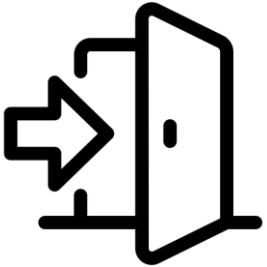
COMCEC ProjectFunding

Program Management and Information System
(*Online Monitoring*)

Kadir ALTINTOP
Program Coordinator

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

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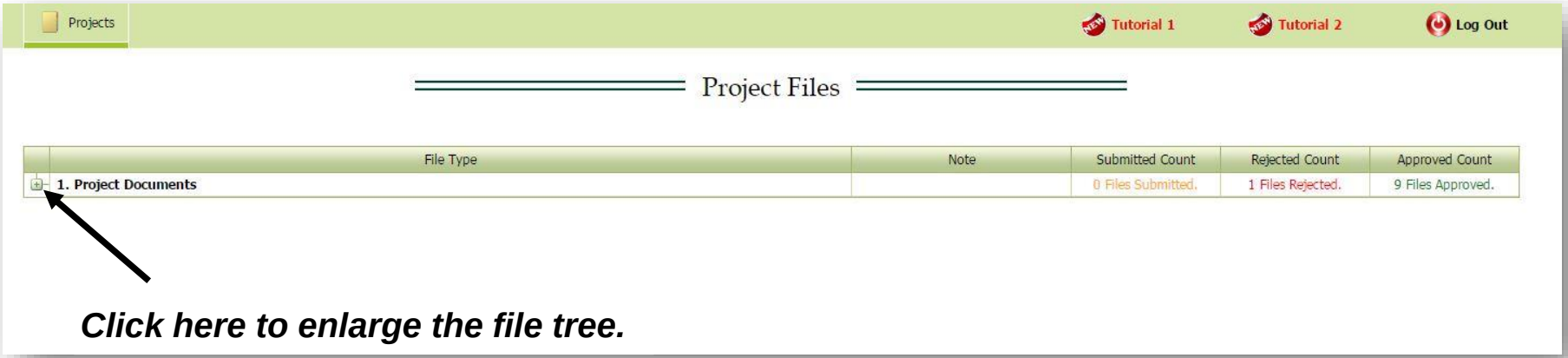
DEVELOPMENT INVESTMENT BANK OF TURKEY

Online Monitoring



Click here to enlarge the file tree.

