Amhara National Regional State

Bureau of Finance and Economic Cooperation

Donor Resource Tracking and Monitoring System(DRTMS)

User Categories: Bureau Heads, directorate directors and experts

User Manual

August, 2020

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1. INTRODUCTION

This user manual guides user to use Donor Resource Tracking and Monitoring System (**DRTMS)** software application. This manual includes a description of the system functions and capabilities, and step-by-step procedures for system access and use.

1.1.Purpose and Scope

Heads of BOFEC, directorate and experts should use DRTMS system for controlling and monitoring CSO/Bilateral/Multilateral organization. In addition, they should use the system to control and monitor distribution of budget, implementing organization, total number of projects among different project areas (zones and/or Woredas) and different sectors. Heads and experts also use the system to manage day to day activities related with project and organization management. They approve quarter report, annual plan, project proposal and status reports.

This user manual shows a step by step procedure for controlling and monitoring projects, implementing organization, donor organization, implementing partner organization and approval/acceptance of any processes related with donor resource tracking.

1.2.System address

In order to open the system using web browser use the following system address. http://amharabofecdrtms.gov.et

2. SYSTEM CAPABILITIES

DRTMS is used to track and monitor donor resource so that it enables the BOFEC to manage the bilateral, multilateral, CSOs resource effectively and efficiently. It allows users to generate reports desegregated by budget year, project type(Development, Relief and Rehabilitation), organization type(CSO/NGO,Bilateral and Multilateral) , fund flow arrangements of organization(channel 1, channel 2, channel3 and etc.), beneficiary types , geographic location (by region,zone , woreda, city), sector (such as health, education, Agriculture, etc), sector (such as health, education, Agriculture,etc.)

3. HELP FACILITIES

System users should use the link (URL link) below for any assistance.

http://amharabofecdrtms.gov.et/web/bofecdrtms/contats

System users are expected to identify help desk personnel based on their role and use means of communication (email, mobile phone, office phone) described in the page.

4. Primary Business Functions

Basic functions focal person of implementing organization are

- project proposal approval,
- annual plan preparation approval,
- view event/history/ project status
- manage organization information
- manage project information
- manage sector/subsector information
- manage component/thematic area information
- manage KPI information
- View phase out project
- Generating different type of reports
- View projects location on map
- Monitoring donor resources using dashboard

5. Manage project information

Project information management includes activities such as create project records, update project information, deleting project records and reading/viewing project information.

Preconditions

Prior to project information encoding, user should make sure that the following complementary information are encoded in DRTMS database by communicate with BOFEC DRTMS system administrator.

a) user account for focal person

b) sector/ thematic Area

c) subsector

d) component

e) beneficiary categories

f) donor, coordinating, implementing partner and implementing Agency organization

g) users should be assigned to their respective system roles

Steps required managing project information

Step1: login into system

- Type DRTMS system address amharbofecdrtms.gov.et on textbox pointed by arrow number 1 of figure 1
- Click **Sign in** link pointed by arrow number 2. User interface show in figure 2, is displayed as result of clicking Sign in link.

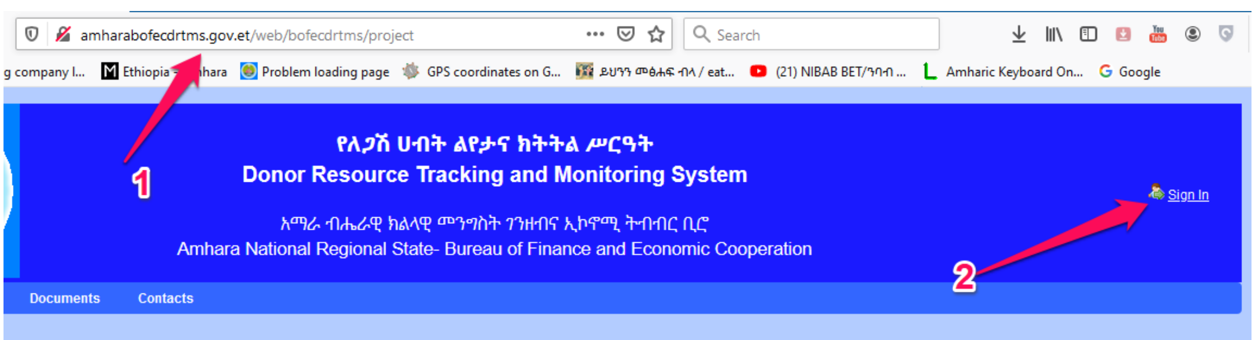

Figure 1. Login user interface

- Type username and password in the text box pointed by arrow 1 and 2 of figure 2 respectively.
- Click Sign in button pointed by arrow number 3 of figure 2.

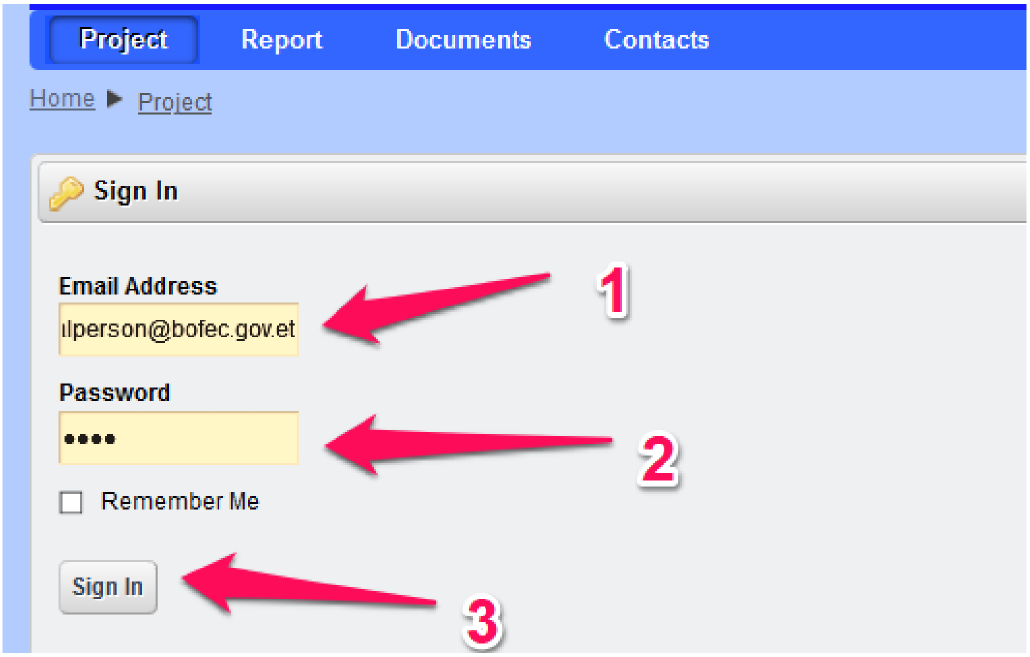

Figure 2. Sign in User Interface

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Step2: open **For Data encoder**page that is used to manage project information

- Click **Project** shown by arrow number 1 and then click **For Data encoder** shown by arrow number 2 of figure 3

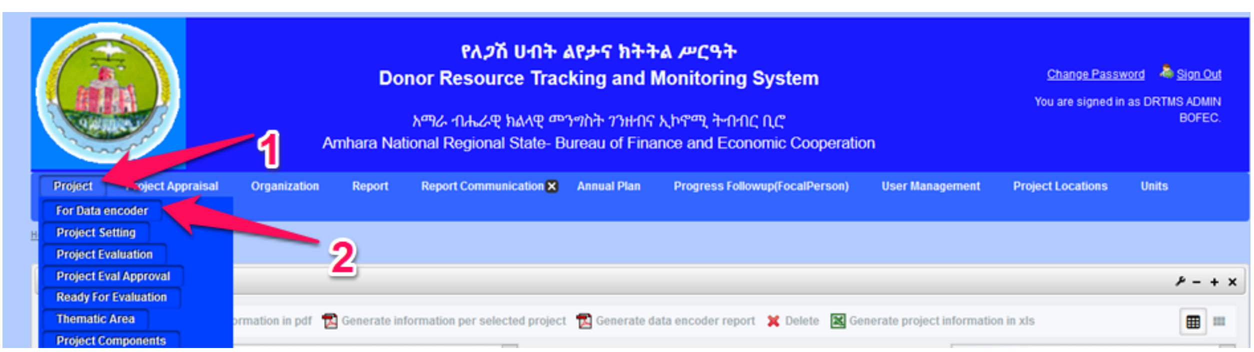


Figure 3. Project Appraisal Page

Step3:

- To create new project profile, click a link pointed by arrow number 1 of figure 4. **As a result of that,** user interface indicated by figure 5 and 6 is displayed.

- To generate project information in pdf ,
    - Select the project by clicking check box indicated by arrow number 2 of figure 4 and then
    - Click a ling indicated by arrow number 6 of figure 4.
- To delete project information,
    - Select the project by clicking check box indicated by arrow number 2 and then
    - Click a ling indicated by arrow number 7 of figure 4
- To edit project information, click the icon indicated by arrow number 4 of figure 4. **As a result of that,** user interface indicated by figure 5 and 6 is displayed

- To encode budget breakdown,
    - Select the project by clicking check box indicated by arrow number 2 and then
    - Click the link indicated by arrow number 5 of figure 4. **As a result of that,** user interface indicated by figure 9 is displayed

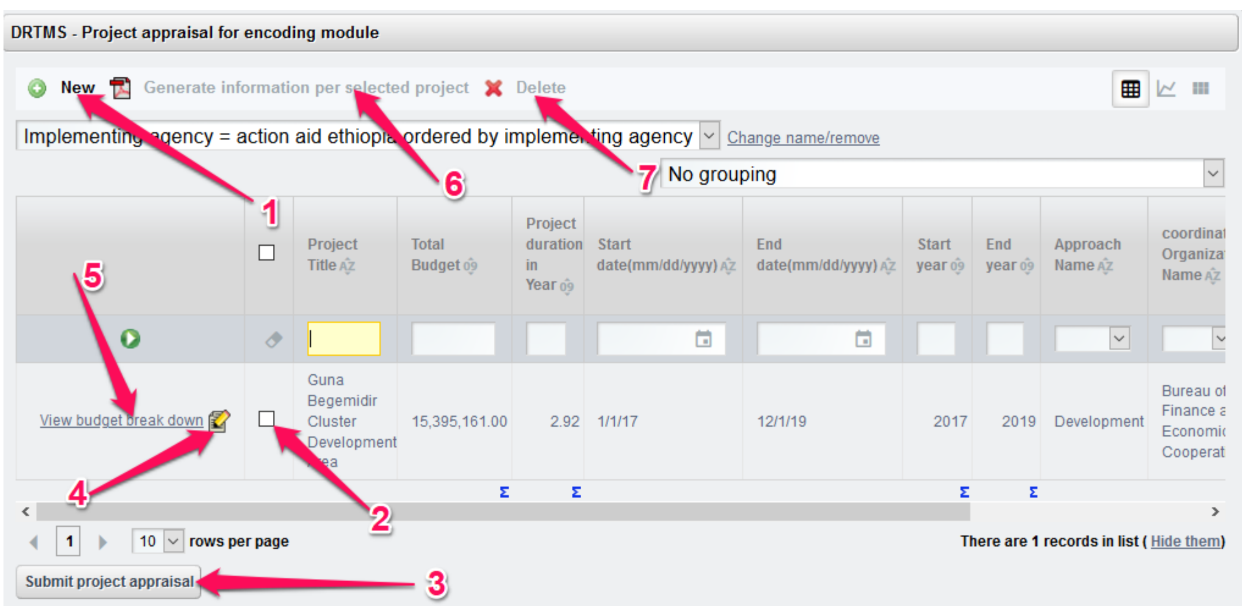


Figure 4. Project Information Management User Interface

Figure 5 shows user interface used for editing project information. Type or select appropriate information at text boxes or combo boxes indicated from arrow number 1 to arrow number 14 of figure 5.

To attach narrative/descriptive project proposal document, baseline survey document, and feedback document, click the icon indicated by arrow number 15, 16 and 17 of figure 5 respectively. As the result of that, user interface indicated by figure 7 is displayed.

To select implementing agency, click the combo-box (dropdown list) indicated by arrow number 9 of figure 5.

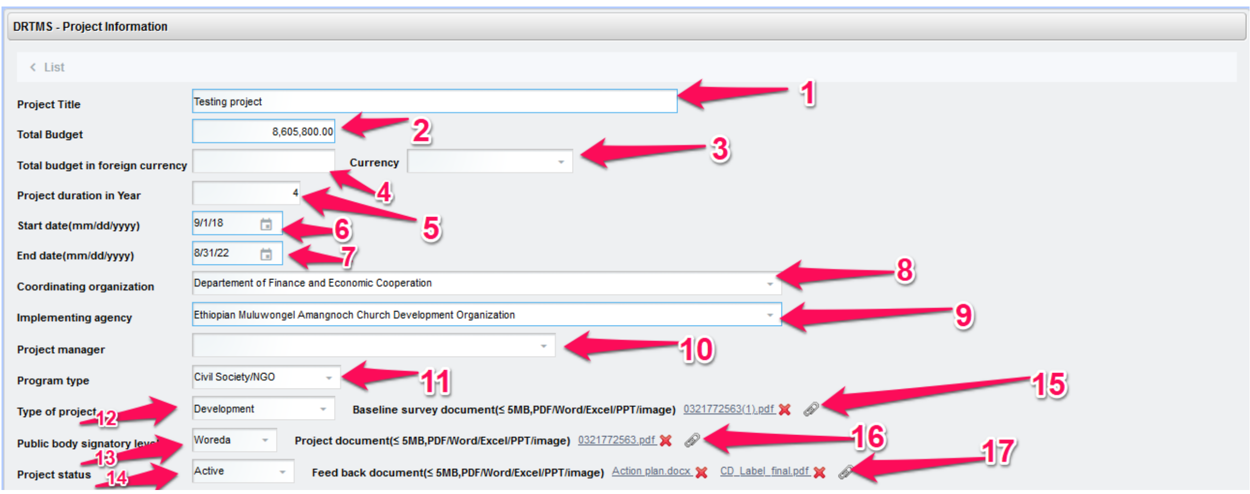


Figure 5. User Interface for Editing Project Information Part 1

A Project is associated with one or more than 1 partner organizations, donor organizations, project area (zone and woreda), component, project phase, budget breakdown, sector, subsector, beneficiaries, project staff and KPI. The selected section is highlighted. As can be seen in figure 6, the active section is partner organization

To associate project with partner organizations, click the link indicated by arrow number 14 of figure 6. As the result of that, user interface indicated by figure 10 is displayed. In the same way, associate project with other relevant information by click tabs indicated by arrow number 2 to 13 of figure 6.

Once we have completed typing project information, you have to save the information in database by clicking the button indicated by arrow number 16.

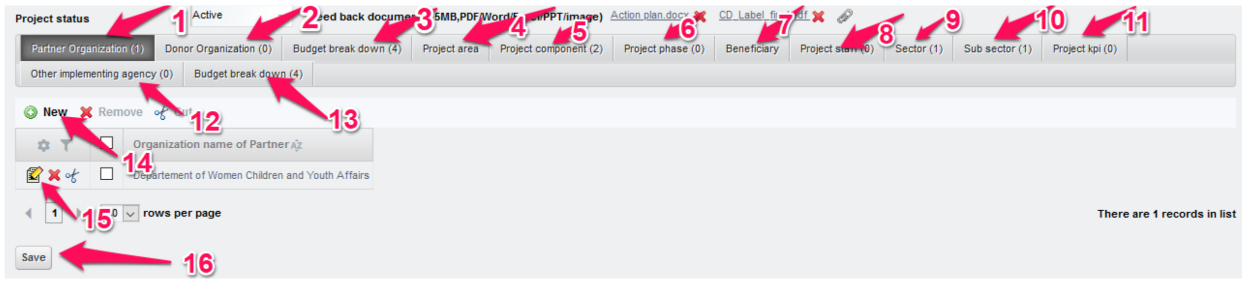


Figure 6. User Interface for Editing Project Information Part 2

Users can upload a maximum of ten different files whose file type is MS excel, MS word, MS power point, PDF and images (jpg, jpeg, gif, png). Users are also allowed to upload files with 5MB of maximum file size. To upload a file click the button indicated by arrow number 1 of figure 7 and explore the file to be uploaded; click open button and finally click the button indicated by arrow number 2 of figure 7.

