



AMIS USER TUTORIALS REGULAR USER



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Application: Agricultural Management Information System (AMIS) Version 3

Organization: Department of Agriculture and Livestock, Papua New Guinea

Agriculture Management Information System

A comprehensive government platform integrating NASP, MTDP, and Corporate Plans for strategic agricultural planning, workplan management, activity implementation, performance evaluation, and development coordination across Papua New Guinea.

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AMIS User Tutorial - Regular User (Action Officer)

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Part 1: User Journey Mapping

Introduction

Welcome to the AMIS Regular User Tutorial. As a Regular User (also called Action Officer), you are the primary implementer of agricultural activities in the field. This tutorial will guide you through creating, implementing, and reporting on your activities.

Your Role and Responsibilities

As a Regular User / Action Officer, you are responsible for:

- **Activity Implementation:** Creating and implementing agricultural activities in your area
- **Field Work:** Conducting trainings, meetings, distributions, and other field activities
- **Documentation:** Recording implementation details, beneficiaries, and evidence
- **Reporting:** Submitting activities for supervisor review and approval

- **Task Management:** Completing duty instructions assigned to you
- **Data Quality:** Ensuring accurate and complete activity information

What You Can Do

- ✓ **Create Activities:** Create new activities for implementation
- ✓ **Implement Activities:** Record implementation details for all 7 activity types
- ✓ **Submit for Review:** Submit completed activities to your supervisor
- ✓ **View Duty Instructions:** See tasks assigned to you
- ✓ **View Reports:** Access reports relevant to your work
- ✓ **Update Profile:** Manage your personal information

What You Cannot Do

- ✗ **Approve Activities:** Only supervisors can approve activities
- ✗ **Create Workplans:** Only administrators can create workplans
- ✗ **Manage Users:** Only administrators can manage user accounts
- ✗ **Evaluate Activities:** Only evaluators can rate activities
- ✗ **Access Admin Panel:** Administrative functions are restricted

System Goal

The primary objective of AMIS is to **monitor and measure the effectiveness of activities implemented and how they contribute to achieving the targets in the plans.**

Your role is crucial because you:

- Implement activities that contribute to strategic goals
- Collect data that measures impact and effectiveness
- Provide evidence of results achieved
- Document lessons learned for continuous improvement

Login Process

Step 1: Access the AMIS Application

1. Open your web browser (Chrome, Firefox, or Edge recommended)
2. Navigate to the AMIS URL: <http://your-amis-url.com> (replace with your organization's URL)
3. You'll see the AMIS Login page

Step 2: Enter Your Credentials

1. **Email Address:** Enter your registered email address
2. **Password:** Enter your password
3. Click the "**Login**" button

Step 3: Successful Login

Upon successful login:

- You're redirected to your **Dashboard Landing Page**
- You see a welcome message with your name
- Your role badge shows "**User**"
- The sidebar navigation menu appears with your accessible features

Troubleshooting Login Issues

Problem: "Invalid email or password"

- **Solution:** Check your email and password are correct
- **Solution:** Ensure Caps Lock is off
- **Solution:** Contact your administrator to reset your password

Problem: "Account not activated"

- **Solution:** Check your email for activation link
- **Solution:** Contact your administrator to activate your account

Problem: "Session expired"

- **Solution:** This is normal after 2 hours of inactivity
- **Solution:** Simply log in again

Security Best Practices

- **Change your password** on first login
- **Use a strong password** (at least 8 characters, mix of letters and numbers)
- **Don't share your password** with anyone
- **Log out** when finished, especially on shared computers
- **Report suspicious activity** to your administrator

Dashboard Overview

After logging in, you land on your **Dashboard Landing Page**. This is your personal workspace showing your activity metrics and quick access to key features.

Dashboard Layout

Top Section: Welcome Card

- **Welcome Message:** "Welcome back, [Your Name]!"
- **Role Badge:** Shows "User" in blue
- **Current Date and Time**

Main Section: Dashboard Widgets

The dashboard is organized into cards showing your key metrics:

1. My Activities Card

- **Total Activities:** Count of all your activities
- **Pending:** Activities you haven't implemented yet
- **Active:** Activities you're currently implementing
- **Submitted:** Activities awaiting supervisor approval
- **Approved:** Activities approved by supervisor
- **Rated:** Activities evaluated by M&E staff
- **Quick Action:** "Create New Activity" button

2. My Tasks Card

- **Pending Tasks:** Duty instructions assigned to you
- **Completed Tasks:** Duty instructions you've finished
- **Quick Action:** "View All Tasks" button

3. Recent Activities Card

- **List of your 5 most recent activities**
- Shows activity title, type, status, and date
- **Quick Action:** "View All Activities" button

4. Activity Types Summary Card

- **Breakdown by type:** Count of each activity type you've created
 - Documents
 - Trainings
 - Meetings
 - Agreements
 - Inputs
 - Infrastructures
 - Outputs
- **Visual Chart:** Pie chart showing distribution

Using the Dashboard

Quick Navigation:

- Click **"Create New Activity"** to start a new activity
- Click **"View All Activities"** to see your complete activity list
- Click **"View All Tasks"** to see your duty instructions
- Click on any recent activity to view its details


Monitoring Your Progress:

- Check **Pending count** to see activities needing implementation
- Check **Submitted count** to see activities awaiting approval
- Review **Recent Activities** to track your latest work

Navigation Map

As a Regular User, you have access to **4 main menu items** in the left sidebar navigation:

1. Dashboard


- **Icon:**  Dashboard icon
- **Purpose:** Your personal workspace with metrics and quick actions
- **Access:** Always accessible

2. My Activities


- **Icon:**  Activities icon
- **Purpose:** Create, view, implement, and manage your activities

- **Submenu Items:**
 - **All Activities:** View all your activities
 - **Create Activity:** Create a new activity
 - **Pending Activities:** Filter to show pending activities
 - **Active Activities:** Filter to show active activities
 - **Submitted Activities:** Filter to show submitted activities

3. Duty Instructions

- **Icon:**  Instructions icon
- **Purpose:** View and manage duty instructions assigned to you
- **Submenu Items:**
 - **All Instructions:** View all your duty instructions
 - **Pending Instructions:** Filter to show pending tasks
 - **Completed Instructions:** Filter to show completed tasks

4. Reports

- **Icon:**  Reports icon
- **Purpose:** View reports relevant to your work
- **Submenu Items:**
 - **My Activity Reports:** Reports on your activities
 - **Workplan Reports:** Reports on workplans you're involved in
 - **Statistics:** View statistics dashboard (limited view)

Top Navigation Bar

Right Side:

- **User Profile Dropdown:** Click your name to access:
 - **My Profile:** View and edit your profile
 - **Change Password:** Update your password
 - **Logout:** Sign out of the system

Navigation Tips

- **Sidebar is collapsible:** Click the menu icon to collapse/expand
- **Active menu is highlighted:** Current page is shown in different color
- **Breadcrumbs:** Top of page shows your current location
- **Back buttons:** Use browser back or page-specific back buttons

Typical Workflows

As a Regular User, here are your most common workflows:

Workflow 1: Creating and Implementing an Activity

Scenario: You need to conduct a training on improved farming techniques.

Steps:

1. **Dashboard** → Click "Create New Activity"
2. **Fill Activity Form** → Enter training details, location, dates, budget
3. **Link to Strategic Plans** → Select relevant MTDP, NASP, Corporate Plan elements
4. **Save Activity** → Activity is created with status "Pending"
5. **Conduct the Training** → Implement the activity in the field
6. **Record Implementation** → My Activities → View Activity → Click "Implement"
7. **Fill Implementation Form** → Enter participant details, upload photos, add evidence
8. **Save Implementation** → Activity status changes to "Active"
9. **Submit for Review** → Click "Submit for Review" button
10. **Wait for Approval** → Supervisor reviews and approves
11. **Activity Approved** → You receive email notification

Timeline: Typically 1-4 weeks from creation to approval

Workflow 2: Responding to Supervisor Feedback

Scenario: Your supervisor sends an activity back for revision.

