the system).

Figure 5.1 – Report Settings

Based on configuration the user can be limited to upload certain files. An error will be displayed accordingly if the user attempted to upload a file that is not allowed by admin.

For example, if PNG files are not allowed, during file upload an error message will be displayed to the user as depicted below.



Calendar

The Calendar Module enables you to create a planning calendar to coordinate and share information on different types of events, such as missions, site visits, workshops, etc. The calendar shows overlapping events and what types of events they are. Additionally, you have the ability to filter events using the filter on the left hand portion of the page.

Dashboards

Analytical Dashboard

The Analytical Dashboard module is the primary visualization tool for the AMP besides the GIS map. The module allows you with a list of visualization graphs that provide information on the fields within AMP which are most relevant to your day-to-day job.

The module can be accessed by users through one of the following three pathways:

a) You can select the "Dashboards" option that is displayed in the menu bar dropdown of the home page drop-down on the AMP main menu.
b) You can select an Analytical dashboard link directly from the AMP public portal home page
c) You can link to the Analytical dashboard page via a hyperlink shared by another user.

For detailed information on Dashboards, please see "Analytical Dashboards" section below.

Introduction

In the Dashboards, you can easily find the information you need summarized to fit your needs. You can know which are the Top Donor Agencies, Top Donor Group, Top Sector, Top Regions, Top Beneficiary Agencies, Top Executing Agencies, Top Implementing Agencies, Top Responsible Organizations, grouped by its Commitments or Disbursements and/or any other configured measures, as well as the Aid Predictability chart which compares Total Actual vs. Total Planned Disbursements. The Funding Type chart, where you have three different views of the information (Type of Assistance, Actual Commitments, and Year) all combined in one single chart.

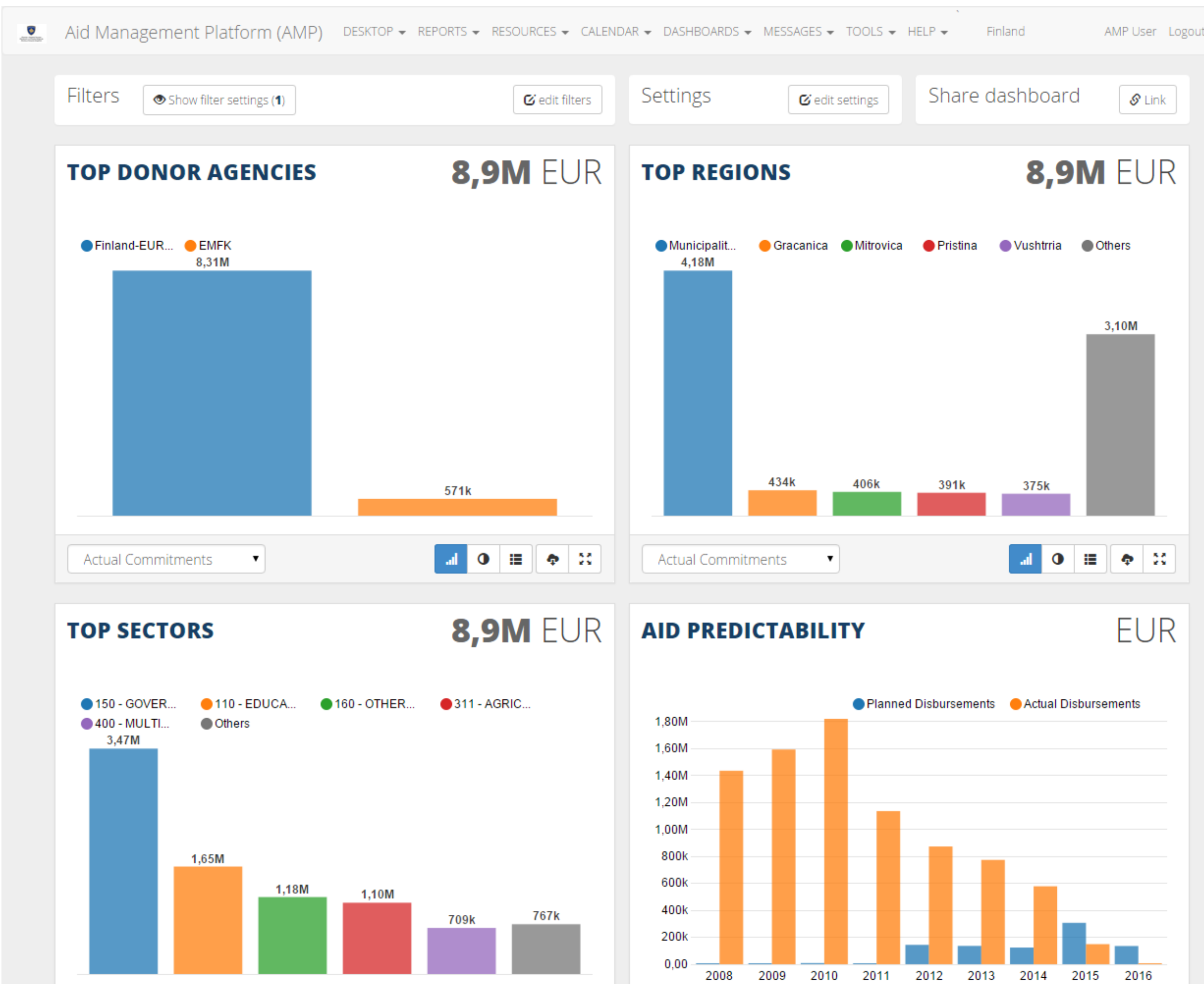


Figure 5.7 – New Analytical Dashboards

Dashboards Toolbar

Using dashboards controls it is possible to apply, view or remove filters, modify settings and share the dashboard as shown below.

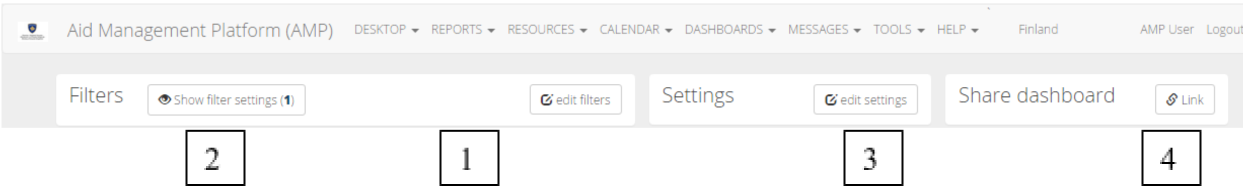


Figure 5.7.1 – Dashboard Toolbar

1. Applying or Removing Filters (edit filters)

When you click on "edit filter" a window will pop up which displays the filters widget where you can define a filtering criteria. The user interface looks the same as the one used on the new GIS, Saiku, and Tabs.

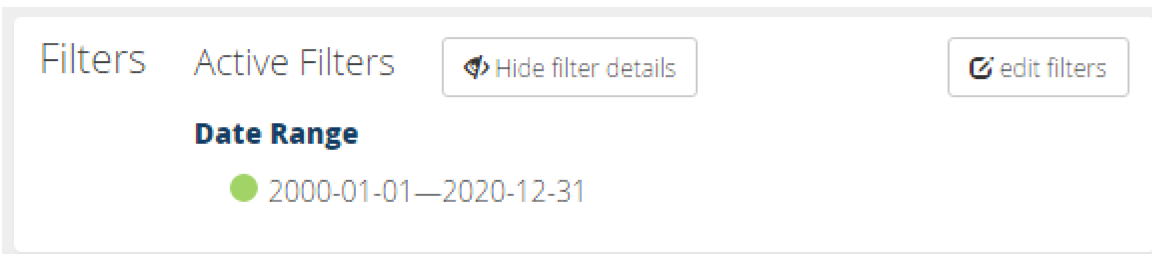


Figure 5.7.2 – Dashboard Toolbar – View/Remove/Change filters

2. Viewing applied filters

When you click on "Show filter settings" a window will pop up which displays applied filter breadcrumbs.

By default applied filters breadcrumbs are shown collapsed, as depicted below.

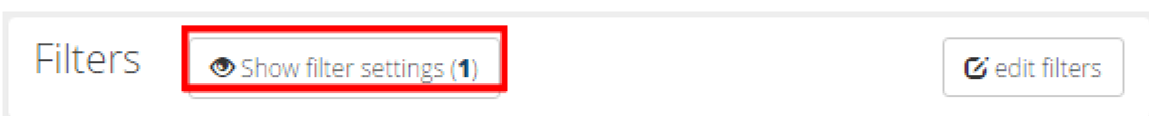


Figure 5.7.3 – Dashboard Toolbar – View Applied Filters

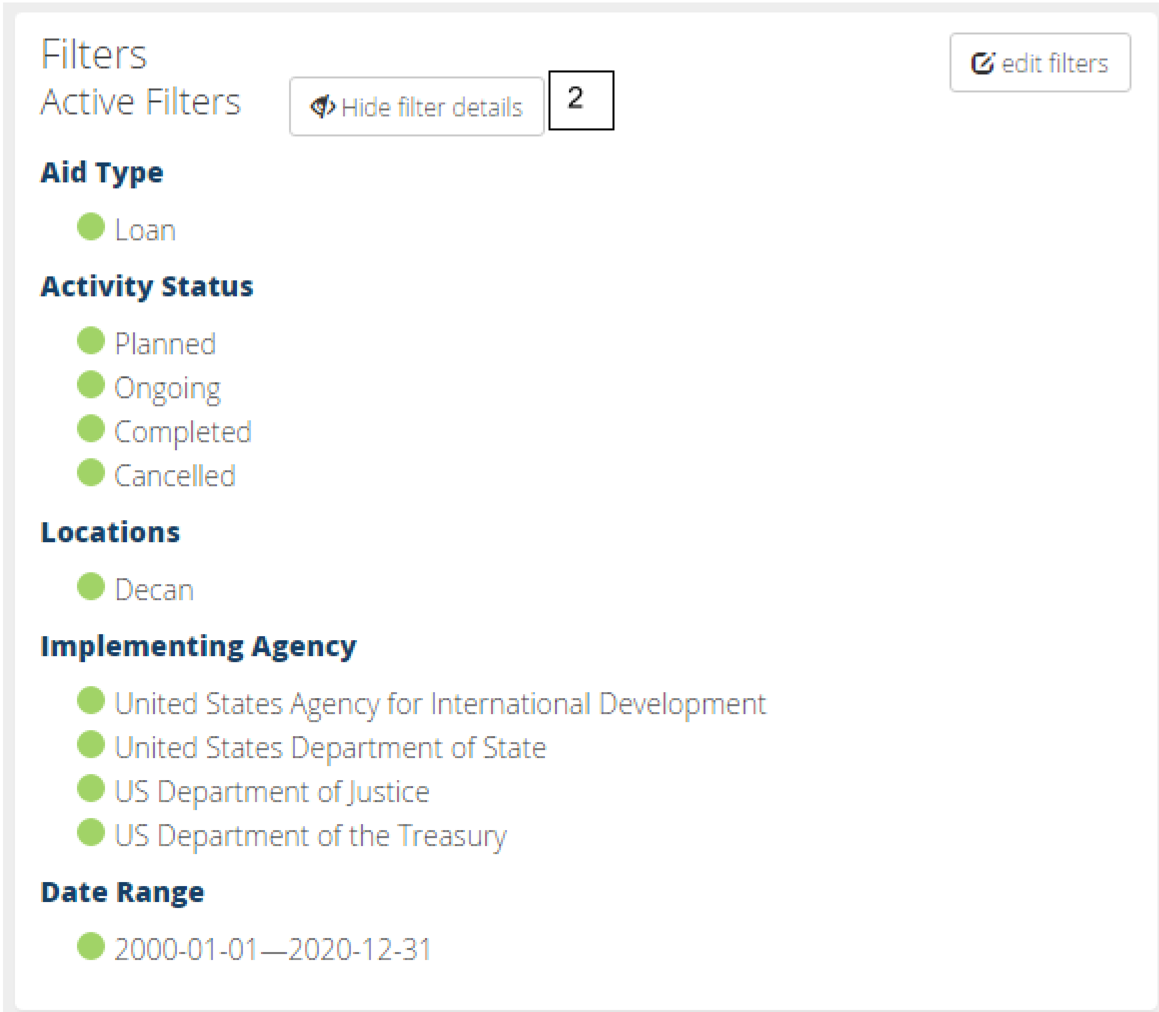


Figure 5.7.4 – Dashboard Filters – View Applied Filters Details

a. Click on "Show Filter Settings" to view applied filters. Then click on any applied filter name, to see a detailed view.

b. Click on Hide filter details to collapse this window.

c. Click on each applied filter category to expand/collapse details.

3. Modifying Settings

When you click on "edit settings" a window will pop up which allows you to modify the Currency and the Calendar Type based on available values.

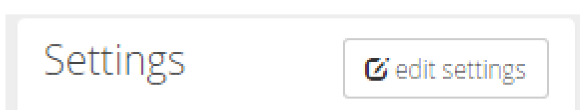


Figure 5.7.5 – Dashboard Settings

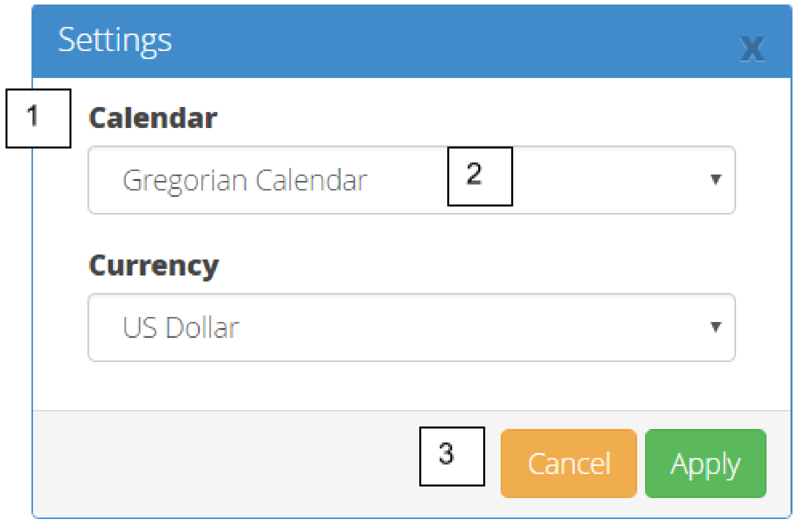


Figure 5.7.6 – Dashboard Settings - Modify

1. Select the setting you wish to modify: Calendar or Currency.
2. Select the new value.
3. Click Apply or Cancel buttons.
4. Sharing Dashboards

Clicking on "Link" will open a window that will contain the URL to be able to share the Dashboard.

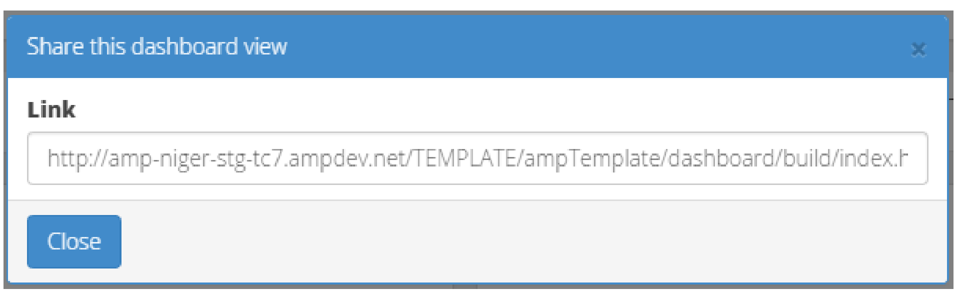


Figure 5.7.7 – Share Dashboard

1. Select the URL.
2. Copy it by using crtl+c or mouse right click.
3. Paste it on the target interface (email, browser, message window, etc.)

Chart Components

The layout is shared between the different charts for easier understanding and friendlier usage. You can identify in each chart the icons as explained below:

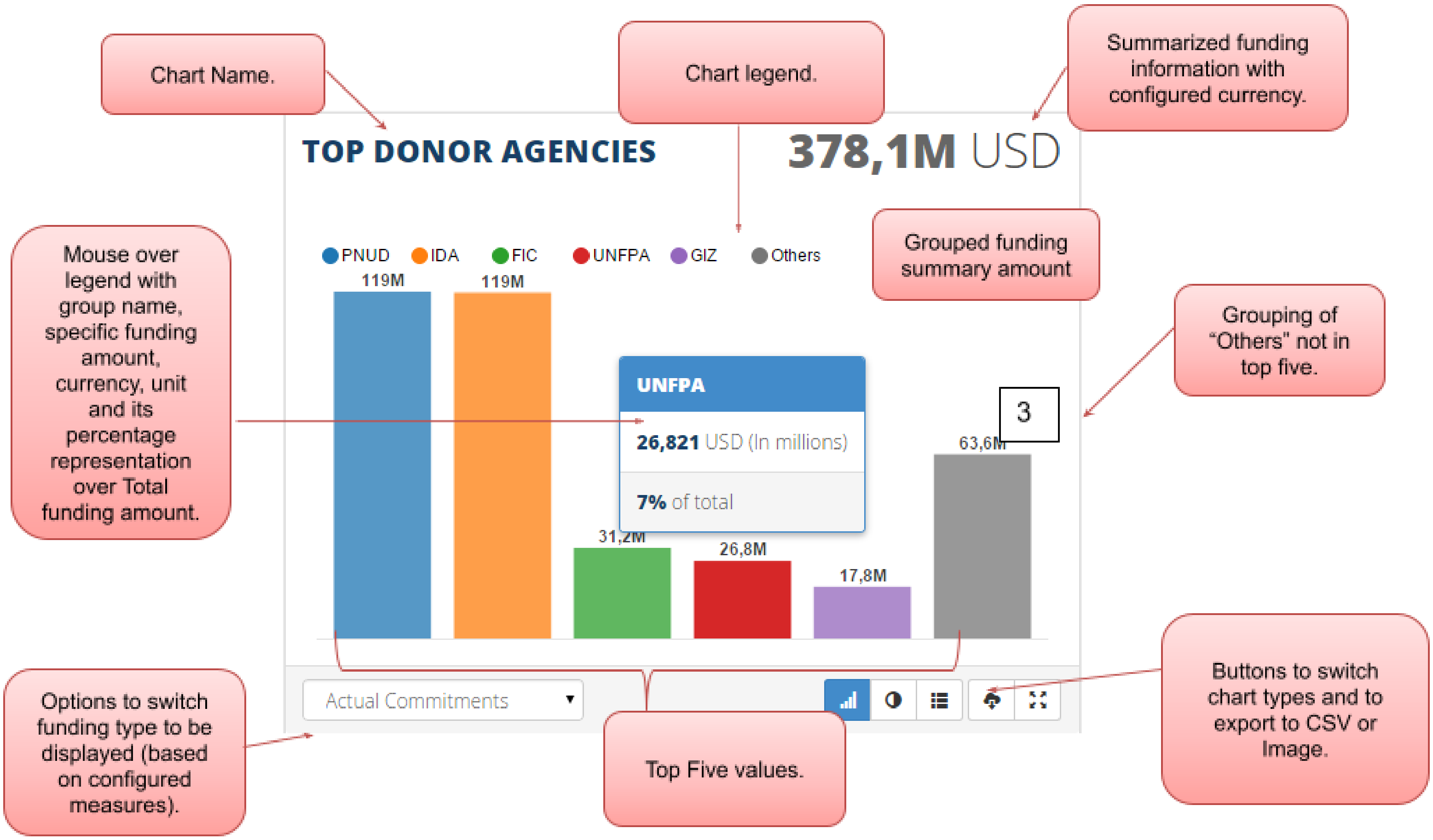
1. Bar chart 
2. Pie chart 

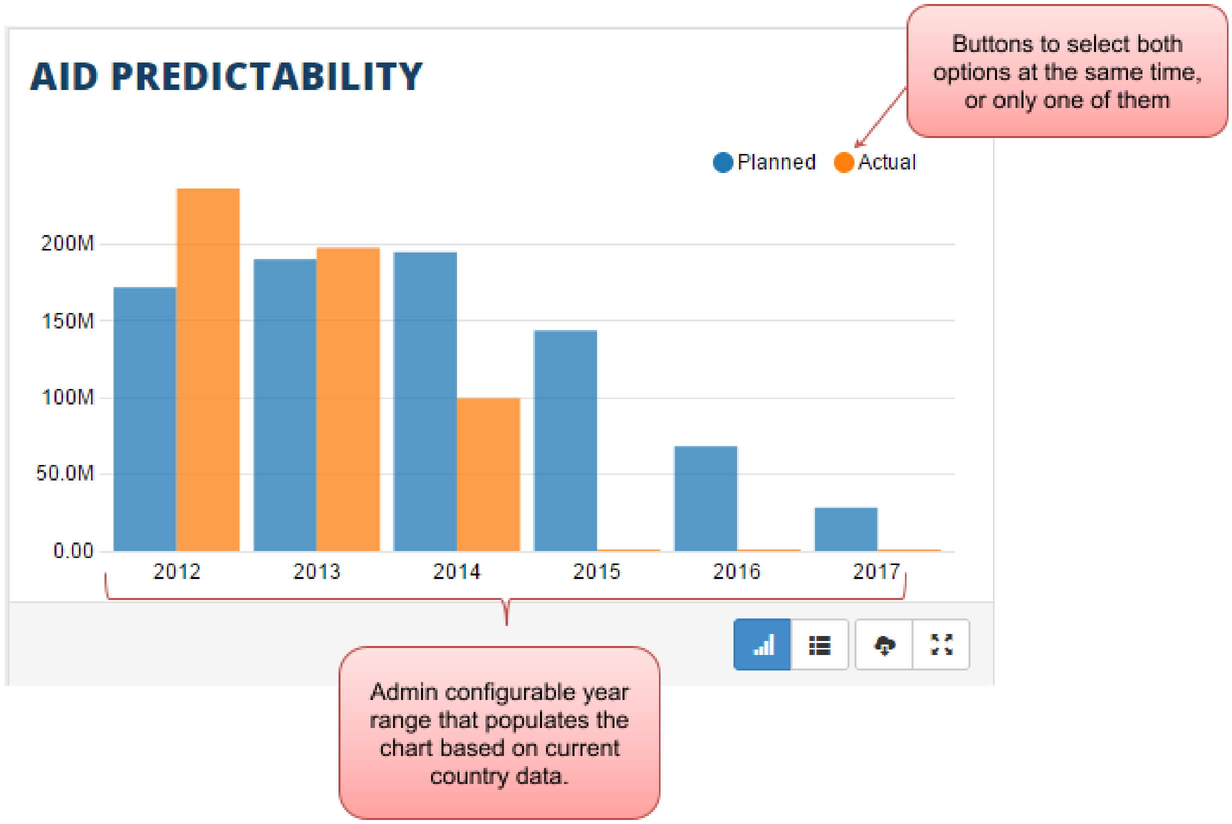
3. Table view

4. Download CSV (for Table view) or Image (for Bar or Pie chart)

5. Expand chart size .

Let's take a look at the various components shown on the new dashboards charts.




AID PREDICTABILITY
Buttons to select both options at the same time, or only one of them
Planned
Actual
200M
150M
100M
50.0M
0.00
2012
2013
2014
2015
2016
2017
Admin configurable year range that populates the chart based on current country data.

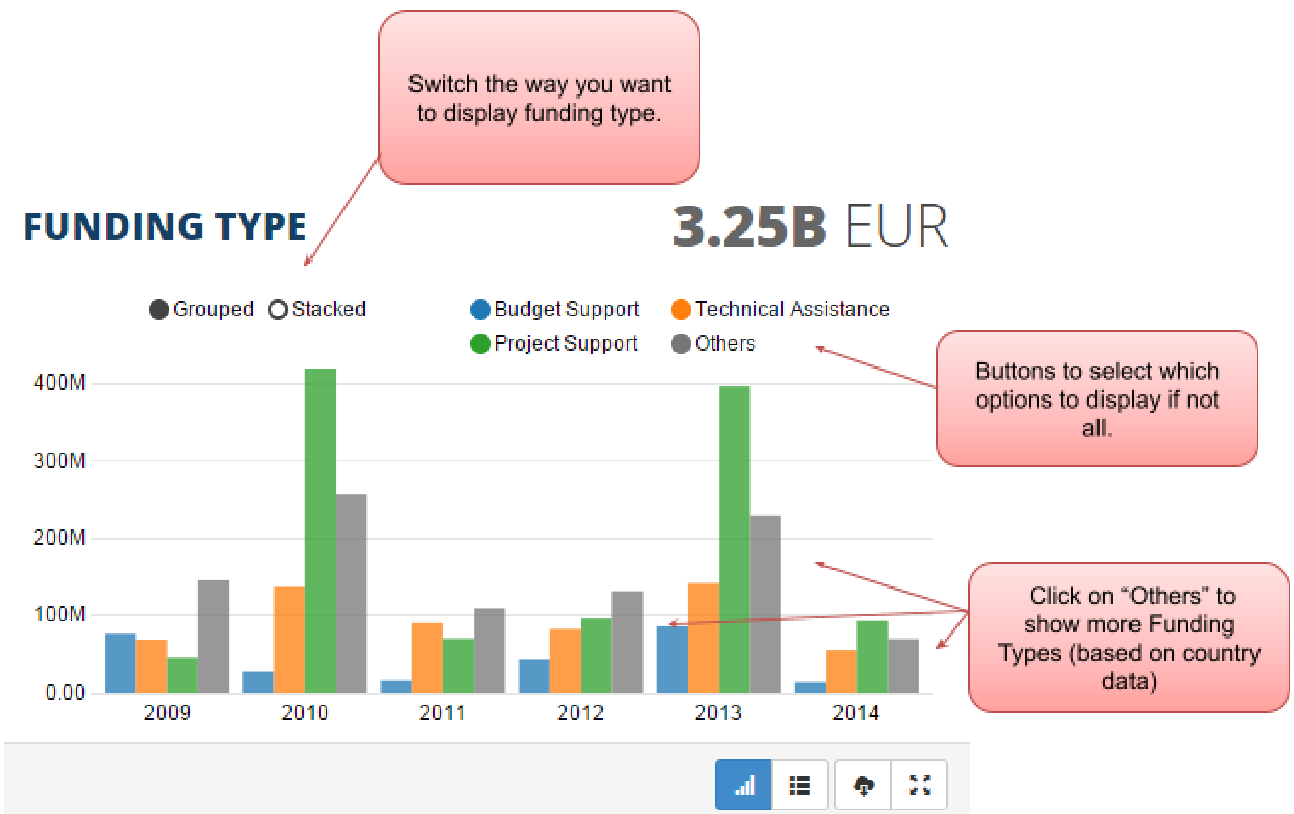

Switch the way you want to display funding type.
FUNDING TYPE
3.25B EUR
Grouped
Stacked
Budget Support
Technical Assistance
Project Support
Others
Buttons to select which options to display if not all.
400M
300M
200M
100M
0.00
2009
2010
2011
2012
2013
2014
Click on "Others" to show more Funding Types (based on country data)

Chart Download Preview

Clicking on bar or pie chart view and then on download chart icon, will enable you to download the information as image file (png). This file can then be opened with any image viewer including paint.

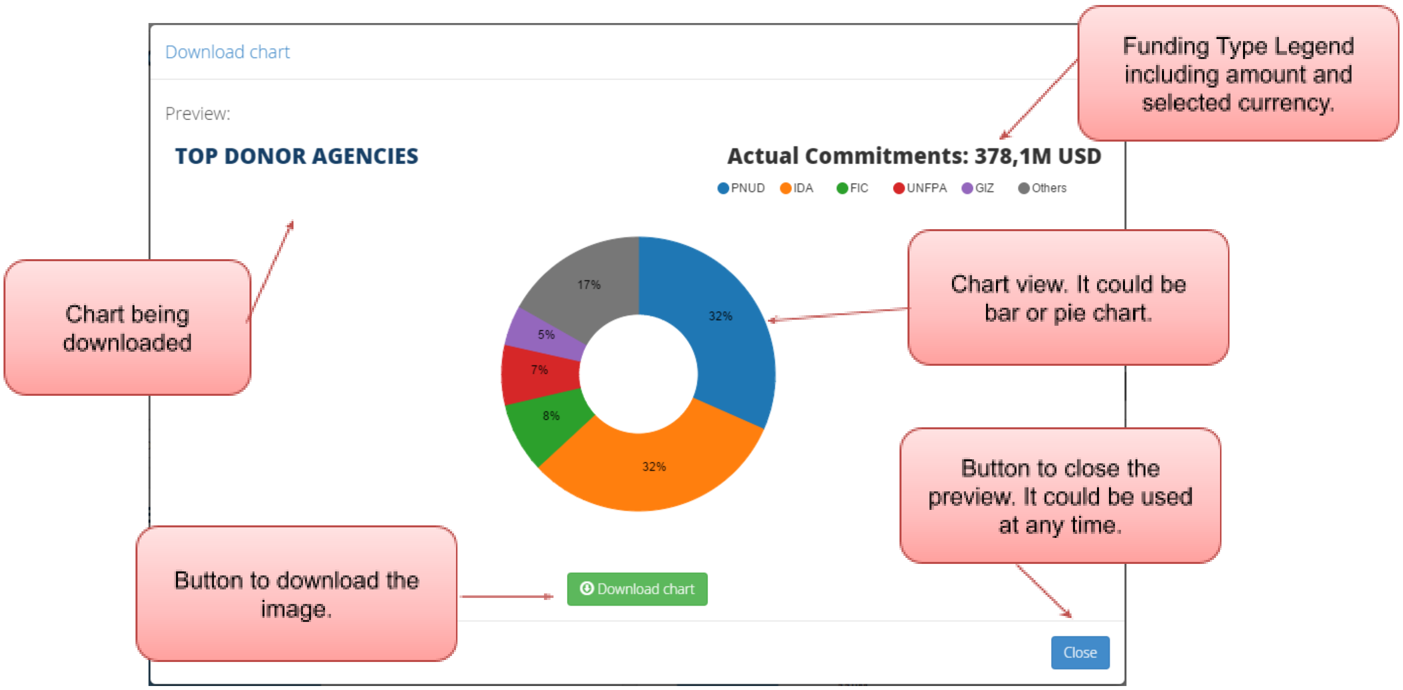


Figure 5.9 – Download Dashboard Chart

Chart CSV Export Preview

Clicking on table view and then on download chart icon, will enable you to download the information as Comma Separated Values file (csv). This file can then be opened with any text editor including Excel, Notepad among others.

When Dashboard is accessed by Public user and the AMP Global Setting *"Hide editable export formats public view"* is set to true, in that case the option to download as CSV will not be available.

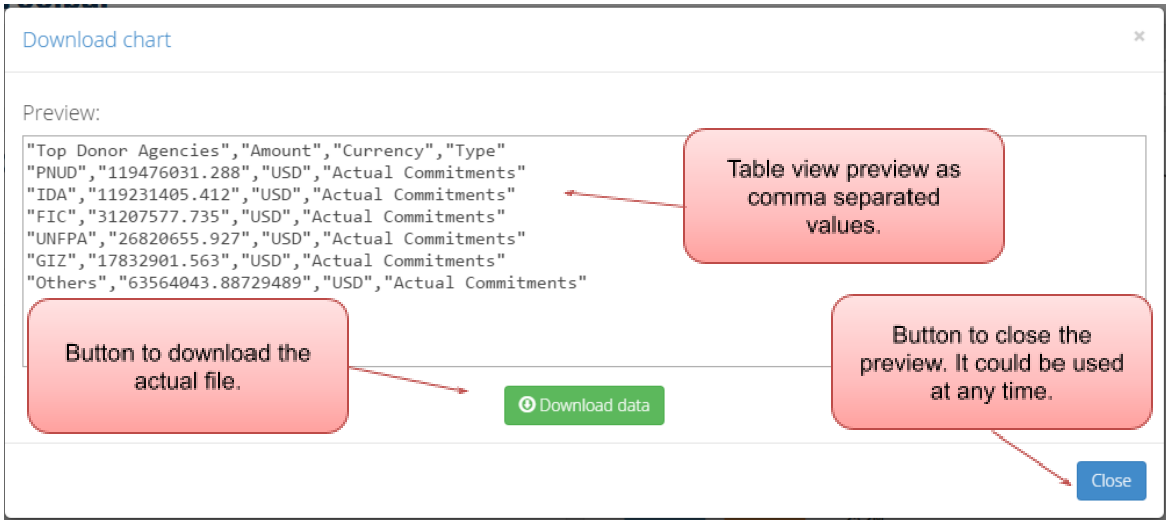


Figure 5.10 – Download Dashboard Data

Fragmentation Charts

Aid fragmentation within a location or a sector is characterized by receiving many small pieces of funding from many donors, and fragmentation within a donor organization is characterized by spreading its work across many locations or sectors. Three new ATP Fragmentation Dashboards help illustrate the extent of fragmentation of development funding in Timor-Leste: Sector Fragmentation, Location Fragmentation, and Program Fragmentation.

These dashboards use the same project-level funding information as the other ATP dashboards, and all three fragmentation dashboards in their default setting (donor organizations listed down the vertical axis) will show the same overall aid fragmentation in the "Totals" column on the far right. For example, in terms of the total $2.4 billion in actual commitments to Timor-Leste from 2000-2020, Australia contributed 24% of this total, the Asian Development Bank contributed 12%, Japan contributed 10%, the European Commission and United States each contributed 9%, the United Nations contributed 5%, and the remaining 31% is comprised of smaller contributions (less than 5%) from 26 other donors. *Note that these percentages are also displayed in the "Top Donor Groups" Dashboard.*

In addition to illustrating fragmentation patterns, the Fragmentation Dashboards are especially helpful for answering questions about funding as a percentage of a particular budget. For example, the UN's contribution to governance programs as a percentage of its total aid contribution might tell us something about its priorities in Timor-Leste. Note that the Fragmentation Dashboards should be read from top down by column, and the "Totals" in the bottom row of the chart will always sum to 100%. Like the other dashboards, users can select a different funding type (e.g. Actual Disbursements), change to a table display, apply filters, edit settings, and share their results.

Information Note

These charts use the color red to represent more fragmentation and the color green to represent less fragmentation. While fragmentation can mean increased transaction costs of development efforts and a greater management burden on recipient countries, these dashboards are not intended to make claims on aid effectiveness. Instead, they should be used to help start conversations about the spread of donor efforts across sector, location and planning priority, and whether and where coordination can be increased.

How does it work?

- For each cell it is Total Actual Disbursements (or selected measure) of that donor in that sector (or location or program) / Total Actual Disbursements of all donors in that sector (or location or program).
- The summarized column is the Total measure of that donor / Total portfolio for that measure. For example all E**U Total Disbursements / All Donor Group Disbursements**.
- The summarized row is the total added up in each column.

Some more concepts:

- Via admin configuration you can define the range for each threshold in Dashboard Manager.
- Chart Y axis is sorted alphabetically by donor group name, ascending. Chart X axis is sort by Total Funding descending.
- Red Colors indicate that fragmentation is high; while green indicates that fragmentation is low. By default, categories are:

Less than 1%	Between 1% and <5%	Between 5% and <10%	Between 10% and <15%	Between 15% and <20%	More than 20%
Donor's funding account for less than 1% of funding in that sector/location/program.	Donor's funding account between 1% and 5% of funding in that sector/location/program.	Donor's funding account between 5% and 10% of funding in that sector/location/program.	Donor's funding account between 10% and 15% of funding in that sector/location/program.	Donor's funding account between 15% and 20% of funding in that sector/location/program.	Donor's funding account for more than 20% of funding in that sector/location/program.

