AMP User Manual
Tools Dropdown

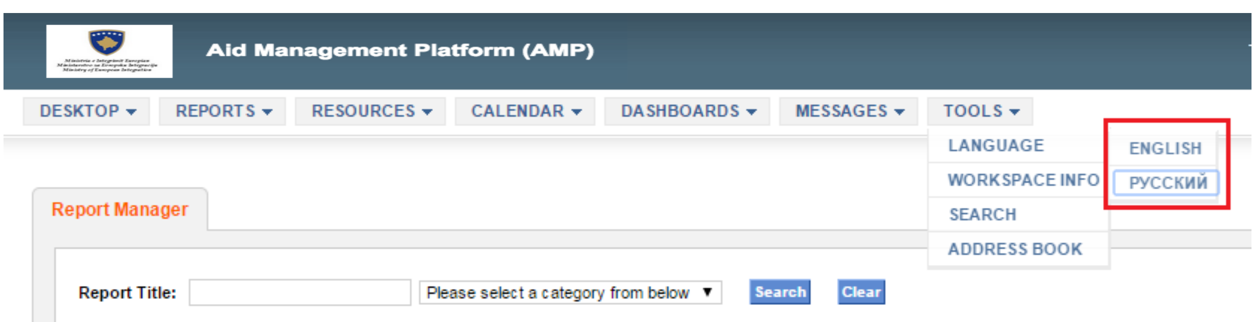
Clicking on Tools allows all users to access the following functionalities: Language, Workspace Info, Search and Address Book.

For workspace managers, the tools dropdown allows them also to access the **Translator View**, the **Advanced Mode** and it gives them access to more information in the **Workspace Info** section.

This guide will focus on the tools available for normal users and will explain their functionalities one by one.

Language

AMP **Language** gives you the option to toggle between two or more languages (this option will not be displayed if only one language is available). Users can change the language of the AMP at any moment. For this, you must click on the arrow located next to Tools in the main menu and then put your cursor over Language. Automatically a list of languages will be offered. Once you have selected the language of your choice, the page will be refreshed and the AMP will appear in the selected language.

