



BOKOR TECHNOLOGY Co., Ltd.

USER GUIDE FOR MOP

September 2, 2015

REVISION HISTORY

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User Guide for MOP

Welcome to MOP Website

I. Introduction

1.1. Purpose

This document details the steps to perform various functionalities in the MOP website.

1.2. Project Scope

1.2.1. Key Modules

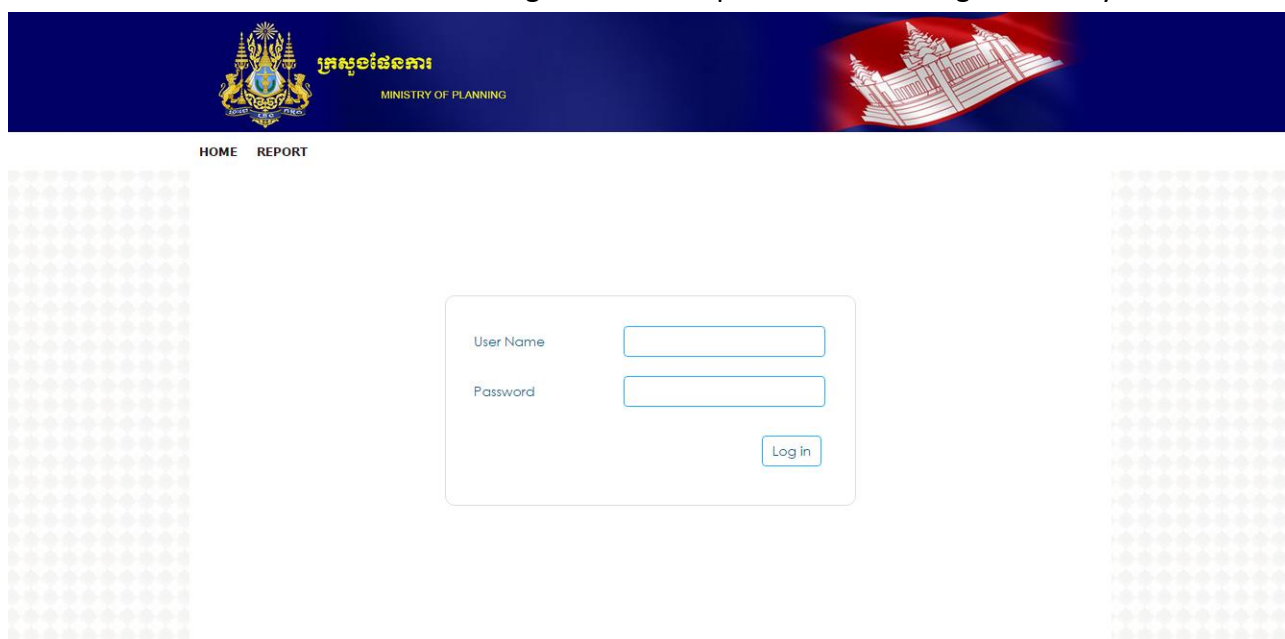
The key modules of MOP website are:

- Project
- Report

II. Getting Start

2.1. Login

1. Users must first login
2. Users simply type in address of MOP website on internet browser: <https://www.mop.gov.kh>, the login screen will be displayed.
3. Enter “User Name” and “Password”
4. Users can click on “Login” button or press “Enter” to login to the system.



HOME REPORT

User Name

Password

Log In

5. After login, the page below will be displayed.
This page show about the main menu of the MOP Website.



2.2. Logout

1. Click on “Sign Out” menu to sign out from the system.



III. Manage User and Role (Administrator Role)

In “Manage User and Role” page, user can add new, update, and delete users. In the “Manage User and Role” page user can assign role to each user.

