



**School Education & Literacy Department
Government of Sindh**

**IM-SESP&R WEB APPLICATION
USER GUIDELINE**

**School Education Sector Plan
& Roadmap 2019-2024**

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ABOUT USER GUIDELINE

This manual has been developed for all the users of IM-SESP&R web application within the School Education and Literacy Department, and its allied wings. The user guideline explains each feature available along with its functionality, and step by step instructions on how to use the designed features accompanied with screenshots to provide ease of use. The screenshots in this user guideline have been captured by accessing the IM-SESP&R web application through Google Chrome web browser, therefore, it is suggested to use Google Chrome web browser to access the web application.

IM-SESP&R WEB APPLICATION OVERVIEW

IM-SESP&R has been developed to track and monitor the progress of the School Education Sector Plan 2019-2024 targets which outlines the priorities of Government of Sindh for the Education sector in the province. IM-SESP&R web application is developed around the 8 priority programmes which are following:

Eight 8 Priority programmes of SESP-R 2019-2024

1. Out of School Children
2. Equitable Enrolment and Retention
3. Adequate and Equitable Provision of Learning Facilities
4. Teacher Recruitment, Qualifications and Professional Development.
5. Quality Inputs and Processes
6. Effective Strategic Planning and M&E
7. Improved Resource Allocation and Utilisation
8. Professional Educational Leadership and Management Cadre

GETTING STARTED

IM-SESP&R web application is available for all of its authenticated users on the world wide web. The web application can be accessed by entering its Uniform Resource Locator (URL) in the web browser to gain access of the web application. It is recommended that you save the link or keep it in the bookmark for easy reference.

In order to access the web application, please follow the following steps:

1. Open any web browser available in your computer. The recommended web browser is Google Chrome.



Figure-1: Web browser (Google Chrome) icon

2. At the address bar, type the following URL to access the IM-SESP&R web application: www.seld.sesp-rsu.com



Figure-2: Address Bar & URL to access web application

3. After typing the above-mentioned URL in the address bar, press enter. The user will be redirected to the welcome page of the web application.

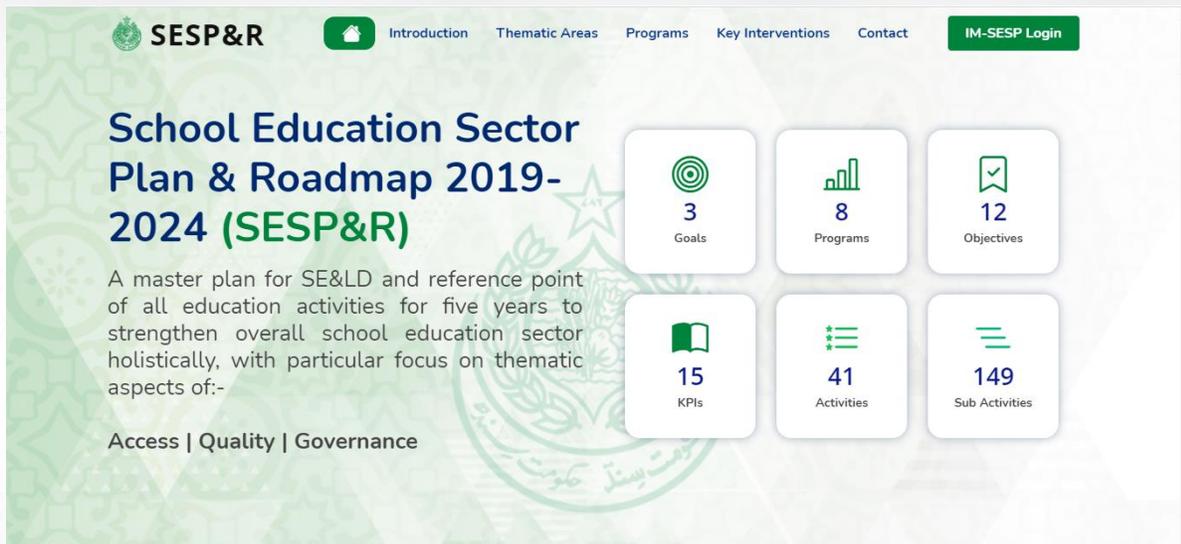


Figure-3: Welcome Page

WELCOME PAGE

Welcome page is divided into the following sections:

1. Navigation Panel

Navigation panel is on the left side of the welcome page. Navigation panel is used to view different sections of the information panel. The sections of information panel can be viewed by clicking the tabs given in the navigation panel.

2. Information Panel

Information panel is adjacent to the navigation panel. Information Panel will display the information of the clicked tab from the navigation panel.

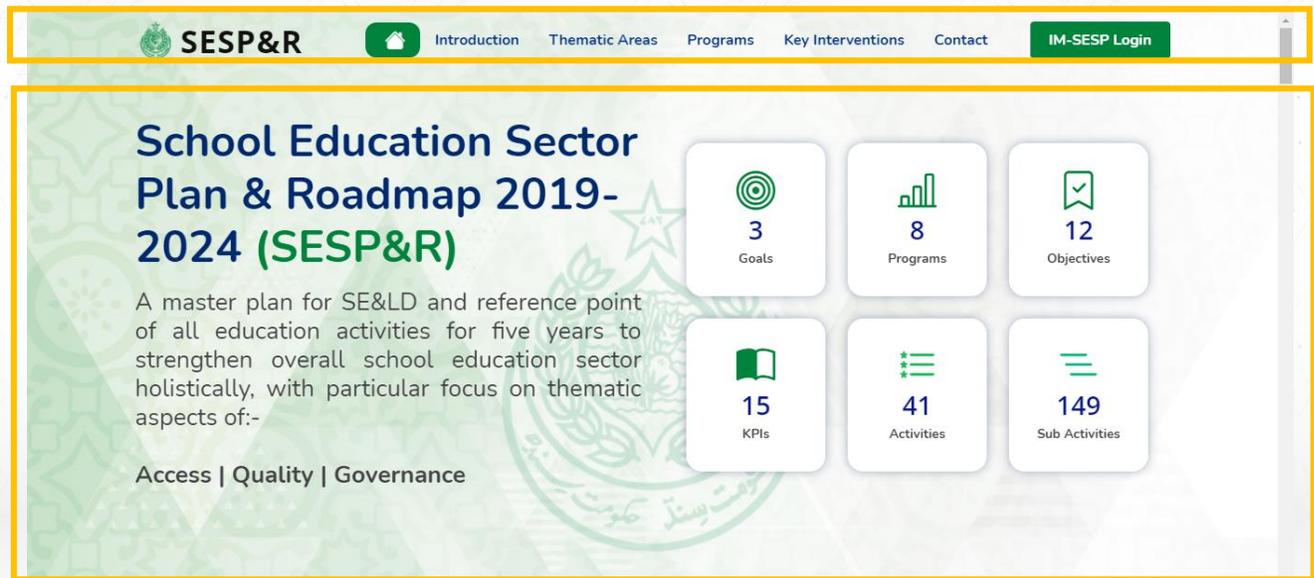


Figure-4: Navigation Panel & Information Panel

LOGIN TO THE WEB-APPLICATION

To go to the login page of the IM-SESP web application, click on the Login button at the bottom of the navigation panel.



