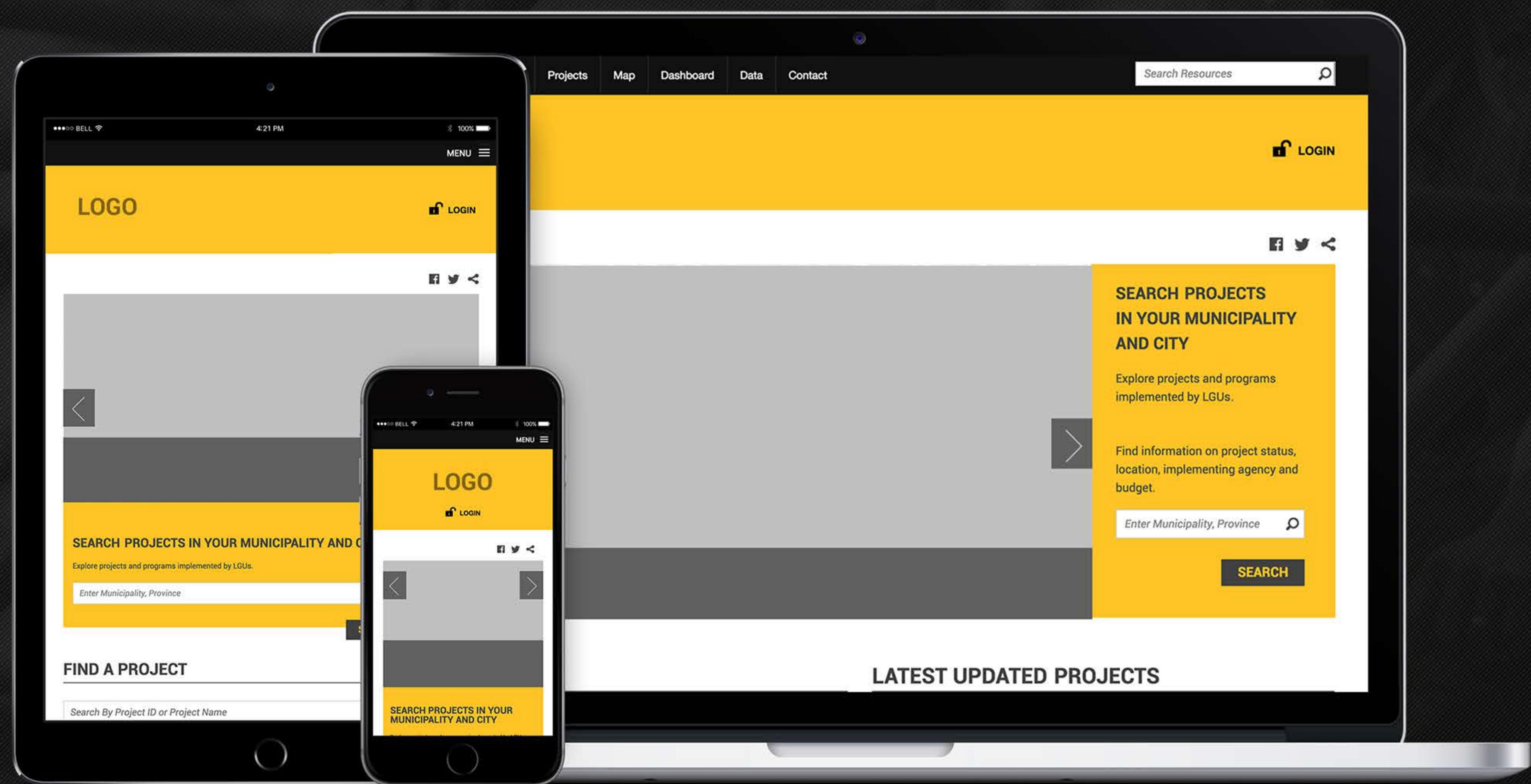


Open Source - M&E MIS Web-Based Platform for Monitoring and Tracking Projects

★ ADMINISTRATOR GUIDE ★



Use this platform to explore projects and programs implemented by LGUs. Find projects in municipalities or cities, including information on project status, location, implementing agency and budget.

