

Manage Activities Efficiently Using AMIS My Activities Feature

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AMIS: My Activities Management

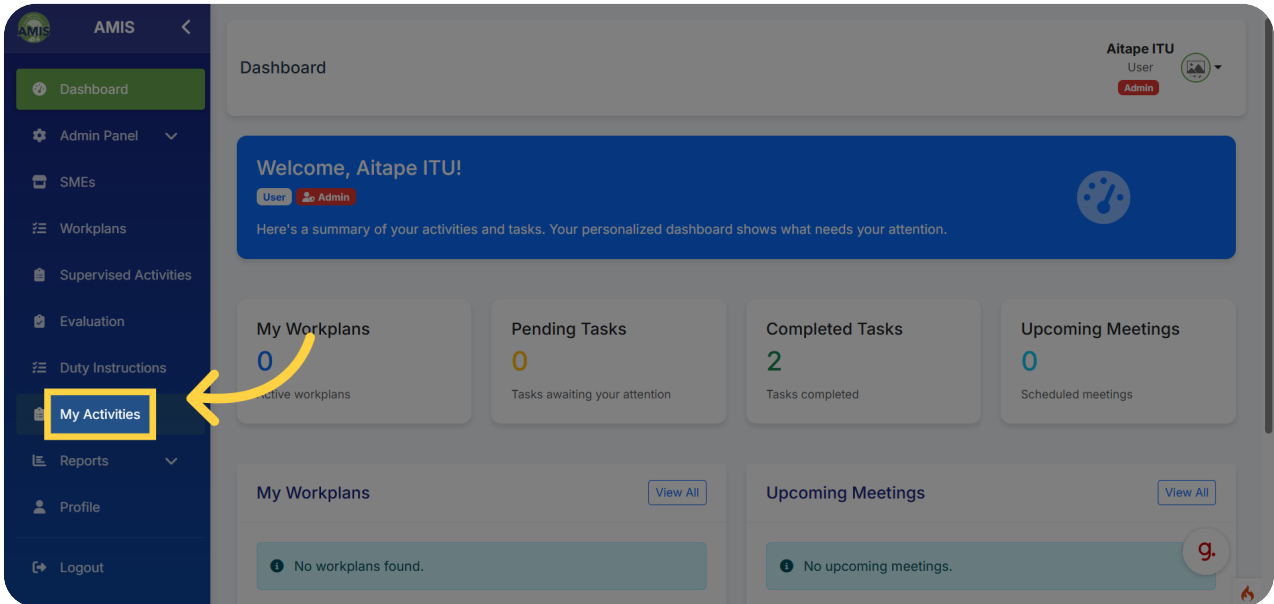


Because for this tutorial, we will learn how to manage my activities. The, my activities section is the feature that. All the action officers. And supervisors for the access to this activities. This is the main action feature in the whole Amy's. The actions happens. And the reports are submitted from the ground.

Go to [localhost](#)

