



**World Health Organization**



**USAID**  
FROM THE AMERICAN PEOPLE

# REPORTHUB USER GUIDE

MANAGE YOUR PROJECTS IN REAL-TIME!



## AFGHANISTAN

### DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the World Health Organization

# CONTENTS

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<u><a href="#">WELCOME TO REPORTHUB!</a></u>	3
<u><a href="#">REPORTHUB</a></u>	4
<u><a href="#">REGISTRATION</a></u>	5
<u><a href="#">RESET PASSWORD</a></u>	7
<u><a href="#">NAVIGATION</a></u>	10
<u><a href="#">YOUR HEALTH PROJECT</a></u>	12
<u><a href="#">Project Details Card</a></u>	12
<u><a href="#">Project Locations Card</a></u>	14
<u><a href="#">Project Beneficiaries Card</a></u>	15
<u><a href="#">Project Submission</a></u>	17
<u><a href="#">PROJECT UPDATE</a></u>	19
<u><a href="#">PROJECT EXPENDITURE</a></u>	21
<u><a href="#">OFFLINE DATA ENTRY</a></u>	24
<u><a href="#">PROJECT COMPLETION</a></u>	26
<u><a href="#">HEALTH 4W DASHBOARD</a></u>	28
<u><a href="#">PDF Export</a></u>	29
<u><a href="#">Data Extraction</a></u>	30

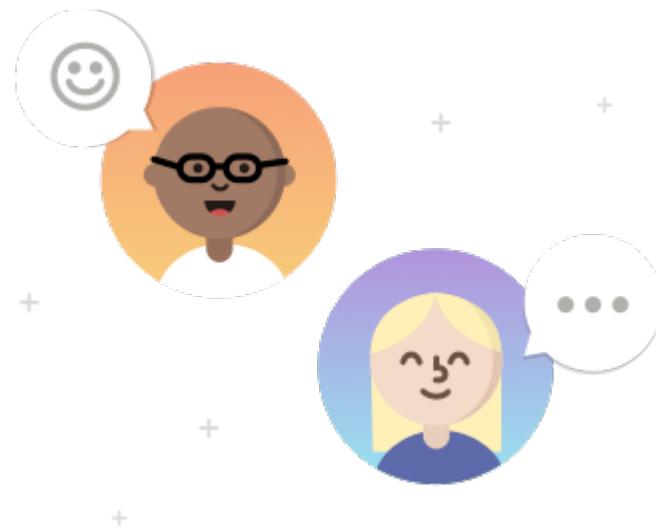
# WELCOME TO REPORTHUB!

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The World Health Organization (WHO) is dedicated to supporting the Afghanistan Ministry of Public Health (MoPH) and the Afghanistan Health Cluster in providing basic health care to populations in need. This is complicated by increasing insecurity, IDPs/Refugee emergencies and natural disasters which make tracking the populations in need a dynamic and difficult problem. To assist coordinated efforts, WHO and iMMAP have teamed up to provide the means to better report on project activity and progress in real-time.

Introducing ReportHub, a real-time reporting and analysis tool that is designed to be user friendly and intuitive. ReportHub is tailor made for you and aims to reduce the efforts of project reporting in order to enhance the ability of the Health Cluster to identify who is doing what, where and when!

So Welcome to ReportHub! The following manual aims to guide you through all the segments of the system. If you have an issues, requests of comments, feel free to contact ReportHub at [ngmReportHub@gmail.com](mailto:ngmReportHub@gmail.com).



# REPORTHUB

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ReportHub is designed to be simple and easy to use. As such, ReportHub is broken into the following components;

## PROJECTS

Manage all aspects from project initiation to project completion including tracking beneficiaries and project expenditure with the following project modules;

### PROJECT DETAILS

- Project Summary
- Project Locations
- Project Beneficiaries

### PROJECT EXPENDITURE

- Encumbered and Expenditure Line items assist the monitoring of project spending

### PROJECT 4W

View key indicators of Health Cluster performance and identify partners in your region.

