

# Mark Supervised Workplan Activities Complete in AMIS

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## AMIS: Supervised Workplan Activities



Memory. Institutions for the supervisors. It will go through how to supervise the work plan activities. The previous one, the other one was How to supervise my activities. And this one is To supervise the work Clinic activities.

Go to localhost

## 01 Open Activity Details

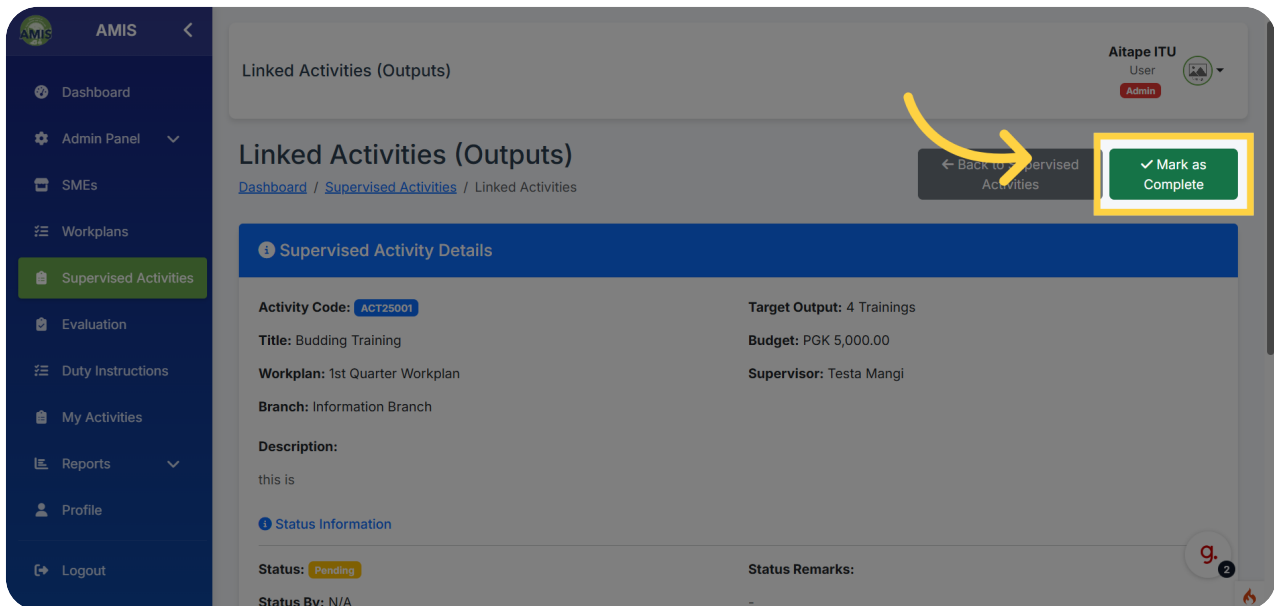
Hello, when you are in the supervised activities page, you click on view. This will take you into the detail of this activity. This is a connectivity.

The screenshot shows the AMIS interface with a sidebar on the left containing navigation options like Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities (highlighted), Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area is titled 'All Workplan Activities' and features a table with columns for #, Activity Code, Title, Workplan, Branch, Target Output, Budget, Status, and Actions. A yellow arrow points to the 'View' button in the 'Actions' column for the 'Budding Training' activity (row 2).

#	Activity Code	Title	Workplan	Branch	Target Output	Budget	Status	Actions
1		Seedling Distribution This is the inputs	1st Quarter Workplan	Information Branch	4	K 500.00	Completed Oct 08, 2025	<a href="#">View</a> <a href="#">Completed</a>
2	ACT25001	Budding Training this is	1st Quarter Workplan	Information Branch	4 Trainings	K 5,000.00	Pending	<a href="#">View</a> <a href="#">Complete</a>
3	ACT25002	Recruitment Exercise 2025 Complete the recruitment	Workplan for 2025-B	Human Resources	1 Working	K 5,000.00	Completed Oct 01, 2025	<a href="#">View</a> <a href="#">Completed</a>
4	ACT25003	Launching Program	Workplan for 2025-B	Human Resources	3	K 3,000.00	Pending	<a href="#">View</a> <a href="#">Complete</a>
5	ACT25004	CNA Exercise Two CNA Mid and end	Workplan for 2025-B	Human Resources	2	K 500.00	Active Oct 01, 2025	<a href="#">View</a> <a href="#">Complete</a>
6	ACT25005	Cooking Fish bones	1st Quarter Workplan	Information Branch	20 fish	K 5,000.00	Active Oct 13, 2025	<a href="#">View</a> <a href="#">Complete</a>