Figure-5: IM-SESP Login button

Upon clicking on the Login button, the user will be redirected to the Login Page.

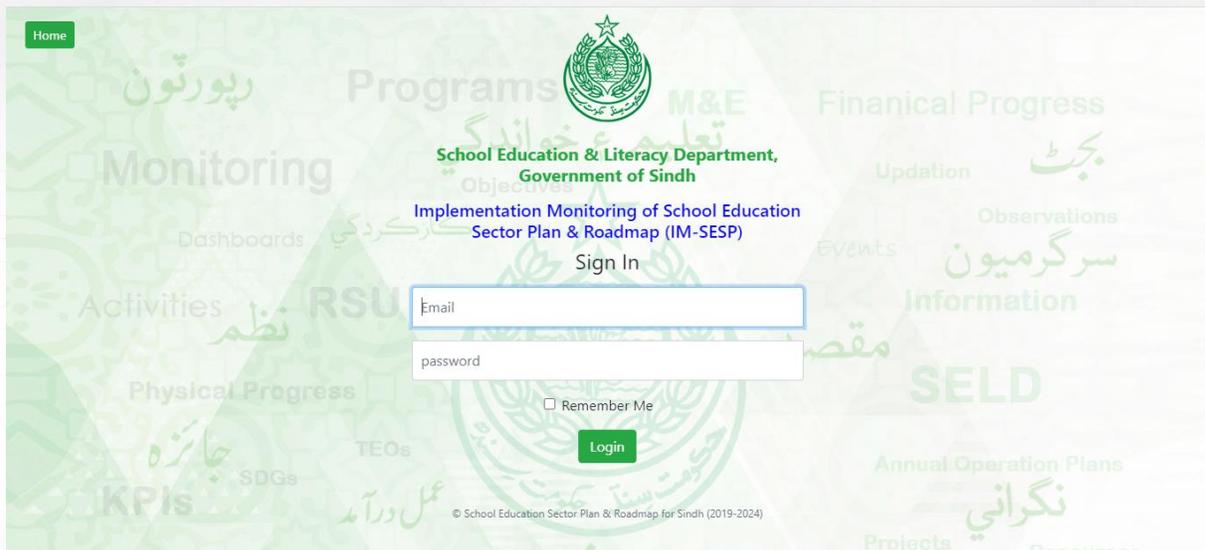


Figure-6: Login Page

At the login page, user will be required to enter their Email-Id & Password to successfully login to the IM-SESP&R web application.

Entering incorrect Email-Id & Password will prompt the web application to give an error message. If error message appears, repeat the entry and make sure to enter the correct credentials.

Entering correct Email-Id & Password will redirect the user to the Home Page of the IM-SESP&R web application.

HOME PAGE

The homepage provides the users with the useful information about the web application. For the convenience and to provide ease of use, following are the main sections of the Home page:

1. Top Bar

Topbar contains the logo of the web application on its left side, while an avatar icon is placed on the right side of the top bar. The avatar icon is clickable, once clicked, it will display generic options available to all the users.

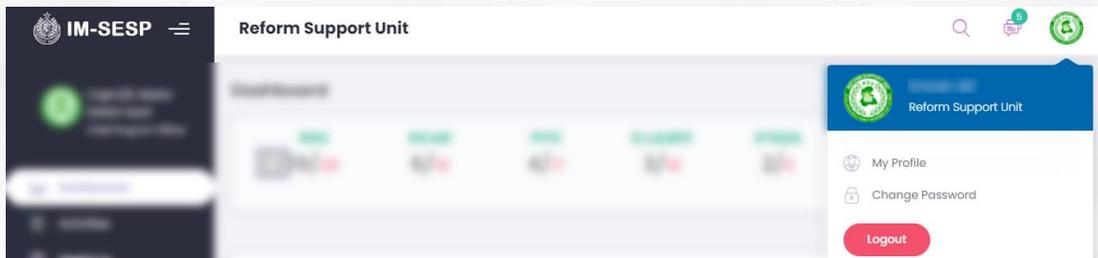


Figure-7: Top bar

2. Navigation Panel

Navigation panel is placed at the left side of the Home page. Navigation panel contains the tabs using which user will be able to access different features of the web application.

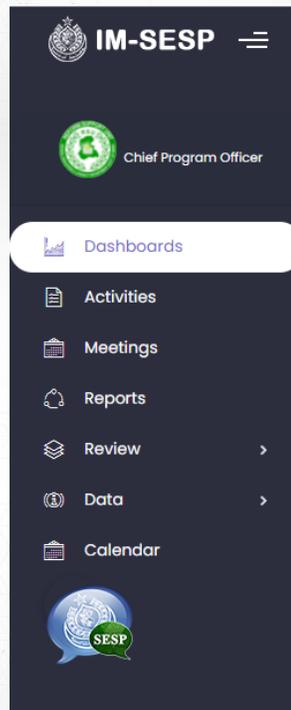


Figure-8: Navigation panel

ACTIVITIES

#	Directorate	Programme	Sub Activity	Year	Finance/Costing		Physical Progress	Update Progress	Status	Action
					Estimated	Allocated				
+	RSU	P-1	1.1.1	2019	2,000,000.00	0.00	30%	Update	In process	Edit
+	RSU	P-1	1.1.2	2019	0.00	0.00	20%	Update	Not Initiated	Edit
+	RSU	P-1	1.2.1	2019	0.00	0.00	0%	Update	In process	Edit
+	RSU	P-1	1.2.6	2020	0.00	0.00	100%	Update	Completed	Edit
+	RSU	P-2	2.1.1	2021	0.00	0.00	80%	Update	In process	Edit
+	RSU	P-2	2.1.2	2021	0.00	0.00	40%	Update	In process	Edit

Figure-9: Activities

1. To submit data against the activities, the user will be required to provide 'Goal', 'Year' and 'Programme' wise update progress.

