



SURWASH Application

User Guide

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1.0 Overview

The SURWASH Application is a comprehensive platform comprising both web and mobile applications. It is designed to support Monitoring and Evaluation (M&E) officers and agency heads operating at various levels, from Local Government to the Federal level (FPIU).

User Categories:

- LG Field Officer
- LG M&E Officer
- LG HOD
- IA M&E Officer
- IA Director
- SPIU Officers
- FPIU Officers

The application facilitates field data collection through its mobile interface, enabling LG Field Officers and LG M&E Officers to perform their duties effectively. The review and approval of reports are managed by the respective officers via the web application.

- The web application is accessible via portal.surwash.ng.
- The mobile application can be downloaded via portal.surwash.ng/mobile.

This manual serves as a comprehensive guide to help users navigate the platform, utilize its features, and ensure efficient submission and approval of reports.

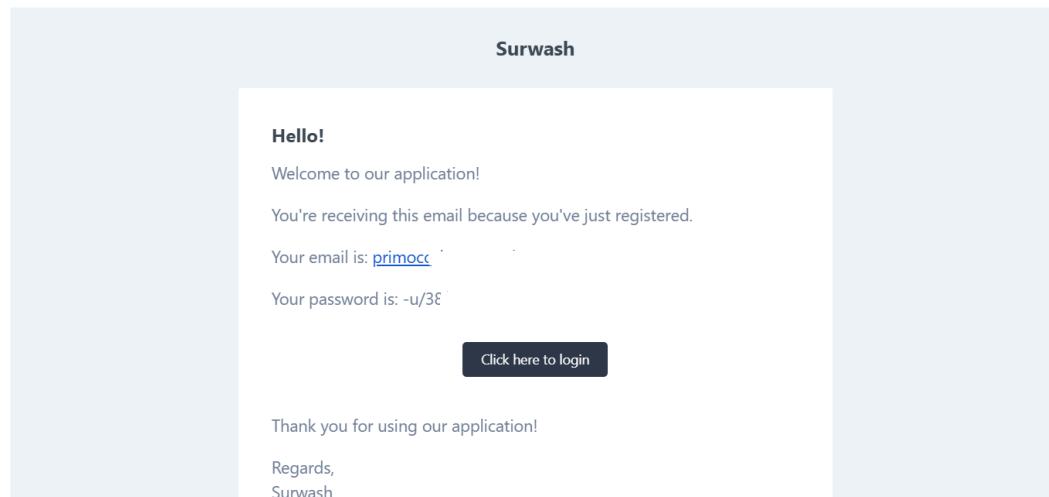
2.0 Authentication

Access to the SURWASH portal requires users to authenticate using their registered credentials. All users are pre-registered by the Super Admin, with their email address serving as the unique identifier for their account. Below are the key steps and processes for authentication

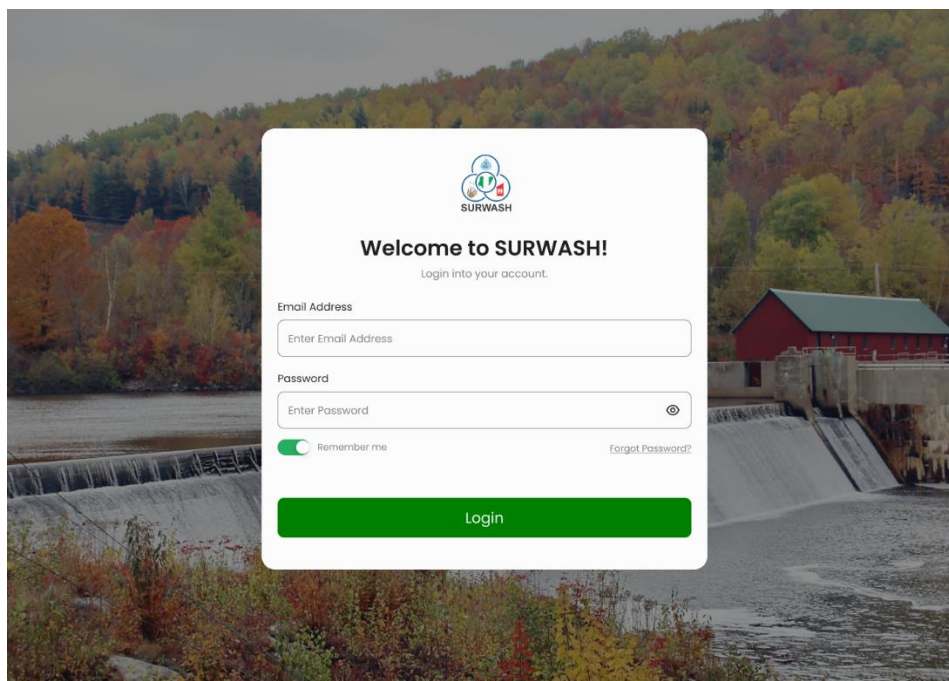
2.1. Sign-In Process

2.1.1 Initial Sign-In:

Upon account creation, a unique temporary password is sent to the user's registered email address. (Look out for the format for



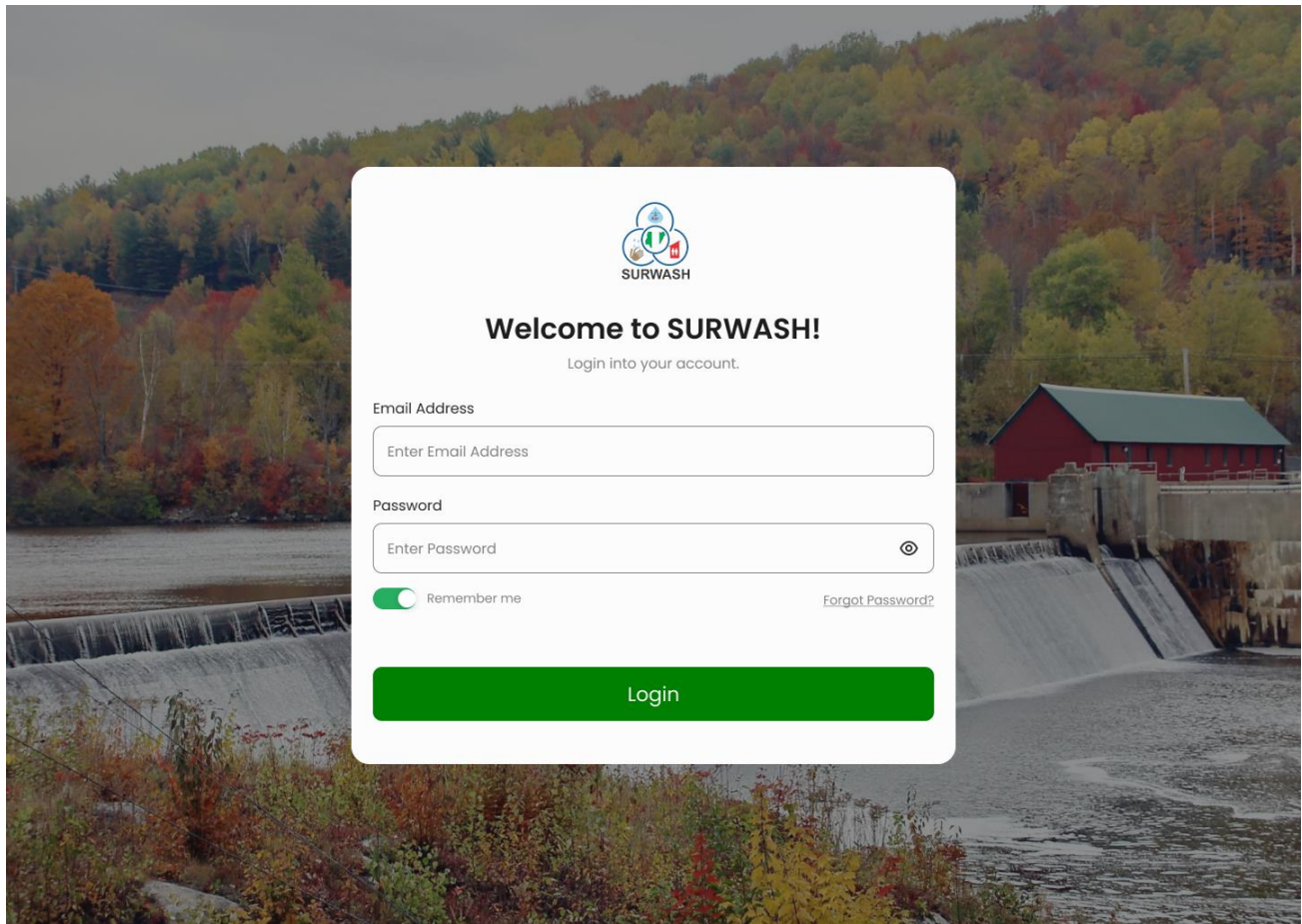
Users must use this temporary password for their first login to activate their account.



After the initial login, users are encouraged to reset the temporary password to one of their choosing for enhanced security.

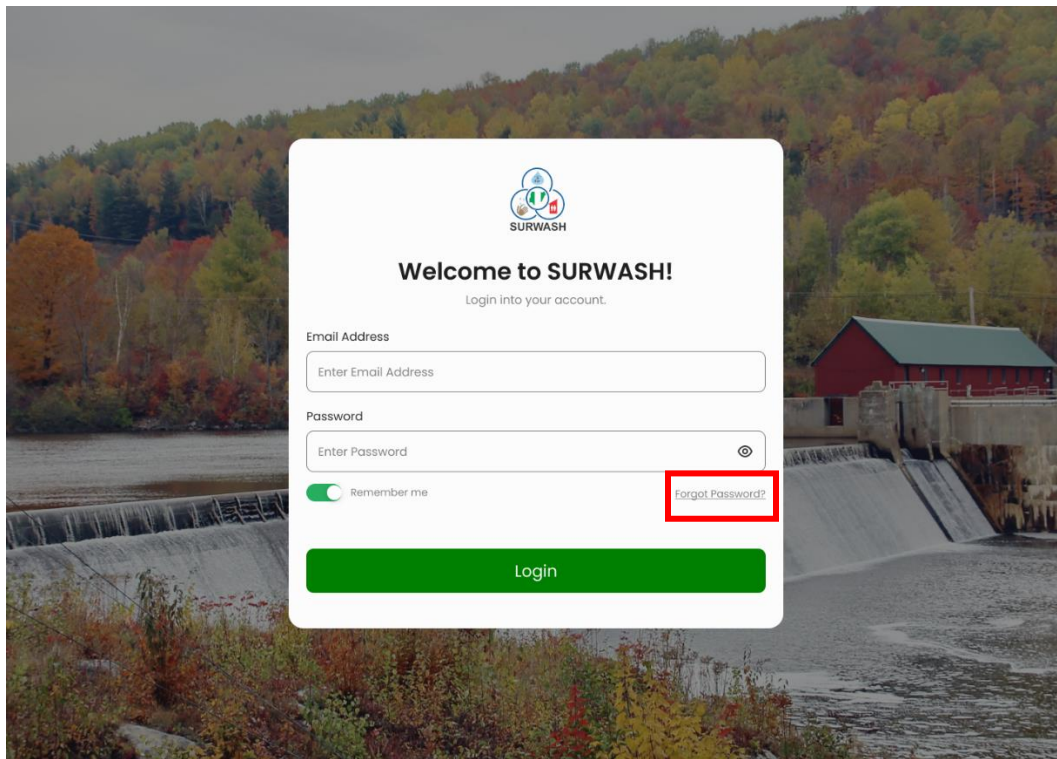
2.1.2 Subsequent Sign-Ins:

- For all future logins, users must enter their email address and the updated password they have set.