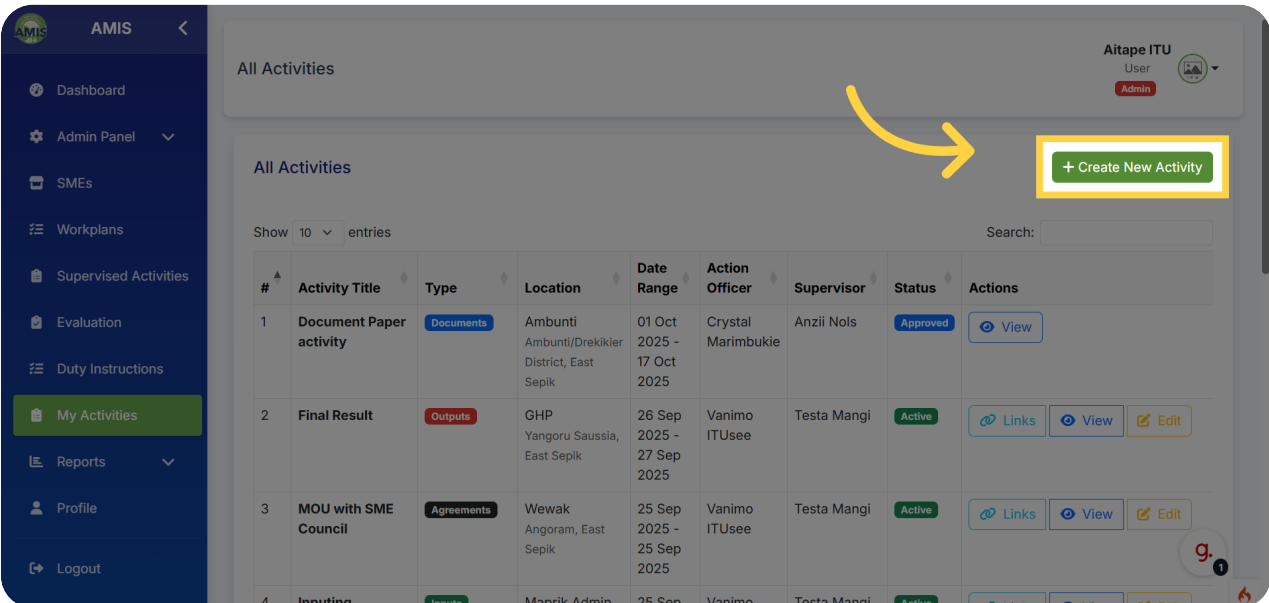
01 Open My Activities Section

This feature is available in accessible, to all the users. Can click on the sidebar menu, aside from my activity menu. To access this my activity feature.



02 Initiate New Activity Creation

This, my activity is different from the word connectivity feature. Well, connectivity is attached to the workplace and my activity is something like tasks for individual officers. So, if you have an activity or task that you need to, You will be implementing. Click on create new activity.

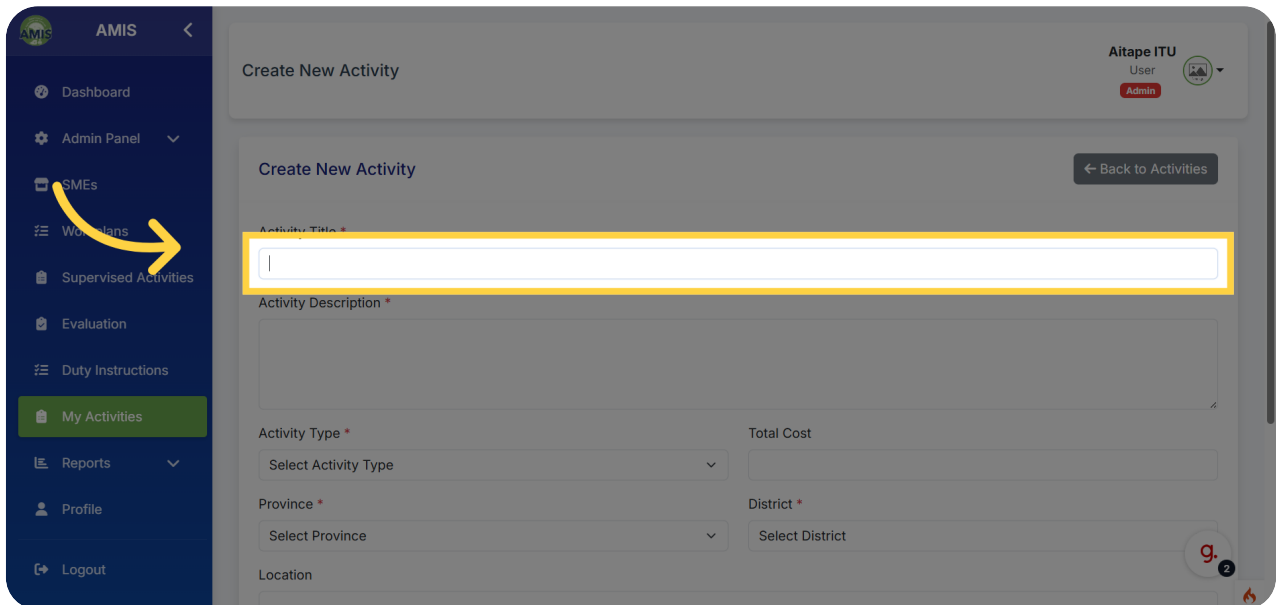


The screenshot displays the 'All Activities' page in the AMIS system. A yellow arrow points to a green button labeled '+ Create New Activity' in the top right corner. The page features a table of activities with the following data:

#	Activity Title	Type	Location	Date Range	Action Officer	Supervisor	Status	Actions
1	Document Paper activity	Documents	Ambunti Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 17 Oct 2025	Crystal Marimbukie	Anzii Nols	Approved	View
2	Final Result	Outputs	GHP Yangoru Saussia, East Sepik	26 Sep 2025 - 27 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links View Edit
3	MOU with SME Council	Agreements	Wewak Angoram, East Sepik	25 Sep 2025 - 25 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links View Edit
4	Inputing	Inputs	Maprik Admin	25 Sep	Vanimo	Testa Mangi	Active	Links View Edit

03 Select Activity Title Field

Activity.



04 Enter Activity Description

Description of the activity.

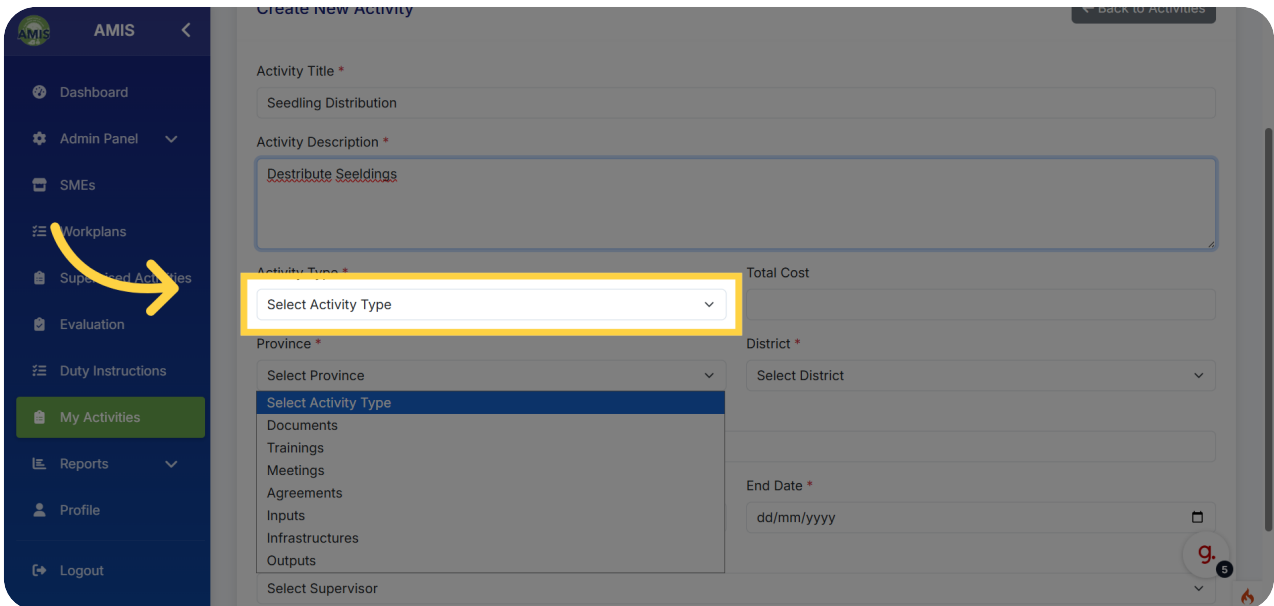
The screenshot displays the 'Create New Activity' form in the AMIS system. The interface includes a dark blue sidebar menu on the left with the following items: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted in green), Reports, Profile, and Logout. The main content area is titled 'Create New Activity' and features a 'Back to Activities' button. The form fields are as follows:

- Activity Title ***: Text input containing 'Seedling Distribution'.
- Activity Description ***: Text area containing 'De'.
- Activity Type ***: Dropdown menu with 'Select Activity Type'.
- Total Cost**: Text input field.
- Province ***: Dropdown menu with 'Select Province'.
- District ***: Dropdown menu with 'Select District'.
- Location**: Text input field.