#	Directorate	Programme	Sub Activity	Year	Finance/Costing		Physical Progress	Update Progress	Status	Action
					Estimated	Allocated				
+	RSU	P-1	1.1.1	2019	2,000,000.00	0.00	30%	Update	In process	Edit
-	RSU	P-1	1.1.2	2019	0.00	0.00	20%	Update	Not Initiated	Edit
			Date:	2021-04-27	Object ID:	A.	Goal ID:	1		
			SDGS:	Do not know	Units:	District wise Report	Source of Fund:	UNICEF		
			Imp: Vendor:	RSU	Imp: partner:	RSU	Funding Partner:	UNICEF		
+	RSU	P-1	1.2.1	2019	0.00	0.00	0%	Update	In process	Edit

Figure-10: Click on Add Activity Button

2. Upon clicking on the Add Activity button, the user will be redirected to Add Activity modal, where activities will be upload based on the user. The user can view the completed detail of the activity and submit progress against them by clicking on the 'Update' button present at the right most column of the table.

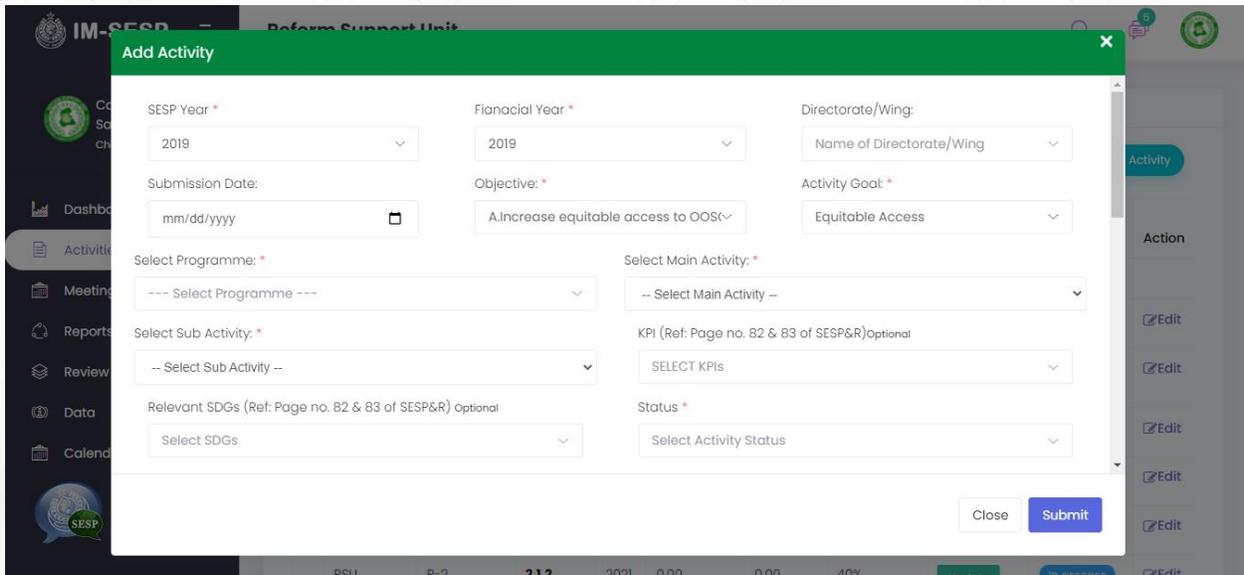


Figure-11: Add Activity Modal

3. Users will be able to edit activity data by clicking on the 'Edit' button present at the right last column of the table.

