

Aid Management Platform

User Guide

Version 2.0

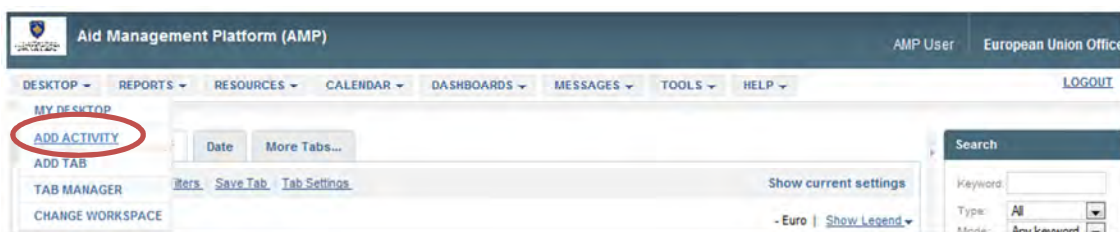
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Projects


Adding a new Project



In the **Desktop** menu, select **Add Activity** to go to the data entry form.

Editing a project



To edit a Project, look for its name in a tab and click on the  icon. Alternatively, look for the name of the project in a tab and click on the project name, which will lead you to the project preview. From here, you can click on the **Edit** button.

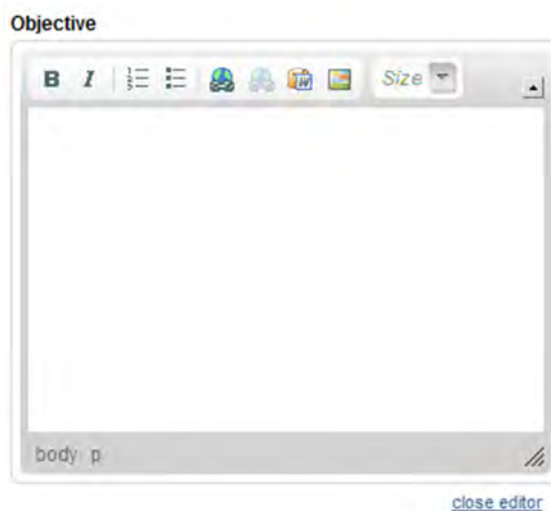
Identification

The screenshot shows the 'Edit Activity Form' with the 'Identification' section. The form contains the following fields and callouts:

- Project Title:** A text input field with a red callout '1'.
- Activity Status:** A dropdown menu with 'Choose One' selected and a red callout '2'.
- Romanian Project Title:** A text input field with a red callout '1'.
- Status Reason:** A text input field with a red callout '3'.
- Memo:** A text input field.
- Objective:** A text input field with a red callout '4'.
- Project Management:** A text input field.
- Description:** A text input field with a red callout '4'.
- Activity Budget:** A dropdown menu with 'Choose One' selected and a red callout '5'.
- Purpose:** A text input field with a red callout '4'.
- Humanitarian Aid:** Radio buttons for 'Yes' and 'No' with a red callout '6'.
- Results:** A text input field with a red callout '4'.
- Actions Components:** A text input field with a red callout '4'.
- Activity Summary:** A text input field with a red callout '4'.

1. **Project title:** Enter the name of the activity, project, or program in this box. Each activity should have a unique name. (Required field)
2. **Status:** Select the status of the project. (Required field)
3. **Status reason:** If there has been any change to the status of the program that you would like to note, you can enter that information in this box.

4. **Related projects, Objective, Description, Results, etc.:** Enter the relevant information in these fields; you can paste information directly from a Word, PDF, or other document.
5. **Activity Budget:** identify whether the project is located in the state budget or not
6. **Humanitarian Aid:** select whether or not the project is humanitarian aid.



For the fields: **Status reason, Related projects, Objective, Description, and Results**, a text editor will appear when you click inside the small box. You can enter the relevant information in this box or paste it from another document. The editor allows you to apply formats to the text.

Activity Internal IDs

The screenshot shows a web interface titled "Activity Internal IDs". It features a table with two columns: "Organization" and "Internal ID". Below the table is a search box labeled "Search Organizations" with a search button (a right-pointing arrow).


Internal IDs are the codes that donors, government institutions, and executing agencies apply to their projects with the goal of facilitating identification. To enter an ID for a project, first select the organization from the list and then enter the code in the box. Each project can have an unlimited number of organizations and codes assigned to it.

The screenshot shows the "Search Organizations" dropdown menu. The search box contains the text "nations". The dropdown list displays the following organizations:

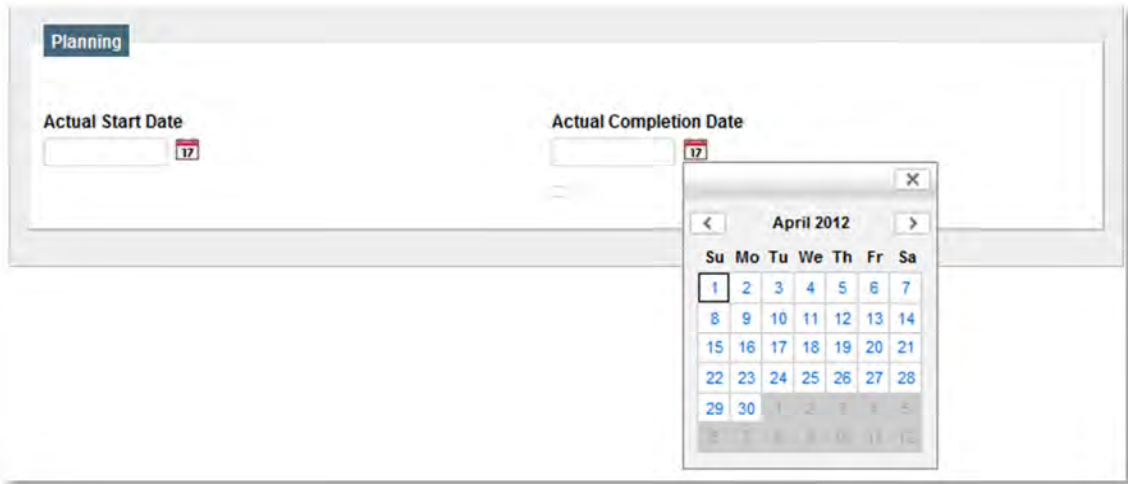
(OHCHR) - Office of the United Nations High Commissioner for Human Rights
(UNHCR) - Office of the United Nations High Commissioner for Refugees
(UNDEF) - The United Nations Democracy Fund
(UNICEF) - United Nations Children's Fund
(UNIFEM) - United Nations Development Fund for Women
(UNDP) - United Nations Development Programme
(UNESCO) - United Nations Educational, Scientific and Cultural Organization
(UN-HABITAT) - United Nations Human Settlements Programme
(UNOPS) - United Nations Office for Project Services
(UNFPA) - United Nations Population Fund

To search for an organization:

- Start to write the name of the organization in the search box, which will then show you a list of all the corresponding organizations as you type the name.
- Or, simply click on the arrow to view the entire list of organizations.

Click on the name of the organization to choose it. To remove an organization, simply click on the  icon.

Planning



The screenshot shows a 'Planning' form with two date input fields: 'Actual Start Date' and 'Actual Completion Date'. Each field has a small calendar icon to its right. A calendar pop-up is open over the 'Actual Completion Date' field, displaying the month of April 2012. The calendar grid shows days from 1 to 30, with the 1st of the month highlighted. The days of the week are labeled as Su, Mo, Tu, We, Th, Fr, and Sa. Navigation arrows are visible at the top of the calendar, and a close button (X) is in the top right corner.

For each of the fields that requires a date, click on the calendar icon to select the correct date. To change the month and year, click on the left and right arrows or click on the month and year to select the month from the drop down list and manually enter the year. Click the OK button to confirm the selected date.

To remove the date, highlight the date and delete it.

Location

Location

Implementation Level
Municipal ▾

Implementation Location
Municipality ▾

Locations

Location	Percentage	
[Kosovo] [Kamenica]	20	✖
[Kosovo] [Dragash]	80	✖

Search Locations ▶

To specify where the project is being implemented, first select the correct option from the **Implementation Level** drop-down menu.

- National: the project is being implemented at the national (central) level
- Sub-national/Regional: the project is being implemented at the sub-national level
- International: the project is being implemented in Kosovo and other countries in the region
- Both: there is a part of the project that is being implemented at the sub-national level and another at the national level.

Next, select the **Implementation Location**. The options in this field are determined by what was selected in the Implementation Level field.

To search for a location:

- Start to write the name of the location in the search box, which will show you a list of all of the coinciding locations while you type;
- Or click on the arrow to view the complete list of locations.

Click on the location name to choose. To remove a location, simply click on the ✖ icon.

To add more than one location, repeat the same process as described above. Enter the percentage of the project that is being implemented in each location. If you are unsure or unable to enter a precise percentage, click on **Divide percentages**. The percentage is a required field.

Sectors

The screenshot shows a web interface for configuring sectors. It is divided into two main sections: 'OECD/DAC Sectors' and 'Sector Working Groups'.

OECD/DAC Sectors: This section contains a table with two columns: 'Sector' and 'Percentage'. There are two rows of data, each with a red 'X' icon in a box to the right of the percentage field. Below the table is a search box labeled 'Search Primary Sectors' with a right-pointing arrow and a green button labeled 'Divide Percentage'.

Sector	Percentage	
[110 - EDUCATION] - [112 - Basic education] - [11240 - Early childhood education]	50	✖
[110 - EDUCATION] - [111 - Education, level unspecified] - [11130 - Teacher training]	50	✖

Sector Working Groups: This section contains a table with two columns: 'Sector' and 'Percentage'. There is one row of data with a red 'X' icon in a box to the right of the percentage field. Below the table is a search box labeled 'Search Secondary Sectors' with a right-pointing arrow and a green button labeled 'Divide Percentage'.

Sector	Percentage	
[EDUCATION AND EMPLOYMENT]	100	✖

Sector is a required field. To assign a sector to a project, first look for the name of the sector in the drop-down list under **Search Primary/Secondary Sectors**.

To search for a sector:

- Start by writing the name of the sector in the search box, which will display a list of match sectors as you type.
- Click on the arrow to view the complete list of sectors.


To add more than one sector, repeat the above process. Enter the percentage of funding which corresponds to each sector; if you are not sure or you do not have that information, click on **Divide Percentages**. The percentage field is required. To remove a sector, click on the ✖ icon

Funding

Before you can enter any information about the funding of a project, you should select the funding organization.

To search for an organization:

- Start to write the name of the organization in the search box, which will then show you a list of all the corresponding organizations as you type the name.
- Or, simply click on the arrow to view the entire list of organizations.

Click on the name of the organization to choose it. To remove an organization, simply click on the  icon.



The screenshot shows a web interface titled "Donor Funding". At the top, there is a search bar containing the text "European Union Office" and a red "X" icon to its right. Below the search bar are three stacked input fields: "Funding Classification", "Commitments", and "Disbursements". Each field is currently empty.

Click on **Funding classification** to select the **Aid modality** and the **Type of assistance**. These are required fields to enter funding information.

Click on **Commitments** or **Disbursements** to add funding information. To add a transaction, click on **Add commitment** or **Add disbursement**.

Donor Funding

European Union Office

Funding Classification

Commitments

Commitments Table

Adjustment Type	Amount	Default currency	Transaction Date	Exchange Rate
<input type="radio"/> Actual <input type="radio"/> Planned	<input type="text"/>	EUR	<input type="text"/> 17	<input type="text"/>

Add Commitment

Disbursements

Select the **Type of transaction** (actual or planned), enter the **amount**, select the original **currency**, and enter the **date** of the transaction. In the case of commitments, if the project document defines a **fixed exchange rate** against the Euro, you may enter that information under Exchange Rate. Each donor agency can have multiple transactions for both commitments and disbursements; to add a new transaction simply click Add Commitment or Add Disbursement.

To eliminate a transaction click on the icon.

NOTE: If you enter planned transactions, and they become actual transactions, be sure to add a new transaction with the type as “actual”. Do not change the type of transaction from planned to actual, as this will eliminate the historical information about the project.

If the same funding agency provides different modalities or types of funding to the same project, click on **Add new funding item** and repeat the previous process.

If the activity has more than one funding organization, search for the other organizations and repeat the previous process. If you selected the incorrect funding agency, click on **Change organization** to change the organization and follow the instructions.

Related organizations


The screenshot displays the 'Edit Activity Form' with a 'Related Organizations' section. It contains four identical sub-forms for different agency types:

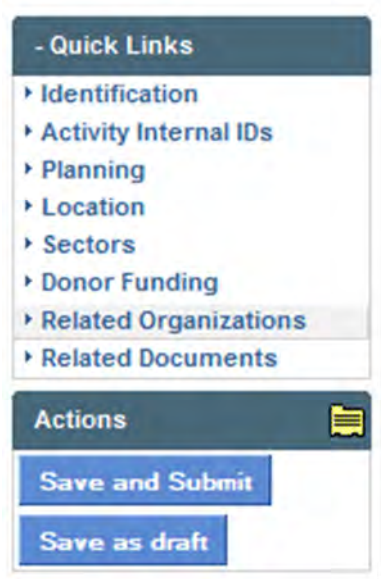
- Executing Agency:** A table with columns 'Organization' and 'Percentage'. Below it is a search box labeled 'Search Organizations' with a dropdown menu set to 'Choose One', a search button, and a green 'Divide Percentage' button.
- Contracting / Implementing Agency:** Identical structure to the Executing Agency section.
- Primary Beneficiary Agency:** Identical structure to the Executing Agency section.
- Secondary Beneficiary Agency:** Identical structure to the Executing Agency section.

To assign an implementing or beneficiary agency to a project, you should select the organization from the list under **Search Organizations**.

To search for an organization:

- Start to write the name of the organization in the search box, which will then show you a list of all the corresponding organizations as you type the name.
- Or, simply click on the arrow to view the entire list of organizations.

Click on the name of the organization to choose it. To remove an organization, simply click on the  icon.



Navigation

To navigate through the form, use the menu on the right.

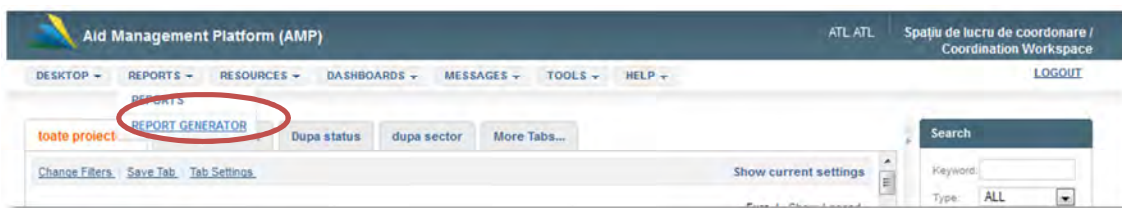
Save

Save and submit will save the project and redirect you to the desktop. Projects that are saved and submitted will be shared in the Donor Coordination Workspace and with the public. To save a project in AMP, the three required fields (**Project title, Status, Sector**) should be completed.

Save as draft will allow you to save the project without complete all of the required fields; drafts will appear in red in tabs and reports and will not be shared with other donors, the government, or the public.

To save a project as draft, the only required field is Project title.

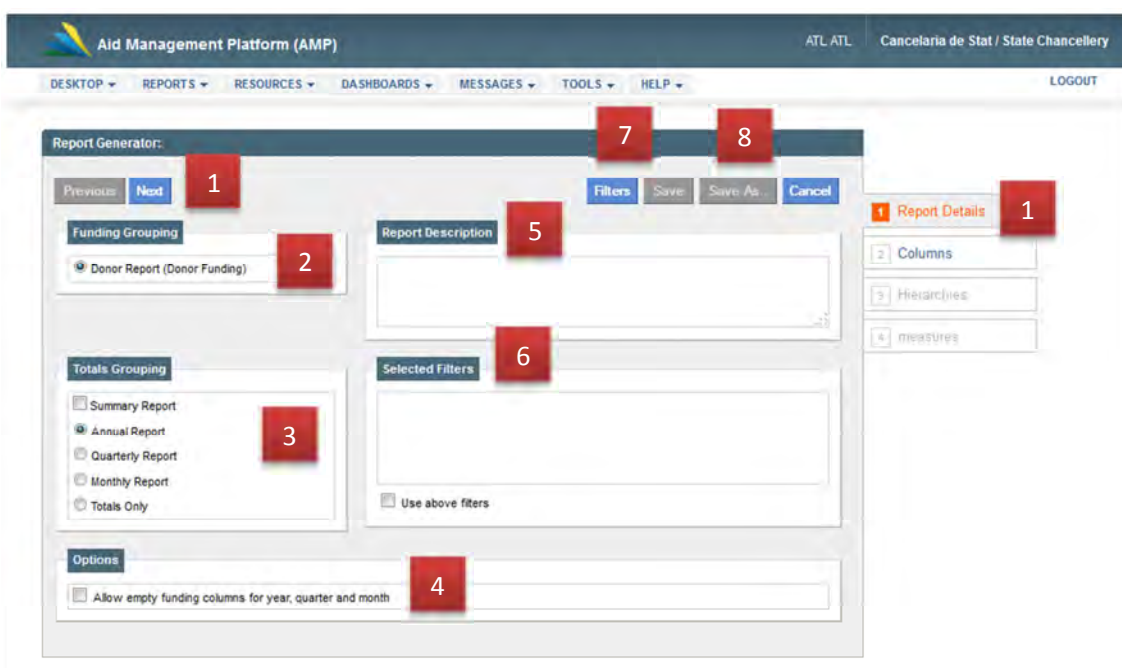
Reports



To create a new report, click on **Report Generator** in the **Reports** menu.

Report Generator

Report Details



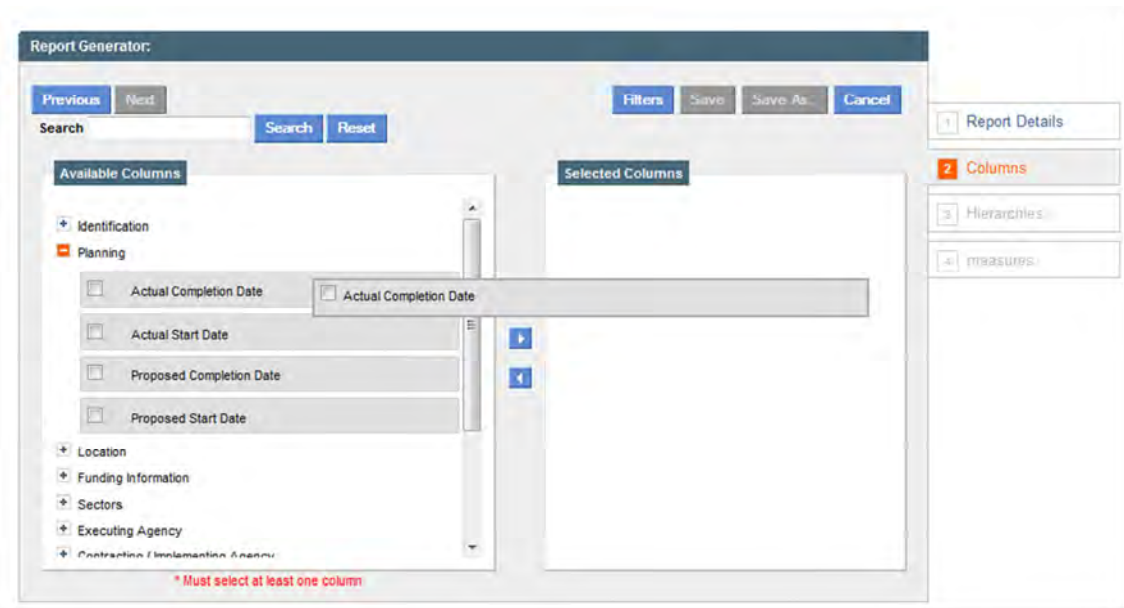
1. To navigate within the Report Generator, use the **Previous and Next** buttons, or click on the specific link at the right.
2. **Funding grouping** allows you to choose the type of report you want to create.
3. **Totals grouping** allows you to choose how to group the report totals.
 - Summary report shows only subtotals and totals without showing specific activities.
 - Annual report groups financial information annually.
 - Quarterly report groups financial information quarterly.
 - Monthly report groups financial information monthly.
 - Totals only shows total funding without any subtotals disaggregated by time.

4. **Options** allows you to choose whether the report should show years, quarters, or months which don't have any financial information. This is particularly useful for exporting reports to Excel for making graphs.
5. **Report Description** allows you to write a description of the report.
6. **Selected filters** allows you to view and allow/disallow the filters that have been applied to this report.
7. **Filters** allows you to choose the filters that will be applied to this report every time it is opened.
8. Once the user has finished creating the report, the **Save** and **Save as** buttons will be activated.

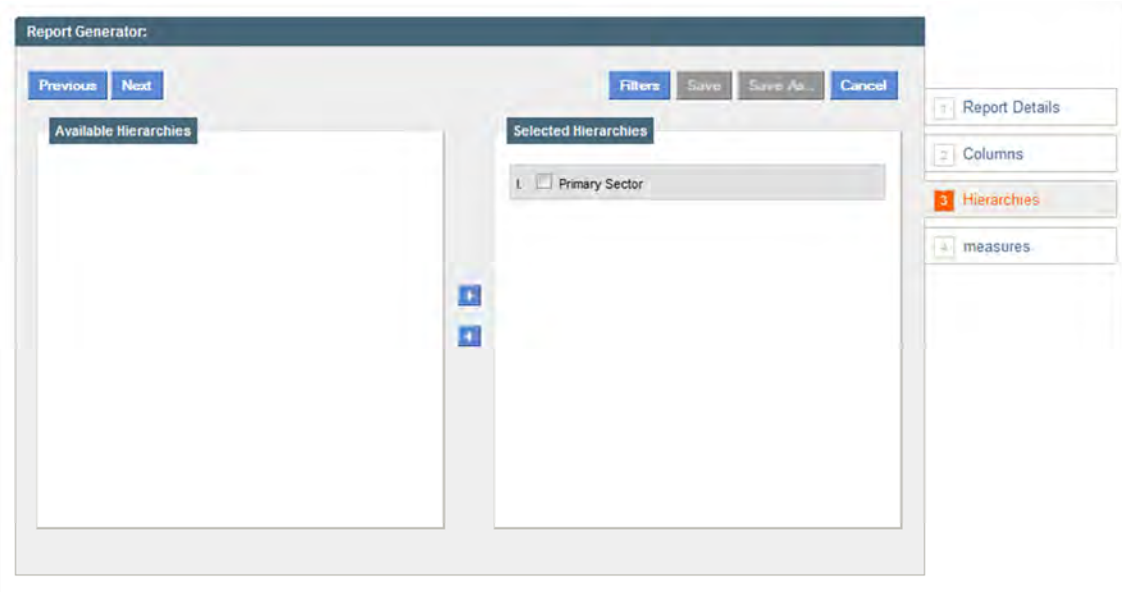
Columns

Locate and select the columns you want to appear on your report, either by checking the box next to the field and pressing the right arrow, or by dragging the field to the Selected Columns box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the Available Columns box. A report has no limit to the number of columns.



Hierarchies

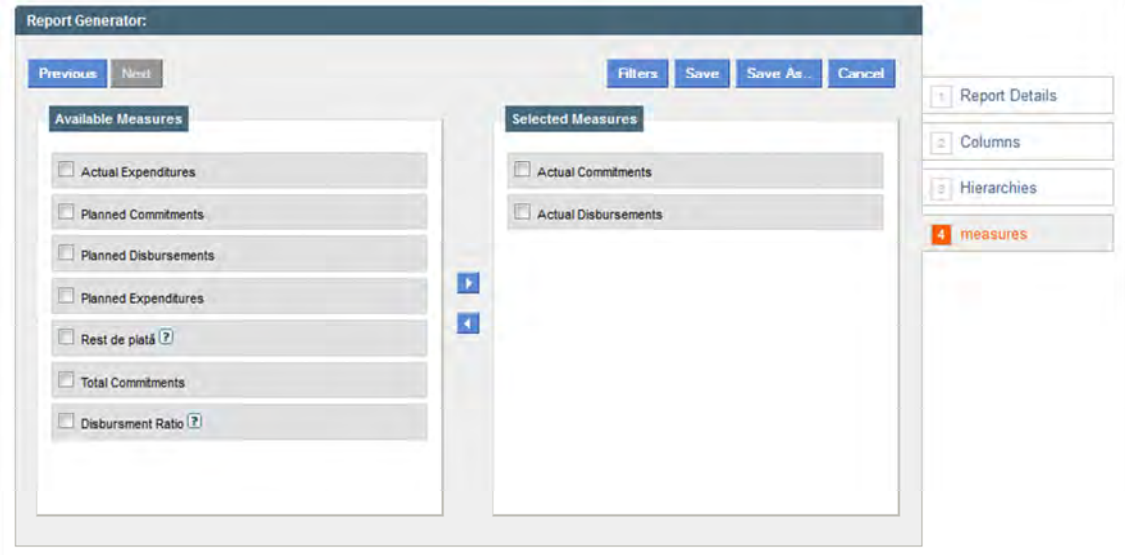


Locate and select the columns you want to appear as a hierarchy in the report, either by checking the box next to the field and pressing the right arrow or by dragging the field to the **Selected Hierarchies** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the **Available Hierarchies** box.

A hierarchy is not a mandatory requirement for a report. A report can only have up to three hierarchies.

Measures

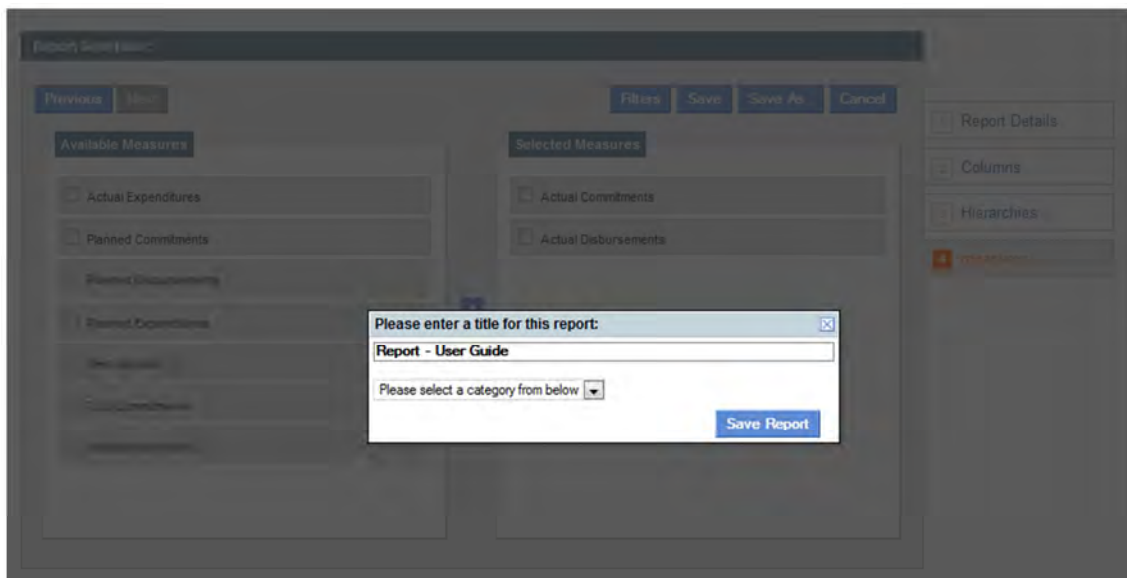


Locate and select the Measures you want to appear on your report, either by selecting the check box next to the field and pressing the right arrow or by dragging the field to the **Selected Measures** box.

To change the order of the fields, just click and drag the fields to the order you desire.

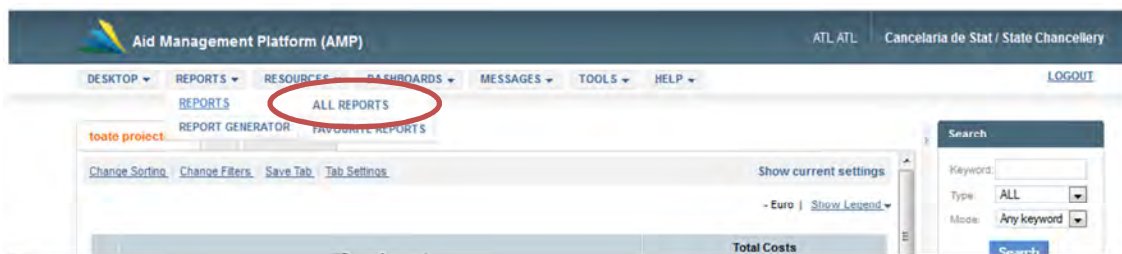
To remove a field, move the field back to the available columns.

A report has no limit to the number of measures it can have, but should have at least one measure.

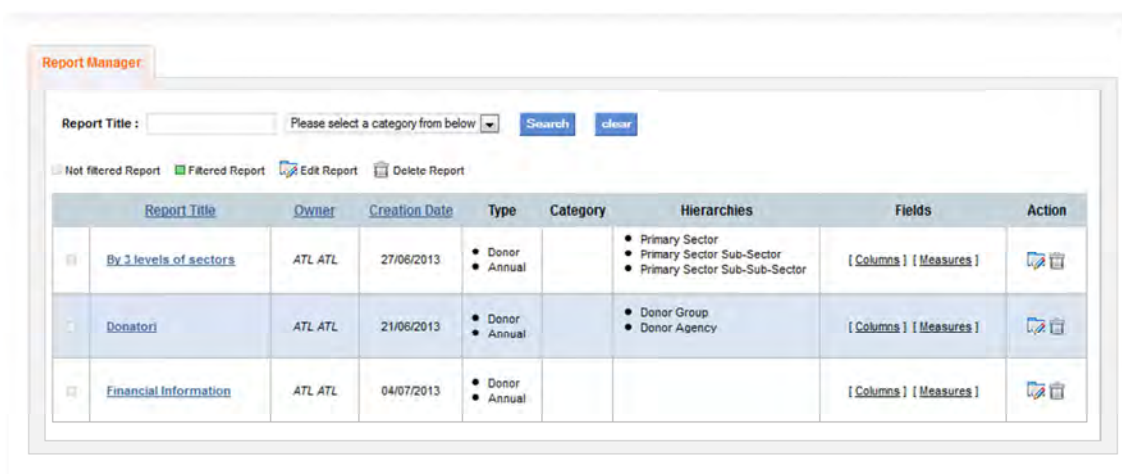


To save a report, click Save or Save As and enter a title, which must be unique. A report must have at least one column and a measure for it to be saved.

Using reports



To see the list of available reports, click **All Reports** in the Reports menu.



Here you will find a list of all of the reports your user has created. To open a report, click on the report name. To edit a report, click on the icon. To delete a report, click on the icon.

Donor Group	Donor Agency	Project Title	1999	2000	2001	2002	2003	2004
			Actual Commitments	Actual Commitments	Actual Commitments	Actual Commitments	Actual Commitments	Actual Com
Report Totals:			49 567 351	130 201 499	56 027 193	44 119 065	116 374 819	10
Austria	AUSTRIA	EMPOWERMENT FOR THE PREVENTION OF TRAFF... ADVANCING QUALITY IN ICT VOCATIONAL EDU... CENTER FOR SOCIAL INCLUSION IN EDNET Support to Reintegration Mechanism in M... PROFESSIONAL SCHOOL AS A MEANS OF EDUCA... REHABILITATION OF THE WATER SUPPLY SYST... IMPROVING WATER MANAGEMENT AND PROTECTI...	0	0	0	0	0	0
	AUSTRIAN DEVELOPMENT AGENCY	COORDINATION OF THE RETURN AND REINTEGR... Professional schools as centers of agri... "PETRUSCA" - CENTRUL DE PLASAMENT TEMPO... ECONET - FINAL STAGE PROMOTION OF THE ORGANIC AGRICULTURE DE... HOPE FOR THE CHILDREN OF MOLDOVA FAMILY FIRST - KINDERRECHTE JETZT	0	0	0	0	0	0
Canada	CANADA	SUPPORT TO ENERGY SECTOR IN SOUTH-EASTE... SUPPORT FOR SMALL AND MEDIUM ENTERPRISE...	0	0	895 610	670 000	0	0
		NON-REBURSABLE ASSISTANCE FROM THE GO... PROCUREMENT OF COMPUTERS IN STUDENT HOS... TRAFFIC MONITORING SYSTEM IN MOLDOVA	0	0	895 610	670 000	0	0
China	CHINA	NON-REBURSABLE ASSISTANCE FROM THE GO... PROCUREMENT OF COMPUTERS IN STUDENT HOS... TRAFFIC MONITORING SYSTEM IN MOLDOVA	0	0	0	0	0	0
	GOVERNMENT OF P.R. OF CHINA	TRAFFIC SUPERVISION SYSTEM INSTALLATION... CREATION OF CENTER FOR TRADITIONAL CHN... EQUIPING HOSPITALS WITH RESPIRATORY VEN... AGREEMENT FOR TECHNICAL AND ECONOMICAL ...	0	0	0	600 000	0	0
		TRANSPARENCY, INDEPENDENCY AND EFFICIEN... CREATION OF CENTER FOR TRADITIONAL CHN...	0	0	0	600 000	0	0

1. The report can be exported to PDF, Excel, CSV, and printer friendly.
2. Sub-menus
 - a. **Change sorting** – allows the users to change the sorting of the report, especially with reports with hierarchies.
 - b. **Change filters** – apply filters to the report. By default, all of the existing filters are turned on and all projects appear in the report. The filters allow the user to select the type of reports that they want to see in their report.
 - c. **Save report** – When you use a filter to modify what appears in a report, you also have the option to save a copy of the report with the filter options you have selected by clicking **Save Report**.
 - d. **Freeze Report Headings** – allows you to freeze the headings of a report in the report window while you scroll through the body of the report. This can be very useful for long reports. After freezing the headings, the option will change to **Unfreeze Report Headings**.
 - e. **Report Settings** – allows the user to make various changes to the design and format of the report, including the currency.

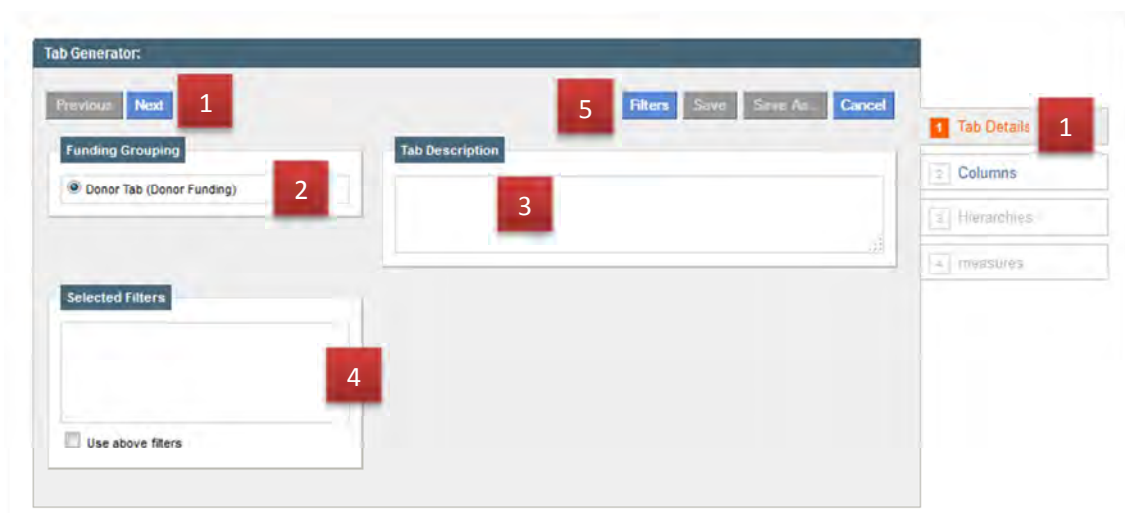
Tabs

A central feature of the main page of the desktop is the desktop tabs. The concept of Tabs **is used** throughout the AMP to allow information to be added in different ways. The desktop tabs allow you to quickly locate **projects to view and/or edit**.

Although you can create as many tabs you want for your work space, there is a limit to the number of tabs that appear on the desktop homepage at any given time. The desktop homepage will allow seven (7) tabs to show: five (5) tabs created by each user, one (1) preset tab (created by Workspace Manager), one (1) tab in the "More.." tab allows you to see other tabs.

Tab Generator

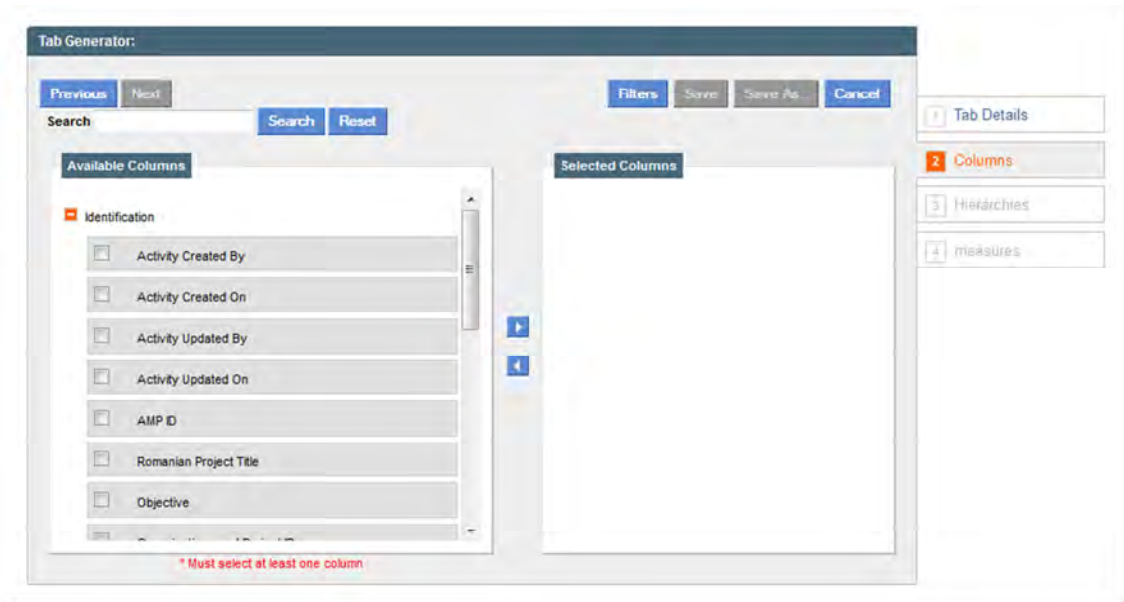
Tab details



1. To navigate within the Tab Generator, use the **Previous and Next** buttons, or click on the specific link at the right.
2. **Funding grouping** allows you to choose the type of tabs you want to create.
3. **Report** Description allows you to write a description of the report.
4. **Selected filters** allows you to view and allow/disallow the filters that have been applied to this tabs.
5. **Filters** allows you to choose the filters that will be applied to this report every time it is opened.

Once the user has finished creating the tab, the **Save** and **Save as** buttons will be activated.

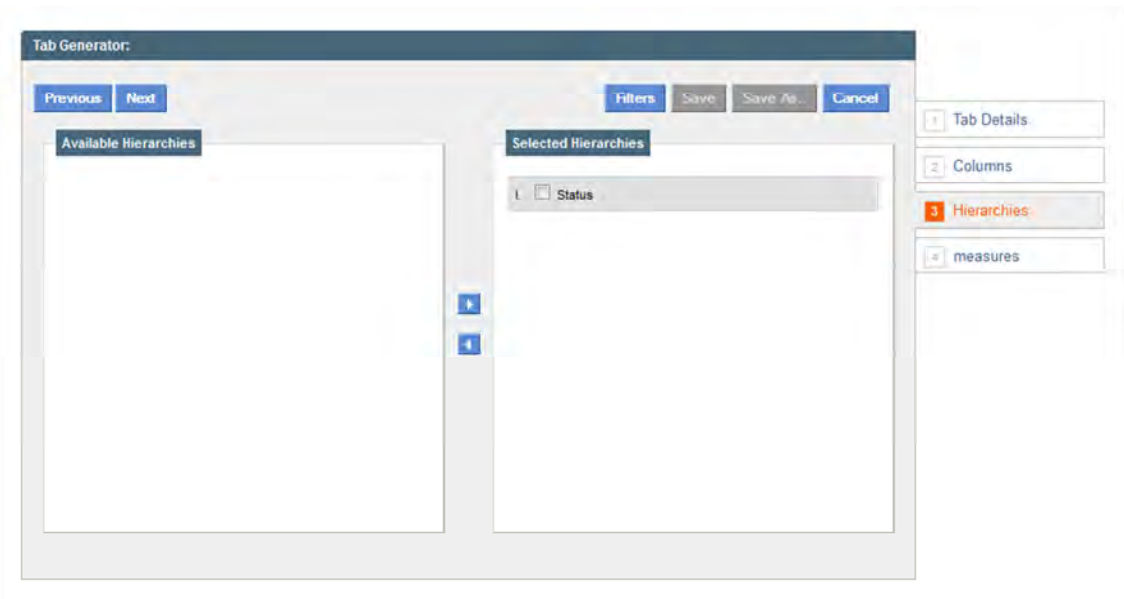
Columns



Locate and select the columns you want to appear on your tab, either by checking the box next to the field and pressing the right arrow, or by dragging the field to the **Selected Columns** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the Available Columns box. A tab should have at least one column but not more than three.

Hierarchies

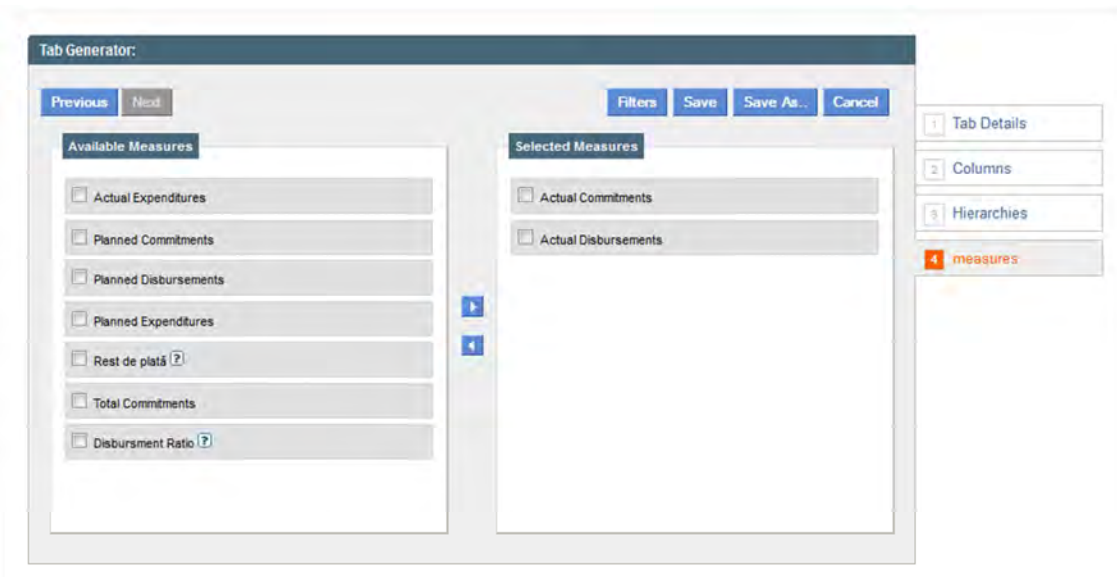


Locate and select the columns you want to appear as a hierarchy in the tab, either by checking the box next to the field and pressing the right arrow or by dragging the field to the **Selected Hierarchies** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the **Available Hierarchies** box.

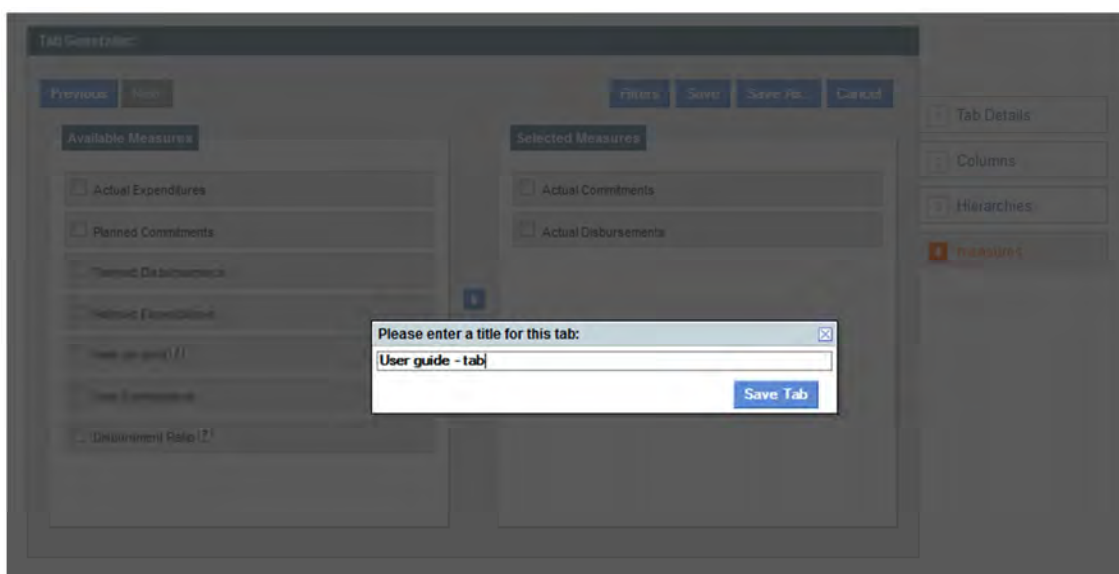
A hierarchy is not a mandatory requirement for a tab. A tab can only have up to three hierarchies.

Measures



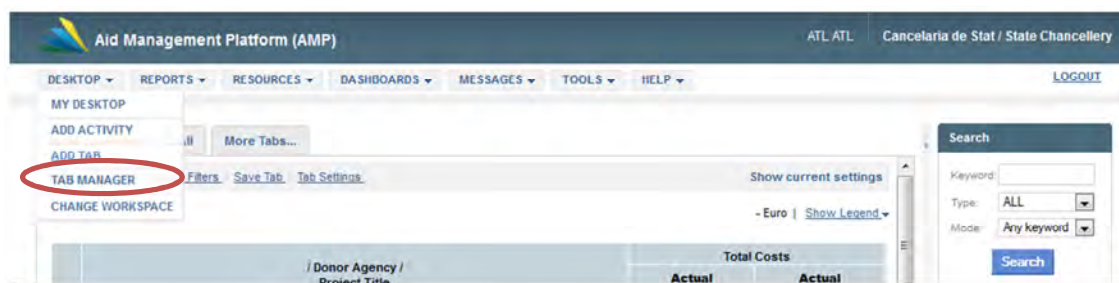
Locate and select the Measures you want to appear on your tab, either by selecting the check box next to the field and pressing the right arrow or by dragging the field to the **Selected Measures** box.

To change the order of the fields, just click and drag the fields to the order you desire. To remove a field, move the field back to the available columns. A tab can only have up to two measures and should have at least one measure.



To save a report, click Save or Save As and enter a title, which must be unique. A report must have at least one column and a measure for it to be saved.

Using tabs





To see the list of available tabs, click on the **Tab Manager** in the **Desktop** menu.


Pestañas

Título del reporte:

Pestaña no filtrado Pestaña filtrado

<input type="checkbox"/>	Título de la pestaña	Responsable	Fecha de creación	Jerarquias	Campos	Posición	Acción
<input checked="" type="checkbox"/>	Actividades	ATL ATL	14/02/2012		[Columnas] [Medidas]	5	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input checked="" type="checkbox"/>	Actividades Sin Validar Solo actividades con validación pendiente	ATL ATL	14/02/2012		[Columnas] [Medidas]	1	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input type="checkbox"/>	Default	ATL ATL	07/02/2012		[Columnas] [Medidas]	2	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input type="checkbox"/>	Default 2	ATL ATL	08/02/2012		[Columnas] [Medidas]	3	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input type="checkbox"/>	Pestana - Manual de usuario	ATL ATL	17/02/2012		[Columnas] [Medidas]	Activar	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input type="checkbox"/>	Por Donante	ATL ATL	11/02/2012	• Agencia financiera	[Columnas] [Medidas]	Activar	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input checked="" type="checkbox"/>	Por Tipo de donante Atlantida	ATL ATL	09/02/2012	• Tipo de donante	[Columnas] [Medidas]	Activar	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>
<input type="checkbox"/>	region	ATL ATL	08/02/2012	• Municipio	[Columnas] [Medidas]	Activar	<input type="button" value="Editar"/> <input type="button" value="Borrar"/>

Here you will find a list of all of the tabs your user has created. To see a tab on your desktop, first activate the tab by clicking **Activate** and select the position of the tab. To edit a tab, click on the  icon. To delete a tab, click on the  icon.

To see the project preview from a desktop tab, click the name of the project. To edit a project, click on .

Activity preview

To access the preview of an activity, project title locate a bullet and then click the area marked in blue (hyperlink). From this page you can view the details of each project, export them to PDF, Word or print.

The screenshot displays the Aid Management Platform (AMP) interface. At the top, the header includes the AMP logo, the text 'Aid Management Platform (AMP)', and the user's role 'ATL ATL' and 'Cancelaria de Stat / State Chancellery'. A navigation menu contains 'DESKTOP', 'REPORTS', 'RESOURCES', 'DASHBOARDS', 'MESSAGES', 'TOOLS', and 'HELP'. A 'LOGOUT' link is also present.

The main content area features a dark blue banner with the project title 'EMPLOYMENT CREATION THROUGH PROMOTION OF BUSSINES START-UPS'. To the right of this banner, there are three icons for 'Export To PDF', 'Export to Word', and 'Print', which are circled in red. Below the banner, there are two tabs: 'Collapse All' and 'Version History Edit'.

The left sidebar contains 'Funding Information (EUR)' with the following data:

- Total Actual Commitment: **576 000 EUR**
- Total Planned Commitment: **0 EUR**
- Total Actual Disbursements: **0 EUR**
- Total Planned Disbursements: **0 EUR**
- Total Expenditures: **0 EUR**
- Total Planned Expenditures: **0 EUR**
- Duration of Project: **24 Months**
- Delivery rate:
- Consumption Rate:

The 'Additional Info' section shows 'Activity Created By: **IDEA Importer**'.

The main content area is titled 'Identification' and contains the following details:

- AMP ID: **idea_2533**
- Project Title: **EMPLOYMENT CREATION THROUGH PROMOTION OF BUSSINES START-UPS**
- Status: **Completed**
- Objectives: **Crearea de locuri de muncă prin promovarea condițiilor de bază a existenței fondatorilor consolidarea competitivității pentru întreprinderile mici și mijlocii. / The project objective is „ Employment creation trough promotion of business start-ups and strengthening the competitiveness of small and medium enterprises”**
- Description: **Proiectul va duce la crearea și consolidarea locurilor de muncă la întreprinderile mici și mijlocii, va acorda suport fondatorilor și corespunde așa unui scop de dezvoltare a conducerii Moldovei, Prin suportul financiar oferit de proiect se vor crea condiții de angajare în cimpul muncii pentru oamenii ce se afla în cautarea locurilor de munca. Suportul care va fi acordat întreprinderilor mici și mijlocii va trebui nu doar să creeze locuri de munca ci și să îmbunătățească situația familiilor din care vin acești angajați. / The project interventions will assist in addressing some of the major obstacles for further small and medium enterprises development and promote their expansion for the benefit of people searching jobs. The intended promotion of SME development in the project areas should not only create additional employment opportunities and therefore strengthen the income situation of so far unemployment people as basis for the improvement of the living conditions of their families.**
- Actions Components: **Activitățile principale ale proiectului se direcționează în special pe nivelul microși anume oferirea de consultații care vor cuprinde: înlăturarea obstacolelor birocratice la funcționarii de nivel local precum și organizarea de oferte și consultanță pentru întreprinderile mici și fondatorii lor.Pentru organizarea oferteilor de consultanță vor fi acordate sume mici de bani. Pe lângă acesta vor fi oferite fondatorilor mici subsidii pentru întărirea capitalului propriu. / The main activities of the project comprise training on the micro level (in the field of business development and management and vocational education) consultancy services and provision of local subsidies for newly created businesses**

Dashboards


The Organization Dashboard or Donor Dashboard base is designed to show Organizations and Organizations Groups activities with all of AMP or by workspace. The Region Dashboard base shows information based on each country's regions, and the Sector Dashboard likewise showing information on the selected sectors. Information on activities can be displayed in different format and following different criteria as can be defined in the Filters menu.



1. At the top of the page, the user can see an overview of the aid profile of all organizations and organization groups selected. The user can also see the average Project size, which is the average disbursements for all projects represented in the dashboard.
2. The user can see the current filters (if they have been applied) by clicking on the **Show filter settings** link.
3. Additionally, the user can choose to export all of part of the available information in the selected format by clicking on the **Export options** link..

Graphics



The Visualization tab allows the user to view all the graphs that are available for organizations and organizational groups. The user has the ability to change the way information is displayed by clicking on one of these icons: 

In this tab, users can select Show settings under the chart title for additional chart customizations. Here users can change the title of the table, and the size and style of font. Other options allow the user to show or hide the legend, divided by thousands, show data labels, and rotate the data labels. Click Update chart to view and save the changes.

The user can also change the date range of a specific chart by moving the time selectors.

ODA Historical Trend - Disbursements		
No	Title	Amount
1.	Fortalecimiento de La Secretaria de Estado en el Despacho Presidencial y Contratación de Consultores para Perfiles Sociales (2012)	(0.14 USD)
2.	Monitoreo de Políticas Públicas y Presupuestos	(0.16 USD)
3.	Implantación de Protocolo de Familia y Ambito de Gobierno en PYMEs Hondureñas	(0.35 USD)
4.	PRAP - Apoyo a la Reforma de la Administración Pública	(0.01 USD)
5.	Reforzamiento de la Políticas de Producción de Semilla de Granos Básicos en Apoyo a la Agricultura Campesina para la Seguridad Alimentaria en Países Miembros del CAC	(3.55 USD)
6.	Apoyo a Programas para la MIPYME	(0.11 USD)
7.	Reducir Desnutrición Crónica	(0.06 USD)
8.	Seguimiento a la Implementación del II Plan de Igualdad y Equidad de Género en Honduras II PEGH	(0.13 USD)
9.	Desarrollo Integral Pueblos Autóctonos FASE II	(2.40 USD)
10.	Promoción de la Calidad de la Educación Básica en el contexto de la "Educación para Todos" (PROEFA II)	(0.04 USD)
11.	Fortalecimiento de las Capacidades Nacionales para el Monitoreo y Seguimiento Integrado de la Ayuda Internacional en Honduras y del Sistema de Planificación Nacional (Plataforma de Gestión de la Cooperación (PGC))	(0.11 USD)

To see the list of projects that make up a specific data point, click any of the bars, lines or circular sections on a graph to see a popup with a list of activities.

The Contact Information tab has the contact information for organizations if this information has been entered.

The Additional Notes tab shows "Organization's Background" and "Description of the Organization" for the selected organization. This information appears only if an organization is selected in the Filters.

Filters

The Quick Filter allows the user to rapidly change certain parameters that will change the data shown in the charts.

1. By selecting **Show Monochrome**, the charts will be displayed in black and white.
2. Selecting **Show Only Data from This Workspace** limits the data shown to that which is available in the user's current workspace.
3. The user is able to select the type of currency shown, the beginning and end year, to filter by a particular organization group, as well as by a particular organization, a specific location (District and/or Sub-District), a sector configuration and associated sectors and sub-sectors.
4. When clicking on the **Filter** button, the charts under the visualization tab get updated to reflect the new filter parameters.
5. When clicking the **Reset** button, the charts are updated with the default values.

Advanced Filters

In the **General** tab, the user can choose to:

1. Show data from the current workspace

2. Choose Commitments, Disbursements or both for time series comparison
3. Display organization information related to Commitments or Project Disbursements
4. Select the Currency Type
5. Select the range of years to be considered in the charts
6. Select the type of Calendar
7. The number of projects/organizations/etc. to show in rankings
8. Number of decimal places to show
9. Can select to show amounts in thousands

In the **Organizations with Organization Groups** tab, the user can select which Organizations and Organization Groups that should be displayed in the dashboard.

In the **Districts and Sectors and Sub Sectors tabs**, the user can choose to display information for a particular location, and particular sector, included associated sub-sectors and provinces where applicable.



The **Member Selector field** can be used as a quick search tool. Just start typing the letters and the options will be displayed as you key in the letters. Use the blue arrows to go from one option to the other (you may need to do so if for example there are a few regions that start with the same letters).

Click on **Apply** to apply the new settings or on **Reset** to defaults to go back to the default value. You can close the Filter pop-up by clicking on the **Close** button.

Quick Access

If you know the exact chart that you would like to view, just click on one of the links present in the Quick Access menu, to be redirected to that portion of the Dashboard directly



Top projects

1. The Top Projects menu displays the top 5 projects (unless a different number is specified) that received the higher selected criterion (Commitments, Disbursements or Expenditures) for a given range of year.
2. When you click on one activity, the user is taken to the Channel Overview of that activity. Just click on the Back button to go back to Organization Dashboard.
3. To see a complete list of projects, click on **the Show Full List** link at the bottom of the menu box.



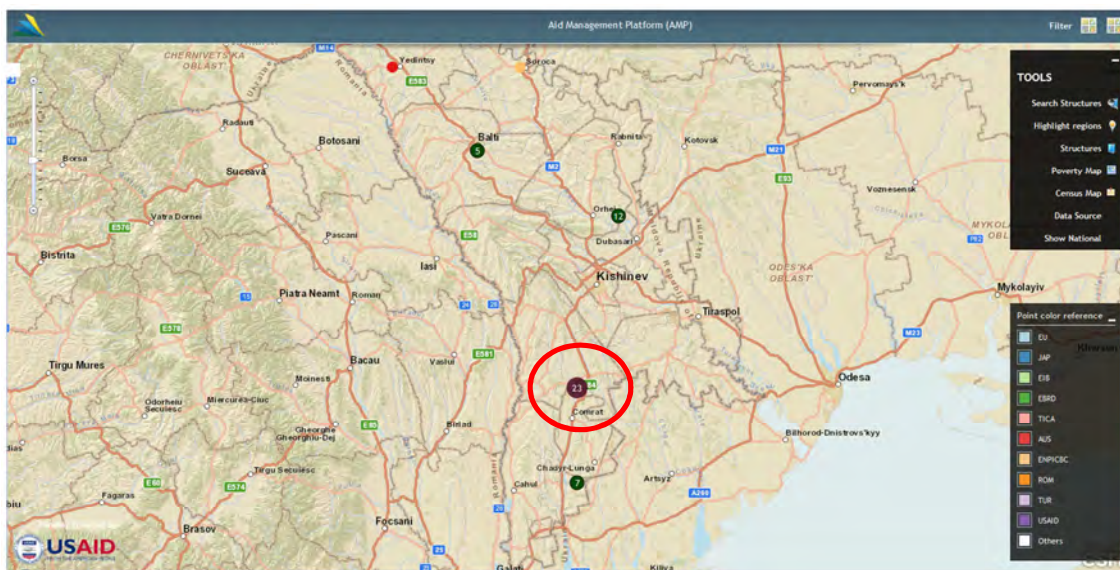
Other rankings

You can choose to show rankings for the Top Projects and Regions, Organizations, National Planning Objectives, and National Strategy Programs. The menu displays the top 5 sectors/ regions/etc. that received the higher selected criterion (Commitments, Disbursements or Expenditures) for a given range of year. The amount of sectors/regions/etc. that shows can be changed in the Advanced Filters box.

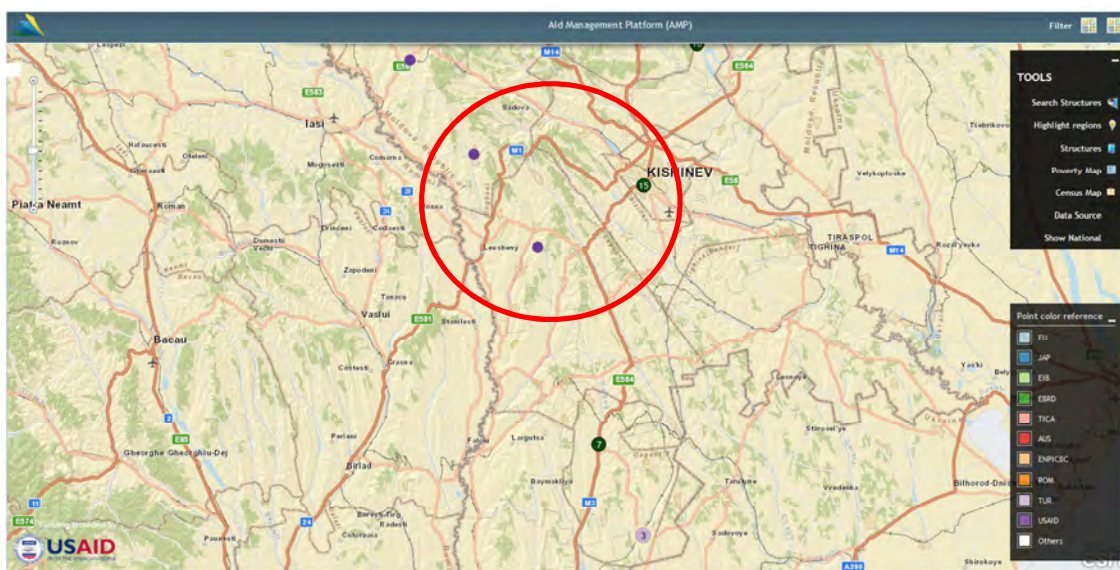
Geographic Information System (GIS) Dashboard

Funding Information in the Map

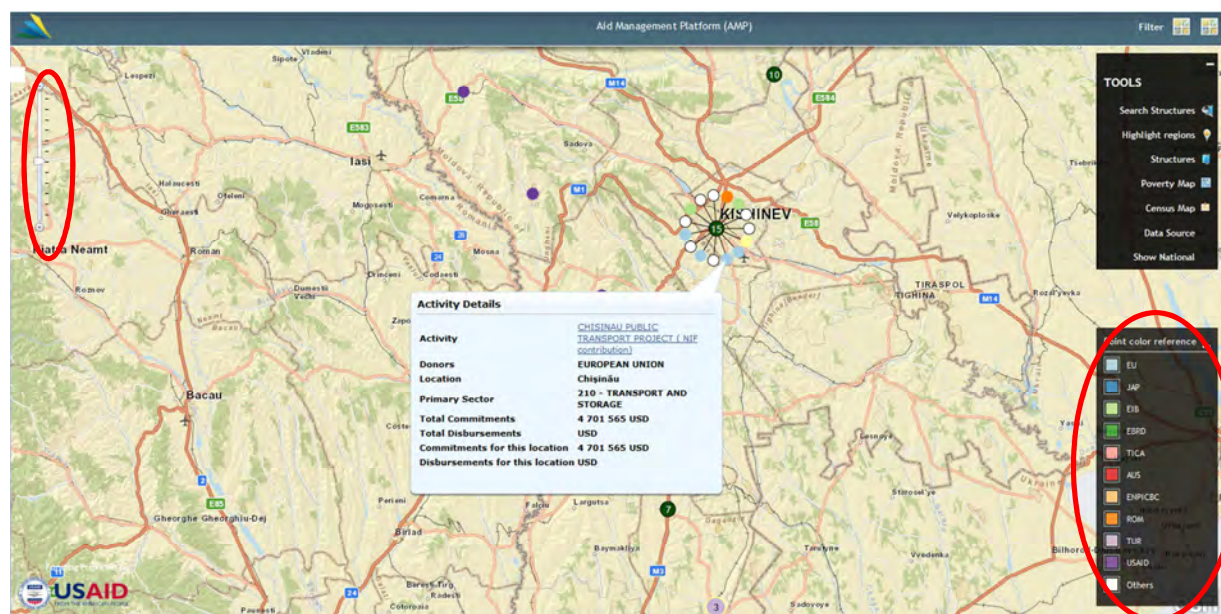
When you first enter the map, you will see a series of circles with numbers in the middle. The number in the middle is the number of project *locations* in that area of the map (note that one project may have many locations). The locations in the map by default represent region, zone, and district-level information on project funding.



As you zoom in on the map (by double clicking or moving the line on the zoom bar in the left side of the map up) the circles will break apart into smaller circles, showing more specific locations.



When you hover over a circle with fewer than 20 project locations, the circle will expand to show smaller circles with color coding. The colors in the smaller circles represent individual donor agencies (the legend is in the bottom-right side of the map). Hovering over one of the smaller circles will display a popup with basic project information and a link to the project page.

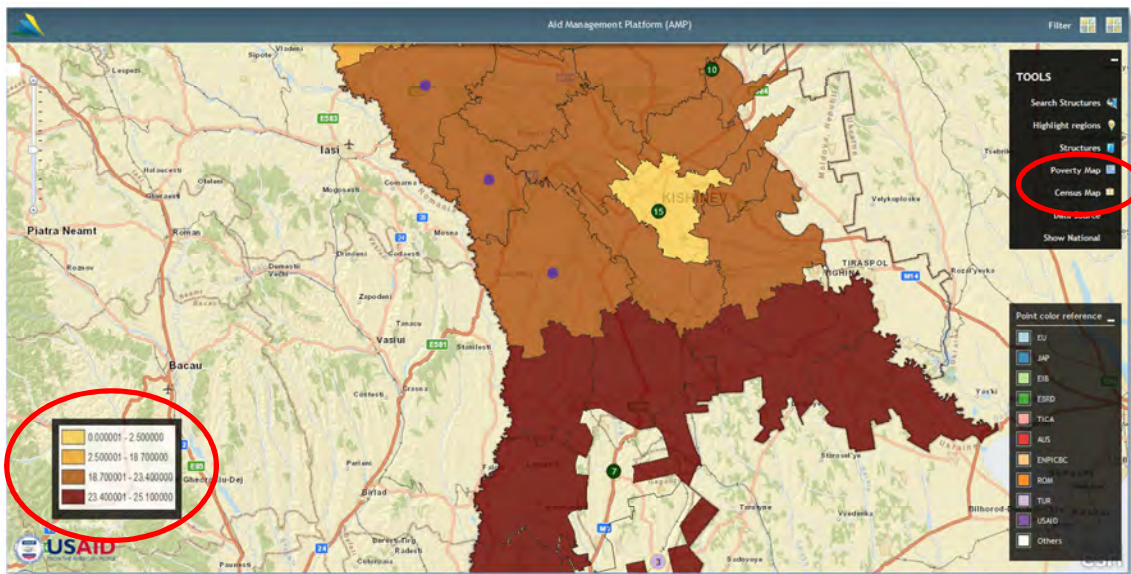


Navigating in the Map

To move around in the map, hold down the left mouse key and move your mouse to drag the map in the direction you want to go. Double-clicking on the map will zoom in, or use the zoom bar on the left-side of the map to zoom in and out (see above).

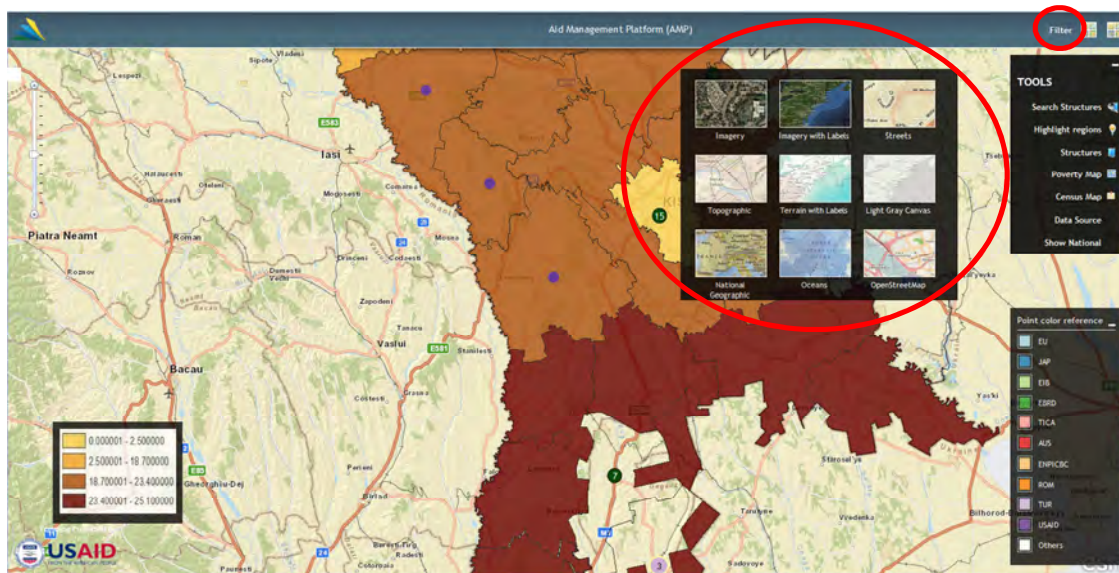
Indicator Layers

You can also view information on the map related to poverty or population density by clicking the proper button in the right-hand side of the map. Once opened, a legend for the layer will also appear in the bottom-left corner of the map. Clicking on the button again will turn the layer back off.



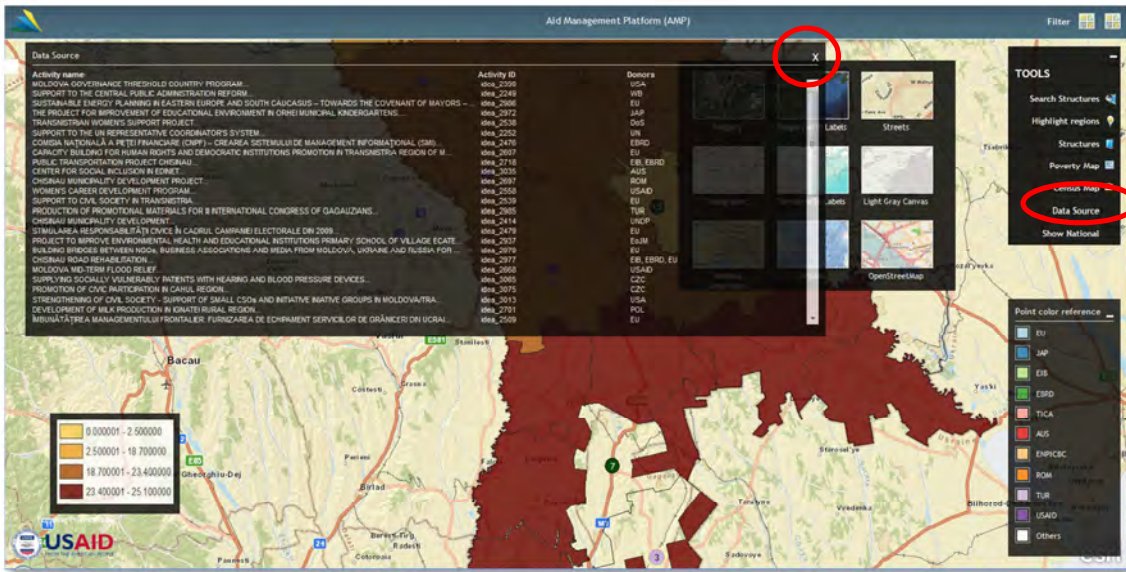
Changing Base Maps

There are several “base maps” available for use, including satellite imagery and Open Street Maps. To change the base map that you are using, click on the icon to the right of “Filter” in the top-right corner and select the basemap you want to use. Note that some base maps are not available at all zoom levels, so they may disappear when you zoom in on the map.



View Project Information

To view information on all of the projects displayed in the map, click the “Data Source” button. To close, either click the x in the top-right corner or click the “Data Source” button a second time.



Filters

All of the information in the map can be filtered based on year, on/off budget status, organizations, regions, sectors, funding instruments and aid types, project status, and the types of structures. To access the filters, click “Filter” in the top-right corner of the map and select the filters you want to apply. After selecting your filters, click “Apply” – this will automatically close the filter box. You can also return to the initial filter settings by opening “Filter” and clicking on “Reset to defaults.” To close the filter box without applying any filters, either click “close” or the x in the top-right corner.