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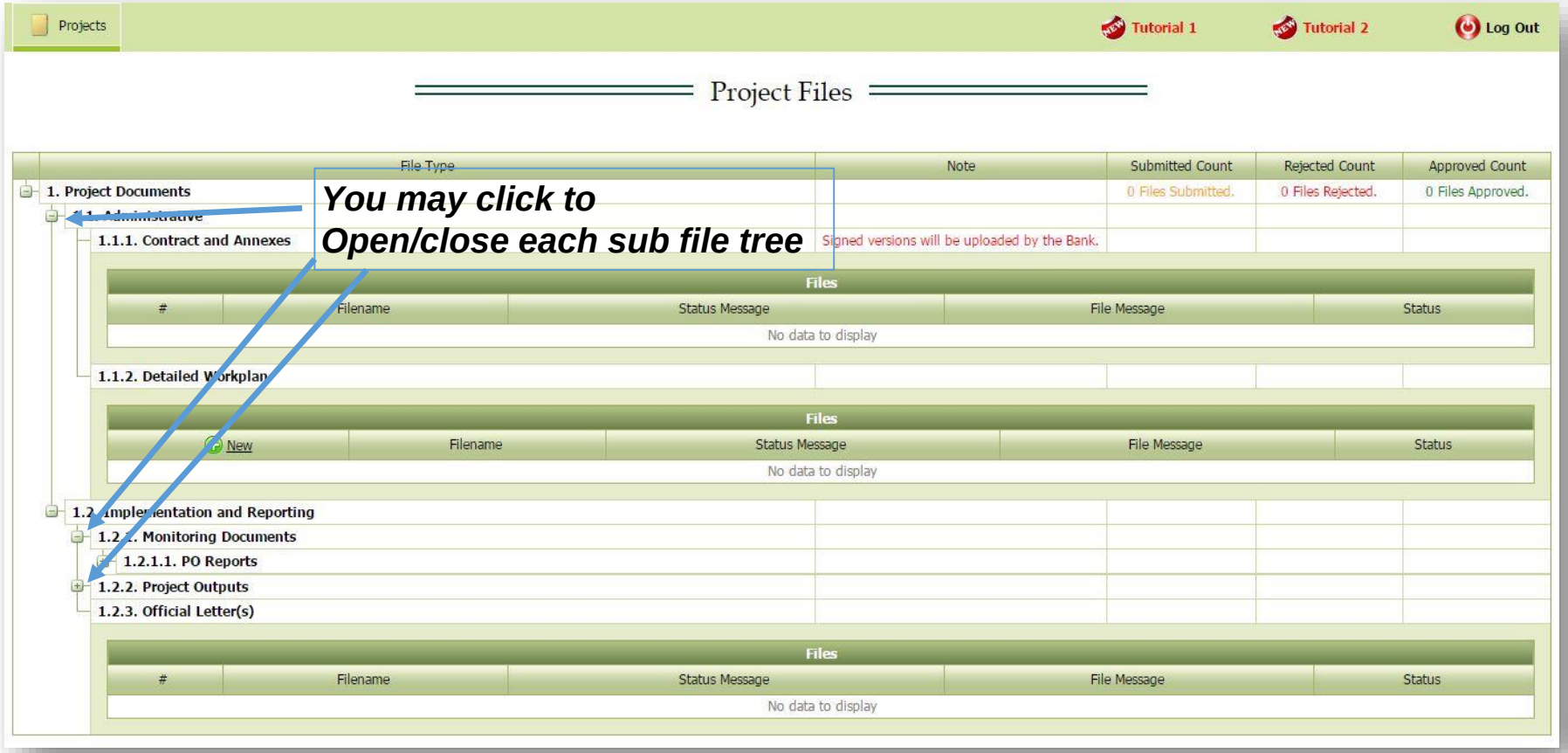

