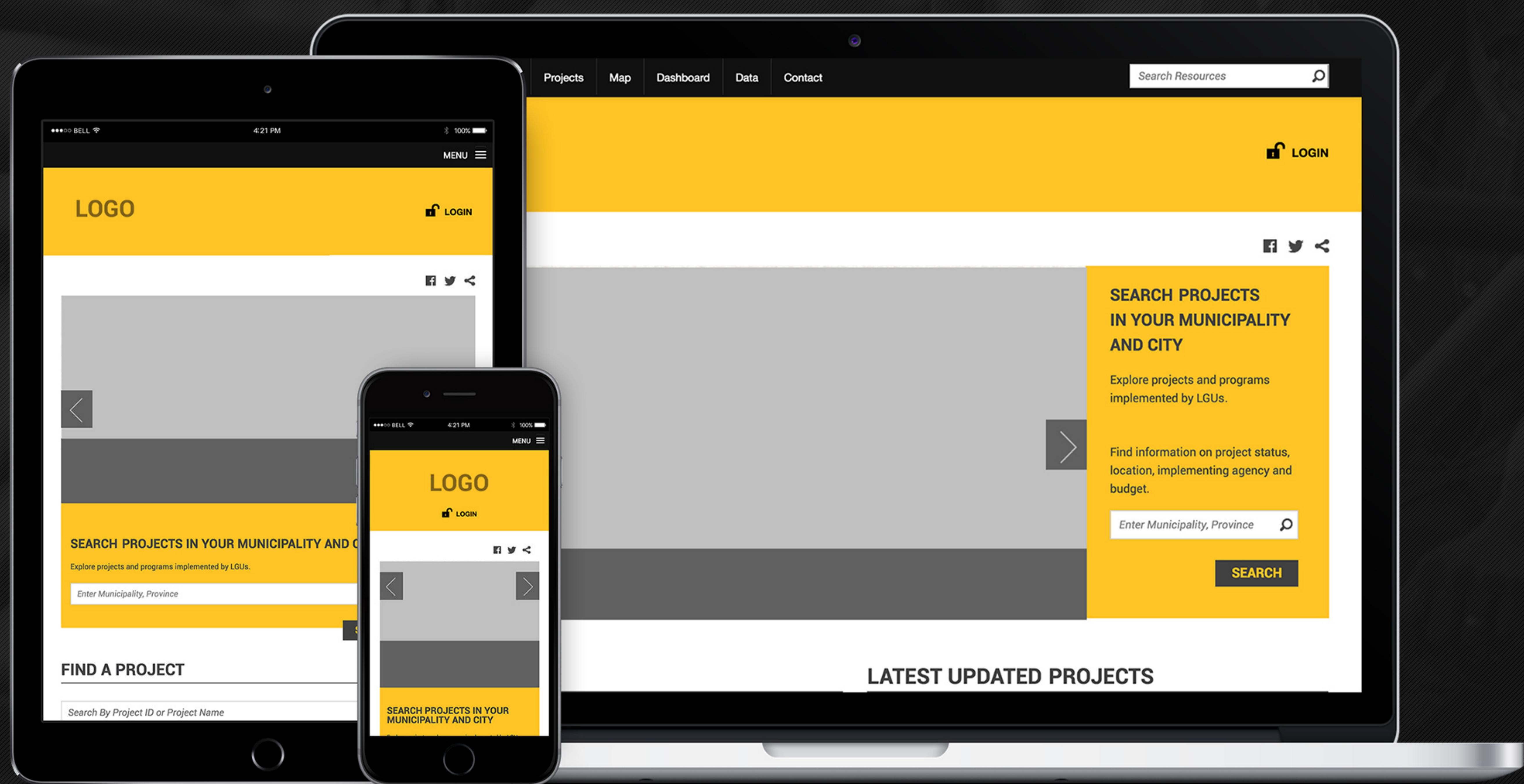


Open Source - M&E MIS Web-Based Platform for Monitoring and Tracking Projects

★ 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.

