

# **CASE MANAGEMENT DATABASE SYSTEM ADMINISTRATION MANUAL**

## *Overview*

### **What Is Case Management Database?**

- ❖ Case management Data base is a standardize electronic database and archiving system for storage, preservation, analysis, virtualization, tracking services provided to the beneficiaries, case management and reporting of the programme .
- ❖ For the users to be able to access the Case management Database System at remote areas they must install Case management Database system.
- ❖ So the system at end the system will have the following benefits
  - Archiving system for storage
  - Analyzing and virtualization of data inputed
  - Tracking of the data
  - Reporting of our programme with specific reference to details of the persons whom we reach with services within the response

## System Requirements

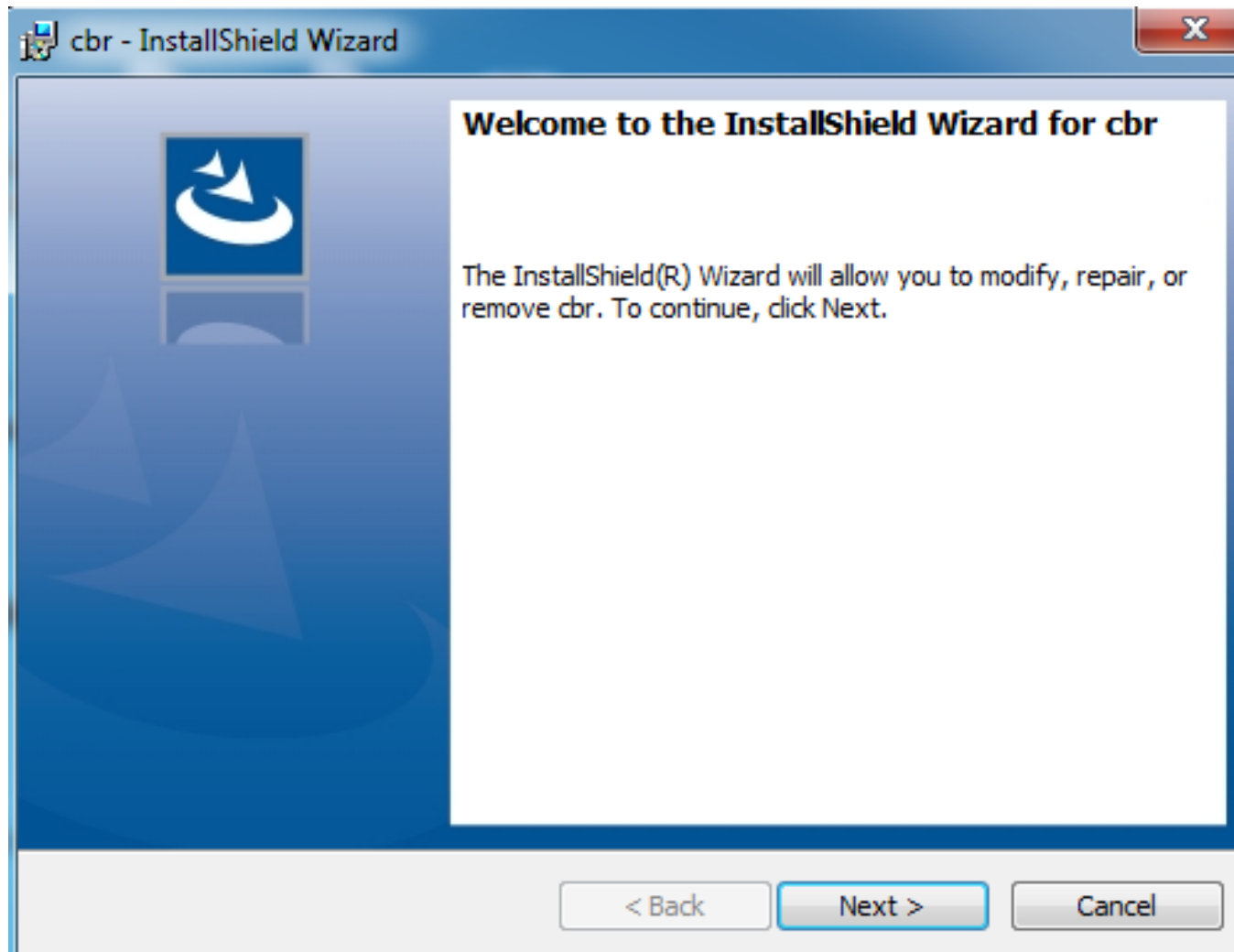
- ❖ To install Case management Database on any system you need administrator privileges

Computer	Operating Systems	Requirements
<b>Any Computer</b>	<ul style="list-style-type: none"><li>➤ Windows 10 32/64 bit</li><li>➤ Windows 8 32/64-bit</li><li>➤ Windows 7 32/64-bit</li><li>➤ Windows Vista 32/64 bit</li><li>➤ Linux OS 32/64-bit</li></ul>	<ul style="list-style-type: none"><li>➤ Minimum 10GB Disk space</li><li>➤ RAM:Minimum 1GB</li><li>➤ Internet speed 512 kbps dedicated Down/Up and above</li><li>➤ PHP &gt;=5.6.4</li><li>➤ Open SSL PHP extension</li><li>➤ PDO PHP Extension</li><li>➤ Mbstring PHP Extension</li><li>➤ Tokenizer PHP extension</li><li>➤ XML PHP Extension</li><li>➤ WKHTMLtoPDF</li></ul>

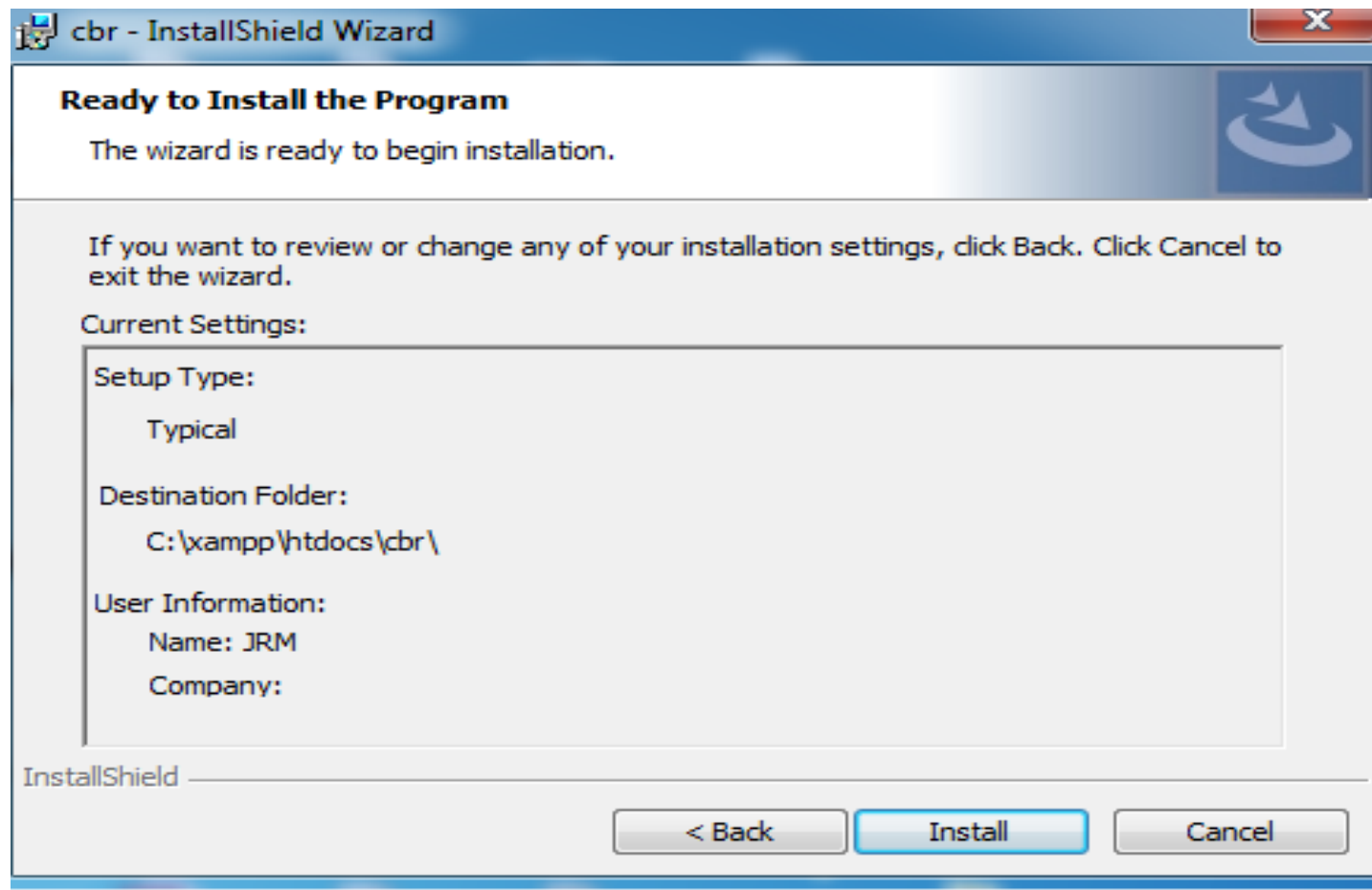
## Installation Of Case Management Database.

- ❖ Exit all Windows programs
- ❖ Insert the Case management CD in your CD ROM drive.

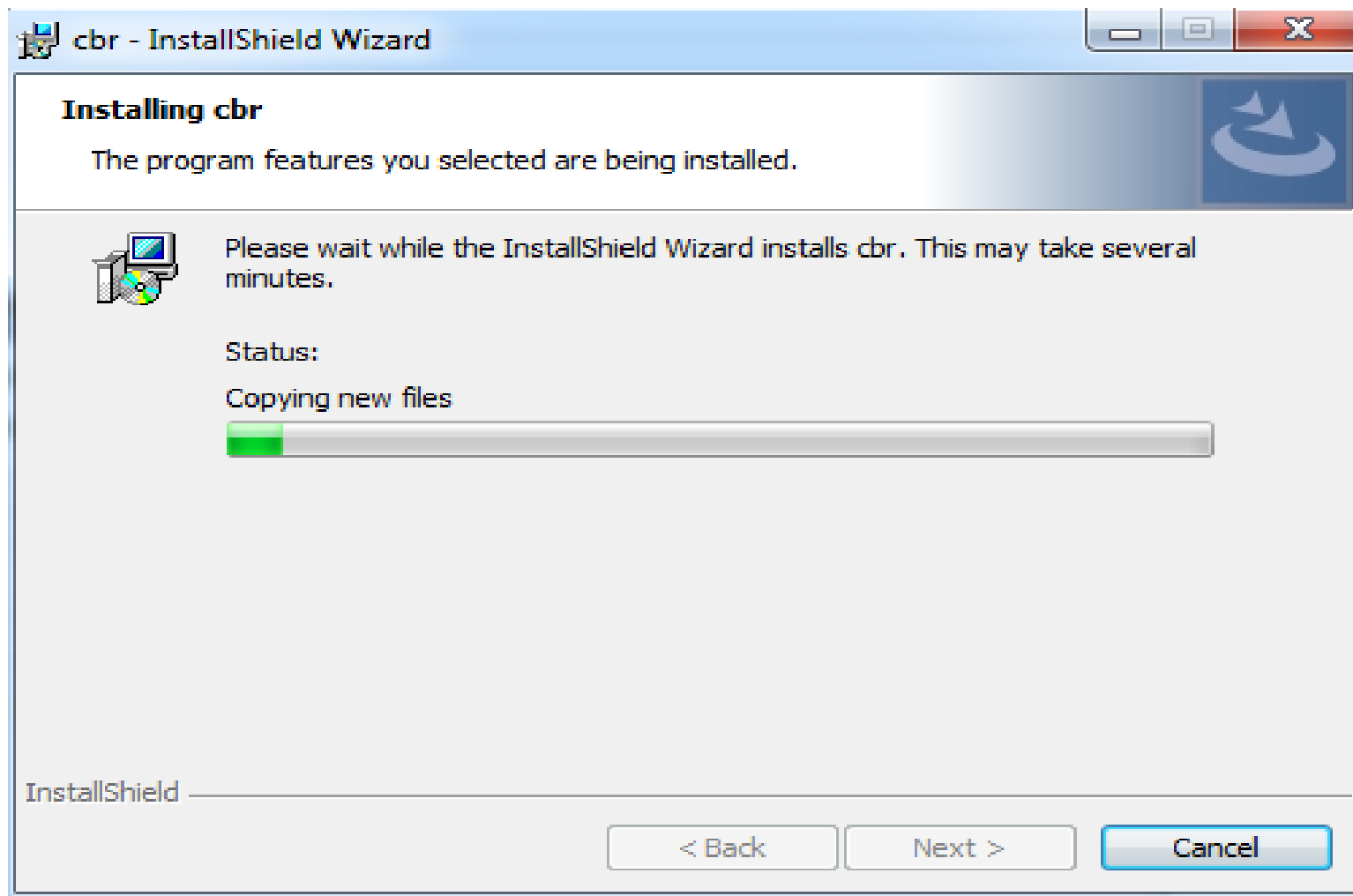
The Case management Database installation wizard dialog box will appear. Click **next** to accept installation.



