



Administrator Manual

Aid Management Platform

Version 3.x

Full Version of AMP Administrator Manual

Administrator Manual for Aid Management Platform Version 3.x (Last Revised: 03-11-2019)

Documentation Complies with Aid Management Platform Software Version 3.x

Additional Release Notes may be attached in appendix form for Aid Management Platform software Version 3.x

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Software Requirements

The Aid Management Platform software is best run on Mozilla Firefox, Google Chrome, or Internet Explorer 11 or higher. Popup blockers must be turned off or have the AMP URL marked as a “safe” zone to allow popups.

Internet users must have a minimum of 512kbps speed. Ensure that all firewalls allow access to the Aid Management Platform software.

How to Use this Manual

This user manual is intended to serve as a tool for understanding how to operate and understand the administrative features and management concepts of the AMP system. Included are definitions, examples and step by step directions that will assist you in managing the software features. **AMP is customizable software with the capability of catering to the specific needs of its users. Therefore, some of the terminology used in this user manual may not apply to your specific setup.** However, this manual's goal is to show you the full capability of the AMP system.

Typographical Conventions

Buttons are noted in blue and underlined – i.e. [Preview](#)

Hyperlinks are noted in blue – i.e., [Preview](#)

When using this manual, you will find various tools to assist you. These tools are:

- **AMP Tips** - [AMP Tips](#) are written in green and will highlight useful tools that will enhance your use of the AMP system.
- **Information Notes** - Information Notes are useful notes that add to the explanation of various AMP features and often include requirements of the software. Normally information notes enhance your understanding of various AMP operations (differ from AMP Tips which focus on the use of AMP tools)

Who Should Use This Manual?

AMP Admin The AMP Administrator will find this manual useful for understanding how to manage AMP features as they relate to the user's interface with the system.

Table of Contents

Chapter 1– The Administrator Homepage	7
The Administrator Menu Bar	8
Chapter 2 – Global Administration & Maintenance Section	10
Global Settings	18
Job Manager	18
Showing and sending activity financial changes	34
Automatic Activity Validation Job	37
Activity with Performance Issues Tracking	41
Chapter 3 –User Management	51
Workspace Manager	51
Set NPD Settings	55
Edit a User	56
New User Registration	60
Freeze User Logins	62
Account Suspend Manager	62
Chapter 4 - Backbone lists of AMP	65
Category Manager	65
GIS Layer Manager	70
Gap Analysis	78
Sector Manager	82
Multi-Sector Configuration	83
Calendar Manager	84
Component Type Manager	85
Organization Manager	86
Multi Program Manager	91
Multi-Program Configuration	94
Indicator Manager	95
Aid Effectiveness Indicator Manager	96
Chapter 5 - Currencies and Rates	103
Currency Manager	103
Currency Rate Manager	103
Currency Deflator	105
Chapter 6- IATI Importer	111

Chapter 7- AMP Workflow Auditor	113
Audit Logger Manager	113
Activity Manager	113
Scorecard Manager	114
Introduction	114
Scorecard Manager Wizard step by step	115
Donor Scorecard Output File	117
Chapter 8 - Public View Toolbox	119
Public View Content	119
Public Filter Manager	120
Chapter 9 - Developer Tools	122
Help Topics Admin	122
Translation Manager	122
Chapter 10 - Paris Indicator Tools	124
Paris Indicators Targets Manager	124
Global Partnership Indicators Manager	124
New Global Partnership Indicators	124
User Manager Changes	126
Verified Assigned Organizations	127
Enable the GPI Data entry from Global Feature Manager	128
Chapter 11 - Message Tools	130
Message Manager	130
Template Alerts Manager	130
Notification E-mail as part of Validation Workflow	132
Notification E-mail and Alert when Actual payments are behind Planned payments	139
Chapter 12 - Resource Tools	146
Resource Label Manager	146
Template Documents Manager	147
Resource Manager	147
Chapter 13 - Results Dashboard Tools	155
Dashboards Manager for Fragmentation Charts	155
Chapter 14 – AMP Offline	158
AMP Offline Jobs	161
Chapter 15 - Public Portal	163
Managing Site Settings	163
Home Welcome Block - Image Slider	173

Managing Content	177
Managing Content Blocks	180
Managing Menus	184
Managing Editors	185
Managing News and Events	185
Managing Language Settings	186
Translate Interface	186
Managing Content Sections	188

Chapter 1 – The Administrator Homepage

The Administrator Homepage contains all of the tools required to manage the Aid Management Platform. The Admin Tools are divided into twelve sections: Administration, User Management, Backbone list of AMP, Currencies and rates, Import and export of data, AMP workflow auditor, Public view toolbox, Developer Tools, Paris indicator Tools, Message Tools, Resources tools, and Results dashboard tools.

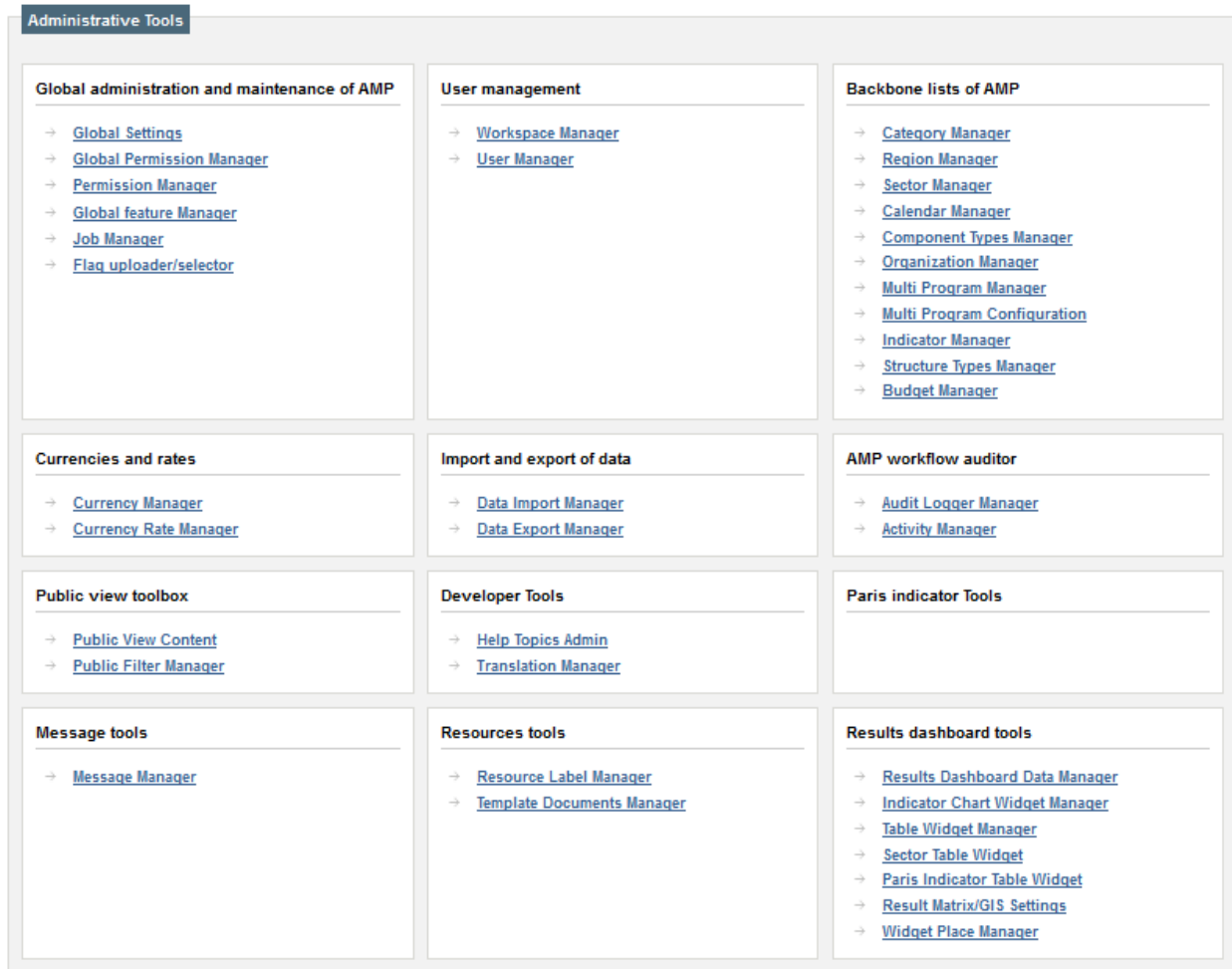


Figure 1.1 – AMP Administrator Homepage

This division is designed to make it easier for an administrator to locate the feature needed based on the type of function that needs to be performed. Additionally, you will notice a menu bar on the Administrator Homepage that has additional functions. Before we get into understanding the different sections of the Admin Tools, let's take a look at the menu bar and how you can use it.

The Administrator Menu Bar

The menu bar has three items: Admin Tools, Tools, and Help. Clicking [Admin Tools](#) will always bring you back to the Administrator Homepage.

When you click [Tools](#), you will notice three options: [Language](#), [Translator View](#) and [Advanced Mode](#).

Language gives you an option to toggle between 2 or more languages (this option will not be displayed if there is only one language). Clicking Translator View will allow you to make language modifications to the terminology used for AMP tools. In most, cases you will not need to use this tool. However, when in translation mode, clicking the <EL> link will take you to the tool section for that AMP feature (think of it as a hyperlink to the AMP section) and clicking the <E> link will take you to the translation page that allows you to change the language used by AMP for that section.

To exit the Translator View, click [Tools](#) on the menu and select [Non-Translator View](#) and you will be returned to your normal view of the AMP.

Figure 1.2 – Administrator Menu Bar (Tools selected in screenshot)

The AMP allows administrators to fully configure the language used by the system to fit the needs of their particular users of AMP. This includes the capability to modify terminology seen by users. The [Advanced Mode](#) option is an interface that allows for the translation of terms. This is available for all available languages used by AMP. It is important to use this section with great care and to ensure that all changes are properly spelled and punctuated. Once a change is made, this change is immediately available to all users of the system.

The [Help](#) option on the menu bar contains all of the Help features available to the users of AMP and one additional option for assisting Admins. These options are:

- [AMP Admin Help](#) – online help manual for the administrator
- [AMP Help](#) – online help manual for the user side of the system
- [Glossary](#) – definition of terms used in the system
- [Support Request Form](#) – form to submit for assistance with AMP
- [About AMP](#) – information about the version of AMP currently installed

And of course, the Logout Function is always available for leaving the Admin Tools section of the system.

Remember to always log out properly after using the Admin Tools (this is vital to ensure the system is not improperly accessed by unauthorized users).

Updating AMP Administrator and User Online Help

From the Administrator side, you are able to update the AMP Admin and User Help. Both help sections open in full size popup windows that allow you to toggle between using AMP and checking the Help Section. Let's briefly take a look at some of the key features for updating the online help.

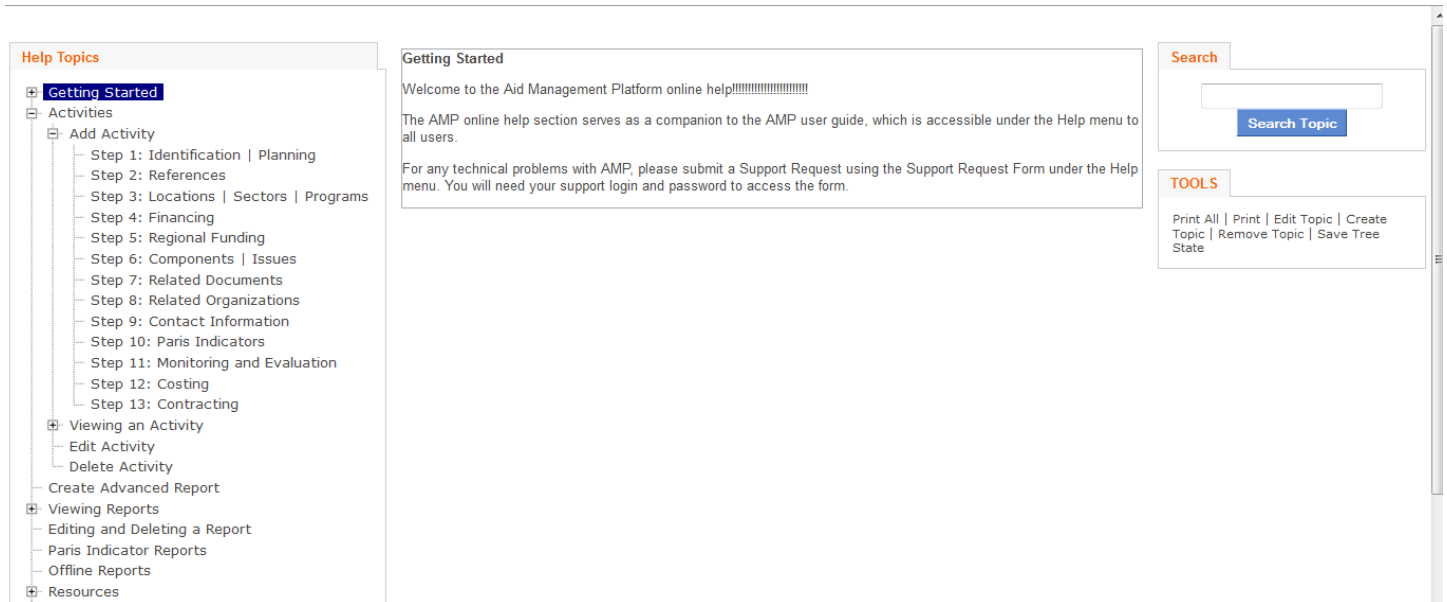


Figure 1.3 – AMP Help Section

From an administrator point of view, editing the help topics has the following key features:

Topics can be quickly edited by clicking [Edit Topic](#) or a new topic created by clicking [Create Topic](#) – you may have up to 6 sub levels within a topic (to sort the sublevels use the drag and drop functionality). To remove a section, simply open the relevant section and click the [Remove Topic](#) link in the menu.

The default page a user will see is the first page of the tree.

The tree order can be changed by dragging and dropping the topics in the tree and clicking [Save Tree State](#)

Help sections can be imported and exported using the Help Topics Admin tool. (See Help Topics Admin for more information)

Chapter 2 – Global Administration & Maintenance

Section

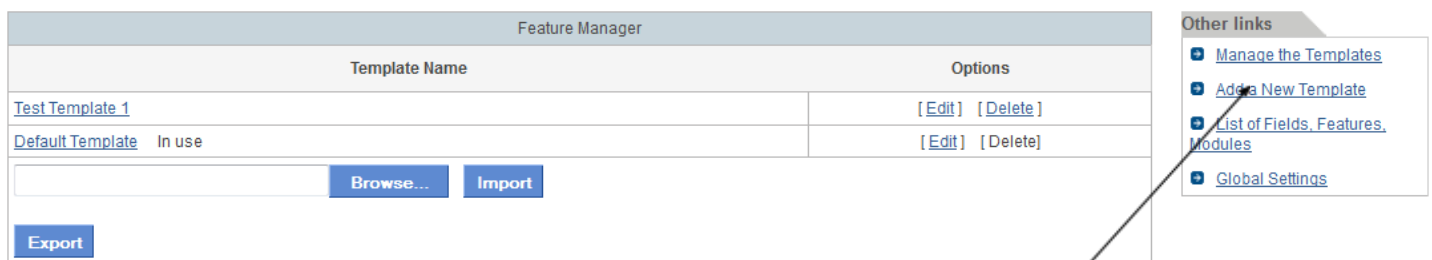
The Global Administration and maintenance section of AMP contains all of the tools needed to handle routine functions involved in configuring the system and controlling access to who has access to the system. In this section we will take a look at how to use these tools to manage AMP.

Global Feature Manager

The Feature Manager allows you to control the features that are available in the AMP. This allows the system to be configured according to your needs.

When clicking on Global Feature Manager you are presented with template options. If you have only chosen one template then this is all that will be available. The templates allow you to create various configurations of AMP and save them. In this way you don't have to keep reconfiguring AMP if you need to use various templates. The template that automatically loads with AMP is the one referred to as the template "In use".

Feature Manager



The screenshot shows the Feature Manager interface. At the top, there is a header "Feature Manager". Below it is a table with two columns: "Template Name" and "Options". The table contains two rows: "Test Template 1" with "[Edit] [Delete]" and "Default Template In use" with "[Edit] [Delete]". Below the table are three buttons: "Browse...", "Import", and "Export". To the right of the table is a sidebar titled "Other links" with four items: "Manage the Templates", "Add a New Template", "List of Fields, Features, Modules", and "Global Settings". A line points from the "Add a New Template" link to a callout box.

Template Name	Options
Test Template 1	[Edit] [Delete]
Default Template In use	[Edit] [Delete]

[Browse...](#) [Import](#) [Export](#)

Other links

- [Manage the Templates](#)
- [Add a New Template](#)
- [List of Fields, Features, Modules](#)
- [Global Settings](#)

Clicking Add a New Template will allow you to create a new template with a name that you specify.

Figure 2.1 – Feature Manager Main Page



Information Note

A useful feature is the Feature Manager Import and Export ability. Once you have spent a lot of time configuring a template you can export it as a backup and then import the template with all its configurations in the event that something happens to the existing template. This will prevent you from having to spend the time to configure it all over again.

Once you click on the template of your choice you are able to see the fields available within AMP.

The screenshot shows the 'Feature Manager' interface. At the top, there is a search bar with a 'Search' button and a 'Reset' button. Below the search bar is a 'Template Name' field containing 'Haiti MGAE'. The interface is divided into several sections: 'Widgets', 'Paris Indicators', 'Administrative Section', 'Reporting', 'Permission Manager', and 'Gis Dashboard'. Below these are 'Visualization Dashboards', 'National Plan Dashboard', 'Activity Form', 'Project Management', 'Resources', 'Public View', and 'Help'. At the bottom, there is a list of features with checkboxes: 'Widgets', 'Indicator chart Widgets', 'Paris Indicator Table Widgets', and 'Results Dashboard Data'. An arrow points from the search bar to the 'Widgets' checkbox. To the right, there is an 'Other links' menu with options: 'Manage the Templates', 'Add a New Template', 'List of Fields, Features, Modules', and 'Global Settings'. An 'AMP TIP' box states: 'You can quickly find a field by entering the field name into the Search criteria'.

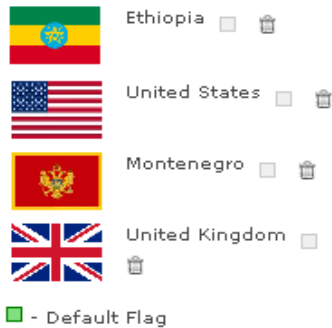
Figure 2.2 – View of the Feature Manager sections

To have a field not appear, simply uncheck it. Once you uncheck it, click Save Changes at the bottom of the form and the template is saved.

Flag Uploader/Selector

The Flag Uploader/Selector tool allows you to select what flag will be shown in the upper right-hand corner of AMP.

Flag uploader/selector



Click the image next to the flag to make it as the default for the site

Upload Flag

Country

Flag

Figure 2.3 – Flag Uploader

1. Upload New Flag

- Select the country for which you’d like to upload a flag
- Click [Browse](#)

Setting	Description
AMP Offline Enabled	Enable or disable the AMP Offline download page in case it is necessary to prevent newer/different versions to be available for download, without disabling the menu option.
Activity Form - Funding Section - Tab View	Enable or disable the Activity Form tabbed view.
Activity Form – One Pager	Allows the activity form in User Mode to be displayed on one page by default. Please not that this setting can be changed directly in the activity form.
Activity Title Similarity Sensitivity	This feature helps the system detect similarities in project titles. The higher this number is the less sensitive the search in similarity will be (i.e., if you get too many results, you should increase this number).
Activity Versions Queue Size	This should be set only when activity versioning is enabled. The number entered here is the maximum number of versions for an activity that the system will keep. It should be set to 0 when activity versioning is disabled.
Activity Versions Lifetime in Days	This is maximum number of days after which any version of an activity that has not been updated will be deleted from the system.

Allow same organization in different roles	Allows for same organization to be used for different roles (donor beneficiary, etc.) in activity form.
Automatic Audit Logger Cleanup	Disable or choose number of days between automatic audit logger cleanup
Change Activity Status Once the Planned End Date Has Passed	If this setting is set to True, the status of an activity will automatically set to a preset one (e.g., Closed) when the planned end date has passed.
Closed Activity Status	This setting should only be defined if the feature is enabled. This where the admin defines the state of an activity when the planned end date has passed.
Days to notify activity submitted for validation	Number of days to notify an activity has been submitted for validation but has not yet been validated.
Decimals in Location Percentage	Set to 0 to deactivate decimals in location percentage or to the chosen value.
Default Value for Activity Budget	In Activity Form data entry specify a default value for Activity Budget field. E.g., Off Budget.
Do you want to allow Activity overwriting?	Enable or disable activities overwriting
ECS Enabled	Enable or disable the Error centralization system
Funding gap notification threshold	Percentage threshold for difference between Measure A and Measure B for when to alert users (Measure A / Measure B)
Fuzzy search distance	The distance between two words required to change one word into the other. It is a number between 0 (included) and 1 (not included). If you are getting too many results in your search, change this number closer to 1.
Make Activities Dates Read Only	Please set to True if users would like to have the dates as read only. When set to false, users will be able to edit all dates in the activity form.
Measure A for Funding gap notification	Measure A to calculate funding gap notification threshold (Measure A / Measure B)
Measure B for Funding gap notification	Measure B to calculate funding gap notification threshold (Measure A / Measure B)
Mixed Implementation Location	This setting should be enabled to allow the use of mixed implementation locations in the activity form.

Multilingual	Enable if the user would like to have AMP content translatable in the active languages. Please note that this setting requires a system restart to take effect.
New Fields Visibility	When enabled, this setting allows users to see all new fields that have been added in the activity form. By default, this setting is set to false.
Number of days before automatic validation	Define how many days between activity submission and auto-validation should be given before an activity is automatically validated
Organization Type for Beneficiary Agency	Define if All or a specific Organization type will be shown as available on Activity Form under Beneficiary Agency list.
Project Title Hierarchy	Allow Project Title to be a Hierarchy in Reports
Project Validation	Enable or disable the global validation of AMP projects. By default, this setting is enabled.
Reminder Email Period in Days	Specifies the maximum number of days before users receives a reminder email for no activity in AMP.
Report Generator – One Pager	Allows the report generator to be displayed on one page by default.
Responsible Organization Default Organization Group	Allows the user to set the default group for responsible organization in the activity form.
Seconds to Auto-Save Activity	Defines the number of seconds after which the activity should be auto-saved as Draft.
Show Most Recent Activities on Top	If this setting is enabled, activities will be listed based on their activity ID (every time an activity is added or updated, it becomes the most recent one).
Show Workspace Filter In Team Workspace	Allow users to directly select the necessary filters directly from the team workspace configurator.
Show icons for Project Sites for locations up to	If 0 then Project Sites will always show sector icons, otherwise it will set an upper limit (for the number of locations) to show icons (if lower) or points (if higher). Icons can be disabled to show only colored points in the GIS tab of Feature Manager.
Support Email	E-mail address for support team. When accessing via AMP Tools -> Write Email to Support Team, email will be sent to the address configured in this property.
User registration by email	Enable or disable user registration by email. When adding a new user, it is possible to send the newly registered user a notification to its email account.

Workspace Team to run report from jobs	Workspace Team to run report for percentage calculation between Measure A and Measure B
--	---

Funding Tab

Setting	Description
Alert If Sum of Disbursements Is Bigger Than Sum of Commitments	If the sums of the disbursements are more than commitments entered, give the user a warning alert to verify that this information is correct
Alert If Sum of Expenditure Is Bigger Than Sum of Disbursements	If the sums of the disbursements are more than commitments entered, give the user a warning alert to verify that this information is correct
Allow Percentages for All Countries	Enable/Disable percentages in activities for other countries (besides the default country).
Amounts in Thousands	Dollar Amounts presented in Thousands, Millions or Units (i.e., \$10 presented in thousands = \$10,000).
Computed Teams Add Activity Default Off Budget	When adding new activities inside a computed team, the Budget drop-down is set by default to Off Budget.
Default Decimal Separator	Default separator used to separate decimals.
Default Exchange Rate Separator	Default separator for importing files into the Currency Rate Manager.
Default Grouping Separator	Default separator used to separate number groupings.
Default Number Format	Default number format for all funding items.
Display time range sub totals	Shows subtotal columns for summary monthly and quarterly reports.

Enable Split by Mode of Payment	Allow viewing of activity information to include the ability to split data by Mode of Payment on Reports.
Enable Split by Type of Assistance	Allow viewing of activity information to include the ability to split data by Type of Assistance on Reports.
Filter by Date Hides Projects	When using the date filter in reports/tabs, the projects that do not hold funding within the specified filter, will not be displayed in the report.
Link Mode of Payment to Funding Status	
Reorder funding items	Orders funding items by the selected option which can be the funding transaction date or the insertion order.
Show Empty Values as Zero in Reports Export to XLS	Enable or disable showing zeroes when having an empty value for a specific report row.
Show Funding Group Id	Shows the Funding Group Id on the activity form for each funding item.
Totals Include Planned	Use planned commitments to calculate total cost of activity.
Unlinked Commitments and Disbursements in Pledges Reports	Enable or disable showing commitments that are not related to a pledge.

Date Tab

Setting	Description
Change Range Default End Value	Default end year for Change Range option.
Change Range Default Start Value	Default start year for Change Range option.

Current Fiscal Year	The current fiscal year for setting MTEF projections.
Dashboards Default Max Year Filter Range	Sets the end year for the date filter range to be displayed in New Analytical Dashboards.
Dashboards Default Min Year Filter Range	Sets the start year for the date filter range to be displayed in New Analytical Dashboards.
Default Calendar	Default fiscal calendar.
Default Date Format	The default format for all dates.
GIS Default Max Year Filter Range	Sets the end year for the date filter range to be displayed in New GIS Map.
GIS Default Min Year Filter Range	Sets the start year for the date filter range to be displayed in New GIS Map.
Number of Years in Range	The number of years that appear in all date drop-downs starting from the Year Range Start date.
Year Range Start	The first year that appears in all date drop-down lists.

User Tab

Setting	Description
Components Sort Order	Order by which components are sorted.
Default Component Type	Component Type by default when Component Type is disabled in the Feature Manager.
Filter Reports by Month	Disables or enables filtering reports by specific months as well as years.
NPD Default Program	Program that opens by default in NPD.
Rich Excel Export Enabled by Default	Enable or disable whether Excel Export menu should have the "Rich Export" enabled by default.


Show Component Funding by Year	View component funding data sorted by year.
Strong password	If set to true, it will enforce the usage of password strength meter. If set to false (default), it will not enforce upon password save.

- Select the image file for the flag and click [Open](#)
- Click [Upload](#)

2. Make Flag Default

- Click the icon that corresponds to the flag you'd like to make default
- The default flag will now have an icon next to it

3. Delete a Flag

- To remove a flag for a country, click the  icon that corresponds to the flag you'd like to remove

Global Settings

Global Settings control the various settings that are used throughout the AMP application. These settings are applied globally to AMP. The sections of Global Settings have been grouped based on the function they relate to. You will see tabs that group the settings into: General, Total Funding, Date and User. The definitions for the fields are noted below:

General Tab

Job Manager

For time sensitive alerts, like the upcoming events, a job manager has been created to schedule jobs that will check for these events. The Job Manager allows you to view the status of a job that is running, add a job and/or pause it or delete it as needed.

Name	Start Date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands	Other links
AuditCheckTime	18/09/2008 15:15:42		09/05/2011 09:00:00	18/09/2008 15:15:42		Paused	[Pause] [Resume] [Edit job] [Run Now] [Delete]	Admin Home Job Class Manager
jobDetail-s1	28/03/2009 09:00:00		10/05/2011 09:00:00	10/05/2011 09:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
DeleteAuditLoggs	28/09/2008 15:10:42		28/09/2008 15:10:42	28/09/2008 15:10:42		Paused	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Refresh Mondrian Cache	26/03/2009 05:00:00		09/05/2011 05:00:00	10/05/2011 05:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	

[Add new job](#) [Pause all jobs](#) [Resume all jobs](#)

Server date and time: 09/05/2011 18:12:14

Figure 2.4 – Homepage of the Job Manager

It is worth noting that the Job Manager allows for the bulk pausing or resuming of all jobs using the links noted in the lower right-hand corner of the job manager as noted in Figure 2.4. Additionally, for hosted versions of the AMP, the main screen will also show the server date and time of the server the AMP application is being hosted on. This is quite useful to ensure that the desired scheduling is done according to the system time used by the server.

Adding a New Job

To add a new job, click the Add Job link at the lower right-hand corner of the page. Here you will see various options. The definitions of these options are as follows:

Field	Description
Class	Option to select the job type from the drop-down menu.
Name	This is a required field that allows you to name the job.
Start Date/Time	This is a required field where you select when the job should be started.
End Date/Time	This is not a required field, however if you want the job to run only for a certain period of time, you can specify an end time for this job in this section.
Job Type	This is a required field to specify how often the job should run.
Select Day of Week	If you have selected Daily, this option will allow you to choose on which day of the week the job will run.
Select Day of Month	If you have selected Monthly, this option will allow you to choose on which day of the month the job will run.
Select Trigger Time or Repeat Interval	This section allows you to select at which times your job will trigger for action. If you have selected Monthly, Daily or Weekly as the options, then this time will be a specific Hour and Minute that the job will run based on the other options you have chosen. If you have selected Hourly then you will only be able to choose an hourly interval at which the job should trigger and if you have selected Minutely then you will only be able to choose a selected minute at which the job should trigger.

Class:

* Name

* Start date/time

End date/time

* Job Type

Minutely Hourly Daily Weekly Monthly

Select Day of week

Select Day of month

Hour

Minute Select repeat interval

Figure 2.5 – Entering a new Job Class

Important note on using the Job Manager for Calendar events:

It is imperative that you first create a job of class “Calendar Event” and then create a template with Calendar event as a trigger. The job will look at the setting “Days of Advance Alert Warning” in the Message Manager. Depending on the value in this field it will send out an alert for an upcoming event. For example, if the value of this field is 10. Then 10 days prior to the start date of the event the job will send out a message which will appear in the user’s Events tab in his/her messages list.

Job Class

Manager

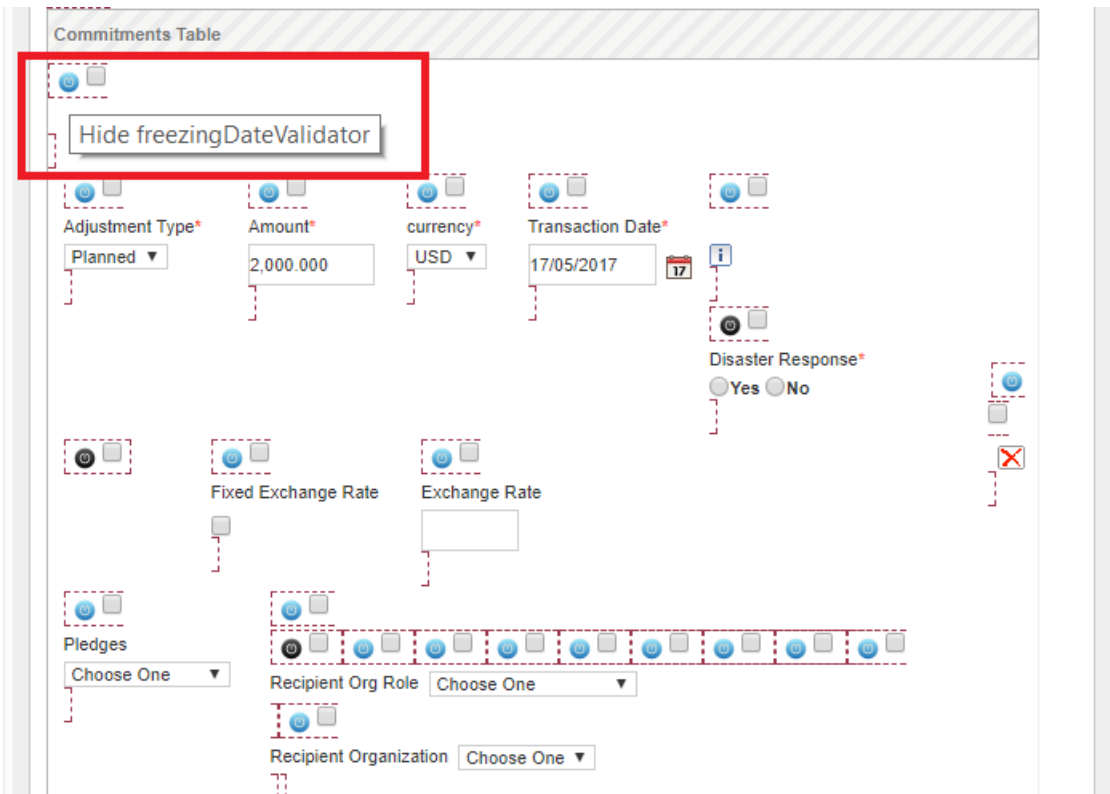
The job classes can be edited or modified; however, this requires technical interaction with the digijava editor. If this is needed for your installation of AMP, please contact your Technical Support Specialist or AMP Software Developer.

Data Freeze Manager

The Data Freeze manager allows you to prevent project transaction data changes or even entire activity changes once the data freeze date plus the grace period time has been reached. This way, it allows AMP users to generate reports that match the current state of data in the system, making data more trustable when being presented to the different stakeholders.

Key Concepts

1. The feature freezes data based on the project's **funding** transaction date that is compared to the configured data freezing date.
2. The freezing event is **executed** one time on the specified freezing date plus the grade period and it **freezes** matching activities up to the data freezing date.
3. If the funding's transaction date is equal or less than the freeze date, the activity or the funding (based on Freeze Options configuration) will be frozen.
4. New activities and transactions can be added at any time (no matter the freezing event has been executed or not)
5. Existing activities can be modified only if an Open Period is set and transactions dates are inside that open period AND the *freezingDateValidator* is enabled on in FM mode (i.e. displayed in blue).



6. Exempt users can modify the activities at all times (see more details below).
7. Freezing events cannot be created in the past.
8. Event's freezing date cannot be repeated among events.
9. The job that freezes activities takes as parameter the workspace configured in Global Settings called "Workspace team to run reports from Jobs". The workspace in question should be a **Management workspace** that gathers altogether the needed.

General Settings

General	Funding	Date	User
general			
Seconds to Auto-Save Activity	<input type="text" value="0"/>		
Secure Server	Off ▼		
Show Most Recent Activities on Top	false ▼		
Show all countries	false ▼		
Show icons for Project Sites for locations up to	<input type="text" value="0"/>		
Show widget place names	false ▼		
Show workspace filter	true ▼		
Site ID for tracking	<input type="text" value="-1"/>		
Support Email	<input type="text" value="support@test.com"/>		
Tracker URL	<input type="text" value="http://stats.ampsite.net/"/>		
User registration by email	false ▼		
Visibility Template	Ethiopia Default ▼		
Workspace Team to run reports from jobs	Management Workspace for MoFED ▼		

[Save All](#)

How to enable the Data Freeze Feature?

Log into Admin and navigate to Admin Tools menu. Click on *Global Feature Manager* -> *Administrative Tab* -> *Data Freeze Manager* -> *Save*.

Feature Manager

Search

Template Name:

Ascending order Descending order

- Administrative Section
- Activity Export Manager
- Activity Import Manager
- Activity Manager
- Activity Partial Import Manager
- Admin Translation Manager
- Aid Effectiveness Indicators Manager
- Applied Patches
- Audit Logger Manager
- Budget Codes Exporter
- Budget Integration
- Budget Manager
- Category Manager
- Code Chapitre Importer
- Currency Manager
- Currency Rates Manager
- Currency Deflator
- Data Freeze Manager
- Dynamic Region Manager

Figure 2.6 – Enabling Data Freeze Manager Feature in GFM

Under “Global administration and maintenance of AMP” section click on “Data Freeze Manager” to start configuring the feature.

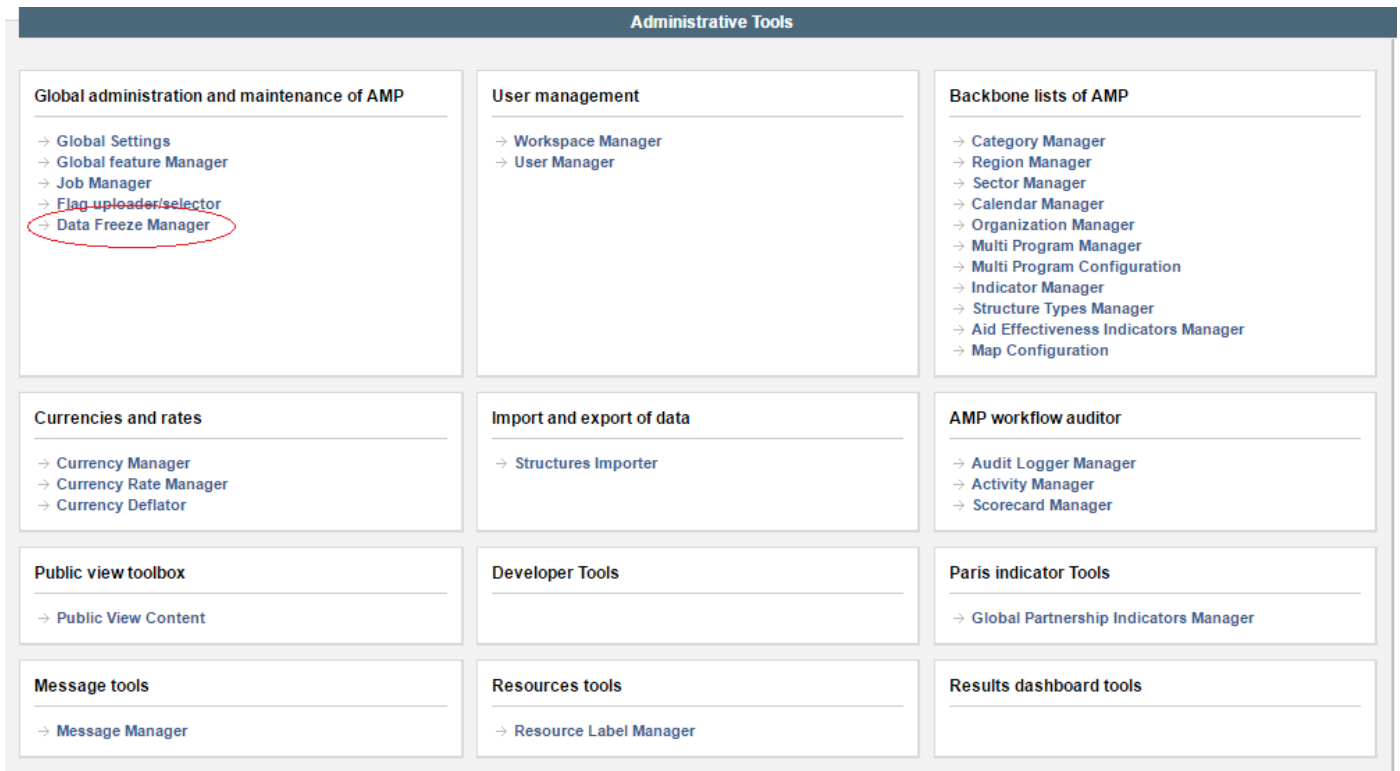


Figure 2.7 Access Data Freeze Manager

How to enable the freezing job? (Needed for the freezing events to actually be executed)

Under Admin Tools -> Job Manager, click on Job Class Manager in the right-hand side in order to setup the AMP to support the new job. Then click on [Add New Class](#) button at the bottom.

Job Manager

Name	Start Date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands	Other links
ampActivityDisbursementsDatesJob	13/06/2008 15:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	Admin Home Job Class Manager
Current Completion Date Checker	20/12/2011 21:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatically close expired unclosed activities	31/12/2012 21:00:00		13/07/2017 12:40:51	13/07/2017 22:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatic Activity Validation	12/06/2017 00:00:00		13/07/2017 12:40:51	14/07/2017 00:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
refresh mondrian cache	21/03/2011 21:00:00		13/07/2017 12:40:51	15/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Run Mondrian ETL	05/05/2016 04:00:00		13/07/2017 12:40:51	01/08/2017 05:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Freeze activities	01/07/2016 00:00:00		13/07/2017 13:43:51	16/07/2017 00:05:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
jobDetail-s1	09/12/2015 18:00:00		13/07/2017 18:00:00	14/07/2017 18:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	

Add new job class

* Name 1

* Class fullname: 2

3

1. Provide any name that is significant, like Freeze activities.
2. Provide the class name than handles the job you want to setup, in this case:
org.digijava.module.message.jobs.ActivityFreezingJob
3. Click on Save.

Go back to Job Manager page and click on **Add New Job** as exemplified below.

Add new job

1 Class: Freeze activities 2

* Name Activity Freezing Job

3 * Start date/time 01/07/2017 00 00
End date/time 00 00

4 * Job Type
 Minute Hourly Daily Weekly Monthly
 Select Day of week 1
 Select Day of month 1
 Select trigger time
 Hour 00
 Minute 00

5

1. **Class:** From the drop down list, select the class created in the previous step.
2. **Name:** Provide a name for the job. It should identify what the job is about.
3. Define a date/time when the job starts being valid.
4. Define the periodicity of the job, minutely, hourly, daily, etc. You can even determine the exact day of the week or month it will run as well as hour and minute.
5. Save the new job.

How to enable the E-mail notification? (Needed for some freezing events to send alerts before freezing date is reached)

Here it is also needed to create a job class that will handle the Data Freezing Email Notification. For this, as we did in previous steps, add a new class.

Add new job class

* Name	<input type="text" value="Data Freeze Email Notification"/>
* Class fullname:	<input type="text" value="org.digjava.module.message.jobs.DataFreezeErr"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

1. **Name:** use a significant name for the class, for example Data Freeze Email Notification
2. **Class fullname:** put org.digjava.module.message.jobs.DataFreezeEmailNotificationJob
3. Click on [Save](#) button.

Message Manager

In order to configure the system to send the e-mail as per the freezing event, it is necessary to first add a new alert template with the corresponding text and parameters.

Add/Edit Template Wizard

Template Name: Data Freeze Notification

Text: The AMP will be locked for edits in {notificationDays} days, please make any necessary changes before {freezingDate}

related trigger: Data Freeze Email Notification

Receivers:

- All
- Zo Workspace For Training--- monicah njonjo
- Zo Hari
- The Netherlands--- Renate van de Wiel
- Tsegaye Gelgelo
- Germany--- Automatic Validation, Fabian Fennel, Imruwa Demissie

Buttons: Add >>, <<Remove, Save, Cancel

Patterns Reference

{name} - Stands for the name of the activity
 {ampId} - Stands for the name of the activity amp_id
 {Created By} - Stands for the name of the creator of the activity
 {approved by} - Stands for activity approver
 {url} - This will enable you to resolve the URL related to activity or the new user registration
 {start date} - Stands for Calendar Event's Start Date
 {end date} - Stands for Calendar Event's End Date
 {login} - Stands for the user's email address (login)
 {organization} - Stands for the user's organization name and acronym

1. **Template Name:** provide any significant name, for example Data Freeze Notification
2. **Text:** Type down the text you would like the e-mail message to have. There are two parameters particularly added for this feature:
 - a. **{notificationDays}** : in the e-mail message it will be replaced by the number entered in “Notify” parameter during event creation.
 - b. **{freezingDate}** : in the e-mail message it will be replaced by the date entered in “Data Freeze Date” parameter during event creation.
3. **Related trigger:** Select the Data Freeze Email Notification from the drop down list which was created in previous steps.
4. Select the user/s that will receive the alert. **Notice** this selection is required, but the feature will actually send this notification to all non-banned / assigned to workspace users available in the system, regardless of the selected user here. Thus, by selecting a single user should be enough to be able to save the message. Click on the [Add >>](#) button once done.
5. Selected calendar users appear on the right panel.
6. Click on [Save](#) button.

Freezing Events: Understanding each argument

Data Freezing Manager

The screenshot shows the 'Data Freezing Manager' interface. At the top, there are buttons for 'Freezing Events' and 'Unfreeze All'. Below this is a header bar with a '+ Add New' button (callout 1) and a legend for required fields (callout 2). The main form contains several fields: 'Data Freeze Date*' (callout 3), 'Grace Period (Days)' (callout 4), 'Data Open Period Start' (callout 5), 'Data Open Period End' (callout 6), 'Freeze Options*' (callout 7), 'Notification Email*' (callout 8), 'Notify (Days)' (callout 9), 'Filters' (callout 10), and 'Enabled' (callout 11). Below the form is a table with two rows of data. The first row has a date '13/07/2017', 'Entire Activity', 'No', and 'No'. The second row has a date '11/07/2017', a value '2', a start date '14/07/2017', an end date '13/07/2018', 'Entire Activity', 'No', and 'No'. At the bottom, there is a pagination bar with a right arrow, the number '10', and a filter icon (callout 13).

