

---

# **PPME User Manual Documentation**

**CivilSoft Ltd**

**Feb 23, 2019**



---

## Contents:

---

<b>1</b>	<b>About P.P.M.E.</b>	<b>1</b>
<b>2</b>	<b>Getting Started</b>	<b>3</b>
2.1	Registration Process . . . . .	4
2.2	Sign in Process . . . . .	6
<b>3</b>	<b>The Dashboard</b>	<b>7</b>
3.1	Dashboard Cards . . . . .	7
3.2	Dashboard Left Navigation Menu . . . . .	8



# CHAPTER 1

---

## About P.P.M.E.

---

The PPME tool has been developed to serve as a country-level Procurement Performance system for Benchmarking, Monitoring and Evaluation (BM & E) using parameters based on international best practices in the area of Procurement and Quality Management.

This tool enables the country to conduct procurement performance assessment measurements of all Procurement Entities. It has been designed as a self assessment tool to be applied at all levels of the Procurement System!

The PPME Tool is expected to be a world class Procurement Assessment System which will be adopted by all Development Partners.



## CHAPTER 2

---

### Getting Started

---

The online P.P.M.E. tool is located at <https://spp.ppme.cloud>.

You will see the *Sign in* page where you can enter your credentials and access the system.

# Sign in

Please enter your credentials to access the application.

Username

Password

Sign in

If you don't have an account please register.

Register for an account

If you haven't yet received your access information, you can send a registration request by clicking the *Register for an account* button on the Sign in page.

## 2.1 Registration Process

To register (or sign up) as an entity, you will need to fill in the required information on the form and click the *Register* button.

# Account Registration

Please fill in your details below.

Email Address

name@address.com

Firstname

Enter your firstname

Lastname

Enter your first name

Entity

-- Select your Entity --

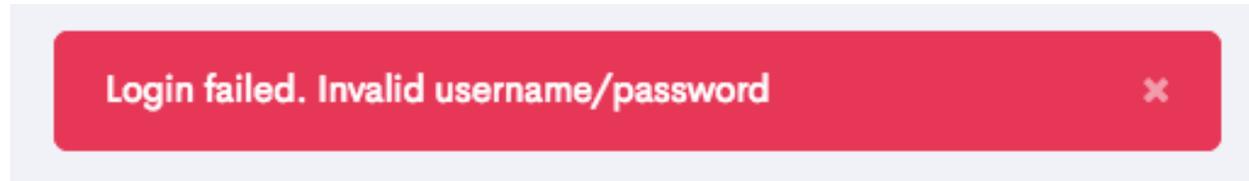
**Register**

Already have an account? [Log in.](#)

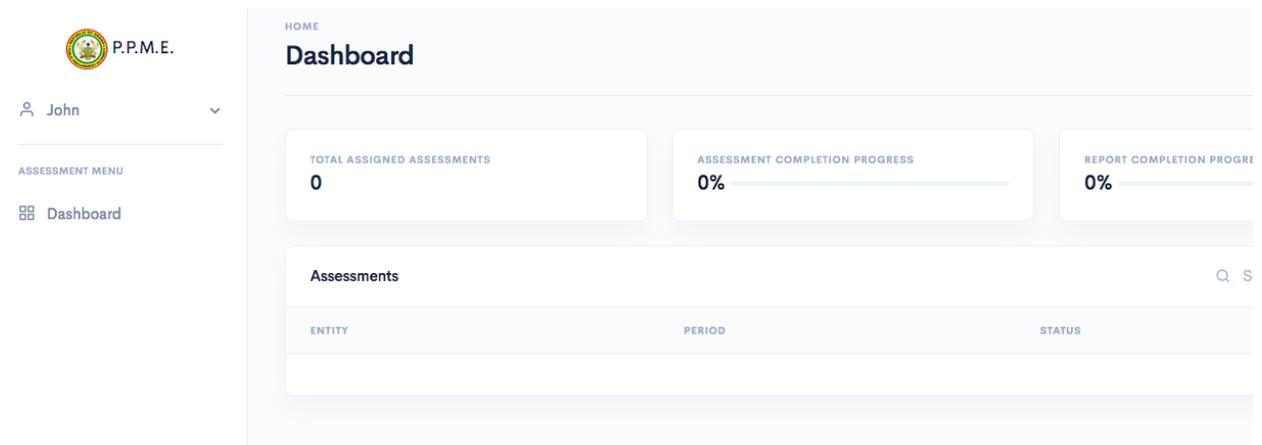
Please ensure that your details are correct, especially your email address, before submission. After successful review of your request, you will be granted access to the P.P.M.E. tool.