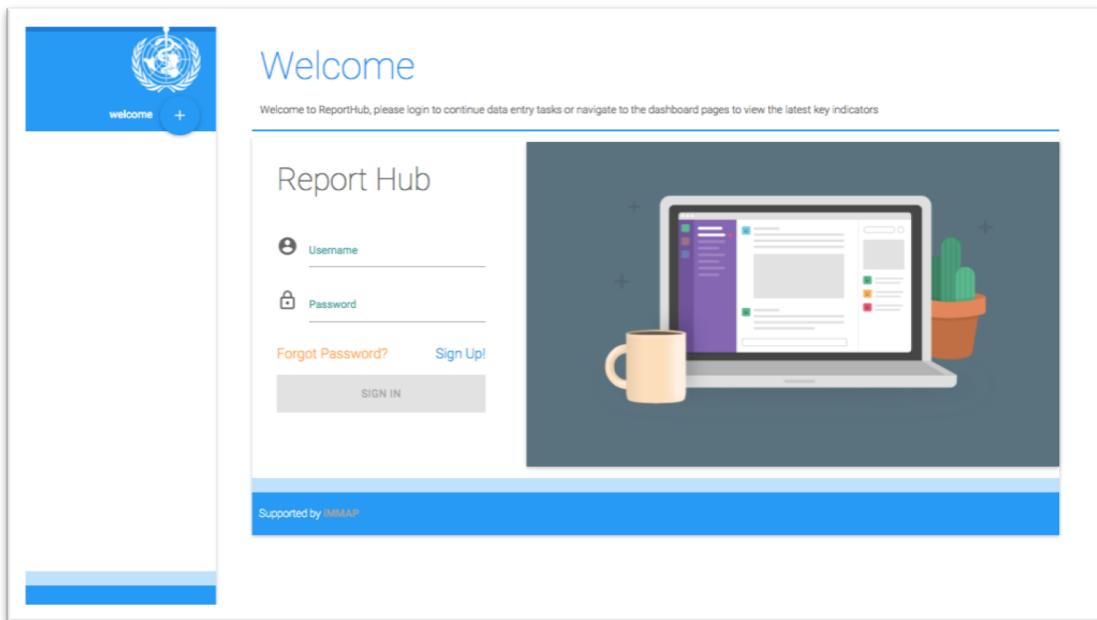
# REGISTRATION

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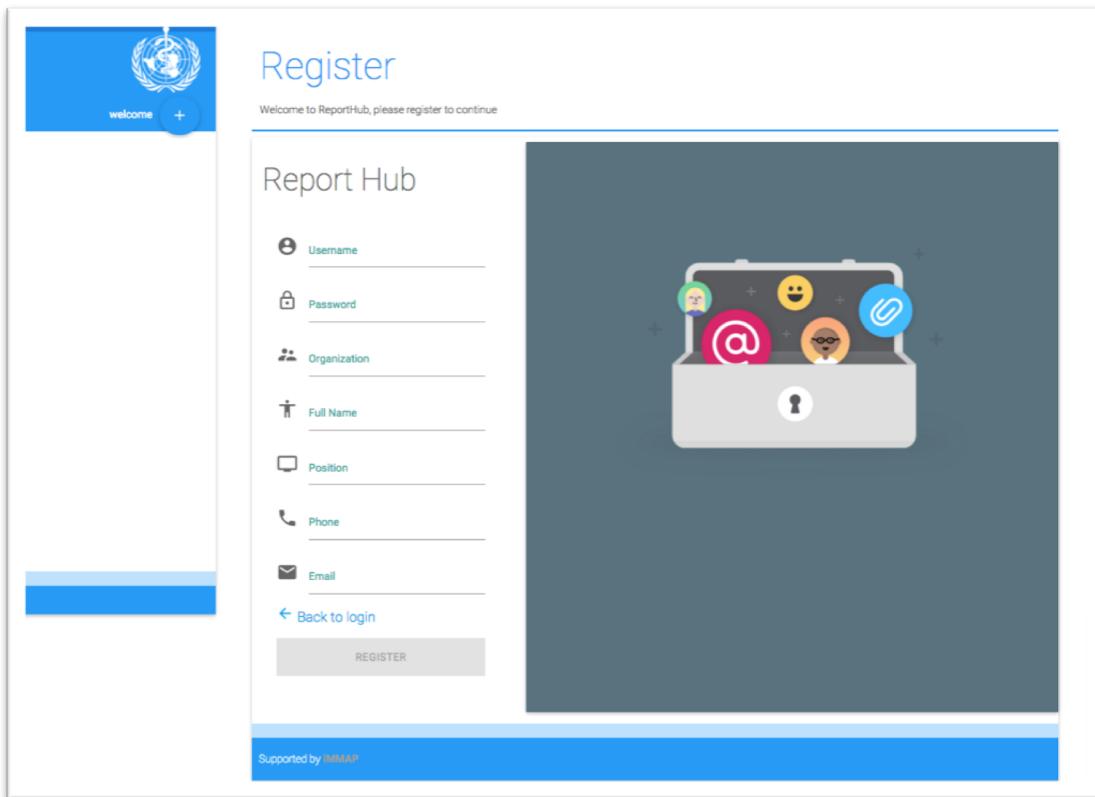
Registration to ReportHub is easy! Registration includes your organization and contact details so you can manage projects with your colleagues and also contact people within the Health Cluster who are working on similar projects or in a similar location.

## STEPS

- I) To register, visit the login page <http://reporthub.immap.org/#/who/login>.

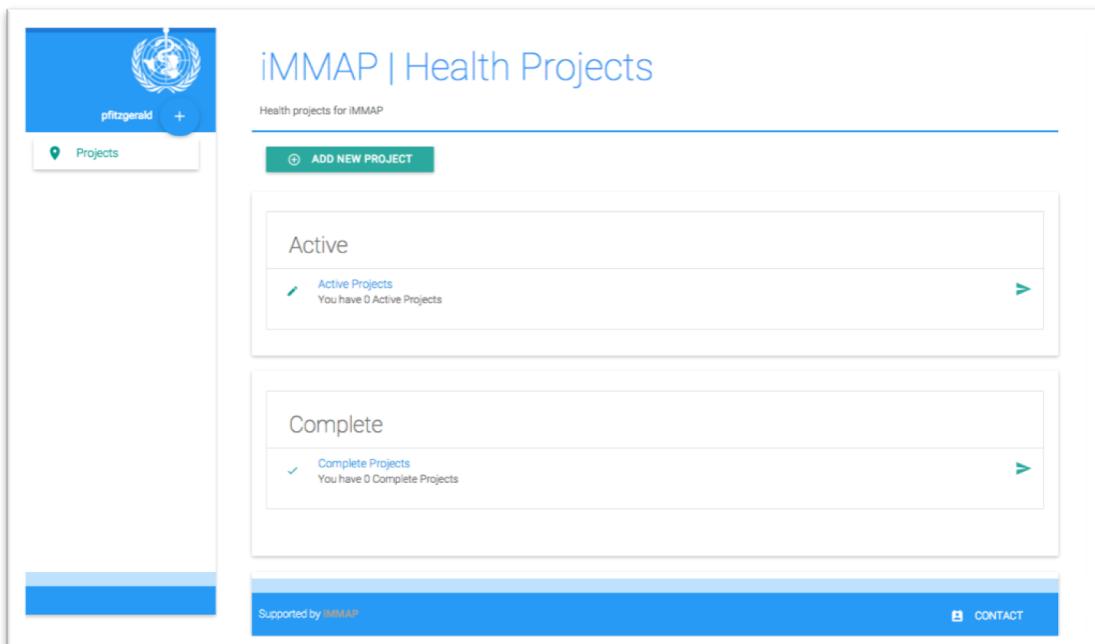


- 2) Click the "Sign Up!" link under the form to navigate to the Registration page.



The image shows the ReportHub registration page. At the top left is a blue header bar with a globe icon and the word "welcome". Below it is a registration form titled "Report Hub". The form fields include: "Username" (with a user icon), "Password" (with a lock icon), "Organization" (with a people icon), "Full Name" (with a person icon), "Position" (with a computer monitor icon), "Phone" (with a phone icon), and "Email" (with an envelope icon). Below the form is a "REGISTER" button and a "Back to login" link. To the right of the form is a decorative graphic of a white envelope containing icons for a person, a smiley face, a document, and an '@' symbol, set against a dark blue background. At the bottom of the page is a blue footer bar with the text "Supported by iMMAP".

- 3) Complete the form with your details and click “Register”. Your details are recorded and you are now logged-in to ReportHub with your organizations Projects List displayed!



The image shows the iMMAP Health Projects dashboard. At the top left is a blue header bar with a globe icon and the name "pfitzgerald". Below it is a navigation bar with a "Projects" tab. The main title is "iMMAP | Health Projects" with the subtitle "Health projects for iMMAP". A green "ADD NEW PROJECT" button is located above two sections: "Active" and "Complete". The "Active" section shows a message: "Active Projects" with a green checkmark and "You have 0 Active Projects". The "Complete" section shows a message: "Complete Projects" with a green checkmark and "You have 0 Complete Projects". At the bottom of the page is a blue footer bar with the text "Supported by iMMAP" and a "CONTACT" button.