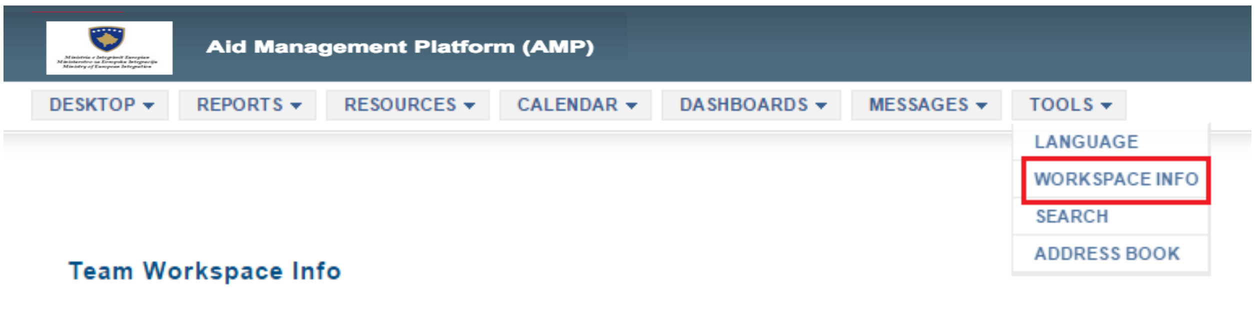


Workspace Info

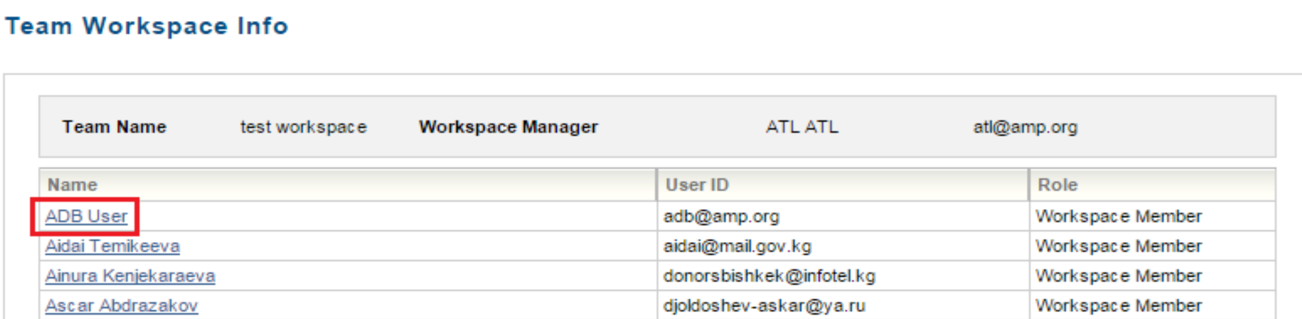
The Workspace Info gives users information about the team workspace in which they are, such as:

- Workspace Name
- Workspace Manager and his or her email
- Workspace Members with their role and id

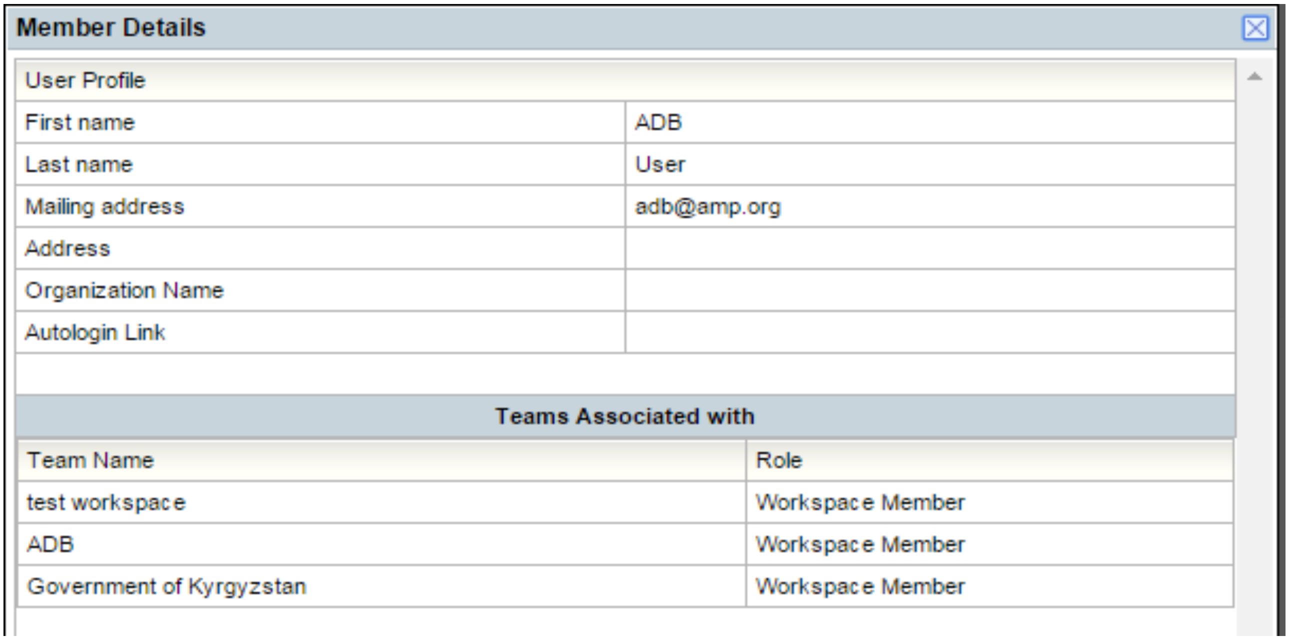
To access the Workspace Info click on it in the tools dropdown menu:



Once you have entered the Workspace Info, you will be able to see at the top of the page the name of the team and the team manager. You will also have a list of all the members of the workspace. If you click on the name a workspace member, it will open a pop up with the member's information.