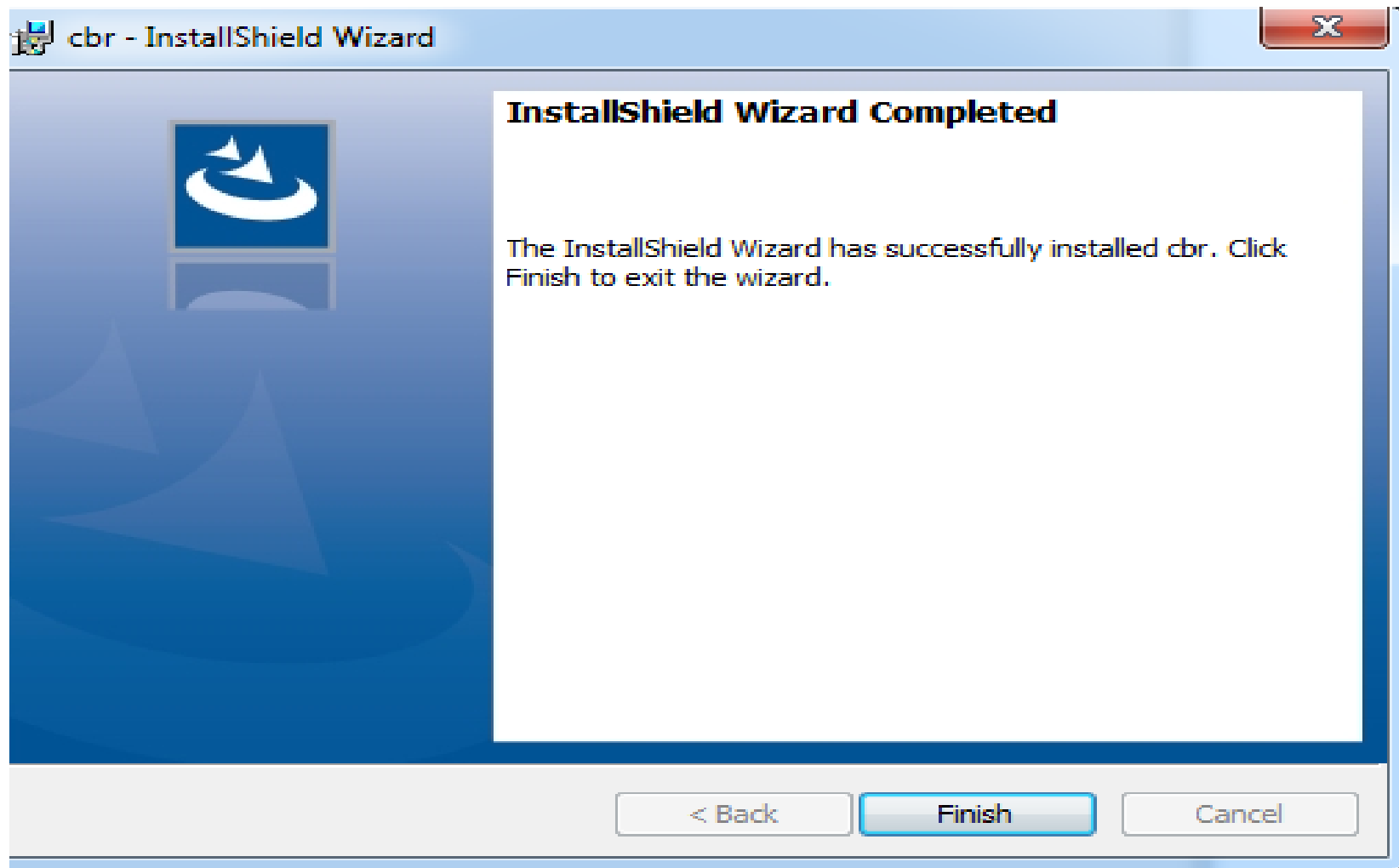
Click **Install** to start installation to the directory as shown on the installation wizard



The installation wizard will continue installing all required library in the system.

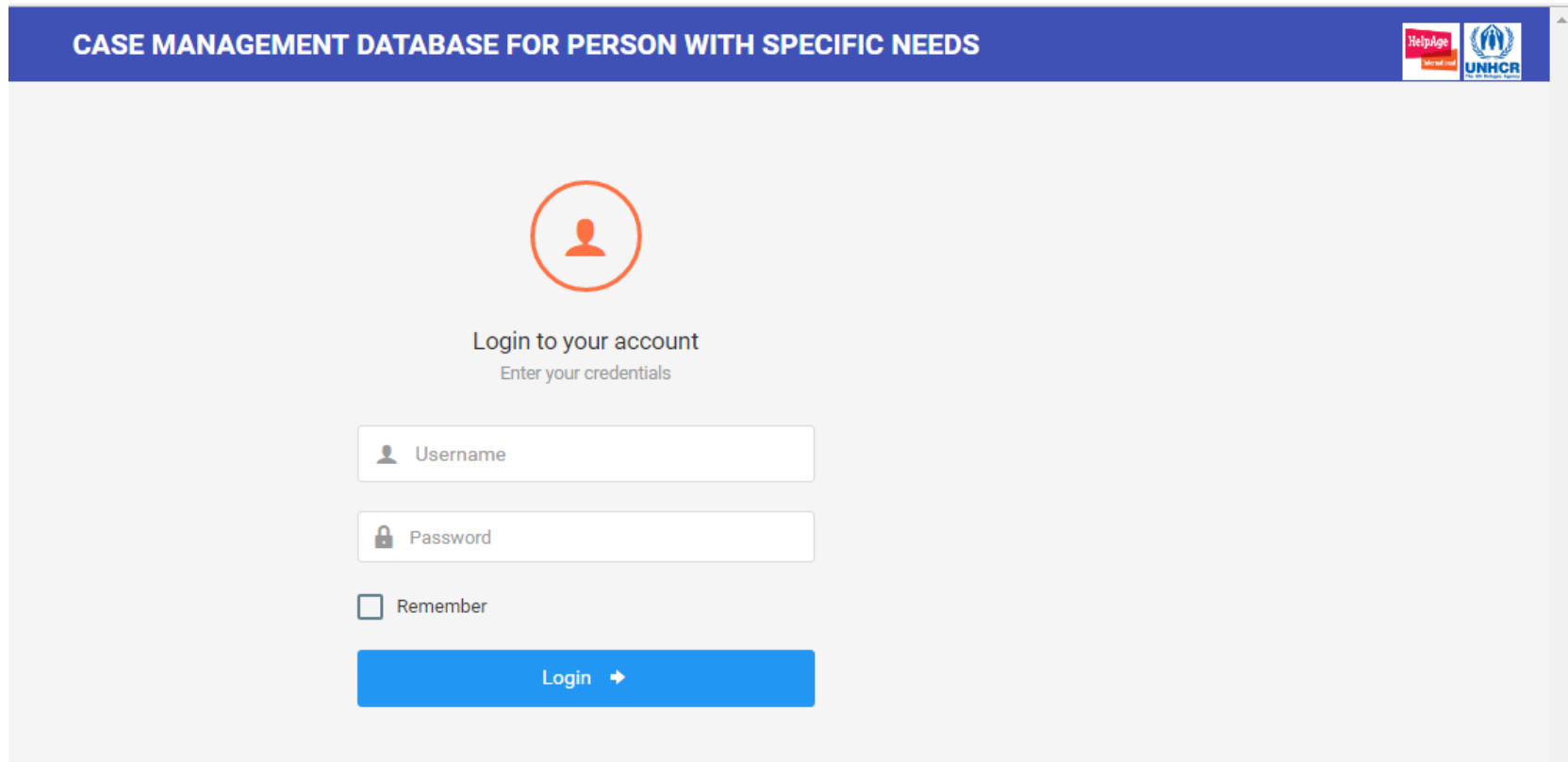


When the installation wizard is complete, click **Finish** to complete installation.





The login Page will display as show bellow so as request the username and password



The screenshot shows a web application interface for a login page. At the top, there is a blue header bar with the text "CASE MANAGEMENT DATABASE FOR PERSON WITH SPECIFIC NEEDS" in white. To the right of the header are two logos: "HelpAge" and "UNHCR". Below the header, the main content area is light gray. In the center, there is a red circular icon containing a white silhouette of a person. Below this icon, the text "Login to your account" is displayed, followed by "Enter your credentials" in a smaller font. There are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a checkbox labeled "Remember". At the bottom, there is a blue button with the text "Login" and a right-pointing arrow.


Now Enters the Username and password as request by yhe login Page


## CASE MANAGEMENT DATABASE FOR PERSON WITH SPECIAL NEEDS



Login to your account

Enter your credentials

 admin

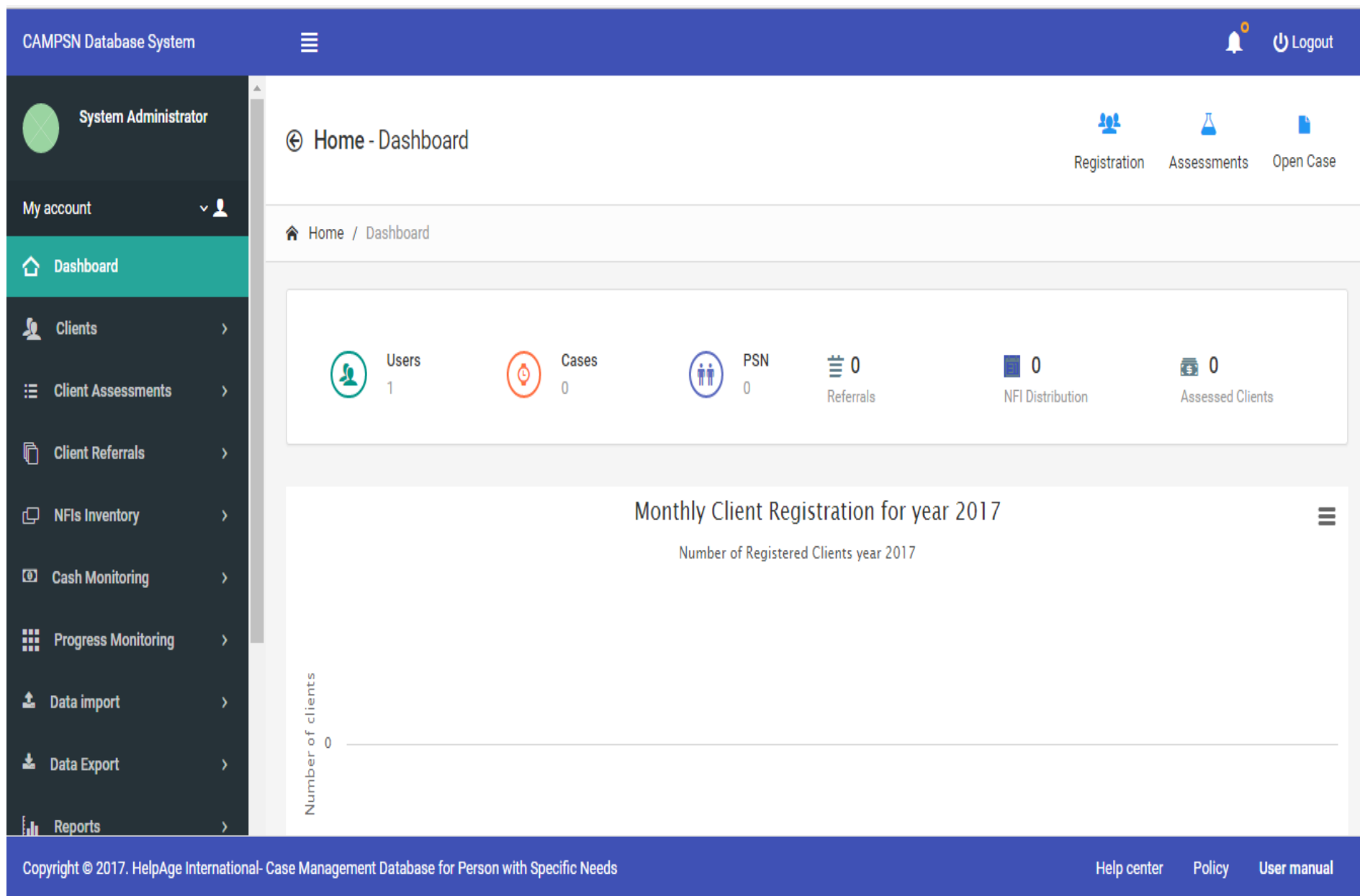
 ....|

☐ Remember

[Forgot password?](#)

Login →

When user and password entered are correct the next page will be as bellow depending on the User level(administrator,normal user etc..)



Before working with modules, Administrator/User Must start with basic settings as follows.

**i. Register country.**

Under Locations → Countries → Add New Country

The screenshot displays the CAMPSN Database System interface. A modal window titled '+ Add new Country' is open, showing a form for 'Country Details'. The form has two input fields: 'Country Name' and 'Country Code'. Below the fields are two buttons: a red 'Cancel' button and a blue '+ Submit Form' button. The background interface shows a sidebar with a menu where 'Locations' is highlighted with a yellow arrow. The main content area shows a table with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The top navigation bar includes 'Registration', 'Assessments', and 'Open Case' links, along with a 'Logout' button. The footer contains copyright information and links to 'Help center', 'Policy', and 'User manual'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Progress Monitoring

Data import

Data Export

Reports

Locations

+ Add new Country

Country Details

Country Name:

Country Code:

Country Name

Country Code

Cancel

+ Submit Form

No data available in table

Showing 0 to 0 of 0 entries

Registration Assessments Open Case

Add New List All Search

Show: 10

Actions

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Help center Policy User manual

## ii. Register Region

Under Locations → Regions → Add New Region

The screenshot displays the CAMPSN Database System interface. On the left, a dark sidebar menu lists various functions: NFIs Inventory, Cash Monitoring, Progress Monitoring, Data import, Data Export, Reports, Locations (highlighted with a teal bar), Countries, Regions (indicated by a yellow arrow), Districts, Camps, Origins, and Vulnerability Codes. The main content area shows a modal window titled '+ Add new Region' with a close button (X). Inside the modal, the 'Regions Details' form includes a 'Country Name' dropdown menu (currently showing '--Select--') and a 'Regions Name' text input field (placeholder: 'Region Name'). At the bottom of the modal are 'Cancel' and '+ Submit Form' buttons. The background interface features a top navigation bar with 'Logout' and a notification bell, and a right sidebar with 'Registration', 'Assessments', and 'Open Case' links, along with 'Add New', 'List All', and 'Search' buttons. A table below the modal shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

CAMPSN Database System

Logout

NFIs Inventory

Cash Monitoring

Progress Monitoring

Data import

Data Export

Reports

Locations

Countries

Regions

Districts

Camps

Origins

Vulnerability Codes

+ Add new Region

Regions Details

Country Name:

--Select--

Regions Name:

Region Name

Cancel

+ Submit Form

No data available in table

Showing 0 to 0 of 0 entries

Registration Assessments Open Case

Add New List All Search

Show: 10

Actions

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**iii. Register District**  
Under Locations → Districts → ,Add New

The screenshot displays the CAMPSN Database System interface. On the left, a dark sidebar contains a menu with options: Progress Monitoring, Data import, Data Export, Reports, Locations (highlighted with a teal bar and a dropdown arrow), Countries, Regions, Districts (indicated by an orange arrow), Camps, Origins, Vulnerability Codes, and USERS MANAGEMENTS. The main content area shows a modal window titled '+ Add new District'. This modal contains a 'District Details' section with a 'Region Name' dropdown menu (currently showing '--Select--') and a 'District Name' text input field. At the bottom of the modal are 'Cancel' and '+ Submit Form' buttons. The background interface includes a top navigation bar with 'Logout' and a bell icon, a right sidebar with 'Registration', 'Assessments', and 'Open Case' links, and a bottom footer with copyright information and links to 'Help center', 'Policy', and 'User manual'.

iv. **Register Camp**  
Locations → Camps → Add New

The screenshot displays the CAMPSN Database System interface. On the left, a sidebar contains navigation options: Data import, Data Export, Reports, Locations (highlighted with a yellow arrow), Countries, Regions, Districts, Camps, Origins, Vulnerability Codes, and Users. The main content area shows the 'Add new Camp' modal form. The form includes fields for Camp Name, Description, Address, Tel, Region Name, District Name, and Status. A 'Cancel' button is visible at the bottom right of the modal. The right sidebar contains links for Registration, Assessments, and Open Case, along with buttons for Add New, List All, and Search. The footer includes copyright information and links to the Help center, Policy, and User manual.