1. Button to [Add](#) a new freezing event.
2. Required field legend. The red asterisk next to the column determines if it is a required field for saving the event or not.
3. The "Data Freeze Date" (required) is the date the activities will be frozen (if grace period is not specified).
4. The "Grace Period" (optional) is a configurable integer number expressed in days. It specifies how many days after the Data Freeze Date the application still allows you to modify project and/or transaction data.
5. The "Data Open Period Start" (optional) field that determines the start date the user can modify data for the current year (current year being Gregorian or another calendar since the user is able to select when it starts).
6. The "Data Open Period End" (optional) field, that determines the end date the user can modify data for the current year (current year being Gregorian or another calendar since the user is able to select when it ends).
7. The "Freeze Options" (required) determines if the freezing will affect the entire activity data or only the funding.
8. The "Notification email" (required) that determines whether this freezing event requires to send e-mail alerts or not.

9. The “Notify (days)” is a parameter to determine how many days before the freezing occurs to send the e-mail notification to the configured users. It is only enabled if the user selected Yes in the previous step.
10. Filters allow limiting the affected number of activities by using the regular AMP Filters. This way, only a subset of activities could be frozen, like only Off budget activities.
11. Enabled means if the freezing event is currently enabled or not. When created by default it is Yes, then it will be executed as per the configured parameters. If No, it means it has already been executed and thus is no longer valid.
12. Button to [Save](#) the freezing event.
13. Button to [Cancel](#) the addition/edition of the freezing event.

IMPORTANT NOTE:

Freezing events that have already been executed cannot be edited or deleted.

Exempt Users

Based on business needs it could be necessary to allow certain users (like government users) to edit data even if the activity is frozen. For this, a new checkbox was added in the Add/Edit user form, in order to configure this ability. By default, the checkbox is disabled. If you want to exempt a user from being affected by frozen activities, you would need to select the *Exempt from activity freezing* as depicted below.

Add user

User Account information All fields marked with an * are required. Please use a valid e-mail address.

* First name

* Last Name

* E-mail Address

* Repeat Email Address

* Password

* Repeat Password

* Country of Residence

Mailing Address

* Organization Type

* Organization Group

* Organization Name

Your language settings

Pledges User

Send notification email

National Coordinator

Assign to Workspace

Exempt from activity freezing

How does the system decide when to freeze an entire activity?

When the “Freeze Options” field is configured as **Entire Activity**, **all** of the fields for the matching activities will be frozen. This means they will no longer be editable and it applies to **all** fields in the form.

Sectors

*OECD/DAC Sectors

Sector	Percentage	
[AGRICULTURE]	* 100	✘
Total Allocated		100.0

OECD/DAC Sectors

OECD/DAC Sectors
▶
Divide Percentage

*Government Sectors

Sector	Percentage	
[AGRICULTURE] - [-- Agricultural Marketing]	* 100	✘
Total Allocated		100.0

Government Sectors

Government Sectors
▶
Divide Percentage

How does the system decide when to freeze project funding data?

When the “Freeze Options” field is configured as **Only Funding**, only the funding section of the matching activities will be frozen. This means they will no longer be editable and it applies to **all fields in the funding section** of the form. As shown below the fields on the funding information are grayed out/non editable.

Edit Activity Form (Market led Economic Growth II)

Funding Expand All

Overview **USAID** DN

USAID (donor)

Funding Item 1
Grant | Project Support | Cash ✖

Funding Classification

* Type of Assistance: Grant
* Aid Modality: Project Support
Funding Organization Id:
Mode of Payment: Cash

MTEF Projections: MTEF Projections Projection 166,078,852.000 USD MTEF Projections Pipeline 0 USD

Please enter amounts in thousands (000)

MTEF Projections Table

* MTEF Projection	* Amount	* currency		
Projection	57,262.128	USD	2013	✖
Recipient Org Role: Choose One				
Recipient Organization: Choose One				
Projection	50,050.125	USD	2014	✖
Recipient Org Role: Choose One				
Recipient Organization: Choose One				
Projection	58,757.599	USD	2012	✖
Recipient Org Role: Choose One				
Recipient Organization: Choose One				

Quick Links

- Identification
- Activity Internal IDs
- Planning
- Location
- Program
- Sectors
- Funding
- Regional Funding
- Organizations
- Components
- Issues Section
- Physical Progress
- Contacts
- M&E
- Related Documents
- Budget Structure
- GPI
- GPI 2017

Actions

Save and Submit

Save as draft

Reject Activity

Preview

How to unfreeze activities?

In case for any business need, you need to unfreeze activities, there are two ways to do it. One is using the **Unfreeze All** tab under the Data Freeze Manager.

The screenshot displays the 'Data Freezing Manager' interface. At the top, there is a tab labeled 'Unfreeze All' (marked with a '1'). Below the tabs, a warning message is shown: 'This option will allow you to unfreeze all events and activities.' (marked with a '2'). A table below the message shows the following data:

Data Freeze Date	# of Activities
13/07/2017	1242

At the top of the interface, a confirmation dialog box is open, titled 'amp-ethiopia-pr-1063-tc9.ampsite.net says: Are you sure you want to unfreeze all activities?' (marked with a '3'). The dialog box contains 'OK' and 'Cancel' buttons.

1. Under Data Freeze Manager, select **Unfreeze All** tab.
2. Click on **Unfreeze All** button.
3. Confirm the action by clicking on **OK** button or cancel by clicking on **Cancel** button

The other option is to use the Activity Manager to unfreeze one or more specific activities.

For this, go to *AMP Workflow Auditor -> Activity Manager* and click on it. The following page is displayed.

Activity Manager

Keyword Results 10 Data Freeze Filter All

Activity List

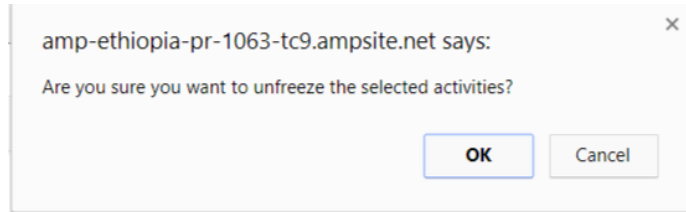
Frozen/Unfrozen	Activity Name	Team Name	Activity Id	
<input type="checkbox"/>	Test	AfDB	87143169108284	<input type="checkbox"/>
<input checked="" type="checkbox"/>	(Integrated Nile water management)	Bilateral	AMP-FRAN-100398	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(ERTTP) Ethiopian Rural Travel and Transport program-FA	Bilateral	AMP-100529	<input type="checkbox"/>
<input type="checkbox"/>	(Italian Contribution to ESDP)Post Graduate Component	Bilateral	AMP-100533	<input type="checkbox"/>
<input checked="" type="checkbox"/>	(PSCAP)National capacity building Program	Bilateral	AMP-100532	<input type="checkbox"/>
<input type="checkbox"/>	(Recovered) Environment and Sustainable Drylands Management		AMP-UNDP-103	<input type="checkbox"/>

Unassigned Activities

Frozen Unfrozen

Pages : 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 > >> - Page 1 of 204

1. You can find the activity by entering the name or id.
2. There is an optional filter called Data freeze filter that allows you to show All, Frozen, Unfrozen activities.
3. The column that describes with a color coding if the activity in question is frozen or not.
4. Legend that explains the color coding.
5. Allows you to select a particular activity that will be unfrozen.
6. Click on Unfreeze button in order for the Unfreeze action to take place. Confirm when asked for confirmation by clicking on **OK** button or cancel the action by clicking on **Cancel**.



Showing and sending activity financial changes

When AMP user enters new funding information (only Activity Form's funding section) or edits existing one, AMP sends detailed information to the validator/manager via their e-mail address so that the user easily gets comprehensive change information and can validate the project/program by cross checking it with the documents they may have. Who will receive the e-mail is configured via workspace manager. You can pick to send to managers only, validators only or both.

Based on configuration, usually every 24 hours AMP configured users will receive an e-mail summary with information, for each project that was previously validated, edited, and now awaiting validation within that 24-hour period. It is only sent once - meaning that if it's still waiting for validation the next day, the e-mail is not sent again.

In order to configure this feature to send alerts, we must first setup the Job class and Job.

How to add the Change Summary job?

Under Admin Tools -> Job Manager, click on Job Class Manager in the right-hand side in order to setup the AMP to support the new job. Then click on [Add New Class](#) button at the bottom.

Job Manager

Name	Start Date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands	Other links
ampActivityDisbursementsDatesJob	13/06/2008 15:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	Admin Home Job Class Manager
Current Completion Date Checker	20/12/2011 21:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatically close expired unclosed activities	31/12/2012 21:00:00		13/07/2017 12:40:51	13/07/2017 22:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatic Activity Validation	12/06/2017 00:00:00		13/07/2017 12:40:51	14/07/2017 00:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
refresh mondrian cache	21/03/2011 21:00:00		13/07/2017 12:40:51	15/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Run Mondrian ETL	05/05/2016 04:00:00		13/07/2017 12:40:51	01/08/2017 05:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Freeze activities	01/07/2016 00:00:00		13/07/2017 13:43:51	16/07/2017 00:05:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
jobDetail-s1	09/12/2015 18:00:00		13/07/2017 18:00:00	14/07/2017 18:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	

Add new job class

* Name 1

* Class fullname: 2

3

1. Provide any name that is significant, like Notify Change Summary.
2. Provide the class name than handles the job you want to setup, in this case:
org.digijava.module.message.jobs.SummaryChangeNotificationJob
3. Click on Save.

Go back to Job Manager page and click on **Add New Job** as exemplified below.

Edit job

1

Class: 2

* Name

3

* Start date/time 17

End date/time 17

4

* Job Type

Minutely Hourly Daily Weekly Monthly

Select Day of week

Select Day of month

Hour

Minute Select repeat interval

5

1. **Class:** From the drop down list, select the class created in the previous step.
2. **Name:** Provide a name for the job. It should identify what the job is about.
3. Define a date/time when the job starts being valid.
4. Define the periodicity of the job, minutely, hourly, daily, etc. You can even determine the exact day of the week or month it will run as well as hour and minute.
5. Save the new job.

How to enable the E-mail notification? (Needed for the e-mail with change summary to be sent)

Usually this job already exists. Refer to “**Configuring the Jobs to send notifications**” section for more information on how to configure this job.

How to configure the e-mail message with AMP updates?

In order to configure the system to send the e-mail, it is necessary to first add a new alert template with the corresponding text and parameters.

1. **Template Name:** provide any significant name, for example AMP Updates
2. **Text:** Type down the text you would like the e-mail message to have. If no text is entered, only the table with Change Summary will be displayed.
3. **Related trigger:** Select the *Notify Summary Change* from the drop down list which was created in previous steps.
4. For this feature in particular, please select only one receiver (any) and click on the [Add >>](#) button.
NOTE: the email will be sent to the workspace manager and/or validator based on workspace configuration as described below.
5. Selected users appear on the right panel.
6. Click on [Save](#) button.

Workspace Manager Configuration to receive summary changes by e-mail

In order for the summary changes to determine who will receive the email, it is necessary to configure the workspaces to do so. For this, two checkboxes were added in the main Workspace form. You can set up this configuration when creating a new workspace or by editing an existing one. Simply select your choice and save. Make sure to have a manager / approver user role added in the said workspace in order to actually receive the email notification.

Add Team	
* Team Name	<input type="text"/>
* Workspace Group	Please select from below ▼
* Workspace Type	-- Select Workspace -- ▼
FM Template	Select, if workspace will use a different FM template ▼
Workspace Prefix	Select, if workspace will use a different translation set or category set ▼
Description	<input type="text"/>
<input type="checkbox"/> Cross Team Validation	
<input type="checkbox"/> Private workspace	
<input type="checkbox"/> Send summary changes to managers	
<input type="checkbox"/> Send summary changes to approvers	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Automatic Activity Validation Job

The admin user has the ability to configure a setting which determines how many days should be given once the activity is submitted and it is automatically validated (assuming activity validation is enabled). For this, go to Admin Tools -> Global Settings -> General Tab and find the setting called “*Number of days before automatic validation*” to enter the desired number of days.

General Settings

General
Funding
Date
User

general

Setting	Value
AMP Server Name	Ethiopia
Activate Auto Login	false
Activity Form - Funding Section - Tab View	true
Activity Form - One Pager	false
Activity Levels	false
Activity Title Similarity Sensitivity	5
Activity Versions Queue Size	12
Activity version life time in days	30
Allow same organization in different roles	true
Automatic Audit Logger Cleanup	Disabled
Budget Support for PI 9	<div style="border: 1px solid #ccc; padding: 2px;"> Technical Assistance Program Support Protection to Basic Services Sector Budget Support </div>
Change activity status once the Actual End Date has passed	false
Closed activity status	Closed
Country Latitude	-0.18
Country Longitude	-78.46
Currency exchange rate webservice implementation	FXTop (preferred)
Currency exchange rate webservice password	DEVGATE
Currency exchange rate webservice username	VHAUKP
Days to notify activity submitted for validation	3
Decimals in Location percentage	0
Default Country	Ethiopia
Default Structure Type	-1
Default value for Activity Budget	Off Budget
Do you want to allow Activity overwriting ?	false
ECS Enabled	true
Enable AMP usage tracking	false
Funding gap notification threshold	1
GIS Funding Type	Donor Fundings
GIS region highlights colour scheme	Red-Green palette
Import processor endpoint URL	http://localhost/integration/
Make Activity dates read only	false
Max Inactive Session Interval	900
Measure A for Funding gap notification	Actual Commitments
Measure B for Funding gap notification	Actual Commitments
Mixed Implementation Location	true
Multilingual	false
New fields Visibility	Off
Number of days before automatic validation	7

For this purpose, a new job class called 'Automatic Activity Validation' was created. In order to configure it, go to Admin Tools -> Job Manager and click on **Add New Job**. The following form will be displayed so you can configure it by selecting the Class, Name, Start date/time and Job Type. The most important items here are to select the Automatic Activity Validation class from the dropdown list, make sure the start date is the one you desire the job to start running, and the Job Type which tells how frequently (like daily, weekly, etc.) it will run based on your needs.

Add new job

Class: Automatic Activity Validation

* Name: Automatic Activity Validation

* Start date/time: 24/Feb/2017 00:00

End date/time: 00:00

* Job Type

Minutely Hourly Daily Weekly Monthly

Select Day of week: 1

Select Day of month: 1

Select trigger time

Hour: 00

Minute: 00

Save Cancel

Based on above configuration, the job can run for instance on a daily basis. The activities that should be grabbed by the job will be any activity awaiting validation. The Job Manager takes care of its execution as you can see below.

Job Manager

Name	Start Date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands
Automatic Activity Validation	12/06/2017 00:00:00		12/06/2017 18:13:01	13/06/2017 00:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
refresh mondrian cache	21/03/2011 21:00:00		10/06/2017 21:00:00	17/06/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
Run Mondrian ETL	05/05/2016 04:00:00		01/06/2017 05:01:00	01/07/2017 05:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
ampActivityDisbursementsDatesJob	13/06/2008 15:00:00		12/06/2017 21:00:00	13/06/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
Current Completion Date Checker	20/12/2011 21:00:00		12/06/2017 21:00:00	13/06/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
Automatically close expired unclosed activities	31/12/2012 21:00:00		11/06/2017 22:01:00	12/06/2017 22:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]
jobDetail-s1	09/12/2015 18:00:00		12/06/2017 18:00:00	13/06/2017 18:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]

Once the member user submits the activity, and the job is executed, the countdown will start.

Test activity validation

Export to PDF
 Export to Word
 Print

Amounts in Thousands (000)

Funding Information (USD)

Total Actual Commitments:
0 USD

Total Planned Commitment:
0 USD

Total Actual Disbursements:
0 USD

Total Planned Disbursements:
0 USD

Total Expenditures:
0 USD

Unallocated Disbursements:
0 USD

Total Planned Expenditures:
0 USD

Duration of project:

Delivery rate:

Collapse all
The activity is awaiting approval and will be automatically approved within 7 days.
Version History **Edit**

Identification

Project Title:
Test activity validation

AMP ID:
87143169107959

Status: Ongoing

Status Reason:

Objectives:

Description:

Project Comments:

Budget
Activity is Off Budget

Organizations and Project IDs:
Humanitarian Aid:
No

As soon as the configured setting is reached and as long as the activity remains **Unvalidated**, the job will automatically grab it and approve it.

As part of this process, there will be some changes noticeable in the activity information, such as:

- a) **Activity Preview** shows *“The activity is awaiting approval and will be automatically approved within [N] days”*.
where N = number of days specified in global settings. The number of days counts down as the validation date approaches.
- b) **Activity Preview:** *“Activity Last Updated by”* will display "Automatic Validation" and *“Activity Updated on”* will display the date of automatic validation.
- c) **Version History:** *“Last modified by”* will display “Automatic Validation”
- d) **Reports/Tabs:** the columns *“Activity updated by”* and *“Activity updated on”* will show “Automatic Validation” and date of automatic validation respectively.

Activity Created By	ATL ATL
Created in workspace	Bilateral - Team
Computation	No
Activity Last Updated by	Automatic Validation
Activity updated on	24/Feb/2017

Activity with Performance Issues Tracking

This feature allows for the activation of an alert system that will help with visualizing project performance based on certain pre-defined rules. For instance you could alert the team by e-mail when a planned disbursement didn't happen on time, or when the project has gone over the planned date, etc.

For this an admin page was added in *Global administration and maintenance of AMP*. The manager is called **Project Performance Alerts Manager** and can be enabled via Administrative Section of Global Feature Manager.

The first thing you need to do is to add the rules and its parameters that will define how the rule will behave.

NOTE: the type of rules available are fixed but you can define certain parameters that will make the different activities match or not. For instance you could define x number of days or months, or certain funding date, or activity date and based on this information the activity will be marked as with performance issue and an alert will be sent.

In order to enable the manager, you must first go to the Global Feature Manager and under Administrative section enable the feature called *Performance Alert Level Manager* as depicted below.

Feature Manager

Search Search Reset << >> 1 items found.

Template Name:

Help Messaging System Public View Reporting **Administrative Section** Conditionality And Sequencing

Paris Indicators Trend Analysis References Activity Form Dashboards National Plan Dashboard

Permission Manager Components Expenditures Gis Resources Monitoring And Evaluating

Ascending order Descending order

- Administrative Section -[edit description]
- Activity Export Manager -[edit description]
- Activity Import Manager -[edit description]
- Activity Manager -[edit description]
- Activity Partial Import Manager -[edit description]
- Admin Translation Manager -[edit description]
- Aid Effectiveness Indicators Manager -[edit description]
- Applied Patches -[edit description]
- Audit Logger Manager -[edit description]
- Budget Codes Exporter -[edit description]
- Budget Integration -[edit description]
- Budget Manager -[edit description]
- Category Manager -[edit description]
- Code Chapitre Importer -[edit description]
- Currency Manager -[edit description]
- Currency Rates Manager -[edit description]
- Currency Deflator -[edit description]
- Dashboards Manager -[edit description]
- Data Freeze Manager -[edit description]
- Dynamic Region Manager -[edit description]
- Feature Manager -[edit description]
- Fiscal Calendar Manager -[edit description]
- Flag uploader -[edit description]
- Global Permission Manager -[edit description]
- Global Settings -[edit description]
- Indicator Layer Manager -[edit description]
- Indicator Manager -[edit description]
- Interchange Result -[edit description]
- Map Configuration -[edit description]
- Message Manager -[edit description]
- Organization Manager -[edit description]
- Program Managers -[edit description]
- Project Performance Alerts Manager** -[edit description]
- Public Filter Manager -[edit description]

Configuring the performance rules

First you need to access Project Performance Alerts Manager in Admin. Then click on Add New to configure a new rule.

(insert data to the new field) / * Required Fields

The screenshot shows the 'New Performance Rule' configuration interface. It features a form with the following elements:

- *Type:** A dropdown menu with 'No updated disbursements' selected. A tooltip is visible over this dropdown, listing options: 'Select Type', 'No updated status after selected funding date', 'No disbursements after selected funding date', 'Disbursements after selected activity date', and 'No updated disbursements' (which is highlighted).
- *Level:** A dropdown menu with 'select level' selected.
- Enabled:** A checkbox that is currently unchecked.
- Rule Parameters:**
 - *Time Unit:** A dropdown menu with 'select value' selected.
 - *Time Amount:** A text input field.
- Tooltip:** A blue tooltip message reads: 'Disbursements (actual or planned) from one or more donor have not been updated in the last {timeAmount} {timeUnit}'.
- Buttons:** 'Close' (orange) and 'Save' (green) buttons are located at the bottom right.

1. Type:

- No updated status after selected funding date: This rule relates to the fact that the contract was officially signed, the date has been entered in AF and the changes have been submitted. An amount of time has elapsed and still the project status hasn't been modified.
- No disbursements after selected funding date: This rule relates to the fact that the contract was officially signed, the date has been entered in AF and the changes have been submitted but still no disbursements have been entered.
- Disbursements after selected activity date: This rule relates to the fact a disbursement happened after the project has been closed for instance. This will trigger an alert.
- No updated disbursements: This rule relates to the fact that some countries have an updating financial measures schedule on a monthly basis. When after certain period, the disbursements are not updated an alert is sent.

2. **Name:** Give the rule a name that represents the rule's objective.

3. **Level:** Based on the country needs, each rule can be assigned with a level. This level determines the importance of the performance issue. The available options are:

- Critical
- Major
- Minor

4. **Rule Parameters:** depending on the rule type all or some of the below parameters will be displayed.

Below you can see a definition of each independently of when it appears.

- Time Unit:** Options to select **Day, Month, Year** based on the needs.
- Time Amount:** Enter a positive whole number.

- c. **Activity Date:** Options displayed here are **date fields** that are enabled in *planning section* of Activity Form.
 - d. **Funding Date:** Options displayed here are **date fields** that are enabled in *funding classification section* of Activity Form.
 - e. **Activity Status:** Options displayed here are the same as those displayed *identification section* of Activity Form.
5. **Final rule structure:** the blue box is filled-in with the rule description as the arguments or parameters are defined throughout a)/e).
 6. **Enabled:** You can decide to enable the rule at the time it is created or leave it as disabled (if the checkbox is not selected).
 7. **Save:** Once **all** parameters are defined, use this button to Save the rule. The red asterisk next to each field specifies the field is required. If any field is missing upon saving an error message will be displayed as depicted below.

Type, Name and Level are required fields.
All rule parameters are required.
Invalid input in Rule Parameters

8. **Close:** leave without saving.

How to add the Performance Alert Level job?

In order for the activities to be marked as having performance issues, you must the job that takes care of add. For this, go to Admin Tools -> Job Manager, click on Job Class Manager in the right-hand side in order to setup the AMP to support the new job. Then click on [Add New Class](#) button at the bottom.

Job Manager

Name	Start Date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands	Other links
ampActivityDisbursementsDatesJob	13/06/2008 15:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	Admin Home Job Class Manager
Current Completion Date Checker	20/12/2011 21:00:00		13/07/2017 12:40:51	13/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatically close expired unclosed activities	31/12/2012 21:00:00		13/07/2017 12:40:51	13/07/2017 22:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatic Activity Validation	12/06/2017 00:00:00		13/07/2017 12:40:51	14/07/2017 00:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
refresh mondrian cache	21/03/2011 21:00:00		13/07/2017 12:40:51	15/07/2017 21:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Run Mondrian ETL	05/05/2016 04:00:00		13/07/2017 12:40:51	01/08/2017 05:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Freeze activities	01/07/2016 00:00:00		13/07/2017 13:43:51	16/07/2017 00:05:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
jobDetail-s1	09/12/2015 18:00:00		13/07/2017 18:00:00	14/07/2017 18:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	

Add new job class

* Name 1

* Class fullname: 2

3

4. Provide any name that is significant, like *Updates performance alert level for activities*.
5. Provide the class name than handles the job you want to setup, in this case:
org.digijava.module.message.jobs.PerformanceRulesAlertJob
6. Click on Save.

Go back to Job Manager page and click on **Add New Job** as exemplified below.

Edit job

The screenshot shows a web form for editing a job. It includes the following fields and controls:

- 1**: A dropdown menu for 'Class' with the selected value 'Updates performance alert levels for activitie'.
- 2**: A text input field for '* Name' containing 'perfalerg'.
- 3**: A dashed box containing date/time pickers for '* Start date/time' (01/09/2017 01:00) and 'End date/time' (00:00).
- 4**: A dashed box containing the '* Job Type' section with radio buttons for 'Minutely', 'Hourly', 'Daily', 'Weekly', and 'Monthly'. Below these are dropdowns for 'Select Day of week' (1), 'Select Day of month' (1), and 'Hour' (12). A red text label 'Select repeat interval' is positioned above the 'Minute' dropdown (00).
- 5**: 'Save' and 'Cancel' buttons.

1. **Class:** From the drop down list, select the class created in the previous step.
2. **Name:** Provide a name for the job. It should identify what the job is about.
3. Define a date/time when the job starts being valid.
4. Define the periodicity of the job, minutely, hourly, daily, etc. You can even determine the exact day of the week or month it will run as well as hour and minute.
5. Save the new job.

How to enable the e-mail notification? (Needed for the e-mail to be sent)

Usually this job already exists. Refer to “**Configuring the Jobs to send notifications**” section for more information on how to configure this job.

How to configure the e-mail message so be sent with performance alerts?

In order to configure the system to send the e-mail, it is necessary to first add a new alert template with the corresponding text and parameters.

1. **Template Name:** provide any significant name, for example AMP Performance Alerts
2. **Text:** Type down the text you would like the e-mail message to have. Also make sure to add the following pattern: **{performanceIssues}** in order for the list of projects with performance issue to be listed. In the resulting e-mail, they will be displayed grouped by performance rule.
3. **Related trigger:** Select the *Notify Summary Change* from the drop down list which was created in previous steps.
4. Select the user/s that will receive the alert (notice the user selection is workspace based but the feature actually doesn't take into account the workspace the activity belongs to, so by adding the target user/s once will suffice to receive the alert). Click on the [Add >>](#) button.
5. Selected users appear on the right panel.
6. Click on [Save](#) button.

An email will be sent each time the *Updates performance alert level for activities job* and the *Send Email job* are executed as per the configured jobs. In the email, the information will be grouped by Responsible Organization, then Donor Agency and finally Alert as depicted below.

IMPORTANT NOTE:

You will notice project titles are often times repeated. This is expected behavior when the project has different Donor Agencies and/or Responsible Organizations as well as they are affected by multiple alerts.

Ministère de tutelle: Ministère du Tourisme 1

Agence donatrice: Banque Ouest Africaine de Développement 2		3
Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)		
Identifiant PGA	Titre	
1120071325388	Avance de fonds études pour la création d'une banque de données du secteur touristique 4	

Ministère de tutelle: Organisation de la Société Civile Ivoirienne 5

Agence donatrice: Fonds Européen pour le Développement 10		
Il y a eu un décaissement après le 'Date limite de tirage' (Majeur)		
Identifiant PGA	Titre	
112007394169	Leadership et initiatives des acteurs non étatiques (LIANE)	
Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)		
Identifiant PGA	Titre	
112007394169	Leadership et initiatives des acteurs non étatiques (LIANE)	
Agence donatrice: Fonds Européen pour le Développement 11		
Les décaissements (prévus ou effectifs) d'un ou plusieurs donateurs n'ont pas été mis à jour depuis le 4 Mois (s) (Critique)		
Identifiant PGA	Titre	
1120073920386	Deuxième phase du projet de leadership et initiative des acteurs non étatiques (LIANE II)	
1120073916285	Leadership et initiatives des acteurs non étatiques II (LIANE II)	

1. Responsible Organization name that the project belongs to.
2. Donor Agency that the project belongs to.
3. Alert being raised for this project.
4. Project in question with link to access Activity Preview information
5. Another responsible organization. You can also see here you have more than one Donor Agency listed inside the Responsible Organization as well as two different Alerts for 3 different projects.

IMPORTANT NOTE:

For this specific feature the email alert will be sent in the default locale that's configured in the server. When the job runs, it will check the default locale and will translate the email content to the target language. If you wish to change the default locale for the installation, you should configure it in the DG_SITE table. For this task a developer shall be contacted.

Reminder email when user has not logged in AMP for some time

This feature allows reminding users their account hasn't been used to log into AMP for certain amount of time. This time is configured via the global setting "Reminder Email Period in Days" as explained above.

How to add the Send Reminder Email job?

In order for the users to get the email alert, you must add the job that takes care of that. For this, go to Admin Tools -> Job Manager, click on Job Class Manager in the right-hand side in order to setup the AMP to support the new job. Then click on Add New Class button at the bottom.

Add new job class

* Name 1

* Class fullname: 2

3

1. Provide any name that is significant, like *Send Reminder email*.

2. Provide the class name than handles the job you want to setup, in this case:
org.digijava.module.message.jobs.SendReminderEmailJob
3. Click on Save.

Go back to Job Manager page and click on Add New Job as exemplified below.

Edit job

1. **Class:** From the drop-down list, select the class created in the previous step.
2. **Name:** Provide a name for the job. It should identify what the job is about.
3. **Define a date/time** when the job starts being valid.
4. **Define the periodicity** of the job, minutely, hourly, daily, etc. You can even determine the exact day of the week or month it will run as well as hour and minute.
5. **Save** the new job.

IMPORTANT NOTE:

For the email to be actually sent, the server must be capable of sending emails. If you have configured the feature and still the users are not receiving emails, please double check the SMTP server configuration. This may require AMP developer and / or country's IT team assistance.

Chapter 3 –User Management

Workspace Manager

The Workspace Manager allows you to group users into functional teams that will use AMP. Each Team created is referred to as a Team Workspace. When you click on Workspace Manager, you are taken to the primary overview of all the workspaces that exist in your system. To create a new Team Workspace, Click [Add Team](#) in the left-hand corner.

Workspace Manager

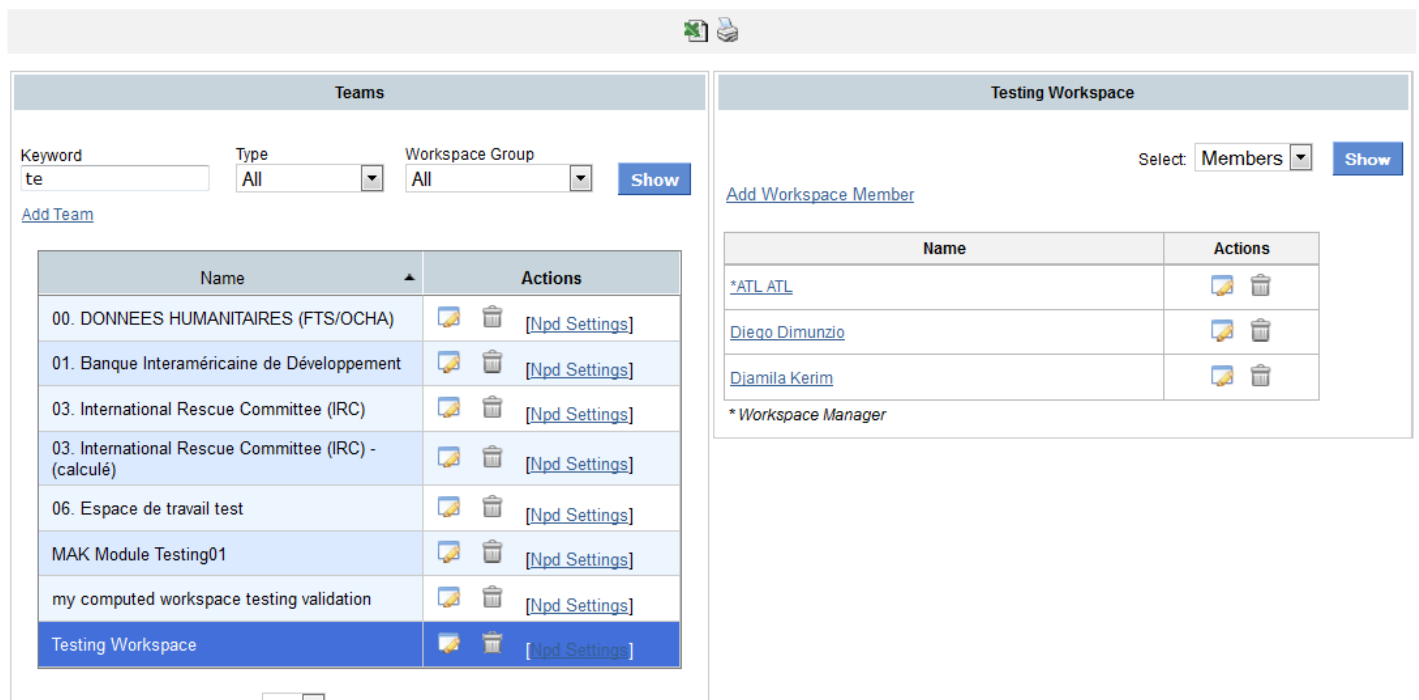


Figure 3.1 – Workspace Manager Homepage

Creating a Team

Once you click Add Team, you will then be able to add a Team Workspace. Let's step through each of the fields.

Field	Description						
Team Name	<p>Choose a name for the Team Workspace. This name should be one that clearly identifies the team and is recognized by all members that will be assigned to that team</p> <p>(Note: Remember to choose names that fit the Workspace. Since Workspace Members may be a part of other workspaces, you want to choose a name that they will recognize when looking at their list of workspaces)</p>						
Team Group	<p>This specifies the type of Team Workspace you are creating. The available category that is default and chosen in most cases is Government.</p>						
Description	<p>Here you can provide more details to describe your Team Workspace. Maybe defining its purpose or how it functions.</p>						
Workspace Type	<p>Each Workspace is defined by how it will function. In particular there are Four (4) Workspace Types.</p> <table border="1" data-bbox="297 1041 1466 1730"> <tbody> <tr> <td data-bbox="297 1041 524 1310">Management</td> <td data-bbox="524 1041 1466 1310"> <p>Management Workspaces are high level view workspaces. Within a Management Workspace, the members can view all of the Activities of the Team Workspaces that have been assigned as Child Workspaces (see Child Workspaces/Teams in this table). However, Team Members of a Management Workspace cannot add or edit any activities. They only have the ability to view activities</p> </td> </tr> <tr> <td data-bbox="297 1310 524 1461">Team</td> <td data-bbox="524 1310 1466 1461"> <p>Team Workspaces allow its members to share activities as needed and to create new activities for the workspace. Team Workspaces can also be Computed (see below).</p> </td> </tr> <tr> <td data-bbox="297 1461 524 1730">Computed</td> <td data-bbox="524 1461 1466 1730"> <p>Computed Workspaces allow its members to view all activities assigned to a particular organization denoted in the Funding or Related Organizations portion of the Activity Form (for more information see the User Manual section on Adding Related Organizations). The Organizations that will be viewed are selected as Child Organizations (see below).</p> </td> </tr> </tbody> </table>	Management	<p>Management Workspaces are high level view workspaces. Within a Management Workspace, the members can view all of the Activities of the Team Workspaces that have been assigned as Child Workspaces (see Child Workspaces/Teams in this table). However, Team Members of a Management Workspace cannot add or edit any activities. They only have the ability to view activities</p>	Team	<p>Team Workspaces allow its members to share activities as needed and to create new activities for the workspace. Team Workspaces can also be Computed (see below).</p>	Computed	<p>Computed Workspaces allow its members to view all activities assigned to a particular organization denoted in the Funding or Related Organizations portion of the Activity Form (for more information see the User Manual section on Adding Related Organizations). The Organizations that will be viewed are selected as Child Organizations (see below).</p>
Management	<p>Management Workspaces are high level view workspaces. Within a Management Workspace, the members can view all of the Activities of the Team Workspaces that have been assigned as Child Workspaces (see Child Workspaces/Teams in this table). However, Team Members of a Management Workspace cannot add or edit any activities. They only have the ability to view activities</p>						
Team	<p>Team Workspaces allow its members to share activities as needed and to create new activities for the workspace. Team Workspaces can also be Computed (see below).</p>						
Computed	<p>Computed Workspaces allow its members to view all activities assigned to a particular organization denoted in the Funding or Related Organizations portion of the Activity Form (for more information see the User Manual section on Adding Related Organizations). The Organizations that will be viewed are selected as Child Organizations (see below).</p>						
Cross-Team Validation	<p>Allows activity validation process across workspaces (based on project validation configuration).</p>						

Private Workspace	<p>Mark the workspace as Private (only a Team workspace) in Admin.</p> <p>When you mark a workspace as Private, this workspace is removed from any Management workspace after asking for confirmation by showing the Management Workspace/s that have the selected workspace as children.</p> <p>Private workspaces are excluded from Computed Workspaces.</p> <p>In Activity preview, a warning message is displayed because the activity is in a private workspace and won't be visible in other workspaces.</p>
Selected Filters	<p>This field describes filters based on which activities will be inherited by the Computer Workspace. The filters are the same as in other modules throughout the site.</p> <p>Note: Selected filter only apply to a workspace whose type is Computed.)</p>
Children (Organizations)	<p>This field describes the organization group(s) whose activities will be inherited by the Computer Workspace.</p> <p>(Note: Children Organizations only apply to a workspace whose type is Computed and will only show activities where the organization is selected in the Funding or Related Organizations step of an activity.)</p>
Child Workspaces /Teams	<p>This field represents the workspaces whose activities will be viewed by a Management Workspace.</p> <p>(Note: Children Organizations only apply to a workspace whose type is Management)</p>

This table explaining the rights and permissions of each different type of workspace:

Workspace Type	Workspace Rights					
	Add	Edit	View	Can Be A Child Workspace	Can Have Child Workspaces	Can Have Child Organizations
Management			X	X	X	
Team	X	X	X	X		X
Computed	X	X	X	X		X
Private*	X	X	X			

* Note: It is not a workspace type itself, but a special condition of the specified workspace types.

Deleting a Team

1. Go to the main Workspace Manager screen.
2. Click delete next to the corresponding team that is no longer needed.
3. You will receive a confirmation message asking if you want to delete the workspace. Click Ok.

Adding Members to the Team

Once the workspace has been created, you now need to add members to the workspace. There are two initial roles that a workspace user can have: Workspace Manager or Workspace Member. Each workspace can have only **one** Workspace Manager but can have multiple Workspace Members. The rights of a Workspace Member in regards to what fields can be added, edited or viewed on an activity are set in the Feature Manager (see Global Permissions Manager). Workspace Managers have full rights to all activities and reports in their workspace. In addition, they have full control over the configuration of the workspace using the Team Workspace Configuration console (see User Manual section on Team Workspace Configuration).


Team Name: 01. Autres bailleurs (Données OSE) Workspace Manager: Jean Molière Joseph - <jmoliere_mgae@gmail.com >

Name	Email	Organizations	Role	Select
AMP Admin	admin@amp.org		Workspace Member	<input checked="" type="checkbox"/>
Agnes Daleus Victor	agnes.daleus.victor@undp.org		-----Select role-----	<input type="checkbox"/>
Anglade Marc	anglade_marc@gmail.com		-----Select role-----	<input type="checkbox"/>
Aurélie BOUKOBZA	aurelie.boukobza@undp.org		-----Select role-----	<input type="checkbox"/>
Jean Betty	betty.jean@undp.org		-----Select role-----	<input type="checkbox"/>
brian treacy	briant@gmail.com		-----Select role-----	<input type="checkbox"/>
Bindu Venugopal	bvenugopal@developmentgateway.org		-----Select role-----	<input type="checkbox"/>
Bindu Venugopal	bvenugopal@developmentgateway.org		-----Select role-----	<input type="checkbox"/>
Utilisateur TEST	cmazaleyrat@hotmail.com		-----Select role-----	<input type="checkbox"/>
Christina Olive	colive@usaid.gov		-----Select role-----	<input type="checkbox"/>


Figure 3.2 – Adding User to a Workspace

1. Locate the name of the workspace you created
2. Click on it so as to highlight the workspace.
3. On the section that displays all the members that belong to the workspace, click on [Add Workspace Member](#) that appears on the top of the section.
4. A list of users is displayed as shown above.
5. Select the Role of the users you wish to add within the workspace
6. Check the select checkbox on the extreme right.
7. Click [Add Selected Members](#) once all information has been selected

Edit a Team Member

1. Click  link for the Team member to wish to edit roles.
2. You will be taken to a page that allows you to change the role.
3. Click Save to save any changes.

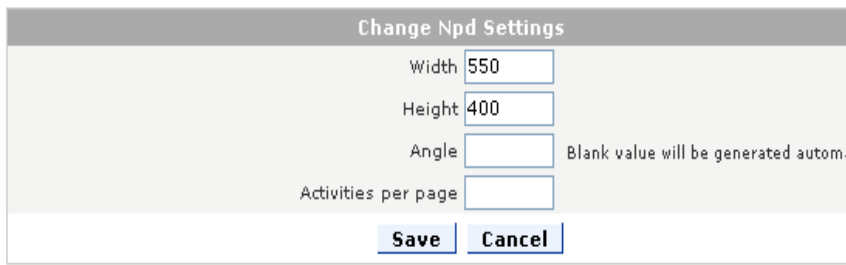
Delete a Team Member

1. Click on the  link from work space members list on the main workspace page.
2. You will be taken to the team members profile view.
3. Click [Delete](#) at the bottom of the page.

Set NPD Settings

This selection allows you to control how the NPD information will appear for each workspace. From the Workspace Manager main page (Diagram 3.3) Click the NPD Settings link next to the corresponding workspace.

You will be taken to a page that allows you to control the various settings for your NPD display.



- Select the width of the diagram
- The Angle is the position of the actual graph
- Select how many activities should show per page

Figure 3.3 – Setting NPD Settings for a Workspace



User Manager

The User Manager is the portal designed to manage all the users that are registered with AMP. With this portal the administrator can update information for each user and even remove users from the AMP system. Let's take a look at how to use the User Manager.

The main page of the User Manager gives you a clear overview of all the users and the workspaces they are assigned to. This is a very useful tool for getting a high-level view of each workspace a member is a part of.

User Manager

List of users

Filter by: keyword: Results [Show](#) [Reset](#)

Users

Name ▲	Email	Workspace	Actions
Agnes Daleus Victor	agnes.daleus.victor@undp.org	Unassigned	Edit user Ban user
Alix Laurent	laurea55@hotmail.com	● 00. SUPERVISION GLOBALE (Workspace Member)	Edit user Ban user
AMP Admin	admin@amp.org	Unassigned	Edit user Ban user
		<ul style="list-style-type: none">● 00. ONG (Workspace Member)● 00. NATIONS UNIES (Workspace Member)● 00. SUPERVISION GLOBALE (Workspace Member)● 01. Agence Francaise de Développement (Workspace Member)● 01. Allemagne (c) (Workspace Member)● 01. Argentine (c) (Workspace Member)● 01. Belgique (c) (Workspace Member)● 01. Brésil (c) (Workspace Member)● 01. Caribbean Development Bank (Workspace Member)	

AMP TIP:
Use the Filter options to search for users by name or by select filter choices.

Figure 3.4 – AMP User Manager – Overview of all Users and their assigned workspaces

Edit a User

To edit a user use the [Edit User](#) link in the Actions column. This will open the screen in Figure 3.5 that will allow you to make edits to the user information.

Edit user

Edit ATL ATL

SECTION 1

First name *

Last name *

Email *

Use different email for email notifications

Notification Email *

Country *

Mailing address

SECTION 2

Organization Type

Organization Group

Organisation name

Select Organization To Add as Verified

Add Organization

Verified Assigned Organisations Abu Dhabi Fund for Development

Remove Organizations

Verified Region

Language settings

SECTION 3*

Pledges User

Pledges Super User

National Coordinator

Assign to Workspace

Exempt from activity freezing

Save **Cancel**

SECTION 4

Password:

Confirm:

Change Password **Reset**

SECTION 1

This section allows you to edit the general information for the user.

SECTION 2

This section allows you to edit organizational affiliations for the user and the user's preferred language settings among other options.

SECTION 3*

This section allows you to configure different options related to Pledges feature, GPI feature, and Automatic data freezing feature.

SECTION 4

This section allows you to change the user's password information.

Clicking Save will only save information entered in Sections 1 and 2 affiliations for the user

To Save Section 3 information – click Change Password.

Figure 3.5 – Editing a user's information

Pledge User*

Not all users have the ability to create new pledges or edit existing pledges. Only users which have the "Pledges User" checkbox selected in his registration form in the user manager have this right.

Pledges Super User*

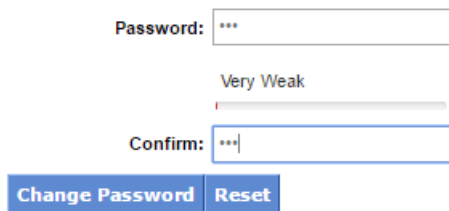
Allows the user to edit a pledge not matter whom the pledge owner is or if the user in question has or not a verified organization added (see section 2 above).

Strong password security rules

The application can be configured to enforce a more secure password. In case it's enabled, the following rules will be applied to the password field in order to save the entered password or reject it:

- Must be greater than or equal to 8 characters
- Must include both characters (e.g. letters) and at least one number
- Must have both uppercase and lowercase characters
- Password must not be equal to username

If the entered password, does not meet ALL these base requirements, the password will be rejected and a message will allow the user to correct the issues. As an example a password like "abc" has been entered in the password field below:



The screenshot shows a password change interface. It includes a 'Password:' field with three asterisks, a 'Confirm:' field with three asterisks, and a 'Very Weak' strength indicator. Below the fields are two buttons: 'Change Password' and 'Reset'.

The application is already letting you know that the password is very weak and when you attempt to save, it will reject it as depicted below:

- Please enter a password which meets the minimum password requirements
 - Must be greater than or equal to 8 characters
 - Must include both characters (e.g. letters) and at least one number
 - Must have both uppercase and lowercase characters
 - Must not be equal to username

When enabled, the Strong password is applied to all means of adding or updating a user's password from Admin as well as *New user registration*, and *Change Password*.