Steps:

1. **Receive Email** → Notification that activity was sent back
2. **Read Supervisor's Remarks** → Understand what needs correction
3. **My Activities** → Find the activity (status is "Active")
4. **View Activity Details** → Review supervisor's feedback
5. **Make Corrections** → Edit implementation details as requested
6. **Update Evidence** → Upload additional photos or documents if needed
7. **Save Changes** → Implementation is updated
8. **Resubmit for Review** → Click "Submit for Review" again
9. **Supervisor Re-reviews** → Supervisor checks corrections
10. **Activity Approved** → You receive approval notification

Timeline: Usually 1-3 days for revision and resubmission

Workflow 3: Completing Duty Instructions

Scenario: Your supervisor assigns you specific tasks via duty instructions.

Steps:

1. **Receive Notification** → Email about new duty instruction
2. **Duty Instructions** → View the duty instruction
3. **Review Instruction Items** → Read each specific task
4. **Complete Tasks** → Perform the work as instructed
5. **Update Status** → Mark items as completed (if system allows)
6. **Report Completion** → Inform supervisor (via email or system)

Timeline: Varies based on task complexity

Workflow 4: Viewing Your Performance

Scenario: You want to see your activity statistics and performance.

Steps:

1. **Dashboard** → Review your summary metrics
2. **Reports** → My Activity Reports
3. **Apply Filters** → Select date range, activity type
4. **Generate Report** → View your activities and metrics
5. **Export PDF** → Download report for your records
6. **Review Performance** → Identify areas for improvement

Timeline: 5-10 minutes

Workflow 5: Updating Your Profile

Scenario: You need to update your contact information.

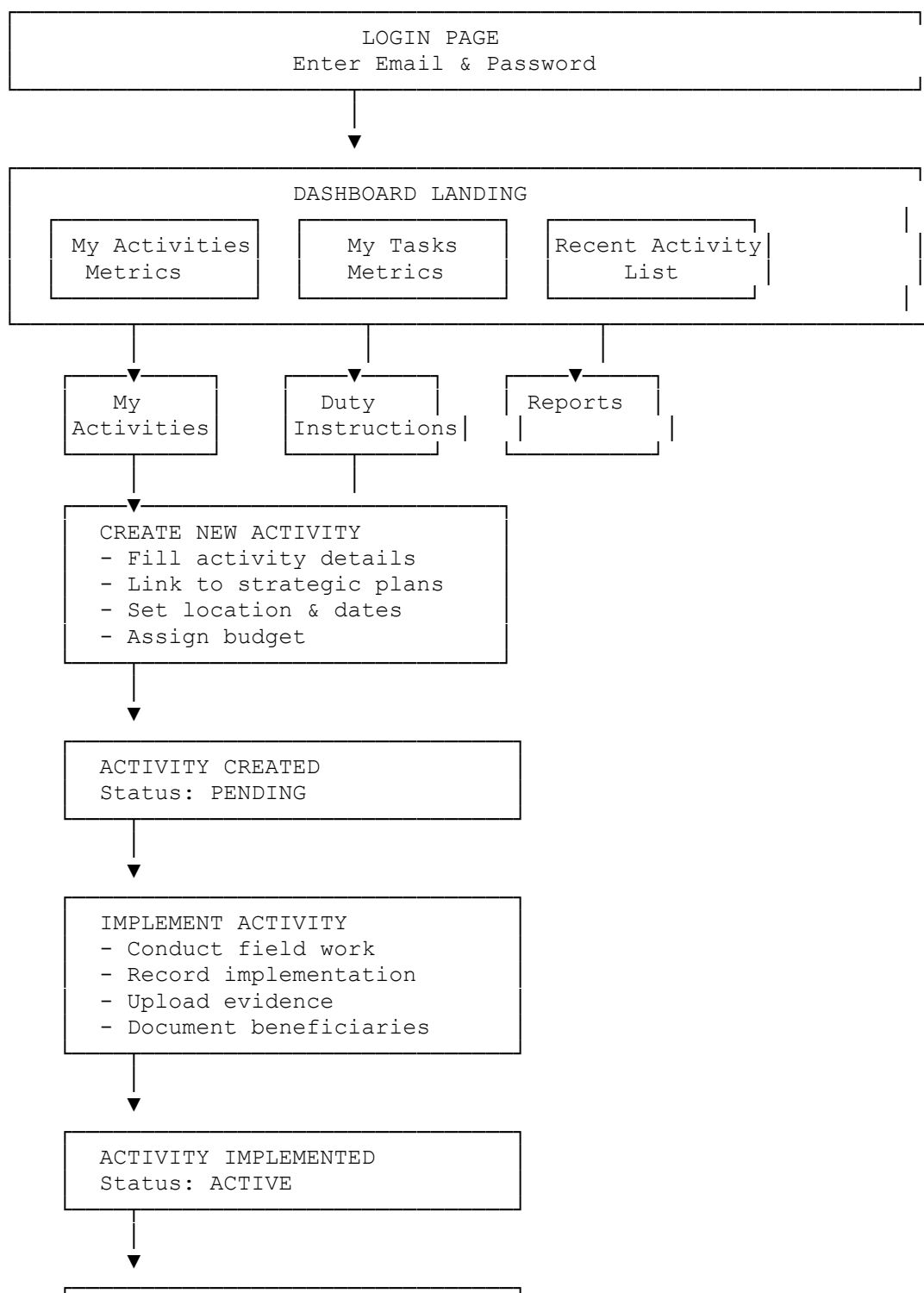
Steps:

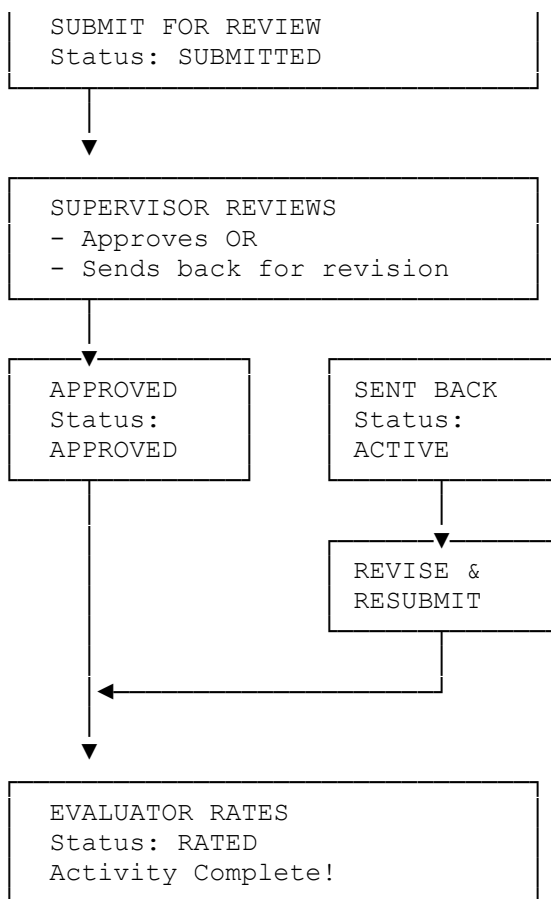
1. **Top Right** → Click your name
2. **My Profile** → Select from dropdown
3. **Edit Profile** → Update information
4. **Upload Photo** → Add or change profile photo

5. **Save Changes** → Profile is updated

Timeline: 2-5 minutes

User Journey Diagram





Access Permissions Summary

What You CAN Access

Feature	Access Level	Description
Dashboard	Full Access	Your personal dashboard with metrics
My Activities	Full Access	Create, view, implement, submit your activities
Duty Instructions	View Only	View duty instructions assigned to you
Reports	Limited Access	View reports relevant to your work
Profile Management	Full Access	Update your personal information

