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

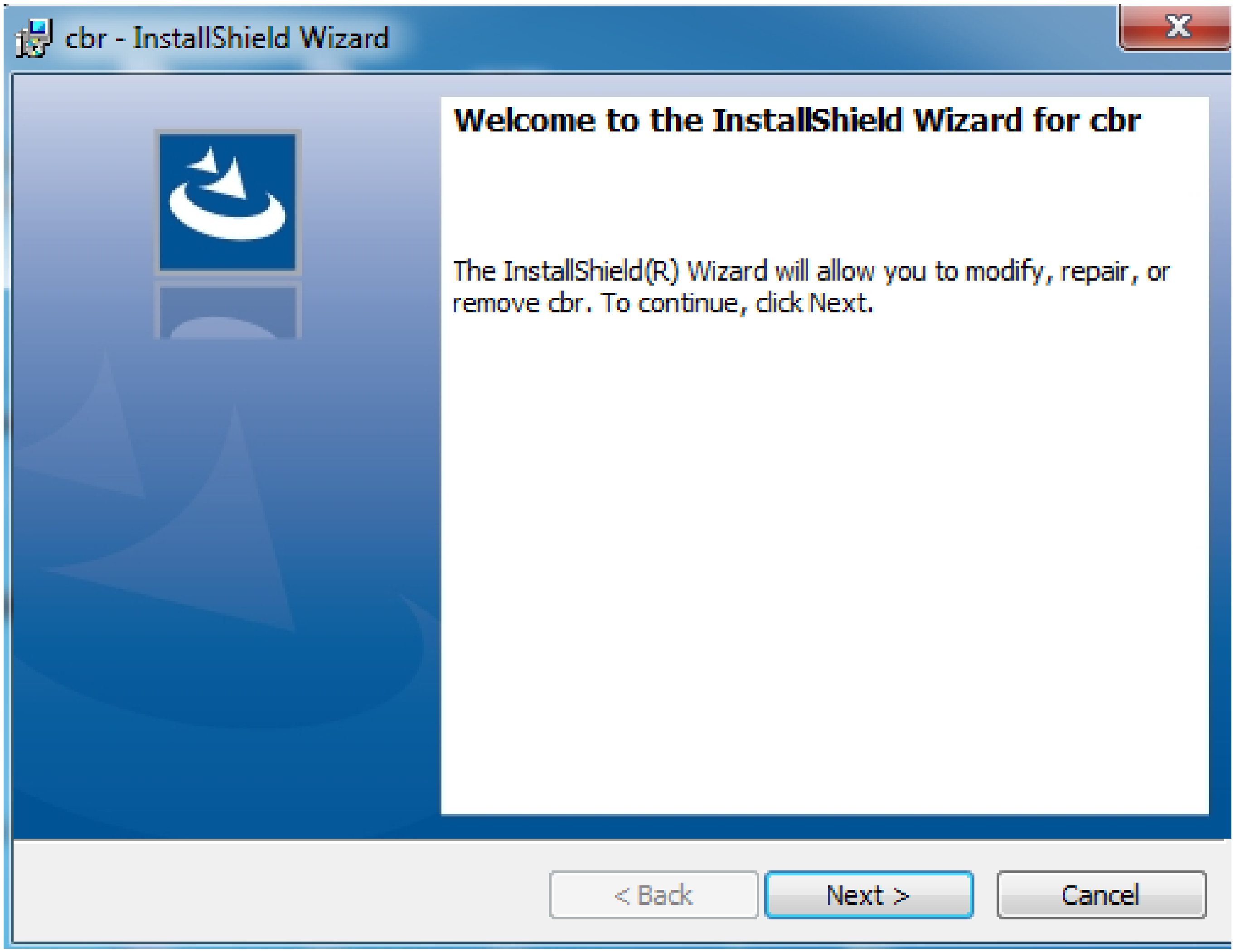
- To install Case management Database on any system you need administrator privileges

Computer	Operating Systems	Requirements
Any Computer	➢ 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	➢ 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 ➢ Tokenzer PHP extension ➢ XML PHP Extension ➢ WKHTMLtoPDF

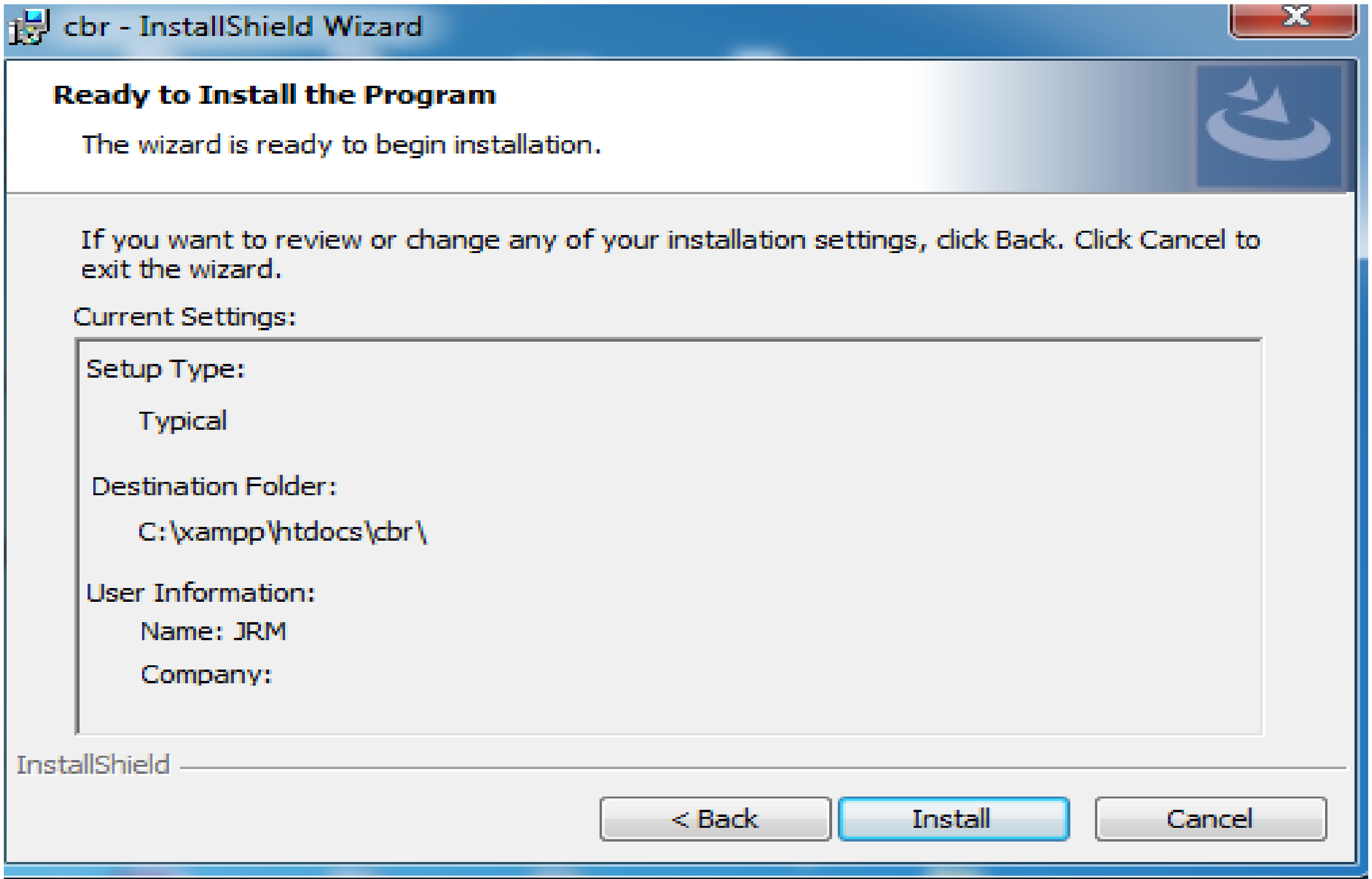
Installation Of Case Management Database.

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

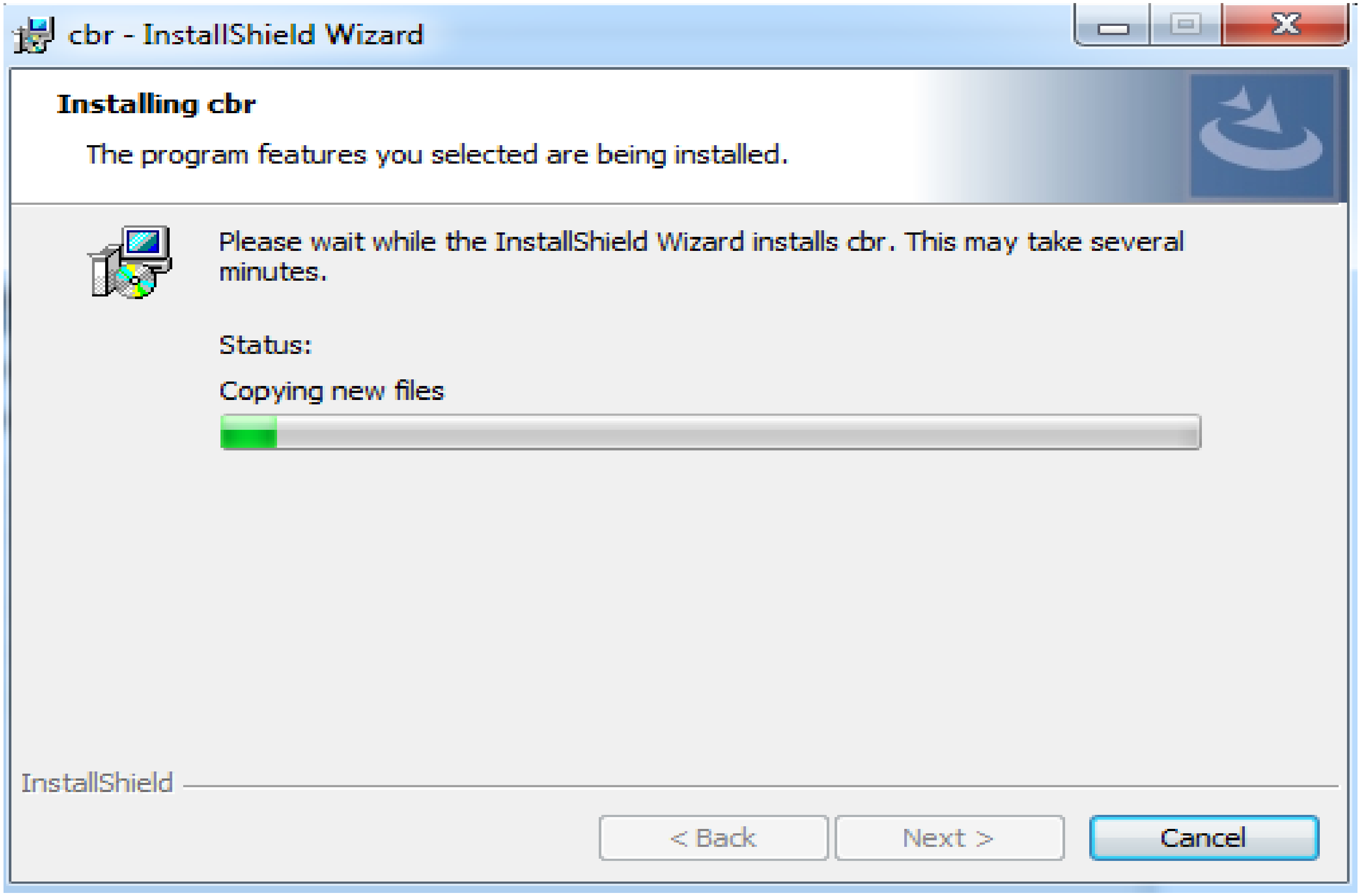
The Case management Database installation wizard dialog box will appear. Click **next** to accept installation.



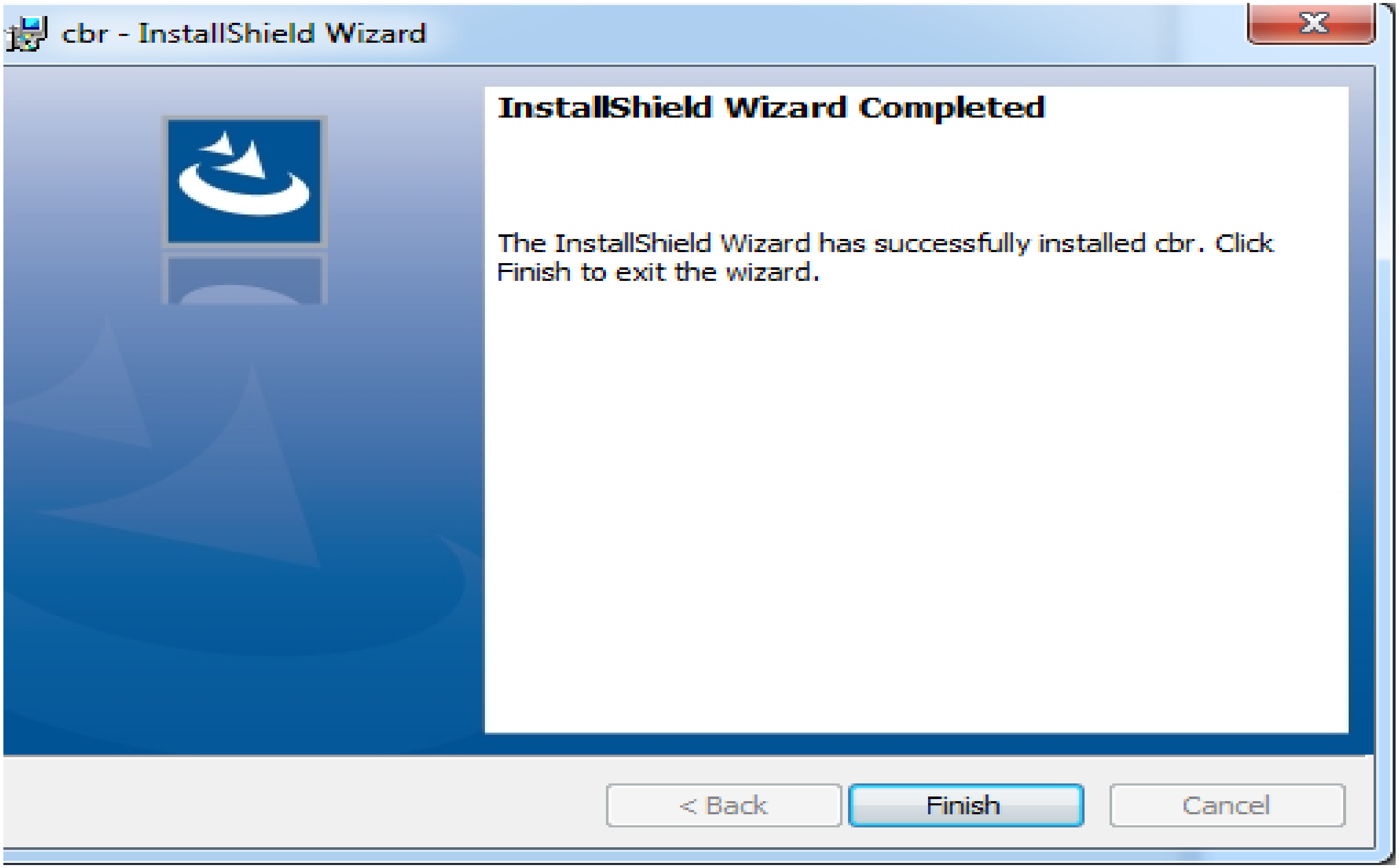
Click **Install** to start installation to the directory as shown on the installation wizard