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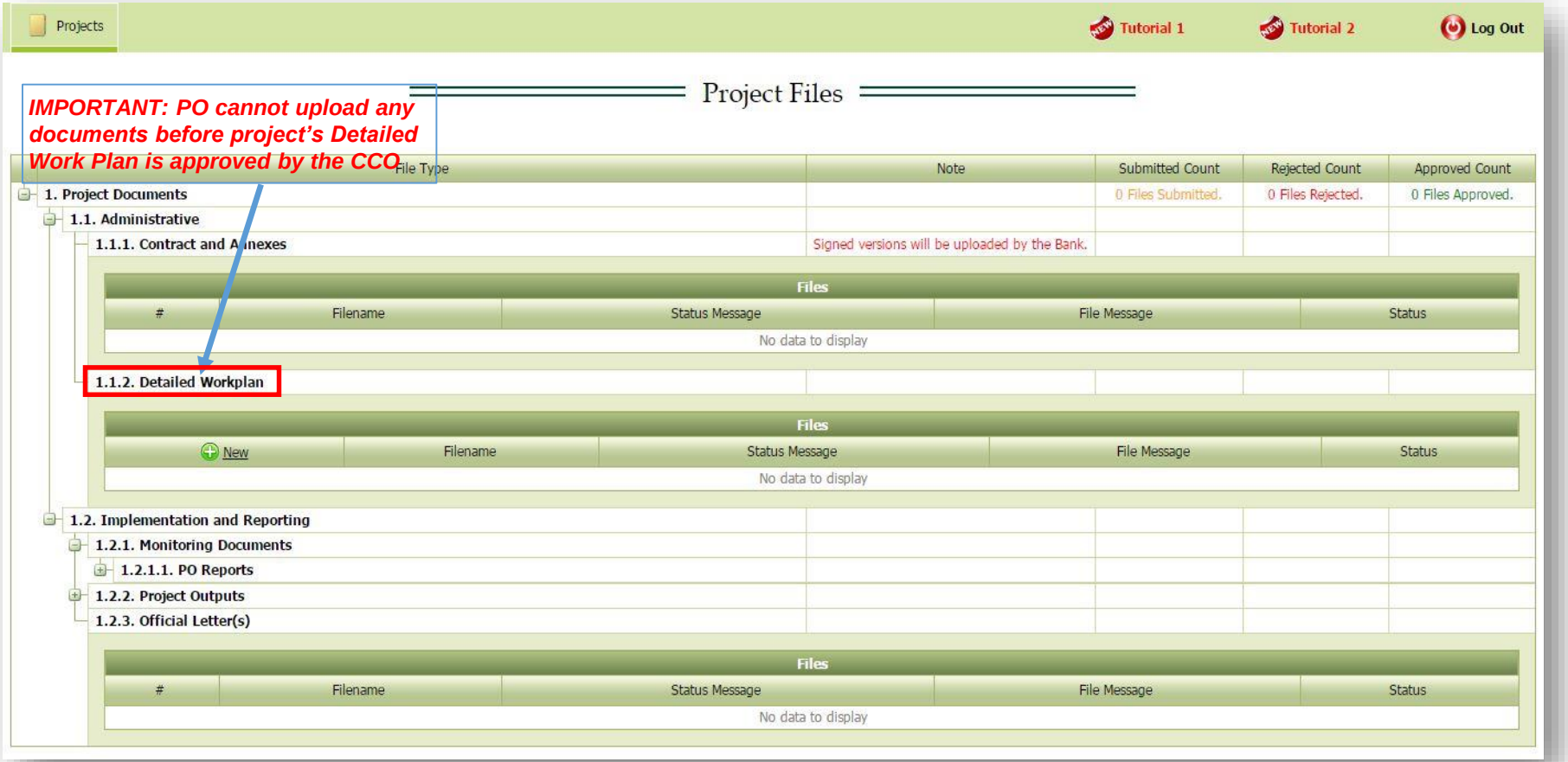