What You CANNOT Access

Feature	Restriction	Who Can Access
Admin Panel	No Access	Administrators only

Feature	Restriction	Who Can Access
User Management	No Access	Administrators only
Workplan Creation	No Access	Administrators only
SME Management	No Access	Administrators only
Supervised Activities	No Access	Supervisors only
Evaluation	No Access	Evaluators only
Activity Approval	No Access	Supervisors only
Activity Rating	No Access	Evaluators only

Activity Permissions

Action	Permission
Create Activity	<input checked="" type="checkbox"/> Yes
View Own Activities	<input checked="" type="checkbox"/> Yes
View Others' Activities	<input checked="" type="checkbox"/> No
Implement Own Activities	<input checked="" type="checkbox"/> Yes
Submit for Review	<input checked="" type="checkbox"/> Yes
Approve Activities	<input checked="" type="checkbox"/> No (Supervisor only)
Rate Activities	<input checked="" type="checkbox"/> No (Evaluator only)
Delete Pending Activities	<input checked="" type="checkbox"/> Yes (own activities only)
Edit Active Activities	<input checked="" type="checkbox"/> Yes (own activities only)

Report Permissions

Report Type	Access
My Activity Reports	<input checked="" type="checkbox"/> Full Access
Workplan Reports	<input checked="" type="checkbox"/> Limited (only workplans you're in)

Report Type	Access
Statistics Dashboard	✔ Limited (your data only)
Corporate Plan Reports	✘ No Access
HR Reports	✘ No Access
MTDP Reports	✘ No Access
NASP Reports	✘ No Access

Part 2: Feature-by-Feature Documentation

Activity Management Features

Activity management is your primary responsibility as a Regular User. You create, implement, and submit activities for supervisor approval.

Feature: Activity Creation & Management

Feature Description:

Activity Creation allows you to create new agricultural activities that you will implement in the field. Each activity has a type (7 types available), location, timeframe, budget, and strategic plan linkages. Activities are the core unit of work in AMIS.

The Seven Activity Types:

1. **Documents** - Policy documents, reports, guidelines, publications
2. **Trainings** - Workshops, capacity building, educational programs
3. **Meetings** - Conferences, consultations, stakeholder engagements
4. **Agreements** - MOUs, contracts, partnerships, formal agreements
5. **Inputs** - Seeds, fertilizers, equipment, tools distribution
6. **Infrastructures** - Roads, buildings, irrigation systems, physical structures
7. **Outputs** - Deliverables, products, results, outcomes

Purpose and Benefits:

- Documents your planned field activities

- Links your work to strategic objectives
- Establishes budget and timeline
- Creates accountability for implementation
- Provides framework for reporting results
- Enables performance measurement
- Supports evidence-based planning

How to Access This Feature:

Method 1: From Dashboard

1. Click "**Create New Activity**" button on the My Activities card

Method 2: From My Activities Menu

1. Click "**My Activities**" in the left sidebar
2. Click "**Create Activity**" button (top right)

Method 3: From Navigation

1. Click "**My Activities**" in the left sidebar
2. Select "**Create Activity**" from submenu

How to Use This Feature:

Creating a New Activity

Step 1: Access Activity Creation Form

- Use any of the methods above to open the form

Step 2: Fill in Basic Activity Information

Required Fields:

- **Activity Code:** Unique identifier (auto-generated or enter manually)
 - Format: ACT-YYYY-XXXX (e.g., ACT-2025-0001)
- **Activity Title:** Clear, descriptive name of the activity
 - Example: "Training on Climate-Smart Agriculture for Smallholder Farmers"
- **Activity Description:** Detailed explanation of what the activity will do
 - Include objectives, expected outcomes, and methodology
 - Be specific and comprehensive
- **Activity Type:** Select from dropdown (7 types)

- Choose the type that best matches your activity
- **Target Output:** What you aim to achieve
 - Example: "50 farmers trained on climate-smart techniques"

Date Information (Required):

- **Start Date:** When the activity will begin (date picker)
- **End Date:** When the activity will be completed (date picker)
 - End date must be after start date

Budget Information (Required):

- **Budget Allocated:** Amount budgeted for this activity (numeric)
 - Enter in Papua New Guinea Kina (PGK)
 - Example: 15000.00

Step 3: Fill in Location Information

Required Location Fields:

- **Province:** Select from dropdown
- **District:** Select from dropdown (filtered by selected province)
- **LLG:** Select from dropdown (filtered by selected district)
- **Village Name:** Enter the specific village or community name

Optional Location Fields:

- **GPS Coordinates:** Latitude and longitude of activity location
 - Format: "Latitude, Longitude" (e.g., "-6.314993, 143.955550")
 - Recommended for accurate mapping

Step 4: Link to Strategic Plans

This section links your activity to national and organizational strategic objectives.

MTDP Linkage (Optional but Recommended):

- **MTDP Strategy:** Select relevant strategy from dropdown
- **MTDP KRA:** Select Key Result Area (filtered by strategy)
- **MTDP Indicator:** Select performance indicator (filtered by KRA)

NASP Linkage (Optional but Recommended):

- **NASP Objective:** Select relevant objective from dropdown
- **NASP Strategy:** Select strategy (filtered by objective)

Corporate Plan Linkage (Optional but Recommended):

- **Corporate Objective:** Select relevant objective from dropdown
- **Corporate KRA:** Select Key Result Area (filtered by objective)
- **Corporate Strategy:** Select strategy (filtered by KRA)

Why Link to Strategic Plans?

- Demonstrates how your work contributes to national goals
- Enables strategic reporting
- Shows alignment with organizational priorities
- Supports results-based management

Step 5: Assign Supervisor

Required Field:

- **Supervisor:** Select the supervisor who will oversee this activity
 - Choose from dropdown of users with supervisor capability
 - This person will approve your activity after implementation

Step 6: Review and Save

1. Review all entered information for accuracy
2. Ensure all required fields are filled
3. Click "**Create Activity**" button
4. System validates the form
5. Activity is created with status "**Pending**"
6. You're redirected to the Activity Details page
7. Success message confirms creation

Viewing Your Activities

From My Activities Index:

1. Navigate to **My Activities**
2. View complete list of all your activities
3. See activity details in table:
 - Activity Code

- Activity Title
- Type
- Status
- Start Date
- End Date
- Budget
- Supervisor
- Actions (View, Edit, Delete, Implement, Submit)

Using Filters:

- **Status Filter:** Show only Pending, Active, Submitted, Approved, or Rated
- **Type Filter:** Show only specific activity type
- **Date Range Filter:** Show activities within date range
- **Search Box:** Search by activity title or code

Sorting:

- Click column headers to sort
- Click again to reverse sort order

Pagination:

- Navigate through pages if you have many activities
- Change records per page (10, 25, 50, 100)

Viewing Activity Details

1. From My Activities, click "**View**" button on any activity
2. Activity Details page shows:
 - All activity information
 - Current status
 - Implementation details (if implemented)
 - Status history
 - Available actions (based on status)

Editing Activities

You can edit activities with status "Pending" or "Active"

1. From Activity Details, click "**Edit**" button
2. Modify any fields

3. Click "**Update Activity**"
4. Changes are saved

Note: You cannot edit activities with status "Submitted", "Approved", or "Rated"

Deleting Activities

You can only delete activities with status "Pending"

1. From Activity Details, click "**Delete**" button
2. Confirm deletion in popup dialog
3. Activity is soft-deleted (not permanently removed)

Note: Once you implement an activity (status becomes "Active"), you cannot delete it

How This Feature Appears in Reports:

Your activities appear in various reports:

1. **My Activity Reports**
 - Complete list of your activities
 - Activity details and metrics
 - Budget vs. cost analysis
 - Status distribution
2. **Workplan Reports**
 - Your activities grouped by workplan
 - Contribution to workplan objectives
3. **Statistics Dashboard**
 - Your activity counts by type
 - Your activity counts by status
 - Your performance metrics