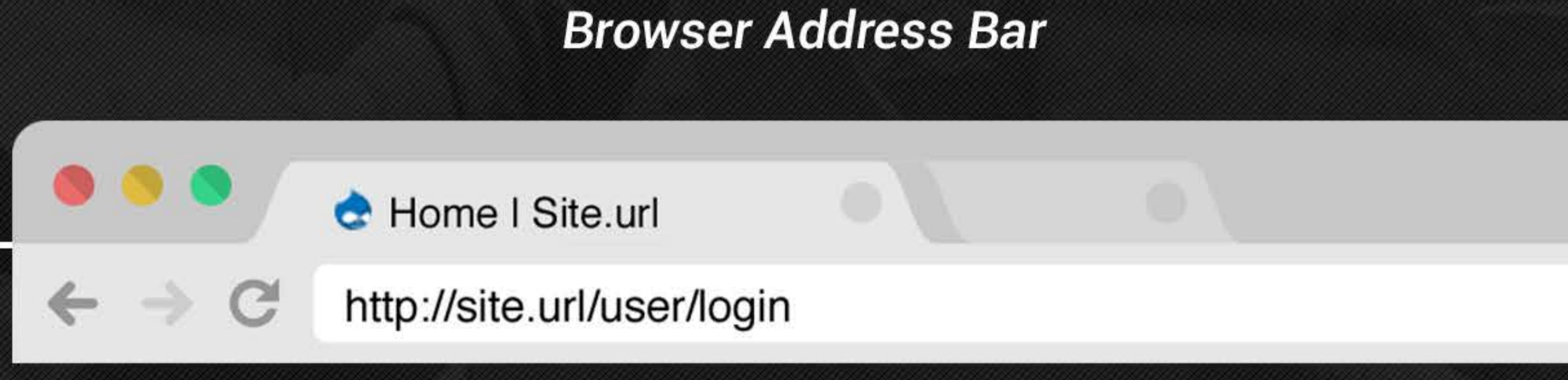
Administrator Login

How do I access the M&E MIS administrator login page?

VIA URL ADDRESS

On your browser's address bar, type in the url:

<http://site.url/user/login>



Homepage

DASHBOARD LOGIN

Or visit the [site.url](#) portal and click on the [Login](#) link at the rightmost part of the site header.

 [LOGIN](#)

A screenshot of the 'site.url' homepage. At the top, there is a navigation bar with links for Home, About, News, Projects, Map, Dashboard, Data, and Contact. To the right of the navigation bar is a search bar labeled 'Search Resources'. On the far right of the header, there is a yellow button with a lock icon and the word 'LOGIN'. The main content area features several sections: 'FIND A PROJECT' with a search bar, 'BROWSE PROJECTS' with four categories (Browse by Implementing Agency, Browse by Location, Browse by Project Type, Browse by Budget Allocated), 'LATEST UPDATED PROJECTS' listing five projects with their titles and details, and 'RELATED NEWS' with four news items each featuring a thumbnail, title, and a 'READ MORE' link. The overall design is clean with a yellow and white color scheme.