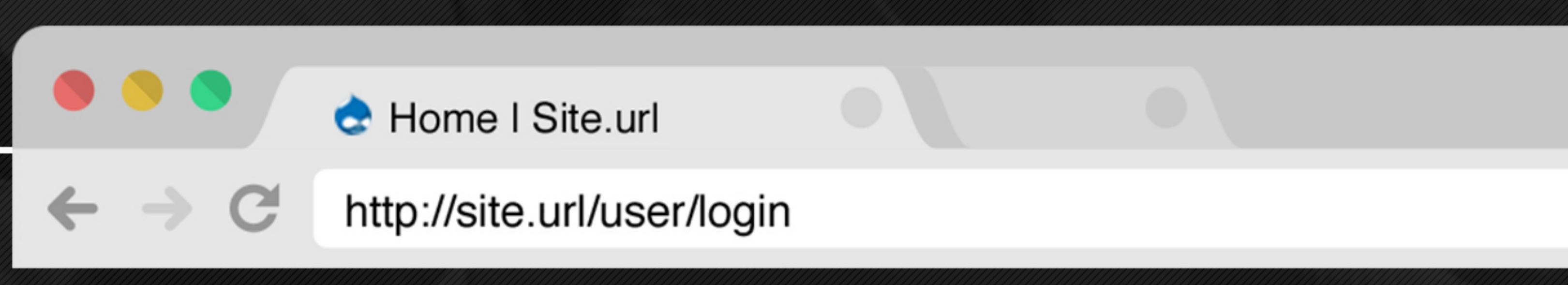
Administrator Login

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>



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. The header includes links for Home, About, News, Projects, Map, Dashboard, Data, Contact, and a Search Resources bar. On the far right of the header, there is a yellow 'LOGIN' button. The main content area features sections for 'FIND A PROJECT' (with a search bar), 'BROWSE PROJECTS' (with options to browse by Implementing Agency, Location, Project Type, and Budget Allocated), and 'LATEST UPDATED PROJECTS' (listing projects like '5677: CONST. OF EVACUATION CENTER', '5696: RURAL MICRO-ENTERPRISE DEVT PROGRAM', etc.). There is also a 'RELATED NEWS' section with four news items about GPB projects.

Administrator Login

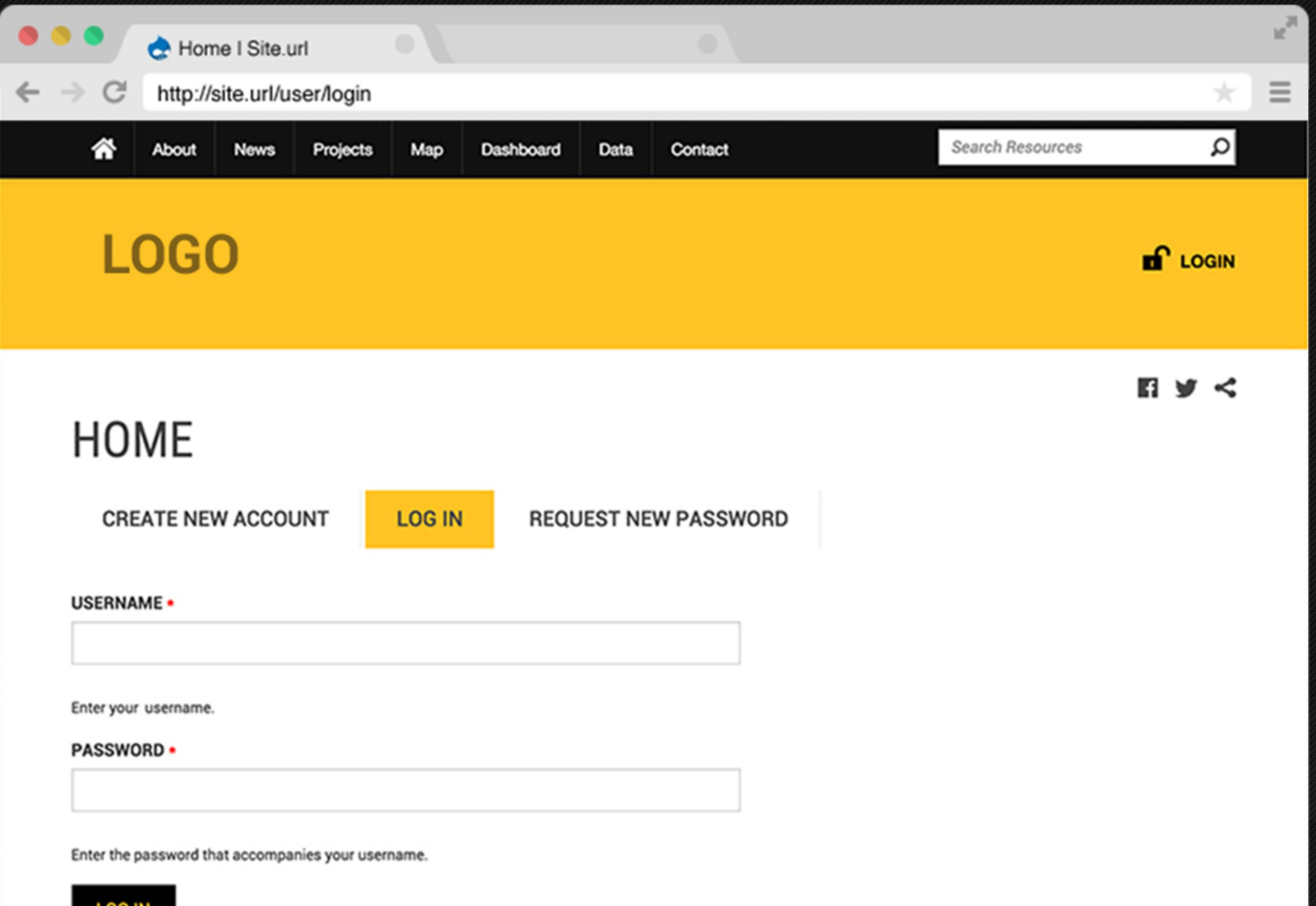
How do I login with an administrator account?