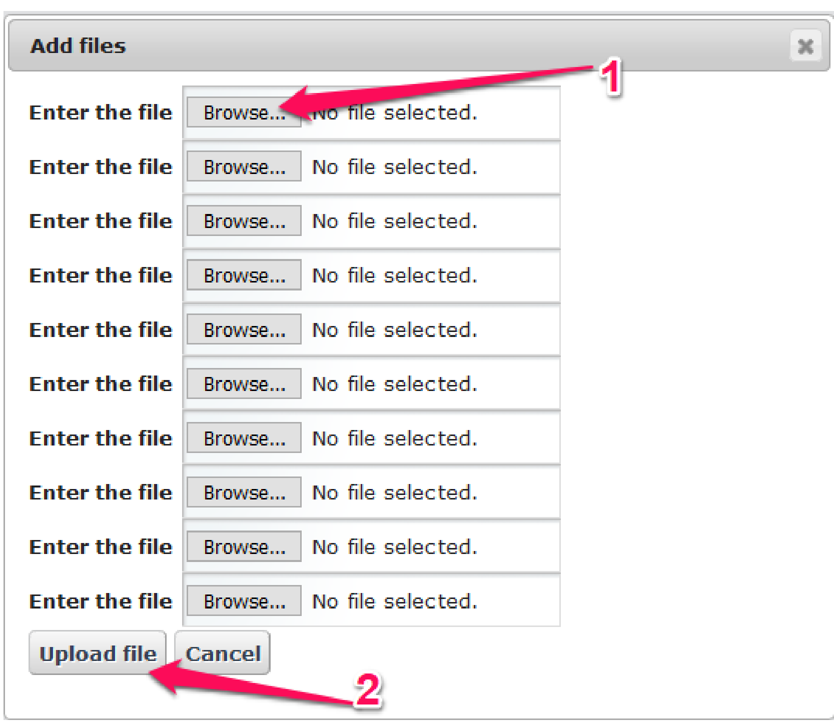


Figure 7. File Browsing User Interface for File Uploading

Yearly budget breakdown is encoded using user interface indicated in figure 9.

- To add new budget breakdown, click the link indicated by arrow number 2 of figure 9; type appropriate information on text boxes and finally save button.
- To edit existing budget breakdown, click the icon indicated by arrow number 1 of figure 9; modify appropriate information on text boxes and finally save button.
- To return back to project proposal user interface(figure 5 and 6), click the button indicated by arrow number 4

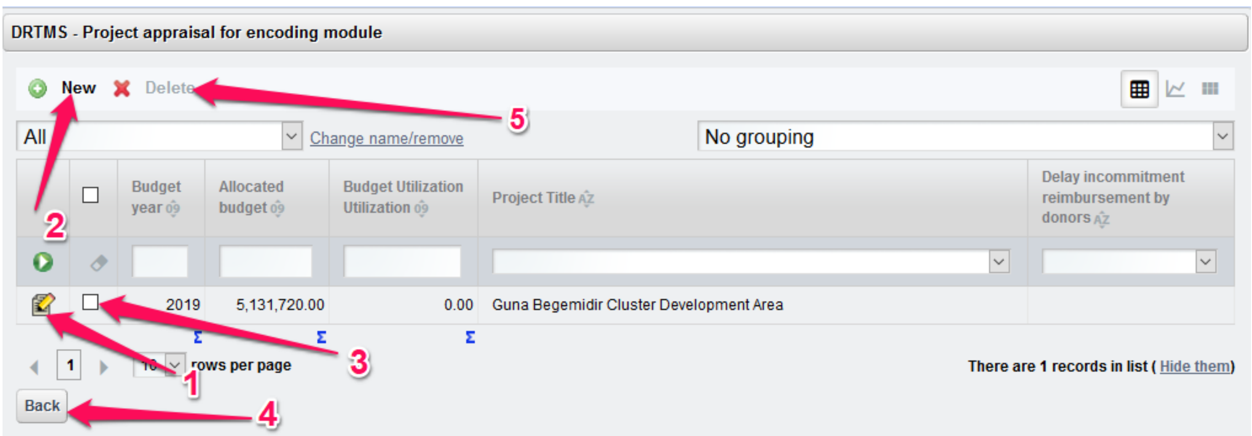


Figure 8.Budget Breakdown User Interface

User interface, shown in figure 10, is used to associate partner organization with project.

1. Select partner organization from dropdown list indicated by arrow number 3 of figure 10
2. To associate more than one partner organization, click button indicated by arrow number 2. To associate last partner organization click button indicated by arrow number 1 of figure 10

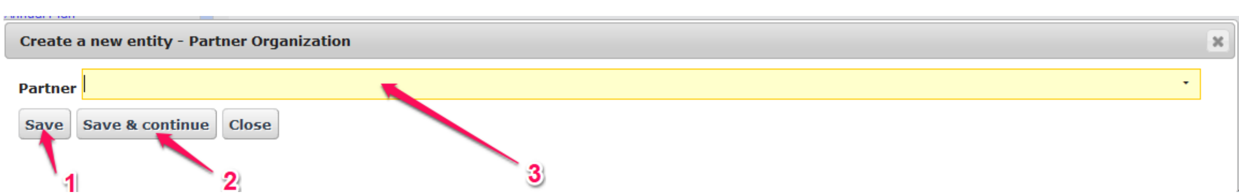


Figure 9. User Interface for Associating Project with Partner Organization

6. Manage organization information

Steps: open **For Data encoder** page that is used to manage organization information

- Click **Organization** shown by arrow number 1 and then click **<u>For Data encoder</u>** shown by arrow number 2 of figure 11. As the result, user interface shown in figure 12 is displayed.

Figure 10. Page for Organization Data Encoding

User interface, shown in figure 12, is used to add, edit, delete and view organization information.

- To add new organization information
  - Click the link indicated by arrow number 2 of figure 12. As the result, user interface(shown in figure 13) is displayed
- To edit/update organization information
  - Click the link indicated by arrow number 4 of figure 12. As the result, user interface(shown in figure 13) with initial values is displayed
- To delete organization record
  - Select the organization to be deleted by clicking the check box indicated by arrow number 1 of figure 12
  - Click the link indicated by arrow number 5 of figure 12. You will be prompted to accept confirmation from you.
- To generate pdf file
  - To generate project cards of selected implementing organization:

- Select an implementing organization by click check box indicated by arrow number 1 of figure 12 and
- Then Click the link indicated by arrow number 3 of figure 12

- To generate annual plans of implementing organization:
  - Select an implementing organization by click check box indicated by arrow number 1 of figure 12 and
  - Then Click the link indicated by arrow number 6 of figure 12
- To generate non-public sector organizational list:
  - Select an implementing organization by click check box indicated by arrow number 1 of figure 12 and
  - Then Click the link indicated by arrow number 7 of figure 12

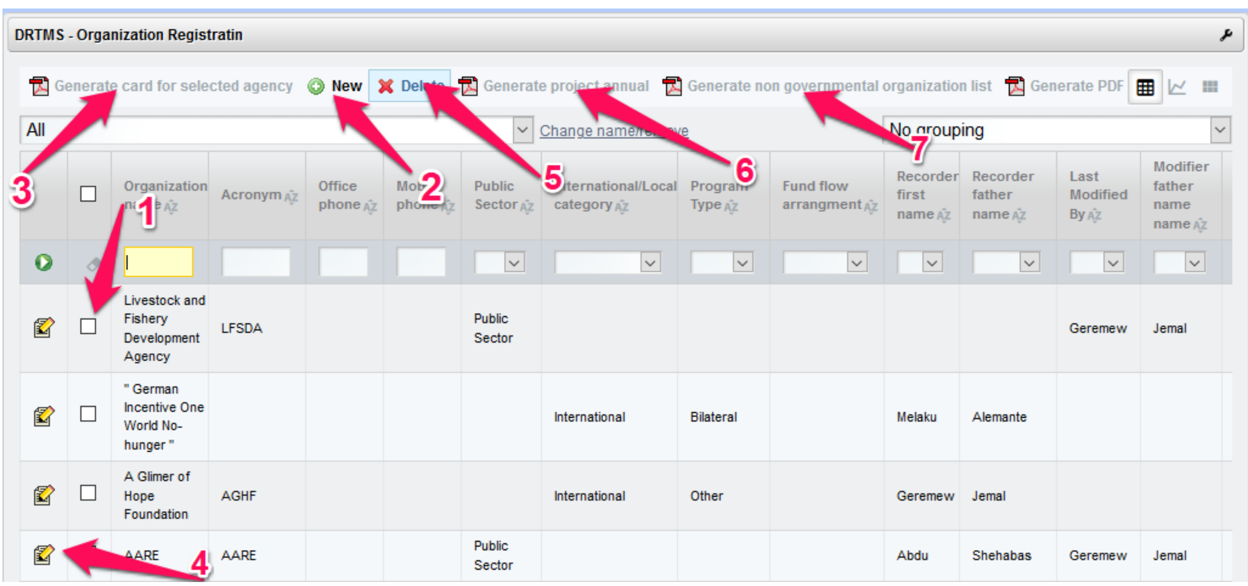


Figure 11. User Interface for Organization Information Management

User interface, shown in figure 13, is used to encode organization information.

To return to user interface indicated by figure 12, click the link indicated by arrow 16 of figure 13

Note:

If the organization to be encoded is public sector, then data input components indicated by arrow numbers 3,5,7,8,9,10 and 11 do not belong to the organization

- Type organization name at text box indicated by arrow number 1
- Type organization acronym at text box indicated by arrow number 2
- Select program type (CSO, Bilateral, Multilateral) from combo box indicated by arrow 3
- Tick the check box indicated by arrow number 4 if the organization is public sector
- Select organization type (International, Local) from combo box indicated by arrow 5
- Tick the check box indicated by arrow number 6 if the organization is active
- Type agreement start date and end date (date format mm/dd/yy) in the text box indicated by arrow number 7 and 8 respectively.
- Select fund flow arrangement (channel 1, channel 2,channel 3) from combo box indicated by arrow 9
- Fill all other information as much as possible and click the button indicated by arrow number 15 in order to persist the data in database.

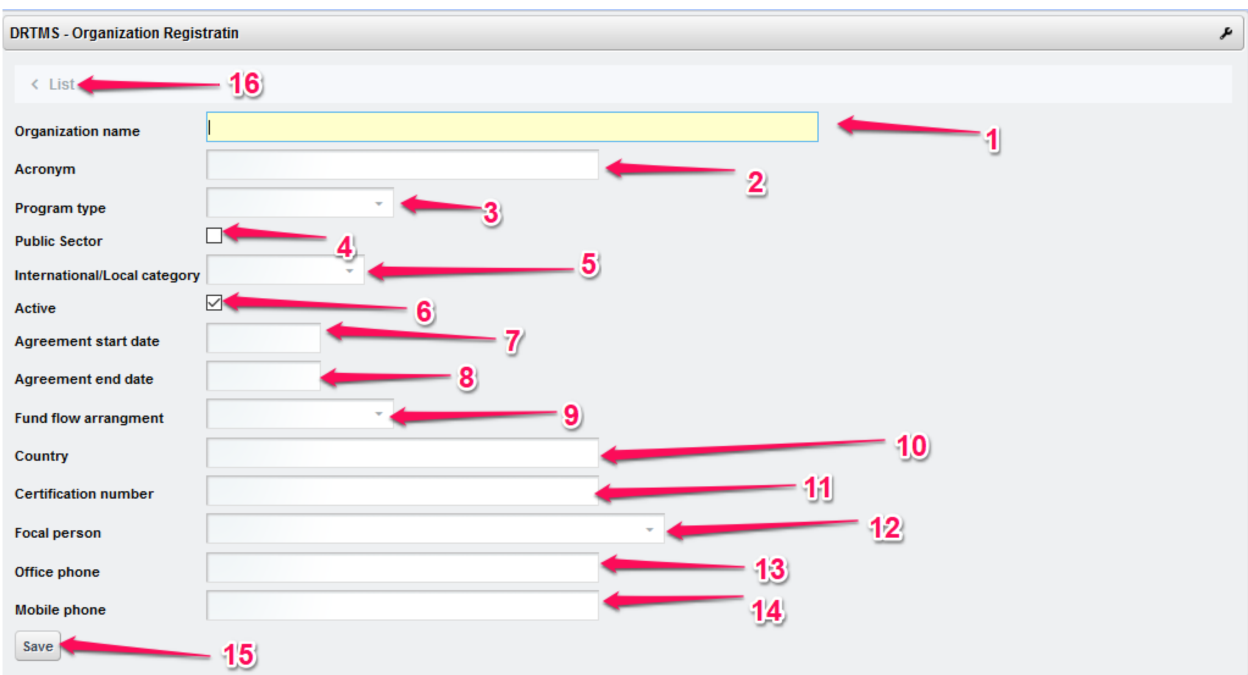


Figure 12. User Interface for Organization Information Encoding

7. Manage component information

Steps: open **Project Components** page that is used to manage component information

- Click **Project** shown by arrow number 1 then click **Project Components** shown by arrow number 2 of figure 14

Figure 13. Page for Project Component

User interface, shown in figure 15, is used to add, edit, delete and view component information.

- To add new component
  - Click the link indicated by arrow number 1 of figure 15. As the result, user interface(shown in figure 16) is displayed
- To edit/update component
  - Click the icon indicated by arrow number 2 of figure 15. As the result, user interface(shown in figure 16) with initial values is displayed

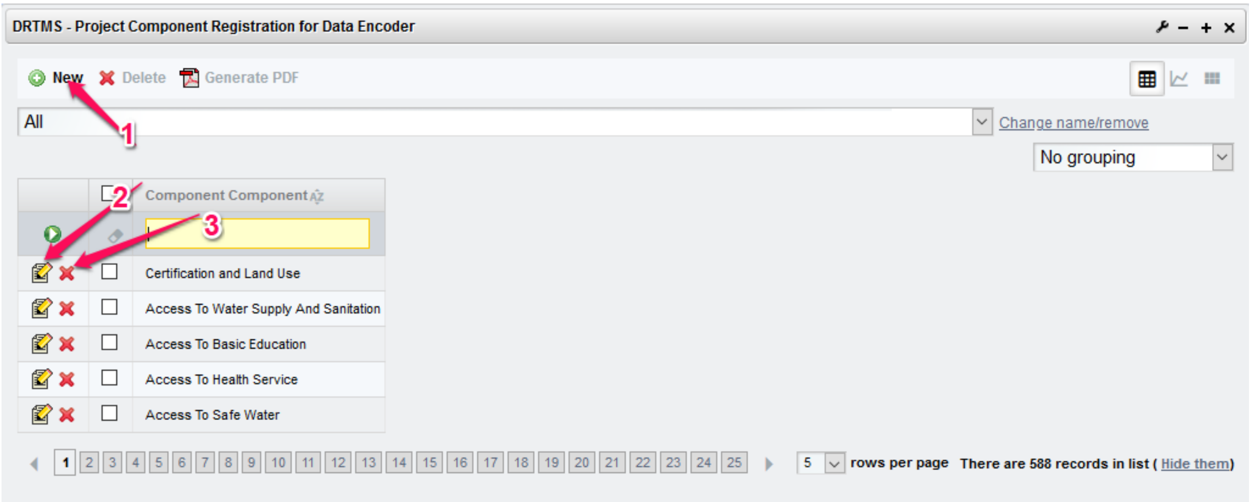


Figure 14. User Interface for Component Information Management

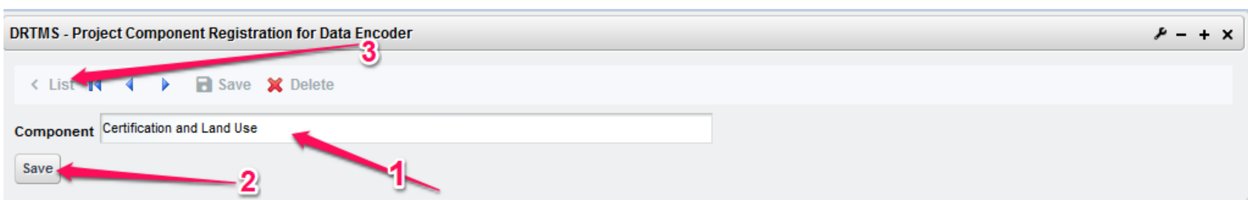


Figure 15. User Interface for Component Encoding

8. Mange sector/Subsector Information

Steps: open **Sector** page that is used to manage sector information

- ☞ Click **Project** shown by arrow number 1 then click **<u>Sector</u>** shown by arrow number 2 of figure 17. As the result user interface shown in figure 18 is displayed.

