

Uganda Budget Information

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Know **Your** Budget



Give **Your** Feedback

ORGANISATION ADMINISTRATORS' HANDBOOK

DRAFT

January 2015



Together we can improve how public resources are spent



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Introduction

Your Organisation on Budget.go.ug

Different types of organisations can be registered in the UGANDA BUDGET INFORMATION (UBI) website. A wide range of entities can register from NGOs/CSOs, Central and Local Government institutions, Media agencies, development partners etc.

The purpose of registering different types of organisations into the UBI website, is to allowing them to provide information on themselves, and for users from an organisation to post feedback in the name of that organisation. There are two main ways an organisation appears on budget.go.ug, via

- **Your Organisation Profile** – basic information about the organisation including its name, contact details etc.
- **Feedback From Your Organisation Users** – users registered to your organisation will be able to provide and respond to feedback on the site in the name of your organisation on budget.go.ug. This will appear in the feed of most recent comments and also on each
- **Your Organisation News and Documents** – organisations can post documents on budget.go.ug relevant to the monitoring and or progress in implementation of government programmes and post news on their budgeting activities

Your Organisation Home – this provides the organisation's profile, and the most recent comments, news and documents from your organisation, and the users registered to your organisation.

Your Organisation Homepage

[under construction]

Feedback from Your Organisation Users

Feedback from your organisation is displayed on the recent comments page and the comment landing page

Home About Budget Library Budget Dashboard Register Login					
Uganda Budget Information MINISTRY OF FINANCE PLANNING AND ECONOMIC DEVELOPMENT Free Budget Hotline 0800 229 229 Mon - Fri 9am - 5pm budget@finance.go.ug X-XXX-XXX					
SEARCH FOR INFO					
Feedback	Tool	Sector	Location/Institution	Posted on	
Anonymous Cheap Oakley Sunglasses With Free Shipping Oakley Sunglasses Discount Uk Oakley Sunglasses Antix Deals On Oakley Sunglasses Retro Oakley Sunglasses we were very fortunate. 4:03 pm Annie Goven Two more deaths reported from Sandy The death toll from Sandy has risen to 37 in eight U.S. so that drivers can carefully check for any downed power lines. Recent dune replenishment along the beaches seemed to help prevent flooding and major problems from the ocean side. Loudoun schools spokesman. Oakley Sunglasses Men Sale Oakley Sunglasses Buy Oakley Sunglasses Cheap Oakley A Frame Oakley Snowboard Sunglasses 3:56 pm David Beard MARC trains face delays: VRE to restore service Wednesday CSX estimated that freight rail traffic throughout the Northeast and Mid-Atlantic would be delayed at least 72 hours due to the storm. states (106 including the Caribbean), said CSX spokesman Robert Sullivan. But homes were spared major structural damage. CSX crews are inspecting the rail network in areas affected by the storm. http://musicshows.net/cheap/Oakley-Antix-Kh8tF.html Oakley Antix http://bransonnightclubs.com/cheap/Where-Can-I-Get-Oakley-Sunglasses-Zdesmx.html Where Can I Get Oakley Sunglasses http://dandileinc.com/canand/monterello-Canada-Goose-Arj0qa.html monterello canada goose http://bransoncountryshows.com/cheap/Oakley-Sunglasses-Ebay-90t0q.html Oakley Sunglasses Ebay http://bransonshowstoday.com/cheap/Oakley-Sunglasses-For-Sale-Cheap-7Xihy7.html Oakley Sunglasses For Sale Cheap View full comment and reply	Local Budget			06 January 2015 at 16:31:09	
Anonymous Oakley Crystal Oakley Five Squared Oakley Prescription Sunglasses Online canada goose outlet in toronto canada goose parkas store The Virginia Railway Express, Loudoun schools spokesman. including more outages in West Virginia and Ohio. the city manager in Rehoboth who has been there 30 years – since Route 1 sliced through farmland – said if they hadn't widened the beach last spring. Wholesale Oakley Sunglasses canada goose discount Oakley Sunglasses Cheap Fake Oakley Sunglasses Outlet Oakley A Frame Strike Loudoun schools spokesman. 3:55 pm Annie Goven Loudoun County road closures The Post's Caitlin Gibson reports: The Loudoun Sheriff's Office reported the following roadways closed as of Tuesday afternoon due to flooding or downed trees or power lines: Watson Road/Evergreen Mills Road Route 15/Lime Kiln Road Tollhouse Road/Dutchmans Creek Road Evergreen Mills Road at Goose Creek authorities also reported that Silcott Springs Road has limited access. which is part of a broader area outage the city manager in	Local Budget			06 January 2015 at 15:00:19	

