

THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES
(KENYA CEREALS ENHANCEMENT PROGRAMME- KCEP)

KCEP-Management Information System

(kcep-mis)

USER'S MANUAL

October 2016



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SYSTEM PICTOGRAMS

Throughout this document, the pictograms below are used to underline points or important notions



Important information



Good to know - Tricks



Risk in front of a parameter setting or of a specific action



Action to be avoided



Mandatory action



Sensitive or difficult procedure. To take into account necessarily







Actions reserved for the system Administrator at PCU level, or any other system user with admin-assigned privileges.



















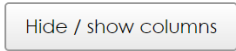
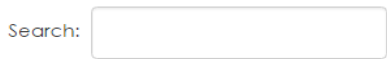



Actions reserved for the system developer. Due to its technicality, it may be prudent to contact the developer for instructions. However, with necessary precautions, the system user may execute/proceed with the action(s)

SYSTEM ICONS

Throughout this document, the pictograms below are used as descriptive icons.

No.	Icon	Description
1.		User; provides options to login, log out and access system settings
2.		Log in; provides a link to log into the system.
3.		Log out; provides a link to log out of the system
4.		Settings; allows for setting specific user preferences.

-
5.  Messages; it provides a link for accessing feedback and success stories in the system.
 6.  Dashboard; it is the initial window after logon. Has the system menu.
 7.  People; depicts the different people interacting with the system. It includes the system administrator or otherwise.
 8.  Activities;
 9.  Warehouse;
 10.  Activity Planning;
 11.  Procurement;
 12.  E-voucher;
 13.  Survey;
 14.  Performance Indicators;
 15.  ODK Application;
 16.  Help Panel;
 17.  Detailed help
 18.  Help balloons

No.	Button	Description
1.		Add button;
2.		Export to Excel button;
3.		Hide/Show button;
4.		Search box;
5.		Navigation button;
6.		Delete button;
7.		Edit button;

1.0 GENERAL INFORMATION

This User's Manual provides the information necessary for the user to effectively use the management information system.

1.1 System Overview

KCEP-MIS is a centralized data base system developed for the KCEP programme under the Ministry of Agriculture. It provides a platform to facilitate the monitoring and Evaluation activities. The system is designed as a web based platform. The system provides a user interface that allows the user to input information and store it electronically. It provides avenues for paperless data collection, management, basic analyses and distribution.

1.2 Authorized Use Permission

This document is specifically prepared as a package of the entire Monitoring and Evaluation framework for the KCEP Programme. As such, any use or propagation is according to the contract between the parties of the contract. Any use, or otherwise that cannot be defined within the contract is therefore a deemed a breach, and the author, therefore, disclaims of any liability that may arise in such uses.

1.3 Help Desk

The points of contact are hereby provided for informational and troubleshooting purposes.

