

View and Manage Reports Efficiently in AMIS

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AMIS: Reports - View Reports

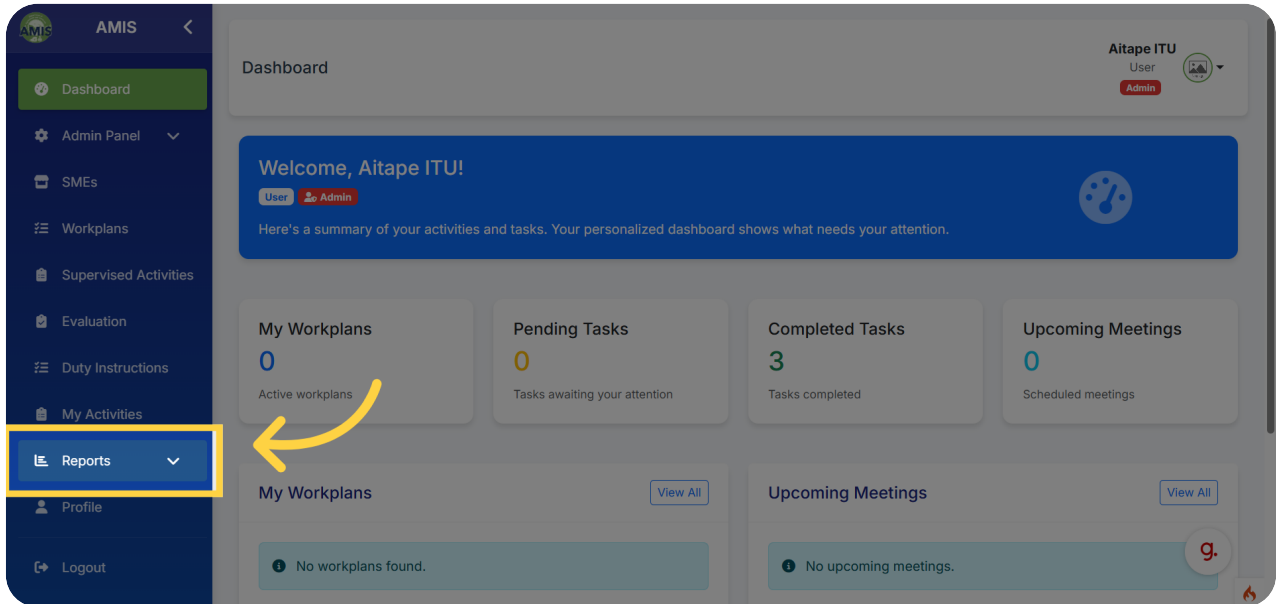


From this tutorial will be going to guide you through. To view the reports now, the report section is accessible to all the users. And they all the users can access it. Is filtered according to their, Accessibility.

Go to [localhost](#)

