

# USER\_MANUAL

;  
;

© 2020, MAURICE OCHIENG BOLO



This work is licensed under the Creative Commons Attribution License (<https://creativecommons.org/licenses/by/4.0/legalcode>), which permits unrestricted use, distribution, and reproduction, provided the original work is properly credited.

Cette œuvre est mise à disposition selon les termes de la licence Creative Commons Attribution (<https://creativecommons.org/licenses/by/4.0/legalcode>), qui permet l'utilisation, la distribution et la reproduction sans restriction, pourvu que le mérite de la création originale soit adéquatement reconnu.

*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

<b>1</b>	<b><i>Introduction</i></b> .....	<b>4</b>
1.1	Who can benefit from the Digital Monitoring and Evaluation System .....	4
1.2	Key Features of the Monitoring and Evaluation System .....	4
<b>2</b>	<b><i>Requirements</i></b> .....	<b>6</b>
2.1	Minimum PC Requirements .....	6
2.2	Supported web browsers include.....	6
2.3	Supported phone for Mobile Application.....	6
<b>3</b>	<b><i>Getting Started</i></b> .....	<b>7</b>
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
<b>4</b>	<b><i>Using the Online Monitoring and Evaluation Framework</i></b> .....	<b>9</b>
4.1	<b>Admin Portal</b> .....	<b>9</b>
4.1.1	<b>Introduction</b> .....	<b>9</b>
4.1.2	<b>Features of the Admin Portal</b> .....	<b>10</b>
	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	<b>Coordinator Portal</b> .....	<b>23</b>
4.2.1	<b>Introduction</b> .....	<b>23</b>
4.2.2	<b>Features of the Coordinator Portal</b> .....	<b>24</b>
	Homepage .....	24
	Dashboard.....	24
	Profile.....	25
	Users.....	25
	Data Entry .....	25
	Messages .....	27
	Groups .....	27
	Forums .....	27
	Training.....	27

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

# 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<sup>1</sup>. 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

---

<sup>1</sup> 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.

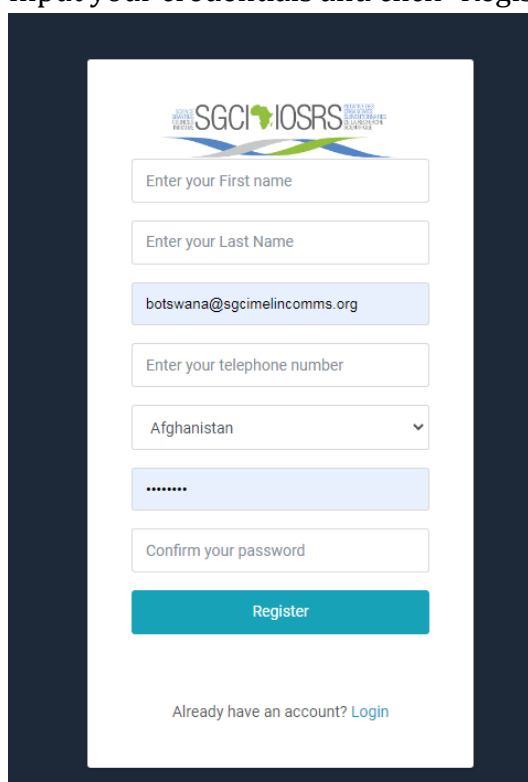
You will be provided with a provisional password and login email which you will be required to change after successfully logging in.

### 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”



The image shows a registration form for a normal user. At the top, there is a logo for SGCI (Sustainable Green Climate Initiative) and IOSRS (International Open Source Research System). The form contains the following fields and elements:

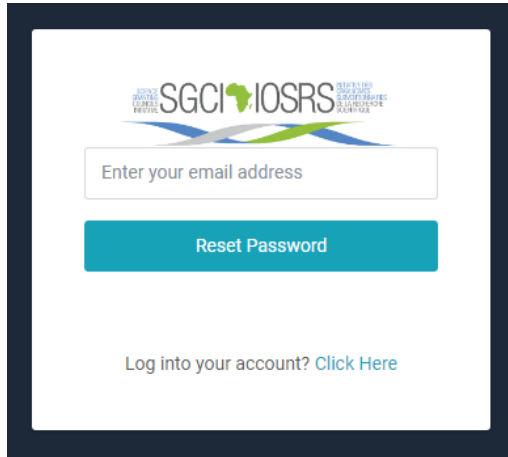
- Enter your First name
- Enter your Last Name
- botswana@sgcimelincomms.org (pre-filled email address)
- Enter your telephone number
- Afghanistan (country dropdown menu)
- ..... (password field)
- Confirm your password
- Register (button)
- Already have an account? [Login](#)

### 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.

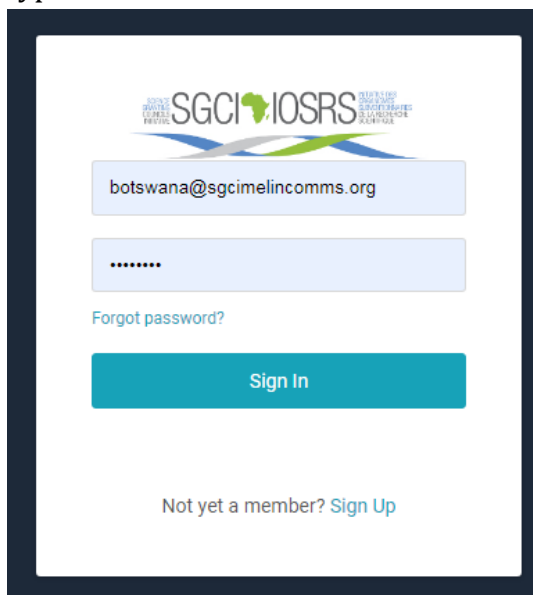


5. You will now be able to login to your account.



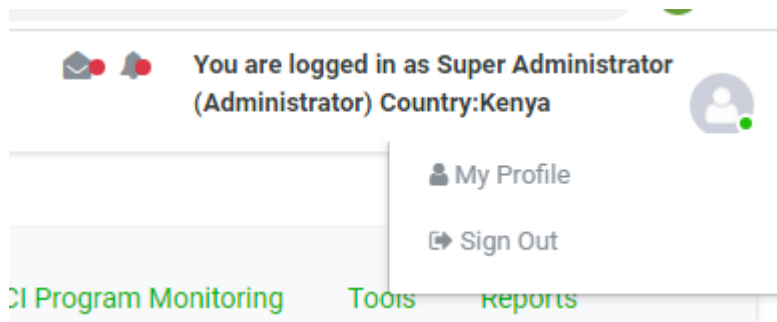
### 3.5 Logging In

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”.