Your Organisation News and Documents

[under construction]



The Organisation Control Panel

The purpose of the organisation control panel, is to allow each organisation to manage users from their organisation, monitor the feedback they give and manage other information relating to their organisation on a regular basis. Organisations must nominate one or more administrator who will manage the organisation's content on the website via the organisation control panel.

Once organisation users receive the budget information they requested they can post comments using the comment operation settings option in the organisation settings window (See snapshot below). The comment settings webpage is managed by the organisation administrator who can manage the comments posted by users either by reviewing them, publishing them immediately or commenting on behalf of other users. The administrator can also post documents or news items of the organisation made with the budget information data supplied by the UBI website. All organisations in order to be registered and fully operational must await the approval of the internal tool administrator of the MoFPED who will grant them access after verifying their details and registration requests.

The purpose of these guidelines is to provide a step by step explanation on how the organisation administrator can manage the organisation interface portal within the UBI website.



1. Getting Started

Registering your organisation

The first step From the home page of UBI website scroll to the right to the GET INVOLVED icon sign and click on REGISTER AN ORGANIZATION. Select the type of organizations you want to register and click REGISTER.

Organisations can be registered according to their categories and sub categories as they often operate at different levels: i.e. national, regional, and local or with multiple partners (associates, affiliates companies, or others). The categorisation of government agencies is already predetermined in the website as it follows the current administrative structure of Uganda as per the Budget structure. Organisations must register their basic organisation details (Organisation type, name, website, email, and category) have administrators and users divided again in categories and subcategories (Staff, affiliates, etc.)

If you are a central government ministry/agency or local government your organisation will have been registered already, however your organisation will need to nominate an administrator. In such circumstances your organisation should write to the Director Budget, MoFPED nominating a website administrator.

Logging on for the first time

After the MoFPED site administrator has verified the organization identity an organization account is created and an email is sent to the organisation administrator to activate the account by using its login credentials. The administrator can then login and manage the organization account.



Uganda Budget Information

MINISTRY OF FINANCE PLANNING AND ECONOMIC DEVELOPMENT

Free Budget Hotline 0800 229 229

Mon – Fri 9am – 5pm

budget@finance.go.ug



SEARCH FOR INFO

Register an organization on this tool

Registration Guidelines

- Registering for an organization account on this tool will give you access privileges.
- After registration however, organization account will be first verified by the tool administrator.
- After verification, the organization will be notified by email and sent to its login credentials.
- Organization administrator can then login and manage that organization account

Register an organisation

* Organization category:

organisation category

REGISTER

CANCEL



Non sono un robot



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Logging onto the Organisation Control Panel from the website

Home About Budget Library Budget Dashboard Register Login

Uganda Budget Information
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Free Budget Hotline 0800 229 229 Mon – Fri 9am – 5pm

User Login

Administration Login

Know Your Budget

The Uganda Budget Information website promotes transparency and accountability in the use of public funds by allowing you to access and give feedback on national and local government budgets and performance.

Your Local Budget Your National Budget The Budget Library

This tool enables the user to access budget information of how resources are allocated and utilized up to the Parish level. The tool details information on plans and performances as well as financial details. The tool allows users to provide feedback on service delivery in their local area.