# RESET PASSWORD

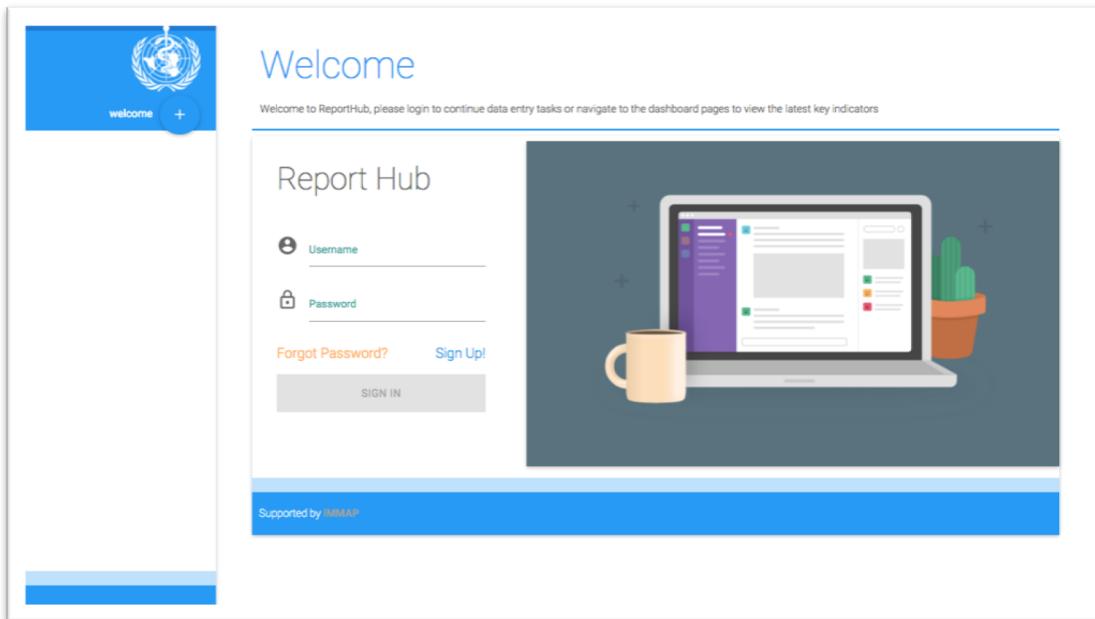
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To login to ReportHub, you can use your details from the Registration process.

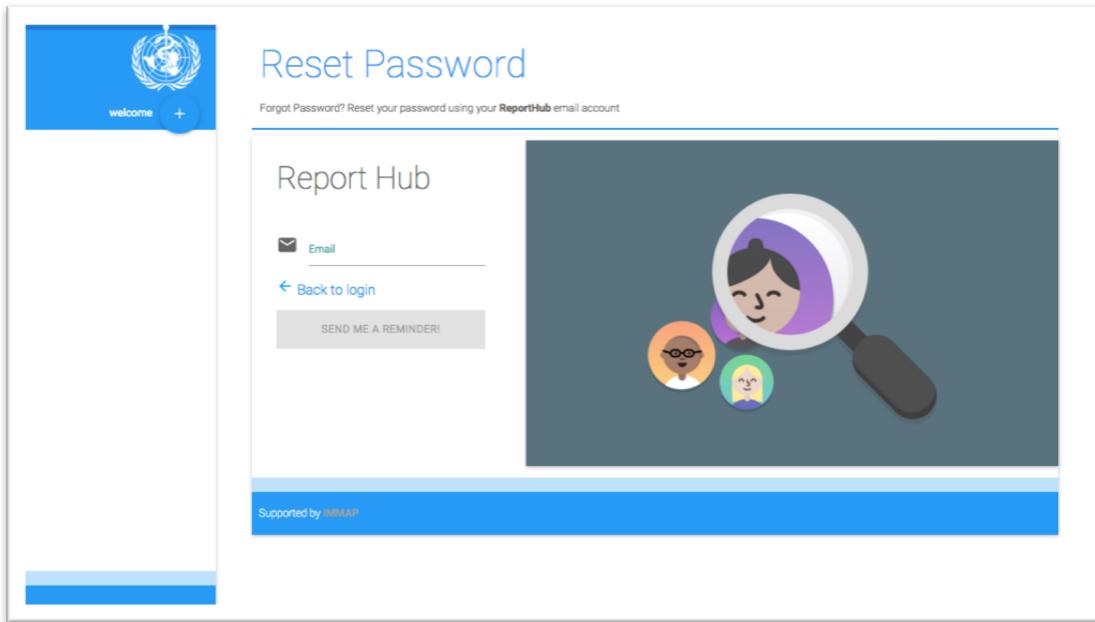
Forgot Password? Don't worry, you can reset your password by following the steps below;

## STEPS

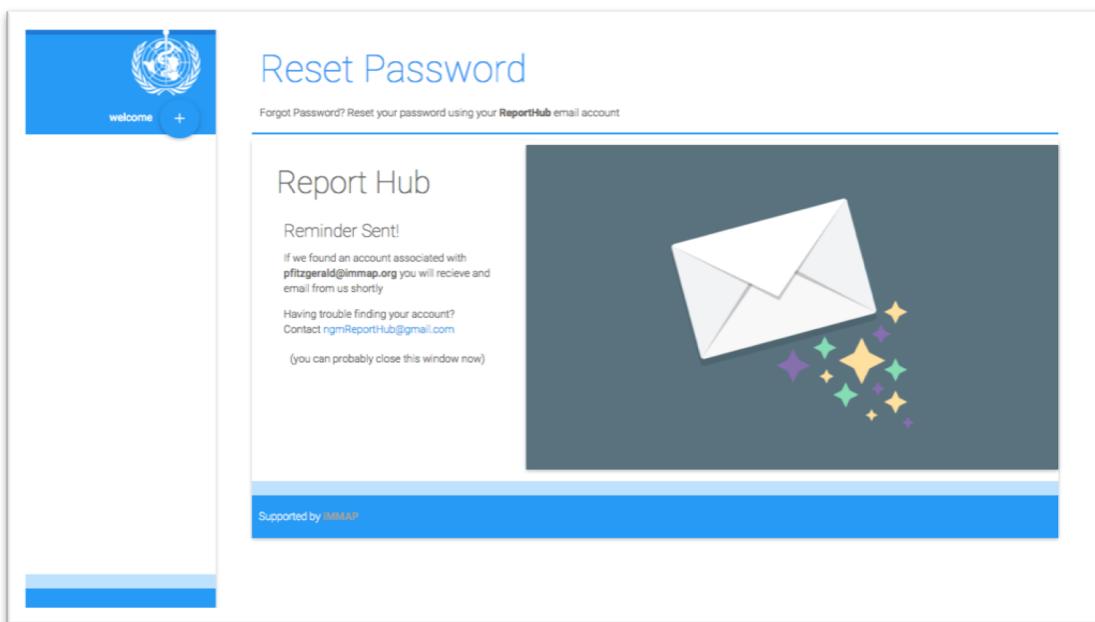
- 1) To reset password, visit the login page <http://reporthub.immap.org/#/who/login>.



