# USER_MANUAL

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*IDRC Grant/ Subvention du CRDI: 109388-001-Support for strategic communications and uptake of knowledge outputs*

# Science Granting Council Initiative

# Online Monitoring and Evaluation System

# User Manual

**October 2020** **Nairobi Kenya**

## Table of Contents


*1 Introduction ..... 4*

1.1 Who can benefit from the Digital Monitoring and Evaluation System ..... 4

1.2 Key Features of the Monitoring and Evaluation System ..... 4

*2 Requirements ..... 6*

2.1 Minimum PC Requirements ..... 6

2.2 Supported web browsers include ..... 6

2.3 Supported phone for Mobile Application ..... 6

*3 Getting Started ..... 7*

3.1 Registering as a Super Administrator ..... 7

3.2 Registering as a Country Coordinator ..... 7

3.3 Registering as a Normal User ..... 7

3.4 Forgot Password ..... 7

3.5 Logging In ..... 8

3.6 Logging Out ..... 8

*4 Using the Online Monitoring and Evaluation Framework ..... 9*

4.1 Admin Portal ..... 9

4.1.1 Introduction ..... 9

4.1.2 Features of the Admin Portal ..... 10

Homepage ..... 10
Dashboard ..... 11
Insert Records ..... 13
Profile ..... 14
Settings ..... 15
Coordinators ..... 16
Users ..... 17
Filled Questionnaires ..... 18
Messages ..... 19
Training ..... 21
Remote Monitoring ..... 21
Funding Disbursement ..... 22

4.2 Coordinator Portal ..... 23

4.2.1 Introduction ..... 23

4.2.2 Features of the Coordinator Portal ..... 24

Homepage ..... 24
Dashboard ..... 24
Profile ..... 25
Users ..... 25
Data Entry ..... 25
Messages ..... 27
Groups ..... 27
Forums ..... 27
Training ..... 27

Remote Monitoring ..... 28
**4.3 Normal User Portal ..... 29**
**4.3.1 Introduction ..... 29**
**4.3.2 Features of the Normal User Portal ..... 29**
Home ..... 29
Dashboard ..... 30
Profile ..... 31
Users ..... 31
Messages ..... 31
Groups ..... 31
Forums ..... 31
Training ..... 31
***5 Using the Training Module ..... 31***
***6 Recommendations ..... 32***
***8 Frequently Asked Questions ..... 33***

# 1 Introduction

## 1.1 Who can benefit from the Digital Monitoring and Evaluation System

The Digital Monitoring and Evaluation system is intended to support the science granting Councils initiative in Sub-Sahara Africa in Data collection and to Monitor, track and report on achievement of Programme objectives. The system which can be accessed from everywhere is intended to serve 15 council Member Country secretariats[1]. It has real time analytics component. The Beneficiaries of the system are;

1. The Funders
2. Fund Beneficiaries
3. Collaborating Technical agencies
4. The Secretariat
5. SGCs Programme Officers
6. SGCs Communications Officers
7. SGCs Administration Officers
8. The Council Committee
9. Executive Committee
10. General Viewers

## 1.2 Key Features of the Monitoring and Evaluation System

Admin Portal

1. Homepage
2. Dashboard
3. Insert Records
4. Profile
5. Settings
6. Coordinators
7. Users
8. Filled Questionnaires
9. Training
10. Remote Monitoring
11. Funding Disbursement

Country Coordinator

1. Homepage
2. Dashboard
3. Profile
4. Users
5. Data Entry
6. Messages

[1] The Science Technology & Innovation Council Members are in Kenya , Malawi, Mozambique, Ethiopia, Namibia, Ghana, Zambia, Uganda, Tanzania, Rwanda, Botswana, Senegal, Zimbabwe, Burkina Faso, and Cote d'Ivoire

7. Groups
8. Forums
9. Training
10. Remote Monitoring
11. Reports

Normal User

1. Home
2. Dashboard
3. Profile
4. Users
5. Messages
6. Groups
7. Forums
8. Training

# 2 Requirements

## 2.1 Minimum PC Requirements

The minimum requirements for running the software required to operate the GPS Log Book are listed below:

- Microsoft Windows 7 / Vista / XP SP2
- MAC OS X 10.4 or later
- Debian or REHL Linux
- Internet Connectivity

## 2.2 Supported web browsers include

- Microsoft IE8 or greater
- Mozilla Firefox
- Safari
- Opera
- Google Chrome

## 2.3 Supported phone for Mobile Application

Android OS version 6.0 and above

# 3 Getting Started

## 3.1 Registering as a Super Administrator

To register as a super administrator, contact the management who will do it directly into the database server as direct registration is not permitted.

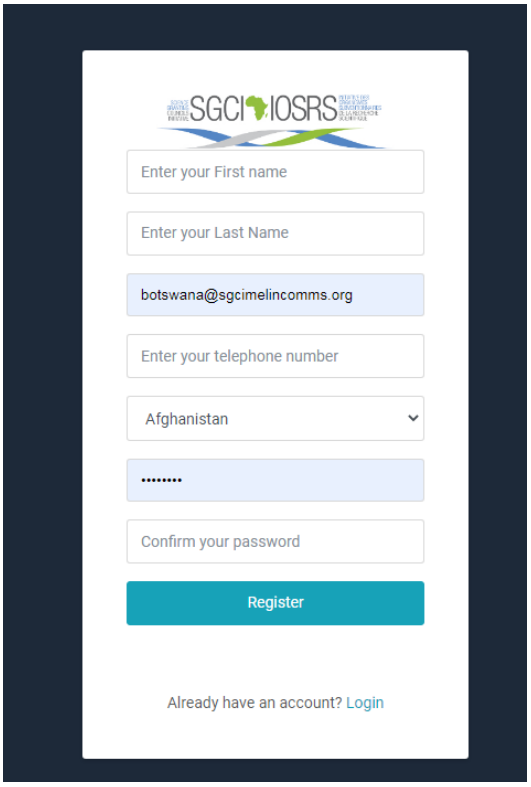
You will be provided with a provisional password and login email which you will be required to change after successfully logging in.

## 3.2 Registering as a Country Coordinator

You are required to provide your details to the system administrator. An official email will be created and you will be provided with a provisional login email. Afterwards, you can login and modify your personal details apart from the official email address.

## 3.3 Registering as a Normal User

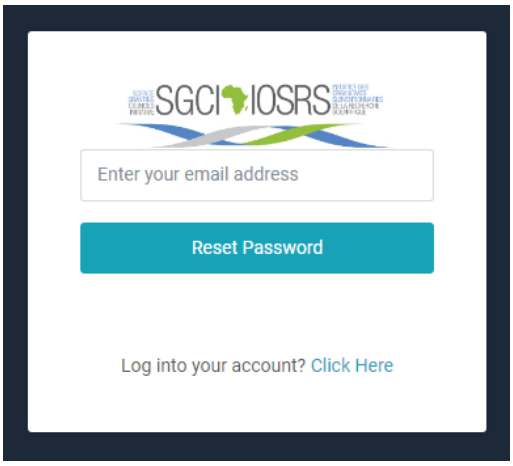
1. Navigate to the main website
2. Click on the "Sign Up link at the bottom
3. Input your credentials and click "Register"




## 3.4 Forgot Password

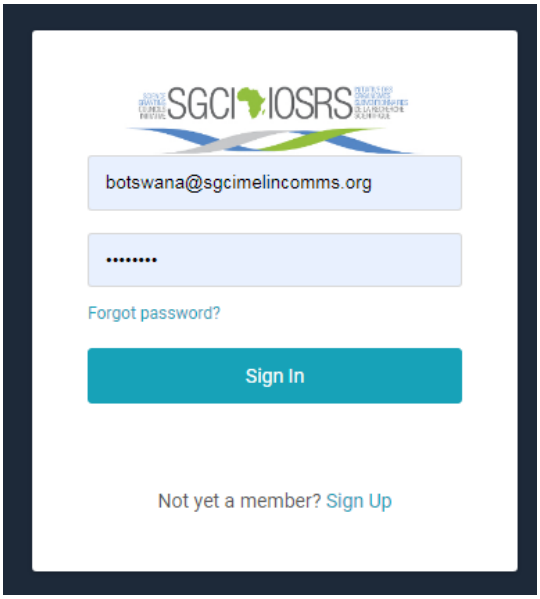
1. Navigate to the login page of the main website
2. Insert your email and click "Reset Password"
3. Check your email address for the click the link that you have been sent.
4. Enter your email address, your new password and confirm the password.

5. You will now be able to login to your account.



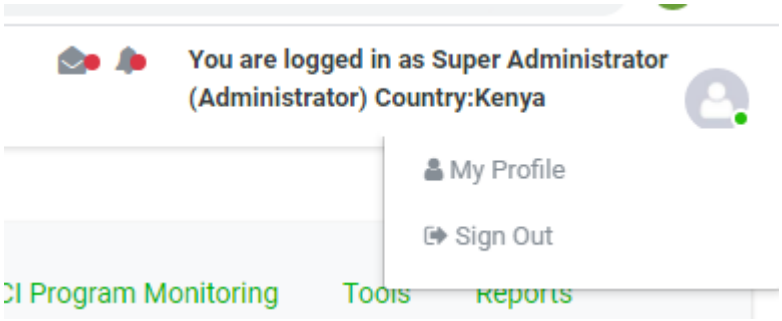

## 3.5 Logging In

1. Navigate to the homepage of the website. You will find a form prompting you to input your email and password.
2. If the details are correct, you will be redirected to your respective portal depending on your user type.




## 3.6 Logging Out

Once logged in click on the avatar or the profile picture at the top right most side of your portal then click “Sign Out”.



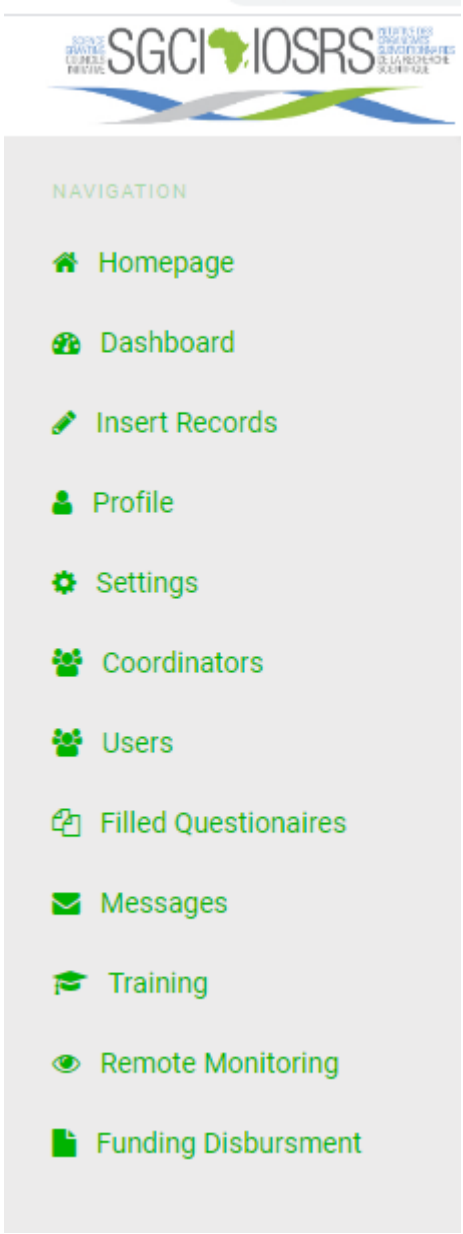

# 4 Using the Online Monitoring and Evaluation Framework

## 4.1 Admin Portal

### 4.1.1 Introduction

The administrator acts as the Super user of the system.