There are five roles in MOP website:

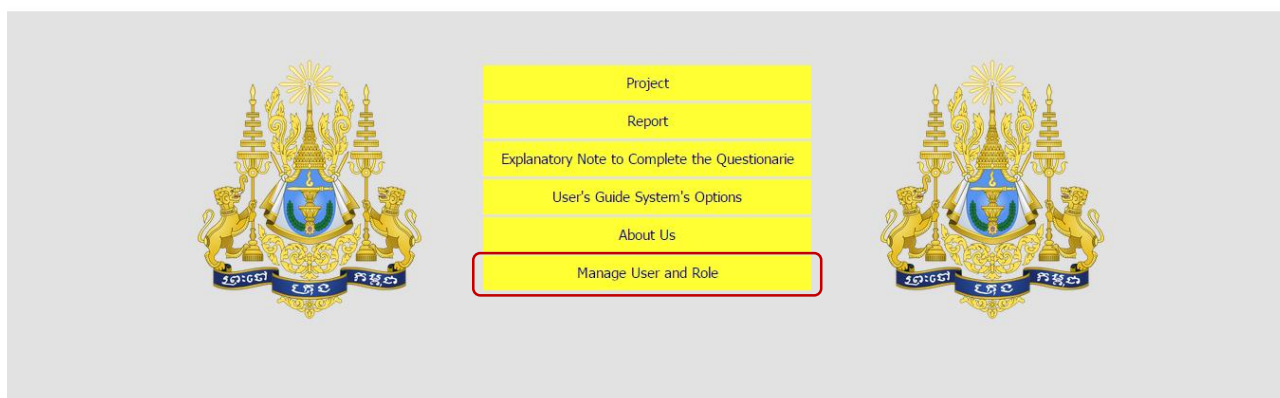
- Administrator
- Visitor
- Line Ministry Data Entries
- Line Ministry Authorized
- Head of PIP

To go through the Manage User and Role page user must login as the “Administrator” Role by following the steps below.

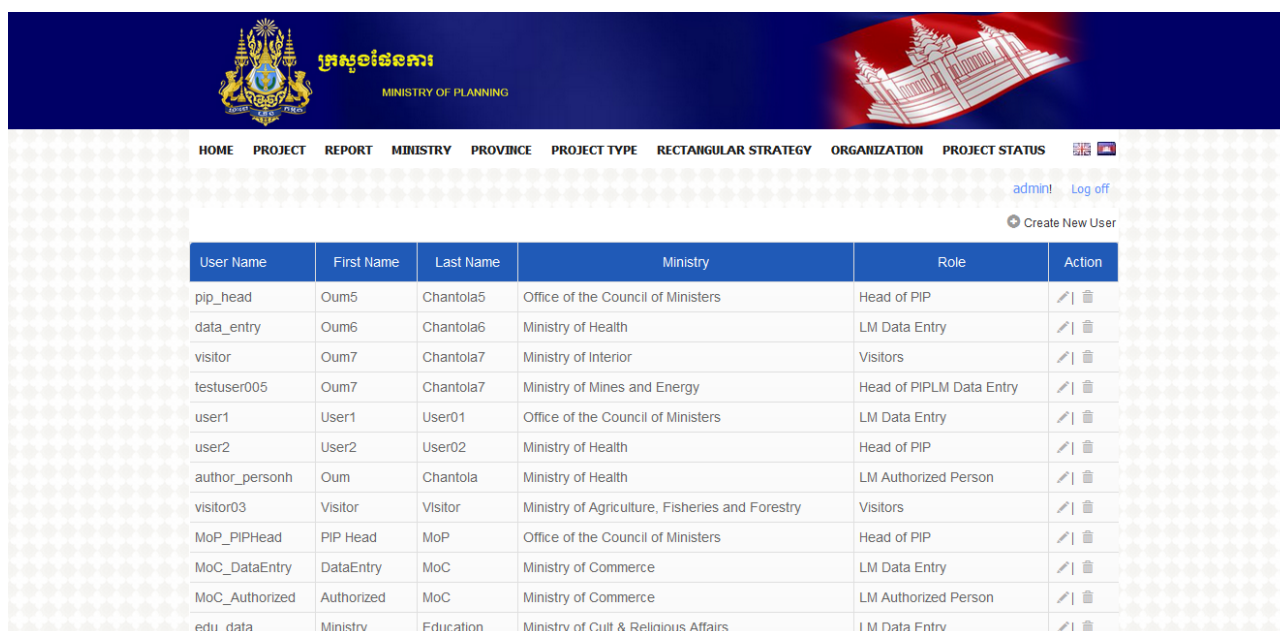
1. User must login as the Administrator
2. After login, the Home page displays as the image below then click on “Manage User and Role” menu.