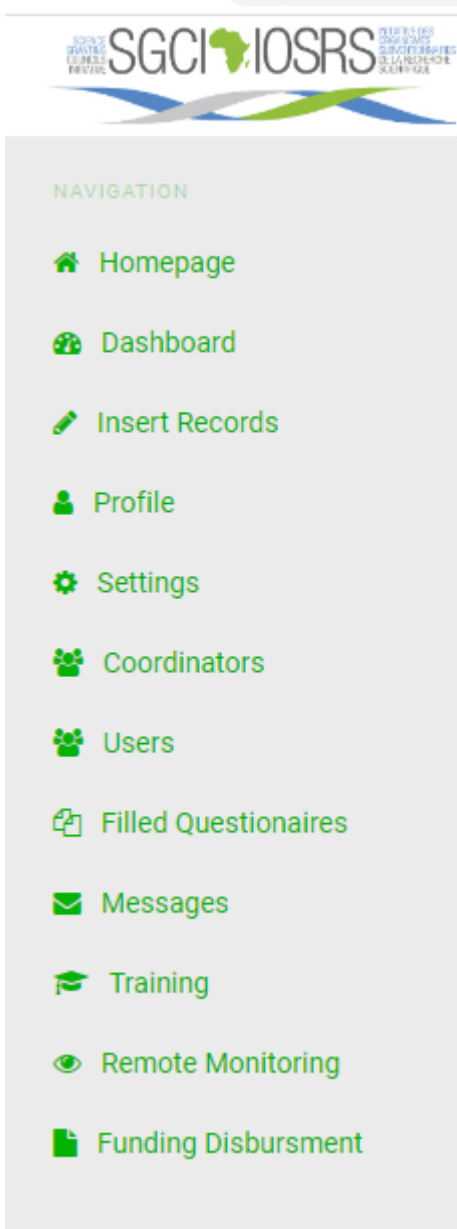
## 4 Using the Online Monitoring and Evaluation Framework

### 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 Science Granting Councils Initiative

It is a multi-funder initiative that aims to strengthen the capacities of 15 science granting councils in Sub-Saharan Africa in order to support research and evidence-based policies that will contribute to economic and social development.

The SGCI contributes to strengthening the ability of science granting councils to:

- Manage research
- Design and monitoring of research programmes based on the use of robust science, technology and innovation (STI) indicators
- Support knowledge exchange with the private sector
- Strengthen partnerships between Science Granting Councils and other science system actors

[Read More](#)

© Copyright Science Granting Council Initiative

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

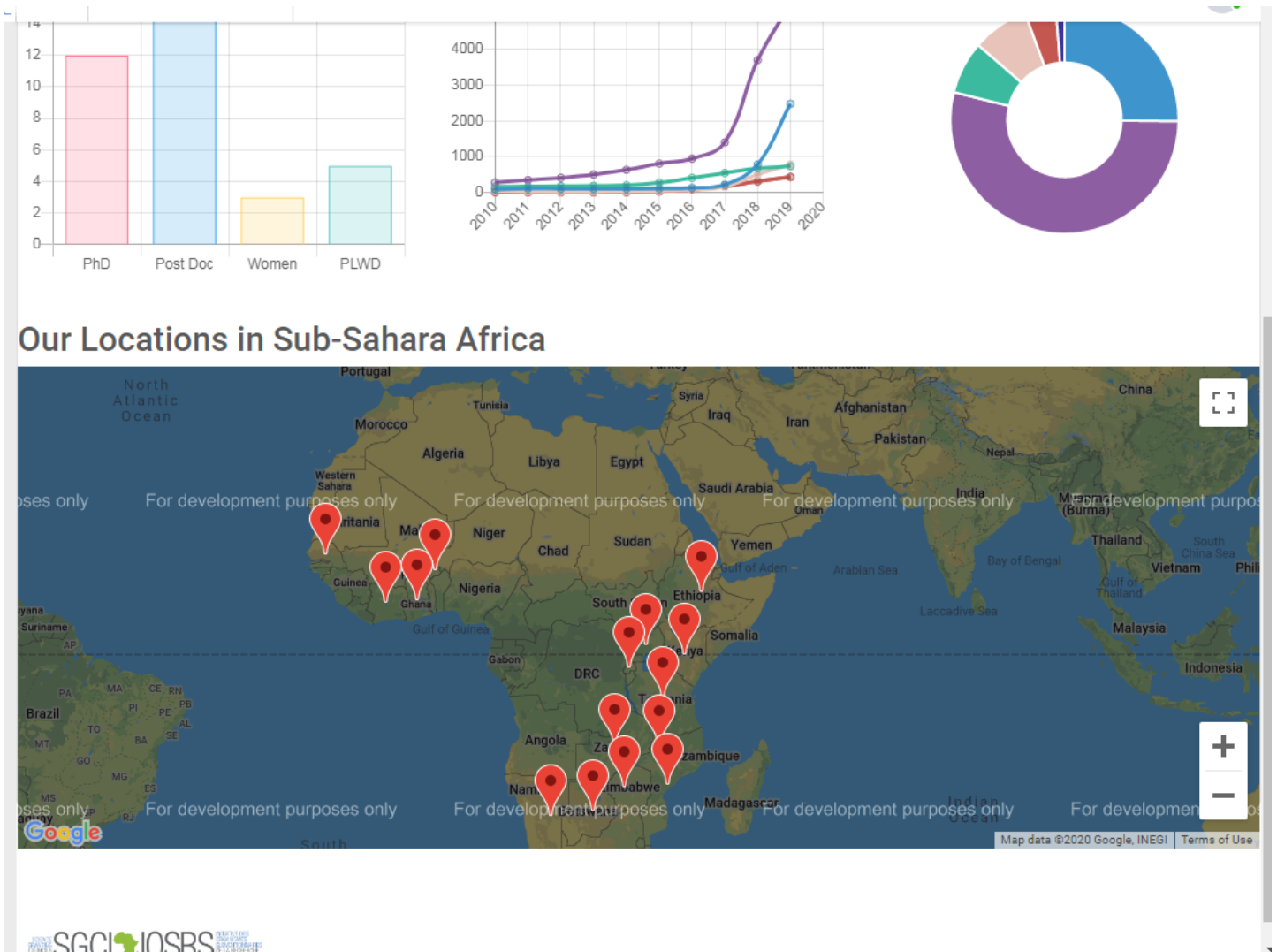
The statistics displayed include the following:

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



## Our Locations in Sub-Saharan Africa

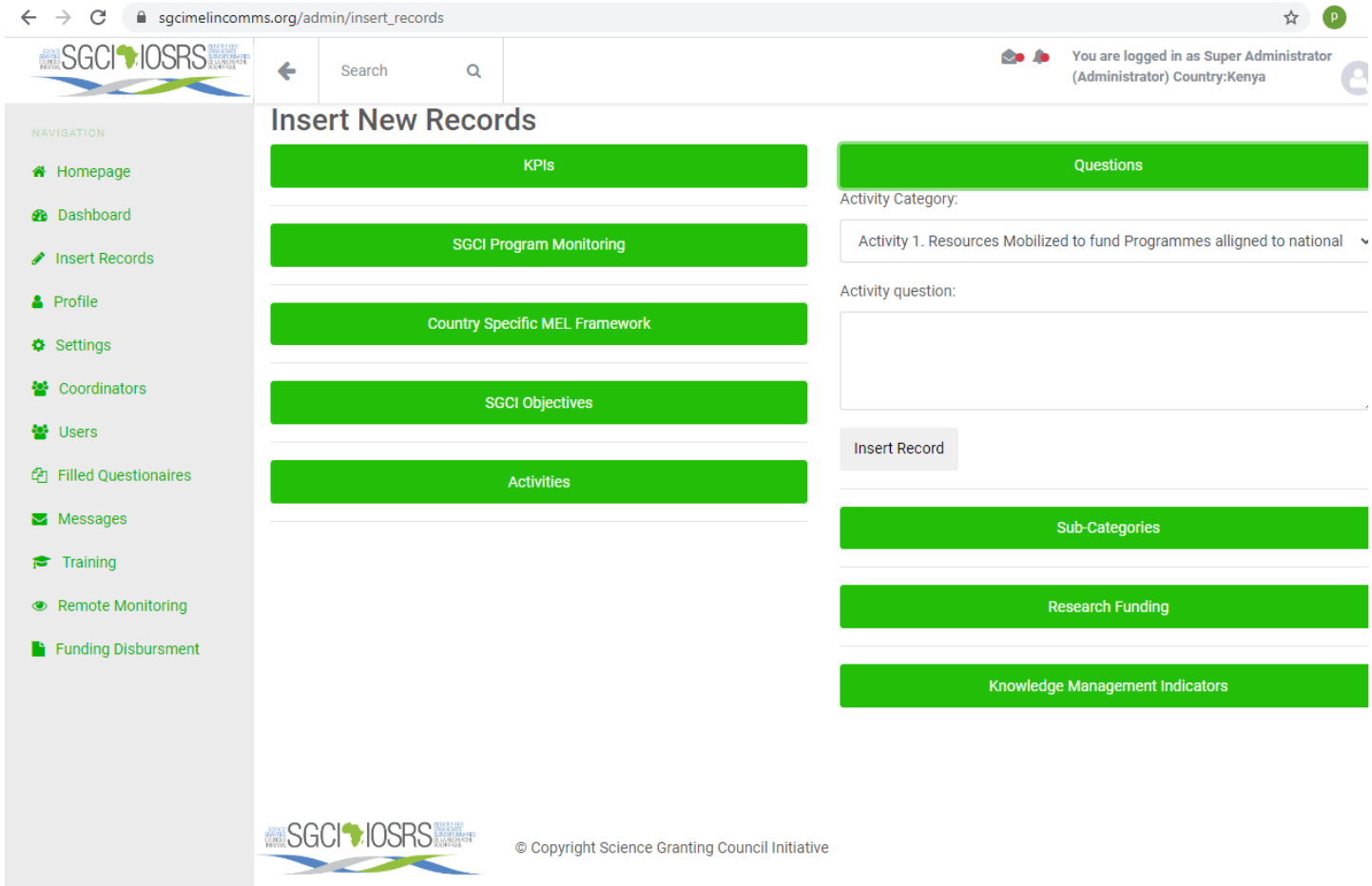
### Insert Records

The link to the page is found below the dashboard link in the left pane. It consists of several buttons 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.



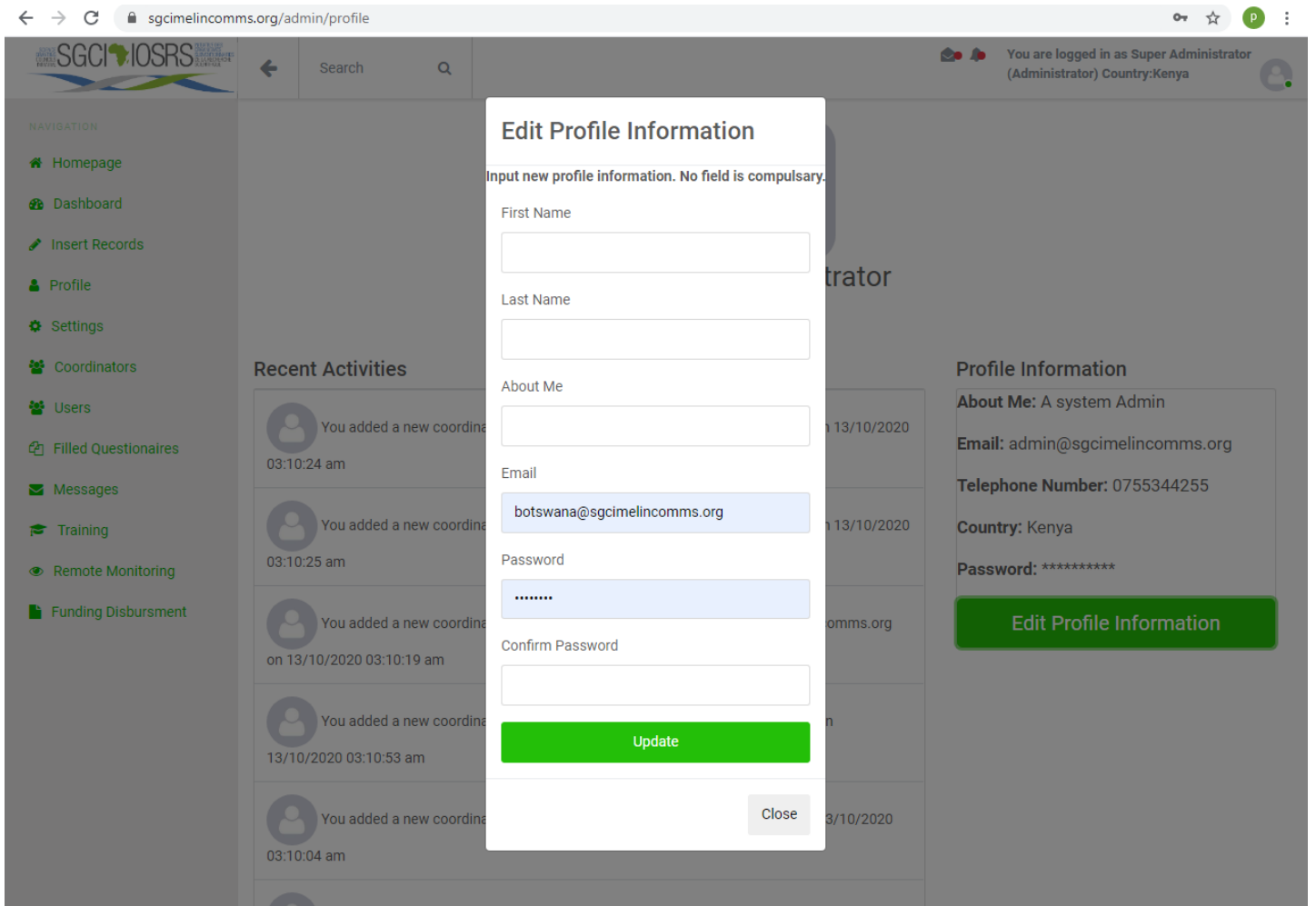
The screenshot shows the 'Insert New Records' page in the SGCI IOSRS Admin Portal. The browser address bar shows 'sgcimelincomms.org/admin/insert\_records'. The user is logged in as 'Super Administrator (Administrator) Country: Kenya'. The page features a left navigation pane with the following items: Homepage, Dashboard, Insert Records, Profile, Settings, Coordinators, Users, Filled Questionnaires, Messages, Training, Remote Monitoring, and Funding Disbursement. The main content area is titled 'Insert New Records' and contains several green buttons: KPIs, Questions, SGCI Program Monitoring, Country Specific MEL Framework, SGCI Objectives, Activities, Sub-Categories, Research Funding, and Knowledge Management Indicators. There is also a form for 'Activity question:' and an 'Insert Record' button.

## Profile

This is the fourth 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:



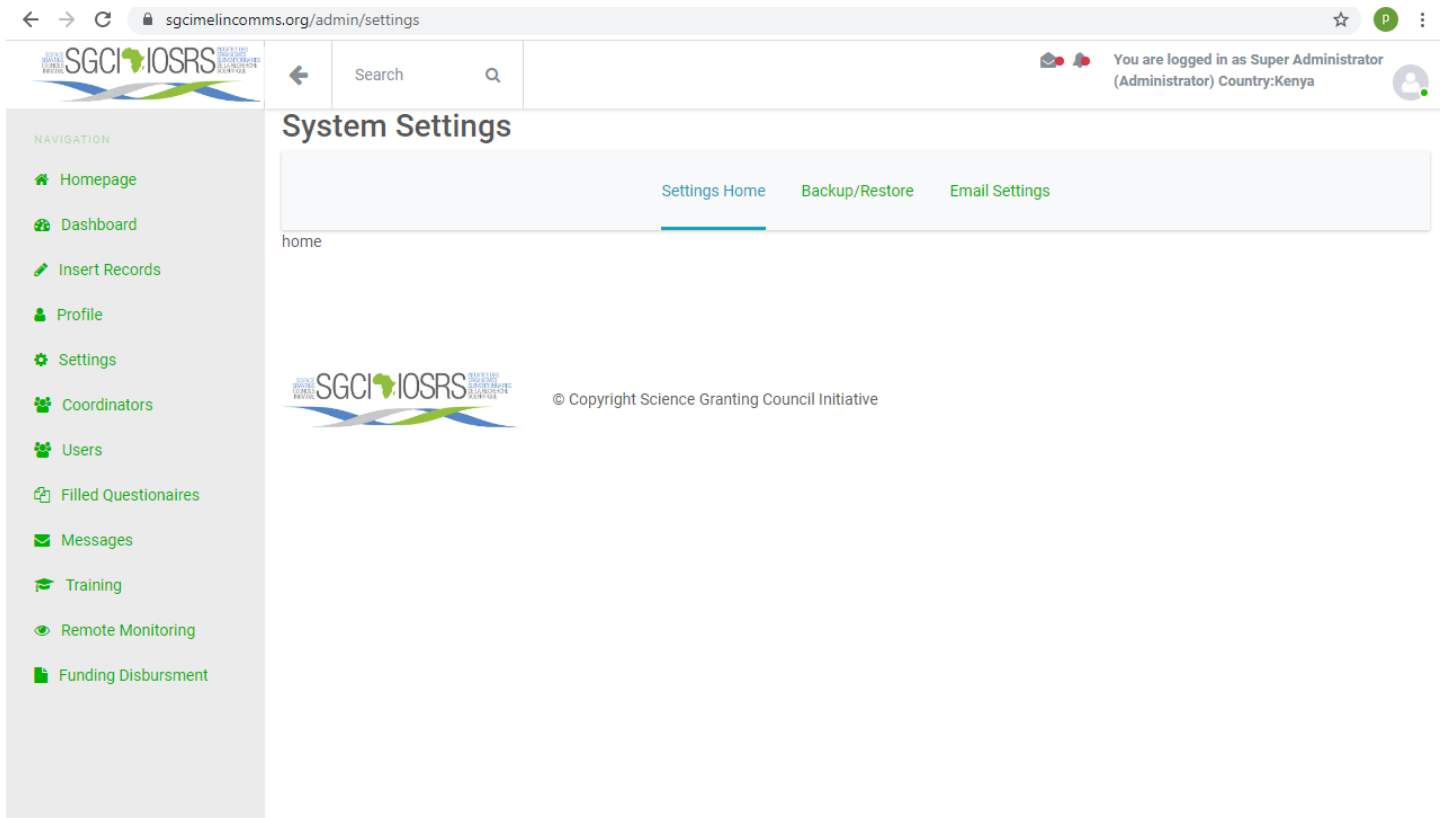
## Settings

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:





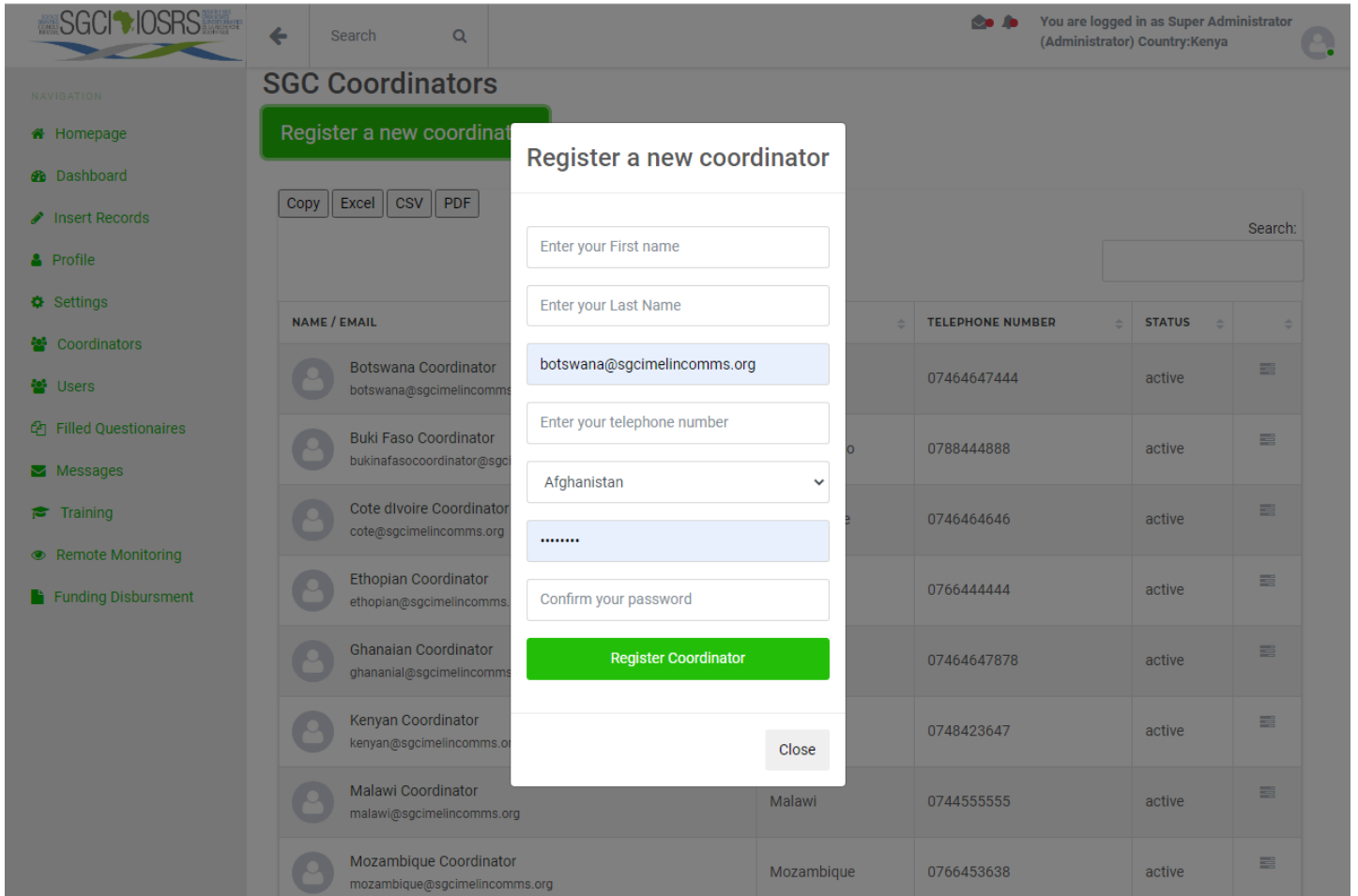
## Coordinators

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.


sgcimelincomms.org/admin/users

You are logged in as Super Administrator (Administrator) Country:Kenya

### System Users

Copy Excel CSV PDF

Search:

NAME / EMAIL	COUNTRY	TELEPHONE NUMBER	STATUS
 Elisha Aywak elishaaywak@gmail.com	Kenya	0754332634	active

Showing 1 to 1 of 1 entries

Previous 1 Next

© Copyright Science Granting Council Initiative

## 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.

sgcimelincomms.org/admin/users

You are logged in as Super Administrator (Administrator) Country:Kenya

### Filled Questionnaires

Copy Excel CSV PDF

Search:

COORDINATOR NAME	OBJECTIVE	DATE	STATUS	ACTION
Elisha Aywak(admin@sgcimelincomms.org)	Funding Research	2020-09-02	incomplete	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