The admin portal has a left navigation pane with several links to various pages. Below is the navigation pane:




### 4.1.2 Features of the Admin Portal

#### Homepage

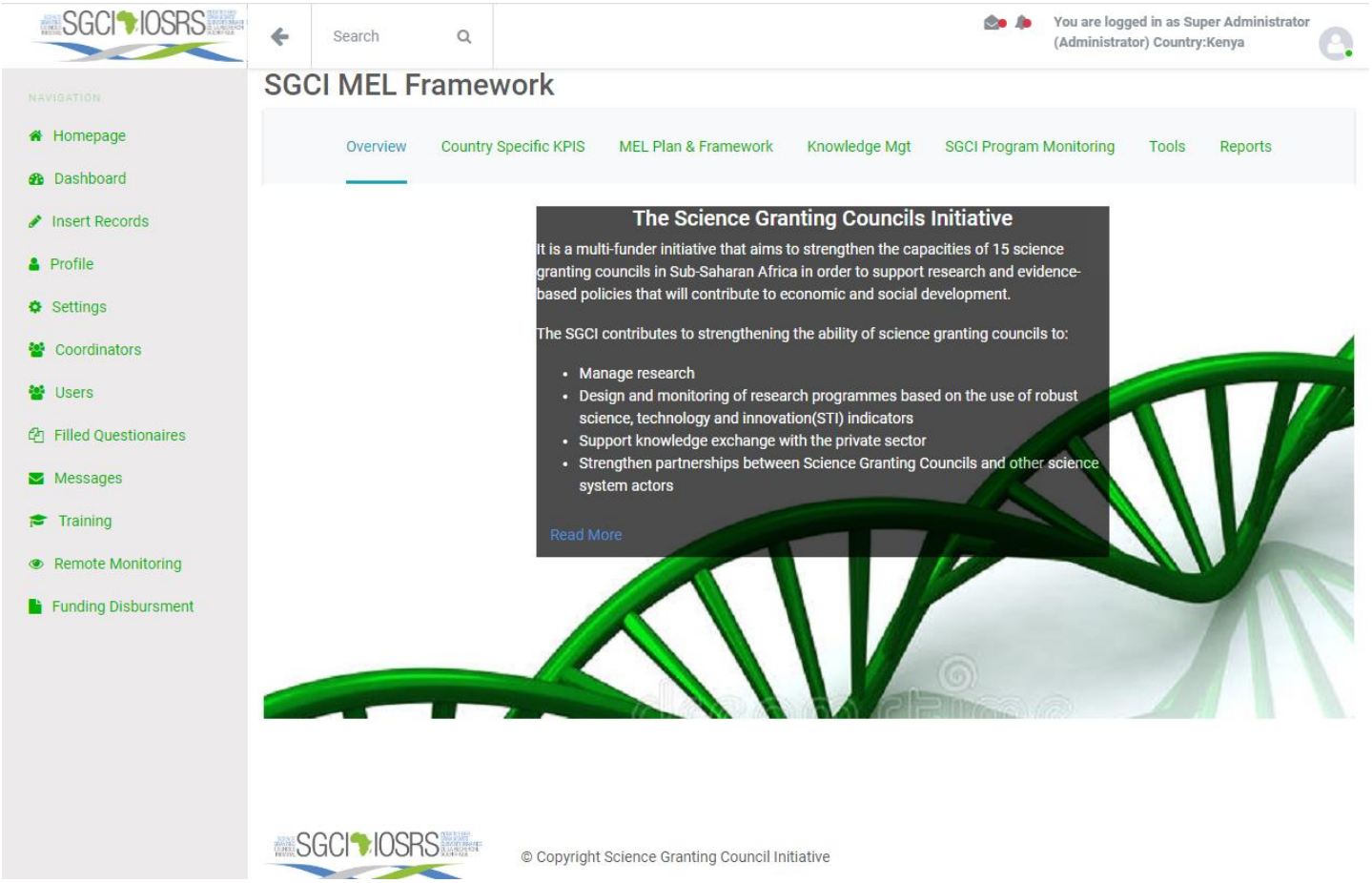
This is the first page that is displayed when one successfully logs into the system. It shows the overview of the Science Granting Council Initiative with a link to the website.

The page also contains the following statistics and reports:

1. Country Specific KPIs
2. MEL Plan and Framework
3. Knowledge Management
4. SGCI Program Monitoring
5. Tools

6. Reports

Below is a sample statistics for Country Specific MEL Plan and Framework.




The reports are downloadable in HTML, Excel, CSV and PDF format by clicking on the respective buttons on the top left side of the tables containing the data.

On the top right side of the data table, there is a search field enabling one to look for a specific record or filter records. Once filtered, the user can download that specific data.

## Dashboard

This page consists of quick insights, statistics and a map of current locations.

The insight displayed include the following:

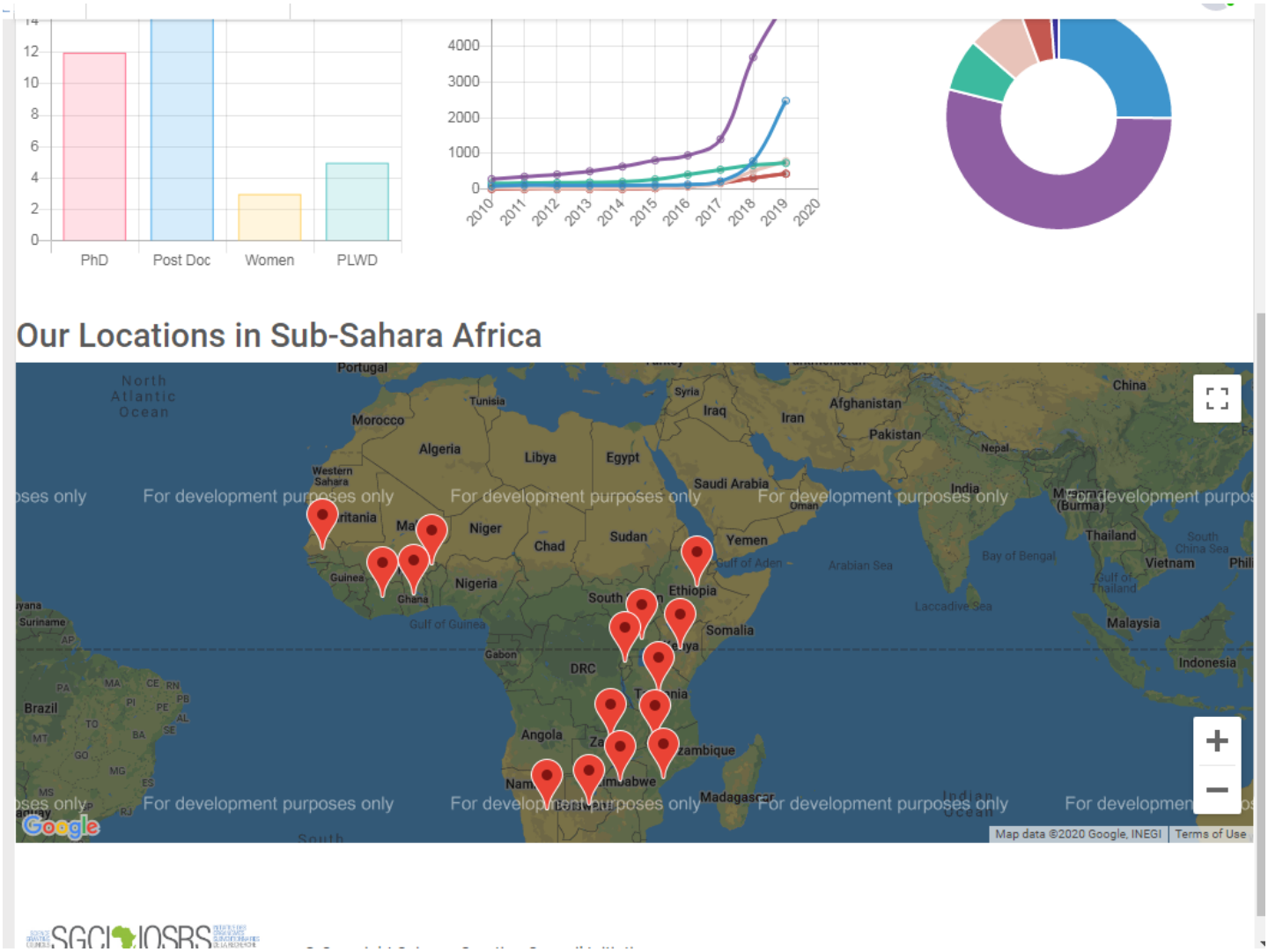
1. Today's Logins
2. Coordinators
3. Number of Users
4. Unread Messages
5. Questionnaires Filled
6. Notifications
7. Trainings
8. Total Funding

The statistics displayed include the following:

1. Funds Disbursement by specific group
2. Funding by Thematic Areas
3. Funding by SGCI Specific Objectives

Below is a snapshot of the dashboard

Below is the google map with the respective locations



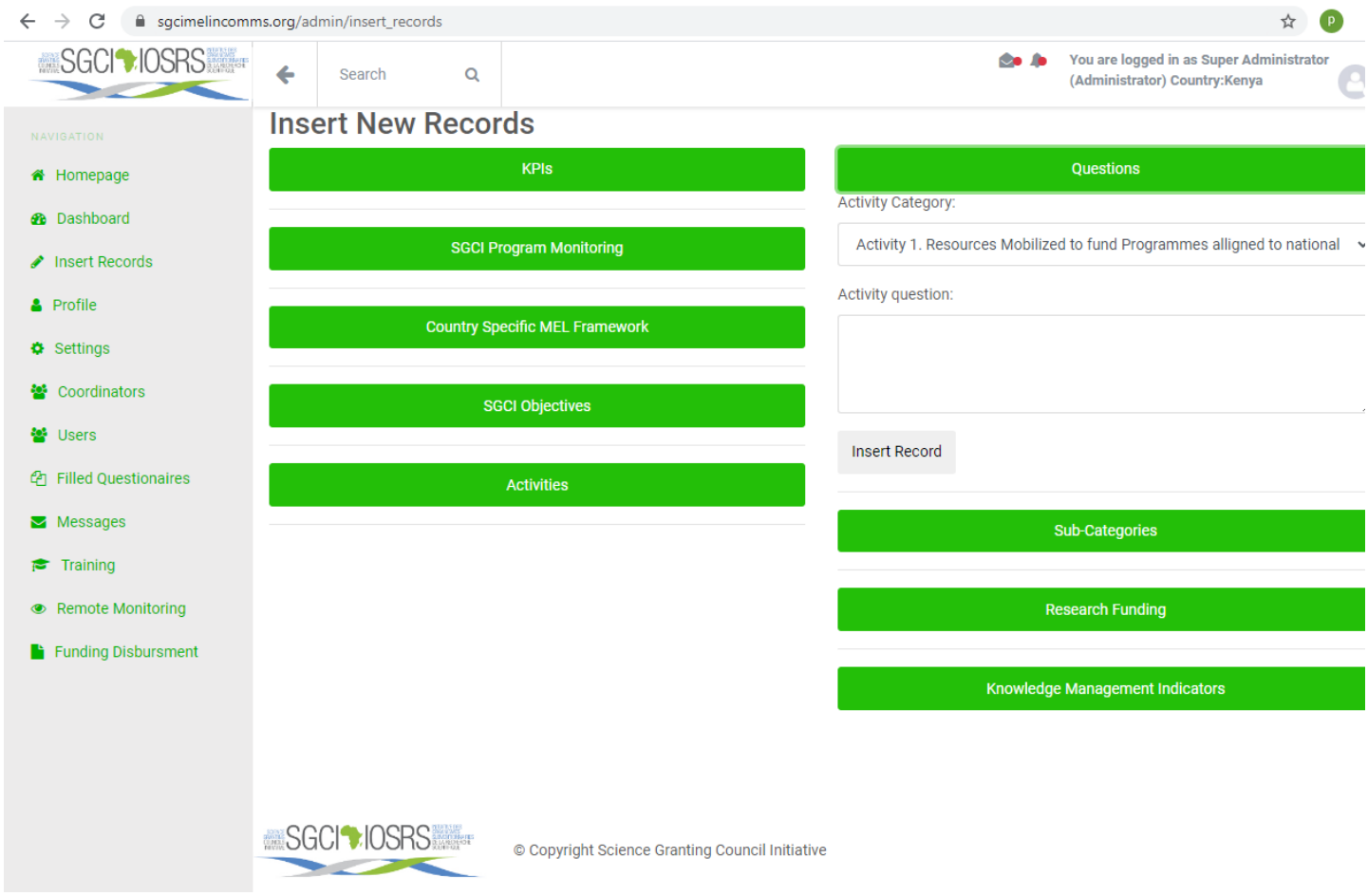

## Insert Records

The link to the page is found below the dashboard link in the left pane. It consists of several muttons which upon clicking, enables one to access a collapsible tab that contain forms for data entry.

The buttons include the following:

1. KPIs
2. SGCI program Monitoring
3. Country Specific MEL Framework
4. SGCI Objectives
5. Activities
6. Questions
7. Sub-Categories
8. Research Funding
9. Knowledge Management Indicators

Below is a screenshot of the page with the questions tab open.