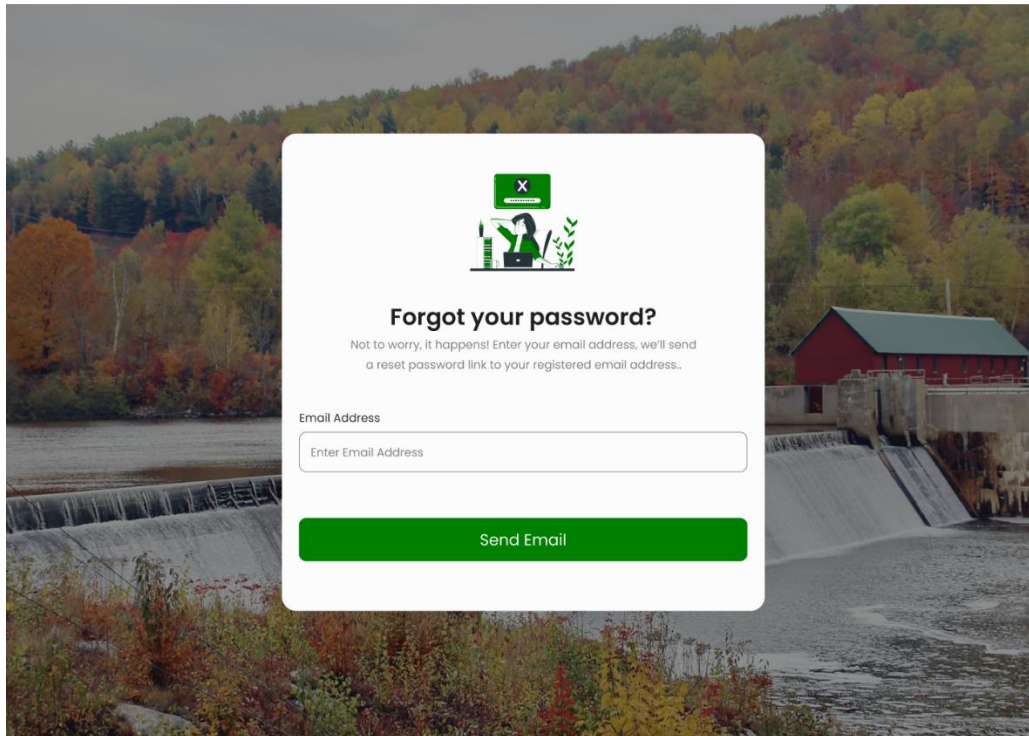


2.2 Resetting Forgotten Passwords

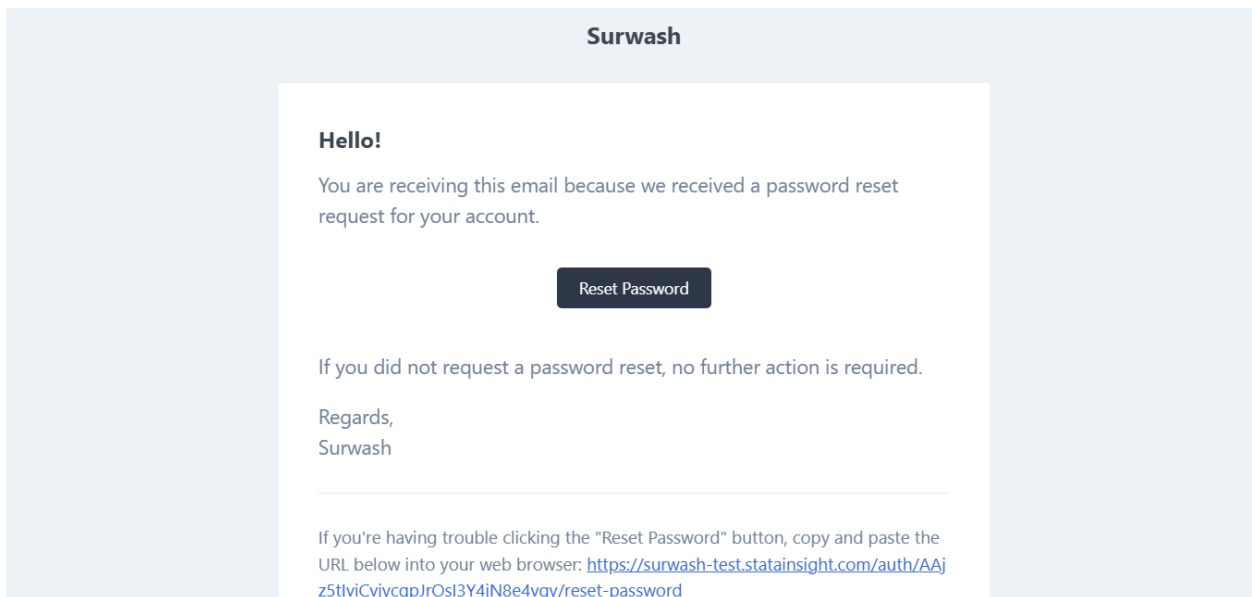
If a user forgets their password, they can use the "Forgot Password" feature on the login page.



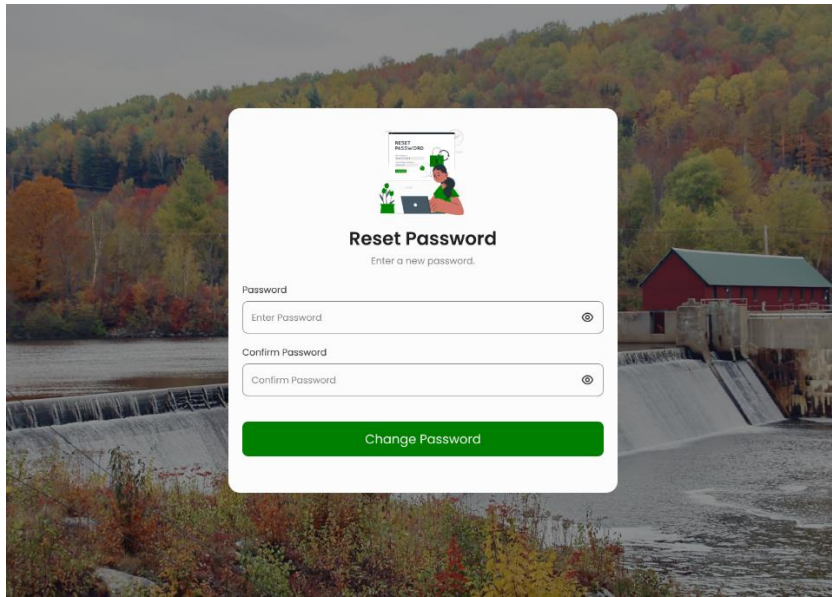
This initiates a password reset process, where a reset link is sent to the registered email address.



Users can follow the link to securely create a new password and regain access to their account.



Update your password after following the link



These measures ensure that access to the portal is secure and user credentials are appropriately managed.

3.0 User Categories and Activities

3.1. LG Field Officer

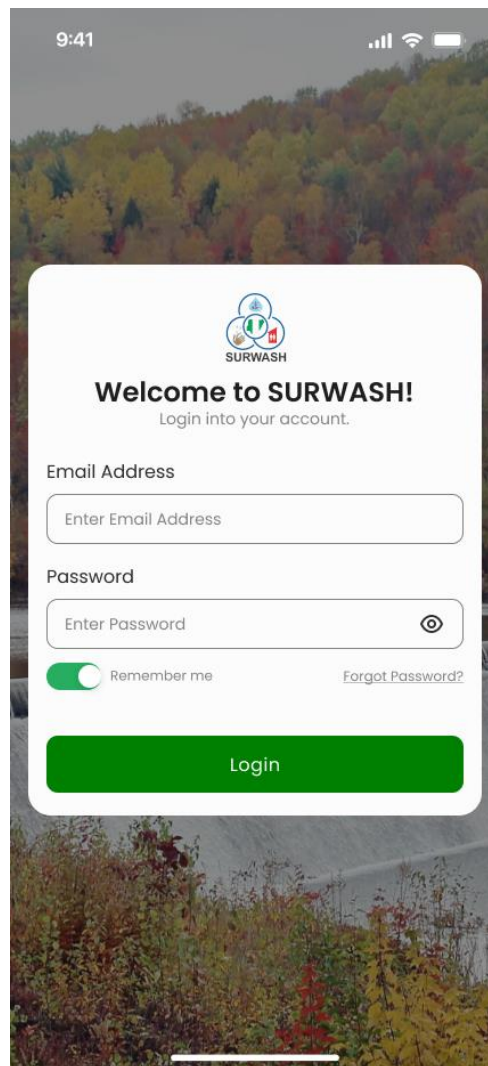
3.1.1 Overview

The LG Field Officer uses the mobile application to collect data in the field. The app is equipped with offline capabilities, allowing users to save progress even in areas with limited or no network coverage. Additional features include geotagging and options to capture or upload images directly within forms, enhancing data accuracy and reliability.