© Copyright Science Granting Council Initiative

← → ↻ sgcimelincomms.org/admin/view\_questionnaire\_response/1 ☆ P

SGCI IOSRS

← Search Q

You are logged in as Super Administrator (Administrator) Country: Kenya

ACTIVITY	SUB-CATEGORY	BASELINE DATA	MONTHLY FOLLOW-UP	QUARTERLY FOLLOW-UP	BI-ANNUAL FOLLOW-UP	ANNUAL FOLLOW-UP	CUMMULATIVE FOLLOW-UP
<b>Background Information</b> <b>Objective:</b> Funding Research							
1. <b>SGCI Country Office:</b> Nairobi Office 2. <b>Region:</b> Nairobi2 3. <b>Name of MEL Focal Person:</b> Elisha Aywak 4. <b>Email Address:</b> admin@sgcimelincomms.org 5. <b>Phone Contact of MEL Person:</b> 0754332634 6. <b>Online Administration Code:</b> 9 7. <b>Data Entry Date:</b> 2020-09-02							
Activity 1. Resources Mobilized to fund Programmes aligned to national Priorities							
How much was Mobilized by the							
Activity 2:							

## 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.

- NAVIGATION
- Homepage
  - Dashboard
  - Insert Records
  - Profile
  - Settings
  - Coordinators
  - Users
  - Filled Questionnaires
  - Messages
  - Training
  - Remote Monitoring
  - Funding Disbursement

## Messages

NAME / EMAIL	USER TYPE / COUNTRY	RE	TIME SENT	ACTION
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-16 01:42:40	<a href="#">View</a>
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-15 08:57:12	<a href="#">View</a>
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-15 08:55:35	<a href="#">View</a>
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-15 08:53:44	<a href="#">View</a>
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-15 08:52:52	<a href="#">View</a>
Botswana Coordinator (botswana@sgcimelincomms.org)	Coordinator	Sample Message	2020-10-15 08:51:22	<a href="#">View</a>

- NAVIGATION
- Homepage
  - Dashboard
  - Insert Records
  - Profile
  - Settings
  - Coordinators
  - Users
  - Filled Questionnaires
  - Messages
  - Training
  - Remote Monitoring
  - Funding Disbursement

## View Message

Re: Sample Message

SENDER	MESSAGE	TIME SENT	STATUS	ACTION
Super Administrator	jj	2020-10-15 08:59:06	Unread	<a href="#">Delete</a>
Super Administrator		2020-10-16 01:34:32	Unread	<a href="#">Delete</a>
Super Administrator		2020-10-16 01:35:03	Unread	<a href="#">Delete</a>
Super Administrator	This is a reply	2020-10-16 01:36:22	Unread	<a href="#">Delete</a>
Super Administrator	This is a reply	2020-10-16 01:38:59	Unread	<a href="#">Delete</a>
Super Administrator	This is a reply	2020-10-16 01:41:09	Unread	<a href="#">Delete</a>
Super Administrator	This is a reply	2020-10-16 01:42:40	Unread	<a href="#">Delete</a>

