



# ARI-ITS

Audit Recommendations Implementation  
Information Tracking System

## USER MANUAL

VERSION 1.0

Prepared by:  
Duxte Limited

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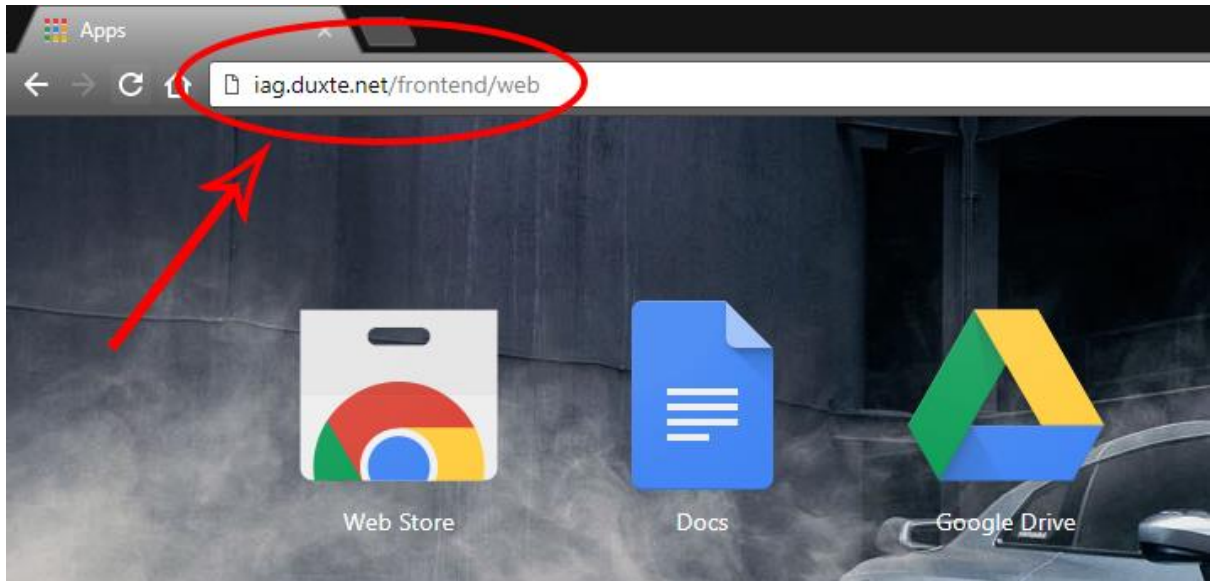
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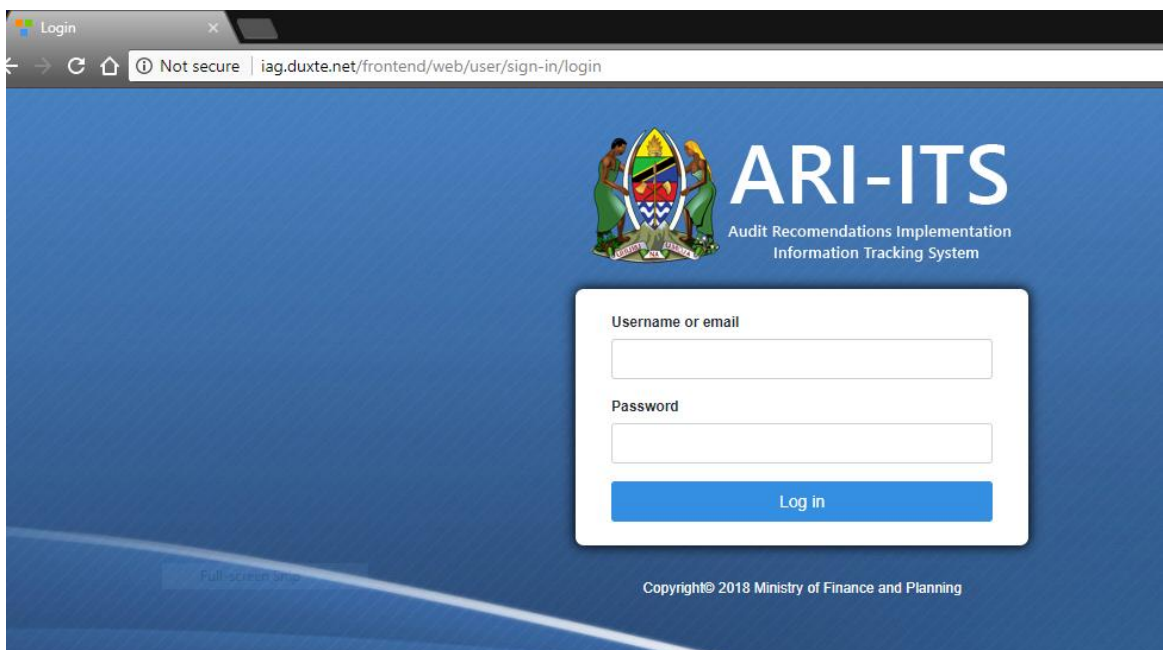
## 1. GETTING STARTED

To access the ARI-ITS system, here are a series of steps to follow.

- a) A user will open a web browser (**recommended is Google Chrome or Mozilla Firefox**)
- b) Type in the provided system address i.e. “<http://iag.duxte.net/frontend/web>” and proceed to open. If you face any difficulties, contact your system administrator to get the correct system address.



- c) If the address is entered correctly, a system will launch, and a user should be able to see a login page. *Example is shown on a screenshot below.*



On the Login page, the user shall be authenticated and proceed to access the system functions thus a correct and active username and password shall be entered.

## 2. LOGGING ON

This is the first step to be performed after reaching the login page as described above. The Login page contains two empty fields to requiring you to type in your **USERNAME** and **PASSWORD**. On this page each user will be authenticated and authorized to access the system functions based on the assigned privileges.

Procedure:

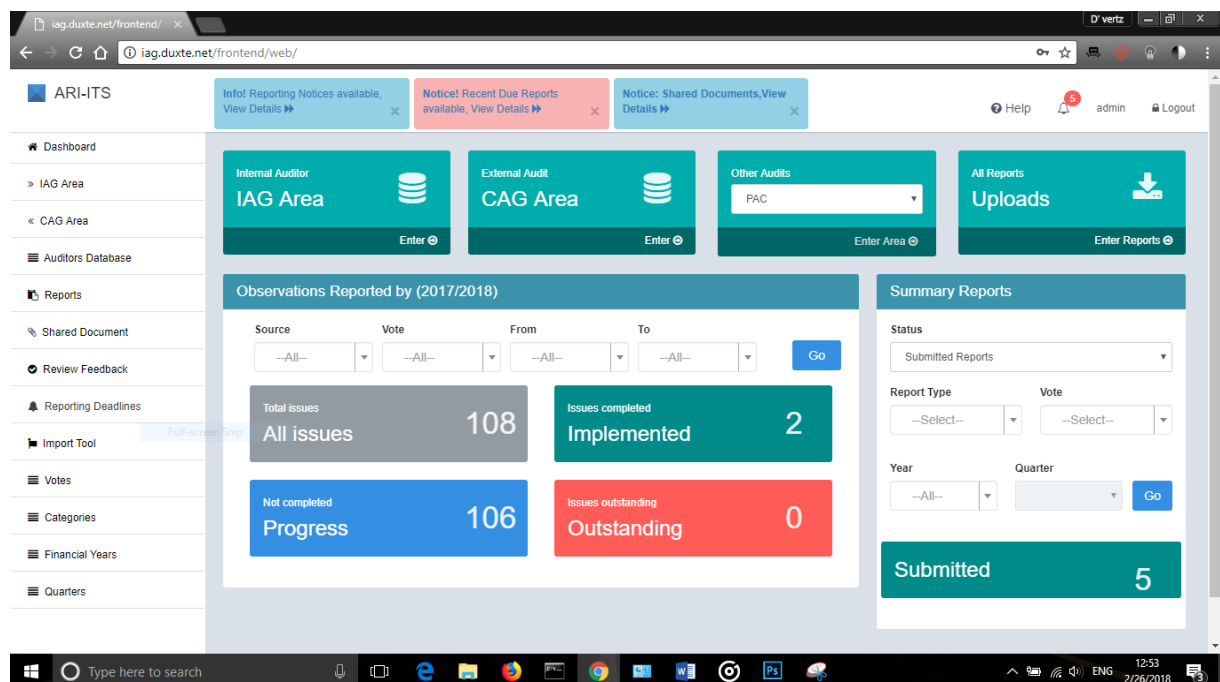
- Contact your System Administrator to obtain your correct **username** and **Password**.
- Type in the correct provided Username and Password in their respective boxes/fields.
- Click on **Login** button or Hit **Enter** key on your keyboard.

Outcome;

- If the entered Username and Password is correct, system will open the Homepage and you shall be able to see available system functions allocated to you.
- If the entered Username and Password is NOT correct, an error message shall occur and return you to the same Login Page where you will be required to re-insert the credentials correctly.

## 3. THE DASHBOARD

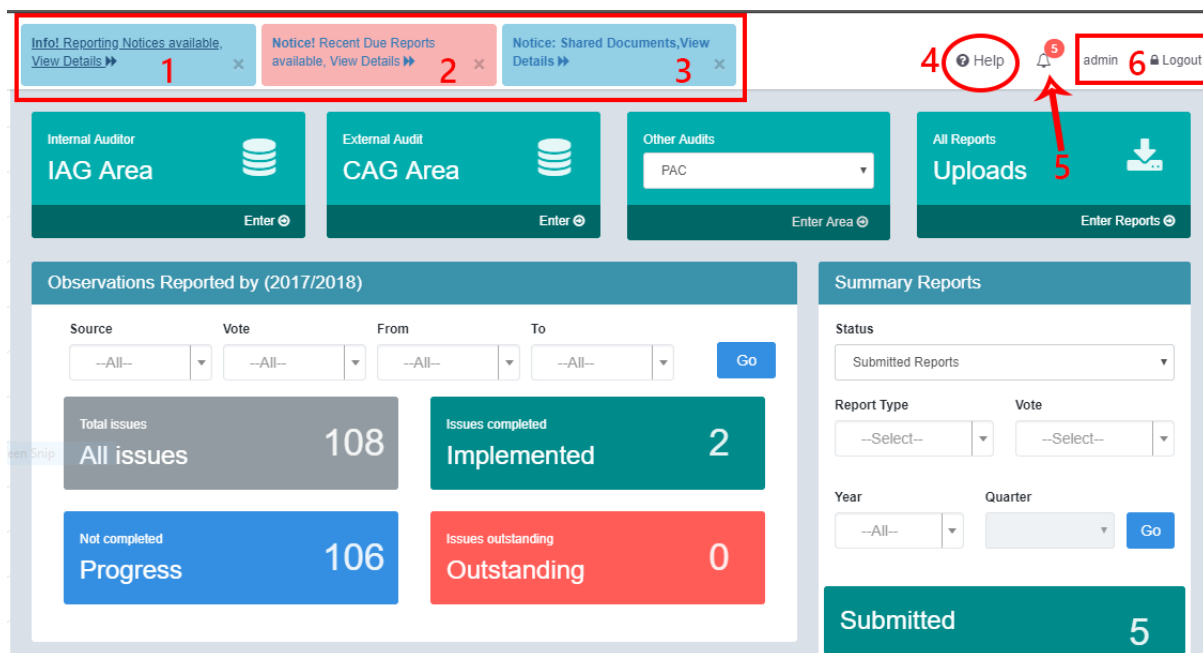
Upon successful login, user will be presented with a system dashboard that they shall be able to see every time they log in to the system. *Find the screenshot below.*



Above is how the dashboard looks like, it provides some highlights of some important sectors of the system for easier access of information. This dashboard is divided into some sections as mentioned below:

- I. The navigation panel or the menu.
- II. The User management area.
- III. The notification area.
- IV. The content area.

*Now let us have an overview of some of the items shown in the dashboard.*



## REPORTING NOTICES (ITEM NO.1)

This part contains a schedule for all the dates on which the reports are supposed to be sent. A user will also be able to see the remaining days before the submission starts, report type, quarter and financial year

Reports Notices ✕			
Report Type	Financial Year	Quarter	Submission Starts on
Quarter Report	2017/2018	Quarter: Q3	16-Apr-2018 ( 48 Days Left)

## NOTICE ON DEADLINES (ITEM NO.2)

This part displays the due dates upon sending reports. This means that the reports that are shown here are all overdue thus making this as an alert. To make for a proper alert the system will also display how many days have passed since the submission date.

*Example is seen on the screenshot below:*

Recent Due Reports				×
Report Type	Financial Year	Quarter	Deadline date	
Quarter Report	2017/2018	Quarter: Q1	30-Oct-2017 ( 134 Days Past)	
Quarter Report	2017/2018	Quarter: Q2	31-Jan-2018 ( 41 Days Past)	

## SHARED DOCUMENTS (ITEM NO.3)

The system allows for users to share documents thus other users can see and download. This part is where you can find all the uploaded documents and attachments from users across the system.

*See the screenshot below:*

Shared Documents			×
SN.	Doc. Name		
1	AC GUIDELINES FINAL	<a href="#">Download</a>	
2	Finance act 2010	<a href="#">Download</a>	

## THE SYSTEM HELP (ITEM NO.4)

This is where the supporting materials for the system are going to be available. The user manual, system tips and help can be downloaded from here.

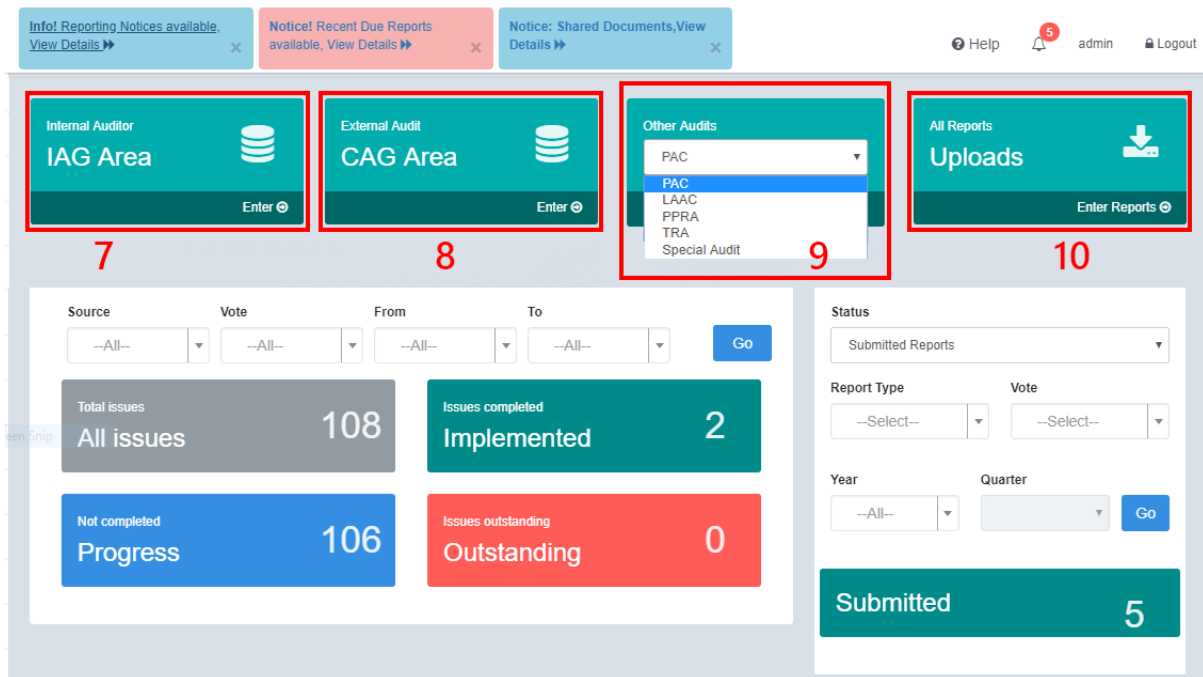
## THE NOTIFICATION AREA (ITEM NO.5)

The system also provides some alerts and notification upon some events such as when a submission is made. The parties associated with that submitted report will be notified through this area so that they easily find out of the new submission. Another example is when a report has been sent from a vote to the headquarters, it requires to be reviewed, when the review is done the system will send a notification back to the vote that the report is revised already.

## MY ACCOUNT (ITEM NO.6)

The users in the system also have some capabilities to maintain their accounts, these are such as changing their passwords or changing their usernames. Users will also be able to log out from the system from this part.

After seeing the above items, let us now see another set of quick access items available on our dashboard. These items help provided some quick access to some areas in the system.



## IAG AREA (ITEM NO.7)

From the dashboard, the IAG area is a quick link to reach the Internal Auditor Area. The users will be able to see some information associated with the IAG easily as this is one of the most important parts of the system. Some further explanation will be found on the following chapters.

## CAG AREA (ITEM NO.8)

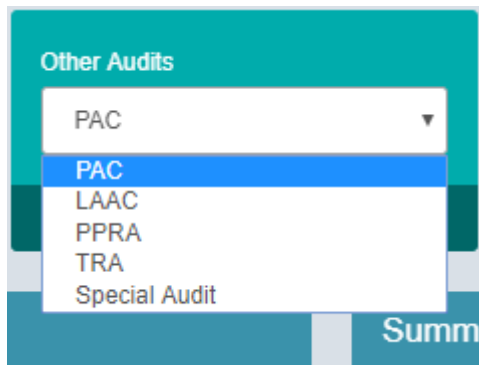
Users can easily reach the External Audit information by entering on the link provided here. This is however found on the navigation panel too and more explanation will be covered in the following chapters.

## OTHER AUDITS (ITEM NO.9)

The other audit allows for a user to select from a series of other audits available on the system and then view information based on that external audit. Make sure to select first the external audit you would like to see it's information and then click enter to proceed.



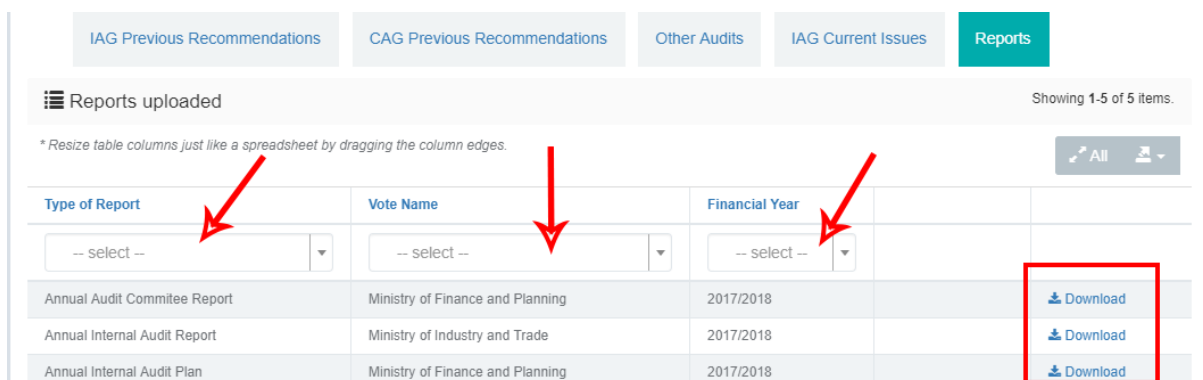
*Screenshot showing the selection of other audits*



## ALL REPORTS/ UPLOADS (ITEM NO.10)

This section provides easy access to all the reports from votes and all the uploads available on the system, these reports can be filtered based on several criteria's such as "type of report, vote name or a financial year". A user can finally download or view the report based on his or her browser capability.

*The image below shows the filtering options available on the reports and the download links.*



## THE ISSUE OBSERVATION DASHBOARD

This is a small summary on the issues reported over a range of time. This dashboard has some categories on the issues observed. These are

### a) All Issues

This is the total number of issues without using any of the filtering criteria. Pending, on progress and all other issues will just be mentioned here.

b) Implemented Issues

This shows the count of issues that have been already implemented. When the recommendations were made and met for a certain issue, the issue will be required to be listed here.

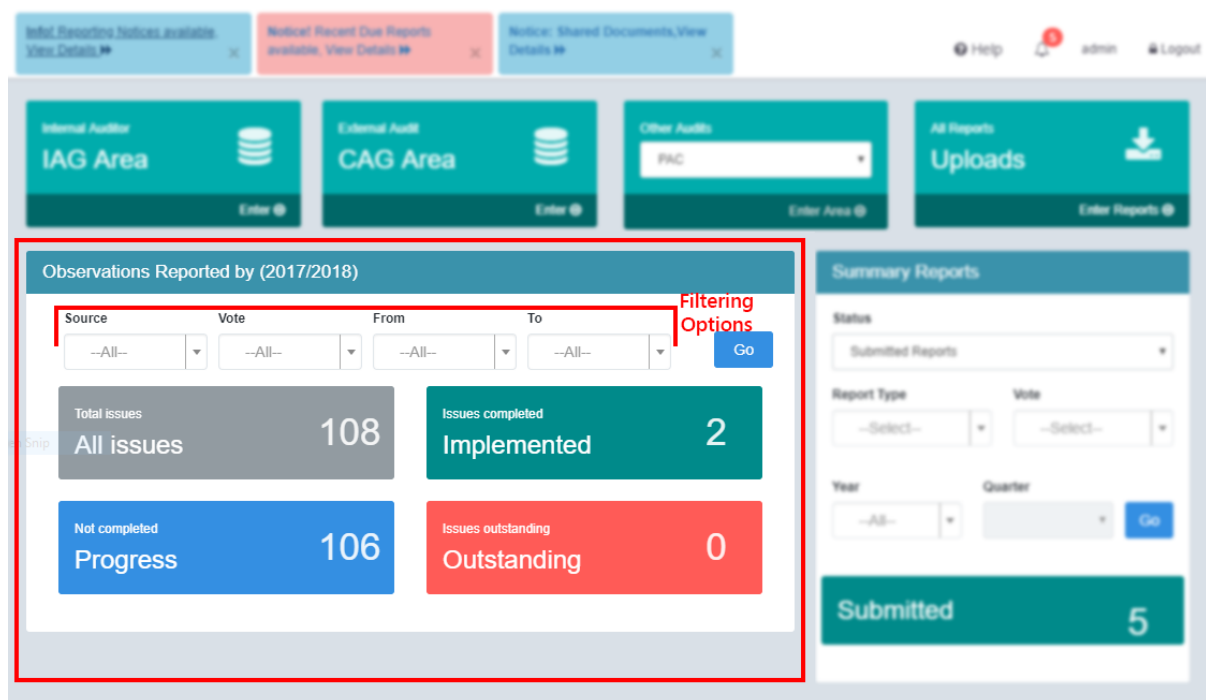
c) Issues on Progress

This part will display a count of issues which are currently on progress and not yet resolved.

d) Outstanding Issues

The dashboard also displays a count of issues that have not been resolved in time. These are the overdue issues and are displayed in a red color to draw some attention.

*Find the screenshot below for the observation dashboard.*



## SUMMARY FOR REPORTS

This part will allow a user to view a summary of reports. The summary is fully customizable allowing a user to select which period and what type of reports is to be displayed. The status, report type, year and quarter can be used as filtering options on the report summary to be displayed.

The following criteria's can be used to filter the summary.

- Status: Whether you want to see the summary for submitted reports or the summary for reports that are not submitted.
- Report type: Allows a user to choose the type of report such as quarter report or annual internal audit plan.

- Year and quarter: As their names suggests, the summary can be filtered for a certain year and quarter.

*The screenshot on the Summary Reports.*

The screenshot displays a web interface for 'Summary Reports'. At the top, there are three main navigation buttons: 'External Audit CAG Area' (with a database icon), 'Other Audits' (with a dropdown menu showing 'PAC'), and 'All Reports Uploads' (with a download icon). Below these, there are filters for 'From' and 'To' dates, both set to '--All--', and a 'Go' button. The main content area is divided into two sections. The left section shows a summary of issues: '108' in a grey box, 'Issues completed Implemented' with a count of '2' in a green box, '106' in a blue box, and 'Issues outstanding Outstanding' with a count of '0' in a red box. The right section, titled 'Summary Reports', is highlighted with a red border and contains a 'Status' dropdown menu set to 'Submitted Reports', a 'Report Type' dropdown set to '--Select--', a 'Vote' dropdown set to '--Select--', a 'Year' dropdown set to '--All--', and a 'Quarter' dropdown. Below these filters is a 'Go' button. At the bottom of the 'Summary Reports' section, there is a table with one row: 'Submitted' with a count of '5'.

Summary Reports	
Status	Submitted Reports
Report Type	--Select--
Vote	--Select--
Year	--All--
Quarter	
Go	
Submitted	5

## 4. THE NAVIGATION PANEL

The screenshot shows the ARI-ITS system interface. On the left is a red-bordered navigation panel with the following items: Dashboard, IAG Area, CAG Area, Auditors Database, Reports, Shared Document, Review Feedback, Reporting Deadlines, Import Tool, Votes, Categories, Financial Years, and Quarters. The main area on the right is titled 'Welcome to IAG Working Area' and shows 'IAG: Current Year- 2017/2018: Q3'. It includes buttons for 'IAG Previous Recommendations', 'CAG Previous Recommendations', and 'Other Audits'. Below this is an 'Issue listing' table with columns: Vote, Para No., Year, and Issue title. The table contains four rows of data.

	Vote	Para No.	Year	Issue title
1	Dar es Salaam Region	4.2.1	2016/2017	Debt verification
2	Dar es Salaam Region	4.1.8	2016/2017	Challenges on records department
3	Dar es Salaam Region	4.1.7	2016/2017	Shortages of staffs
4	Dar es Salaam Region	4.1.6	2016/2017	There is no backup generator

The navigation panel acts as a main menu for the system. This is where you find all the links to the certain parts of the system. These are described below:

## 5. THE IAG AREA

This area contains the information (mostly issues and recommendations) associated with the IAG.

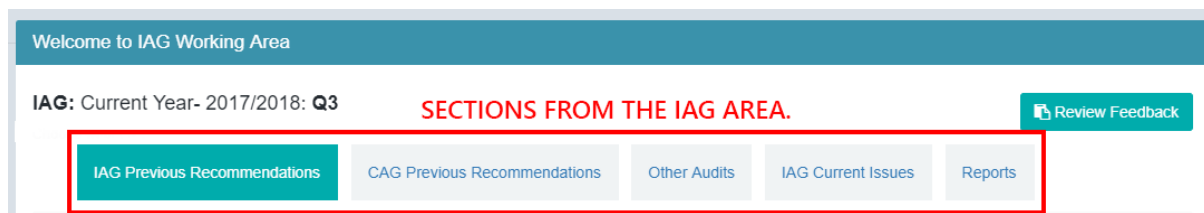
This screenshot shows the 'IAG Area' selected in the navigation panel. The main content area is titled 'Welcome to IAG Working Area' and displays 'IAG: Current Year- 2017/2018: Q3'. It features a 'Review Feedback' button and buttons for 'IAG Previous Recommendations', 'CAG Previous Recommendations', 'Other Audits', 'IAG Current Issues', and 'Reports'. The 'IAG Current Issues' button is highlighted. Below is an 'Issue listing' table with columns: Vote, Para No., Year, Issue title, Category, Status, and Details. The table shows three items, with the first two having 'Implemented' status and the third 'Not Implemented'.

	Vote	Para No.	Year	Issue title	Category	Status	Details
1	Dar es Salaam Region	4.2.1	2016/2017	Debt verification	Revenue	Implemented	Details
2	Dar es Salaam Region	4.1.8	2016/2017	Challenges on records department	Governance	Not Implemented	Details
3	Dar es Salaam Region	4.1.7	2016/2017	Shortages of staffs	Governance	Not Implemented	Details

The information shown is divided into some multiple categories mentioned below:

- IAG previous recommendations.
- CAG previous recommendations.
- Other Audits (example: PAC and PPRA)
- IAG current issues
- Reports

*The screenshot showing the sections of the IAG area.*

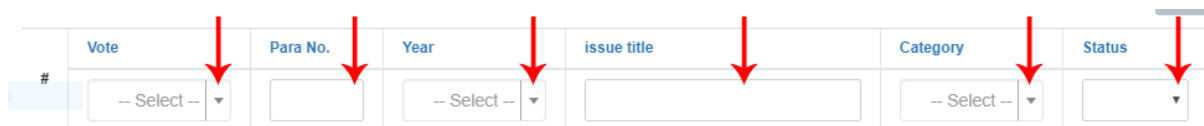


## IMPORTANT TIPS ON IAG AREA.

### FILTERING THE ISSUE LISTING

On the issue listings, you can filter the results based on the criteria's which are shown as titles. You can use any of the options to filter your results.

*Refer to the screenshot below.*



### EXPORTING THE ISSUES OR RECORDS

The records displayed can also be exported for some offline use or printing. To export simply locate the EXPORT button and click on it, select the format in which you wish your exported records to be into and then your file will be downloaded.

### Screenshot on how to export some records

Welcome to IAG Working Area

IAG: Current Year- 2017/2018: Q3

Choose what area to continue

IAG Previous Recommendations CAG Previous Recommendations Other Audits IAG Current Issues Reports

Issue listing

\* Resize table columns just like a spreadsheet by dragging the column edges.

Export

Export Page Data

- HTML
- CSV
- Text
- Excel
- PDF
- JSON

#	Vote	Para No.	Year	Issue title	Category
	-- Select --		-- Select --		-- Select --

No results found.

With selected Remove All

### OTHER AUDITS

To view the records for the other audits will require a user to click on the OTHER AUDIT first. Then another small list of the other audits will be displayed thus allowing a user to select on which one they'd wish to continue with. [Have a look at the screenshot below.](#)

IAG: Current Year- 2017/2018: Q3

Choose what area to continue

IAG Previous Recommendations CAG Previous Recommendations Other Audits IAG Current Issues

PAC LAAC PPRA TRA Special Audit

Issue listing

\* Resize table columns just like a spreadsheet by dragging the column edges.

1 - Click here first

2 - Select any to continue

### VIEW MODE ON PAGES WITH MANY RECORDS:

Some pages contain many records which cannot fit in a normal page size (For example the reports page). In this situation the system gives you an ability to display all the records in one page. This will require a user to scroll more to reach the bottom records but if a user does not find this helpful, he/she can stay with the normal paged mode of viewing.

[The screenshot below shows the button which triggers between the two viewing modes available.](#)

Choose what area to continue

IAG Previous Recommendations CAG Previous Recommendations Other Audits IAG Current Issues Reports

Reports uploaded

\* Resize table columns just like a spreadsheet by dragging the column edges.

Showing 1-5 of 5 items.

Switch View Mode Button

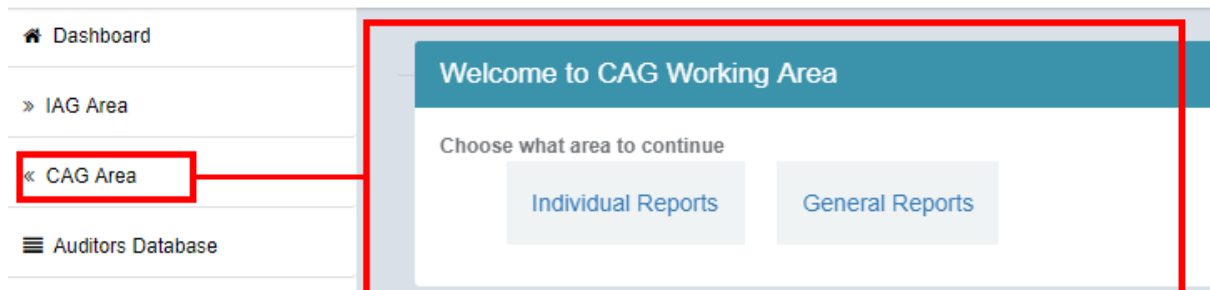
All

Type of Report	Vote Name	Financial Year
----------------	-----------	----------------

## 6. CAG AREA

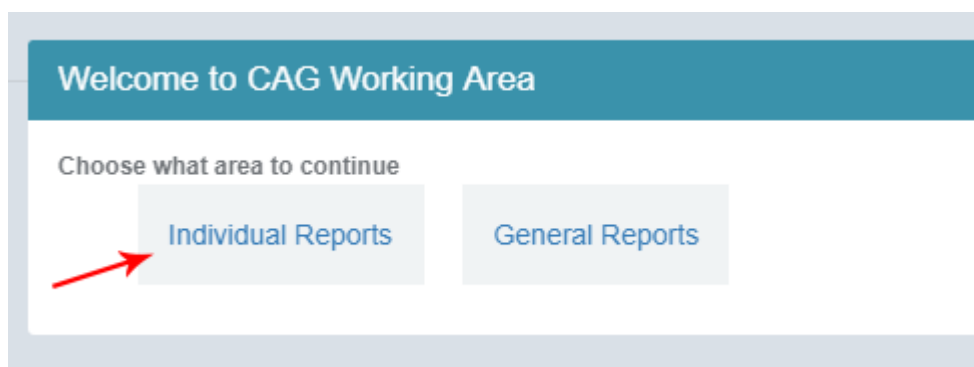
The CAG area will display all the issues and recommendations provided by the CAG based on a certain vote. Depending on what information is needed, a user will have two options to select from: **INDIVIDUAL AND GENERAL REPORTS.**

*Screenshot on the CAG Area.*

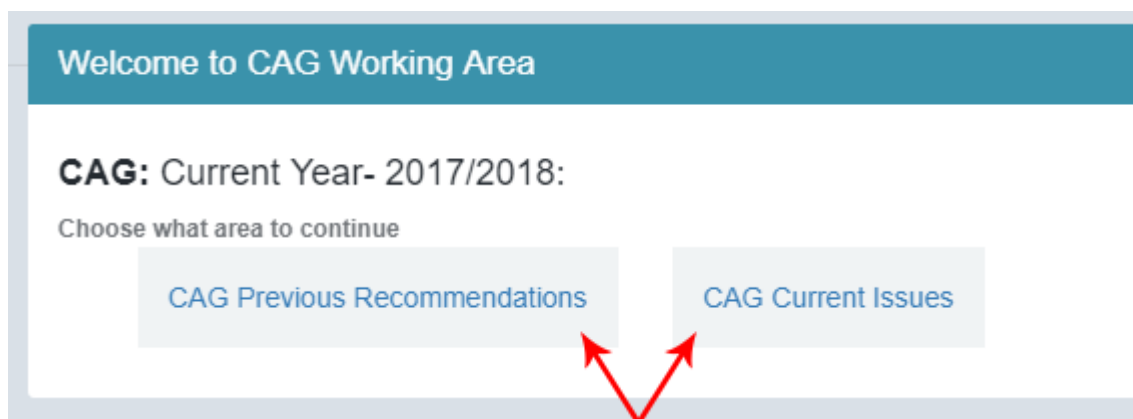


Individual Reports: Here a user will be able to see the **CAG Previous Recommendations** based on his assigned vote and the **CAG Current Issues** also based on the user's assigned vote.

To access these, simply click on the "individual reports" button and you will be presented with another set of option for you to choose. *See the screenshot below.*

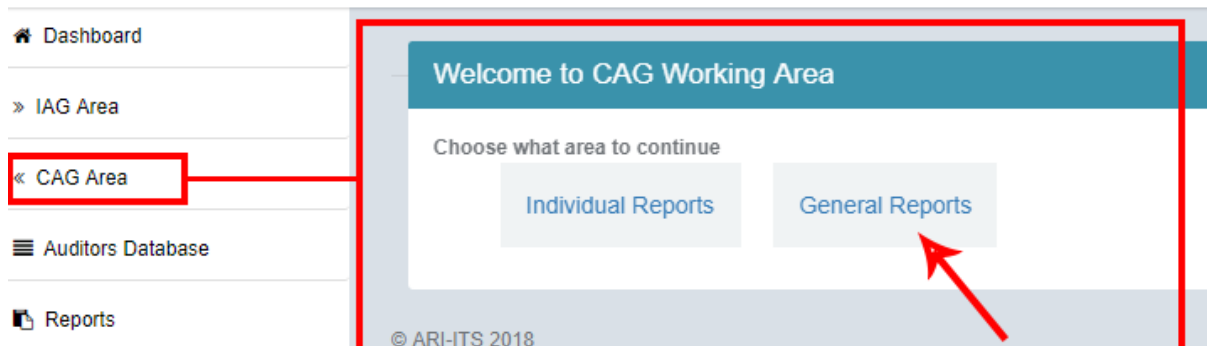


Select what option you would like to continue with, the system will bring the information right away. *See the screenshot below.*



**General Reports:** This section contains all the reports related to the CAG. A user can filter what type of report is needed then it can be downloaded.

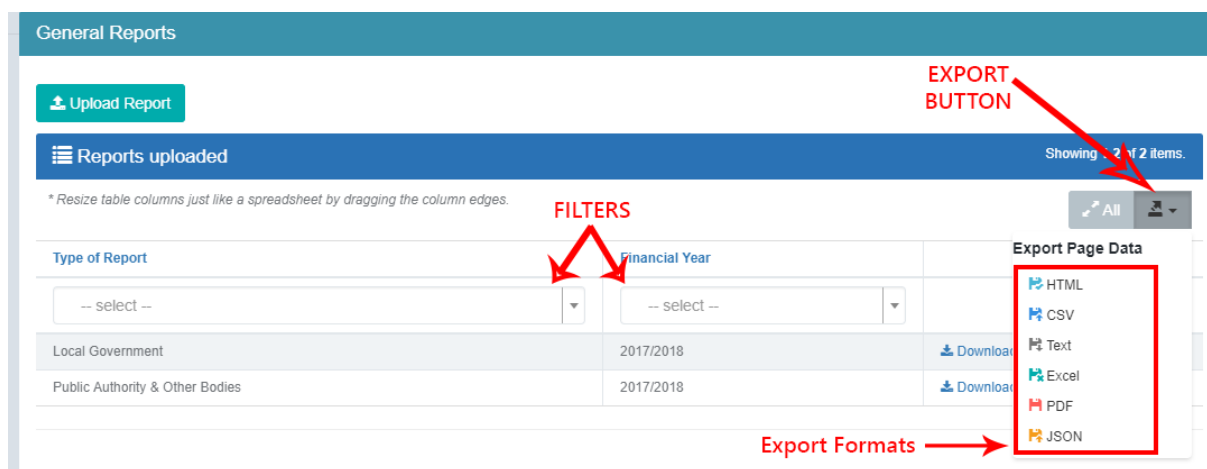
*Screenshot showing how to reach the reports from the CAG Area.*



There are some actions possible on this page such as to **export the list of reports displayed on the page**.

To achieve this Simply find the export button located on the right-hand side of the page as seen on the screenshot below then select a format in which you would like your file to be into, confirm to your selection and the file shall be downloaded.

*See the screenshot below.*



**REMEMBER**, clicking on the download button on a certain report will result into downloading that one report only and exporting will download a list of all reports listed in the page.



## 7. AUDITOR'S DATABASE

The auditor's database is where you find details of all auditors inserted in the system. The details will include their name, contact details and the assigned votes.

*Screenshot showing the view of the auditor's database.*


#	Full Name	Gender	Phone Number	Email	Vote	Title Position	Actions
1	Abdallah A Mpambayage	Male	0754 616 149	pupambayage@yahoo.com	Geita Town Council	IA	
2	Abdulkarim Ally Hamis	Male	0713 459 092	abx23@yahoo.com	Ministry of Finance and Planning	IA-1	
3	Abel Mlewa	Male	0763 149 214 / 0655 149 211	(not set)	Capital Development Authority	IA	
4	Abraham G Missangs	Male	0786 350 725	sarah.zakayo@yahoo.com	Rungwe District	DIA	
5	Absalom D Mwakipunda	Male	0755 882 625	mwakipuwanda@yahoo.com	Attorney General's Office	IA-1	
6	Absalom Obeth	Male	0755 882 625	(not set)	Attorney General's Office	IA	
7	Abdul Nywele	Male	0718 686 884	ngwele54@gmail.com	The National Service	SO	
8	Adam Noor	Male	0764 111 400	(not set)	Kibondo District	DIA	
9	Adamu C Mambwe	Male	0766 766 465	mambweadamu49@gmail.com	Ulanga District	(not set)	

From the Auditor's database there are some actions that can be performed but below are some highlights on the basic things a user can do on this page.

- A user can filter the list of the auditors based on their details to ease up the search.
- A user can click on the view button to view more details upon a selected auditor.
- Only authorized users can add the auditors to the database.
- Only authorized users can delete auditors from the database.

## ADDING A NEW AUDITOR

Bear in mind that this action requires some certain permissions to complete. If you have that then follow the steps below:

- Click on the green ADD button located on the right-hand side of the page. As seen on the screenshot above on arrow no.1. 
- Fill in all the details on the given form and when finished click on the word **SAVE**.
- Some fields are necessary to fill, these are highlighted in red when they are left empty, it is still a good practice to fill all the details.
- Take your time and be careful not to enter the wrong information.

Screenshot showing how to add the new auditor.

Create new Auditor

Fields in the red color are compulsory

×

<div><b>Vote</b></div> <div>Select ...</div> <div>Vote cannot be blank.</div>	<div><b>First Name</b></div> <div></div> <div>First Name cannot be blank.</div>
<div><b>Middle Name</b></div> <div></div>	<div><b>Last Name</b></div> <div></div> <div>Last Name cannot be blank.</div>
<div><b>Gender</b></div> <div>Select ...</div> <div>Gender cannot be blank.</div>	<div><b>Title Position</b></div> <div></div>
<div><b>Email</b></div> <div></div>	<div><b>Phone Number</b></div> <div></div>
<div><b>Appointment Date</b></div> <div><div><div></div><div>×</div><div>Appointment Date</div></div></div>	<div><b>Date of Birth</b></div> <div><div><div></div><div>×</div><div>Date of Birth</div></div></div>
	<div><b>Check No</b></div> <div></div>
	<div><b>Highest Qualification</b></div> <div></div>


Close

→ Save

## EDIT OR UPDATING THE EXISTING AUDITOR DETAILS

The system allows for some changes to be made on the existing auditors. This also requires an account with necessary permissions to accomplish the task. If you have that follow the few steps below:

- First, you will need to be on the auditor's database which can be opened from the navigation panel.

- From the list of the auditors, select the auditor you wish to edit and click on the update icon on its right-hand side.  Remember you can search or filter to easily locate your auditor.
- You will be displayed with a screen with records of the auditor that you intended to edit.
- Make some changes and then click on **SAVE** when you are done.

*Find the screenshot below.*

Update Auditor #353

×

<div>Vote</div> <div>Tanzania National Roads A. × ▾</div>	<div>First Name</div> <div>bryson</div>
<div>Middle Name</div> <div></div>	<div>Last Name</div> <div>jackson</div>
<div>Gender</div> <div>Female × ▾</div>	<div>Title Position</div> <div>IA</div>
<div>Phone Number</div> <div>0716 505 884</div>	<div>Email</div> <div>bryson@rocketmail.com</div>
<div>Date of Birth</div> <div> <div> <div>📅</div> <div>×</div> <div>01-Jan-1971</div> </div> </div>	<div>Check No</div> <div></div>
<div>Appointment Date</div> <div> <div> <div>📅</div> <div>×</div> <div>27-Feb-2018</div> </div> </div>	<div>Highest Qualification</div> <div></div>

Close

Save

## VIEW MORE ON AUDITOR

Viewing an auditor allows for a user to have a full look of all details on a selected auditor.


A user will have to click on the view icon  and then the details will prompt up.

When a user is done looking at the details, a close button can be used to end the activity.

**TIP:** You can also find a quick edit while viewing an auditor thus you don't have to go back to the full list and click on the edit icon. Just from the viewing screen you can find the edit button below on the right-hand side. Make your changes and click save to finish your task.

## DELETING AN AUDITOR

This is a crucial action and cannot be easily undone, proceed with caution and if you are sure of what you are about to do.

To delete an auditor, locate the delete icon , click on it and the you will be prompted to confirm the deletion process. Click yes to finish up the delete or click cancel if you decide to quit the process.

*Screenshot showing the delete prompt.*



### SOME IMPORTANT REMINDERS ON THE AUDITOR'S DATABASE

- A user can export the auditor's list.
- A user can trigger the view mode to either multiple pages with limited view of records or just one page with all the records in one place however this last mode will require a user to scroll so much to reach the bottom records. It can also be helpful to use this one-page method when you wish to export a list of records all in one place.
- Exporting is also available as found on the other pages.

## 8. REPORTS

This is the page for all reports, it explains itself as all the titles in it are using the language based on how the real scenario is.

Dashboard

» IAG Area

« CAG Area

Auditors Database

Reports

Shared Document

Review Feedback

Reporting Deadlines

Import Tool

Votes


Categories

Financial Years

Quarters


Comprehensive Reports

Choose what type of report




Find **Issue (HOJA)** Progress

Search for issue by para, directive, get progress report




Issues (HOJA) **Waiting for CAG**

Choose to filter by Vote or category.




Issues (HOJA) **Not implemented**

Choose to filter by Source or Vote




Issues (HOJA) **Implemented**

Choose to filter by Source, vote and years.




Votes Reports **Not Submitted**

Choose to filter by financial years or type of reports.




Votes Reports **Submitted**

Choose to filter by financial years or type of reports.




**Votes Not reviewed by HQ officers** in last 30 past days

Get all votes not reviewed in 30 past days




**Unattended Votes by IA** , at Vote level in 30 past days

All Votes not attended for the past 30 days at Vote



**Registered Votes and categorized**

Filter votes by categories: Ministries, Agencies,Regions & Departments



**Registered Auditors**

All auditors, filter by gender,vote or Title Position.

## 9. SHARED DOCUMENTS

The shared documents are those files and attachments uploaded to the system. Any user can download these files. *The screenshot below shows the appearance of the shared documents.*

Shared Documents

Share Documents

Shared Documents listing Showing 1-4 of 4 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

#	Document Name		Published on	Published	Edit
1	QAIP Procedures Manual 15 Dec 2012	Download	15-Feb-2018	Yes	Edit
2	MDA MANUAL MoF 4TH VERSION 09 SEPTEMBER 2013	Download	15-Feb-2018	Yes	Edit
3	Finance act 2010	Download	15-Feb-2018	Yes	Edit
4	AC GUIDELINES FINAL	Download	15-Feb-2018	Yes	Edit

## UPLOADING OR SHARING A NEW DOCUMENT

To upload a document, user will have to follow some few steps below:

- A user will have to be on the shared document menu first.
- Then a user will have to locate and click on the **Share Documents** button.
- Then you will be sent to a page where you will have to choose the file to upload, enter the name for the file and select whether the file will be published immediately or not.
- When every step is done you will have to click on **Upload Now** as this will share your file.

*Screenshot supporting the above matter.*

Upload Shared Documents

Back

Document to Upload

Choose File No file chosen

Document Name

Publish

Yes

Upload Now

**Note:** Published are those files which can be seen by every user and unpublished will only be visible to the owner and the permitted users only. Unpublish a document when you don't want it to be seen or when it is not required anymore.

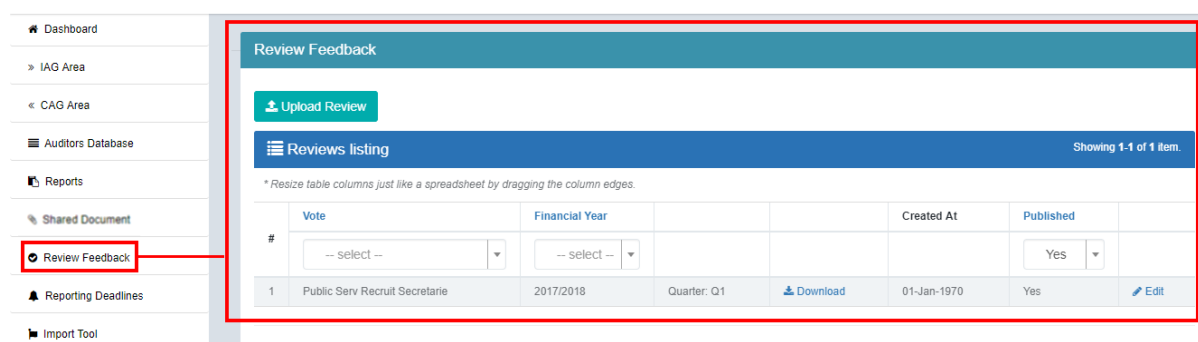
**There are some important Notes on the shared documents:**

- The edit option seen in the earlier screenshot is only available to the user who uploaded the document.
- The edit function provides ability to publish or unpublish the document only and not otherwise.
- The unpublished documents are not deleted, they will just not be seen by other users.
- You cannot permanently delete the file once it is uploaded so be wise during the upload procedure.
- Published documents are meant to be seen by users.
- You can download the file to keep it offline in case you worry it might get unpublished.
- You can filter or search the shared documents by using the document names, publication date and publication status.

## 10. REVIEW FEEDBACK

This section contains the review feedbacks made from the headquarter. Users will be able to view and download the feedbacks based on their assigned votes.


*The screenshot on how the review feedback looks like.*



### HOW TO UPLOAD A REVIEW FEEDBACK.

**NOTE:** This Part covers the headquarter users only. For normal users they will only be able to view what the headquarter have reviewed.

To upload a review, follow the following steps:

- On the Review Feedback menu, locate the Upload Review button . Then click on it.
- You will be presented with a form where you will be able to choose or attach a review document, select its associated vote, financial year, quarter, description and publication status.

The screenshot shows the 'Upload Review' form. It has a 'Review Document' section with a 'Choose File' button and 'No file chosen' text. There are radio buttons for 'Review Document' and 'Financial Year'. The 'Financial Year' section has a 'Select ...' dropdown. The 'Review Description' section has a text input field. The 'Vote' section has a 'Select ...' dropdown. The 'Quarter' section has a 'Select ...' dropdown. The 'Publish' section has a 'Yes' button and a 'No' button. A red arrow points to the 'Upload Now' button with the text 'Click to SAVE'.

- When you are finished with the form, don't forget to click on Upload Now to save and finish up the process.

**Important Note:** The published status means that the document will be visible to everyone with permissions to see it. Unpublished means that the document will not be visible to others.

Remember that you cannot delete the uploaded document thus you can just use the unpublish to remove the document so that no other user will be able to see it.

Publish and unpublishing is allowed on the user who uploads the document and the administrator.



## 11. REPORTING DEADLINES

The reporting deadlines are the notices for when the report submissions will start, end and their respective dates of publications based on the financial year respectively.

*A screenshot showing how the Reporting Deadlines looks.*

Dashboard

» IAG Area

« CAG Area

Auditors Database

Reports

Shared Document

Review Feedback

**Reporting Deadlines**

Import Tool

Votes

**Report Notices listing** Showing 1-7 of 7 items.

\* Resize table columns just like a spreadsheet by dragging the column edges.

**Controls Buttons** → + ↺ 🔍 All

		Report Type	Start Reporting Date	End Publishing	Report Deadline	Financial Year		Actions
<input type="checkbox"/>	#	-- select --				-- select --		
<input type="checkbox"/>	1	Annual Internal Audit Report	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		
<input type="checkbox"/>	2	Annual Internal Audit Plan	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		
<input type="checkbox"/>	3	Annual Audit Committee Report	25-Jul-2018	03-Oct-2018	29-Aug-2018	2017/2018		
<input type="checkbox"/>	4	Quarter Report	15-Jul-2018	13-Aug-2018	29-Jul-2018	2017/2018	Quarter: Q4	
<input type="checkbox"/>	5	Quarter Report	15-Apr-2018	13-May-2018	29-Apr-2018	2017/2018	Quarter: Q3	
<input type="checkbox"/>	6	Quarter Report	16-Jan-2018	12-Feb-2018	30-Jan-2018	2017/2018	Quarter: Q2	

This part allows for users to find, search and see full details on the report submissions and deadlines.

## **12. IMPORT TOOLS**

The import tool is to be used with some of the users with permission to create issues. This allows them to import issues from other data sources like excel sheets.

## 13. VOTES

All the votes are found and managed here.

Only administrative accounts can manage the votes.

Upon clicking on Votes on the navigation panel, you will be presented with a list of all votes in the system. *As seen in the screenshot below:*

Search Box

Control Buttons

Filter by Category

#	Vote No#	Name	Category	Actions
1	23	Accountant General's Dept	-	
2	X7	Admin. Dev. Edu & Mgt Agency	-	
3	43	Agri. , Food Security & Co-op	-	
4	TR69	Agricul.Mechani. & Rural Techn.	-	
5	TR65	Agricultural Inputs Trust Fund	-	
6	TR103	Agricultural Seed Agency	-	
7	91	Anti-Drug Commission	-	
8	X5	Architect Quantity Reg Board	-	
9	X4	Ardhi Institute Morogoro	-	
10	TR06	Ardhi Institute Morogoro	-	

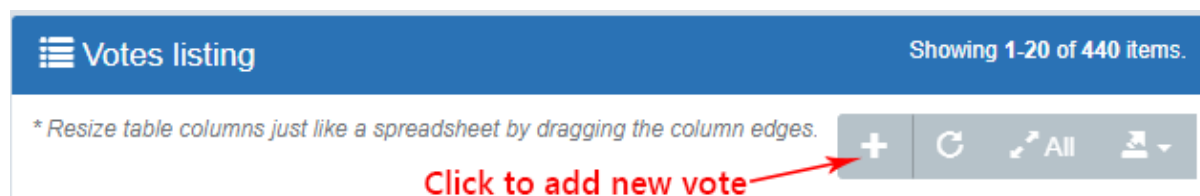
### IMPORTANT NOTES ON VOTES:

- A normal user does not have permissions to manage votes.
- Votes are managed only by accounts with administrative permissions.
- Votes can be viewed based on the filters included. (vote number, vote name and category)

### ADDING A NEW VOTE (Administrators only).

As mentioned before, this action can be done with an administrative account. Follow the steps below to create a new vote:

- Locate the ADD button on the control buttons at the right-hand side of the page.  
*See the screenshot below.*



- b. Click on it and you will be displayed with a form to fill in the details for the new vote.

*Refer to the screenshot below:*

### Create new Vote

Vote No#

Name

Category

Select ...

Close

Save

- c. Fill in all the details i.e. the vote no, the vote name and category. Then click on **SAVE**. As seen on the screenshot above.

## VIEWING A VOTE (Administrators)

To view a vote is simple displaying all the details for that specific vote.

This can be accomplished by clicking on the view icon on the right-hand side of the vote you wish to view.

For administrators, they can also find the edit ability from the viewing screen. [See the screenshot below.](#)

### Vote #16

ID	16
Vote No#	23
Name	Accountant General's Dept
Category	(not set)



Close

Click to make changes Edit

### **EDITING AN EXISTING VOTE (Administrators only)**

To edit an existing vote can be done through the previous procedure but the following steps will reach you to the same goal:

- a. Locate the edit icon on the same line as the vote intended to be edited.

4	TR69	Agricul.Mechani.& Rural Techn.	 
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- b. Click on it and then you will find the form where you can make some changes on the vote.

**Update Vote #390** ×

---

**Vote No#**

**Name**

**Category**

---

- c. Make your changes and click on SAVE to finish. As seen on the screenshot above.

### **DELETING A VOTE (Administrators only)**