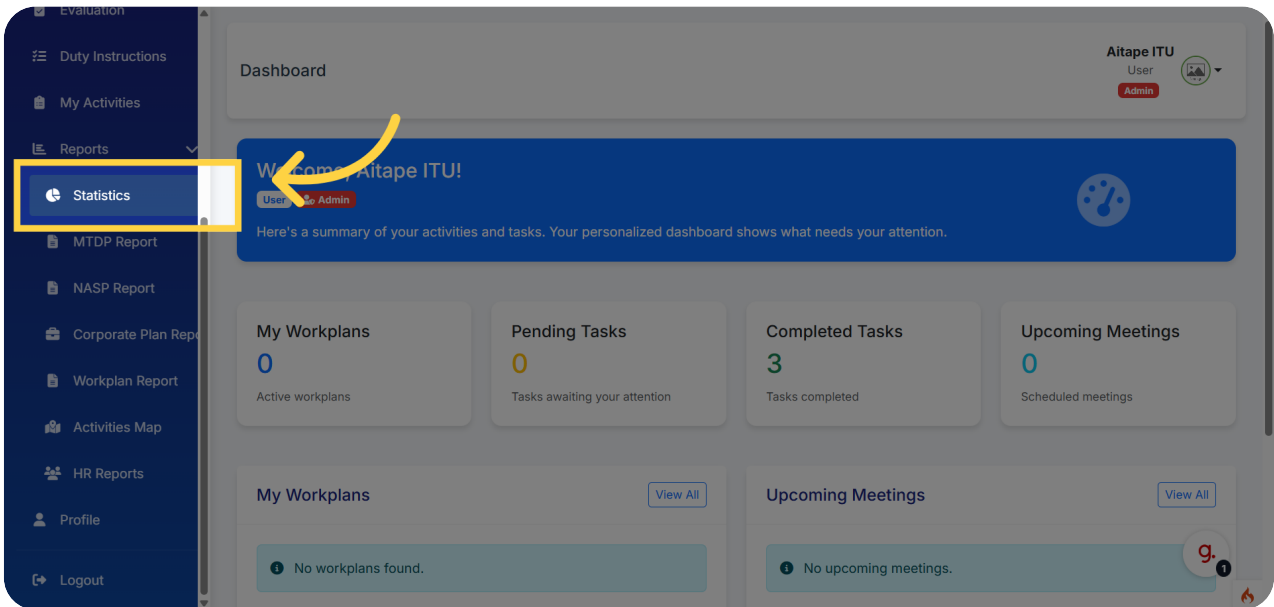
01 Open Reports Section

To view the reports, you click on the Reports menu. I want to click on it will drop down and drop down and Release, the only. Reports. Different types of reports.



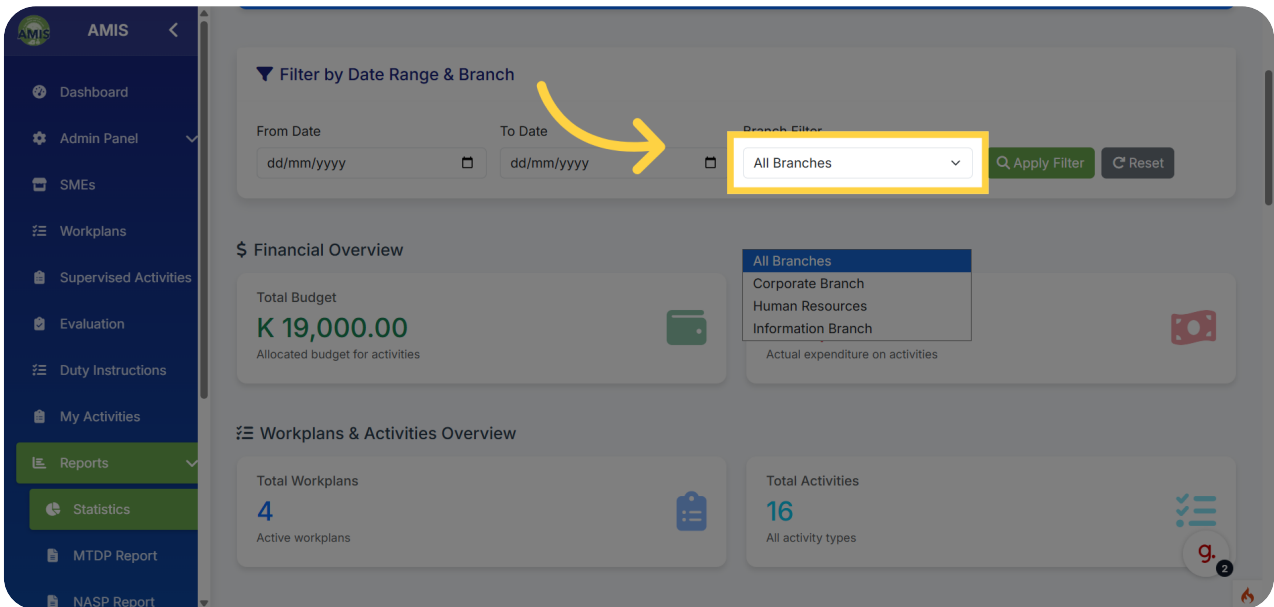
02 Select Statistics Option

The first step of report is statistics report, this shows the general test Of the Babies, and the reports this General? Statistics.