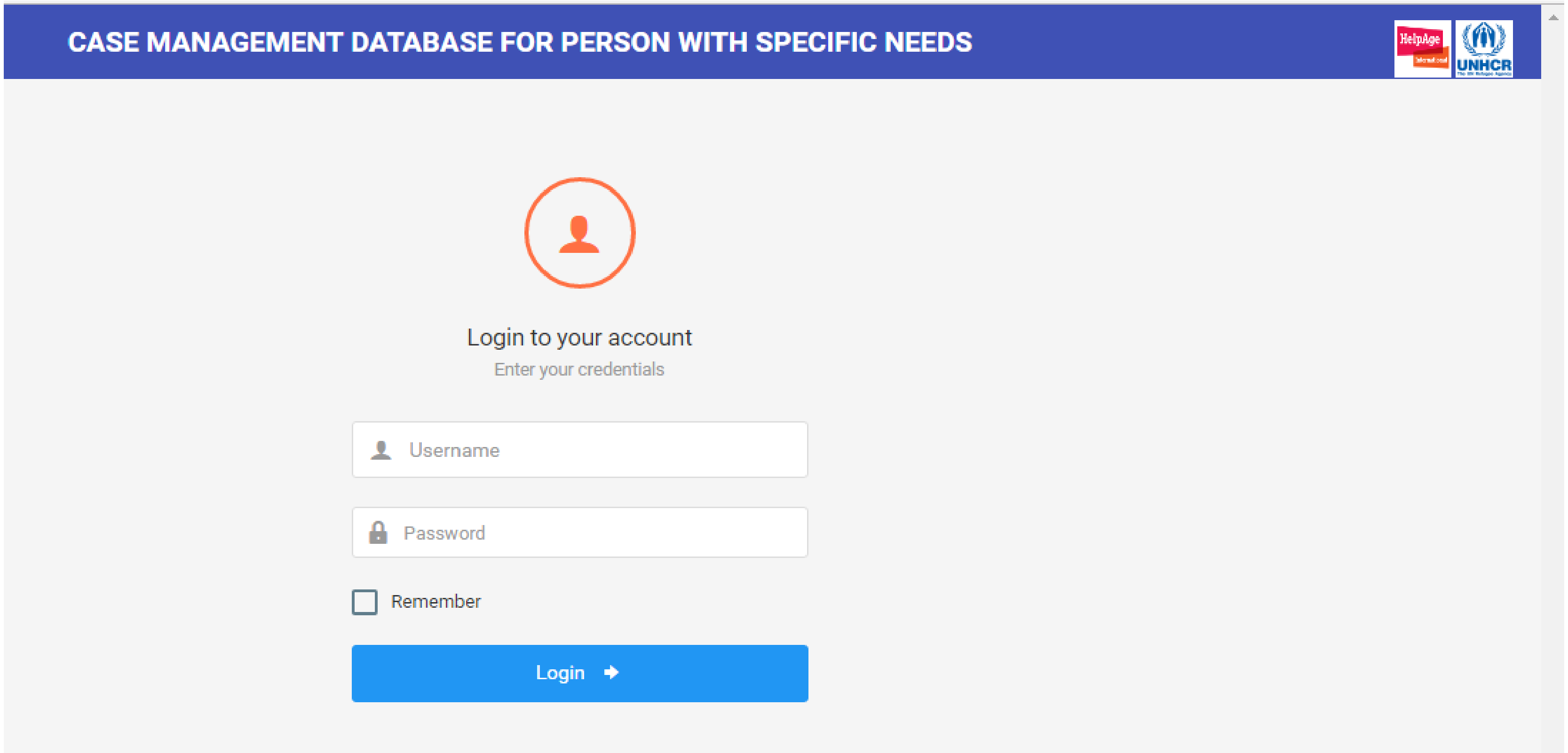
The installation wizard will continue installing all required library in the system.



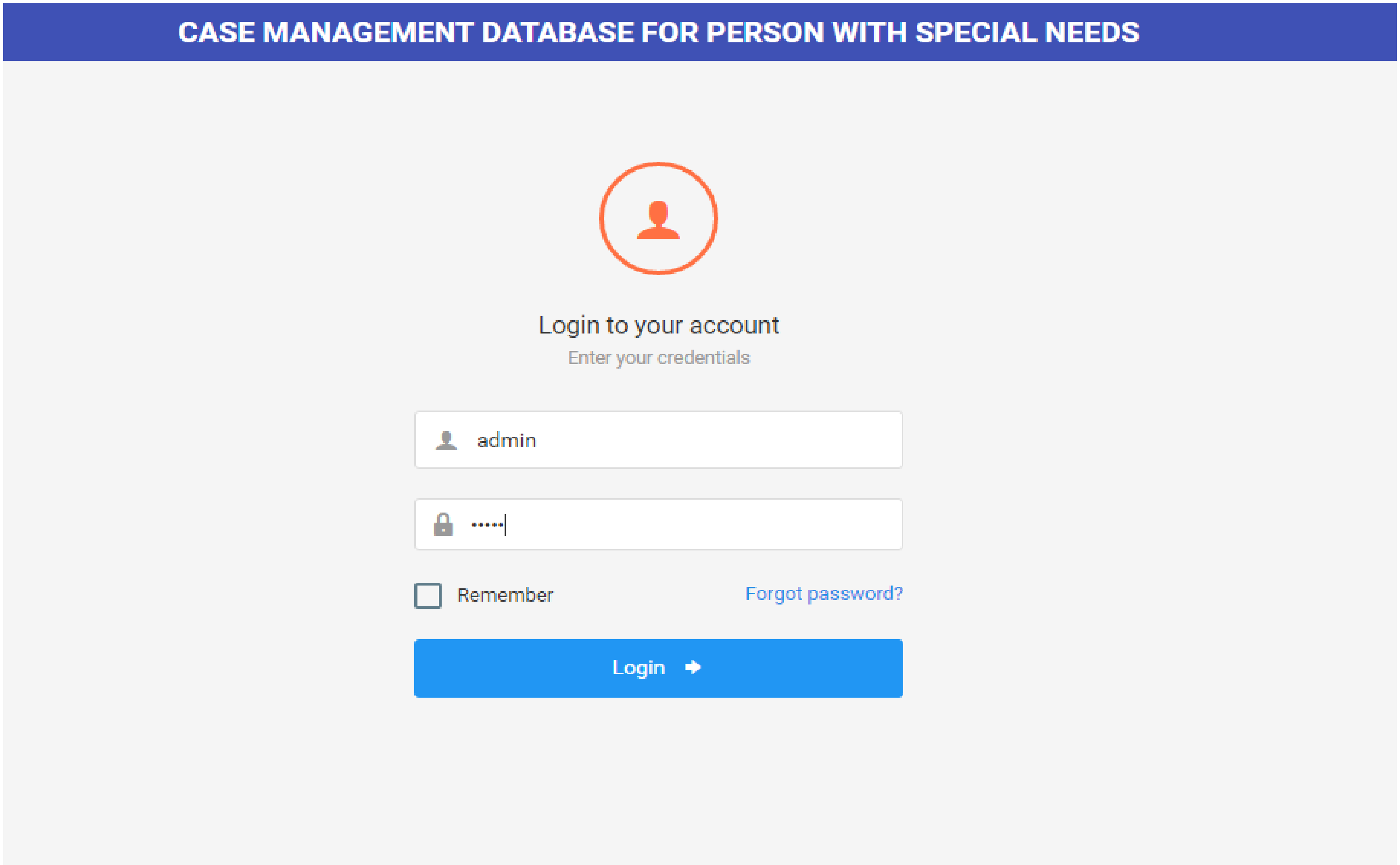
When the installation wizard is complete, click **Finish** to complete installation.



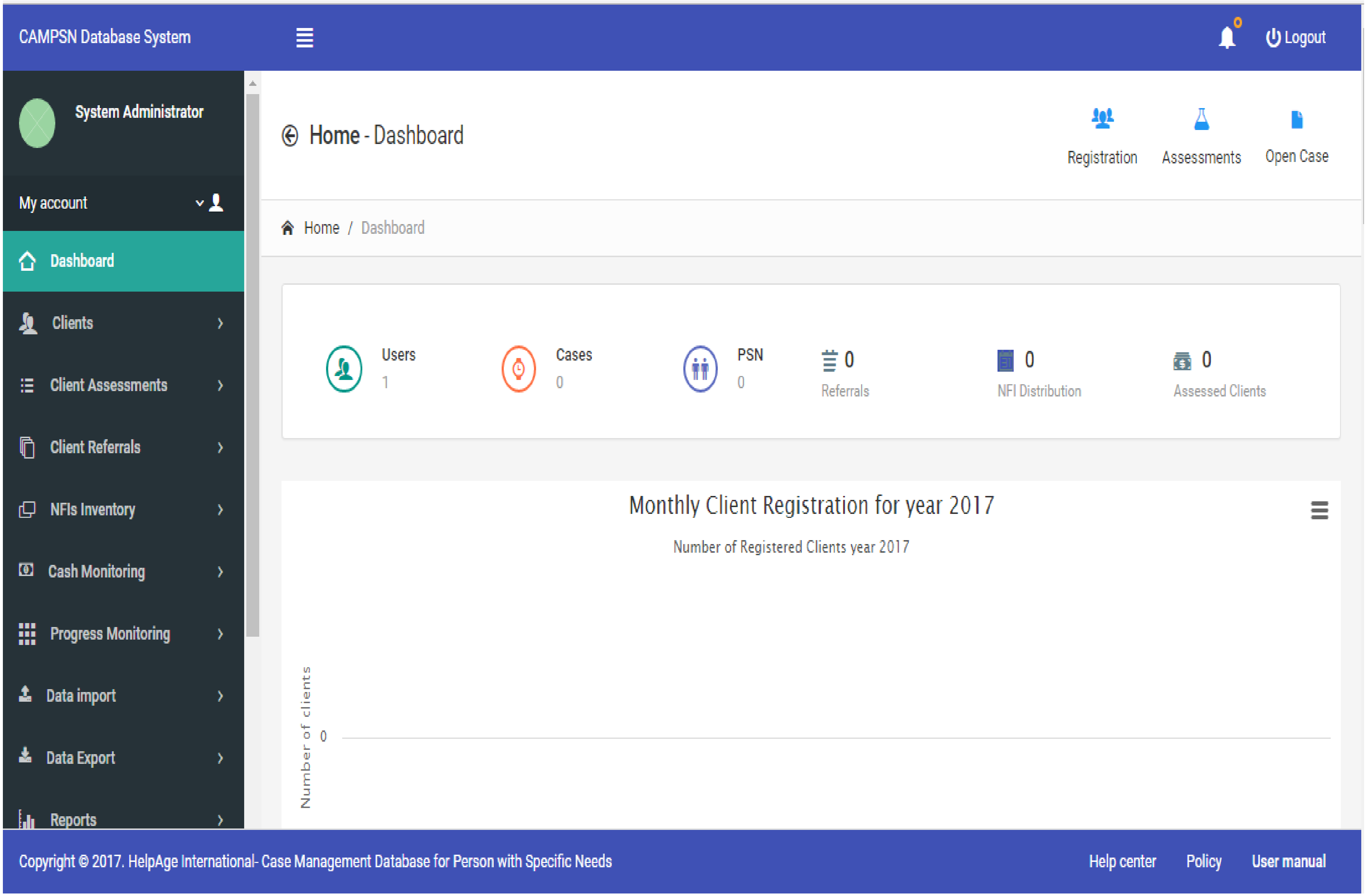
The login Page will display as show bellow so as request the username and password



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



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


CAMPSN Database System
Logout
System Administrator
My account
Dashboard
Clients
Client Assessments
Client Referrals
NFIs Inventory
Cash Monitoring
Progress Monitoring
Data import
Data Export
Reports
Home - Dashboard
Registration
Assessments
Open Case
Home / Dashboard
Users
1
Cases
0
PSN
0
0
Referrals
0
NFI Distribution
0
Assessed Clients
Monthly Client Registration for year 2017
Number of Registered Clients year 2017
Number of clients
0
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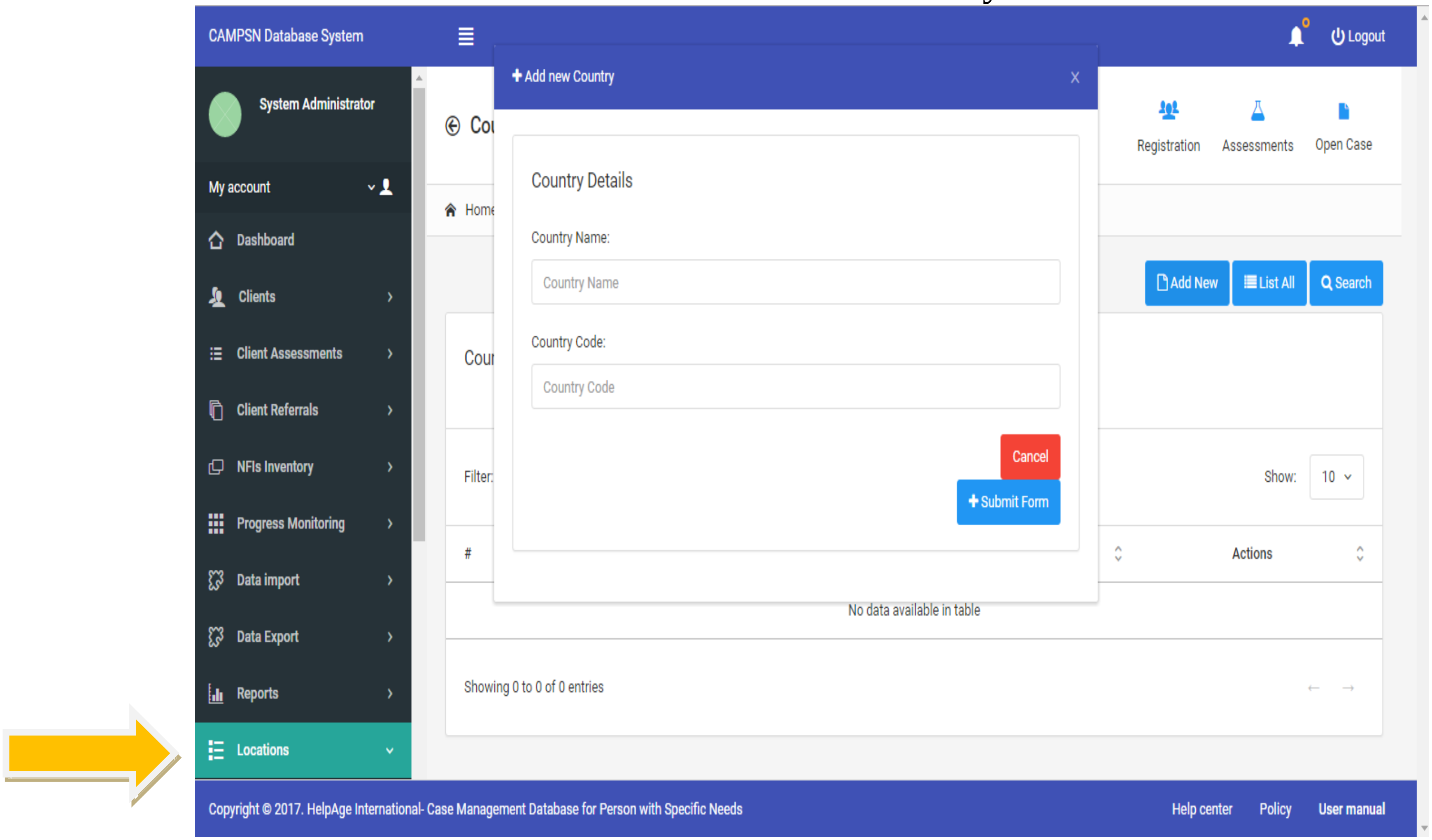
Help center
Policy
User manual

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

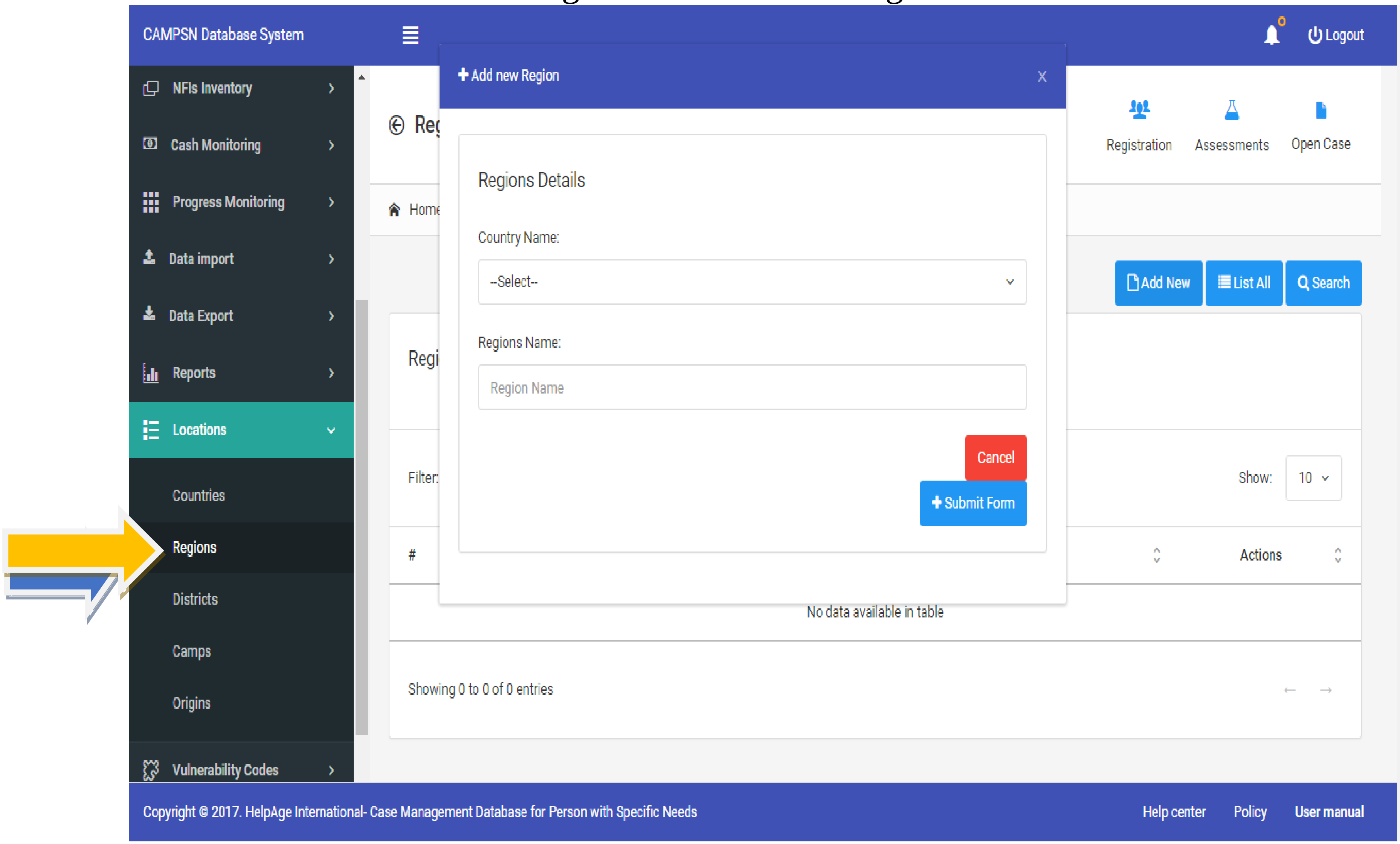
i. Register country.

