

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

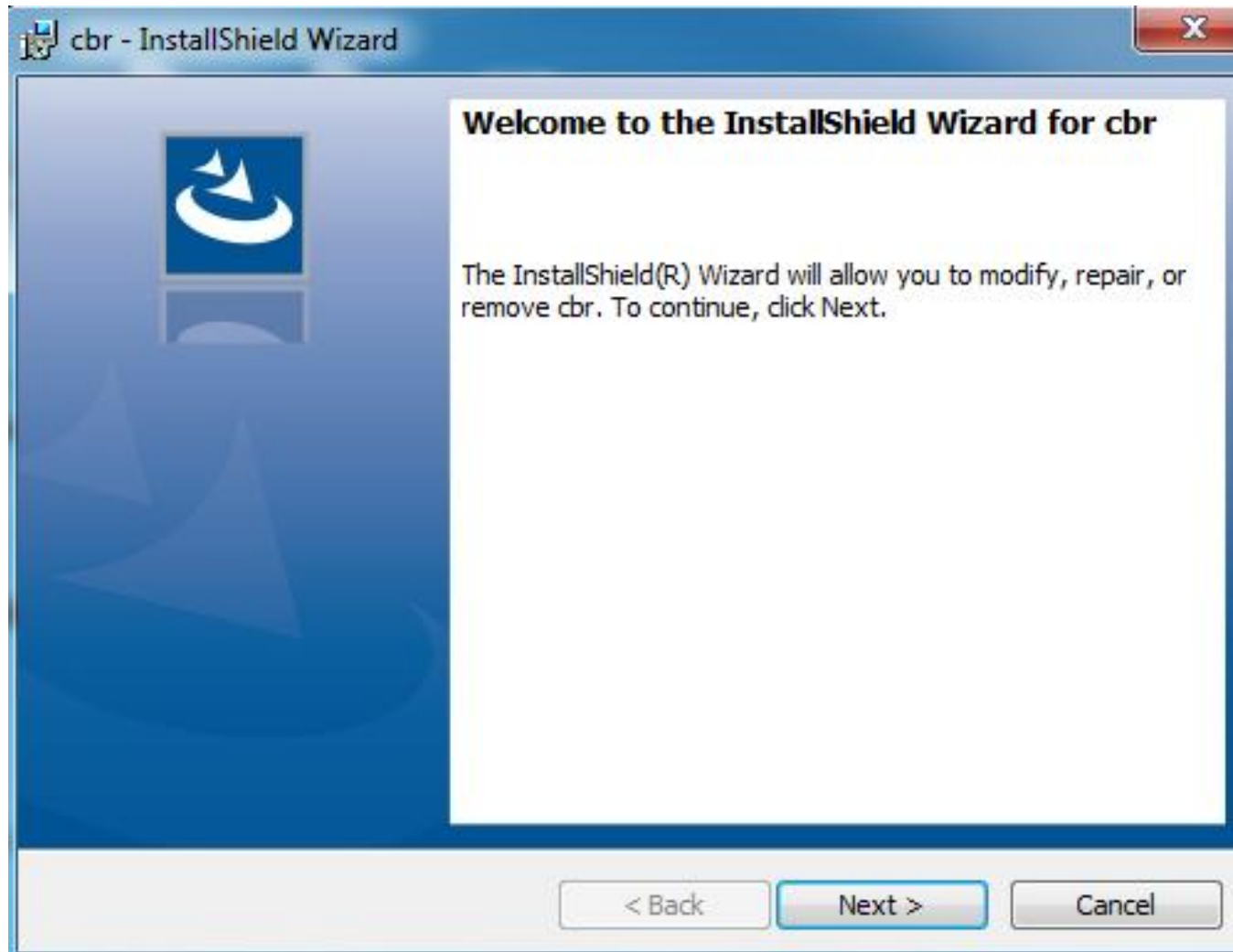
- ❖ To install Case management Database on any system you need administrator privileges

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

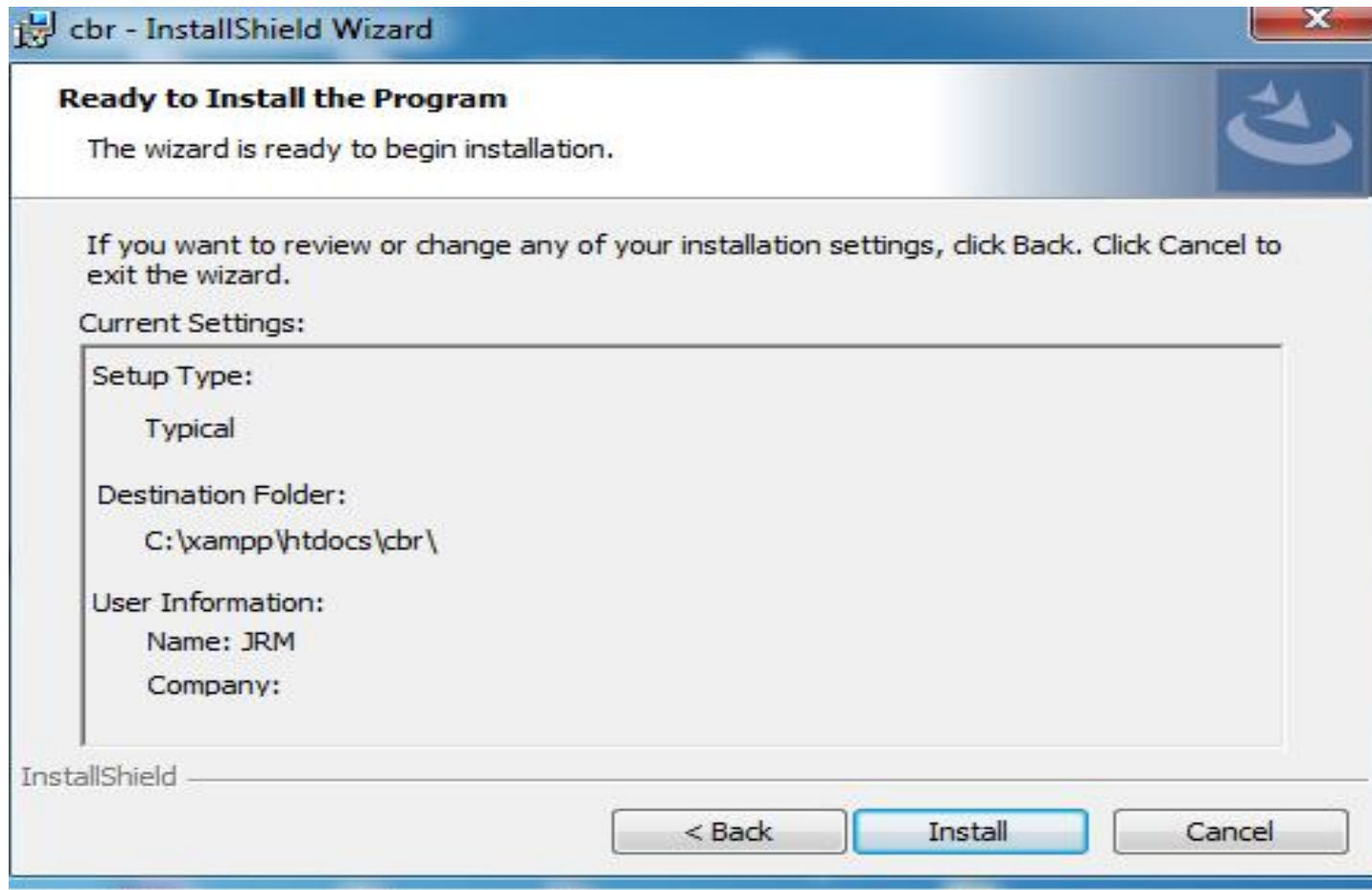
Installation Of Case Management Database.

- ❖ 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.



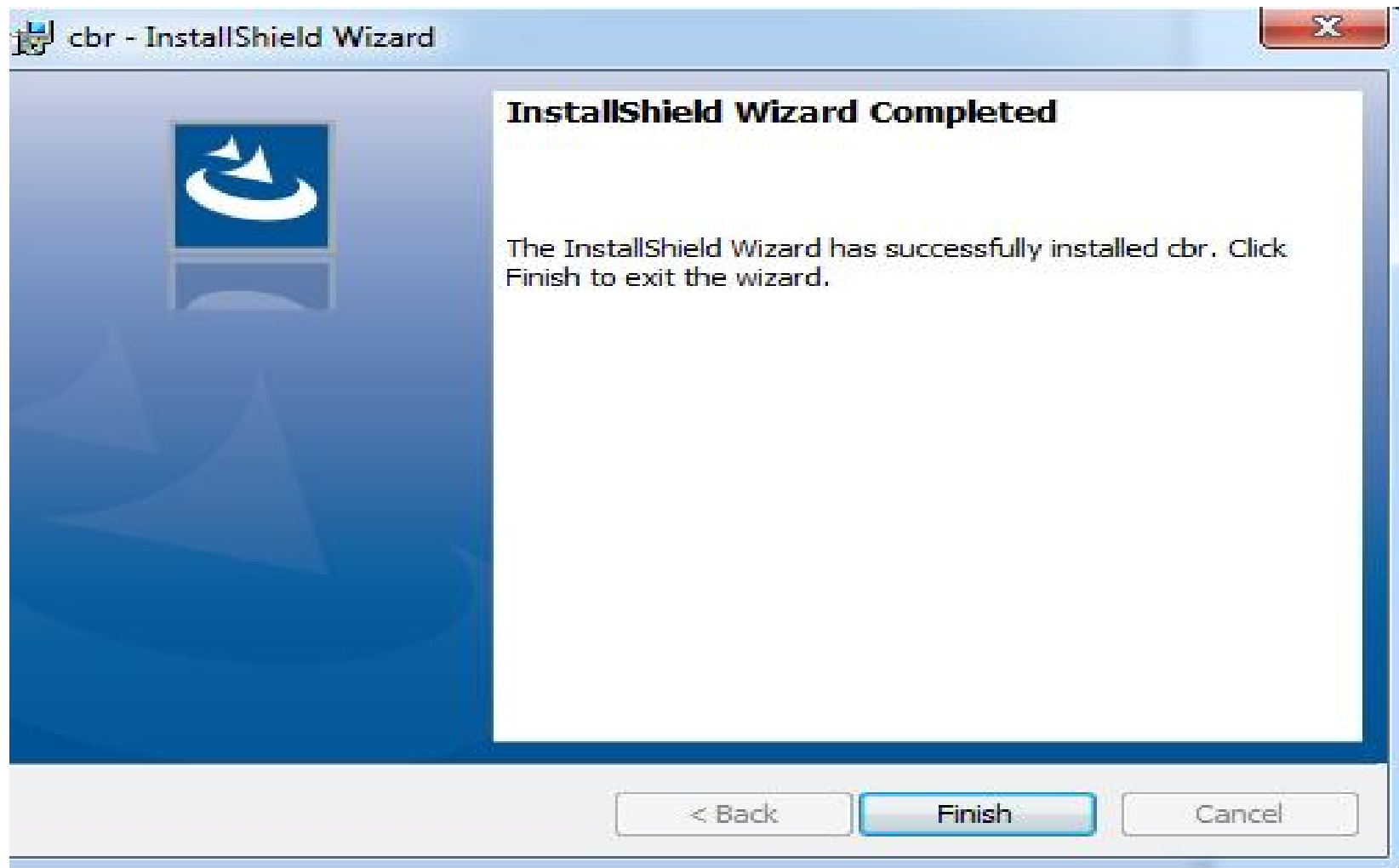
Click **Install** to start installation to the directory as shown on the installation wizard



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

CASE MANAGEMENT DATABASE FOR PERSON WITH SPECIAL NEEDS



Login to your account
Enter your credentials

 Username

 Password


☐ Remember

[Forgot password?](#)


Login ➔


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

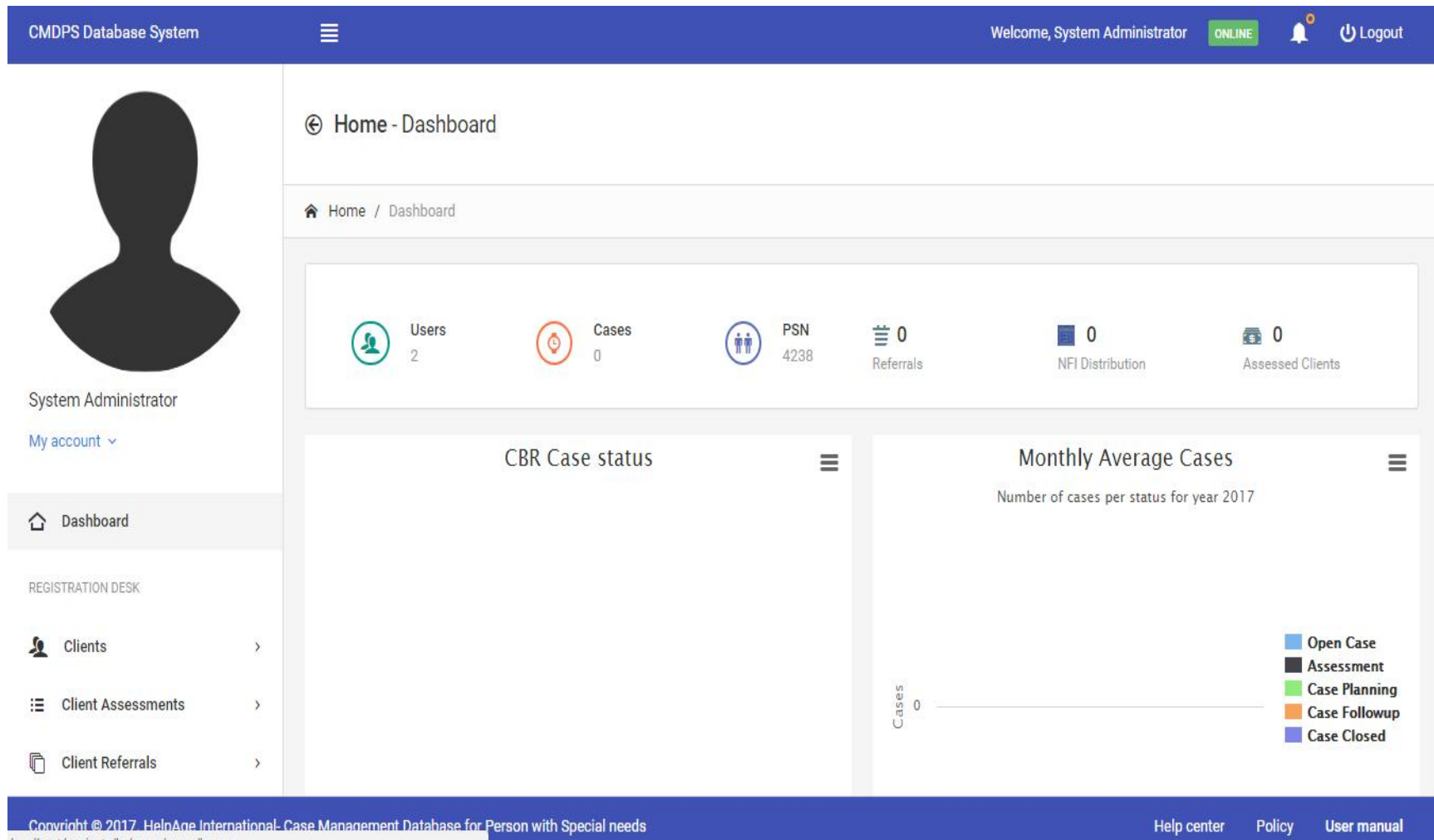


☐ Remember

[Forgot password?](#)