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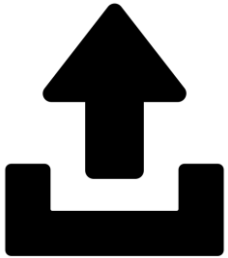
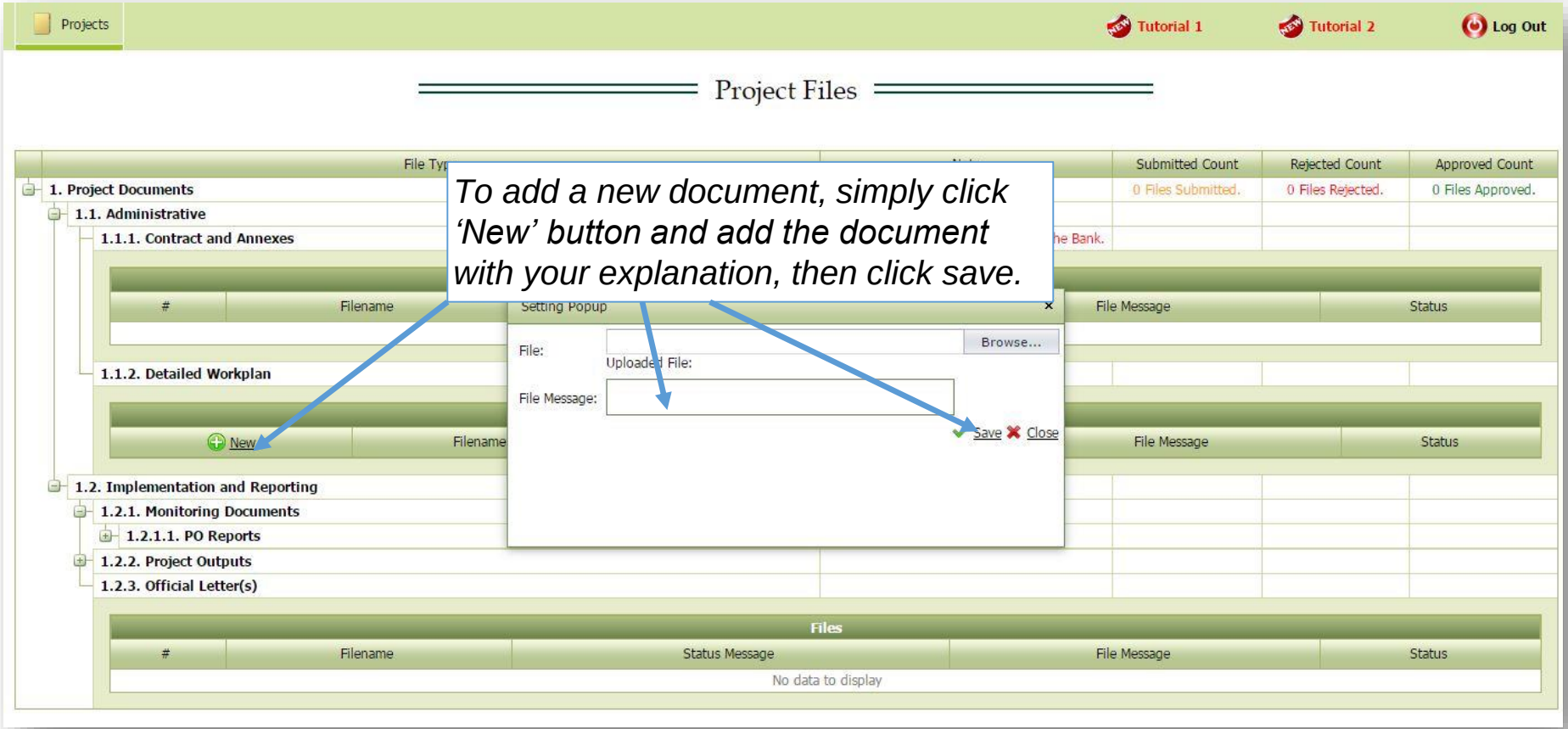


UPLOADING A DOCUMENT



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COMCEC ProjectFunding
Project Management Information System

Projects | Tutorial 1 | Tutorial 2 | Tutorial 3 | Log Out

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				

File Type	Note	Submitted Count	Rejected Count	Approved Count
1.1.2. Detailed Workplan				

Files

#	Filename	Status Message	File Message	Status
Edit Delete	2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-58-5.xlsx		Detailed Working Plan	Submitted

File Type	Note	Submitted Count	Rejected Count	Approved Count
1.2. Implementation and Reporting				

YELLOW: Submitted

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Possible Actions by the CCO or Bank

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

1.REJECTION

Automated E-Mail Message

2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-58-5.xlsx

P

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,

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Project Management Information System

Projects | Tutorial 1 | Tutorial 2 | Tutorial 3 | Log Out

Project Files

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

#	Filename	Status Message	File Message	Status
Edit Delete	2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-58-5.xlsx	Thank you.	Detailed Working Plan	Rejected for Revision