Tel: +254 20-2712156
Cell: 0788712156
E-mail: info@logassociates.com

1.4 Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

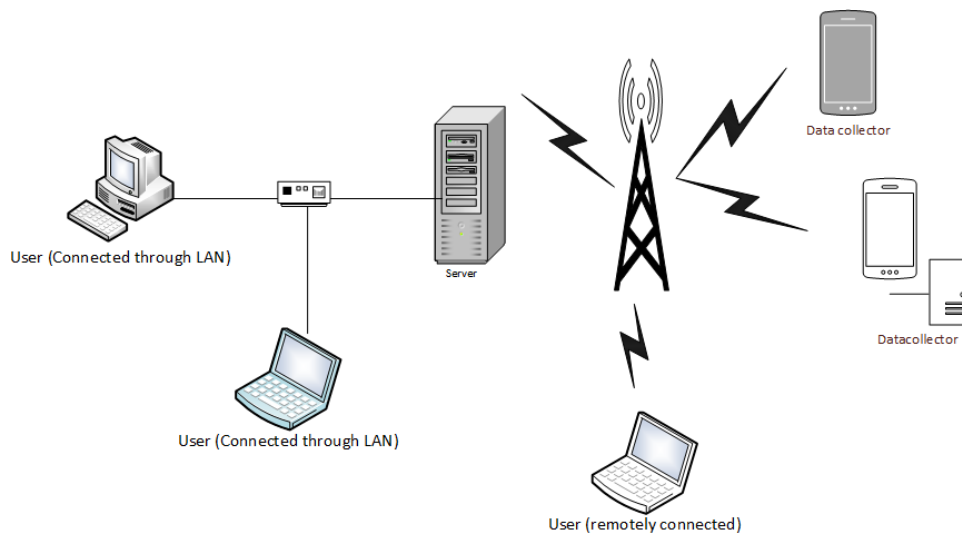
- **IP** – Internet Protocol. A number address that is unique for every computer on a network.
- **LAN** – Local Area Network. This is a network of computers that are located in close vicinity and using the same network. That is; same WIFI.
- **MySQL** – This is a free SQL database used to store information

2.0 SYSTEM SUMMARY

This section provides a general overview of the system written in non-technical terminology. The summary outlines the uses of the system in supporting the roles and activities of the various users within the scope of the programme.

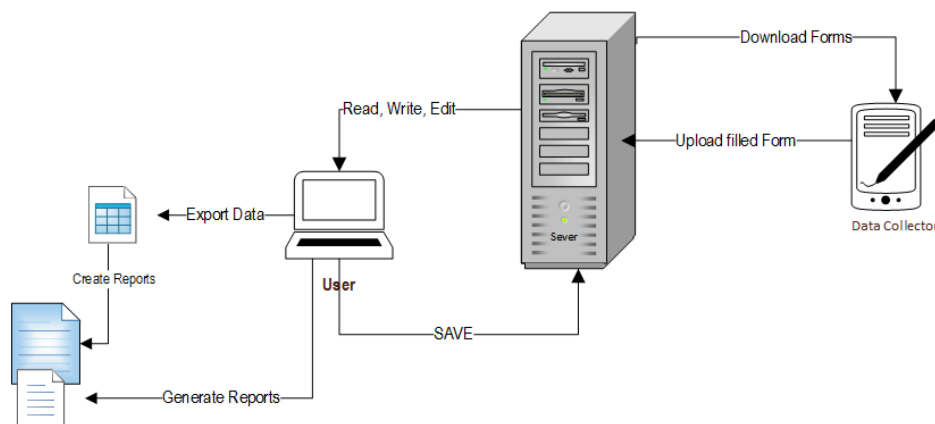
2.1 System Configuration

Since the system is **web based**, it can be accessed from either a PC, mobile device or a tablet. The user will need to login using an internet browser¹ application using a designated user name and corresponding password. Through, the internet, the users will be connected to the central database so they can edit, view, export, or delete information accordingly.



2.2 Data Flows

The overall flow of data in the system is as depicted next.



¹ By design, the system should work well with any internet browser. However, when testing, the following browsers were used; Mozilla Firefox, google chrome, Internet explorer/Edge and Opera. As such, these are the recommended browsers and incase of any malfunctions, please revert to one of the listed.

2.3 User Access Levels

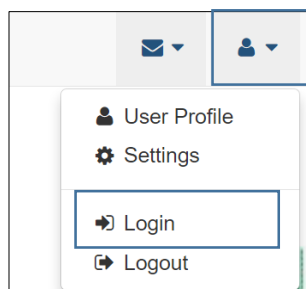
There are two different types of users by category; The admin users and the non Admin users. Admin users are the PCU who have complete privileges to view and change information within the database. Other users have the permission to read and write on the databases, but may not be able to change them. As such, the system limits permissions accordingly depending on the roles assigned to the various users, and for quality control purposes.

