

Create and Manage Workplans in AMIS Efficiently

Powered by [guidde](#)

AMIS: Workplan Management - Creating Workplans

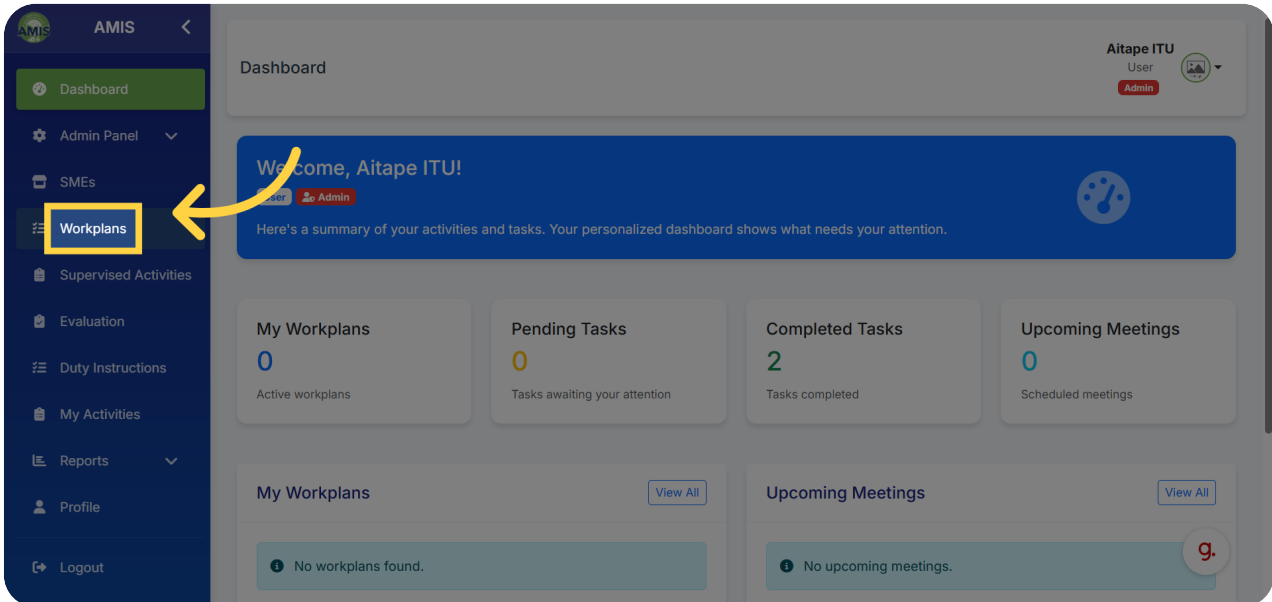


For this tutorial will guide you through how to create. And manage what Blends in Amy's.

Go to [localhost](#)

01 Open Workplans Section

Brooklyn, feature is unacceptable to the supervisor. And today administer. The system administrator. So, to access the work, then you click on The workplace menu on the sidebar.



