

Complete Activities Evaluation Workflow in AMIS

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AMIS: Activities Evaluation

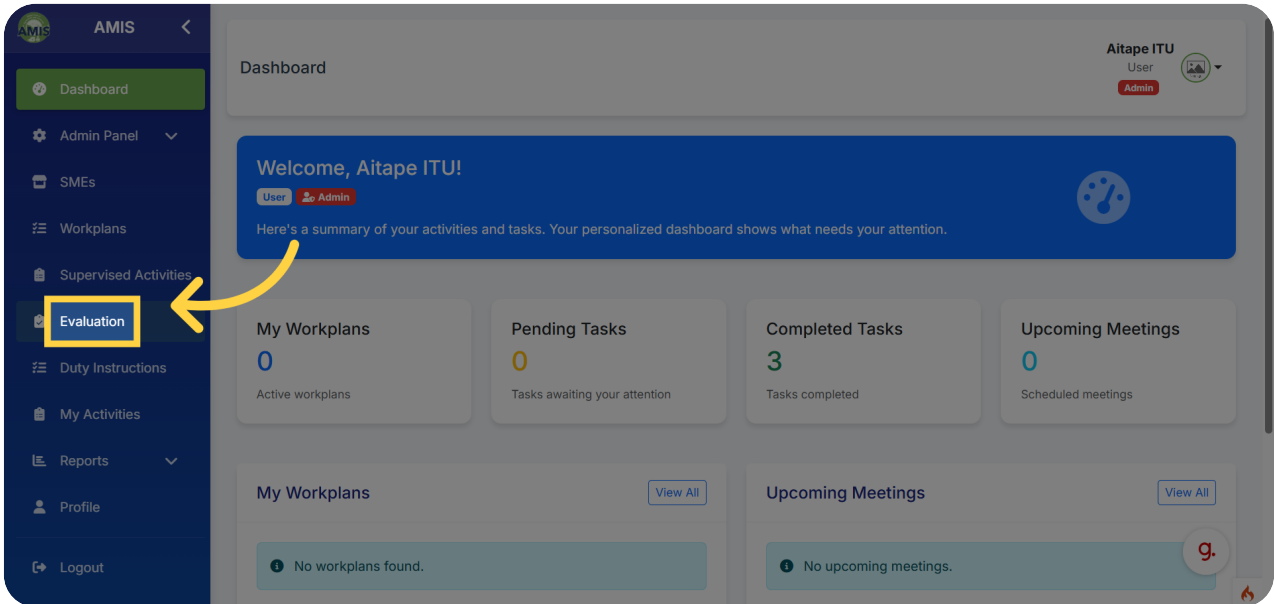


You know, this tutorial is for the evaluators. The m&e team, people will be people with the activities. So, they will be evaluating, the work plan activities against Tasks, make limitations.

Go to [localhost](#)

01 Click Evaluation Tab

So, this Evolution feature is only available. And accessible to the Users that were given the capabilities to evaluate. So, on the sidebar, you click on the evaluation Menu.



02 Open Workplan

And then you click on open that is the lens specific word. And did you want to? Evaluate. Activities off.

The screenshot displays the 'Evaluation - Workplans' page in the AMIS system. The left sidebar contains navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation (highlighted), Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area shows a table titled 'Workplans for Evaluation' with 4 entries. The table columns are #, Title, Branch, Date Range, Activities, Status, Created By, and Actions. A yellow arrow points from the 'Activities' column of the first row to the 'Open Workplan' button in the 'Actions' column.

#	Title	Branch	Date Range	Activities	Status	Created By	Actions
4	1st Quarter Workplan This is the 1st Quarter workplans	Information Branch	Jan 30, 2025 to Jun 21, 2025	3 Activities	In_progress	Testa Mangi	Open Workplan
3	FDfsd fdsfds	Information Branch	Aug 06, 2025 to Aug 23, 2025	0 Activities	Draft	Testa Mangi	Open Workplan
1	first Quarter Workplan	Corporate Branch	Jan 30, 2025 to Apr 16, 2025	0 Activities	In_progress	Aitape ITU	Open Workplan
2	Workplan for 2025-B This is the recruitment exercise	Human Resources	Jan 02, 2025 to Dec 31, 2025	3 Activities	In_progress	Anzii Nols	Open Workplan

03 View Outputs

Quickly could open it really view the activities to list of activities. Then you click on view outputs to view the Tasks, and implementations that are done and that is activity.