Administrator Login

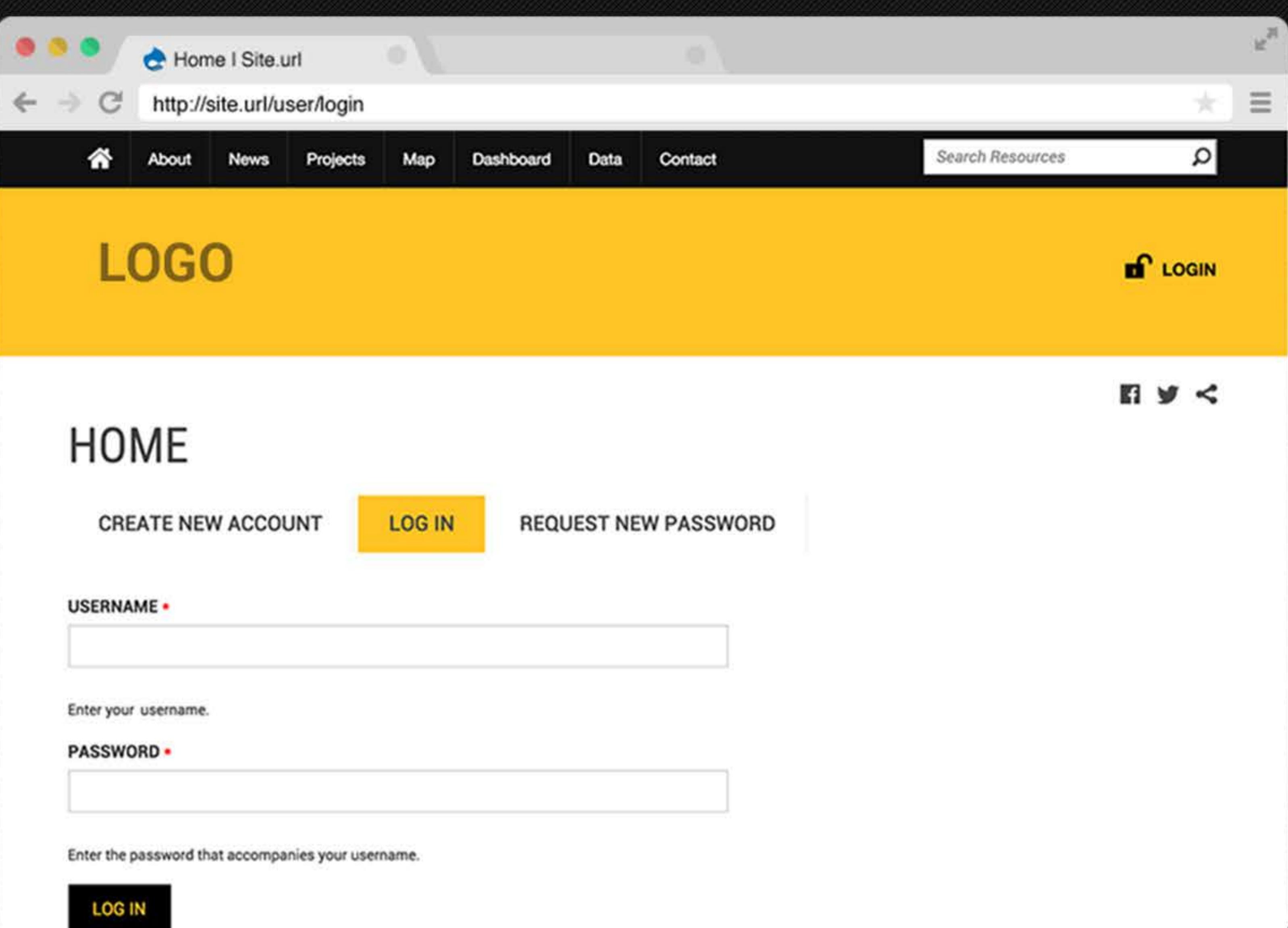
How do I login with an administrator account?

LOGIN CREDENTIALS

Type in your **Username** and **Password** then click on the **Login** button.