CAMPSN Database System

+ Add new Camp

Camp Details

Camp Name:

Camp Name

Description

Description

Address

Address

Tel:

Tel

Region Name:

--Select--

District Name:

--Select--

Status:

--Select--

Cancel

Submit Form

Registration Assessments Open Case

Add New List All Search

Show: 10

District Status Actions

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## v. Register Origin

Locations → Origins → Add New

The screenshot displays the CAMPSN Database System interface. A modal window titled '+ Add new Location' is open, showing a 'Location Details' form. The form has a 'Location Name:' label and a text input field containing 'Location Name'. Below the input field are two buttons: a red 'Cancel' button and a blue '+ Submit Form' button. The background interface includes a dark sidebar with navigation options: Cash Monitoring, Progress Monitoring, Data import, Data Export, Reports, Locations (highlighted), Countries, Regions, Districts, Camps, Origins, and Vulnerability Codes. The main content area shows a table with columns '#', 'Location Name', and 'Actions'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The top right of the interface has a 'Logout' button and icons for Registration, Assessments, and Open Case. The bottom of the interface contains a footer with copyright information and links to Help center, Policy, and User manual.

CAMPSN Database System

+ Add new Location

Location Details

Location Name:

Location Name

Cancel

+ Submit Form

Registration Assessments Open Case

Add New List All Search

Filter:

Show: 10

#	Location Name	Actions
No data available in table		
Showing 0 to 0 of 0 entries		

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## vi. Register PSN Code

Under Vulnerability Codes Go to Codes → Codes → Add New Code



CAMPSPN Database System

Logout

Assessments Open Case

list All Categories Search

Show: 10

Actions

enter Policy User manual

+ New PSN Codes Details

PSN Code Details

PSN Code:

PSN Code

Category

Choose an option...

Description

Descriptions

Definition

definition

Used in reporting

Cancel + Submit Form

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NFIs Inventory

Cash Monitoring

Progress Monitoring

Data import

Data Export

Reports

Locations

Vulnerability Codes

Codes

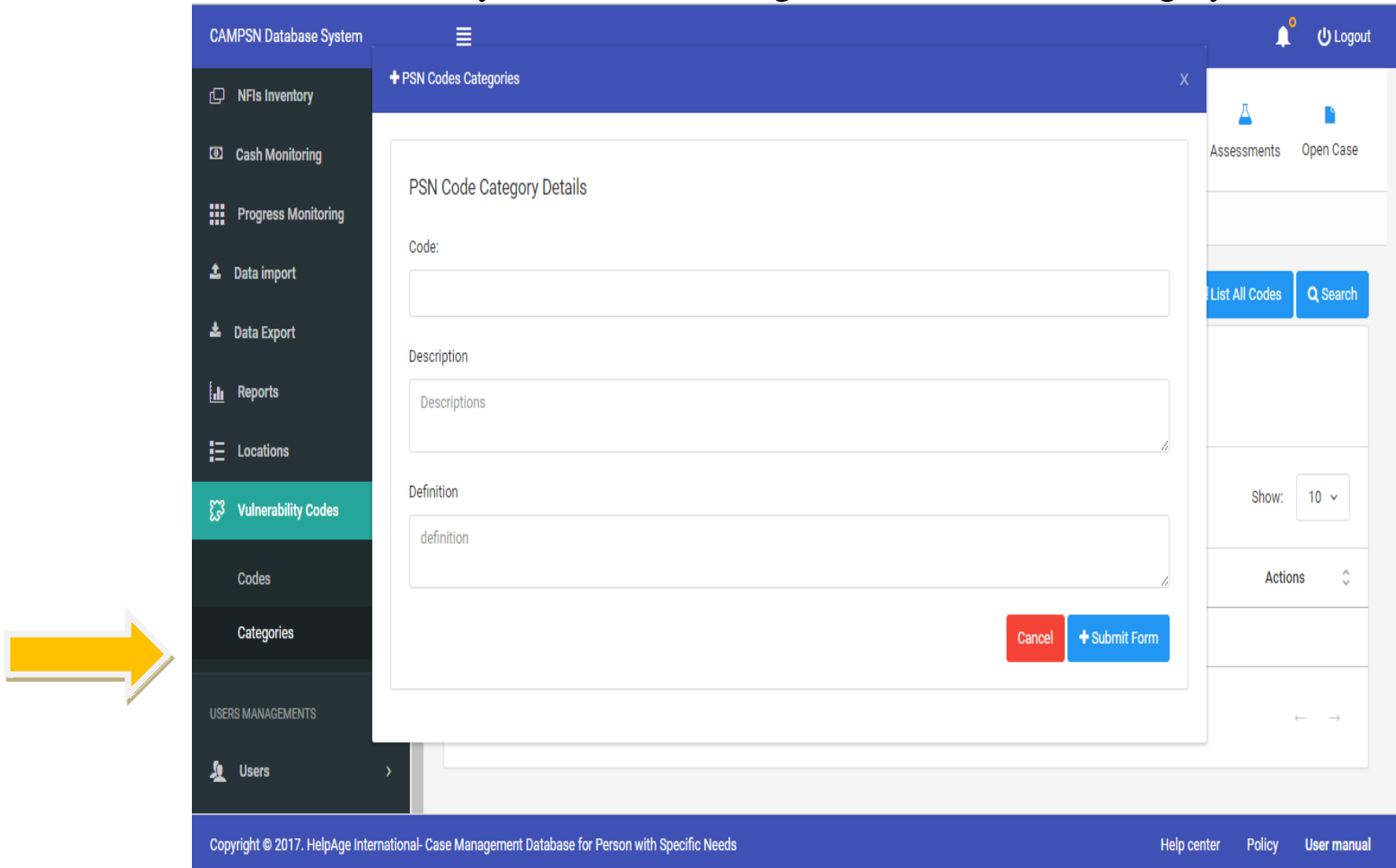
Categories

USERS MANAGERMENTS

Users

## vii. Register Category

Under Vulnerability Codes Go to Categories ➔ Add New Category



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: NFIs Inventory, Cash Monitoring, Progress Monitoring, Data import, Data Export, Reports, Locations, Vulnerability Codes (highlighted in green), Codes, Categories, and USERS MANAGEMENTS (with a sub-item Users). A large yellow arrow points to the 'Categories' link. The main content area shows a modal window titled '+ PSN Codes Categories' with the following fields: Code, Description, and Definition. The 'Definition' field contains the text 'definition'. At the bottom right of the modal are 'Cancel' and '+ Submit Form' buttons. The right sidebar contains links for Assessments, Open Case, List All Codes, and a Search button. The footer includes copyright information and links to Help center, Policy, and User manual.

CAMPSN Database System

+ PSN Codes Categories

PSN Code Category Details

Code:

Description

Definition

Cancel + Submit Form

Assessments Open Case

List All Codes Search

Show: 10

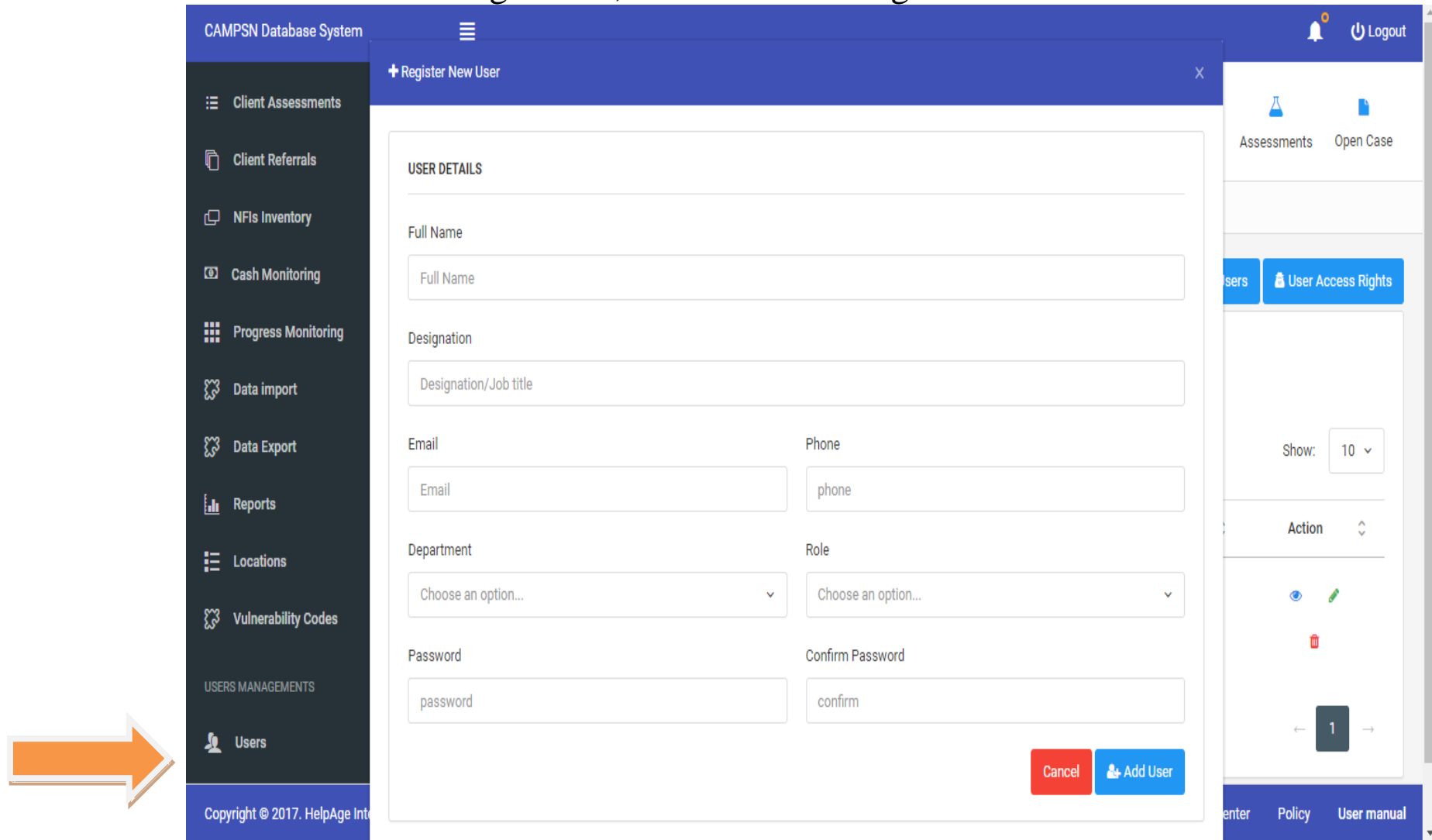
Actions

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Help center Policy User manual

## viii. Register Users

Under User Managements, Go to Users → Register New User



The screenshot displays the CAMPSN Database System interface. On the left, a dark sidebar contains a menu with categories: 'Client Assessments', 'Client Referrals', 'NFIs Inventory', 'Cash Monitoring', 'Progress Monitoring', 'Data import', 'Data Export', 'Reports', 'Locations', 'Vulnerability Codes', and 'USERS MANAGERMENTS'. The 'USERS MANAGERMENTS' category is expanded, showing a 'Users' link with a person icon. A large orange arrow points to this 'Users' link. The main content area is titled 'Register New User' and contains a form with the following fields:

- USER DETAILS**
- Full Name**: A text input field with placeholder text 'Full Name'.
- Designation**: A text input field with placeholder text 'Designation/Job title'.
- Email**: A text input field with placeholder text 'Email'.
- Phone**: A text input field with placeholder text 'phone'.
- Department**: A dropdown menu with the text 'Choose an option...'.
- Role**: A dropdown menu with the text 'Choose an option...'.
- Password**: A text input field with placeholder text 'password'.
- Confirm Password**: A text input field with placeholder text 'confirm'.

At the bottom right of the form are two buttons: a red 'Cancel' button and a blue 'Add User' button. The right sidebar contains links for 'Assessments', 'Open Case', 'Users', and 'User Access Rights'. Below these links is a 'Show:' dropdown set to '10' and an 'Action' dropdown. At the bottom of the right sidebar are links for 'Center', 'Policy', and 'User manual'. The footer of the interface reads 'Copyright © 2017. HelpAge Int'.

Modules of the system.