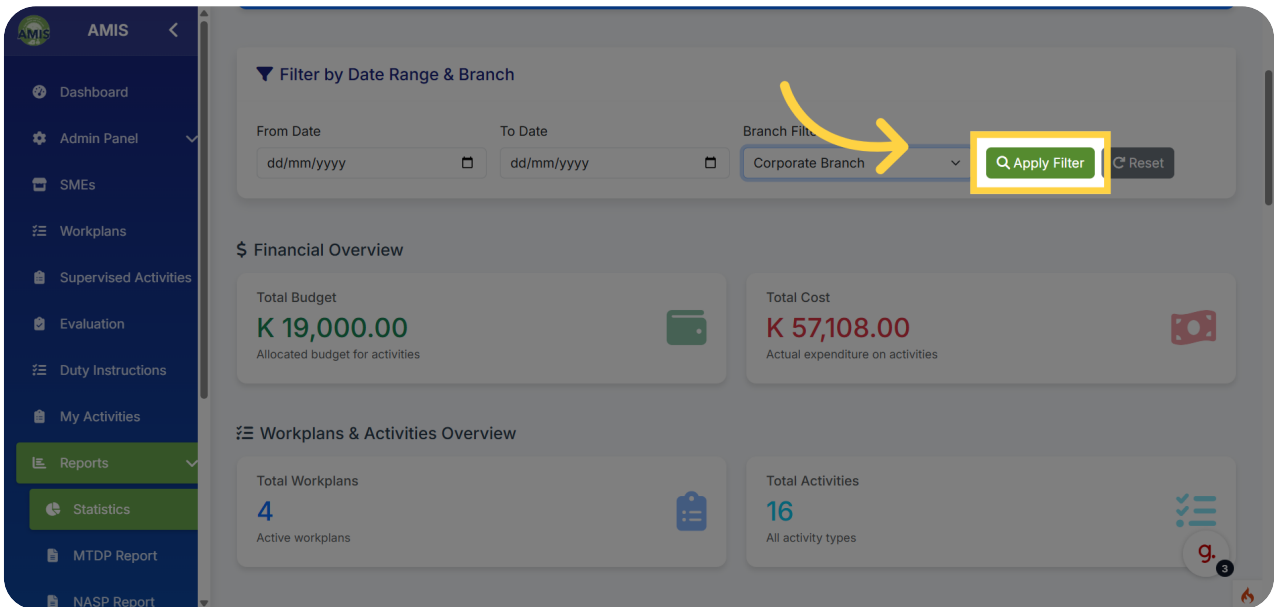
03 Open Branch Selection Dropdown

You can filter the reports by branches.



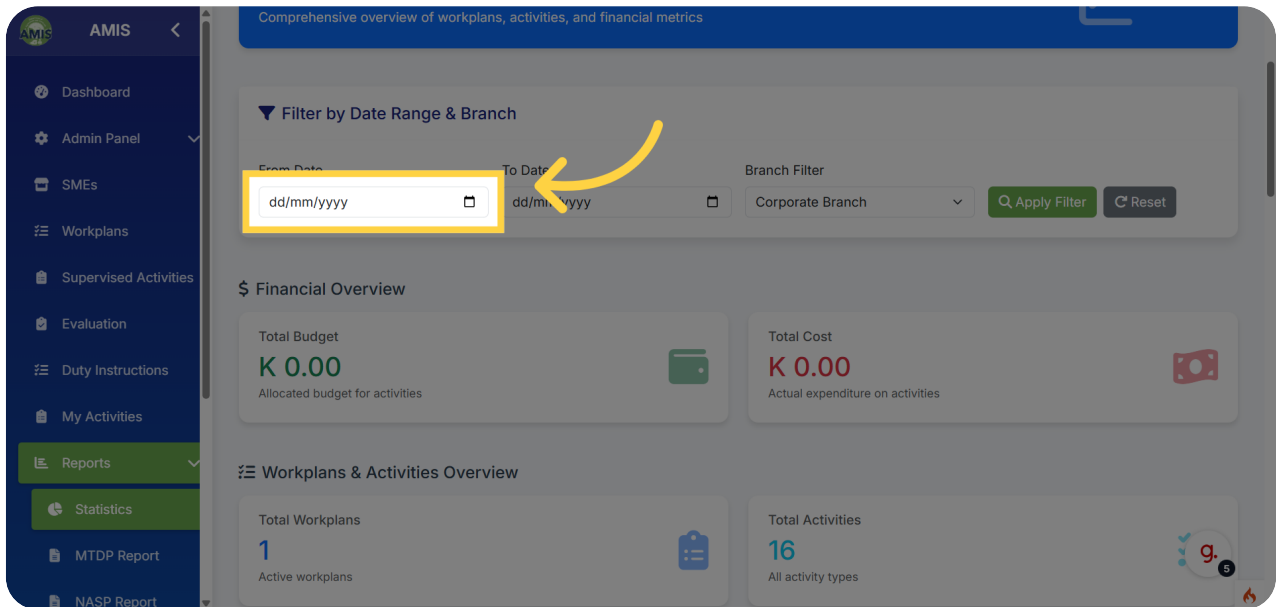
04 Apply Branch Filter

And then click on the apply filter button.