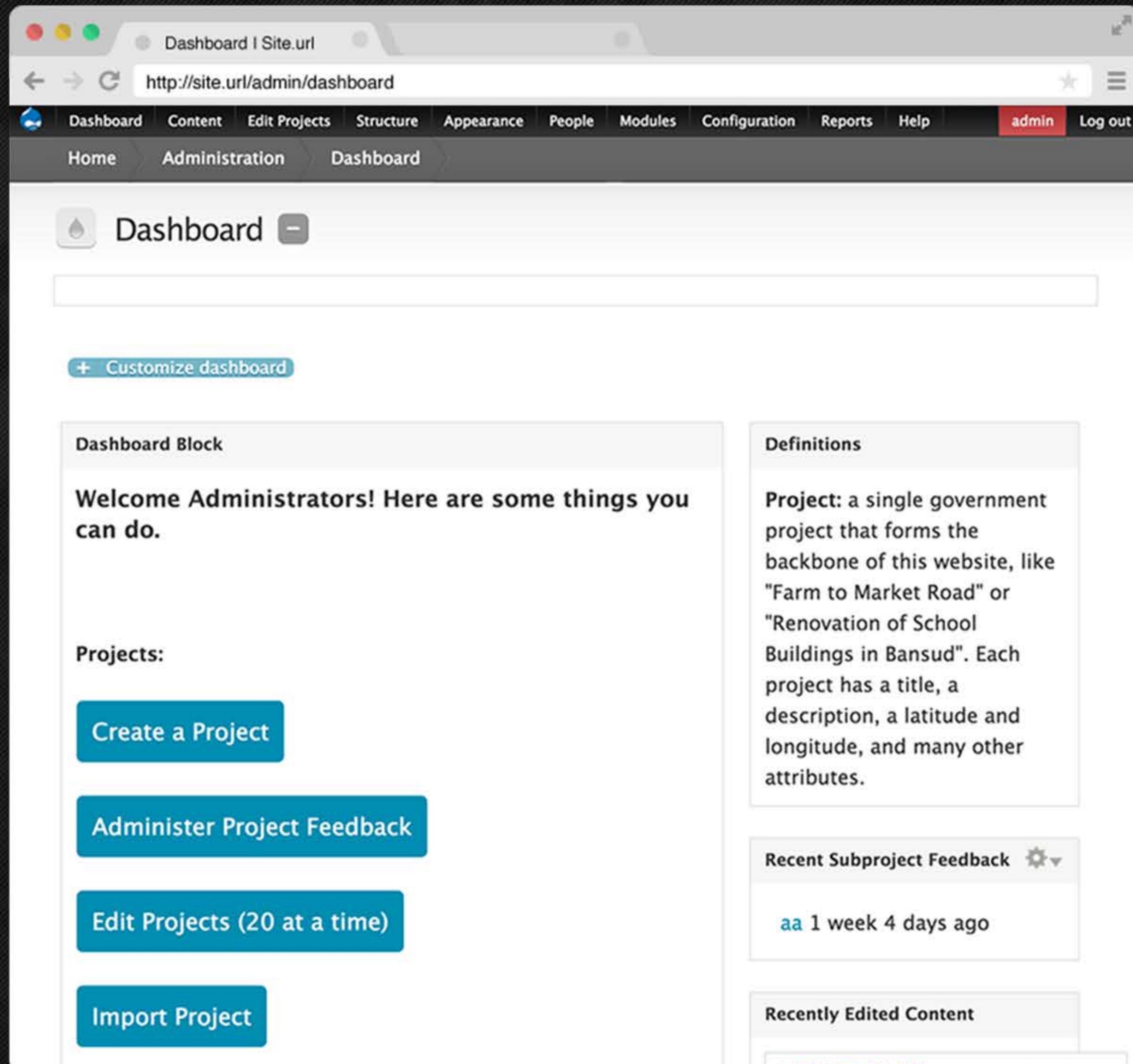
LOG IN

Admin Login Page



The screenshot shows a web browser window titled "Home | Site.url" with the URL "http://site.url/user/login". The page has a yellow header with a logo on the left and a "LOG IN" button on the right. Below the header is a yellow bar with the word "HOME". The main content area contains fields for "USERNAME *", "PASSWORD *", and a "LOG IN" button. There are also links for "CREATE NEW ACCOUNT" and "REQUEST NEW PASSWORD".

Administrator Dashboard



The screenshot shows a web browser window titled "Dashboard | Site.url" with the URL "http://site.url/admin/dashboard". The dashboard features a top navigation bar with links like "Dashboard", "Content", "Edit Projects", etc., and a user "admin" logged in. Below the navigation is a "Dashboard" section with a "Dashboard Block" containing a welcome message and buttons for "Create a Project", "Administer Project Feedback", "Edit Projects (20 at a time)", and "Import Project". To the right is a "Definitions" block explaining what a "Project" is. Further down are sections for "Recent Subproject Feedback" and "Recently Edited Content".