Additional Important Information:

Tips and Best Practices:

- **Use clear, descriptive titles** that explain what the activity does
- **Write detailed descriptions** - they help supervisors understand your work
- **Link to strategic plans** - it shows how your work contributes to goals
- **Choose the correct activity type** - it determines the implementation form
- **Set realistic dates** - consider preparation time and field conditions
- **Budget accurately** - include all expected costs
- **Select appropriate supervisor** - someone who can provide oversight

- **Record GPS coordinates** - enables accurate mapping and reporting
- **Save drafts frequently** if the form is long

Common Mistakes to Avoid:

- Don't use vague titles like "Training" - be specific
- Don't skip strategic plan linkages - they're important for reporting
- Don't set unrealistic timeframes
- Don't underestimate budget requirements
- Don't forget to select a supervisor
- Don't create duplicate activities - check existing activities first
- Don't choose wrong activity type - it affects implementation form

Troubleshooting:

- **Can't save activity:** Check all required fields are filled
- **District dropdown empty:** Select province first
- **LLG dropdown empty:** Select district first
- **Supervisor dropdown empty:** Contact administrator to assign supervisor capability
- **Strategic plan dropdowns empty:** Contact administrator to add plan elements
- **Date validation error:** Ensure end date is after start date

Related Features:

- **Activity Implementation:** Next step after creating activity
- **Activity Submission:** Submit implemented activities for approval
- **Duty Instructions:** May be linked to activities

Permissions:

- **As Regular User:** You can only create, view, edit, and delete YOUR OWN activities
- **You cannot** view or edit other users' activities
- **You can delete** only pending activities
- **You can edit** only pending or active activities

Data Validation:

- **Activity Code** must be unique
- **Start Date** cannot be in the past (warning only)
- **End Date** must be after Start Date
- **Budget** must be numeric and positive
- **All required fields** must be filled

- **GPS Coordinates** must be in correct format (if provided)

Business Logic:

- **New activities** start with status "Pending"
- **Activity Code** is auto-generated if not provided
- **User** (you) is automatically set as Action Officer
- **Branch** is auto-filled from your profile
- **Creation timestamp** is automatically recorded

Feature: Activity Implementation (7 Types)

Feature Description:

After creating an activity, you must implement it based on its type. Each of the seven activity types has a specialized implementation interface with specific fields and requirements. Implementation captures the actual work done, beneficiaries reached, costs incurred, and evidence of completion.

Purpose and Benefits:

- Documents what you actually did in the field
- Records beneficiaries reached and impact achieved
- Stores evidence (photos, documents, files) of your work
- Tracks actual costs vs. budgeted amounts
- Provides data for supervisor review and evaluation
- Demonstrates results and accountability
- Creates permanent record of your achievements

How to Access This Feature:

1. Navigate to **My Activities**
2. Find an activity with status "Pending" or "Active"
3. Click **"Implement"** button on the activity
4. You'll be directed to the type-specific implementation form

Alternative Access:

- From Activity Details page → Click "Implement" button

How to Use This Feature:

Implementing a Document Activity

When to Use: When you've produced a policy document, report, guideline, or publication

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Document Implementation form

Step 2: Fill in Document Details

Required Fields:

- **Document Title:** Name of the document produced
- **Document Type:** Select type (policy, report, guideline, manual, etc.)
- **Document Description:** What the document contains
- **Document Purpose:** Why the document was created
- **Number of Copies:** How many copies produced/distributed

File Upload (Required):

- **Document File:** Upload the actual document
 - Supported formats: PDF, DOC, DOCX, XLS, XLSX
 - Maximum file size: 10MB
 - Click "Choose File" and select document

Distribution Information:

- **Distribution Method:** How document was distributed (email, print, etc.)
- **Recipients:** Who received the document
- **Distribution Date:** When document was distributed

Cost Information:

- **Actual Cost:** Amount spent on document production and distribution
 - Include printing, binding, distribution costs

Step 3: Click "Save Implementation"

- System validates all required fields
- Document file is uploaded to server (path: public/uploads/documents/)
- Implementation is saved
- Activity status changes to "Active" (implemented)

- Success message confirms save

Example:

- Document Title: "Climate-Smart Agriculture Guidelines for PNG Farmers"
- Document Type: Guideline
- Number of Copies: 500
- Document File: CSA_Guidelines_2025.pdf
- Distribution Method: Print distribution at provincial workshops
- Recipients: Extension officers and lead farmers in 5 provinces
- Actual Cost: 8,500 PGK

Implementing a Training Activity

When to Use: When you've conducted a workshop, training, or capacity building program

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Training Implementation form

Step 2: Fill in Training Details*Training Information (Required):*

- **Training Topic:** Main subject/theme of the training
- **Training Curriculum:** Detailed topics covered (list all modules/sessions)
- **Training Duration:** Number of days or hours
- **Training Venue:** Specific location where training was held
- **GPS Coordinates:** Location coordinates (optional but recommended)

Trainer Information (Required):

- **Trainer Name:** Name of the trainer/facilitator
- **Trainer Organization:** Organization trainer represents
- **Trainer Qualifications:** Trainer's credentials/expertise

Participant Information (Required):

- **Add Participants:** Click "Add Participant" button
- For each participant, enter:
 - **Full Name:** Participant's complete name
 - **Gender:** Male or Female

- **Age:** Participant's age
- **Village/Community:** Where participant is from
- **Contact Number:** Phone number (optional)
- **Repeat** for all participants
- **Total Participants:** Auto-calculated from participant list

Tips for Participant Data:

- Use the signing sheet from the training
- Enter participants one by one
- Double-check spelling of names
- Ensure gender and age are accurate
- Include village names for geographic tracking

File Uploads (Highly Recommended):

- **Training Images:** Upload photos from the training
 - Supported formats: JPG, PNG, JPEG
 - Maximum 5MB per image
 - Upload 3-10 photos showing:
 - Participants during sessions
 - Trainer presenting
 - Group activities
 - Training venue
 - Practical demonstrations
- **Training Materials:** Upload training handouts, presentations
 - Supported formats: PDF, PPT, PPTX
- **Signing Sheet:** Upload attendance sheet with signatures
 - Supported formats: PDF, JPG, PNG
 - Scan or photograph the signed sheet

Follow-up Information:

- **Follow-up Plan:** How participants will be supported after training
- **Expected Outcomes:** What participants should achieve

Cost Information (Required):

- **Actual Cost:** Total amount spent on the training
 - Include venue rental, meals, materials, trainer fees, transport

Step 3: Click "Save Implementation"

- System validates all required fields
- Participant data is stored as JSON
- Files are uploaded to server (path: public/uploads/trainings/)
- Implementation is saved
- Activity status changes to "Active" (implemented)

Example:

- Training Topic: "Improved Rice Production Techniques"
- Training Duration: 3 days
- Training Venue: Goroka Community Hall
- Trainer Name: John Kila
- Trainer Organization: National Agriculture Research Institute
- Total Participants: 45 (25 male, 20 female)
- Training Images: 8 photos uploaded
- Signing Sheet: Attendance_Sheet_Goroka.pdf
- Actual Cost: 12,000 PGK

Implementing a Meeting Activity

When to Use: When you've held a consultation, coordination meeting, planning session, or stakeholder engagement

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Meeting Implementation form

Step 2: Fill in Meeting Details

Meeting Information (Required):

- **Meeting Date:** When the meeting was held
- **Meeting Time:** Start and end time
- **Meeting Type:** Select type (consultation, coordination, planning, review, etc.)
- **Meeting Venue:** Where the meeting was held
- **GPS Coordinates:** Location coordinates (optional)

Participant Information (Required):