3.1.2 Steps for Data Collection

a. Login

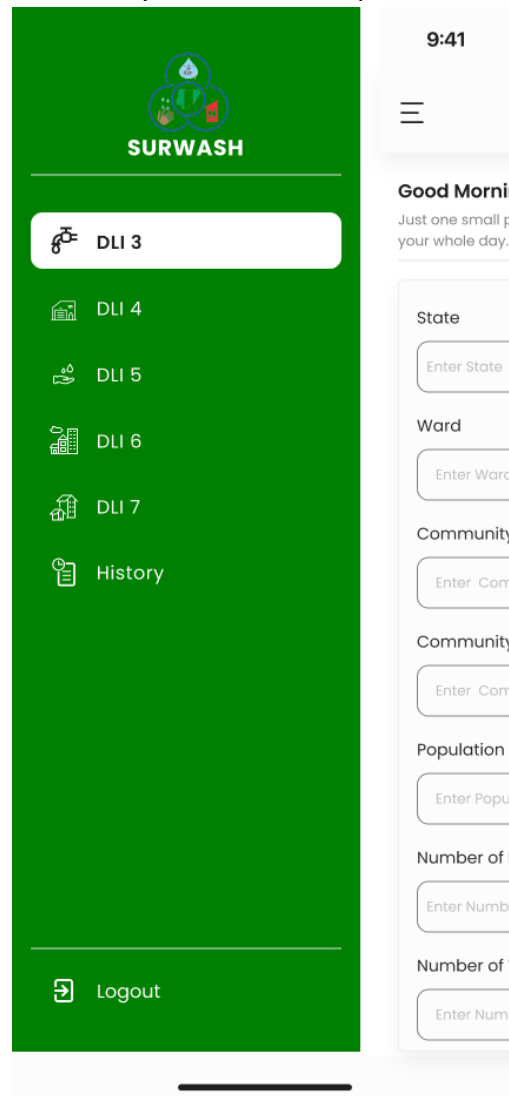
- Open the mobile application.
- Enter your username and password.



- Tap the **Login** button to access the app.
- If you face any login issues, consult the **Authentication section** for guidance.

b. Select a Form

- Tap the hamburger menu (☰) located at the top-left corner of the screen to browse the available forms and select the one you want to complete.



- For forms with sub-forms (e.g., DLI 5 & 6), navigate using the tabs displayed at the top of the form page.

9:41

DLI 5

Good Morning, Usman

Just one small positive thought in the morning can change your whole day. Cheers!

DLI 5 (HH Listing)

DLI 5 (HH Listing)

Create DLI 5 (HH LISTING)

Community Name	Household Name	Status	Date Modified	
Community 1	Owolabi...	Baseline	5/06/224	View
Community 2	Owolabi...	During In...	5/06/224	View
Community 3	Owolabi...	After Inte...	5/06/224	View
Community 4	Owolabi...	After Inte...	5/06/224	View
Community 5	Owolabi...	After Inte...	5/06/224	View
Community 6	Owolabi...	After Inte...	5/06/224	View
Community 7	Owolabi...	After Inte...	5/06/224	View
Community 8	Owolabi...	After Inte...	5/06/224	View
Community 9	Owolabi...	After Inte...	5/06/224	View
Community 10	Owolabi...	After Inte...	5/06/224	View

c. Submit the Form

After filling out the form, review your entries for accuracy then click the “**Submit**” button at the bottom of the form to finalize the submission.

The form contains the following fields and controls:

- A dropdown menu labeled "Water Quality Test conducted (Y/N)" with a "Select..." placeholder.
- A dropdown menu labeled "Meet Water Quality Standard (Y/N)" with a "Select..." placeholder.
- A dropdown menu labeled "Is Operations and Management Structure established for this facility?" with a "Select..." placeholder.
- A dropdown menu labeled "Select the existing Management Structure for this facility" with a "Select..." placeholder.
- A text input field labeled "If Others, type here" with an "Enter" placeholder.
- A dropdown menu labeled "Is E&S Screening Carried out?" with a "Select..." placeholder.
- A green "Submit" button at the bottom.

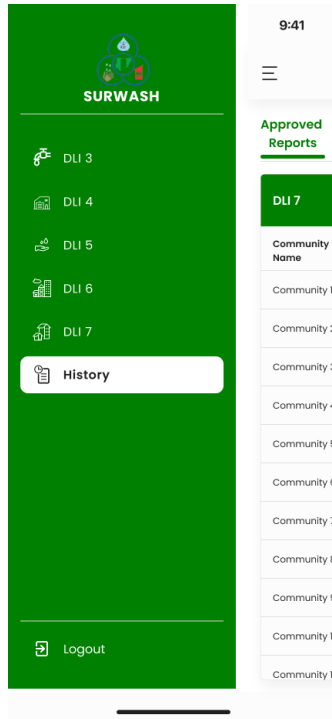
d. History Section

The History section enables field officers to monitor the status of their submitted reports. Reports are categorized as follows:

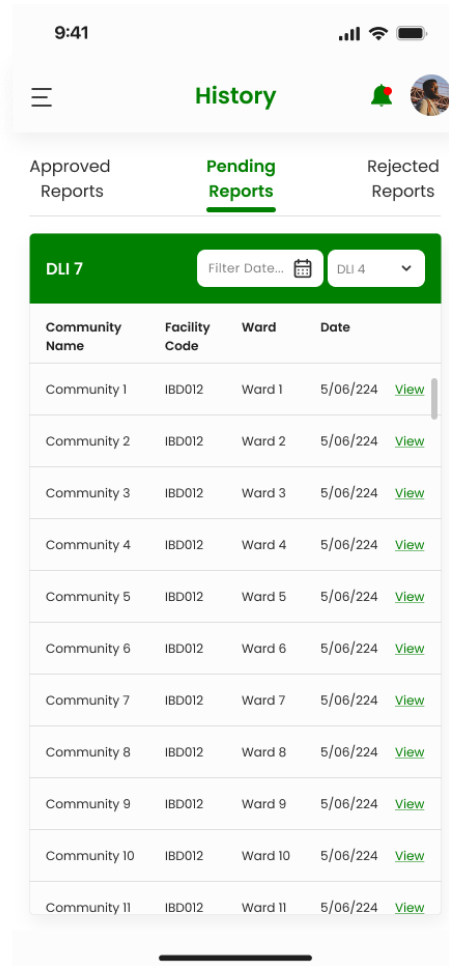
- Approved Reports: These are reports reviewed and approved by the LG M&E Officer.
- Pending Reports: Reports submitted by the field officer but not yet reviewed or approved.
- Rejected Reports: Reports reviewed by the LG M&E Officer and rejected for correction. Rejected reports can be updated and resubmitted.

Using the History Section

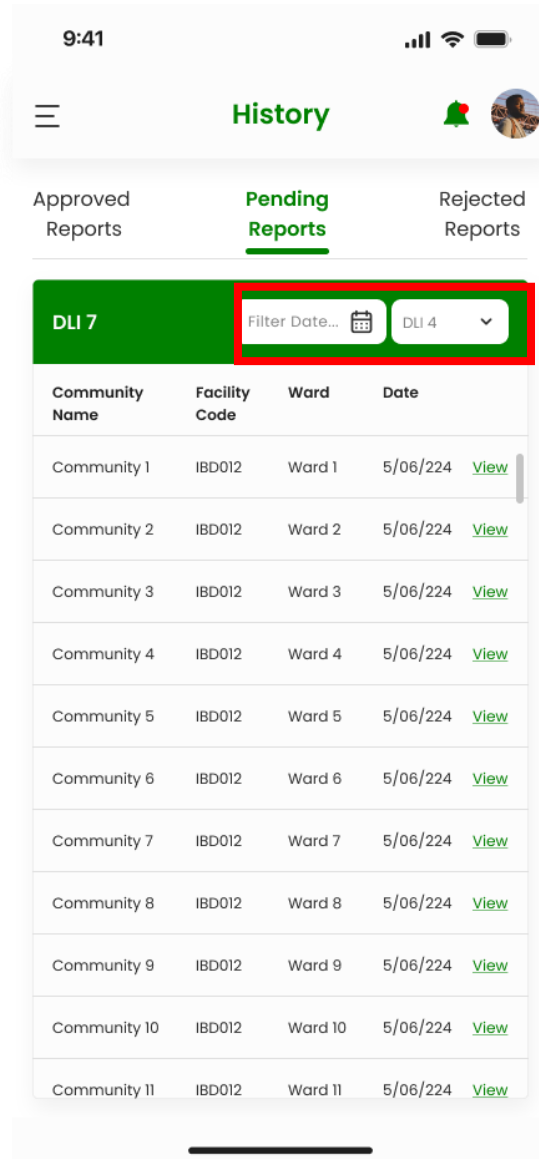
- Access the History tab from the main menu.



- Select the desired category (Approved, Pending, or Rejected).



- Tap a report to view its details, ensure to select the report category you are to work on as well as selecting the DLI under each category of the report



Offline Functionality

Data entered in the mobile application can be saved locally when there is no network connectivity. The app automatically syncs saved data once the device reconnects to the internet.

Tips for Offline Use

- Before heading to the field, ensure the app is updated to the latest version.
- Periodically check for internet connectivity to sync your reports.

3.2 LG M&E Officer

The LG M&E Officer plays a pivotal role in managing and overseeing activities at the Local Government (LG) level. They supervise the LG Field Officers by verifying, approving, or rejecting their reports and ensure accurate data entry, including the creation and management of communities within the system.

Key Responsibilities

The LG M&E Officer interacts with both the mobile application and the web portal:

- Mobile Application:
 - o Limited to data collection, similar to the LG Field Officer.
- Web Portal:
 - o Submitting community/LG-based reports on DLIs.
 - o Creating communities for the LG.
 - o Creating SURWASH Program communities.
 - o Viewing and approving/rejecting reports submitted by LG Field Officers.

A. Submission of Reports

The LG M&E Officer can submit reports using either the mobile application or the web portal.

1. Using the Mobile Application:

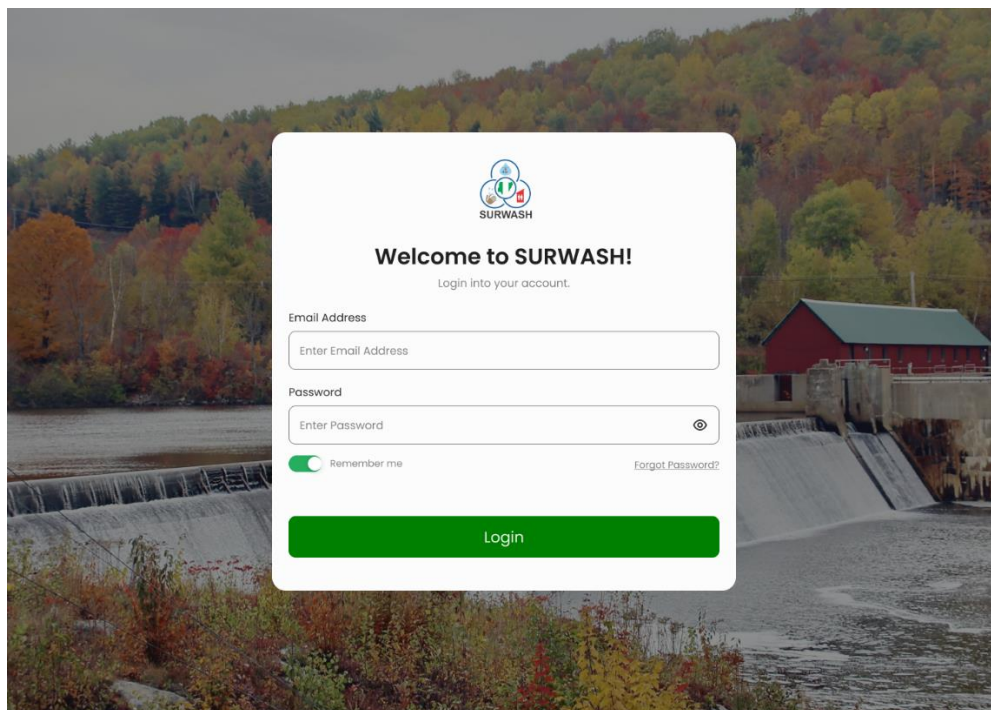
This process is similar to the LG Field Officer's submission process. (Refer to Field officer Section for detailed steps.)