YOU'RE IN CONTROL

Welcome to the administrator panel.

Create a Project

How do I create a project?

PROJECTS 101

A Project is a single government project that forms the backbone of this website, like "Farm to Market Road" or "Renovation of School Buildings".

Each project has a title, a description, a latitude and longitude, and many other attributes.

GET STARTED

Click on the **Create a Project** button to create a project.

Create a Project

Administrator Create Project Page

The screenshot shows the 'Create Project Profile' form on a web browser. The form includes fields for Program (dropdown), Agency (dropdown), and Updated Last By (dropdown, set to 'Department of Management and Budget'). There are four expandable sections: 'Project Information', 'Project Location', 'Current Status of Project', and 'Project Photos and Videos'. On the right, there are two sets of 'Submit Update' and 'Cancel' buttons. A sidebar on the left lists project-related settings like URL path settings, comment settings, and publishing options.

The screenshot shows the 'Project Information' form with fields for Official Project Name, Project ID, GAA Project Year (dropdown), Project Type by UACS (dropdown), and Project Description (text area). Each field is marked with a red asterisk indicating it is required.

PROJECT INFORMATION

Enter the Project Name, Project ID, GAA Project Year, Project Type and the Project Description.

Create a Project

How do I create a project?

Project Location

Narrow down Municipality

Select Region

Select Province

Select Municipality

Municipality by PSGC *

- Select a value -

Geolocation

Latitude *

Longitude *

PROJECT GEOLOCATION

Specify the exact project location. Combined with the power of geolocation maps, users will know exactly where your project is.

PROJECT STATUS

Fill in the project status form fields to make the public aware of the project's current state.

Current Status of Project

Is This Project Proceeding?

- N/A
- Yes
- No

Project Status *

- PROPOSED
- PIPELINED
- ON-GOING
- COMPLETED
- TO BE DETERMINED

Budget Allocated

Add another item

Budget Dispersed

Add another item

Date of Bid Posting

01/01/2001

Create a Project

How do I create a project?

PROJECT CREATED

Once you've completed and submitted the **create project profile form**, you will automatically be redirected to the created project page and will be notified of its creation.

Administrator Dashboard - Project Entry Page

Robotics and Automation http://site.url/project/f83cd06e-fe64-4941-9ab7-01d2d03af50a

Dashboard Content Edit Projects Structure Appearance People Modules Configuration Reports Help admin MENU Log out

LOGO Logout

PROGRAM AND PROJECTS f t <

REFINE BY

PROGRAM +
AGENCY +
YEAR OF PROJECT +
PROJECT STATUS +
PROJECT TYPE +
BUDGET +
LOCATION +

SEARCH **CLEAR**

VIEW **EDIT** **DEVEL**

PROJECT PROFILE ROBOTICS AND AUTOMATION ON AGRICULTURE HAS BEEN CREATED.

ROBOTICS AND AUTOMATION ON AGRICULTURE

Project Location ·

PROJECT YEAR	PROJECT ID	IMPLEMENTING AGENCY	ALLOCATED BUDGET	PROJECT STATUS
2015	123456	DEPARTMENT OF ENERGY	₱10,000,000.00	PROPOSED

Leaflet

Disclaimer: This map is for data illustration purposes only. The geographical coordinates of projects are an approximation based on the centroid of a municipality. The boundaries, names shown and designations used on this map do not imply official endorsement or acceptance by the Govt.

COMMENTS

0 COMMENTS 0 PHOTOS 0 VIDEOS

Administrator Navigation Bar

Robotics and Automation http://site.url/project/f83cd06e-fe64-4941-9ab7-01d2d03af50a

Dashboard Content Edit Projects Structure Appearance

RETURN TO ADMIN DASHBOARD

After creating a project entry, Click on the **Dashboard** link on the navigation bar to return to the **Administrator Dashboard**.

Manage Project Feedback

How do I publish or delete project feedback?