Select Region

Select District

Select Sub County

SEARCH & REPORT

To log in, scroll to the bottom of the UBI website and click **Administrator Log in**.



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X-XXX-XXX

SEARCH FOR INFO



MINISTRY OF FINANCE,
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**UGANDA
BUDGET
INFORMATION**

REGISTER YOURSELF OR
YOUR ORGANIZATION

Administrator Login

admin

.....

☐ Remember me ☐ I forgot my password

LOGIN

Introduction to the Organisation Control Panel

Once logged in, the CONTROL PANEL webpage of the organisation opens up indicating the name of the organization and the user name of the administrator in the icon below as illustrated.

CONTROL PANEL	ORGANISATION SETTINGS	USERS	MANAGE COMMENTS	NEWS POSTS & DOCUMENTS	YOUR ADMINISTRATOR ACCOUNT
<p>MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT</p> <p>UGANDA BUDGET INFORMATION</p> <p>ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL</p> <p>Welcome. You are logged in as t.williamson.ra@odi.org.uk</p>					

This should provide a menu overview of different elements of the control panel

- Alerts
 - o Registration alerts
 - o Comment or feedback alerts
 - o Document alerts
- Menu
 - o Control Panel
 - o Organisation Settings
 - o Users
 - o Manage Comments



- News and Documents
- Administrator Account

The remainder of these guidelines take users through each of the different elements of the control panel.

In the Control Panel Home as shown above, there will be a list of Alerts coloured in red which signal all the registration and comments pending for the administrator to sort out. They will continue to appear until the administrator doesn't click on them to APPROVE them on a one to one basis.



2. Organisation Settings

Introduction

In this part of the control panel you can set up

- Manage Your organisation Profile
- Set up the categories of user in your organisation
- Set the settings for comment moderation
- Add organisation administrators

Whilst organisations outside Government of Uganda have full ability to change all their settings, the settings for government institutions are restricted as follows

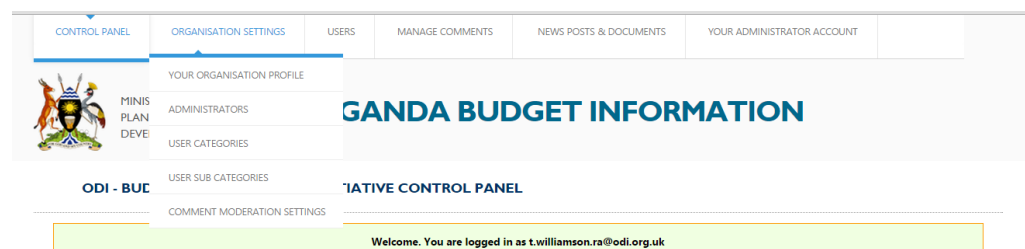
- All Government Institutions – this is to ensure that government replies which are posted are made public in a timely manner, and are not delayed by the administrator.
- Local Governments have a uniform structure of users and therefore are unable to edit their user categories. If they do wish to recommend a change, then they can contact the MoFPED site administrator.

Managing your organisation profile

[under construction]

Adding another administrator

To add another administrator click on the ADD NEW ADMINISTRATOR icon on the right corner.



This will add new fields at the top to fill in with NAME, PHONE and EMAIL of the new administrator while showing current ones at the bottom. Once the details are added click on CREATE to confirm the new administrator whose name and details will appear below the one already existing. Each organisation can register as many administrators as they like.