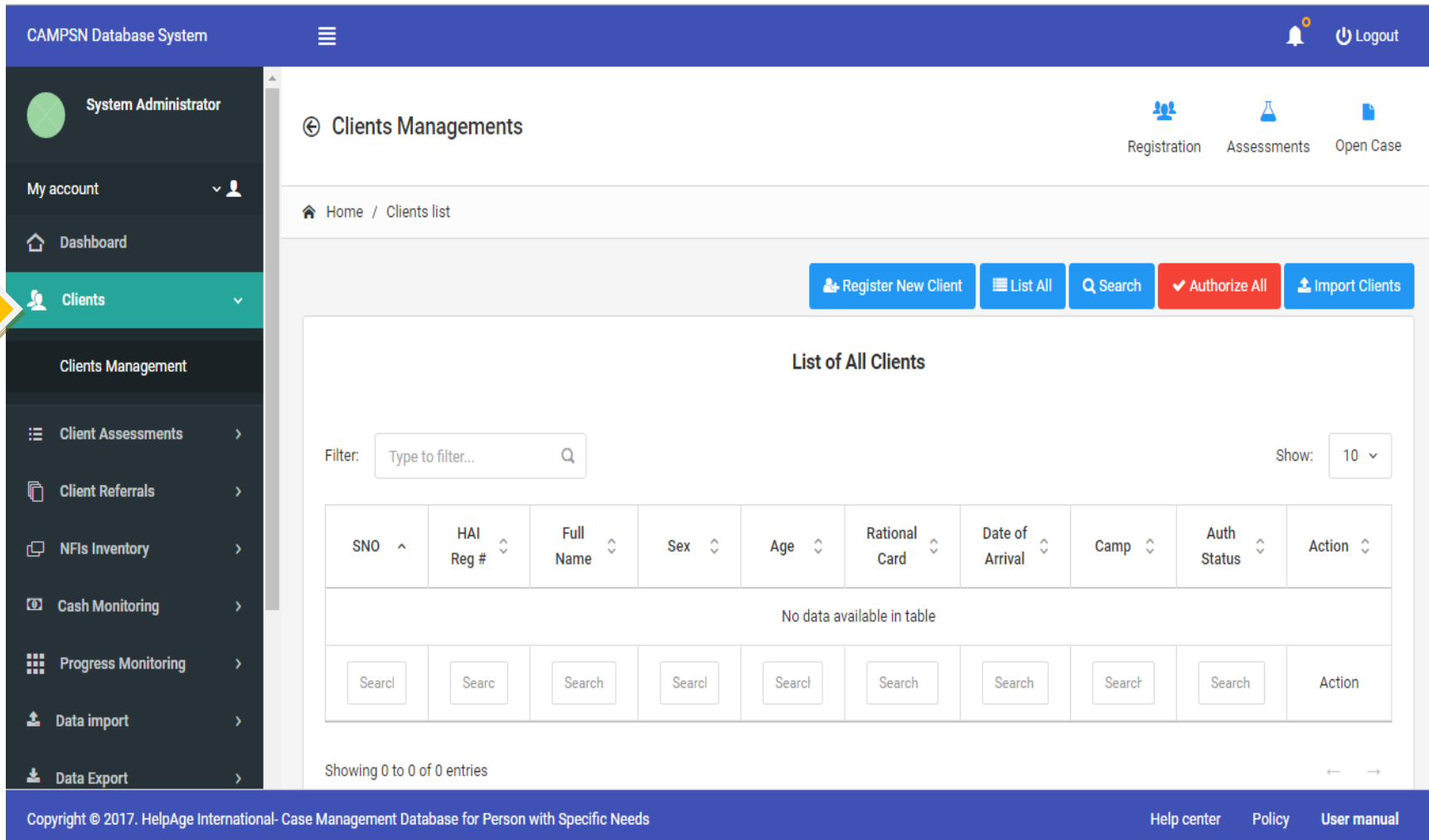
The system have the following modules.

- i. Client
- ii. Client Assessments
- iii. Client Referrals
- iv. NFIs Inventory
- v. Cash Monitoring
- vi. Progress Monitoring
- vii. Data import
- viii. Data Export
- ix. Reports
- x. Locations
- xi. Vulnerability codes
- xii. Client needs Setting
- xiii. User Management

# 1. Client

## 1.1. Client Registration

Go to Client → Client Management → Register New Client



The screenshot displays the CAMPSN Database System interface. The top navigation bar includes the system name, a menu icon, and a 'Logout' button. The left sidebar shows the user role as 'System Administrator' and lists various menu items. A yellow arrow points to the 'Clients' menu item, which is highlighted. The main content area is titled 'Clients Managements' and includes a breadcrumb trail 'Home / Clients list'. Below this, there are several action buttons: 'Register New Client', 'List All', 'Search', 'Authorize All', and 'Import Clients'. The central part of the page shows a table titled 'List of All Clients' with columns for SNO, HAI Reg #, Full Name, Sex, Age, Rational Card, Date of Arrival, Camp, Auth Status, and Action. The table currently displays 'No data available in table'. At the bottom, there is a footer with copyright information and links to 'Help center', 'Policy', and 'User manual'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Clients Management

Client Assessments

Client Referrals

NFIs Inventory

Cash Monitoring

Progress Monitoring

Data import

Data Export

Home / Clients list

Register New Client

List All

Search

Authorize All

Import Clients

List of All Clients

Filter: Type to filter...

Show: 10

SNO	HAI Reg #	Full Name	Sex	Age	Rational Card	Date of Arrival	Camp	Auth Status	Action
No data available in table									
Search	Search	Search	Search	Search	Search	Search	Search	Search	Action

Showing 0 to 0 of 0 entries

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Help center

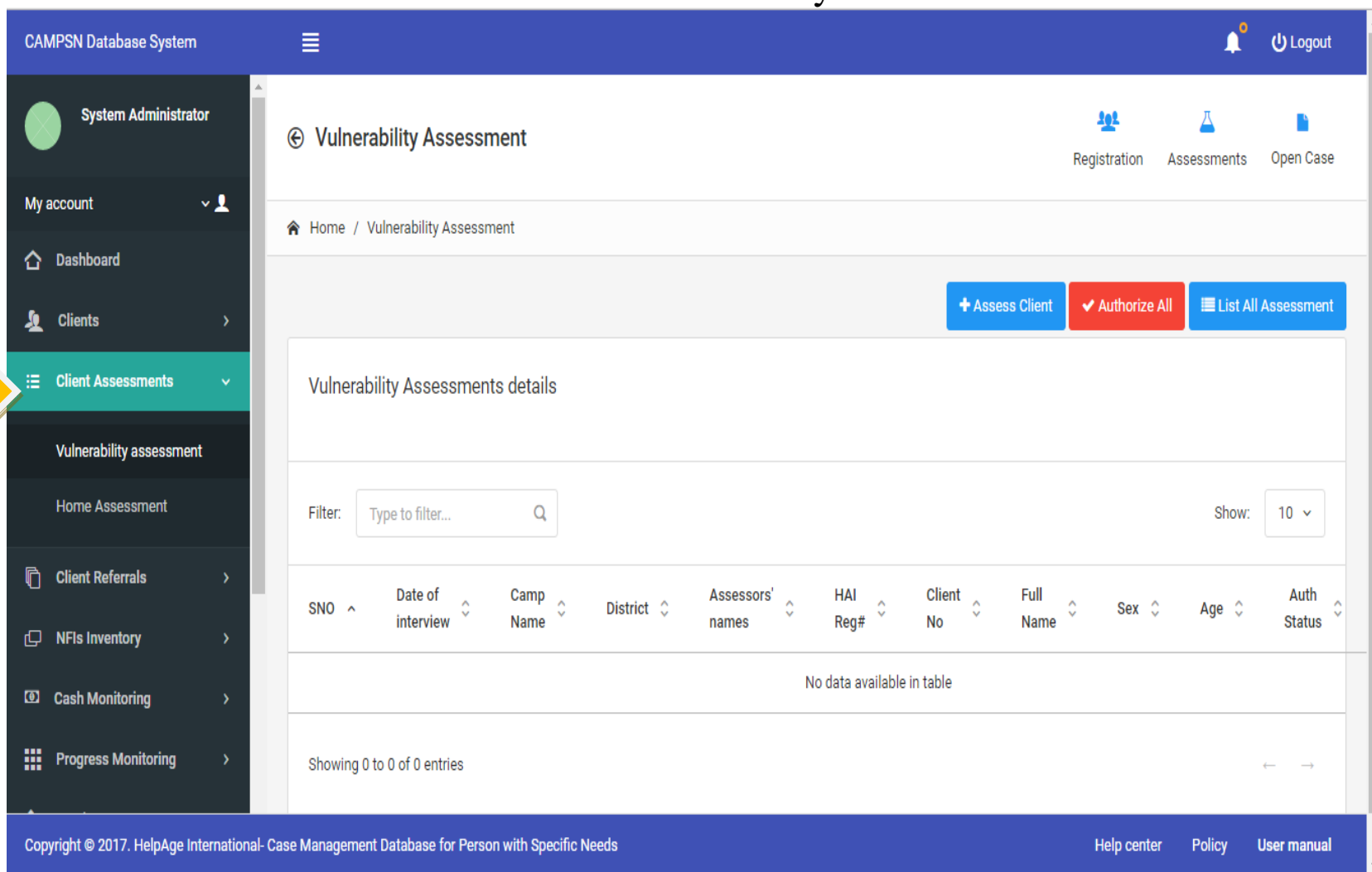
Policy

User manual

## 2. Client Assessment

### 2.1. Vulnerability Assessment

Go to Client Assessments → Vulnerability Assessment



The screenshot displays the CAMPSN Database System interface. The top navigation bar is blue with the system name, a menu icon, and a 'Logout' button. The left sidebar is dark blue and contains a list of menu items: 'System Administrator', 'My account', 'Dashboard', 'Clients', 'Client Assessments' (highlighted with a yellow arrow), 'Vulnerability assessment', 'Home Assessment', 'Client Referrals', 'NFIs Inventory', 'Cash Monitoring', and 'Progress Monitoring'. The main content area is white and titled 'Vulnerability Assessment'. It includes a breadcrumb trail 'Home / Vulnerability Assessment' and three action buttons: '+ Assess Client', '✓ Authorize All', and 'List All Assessment'. Below these is a section titled 'Vulnerability Assessments details' with a search filter and a 'Show: 10' dropdown. A table with 11 columns (SNO, Date of interview, Camp Name, District, Assessors' names, HAI Reg#, Client No, Full Name, Sex, Age, Auth Status) is shown, but it contains no data. The footer is blue and contains copyright information and links to 'Help center', 'Policy', and 'User manual'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Vulnerability assessment

Home Assessment

Client Referrals

NFIs Inventory

Cash Monitoring

Progress Monitoring

Vulnerability Assessment

Registration Assessments Open Case

Home / Vulnerability Assessment

+ Assess Client ✓ Authorize All List All Assessment

Vulnerability Assessments details

Filter: Type to filter... Show: 10

SNO	Date of interview	Camp Name	District	Assessors' names	HAI Reg#	Client No	Full Name	Sex	Age	Auth Status
No data available in table										

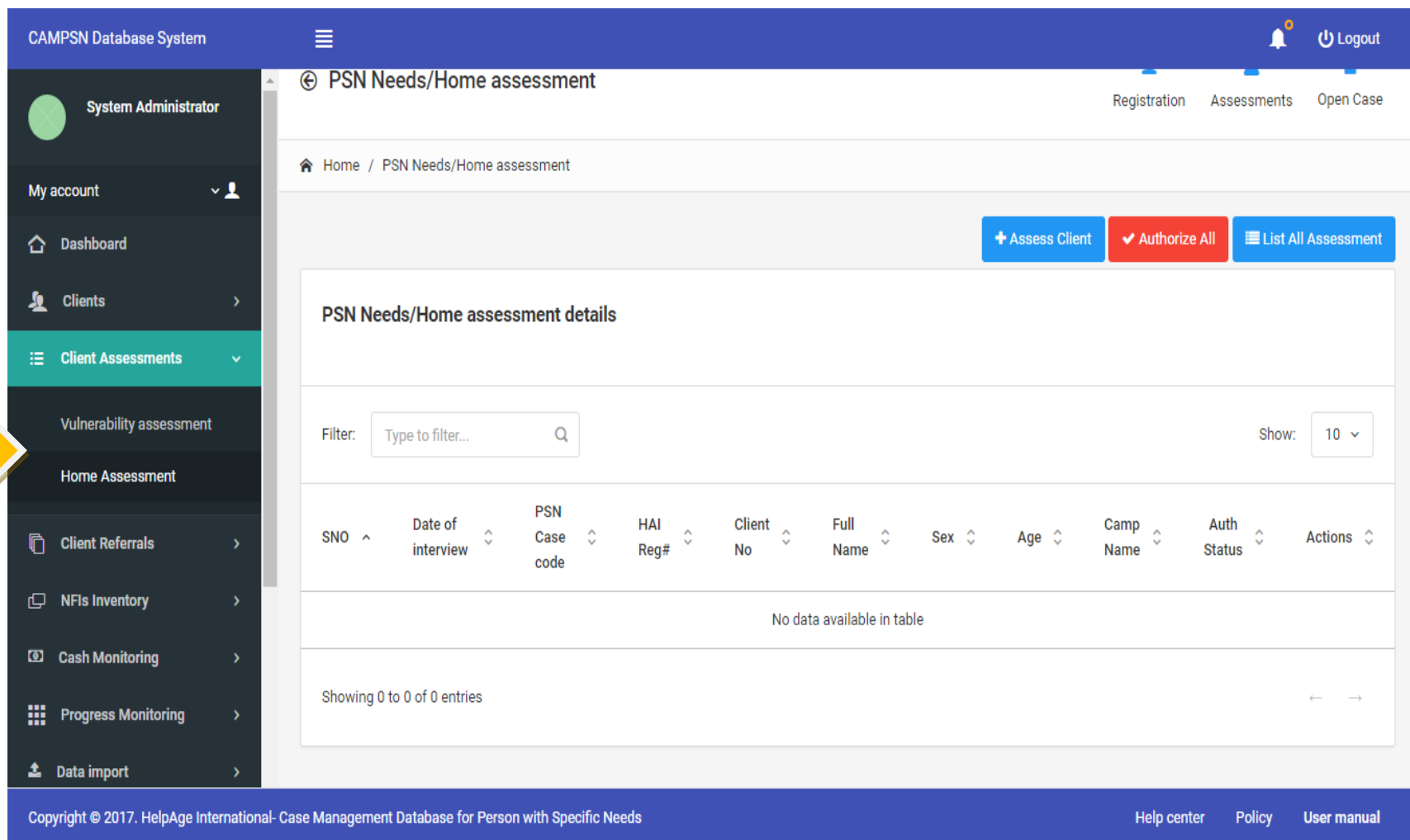
Showing 0 to 0 of 0 entries

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Help center Policy User manual

## 2.2. PSN Needs/Home Assessment

Go to Client Assessments → Home Assessment



The screenshot displays the CAMPSN Database System interface. The top navigation bar includes the system name, a menu icon, and a 'Logout' button. The left sidebar lists various system functions, with 'Client Assessments' expanded to show 'Vulnerability assessment' and 'Home Assessment'. A yellow arrow points to 'Home Assessment'. The main content area is titled 'PSN Needs/Home assessment' and includes a breadcrumb trail 'Home / PSN Needs/Home assessment'. It features three action buttons: '+ Assess Client', '✓ Authorize All', and 'List All Assessment'. Below these is a section for 'PSN Needs/Home assessment details' with a search filter and a table. The table has columns for SNO, Date of interview, PSN Case code, HAI Reg#, Client No, Full Name, Sex, Age, Camp Name, Auth Status, and Actions. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Vulnerability assessment

Home Assessment

Client Referrals

NFIs Inventory

Cash Monitoring

Progress Monitoring

Data import

PSN Needs/Home assessment

Registration Assessments Open Case

Home / PSN Needs/Home assessment

+ Assess Client ✓ Authorize All List All Assessment

PSN Needs/Home assessment details

Filter: Type to filter... Show: 10

SNO	Date of interview	PSN Case code	HAI Reg#	Client No	Full Name	Sex	Age	Camp Name	Auth Status	Actions
No data available in table										