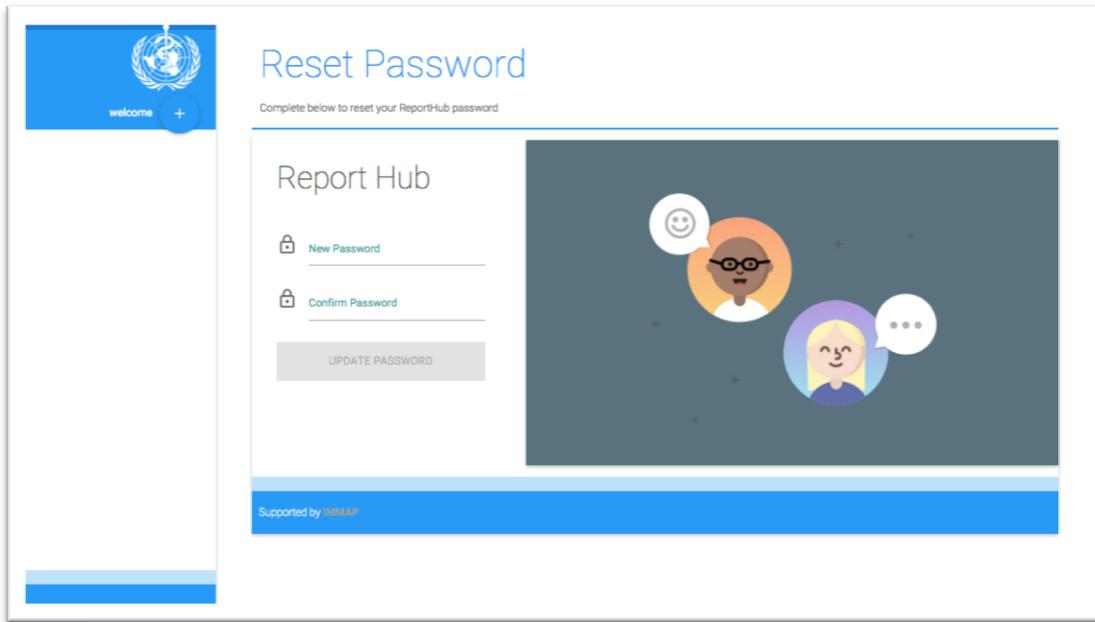
- 2) Click the "Forgot Password" link under the form to navigate to the Password Reset page.



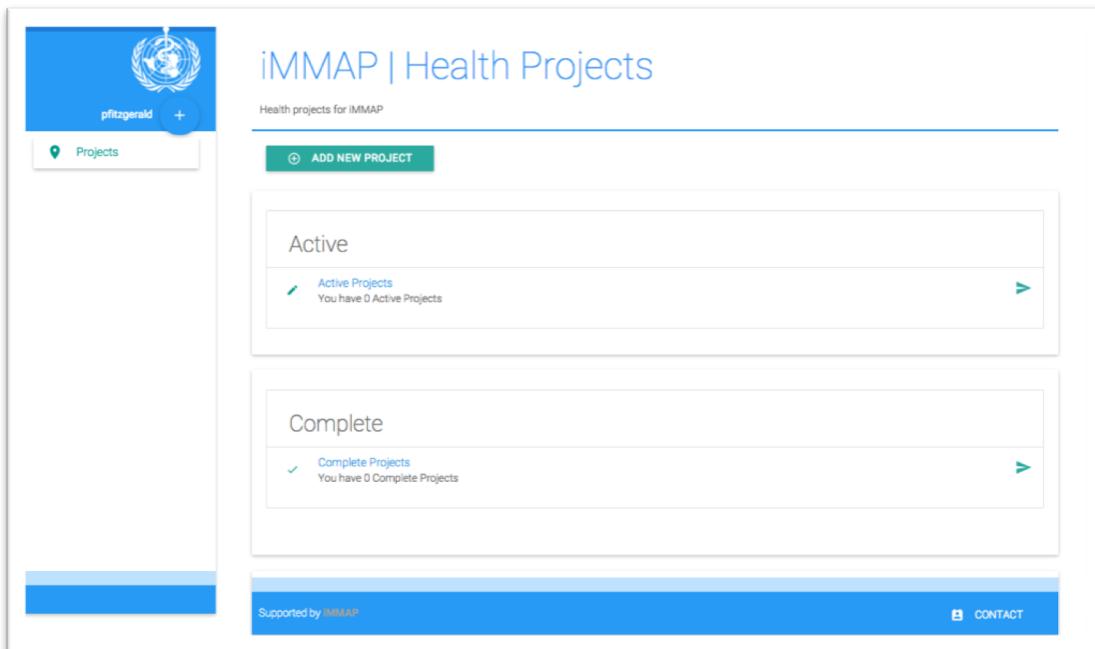
- 3) Enter your ReportHub email address and select “SEND ME A REMINDER”, you will receive a notification page and an email reminder!



- 4) Follow the link in your email to navigate to the Password Reset page. Complete the form with your new password and select “UPDATE PASSWORD” to reset your ReportHub password.



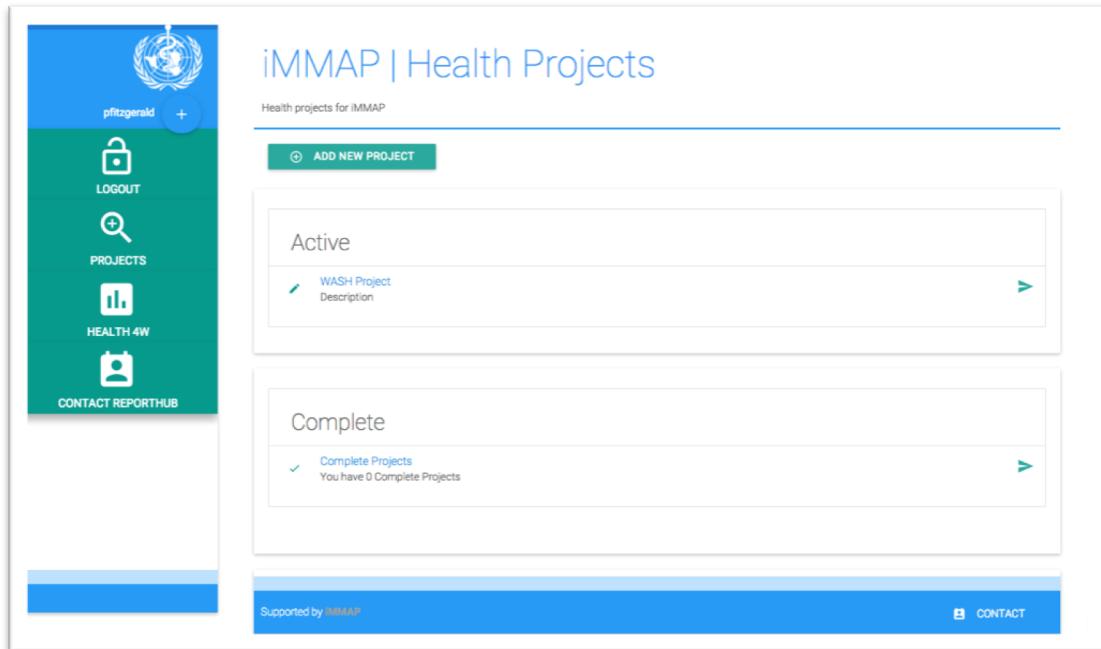
- 5) Your new password is recorded and you are now logged-in to ReportHub with your organizations Projects List displayed!



