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FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
MINISTRY OF PLANNING AND DEVELOPMENT

# **DIGITAL PLANNING, MONITORING AND EVALUATION SYSTEM USER MANUAL**

**Prepared by:  
Ministry of Planning and Development of  
Ethiopia**

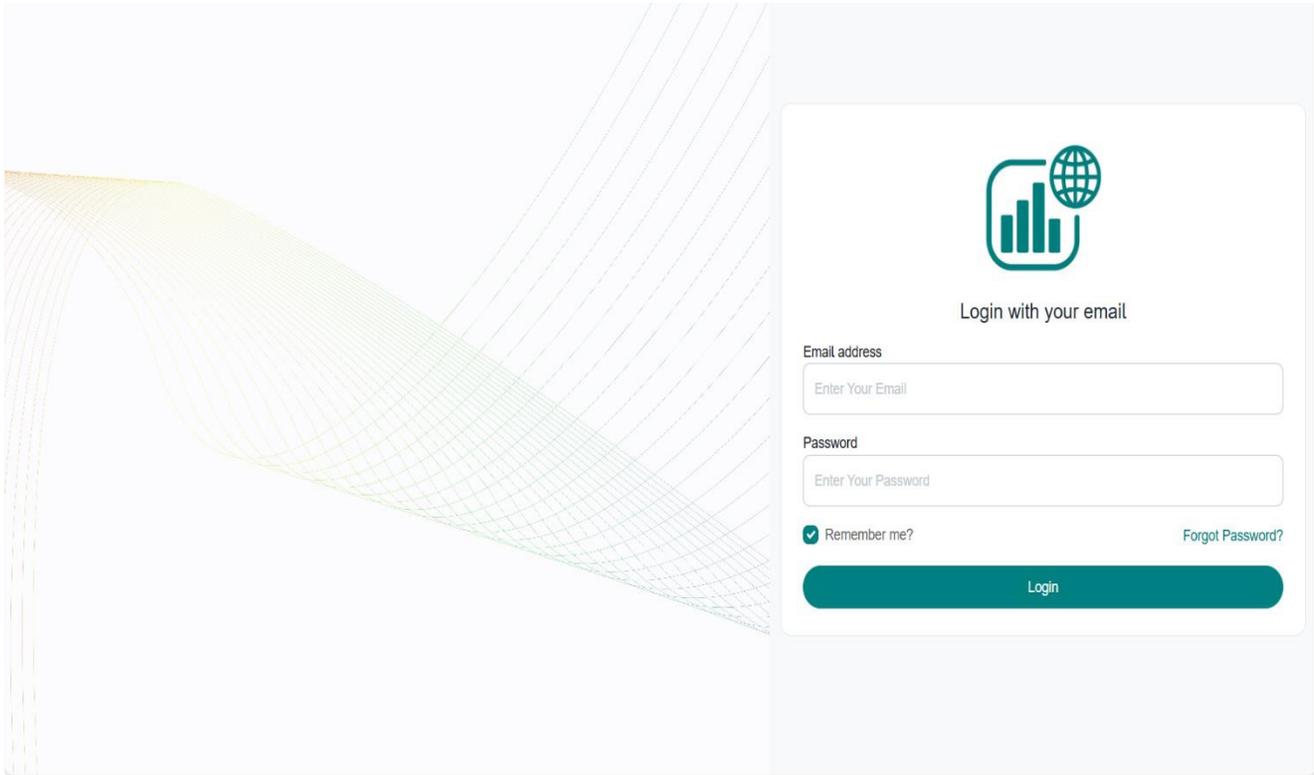
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## 1. Login to the System

When you click the link, the **login page** will appear.

Enter your **email** and **password**, then click the **Login** button.

The image shows a login page with a decorative background of curved lines in shades of yellow and green. On the right side, there is a white login form. At the top of the form is a teal icon of a bar chart with a globe. Below the icon is the text "Login with your email". The form contains two input fields: "Email address" with the placeholder "Enter Your Email" and "Password" with the placeholder "Enter Your Password". Below the password field is a checked checkbox labeled "Remember me?" and a link "Forgot Password?". At the bottom of the form is a teal "Login" button.



Login with your email

Email address  
Enter Your Email

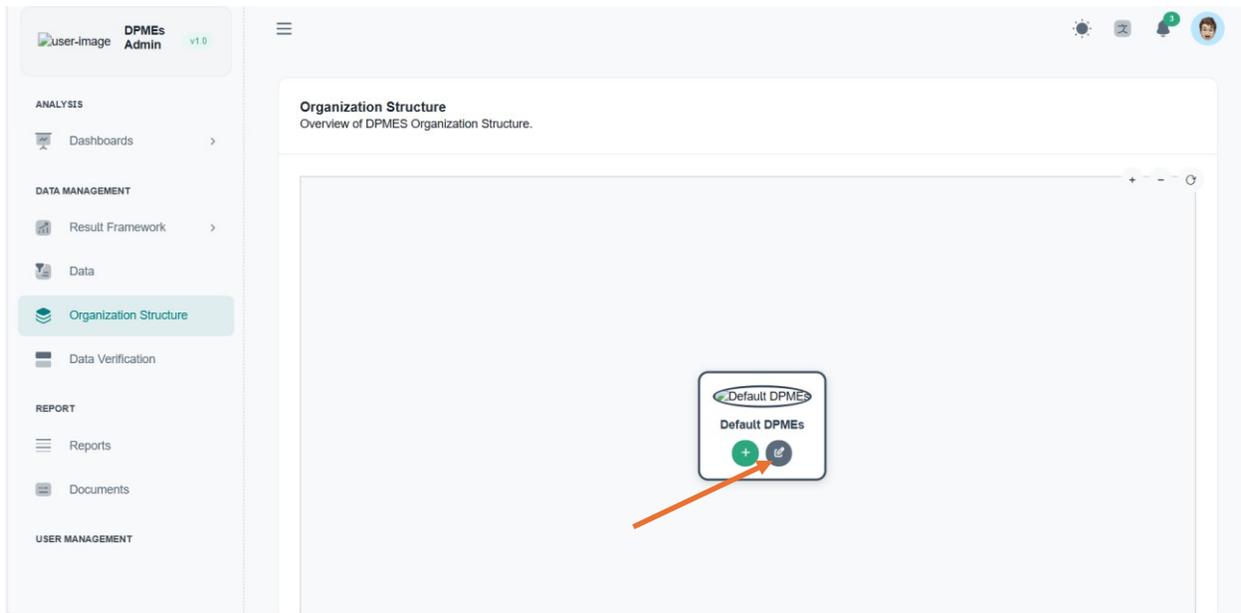
Password  
Enter Your Password

Remember me? [Forgot Password?](#)

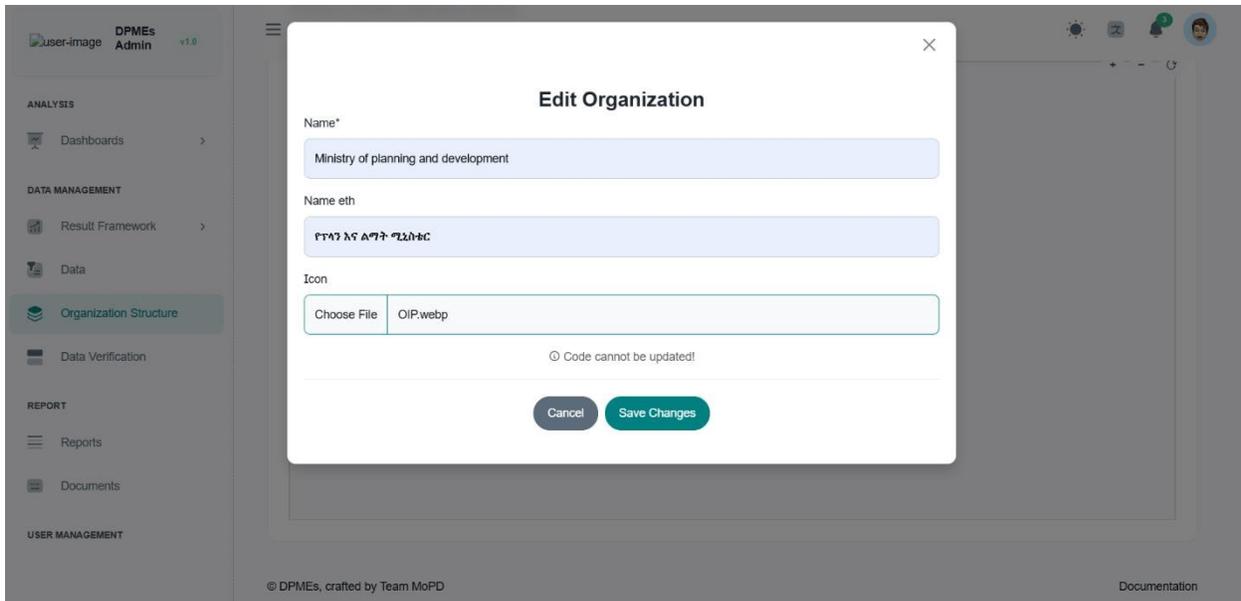
Login

## 2. How Create organization structure

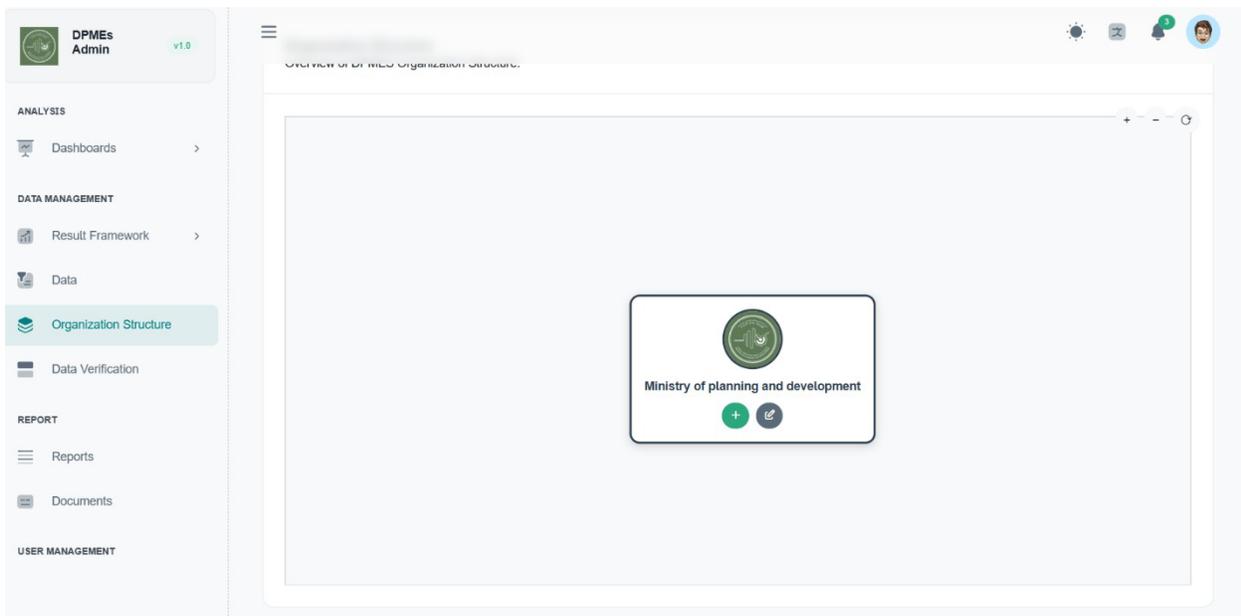
- Log in to the system using your username and password.
- From the left-side menu (sidebar), locate and click on **Organization Structure**.
- The system will display the default **DPMS Organizational Structure**.



- Click the **Pencil icon to Edit**. The system will allow you to edit the default name.
- Enter or update the organization name.
- Make sure to write the name in **both English and Amharic**.
- Upload the organization logo.
- Click the **Save and Change** button to complete the process.

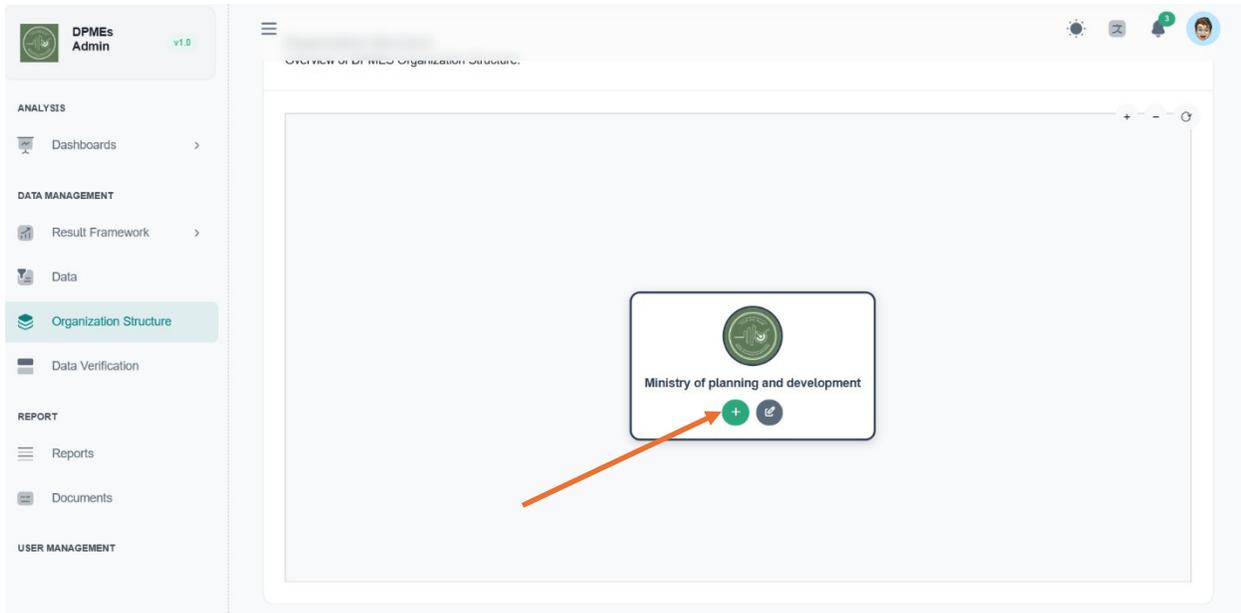


- Finally, you will see the updated organizational structure displayed on the screen.

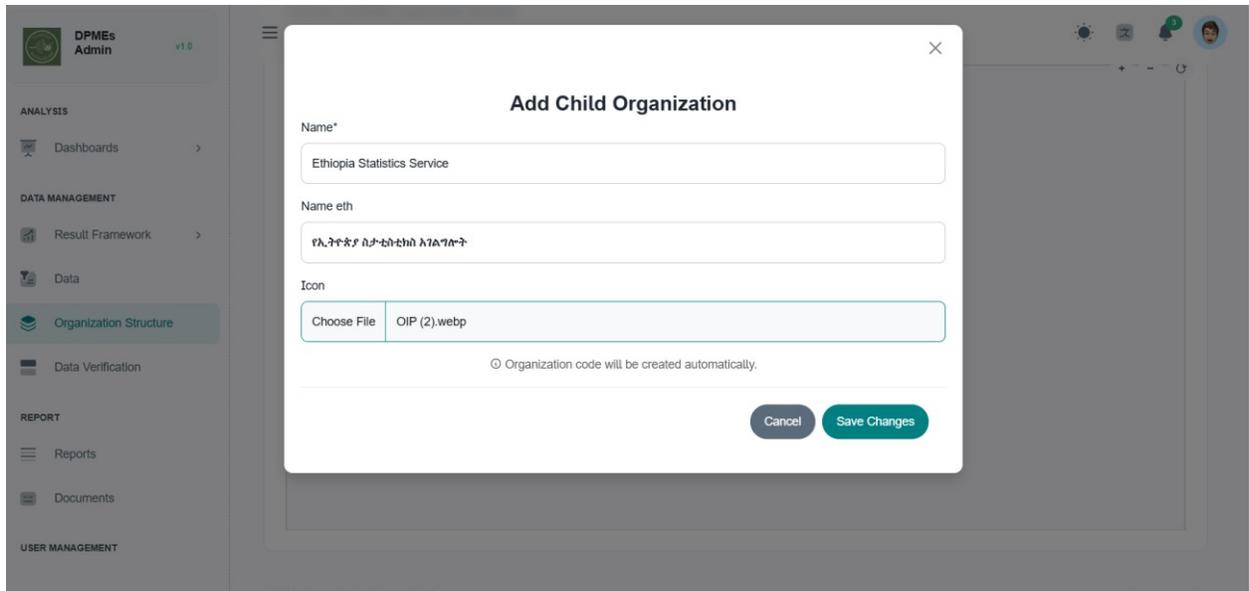


## 2.1. How to create your affiliated or sub origination

- Side bar: Locate the Data Management menu on the left side of the system.
- Click: Select Organization Structure to open.
- Add Button: Click the Green plus (+) icon on the center card to create a new sub-unit or department.



- And write you afflated origination or you sub origination
- Edit Button: Click the Pencil icon to modify the name or details of an existing organization level.