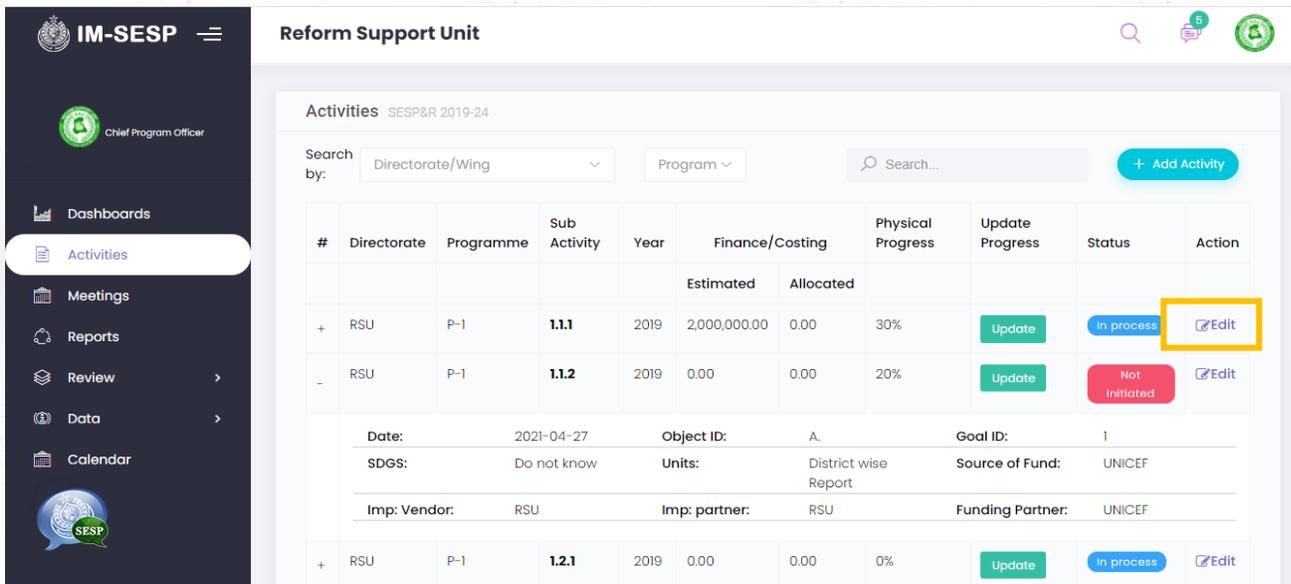


Figure-12: Edit Activity

4. After that activity insertion user will be able to update progress component-wise behalf activity.

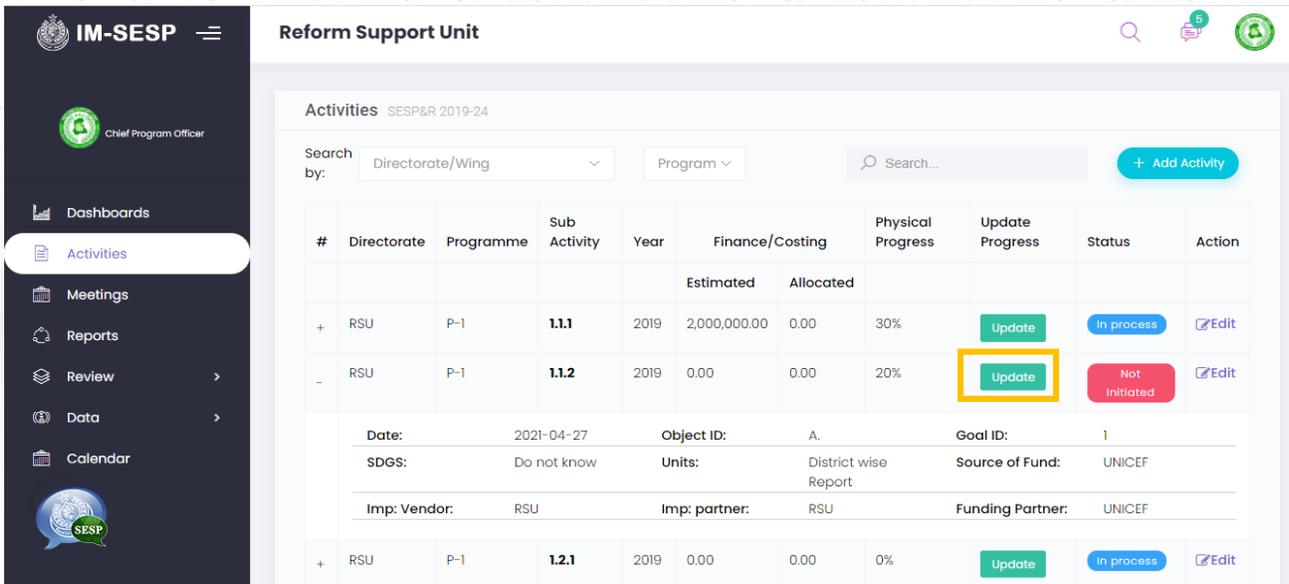


Figure-13: Update Activity Progress Component Wise

5. In update progress user will be add activity component detail, physical progress in percentage and financial progress.

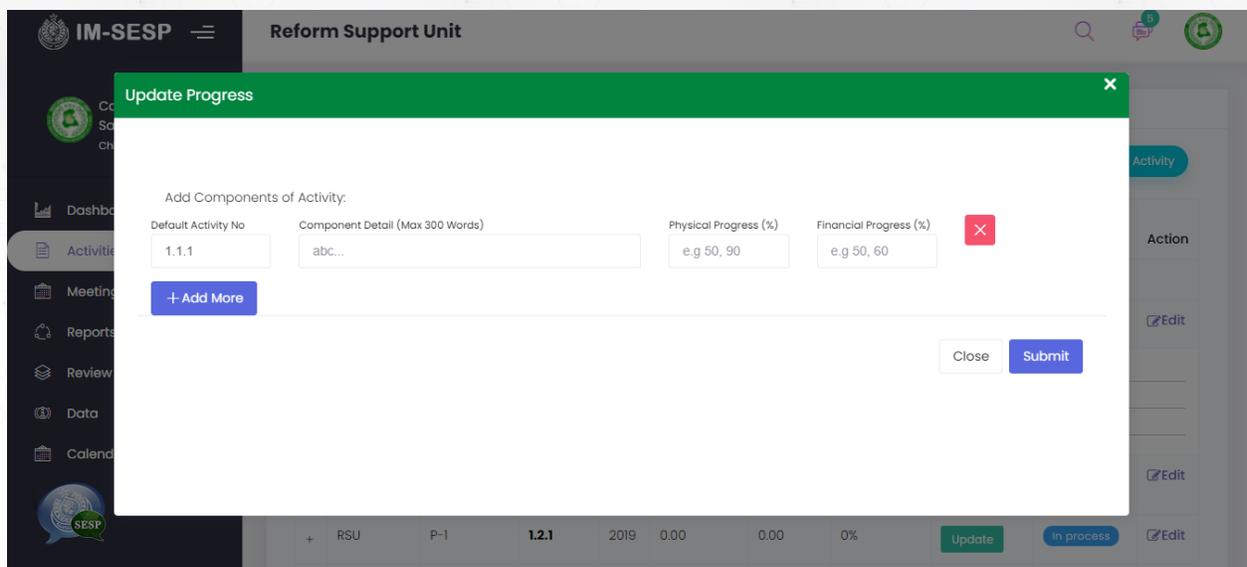


Figure-14: After Clicking On Update Button Update Progress Modal

MEETINGS

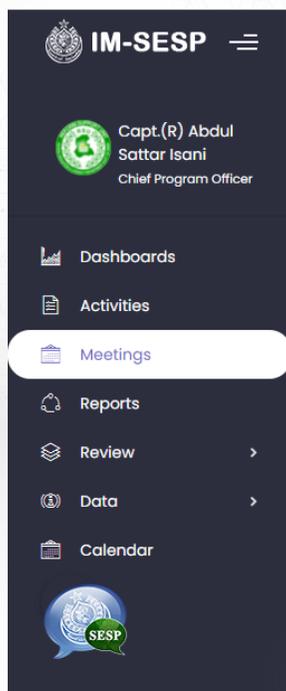


Figure-15: Edit Activity

1. Upon clicking on the Meeting Navigation, the user will be redirected to Meeting List. Above the list, there is a 'New Meeting' Button where New Meeting will be uploaded based on the user, and an auto-email will be sent.