# NAVIGATION

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ReportHub navigation can be achieved using the navigation menu available next to your user name.



## COMPONENTS

- Logout – Exit from the system safely using the logout.
- Projects – The list of your organizations “Active” and “Complete” projects are available from this option.
- Health 4W – To view key indicator metrics, access downloads (PDF & CSV) and find partners in your region, navigate to this menu option.
- Contact ReportHub – To access the ReportHub User Guide and find contact details for the administrator, access the Contact ReportHub card.

## Need Assistance?

Download the ReportHub [User Guide](#)

-OR-

Contact ReportHub @  
[ngmReportHub@gmail.com](mailto:ngmReportHub@gmail.com)

-OR-

Call ReportHub on [+93-780-763-601](tel:+93-780-763-601)



OK

# YOUR HEALTH PROJECT

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ReportHub enables you to track projects for your organization. A ReportHub Project is comprised of the following components;

- Project Details Card
- Project Locations Card
- Project Beneficiaries Card

## PROJECT DETAILS CARD

The Project Details Card captures high level details of your project such as the project title, project start date, end date, project type, project donor, project budget and project description.

Project Details

Project Title	Start Date	End Date
<input type="text"/>	16 Mar, 2016	16 Apr, 2016
Project Type	Project Donor	Project Budget (USD)
Select Project	Select Donor	<input type="text"/>
Project Description		
<input type="text"/>		

## NOTES

Project Type can be one of;

- Awareness Campaign
- Health Education
- Outbreak Response
- PHC for IDPs
- PHC for Natural Disasters
- PHC for Refugees

- PHC in Conflict Areas
- PHC in White Areas
- Trauma Care

## STEPS

- I) To add a new project, select the “ADD NEW PROJECT” button from the Projects page

The screenshot shows the iMMAP Health Projects dashboard. On the left, there's a sidebar with a profile picture for 'pfitzgerald' and a '+ Add New Project' button. Below that is a 'Projects' button. The main area has a header 'iMMAP | Health Projects' and a sub-header 'Health projects for iMMAP'. There are two main sections: 'Active' and 'Complete'. Each section has a green checkmark icon and a message: 'Active Projects' (You have 0 Active Projects) and 'Complete Projects' (You have 0 Complete Projects). At the bottom, it says 'Supported by iMMAP' and has a 'CONTACT' button.

- 2) Complete the Project Details Card with your project summary information.

The screenshot shows the 'iMMAP | New Project' form. It has a header 'iMMAP | New Project' and a sub-header 'Complete the project details to register a new project'. Below that is a 'BACK TO PROJECTS' button. The main area is titled 'Project Details' and contains several input fields: 'Project Title' (16 Mar, 2016), 'Project Type' (Select Project), 'Project Donor' (Select Donor), 'Start Date' (16 Mar, 2016), 'End Date' (16 Apr, 2016), 'Project Budget (USD)' (empty), and a 'Project Description' field.

# PROJECT LOCATIONS CARD

The Project Locations Card enables you to record multiple locations where your project will be implemented, down to the Health Facility level.

The screenshot shows a form titled "Project Locations". It contains four dropdown menus: "Province" (with option "Choose Province"), "District" (with option "Choose District"), "Facility Type" (with option "Choose facility type"), and "Facility Name" (with option "Choose facility name"). Each dropdown has a downward arrow indicating it is a selection field.

## NOTES

- Each dropdown is filtered by the selection from the left.
- The Facility is filtered by Province, District, and Facility Type.
- If no Facility is available based on the existing filter, the Facility Name is automatically added as “Other”.
- If you do not find the Facility Name you are looking for, you can select as “Other”. MHT is an example of when this would be necessary.

## STEPS

- 1) ADD – To add a new Location, select from each dropdown the appropriate Province, District, Facility Type and Facility Name. The Location will be added automatically to the list.
- 2) REMOVE – To remove a Location, select the red remove button inline with that Location.

The screenshot shows the "Project Locations" section of the card. It displays a list of "1 Selected Locations": Kandahar, Arghestan, Mobile Health Team (MHT), and Other. To the right of the "Other" entry is a red rectangular button with a white minus sign, used for removing the location.

This project includes a MHT for Arghestan District, Kandahar, listed as “Other”

# PROJECT BENEFICIARIES CARD

The Project Beneficiaries Card enables you to record the beneficiaries that your project will target, based on Beneficiary Category.

A screenshot of a software interface titled "Project Beneficiaries". Below the title, there is a dropdown menu labeled "Beneficiary Category" with the option "Select Category" visible. The interface has a clean, modern design with a white background and light gray borders.

## NOTES

Beneficiary Category can be one of;

- Conflict Displaced
- Health Affected by Conflict
- Refugees & Returnees
- Natural Disaster Affected
- Public Health at Risk

Beneficiaries for each Beneficiary Category are broken down into the following demographics;

- Children (male/female under 18 years)
- Adults (male/female between 18 to 59 years)
- Elderly (male/female over 59 years)

## STEPS

- 1) ADD – To add a new Beneficiary Category, select from the available options in the dropdown. The selected Beneficiary Category will then be available as a demographic breakdown for the targeted beneficiaries.
- 2) REMOVE – To remove a Beneficiary Category, select the red remove button inline with that record.

The screenshot shows a user interface for managing project locations and beneficiaries. On the left, there's a sidebar with a logo, a user name 'pfitzgerald', and a '+ Projects' button. The main area has two tabs: 'Project Locations' and 'Project Beneficiaries'. The 'Project Locations' tab is active, showing fields for Province, District, Facility Type, and Facility Name, each with a dropdown menu and a 'Choose...' button. The 'Project Beneficiaries' tab is shown below it, with a 'Beneficiary Category' dropdown set to 'Select Category'. Under 'Beneficiaries', there's a section titled 'Health Affected by Conflict' with a table showing counts for various age groups and genders. At the bottom of the beneficiary section are 'SAVE >' and 'CANCEL' buttons. A blue footer bar at the bottom says 'Supported by IMMAP'.