Under Locations ➔Countries➔ Add New Country



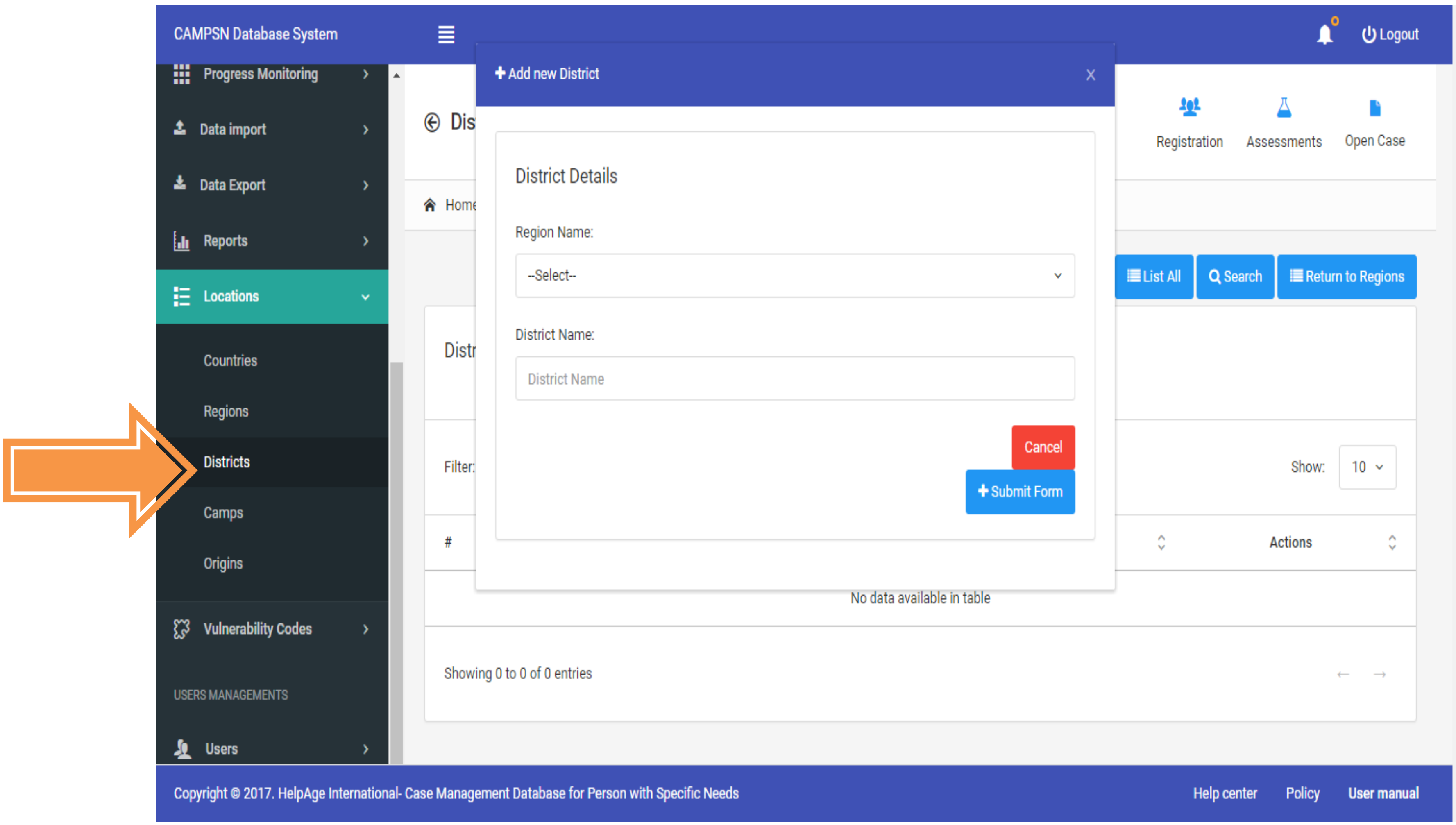
ii. Register Region

Under Locations ➔Regions➔ Add New Region



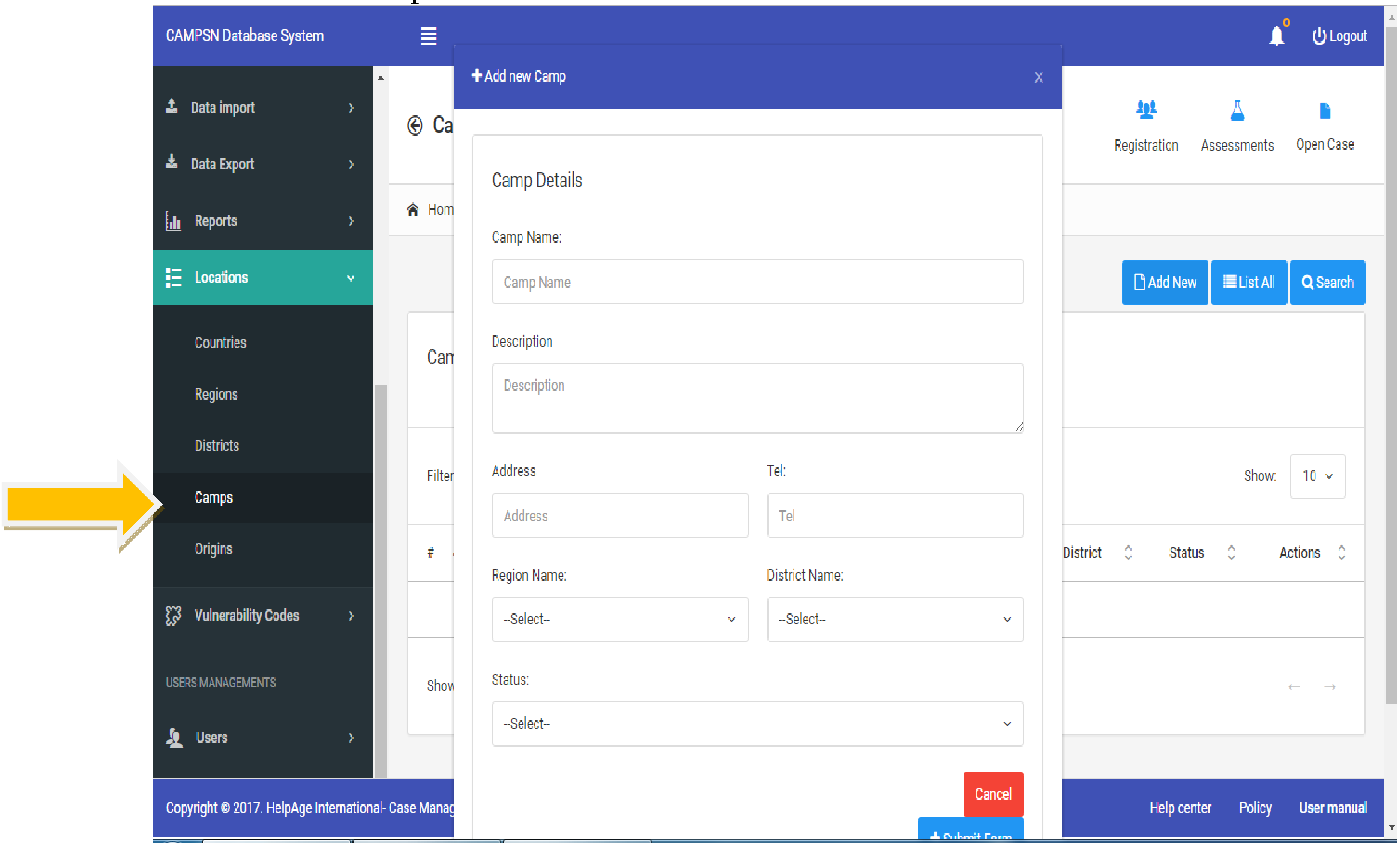
iii. Register District

Under Locations ➔Districts➔,Add New



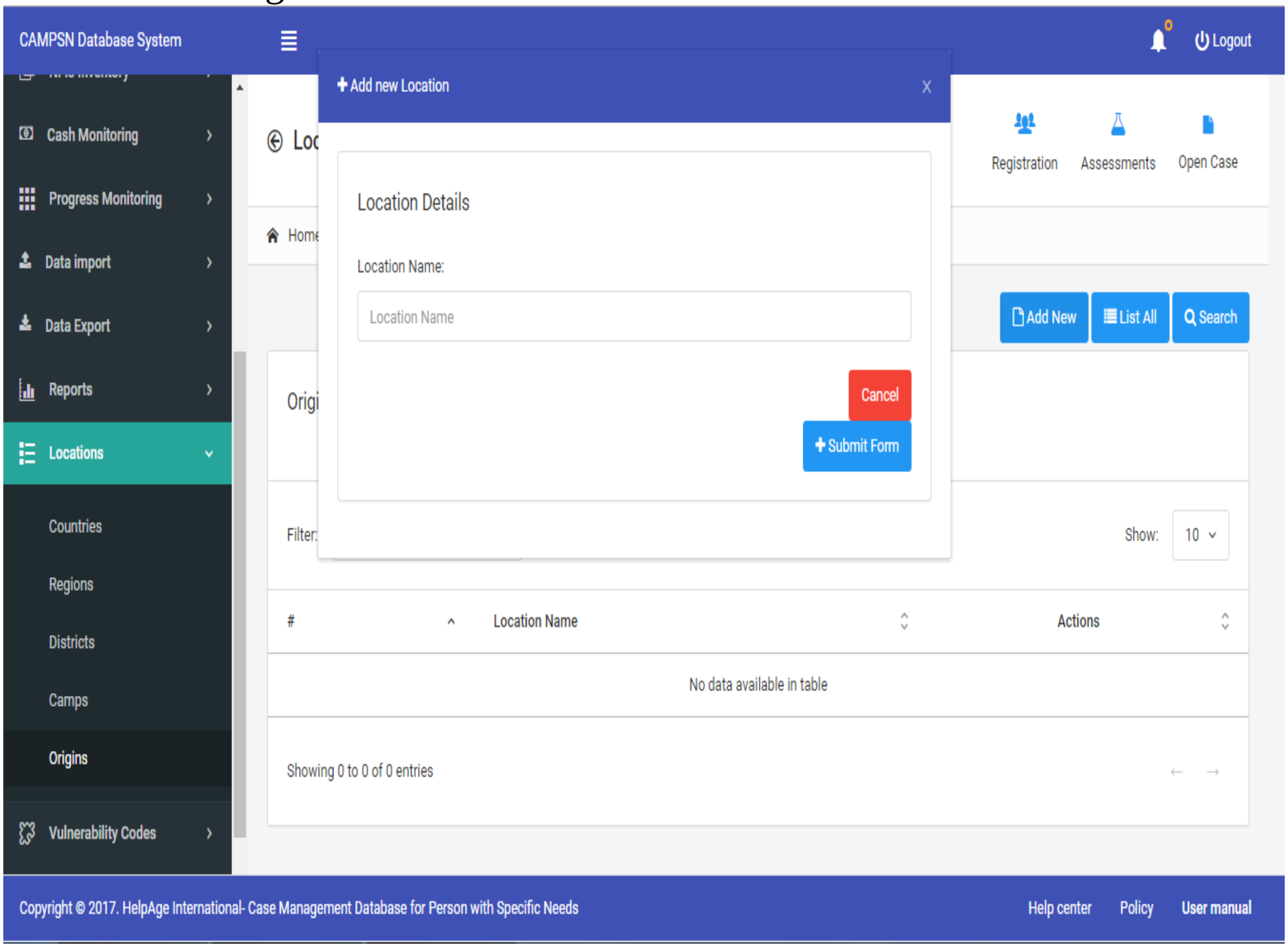
iv. Register Camp

Locations ➔Camps➔ Add New



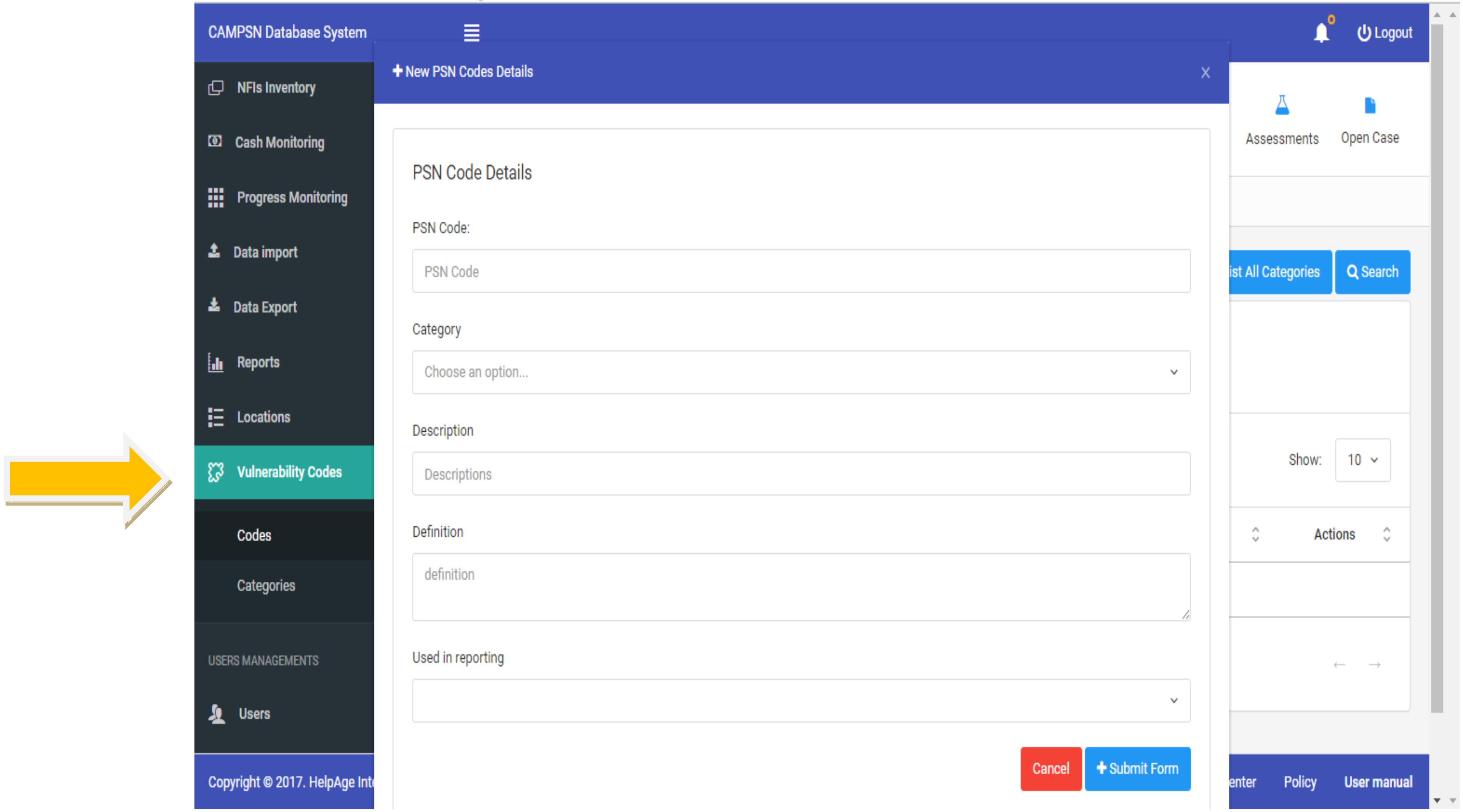
v. Register Origin

Locations ➔Origins➔ Add New



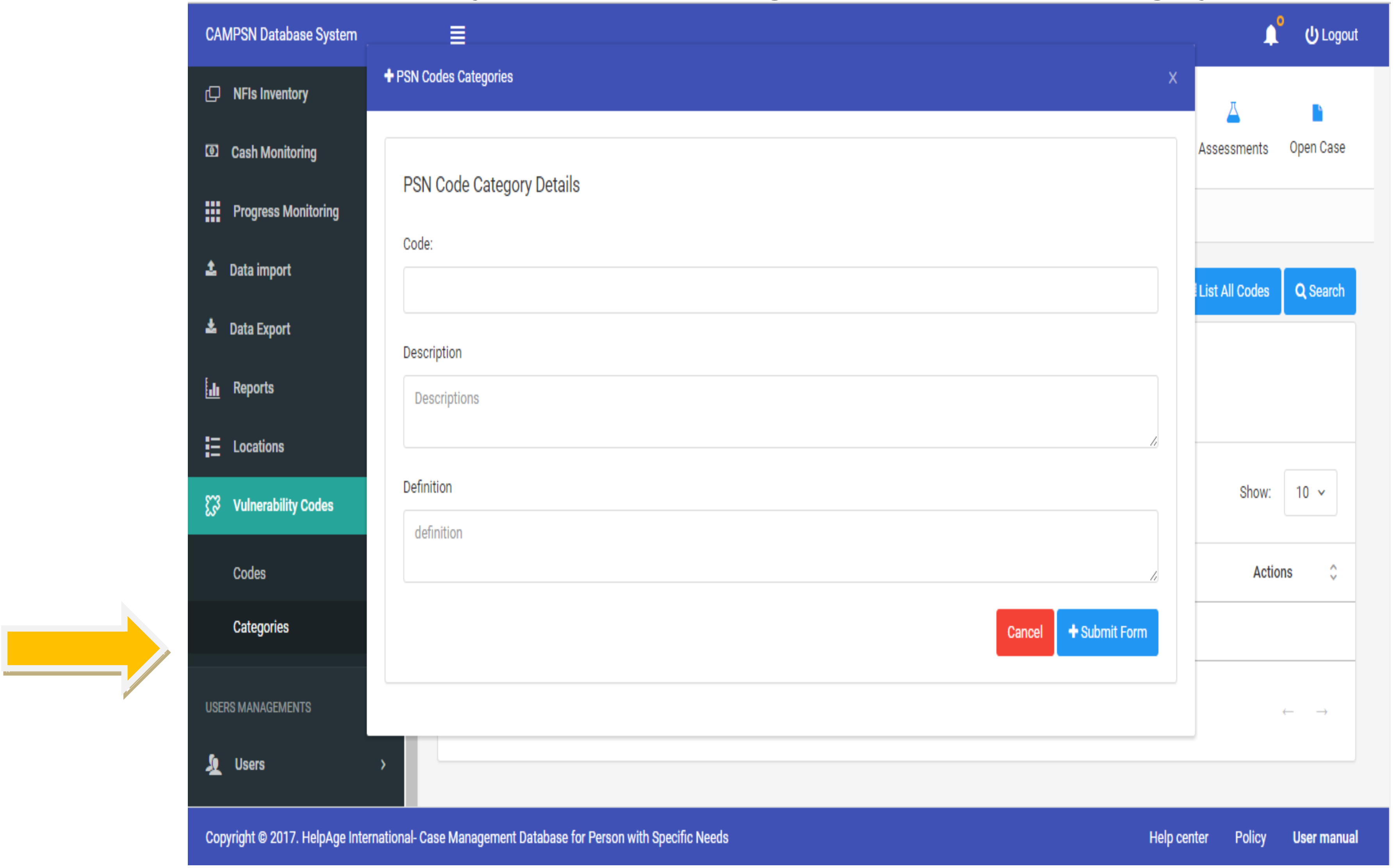
vi. Register PSN Code

