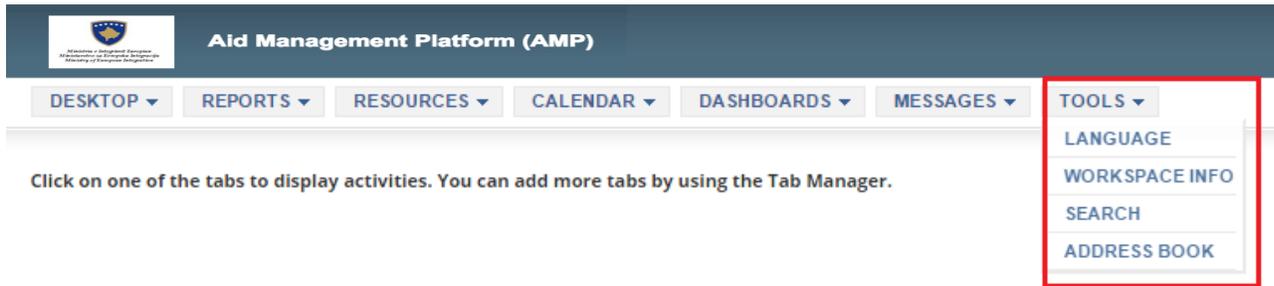


AMP User Manual

Tools Dropdown

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

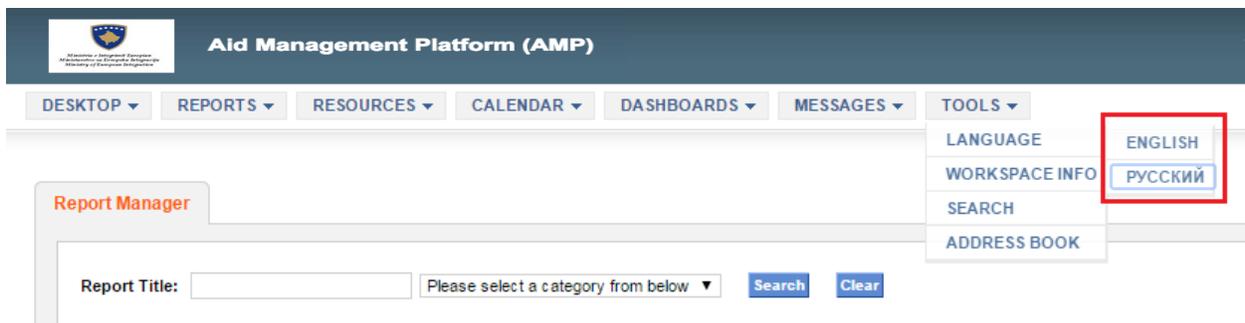


For workspace managers, the tools dropdown allows them also to access the **Translator View**, the **Advanced Mode** and it gives them access to more information in the **Workspace Info** section.

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.

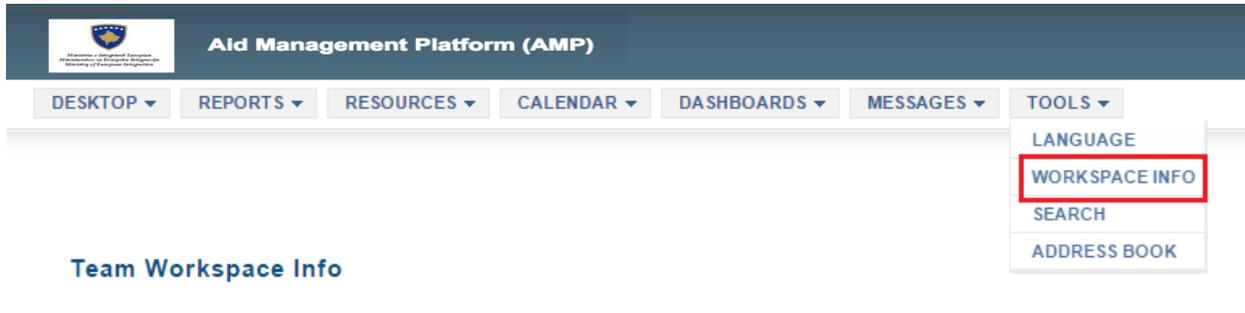


Workspace Info

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.

Team Workspace Info

Team Name	test workspace	Workspace Manager	ATL ATL	atl@amp.org
Name	User ID	Role		
ADB User	adb@amp.org	Workspace Member		
Aidai Temikeeva	aidai@mail.gov.kg	Workspace Member		
Ainura Kenjekaraeva	donorsbishkek@infotel.kg	Workspace Member		
Ascar Abdrazakov	djoldoshev-askar@ya.ru	Workspace Member		

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.

User Profile	
First name	ADB
Last name	User
Mailing address	adb@amp.org
Address	
Organization Name	
Autologin Link	
Teams Associated with	
Team Name	Role
test workspace	Workspace Member
ADB	Workspace Member
Government of Kyrgyzstan	Workspace Member

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)

	<ul style="list-style-type: none">- 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.