Information of Planned and On-Going Public Investments Projects



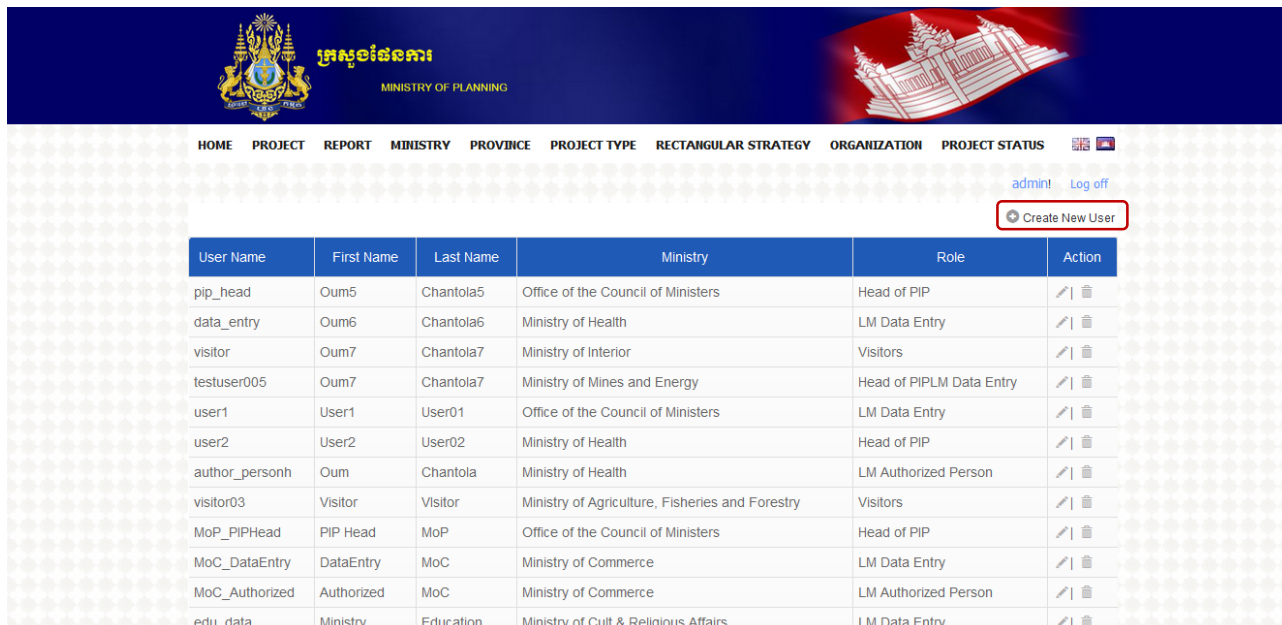
3. Manage User and Role page will be displayed as image below.



3.1. Register New User and Role

Administrator user can add new user and assign role for each user by the following step below.

