

Manage Government Structure Efficiently in AMIS Platform

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AMIS: Gov Structure Management



For this tutorial will guide you through how to manage. The government structure in Amis. The government structure includes the province, the strings LLCs and Moines.

Go to localhost

01 Open Gov. Structure Section

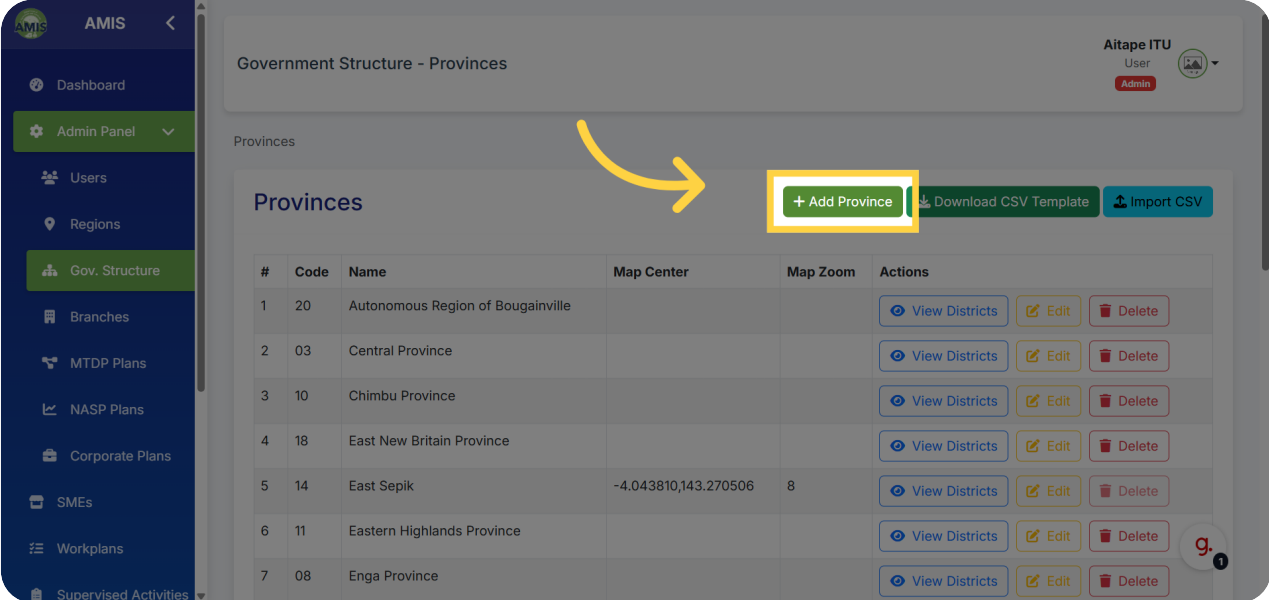
The structure is one of the features that is accessible by their system administrator. So, for you to access the gulf structure, you will have to click on admin panel. And then you will see Gulf structure. On this sidebar menu. Click on gel structure.

The screenshot displays the AMIS Users Management interface. The sidebar menu on the left includes options like Dashboard, Admin Panel, Users, Regions, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The 'Gov. Structure' option is highlighted with a yellow box and a yellow arrow. The main content area shows a table of users with the following data:

ID	Name	Email	Branch	Role	Access Levels	Status	Activation	Actions
1	Aitap ITU	aitapeitu@gmail.com	No Branch	User	Admin	Active	Pending Expires: Sep 26, 11:57	Edit, Resend, Deactivate
2	Vanimo ITUsee	vanimoitu@gmail.com	Information Branch	User	-	Active	Activated Aug 10, 2025	Edit, Deactivate
3	Testa Mangi	testa@dakoiims.com	Information Branch	User	Supervisor M&E	Active	Activated Aug 10, 2025	Edit, Deactivate
4	Anzii Nols	anziiinols@gmail.com	Human Resources	User	Supervisor	Active	Activated Oct 01, 2025	Edit, Deactivate
5	Crystal Marimbukie	crystalmarimbukie@gmail.com	Human Resources	User	-	Active	Activated Oct 01, 2025	Edit, Deactivate
7	Tekoi Leko	testa@cool.com	Human	User	-	Inactive	Pending	Edit, Resend

02 Initiate Adding Province

How to add a new Province, you can click on ADD province. And it will show you the form to the province. You enter the information And at the new province.