Figure 5.11 Colored Legend

Fragmentation Chart Settings

Threshold Settings

Color	From Threshold
Dark Red	0 %
Light Red	1 %
Dark Orange	5 %
Light Orange	10 %
Light Green	15 %
Dark Green	60 %

Save

Chart Components

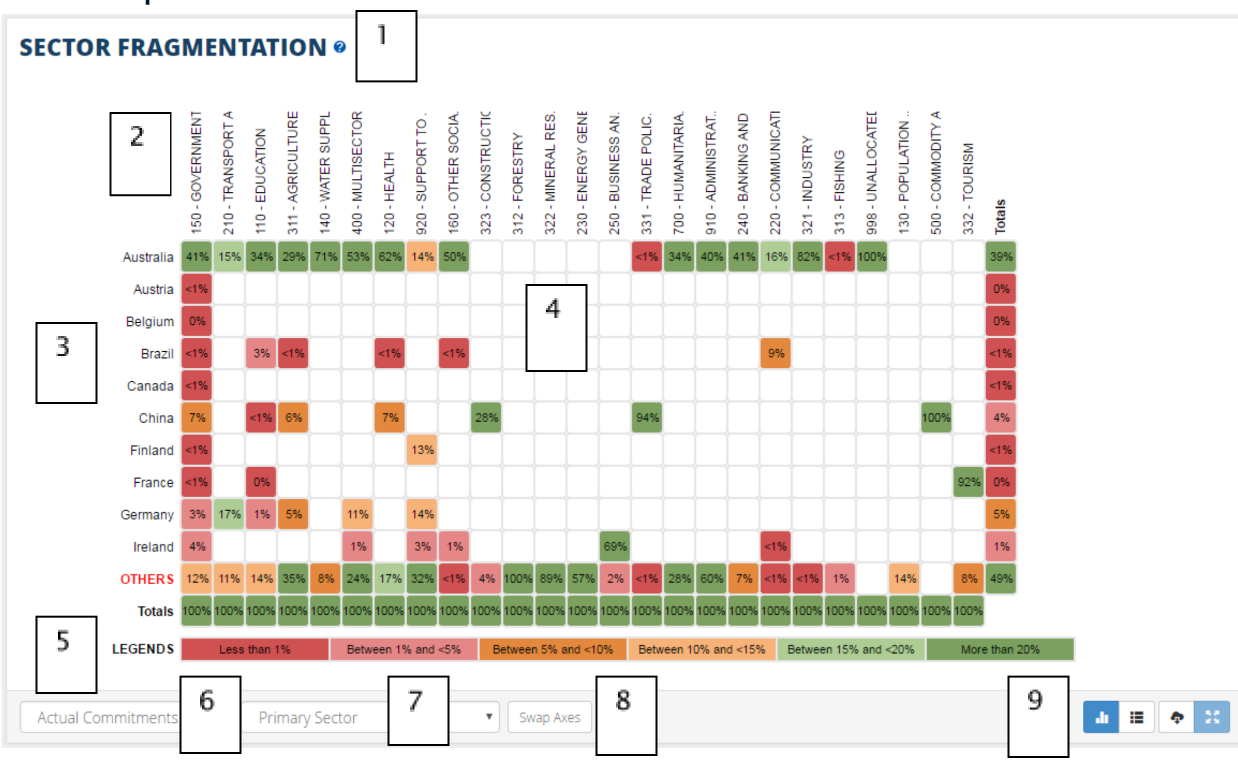


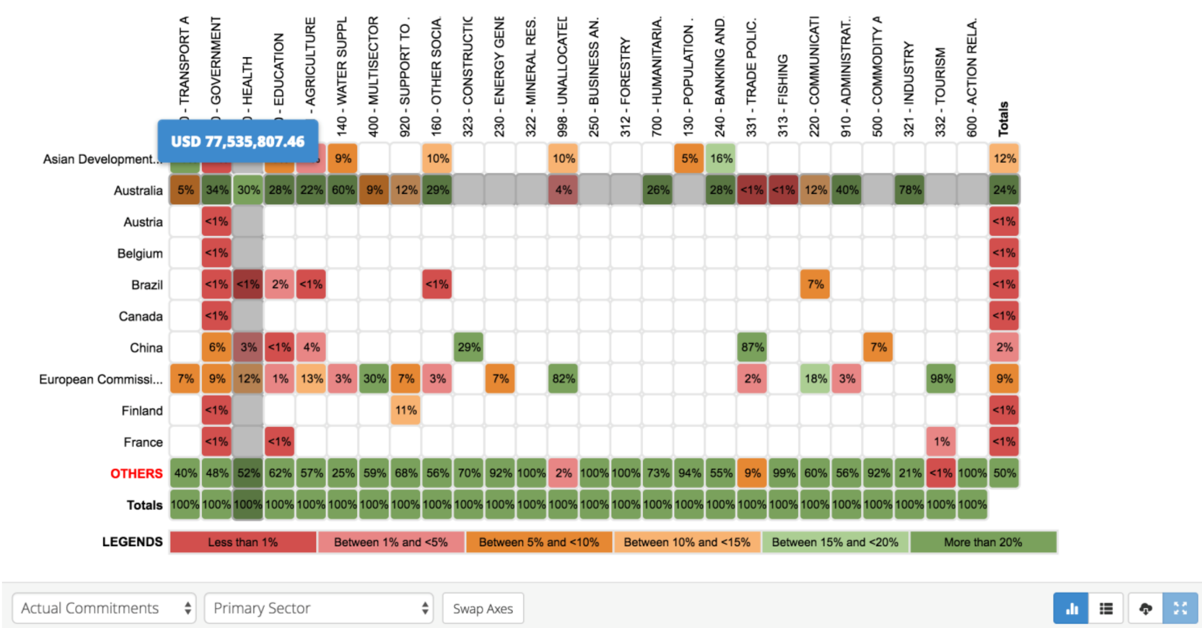
Figure 5.12 Chart Components

1. Chart Name and help icon to describe what the chart does.
2. X axis: Sector scheme data based on selected option in 7.
3. Y axis: Donor Group list (up to 10 plus OTHERS to expand and show 10 more on each click until all are revealed)
4. Matrix data that shows the intersection of donor and sector. When clicking on a cell, entire row and column is highlighted in gray. When hovering the mouse over a cell, related tooltip with funding data for that cell is displayed.

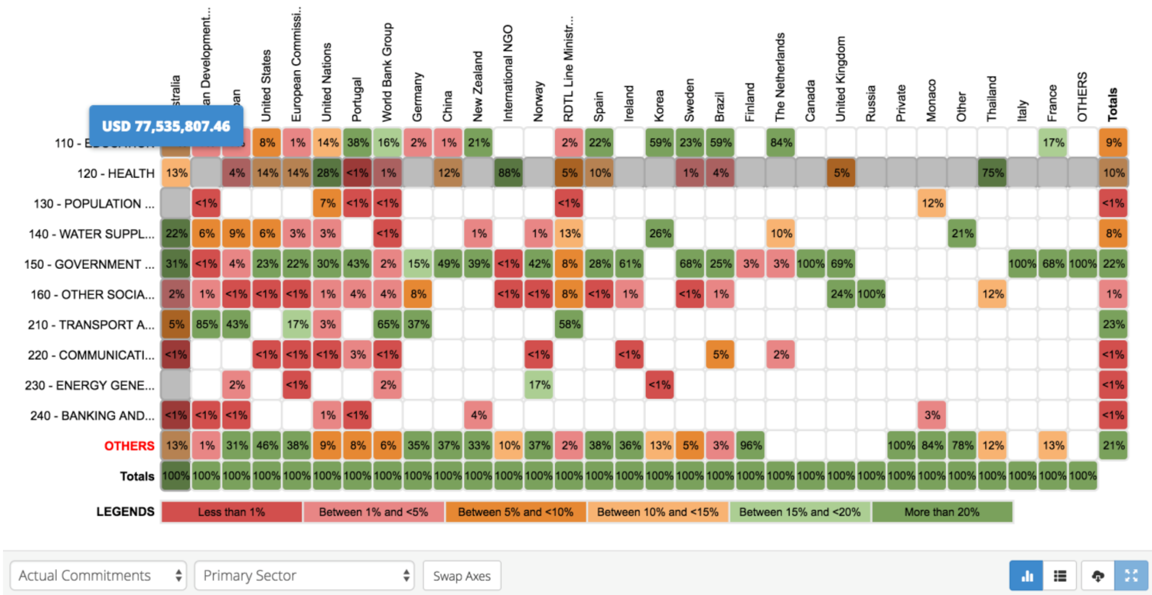
5. Colored Legend explaining how percentage ranges are colored in the chart
6. Measure selector which allows you to set which measure to use to draw in the chart.
7. Sector selector that allows you to select different levels defined (as per definition of the Sector Scheme (one option at the time).
8. Swap Axes button that allows turning Donor Group from Y axis into X axis and vice versa.
9. Tool Bar that allows you to view the chart and table view as well as the download button that allows image export of the chart (PNG) or CSV export. In both cases, the downloaded data is for all that's available (Top x + Others) and not just what is being shown. For example, if Sector Fragmentation has 20 Donor Groups involved, and you are displaying first 10, when downloading the image, all 20 will be displayed (no truncation of data happens here). On the other hand, filters do affect the data here displayed.

Applying Sector Fragmentation

Let's look at an example that shows how these two different views relate to each other. According to data captured by the ATP for 2000 to 2020, there have been approximately $77.5 million in actual commitments from the Government of Australia to Health Sector activities in Timor-Leste. This amount of funding can be viewed as both (1) a percentage of total health sector funding, and (2) a percentage of total aid from Australia.



The first figure above shows that Australia contributes 24% of total aid to Timor-Leste ($582.8 million), but <u>30% of the total aid to the health sector ($77.5 million).</u>



When we swap axes, this second figure shows that the Health Sector receives 10% of the total aid to Timor-Leste ($251.7 million), but 13% of Australia's total aid to Timor-Leste ($77.5 million).

Applying Location Fragmentation

Let's say we work in the Ministry of Education and want to know who the top donors are within the districts that received the most education-related aid from 2010-2015. First we need to apply filters for the "Education" OECD/DAC Sector Classification and enter "01/01/2010 – 31/12/2015" for the Date Range. Now we see from the "Top Districts dashboard" that Timor-Leste received a total of $227.3 million in actual disbursements for education-related projects during 2010-2015; most of these funds went to national-level education projects, followed by 26% to Dili, 5% to Baucau, 4% to Bobonaro district, and the remaining 27% is spread among the 10 other districts. We can also use the Location Fragmentation dashboard to see how these funds were distributed within each district by donors, in terms of their actual disbursements as a percentage of the district's total education-related aid over this period.

In the figure below, we can see how many donors provided actual disbursements to education activities in Dili, Baucau, and Bobonaro districts from 2010-2015. The primary donors to these top districts are: Portugal (42%) and Korea (24%) to Dili; United Nations (30%) and Asian Development Bank (25%) to Baucau; and United States (28%) and United Nations (24%) to Bobonaro.

	Region: Undef	Dili	Baucau	Bobonaro	Manatuto	Viqueque	Liquica	Ermera	Aileu	Cova Lima	Oecussi	Manufahi	Lautem	Ainaro	Totals
Asian Development Bank Group		4%	25%				36%								3%
Australia	40%	4%	7%	11%	8%	6%	7%	9%	11%	19%	20%	12%	13%	13%	20%
Brazil	2%														<1%
China	<1%	1%													<1%
European Commission		<1%	1%	2%	2%	1%	2%	2%	3%	3%	4%	4%	4%	4%	1%
France		<1%													<1%
Germany		<1%	1%	1%	2%	1%	2%	2%	3%	3%	3%	3%	4%	4%	<1%
International NGO	<1%														<1%
Ireland	<1%														<1%
Japan	<1%	11%	1%			<1%	1%	<1%		4%			2%		3%
Korea	<1%	24%	<1%	<1%	<1%		<1%	<1%	<1%				<1%		6%
New Zealand	9%	4%	10%	16%	15%	16%	17%	19%	18%	31%	20%	22%	23%	22%	11%
Other Multilateral	<1%														<1%
Portugal	41%	42%			<1%										27%
Spain	1%														<1%
Sweden	<1%	<1%	6%	5%	6%	8%	1%	5%	5%	2%	4%	5%	4%	4%	2%
The Netherlands	<1%	<1%	1%	<1%	1%	1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%
United Nations	1%	2%	30%	24%	30%	38%	8%	25%	24%	12%	21%	26%	20%	20%	10%
United States	<1%	<1%	5%	28%	21%	19%	11%	20%	15%	5%	5%	6%	5%	6%	5%
World Bank Group	<1%	1%	8%	8%	11%	5%	11%	12%	16%	16%	17%	18%	20%	21%	5%
Totals	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

LEGENDS Less than 1% | Between 1% and <5% | Between 5% and <10% | Between 10% and <15% | Between 15% and <20% | More than 20%

Swapping axes, we could also look at how a donor splits its education-related funding among the districts. For example, China disbursed all of its education-related funds at the national level or to Dili district, while Germany disbursed its funding nearly equally among all districts.

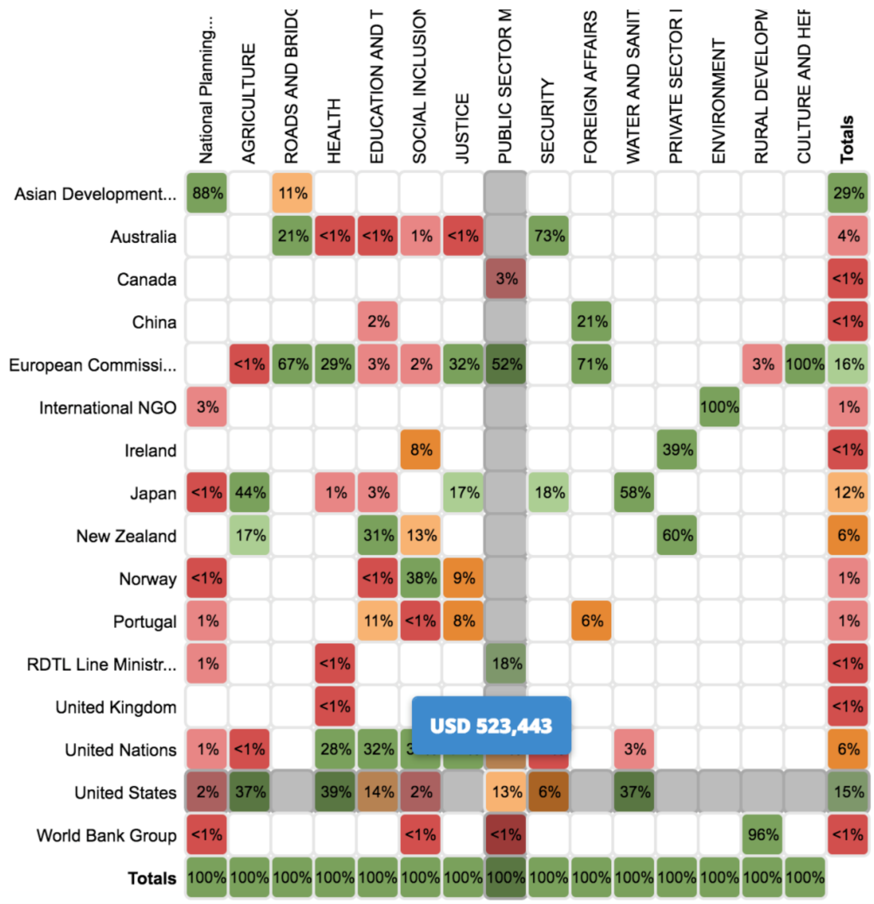
	Portugal	Australia	New Zealand	United Nations	Korea	United States	World Bank Group	Asian Development	Japan	Sweden	European Commiss	Germany	Brazil	Spain	China	The Netherlands	Ireland	International NGO	Other Multilatera...	France	**Totals**
Aileu		1%	3%	5%	<1%	7%	7%			6%	8%	8%				6%					2%
Ainaro		1%	3%	3%		2%	7%			4%	8%	8%				4%					1%
Baucau		1%	4%	14%	<1%	5%	7%	33%	1%	15%	8%	8%				15%					4%
Bobonaro		2%	6%	10%	<1%	24%	7%			11%	8%	8%				11%					4%
Cova Lima		2%	6%	2%		2%	7%		2%	3%	8%	8%				3%					2%
Dili	40%	6%	10%	7%	99%	1%	7%	33%	83%	8%	8%	8%			69%	8%				100%	25%
Ermera		1%	5%	7%	<1%	12%	7%		<1%	8%	8%	8%				8%					3%
Lautem		1%	4%	3%	<1%	1%	7%		1%	4%	8%	8%				4%					1%
Liquica		1%	5%	2%	<1%	7%	7%	34%	1%	3%	8%	8%				3%					3%
Manatuto	<1%	1%	4%	10%	<1%	14%	7%			11%	8%	8%				11%					3%
Manufahi		1%	4%	5%		2%	7%			6%	8%	8%				6%					2%
Oecussi		2%	4%	4%		2%	7%			5%	8%	8%				5%					2%
Viqueque		1%	4%	13%		12%	3%		<1%	14%	4%	4%				14%					3%
Region: Undefined	59%	74%	32%	6%	<1%	3%	4%		8%	2%			100%	100%	30%	2%	100%	100%	100%		38%
Totals	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

LEGENDS Less than 1% | Between 1% and <5% | Between 5% and <10% | Between 10% and <15% | Between 15% and <20% | More than 20%

Applying Program Fragmentation

Let's say you work for the United States as a specialist on public sector management. We are arriving in Dili to meet with the Ministry of Strategic Planning to determine if and how the United States can better promote public sector management in Timor-Leste. In preparation for the meeting, we want to know how the United States has supported this Strategic Development Plan Sub-Pillar over the last two years, and which other donors we could coordinate with on future public sector management activities.

Filtering for the date range 01/01/2015 – 31/12/2016, we can use the Program Fragmentation dashboard to see what percentage of funding comes from each donor working within a strategic priority. The figure below shows that the United States has provided $523k in actual commitments to public sector management activities over this time period, which represents 13% of the total actual commitments to this Sub-Pillar. We can also see that the European Commission is the largest contributor to public sector management (52%), with line ministries of the Government of Timor-Leste (18%) and the United Nations (11%) as the other primary funders.



Project List Table

For all charts, it is possible to click on a category (bar, slice, or cell) and obtain some data related to that point. You will be able to see the Project Title and Amount which is based on the chart's selected measure. The content is ordered by the project's last updated date. The displayed amount's unit is based on global configuration.

You can access the project's preview data by clicking on the title.

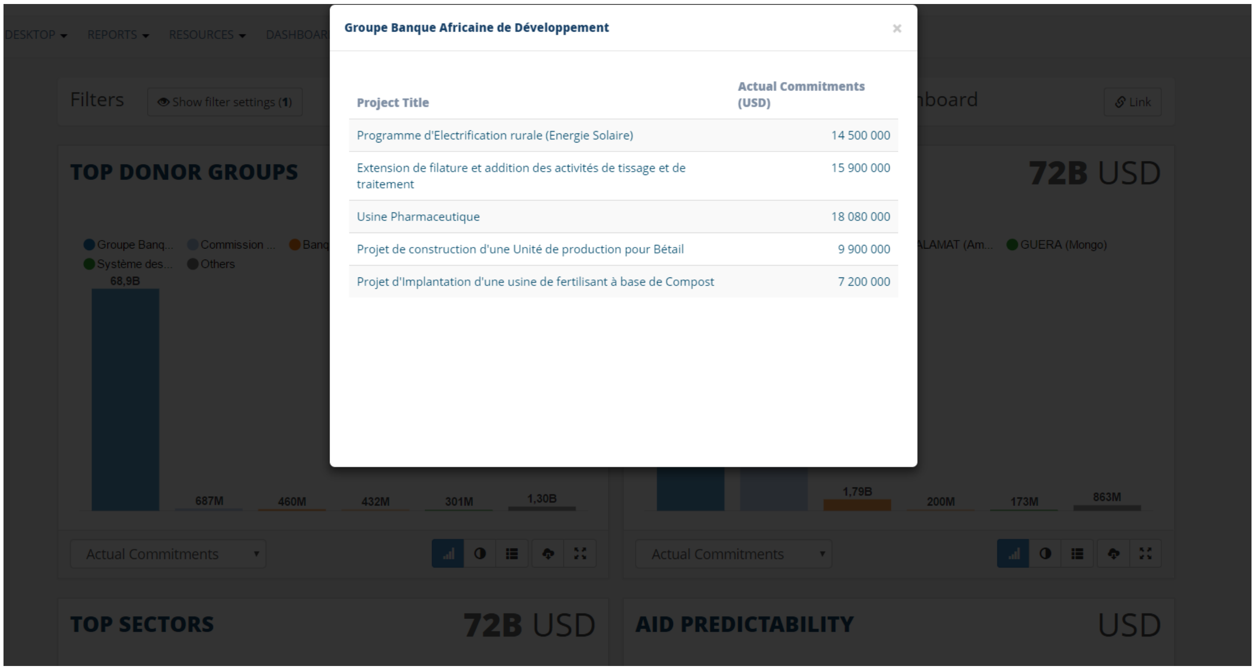
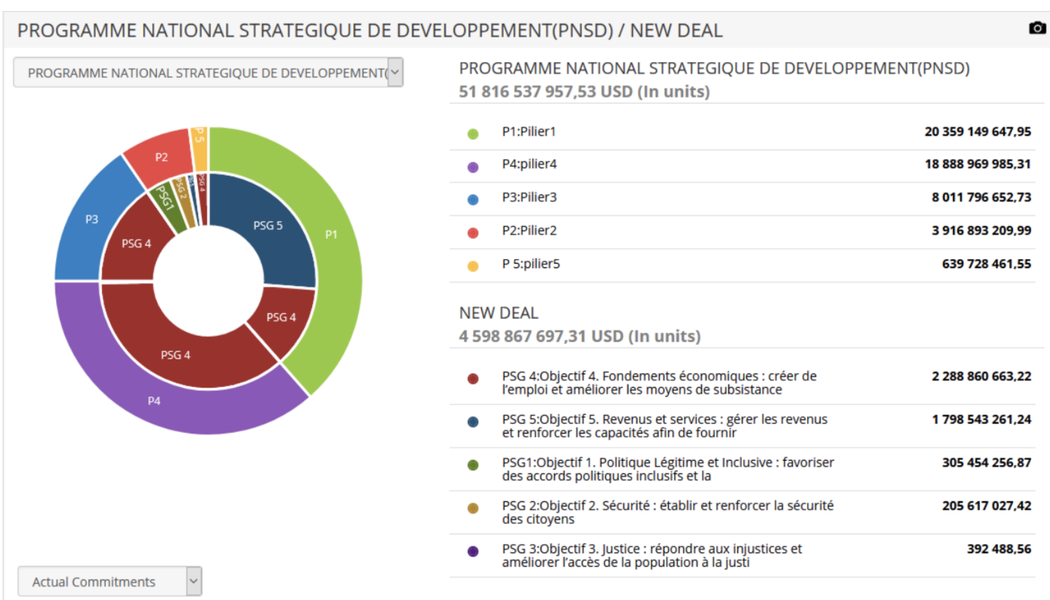


Figure 5.13 Project List table

Program Monitoring Dashboard

The Program Mapping is a new AMP feature developed to monitor AMP programs implementation progress at country level. It has been designed to address project and program monitoring and reporting challenges in regard to their alignment against national and international development strategies.



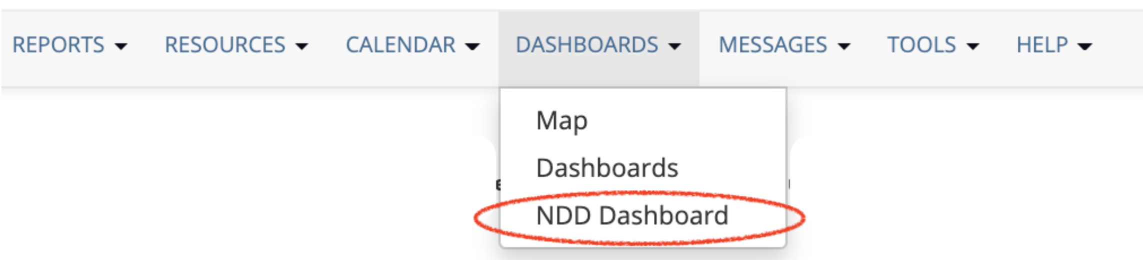
The Program Monitoring Dashboard is accessible from any user workspace, under the Dashboard Menu. It can also be integrated with the AMP's public portal, or with a third party website.

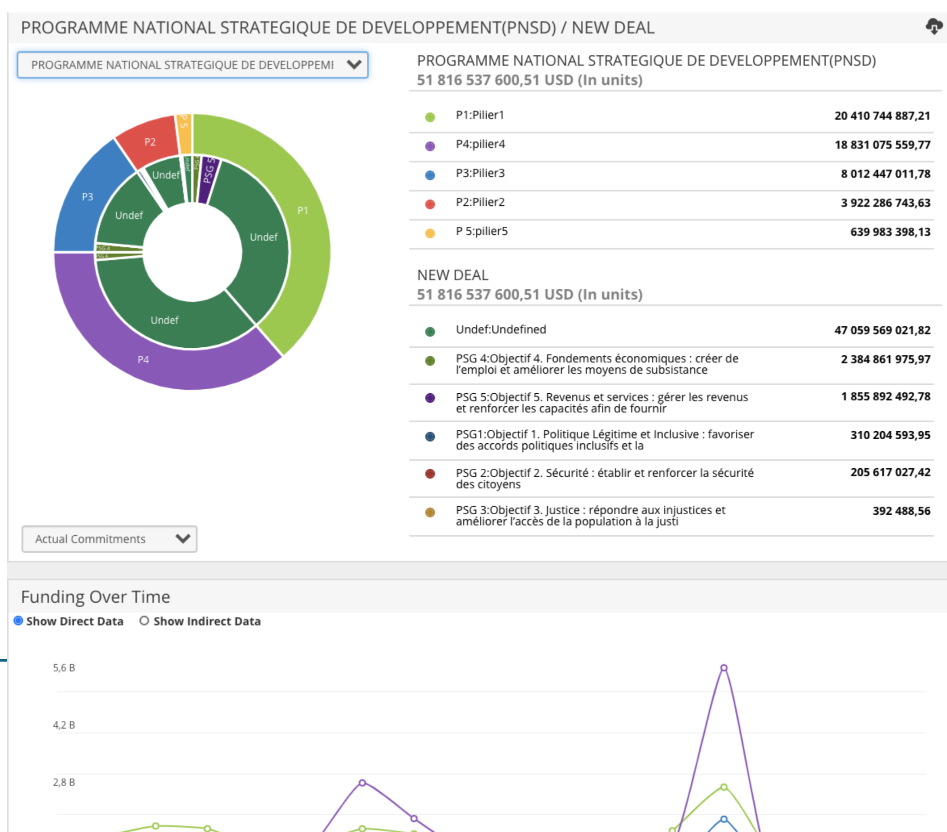
The Dashboard is configured in the AMP Admin Tools through the Programs Mapping Manager that manages the mapping of the programs that are displayed in the Program Monitoring Dashboard.

> **Note:** the Programs Mapping Manager feature needs to be activated in Global Feature Manager > Administrative Section > Program Mapping Manager.

Using the Dashboard

The Dashboard is available from your usual workspace, under the Dashboards menu.

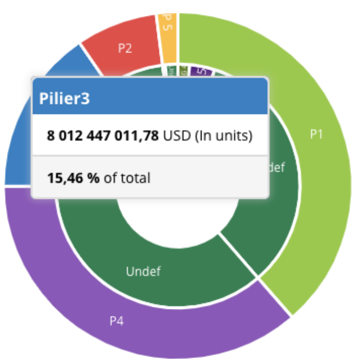




By default, the dashboard displays both programs that you configured and mapped in the Indirect Program mapping, as well as their corresponding funding amount.

Note: For the mapping feature to be able to generate data, make sure that your projects are linked to source/direct programs in the activity form.

'The Funding Over Time' graph displays the funding evolution for each axis/pillar detailed above.



When you mouse over any pie slice, you will get information about the total funding for this program and its corresponding percentage.

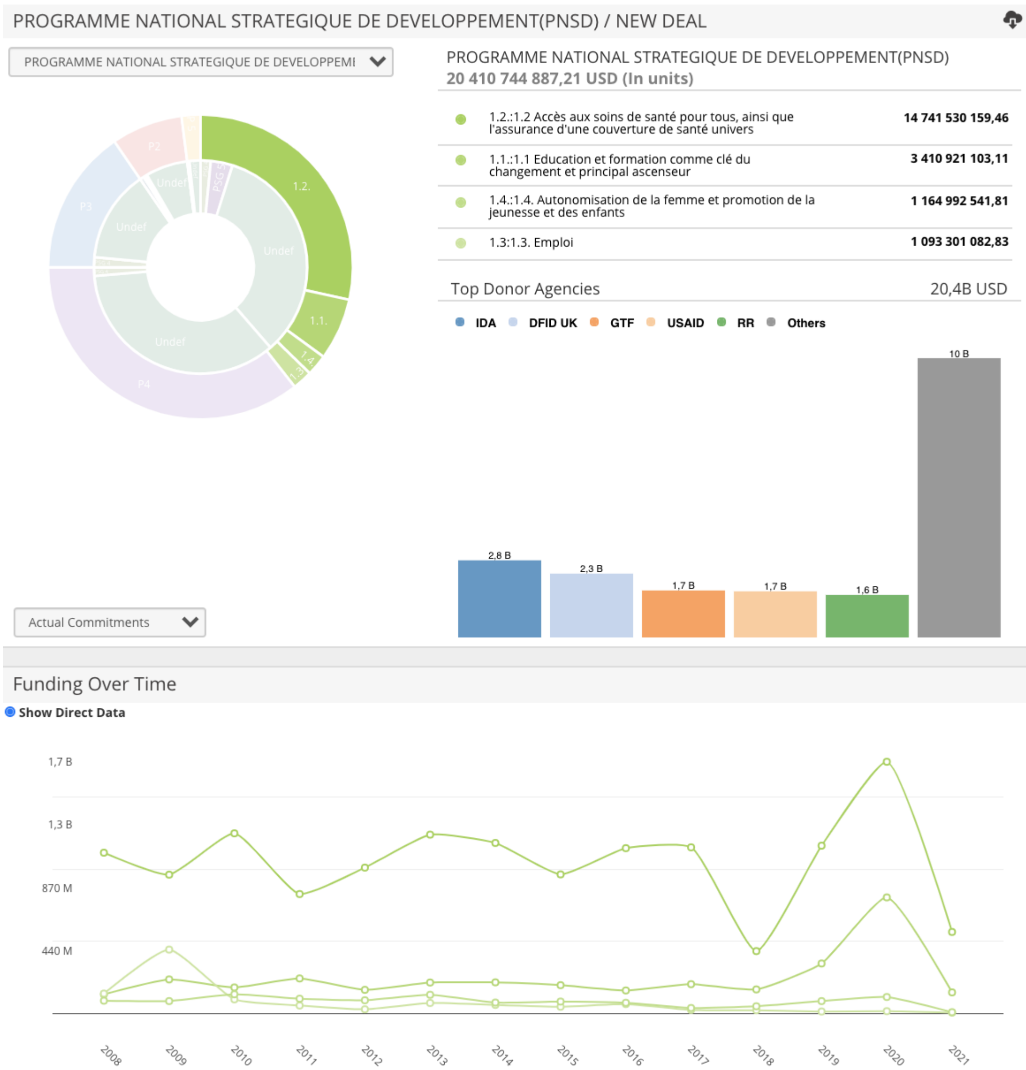
Modifying default settings

To modify the programs displayed in the inner and outer circles, click on the dropdown menu above the circles. You can choose to display other programs for comparison purposes or a single one.

By default, the funding amounts are extracted from the activities' actual commitments. You can select from other available financial measures in the dropdown menu below the pie chart.

Accessing programs sub-levels

When you click on any pie slice, it will drill down to expand details for the existing program, drilling down to the next configured level. Note that this option is only available to programs that are configured with more than 1 level.

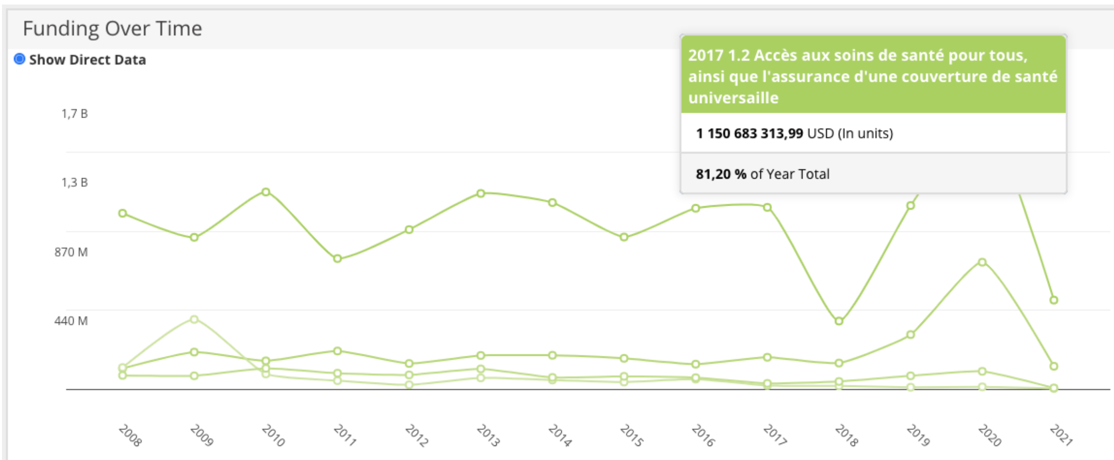


The bar graph displays the top 5 funding agencies identified by different colors. The grey bar aggregates funding from all other agencies. The number at the top of each bar represents the total funding amount for this agency.

The top donors chart displays the funding agencies' committed amount for that program, which also provides information about internal and external funding sources to monitor if priorities are included in the national budget* and development partner funding.

***Note:** Information on national funding sources will only be available if the Government is configured as a funding agency.

When clicking on a specific pillar, the 'Funding Over Time' graph is also updated to display only the Level 2 programs. Hovering on the dots of the graph will display funding information for the specific year on the program as indicated in the figure below



Clicking on the graph dots will display the list of relevant projects linked to the selected program, for the selected year.

To return to the previous level, click on the level 1 pie chart.

Dashboard options

The dashboard presents the same export, sorting, and filtering capacities as the regular AMP Dashboards.

The download icon  allows you to download and export the charts.

Global Partnership Indicators

Entering Global Partnership Indicators

Inputs for the Global Partnership Indicators report are entered when creating or editing an activity, in the **GPI** section, accessible through the Quick Links menu. Note that **Indicator 5** is not included in the entry form, as it is automatically calculated (see Global Partnership Indicators Report.)

Support to Government Sector

Has this project been formally agreed upon (i.e. memorandum of understanding, project agreement, etc.) with a Government entity?

- Yes
- No

Indicator 1

Does this project use the country results framework?

- Yes
- No

Indicator 6

Is this project on budget and subject to parliamentary scrutiny?

- Yes
- No

Indicator 9b

Does the project use national budget execution procedures?

- Yes
- No

Does the project use national financial reporting procedures?

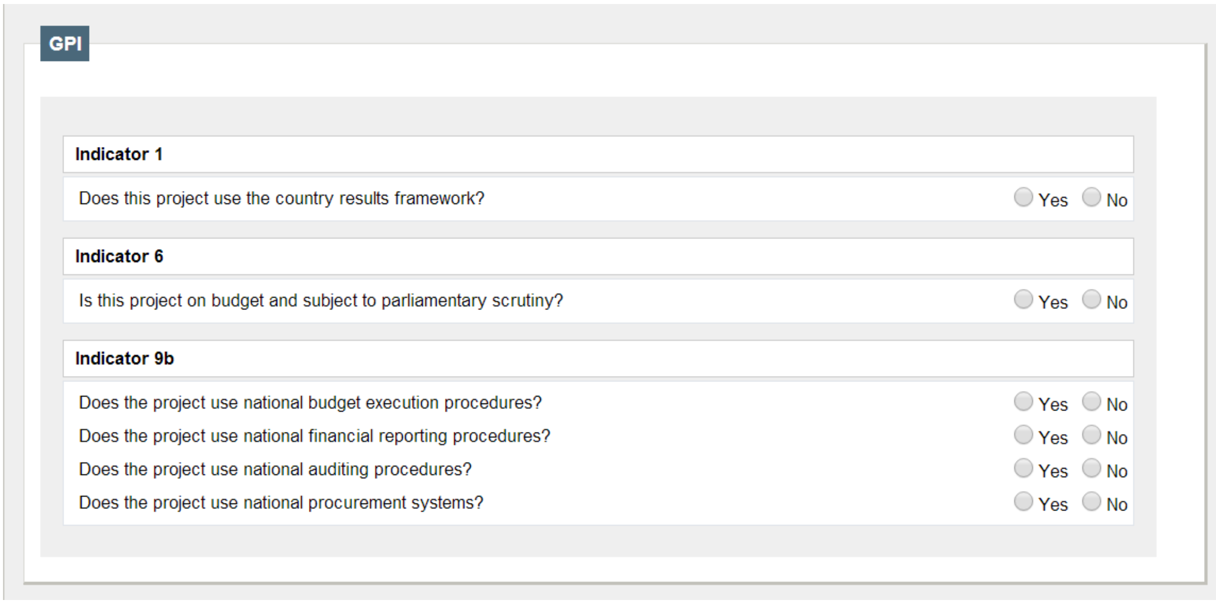
- Yes
- No

Does the project use national auditing procedures?

- Yes
- No

Does the project use national procurement systems?

- Yes
- No



The first question asks if the question has been formally agreed upon with a government entity. Indicator 5a and 9b will only take into account projects that answer yes to this question. **Indicator 1** and **Indicator 6** are both a single Yes/No question. **Indicator 9b** includes four Yes/No questions; it is not required to answer them all. If one or more questions are answered, any questions left blank are assumed to have a value of No. However, if no questions are answered, no data is displayed.

Global Partnership Indicators Report

The Global Partnership Indicators report is automatically generated and included in the Reports dropdown menu. There are four sections, which users can switch between using the tabs at the top of the page.

