Uganda Budget Information

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

Know Your Budget

Give Your Feedback

ORGANISATION ADMINISTRATORS' HANDBOOK

DRAFT

January 2015

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Contents

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

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.

Logging onto the Organisation Control Panel from the website

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

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.

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

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

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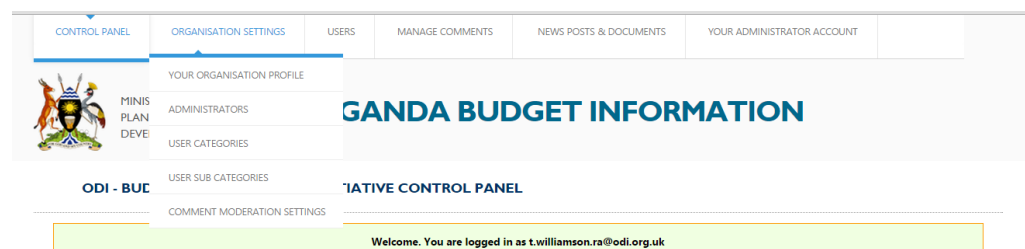
This will add new fields at the top to fill in with NAME, PHONE and EMAIL of the new administrator while showing current ones at the bottom. Once the details are added click on CREATE to confirm the new administrator whose name and details will appear below the one already existing. Each organisation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

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 and entirely new one.

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.

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.

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 organisaition 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.

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.

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.

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.

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.

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.

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.

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.

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.