The screenshot displays the 'Government Structure - Provinces' page in the AMIS Admin Panel. The left sidebar shows the navigation menu with 'Gov. Structure' selected. The main content area features a table of provinces and a '+ Add Province' button highlighted with a yellow box and a yellow arrow. The table includes columns for ID, Code, Name, Map Center, Map Zoom, and Actions.

#	Code	Name	Map Center	Map Zoom	Actions
1	20	Autonomous Region of Bougainville			View Districts Edit Delete
2	03	Central Province			View Districts Edit Delete
3	10	Chimbu Province			View Districts Edit Delete
4	18	East New Britain Province			View Districts Edit Delete
5	14	East Sepik	-4.043810,143.270506	8	View Districts Edit Delete
6	11	Eastern Highlands Province			View Districts Edit Delete
7	08	Enga Province			View Districts Edit Delete

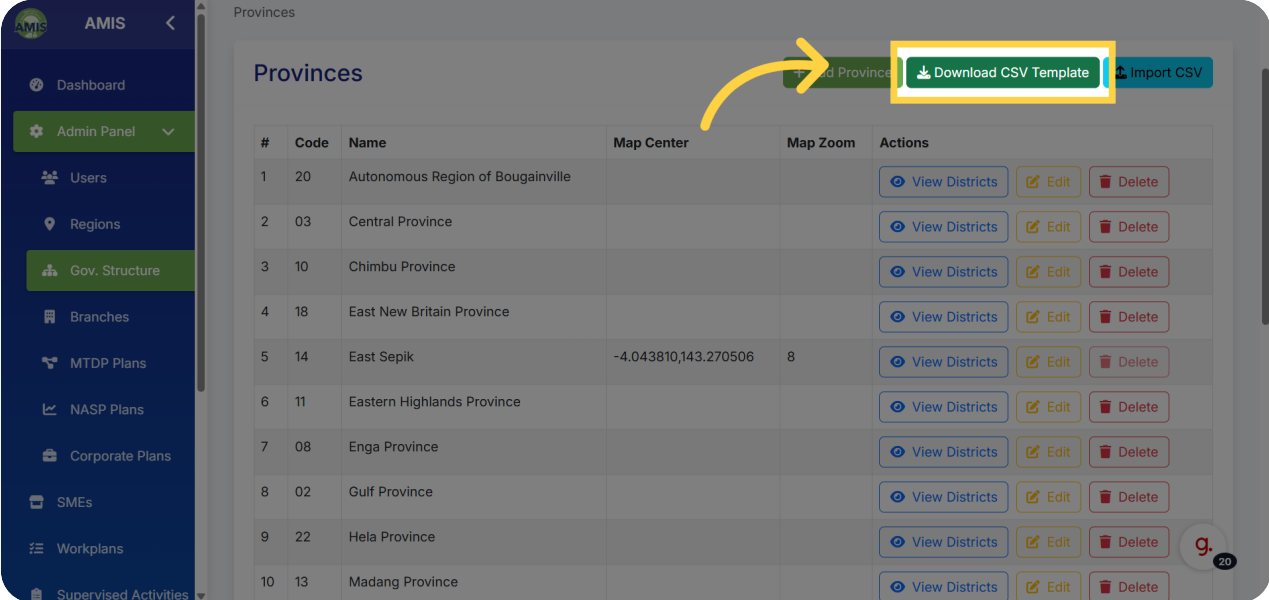
03 Enter Province Code

In the form to create a new Province, you will see map data. And the province code and Province name. And GPS Center and the GPS room. So these are for you, the map display to display Province. You can just click on the map data and enter the province from the list of the province in map data to And the arrest of the field will be pre-filled.