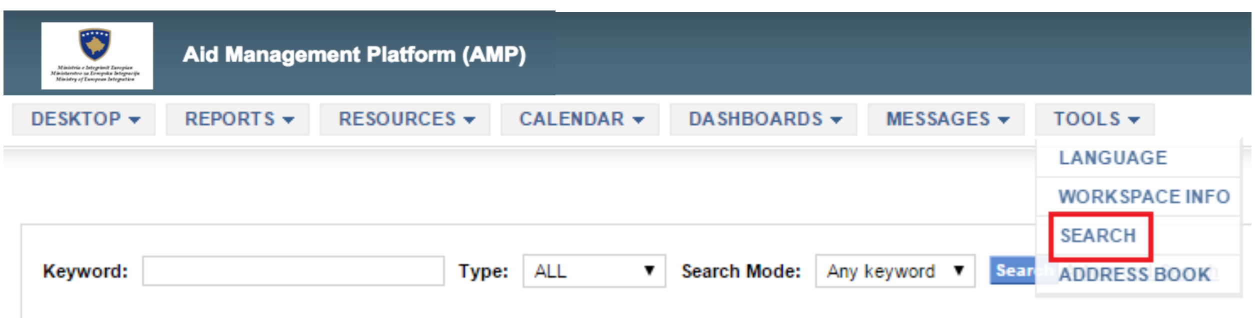
The pop up window will tell you the following information about the user: First name, Last name, email address, Organization Name and the team workspaces associated to the user as well as its role within each workspace.



Search

The Search allows you to search the information that you need whether it is an activity, a report, a tab, the resources or pledges. There are two types of search options within the AMP: the simple search and the advanced search.

To access the Search, click on it in the tools dropdown menu:



Simple search

The simple search is the default search that appears when you click the Search button in the dropdown tool menu. The following table describes all of the options presented to users within the simple search.

Keyword	In this section you can write any words associated with the information you are looking for.
Type	In this section you can select which type for information you are looking for: - All (this will search through the entire AMP data base)

	- Activity - Report - Tab - Resource
Search Mode	In this section you can select whether you want the engine to search for **Any of the keywords** you put in the Keyword text box or if you want to get results that include **All the Keywords** you put in the Keyword textbox.