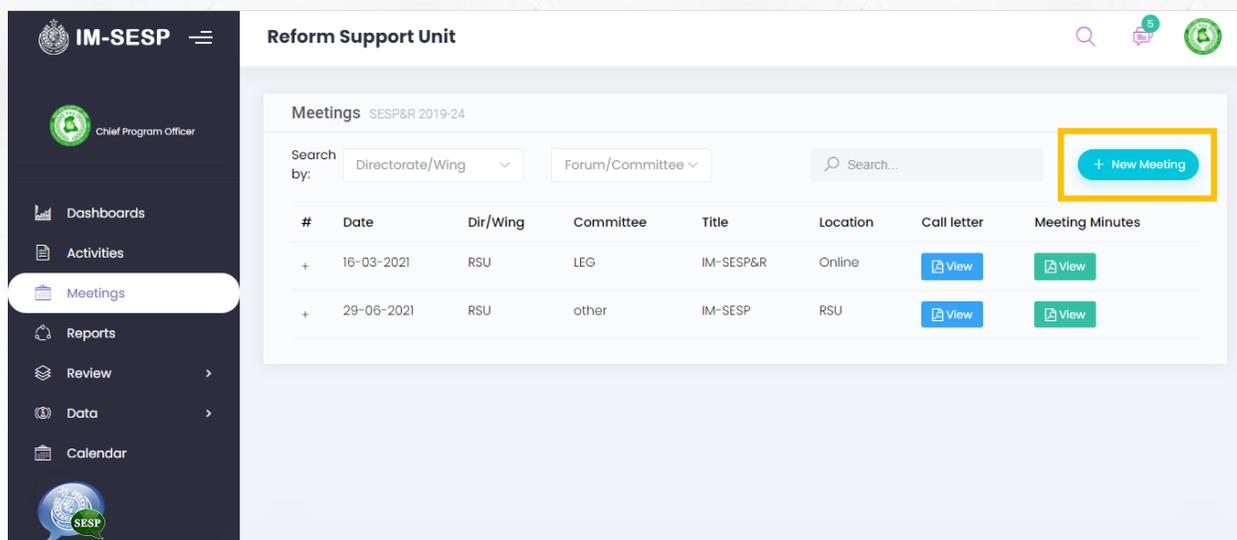


Figure-16: New Meeting Button

2. In the scheduled meeting, the user will be able to design a new meeting date wise this will be automatically sent an email to other members.

The screenshot shows a web application interface for scheduling a meeting. The main header includes the logo for IM-SESP and the text 'Reform Support Unit'. A dark sidebar on the left contains navigation options: Dashboards, Activities, Meetings (highlighted), Reports, Review, Data, and Calendar. The 'Schedule Meeting' form is a modal window with a green header and a white body. It contains the following fields: 'Forum/Committee' (a dropdown menu with 'LEG' selected), 'Meeting Title' (a text input with 'Short Title of Meeting'), 'Agenda' (a text input with 'Meeting agenda'), 'Location' (a text input with 'Meeting Venue'), and 'Meeting Date & Time' (a date and time picker showing 'mm/dd/yyyy --:-- --'). At the bottom right of the form are 'Close' and 'Submit' buttons. The background shows a blurred view of the main application page with a '+ New Meeting' button and 'Meeting Minutes' section.

Figure-17: Schedule Meeting

REPORTS

Upon clicking on 'Reports' tab, activity progress reports will be generated automatically, user will be able to download user base reports clicking on 'Download' Button.

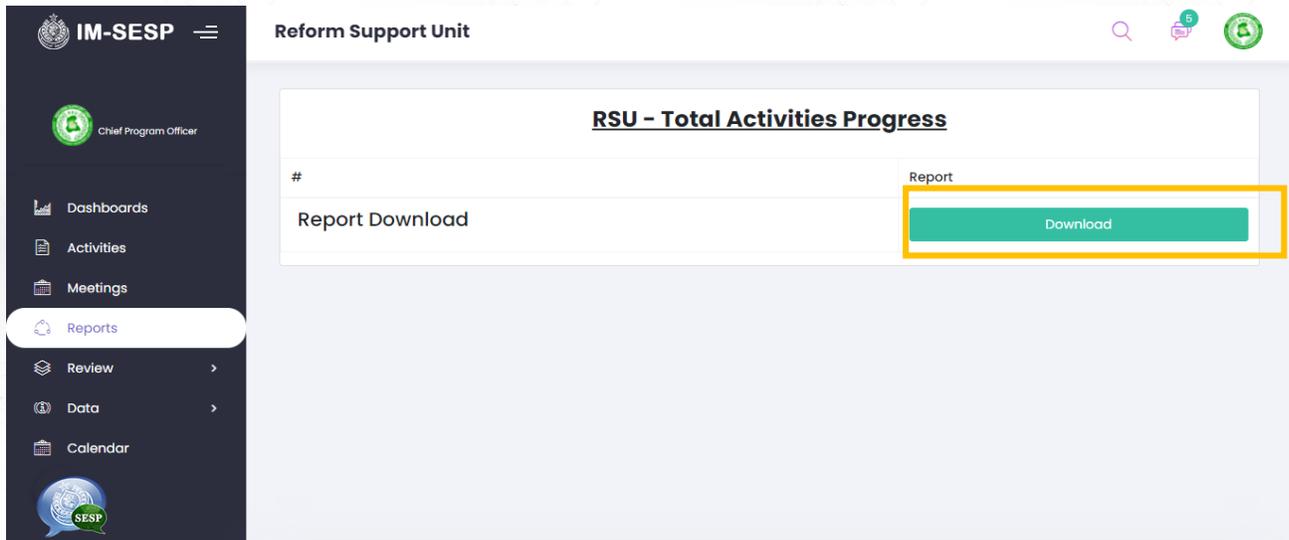


Figure-18: Download Report

REVIEW > KPIs

In the 'Review' tab, there is sub tab 'KPIs' in this table KPIs enlisted for user can be review which KPIs is related to their 'Activities'.