- **Add Participants:** Click "Add Participant" button

- For each participant, enter:
 - **Full Name:** Participant's complete name
 - **Organization/Affiliation:** Organization they represent
 - **Position/Title:** Their job title
 - **Contact Information:** Email or phone
- **Repeat** for all participants
- **Total Participants:** Auto-calculated

Agenda and Minutes (Required):

- **Meeting Agenda:** Add agenda items
 - Click "Add Agenda Item"
 - For each item, enter:
 - Item number (1, 2, 3, etc.)
 - Agenda topic
 - Time allocated
- **Meeting Minutes:** Add minute items
 - Click "Add Minute Item"
 - For each item, enter:
 - Item number
 - Discussion summary
 - Decisions made
 - Action items
 - Responsible person

File Uploads (Recommended):

- **Meeting Attachments:** Upload multiple files
 - Agenda documents
 - Presentations
 - Photos from meeting
 - Signed minutes
 - Supporting documents

Cost Information:

- **Actual Cost:** Amount spent on meeting (venue, refreshments, materials)

Step 3: Click "Save Implementation"

- System validates all required fields

- Participant and minutes data stored as JSON
- Files uploaded to server (path: public/uploads/meetings/)
- Implementation is saved
- Activity status changes to "Active"

Example:

- Meeting Type: Stakeholder Consultation
- Meeting Date: 2025-10-05
- Meeting Venue: Provincial Agriculture Office, Lae
- Total Participants: 18
- Agenda Items: 5 items
- Minutes: Detailed discussion and decisions recorded
- Attachments: 3 files uploaded
- Actual Cost: 2,500 PGK

Implementing an Agreement Activity

When to Use: When you've signed an MOU, contract, partnership agreement, or formal agreement

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Agreement Implementation form

Step 2: Fill in Agreement Details*Agreement Information (Required):*

- **Agreement Type:** Select type (MOU, Contract, Partnership, Cooperation Agreement, etc.)
- **Agreement Title:** Official name of the agreement
- **Agreement Description:** What the agreement covers
- **Agreement Terms:** Key terms and conditions

Parties Information (Required):

- **Signing Parties:** List all parties to the agreement
 - Click "Add Party"
 - For each party, enter:
 - **Party Name:** Organization or individual name
 - **Party Type:** Government, NGO, Private Sector, Community, etc.
 - **Representative Name:** Person who signed

- **Representative Title:** Their position
- **Number of Parties:** Auto-calculated

Agreement Dates (Required):

- **Signing Date:** When agreement was signed
- **Effective Date:** When agreement takes effect
- **Expiration Date:** When agreement expires (if applicable)

Agreement Value:

- **Estimated Value:** Financial value of the partnership/agreement
- **Currency:** PGK (Papua New Guinea Kina)

File Upload (Required):

- **Agreement Document:** Upload signed agreement
 - Supported formats: PDF
 - Maximum file size: 10MB
 - Must be the signed, official document
- **Supporting Documents:** Upload any annexes or supporting files

Cost Information:

- **Actual Cost:** Amount spent on agreement preparation and signing

Step 3: Click "Save Implementation"

- System validates all required fields
- Agreement details saved
- Files uploaded to server (path: public/uploads/agreements/)
- Activity status changes to "Active"

Example:

- Agreement Type: Partnership Agreement
- Agreement Title: "Partnership for Cocoa Value Chain Development"
- Signing Parties: 2 (DAL and Private Cocoa Processor)
- Signing Date: 2025-09-15
- Effective Date: 2025-10-01
- Expiration Date: 2028-09-30
- Estimated Value: 500,000 PGK

- Agreement Document: Cocoa_Partnership_Agreement_Signed.pdf
- Actual Cost: 1,200 PGK

Implementing an Input Activity

When to Use: When you've distributed seeds, fertilizers, equipment, tools, or other agricultural inputs

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Input Implementation form

Step 2: Fill in Input Distribution Details

Input Information (Required):

- **Input Type:** Select type (Seeds, Fertilizer, Equipment, Tools, Chemicals, etc.)
- **Input Description:** Detailed description of the input
- **Input Specifications:** Technical specifications, variety, brand, etc.
 - Example: "Improved Rice Seed - Variety: Trukai, Grade: Certified"
- **Quantity Distributed:** Total amount distributed
- **Unit of Measure:** Kg, bags, pieces, liters, etc.

Beneficiary Information (Required):

- **Add Beneficiaries:** Click "Add Beneficiary" button
- For each beneficiary, enter:
 - **Full Name:** Beneficiary's complete name
 - **Gender:** Male or Female
 - **Village/Community:** Where beneficiary is from
 - **Input Received:** Type and quantity of input received
 - **Contact Number:** Phone number (optional)
- **Repeat** for all beneficiaries
- **Total Beneficiaries:** Auto-calculated

Tips for Beneficiary Data:

- Use the distribution list from the field
- Record each beneficiary individually
- Verify names and villages are correct
- Ensure quantities add up to total distributed
- Keep beneficiary list for verification

Cost Information (Required):

- **Unit Cost:** Cost per unit of input
- **Total Cost:** Auto-calculated (quantity × unit cost)
- **Cost per Beneficiary:** Auto-calculated (total cost ÷ beneficiaries)

Distribution Information (Required):

- **Distribution Date:** When inputs were distributed
- **Distribution Location:** Where distribution took place
- **Distribution Method:** How inputs were distributed (direct, through groups, etc.)

File Uploads (Highly Recommended):

- **Distribution Photos:** Upload images of distribution event
 - Photos of inputs
 - Photos of beneficiaries receiving inputs
 - Photos of distribution process
- **Beneficiary List:** Upload signed beneficiary list
 - Supported formats: PDF, Excel, JPG, PNG
 - Scan or photograph the signed list
- **Receipts/Invoices:** Upload purchase receipts

Step 3: Click "Save Implementation"

- System validates all required fields
- Beneficiary data stored as JSON
- Cost calculations performed automatically
- Files uploaded to server (path: public/uploads/inputs/)
- Activity status changes to "Active"

Example:

- Input Type: Seeds
- Input Description: Improved Sweet Potato Vines
- Input Specifications: Variety: Beauregard, Disease-free planting material
- Quantity Distributed: 5,000 vines
- Unit of Measure: Vines
- Total Beneficiaries: 100 farmers (60 male, 40 female)
- Unit Cost: 2 PGK per vine
- Total Cost: 10,000 PGK

- Distribution Date: 2025-10-10
- Distribution Photos: 6 photos uploaded
- Beneficiary List: Signed_Distribution_List.pdf

Implementing an Infrastructure Activity

When to Use: When you've built or rehabilitated a road, building, bridge, irrigation system, or other physical structure

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Infrastructure Implementation form

Step 2: Fill in Infrastructure Details

Infrastructure Information (Required):

- **Infrastructure Type:** Select type (Road, Building, Bridge, Irrigation, Water Supply, etc.)
- **Infrastructure Name:** Official name of the infrastructure
- **Infrastructure Description:** Detailed description of the project
- **Infrastructure Specifications:** Technical specifications
 - **Dimensions:** Length, width, height (as applicable)
 - **Materials Used:** Concrete, timber, gravel, etc.
 - **Capacity:** How many people/vehicles it serves
 - **Design Standards:** Standards followed

Location Information (Required):

- **Specific Location:** Detailed location description
- **GPS Coordinates:** Latitude and longitude (highly recommended)
- **Beneficiary Communities:** Villages/communities that benefit

Construction Information (Required):

- **Contractor Name:** Company/individual who built it
- **Contractor Contact:** Contact information
- **Construction Start Date:** When construction began
- **Construction End Date:** When construction completed
- **Construction Duration:** Number of days/months

Cost Information (Required):

- **Contract Value:** Total contract amount
- **Actual Cost:** Actual amount spent
- **Cost Breakdown:** Itemized costs
 - Materials cost
 - Labor cost
 - Equipment cost
 - Other costs

Quality Information:

- **Quality Standards:** Standards followed (PNG standards, etc.)
- **Quality Assurance:** Inspection and testing done
- **Warranty Period:** Warranty/maintenance period

File Uploads (Required):

- **Construction Photos:** Before, during, and after photos
 - Before construction (site condition)
 - During construction (work in progress)
 - After construction (completed work)
 - Minimum 6 photos recommended
- **Technical Drawings:** Upload design plans (PDF)
- **Completion Certificate:** Upload certificate of completion
- **Inspection Reports:** Upload quality inspection reports

Step 3: Click "Save Implementation"

- System validates all required fields
- Infrastructure details saved
- Files uploaded to server (path: public/uploads/infrastructures/)
- Activity status changes to "Active"

Example:

- Infrastructure Type: Road
- Infrastructure Name: "Kainantu-Okapa Feeder Road Rehabilitation"
- Infrastructure Description: Rehabilitation of 5km feeder road
- Specifications: Length: 5km, Width: 4m, Surface: Gravel
- Contractor Name: PNG Road Builders Ltd
- Construction Duration: 45 days
- Contract Value: 250,000 PGK

- Actual Cost: 245,000 PGK
- Construction Photos: 12 photos uploaded
- Completion Certificate: Road_Completion_Certificate.pdf

Implementing an Output Activity

When to Use: When you've produced a deliverable, result, or outcome that contributes to a workplan activity

Step 1: Access Implementation Form

- From Activity Details, click "**Implement**" button
- Opens Output Implementation form

Step 2: Fill in Output Details

Output Information (Required):

- **Output Type:** Type of deliverable/result
- **Output Title:** Name of the output
- **Output Description:** What was produced/achieved
- **Output Specifications:** Detailed specifications

Target vs. Achievement (Required):

- **Target Output:** What was planned to be achieved
- **Actual Output:** What was actually achieved
- **Achievement Percentage:** Auto-calculated (actual ÷ target × 100)

Quality Information:

- **Quality Indicators:** Measures of output quality
- **Quality Assessment:** How quality was verified
- **Quality Rating:** Self-assessment of quality (1-5 stars)

Linkage Information:

- **Linked to Workplan Activity:** Select parent workplan activity
- **Linked to Performance Output:** Select performance output indicator

File Uploads (Required):

- **Output Evidence:** Upload proof of output

- Documents produced
- Photos of results
- Data/statistics
- **Verification Documents:** Upload verification/certification documents

Cost Information:

- **Actual Cost:** Amount spent on producing the output

Step 3: Click "Save Implementation"

- System validates all required fields
- Achievement calculations performed
- Files uploaded to server (path: public/uploads/outputs/)
- Activity status changes to "Active"

Example:

- Output Type: Farmer Groups Established
- Output Title: "Vegetable Farmer Groups in Simbu Province"
- Target Output: 10 farmer groups
- Actual Output: 12 farmer groups
- Achievement Percentage: 120%
- Output Evidence: Group_Registration_Documents.pdf, Group_Photos.zip
- Actual Cost: 8,000 PGK

How This Feature Appears in Reports:

Implementation details appear in various reports:

1. My Activity Reports

- Shows implementation status of your activities
- Displays beneficiary counts
- Shows cost incurred vs. budget

2. Workplan Reports

- Your implemented activities contribute to workplan metrics
- Implementation details inform workplan progress

3. Statistics Dashboard

- Your beneficiaries are counted in system totals
- Your costs contribute to financial metrics

Additional Important Information:

Tips and Best Practices:

- **Implement activities promptly** after field work is complete
- **Upload high-quality photos** that clearly show the activity
- **Keep beneficiary lists accurate** - they're used for impact reporting
- **Save implementation data frequently** if form is long
- **Upload all supporting documents** for complete evidence
- **Fill in GPS coordinates** for accurate mapping
- **Be specific in descriptions** - avoid vague language
- **Update cost information** with actual expenses
- **Keep copies** of all documents you upload
- **Take photos during** the activity, not after

Common Mistakes to Avoid:

- Don't skip file uploads - evidence is crucial for approval
- Don't enter duplicate beneficiaries
- Don't use placeholder names in participant lists
- Don't forget to save before navigating away
- Don't upload files larger than size limits
- Don't implement activities before actually doing the field work
- Don't inflate beneficiary numbers
- Don't forget to record actual costs

Troubleshooting:

- **File upload fails:** Check file size and format
- **Can't add participants:** Ensure all required fields are filled
- **Form won't save:** Check all required fields are completed
- **Photos not displaying:** Check image format (JPG, PNG only)
- **Cost calculations wrong:** Check unit cost and quantity are correct
- **Can't find implement button:** Check activity status is "Pending" or "Active"

Related Features:

- **Activity Creation:** Must create activity before implementing
- **Activity Submission:** After implementation, submit for supervisor approval
- **Activity Evaluation:** Evaluators review implementation details

Permissions:

- **As Regular User:** You can implement only YOUR OWN activities
- **You can edit** implementation details after saving (if status is still "Active")
- **You cannot implement** other users' activities

Data Validation:

- **Dates** must be within activity start/end dates
- **Costs** must be numeric and positive
- **File formats** must match allowed types
- **Participant counts** must match list entries
- **Required files** must be uploaded

Business Logic:

- **First implementation** changes status from "Pending" to "Active"
- **Files are stored** in public/uploads/ with type-specific subfolders
- **File paths** are saved in database with public/ prefix
- **Beneficiary data** is stored as JSON for flexible querying
- **Cost calculations** are performed automatically where applicable

Feature: Activity Submission for Review

Feature Description:

After implementing an activity, you must submit it to your supervisor for review and approval. This feature allows you to submit your completed activities and track their approval status.

Purpose and Benefits:

- Ensures quality control through supervisor review
- Creates accountability for implementation
- Enables supervisor feedback and guidance
- Triggers approval workflow
- Provides audit trail of submissions
- Supports performance management

How to Access This Feature:

1. Navigate to **My Activities**
2. Find an activity with status "Active" (implemented)
3. Click **"Submit for Review"** button on the activity

Alternative Access:

- From Activity Details page → Click "Submit for Review" button

How to Use This Feature:

Submitting an Activity

Step 1: Ensure Activity is Implemented

- Activity must have status "Active"
- Implementation details must be complete
- All required files must be uploaded
- All required fields must be filled

Step 2: Review Your Implementation

- From Activity Details, review all implementation information
- Check that all data is accurate and complete
- Verify all photos and documents are uploaded
- Ensure beneficiary data is correct
- Confirm cost information is accurate

Step 3: Submit for Review

1. Click "**Submit for Review**" button
2. Add optional remarks for your supervisor
 - Explain any special circumstances
 - Highlight key achievements
 - Note any challenges faced
3. Click "**Confirm Submission**"
4. Activity status changes to "**Submitted**"
5. Email notification is sent to your supervisor
6. Success message confirms submission

Step 4: Wait for Supervisor Response

- Your supervisor will review the activity
- They can either:
 - **Approve** the activity (status becomes "Approved")
 - **Send back for revision** (status becomes "Active" again)

*If Activity is Approved***What Happens:**

- Activity status changes to **"Approved"**
- You receive email notification of approval
- Supervisor's approval remarks are recorded
- Activity is now ready for evaluation
- You cannot edit the activity anymore

What to Do:

- Review supervisor's approval remarks
- Note any feedback for future activities
- Activity is complete from your side

*If Activity is Sent Back for Revision***What Happens:**

- Activity status changes back to **"Active"**
- You receive email notification with supervisor's remarks
- Supervisor's feedback explains what needs correction
- You can now edit the implementation

What to Do:

- 1. Read Supervisor's Remarks Carefully**
 - Understand what needs to be corrected
 - Note specific items mentioned
 - Ask supervisor for clarification if needed
- 2. Make Required Corrections**
 - Navigate to Activity Details
 - Click **"Edit Implementation"** (if available) or **"Implement"** again
 - Make the corrections requested
 - Upload additional evidence if requested
 - Update any incorrect information
- 3. Resubmit for Review**
 - After making corrections, click **"Submit for Review"** again
 - Add remarks explaining what you corrected
 - Supervisor will re-review the activity

