



**COMCEC**  
**ProjectFunding**

## **Program Management and Information System** *(Online Monitoring)*

Ali ORUÇ  
*Program Coordinator*



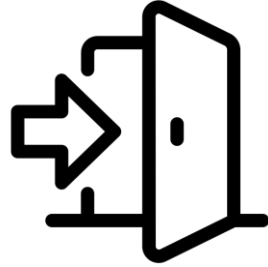
**COMCEC**  
COORDINATION  
OFFICE



**DEVELOPMENT  
INVESTMENT**  
BANK OF TURKEY

## Purpose of the Presentation

- The basic working principles of the PMIS
- And how to work with it efficiently
  - Logging in the PMIS
  - Accessing sections and subsections
  - Uploading and downloading documents



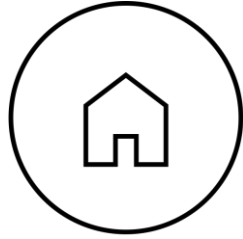
## LOGGING IN

## project.comcec.org

*Login the system  
with your  
username  
and password*



The login page features the COMCEC logo on the left, which includes a stylized building and the text 'Cooperation for Development'. To the right of the logo, the text 'COMCEC ProjectFunding' is displayed in a large, bold, green font, with 'Project Management Information System' in a smaller, black font below it. The main heading 'LOG IN' is centered in a bold, dark blue font. Below this, there are two input fields: 'Username' with a user icon and the text 'Aorud', and 'Password' with a key icon and masked characters. A blue 'LOGIN' button is positioned to the right of the password field. At the bottom right, there is a link that says 'Forgot Password ?'.



## WELCOME PAGE

Projects

Tutorial 1

Tutorial 2

Log Out

Messages From COMCEC

Final-list of successful projects under the 4th Call of COMCEC Project Funding has been announced

8.2.2017

The COMCEC Coordination Office has completed the project evaluations submitted under the 4th Project Call and announced the final-list of the successful projects to receive COMCEC Project Funding in 2017 period.

Welcome

User :

Cooperation Area : Tourism

Projects

Project Title	Project Code	Project Stage	Approve Status	Fiche	Files	EDIT
		Preliminary Stage	Rejected	1		
		Preliminary Stage	Rejected	1		
		Third Stage	Pending	1 2		

Your project will appear here

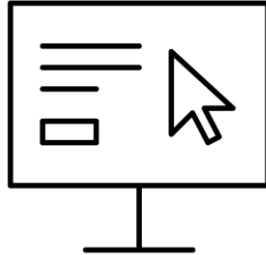
Documents for Project Application

Files
Program Implementation Guidelines 2016 .pdf
Sample Proj. Fiche_Activity-Based Projects.docx
Sample Proj. Fiche_Research-Based Projects.docx
CV Sample.doc
ToR_Template_2016.docx
Visibility Manual 2016.pdf

Documents for Project Implementation

Files
Annex2.docx
Annex3_Mont.Prog.Rep.Temp.docx
Annex4_Inv.Rep.Temp.docx
Annex5_Financ.Prog.Rep.Temp.xlsx
Annex6_Timesheet Templ.docx
Annex7_Detailed.WorkP.Temp.xlsx
Annex8_NotifForm.docx
Annex9_AddenForm.docx
Annex10_Service Cont.Temp.docx
Annex11_Temp.fpr.Proj.Comp.Rep.docx
Annex12_Act.Rep.Temp.docx

Click here to begin editing




## USER INTERFACE

# Online Monitoring

Projects Tutorial 1 Tutorial 2 Log Out

Project Files

	File Type	Note	Submitted Count	Rejected Count	Approved Count
	1. Project Documents		0 Files Submitted.	1 Files Rejected.	9 Files Approved.

**Click here to enlarge the file tree.**



## Project Files

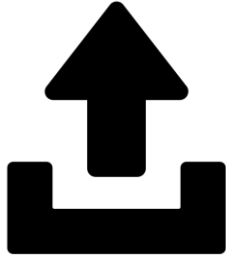
	File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents			0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1. Administrative					
1.1.1. Contract and Annexes		Signed versions will be uploaded by the Bank.			
Files					
#	Filename	Status Message	File Message	Status	
No data to display					
1.1.2. Detailed Workplan					
Files					
<a href="#">New</a>	Filename	Status Message	File Message	Status	
No data to display					
1.2. Implementation and Reporting					
1.2.1. Monitoring Documents					
1.2.1.1. PO Reports					
1.2.2. Project Outputs					
1.2.3. Official Letter(s)					
Files					
#	Filename	Status Message	File Message	Status	
No data to display					

**You may click to  
Open/close each sub file tree**

**IMPORTANT: PO cannot upload any documents before project's Detailed Work Plan is approved by the CCO.**

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1. Administrative				
1.1.1. Contract and Annexes	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
1.1.2. Detailed Workplan				
Files				
<a href="#">+ New</a>	Filename	Status Message	File Message	Status
No data to display				
1.2. Implementation and Reporting				
1.2.1. Monitoring Documents				
1.2.1.1. PO Reports				
1.2.2. Project Outputs				
1.2.3. Official Letter(s)				
Files				
#	Filename	Status Message	File Message	Status
No data to display				