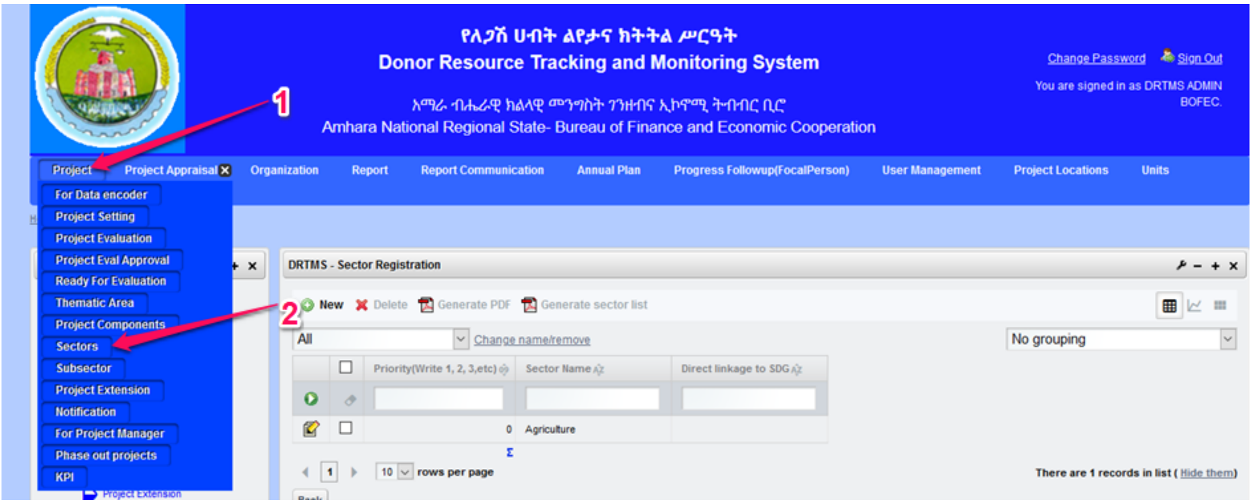


Figure 16. Page for Sector Information Management

User interface, shown in figure 18, is used to add, edit, delete and view sector information.

- To add new sector
  - Click the link indicated by arrow number 1 of figure 18. As the result, user interface(shown in figure 19) is displayed
- To edit/update component
  - Click the icon indicated by arrow number 4 of figure 18. As the result, user interface(shown in figure 19) with initial values is displayed
- To delete sector record
  - Select the sector to be deleted by clicking the check box indicated by arrow number 5 of figure 18
  - Click the link indicated by arrow number 2 of figure 18. You will be prompted to accept confirmation from you.
- To generate list of sector:
  - Then Click the link indicated by arrow number 3 of figure 18

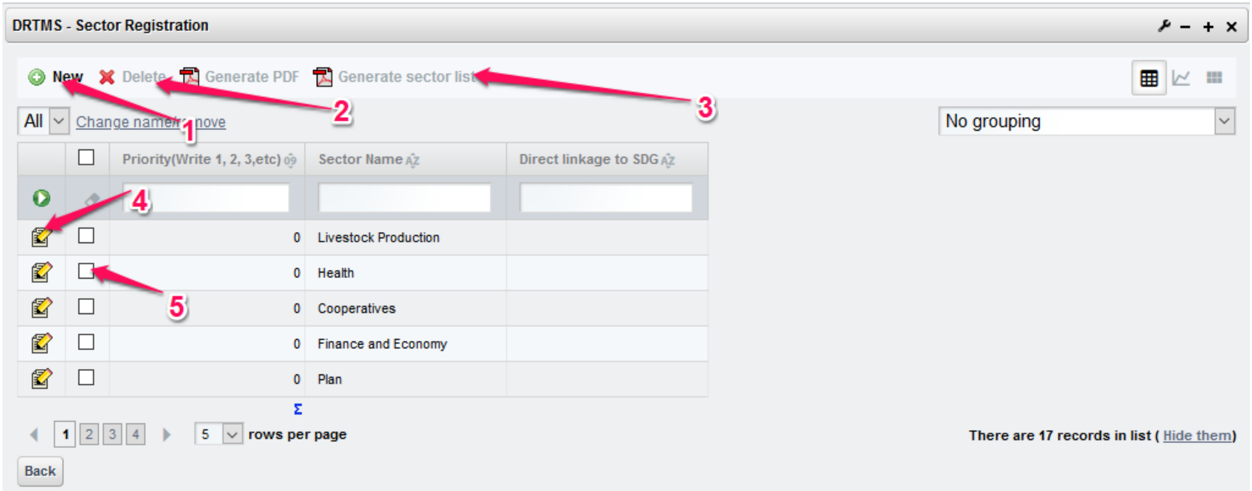


Figure 17. User Interface for Sector Information Management

User interface, shown in figure 19, is used to add and edit sector information.

- Type sector name, priority number (1 is higher) and direct linkage to SDG on text box indicated by 1, 2 and 3 of figure 19 respectively.
- To create and associate subsector with sector
    - To subsector click the link indicated by arrow 4 of figure 19
    - To edit subsector click the edit icon indicated by arrow 5 of figure 19
- Click the button indicated by arrow number 6 of figure 19

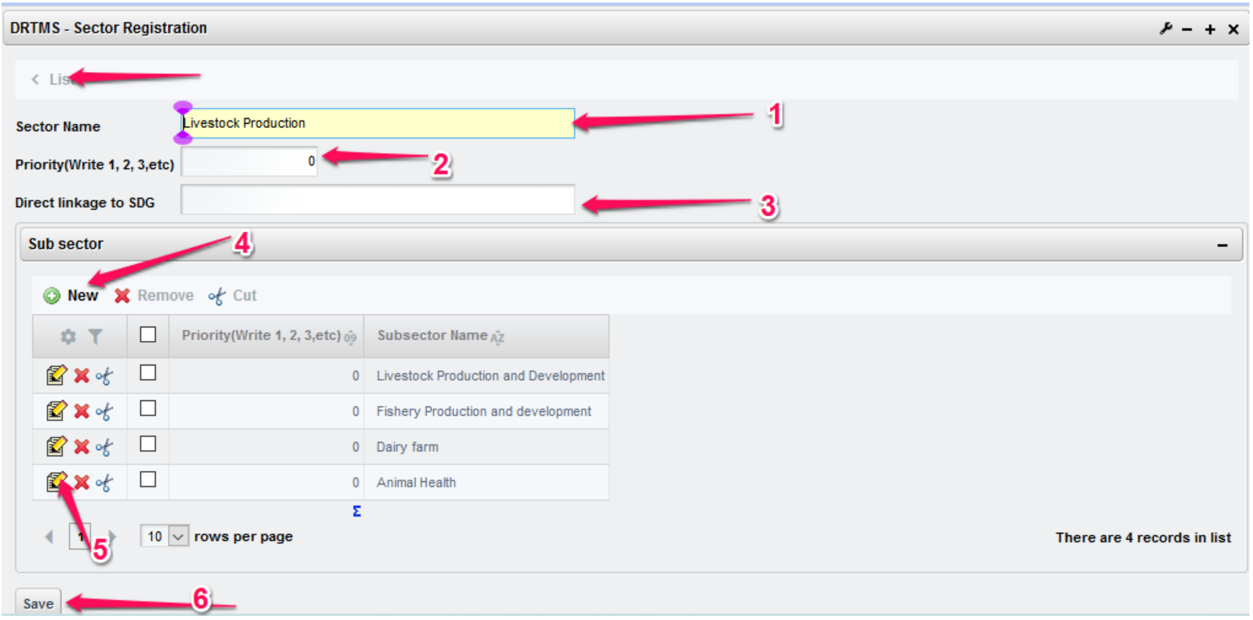


Figure 18. User Interface for Sector/Subsector Encoding

9. Manage KPI information

Steps: open **KPI** page that is used to manage component information

☞ Click **Project** shown by arrow number 1 then click **KPI** shown by arrow number 3 of figure 20

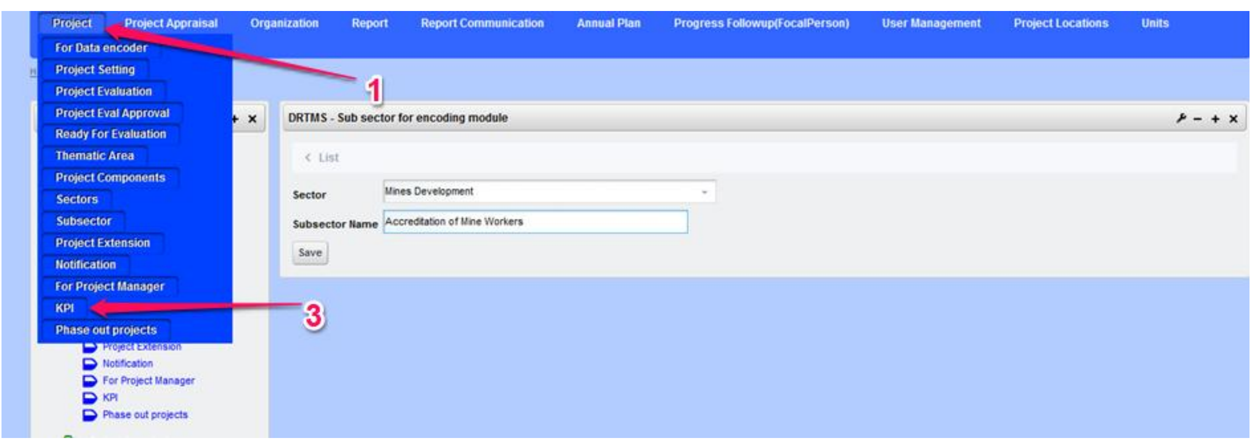


Figure 19. Page for KPI Information Management

User interface, shown in figure 21, is used to add, edit, delete and view Key Performance Indicator (KPI) information.

- ☞ To add new KPI
    - ○ Click the link indicated by arrow number 1 of figure 21. As the result, user interface (shown in figure 22) is displayed
- ☞ To edit/update component
    - ○ Click the icon indicated by arrow number 2 of figure 21. As the result, user interface (shown in figure 19) with initial values is displayed
- ☞ To delete KPI record
    - ○ Select the KPI to be deleted by clicking the check box located near the KPI to be deleted
    - ○ Click delete link located at top left corner. You will be prompted to accept confirmation from you. Click yes button to delete the record

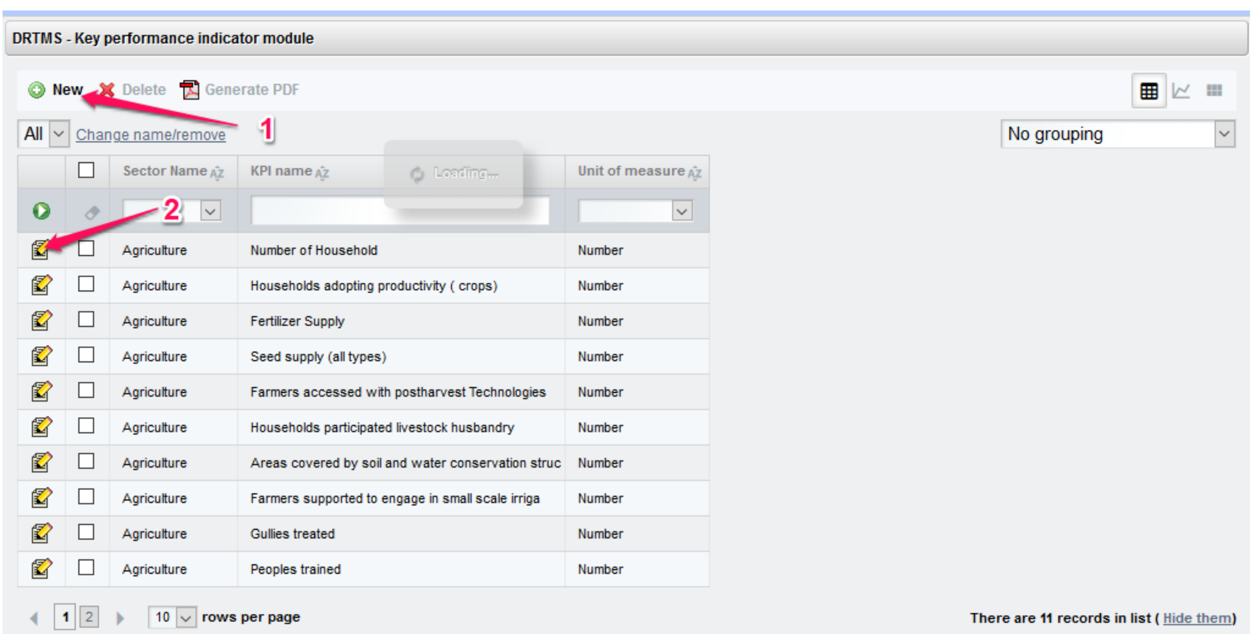


Figure 20. User Interface for KPI Information Management

User interface, indicated in figure 22, is used to encode KPI information.

- Select sector on drop down box indicated by arrow number 1 of figure 22
- Type KPI name in text box indicated by arrow number 2
- Select unit of measure on drop down box indicated by arrow number 3 of figure 22. If unit of measure you want to select is not available in the drop down box, click the **add** icon indicated by arrow number 4
- Click the button indicated by arrow number 5 in order to save the information in database
- To return back to user interface indicated by 22, click the link indicated by arrow number 6 of figure 22

Figure 21 User Interface for KPI Encoding

10. Project Extension,

Steps: open **Project Extension** page that is used to manage project extension

- Click **Project** shown by arrow number 1 then click **Project Extension** shown by arrow number 2 of figure 23. As the result, user interface (shown figure 24) is displayed.

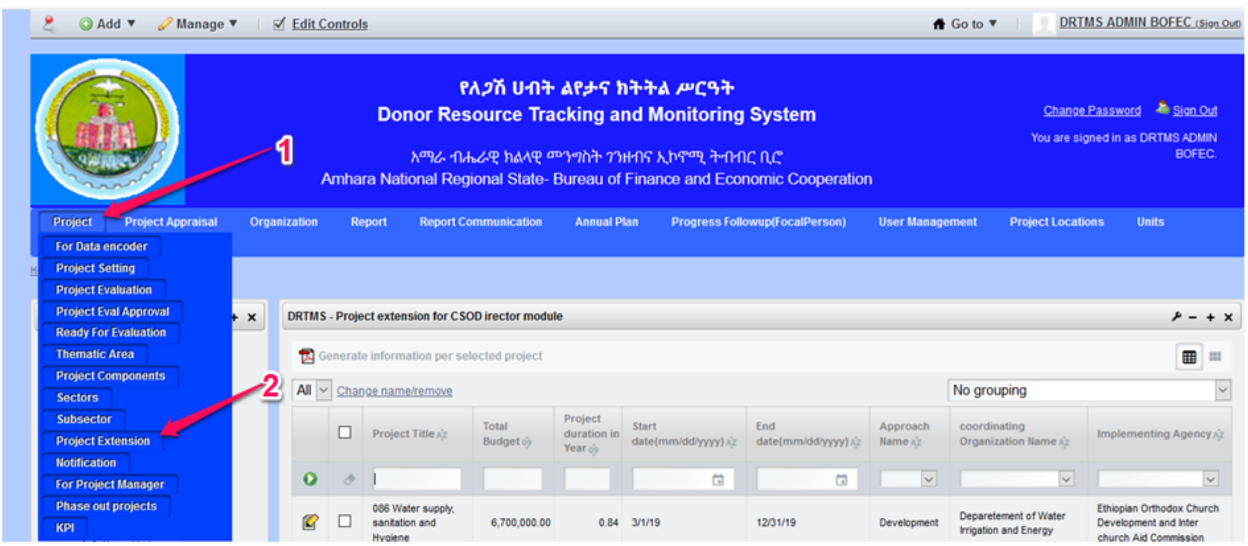


Figure 22 Page for Project Extension

User interface, shown in figure 24, is used to extend project with and without cost. It shows list of projects whose end date is less than the current date.

