



HUNGER SAFETY NET PROGRAMME MANAGEMENT INFORMATION SYSTEMS FIELD UPDATES SYSTEM



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Document Change Control

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Contents

ABBREVIATIONS	4
1.0 INTRODUCTION	5
2.0 SYSTEM USER GUIDE	6
2.1 USER MAINTENANCE	6
2.2 UPDATING DATA FROM SEARCH.....	7
2.3 UPDATING DATA FROM LIST	8
2.4 DATA RECONCILIATION	9

Abbreviations

Abbreviation	Description
HSNP	Hunger Safety Net Programme
MIS	Management Information System
SR	Single Registry
SQL	Structured Query Language

1.0 INTRODUCTION

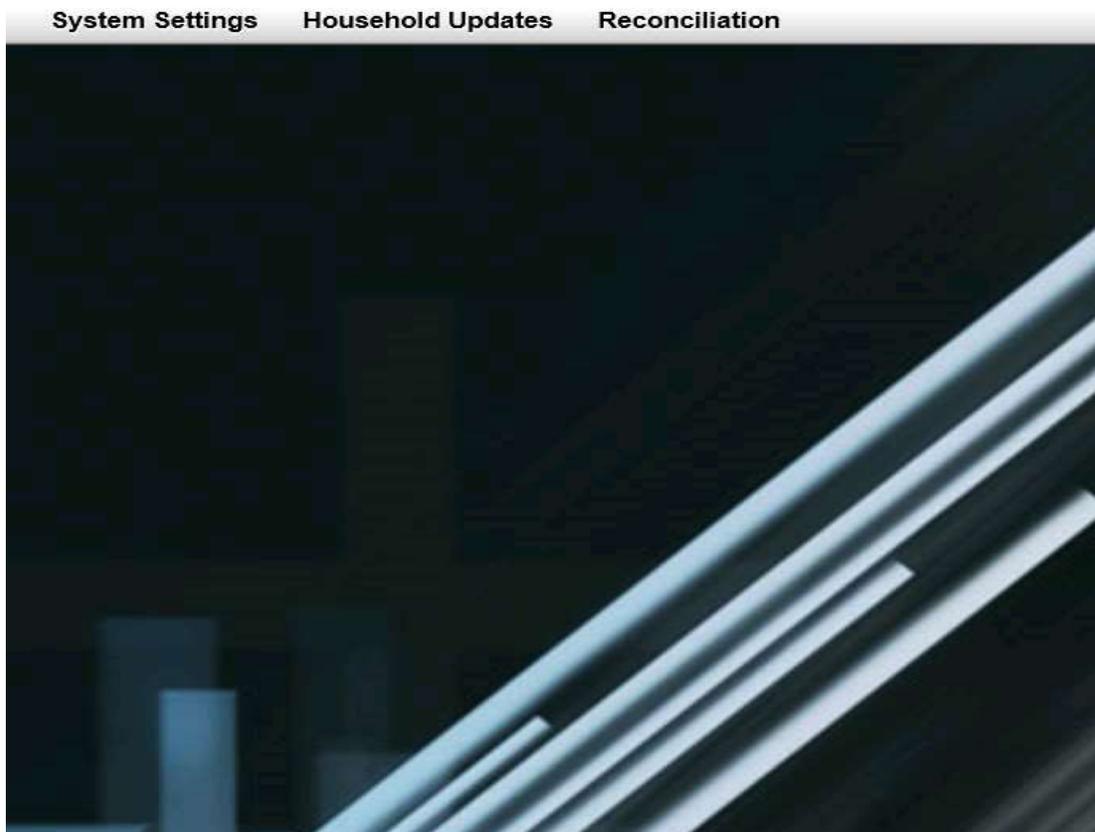
In an attempt to fast track HSNP collection of data updates, account opening, carding and cash transfer, the programme has developed an offline – online MIS system that allows our officers to perform the following updates

- i. Update current recipient details: Names and Identification Card number.
- ii. Change of recipient details: Names and Identification Card number.
- iii. Enter proxy recipient details: Names and Identification Card number.

The MIS system runs on an offline mode with all data stored in local drive. A synchronization feature to push all the updated data to the server has been implemented for online reconciliation of data.

To access the system, open your browser, preferably Firefox or Chrome, on the link enter: <http://localhost/RegistrationMIS/>

The link will load the home screen as shown below.



2.0 SYSTEM USER GUIDE

2.1 User Maintenance

You will be required to create a system user under the System Setting -> User maintenance screen.

Data Clerk Registration

User Details

User Name * Organization *
 Password* Repeat Password*
** obligatory fields*

Personal Details

Full Name *
 Phone / Mobile *
 Address
 City *
 Email Address

Further Information

Gender * Male Female

Terms

* I accept the Terms and Conditions
 I am responsible for the Information entered.
 I will adhere to the rules and regulations of the Programme

Register » Get Approval » Cancel »

Once you register as a user, you will be required to click on 'Get Approval' button. You need to **be online** when requesting for approval as the details are relayed into the server in NDMA Nairobi

Once your user details have been approved, you can proceed to making data updates.

2.2 Updating Data from search

Under the household updates menu, you will be able to update household information either by searching for the exact household or updating household information from a list of households

MIS Update form

Household Search

Household ID* <input type="text"/>	Constituency Name * <input type="text"/>
Sublocation Name * <input type="text"/>	Village Name * <input type="text"/>

Update Type

Update Current Recipient

Change of Recipient

Proxy Recipient

Member Details

Current Recipient* <input type="text"/>	
First Name* <input type="text"/>	Middle Name* <input type="text"/>
Surname* <input type="text"/>	ID Number* <input type="text"/>

Updates Done

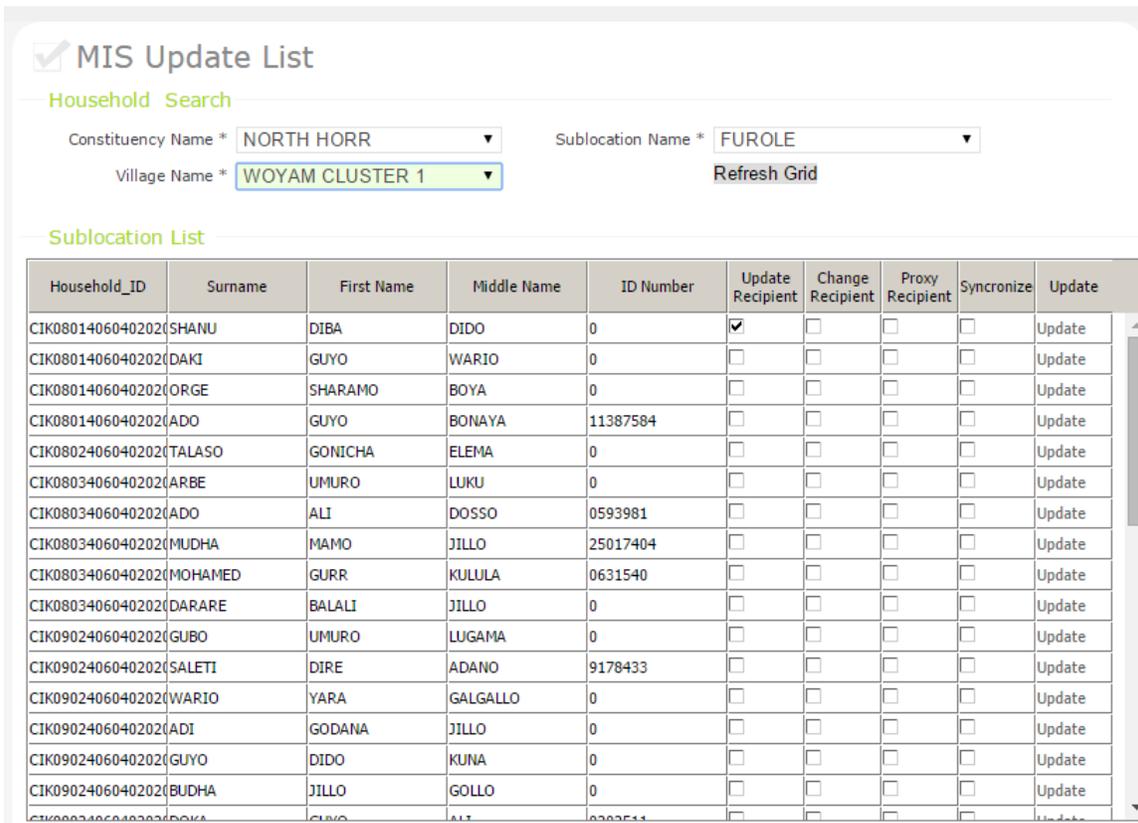
Update Recipient	Change Recipient	Proxy Recipient	Surname	First Name	Middle Name	ID Number	Synchronized

Enter the household ID on the household ID area and click on search household. Once the household id is found then the system will pre-load details on the screen. You will only be required to specify what change you are committing under Update Type options. You will then be required to make any amendments on the member details section. Ensure that on updating the member details section, you physically have the national registration card with you as IPRS will be done at a later date and we need to have the least degree of error if none.

Once you have verified the details, proceed to Update Info button to commit the changes done to the database.

2.3 Updating Data from List

The system also allow you to update data from list. In the even you are in a particular village and the required mobilization has been conducted. You order the mobilized households in your preferred order, then on the MIS, go to update household data from list menu. Select constituency, sub location and village to pull all households within the target village that has issued.



The system will pre populate a list as shown above. Use the “update” link on the far right to update a specific household data after identifying the household from the list. The system will load the update screen and pre populate the household information.

You will only be required to specify what change you are committing under Update Type options. You will then be required to make any amendments on the member details section. Ensure that on updating the member details section, you physically have the national

registration card with you as IPRS will be done at a later date and we need to have the least degree of error if none.

Once you have verified the details, proceed to Update Info button to commit the changes done to the database.

2.4 Data Reconciliation

The interface allow you to push all update already done into the server system. You will need to **be online** for this purpose. The system will show you how many household require synchronization.



Click on the Sync data button and the system will start uploading all the new data. Wait until the uploads are 100% and no new data is found for uploading.

First Level Support

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