02 Initiate New Workplan Creation

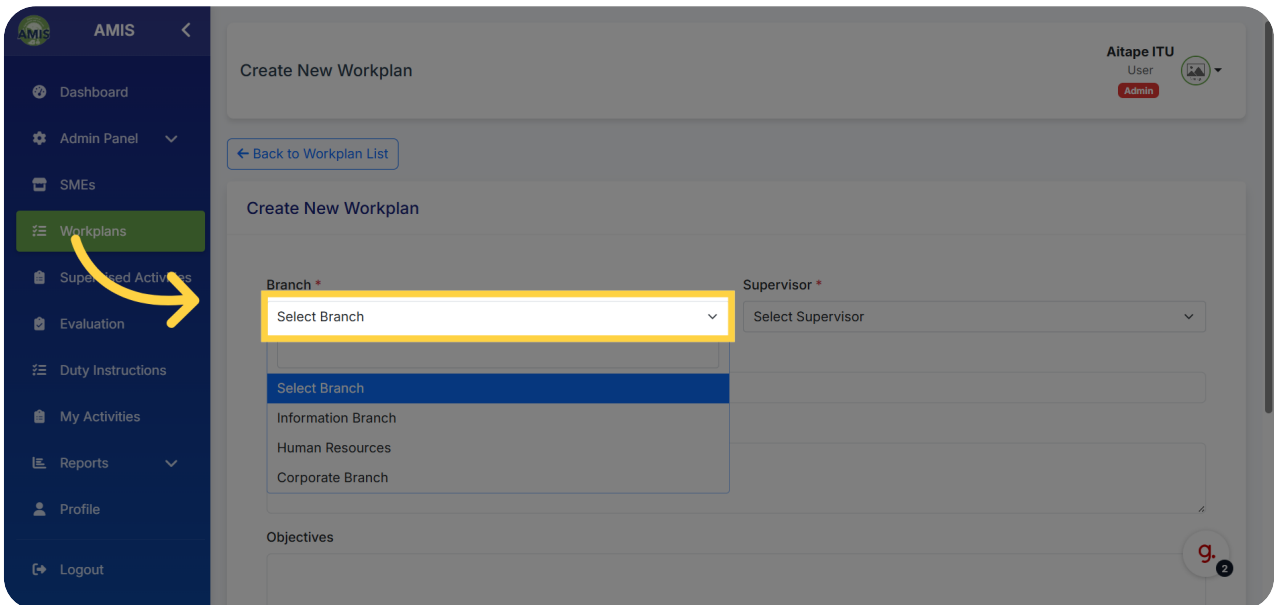
And click and newer plan to add a new accent.

The screenshot displays the AMIS Workplans List interface. A yellow arrow points to the '+ Add New Workplan' button in the top right corner of the main content area. The interface includes a sidebar with navigation options like Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area shows a table of workplans with columns for #, Title, Branch, Supervisor, Start Date, End Date, Status, Activities, and Actions. The table contains three rows of workplan data.

#	Title	Branch	Supervisor	Start Date	End Date	Status	Activities	Actions
1	1st Quarter Workplan	Information Branch	Testa Mangi	30/01/2025	21/06/2025	In Progress	2	Activities, View, Edit, Delete
2	FDfsd	Information Branch	Testa Mangi	06/08/2025	23/08/2025	Draft	0	Activities, View, Edit, Delete
3	Workplan for 2025-B	Human Resources	Anzii Nols	02/01/2025	31/12/2025	In Progress	3	Activities, View, Edit, Delete