#	Code	Name	Map Center (Latitude,Longitude)	Map Zoom Level	Actions
1	20	Autonomous	e.g. -9.4438,147.1803		View Districts Edit Delete
2	03	Central Provi			View Districts Edit Delete
3	10	Chimbu Prov			View Districts Edit Delete
4	18	East New Bri			View Districts Edit Delete
5	14	East Sepik	-4.043810,143.270506	8	View Districts Edit Delete
6	11	Eastern Highlands Province			View Districts Edit Delete
7	08	Enga Province			View Districts Edit Delete

04 Download CSV Template

To add the multiple provinces at one time, you will have to download the CSV template file. And then enter the data in the using Excel. Then later you can import it import, the CSV file.

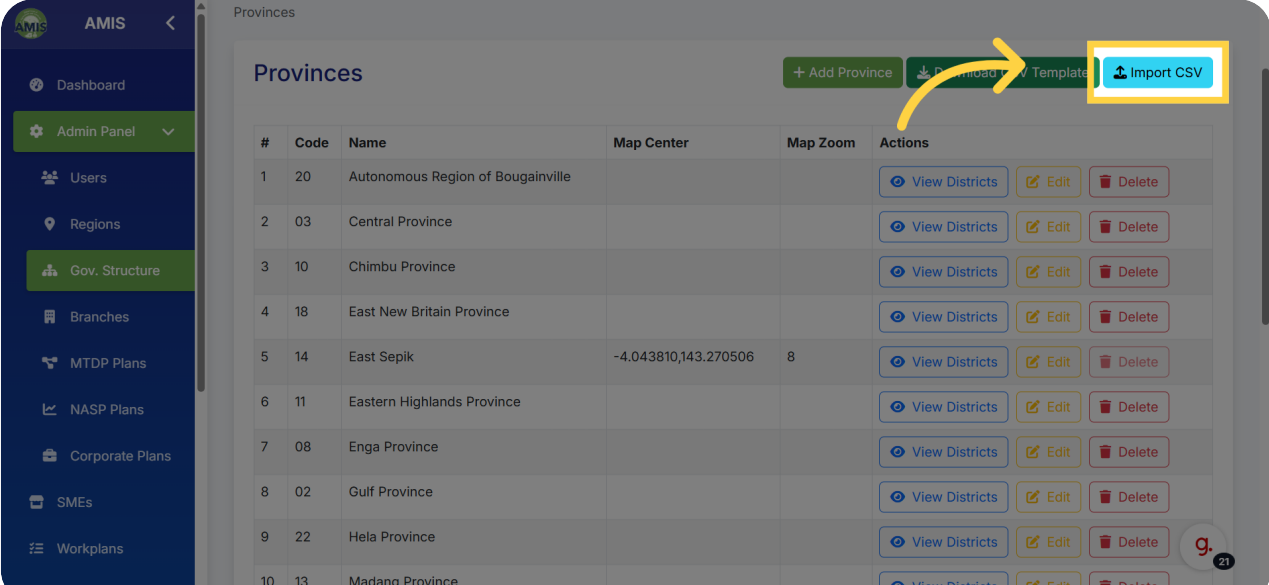


The screenshot displays the AMIS Provinces management interface. A yellow arrow points to the 'Download CSV Template' button, which is highlighted with a yellow box. The interface shows a table of provinces with columns for #, Code, Name, Map Center, Map Zoom, and Actions.

#	Code	Name	Map Center	Map Zoom	Actions
1	20	Autonomous Region of Bougainville			View Districts Edit Delete
2	03	Central Province			View Districts Edit Delete
3	10	Chimbu Province			View Districts Edit Delete
4	18	East New Britain Province			View Districts Edit Delete
5	14	East Sepik	-4.043810,143.270506	8	View Districts Edit Delete
6	11	Eastern Highlands Province			View Districts Edit Delete
7	08	Enga Province			View Districts Edit Delete
8	02	Gulf Province			View Districts Edit Delete
9	22	Hela Province			View Districts Edit Delete
10	13	Madang Province			View Districts Edit Delete

05 Open CSV Import Interface

You click on the import CSV to import the CSV file.