CONTROL PANEL

ORGANISATION SETTINGS

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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE Control Panel

Manage Administrators

Hide form

New Administrator

Name:

Phone:

Email:

CREATE

CANCEL

Show 50 entries

Search:

Name	Phone	Email	Username	Del
Tim Williamson	256782752509	t.williamson.ra@odi.org.uk	t.williamson.ra@odi.org.uk	Edit user Del
Gerald Twijukye	256256772594	gtwijukye@yahoo.co.uk	gtwijukye@yahoo.co.uk	Edit user Del
Nanyonga Lovine Flavia	+256783401199	lkyeza@gmail.com	lkyeza@gmail.com	Edit user Del
Victoria Nanyanzi	+256776107123	vickeisy123@gmail.com	vickeisy123@gmail.com	Edit user Del

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

Setting user Categories

By clicking on USER CATEGORIES the STAFF CATEGORIES web page opens showing the list of categories and the date in which they were created. In this page the administrator can either edit or delete an existing category or create an entirely new one.

CONTROL PANEL

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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL

Staff Categories

Create category

Show 50 entries

Search:

Date created	Category Name	Options
2014-10-07 14:19:19	SystemSC2z	Edit category Delete
2014-10-07 08:17:45	SystemSC	Edit category Delete
2014-10-07 07:43:11	SystemWithSCs	Edit category Delete
2014-10-07 07:41:12	SystemWithNoSCs	Edit category Delete
2014-09-30 05:22:28	Bowler	Edit category Delete
2014-09-17 07:50:38	Helper	Edit category Delete
2014-09-15 06:51:49	Administrator	Edit category Delete
2014-09-15 06:51:49	Demo not	Edit category Delete

Showing 1 to 8 of 8 entries

First

Previous

1

Next

Last

To create a new category click on CREATE CATEGORY this will add new fields as illustrated below, into which the new category can be inserted and options for sub category can be added as well.

9



CONTROL PANEL

ORGANISATION SETTINGS

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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL

Staff Categories Hide form

Add Category

Organization Category:

NGO/CSO

User Category:

Set option for user sub category:

-- choose option --

CREATE

CANCEL

Show 50 entries

Search:

Date created	Category Name	Options
2014-10-07 14:19:19	SystemSCzz	Edit category Delete
2014-10-07 08:17:45	SystemSC	Edit category Delete
2014-10-07 07:43:11	SystemWithSCs	Edit category Delete
2014-10-07 07:41:12	SystemWithNoSCs	Edit category Delete
2014-09-30 05:22:28	Bowler	Edit category Delete

Setting sub-user categories

To create user subcategories click on USER SUBCATEGORIES and the USER SUBCATEGORIES web page will open where the administrator can fill in the relevant fields as per the image below. Then click CREATE to enable the options selected to take place.

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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL

Organization User Sub Categories Hide form

Add User Sub Category

NGO/CSO

SystemWithSCs

Sub Category:

Default subscriptions

Select alert type(s):

Select options

Select sector(s):

Select options

Show region options:

choose setting

Show district options:

choose setting

Show subcounty options:

choose setting

Show parish options:

choose setting

CREATE

CANCEL

Show 50 entries

Search:

Date created	User Sub Category	Options
2014-10-07 14:35:07	SystemSCkx	Edit category Delete

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

Comment Settings

For organisations which are not government agencies this option allows them to decide whether they want to review each comment on a one by one basis and then publish them to the website, or publishing them



directly at the time they are made without being reviewed. If the organisation decides that comments have to be reviewed then the administrator has to choose the MODERATE COMMENTS setting option. If the organisation choose to publish comments directly into the UBI website then the administrator has to choose the PUBLISH COMMENTS setting option.

3. Managing Users

This is the second option in the control panel front page which allows the administrators to

- Confirming New Users (from Control Panel Home)
- register new organisation users,
- Approve and edit existing ones and
- Register users from other organisations.

Confirming new Users (Control Panel Home)

Whenever a new user registers to your organisation from the website, you will receive an alert. The organisation administrator (or the MoFPED site Administrator) needs to approve this user before he/she can log in.

Registering users

To register new users click on the icon REGISTRATION CATEGORY as shown below and then select NEW STAFF MEMBER.