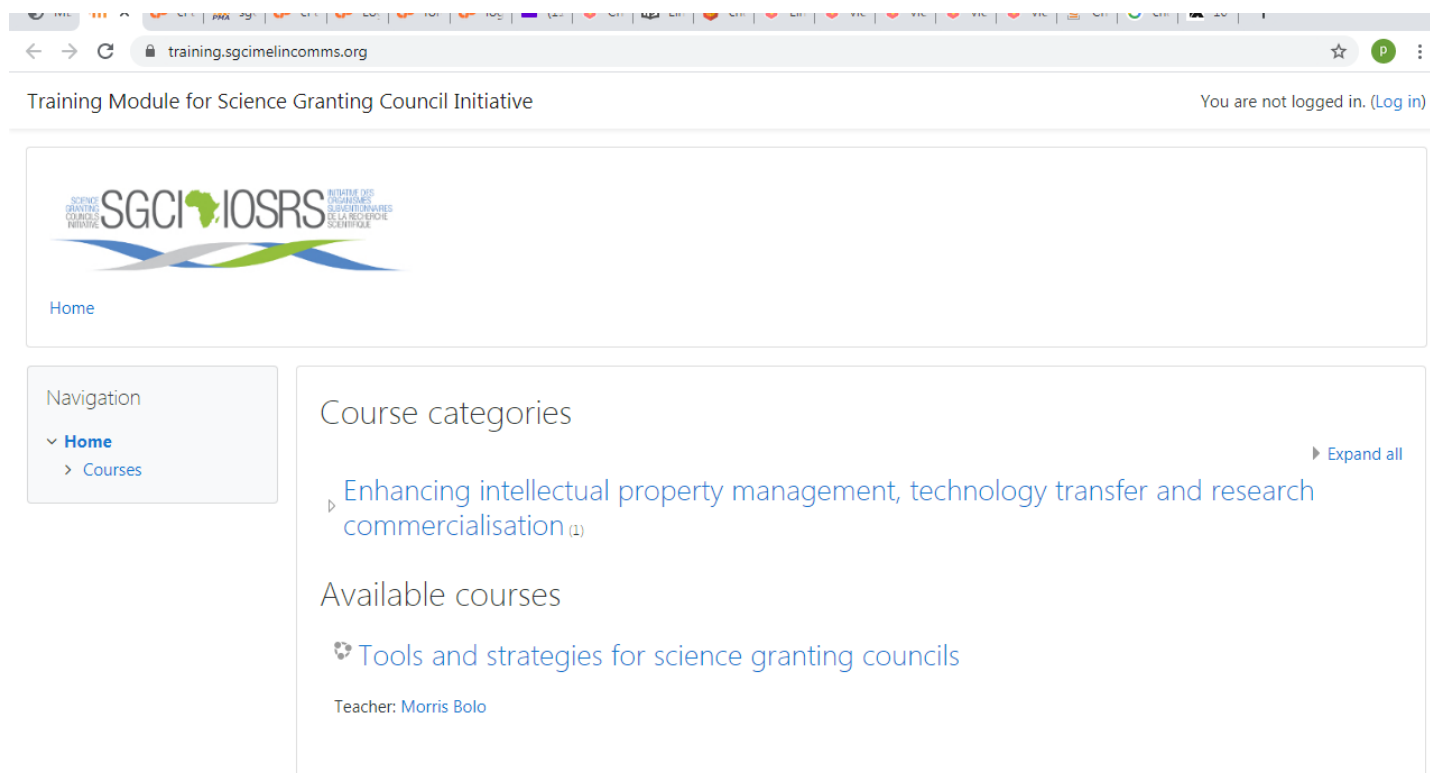
Insert reply here

Reply

## 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



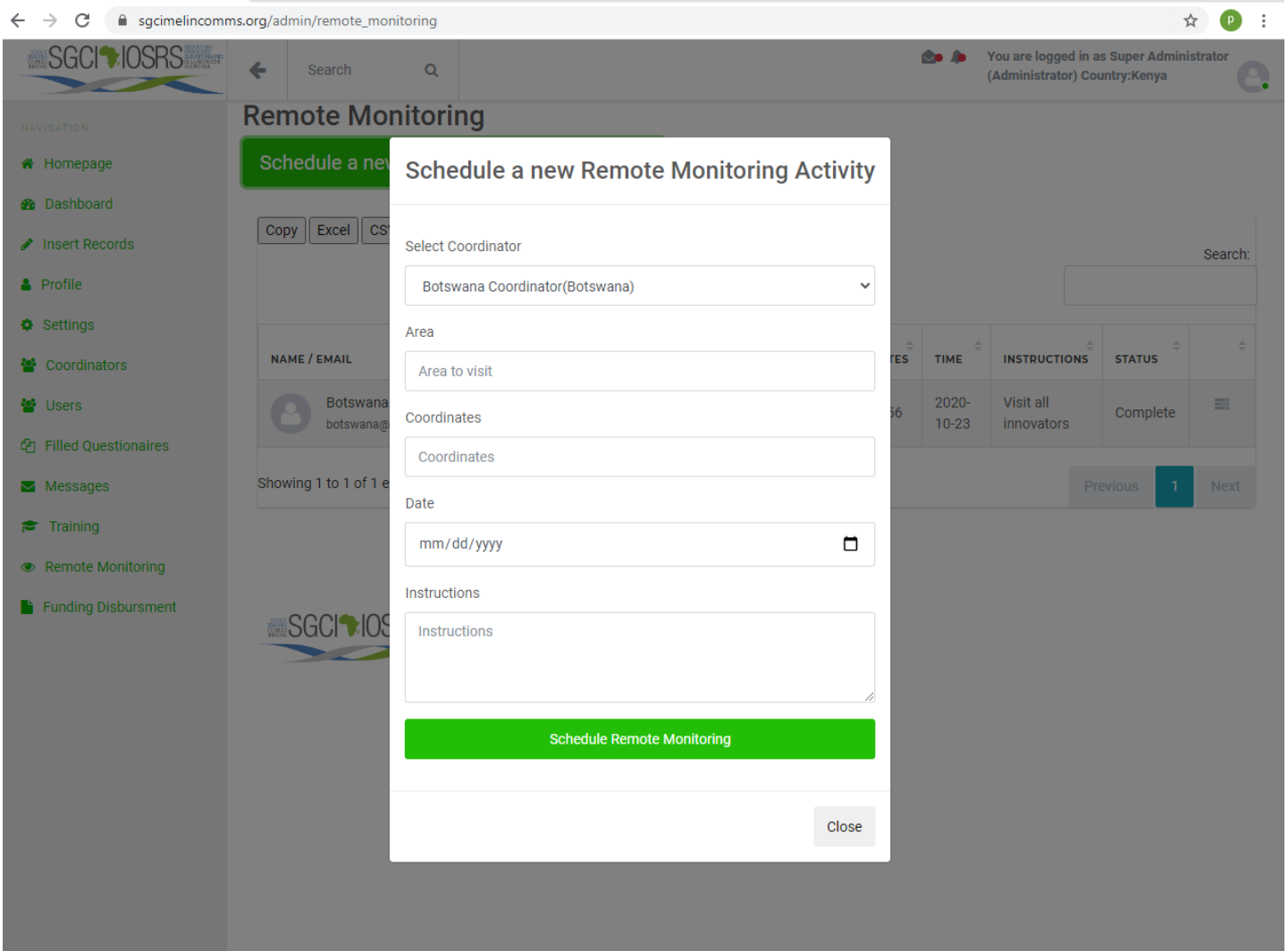
## Remote Monitoring

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.

sgcimelincomms.org/admin/reports

SGCI | IOSRS

You are logged in as Super Administrator (Administrator) Country:Kenya

Copy Excel CSV PDF

Search:

NAVIGATION

- Homepage
- Dashboard
- Insert Records
- Profile
- Settings
- Coordinators
- Users
- Filled Questionnaires
- Messages
- Training
- Remote Monitoring
- Funding Disbursement

TITLE OF INNOVATION	THEMATIC AREA	NAME OF INNOVATOR	NATIONALITY	INSTITUTION	NAME OF CO-INNOVATOR	NATIONALITY OF CO-INNOVATOR	COLLABORATING INSTITUTION	AMMOUNT OF FUNDING	YEAR	MANAGING COUNCIL AGENCY
	Engineering	Micheal Juma Saulo	Kenya	Cape Town & MPUC				1,064,500		
	Engineering	Bernard Ondeng?i	Kenya	Chepkoiel				949,860		
	Agricultural	Billy Amendi Makumba	Kenya	Chepkoiel				769,850		
	Agricultural	Victoria Chepkiroi	Kenya	Chepkoiel				1,039,000		
	Agricultural	James Echessa Barasa	Kenya	Chepkoiel				1,000,000		
	Agricultural	Geraldine Kasisi matolla	Kenya	Chepkoiel				790,000		
	Agricultural	Martin Wamalwa W	Kenya	Chepkoiel				1,200,000		
	Chemistry	Justin Maghanga	Kenya	Chepkoiel				1,200,000		

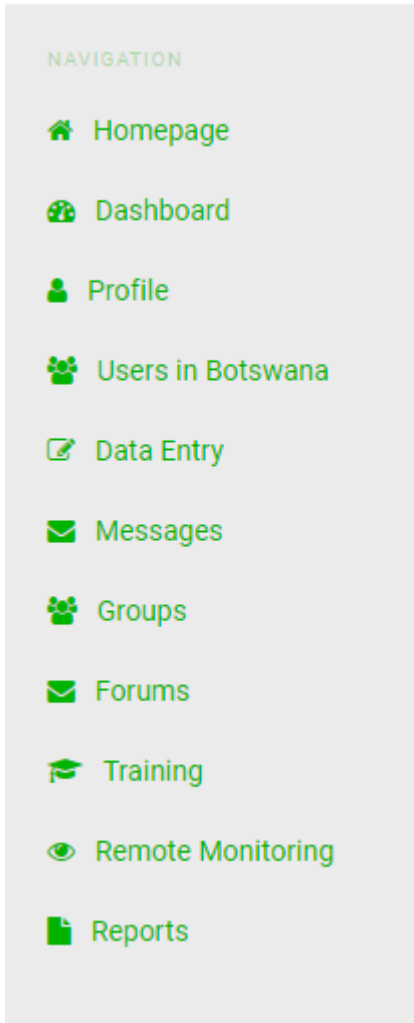
## 4.2 Coordinator Portal

### 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:





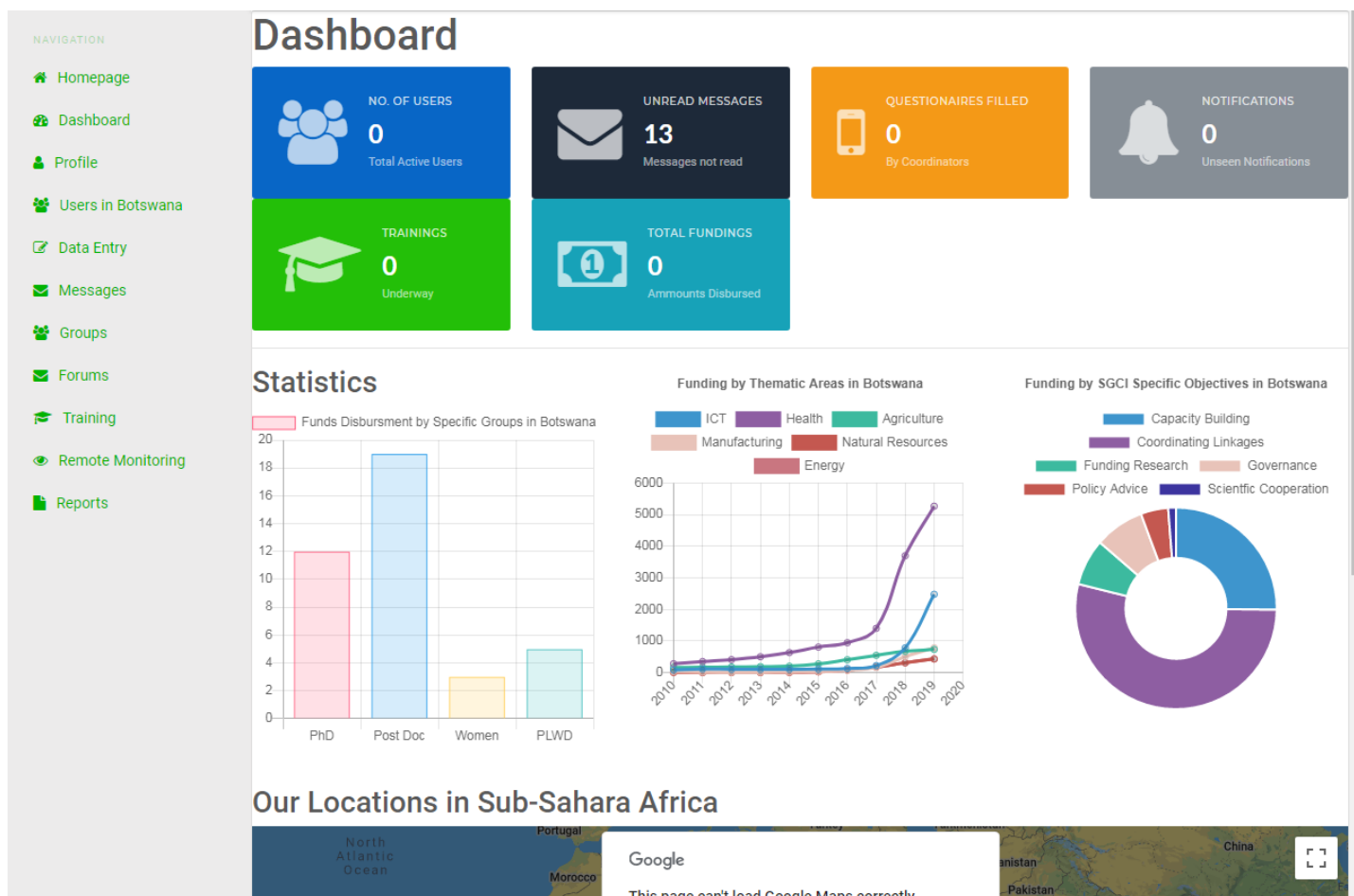
## 4.2.2 Features of the Coordinator Portal