## 02 Initiate Completion Process

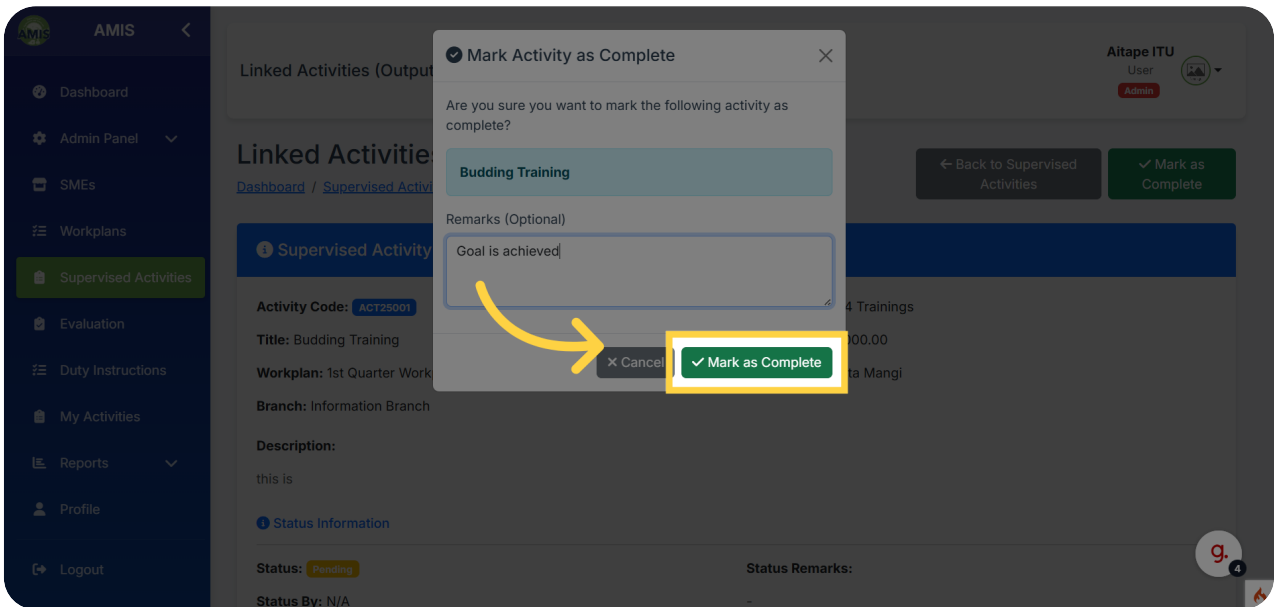
So, when you get into the detail of this activity, what connectivity, You can scroll down and you will see all the Activities, all the outputs. All the tasks that the implemented in. Linked by this activity. And when you see that this activity is achieved this goal. You can use satisfied with the task implemented. You can mark this activity as completed.



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 (highlighted), Evaluation, Duty Instructions, My Activities, Reports, Profile, and Logout. The main content area is titled 'Linked Activities (Outputs)' and shows details for a specific activity. At the top right, the user 'Aitape ITU' is logged in as 'Admin'. Below the title, there are two buttons: '← Back to Supervised Activities' and a green '✓ Mark as Complete' button, which is highlighted with a yellow box. A yellow arrow points from the 'Back to Supervised Activities' button towards the 'Mark as Complete' button. The activity details include: Activity Code: ACT25001, Title: Budding Training, Workplan: 1st Quarter Workplan, Branch: Information Branch, Description: this is, Target Output: 4 Trainings, Budget: PGK 5,000.00, Supervisor: Testa Mangi, Status: Pending, and Status Remarks: -.

### 03 Confirm Activity Completion

You can add some comments and Mark as complete. When the pop-up for



Thank you. You have successfully marked a supervised work connectivity is completed.

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