05 Select Start Date

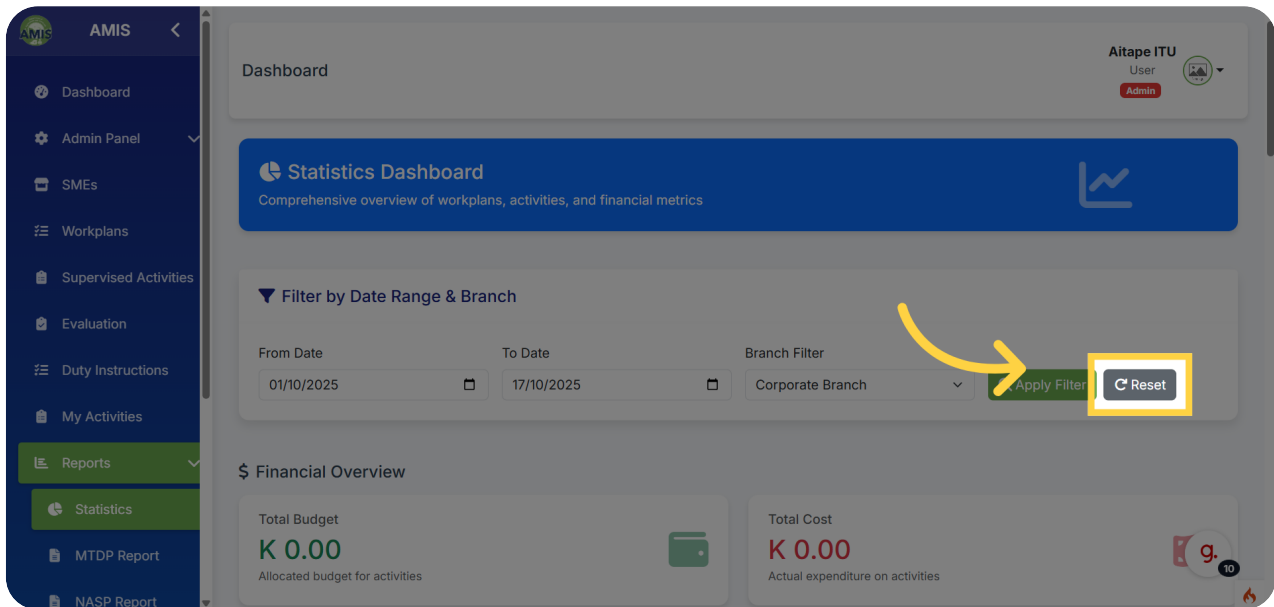
Filter report by day trains from which state to which state



The screenshot displays the AMIS dashboard interface. The left sidebar contains navigation options: Dashboard, Admin Panel, SMEs, Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Statistics, MTDP Report, and NASP Report. The main content area is titled 'Comprehensive overview of workplans, activities, and financial metrics'. A filter section titled 'Filter by Date Range & Branch' is visible, featuring 'From Date' and 'To Date' input fields (both showing 'dd/mm/yyyy'), a 'Branch Filter' dropdown menu (set to 'Corporate Branch'), and 'Apply Filter' and 'Reset' buttons. A yellow box highlights the 'From Date' field, and a yellow arrow points to it. Below the filter section, there are two summary cards: 'Financial Overview' showing 'Total Budget' and 'Total Cost' both at 'K 0.00', and 'Workplans & Activities Overview' showing 'Total Workplans' as 1 and 'Total Activities' as 16.