Login

New user registration
Change Password
Trouble signing in?



Delete a user

- Click on the [Ban User](#) link on the User Manager main page
- This will prompt a popup confirmation that you want the user to be removed from the AMP system. Clicking [Ok](#) will cause the user to be removed from the system.

Information Note

When users are banned from the system, their account is not really deleted. It is just removed from the available user list for AMP.

Reactivate a user

- Go to the Users homepage in admin and under Other Links, click on [View Banned Users](#)
- Click the [Remove Ban](#) link and the user will be placed in the workspace.

New User Registration

The New User Registration feature allows the administrator to add new users to AMP and also offers the option to assign them to one or more workspaces. The feature is available through the Admin Tools under the User Manager menu. This process is available to the administrator only.

To add new users click the [Add New User](#) link in the Other Links tab on the User Manager Homepage. You will be directed to the Add a user page as shown below.

Add user

User Account information All fields marked with an * are required. Please use a valid e-mail address.

* First name

* Last Name

* E-mail Address

* Repeat Email Address

* Password

* Repeat Password

Use different email for email notifications

* Notification Email

* Country of Residence

Mailing Address

* Organization Type

* Organization Group

* Organization Name

Your language settings

Pledges User

Send notification email

National Coordinator

Assign to Workspace

Exempt from activity freezing

Figure 3.6 – New User Registration

Fill in the fields with user information to register the user. All fields marked with an * are mandatory. The field called **User different email for email notification** can be selected to add a different user than the one used for login. Adding an email in this field is optional and if provided, whenever AMP needs to send information to the user, it will use this alternative address instead. Once all information has been entered, there are several feature configuration options, the most important circled in red are possible: you can send a notification email to the user and/or assign the user to workspace(s).

If you choose to proceed without selecting any of those options, you can still complete the registration process by clicking on the [Submit](#) button. The user will be able to access AMP after he/she has been assigned to a workspace.

Notification Email

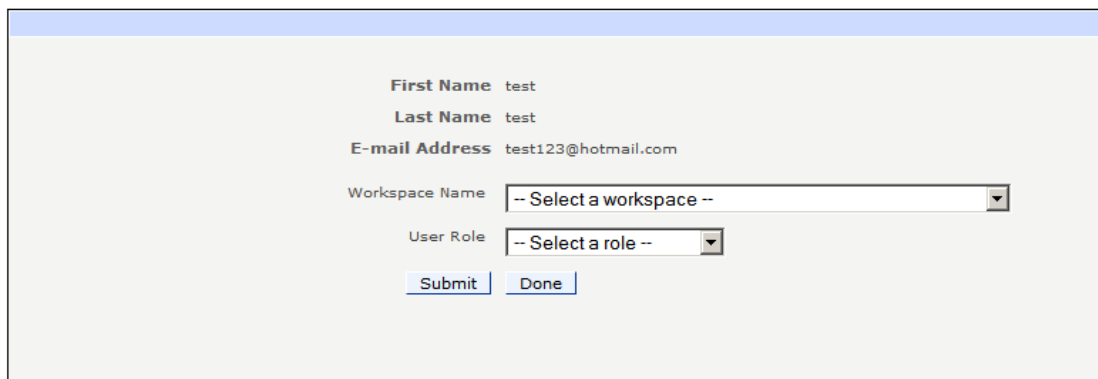
If the Admin selects the Send Notification Email checkbox, a confirmation email will be sent to the registered user. If during user creation the option called “*Use different email for email notifications*” was selected, the notification email will be sent to this address and not the regular email address. The email contains the user’s

profile (i.e. login and password to access AMP). When this option is selected, the user does not have to confirm his/her registration in order to be able to access AMP. The admin can choose not to send a notification email (i.e. new employee who has an email address that will be setup in the future but needs to access AMP before the email address is ready – the “future” email address will be registered to the user in AMP but no email sent because the address is not active). The user will still be registered and be able to use AMP.

Assign a user to a workspace:

When the admin selects the Assign to workspace option, the following page appears:

Add Workspace



First Name test
Last Name test
E-mail Address test123@hotmail.com
Workspace Name -- Select a workspace --
User Role -- Select a role --
Submit Done

Figure 3.7 – Assign a new user to a workspace

Admin selects the workspace (s) to which the user will be assigned and the role, then press the [Submit](#) button. Every time a user is added to a workspace, the following table gets populated and appears at the bottom of the page.



Workspace	ROLE	Action
Government of South Sudan	Workspace Member	
Test Management Workspace	Workspace Manager	

Figure 3.8 – Assign a new user to a workspace

When the user has been assigned to all the workspaces, click on the **DONE** button to be redirected to the Add the new user page allowing the administrator to proceed with adding more users.

Once all users have been added, the admin can verify that they appear in the User Manager and are assigned to the correct workspace with the appropriate role.

For more information on the Workspace Manager see the Workspace Manager topic of this Administrator Manual.

Freeze User Logins

AMP allows an administrator to prevent users from logging into the application in case of system maintenance, reporting tasks being held, etc. For this purpose [Account Suspend Manager](#) will be used.

Account Suspend Manager

From Administrative Tools, click on [User Manager](#). On the right-hand side of the screen you will see an option called Account Suspend Manager as shown below:

User Manager

List of users

Final Project Results: 10

[Show](#) [Reset](#)

Filter by: -All- keyword:

Name ▲	Email	Workspace	Actions
ADB User	adb@amp.org	<ul style="list-style-type: none"> • Asian Development Bank (Workspace Manager) • Austria (Workspace Member) • Coordination Workspace (Workspace Manager) • Japan (Workspace Manager) • Training Workspace (Workspace Member) 	Edit user Ban user

Other links

- [Admin Home](#)
- [Add new user](#)
- [Workspace Manager](#)
- [View Banned Users](#)
- [Account Suspend Manager](#)

Figure 3.9 – Account Suspend Manager Access

1. Either Click “Add” to add a new freeze login grouping, or hit edit next to one of the ones already available.

ADMIN TOOLS
TOOLS ▼
HELP ▼
[LOGOUT](#)

Name	text	Active	Expires	Date	Actions
Q1 Reporting Cycle		false	true	12/02/2014	Users
q2 quarterly report	The ATP is currently being used for reporting.	false	true	17/03/2014	Users

[Add](#)

Other links

- [Admin Home](#)
- [Workspace Manager](#)
- [User Manager](#)

Figure 3.10 – Add New or Edit Account Suspend

- a) Add a title or name to your grouping.
- b) Enter what message you want to appear when blocked users try to login in the “Text” field. This could be something like “We are currently in the reporting process and users are unable to login to AMP. You will be able to access your account April 1st and can use the Public Portal for reports, dashboards, and the advanced aid map in the meantime.”
- c) Click the Expires box if you want the lock-out to expire on a certain date.
- d) Enter the date you want it to expire.
- e) The Active box should be clicked if you want the lock-out to be active currently, unclick it if you don’t want it active.
- f) Hit [Save](#).

ADMIN TOOLS TOOLS ▾ HELP ▾

Name *

text

Expires

Date [Show](#)

Active

Figure 3.11 – Add/Edit Account Suspend Details

- 2. You will be taken back to the Account Suspend Manager, click “Users” next to the grouping you want to add users to.

ADMIN TOOLS TOOLS ▾ HELP ▾ [LOGOUT](#)

Name	text	Active	Expires	Date	Actions
Q1 Reporting Cycle		false	true	12/02/2014	Users
q2 quarterly report	The ATP is currently being used for reporting.	false	true	17/03/2014	Users

[Add](#)

Other links

- [Admin Home](#)
- [Workspace Manager](#)
- [User Manager](#)

Figure 3.12 – Select Account Suspend Users

- 3. Check the box next to each user you want to suspend.

WARNING:
Do not suspend the AMP Admin Login.

4. Hit apply once you have selected all the users you want to suspend.

ADMIN TOOLS TOOLS ▾ HELP ▾ [LOGOUT](#)

First name	Last name	Email	<input type="checkbox"/>
ADB	User	adb@amp.org	<input type="checkbox"/>
AECID	User	aecid@amp.org	<input type="checkbox"/>
AMP	Admin	admin@amp.org	<input type="checkbox"/>
AMP Project	Manager	atl@amp.org	<input checked="" type="checkbox"/>
AP	NDAE	apndae@amp.org	<input type="checkbox"/>
Arlindo	Monterio	amonteiro@mof.gov.tl	<input type="checkbox"/>
AusAid	User	ausaid@amp.org	<input type="checkbox"/>
Austria	User	ada@amp.org	<input type="checkbox"/>
Bindu	Venugopal	binds29@gmail.com	<input type="checkbox"/>
Bonifasio	Belo	bbelo@mof.gov.tl	<input type="checkbox"/>
Brazil	User	brazil@amp.org	<input type="checkbox"/>
Canada	User	cida@amp.org	<input type="checkbox"/>
China	User	china@amp.org	<input type="checkbox"/>
Cuba	User	cuba@amp.org	<input type="checkbox"/>
Elizeu	Araujo	earaujo@mof.gov.tl	<input type="checkbox"/>
Eilson	M.da Costa	edcosta@mof.gov.tl	<input type="checkbox"/>

Figure 3.13 – Add/Remove Account Suspend Users

Chapter 4 - Backbone lists of AMP

The Data Fields section contains the group of tools that manage the customized data that users find when they are creating activities in AMP.

Category Manager

The Category Manager controls the different categories and associated labels that are available in AMP. However, it is designed for the initial configuration of AMP and is not intended to be used on a daily basis. In addition, even if a category is added by the administrator, it will not be functional unless an AMP developer includes it in the software version. (This will require coordination/planning between the Business Analyst and the Country/Client and/or the Technical Team).

Category Name	Category Description	Possible Values	Category Options	Actions
Accession Instrument (category key is <i>accessioninstr</i>)		<ul style="list-style-type: none"> • IPA • CARDS 	<input type="checkbox"/> Multiselect <input type="checkbox"/> Ordered	<ul style="list-style-type: none"> • Edit Category • Delete Category
Logframe (category key is <i>logframe</i>)	Logframe Category	<ul style="list-style-type: none"> • None • Output • Outcome (Project Purpose) • Impact (Overall Goal) 	<input type="checkbox"/> Multiselect <input type="checkbox"/> Ordered	<ul style="list-style-type: none"> • Edit Category • Delete Category
Document Type (category key is <i>docType</i>)		<ul style="list-style-type: none"> • Project Document • Budget • Procedures • Terms of Reference • Contracts • Reports • Plan / Strategy • Other Websites • Suivi de la Collecte des Données de l'Aide Externe • Données du Bureau de l'Envoyé Spécial des NU (OSE) • Documents de Planification • Passation CIRH 	<input type="checkbox"/> Multiselect <input type="checkbox"/> Ordered	<ul style="list-style-type: none"> • Edit Category • Delete Category
Activity Status (category key is <i>activity_status</i>)		<ul style="list-style-type: none"> • pipeline • Suspended/Cancelled • Ongoing • Closed 	<input type="checkbox"/> Multiselect <input type="checkbox"/> Ordered	<ul style="list-style-type: none"> • Edit Category • Delete Category
Implementation Level		<ul style="list-style-type: none"> • Both • International 		<ul style="list-style-type: none"> • Edit Category

Figure 4.1 – Screenshot of the Category Manager

Add a New Category

Click on [Add a new category](#) link at the bottom of the page to add a new category. You will be redirected to the Category Manager Creator page as seen in the figure below.

Category Manager Creator

Please enter a **name** for this category: *

You can enter a **description** for this category:

Please Enter the Key *

Should **multiselect** be allowed for this category

Should the values be presented in **alphabetical order**

Add More Fields: 1

Category Value Key	Translation	Actions
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

[Add value\(s\)](#)

[Submit](#)

Figure 4.2 – Adding a New category to AMP

There are two mandatory fields marked by an *. These fields are: Name of category and Key. Please note that the category key can only be entered one (at the time of creating the category). It is not editable after you enter it (even when you edit category selection options).

Also, if you would like the category values to be shown in alphabetical order, select the checkbox for that asks if the values should be presented in alphabetical order. This affects the order of values when they are shown in other places of AMP (like the Category Manager main page, drop-downs in forms, etc.)

If the category will allow multiple options to be selected, check the text box that asks if Multi-select should be allowed for this category.

Enter the Category Value Keys. If you would like to enter more keys, press the [Add value\(s\)](#) button.

When you are done entering the information, click on the [Submit](#) button. You will be redirected to the Category Manager main page where you will be able to see the Category you just added and associated information.

Edit a Category

In the Actions column (last column in the Category Manager main page), click on [Edit a category](#) link. You will be directed to a screen like the one shown in Figure 4.3.

Category Manager Creator

Please enter a **name** for this category. *

You can enter a **description** for this category.

Should **multiselect** be allowed for this category
 Should the values be presented in **alphabetical order**

Please Enter the Key *

A.C. Chapter Single Select

IMPORTANT NOTE: If you need to change the translation for a category value please use Translator View !

Add More Fields:

Category Value Key	Translation	Actions
Pipeline	pipeline	✖ +
Suspended/Cancelled	Suspended/Cancelled	✖ +
Ongoing	Ongoing	✖ +
Closed	Closed	✖ +

Figure 4.3– Editing a Category

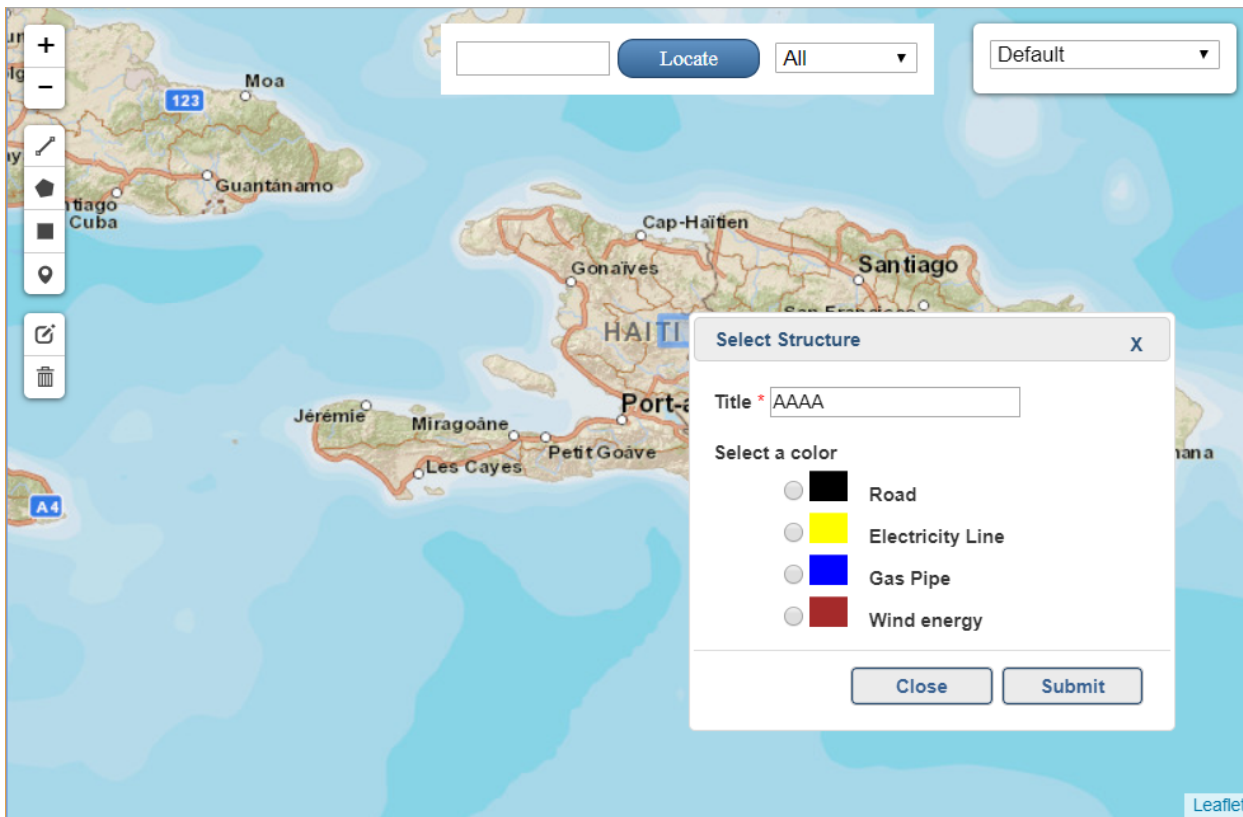
In case of structure color coding feature (also known as Color Palette support), depending on user needs it is necessary to add more entries to the existing list. Follow these steps:

Click on Add value(s). In the text field, enter a color and text with the following format:

#0000FF: Gas Pipe

Where **#0000FF** is the target color in HexCode, followed by **colon (:)**sign, a **space** and finally a representative **text**.

These steps must be repeated as many times as color-value entries are needed to be displayed in activity structures form. For instance in order to display these options in Activity Structures form:



The following entries were added in the category manager in the first place.

Category Manager Creator

Please enter a **Name** for this category: *

You can enter a **Description** for this category:

Should **Multiselect** be allowed for this category

Should the values be presented in **alphabetical order**

Please Enter the Key *

Single Select

IMPORTANT NOTE: If you need to change the translation for a category value please use Translator View !

Add More Fields:

Category Value Key	Translation	Actions
#000000: Road	#000000: Road	✖ +
####00: Electricity Line	####00: Electricity Line	✖ +
#0000FF: Gas Pipe	#0000FF: Gas Pipe	✖ +
#A52A2A: Wind energy	#A52A2A: Wind energy	✖ +

Key Translation

You can translate the value keys in another language. Click on the arrow next to the **TOOLS** module (in the main menu bar) and select [Translator View](#).

Category Value Key<EL><E>	Translation<EL><E>	Actions<EL><E>
Pipeline	pipeline<EL><E>	<EL><E>"> ✖ <EL><E>"> ✔
Suspended/Cancelled	Suspended/Cancelled<EL><E>	<EL><E>"> ✖ <EL><E>"> ✔
Ongoing	Ongoing<EL><E>	<EL><E>"> ✖ <EL><E>"> ✔
Closed	Closed<EL><E>	<EL><E>"> ✖ <EL><E>"> ✔

Figure 4.4 – Translator View within Category Manager

Click on the [<EL><E>](#) to translate your value key in the target language and save the translation. If you translate the value keys, the translated keys will show in AMP. If not, then the original value keys will show.

Adding more fields

You can also choose to add more Category Value Key by either clicking on the [Add Values](#) button or by clicking on the **+** in the table. Clicking on the **+** will add values above the value key where you click the icon and clicking on the Add Values button will add a field below.

You can add more than one field at the time by entering the number of fields to be added [Add More Fields:](#)

Adding labels

You can also add a label to the category. Make your selection from the following dropdown menu

and then click on [+ Add Label Category](#).

The new label you have selected will appear in the table as shown in the figure below:












Category Value Key	Translation	Labels	Actions
		Activity Status 	
Van1	Van1		 
Van2	Van2		 
Van3	Van3		 

Figure 4.4 – Labels in Category Manager

Follow the same steps if you would like to add more labels. To edit a label, click on the . Click on the  to delete a value key or a label. After all value keys and labels have been entered, click on the [Submit](#) button to save the changes.

Delete a Category

To delete an entire category, click on the [Delete Category](#) link in the Category Manager main page. You can only delete a category that is not in use anywhere in AMP.

Region Manager

The Region Manager is a tool that allows the administrator to control what regions, zones, and districts the user sees when he enters location information and regional funding in the Activity Form. The information is displayed in the form of a hierarchy tree view. To add a new country, region, zone or district, click the green plus sign next to the appropriate Parent level (the new field will be added under the section selected).

When adding a new location, you will see the form shown in Figure 4.5. Entering the name of the location is a required field. If you have a code associated with the location that can be entered also (usually an acronym). Latitude, Longitude, Geocode and Description are options for entry. The more data you can enter for a location is useful and the Latitude, Longitude and Geocode options will enhance geocoding capabilities within AMP based on the locations.

To edit or delete a location, click the edit or delete icon link that corresponds to the item you'd like to edit or delete.

* Name characters left

Code

Latitude

Longitude

Geo Code

Description

* Mandatory fields

Figure 4.5 – Adding a new location to the Region Manager

GIS Layer Manager

Introduction

Users are able to upload and manage their own statistical layers for the GIS Map. GIS statistical layers upload are split into three categories:

Admin User: these layers are uploaded by the admin, and are available to all logged in and public users via the standard GIS left-hand side menu under “*Standard Layers*”

Logged-in User: uploaded by a user that can determine if they want to keep the layers private (only current user sees it), shared with the workspace (would be able to share with those workspaces the user is part of), or available to the public.

Public User: is able to access standard and shared statistical layers, and is able to temporarily upload their own. These layers are not shared with anyone else and are available for a period of 12 hours. Public users cannot delete or share any other layers.

General View of Statistical Layers

Statistical Data section in left hand side menu is divided into four sub sections which include:

Standard Layers: admin created or RASTER served layers.

My Layers: public or logged in user list of created layers.

Shared Layers: logged in or admin created layers shared with specific workspaces. Public users cannot share layers.

Funding Data: data organized based on administrative level representing project's funding data.

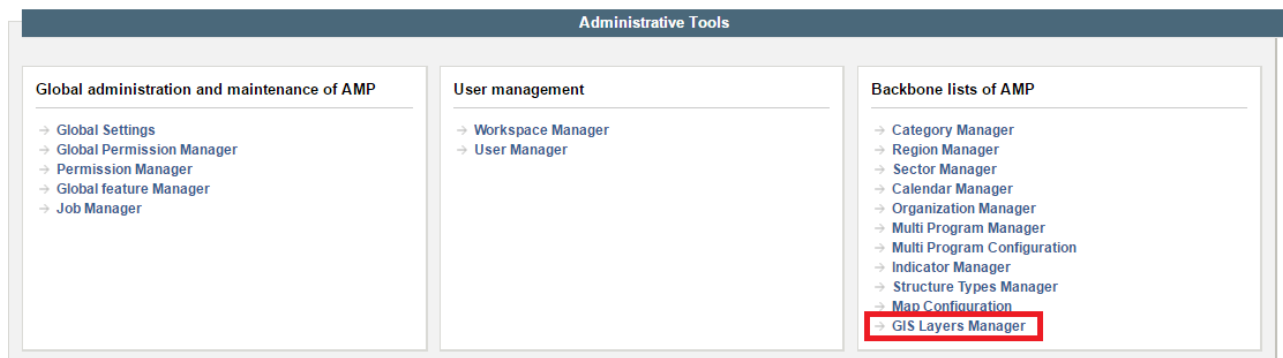
When creating a new layer, the wizard is the same for all three user types, the only difference will rely on what is seen on the Layer list as explained below.

If public user: there is no list of layers.

If logged-in user: you will be able to **Add New Layer** and see the list of layers created with your user. It's not possible to see or configure the Population Layers.

If Admin user: you will be able to **Add New Layer and Set Population Layers**, you will see all the layers created in the system (regardless of who created them or when) except for publicly created layers.

1. Log in as admin and navigate to GIS Layer Manager section and click on it.



2. Click "Add New Layer"

Name	Username	Created On	Description	Access Type	Actions
Test Gap Analysis is OFF	atl@amp.org	03/Oct/2016	Census 2015	private	🔗 🗑️
Test Gap Analysis Off	admin@amp.org	03/Oct/2016	Census 2015	private	🔗 🗑️
Population Layer	admin@amp.org	16/Sep/2016	Population layer based o ...	STANDARD	🔗 🗑️

3. Follow the Wizard steps

- a) Enter a name (hint: add "Region" "Zone" or "District" to the title to make it easier for the users to understand).

- b) Enter the Measure Label (e.g. \$, "%", "Persons", "Percentage", etc.), and select the appropriate Indicator Layer Type to define what type of data is being represented (needed for Gap Analysis feature. The AMP accepts four types of measures for an indicator layer:
 - 1) **Per Capita indicators** represent a value per person, describing an average value for the population.

Example: electricity consumption per capita (kWh/person) measures the average electric power generated per person

- 2) **Ratio (% of Total Population)** indicators express a value as a proportion of the total population.

Example: morbidity rate (%) measures the number of people suffering from a disease relative to the total population, describing the frequency that the disease appears within the population.

Must be entered as a decimal for uploading to ATP

- 3) **Ratio (Other) indicators** represent a value as a proportion of something other than the total population.

Example: infant mortality rate (%) reflects the number of deaths of children less than 1 year of age per 1000 live births

Must be entered as a decimal for uploading to ATP

The Gap Analysis function is not available for this indicator type.

- 4) **Count indicators** represent a numeric value.

Example: district population (# of people) is a count of the number of people living in a district at one point in time

GIS Layers Manager x

Back to Layers List

Name Indicator

Define Measure Label

Define ADM Levels

Export File

Re-import File

Define Color Scheme

Add Notes

Define Measure Label

***Measure Label** ?

Indicator Layer Type*

- c) Select the appropriate ADM level for the indicator layer you wish to create (in this example, using Region)

GIS Layers Manager x

Back to Layers List

Name Indicator

Define Measure Label

Define ADM Levels

Export File

Re-import File

Define Color Scheme

Add Notes

Define ADM Levels

ADM Level*

- d) Export the Indicator Data by clicking on Export Indicator Table button. Enter data for new indicator in empty column and save excel file.

	A	B	C	D	E
1	Region	ID_TITLE	Population Layer		
2	Aileu	6133	10000		
3	Ainaro	6134	20000		
4	Baucau	6135	30000		
5	Bobonaro	6136	40000		
6	Cova Lima	6137	50000		
7	Dili	6138	60000		
8	Ermera	6139	70000		
9	Lautem	6141	80000		
10	Liquica	6140	90000		
11	Manatuto	6142	100000		
12	Manufahi	6143	110000		
13	Oecussi	6144	120000		
14	Viqueque	6145	130000		
15					
16					
17					

- e) Upload the previously updated file. Make sure to add at least one value for the new layer and click on "Import"
- Click "Choose File" and find saved file from previous step.
 - Click Import. If file is successfully uploaded, a message will be displayed in green. If some error occurs, a message will be displayed in red.
 - Click on Next button

GIS Layers Manager ×

Back to Layers List

The file was imported successfully.

Name Indicator

Type of indicator

Admin levels

Export File

Re-import File

Color Scheme

Notes

Re-import File

Choose File...

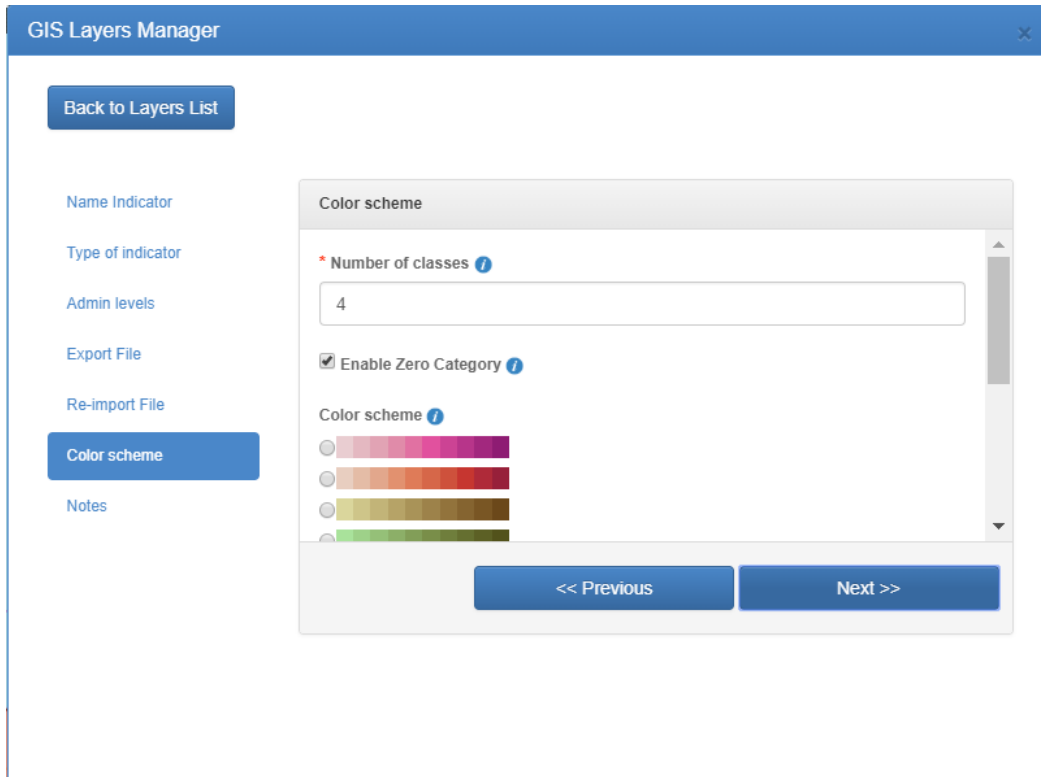
download (39).xls

Import

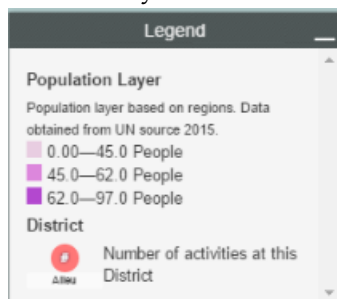
<< Previous

Next >>

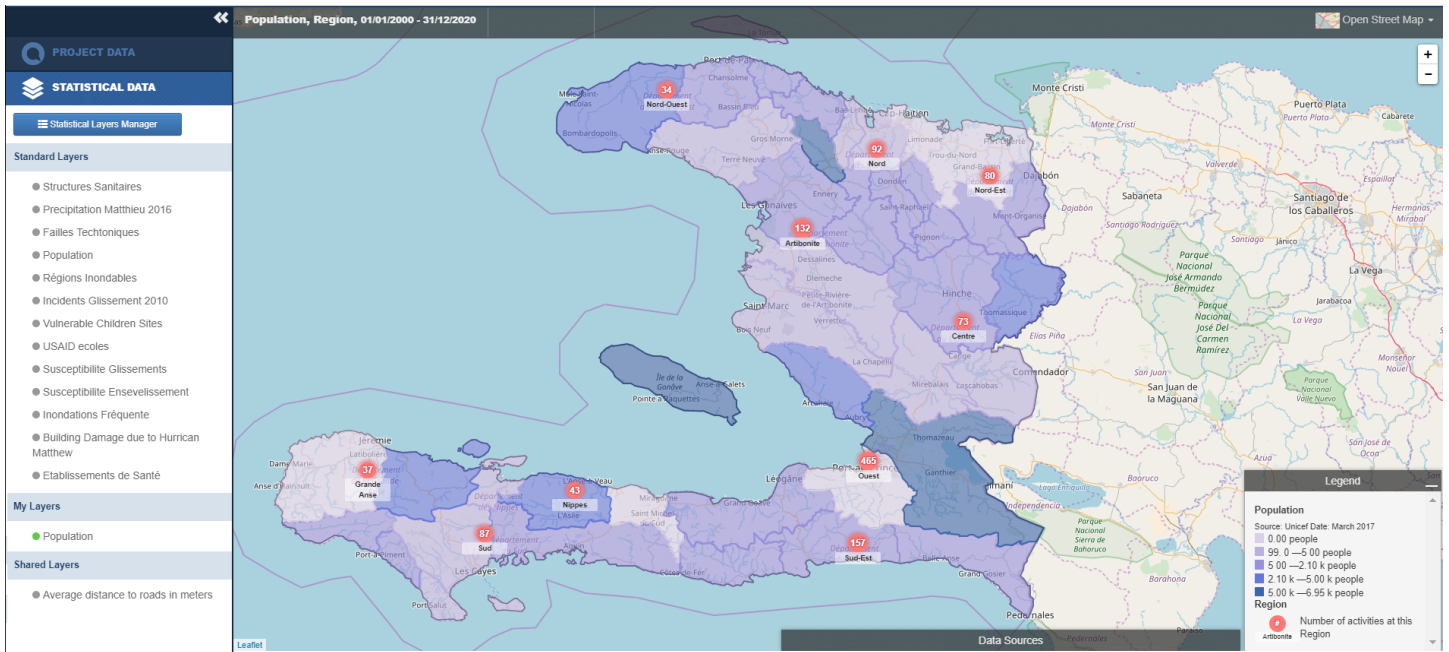
- f) Enter the number of classes (hint: 4-8 would be most appropriate – consider using more classes for districts and fewer for regions/zones).
In case the data set contains values with 0 and you want to have them separate from other breaks, use the “**Enable Zero Category**” checkbox and finally select the color scheme.



- g) Last step is to add any notes that will be displayed in the GIS map under the Legend area as depicted below. This information will also serve as tooltip text when hovering the mouse over the layer name.

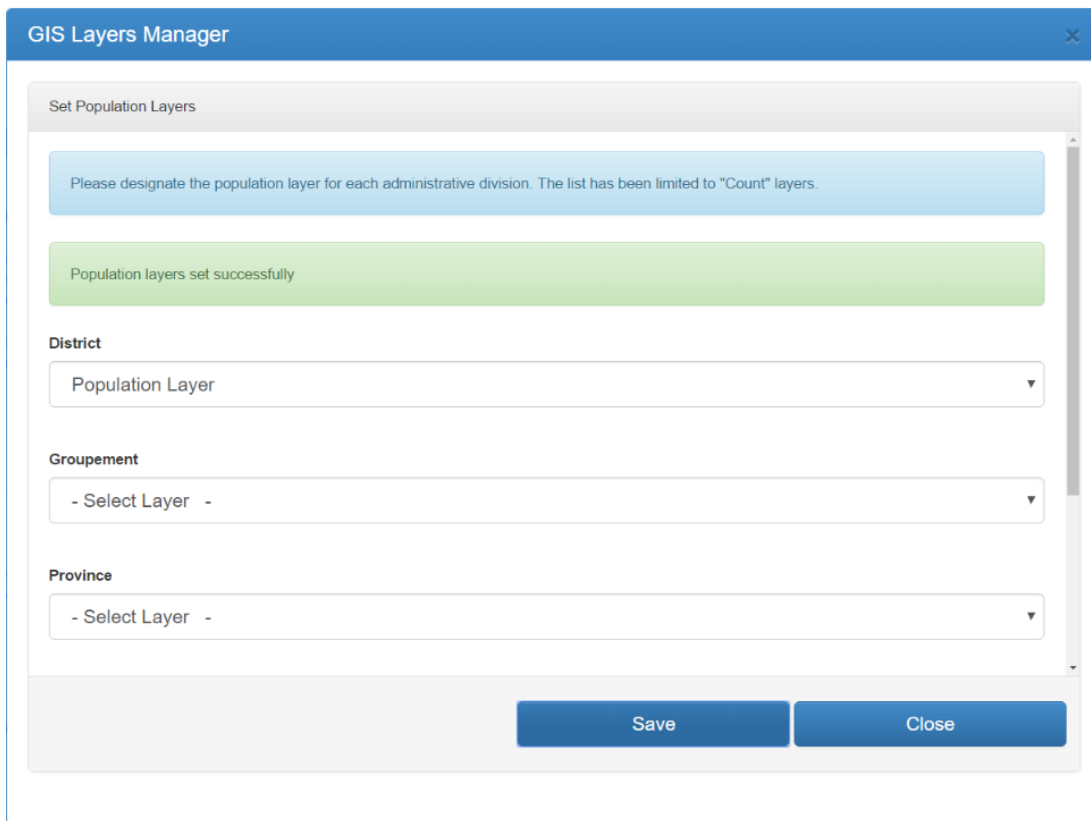


Now open the map and load the new layer in GIS Statistical Data section in left hand side menu.

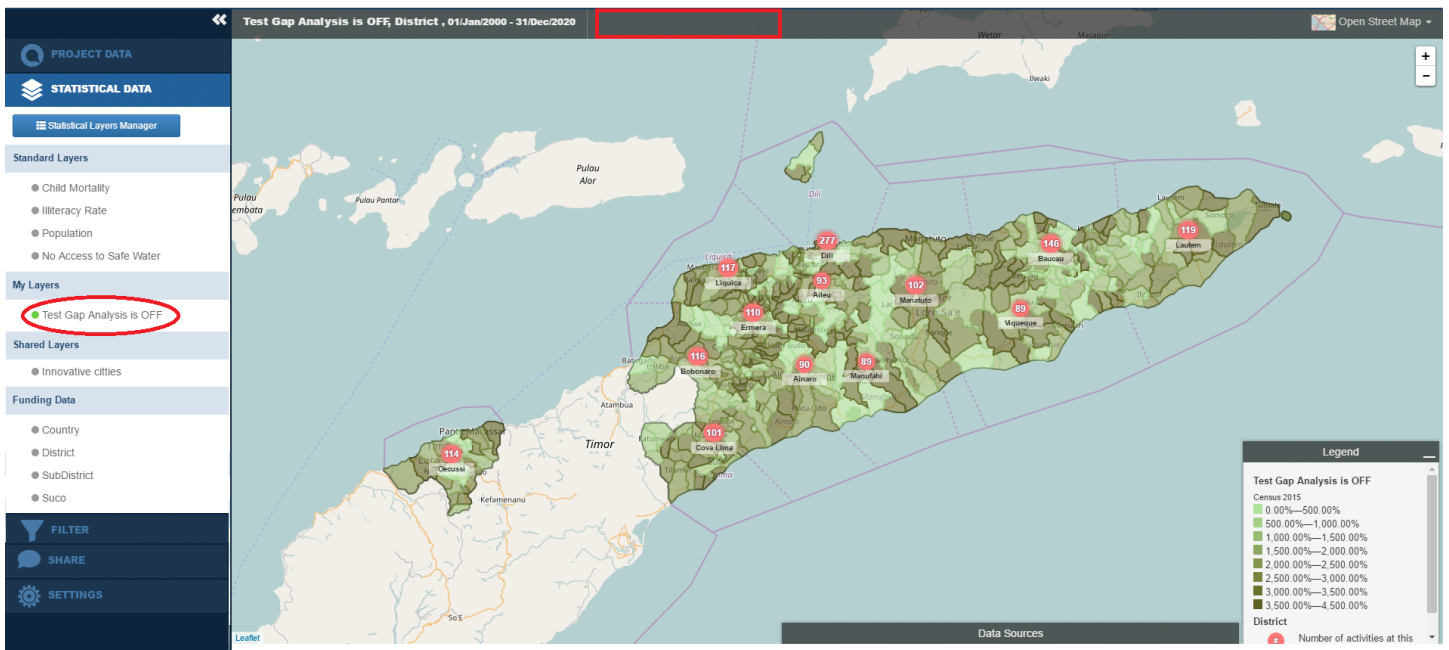


Set Population Layer during layer creation Wizard

In order to be able to calculate the **Gap Analysis** for a determined layer, it is necessary to have a Population layer for each administrative level as depicted below.



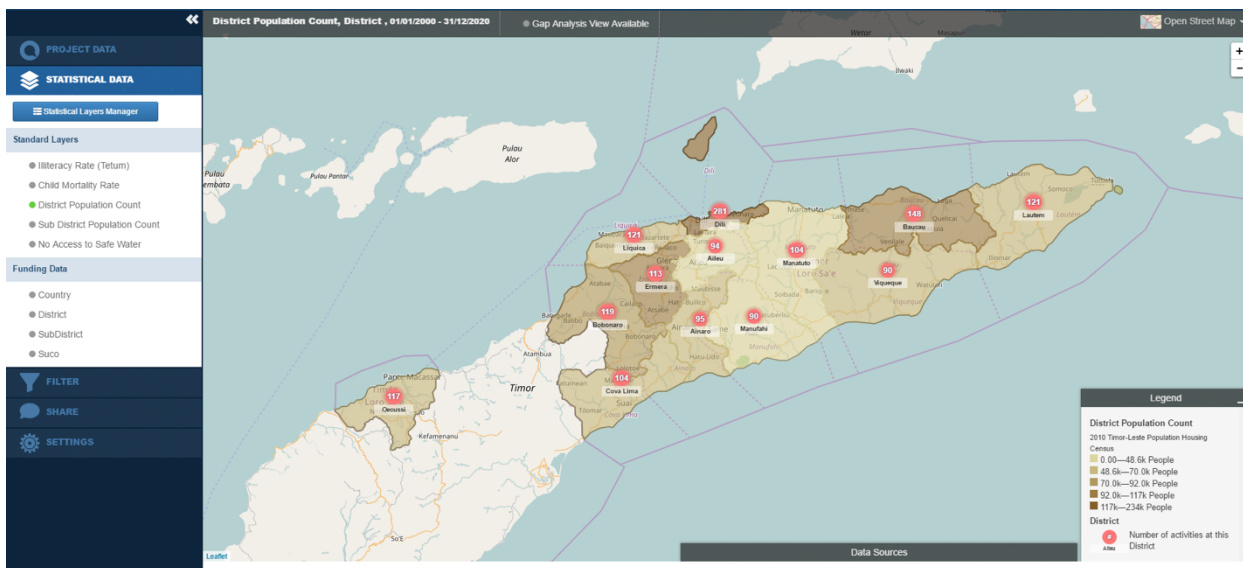
If a Population layer is not selected for the needed administrative level, the Gap Analysis button will not be displayed in the map as shown below.



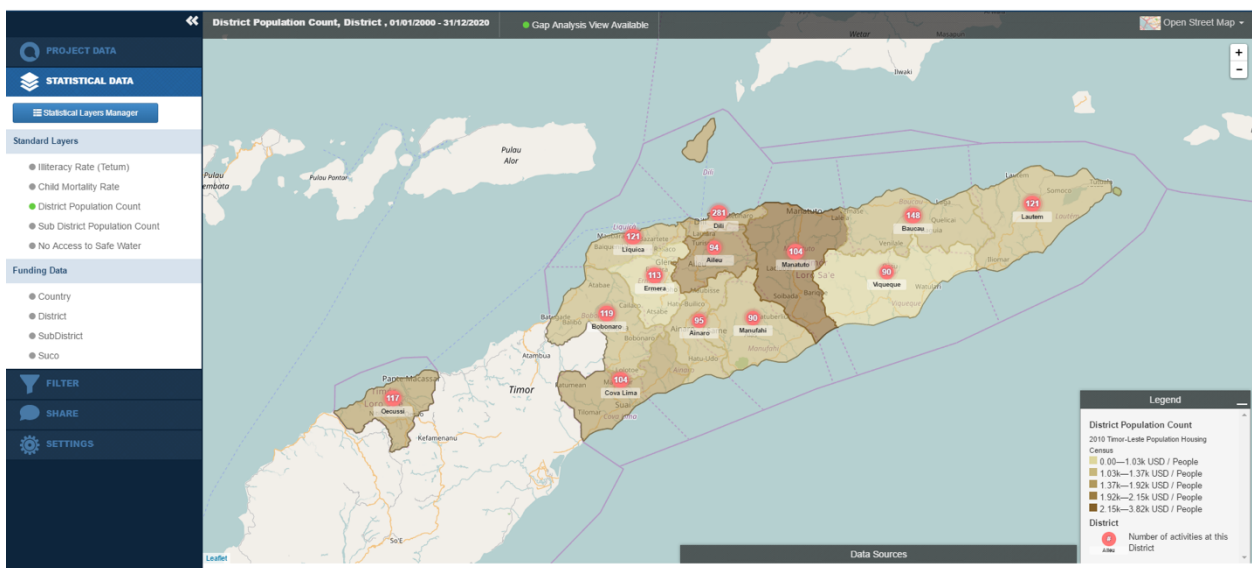
Gap Analysis

The AMP Map Tool allows users to create and display statistical layers alongside project funding and location data. The figure below shows an example using district population data from the 2010 Timor-Leste census.

The five classes in the legend are displayed as five shades of the color brown, with light brown representing less population and dark brown representing more population. For example, Dili district has 234,026 residents so is shaded the darkest brown, while Manufahi has 48,628 residents so it is shaded the lightest brown.



While the above map is useful for displaying variation in population density across districts, it does not tell us anything about whether the funds directed to districts are proportional to their population. In general, Gap Analysis can help answer whether funding is reaching areas with the greatest need. In this example, Gap Analysis can help us look at how equitably project funding is distributed, given the population count of each district. In the figure below, we turned on the “Gap Analysis View” in the top toolbar.



Now the legend changes – each class represents project funding divided by the district population count (USD per person). Dili district is the middle shade of brown since it receives \$1,787/person, while Manufahi district is the second lightest shade of brown since it receives \$1,206/person.

Interpreting Gap Analysis

The purpose of gap analysis is to identify how well donor funds are distributed across areas relative to need. If funding were allocated equitably across districts, the map would display each district as the color of the middle range. Therefore darker shades indicate areas that have received more funding per need, while lighter shades indicate areas that have received less funding per need.