The top right corner of the page shows the user 'Aitape ITU' with roles 'User' and 'Admin', and a profile icon. A small red notification icon is visible in the bottom right corner.

05 Open Activity Type Dropdown

So, it keeps the activity types. We've got seven different types of activities. We've got the infrastructure activity, we've got the Input activity. We've got the output activity on meetings agreements. And documents. So, you will have to select the type of activity that you May implementing, for example, if you conducting a meeting, You create select a meeting activity. If you if this activity going to result in your building in infrastructure, So like infrastructure activity.



The screenshot shows the 'Create New Activity' form in the AMIS system. The form includes several fields: 'Activity Title *' (Seedling Distribution), 'Activity Description *' (Distribute Seedlings), 'Activity Type *' (highlighted with a yellow box and a dropdown menu), 'Province *' (Select Province), 'District *' (Select District), 'Total Cost', 'End Date *' (dd/mm/yyyy), and 'Select Supervisor'. A yellow arrow points from the 'My Activities' menu item in the left sidebar to the 'Activity Type' dropdown.

Activity Type
Select Activity Type
Documents
Trainings
Meetings
Agreements
Inputs
Infrastructures
Outputs

06 Enter Total Cost

I can select the locations. Supervisor and start date and date. And complete the rest of the phone.

The screenshot shows the 'Create New Activity' form in the AMIS system. The sidebar on the left contains the following menu items: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted), Reports, Profile, and Logout. The main form area is titled 'Create New Activity' and includes a 'Back to Activities' button in the top right corner. The form fields are as follows:

- Activity Title *: Seedling Distribution
- Activity Description *: Distribute Seedlings
- Activity Type *: Inputs
- Total Cost: |
- Province *: Select Province
- District *: Select District
- Location:
- Start Date *: dd/mm/yyyy
- End Date *: dd/mm/yyyy
- Supervisor: Select Supervisor

A notification bubble with the number '9' is visible in the bottom right corner of the form area.

07 Create Activity Entry

A quick and create activity to create the activity.

The screenshot shows the 'Create Activity' form in the AMIS system. The form is titled 'Seedling Distribution' and contains the following fields:

- Activity Description: Distribute Seedlings
- Activity Type: Inputs
- Total Cost: 1200
- Province: East Sepik
- District: Ambunti/Drekikier District
- Location: Avatip
- Start Date: 01/10/2025
- End Date: 10/10/2025
- Supervisor: Testa Mangi

The 'Create Activity' button is highlighted with a yellow box, and a yellow arrow points to it. The 'Cancel' button is also visible next to it.