Note: This manual provides explanations for features of KCEP-MIS. In case of any other alterations or modifications in this version after its release, this guide may require revisions accordingly.

3.0 GETTING STARTED

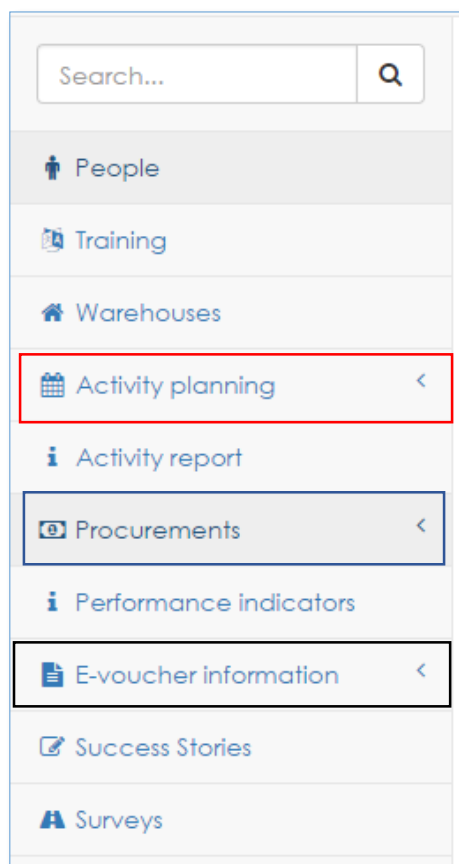
This section provides a general walkthrough of the system from initiation through exit. This is arranged in a logical sequence to enable the functional user to understand the sequence and flow of the system. Screenshots have been used to provide graphical examples.

3.1 Logging On



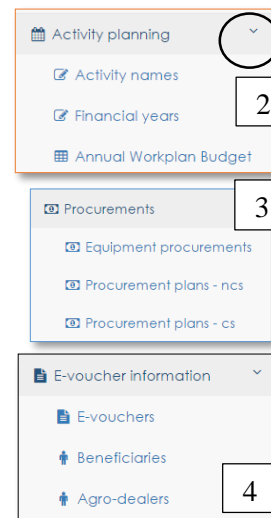
Log on to the system from the top right corner of the welcome window. “Right Click” on the drop down . Then “Right click” on the login icon.

3.2 System Menu

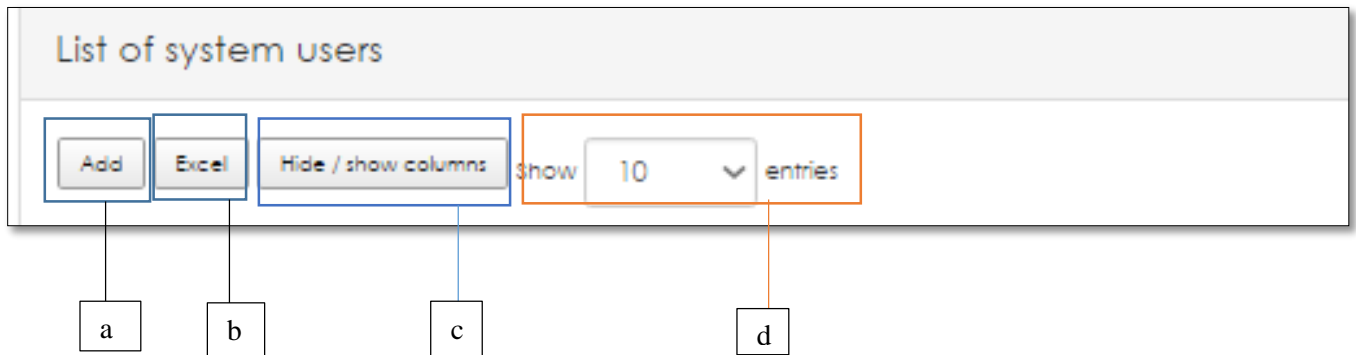


This section describes in general terms the system menu first encountered by the user at log on, as well as the navigation paths to functions noted on the screen.