Selecting **Change Filters** at the top left allows the user to select which filters are applied to the report. These can include Dates and Currency, Groups and Donors and Status and Sectors. Choosing **Show Current Settings** at the top right of the reports page will display the current filters applied to the report.

Change Filters | Export To PDF | Export to Excel | Print | Show current settings

Indicator 1 | Indicator 5a | Indicator 6 | Indicator 9b

Global Partnership Indicator Report 1

Development co-operation is focused on results that meet developing countries' priorities

Donor(s)	Disbursement Year	Number of projects using country results framework	Total Number of Projects	Indicator 1
Austria	2012	0	1	0%
	2013	N/D	N/D	0%
	2014	0	2	0%
China	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
Council of Europe Development Bank	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
Council of Europe	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
Czech Republic	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
Denmark	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
Estonia	2012	N/D	N/D	0%
	2013	N/D	N/D	0%
	2014	N/D	N/D	0%
European Bank For Reconstruction And	2012	N/D	N/D	0%
	2013	N/D	N/D	0%

Indicator 1

Based on the information entered in the Activity section, Indicator 1 displays the number of projects using the country results framework as a percentage of the total number of projects.

Indicator 5a

Indicator 5a seeks to measure annual predictability by comparing the ratio of all actual disbursements to all planned disbursements. The fields used as actual and planned disbursements can be defined in the Global Partnership Indicators Manager (see below).

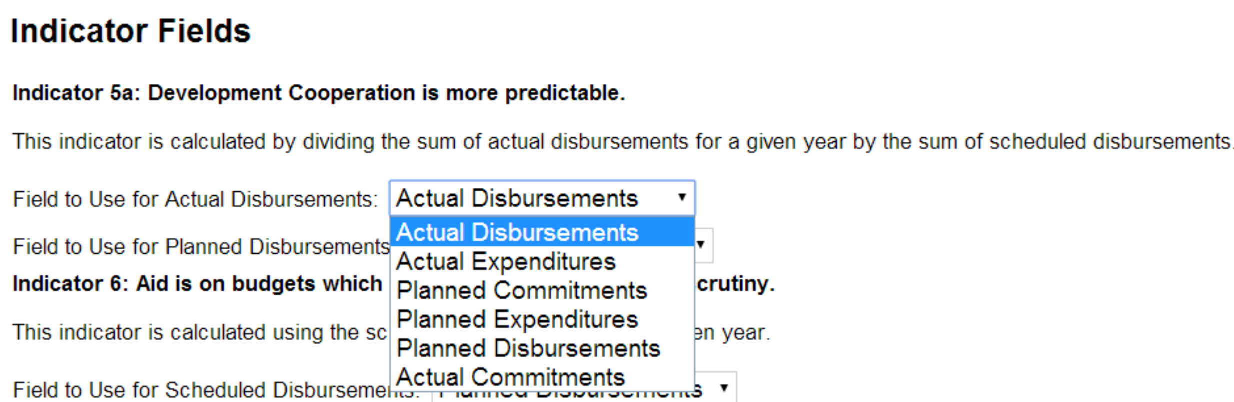
Indicator 6

Based on data entered for each activity, this calculates the percentage of disbursed aid financing which is on budget, as a portion of total aid financing.

Indicator 9b

Indicator 9b seeks to track the proportion of funding disbursements which go through a developing country government's procurement and public financial management (PFM) system. These consist of four components: national budget execution procedures, national financial reporting procedures, national auditing procedures and national procurement procedures.

Indicator 9b takes an aggregate of four yes or no sub-questions corresponding to these components.   Each Yes value is assumed to be 25%. The indicator is then calculated by taking the average of the four sub-question values as a percentage of all disbursements.

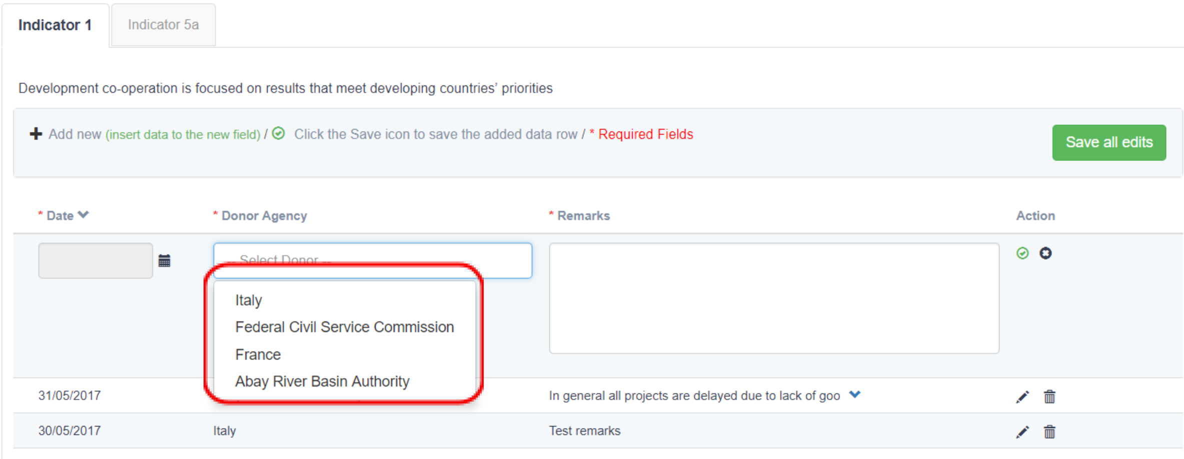


New Global Partnership Indicators and Reports

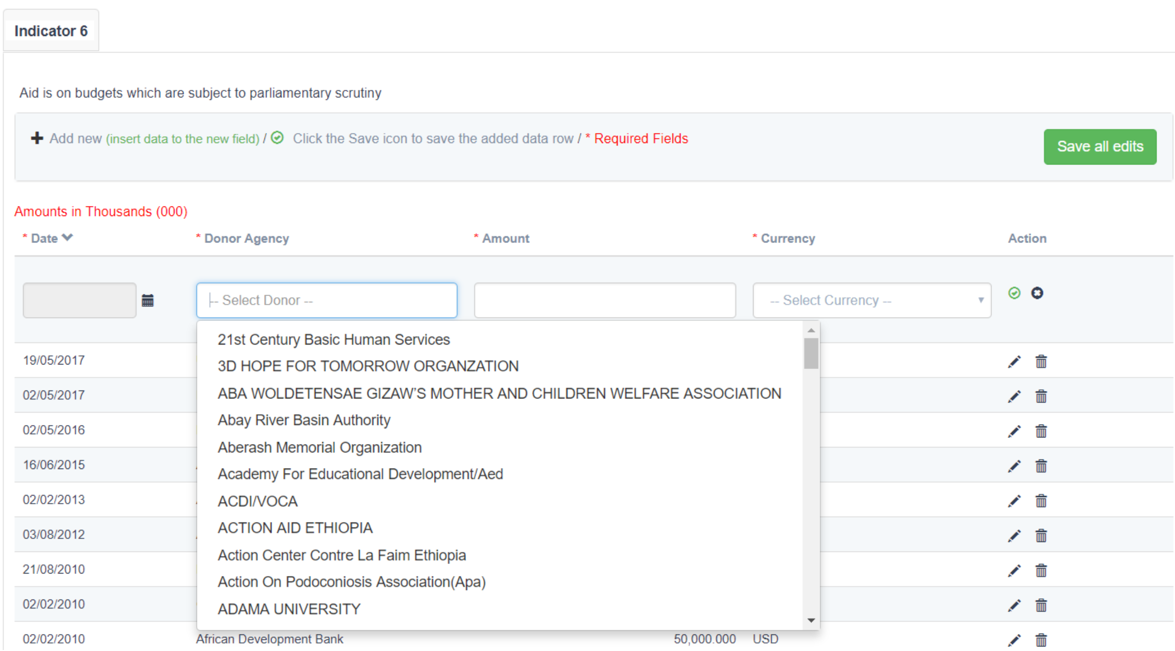
GPI Data page: for donor annual budget and donor remarks data entry

When the user logs in, the application will check whether the user has a verified organization and that organization has a funding organization (i.e. donor role) somewhere in an activity in AMP. If this is the case, the GPI Data menu will be displayed and the tab corresponding to Indicator 1 and Indicator 5a will appear for the Donor to enter the donor remarks.

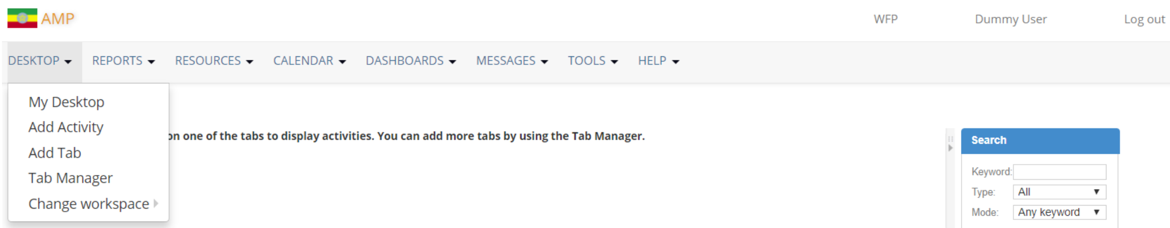
Based on the verified organizations for the user, the application will allow entering the remarks for as many verified organizations as the user has. If another user - within the same verified organization logs in, entered data will be displayed, but only for those organizations they both are verified in, thus a narrowed donor agency list will be displayed.



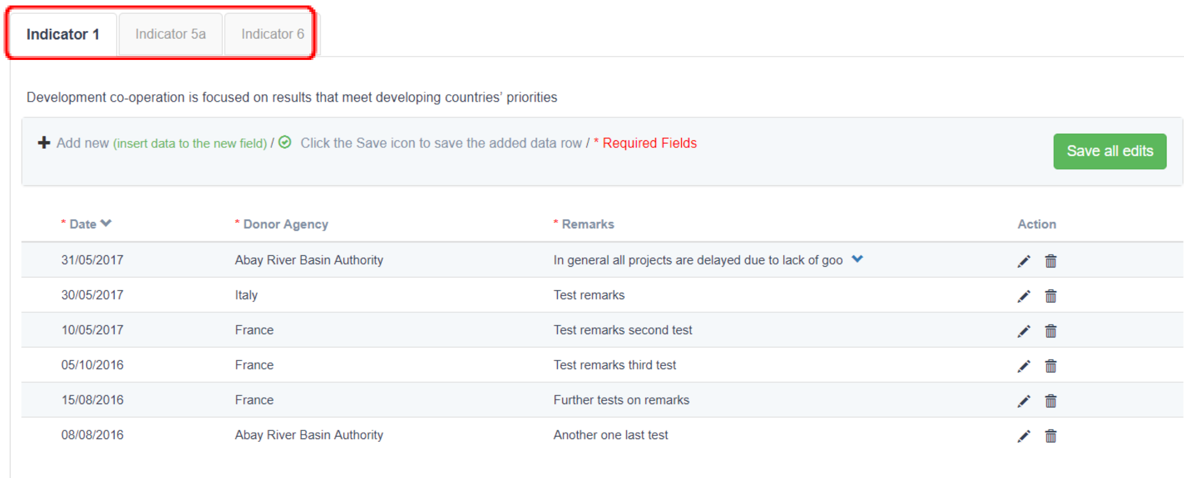
If the user is a 'National Coordinator', the GPI Data page will display the tab corresponding to Indicator 6 where the budget data per donor per year is entered. Here the user can enter information corresponding to different donors and in different currencies. There is no restriction on what donors are displayed on the list, as opposed to above.



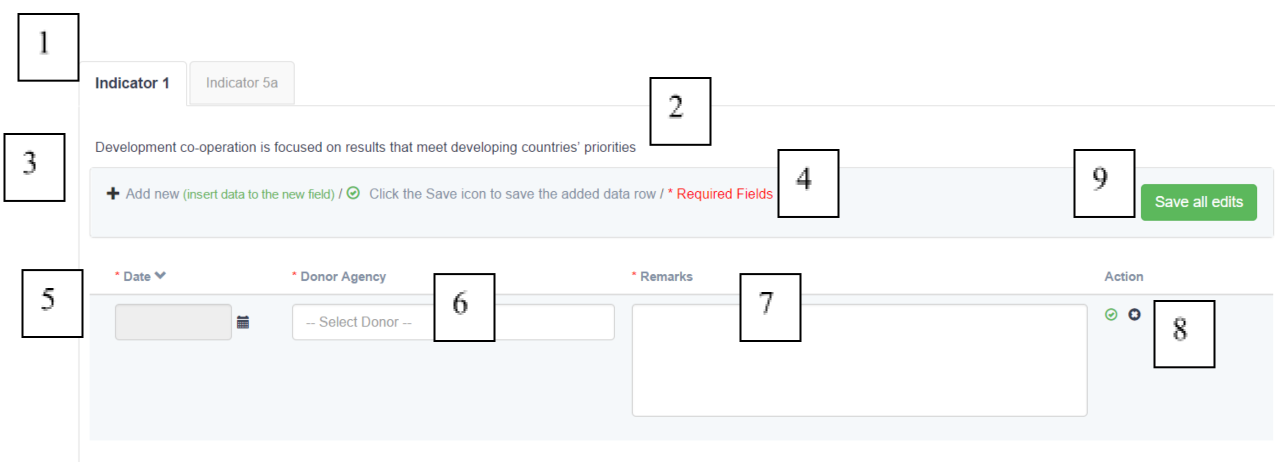
If the user does not comply with any of the above mentioned, then 'GPI Data' menu **will not** be displayed in AMP Desktop Menu.



On the other hand, if the user complies with both, the page will display all three tabs.



GPI Data: Indicator 1 and 5a in detail



1) It identifies what indicator data is being entered.

2) Indicator's purpose description.

3) Click on this button to add one row.

4) If a field has a red asterisk next to it, it means it is a required field.

5) Click on the calendar picker to select remarks reporting date.

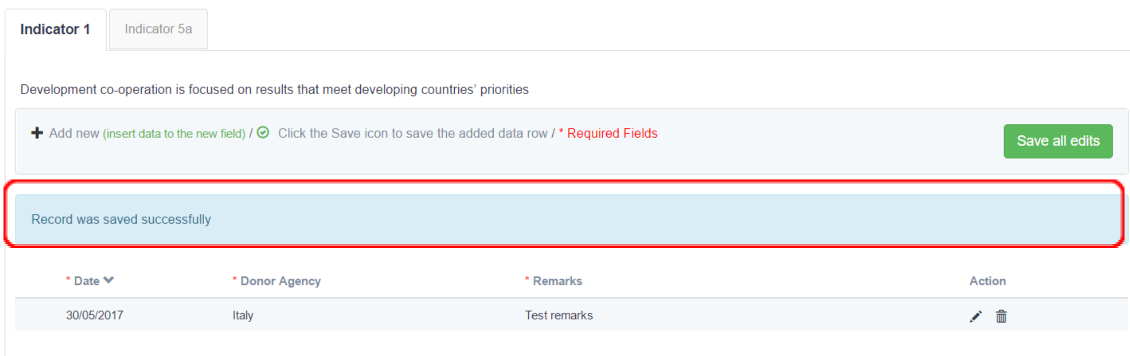
6) Click on the Donor Agency selector (populated with donors from user's verified organization list) to select the donor providing remarks.

7) Free text field for the user to enter donor level remarks.

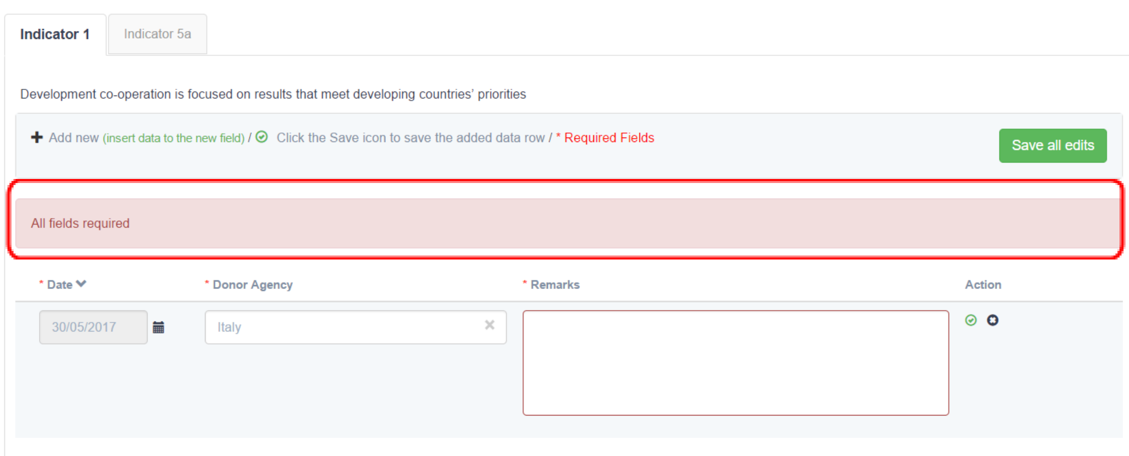
8) Action buttons to **Save** (green check button) or to Cancel current addition/edition (black x button).

9) Multiple items can be added by clicking on **"Add new"** button several times. If that is the case, they all can be saved with a single hit of Save all edits. It also works if you are editing an existing Remark and/or adding new. it will save all in one click.

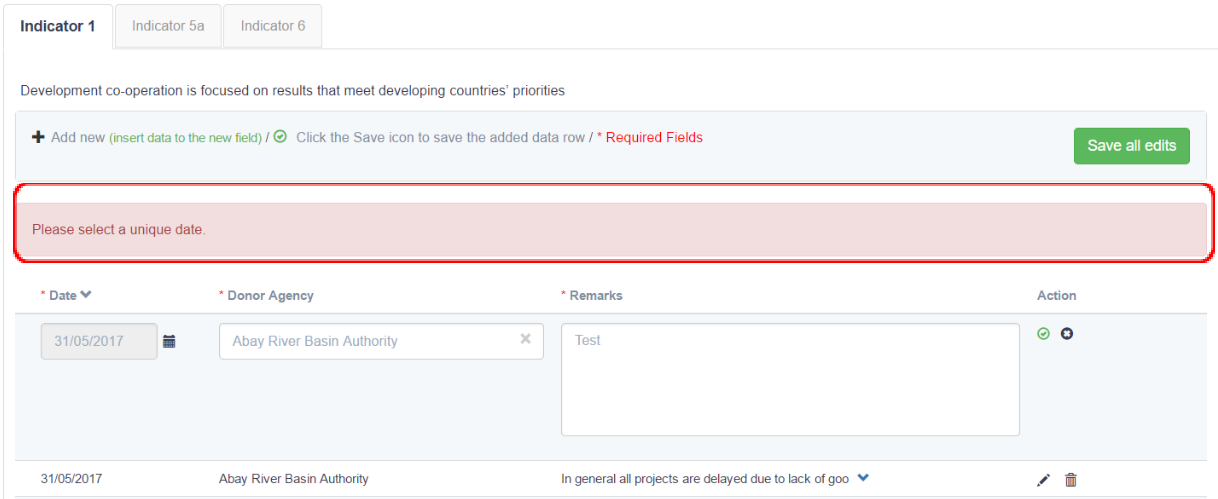
If no error occurred during saving, a successful message will be displayed.



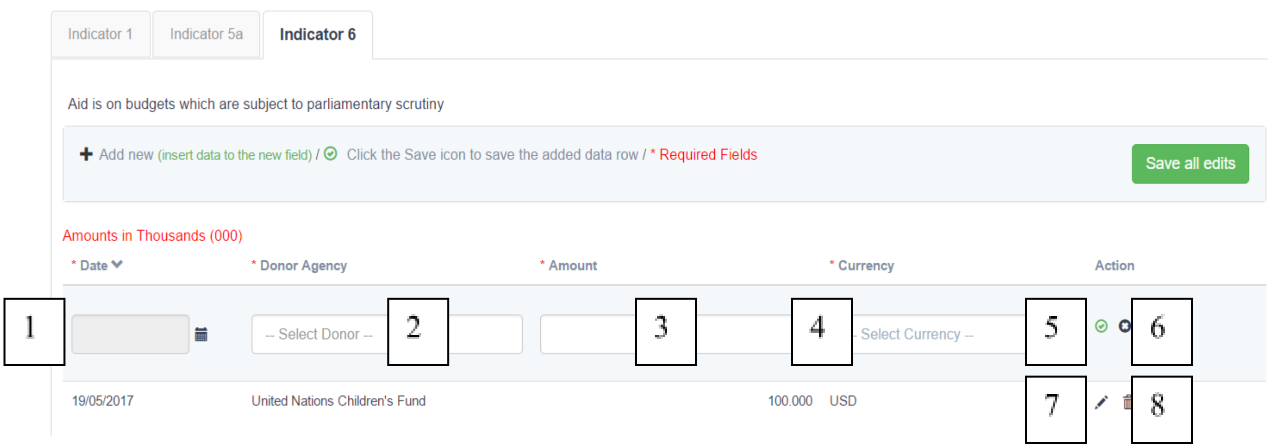
In case of errors like missing required fields, the application will alert the user as depicted below.



Since remarks dates cannot be repeated, an error will be displayed as shown below.



GPI Data: Indicator 6 in detail



1) Select the date related to the annual budget data being reported coming from external sources.

2) Select the donor agency being reported as per external source data.

3) Enter the amount as you would do in the activity form, following globally configured amounts units based on information from external sources.

4) Select the currency being used to report the annual budget.

5) Icon to **Save** (same as Indicator 1 and 5a).

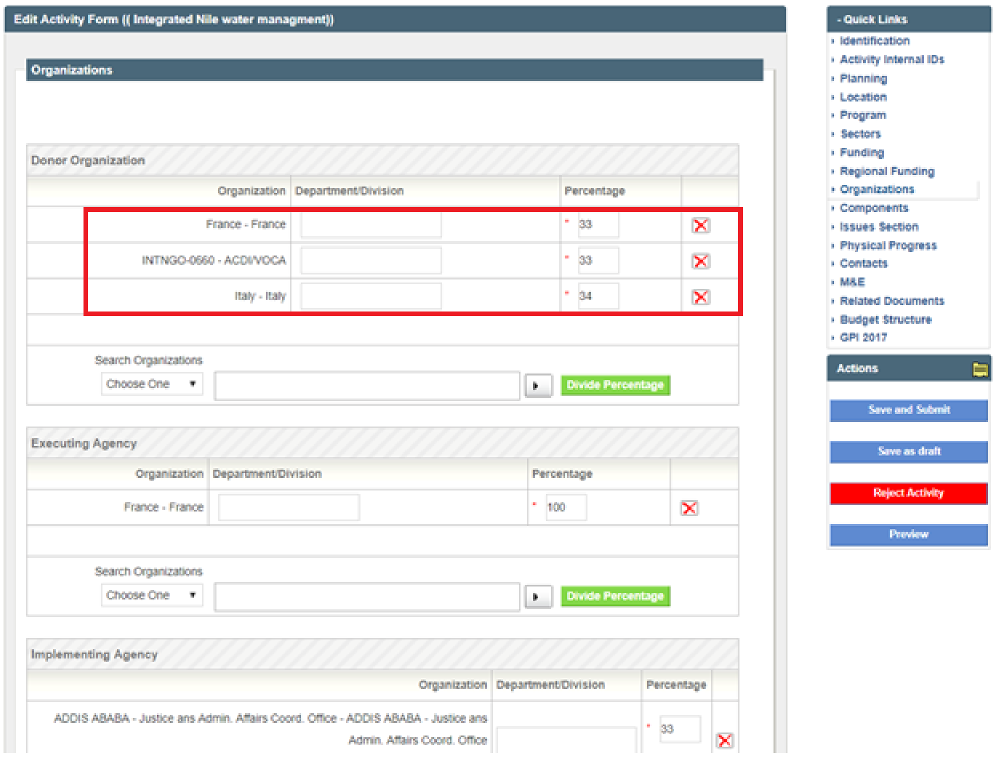
6) Icon to **Cancel** addition/edition (same as Indicator 1 and 5a).

7) Once the record is saved, this is the icon to Edit existing records.

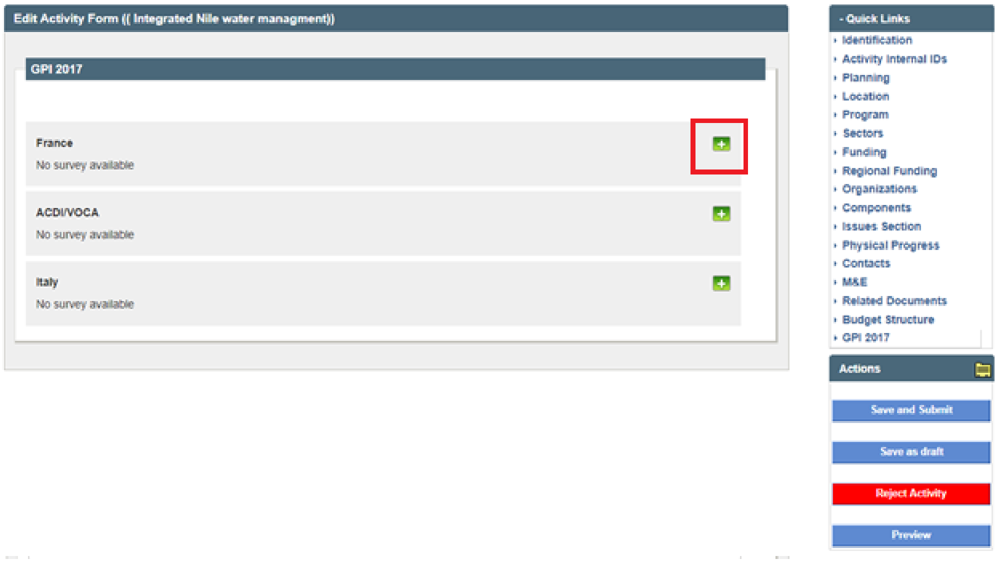
8) Once the record is saved, this is the icon to Delete existing records.

GPI Section in Activity Form

Once you add a donor organization in the activity form, this will add a new entry in the GPI 2017 section of the activity form.

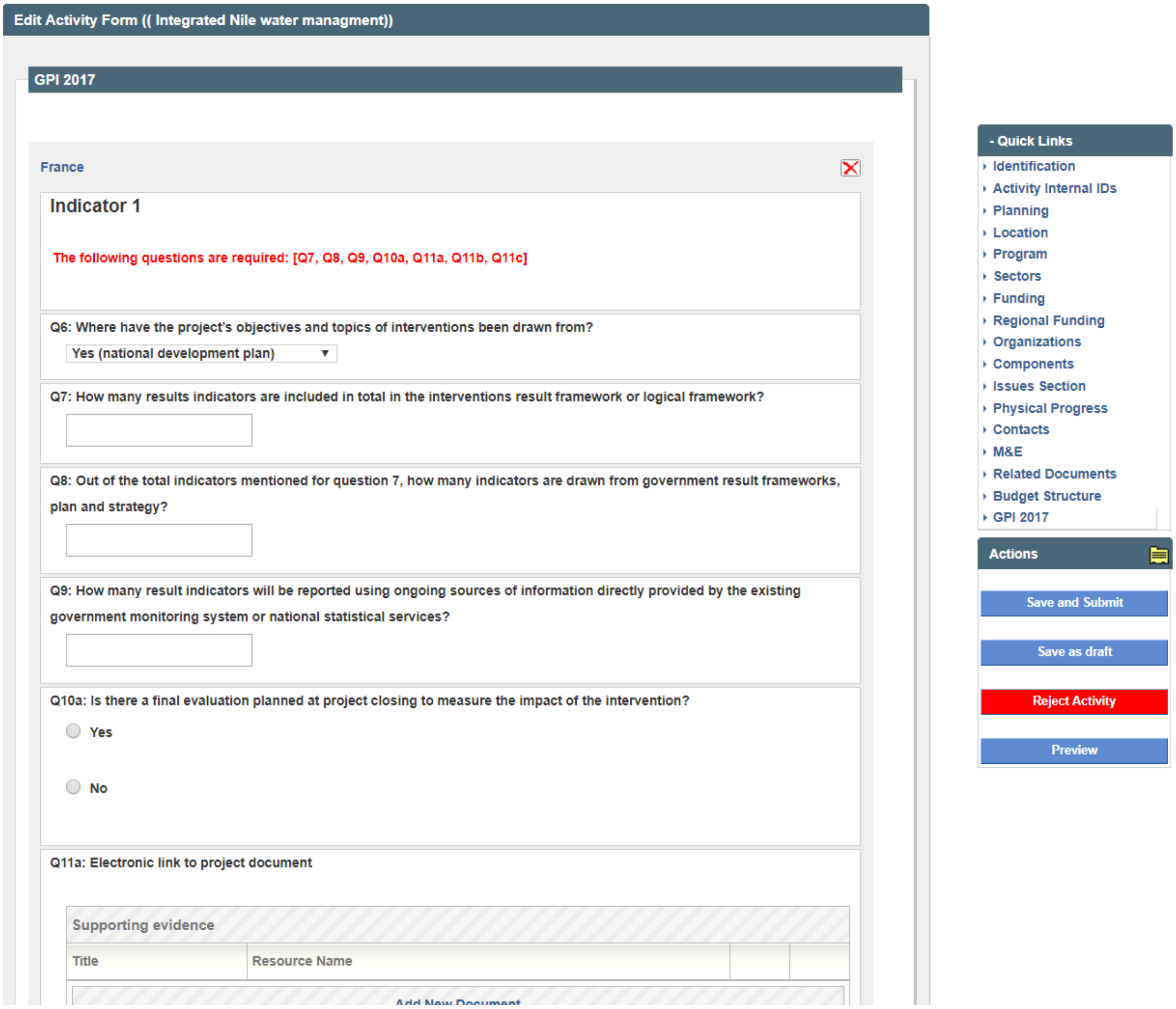


In order to add a new survey and answer the questions related to Indicator 1 and Indicator 9b, you need to click on the green plus sign. If more than one donor organization exists, you will have the option to answer more than one survey (one for each donor organization).



If you start answering one Indicator in particular for one survey, in order to Save and Submit you will be required to answer **all questions** for that survey.

You can save as draft at any time (no matter what questions or indicators have been answered).



Global Partnership Reports

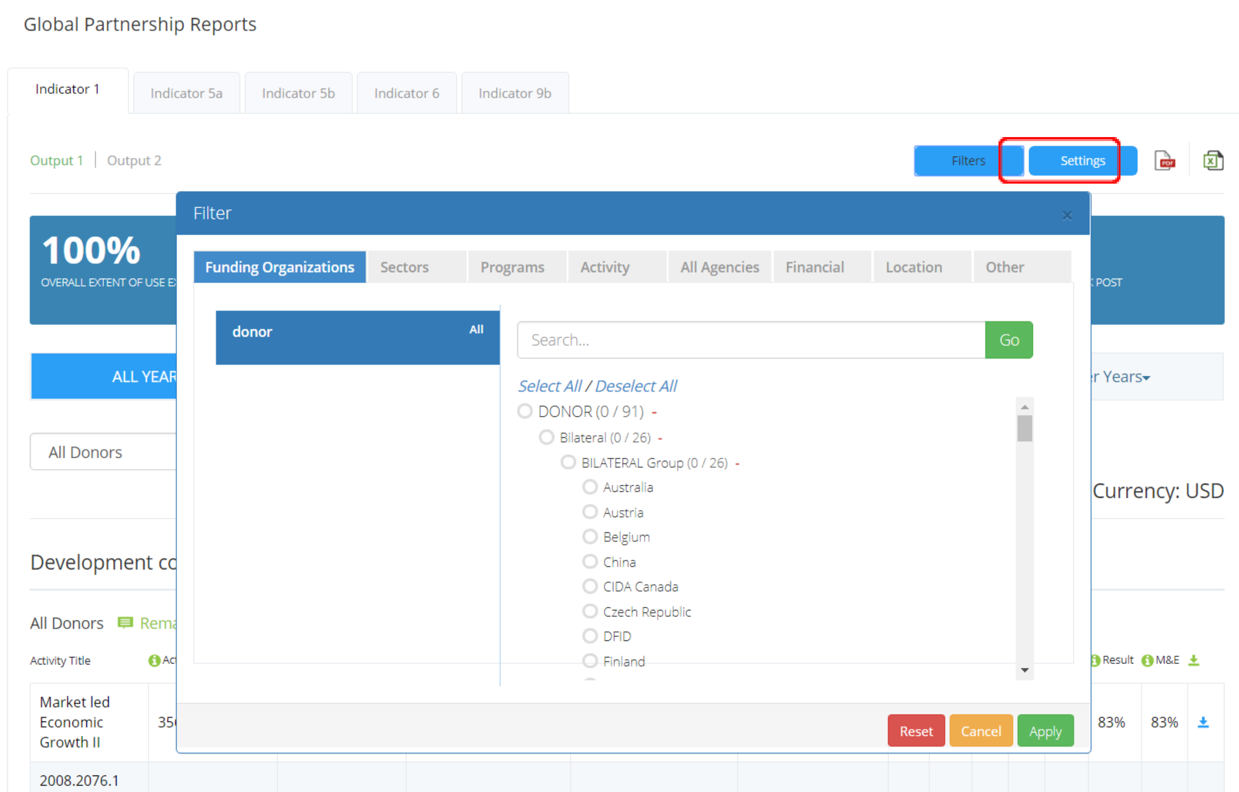
When opened, Global Partnership Reports display live information gathered from different parts of AMP like Activity form planning section, GPI surveys section, and donor remarks information.

The GPI reports on five different indicators: *Indicator 1 Development Co-operation is focused on results that meet developing countries priorities, Indicator 5a Annual predictability, Indicator 5b Medium-term predictability, Indicator 6 Aid is on budgets which are subject to parliamentary scrutiny, and Indicator 9 Use of developing country PFM and procurement systems.*

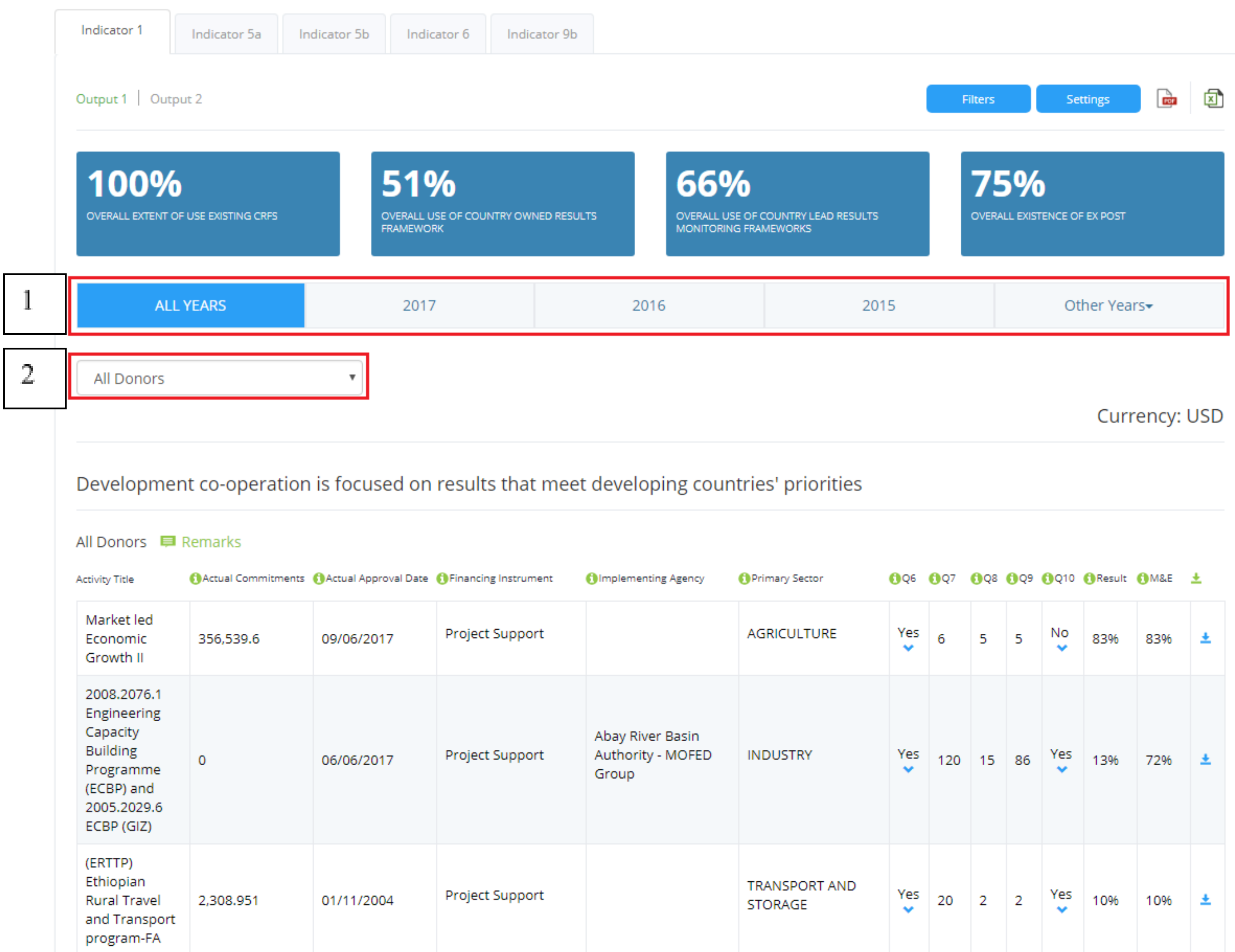
For Indicator 1 there are two different outputs representing the project view of the indicator (output 1) and the national result (output 2).