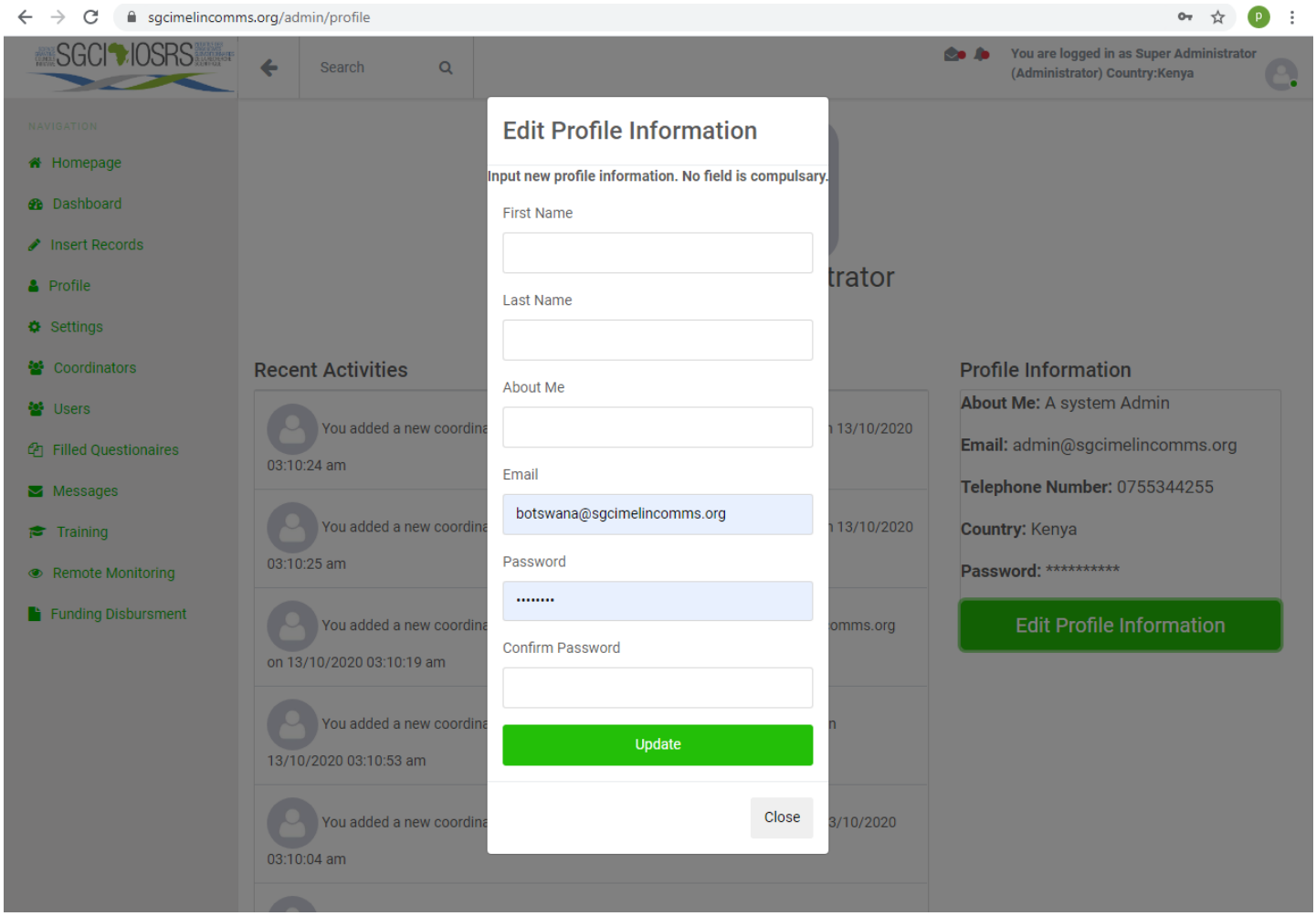



## Profile

This is the forth item in the left navigation pane. It enables the user to edit profile information including the following:

1. Name
2. About Me
3. Profile Picture
4. Email
5. Password

It also displays the user the latest activities that he/she has performed in the system. Below is the page:

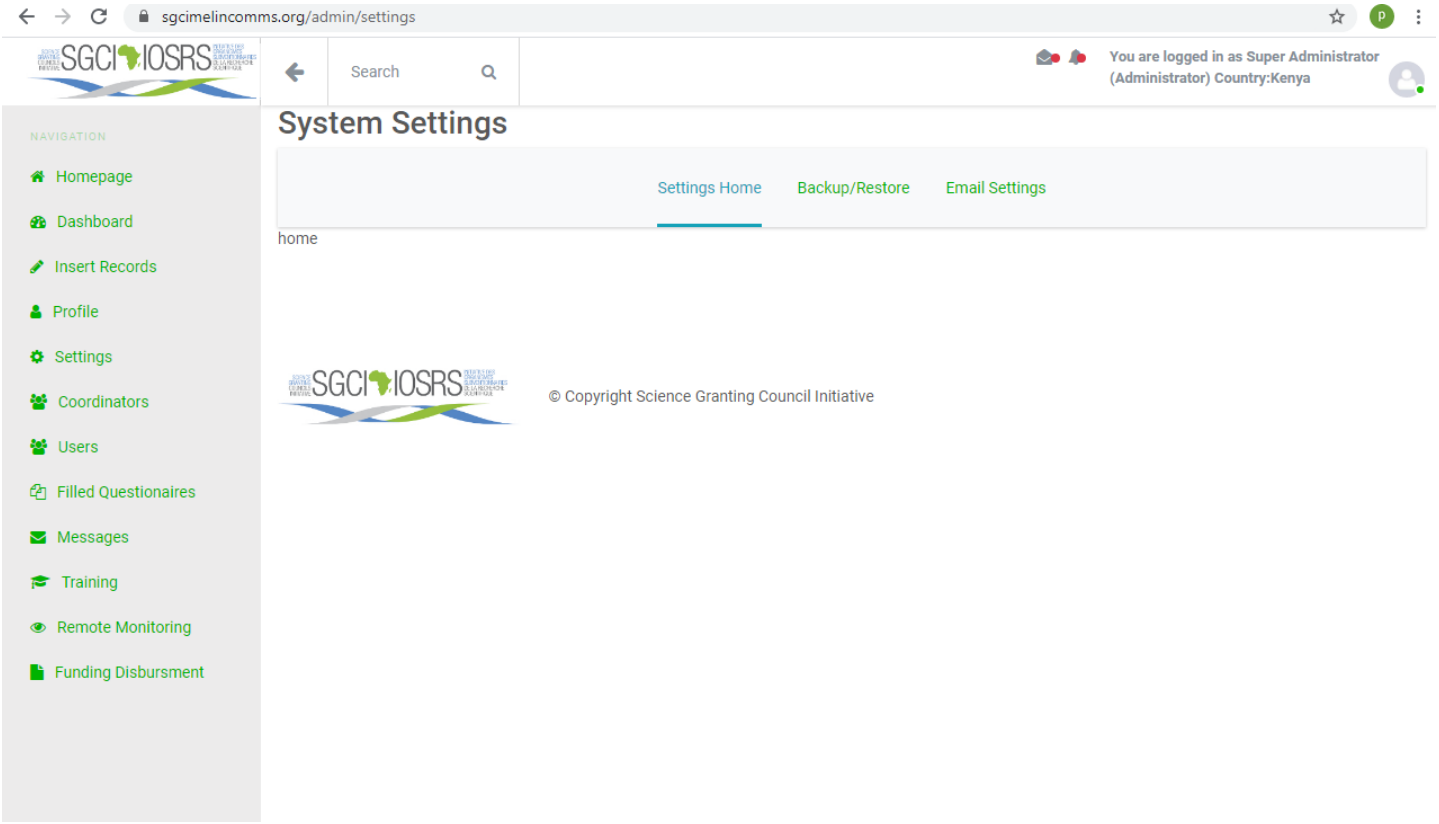



## Settings

This is the fifth item in the left navigation pane. It enable the super administrator to perform the following routine activities.

1. Backup and Restore the system
2. Email Settings
3. View Logs

Below is the page:



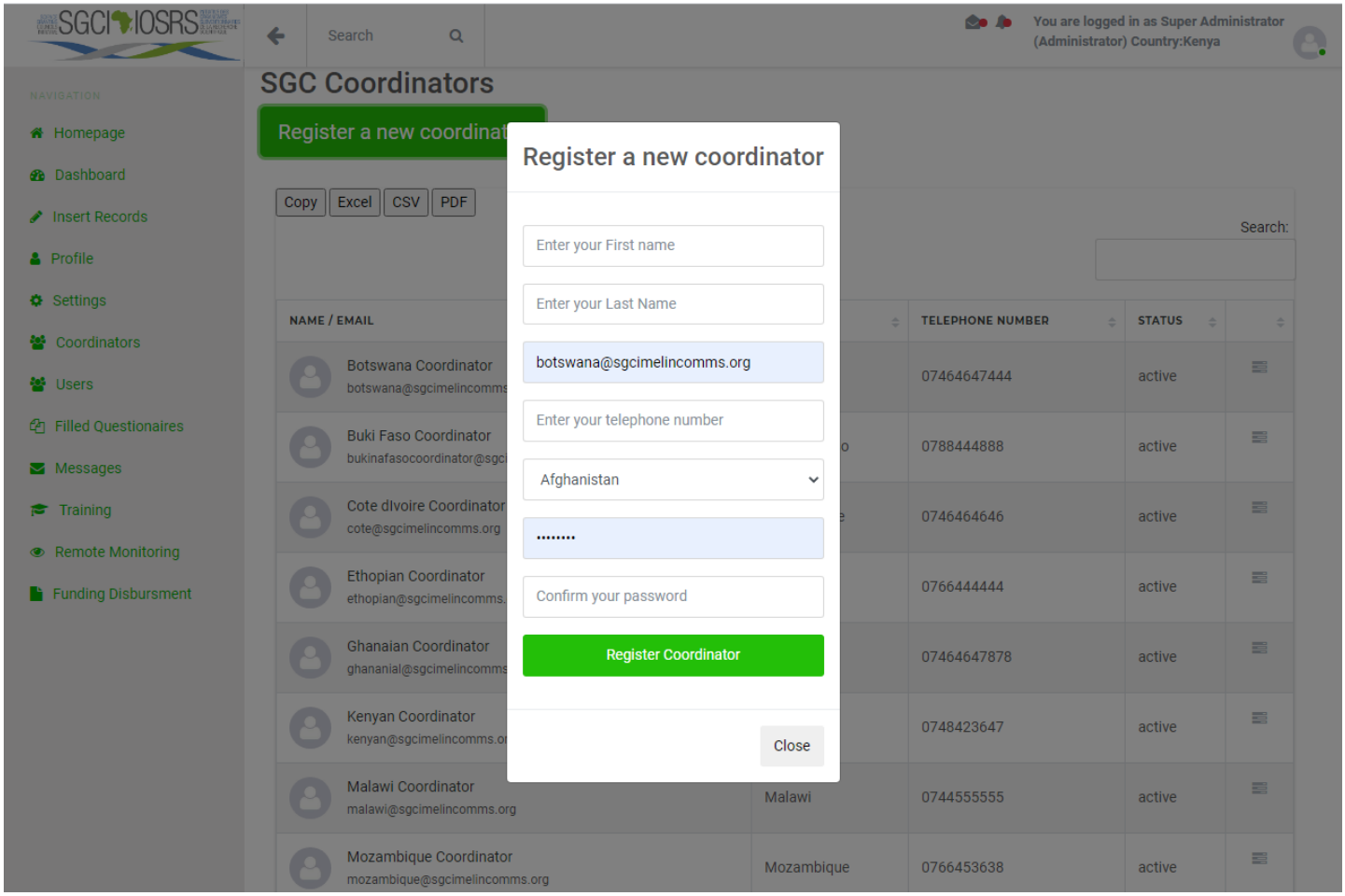

## Coordinators

Below the settings tab we have the coordinators link. This page allows the Super Administrator to manage the country coordinators in the SGCI countries.

This section of the system allow the super administrator to:

1. Register new Country Coordinators
2. Disable and enable accounts of Coordinators
3. Send messages to the Coordinators

Below is the coordinators page.



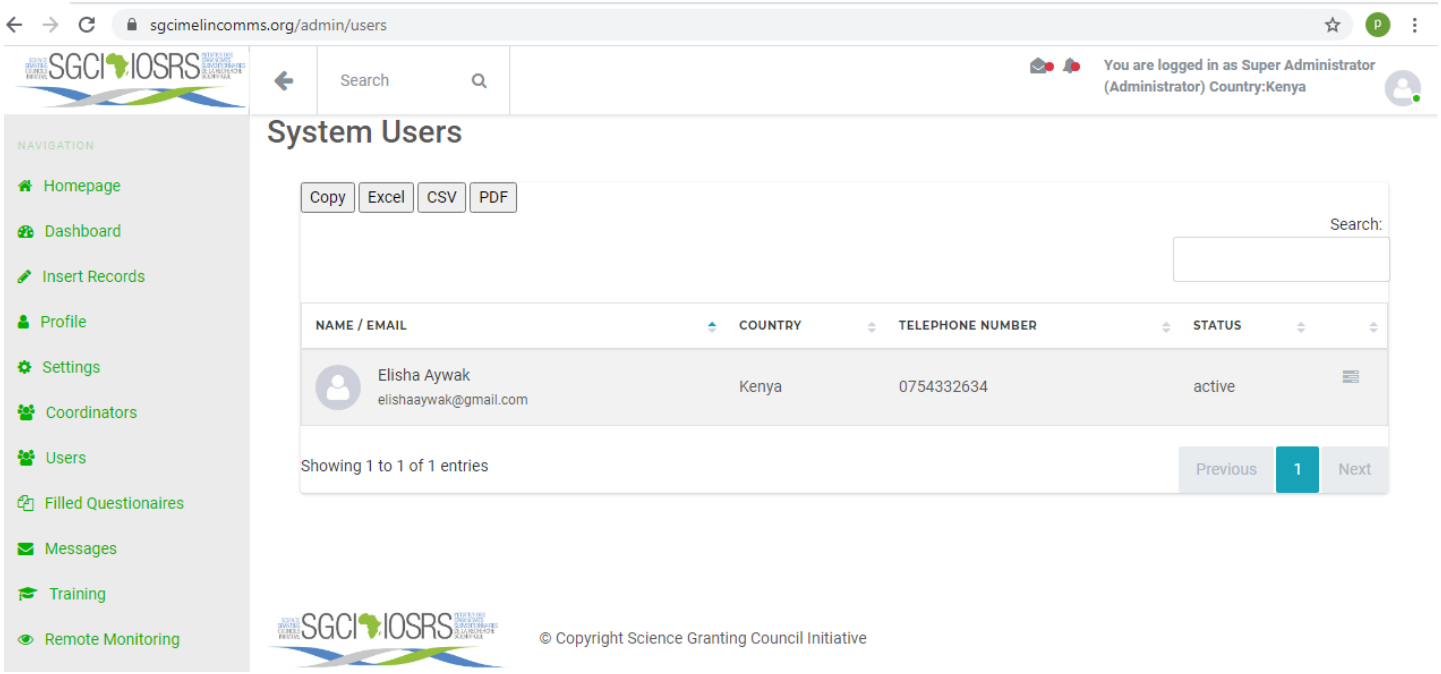

## Users

This is the seventh link in the left navigation pane. Similar to the coordinators, his page allows the Super Administrator to manage the system users in the SGCI countries.