Keyword: Type: ALL ▼ Search Mode: Any keyword ▼ [Search](#) [Advanced Search](#)

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.

Keyword: Type: ALL ▼ Search Mode: Any keyword ▼ [Search](#) [Advanced Search](#)

Clicking on [Advanced Search](#) will take you to a page showing the filters options.

Funding Agencies Sectors Financing & Location **Other Criteria**

Grouping Selector Member Selector

Status	(4)
Project Implementing Unit	(3)
Approval Status	(5)
Line Ministry Rank	(5)
Archived	(2)
Effective Date	

ALL
 Non-archived Activities
 Archived Activities

Computed Columns
Current Year ▼

Keyword Search ⓘ Any keyword ▼ Use filter as advanced search

[Apply Filters](#) [Reset and Start Over](#)

Selected Filters

Archived: **Non-archived Activities** ✖

[Refresh Results](#)

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

Funding Agencies Sectors Financing & Location **Other Criteria**

Grouping Selector

Status	(4)
Project Implementing Unit	(3)
Approval Status	(5)
Line Ministry Rank	(5)
Archived	(2)
Effective Date	

Member Selector

ALL

Non-archived Activities

Archived Activities

Computed Columns

Current Year ▾

Keyword Search ? Any keyword ▾ Use filter as advanced search

Apply Filters Reset and Start Over

Selected Filters

Archived: Non-archived Activities ✕

Refresh 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
	aaaaaaaaaaaaaaaa	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**.

Selected Filters

Donor Groups: Abu Dhabi ✕

Archived: Non-archived Activities ✕

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.

Selected Filters

Donor Groups: Abu Dhabi ✕

Archived: Non-archived Activities ✕

[Refresh Results](#)

[Save Tab](#) [Show current settings](#)

Please note: Filter(s) have been applied. Click on "Show current settings" to see list of applied filters

- Kyrgyz som | [Show Legend](#)

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
aaaaaaaaaaaaaaaaaa	0	0
*Activity 1	0	0

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.

Please enter a title for this tab:

en sq

(en)

[Save Tab](#)

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](#).

Aid Management Platform (AMP)

DESKTOP ▾ REPORTS ▾ RESOURCES ▾ CALENDAR ▾ DASHBOARDS ▾ MESSAGES ▾ TOOLS ▾

Existing Contacts [add new contact](#)

LANGUAGE
WORKSPACE INFO
SEARCH
[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.



The screenshot shows the 'Existing Contacts' interface. At the top, there are two tabs: 'Existing Contacts' (active) and 'add new contact'. Below the tabs is a search bar with the text 'Search Contacts:' and a search button labeled 'Find' and a 'Reset' button. To the right of the search bar is a 'Go To:' dropdown menu set to '-All-'. Below the search bar, it says 'Showing items 1 - 10 of 11 Results: 10' with a dropdown arrow, and page navigation links for '1', '2', and 'last page'. The main content is a table with the following columns: Title, Name, Email, Organisations, Function, Phone, Fax, and Actions. The table contains two rows of contact information.

Title	Name	Email	Organisations	Function	Phone	Fax	Actions
• Mrs	• Ainura Kenjekaraeva	• donorsbishkek@infotel.kg	• Ministry of Education	• Coordinator	• Cell +996 555 141482	• +996 312 301031	 
• Ms	• Change Name Omorova	• d_omorova@mz.med.kg	• Ministry of Health		• Cell 0771909464		 

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.



This is a zoomed-in view of the 'Actions' column for the first contact in the table. The edit and delete icons are highlighted with a red rectangular box.

Title	Name	Email	Organisations	Function	Phone	Fax	Actions
• Mrs	• Ainura Kenjekaraeva	• donorsbishkek@infotel.kg	• Ministry of Education	• Coordinator	• Cell +996 555 141482	• +996 312 301031	 

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.



This screenshot shows the top of the 'Existing Contacts' page. The 'Excel' and 'Print' icons are highlighted with a red rectangular box. The rest of the page layout is identical to the previous screenshot.

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.

Existing Contacts **add new contact**

Search Contacts: [Find](#) [Reset](#) Go To: -All- ▾

Showing Items 1 - 10 of 11 Results: 10 ▾ | [1](#) | [2](#) | [last page](#)

Title	Name	Email	Organisations	Function	Phone	Fax	Actions
-------	------	-------	---------------	----------	-------	-----	---------

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.

Existing Contacts **add new contact**

All fields marked with * are required.

Title: <input type="text" value="Please select from below"/>	Organization: <input type="text"/> <input type="text"/> Add Organizations
Firstname*: <input type="text"/>	Phone Number: Add
Lastname*: <input type="text"/>	Fax: Add
Email: Add	Office Address: <input type="text"/>
Function: <input type="text"/>	

[Save](#)