Filters and Settings

Global Partnership Reports can be filtered using AMP's regular filters interface. When applying a date filter for instance, the filter will be applied taking into account the Actual Approval Date field (that comes from Project Planning section in Activity form).



The information can also be filtered by using the direct filters for Year and Donor


Global Partnership Reports

Indicator 1 | Indicator 5a | Indicator 5b | Indicator 6 | Indicator 9b

Output 1 | Output 2

Filters Settings

100% OVERALL EXTENT OF USE EXISTING CRFS

51% OVERALL USE OF COUNTRY OWNED RESULTS FRAMEWORK

66% OVERALL USE OF COUNTRY LEAD RESULTS MONITORING FRAMEWORKS

75% OVERALL EXISTENCE OF EX POST

1

ALL YEARS | 2017 | 2016 | 2015 | Other Years▾

2

All Donors

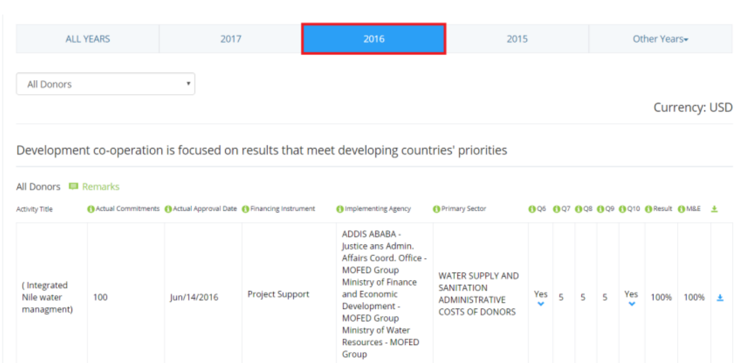
Currency: USD

Development co-operation is focused on results that meet developing countries' priorities

All Donors Remarks

Activity Title	Actual Commitments	Actual Approval Date	Financing Instrument	Implementing Agency	Primary Sector	Q6	Q7	Q8	Q9	Q10	Result	M&E
Market led Economic Growth II	356,539.6	09/06/2017	Project Support		AGRICULTURE	Yes	6	5	5	No	83%	83%
2008.2076.1 Engineering Capacity Building Programme (ECBP) and 2005.2029.6 ECBP (GIZ)	0	06/06/2017	Project Support	Abay River Basin Authority - MOFED Group	INDUSTRY	Yes	120	15	86	Yes	13%	72%
(ERTTP) Ethiopian Rural Travel and Transport program-FA	2,308.951	01/11/2004	Project Support		TRANSPORT AND STORAGE	Yes	20	2	2	Yes	10%	10%

1) The Year toolbar displays the years up to the current year (starting the first day of the year). If you want to only see data that is specific to Year 2016, you have to click on it using the year toolbar so that the data is filtered for 2016.


ALL YEARS | 2017 | 2016 | 2015 | Other Years▾

All Donors

Currency: USD

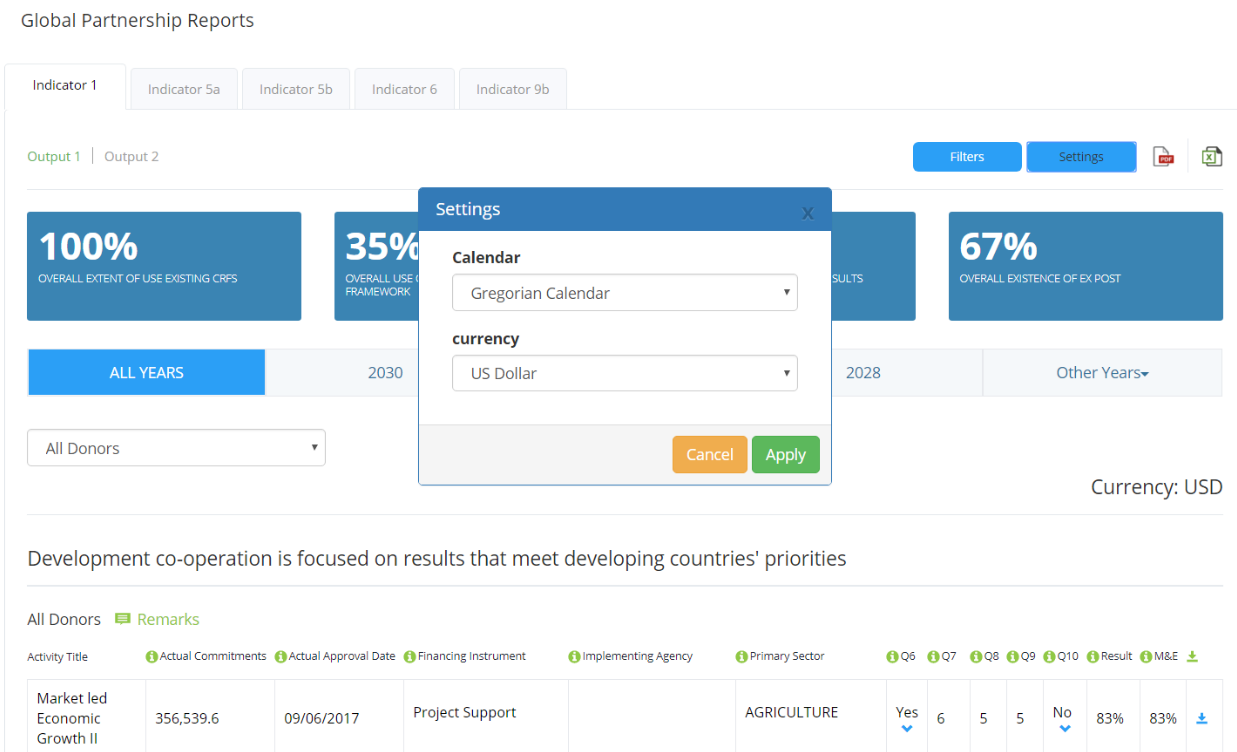
Development co-operation is focused on results that meet developing countries' priorities

All Donors Remarks

Activity Title	Actual Commitments	Actual Approval Date	Financing Instrument	Implementing Agency	Primary Sector	Q6	Q7	Q8	Q9	Q10	Result	M&E
(Integrated Nile water managment)	100	Jun/14/2016	Project Support	ADDIS ABABA - Justice ans Admin. Affairs Coord. Office - MOFED Group Ministry of Finance and Economic Development - MOFED Group Ministry of Water Resources - MOFED Group	WATER SUPPLY AND SANITATION ADMINISTRATIVE COSTS OF DONORS	Yes	5	5	5	Yes	100%	100%

2) Also, you can filter by one donor at the time using the quick Donor filter (compared to the filter widget explained above which allows to display multiple donors if needed) or display All donors information at the same time with this quick filter.

Settings can be applied to override the globally configured currency and/or calendar type just by changing the selected element in the drop down list and clicking **Apply**.

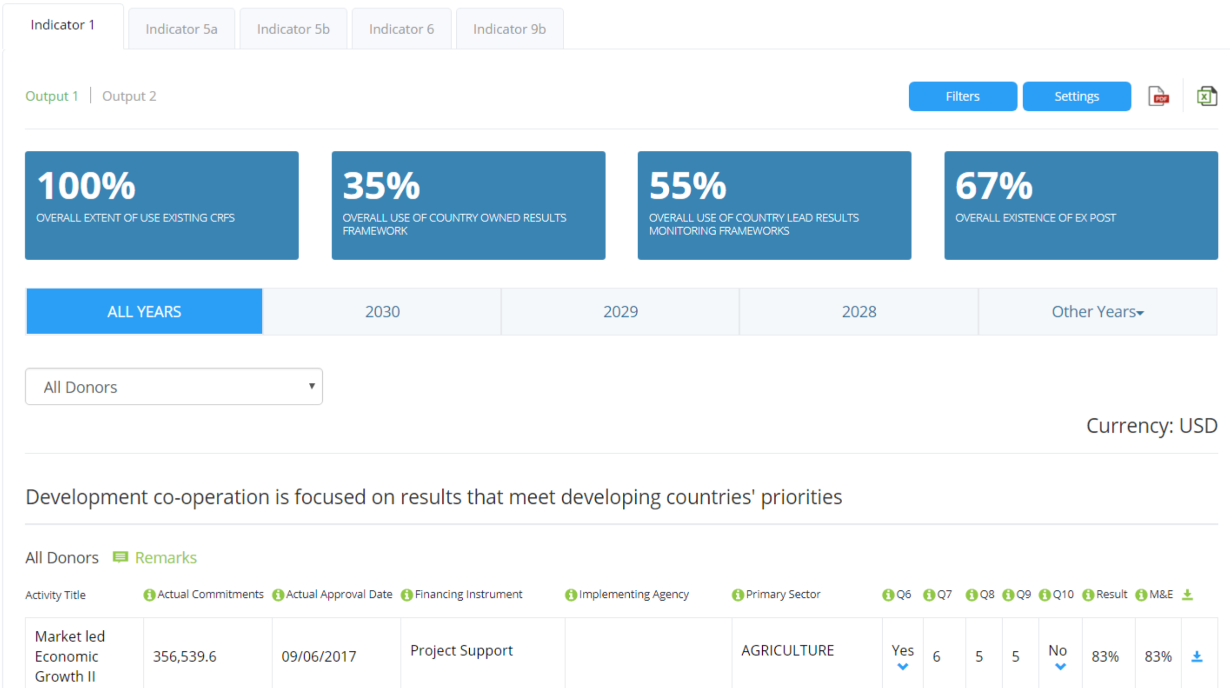


Applied Filters/Settings are specific to the selected report. If the user switches to another report, filters/settings applied at that moment will be removed.

Report Exports

Every GPI report can be exported to PDF and Excel. Applied filters and settings are taken into account during export, so what you see in the report output is what you will get in the export. Each indicator is exported separately in their own export file and with their own name.

Global Partnership Reports



In particular for Indicator 1 output 1 which has supportive evidence, the user can click on the link to download the original files from the exported file.

Indicator 1 Output 1

Amounts are in thousands (000)

Currency: ETB

100% Overall extent of use existing CRFs	100% Overall use of country owned Results Frameworks	100% Overall use of country lead Results Monitoring Frameworks	100% Overall existence of ex post (final Evaluations)

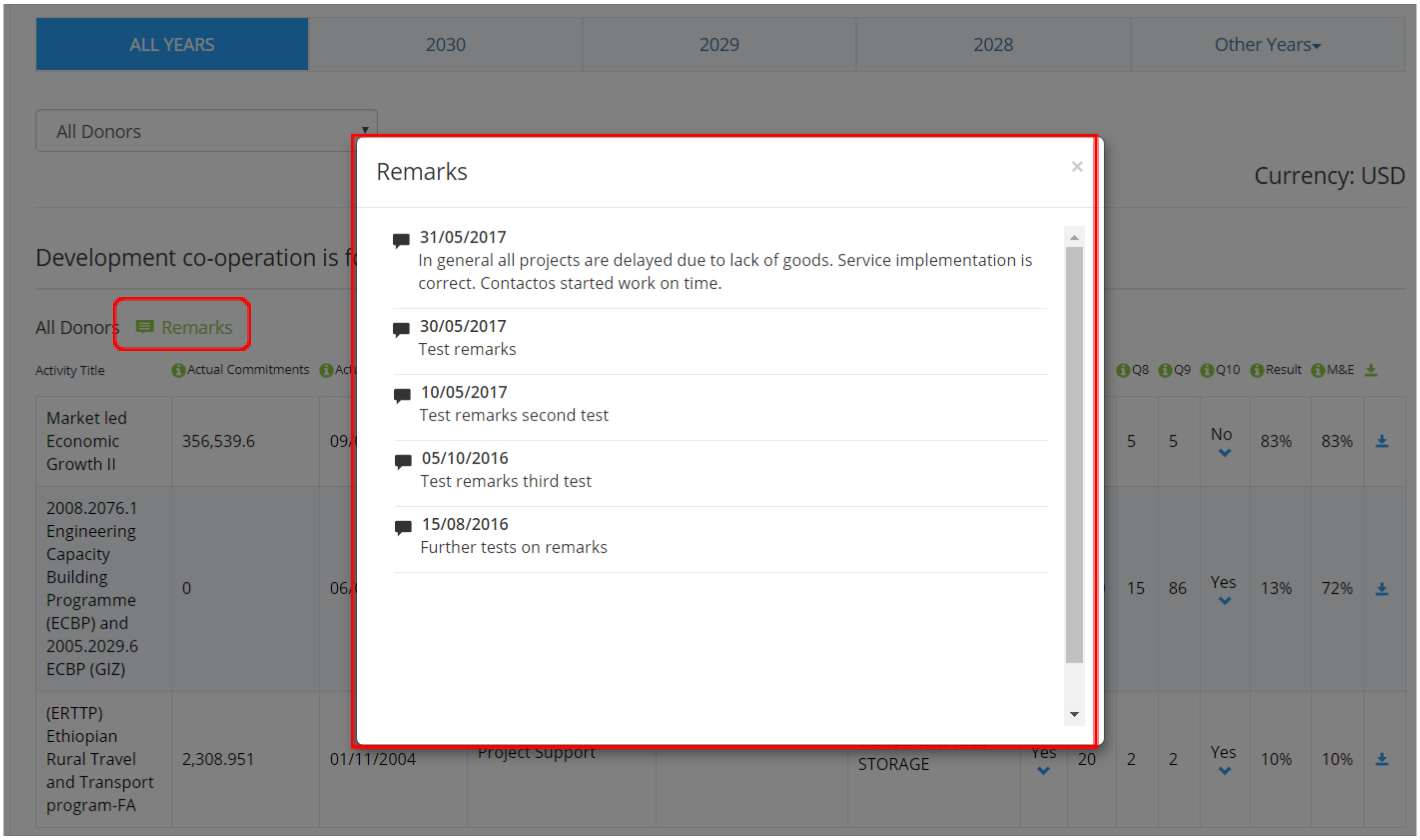
Year	Provider Name	Project Title	Q1 Project Amount	Q2 Approval date, (month/year)	Q3 Type of Intervention	Q4 Implementing Entity	Q5 What is the sector that the intervention targets?			Q6 The objective is drawn from government result frame work's or other splanning document Yes=1, N0=0	Q6 The objective is drawn from government result frame work's or other planning document	Q7 Total number of outcome indicators included in the projects result framework	Q8 Number of outcome indicators drawn from existing Gov's result framework and/or other planning documents	Q9 Number of outcome indication to be tracked using Gov't ongoing statistical data source or M&E system	Q10 The project plans a final evaluative Yes=1, N0=0	Q10 To what extent will the Gov't participate in carrying out the final evaluation? (if there is one planned)	Extent of use of country owned result framework or similar planning document Calculation = Q8/Q7	Extent of use of Gov't sources and M&E systems to track project progress Calculation = Q9/Q7	Supportive Documents		
2017	France	(Integrated Nile water managment)	150	07/2009	Project Support	ADDIS ABABA - Justice ans Admin. Affairs Coord. Office - MOFED Group###Ministry of Water Resources - MOFED Group	WATER SUPPLY AND SANITATION	ADMINISTRATIVE COSTS OF DONORS		1	Yes (sector plan/planning tools)	5	5	5	1	Both scope and finance	100%	100%	bb	yy	ii

Remarks

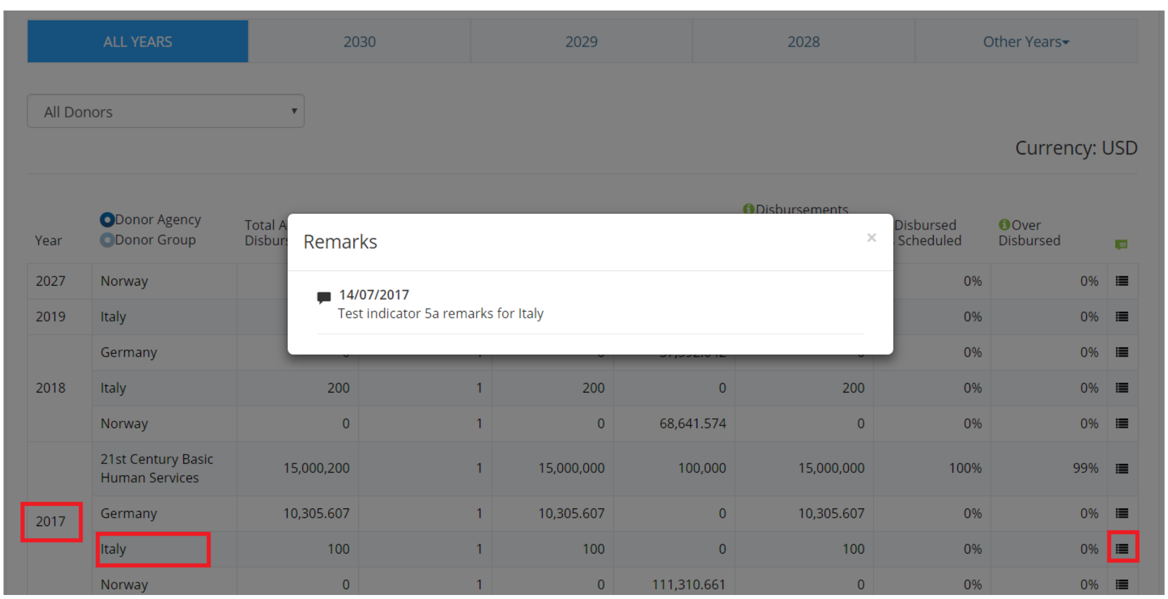
During report viewing or exports, user can get Remarks data for Indicator 1 and Indicator 5a based on entered data in the GPI Data page.

For Indicator 1, remarks are displayed in general (not linked to specific donor or year, since Indicator 1 reports on a per project basis.

In order to get donor remarks you need to click on the Remarks icon above the table's header as depicted below.

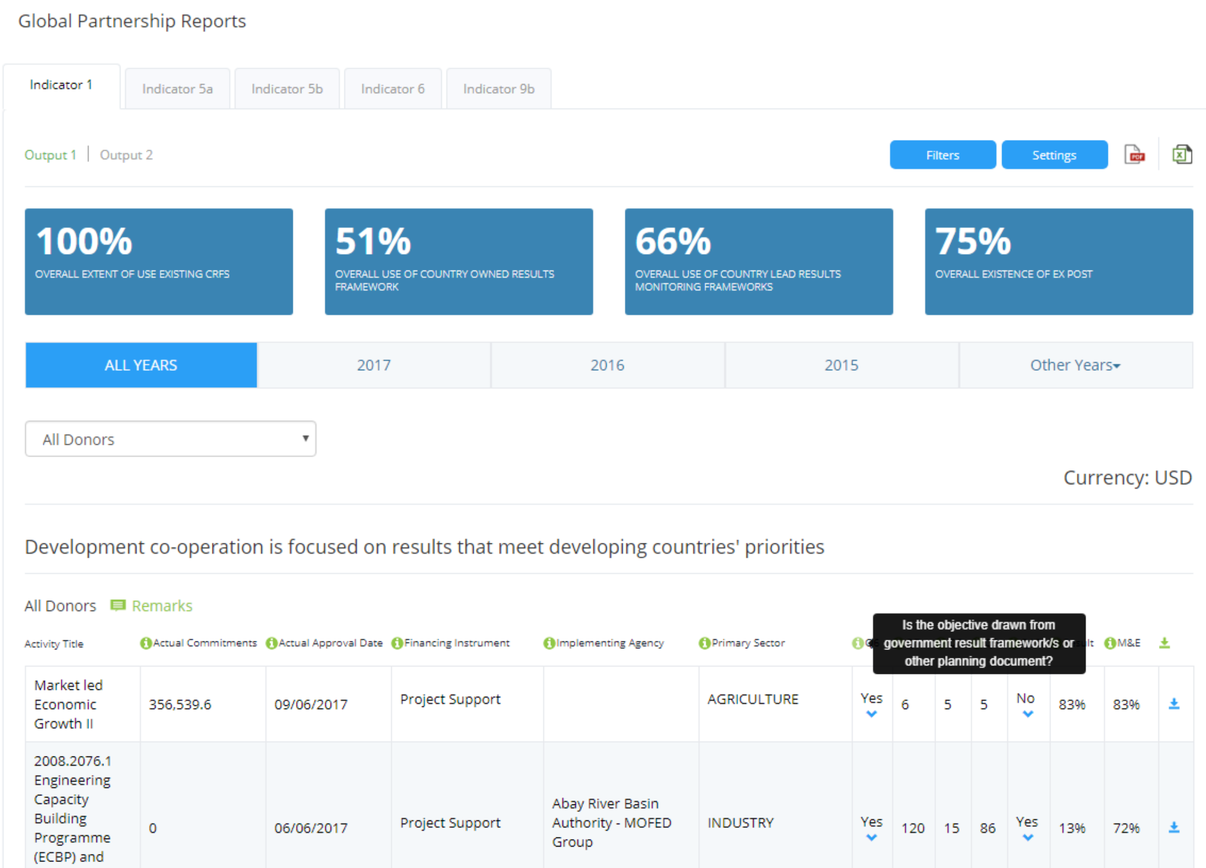


On the other hand, for Indicator 5a since remarks data is tied to Donor and Year, when viewed or exported the information is displayed inside the same table. The user needs to click on the remarks icon at the end of the table in order to get the specific donor/year remarks as depicted below.



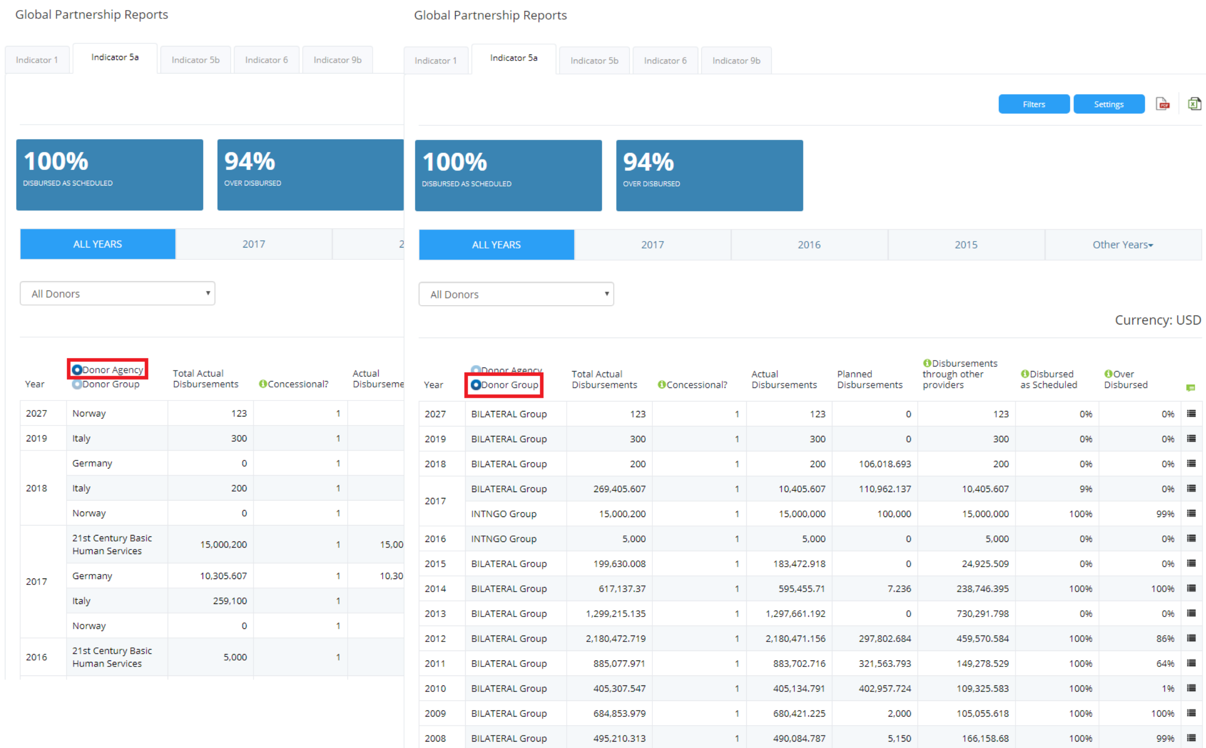
Tooltips

You can hover the mouse over the green info icon in order to get details on the purpose of the column.



Donor Group or Donor Agency selection

For all indicators except Indicator 1 (due to data nature), it is possible to display the information based on Donor Agency (this being the default selection) or Donor Group. The user can toggle between them by using the button called Donor Group – Donor Agency in the table header as shown in the side-by-side image below.



South-South Cooperation

South-South Cooperation can be recorded in AMP. This form will be housed in a separate workspace called South-South Cooperation. Users must first login into that workspace before they can record a project that is considered South-South Cooperation.

The South-South Cooperation project form is similar to the regular activity form. At the top of this form, the user will set the Donors and Receivers. This will automatically fill out the financing section of the form.

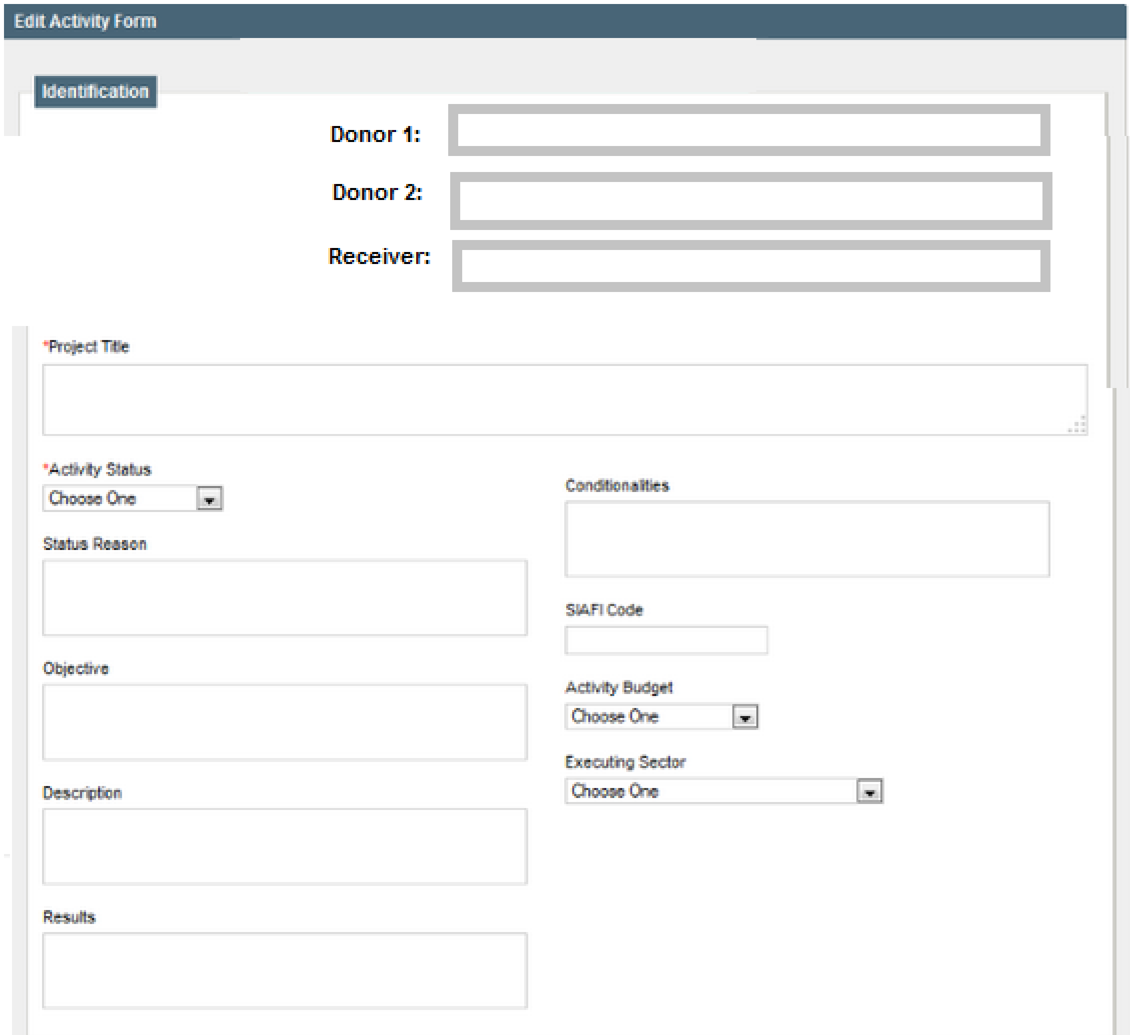


Figure 5.16 – South-South Cooperation form

The form will be broken up into sections to record South-South Cooperation.

Identification

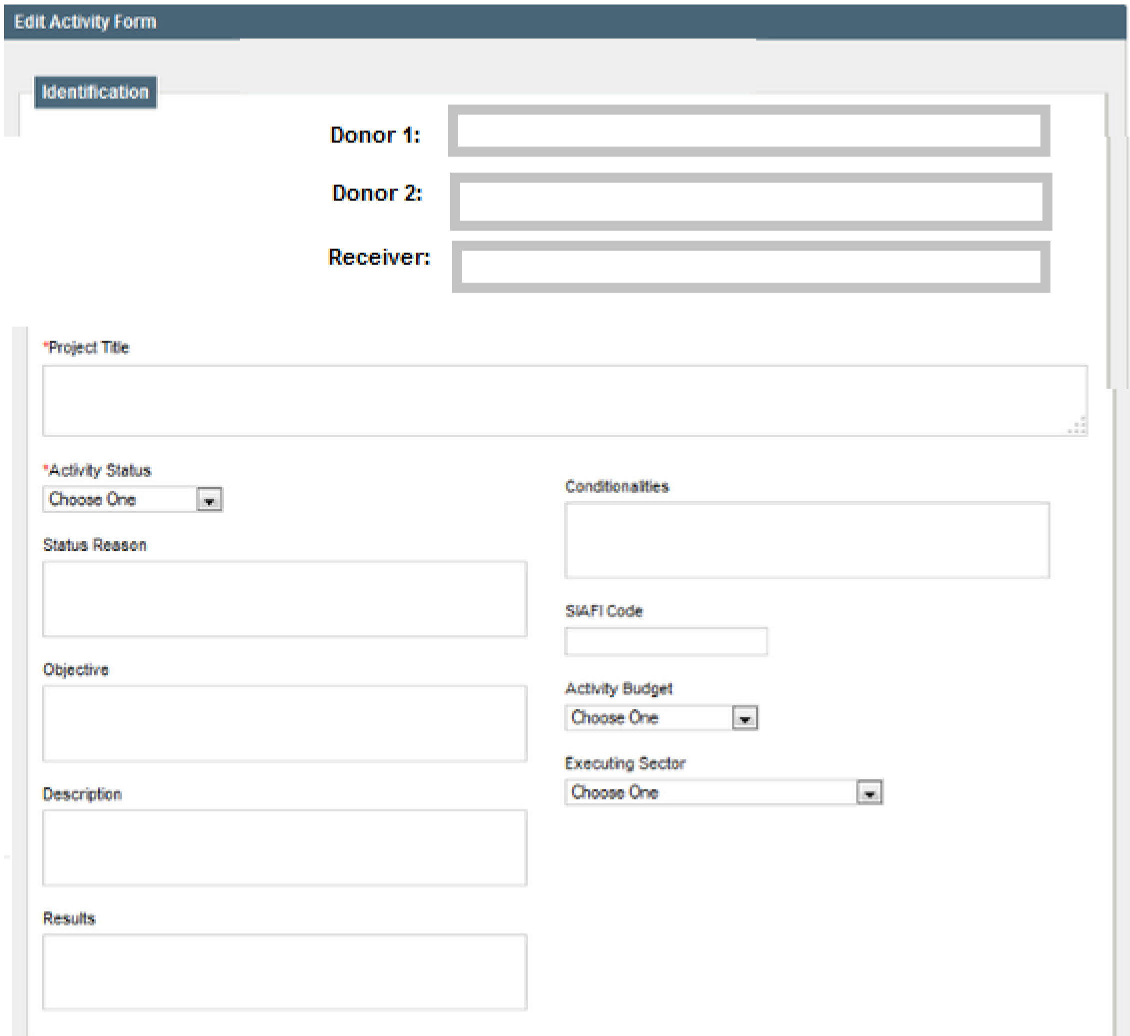


Figure 5.17 – Identification step

Below are the fields that will be used to identify projects:

- Agency information
  - Development Partner Country (ex. UK)
  - Partner (ex: Chile)
  - Receiver (ex. Ministry of Finance)
- Ability to enter multiple development partner countries and partners.
- When the values above are entered they will automatically fill in the financial information.

- Project Title field to enter will be the Name of the Project or Program.
- Status of the project and will be selected (approved, not approved, ongoing, completed etc.)
- Explanation of the status
- Objective
- Description
- Activity budget and fields will be selected in a drop down style.
    - Change in the budget box
    - In the Annual Operational Plan
    - outside of the Annual Operational Plan
- Results (Results that are reflected in the project profile)
- Joint Cooperation Committee
    - Yes
    - No
- Observations
    - string characters

Planning

- Approval Date
    - DD/MM/YYYY
- Actual Start Date
    - DD/MM/YYYY
- Proposed End Date
    - DD/MM/YYYY
- Actual End Date
    - DD/MM/YYYY

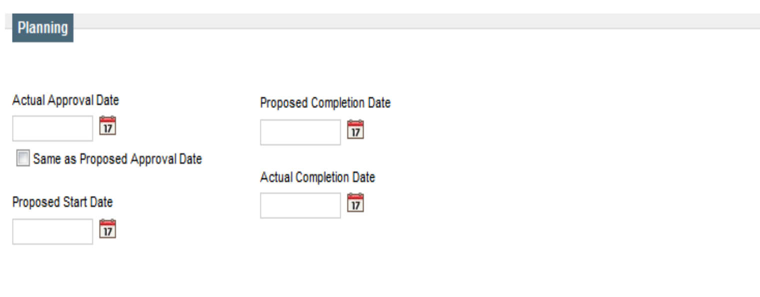


Figure 5.18 – Planning step

Location

The location function already exists in the regular activity form. The same concept is also available here. Users can choose location(s) of a project as well its implementation levels and locations.

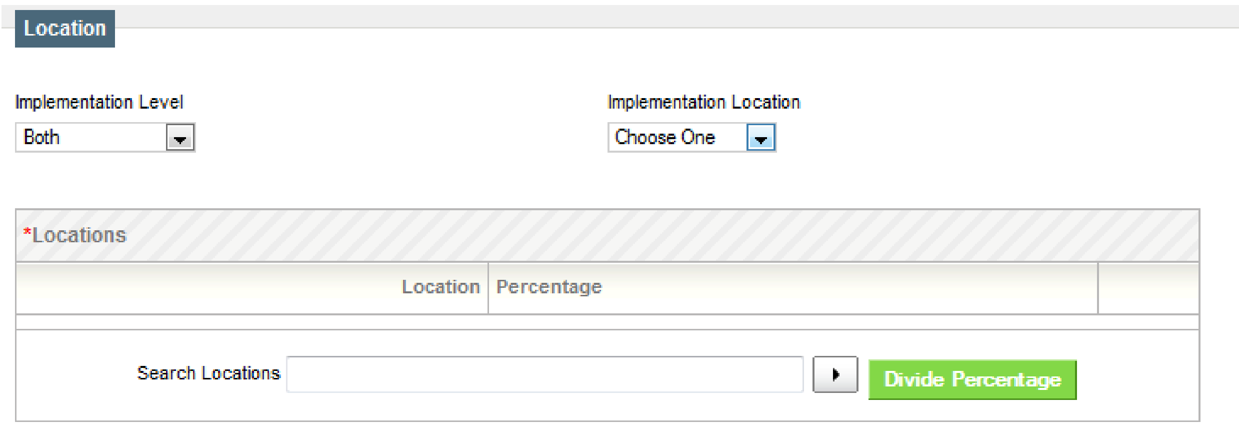


Figure 5.19 – Location step

As far as country programs and sectors schemes go, users will be able to use the same ones as in the regular activity form. National programs and sector schemes that are available in other workspaces will also be available in the particular workspace.