This section of the system allow the super administrator to:

1. Disable and enable accounts of System Users
2. Send messages to the System Users

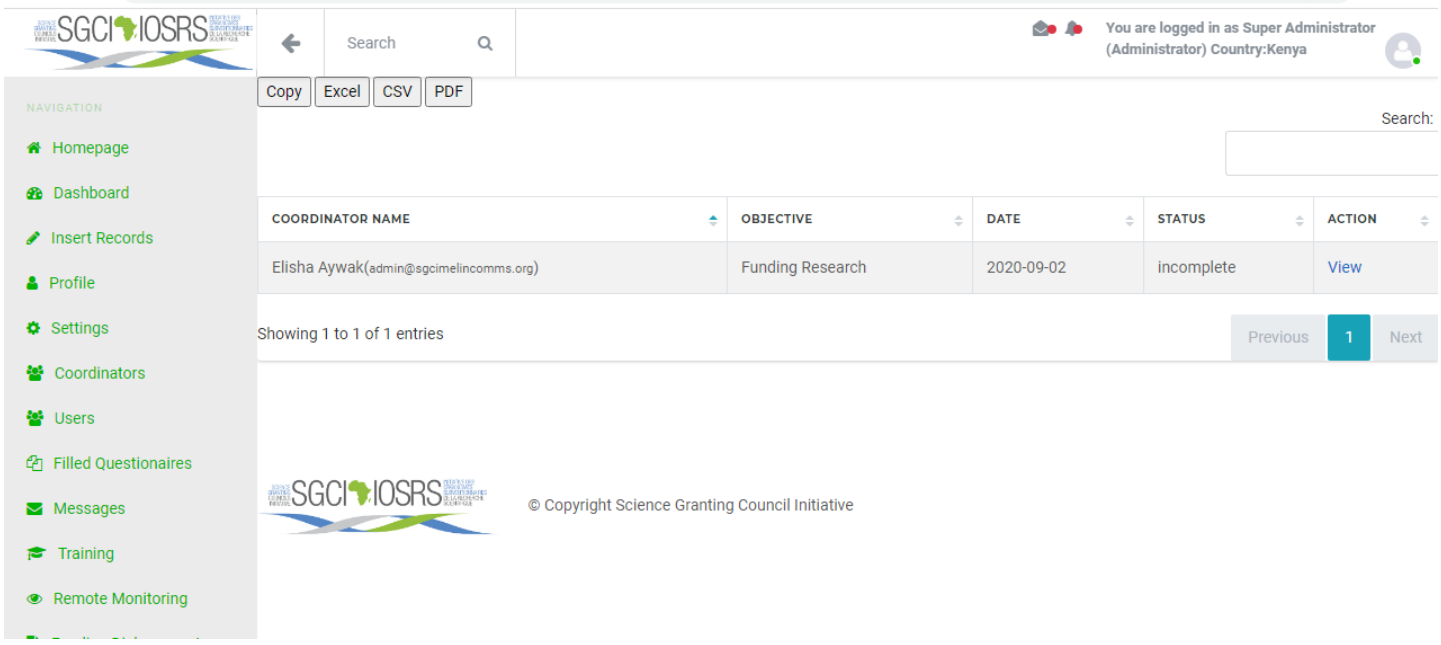
Below is the “users” page.

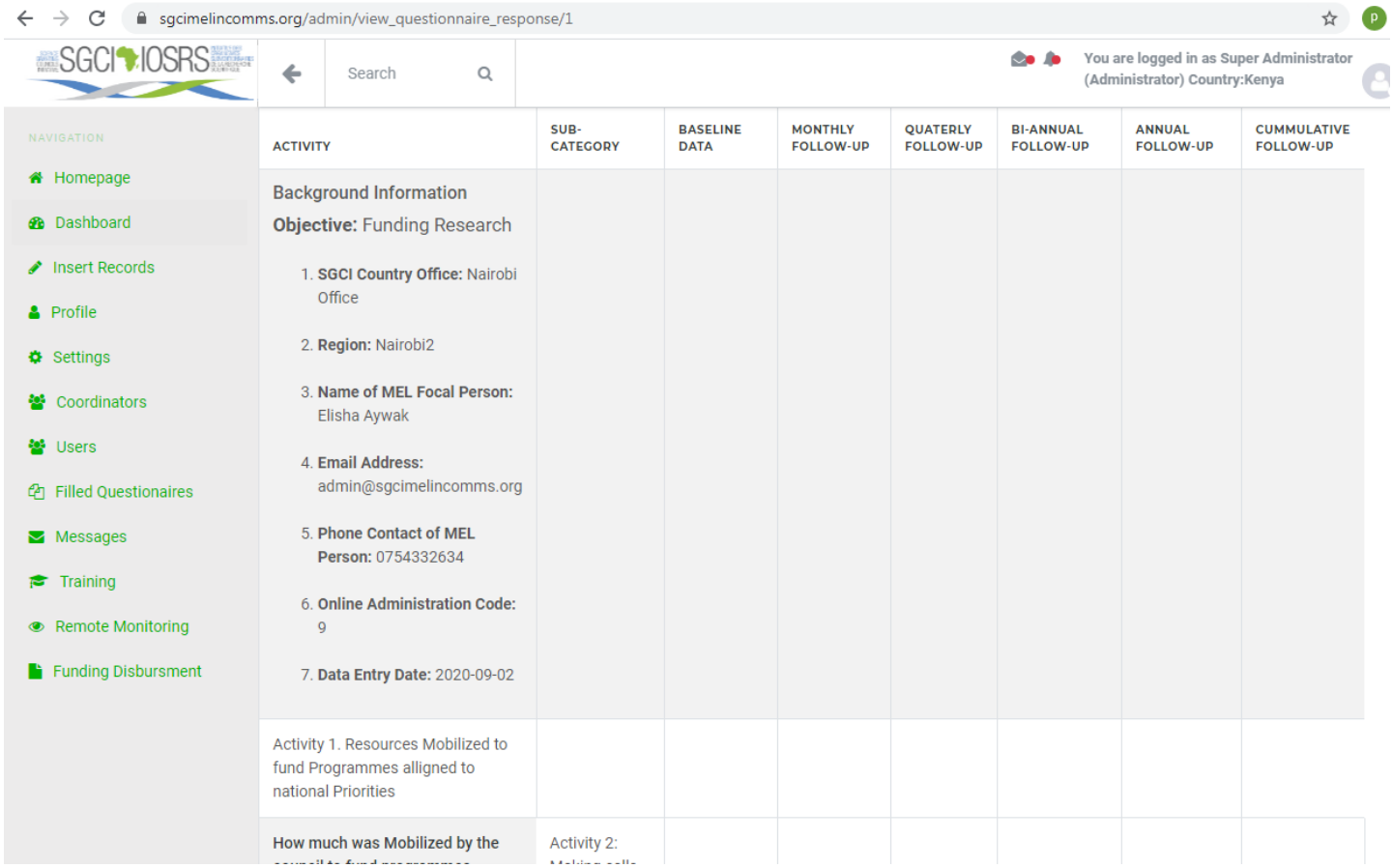



## Filled Questionnaires

The “Filled Questionnaires” segment enables the Super Admin to view all the questionnaires filled via the various data collection by the Country Coordinators in order from the latest to the earliest. |Clicking on a specific questionnaire displays the questionnaire responses.

The images below display the filled questionnaires page and a specific response from a country coordinator.



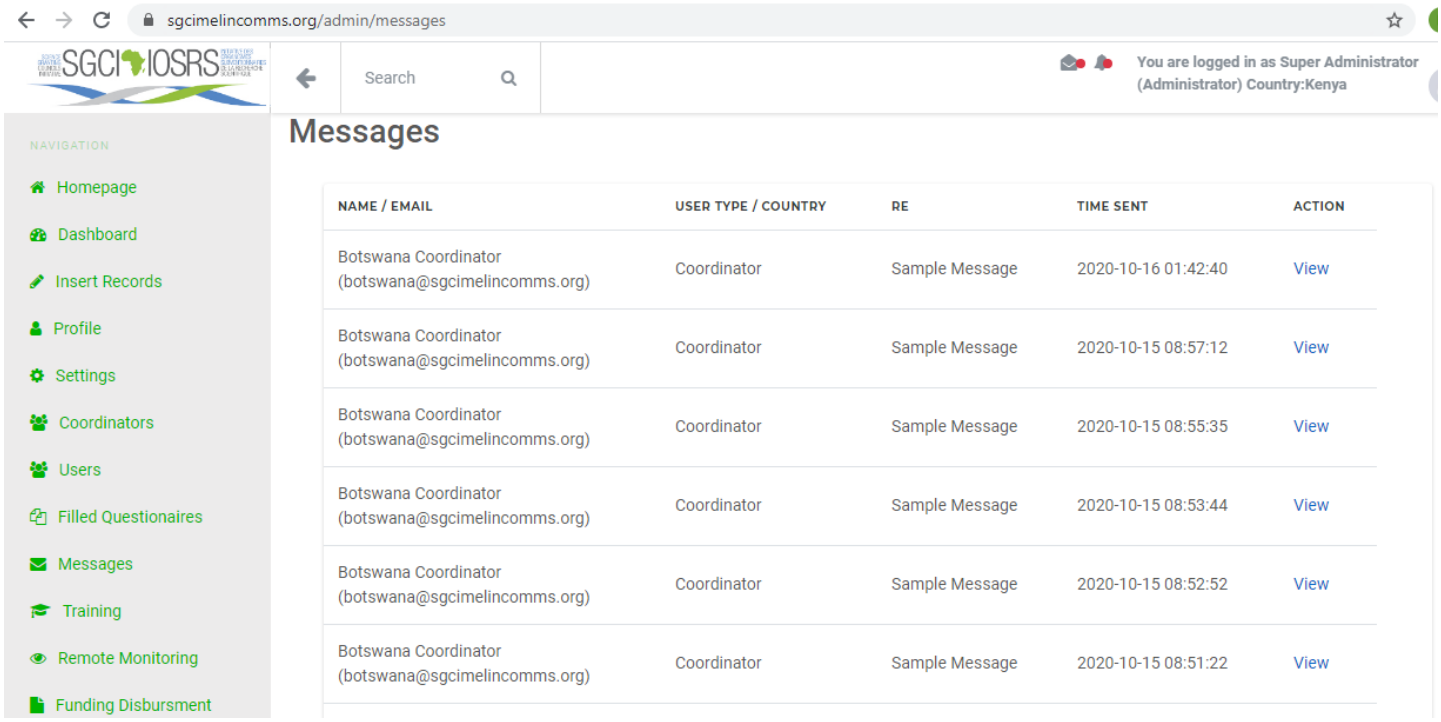


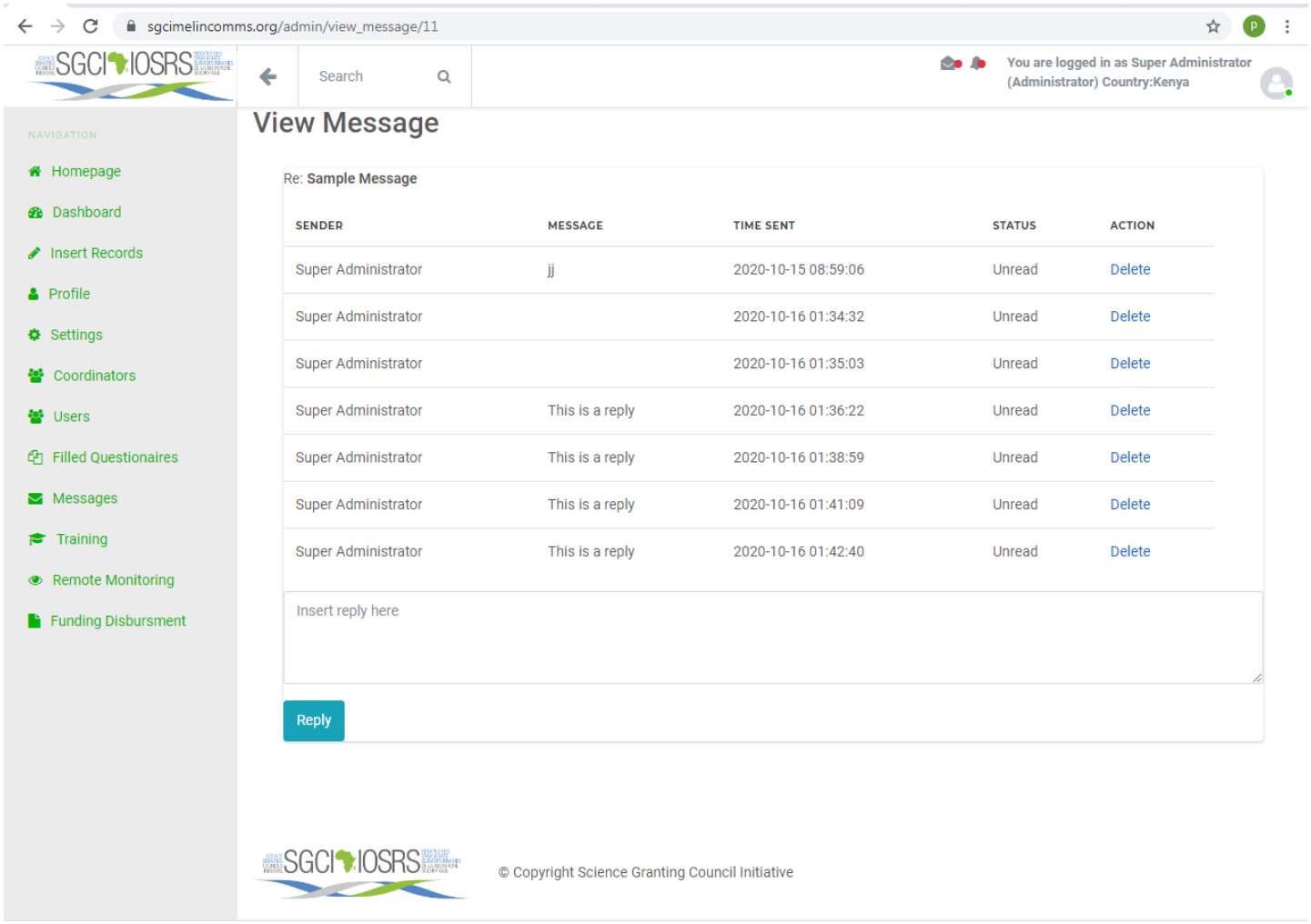

## Messages

This module enables the super administrators to communicate with Country Coordinators and Normal Users directly through the system. The page displays conversations that the logged in user is part of starting from the last modified to the earliest.