## UPLOADING A DOCUMENT

## Project Files

*To add a new document, simply click 'New' button and add the document with your explanation, then click save.*

The interface displays a tree view on the left with the following structure:

- 1. Project Documents
  - 1.1. Administrative
    - 1.1.1. Contract and Annexes
      - New** (highlighted)
    - 1.1.2. Detailed Workplan
  - 1.2. Implementation and Reporting
    - 1.2.1. Monitoring Documents
      - 1.2.1.1. PO Reports
    - 1.2.2. Project Outputs
    - 1.2.3. Official Letter(s)

The right side of the interface shows a table with the following columns: Submitted Count, Rejected Count, Approved Count. The table contains the following data:

Submitted Count	Rejected Count	Approved Count
0 Files Submitted.	0 Files Rejected.	0 Files Approved.







The 'Setting Popup' dialog has the following fields and buttons:

- File: (with a 'Browse...' button)
- Uploaded File:
- File Message:
- Buttons: Save (highlighted), Close

The bottom section of the interface shows a table with the following columns: #, Filename, Status Message, File Message, Status. The table contains the following data:

#	Filename	Status Message	File Message	Status
No data to display				

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count															
<b>1. Project Documents</b>		0 Files Submitted.	0 Files Rejected.	0 Files Approved.															
<b>1.1. Administrative</b>																			
<b>1.1.1. Contract and Annexes</b>	Signed versions will be uploaded by the Bank.																		
<table border="1"> <thead> <tr> <th colspan="5">Files</th></tr> <tr> <th>#</th><th>Filename</th><th>Status Message</th><th>File Message</th><th>Status</th></tr> </thead> <tbody> <tr> <td colspan="5">No data to display</td></tr> </tbody> </table>					Files					#	Filename	Status Message	File Message	Status	No data to display				
Files																			
#	Filename	Status Message	File Message	Status															
No data to display																			
<b>1.1.2. Detailed Workplan</b>																			
<table border="1"> <thead> <tr> <th colspan="5">Files</th></tr> <tr> <th>#</th><th>Filename</th><th>Status Message</th><th>File Message</th><th>Status</th></tr> </thead> <tbody> <tr> <td> </td><td>2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</td><td></td><td>Detailed Working Plan</td><td>Submitted</td></tr> </tbody> </table>					Files					#	Filename	Status Message	File Message	Status	 	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx		Detailed Working Plan	Submitted
Files																			
#	Filename	Status Message	File Message	Status															
 	2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx		Detailed Working Plan	Submitted															
<b>1.2. Implementation and Reporting</b>																			

**YELLOW: Submitted**

## Possible Actions by the CCO or Bank

1. Rejection (to be revised by the PO)
2. Approval



# Automated E-Mail Message

2017-NGAFINAN-393-1\_1\_2\_Detl\_WorkP\_\_21.3.2018\_15-58-5.xlsx



pcm@comcec.org <pcm@comcec.org>

Wednesday, 21 March 2018 at 16:06

To: **Deniz GÖLE\_comcec**

Cc: **Ali ORUÇ\_comcec**; aysegul cerci.

To whom it may concern,

The "2017-NGAFINAN-393-1\_1\_2\_Detl\_WorkP\_\_21.3.2018\_15-58-5.xlsx" has been Rejected for Revision with the following File Message "Thank you."



Please check the system if necessary.

Sincerely,

COMCEC Project Funding









## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
<b>1. Project Documents</b>		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
<b>1.1. Administrative</b>				
<b>1.1.1. Contract and Annexes</b>	Signed versions will be uploaded by the Bank.			
Files				
#	Filename	Status Message	File Message	Status
No data to display				
<b>1.1.2. Detailed Workplan</b>				
Files				
#	Filename	Status Message	File Message	Status
 Edit  Delete	<a href="#">2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</a>	Thank you.	Detailed Working Plan	Rejected for Revision
<b>1.2. Implementation and Reporting</b>				

**RED: Rejected for Revision**

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count															
<b>1. Project Documents</b>		0 Files Submitted.	1 Files Rejected.	0 Files Approved.															
<b>1.1. Administrative</b>																			
<b>1.1.1. Contract and Annexes</b>	Signed versions will be uploaded by the Bank.																		
<table border="1"> <thead> <tr> <th colspan="5">Files</th></tr> <tr> <th>#</th><th>Filename</th><th>Status Message</th><th>File Message</th><th>Status</th></tr> </thead> <tbody> <tr> <td colspan="5">No data to display</td></tr> </tbody> </table>					Files					#	Filename	Status Message	File Message	Status	No data to display				
Files																			
#	Filename	Status Message	File Message	Status															
No data to display																			
<b>1.1.2. Detailed Workplan</b>																			
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Files																			
#	Filename	Status Message	File Message	Status															
 	<a href="#">2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</a>	Thank you.	Detailed Working Plan	Rejected for Revision															
<b>1.2. Implementation and Reporting</b>																			

**Click Edit to upload the revised document**



## 2. APPROVAL

# Automated E-Mail Message

2017-NGAFINAN-393-1\_1\_2\_Detl\_WorkP\_\_21.3.2018\_15-42-6.xlsx



pcm@comcec.org <pcm@comcec.org>

Wednesday, 21 March 2018 at 15:42

To: **Deniz GÖLE\_comcec**

Cc: **Ali ORUÇ\_comcec**; aysegul cerçi.