- To extend project without cost
  - Select project to be extended by clicking check box indicated by arrow number 2 of figure 24
  - Click the edit icon indicated by arrow number 1 of figure 24. As the result, user interface(shown in figure 25) is displayed
- To extend project with cost
  - Select project to be extended by clicking check box indicated by arrow number 2 of figure 24

- Click the button indicated by arrow number 1 of figure 24. As the result, user interface(shown in figure 26) is displayed
    - Current project record is marked as phase out and new project record with new start and end date is created by the system whenever you click the button

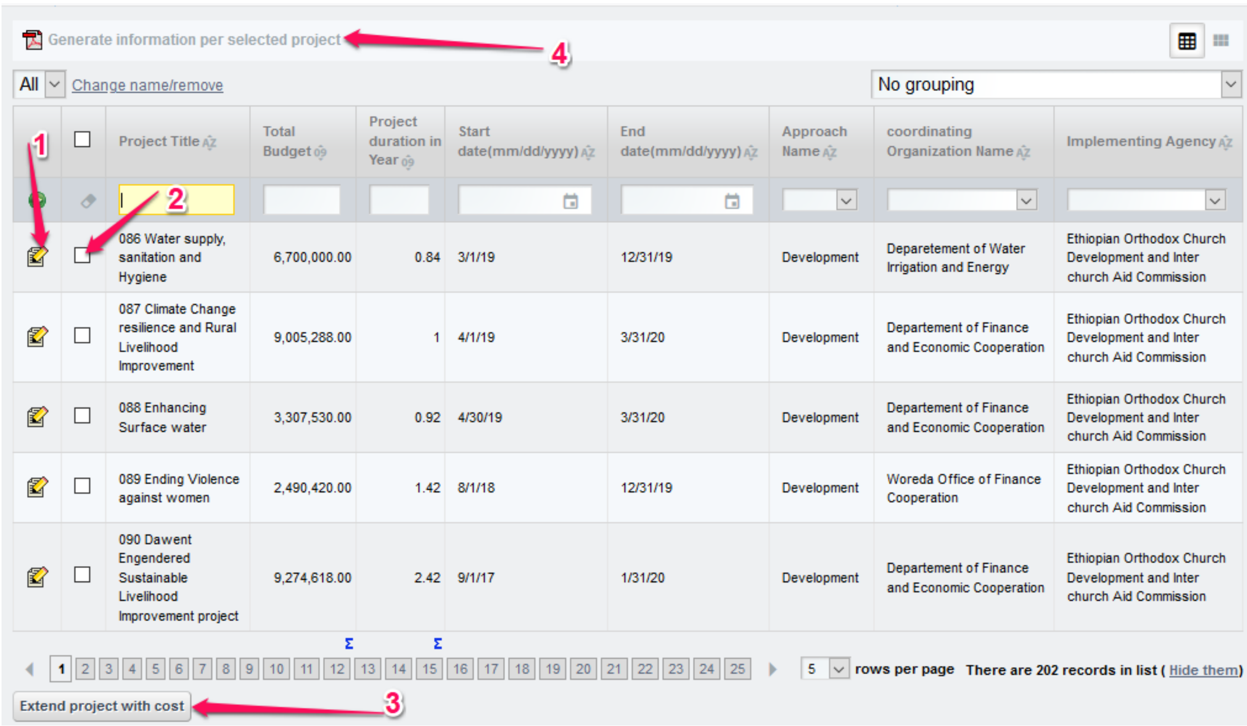


Figure 23 User Interface for Project Extension

User interface, shown in figure 25, is used to encode project start and end date.

- Type extended start date (date form: mm/dd/yyyy) on text box indicated by arrow number 1 of figure 25
- Type extended end date (date form: mm/dd/yyyy) on text box indicated by arrow number 2 of figure 25
- Type reason for extension on text box indicated by arrow number 3 of figure 25
- Click the button indicated by arrow number 4 of figure 25

- To return to user interface indicated by figure 24, click the link indicated by arrow number 5 of figure 25

Figure 24 User Interface for Project Extension without Cost

User interface, shown in figure 26, is used to manage project information created by the system.

- To edit newly created project
    - Click the edit icon indicated by arrow number 1 of figure 26. As the result, user interface(shown in figure 27) is displayed
- To go back to user interface indicated by figure 24, click the button indicated by arrow number 2 of figure 26.

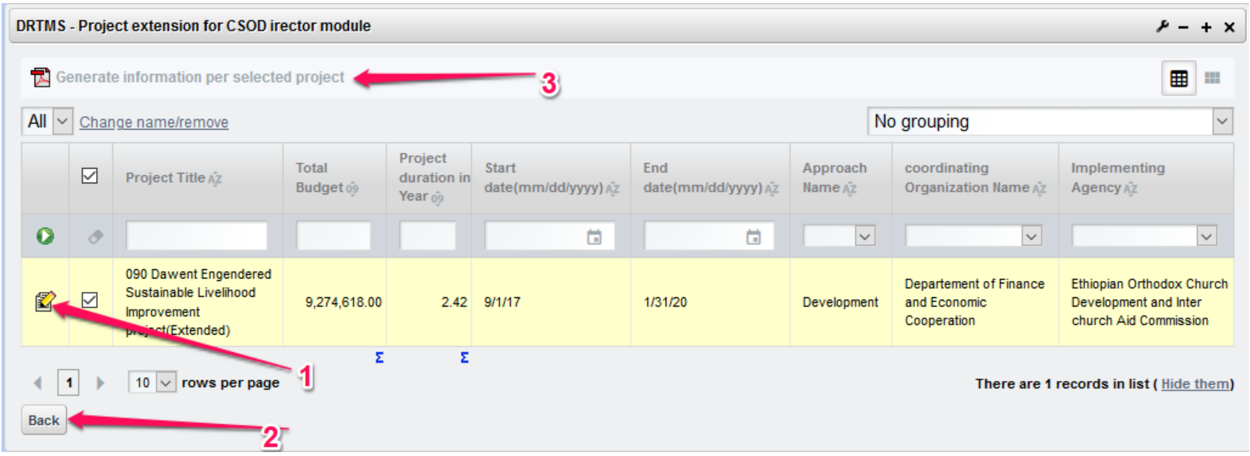


Figure 25 User Interface for Project Extension with Cost

User interface, shown in figure 27, is used to modify new created project information. The user interface is similar to user interface used to manage project information when project proposal is prepared.

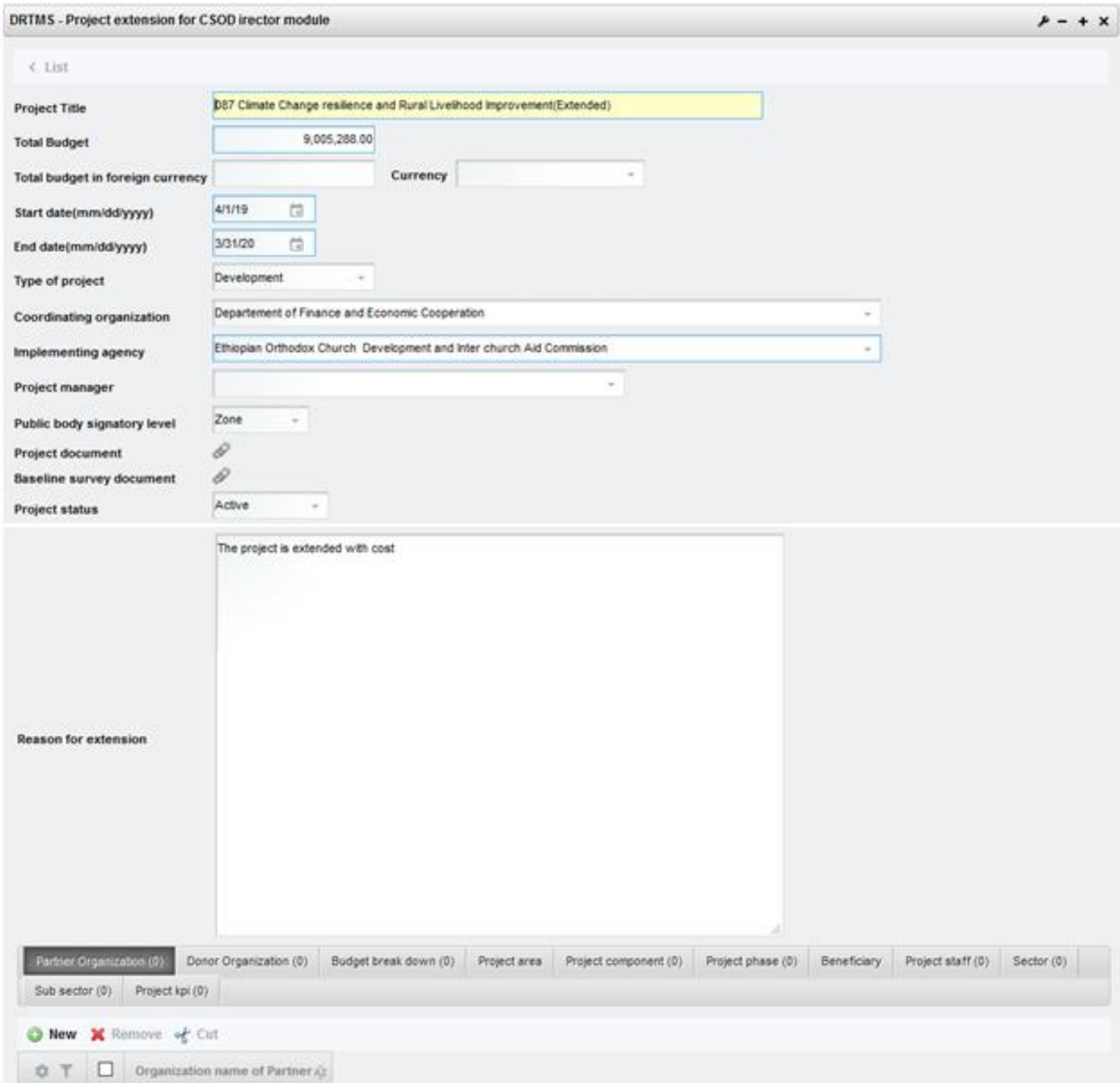


Figure 26 User Interface for Project Extension Encoding

11. Project Evaluation Report Preparation

Steps: open **Project Evaluation** page that is used to manage project evaluation

- Click **Project** shown by arrow number 1 then click **Project Evaluation** shown by arrow number 2 of figure 28. As the result, user interface (shown figure 29) is displayed.

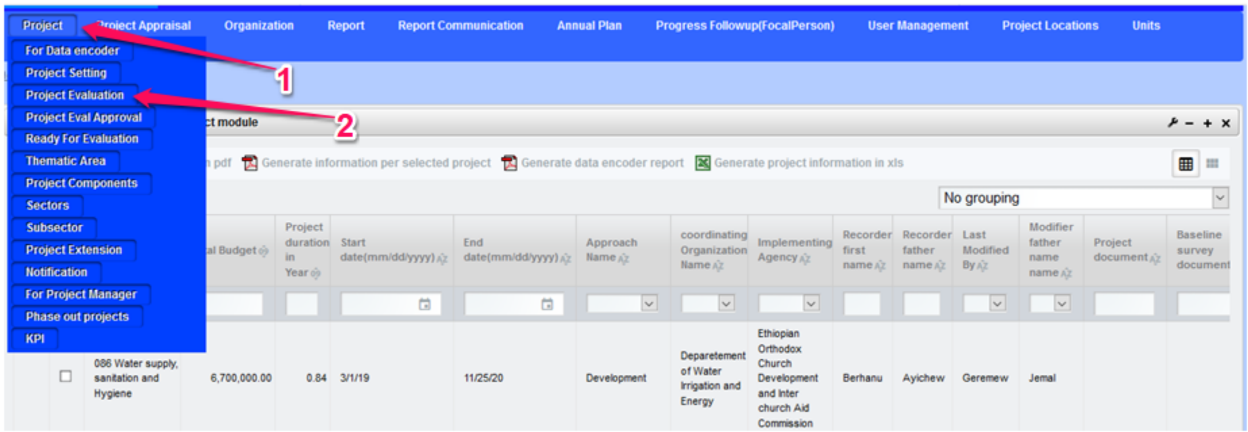


Figure 27) Page for Project Evaluation

User interface, shown in figure 29, is used to evaluate project. It shows list of projects that are ready for either mid-term or final evaluation.

- To create evaluation record for project
    - Select project to be evaluated by clicking check box indicated by arrow number 1 of figure 29
    - Click the link indicated by arrow number 2 of figure 29. As the result, user interface(shown in figure 30) is displayed

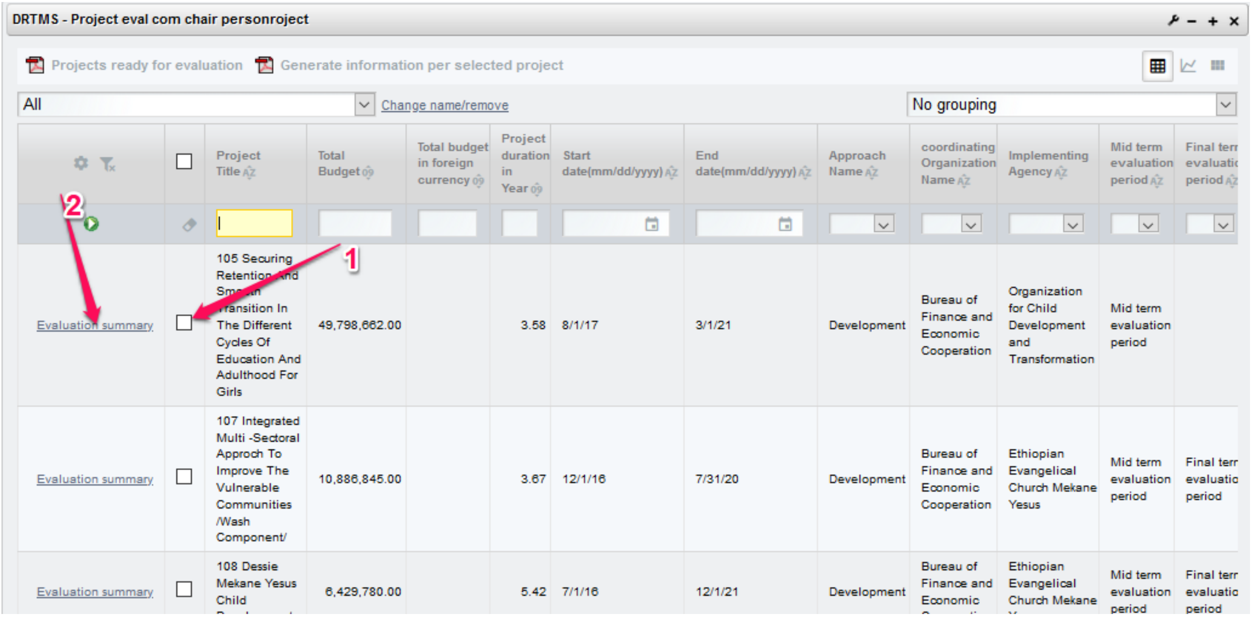


Figure 28 User interface for Project Evaluation

User interface, shown in figure 30, is used to prepare and submit project evaluate report. It shows two records, that midterm and terminal/final evaluation record, of a project.

- To edit evaluation record of project
  - Select project to be evaluated by clicking check box indicated by arrow number 1 of figure 30
  - Click the link indicated by arrow number 2 of figure 30. As the result, user interface(shown in figure 31) is displayed
- To prepare KPI based evaluation report of project
  - Select project to be evaluated by clicking check box indicated by arrow number 1 of figure 30
  - Click the link indicated by arrow number 3 of figure 30. As the result, user interface(shown in figure 32) is displayed
- To submit evaluation report of project
  - Select project to be evaluated by clicking check box indicated by arrow number 1 of figure 30
  - Click the button indicated by arrow number 4 of figure 30.