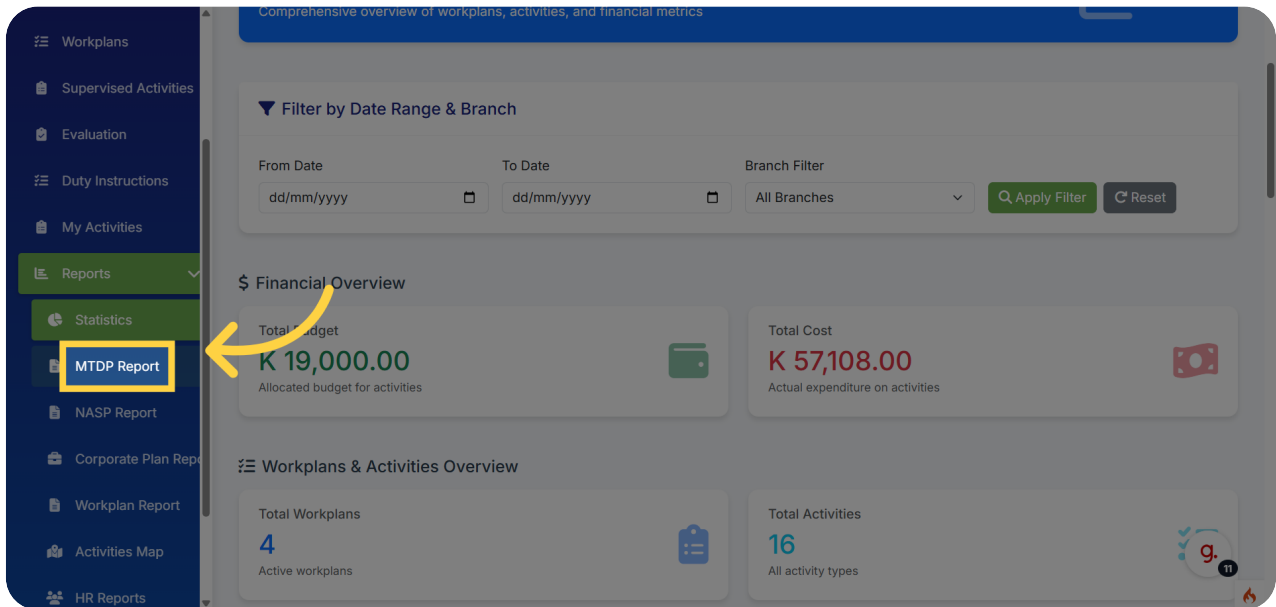
06 Reset Report Filters

Let's go back to the default setting, you will click on reset filter.



07 Open MTDP Report

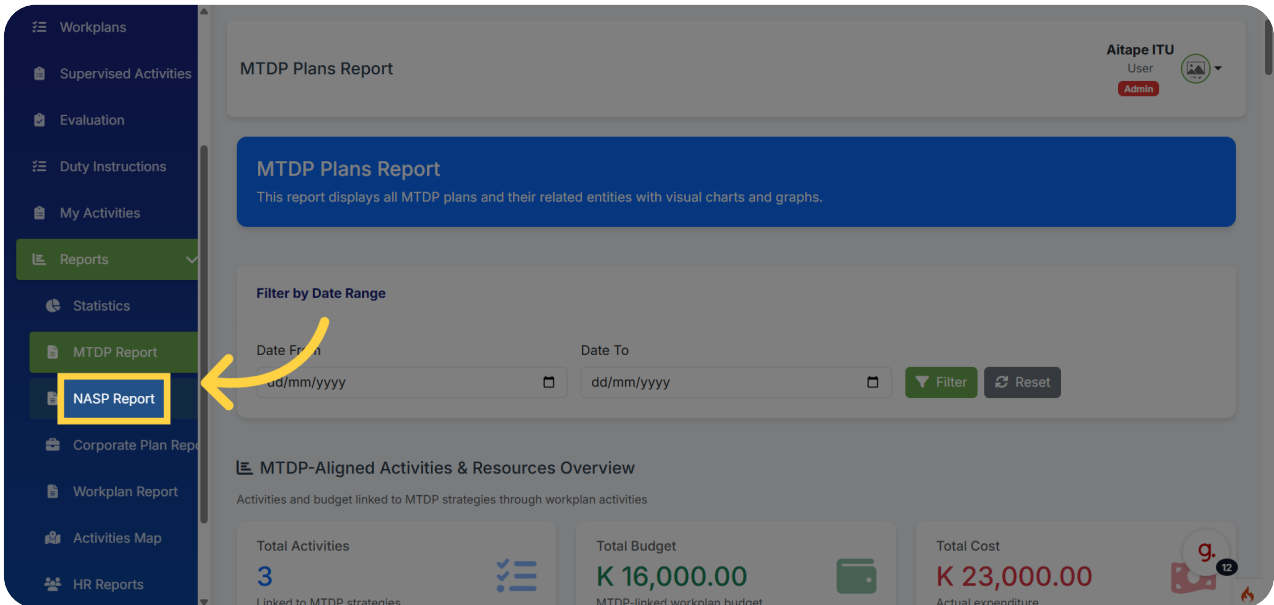
Here, the report called mttp report. This report is associated with all the reposted, the link to the MTP, All the activities that have linked to. Mddp.



The screenshot displays a dashboard interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports, Statistics, **MTDP Report** (highlighted with a yellow box and a yellow arrow), NASP Report, Corporate Plan Rep, Workplan Report, Activities Map, and HR Reports. The main content area features a header with the text 'Comprehensive overview of workplans, activities, and financial metrics'. Below the header is a filter section titled 'Filter by Date Range & Branch' with fields for 'From Date' and 'To Date' (both showing 'dd/mm/yyyy') and a 'Branch Filter' dropdown set to 'All Branches'. There are 'Apply Filter' and 'Reset' buttons. The main content area is divided into two sections: '\$ Financial Overview' and 'Workplans & Activities Overview'. The '\$ Financial Overview' section contains two cards: 'Total Budget' with a value of 'K 19,000.00' and 'Total Cost' with a value of 'K 57,108.00'. The 'Workplans & Activities Overview' section contains two cards: 'Total Workplans' with a value of '4' and 'Total Activities' with a value of '16'. A notification badge with the number '9' is visible in the bottom right corner of the dashboard.