Login ➔

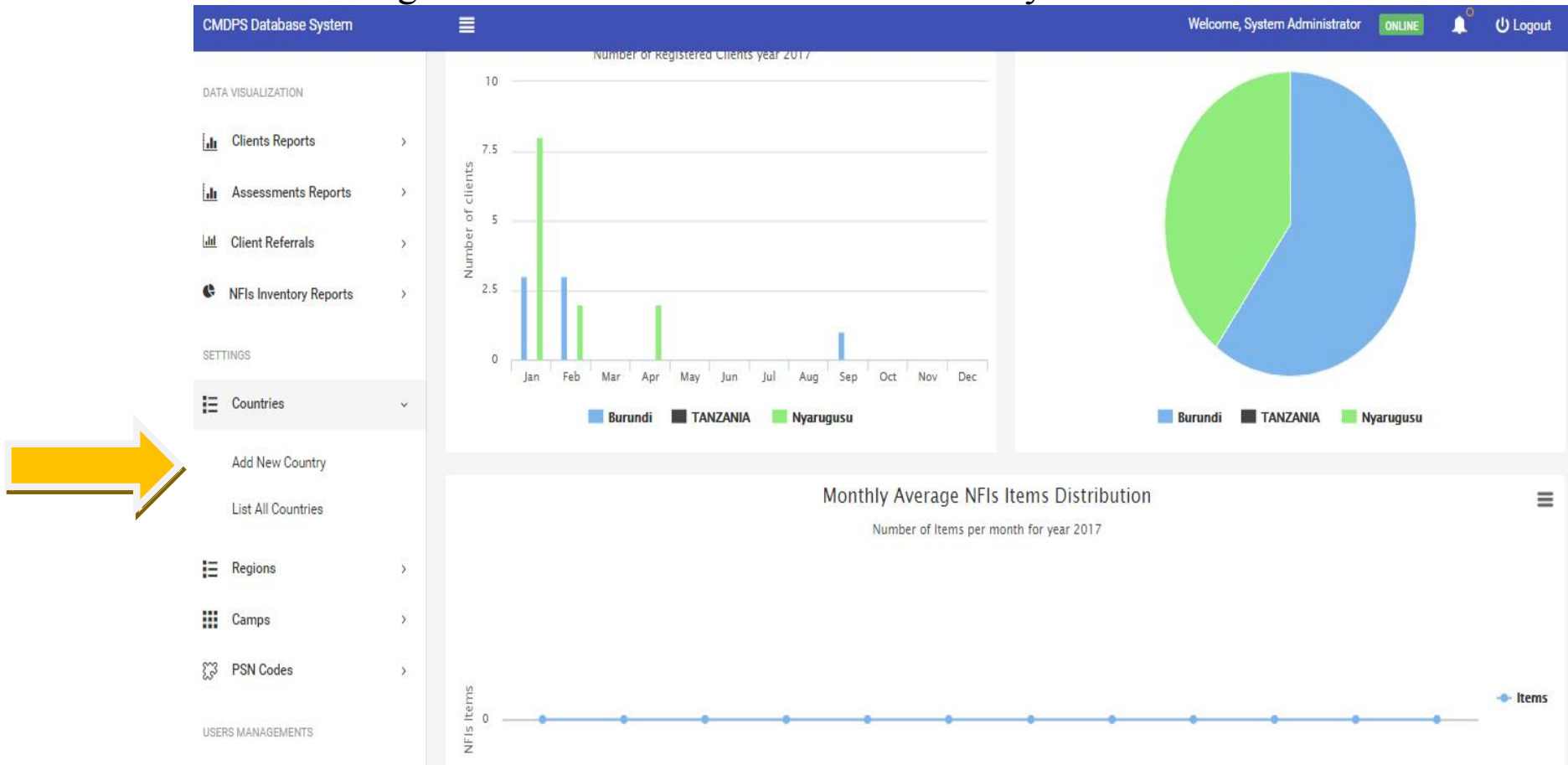
When user and password entered are correct the next page will be as bellow depending on the User level(administrator,normal user etc..)



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

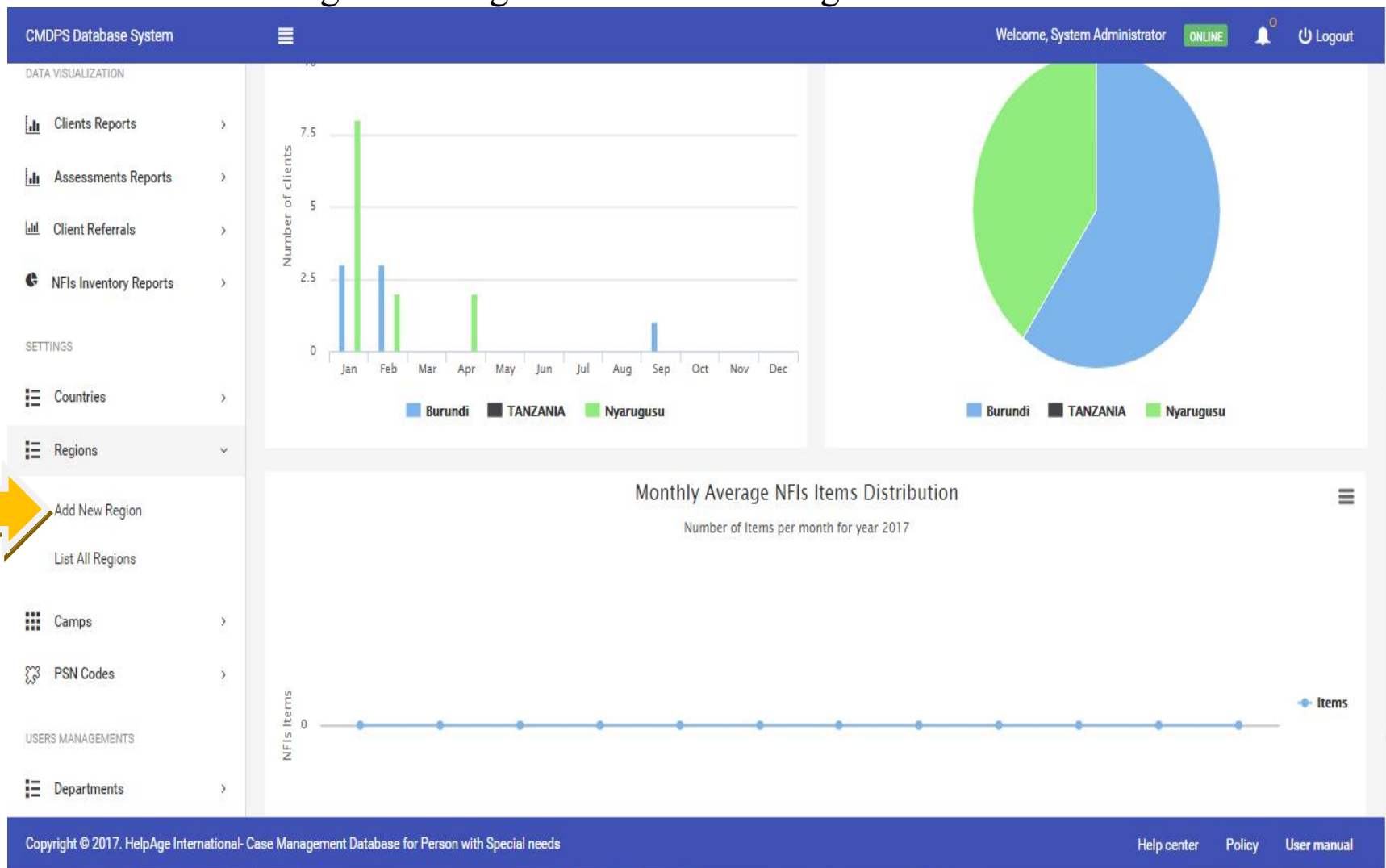
i. Register country.

Under Setting Go to Countries ➔ Add New Country



ii. Register Region

Under Setting Go to Region ➔ Add New Region



iii. Register District

Under Setting, Go to List of Region → under District tab, Add New

The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, and user information: "Welcome, System Administrator", an "ONLINE" status indicator, a notification bell, and a "Logout" button. The left sidebar shows the user's profile as "System Administrator" with a "My account" link, and a navigation menu with "Dashboard", "Clients", "Client Assessments", "Client Referrals", and "NFIs Inventory". The main content area is titled "Districts" and includes a breadcrumb "Home / Districts". At the top of the main area are buttons for "Add New", "List All", "Search", and "Return to Regions". A large blue arrow points to the "Add New" button. Below these buttons is a table with the following data:

#	District Name	Region Name	Actions
1	Kibondo	Kigoma	Edit Delete
2	Kasulu	Kigoma	Edit Delete
3	Kakonko	Kigoma	Edit Delete

Below the table, it says "Showing 1 to 3 of 3 entries". The footer contains the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" and links to "Help center", "Policy", and "User manual".

iv. **Register Camp**
Under Setting Go to Camp → Add New Camp

The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a hamburger menu icon, and user information: 'Welcome, System Administrator', 'ONLINE' status, a notification bell, and a 'Logout' button. The left sidebar contains a 'Camps' menu item, which is highlighted by a large yellow arrow pointing to it. Below 'Camps' are the options 'Add New Camp' and 'List All camps'. Other sidebar items include 'Progress Monitoring', 'Clients Reports', 'Assessments Reports', 'Client Referrals', 'NFIs Inventory Reports', 'Countries', 'Regions', and 'PSN Codes'. The main content area features three charts: 'Monthly Client Registration for year 2017' (a bar chart showing client numbers by month for Burundi, Tanzania, and Nyarugusu), 'Client Registration Per Nationality' (a pie chart showing the distribution of clients by nationality), and 'Monthly Average NFIs Items Distribution' (a bar chart showing the number of items per month for 2017). The footer contains copyright information: 'Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs', and links to 'Help center', 'Policy', and 'User manual'.

CMDPS Database System

Welcome, System Administrator ONLINE

Logout

PROGRESS MONITORING

Progress Monitoring

DATA VISUALIZATION

Clients Reports

Assessments Reports

Client Referrals

NFIs Inventory Reports

SETTINGS

Countries

Regions

Camps

Add New Camp

List All camps

PSN Codes

Monthly Client Registration for year 2017

Number of Registered Clients year 2017

Client Registration Per Nationality

Monthly Average NFIs Items Distribution

Number of Items per month for year 2017

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

v. Register PSN Code

Under Setting Go to PSN Code → Codes → Add New PSN Code

The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a hamburger menu icon, and user information: "Welcome, System Administrator", "ONLINE" status, a notification bell, and a "Logout" button. The left sidebar contains a list of menu items: "Client Referrals", "NFIs Inventory Reports", "SETTINGS", "Countries", "Regions", "Camps", "PSN Codes", "Users Managements", "Departments", "Users", "Users Rights", and "System Audit". The "PSN Codes" item is expanded, showing sub-items "Codes" and "Categories". A large yellow arrow points to the "Codes" sub-item. The main content area features three charts: a bar chart for "Number of" items by month for Burundi, TANZANIA, and Nyarugusu; a pie chart for the same categories; and a line chart titled "Monthly Average NFIs Items Distribution" showing the number of items per month for 2017. The line chart shows zero items for all months. The footer contains copyright information: "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" and links to "Help center", "Policy", and "User manual".

Number of

Month	Burundi	TANZANIA	Nyarugusu
Jan	2.5	0	5
Feb	2.5	0	1.5
Mar	0	0	0
Apr	0	0	1.5
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	1	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Monthly Average NFIs Items Distribution
Number of Items per month for year 2017

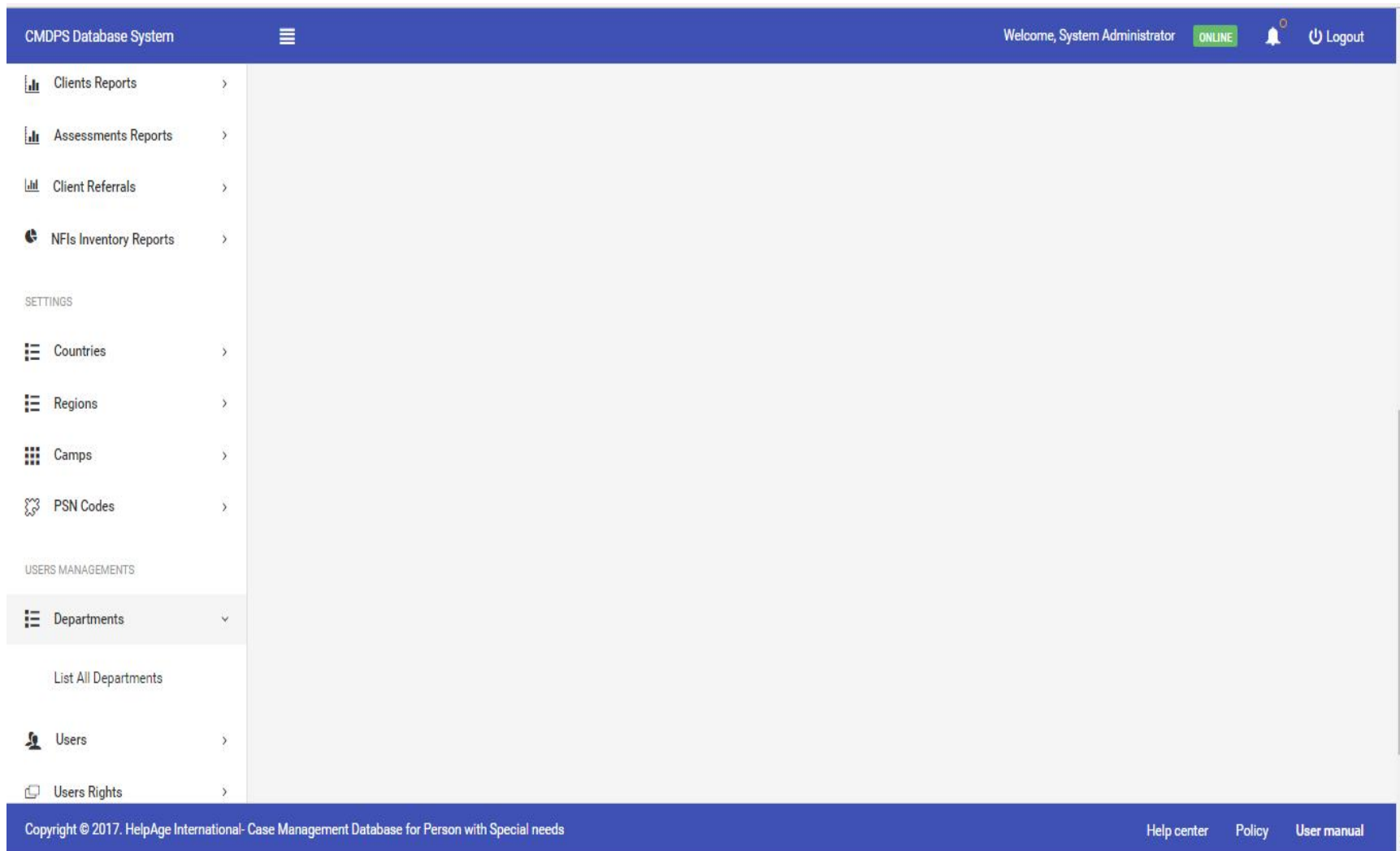
Month	Items
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

vi. Register Department

Under User Managements, Go to List All Department, ➔ Add New Department



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System" on the left, a hamburger menu icon in the center, and "Welcome, System Administrator" on the right, followed by a green "ONLINE" status indicator, a notification bell icon, and a "Logout" button.