Funding

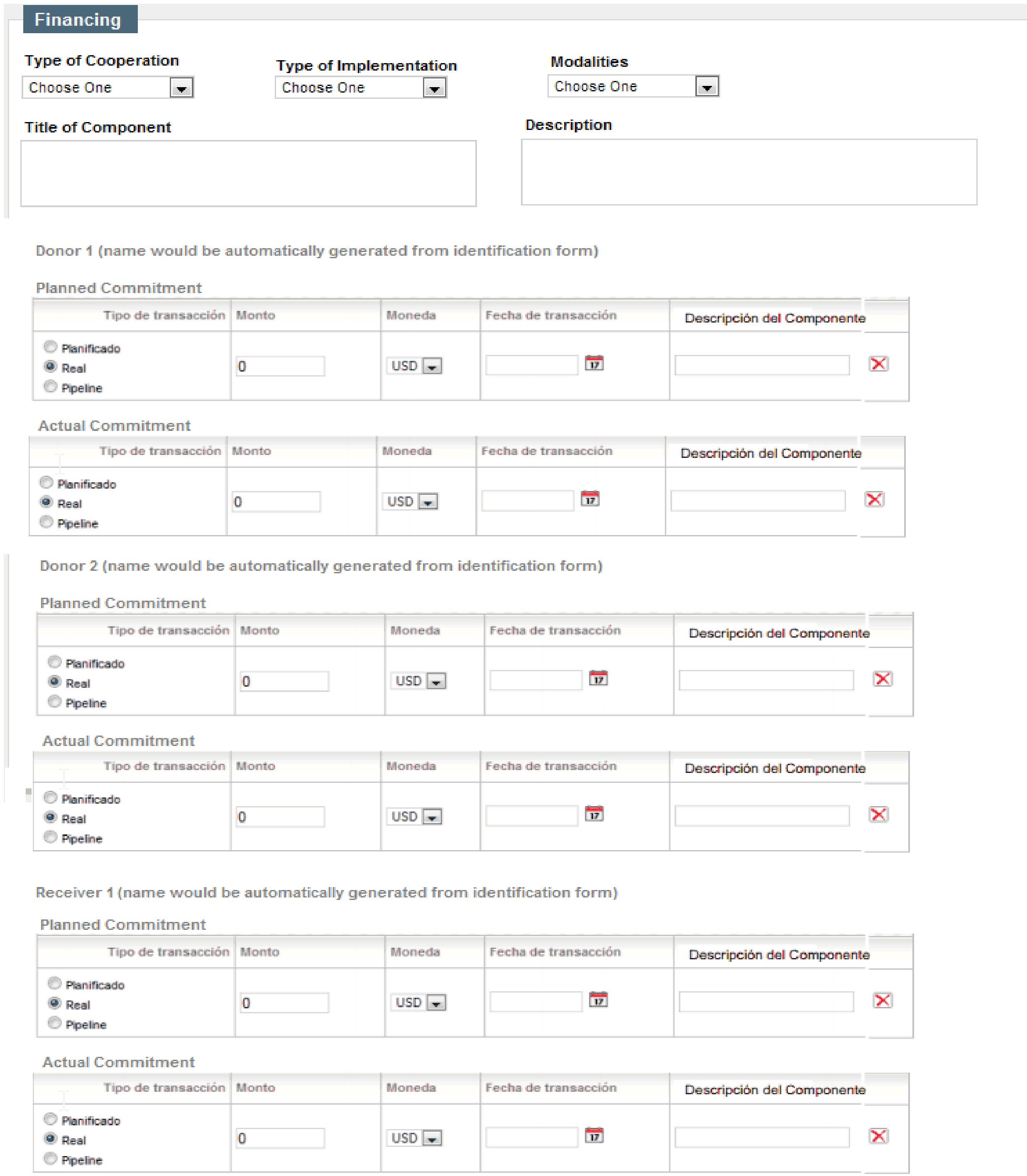


Figure 5.20 – Funding step

Type of Cooperation options are as follows:

- Official Development Aid (ODA)
- Bilateral South-South Cooperation

- Triangular South-South Cooperation
- Regional South-South Cooperation

Types of Implementation options are as follows

- Program
- Project
- Action[1]

Modalities and fields options are as follows

- Diplomats and courses
- Conferences, seminars, capacity specializations
- Interchanging models, proposals, and printed materials
- Country Experiences
- Internships
- Scholarships
- Virtual Platforms and blogs to consult, learn, and exchange ideas
- Videoconference and studying abroad
- Sending and exchanging experts, researchers, and professors
- Development of shared Analytical studies
- Industry University Cooperation

Component Information

This will be a separate section to input data for the description of the South-South Cooperation Activity.

- Organization dropdown
    - Donors and beneficiaries can be selected in this drop down and components will be linked to the organizations.
    - Linked to the selected donors and beneficiaries from the previous steps
    - Dropdown of donors and beneficiaries selected above
        - Description of Component
        - Date
        - Currency
        - Amount - this field is not mandatory,
        - Multiple funding statuses (ex. Planned, actual, pipeline etc.)

Users in a South-South Cooperation workspace can add documents and contacts in the same way that they do in the regular activity form.

Messaging

The Messaging Module is designed to allow you to send private messages to other AMP users along with receiving messages about various events and alerts triggered by the AMP system. Clicking Messages on the main AMP menu will take you to the Messaging homepage.

There are four characteristics of messaging: Alerts, Message, Event and Approval. The definition for each is noted below.

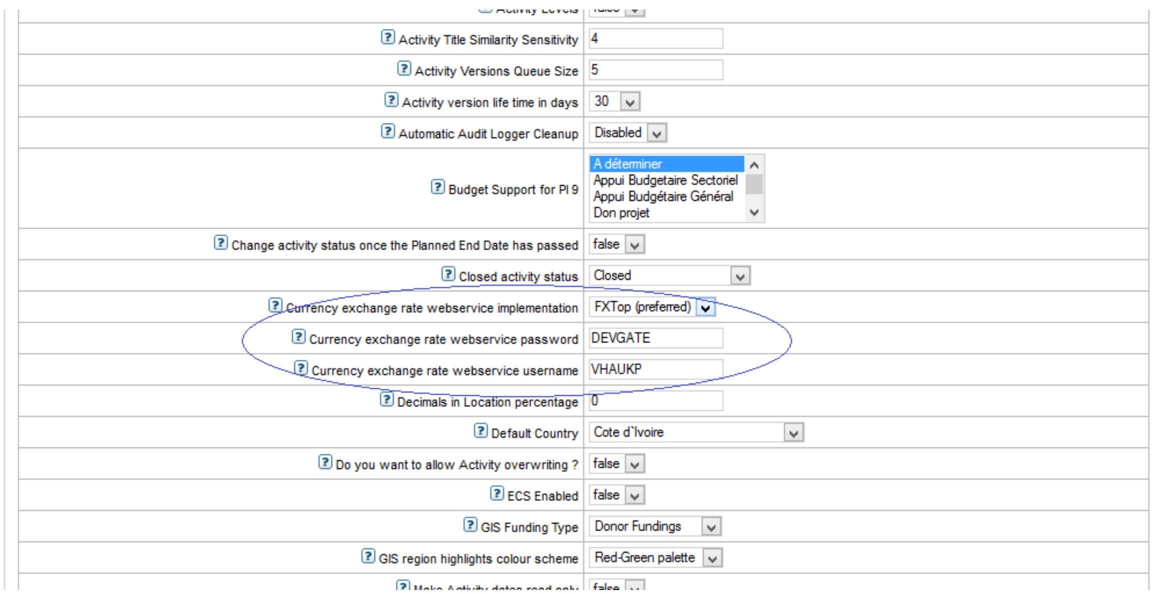
Alert	• System generated message (i.e. Activity is approaching final disbursement date) • Message created by user and set as an Alert. (i.e. Activity needs to be updated) • Message sent by another user/team leader set as an alert. (i.e. please create the activity ASAP.)
Message	1. A short message between users in a single workspace or multiple workspaces for communication purposes (i.e. Please approve the changes to my activity) 2. Forwarding and replying to messages received
Event	3. This will be based off the user's Calendar (i.e. Trip to Country for needs assessment)
Approval	4. Team member will receive messages on approvals for the activities created by them (i.e. "Team leader 1 Activity has been approved") 5. Team leader will receive messages on pending approvals (i.e. Activity is pending approval)

Table 5.22 – Graph Example

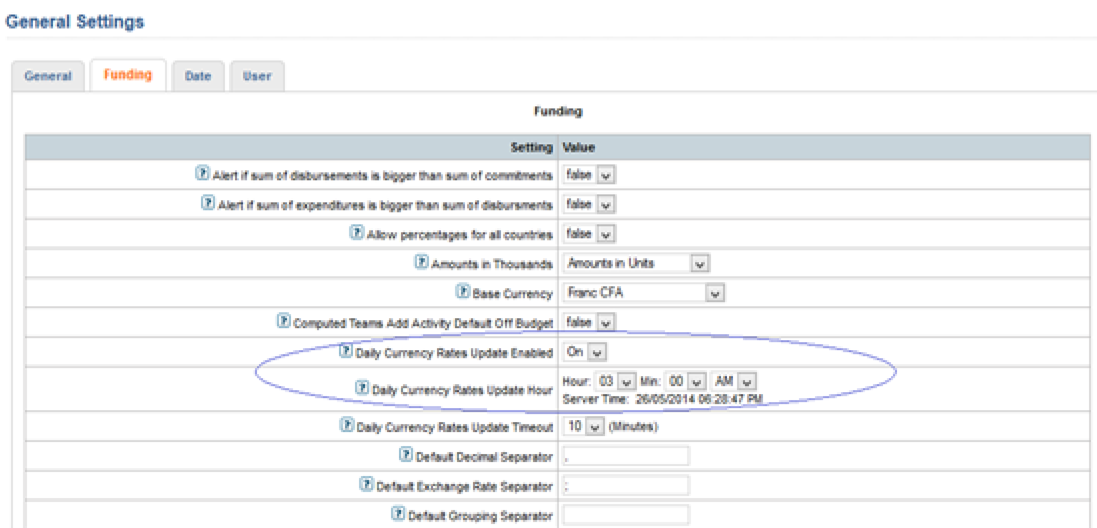
Exchange Rate Manager

As from version 2.7.21 amp has a new Exchange rate service it can consume to automatically update Exchange rates use on amp. To configure the automatic update

- Log in as administrator
- On global settings you can choose whether to use the old service, or the newly added. We have three new parameters
  - The service to use (FxTop is the new one and preferred)
  - Username and password of the purchased subscription (you should not change this if you want to use Dg's subscription) (No need to add username and password for the old service)



- Then you have to go to funding section of global settings to turn on the daily update and to choose at what time the job will run.



- Then you have to click on save all at the bottom of the page. And the service will run at the scheduled time.

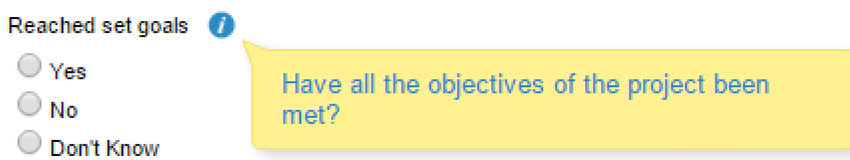
Aid Effectiveness

This section allows you to monitor aid effectiveness using pre-defined indicators which are configurable, hence you can define the indicators that are relevant to you and use that to monitor aid.

These indicators can be created, edited or deleted (by admin. Delete is possible only if not in use) at any point in time. Let's first see how the customized Aid Effectiveness Indicators look like in Activity Form.

Figure 5.23 – Customized Aid Effectiveness Indicators in Activity Form

The meaning of each indicator is described using an info icon with a tooltip text right next to the indicator name as shown below.



The red asterisk next to the indicator name (left-hand side) means it is a required field, before you can "Save and Submit" your project. An error message is displayed in case required information was not entered as shown below.

Aid Effectiveness Report

For each of the indicators the value displayed is that which was selected in the aid effectiveness section in the activity form.

Budget Structure

This section allows the user to show how the project monies will be distributed within the following categories i.e. Salaries, Operations and Capital. Percentages are used to show these distributions.

The percentage allocation has also been improved such that as you allocate the user is informed of what has been allocated already so it's easier to calculate the available percentage for the remaining categories.

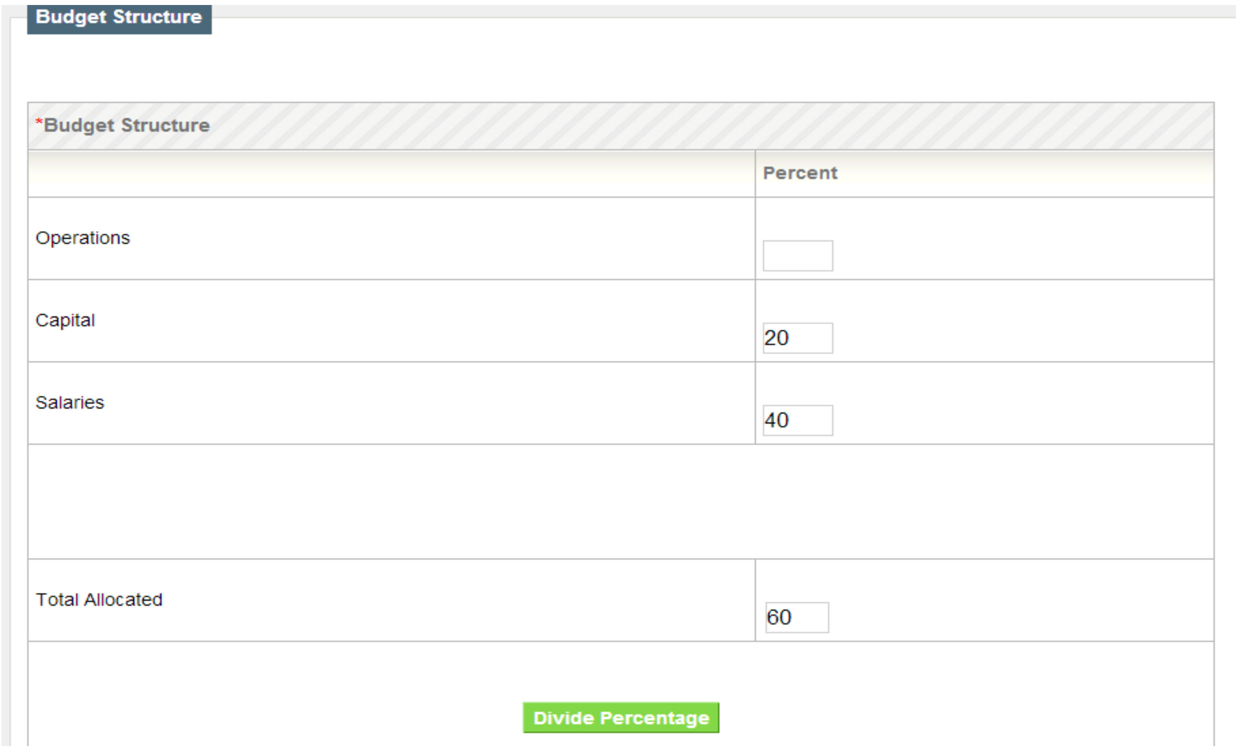


Figure 5.24 – Budget Structure Section

Activities with Performance Issues

Based on performance rules configuration, activities having performance issues will be marked. The performance category can be displayed in reports and tabs as a column, it can be filtered and it can be displayed in the GIS module.

How does it work?

Based on admin configuration, a job will be running on certain frequency. This job will mark all those projects that match the configured rules and will set their Performance Alert Level (Critical, Major, Minor, or Unspecified in case no rule matches).

You could display the Performance Alert Level or Alert Type in both tabs and reports as a column.

Please take into account it is not possible to use the Performance Alert Level or Type as a hierarchy.

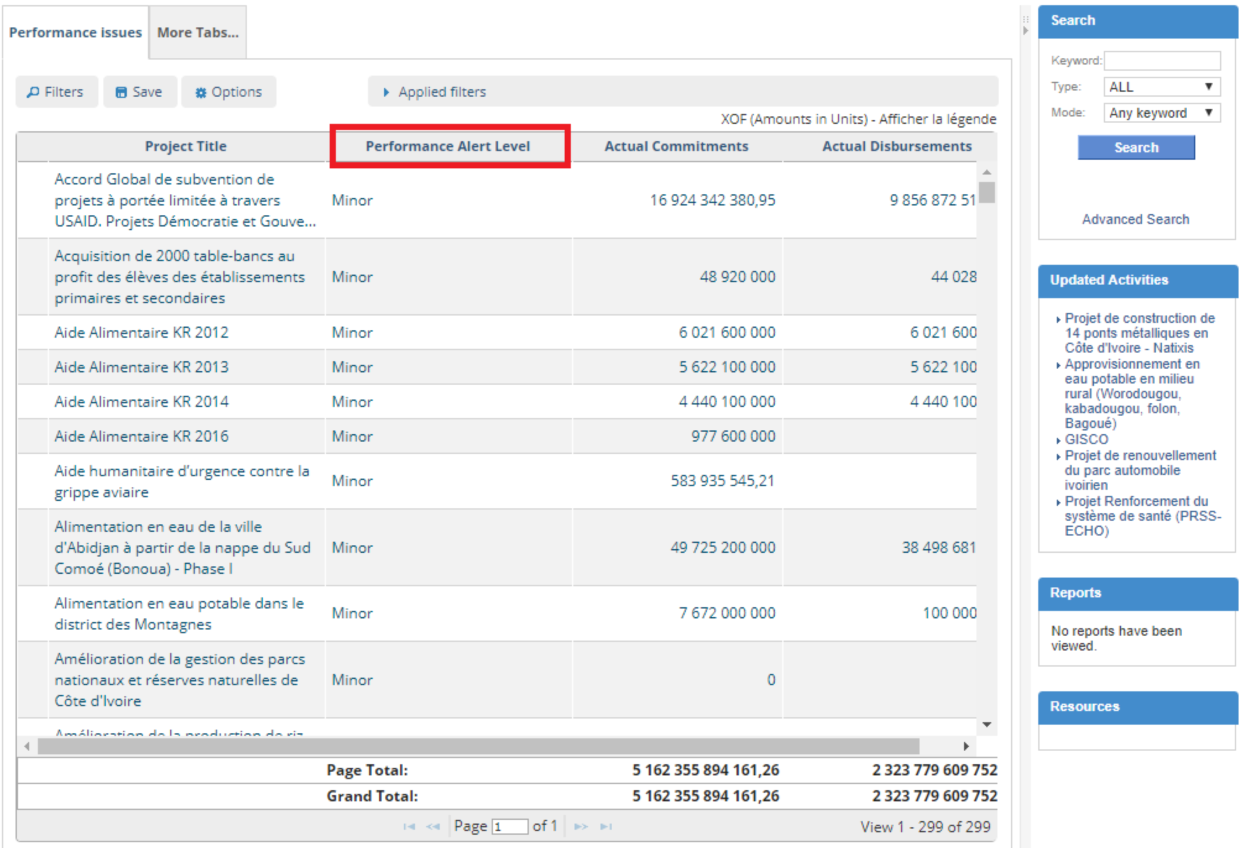


Figure 5.25 – Performance Alert Level displayed as a column

It is also possible to filter activities based on the Performance Alert Level (Critical, Major, Minor). As any other filter it can be applied during report/tab generation or later while viewing it.

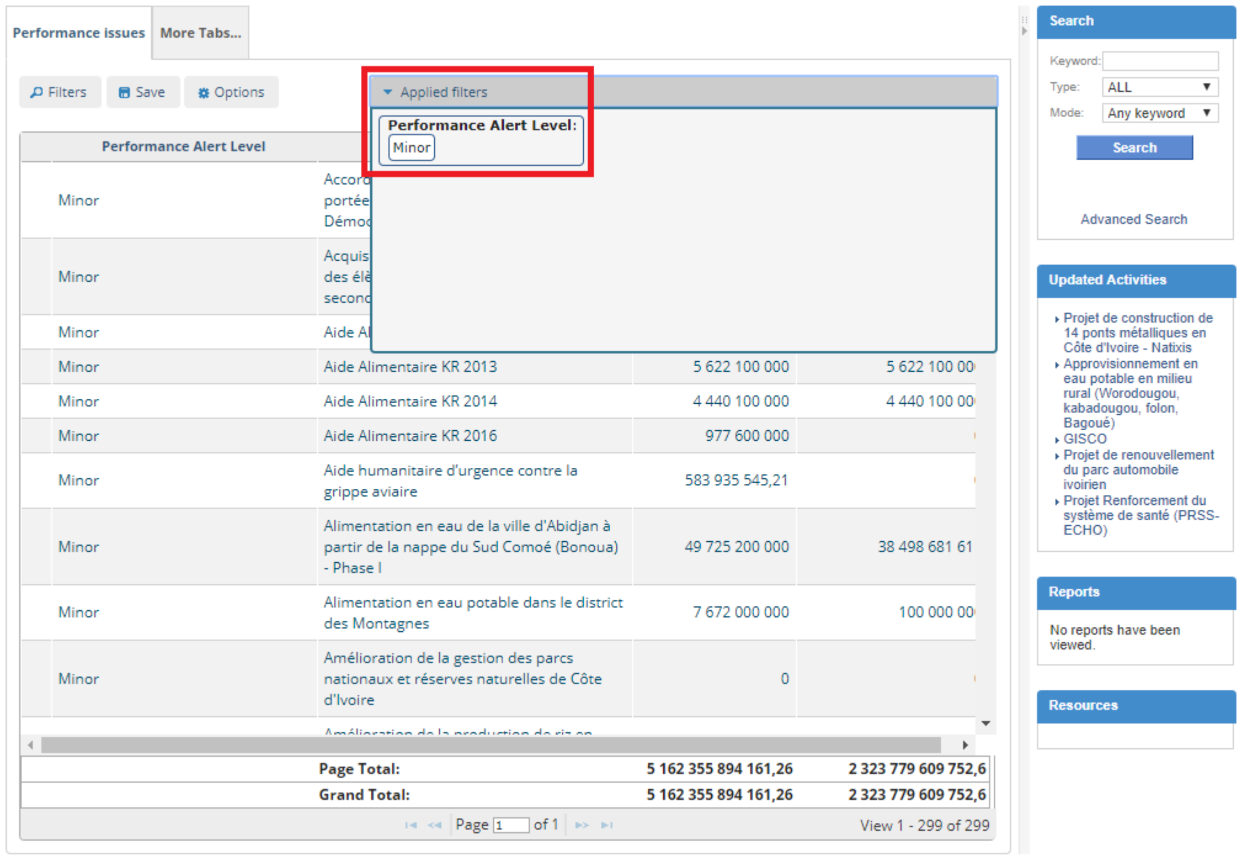


Figure 5.26 – Tabs with filters applied

Something important to highlight is that in Report/Tab generation the filter is located in the Other Criteria tab, while in the filters widget it is located in the Activity tab.

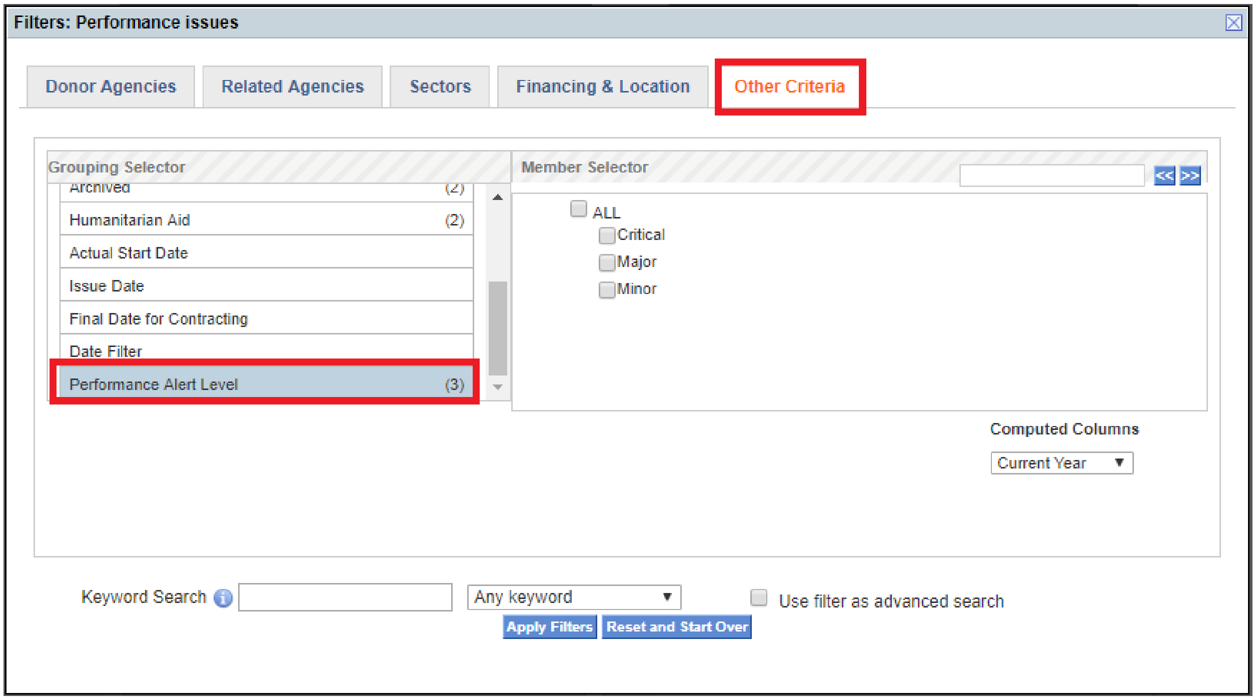


Figure 5.27 – Reports/Tabs generator filter option location

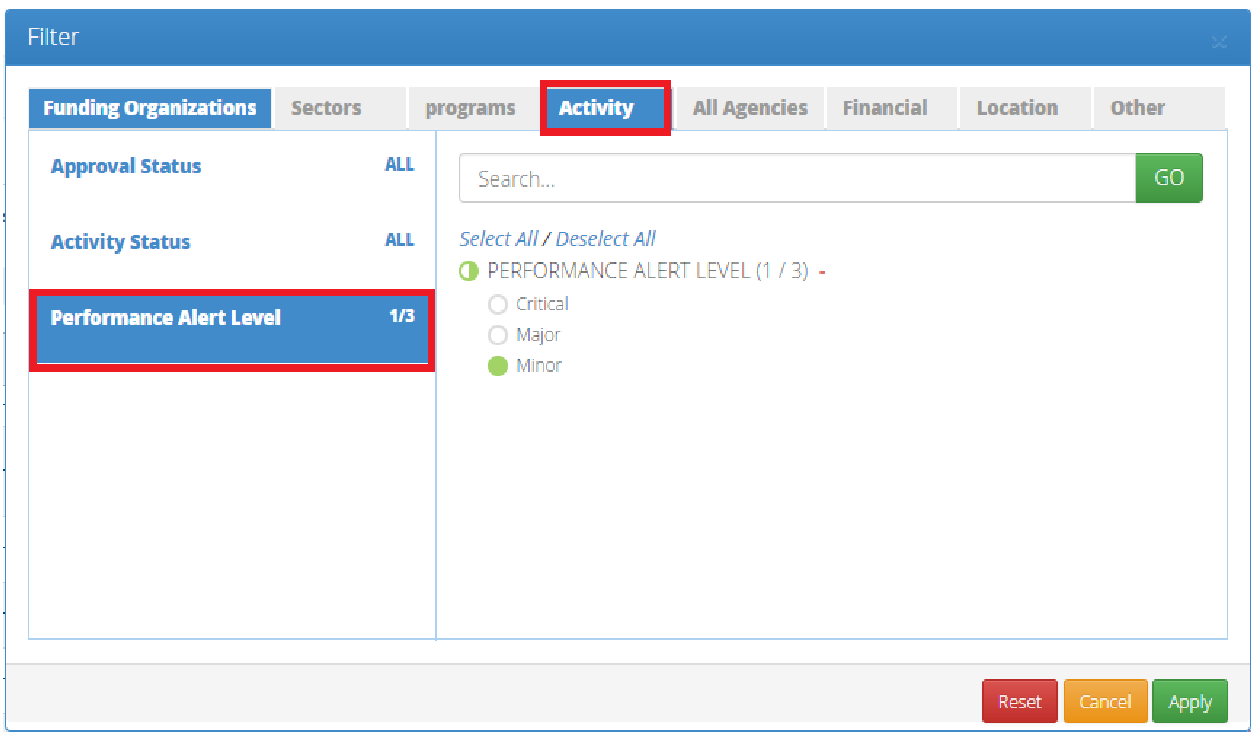


Figure 5.28 - Filter widget filtering option location

Finally, you can decide to view only projects in the map that are having good performance (meaning none of the performance rules match them i.e. performance alert level equals to "Unspecified"). In that case you just need to turn on the GIS toggle as depicted below.

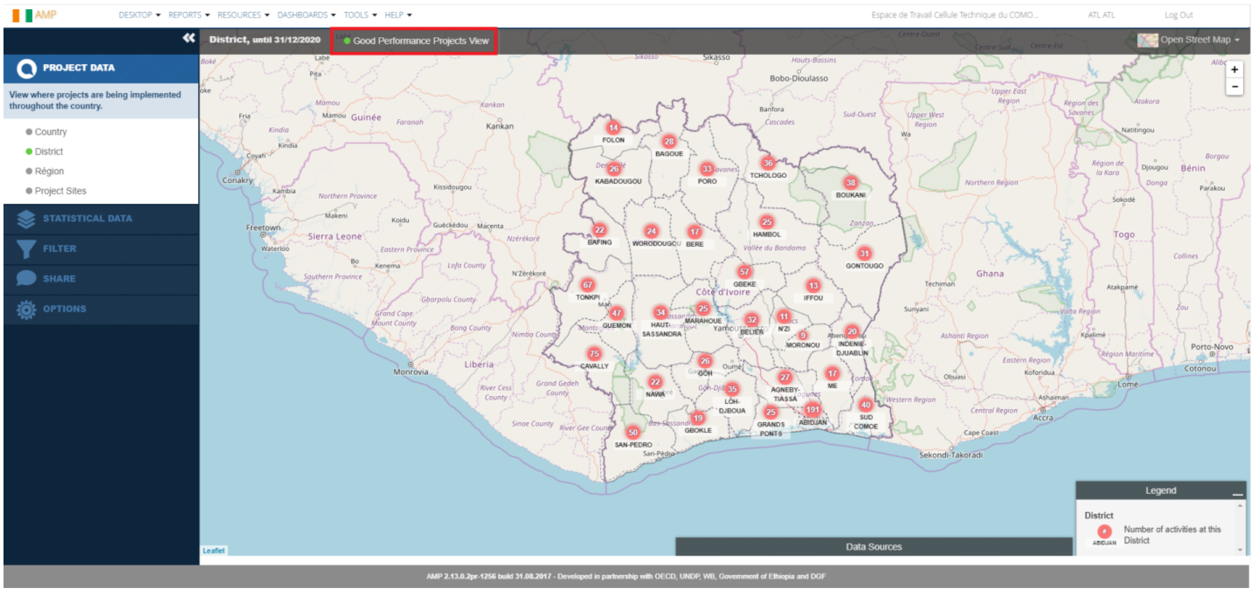


Figure 5.29 – Map module with performance toggle

On the other hand, if you would like to view projects that are not having good performance, you could use the regular filters to do so.

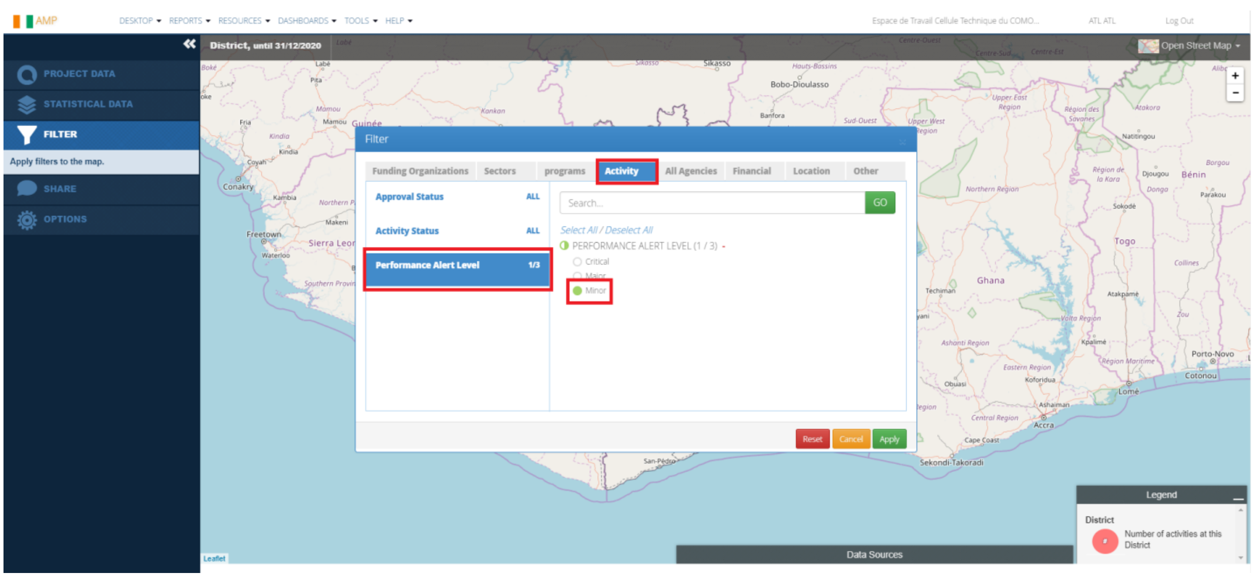
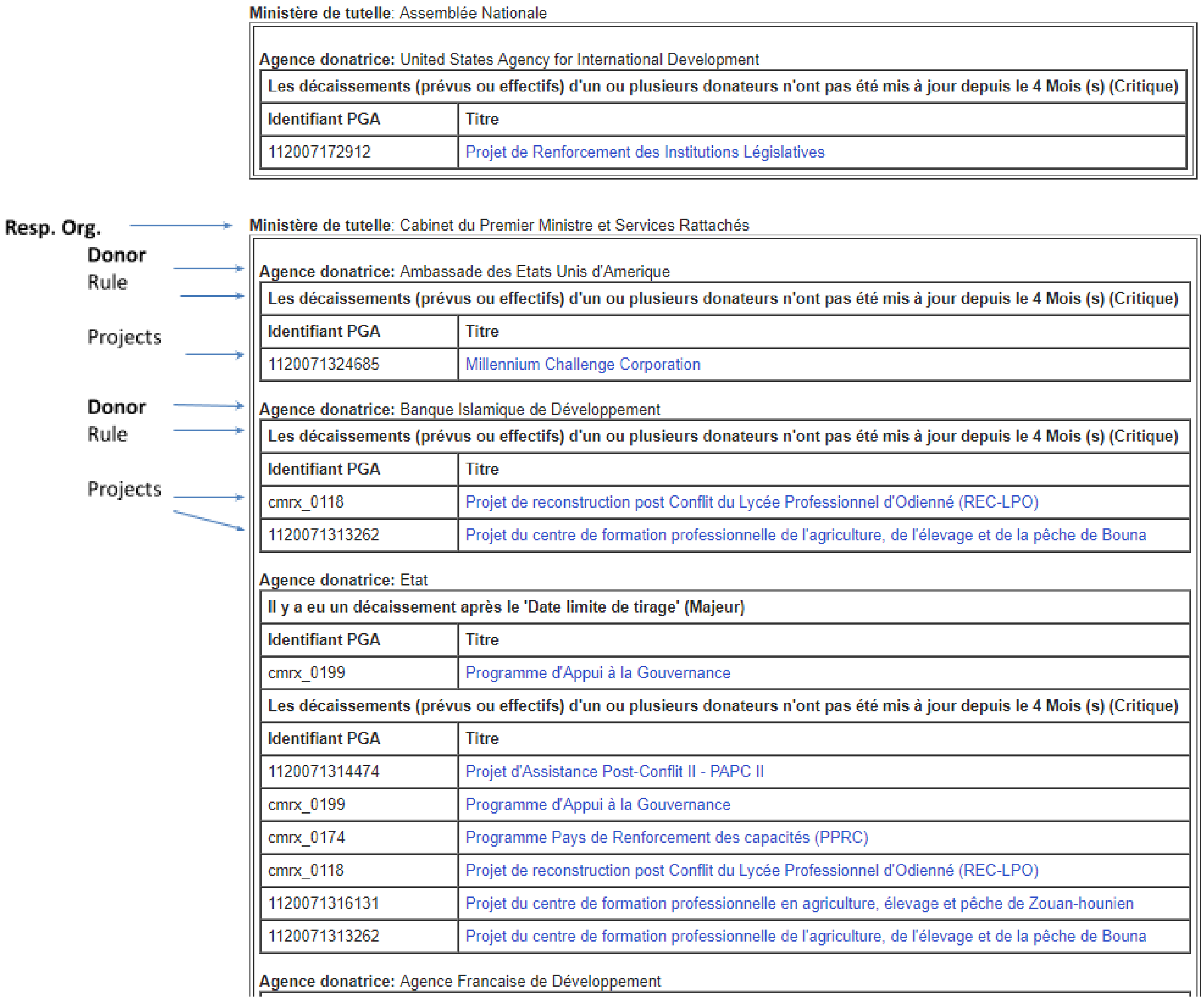


Figure 5.30 – GIS filtering options by performance alert level.