☞ To go back to user interface indicated by figure 29, click the button indicated by arrow number 5 of figure 30

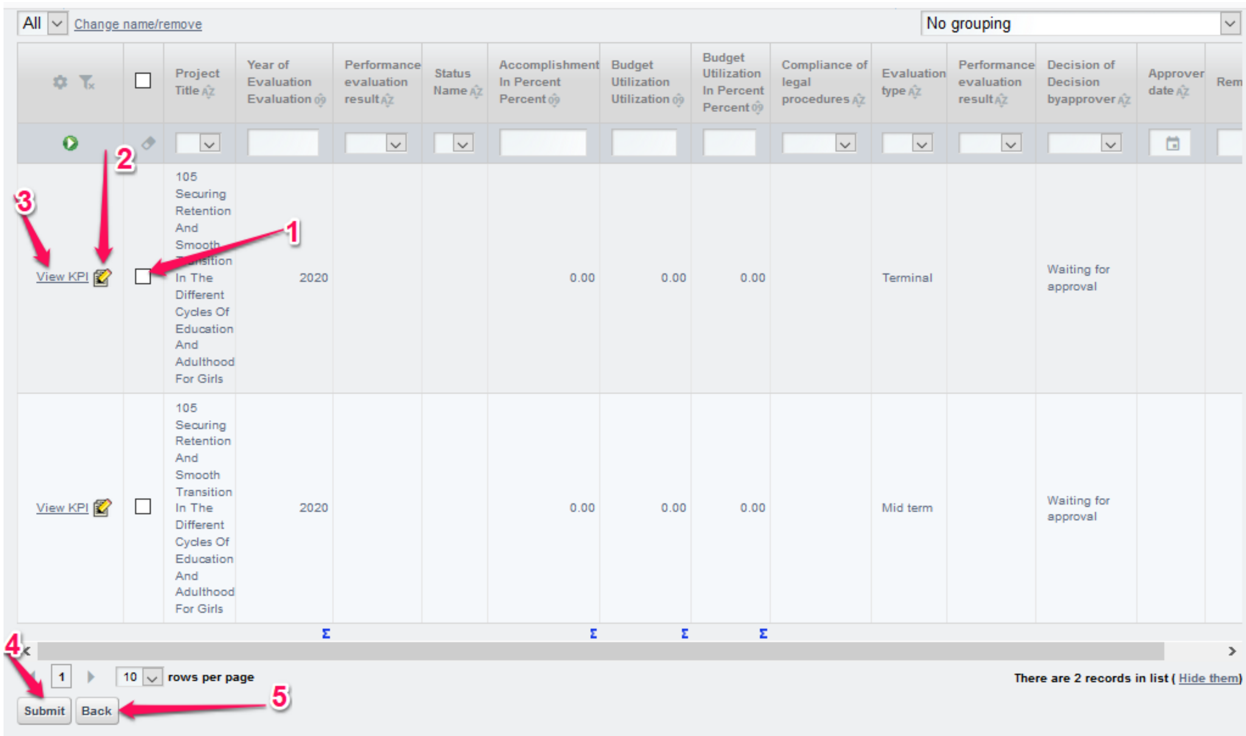


Figure 29. User Interface for Project Evaluation Information Management

User interface, shown in figure 31, is used to prepare project evaluate report.

☞ Type year of evaluation, accomplishment in percent , budget utilization, conclusion, recommendation, strength of the project, weakness of the project, remarks on text box indicated by arrow number 1, 4,5,6,7,8,9 and 12 of figure 31 respectively

☞ Select evaluation type and project status from drop down box(combo box) indicated by arrow numbers 2 and 3 of figure 31 respectively

☞ Tick check box indicated by arrow number 10 of figure of 31 if the implementing organization follows legal procedures to accomplish tasks in the project. Otherwise untick the aforementioned checkbox

- ☞ Click the file icon indicated by arrow number 11 of figure 31 to upload one or more narrative project evaluation documents.
- ☞ Click the button indicated by arrow number 13
- ☞ To go back to user interface shown in figure 30, click the link indicated by arrow number 14 of figure 31

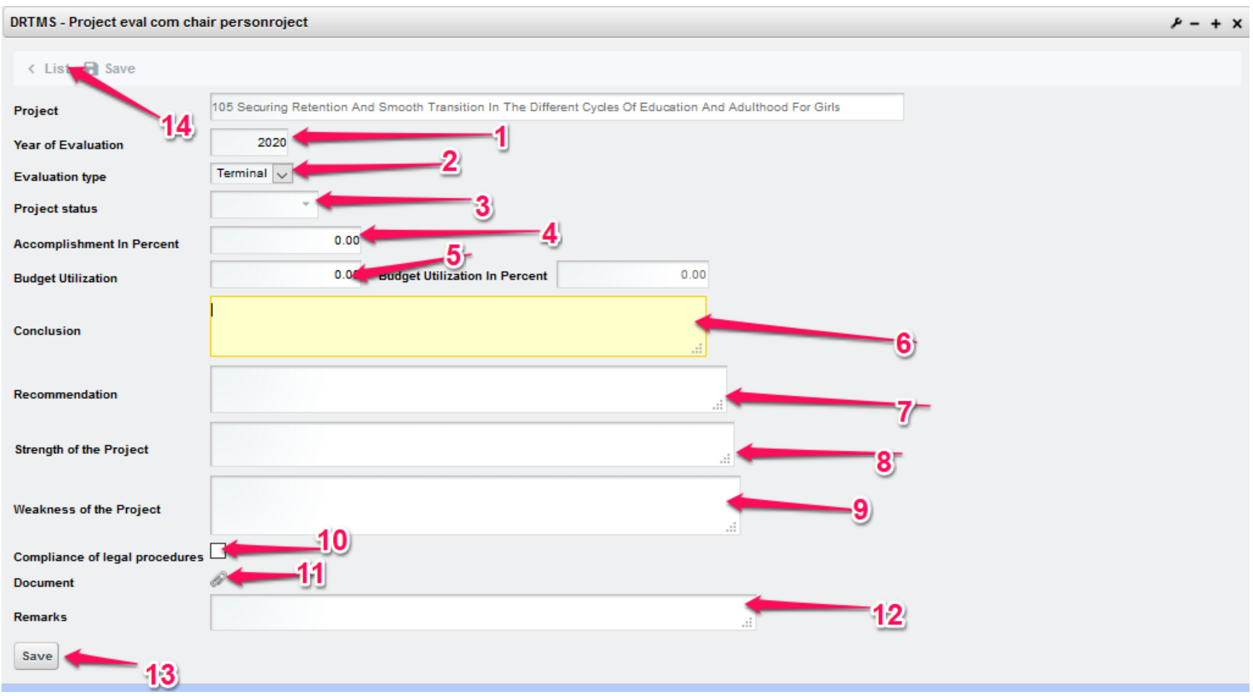


Figure 30. User Interface for Project Evaluation Preparation

User interface, shown in figure 32, is used to prepare KPI based evaluate report. It shows all KPI records created when an organization prepare its annual plan.

- ☞ To edit KPI result
    - ○ Click the edit icon indicated by arrow number 1 of figure 32. As the result, user interface(shown in figure 33) is displayed
- ☞ To go back to user interface shown in figure 30, click the link indicated by arrow number 2 of figure 33

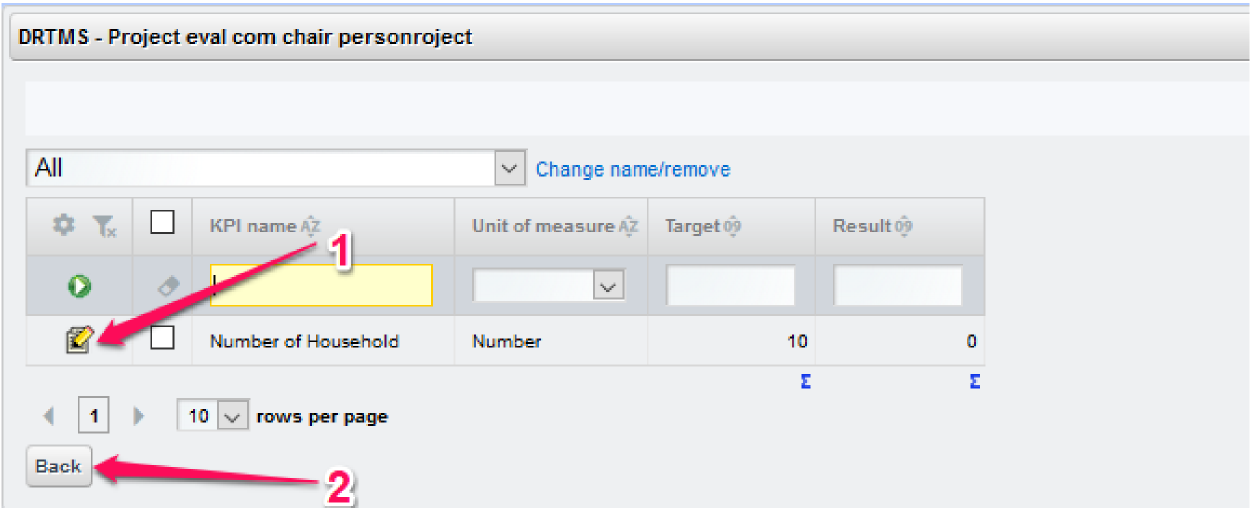


Figure 31 User Interface for KPI Based Report Preparation

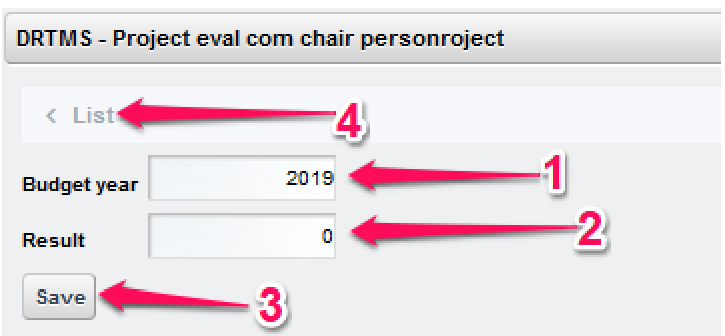


Figure 32. User Interface for KPI Result Encoding

12. Project Evaluation Approval

Steps: open **Project Eval Approval** page that is used to manage project extension

- Click **Project** shown by arrow number 1 then click **Project Eval Approval** shown by arrow number 2 of figure 34. As the result, user interface (shown figure 35) is displayed.

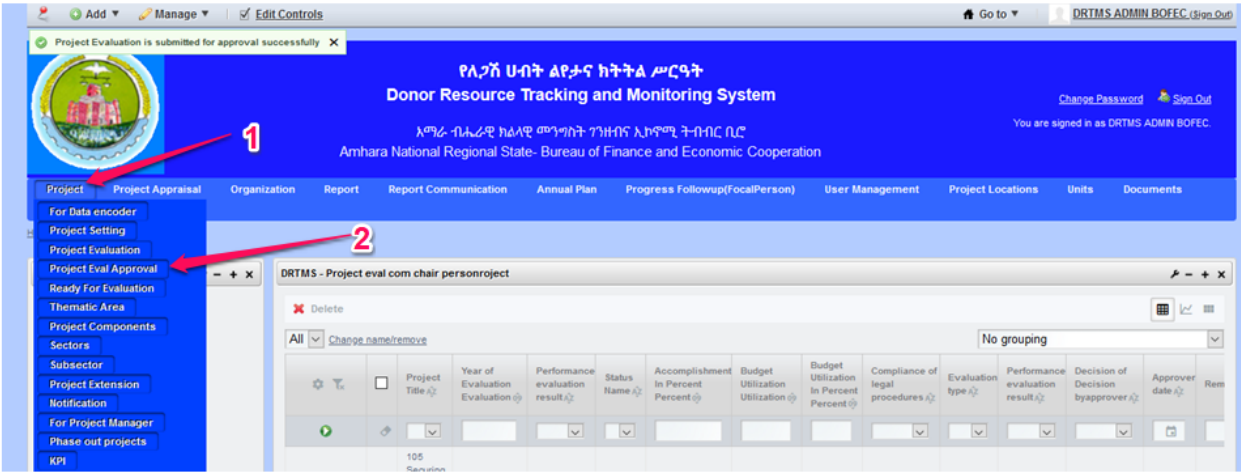


Figure 33 User Interface for Project Evaluation Approval

User interface, shown in figure 35, is used to approve project evaluate report. It shows evaluation record of a project submitted by implementing organization.

- To project evaluation report in PDF
  - Select project evaluation record by clicking check box indicated by arrow number 1 of figure 35
  - Click the link indicated by arrow number 3 of figure 35.
- To project evaluation report
  - Select project evaluation record by clicking check box indicated by arrow number 1 of figure 35
  - Click the button indicated by arrow number 3 of figure 35.

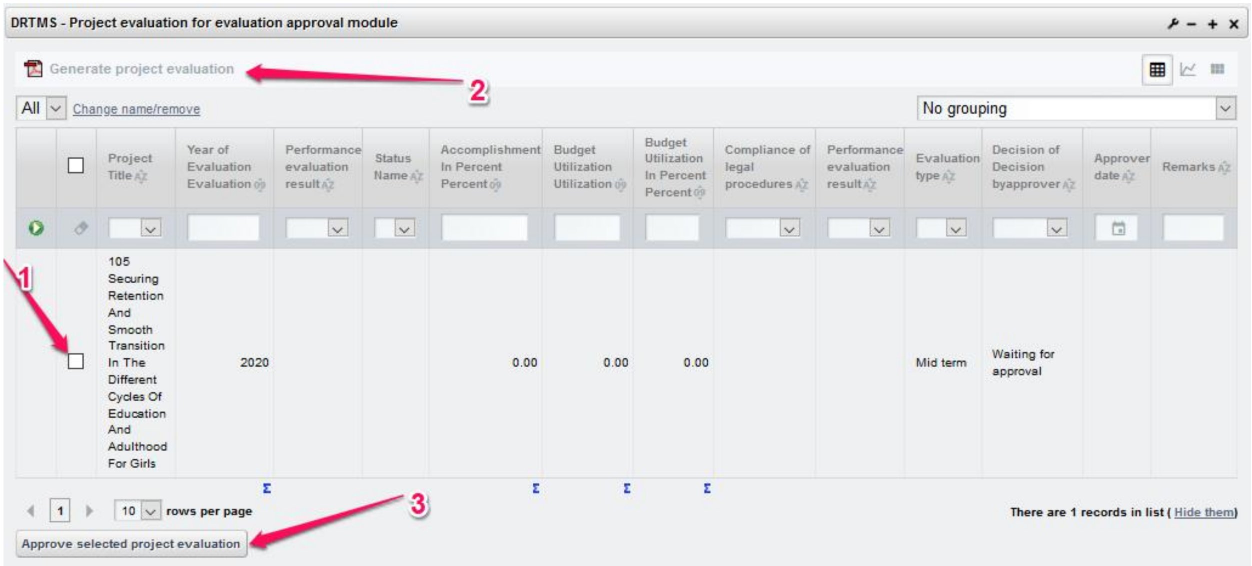


Figure 34 User Interface for Project Evaluation Approval

13. View phase out project

Steps: open **Phase out Project** page that is used to display phase out project

- Click **Project** shown by arrow number 1 then click **Phase out Project** shown by arrow number 2 of figure 36. As the result, user interface (shown figure 37) is displayed.