Step 5: Track Submission Status

- From My Activities, use Status Filter to show "Submitted" activities
- Check your email for supervisor notifications
- View Activity Details to see current status

How This Feature Appears in Reports:

Submission status appears in:

1. My Activity Reports

- Shows submission status for each activity
- Displays approval dates
- Shows supervisor remarks

2. Dashboard

- Submitted count shows activities awaiting approval
- Approved count shows activities approved by supervisor

Additional Important Information:

Tips and Best Practices:

- **Review thoroughly** before submitting - it's harder to correct after submission
- **Upload all evidence** before submitting
- **Add helpful remarks** for your supervisor
- **Submit promptly** after implementation
- **Respond quickly** to supervisor feedback
- **Learn from feedback** to improve future activities
- **Keep copies** of all documents before submitting

Common Mistakes to Avoid:

- Don't submit incomplete implementations
- Don't submit without reviewing all data
- Don't ignore supervisor's feedback
- Don't delay resubmission after corrections
- Don't submit activities you haven't actually implemented
- Don't forget to add remarks when resubmitting

Troubleshooting:

- **Can't submit activity:** Check activity status is "Active" and implementation is complete
- **Submit button not showing:** Ensure you're the action officer for this activity

- **Supervisor not receiving email:** Check supervisor's email address in their profile
- **Can't edit after send back:** Refresh page or contact administrator

Related Features:

- **Activity Implementation:** Must be implemented before submission
- **Supervised Activities:** Where supervisors review your submissions
- **Activity Evaluation:** Approved activities go to evaluation

Permissions:

- **As Regular User:** You can submit only YOUR OWN activities
- **You cannot** submit other users' activities
- **You cannot** approve your own activities

Email Notifications:

- **On submission:** Supervisor receives email notification
- **On approval:** You receive email notification
- **On send back:** You receive email with supervisor's remarks

Business Logic:

- **Only "Active" activities** can be submitted
- **Submission** changes status to "Submitted"
- **Approval** changes status to "Approved"
- **Send back** changes status to "Active"
- **You cannot edit** activities with status "Submitted" or "Approved"
- **Supervisor's remarks** are required when sending back

Duty Instructions Features

Duty Instructions are specific tasks assigned to you by your supervisor. They provide detailed instructions for work you need to complete.

Feature: Viewing and Managing Duty Instructions

Feature Description:

Duty Instructions provide a system for receiving and tracking work assignments from your supervisor. Each duty instruction contains multiple instruction items (specific tasks) that you need to complete.

Purpose and Benefits:

- Provides clear task assignments
- Sets expectations for your work
- Establishes deadlines
- Enables task-level tracking
- Supports supervisor oversight
- Improves accountability
- Facilitates communication with supervisor

How to Access This Feature:

1. From Dashboard, click "**Duty Instructions**" in the left sidebar
2. You'll see the Duty Instructions Index page with all instructions assigned to you
3. Click "**View**" on any duty instruction to see details

How to Use This Feature:

Viewing Your Duty Instructions

From Duty Instructions Index:

1. Navigate to **Duty Instructions**
2. View list of all duty instructions assigned to you
3. See duty instruction details:
 - Duty Instruction Number
 - Title
 - Workplan (if linked)
 - Supervisor
 - Status
 - Number of Items
 - Creation Date

Using Filters:

- **Status Filter:** Show Active or Completed instructions
- **Workplan Filter:** Show instructions for specific workplan
- **Supervisor Filter:** Show instructions from specific supervisor
- **Search Box:** Search by instruction number or title

Viewing Duty Instruction Details

1. From Duty Instructions Index, click "**View**" button
2. Duty Instruction Details page shows:
 - Duty instruction number, title, description
 - Workplan linked to (if any)
 - Supervisor who assigned it
 - Status
 - List of instruction items
 - Creation and update dates

Instruction Items Section:

- Each item shows:
 - Instruction Number (1, 2, 3, etc.)
 - Instruction (specific task)
 - Remarks (deadline, requirements, notes)

Completing Duty Instructions

Step 1: Read All Instruction Items

- Review each specific task
- Note deadlines in remarks
- Understand requirements
- Ask supervisor for clarification if needed

Step 2: Complete the Tasks

- Perform the work as instructed
- Follow the sequence if items are numbered
- Meet deadlines specified in remarks
- Collect evidence of completion if required

Step 3: Report Completion

- **Option 1:** Email your supervisor to report completion
- **Option 2:** If system allows, mark items as completed
- **Option 3:** Provide evidence of completion (documents, photos)

Step 4: Follow Up

- Confirm with supervisor that work is satisfactory
- Address any feedback
- Update status if system allows

How This Feature Appears in Reports:

Duty instructions may appear in:

1. **Dashboard**
 - Pending Tasks count shows incomplete duty instructions
 - Completed Tasks count shows finished duty instructions
2. **User Performance Reports** (if implemented)
 - Duty instructions assigned to you
 - Completion rates

Additional Important Information:

Tips and Best Practices:

- **Read instructions carefully** - ensure you understand all tasks
- **Note deadlines** - prioritize based on due dates
- **Ask questions** - clarify with supervisor if anything is unclear
- **Complete on time** - meet deadlines specified
- **Report completion** - inform supervisor when done
- **Keep evidence** - document your work
- **Check regularly** - new instructions may be added

Common Mistakes to Avoid:

- Don't ignore duty instructions
- Don't miss deadlines
- Don't skip items
- Don't assume - ask if unclear
- Don't forget to report completion

Troubleshooting:

- **No duty instructions showing:** You may not have any assigned yet
- **Can't view details:** Contact administrator if access issues
- **Unclear instructions:** Contact your supervisor for clarification

Related Features:

- **Workplan Management:** Duty instructions may link to workplans
- **Activity Management:** Duty instructions may relate to activities

Permissions:

- **As Regular User:** You can view only duty instructions assigned to YOU
- **You cannot** create duty instructions (supervisor/admin only)
- **You cannot** view other users' duty instructions

Reporting Features

Reports provide insights into your work and performance. As a Regular User, you have access to reports relevant to your activities.

Feature: Viewing Reports

Feature Description:

The Reporting feature allows you to view various reports about your activities, workplans, and performance. Reports help you track your progress and demonstrate your achievements.

Purpose and Benefits:

- Tracks your activity implementation progress
- Shows your performance metrics
- Demonstrates your achievements
- Identifies areas for improvement
- Supports self-assessment
- Provides data for performance reviews

How to Access This Feature:

1. From Dashboard, click "**Reports**" in the left sidebar
2. Select the type of report you want to view:
 - **My Activity Reports**
 - **Workplan Reports** (limited to workplans you're in)
 - **Statistics** (limited view)

How to Use This Feature:

Viewing My Activity Reports

Step 1: Navigate to My Activity Reports

- Reports → My Activity Reports

Step 2: Apply Filters (Optional)

Available Filters:

- **Date Range:** Filter by activity dates
 - From Date (date picker)
 - To Date (date picker)
- **Activity Type:** Filter by type (7 types)
- **Status:** Filter by status (Pending, Active, Submitted, Approved, Rated)

Step 3: Click "Generate Report"

- Report refreshes with filtered data

Step 4: Review Report Sections

Section 1: Summary Statistics

- Total Activities
- Activities by Status (Pending, Active, Submitted, Approved, Rated)
- Activities by Type (7 types)
- Total Budget Allocated
- Total Cost Incurred
- Budget Utilization Percentage

Section 2: Activities Table

- Activity Code
- Activity Title
- Type
- Status
- Start Date
- End Date
- Budget
- Cost
- Supervisor

- Actions (View Details)

Section 3: Charts

- Activity Status Distribution (Pie Chart)
- Activity Type Distribution (Bar Chart)
- Monthly Trends (Line Chart)

Step 5: Export Report (Optional)

- Click "**Export PDF**" button
- Report is downloaded as PDF
- Use for record-keeping or sharing

Viewing Workplan Reports

Step 1: Navigate to Workplan Reports

- Reports → Workplan Reports

Step 2: View Workplans You're Involved In

- See only workplans that contain your activities
- Cannot see all system workplans (limited access)

Step 3: Apply Filters

- Date Range
- Status

Step 4: Review Workplan Data

- Workplan details
- Your activities within the workplan
- Workplan progress metrics

Viewing Statistics Dashboard

Step 1: Navigate to Statistics

- Reports → Statistics

Step 2: View Your Statistics

- See metrics for YOUR activities only
- Cannot see system-wide statistics (limited access)

Step 3: Review Your Metrics

- Your activity counts by type
- Your activity counts by status
- Your budget and cost metrics

How This Feature Appears in Reports:

Reports are the feature itself - they display your data in various formats.