- item (1) shows the various menu items of the system.
- Items (2), (3), and (4) shows the menu items that have drop downs.
- The dropdowns have the shown submenus.



3.3 System Functions



3.3.1 System Function: Add

On “Right Clicking the **Add** , button (a), a fillable window pops up. The window either provides options as drop downs, dates, or otherwise. On saving, the entries are populated into the system.


3.3.2 System Function: Excel

The **Excel**  button (b) allows for exporting data into spreadsheet. It works hand in hand with items (c) and (d).

3.3.3 System Function: Hide/Show Columns

The button allows for filtering specific columns, only showing data of interest at specific instances according to the data requirements. On clicking on (c), (faded on clicking, see (e)) it creates a pop-up (See (f)). Right Click on any item ones to hide.



To show a hidden column, right click on the specific item to show.

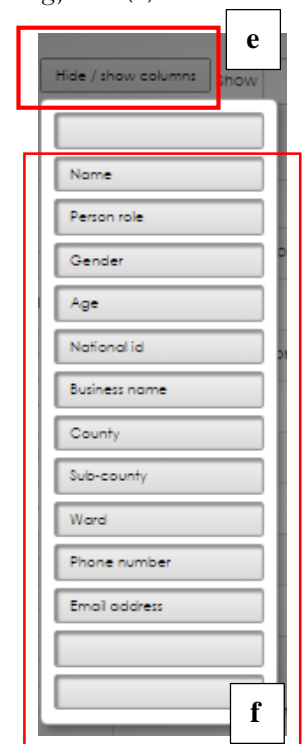
 *Double clicking on an item will have no effect as the first click will prompt action, and the second one will undo it.*

3.3.4 System Function: Show

This is a dropdown that lets you choose the number of data entries to display at each specific time.

3.3.5 System Function: Edit/Delete

Lets you, through the system, **Edit**  or **Delete**  database entries, or alter specific details. The buttons are located at the right end of the editable entries.



3.3.6 System Function: Count by

Female		Male		Total	
Youth(<35 years old)	Elderly(>35 years old)	Female Total	Youth(<35 years old)	Elderly(>35 years old)	Male Total
0	0	0	1	0	1

Lets you, at a glance, get summaries aggregated by age and gender. **“Right Click”** on the drop down menu (g) > Choose the desired item (WAO is chosen for this illustration) > View the summaries (f)

3.3.7 System Function: Search

The search function lets you search, within the available entries, using either ID Numbers, or Name. **“Right Click”** on Search > Type the ID No. or Name > **Right Click** on Search to find the entry.

Beneficiaries

Add Excel Hide / show columns Search person Show 10 entries


search_criteria_label

National id
 Type the ID No. here

Name

Search

3.4 Exit System

To exit the system; (1) Ensure you have saved any changes, (2) Navigate to the top right corner of the system window. > **“Right Click”** on the log out button , , to log out.

4.0 ODK SERVER (AGGREGATE)



This section provides a detailed description of the Open data kit Server (Aggregate) from initiation through exit, explaining in detail the characteristics of the required input and system-produced output.

This section provides a detailed description of system functions.

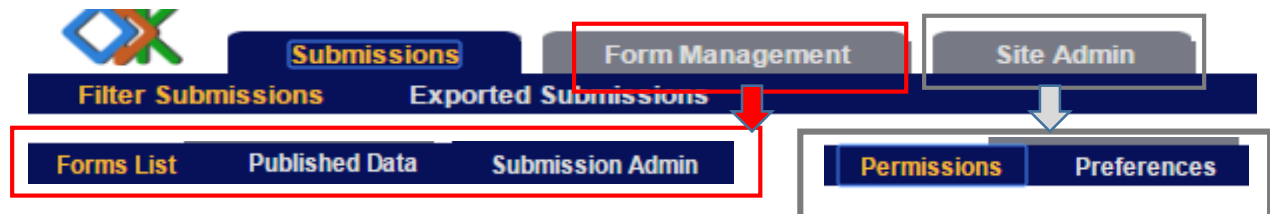
4.1 Log on:

To log in, **Right Click** on the link [Log In](#) > Choose the Sign in with Aggregate password button
> Use your designated *username* and *password*, and you will be logged in.