2. Using the Web Portal:

Steps:


1. Login to the Web Portal:

- Enter your username and password.
- Click Login.



2. Navigate to the DLI Form:

From the menu, click on “Submit report” and select the appropriate DLI form from the dropdown menu. The ward menu can be used to filter the reports to streamline reports to wards





SURWASH

- Overview
- View Reports
- Submit Reports
- Community
- SURWASH Community
- History

Logout

Submit Reports





Ibrahim Adams
LG M&E Officer

Good Morning, Ibrahim

Just one small positive thought in the morning can change your whole day. Cheers!

DLI 3
DLI 3 ▼

State

LGA

Ward

Community/Town Name

Community/Town Code

Number of Beneficiary of the Water Facility

Number of Beneficiary (male)

Number of Beneficiary (Female)

Number of Vulnerable Population

Type of Water Facility

Location of Facility

3. Complete and Submit the Form:

Fill in the required details and click **“Submit”** to finalize the report.

Status (Functional/Non-Functional)

Distance of the farthest house with access to the facility:

Water Quality Test conducted (Y/N)

Meet Water Quality Standard (Y/N)

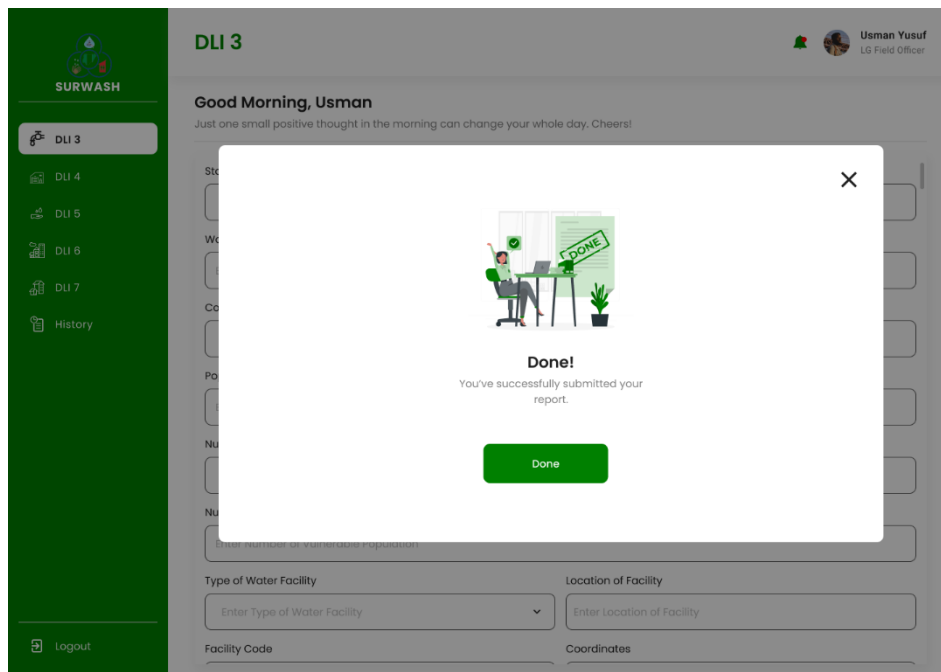
Is Operations and Management Structure established for this facility?

Select the existing Management Structure for this facility

If Others, type here

Is E&S Screening Carried out?

Submit



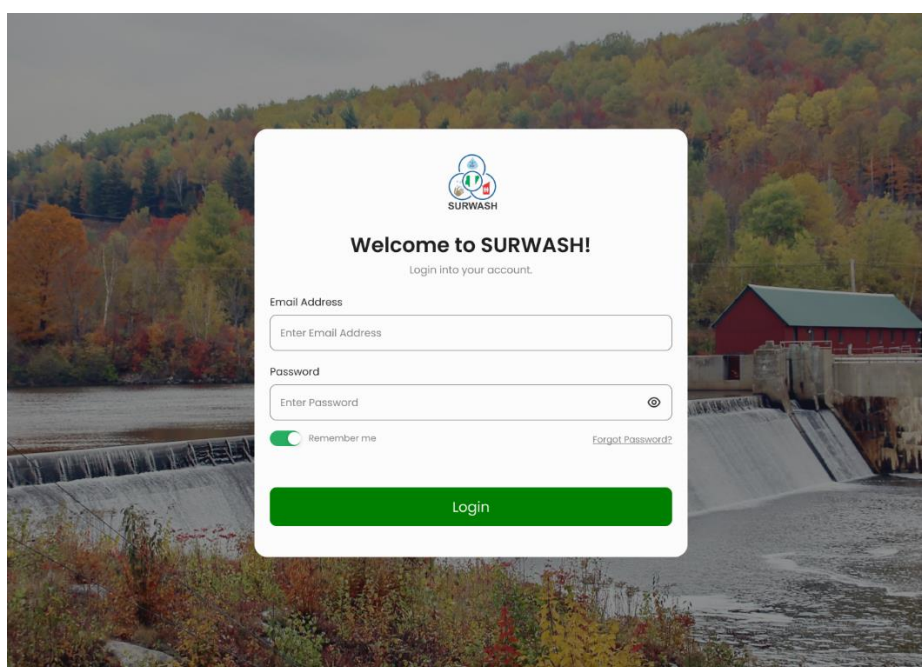
B. Viewing and Approval of Reports from the Field Officer

The LG M&E Officer is responsible for verifying and approving reports submitted by the LG Field Officer. Reports can be reviewed using either the **“View Report”** method or the **“History”** method.

View Report Method

Steps:

1. Login to the web portal.



2. Click View Report on the left side of the screen and use the filters to select the DLI, date range, or ward for easier navigation

SURWASH

Overview

View Reports

Submit Reports

Community

SURWASH Community

History

Logout

View Reports

Good Morning, Ademola

Just one small positive thought in the morning can change your whole day. Cheers!

DLI 7 Reports

Filter Date... Ward 1 DLI 7

Community Name	Community Code	LG	Ward	Date	
Community 1	IBD012	Sapele	Ward 1	5/06/2024	View Details
Community 2	IBD012	Sapele	Ward 2	5/06/2024	View Details
Community 3	IBD012	Sapele	Ward 3	5/06/2024	View Details
Community 4	IBD012	Sapele	Ward 4	5/06/2024	View Details
Community 5	IBD012	Sapele	Ward 5	5/06/2024	View Details
Community 6	IBD012	Sapele	Ward 6	5/06/2024	View Details
Community 7	IBD012	Sapele	Ward 7	5/06/2024	View Details
Community 8	IBD012	Sapele	Ward 8	5/06/2024	View Details
Community 9	IBD012	Sapele	Ward 9	5/06/2024	View Details
Community 10	IBD012	Sapele	Ward 10	5/06/2024	View Details
Community 11	IBD012	Sapele	Ward 11	5/06/2024	View Details

4. Click View Details on the specific report.

SURWASH

Overview

View Reports

Submit Reports

Community

SURWASH Community

History

Logout

View Reports

Good Morning, Ademola

Just one small positive thought in the morning can change your whole day. Cheers!

DLI 7 Reports

Filter Date... Ward 1 DLI 7

Community Name	Community Code	LG	Ward	Date	
Community 1	IBD012	Sapele	Ward 1	5/06/2024	View Details
Community 2	IBD012	Sapele	Ward 2	5/06/2024	View Details
Community 3	IBD012	Sapele	Ward 3	5/06/2024	View Details
Community 4	IBD012	Sapele	Ward 4	5/06/2024	View Details
Community 5	IBD012	Sapele	Ward 5	5/06/2024	View Details
Community 6	IBD012	Sapele	Ward 6	5/06/2024	View Details
Community 7	IBD012	Sapele	Ward 7	5/06/2024	View Details
Community 8	IBD012	Sapele	Ward 8	5/06/2024	View Details
Community 9	IBD012	Sapele	Ward 9	5/06/2024	View Details
Community 10	IBD012	Sapele	Ward 10	5/06/2024	View Details
Community 11	IBD012	Sapele	Ward 11	5/06/2024	View Details

5. Approve the report if it meets the required standards, or reject it with a comment for correction.

SURWASH

← Back ibrahim Adams
LG M&E Officer

DLI 7 Report Details Reject Report Approve Report

State: Delta State Month: 5/06/2024 LGA: Sapele

Ward: Ward 1 Community Name: Community 1 Community Code: IBD012

Institution Type: School Name of Institution: University of Ibadan Institution Code: UI001