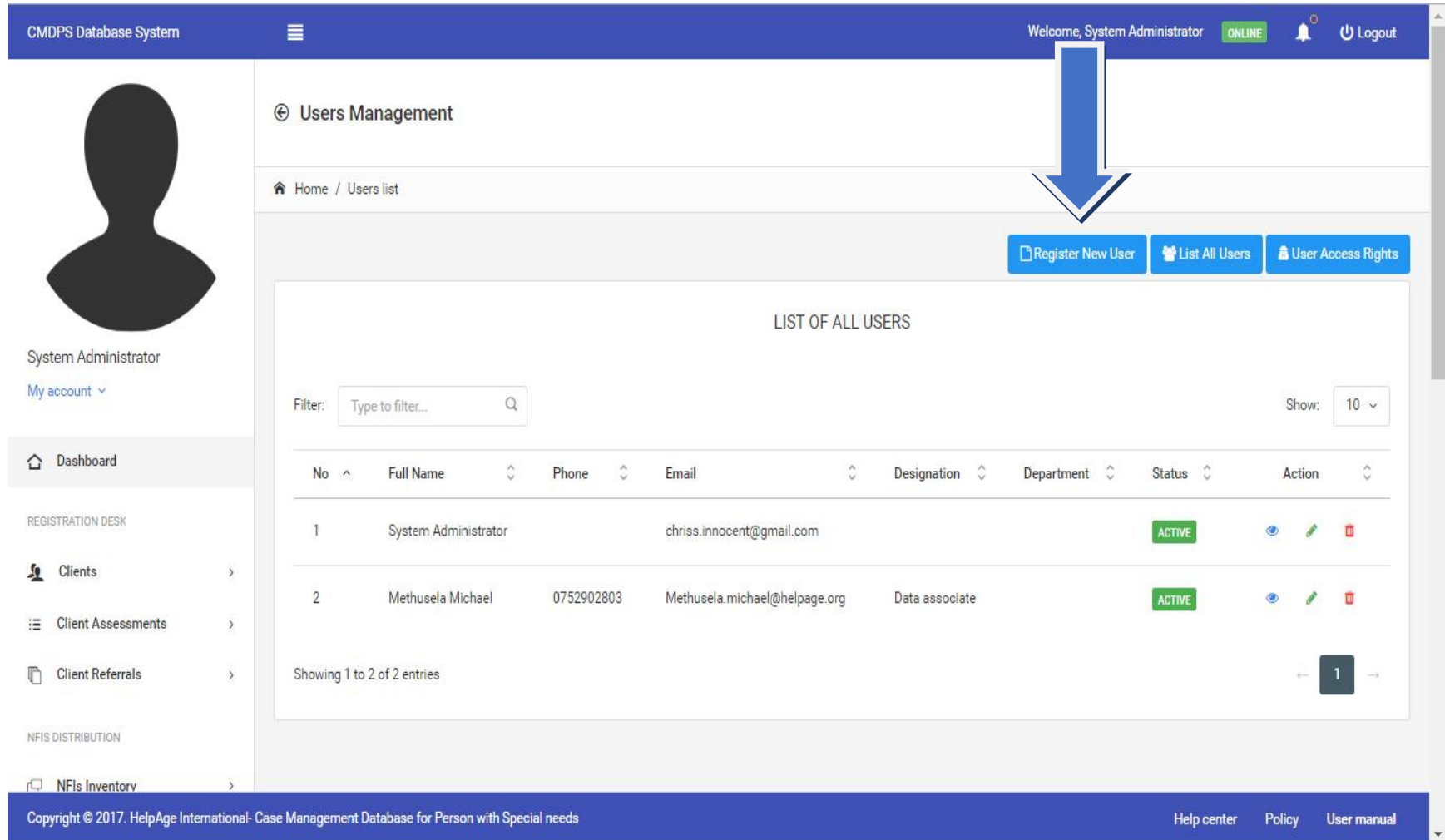
The left sidebar menu is organized into sections:

- Reports:** Includes "Clients Reports", "Assessments Reports", "Client Referrals", and "NFIs Inventory Reports", each with a bar chart icon and a right-pointing arrow.
- SETTINGS:** Includes "Countries", "Regions", "Camps", and "PSN Codes", each with a list icon and a right-pointing arrow.
- USERS MANAGEMENTS:** This section is highlighted with a yellow arrow pointing to it from the left. It contains:
 - Departments:** Highlighted with a grey background and a dropdown arrow. Below it is the option "List All Departments".
 - Users:** With a person icon and a right-pointing arrow.
 - Users Rights:** With a document icon and a right-pointing arrow.

The bottom of the interface features a blue footer bar with the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links for "Help center", "Policy", and "User manual" on the right.

vii. Register Users

Under User Managements, Go to List all User → Register New User



The screenshot displays the 'Users Management' section of the CMDPS Database System. The interface includes a sidebar with navigation options like 'Dashboard', 'Clients', 'Client Assessments', and 'Client Referrals'. The main content area shows a 'LIST OF ALL USERS' table with columns for No, Full Name, Phone, Email, Designation, Department, Status, and Action. Two users are listed: 'System Administrator' and 'Methusela Michael'. A 'Register New User' button is highlighted with a large blue arrow pointing to it from the top header.

System Administrator
My account ▾

Users Management

Home / Users list

[Register New User](#) [List All Users](#) [User Access Rights](#)

LIST OF ALL USERS

Filter:

Show: 10 ▾

No	Full Name	Phone	Email	Designation	Department	Status	Action
1	System Administrator		chriss.innocent@gmail.com			ACTIVE	View Edit Delete
2	Methusela Michael	0752902803	Methusela.michael@helpage.org	Data associate		ACTIVE	View Edit Delete

Showing 1 to 2 of 2 entries

1

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#) [Policy](#) [User manual](#)

Modules of the system.

The system have the following modules.

- i. Client
- ii. Assessment
- iii. Referrals
- iv. Material Distribution
- v. Rehabilitation
- vi. Data virtualization

1. Client

1.1. Client Registration

Go to Client → List all clients → Register New Client

The screenshot displays the CMDPS Database System interface. The top header bar is blue and contains the text "CMDPS Database System" on the left, a hamburger menu icon in the center, and "Welcome, System Administrator" on the right, followed by a green "ONLINE" status indicator, a bell icon for notifications, and a "Logout" button.

On the left side, there is a sidebar. At the top, it shows a silhouette of a person, the text "System Administrator", and a "My account" link with a dropdown arrow. Below this is a "Dashboard" link with a house icon. Under the heading "REGISTRATION DESK", there are three menu items: "Clients" (with a person icon and a dropdown arrow), "List All Clients", "Client Assessments" (with a list icon and a right arrow), and "Client Referrals" (with a document icon and a right arrow). A yellow arrow points to the "Clients" menu item.

The main content area is titled "Clients Managements" and includes a breadcrumb "Home / Clients list". Below this is a row of four blue buttons: "Register New Client" (with a plus icon), "List All", "Search" (with a magnifying glass icon), and "Import" (with an upload icon). A large yellow arrow points down to the "Register New Client" button.

The "List of All Clients" section features a filter input field with the placeholder "Type to filter..." and a search icon, and a "Show: 10" dropdown menu. Below this is a table with columns: "No", "Client No", "Full Name", "Sex", "Age", "Arrival Date", "Nationality", "Camp", "Status", and "Actions". The table body is currently empty, displaying "Loading..." and "Showing 0 to 0 of 0 entries".

The footer is a blue bar containing the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links for "Help center", "Policy", and "User manual" on the right.

1.2. List all Client

Go to Client → List all clients

CMDPS Database System

Welcome, System Administrator ONLINE Logout

System Administrator
[My account](#)

Dashboard

REGISTRATION DESK

Clients

List All Clients

Client Assessments

Client Referrals

Clients Managements

Home / Clients list

Register New Client

List All

Search

Import

List of All Clients

Filter:

Show: 10

No	Client No	Full Name	Sex	Age	Arrival Date	Nationality	Camp	Status	Actions
1		BARAKANIERA MARISELINA	Female	63	23 Apr 2016	Nyarugusu	Mtendeli		
2	312-16H10521	BAMBONEYEHO BERNADETHA	Female	70	24 Sep 2016	Burundi	Mtendeli		
3	451-15H33080	DOROTHEA KALILA	Female	39	03 Jan 2016	Nyarugusu	Mtendeli		
4	312-16H10752	ACONAHIGIZE AKELINE	Female	27	17 Sep 2016	Burundi	Mtendeli		
5	451-15H03125	ADELINE TANU	Female	33	06 Jul 2016	Nyarugusu	Mtendeli		
6	312-16H04088	ADFRA NZFYIMANA	Female	65	16 Jul 2016	Burundi	Mtendeli		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center

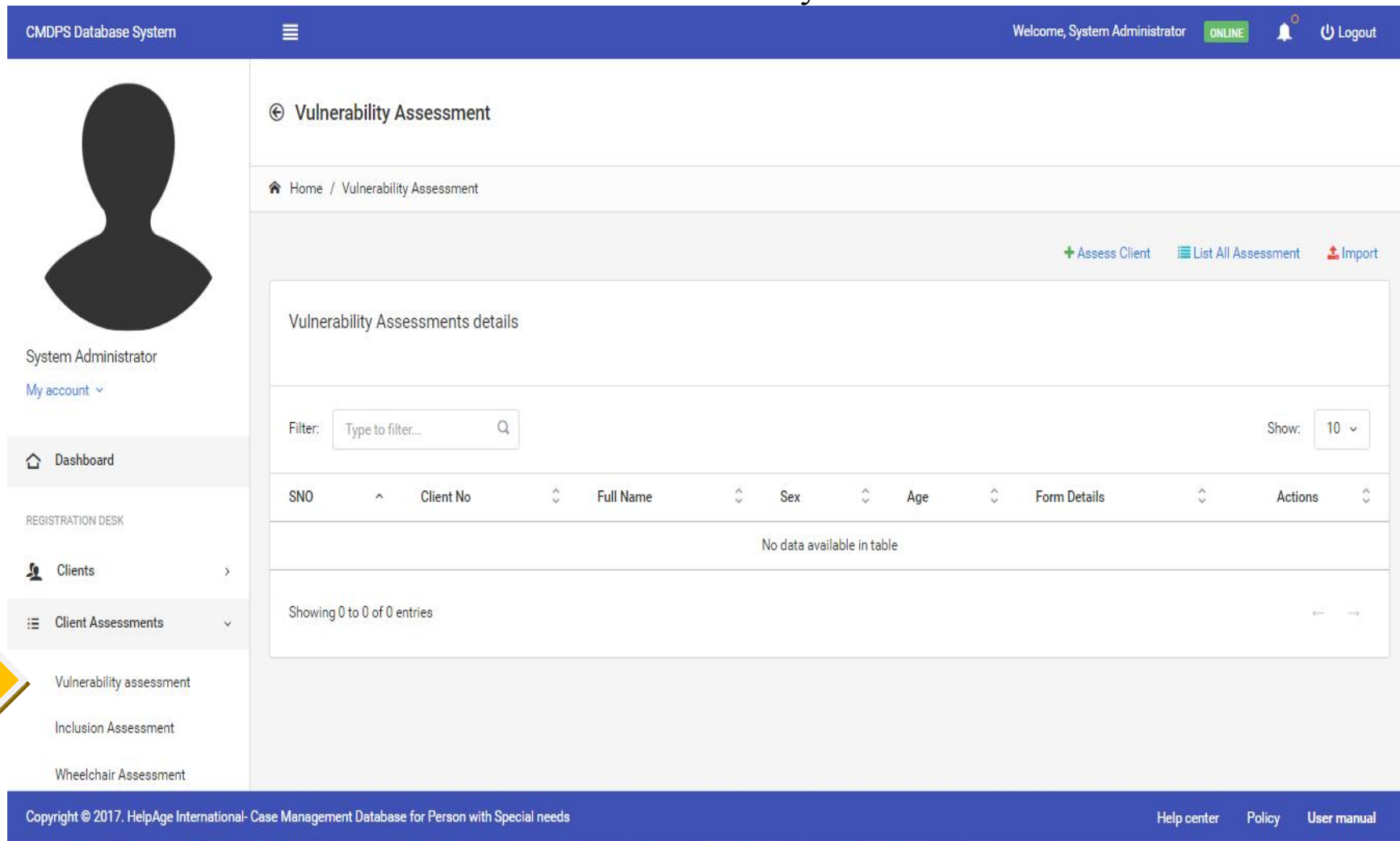
Policy

User manual

2. Client Assessment

2.1. Vulnerability Assessment

Go to Client Assessments → Vulnerability Assessment



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, the user's name (Welcome, System Administrator), an ONLINE status indicator, a notification bell, and a Logout button. The left sidebar shows the user's profile (System Administrator) and a list of navigation options: Dashboard, REGISTRATION DESK, Clients, Client Assessments (expanded), Vulnerability assessment (highlighted by a yellow arrow), Inclusion Assessment, and Wheelchair Assessment. The main content area is titled 'Vulnerability Assessment' and shows a breadcrumb trail (Home / Vulnerability Assessment). It includes action buttons for '+ Assess Client', 'List All Assessment', and 'Import'. Below these is a section for 'Vulnerability Assessments details' with a filter input and a 'Show: 10' dropdown. A table with columns SNO, Client No, Full Name, Sex, Age, Form Details, and Actions is present, but it contains no data, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains copyright information and links to Help center, Policy, and User manual.