Examples of Indicators by Type

When you want to create a new statistical layer, you will need to identify the type of data you are uploading. For example, we can categorize some common World Bank indicators as follows:

Per Capita	Ratio (% of Total Population)	Ratio (Other)	Count
<ul style="list-style-type: none"> Arable land (hectares per person) Net ODA received per capita (USD per capita) CO2 emissions (metric tons per capita) 	<ul style="list-style-type: none"> Rural population (% of total population) Improved sanitation facilities (% of total population with access) Population aged 15-64 (% of total population) 	<ul style="list-style-type: none"> Rural poverty headcount ratio at national poverty line (% of rural population) Agricultural land (% of total land) Employment in agriculture (% of employed population) 	<ul style="list-style-type: none"> Forest area (sq. km) Rural population Children out of primary school, female

Remember that ratios are important for understanding development data, and can help us answer different types of questions. For example, let's pretend we have some basic data on population and income in Dili:

- Total income per year: \$1 billion/year
- Total population: 400,000 people
- Population living below the poverty line: 200,000 people
- Population living in rural area: 100,000 people
- Rural population living below the poverty line: 75,000 people

We could then ask and answer multiple questions about poverty in Dili, such as:

1. What is the average yearly income a person living in Dili?

Answer: This is an example of a Per Capita indicator.

2. How many poor people live in Dili?

Answer: 200,000 people. This is an example of a Count indicator.

3. Out of the total population in Dili, what percent of the people are poor?

Answer: This is an example of a Ratio (% of Total Population) indicator.

4. Out of the rural population in Dili, what percent of the people are poor?


Answer: This is an example of a Ratio (Other) indicator.



Information Note

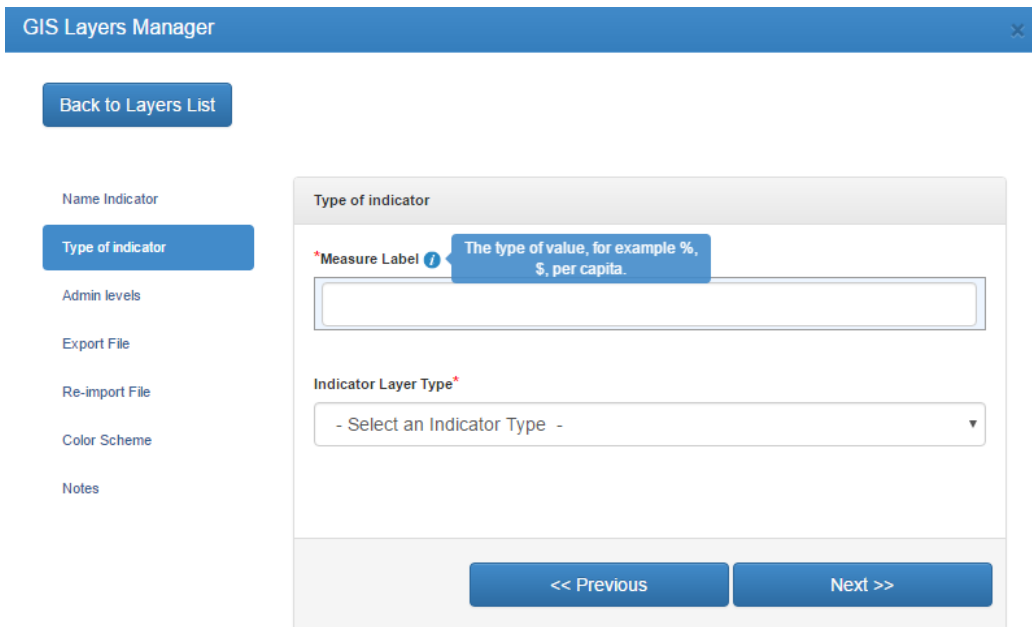
Understanding Ratios - A ratio is just another way of representing a value as a portion of the total, similar to using a decimal, or percent. For example, if 1 out of 4 residents in Dili is living below the poverty line:

■ The percentage of Dili residents living below the poverty line is 25%

 This is equivalent to the decimal 0.25

Highlights

On main steps of the layer wizard there are tooltips to guide you through the layer creation process that will provide useful information to understand what each step means.



The screenshot shows the 'GIS Layers Manager' window. On the left is a sidebar with a 'Back to Layers List' button and a list of steps: 'Name Indicator', 'Type of indicator' (highlighted), 'Admin levels', 'Export File', 'Re-import File', 'Color Scheme', and 'Notes'. The main area is titled 'Type of indicator' and contains a text input field for '*Measure Label' with a tooltip that reads 'The type of value, for example %, \$, per capita.' Below this is a dropdown menu for 'Indicator Layer Type*' with the text '- Select an Indicator Type -'. At the bottom are two buttons: '<< Previous' and 'Next >>'.

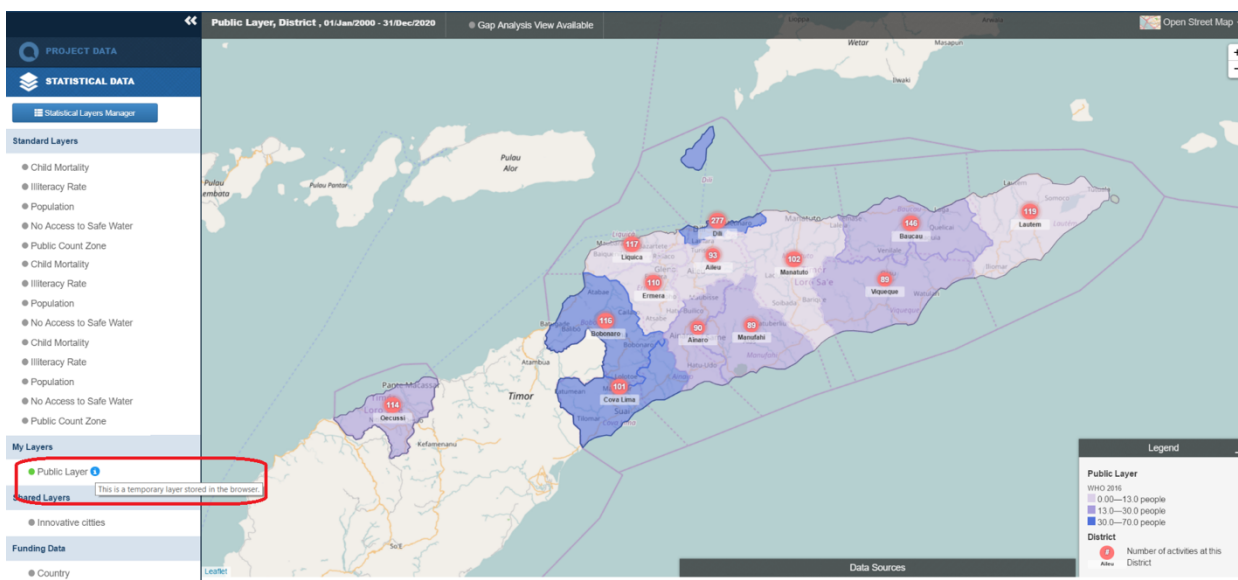
When hovering the mouse over layer names, you can see a tooltip with some additional information:

Standard Layers: tooltip with notes (if any) and date created. .

My Layers: tooltip with notes text (if any), date created, and user that created it.

Shared Layers: tooltip with date created and user

Also for Public Layers a blue icon next to the layer name is displayed as shown below specifying the layer is temporary.



Sector Manager

The Sector Manager allows you to create different sector schemes and add sectors and sub-sectors to each scheme. These sectors are available when assigning sectors to indicators in the indicator manager, as well as to the user when selecting sectors for activities.

Click [Add Scheme](#) on the main Sector Manager page to add a new sector scheme. When you click this link, you will have the option to enter the Sector Scheme Name and the Sector Code.

Other links

- [Add Scheme](#)
- [Multi Sector Configuration](#)
- [Admin Home](#)

Secteur OCDE/DAC	[Edit]	
Secteur humanitaire classif. OCHA	[Edit]	
CCI Classification	[Edit]	[Delete]
Classification PDNA	[Edit]	[Delete]

Figure 4.6 – Sector Manager

To add a sector or subsector, click the name of the scheme or sector you would like to add a sector or sub-sector to and click the [Add Sector](#) option. . Enter Sector Name and Sector Code along with sector description.

IMPORTANT NOTE:

Sector codes must be between 100 and 1000, Sub-sector codes must be between 1000 and 10000, Sub-sub-sector codes must be between 10000 and 1000000.

To edit a Sector Scheme or Sector, click the [Edit](#) link that corresponds to the scheme or sector you would like to edit. Change the name or code at the top of the page and click [Save](#).

To delete a Sector Scheme or Sector, click the [Delete](#) link that corresponds to the scheme or sector you would like to delete.

Scheme Name*:

Scheme Code*:

[Save](#)

Other links

- [Add Sector](#)
- [View Schemes](#)
- [Admin Home](#)

Level One Sectors		
110 - EDUCATION	[Edit]	[Delete]
120 - SANTE	[Edit]	[Delete]
130 - POLITIQUE EN MATIERE DE POPULATION/SANTE ET FERTILITE	[Edit]	[Delete]
140 - DISTRIBUTION D'EAU ET ASSAINISSEMENT	[Edit]	[Delete]
150 - GOUVERNEMENT ET SOCIETE CIVILE	[Edit]	[Delete]
160 - INFRASTRUCTURE ET SERVICES SOCIAUX DIVERS	[Edit]	[Delete]
210 - TRANSPORTS ET ENTREPOSAGE	[Edit]	[Delete]
220 - COMMUNICATIONS	[Edit]	[Delete]
230 - PRODUCTION ET DISTRIBUTION D'ENERGIE	[Edit]	[Delete]
240 - BANQUES ET SERVICES FINANCIERS	[Edit]	[Delete]
250 - ENTREPRISES ET AUTRES SERVICES	[Edit]	[Delete]
311 - AGRICULTURE	[Edit]	[Delete]
312 - SYLVICULTURE	[Edit]	[Delete]
313 - PECHE	[Edit]	[Delete]
321 - INDUSTRIES MANUFACTURIERES	[Edit]	[Delete]

Figure 4.7 – Sector with Sub sectors and sub sub sectors

Multi-Sector Configuration

In the AMP activity form, users can select several sectors from several different sector schemes. The administrator can designate specific schemes as primary, secondary, etc., in order to make this possible. You

can access the Multi-Sector Configuration page from the right-hand menu of the Sector Manager, in the Other Links tab.

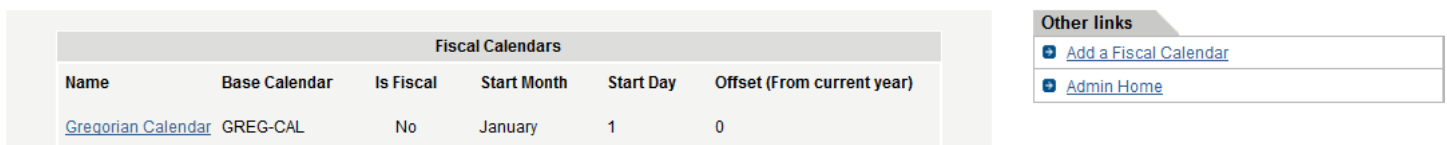
To add a configuration, on the Multi-Sector Configuration page, click [Add Configuration](#) and add the Configuration name, Sector Scheme, Select if you would like users to be able to select more than one sector per scheme (select to “On”) or if users should only be able to select one sector per scheme (select to “Off”).

To set the configuration, click the [Edit](#) link that corresponds to the configuration you’d like to set or edit and make any relevant changes and save your changes.

Calendar Manager

The Calendar Manager is a tool that allows you to create one or several fiscal calendars that users can choose from when creating items in AMP such as calendar events.

To add a calendar, click [Add a Fiscal Calendar](#) on the Other Links tab. You will then be given the options for adding a new calendar item. To edit an existing calendar, click the name of the Calendar and you will have the option to edit the information for that calendar item.



The screenshot shows a table titled "Fiscal Calendars" with the following data:

Name	Base Calendar	Is Fiscal	Start Month	Start Day	Offset (From current year)
Gregorian Calendar	GREG-CAL	No	January	1	0

To the right of the table is a sidebar titled "Other links" containing two items:

- [Add a Fiscal Calendar](#)
- [Admin Home](#)

Figure 4.8 – Fiscal Calendar Homepage

When adding or editing a calendar, the following fields will be available for data entry: Calendar name, Start Month, Start Day, and Year Offset (*** All Required Fields**), Base Calendar, choose if this is a fiscal calendar or not and add a Description to the calendar.

To delete the calendar, choose the [Delete this Calendar](#) option as noted in Figure 4.2 (located at the bottom of the add/edit page).

Figure 4.9 – Options for adding or editing a calendar

Component Type Manager

The Component Type Manager allows the administrator to manage the list of components that are used in the system.

To add a new component, click on [AddType](#). A window pops up (see Figure 4.8) that allows user to enter details of the new component.

*** Mandatory Fields**

Figure 4.10: Add Component window

To edit components detail click on edit option to open the edit window. To delete a component, click on delete option.

Organization Manager

The Organization Manager allows the administrator to manage the list of organizations that are available to users in several places throughout AMP. Here you can create Organization Types, Organization Groups, and Organization, and organize them the way you would like.

List of organizations				Other links
Organization Name ▲	Organization Acronym	Type	Organization Group	
AAPKI Foundation	AAPKI	Société civile	Fondation et établissement d'utilité publique non-Haitienne	Add an Organization
ACE Charitable Foundation	F/ACE	Société civile	Fondation et établissement d'utilité publique non-Haitienne	Organization Type Manager
ACT Alliance	ACT Alliance	Société civile	Assoc. Confessionnelle non-Haitienne	Organization Group Manager
Actavis Group	Actavis Group	Société civile	ONG non haitienne	Departments Manager
Action Contre la Faim	ACF	Société civile	ONG non haitienne	Admin Home
Actions Médicales Internationale	ACMED	Société civile	ONG non haitienne	
ADRA-Haiti	ADRA-Haiti	Société civile	Ass	
Adventist Development and Relief Agency	Adventist Development and Relief Agency	Société civile	Autr	
Agence Canadienne de Développement International	ACDI	Bailleurs bilatéraux	Car	
Agence d'Aide à la Coopération Technique et au Développement	ACTED	Société civile	ONC	

AMP TIP:
 You can access all of the organization managers from the right-hand menu

Figure 4.11– Organization Manager

Organization Types

Organization Types are ways to classify the organizations as they are added. This allows for easy searching on the user side and is used for reporting purposes. For Government systems using AMP for ODA management some common organization types used to classify organizations are bilateral and multilateral (to give you an idea of how the classification works).

List of Organization Types	
Name	Code
Autres	Other
Bailleurs bilatéraux	BIL
Bailleurs multilatéraux	MUL
Ecole	Ecole
Gouvernement et secteur public	GOV
Secteur privé lucratif	Private
Société civile	CivSoc

Other links

- [Add Type](#)
- [Organization Manager](#)
- [Admin Home](#)

Figure 4.12 – Organization Types

To add an Organization Type, click [Organization Type](#) Manager and select the [Add Type](#) link to enter Organization Type Name and Organization Type Code. To edit an organization type, click the name of the Organization Type you would like to edit and edit the relevant information and save your changes.

To delete an Organization Type, click the name of the Organization Type you would like to delete and click [Delete This Type](#).

Organization Groups

Organization Groups allow you to group various individual organization into a logical group that makes sense in your usage of AMP and the groups are also used by filters to make searching a group of similar organization very easy. For example, if you have multiple UN Agencies listed as organizations, you may choose to create a group called “UN Agencies” that allows you to see all Un Agencies at one time instead of looking at each individual agency.

To add an Organization Group, click the [Organization Group Manager](#) link on main Organization Manager page and choose the Add Group option. Enter the Group Name and Group Code (required fields) and select the Group Type from the dropdown menu. The group type selection will determine when the group appears as organizations are added to the AMP. For example, if the group is of type multilateral, then when a new organization is added and its organization type is multilateral – the group will appear as one of the group options that the organization can be assigned to.

To edit an Organization Group, click the name of the Organization Group you would like to edit. Edit the relevant information and save your changes. In order to delete an organization group, click the name of the Organization Group you would like to delete and choose the [Delete This Group](#) option.

List of Organization Groups		
Group Name ▲	Code	Type
Académies (enseignement et recherche) Haitienne	ACADH	Société civile
Académies (enseignement et recherche) non-Haitienne	ACADNH	Société civile
Afrique du sud	ADS	Bailleurs bilatéraux
Aghanistan	AFGH	Bailleurs bilatéraux
Albanie	ALB	Bailleurs bilatéraux
Algérie	ALG	Bailleurs bilatéraux
Allemagne	ALL	Bailleurs bilatéraux
Andorre	AND	Bailleurs bilatéraux
Antiqua et Barbuda	ANTetBARB	Bailleurs bilatéraux
Arabie Saoudite	ASA	Bailleurs bilatéraux

Other links

- [Add Group](#)
- [Organization Manager](#)
- [Admin Home](#)

Figure 4.13 – Organization Group Manager

Once there are available options for Organization Type and Organization Group, you are ready to add Organizations to the AMP. To add an organization, click the Add Organization option and enter the required fields at a minimum, but remember entering as much data as possible will make AMP more powerful for reporting and for users using the organization profile feature to look at the data about the various organizations associated with projects. Each Organization is required to have an acronym that is also used on the user side when searching for organizations, so be sure to use a common or logical acronym for the organization.

When selecting the organization, you will choose also the type of organization (based on the types you created) and assign the organization to a group (based on the groups you created).

If you have pledge information for an organization you are also able to enter it for the organization. Alternatively, this functionality is also available for users with pledge entering rights and they can enter pledge information for the organization.

To edit an organization, click the name of the Organization you would like to edit and edit the relevant information and save your changes.

To delete an organization, click the name of the Organization you would like to delete and choose the option to [Delete This Organization](#).

Add Organization

Organization Name * Organization Acronym *
 Organization Type * -- Select Organization type -- Organization Group * -- Select group --
 Funding Org Id * [+ Add a Group](#)

DAC Code
 ISO Code
 Organization Code *
 Budget Organization Code *
 Fiscal Calendar -- Fiscal Calendar --
 Sectors Scheme -- Sectors Scheme --
 Sector Preferences [Add Sectors](#)

Pledges [Add Pledge](#) * All the amounts are in thousands (000)

Contact Person Name
 Contact Person Title
 Contact Phone
 Contact Fax
 Contact Email
 Organization URL
 Address
 Description

Title	Type	Resource Name	Date	Year Of Publication	Size (MB)	Document Type	Labels	Actions
No records found								

[Remove](#)

[Add Documents From Repository](#)

[Save](#) | [Reset](#) | [Cancel](#)

Figure 4.14 – Adding Organization Form

NGO Registration

When an organization type is “NGO”, the system has the capability to register NGO’s and capture all of the relevant registration information. The module consists of a form that needs to be filled out with the

organization information. You can export this information to Excel by clicking on the Excel icon displayed on the right side of each box in order to create reports.

The first step is to enter the name of the organization (NGO) and to select the type and the Group of the organization related to its type.

Once the type and the group have been selected, the page will be refreshed and other fields will appear on the page where you can enter general information on the organization (the sectors scheme, the fiscal calendar, the recipients, the organization intervention level and location, etc... for instance). This part can be exported to Excel in order to create some reports and have a view on the organization activities on its intervention location and level within the country as well as the percentage of funding that has been disbursed.

Figure 4.15 – NGO Registration Information

Information on the staff (local and expatriates) and on the budget (Annual programs budget, Annual budget of internal / administrative functioning and Percentage of the annual program budget) can be entered as well and exported to Excel. The data on the budget can be entered in any currency.

Figure 4.16 – Multiple Contacts can be entered in the NGO Registration

Multiple contacts within the organization can be entered and exported to Excel. Once the form has been completed, it can be saved and printed.

Multi Program Manager

The Multi Program Manager allows you to create National Programs with up to 7 sub-levels, as well as assign indicators to each level of the program. These Programs will be available for users to select in the Locations/Sectors/Programs section when adding or editing an Activity.

To add a new program, select the Add New Program option on the main page of the Multi Program Manager. When selection that option, screen will display the blank fields for entering a new program. The options available are defined below.

Program Name	Name of the program
Description	Description of the program
Lead Agency	Lead Organization for the implementation of the program
Program Code	Code assigned to the program
Program Type	Type of program (dropdown with available options will be available)
Target Groups	Target groups of the program
Background	Background information of the program
Objectives	Program objectives
Products	Products associated with the program
Beneficiaries	Those who will benefit from the program
Environment Considerations	Additional environment considerations that should be considered with the program

When creating a sub program (by clicking the [Add Subprogram](#) option under each created program) the same fields will be available and the parent program will be identified at the top of the form. This also applies to editing a program or subprogram. To do so, you click the name of the program or subprogram and the data fields will appear to allow you to edit the information entered.

To delete a program or subprogram use the trashcan icon  next to the program or subprogram you wish to remove.

Add Program

Program Name *	<input type="text"/>
Description	<input type="text"/>
Internal Financing	<input type="text"/>
External Financing	<input type="text"/>
Total Financing Required	<input type="text"/>
Lead Agency	<input type="text"/>
Program Code *	<input type="text"/>
Program Type *	<input type="text" value="Please select from below"/>
Target Groups	<input type="text"/>
Background	<input type="text"/>
Objectives	<input type="text"/>
Outputs	<input type="text"/>
Beneficiaries	<input type="text"/>
Environment Considerations	<input type="text"/>

Show in RM Filter list

Figure 4.17 – Adding a New Program

Manage Indicators

Each program or sub-program can have indicators assigned to them. These indicators appear in the National Planning Dashboard and are assigned to specific programs and sub-programs.

To assign an indicator to a program or sub-program, click the [Manage Indicators](#) link that corresponds to the level of the program to which you would like to add the indicator.

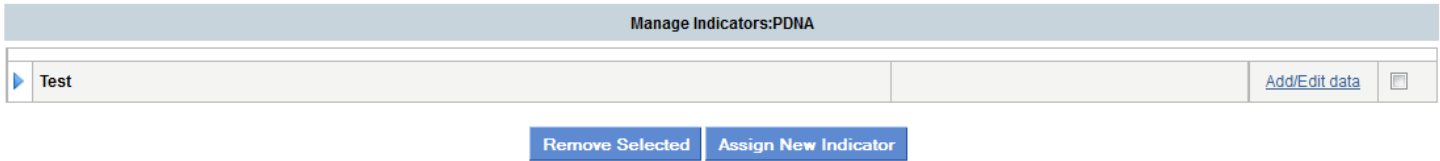


Figure 4.18 – Manage Indicators associated with Programs

You can add or edit data associated with the Indicator. To assign a new indicator, click [Assign New Indicator](#). In the pop-up that appears, select a sector to search for indicators that have been assigned to a specific sector, or enter a keyword or click the [View All](#) button to view all of the indicators in the system.

Select the indicators you would like to add to the program or sub-program by clicking the box to the left of the indicators' name and click the [Add](#) button.

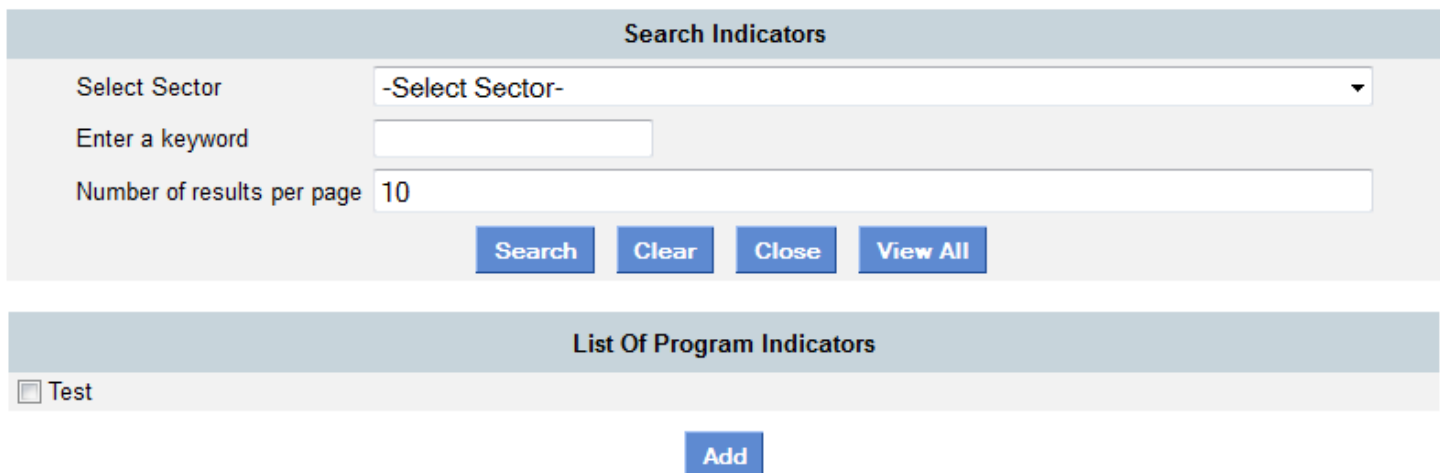









Figure 4.19– Adding an Indicator

Add/Edit Indicator Data

To add or edit indicator data, click the [Add/Edit data](#) link that corresponds to the indicator you would like to add or edit the values of. To add a new line of data, click Add Data and select if the Indicator is Actual, Base or

Target and the associated value. Select the date using the date picker  and select a location to associate with the indicator (this will also tie in with the AMP GIS data).

Add/Edit data: Test					
Actual/Base/Target	Value	Date			Add Location
Base ▾	50	07/07/2010 	[NATIONAL]		[Add Location] 
Actual ▾	65	05/06/2012 	[NATIONAL]		[Add Location] 
Target ▾	90	05/07/2014 	[NATIONAL]		[Add Location] 

[add data](#)

[Save](#) [Reset](#) [Close](#)

Figure 4.20– Adding or editing an indicator

To remove an indicator select the box that corresponds to the indicator you would like to remove and click the [Remove Selected](#) button.

Multi-Program Configuration

The Multi-Program Configuration tool allows you to select which programs will be the default programs when adding a new activity to AMP in Step 3 of the activity form.

Configuration Settings

The Name of the Setting	Default Hierarchy	Allow Multiple
National Strategic Plan	Plan stratégique national d'Haiti (PARDH)	Yes
Sectoral Analysis	Analyses sectorielles	Yes
International objectives	International Objectives	Yes

National Strategic Plan	
Default Hierarchy	Plan stratégique national d'Haiti (PARDH) ▾
Allow Multiple?	<input checked="" type="checkbox"/>
Sectoral Analysis	
Default Hierarchy	Analyses sectorielles ▾
Allow Multiple?	<input checked="" type="checkbox"/>
International objectives	
Default Hierarchy	International Objectives ▾
Allow Multiple?	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure 4.21 – Multi-program Configuration Options

For each level (National Planning Objective, Primary Program, and Secondary Program), select the program you'd like to be the default from the drop-down

To allow multiple program selections click the corresponding checkbox and then click the [Save](#) button.

Enabling this feature will allow users to add more than one sub-program for each of the program hierarchies in Sectors/Location/Programs step of the Activity Form.

Indicator Manager

The Indicator Manager allows you to manage the indicators that are added at the program or sub-program level in the Multi-Program Manager.

Sector: ▾ Keyword:

Indicator Name ▲	Sector	
Test	110 - EDUCATION	

Figure 4.22 – Indicator Manager Homepage

In order to edit an existing indicator, click the indicator name and to remove the indicator choose the trashcan icon associated with the indicator you wish to remove.

The screenshot shows a web form titled "View/Edit indicator". The form contains the following fields and controls:

- * Indicator name:** Text input field containing "Test".
- Description:** Text area containing "TEst".
- * Indicator code:** Text input field containing "TET".
- Indicator Type:** Dropdown menu showing "Ascending".
- * Sectors:** A list box containing "[110 - EDUCATION]" with a checkbox to its left. Below the list box are two buttons: "Add Sectors" and "Remove Sector".
- Creation date:** Text input field containing "02/03/2011".

At the bottom of the form are three buttons: "Save", "Clear", and "Close".

Figure 4.23 – Editing an Indicator

Aid Effectiveness Indicator Manager

There is a new option to manage the Aid Effectiveness Indicators that are populated via the Activity Form. To be able to see the option you first need to enable it from the Global Feature Manager in Admin Tools as shown below.

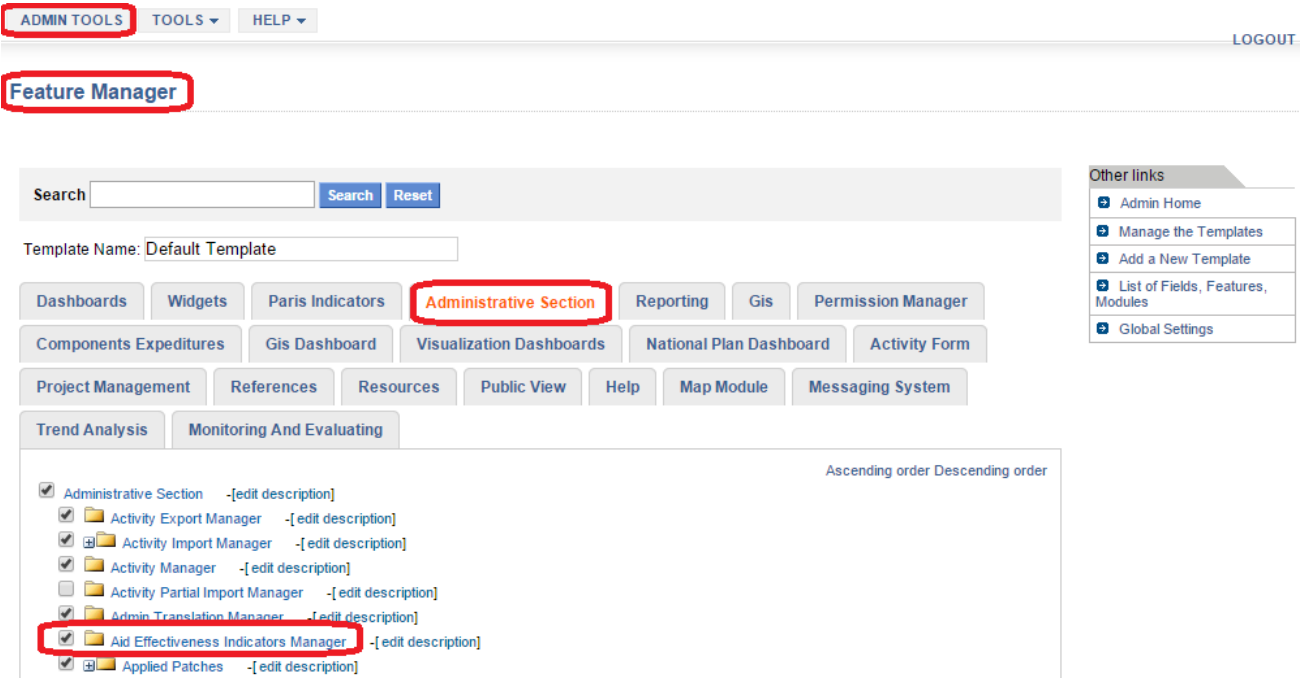


Figure 4.24 – Enabling Aid Effectiveness Indicator Manager

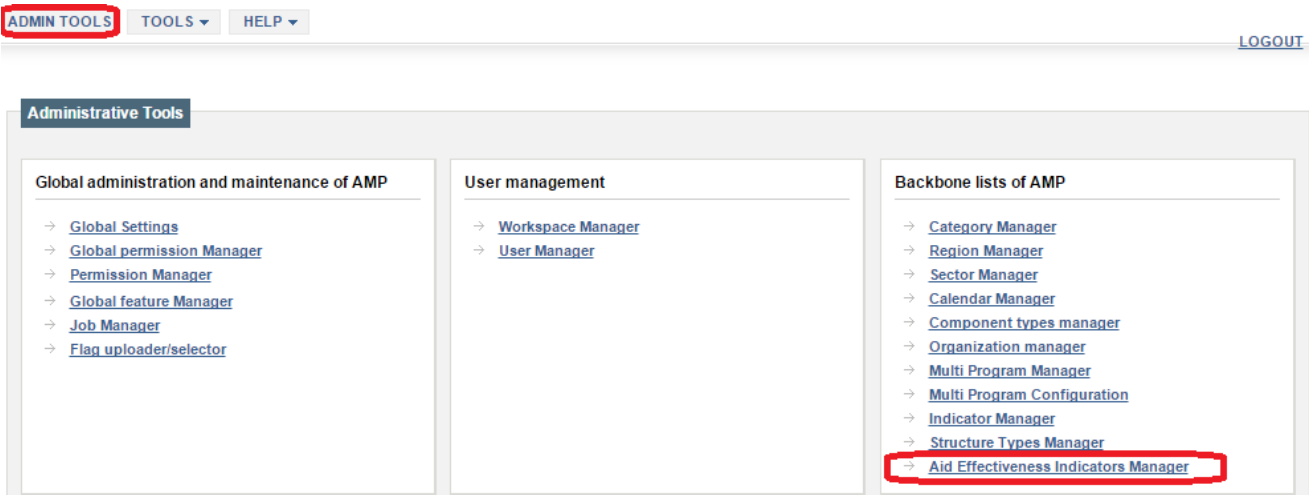


Figure 4.25 – Aid Effectiveness Indicator Manager displayed under Backbone lists of AMP

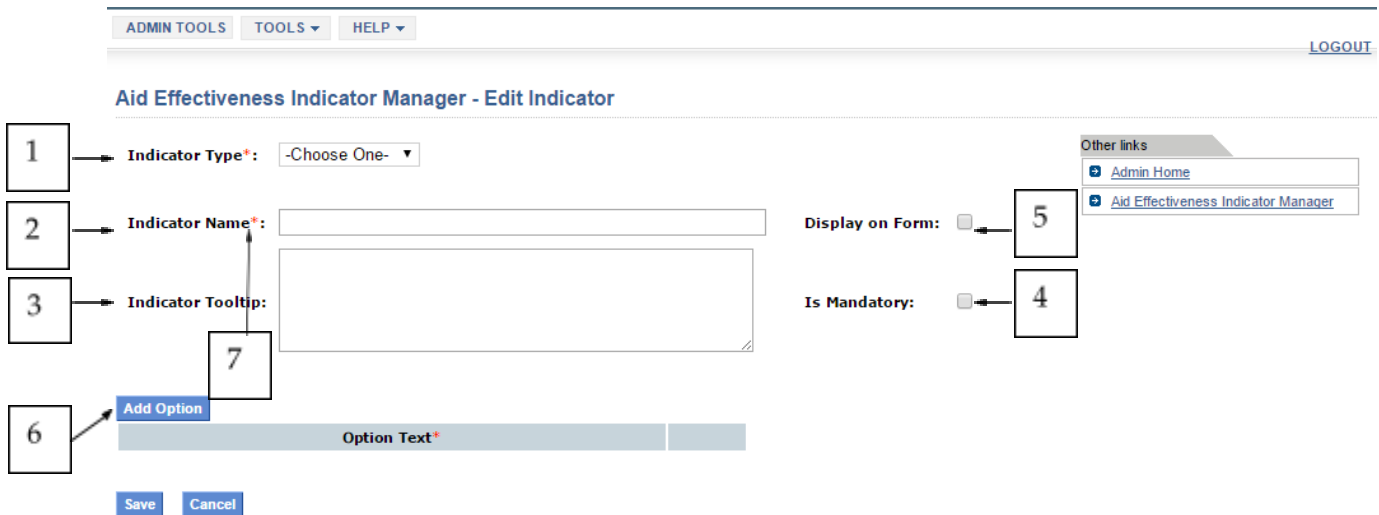
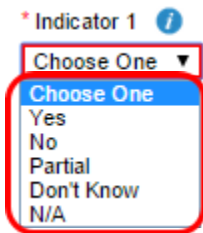


Figure 4.26 – Add/Edit Indicator Interface

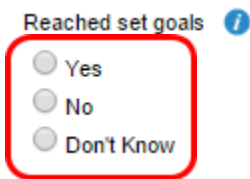
Adding an indicator

The manager enables you to add indicators including information such as:

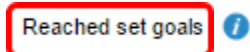
1. Indicator type: Defines how indicator options will be shown once in Activity Form. It will be shown as depicted below once it is displayed in Activity Form:
 - a. Drop-down list



- b. Radio button option



2. Indicator Name: Indicator name shown in Activity Form as depicted below.



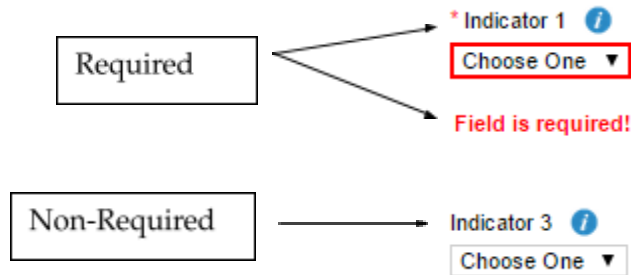
3. Indicator Tooltip: Text displayed when hovering the mouse over the indicator on Activity Form as shown below.

Reached set goals

- Yes
- No
- Don't Know

i Have all the objectives of the project been met?

4. Is it Mandatory?: Selecting the corresponding checkbox on the “Add/Edit Indicator” interface. This will allow you forcing the user to enter certain indicators you are more interested in. You could make all indicators required or none of them based on your needs. This is how it is seen on Activity Form side:



- 5. Display on Form: You are also allowed to create indicators and decide to use them in the future by using the “Display on Form” checkbox. If this option is not selected, it will not be available to be configured from Activity Form side. This is a way of enabling / disabling the use of a particular indicator as needed.
- 6. Add Options: You can define what options to display for each indicator and there is no limit on the amount to be displayed. Instead, there is a restriction about the option name not being repeated for a single indicator.

Aid Effectiveness Indicator Manager - Edit Indicator

Indicator Type*: Radio option

Indicator Name*: Project uses national audit systems

Display on Form:

Indicator Tooltip:

The project uses national audit systems if project finances are audited by the National Audit Chamber.

Is Mandatory:

Add Option

Option Text*	
Yes	
No	
Don't know	

Save **Cancel**

Figure 4.27 – Add/Edit Indicator Options

7. Required fields to be able to create or edit an indicator are marked with a red asterisk.




Aid Effectiveness Indicator Manager - Edit Indicator

Indicator Type*: Radio option ▾

Indicator Name*: Project uses national audit systems **Display on Form:**

Indicator Tooltip: The project uses national audit systems if project finances are audited by the National Audit Chamber. **Is Mandatory:**

Add Option

Option Text*	
Yes	
No	
Don't know	

Save **Cancel**

Once you have created the indicators, you need to configure them on Activity Form as described below.

1. From Activity Form go to Add Activity
2. Switch to FM Mode and enable/disable the indicators you would like to show by clicking on the gray/blue icon respectively.
3. Finally switch FM mode off.

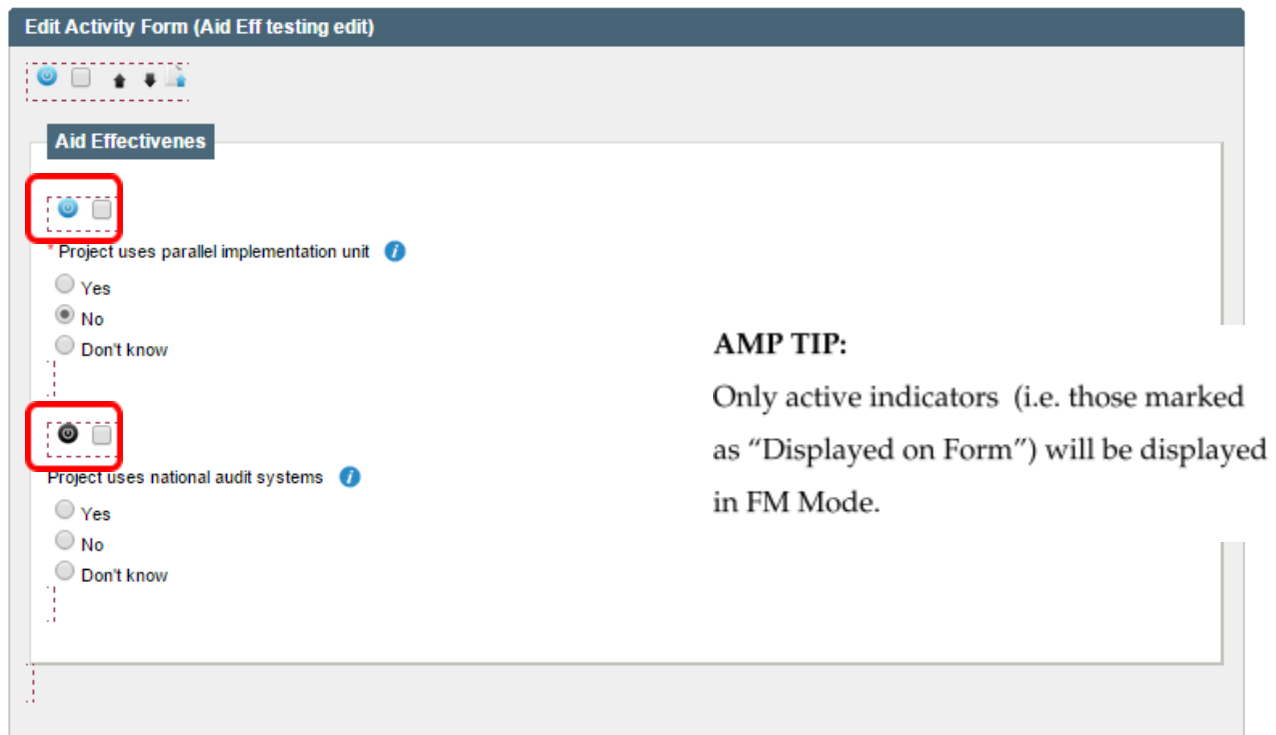


Figure 4.28 – Configure Active Indicators in Activity Form via FM Mode

Editing an Indicator

When you edit an existing indicator, you are allowed to modify all its content, as long as the name is not the same as another existing indicator. The attempt of saving duplicated indicator name when adding or editing indicators will throw an error message.

You can edit indicators' options and the same rule applies as when adding options described above. An option name cannot be repeated inside the same indicator.

Aid Effectiveness Indicator Manager - Edit Indicator

• Option Yes is duplicated

Indicator Type*: Radio option





Indicator Name*: Project uses national audit systems

Indicator Tooltip: The project uses national audit systems if project finances are audited by the National Audit Chamber.

Display on Form:

Is Mandatory:

Add Option

Option Text*	
Yes	
No	
Don't know	
Yes	

Save Cancel

Figure 4.29 – Option duplication error message

Deleting an indicator

You are allowed to delete indicators as well as indicators' options. There are two basic rules to follow in order to do so:





1. You can only delete indicators if they are not being used in any activity.
2. You can only delete indicators' options if they are not being used in any activity.

If you any way attempt to save, you will be advised with an error message upon indicator save as depicted below.

Aid Effectiveness Indicator Manager

• Cannot delete indicator Project uses parallel implementation unit because it is being referenced by 1 or more activities.

Indicator Type: Keyword: Active Only:

Indicator Name	Indicator Tooltip	Is Active	Is Mandatory	Indicator Type	
Project uses parallel implementation unit	A project implementation unit (PIU) is a dedicated management unit designed to support project implementation and administration. The project uses a parallel PIU if the unit is created outside the existing structures of national implementation agencies (ministries, departments etc.), i.e. accountable to donors rather than national agencies, with staff appointed by the donor, and/or national staff salaries higher than those in the civil service.	Yes	Yes	Radio option	 
Project uses national audit systems	The project uses national audit systems if project finances are audited by the National Audit Chamber.	Yes	No	Radio option	 

Aid Effectiveness Indicator Manager - Edit Indicator

• Cannot delete option No because it is being referenced by 1 or more activities.

Indicator Type*:

Indicator Name*:

Display on Form:

Indicator Tooltip:

Is Mandatory:




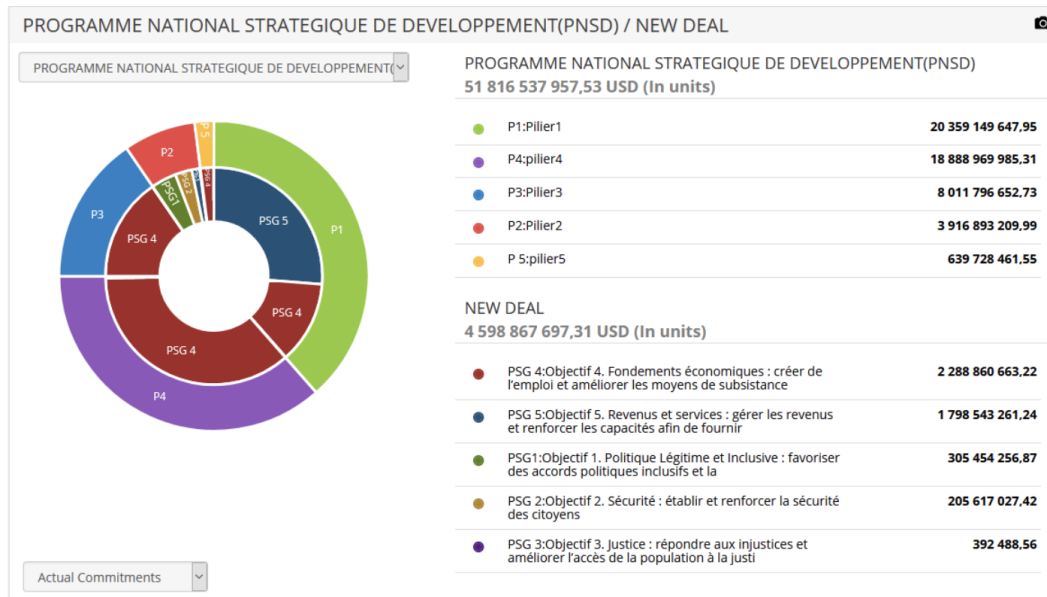
Option Text*	
<input type="text" value="Yes"/>	
<input type="text" value="No"/>	
<input type="text" value="Don't know"/>	

Figure 4.30 – Error When Deleting an Indicator/Indicator option

Program Mapping Manager

Objectives

The Program Mapping is a new AMP feature developed to monitor AMP programs implementation progress at country level. It has been designed to address project and program monitoring and reporting challenges in regard to their alignment against national and international development strategies.