08 Access Links Section

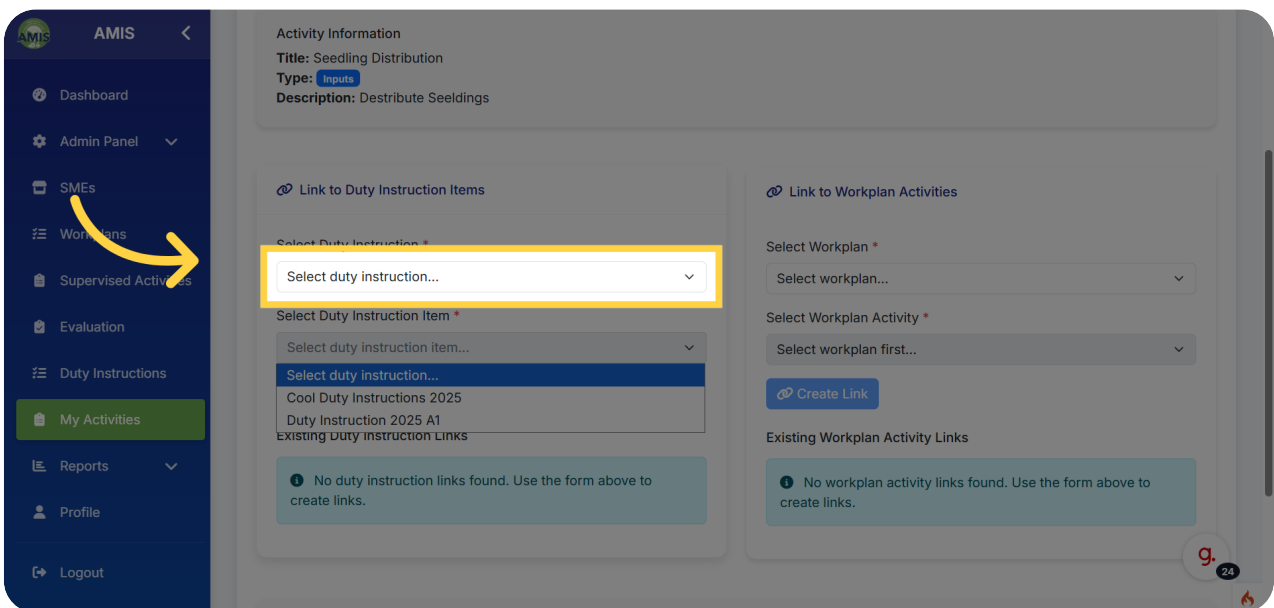
A little secret activity, you will have to link this activity. With the data instruction. That is linked that you activity to under which Duty instruction, you are. Implementing and also link it with The work and activities. So to do that, you click on the links. Button. So, you will notice that right? When you click, when you create it, They limitation button will not show if you don't have any links, if you don't think, So, we will see the implementation about the after when we link the activity,

The screenshot displays the 'All Activities' page in the AMIS system. A sidebar on the left contains navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted), Reports, Profile, and Logout. The main content area shows a table of activities with columns for #, Activity Title, Type, Location, Date Range, Action Officer, Supervisor, Status, and Actions. A notification at the top states 'Activity created successfully.' The table contains four entries. The second entry, 'Seedling Distribution', is highlighted with a yellow box around its 'Links' button in the Actions column. A yellow arrow points from the 'Links' button to the 'Status' column of the same row.

#	Activity Title	Type	Location	Date Range	Action Officer	Supervisor	Status	Actions
1	Document Paper activity	Documents	Ambunti Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 17 Oct 2025	Crystal Marimbute	Anzii Nols	Approved	View
2	Seedling Distribution	Inputs	Avatip Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 10 Oct 2025	Aitape ITU	Testa Mangi	Pending	Links, View, Edit
3	Final Result	Outputs	GHP Yangoru Saussia, East Sepik	26 Sep 2025 - 27 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links, View, Edit
4	MOU with SME Council	Agreements	Wewak Angoram, East Sepik	25 Sep 2025 - 25 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links, View, Edit