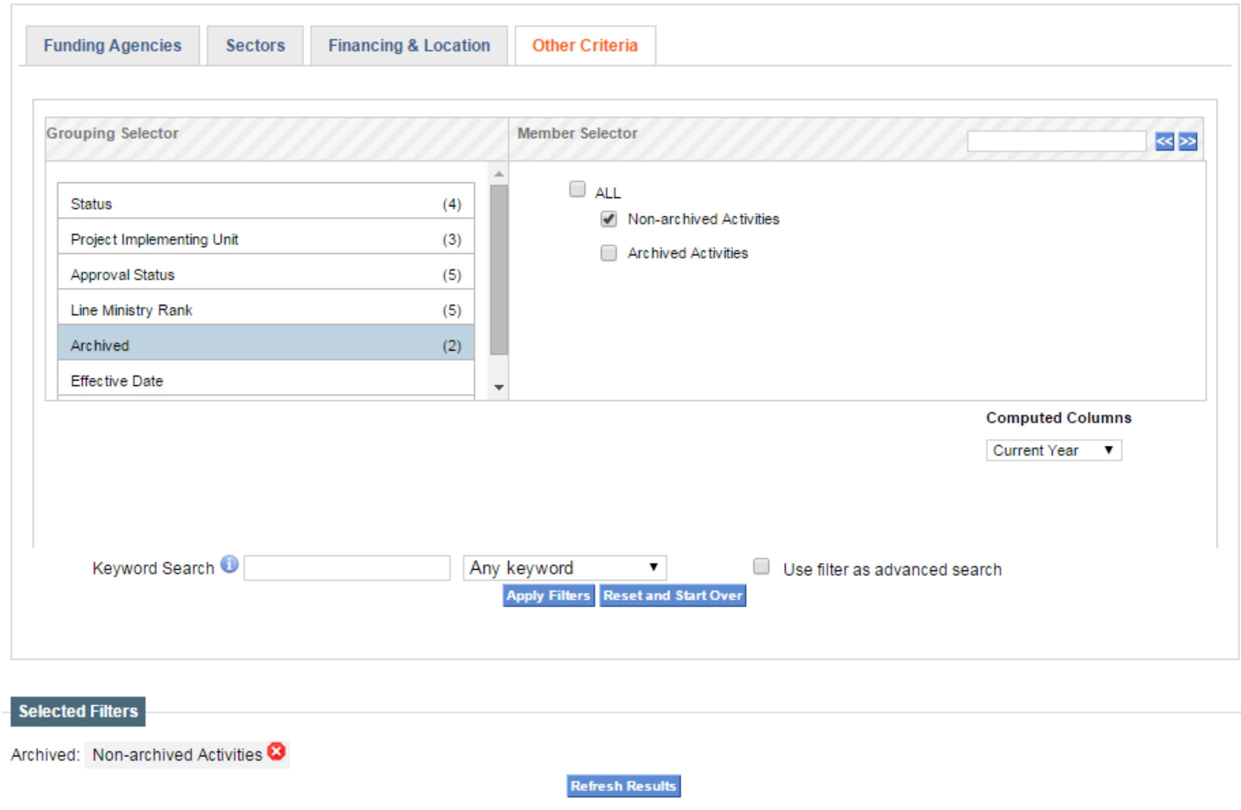
Once you have completed the information, click on Search to get you results.

Advanced search

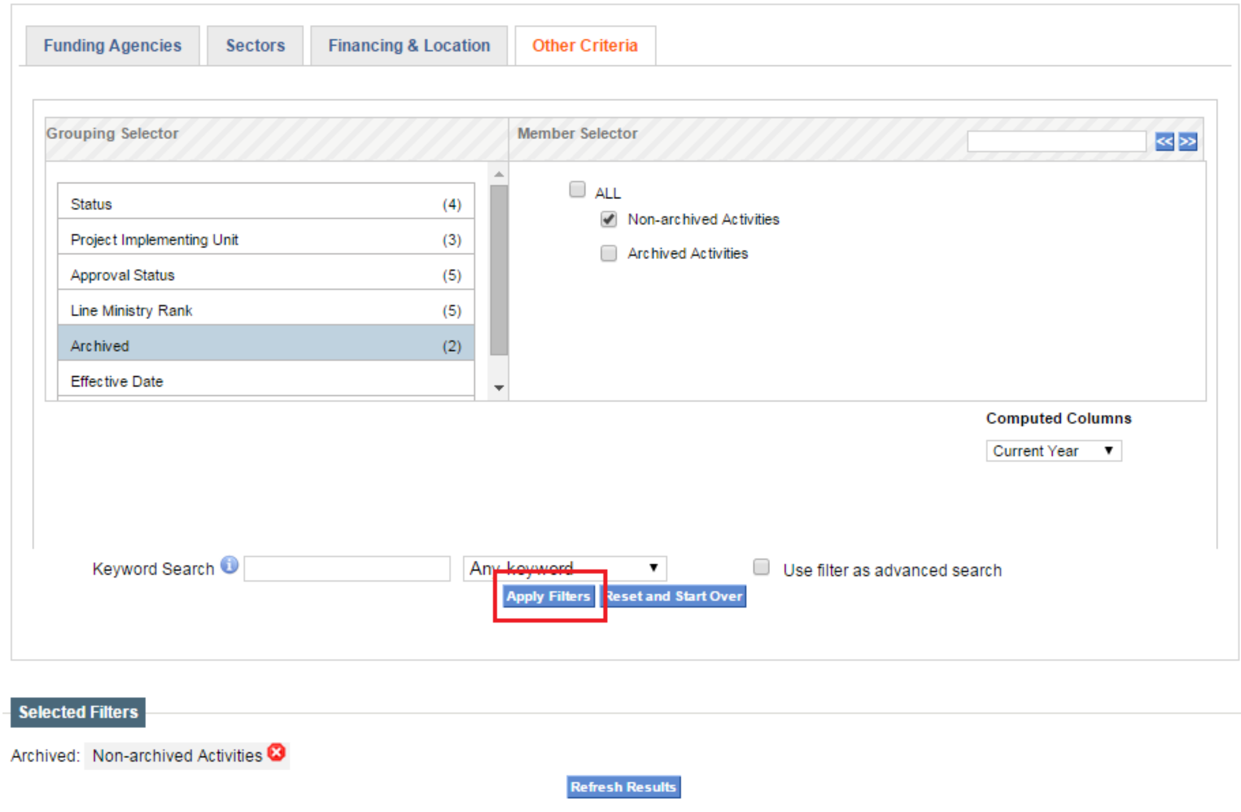
The Advanced Search allows users to use the filters to search for activities by Funding Agencies, Sectors, Financing & Location, Status, Project Implement Unit, Approval Status, Line Ministry Rang, Archived, Effective date and Date filter.

