**User Manual for Application**

**Login & Landing Page**

**Login**

1. Navigate to the login screen. ✓

2. Enter your username and password. ✓

3. Click Login to access the app. ✓

**Landing Page**

• Upon successful login, you will land on the Dashboard. ✓

• The dashboard gives an overview of your role-based actions and recent updates. ✓

**Application Management**

**Maintain Application**

• Access this from the side navigation. ✓

• This is used for system-wide configurations and monitoring. ✓

**User Management**

**View Users**

• Navigate to the User Management section. ×

• Displays a list of all registered users. ×

**Add a User**

1. Click Add User. ×

2. Fill in personal details, email, role, and department. ×

3. Click Save to create the user. ×

**Edit a User**

1. Locate the user in the list. ×

2. Click Edit. ×

3. Modify the necessary information. ×

4. Click Update to save changes. ×

**Department Management**

**Creating a New Department**

1. Go to Department Management. ✓

2. Click Create Department. ×

3. Enter the department name and description. ×

4. Save the entry. ×

**Edit Department**

1. Find the department. ✓

2. Click Edit. ×

3. Update the name or description as needed. ×

**Link User to Departments**

**Link User**

1. Access Link User to Department. ×

2. Select a user and assign them to a department. ×

3. Save the link. ×

**User Status Management**

**Change User Status**

1. Click on a user profile. ×

2. Select Change Status (Active, Inactive, Suspended). ×

3. Confirm the change. ×

**Department Compliance**

**View and Edit Compliance**

1. Navigate to the compliance section under a department. ×

2. Click Edit to update compliance requirements or status. ×

**Role Management**

**Create a New Role**

1. Go to User Role Management. ×

2. Click Create Role. ×

3. Input role name and permissions. ×

4. Save. ×

**Edit Existing Role**

1. Select the role from the list. ×

2. Click Edit. ×

3. Update role permissions or details. ×

**Users Status Management**

**Creating a New User Status**

1. Go to User Status Management. ×

2. Click Create New Status. ×

3. Name the status (e.g., Active, Pending Approval). ×

4. Save. ×

**Edit User Status**

1. Click Edit on the status. ×

2. Update name or related conditions. ×

**Intervention Management**

**Add New Intervention**

1. Access Intervention Management. ×

2. Click Add Intervention. ×

3. Fill in name, description, related objectives. ×

4. Save. ×

**Edit Intervention**

1. Find the intervention in the list. ×

2. Click Edit. ×

3. Update details and save. ×

**Key Result Area (KRA) Management**

**Create New KRA**

1. Navigate to KRA Management. ✓

2. Click Add KRA. ×

3. Define the name, goals, and metrics. ×

4. Save. ×

**Edit KRA**

1. Click Edit on a KRA. ×

2. Modify goals or metrics. ×

**Indicator Management**

**Create New Indicator**

1. In the Indicators section, click New Indicator. ×

2. Enter name, unit of measure, and target value. ×

3. Save. ×

**Edit Indicator**

1. Click Edit next to an indicator. ×

2. Update the values or name. ×

**KRA Reports**

**View/Edit KRA Report**

1. Navigate to KRA Report. ✓

2. Filter by department or period. ×

3. Click Edit to update results or findings. ×

**Intervention Priority Link**

**Create New Link**

1. Go to Intervention Priority section. ×

2. Click Add Link. ×

3. Select Intervention and assign a priority level. ×

4. Save. ×

**Edit Link**

1. Click Edit. ×

2. Update the intervention or priority level. ×

**Announcements Management**

**Create New Announcement**

1. Go to Announcements. ✓

2. Click New Announcement. ×

3. Enter title, message, and display timeframe. ×

4. Save. ×

**Edit Announcement**

1. Click Edit. ×

2. Change message or dates. ×

**Announcement Display**

• Announcements will be shown on the dashboard or landing page. ✓

**Report Period (Quarters) Management**

**Create New Report Period**

1. Navigate to Report Period. ×

2. Click Add Period. ×

3. Specify the start and end dates for the quarter. ×

4. Save. ×

**Edit Report Period**

1. Click Edit on an existing period. ×

2. Update date range or name. ×

**New Features**

**Document Management**

**Documents Overview**

1. Navigate to the Documents section from the main navigation. ×

2. View a list of all uploaded documents with details including ID, department, name,

description, display settings, dates, and status. ×

3. Search for documents using the search bar at the top of the page. ×