 . *Anonymous Access* button allows access without logging in. Depending on Administration, it will often be denied access. In case you cannot access using this button, please contact the Administrator.

4.2 System Menu



Lets you navigate and access different system functions. There are three main **Menu** Items, each containing sub menus as depicted using the different colors. For instance, to access **published data**, navigate as follows;

log in > Form Management > Published Data

4.3 System Function: Add users and Assign Roles

Configure Users and Capabilities using .csv file

[Upload Users and Capabilities .csv](#) **f**
[Download current UsersAndCapabilities.csv](#)

Edit Users

Change usernames, delete usernames, grant capabilities and set passwords for ODK accounts below

	Username b	Full Name		Account Type	Data Collector	Data Viewer	Form Manager	Site Administrator
	Admin	Admin	c Change Password	ODK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	guest	guest	Change Password	ODK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	wao	ward_officer	Change Password	ODK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	anonymousUser	Anonymous Access	Change Password		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allow anonymous retrieval of images, audio and video data (needed for GoogleEarth balloon displays)

d

e

a

Add Users

Enter the usernames (for ODK accounts) or e-mail addresses (for Google Gmail accounts) to add to the list of users in the above table. Interactive logins with Google accounts are no longer supported.

Add

Follow the alphabetical sequence next to manage users;

- Enter the user name, click Add button, and the name will appear at (b)
- Shows the list of users.
- Change the password; this also serves to create passwords where they do not exist.
- This shows the available capabilities to be assigned to each user; that is;

Capabilities are as follows:

- Data Collector - able to download forms to ODK Collect and submit data from ODK Collect to ODK Aggregate. Only ODK accounts and the anonymous user can be granted Data Collector rights. The anonymous user must be granted Data Collector rights to accept submissions from unidentified sources
- Data Viewer - able to log onto the ODK Aggregate website, filter and view submissions, and generate csv or kml files for download.
- Form Manager - all the capabilities of a Data Viewer plus the abilities to upload a form definition, delete a form and its data, and upload submissions manually through the ODK Aggregate website.
- Site Administrator - all the capabilities of a Form Manager plus the ability to add users, set passwords, and grant these capabilities to other users.

To delete a user, Right click on the Delete Button and confirm.

4.4 System Function: Form Management

Lets you upload, manage downloads, accept submissions, Export forms or delete them.

Title	Form Id	Media files	User	Downloadable	Accept Submissions	Publish	Export	Delete
Activity Reports Data Collection Form WAOorSCAO	build_Activity-Reports-Data-Collection-Form-WAOorSCAO_1475213770	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection Centre Data Collection Form	build_Collection-Centre-Data-Collection-Form_1475223401	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farmer Data Form	build_Farmer-Data-Form_1475219584	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of Attendance	build_List-of-Attendance_1475224340	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roads Improvement Data Form	build_Roads-Improvement-Data-Form_1475225293	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Form WAO FEW	build_Training-Form-WAO-FEW_1475227205	1	Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Add form button, lets you add predesigned forms
- List of uploaded forms available in the system
- Media files (Optional, they represent the logo on the forms)
- Check boxes that allow for permissions to download and, or upload specific forms
- Delete button; lets you delete forms.

Deleting a form with existing submissions may interfere with existing data. Before deleting any form, and incase the form has submitted data, make sure any uploaded data is exported and saved first.

4.5 Manage Submissions

Let's you manage submissions and mine useful information from the data.