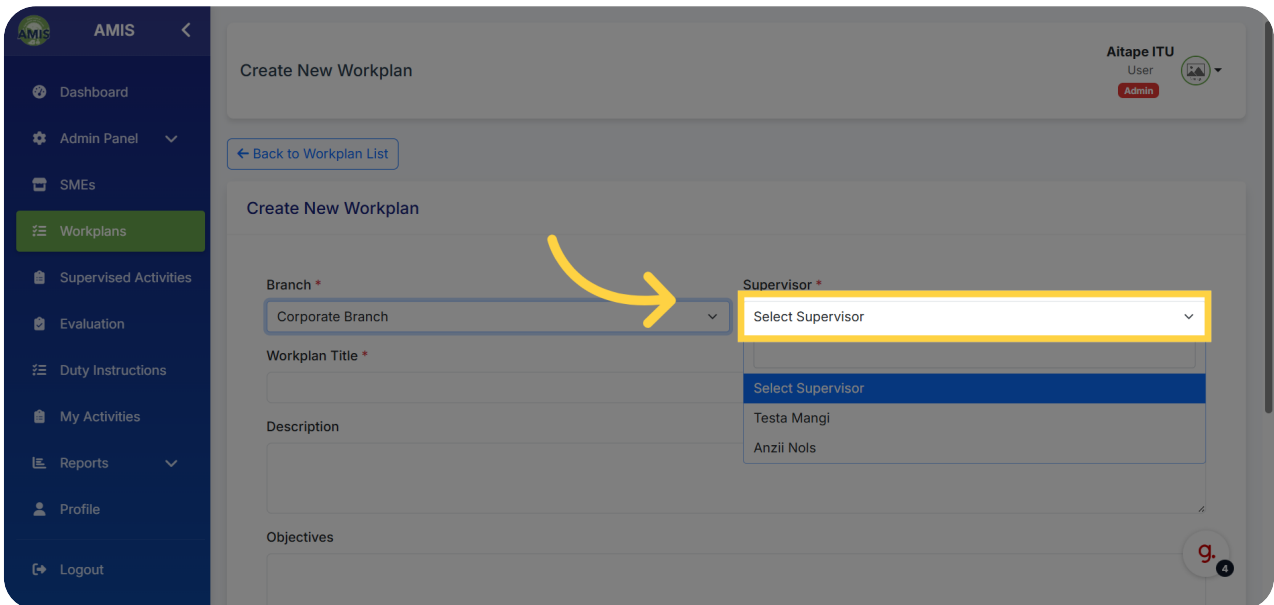
03 Open Branch Selection

Select the branch, the branch that the workplace is for



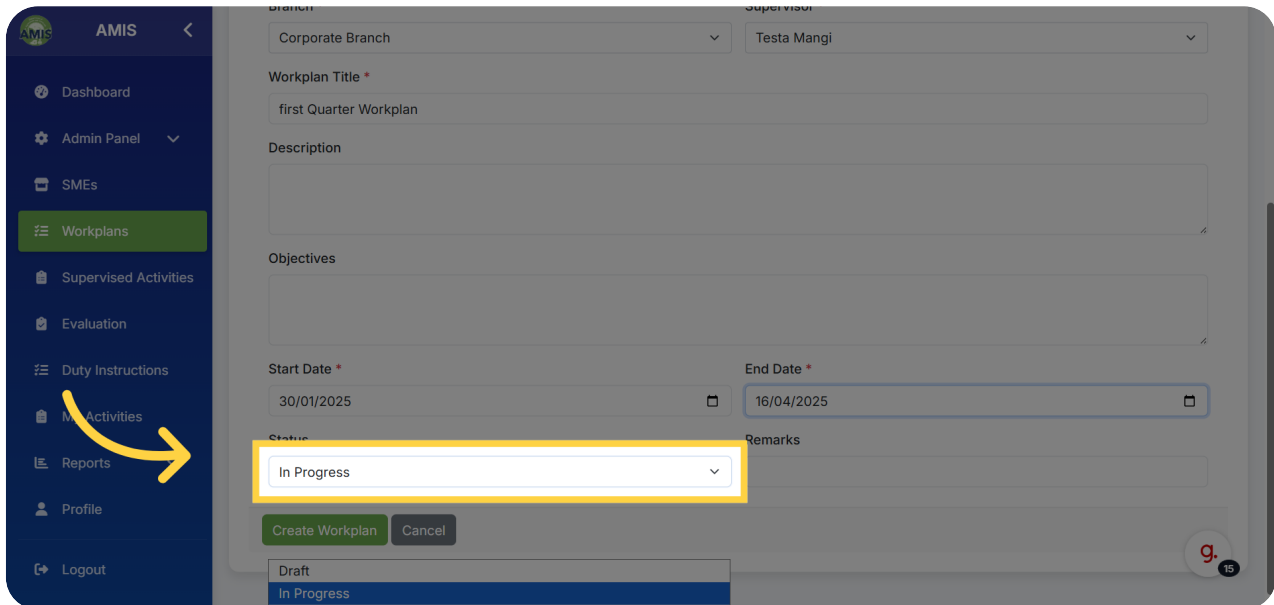
04 Open Supervisor Selection

Up the supervisor, who is going to supervise this work plan.



05 Select Workplan Status

You can change the status of the word for the default is in progress. Status.



The screenshot displays the AMIS interface for creating a workplan. The left sidebar contains navigation options: Dashboard, Admin Panel, SMEs, Workplans (highlighted), Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. A yellow arrow points from the 'My Activities' menu item to the 'Status' dropdown menu in the form. The form fields include: Branch (Corporate Branch), Supervisor (Testa Mangi), Workplan Title (first Quarter Workplan), Description, Objectives, Start Date (30/01/2025), End Date (16/04/2025), Status (In Progress), and Remarks. The 'Status' dropdown menu is open, showing 'Draft' and 'In Progress' as options. The 'In Progress' option is highlighted. Below the form are 'Create Workplan' and 'Cancel' buttons. A user profile icon with the number 15 is visible in the bottom right corner.

06 Create Workplan

A quick and create work plan. And save the workplace.