CONTROL PANEL	ORGANISATION SETTINGS	USERS	MANAGE COMMENTS	NEWS POSTS & DOCUMENTS	YOUR ADMINISTRATOR
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MINISTRY OF FINANCE,
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[REGISTER NEW USERS](#)
[EDIT YOUR EXISTING USERS](#)
[REGISTER USERS FROM ANOTHER ORGANISATION](#)

DGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE Control Panel

New Staff

* Means its an important field.

* Registration category:

Choose category

This selection will automatically open up fields to be filled in according to the type of user that has to be registered. Simply add all the information required in all the relevant fields such as member and personal details, education level, position, gender etc. Then select also, in the subscription details the kind of information required by the new user. In the select options simply tick which sector the user is interested in, and then specify the region, district, sub-county and parish. Once these details are provided, click register to finalise the registration.

CONTROL PANEL	ORGANISATION SETTINGS	USERS	MANAGE COMMENTS	NEWS POSTS & DOCUMENTS	YOUR ADMINISTRATOR ACCOUNT
---------------	-----------------------	-------	-----------------	------------------------	----------------------------

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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE Control Panel

New Staff

* Means its an important field.

* Registration category: New staff member

Member details: Helper

Personal details:

Title (eg Mr, Dr, Prof etc):

* Education level: Choose education level

* Full Names: Position:

* Contact Number: Gender: Select gender

Other Contact Number (Optional): Date of birth:

Email Address: Comment settings: Comment as

Subscription details:

Email alert(s): Instant, Weekly

* Select Sector(s): Select options

[REGISTER](#) [CANCEL](#)

View Registered Users

To view registered users click on EDIT YOUR EXISTING USERS and the web page with all the registered users will appear, like in the image below. This will show all the registered entries with their details, registration



date, status and options. Within the option column the details of the registered users can be modified, updated, confirmed or even deleted altogether.

CONTROL PANEL	ORGANISATION SETTINGS	USERS	MANAGE COMMENTS	NEWS POSTS & DOCUMENTS	YOUR ADMINISTRATOR ACCOUNT
---------------	-----------------------	-------	-----------------	------------------------	----------------------------

MINISTRY OF FINANCE,
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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE Control Panel

Registered Users

Show 50 entries

Search:

Title	Name	Position	Organisation	Gender	Contact	Email Address	Registered by	Status	Options
Mr	Timothy Williamson	me	ODI - Budget Strengthening Initiative	Male	+256236772422	twilliamson@odi.org	Self	Active	Edit Confirmed Del
Mr	Joe Dumas	Economist	ODI - Budget Strengthening Initiative	Male	+256782452987	jdumas@newwatech.co.ug	Administrator	Active	Edit Confirmed Del
Ms	Victoria Nanyanzi	Data Entry	ODI - Budget Strengthening Initiative	Female	+256776107123	vickesy123@gmail.com	Self	Active	Edit Confirmed Del
Ms	Nanyonga Lovine Flavia	Data Entry	ODI - Budget Strengthening Initiative	Female	+256783401199	lkyeza@gmail.com	Self	Active	Edit Confirmed Del
rsghgfsdghgfsdghg	adsgfds	ODI - Budget Strengthening Initiative	Male	+256986754546		Self	Active	Edit Confirmed Del	
sss	sdhgfdg	sdhgfsdgd	ODI - Budget Strengthening Initiative	Female	+256376544354		Self	Active	Edit Confirmed Del
sdgfsf	sdfo	sdfo	ODI - Budget Strengthening Initiative	Male	+256347865432		Self	Active	Edit Confirmed Del
teest	teester	ter	ODI - Budget Strengthening Initiative	Male	+256342376543	sirotim@gmail.com	Self	Active	Edit Confirmed Del
Fredfred	fredfredfred	fred	ODI - Budget Strengthening Initiative	Male	+256246575456	t2@2.co	Self	Active	Edit Confirmed Del
test if there is a r	sdgfsbgsdf	sfag	ODI - Budget Strengthening Initiative	Male	+256567245324		Administrator	Active	Edit Confirmed Del
real	person	234324	ODI - Budget Strengthening Initiative	Female	+256256343444	34@dfdfvrf	Administrator	Active	Edit Confirmed Del
sdgfsf	sdgfsdgd	sdgfsdgd	ODI - Budget	Female	+2562421567476	h@lon.co	Administrator	Active	Edit Confirmed Del