Based on message alert configuration, an e-mail will be received with a summary of all projects facing performance issues. The text in the e-mail is configured via message manager admin. All projects that were marked with performance issues will be placed in the e-mail's body. The e-mail received will have a link to the activity preview. Also activities will be grouped by

Responsible Org and Donor and based on the performance rule so it is easy for the user to know what action to take for each.



Ministère de tutelle: Assemblée Nationale

Agence donatrice: United States Agency for International Development

Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)	
Identifiant PGA	**Titre**
112007172912	Projet de Renforcement des Institutions Législatives

Ministère de tutelle: Cabinet du Premier Ministre et Services Rattachés

Agence donatrice: Ambassade des Etats Unis d'Amerique

Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)	
Identifiant PGA	**Titre**
1120071324685	Millennium Challenge Corporation

Agence donatrice: Banque Islamique de Développement

Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)	
Identifiant PGA	**Titre**
cmrx_0118	Projet de reconstruction post Conflit du Lycée Professionnel d'Odienné (REC-LPO)
1120071313262	Projet du centre de formation professionnelle de l'agriculture, de l'élevage et de la pêche de Bouna

Agence donatrice: Etat

Il y a eu un décaissement après le 'Date limite de tirage' (Majeur)	
Identifiant PGA	**Titre**
cmrx_0199	Programme d'Appui à la Gouvernance
Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)	
Identifiant PGA	**Titre**
1120071314474	Projet d'Assistance Post-Conflit II - PAPC II
cmrx_0199	Programme d'Appui à la Gouvernance
cmrx_0174	Programme Pays de Renforcement des capacités (PPRC)
cmrx_0118	Projet de reconstruction post Conflit du Lycée Professionnel d'Odienné (REC-LPO)
1120071316131	Projet du centre de formation professionnelle en agriculture, élevage et pêche de Zouan-hounien
1120071313262	Projet du centre de formation professionnelle de l'agriculture, de l'élevage et de la pêche de Bouna

Agence donatrice: Agence Francaise de Développement

Chapter 6 - Public View

The AMP Public View is designed to provide a graphically appealing entry page into AMP that can be customized to show country updates and images (for a more customized feel).

When you choose the Public View option, you will see all the projects that have been approved for public viewing. This information has been collected by the Aid Units and verified accordingly. You can see all the pertinent details of the projects. Additionally, the Public View can be customized using HTML to fit the look and feel desired. This configuration is managed by the AMP Administrator.

Public Documents

Similar to the public View the public documents are supporting documentation for the activities/Projects that have been shared with you. Once you click on the Public Document link only the shared resources are displayed in a window similar to the one below.

Public Reports

Here, as a non-registered user you get to see the reports of aggregated data based on the report setup. These reports have reduced flexibility but provide enough information to make a judgment on the project. Additionally, depending on AMP configuration of the global setting ("Hide editable export formats public view" you can export the information using PDF, Excel or CSV and even print in a printer friendly format.

Chapter 7 – Public Portal

Site Structure

The AMP public page includes a custom home page (landing page) custom content, pages (which can be reached using a menu bar), search feature, news/event records, list of active donor commitments, and blog feeds.

There are three available user roles in the system:

- admin - site administrator, who have all permissions across the site
- editors – have certain (configurable by admin) set of permissions
- anonymous - not logged in user, can only read content

Home Page

The AMP public home page consists of a header, footer, search, and slideshow blocks (Homepage main slideshow, Map slideshow, Donor Information, News and Events). Additionally, if your user has appropriate permissions he can see the Admin panel as well (above the header of the page).

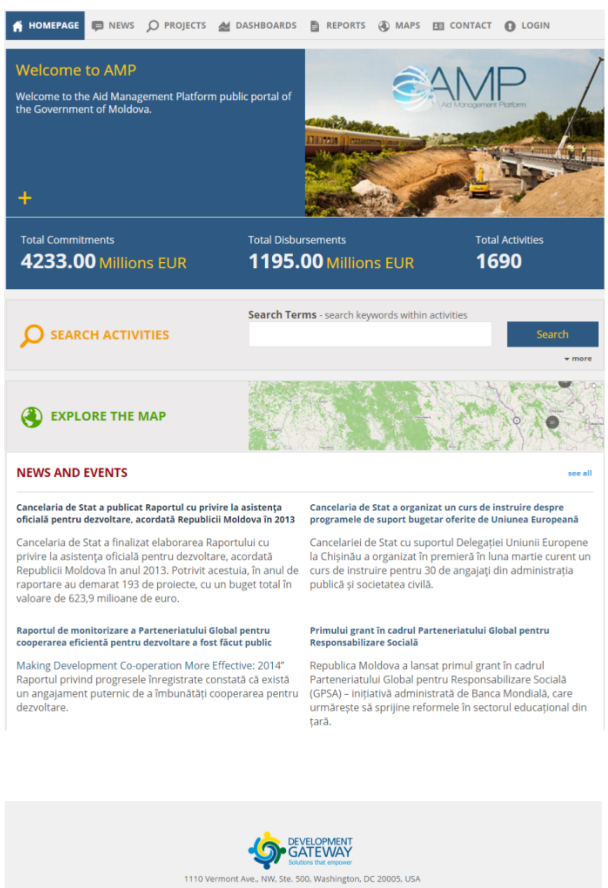


Figure 7.1 – Public Portal Homepage

The header, footer and slideshow blocks are all configurable.

Totals widgets bring Totals for Activities and Totals for Pledges (Agreements) (based on admin configuration).

5. Total Activities: Enable or disable displaying summarized projects information. This widget shows the following information:
    1. Total Commitments: Sum of actual commitments of all projects*.
    2. Total Disbursements: Sum of actual disbursements of all projects*.
    3. Total Activities: Total number of projects*.

*It can be affected by Global Settings, in which case partial data may be displayed.

Figure 7.2 – Total Activities

6. Total Pledges: This widget shows the following information:
    1. Total Pledges: Sum of funding for all existing pledges.
    2. Total Commitments: Total project commitments which have been linked to pledges.
    3. Total Disbursements: Total project disbursements which have been linked to pledges.
    4. Pledge Activities: Total number of projects which have been linked to at least one pledge.

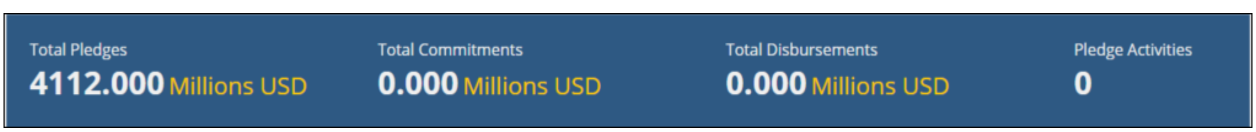


Figure 7.3 – Total Pledges

The Search Projects block provides a search form, which allows you to search for AMP projects by Sectors, Donors, Beneficiary, Locations, Activity Status and free text search. All search fields (except Search Terms text) have autocomplete or drop down lists as shown below.

You can expand or collapse this block by clicking on ▾ more and ▴ less button at the bottom of the search block.

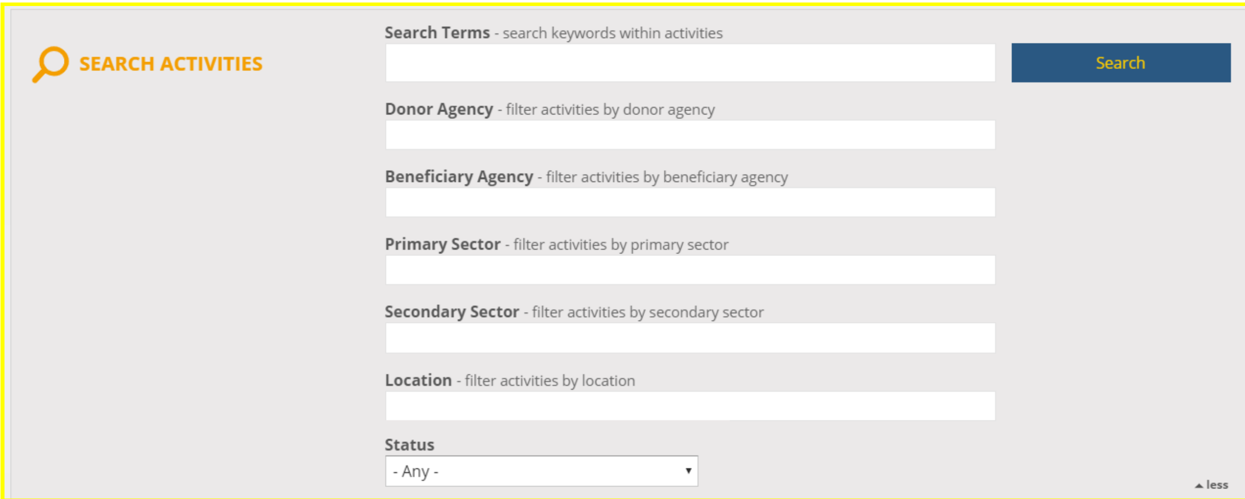


Figure 7.4 – Projects Search

Search results are opening in new screen, where the following information is available for each project when standard activities are returned:

1. Project title
2. Beneficiary Agency
3. Donor Agency
4. Primary Sector
5. Locations
6. Actual Completion date
7. Actual Commitment amount
8. Actual Disbursement amount

Here you can sort results by any given column one at the time (except for Location). At the bottom of search results table you can see Total Actual Commitment amount and Total Actual Disbursement amount.

You can also view project details by clicking on details link for each of the search results. When accessed from Public View and based on configuration on AMP Global Settings side (“Hide editable export formats public view”) in Activity preview, you will be allowed to export the activity in question to PDF or Word documents.

South-South Cooperation (SSC) Projects Search

You have the ability to search for SSC projects (configured via admin) from the Public Portal Homepage search block or Activities search page.

In order to search for SSC related projects, the Activities Search Type needs to be South-South Cooperation Activities as shown in figure below.

Due to SSC's nature, Bilateral and Triangular SSC Commitments are displayed on search results. Similar to regular searches, Totals are displayed as well. The sum of all Bilateral SSC Commitments as well as Triangular SSC Commitments are displayed at the bottom of the table. The remaining fields shown in search results are displayed as for Standard activities search results including its ordering capabilities.

Information Note

Commitments/Disbursements, Bilateral SSC Commitments/Disbursements, Cumulated SSC Commitments) in the default/public FM so the public portal SSC widgets work correctly

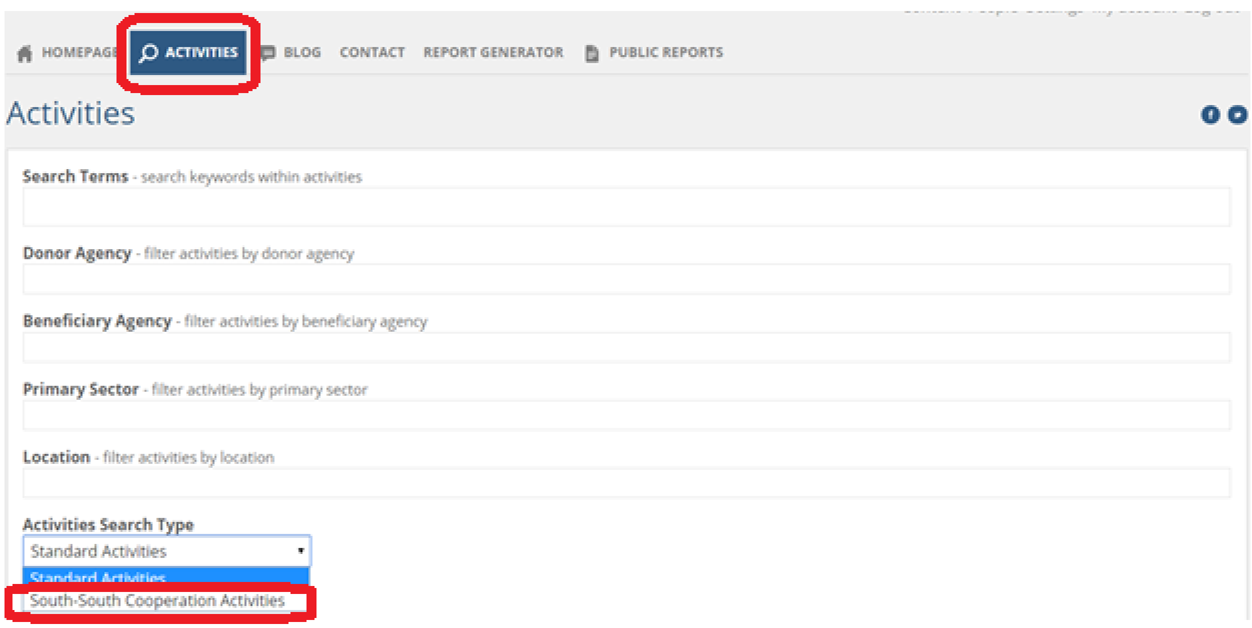


Figure 7.5 – SSC Projects Search

Displaying 2 activities Export Permalink

	Title	Beneficiary Agency	Donor Agency	Primary Sector	Location	Actual Completion Date	Bilateral SSC Commitments (USD)	Triangular SSC Commitments (USD)
details	Facilitando la Integración Educativa de Niños y Niñas con Lesión Cerebral o Déficit de Atención e Híper Actividad a la Escuela Regular y el Diagnóstico Precoz de los Mismos. II Fase 2010, 2011, 2014	Fondos Nacionales	Agencia Presidencial de Cooperación Internacional de Colombia, Fondos Nacionales	110 - EDUCACIÓN	Honduras	2011-10-30	43,467,288.8	0
details	EN-Implementación de Instrumentos de Fomento a la Gestión Forestal Sustentables con Énfasis en la Restauración de Suelos Forestales Degradados Mediante Actividades de Forestación, aReforestación y Protección del Bosque	Fondos Nacionales	Agencia de Cooperación Internacional de Chile, Undefined	110 - EDUCACIÓN	El Negrito, Omoa		10,000	9,000

	Bilateral SSC Commitments	Triangular SSC Commitments
Totals (USD)	43,477,288.8	9,000

Figure 7.6 – SSC Search Results

Humanitarian Aid Projects Search

You have the ability to search for Humanitarian Aid tagged projects (configured via admin) from the Public Portal Homepage search block or Activities search page. It is not only possible to search but also to display ONLY Humanitarian Aid related projects.

This feature depends on Humanitarian Aid field on AMP side to be enabled via FM Mode. Then on Public Portal you need to enable it via API Settings if you want the Public Portal to display only Humanitarian Aid related projects.

NOTE: The Humanitarian Aid field is found at the project level. If you would like to report projects at the funding level (Funding section of AMP Activity Form), you need to use the Disaster Response field.

Disaster Response Projects Search

You have the ability to search for Disaster Response funded projects (configured via admin) from the Public Portal Homepage search block or Activities search page. It is possible to search and display ONLY Disaster Response related projects.

This feature depends on Disaster Response field (a.k.a Funding Status) on AMP side to be enabled via FM Mode. Disaster Response projects are marked at the Funding level when adding activities in AMP.

For this type of projects to display alone in Public Portal you need to enable the setting via "API Settings. – Only show Disaster Response related data".

You can also return Disaster Response related projects in search results along with other project by enabling the filter and column in Search Settings, and not configuring the Public Portal to only retrieve those projects. In that case, the search user interface will be modified and a new search drop down list will be displayed to select what type of Disaster Response projects to filter by.

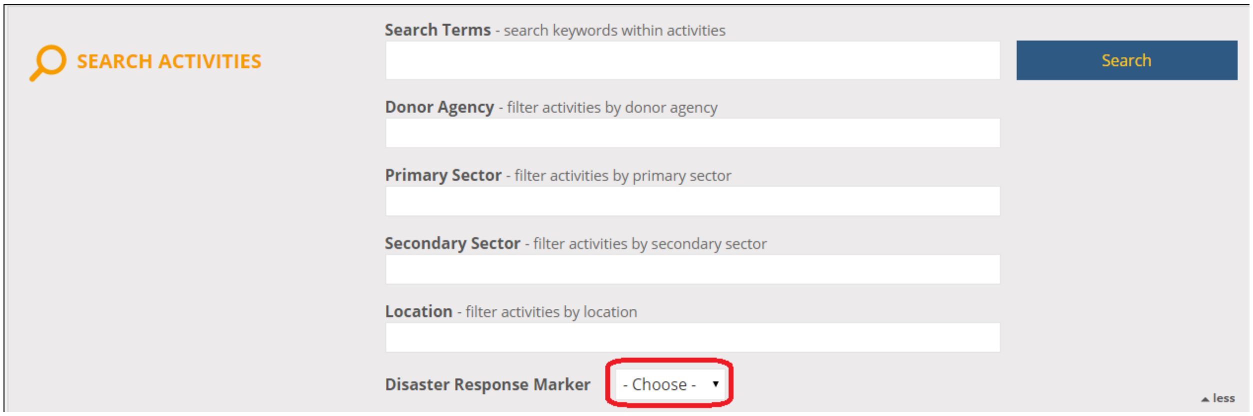


Figure 7.7 – Search Form

1. Choose: Will return all projects.
2. Yes: Will return only Project that were marked as Disaster Response = Yes
3. No: Will return only Project that were marked as Disaster Response = No

Report Generator

In the Public Portal it is possible to configure (by admin) the Report Generator to be displayed on Public Portal main menu.

The Report Generator wizard shares the same UI for logged in users as well as non-logged in users. You can read more on how to generate reports by navigating to the section Create a Report.

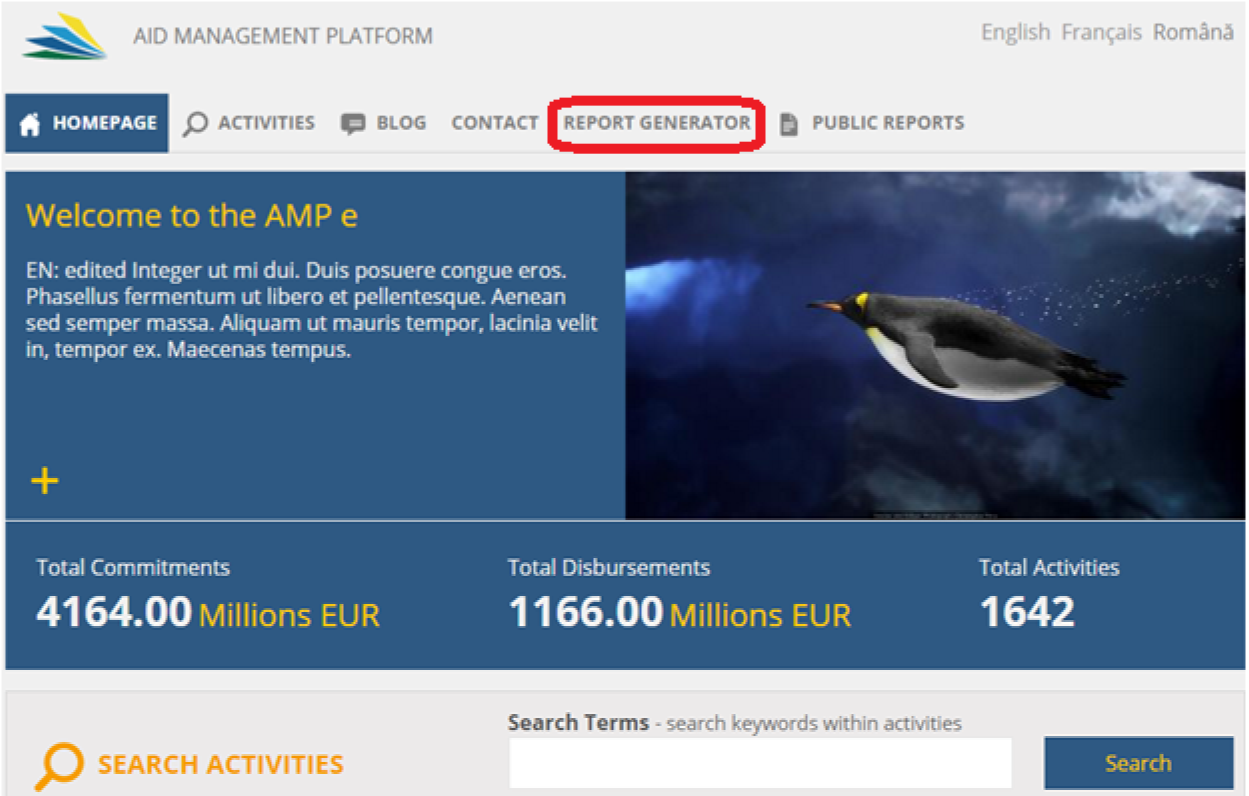


Figure 7.8 – Report Generator option on Public Portal Header

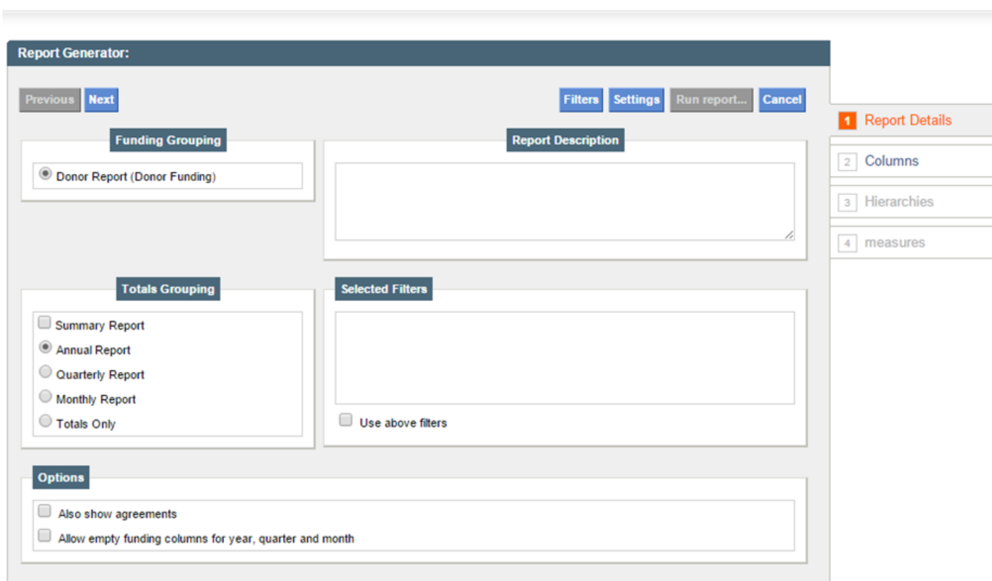


Figure 7.9 – Report Generator Window accessed via Public Portal

Interactive Map

You can access GIS (for countries with the GIS configured), which link you to the interactive GIS module in a new tab.

When GIS is accessed by Public user and the AMP Global Setting "Hide editable export formats public view" is set to true, in that case the option to download as CSV/Excel will not be available.

Donor Commitments/Disbursements List

You can find Donor Disbursement (or Commitment based upon configuration) List, which by default shows the top values by donor (also configurable) in the Past 12 Months (the default number of months is configurable in admin, so that a country can select up to twenty four months). Admin is also able to configure in which currency the totals are shown.

Top Projects List

This widget displays the top projects (by commitment size and configurable in admin) during the selected time period. The totals are displayed in the currency selected in admin and fields to display are Start Date, Donor(s), Primary Sector(s), Project Title, Cumulative Commitments, Cumulative Disbursements (columns to be displayed configurable in admin)

Last Updated

This widget displays a list of last updated activities (number of activities is configurable) ordered by date descending (i.e. newly updated first). It shows the date where it was updated, the project title and the related Donor Agency.

Top Donors

This widget displays a list of Top Donor agencies (donor count is configurable as well as the period being reported and the funding type).

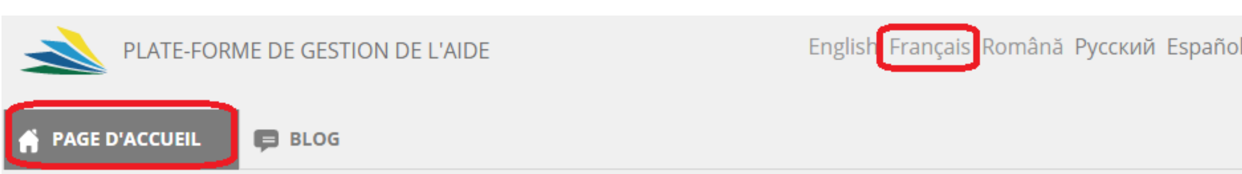
News/Events

At the bottom you will find the news/events widget which is a content block with a summary text to news and or events, and link to a secondary page.

This block has news and event stories that rotate through the events. You will be able to upload these stories as blog posts. If you click on each one you will be taken to a page with the full story.

Site Languages

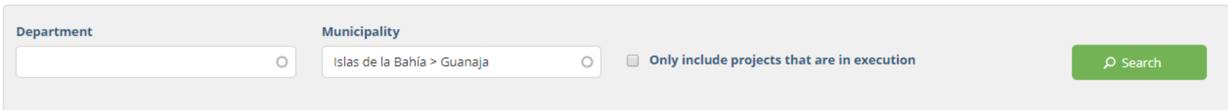
In the Public Portal you can either be an anonymous user or a logged in user. Thus, you could have configured a default language when landing on Public Portal home page. If you are an anonymous user, you can still select your preferred language by clicking on the Language selector on the top-right hand as depicted below.



Predefined Reports

If configured by admin, in the main menu you can find a page called Predefined Reports. This page displays projects according to the selected Departments and/or Municipalities. The user can decide to search by Municipality without needing to first enter a Department.

The first thing you must do is to enter filter criteria and click on **Search** button.



Depending if you used a Department/Municipality, only Department or only Municipality you will get the following summarized information:

Department/Municipality

Department of Islas de la Bahía, municipality Islas de la Bahía > Utila	Total number of projects: 8	Total number of projects "Ejecución": 3

Department

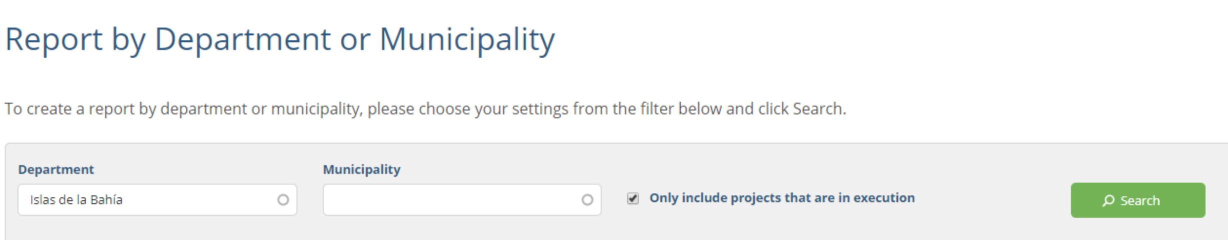
Department of Islas de la Bahía	Total number of projects: 21	Total number of projects "Ejecución": 6

Municipality

Municipality Islas de la Bahía > Guanaja	Total number of projects: 6	Total number of projects "Ejecución": 2

Only include projects that are in execution filter

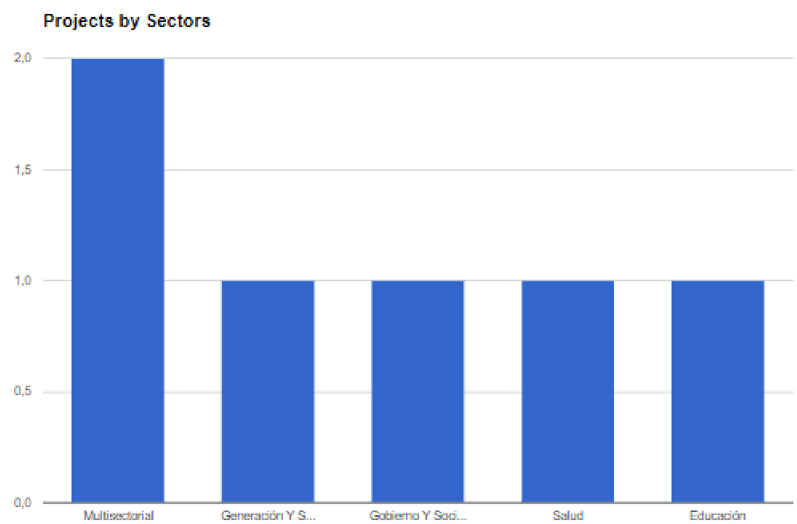
You can search and retrieve only projects that are being executed (In execution activity status in AMP). To use this filter before hitting Search you must select the option.



When using this filter, the interface will only display the total number of projects in execution and no longer the Total number of projects as depicted below.

Municipality Islas de la Bahía > Guanaja	Total number of projects "Ejecución": **2**

The report returns the Projects by Sector chart and the individual projects matching the applied criteria.



Programama Manejo Ambiental de las Islas de la Bahía Fase II 1

2

El Programa consta de tres componentes: Consolidación del sistema regional de manejo ambiental y turismo sostenible; Expansión de los servicios de saneamiento ambiental; y Fortalecimiento municipal y gestión de tierras. Componente 1: Consolidación del esquema regional de manejo ambiental y turismo sostenible (US$3,719 millones). Este componente busca transformar el programa establecido durante la primera etapa en un esquema institucional permanente y autosostenido de gestión ambiental para el archipiélago y sus aguas circundantes. Para tal fin, el Programa fortalecerá la Comisión Ejecutiva de Turismo Sostenible de las Islas de la Bahía y su Unidad Técnica como mecanismos que faciliten una mayor coordinación entre las autoridades locales y las centrales en torno a las decisiones relacionadas con el crecimiento del turismo y la calidad ambiental. Además, el Programa financiará el establecimiento y mejor manejo del sistema regional de áreas protegidas marinas y terrestres, incluyendo demarcación, aplicación de normas, infraestructura para ecoturismo y la protección y restauración de ecosistemas de importancia global. Se establecerá una tarifa para la conservación y el manejo de las áreas protegidas de las Islas de la Bahía, para garantizar la sostenibilidad de estas actividades. El componente incluye una estrategia de participación pública y divulgación moldeada de acuerdo con el contexto cultural y étnico diverso de las Islas de la Bahía y dando especial atención a los grupos vulnerables y con actividades orientadas a promover liderazgo ambiental entre los negocios locales. La estrategia incluye apoyo para convertir en una actividad regular las intervenciones en VIH/SIDA relacionadas con la prevención y educación así como el establecimiento de la capacidad del personal local de salud.. Componente 2: Expansión de los servicios de saneamiento ambiental (US$6,69 millones). Este componente apoyará la expansión de los servicios de suministro de agua, tratamiento de aguas servidas y manejo de desechos sólidos con el fin de garantizar que todas las islas cuentan con una mayor cobertura a favor de la salud pública y la calidad ambiental. Los servicios de saneamiento se ampliarán a los residentes de Utila y Guanaja, y de los nuevos asentamientos o comunidades aisladas en la isla de Roatán que no hicieron parte de la primera etapa. Este componente incluirá asistencia técnica dirigida a ayudar a los municipios a hacer la transición hacia un esquema efectivo de operación y mantenimiento de servicios. Componente 3: Fortalecimiento municipal y gestión de tierras (US$2,52 millones). Este componente apunta a fortalecer la capacidad de los cuatro municipios en su calidad de agentes principales que orientan y toman decisiones relacionadas con el desarrollo sostenible del archipiélago. El Programa financiará la implantación y monitoreo de los Planes de Acción Municipal y actividades piloto en pequeña escala de ordenamiento territorial, dirigidas a demostrar los beneficios que reporta gestionar el crecimiento. Un subcomponente complementario financiará el establecimiento de un registro de propiedad departame[illegible]amente modernizado y ligado a los cuatro c[illegible]municipales.

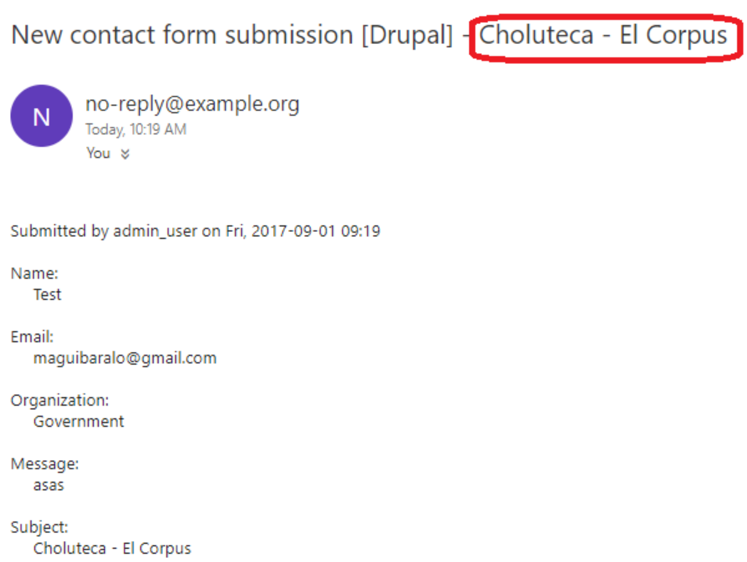
Status (3)	Donor (4)	Sector (5)	Municipalities (6)	Real Commitments (USD) (7)	Real Disbursements (USD) (8)
Finalizado	Banco Interamericano de Desarrollo	400 - MULTISECTORIAL	Guanaja	2,941,000	2,941,000

1. This is the activity title. If you click on the title, you will be redirected to the AMP Activity preview page.
2. This is the activity description.
3. This is the activity status.
4. It displays the donor/s added to the activity,
5. It displays the sector/s added to the activity.

6. It shows the municipalities added to the activity. In case you are searching by Department, this field will likely have more than just one municipality.
7. Funding displayed according to the filtered information. If the project had more than one municipality, then the amounts displayed will match the percentage for that municipality.

Once you have initiated a search, you can export the search results to PDF and Word formats. The total results, the chart and the matching projects will be exported. Notice the options are not available if you didn't yet search.

You can also leave a message related to the data you are viewing. For this, use the **Please leave a message button**. The page that will be displayed is the regular AMP Contact page. The special thing about it is that when the e-mail is sent to the contact user, in the e-mail's subject the text will mention the Department and/or Municipality in question.



Chapter 8 – GIS DASHBOARD

The new GIS module is accessible either from the Dashboards Menu on the AMP main menu or Public Portal view. Click on the GIS module and a new window will open displaying the country map.

Funding Information in the Map

GIS Map allows you to define what information to display based on your needs. Locations can be displayed at the Country level and at each administrative division, such as region, zone, district, and if a country has undergone geocoding, at the activity site level, which displays the most specific location an activity for a project is taking place that is available. Bubbles within the location reference display the total number of projects taking place at this location.

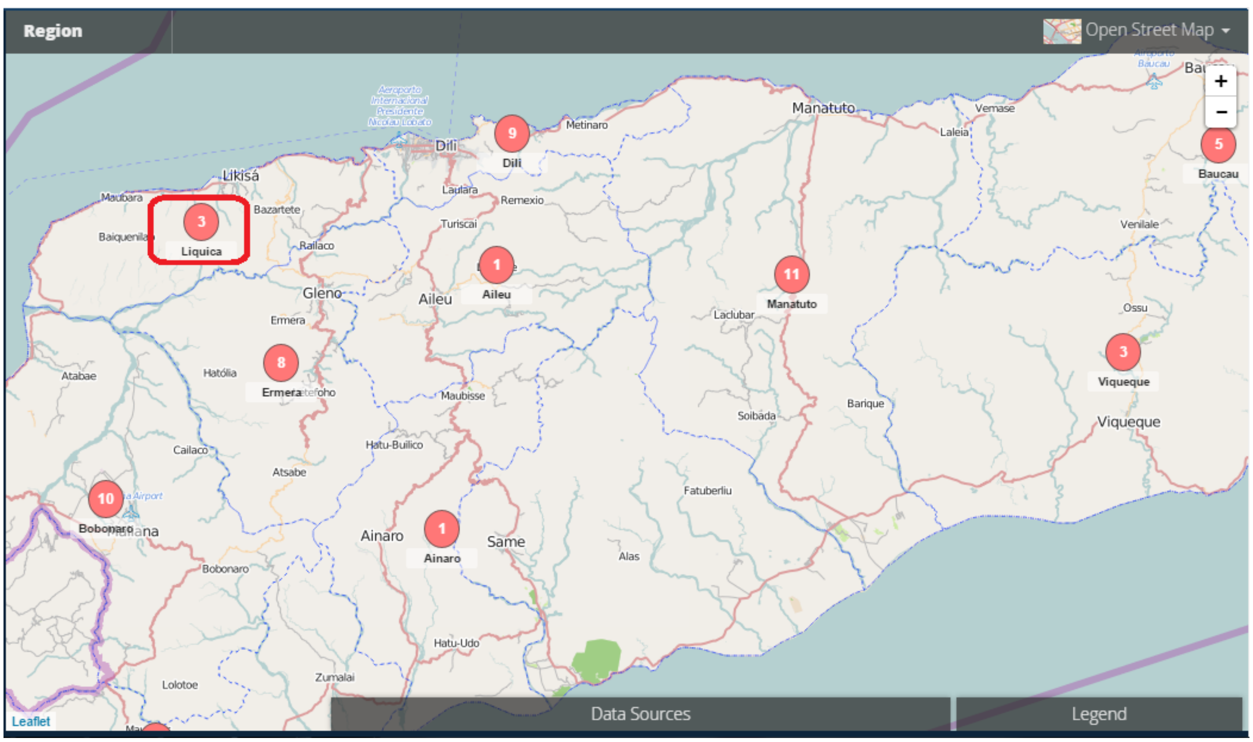


Figure 8.1 – Funding Information on the Map

You can zoom in on the map (by double clicking, moving the line on the zoom bar on the left side of the map up, or using your mouse scroll wheel). Clicking on a location bubble will bring up a quick reference of its distribution in terms of Donors and Sectors via pie chart, as well as the Project List.