To access the advanced search click on the Advanced Search button located to the right of the simple search.

Clicking on Advanced Search will take you to a page showing the filters options.



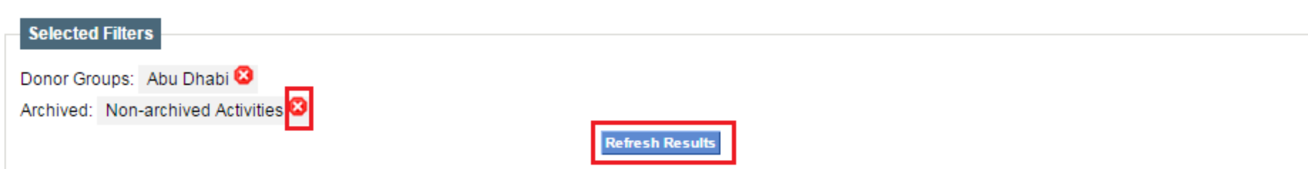
Once you have selected the desired filters, click on Apply Filters to obtain the results.



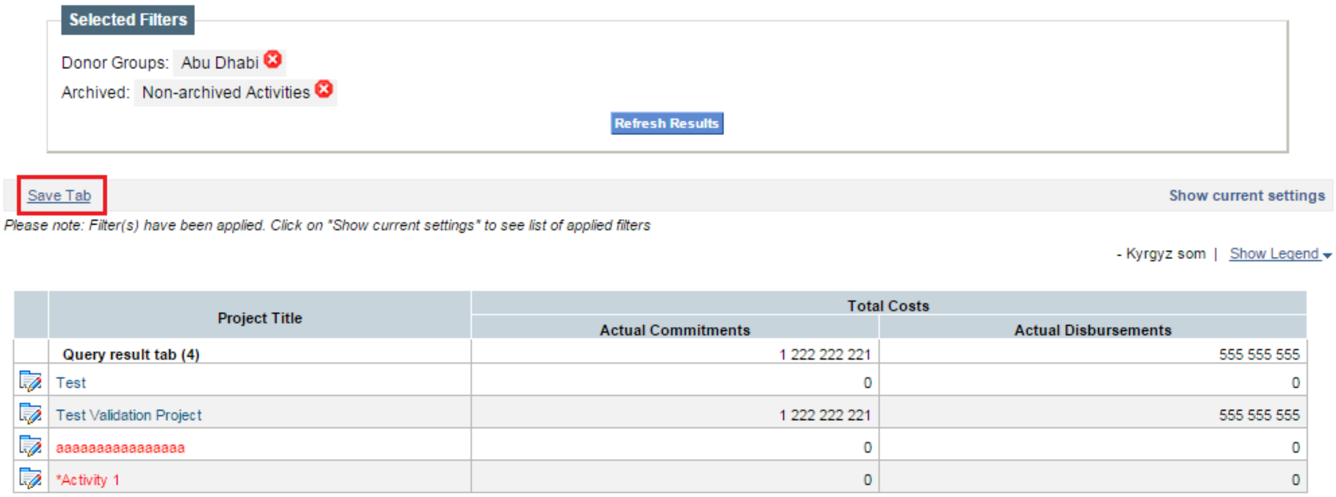
The results will be shown at the bottom of the page where you will be able to see all the activities that correspond to your filter selection in a table. The information displayed is: the Project Title and the Total Costs for each project (Actual Commitments & Actual Disbursements). By clicking on a project title users will be sent to the project's information page where they will be able to see more details.