Institution Class: Tert Population Served: 50 Male: 100

Female: 120 No of Persons With Disabilities: 19

Functional improved Water Source Exist (Y/N): Yes

Functional improved Sanitation Facility Exist (Y/N): Yes

Functional Handwashing/MHHM Facility Exist (Y/N): Yes

New Construction/Rehabilitation: Rehabilitation

Facility Type (Water/Sanitation and Hygiene): Water

Logout

Users will get a confirmation screen when a report is approved

SURWASH

← Back ibrahim Adams
LG M&E Officer

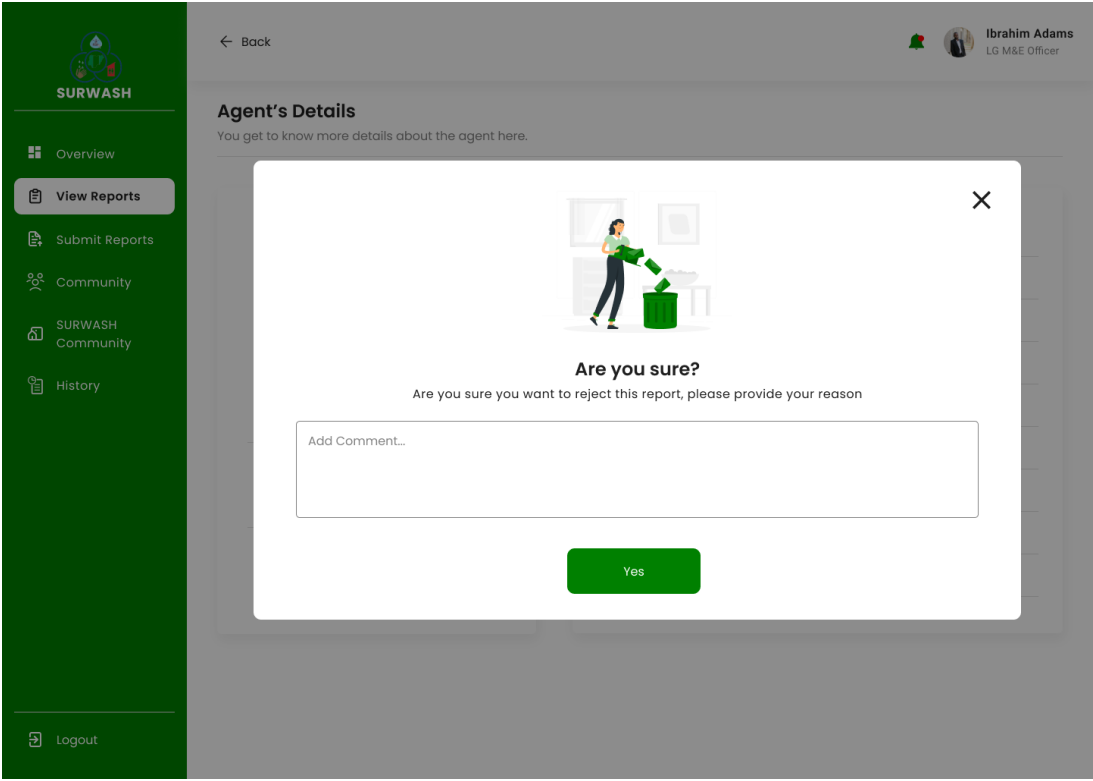
Agent's Details
You get to know more details about the agent here.

Are you sure?
Are you sure you want to proceed with the action?

No Yes

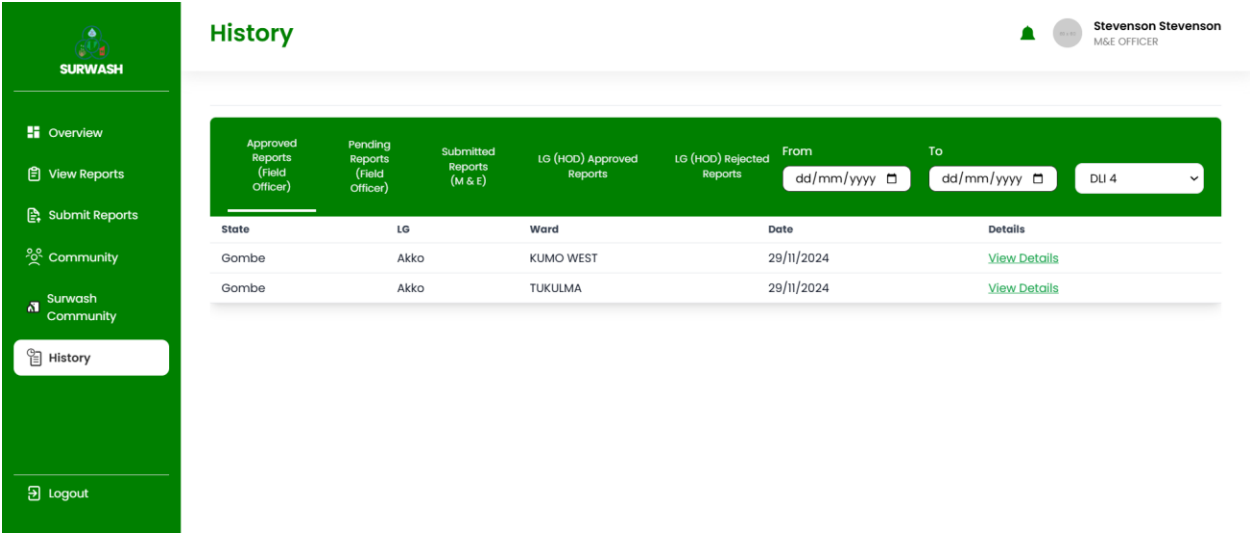
Logout

When Rejecting a report; there is need for comments to be added to the report for action by the Field officers



History Method
Steps:

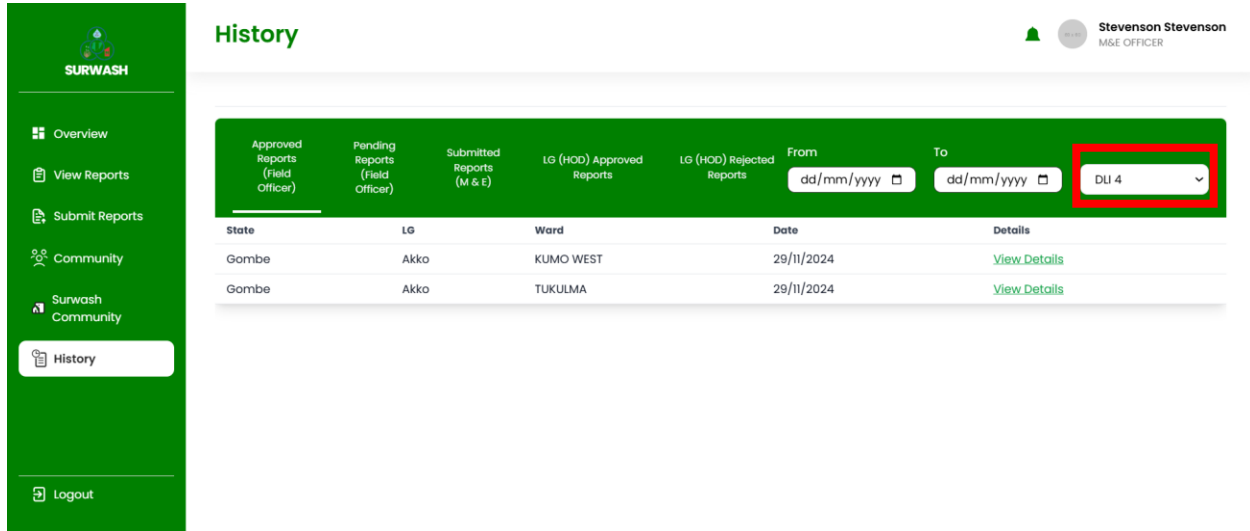
- 1. Click History on the sidebar.



2. Navigate between report categories using the tabs provided:

- **Approved Reports (Field Officer):** Reports approved by the LG M&E Officer which is initiated by the Field Officer.
- **Pending Reports (Field Officer):** Reports awaiting action from the LG M&E Officer.
- **Submitted Reports (M&E Officer):** Reports initiated by the M&E Officer.
- **LG (HOD) Approved Reports:** Reports approved by the LG Head of Department (HOD).
- **LG (HOD) Rejected Reports:** Reports rejected by the LG HOD.


3. Use the DLI Filter to locate the specific report to work on under each section



The screenshot shows the SURWASH application interface. On the left is a green sidebar with navigation options: Overview, View Reports, Submit Reports, Community, Surwash Community, History (selected), and Logout. The main content area is titled 'History' and features a green header bar with tabs for 'Approved Reports (Field Officer)', 'Pending Reports (Field Officer)', 'Submitted Reports (M & E)', 'LG (HOD) Approved Reports', and 'LG (HOD) Rejected Reports'. Below these tabs are date filters 'From' and 'To' (both set to 'dd/mm/yyyy') and a dropdown menu for 'DLI 4' (highlighted with a red box). The main area displays a table of reports with columns: State, LG, Ward, Date, and Details. Two reports are listed, both from Gombe State, Akko LG, dated 29/11/2024. The first report is for KUMO WEST and the second for TUKULMA. Each row has a 'View Details' link.

State	LG	Ward	Date	Details
Gombe	Akko	KUMO WEST	29/11/2024	View Details
Gombe	Akko	TUKULMA	29/11/2024	View Details

4. Click on view details on the report the view details/action to be taken on the selected report.



SURWASH

- Overview
- View Reports**
- Submit Reports
- Community
- SURWASH Community
- History
- Logout

View Reports

Good Morning, Ademola

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DLI 7 Reports


Filter Date...

Ward 1

DLI 7

Community Name	Community Code	LG	Ward	Date	
Community 1	IBD012	Sapele	Ward 1	5/06/2024	View Details
Community 2	IBD012	Sapele	Ward 2	5/06/2024	View Details
Community 3	IBD012	Sapele	Ward 3	5/06/2024	View Details
Community 4	IBD012	Sapele	Ward 4	5/06/2024	View Details
Community 5	IBD012	Sapele	Ward 5	5/06/2024	View Details
Community 6	IBD012	Sapele	Ward 6	5/06/2024	View Details
Community 7	IBD012	Sapele	Ward 7	5/06/2024	View Details
Community 8	IBD012	Sapele	Ward 8	5/06/2024	View Details
Community 9	IBD012	Sapele	Ward 9	5/06/2024	View Details
Community 10	IBD012	Sapele	Ward 10	5/06/2024	View Details
Community 11	IBD012	Sapele	Ward 11	5/06/2024	View Details
Community 12	IBD012	Sapele	Ward 12	5/06/2024	View Details

5. Approve report when report is valid



SURWASH

- Overview
- View Reports**
- Submit Reports
- Community
- SURWASH Community
- History
- Logout