08 Open NASP Report

Speed report. That is reports that Are being to the nasp. This links are actually The Links at the Work connectivity. When you create web connectivity, you will be asked to link the work connectivity to One of these plants.



The screenshot displays the 'MTDP Plans Report' interface. On the left, a dark blue sidebar contains a menu with the following items: Workplans, Supervised Activities, Evaluation, Duty Instructions, My Activities, Reports (highlighted in green), Statistics, MTDP Report, **NASP Report** (highlighted with a yellow box and a yellow arrow), Corporate Plan Report, Workplan Report, Activities Map, and HR Reports. The main content area is titled 'MTDP Plans Report' and includes a sub-header: 'This report displays all MTDP plans and their related entities with visual charts and graphs.' Below this is a 'Filter by Date Range' section with 'Date From' and 'Date To' input fields (both showing 'dd/mm/yyyy') and 'Filter' and 'Reset' buttons. At the bottom, there is an 'MTDP-Aligned Activities & Resources Overview' section with three summary cards: 'Total Activities' (3, Linked to MTDP strategies), 'Total Budget' (K 16,000.00, MTDP-linked workplan budget), and 'Total Cost' (K 23,000.00, Actual expenditure). The top right corner shows the user 'Aitape ITU' with 'User' and 'Admin' roles.

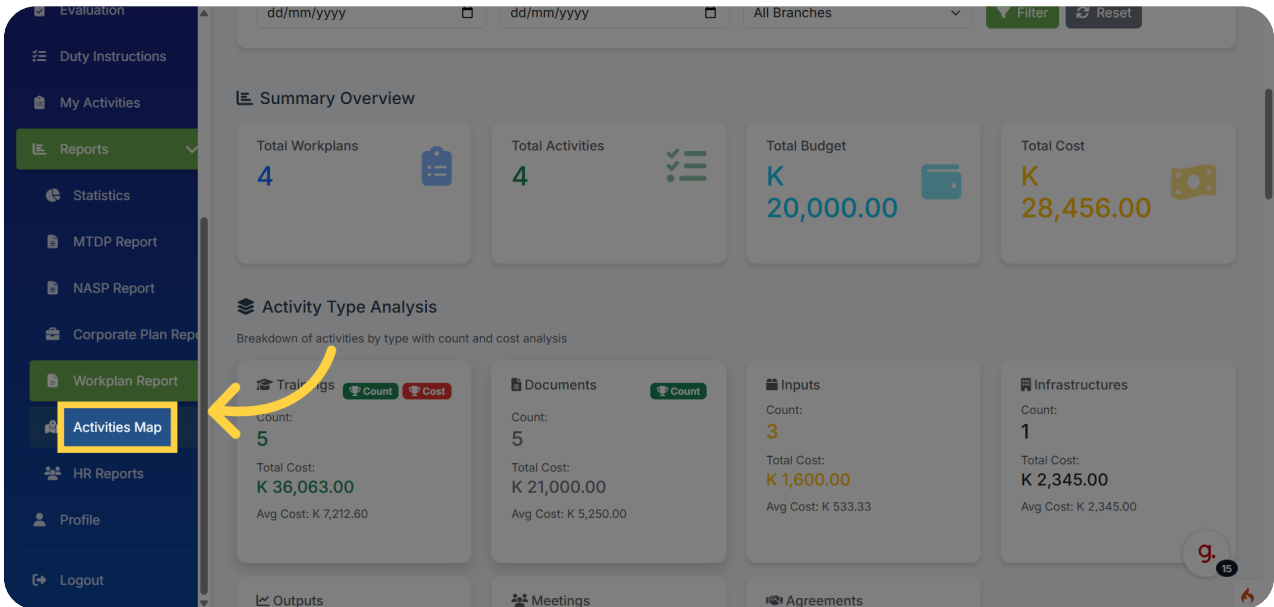
09 Open Corporate Plan Report

Here in the corporate plane. We put these are Imports of activities and implementations that link to That are links to corporate plan.