LOGIN CREDENTIALS

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

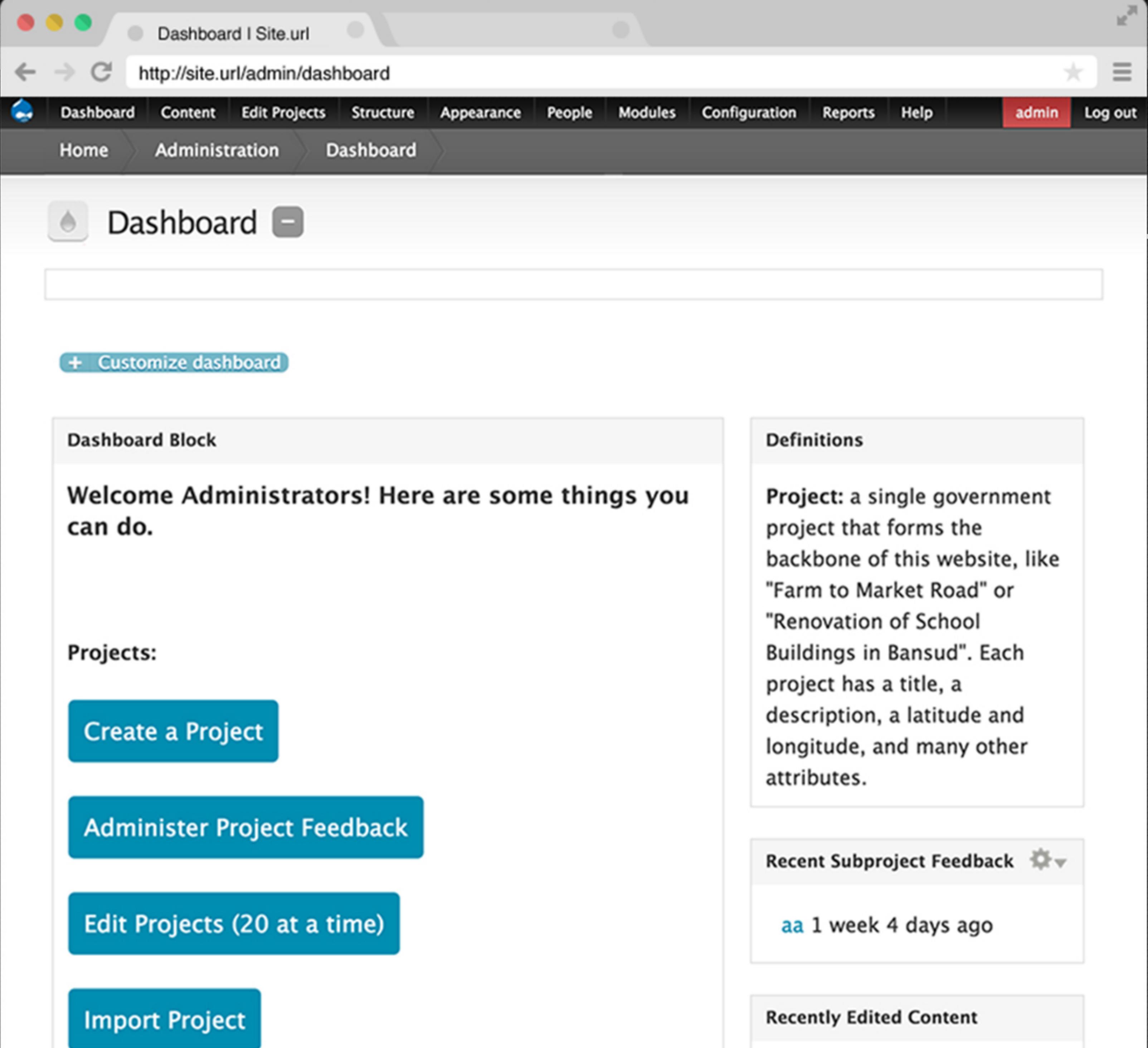
LOG IN

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 and a "LOG IN" button. Below the header is a yellow bar with the word "HOME". The main content area contains fields for "USERNAME" and "PASSWORD", both marked with a red asterisk indicating they are required. There are also links for "CREATE NEW ACCOUNT", "LOG IN" (which is highlighted in yellow), 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 "Dashboard Block" with 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 with a detailed explanation of what a project is. Below these are sections for "Recent Subproject Feedback" and "Recently Edited Content". The top navigation bar includes "Dashboard", "Content", "Edit Projects", "Structure", "Appearance", "People", "Modules", "Configuration", "Reports", "Help", "admin", and "Log out".