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



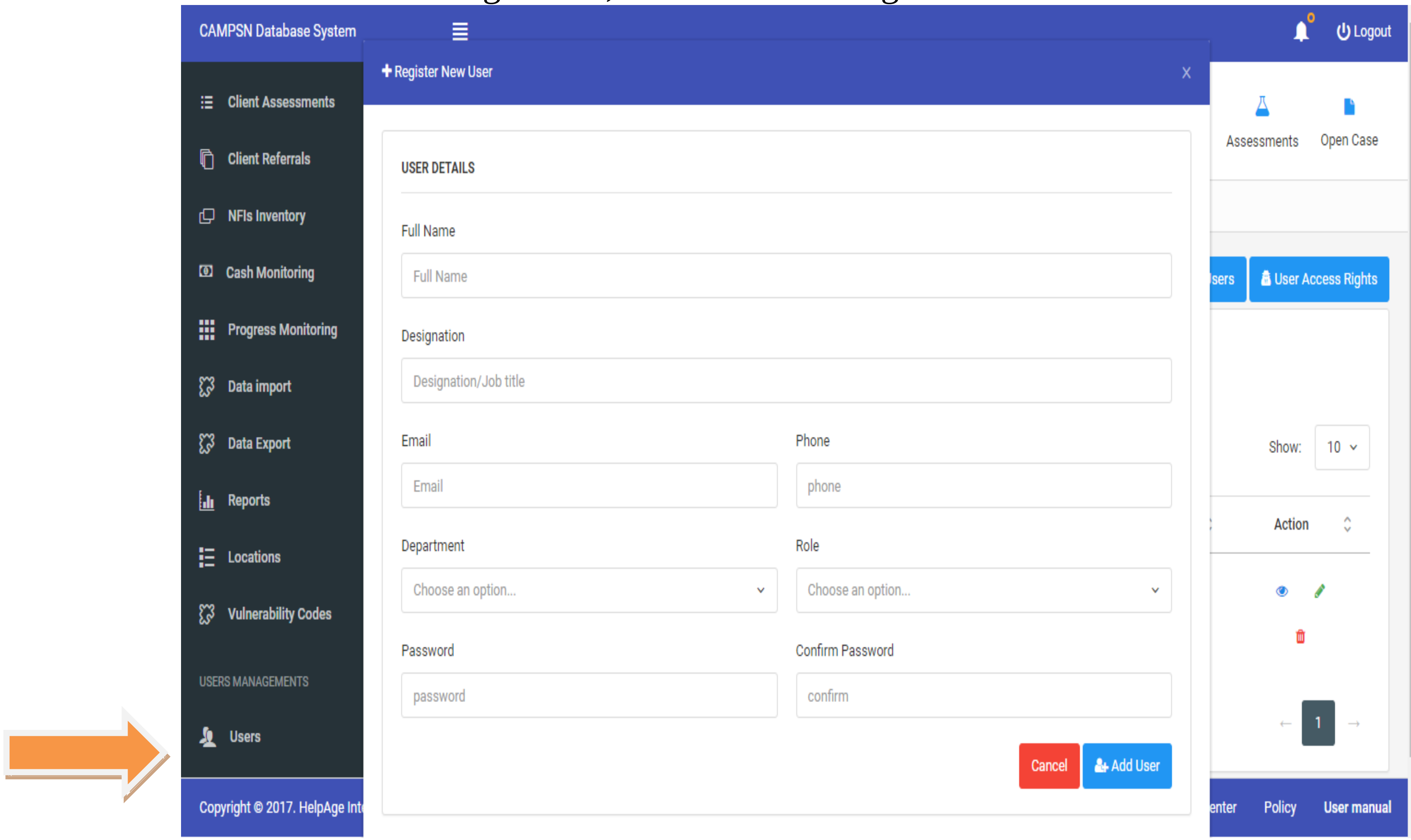
vii. Register Category

Under Vulnerability Codes Go to Categories → Add New Category



viii. Register Users

Under User Managements,Go to Users➔ Register New User



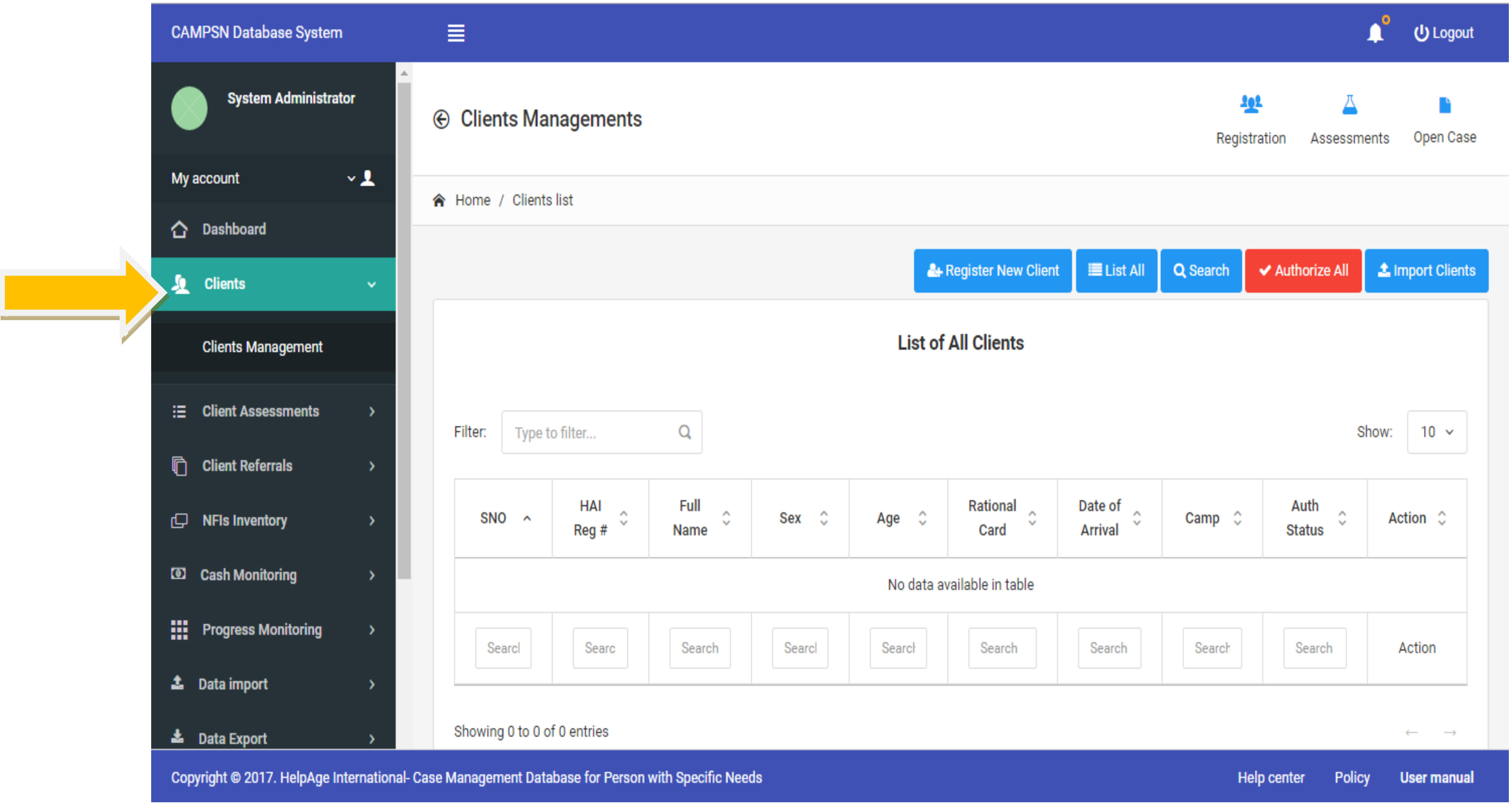
Modules of the system.
The system have the following modules.

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

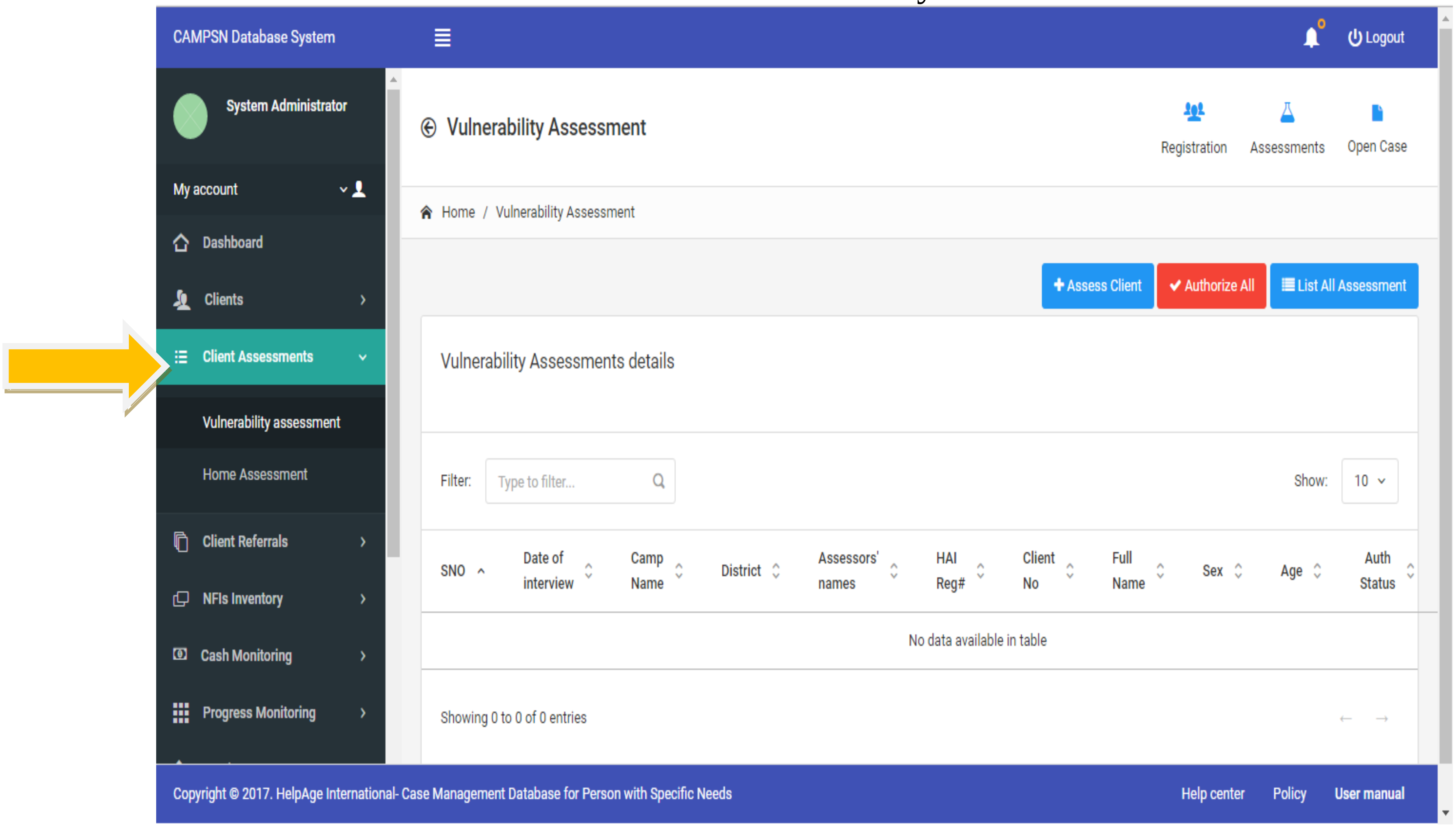
Go to Client →Client Management→ Register New Client



