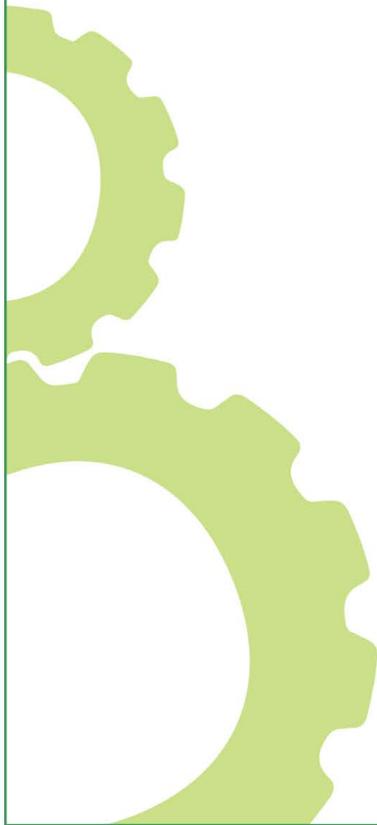


Operations Manual

Agricultural Management Information System for AGP2
AMIS – M&E

Version 1

May 2018



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Global Affairs
Canada

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Production Team

The Production team include Abenezer Kibru, the MIS Specialist and AGPII and CDSF National M&E experts. AMIS M&E Version 1 was developed in partnership with CDSF and AGPII. Programming was implemented by Abenezer Kibru and testing conducted by AGPII M&E Experts CDSF M&E Expert.

1. INTRODUCTION

The Agricultural Management Information System (AMIS) for AGPII program monitoring and evaluation, known as “AMIS- M&E”, is developed in 2018 by CDSF for AGPII in order to help monitor AGPII programs and client information.

CDSF developed the software for the following main reasons:

1. to provide a standardized tool for evaluating the effectiveness of AGPII programs
2. to assist AGPII with program administration, and
3. to provide a best practice structure for Data management .

AGPII-M&E primary role is to monitor progress and evaluate the effectiveness of AGPII programs. To this end, CDSF developed AMIS to standardize agencies’ tracking of Different programs. AMIS-M&E is an automated system that provides a means of a management information system for program administration.

AGPII-M&E offers field workers maximum flexibility in data manipulation and reporting. The MIS is a user-friendly relational database that collects Activity based information on AGPII programs. Using such a design provides versatility for ad hoc and systematic reporting as well as integration with other database systems, spreadsheets, and word-processing software.

2. AMIS-M&E OVERVIEW

2.1 Description

The Agricultural Management Information System for AGPII is a Microsoft® Access database application designed to assist Agricultural growth program of the Ethiopian government with Program data collection, program administration, and evaluation. Use of AMIS M&E allows for standardized data collection to assess the effectiveness of AGPII programs nationwide. AMIS M&E's development is financed by CDSF

2.2 System Requirements

Required:

- Microsoft® Windows 2007 or Vista
- Microsoft® Office 2007 or Newer
- Core I 3 processor or Newer
- D ROM
- 12 megabytes RAM
- 0 megabytes of free hard drive space
- Monitor resolution of 1024 x 768
- Printer

Recommended:

- Microsoft® Windows 2007
- Microsoft® Office 2010
- Core I 5 processor or Newer
- CD/DVD-RW
- 2GB RAM or Higher
- 100 megabytes of free hard drive space
- Monitor resolution of 1024 x 768

Not Recommended:

We do not recommend running AMIS M&E on Unix, Linux, Citrix, Microsoft Terminal Server, etc. Although AMIS M&E may run on these systems, we do not support them due to problems with installation and performance.

2.3 Installation Procedures

Important Note #1: Before Installing AMIS M&E you must have Microsoft Office installed. We recommend that you install the “complete” version of MS Office versus the “typical” version. The complete version of MS Office includes extra wizards and help files which are useful during troubleshooting and technical support.

Important Note #2: In order to install AMIS M&E you must be an administrator of the computer. If the person who is going to be using the system is not an administrator then you will need to modify several folders security setting in order for AMIS M&E to run properly. The end user must have full control of the following folders:

- C:\
- C:\ AMIS M&E v1.0.6
- C:\ AMIS M&E v1.0.6\XLS
- C:\Program Files\ AMIS M&E

Installing AMIS M&E for the first time

1. Insert and Open CD
2. Go to the appropriate folder and double click on the application icon
3. The default path should appear in the destination directory. (We don't not recommend changing this path. Feel free to contact us if you are considering changing the path.)*
4. Click Start.
5. Installing (This should not overwrite any existing files.)
6. Click OK when setup is complete

*If the default path is not used, then the shortcuts installed need to be modified to connect to the correct file location that was used during this step.

Information about Installing Future AMIS M&E Updates

Future updates for AMIS M&E will be sent out by any external storage devices. Installation Instructions for these updates will be included in the Read Me files along with the patch files. Updates are only sent to those with right administrative security privileges. Typically updates are cumulative, meaning that each new update that is received contains all previous updates modifications. In the rare occurrence that this is not the case, it will be detailed in the Read Me File.

2.4 Workflow

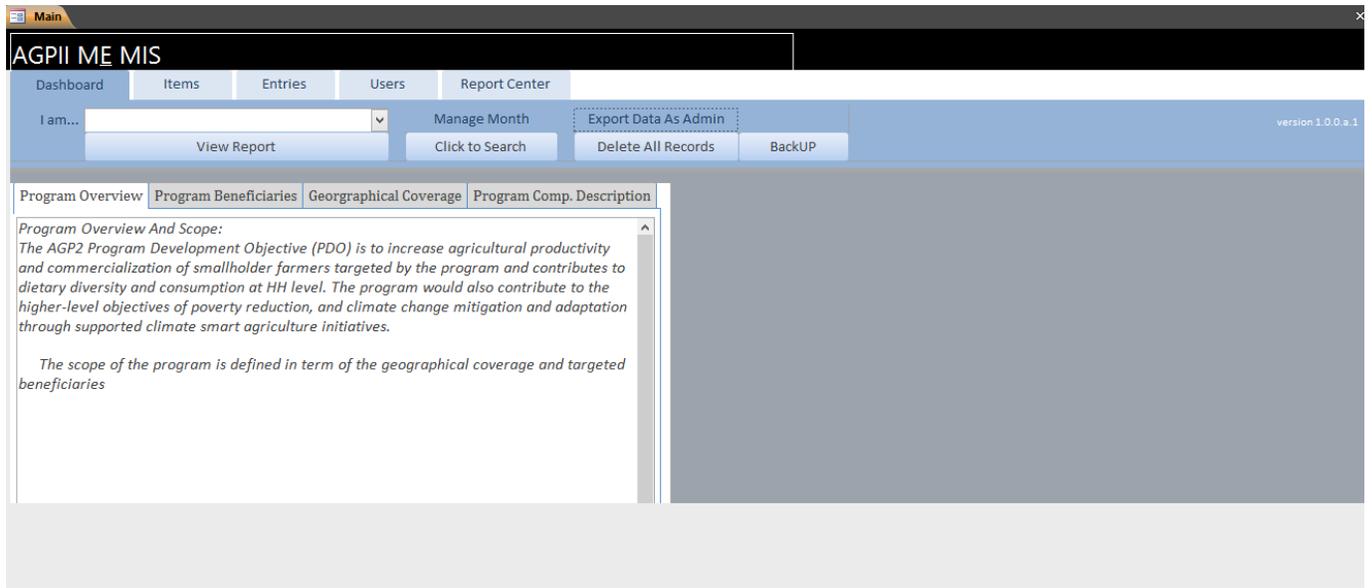
AMIS M&E is used to track and report on AGPII Program implementation information in AGPII regions throughout the country. **Some** AGPII regions may contain 2 to 3 woreds whereas others may contain well above.

Typically a program will want to setup each of these locations as a separate "Location under specific region" in AMIS M&E. The following steps describe typical workflow for data collection, data entry, and reporting.

1. Install AMIS M&E on Microsoft windows/ or Windows-compatible PC.
2. Change a log in Password to own woreda
3. Enter program background information (*Program Background Form*) ****optional****
4. Once the system is formally set up, start entering activity data for each quarter.

3. STARTING AMIS M&E FOR THE FIRST TIME

1. To Open AMIS M&E, double click on the short cut, if it is created after the installation. If there is no short cur, go to the installation folder by locating the directory which you have used during installation of the AMIS.
2. The system will prompt for a User ID and Password. Enter a user id and password.
3. The system will then display the AMIS M&E Dashboard Form



a. Security and User Groups

The database employs three levels of security via user groups. Each group has a corresponding User Name and Password to access AMIS M&E

The first level is for users who may **view only** information in the Database and print reports. Note that this user level may not add or modify data records in the AMIS, and may not execute the *Administration Menu* functions or some of the data entry forms. The first level group user name has been preset to "user". The password is also "user".

The second level is reserved for the woreda focal person and those who are responsible for entering data and maintaining the integrity of the database. The woreda focal person has permission to use all functions to enter data and manipulate own data before exporting.

The third level is reserved for administrator user group named "Admin1", all regional coordinators and Federal PCU coordinators. The administrators have a special privilege ranging from data manipulation to system setting privileges. The administrator is responsible for backing up the AMIS M&E data file on a periodic basis, and for submitting aggregated data to FPCU. It is highly recommended that the database be backed up (at least) every quarter.

b. General operating instructions

- When entering information into AMIS M&E, use the TAB or RETURN (ENTER) buttons to advance from field to field. It is not advisable to navigate through the data entry fields using the mouse.
- Navigation buttons, otherwise known as "VCR" buttons,  are usually located at the bottom of a form. Navigation buttons allow the user to scroll through multiple records. The record and associated record number are displayed incrementally when the user clicks on the right arrow. The arrows at the far left and right take the user to the beginning or the end of the current set of records
- Close buttons  allow the user to close the current screen being worked on. When working in Access®, the close button in the uppermost right corner of the screen closes the Access® program itself.
- The ESC key, Backspace and Enter keys, and CTRL-Break keys on the keyboard may be used to undo keystrokes and clear field entries. If the keyboard or screen locks up, the ESC key or CTRL-Break key may be used to free the activity. If the cursor appears "stuck" in a field, the Backspace and Enter keys may allow further navigation.
- Several key fields in the forms are formatted for most efficient entry. In most cases just select whatever from the dropdown list.

c. Function buttons

Find, Add New, Edit, Save, Delete, Undo or cancel and Close Buttons

Displayed at the bottom and or at the top of each data entry screen are some or all of the above function buttons.

These buttons allow the user to perform different operations on a given record.

- Find. This function allows the user to search for a specific record.
- Add New. This function allows the user to add a new record of information.
- Edit. This function allows the user to modify existing information. Security features will prohibit level 1 user groups from accessing this mode.
- Undo or cancel. This function allows the user to undo ("erase") information that has just been entered but not saved.
- Warning: work will not be "erased" if it has just been saved!
- Save. This function allows the user to save information that has been added or edited. After using the EDIT function, it is important to click on the Save button before continuing to other records or functions.
- Delete. This function allows the user to delete a record in the database. (Most information should not be deleted!). The system will warn and prompt the user to continue the action before the system actually deletes the record
- Close. This function allows the user to close the form and return to the Main Menu. If data has been entered, the system will prompt the user to save the information before leaving the form.

d. Database repair and compact

This function is used periodically to reduce the size of the database files. During use, AMIS M&E creates temporary tables necessary for some database activities. This utility eliminates tables that are no longer being used and consolidates the table structure. The Good news is that users of this system should not do any activity regarding periodic compact and repair unless there is some corruptions in the database, AMIS M&E will automatically compact the system file when it is closed.

4. MAIN MENU

AMIS M&E provides a central system of menus to assist the user in navigating through each of the functional areas. The *Main Menu/ the Dashboard* is the first menu displayed to the user and is shown on the next page. Each function is summarized below.

Please note that AMIS M&E data entry screens replicate the paper forms used to collect the information. Paper forms may be completed first, and then entered into the database.

a. Program information

This function allows the user to see and understand overall program information.

Program information includes program description and design, program Regions, and components

b. Items

This function allows the user to enter activity data in to the system.

c. Entries

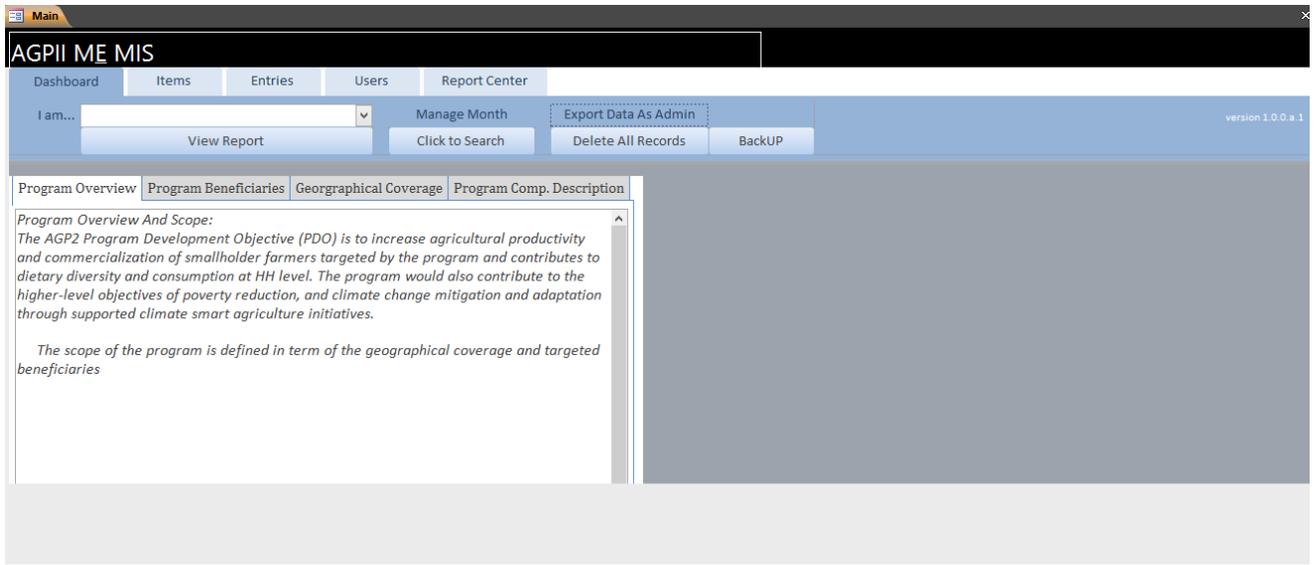
This function allows the user to edit activity data already entered.

d. Reports

This function allows the user to View or visualize data in a variety of ways. Reports include detail and aggregate information collected from each of the AGPII regions, and calculated values for aggregated activities for a specified period or year-to-date.

e. Administration

This function assists the data administrator in managing the data stored in the database. Administrative activities include: exporting to and importing from Excel[®] spreadsheets (for backing up the database and sending data to FPCU), linking the appropriate data files to the system, managing multiple regional data, defining values for region-specific fields and more. For Security purposes, the Federal Administrators have sole access to these functions.



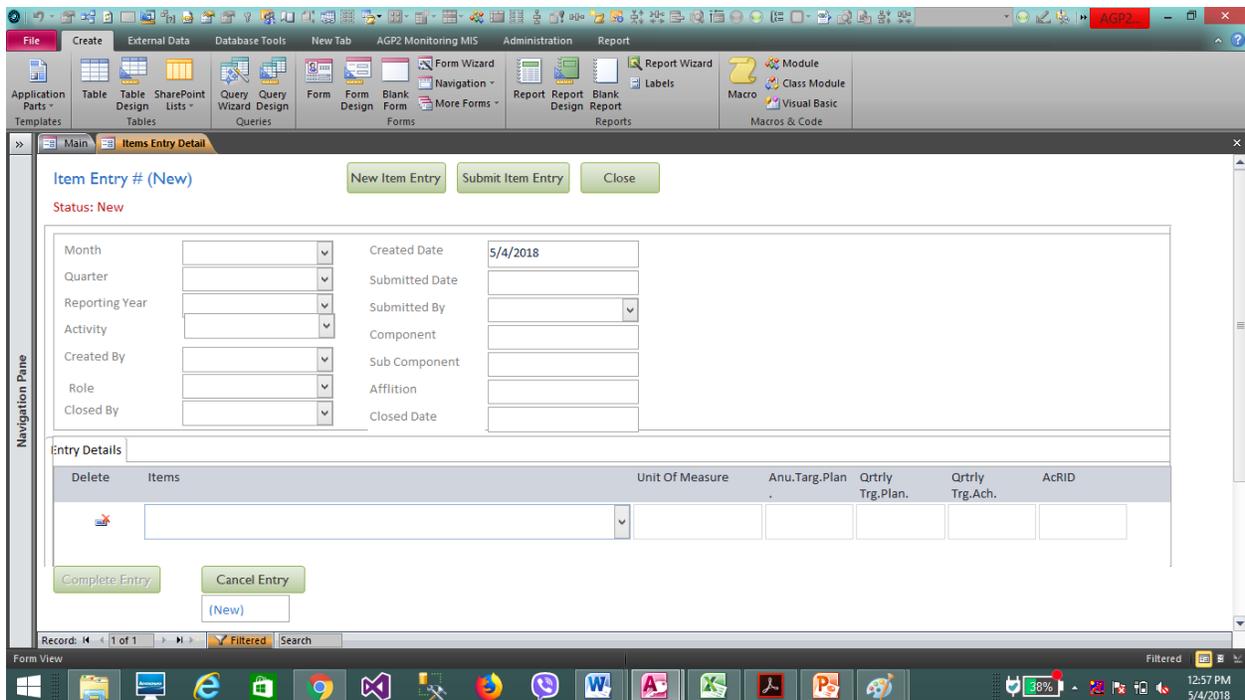
Main menu/ Main form

f. Periodic Data Entry Option (Items)

Purpose. This function allows the Data entry clerk to enter program activity data on quarterly bases.

Related Forms. The forms used for this function are the *Activity detail form*, *Items detail form*. These forms are shown in the following section

Item Detail



Items Entry detail

Action: After the user clicks on the Data entry button “Items”, the system will display the *Items detail Form*.

1. Click on the **Item** button.
2. Check if all information on items detail form is correct
3. Enter data on items entry detail form
4. To save the data and exit the form, click on the Close button shown at the bottom of the page.
5. In order to enter data form the next activity, click on Save after each record entry, then Close the form and Go back to Items list form.

g. Periodic Import Export of Activity and Activity Detail table

This function may be used to Import the aforementioned tables for aggregation and export those table for submitting to the higher level

Export

Action

1. Click on the “Dashboard” and find” Export data as admin” then click on it, the export form will open.
2. Choose the tables to export.
3. Click export
4. Wait until the program compiles the data for export, and then give a file name and complete the export process.
5. Click on CLOSE to exit the form.

Export Data for Submission

Export Data for Submission

Select Data to Export

Specify Criteria (Control+Click to Select Multiple Items)

Reporting Year	Quarter Name	Reporting Month
Year-1	First Quarter	October
Year-2	Second Quarter	November
Year-3	Third Quarter	December
Year-4	Fourth Quarter	January
Year-5		February
		March
		April
		May
		June
		July
		August
		September

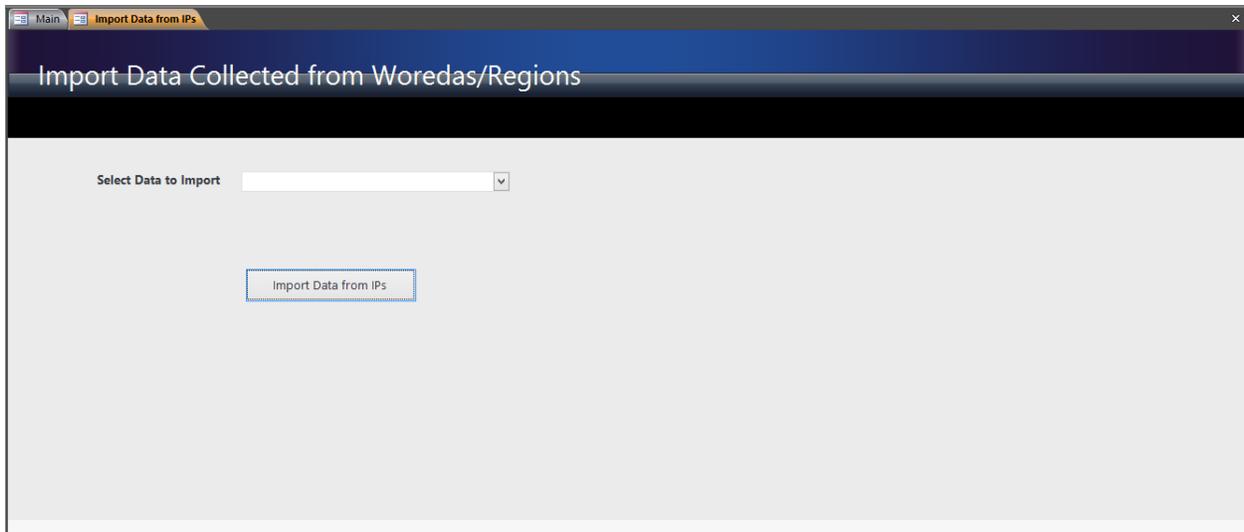
Export Data

Periodic Export

Import

Action

1. Navigate to administration tab on the ribbon and click on it,
2. Click on the "Import data icon on the ribbon"
3. Choose the tables to Import.
4. Click Import
5. Click on CLOSE to exit the form.



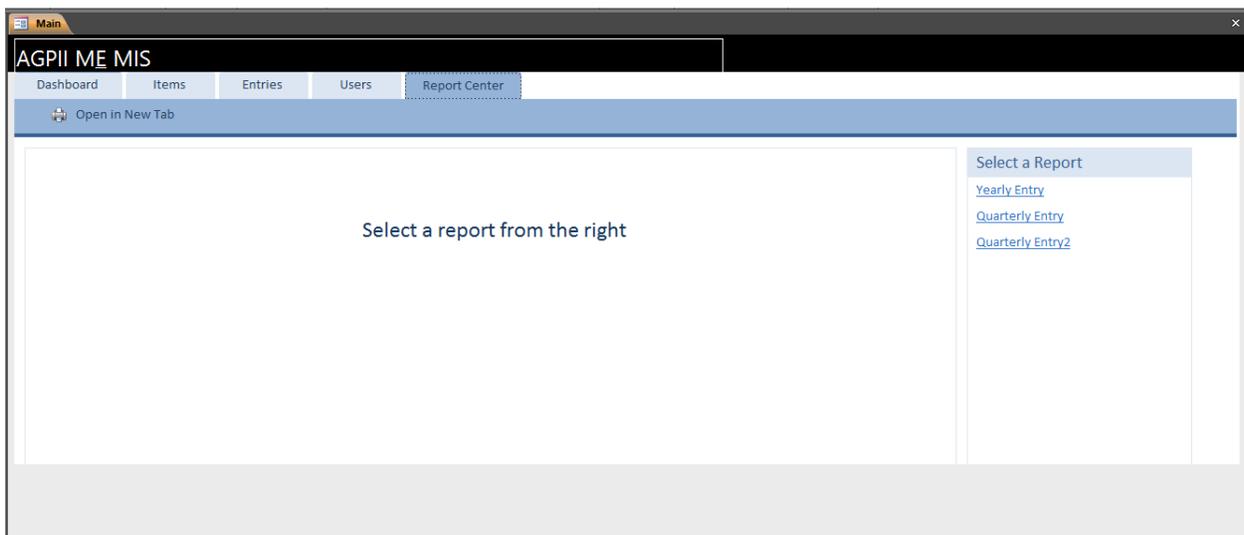
Periodic Import

h. Report

This function may be used to visualize the data in different ways for different purposes.

Action

1. Click on the “Dashboard” and find” Report center” then click on it, the report center form opens up.
2. Choose the reporting type from the panel on the right side.
3. Enter your reporting criteria
4. Generate report
5. Click on CLOSE to exit the form.



Report center

Main

AGPII ME MIS

Dashboard | Items | Entries | Users | Report Center

Open in New Tab

Select Year: 2018 | Group Entry By: ProductID | Filter...

Yearly Entry Report

Friday, May 4, 2018
1:27:21 PM

ItemName | Quarter One | Quarter Two | Quarter Three | Quarter Four | Total

ItemName	Q1_pln	Q1-Ach	Q1_Ach%	Q2-Pln	Q2-Ach	Q2_Ach%	Q3-Pln	Q3-Ach	Q3_Ach%	Q4-Pln	Q4-Ach	Q4_Ach%	Plnanned	Achieved
	#Type!			#Type!			#Type!			#Type!				

0

Page 1 of 1

Select a Report

- [Yearly Entry](#)
- [Quarterly Entry](#)
- [Quarterly Entry2](#)

Yearly Report