ADMIN DASHBOARD

To manage project feedback, click on the **Administer Project Feedback** button

Administer Project Feedback

Administrator Dashboard

The screenshot shows the 'Administrator Dashboard' interface. It includes a 'Dashboard Block' with a welcome message, sections for 'Projects' with buttons for 'Create a Project', 'Administer Project Feedback', 'Edit Projects (20 at a time)', and 'Import Project'. A 'Definitions' sidebar explains what a 'Project' is. A 'Recent Subproject Feedback' section shows a recent entry. A 'Recently Edited Content' section lists an 'ABOUT PAGE' with edit and delete links.

Administrator Dashboard - Feedback Page

The screenshot shows the 'Administrator Dashboard - Feedback Page' with a list of 'Unapproved comments (2)'. It includes a 'Content' tab, a 'Comments' tab, and a 'Webforms' tab. A 'Comments' table lists two entries:

Subject	Author	Posted in	Updated	Operations
THE REPAIRS OF 3 CLASSROOM AT	AUTHOR 1	HEALTH FACILITIES ENHANCEMENT PROGRAM	03/29/2015 - 21:55	edit
personal loans frankfort indiana up	AUTHOR 2	GPB recognition in Open Gov Awards	03/26/2015 - 08:36	edit

MANAGE FEEDBACK

To publish or delete feedback:

Tick on the checkbox beside the comment

<input type="checkbox"/> Subject	Author
<input checked="" type="checkbox"/> THE REPAIRS OF 3 CLASSROOM AT	AUTHOR 1

Select update options from the dropdown menu

Update options

Publish the selected comments Delete the selected comments

Update

Click the Update button

Update

Manage Project Feedback

How do I publish or delete project feedback?

≡ UPDATE NOTIFICATION

Once you have published or deleted a feedback, a **notification** will appear informing you that an update has been performed.

Administrator Dashboard - Feedback Page

The screenshot shows a browser window titled "Administrator Dashboard - Feedback Page". The URL is "http://site.url/admin/content/comment". The page has a navigation bar with links like "Dashboard", "Content", "Edit Projects", etc. Below the navigation is a breadcrumb trail: "Home > Administration > Content > Comments". A "Content" tab is selected. On the right, there's a "Comments" section with a "Published comments" button highlighted in blue. A green success message box says "The update has been performed." Below it is a table titled "Update options" with a dropdown set to "Unpublish the selected comments" and an "Update" button. The table lists two comments:

Subject	Author	Posted in	Updated	Operations
aa	AUTHOR 1	BASIC EDUCATION FACILITIES: REPAIR/REHAB OF CLASSROOMS	04/12/2015 - 13:04	edit
THE REPAIRS OF 3 CLASSROOM AT	AUTHOR 2	HEALTH FACILITIES ENHANCEMENT PROGRAM	03/29/2015 - 21:55	edit

≡ SORT COMMENTS

You can opt to view comments according to their status (published or unapproved) by hovering over the **Published comments** button.

+ Published comments
Unapproved comments (1)

Administrator Dashboard - Feedback Page

The screenshot shows a browser window titled "Administrator Dashboard - Feedback Page". The URL is "http://site.url/admin/content/comment/approval". The page has a navigation bar with links like "Dashboard", "Content", "Edit Projects", etc. Below the navigation is a breadcrumb trail: "Home > Administration > Content > Unapproved comments (2)". A "Content" tab is selected. On the right, there's a "Comments" section with a "Unapproved comments (2)" button highlighted in blue. Below it is a table titled "Update options" with a dropdown set to "Publish the selected comments" and an "Update" button. The table lists three unapproved comments:

Subject	Author	Posted in	Updated	Operations
THE REPAIRS OF 3 CLASSROOM AT	AUTHOR 1	HEALTH FACILITIES ENHANCEMENT PROGRAM	03/29/2015 - 21:55	edit
personal loans frankfort indiana up	AUTHOR 2	GPB recognition in Open Gov Awards	03/26/2015 - 08:36	edit

≡ EDIT COMMENTS

To edit a comment, click on the **edit** link

A zoomed-in view of a comment row from the previous screenshot. The comment subject is "FACILITIES: CLASSROOMS". To its right is the date and time "04/12/2015 - 13:04". Further to the right is a blue "edit" link.