CMDPS Database System

Welcome, System Administrator ONLINE

Logout

Vulnerability Assessment

Home / Vulnerability Assessment

+ Assess Client List All Assessment Import

Vulnerability Assessments details

Filter: Type to filter... Show: 10

SNO	Client No	Full Name	Sex	Age	Form Details	Actions
No data available in table						

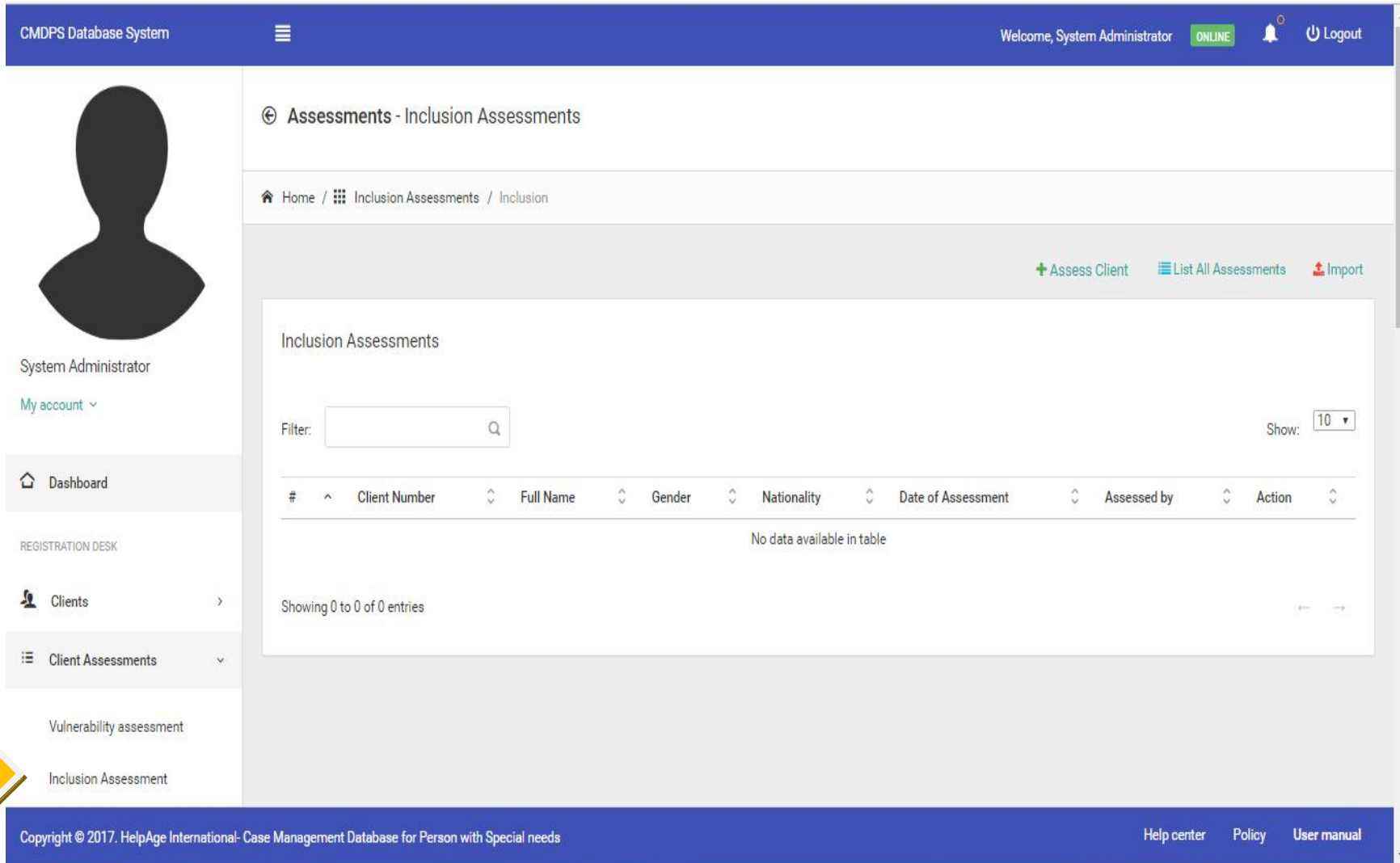
Showing 0 to 0 of 0 entries

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

2.2. Inclusion Assessment

Go to Client Assessments → Inclusion Assessment



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, the user's name (System Administrator), a status indicator (ONLINE), a notification bell, and a Logout button. The left sidebar contains a user profile section and a navigation menu. The main content area shows the 'Assessments - Inclusion Assessments' section with a breadcrumb trail: Home / Inclusion Assessments / Inclusion. Action buttons for '+ Assess Client', 'List All Assessments', and 'Import' are visible. A table titled 'Inclusion Assessments' is shown with a filter input, a 'Show: 10' dropdown, and a table header with columns: #, Client Number, Full Name, Gender, Nationality, Date of Assessment, Assessed by, and Action. The table body is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A yellow arrow points to the 'Inclusion Assessment' link in the left sidebar.

CMDPS Database System

Welcome, System Administrator **ONLINE** Logout

Assessments - Inclusion Assessments

Home / Inclusion Assessments / Inclusion

+ Assess Client List All Assessments Import

Inclusion Assessments

Filter: Show: 10

#	Client Number	Full Name	Gender	Nationality	Date of Assessment	Assessed by	Action
No data available in table							

Showing 0 to 0 of 0 entries

System Administrator
My account

Dashboard

REGISTRATION DESK

Clients

Client Assessments

Vulnerability assessment

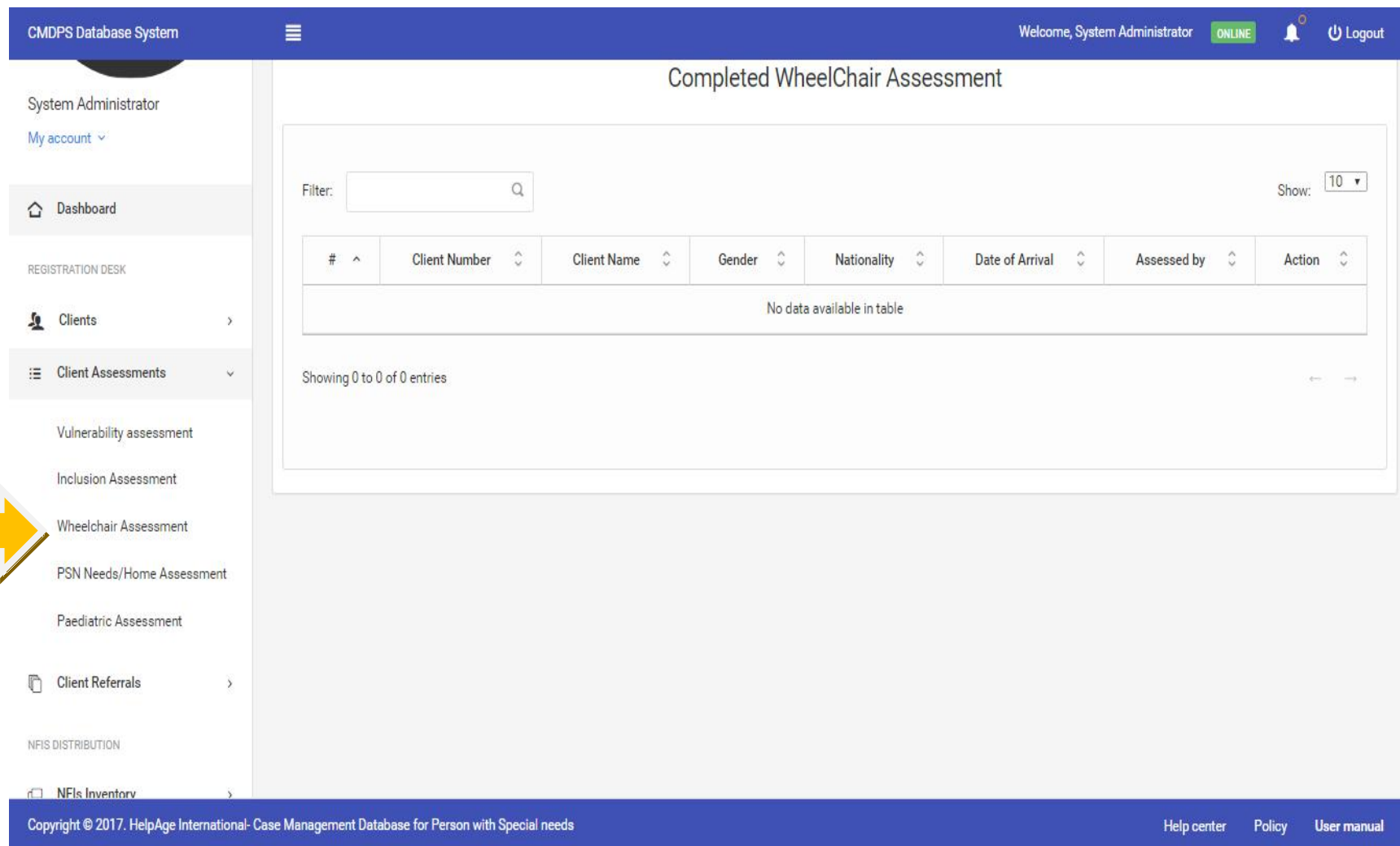
Inclusion Assessment

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

2.3. Wheelchair Assessment

Go to Client Assessments ➔ Wheelchair Assessment



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, the user 'Welcome, System Administrator', an 'ONLINE' status indicator, a notification bell, and a 'Logout' button. The left sidebar contains a 'System Administrator' section with a 'My account' dropdown, followed by a 'Dashboard' link. Under the 'REGISTRATION DESK' section, there are links for 'Clients', 'Client Assessments' (which is expanded), 'Vulnerability assessment', 'Inclusion Assessment', 'Wheelchair Assessment' (highlighted by a yellow arrow), 'PSN Needs/Home Assessment', and 'Paediatric Assessment'. Below these are 'Client Referrals' and 'NFIS DISTRIBUTION' with a link to 'NFIs Inventory'. The main content area is titled 'Completed WheelChair Assessment' and features a search filter, a 'Show: 10' dropdown, and a table with columns: '#', 'Client Number', 'Client Name', 'Gender', 'Nationality', 'Date of Arrival', 'Assessed by', 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 'Help center', 'Policy', and 'User manual'.

CMDPS Database System

Welcome, System Administrator ONLINE Logout

System Administrator
My account

Dashboard

REGISTRATION DESK

Clients

Client Assessments

Vulnerability assessment

Inclusion Assessment

Wheelchair Assessment

PSN Needs/Home Assessment

Paediatric Assessment

Client Referrals

NFIS DISTRIBUTION

NFIs Inventory

Completed WheelChair Assessment

Filter: [Search] Show: 10

#	Client Number	Client Name	Gender	Nationality	Date of Arrival	Assessed by	Action
No data available in table							

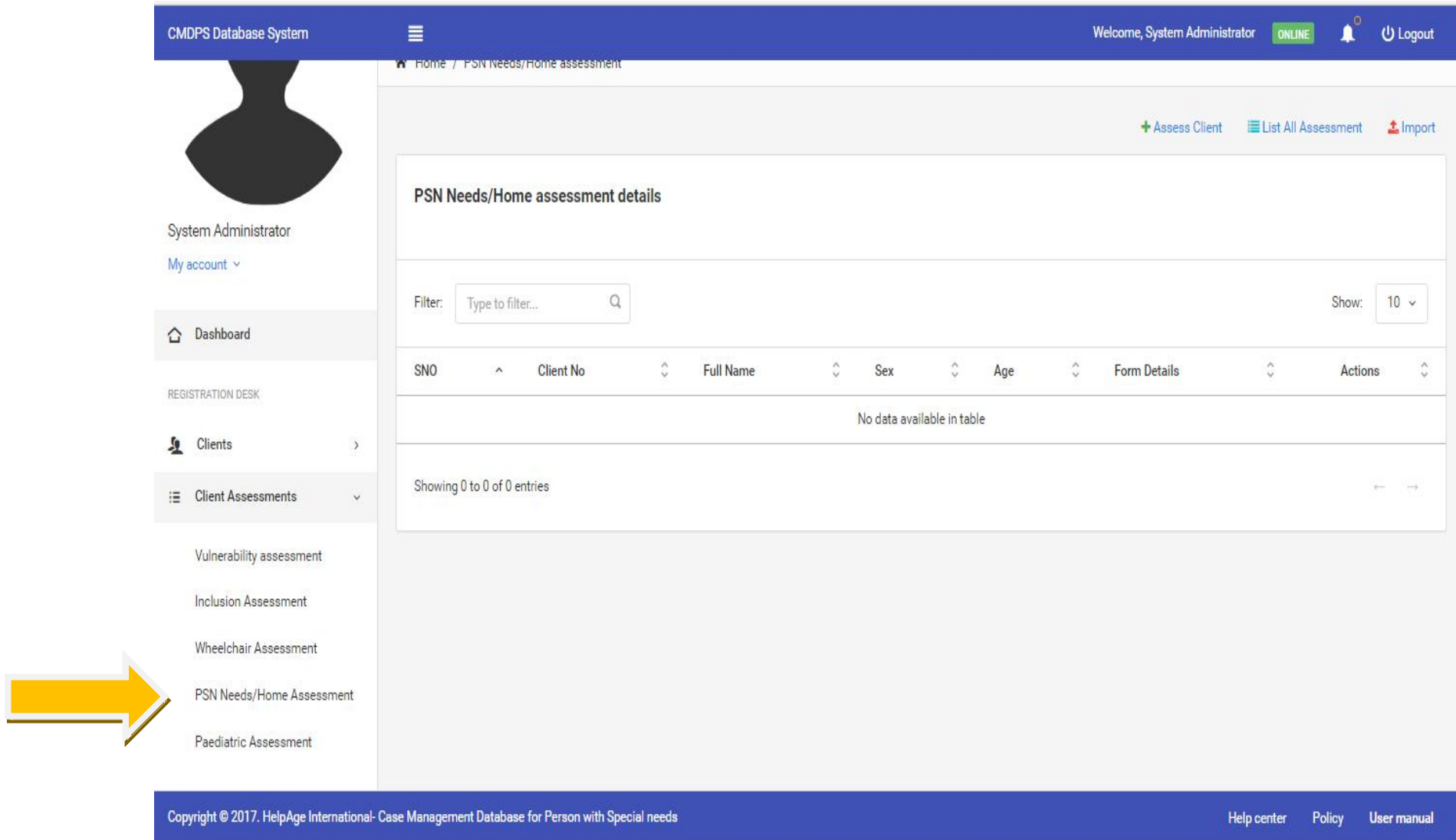
Showing 0 to 0 of 0 entries

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

2.4. PSN Needs/Home Assessment

Go to Client Assessments ➔ Wheelchair Assessment



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, the user's name (System Administrator), a status indicator (ONLINE), a notification bell, and a Logout button. The breadcrumb trail shows the path: Home / PSN Needs/Home assessment.