Upon clicking on a conversation, the user is able to see all the messages in that string and reply to messages.

Below are the images of the messages page and the view message page.

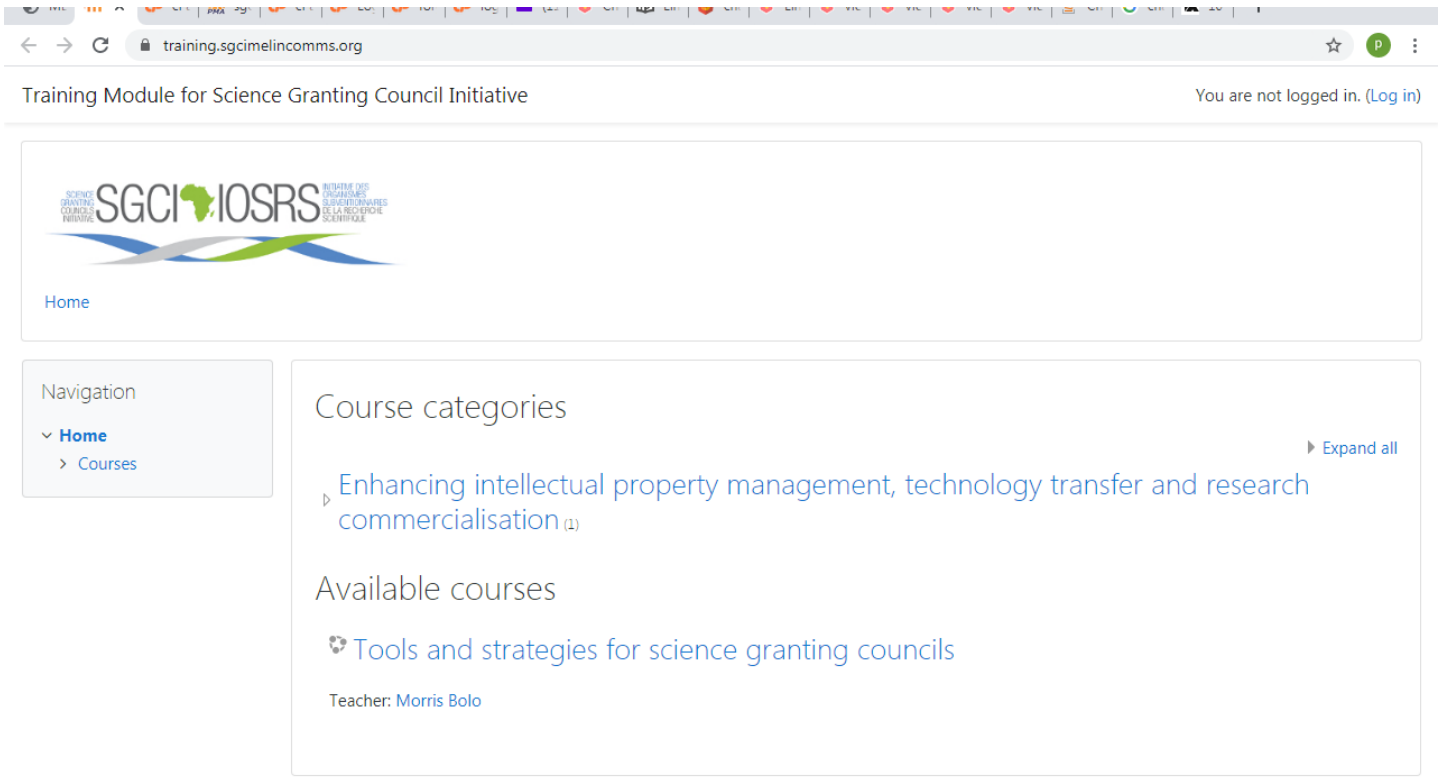

sgcimelincomms.org/admin/messages
Search
You are logged in as Super Administrator (Administrator) Country:Kenya
Messages
NAVIGATION
Homepage
Dashboard
Insert Records
Profile
Settings
Coordinators
Users
Filled Questionaires
Messages
Training
Remote Monitoring
Funding Disbursment
NAME / EMAIL
USER TYPE / COUNTRY
RE
TIME SENT
ACTION
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-16 01:42:40 View
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-15 08:57:12 View
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-15 08:55:35 View
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-15 08:53:44 View
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-15 08:52:52 View
Botswana Coordinator (botswana@sgcimelincomms.org) Coordinator Sample Message 2020-10-15 08:51:22 View


sgcimelincomms.org/admin/view_message/11
Search
You are logged in as Super Administrator (Administrator) Country:Kenya
View Message
NAVIGATION
Homepage
Dashboard
Insert Records
Profile
Settings
Coordinators
Users
Filled Questionaires
Messages
Training
Remote Monitoring
Funding Disbursment
Re: Sample Message
SENDER
MESSAGE
TIME SENT
STATUS
ACTION
Super Administrator jj 2020-10-15 08:59:06 Unread Delete
Super Administrator 2020-10-16 01:34:32 Unread Delete
Super Administrator 2020-10-16 01:35:03 Unread Delete
Super Administrator This is a reply 2020-10-16 01:36:22 Unread Delete
Super Administrator This is a reply 2020-10-16 01:38:59 Unread Delete
Super Administrator This is a reply 2020-10-16 01:41:09 Unread Delete
Super Administrator This is a reply 2020-10-16 01:42:40 Unread Delete
Insert reply here
Reply
© Copyright Science Granting Council Initiative

## Training

Clicking this tab leads you to an external link that leads you to the training module of the system. The link opens in a new tab.

Below is a screenshot of the training module



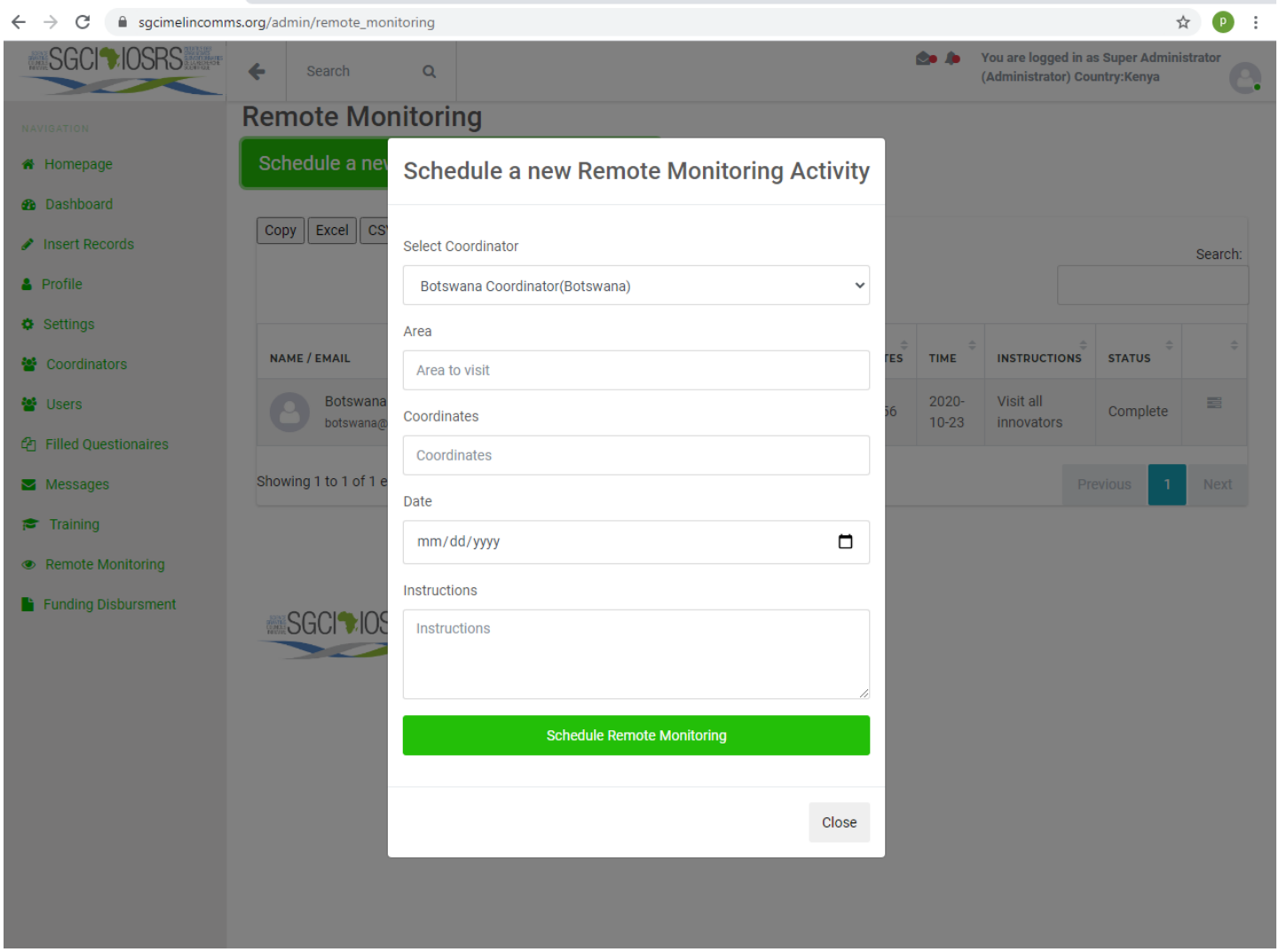

## Remote Monitoring

This is the second last link in the left navigation pane.