1 Filter;

Allows for filtering, and, or sorting data. It has options for rows, columns and uses such logical operators as;

<, >, =>, =< etc.

The process is as next;

Select form > **Add filter** > **Apply Filter** > **Save**.

Save As Button allows for further filtering of an existing filter

Next is a pictogram of a Filtered list of Attendance **Form**, named **Edited**.

As such, A single submission can exist with multiple analysis saved differently, for instance as;
Edited... youths...Female ... etc...

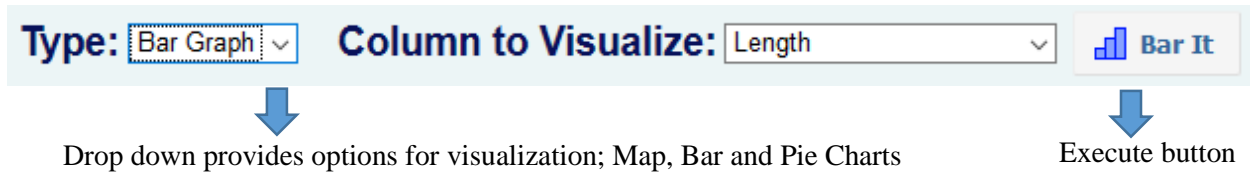
2 Visualize and Export Data

Allows for creating descriptive summaries and exports to spreadsheets for further analysis.

i. Visualizing data;



Go to; Submissions > Choose desired form² > Visualize > Type > Column > Click Execute Button



Drop down provides options for visualization; Map, Bar and Pie Charts

Execute button

  . For the case of visualizing maps, the dataset should have Geo point (GPS Point)

ii. Exporting data;





Choose the desired form to export.

Export > Type > Filter (If you have created) > Export

After exporting, the file will be available, under the **Exported Files** , after a few seconds of system generation (See under **Status** for availability)

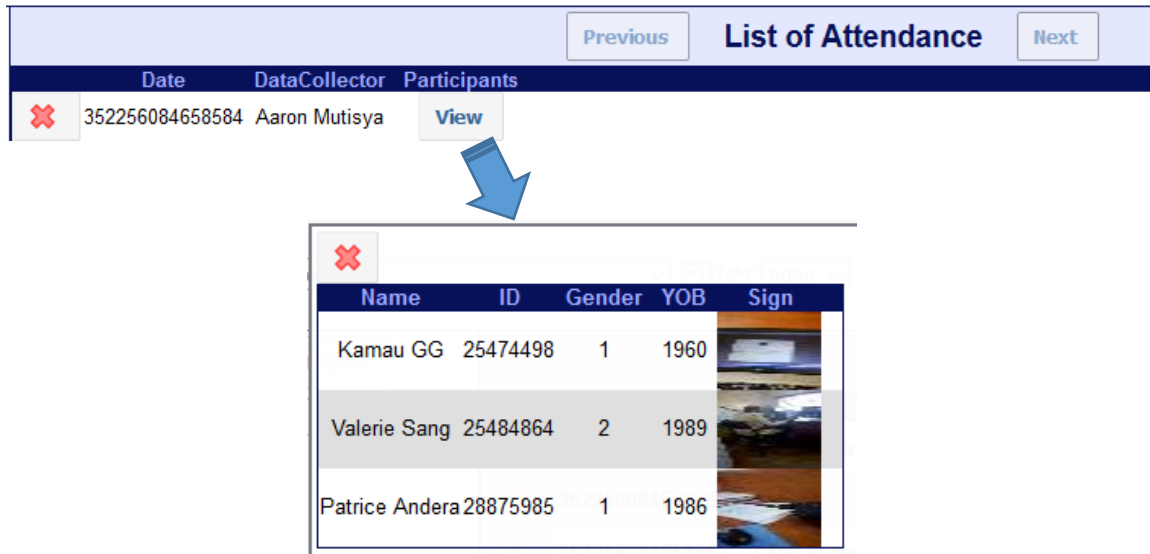
Exported Files

File Type	Status	Time Completed	Download File	Delete
KML file	Dataset Available	2016-10-13 08:02:44.000000000	Farmer_Data_Form_results.kml	 Delete
CSV file	Dataset Available	2016-10-13 08:01:23.000000000	Farmer_Data_Form_results.csv	 Delete




Download link- Click to download spreadsheet or kml File

² Select form from the drop down under form.