The left sidebar contains the following menu items:

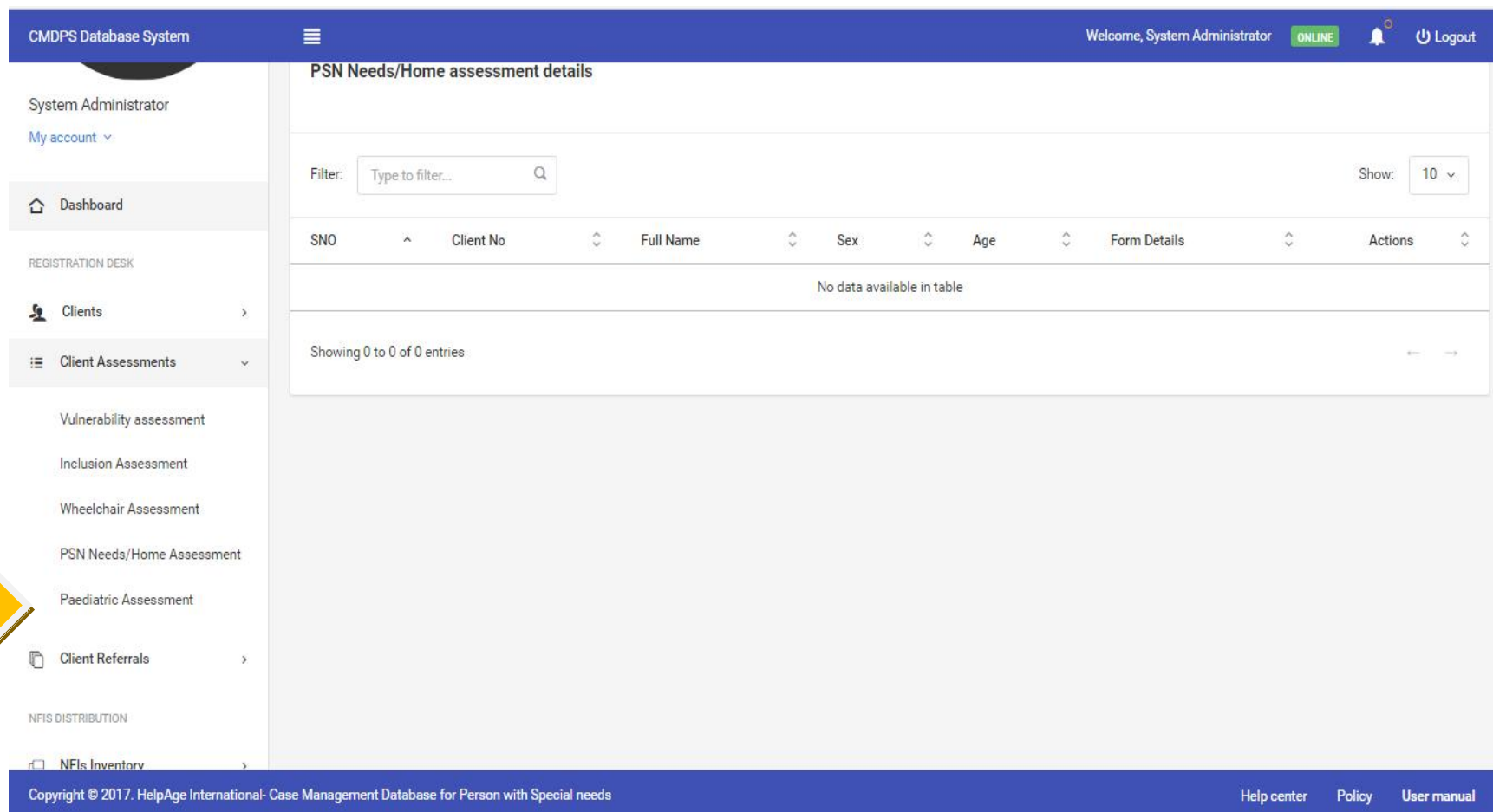
- Dashboard
- REGISTRATION DESK
- Clients
- Client Assessments
 - Vulnerability assessment
 - Inclusion Assessment
 - Wheelchair Assessment
 - PSN Needs/Home Assessment** (highlighted with a yellow arrow)
 - Paediatric Assessment

The main content area is titled "PSN Needs/Home assessment details". It features a filter input field with the placeholder text "Type to filter..." and a search icon. To the right of the filter is a "Show: 10" dropdown menu. Below the filter is a table with the following columns: SNO, Client No, Full Name, Sex, Age, Form Details, and Actions. The table currently displays "No data available in table". Below the table, it states "Showing 0 to 0 of 0 entries".

The footer contains the copyright information: "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" and links to the Help center, Policy, and User manual.

2.5. Paediatric Assessment

Go to Client Assessments → Paediatric Assessment



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a hamburger menu icon, the user's name (System Administrator), a status indicator (ONLINE), a notification bell, and a Logout button. The left sidebar contains a navigation menu with the following items: System Administrator, My account, Dashboard, REGISTRATION DESK, Clients, Client Assessments (highlighted with a yellow arrow), Vulnerability assessment, Inclusion Assessment, Wheelchair Assessment, PSN Needs/Home Assessment, Paediatric Assessment, Client Referrals, NFIS DISTRIBUTION, and NFIs Inventory. The main content area is titled "PSN Needs/Home assessment details" and features a search filter, a table with columns (SNO, Client No, Full Name, Sex, Age, Form Details, Actions), and a message "No data available in table". The footer contains copyright information and links to the Help center, Policy, and User manual.

CMDPS Database System

Welcome, System Administrator **ONLINE** Logout

System Administrator
My account

Dashboard

REGISTRATION DESK

Clients

Client Assessments

Vulnerability assessment

Inclusion Assessment

Wheelchair Assessment

PSN Needs/Home Assessment

Paediatric Assessment

Client Referrals

NFIS DISTRIBUTION

NFIs Inventory

PSN Needs/Home assessment details

Filter: Type to filter... Search

Show: 10

SNO	Client No	Full Name	Sex	Age	Form Details	Actions
No data available in table						

Showing 0 to 0 of 0 entries

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

3. Client referral

Go to Client Referral → Referral → Client referral

CMDPS Database System

Welcome, System Administrator ONLINE Logout

System Administrator
[My account](#)

Dashboard

REGISTRATION DESK

Clients

Client Assessments

Client Referrals

Referrals

Client Referral

Home / Client Referral

+ Client Referral

List All Referrals

Import Referrals data

List of All Client Referrals

Filter: Show: 10

SNO	Client No	Full Name	Progress Number	Case name	Date	Details	Actions
No data available in table							
Showing 0 to 0 of 0 entries							

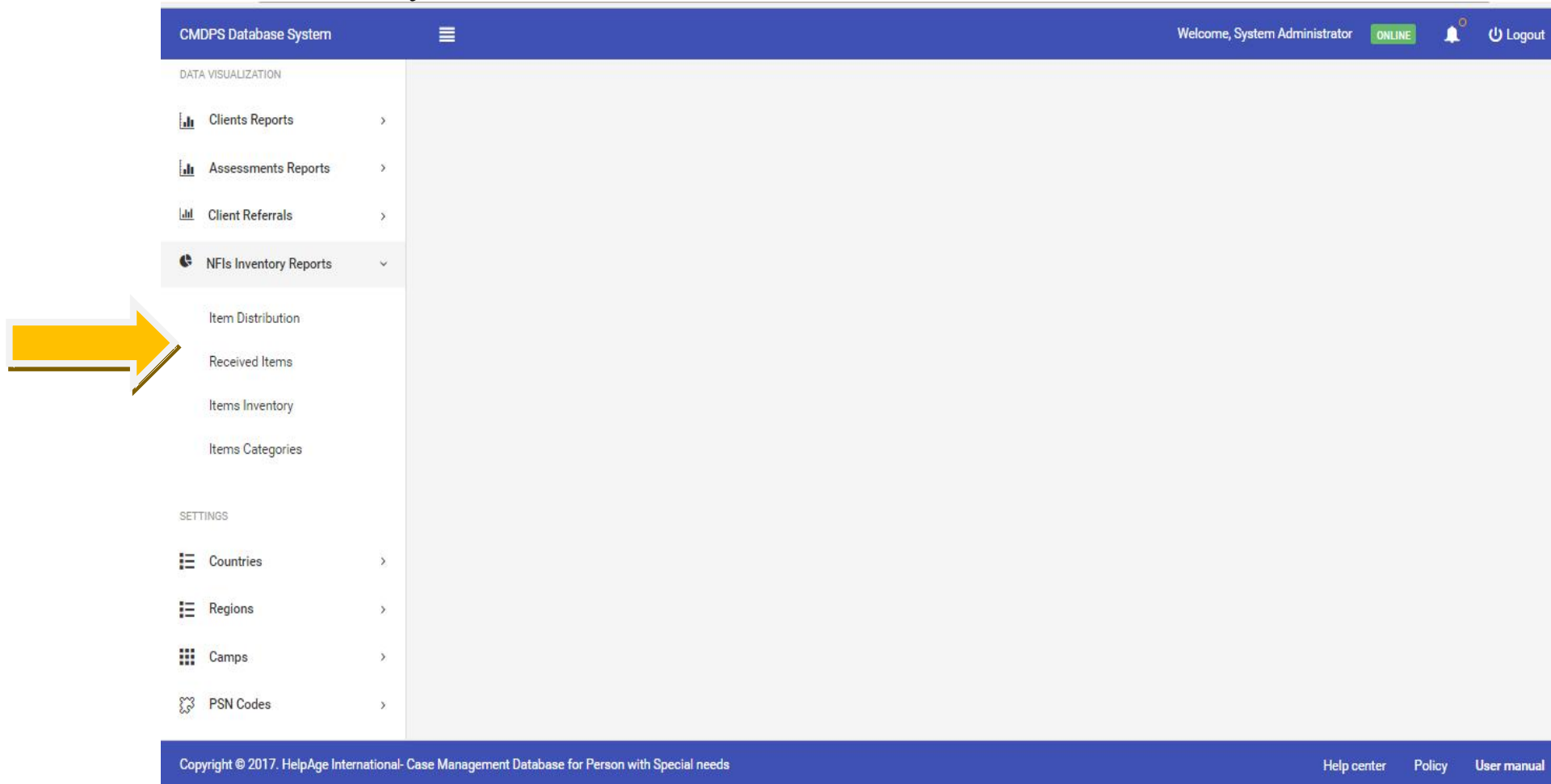
Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

4. NFIs Inventory

4.1. Item Distribution

Go to NFIs Inventory → Item Distribution → add record



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System", a hamburger menu icon, and user information: "Welcome, System Administrator", a green "ONLINE" status indicator, a notification bell icon, and a "Logout" button. The left sidebar is divided into two main sections: "DATA VISUALIZATION" and "SETTINGS". Under "DATA VISUALIZATION", there are four items: "Clients Reports", "Assessments Reports", "Client Referrals", and "NFIs Inventory Reports". The "NFIs Inventory Reports" item is expanded, showing a sub-menu with four options: "Item Distribution", "Received Items", "Items Inventory", and "Items Categories". A large yellow arrow points to the "Item Distribution" option. Under "SETTINGS", there are four items: "Countries", "Regions", "Camps", and "PSN Codes". The bottom of the interface features a blue footer bar with the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links to "Help center", "Policy", and "User manual" on the right.

CMDPS Database System

Welcome, System Administrator ONLINE Logout

DATA VISUALIZATION

- Clients Reports
- Assessments Reports
- Client Referrals
- NFIs Inventory Reports
 - Item Distribution
 - Received Items
 - Items Inventory
 - Items Categories

SETTINGS

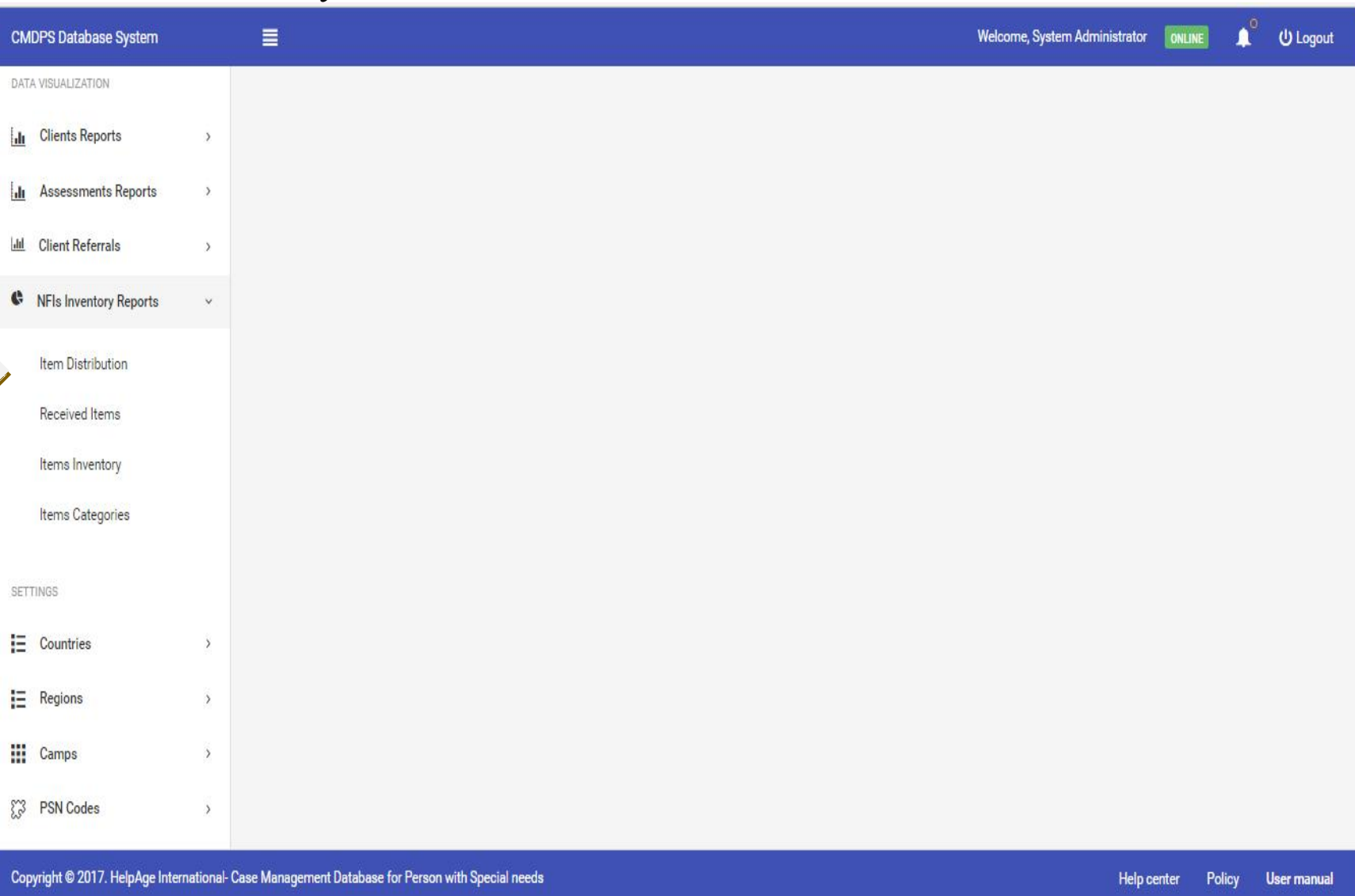
- Countries
- Regions
- Camps
- PSN Codes

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

4.2. Received Items

Go to NFIs Inventory → Received Items → add record



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System", a hamburger menu icon, and user information: "Welcome, System Administrator", an "ONLINE" status indicator, a notification bell icon, and a "Logout" button. The left sidebar is divided into two main sections: "DATA VISUALIZATION" and "SETTINGS". Under "DATA VISUALIZATION", there are four items: "Clients Reports", "Assessments Reports", "Client Referrals", and "NFIs Inventory Reports". The "NFIs Inventory Reports" item is expanded, showing a sub-menu with four options: "Item Distribution", "Received Items", "Items Inventory", and "Items Categories". A large yellow arrow points to the "Received Items" option in this sub-menu. Under the "SETTINGS" section, there are four items: "Countries", "Regions", "Camps", and "PSN Codes". The bottom of the interface features a blue footer bar with the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links for "Help center", "Policy", and "User manual" on the right.