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DLI 7 Report Details

Reject Report

Approve Report

State: Delta State

Month: 5/06/2024

LGA: Sapele

Ward: Ward 1

Community Name: Community 1

Community Code: IBD012

Institution Type: School

Name of Institution: University of Ibadan

Institution Code: UI001

Institution Class: Tert

Population Served: 50

Male: 100

Female: 120

No of Persons With Disabilities: 19

Functional Improved Water Source Exist (Y/N): Yes

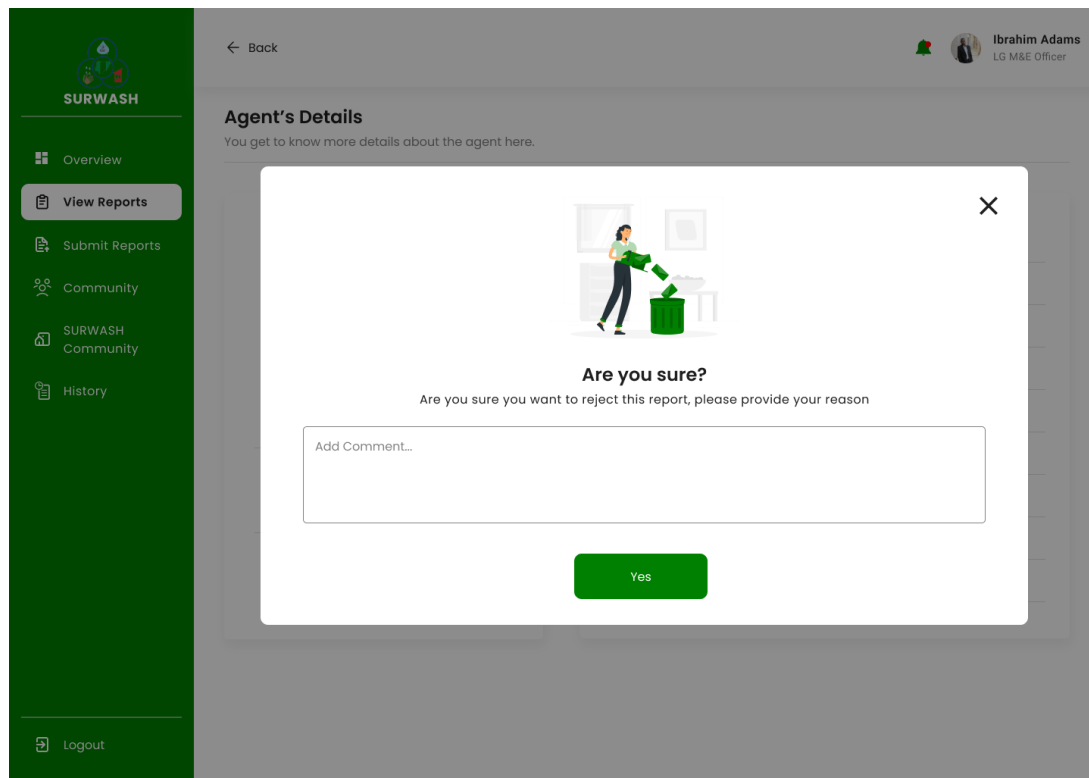
Functional Improved Sanitation Facility Exist (Y/N): Yes

Functional Handwashing/MHHM Facility Exist (Y/N): Yes

New Construction/Rehabilitation: Rehabilitation

Facility Type (Water/Sanitation and Hygiene): Water

6. Reject report when there is observation with comment and the field officer will get the comment to work on and update the report



C. Creation of Community

The LG M&E Officer is responsible for creating communities in the system, enabling accurate data reporting.


Steps:

1. Click Community on the sidebar.

The screenshot shows the SURWASH interface with the 'Community' page selected in the sidebar. The main content area is titled 'Community' and includes a greeting 'Good Morning, Adeleke' and a 'Create Community' button. Below the greeting is a table titled 'Created Communities' with a 'Filter Date...' dropdown. The table has five columns: State, LG, Community Name, Community Code, and Date Created. The table lists 13 communities, all created on 5/06/2024, with an 'update' link for each row.

State	LG	Community Name	Community Code	Date Created	
Delta State	LG 1	Community 1	IBD012	5/06/2024	update
Delta State	LG 2	Community 2	IBD012	5/06/2024	update
Delta State	LG 3	Community 3	IBD012	5/06/2024	update
Delta State	LG 4	Community 4	IBD012	5/06/2024	update
Delta State	LG 5	Community 5	IBD012	5/06/2024	update
Delta State	LG 6	Community 6	IBD012	5/06/2024	update
Delta State	LG 7	Community 7	IBD012	5/06/2024	update
Delta State	LG 8	Community 8	IBD012	5/06/2024	update
Delta State	LG 9	Community 9	IBD012	5/06/2024	update
Delta State	LG 10	Community 10	IBD012	5/06/2024	update
Delta State	LG 11	Community 11	IBD012	5/06/2024	update
Delta State	LG 12	Community 12	IBD012	5/06/2024	update
Delta State	LG 13	Community 13	IBD012	5/06/2024	update



2. View the list of existing communities, wards, and community codes. To create new community; Click Create Community.



SURWASH

- Overview
- View Reports
- Submit Reports
- Community**
- SURWASH Community
- History
- Logout

Community

Ibrahim Adams
 LG M&E Officer


Good Morning, Adeleke
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[+ Create Community](#)

Created Communities Filter Date...

State	LG	Community Name	Community Code	Date Created	
Delta State	LG 1	Community 1	IBD012	5/06/2024	update
Delta State	LG 2	Community 2	IBD012	5/06/2024	update
Delta State	LG 3	Community 3	IBD012	5/06/2024	update
Delta State	LG 4	Community 4	IBD012	5/06/2024	update
Delta State	LG 5	Community 5	IBD012	5/06/2024	update
Delta State	LG 6	Community 6	IBD012	5/06/2024	update
Delta State	LG 7	Community 7	IBD012	5/06/2024	update
Delta State	LG 8	Community 8	IBD012	5/06/2024	update
Delta State	LG 9	Community 9	IBD012	5/06/2024	update
Delta State	LG 10	Community 10	IBD012	5/06/2024	update
Delta State	LG 11	Community 11	IBD012	5/06/2024	update
Delta State	LG 12	Community 12	IBD012	5/06/2024	update
Delta State	LG 13	Community 13	IBD012	5/06/2024	update



4. Fill in the form with the community details and click Create community to create the community



SURWASH

- Overview
- View Reports
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Ibrahim Adams
 LG M&E Officer

Input details for the community

State

LGA

Community/Town Name

Community Code

Ward

Create Community

D. Creation of SURWASH Program Community

SURWASH Program Communities are specific to sanitation DLIs, ensuring proper reporting of facilities.

Steps:

1. Click SURWASH Community on the sidebar to view the list of existing SURWASH Communities


SURWASH Community

Good Morning, Adeleke
Just one small positive thought in the morning can change your whole day. Cheers!

[+ Create SURWASH Community](#)

SURWASH Community Name	Community Name	Date Created	
SURWAS Name 1	Community 1	5/06/2024	View Detail
SURWAS Name 2	Community 2	5/06/2024	View Detail
SURWAS Name 3	Community 3	5/06/2024	View Detail
SURWAS Name 4	Community 4	5/06/2024	View Detail
SURWAS Name 5	Community 5	5/06/2024	View Detail
SURWAS Name 6	Community 6	5/06/2024	View Detail
SURWAS Name 7	Community 7	5/06/2024	View Detail
SURWAS Name 8	Community 8	5/06/2024	View Detail
SURWAS Name 9	Community 9	5/06/2024	View Detail
SURWAS Name 10	Community 10	5/06/2024	View Detail
SURWAS Name 11	Community 11	5/06/2024	View Detail
SURWAS Name 12	Community 12	5/06/2024	View Detail
SURWAS Name 13	Community 13	5/06/2024	View Detail

2. To create new SURWASH Community, Click “Create SURWASH Community”.





SURWASH

- Overview
- View Reports
- Submit Reports
- Community
- SURWASH Community**
- History

Logout


SURWASH Community

Ibrahim Adams
 LG M&E Officer


Good Morning, Adeleke

Just one small positive thought in the morning can change your whole day. Cheers!




Create SURWASH Community

Created Communities

Filter Date... 

SURWASH Community Name	Community Name	Date Created	
SURWAS Name 1	Community 1	5/06/2024	View Detail
SURWAS Name 2	Community 2	5/06/2024	View Detail
SURWAS Name 3	Community 3	5/06/2024	View Detail
SURWAS Name 4	Community 4	5/06/2024	View Detail
SURWAS Name 5	Community 5	5/06/2024	View Detail
SURWAS Name 6	Community 6	5/06/2024	View Detail
SURWAS Name 7	Community 7	5/06/2024	View Detail
SURWAS Name 8	Community 8	5/06/2024	View Detail
SURWAS Name 9	Community 9	5/06/2024	View Detail
SURWAS Name 10	Community 10	5/06/2024	View Detail
SURWAS Name 11	Community 11	5/06/2024	View Detail
SURWAS Name 12	Community 12	5/06/2024	View Detail
SURWAS Name 13	Community 13	5/06/2024	View Detail


4. Enter the SURWASH Community name and select the corresponding communities. Click “Create SURWASH Community” to create the SURWASH Community.





SURWASH

- Overview
- View Reports
- Submit Reports
- Community
- SURWASH Community**
- History

Logout


Back

Ibrahim Adams
 LG M&E Officer

Input details for the SURWASH community

SURWASH Name

Community Name

Select...

Create SURWASH Community

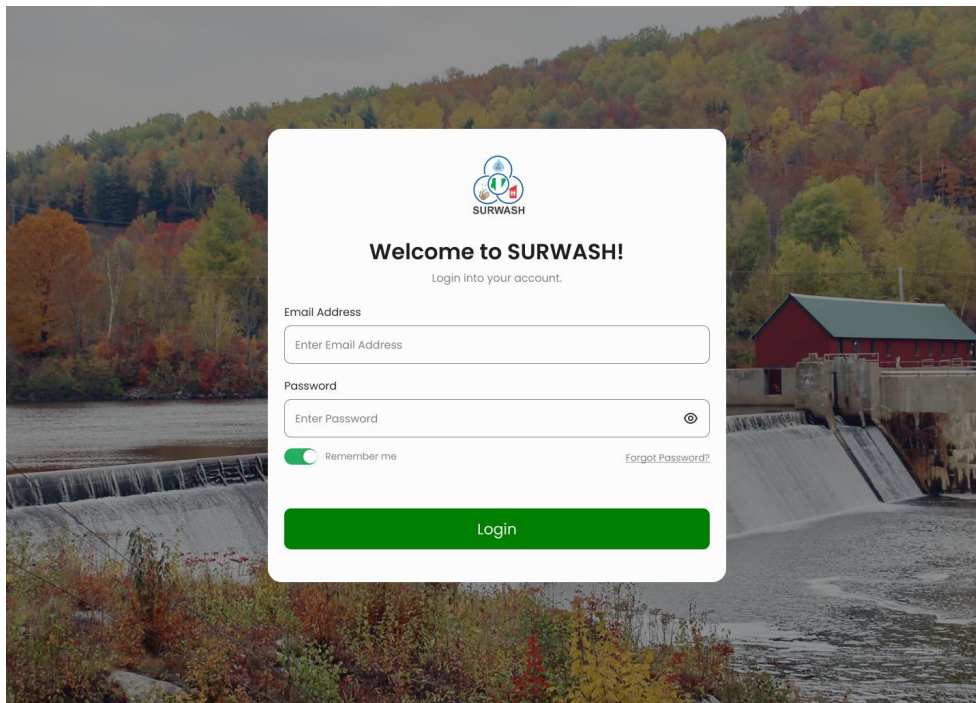
3.3 LG HOD

Overview

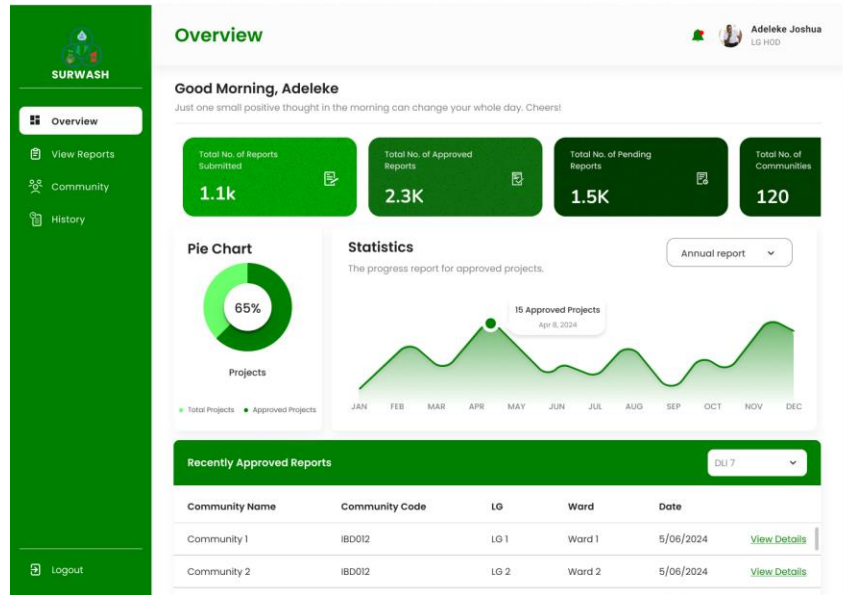
The LG HOD is recognized as the head of the LG office, responsible for overseeing activities at the Local Government level. The HOD has the authority to approve or reject all reports submitted through the LG.