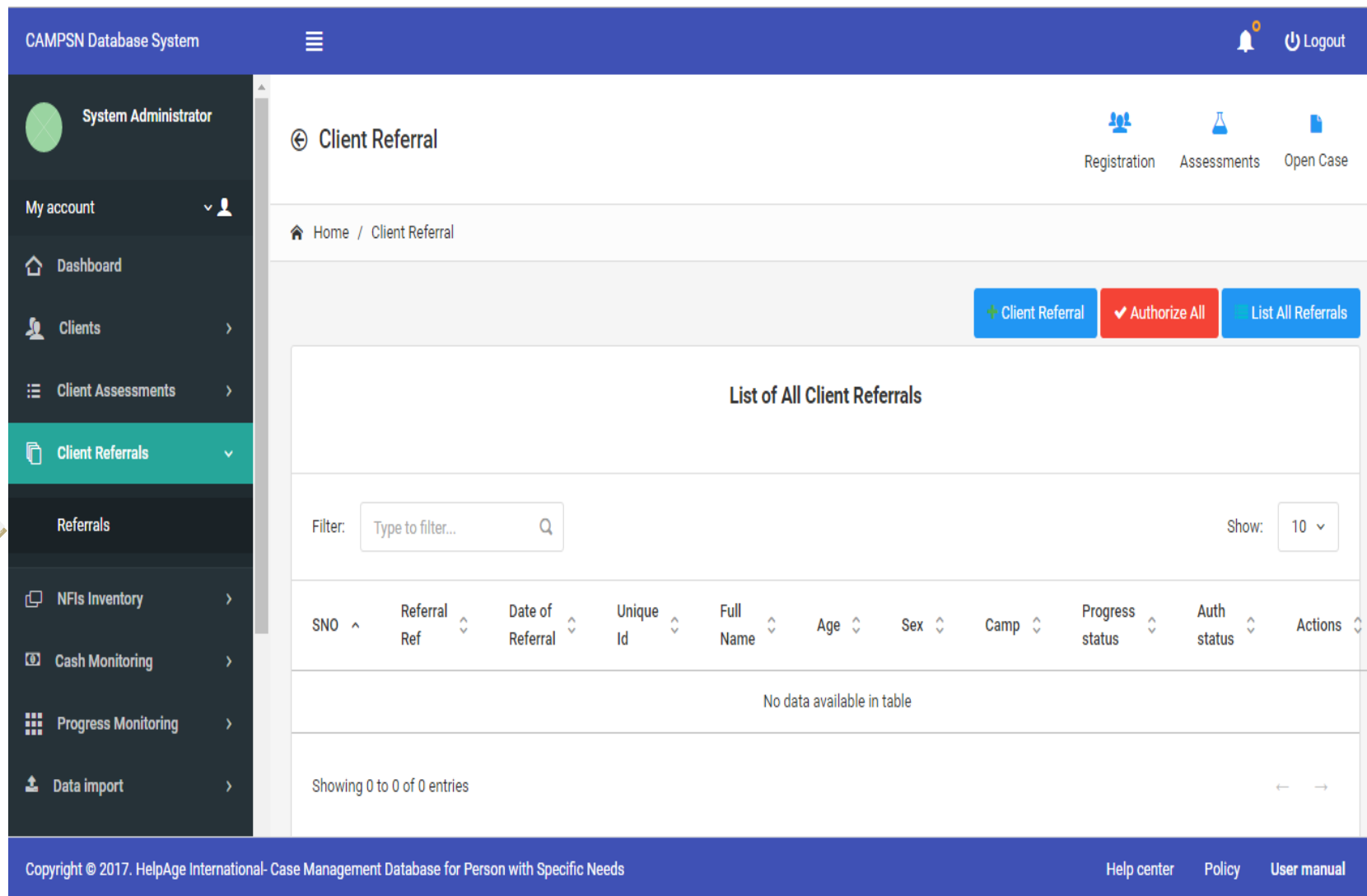
Showing 0 to 0 of 0 entries

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### 3. Client referral

Go to Client Referral → Referral → Client referral



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: System Administrator, My account, Dashboard, Clients, Client Assessments, Client Referrals (highlighted with a green bar and a yellow arrow), Referrals, NFIs Inventory, Cash Monitoring, Progress Monitoring, and Data import. The main content area is titled 'Client Referral' and includes a breadcrumb trail 'Home / Client Referral'. Below the breadcrumb, there are three buttons: 'Client Referral', 'Authorize All', and 'List All Referrals'. The main section is titled 'List of All Client Referrals' and contains a filter input field, a 'Show: 10' dropdown, and a table with the following columns: SNO, Referral Ref, Date of Referral, Unique Id, Full Name, Age, Sex, Camp, Progress status, Auth status, and Actions. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

Referrals

NFIs Inventory

Cash Monitoring

Progress Monitoring

Data import

Client Referral

Home / Client Referral

Client Referral Authorize All List All Referrals

List of All Client Referrals

Filter: Type to filter... Show: 10

SNO	Referral Ref	Date of Referral	Unique Id	Full Name	Age	Sex	Camp	Progress status	Auth status	Actions
No data available in table										
Showing 0 to 0 of 0 entries										

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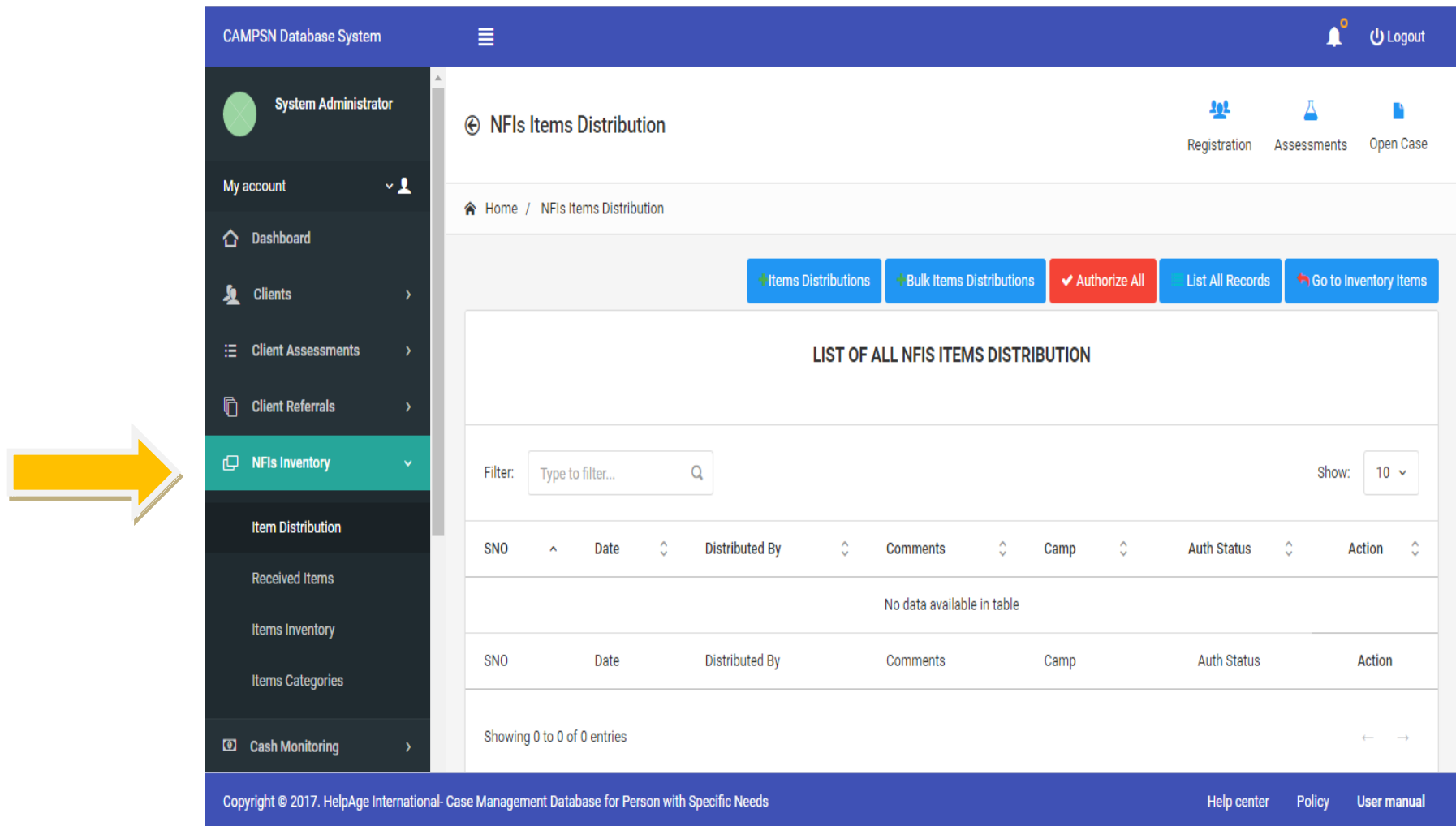
Help center Policy User manual



## 4. NFIs Inventory

### 4.1. Item Distribution

Go to NFIs Inventory → Item Distribution → add record



The screenshot displays the CAMPSN Database System interface. The top navigation bar includes the system name, a menu icon, and a 'Logout' button. The left sidebar lists various system components, with 'NFIs Inventory' highlighted in green and a large yellow arrow pointing to it. The main content area is titled 'NFIs Items Distribution' and features a breadcrumb trail 'Home / NFIs Items Distribution'. Below the title, there are five action buttons: 'Items Distributions', 'Bulk Items Distributions', 'Authorize All', 'List All Records', and 'Go to Inventory Items'. The central section is titled 'LIST OF ALL NFIS ITEMS DISTRIBUTION' and contains a filter input field, a 'Show: 10' dropdown, and a table. The table has columns for SNO, Date, Distributed By, Comments, Camp, Auth Status, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains copyright information and links to the Help center, Policy, and User manual.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Item Distribution

Received Items

Items Inventory

Items Categories

Cash Monitoring

NFIs Items Distribution

Registration Assessments Open Case

Home / NFIs Items Distribution

Items Distributions Bulk Items Distributions Authorize All List All Records Go to Inventory Items

LIST OF ALL NFIS ITEMS DISTRIBUTION

Filter: Type to filter... Show: 10

SNO	Date	Distributed By	Comments	Camp	Auth Status	Action
No data available in table						
SNO	Date	Distributed By	Comments	Camp	Auth Status	Action


Showing 0 to 0 of 0 entries

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## 4.2. Received Items

Go to NFIs Inventory → Received Items → add record



CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

**NFIs Inventory**

Item Distribution

**Received Items**

Items Inventory

Items Categories

Cash Monitoring

NFIs Items Inventory - Received Items

Registration Assessments Open Case

Home / Received Items

Add Record List All Records Authorize All Go to Inventory Items

LIST OF ALL GOODS RECEIVED NOTES

Filter: Type to filter... Show: 10

SNO	Ref No#	Date Received	Donor Ref	Received From/Supplier	HAI Receiving Officer	Auth Status	Action
No data available in table							
SNO	Ref No#	Date Received	Donor Ref	Received From/Supplier	HAI Receiving Officer	Auth Status	Action

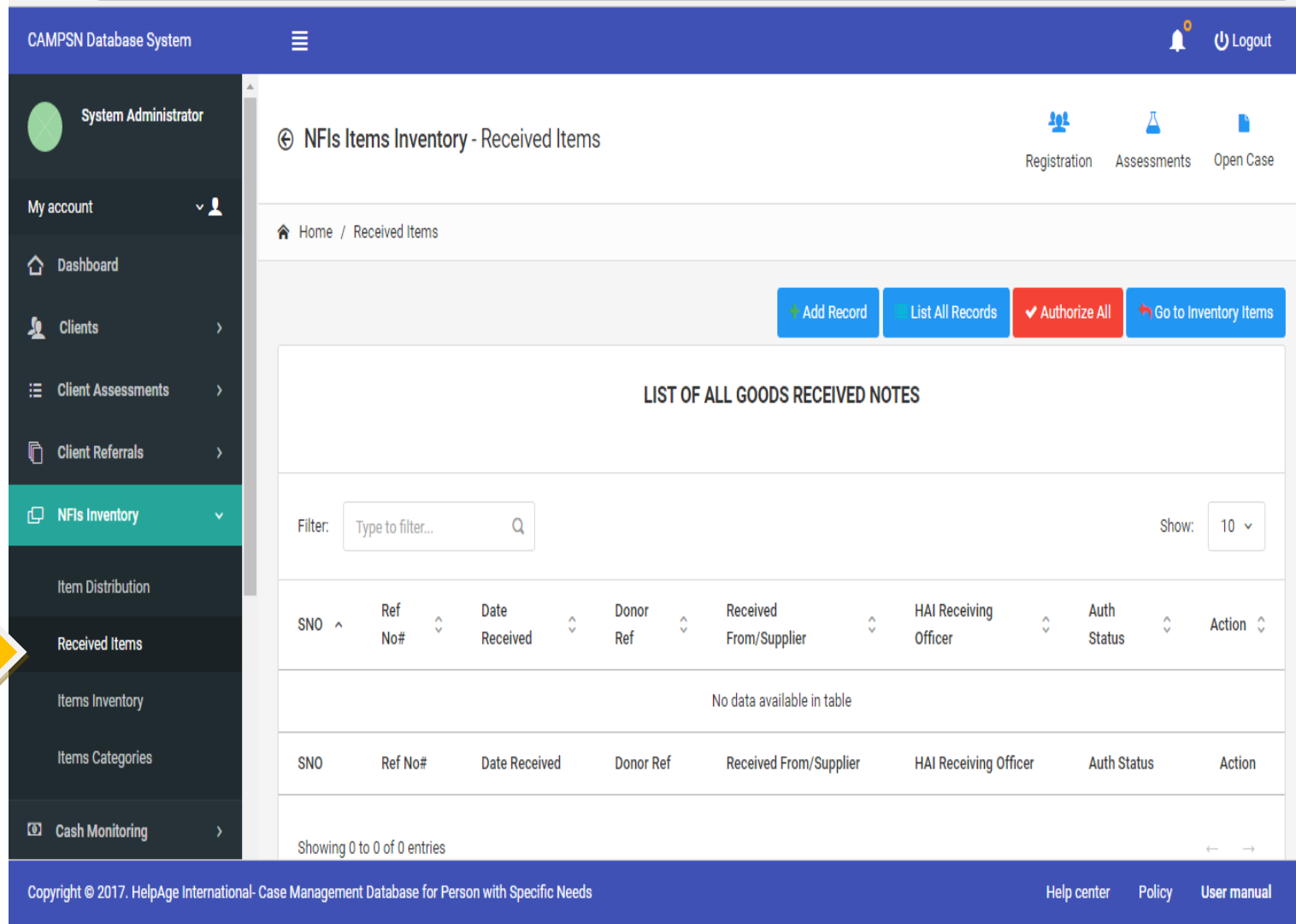
Showing 0 to 0 of 0 entries

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### 4.3. Items Inventory

Go to NFIs Inventory → Items Inventory → Add New Item



The screenshot displays the CAMPSN Database System interface. The left sidebar shows the user as 'System Administrator' and lists navigation options: My account, Dashboard, Clients, Client Assessments, Client Referrals, NFIs Inventory (highlighted with a yellow arrow), Item Distribution, Received Items, Items Inventory, Items Categories, and Cash Monitoring. The main content area is titled 'NFIs Items Inventory - Received Items' and includes a breadcrumb 'Home / Received Items'. It features four action buttons: 'Add Record', 'List All Records', 'Authorize All', and 'Go to Inventory Items'. Below these is a section titled 'LIST OF ALL GOODS RECEIVED NOTES' with a search filter and a 'Show: 10' dropdown. A table with columns SNO, Ref No#, Date Received, Donor Ref, Received From/Supplier, HAI Receiving Officer, Auth Status, and Action is shown, but it contains no data. The footer includes copyright information and links to Help center, Policy, and User manual.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Item Distribution