CMDPS Database System

Welcome, System Administrator ONLINE Logout

DATA VISUALIZATION

- Clients Reports
- Assessments Reports
- Client Referrals
- NFIs Inventory Reports
 - Item Distribution
 - Received Items
 - Items Inventory
 - Items Categories

SETTINGS

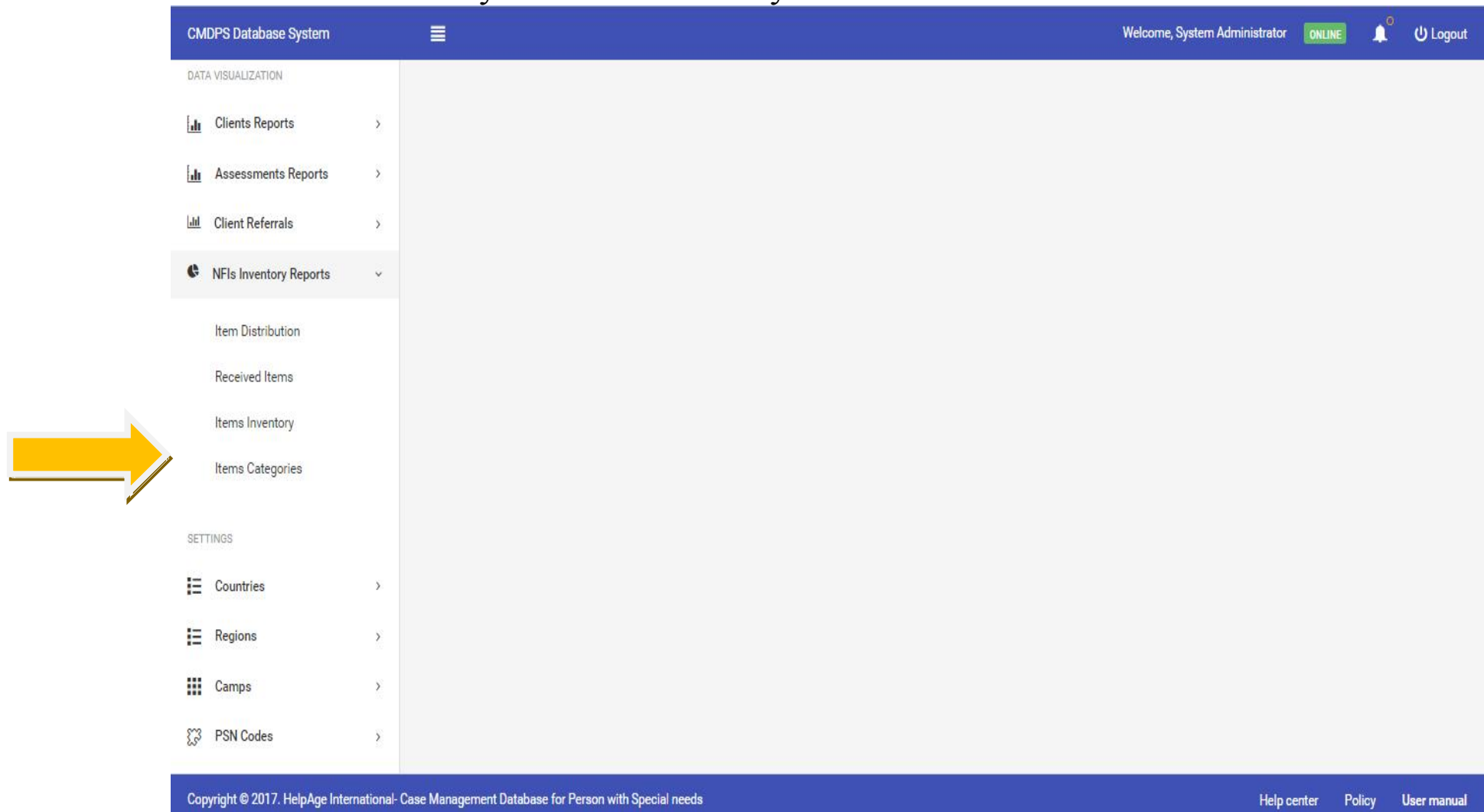
- Countries
- Regions
- Camps
- PSN Codes

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

4.3. Items Inventory

Go to NFIs Inventory → Items Inventory → Add New Item



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System", a hamburger menu icon, and user information: "Welcome, System Administrator", an "ONLINE" status indicator, a notification bell icon, and a "Logout" button. The left sidebar is divided into two sections: "DATA VISUALIZATION" and "SETTINGS". Under "DATA VISUALIZATION", there are four items: "Clients Reports", "Assessments Reports", "Client Referrals", and "NFIs Inventory Reports". The "NFIs Inventory Reports" item is expanded, showing a sub-menu with "Item Distribution", "Received Items", "Items Inventory", and "Items Categories". A large yellow arrow points to the "Items Inventory" option in this sub-menu. Under the "SETTINGS" section, there are four items: "Countries", "Regions", "Camps", and "PSN Codes". The footer is blue and contains the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links to "Help center", "Policy", and "User manual" on the right.

CMDPS Database System

Welcome, System Administrator ONLINE

Logout

DATA VISUALIZATION

- Clients Reports
- Assessments Reports
- Client Referrals
- NFIs Inventory Reports
 - Item Distribution
 - Received Items
 - Items Inventory
 - Items Categories

SETTINGS

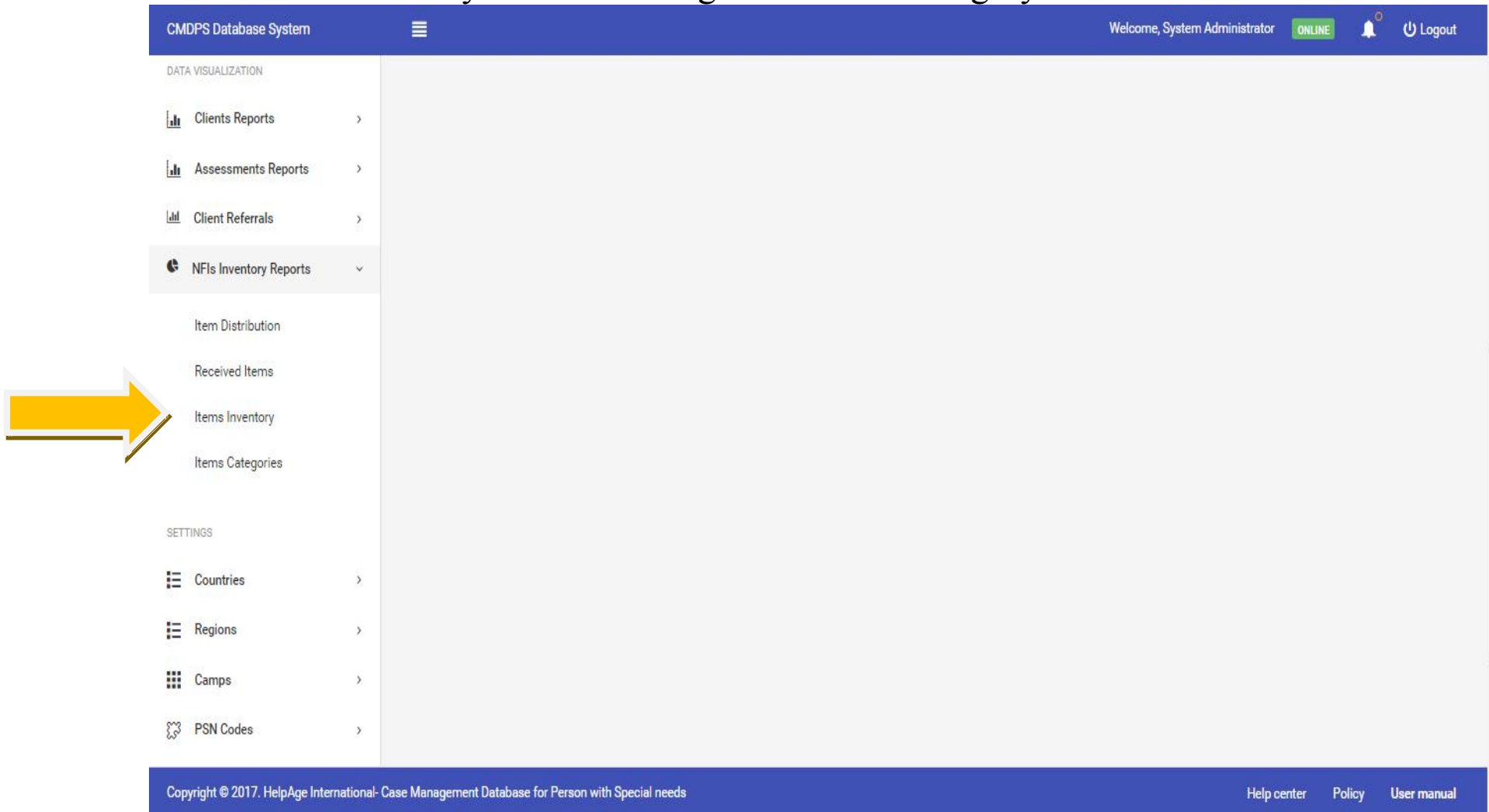
- Countries
- Regions
- Camps
- PSN Codes

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

4.4. Items Categories

Go to NFIs Inventory ➔ Items Categories ➔ Add Category



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System", a hamburger menu icon, and user information: "Welcome, System Administrator", an "ONLINE" status indicator, a notification bell icon, and a "Logout" button. The left sidebar is divided into two main sections: "DATA VISUALIZATION" and "SETTINGS". Under "DATA VISUALIZATION", there are four items: "Clients Reports", "Assessments Reports", "Client Referrals", and "NFIs Inventory Reports". The "NFIs Inventory Reports" item is expanded, showing a sub-menu with four options: "Item Distribution", "Received Items", "Items Inventory", and "Items Categories". A large yellow arrow points to the "Items Categories" option. Under "SETTINGS", there are four items: "Countries", "Regions", "Camps", and "PSN Codes". The bottom of the interface features a blue footer bar with the copyright notice "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs" on the left and links to "Help center", "Policy", and "User manual" on the right.

CMDPS Database System

Welcome, System Administrator ONLINE Logout

DATA VISUALIZATION

- Clients Reports
- Assessments Reports
- Client Referrals
- NFIs Inventory Reports
 - Item Distribution
 - Received Items
 - Items Inventory
 - Items Categories

SETTINGS

- Countries
- Regions
- Camps
- PSN Codes

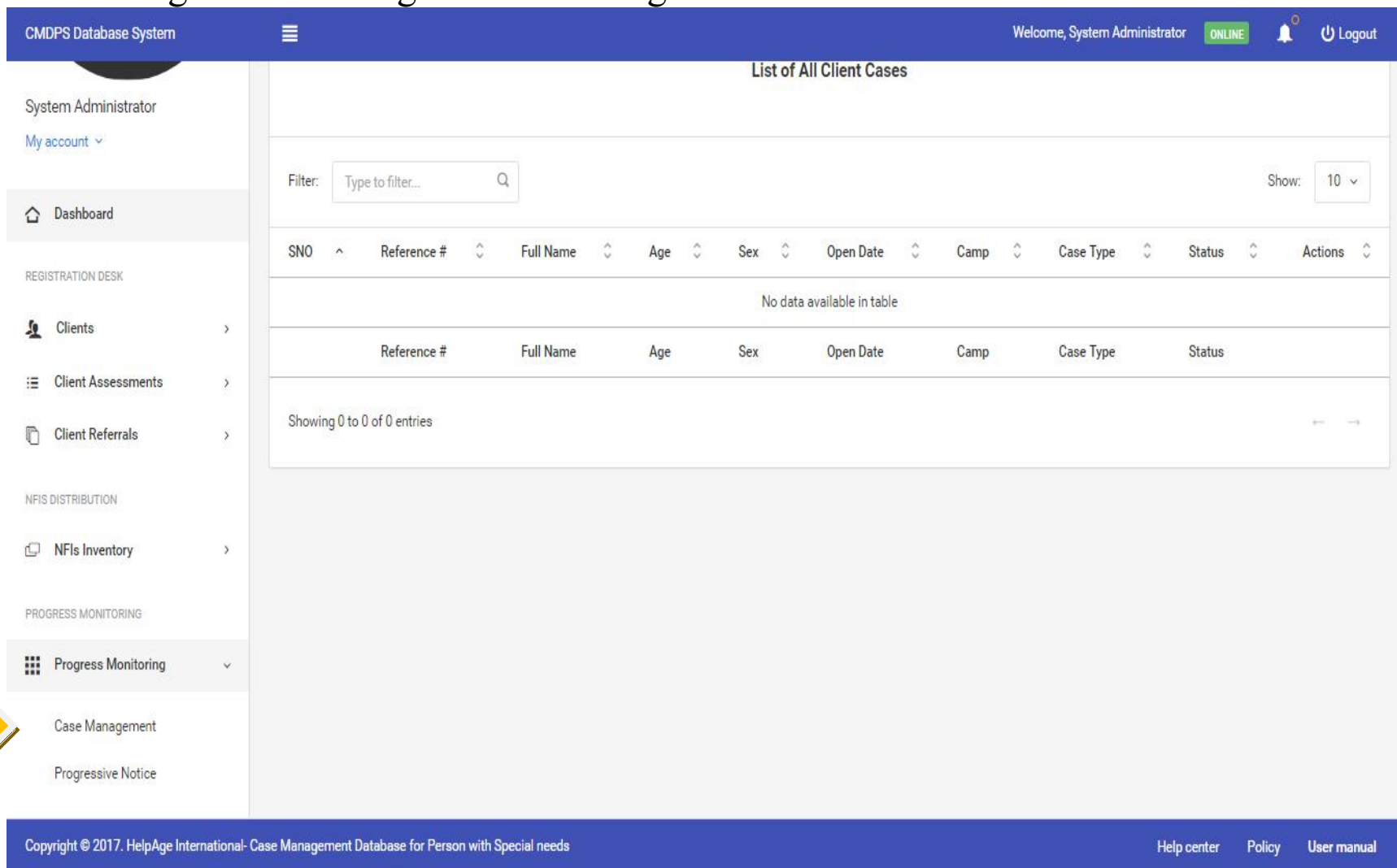
Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