2. Client Assessment

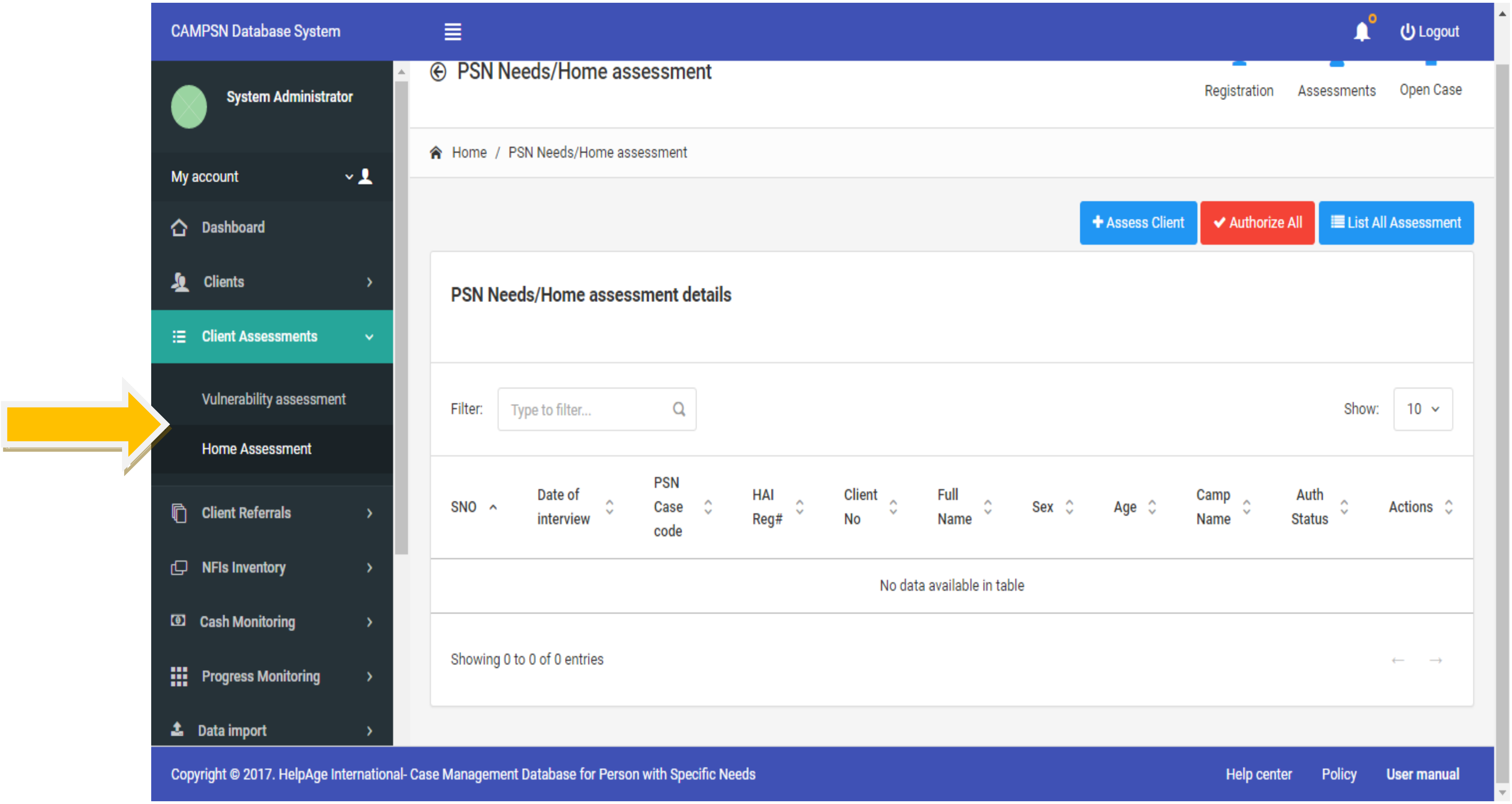
2.1. Vulnerability Assessment

Go to Client Assessments ➔Vulnerability Assesment



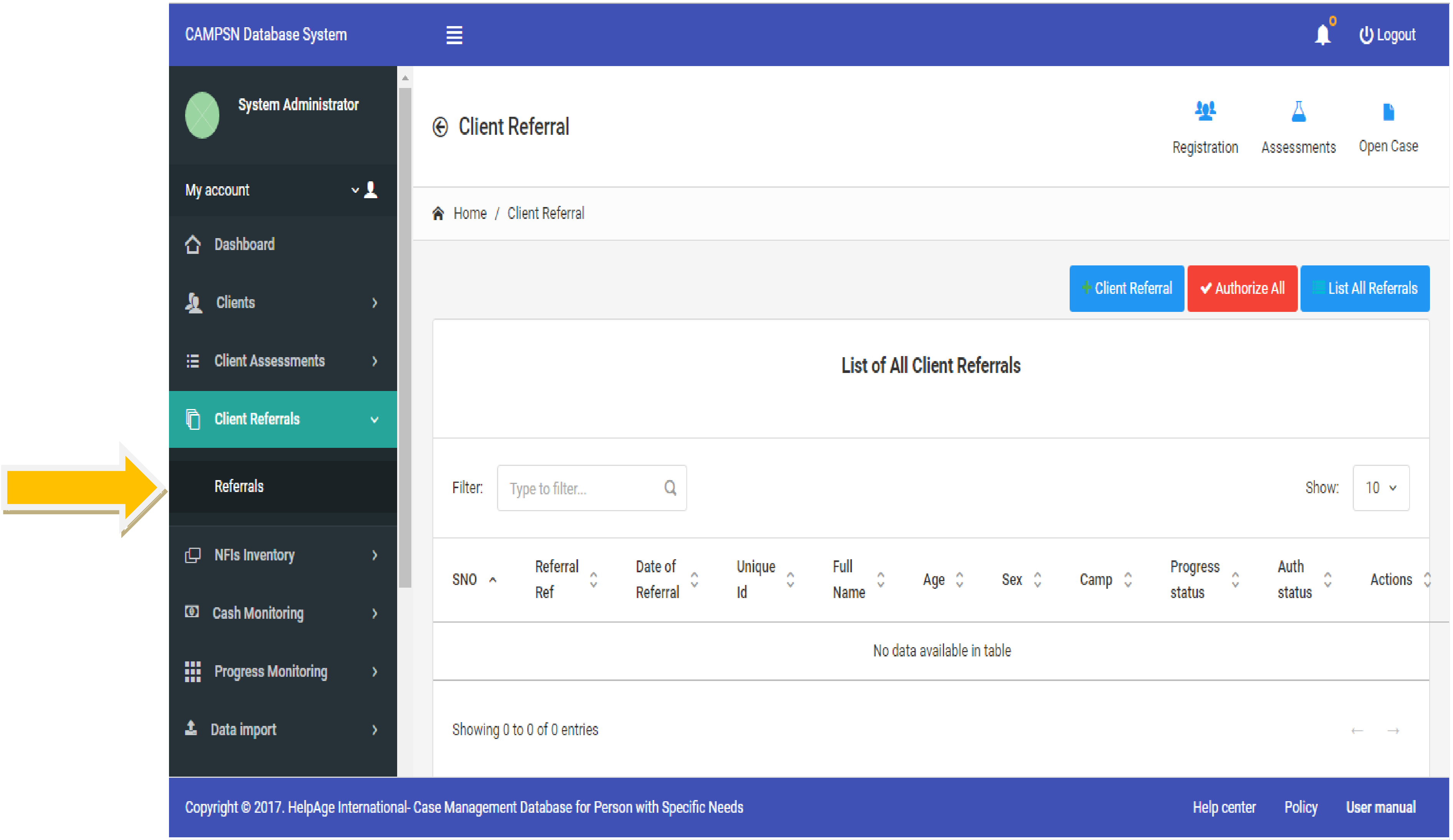
2.2. PSN Needs/Home Assessment

Go to Client Assessments ➔Home Assesment



3. Client referral

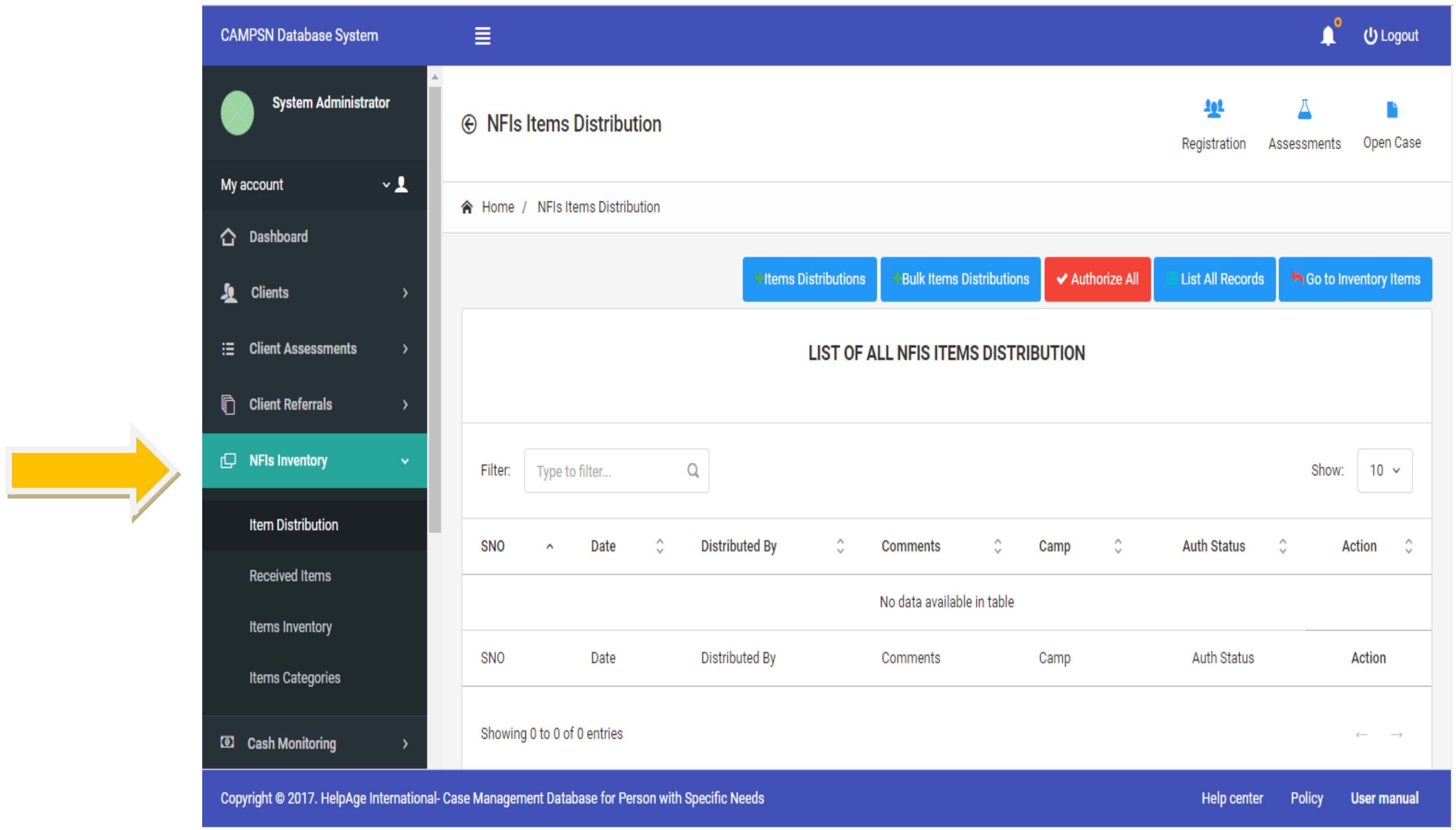
Go to Client Refarral ➔ Refarral➔Client refarral