The Program Monitoring Dashboard is accessible from any user workspace, under the Dashboard Menu. It can also be integrated with the AMP's public portal, or with a third party website.

The Dashboard is configured in the AMP Admin Tools through the [Programs Mapping Manager](#) that manages the mapping of the programs that are displayed in the Program Monitoring Dashboard.

Note: the Programs Mapping Manager feature needs to be activated in Global Feature Manager > Administrative Section > Program Mapping Manager.

General Functionalities

The Program Monitoring Dashboard makes it easy to monitor programs implementation at country level by displaying the amounts allocated to the different programs and strategies. The Dashboard also provides the amounts allocated to the sub-programs, as well as their respective funding sources. Finally, the Dashboard includes a graph that displays the annual program and sub-program funding evolution, based on the financial information extracted from the AMP projects.

The dashboard uses AMP programs configured in the [Multi-Program Manager](#) as illustrated in the figure below.

List of Programs

☐	LES PROGRAMMES	(PGR)	Add Sub Program	Manage Indicators	🗑️
☐	NEW DEAL	(NDD)	Add Sub Program	Manage Indicators	🗑️
☐	OBJECTIFS DU DEVELOPEMENT DURABLE	(ODD)	Add Sub Program	Manage Indicators	🗑️
☐	OBJECTIFS DU MILLÉNAIRE POUR LE DÉVELOPPEMENT - OMD	(MDGs)	Add Sub Program	Manage Indicators	🗑️
☐	PAP	(PAP)	Add Sub Program	Manage Indicators	🗑️
☐	PLAN QUINQUENNAL(2019-2023)	(PQ)	Add Sub Program	Manage Indicators	🗑️
☐	PNSD (Version 1)	(PNSD)	Add Sub Program	Manage Indicators	🗑️
☑	PROGRAMME NATIONAL STRATEGIQUE DE DEVELOPPEMENT(PNSD)	(P.N.S.D.)	Add Sub Program	Manage Indicators	🗑️
☐	PROGRAMMES NATIONAUX	(PRGRDC)	Add Sub Program	Manage Indicators	🗑️

[Add New Program](#) [Expand All](#) [Collapse all](#)

Sub Program leves : ■ Level 1, ■ Level 2, ■ Level 3, ■ Level 4, ■ Level 5, ■ Level 6, ■ Level 7, ■ Level 8.

Configuring the Program Mapping

The Program Mapping feature is configured within the AMP Admin module. After logging in the Admin Tools, click on the [NDD Mappings Manager](#). Click on the green tooltips for more information on each of the items. There are two types of program mapping, it is possible to use both or just one depending on what programs the AMP country would like to map.

Indirect Programs Mapping - This module allows you to define a mapping between a program that is tracked through the activity form, and an “indirect” program that is not directly added to a project in the activity form.

Note: The **indirect program** needs to be configured in the Multi-Program Manager. However, it cannot be selected as an option (national, primary, secondary, tertiary) in the **Multi-Program Configuration** menu.

Direct Programs Mapping - This module allows you to define a mapping between two programs that are directly added to a project in the activity form.

Note: It is possible for a single program to be mapped both to an indirect program through the indirect programs mapping, and to another direct program through the direct programs mapping.

Indirect Programs Mapping

The mapping wizard allows you to configure the programs that will appear in the Dashboard by mapping a program that is added to projects through the activity form to a program that has not been added to activities.

Configuring programs

Direct Program - is generally your reference program (ex. national strategy) that has been added to AMP projects in the activity form that you wish to map with another regional, international or post-conflict strategy (ex. SDG, New Deal, etc.). The levels displayed in the form are similar to the program levels configured in the Multi-Program Manager.

Indirect Program - is the secondary program you will map against your primary program. This program is not added through the activity form, and instead funding will be allocated to the indirect program based on the direct program it is mapped to.

Note: The mapping wizard displays the program levels defined for each program in the Multi-Program Manager.

Mapping programs

1. Select the program you would like to use as your Direct Program (or Reference Program) and similarly, the Indirect Program to map against your Reference Program. In the figure below those are respectively the Programme National Stratégique and the New Deal.

The screenshot shows the 'Indirect Programs Mapping' configuration page. At the top, it states: 'This module manages the programs that will be displayed in the inner and outer rings of the Dashboard. (Direct and Indirect programs such as PNSD vs New Deal)'. Below this, there are two main configuration sections. The first section includes a 'Direct Program' dropdown set to 'PROGRAMME NATIONAL STRATEGIQUE DE DEV', a 'Max levels' input set to '3', an 'Indirect Program' dropdown set to 'NEW DEAL', and another 'Max levels' input set to '3'. Below these are buttons for '+ Add New (insert data to the new field) / * Required Fields', 'Save all edits', 'Revert all changes', and 'Update All Activities'. The second section is a table with two columns: 'Direct Programs' and 'Indirect Programs', and an 'Actions' column. It lists three levels for each program, with dropdown menus for selecting the program levels. The 'Direct Program Level 1' dropdown is highlighted with a red box.

2. Click on the Add New button (insert data to the new field) to enter program levels as configured in the program manager.

3. Start with Level 1 of the Direct Program that you want to map- you can start typing the program name in the field to show all options
4. After selecting Level 1, select the appropriate sub-levels by also typing in the fields to show the available options.
5. Once you are done entering all levels for your *Direct Program*, select the corresponding program levels for the *Indirect Programs* as shown in the figure below.

Direct Programs	Indirect Programs	Actions
Direct Program Level 1 Pilier1	Indirect Program Level 1 Objectif 4. Fondements économiques : créer de l'emploi et améliorer les moyens de s	
Direct Program Level 2 1.1 Education et formation comme clé du changement et principal ascenseur	Indirect Program Level 2 4.2 Emplois et moyens de subsistance	
Direct Program Level 3 1.1.1. Enseignement Primaire,Secondaire	Indirect Program Level 3 4.2.3 Accès aux opportunités/distribution	

6. Repeat the same steps to add all program levels.
7. Once you have completed the mapping exercise, click on 'Save all Edits' to save your mapping. You will receive a message confirming that the mapping has been saved successfully or that the mapping has not been saved due to specified issues, in which case, you will have to correct the errors before saving again.

Editing an existing mapping

To edit an existing mapping

1. You can click on the grey cross next to the program name you would like to modify to remove the selection and select another option to map to.
2. When all modifications have been made, click on the 'Save all Edits' button.
3. Click on the 'Update Activities' button to update all activities linked to the selected programs. This functionality automatically updates all AMP projects linked to the modified program. If you don't click on the Update Activities button, you will have to manually update all activities for your modifications to be in effect.

To cancel your edits and return to the previous mapping, click on 'Revert all changes.' Note that you will not be able to revert changes after you have saved your changes; this action should therefore be completed before saving any modifications.

Deleting an existing mapping

The system allows you to delete mappings by clicking on the black 'X' button available in the actions column as shown in the figure below.

Direct Programs	Indirect Programs	Actions
Direct Program Level 1 Pilier1	Indirect Program Level 1 Objectif 4. Fondements économiques : créer de l'emploi et améliorer les moyens de s	⊙
Direct Program Level 2 1.1 Education et formation comme clé du changement et principal ascenseur	Indirect Program Level 2 4.2 Emplois et moyens de subsistance	
Direct Program Level 3 1.1.1. Enseignement Primaire,Secondaire	Indirect Program Level 3 4.2.3 Accès aux opportunités/distribution	

The system will ask you to confirm your deletion and will remind you to save your changes for the deletion to be applied.

Direct Programs Mapping

This functionality allows you to monitor and compare two programs that are linked to AMP projects through the program step of the Activity Form. Your Source Program will be displayed in the outer circle and your Destination Program in the inner circle of the Dashboard.

Program

*National Plan Objective

	Percent	
Add Program		
<input style="width: 90%;" type="text"/>		Divide Percentage

Primary Programs

	Percent	
Add Program		
<input style="width: 90%;" type="text"/>		Divide Percentage

Tertiary Programs

	Percent	
Add Program		
<input style="width: 90%;" type="text"/>		Divide Percentage

The Source Program - is the AMP program you would like to use as your reference. It can be your national strategy or any other program linked to AMP activities in the program step of the activity form. It may be the same program used as the “direct” program in the indirect program mapping.

The Destination Program - is a secondary or tertiary program linked to all, or most of the AMP projects through the program step of the activity form. When you map a Source Program against a Destination Program, the Destination Program options available in the activity form will be restricted to the options specified through the direct mapping.

Note: The **Direct Program** should be defined as a program type (national, primary, secondary, tertiary) in the **Multi-Program Configuration** menu

The Name of the Setting	Default Hierarchy	Allow Multiple
National Plan Objective	PROGRAMME NATIONAL STRATEGIQUE DE DEVELOPPEMENT(PNSD)	Yes
Primary Program	OBJECTIFS DU DEVELOPPEMENT DURABLE	Yes
Secondary Program	No Hierarchy	Yes
Tertiary Program	No Hierarchy	Yes

National Plan Objective	
Default Hierarchy	PROGRAMME NATIONAL STRATEGIQUE DE DEVELOPPEMENT(PNSD) ▼
Allow Multiple?	<input checked="" type="checkbox"/>
Primary Program	
Default Hierarchy	OBJECTIFS DU DEVELOPPEMENT DURABLE ▼
Allow Multiple?	<input checked="" type="checkbox"/>
Secondary Program	
Default Hierarchy	Select Program ▼
Allow Multiple?	<input checked="" type="checkbox"/>
Tertiary Program	
Default Hierarchy	Select Program ▼
Allow Multiple?	<input checked="" type="checkbox"/>

Mapping programs

To begin the mapping exercise

1. Select the program you would like to use as your Source Program (or Reference Program) and similarly, the Program to map against your reference program. in the figure below those are respectively the Programme National Stratégique and the Sustainable Development Goals

Programs Mapping

This module manages the programs that will be displayed in the inner and outer rings of the Dashboard (Source and Destination programs, such as PNSD vs SDG) as well as the options that will be displayed in the Program section of the Activity Form (SDG program)

Source Program *

PROGRAMME NATIONAL STRATEGIQUE DE DEV x

Max levels *

3

Destination Program *

OBJECTIFS DU DEVELOPPEMENT DURABLE x

Max levels *

3

[+ Add New \(insert data to the new field\) / * Required Fields](#)

[Save all edits](#)

[Revert all changes](#)

Source Programs *

Program Level 1 *

Pilier1 x

Program Level 2 *

1.1 Education et formation comme clé du changement et principal a x

Program Level 3 *

1.1.1. Enseignement Primaire,Secondaire x

Destination Programs *

Destination Program Level 1 *

Objectif 01 : Eliminer la pauvreté sous toutes ses formes et partout x

Destination Program Level 2 *

1.1 D'ici à 2030,éliminer complètement l'extrême pauvreté dans le x

Destination Program Level 3 *

1.1.1 Genre et groupe vulnérable x

Actions

[+](#)

2. Click on the Add New button (insert data to the new field) to start selecting the program axes/pillars as configured in the program manager
3. Start with Level 1 of the program - you can start typing the program name in the field to show all options
4. After selecting Level 1, select the appropriate sub-levels by also typing in the fields to show the available options
5. Once you are done entering all levels for you Source Program, select the corresponding program levels for the Destinations Programs as shown in the figure below

The screenshot shows two columns: 'Source Programs' and 'Destination Programs'. Each column has three levels of selection. In the Source Programs column, Level 1 is 'Pilier1', Level 2 is '1.1 Education et formation comme clé du changement et principal a', and Level 3 is '1.1.1. Enseignement Primaire,Secondaire'. In the Destination Programs column, Level 1 is 'Objectif 01 : Eliminer la pauvreté sous toutes ses formes et partout', Level 2 is '1.1 D'ici à 2030,éliminer complètement l'extrême pauvreté dans le', and Level 3 is '11.1 Genre et groupe vulnérable'. Each selection is in a text box with a small 'x' icon to its right.

Editing an existing mapping

To edit an existing mapping

1. You can click on the grey cross next to the program name you would like to modify to remove the selection and select another option to map to.
2. When all modifications have been made, click on 'Save all Edits' button

To cancel your edits and return to the previous mapping, click on 'Revert all changes.' Note that you will not be able to revert changes after you have saved your changes; this action should therefore be completed before saving any modifications.

Deleting an existing mapping

The system allows you to delete mappings by clicking on the black 'X' button available in the actions column as shown in the figure below.

This screenshot is similar to the previous one but includes an 'Actions' column on the right side. A red circle highlights the 'Actions' header and a black 'X' button in the first row of the Destination Programs section. The 'Source Programs' column remains the same as in the previous screenshot.

The system will ask you to confirm your deletion and will remind you to save your changes for the deletion to be applied.

Chapter 5- Currencies and Rates

Currency Manager

The currency manager is a tool that allows you to choose which currencies users are able to select when entering funding information in AMP. To add a new currency click the [Add a new currency](#) option located at the bottom of the currency homepage (see Figure 5.1).

Filter By: Currencies

Number of records per page:

Code	Currency Name	Country
<input type="radio"/> AED	UAE Dirham	<input type="checkbox"/>
<input type="radio"/> AUD	Australian Dollar	<input type="checkbox"/>
<input checked="" type="radio"/> CAD	Canadian Dollar	<input type="checkbox"/>
<input type="radio"/> CHF	Swiss Franc	<input type="checkbox"/>
<input type="radio"/> CNY	Chinese Yuan	<input type="checkbox"/>
<input type="radio"/> CZK	Czech Koruna	
<input type="radio"/> DKK	Danish Krona	
<input checked="" type="radio"/> ETB	Ethiopian Birr	
<input checked="" type="radio"/> EUR	Euro	
<input checked="" type="radio"/> GBP	Pound Sterling	<input type="checkbox"/>

AMP TIP:
To make a currency active or inactive, click the green circles next to the currency code. A green circle means it's active, a grey circle means it is inactive.

Denotes an active currency
 Denotes an inactive currency

Pages : [1](#) | [2](#) | [3](#) | [>](#) [>>](#) 1 of 3
[Add a new currency](#)

Figure 5.1 – Currency Homepage

When adding a new currency, you will have the option to enter a Currency code, Currency Name and to associate the currency with a Country. To delete a currency that has been created, click the delete icon that corresponds to the currency that needs to be deleted.

Currency Rate Manager

This tool allows you to enter exchange rates for the currencies you have entered in the currency manager. Exchange rate updates for several currencies at once can be made easily by uploading an Excel or CSV file with the updated information.

Exchange Rates in US Dollars(USD)

Filter By: Currency Code Rates of date Year

Number of records per page:

* File

<input type="checkbox"/>	Code	Currency Name	Date	Rate
<input type="checkbox"/>	EUR	Euro	02/01/2008	0.6955
<input type="checkbox"/>	EUR	Euro	11/19/2007	AMP TIP:
<input type="checkbox"/>	EUR	Euro	11/18/2007	To see all of the exchange rates for a certain
<input type="checkbox"/>	EUR	Euro	11/17/2007	currency during a certain period of time, use the
<input type="checkbox"/>	EUR	Euro	11/16/2007	filter tools at the top of the page
<input type="checkbox"/>	EUR	Euro	11/15/2007	
<input type="checkbox"/>	EUR	Euro	11/14/2007	0.6859
<input type="checkbox"/>	EUR	Euro	11/13/2007	0.6847
<input type="checkbox"/>	EUR	Euro	11/12/2007	0.6815
<input type="checkbox"/>	EUR	Euro	11/11/2007	0.6815

Figure 5.2 – Exchange Rate Manager



Information Note


When you enter a financing item with a currency that is different from the default currency, AMP automatically makes the currency conversion. AMP pulls the exchange rate data for each financing item according to the date of the item, so the conversions are timely.

To add a new exchange rate, click the [Add a new exchange rate](#) option at the bottom of the Exchange Rate Manager Homepage. A Currency Editor pop-up will appear that will allow you to enter the Currency Code (select from a dropdown), the Date and the Exchange Rate (all of the fields are required fields). Save the entry and you will be returned to the main page of the Exchange Rate Manager and your newly entered currency will now appear.

To delete a currency, select the currencies you would like to delete by clicking the small box to the left of the code and click [Delete Selected Rates](#).

Updating Exchange Rate Values

To update the values of the exchange rate, click [Browse](#) and select the file containing the exchange rates. Upload the rates by clicking [Update Values](#).



Information Note

The file containing exchange rates must be in Excel or CSV format and should have 3 columns: the first column contains currency codes (ex. CAD, or ETB), the second column contains rates (per 1 US dollar), and the 3rd column contains the dates (in the format of dd-mm-yyyy).

	A	B	C	D
1	INR	45	01-05-2005	
2	ETB	8.88	10-07-2006	
3	EUR	0.78	10-07-2006	
4	JPY	105	10-07-2006	
5	CAD	1.1264	10-07-2006	
6	GBP	0.5434	10-07-2006	
7	INR	45.56	10-07-2006	
8				
9				

Figure 5.3 – Sample Currency Rate Update Table from Excel

Currency Deflator

The currency deflator function allows the AMP user to convert current or nominal currency amounts to “constant” or real currency amounts, accounting for general price level changes over time. The feature provides one constant currency value per year set per calendar type e.g. per Fiscal calendar and per Gregorian

calendar. Inflation Rates are retrieved by quarter (configurable via server configuration) and it is possible to Import Inflation Rates in non-base currency.

Currency Deflator

Inflation rates: CNY ▾ **Constant currencies** Inflation sources

Constant currencies

currency	Calendar	From	To	Actions
Euro (EUR)	Ethiopian Fiscal Calendar	2010	2016	Delete
US Dollar (USD)	Ethiopian Fiscal Calendar	2010	2016	Delete
Euro (EUR)	Gregorian Calendar	2010	2016	Delete
US Dollar (USD)	Gregorian Calendar	1994	2000	Delete
US Dollar (USD)	Gregorian Calendar	2009	2016	Delete

Add Save

Figure 5.4 – Example of more than one currency for different calendars

Enabling Currency Deflator Feature

Under Global Feature Manager you can enable Currency Deflator. Log in as admin, navigate to Global Feature Manager, click on Administrative Section tab and select Currency Deflator.

Feature Manager

Search [] Search Reset

Template Name: Kosovo Pilot Features-27-10-2009 13

Dashboards Widgets Paris Indicators **Administrative Section** Reporting Aid Map Permission Manager

Gis Dashboard Visualization Dashboards National Plan Dashboard Activity Form Project Management

References Resources Public View Help Map Module Messaging System Trend Analysis

Monitoring And Evaluating

Ascending order Descending order

- Administrative Section [-edit description]
- Activity Export Manager [-edit description]
- Activity Import Manager [-edit description]
- Activity Manager [-edit description]
- Activity Partial Import Manager [-edit description]
- Admin Translation Manager [-edit description]
- Aid Effectiveness Indicators Manager [-edit description]
- Applied Patches [-edit description]
- Audit Logger Manager [-edit description]
- Budget Codes Exporter [-edit description]
- Budget Integration [-edit description]
- Budget Manager [-edit description]
- Category Manager [-edit description]
- Code Chapitre Importer [-edit description]
- Currency Manager [-edit description]
- Currency Rates Manager [-edit description]
- Currency Deflator [-edit description]

Figure 5.4 – Enabling Currency Deflator

How Currency Deflator Feature Works

The Currency Deflator feature can be split into two main steps. The Inflation Rates (IRs) and the Constant Currencies (CCs). The IRs are the rates at which the general level of prices for goods and services is rising and, consequently, the purchasing power of currency is falling. The CCs eliminates the effects of Inflation rate fluctuations and that is used when calculating financial performance numbers.

Currency Deflator

Inflation rates: USD ▾ [Constant currencies](#) [Inflation sources](#)

Inflation rates for US Dollar (USD) Download from FRED-GNPDEF

Time period	Inflation(%)	Actions
Dec 31, 2010	-3.2342362362363266	Delete
Jun 5, 2011	-1.5054523532532533	Delete
Dec 31, 2011	-1.2342362362363266	Delete
Jun 5, 2012	1.5999555555563465	Delete

Save

Figure 5.5 –Currency Deflator Administrator

Viewing Configured Inflation Sources

AMP can be configured (via server configuration) to obtain inflation rates from different data sources. By default AMP comes configured with FRED®API service with some database configurable settings such as Currency and IR retrieval.

Currency Deflator

Inflation rates: USD ▾ [Constant currencies](#) [Inflation sources](#)

Inflation sources

Name and description	currency	Frequency	Actions
FRED-GNPDEF Gross National Product: Implicit Price Deflator (USD) provide by US. Bureau of Economic Analysis	USD	Quarterly	Download from FRED-GNPDEF

Figure 5.6 – Configured Inflation Sources

Viewing Retrieved Inflation Rates

In order to view the IRs retrieved for the different currencies, you can click on *Inflation rates* tab to view the available currencies and the corresponding inflation rates.

FRED®API data source IR data can be manually modified and you can leave only needed dates, this means you can also delete IRs that are previous to specific year you do not need to keep track of. Take into account it is necessary to *Save* these changes for them to take effect. In the example below, only four IRs were left configured: one for 2010, two for 2011 and one for 2012. In Addition, IRs rates can be positive and negative representing increase and decrease in rates respectively.

Currency Deflator

Inflation rates: USD ▾ [Constant currencies](#) [Inflation sources](#)

Inflation rates for US Dollar (USD) Download from FRED-GNPDEF

Time period	Inflation(%)	Actions
Dec 31, 2010	-21.444448999999988	Delete
Jun 5, 2011	-66.444444444444444	Delete
Dec 31, 2011	-19.777777777777778	Delete
Jun 5, 2012	99	Delete

Save

Figure 5.6 – Imported Inflation Rates

When there is an IR data source configured for a particular currency, a download icon will be shown next to the currency name. Also, there will be a button to re-obtain the IRs data from external source as depicted below.

Currency Deflator

Inflation rates: USD ▾ [Constant currencies](#) [Inflation sources](#)

USD, US Dollar Download

CAD, Canadian Dollar
CHF, Swiss Franc
CNY, Chinese Yuan
ETB, Ethiopian Birr
EUR, Euro
GBP, Pound Sterling
JPY, Japanese Yen
NOK, Norwegian Krone
SDR, Special Drawing Rights
SEK, Swedish Krona
XUA, Unit of Account

US Dollar (USD) Download from FRED-GNPDEF

Inflation(%)	Actions
-21.444448999999988	Delete
-66.444444444444444	Delete
-19.777777777777778	Delete
99	Delete

Save

Figure 5.7 – View/Download Imported Inflation Rates

Configuring Constant Currencies

A CC can be added per currency and calendar type. They can be added for single years as well as year ranges starting 1970 until 2050 as shown below.

Currency Deflator

Inflation rates: USD ▾ Constant currencies Inflation sources

Constant currencies

currency	Calendar	From	To	Actions
Ethiopian Birr (ETB)	Ethiopian Fiscal Calendar	2010	2012	Delete
Euro (EUR)	Ethiopian Fiscal Calendar	2010	2012	Delete
US Dollar (USD)	Ethiopian Fiscal Calendar	2010	2016	Delete
Ethiopian Birr (ETB)	Gregorian Calendar	2010	2012	Delete
Euro (EUR)	Gregorian Calendar	2010	2012	Delete
US Dollar (USD)	Gregorian Calendar	2010	2012	Delete
US Dollar (USD)	Gregorian Calendar	2014	2016	Delete

Add

Save

Adding Constant Currencies

In order to add new constant currencies you need to follow four simple steps

1. Select the currency name
2. Select the calendar type
3. Enter year From and To
4. Save

The system also allows the CCs to be deleted when needed and reconfigured by adding them again.

Again, take into account it is necessary to *Save* these changes for them to take effect.

IMPORTANT NOTE:

It is recommended to define Constant currencies only for currencies that have inflation rates imported in AMP

For each available CC, a new virtual currency is created. This virtual or constant currency will be available for reporting in Saiku, Tabs, Dashboards, GIS, Pledge Reports and Old Reports. Any funding related measure can be used with this feature such as Commitments, Disbursements, MTEFs, etc.

It is also possible to export from Saiku Reports to Excel a dual currency report with country's configured base currency plus one other user selectable constant currency. For more information, refer to corresponding Simplified User Guide.

Chapter 6- IATI Importer

IATI Importer is a separate tool designed by Development Gateway that allows importing projects into AMP. The source of the information can be any feed that contains data in IATI xml format. The IATI Standard was agreed in February 2011, and a variety of assistance-providing and implementing organizations have now started publishing data on their projects in line with the Standard. More information about all the feeds, publishers, URLs can be found at IATI registry website.

In order to configure the IATI Tool in AMP you need to enable it from Global Feature Manager > Project Management > TOOLS > IATI Importer. Once enabled users can see a link to importer in TOOLS menu as shown below.

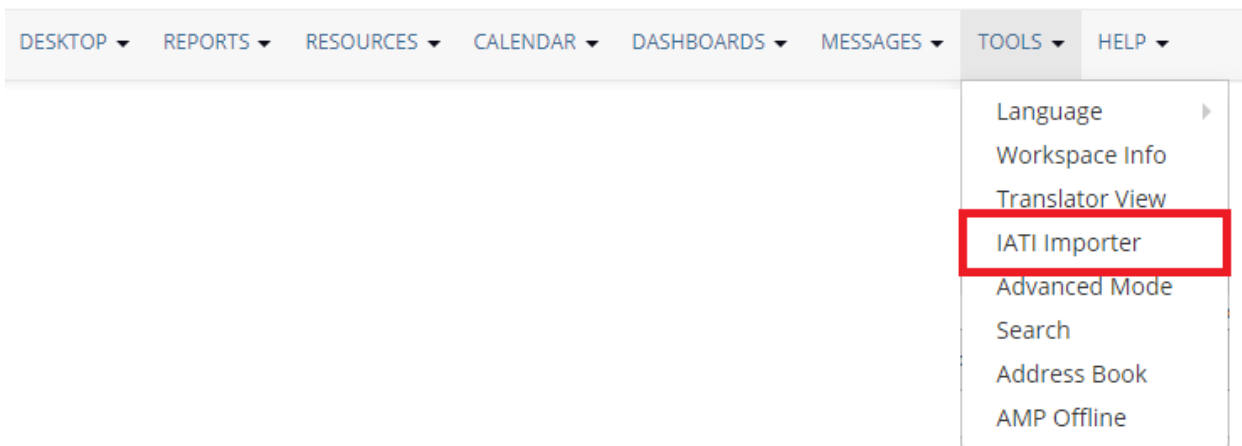


Figure 6.1 - IATI Importer option in TOOLS menu

- For more technical details regarding the tool you can refer to **IATI Importer Installation guide**.
- Tool usage, tips and examples can be found in the **IATI Tool User manual**.

IMPORTANT NOTE:

IATI projects are automatically matched with AMP projects using “IATI Identifier” field from Identification section of Activity Form. So whenever you enable IATI Importer you will need to enable that field too (from Global Feature Manager > Activity Form > Identification > IATI Identifier). Imports will fail in case this field is not enabled. It is recommended to make the field read-only in order to avoid accidental edits. For this, use the setting from Global Feature Manager > Activity Form > Identification > IATI Identifier Read Only.

If you wish to make the field visible in Activity preview and exports too, you will need to enable it in Global Feature Manager > Project Management > Identification > IATI Identifier.

Chapter 7- AMP Workflow Auditor

Audit Logger Manager

This section of the Admin allows the administrator to track the actions that have taken place within the AMP system. The audit logger captures activity changes, updates and deletions along with the user responsible for the changes and the time at which the changes were done.

There is also an option to export or clean the audit data. This will be up to the discretion of the AMP Administrator.

Activity Manager

The Activity Manager is a tool that allows the administrator to view all activities in all workspaces and delete activities as well. To delete an activity, click the checkbox that corresponds to the activity you would like to delete, then click on Delete selected Activities. Activities deleted using the Activity Manager is fully deleted from the system.

Activity manager

The screenshot shows the Activity Manager interface. At the top, there is a search bar with the text 'Keyword' and a dropdown menu for 'Results' set to '10'. There are 'Reset' and 'GO' buttons. Below the search bar is a table titled 'Activity List' with columns for 'Activity Name', 'Team Name', 'Activity Id', and a checkbox. The table contains 10 rows of activity data. Below the table, there is a link for 'Unassigned Activities'.

Activity Name	Team Name	Activity Id	
FA - Appel de fonds ERF (OCHA) (HTI-10/SNYS/31381/R/8487)	04. HUMANITAIRE 2010 - Flash Appeal	871735281	<input type="checkbox"/>
FA - To be allocated to specific projects (M-013252) (HTI-10/S/31531/R/5139)	04. HUMANITAIRE 2010 - Flash Appeal	8717317493	<input type="checkbox"/>
FA - Child Protection, GBV and MHPS coordination (HTI-10/P-HR-RL/31380/R/124)	04. HUMANITAIRE 2010 - Flash Appeal	8717317566	<input type="checkbox"/>
FA - Support to agriculture production and food security of earthquake affected families, migrant families and rural host families (HTI-10/A/32011/R/123)	04. HUMANITAIRE 2010 - Flash Appeal	8717338569	<input type="checkbox"/>
FA - Prevention and response to family separation, trafficking, smuggling, illegal movement (HTI-10/P-HR-RL/31383/R/124)	04. HUMANITAIRE 2010 - Flash Appeal	8717317571	<input type="checkbox"/>
FA - Camp coordination support 9HTI-10/CSS/31454/R/298)	04. HUMANITAIRE 2010 - Flash Appeal	8717318574	<input type="checkbox"/>
FA - Community-based child protection, psychosocial support and prevention and response to GBV(HTI-10/P-HR-RL/31385/R/124)	04. HUMANITAIRE 2010 - Flash Appeal	8717317577	<input type="checkbox"/>
FA - Education for Children in Haiti (RHTI-10/E/31405/)	04. HUMANITAIRE 2010 - Flash Appeal	8717338578	<input type="checkbox"/>
FA - Restoring quality education and ECD services in Haiti(HTI-10/E/31406/R/124)	04. HUMANITAIRE 2010 - Flash Appeal	8717338579	<input type="checkbox"/>
FA - Emergency Education support to Pre-school and Primary School Children (HTI-10/E/31407/R/5524)	04. HUMANITAIRE 2010 - Flash Appeal	8717338580	<input type="checkbox"/>

[Unassigned Activities](#)

Figure 7.1 – Activity Manager Homepage

Scorecard Manager

The Scorecard Manager is a tool that allows the administrator to export a scorecard detailing the reporting timeliness of donors or other organizations inputting data in the AMP system.

In order to see the option you first need to configure it from Admin Tools, by clicking on Global Feature Manager > Administrative Section tab > Scorecard Manager. After enabling from Global Feature Manager, it will be shown in Admin Tools > AMP workflow auditor section as displayed below.

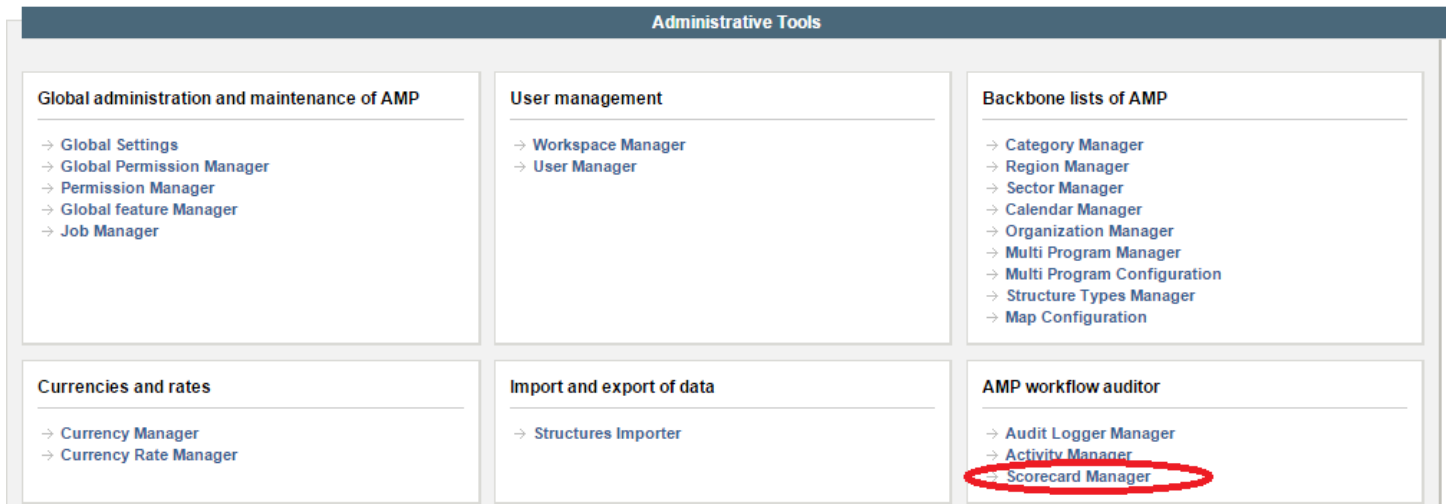


Figure 7.2 - Scorecard Manager

Introduction

In order to generate the donor scorecard file, it is necessary to enter the Scorecard Manager wizard. It is a sequence of four windows where the wizard sets up the necessary information to generate the output file (which will be explained in detail below).

Data processing is done by quarter and thus is not configurable. It is also necessary to clarify that the scorecard generation process takes into account two important parameters which are not part of the Scorecard Manager wizard:

1. Configured year start and year end range in Global Settings > Date tab: It defines the data range the scorecard generation process will consider to generate the file.
2. Configured Calendar type in Global Settings > Date tab: It defines the day and month of the year start/end (which determines quarter definition). The day and month will vary depending on the configured calendar type, for instance, Fiscal Calendar.

Scorecard Manager Wizard step by step

Scorecard Manager

Scorecard Settings

1 Validation Period

2 Validation Time 1 Week

3 Percentage Threshold 95.0

4 Activity Status

Cancelled
approved
Finalized
Date inconsistente
On going
Proposed

Unselect All

Next Cancel

Figure 7.2.1 - Scorecard Manager Setup

1. Validation Period: Defines whether the generated file will take into account an extra timeframe for the Validation Time (explained below).
2. Validation Time: Used only if Validation Period is enabled. It is used to add an extra period of time, so that Donors can update their projects during that time frame, counting in favor of the final score.
3. Percentage Threshold: Percentage of projects that need to be updated in the quarter for the Donor to be considered compliant (i.e. be considered for a green count result). This number has to be higher than 0.00 and equal to or lower than 100.00
4. Activity Status: Defines which project statuses will be included in the scorecard generation process. There are no limitations on selecting all available or only one.



Figure 7.2.2 - Scorecard Manager Setup

5. Donors to exclude: Defines which Donors will be excluded from the scorecard generation process. These Donors will NOT be included in the output file.

Scorecard Manager

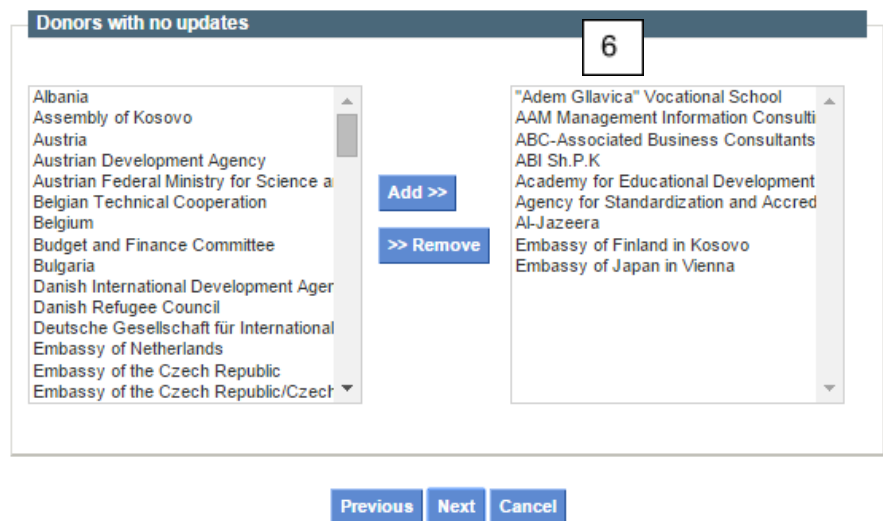


Figure 7.2.3 - Scorecard Manager Setup

6. Donors with no updates: For a specific quarter a Donor may not have plans to update projects. For this purpose, you can select which Donors will not have updates on a particular scorecard generation by

simply clicking on Add from the left panel or Remove from the right panel to configure the list based on your needs. These Donors will still be included in the output file but will be represented as grey.

IMPORTANT NOTE:

Parameters defined during this process are saved for future times when you run the scorecard. Therefore, the next time the process is launched, previously used parameters will be pre-loaded. However, make sure to double-check the parameters each time you run the Scorecard Generator.

Scorecard Manager

Summary

Validation Period: Yes	Validation Time: 1 Week
Activity Status: Planned, Ongoing, Idea, Extended, Extended with Budget	Percentage Threshold: 95.0
Excluded donors:	Donors with no updates: "Adem Gllavica" Vocational School AAM Management Information Consulti ABC-Associated Business Consultants ABI Sh.P.K Academy for Educational Development Agency for Standardization and Accred Al-Jazeera Embassy of Finland in Kosovo

Previous Export Cancel

Figure 7.2.4 - Scorecard Manager Summary

On the wizard's last window, it is possible to view a summary of the selected parameters to export the Donor Scorecard file or to return to previous steps to make any desired changes.

At any point in the wizard, you can cancel the Donor Scorecard file generation by clicking on the Cancel button.

Donor Scorecard Output File

Once you click on Export button, a file is downloaded with a similar structure as the one depicted below.

1

2

Donors	2014 Q1	2014 Q2	2014 Q3	2014 Q4	2015 Q1	2015 Q2	2015 Q3	2015 Q4	2016 Q1	2016 Q2	2016 Q3	2016 Q4
Austrian Development Agency	Red	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Office of the United Nations High Commissioner for Refugees	Green	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
World Health Organization	Green	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
KfW	Green	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Belgian Technical Cooperation	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Embassy of the Czech Republic/Czech Development Agency	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Danish International Development Agency	Green	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Estonia	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Sweden	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Embassy of Netherlands	Red	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Department for International Development	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Japan International Cooperation Agency	Green	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Norway	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Swiss Agency for Development and Cooperation	Green	Yellow	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Turkish International Cooperation and Development Agency	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Ministry of Environment and Spatial Planning	Green	Green	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Municipality of Fushe Kosova	Green	Green	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Municipality of Gjilan	Green	Green	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red
Government of Iceland	Green	Red	Red	Red	Grey	Red	Red	Red	Red	Red	Red	Red

Figure 7.3 – Donor Scorecard Output File

1. List of non-excluded Donors ordered by name.

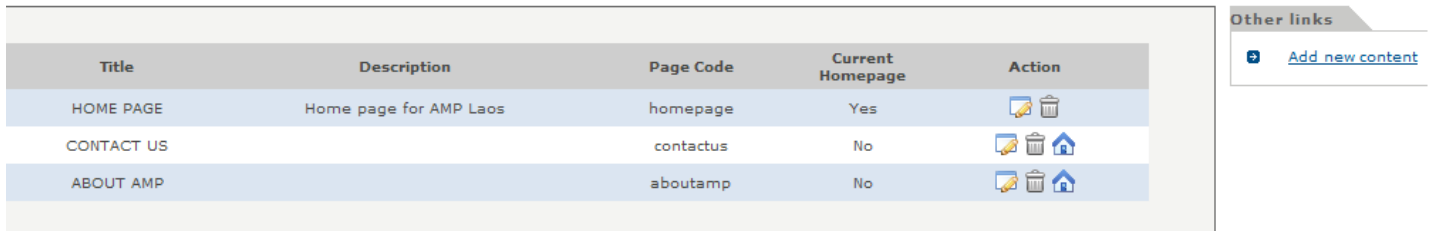
2. and 3. Donor Scorecard reporting timeliness output as explained below:









- Green: Donor has updated projects within the quarter (not during validation period).
- Yellow: Donor has updated projects within the validation period for the specified quarter.
- Red: Donor did not update any projects within the quarter.
- Grey: Donor was configured as “Donor with no updates” within the quarter.

Chapter 8- Public View Toolbox

Public View Content

The AMP Public View pictures and text based content is controlled via this section of the Admin Tools. When you open the public view content section you will see the homepage that outlines a list of all configured public view pages.



Title	Description	Page Code	Current Homepage	Action
HOME PAGE	Home page for AMP Laos	homepage	Yes	 
CONTACT US		contactus	No	  
ABOUT AMP		aboutamp	No	  

Other links
[Add new content](#)

Figure 8.1 – Public View Homepage

The main page will tell you the Title of the public section, a Description so you can know what the section is about, the Page Code used to link to the section, whether or not that page is the Current Homepage and the Actions column for available actions.

There are three types of actions you can perform: the edit icon allows you to edit the page, the trashcan icon allows you to delete the page and the home icon allows you to make the page the homepage.

To add a new page, click the [Add New Content](#) link in the Other Links tab and a new page can be created. When you add a new page (or edit an existing page) you will notice various fields available to you (see Figure 8.2). Let's define these fields and how to use them.

Information	
Title	The title for the page (this is a required field)
Page Code	The page code to be used for the page, this is how you will link to the page from another page (this is a required field)
Description	Use a description that clearly outlines the use of the page and its purpose
Layout	In this section you will choose the orientation of the page and where the text and graphics should appear. This can be different for each page but it is best to keep it consistent so that users can easily follow the navigation between pages.

Content	Here you will select the content of the page and include the relevant text and link information to go in the various sections. The appearance of the content will depend on the Layout chosen for the site.
Thumbnails	Here you can upload up to two pictures to appear on the page (the alternate image is the one that will load if the primary image does not load). You can also choose the thumbnail label which will show a text description when a user scrolls over the uploaded graphic.

The screenshot shows a web form for editing public view pages. It is organized into several sections:

- Information:** Contains a note "All fields marked with an * are required." and three input fields: "* Title", "* Page Code", and "Description".
- Layout:** Displays three different layout templates, each represented by a diagram with wavy lines and small squares, and a radio button below it.
- Content:** A section header with no visible content.
- Thumbnails:** Features a table with columns: Thumbnail, Label, Related File, and Action. Below the table is a file upload area with two "Browse..." buttons for "Select Thumbnail to upload:*" and "Select Optional File to upload:", a "Thumbnail Label:" input field, and an "Upload File" button.
- Save:** A "Save" button is located at the bottom center of the form.

Figure 8.2 – Add or Edit Content for Public View pages

Note: This update only applied to the text data available for viewing on the public pages. The actual data is not managed from this section.

Public Filter Manager

This filter controls how the documents in public view are filtered for viewing. The main page of this section will show you a list of all documents available for public view (marked as available for public view by Managers in AMP).

Position 1: PDF Documents Position 2: Please select from below Position 3: Please select from below
 Position 4: Please select from below

Submit

Filters Labels

Labels : none Filters :

Title	Type	Resource Name	Date	Year Of Publication	Size (MB)	Document Type	Labels	Actions
2010 RTM AMP Presentation		LaosAMPpresentation.ppsx	16/11/2010	2010	0.743	Presentation		Show Actions
2010 RTM Brochure		Laosbrochure-Revision10-15.pdf	16/11/2010	2010	0.271	Presentation		Show Actions
2010 RTM Brochure		Laosbrochure-Revision10-15.pdf	16/11/2010	2010	0.271	Presentation		Show Actions

Save currently applied filter

- PDF Documents [Delete]

Figure 8.3 – Public View Filter for Documents

To understand the filter’s functionality, let’s look at the various sections (see figure 8.3) and how their respective roles are defined.

The position allows you to place the filters you sort how you want the filters you have created to appear in the AMP document manager available for public viewing. This dropdown will show all of the filters you have created (you can view all filters in section 4).

Selecting the [Filters](#) option allows you to create a filter of the available documents in your document manager. Choosing [Labels](#) allows you to add labels to the filtering criteria.

This is a view of the filter you have chosen (after you have made your filter selection). If the filter correctly shows all of the information you want, then you click [Save Currently Applied Filter](#).

Here you will see a list of all filters you have created

Chapter 9 - Developer Tools

Help Topics Admin

The Help Sections can be imported and exported using the Help Topics Admin tool. The export is an XML file and includes all languages. **If you import the help section it will delete all existing topics and overwrite with the new file.**

Additionally, topics can be deleted via the Help Topics Admin tool as well. Simply click the trash can icon next to the topic you want to delete or select the squares and click “Delete Selected”.