5. Progress Monitoring

5.1. Case Management

Go to Progress Monitoring → Case management → Client New Case



The screenshot displays the CMDPS Database System interface. The top navigation bar includes the system name, a menu icon, the user's name (System Administrator), a status indicator (ONLINE), a notification bell, and a Logout button. The left sidebar contains a navigation menu with categories: Dashboard, REGISTRATION DESK (Clients, Client Assessments, Client Referrals), NFIS DISTRIBUTION (NFIs Inventory), and PROGRESS MONITORING (Progress Monitoring, Case Management, Progressive Notice). A large yellow arrow points to the 'Case Management' option under the 'PROGRESS MONITORING' category. The main content area is titled 'List of All Client Cases' and features a search filter, a 'Show: 10' dropdown, and a table with columns: SNO, Reference #, Full Name, Age, Sex, Open Date, Camp, Case Type, Status, and Actions. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

CMDPS Database System

Welcome, System Administrator **ONLINE** Logout

System Administrator
My account

Dashboard

REGISTRATION DESK

- Clients
- Client Assessments
- Client Referrals

NFIS DISTRIBUTION

- NFIs Inventory

PROGRESS MONITORING

- Progress Monitoring
- Case Management
- Progressive Notice

List of All Client Cases

Filter: Type to filter... Q Show: 10

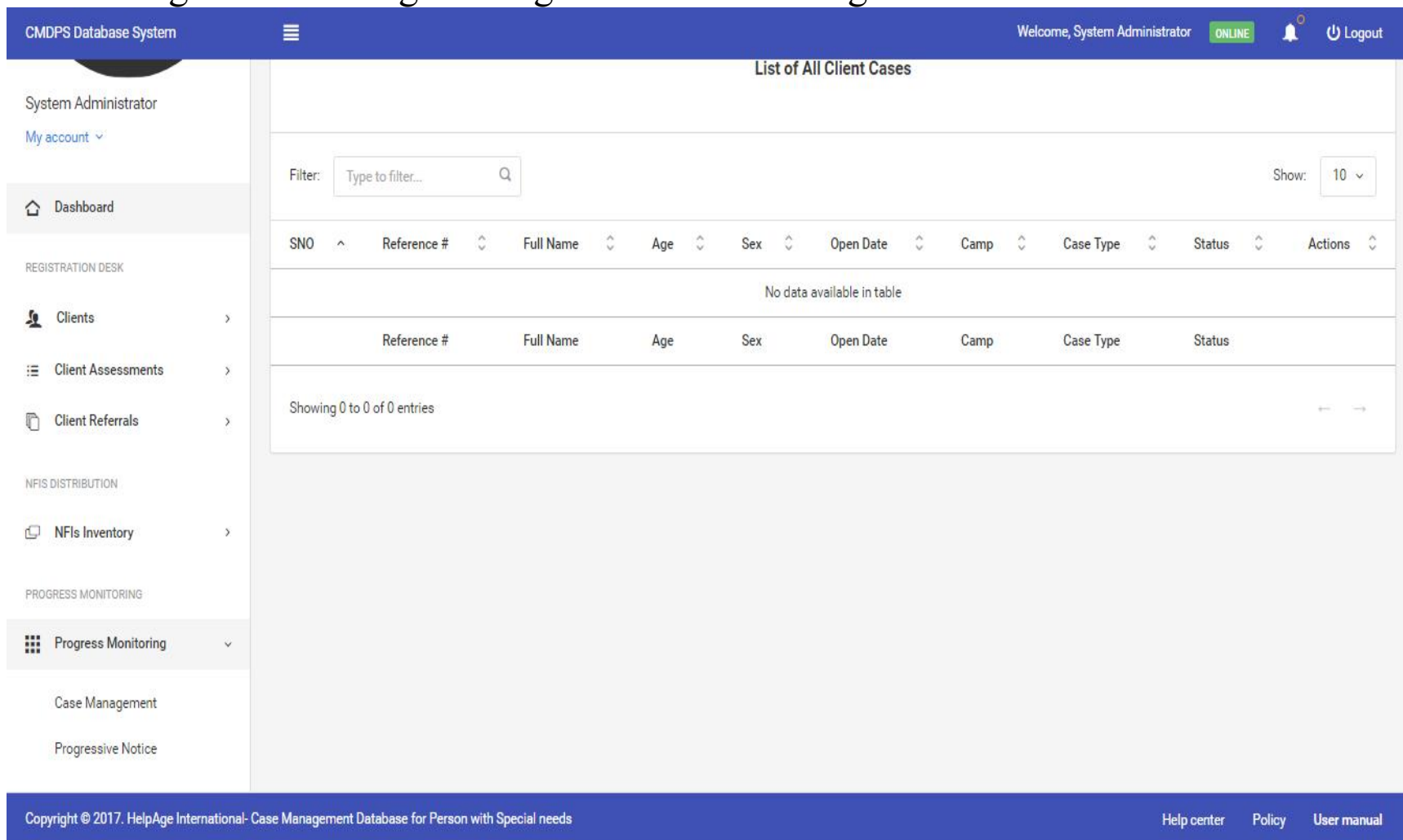
SNO	Reference #	Full Name	Age	Sex	Open Date	Camp	Case Type	Status	Actions
No data available in table									
	Reference #	Full Name	Age	Sex	Open Date	Camp	Case Type	Status	
Showing 0 to 0 of 0 entries									

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

Help center Policy User manual

5.2. Progress Notice

Go to Progress Monitoring → Progressive notice → Register New Notice



The screenshot displays the CMDPS Database System interface. The top navigation bar is blue and contains the text "CMDPS Database System", a hamburger menu icon, and user information: "Welcome, System Administrator", a green "ONLINE" status indicator, a bell icon, and a "Logout" button.

The left sidebar is white and contains the following sections:

- System Administrator**
 - [My account](#)
- Dashboard**
- REGISTRATION DESK**
 - [Clients](#)
 - [Client Assessments](#)
 - [Client Referrals](#)
- NFIS DISTRIBUTION**
 - [NFIs Inventory](#)
- PROGRESS MONITORING**
 - [Progress Monitoring](#)
 - [Case Management](#)
 - [Progressive Notice](#)

A large yellow arrow points to the "Progressive Notice" link in the sidebar.

The main content area is titled "List of All Client Cases" and features a search filter (input field with "Type to filter..." and a magnifying glass icon) and a "Show: 10" dropdown menu. Below this is a table with the following columns: SNO, Reference #, Full Name, Age, Sex, Open Date, Camp, Case Type, Status, and Actions. The table is currently empty, displaying the message "No data available in table".

The footer is blue and contains the copyright notice: "Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs", and links to "Help center", "Policy", and "User manual".

6.0. DATA VISUALIZATION


Under data Virtualization is where we can extract different reports

6.1. Clients Registration Reports


Go to Data Virtualization → 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 rept for overall camps,Also you may select specific need, then type of report, after that you generate the report.

CLIENT REGISTRATION REPORT


Start Date



End Date



All Dates



Camp

All

Specific Needs?

Nothing selected

What type of report type do you need?

Nothing selected

Generate Report

System Administrator

[My account](#) ▾

Dashboard

REGISTRATION DESK

Clients >

Client Assessments >

Client Referrals >

NFIS DISTRIBUTION

NFIs Inventory >

PROGRESS MONITORING

Progress Monitoring >

DATA VISUALIZATION

Clients Reports ▾

Client Registration

Assessments Reports >

Client Referrals >

CLIENT REGISTRATION REPORT

Start Date



End Date



All Dates



Camp

All

Specific Needs?

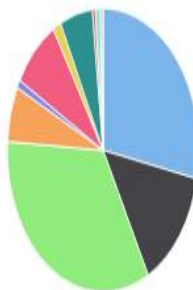
Nothing selected

What type of report type do you need?

Nothing selected

Generate Report

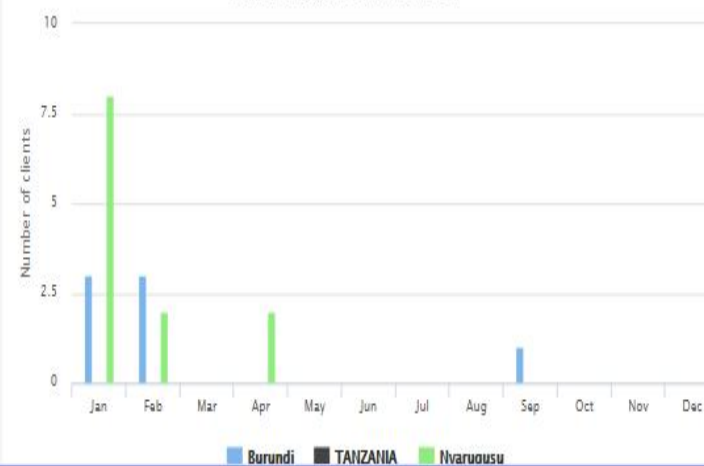
Clients registered & their vulnerabilities



Frail older person Single older person without accompanying family members Single HR - parent
Older person with minor children Serious medical condition - chronic illness
Serious medical condition - other Physical disability - severe Physical disability - moderate
Sight impairment (including blindness) Mental disability - moderate Speech impairment/disability
Hearing Impairment (including deafness) People with Albinism

Monthly Client Registration for year 2017

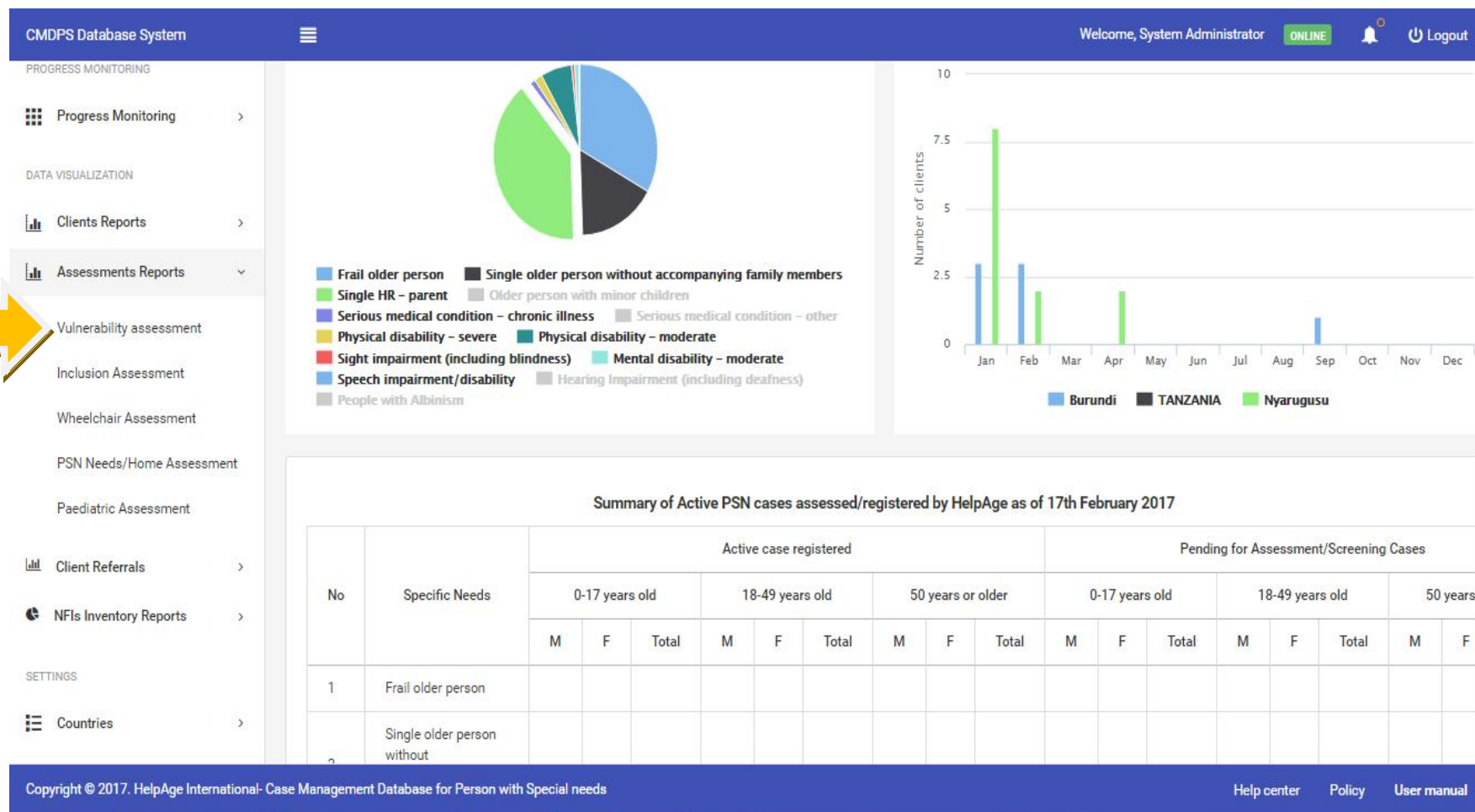
Number of Registered Clients year 2017



6.2. Assessment Report

6.2.1. Vulnerability Assessments.

Go to Data Virtualization → Assessment Report → Vulnerability Assessment.