Legends with color coding scheme are automatically updated based on filters or indicators you select.

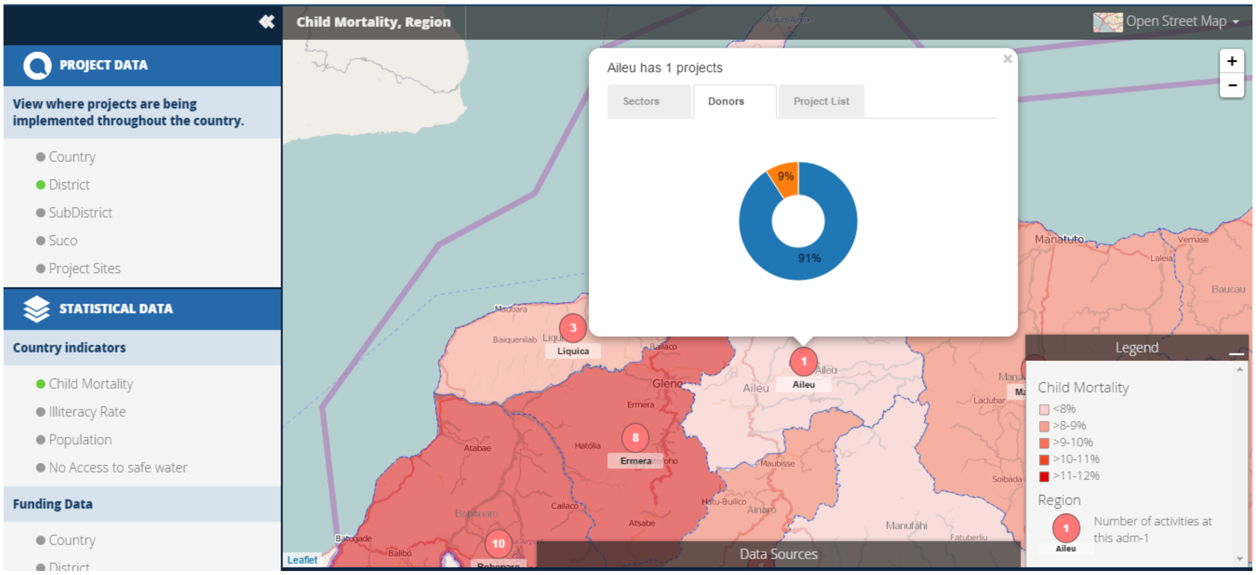


Figure 8.2 – Project Site summary information

You can hover the mouse over each Donor or Sector, in order to learn about its funding information in the configured currency as shown below.

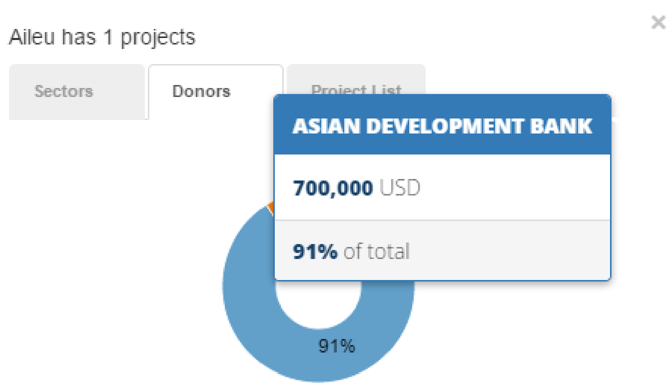


Figure 8.3 – Donor funding summary

Project Data

There are different ways to visualize Projects, by clicking on one of the following options:

1. National: Total number of projects being implemented at the Country level
2. By Administrative Division n: Total number of projects being implemented in that Administrative region.

3. Projects Sites: Click here to show all the specific local project sites which are being implemented. Click on a specific project site to see all project sites which are part of the same project.

When you click on the selection again it will turn the layer back off.

If displaying Project Sites, you can toggle between showing locations by Sector or by Donor Agency via the Legend in the bottom-right corner.

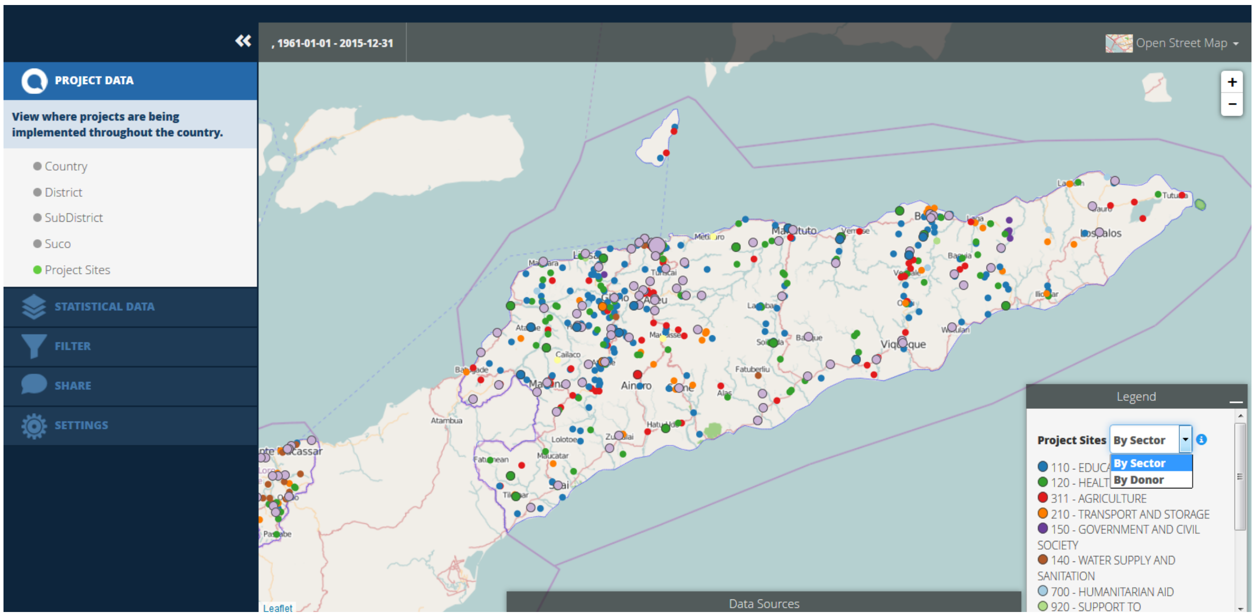


Figure 8.4 – Project Sites by Donor or By Sector

Statistical Data

You can also view information related to Country Indicators or Funding Data by clicking the proper button in the left-hand side of the map (indicators shown depend upon each country's data). Once clicked, a map layer will be created using the indicator or funding data and generate a legend in the bottom-right corner. When you click on the selection again it will turn the layer back off.

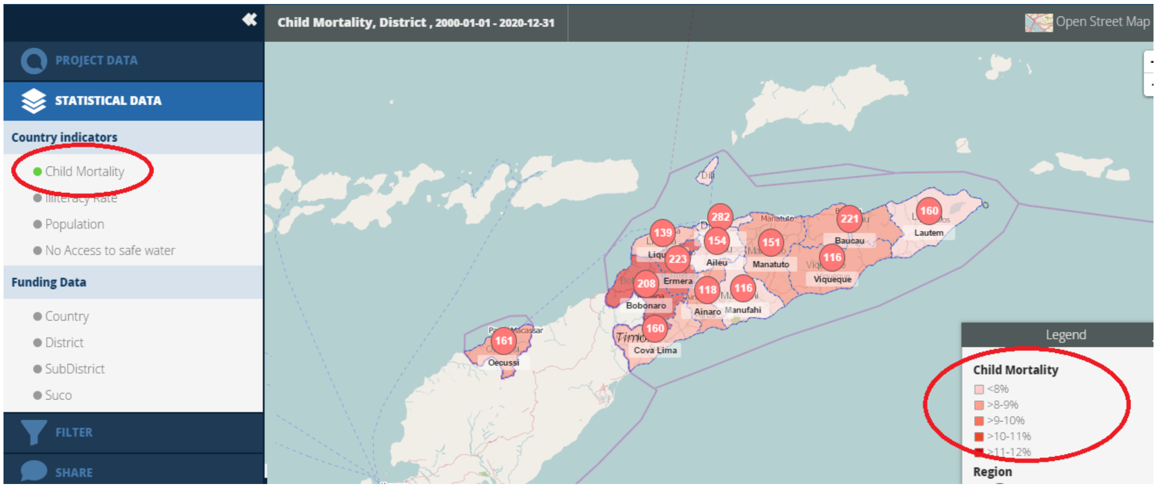


Figure 8.5 – Selecting Indicator Layers

GIS Layer Manager

Users are able to upload and manage their own statistical layers for the GIS Map. GIS statistical layers upload are split into three categories:

Admin User: these layers are uploaded by the admin, and are available to all logged in and public users via the standard GIS left-hand side menu under "Standard Layers"

Logged-in User: uploaded by a user that can determine if they want to keep the layers private (only current user sees it), shared with the workspace (would be able to share with those workspaces the user is part of), or available to the public.

Public User: is able to access standard and shared statistical layers, and is able to temporarily upload their own. These layers are not shared with anyone else and are available for a period of 12 hours. Public users cannot delete or share any other layers.

General View of Statistical Layers

Statistical Data section in left hand side menu is divided into four sub sections which include:

- **Standard Layers:** admin created or RASTER served layers.
- **My Layers:** public or logged in user list of created layers.
- **Shared Layers**: logged in or admin created layers shared with specific workspaces. Public users cannot share layers.
- **Funding Data:** data organized based on administrative level representing project's funding data.

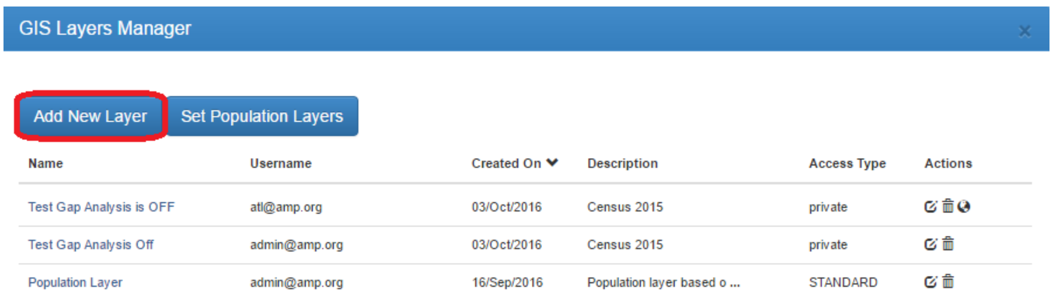
When creating a new layer, the wizard is the same for all three user types, the only difference will rely on what is seen on the Layer list as explained below.

If **public user:** there is no list of layers.

If **logged-in user:** you will be able to Add New Layer and see the list of layers created with your user. It's not possible to see or configure the Population Layers.

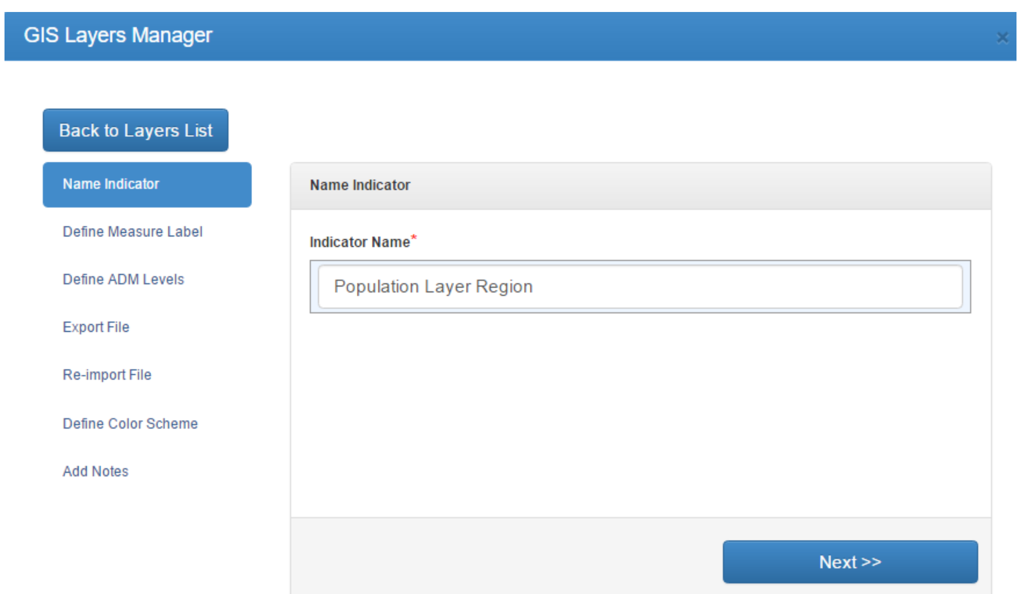
If **Admin user:** you will be able to Add New Layer and Set Population Layers, you will see all the layers created in the system (regardless of who created them or when) except for publicly created layers.

1. Enter the Statistical Layer Manager and click "Add New Layer"



2. Follow the Wizard steps

   a) Enter a name (hint: add "Region" "Zone" or "District" to the title to make it easier for the users to understand).



b) **Enter the Measure Label** (e.g. $, "%" "Persons" "Percentage", etc.), and select the appropriate Indicator Layer Type to define what type of data is being represented (needed for Gap Analysis feature.. The AMP accepts four types of measures for an indicator layer:

1) P**er Capita** indicators represent a value per person, describing an average value for the population.

Example: electricity consumption per capita (kWh/person) measures the average electric power generated per person

2) **Ratio (% of Total Population)** indicators express a value as a proportion of the total population.

Example: morbidity rate (%) measures the number of people suffering from a disease relative to the total population, describing the frequency that the disease appears within the population.

Must be entered as a decimal for uploading to ATP

3) **Ratio (Other)** indicators represent a value as a proportion of something other than the total population.

Example: infant mortality rate (%) reflects the number of deaths of children less

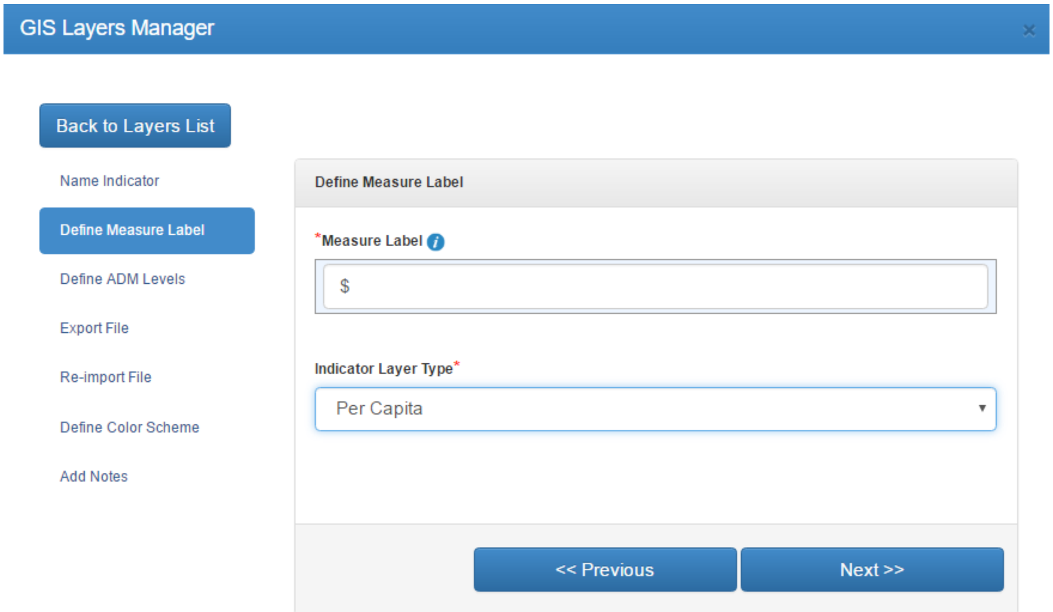
than 1 year of age per 1000 live births

Must be entered as a decimal for uploading to ATP

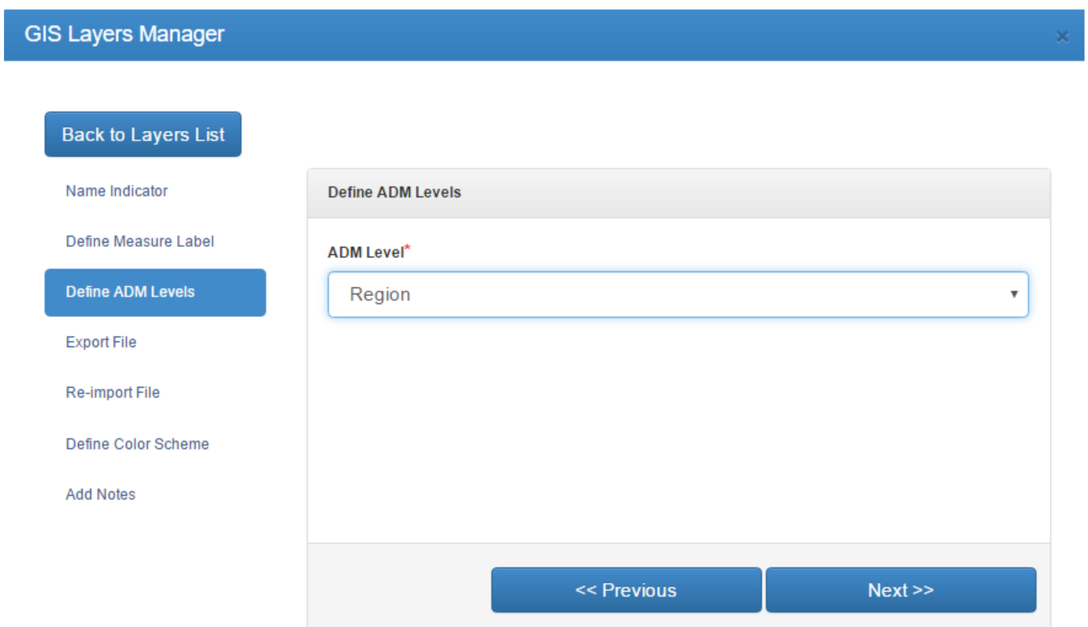
The Gap Analysis function is not available for this indicator type.

4) **Count indicators** represent a numeric value.

Example: district population (# of people) is a count of the number of people living in a district at one point in time



c) **Select the appropriate ADM level** for the indicator layer you wish to create (in this example, using Region)



d) Export the Indicator Data by clicking on the Export Indicator Table button. Enter data for the new indicator in the empty column and save the excel file.

C2 | 10000

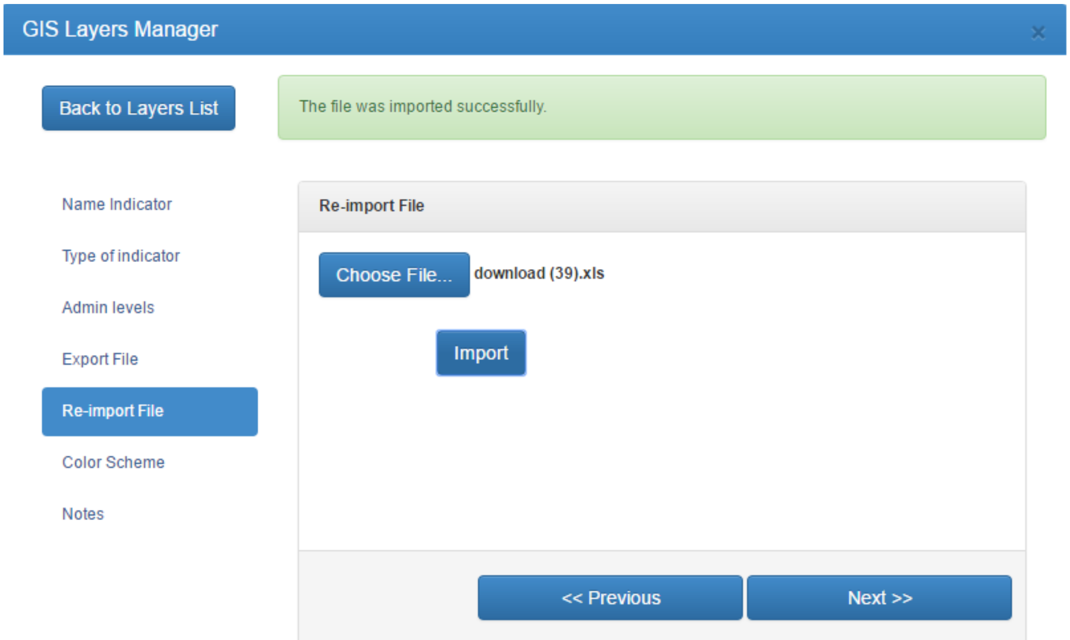
	A	B	C	D	E
1	**Region**	**ID_TITLE**	**Population Layer**		
2	Aileu	6133	10000		
3	Ainaro	6134	20000		
4	Baucau	6135	30000		
5	Bobonaro	6136	40000		
6	Cova Lima	6137	50000		
7	Dili	6138	60000		
8	Ermera	6139	70000		
9	Lautem	6141	80000		
10	Liquica	6140	90000		
11	Manatuto	6142	100000		
12	Manufahi	6143	110000		
13	Oecussi	6144	120000		
14	Viqueque	6145	130000		
15					
16					
17					

e) Upload the previously updated file. Make sure to add at least one value for the new layer and click on "Import"

a) Click "Choose File" and find saved file from previous step.

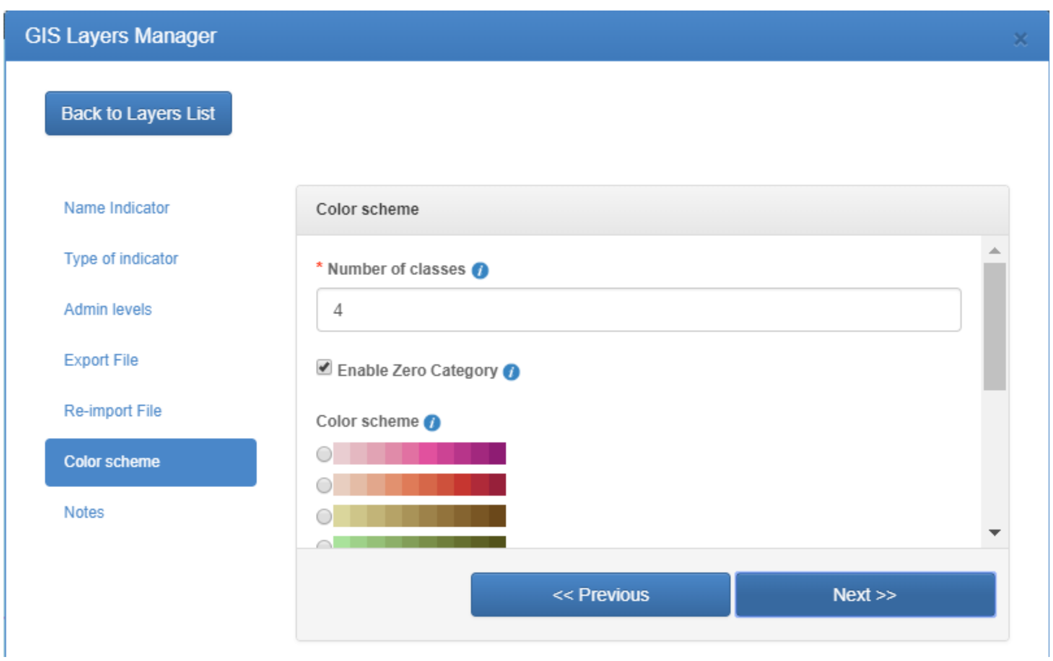
b) Click Import. If file is successfully uploaded, a message will be displayed in green. If some error occurs, a message will be displayed in red.

c) Click on Next button

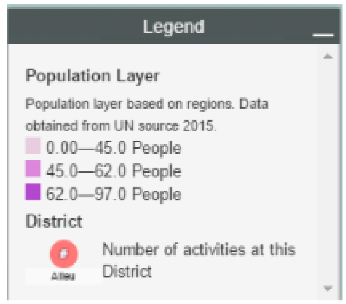


f) Enter the number of classes (hint: 4-8 would be most appropriate – consider using more classes for districts and fewer for regions/zones).

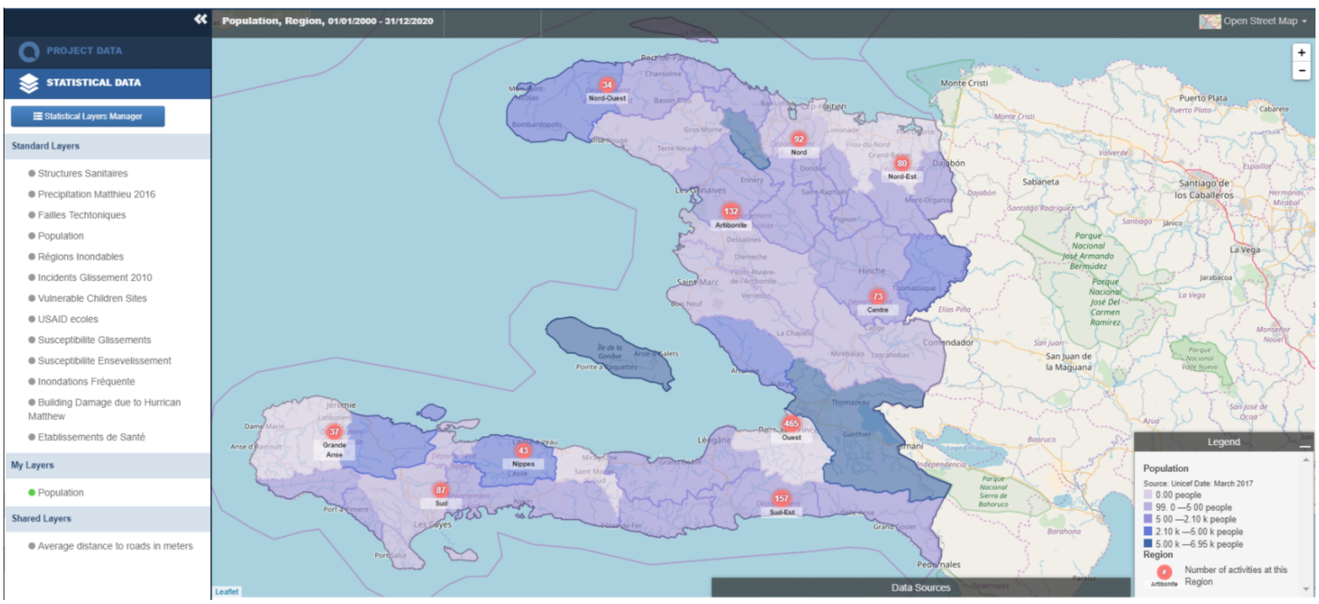
In case the data set contains values with 0 and you want to have them separate from other breaks, use the “Enable Zero Category” checkbox and finally select the color scheme.



g) Last step is to add any notes that will be displayed in the GIS map under the Legend area as depicted below. This information will also serve as tooltip text when hovering the mouse over the layer name.



Now open the map and load the new layer in GIS Statistical Data section in left hand side menu.



Navigating the Map

To move around in the map, hold down the left mouse key and move your mouse to drag the map in the direction you want to go. Double-clicking on the map will zoom in, use the zoom bar on the right-side of the map to zoom in and out, use your mouse center wheel or use “+” and “–“ keys to zoom in and out respectively.

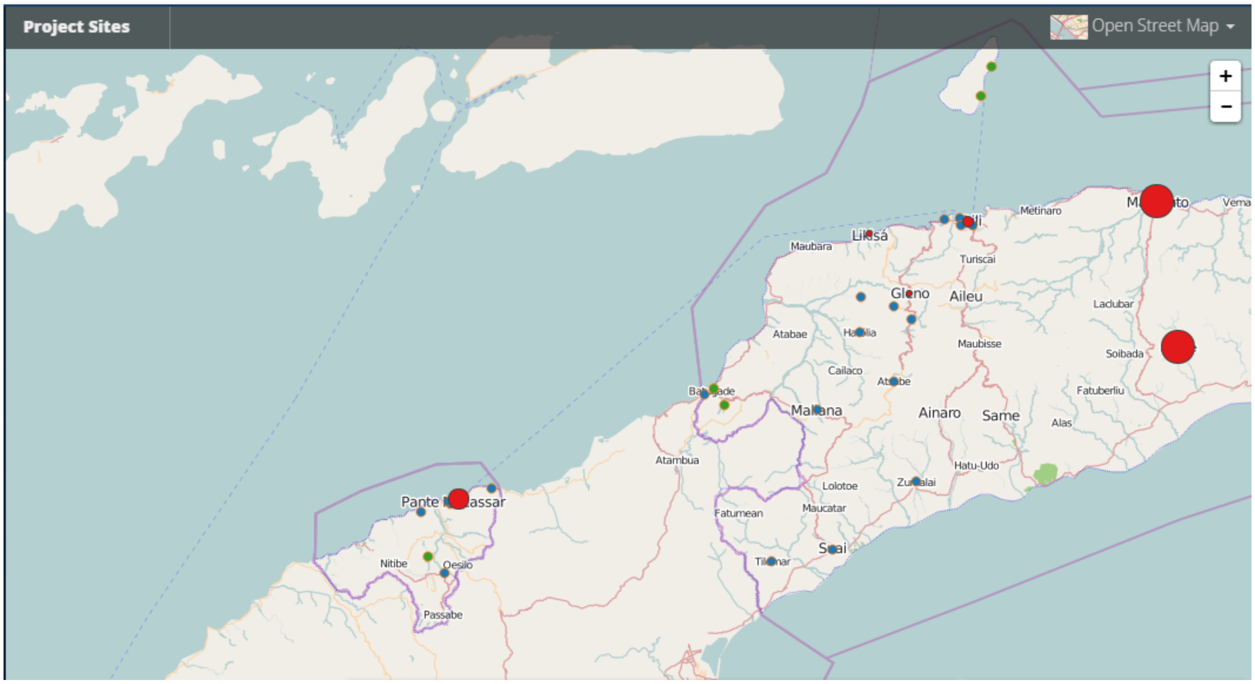


Figure 8.6 – Navigating the map

Changing Base Maps

There are several "base maps" available for use, including satellite Imagery and Open Street Maps. To change the base map that you are using, click on the base map name option on the top-right corner and select the base map you want to use. Note that some base maps are not available at all zoom levels, so they may disappear when you zoom in on the map.

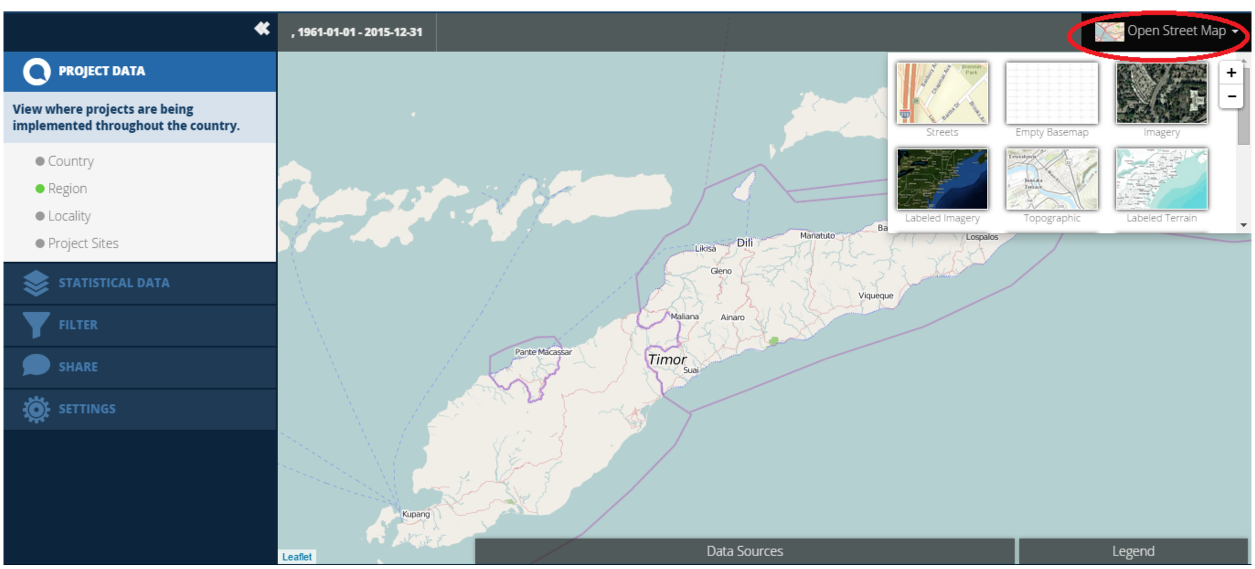


Figure 8.7 – Changing Base map

Filters

All the information in the map can be filtered. To access, click Filter in the left-hand side of the map and select the filters you want to apply. After that, click “Apply” to update results. Filter popup window will automatically close if filters are applied. To close the filter box without applying any filters, either Click “Cancel” or use the “x” in the top-right corner. You can also return to the initial filter settings by opening “Filter” and clicking on “Reset” and then “Apply”.

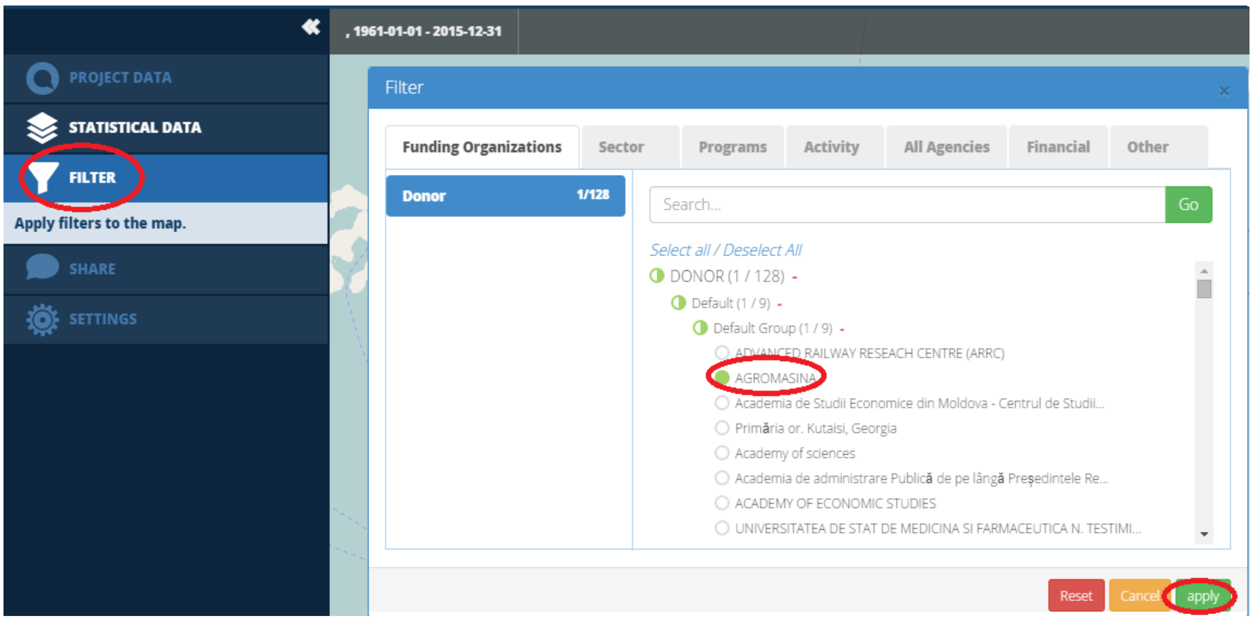


Figure 8.8 – Applying filters to a map

Share Map

You can Share the map by hitting the Share button and simply copying the link and pasting it in the target media. All of this from the GIS map left-hand side menu as shown below. All data displayed in the map (including all filters, layers and settings that have been applied) will be displayed when the link is shared.