### 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.

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:

SGC Country Office

Region

Name of MEL Focal Person

Email Address of MEL Focal Person

Telephone Number of MEL Focal Person

Online Administration Code

Data Entry Date

NAVIGATION

- [Homepage](#)
- [Dashboard](#)
- [Profile](#)
- [Users in Kenya](#)
- [Data Entry](#)
- [Messages](#)
- [Groups](#)
- [Forums](#)
- [Training](#)
- [Remote Monitoring](#)
- [Reports](#)

ACTIVITY	SUB-CATEGORY	BASELINE DATA	MONTHLY FOLLOW-UP	QUARTERLY FOLLOW-UP	BI-ANNUAL FOLLOW-UP	ANNUAL FOLLOW-UP	CUMMULATIVE FOLLOW-UP
<b>Background Information</b> <b>Objective:</b> Funding Research 1. <b>SGCI Country Office:</b> Nairobi Office 2. <b>Region:</b> Nairobi2 3. <b>Name of MEL Focal Person:</b> Elisha Aywak 4. <b>Email Address:</b> admin@sgcimelincomms.org 5. <b>Phone Contact of MEL Person:</b> 0754332634 6. <b>Online Administration Code:</b> 9 7. <b>Data Entry Date:</b> 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:

The screenshot shows the SGCI IOSRS Coordinator Portal interface. On the left is a navigation menu with options: Homepage, Dashboard, Profile, Users in Kenya, Data Entry, Messages, Groups, Forums, Training, Remote Monitoring, and Reports. The main content area is titled "Latest News Trends" and features the SGCI IOSRS logo and the text "© Copyright Science Granting Council Initiative". On the right side, there is a user profile section indicating the user is logged in as "Kenyan Coordinator (Coordinator) Country:Kenya". Below this, there are four menu items: "Create New Group", "Groups I have Created", "Group Invitations", and "My Groups".

## Forums

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

The screenshot shows the SGCI IOSRS Coordinator Portal interface for the "Forums" section. The browser address bar shows the URL "sgcimelincomms.org/coordinator/forums". The navigation menu on the left is identical to the previous screenshot. The main content area is titled "Group Name" and contains a text input field with the placeholder text "What would you like to share?". Below the input field is a blue "Share" button. The right side of the page shows the user profile and a list of forum-related options: "Create New Forum", "Forums I have Created", "Forum Invitations", and "My Forums". The footer of the page includes the SGCI IOSRS logo and the text "© Copyright Science Granting Council Initiative".

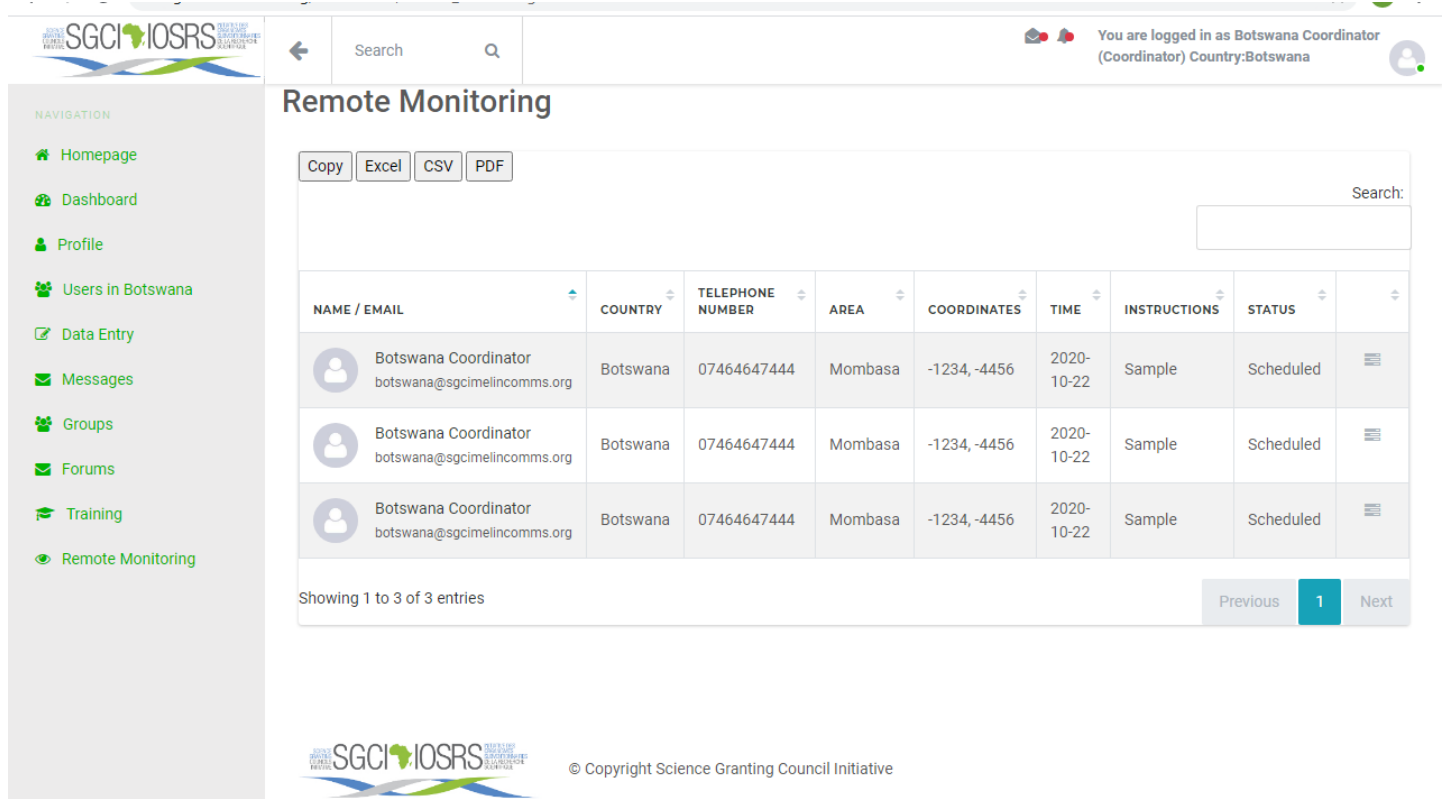
## Training

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.