Reform Support Unit

KPIs SESP&R 2019-24

#	KPI	Baseline	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Referenced SDG Indicator
Equitable Access								
1	GER Primary GER Middle	81% * - 39% *	82% - 42%	85% - 43%	89% - 44%	93% - 47%	97% - 51%	SDG 4.1
2	Completion rate Primary Completion rate Middle	43% * - 37% *	43% - 41%	46% - 42%	51% - 42%	56% - 43%	62% - 45%	SDG 4.1
3	Secondary GER gap between best/worst performing districts	49 points	45 points	41 points	36 points	31 points	25 points	SDG 4.1
4	Govt. post primary schools as a percentage of govt. primary schools	11.15% *	11.75%	12.25%	13%	14%	15%	SDG 4.1
5	GPI Primary GER GPI Middle GER GPI Secondary GER	0.77* - 0.83* - 0.80*	0.77 - 0.83 - 0.84	0.77 - 0.83 - 0.85	0.79 - 0.83 - 0.85	0.81 - 0.83 - 0.85	0.81 - 0.83 - 0.85	SDG 4.5

Figure-19: Review > KPIs Table

DATA>INFORMATION

Upon clicking on the 'Data' tab there is sub tab 'information' in the navigation panel, user will be redirected to 'Vital Information' screen where clicking on 'Add Info' button modal will be opened for documents upload related to SESP&R 2019-24 (Organogram, Budget copy, Annual Operation Plan, Annual Performance Report

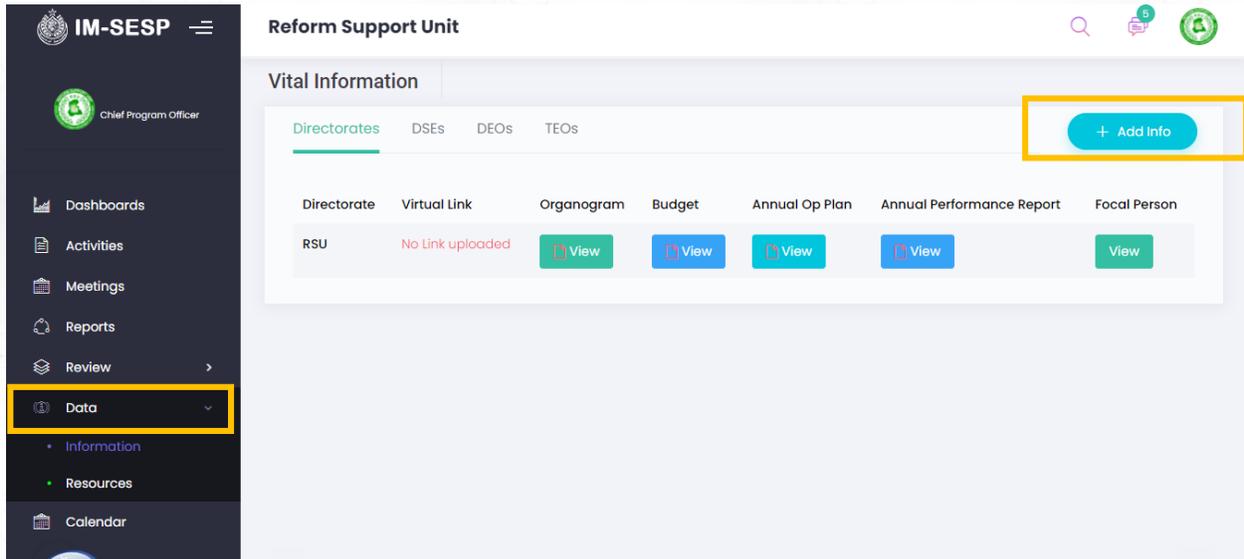


Figure-20: Data>Information

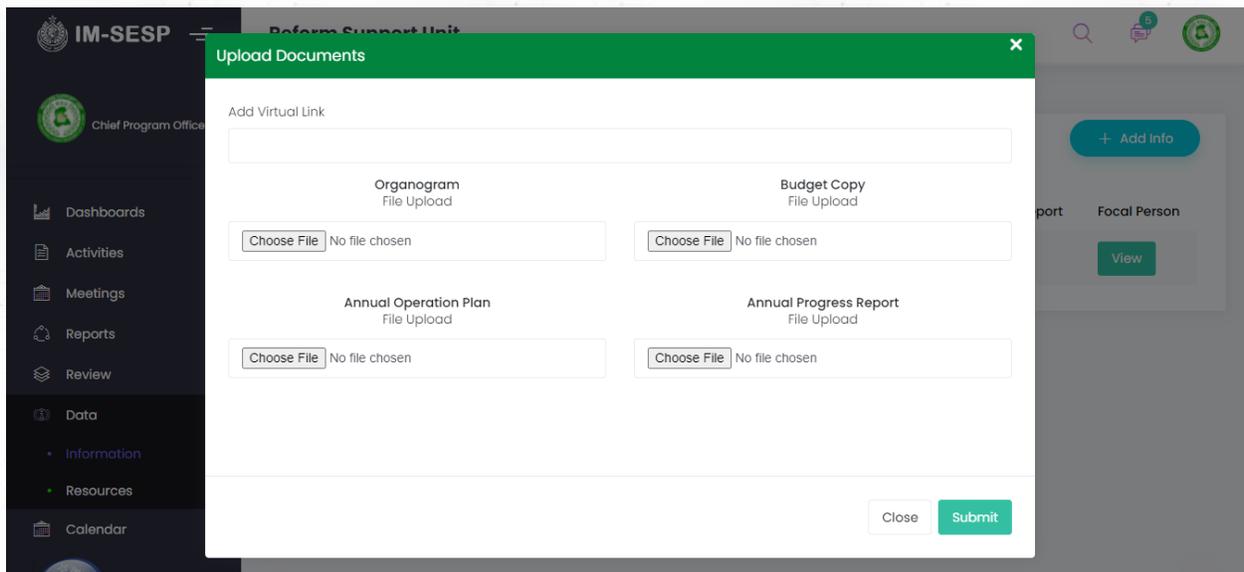


Figure-21: Clicking on 'Add Info' upload Documents Modal

CALENDAR

Users will be able to add events and meetings held in regards to the targets of SESP&R implementation plan. For that purpose, click on 'Calendar' tab in navigation panel, in calendar screen also user can view date wise events and meetings.