4. NFIs Inventory

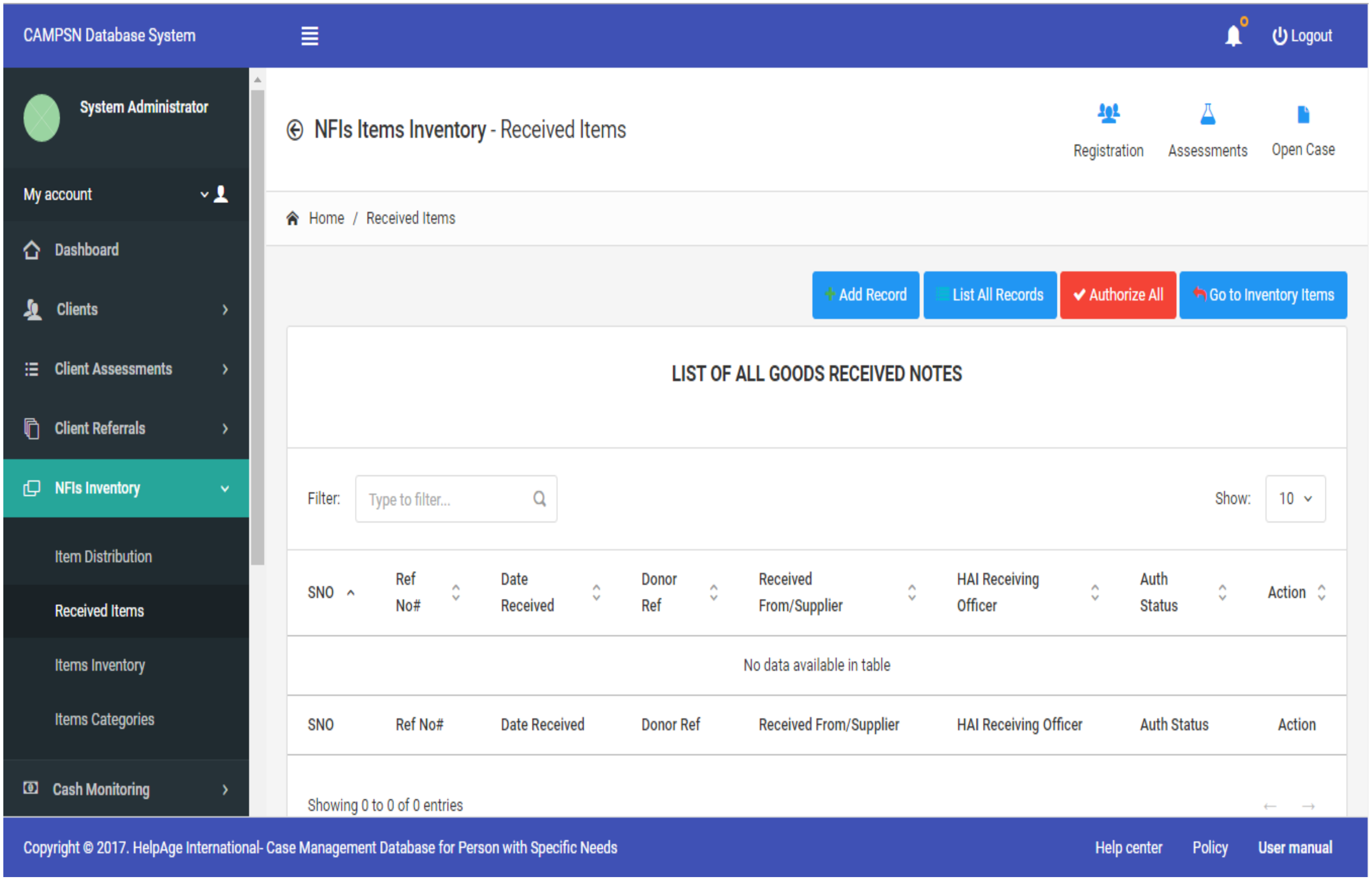
4.1. Item Distribution

Go to NFIs Inventory ➔ Item Distribition➔add record



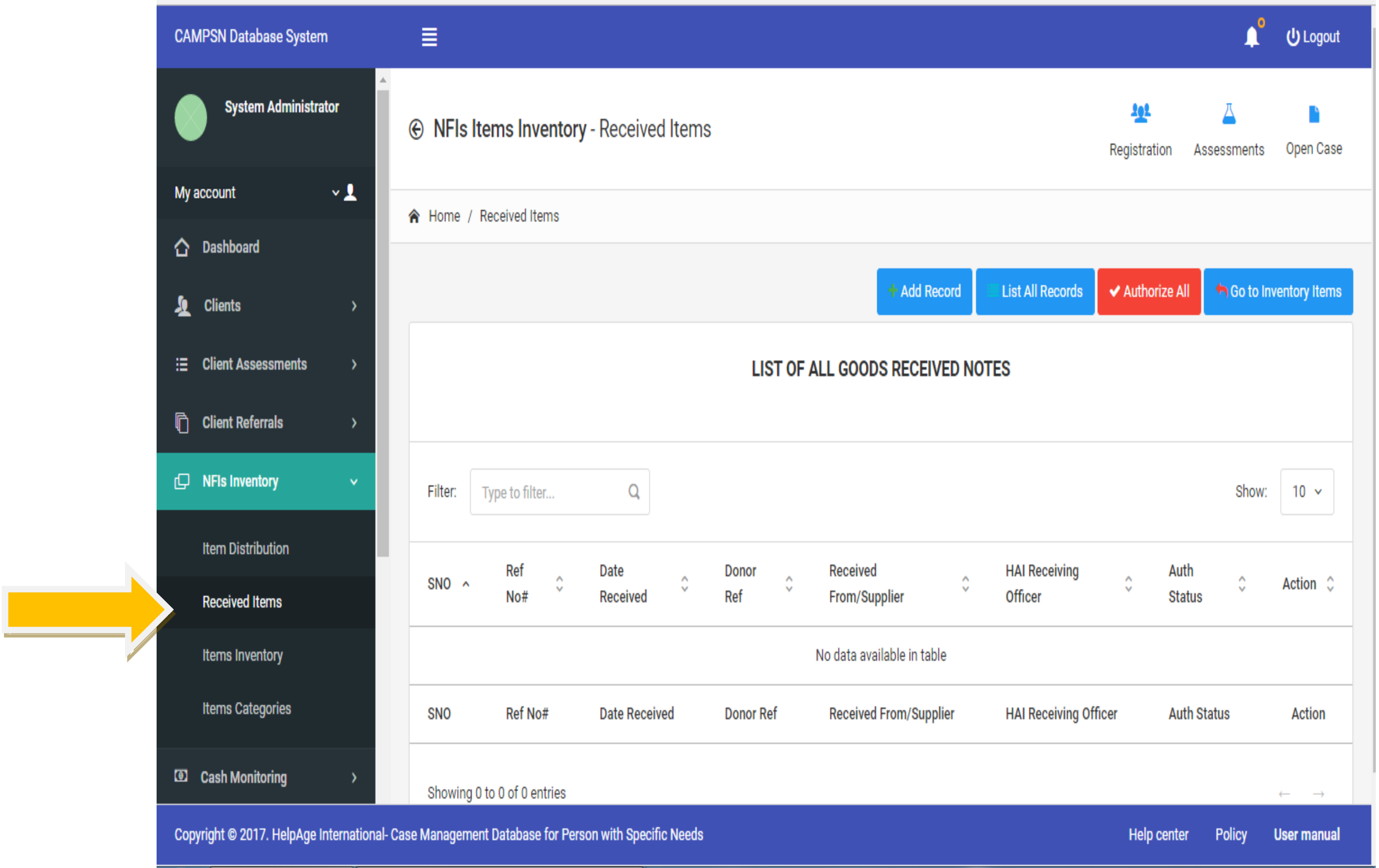
4.2. Received Items

Go to NFIs Inventory ➔ Received Items➔add record



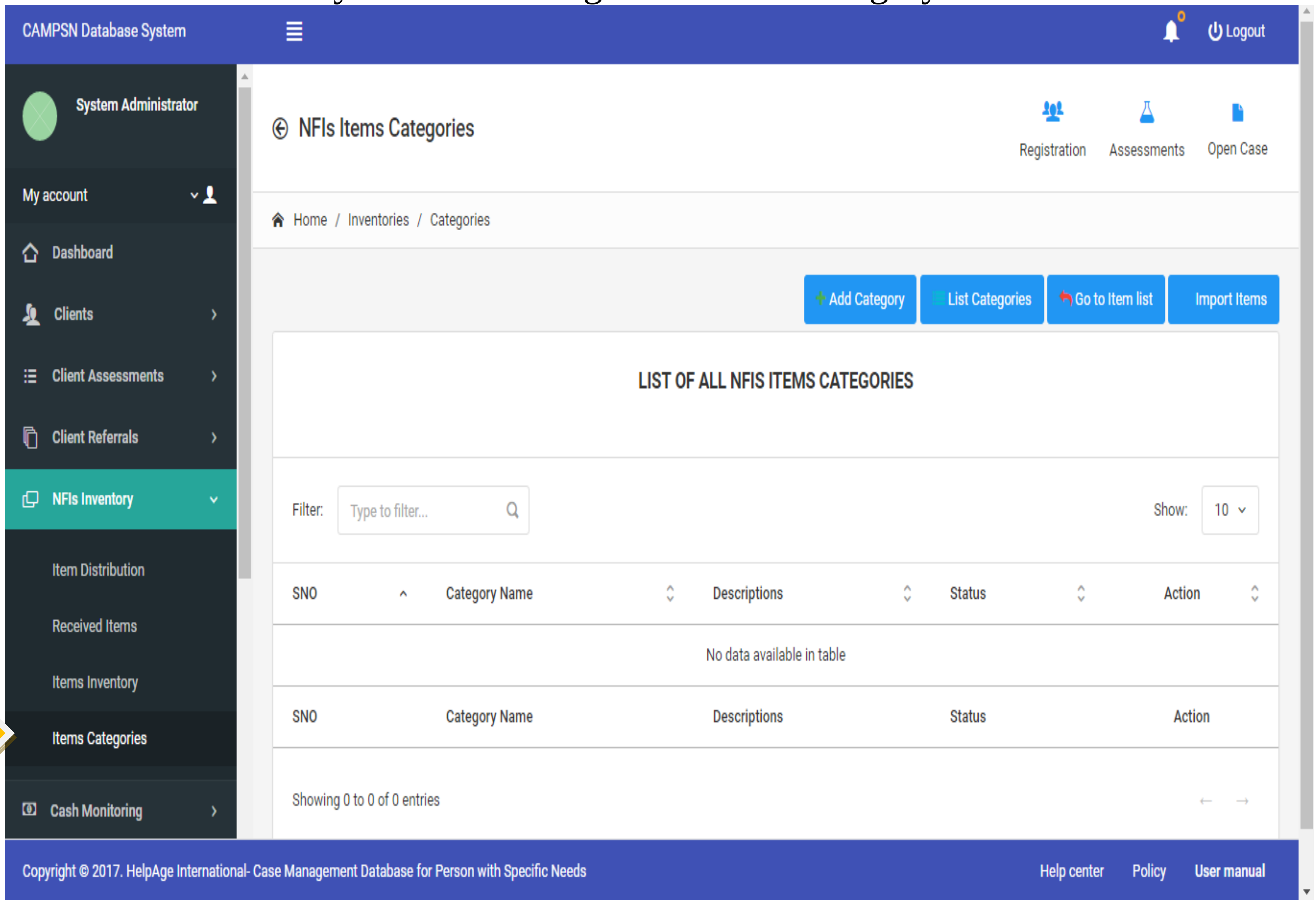
4.3. Items Inventory

Go to NFIs Inventory ➔ Items Inventory➔Add New Item



4.4. Items ategories

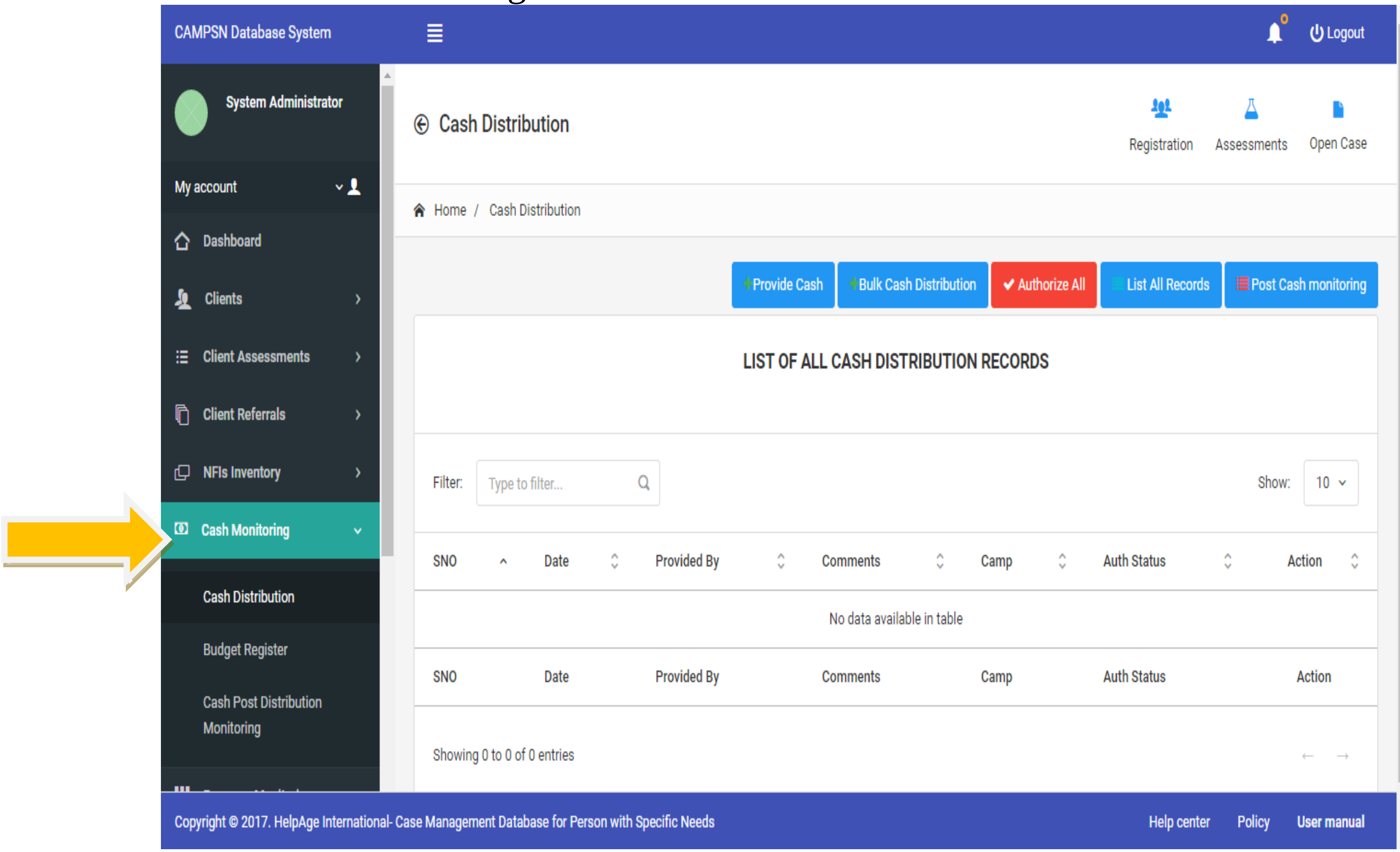
Go to NFIs Inventory → Items Categories→Add Category



5. Cash Monitoring

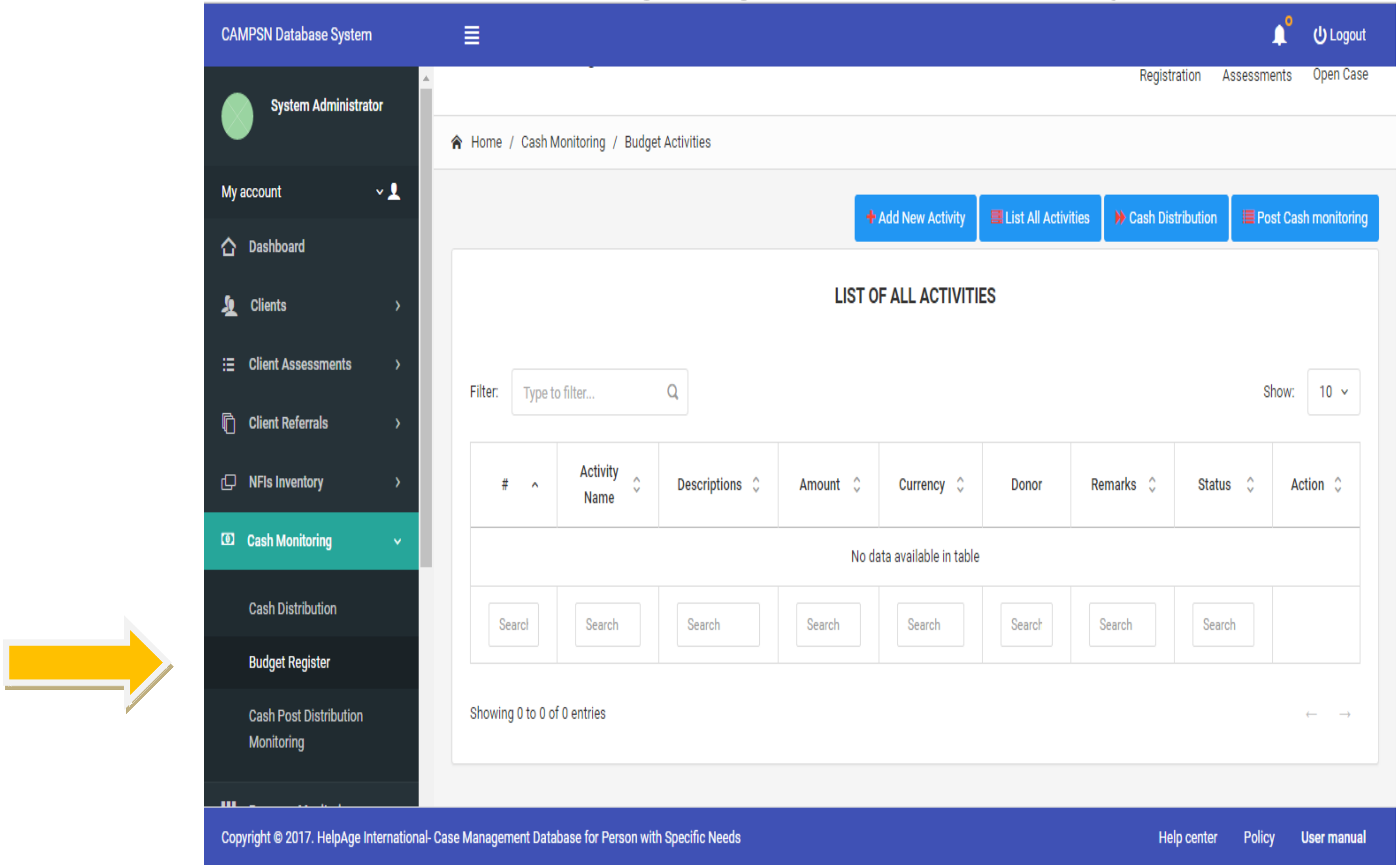
5.1. Cash Distributions

Go to Cash Monitoring ➔ Cash distributions➔Provide Cash.