The screenshot shows the 'Remote Monitoring' interface. At the top, there is a search bar and a user profile indicator showing 'You are logged in as Botswana Coordinator (Coordinator) Country: Botswana'. A left-hand navigation menu includes options like 'Homepage', 'Dashboard', 'Profile', 'Users in Botswana', 'Data Entry', 'Messages', 'Groups', 'Forums', 'Training', and 'Remote Monitoring' (which is highlighted).

The main content area displays a table of monitoring activities. Above the table are buttons for 'Copy', 'Excel', 'CSV', and 'PDF', and a search input field. The table has columns for 'NAME / EMAIL', 'COUNTRY', 'TELEPHONE NUMBER', 'AREA', 'COORDINATES', 'TIME', 'INSTRUCTIONS', and 'STATUS'. Three entries are listed, all for 'Botswana Coordinator' in 'Mombasa' with a 'Scheduled' status.

NAME / EMAIL	COUNTRY	TELEPHONE NUMBER	AREA	COORDINATES	TIME	INSTRUCTIONS	STATUS
Botswana Coordinator botswana@sgcimelincomms.org	Botswana	07464647444	Mombasa	-1234, -4456	2020-10-22	Sample	Scheduled
Botswana Coordinator botswana@sgcimelincomms.org	Botswana	07464647444	Mombasa	-1234, -4456	2020-10-22	Sample	Scheduled
Botswana Coordinator botswana@sgcimelincomms.org	Botswana	07464647444	Mombasa	-1234, -4456	2020-10-22	Sample	Scheduled

Below the table, it indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

At the bottom of the page, there is a copyright notice: '© Copyright Science Granting Council Initiative'.

The screenshot shows a web browser window with the URL `sgcimelincomms.org/coordinator/feedback_monitoring/2`. The page title is "Feedback on Remote Monitoring". The user is logged in as "Botswana Coordinator (Coordinator) Country: Botswana".

**NAVIGATION**

- Homepage
- Dashboard
- Profile
- Users in Botswana
- Data Entry
- Messages
- Groups
- Forums
- Training
- Remote Monitoring

**Feedback on Remote Monitoring**

Instructions: Visit the Innovators

Title of Innovation:

Thematic Area:

Name of Innovator:

Institution:

Location:

Geo-coordinates:

Media(Photo/Video):

Choose File No file chosen

Narrative:

## 4.3 Normal User Portal

### 4.3.1 Introduction

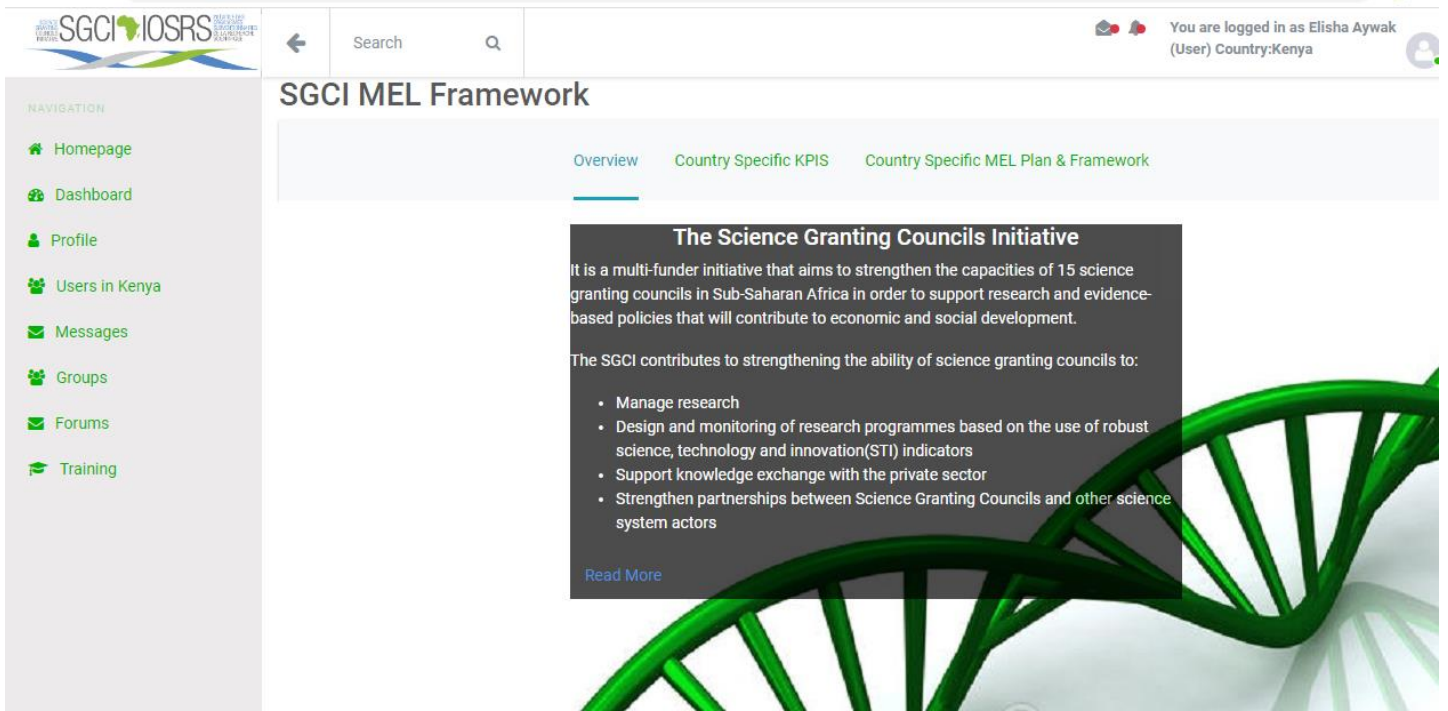
The normal user is anyone who creates an account via the registration page.

### 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:



The screenshot shows the user portal for the SGCI MEL Framework. At the top left is the SGCI IOSRS logo. A search bar is located at the top center. On the top right, it indicates the user is logged in as Elisha Aywak from Kenya. A left-hand navigation menu includes links for Homepage, Dashboard, Profile, Users in Kenya, Messages, Groups, Forums, and Training. The main content area is titled 'SGCI MEL Framework' and has three tabs: Overview (selected), Country Specific KPIS, and Country Specific MEL Plan & Framework. A central text box titled 'The Science Granting Councils Initiative' provides a description of the multi-funder initiative and lists its contributions to strengthening science granting councils, such as managing research and supporting knowledge exchange. A 'Read More' link is provided at the bottom of the text box. The background of the main content area features a green DNA double helix graphic.

### 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.

The screenshot displays a user dashboard for SGCI IOSRS. The top navigation bar includes a search bar and a user profile section indicating the user is logged in as Elisha Aywak (User) Country: Kenya. The dashboard features a left-hand navigation menu with options like Homepage, Dashboard, Profile, Users in Kenya, Messages, Groups, Forums, and Training. The main content area is divided into three sections: a 'Dashboard' section with three summary cards (1 Total Active Users, 0 Unread Messages, 0 Unseen Notifications), a 'Statistics' section with a bar chart titled 'Funds Disbursement by Specific Groups in Kenya' showing values for PhD (12), Post Doc (19), Women (3), and PLWD (5), and a 'Our Locations in Sub-Sahara Africa' section with a map showing various countries and red location pins.

## 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