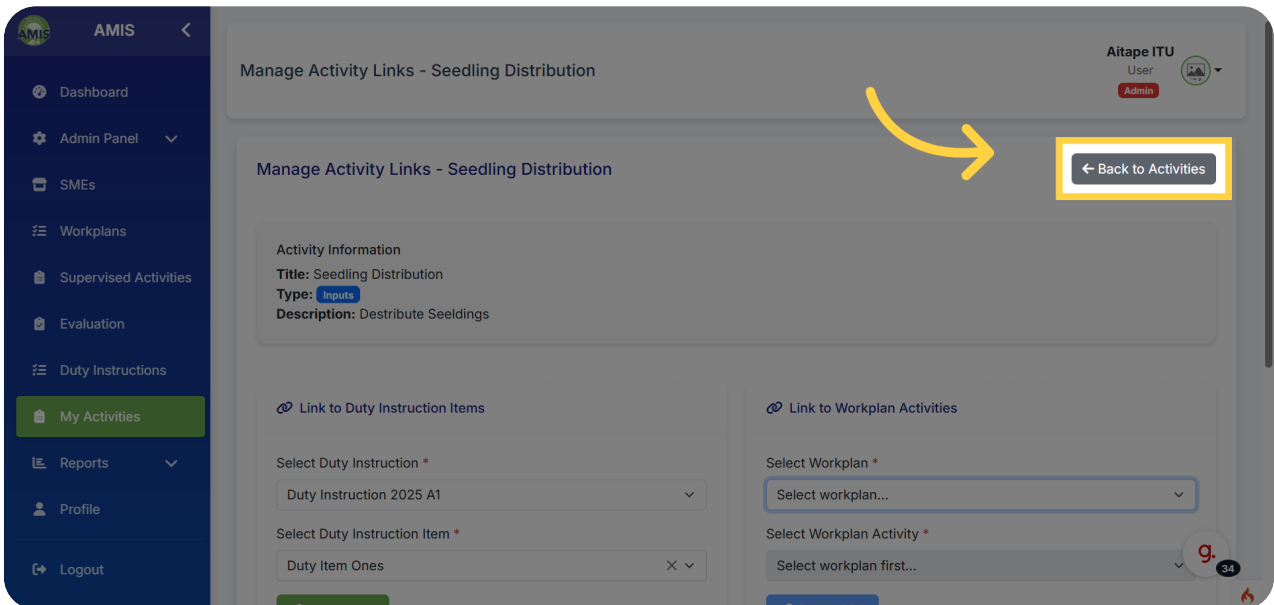
09 Open Duty Instruction Dropdown

You know, the Links Page, you will see the instructions and we'll connect to this. And the duty instruction you click on the first dropdown menu. You click on the main duty instruction, the current active one. And then in the next drop down, it will list the items that you created and the duty instruction. After you select that you can click link create link. And it will link the duty instruction. And you'll do the same with the what plan the click on the work done and then They work connectivity will drop down on the Next drop down list and then you click create. Then link click on create link. And it will create a link. You actually thinking of Duty instructions and What connectivity to this activity or toss that you?



10 Return to Activities List

After linking. You written back to the activities.



11 Start Activity Implementation

Go back in the activities list page. Of the US successfully. Linked, the activity. You will see the implementation button, You will click on the button to do the implementation.

The screenshot displays the 'All Activities' page in the AMIS system. The page features a sidebar with navigation options and a main content area with a table of activities. A yellow arrow points to the 'Implement' button in the 'Actions' column for the 'Seedling Distribution' activity.

#	Activity Title	Type	Location	Date Range	Action Officer	Supervisor	Status	Actions
1	Document Paper activity	Documents	Ambunti Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 17 Oct 2025	Crystal Marimbukie	Anzii Nols	Approved	View
2	Seedling Distribution	Inputs	Avatip Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 10 Oct 2025	Aitape ITU	Testa Mangi	Pending	Links View Implement Edit
3	Final Result	Outputs	GHP Yangoru Saussia, East Sepik	26 Sep 2025 - 27 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links View Edit
4	MOU with SME Council	Agreements	Wewak Angoram, East Sepik	25 Sep 2025 - 25 Sep 2025	Vanimo ITUsee	Testa Mangi	Active	Links View Edit

12 Enter Coordinates

Oh, it's different type of activities. They require different types of Inputs. Into them. So, you will notice that you have a different types of inputs for different activities. Different form layouts, different features that is required by its type of activity. For the infrastructure documents inputs. And the rest of the other different types of activities. So, you can fill in the information.

The screenshot displays the AMIS web application interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted in green), Reports, Profile, and Logout. The main content area is titled 'Implement Activity' and shows the user 'Aitape ITU' with 'Admin' privileges. A 'Back to Activity Details' button is visible. The form is for 'Implement Input Activity: Seedling Distribution' and includes the following sections:

- Input Implementation:** A 'GPS Coordinates' field with a placeholder 'e.g., -1.2921, 36.8219' and a label 'GPS coordinates of the input delivery/distribution location'.
- Input Items:** A table with columns for 'Input Name', 'Quantity', 'Unit', and 'Remarks'. Below the table is a '+ Add Input Item' button.
- Input Images:** A file upload section with a 'Choose files' button and the text 'No file chosen'.

A notification bubble with the number '36' is visible in the bottom right corner of the form area.