Category	Under 18 Male	Under 18 Female	Male 18 to 59	Female 18 to 59	Over 59 Male	Over 59 Female
Health Affected by Conflict	36	36	48	22	12	12

This project is targeting “Health Affected by Conflict” beneficiaries, with male/female breakdown for

# PROJECT SUBMISSION

Project submission is only possible when the form is correct and complete.

## NOTES

- There must be at least ONE location
- There must be at least ONE completed beneficiary category
- The “SAVE” button will turn green when the form is correct and complete

The screenshot shows the 'iMMAP | New Project' interface. The 'Project Details' section includes fields for Project Title (PHC Trauma Care), Start Date (17 Mar, 2016), End Date (30 Jun, 2016), Project Type (PHC in Conflict Areas), Project Donor (CHF), and Project Budget (USD) (32000). The 'Project Locations' section shows 1 Selected Location: Kandahar, Arghandab, Mobile Health Team (MHT), and Other. The 'Project Beneficiaries' section shows a table for 'Health Affected by Conflict' with the following data:

Category	Under 18 Male	Under 18 Female	Male 18 to 59	Female 18 to 59	Over 59 Male	Over 59 Female
Select Category	22	22	10	10	6	6

At the bottom, there are 'SAVE >' and 'CANCEL' buttons, and a footer note 'Supported by iMMAP'.

Completed form with “SAVE” button displayed in green

## STEPS

- 1) Complete the form, where the “SAVE” button is updated to green.
- 2) On successful project submission, you will receive the following notification.

## ✓ Save Project

Your project has been saved with ID 56ea27c64b3a8fd861689290

OK

- 3) ReportHub will then redirect you to the Project Summary page, where your new project can be updated or where you can add Project Expenditure items in “Project Progress”.

The screenshot shows the Project Summary page for the "PHC Trauma Care" project. The header features the iMMAP logo and the project title "iMMAP | PHC Trauma Care". Below the title, a subtitle reads "PHC for trauma care in preparedness for the fighting season". A "BACK TO PROJECTS" button is visible. The main content area is titled "Project Components" and includes two sections: "Project Details" (with a description of defining project details, locations, and beneficiaries) and "Project Financials" (with a description of tracking spending against financial line items). A "MARK PROJECT COMPLETE" button is located below these sections. At the bottom, it says "Supported by iMMAP" and "CONTACT".

# PROJECT UPDATE

It is possible to update an “Active” project.

## NOTES

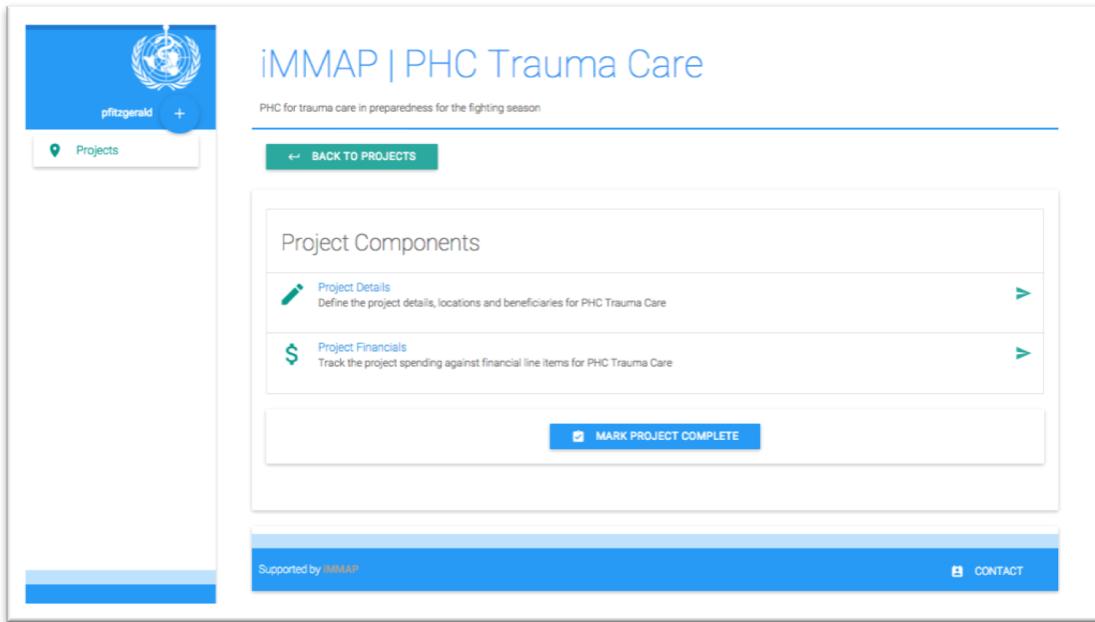
- On the Project Details Card, it is only possible to update the Project End Date.
- On the Project Locations Card, it is possible to add/remove Project Locations.
- On the Beneficiaries Card, it is possible to add/remove/update Project Beneficiaries.

## STEPS

- 1) From the Project List, select the project you wish to update.