Additional Important Information:

Tips and Best Practices:

- **Review reports regularly** to track your progress
- **Export reports** for your records
- **Use filters** to focus on specific periods or types
- **Share reports** with your supervisor during reviews
- **Identify trends** in your work
- **Set goals** based on report insights

Common Mistakes to Avoid:

- Don't forget to apply filters before exporting
- Don't misinterpret metrics - ask if unsure
- Don't ignore low performance indicators
- Don't export without reviewing data first

Troubleshooting:

- **No data showing:** Check filters aren't too restrictive
- **Export fails:** Check browser pop-up blocker
- **Charts not displaying:** Refresh page or check browser
- **Slow loading:** Reduce date range

Related Features:

- **Activity Management:** Activities feed into reports
- **Dashboard:** Quick view of key metrics

Permissions:

- **As Regular User:** You see only YOUR OWN activity data
- **You cannot** see other users' activities in reports
- **You cannot** see system-wide statistics

Dashboard Features

Your dashboard is your personal workspace showing key metrics and quick access to features.

Feature: Personal Dashboard Metrics

Feature Description:

The Dashboard Landing Page provides real-time metrics about your activities and tasks, with quick access to key features.

Purpose and Benefits:

- Instant visibility of your work status
- Quick access to common actions
- Tracks your pending and completed work
- Shows your activity distribution
- Motivates through progress visualization
- Supports daily work planning

How to Access This Feature:

- Automatically displayed after login
- Click **"Dashboard"** in left sidebar anytime

How to Use This Feature:

Understanding Dashboard Widgets

My Activities Widget:

- Shows count of your activities by status
- Click counts to filter activities by that status
- Click "Create New Activity" for quick access

My Tasks Widget:

- Shows pending and completed duty instructions
- Click "View All Tasks" to see duty instructions

Recent Activities Widget:

- Shows your 5 most recent activities
- Click any activity to view details
- Quick way to continue recent work

Activity Types Summary Widget:

- Pie chart showing your activity distribution
- Helps you see which types you work on most
- Identifies gaps in activity types

Using Quick Actions

From Dashboard:

- **Create New Activity** → Opens activity creation form
- **View All Activities** → Goes to My Activities page
- **View All Tasks** → Goes to Duty Instructions page
- **View Activity Details** → Click any recent activity

Monitoring Your Progress

Daily Check:

1. Review Pending count - activities needing implementation
2. Review Submitted count - activities awaiting approval
3. Check Recent Activities - continue recent work
4. Check My Tasks - see what's assigned to you

Weekly Review:

1. Review activity distribution by type
2. Check completion rates
3. Identify bottlenecks
4. Plan upcoming activities

How This Feature Appears in Reports:

Dashboard metrics are derived from your activity data and appear in detailed reports.

Additional Important Information:

Tips and Best Practices:

- **Check dashboard daily** when you log in
- **Use quick actions** for efficiency
- **Monitor pending counts** to stay on track
- **Review recent activities** to continue work
- **Track your progress** over time

Common Mistakes to Avoid:

- Don't ignore high pending counts
- Don't forget to check tasks regularly
- Don't overlook recent activities

Permissions:

- **As Regular User:** You see only YOUR OWN data on dashboard
 - **Dashboard is personalized** to your work
-

Conclusion

Congratulations! You've completed the AMIS Regular User Tutorial. You now have comprehensive knowledge of all features available to you as a Regular User / Action Officer.

Key Takeaways

Your Responsibilities:

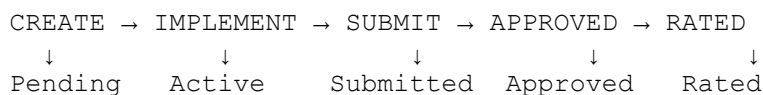
- Create and implement agricultural activities in your area
- Document implementation details accurately
- Submit activities for supervisor approval
- Complete duty instructions assigned to you
- Maintain high-quality data and evidence

Your Capabilities:

- **Create Activities:** All 7 activity types
- **Implement Activities:** Record detailed implementation
- **Submit for Review:** Get supervisor approval

- **View Reports:** Track your performance
- **Manage Tasks:** Complete duty instructions

Your Activity Lifecycle



Your Actions at Each Stage:

1. **Pending:** Implement the activity
2. **Active:** Submit for review
3. **Submitted:** Wait for supervisor
4. **Approved:** Activity complete (evaluator rates)
5. **Rated:** View rating and feedback

Next Steps

1. **Practice:** Create and implement activities regularly
2. **Learn:** Review supervisor feedback to improve
3. **Document:** Keep thorough records and evidence
4. **Communicate:** Stay in touch with your supervisor
5. **Improve:** Use reports to track your progress

Quality Checklist

Before submitting any activity, ensure:

✓ Activity Details:

- Clear, descriptive title
- Detailed description
- Correct activity type
- Accurate location information
- Realistic dates
- Accurate budget

✓ Implementation:

- All required fields filled
- Beneficiary data complete and accurate
- High-quality photos uploaded

- Supporting documents attached
- Actual costs recorded
- GPS coordinates included (if applicable)

✓ **Evidence:**

- Photos clearly show the activity
- Documents are readable
- Signing sheets are complete
- All files are correct format and size

✓ **Review:**

- All data is accurate
- No duplicate beneficiaries
- Costs are realistic
- Evidence supports implementation

Getting Help

If you encounter issues:

1. Check this tutorial for guidance
2. Review error messages carefully
3. Contact your supervisor for activity-related questions
4. Contact IT support for technical issues
5. Refer to other documentation in `dev_guide/` folder

Best Practices Summary

✓ **Do:**

- Implement activities promptly after field work
- Upload high-quality evidence
- Keep accurate beneficiary records
- Submit for review promptly
- Respond quickly to supervisor feedback
- Learn from supervisor remarks
- Track your progress through reports
- Complete duty instructions on time

✗ Don't:

- Submit incomplete implementations
- Inflate beneficiary numbers
- Use placeholder data
- Ignore supervisor feedback
- Delay submissions
- Skip evidence uploads
- Forget to record actual costs
- Implement activities you haven't actually done

System Goal Reminder

Always remember the primary objective: **Monitor and Measure the effectiveness of activities implemented and how they contribute to achieving the targets in the plans.**

As a Regular User, you enable this goal by:

- Implementing quality activities in the field
- Collecting accurate data on beneficiaries and impact
- Providing evidence of results achieved
- Linking your work to strategic objectives
- Documenting lessons learned

Your Impact

Your work as a Regular User is crucial to the success of AMIS and the agricultural sector:

- **You reach farmers** and communities in the field
- **You implement programs** that improve livelihoods
- **You collect data** that measures impact
- **You provide evidence** of results
- **You contribute** to national development goals

Thank you for your dedication to agricultural development in Papua New Guinea!

Thank you for using AMIS!

Document End