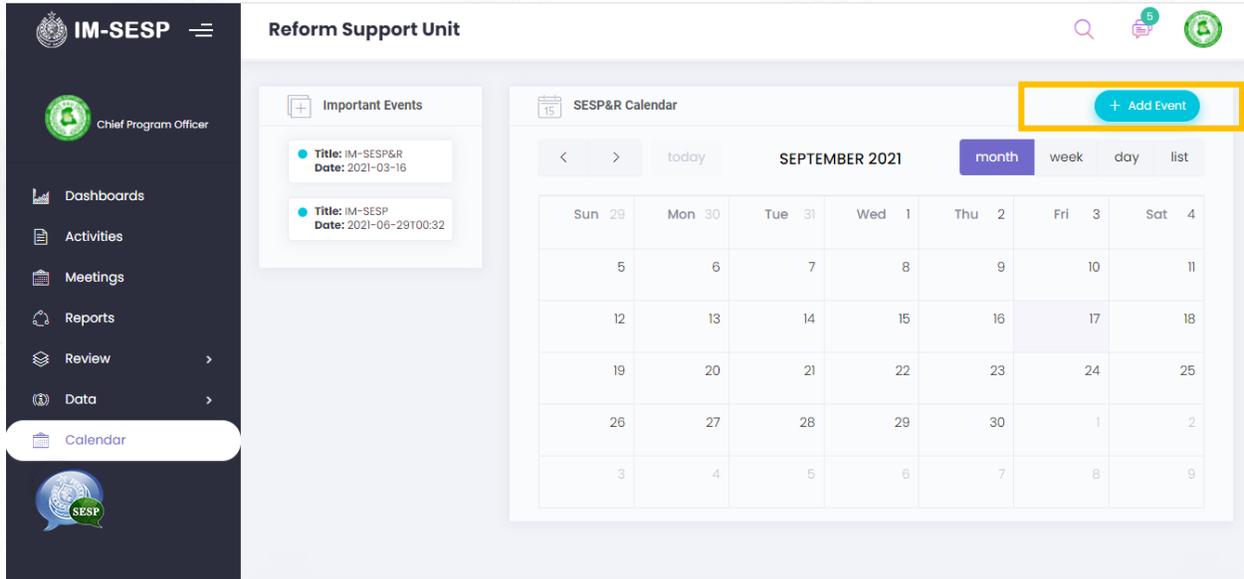


Figure-22: Calendar

PROFILE

On top bar clicking on user avatar there is 'My Profile' tab clicking upon 'My Profile' tab user will be able view information and also will be able to update.

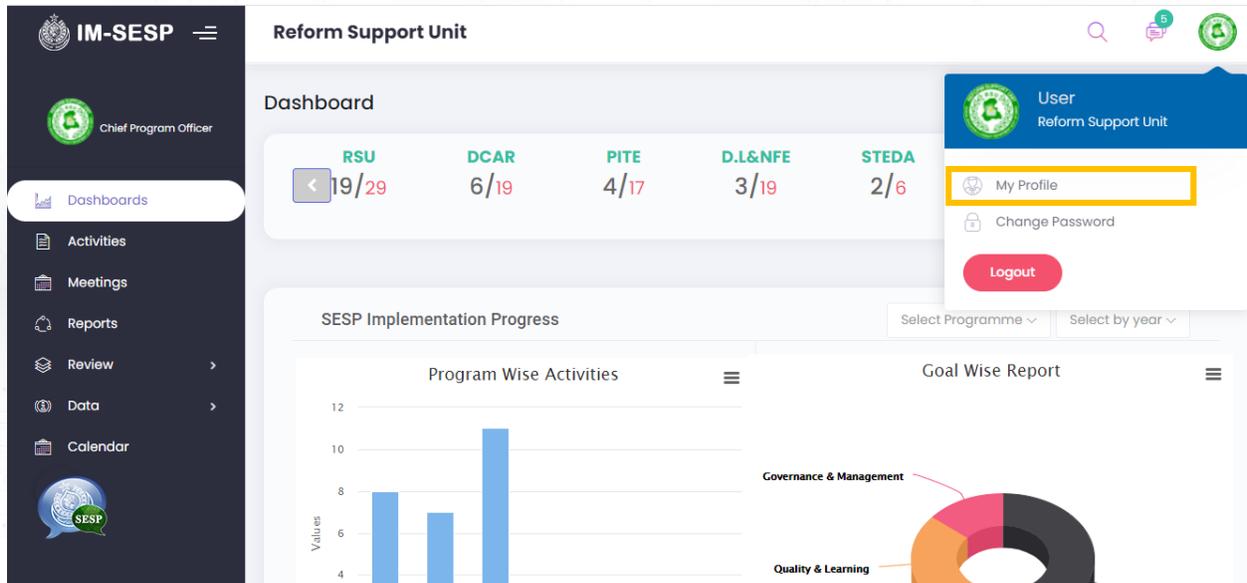


Figure-23: Profile

User will be able to update their information.

The screenshot shows the 'Profile user information' form in the IM-SESP system. The form is divided into two main sections: 'Complete Office address' and 'Head of Department Information'. The 'Complete Office address' section includes a text input field with the address '#47-E/1 - 48th Street, Block-6, PECHS, Nursery, Shahrah-e-Faisal, Karachi' and a 'Change your profile picture' section with a 'Choose File' button and a 'No file chosen' message. The 'Head of Department Information' section includes several text input fields for 'Directorate/Wing/Agency', 'Name of Head of Directorate/Wing/Agency', 'Designation of Head of Directorate/Wing/Agency', 'Email of Head of Directorate/Wing/Agency', and 'Contact # Head of Directorate/Wing/Agency'. There is also a 'Focal Person' section with a text input field for 'Name of (Focal Person)'. The form is displayed on a desktop interface with a sidebar and a top navigation bar.

Figure-24: Profile user information

CHANGE PASSWORD

On top bar clicking on user avatar-icon placed in header i.e. the top right corner there is 'Change Password' User will be able to change password.