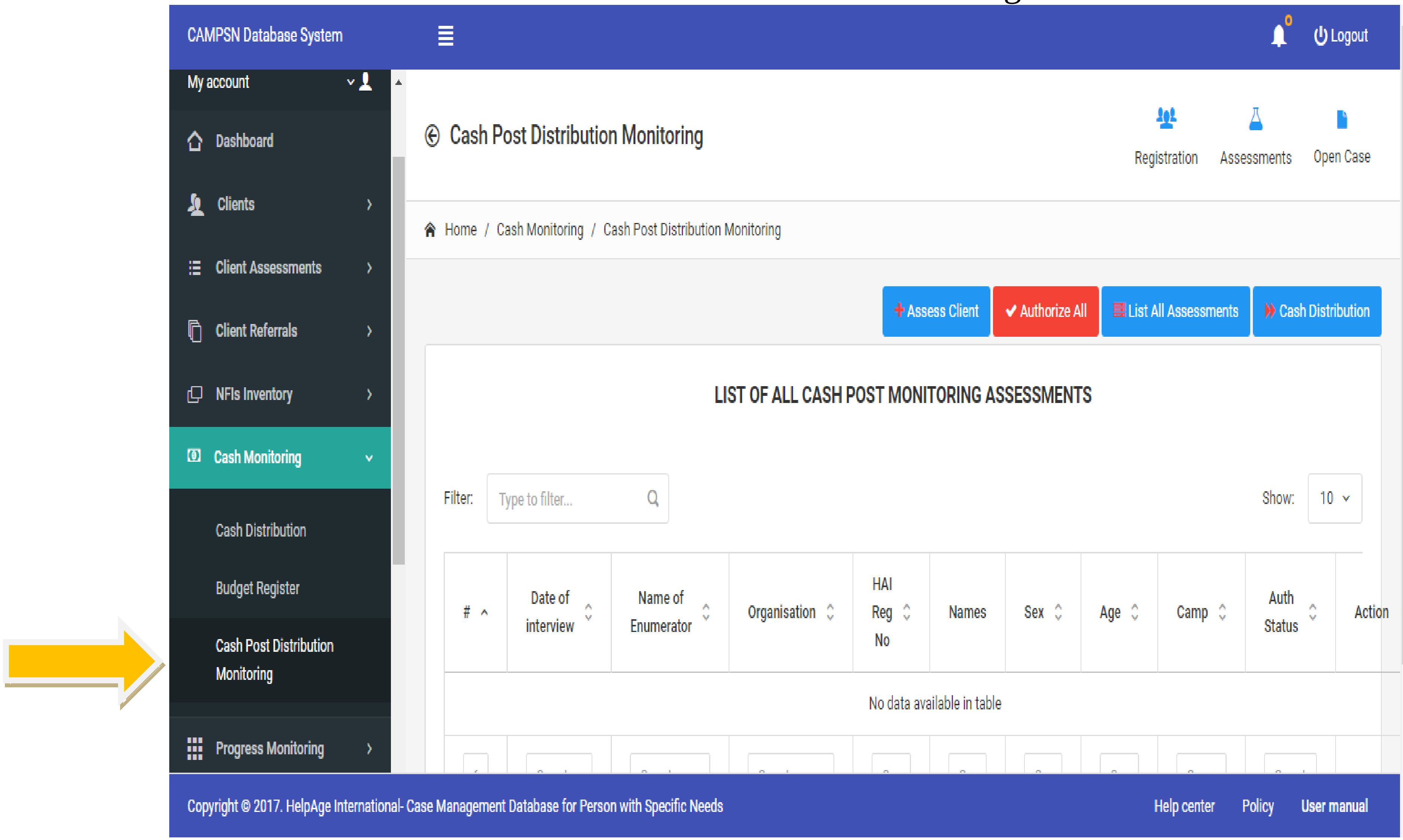
5.2. Budget Register

Go to Cash Monitor ➔ Budget Register➔Add new Activity



5.3. Cash Post Distribution Monitoring

Go to Cash Monitor ➔ Cash Post Distribution Monitoring➔Cash disribution

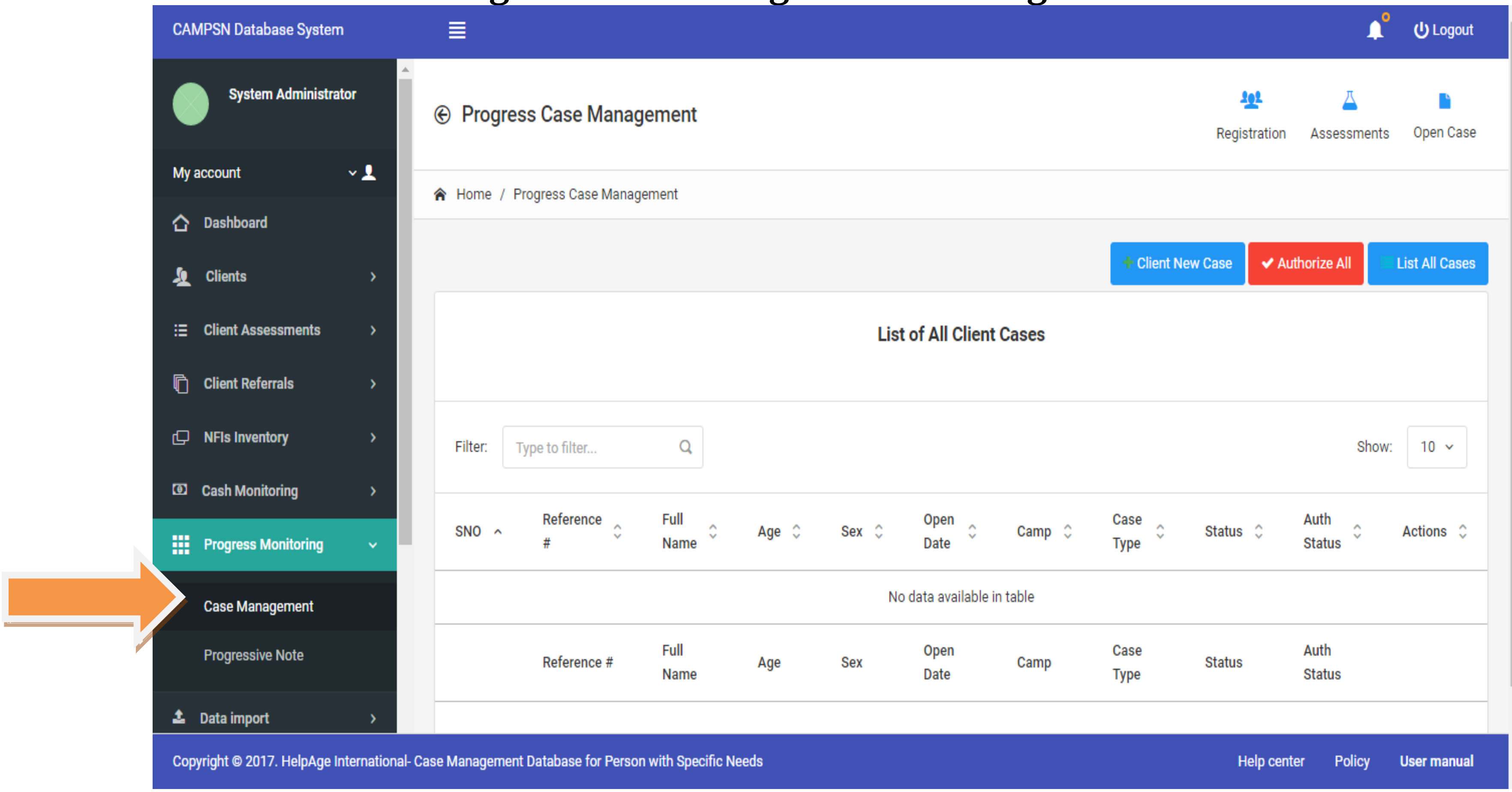


6.0. Progress Monitoring

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

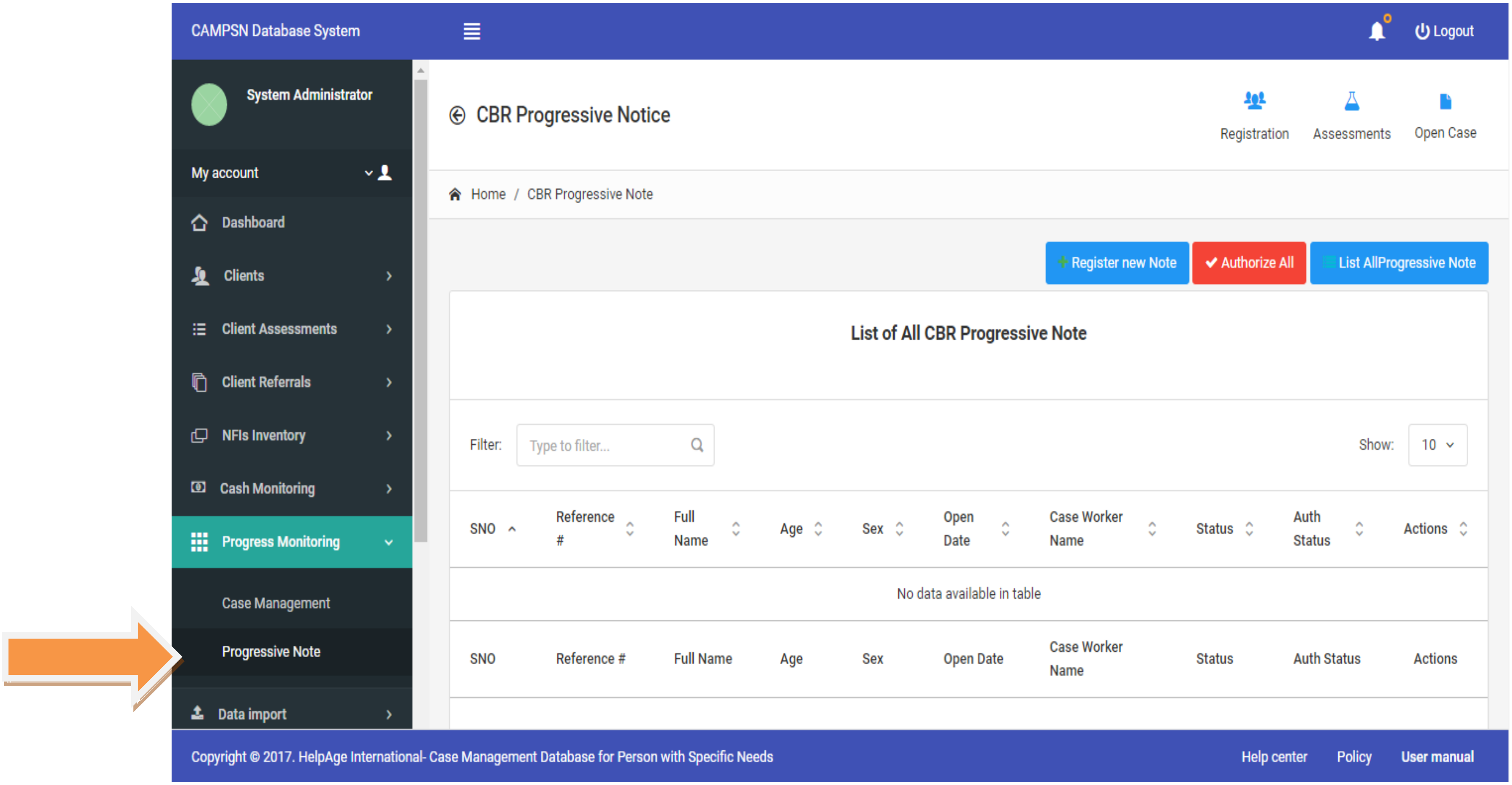
6.1. Case Management

Go to Progress Monitoring➔Case management➔Client New case



6.2. Progressive note

Go to Progress Monitoring➔Progressive note➔Register New note

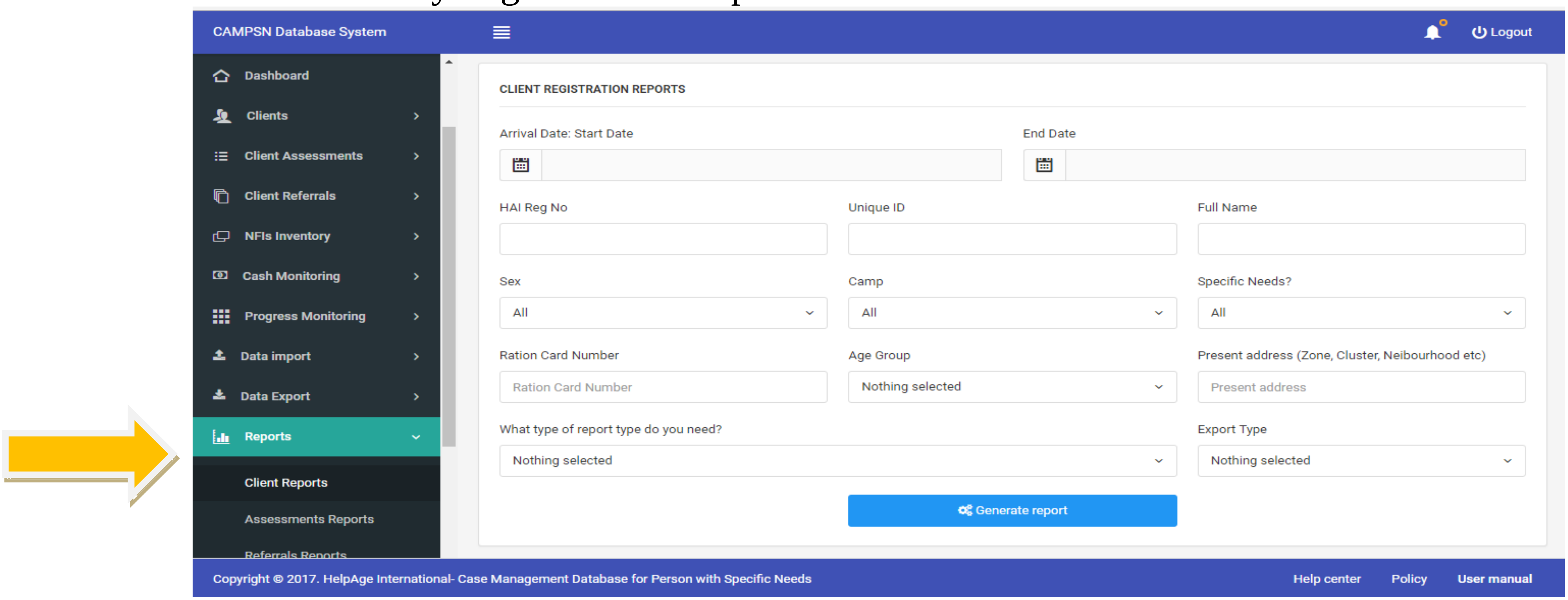


7.0. REPORTS

Under data Reports is where we can extract different repports

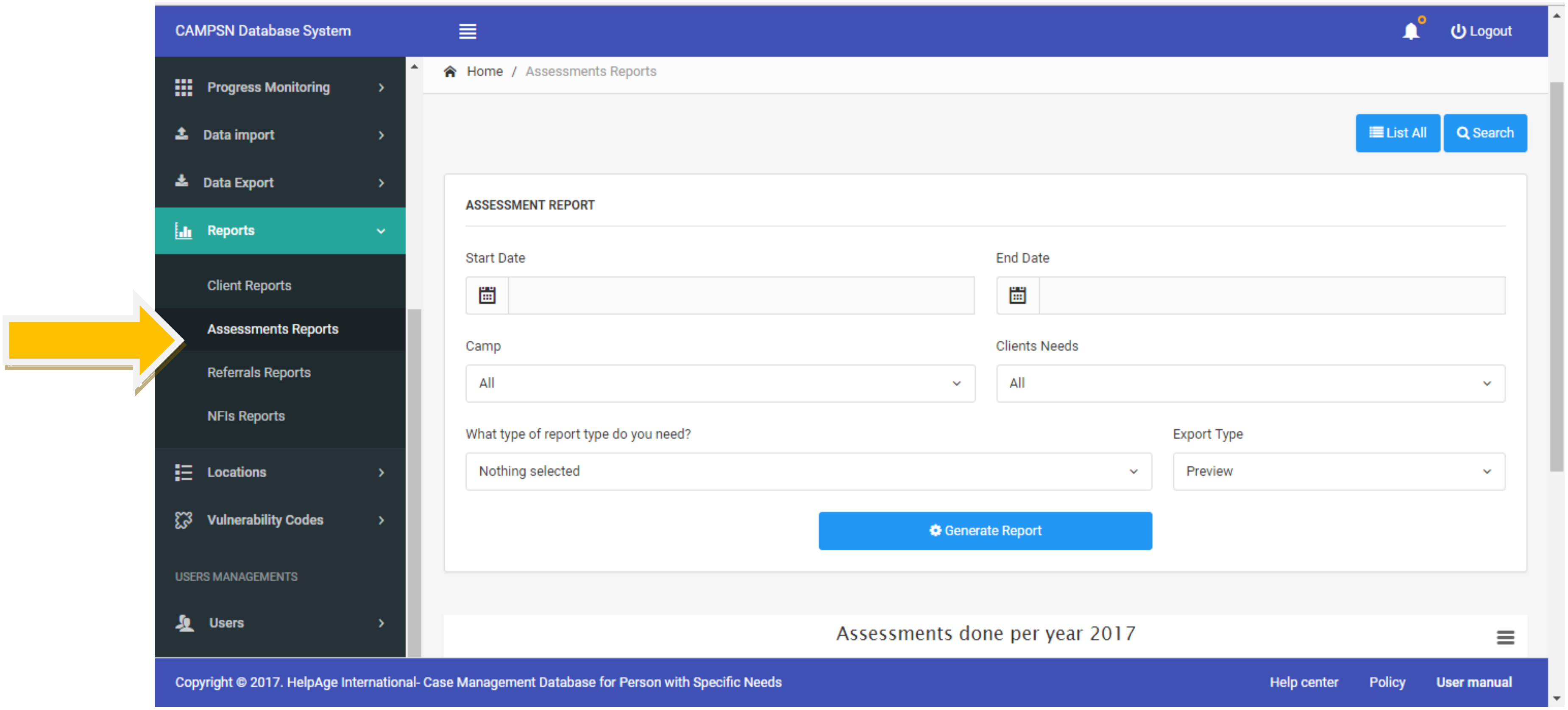
7.1. Clients Registration Reports

Go to Reports ➔ Clients Reports➔Client Registarion, 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.