Editing Projects

How do I edit a project?

EDIT A PROJECT

To edit projects, click on the **Edit Projects** button

Edit Projects (20 at a time)

Administrator Dashboard

The screenshot shows the 'Administrator Dashboard' interface. It features a 'Dashboard Block' with a welcome message: 'Welcome Administrators! Here are some things you can do.' Below this are four main buttons: 'Create a Project', 'Administer Project Feedback', 'Edit Projects (20 at a time)', and 'Import Project'. To the right, there's a 'Definitions' panel with a detailed description of what a 'Project' is, and a 'Recent Subproject Feedback' section showing a recent entry from 'aa' 1 week 4 days ago. At the bottom right are links for 'ABOUT PAGE', 'edit', and 'delete'.

Administrator Dashboard - Edit Projects Page

The screenshot shows the 'Edit Projects' page. At the top, there's a header with 'Edit Projects' and a '+' icon. Below it is a yellow banner with instructions: 'Welcome to the multi-project edit screen. You may edit 20 projects at once on this screen. You may also filter the list of projects on this screen by using the dropdown menus immediately below.' There are several dropdown filters: 'Program' (set to '- Any -'), 'Agency' (set to '- Any -'), 'Year of Project' (set to '- Any -'), 'Project Type' (set to '- Any -'), 'Project Status' (set to '- Any -'), 'Narrow down Municipality' (with dropdowns for 'Select Region', 'Select Province', and 'Select Municipality'), 'Budget Allocated (field_budget)' (set to '- Any -'), 'Sort by' (set to 'Updated date'), 'Order' (set to 'Desc'), and an 'APPLY' button. Below the filters, there are two project cards: 'ROBOTICS AND AUTOMATION ON AGRICULTURE' (PROJ ID: 123456 | 2015 | LOCATION) and 'CONST. OF BARANGAY HEALTH STATIONS WITH BIRTHING HOME AND WITH EQUIPMENT AND INSTRUMENTS' (PROJ ID: 14300 | 2015 | LOCATION). Each card has a '+' icon to its right.

FILTER PROJECT LIST

You may edit 20 projects at once on this screen. You may also filter the list of projects on this screen by using the dropdown menus immediately below.

PROJECT NAME

Click on the project's name to start editing.

ex:

**ROBOTICS AND AUTOMATION ON
AGRICULTURE**

Editing Projects

How do I edit a project?

EDIT PROJECT

After editing the project, click on the **Save** button.

SAVE

Project Entry Edit Screen

The screenshot shows a web browser window titled "Edit Projects | Site.url" with the URL "http://site.url/admin/edit-subprojects". The main content area displays a single project entry for "ROBOTICS AND AUTOMATION ON AGRICULTURE" with PROJ ID: 123456 | 2015 |. The form fields include: Project: "Bottom-Up-Budgeting", Agency: "Department of Energy", Updated Last By: "Department of Management and Budget". Below this is a "Project Information" section with fields: Project ID: "123456", GAA Project Year: "2015", and Project Type by UACS: "13".

Project Entry Edit Screen

The screenshot shows a web browser window titled "Edit Projects | Site.url" with the URL "http://site.url/admin/edit-subprojects". The main content area displays a list of projects:

- DOLE INTEGRATED LIVELIHOOD PROGRAMS – LIVELIHOOD STARTER KITS OR NEGO-KARTS PROJ ID: 14294 | 2015 |
- PROVISION OF SCHOOL FURNITURE PROJ ID: 14293 | 2015 |
- NATIONAL GREENING PROGRAM: SEEDLING PRODUCTION BAMBOO + AND FAST GROWING TREES PROJ ID: 14292 | 2015 |

At the bottom of the list are navigation buttons: "NEXT >" and "LAST »".

MORE PROJECTS

To edit more projects from the project list, click on the **Next** button to discover more projects.

NEXT >