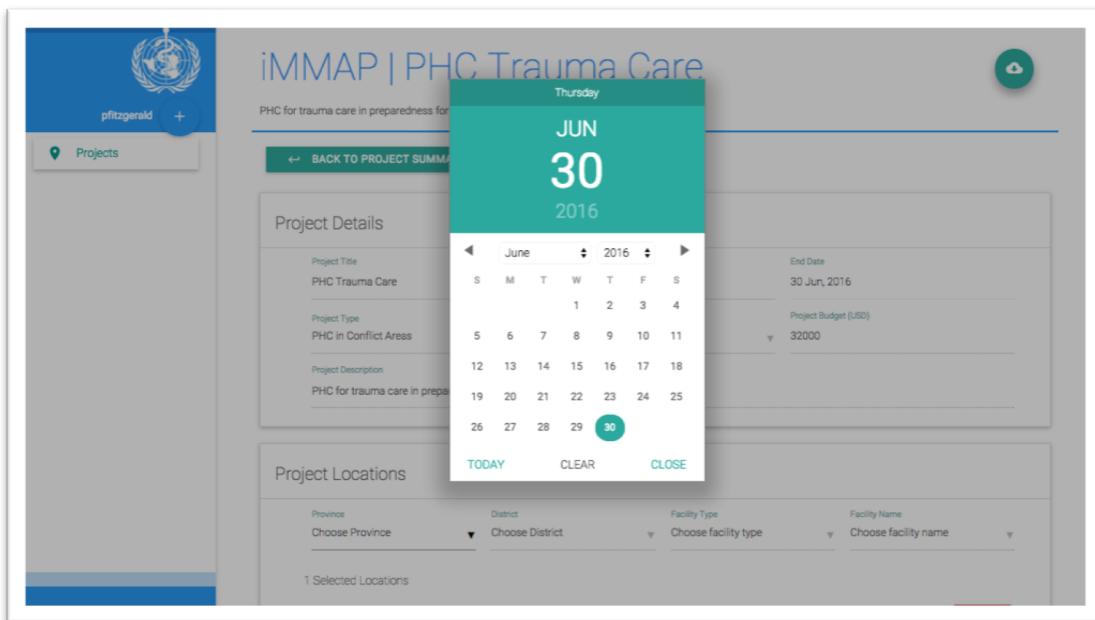
The screenshot shows the iMMAP Health Projects web application. At the top left is a user profile icon with the name "pfitzgerald". To its right is the iMMAP logo. Below the logo is a search bar with the placeholder "Projects". To the right of the search bar is a green button labeled "+ ADD NEW PROJECT". The main content area is titled "iMMAP | Health Projects" and "Health projects for iMMAP". It features two main sections: "Active" and "Complete". The "Active" section contains two items: "PHC Trauma Care" and "WASH Project". Both items have a green checkmark icon and a blue "View" button with a white arrow. The "Complete" section contains one item: "Complete Projects" with the note "You have 0 Complete Projects". At the bottom of the page is a blue footer bar with the text "Supported by iMMAP" and a "CONTACT" button.

- 2) You will be presented with the Project Summary page, select “Project Details”



The screenshot shows the 'Project Components' section of the IMMAP PHC Trauma Care application. At the top, there's a header with the UN logo and the project name 'PHC Trauma Care'. Below the header, a sub-header reads 'PHC for trauma care in preparedness for the fighting season'. A 'BACK TO PROJECTS' button is visible. The main area is titled 'Project Components' and contains two sections: 'Project Details' and 'Project Financials'. Each section has a brief description and a right-pointing arrow icon. A large blue button at the bottom is labeled 'MARK PROJECT COMPLETE' with a checkmark icon. At the very bottom, there's a footer bar with the text 'Supported by IMMAP' and a 'CONTACT' button.

- 3) Now you are able to update your project, select “CANCEL” to abort changes and return to Project Summary page



The screenshot shows the 'Project Details' section of the IMMAP PHC Trauma Care application. The main title is 'PHC Trauma Care' with the subtitle 'PHC for trauma care in preparedness for the fighting season'. A 'BACK TO PROJECT SUMMARY' button is present. The 'Project Details' panel includes fields for 'Project Title' (PHC Trauma Care), 'Project Type' (PHC in Conflict Areas), and 'Project Description' (PHC for trauma care in preparedness for the fighting season). To the right, a date picker is open, showing the month of June and the day 30, 2016. The date 30 is highlighted with a green circle. Below the date picker, there are buttons for 'TODAY', 'CLEAR', and 'CLOSE'. At the bottom of the page, there are dropdown menus for 'Province', 'District', 'Facility Type', and 'Facility Name', each with a 'Choose [Category]' placeholder. A note at the bottom says '1 Selected Locations'.

The user is updating the project end date

# PROJECT EXPENDITURE

Tracking Project Expenditure in ReportHub is easy.

## NOTES

A financial line item can be one of;

- Encumbered (planned spending)
- Expenditure (actual spending)
- Once entered, a financial item can only be updated (and not removed!)

The following financial line items are available for selection;

- General Operating Costs

## STEPS

- I) From the Project List, select the project you wish to update.

The screenshot shows the iMMAP | Health Projects dashboard. At the top left is the UN logo and the name "pfitzgerald". A green button labeled "Projects" is visible. The main title is "iMMAP | Health Projects" with the subtitle "Health projects for iMMAP". A green button labeled "+ ADD NEW PROJECT" is at the top right. Below the title, there are two sections: "Active" and "Complete". The "Active" section contains two projects: "PHC Trauma Care" (with a description "PHC for trauma care in preparedness for the fighting season") and "WASH Project" (with a description "Description"). The "Complete" section shows a message: "Complete Projects" and "You have 0 Complete Projects". At the bottom of the page, a blue footer bar contains the text "Supported by iMMAP" and a "CONTACT" button.

- 2) You will be presented with the Project Summary page, select “Project Expenditure”

The screenshot shows the iMMAP | PHC Trauma Care project summary page. At the top left is the user profile 'pfitzgerald'. Below it is a navigation bar with a location icon and the word 'Projects'. The main title 'iMMAP | PHC Trauma Care' is displayed in large blue text. A subtitle 'PHC for trauma care in preparedness for the fighting season' follows. A green button labeled 'BACK TO PROJECTS' with a left arrow is visible. The central area is titled 'Project Components' and contains two sections: 'Project Details' (with a pencil icon) and 'Project Financials' (with a dollar sign icon). Both sections have a right-pointing arrow at the end. Below these is a blue button labeled 'MARK PROJECT COMPLETE' with a checkmark icon. At the bottom of the page, there is a blue footer bar with the text 'Supported by iMMAP' and a 'CONTACT' link.

- 3) Here you can enter a financial line item that includes expenditure item, expenditure status, budget, start date and end date.

The screenshot shows the iMMAP | Expenditure Items page. At the top left is the user profile 'pfitzgerald'. Below it is a navigation bar with a location icon and the word 'Projects'. The main title 'iMMAP | Expenditure Items' is displayed in large blue text. A subtitle 'Complete the relevant Expenditure Items for WASH Project' follows. A green button labeled 'BACK TO PROJECT SUMMARY' with a left arrow is visible. The central area is titled 'Project Financial Tracking' and contains a dropdown menu set to 'Expenditure Item' with 'General Operating Costs' selected. Below this is a table with columns for 'Expenditure Item no.', 'Expenditure Status', 'Budget (USD)', 'Start Date', and 'End Date'. The first row shows 'General Operating Costs' with 'Select Expenditure Status' dropdown, 'Budget (USD)' input field containing '\$1000', 'Start Date' as '17 Mar, 2016', and 'End Date' as '17 Apr, 2016'. A red delete icon is in the top right corner of this row. At the bottom of the table is a blue 'SAVE' button with a right-pointing arrow and a grey 'CANCEL' button. At the bottom of the page, there is a blue footer bar with the text 'Supported by iMMAP'.

- 4) Once complete, select “SAVE” to add the financial line item to your project. Note that your financial items can be updated but NOT removed after “SAVE”.