Received Items

Items Inventory

Items Categories

Cash Monitoring

NFIs Items Inventory - Received Items

Home / Received Items

Add Record List All Records Authorize All Go to Inventory Items

LIST OF ALL GOODS RECEIVED NOTES

Filter: Type to filter... Show: 10

SNO	Ref No#	Date Received	Donor Ref	Received From/Supplier	HAI Receiving Officer	Auth Status	Action
No data available in table							
SNO	Ref No#	Date Received	Donor Ref	Received From/Supplier	HAI Receiving Officer	Auth Status	Action

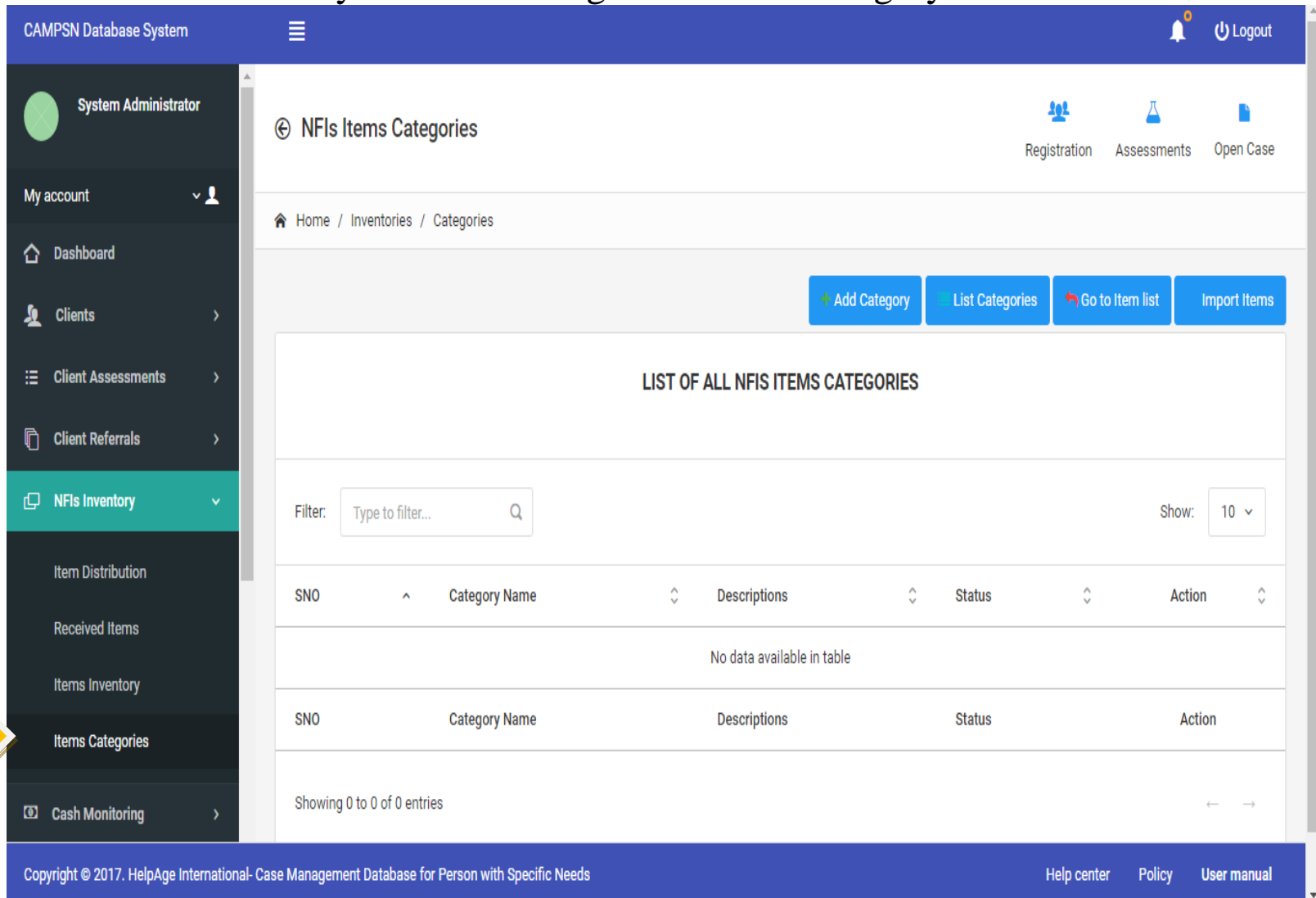
Showing 0 to 0 of 0 entries

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## 4.4. Items ategories

Go to NFIs Inventory → Items Categories → Add Category



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: System Administrator, My account, Dashboard, Clients, Client Assessments, Client Referrals, NFIs Inventory (highlighted with a green bar and a yellow arrow), Item Distribution, Received Items, Items Inventory, Items Categories, and Cash Monitoring. The main content area is titled 'NFIs Items Categories' and includes a breadcrumb trail: Home / Inventories / Categories. Below the breadcrumb, there are four buttons: Add Category, List Categories, Go to Item list, and Import Items. The main content area also features a search filter and a table titled 'LIST OF ALL NFIS ITEMS CATEGORIES'. The table has columns for SNO, Category Name, Descriptions, Status, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains copyright information: Copyright © 2017. HelpAge International- Case Management Database for Person with Specific Needs, and links to Help center, Policy, and User manual.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Item Distribution

Received Items

Items Inventory

Items Categories

Cash Monitoring

NFIs Items Categories

Registration Assessments Open Case

Home / Inventories / Categories

Add Category List Categories Go to Item list Import Items

LIST OF ALL NFIS ITEMS CATEGORIES

Filter: Type to filter... Show: 10

SNO	Category Name	Descriptions	Status	Action
No data available in table				
SNO	Category Name	Descriptions	Status	Action

Showing 0 to 0 of 0 entries

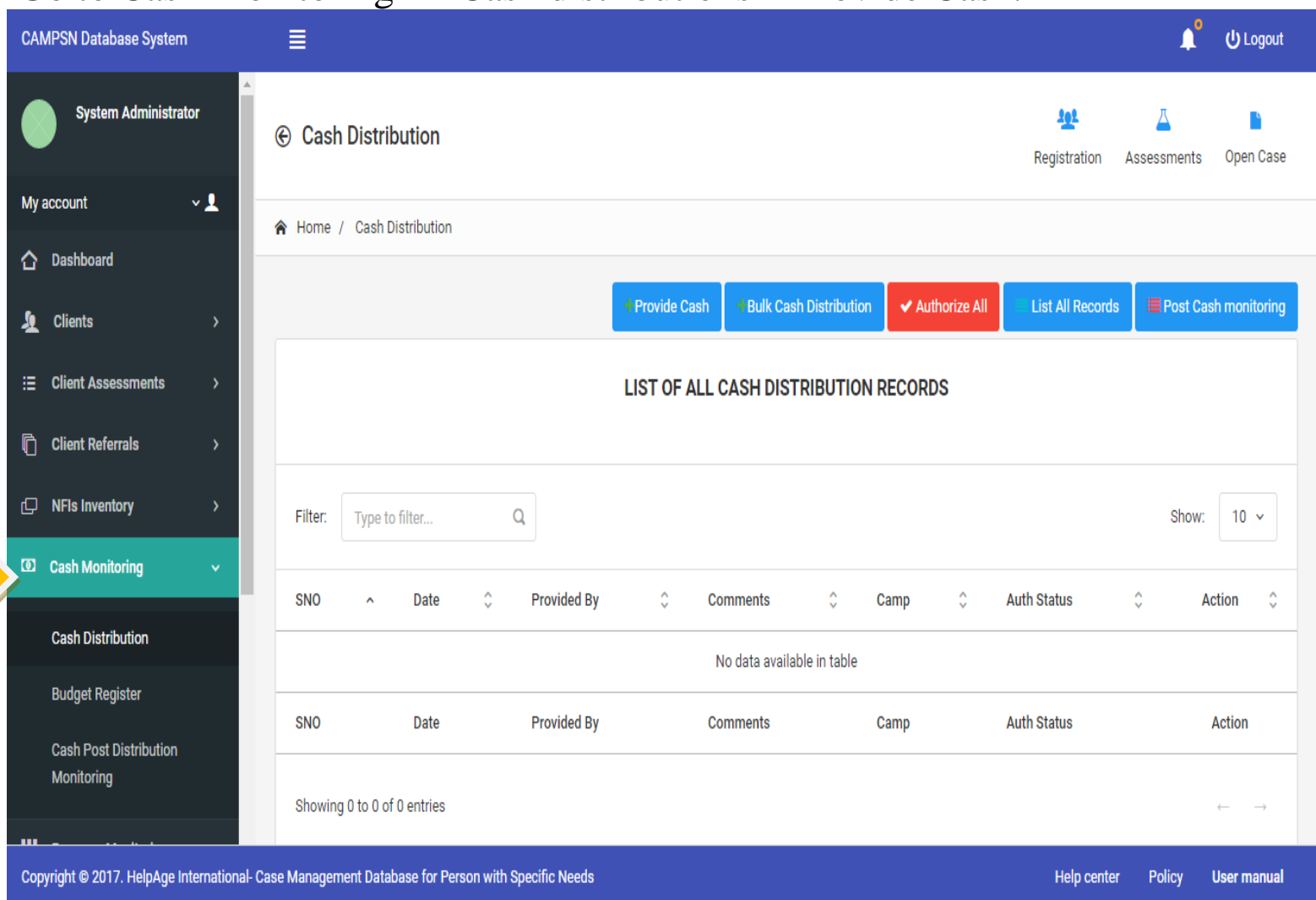
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Help center Policy User manual

## 5. Cash Monitoring

### 5.1. Cash Distributions

Go to Cash Monitoring → Cash distributions → Provide Cash.



The screenshot displays the CAMPSN Database System interface. The top navigation bar is blue with the system name, a menu icon, and a 'Logout' button. The left sidebar is dark blue and contains a list of menu items: 'System Administrator', 'My account', 'Dashboard', 'Clients', 'Client Assessments', 'Client Referrals', 'NFIs Inventory', 'Cash Monitoring' (highlighted with a yellow arrow), 'Cash Distribution', 'Budget Register', and 'Cash Post Distribution Monitoring'. The main content area is white and titled 'Cash Distribution'. It features a breadcrumb trail 'Home / Cash Distribution' and a row of action buttons: 'Provide Cash', 'Bulk Cash Distribution', 'Authorize All', 'List All Records', and 'Post Cash monitoring'. Below these buttons is a section titled 'LIST OF ALL CASH DISTRIBUTION RECORDS'. This section includes a search filter, a 'Show: 10' dropdown, and a table with columns: SNO, Date, Provided By, Comments, Camp, Auth Status, and Action. The table currently displays 'No data available in table'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries'. The footer is blue and contains copyright information, a 'Help center' link, and a 'Policy' link.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

**Cash Monitoring**

Cash Distribution

Budget Register

Cash Post Distribution Monitoring

Cash Distribution

Home / Cash Distribution

Provide Cash Bulk Cash Distribution Authorize All List All Records Post Cash monitoring

LIST OF ALL CASH DISTRIBUTION RECORDS

Filter: Type to filter... Show: 10

SNO	Date	Provided By	Comments	Camp	Auth Status	Action
No data available in table						
SNO	Date	Provided By	Comments	Camp	Auth Status	Action


Showing 0 to 0 of 0 entries

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Help center Policy User manual

## 5.2. Budget Register

Go to Cash Monitor → Budget Register → Add new Activity



CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

**Cash Monitoring**

Cash Distribution

Budget Register

Cash Post Distribution Monitoring

Registration Assessments Open Case

Logout

Home / Cash Monitoring / Budget Activities

+ Add New Activity List All Activities Cash Distribution Post Cash monitoring

### LIST OF ALL ACTIVITIES

Filter:

Show: 10

#	Activity Name	Descriptions	Amount	Currency	Donor	Remarks	Status	Action
No data available in table								
<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Search"/>	