6.2.2. Inclusion Assessment

Go to Data Virtualization → Assessment Report → Inclusion Assessment

CMDPS Database System

Welcome, System Administrator ONLINE Logout

PROGRESS MONITORING

Progress Monitoring >

DATA VISUALIZATION

Clients Reports >

Assessments Reports >

Vulnerability assessment

Inclusion Assessment

Wheelchair Assessment

PSN Needs/Home Assessment

Paediatric Assessment

Client Referrals >

NFIs Inventory Reports >

SETTINGS

Countries >

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

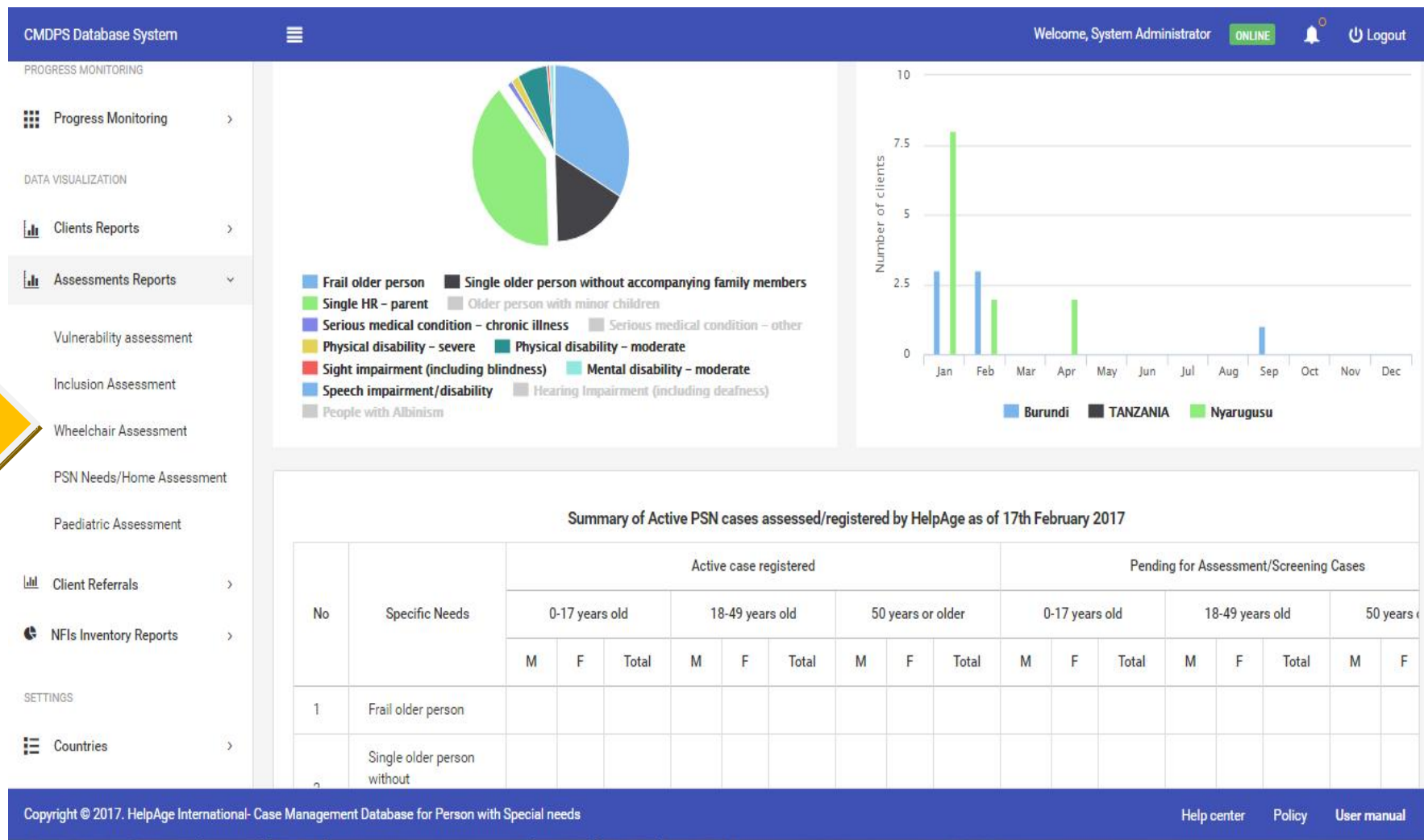
No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	Frail older person																		
2	Single older person without																		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#)
[Policy](#)
[User manual](#)

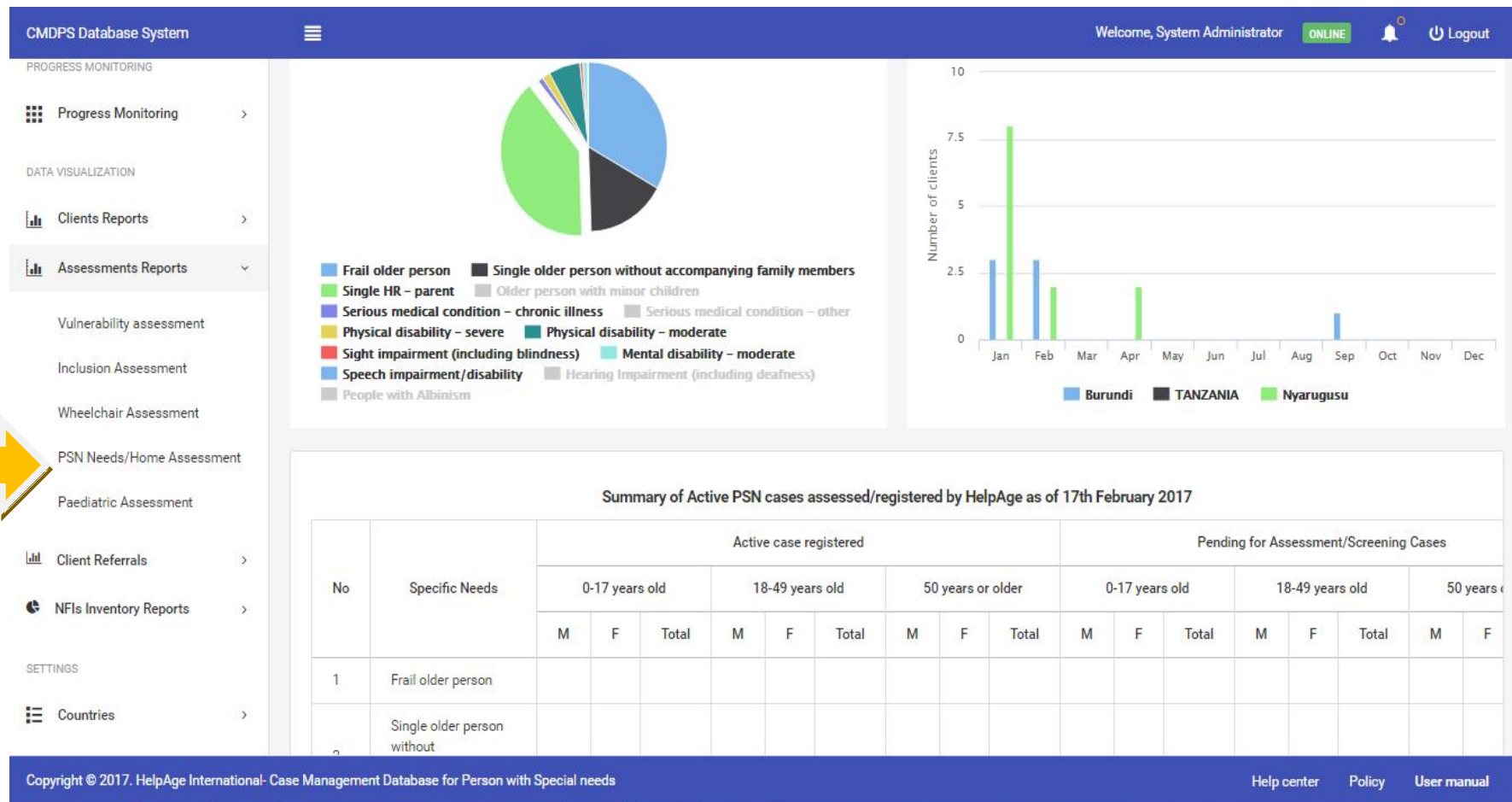
6.2.3. Wheelchair Assessment

Go to Data Virtualization ➔ Assessment Report ➔ Wheelchair Assessment



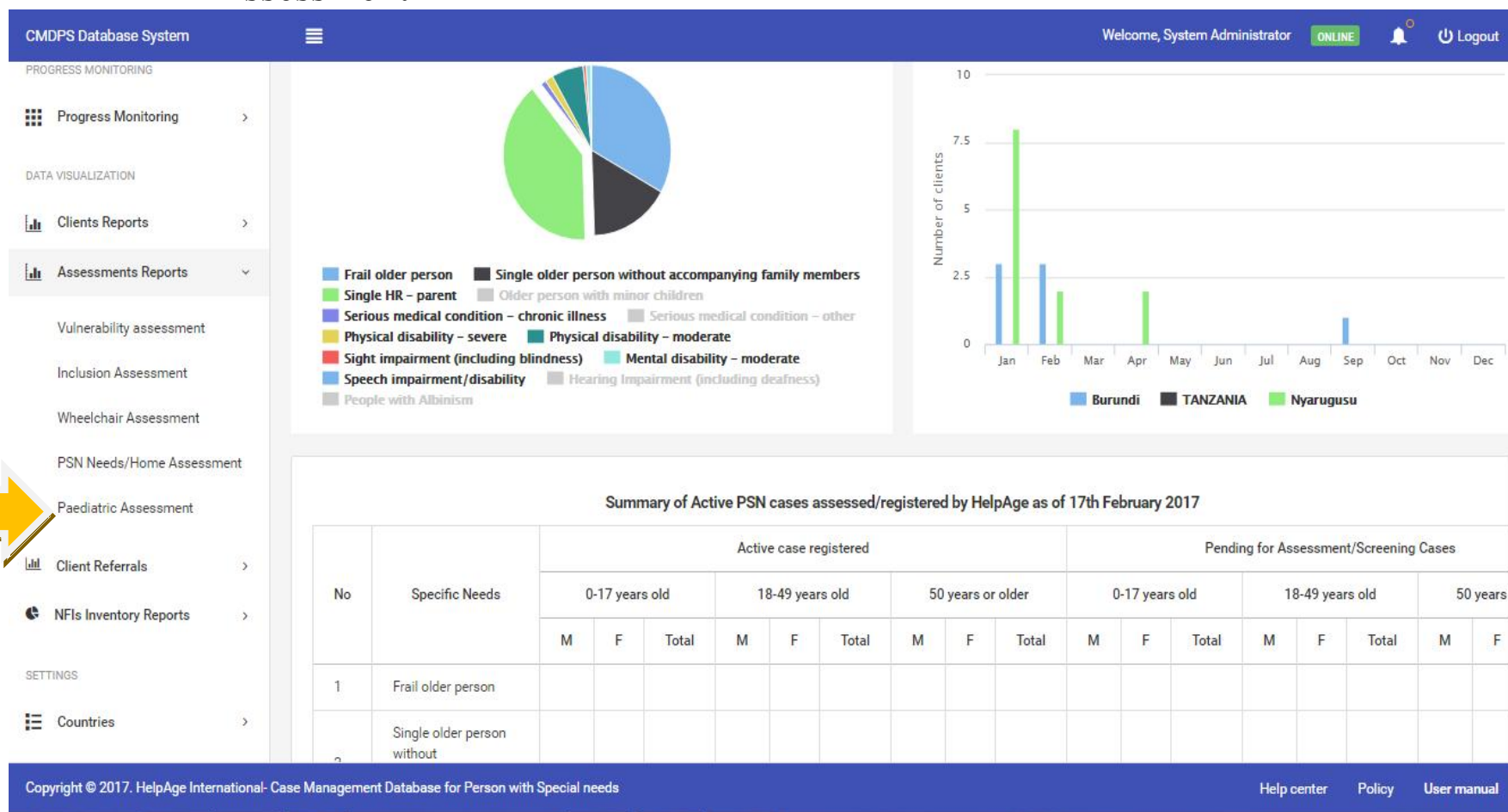
6.2.4. PSN Needs/Home Assessment

Go to Data Virtualization ➔ Assessment Report ➔ PSN Needs/Home Assessment



6.2.5. Paediatric Assessment

Go to Data Virtualization → Assessment Report → Paediatric Assessment



6.3. Client Referrals

Go to Data Virtualization → Client Referrals → Referral reports

CMDPS Database System

Welcome, System Administrator ONLINE Logout

NFIS DISTRIBUTION

NFIs Inventory

PROGRESS MONITORING

Progress Monitoring

DATA VISUALIZATION

Clients Reports

Assessments Reports

Client Referrals

Referrals Report

NFIs Inventory Reports

SETTINGS

Countries

Regions

Camps

Clients registered & their vulnerabilities

Monthly Client Registration for year 2017

Number of Registered Clients year 2017

Month	Burundi	TANZANIA	Nyarugusu
Jan	3	0	8
Feb	3	0	2
Mar	0	0	0
Apr	0	0	2
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	1	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	E	Total	M	E	Total	M	E	Total	M	E	Total	M	E	Total			

Copyright © 2017, HelpAge International- Case Management Database for Person with Special needs
localhost/projects/helpage/cams/home

Help center Policy User manual

6.4. NFIs Inventory Reports

6.4.1. Item Distribution

Go to Data Virtualization → NFIs Inventory Reports → Item Distribution

CMDPS Database System

Welcome, System Administrator ONLINE Logout

PROGRESS MONITORING

Progress Monitoring >

DATA VISUALIZATION

Clients Reports >

Assessments Reports >

Client Referrals >

NFIs Inventory Reports >

Item Distribution

Received Items

Items Inventory

Items Categories

SETTINGS

Countries >

Regions >

- Frail older person
- Single HR - parent
- Serious medical condition - chronic illness
- Physical disability - severe
- Sight impairment (including blindness)
- Speech impairment/disability
- People with Albinism
- Single older person without accompanying family members
- Older person with minor children
- Serious medical condition - other
- Physical disability - moderate
- Mental disability - moderate
- Hearing Impairment (including deafness)

Number of Registered Clients year 2017

Number of clients

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Burundi TANZANIA Nyarugusu

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	Frail older person																		
	Single older person																		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#)
[Policy](#)
[User manual](#)

6.4.2. Received Item

Go to Data Virtualization → NFIs Inventory Reports → Received Item

CMDPS Database System

Welcome, System Administrator ONLINE Logout

PROGRESS MONITORING

Progress Monitoring

DATA VISUALIZATION

Clients Reports

Assessments Reports

Client Referrals

NFIs Inventory Reports

Item Distribution

Received Items

Items Inventory

Items Categories

SETTINGS

Countries

Regions

Number of Registered Clients year 2017

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	Frail older person																		
	Single older person																		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#)
[Policy](#)
[User manual](#)

6.4.3. Items Inventory

Go to Data Virtualization → NFIs Inventory Reports → Items Inventory

CMDPS Database System

Welcome, System Administrator ONLINE Logout

PROGRESS MONITORING

Progress Monitoring >

DATA VISUALIZATION

Clients Reports >

Assessments Reports >

Client Referrals >

NFIs Inventory Reports >

Item Distribution

Received Items

Items Inventory

Items Categories

SETTINGS

Countries >

Regions >

- Frail older person
- Single HR – parent
- Serious medical condition – chronic illness
- Physical disability – severe
- Sight impairment (including blindness)
- Speech impairment/disability
- People with Albinism
- Single older person without accompanying family members
- Older person with minor children
- Serious medical condition – other
- Physical disability – moderate
- Mental disability – moderate
- Hearing Impairment (including deafness)

Number of Registered Clients year 2017

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	Frail older person																		
	Single older person																		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#)
[Policy](#)
[User manual](#)

6.4.4. Items Categories

Go to Data Virtualization → NFIs Inventory Reports → Items Inventory

CMDPS Database System

Welcome, System Administrator ONLINE Logout

PROGRESS MONITORING

Progress Monitoring >

DATA VISUALIZATION

Clients Reports >

Assessments Reports >

Client Referrals >

NFIs Inventory Reports >

Item Distribution

Received Items

Items Inventory

Items Categories

SETTINGS

Countries >

Regions >

- Frail older person
- Single HR - parent
- Serious medical condition - chronic illness
- Physical disability - severe
- Sight impairment (including blindness)
- Speech impairment/disability
- People with Albinism
- Single older person without accompanying family members
- Older person with minor children
- Serious medical condition - other
- Physical disability - moderate
- Mental disability - moderate
- Hearing Impairment (including deafness)

Number of Registered Clients year 2017

Summary of Active PSN cases assessed/registered by HelpAge as of 17th February 2017

No	Specific Needs	Active case registered									Pending for Assessment/Screening Cases								
		0-17 years old			18-49 years old			50 years or older			0-17 years old			18-49 years old			50 years or older		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
1	Frail older person																		
	Single older person																		

Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs

[Help center](#)
[Policy](#)
[User manual](#)