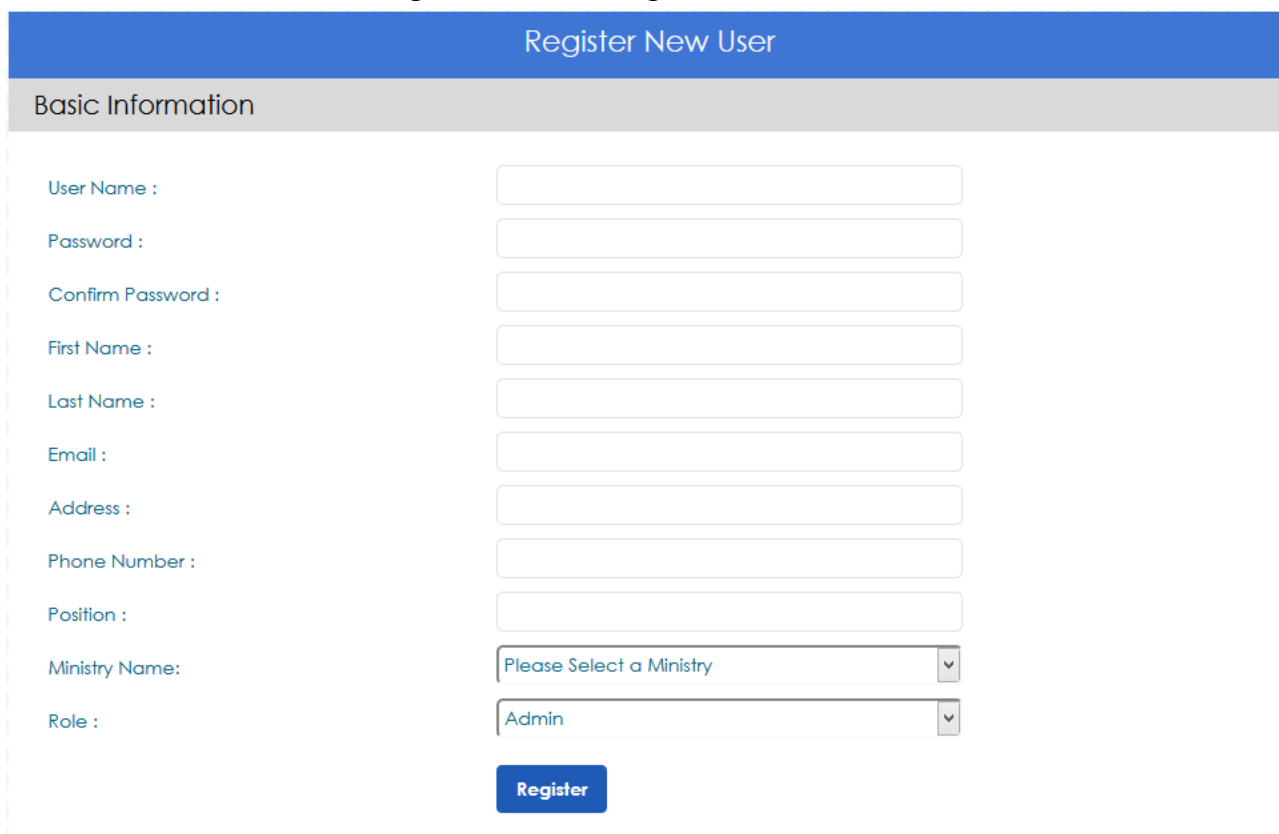
1. On the Manage user and Role page, click on “Create New User” menu to create a new user.



The screenshot shows the 'Manage user and Role' page of the Ministry of Planning web application. The header includes the Ministry of Planning logo and name in Khmer and English. The navigation menu includes: HOME, PROJECT, REPORT, MINISTRY, PROVINCE, PROJECT TYPE, RECTANGULAR STRATEGY, ORGANIZATION, and PROJECT STATUS. The user is logged in as 'admin!'. A red box highlights the 'Create New User' button in the top right corner. Below the button is a table listing existing users.

User Name	First Name	Last Name	Ministry	Role	Action
pip_head	Oum5	Chantola5	Office of the Council of Ministers	Head of PIP	Edit Delete
data_entry	Oum6	Chantola6	Ministry of Health	LM Data Entry	Edit Delete
visitor	Oum7	Chantola7	Ministry of Interior	Visitors	Edit Delete
testuser005	Oum7	Chantola7	Ministry of Mines and Energy	Head of PIPLM Data Entry	Edit Delete
user1	User1	User01	Office of the Council of Ministers	LM Data Entry	Edit Delete
user2	User2	User02	Ministry of Health	Head of PIP	Edit Delete
author_personh	Oum	Chantola	Ministry of Health	LM Authorized Person	Edit Delete
visitor03	Visitor	Visitor	Ministry of Agriculture, Fisheries and Forestry	Visitors	Edit Delete
MoP_PIPHead	PIP Head	MoP	Office of the Council of Ministers	Head of PIP	Edit Delete
MoC_DataEntry	DataEntry	MoC	Ministry of Commerce	LM Data Entry	Edit Delete
MoC_Authorized	Authorized	MoC	Ministry of Commerce	LM Authorized Person	Edit Delete
edu_data	Ministry	Education	Ministry of Cult & Religious Affairs	LM Data Entry	Edit Delete

2. Registration New User Form will be appeared as image below. Admin user can fill in the information of the user and assign the role for the user as they want.
3. Then click on Register button to register a new user.