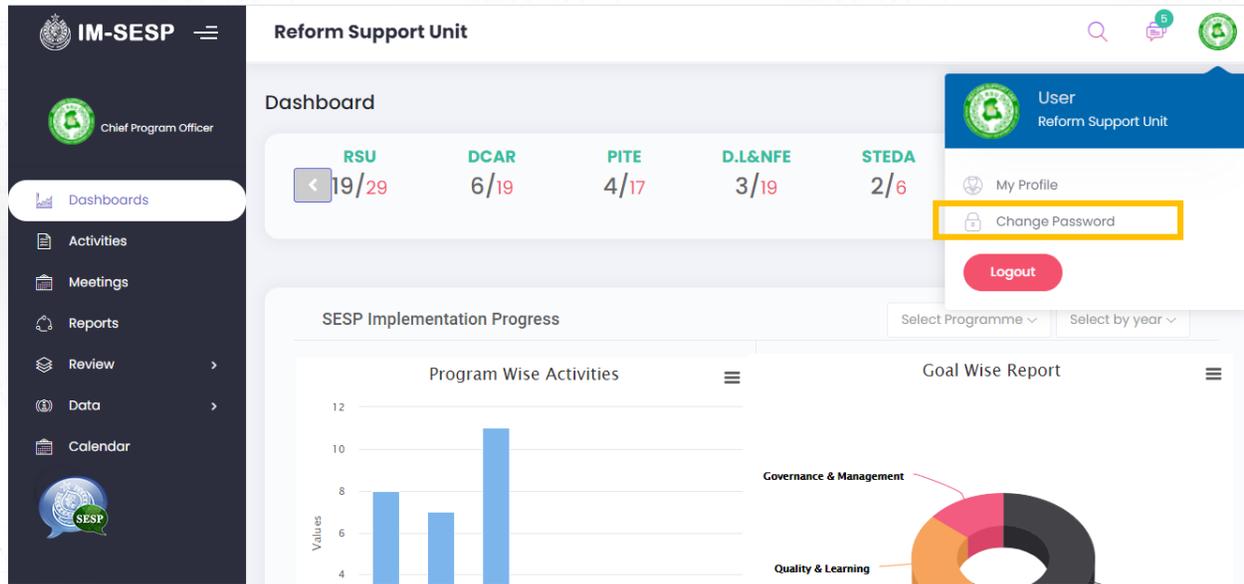


Figure-25: Change Password

LOGOUT

To logout of the system, the user will be required to click on the 'avatar-icon' placed in the header, i.e. the top-right corner of the page. Upon clicking on the 'avatar-icon', user will have multiple options displayed, of which the last option will be 'Logout'.

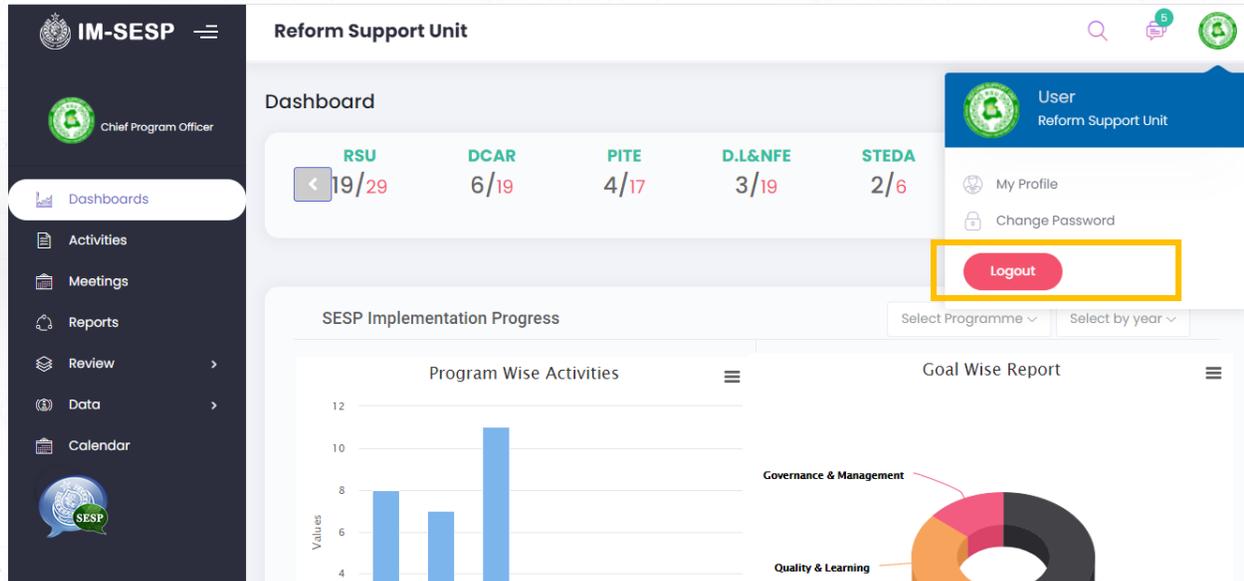


Figure-26: Logout Button

Upon clicking on the 'Logout' button, the user will be redirected to the Welcome Page

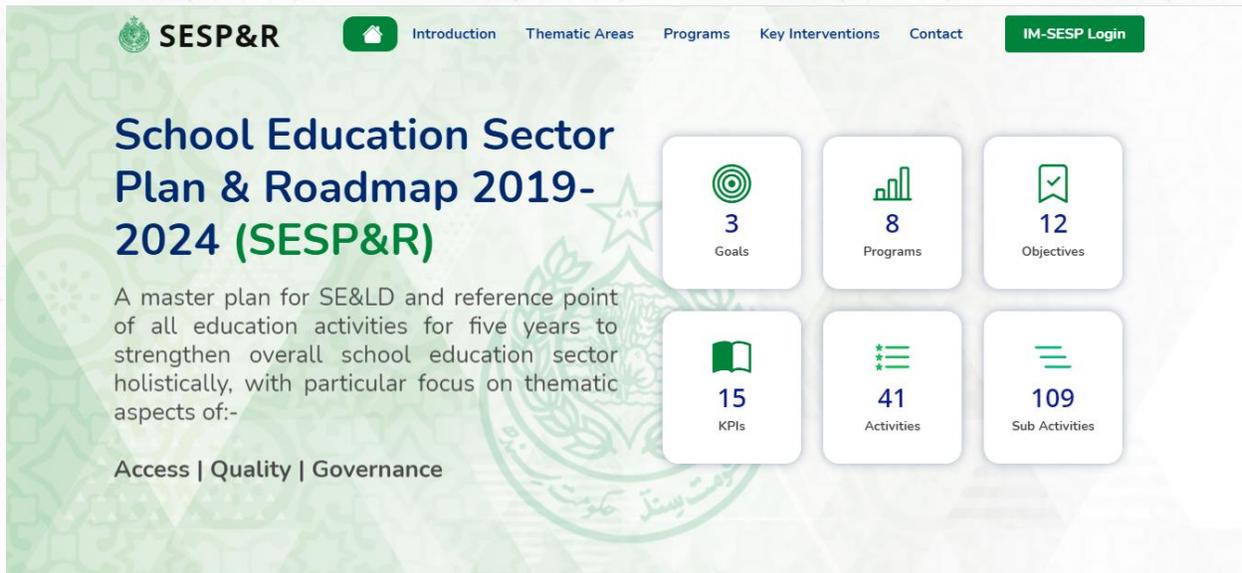


Figure-27: Welcome page

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