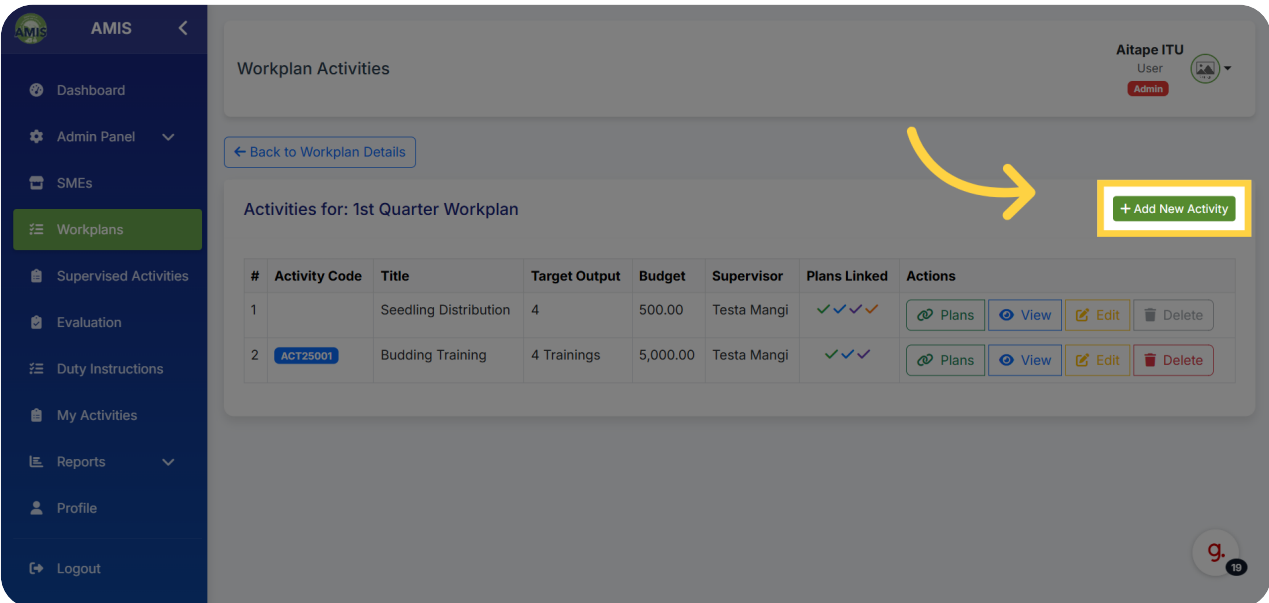
The screenshot shows the 'Create Workplan' form in the AMIS system. The form is displayed in a modal window with a dark background. On the left, there is a dark blue sidebar with navigation options: Dashboard, Admin Panel, SMEs, Workplans (highlighted in green), Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main form area contains the following fields:

- Branch:** Corporate Branch (dropdown)
- Supervisor:** Testa Mangi (dropdown)
- Workplan Title:** first Quarter Workplan (text input)
- Description:** (text area)
- Objectives:** (text area)
- Start Date:** 30/01/2025 (calendar icon)
- End Date:** 16/04/2025 (calendar icon)
- Status:** In Progress (dropdown menu)
- Remarks:** (text input)

At the bottom of the form, there are two buttons: 'Create Workplan' (highlighted with a yellow box) and 'Cancel'. A yellow arrow points from the 'Status' dropdown to the 'Create Workplan' button. In the bottom right corner of the modal, there is a small circular icon with the number '9' and a '17' in a small circle next to it.

07 Add New Activity

After creating the workplace, you will have to create the activities and that is work plan. So, click on add a new activity. Click on activities and then when its open, you click on the new activity button. To add a new activity into the right.