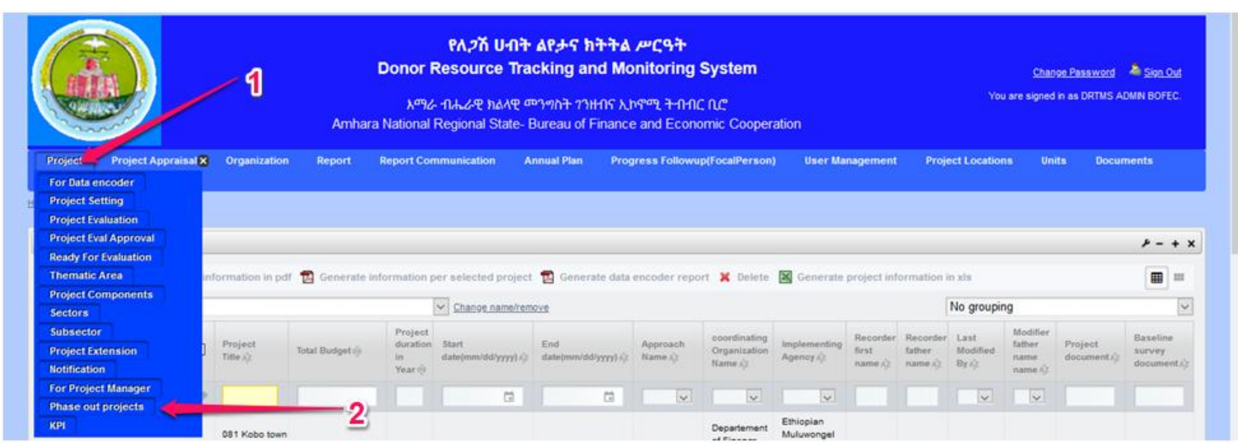


Figure 35 Page for Phase out project

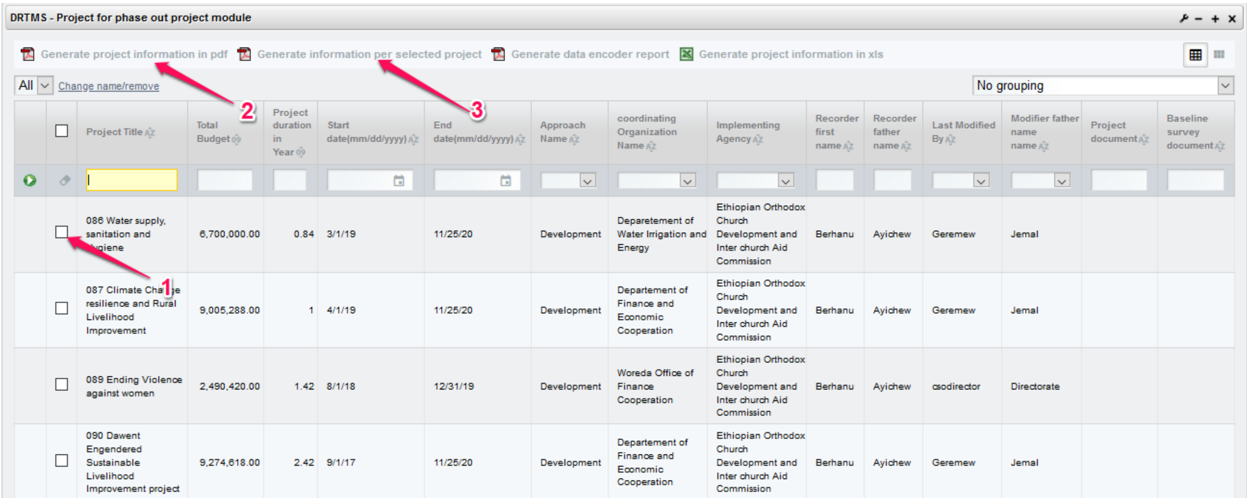


Figure 36 User Interface for Displaying Phase out project

14. Generating different type of reports

14.1. New Project Trend

User interface shown in figure 38 allows user to generate newly accepted project with the current budget year or the current quarter year. In addition, users are allowed to generate trends of new project acceptance across years.

Steps:

- Open **Phase out Project** page by clicking **Report** under menu bar, then click **New Projects**. User interface, shown figure 38, is displayed.
- To generate new projects report in the current budget year
  - Select "This Year" by clicking check box indicated by arrow number 2 of figure 38
  - Click the link indicated by arrow number 3 of figure 38.
- To generate phase out project report in the current budget year
  - Select "This Year" by clicking check box indicated by arrow number 2 of figure 38
  - Click the link indicated by arrow number 4 of figure 38.
- To generate new project trend report across years, click the link indicated by arrow number 5 of figure 38.

- To generate phase out project trend report across years, click the link indicated by arrow number 6 of figure 38.

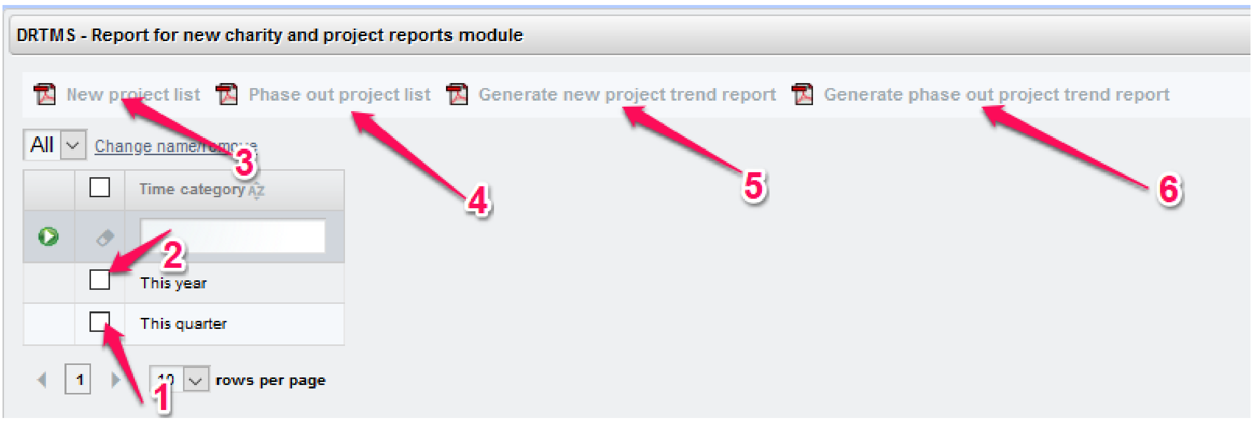


Figure 37 User Interface for Viewing New Project Trend

14.2. Regional reports

User interface shown in figure 39 allows user to generate different type of PDF reports such as donors disaggregated by sector report, projects ready for evaluation and etc. The user interface also displays list of active organizations.

Steps: that is display phase out project

- Open **Regional Reports** page by clicking **Report** under menu bar, then clicking **Regional Reports**. User interface, shown figure 39, is displayed.
- To generate **donor profile** report , Click the link indicated by arrow number 15 of figure 39
- To generate **donors disaggregated by sector** report , Click the link indicated by arrow number 12 of figure 39
- To generate **partners disaggregated by donor** report , Click the link indicated by arrow number 11 of figure 39
- To generate **implement agencies having greater than 50 million birr** report , Click the link indicated by arrow number 10 of figure 39

- To generate **projects ready for evaluation** report , Click the link indicated by arrow number 8 of figure 39
- To generate **projects disaggregated donor** report , Click the link indicated by arrow number 16 of figure 39
- To generate **organization list disaggregated by program type** report , click the link indicated by arrow number 13 of figure 39
- To generate **list of zones with total implementing agency, total project and total beneficiaries** report , click the link indicated by arrow number 9 of figure 39
- To generate **list of zones with total implementing agency, total project and total beneficiaries** report , click the link indicated by arrow number 9 of figure 39
- To generate **distribution of implementing organization by woreda** report , click the link indicated by arrow number 5 of figure 39
- To generate **distribution of implementing organization by zone** report , click the link indicated by arrow number 6 of figure 39

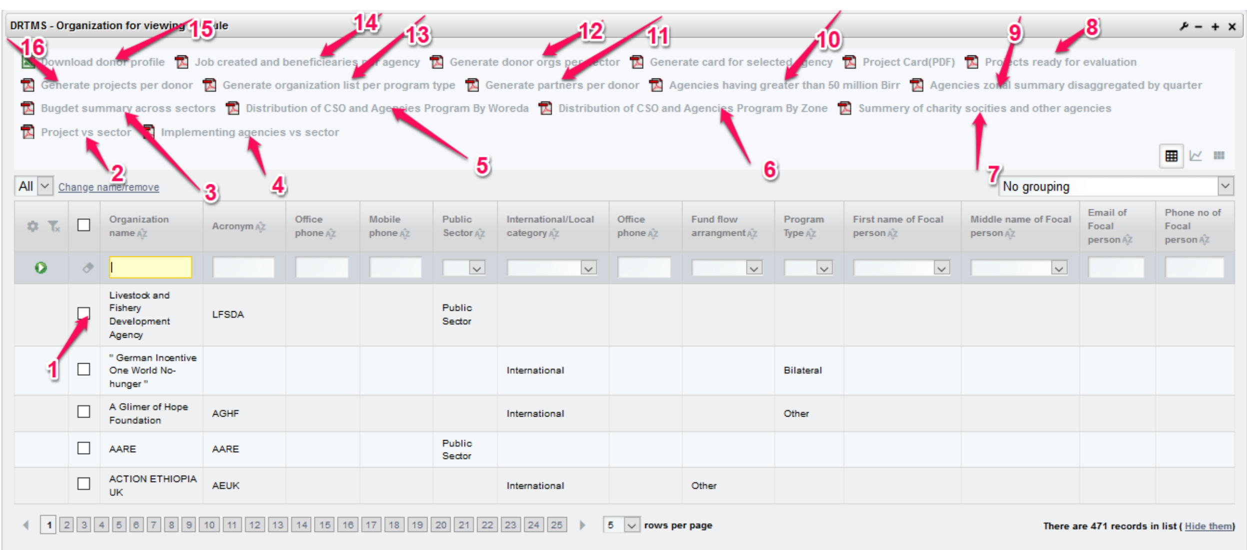


Figure 38. User Interface for Regional Reports

14.3. Sector based report

User interface shown in figure 40 allows user to generate different type of PDF reports disaggregated by sector. The user interface also displays list of active sectors.

Steps:

- Open **Sector Based Repor**t by clicking **Report** under menu bar, and then click **Sector Based Repor**t. User interface, shown in figure 39, is displayed.
- To generate **project lists disaggregated by sector** report , Click the link indicated by arrow number 6 of figure 40
- To generate **donor organization lists disaggregated by sector** report , Click the link indicated by arrow number 7 of figure 40
- To generate **implementing agency lists disaggregated by sector** report , Click the link indicated by arrow number 1 of figure 40
- To generate total projects and total budgets disaggregated by program type of implementing organization, click the link indicated by arrow number 3 of figure 40

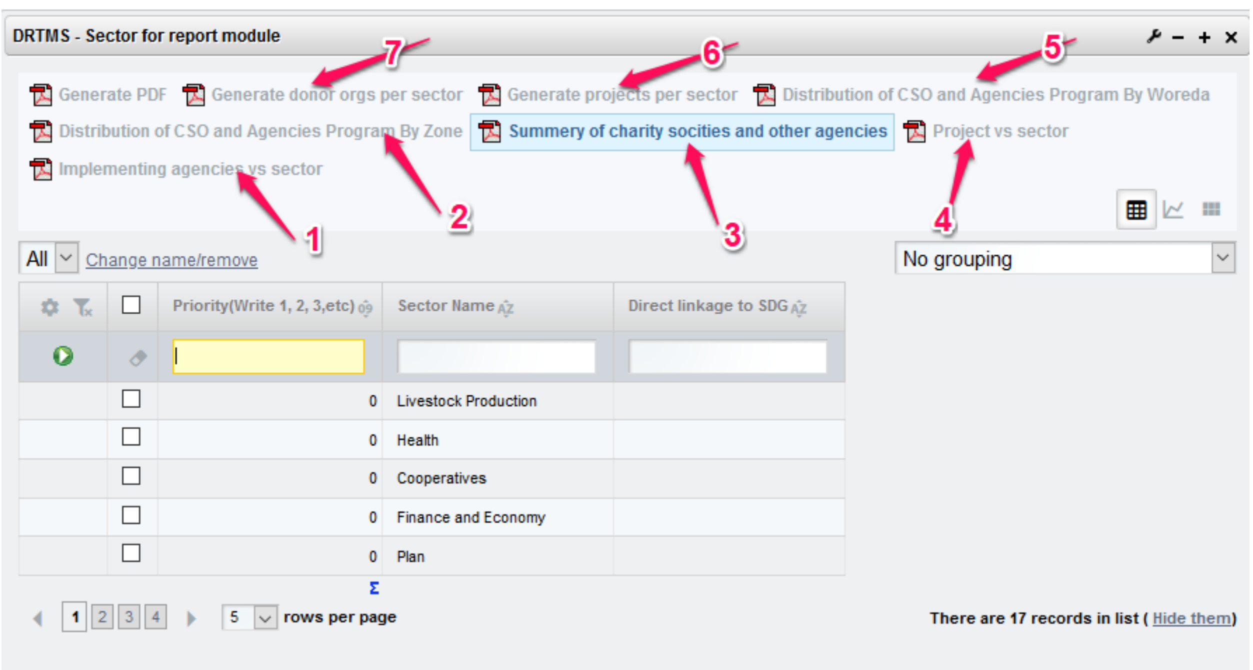


Figure 39 User Interface for Sector Based Report

14.4. Donor Based Report

User interface shown in figure 41 allows user to generate different type of PDF reports disaggregated by donors. The user interface also displays list of active donors.

Steps:

- Open **Donor Based reports page by** clicking **Report** under menu bar, and then click **Donor Based reports**. User interface, shown in figure 41, is displayed.
- To generate **list of projects disaggregated by done** report , click the link indicated by arrow number 1 of figure 41
- To generate **list of partner organizations disaggregated by done** report , click the link indicated by arrow number 2 of figure 41

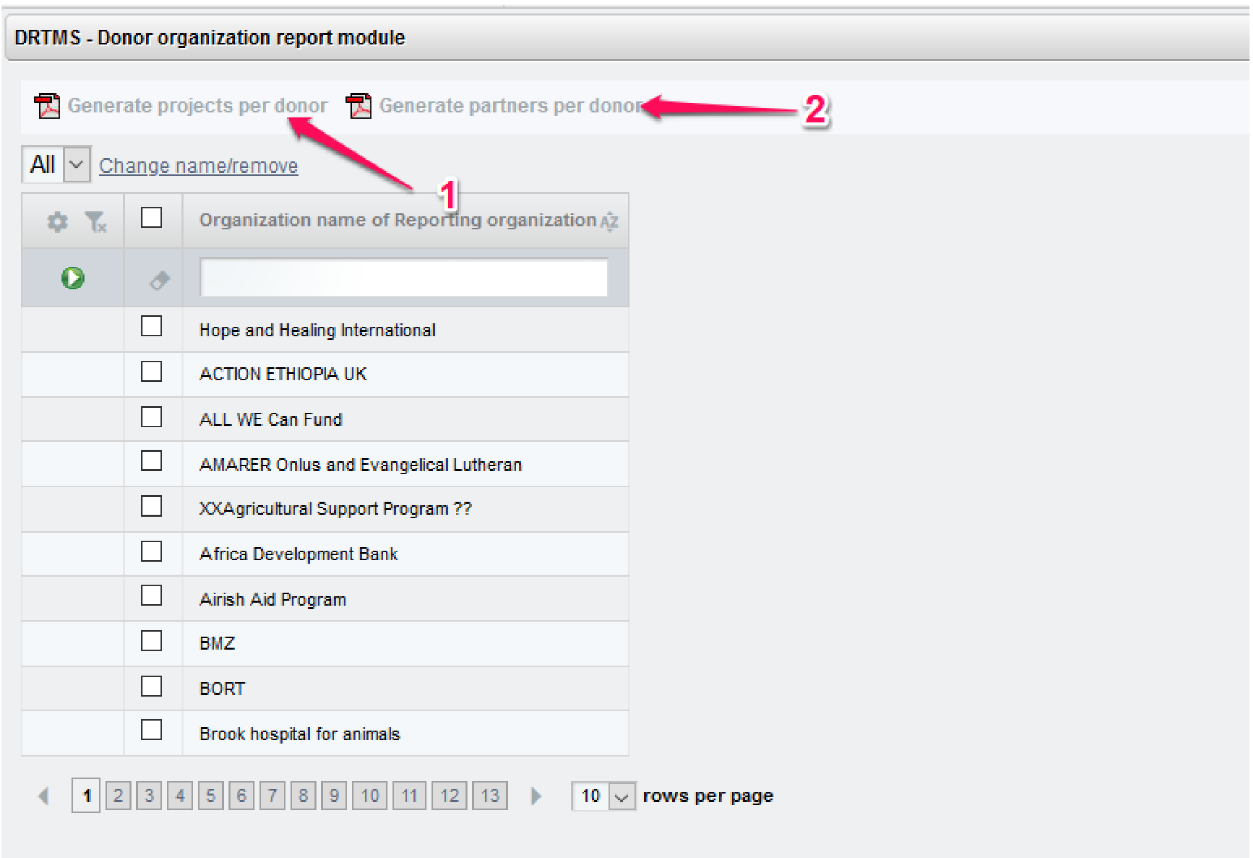


Figure 40 User Interface for Donor based Report

14.5. Implementer Based Report

User interface shown in figure 42 allows user to generate different type of PDF reports such as Job created and Beneficiaries per Implementing Agency report. The user interface also displays list of active implementing organization.