## 2.2 Sign in Process

Input the credentials given to you into the *Sign in* form and ensure your *username* and *password* details are correct. The system will notify you of an invalid sign in by displaying a red alert or notification.



On successful login, you will be presented with your *Home page* or *Dashboard*.



---

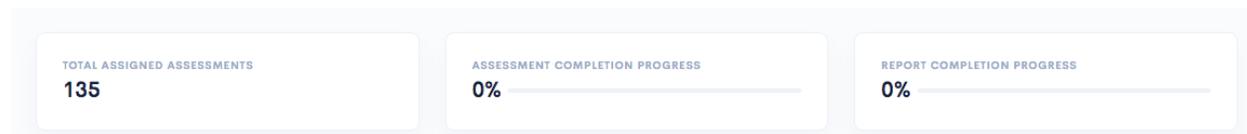
## The Dashboard

---

The Dashboard, which is your *Home page*, gives you a summary of your assessments and allows you to navigate to the different sections of the application.

### 3.1 Dashboard Cards

The various *Cards* give you a summary of your progress and the status of the assessments assigned to you.

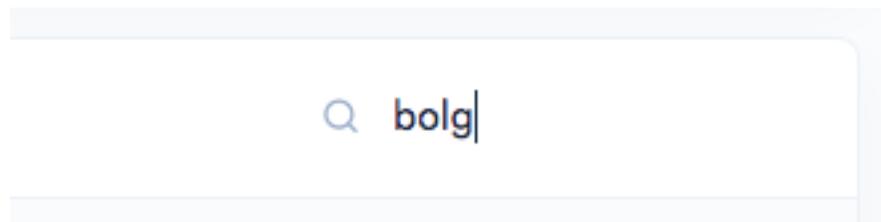


The assessments are listed in the *Assessments* card, indicating the entity name, assessment period and the status of the assessment (Pending or Completed).

The figure shows a table titled 'Assessments' with a search icon and the text 'Search' in the upper right corner. The table has three columns: 'ENTITY', 'PERIOD', and 'STATUS'. The first row contains the following data: 'Abura/ Asebu/ Kwamankese District Assembly', '2016', and 'Pending'.

ENTITY	PERIOD	STATUS
Abura/ Asebu/ Kwamankese District Assembly	2016	Pending

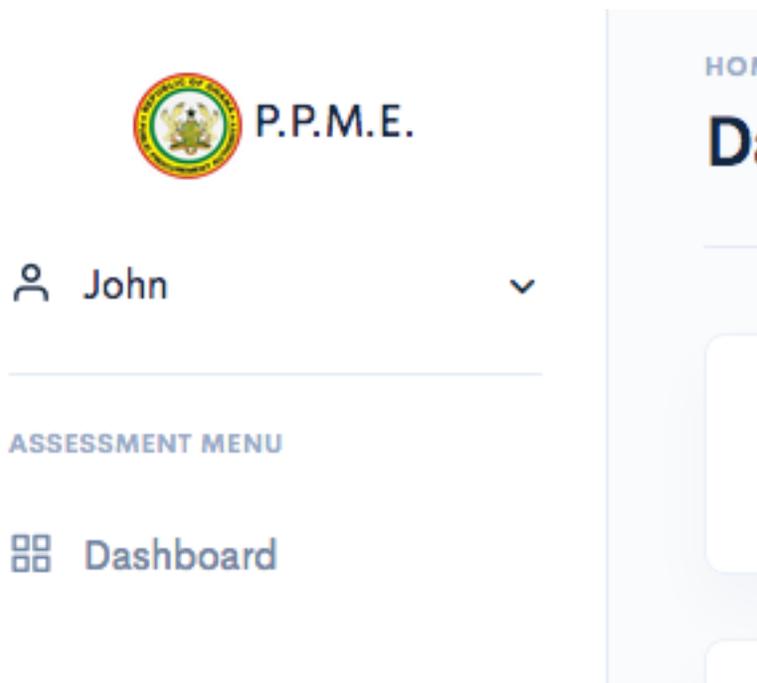
The table has a search feature (upper right coner) that enables you to filter the list by Entity name or period.



Clicking on the Entity name link will redirect you to the assessment page.

ENTITY
<a href="#">Abura/ Asebu/ Kwamankese District Assembly</a>

### 3.2 Dashboard Left Navigation Menu



The left menu allows you to access different sections of the application. Clicking on your *user name* for instance will expand the menu and give you further choices.