Help Topics Admin

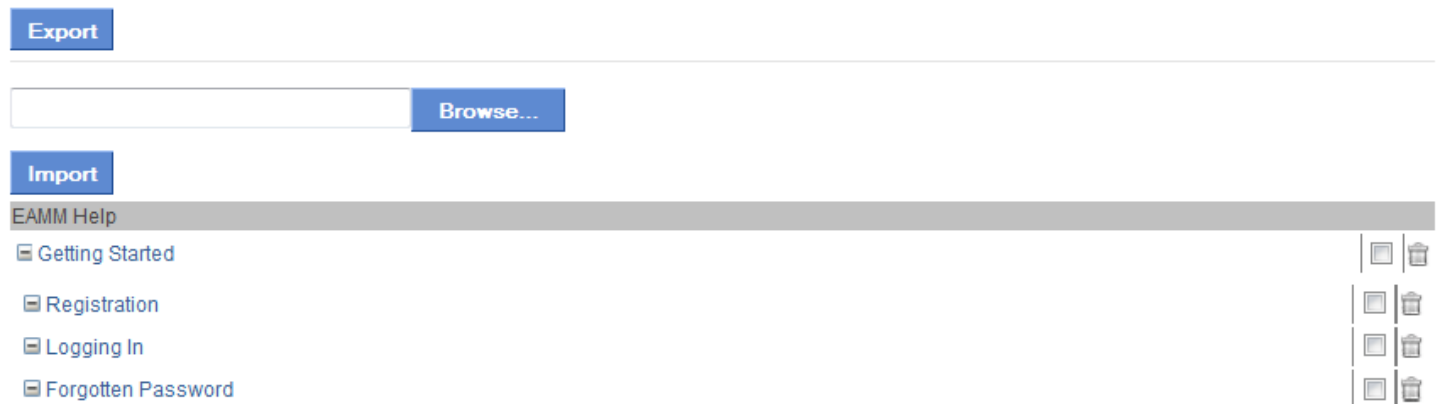


Figure 10.1 – AMP Help Import and Export tool featuring option to delete unwanted topics using the trashcan icon

Translation Manager

The Translation Manager allows various languages to be easily imported and exported into and from AMP. Currently, the languages supported are English, French, Spanish and Amharic.

Translation Manager

The following languages were found on this site:

- am
- en
- es
- fr

Export

1 - Export

Please select the languages you want to export

Browse...

Import

2 - Import

1-To Export

To export, click the language you wish to export.

Click the export option and the language will be exported.

2-To Import

Choose the appropriate xml file that has been exported.

Click import.

You will have the option to update or overwrite.

Update will only update the language where needed

Overwrite will completely overwrite existing translations with the new one being imported.

Figure 10.2 - Translation Importer and Exporter

Note about the Translator:

Translations are now identified by hash code. You can search by text for translations. For any exact phrase, you will use just one translation entry. Translate it in one place, and it will be translated everywhere.

Chapter 10- Paris Indicator Tools

Paris Indicators Targets Manager

The AMP has the capability to track targets that are set for Paris Indicators. This section of the Admin Tools allows you to set the baseline and target values along with additional criteria. When you enter this link you will find the main homepage with the Paris Indicators that allow targets to be set.

Choose the indicator that you want to set a target for by clicking the appropriate Paris Indicator. You will then be given the option to enable the selected indicator for tracking (to track according to the targets you enter). You will then be given the option to enter a Baseline Value, Target Value, Constant and a Formula as it relates to that specific Indicator.

You do not have to enable all indicators, you may select on those for which you have selected a

Global Partnership Indicators Manager

The Global Partnership Indicators Manager allows an administrator to adjust settings, including specifying the Default Organization Types which will be shown when first opening the GPI reports and providing indicator descriptions.

The **Indicator Fields** section allows an administrator to define the fields used in calculating each indicator. It also gives a description of how each indicator is calculated.

Indicator Fields

Indicator 5a: Development Cooperation is more predictable.

This indicator is calculated by dividing the sum of actual disbursements for a given year by the sum of scheduled disbursements.

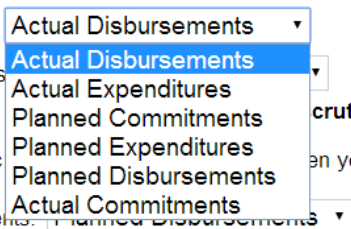
Field to Use for Actual Disbursements:

Field to Use for Planned Disbursements:

Indicator 6: Aid is on budgets which **crutiny.**

This indicator is calculated using the sc **en year.**

Field to Use for Scheduled Disbursements:



New Global Partnership Indicators

The first configuration that needs to be performed is enabling GPI 2017 in Activity Form and Reports. For Reports this is done via Global Feature Manager -> Reporting tab -> GPI Reports -> GPI as depicted below in number 1.

Feature Manager

The screenshot shows the Feature Manager interface. At the top, there is a search bar with 'GPI' entered, a 'Search' button, a 'Reset' button, and navigation arrows. Below the search bar, the template name is 'Ethiopia Default'. A navigation menu includes 'Help', 'Messaging System', 'Public View', 'Reporting' (highlighted in red), 'Administrative Section', 'Project Management', and 'Paris Indicators'. Below this, there are more navigation options: 'Trend Analysis', 'Activity Form', 'Dashboards', 'National Plan Dashboard', 'Permission Manager', 'Gis', and 'Resources'. On the right side, there is an 'Other links' section with 'Admin Home', 'Manage the Templates', 'Add a New Template', 'List of Fields, Features, Modules', and 'Global Settings'. The main content area is titled 'Monitoring And Evaluating' and shows a tree view of features. The 'Reporting' folder is expanded, showing sub-folders like 'Donor Profile Report', 'Filter Section', 'GPI Reports' (highlighted in red), 'GPI', 'GPI 2014', 'Measures', 'Multi-dimensional Reports', 'Pi Reports', 'Pledge Reports', 'Report Generator', and 'Report Types'. Under 'GPI Reports', there are sub-items 'Indicator 1', 'Indicator 5a', 'Indicator 5b', 'Indicator 6', and 'Indicator 9b'. Under 'GPI 2014', there are sub-items 'GPI 2014 - Indicator 1', 'GPI 2014 - Indicator 5a', 'GPI 2014 - Indicator 6', and 'GPI 2014 - Indicator 9b'. A red box highlights the 'Indicator 1' item under 'GPI Reports' with the number '1'. Another red box highlights the 'GPI 2014 - Indicator 6' item under 'GPI 2014' with the number '2'. The interface also shows 'Ascending order' and 'Descending order' options.

- 1) These are the new GPI related entries. Based on needs, each indicator report can be turned on or off.
- 2) This entry belongs to old GPI reports which can also be turned on/off as needed.

IMPORTANT: Although the application doesn't request it, ideally only one of the GPI versions will be enabled.

For the Activity Form side, it can be done either via GFM or via FM mode. In this example we will show the GFM way as depicted below in number 2.

Feature Manager

The screenshot shows the Feature Manager interface. At the top, there is a search bar with 'GPI' entered, a 'Search' button, a 'Reset' button, and navigation arrows. Below the search bar, it says '40 items found.' and 'Template Name: Ethiopia Default'. There are several tabs for different sections: 'Help', 'Messaging System', 'Public View', 'Reporting', 'Administrative Section', 'Project Management', 'Paris Indicators', 'Trend Analysis', 'Activity Form' (selected), 'Dashboards', 'National Plan Dashboard', 'Permission Manager', 'Gis', and 'Resources'. On the right, there is an 'Other links' section with 'Admin Home', 'Manage the Templates', 'Add a New Template', 'List of Fields, Features, Modules', and 'Global Settings'. The main content area shows a list of features under the 'Monitoring And Evaluating' section. The list includes 'Activity Form', 'Activity Internal IDs', 'Internal IDs', 'internalId', 'Aid Effectiveness', 'Budget Structure', 'Cancel', 'Cancel Reject activity', 'Components', 'Contacts', 'Contracts', 'Cross Cutting Issues', 'Donor Funding', 'FM Mode', 'Funding', 'GPI', 'GPI Item', 'GPI 2017', 'GPI NI Survey', 'Add new item', 'Delete Item', 'Indicator 1', 'Resources', 'surveyDependentQuestionValidator', 'surveyResponsesValidator', and 'Indicator 9b'. Two items are highlighted with numbered boxes: 'GPI' (1) and 'GPI 2017' (2).

- 1) Old GPI section in Activity Form.
- 2) GPI 2017 section in Activity Form. In this section you are able to configure what fields are displayed in the Activity Form for the data entry as well as their corresponding validators (which control interrelationship between questions or required questions, etc.)

User Manager Changes

In order to allow configuring users' access to GPI data entry page for entering donor remarks and annual budget, the user manager form was updated to support this functionality as explained below.

National Coordinator: A user can be configured as the *National Coordinator*. This means allowing to enter budget data using GPI Data page.

Edit user

Edit atl atl

First name *

Last Name *

Email *

Country *

Mailing Address

Organization Type

Organization Group

Organisation name

Select Organization To Add as Verified

Add Organization

- Abay River Basin Authority
- African Development Bank
- DFID

Verified Assigned Organisations

- Federal Civil Service Commission
- France
- International Development Association
- Italy

Remove Organizations

Verified Region

Language settings

Pledges User

National Coordinator

Assign to Workspace

Exempt from activity freezing

Save
Cancel

Verified Assigned Organizations

By using the verified organizations list, the user is restricted to enter information only for those organizations assigned as verified and that currently have funding on any activity in AMP. In case the user needs to enter information for an organization for which the user is not yet verified assigned organization, the admin will have to add this new organization as depicted below.

Edit user

Edit atl atl

First name * atl

Last Name * atl

Email * atl@mofed.gov

Country * Ethiopia ▼

Mailing Address

Organization Type Multilateral ▼

1 Organization Group European Union ▼

Organisation name European Union ▼

Select Organization To Add as Verified European Union ▼

2 **Add Organization**

Abay River Basin Authority

African Development Bank

DFID

European Union **3**

Federal Civil Service Commission

France

International Development Association

Italy

Verified Assigned Organisations

Remove Organizations

Enable the GPI Data entry from Global Feature Manager

Besides above configuration there is a general setting that needs to be enabled in order to manage if the GPI Data entry feature is enabled or not. This setting is under Project Management tab -> GPI Data Entry. By default it is disabled.

- Ascending order Descending order
- Project Management -[edit description]
 - Activity Approval Process -[edit description]
 - Activity Costing -[edit description]
 - Aid Effectiveness -[edit description]
 - Calendar -[edit description]
 - Channel Overview -[edit description]
 - Components -[edit description]
 - Components Resume -[edit description]
 - Contact Information -[edit description]
 - Contracting -[edit description]
 - Cross Cutting Issues -[edit description]
 - Custom Fields -[edit description]
 - Document -[edit description]
 - Funding -[edit description]
 - GPI Data Entry -[edit description]
 - Issues -[edit description]
 - Line Ministries -[edit description]
 - My Desktop -[edit description]
 - Organizations -[edit description]
 - Paris Indicators -[edit description]
 - Pledges -[edit description]
 - Previews -[edit description]
 - Program -[edit description]
 - Project ID and Planning -[edit description]
 - References -[edit description]
 - Regional Observations -[edit description]
 - Scenarios -[edit description]
 - TOOLS -[edit description]

[Save Changes](#)

Shortcuts

CTRL+> - next result

CTRL+< - previous result

Chapter 11- Message Tools

Message Manager

Setting	Current Value	New Value	
Message Refresh Time(minutes) ?	10	<input type="text"/>	Save
Message Storage Per Message Type ?	15	<input type="text"/>	Save
Days of Advance Alert Warnings ?	2	<input type="text"/>	Save
Email Alerts ?	No	please select <input type="text"/>	Save
Save All			

Other links

- [Admin Home](#)
- [TemplateAlerts Manager](#)

Figure 12.1 – Message Manager Homepage

The Message Manager controls the behavior of the messaging system used in AMP. As noted in Figure 12.1 there are various settings that can be used to configure the Message Manager. The definition of the various fields is as follows:

Message Refresh Time	Indicates the time in minutes the messages count on the user’s desktop is refreshed
Message Storage Per Message Type	Total number of messages that are permissible per type of message (i.e. Messages, Alerts, Approvals and Events. Within Messages and Alerts this setting indicates the total number of messages permissible in the Inbox, Sent and Draft messages).
Days of Advance Alert Warnings	Number of days in advance an Alert will be received by a user for all alerts that are time sensitive and for upcoming events.
Email Alerts	Set to True to allow all alerts to be forwarded to the user’s email address.

Within the messaging module there are other features that control how messaging works within the AMP. Clicking the [Template Alerts Manager](#) in the Other Links tab on the Messaging Homepage will open the manger that allows you to use more configuration options for Messaging. Let’s take a look at this feature in more detail.

Template Alerts Manager

The Template Alerts Manager allows you to control the way messages appear within AMP. This directly affects the type of message a user will see when receiving a certain type of alert. For example, if you want all New User Registrations to say “Thank you for registering with AMP. Your new username (enter user name) has been approved,” then you would configure that type of message as a template to be sent for all new user registrants.

Templates		
New User {name} registered	[Edit]	[Delete]
You have an upcoming event.	[Edit]	[Delete]
Activity {name} is proposed start date	[Edit]	[Delete]
Activity {name} is approaching its proposed final date for contracting	[Edit]	[Delete]
Activity {name} is approaching its final date for disbursements	[Edit]	[Delete]
Activity {name} is approved	[Edit]	[Delete]
Activity {name} created by {created by}	[Edit]	[Delete]
Activitiy {name} is pending approval	[Edit]	[Delete]

Figure 12.2 – Template Alerts Manager

Clicking on [\[Edit\]](#) allows you to modify the existing template. When Adding a New Template or modifying one, you can then choose how the messages will appear to users and what the trigger actions will be to send such messages.

Add/Edit Template Wizard

Template Name*

text

related trigger*

Receivers*

- All
- WHO---
- GS NDAE
- UN NDAE
- WHO User

Patterns Reference

- {name} - Stands for the name of the activity
- {Created By} - Stands for the name of the creator of the activity
- {approved by} - Stands for activity approver
- {url} - This will enable you to resolve the URL related to activity or the new user registration
- {start date} - Stands for Calendar Event's Start Date
- {end date} - Stands for Calendar Event's End Date
- {login} - Stands for the user's email address (login)
- {organization} - Stands for the user's organization name and acronym

Figure 12.3 – Template Fields for Editing or Adding a Template

Template Name allows you to name the template

Text lets you choose the text that will appear to the receivers of the message. Within the text of the Template name and description the user may include certain “patterns”. These patterns are special text within curly braces {} that will be resolved by AMP to give you more information about the activity / user / event etc., For example, when creating a template for new user registration you may include the pattern {name} which when the alert is delivered to the users will be replaced by the users name.

The related Trigger allows you to choose what event causes this action.

Receivers let you select who should get a message when the action happens.



Information Note

The following triggers have been created to generate system generated alerts

Save Activity – This trigger is meant to send out an alert every time a new activity is created within a workspaces.

New User Registration – This trigger is meant to send out an alert every time a new user registers with AMP.

Activity approved – This trigger is meant to send out an alert every time an activity that has been pending approval from the workspace manager is approved.

Activity not approved – This trigger is meant to send out an alert for an activity that is awaiting approval from the workspace manager.

It is worth noting that templates can also be imported or exported. The option is available on the Other Links menu within the Templates Manager.

Notification E-mail as part of Validation Workflow

It is possible to configure AMP to send e-mail reminders when an activity has been submitted for validation. It is also possible to send e-mail reminders when activity has been submitted for some time and that time has elapsed.

This feature assumes Validation is Turned On in Global Settings. Please check this setting before starting with any other configuration.



Information Note

If Validation was indeed turned off it is necessary to apply a Database patch to create the “Approver” Role. To do this, please contact the AMP Development Team.

General Settings

General Funding Date User

General

Setting	Value
AMP Server Name	AMP Server
Activate Auto Login	false
Activity Form - Funding Section - Tab View	true
Activity Form - One Pager	true
Activity Levels	false
Activity Title Similarity Sensitivity	4
Activity Versions Queue Size	5
Activity version life time in days	30
Allow same organization in different roles	true
Automatic Audit Logger Cleanup	Disabled
Budget Support for PI 9	Technical Cooperation In Kind Capital Investment Scholarships
Change activity status once the Actual End Date has passed	true
Closed activity status	Completed
Country Latitude	42.31
Country Longitude	21.0
Currency exchange rate webservice implementation	FXTop (preferred)
Currency exchange rate webservice password	DEVGATE
Currency exchange rate webservice username	VHAUKP
Days to notify activity submitted for validation	3
Decimals in Location percentage	0
Default Country	Kosovo
Default Structure Type	-1
Do you want to allow Activity overwriting ?	false
ECS Enabled	false
Enable AMP usage tracking	false
GIS Funding Type	Donor Fundings
GIS region highlights colour scheme	Brown-Blue palette
Make Activity dates read only	false
Max Inactive Session Interval	1800
Mixed Implementation Location	true
Multilingual	true
New fields Visibility	Off
Organisation type for Beneficiary Agency	Government of Kosovo
Project Title Hierarchy	false
Projects Validation	On

Figure 12.4 – Global Settings configuration

It also assumes AMP is configured to send e-mail alerts. From Admin Tools, click on Message Manager and select Yes for Email Alerts property.

Message Settings

Setting	Current Value	New Value	
Message Refresh Time(minutes) ?	5	<input type="text"/>	Save
Message Storage Per Message Type ?	10	<input type="text"/>	Save
Days of Advance Alert Warnings ?	2	<input type="text"/>	Save
Email Alerts ?	Yes	please select ▼	Save
Save All			

Other links

- [Admin Home](#)
- [TemplateAlerts Manager](#)

Figure 12.5 – E-mail Alerts configuration

The following two job classes need to exist to be able to properly configure the Jobs to send out the notifications.

Job Class Manager

Name	Class full name	Commands
User Verified Date Job	org.digijava.module.message.jobs.UserVerifiedDateJob	[Edit] [Delete]
Calendar Event Job	org.digijava.module.calendar.jobs.CalendarEventJob	[Edit] [Delete]
Activity Actual Start Date	org.digijava.module.message.jobs.ActivityActualStartDateJob	[Edit] [Delete]
Activity Current Completion Date	org.digijava.module.message.jobs.ActivityCurrentCompletionDateJob	[Edit] [Delete]
Activity Final Date For Contracting	org.digijava.module.message.jobs.ActivityFinalDateForContractingJob	[Edit] [Delete]
Activity Final Date For Disbursements	org.digijava.module.message.jobs.ActivityFinalDateForDisbursementsJob	[Edit] [Delete]
Activity Proposed Approval Date	org.digijava.module.message.jobs.ActivityProposedApprovalDateJob	[Edit] [Delete]
Activity Proposed Completion Date	org.digijava.module.message.jobs.ActivityProposedCompletionDateJob	[Edit] [Delete]
Activity Proposed Start Date	org.digijava.module.message.jobs.ActivityProposedStartDateJob	[Edit] [Delete]
Activity Version Deletion	org.digijava.module.message.jobs.ActivityVersionDeletionJob	[Edit] [Delete]
Send Reminder Emails	org.digijava.module.message.jobs.SendReminderEmailJob	[Edit] [Delete]
Automatically close expired unclosed activities	org.digijava.module.message.jobs.CloseExpiredActivitiesJob	[Edit] [Delete]
Update Currencies	org.digijava.module.currencyrates.CurrencyRatesQuartzJob	[Edit] [Delete]
Refresh Mondrian Cache	org.digijava.kernal.job.scheduled.tasks.RefreshMondrianCacheJob	[Edit] [Delete]
SendEmailsJob	org.digijava.module.message.jobs.SendEmailsJob	[Edit] [Delete]
NotifyActivitiesPendingValidationJob	org.digijava.module.message.jobs.NotifyActivitiesPendingValidationJob	[Edit] [Delete]

[Add new job class](#)

Figure 12.6 – Job Class Configuration

If they are not already added follow these simple steps:

1. Click on “Add new job class” link under Job Class Manager section.
2. Enter name: “SendEmailsJob”.
3. On Class full name paste “**org.digijava.module.message.jobs.SendEmailsJob**” on the text box.
4. Save.
5. Repeat steps 1 and 2 for “NotifyActivitiesPendingValidationJob”.
6. On Class full name paste “**org.digijava.module.message.jobs.NotifyActivitiesPendingValidationJob**” on the text box.
7. Save.

Configuring the Jobs to send notifications

First, you will create the Job that will send out the e-mails. To do so, from Admin Tools click on Job Manager and then on “Add new Job” link.

Add new job

The screenshot shows a web form titled "Add new job" for configuring a job. The form is set to "Class: SendEmailsJob". It has a "Name" field. Below that are "Start date/time" and "End date/time" fields, each with a calendar icon and a red 'X' icon. The "Job Type" section has radio buttons for "Minutely", "Hourly", "Daily", "Weekly", and "Monthly". Below these are "Select Day of week" and "Select Day of month" dropdown menus. There are "Hour" and "Minute" dropdown menus, and a red label "Select repeat interval" above the "Minute" dropdown. At the bottom are "Save" and "Cancel" buttons. Numbered boxes 1 through 5 are overlaid on the form: 1 points to the Class dropdown, 2 to the Name field, 3 to the Start date/time field, 4 to the Job Type radio buttons, and 5 to the Save button.

Figure 12.7 – Send Emails Job configuration

1. Select the Class SendEmailsJob
2. Enter the Job name: e.g. “Send Emails”
3. Select the start date (Optionally enter the end date if needed) you wish this job to start running. It could be starting today. Also specify the time if default value does not fit your needs.
4. Select the frequency you wish the job to run. Different options are allowed based on what frequency you select. E.g. select Daily at 11.00
5. Save.

Now let’s create the job that checks whether the activity has been submitted for validation long enough to send out the e-mail alert.

Add new job

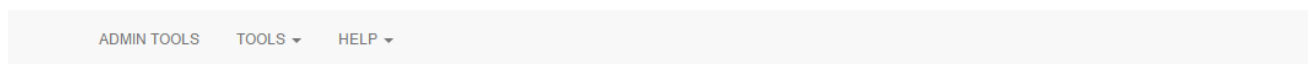
The screenshot shows a configuration form for a job. At the top, the class is set to 'NotifyActivitiesPendingValidationJob'. Below this is a text field for the job name. The 'Start date/time' and 'End date/time' fields are shown with dropdown menus for hours and minutes, and calendar icons. The 'Job Type' section includes radio buttons for 'Minutely', 'Hourly', 'Daily', 'Weekly', and 'Monthly'. Below these are dropdowns for 'Select Day of week' (set to 1) and 'Select Day of month' (set to 1). There are also fields for 'Hour' and 'Minute', with a red text prompt 'Select repeat interval' next to the minute field. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 12.8 – Notify Activity Pending Validation Job configuration

1. Select the Class “NotifyActivitiesPendingValidationJob”
2. Enter the Job name: e.g. “Notify Activities Job”
3. Select the start date (Optionally enter the end date if needed) you wish this job to start running. It could be starting today. Also specify the time if default value does not fit your needs.
4. Select the frequency you wish the job to run. Different options are allowed based on what frequency you select. E.g. select Daily at 11.00
5. Save.

At this point you need to know what workspace/user combination will receive the e-mail notification. To accomplish this task, Login as admin, go to User Manager and add a new user or edit an existing one.

To be coherent with validation workflow, it is understood the user role to be used will be Approver, but the application does not have restrictions in terms of workspaces types, users, or user roles to be used when setting up this feature.



User Manager

List of users				Other links	
Name ▲	Email	Workspace	Actions	Admin Home	
Marina (Environment) Baralo	marinabaralo@hotmail.com	Environment SWG (Workspace Approver)	Edit user Ban user	Add new user	
Marina (CBRK Mgmt) Baralo	marinabaralo@yahoo.com	Central Bank of the Republic of Kosovo (Workspace Approver)	Edit user Ban user	Workspace Manager	
Marina (Education) Baralo	marinabaralo@gmail.com	Education and Employment SWG (Workspace Approver)	Edit user Ban user	View Banned Users	
Marina Baralo	maguibaralo@gmail.com	DFID (Workspace Member) Training Workspace (Workspace Member) Austria (Workspace Member) Donor Coordination Workspace (Workspace Member)	Edit user Ban user	Account Suspend Manager	
Marina Maralo	mbaralo@developmentgateway.org	Economy Trade and Industry SWG (Workspace Approver)	Edit user Ban user		

Figure 12.9 – User and Workspace configuration

Now it is time to configure the e-mail text and the users that will receive the notifications.

To do this, access Admin Tools -> Message Tools -> Message Manager, then on the right hand side click on Template Alert Manager and finally click on Add Template link.

The screenshot shows the 'Add/Edit Template Wizard' interface. It has a title bar 'Add/Edit Template Wizard'. Below it, there are several fields and controls:

- 1**: Template Name field containing 'You have an activity to validate'.
- 2**: Text field containing a template with placeholders: '{login} The activity: "{name}" has been submitted for validation. You can validate it in the following url: {url}'.
- 3**: Related trigger dropdown menu set to 'Activity validation workflow notification'.
- 4**: Receivers list showing a scrollable list of users and organizations, including 'Ministry of Agriculture, Forestry and Rural Development', 'AMP User', 'Fatmire Mirena', 'Rimal Kacem', 'Sebahate Haradinaj', 'Shqipe Shala', 'Shqipran Kadriaj', and 'Ministry of Environment and Spatial Planning'.
- 5**: Buttons for 'Add >>', '<< Remove', 'Save', and 'Cancel'.

At the bottom, there is a 'Patterns Reference' section with the following text:

Patterns Reference
{name} - Stands for the name of the activity
{Created By} - Stands for the name of the creator of the activity
{approved by} - Stands for activity approver
{url} - This will enable you to resolve the URL related to activity or the new user registration
{start date} - Stands for Calendar Event's Start Date
{end date} - Stands for Calendar Event's End Date
{login} - Stands for the user's email address (login)
{organization} - Stands for the user's organization name and acronym

Figure 12.10 – Notification e-mail configuration

1. Enter a Template Name of your preference (This will be the e-mail's subject).
2. Enter the text you would like the user to receive within the e-mail to notify the pending validation.
 - a. This step is configurable based on available parameters displayed on "Patterns Reference" section in above screen shot, such as {login}, {url}, etc.
3. Choose "Activity validation workflow notification" for "Related trigger".
4. Select the e-mail receivers: All users are shown with their respective workspace. Make sure to carefully select the ones you need. This feature highly depends on this step being properly configured.
5. Save

After this configuration is completed, whenever an activity is submitted for validation for the configured workspace, an e-mail will be sent out to the specified user/s. The system will check (as often as the above job was configured) if the activity is still not validated and if the configured value is reached it will send another e-mail notification. After this, no more notification will be sent out unless the activity is submitted again, for which the process starts over.



Information Note

If when e-mail is received, it doesn't properly link to Activity Preview, please contact development team, as there must be a misconfiguration on the server hosting AMP.

Notification E-mail and Alert when Actual payments are behind Planned payments

There are two ways to configure AMP to send alerts when an activity has for instance, less actual payments than planned based on a threshold. One of them is to use E-mail notifications, and the other is using Alert Messages (in user's desktop). AMP allows you to use both at the same time, or just Alert messages based on configuration.

This feature assumes the following Global Settings were configured:

1. A Workspace in which the system will run a report was specified, in order to obtain the activities and their funding. The only requirement for the workspace to show in the Global Settings is that it has at least one user assigned.

<input type="checkbox"/> Public View Budget Filter	All Activities ▾
<input type="checkbox"/> Recreate the views on the next server restart	false ▾
<input type="checkbox"/> Reminder email period in days	30 ▾
<input type="checkbox"/> Report Generator - One Pager	false ▾
<input type="checkbox"/> Resource List Sort Column	Date DESCENDING ▾
<input type="checkbox"/> Responsible Organization Default Organization Group	None ▾
<input type="checkbox"/> Seconds to Auto-Save Activity	0
<input type="checkbox"/> Secure Server	off ▾
<input type="checkbox"/> Show Most Recent Activities on Top	ADB
<input type="checkbox"/> Show all countries	Bilateral and Multilateral Relations Division
<input type="checkbox"/> Show icons for Project Sites for locations up to	Coordination Workspace
<input type="checkbox"/> Show widget place names	DFID
<input type="checkbox"/> Show workspace filter	EADB
<input type="checkbox"/> Site ID for tracking	EBRD
<input type="checkbox"/> Support Email	European Union
<input type="checkbox"/> Tracker URL	FAO
<input type="checkbox"/> Use only Saiku for donor reports	Finland
<input type="checkbox"/> User registration by email	Government of Kyrgyzstan
<input type="checkbox"/> Visibility Template	IFC
<input type="checkbox"/> Workspace Team to run report for funding gap notification	IMF
	JICA
	KFW
	MSF
	OSCE
	PIP
	Switzerland
	Test
	Testing Workspace
	Coordination Workspace

Figure 12.11.1 – Global Settings configuration

- The measures used in the calculations of Actual vs Planned (or whatever measure comparison you would like to do) are also configured in Global Settings. Measure A represents the numerator and Measure B represents the denominator.

<input type="checkbox"/> Make Activity dates read only	false ▾
<input type="checkbox"/> Max Inactive Session Interval	1800
<input type="checkbox"/> Measure A for Funding gap notification	Actual Disbursements ▾
<input type="checkbox"/> Measure B for Funding gap notification	Planned Disbursements ▾
<input type="checkbox"/> Mixed Implementation Location	false ▾
<input type="checkbox"/> Multilingual	true ▾
<input type="checkbox"/> New fields Visibility	off ▾
<input type="checkbox"/> Organisation type for Beneficiary Agency	All ▾
<input type="checkbox"/> Project Title Hierarchy	true ▾
<input type="checkbox"/> Projects Validation	on ▾
<input type="checkbox"/> Public Portal	false ▾
<input type="checkbox"/> Public Portal URL	
<input type="checkbox"/> Public View	off ▾

Figure 12.11.2 – Global Settings configuration



Information Note

You can select any measure combination, as long as they are enabled in Global Feature Manager at the time you configure the settings, and at the time the calculation job is executed.

3. Finally, the threshold percentage difference between the measures A and B selected, which determines if the alert should be sent out or not.

<input type="checkbox"/> Do you want to allow Activity overwriting ?	false ▾
<input type="checkbox"/> ECS Enabled	true ▾
<input type="checkbox"/> Enable AMP usage tracking	true ▾
<input type="checkbox"/> Funding gap notification threshold	1
<input type="checkbox"/> GIS Funding Type	Donor Fundings ▾
<input type="checkbox"/> GIS region highlights colour scheme	Red-Green palette ▾
<input type="checkbox"/> Make Activity dates read only	false ▾
<input type="checkbox"/> Max Inactive Session Interval	1800
<input type="checkbox"/> Measure A for Funding gap notification	Actual Disbursements ▾
<input type="checkbox"/> Measure B for Funding gap notification	Planned Disbursements ▾

Figure 12.11.3 – Global Settings configuration

In above example, the system is configured to send out the alert when it identifies a difference of one percent or more between Measure A and Measure B. Formula is calculated as:

$$\text{Formula} = (100 - (\text{Measure A} * 100 / \text{Measure B})) \geq x$$

- Where “x” is the configured threshold in “Funding gap notification threshold” setting.
- Where Measure A and Measure B are the configured measures in “Measure A for Funding gap notification” and “Measure B for Funding gap notification” settings.

As mentioned in previous feature, it also assumes AMP is configured to send e-mail notifications. To configure e-mail notifications, go to Admin Tools, click on Message Manager and select Yes for Email Alerts property. If you only want Alert Messages to be sent out, “Email Alerts” shall be ‘No’.

Message Settings

Setting	Current Value	New Value	
Message Refresh Time(minutes) ?	5	<input type="text"/>	Save
Message Storage Per Message Type ?	10	<input type="text"/>	Save
Days of Advance Alert Warnings ?	2	<input type="text"/>	Save
Email Alerts ?	Yes	please select ▼	Save
Save All			

Other links

- [Admin Home](#)
- [TemplateAlerts Manager](#)

Figure 12.12 – E-mail Alerts configuration

The following two job classes need to exist to be able to properly configure the Jobs to send out the notifications.

Job Class Manager

Name	Class full name	Commands
User Verified Date Job	org.digijava.module.message.jobs.UserVerifiedDateJob	[Edit] [Delete]
Activity Actual Start Date	org.digijava.module.message.jobs.ActivityActualStartDateJob	[Edit] [Delete]
Activity Current Completion Date	org.digijava.module.message.jobs.ActivityCurrentCompletionDateJob	[Edit] [Delete]
Activity Final Date For Contracting	org.digijava.module.message.jobs.ActivityFinalDateForContractingJob	[Edit] [Delete]
Activity Final Date For Disbursements	org.digijava.module.message.jobs.ActivityFinalDateForDisbursementsJob	[Edit] [Delete]
Activity Proposed Approval Date	org.digijava.module.message.jobs.ActivityProposedApprovalDateJob	[Edit] [Delete]
Activity Proposed Completion Date	org.digijava.module.message.jobs.ActivityProposedCompletionDateJob	[Edit] [Delete]
Activity Proposed Start Date	org.digijava.module.message.jobs.ActivityProposedStartDateJob	[Edit] [Delete]
Activity Version Deletion	org.digijava.module.message.jobs.ActivityVersionDeletionJob	[Edit] [Delete]
Send Reminder Emails	org.digijava.module.message.jobs.SendReminderEmailJob	[Edit] [Delete]
Automatically close expired unclosed activities	org.digijava.module.message.jobs.CloseExpiredActivitiesJob	[Edit] [Delete]
Refresh Mondrian Cache	org.digijava.kernel.job.cachedtables.RefreshMondrianCacheJob	[Edit] [Delete]
MeasureAMeasureBRatioCalculationJob	org.digijava.module.message.jobs.MeasureAMeasureBRatioCalculationJob	[Edit] [Delete]
SendEmailsJob	org.digijava.module.message.jobs.SendEmailsJob	[Edit] [Delete]

[Add new job class](#)

Figure 12.13 – Job Class Configuration

If they are not already added follow these simple steps:

1. Click on Job Manager and then on Job Class Manager on the right hand side.
2. Click on “Add new job class” link.
3. Enter name: e.g. “SendAlertsJob”.
4. On Class full name paste “**org.digijava.module.message.jobs.SendEmailsJob**” on the text box.
5. Save.
6. Repeat steps 1 and 2 for “**MeasureAMeasureBRatioCalculationJob**”.
7. On Class full name paste “**org.digijava.module.message.jobs.MeasureAMeasureBRatioCalculationJob**” on the text box.
8. Save.

Configuring the Jobs to send notifications:

First, you will create the Job that will send out the e-mails and/or alerts. To do so, follow steps specified in page 117 on “Configuring the Jobs to send notifications”. If this step is not done, you will not be able to send e-mails.

Now let’s create the job that checks whether the measures comparison is higher or lower than configured threshold parameter.

Edit job

Class: MeasureAMeasureBRatioCalculationJob
* Name: MeasureAMeasureBRatioCalculationJob

* Start date/time: 01/10/2015 00:00
* End date/time: 31/10/2015 00:00

* Job Type
 Minutely Hourly Daily Weekly Monthly
Select Day of week: 1
Select Day of month: 1
Hour: 00
Minute: 00
Select repeat interval

Save Cancel

Figure 12.14 – Job Configuration

1. Select the Class “**MeasureAMeasureBRatioCalculationJob**”
2. Enter the Job name: e.g. “**Measure A Measure B Ratio Calculation Job**”
3. Select the start date (Optionally enter the end date if needed) you wish this job to start running. It could be starting today. Also specify the time if default value does not fit your needs.
4. Select the frequency you wish the job to run. Different options are allowed based on what frequency you select. E.g. select Monthly on the 25th at 11.00
5. Save.

At this point you need to know what workspace/user combination will receive the e-mail notification. To accomplish this task, Login as admin, go to User Manager and add a new user or edit an existing one, making sure the user has assigned the configured workspace in Global Settings.

User Manager



List of users				
 				
Filter by:	-All-	keyword:	Expected Results 10	Show Reset
Users				
Name ▲	Email	Workspace	Actions	
Marat Oskombaev	m.oskombaev@minfin.kg	<ul style="list-style-type: none">test workspace (Workspace Member)	Edit user	Ban user
Marina Baralo	maguibaralo@gmail.com	<ul style="list-style-type: none">PIP (Workspace Member)Testing Workspace (Workspace Member)Coordination Workspace (Workspace Manager)	Edit user	Ban user
Mirat Usualiev	m.usualiev@minfin.kg	<ul style="list-style-type: none">test workspace (Workspace Member)Bilateral and Multilateral Relations Division (Workspace Member)	Edit user	Ban user
MSF User	msf@amp.org	<ul style="list-style-type: none">MSF (Workspace Member)test workspace (Workspace Member)Government of Kyrgyzstan (Workspace Member)	Edit user	Ban user
viewAll M 				
Click on viewAll to see all existing Users.				

Figure 12.15 – User and Workspace configuration

Now it is time to configure the e-mail text and the users that will receive the notifications.

To do this, access Admin Tools -> Message Tools -> Message Manager, then on the right hand side click on Template Alert Manager and finally click on Add Template link.

The screenshot shows the 'Add/Edit Template Wizard' with the following configuration:

- 1** Template name: Send Measures Notification
- 2** Text: Фактическая оплата не соответствует запланированным выплатам. Мероприятия "{name}" Amp_id: "{ampId}"
- 3** related trigger: Activity measure comparison notification
- 4** Receivers: A list of users including JICA User, Ulan Aiylichiev, IFC User, World Bank, ATL ATL, Jyldyz Musahodjaeva, Switzerland User, and Ulan Aiylichiev.
- 5** Buttons: Add >>, <<Remove, Save, Cancel

Patterns Reference

- {name} - Stands for the name of the activity
- {ampId} - Stands for the name of the activity amp_id
- {Created By} - Stands for the name of the creator of the activity
- {approved by} - Stands for activity approver
- {url} - This will enable you to resolve the URL related to activity or the new user registration
- {start date} - Stands for Calendar Event's Start Date
- {end date} - Stands for Calendar Event's End Date
- {login} - Stands for the user's email address (login)
- {organization} - Stands for the user's organization name and acronym

Figure 12.16 – Notification E-mail configuration

1. Enter a **Template Name** of your preference. This will be the **e-mail's subject**.
2. Enter the **text** you would like the user to receive within the e-mail, to notify the payment difference.
 - a. This step is configurable based on available parameters displayed on "Patterns Reference" section in above screen shot, such as {login}, {url}, etc.
3. Choose "**Activity measure comparison notification**" for "Related trigger".
4. Select the **e-mail receivers**: All users are shown with their respective workspace. Make sure to carefully select the ones you need. This feature highly depends on this step being properly configured.
5. **Save**

Note: The text in the e-mail is not translatable. Just add the e-mail text it in the target language/s.

After these steps are completed, the jobs will run based on configured frequency. An e-mail shall be received for each activity when the calculation result is such that it meets or exceeds the specified funding gap threshold.

Viewing Alert Messages

In order to see Alerts, the user shall log into AMP in the workspace configured to receive alerts. These will show up at the bottom-right of the page as shown below.

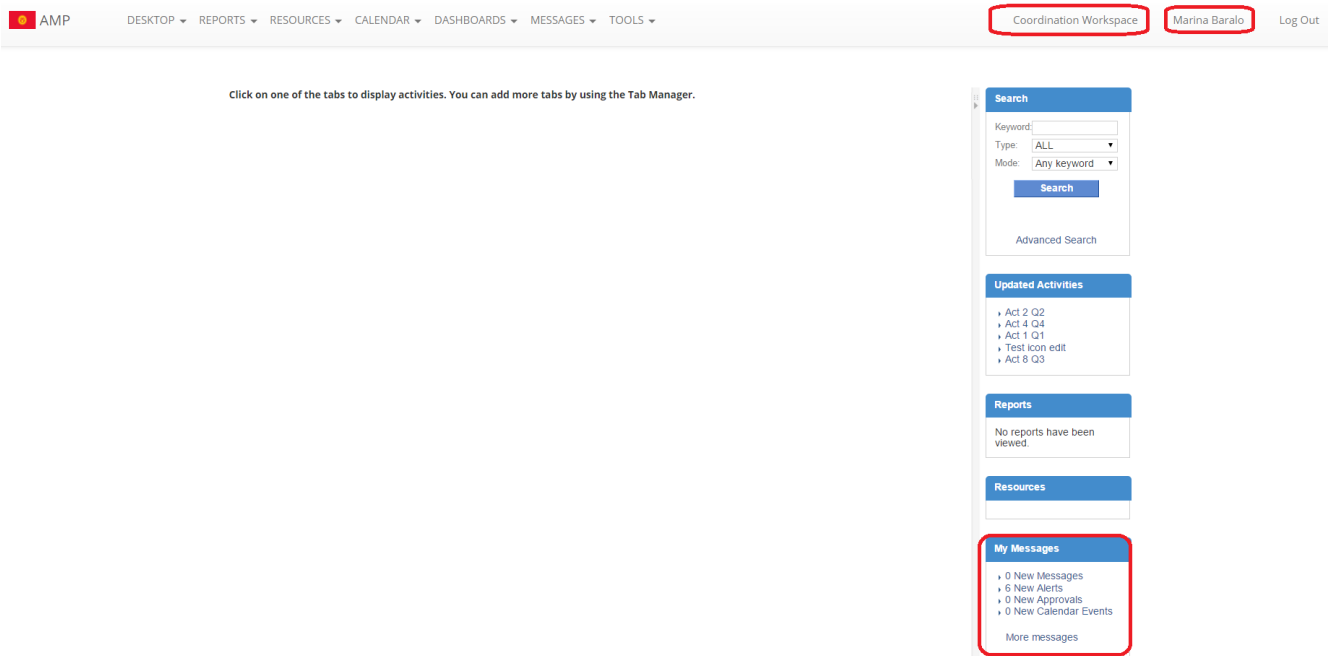


Figure 12.17 Alert Messages in User's Desktop

When clicking on "New Alerts", you will be able to see the details of each activity and you will have the possibility to access the activity preview.

IMPORTANT NOTE:

If the e-mail or alert doesn't properly link to Activity Preview, please contact development team, as there must be a misconfiguration on the server hosting AMP

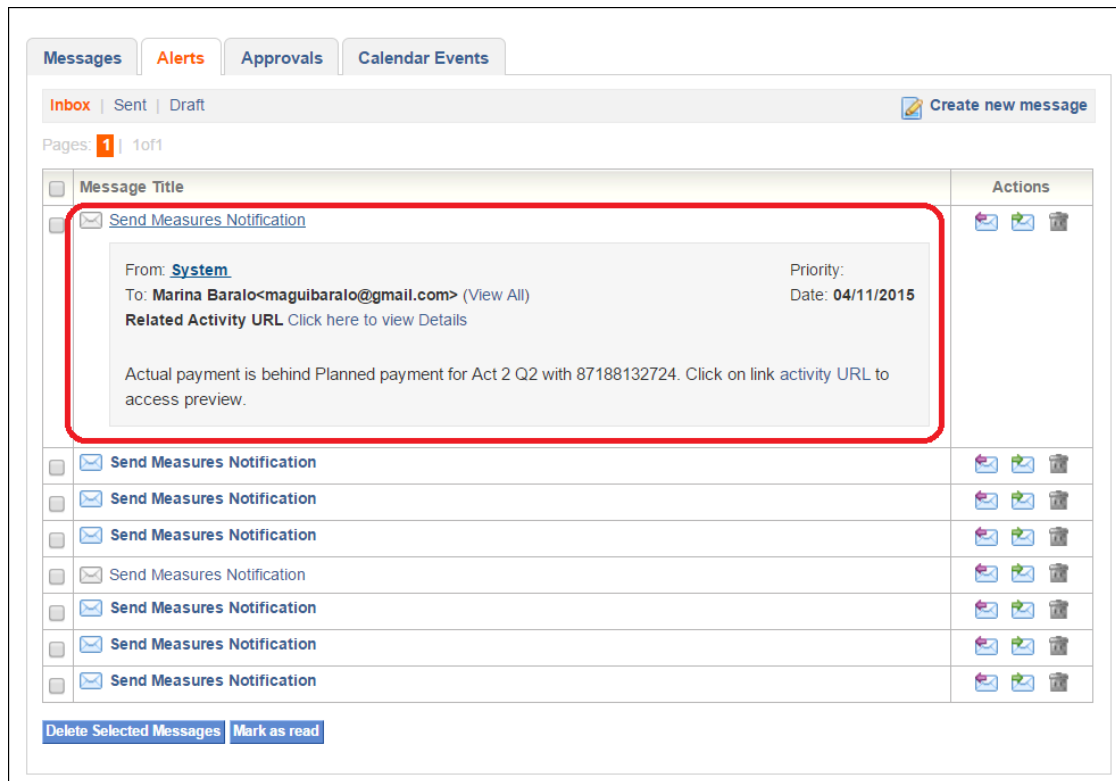


Figure 12.18 Alert Messages Detail

Chapter 12- Resource Tools

Resource Label Manager

Within the AMP, Documents can be tagged with labels that make them easy to locate and improve the search capabilities. To provide coordination and harmonization on the tag names that can be used, available tags for AMP are controlled by the AMP administrator. In this section, all tags can be entered and once they are saved, they are then available for users to use in tagging documents.

Resource labels can be grouped by folders to make the relevant and easy to manage. When selecting a label, the administrator will choose a Name for the label, the Text Color of the label and the Background Color for the label. When making these selections it is best practice to be consistent in the naming conventions and to use names that users will readily understand.

To understand the filter's functionality, let's look at the various sections and how their respective roles are defined.

