

Supervise Activities Efficiently Using AMIS Platform

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AMIS: Supervising My Activities

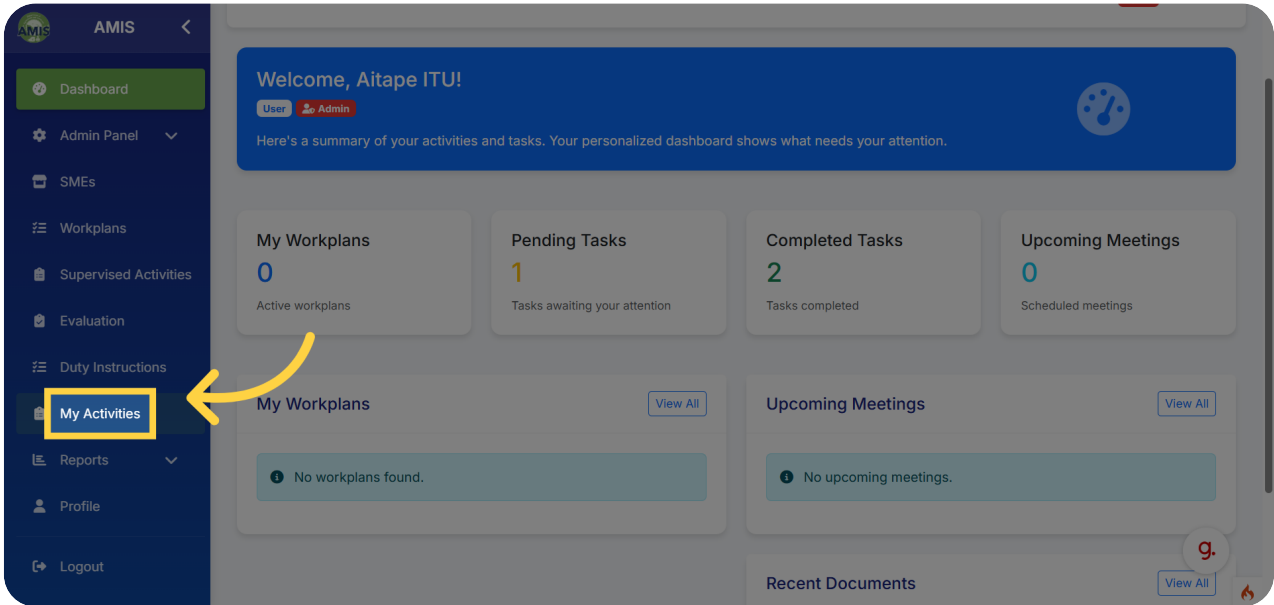


Well, this looks really is for the supervisors supervisors on how the supervisor is going to Supervise the activities of the tasks under the my activities. Section and feature.

Go to [localhost](#)

01 Access My Activities

For the login is a supervisor.



02 Open Supervise Section

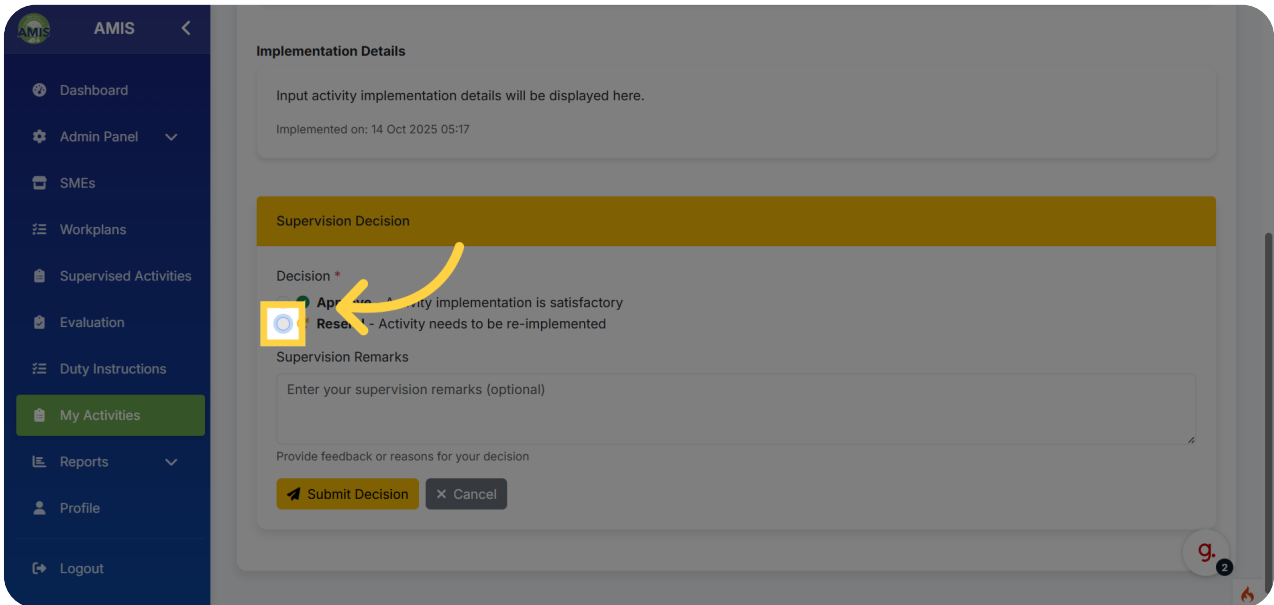
But here's supervisor. To provide. Your own activity. And, Do the operations that the normal user cannot do? Now if there's a, if you are supervisor and someone is You are for myself an Excel officer and the action officer submits. The activity for supervision. You'll see this device. But in appear against the activity of the Your somebody.