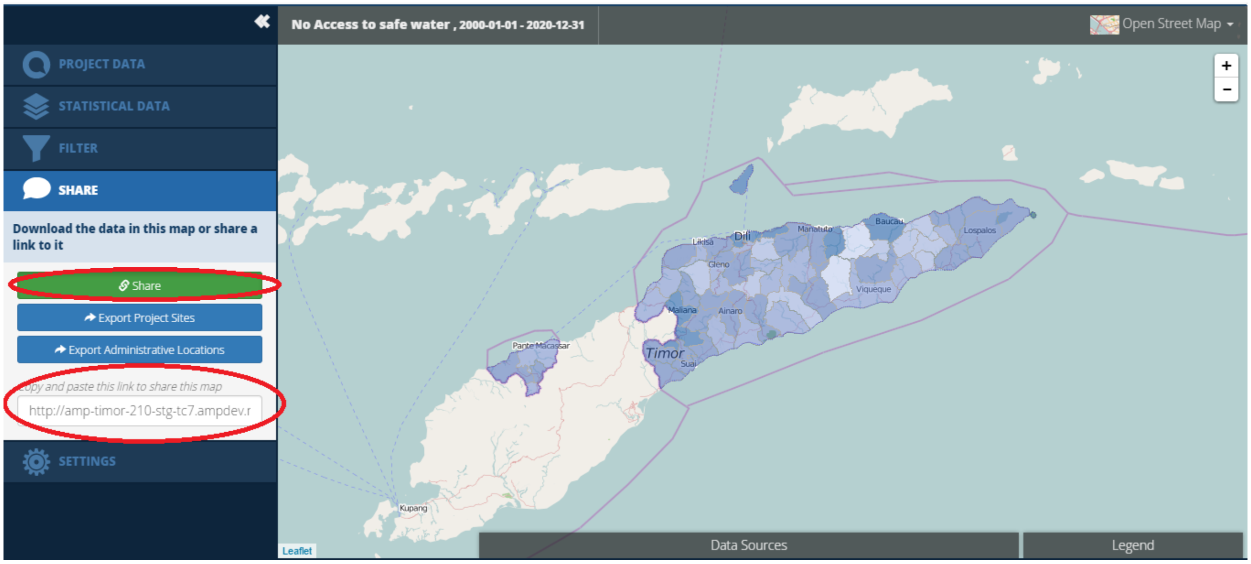
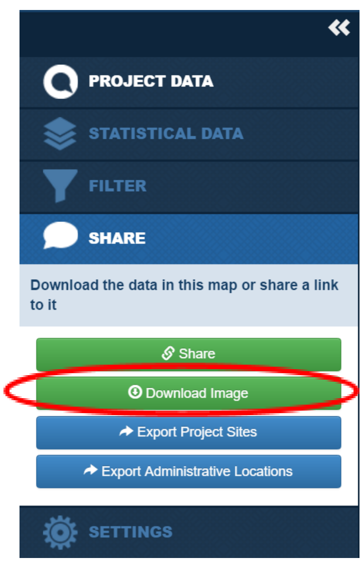


Figure 8.9 – Map sharing capabilities

Download Image

You can download the map image the way you see it in AMP but without any extra data like applied filters, buttons, menus and minimized windows. Project sites pop-ups, and maximized windows will be displayed.



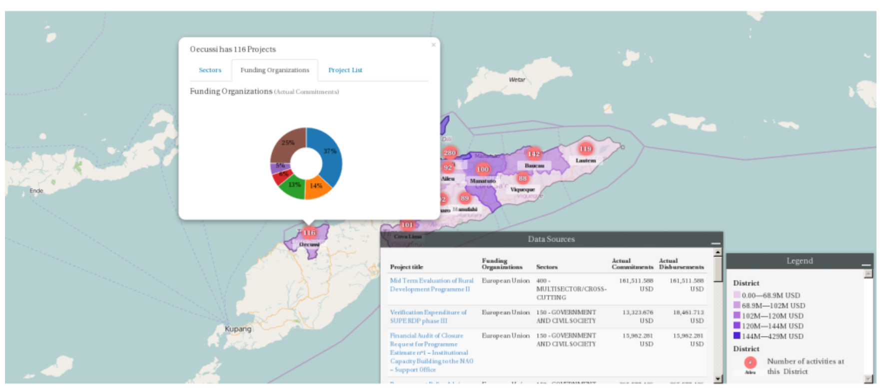


Figure 8.11 – Downloaded Image Example

Figure 8.10 – Map download capabilities

Export

You can export all data displayed in the map by clicking either "Export Projects Sites or Export Administrative Locations" under Share in the left-hand side menu. This will export all information within the GIS regardless of any filters that have been set.

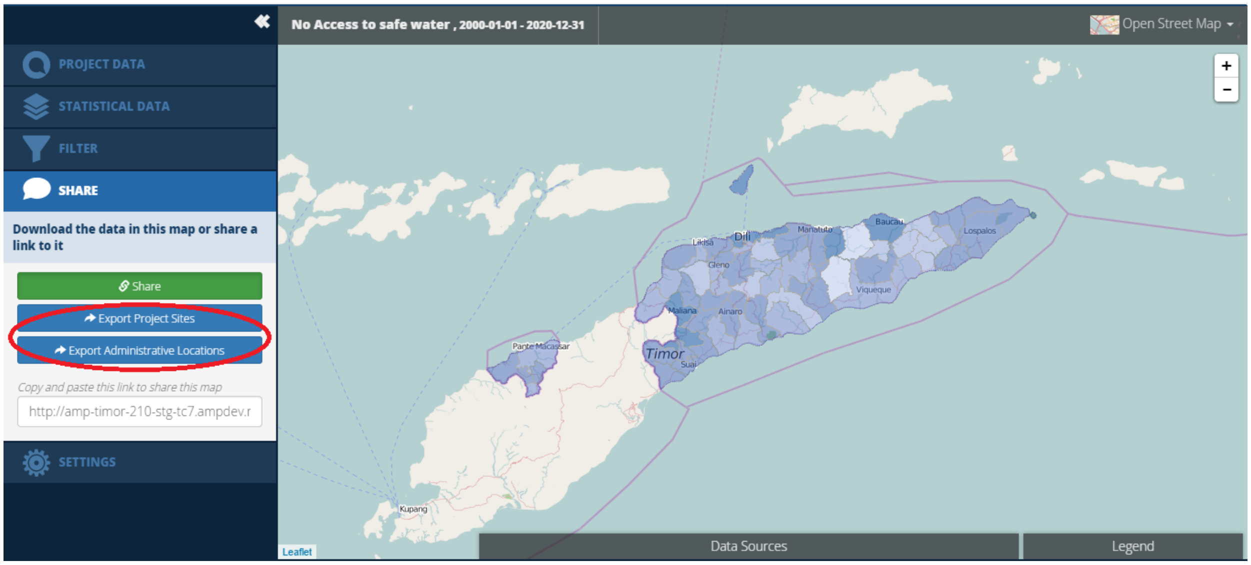


Figure 8.12 – Map exporting capabilities

Settings

You can change various settings in the map via the Settings section in the left hand side menu.

Currency: You can determine which currency the map displays funding in

Calendar Type: You can decide if funding information should be displayed by Gregorian Calendar, Government Fiscal Calendar, etc.

Funding Type: The map shows Actual Commitments by default, but can be switched to show Actual Disbursements.

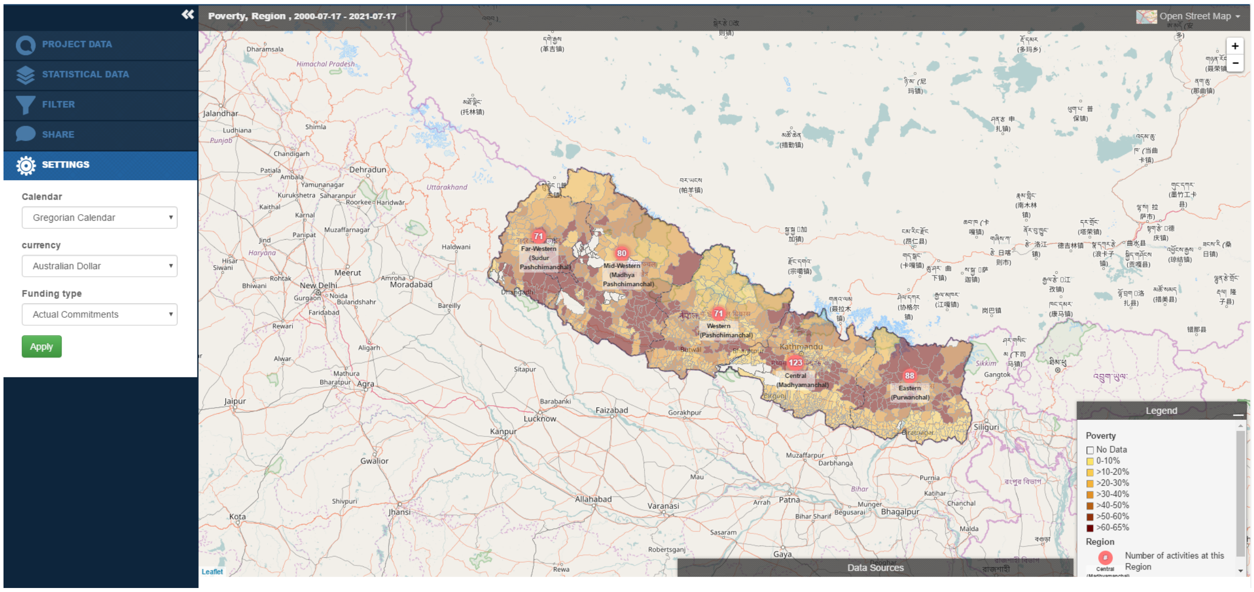


Figure 8.13 – Map Settings capabilities

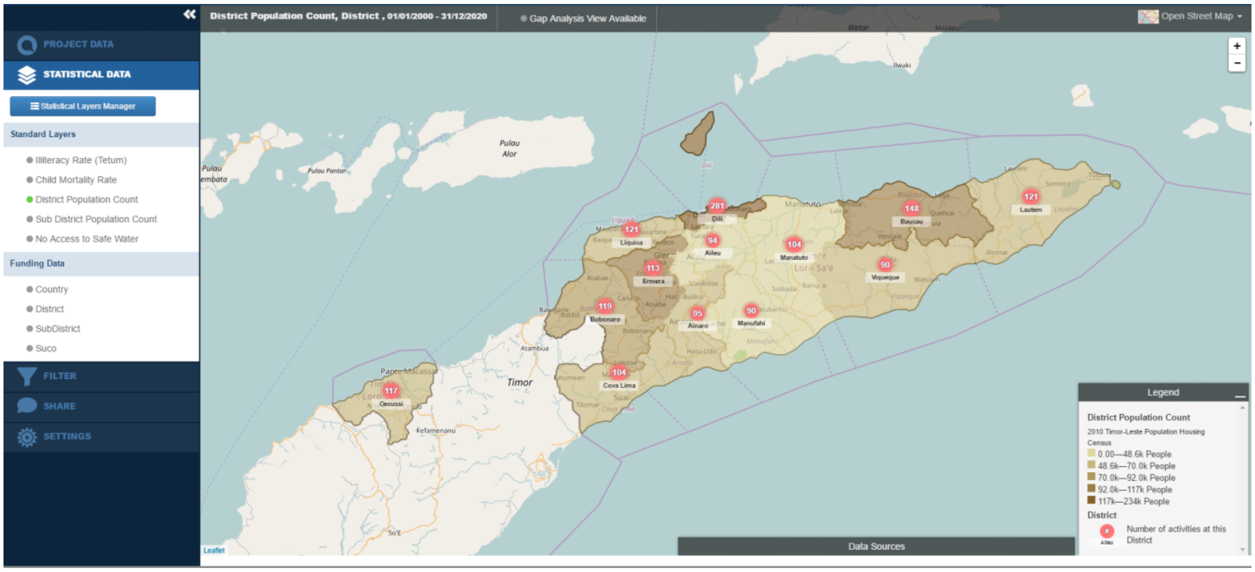
Print

This version allows you to print the map using your Operating System's (OS) capabilities. This means there is no Print button or option from the AMP interface itself.

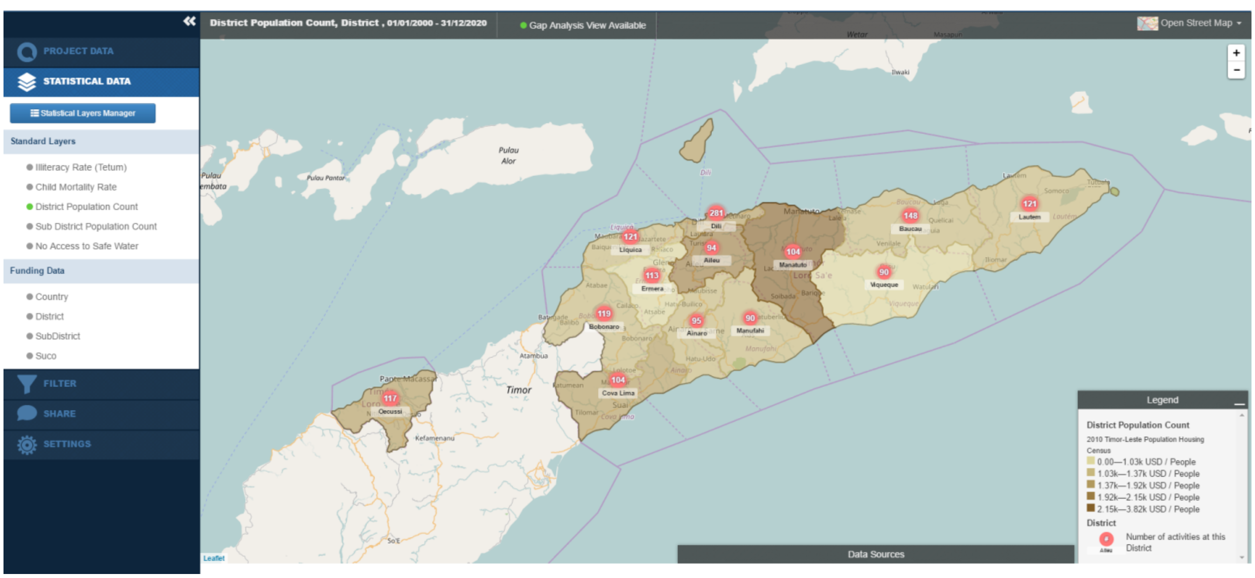
Gap Analysis

The AMP Map Tool allows users to create and display statistical layers alongside project funding and location data. The figure below shows an example using district population data from the 2010 Timor-Leste census.

The five classes in the legend are displayed as five shades of the color brown, with light brown representing less population and dark brown representing more population. For example, Dili district has 234,026 residents so is shaded the darkest brown, while Manufahi has 48,628 residents so it is shaded the lightest brown.



While the above map is useful for displaying variation in population density across districts, it does not tell us anything about whether the funds directed to districts are proportional to their population. In general, Gap Analysis can help answer whether funding is reaching areas with the greatest need. In this example, Gap Analysis can help us look at how equitably project funding is distributed, given the population count of each district. In the figure below, we turned on the "Gap Analysis View" in the top toolbar.



Now the legend changes – each class represents project funding divided by the district population count (USD per person). Dili district is the middle shade of brown since it receives $1,787/person, while Manufahi district is the second lightest shade of brown since it receives $1,206/person.

Interpreting Gap Analysis

The purpose of gap analysis is to identify how well donor funds are distributed across areas relative to need. If funding were allocated equitably across districts, the map would display each district as the color of the middle range. Therefore darker shades indicate areas that have received more funding per need, while lighter shades indicate areas that have received less funding per need.

Examples of Indicators by Type

When you want to create a new statistical layer, you will need to identify the type of data you are uploading. For example, we can categorize some common World Bank indicators as follows:

Per Capita	Ratio (% of Total Population)	Ratio (Other)	Count
• Arable land (hectares per person) • Net ODA received per capita (USD per capita) • CO2 emissions (metric tons per capita)	• Rural population (% of total population) • Improved sanitation facilities (% of total population with access) • Population aged 15-64 (% of total population)	• Rural poverty headcount ratio at national poverty line (% of rural population) • Agricultural land (% of total land) • Employment in agriculture (% of employed population)	• Forest area (sq. km) • Rural population • Children out of primary school, female

Remember that ratios are important for understanding development data, and can help us answer different types of questions. For example, let's pretend we have some basic data on population and income in Dili:

- Total income per year: $1 billion/year
- Total population: 400,000 people
- Population living below the poverty line: 200,000 people
- Population living in rural area: 100,000 people
- Rural population living below the poverty line: 75,000 people

We could then ask and answer multiple questions about poverty in Dili, such as:

1. What is the average yearly income a person living in Dili?

   Answer: This is an example of a Per Capita indicator.

2. How many poor people live in Dili?

   Answer: 200,000 people. This is an example of a Count indicator.

3. Out of the total population in Dili, what percent of the people are poor?

   Answer: This is an example of a Ratio (% of Total Population) indicator.

4. Out of the rural population in Dili, what percent of the people are poor?

Answer: This is an example of a Ratio (Other) indicator.

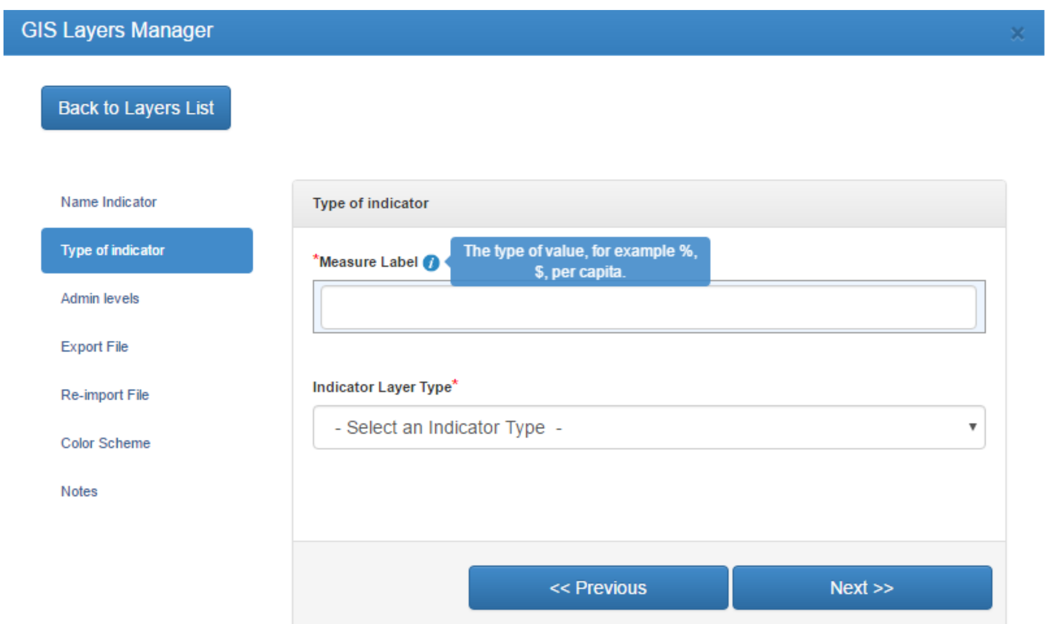
Information Note

Understanding Ratios – A ratio is just another way of representing a value as a portion of the total, similar to using a decimal, or percent. For example, if 1 of 4 residents in Dili is living below the poverty line:

- The percentage of Dili residents living below the poverty line is 25%
- This is equivalent to the decimal 0.25

Highlights

On the main steps of the layer wizard there are tooltips to guide you through the layer creation process that will provide useful information to understand what each step means.



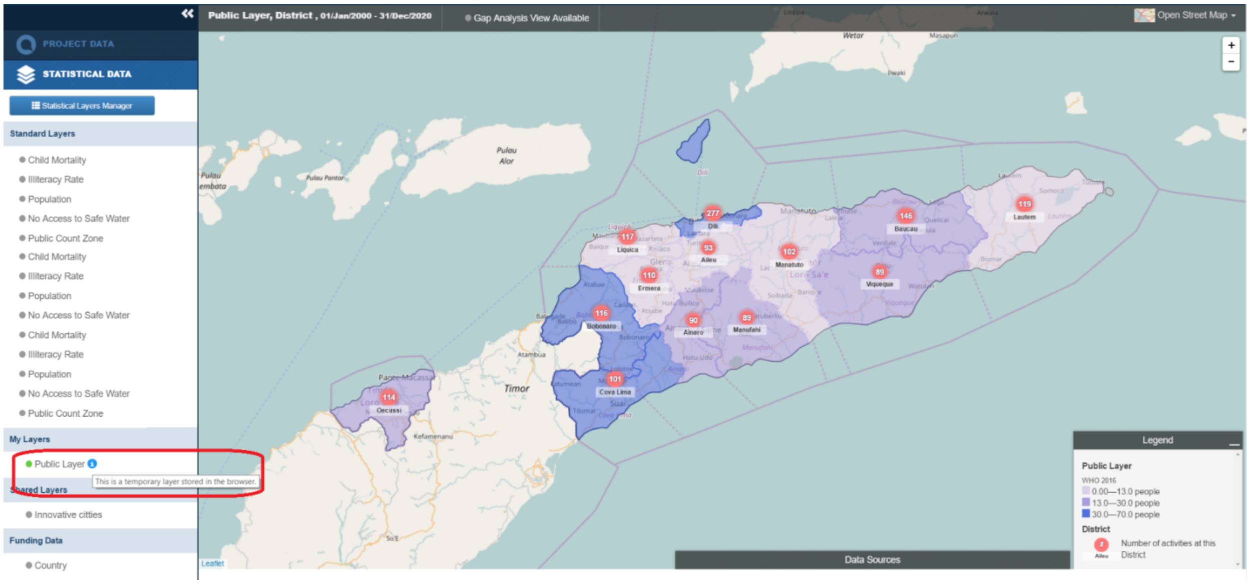
When hovering the mouse over layer names, you can see a tooltip with some additional information:

Standard Layers: tooltip with notes (if any) and date created. .

My Layers: tooltip with notes text (if any), date created, and user that created it.

Shared Layers: tooltip with date created and user

Also for Public Layers a blue icon next to the layer name is displayed as shown below specifying the layer is temporary.



Chapter 9 – IATI Importer

Data Import Manager Module is used to import projects into AMP. The source of the information can be any feed that contain data in IATI xml format. The IATI Standard was agreed in February 2011, and a variety of assistance-providing and implementing organizations have now started publishing data on their projects in line with the Standard. More information about all the feeds, publishers, URLs can be found at IATI registry website.

The feeds that contain projects in IATI format address to different elements that are mapped to Amp Activity Form such as: title, objective, description, status, projects dates, funding information, sectors, programs, etc. There are several scenarios for importing data according to the options selected in the Data Import Module, but also according to whether it is a first import or an update of existing data.

If configured, you will see the option to navigate to the IATI Tool from the TOOLS menu as displayed below.

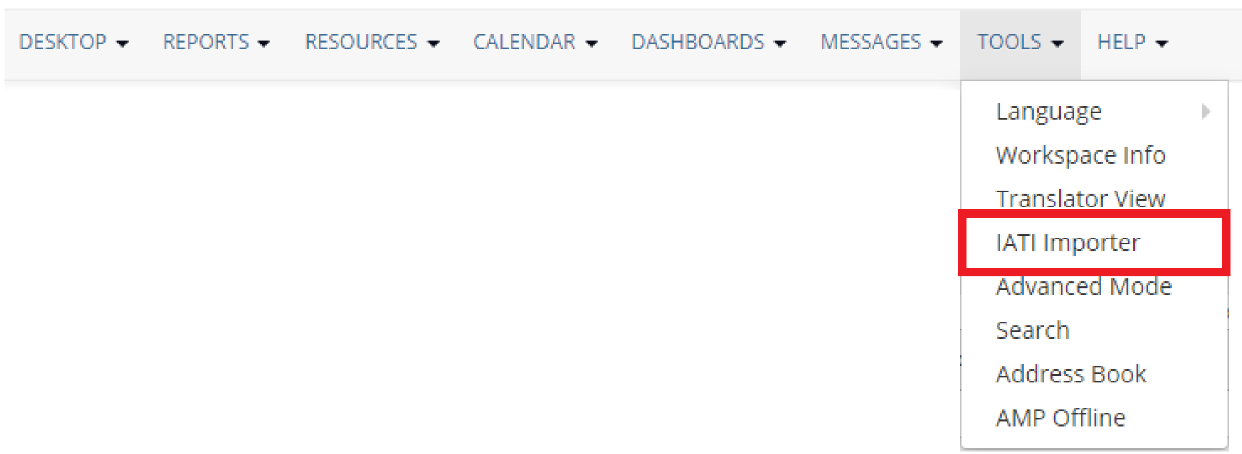


Figure 9.1 - IATI Importer link in TOOLS menu

For more information on how to use the tool please refer to IATI Tool User manual. It covers the basic scenario and explains in detail the main stages of a normal import. The set of available options is explained in detail to guide you in the development of additional scenarios.

Chapter 10 – Permissions

Understanding permissions is a key part of understanding how the AMP Software works. Permissions determine which activities and fields a given user can edit, based on a combination of the workspace the user is in, that workspace's "permission strategy", and the user's role within a given activity.

Workspace and activities

The first step to determining whether a user is able to view or edit an activity is to determine whether or not the user has access to that activity in their workspace. A workspace contains collection of activities that can be viewed by a subset of users who have been given access to that workspace. Every workspace has a workspace manager who can add or remove users from that workspace. Workspace managers are set by the AMP administrator, and the administrator can also add or remove workspace members. There are two types of workspaces: team workspaces and management workspaces. Further, team workspaces are divided into non-computed and computed workspaces.

A non-computed workspace is used for creating activities, and for viewing and editing activities created in that workspace. Non-computed workspaces only contain activities which were created by users in that workspace or which were added to that workspace by the AMP administrator.

A computed workspace contains activities determined according to a certain set of filter criteria ("e.g. all activities where DFID is the funding agency"). The filter criteria governing which activities are contained in a computed workspace are set by the AMP administrator.

A management workspace contains validated activities from a set of non-computed workspaces, assigned as "child workspaces" to that management workspace. Management workspaces are "read only" – users can see the activities contained within a management workspace, but have to enter the child workspace in order to edit an activity.

Figure 10.1, below, provides an illustration of an example relationship between management, computed, and non-computed workspaces.

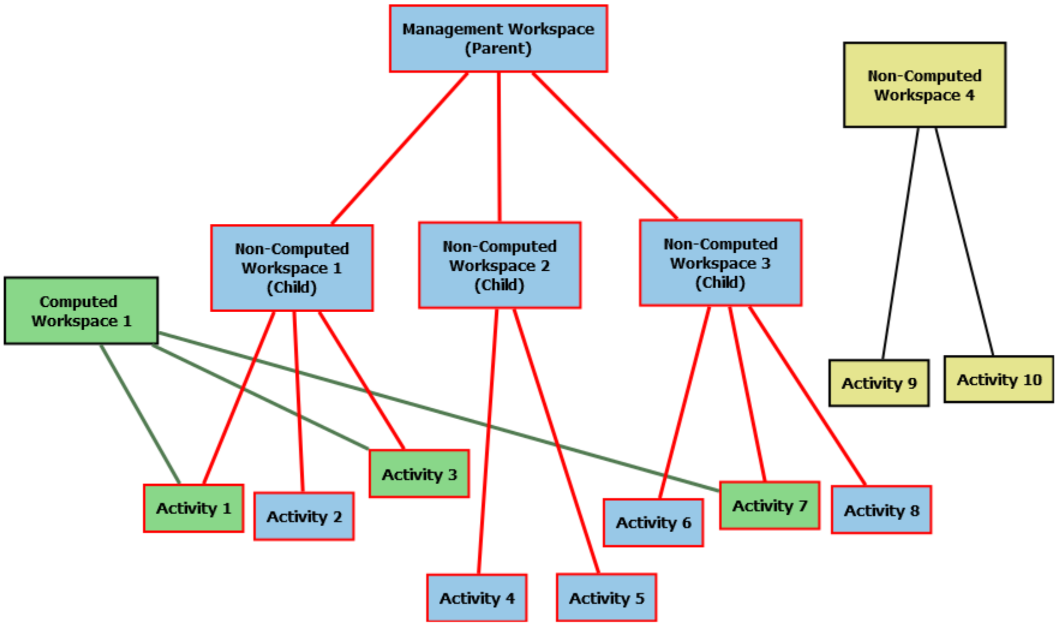


Figure 10.1 - An example of workspace structures in AMP

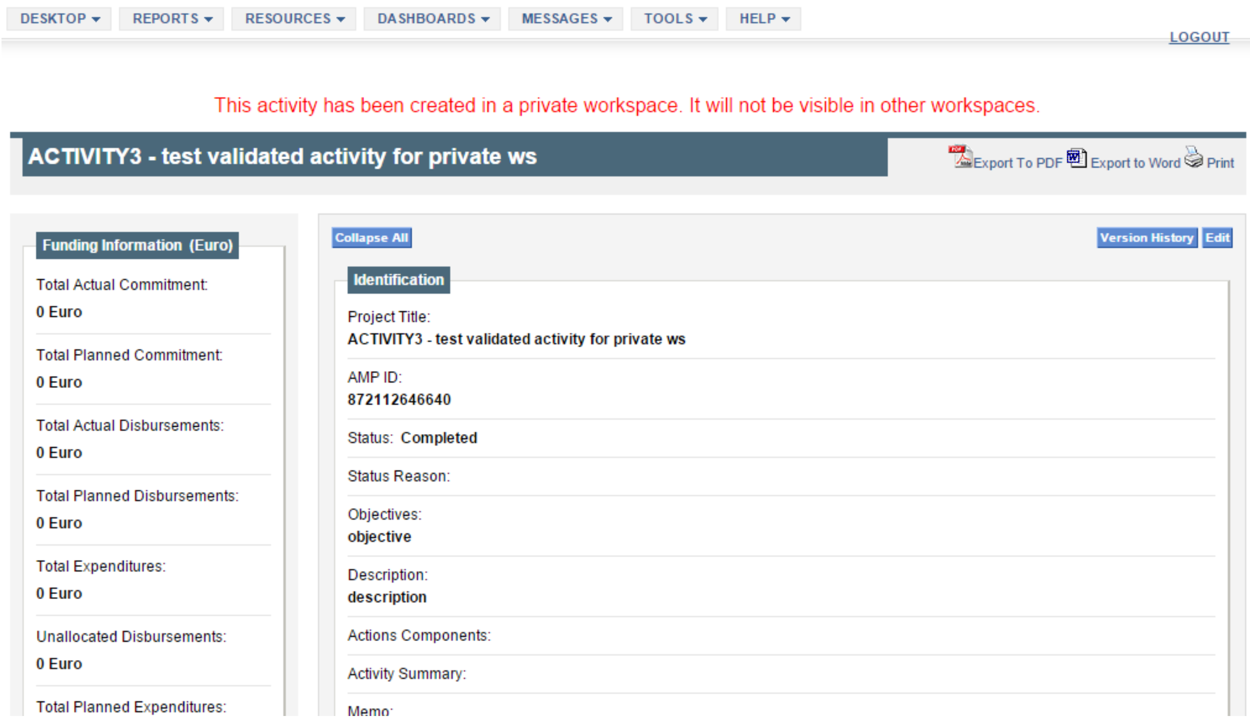
Three non-computed workspaces (Non-Computed Workspaces 1, 2, and 3) are part of a management workspace - their activities can be viewed and edited in each of the non-computed workspaces, but can also be viewed together in the management workspace. A fourth non-computed workspace (Non-Computed Workspace 4) is not part of the management workspace – its activities can only be viewed and edited directly within the non-computed workspace. A computed workspace (Computed Workspace 1) contains a subset of activities from several non-computed workspaces - these activities are determined according to a set of filter criteria (e.g. "all activities where the funding is channeled through the Ministry of Food and Agriculture").

In addition to the different types of workspaces, there are also different types of users within each workspace. A workspace manager has full access to view and edit all activities stored in the workspace. A workspace member has rights which are defined according to the permission strategies and settings described in the rest of this section. A public user does not have an AMP login, and only has rights to the documents and activities made available for the public view.

Understanding workspaces it the first step to understanding permissions. Regardless of the permission settings for a given workspace, a user can only view or edit an activity if that activity is available in the workspace which the user is in. Further, users can never edit activities when using a management workspace, as management workspaces are read only.

Private Workspaces are intended to be used for Training or Testing purposes in order to exclude its activities from computed workspaces.

This option is configured by Admin at the workspace level. It can be done initially when the workspace is created or once it already exists. The only thing to keep in mind is that if the workspace was a children's workspace of a management workspace, this relationship is removed as soon as the workspace is marked as private. There is also a warning message in the Activity Form Preview, when the Activity belongs to a Private workspace, because it will not be visible from other workspaces, as shown below.



Chapter 11 – AMP Offline Desktop Client

AMP provides the ability to download a desktop application to be able to enter or update activity data even if you have a weak connection or internet connection issues.

Initially, to be able to start using the application, a stable connection is necessary to download the app and do the initial login and sync. Once this phase is successfully completed, you can work in offline mode by using the desktop application. Once you are done using it, you can do a data sync with AMP as soon as a connection is available.

If configured, you will see the option to download the desktop client in Tools menu as displayed below.

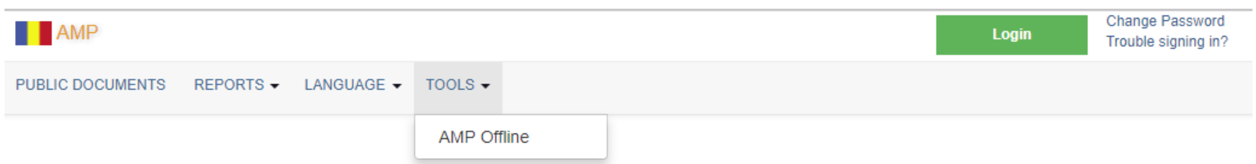
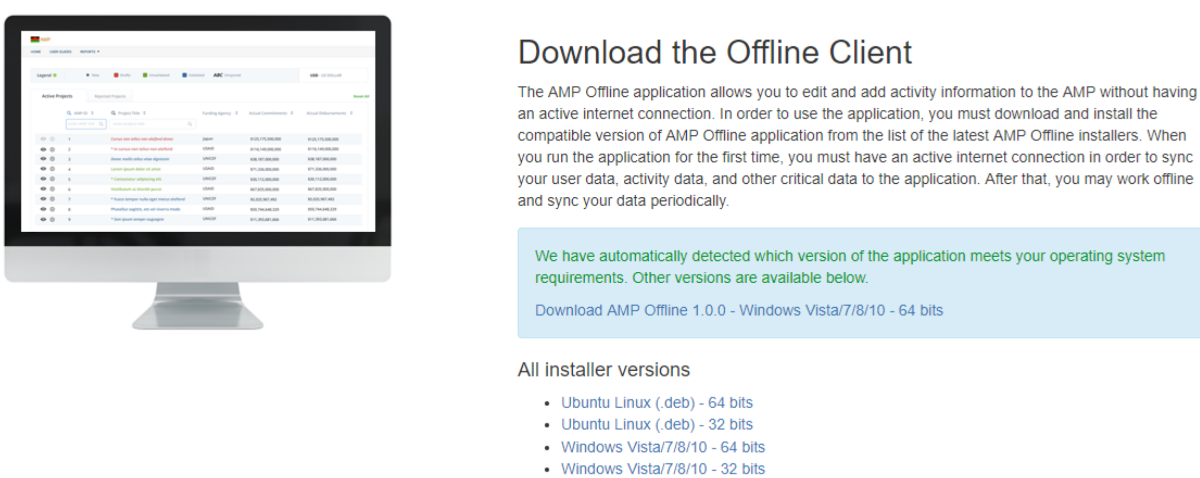


Figure 14.3

The AMP Offline download page will automatically detect the Operating System you are running and it will suggest the right installer to download. Nevertheless, you will still have the ability to download any of the available installers as needed.



Important Note

The Firewall configuration in the computers running the AMP Offline desktop client should not block connections to 80 or 443 remote ports.

For more information on how to install and use the application please refer to the AMP Offline Desktop App User manual.

Making international development data easier to gather, use, and understand.

For information or inquiries, please contact us at **info@developmentgateway.org**

Development Gateway
1100 13th Street NW, Suite 800
Washington, DC 20005 USA
+1 (202) 572-9200

@DGateway
www.developmentgateway.org