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 buttons: 'Submit Update' and 'Cancel' for each section. At the bottom, there are additional buttons: 'Create new revision' (checkbox), 'Revision log message' (text area), and 'Submit Update' and 'Cancel' buttons.

The screenshot shows the 'Project Information' form. It includes fields for 'Official Project Name' (text input), 'Project ID' (text input), 'GAA Project Year' (dropdown), 'Project Type by UACS' (dropdown), and 'Project Description (1000 characters)' (text area).

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

The screenshot shows a web browser window titled "Administrator Dashboard - Project Entry Page". The URL in the address bar is <http://site.url/project/f83cd06e-fe64-4941-9ab7-01d2d03af50a>. The top navigation bar includes links for Dashboard, Content, Edit Projects, Structure, Appearance, People, Modules, Configuration, Reports, and Help. A user icon for "admin" is shown with a "LOGOUT" link. The main content area has a yellow header with the word "LOGO" and a "LOGOUT" link. Below this is a section titled "PROGRAM AND PROJECTS" with social sharing icons (Facebook, Twitter, LinkedIn). A green success message box says "PROJECT PROFILE ROBOTICS AND AUTOMATION ON AGRICULTURE HAS BEEN CREATED." Below it are three tabs: "VIEW" (highlighted), "EDIT", and "DEVEL". A table titled "ROBOTICS AND AUTOMATION ON AGRICULTURE" shows project details: Project Year 2015, Project ID 123456, Implementing Agency DEPARTMENT OF ENERGY, Allocated Budget ₱10,000,000.00, and Project Status PROPOSED. To the right is a map of a coastal region with a blue marker indicating the project location. A disclaimer at the bottom of the map states: "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." At the bottom is a "COMMENTS" section with 0 comments, 0 photos, and 0 videos.

Administrator Navigation Bar

The screenshot shows a web browser window titled "Robotics and Automation". The URL in the address bar is <http://site.url/project/f83cd06e-fe64-4941-9ab7-01d2d03af50a>. The navigation bar includes links for Dashboard, Content, Edit Projects, Structure, Appearance, and a blue circular icon. The "Edit Projects" link is highlighted.

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' with a 'Dashboard Block' containing a welcome message and links for 'Create a Project', 'Administer Project Feedback', 'Edit Projects (20 at a time)', and 'Import Project'. To the right is a 'Definitions' panel for 'Project' and a 'Recent Subproject Feedback' section.

Administrator Dashboard - Feedback Page

The screenshot shows the 'Content' page with a 'Comments' tab selected. It displays two 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

MANAGE FEEDBACK

To publish or delete feedback:

Tick on the checkbox beside the comment

<input type="checkbox"/> Subject	Author
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.

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

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

Administrator Dashboard - Feedback Page

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
aa		BASIC EDUCATION FACILITIES: REPAIR/REHAB OF CLASSROOMS	04/12/2015 - 13:04	edit

EDIT COMMENTS

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

Updated	Operations
04/12/2015 - 13:04	edit

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' with a 'Dashboard Block' containing a welcome message and project-related buttons: 'Create a Project', 'Administer Project Feedback', 'Edit Projects (20 at a time)', and 'Import Project'. To the right is a 'Definitions' panel with a detailed description of what a 'Project' is, and a 'Recent Subproject Feedback' section showing a recent update 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 with a yellow header area containing filtering dropdowns for Program, Agency, Project Type, Project Status, and location. Below this is a table with two rows of project data:

ROBOTICS AND AUTOMATION ON AGRICULTURE	+
PROJ ID: 123456 2015 LOCATION	+

CONST. OF BARANGAY HEALTH STATIONS WITH BIRTHING HOME AND WITH EQUIPMENT AND INSTRUMENTS	+
PROJ ID: 14300 2015 LOCATION	+

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 page displays a form for editing a project named "ROBOTICS AND AUTOMATION ON AGRICULTURE" (PROJ ID: 123456 | 2015). The form includes fields for "Project" (Bottom-Up-Budgeting), "Agency" (Department of Energy), "Updated Last By" (Department of Management and Budget), and sections for "Project Information" (Project ID: 123456, GAA Project Year: 2015, 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 page 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, there are navigation links: "NEXT >" and "LAST »".

MORE PROJECTS

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

NEXT >