It enables the super administrator to do the following:

1. Schedule new monitoring for coordinators
2. View completed monitoring activities

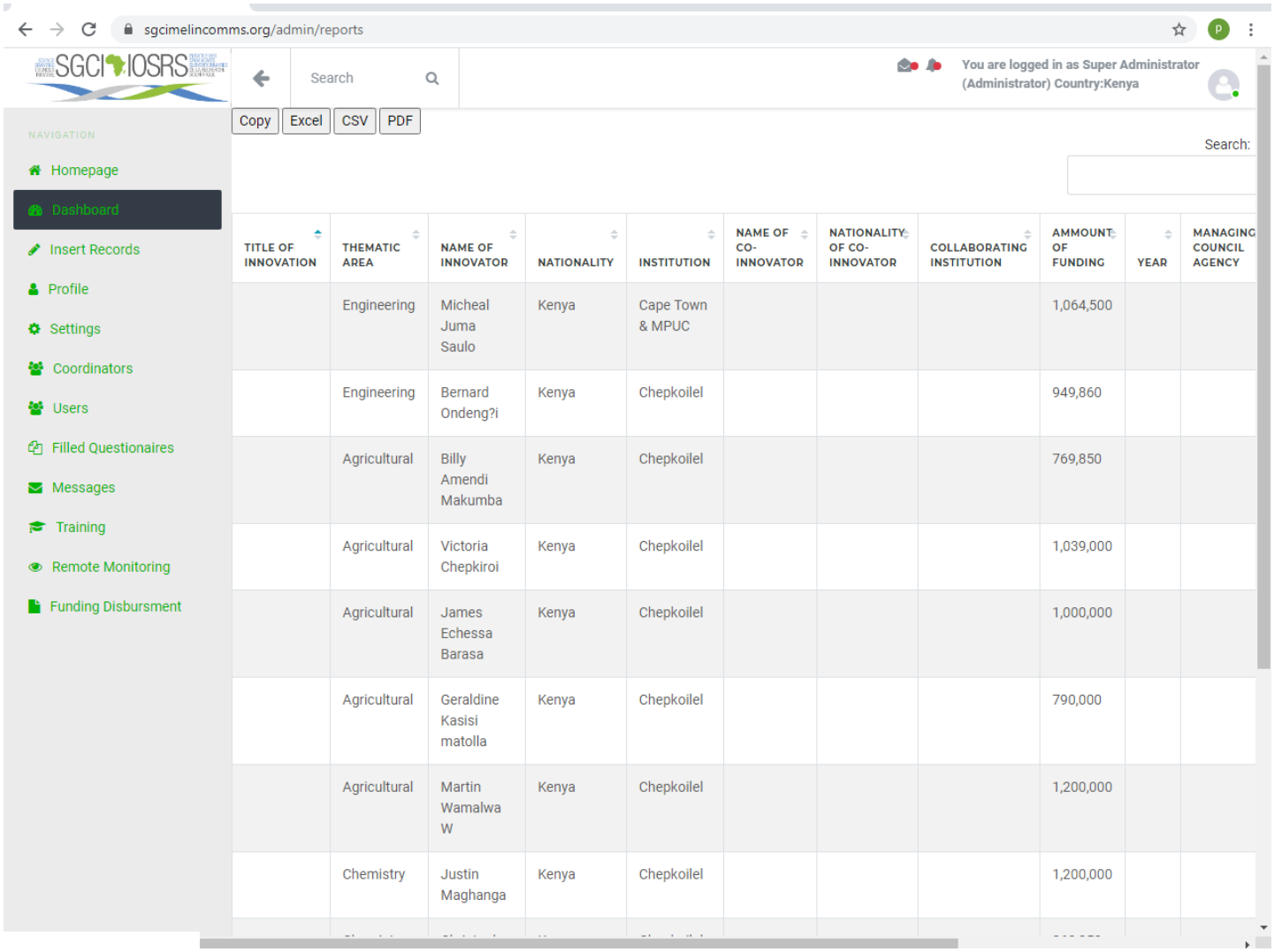
A snapshot of the segment is displayed below.




## Funding Disbursement

This is the bottom most link in the left navigation pane. It serves the function of displaying a table containing the past funding disbursement activities of the Science Granting Council. Just as the other data tables, it also enables the super administrator to filter and download the data in various formats.

Below is the image of the page.

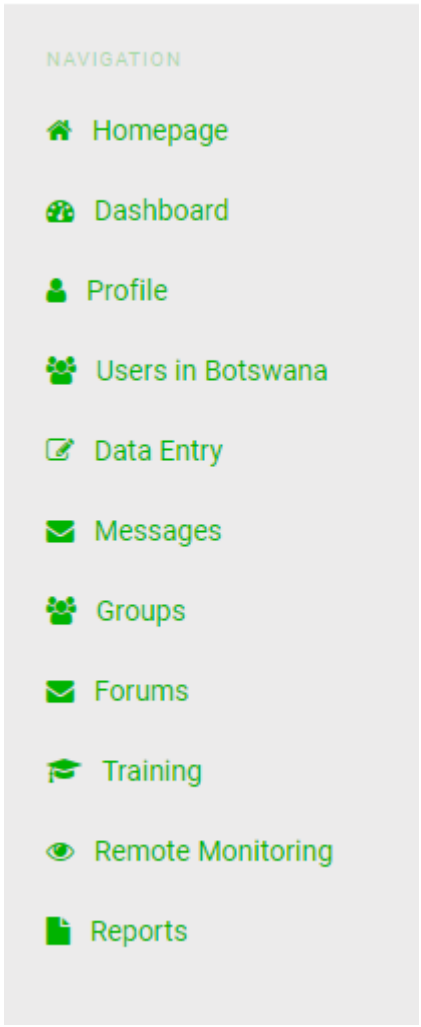



## 4.2 Coordinator Portal

### 4.2.1 Introduction

The coordinator has the responsibility of managing all the SGCI activities in their respective countries.

The coordinator portal has a left navigation pane with several links to various pages. Below is the navigation pane:



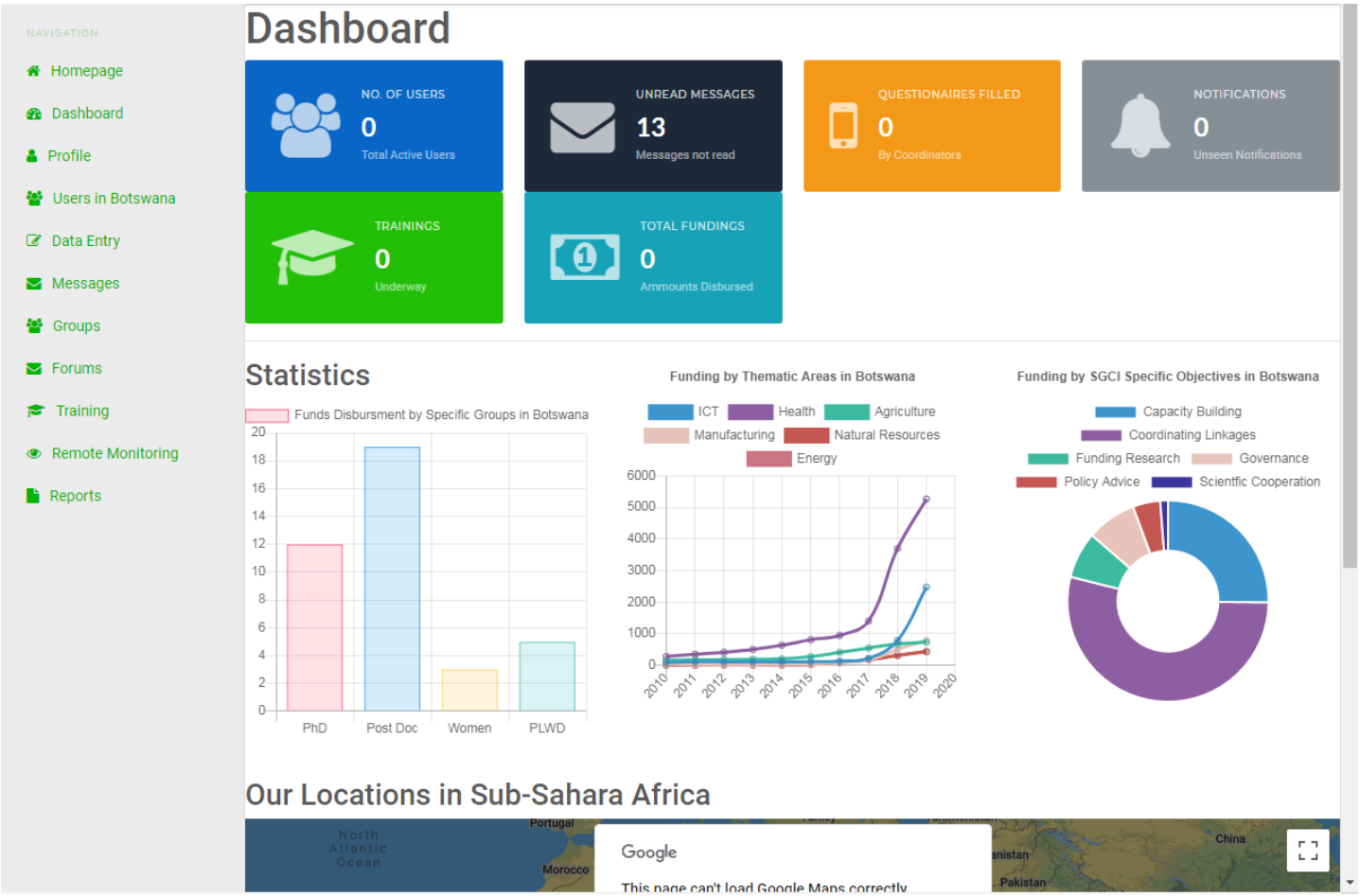

### 4.2.2 Features of the Coordinator Portal

#### Homepage

The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

#### Dashboard

The dashboard of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above. However instead of displaying statistics of the entire system, it only displays that of the respective country. The insights are also customized to displays the number of users in the respective country. Below is the diagram of the dashboard.