1.2. Implementation and Reporting				

RED: Rejected for Revision

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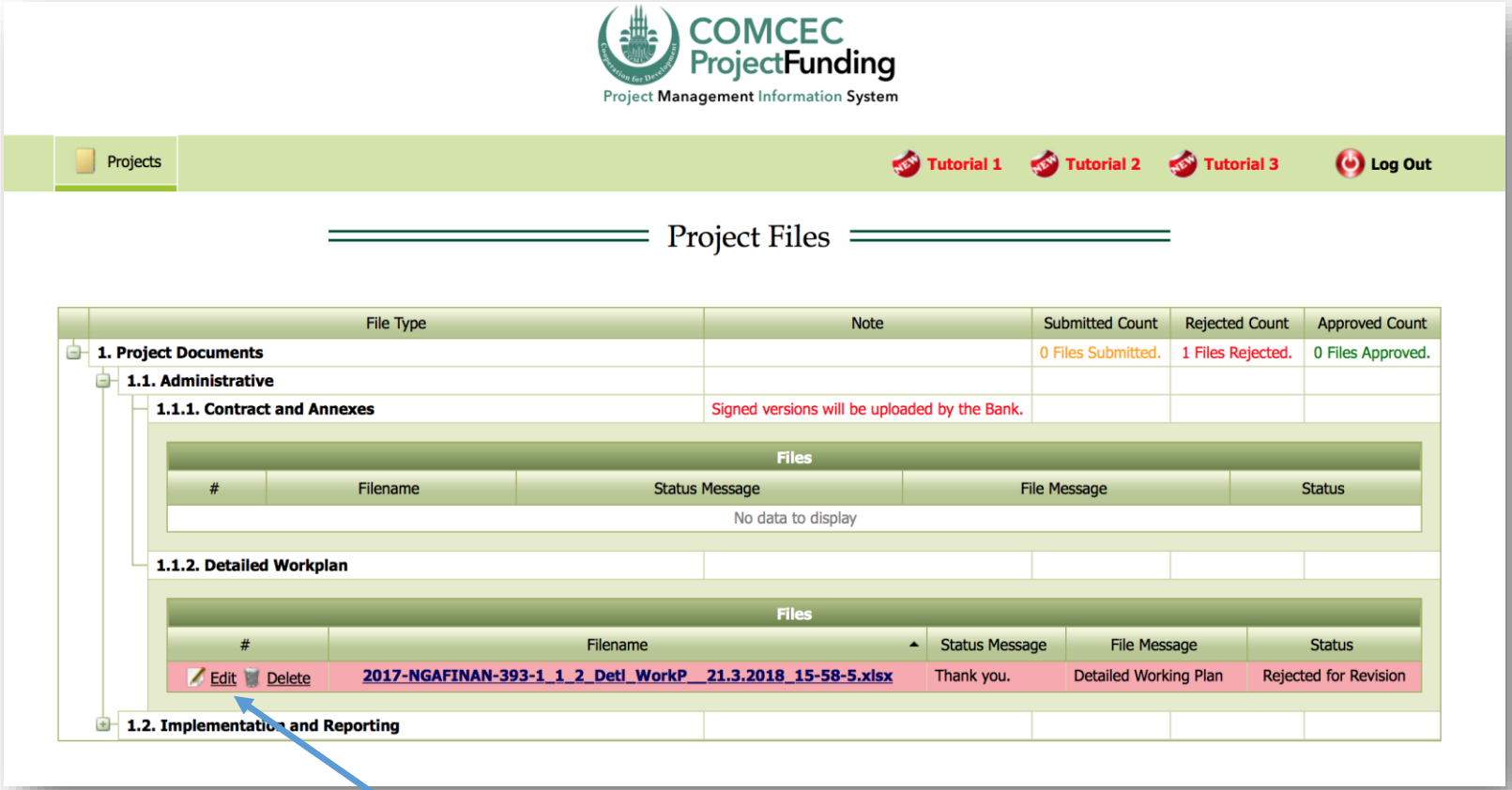

Click Edit to upload the revised document

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2. APPROVAL

Automated E-Mail Message

2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-42-6.xlsx

P

pcm@comcec.org <pcm@comcec.org>
Wednesday, 21 March 2018 at 15:42
To: **Deniz GÖLE_comcec**
Cc: **Ali ORUÇ_comcec;** aysegul cerci.