The screenshot displays a dashboard interface for 'NASP-Aligned Activities & Resources Overview'. The left sidebar contains a menu with the following items: Evaluation, Duty Instructions, My Activities, Reports (highlighted), Statistics, MTDP Report, NASP Report, Corporate Plan Report (highlighted with a yellow box), Workplan Report, Activities Map, HR Reports, Profile, and Logout. The main content area is titled 'NASP-Aligned Activities & Resources Overview' and includes a subtitle 'Activities and budget linked to NASP outputs through workplan activities'. It features three summary cards: 'Total Activities' (2, Linked to NASP outputs), 'Total Budget' (K 13,500.00, NASP-linked workplan budget), and 'Total Cost' (K 17,000.00, Actual expenditure). Below these is an 'Activity Types Breakdown' section with the subtitle 'Distribution of activities by type'. This section contains seven cards: Meetings (0, K 0.00), Trainings (1, K 12,000.00), Agreements (0, K 0.00), Inputs (0, K 0.00), Documents (1, K 5,000.00), Outputs (0, K 0.00), and Infrastructures (0, K 0.00). A yellow arrow points from the 'Corporate Plan Report' menu item to the 'Meetings' card. A user profile icon with the number '9' and a notification badge with '13' is visible in the bottom right corner.

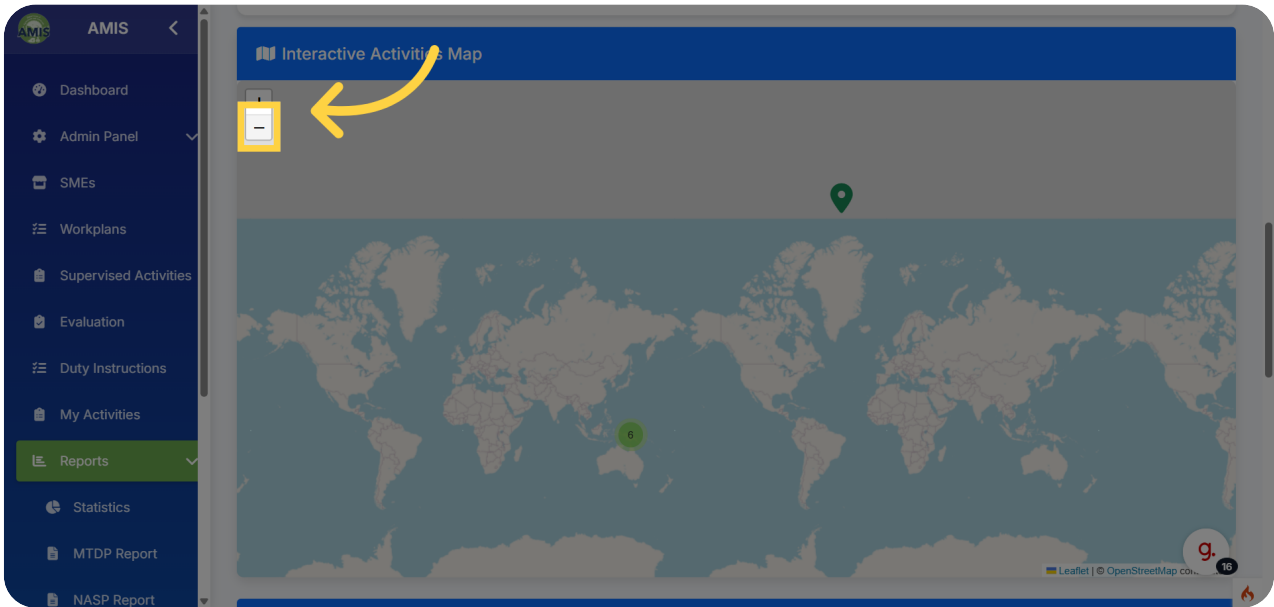
10 View Activities Map

We have the activities map report. This report is basically the show the map of the activities.