	Project Title	Total Costs	
		Actual Commitments	Actual Disbursements
	Query result tab (4)	1 222 222 221	555 555 555
	Test	0	0
	Test Validation Project	1 222 222 221	555 555 555
	aaaaaaaaaaaaaaa	0	0
	*Activity 1	0	0

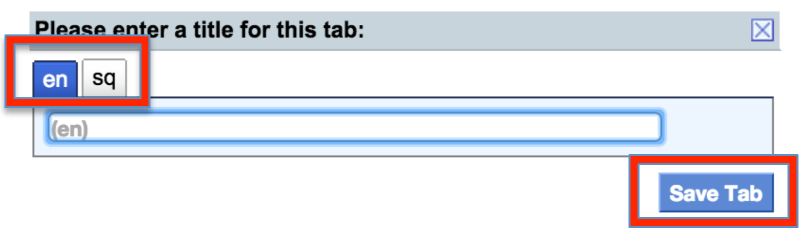
As the filter section has many options, users can see a resume of the selected filters under the filter section. By clicking on the red X users can remove a selected filter. In order to update the information in the results table, users must click on Refresh Results.



Users have the possibility to transform their search into a tab that will be displayed in their desktop. To save the search as a **Tab** click on Save Tab, this is located under Selected Filters.

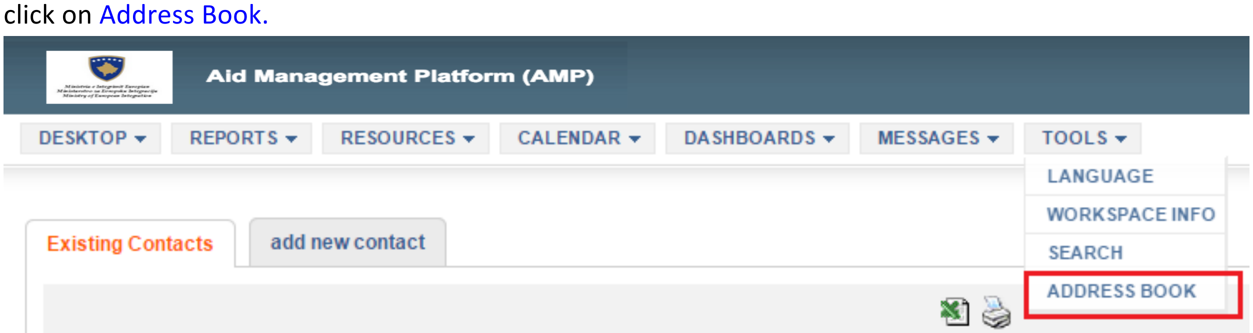


After clicking on Save Tab, a pop up window will appear that will ask you to create a title for the new tab. You will be able to write a name for the tab in all languages available within the AMP by clicking on the language tabs. After entering the title(s) for the tab, don´t forget to click on Save Tab. The tab will automatically be created in your profile.