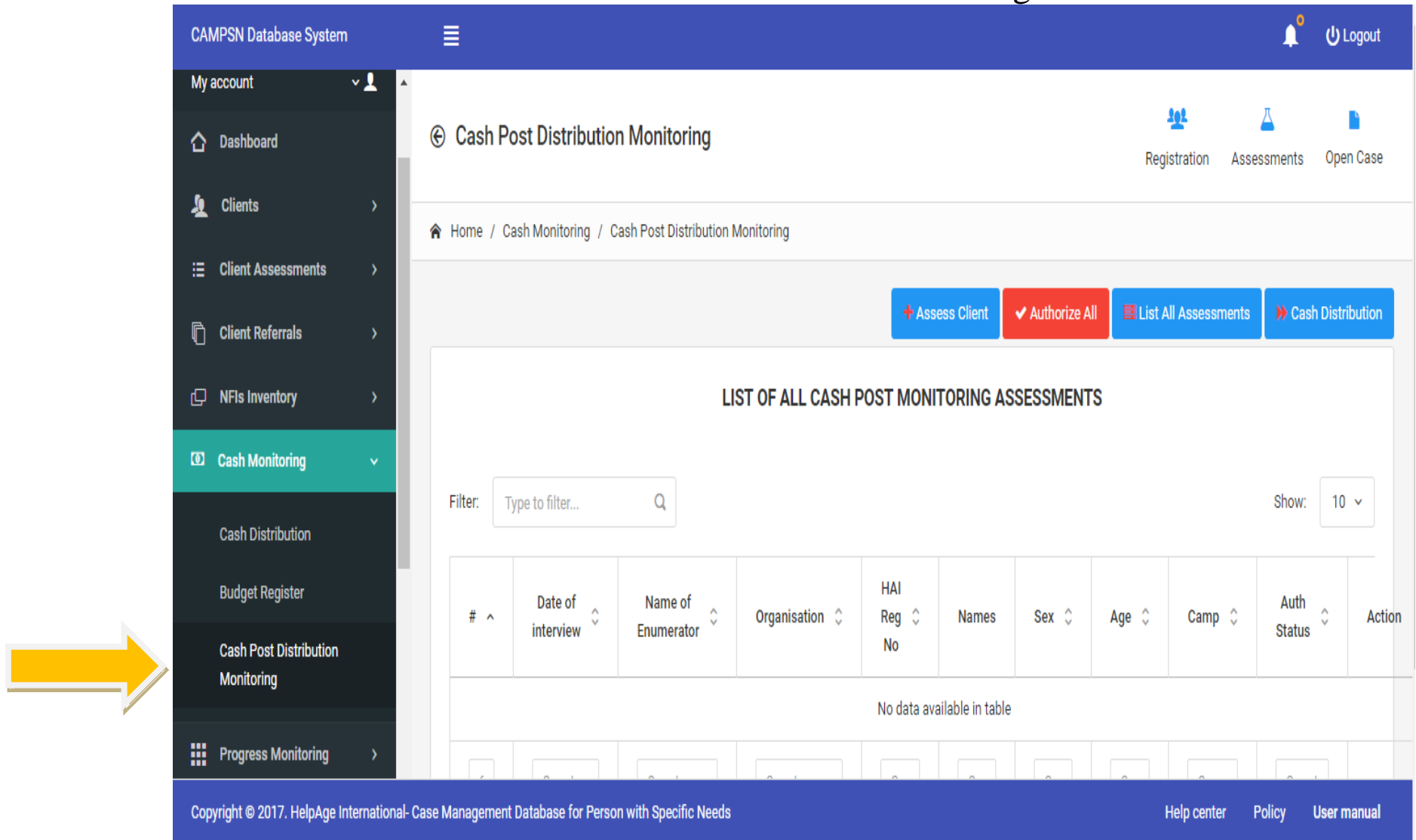
Showing 0 to 0 of 0 entries

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### 5.3. Cash Post Distribution Monitoring

Go to Cash Monitor → Cash Post Distribution Monitoring → Cash distribution



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: My account, Dashboard, Clients, Client Assessments, Client Referrals, NFIs Inventory, Cash Monitoring (highlighted with a green bar), Cash Distribution, Budget Register, Cash Post Distribution Monitoring (indicated by a large yellow arrow), and Progress Monitoring. The main content area is titled 'Cash Post Distribution Monitoring' and includes a breadcrumb trail: Home / Cash Monitoring / Cash Post Distribution Monitoring. Below the breadcrumb, there are four action buttons: Assess Client, Authorize All, List All Assessments, and Cash Distribution. The main section is titled 'LIST OF ALL CASH POST MONITORING ASSESSMENTS' and features a search filter (Type to filter...) and a 'Show: 10' dropdown. A table with the following columns is displayed: #, Date of interview, Name of Enumerator, Organisation, HAI Reg No, Names, Sex, Age, Camp, Auth Status, and Action. The table currently shows 'No data available in table'.

CAMPSN Database System

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Cash Monitoring

Cash Distribution

Budget Register

Cash Post Distribution Monitoring

Progress Monitoring

Cash Post Distribution Monitoring

Registration Assessments Open Case

Home / Cash Monitoring / Cash Post Distribution Monitoring

Assess Client Authorize All List All Assessments Cash Distribution

LIST OF ALL CASH POST MONITORING ASSESSMENTS

Filter: Type to filter...

Show: 10

#	Date of interview	Name of Enumerator	Organisation	HAI Reg No	Names	Sex	Age	Camp	Auth Status	Action
No data available in table										

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Help center Policy User manual

## 6.0. Progress Monitoring

This is concern with different cases which involve case management and Progressive note.

### 6.1. Case Management

Go to Progress Monitoring → Case management → Client New case

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Cash Monitoring

**Progress Monitoring**

Case Management

Progressive Note

Data import

Progress Case Management

Registration Assessments Open Case

Home / Progress Case Management

Client New Case Authorize All List All Cases

List of All Client Cases

Filter: Type to filter... Show: 10

SNO	Reference #	Full Name	Age	Sex	Open Date	Camp	Case Type	Status	Auth Status	Actions
No data available in table										
Reference #	Full Name	Age	Sex	Open Date	Camp	Case Type	Status	Auth Status		

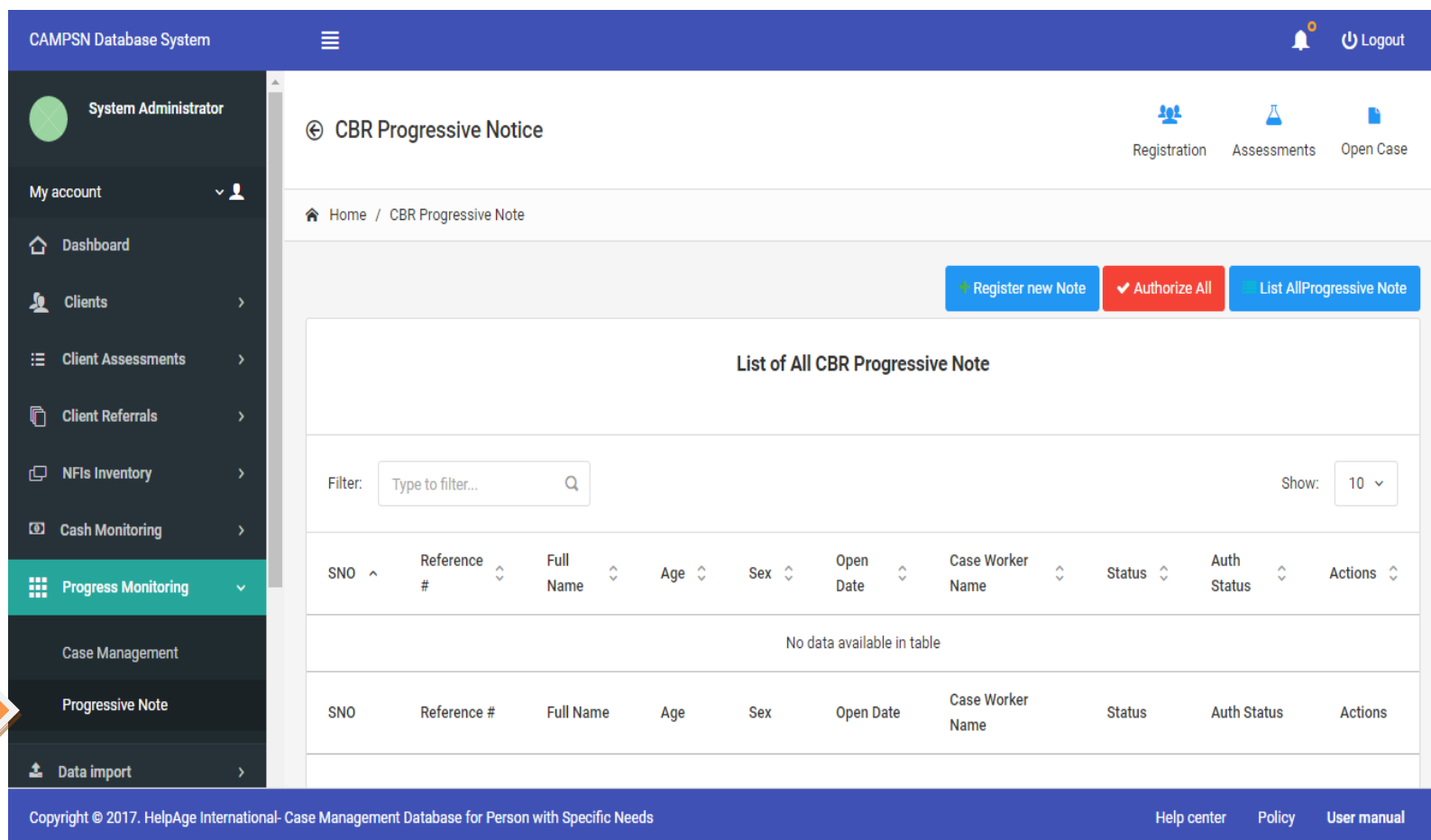
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## 6.2. Progressive note

Go to Progress Monitoring → Progressive note → Register New note



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: System Administrator, My account, Dashboard, Clients, Client Assessments, Client Referrals, NFIs Inventory, Cash Monitoring, Progress Monitoring (highlighted with an orange arrow), Case Management, Progressive Note, and Data import. The main content area is titled 'CBR Progressive Notice' and includes a breadcrumb trail 'Home / CBR Progressive Notice'. At the top right of the main area are three buttons: 'Register new Note' (blue), 'Authorize All' (red), and 'List All Progressive Note' (blue). Below these buttons is a section titled 'List of All CBR Progressive Note' which contains a search filter and a table. The table has columns: SNO, Reference #, Full Name, Age, Sex, Open Date, Case Worker Name, Status, Auth Status, and Actions. The table is currently empty, displaying 'No data available in table'. The footer of the page contains the copyright information: 'Copyright © 2017. HelpAge International- Case Management Database for Person with Specific Needs' and links to 'Help center', 'Policy', and 'User manual'.

CAMPSN Database System

System Administrator

My account

Dashboard

Clients

Client Assessments

Client Referrals

NFIs Inventory

Cash Monitoring

Progress Monitoring

Case Management

Progressive Note

Data import

CBR Progressive Notice

Registration Assessments Open Case

Home / CBR Progressive Notice

Register new Note Authorize All List All Progressive Note

List of All CBR Progressive Note

Filter: Type to filter... Show: 10

SNO	Reference #	Full Name	Age	Sex	Open Date	Case Worker Name	Status	Auth Status	Actions
No data available in table									
SNO	Reference #	Full Name	Age	Sex	Open Date	Case Worker Name	Status	Auth Status	Actions

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## 7.0. REPORTS

Under data Reports is where we can extract different reports

### 7.1. Clients Registration Reports

Go to Reports → Clients Reports → Client Registrarion, then on the POP up of the client registration, you have to select the range of date, Start date and end date,also camp if you want to specify camp or you can select all to retrieve report for overall camps,Also you may select specific need, then type of report, after that you generate the report.



**CAMPSN Database System**

Dashboard  
Clients  
Client Assessments  
Client Referrals  
NFIs Inventory  
Cash Monitoring  
Progress Monitoring  
Data import  
Data Export  
**Reports**  
Client Reports  
Assessments Reports  
Referrals Reports

**CLIENT REGISTRATION REPORTS**

Arrival Date: Start Date  End Date

HAI Reg No  Unique ID  Full Name

Sex  Camp  Specific Needs?

Ration Card Number  Age Group  Present address (Zone, Cluster, Neighbourhood etc)

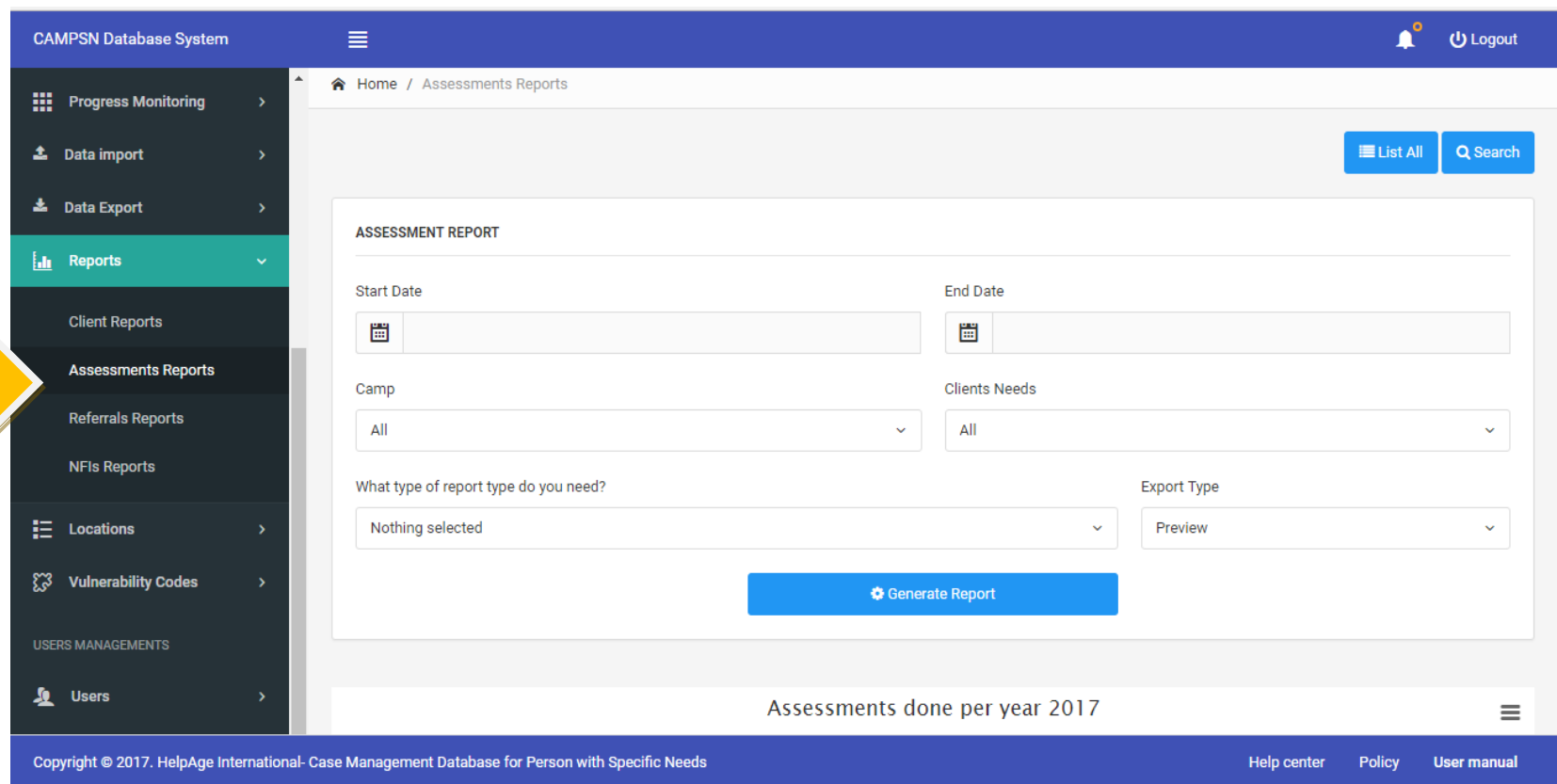
What type of report type do you need?  Export Type

**Generate report**

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## 7.2. Assessment Report

Go to Reports → Assessment Reports, then select start and end date, then select the camp you want to retrieve, client need and type of report you want to retrieve, then choose export type you want, then generate report.