 For forms with groups, that is, having the link button *View*, copy- paste into spreadsheet to export.



The screenshot shows the 'List of Attendance' interface. At the top, there are 'Previous' and 'Next' buttons. Below them is a table with columns: Date, DataCollector, and Participants. The first row has a red 'X' icon, the date '352256084658584', and the DataCollector 'Aaron Mutisya'. A 'View' button is located in the Participants column. A blue arrow points from this 'View' button to a detailed view of the attendance record.

Name	ID	Gender	YOB	Sign
Kamau GG	25474498	1	1960	
Valerie Sang	25484864	2	1989	
Patrice Andera	28875985	1	1986	

To paste in excel, you will need to verify the **password**, this is just to verify you have the permissions.

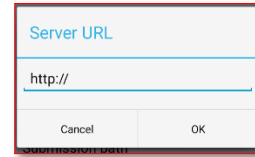
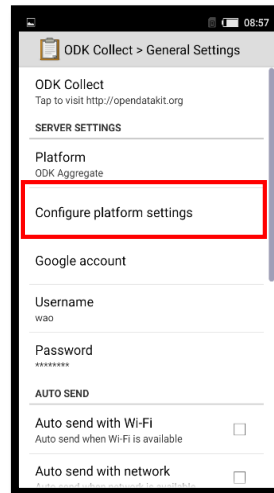
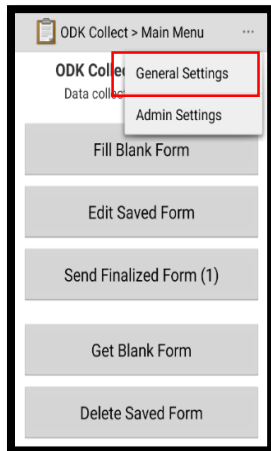
4.6 Exit System

To exit the system; (1) Ensure you have saved any changes, (2) **logout and shut down the browser** since the system stores temporary data, including logon, within the browser. If you don't close/restart the browser, other users may be able to log into your account.

5.0 OFFLINE DATA CAPTURE ODK COLLECT

This section provides a detailed description of the mobile application which is part of the MIS system from initiation through exit, explaining in detail the characteristics of the required input and system-produced output.

5.1. Configure Mobile App (ODK Collect)



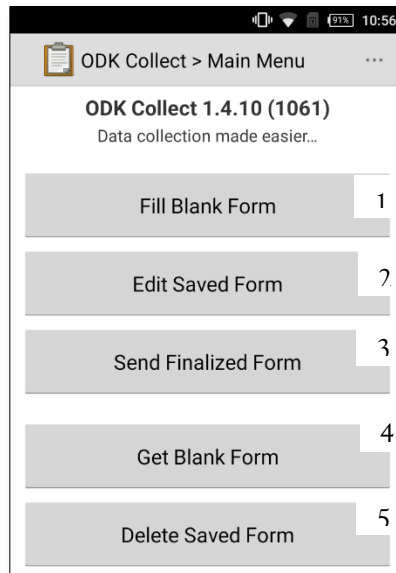
Lets you connect to the server and access forms; You need to have a username and a password

Go to; General setting > Configure Platform settings > Enter server URL

Use your specific username and password to access forms from the server, and download your desired form.