The screenshot shows the 'Register New User' form. The form has a blue header with the title 'Register New User'. Below the header is a section titled 'Basic Information'. The form contains the following fields:

- User Name :
- Password :
- Confirm Password :
- First Name :
- Last Name :
- Email :
- Address :
- Phone Number :
- Position :
- Ministry Name: Please Select a Ministry (dropdown menu)
- Role : Admin (dropdown menu)

A blue 'Register' button is located at the bottom of the form.

3.2. Update User Registration

User can update User Registration by following the steps below.

1. On the Manage user and Role page, click on “Edit” Symbol to edit the user.



MINISTRY OF PLANNING

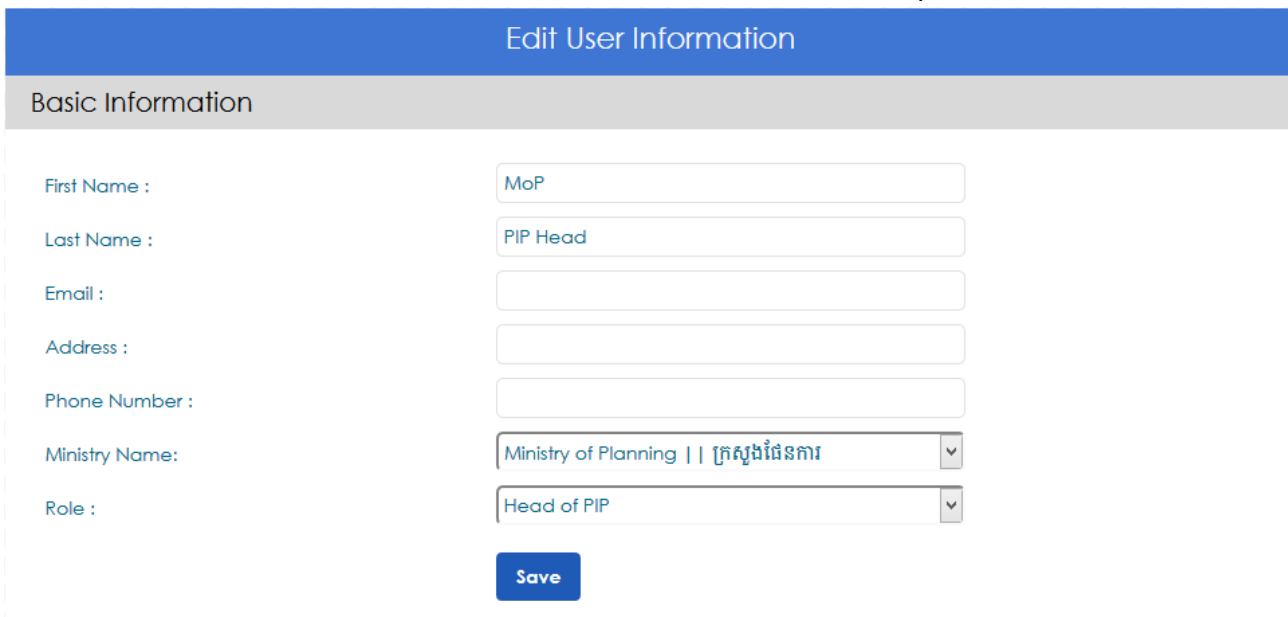
HOME PROJECT REPORT MINISTRY PROVINCE PROJECT TYPE RECTANGULAR STRATEGY ORGANIZATION PROJECT STATUS

admin! Log off

Create New User

User Name	First Name	Last Name	Ministry	Role	Action
pip_head	Oum5	Chantola5	Ministry of Social Affairs and Youth Rehabilitation	Head of PIP	 
data_entry	Oum6	Chantola6	Ministry of Health	LM Data Entry	 
visitor	Oum7	Chantola7	Ministry of Interior	Visitors	 
testuser005	Oum7	Chantola7	Ministry of Mines and Energy	Head of PIPLM Data Entry	 
user1	User1	User01	Ministry of Social Affairs and Youth Rehabilitation	LM Data Entry	 
user2	User2	User02	Ministry of Health	Head of PIP	 
author_personh	Oum	Chantola	Ministry of Health	LM Authorized Person	 
visitor03	Visitor	Visitor	Ministry of Agriculture, Fisheries and Forestry	Visitors	 
MoP_PIPHead	PIP Head	MoP	Ministry of Planning	Head of PIP	 
MoC_DataEntry	DataEntry	MoC	Ministry of Commerce	LM Data Entry	 
MoC_Authorized	Authorized	MoC	Ministry of Commerce	LM Authorized Person	 
edu_data	Ministry	Education	Ministry of Cult & Religious Affairs	LM Authorized PersonLM Data Entry	 

2. User Information page will be displayed as image below. Admin user can update the information of the user.
3. After edit the information of the user, click on save to update the user information.