4. Use the pagination at the bottom to navigate between pages of documents. ×

**Upload New Document**

1. Click the "New Document" button in the Documents section. ×

2. Enter a name and description for the document. ×

3. Select the appropriate department from the dropdown. ×

4. Set "Display To All" option to determine visibility. ×

5. Set start and end dates for document availability. ×

6. Click "Choose File" to select a document for upload. ×

7. Set the status to Active. ×

8. Click "Submit" to upload the document. ×

**Edit Document**

1. Locate the document in the documents list. ×

2. Click the "Edit" button in the Actions column. ×

3. Update the document name, description, department, display settings, dates, or

status as needed. ×

4. Click "Submit" to save your changes or "Cancel" to discard them. ×

**Language Management**

**Language Link Overview**

1. Access the Language Link section from the Reports dropdown. ×

2. View a list of all language links with ID, intervention, language, department, status,

and available actions. ×

3. Links show which languages are associated with which interventions and

departments. ×

**New Language Link**

1. Click the "New Language Link" button. ×

2. Select an intervention from the dropdown. ×

3. Select a language from the available options. ×

4. Choose the appropriate department. ×

5. Set the status to Active. ×

6. Click "Submit" to create the link. ×

**Edit Language Link**

1. Find the language link in the list. ×

2. Click the "Edit" button in the Actions column. ×

3. Update the intervention, language, department, or status as needed. ×

4. Click "Submit" to save changes. ×

**Segmentation Management**

**Segmentation Link Overview**

1. Navigate to the Segmentation Link section from the Reports dropdown. ×

2. View all segmentation links with ID, intervention, segmentation type, department,

status, and actions. ×

3. These links show how interventions are segmented across departments. ×

**New Segmentation Link**

1. Click the "New Segmentation Link" button. ×

2. Select the appropriate intervention from the dropdown. ×

3. Choose a segmentation type. ×

4. Select the relevant department. ×

5. Set the status to Active. ×

6. Click "Submit" to create the link. ×

**Edit Segmentation Link**

1. Locate the segmentation link in the list. ×

2. Click the "Edit" button in the Actions column. ×

3. Update the intervention, segmentation type, department, or status. ×

4. Click "Submit" to save your changes. ×

**User Report Periods**

**User Report Periods Overview**

1. Access User Report Periods from the Reports dropdown. ×

2. View all report periods with their status and available actions. ×

3. Report periods determine the timeframes for user reporting. ×

**Create User Report Period**

1. Click the "Create New" button. ×

2. Select the appropriate report period from the dropdown. ×

3. Click "Save" to create the period or "Back to List" to cancel. ×

**Edit User Report Period**

1. Navigate to the Edit User Report Period page by clicking "Edit" on a period. ×

2. View the current report period. ×

3. Click "Save" to confirm or "Back to List" to return without saving. ×

**Enhanced Reporting Features**

**Department Intervention Report**

1. Access the Department Intervention Report from the Reports dropdown. ✓

2. View intervention counts by department in a tabular format. ×

3. See a graphical representation of interventions by department. ×

4. Export the data to CSV format by clicking the "Export to CSV" button. ×

**Quantity of Interventions by Department and Reporting Period**

1. Navigate to this report from the Reports dropdown. ×

2. View interventions by department and quarter in a tabular format. ×

3. See graphical representation of intervention quantities. ×

4. Export the data to CSV format as needed. ×

**Department Interventions by Quarter Report**

1. Access this report from the Reports dropdown. ×

2. View which departments have interventions in each quarter with Yes/No indicators. ×

3. See graphical representation of department interventions by quarter. ×

4. Export the data to CSV format. ×

**Department Interventions Total Report**

1. Navigate to this report from the Reports dropdown. ×

2. Select a fiscal year from the dropdown to filter the report. ×

3. View department intervention totals across all quarters. ×

4. See graphical representation of department interventions by quarter. ×

5. Export the data to CSV format. ×