Steps for Viewing and Approving Reports

1. Login to the portal.



2. Click on 'View Report' from the sidebar.



Select the form to work on by choosing the desired form from the DLI dropdown menu and click “View Detail” to open the report for further actions (Approve or Reject Report).

View Reports

Good Morning, Adeleke
Just one small positive thought in the morning can change your whole day. Cheers!


DLI 7 Reports
Filter Date... DJI 7

Community Name	Community Code	LG	Ward	Date	
Community 1	iBD012	LG 1	Ward 1	5/06/2024	View Details
Community 2	iBD012	LG 2	Ward 2	5/06/2024	View Details
Community 3	iBD012	LG 3	Ward 3	5/06/2024	View Details
Community 4	iBD012	LG 4	Ward 4	5/06/2024	View Details
Community 5	iBD012	LG 5	Ward 5	5/06/2024	View Details
Community 6	iBD012	LG 6	Ward 6	5/06/2024	View Details
Community 7	iBD012	LG 7	Ward 7	5/06/2024	View Details
Community 8	iBD012	LG 8	Ward 8	5/06/2024	View Details
Community 9	iBD012	LG 9	Ward 9	5/06/2024	View Details
Community 10	iBD012	LG 10	Ward 10	5/06/2024	View Details
Community 11	iBD012	LG 11	Ward 11	5/06/2024	View Details
Community 12	iBD012	LG 12	Ward 12	5/06/2024	View Details

After reviewing the report details:

Click "Approve" to validate the submission.

Click "Reject", and provide a reason in the comments section for follow-up action.




SURWASH

- Overview
- View Reports**
- Community
- History

Logout

← Back



Adeleke Joshua

LG HOD

DLI 7 Report Details

Reject Report Approve Report

State: Delta State

Month: 5/06/2024

LGA: LG 1

Ward: LG 1

Community Name: Community 1

Community Code: IBD012

Institution Type: School

Name of Institution: University of Ibadan

Institution Code: UI001

Institution Class: Tert

Population Served: 50

Male: 100

Female: 120

No of Persons With Disabilities: 19

Functional Improved Water Source Exist (Y/N): Yes

Functional Improved Sanitation Facility Exist (Y/N): Yes

Functional Handwashing/MHHM Facility Exist (Y/N): Yes


New Construction/Rehabilitation: Rehabilitation

Facility Type (Water/Sanitation and Hygiene): Water

Tracking Reports via History

The 'History' feature allows the HOD to track report activity effectively. The DLI dropdown menu can be utilized to navigate between different DLIs. The available history categories under the HOD profile are:

- **Approved Report (M&E Officer):** Includes reports submitted by the M&E Officer and Field Officer that have been approved by the HOD.
- **Pending Report (M&E Officer):** Includes reports from the M&E Officer awaiting the HOD's review.
- **IA Approved Reports:** Reports approved by the HOD that the Implementing Agency (IA) has also approved.
- **IA Rejected Reports:** Reports reviewed by the HOD but rejected by the Implementing Agency (IA).


SURWASH

Overview

View Reports

History

Logout

History

Approved Reports (M&E Officer)	Pending Reports (M&E Officer)	IA Approved Reports	IA Rejected Reports	From dd/mm/yyyy	To dd/mm/yyyy	DLI 4
Agent Name	LG	Ward	Date	Details		
Honorato Brewer	Akko	KUMO WEST	29/11/2024	View Details		

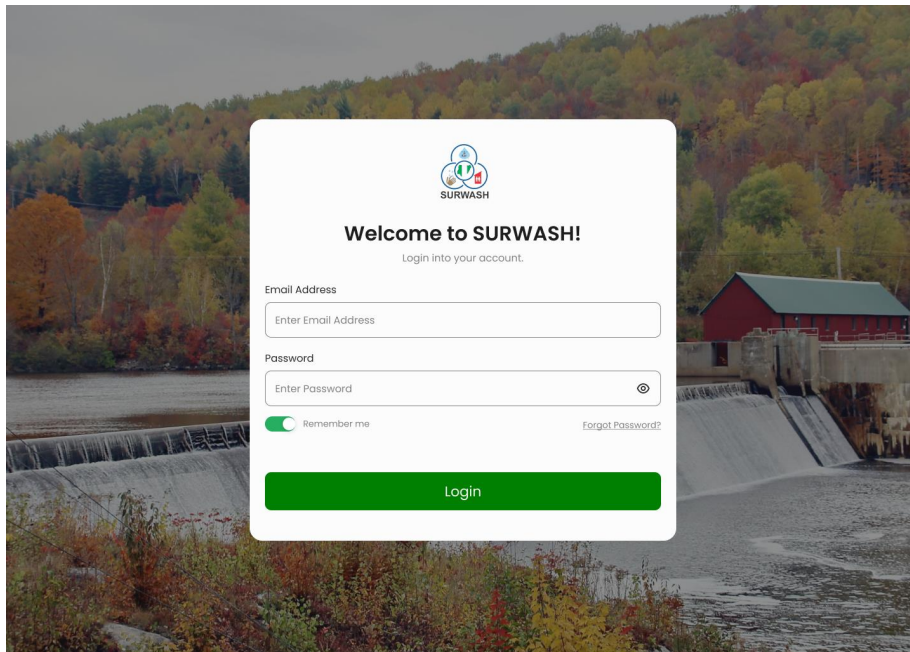
3.4 IA M&E Officer

Overview


The IA M&E Officer is responsible for documenting and reporting activities specific to their Implementing Agency (IA). This officer is tasked with completing and submitting forms assigned to their IA and providing reports directly to the IA Director.

Steps to Submit a Report

1. **Login:** Access the portal using your credentials.



2. **Submit Report:** Navigate to the "Submit Report" section from the sidebar.




SURWASH

- Overview
- View Reports
- Submit Reports**
- History

Logout

Submit Reports



Ademola Omotosho
IA M&E Officer

Good Morning, Ademola
Just one small positive thought in the morning can change your whole day. Cheers!

DLI 3 (ACCESS)–Rural, Small Town & Urban

DLI 3 (ACCESS)–Rural, Small...

State

LGA

Ward


Community Name

Community Code

Baseline

Approved Workplan Target for the year

Month




ACTUAL ACCESS (MONTH)

ACTUAL ACCESS (MONTH) FEMALE

ACTUAL (MONTH) Number of Vulnerable

Submit

- Select Form:** Choose the appropriate form to fill out using the dropdown menu.




SURWASH

- Overview
- View Reports
- Submit Reports**
- History

Logout

Submit Reports



Ademola Omotosho
IA M&E Officer

Good Morning, Ademola
Just one small positive thought in the morning can change your whole day. Cheers!

DLI 3 (ACCESS)–Rural, Small Town & Urban

DLI 3 (ACCESS)–Rural, Small...

State

LGA

Ward


Community Name

Community Code

Baseline

Approved Workplan Target for the year

Month



ACTUAL ACCESS (MONTH)

ACTUAL ACCESS (MONTH) FEMALE

ACTUAL (MONTH) Number of Vulnerable

Submit

- Complete and Submit:** Fill in all required fields in the selected form and submit it for review.

Tracking Reports in the History Section

The history feature helps the IA M&E Officer monitor the status of submitted reports. The categories available include:

- **Approved Reports:** These are reports submitted by the IA M&E Officer that have been reviewed and approved by the IA Director.
- **Submitted Reports:** These reports have been submitted by the IA M&E Officer and are awaiting action or review by the IA Director.
- **Rejected Reports:** These are reports that the IA Director has reviewed but rejected, often with comments or feedback for corrections.

The screenshot shows the SURWASH application interface. On the left is a green sidebar with the SURWASH logo and navigation links: Overview, Submit Reports, View Reports, History (highlighted), and Logout. The main content area is titled 'History' and features a green header bar with three tabs: 'Approved Reports' (selected), 'Submitted Reports', and 'Rejected Reports'. To the right of the tabs are date pickers for 'From' and 'To' (both showing 'dd/mm/yyyy') and a dropdown menu for 'DU 3 (ACCESS)'. Below the header is a table with columns: Agent Name, LG, Ward, and Date. The table is currently empty.

3.5 IA Director

Overview

The IA Director oversees reports from both Local Government (LG) offices and IA M&E Officers. The IA Director's primary responsibility is to approve, reject, or monitor reports submitted to ensure accuracy and alignment with program objectives.