← You replied to this message on 21/03/2018, 15:41.

Show Reply

**To whom it may concern,**

**The "2017-NGAFINAN-393-1\_1\_2\_Detl\_WorkP\_\_21.3.2018\_15-42-6.xlsx" has been Approved with the following File Message "Approved.".**

**Please check the system if necessary.**

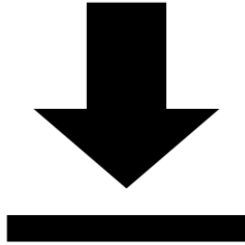
**Sincerely,**

**COMCEC Project Funding**

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count															
<b>1. Project Documents</b>		0 Files Submitted.	0 Files Rejected.	1 Files Approved.															
<b>1.1. Administrative</b>																			
<b>1.1.1. Contract and Annexes</b>	Signed versions will be uploaded by the Bank.																		
<table border="1"> <thead> <tr> <th colspan="5">Files</th></tr> <tr> <th>#</th><th>Filename</th><th>Status Message</th><th>File Message</th><th>Status</th></tr> </thead> <tbody> <tr> <td colspan="5">No data to display</td></tr> </tbody> </table>					Files					#	Filename	Status Message	File Message	Status	No data to display				
Files																			
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<b>1.1.2. Detailed Workplan</b>																			
<table border="1"> <thead> <tr> <th colspan="5">Files</th></tr> <tr> <th>#</th><th>Filename</th><th>Status Message</th><th>File Message</th><th>Status</th></tr> </thead> <tbody> <tr> <td></td><td><a href="#">2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</a></td><td>Thank you.</td><td>Detailed Working Plan</td><td>Approved</td></tr> </tbody> </table>					Files					#	Filename	Status Message	File Message	Status		<a href="#">2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</a>	Thank you.	Detailed Working Plan	Approved
Files																			
#	Filename	Status Message	File Message	Status															
	<a href="#">2017-NGAFINAN-393-1_1_2_Detl_WorkP_21.3.2018_15-58-5.xlsx</a>	Thank you.	Detailed Working Plan	Approved															
<b>1.2. Implementation and Reporting</b>																			

**GREEN: Approved**



## STATUS BAR AND DOWNLOADING DOCUMENTS

# Online Monitoring



Projects

Tutorial 1

Tutorial 2

Tutorial 3

Log Out

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
<b>1. Project Documents</b>		0 Files Submitted.	1 Files Rejected.	0 Files Approved.
<b>1.1. Administrative</b>				
<b>1.1.1. Contract and Annexes</b>	Signed versions will be uploaded by the Bank.			
Files				

*the overall status of the documents can be monitored here.*

## Project Files

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	1 Files Rejected.	9 Files Approved.
1.1. Administrative				
1.2. Implementation and Reporting				
1.2.1. Monitoring Documents				
1.2.1.1. PO Reports				
1.Coordinator Timesheets				
Files				
<a href="#">New</a>	Filename	Status Message	File Message	Status
	<a href="#">Coord Timesheet 10.3.2017 16-17-28.xlsx</a>		timesheet deneme-ok	Approved
<a href="#">Edit</a>	<a href="#">Coord Timesheet 10.3.2017 16-43-59.jpg</a>	kjytfj	test	Rejected for Revision
2.Trainer Timesheets				
Files				
<a href="#">New</a>	Filename	Status Message	File Message	Status
	<a href="#">Trainer Timesheet 10.3.2017 16-12-53.docx</a>		test2	Approved
3.Monthly Progress Reports				
Files				
<a href="#">New</a>	Filename	Status Message		Status
		No data to display		
4.Financial Progress Report(s)				
Files				
<a href="#">New</a>	Filename	Status Message	File Message	Status
	<a href="#">Fin Prog R 10.3.2017 16-15-1.xlsx</a>		test	Approved
5.Addendum Form				
Files				

**You may click and download the previously uploaded documents**



## For Your Reference

## Online Monitoring

1.1. Administrative	1.2. Implementation and Reporting
1.1.1. Contract and Its Annexes 1.1.2. Detailed Work Plan	1.2.1. Monitoring Documents 1.2.1.1. PO Reports <i>Coordinator Timesheet</i> <i>Trainer Timesheet</i> <i>Monthly Progress Reports</i> <i>Financial Progress Reports</i> <i>Addendum</i> <i>Irregularity Report</i> <i>Activity Report</i> <i>Project Completion Report</i>  1.2.2. Project Outputs <i>Project Training Materials</i> <i>Visual Materials</i>

Online Monitoring

# DEMONSTRATION