7.2. Assessment Report

Go to Reports ➔Assesment 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.



7.3. Referrals Reports.

Go to Reports ➔Refferals, 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.

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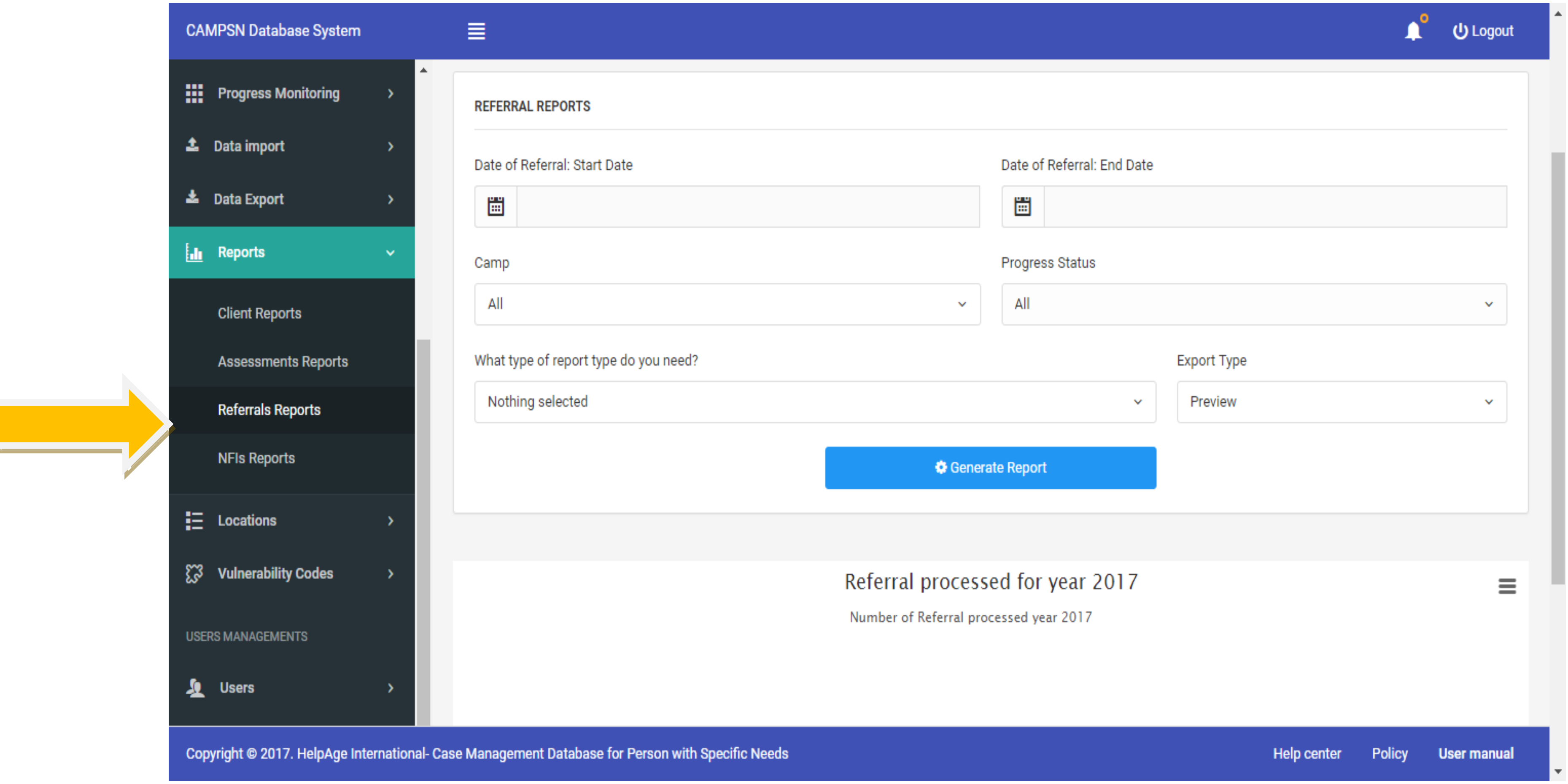
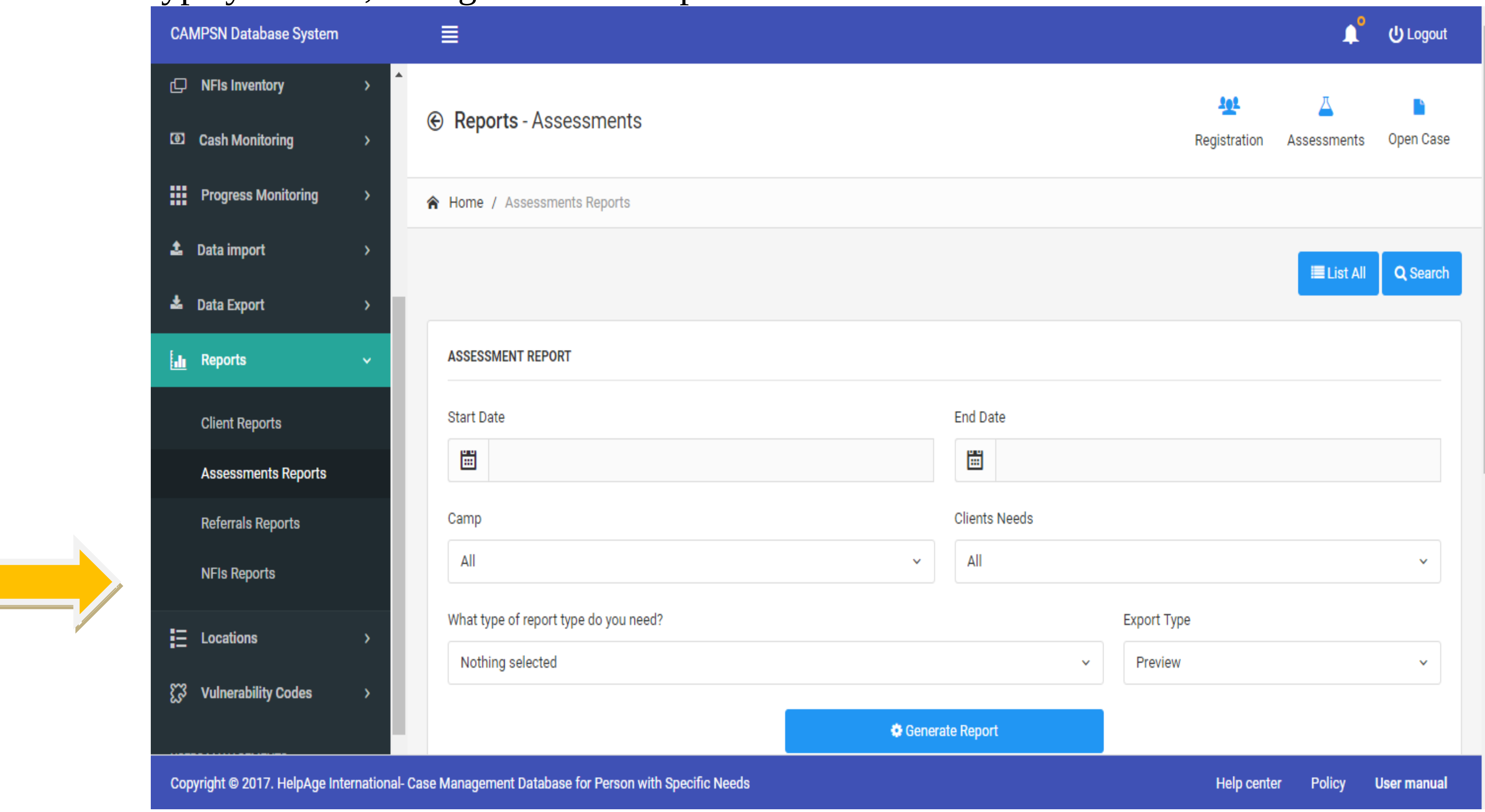


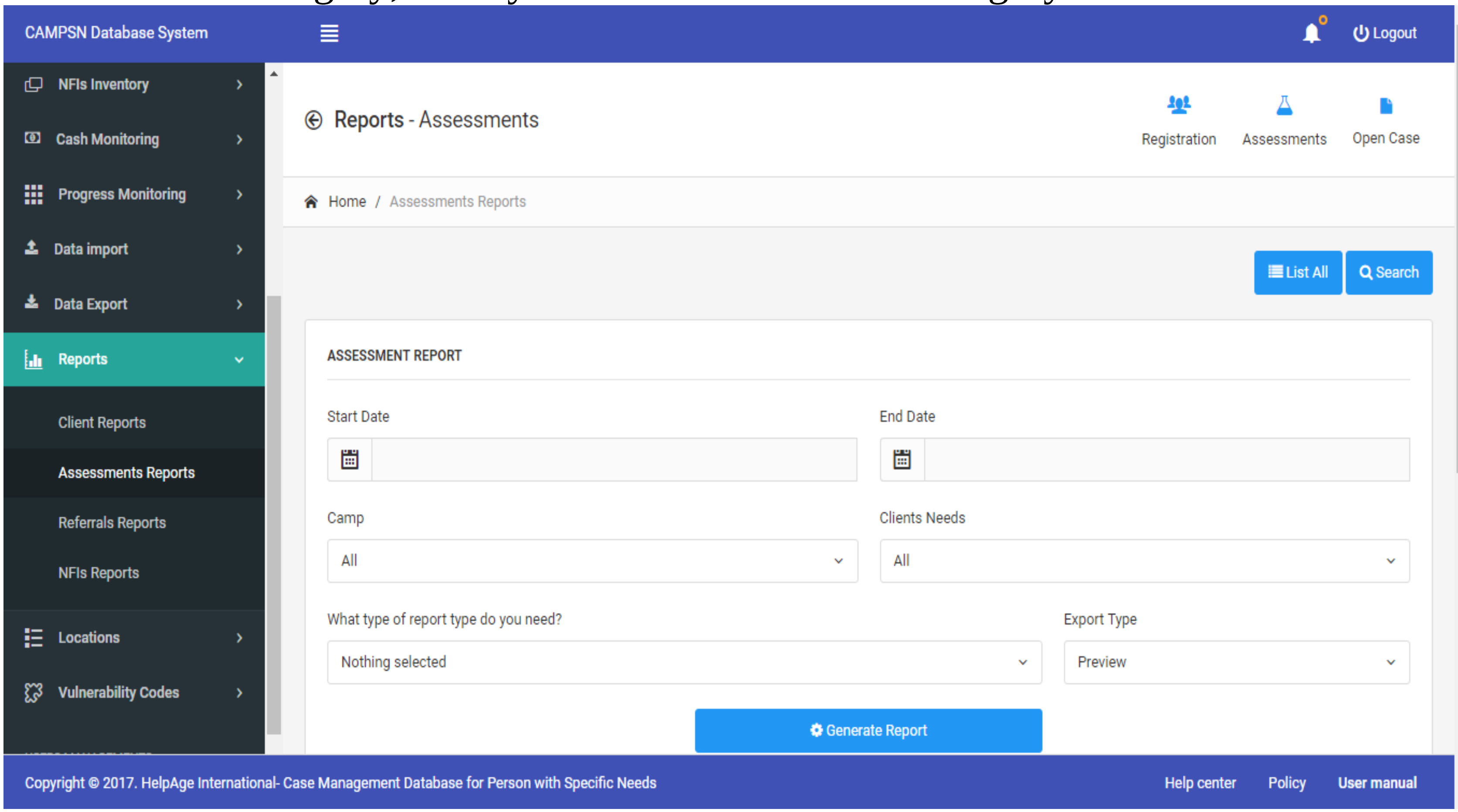
7.4. NFIs Reports

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.



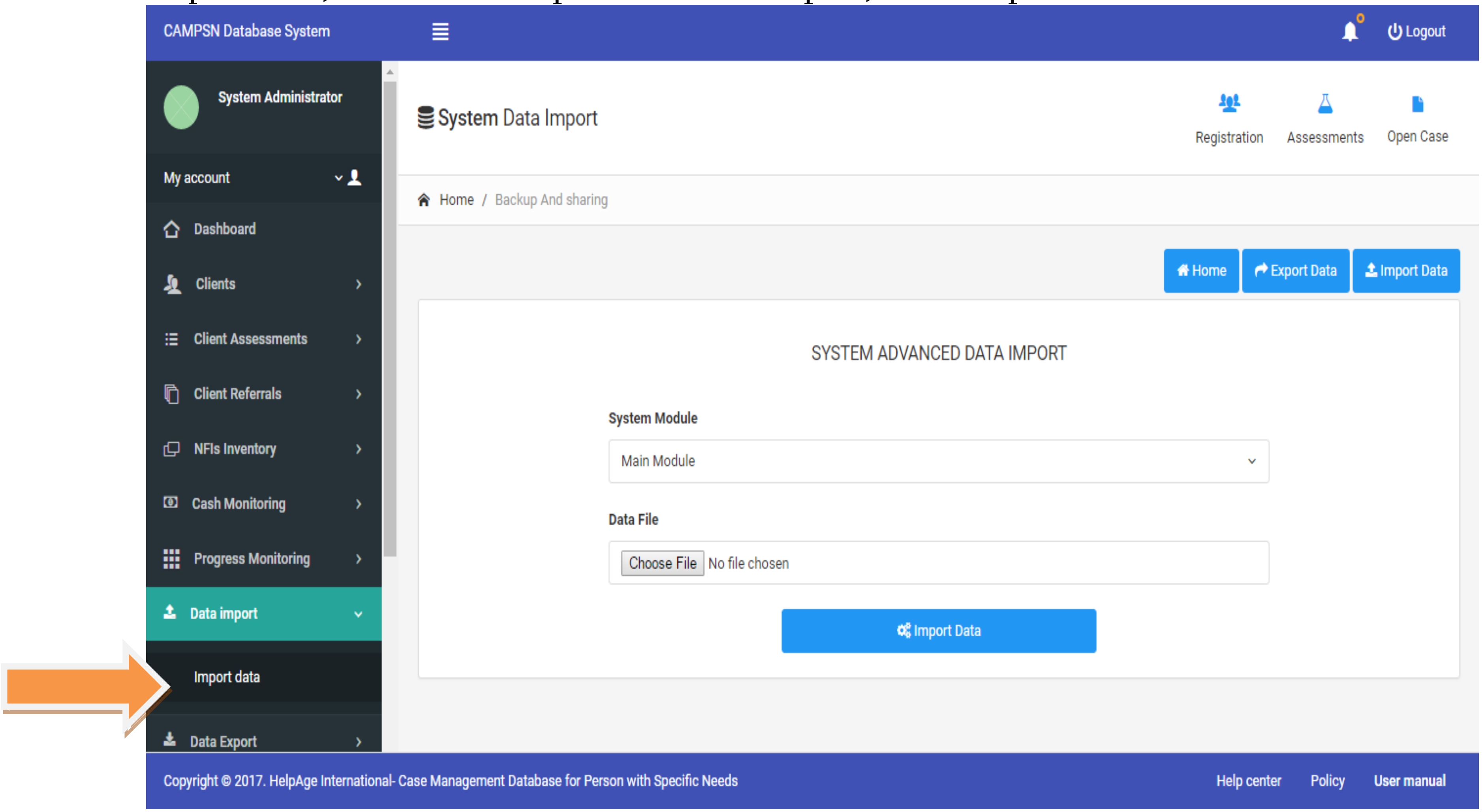
8.0. Vulnerability Codes(Codes and categories)

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



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.



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.