The position allows you to place the filters you sort how you want the filters you have created to appear in the AMP document manager available for public viewing. This dropdown will show all of the filters you have created (you can view all filters in section 4).

Selecting the [Filters](#) option allows you to create a filter of the available documents in your document manager. Choosing [Labels](#) allows you to add labels to the filtering criteria.

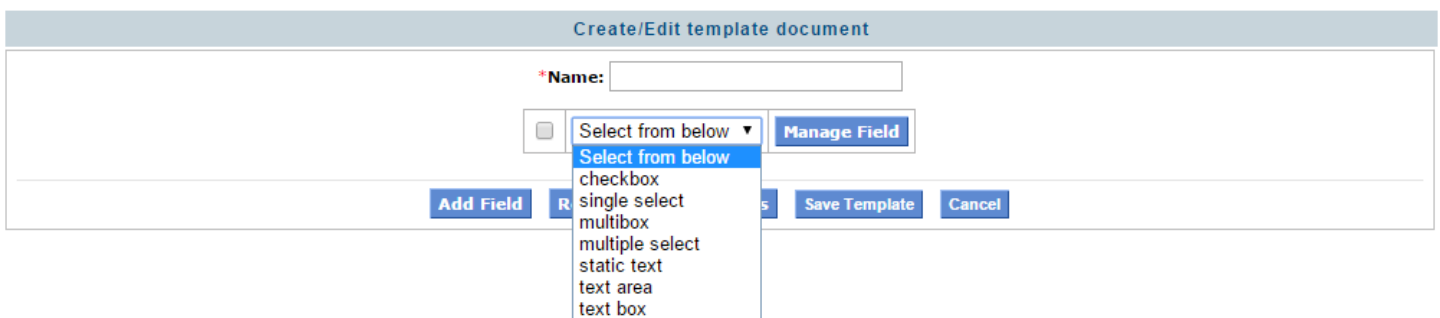
This is a view of the filter you have chosen (after you have made your filter selection). If the filter correctly shows all of the information you want, then you click [Save Currently Applied Filter](#).

Here you will see a list of all filters you have created

Template Documents Manager

For regularly used documents, the Administrator can create a template to automate the data entry process. In order to do this, within the Templates Document Manager, select the Add Templates option in the Other Links tab. When you select this option you will be give an option of the choices you want to make available for the document creation.

Create/Edit template document



The screenshot displays the 'Create/Edit template document' interface. At the top, there is a header bar with the text 'Create/Edit template document'. Below this, there is a form area. On the left, there is a label '*Name:' followed by an input field. To the right of the input field is a 'Manage Field' button. Below the input field, there is a dropdown menu with the text 'Select from below' and a downward arrow. The dropdown menu is open, showing a list of options: 'checkbox', 'single select', 'multiple select', 'static text', 'text area', and 'text box'. To the left of the dropdown menu, there is a small square icon. Below the dropdown menu, there is an 'Add Field' button. To the right of the 'Add Field' button, there is a 'Save Template' button and a 'Cancel' button.

Figure 12.1 – Creating a new document template

As you see in Figure 13.1 there are various options you can choose for the fields. Select the appropriate option and click [Manage Field](#) to enter the available selections or text (based on the option chosen) that should be available to users for that field. Add as many fields as you need and once all fields have been selected, click [Save Template](#) and it will appear on the homepage of the Templates Document Manager with the Name you selected for the template.

Resource Manager

This manager allows you to perform different configurations that will affect the system's resource management.

Resource Manager

	Setting	Value
1	Limit upload of file types	<input checked="" type="checkbox"/>
2	Maximum file size (MB)	12
3	Resource list sort column	Date DESCENDING x ▾

Figure 12.2 Resource Manager settings

There are three configurations available:

1. Limit upload of file types: limits the ability to upload certain file types into the system (configuration explained below). This limitation checks whether the file's extension is correct, and checks the file's content matches the extension and wasn't renamed as an incorrect file type.
2. Maximum file size (MB): the maximum file size of content to be uploaded to activities and resources (in megabytes).

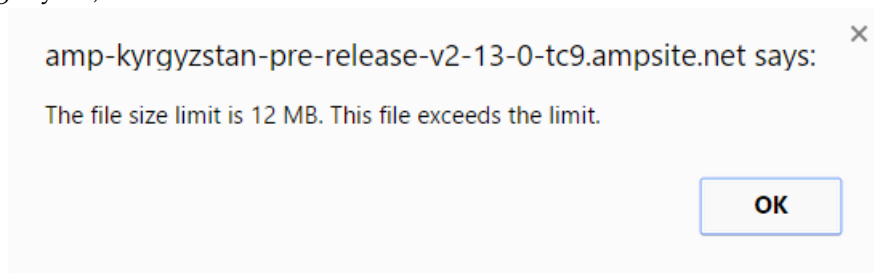


Figure 12.3 File size limit validation error.

3. Resource list sort column: defines how resources should be ordered in AMP (ex. alphabetically).

My Resources **Team Resources** Shared Resources

Add Resource Search Filters Labels Clear

Labels: None Filters: Keywords: [Show Legend](#)

Pages: 1 2 | Next >>

Title	Type	Resource Name	Date	Publ. Year	Document Type	Labels	Size (MB)	Actions
Проект по оказанию чрезвычайной помощи		Emergency Recovery Project_Oct1_2010.pdf	11/20/2013	2013	Project Document		1.19	-Actions-
Дополнительное финансирование для Проекта срочной помощи энергетическому сектору(grant)		Energy Emergency Assistance Project.pdf	11/20/2013	2013	Project Document		0.41	-Actions-
ПРОЕКТА ВЛ 110 КВ АЙГУЛЬТАШ – САМАТ И ПОДСТАНЦИЯ		Aigultash-Samat.pdf	11/20/2013	2013	Project Document		5.64	-Actions-
ФИНАНСИРОВАНИЯ ПРОЕКТА УЛУЧШЕНИЯ ЭЛЕКТРОСНАБЖЕНИЯ Г. БИШКЕК И Г. ОШ		Improvement of Electricity Supply in Bishkek.pdf	11/20/2013	2013	Project Document		0.933	-Actions-
ПРОЕКТУ «СТРОИТЕЛЬСТВО ЛИНИИ ЭЛЕКТРОПЕРЕДАЧИ 500 кВ «ДАТКА – КЕМИН» И ПОДСТАНЦИИ 500 кВ «КЕМИН»		The Construction of Datka-Kemin 500 kv transmission line Project.pdf	11/20/2013	2013	Project Document		1.646	-Actions-
Франкфурт-на-Майне,("KW")(кредит)		???????? ? ?????????????? ?????, ?????????????? ? ?????????? ???????...tif	11/20/2013	2013	Project Document		0.242	-Actions-

Limit File Type Next Steps:

User first clicks on “Limit upload of file types,” next you select which types of files to allow. This is done through the “File type upload manager” section under Resource Manager page.

File type upload manager

Available file types

Select from the list which file types you would like to be allowed in AMP uploads. Select and click "Add" to select the allowable file types.

Start typing to filter

- BMP
- CSV
- GIF
- JPEG
- Libre Office documents
- Libre Office spreadsheets
- PNG
- PSD
- Rich Text Format
- TIFF
- Text Files

Add

Allowed file types

Selected file types that are allowed to be uploaded in AMP. To remove any options from the allowed file types, select and click "Remove".

Start typing to filter

- MS Excel
- MS PowerPoint
- MS Project
- MS Visio
- MS Word
- PDF
- Zip Files

Remove

Save Changes

Figure 12.4 File type upload manager

Step 1: Admin user enables the feature, from the Available file types in the left-hand side selects a few items, moves them to the Allowed file types in the right-hand side and saves.

Resource Manager

Setting	Value
Limit upload of file types	<input checked="" type="checkbox"/>
Maximum file size (MB)	<input type="text" value="12"/>
Resource list sort column	<input type="text" value="Date DESCENDING"/>

File type upload manager

Available file types

Select from the list which file types you would like to be allowed in AMP uploads. Select and click "Add" to select the allowable file types.

Start typing to filter

- BMP
- CSV
- GIF
- JPEG
- Libre Office documents
- Libre Office spreadsheets
- PNG
- PSD
- Rich Text Format
- TIFF
- Text Files

Add

Save Changes

Allowed file types

Selected file types that are allowed to be uploaded in AMP. To remove any options from the allowed file types, select and click "Remove".

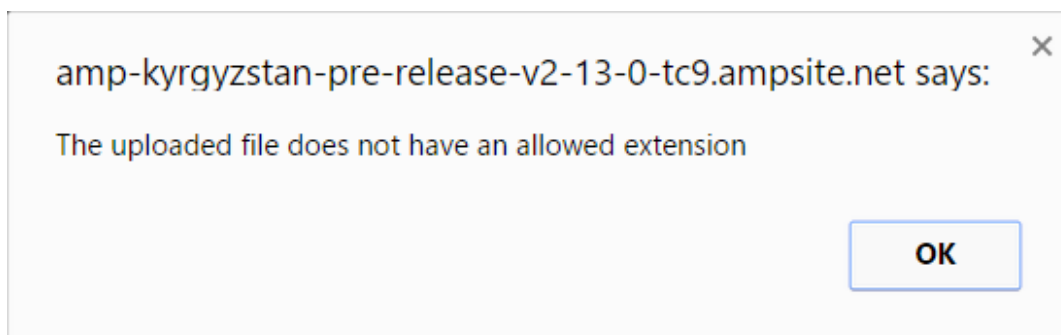
Start typing to filter

- MS Excel
- MS PowerPoint
- MS Project
- MS Visio
- MS Word
- PDF
- Zip Files

Remove

Figure 12.5 Limit file type upload feature configured.

As a result once a user wants to upload a file into the system either through Activity Form or Resources, the application will check whether it meets the extensions/content specified in the "Allowed file types" list. If they do, upload will be permitted. If they don't, upload will be rejected with the corresponding message.



Add new content ✕

The uploaded file does not have an allowed extension!

Title:*

Project Components:

Notes:

Year Of Publication:

Type:

Path:*

* The marked fields are mandatory

Figure 12.7 Resources Upload - Not allowed file error

There are two kinds of validations performed by the system when a file is uploaded: by file extension as explained above and by file content, which checks that the file matches the extension.

Add New Document

*** Title**

en ✓ ru

Project Components i

en ru

Type

Choose One ▼

Note

en ru

File

Choose file

butterfly.xls

File 'butterfly.xls' was uploaded, with size '6658067' bytes

Add

Cancel

*File extension does not match the actual file format: butterfly.xls is a JPEG (image/jpeg)

Warning: If Admin enables the feature by selecting the checkbox but does not specify any allowed file types, no files can be uploaded in the AMP as displayed below.

Resource Manager

Setting	Value
Limit upload of file types	<input checked="" type="checkbox"/>
Maximum file size (MB)	<input type="text" value="12"/>
Resource list sort column	Date DESCENDING x ▼

File type upload manager

Available file types

i Select from the list which file types you would like to be allowed in AMP uploads. Select and click "Add" to select the allowable file types.

Start typing to filter

- BMP
- CSV
- GIF
- JPEG
- Libre Office documents
- Libre Office spreadsheets
- MS Excel
- MS PowerPoint
- MS Project
- MS Visio
- MS Word
- PDF
- PNG
- PSD
- Rich Text Format
- TIFF
- Text File

Add

Allowed file types

i Selected file types that are allowed to be uploaded in AMP. To remove any options from the allowed file types, select and click "Remove".

Start typing to filter

Remove

Save Changes

Figure 12.8 Limit checked, no file types selected

WARNING:

If Admin does not check “Limit Upload of File Types” but selects some file types as allowed, no limit will be applied during file upload. No error message displayed to the user, and any type of file can be uploaded.

Resource Manager

Setting	Value
Limit upload of file types	<input type="checkbox"/>
Maximum file size (MB)	12
Resource list sort column	Date DESCENDING x ▾

File type upload manager

Available file types

Select from the list which file types you would like to be allowed in AMP uploads. Select and click "Add" to select the allowable file types.

Start typing to filter

BMP
CSV
GIF
JPEG
Libre Office documents
Libre Office spreadsheets
PNG
PSD
Rich Text Format
TIFF
Text Files

Add

Save Changes

Allowed file types

Selected file types that are allowed to be uploaded in AMP. To remove any options from the allowed file types, select and click "Remove".

Start typing to filter

MS Excel
MS PowerPoint
MS Project
MS Visio
MS Word
PDF
Zip Files

Remove

Figure 12.10 Limit Upload of file type not selected

Chapter 13 - Results Dashboard Tools

Dashboards Manager for Fragmentation Charts

From Dashboards Manager you can configure the values for each color. The number of thresholds to show in the chart is fixed, although you can configure the value each threshold will have as displayed below.

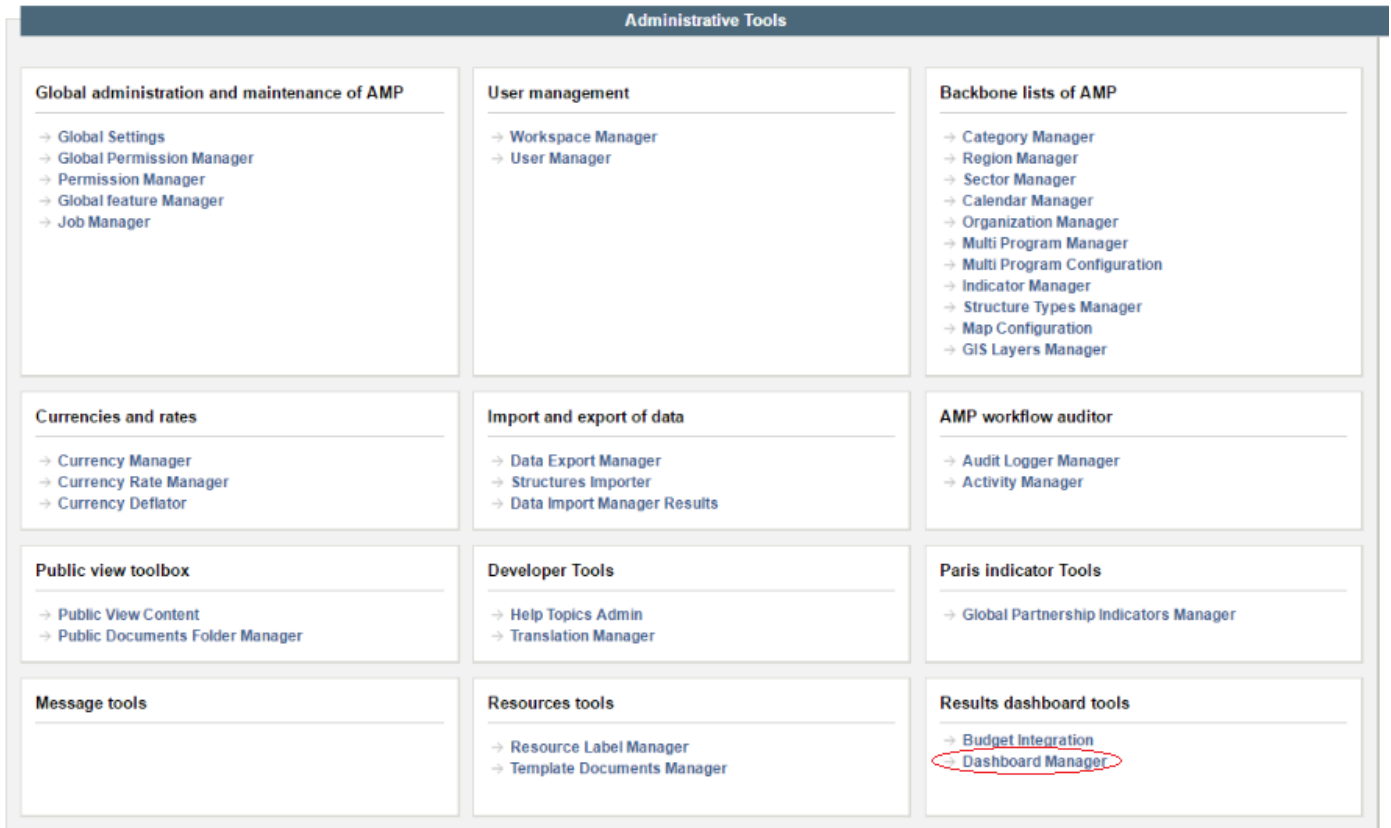


Figure 13.1 – Dashboard Manager

Fragmentation Chart Settings

Threshold Settings

Listed colors will be used to highlight the amounts within specified ordered ranges

Threshold range	Color	From	To
1 (lowest)	Dark Red	0 %	1 %
2	Light Red	1 %	5 %
3	Dark Orange	5 %	10 %
4	Light Orange	10 %	15 %
5	Light Green	15 %	20 %
6 (highest)	Dark Green	20 %	100 %

Save

Figure 13.2 – Fragmentation Chart Settings

Threshold range defines a logical order when adding percentages for each color. If you enter incorrect values, the application will show an error message as displayed below.

Fragmentation Chart Settings

Threshold Settings

Listed colors will be used to highlight the amounts within specified ordered ranges

Threshold range	Color	From	To	
1 (lowest)	Dark Red	0 %	5 %	Not Unique! ✕
2	Light Red	1 %	5 %	Not Unique! ✕
3	Dark Orange	5 %	10 %	
4	Light Orange	10 %	15 %	
5	Light Green	15 %	65 %	
6 (highest)	Dark Green	65 %	100 %	

Save

Threshold ranges are incorrectly ordered:
Range #1 must be lower than #2. ✕

Figure 13.2 – Fragmentation Chart Errors

As you can see above, two problems are highlighted:

4. Numbers in range 1 and range 2 are not unique
5. Range 1 value needs to be lower than value in Range 2 and do on for the rest of the ranges.

If the ranges are correctly setup, no red box error will be displayed and you will be allowed to save.

The configured ranges are then displayed in the Fragmentation Charts legend when accessing Dashboards by logged in user or public user (non admin). For example:

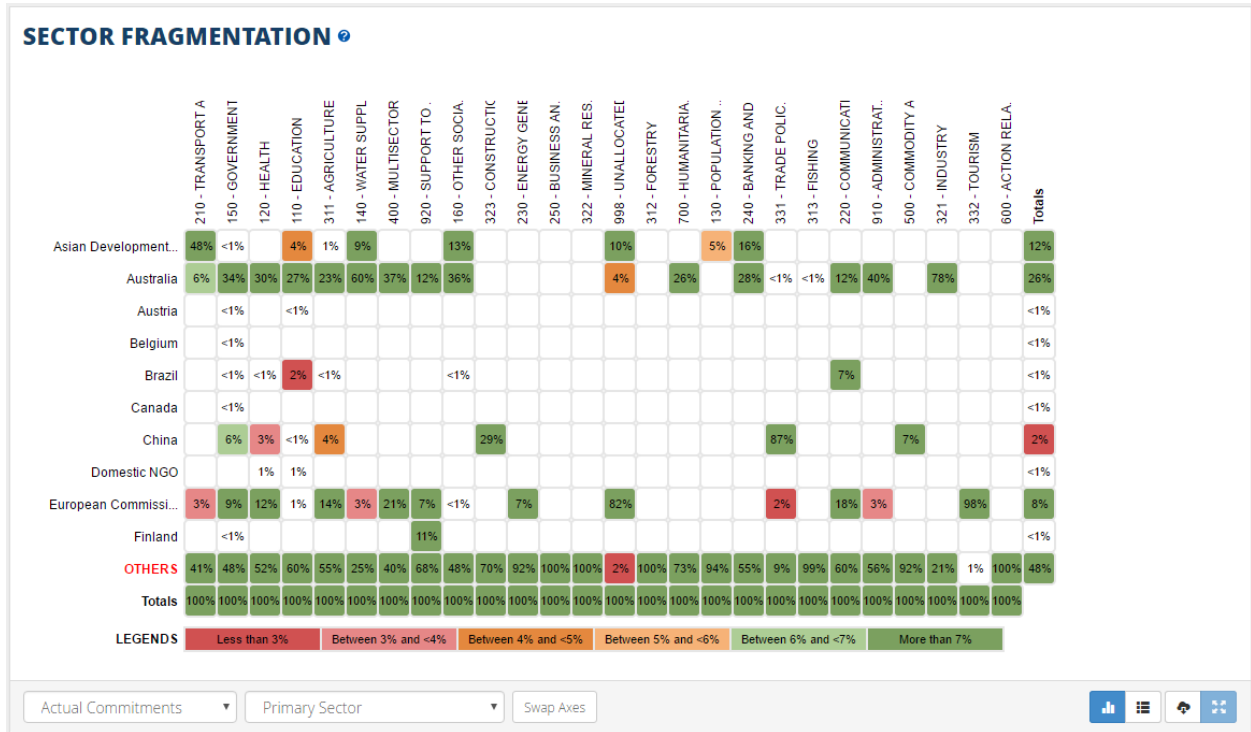


Figure 13.2 – Fragmentation Chart

Chapter 14 – AMP Offline

AMP provides the ability to download a desktop application to be able to enter or update activity data even if you have a weak connection or internet connection issues.

Initially, to be able to start using the application, a stable connection is necessary to download the app and do the initial login and sync. Once this phase is successfully completed, you can work in offline mode by using the desktop application. Once you are done using it, you can do a data sync with AMP as soon as a connection is available.

Let's first configure AMP to show the offline client download page. For this, you need to navigate to the Global Feature Manager -> Project Management and select AMP Offline as depicted below.

Enabling this option will allow any logged in user with the ability to see the desktop client download page.

Feature Manager

Search Search Reset << >> 2 items found.

Template Name:

Help Messaging System Public View Reporting Administrative Section **Project Management**

Paris Indicators Trend Analysis References Activity Form Dashboards National Plan Dashboard

Permission Manager Gis Resources Monitoring And Evaluating

Ascending order Descending order

- Project Management -[edit description]
 - AMP Offline** -[edit description]
 - Activity Approval Process -[edit description]
 - Activity Costing -[edit description]
 - Aid Effectiveness -[edit description]
 - Calendar -[edit description]
 - Channel Overview -[edit description]
 - Components -[edit description]
 - Components Resume -[edit description]
 - Contact Information -[edit description]
 - Contracting -[edit description]
 - Cross Cutting Issues -[edit description]
 - Custom Fields -[edit description]
 - Document -[edit description]
 - Funding -[edit description]
 - Issues -[edit description]
 - Line Ministries -[edit description]
 - My Desktop -[edit description]
 - Organizations -[edit description]
 - Paris Indicators -[edit description]
 - Pledges -[edit description]
 - Previews -[edit description]
 - Program -[edit description]
 - Project ID and Planning -[edit description]
 - References -[edit description]
 - Regional Observations -[edit description]
 - Scenarios -[edit description]
 - TOOLS -[edit description]

Save Changes

Figure 14.1

In case you also want the public users to be able to download the desktop client, you need to also configure the Public AMP Offline option in Public View tab

Feature Manager

Search: offline Search Reset << >> 2 items found.

Template Name: default

Help Messaging System **Public View** Reporting Administrative Section Project Management

Paris Indicators Trend Analysis References Activity Form Dashboards National Plan Dashboard

Permission Manager Gis Resources Monitoring And Evaluating

Ascending order Descending order

- Public View -[edit description]
 - Activity Preview -[edit description]
 - Contacts -[edit description]
 - Version History -[edit description]
 - Home Page Menu Entry -[edit description]
 - Login - User Management -[edit description]
 - Menu Options -[edit description]
 - Public AMP Offline** -[edit description]
 - Public Calendar -[edit description]
 - Public Dashboards -[edit description]
 - Public Documents -[edit description]
 - Public GIS -[edit description]
 - Public Language Switch -[edit description]
 - Public Report Generator -[edit description]
 - Public Reports -[edit description]
 - Public Reports and Tabs -[edit description]
 - PUBLIC SITE -[edit description]
 - Show Editable Export Formats -[edit description]

Save Changes

Figure 14.2

Once it's configured you will see the option to download the desktop client in Tools menu as displayed below.

AMP Login Change Password Trouble signing in?

PUBLIC DOCUMENTS REPORTS LANGUAGE TOOLS

AMP Offline

Figure 14.3

In Admin -> Global Settings -> General Tab the ensure the setting AMP Offline Enabled is set to **true**.

General Funding Date User

general

Setting	Value
AMP Offline Enabled	true
Activity Form - Funding Section - Tab View	false

Figure 14.4

AMP Offline Jobs

AMP Offline related jobs are executed only if AMP Offline is enabled in AMP Admin → Global Settings.

Register with AMP Registry	<p>Pushes AMP domain settings to the AMP Registry app.</p> <p>During AMP Offline first time setup, the user will link the client to the country from a list.</p> <p>The list of countries will be provided by AMP Registry. This way the user won't need to enter the URL manually.</p>
Download AMP Offline releases	<p>Downloads new compatible releases from AMP Registry app. See below.</p>

For the available installers to be displayed in the download page below, a job is scheduled in Job Manager. The job comes created with the installation and it's setup to run once a day. The Jobs should execute automatically on first startup if **AMP Offline setting** was already enabled.

If new installers are available, they will be picked up once this job runs. As any other job, it can be executed on demand if needed.

Job Manager

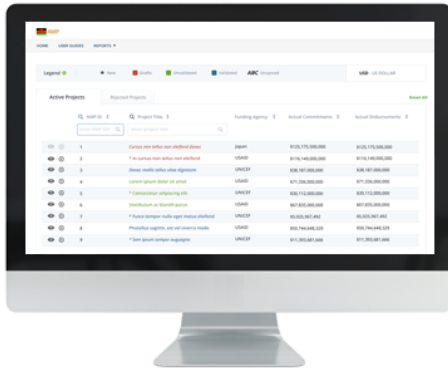
Name	Start date	End date	Previous fire date	Next fire date	Final fire date	Status	Commands	Other links
Register with AMP Registry	21/12/2017 14:32:00		22/12/2017 12:32:00	22/12/2017 13:32:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	Admin Home Job Class Manager
Download AMP Offline releases	21/12/2017 14:32:00		22/12/2017 12:32:00	22/12/2017 13:32:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Automatically close expired unclosed activities	31/12/2012 18:30:00		21/12/2017 19:31:00	22/12/2017 19:31:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Refresh Mondrian Cache	25/03/2009 22:00:00		21/12/2017 22:00:00	22/12/2017 22:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
Run Mondrian ETL	04/05/2016 21:00:00		21/12/2017 14:27:33	31/12/2017 23:01:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
AuditCheckTime	18/09/2008 08:15:42			18/09/2008 08:15:42		Paused	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
DeleteAuditLoggs	28/09/2008 08:10:42			28/09/2008 08:10:42		Paused	[Pause] [Resume] [Edit job] [Run Now] [Delete]	
jobDetail-s1	28/03/2009 02:00:00		22/12/2017 02:00:00	23/12/2017 02:00:00		Working	[Pause] [Resume] [Edit job] [Run Now] [Delete]	

[Add new job](#) [Pause all jobs](#) [Resume all jobs](#)

Server date and time: 22/12/2017 12:59:32

Figure 14.5

The AMP Offline download page will automatically detect the Operating System you are running and it will suggest the right installer to download. Nevertheless, you will still have the ability to download any of the available installers as needed.



Download the Offline Client

The AMP Offline application allows you to edit and add activity information to the AMP without having an active internet connection. In order to use the application, you must download and install the compatible version of AMP Offline application from the list of the latest AMP Offline installers. When you run the application for the first time, you must have an active internet connection in order to sync your user data, activity data, and other critical data to the application. After that, you may work offline and sync your data periodically.

We have automatically detected which version of the application meets your operating system requirements. Other versions are available below.

[Download AMP Offline 1.0.0 - Windows Vista/7/8/10 - 64 bits](#)

All installer versions

- [Ubuntu Linux \(.deb\) - 64 bits](#)
- [Ubuntu Linux \(.deb\) - 32 bits](#)
- [Windows Vista/7/8/10 - 64 bits](#)
- [Windows Vista/7/8/10 - 32 bits](#)

Figure 14.6

IMPORTANT NOTE:

The Firewall configuration in the computers running the AMP Offline desktop client should not block connections to 80 or 443 remote ports.

For more information on how to install and use the application please refer to the *AMP Offline Desktop App User manual*.

Chapter 15 - Public Portal

The Public Portal allows you to see information consistently with what AMP Features provide, such as Dashboards, Reports and GIS. It is now not only possible to view the same information but it also allows easily configuring pre-defined pages, pre-defined widgets as well as new custom pages to fulfill your country's needs. You can see details on how to accomplish these tasks below.

Managing Site Settings

In order to be able to configure or setup the new Public Portal you need to have proper credentials and navigate to <http://publicportal.com/user>. Once you are logged in, you can start the portal configuration by using settings link on top-right side as shown below.

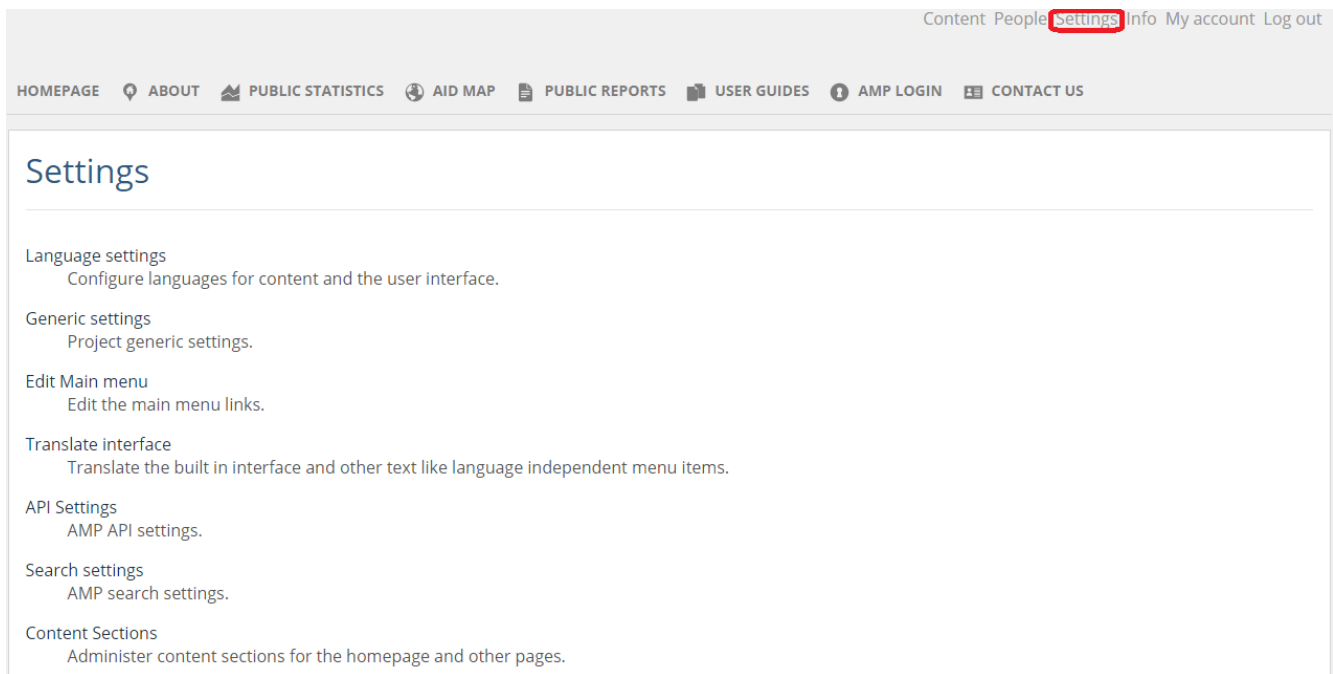


Figure 15.1 Settings

When clicking on *Settings* at the top right of the screen, the administrator can define:

- Language settings
 - Default language
 - Enabled languages

Language settings

Hide row weights

English name	Native name	Code	Direction	Enabled	Default	Weight
English	English	en	Left to right	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	0 ▾
French	Français	fr	Left to right	<input checked="" type="checkbox"/>	<input type="radio"/>	0 ▾
Romanian	Română	ro	Left to right	<input checked="" type="checkbox"/>	<input type="radio"/>	0 ▾
Russian	Русский	ru	Left to right	<input type="checkbox"/>	<input type="radio"/>	0 ▾
Spanish	Español	es	Left to right	<input type="checkbox"/>	<input type="radio"/>	0 ▾

Language specific character sets are only loaded when the language is enable, that is why certain characters might have a different font style.

[Save configuration](#)

Figure 15.1.1 Language settings

- Generic Settings

- Clear Cache: Clears Public Portal cache to force the application display non-cached data, useful when project information has changed and you wish to see it before the automatic job is executed.

Clear cache

[Clear all caches](#)

Figure 15.1.2 Generic settings

- Site name:
 - Name displayed at the top left corner next to the logo.
 - E-mail address: Only for automated e-mail notifications. Should be a valid address on the country's domain.

Site details

Site name *
Aid Management Platform
The site name will be transformed to uppercase before displaying in the header.

E-mail address *
no-reply@honduras.amp.org
The *From* address in automated e-mails sent during registration and new password requests, and other notifications. (Use an address ending in your site's domain to help prevent this e-mail being flagged as spam.)

Logo image settings
Your logo is displayed in the top left of the website header.

Use the default logo
Check here if you want the theme to use the default logo.

Save configuration

Figure 15.1.3 Site settings

- Logo: Logo image to be uploaded. It will appear next to Site name explained above.
- Miscellaneous
 - Show Export Buttons: it is possible to decide whether or not to display export buttons in search results. This is to match the behavior in AMP to restrict the ability to download data in an editable export format such as .xls, or doc.
 - Enable Reports: this option is used to enable Predefined Reports. This report is preconfigured to report Projects based on Department and/or Municipality. Besides enabling the feature from this option, it is also necessary to add a new content page in the **Main menu** that links to 'reports' path.

NOTE: in order to add a new page in Main menu you need to go to *Settings -> Edit Main menu* and add a new page in the target language as depicted below.

Once both steps are done, the report is ready to be used. If you want to disable the usage of this predefined report, it is enough to just deselect the **Enable Reports** option and save.

Structure

Menu link title *

Predefined Reports

The text to be used for this link in the menu.

Path *

reports

The path for this menu link. This can be an internal Drupal path such as `node/add` or an external URL such as `http://drupal.org`. Enter `<front>` to link to the front page. AMP NOTE: Use `<amp>` as the base of your URL instead of using the domain when linking directly to AMP.

Description

Shown when hovering over the menu link.

Weight

49

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Language

English

This item belongs to a multilingual menu. You can set a language for it.

ICON SETTINGS

Save

Delete

Figure 15.1.4 Predefined reports page configuration

- Main Menu
 - Menu links: add, edit and delete
 - Translate links

+ Add link

MENU LINK	ENABLED	WEIGHT	OPERATIONS
Homepage	<input checked="" type="checkbox"/>	-50	edit delete translate
Activities	<input checked="" type="checkbox"/>	-49	edit delete translate
Blog	<input checked="" type="checkbox"/>	-48	edit delete translate
Contact	<input checked="" type="checkbox"/>	-47	edit delete translate

Save configuration

Figure 15.1.5 Main Menu Settings

- Translate interface for built in text
 - Search

- Translate
- Edit and Delete

▼ FILTER TRANSLATABLE STRINGS

String contains

Leave blank to show all strings. The search is case sensitive.

Language: Search in: Limit search to:

TEXT GROUP	STRING	CONTEXT	LANGUAGES	OPERATIONS
Menu	Navigation menu.menu.navigation.title	menu.navigation.title	fr ro ru es	edit delete
Menu	The Navigation menu contains links intended for site visitors. Links are added to the Navigation menu automatically by some modules. menu.menu.navigation.description	menu.navigation.description	fr ro ru es	edit delete
Menu	Management menu.menu.management.title	menu.management.title	fr ro ru es	edit delete
Menu	The Management menu contains links for administrative tasks. menu.menu.management.description	menu.management.description	fr ro ru es	edit delete

Figure 15.1.6 Translate Interface

- API Settings
 - Server URL rest service: To be able to obtain information from AMP backend and represent it via widgets on the Public Portal.
 - There is an option to only display Humanitarian Aid related data only. The idea is to be able to only report specific projects based on the Humanitarian Aid field in AMP.

POST-EARTHQUAKE ASSISTANCE PORTAL

Content People [Settings](#) Info My account Log out

HOME PAGE AMP HOME ACTIVITIES DASHBOARDS REPORTS

API Settings

API Server Hostname

Enter the hostname of the server.

Hostname

The hostname for the server with no trailing slash. Ex: http://amis.mof.gov.np/rest

Use alternative hostname for Activity view links
If you are using localhost to access the API check here to use an alternative hostname for the Activity view links.

API Settings

Only show "Humanitarian Aid" related data

Only show "Disaster Response Marker" related data

Figure 15.1.7.1 API Settings

- There is an option to only display Disaster Response related data. The idea is to be able to report specific projects based on the Disaster Response (a.k.a. Funding Status) field in AMP.

POST-EARTHQUAKE ASSISTANCE PORTAL

Content People **Settings** Info My account Log out

HOME PAGE AMP HOME ACTIVITIES DASHBOARDS REPORTS

API Settings

API Server Hostname

Enter the hostname of the server.

Hostname

The hostname for the server with no trailing slash. Ex: http://amis.mof.gov.np/rest

Use alternative hostname for Activity view links
If you are using localhost to access the API check here to use an alternative hostname for the Activity view links.

API Settings

Only show "Humanitarian Aid" related data

Only show "Disaster Response Marker" related data

Save configuration

Figure 15.1.7.2 API Settings

- Search Settings
 - SSC Integration: Enable or Disable South-South Cooperation project search. Please See *Managing Custom Pages* section for more information on how to create a SSC Widget page.
 - Enabled Columns: Select which columns to display on search results table.

Search settings

SSC Integration (disabled)

South-South Cooperation search functionality and widgets are disabled.

Enabled Columns

A list of columns to be displayed in the search results table.

Enabled search columns

- Actual Approval Date
- Actual Commitments
- Actual Completion Date
- Actual Disbursements
- Actual Expenditures
- Actual Start Date
- Beneficiary Agency
- Disaster Response Marker
- Donor Agency
- Humanitarian Aid
- Location
- National Plan Objective
- Organization Roles
- Original Completion Date
- Planned Commitments
- Planned Disbursements
- Planned Expenditures
- Primary Program
- Primary Sector
- Proposed Completion Date
- Proposed Start Date
- Secondary Sector
- Status

Please select the enabled columns. NOTES:

- Only columns that are also enabled in AMP will be displayed.
- For SSC columns to be displayed the SSC integration needs to be enabled.
- The title and details link columns are always displayed.

Figure 15.1.8.1 Search settings

- o Enabled Filters: Select which search filters to display on Search user interface.

Enabled Filters

A list of filters to be displayed in the search form.

Enabled search filters

- Beneficiary Agency
- Disaster Response Marker
- Donor Agency
- Humanitarian Aid
- Location
- National Plan Objective
- Primary Sector
- Secondary Sector

Please select the enabled filters. NOTES:

- Only filters that are also enabled in AMP will be displayed.
- It is recommended to also enable the column for each of the enabled filters.
- The "Search Terms" filter is always displayed.

Figure 15.1.8.2 Search settings

- o Amount Options: this specific configuration only applies to search results where it is possible to decide in which format to display numbers. This setting is not tied to AMP configuration. By default Unit option is selected. *See also Settings - Content Section – Total Activities or Total Pledges widget to configure their Amount options.*

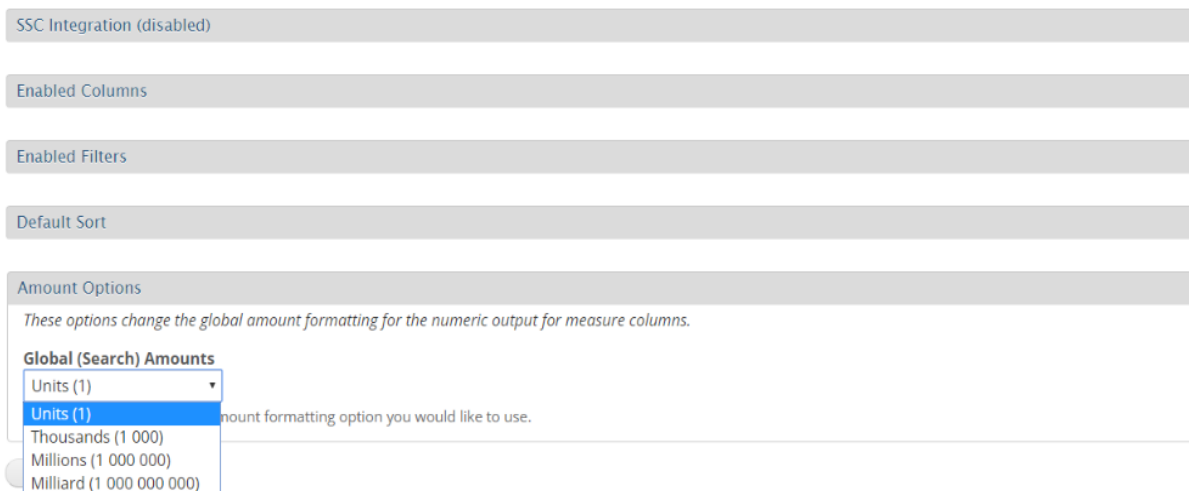
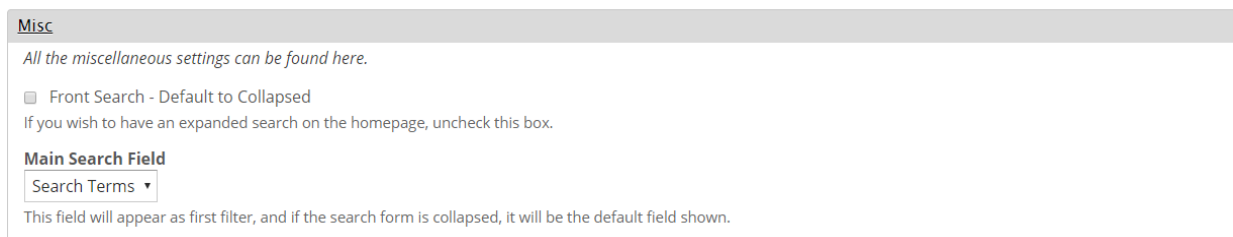
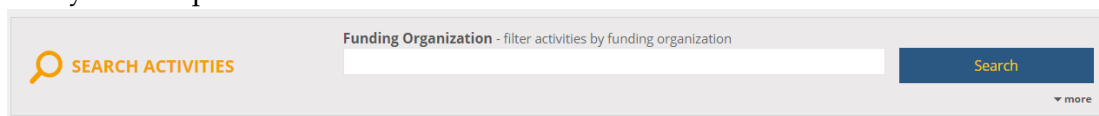


Figure 15.1.8.3 Search settings3

- o Misc: this section allows for the configuration of parameters that arrange how the search options will be laid out in the homepage and in the search page.



- Front Search – Default to Collapsed: if this option is selected, it means in the homepage, the search section will be collapsed (meaning only one option will be displayed with the ability to be expanded with a click in *more*).



If the option is unselected, then the search section will be displayed entirely and will look similar to:

SEARCH ACTIVITIES

Search Terms - search keywords within activities

Donor Agency - filter activities by donor agency

Primary Sector - filter activities by primary sector

Secondary Sector - filter activities by secondary sector

Location - filter activities by location

Search

▲ less

- Main Search Field: with this option you can determine which search field will be displayed first in the list of options. By default, it is the Search Terms option. You can select any other option from the drop down list to override this as depicted below. In this example the Primary Sector was selected in the Main Search Field drop down list and this is how this impacts in the user interface:

SEARCH ACTIVITIES

Primary Sector - filter activities by primary sector

Search Terms - search keywords within activities

Donor Agency - filter activities by donor agency

Secondary Sector - filter activities by secondary sector

Location - filter activities by location

Search

▲ less

Within this section, there is an option called “Move Search Terms to the bottom”. This is available whenever Search Terms option is not selected. When used the layout could look like this:

SEARCH ACTIVITIES

Primary Sector - filter activities by primary sector

Donor Agency - filter activities by donor agency

Secondary Sector - filter activities by secondary sector

Location - filter activities by location

Search Terms - search keywords within activities

Search

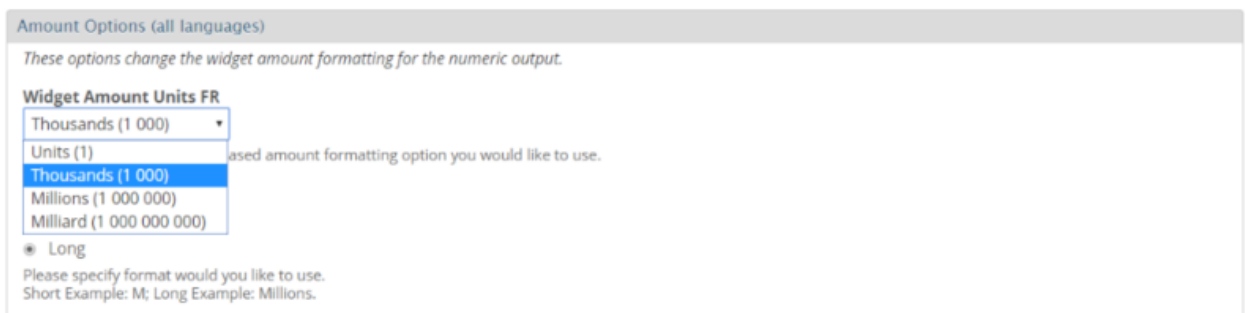
▲ less

- Content Section. See **Managing Content Sections** for more information on how to manage content.
 - Linked Map Block: Configure AMP GIS Map link
 - Home Welcome Block: Configure Welcome block text and appearance. Here you can also configure the Public Portal to display an image slider (up to 5 images). See more details below.