The screenshot shows a web-based application for project financial tracking. At the top left is a sidebar with a blue header containing the UN logo and the name "pfitzgerald". Below the header are two buttons: "Projects" (with a location pin icon) and a plus sign button. The main content area has a title "iMMAP | Expenditure Items" and a subtitle "Complete the relevant Expenditure Items for PHC Trauma Care". A "BACK TO PROJECT SUMMARY" button with a back arrow is located above the main form. The main form is titled "Project Financial Tracking" and contains a section for "Expenditure Item". A dropdown menu says "Select Category to Add Item". Below this is a table for "Expenditure Item no. 1" with the category "General Operating Costs". The table includes fields for "Expenditure Status" (set to "Encumbered"), "Budget (USD)" (set to "2300"), "Start Date" (set to "17 Mar, 2016"), and "End Date" (set to "17 Apr, 2016"). At the bottom of the form are "SAVE >" and "CANCEL" buttons. A blue footer bar at the bottom of the page says "Supported by iMMAP".

This project has one active line item saved

# OFFLINE DATA ENTRY

In order to capture project information without internet, ReportHub offers you the old fashioned way – with pen and paper!

## STEPS

- 1) Navigate to either the “Project Details” form or the “Project Expenditure” form and select to download the PDF form from the top right

The screenshot shows the 'iMMAP | WASH Project' interface. On the left, there's a sidebar with a profile picture, a 'Projects' button, and a location pin icon. The main area has a header 'iMMAP | WASH Project' with a 'Description' input field and a 'Download Project Details Form as PDF' button. Below this is a 'Project Details' section with fields for Project Title (WASH Project), Start Date (17 Mar, 2016), End Date (17 Apr, 2016), Project Type (PHC for Natural Disasters), Project Donor (ECHO), and Project Budget (USD) (2341234). There's also a 'Project Description' section with a 'Description' input field. At the bottom is a 'Project Locations' section with dropdowns for Province ('Choose Province'), District ('Choose District'), Facility Type ('Choose facility type'), and Facility Name ('Choose facility name'). A note at the bottom says '1 Selected Locations'.

- 2) Download the PDF form and enter the data when offline

health\_project\_details.pdf

1 / 2

WHO | New Project

Complete the project details to register a new project

Project Details

Project Title      Start Date      End Date

Project Donor      Project Budget (USD)

Project Description

Project Locations

Selected Locations

Province	District	HF Type	HF Name

+    -

- 3) When internet is available, return to ReportHub to enter the project information from the form.

# PROJECT COMPLETION

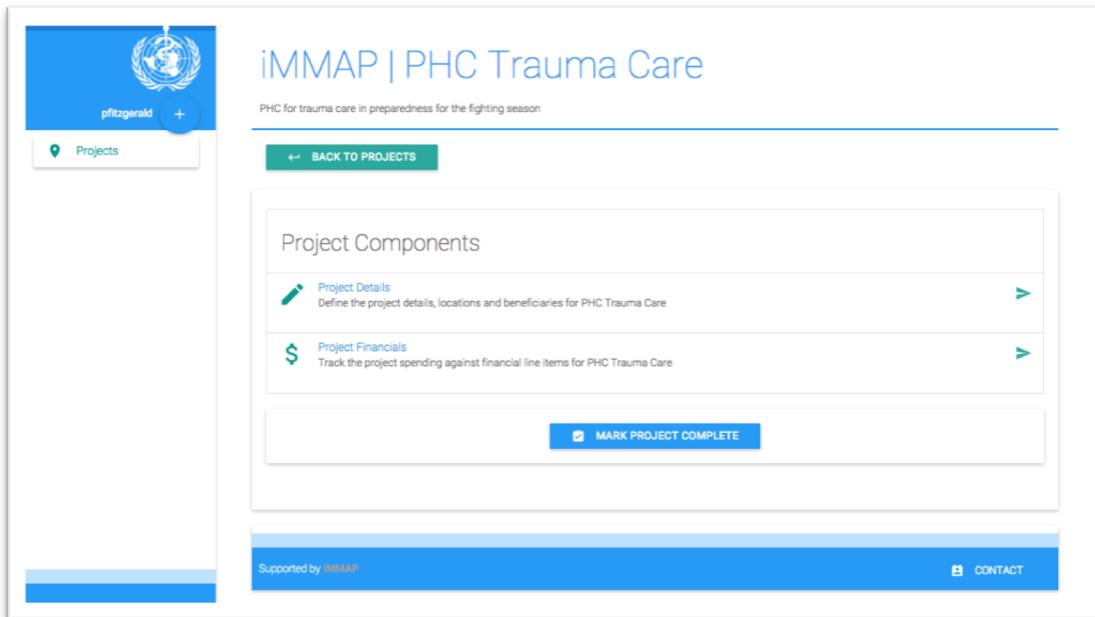
Once the project lifecycle has come to an end and all Location, Beneficiary and Expenditure items are entered, it is possible to mark a project as complete.

## NOTES

- Once marked “Complete”, a project can not be updated
- Once marked “Complete”, a project can not be set to “Active”

## STEPS

- 1) From the Project Summary, you can select “MARK PROJECT COMPLETE”



The screenshot shows the 'Project Components' section of the iMMAP PHC Trauma Care platform. At the top, there's a navigation bar with a user icon, a 'Projects' button, and a 'BACK TO PROJECTS' link. Below this, the title 'iMMAP | PHC Trauma Care' and a subtitle 'PHC for trauma care in preparedness for the fighting season' are displayed. The 'Project Components' section contains two main items: 'Project Details' (with a pencil icon) and 'Project Financials' (with a dollar sign icon). Both items have a right-pointing arrow icon next to them. At the bottom of this section is a blue button labeled 'MARK PROJECT COMPLETE' with a checkmark icon. The footer of the page includes the text 'Supported by iMMAP' and a 'CONTACT' link.

- 2) You will receive a confirmation modal, select “YES, PROJECT COMPLETE!”

The screenshot shows a modal dialog box titled "Mark Project as Complete". It contains a question: "Are you sure you want to mark this project as completed?". Below the question are two buttons: "YES, PROJECT COMPLETE!" and "NO".

Below the dialog, the main page content is visible, showing "Project Components" with sections for "Project Details" and "Project Financials". A "MARK PROJECT COMPLETE" button is also present.

- 3) ReportHub will navigate to your organization Project List, where your project will now be listed in the “Complete” section

The screenshot shows the "Health Projects" page. At the top, there is a "Health projects for iMMAP" header and a "ADD NEW PROJECT" button. The page is divided into two sections: "Active" and "Complete".

The "Active" section contains one item: "WASH Project" with a "Description" link.

The "Complete" section contains one item: "PHC Trauma Care" with a "PHC for trauma care in preparedness for the fighting season" link.

At the bottom, there is a "Supported by iMMAP" footer and a "CONTACT" button.

# PROJECT 4W

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Project 4W dashboard