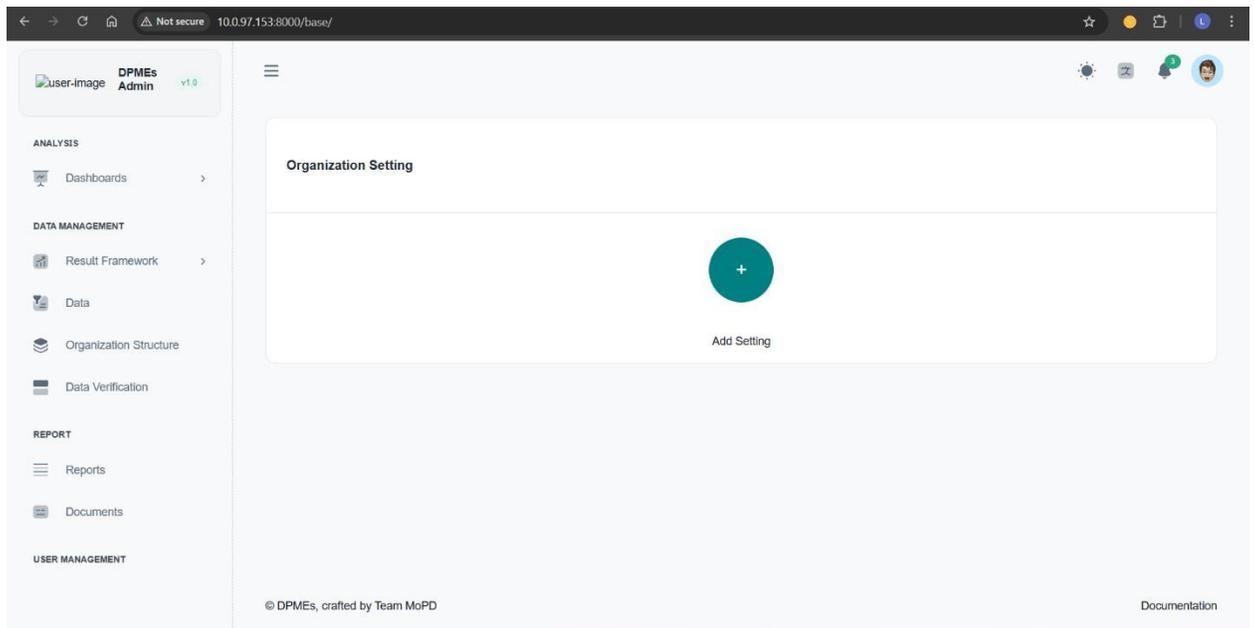


- Make sure to write the name in both English and Amharic.
- Upload the organization logo.
- Click the Save and Change button to complete the process.

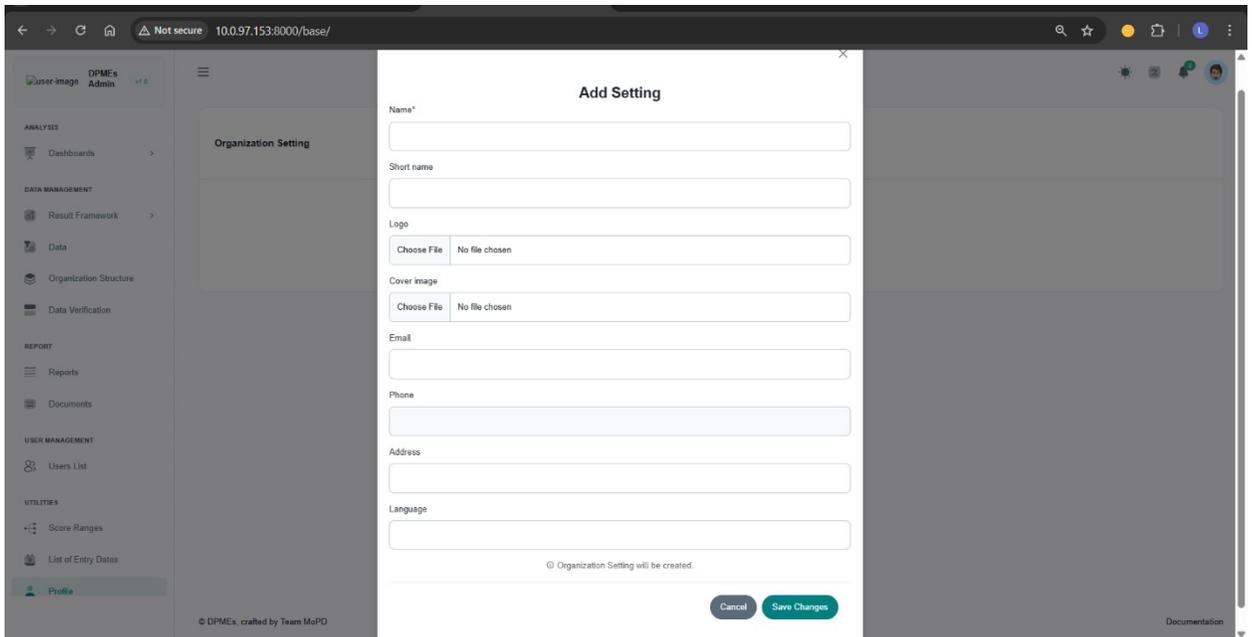
## 2.2. Profile Menu

### Step1: Access the Profile Menu

1. Log in to the **DPMEs Admin** portal.
2. On the left-hand sidebar, scroll down to the **UTILITIES** section.
3. Click on **Profile**. This will open the **Organization Setting** main dashboard.

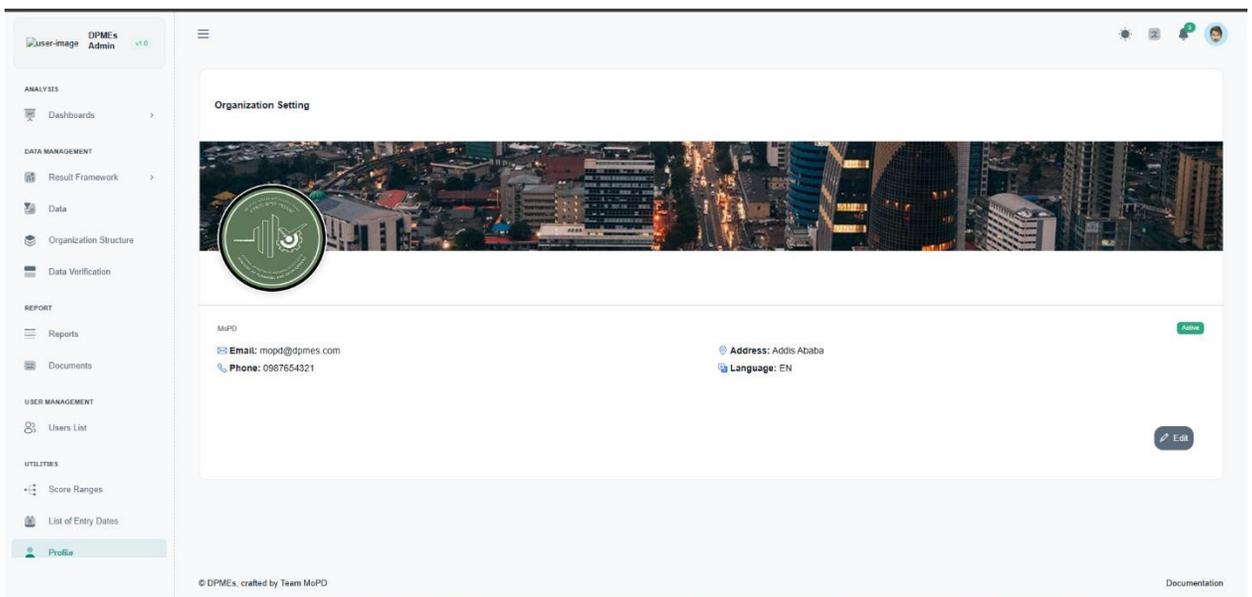


4. Click the large green "+" (**Add Setting**) button in the center of the screen.
5. **Name & Short Name:** Enter the full official name of the organization (e.g., Ministry of Planning and Development) and its acronym (e.g., MoPD).
6. **Logo:** Click **Choose File** to upload your organization's official circular logo.
7. **Cover Image:** Click **Choose File** to upload a banner image (recommended: a landscape photo of the city or office building).
8. **Contact Information:** Enter the official **Email**, **Phone number**, and physical **Address**.
9. **Language:** Specify the primary operating language (e.g., EN).
10. Once all fields are complete, click the green **Save Changes** button.



After saving, you will be redirected to the profile overview page You can now view your professional dashboard which displays:

- **Branding:** Your uploaded banner and circular logo.
- **Status Tag:** A green "Active" badge indicating the profile is live.
- **Summary Cards:** Quick-view icons for Email, Phone, Address, and Language.



If you need to update any information (such as a new phone number or changing the cover photo):

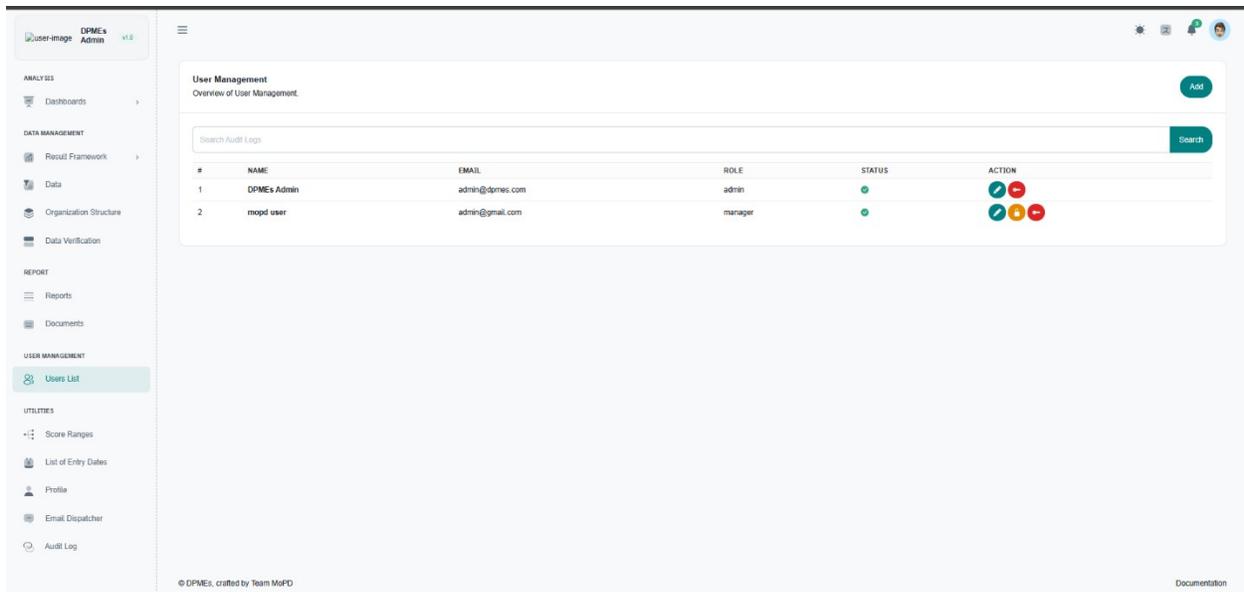
11. Navigate back to the **Profile** page.
12. Click the grey **Edit** button located at the bottom right of the profile information area.
13. Update the necessary fields and save your changes.

### 3. User Management

The **User Management** module allows administrators to oversee system access, create new accounts, and manage existing user credentials and permissions.

#### 3.1. Accessing User Management

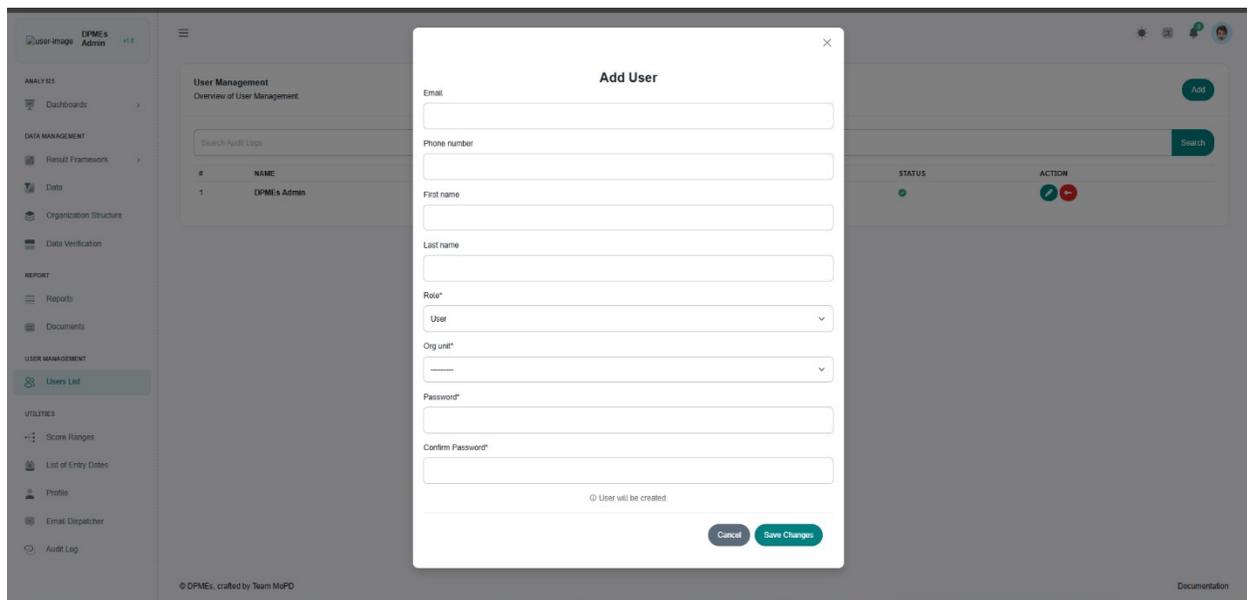
- Locate the **USER MANAGEMENT** section on the left-hand sidebar.
- Click on **Users List** to open the main management dashboard.
- The dashboard displays a table with the user's **Name**, **Email**, **Role**, and current **Status**.



## Adding a New User

To register a new person on the system:

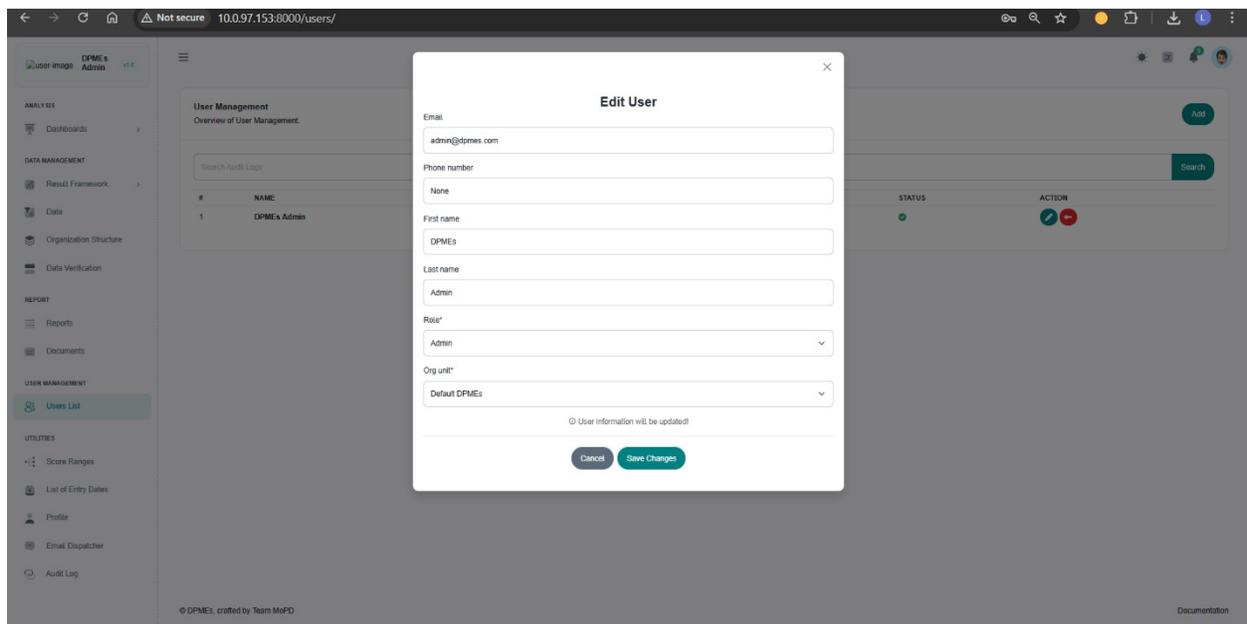
- Click the green **Add** button at the top right of the dashboard.
- In the **Add User** modal, fill in the following required information:
  - **Email & Phone number:** Primary contact details. **First & Last Name:** The user's full legal name.
  - **Role:** Select the appropriate permission level (e.g., Admin, User, Manager) from the dropdown menu.
  - **Org unit:** Assign the user to a specific organizational department.
  - **Password:** Set and confirm a secure initial password.
- Click **Save Changes** to create the account.



## Editing User Information

To update details for an existing user:

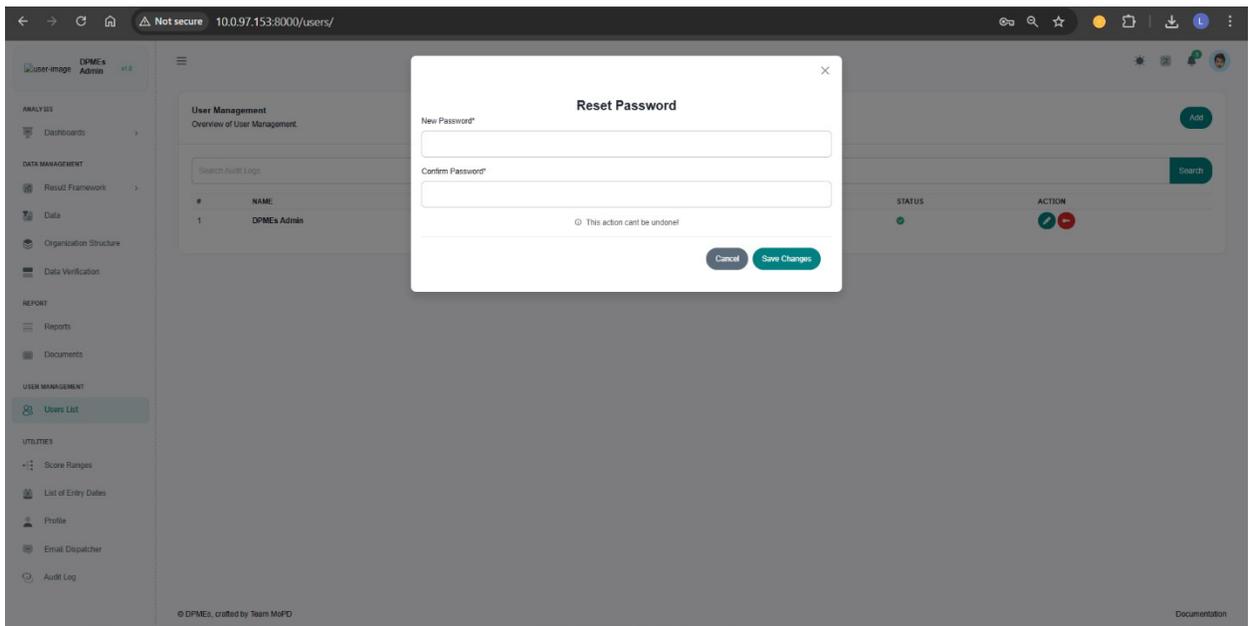
- Locate the user in the list and click the **teal pencil icon** under the "Action" column.
- The **Edit User** modal will appear, allowing you to modify names, roles, or assigned organizational units.
- Click **Save Changes** to apply the updates.