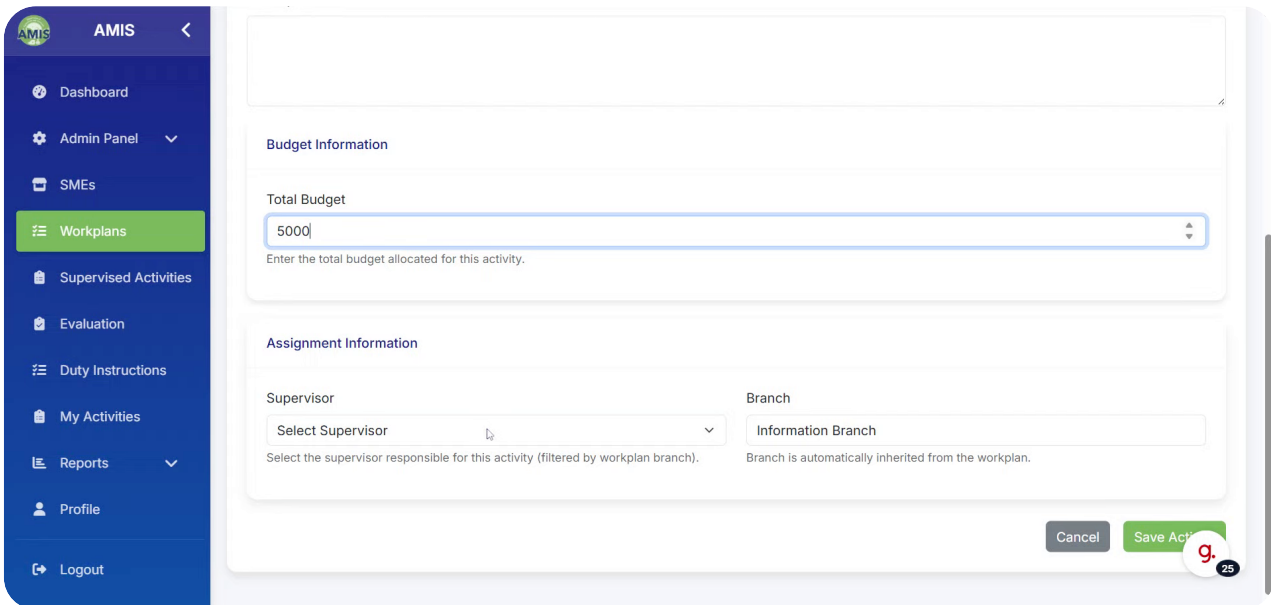


The screenshot displays the 'Workplan Activities' page in the AMIS system. The page title is 'Workplan Activities' and the user is identified as 'Aitape ITU User Admin'. A yellow arrow points to a '+ Add New Activity' button in the top right corner of the main content area. Below the button is a table of activities for the 1st Quarter Workplan.

#	Activity Code	Title	Target Output	Budget	Supervisor	Plans Linked	Actions
1		Seedling Distribution	4	500.00	Testa Mangi	✓✓✓	Plans View Edit Delete
2	ACT25001	Budding Training	4 Trainings	5,000.00	Testa Mangi	✓✓✓	Plans View Edit Delete

08 Confirm Supervisor Selection

The activity, you will have to select the supervisor and supervisor is going to provide this activity.



The screenshot displays the AMIS interface for editing a workplan. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, SMEs, Workplans (highlighted), Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area is a white form with two sections:

- Budget Information:** Contains a 'Total Budget' input field with the value '5000'. Below the field is the instruction: 'Enter the total budget allocated for this activity.'
- Assignment Information:** Contains two dropdown menus:
 - Supervisor:** Labeled 'Select Supervisor'. Below it is the instruction: 'Select the supervisor responsible for this activity (filtered by workplan branch).'
 - Branch:** Labeled 'Information Branch'. Below it is the instruction: 'Branch is automatically inherited from the workplan.'

At the bottom right of the form are two buttons: 'Cancel' and 'Save Act...'. A small circular notification icon with the number '25' is visible in the bottom right corner of the interface.

09 Save Activity Details

Luckily can see activity, save the activity. Once you have completed the form,

AMIS <

Dashboard

Admin Panel

SMEs

Workplans

Supervised Activities

Evaluation

Duty Instructions

My Activities

Reports

Profile

Logout

Budget Information

Total Budget

5000

Enter the total budget allocated for this activity.

Assignment Information

Supervisor

Testa Mangi

Select the supervisor responsible for this activity (filtered by workplan branch).