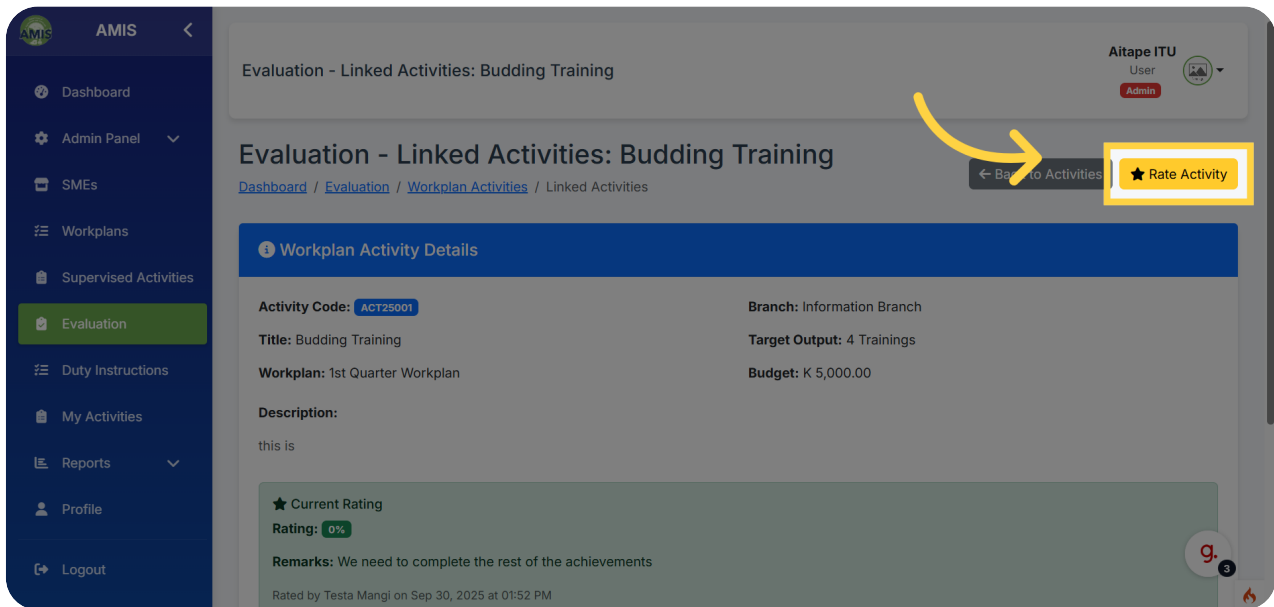
The screenshot displays the AMIS system interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation (highlighted in green), Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area shows a 'Workplan Activities' section for the 'Information Branch' with a status of 'In progress'. Below this is a table of activities:

#	Activity Code	Title	Branch	Target Output	Budget	Status	Rating	Actions
1		Seedling Distribution This is the inputs	Information Branch	4	K 500.00	Completed	70% Oct 08, 2025 by Aitape ITU	View Outputs
2	ACT25001	Budding Training this is	Information Branch	4 Trainings	K 5,000.00	Completed	Not Rated	View Outputs
3	ACT25005	Cooking Fish bones	Information Branch	20 fish	K 5,000.00	Active	Not Rated	View Outputs

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. A yellow arrow points from the 'Completed' status of the first row to the 'View Outputs' button of the second row. The 'View Outputs' button for the second row is highlighted with a yellow box. In the bottom right corner, there is a small notification icon with the number '2'.

04 Select Rate Activity

It after you all the implementation and outputs. And activities that are implemented under this. Activity, you can click on rate. And you will give a rating of this activity.



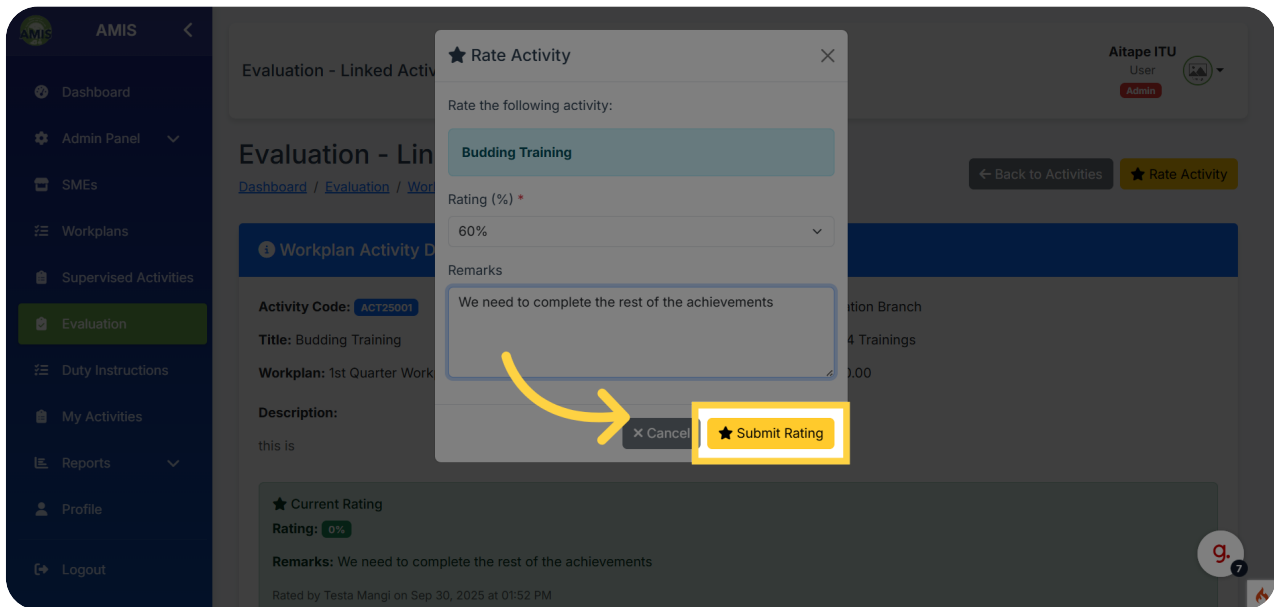
The screenshot displays the AMIS (Activity Management Information System) interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation (highlighted in green), Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area is titled "Evaluation - Linked Activities: Budding Training" and shows details for a specific activity. A yellow box highlights the "Rate Activity" button in the top right corner, with a yellow arrow pointing to it from the left. The activity details include:

- Activity Code:** ACT25001
- Branch:** Information Branch
- Title:** Budding Training
- Target Output:** 4 Trainings
- Workplan:** 1st Quarter Workplan
- Budget:** K 5,000.00

The description field contains the text "this is". Below this, the "Current Rating" section shows a "Rating: 0%" and "Remarks: We need to complete the rest of the achievements". At the bottom, it notes "Rated by Testa Mangli on Sep 30, 2025 at 01:52 PM".

05 Submit Rating

He would choose the percentage rating. In the drop down and then you can add some comments. And then you click on submit rating.



And now you successfully evaluated. And rated what connectivity?

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