13 Save Implementation Details

How do you feel the information in the implementation? This is the reporting part. So after you successfully filled out of the information, you click on Save implementation,

The screenshot shows the AMIS implementation details form. The form includes a table for input items, sections for uploading images and documents, a signing sheet, and a remarks field. The 'Save Implementation' button is highlighted with a yellow box and a yellow arrow pointing to it.

Input Name *	Quantity	Unit	Remarks
seed station 2	1	400	

+ Add Input Item

Input Images
Choose files No file chosen
Upload photos of the inputs (JPG, PNG, GIF - Max 5MB each)

Input Documents
Choose files No file chosen
Upload related documents (PDF, DOC, XLS - Max 5MB each)

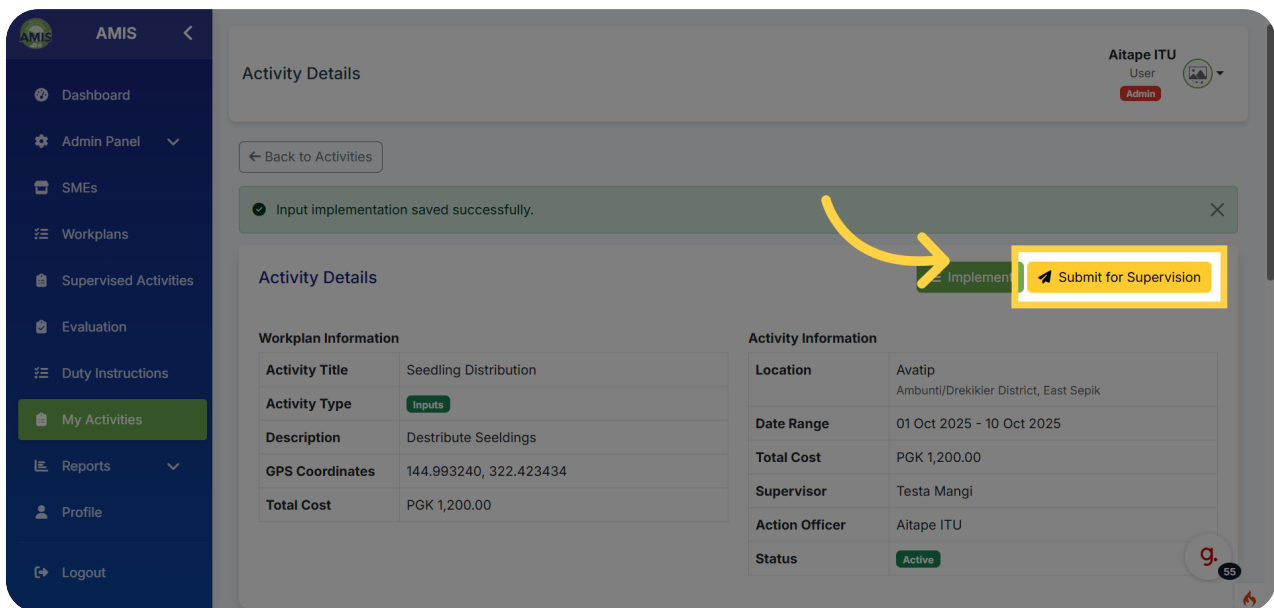
Signing Sheet
Choose file No file chosen
Upload the signed attendance/distribution sheet

Remarks
Additional notes or observations

X Cancel Save Implementation

14 Submit Activity for Review

You can save implementation, it will take you to this page. But this page is basically for you to just review your activities and ensure that you have done what you're supposed to do. And then it will allow you to submit for supervision. So to submit to your supervisor, you click on submit for supervision. And after you submit for supervision, you cannot implement it. While, if you want to change something so, add something you will. Click on it button and Hit the message. Before you submit for publishing.



Activity Details

← Back to Activities

Input implementation saved successfully.

