



CLIMATE CHANGE MIS **User Manual**

PRODUCED BY: **eData**TM

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1.0 Proposal Management

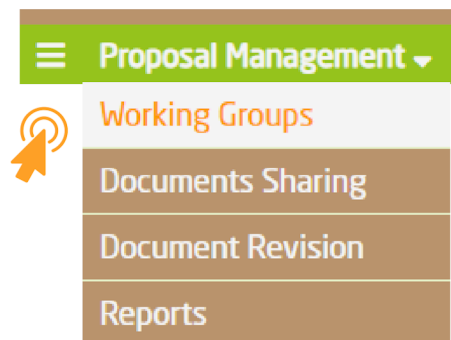
Monitoring, Reporting, and Verification

1.1 Working Groups

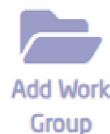
This section outlines adding a **working group**:

➔ From the **Proposal Management Menu**, Click "**Working Group**"

(Proposal Management » Working Groups)



To enter a new working group, **select**



1. Enter the **Work Group Name/ Description**
2. Select the **employees with access to this group**.

New Group

Group Description*

User Access*

3. Select to **save**.
4. Select to **edit** and to **delete** a working group.

Group Name ↓	Added Date ↑	Added By ↑		
Technical Working Group	21 Jul 2022	Jamie Azul	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
Climate Finance	25 Jul 2022	Kayla Burns	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

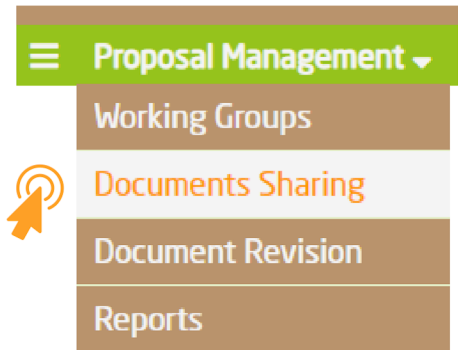


1.2 Document Sharing

This section outlines adding a **Document Sharing**:

From the **Proposal Management Menu**, Click "**Document Sharing**"

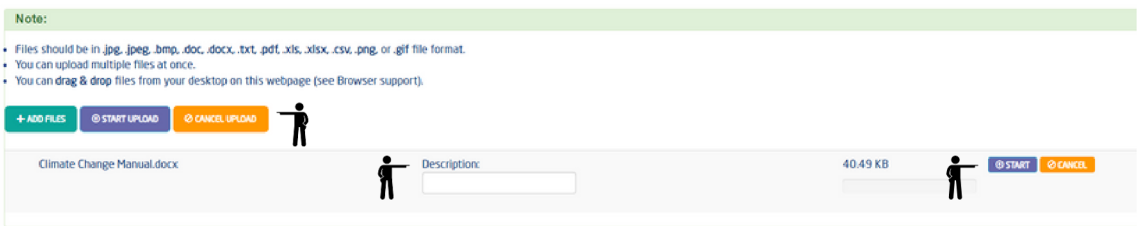
(Proposal Management » Document Sharing)



1. **Select** a Working Group to add documents to.



- A. Select **+ ADD FILES** and **choose a file to upload**.
- B. Enter a Title/Description for the document.
- C. Select **⊕ START UPLOAD** or **⊕ START** to **upload the file**.
- D. Select **⊗ CANCEL UPLOAD** or **⊗ CANCEL** to **cancel file upload**.



2. To:

- a. Download the document
- b. Update the document Revision Date
- c. Approve/Deny the document
- d. Delete the document

CHOOSE the document and select the action tab for edit options.

Choose a document

File Description	
<input type="checkbox"/>	climate change proposal
<input checked="" type="checkbox"/>	Manual

Select an option from the action tab

- Download
- Update Revision Due Date
- Approve/Deny
- Delete

3. To add notes to the document uploaded,

Click the file ([Manual](#)) and **click**



Document Details

Group: *BNCCC* | File: *Manual*

Upload Date: *09 Aug. 2022* | Upload By: *Juan Carlos Namis* | Status: *Draft* | Revision Due Date: *12 Aug. 2022*



Add Note



Show

25

 entries

Showing 0 to 0 of 0 entries

Previous

Next

Search Date

Search Notes

Date	Notes
No data available in table	

OVERVIEW:

Proposal Management >> **BNCCC** WORKING GROUP NAME

[^ UP LEVEL](#)

Note:

- Files should be in .jpg, .jpeg, .bmp, .doc, .docx, .txt, .pdf, .xls, .xlsx, .csv, .png, or .gif file format.
- You can upload multiple files at once.
- You can **drag & drop** files from your desktop on this webpage (see Browser support).

UPLOAD OPTIONS

[+ ADD FILES](#) [@ START UPLOAD](#) [@ CANCEL UPLOAD](#)

ACTION TAB







[ACTION -](#)

Show entries

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Search: [X CLEAR SEARCH](#)

Search File Description	Search Uploaded Date	Search Revision Due Date	Search Uploaded By	Search Status
File Description	Uploaded Date	Revision Due Date	Uploaded By	Status
<input type="checkbox"/>  climate change proposal	18 Jul 2022 10:58:25	19 Aug 2022	Juan Carlos Namis	Draft  2  0
<input type="checkbox"/>  Manual	09 Aug 2022 11:20:41	12 Aug 2022	Juan Carlos Namis	Draft  0  0

ATTACHMENTS UPLOADED

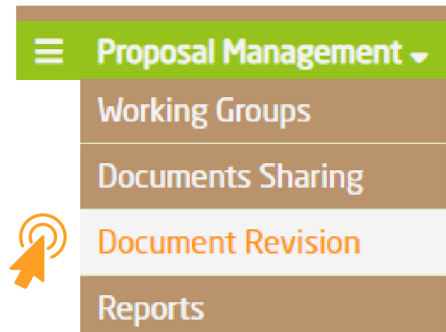
COMMENTS /NOTES

1.3 Document Revision

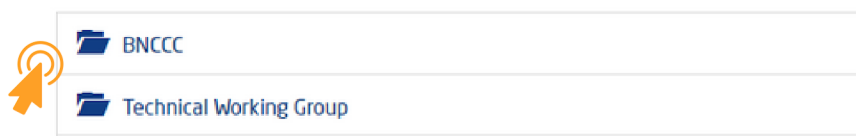
This section outlines adding a **Document Revision**:

From the **Proposal Management Menu**, Click "**Document Revision**"

(Proposal Management » Document Revision)

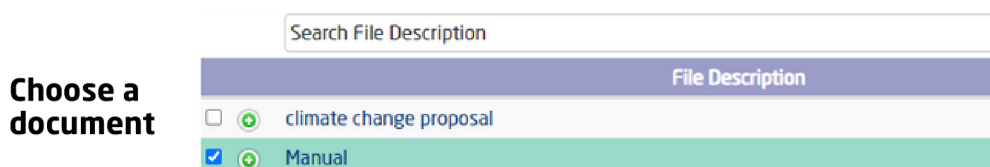


1. **Select** a Working Group folder with the documents you want to revise.

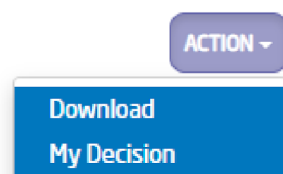


2. To:
 - a. Download the document
 - b. Make a Decision

CHOOSE the document and **select** the action tab for options.



Select an option from the action tab



2.0 Frameworks

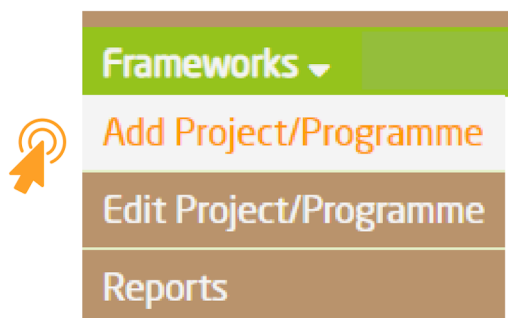
Monitoring, Reporting, and Verification

2.1 Add Project/Programme

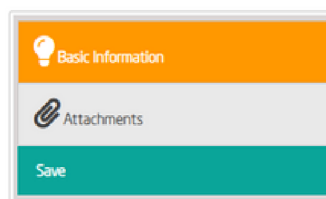
This section outlines creating a **policy/project**

➔ From the **Frameworks Menu**, Click "**Add Project/ Programme**"

(Frameworks >> Add project/ Programme)



From the
**Add Project/Programme Sub
Menu**, Click "**Basic Information**"



1. Enter all required information under "**Basic Information**"

Code: *	<input type="text"/>	Start Year:	<input type="text"/>
Title: *	<input type="text"/>	End Year:	<input type="text"/>
Description: *	<input type="text"/>	Years:	<input type="text" value="0"/>
		Submission Date:	<input type="text"/>
		Approval Date:	<input type="text"/>

Form Fields:

Code: Code given to the policy

Title: The title given to the policy

Description: Information describing the policy

Start Year: Start date of the policy

End Year: End date of the policy

Years: Duration of the policy in years

Submission Date: Date the policy is to be submitted

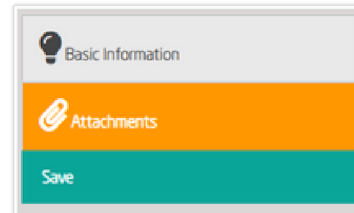
Approval Date: Date the policy should be approved by

Note: All fields with a red asterisk (*) beside them **must be** filled out for a form to be saved correctly.

Field boxes in grey  will fill automatically .

2. Upload necessary attachments under the **Attachments** tab

From the
**Add Project/Programme Sub
Menu, Click "Attachments"**



3. To Add a **NEW** Attachment, **Select**



Follow **all** instructions provided, and **select Choose Files** to upload a file.

Upload Document(s)

Note:

1. Files should be in .jpg, .jpeg, .bmp, .doc, .docx, .txt, .pdf, .xls, .xlsx, .csv, .png, or .gif file format.
2. You can now upload multiple files at once.
3. Click browse, select the file(s) you'd like to upload.
4. Enter description for files you have selected.
5. When finished Click Upload.

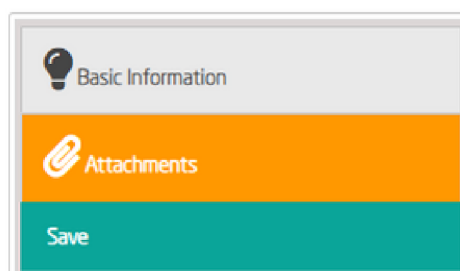
Description about File(s) *

File(s) to Upload * No file chosen

0%

Select to **upload and save the file.**

4. **Select** "Save" to save the project.

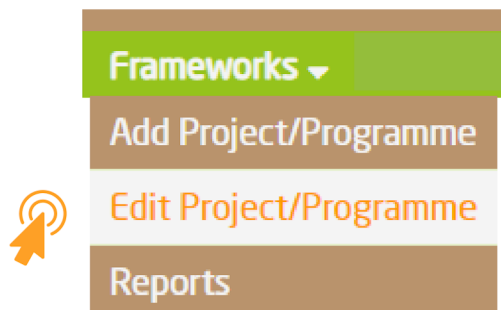


2.2 Edit Project/Programme

This section outlines how to **edit a policy** (created in 2.1)

From the **Frameworks Menu**, Click "**Edit Project/Programme**"

(Frameworks » Edit Project/Programme)



You are able to view the projects by filters.

- ACCESS** Full Access to edit policy details
- READONLY** Read Only Access to policy details
- NO ACCESS** No Access to edit or view policy details

1. To edit, **Select** a policy.

For Example: Belize's Nationally Determined Contribution (NDC) 2021

Frameworks >> **Edit Project/Programme**

* Sustainable Development, Climate Change & Disaster Risk Management*

Projects/Programmes

Legends: **ACCESS** **READONLY** **NO ACCESS**

Show: 50 entries

Showing 1 to 2 of 2 entries

Previous 1 Next

Search: Type to filter results **WOLFEAR SEARCH**

	Code	Title	Start Year	End Year	Editor	
<input type="checkbox"/>	ACCESS NDC2021	Belize's Nationally Determined Contribution (NDC) 2021	2021	2030	Juan Carlos Namis	DELETE
<input type="checkbox"/>	ACCESS LEDES	Low Emissions Development Strategy and Action Plan:	2030	2050	Juan Carlos Namis	DELETE

Previous 1 Next

Search Code Search Title

	Code	Title
<input type="checkbox"/>	ACCESS NDC2021	Belize's Nationally Determined Contribution (NDC) 2021
<input type="checkbox"/>	ACCESS LEDES	Low Emissions Development Strategy and Action Plan:

Details for: "NDC2021 - Belize's Nationally Determined Contribution (NDC) 2021"

Basic Information	Attachments	SAVE CHANGES
<p>Code: * NDC2021</p> <p>Title: * Belize's Nationally Determined Contribution (NDC) 2021</p> <p>Description: * A nationally determined contribution (NDC) or intended nationally determined contribution (INDC) is a non-binding national plans highlighting climate change mitigation, including climate-related targets for greenhouse gas emission reductions, policies and measures governments</p>	<p>Start Year: 2021</p> <p>End Year: 2030</p> <p>Years: 9</p> <p>Submission Date: 01 Apr 2022</p> <p>Approval Date: 24 Aug 2022</p>	



This gives you an overview of the project/programme created in section 2.1 (Add Project/Programme, **PAGE 5**)

You are able to edit the basic information as well as upload any additional attachments necessary in the section.

2. After editing, **select** **SAVE CHANGES** **to save.**

FRAME WORKS OVERVIEW:

➔ Add Project/Programme overview

Frameworks >> **Add Project/Programme**

Basic Information

Attachments

Save

Code:*

Title:*

Description:*

Start Year:

End Year:

Years: 0

Submission Date:

Approval Date:

FORM FIELDS

Attachment(s)

Upload Attachments

SHOW 10 entries

Showing 0 to 0 of 0 entries

Previous Next

Search: Type to filter results **CLEAR SEARCH**

Search File Name Search File Description Search Uploaded Date Search Uploaded By

File Name	File Description	Uploaded Date	Uploaded By	Download	Delete
No data available in table					

Previous Next

SHOW 10 entries

➔ Edit Project/Programme overview

Frameworks >> **Edit Project/Programme**

* Sustainable Development, Climate Change & Disaster Risk Management*

Projects/Programmes

Legends:

ACCESS

READONLY

NO ACCESS

Show

50

entries

Showing 1 to 2 of 2 entries

Previous

1

Next

Search:

Type to filter results

CLEAR SEARCH

Search Code

Search Title

Search Start Year

Search End Year

Search Editor

	Code	Title	Start Year	End Year	Editor		
<div>FILTERS</div>	<div>ACCESS</div>	NDC2021	Belize's Nationally Determined Contribution (NDC) 2021	2021	2030	Juan Carlos Namis	<div>DELETE</div>
	<div>ACCESS</div>	LEDS	Low Emissions Development Strategy and Action Plan:	2030	2050	Juan Carlos Namis	<div>DELETE</div>

Previous

1

Next

PROJECTS/PROGRAMMES

DELETE HERE

entries

3.0 Planning

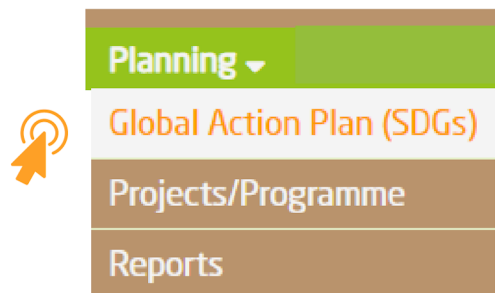
Monitoring, Reporting, and Verification

3.1 Global Action Plan (SDGs)

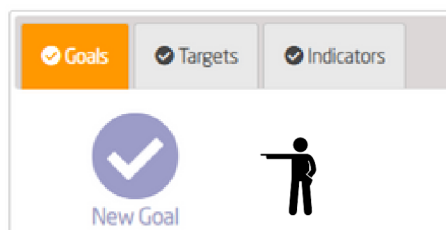
This section outlines creating **Global Action Plans**. Here you will assign indicators and targets to the goals created.

➔ From the **Planning Menu**, Click "**Global Action Plan (SDGs)**"

(Planning >> Global Action Plan (SDGs))



1. To Enter a new Goal, Select "**New Goal**"



Then, Enter all the required information.

New Goal

A screenshot of a 'New Goal' form. It has two input fields: 'Code' and 'Description'. The 'Code' field is a single-line text box, and the 'Description' field is a multi-line text box. Below the fields are two buttons: 'SAVE AND NEW' and 'SAVE & CLOSE'.

Form Fields:

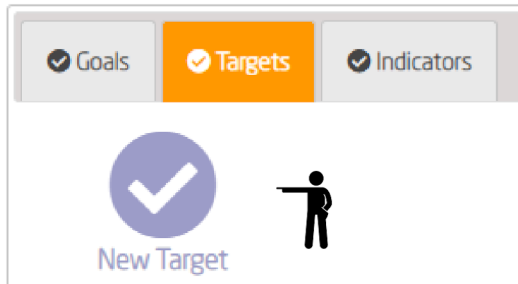
Code: Code given to the goal

Description: Information describing the goal

Select **SAVE AND NEW** to **Save and add another goal**.

Select **SAVE & CLOSE** to **Save**.

2. To Enter a target, Select "New Target"



Then, Enter all the required information.

New Target

A screenshot of the 'New Target' form. It features three input fields: 'Goal' with a dropdown menu showing 'Select Goal', 'Code' with a text input field, and 'Description' with a larger text area. Each field is marked with a red asterisk indicating it is required. At the bottom right of the form, there are two green buttons: 'SAVE AND NEW' and 'SAVE & CLOSE'.

Form Fields:

Goal: Select a goal from the list created

Code: Code given to the target group

Description: Information describing the target group

Select **SAVE AND NEW** to **Save and add another target.**

Select **SAVE & CLOSE** to **Save.**

➔ Example:

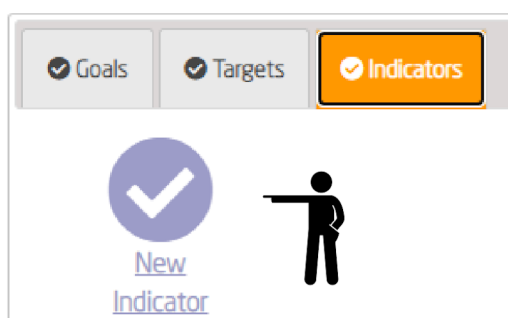
A screenshot of the 'New Target' form with example data entered. The 'Goal' dropdown is set to '3 - Ensure healthy lives and promote well-being for all at all ages'. The 'Code' text field contains '001'. The 'Description' text area is empty. The 'SAVE AND NEW' and 'SAVE & CLOSE' buttons are visible at the bottom.

Beside each target, is its **corresponding goal code**.

Code	Target	Goal
1.1	By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day	1
1.2	By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions	1



3. To Enter a Indicator, Select "New Indicator"



Then, enter all the required information.

New Indicator

Goal *	Select Goal
Target *	Select Target
Code *	
Description *	

[SAVE AND NEW](#) [SAVE & CLOSE](#)

Form Fields:

Goal: Select a goal from the list created

Target: Select a target from the list created

Code: Code given to the indicator

Description: Information describing the indicator

Select [SAVE AND NEW](#) to **Save and add another indicator**.

Select [SAVE & CLOSE](#) to **Save**.

➔ Example:

Goal*	1 - End poverty in all its forms everywhere
Target*	1.1 - By 2030, eradicate extreme poverty for all people everywhere, currently measured as people
Code*	002
Description*	

[SAVE AND NEW](#) [SAVE & CLOSE](#)

Beside each indicator, is its **corresponding target code and goal code**.

Code	Indicator	Target	Goal
1.1.1	Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	1.1	1
1.2.1	Proportion of population living below the national poverty line, by sex and age	1.2	1

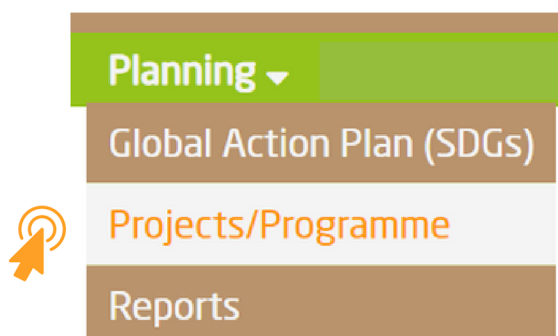


3.2 Projects/Programmes

This section assigns the targets, actions and indicators to their respective **Intervention**.

From the **Planning Menu**, Click " **Projects Programme**"

(Planning » Projects/Programmes)



1. To edit, **Select** a policy/framework.

For Example: Belize's Nationally Determined Contribution (NDC) 2021

"Sustainable Development, Climate Change & Disaster Risk Management"

Projects/Programmes						
Show 50 entries						
Showing 1 to 2 of 2 entries						
<div>Previous 1 Next</div> <div>Search: Type to filter results CLEAR SEARCH</div> <div> <input type="text"/> Search Code <input type="text"/> Search Title <input type="text"/> Search Start Year <input type="text"/> Search End Year <input type="text"/> Search Editor </div>						
	Code	Title	Start Year	End Year	Editor	
<input type="checkbox"/> ACCESS	NDC2021	Belize's Nationally Determined Contribution (NDC) 2021	2021	2030	Juan Carlos Namis	
<input type="checkbox"/> ACCESS	LEDS	Low Emissions Development Strategy and Action Plan:	2030	2050	Juan Carlos Namis	

2. To Enter a target, Select "New Target"



Then, enter all the required information.

New Target

Sector *

Select Sector

Description *

SDG Goal:

Select Option

SAVE AND NEW

SAVE & CLOSE

Form Fields:

Sector: Select a sector to target

Description: Information describing the target

SDG Goal: Sustainable Development Goals for the target

Select **SAVE AND NEW** to **Save and add another target.**

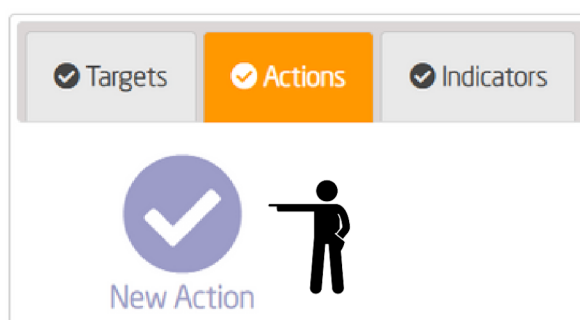
Select **SAVE & CLOSE** to **Save.**

Beside each target, is its **corresponding sector and SDGs**.

Code	Description	Sector	SDG Goal
Agric.1	Reduce methane emissions from livestock by 10% by 2030 and avoid emissions of at least 4.5 KtCO ₂ e related to agriculturally driven land use change by 2025	Agriculture (AG)	2,13,15
Agric.2	Reduce post-harvest losses through the implementation of the National Adaptation Strategy to address climate change in the agricultural sector to increase the adaptive capacity of the agricultural sector	Agriculture (AG)	2,6,7,8,9,13,15



3. To Enter a Indicator, Select "New Action"



Then, enter all the required information.

New Action

Target/Intended Result *

SDG Target:

Description *

Form Fields:

Target/Intended Result: Select a Target

SDG Target: SDG Target for this action

Description: Information describing the target

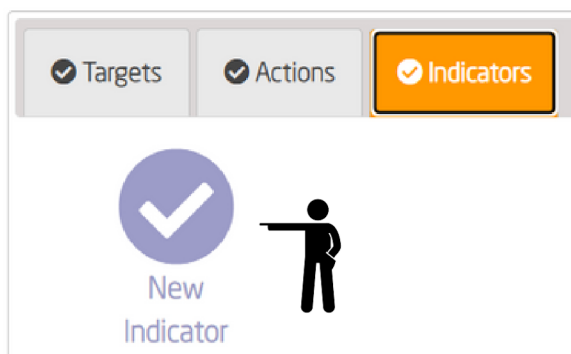
Select to **Save and add another action**.

Select to **Save**.

Beside each action/Intervention, is its **targeted/intended result and SDG target**.

Code	Action/Intervention	Target/Intended Result	SDG Target
Agric.1.1	Improve the management of 80,000 hectares of the agro-landscape through good agricultural and silvopastoral practices including by bringing 30,500 hectares under sustainable agriculture system with biodiversity benefits and 15,000 hectares in production s	Agric.1	24 

3. To Enter a Indicator, Select "New Indicator"



Then, enter all the required information.

New Indicator

Target/Intended Result *

Action/Intervention *

Description *

Form Fields:

Target/Intended Result: Select a Target for this indicator

Action/Intervention: Select an action for this indicator

Description: Information describing the indicator

Select to **Save and add another action.**

Select to **Save.**

Beside each indicator, are their **corresponding action/intervention and target/intended result.**

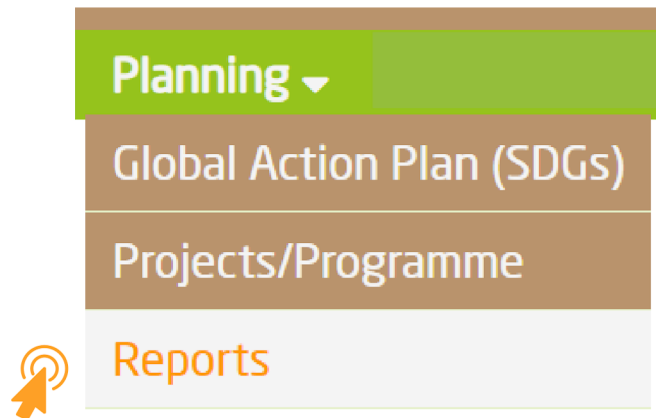
Code	Indicator	Action/Intervention	Target/Intended Result
Agric.1.1.1	Number of hectares under sustainable agriculture practices with biodiversity benefits by 2025	Agric.1.1	Agric.1 

3.3 Reports

This section outlines creating and exporting **reports based on projects and policies.**

From the **Planning Menu**, Click "**Reports**"

(Planning » Reports)



1. **Select** the report you would like to review, download, and/or print

Planning >> **Reports**



Mitigation Targets and Actions

(Mitigation Targets and Actions)

2. **Select** the project/programme and sector to be displayed in the report.

Filter Options

Projects/Programme * [NDC2021] Belize's Nationally Determined Contributi... Sectors: * Agriculture (AG) **QUERY**

Print Save Page 1 of 1 100% Single Page ?

CLIMATE CHANGE MANAGEMENT INFORMATION SYSTEM Mitigation, Targets and Actions [NDC2021] Belize's Nationally Determined Contribution (NDC) 2021 08/11/2022 3:15:00 PM		
Agriculture (AG)		
Type	Description	SDGs
Target	Reduce methane emissions from livestock by 10% by 2030 and avoid emissions of at least 4.5 KtCO ₂ e related to agriculturally driven land use change by 2025	2, 13, 15
Actions	Improve the management of 80,000 hectares of the agro-landscape through good agricultural and silvopastoral practices including by bringing 30,500 hectares under sustainable agriculture system with biodiversity benefits and 15,000 hectares in production s	2, 4
Actions	Restore 200 hectares of arable sugar land in Northern Belize that has been denuded over time by use	2, 5
Actions	Promote the reduction of agricultural GHG emissions through altering crop cultivation methods, including green mechanical harvesting in sugar cane production systems, through a public awareness campaign targeting women, youth and local communities	2, 3, 2, 2

You are able to download reports as excel sheets, pdfs, word documents, and etc.

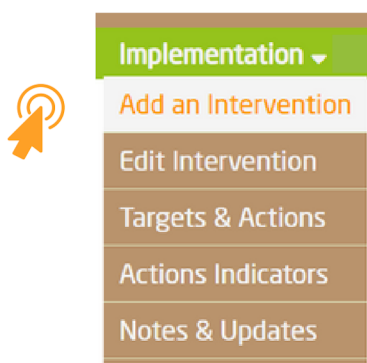
4.0 Implementation

Monitoring, Reporting, and Verification

4.1 Add an Intervention

This section outlines adding an **Intervention**. **NOTE:** Targets and Actions will only display corresponding to the policy/project.

- ➔ From the **Implementation Menu**, Click "**Add an Intervention**"
(Implementation >> Add an Intervention)



1. Enter all required information under "**Basic Information**"

A screenshot of a web form titled 'Basic Information'. On the left is a sidebar with icons for 'Basic Information', 'Responsibilities', 'Financials', 'Attachments', and a 'Save' button. The main form area contains several fields: 'Title' (text input), 'Description' (text area), 'Project/Programme' (dropdown menu), 'Sector' (dropdown menu), 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Years' (text input), and 'Months' (text input). All fields are marked with a red asterisk indicating they are required.

Form Fields:

Title: The title given to the Intervention

Description: Information describing the Intervention

Project/Programme: Project/programme type

Sector: Select a sector for this intervention

Start Date: Date the intervention begins

End Date: Date the intervention finishes

Years and months will automatically calculate.

Note: All fields with a red asterisk (*) beside them **must be** filled out for a form to be saved correctly.

Field boxes in grey  will fill automatically .

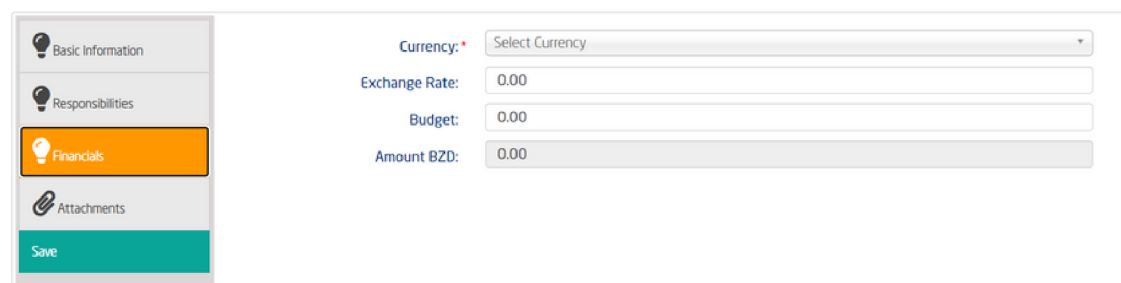
2. Fill out all required information under "**Responsibilities.**"



The screenshot shows the 'Responsibilities' tab selected in the left sidebar. The main form area contains the following fields:

- Ministry:** A dropdown menu with 'Sustainable Development, Climate Change & Disaster Risk Management' selected. A red asterisk (*) is next to the label.
- Funding Agencies:** A text input field with 'Select Options' as a placeholder.
- Executing Agency:** A dropdown menu with 'Select Executing Agency' as a placeholder.
- Development Partner:** A dropdown menu with 'Select Development Partner' as a placeholder.

3. Enter all required information under "**Financials**"



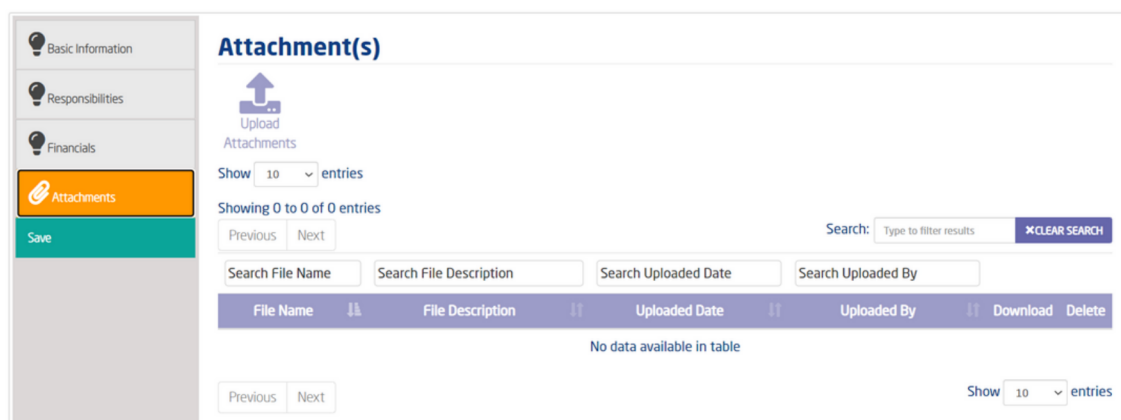
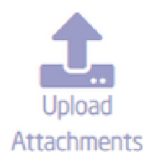
The screenshot shows the 'Financials' tab selected in the left sidebar. The main form area contains the following fields:

- Currency:** A dropdown menu with 'Select Currency' as a placeholder. A red asterisk (*) is next to the label.
- Exchange Rate:** A text input field with '0.00' as a placeholder.
- Budget:** A text input field with '0.00' as a placeholder.
- Amount BZD:** A text input field with '0.00' as a placeholder.

The amount in **BZD** will calculate automatically.

4. Upload necessary attachments under the **Attachments** tab

To Add an attachment, **Select**



The screenshot shows the 'Attachments' tab selected in the left sidebar. The main form area is titled 'Attachment(s)' and contains the following elements:

- An 'Upload Attachments' button with an upward arrow icon.
- A 'Show 10 entries' dropdown menu.
- A message 'Showing 0 to 0 of 0 entries'.
- Navigation buttons: 'Previous' and 'Next'.
- A search bar with the placeholder 'Type to filter results' and a 'CLEAR SEARCH' button.
- Search filters: 'Search File Name', 'Search File Description', 'Search Uploaded Date', and 'Search Uploaded By'.
- A table header with columns: 'File Name', 'File Description', 'Uploaded Date', 'Uploaded By', 'Download', and 'Delete'.
- A message 'No data available in table'.
- Bottom navigation buttons: 'Previous' and 'Next'.
- A 'Show 10 entries' dropdown menu at the bottom right.

Follow **all** instructions provided, and **select Choose Files** to upload a file.

Upload Document(s)

Note:

1. Files should be in .jpg, .jpeg, .bmp, .doc, .docx, .txt, .pdf, .xls, .xlsx, .csv, .png, or .gif file format.
2. You can now upload multiple files at once.
3. Click browse, select the file(s) you'd like to upload.
4. Enter description for files you have selected.
5. When finished Click Upload.

Description about File(s) *

File(s) to Upload *

Choose Files

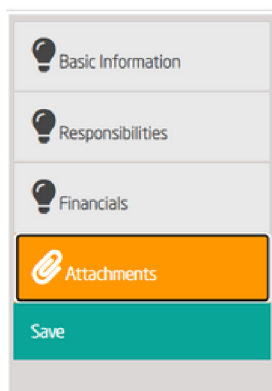
No file chosen

UPLOAD

0%

Select **UPLOAD** to **upload and save the file.**

5. **Select "Save"** to save the intervention.



4.2 Edit Intervention

This section outlines how to **edit an intervention**:

From the **Implementation Menu**, Click "**Edit Intervention**"

(Implementation » Edit Intervention)



You are able to view the interventions by filters.

ACCESS

Full Access to edit intervention details

READONLY

Read Only Access to intervention details

NO ACCESS

No Access to edit or view intervention details

1. To edit, **Select** an intervention

□ ACCESS Baseline Well Survey - Training Test

"Sustainable Development, Climate Change & Disaster Risk Management"

Interventions

Legends: ACCESS READONLY NO ACCESS

Show 50 entries

Showing 1 to 19 of 19 entries

Previous 1 Next

Search: Type to filter results X CLEAR SEARCH

	Title	Project/Programme	Sector	Editor	
□ ACCESS	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	Tennielle Williams	DELETE

2. In this section you are able to edit the information entered when creating **an intervention**.

Basic Information

Responsibilities

Financials

Attachments

Save Changes

Title: Baseline Well Survey - Training Test

Description: Collect data on geographic location of wells in the Maskall Area

Project/Programme: [NDC2021] Belize's Nationally Determined Contribution (NDC) 2021

Sector: WAT - Water x

Start Date: 08-Aug-2022

End Date: 07-Aug-2024

Years: 1

Months: 11

Ministry: Ministry of Natural Resources

Funding Agencies: IADB - Inter American Development Bank x

Executing Agency: Ministry of Finance

Development Partner: [CC] Climate Change Office

Basic Information

Responsibilities

Financials

Attachments

Save Changes

Currency: EUR - Euro

Exchange Rate: 0.38

Budget: 4,200.00

Amount BZD: 1,596.00

Basic Information

Responsibilities

Financials

Attachments

Save Changes

Attachment(s)

Upload Documents

Show 10 entries

Showing 1 to 1 of 1 entries

Previous 1 Next

Search: Type to filter results CLEAR SEARCH

Search File Name

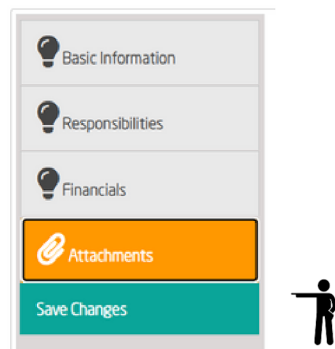
Search File Description

Search Uploaded Date

Search Uploaded By

File Name	File Description	Uploaded Date	Uploaded By	Download	Delete
NHS Signed GWP_C Contract_Sep_22.pdf	Signed Project Contract	04 Aug 2022 13:54:18	principal.hydrologist@naturalresources.gov.bz	DOWNLOAD	DELETE

2. **Select** "Save Changes" to save the changes made



3. **To Delete** an intervention, **select** the intervention (s) and:

Click DELETE **to delete** a SINGLE intervention.

Use the Action tab to bulk delete multiple interventions.



Interventions

Legends: ACCESS READONLY NO ACCESS

Show 50 entries

Showing 1 to 19 of 19 entries

Previous 1 Next

Search: Type to filter results CLEAR SEARCH

Search Title

Search Project/Programme

Search Sector

Search Editor

	Title	Project/Programme	Sector	Editor	
<input type="checkbox"/>	ACCESS Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	Tennielle Williams	DELETE

4.3 Targets & Actions

This section outlines how to create **targets and actions**.

From the **Implementation Menu**, Click "**Targets & Actions**"

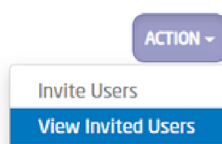
(Implementation » Targets & Actions)



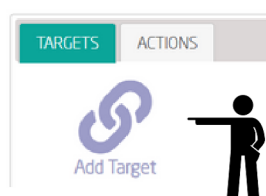
1. To add Targets and Actions, **Click** an intervention.



Note: The **Action Tab** is used to invite users or view invited users.



1. To **create** a target, Select "**Add Target**"



Then, enter all the required information.

New Target

Target: *

Display Order Before:

Select to **Save and add another action.**

Select to **Save.**

TARGETS ACTIONS

Add Target

Show 25 entries

Showing 1 to 1 of 1 entries

Previous 1 Next

Search:

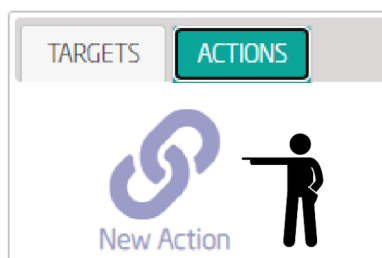
Search Target

Target	Edit	Delete
WAT.1 - Enhance the protection of water catchment (including groundwater resources) areas and make improvements to the management and maintenance of existing water supply systems through implementation of the National Water Sector Adaptation Strategy and Action P	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

Previous 1 Next

Show 25 entries

2. To create an action, Select "Add Action"



Then, enter all the required information.

New Action

Target: *

Action: *

Display Order Before:

Select to **Save and add another action.**

Select to **Save.**

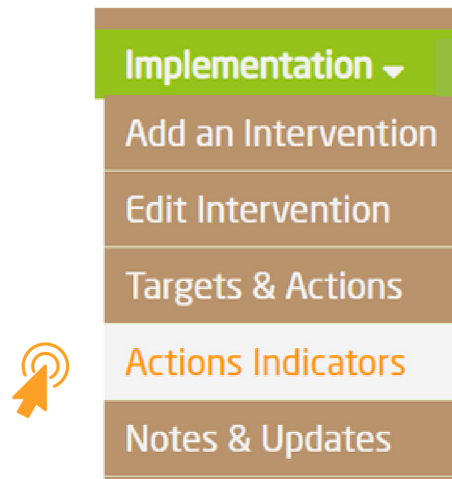
Beside each target, is its **corresponding action**.

Target	Action
WAT.1 - Enhance the protection of water catchment (including groundwater resources) areas and make improvements to the management and maintenance of existing water supply systems through implementation of the National Water Sector Adaptation Strategy and Action P	WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity

4.4 Actions Indicators

This section outlines **Actions Indicators**.

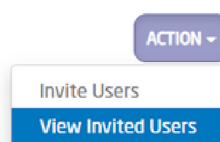
From the **Implementation Menu**, Click "**Actions Indicators**"
(Implementation » Actions Indicators)



1. To add an Action Indicator, **Click** an intervention.



Note: The **Action Tab** is used to invite users or view invited users.



To add a new action indicator, **Select**



Then, enter all the required information.

New Indicator

Action *	Select Action
Indicator *	Select Indicator
Source of Information	
Assumption	
Unit	Select Unit
Baseline	
Baseline Year	
Overall Target	

[SAVE & CONTINUE](#) [SAVE & CLOSE](#)

Form Fields:

Action: Select an action

Indicator: Select an indicator

Source of Information: Origin of the information used

Assumption: Notes on the indicator

Unit: Select a unit of measurement

Baseline: Current state of the indicator

Baseline Year: Year of the baseline state

Overall Target: A projected target for this indicator (What you'd like to accomplish)

Select [SAVE & CONTINUE](#) to **Save and add another action indicator.**

Select [SAVE & CLOSE](#) to **Save.**

2. **To Add** a target, select [+ TARGET](#)

To **Edit**, select [EDIT](#)

To **Delete**, select [DELETE](#)

To **View more details**, click [+](#) beside each indicator

After selecting **+ TARGET**

Enter all the information needed under **New Monitoring Targets**. In this section, you would be able to create a breakdown of when you would like to accomplish this goal/target.

New Monitoring Targets

Overall Target	200.00
Accumulative Target	200.00
Target (Amount) *	0.00
Target Year *	Select Year
Year Period *	<input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input type="radio"/> Q4
SAVE & CONTINUE SAVE & CLOSE	

The Overall Target and Accumulative Target fields will fill automatically.

Enter the **"Target Amount"** and **"Target Year"**.

Select a **"Year period"**

Example: If the targeted amount is 200,

You would be able to set a targeted amount of 100, for 2023 in the 4th quarter (Q4). Then Select **SAVE & CONTINUE** and create another for the remaining 100, but to be accomplished by the year 2024 (Q4)


Overall Target	200.00
Accumulative Target	200.00
Target (Amount) *	100.00
Target Year *	2023
Year Period *	<input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input checked="" type="radio"/> Q4
SAVE & CONTINUE SAVE & CLOSE	


Overall Target	200.00
Accumulative Target	200.00
Target (Amount) *	100.00
Target Year *	2024
Year Period *	<input type="radio"/> Q1 <input type="radio"/> Q2 <input type="radio"/> Q3 <input checked="" type="radio"/> Q4
SAVE & CONTINUE SAVE & CLOSE	

Select **SAVE & CLOSE** to **Save**.

3. To view the details, click  beside each indicator.

WAT.1.1 - Design and implement groundwater hydrological monitoring network to i

 WAT.1.1.1 - Groundwater hydrological monitoring network designed by 2022

 WAT.1.1.2 - Number of groundwater hydrological monitoring stations active by 2025

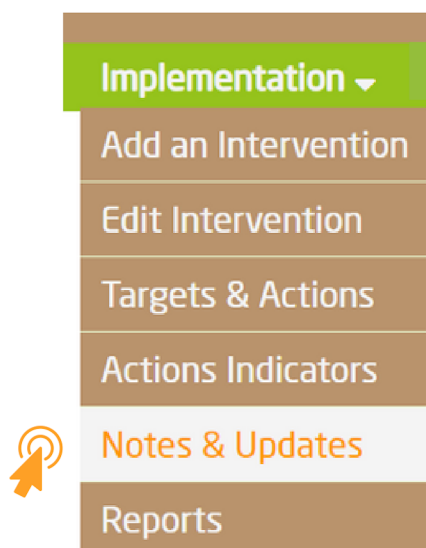
WAT.1.1.2 - Number of groundwater hydrological monitoring stations active by TB 2025				3,000.00	200.00	500.00	+ TARGET	✓ EDIT	🗑 DELETE
Monitoring Targets									
Target		Target Year		Year Period					
100.00		2022		Q4		Edit	Delete		
200.00		2023		Q4		Edit	Delete		
200.00		2024		Q4		Edit	Delete		

4.5 Notes & Updates

This section outlines project **Notes & Updates**. This is used to track the project progress.

From the **Implementation Menu**, Click "**Notes & Updates**"

(Implementation » Notes & Updates)



1. Select a intervention/ project

Implementation >> **Project Updates**

" Sustainable Development, Climate Change & Disaster Risk Management"

Legends: **ACCESS**

Show 50 entries

Showing 1 to 19 of 19 entries

Previous 1 Next

	Title	Project/Programme	Sector	Project Owner
<input type="checkbox"/> ACCESS	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	Tennielle Williams

Search Title Search Project/Programme Search Sector Search Project Owner

actions CLEAR SEARCH

2. To **Add** and update, **Select**



3. To **Edit** an update, **Select**



4. To **Delete** an update, **Select**



Update Notes

Add Progress Update

Show

10

 entries

Showing 1 to 1 of 1 entries

Previous

1

 Next

Search:

X CLEAR SEARCH

Search Report Date

Search Progress Update

Search Report By

Report Date	Progress Update	Report By
04 Aug 2022 14:23:04	Baseline Well Survey will start with field data collection on Monday August 8, 2022	Tennielle Williams

EDIT

DELETE

5.0 Monitoring, Reporting, and Verification Activities

This section displays a breakdown of the **activities** under each intervention

➡ Click the **Activities tab** on the main menu

(Main Menu>> Activities)

Implementation ▾ Activities Settings ▾



To View **more** details of the actions under **Work Breakdown Structure**

Select



WORK BREAKDOWN STRUCTURE	ACTIVITIES
Number	
➤ ACTIONS	

WORK BREAKDOWN STRUCTURE	ACTIVITIES
Number	
▼ ACTIONS	
▼ 1	Design and im
1.1	Activity 1 -


"Baseline Well Survey - Training Test"

WORK BREAKDOWN STRUCTURE	ACTIVITIES
Number	Name
▼ ACTIONS	
▼ 1	Design and implement groundwater hydrological monitoring network to inform drought monitoring activity
1.1	Activity 1 - Procure YSI, Contact Meter, Resistivity Meter
1.2	Activity 2 - Conduct Recon of project area based on existing geospatial data
1.3	Activity 3 - Commence field work in Zone 1 of the project area
1.4	Activity 4 - Conduct field data collection in Zone 2
1.5	Activity 5 - Data Processing of all field data collected
1.6	Activity 6 - Hire Hydrogeologist to conduct analysis of data collected and produce deliverable on the groundwater

To **ADD** a new activity, Select the **activity tab** and then



New Activity

WORK BREAKDOWN STRUCTURE		ACTIVITIES	
 New Activity Show 25 entries Showing 1 to 6 of 6 entries Previous 1 Next		Search: <input type="text"/> Type to filter results <input type="button" value="X CLEAR SEARCH"/>	
Search Activity		Search Action	
Activity		Action	Edit Delete
Activity 1 - Procure YSI, Contact Meter, Resistivity Meter		WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Activity 2 - Conduct Recon of project area based on existing geospatial data		WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Then, enter all the required information.

Activity

Action *	Select Action	
Description *		
Years	Select Option	<input type="button" value="ALL ✓"/> <input type="button" value="NONE ✕"/>
Display Order Before:	Select an Option	
<input type="button" value="SAVE & CONTINUE"/> <input type="button" value="SAVE & CLOSE"/>		

Form Fields:

Action: Select an action

Description: Information describing the activity

Years: Duration period of the activity in years

Display Order Before: This will determine the order in which the actions will be displayed

Select to **Save and add another activity.**

Select to **Save.**

Beside each activity, is its **corresponding action.**

Activity	Action
Activity 1 - Procure YSI, Contact Meter, Resistivity Meter	WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity

6.0 Monitoring, Reporting, and Verification

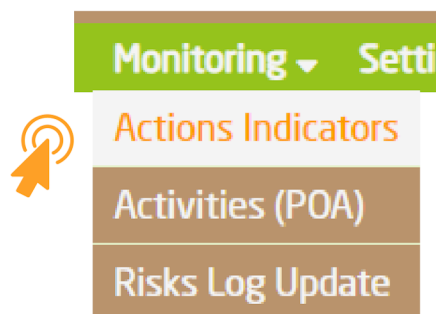
6.0 Monitoring

6.1 Action Indicators

This section provides users with access to report on the progress of a project.

➔ From the **Monitoring Menu**, Click "**Action Indicators**"

(Monitoring >> Action Indicators)



1. **Select an intervention/ project**

Title					
<input type="checkbox"/>	ACCESS	Baseline Well Survey - Training Test			
Project Title					
		Project/Programme	Sector	B2D Amount	Project Owner
<input type="checkbox"/>	ACCESS	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	1,596.00 Tennessee Williams
<input type="checkbox"/>	ACCESS	Belize Agriculture and Management System	Belize's Nationally Determined Contribution (NDC) 2021	AG	1,000,000.00 Jose Tillet

This gives the user an overview of the action indicators, baseline, baseline year, and target.

Indicator	Unit	Baseline	Baseline Year	Overall Target	Overall Result	
WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity						
WAT.1.1.1 - Groundwater hydrological monitoring network designed by 2022	Number	102.00	2021	200.00	225.00	+ REPORT
WAT.1.1.2 - Number of groundwater hydrological monitoring stations active by 2025		3,000.00	2022	200.00	60.00	+ REPORT

You are also able to view the progress report history

WAT.1.1 - Design and implement groundwater hydrological monitoring network to inform drought monitoring activity						
WAT.1.1.1 - Groundwater hydrological monitoring network designed by 2022						
				102.00	2021	200.00
						225.00
Reports						
Target	Target Period	From Date	To Date	Result Achieved	Cumulative Achieved	Notes
150.00	2022 - Q4				96.67% Complete	
		08-Aug-2022	30-Dec-2022	145.00 No	145.00 No	Edit Delete
50.00	2023 - Q2				160% Complete	
		03-Jan-2023	12-Jan-2023	80.00 No	80.00 No	Edit Delete

2. To create a **NEW progress report**, select **+ REPORT**

Search Overall Target	Search Overall Result
Overall Target	Overall Result
200.00	225.00 + REPORT
200.00	60.00 + REPORT

Then, enter all the required information.

New Monitoring Report

Indicator	WAT.1.1.1 - Groundwater hydrological monitoring network designed by 2022	
Baseline	102.00	Number
Overall Target	200.00	
Overall Cumulative Results	225.00	
Overall % achieved	112.5 %	
Target Reporting *	Select Target Reporting	
From Date *		
To Date *		
Results Achieved *		Number
Notes:		

SAVE & CLOSE

Form Fields:

Targeting Report: Select the quarter in which this target is due

From Date: When the progress started

To Date: When the progress stopped

Results Achieved: State what was completed in this time frame

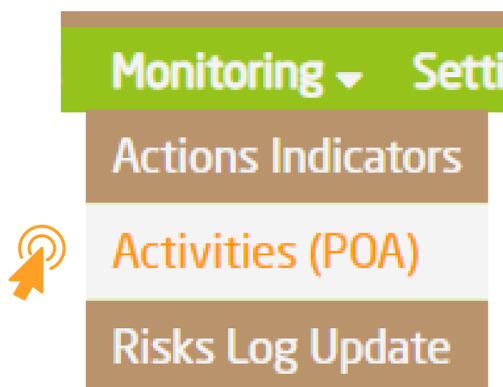
Select **SAVE & CLOSE** to **Save**.

6.2 Activities (POA)

This section outlines **the activities completed per year/ targeted year**.

From the **Monitoring Menu**, Click "**Activities (POA)**"

(Monitoring» Activities)



1. **Select** an intervention/ project

↓↑	Title
<input type="checkbox"/> ACCESS	Baseline Well Survey - Training Test

SEARCH TITLE		SEARCH PROJECT/PROGRAMME	SEARCH SECTOR	SEARCH BZD AMOUNT	SEARCH PROJECT OWNER
	Title	Project/Programme	Sector	BZD Amount	Project Owner
<input type="checkbox"/> ACCESS	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	1,596.00	Tennielle Williams
<input type="checkbox"/> ACCESS	Belize Agriculture and Management System	Belize's Nationally Determined Contribution (NDC) 2021	AG	1,000,000.00	Jose Tillet

Choose a year, then **Click**



"Baseline Well Survey - Training Test"		
Year		
Year I	2022	<input type="button" value="VIEW"/>
Year II	2023	<input type="button" value="VIEW"/>
Year III	2024	<input type="button" value="VIEW"/>

You are able to view the activities, the start date, end date and how long the activity lasted in days under a project.

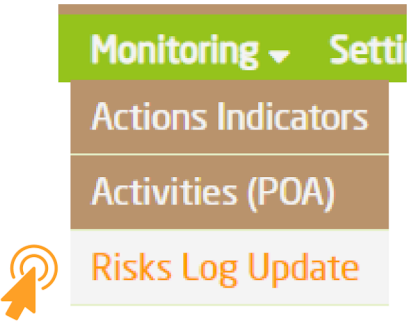
2022					
Code	Name	Start Date	End Date	Duration (Days)	Edit
▼ ACTIONS					
▼1	Design and implement groundwater hydrological monitoring network to inform drought monitoring activity	08-Aug-2022	10-Mar-2023	214	
ACTIVITY.1.1	Activity 1 - Procure YSI, Contact Meter, Resistivity Meter	08-Aug-2022	11-Oct-2022	64	<input type="button" value="EDIT"/>
ACTIVITY.1.2	Activity 2 - Conduct Recon of project area based on existing geospatial data	09-Aug-2022	11-Aug-2022	2	<input type="button" value="EDIT"/>
ACTIVITY.1.3	Activity 3 - Commence field work in Zone 1 of the project area	17-Aug-2022	16-Sep-2022	30	<input type="button" value="EDIT"/>
ACTIVITY.1.4	Activity 4 - Conduct field data collection in Zone 2	19-Sep-2022	19-Oct-2022	30	<input type="button" value="EDIT"/>
ACTIVITY.1.5	Activity 5 - Data Processing of all field data collected	31-Oct-2022	10-Mar-2023	130	<input type="button" value="EDIT"/>

6.3 Risk Log Update

This section outlines the possible risk under each project and activities.

From the Monitoring Menu, Click "Risk Log Update"

(Monitoring» Risk Log Update)



1. Select an intervention/ project

1. Select an intervention/ project

ACCESS

Baseline Well Survey - Training Test

	Title	Project/Programme	Sector	Project Owner
<div><div></div><div>ACCESS</div></div>	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	Tennielle Williams
<div><div></div><div>ACCESS</div></div>	Belize Agriculture and Management System	Belize's Nationally Determined Contribution (NDC) 2021	AG	Jose Tillet

2. Select  , to view previous risk entires

Search Risk

Search Category

Search Level

⬆️⬆️

Risk No

⬆️

Category

⬆️⬆️

Level

⊕

1

Compliance Risk

20%

Search Risk

Search Category

Search Level

Search Likelihood

Search Risk Description

Search Potential Impact

Search Impact Description

⬆️⬆️

Risk No

⬆️

Category

⬆️⬆️

Level

⬆️⬆️

Likelihood

⬆️⬆️

Risk Description

⬆️⬆️

Potential Impact

⬆️⬆️

Impact Description

⚙️

1

Compliance Risk

20%

Moderate

Testing Risk

Moderate

⚙️

History

Updated Date

User

Prev. Risk No

Prev. Category

Prev. Level

Prev. Likelihood

Prev. Potential Impact

Prev. Risk Description

Prev. Impact Description

Prev. Mitigation Measures

2022-08-11 14:12:41

Roberto Bol

1

Compliance Risk

50%

Moderate

Moderate

Testing Risk

2. To add a NEW risk, select



New Risk

Category *	Select Risk Category
Risk Level	
Likelihood *	Select Risk Likelihood
Potential Impact *	Select Potential Impact
Risk Description *	
Impact Description	
Mitigation measures	

[SAVE & CONTINUE](#) [SAVE & CLOSE](#)

Form Fields:

Category: Select a risk category

Risk Level: Insert a risk level in the percentage

Likelihood: Select the level of the likelihood for this risk to happen

Potential Impact: Select a level of impact the risk could have

Risk Description: Information describing the Risk

Impact Description: Information describing the Risk

Mitigation Measures: Information about the measure used to reduce the risk

Select [SAVE & CONTINUE](#) to **Save and add another risk.**

Select [SAVE & CLOSE](#) to **Save.**

7.0 Settings

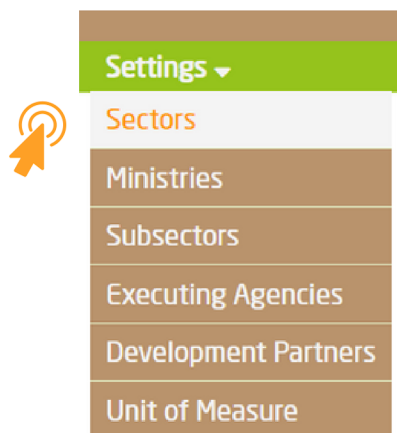
Monitoring, Reporting, and Verification

7.1 Sector Setup

This section outlines **Sector Setup**

➔ From the **Settings Menu**, Click "**Sectors**"

(Settings >> sectors)



1. To Add a new **Sector**, select



Then, enter all the required information.

New Sector

Sector Code *	<input type="text"/>
Description *	<input type="text"/>
<div><button>SAVE AND NEW</button><button>SAVE & CLOSE</button></div>	

Form Fields:

Sector Code: The code given to the sector

Description: Information describing the sector

Select **SAVE AND NEW** to **Save and create another sector**.

Select **SAVE & CLOSE** to **Save**.

Here, you are able to view **active** and **inactive** sectors



Add New
Sector

Active

Inactive

ACTION ▾

Show 25 entries

Showing 1 to 14 of 14 entries

Previous 1 Next

Search: Type to filter results CLEAR SEARCH

Search CODE

Search DESCRIPTION

	CODE	DESCRIPTION	
<input type="checkbox"/>	AG	Agriculture	EDIT DELETE
<input type="checkbox"/>	CZ	Coastal & Marine	EDIT DELETE

2. To make a sector **inactive**, choose the sector then **select** the action tab.

☐

CODE

☒ AG

☒ CZ

ACTION ▾

Make Inactive

In the **Inactive sectors'** view, you are able to make sectors **active** via the **action tab** also.

☒ Active

☐ Inactive

ACTION ▾

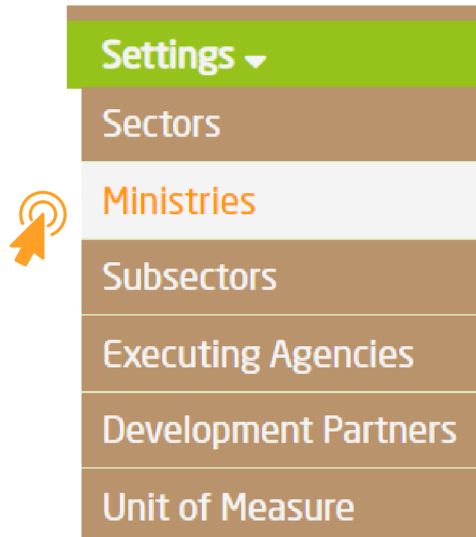
Make Active

7.2 Ministires

This section outlines **Setting up Ministries**.

From the **Settings Menu**, Click "**Ministries**"

(Settings » Ministires)



1. To Add a new **Ministry**, select



Then, enter all the required information.

New Ministry

Code *	<input type="text"/>
Vote # *	<input type="text"/>
Description *	<input type="text"/>
UDAC	<input type="text"/>
<div><button>SAVE & CONTINUE</button><button>SAVE & CLOSE</button></div>	

Form Fields:

Code: The code given to the ministry

Description: Information describing the sector

:

Select SAVE & CONTINUE to **Save and create another ministry**.

Select SAVE & CLOSE to **Save**.

2. **Here**, you are able set a ministry as an **active** or **inactive** ministry.



To make a sector **inactive**, select



beside the respective ministry.

Do the same for active ministries.

3. To **Edit**, select 

To **Delete**, select 

OVERVIEW:



7.3 Subsector Setup

This section outlines **subsector setup**

➡ From the **Settings Menu**, Click "**Subsectors**"

(Settings >> subsectors)



1. To Add a new **Subsector**, select



Then, enter all the required information.

New Subsector

Sector *

Subsector Code *

Name *

Form Fields:

Sector: Select the sector this subsector belongs to

Subsector Code: The code given to the subsector

Name: Title given to the subsector

Select to **Save and create another subsector**.

Select to **Save**.

Here, you are able to view **active** and **inactive** subsectors

☒ Active ☐ Inactive

Showing 1 to 11 of 11 entries

Previous

1

Next

Search Code

Search Description

Search Sector

	CODE	DESCRIPTION	SECTOR	
<input type="checkbox"/>	Cbe	Commercial building efficiency	Energy	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
<input type="checkbox"/>	Isc	Improved soilcare	Agriculture	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

ACTION

Search:

2. To make a subsector **inactive**, choose the subsector then **select** the action tab.

☐

CODE

☒

Cbe

☒

Isc

ACTION

Make Inactive

In the **Inactive sectors**' view, you are able to make sectors **active** via the **action tab** also.



7.4 Executing Agency Setup

This section outlines **executing agency Setup**

- ➔ From the **Settings Menu**, Click "**Executing Agency Setup**"
(Settings >> Executing Agency Setup)



1.To Add a new **Executing Agency**, select



Then, enter all the required information.

New Executing Agency

Code *

Description *

Form Fields:

Code: The code given to the executing agency

Description: Information describing the executing agency

Select **SAVE & CONTINUE** to **Save and create another executing agency.**

Select **SAVE & CLOSE** to **Save.**

2. To **Edit** an agency, Select 

3. To **Delete** an agency, Select 

7.5 Development Partners

This section outlines setting up **development partners**

➔ From the **Settings Menu**, Click "**Development Partners**"

(Settings >> Development Partners)



1.To Add a new **Development Partner**, select



Then, enter all the required information.

New Development Partner

Code*

Description*

SAVE AND NEW **SAVE & CLOSE**

Form Fields:

Code: The code given to the development partner

Description: Information describing the development partner

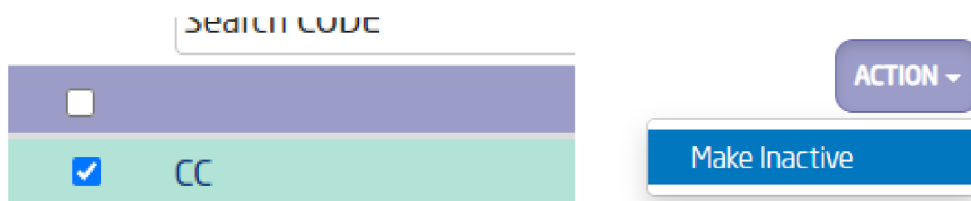
Select **SAVE & CONTINUE** to **Save and create another Development Partner**.

Select **SAVE & CLOSE** to **Save**.

Here, you are able to view **active** and **inactive development partners**



2. To make a sector **inactive**, choose the sector then **select** the action tab.



In the **Inactive Development Partners**' view, you are able to make partners **active** via the **action tab** also.



4. To **Edit** a Development Partner, **Select** **EDIT**

5. To **Delete** an Development Partner, **Select** **DELETE**

7.6 Unit of Measure

This section outlines setting up **Units of Measurement**

➔ From the **Settings Menu**, Click "**Unit of Measure**"

(Settings >> Unit of Measure)



1. To Add a new **Unit of Measurement**, select



Then, enter all the required information.

New Unit of Measure

Code*	<input type="text"/>
Description*	<input type="text"/>
<div>SAVE AND NEW SAVE & CLOSE</div>	

Form Fields:

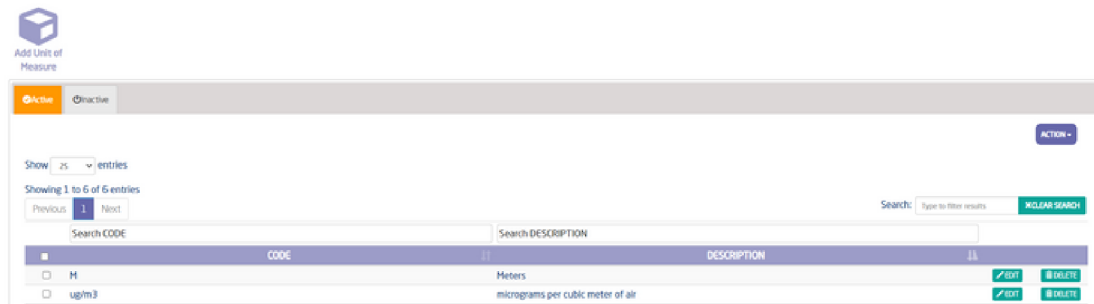
Code: The code given to the unit of measurement

Description: Information describing the unit of measurement

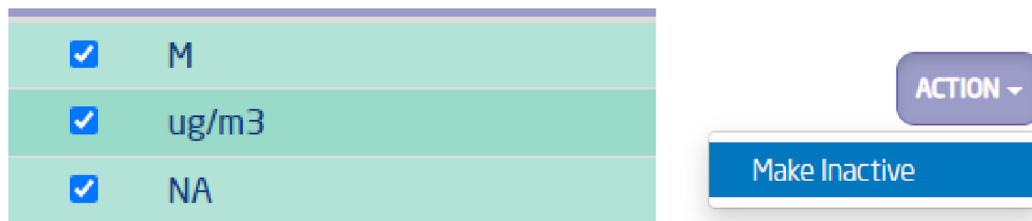
Select **SAVE & CONTINUE** to **Save and create another Unit of Measurement**.

Select **SAVE & CLOSE** to **Save**.

Here, you are able to view **active** and **inactive Unit of Measurements**



2. To make a Unit of Measurement **inactive**, choose the measurement then **select** the action tab.



In the **Inactive Unit of Measurements'** view, you are able to make the measurements **active** via the **action tab** also.



4. To **Edit** an Unit of Measurement, **Select** 

5. To **Delete** an Unit of Measurement, **Select** 



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