- Total Activities: Enable or disable displaying summarized projects information. The information displayed in this widget can be configured to depend on Public Portal's Global settings (e.g. to only show Disaster Response related activities). This widget shows the following information:
 - Total Commitments: Sum of actual commitments of all projects*
 - Total Disbursements: Sum of actual disbursements of all projects*
 - Total Activities: Total number of projects*.

*As specified above, it can be affected by Global Settings, in which case partial data may be displayed.

There is a setting that allows displaying the widget's amount formatting, like unit, thousands, millions or billions.



You can also specify whether you would like the long version or the short version of the formatted option. Example: Short: 10M; Long: 10 Millions

Amount Units Type FR

- Short
- Long

Please specify format would you like to use.
Short Example: M; Long Example: Millions.

- Total Pledges: Enable or disable displaying summarized pledges information. The data here displayed is independent from Public Portal's Global settings (i.e. Settings applied via "API Settings", do not affect the result of this widget, thus neither more nor less information will be retrieved.) This widget shows the following information:
 - Total Pledges: Sum of funding for all existing pledges.
 - Total Commitments: Total project commitments which have been linked to pledges.
 - Total Disbursements: Total project disbursements which have been linked to pledges.
 - Pledge Activities: Total number of projects which have been linked to at least one pledge.

- Just like for Total Activities, you can also configure this widget to display funding amounts in different formats.
- Blog Sidebar Section: Configure Blog sidebar text and appearance.
- Footer: Configure footer text and image/s to be displayed across the Public Portal
- Home Widgets Section: Define which widgets will be displayed on Homepage. The information displayed in these widgets can be configured to depend on Public Portal's Global settings (e.g. to only show Disaster Response related activities). See also *Managing Content Blocks*.

Content Sections

Linked Map Block

The linked map block is displayed on the homepage and on the blog sidebar.

Home Welcome Block

The home welcome block is displayed on the top of the homepage next to the projects search form.

Total Activities

Will display the total commitments, disbursements and the total number of activities in system.

Total Pledges

Will display the total pledges and pledge-related total commitments, disbursements and the total number of activities in system.

Blog Sidebar Section

The blog sidebar is a section of configurable content on the blog pages sidebar.

Footer

The footer is a section of free text in the page footer.

Home Widgets Section

The home widgets is a section of configurable content on the homepage.

Figure 15.1.9 Content Sections

Home Welcome Block - Image Slider

In order to configure the Home Welcome Block to display an image slider, you first need to enter the Home Welcome Block in Content Sections (above figure) and click on *“Use a Slider”*. The next step is to decide whether you want to add a new slide (you never upload one before) or an existing slide (you uploaded images in the past and would like to select from the existing list).

Home Welcome Block

(Cancel)

Title

Use a Slider
If you want, you can use a slider instead a static welcome header. 1

Language

Spanish

Slides

Please specify which slides should be used for the slider (and their order as well).

You have added 0 out of 5 allowed slides. 2

Publishing options

Published

Figure 15.1.9.1 Image slider configuration

Add new slide

Each created slider will be presented in the public portal for 5 seconds. In order for the slider to be meaningful, you need to create at least 2 sliders (this means, repeating this process at least two times).

Add new slide

Title *
Year 2017 Slider 1

Description (Edit summary)

Text for year 2017 slider 2

Image 3
Browse
The image is a part of the slider.

Link

Status * 4
 Published
 Unpublished

Create slide 5 Cancel

1. Provide a distinctive title for the image that you will upload or the story you want to tell. This will be the text displayed at the top in yellow.
2. Provide some text to describe the photo being displayed (optional). This will be the text displayed below the title in white.
3. Click on Browse to upload an image for the slider from your computer (i.e **Upload**) by clicking on **Choose File**, selecting **an image**, then hit on **Upload** button and finally **Next** to have the image uploaded to the slider. Then you need to provide a name for the uploaded file (required) and an alternatively text and tooltip text.

UPLOAD IMAGE LIBRARY

Upload a new file *

Choose File new bridge.jpg Upload

Files must be less than 32 MB.
 Allowed file types: png gif jpg jpeg.
 Images must be between 128x128 and 2048x2048 pixels.

Next

File name *
New honduras bridge 2016

Alt Text
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text
Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Previous Save

You can add images for the slider from the existing **Image Library** (previously uploaded files in the site) by just selecting the **image in question** and clicking **Submit**.

4. If you want the slider to be working immediately after you save, make sure the option is **Published**. If you need to polish the information or would like to wait for some days, make sure the option selected is **Unpublished** (you can later edit the slider and Publish it).
5. Click on Create slide to save it.

Inside the Home Welcome lock after saving you will see a summary of the added slider/s as depicted below. You can add up to five sliders. If you add only one, an error message will be displayed upon saving.

Slides

Please specify which slides should be used for the slider (and their order as well).

Show row weights

	Title	Status	Operations
+	Honduras News	Published	Edit Remove
+	New bridge in construction	Published	Edit Remove

You have added 2 out of 5 allowed slides.

Add new slide Add existing slide

Once all sliders are created, you can save the Home Welcome Block so that the changes are reflected in the Public Portal home page.

Add existing slide

You can also use the Add existing slide in case you added the slide in the past and would like to re-use it. Just type in the title to find it and click on **Add slide**.

Add existing slide

Slide *

New

Honduras News (3)

New bridge in construction (4)

Removing slides

You can remove slides by clicking on the **Remove** button. You will be asked for confirmation. There is an option to remove the slide from the system (this means, not only removing the slide for the home welcome block but also not leaving it available for future usage (like for Add existing slide) by selecting the checkbox “Delete this slide from the system”.

Title	Status	Operations
New bridge in construction	Published	

Are you sure you want to remove *New bridge in construction*?

Delete this slide from the system.

Remove Cancel

Editing slides

You can edit added slides at any time. You can change the title, description, even the image you originally uploaded and you can also Unpublish a slide.

Managing Content

Creating custom pages

To create a custom page navigate to the Create Page interface (*Content > Add content*), select the Content type (Blog entry or regular page), fill out the form and submit it. If you want to make it visible don't forget to mark it as published.

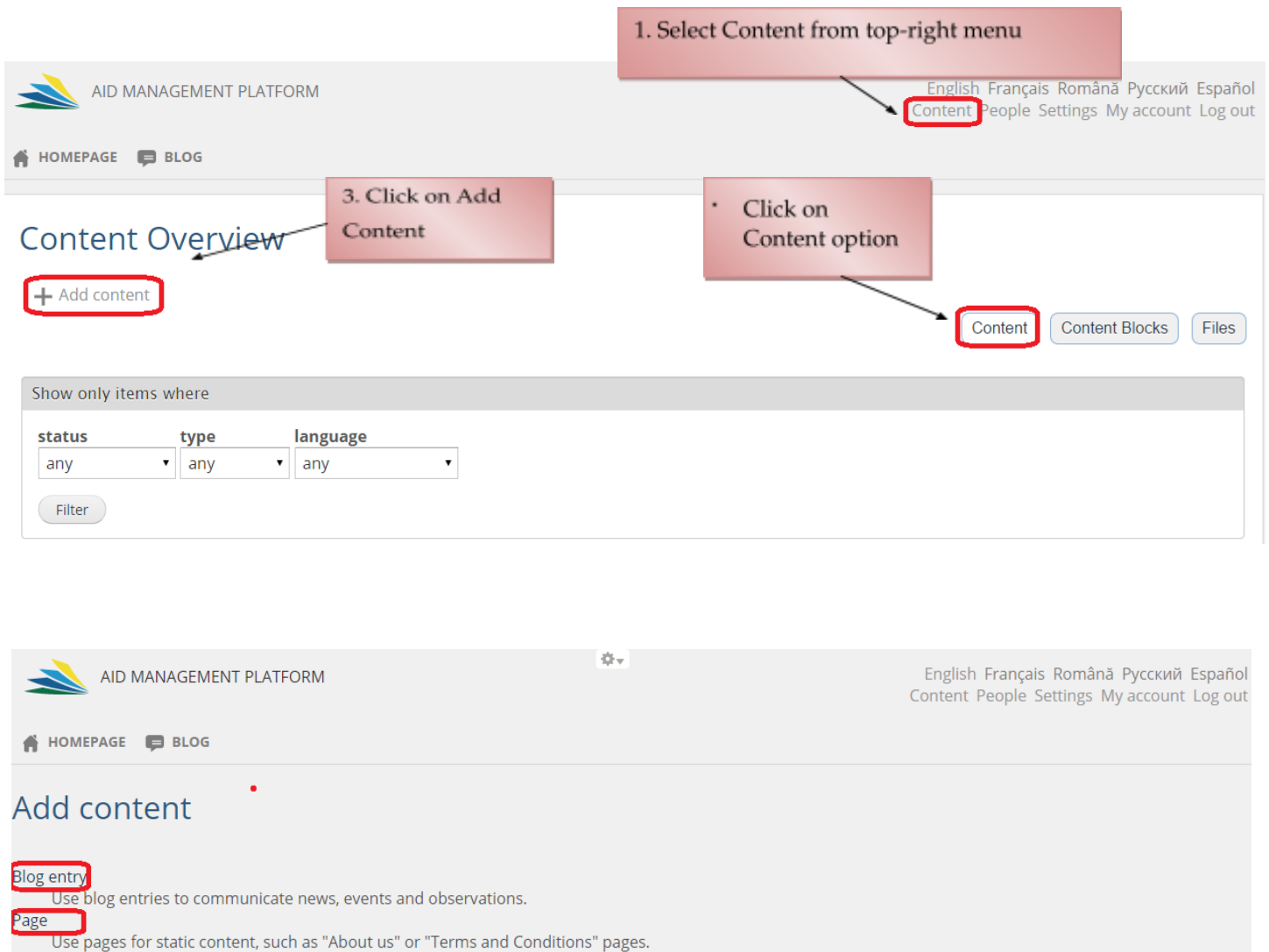


Figure 15.2 – Page Customization

If you want to show the page as a menu item, you can do it from Settings page. In that case you need to go to Main menu option and click on Add Link as shown below. For more information, see **Managing Menus section**.

Select Settings from top-right menu

Select Edit Main Menu
Then click on Add Link to add a new custom page on Main Menu

Main menu LIST LINKS TRANSLATE

Add link

MENU LINK	ENABLED	WEIGHT	OPERATIONS
Homepage	<input checked="" type="checkbox"/>	-20	edit delete translate
Blog	<input checked="" type="checkbox"/>	10	edit delete translate

Save configuration

Figure 15.3 – Configure new page to be shown in Main menu

IMPORTANT NOTE:

When configuring Dashboards and GIS homepage links, the URL to be used should be

Dashboards:

http://<server_url>/TEMPLATE/ampTemplate/dashboard/external.html?language=xx

GIS:

http://<server_url>/TEMPLATE/ampTemplate/gisModule/external.html?language=xx

Where external.html?language=xx is modified with the page's target language. For instance, if you created a 'TABLEAU DE BORD' (Dashboards in French), the link should point to external.html?language=fr

Most common ISO Codes for countries are: en for English; fr for French; es for Spanish; ro for Romanian; Please check ISO Code 639-1 for more information on other languages.

After saving a page record you can edit it as well. To do that you must either find the desired record using Filter inside **Content** interface and follow the edit link there or click on Edit button when the page itself is opened (see example below). You can delete a page by using the delete button next to edit as shown below.

AID MANAGEMENT PLATFORM English Français Română Русский Español
Content People Settings My account Log out

HOME PAGE BLOG

Content Overview

+ Add content

2. Filter to show narrowed list

Click on the desired option

Content Content Blocks Files

Show only items where

status	type	language
any	any	any

Filter

Update options

Publish selected content Update

3. Either edit or delete page

<input type="checkbox"/>	Title	Type	Author	Status	Updated	Language	Operations
<input type="checkbox"/>	Test	Blog entry	admin_user	published	10/30/2014 - 15:09	Language neutral	edit delete

Figure 15.4 – Edit/Delete Custom Pages

IMPORTANT NOTE:

Remember, that after each change you still need to save the page to see your changes right on the page.

Managing Content Blocks

In this section you can add blocks of content that can be of two types: Predefined widgets or Text content block, as shown below.

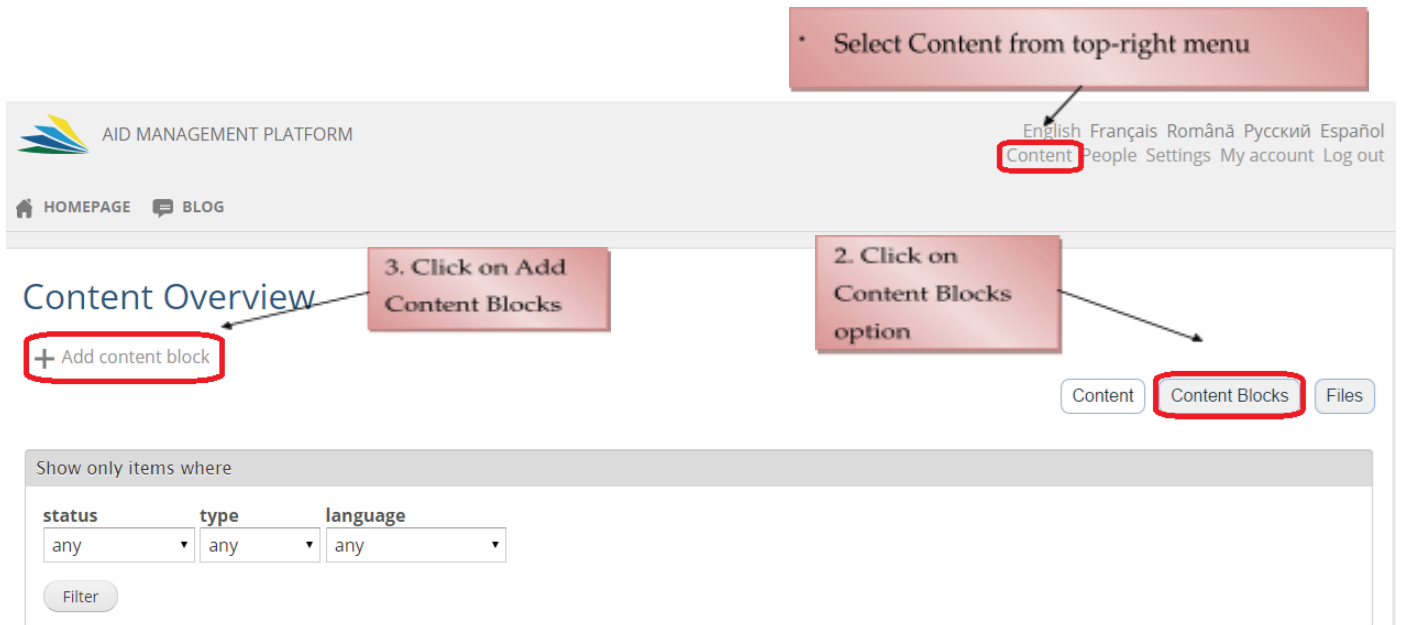


Figure 15.5.1 – Add Content block

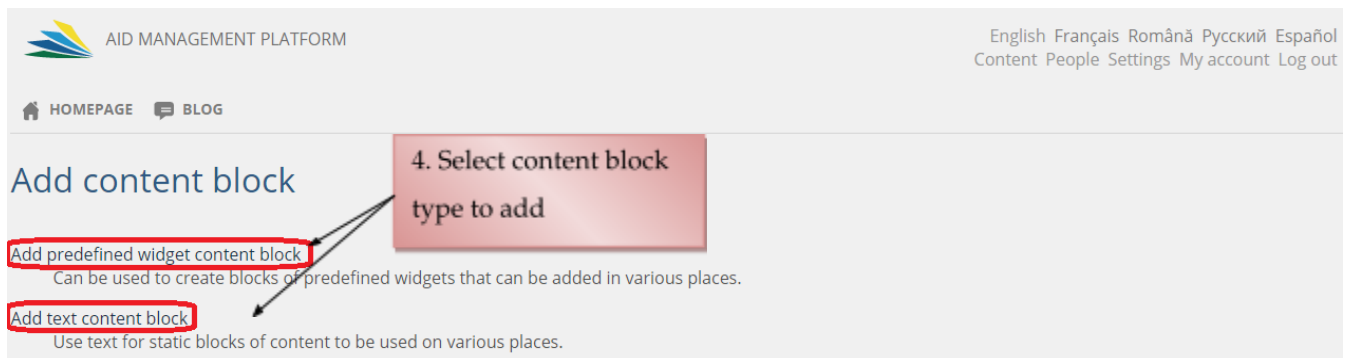


Figure 15.5.2 – Add Content block types

You can select between different options that will appear on the Public Portal as live information. You can only select one widget at the time. If you need more than one content widget to be shown, these steps need to be repeated for each.

AID MANAGEMENT PLATFORM

English Français Română Русский Español
Content People Settings My account Log out

HOME PAGE BLOG

Add predefined widget content block

Title *

Language
English

Widget *

- Top Projects
- Total Activities
- Last Updated
- Top Donors
- News And Events

Save

Figure 15.5.3 – Add Content Blocks - Predefined Widgets

Further options will be displayed on the form such as South South Cooperation, Period, Project count, Donor count, Funding type, Default sorting, Columns to be displayed which will be configurable or not based upon widget selection as shown in the example below.

Widget Settings

Settings for the Top Projects widget.

South-South Cooperation
Display the top SSC projects instead.

Period
Previous 12 months

Displays the top projects during the selected time period.

Projects Count
10

The number of projects to display in the widget.

Default Sort
Default

The order in which to display the projects. **(not implemented yet!)**

Display all columns
Whether or not to display all table columns. Un-check to select visible columns.

Figure 15.5.4 – Add Content Blocks - Predefined Widgets

A predefined widget can remain Unpublished. Admin user can see it is not published when listing existing widgets, under Status column it will show “Unpublished” or when saving the widget, an orange outline will frame the widget borders.

The image shows a configuration form for a widget. The form is titled "Not Published Widget" and includes several sections:

- Title ***: A text input field containing "Not Published Widget".
- Language**: A dropdown menu set to "Language neutral".
- Widget ***: A radio button selection with four options: "Top Projects", "Last Updated", "Top Donors" (selected), and "News And Events".
- Widget Settings**: A section with a title "Settings for the Top Donors widget." and four sub-sections:
 - Period**: A dropdown menu set to "Last 12 months". Below it is the text "Displays the top donors during the selected time period."
 - Donors Count**: A dropdown menu set to "10". Below it is the text "The number of donors to display in the widget."
 - Funding Type**: A dropdown menu set to "Commitments". Below it is the text "The type of funding."
- Style Settings**: A section with no visible options.
- Publishing options**: A section with a checkbox labeled "Published" which is currently unchecked.

At the bottom of the form is a "Save" button.

Figure 15.5.5 – Not Published Widgets



Information Note

For the configured widgets to be displayed in homepage, you need to add a container page. To do that, go to Content Sections – Click on Home Widget Section – Enter any title, select the content pages previously created (e.g. Top Donors) and Save.

Content Sections

Linked Map Block

The linked map block is displayed on the homepage and on the blog sidebar.

Home Welcome Block

The home welcome block is displayed on the top of the homepage next to the projects search form.

Total Activities

Will display the total commitments, disbursements and the total number of activities in system.

Blog Sidebar Section

The blog sidebar is a section of configurable content on the blog pages sidebar.

Footer

The footer is a section of free text in the page footer.

Home Widgets Section

The home widgets is a section of configurable content on the homepage.

Managing Menus

To manage menu items, navigate to the Menus interface (Settings – Edit Main Menu). Here you can see list of menu items.

There are four operation links for each item – add links, edit, delete and translate.

When landing in Edit Main Menu page, you will see a list of links (or pages). Here you can reorder links (by using weight menu. The heavier links will be positioned more to the right and the lighter links will be positioned more to the left). Here you can edit, delete or enable/disable links. If you click on edit menu

operation link in Menus interface it will open a form, where you can change translation settings for a menu item and Add translations via Translate tab. The Add link operation link in the Menus interface allows adding links to a menu item as explained in Figure 9.3 - Configure new page to be shown in Main menu.

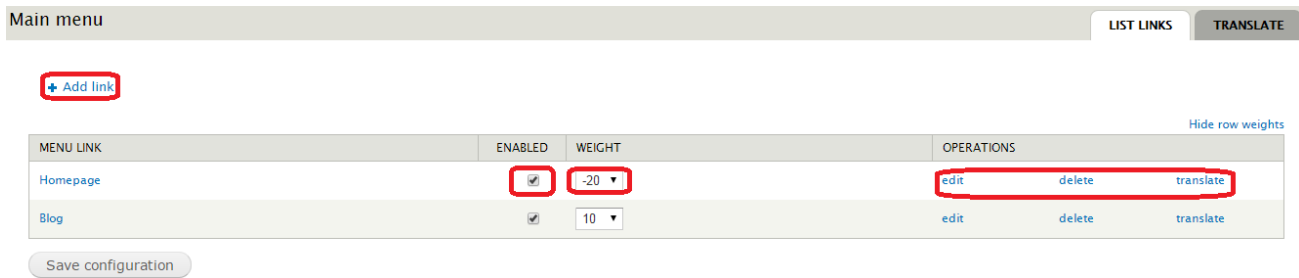


Figure 15.6 – Edit Main Menu

Managing Editors

When Editor group members log in, they see the following menus in the admin menu that allow:

- Creating News, Events (Blog Entry), and Pages
- Editing News, Events (Blog Entry)
- Deleting News, Events (Blog Entry)

Managing menus (Header links, Footer links, AMP links, Main menu)

- Translating strings
- Translating Pages records
- Translating Menus
- Accessing Feedback messages

It is not yet possible to configure via admin page which user will have which role.

Managing News and Events

Editors can create, edit and delete posts of types News and Events as well as regular pages. They can also translate existing pages.

To create a post of desired type you need to open Blog entry (Content > Add content > Blog Entry). It will open a form with following options

- Title (required)
- Language
- Blog entry type
- Body
- Image
- Publishing options

Users can reach the Edit News / Edit Event page in two ways. First: On the single post page open the Edit drop down as it is shown in the screenshot below. It will open the same form as during new post creation and you can edit any field you wish.

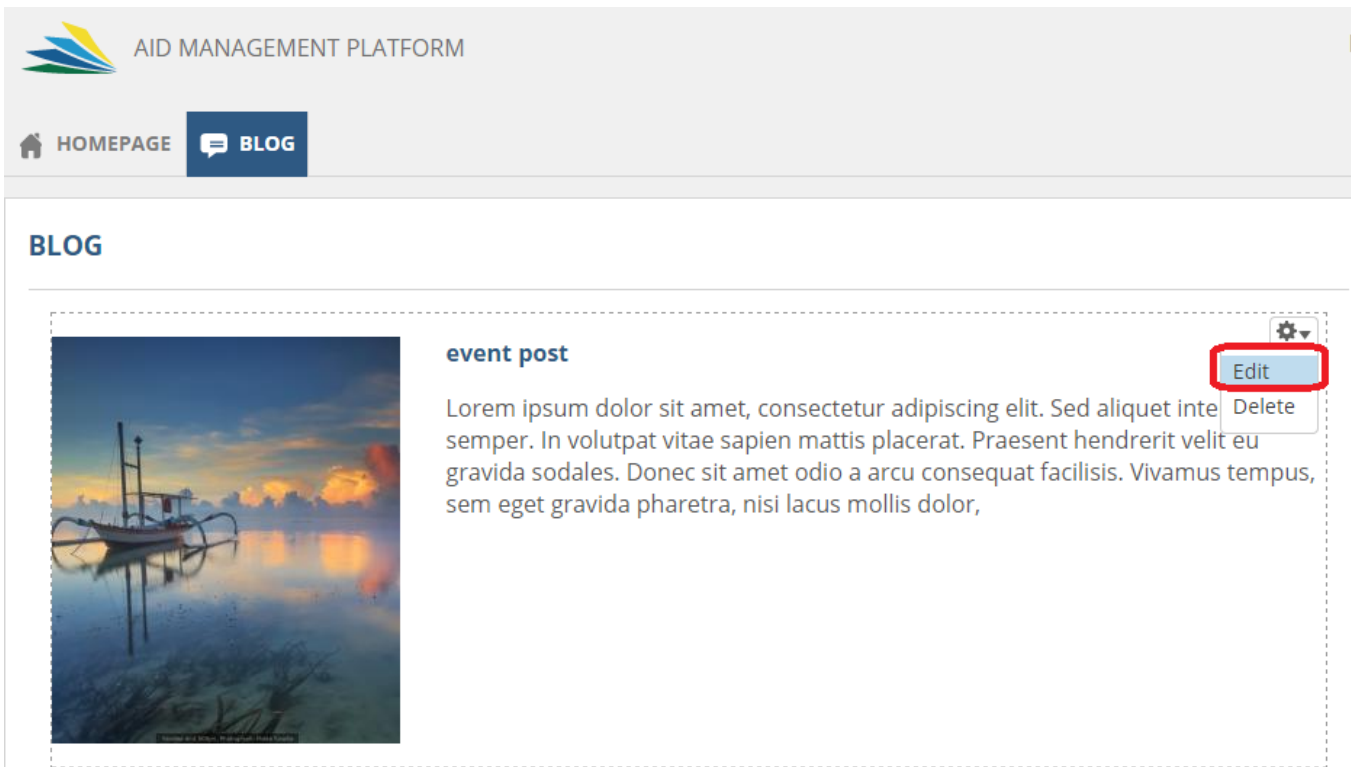


Figure 15.7 – News and Events

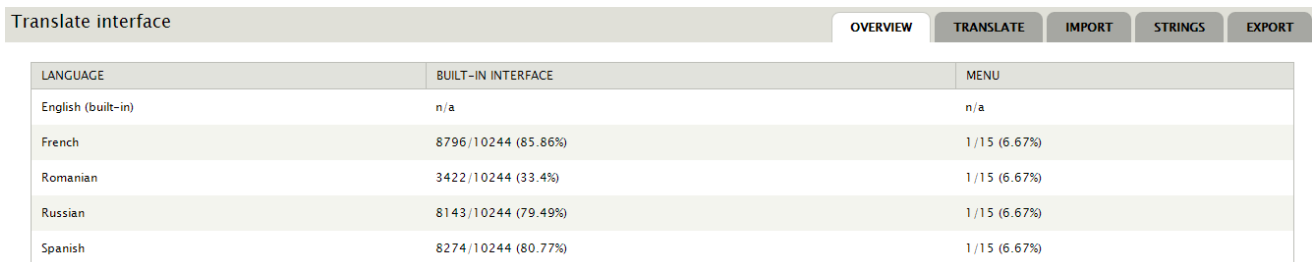
The second way to open the Edit News / Edit Event page is by Find content interface (Content > Find content). Here you can see all available posts of all content types. You can filter them to find desired post. Using this screen, you can Edit and/or Delete records using the corresponding links.

Managing Language Settings

Translate Interface

To translate navigation strings (built-in interface) you need to open the Translation interface (Settings > Translate Interface).

In the Overview tab you can see information about translated strings by language. To add a translation to a certain built-in word, navigate to Translate tab. Here you can search for certain strings to translate (note that search is not case sensitive) and also apply some filters. To translate a string click on edit link near it and simply add the corresponding translation. Here you can also delete some strings which do not need translations by using delete links near each string. To refresh strings based on text groups navigate to Strings tab. It is also possible to make group translations. To do that, export a .po file for corresponding text group (see in Export tab), add all translations to that file and import it using Import tab.



LANGUAGE	BUILT-IN INTERFACE	MENU
English (built-in)	n/a	n/a
French	8796/10244 (85.86%)	1/15 (6.67%)
Romanian	3422/10244 (33.4%)	1/15 (6.67%)
Russian	8143/10244 (79.49%)	1/15 (6.67%)
Spanish	8274/10244 (80.77%)	1/15 (6.67%)

Figure 15.8.1 – Translate Interface

To localize custom pages, you need to open desired page, go to Translate tab and click on add translation or edit link for corresponding language. It will open a form similar to Create new Page form. Here you can add translations both for title and body of the page.

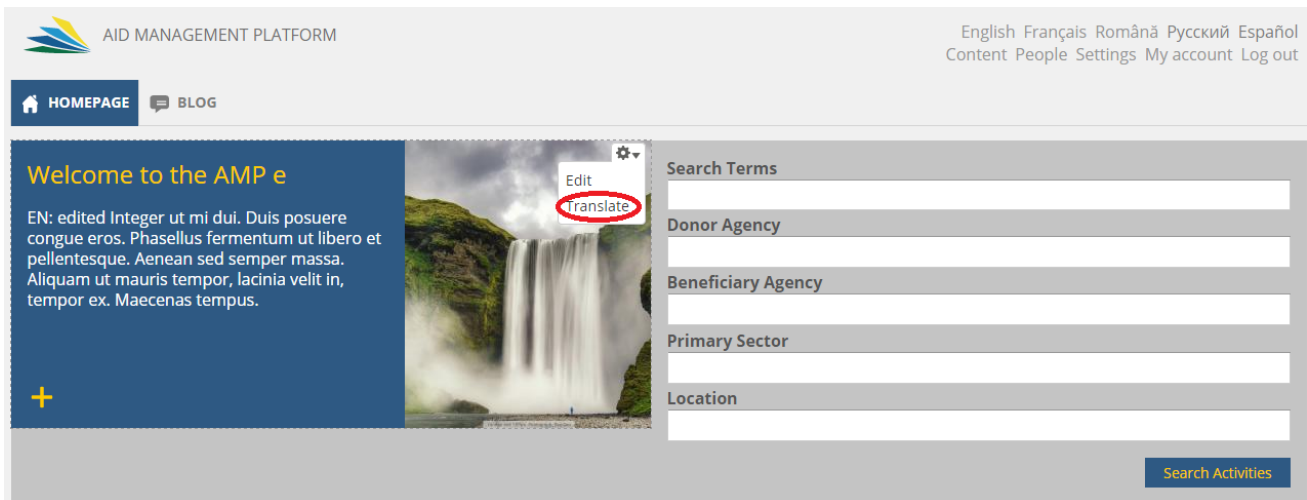


Figure 15.8.2 – Translate custom page

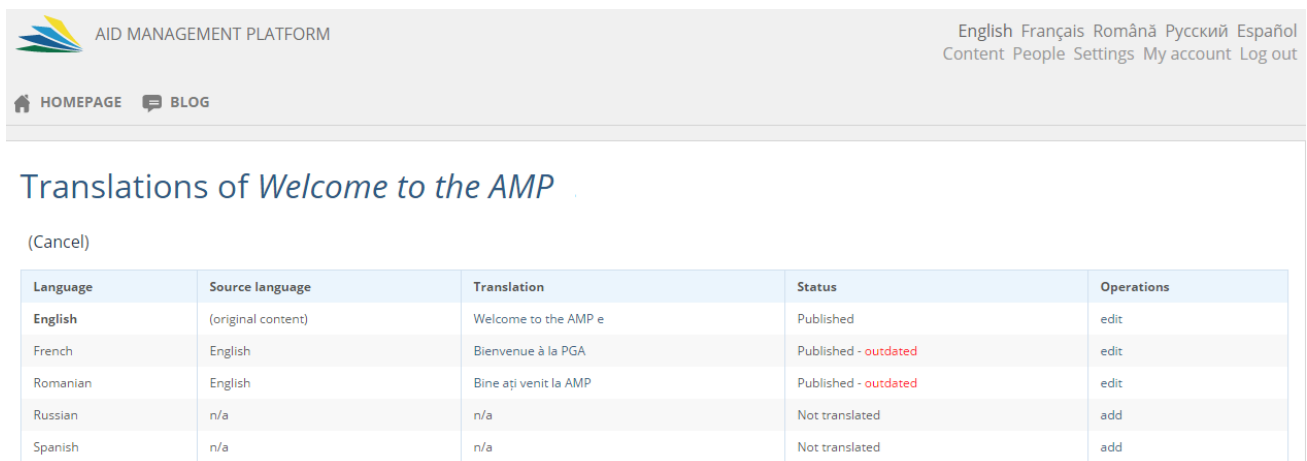


Figure 15.8.3 – Translate custom page

To localize menu items, you need to navigate to Settings > Edit Main Menu. It will open a page like in screenshot below. Then you can add translations in Translate tab.

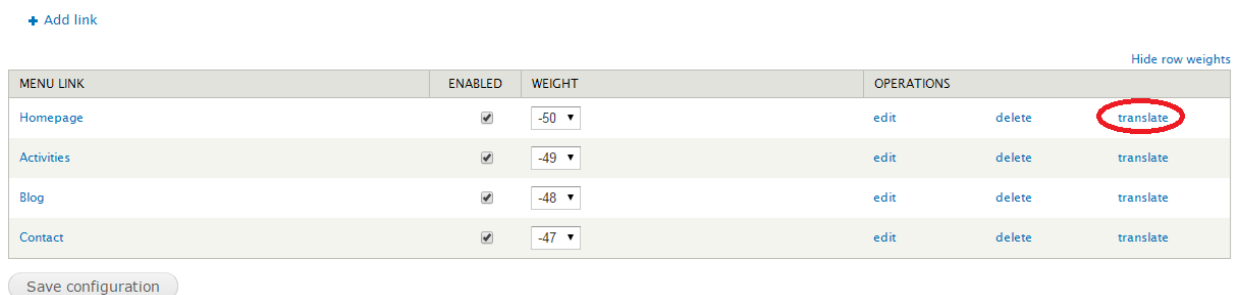


Figure 15.8.4 – Translate menu item

Managing Content Sections

Within this section it is possible to configure different content blocks for the Homepage tab and other pages. You will be able to define the Home Welcome block, Homepage widgets, Map link to be used on portal homepage and on blog, Total Activities, Blog Section, and Footer. Each one described in more detail below.

IMPORTANT NOTE:

Content sections are always published.

Content Sections

Linked Map Block

The linked map block is displayed on the homepage and on the blog sidebar.

Home Welcome Block

The home welcome block is displayed on the top of the homepage next to the projects search form.

Total Activities

Will display the total commitments, disbursements and the total number of activities in system.

Blog Sidebar Section

The blog sidebar is a section of configurable content on the blog pages sidebar.

Footer

The footer is a section of free text in the page footer.

Home Widgets Section

The home widgets is a section of configurable content on the homepage.

Figure 15.9 – Content Sections

Linked Map Block and **Home Welcome Block** have the same user interface. To set it up you would need to specify a content block Title, an Image, a Link, a Summary Text up to 320 characters, and define if it's considered published (made available) or not. Once configured the page would look like the one depicted below. As usual, text here defined can be translated into other languages as previously explained.

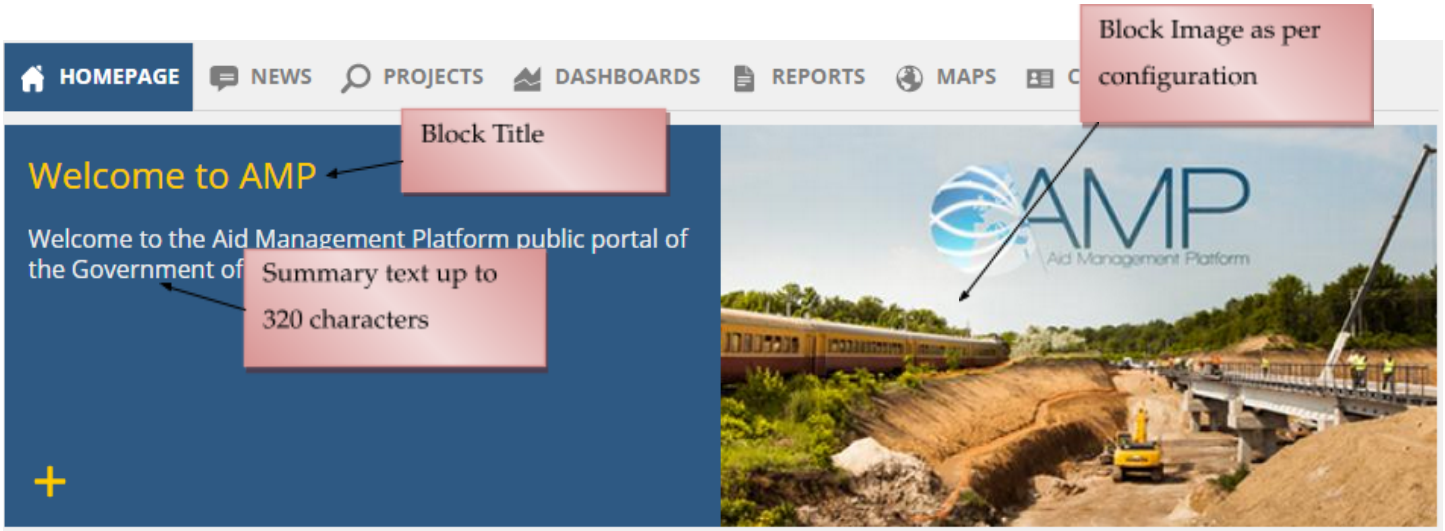


Figure 15.9.1 – Home Welcome Block, Linked Map Block Details

Total Activities block shows you summary information about Total Commitments, Total Disbursements and Total Number of Activities in the system. Block Title can be defined in default language as well as it can be translated. Once configured the page would look like the one depicted below.

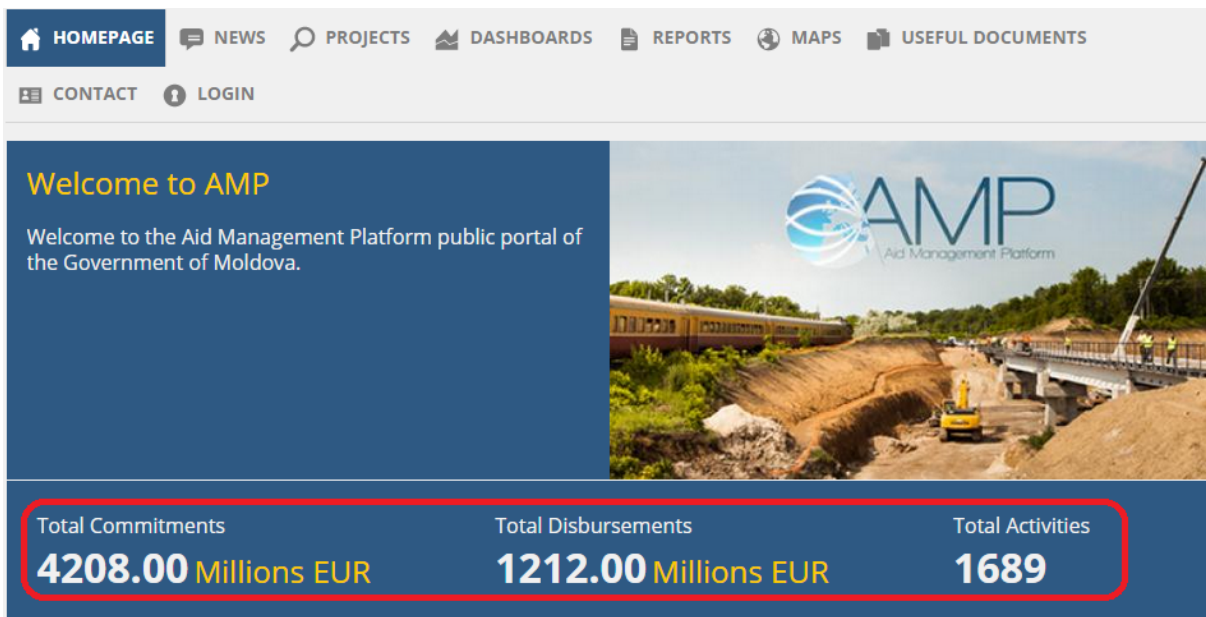


Figure 15.9.2 – Total Activities Details

Blog sidebar block is a special content block that is only displayed on Blog page type and it is displayed as a sidebar on the right-hand side of the screen. If you wish not to display this block, you need to have this section configured with no items as shown below.

Blog Sidebar Section [English]

(Cancel)

Title
Test Blog Sidebar Section

Language
English

Hide row weights

Label	Actions	Weight
No items.		

Add item

To create new content blocks you can go to "Content > Content Blocks > Add content block".

Publishing options

Published
Content sections are always published.

Save Cancel

Figure 15.9.3 – Blog Side Bar Details

On the other hand, if you wish to show a blog page in the blog sidebar section, you should only search for the page in question and add it on this interface as shown below.

Blog Sidebar Section [English]

(Cancel)

Title

Language

[Hide row weights](#)

⚠ * Changes made in this table will not be saved until the form is submitted.

Label	Actions	Weight
Test Block	<input type="button" value="Remove"/>	0 ▾

To create new content blocks you can go to "Content > Content Blocks > Add content block".

Publishing options

Published
 Content sections are always published.

AMP TIP:
Make sure to save the form after each modification.

Figure 15.9.4 – Blog Side Bar Sections Details

Footer block you can configure which text to display as page footer across the portal. You can include not only text but also images.

HOME PAGE NEWS PROJECTS DASHBOARDS REPORTS MAPS CONTACT LOGIN

AMP TIP: Image needs to be PNG logo that includes transparent backgrounds.


Footer [English]

(Cancel)

Title
Footer

Language
English

Body



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body p a

HTML tags will be transformed to conform to HTML standards. [More information about text formats](#)

Publishing options

Published
Content sections are always published.

Save Cancel

Figure 15. 9.5 – Footer Block Details

Home Widgets block is used to configure which widgets to display on Home Page. For more information on what widgets are available and how to configure them check section *Managing Content Blocks*.

For an example of what Home Page looks like when configured, see images below.

TOP PROJECTS LAST YEAR				
Actual Start Date	Donor Agency	OECD/DAC Sectors	Project Title	Actual Commitments
2014-07-14	Republic of Poland	311 - AGRICULTURE	Agreement between the Government of the Republic of Midova and the Government of the Republic of Poland on extending a tied aid credit(agriculture)	100,000,000
2014-02-07	European Bank For Reconstruction And Development, European Investment Bank, Neighbourhood Investment Facility	140 - WATER AND SANITATION	Water supply and sanitation Project in Chisinau	61,800,000
2014-10-27	European Commission	150 - GOVERNMENT AND CIVIL SOCIETY	Financing Agreement between the European Commission and the Government of the Republic of Moldova on Support to Public Finance Policy Reforms to Moldova	37,000,000
2014-09-15	International Bank For Reconstruction And Development (IBRD), International Development Agency	250 - BUSINESS AND OTHER SERVICES	Second Competitiveness Enhancement Project (CEP II)	33,078,506.32
2014-07-30	European Bank For Reconstruction And Development, European Investment Bank, Neighbourhood Investment Facility	140 - WATER AND SANITATION	Moldova North Water Project	30,000,000
2014-11-05	European Commission	150 - GOVERNMENT AND CIVIL SOCIETY	Financing Agreement between the European Commission and the Government of the European Union on Support to the implementation of DCFTA process in Moldova	30,000,000

TOP DONORS BY COMMITMENTS	
Organizație finanțatoare	Angajamente curente
Uniunea Europeană	141,150,759.16
Republica Polonia	100,000,000
Comisia Europeană	69,991,559.44
Agencia Internațională pentru Dezvoltare	48,782,922.08
Banca Europeană pentru Reconstrucție și Dezvoltare	41,162,041.85
Banca Europeană de Investiții	36,115,445
International Bank For Reconstruction And Development (IBRD)	28,600,173.12
Fondul de Investiții în Vecinătate	23,800,000
Agencia Statelor Unite pentru Dezvoltare Internațională	18,681,255.57
Fondul Global pentru Combaterea SIDA, Tuberculozei și Malariei	13,364,167.26

LAST 10 MODIFIED PROJECTS		
Signature Date	Title	Donor Agency
2014-12-29	Re-Engineering Vocational Orientation and Career Counselling for Moldovan labour force competitiveness (REVOCC)	Austrian Development Agency
2014-12-19	New bus stop for children and adults	Slovak Agency For International Cooperation In Development
2014-12-19	Renovation of the sports hall in the Pietrosu Gymnasium	Slovak Agency For International Cooperation In Development
2014-12-19	The arrangement of playground for children from the kindergarden "Romanita"	Slovak Agency For International Cooperation In Development
2014-12-18	RURAL FINANCIAL SERVICES AND MARKETING PROGRAMME(RFSMP)-IFAD-IV	International Fund For Agricultural Development
2014-12-17	GRANTUL CONSOLIDAT "SPORIREA ROLULUI PACIENTULUI SI A COMUNITATII IN CONTROLUL TUBERCULOZEI IN MOLDOVA 2010-2015"	The Global Fund to Fight AIDS, Tuberculosis and Malaria
2014-12-16	"Change windows to the house of culture from Catranic village"	Slovak Agency For International Cooperation In Development
2014-12-16	"Gym room sports tools equipment"	Slovak Agency For International Cooperation In Development
2014-12-16	Verandah reconstruction at "Ghiocel" kindergarden	Slovak Agency For International Cooperation In Development
2014-12-15	"Support to the reform of mental health services in Moldova" Phase I	Swiss Agency For Development And Cooperation

Figure 15.9.6 – Home Widgets Block Details

Making international development data easier to gather, use, and understand.



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