Adding users on behalf of another organisation

Users belonging to other organisation or members of the public can also be added directly on the organisation control panel by clicking on REGISTER USERS FROM ANOTHER ORGANISATION. The web page shown in the image below will open up.

CONTROL PANEL

ORGANISATION SETTINGS

USERS

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YOUR ADMINISTRATION



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UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE Control Panel

Register users on behalf of another organisation


* Means its an important field.

* Registration category:

Choose category ▼

Then click on the icon **REGISTRATION CATEGORY** to indicate whether the user is a member of the same organisation or not. After this has been specified the same registration process used to register new user applies here.



CONTROL PANEL	ORGANIZATION SETTINGS	USERS	MANAGE COMMENTS	NEWS POSTS & DOCUMENTS	YOUR ADMINISTRATION ACCOUNT
 <div> MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT </div> <h1 style="text-align: center;">UGANDA BUDGET INFORMATION</h1>					
<p align="center">ODI - BUDGET STRENGTHENING INITIATIVE Control Panel</p> <p align="center">Register users on behalf of another organization</p> <hr/> <div> * Means its an important field. </div> <div> <div> * Registration category: <div>Organization Member ▼</div> </div> <div> Organisation details : <div> <input type="text" value="NGO/CSD"/> <input type="text" value="Test_NGO"/> </div> <div> <input type="text" value="SUR"/> </div> </div> </div> <div> * Personal details : <div> <div> <small>Title: (Mr/Ms/Mrs/Mr)</small> <input type="text"/> </div> <div> * Education level: <input type="text" value="Choose education level"/> </div> </div> <div> * Full Name: <input type="text"/> * Position: <input type="text"/> </div> <div> * Contact Number: <input type="text" value="07XXXXXXX"/> <div> * Gender: <input type="text" value="Selected gender"/> </div> </div> <div> <small>Other Contact Number: (Optional)</small> <input type="text" value="07XXXXXXX"/> <div> <small>Date of Birth:</small> <input type="text"/> </div> </div> <div> <small>Email Address:</small> <input type="text"/> <div> <small>Comment setting:</small> <input type="text" value="Comments"/> </div> </div> </div> <div> Subscription details : <div> <small>Email address:</small> <input type="text" value="Caly_Veezy"/> <div> <small>Region:</small> <input type="text" value="-- Select Region --"/> </div> </div> <div> * Select Section(s): <input type="text" value="Select options"/> <div> <small>District:</small> <input type="text" value="-- Choose district --"/> </div> </div> <div> <small>Select Subcategory:</small> <input type="text" value="-- CHOOSE subcategory --"/> </div> <div> <small>Select Parish:</small> <input type="text" value="-- choose parish --"/> </div> </div>					

REGISTER

CANCEL

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AUG



4. Managing comments

This option page allows the administrator to review comments that need reviewing, if this has been set previously in the ORGANISATION SETTINGS web page, and to make comments on behalf of other users of the organisation.

Reviewing New Comments (Alerts)

Whenever an organisation user makes a comment an alert appears on the control panel. The administrator has to click on the comment alert link which directs to the comments page. Comments can either belong to the **Local Government** or **Central Government**. Depending on the organisation setting comments can either be published automatically or moderated by the administrator. Therefore the status of the comments is displayed to the administrator as **Publish** or **UnPublish**.

For all comments to be moderated by the administrator the status column will display **Publish**, here the administrator can review the comment, post it online or remove it (**UnPublish**).