Edit User Information

Basic Information

First Name : MoP

Last Name : PIP Head

Email :

Address :

Phone Number :

Ministry Name: Ministry of Planning | | ក្រសួងផែនការ

Role : Head of PIP



Save

3.3. Delete User

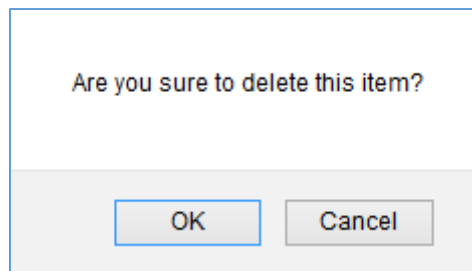
Admin User can delete user by following the steps below.

1. On “Manage user and Role” page, admin user can click on the “Delete” Symbol button to delete a user as the image below.



User Name	First Name	Last Name	Ministry	Role	Action
pip_head	Oum5	Chantola5	Ministry of Social Affairs and Youth Rehabilitation	Head of PIP	 
data_entry	Oum6	Chantola6	Ministry of Health	LM Data Entry	 
visitor	Oum7	Chantola7	Ministry of Interior	Visitors	 
testuser005	Oum7	Chantola7	Ministry of Mines and Energy	Head of PIPLM Data Entry	 
user1	User1	User01	Ministry of Social Affairs and Youth Rehabilitation	LM Data Entry	 
user2	User2	User02	Ministry of Health	Head of PIP	 
author_personh	Oum	Chantola	Ministry of Health	LM Authorized Person	 
visitor03	Visitor	Visitor	Ministry of Agriculture, Fisheries and Forestry	Visitors	 
MoP_PIPHead	PIP Head	MoP	Ministry of Planning	Head of PIP	 
MoC_DataEntry	DataEntry	MoC	Ministry of Commerce	LM Data Entry	 
MoC_Authorized	Authorized	MoC	Ministry of Commerce	LM Authorized Person	 
edu_data	Ministry	Education	Ministry of Cult & Religious Affairs	LM Authorized PersonLM Data Entry	 

2. After clicking on “Delete” Symbol, the verifying message will appeared as the image below.
3. Admin User can click on “OK” button to delete a user or user can click on “Cancel” button to cancel delete user.



IV. Project

In “Project” page, user can add a new Project, update, and delete project by following the steps below.

1. On Home page Click on “Project” menu.



2. After clicking on “Project” menu, the “Project” page will be displayed.



4.1. Add new Project (For Data Entries and Authorize Users Role)

1. On the “Project” page, user can click on “Create New Project” button to create new project.

MINISTRY : Ministry of Information || ក្រសួងព័ត៌មាន PROJECT STATUS : Please select a Project S Year : Please Select Year Go

➕ Create New Project

MINISTRY	PROJECT	PROJECT STATUS	PROJECT TYPE	PIPNo	TOTAL PROJECT COST	Action
Ministry of Information	d	On Going	Investment project		12	
Ministry of Information	890	Draft	Investment project		80	
Ministry of Information	809	Draft	Investment project		80	
Ministry of Information	86	Draft	Investment project		57	
Ministry of Information	68	Draft	Investment project		68	

2. After click on Create New Project button, the Project Information Sheet Page will be displayed as image below.
3. User can fill in all the require fields both Part A and Part B.

Project Information Sheet

Part A Part B

Part A: Basic Project Information

PIP No:

(To be allocated by MOP)

1. PROJECT NAME:

2. PROJECT DATES:

PROJECT START :

ESTIMATED COMPLETION :

3. TOTAL PROJECT COST: \$

4. RESPONSIBLE MINISTRY: Ministry of Information || ក្រសួងព័ត៌មាន

DETAILED PROJECT INFORMATION

6. TYPE OF PROJECT: Investment project || គម្រោងវិនិយោគជាទុន

7. SOURCE OF PROJECT FUNDING: Grant

4. Then click on “Create” button to create a new project.

Create Back

4.2. Submit Project (Authorize User Role)

1. On the “Project” page, user can click on “Edit” Symbol to Submit or Edit the information of the project as the image below.