Address Book

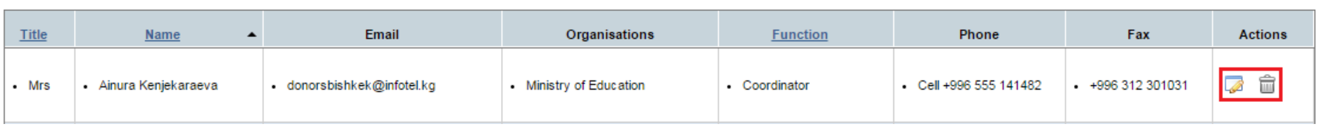
AMP **Address Book** allows users to view, edit and delete the available contacts in the AMP and to add new contacts. For this, you must click on the arrow located next to Tools in the main menu and then click on Address Book.



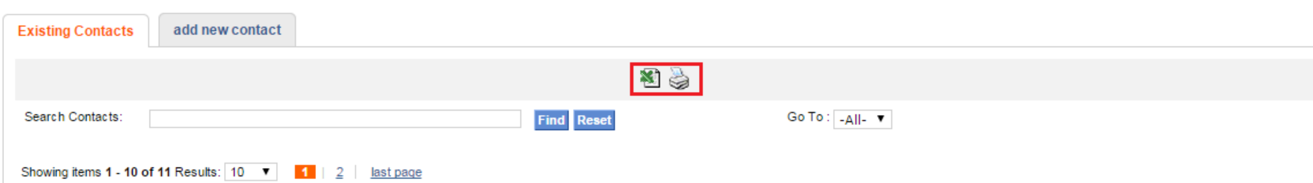
Viewing, editing and deleting contacts

By clicking on Address Book you will be redirected to a page with a list of all available contacts with their respective title, name, email, organization they work for, their function, phone and fax number.

You will be able to edit a contact by clicking on the edit button located at the right of each contact. To delete a contact just click on the delete button located next to the edit button.

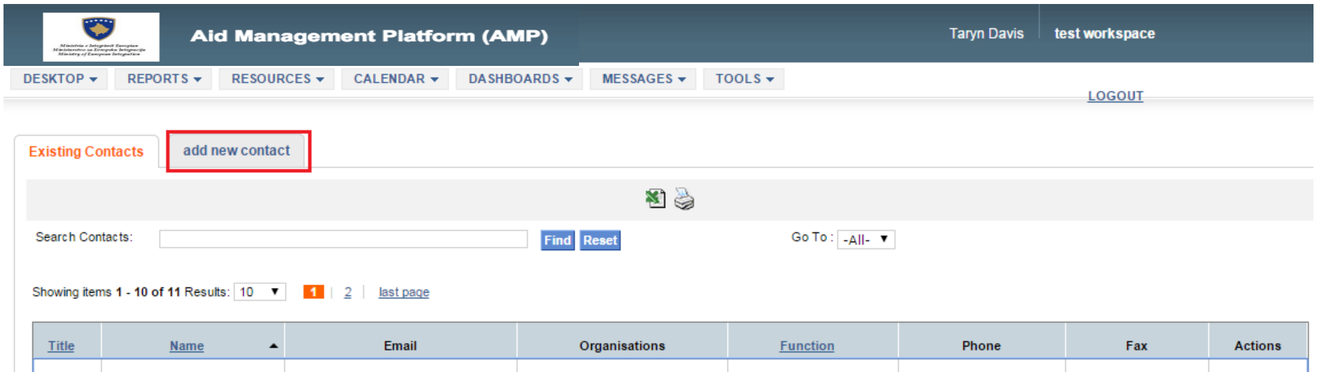


Users are able to export the contacts into excel by clicking on the excel button and they can directly print the contact by clicking on the print button located at the top of the page.



Adding a new contact

To add new contact you must click on the Add New Contact tab located at the top of the page next to the Existing Contacts tab.



After clicking on Add New Contact you will be redirected to a form which will allow you to indicate for the new contact his or her title, name, email, organization they work for, their function, office address, phone and fax number. Don´t forget to click on save before leaving the page.