The IA Director interacts with two types of reports:

1. LG Reports
2. IA Reports

LG Reports

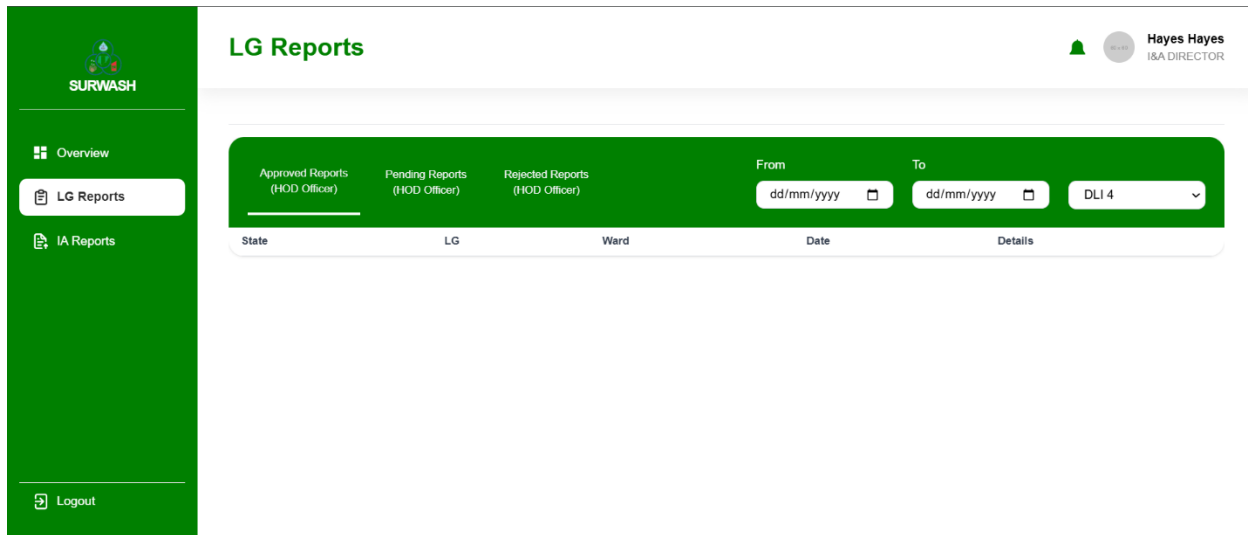
The LG Report section allows the IA Director to view and act on reports submitted by LG officers.

This section is divided into three tabs:

1. Approved Report (HOD): Reports from the LG HOD that the IA Director has approved.
2. Pending Report (HOD): Reports submitted by the LG HOD that are yet to be reviewed by the IA Director.
3. Rejected Report (HOD): Reports from the LG HOD that the IA Director has rejected.

Steps to View and Take Action on LG Reports:

1. Log in to the system.
2. Navigate to the LG Report section.
3. Select a tab (Approved, Pending, or Rejected) to filter reports.
4. Use the DLI filter to locate specific reports.
5. Click View Details to review a report.
6. Take appropriate action:
 - Approve the report if its content is satisfactory.
 - Reject the report with comments if corrections are needed.



IA Reports


The **IA Report** section contains submissions from the IA M&E Officer and their status with SPIU. This section is divided into the following tabs:

1. **Approved Report (IA M&E Officer):** Reports submitted by the IA M&E Officer that the IA Director has approved.
2. **Pending Report (IA M&E Officer):** Reports from the IA M&E Officer that require the IA Director's attention.
3. **Rejected Report (IA M&E Officer):** Reports submitted by the IA M&E Officer that the IA Director has rejected.
4. **SPIU Approved Report:** Reports from the IA Director that have been approved by the SPIU Officer.
5. **SPIU Rejected Report:** Reports submitted by the IA Director to the SPIU Officer but rejected with comments.

Steps to View and Take Action on IA Reports:

1. Log in to the system.
2. Navigate to the **IA Report** section.
3. Select a tab to filter reports (**Approved, Pending, Rejected**, etc.).
4. Use the **DLI filter** to locate specific reports.
5. Click **View Details** to review a report.
6. Take appropriate action:
 - Approve reports from the IA M&E Officer.

- Submit reports to the SPIU Officer for further action.
- Review feedback on SPIU-approved or rejected reports.





Overview

LG Reports

IA Reports

Logout

IA Reports

Hayes Hayes
 I&A DIRECTOR

Approved Reports (IA - M&E Officer)

Pending Reports (IA - M&E Officer)


Rejected Reports (IA - M&E Officer)

SPIU Approved Reports

SPIU Rejected Reports

From

To

DLI 3 (ACCESS) 

Agent Name	LG	Ward	Date
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3.6 SPIU Officer

Overview

The SPIU Officer is responsible for overseeing all Local Governments (LGs) and Implementation Agencies (IAs) within the state. This role involves verifying and approving reports submitted by both LGs and IAs. The SPIU Officer ensures that all approved data from reports is added to the dashboard for state-level monitoring and analysis.

The SPIU Officer interacts with the **LG Reports** and **IA Reports** sections to take appropriate actions on submissions. Role of the SPIU include;

Monitoring LG Reports:

- Supervise reports submitted from all LGs.
- Review and validate reports approved by IA Officers before final approval.


Action on IA Reports:

- Review reports submitted by IA M&E Officers.
- Provide final approvals or rejections with comments.

Steps to Review and Approve Reports

To Review LG Reports:

1. Log in with your credentials.
2. Navigate to the **LG Reports** section from the sidebar.
3. Use the filter options to locate reports:
 - **DLI**: Select the relevant Disbursement Linked Indicator.
 - **Date Range**: Specify the submission period.
 - **LG**: Filter by specific Local Government.




SURWASH

- Overview
- LG Reports**
- IA Reports
- History


Logout

LG Reports

 **John Okafor**
SPRU Officer

Good Morning, John
Just one small positive thought in the morning can change your whole day. Cheers!

DLI 7 Reports

Filter Date...  LG 1 DU 7

Community Name	Community Code	LG	Ward	Date	
Community 1	IBD012	LG 1	Ward 1	5/06/2024	View Details
Community 2	IBD012	LG 2	Ward 2	5/06/2024	View Details
Community 3	IBD012	LG 3	Ward 3	5/06/2024	View Details
Community 4	IBD012	LG 4	Ward 4	5/06/2024	View Details
Community 5	IBD012	LG 5	Ward 5	5/06/2024	View Details
Community 6	IBD012	LG 6	Ward 6	5/06/2024	View Details
Community 7	IBD012	LG 7	Ward 7	5/06/2024	View Details
Community 8	IBD012	LG 8	Ward 8	5/06/2024	View Details
Community 9	IBD012	LG 9	Ward 9	5/06/2024	View Details
Community 10	IBD012	LG 10	Ward 10	5/06/2024	View Details
Community 11	IBD012	LG 11	Ward 11	5/06/2024	View Details

- Click "View Details" to review the report content.
- Approve reports if accurate and complete.
- Reject reports with comments for necessary corrections.

To Review IA Reports:

- Navigate to the **IA Reports** section from the sidebar.
- Use the filter options to find reports:
 - IA:** Select the Implementing Agency.
 - DLI:** Choose the Disbursement Linked Indicator.
 - Date Range:** Define the timeframe for the reports.
- Click "View Details" to open a report for review.

IA Reports

Good Morning, John
Just one small positive thought in the morning can change your whole day. Cheers!

DLI 3 (ACCESS)-Rural, Small Town & Urban

Community Name	Community Code	LG	I&A Officer	Date
Community 1	IBD012	LG 1	KEPA	5/06/2024
Community 2	IBD012	LG 2	TOWASSA	5/06/2024
Community 3	IBD012	LG 3	WATER BOARD	5/06/2024
Community 4	IBD012	LG 4	RUWASSA	5/06/2024
Community 5	IBD012	LG 5	KEPA	5/06/2024
Community 6	IBD012	LG 6	TOWASSA	5/06/2024
Community 7	IBD012	LG 7	RUWASSA	5/06/2024
Community 8	IBD012	LG 8	WATER BOARD	5/06/2024
Community 9	IBD012	LG 9	KEPA	5/06/2024
Community 10	IBD012	LG 10	RUWASSA	5/06/2024
Community 11	IBD012	LG 11	WATER BOARD	5/06/2024

4. Approve the report if verified.
5. Reject the report, providing feedback for adjustments.

Using the History Section


The **History** section tracks reports categorized based on their current status. The following are the report types available for both LG and IA submissions:

1. Approved LG Reports (IA Officer):
 - Reports submitted by LGs and approved by IA Officers, further reviewed and approved by the SPIU Officer.
2. Pending LG Reports (IA Officer):
 - LG reports that have been approved by IA Officers but are awaiting action by the SPIU Officer.
3. Approved IA Reports (IA Officer):
 - Reports from IA Officers that have been reviewed and approved by the SPIU Officer.
4. Pending IA Reports (IA Officer):
 - Reports submitted by IA Officers but have not yet been attended to by the SPIU Officer.

Steps to Use History:

1. Access the **History** menu in the sidebar.
2. Use filters such as **DLI**, **LG**, or **IA** to narrow your search.

3. Navigate through categories: Approved Reports, Pending Reports, or Rejected Reports.
4. Select the desired report for further review or reference.


SURWASH

Overview

LG Reports

IA Reports

History

Logout

History

Approved LG Reports (IA Officer)

Pending LG Reports (IA Officer)

Approved IA Reports (IA Officer)

Pending IA Reports (IA Officer)

From

dd/mm/yyyy

To

dd/mm/yyyy

DLI 4

State	LG	Ward	Date	Details
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3.7 FPIU Officer

Overview

The FPIU Officer is responsible for overseeing reports submitted by all SPIU Officers across the states. The FPIU Officer does not take action on reports but can view submissions from both Local Government (LG) and Implementation Agency (IA) levels to monitor activities nationwide.

Functions:

- **LG Report Viewing:**

The FPIU Officer can access and view LG reports submitted by SPIU Officers across the states. This provides insights into the progress and activities reported at the local government level.

- **IA Report Viewing:**

Similarly, the FPIU Officer can view reports submitted by IA Officers, as approved by SPIU Officers, to understand state-level implementations.

Steps for Viewing Reports:

1. Log in to the system.
2. Navigate to the **LG Reports** or **IA Reports** section from the menu.
3. Use filters (e.g., state, date range, or DLI) to locate specific reports.
4. Click **View Details** to review the contents of the report.

SURWASH

Overview

LG Reports

IA Reports

Logout

LG Reports (Delta State)

John Okafor
SPIU Officer

Good Morning, Babatunde
Just one small positive thought in the morning can change your whole day. Cheers!

DLI 7 Reports

Filter Date... Delta State LG 1 DLI 7

Community Name	Community Code	LG	Ward	Date	
Community 1	IBD012	LG 1	Ward 1	5/06/2024	View Details
Community 2	IBD012	LG 2	Ward 2	5/06/2024	View Details
Community 3	IBD012	LG 3	Ward 3	5/06/2024	View Details
Community 4	IBD012	LG 4	Ward 4	5/06/2024	View Details
Community 5	IBD012	LG 5	Ward 5	5/06/2024	View Details
Community 6	IBD012	LG 6	Ward 6	5/06/2024	View Details
Community 7	IBD012	LG 7	Ward 7	5/06/2024	View Details
Community 8	IBD012	LG 8	Ward 8	5/06/2024	View Details
Community 9	IBD012	LG 9	Ward 9	5/06/2024	View Details
Community 10	IBD012	LG 10	Ward 10	5/06/2024	View Details
Community 11	IBD012	LG 11	Ward 11	5/06/2024	View Details

Data viewed by the FPIU Officer has already been approved at the SPIU level. The FPIU Officer's role is limited to monitoring and oversight, ensuring the reporting system provides a comprehensive federal overview.