## Security & Access Control

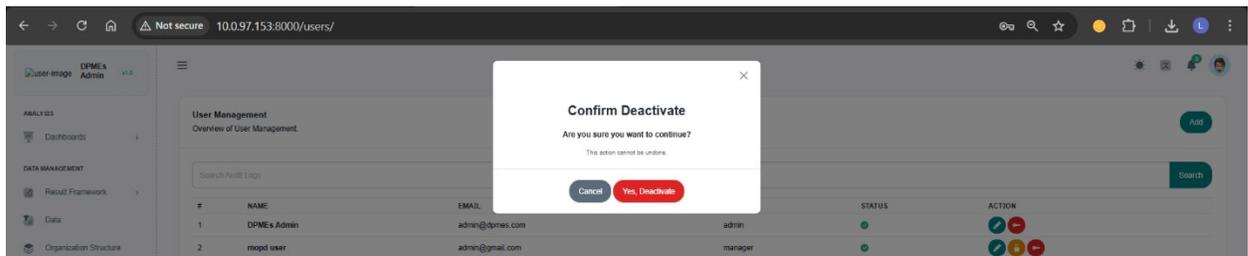
Administrators have two primary security tools located in the **Action** column:

- **Resetting Passwords:**
  - Click the **red key icon** to open the **Reset Password** modal.
  - Enter a **New Password** and **Confirm Password**.
  - Click **Save Changes**. Note: This action cannot be undone.



### Deactivating a User:

- To revoke access, click the **red key icon**, **Confirm Deactivate** warning will appear stating "This action cannot be undone, Click **Yes, Deactivate** to finalize the removal of access.



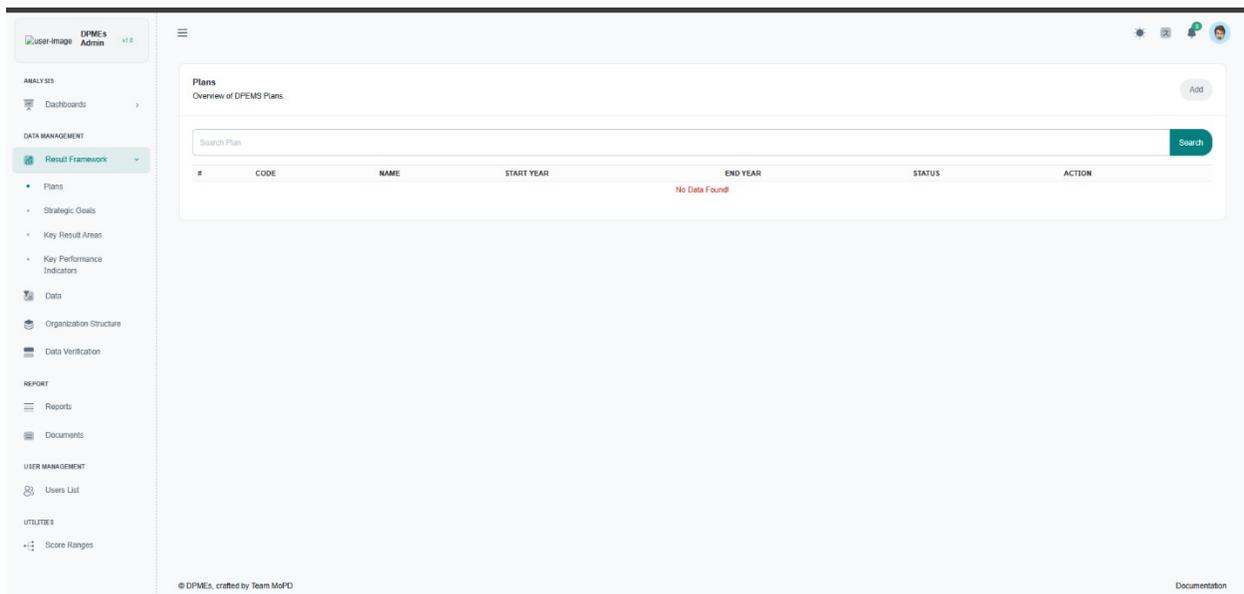
## 4. Result Framework

### 4.1. Managing Plans (Result Framework)

The **Plans** module allows administrators to define the strategic timeframes for the organization's goals.

#### Accessing the Plans Dashboard

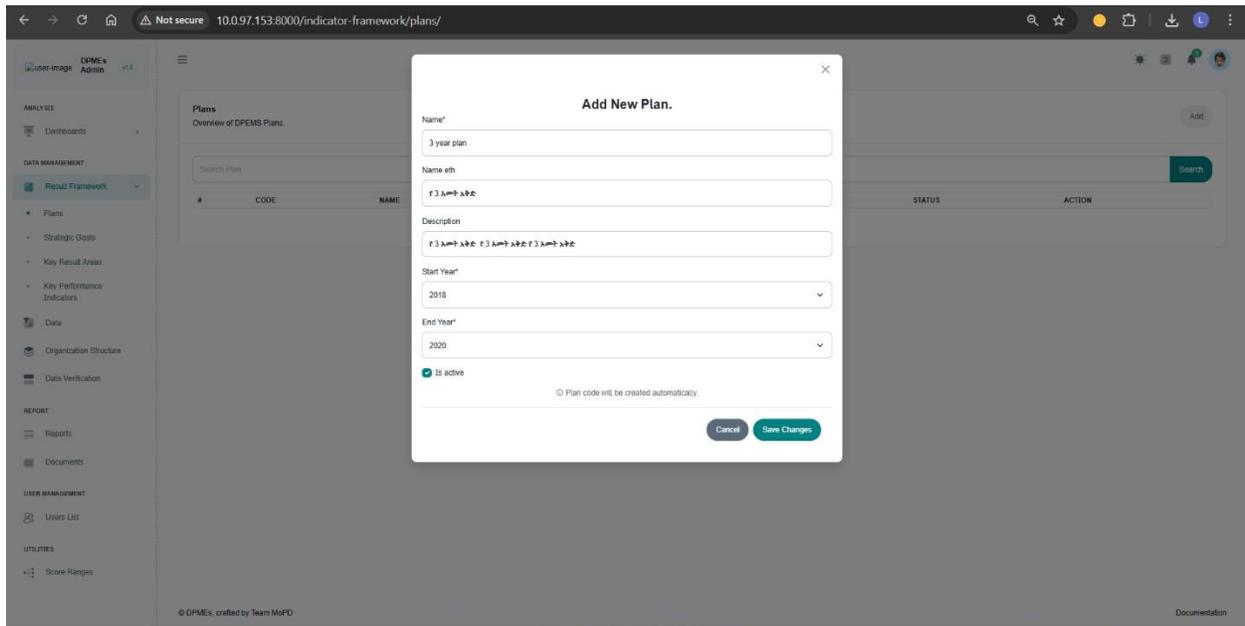
- On the left-hand sidebar, click on **Result Framework** under the **DATA MANAGEMENT** section.
- Select **Plans** from the sub-menu to open the overview page.



The screenshot shows the DPMEs Admin v1.0 dashboard. The left sidebar is expanded to show the 'Result Framework' section, with 'Plans' selected. The main content area is titled 'Plans Overview of DPMEs Plans' and features a search bar labeled 'Search Plan' with a 'Search' button. Below the search bar is a table with the following columns: #, CODE, NAME, START YEAR, END YEAR, STATUS, and ACTION. The table is currently empty, displaying 'No Data Found' in red text. The footer of the page includes the copyright notice '© DPMEs, crafted by Team MoFD' and a 'Documentation' link.

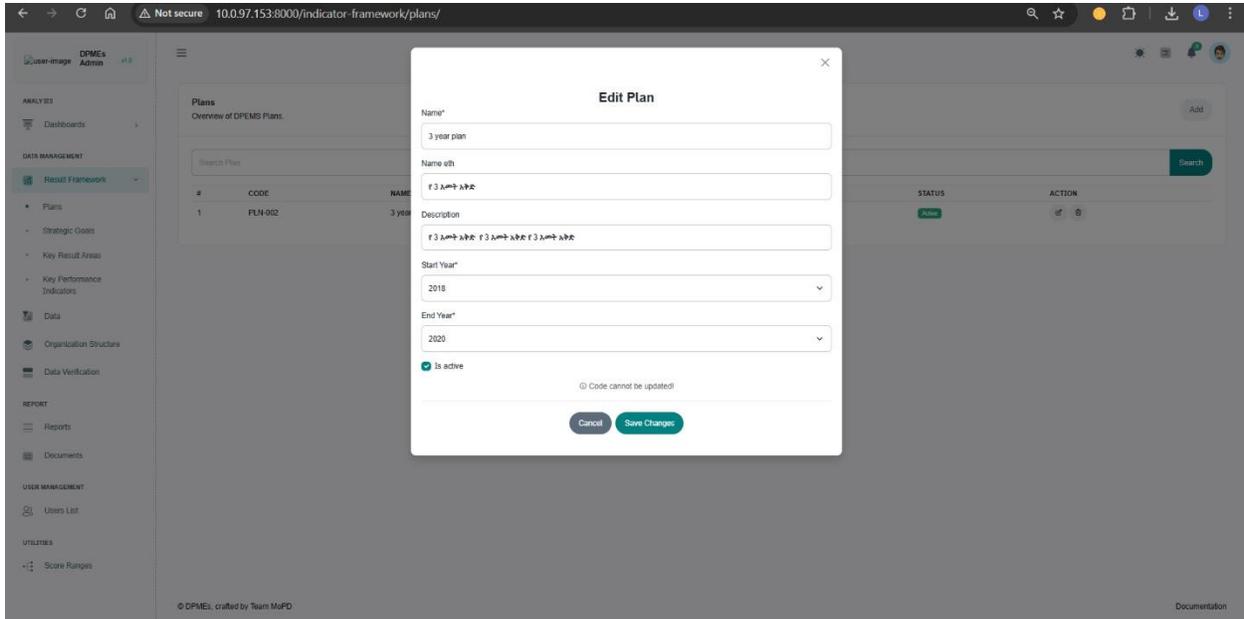
## Creating a New Plan

- Click the **Add** button at the top right of the Plans dashboard.
- In the **Add New Plan** modal, enter the following details:
  - **Name:** The title of the plan (e.g., "3 year plan").
  - **Name eth:** The title of the plan in Ethiopic script.
  - **Description:** A detailed summary of the plan's purpose.
  - **Start Year & End Year:** Select the duration from the dropdown menus.
  - **Is active:** Ensure this checkbox is ticked to make the plan usable.
- Click **Save Changes**. The plan code will be generated automatically.

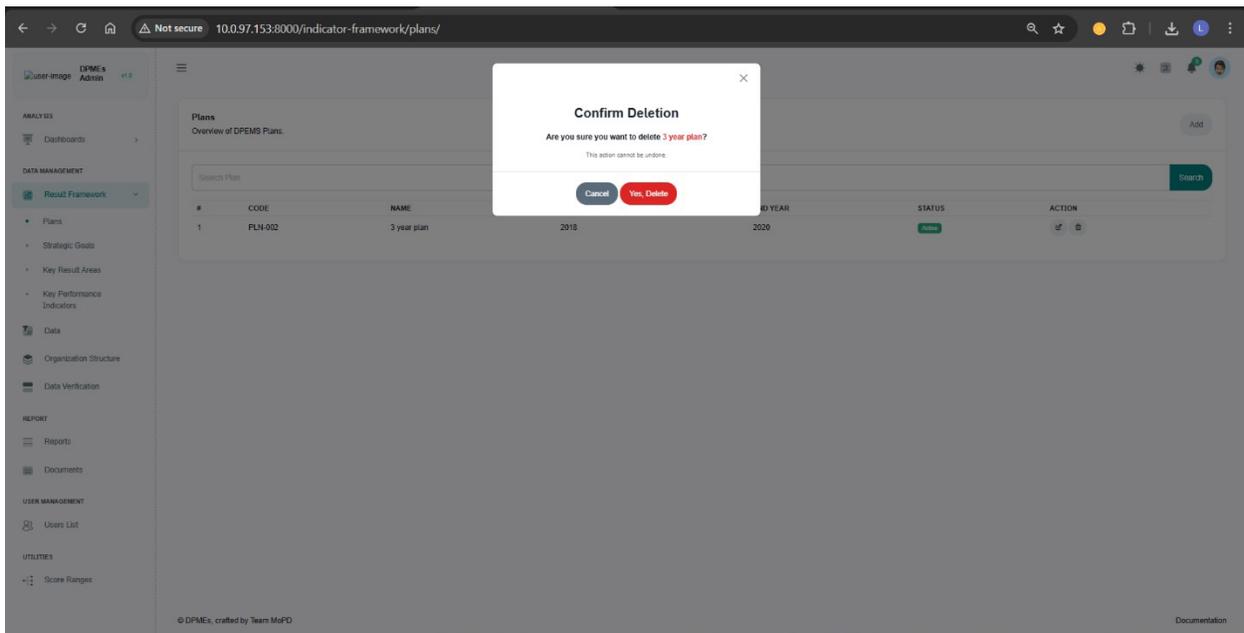


## Editing or Deleting a Plan

- **To Edit:** Click the **teal pencil icon** under the **ACTION** column. In the **Edit Plan** modal, you can update all fields except the plan code. Click **Save Changes** to apply.



- **To Delete:** Click the **red trash icon** under the **ACTION** column. A **Confirm Deletion** prompt will appear warning that the action cannot be undone. Click **Yes, Delete** to finalize.



## 4.2. Accessing Strategic Goals

- Log in to the **DPMEs** portal.
- On the left-hand sidebar, navigate to **Data Management**.
- Click on **Result Framework** and select **Strategic Goals**.
- You will see the main dashboard (as shown in picture). If no goals exist, the table will display "No Data Found!"

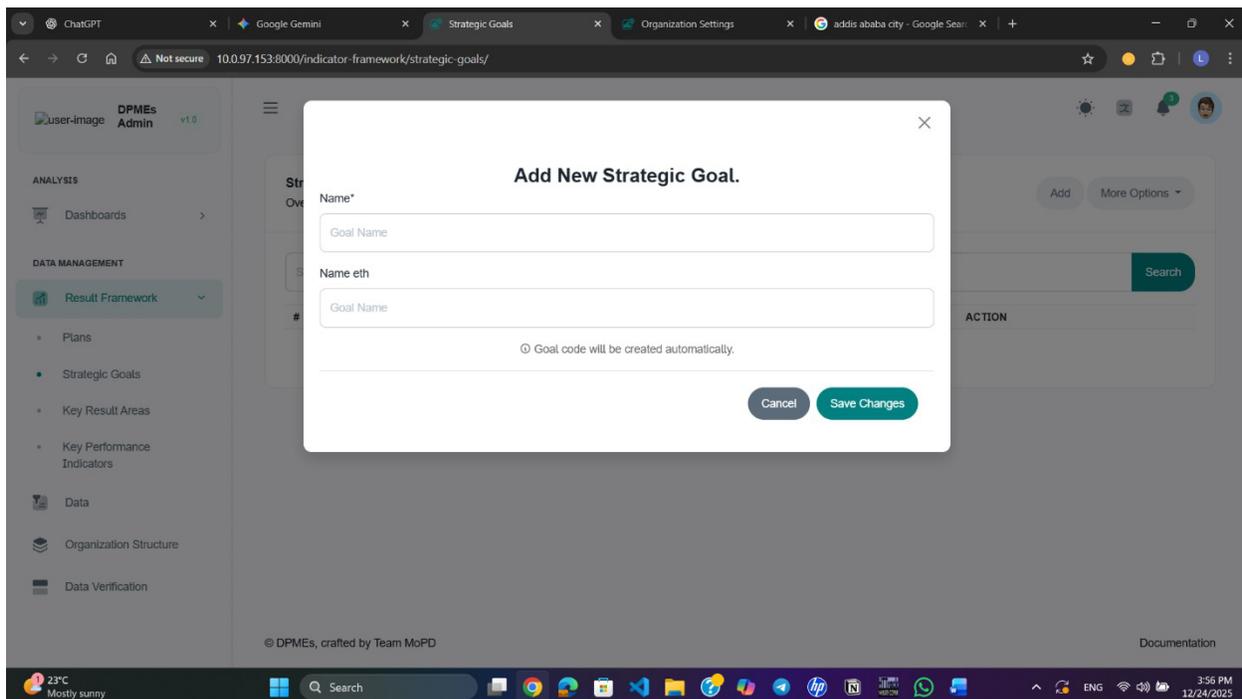
The screenshot shows a web browser window with the URL `10.0.97.153:8000/indicator-framework/strategic-goals/`. The application is titled "DPMEs Admin v1.0" and the user is logged in as "Admin". The left sidebar is expanded to "DATA MANAGEMENT" > "Result Framework". The main content area is titled "Strategic Goals" and shows an "Overview of DPEMS strategic goals." with "Add" and "More Options" buttons. Below this is a search bar labeled "Search Strategic Goals" with a "Search" button. A table with the following columns is displayed: #, CODE, NAME, KRA'S, and ACTION. The table is currently empty, showing "No Data Found!". The footer of the page includes "© DPMEs, crafted by Team MoPD" and "Documentation". The Windows taskbar at the bottom shows the date and time as 3:56 PM on 12/24/2025.

#	CODE	NAME	KRA'S	ACTION
No Data Found!				

## Adding a New Goal Manually

To add a single strategic goal:

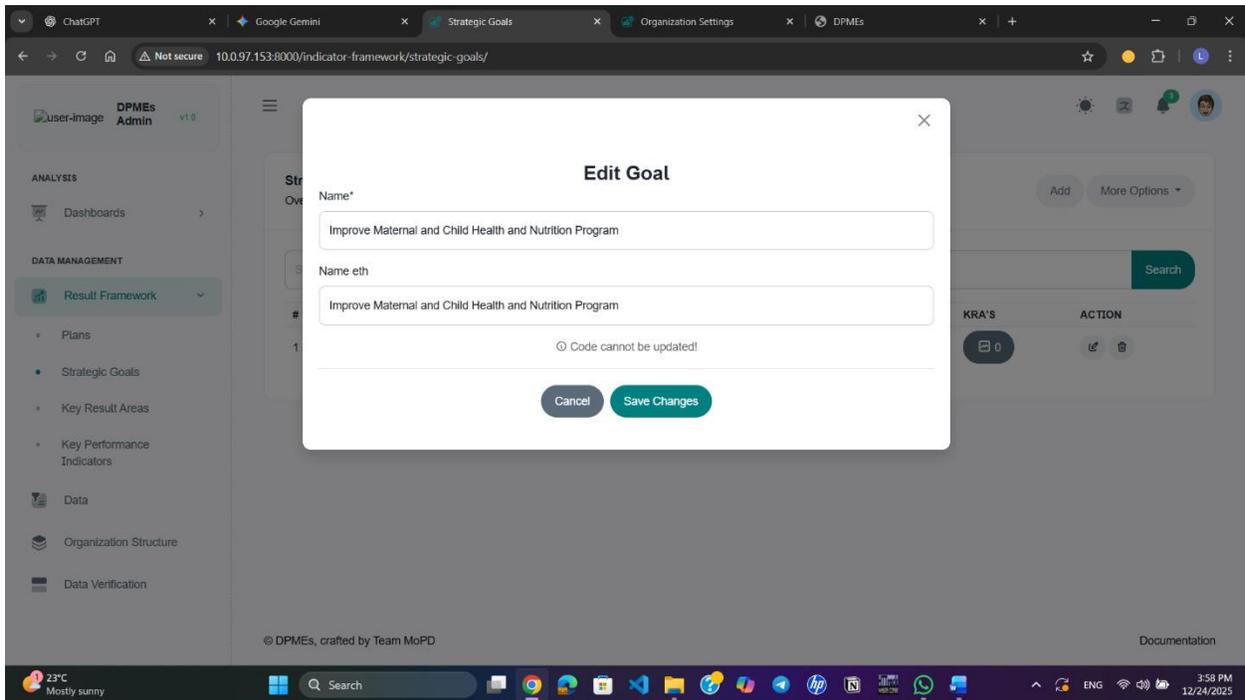
- Click the **Add** button at the top right of the Strategic Goals page.
- An **Add New Strategic Goal** modal will appear.
- Fill in the following fields:
  - **Name:** Enter the primary name of the goal.
  - **Name eth:** Enter the goal name in the local language (if applicable).
- Click **Save Changes**. The system will automatically generate a unique **Goal Code** (e.g., GA-001).



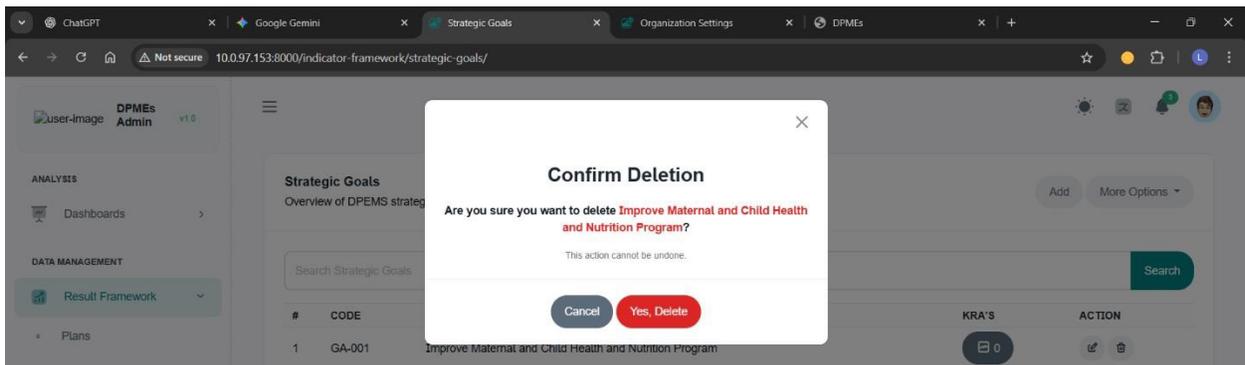
## Managing Existing Goals

Once goals are listed in the table, you can perform several actions (goal4.png):

- **Edit:** Click the **pencil icon** under the Action column. This opens the **Edit Goal** modal where you can update names. Note that the Goal Code cannot be changed.



- **Delete:** Click the **trash icon**. A confirmation pop-up will appear (goal4.png). Click **Yes, Delete** to permanently remove the goal.



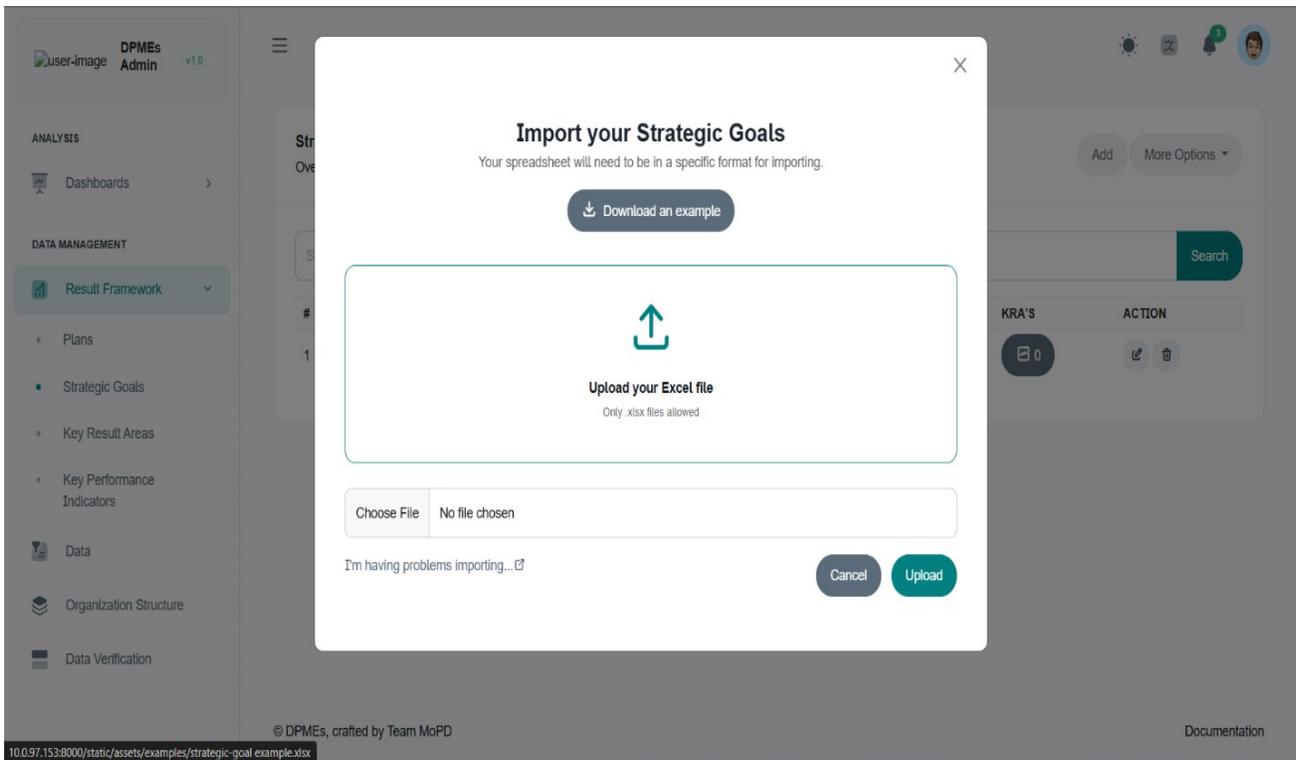
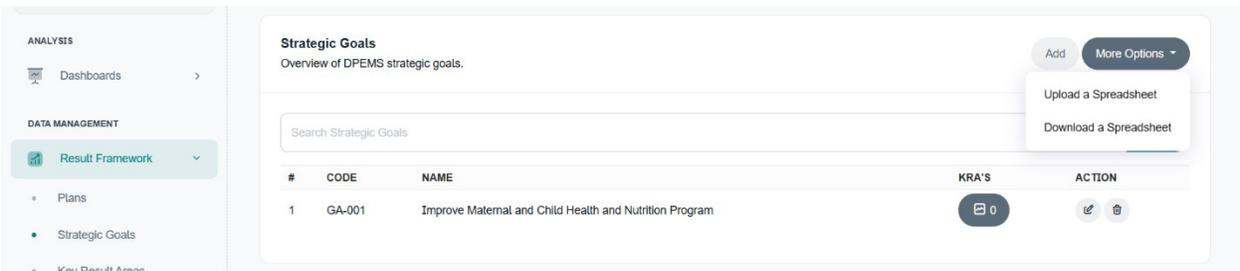
- **View KRAs:** The "KRA's" column shows a button with a number indicating how many Key Result Areas are linked to that goal.

## Importing Goals via Excel

For large datasets, use the import feature:

### A. Download Template

1. Click **More Options** and select **Upload a Spreadsheet**.
2. In the modal that opens, click **Download an example**.
3. Open the downloaded file. It will contain columns for name and name\_eth . Fill in your data and save the file as an .xlsx.



## Upload and Preview

4. Go back to the **Import your Strategic Goals** modal.
5. Click **Choose File** and select your prepared Excel sheet from your computer .
6. Click **Upload** .
7. The **Import Preview** screen will appear . Review the data to ensure the names are correct.

The screenshot displays the 'Import Preview' interface in the DPMEs Admin v1.0 application. The main content area features a table with the following data:

#	ID	NAME	NAME_ETH	CODE	LEVEL	PLAN
New	2	Improve Disease prevention and contro	Improve Disease prevention and contro	GA-002	1	2
New	3	Improve community engagement and Primary Health Care	Improve community engagement and Primary Health Care	GA-003	1	2
New	4	Improve access to quality medical health services	Improve access to quality medical health services	GA-004	1	2

Below the table, there are two buttons: 'Confirm Import' (green) and 'Cancel' (grey). The left sidebar shows a navigation menu with 'Result Framework' selected. The bottom of the screen shows a Windows taskbar with the time 4:13 PM on 12/24/2025.

8. Click **Confirm Import** to finalize the process.

## Exporting Goals

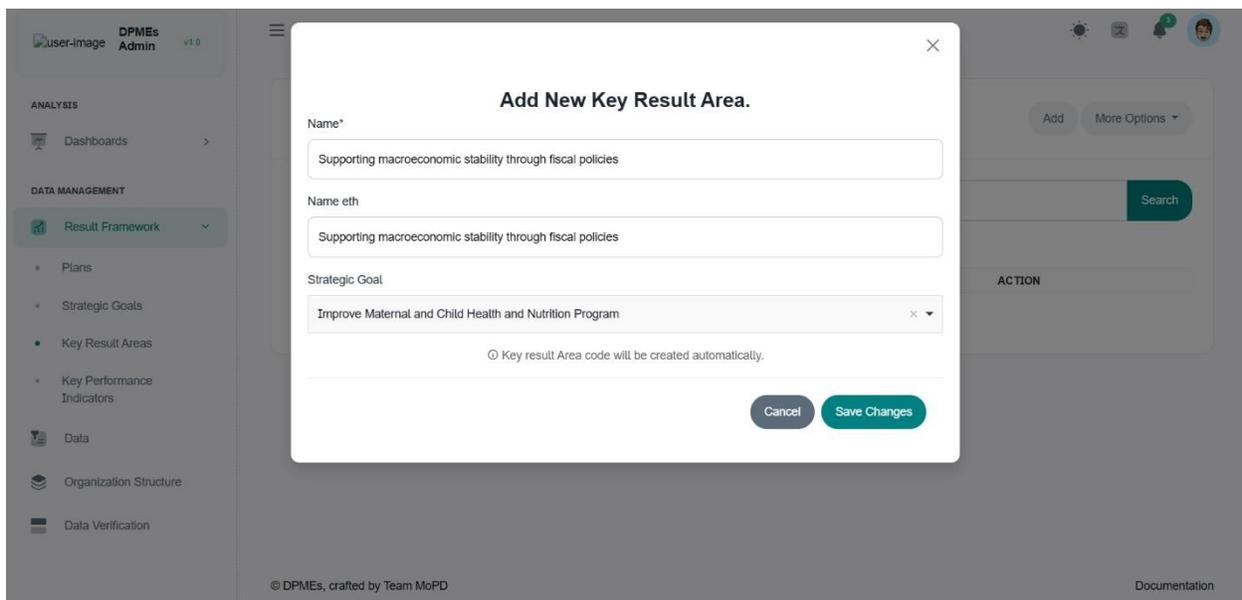
- To back up or view your goals offline, click **More Options**.
- Select **Download a Spreadsheet**. The system will generate an Excel file containing all current strategic goals.

### 4.3. Key Result Area

- In the sidebar, locate **Result Framework**.
- Click **Result Framework**, and the list will appear.
- From the list, click **Key Result Area**.

#### To add the KRA manually

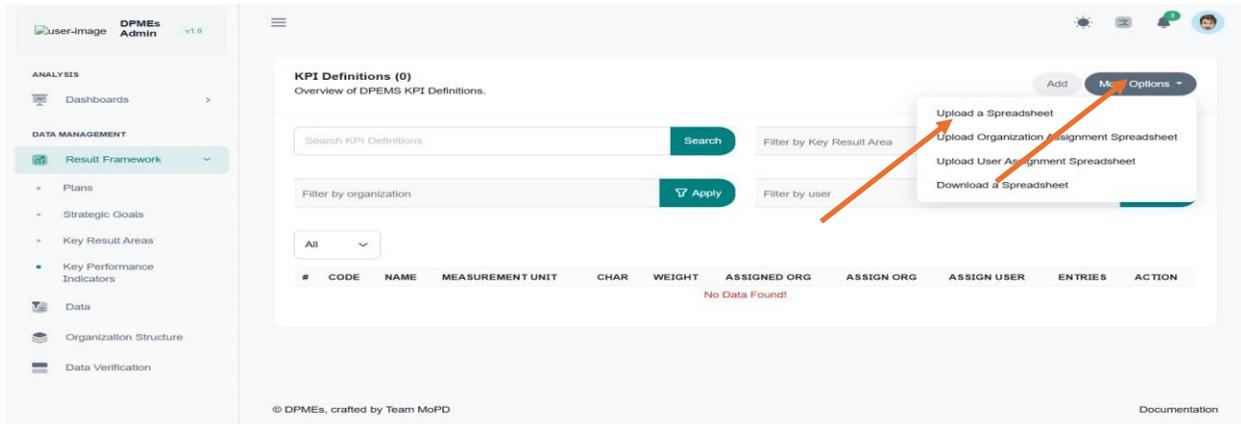
- Click the **Add** button in the top right corner of the page.
- **Name:** Type in the name of the Key Result Area in English.
- **Name eth:** Enter the name of the Key Result Area in the local Ethiopian language.
- **Strategic Goal:** Use the dropdown menu to select the specific **Strategic Goal** that this Key Result Area supports.
- **Click save and changes to save the Key result area**
- Write your KRA name in both English and Amharic
- Click the Save and Change button to complete the process.
- **Automatic Code:** Please note that the system will automatically create the Key Result Area code once you save.



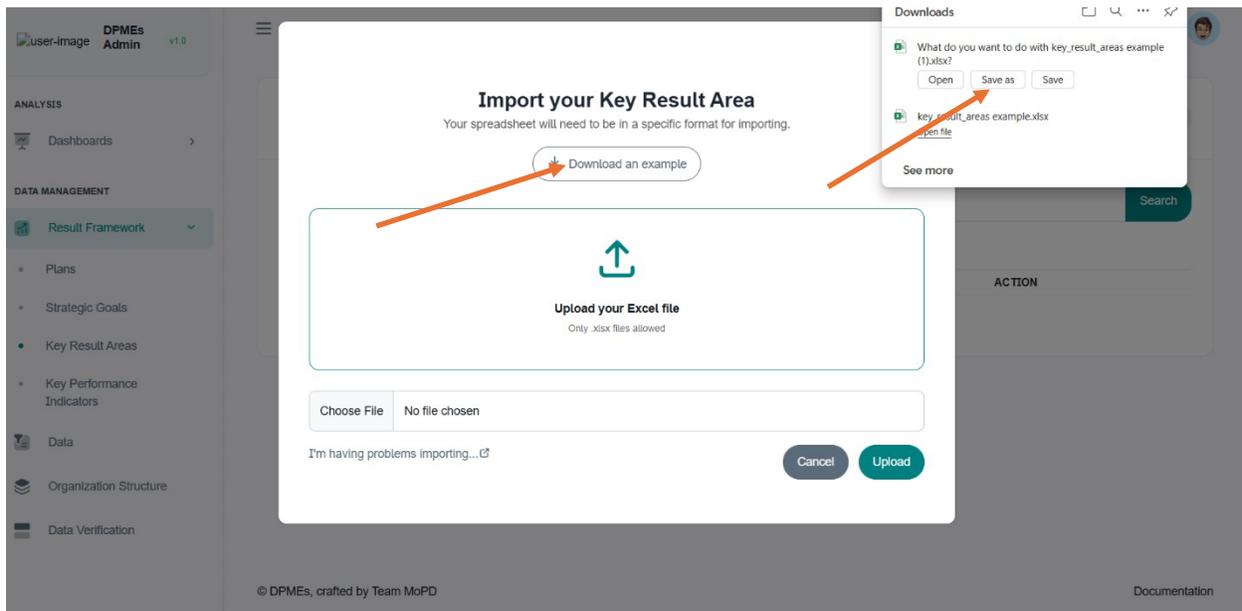
The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar is titled 'DPMEs Admin v1.0' and contains a menu with categories: 'ANALYSIS' (Dashboards), 'DATA MANAGEMENT' (Result Framework, Plans, Strategic Goals, Key Result Areas, Key Performance Indicators), 'Data', 'Organization Structure', and 'Data Verification'. The 'Key Result Areas' item is selected. In the main content area, a modal window titled 'Add New Key Result Area.' is open. The modal contains three input fields: 'Name\*' with the value 'Supporting macroeconomic stability through fiscal policies', 'Name eth' with the value 'Supporting macroeconomic stability through fiscal policies', and 'Strategic Goal' with a dropdown menu showing 'Improve Maternal and Child Health and Nutrition Program'. Below the fields, a note states 'Key result Area code will be created automatically.' At the bottom of the modal are two buttons: 'Cancel' and 'Save Changes'. The background interface is dimmed, showing an 'Add' button and a 'More Options' dropdown in the top right, and a 'Search' button below it. The footer of the application includes '© DPMEs, crafted by Team MoPD' and a 'Documentation' link.

To upload the KPI excel into the system follow these short steps

**Open Upload Menu:** Click the **More Options** button. From the five options that pop out, choose **Upload a spreadsheet**.

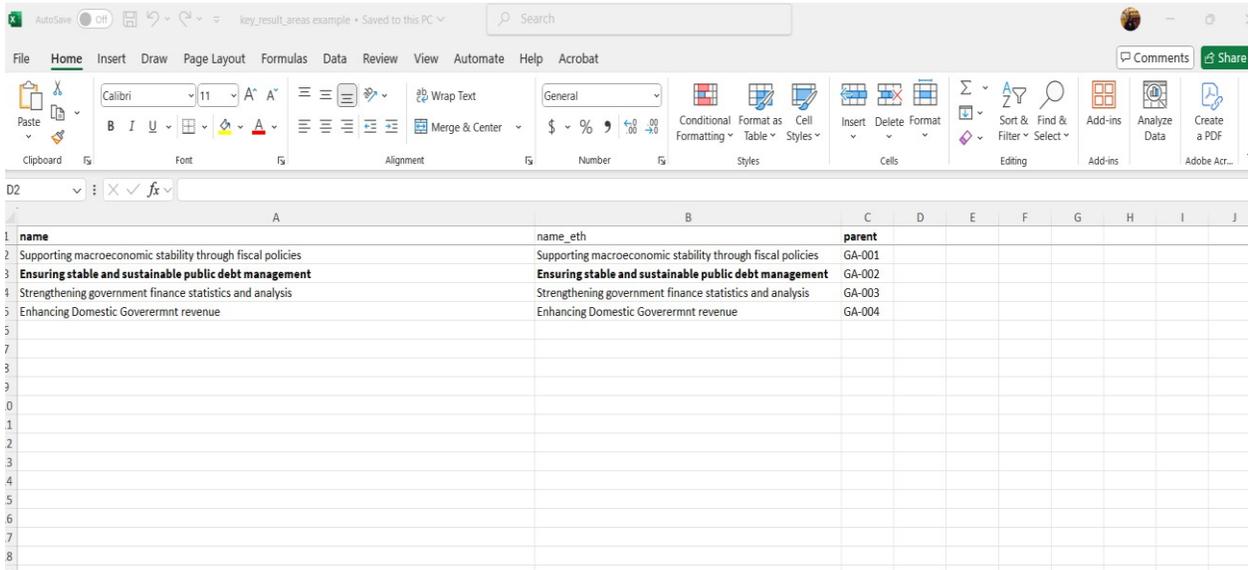


**: Download the Template:** In the new page that appears, click the **Download the example** button. This will download a new Excel format to your computer.

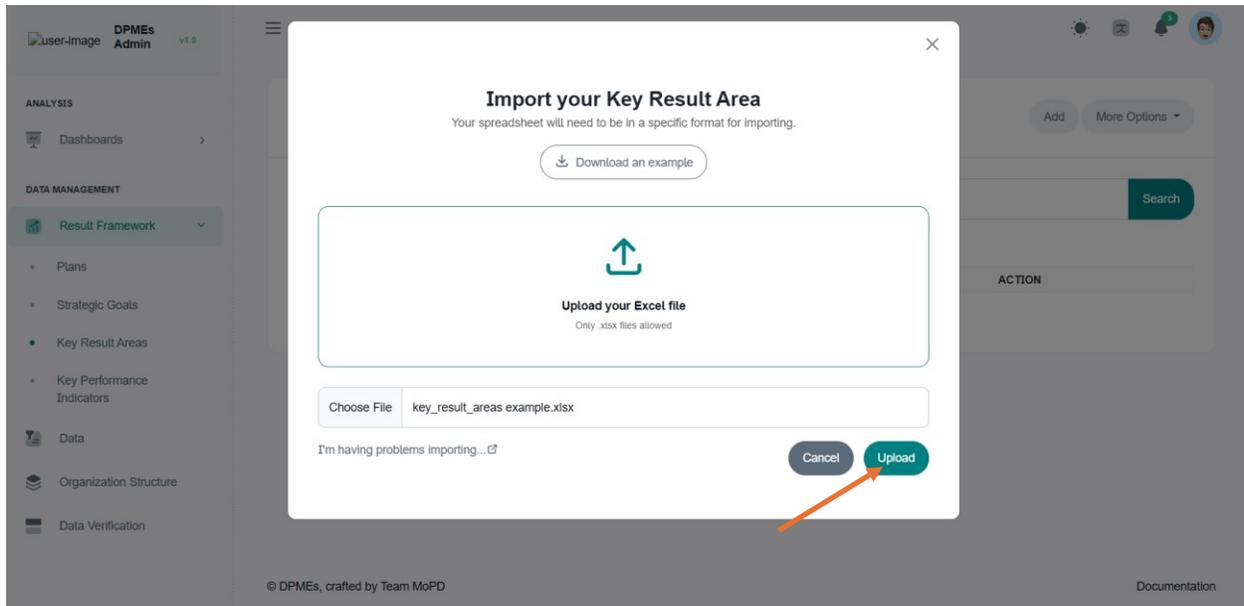


**Prepare Your Data:** Open the Excel file downloaded.

- **Language:** Write your KRA names in both **English** and **Amharic**.
- **Strategic Goals:** Ensure you enter your **Goals code** in the "parent row" column so the system can link the KRA to the correct Strategic Goal.



	A	B	C	D	E	F	G	H	I	J
1	<b>name</b>	<b>name_eth</b>	<b>parent</b>							
2	Supporting macroeconomic stability through fiscal policies	Supporting macroeconomic stability through fiscal policies	GA-001							
3	<b>Ensuring stable and sustainable public debt management</b>	<b>Ensuring stable and sustainable public debt management</b>	GA-002							
4	Strengthening government finance statistics and analysis	Strengthening government finance statistics and analysis	GA-003							
5	Enhancing Domestic Governmrt revenue	Enhancing Domestic Governmrt revenue	GA-004							
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										



**Upload the File:** Save your Excel file, return to the system page, and upload the completed spreadsheet to import your data.

**DPMEs Admin v1.0**

**Import Preview**

#	ID	NAME	NAME_ETH	CODE	LEVEL	PLAN	PAF
	<a href="#">New</a>	Supporting macroeconomic stability through fiscal policies	Supporting macroeconomic stability through fiscal policies	KRA-001	2		GA
	<a href="#">New</a>	Ensuring stable and sustainable public debt management	Ensuring stable and sustainable public debt management	KRA-002	2		GA
	<a href="#">New</a>	Strengthening government finance statistics and analysis	Strengthening government finance statistics and analysis	KRA-003	2		GA
	<a href="#">New</a>	Enhancing Domestic Government revenues	Enhancing Domestic Government revenues	KRA-004	2		GA

**Finalize the Upload:** After selecting your completed file, click **Confirm Import** to finish the process and add the data to the system.

## 4.4. KPI Definitions

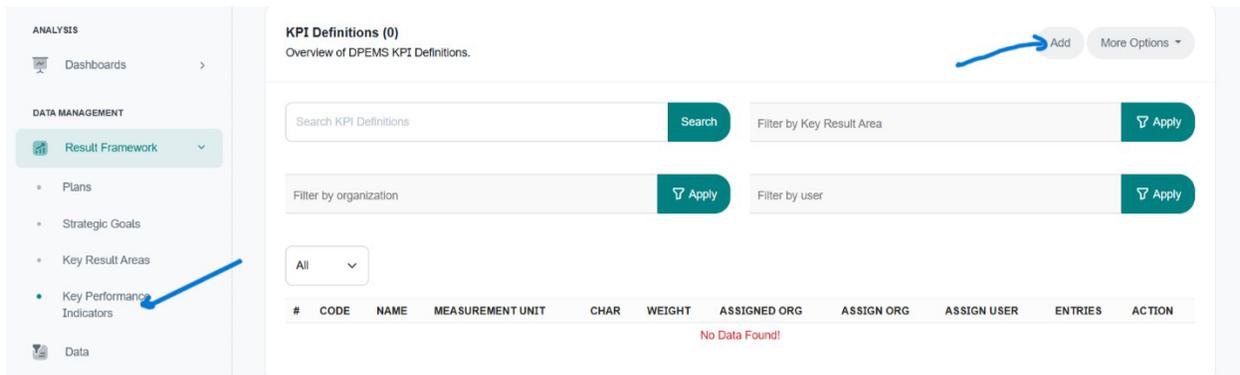
To manage your indicators, use the sidebar menu on the left:

4.5. Locate the **Data Management** section.

4.6. Click on **Result Framework**.

4.7. Select **Key Performance Indicators** from the dropdown list.

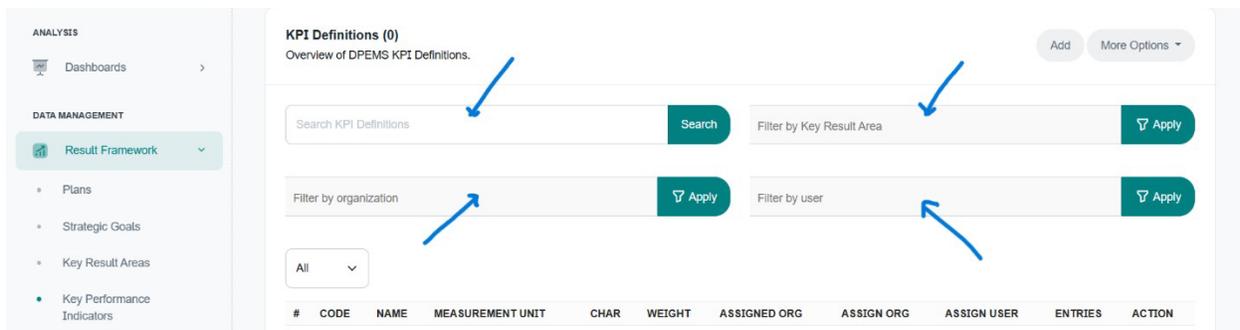
4.8. You will be directed to the **KPI Definitions** dashboard.



## Searching and Filtering KPIs

The main dashboard (shown in kpi1.png) allows you to find specific KPIs using multiple criteria:

- **Search Bar:** Type the name or code of a KPI and click **Search**.
- **Filter by Key Result Area:** Narrow down indicators based on specific strategic goals.
- **Filter by Organization:** View KPIs assigned to specific departments or entities.
- **Filter by User:** Filter based on the individual responsible for the KPI.



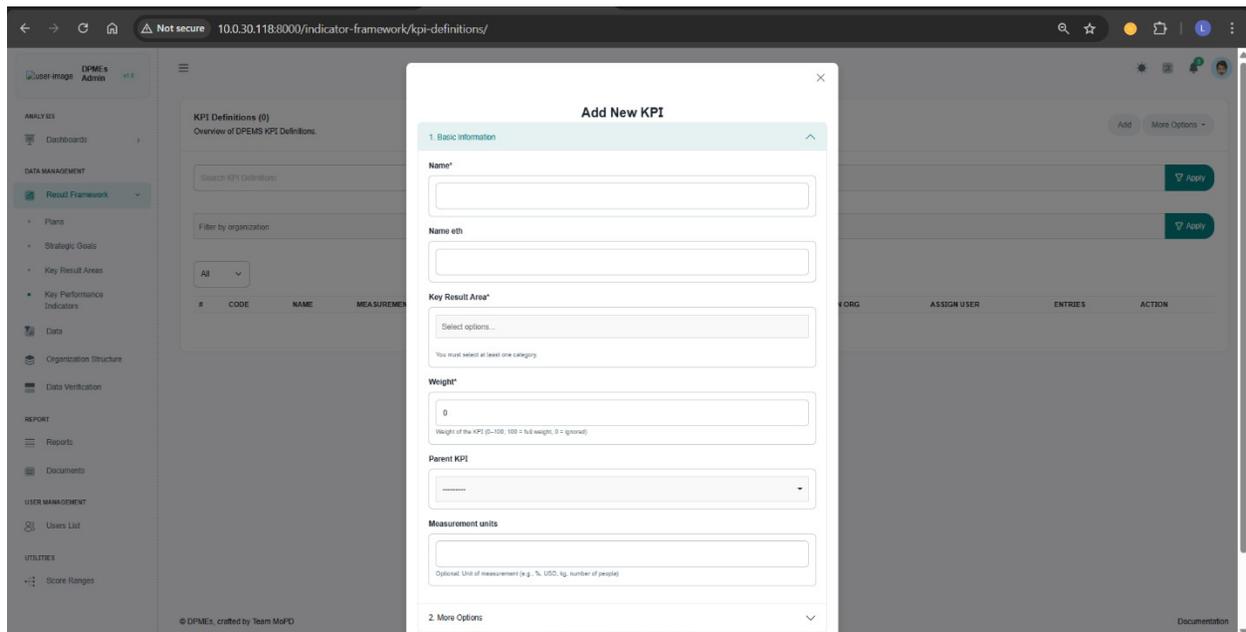
## Adding a New KPI

To create a new indicator, click the **Add** button in the top right corner. The setup is divided into two sections:

### A. Basic Information

Fill in the foundational details for the indicator:

- **Name:**\* Enter the official title of the KPI.
- **Name eth:** Enter the title in the local language (Ethiopic script).
- **Key Result Area:**\* Select the category or strategic goal this KPI supports.
- **Weight:**\* Assign a numerical value (0–100) to represent the KPI's importance relative to others.
- **Parent KPI:** If this is a sub-indicator, select the primary KPI it belongs to.
- **Measurement units:** Define how the data is measured (e.g., %, USD, kg, count).



The screenshot shows the 'Add New KPI' form in the DPMEs Admin interface. The form is titled 'Add New KPI' and is divided into two sections: '1. Basic Information' and '2. More Options'. The 'Basic Information' section includes the following fields:

- Name\***: A text input field for the official title of the KPI.
- Name eth**: A text input field for the title in the local language (Ethiopic script).
- Key Result Area\***: A dropdown menu with the option 'Select options...' and a note: 'You must select at least one category.'
- Weight\***: A text input field with the value '0' and a note: 'Weight of the KPI (0=100 = full weight, 0 = ignored)'. There is also a 'Filter by organization' dropdown set to 'All'.
- Parent KPI**: A dropdown menu for selecting a primary KPI.
- Measurement units**: A text input field with a note: 'Optional. Unit of measurement (e.g., %, USD, kg, number of people)'.

The 'More Options' section is currently collapsed. The background shows the DPMEs Admin interface with a sidebar menu and a table of KPI Definitions.

## More Options & Technical Metadata

Click the "More Options" toggle to define how the KPI behaves:

- **Descriptions:** Provide detailed explanations in English and the local language regarding why this measurement matters.
- **Methodology:** Explain the formula or logic used to calculate the value.
- **Data Type:** Choose the format (Integer, Decimal, Percentage, Currency).
- **KPI Characteristics:** \* \* *Increasing:* Higher values are better (e.g., Revenue). o *Decreasing:* Lower values are better (e.g., Error rate).
- **Aggregate Type:** \* Define how data is totaled over time (Sum Total, Average).
- **Collection Instrument:** Identify where the data comes from (e.g., Survey, System log, Sensor).

The screenshot shows the 'Add New KPI' form in the CPMS Admin interface. The form is divided into two sections: '1. Basic Information' and '2. More Options'. The 'Basic Information' section includes fields for 'Description' (English and local language), 'Methodology', 'Data type', and 'Status'. The 'More Options' section includes 'Collection Instrument', 'KPI Characteristics' (Increasing/Decreasing), 'Aggregate type' (Sum Total/Average), and 'Version'. The form is overlaid on a dashboard showing 'KPI Definitions (0)' and a table with columns for CODE, NAME, and MEASUREMENT UNIT.

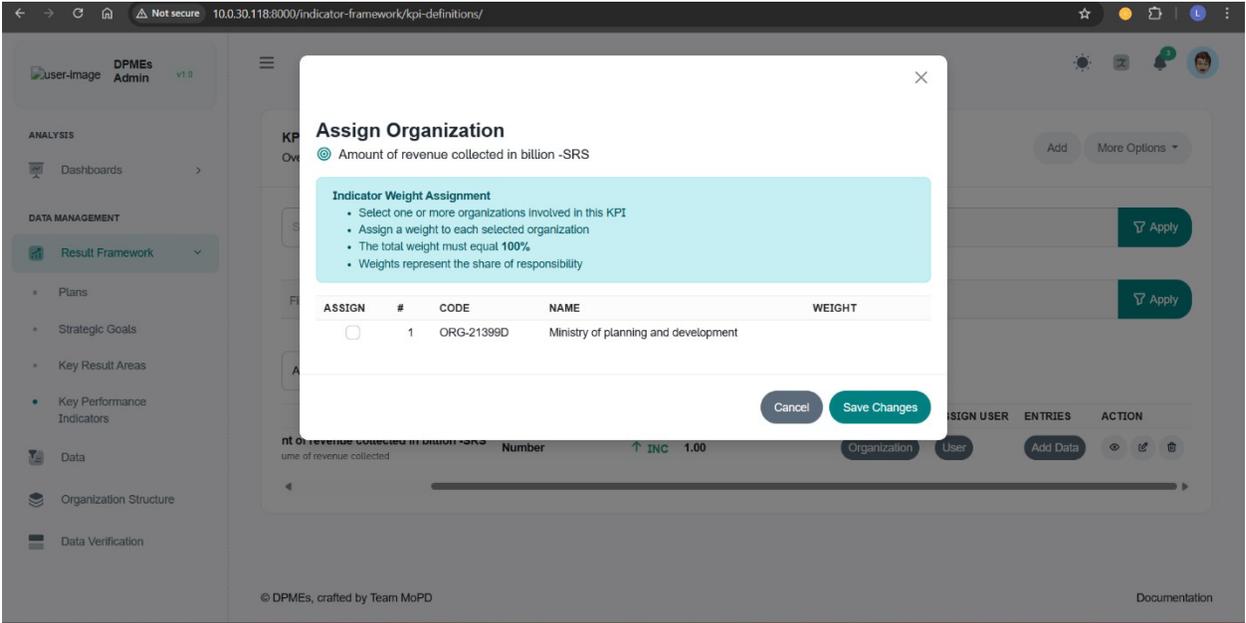
## Finalizing and Saving

1. **Review:** Ensure all fields marked with an asterisk (\*) are completed.
2. **Version:** The version number defaults to 1 for new entries.
3. **Save:** Click the **Save Changes** button at the bottom of the modal.
4. **Automatic Code:** Note that the system will automatically generate a unique **KPI Code** once the entry is saved.

### 1. Assigning Responsibility

Use these buttons to define who is responsible for reporting on the specific KPI:

- **Assign Organization:** Click the **Organization** button to link the KPI to a specific department or government entity.



The screenshot shows a web browser window displaying the DPMEs Admin interface. A modal titled "Assign Organization" is open, showing the "Amount of revenue collected in billion -SRS" KPI. The modal includes instructions for "Indicator Weight Assignment" and a table for assigning organizations.

**Indicator Weight Assignment**

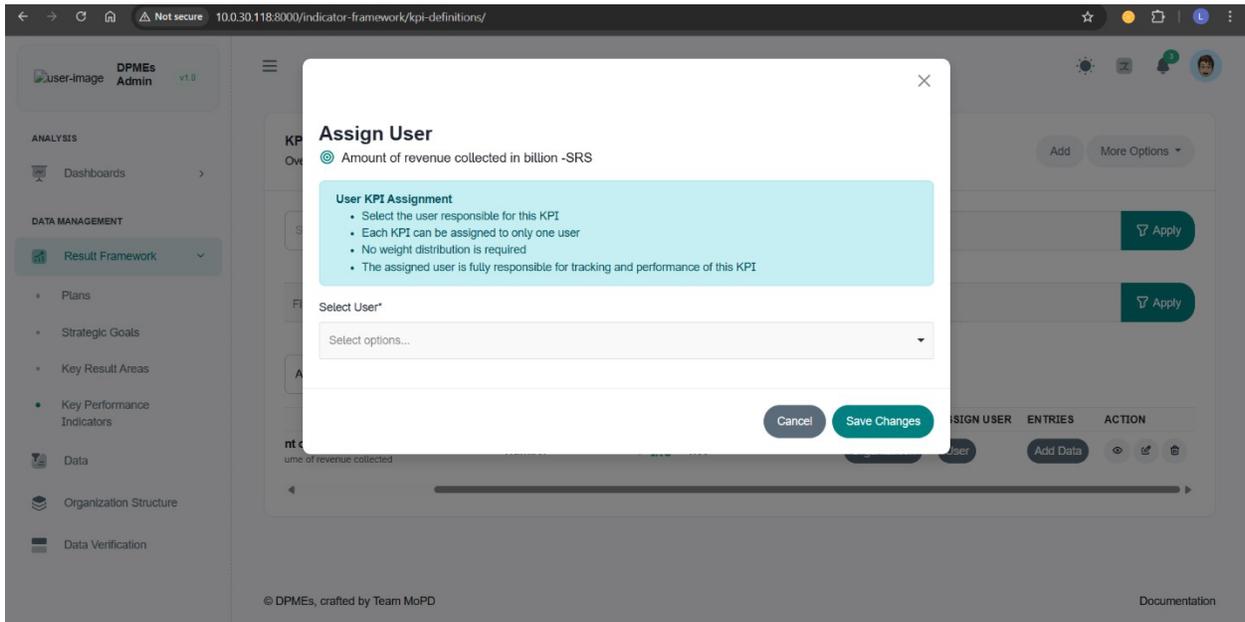
- Select one or more organizations involved in this KPI
- Assign a weight to each selected organization
- The total weight must equal 100%
- Weights represent the share of responsibility

ASSIGN	#	CODE	NAME	WEIGHT
<input type="checkbox"/>	1	ORG-21399D	Ministry of planning and development	

Buttons: Cancel, Save Changes

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- **Assign User:** Click the **User** button to assign the KPI to a specific individual who will be responsible for data entry or oversight.



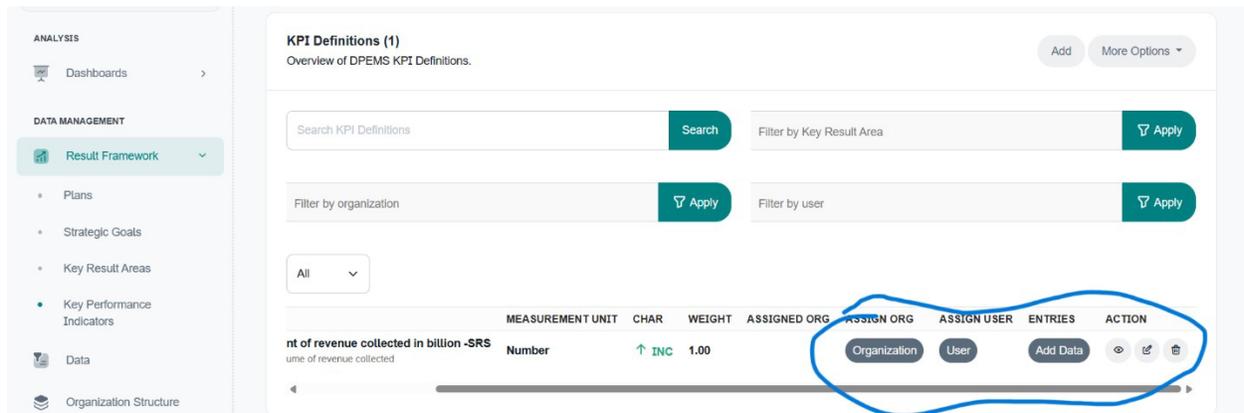
## Data Entry

- **Add Data:** To record actual performance values against the KPI definition, click the **Add Data** button. This will typically open a form where you can input current figures for a specific reporting period.

## Managing Records (Action Column)

The three icons on the far right allow you to perform administrative tasks on the entry:

- **View (Eye Icon):** Click this to open a read-only view of the KPI's full details and historical entries.
- **Edit (Pencil Icon):** Click this to modify the KPI's basic information, weight, measurement units, or technical characteristics.
- **Delete (Trash Icon):** Click this to remove the KPI definition from the system. *Note: Deleting a KPI may also remove any associated historical data.*



The screenshot displays the 'KPI Definitions (1)' interface. On the left is a navigation sidebar with sections for 'ANALYSIS' (Dashboards) and 'DATA MANAGEMENT' (Result Framework, Plans, Strategic Goals, Key Result Areas, Key Performance Indicators, Data, Organization Structure). The main content area shows a table of KPI definitions with columns: MEASUREMENT UNIT, CHAR, WEIGHT, ASSIGNED ORG, ASSIGN ORG, ASSIGN USER, ENTRIES, and ACTION. A single row is visible for 'nt of revenue collected in billion -SRS' with a weight of 1.00. The 'ACTION' column for this row contains three buttons: 'Organization', 'User', and 'Add Data', followed by three icons: an eye (View), a pencil (Edit), and a trash can (Delete). These three icons are circled in blue. Above the table are search and filter controls, including a search bar and filters for Key Result Area, organization, and user.

MEASUREMENT UNIT	CHAR	WEIGHT	ASSIGNED ORG	ASSIGN ORG	ASSIGN USER	ENTRIES	ACTION
nt of revenue collected in billion -SRS	Number	↑ INC 1.00					Organization User Add Data   

## Operations via Excel

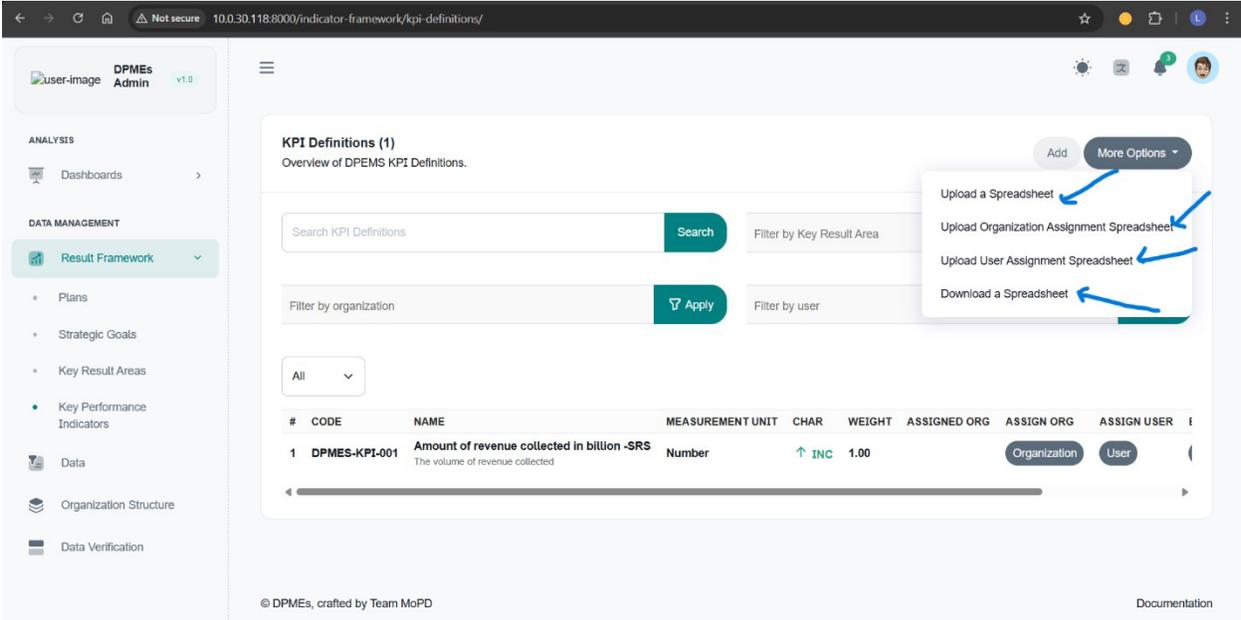
The **More Options** dropdown allows you to manage large sets of data quickly using spreadsheets:

### A. Importing KPI Data

- **Upload a Spreadsheet:** Use this to import a list of new KPI definitions at once.
- **Upload Organization Assignment Spreadsheet:** assign multiple KPIs to different departments using an Excel template.
- **Upload User Assignment Spreadsheet:** assign multiple KPIs to specific users for reporting.

### B. Exporting Data

- **Download a Spreadsheet:** Click this to export the current list of KPI definitions into an Excel file for offline reporting or auditing.

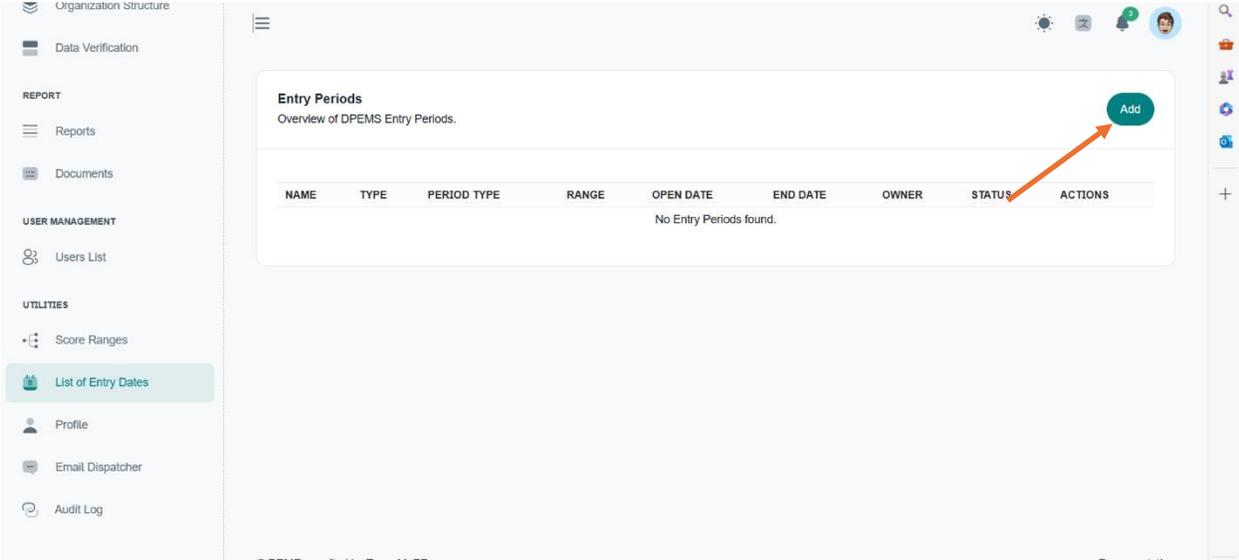
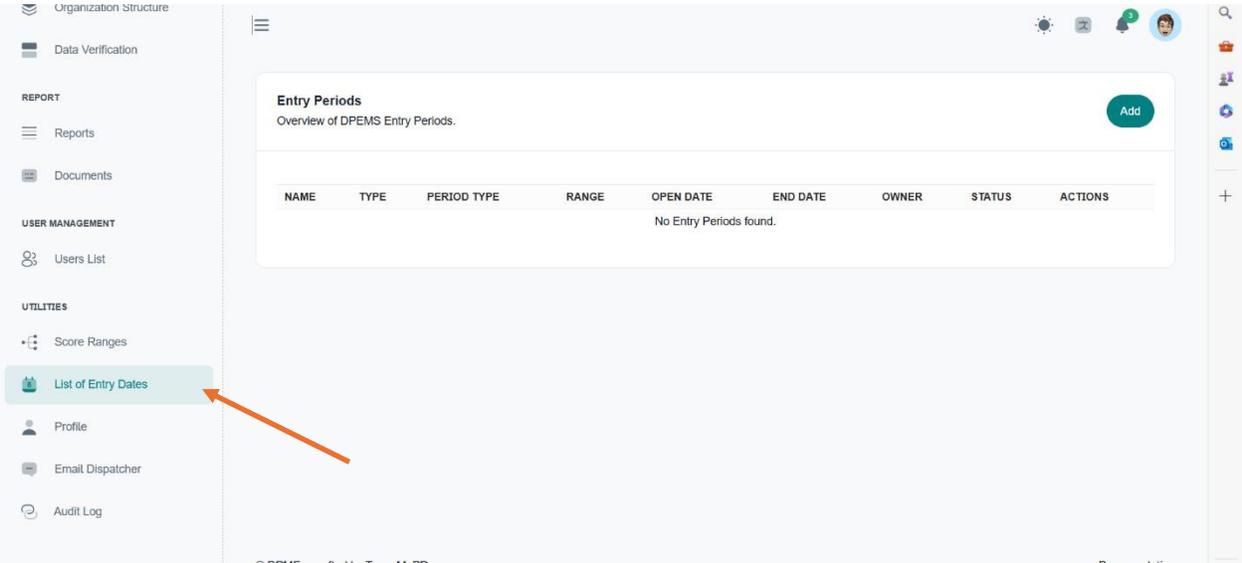


The screenshot displays the DPMEs Admin interface for KPI Definitions. The main content area shows a table with one KPI definition: DPMEs-KPI-001, 'Amount of revenue collected in billion -SRS', measured in 'Number' with an 'INC' trend and a weight of 1.00. The table has columns for #, CODE, NAME, MEASUREMENT UNIT, CHAR, WEIGHT, ASSIGNED ORG, ASSIGN ORG, and ASSIGN USER. A 'More Options' dropdown menu is open, showing four actions: 'Upload a Spreadsheet', 'Upload Organization Assignment Spreadsheet', 'Upload User Assignment Spreadsheet', and 'Download a Spreadsheet'. The interface includes a sidebar with navigation options like 'Dashboards', 'Result Framework', 'Plans', 'Strategic Goals', 'Key Result Areas', 'Key Performance Indicators', 'Data', 'Organization Structure', and 'Data Verification'. The footer contains the copyright notice '© DPMEs, crafted by Team MoPD' and a 'Documentation' link.

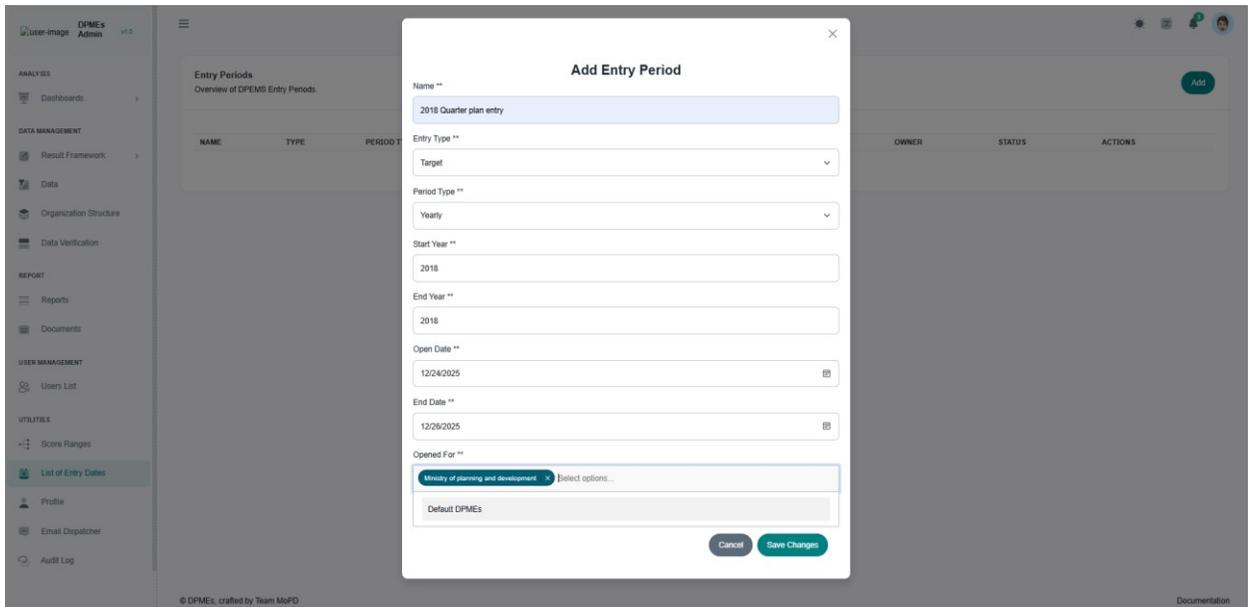
#	CODE	NAME	MEASUREMENT UNIT	CHAR	WEIGHT	ASSIGNED ORG	ASSIGN ORG	ASSIGN USER
1	DPMEs-KPI-001	Amount of revenue collected in billion -SRS The volume of revenue collected	Number	↑ INC	1.00		Organization	User

## 5. List of entry dates

- In the system sidebar, locate and click **Entry Dates**.
- The page shown above will be displayed.
- On this page, you will see the **Add** button.



- When you click the **Add** button, another page will pop up.
- Fill in the **Entry Period** details, starting from **Name** up to **Opened Form**.



- **Name**: Type in a descriptive name for the entry period, such as "2018 Quarter plan entry".
- **Entry Type**: Use the dropdown menu to select the type of data to be entered, such as **Target and Performance**.
- **Period Type**: Select the frequency for the reporting period, for example, **yearly**, monthly and quarterly
- **Start Year and End Year**: Enter the specific years that this reporting period covers.
- **Open Date and End Date**: Use the calendar icons to set the exact dates when the system will open and close for data entry.
- **Opened For**: Search for and select specific organizations or departments, like the "Ministry of planning and development," that should have access to this period.

## 6. Data

- Open the system and Click the Data button in the left sidebar to access the recording screen.
- Selecting the Timeframe there are three options.
- Choose what you want for now we choice the Annually option at the top of the page to view the yearly layout.
- Locate Active Years Look for the columns with dark shading (Years 2018–2021), which indicates the entry window is open specifically for Targets.
- Enter Targets Go to the Target row (marked in green) and type your planned values into the input boxes one by one for each shaded year.
- Save Your Work Click the teal Save button above the table to store your entries.

The screenshot shows the 'KPI Recorder Entry' interface. At the top, there are three time frame options: 'Annually', 'Quarterly', and 'Monthly'. The 'Annually' option is selected. A notification banner indicates the 'KPI ENTRY WINDOW OPEN - (TARGET)' for '2018-04-16 → 2018-04-17' with a sub-note 'Yearly 2018 - 2021'. The main content area includes search filters for 'Search KPI Definitions', 'Filter by Goal', 'Filter by organization', and 'Filter by user'. Below these filters is a table with columns for years 2018 through 2024. The 2018-2021 columns are highlighted in dark grey. The table has two rows: 'Target' (highlighted in green) and 'Performance' (highlighted in orange). The 'Target' row for 'Improve Maternal and Child Health and Nutrition Program' shows values of 100, 90, 60, and 30 for the years 2018-2021 respectively. The 'Performance' row for the same program is empty. Below this, there is another row for 'Supporting macroeconomic stability through fiscal policies' with a 'Target' row that is also empty. A 'Save' button is located at the top right of the table area.

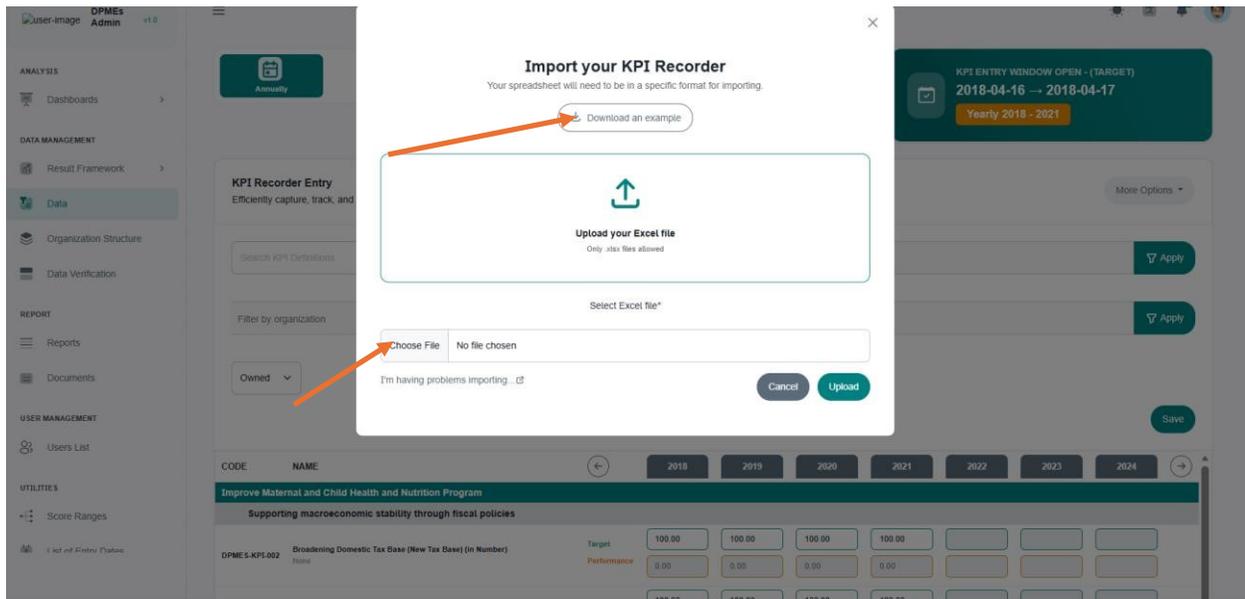
## To upload your organization's targets, follow these short steps

- **Open the Data Screen** Click the **Data** button in the left sidebar to access the recording interface.
- **Download the Template** Click the **More Options** button at the top right of the recorder box and select the **Download** button to get the Excel format.

The screenshot displays the DPMS Admin interface. On the left is a sidebar with categories: ANALYSIS (Dashboards), DATA MANAGEMENT (Result Framework, Data, Organization Structure, Data Verification), REPORT (Reports, Documents), USER MANAGEMENT (Users List), and UTILITIES (Score Ranges, List of Entry Dates). The main area is titled 'KPI Recorder Entry' and includes a notification banner for 'KPI ENTRY WINDOW OPEN - [TARGET] 2018-04-16 -> 2018-04-17' with a 'Yearly 2018 - 2021' indicator. Below the notification are filters for 'Filter by Goal', 'Filter by organization', and 'Filter by user'. A 'More Options' dropdown menu is open, showing 'Upload a Spreadsheet' and 'Download a Spreadsheet' options. An orange arrow points from the 'More Options' button to the 'Download a Spreadsheet' option. The table below shows KPI data for 'Improve Maternal and Child Health and Nutrition Program' and 'Supporting macroeconomic stability through fiscal policies'. The table has columns for years 2018-2024 and rows for 'Target' and 'Performance'.

CODE	NAME	2018	2019	2020	2021	2022	2023	2024
	<b>Improve Maternal and Child Health and Nutrition Program</b>							
	<b>Supporting macroeconomic stability through fiscal policies</b>							
DPMS-KPI-002	Broadening Domestic Tax Base (New Tax Base) (in Number)	100.00	100.00	100.00	100.00			
	None	0.00	0.00	0.00	0.00			

- **Open the File** Open the downloaded Excel file on your computer to see the list of KPIs and years.
- **Enter Targets** Locate the **Target** column for the years with the dark shading (2018–2021) and type in your planned values manually.



- **Save and Upload** Save your changes in Excel and use the system to upload the completed file back into the portal.

## 7. How to see your organization scores and performance

- Open the system and look at the left-hand sidebar under the **Analysis** section.
- Click the **Dashboards** button to open your main overview.
- From the dropdown list, select **Organizations Score** to view the specific scores for your entity.
- At the top of the page, you will see four summary cards that show your total counts for: **Strategic Goals, Key Result Areas, Key Performance Indicators, Organizations**
- Use the **Select Plan** dropdown menu to choose your specific planning period (for example, the "3-year plan [Active]").
- This ensures the scores you see match the correct strategic timeframe.
- On the right side, above the organization card, use the **Select date** dropdown to choose "Yearly".
- Use the **Select Period** dropdown to pick a specific year, such as **2018**, to see the performance data for that timeframe.

The screenshot displays the DPMEs Admin v1.0 dashboard. On the left sidebar, under the 'ANALYSIS' section, the 'Dashboards' menu is highlighted, and a sub-menu item 'Organizations Score' is also highlighted. The main dashboard area features four summary cards at the top: 'Strategic Goals' with a count of 4, 'Key Result Areas' with a count of 4, 'Key Performance Indicators' with a count of 20, and 'Organizations' with a count of 1. Below these cards is a 'Select Plan' dropdown menu set to '3 year plan [Active]'. A large green banner reads 'Welcome to DPMEs' and describes the platform's purpose. Below the banner are two dropdown menus: 'Select date type' set to 'Yearly' and 'Select Period' set to '2018'. At the bottom, there is a card for the 'Ministry Of Planning And Development' (ORG-213990) showing a score of 0.0. The footer includes the text 'Indicator's Performances' and a link 'Click a card to see details'.

## How to see your individual user score

- Go to the **Dashboards** section in the left sidebar.
- Click **users** score to view your users' goals and performance.
- Select **Data** to enter or update your current performance values.

The screenshot shows a web browser window with the URL `10.0.30.88:8000/indicator-framework/users-dashboard/`. The interface is divided into several sections:

- ANALYSIS**: A sidebar menu with options: Dashboards (selected), Organizations Score, Users Score (highlighted with an orange arrow), and Self Organization Overview.
- DATA MANAGEMENT**: A sidebar menu with options: Result Framework, Data, Organization Structure, and Data Verification.
- REPORT**: A sidebar menu with options: Reports and Documents.
- Main Content Area**:
  - A "Select Plan" dropdown menu showing "3 year plan [Active]".
  - A "Welcome to DPMEs" banner with a description: "DPMEs is a comprehensive digital platform designed to monitor public bodies' planning and performance, delivering real-time insights to support data-driven, effective government management." and a small dashboard icon.
  - Two dropdown menus: "Select date type" set to "Yearly" (highlighted with an orange arrow) and "Select Period" set to "2018".
  - A performance card for "Sami Mamo" (Manager) showing a score of "80.0" (highlighted with an orange arrow).
  - A footer section titled "Indicator's Performances" with a link "Click a card to see details".

- On the right side, above the organization card, use the **Select date** dropdown to choose "Yearly".
- Use the **Select Period** dropdown to pick a specific year, such as **2018**, to see the performance data for that timeframe.

## 8. KPI Data Verification

The **Data Verification** module allows administrators to review, comment on, and officially validate KPI records (Target and Performance values) for a specific reporting period. **1.**

### Navigate to Data Verification

- **Locate the DATA MANAGEMENT section in the left-hand sidebar.**
- **Click on Data Verification to open the Record Verification dashboard.**

### Filter and Search for Records

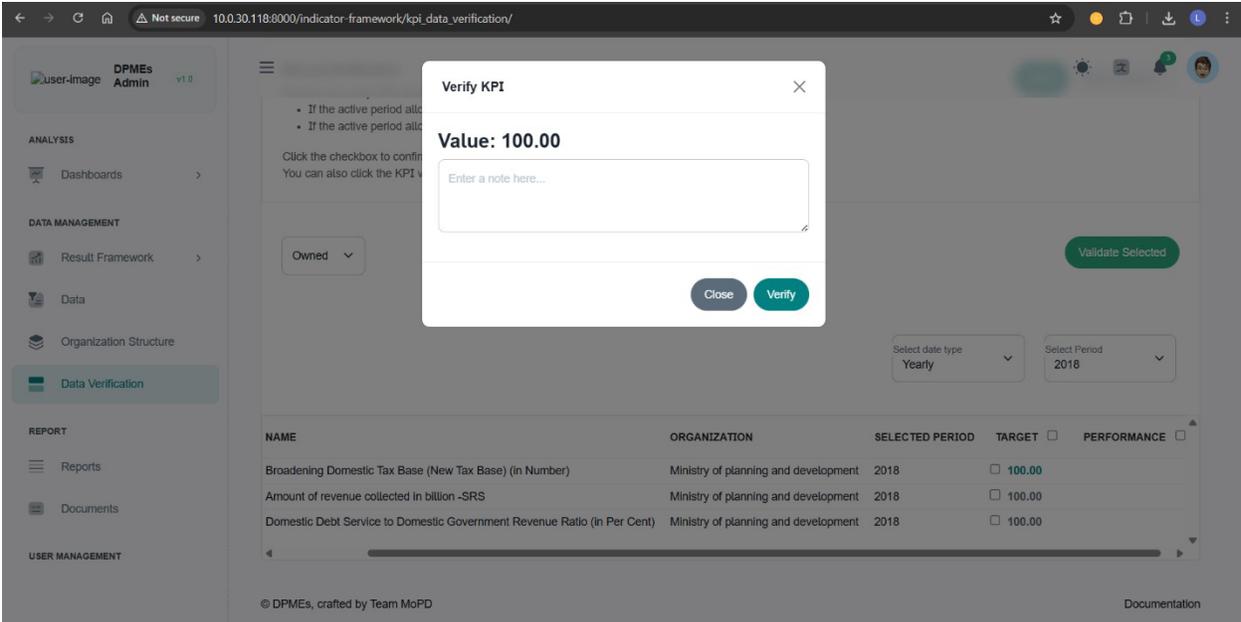
- **Ownership Filter:** Use the dropdown menu to toggle between **Owned** (records belonging to your organization) and **Assigned** (records assigned to you).
- **Select date type:** Choose the reporting frequency (e.g., **Yearly**) from the dropdown menu.
- **Select Period:** Choose the specific year or period (e.g., **2018**) you wish to verify.
- The table will automatically populate with KPIs belonging to your organization.

The screenshot displays the 'Record Verification' interface. On the left, the sidebar menu has 'Data Verification' highlighted with a blue arrow. The main panel features a 'Record Verification' title and a 'Save' button. Below this, there are instructions and a dropdown menu for ownership (Owned, Assigned). A 'Validate Selected' button is also present. Further down, there are dropdowns for 'Select date type' (Yearly) and 'Select Period' (2018). At the bottom, a table with columns CODE, NAME, ORGANIZATION, SELECTED PERIOD, TARGET, and PERFORMANCE is shown, with a red message 'No data available' in the center. The footer contains '© DPMEs, crafted by Team MoPD' and 'Documentation'.

## Add Notes or Verify Individual Values

If you want to review a specific value before validating:

1. **Click on the KPI Value:** Click directly on the numerical value (e.g., "100.00") in the Target or Performance column.
2. **Add a Note:** A "Verify KPI" pop-up will appear. You can enter a justification or observation in the text box labeled "Enter a note here..."



The screenshot shows a web application interface for DPMEs Admin. A "Verify KPI" modal dialog is open, displaying the value "100.00" and a text input field labeled "Enter a note here...". The background interface includes a sidebar with navigation options like "Dashboards", "Result Framework", "Data", and "Data Verification". A table of KPI data is visible, with columns for NAME, ORGANIZATION, SELECTED PERIOD, TARGET, and PERFORMANCE. The table contains three rows of data for the year 2018.

NAME	ORGANIZATION	SELECTED PERIOD	TARGET	PERFORMANCE
Broadening Domestic Tax Base (New Tax Base) (in Number)	Ministry of planning and development	2018	<input type="checkbox"/> 100.00	<input type="checkbox"/>
Amount of revenue collected in billion -SRS	Ministry of planning and development	2018	<input type="checkbox"/> 100.00	<input type="checkbox"/>
Domestic Debt Service to Domestic Government Revenue Ratio (in Per Cent)	Ministry of planning and development	2018	<input type="checkbox"/> 100.00	<input type="checkbox"/>

## Select Specific Records for Validation

Alternatively, you can select individual records for bulk processing:

1. Check the boxes next to the specific KPI values you wish to validate.
2. Click the Validate Selected button.

The screenshot shows the 'Data Verification' section of a software interface. On the left is a navigation menu with categories: DATA MANAGEMENT (Result Framework, Data, Organization Structure, Data Verification), REPORT (Reports, Documents), and USER MANAGEMENT. The main area has a dropdown menu set to 'Owned'. Below it are two dropdown menus: 'Select date type' set to 'Yearly' and 'Select Period' set to '2018'. A table displays three rows of data:

AME	ORGANIZATION	SELECTED PERIOD	TARGET	PERFORMANCE
roadening Domestic Tax Base (New Tax Base) (in Number)	Ministry of planning and development	2018	<input checked="" type="checkbox"/>	100.00
mount of revenue collected in billion -SRS	Ministry of planning and development	2018	<input type="checkbox"/>	100.00
omestic Debt Service to Domestic Government Revenue Ratio (in Per Cent)	Ministry of planning and development	2018	<input type="checkbox"/>	100.00

A green 'Validate Selected' button is located in the top right corner of the table area.

## Bulk Validation

If you have reviewed multiple records and want to validate them at once:

1. **Select All:** Click the checkbox in the header of the **TARGET** or **PERFORMANCE** column to select all records in that list.
2. **Validate Selected:** Click the green **Validate Selected** button located above the table on the right side.

This screenshot is identical to the one above, but with a blue arrow pointing to the 'Validate Selected' button and another blue arrow pointing to the checkbox in the 'TARGET' column header of the table.

## 9. Managing Performance Reports

This guide explains how to capture and track performance report data in alignment with your organizational targets.

### Step 1: Access the Reports Module

1. Log into the DPMEs Admin dashboard.
2. On the left-hand navigation sidebar, locate the **REPORT** section.
3. Click on **Reports**. This will open the main Reports management interface.
4. **Select Reporting Frequency**

At the top of the Reports page, you can choose the reporting cycle you wish to manage:

- **Annually:** For yearly performance data (Selected by default in the image).
- **Quarterly:** For three-month performance intervals.
- **Monthly:** For monthly tracking.

### Check the KPI Entry Window

Before adding data, check the status box on the right side of the screen (**KPI ENTRY WINDOW OPEN**).

- This box indicates if the system is currently accepting data for a specific period.
- **Example:** The screenshot shows the window is open for the **Yearly 2018 - 2021** targets.

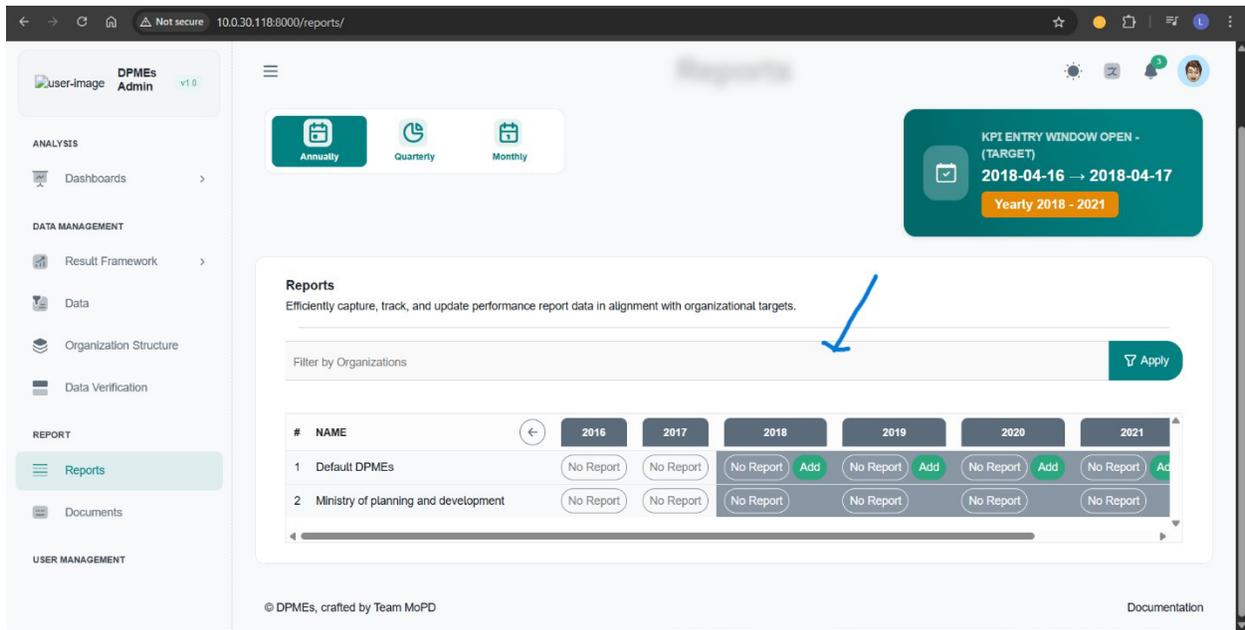
The screenshot displays the 'Reports' management interface. On the left, a navigation sidebar includes 'Organization Structure', 'Data Verification', 'REPORT' (with a sub-item 'Reports' highlighted by a blue arrow), and 'Documents'. The main content area is titled 'Reports' and contains a table with columns for years 2016 through 2021. The table lists two organizations: 'Default DPMEs' and 'Ministry of planning and development'. For each organization, the status for each year is shown as 'No Report' or 'Add'. A search bar and an 'Apply' button are located above the table.

#	NAME	2016	2017	2018	2019	2020	2021
1	Default DPMEs	No Report	No Report	No Report Add	No Report Add	No Report Add	No Report Ac
2	Ministry of planning and development	No Report	No Report	No Report	No Report	No Report	No Report

## Step 2: Filter by Organization

If you have a long list of departments or entities:

1. Click on the **Filter by Organizations** search bar.
2. Type the name of the organization (e.g., "Ministry of Planning").
3. Click the teal **Apply** button to update the table results.



The screenshot shows the DPMEs Admin v1.0 interface. The left sidebar contains navigation menus for ANALYSIS, DATA MANAGEMENT, REPORT, and USER MANAGEMENT. The main content area is titled 'Reports' and includes a 'Filter by Organizations' search bar with an 'Apply' button. A blue arrow points to the search bar. Below the search bar is a table with columns for years 2016 through 2021. The table contains two rows: 'Default DPMEs' and 'Ministry of planning and development'. Each cell in the table contains either 'No Report' or 'Add' buttons. A teal notification box in the top right corner indicates a 'KPI ENTRY WINDOW OPEN - (TARGET)' for the period '2018-04-16 → 2018-04-17' with a 'Yearly 2018 - 2021' button.

#	NAME	2016	2017	2018	2019	2020	2021
1	Default DPMEs	No Report	No Report	No Report Add	No Report Add	No Report Add	No Report Ad
2	Ministry of planning and development	No Report	No Report	No Report	No Report	No Report	No Report

### Step 3: Adding a New Report

To add data for a specific organization and year:

1. Locate the **Organization Name** in the table (e.g., "Default DPMEs").
2. Identify the column for the relevant year (e.g., **2018**).
3. Click the green **Add** button located within that year's cell.

- o *Note: If the cell says "No Report" without an "Add" button, the entry window for that year may be closed or restricted for that specific organization.*

#	NAME	2016	2017	2018	2019	2020	2021
1	Default DPMEs	No Report	No Report	No Report Add	No Report Add	No Report Add	No Report Add
2	Ministry of planning and development	No Report	No Report	No Report	No Report	No Report	No Report

### Step 4: Navigate Through Years

If the year you need is not visible in the table:

- Use the **Left/Right Arrows** (◀/▶) located next to the year headers to scroll through different reporting years.
- Use the horizontal scroll bar at the bottom of the table to view more data columns.

## 10. Managing Documents

This section of the portal allows users to manage and organize documents related to organizational reports and performance tracking.

### Step 1: Access the Documents Module 1.

Navigate to the left-hand sidebar menu.

2. Locate the **REPORT** category.
3. Click on the **Documents** tab to open the document management workspace.

### Step 2: Filtering Documents by Organization

To quickly find documents associated with a specific entity:

1. Locate the **Filter by organization** search field in the center of the page.
2. Enter the name of the organization you wish to view.
3. Click the teal **Apply** button to refresh the list.

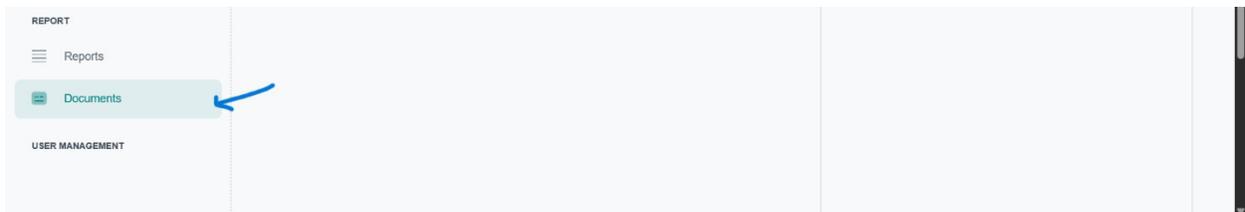
### Step 3: Adding a New Document

If you need to upload or record a new document:

1. Locate the **Add Document** button in the top-right corner of the workspace.
2. Click the button to open the document upload or entry interface.

### Step 4: Viewing Document Status

- The main area of the screen displays a list of available files.
- If no documents have been uploaded for the selected filter, the message "**No documents available**" will be displayed in the center of the screen.

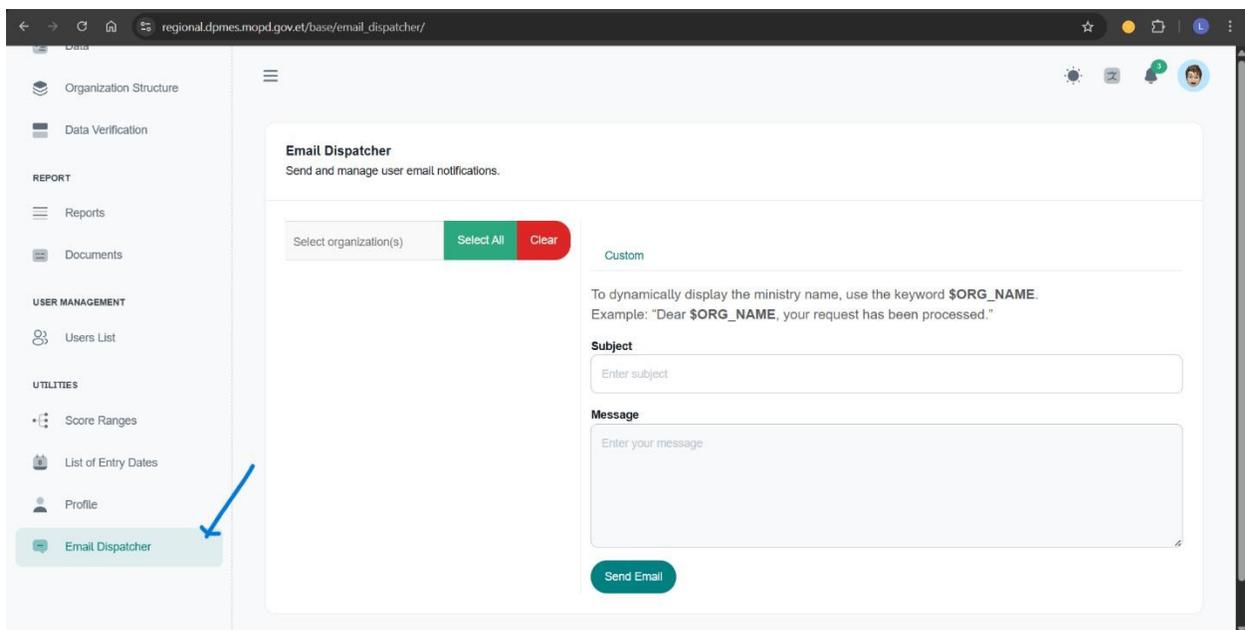


## 11. Email Dispatcher User Manual

The **Email Dispatcher** tool allows administrators to send customized email notifications to specific organizations or all organizations simultaneously. It features dynamic placeholders to personalize messages automatically.

### 1. Accessing the Module

1. Log in to the portal.
2. Locate the **UTILITIES** section in the left-hand sidebar menu.
3. Click on **Email Dispatcher** (indicated by the speech bubble icon).

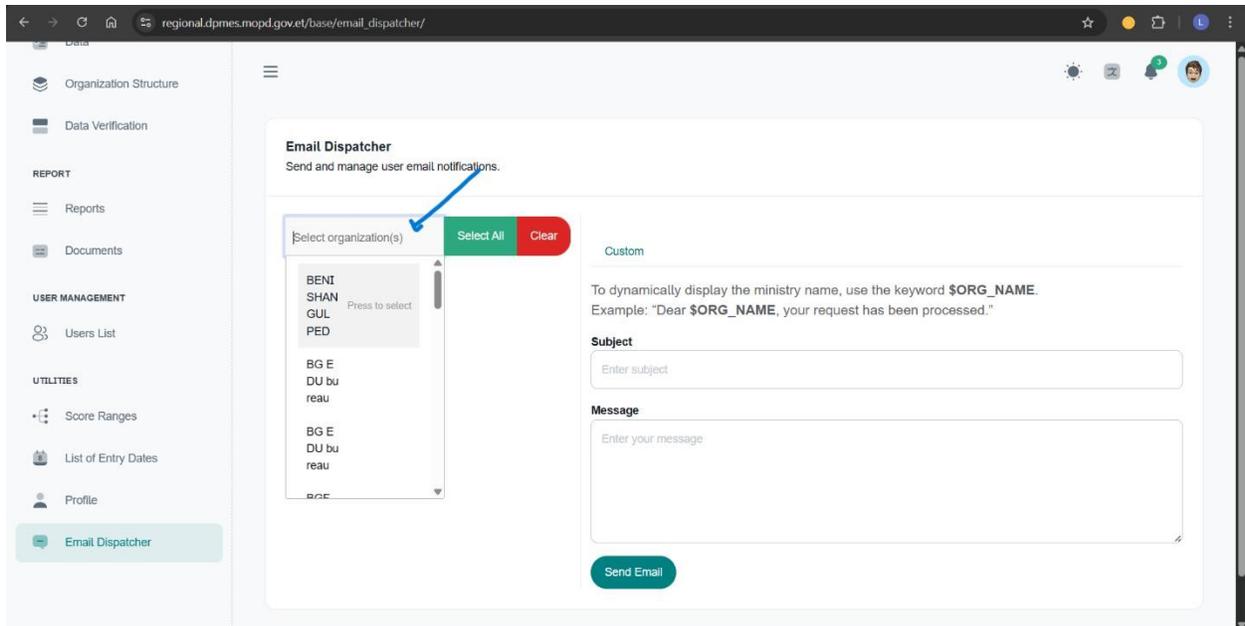


### 2. Selecting Recipients

You can choose which organizations will receive your email using the selection panel:

- **Individual Selection:** Click inside the "**Select organization(s)**" search bar. A dropdown list will appear. Scroll through or type the name of the organization and click to add it.
- **Bulk Selection:** Click the green **Select All** button to highlight every organization in the database.
- **Clear Selection:** Click the red **Clear** button to remove all currently selected organizations and start over.

**Note:** Selected organizations appear as dark green "tags" on the left side of the search box. You can remove an individual organization by clicking the "**X**" on its specific tag.



### 3. Drafting the Email

The right-hand panel is used to compose your message.

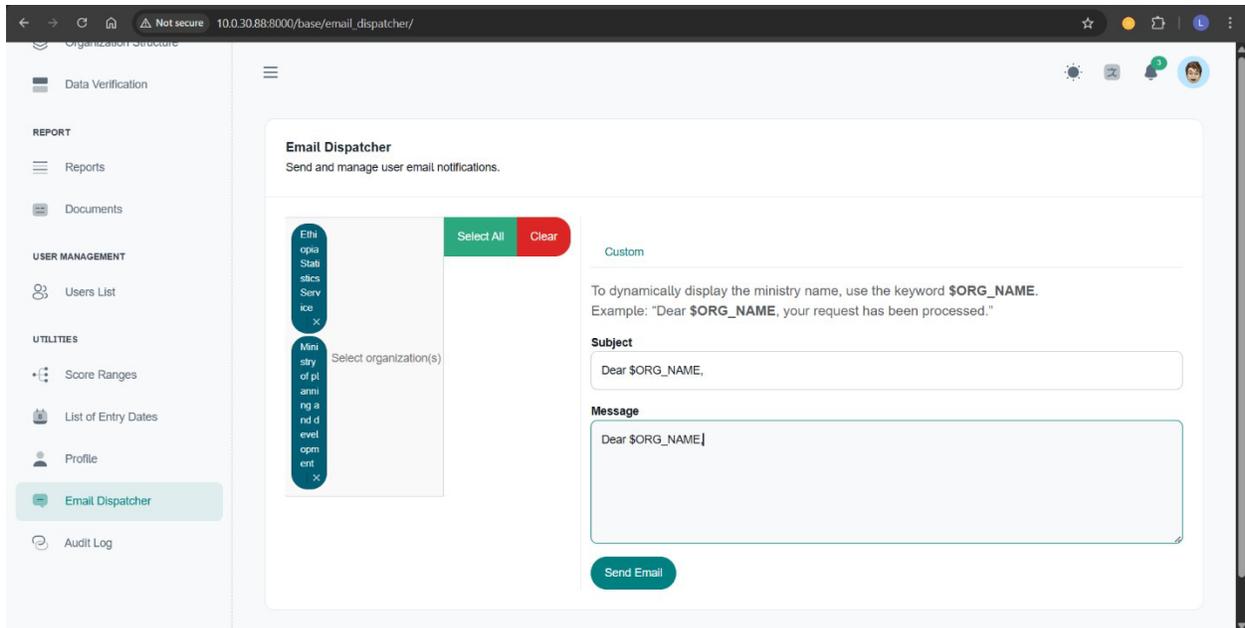
#### Using Dynamic Keywords

The system supports the keyword `$ORG_NAME`. When the email is sent, the system will automatically replace this code with the actual name of the organization.

- **Example:** If you type *"Dear \$ORG\_NAME,"*, the recipient at the "Ministry of Planning" will see *"Dear Ministry of Planning,"*.

#### Form Fields

- **Subject:** Enter a clear, concise title for your email. You can use the `$ORG_NAME` keyword here as well.
- **Message:** Type the main body of your email in the large text area. Ensure you include all necessary information for the recipients.



#### 4. Sending the Email

1. Review your selected organizations to ensure the recipient list is correct.
2. Proofread your **Subject** and **Message** for any errors.
3. Click the **Send Email** button at the bottom of the form.