The screenshot displays the AMIS interface with a sidebar on the left and a main content area. The sidebar includes navigation options like Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities (highlighted), Reports, Profile, and Logout. The main content area shows a table titled 'All Activities' with columns for #, Activity Title, Type, Location, Date Range, Action Officer, Supervisor, Status, and Actions. A yellow arrow points from the 'Supervisor' column of the second row to a 'Supervise' button in the 'Actions' column.

#	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 Marimbun	Anzii Nols	Approved	View
2	Seedling Distribution	Inputs	Avatip Ambunti/Drekikier District, East Sepik	01 Oct 2025 - 10 Oct 2025	Aitape ITU	Testa Mangi	Submitted	Supervise
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	Agreements	Wewak	25 Sep	Vanimo	Testa Mangi	Active	Links View Edit

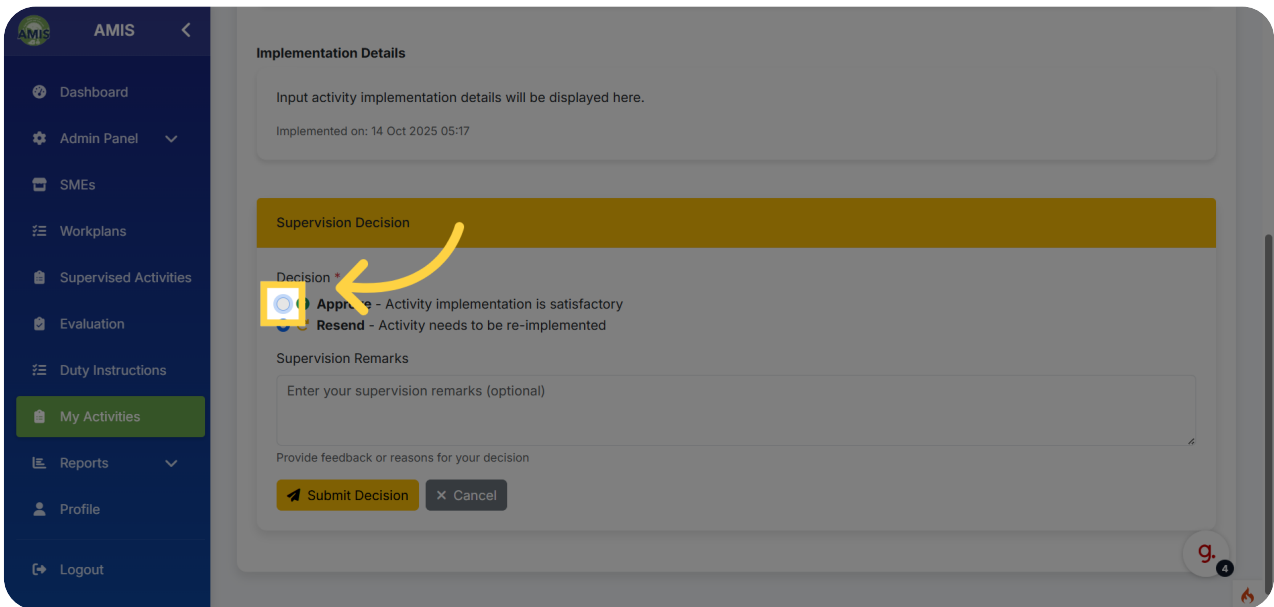
03 Select Resend Option

I don't know, any quick on the supervised button. It will take you to this page. In this page, will Two options. One is approved, and the other one is rescind. We send Is, if there are things that the efficiency needs to implement And you want the officer to redo again, you can resend