MINISTRY	PROJECT	PROJECT STATUS	PROJECT TYPE	PIPNo	TOTAL PROJECT COST	Action
Ministry of Information	project MOI	Draft	Free-standing technical assistance		125	
Ministry of Information	saf	Draft	Investment project		3	
Ministry of Information	t	Draft	Investment project		123	
Ministry of Information	a	On Going	Investment project	121211	21	
Ministry of Information	2	Planned	Investment project	100101	1	
Ministry of Information	1	On Going	Investment project		1	
Ministry of Information	Test1	On Going	Free-standing technical assistance		1200	
Ministry of Information	abc222	Draft	Investment project	abc222		

2. User can edit the information of the project and fill in the Comments part.

Project Information Sheet

Part A: Basic Project Information

PIP No:

(To be allocated by MOP)

1. PROJECT NAME:

2. PROJECT DATES:

PROJECT START :

ESTIMATED COMPLETION :

3. TOTAL PROJECT COST:

4. RESPONSIBLE MINISTRY:

DETAILED PROJECT INFORMATION

6. TYPE OF PROJECT:

3. The click on “Submit” to submit the Project to Head of PIP.
Click on “Edit” update the project.
Click on “Back” to go back to the project page.

[Edit](#) [Submit](#) [Back](#)

4.3. Edit On-Going (Head of PIP Role)

Head of PIP User can edit project on going by following the steps below.

1. On "Project" page, user can click on once "Edit" Symbol where the Project Status equal "On Going" to edit the project and submit to complete the project.

MINISTRY: Ministry of Information || ក្រសួងព័ត៌មាន PROJECT STATUS: Please select a Project S Year: Please Select Year Go

MINISTRY	PROJECT	PROJECT STATUS	PROJECT TYPE	PIPNo	TOTAL PROJECT COST	Action
Ministry of Information	d	On Going	Investment project		12	
Ministry of Information	MOI Project Test	Planned	Investment project	Wood 1010	1222	
Ministry of Information	Project of MOI	On Going	Investment project		100000	
Ministry of Information	International Relation	On Going	Free-standing technical assistance		100000	
Ministry of Information	Test Project	On Going	Investment project	rrr	2323	
Ministry of Health	Project 002	On Going	Investment project	1037	123123123123	
Ministry of Cult & Religious Affairs	1111111111	On Going	Investment project		1111111	
Office of the Council of Ministers	NewProject005	On Going	Investment project	123123213	123123123	
Ministry of Foreign Affairs and International Cooperation	NewProject	Committed	Free-standing technical assistance	123412	123123123123	

2. After click on "Edit" Symbol the Edit Project "On Going" page will be displayed as image below. User can edit the information of the project.

Project Information Sheet

Part A: Basic Project Information

MINISTRY/AGENCY: Ministry of Information || ក្រសួងព័ត៌មាន PIP No:

1. Project Name: International Relation

2. Project Start Date: 2015-08-24

3. Exected/Planned Completion Date: 2015-09-30

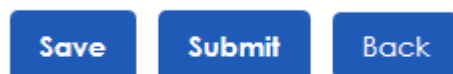
4. Total Budget : 100000

5. Total expenditure/disbursements up to 31 December 2015:

6. Planned Expenditure:

Year	Total Planned Expenditure	Committed Funds			Funding Required
		RGC	DPs	Total	
2015	30000	0	0	0	30000
2016	30000	0	0	0	30000
2017	30000	0	0	0	30000
Total:	90000	0	0	0	90000

3. After Edit and click on :
 - “Save” to save the information of the project.
 - “Submit” to complete the project.
 - “Back” to go back to the Project page.



V. Report

In “Report” page, user can view and download the report as Excel, PDF and Word.

5.1. View and Download Report

1. On the “Home” page user can click on Project Menu as the image below.



2. After click on “Report” menu, the “Report” page will display as image below.



- ## Report

4. User can click on  to download the report as PDF, Excel, and Word.