← 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

COMCEC ProjectFunding
Project Management Information System

Projects | Tutorial 1 | Tutorial 2 | Tutorial 3 | Log Out

Project Files

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

File Type	Note	Submitted Count	Rejected Count	Approved Count
1.1.2. Detailed Workplan				

Files

#	Filename	Status Message	File Message	Status
	2017-NGAFINAN-393-1_1_2_Detl_WorkP__21.3.2018_15-58-5.xlsx	Thank you.	Detailed Working Plan	Approved

File Type	Note	Submitted Count	Rejected Count	Approved Count
1.2. Implementation and Reporting				

GREEN: Approved

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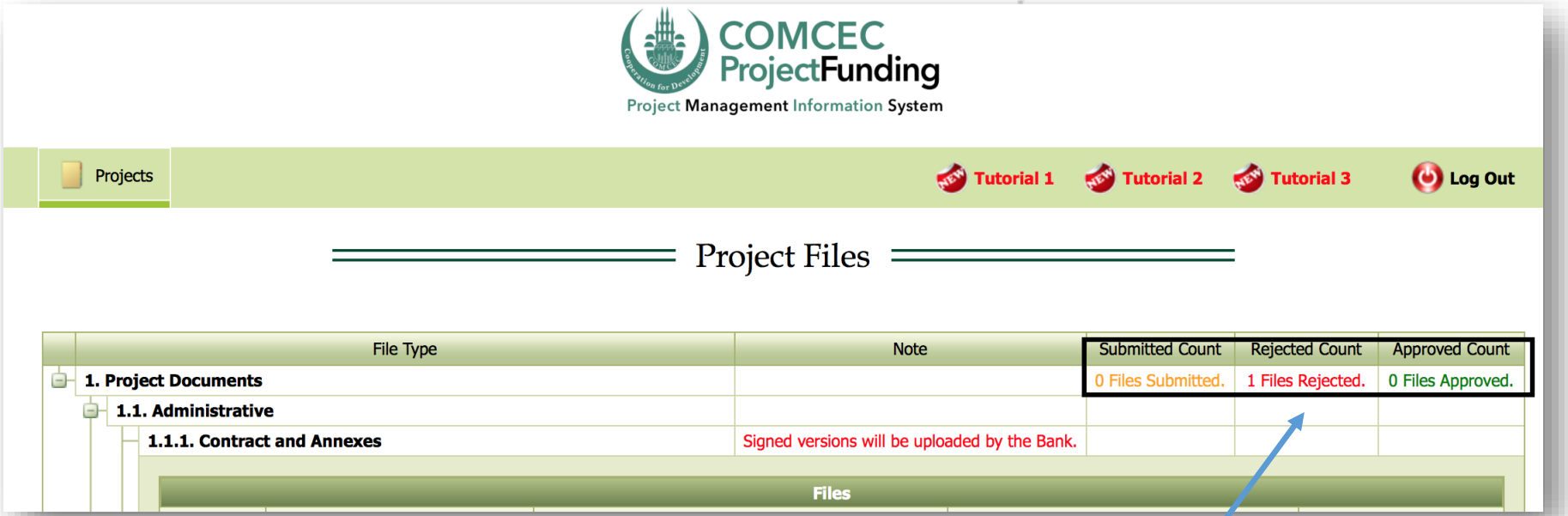
Online Monitoring



the overall status of the documents can be monitored here.

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DEVELOPMENT INVESTMENT BANK OF TURKEY

For Your Reference

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 *Coordinator/Researcher/Trainer Time-sheets* *Monthly Progress Reports* *Financial Progress Reports/Disbursement Request Forms* *Addendum* *Irregularity Report* *Activity Report* *Project Completion Report* 1.2.2. Project Outputs *Project Training Materials* *Needs Assessment Report* *Field Study Report* *Visual Materials (Photo, video etc.)*

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THANKYOU

programs.comcec.org
cpf@comcec.org

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