

AKMS OPERATIONAL USER GUIDE

AKMS is online knowledge sharing platform on the climate changes and adaptation issues. It allows all stakeholders to access credible, high-quality information and connect with one another.

AKMS USERS

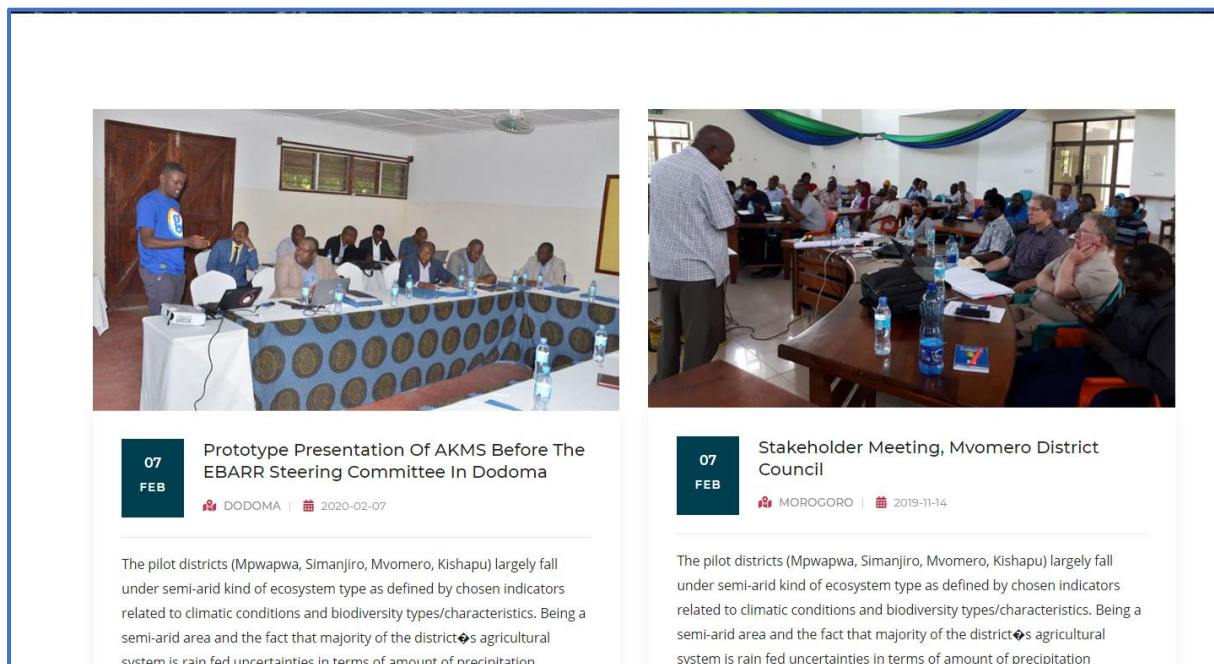
The following are types of users that have access on the AKMS: -

1. Visitors

This kind of users that have public access to published data which may include events updates and other reports that are approved to be accessible by everyone (**Figure -1**). Visitors do not need login function to access published information in the AKMS. However, visitors may navigate freely to any banner of the system.



The screenshot displays the AKMS (Adaptation Knowledge Management System) website interface. At the top, there is a navigation bar with the AKMS logo and the text 'Adaptation Knowledge Management System'. To the right of the navigation bar are social media icons (Facebook, Twitter, YouTube, LinkedIn, Instagram) and buttons for 'Login' and 'Register'. Below the navigation bar is a menu with 'Home', 'Agro-ecological Zones', 'Projects', 'Resources', and 'Published Data'. The main content area is titled 'Published Data' and features a featured article. The article is titled 'Tanzania GHG inventory and MRV system Project Report' and is posted by 'chamalindi Bugingo Muriga' on '2020-12-17 06:38:59'. The article is categorized under 'Climatic Conditions, Ecological Zones, Project, Resources, Lake'. The article text states: 'Lake. Tanzania is working towards a sustainable MRV System in line with international requirements and best practice. This will not happen quickly and will need years of investment and development before it can be achieved. It will need clear ownership and resource allocation to ensure that the MRV System and its outputs (such as regular national GHG inventories) are sustainably improved and developed. ...'. The article has '5 views' and a 'