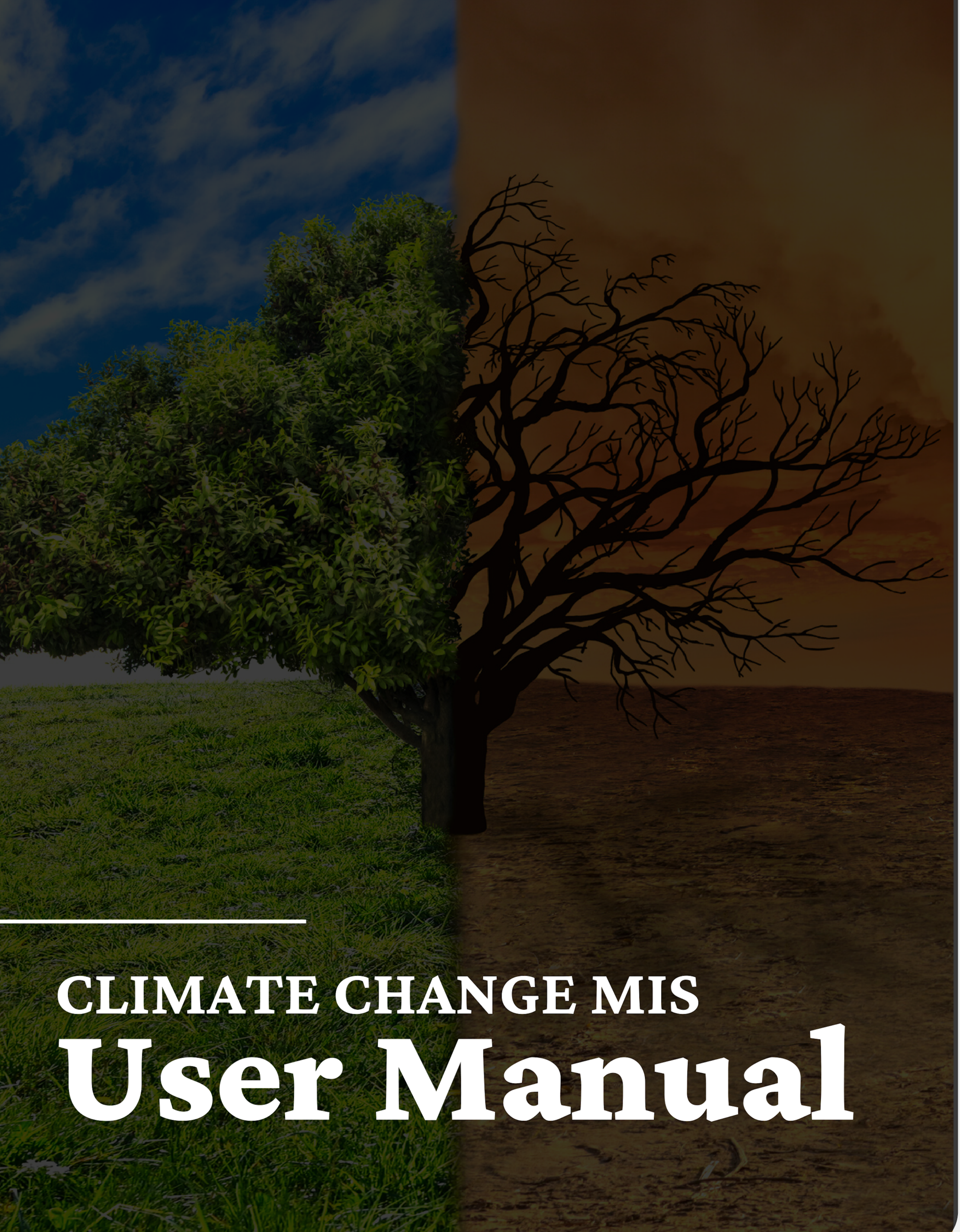


CLIMATE CHANGE MIS

User Manual

PRODUCED BY: eData™

TABLE OF CONTENTS

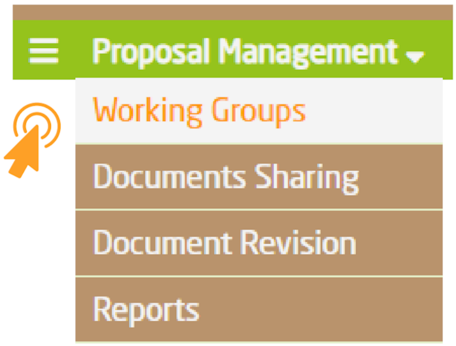
1.0 Monitoring, Reporting, and Verification Proposal Management

1.1 Working Groups

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

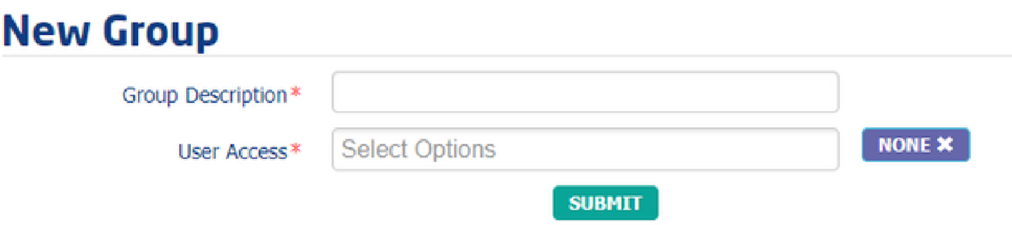
From the **Proposal Management Menu**, Click "**Working Group**"

(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.**



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

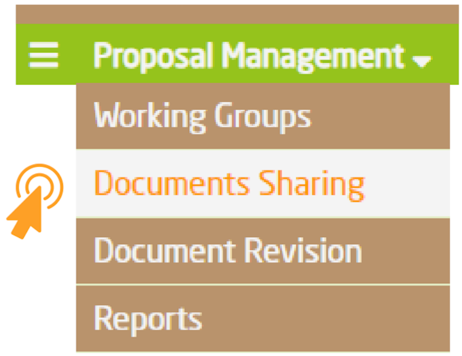
Group Name	Added Date	Added By		
Technical Working Group	21 Jul 2022	Jamie Azul	EDIT	DELETE
Climate Finance	25 Jul 2022	Kayla Burns	EDIT	DELETE

1.2 Document Sharing

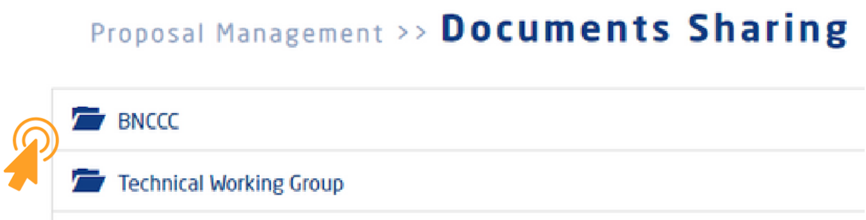
This section outlines adding a **Document Sharing**:

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

(Proposal Management » Document Sharing)



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

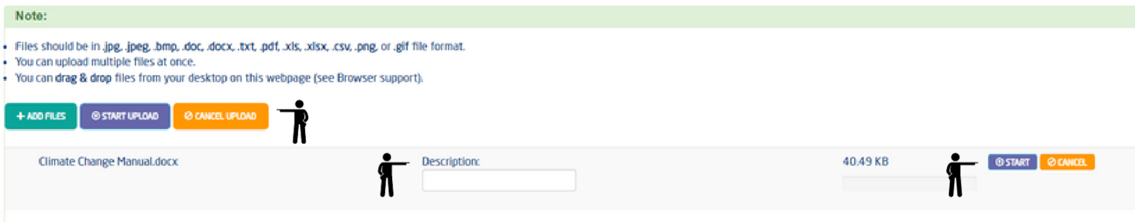


A. Select + ADD FILES and **choose a file to upload**.

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.**

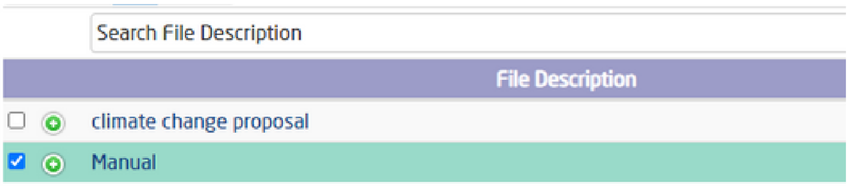


2. To:

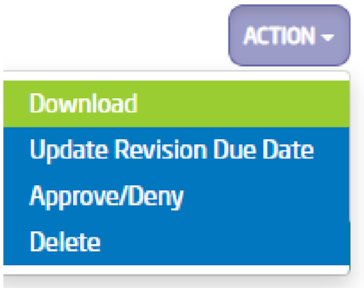
   a. Download the document
   b. Update the document Revision Date
   c. Approve/Deny the document
   d. Delete the document

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

Choose a document



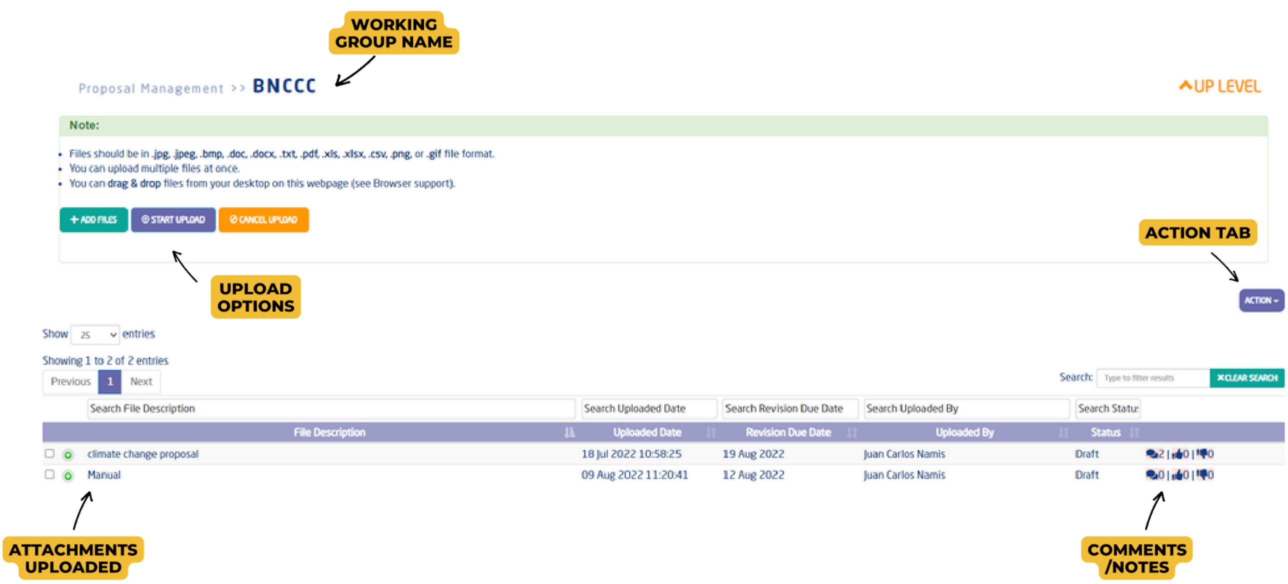
Select an option from the action tab



3. To add notes to the document uploaded,

Click the file (Manual) and **click** Add Note

OVERVIEW:

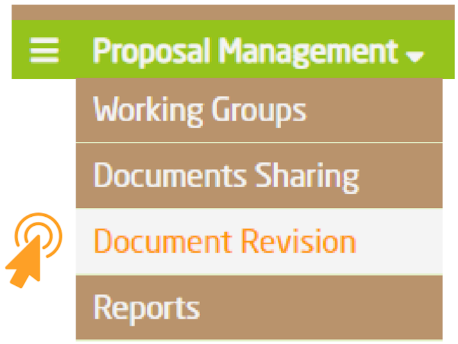


1.3 Document Revision

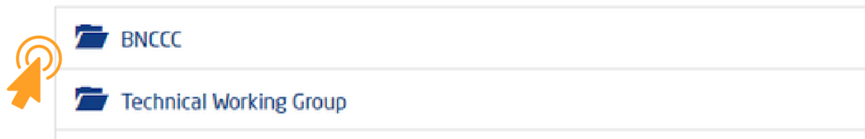
This section outlines adding a **Document Revision**:

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

(Proposal Management » Document Revision)



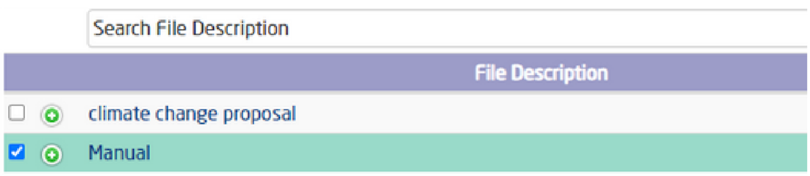
1. **Select** a Working Group folder with the documents you want to revise.



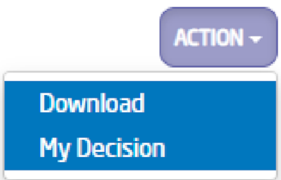
2. To:
   a. Download the document
   b. Make a Decision

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

Choose a document



Select an option from the action tab



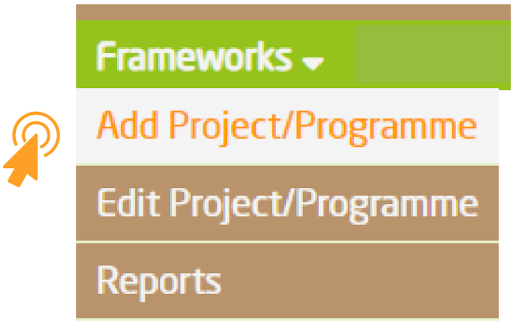
2.0 Monitoring, Reporting, and Verification Frameworks

2.1 Add Project/Programme

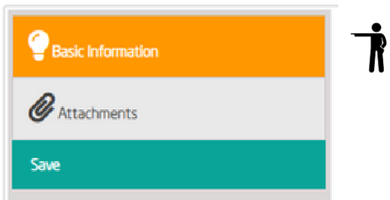
This section outlines creating a **policy/project**

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

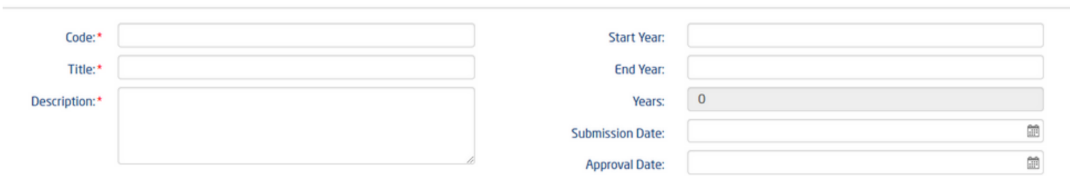
(Frameworks >> Add project/ Programme)



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



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



Form Fields:

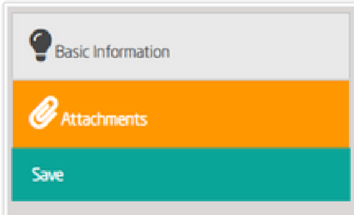
Code: Code given to the policy
Title: The title given to the policy
Description: Information describing the policy
Start Year: Start date of the policy
End Year: End date of the policy
Years: Duration of the policy in years
Submission Date: Date the policy is to be submitted
Approval Date: Date the policy 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 .

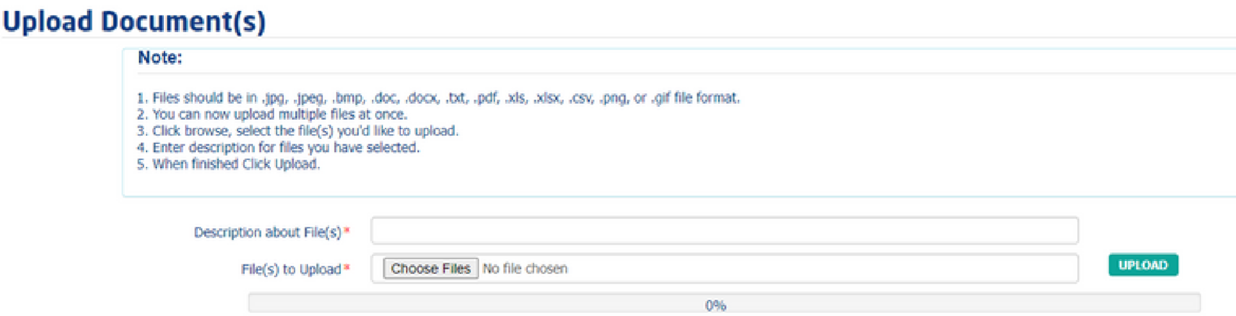
2. Upload necessary attachments under the **Attachments** tab

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



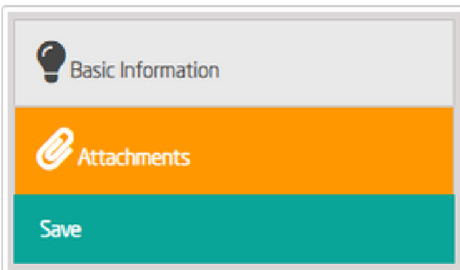
3. To Add a **NEW** Attachment, **Select**

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



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

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

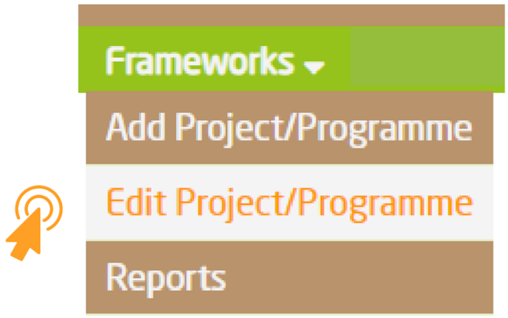


2.2 Edit Project/Programme

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

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

(Frameworks » Edit Project/Programme)

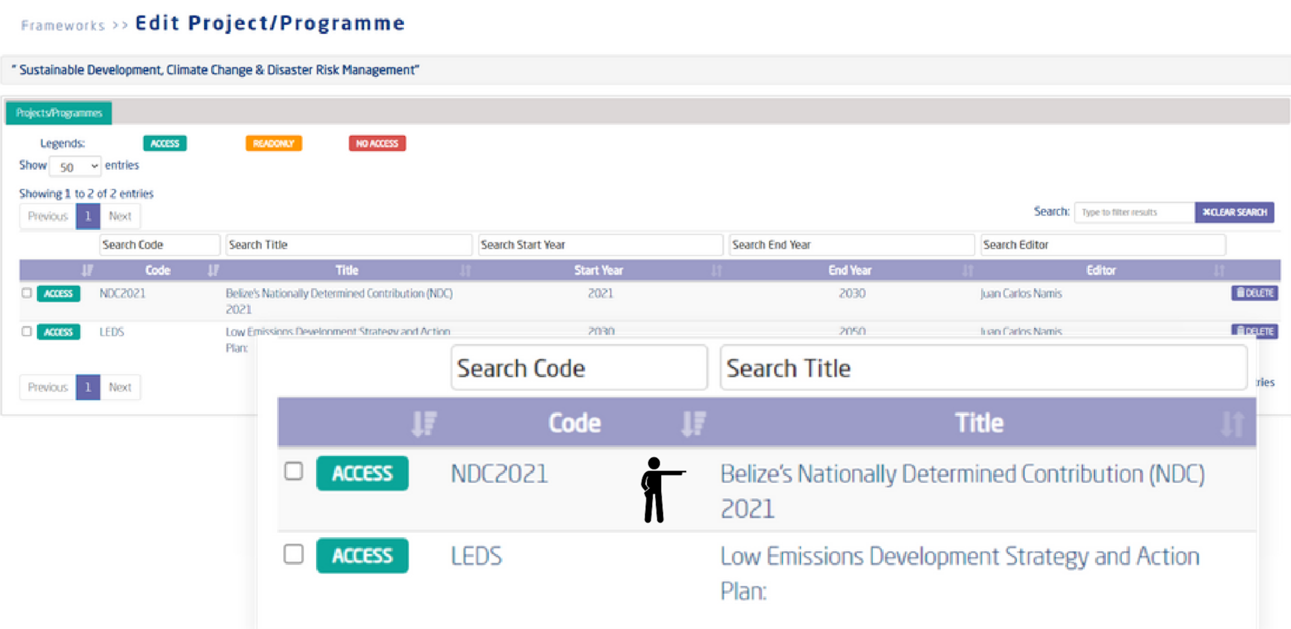


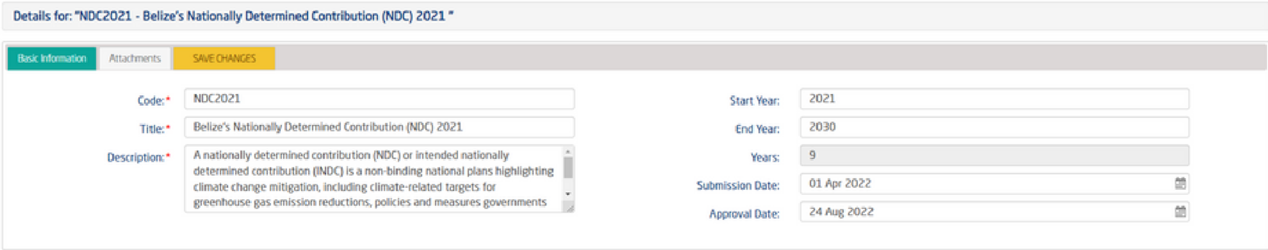
You are able to view the projects by filters.

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





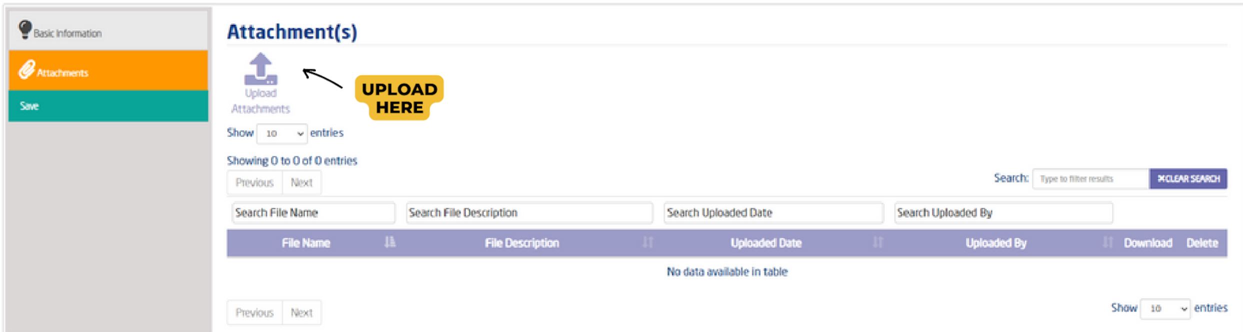
This gives you an overview of the project/programme created in section 2.1 (Add Project/Programme, **PAGE 5**)

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

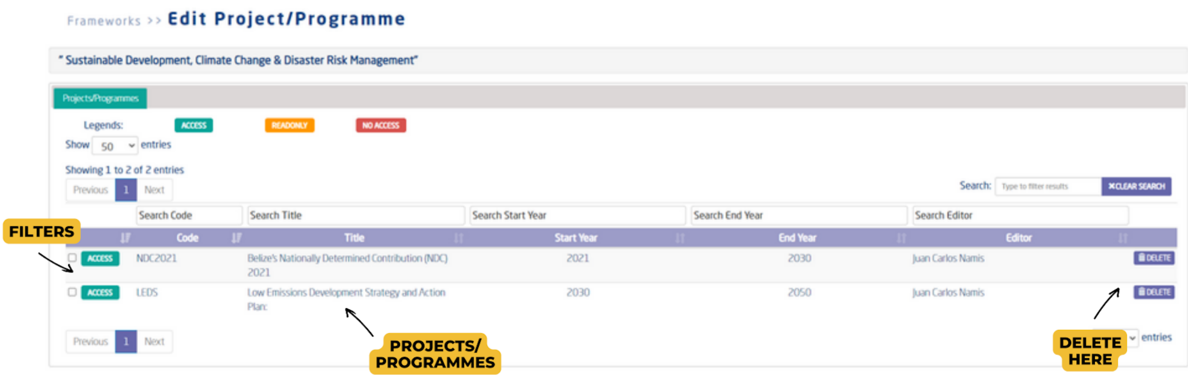
2. After editing, **select** SAVE CHANGES **to save.**

FRAME WORKS OVERVIEW:

Add Project/Programme overview



Edit Project/Programme overview



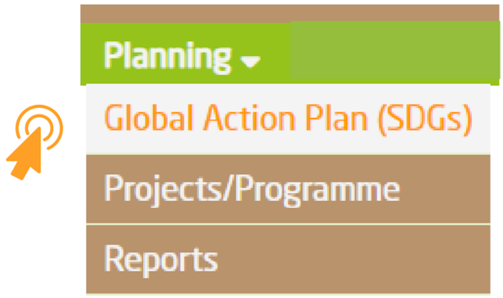
3.0 Monitoring, Reporting, and Verification Planning

3.1 Global Action Plan (SDGs)

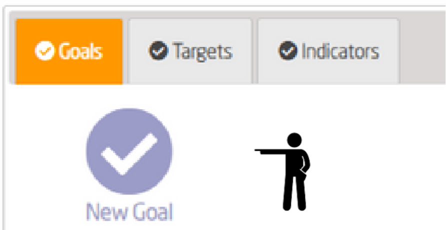
This section outlines creating **Global Action Plans.** Here you will assign indicators and targets to the goals created.

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

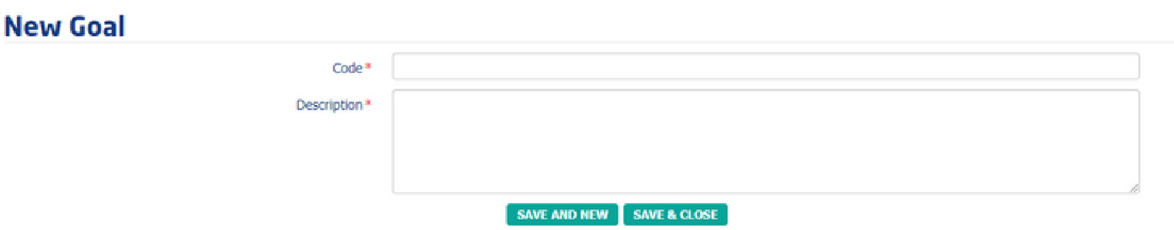
(Planning >> Global Action Plan (SDGs)



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



Then, Enter all the required information.



Form Fields:

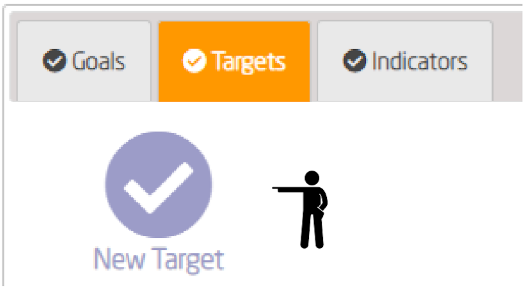
Code: Code given to the goal

Description: Information describing the goal

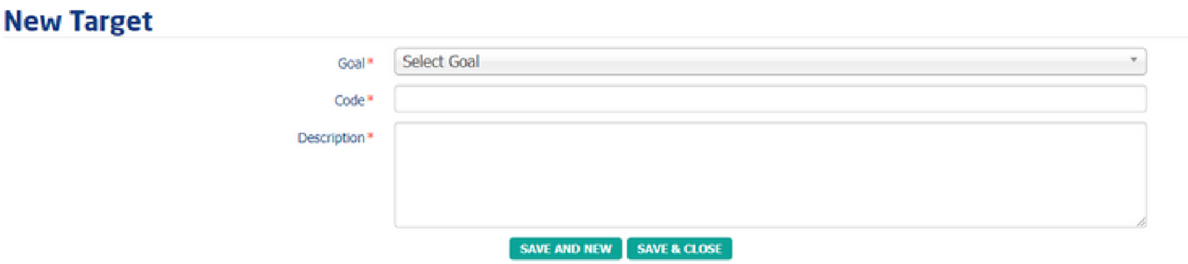
Select SAVE AND NEW to **Save and add another goal.**

Select SAVE & CLOSE to **Save.**

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



Then, Enter all the required information.



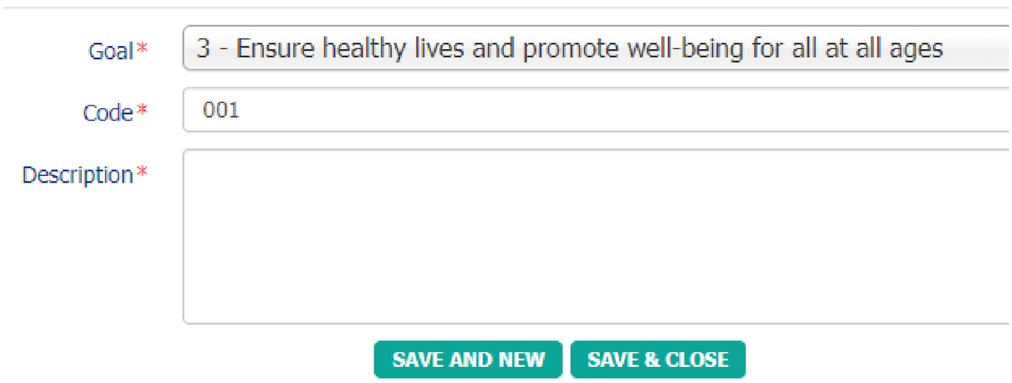
Form Fields:

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.**

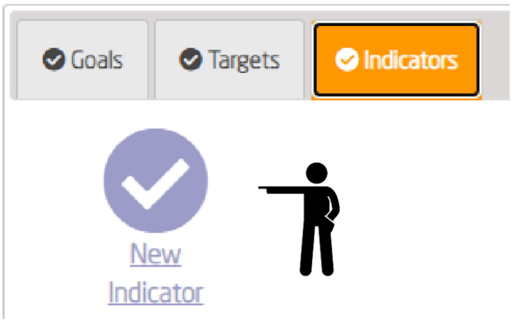
Example:



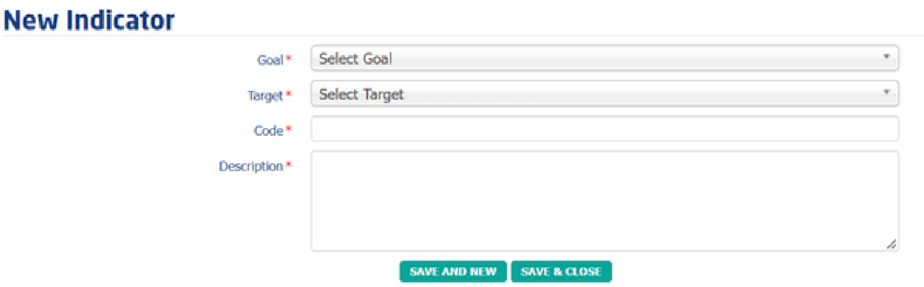
Beside each target, is its **corresponding goal code.**

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.



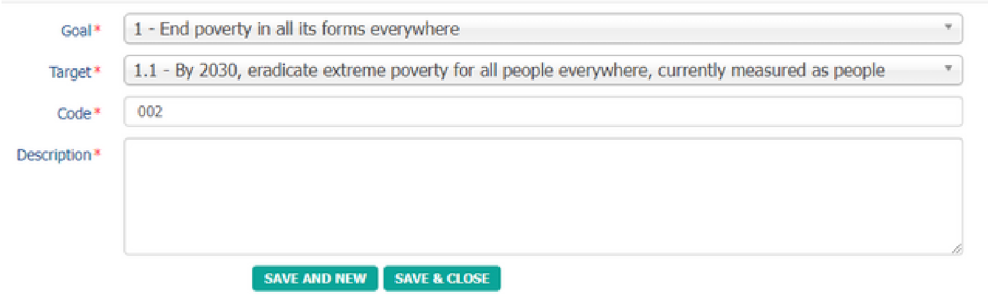
Form Fields:

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:



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

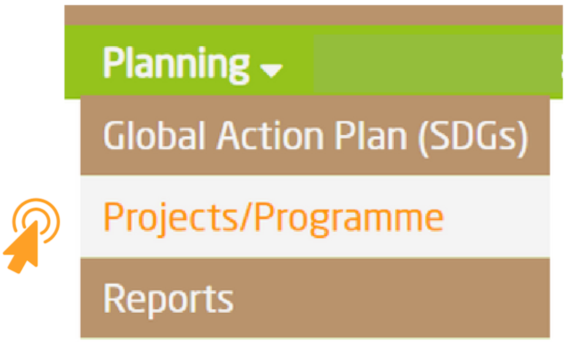
Code	Indicator	Target	Goal
1.1.1	Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	1.1	1
1.2.1	Proportion of population living below the national poverty line, by sex and age	1.2	1

3.2 Projects/Programmes

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

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

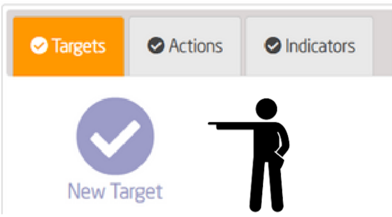
(Planning » Projects/Programmes)



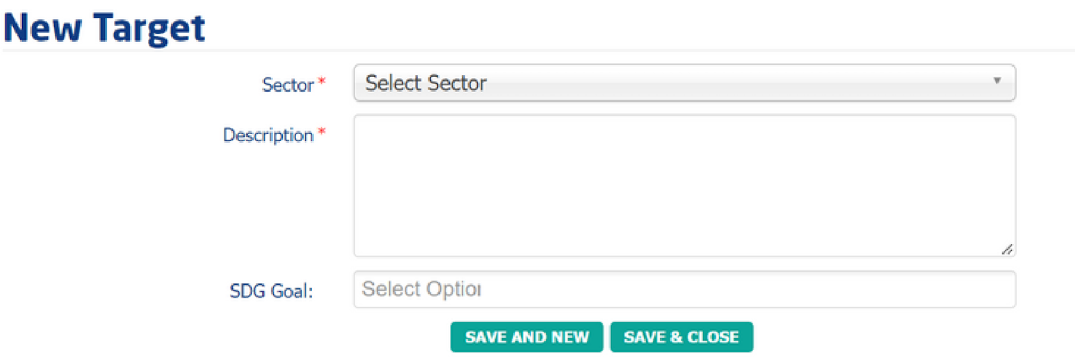
1. To edit, **Select** a policy/framework.

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

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



Then, enter all the required information.



Form Fields:

Sector: Select a sector to target
Description: Information describing the target
SDG Goal: Sustainable Development Goals for the target

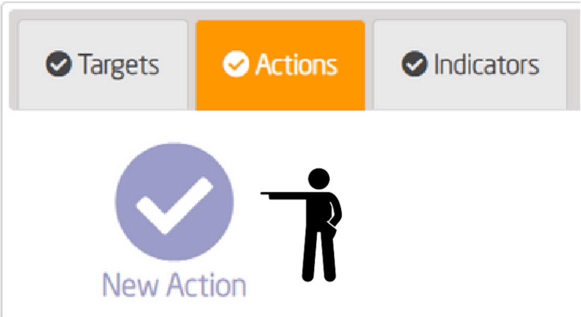
Select SAVE AND NEW to **Save and add another target.**

Select SAVE & CLOSE to **Save.**

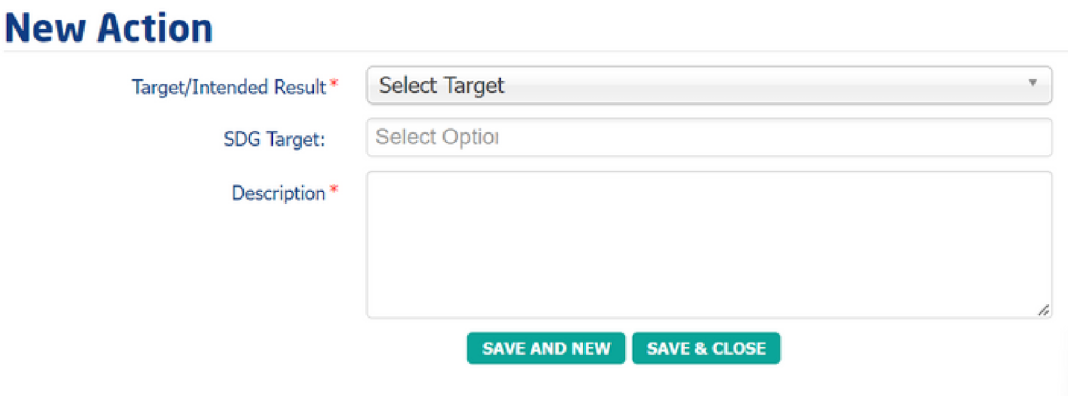
Beside each target, is its **corresponding sector and SDGs.**

Code	Description	Sector	SDG Goal
Agric.1	Reduce methane emissions from livestock by 10% by 2030 and avoid emissions of at least 4.5 KtCO2e 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.



Form Fields:

Target/ Intended Result: Select a Target
SDG Target: SDG Target for this action
Description: Information describing the target

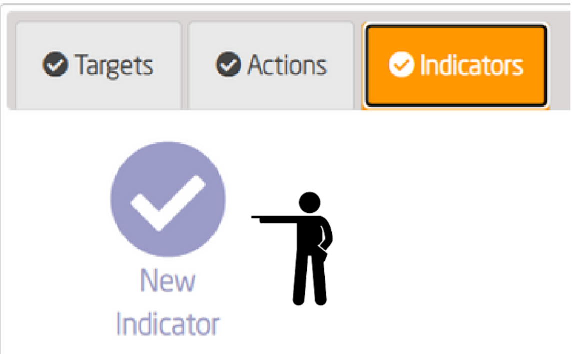
Select SAVE AND NEW to **Save and add another action.**

Select SAVE & CLOSE to **Save.**

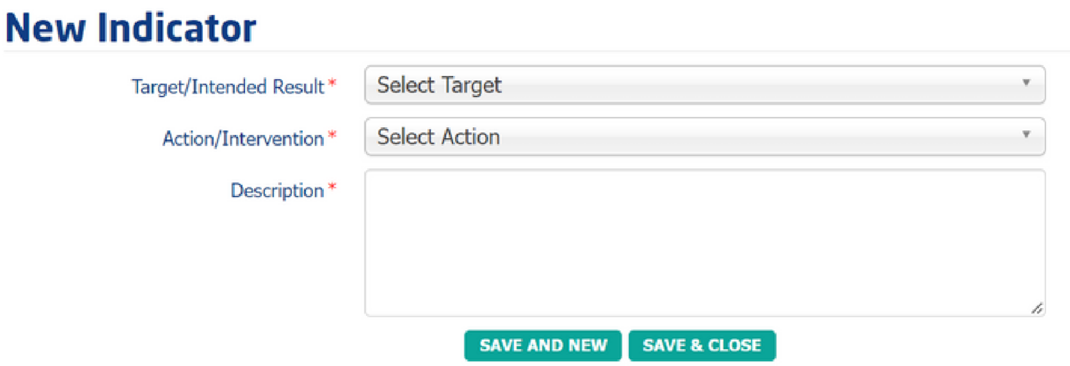
Beside each action/Intervention, is its **targeted/intended result and SDG target.**

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	2.4

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



Then, enter all the required information.



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 **SAVE AND NEW** to **Save and add another action.**

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

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

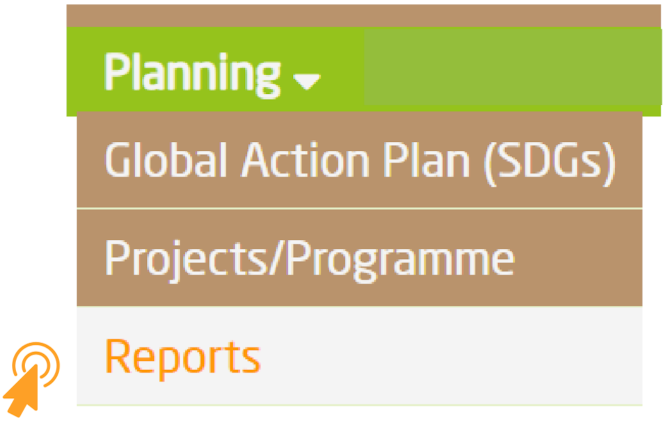
Code	Indicator	Action/Intervention	Target/Intended Result
Agric.1.1.1	Number of hectares under sustainable agriculture practices with biodiversity benefits by 2025	Agric.1.1	Agric.1

3.3 Reports

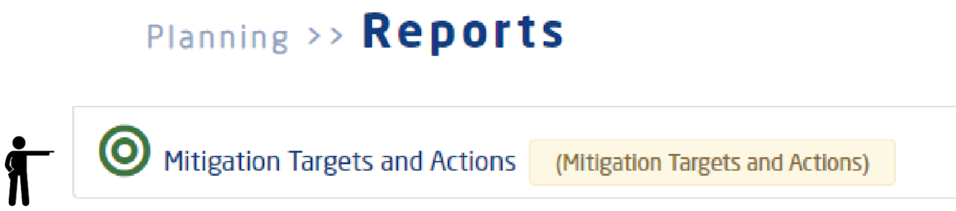
This section outlines creating and exporting **reports based on projects and policies.**

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

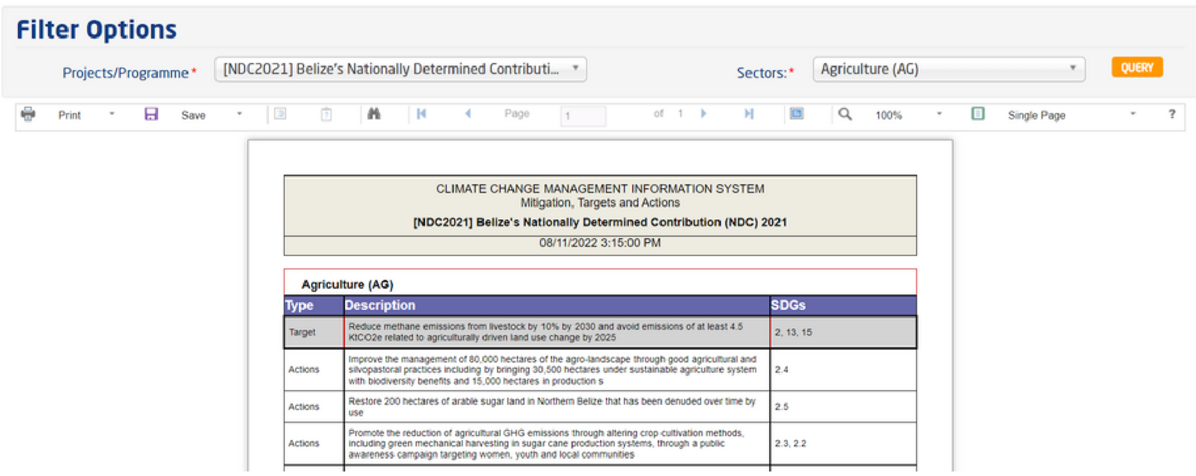
(Planning » Reports)



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



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



Type	Description	SDGs
Target	Reduce methane emissions from livestock by 10% by 2030 and avoid emissions of at least 4.5 KtCO2e 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 Monitoring, Reporting, and Verification Implementation

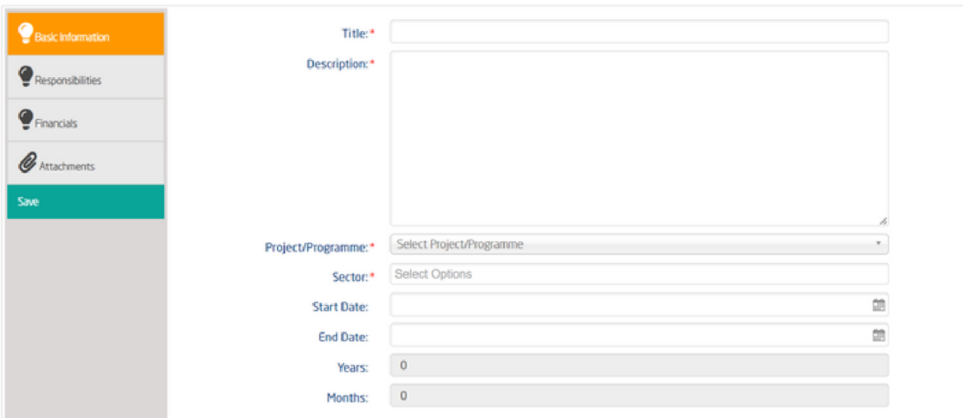
4.1 Add an Intervention

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"**



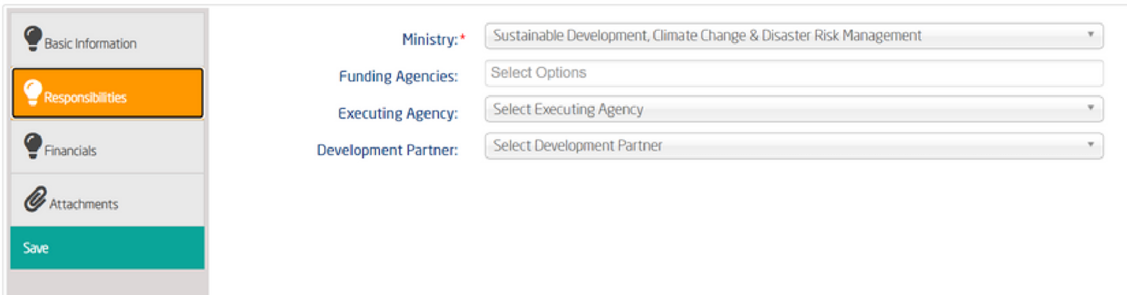
Form Fields:

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.

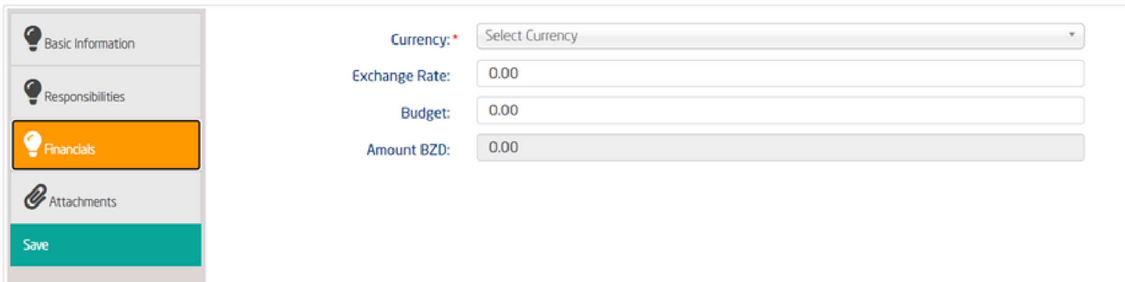
Note: All fields with a red asterisk (*) beside them **must be** filled out for a form to be saved correctly.

Field boxes in grey will fill automatically .

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



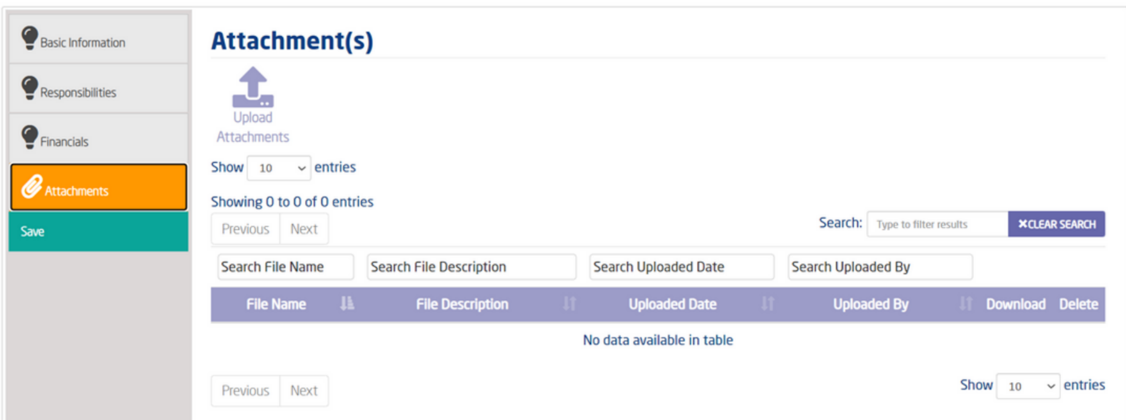
3. Enter all required information under "**Financials**"



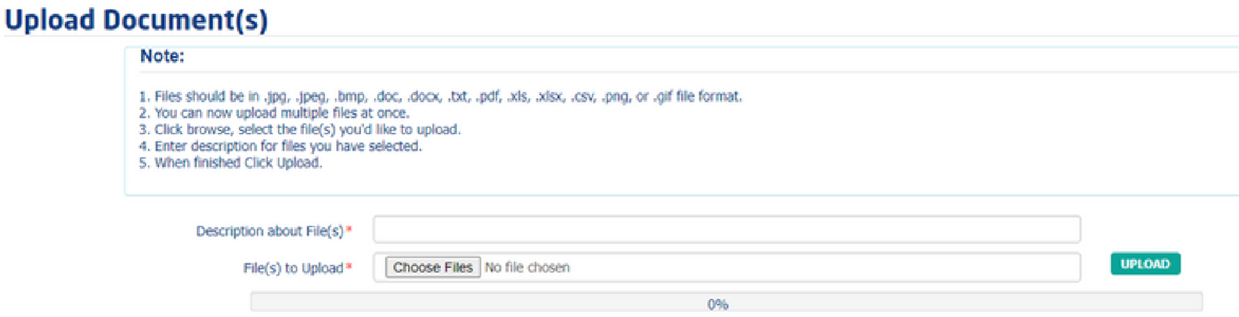
The amount in **BZD** will calculate automatically.

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

To Add an attachment, **Select**

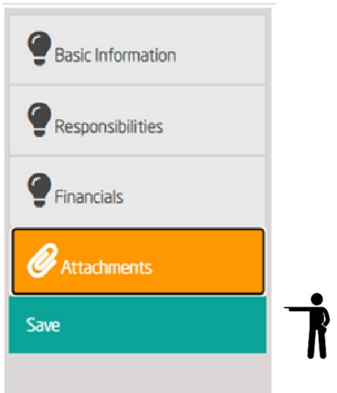


Follow **all** instructions provided, and **select Choose Files** to upload a file.



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)

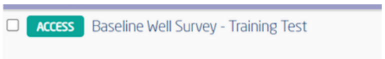
You are able to view the interventions by filters.

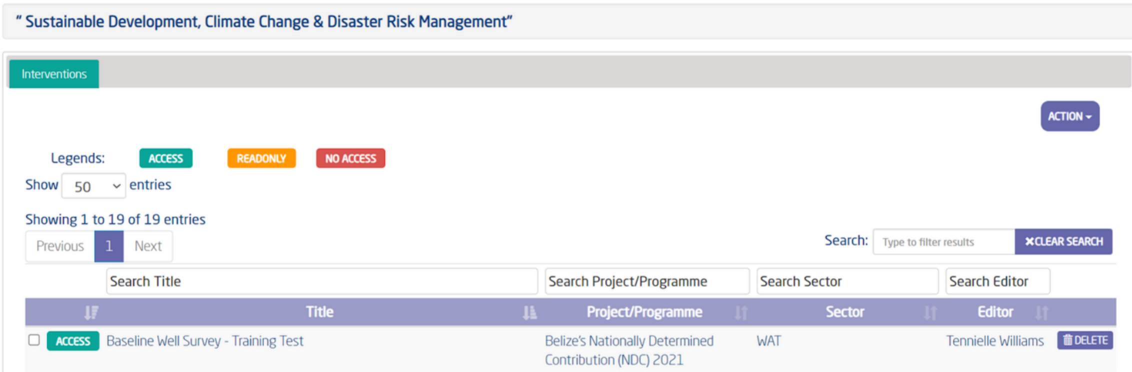
ACCESS Full Access to edit intervention details

READONLY Read Only Access to intervention details

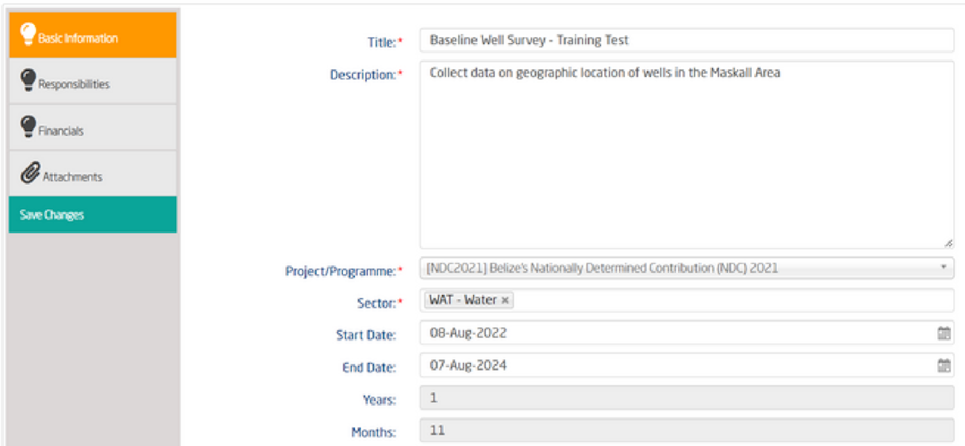
NO ACCESS No Access to edit or view intervention details

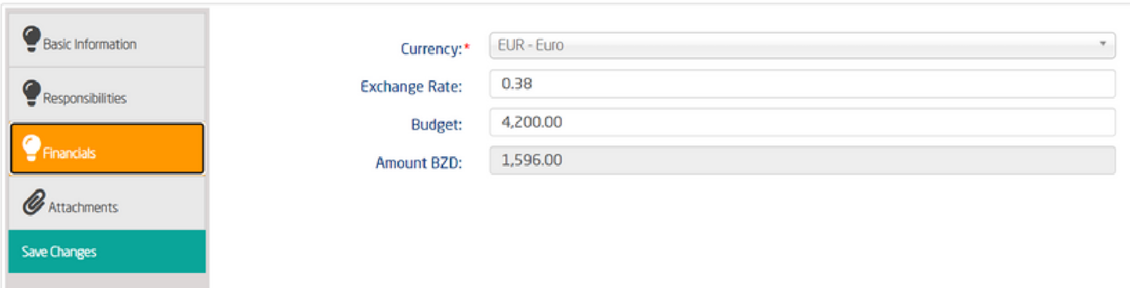
1. To edit, **Select** an intervention

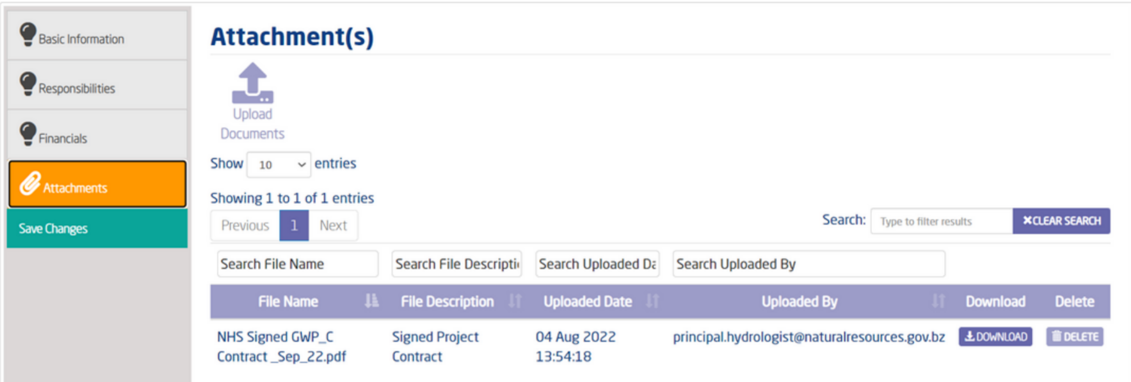




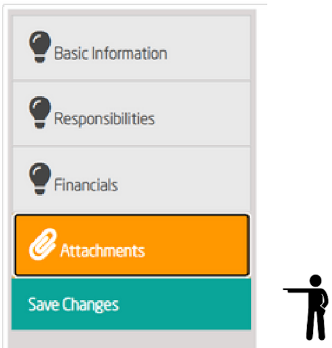
2. In this section you are able to edit the information entered when creating **an intervention.**







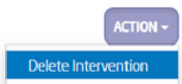
2. **Select** "Save Changes" to save the changes made

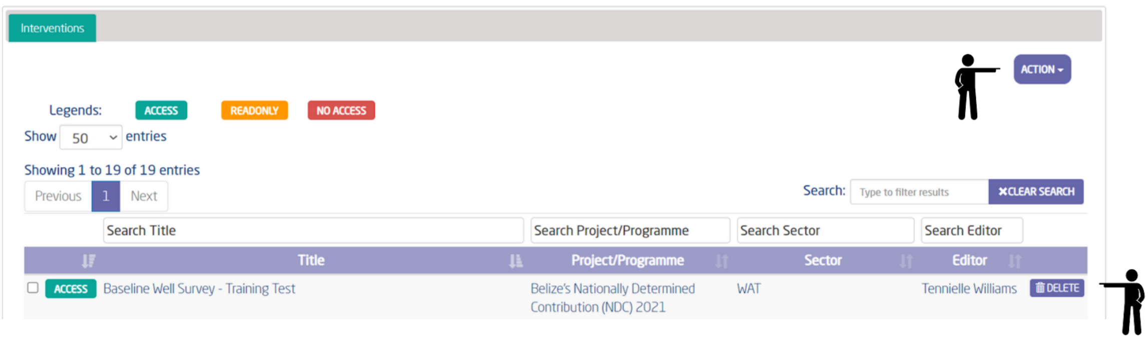


3. **To Delete** an intervention, **select** the intervention (s) and:

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

Use the **Action tab** to bulk delete multiple interventions.





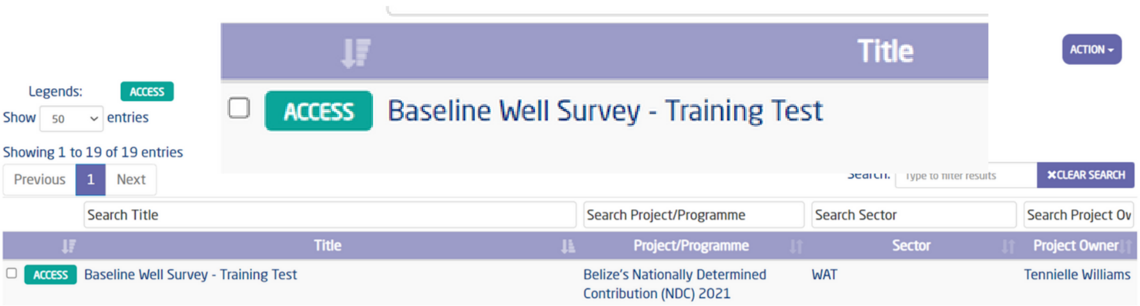
4.3 Targets & Actions

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

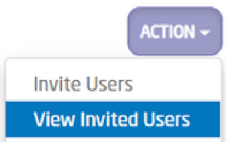
From the **Implementation Menu**, Click "**Targets & Actions"**

(Implementation » Targets & Actions)

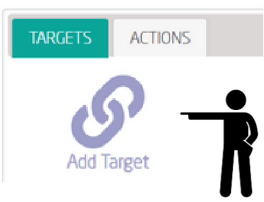
1. To add Targets and Actions, **Click** an intervention.



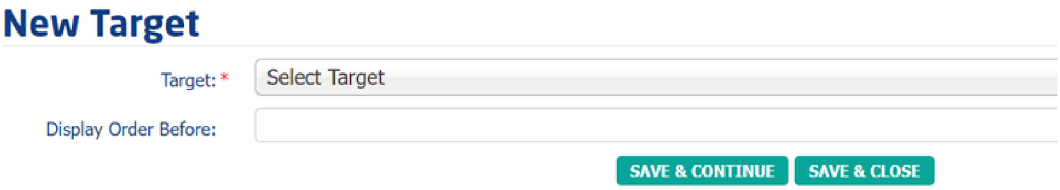
Note: The **Action Tab** is used to invite users or view invited users.



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



Then, enter all the required information.

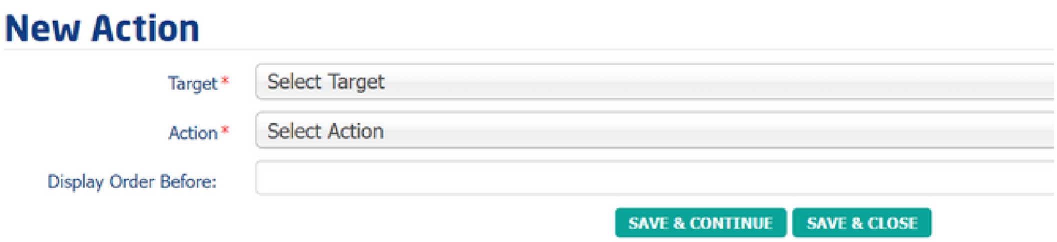


Select SAVE & CONTINUE to **Save and add another action.**

Select SAVE & CLOSE to **Save.**

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

Then, enter all the required information.



Select SAVE & CONTINUE to **Save and add another action.**

Select SAVE & CLOSE 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

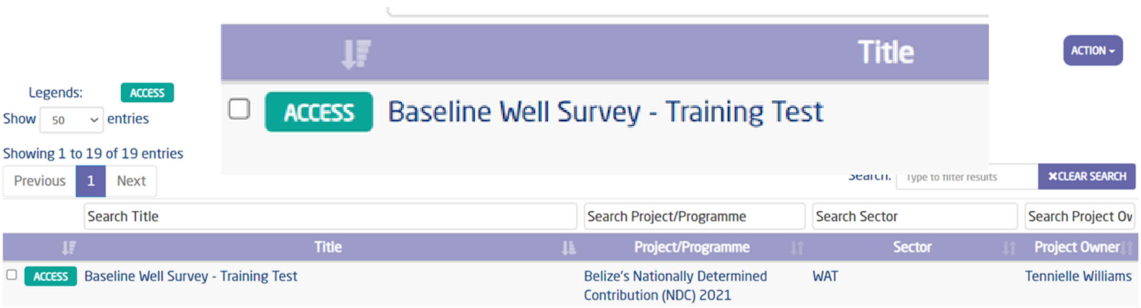
4.4 Actions Indicators

This section outlines **Actions Indicators.**

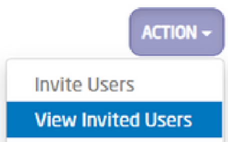
From the **Implementation Menu**, Click "**Actions Indicators"**

(Implementation » Actions Indicators)

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

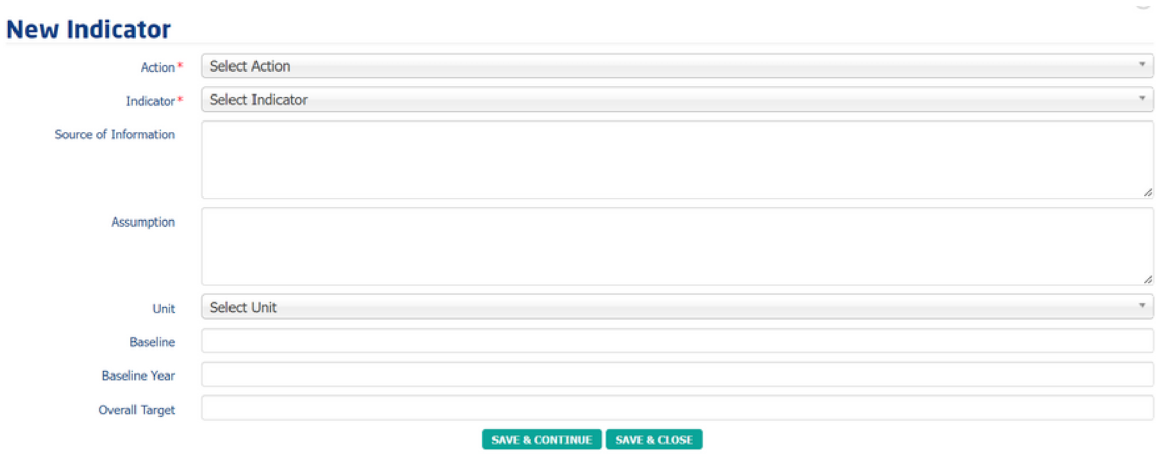


Note: The **Action Tab** is used to invite users or view invited users.



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

Then, enter all the required information.



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

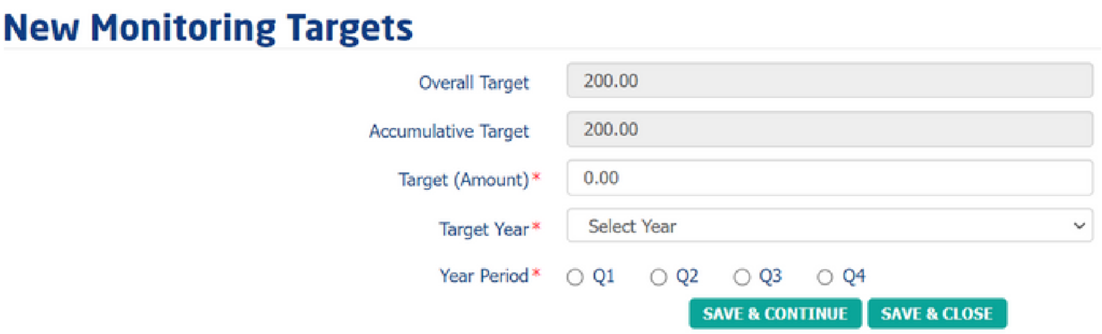
To **Edit**, select EDIT

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.

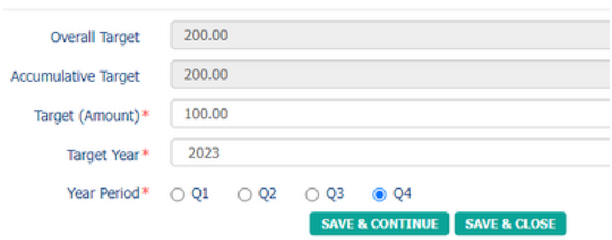


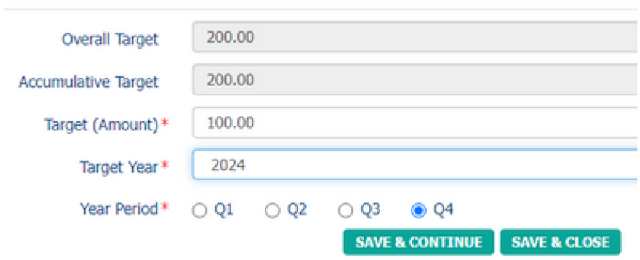
The Overall Target and Accumulative Target fields will fill automatically.

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

Select a **"Year period"**

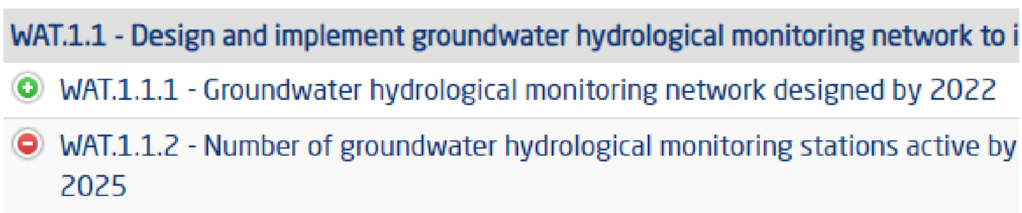
Example: If the targeted amount is 200,
You would be able to set a targeted amount of 100, for 2023 in the 4th quarter (Q4). Then Select **SAVE & CONTINUE** and create another for the remaining 100, but to be accomplished by the year 2024 (Q4)

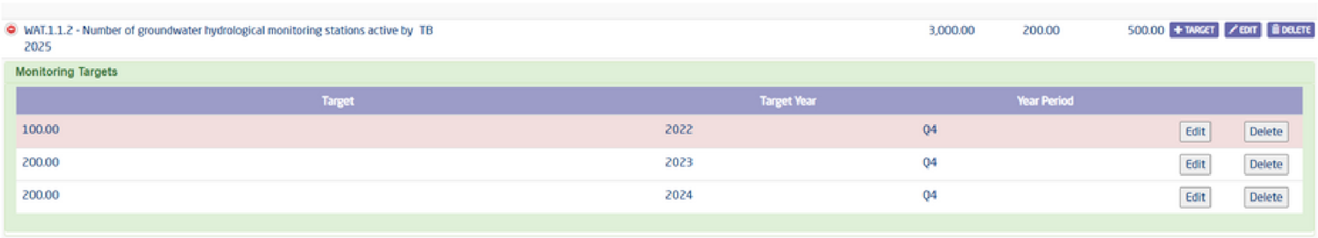




Select **SAVE & CLOSE** to **Save.**

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





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

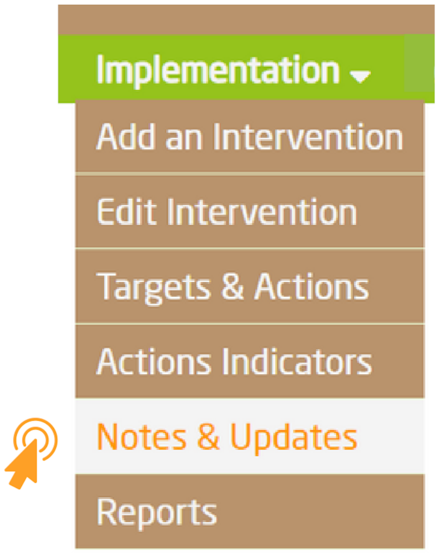
Target	Target Year	Year Period		
100.00	2022	Q4	Edit	Delete
200.00	2023	Q4	Edit	Delete
200.00	2024	Q4	Edit	Delete

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)

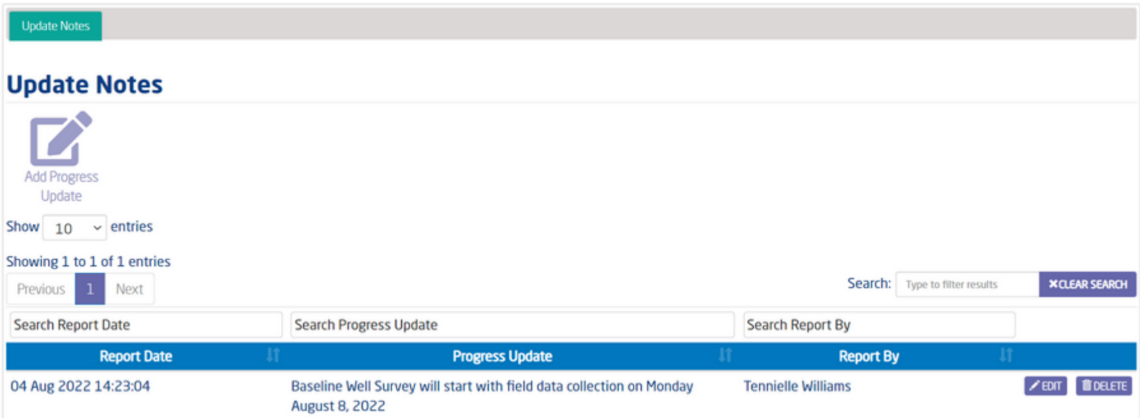


1. **Select** a intervention/ project

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

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

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

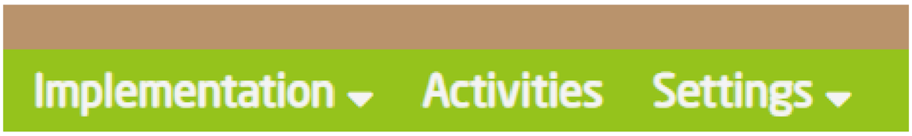


5.0 Monitoring, Reporting, and Verification Activities

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

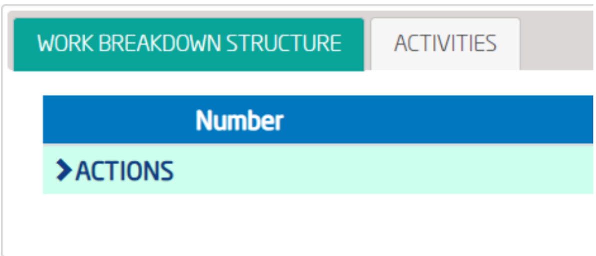
- Click the **Activities tab** on the main menu

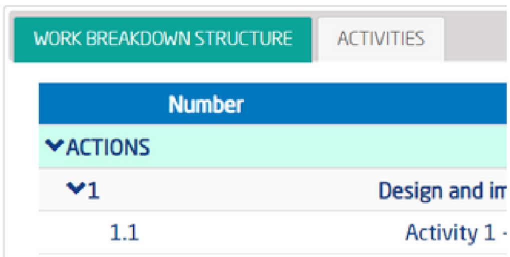
(Main Menu>> Activities)

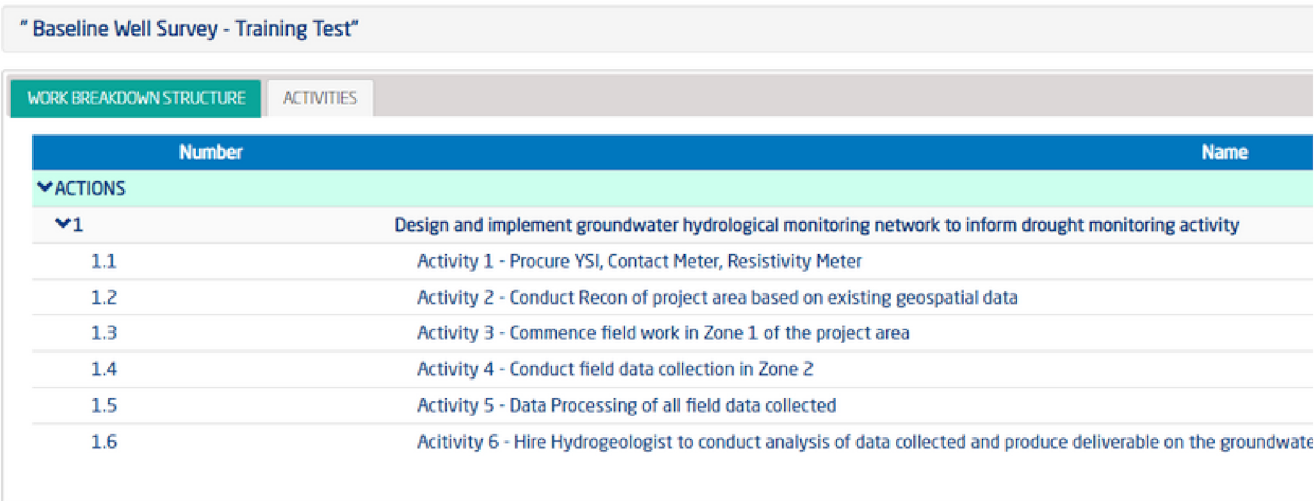


To View **more** details of the actions under **Work Breakdown Structure**

Select





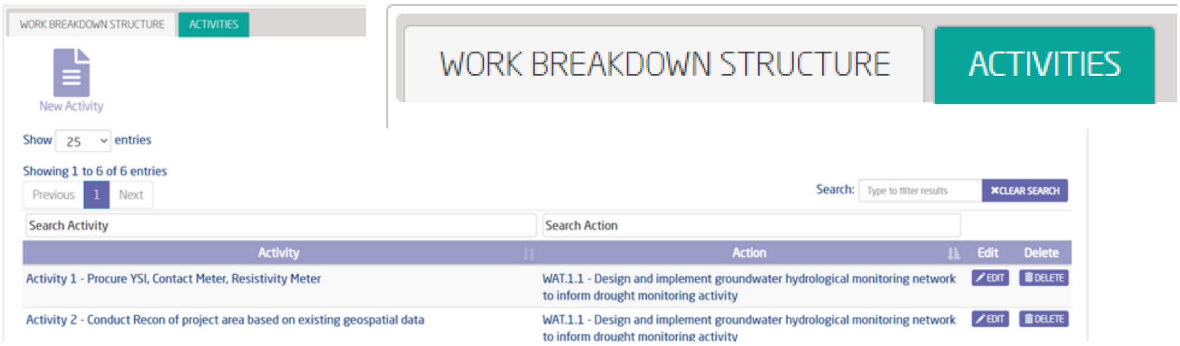


" Baseline Well Survey - Training Test"

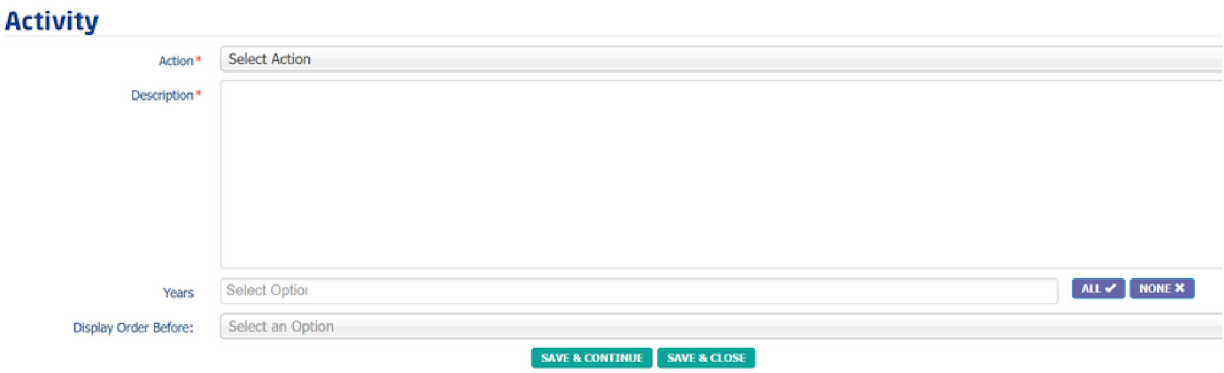
WORK BREAKDOWN STRUCTURE | ACTIVITIES

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	Acitivity 6 - Hire Hydrogeologist to conduct analysis of data collected and produce deliverable on the groundwate

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



Then, enter all the required information.



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 SAVE & CONTINUE to **Save and add another activity.**

Select SAVE & CLOSE 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

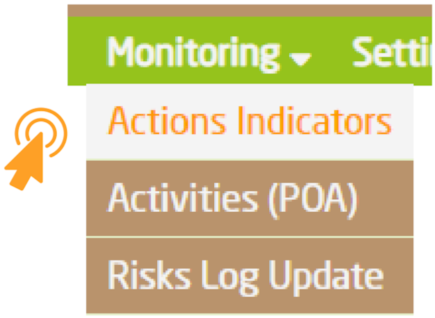
Monitoring, Reporting, and Verification

6.1 Action Indicators

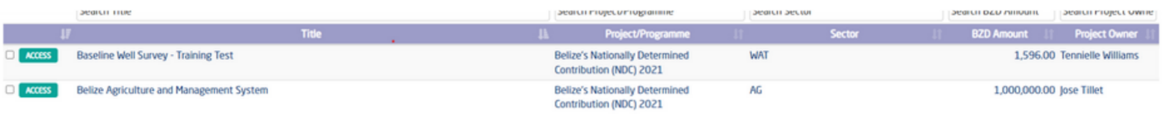
This section provider users with access to report on the progress of a project.

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

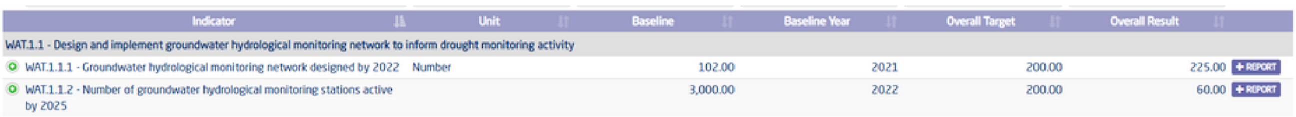
(Monitoring >> Action Indicators)



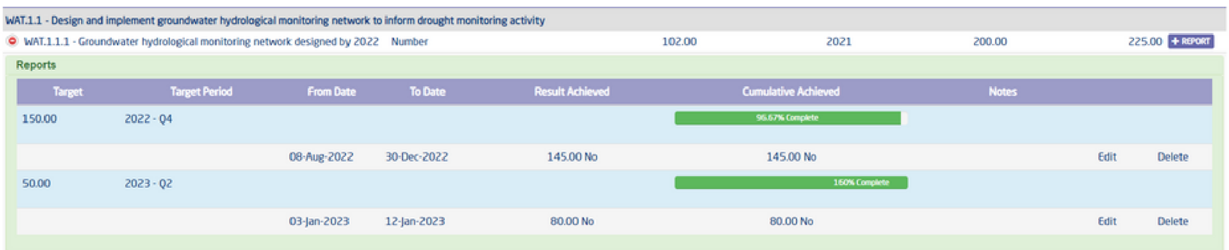
1. **Select** an intervention/ project



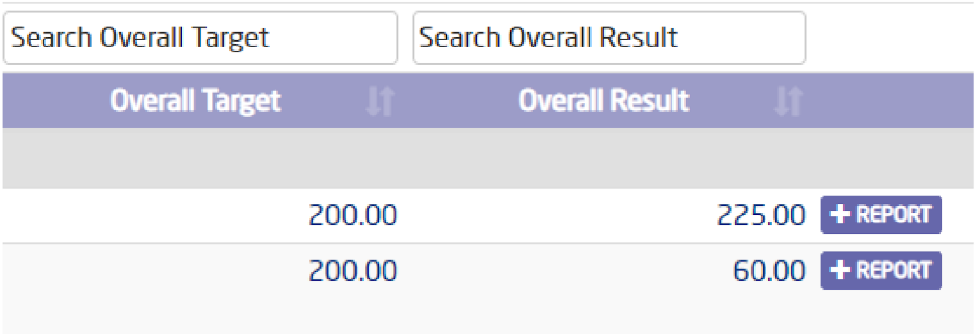
This gives the user an overview of the action indicators, baseline, baseline year, and target.



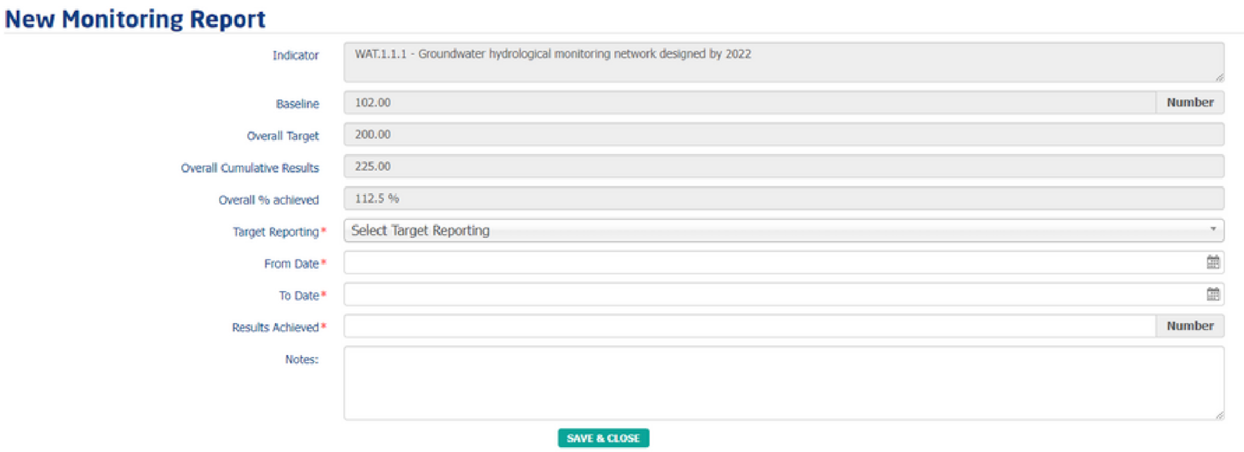
You are also able to view the progress report history



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



Then, enter all the required information.



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

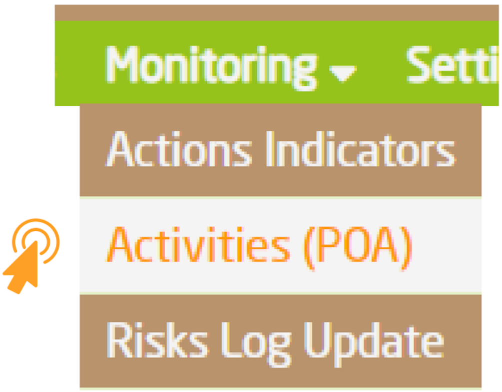
Select SAVE & CLOSE to **Save.**

6.2 Activities (POA)

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

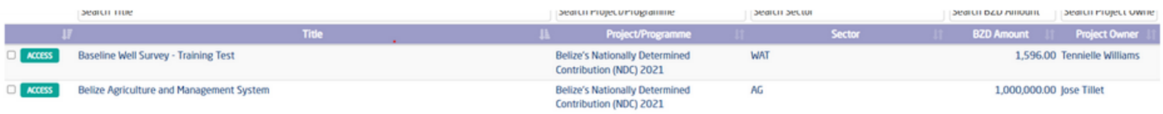
From the **Monitoring Menu**, Click "**Activities (POA)**"

(Monitoring» Activities)



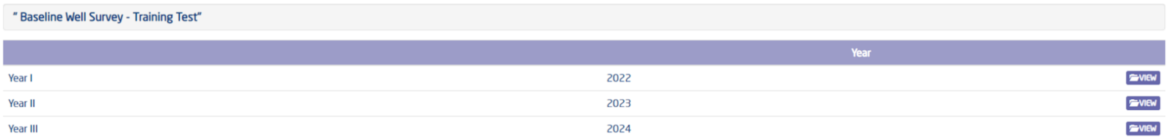
1. **Select** an intervention/ project

	Title
ACCESS	Baseline Well Survey - Training Test



	Title	Project/Programme	Sector	BZD Amount	Project Owner
ACCESS	Baseline Well Survey - Training Test	Belize's Nationally Determined Contribution (NDC) 2021	WAT	1,596.00	Tennielle Williams
ACCESS	Belize Agriculture and Management System	Belize's Nationally Determined Contribution (NDC) 2021	AG	1,000,000.00	Jose Tillet

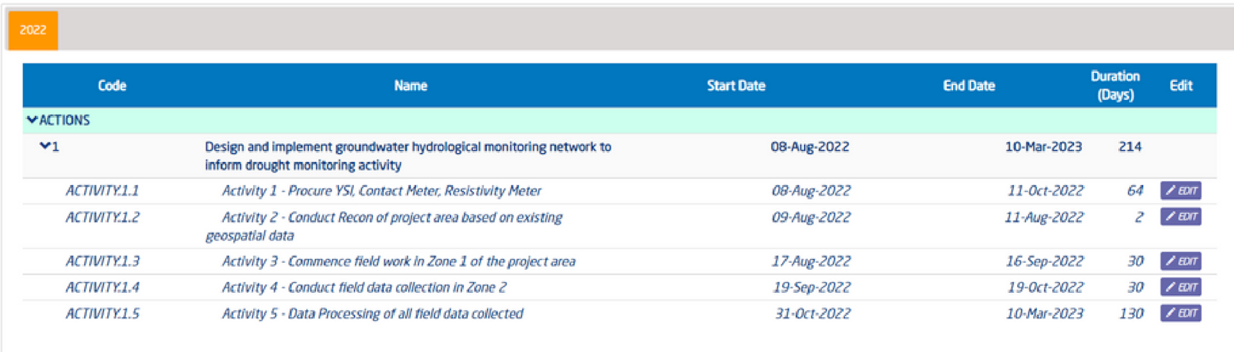
Choose a year, then **Click** VIEW



" Baseline Well Survey - Training Test"

	Year	
Year I	2022	VIEW
Year II	2023	VIEW
Year III	2024	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

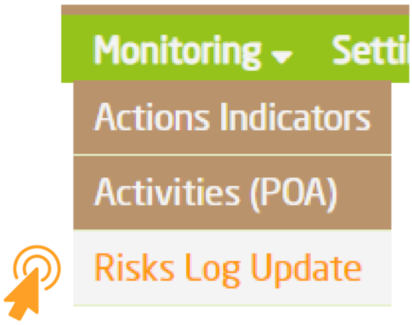
Code	Name	Start Date	End Date	Duration (Days)	Edit
ACTIONS					
1	Design and implement groundwater hydrological monitoring network to inform drought monitoring activity	08-Aug-2022	10-Mar-2023	214	
ACTIVITY.1.1	*Activity 1 - Procure YSI, Contact Meter, Resistivity Meter*	*08-Aug-2022*	*11-Oct-2022*	*64*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

6.3 Risk Log Update

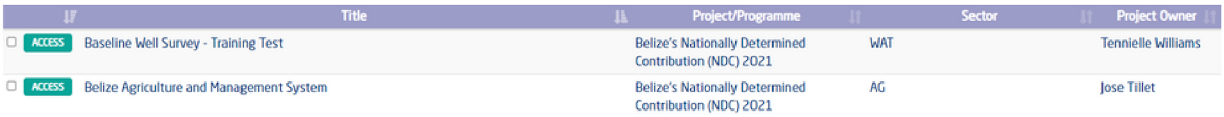
This section outlines **the possible risk under each project and activities.**

From the **Monitoring Menu**, Click "**Risk Log Update"**

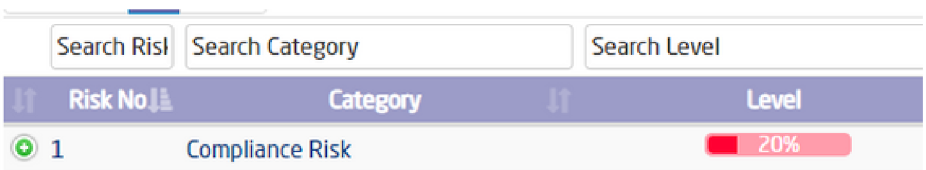
(Monitoring» Risk Log Update)

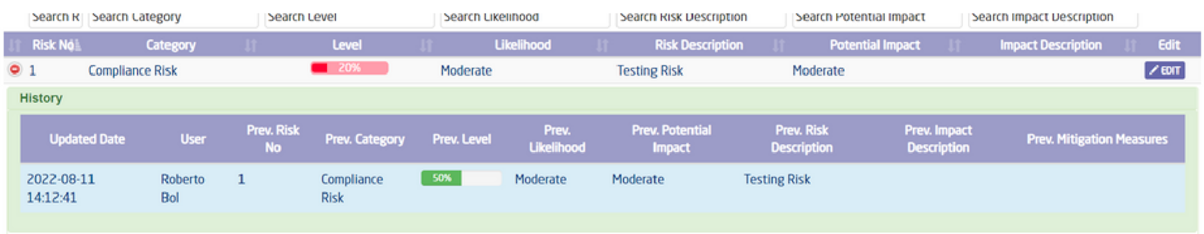


1. **Select** an intervention/ project

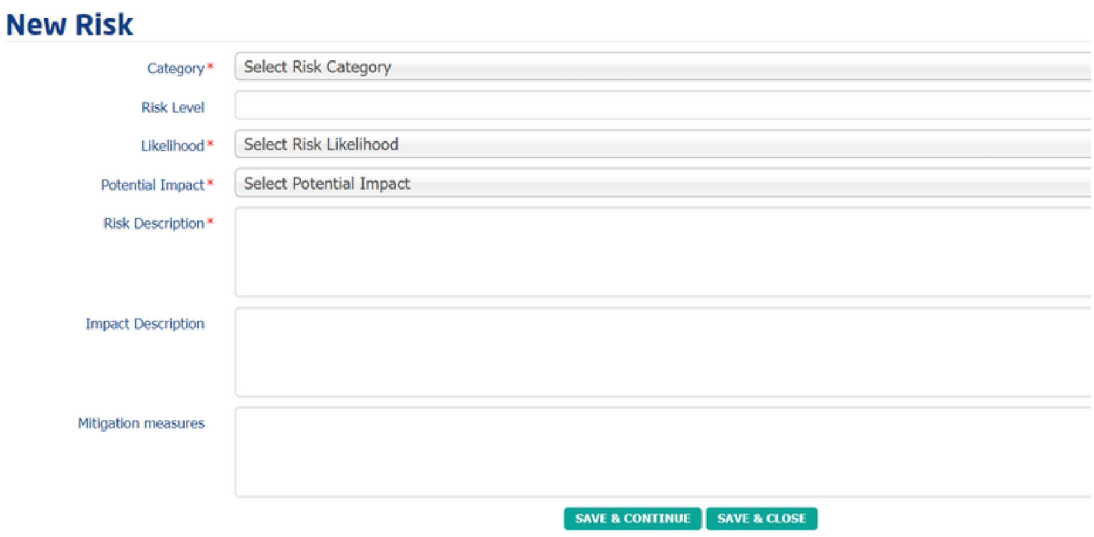


2. **Select**  **, to view** previous risk entires





2. To add a **NEW risk,** select



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

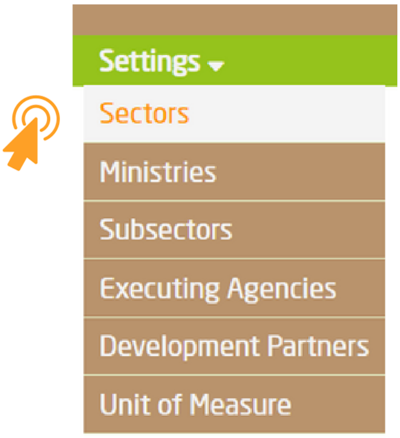
Monitoring, Reporting, and Verification

7.1 Sector Setup

This section outlines **Sector Setup**

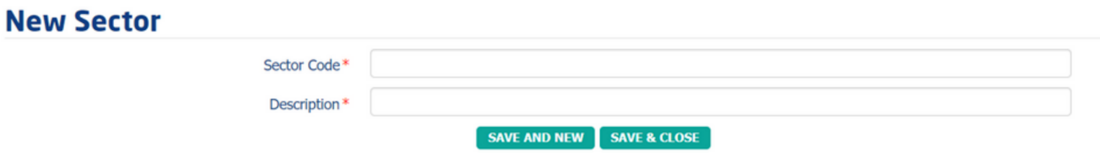
- From the **Settings Menu**, Click "**Sectors**"

  (Settings >> sectors)



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

Then, enter all the required information.



Form Fields:

Sector Code: The code given to the sector

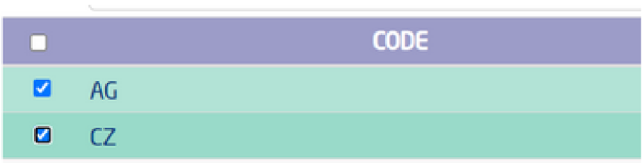
Description: Information describing the sector

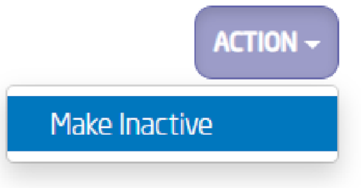
Select SAVE AND NEW to **Save and create another sector.**

Select SAVE & CLOSE to **Save.**

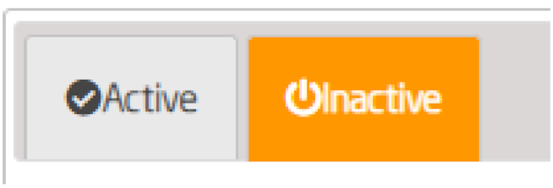
Here, you are able the view **active** and **inactive sectors**

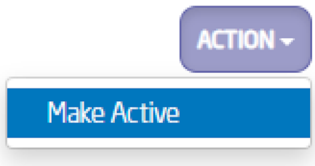
2. To make a sector **inactive,** choose the sector then **select** the action tab.





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



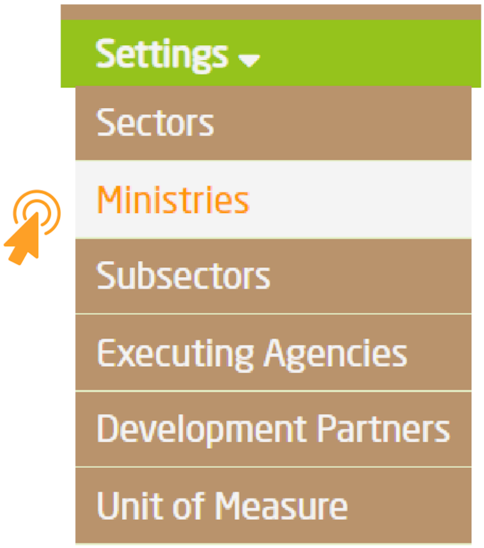


7.2 Ministires

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.

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**

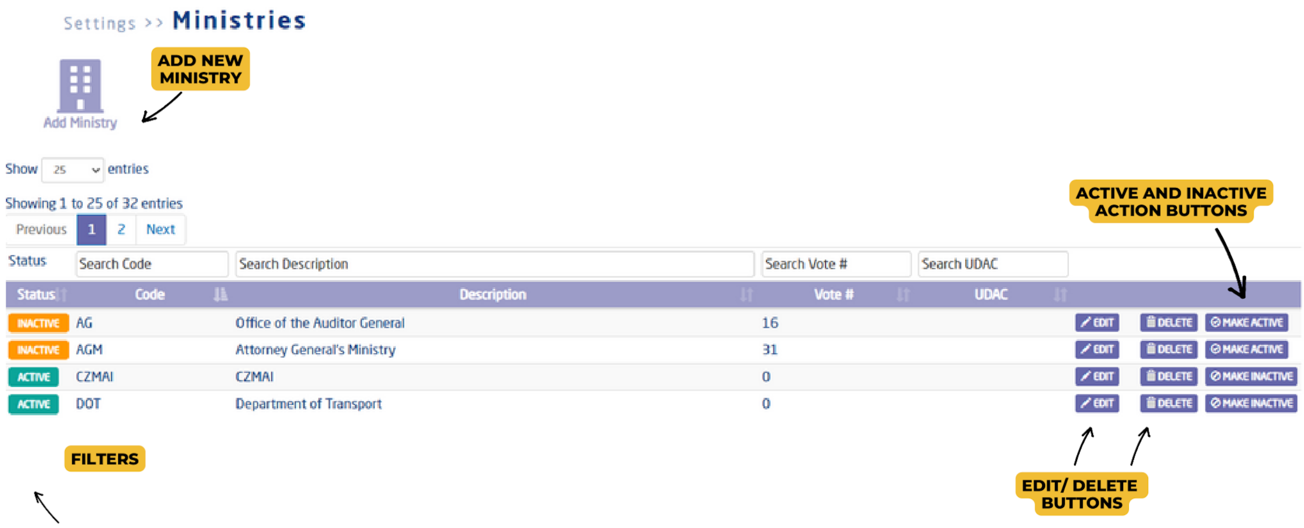
beside the respective ministry.

Do the same for active ministries.

3. To **Edit**, select 

To **Delete**, select 

OVERVIEW:



7.3 Subsector Setup

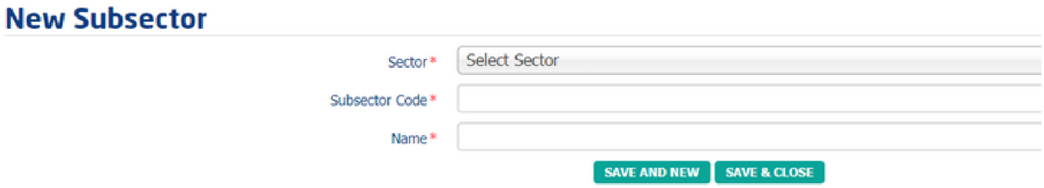
This section outlines **subsector setup**

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

(Settings >> subsectors)

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

Then, enter all the required information.



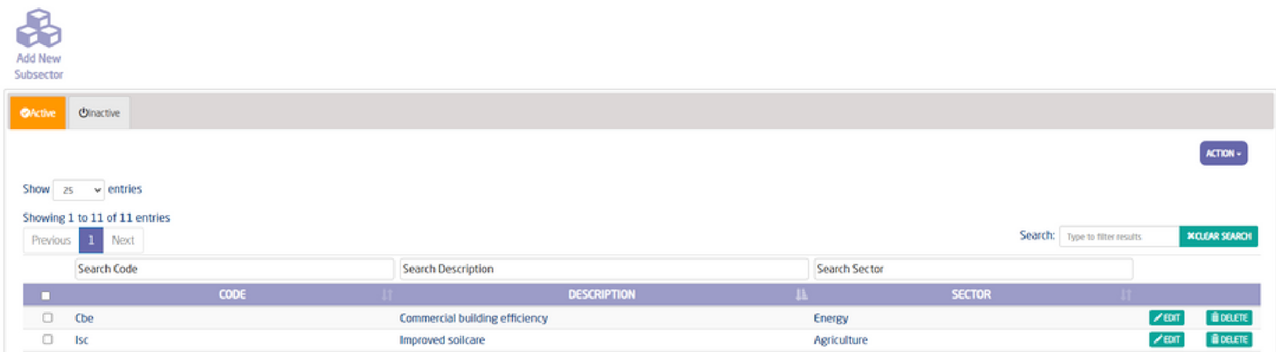
Form Fields:

Sector: Select the sector this subsector belongs to
Subsector Code: The code given to the subsector
Name: Title given to the subsector

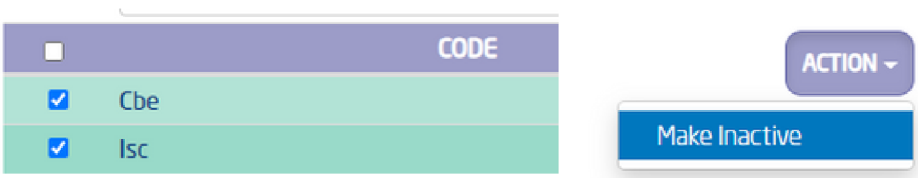
Select SAVE AND NEW to **Save and create another subsector.**

Select SAVE & CLOSE to **Save.**

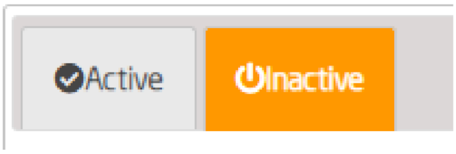
Here, you are able the view **active** and **inactive subsectors**

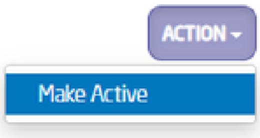


2. To make a subsector **inactive**, choose the subsector then **select** the action tab.



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





7.4 Executing Agency Setup

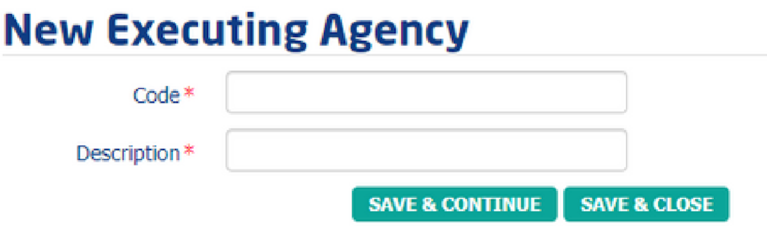
This section outlines **executing agency Setup**

- 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.



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

7.5 Development Partners

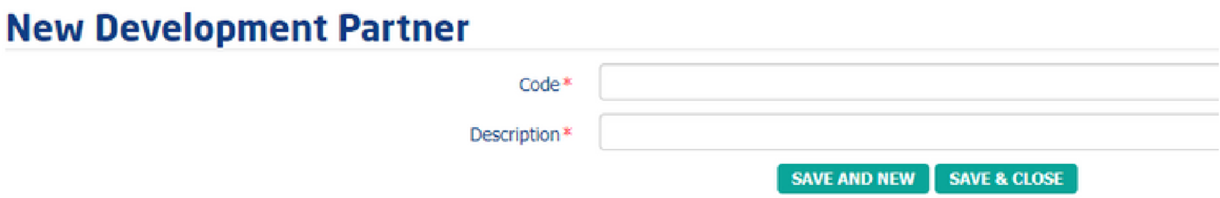
This section outlines setting up **development partners**

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

(Settings >> Development Partners)

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

Then, enter all the required information.



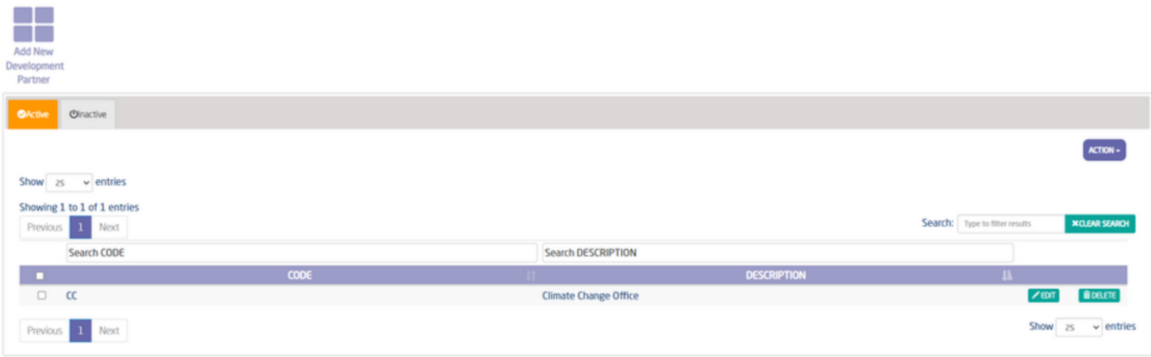
Form Fields:

Code: The code given to the development partner
Description: Information describing the development partner

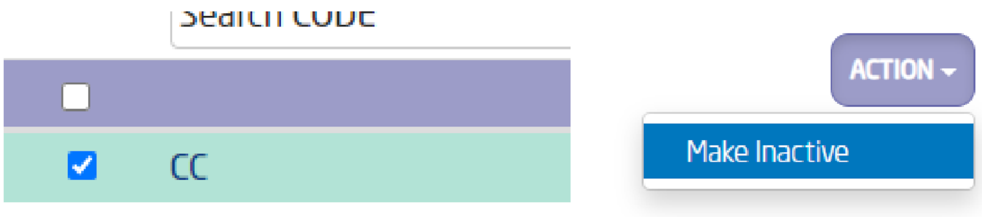
Select SAVE & CONTINUE to **Save and create another Development Partner.**

Select SAVE & CLOSE to **Save.**

Here, you are able the 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

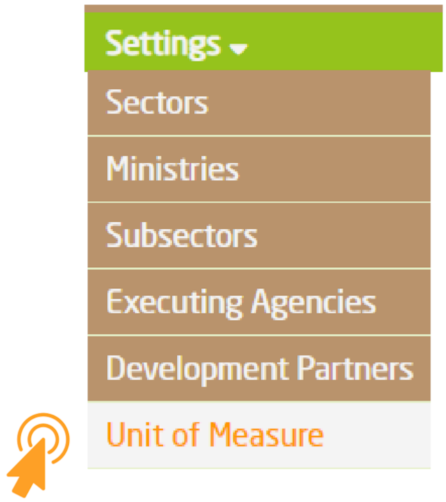
5. To **Delete** an Development Partner, **Select** DELETE

7.6 Unit of Measure

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

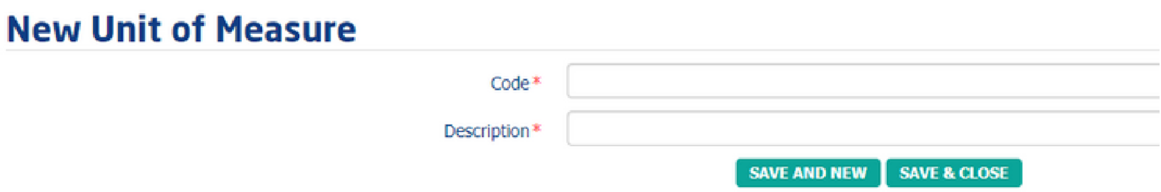
From the **Settings Menu**, Click "**Unit of Measure**"

(Settings >> Unit of Measure)



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

Then, enter all the required information.



Form Fields:

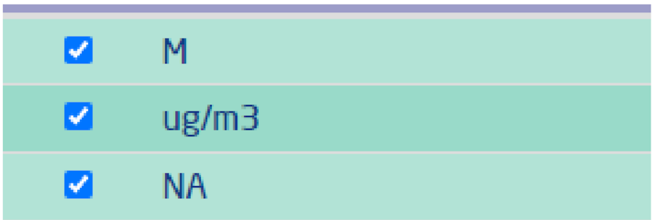
Code: The code given to the unit of measurement
Description: Information describing the unit of measurement

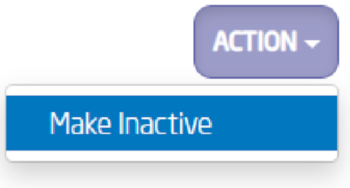
Select SAVE & CONTINUE to **Save and create another Unit of Measurement.**

Select SAVE & CLOSE to **Save.**

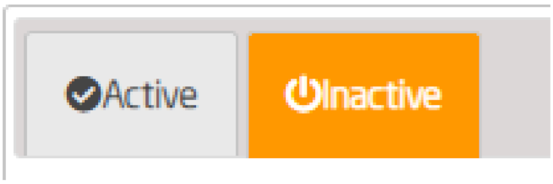
Here, you are able the view **active** and **inactive Unit of Measurements**

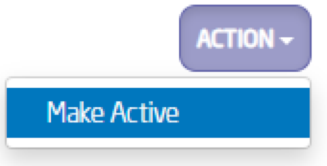
2. To make a Unit of Measurement **inactive,** choose the measurement then **select** the action tab.





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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