## Profile

The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

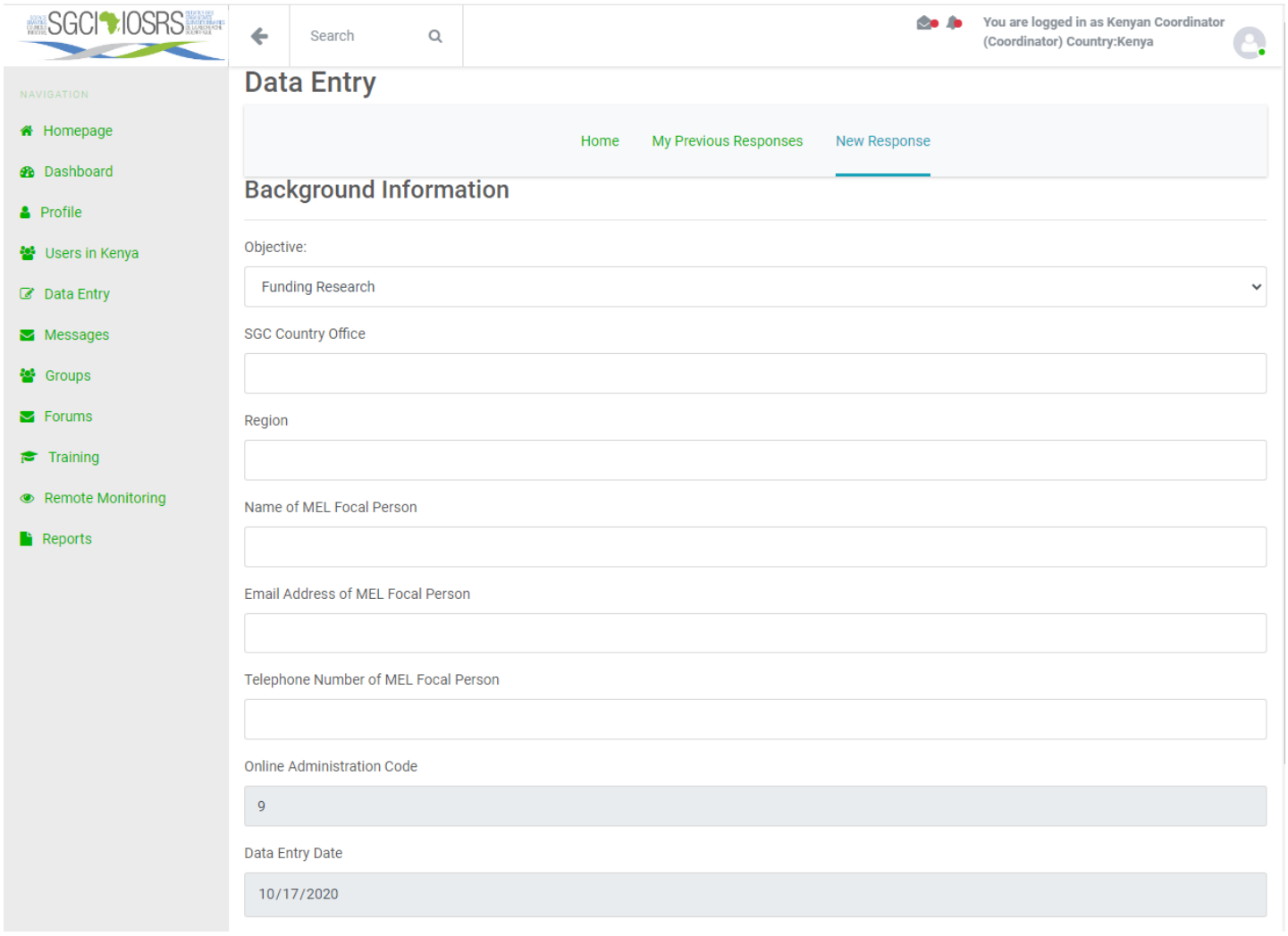
## Users

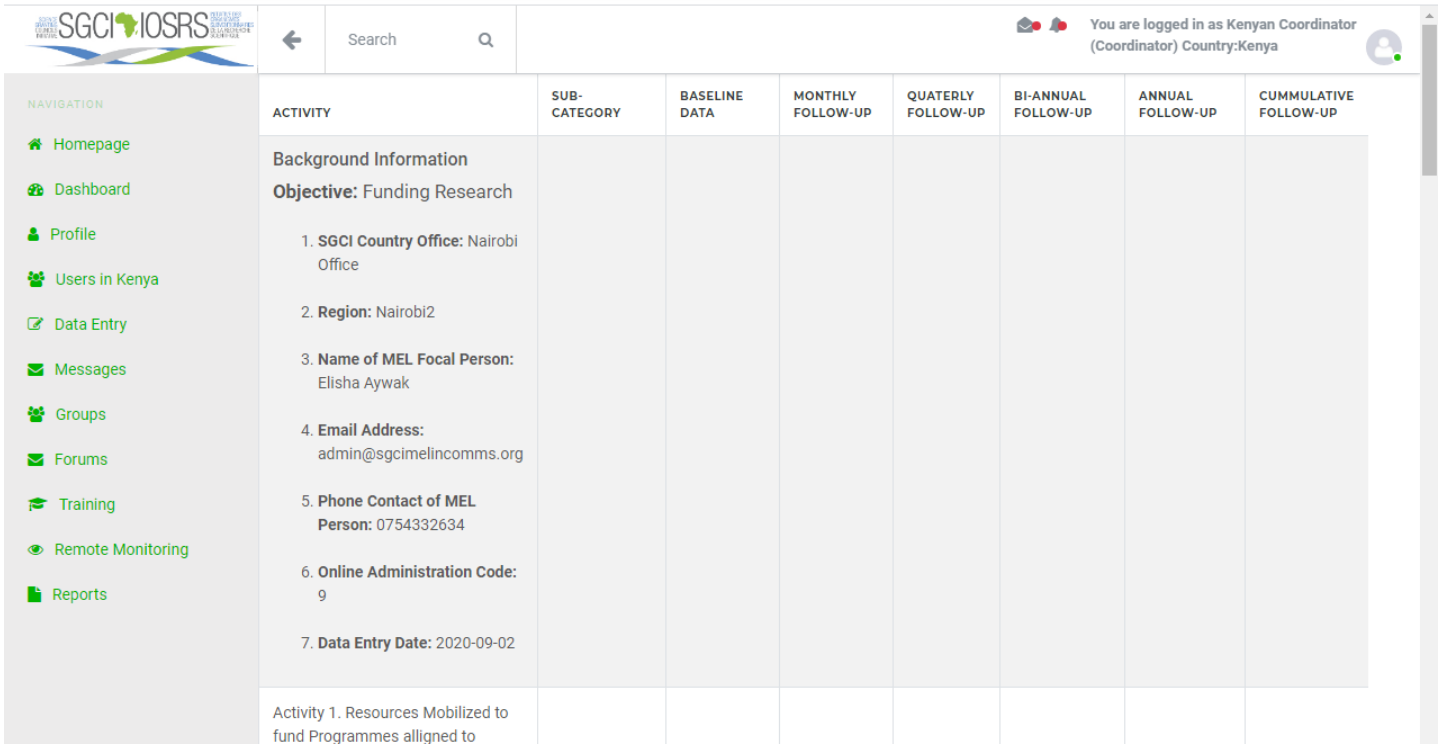
The homepage of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above. However, it displays only the users in the respective country as opposed to that of all the member countries.

## Data Entry

This segment of the portal enables the coordinator to fill questionnaires and view the ones he/she has filled in the past.

Below is the screenshot of the data entry screen and a sample filled questionnaire.


Search
You are logged in as Kenyan Coordinator (Coordinator) Country:Kenya
NAVIGATION
Homepage
Dashboard
Profile
Users in Kenya
Data Entry
Messages
Groups
Forums
Training
Remote Monitoring
Reports
Data Entry
Home
My Previous Responses
New Response
Background Information
Objective:
Funding Research
SGC Country Office
Region
Name of MEL Focal Person
Email Address of MEL Focal Person
Telephone Number of MEL Focal Person
Online Administration Code
9
Data Entry Date
10/17/2020


Search
You are logged in as Kenyan Coordinator (Coordinator) Country:Kenya
NAVIGATION
Homepage
Dashboard
Profile
Users in Kenya
Data Entry
Messages
Groups
Forums
Training
Remote Monitoring
Reports
ACTIVITY
SUB-CATEGORY
BASELINE DATA
MONTHLY FOLLOW-UP
QUATERLY FOLLOW-UP
BI-ANNUAL FOLLOW-UP
ANNUAL FOLLOW-UP
CUMMULATIVE FOLLOW-UP
Background Information
Objective: Funding Research
1. SGCI Country Office: Nairobi Office
2. Region: Nairobi2
3. Name of MEL Focal Person: Elisha Aywak
4. Email Address: admin@sgcimelincomms.org
5. Phone Contact of MEL Person: 0754332634
6. Online Administration Code: 9
7. Data Entry Date: 2020-09-02
Activity 1. Resources Mobilized to fund Programmes alligned to

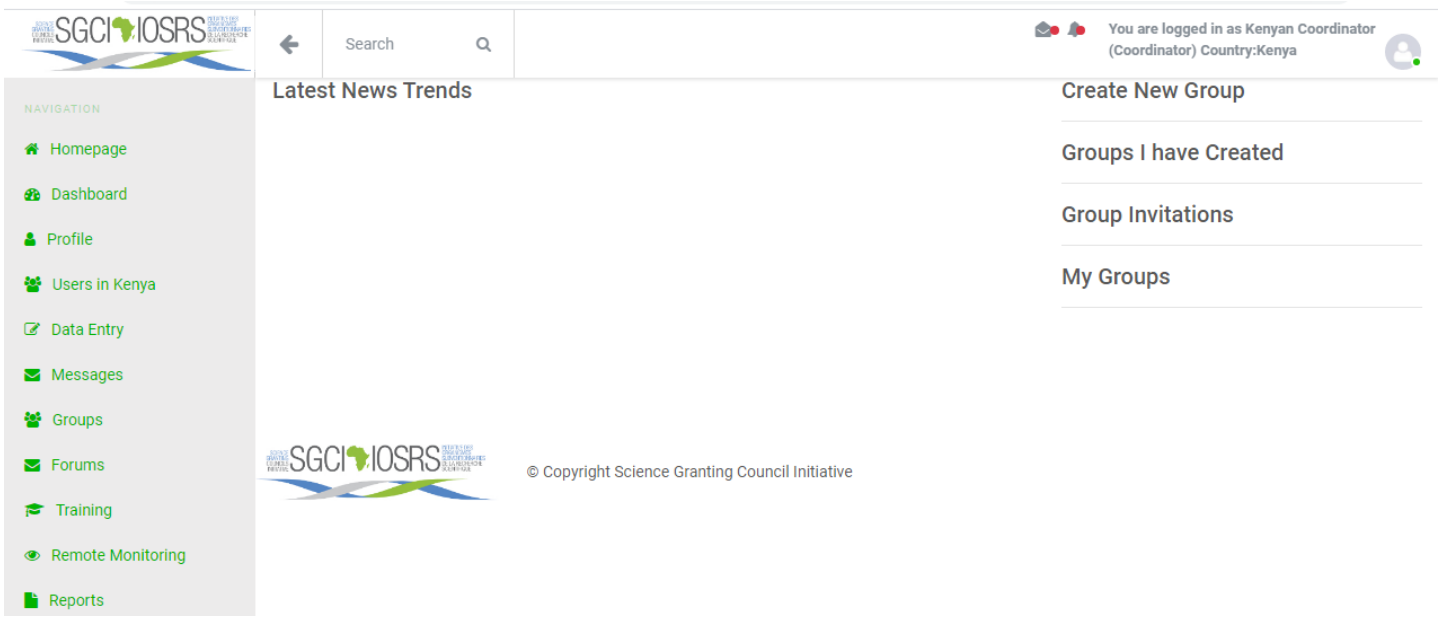
## Messages

The Messages section of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

## Groups

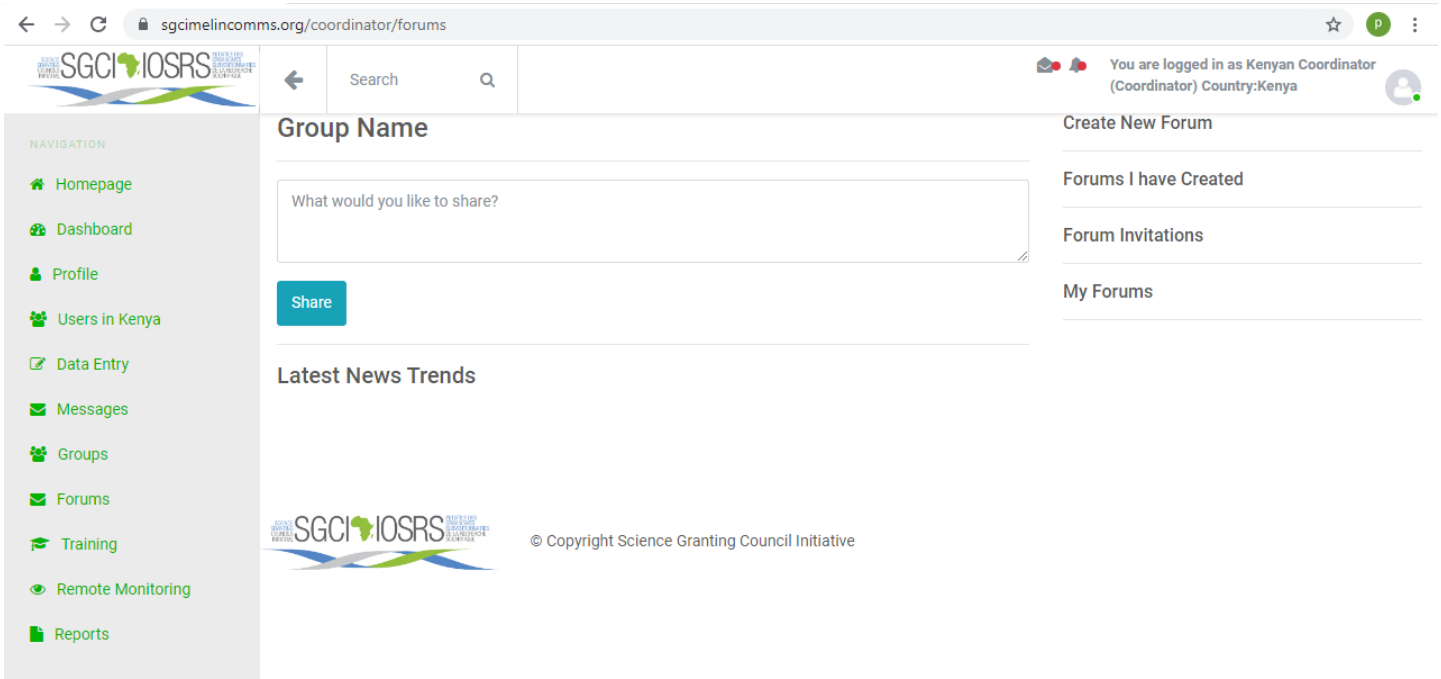
This is the seventh link in the admin portal. It enables the coordinator to create group, join groups, monitor activities happening in a group and participate in forums within the group.

Below is a snapshot of the webpage:




## Forums

This segment enables the coordinator to create and participate in discussion forums. Below is the screenshot:



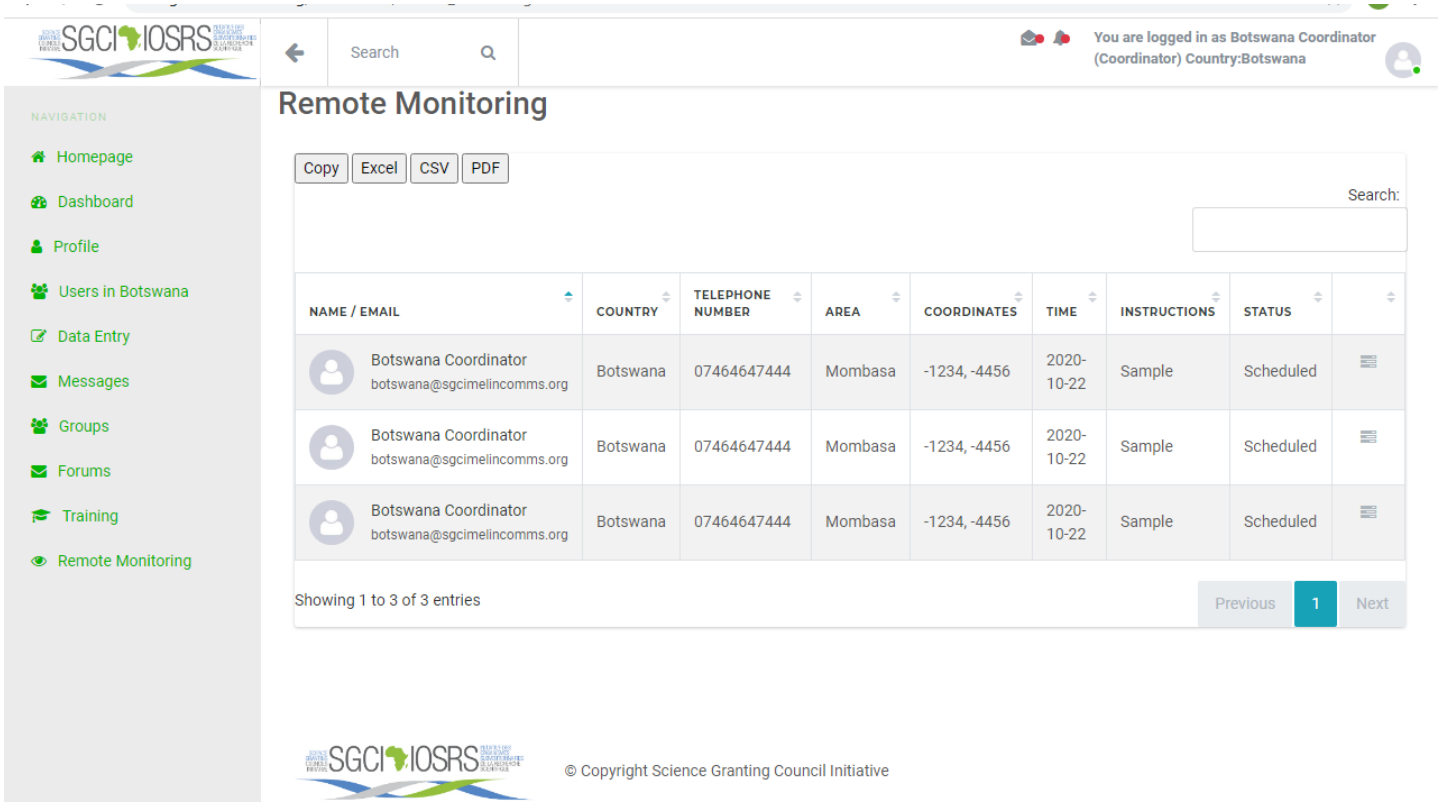

## Training

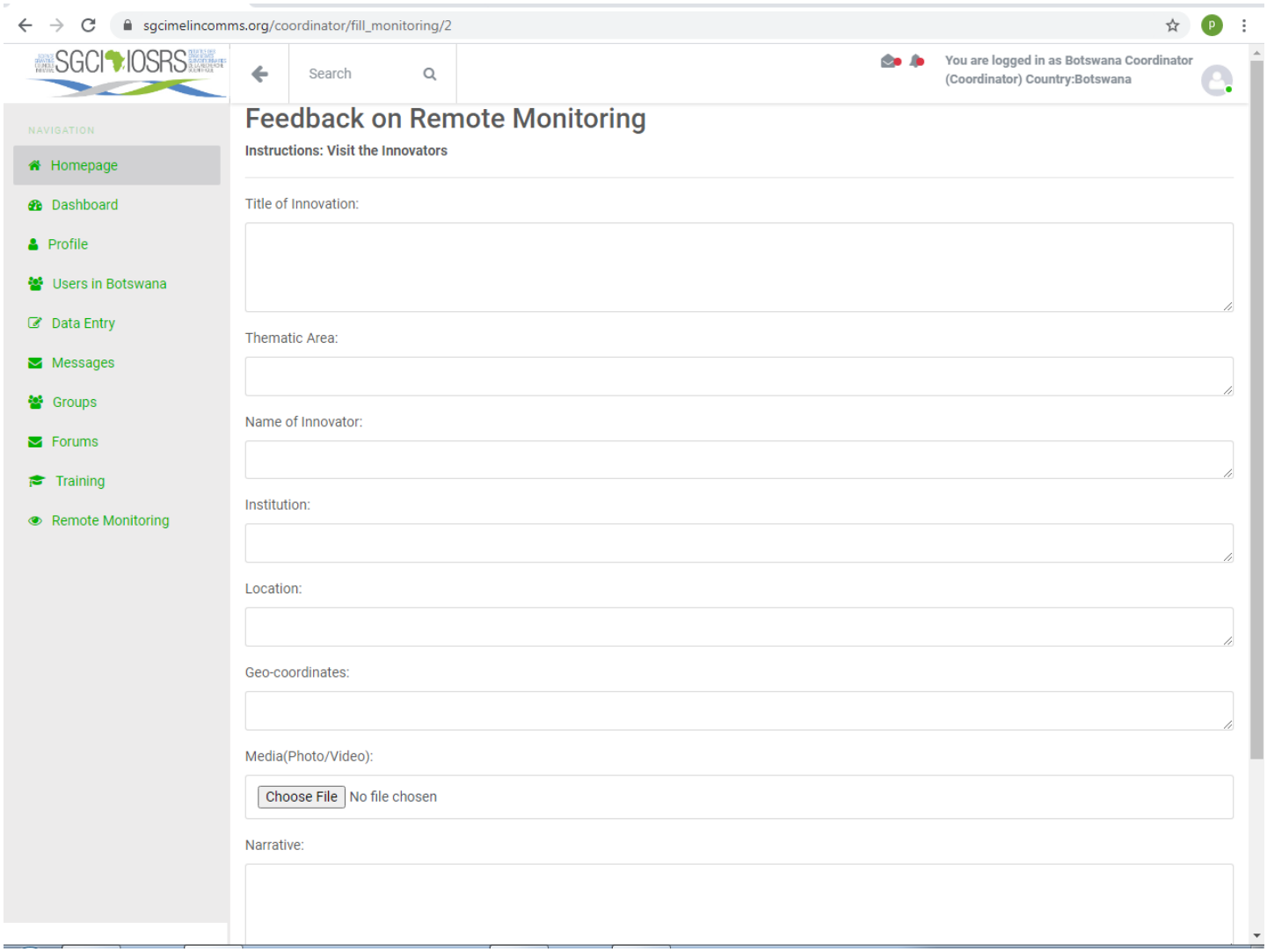
The training module of the Coordinator Portal is similar to one of the admin portal in Chapter 4.1 above.

## Remote Monitoring

This section enables the coordinator to view scheduled remote monitoring activities, give feedback on those activities and take part in new ones.

The two diagrams below show the remote monitoring page.






## 4.3 Normal User Portal

### 4.3.1 Introduction

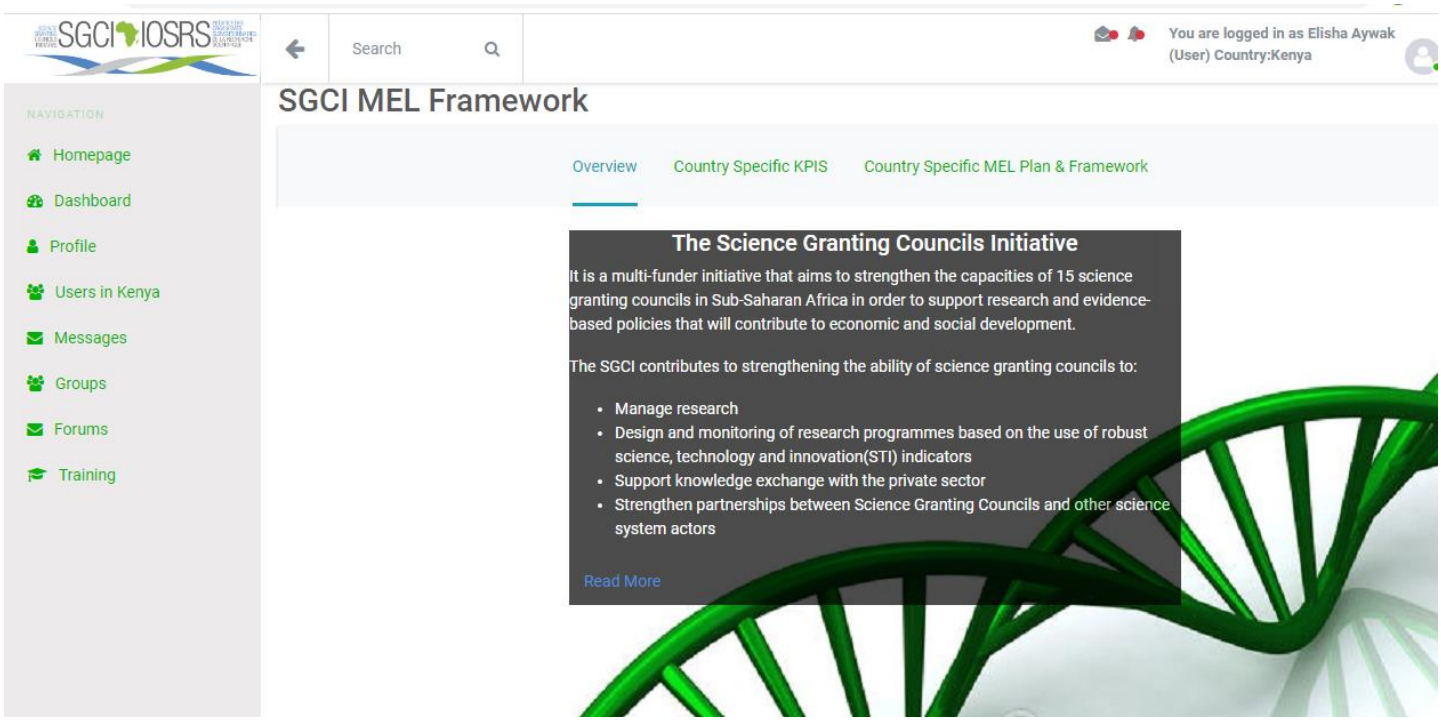
The normal user is anyone who creates an account via the registration page.

### 4.3.2 Features of the Normal User Portal

#### Home

The homepage of the user's portal is similar to that in chapter 4.1 above. However, they are not allowed to see the SGCI program monitoring, tools and reports sections.

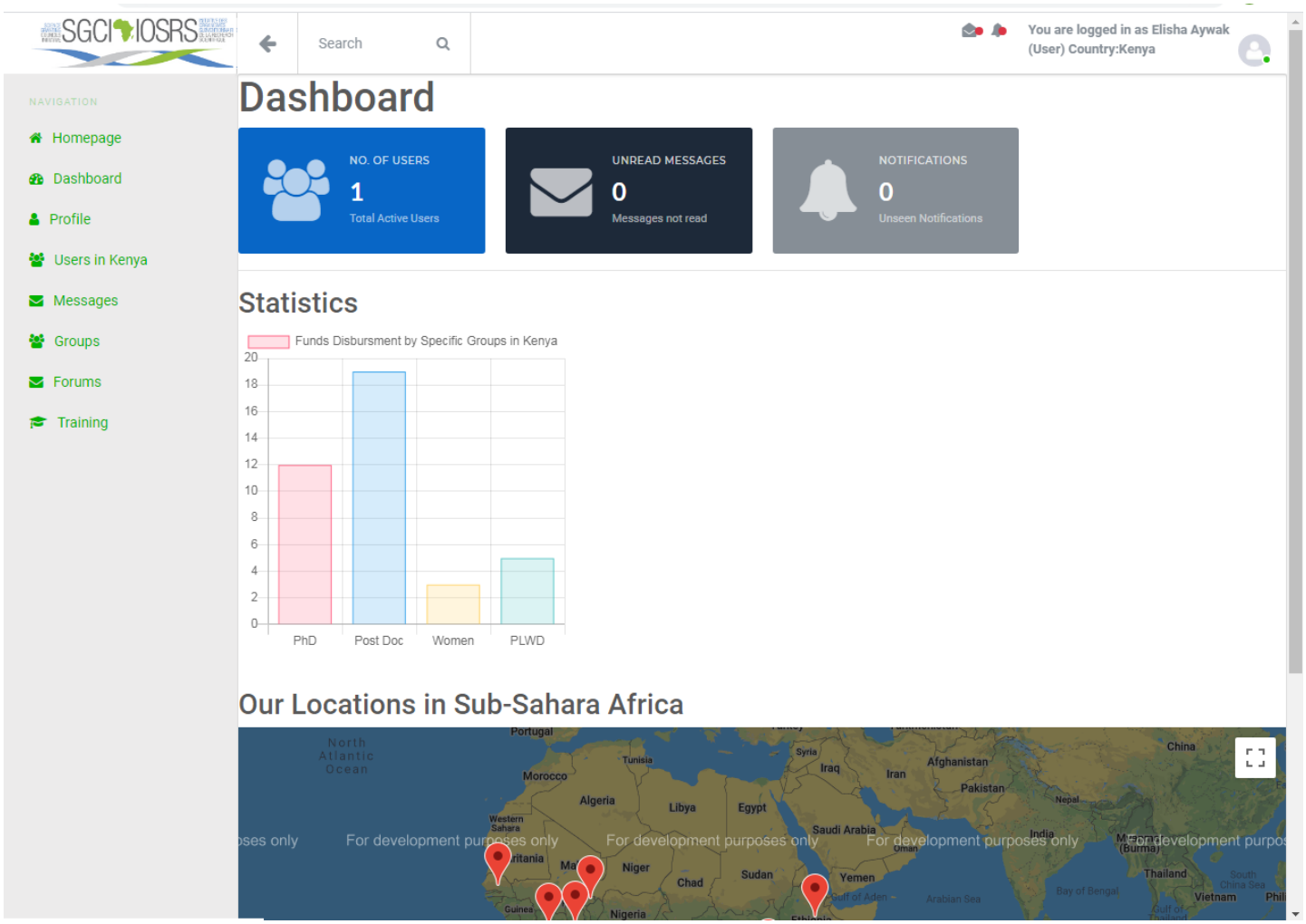
Below is the screenshot:




## Dashboard

The dashboard of the user's portal is similar to the two above. However, they have limited functionality in that the insights they can see are only the number of users, unread messages and notifications. For the statistics, they are able to see only the funds disbursement in specific groups in their country.

Below is the screenshot.




### Profile

The profile section of the user's portal is similar to that in chapter 4.1 above.

### Users

The users section of the user's portal is similar to that in chapter 4.1 above. However, the normal user has no privilege of disabling another user's account

### Messages

The messages section of the user's portal is similar to that in chapter 4.1 above.

### Groups

The groups section of the user's portal is similar to that in chapter 4.2 above.

### Forums

The forums section of the user's portal is similar to that in chapter 4.2 above.

### Training

The training section of the user's portal is similar to that in chapter 4.1 above.

## 5 Using the Training Module

For instructions on how to use the training module, follow the link below:
https://learn.moodle.org/

# 6 Recommendations

# 8 Frequently Asked Questions