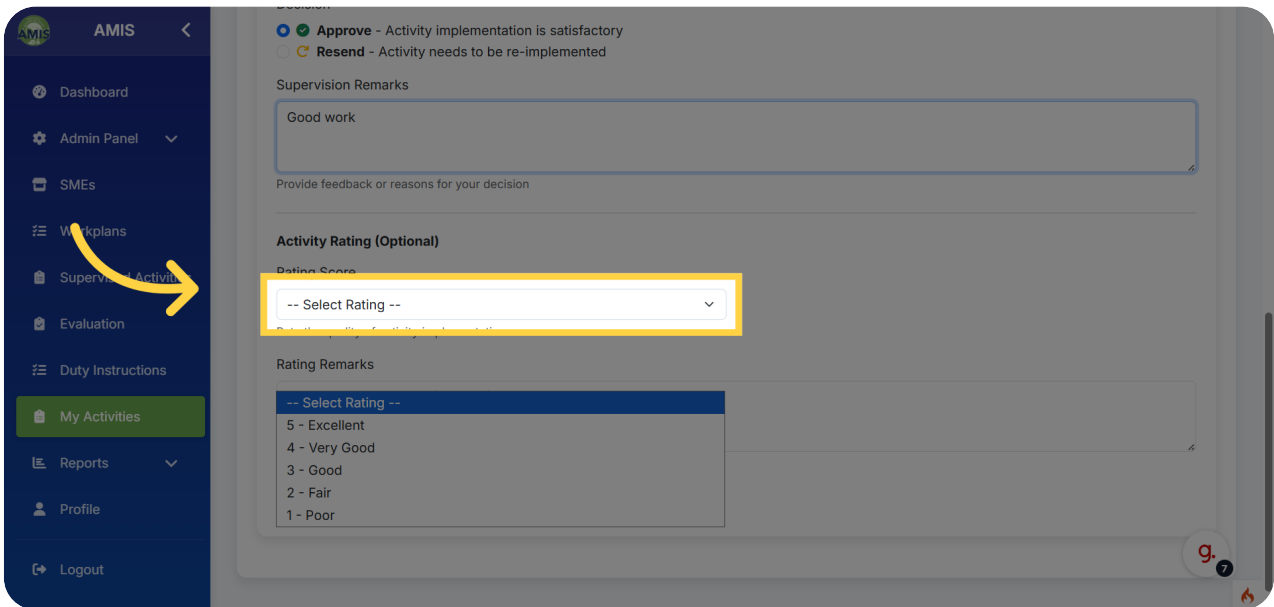
04 Select Approve Option

Before we click approve, its two things are gonna happen. You will have to prove it and Also, you will have to rate it. Evaporating of the quality of the work or the task carrier.



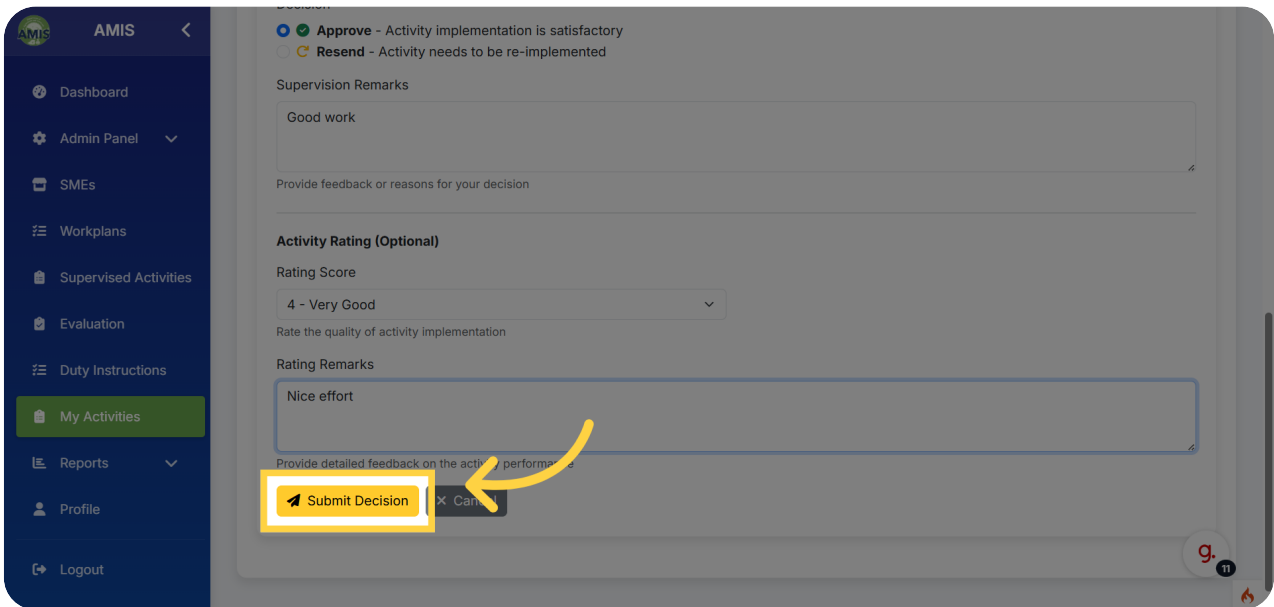
05 Choose Rating

The proof the rating for show in the bottom of the page. That is where you will have to. Select the rating. On the dropdown list.



06 Submit Supervision Decision

Information. Will click on submit subdivision. And that will. Show you submitted by your already. Sent the Activity.



You have successfully supervised your activities by reviewing, providing feedback, assigning ratings, and submitting your decisions. To continue managing your tasks, consider exploring related features such as activity tracking or detailed reporting.

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