Steps:

- Open **Implementer based Reports** page by clicking **Report** under menu bar, and then click **Implementer based Reports**. User interface, shown in figure 42, is displayed.
- To generate **project cards for select organization** report , click the check box indicated by arrow number 1 and then click the link indicated by arrow number 3 of figure 42.
- To generate **Job created and beneficiaries per agency** report, and then click the check box indicated by arrow number 1 and then click the link indicated by arrow number 4 of figure 42.
- To view projects of implementing agency, click the check box indicated by arrow number 1 and then click the link indicated by arrow number 2 of figure 42. As the result, user interface shown in figure 43 is displayed.

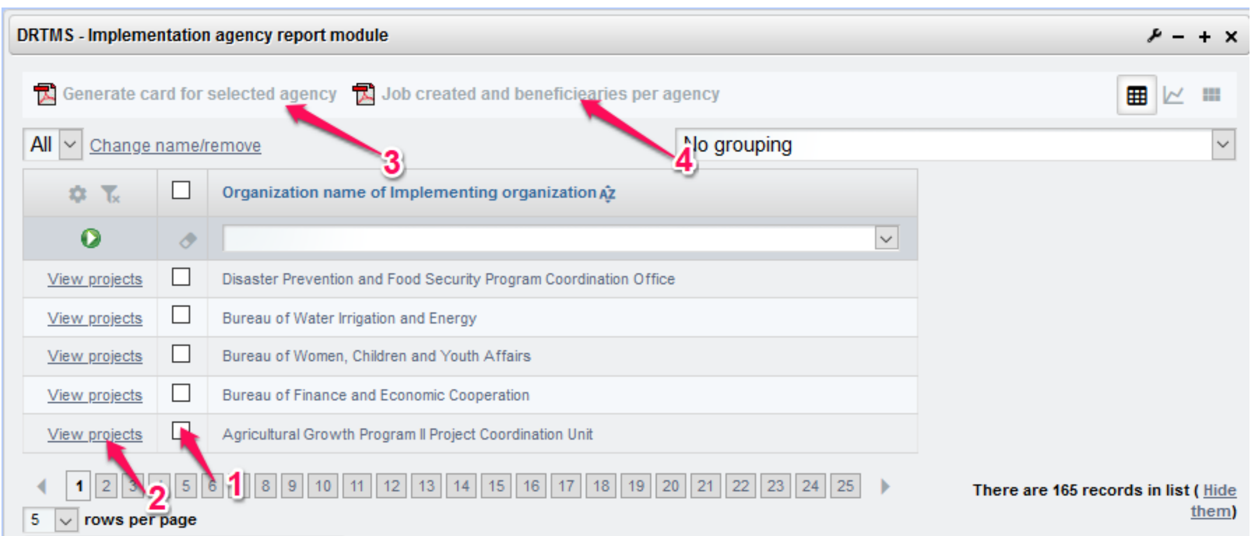


Figure 41 User Interface for Implementing Agency Report

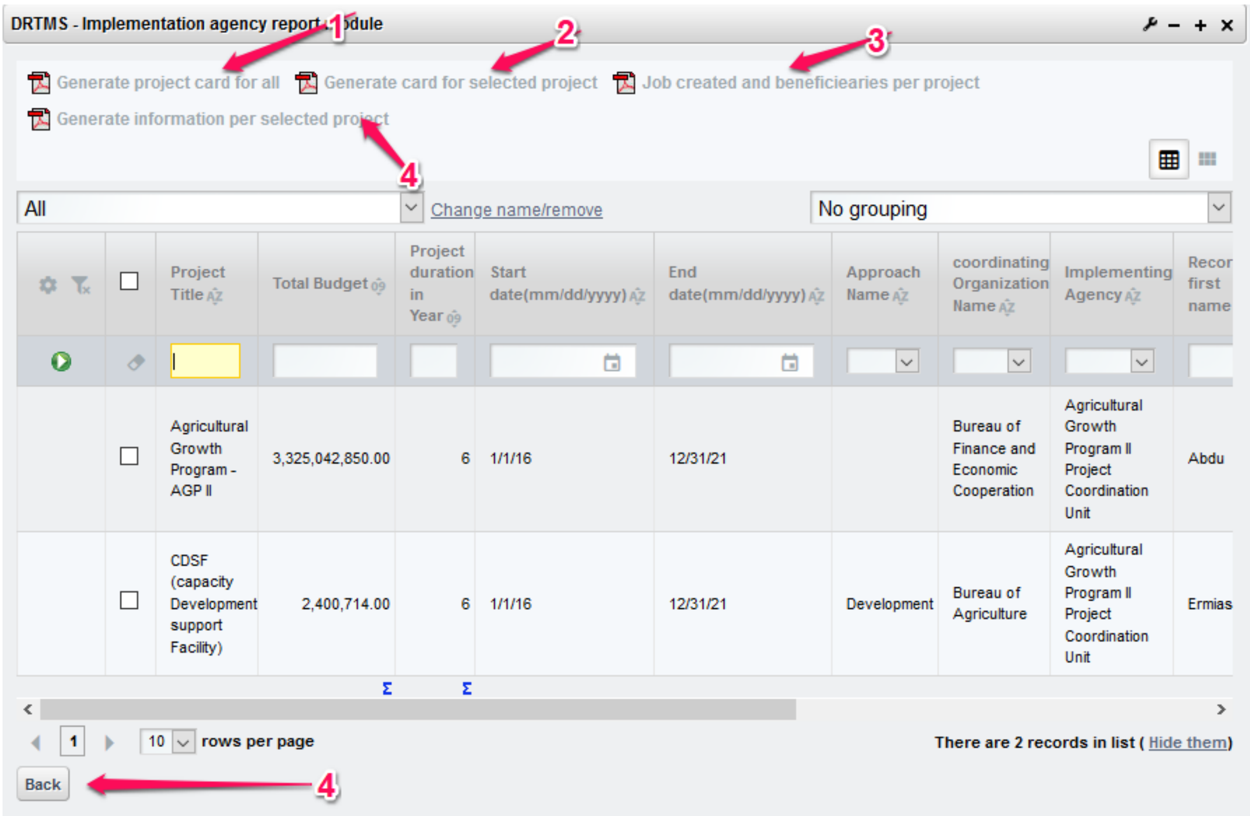


Figure 42 User Interface for View List of Project of Implementing Agency

14.6. Multilateral/Bilateral Reports

User interface shown in figure 44 allows user to generate different type of PDF reports related with implementing organization. The user interface also displays list of active implementing organization.

Steps

- Open **Multilateral/Bilateral Reports** page by clicking **Report** under menu bar, and then click **Multilateral/Bilateral Reports**. User interface, shown in figure 44, is displayed.
- To generate **organization list disaggregated by program type** report , click the link indicated by arrow number 2 of figure 44

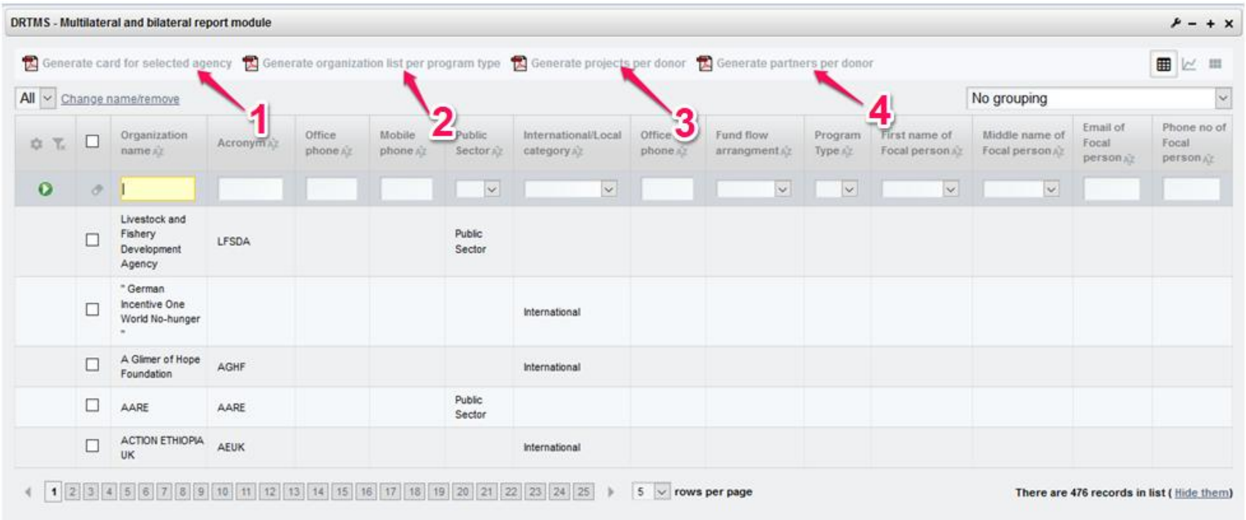


Figure 43 User Interface Multilateral/Bilateral Report

14.7. Projects' spatial location

User interface shown in figure 44 allows user to view spatial location and count of projects per selected filter criteria such as zone, woreda, active/phase out, local/international, project type, and year information. The user interface also by default displays project count and location for all zones.

Steps:

- To display total number of projects per zone on map without any filter, select **all** option from the alternatives in user interface shown in figure 45.
- To display total number of projects per woreda on map, select **zone** from combo box indicated by arrow number 1 of figure 45.
- To display total number of projects on map based on organization type , select radio buttons indicated by 14,15 or 16 of figure 45
- To display total number of projects on map based on project status, select radio buttons indicated by 12 or 13 of figure 45
- To display total number of projects on map based on selected organization, select implementing organization name from comb box indicated by arrow by 17 of figure 45
- To display total number of projects on map based on selected sector, select sector name from comb box indicated by arrow by 8 of figure 45

- To display total number of projects on map based on selected sector and subsector, select subsector name from comb box indicated by arrow by 9 of figure 45

- ☞ To display location of selected project on map, select project title from comb box indicated by arrow by 10 of figure 45
- ☞ To display total number of projects on map based on selected project type, select project type from comb box indicated by arrow by 11 of figure 45
- ☞ To display total number of projects on map based on selected year, click the radio button indicated by arrow number 7 and then select year from comb box indicated by arrow by 3 of figure 45
- ☞ To display total number of projects on map based on selected rang of years, click the radio button indicated by arrow number 4 and then select **from year** and **to year** from combo box indicated by arrow number 5 and 6 respectively.

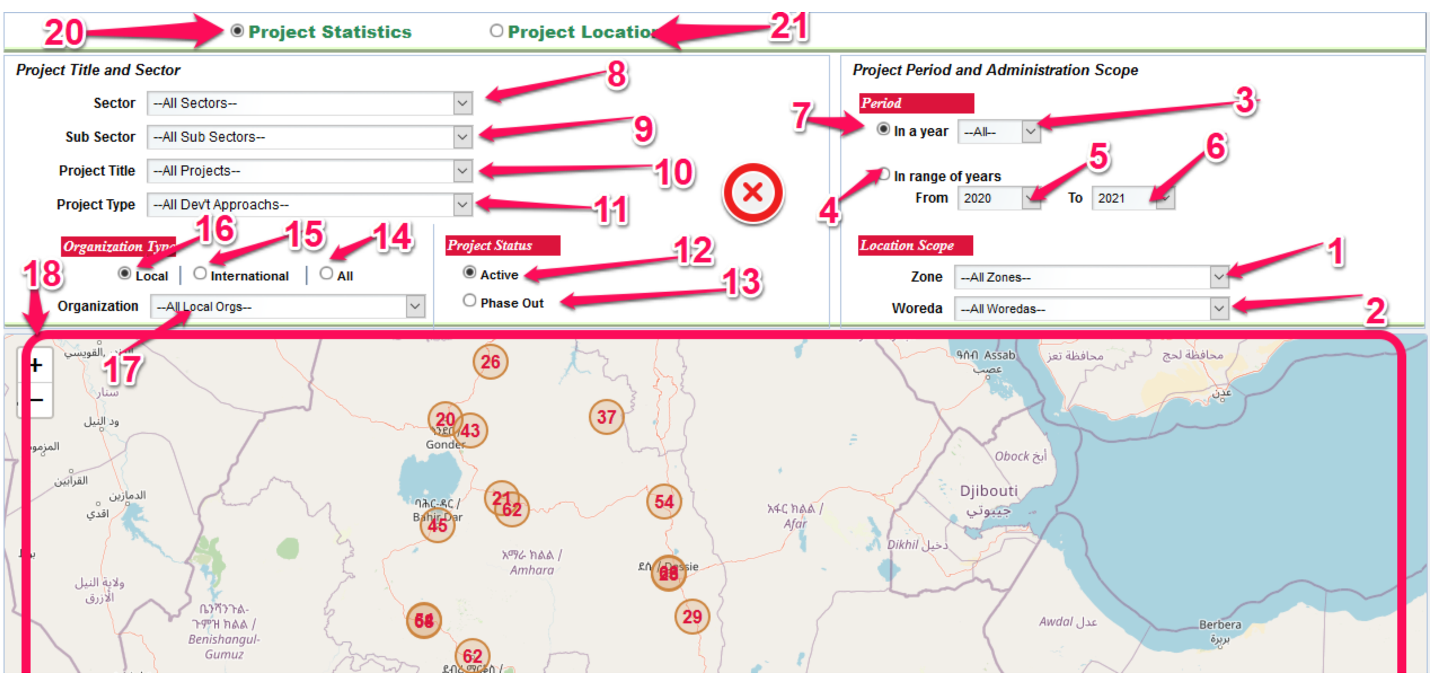


Figure 44. User Interface for Project Spatial Location

14.8. Monitoring donor resources using dashboard

The dashboard is displayed at home page (landing page) of DRTMS system.

- To display all dashboard components, click the check box indicated by arrow number 1 of figure 46.
- To see details of selected component such as **Total Projects Budget**, click the text "See details" indicated by arrow number 3 of figure 46. As the result, user interface, shown by figure 47, is displayed at the bottom the dashboard.