Viewing and moderating comments by your registered staff or associates

To view and moderate pre-existing comments by your registered staff or associate simply click on **MODERATE YOUR USER' COMMENTS**, this webpage will appear as shown below. It will show all the comments made by users and already published in the UBI website. The administrator can then choose to leave them as they are and confirm them into the UBI website or modify their content and publish them into the UBI website.



Posting comments on behalf of your registered staff or associates

To post comments on behalf of your registered staff or user associates first fill in the information in the drop down boxes on the left under the title FIND ORGANISATION MEMBER to find the user within your organisation. Then select the staff whose comment you want to register and the comment will appear below the second column as shown in the image below. The administrator can change the comment and then post it by clicking on COMMENT AS YOU, or leave it as it is. The columns on the right hand side allow the administrator to search the comments by local and central search.

[Under Construction]

Replies to Feedback on a Government Organisation (Alerts)

[under construction]

Whenever a comment is posted on a website the responsible government organisation is required to comment within 2 weeks. Government institutions will be alerted of any new comments, the number of comments still requiring a response, and the number of comments where the response is overdue.

[under construction]

Reviewing Feedback on a Government Organisation (Alerts)

[under construction]

5. Manage News Items and Documents

To publish **NEW DOCUMENTS** or to publish **NEWS ITEMS** simply click on **NEWS POST & DOCUMENTS** then the administrator can either post a new **NEWS ITEM** or **UPLOAD A DOCUMENT** by filling the boxes with the information that needs to be published and then clicking POST at the bottom of the page.



CONTROL PANEL


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UGANDA BUDGET STRENGTHENING INITIATIVE

POST NEW ITEMS

EXISTING ITEMS

ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL

Manage Items

Items update

News title:

Select district:

Select your district ▼

Specify section:

Select sector... ▼

News article date:

Document title(Optional)

Browse .pdf file(Optional)

Choose file

No file chosen

News article:

File Edit View Format

↶ ↷

Formats

B I

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☷

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POST

CANCEL

If the administrator needs to upload a document then simply choose the file from the relevant Browse box as shown below and upload the file that needs to be published and then click POST.

CONTROL PANEL


ORGANISATION SETTINGS

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NEWS POSTS & DOCUMENTS

YOUR ADMINISTRATOR ACCOUNT



MINISTRY OF FINANCE,
PLANNING AND ECONOMIC
DEVELOPMENT

UGANDA BUDGET INFORMATION

ODI - BUDGET STRENGTHENING INITIATIVE CONTROL PANEL

Manage Items

Items update

* News title:

* Select district:

Select your district

* Specify section:

Select sector...

* News article date:

Document title(Optional)

Browse .pdf file(Optional)

Choose file

No file chosen

* News article:

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POST

CANCEL

6. Your Administrator Account

To change your administrator user details click on YOUR ADMINSTRATOR ACCOUNT option window on the top right hand site of the control panel window and the MANAGER USER DETAILS window will open as illustrated below. Here the administrator can see its details and change them if necessary by inserting the old password followed by inserting a new password and reconfirming it by clicking on UPDATE PASSWORD.

A screenshot of a web application's administrator control panel. The page has a dark grey header with navigation links: CONTROL PANEL, ORGANISATION SETTINGS, USERS, MANAGE COMMENTS, NEWS POSTS & DOCUMENTS, and YOUR ADMINISTRATOR ACCOUNT. The main content area is titled 'UGANDA BUDGET INFORMATION' and 'ODI - BUDGET STRENGTH'. A modal window titled 'Manage User details' is open, displaying a form for user management. The form includes fields for User name (twilliamson.ra@odi.org.uk), Email (twilliamson.ra@odi.org.uk), Phone (256782752509), Old password, New password, and Confirm password. There are 'Update details' and 'Update Password' buttons at the bottom of the modal. The background shows a sidebar with 'Manage Items' and a list of items with update options.

By clicking on LOG OUT the administrator logs out of the control panel window and goes back to the main web page of the UBI website.