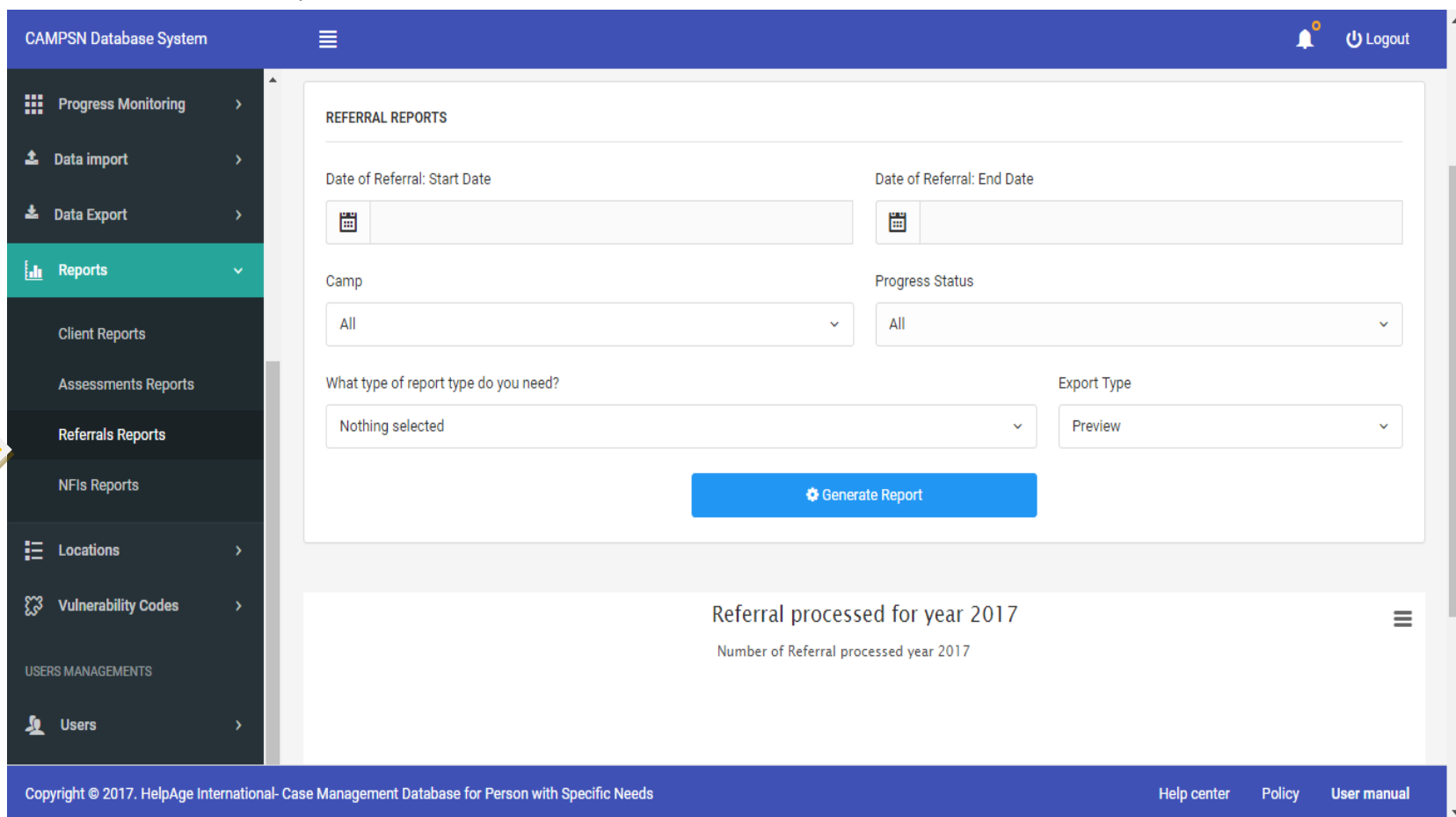
The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: Progress Monitoring, Data Import, Data Export, Reports (highlighted with a yellow arrow), Client Reports, Assessments Reports, Referrals Reports, NFIs Reports, Locations, Vulnerability Codes, and Users Management. The main content area is titled 'ASSESSMENT REPORT' and includes the following fields:

- Start Date:
- End Date:
- Camp:
- Clients Needs:
- What type of report type do you need?:
- Export Type:

A blue button labeled 'Generate Report' is located below the form fields. At the bottom of the page, there is a footer with the text 'Copyright © 2017. HelpAge International- Case Management Database for Person with Specific Needs' and links for 'Help center', 'Policy', and 'User manual'.

### 7.3. Referrals Reports.

Go to Reports → Referrals, then select start and end date, then select the camp you want to retrieve, progress status and type of report you want to retrieve, then choose export type you want, then generate report.



The screenshot displays the CAMPSN Database System interface. The left sidebar contains a menu with the following items: Progress Monitoring, Data import, Data Export, Reports (highlighted with a green bar and a yellow arrow), Client Reports, Assessments Reports, Referrals Reports, NFIs Reports, Locations, Vulnerability Codes, USERS MANAGERMENTS, and Users. The main content area is titled 'REFERRAL REPORTS' and contains the following fields and buttons:

- Date of Referral: Start Date (calendar icon)
- Date of Referral: End Date (calendar icon)
- Camp (dropdown menu, currently set to 'All')
- Progress Status (dropdown menu, currently set to 'All')
- What type of report type do you need? (dropdown menu, currently set to 'Nothing selected')
- Export Type (dropdown menu, currently set to 'Preview')
- Generate Report (blue button)

Below the filters, a summary card displays the following information:

- Referral processed for year 2017
- Number of Referral processed year 2017

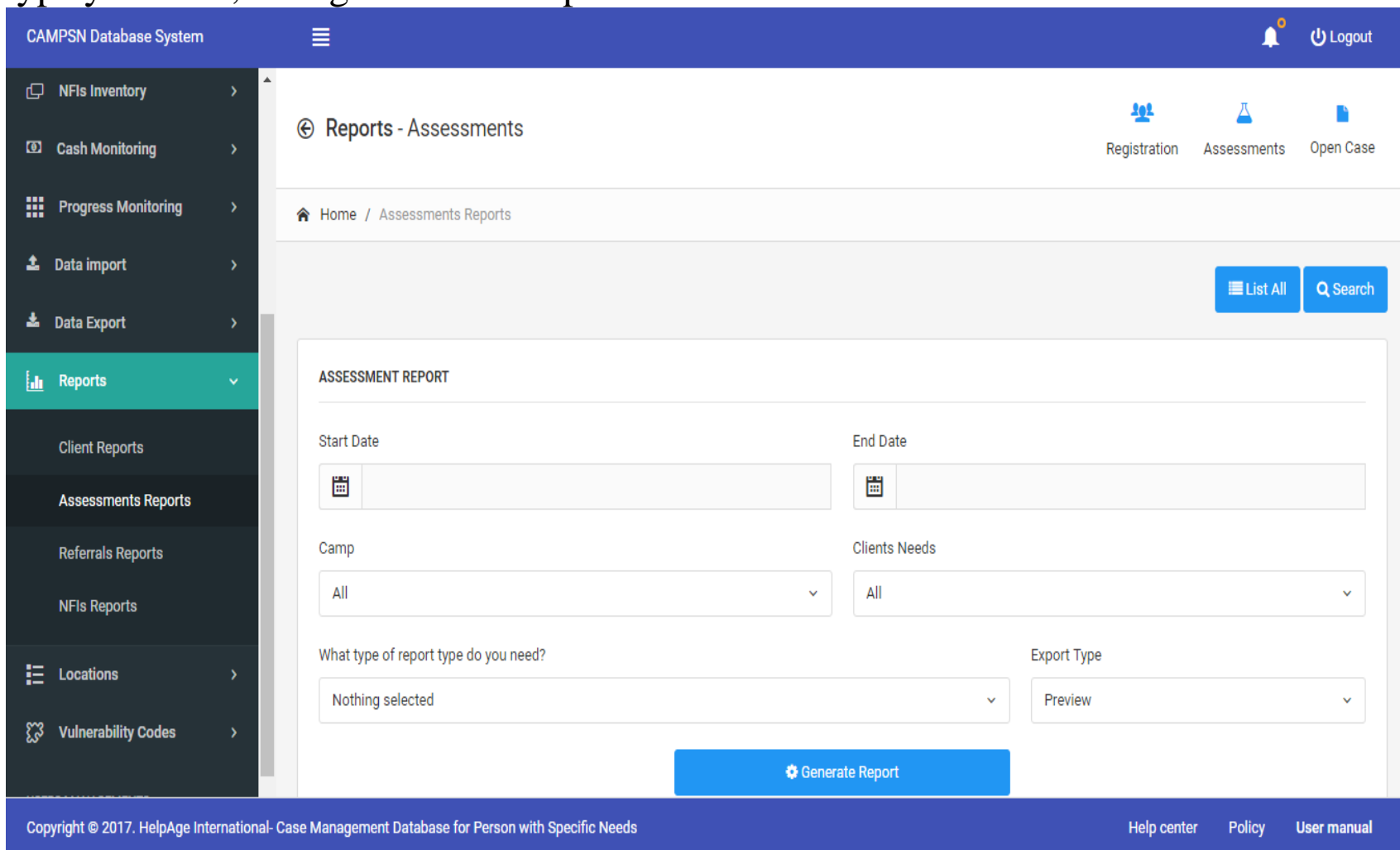
The footer of the interface contains the following text:

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## 7.4. NFIs Reports

Go to Reports → NFIs Reports, then select start and end date, then select the camp you want to retrieve, client need and type of report you want to retrieve, then choose export type you want, then generate the report.



The screenshot displays the CAMPSN Database System interface. The top navigation bar is blue with the text 'CAMPSN Database System' on the left, a hamburger menu icon in the center, and a notification bell and 'Logout' button on the right. The left sidebar is dark blue with various menu items: 'NFIs Inventory', 'Cash Monitoring', 'Progress Monitoring', 'Data import', 'Data Export', 'Reports' (highlighted with a green bar and a dropdown arrow), 'Client Reports', 'Assessments Reports', 'Referrals Reports', 'NFIs Reports', 'Locations', and 'Vulnerability Codes'. A large yellow arrow points to the 'Reports' menu item. The main content area is white and titled 'Reports - Assessments'. It features a breadcrumb trail 'Home / Assessments Reports' and buttons for 'List All' and 'Search'. Below this is the 'ASSESSMENT REPORT' form. The form includes fields for 'Start Date' and 'End Date' (each with a calendar icon), 'Camp' (a dropdown menu currently showing 'All'), 'Clients Needs' (a dropdown menu currently showing 'All'), 'What type of report type do you need?' (a dropdown menu currently showing 'Nothing selected'), and 'Export Type' (a dropdown menu currently showing 'Preview'). A blue 'Generate Report' button is located at the bottom of the form. The footer is blue and contains the text 'Copyright © 2017. HelpAge International- Case Management Database for Person with Specific Needs' on the left, and 'Help center', 'Policy', and 'User manual' on the right.

## 8.0. Vulnerability Codes(Codes and categories)

You can register codes and their Categories by navigate to Vulnerability Code→Code/Category, Then you can Add new Code/Category as shown bellow.

The screenshot displays the CAMPSN Database System interface. The top navigation bar includes the system name, a menu icon, and a 'Logout' button. The left sidebar lists various modules: NFIs Inventory, Cash Monitoring, Progress Monitoring, Data import, Data Export, Reports (highlighted), Client Reports, Assessments Reports, Referrals Reports, NFIs Reports, Locations, and Vulnerability Codes. The main content area is titled 'Reports - Assessments' and shows a breadcrumb trail 'Home / Assessments Reports'. It features a 'List All' button and a 'Search' button. The 'ASSESSMENT REPORT' form includes fields for 'Start Date' and 'End Date' (with calendar icons), 'Camp' (dropdown menu set to 'All'), 'Clients Needs' (dropdown menu set to 'All'), 'What type of report type do you need?' (dropdown menu set to 'Nothing selected'), and 'Export Type' (dropdown menu set to 'Preview'). A 'Generate Report' button is located at the bottom of the form. The footer contains copyright information and links to 'Help center', 'Policy', and 'User manual'.

## 9.0 System advanced Import

When import data/formated data to the system, you just navigate to the Data Iport➔ Import data, then select a specific file to import, then import.

The screenshot displays the CAMPSN Database System interface. The top navigation bar includes the system name, a menu icon, and a 'Logout' button. The left sidebar menu lists various system functions, with 'Data import' highlighted in green. An orange arrow points to the 'Import data' option under 'Data import'. The main content area is titled 'System Data Import' and shows a breadcrumb trail 'Home / Backup And sharing'. Below this, there are buttons for 'Home', 'Export Data', and 'Import Data'. The 'SYSTEM ADVANCED DATA IMPORT' section contains a 'System Module' dropdown menu set to 'Main Module', a 'Data File' section with a 'Choose File' button and 'No file chosen' text, and an 'Import Data' button.

## 10.0 System advanced Emport

When Emport data data from the system, you just navigate to the Data Export➔ Export data, then select the module to export, then click Export.

The screenshot displays the CAMPSN Database System interface. The top navigation bar is dark blue with the text "CAMPSN Database System" on the left, a hamburger menu icon in the center, and a bell icon and "Logout" button on the right. A left sidebar contains a list of modules: Client Assessments, Client Referrals, NFIs Inventory, Cash Monitoring, Progress Monitoring, Data import, Data Export (highlighted in green), Export data, Reports, Locations, Vulnerability Codes, and Client Needs Setting. The main content area has a header "System Data Exports" with icons for Registration, Assessments, and Open Case. Below this is a breadcrumb trail "Home / Backup And sharing". A secondary navigation bar contains buttons for Home, Export Data, and Import Data. The main content area is titled "SYSTEM ADVANCED DATA EXPORT" and features a "System Module" dropdown menu currently set to "Main Module". A blue "Export Data" button is positioned below the dropdown. The footer is dark blue and contains the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Specific Needs" on the left and links for "Help center", "Policy", and "User manual" on the right.