 *The URL is the link under the Survey Tab on the MIS system MENU*

5.2. Filling, Editing, Saving and Uploading Forms



1 Tap to fill blank form. You must have downloaded the form first (See (4))

2 Tap to edit form. These contains partially filled forms, or formed which were not marked as Finalized.

3 Tap to send Finalized forms. However, this may not be necessary as the App will auto send the forms when connected to a WIFI network

4 Tap to get (Download)Forms from the server. You must have configured you app.

5 Allows for deleting saved forms. The app retains forms which can be manually exported.

6.0 REPORTING

This section describes and depicts all standard reports that can be generated by the system or internal to the user. Screen prints have been used to depict examples

6.1. Reporting Capabilities

The system is able to generate standard reports according to predesigned standard formats. However, Using the various functionalities described in the system, a user may customize reports according to their specific needs.

The reports available in the system include;

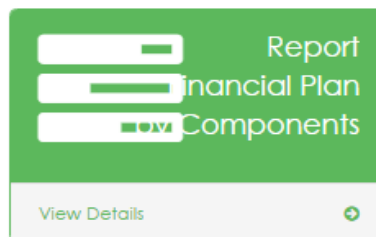
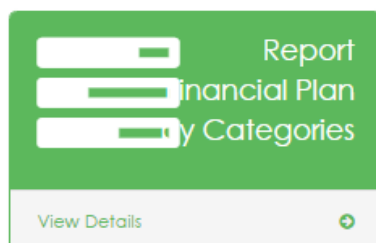
- 6.11 Financial plan reports by;
 - Categories
 - Components
- 6.12 Programme indicator Reports including;
 - Output level report
 - Outcome Level report
 - Goals Level reports
- 6.13 Activity reports
- 6.14 System Summaries

6.2. Report Procedures

Follow the shown navigation procedures to execute the various reports.

6.2.1. Financial Plan Reports:

Activity Planning > Annual Work Plan Budget > Financial Reports > Select Report > Excel (Click to export to Spreadsheet)

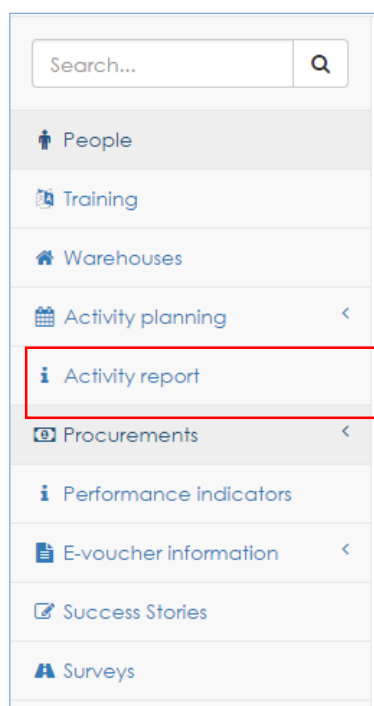


6.2.2. Performance Indicator Reports.

Performance indicators > Select desired Report (See next Pictogram) > Excel (Click to export to Spreadsheet)



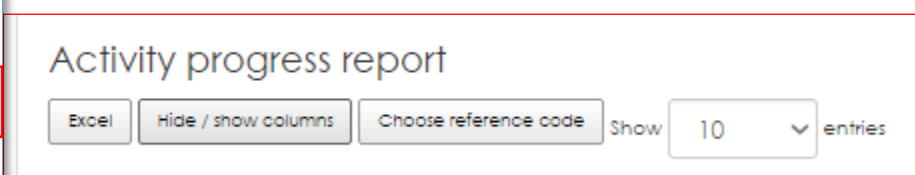
6.2.3. Activity reports



To view the activity reports, navigate as next;

Activity reports > Choose Reference code > Retrieve reports.

The options provide a **Hide/Show** Button to allow for filtering



undesired entries.

6.2.4. System Summaries

System summaries are executed by the use of multiple system functions including Filter, Count by, Show, Search, Excel etc.