The screenshot displays the AMIS Provinces management interface. On the left is a dark blue sidebar with navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure (highlighted), Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Provinces' and features a table with columns: #, Code, Name, Map Center, Map Zoom, and Actions. The table lists 10 provinces, including the Autonomous Region of Bougainville, Central Province, Chimbu Province, East New Britain Province, East Sepik, Eastern Highlands Province, Enga Province, Gulf Province, Hela Province, and Madang Province. Each row has three action buttons: 'View Districts', 'Edit', and 'Delete'. Above the table are three buttons: '+ Add Province', 'Download CSV Template', and 'Import CSV'. The 'Import CSV' button is highlighted with a yellow box, and a yellow arrow points to it from the right.

#	Code	Name	Map Center	Map Zoom	Actions
1	20	Autonomous Region of Bougainville			View Districts Edit Delete
2	03	Central Province			View Districts Edit Delete
3	10	Chimbu Province			View Districts Edit Delete
4	18	East New Britain Province			View Districts Edit Delete
5	14	East Sepik	-4.043810,143.270506	8	View Districts Edit Delete
6	11	Eastern Highlands Province			View Districts Edit Delete
7	08	Enga Province			View Districts Edit Delete
8	02	Gulf Province			View Districts Edit Delete
9	22	Hela Province			View Districts Edit Delete
10	13	Madang Province			View Districts Edit Delete

06 View Districts of Province

Set up to access the districts and its province. Click on view districts. And the same features applies to the districts. And where you can create the districts or import them. Using the CSV file.

The screenshot displays the 'Provinces' management page in the AMIS system. The page features a table with the following data:

#	Code	Name	Map Center	Map Zoom	Actions
1	20	Autonomous Region of Bougainville			View Districts Edit Delete
2	03	Central Province			View Districts Edit Delete
3	10	Chimbu Province			View Districts Edit Delete
4	18	East New Britain Province			View Districts Edit Delete
5	14	East Sepik	-4.043810,143.270506		View Districts Edit Delete
6	11	Eastern Highlands Province			View Districts Edit Delete
7	08	Enga Province			View Districts Edit Delete
8	02	Gulf Province			View Districts Edit Delete
9	22	Hela Province			View Districts Edit Delete
10	13	Madang Province			View Districts Edit Delete

At the top of the table, there are three buttons: '+ Add Province', 'Download CSV Template', and 'Import CSV'. The 'View Districts' button for the 'East Sepik' province is highlighted with a yellow box, and a yellow arrow points to it from the 'Map Center' column.