Branch

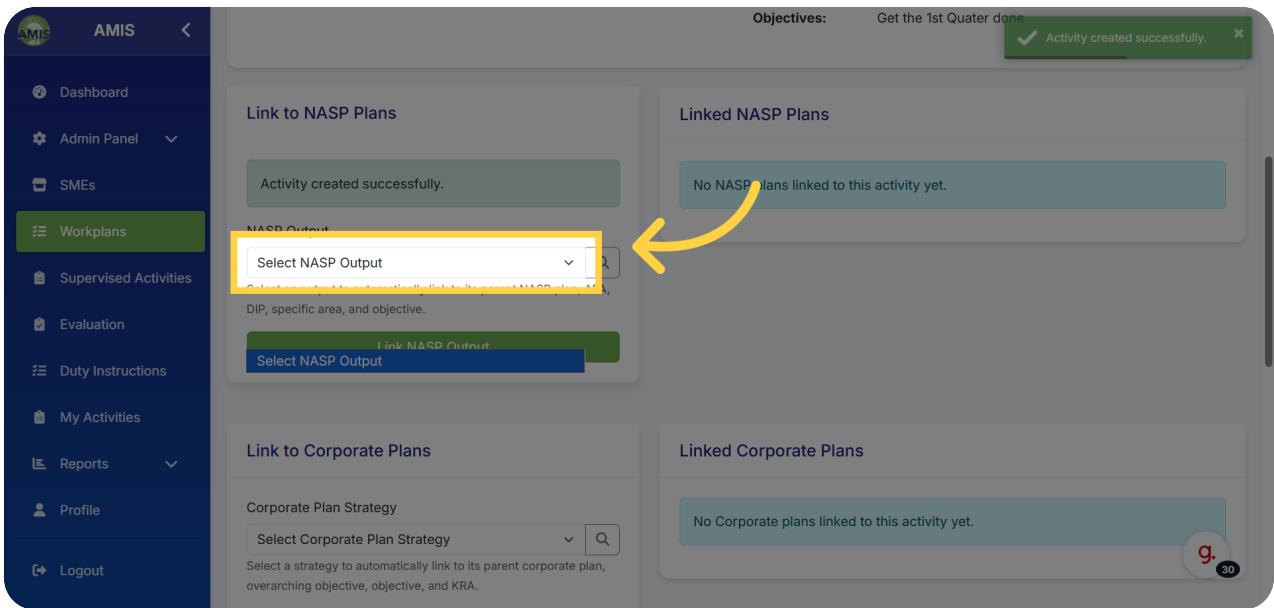
Information Branch

Branch is automatically inherited from the workplan.

Cancel Save Activity

10 Open NASP Output Selection

Activity is created after the activities created, it will redirect you to a page. It's called link page. This is where you will link the plants the nasp. The empty DP and the corporate plan. To this activity. Some of the plants may not blink so you can leave them out. And they can be the ones that Linked to the plan. To the activity.



11 View Unlinked Plans

You will see. On these that says, you know, lasted activity collectivity is linked to USC checkmarx.

The screenshot displays the AMIS (Agricultural Management Information System) interface. The left sidebar contains navigation options: Dashboard, Admin Panel, SMEs, Workplans (highlighted), Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area is titled "Workplan Activities" and shows a "Back to Workplan Details" button. Below this, it displays "Activities for: 1st Quarter Workplan" with a "+ Add New Activity" button. A table lists three activities:

#	Activity Code	Title	Target Output	Budget	Supervisor	Plans Linked	Actions
1		Seedling Distribution	4	500.00	Testa Mangi	✓✓✓✓	Plans View Edit Delete
2	ACT25001	Budding Training	4 Trainings	5,000.00	Testa Mangi	✓✓✓	Plans View Edit Delete
3	ACT25005	Cooking Fish bones	20 fish	5,000.00	Testa Mangi	No plans linked	Plans View Edit Delete

A yellow arrow points from the "Budget" column of the second row to the "Plans Linked" column of the third row, highlighting the "No plans linked" status. A small notification badge in the bottom right corner shows the number "9" and "47".

You have successfully created and configured a comprehensive workplan, including defining activities, assigning supervisors, setting timelines, and linking strategic outputs. To verify completion, review the workplan details and ensure all activities are properly linked and saved. Next, consider managing workplan progress or generating reports to track outcomes.

Powered by [guidde](#)