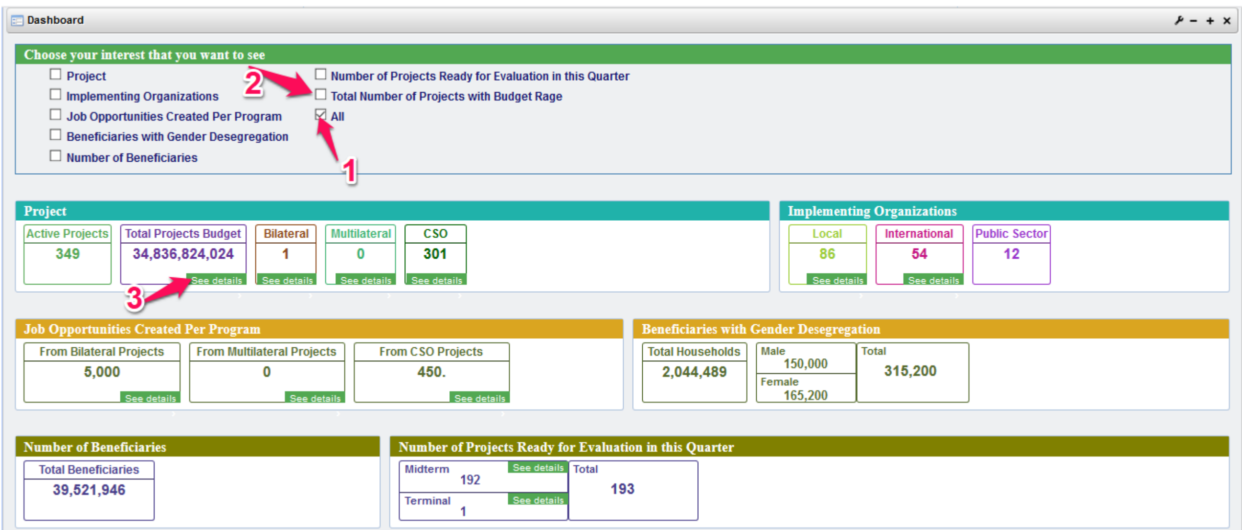
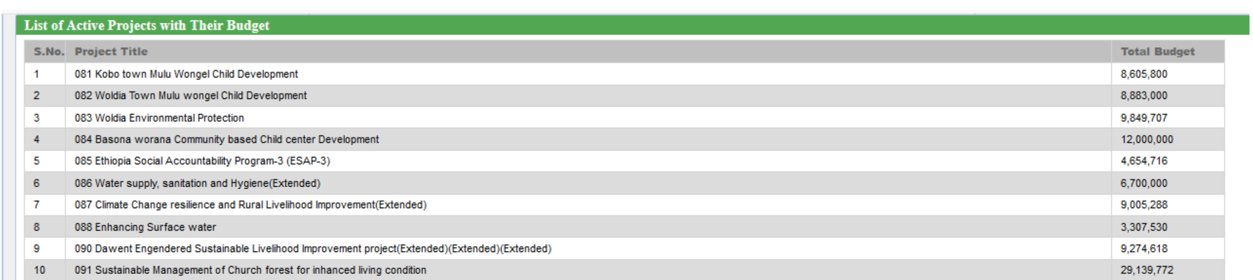


Figure 45. User Interface for Dashboard



List of Active Projects with Their Budget

S.No.	Project Title	Total Budget
1	081 Kobo town Mulu Wongel Child Development	8,605,800
2	082 Woldia Town Mulu wongel Child Development	8,883,000
3	083 Woldia Environmental Protection	9,849,707
4	084 Basona worana Community based Child center Development	12,000,000
5	085 Ethiopia Social Accountability Program-3 (ESAP-3)	4,654,716
6	086 Water supply, sanitation and Hygiene(Extended)	6,700,000
7	087 Climate Change resilience and Rural Livelihood Improvement(Extended)	9,005,288
8	088 Enhancing Surface water	3,307,530
9	090 Dawent Engendered Sustainable Livelihood Improvement project(Extended)(Extended)(Extended)	9,274,618
10	091 Sustainable Management of Church forest for inhanced living condition	29,139,772

Figure 46. User Interface for "See detail"

15. Project proposal approval,

Steps: open **Appraisal approval** page

- ☞ Click **Project Appraisal** on menu bar, then click **Appraisal approval** page. As the result, user interface (shown figure 48) is displayed.

User interface, shown in figure 48, is used to approve project proposal. It also allows user to download narrative project proposal document. It shows list of project submitted by the implementing organization.

- ☞ To download narrative project document
  - o Click the edit icon indicated by arrow number 2 of figure 48. As the result, user interface(shown in figure 49) is displayed
- ☞ To approve project proposal
  - o Select project proposal clicking check box indicated by arrow number 1 of figure 48
  - o Click the button indicated by arrow number 3 of figure 48
- ☞ To generate information per select project proposal
  - o Select project proposal clicking check box indicated by arrow number 1 of figure 48
  - o Click the link indicated by arrow number 4 of figure 48

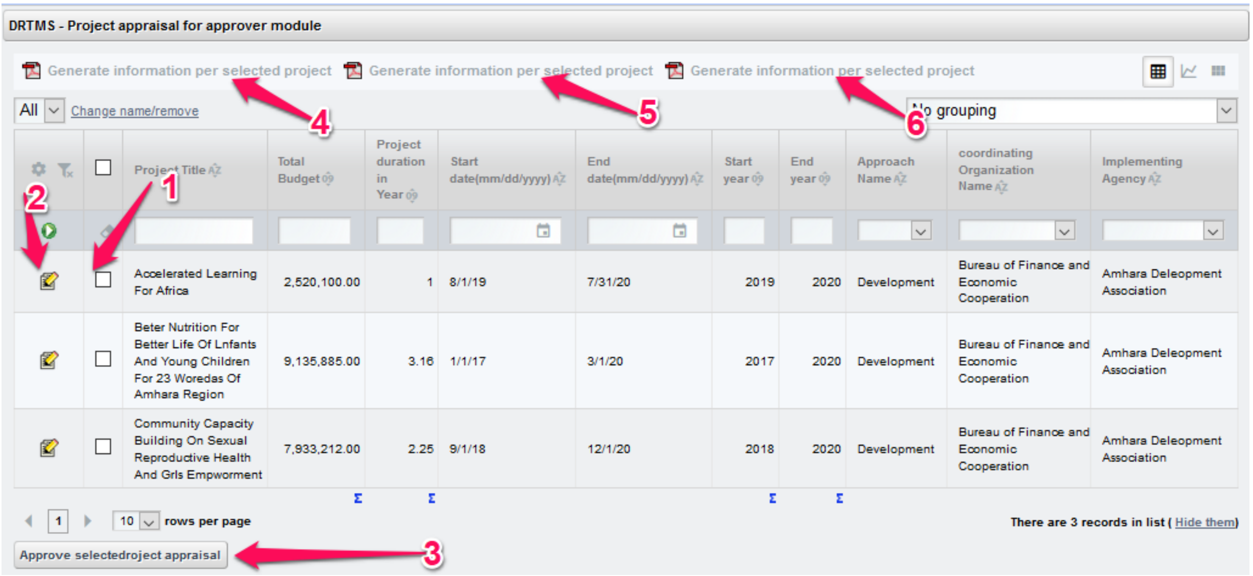


Figure 47 User Interface for Project Proposal Approval

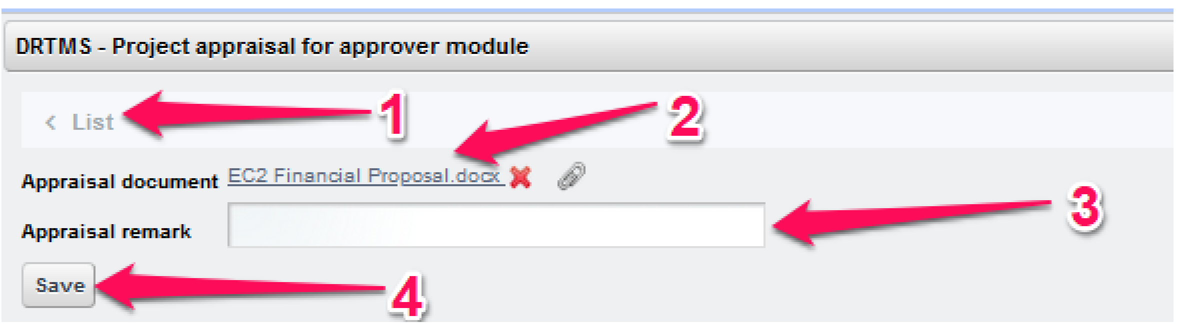


Figure 48. User Interface for Project Document Downloading

16. Annual plan approval,

Steps: open **Feedback** page

☞ Click **Annual Plan** on menu bar, then click **Feedback** page. As the result, user interface (shown figure 50) is displayed.

User interface, shown in figure 50, is used to approve annual plan. It also allows user to download narrative annual plan document. It shows list of annual plan submitted by the implementing organization.

☞ To download narrative annual plan document

- Click the edit icon indicated by arrow number 3 of figure 50.

- To approve annual plan
  - Select annual plan by clicking check box indicated by arrow number 1 of figure 50
  - Click the button indicated by arrow number 6 of figure 50
- To view quarter breakdown of annual plan
  - Select annual plan by clicking check box indicated by arrow number 1 of figure 50
  - Click the button indicated by arrow number 6 of figure 50
- To generate annual plan in PDF
  - Select annual plan by clicking check box indicated by arrow number 1 of figure 50
  - Click the link indicated by arrow number 2 of figure 50. As the result , user interface indicated by figure 51 is displayed.

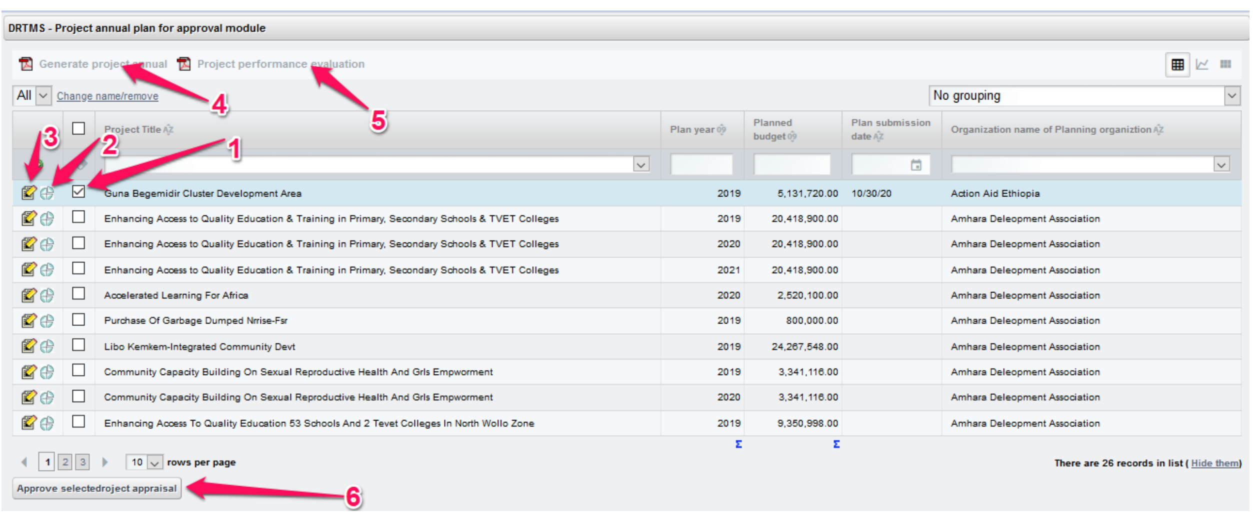
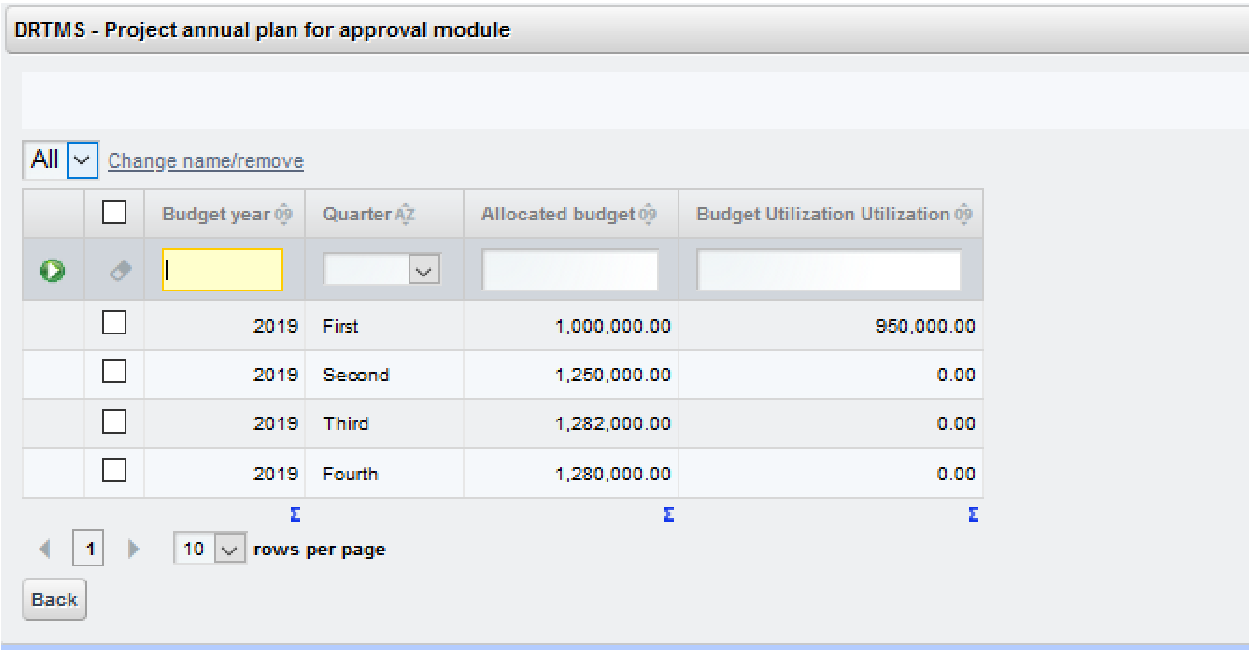


Figure 49 User Interface for Annual Plan Approval



		Budget year	Quarter	Allocated budget	Budget Utilization Utilization
		2019	First	1,000,000.00	950,000.00
		2019	Second	1,250,000.00	0.00
		2019	Third	1,282,000.00	0.00
		2019	Fourth	1,280,000.00	0.00

Figure 50 User Interface for Quarter Based Plan

17. Quarter report approval,

Steps: open **Report Approval** page

- Click **Quarter Report** on menu bar, then click **Report Approval** page. As the result, user interface (shown figure 52) is displayed.

User interface, shown in figure 52, is used to approve quarter report. It also allows user to download narrative quarter report document. It shows list of quarter report submitted by the implementing organization.

- To download narrative quarter report document
  - Click the edit icon indicated by arrow number 3 of figure 52.
- To approve quarter report
  - Select quarter report by clicking check box indicated by arrow number 1 of figure 52
  - Click the button indicated by arrow number 2 of figure 52
- To generate annual plan in PDF

- Select quarter report by clicking check box indicated by arrow number 1 of figure 52
- Click the link indicated by arrow number 5 of figure 52.

☞ To generate Performance in PDF

- Select quarter report by clicking check box indicated by arrow number 1 of figure 52
- Click the link indicated by arrow number 4 of figure 52.
-

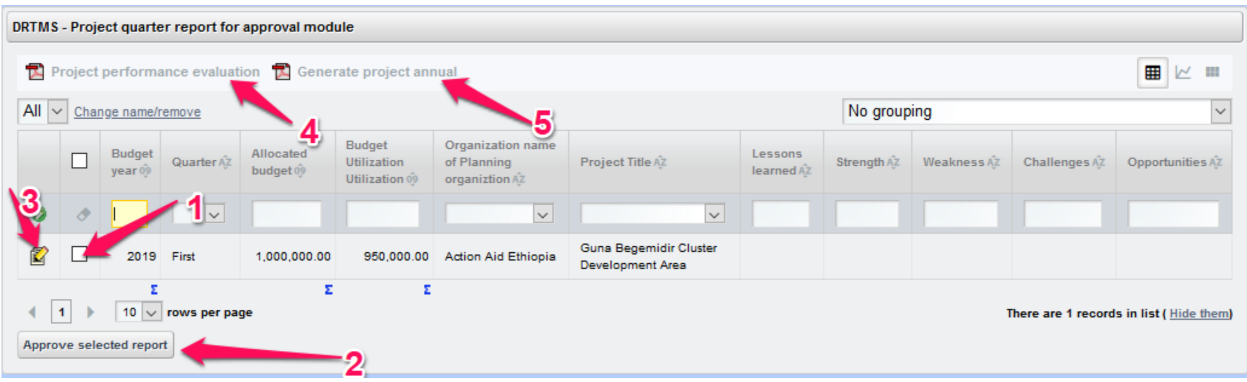


Figure 51. User Interface for Quarter Report Approval