07 View Local Level Governments

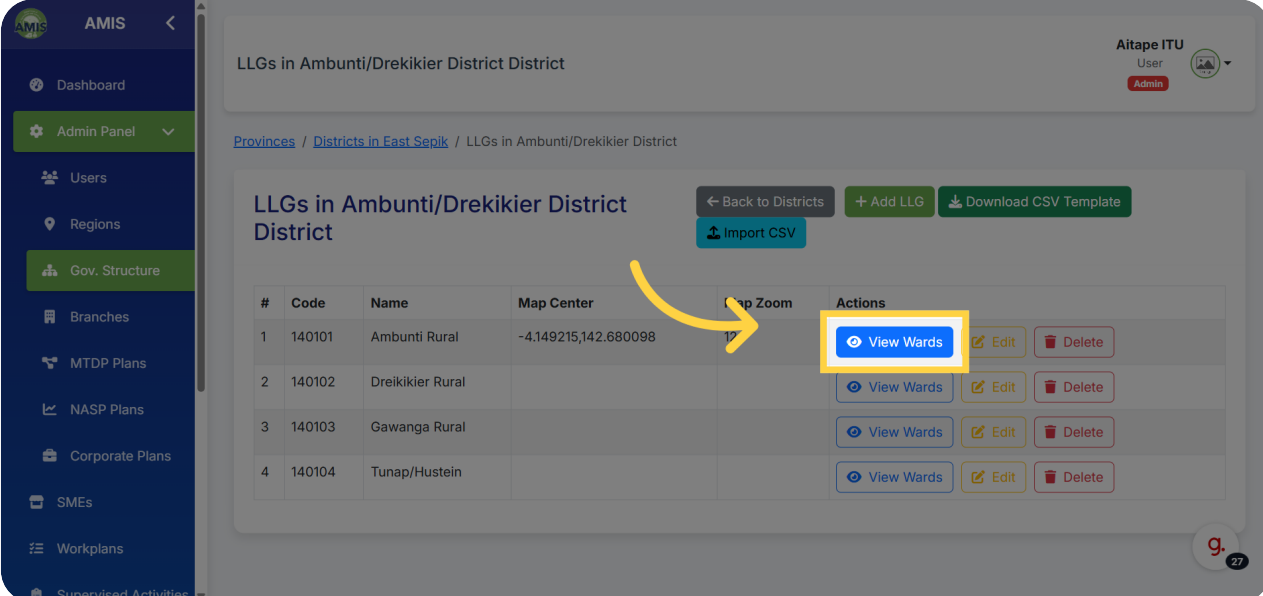
And click on view, allergies and HD Street to view the allergies and their, the district that you want to view.

The screenshot shows the AMIS Admin Panel interface. The left sidebar contains navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area is titled 'Districts in East Sepik' and includes a breadcrumb trail 'Provinces / Districts in East Sepik'. Below the title are buttons for 'Back to Provinces', 'Add District', 'Download CSV Template', and 'Import CSV'. A table lists six districts with columns for '#', 'Code', 'Name', 'Map Center', 'Map Zoom', and 'Actions'. The 'View LLGs' button for the first district is highlighted with a yellow box and a yellow arrow.

#	Code	Name	Map Center	Map Zoom	Actions
1	1401	Ambunti/Drekikier District			View LLGs Edit Delete
2	1402	Angoram			View LLGs Edit Delete
3	1403	Maprik			View LLGs Edit Delete
4	1404	Wewak			View LLGs Edit Delete
5	1405	Wosera Gawi			View LLGs Edit Delete
6	1406	Yangoru Saussia			View LLGs Edit Delete

08 View Wards Details

You can click on view, watch. To view the points in there, the energy.



The screenshot displays the AMIS Admin Panel interface. The left sidebar contains navigation options: Dashboard, Admin Panel, Users, Regions, Gov. Structure, Branches, MTDP Plans, NASP Plans, Corporate Plans, SMEs, Workplans, and Supervised Activities. The main content area shows the title 'LLGs in Ambunti/Drekikier District' and a breadcrumb trail: Provinces / Districts in East Sepik / LLGs in Ambunti/Drekikier District. Below the title are buttons for 'Back to Districts', 'Add LLG', 'Download CSV Template', and 'Import CSV'. A table lists the LLGs with columns for #, Code, Name, Map Center, Map Zoom, and Actions. The 'View Wards' button for the first LLG is highlighted with a yellow box and a yellow arrow.

#	Code	Name	Map Center	Map Zoom	Actions
1	140101	Ambunti Rural	-4.149215,142.680098	12	View Wards Edit Delete
2	140102	Dreikikier Rural			View Wards Edit Delete
3	140103	Gawanga Rural			View Wards Edit Delete
4	140104	Tunap/Hustein			View Wards Edit Delete

You have successfully managed the government structure by adding, editing, deleting provinces, and navigating through districts, local level governments, and wards. You also learned how to import province data using a CSV template. To continue, consider managing district or LLG details for comprehensive governance setup.

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