Implement Submit for Supervision

Workplan Information

Activity Title	Seedling Distribution
Activity Type	Inputs
Description	Distribute Seedlings
GPS Coordinates	144.993240, 322.423434
Total Cost	PGK 1,200.00

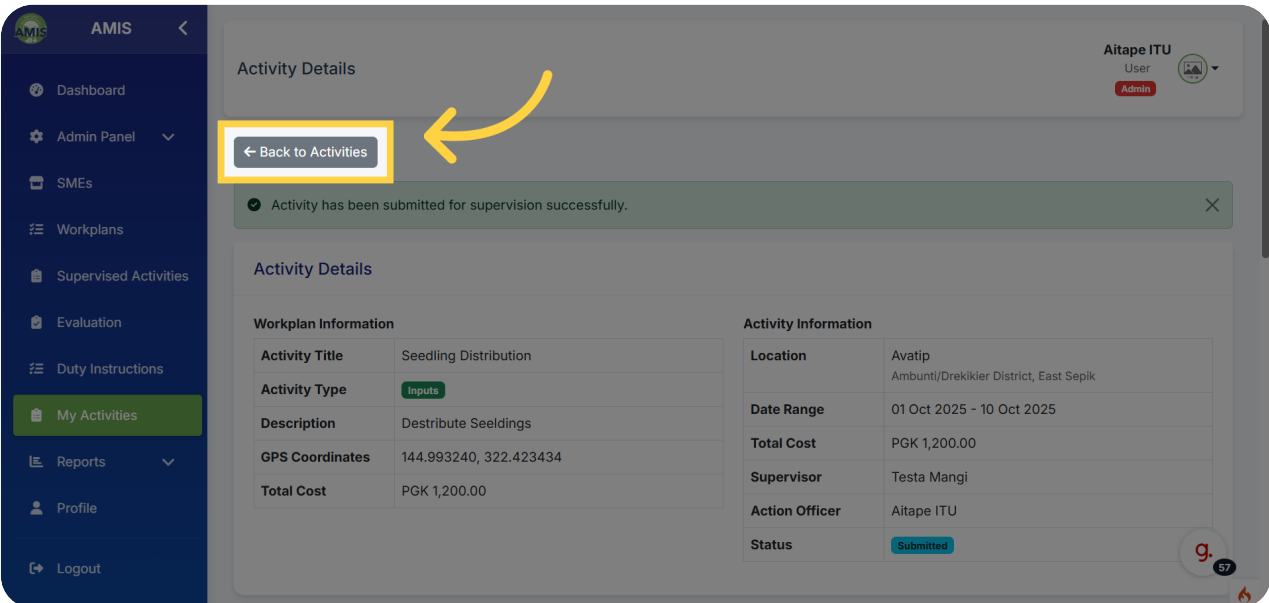
Activity Information

Location	Avatip Ambunti/Drekikier District, East Sepik
Date Range	01 Oct 2025 - 10 Oct 2025
Total Cost	PGK 1,200.00
Supervisor	Testa Mangi
Action Officer	Aitape ITU
Status	Active

9. 55

15 Return to Activities Overview

But once you submit for supervision, you will realize that the implementation button. In the semis to support for submission button is Not present there. It's as disappeared. Now, you can click on back to activities to Go back to the main activities page.



The screenshot shows the AMIS web application interface. The left sidebar contains navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted), Reports, Profile, and Logout. The main content area is titled 'Activity Details' and shows a success message: 'Activity has been submitted for supervision successfully.' Below the message, there are two tables: 'Workplan Information' and 'Activity Information'. A yellow box highlights the '← Back to Activities' button, with a yellow arrow pointing to it.

Workplan Information	
Activity Title	Seedling Distribution
Activity Type	Inputs
Description	Destribute Seeldings
GPS Coordinates	144.993240, 322.423434
Total Cost	PGK 1,200.00

Activity Information	
Location	Avatip Ambunti/Drekikier District, East Sepik
Date Range	01 Oct 2025 - 10 Oct 2025
Total Cost	PGK 1,200.00
Supervisor	Testa Mangi
Action Officer	Aitape ITU
Status	Submitted

You have successfully created, implemented, and submitted a new activity for supervision within the AMIS system. To verify completion, ensure the activity appears in your activities list with the correct details and status. For further management, consider reviewing linked duty instructions or updating implementation data as needed.

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