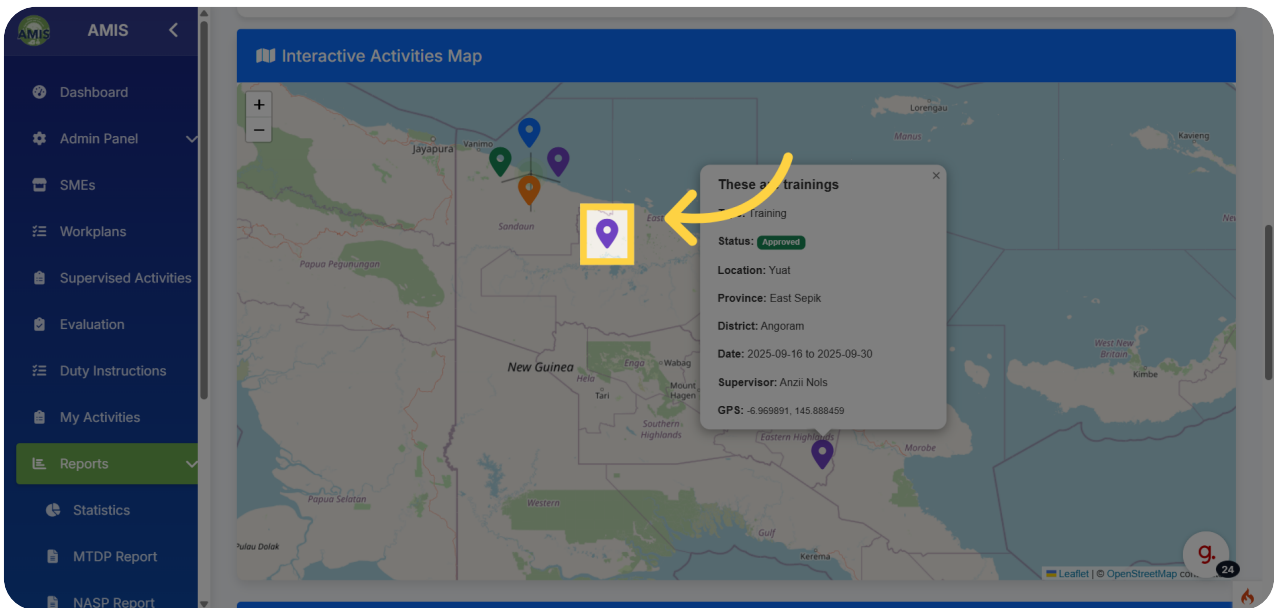
11 Zoom Out on Map

So, this report gives you a better view on? Which locations in the country. Or implementing this type of activities. So, it gives you a bird's eye view.



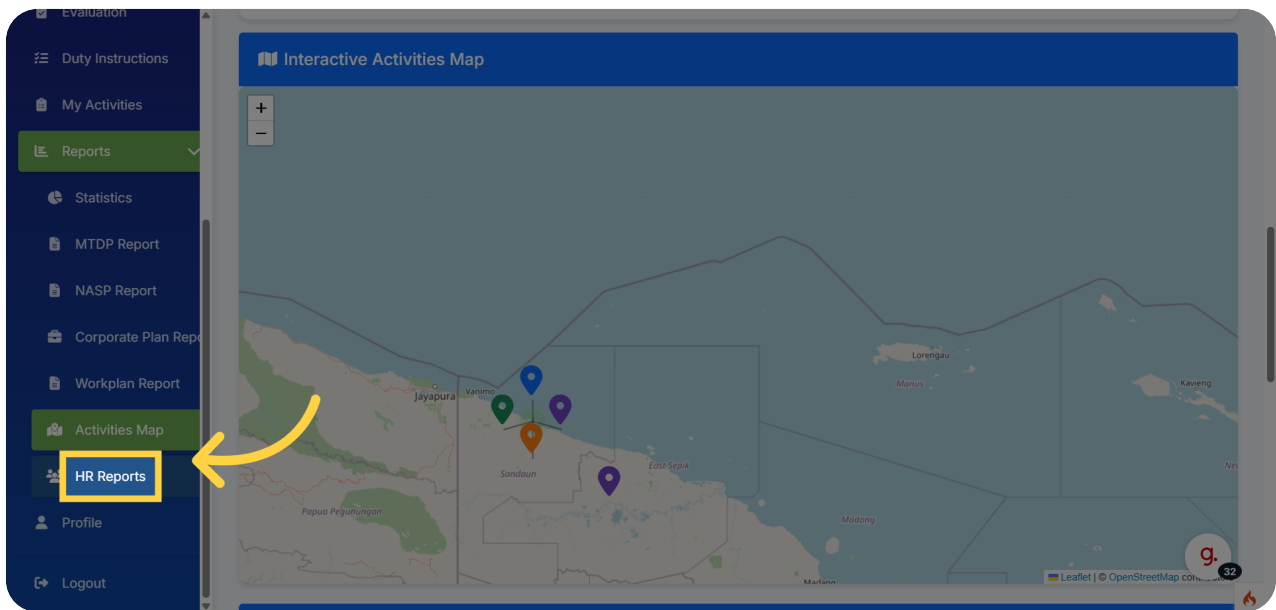
12 Click Link or Button

When you click on an icon on the mark, on the map, A pop-up will appear to show you the details of that, Mark, the type of activity. Or implementation has been carried out at that location. Different color. Should different types of activities. This type of activities, like the infrastructure. Between inputs.



13 Open HR Reports Section

From the wheels have their HR report. This HR report this Basically, to show the workforce. The demographics of the workforce. And, The performance of the workforce and each individual officer. Like, you can also see the workload of each individual officer, which is a lot of work. And each of these, it doesn't have a lot of What does not Implement a lot of things?



Thank you. You have successfully navigated through the Amy's Reporting Module. And have access to the reports.

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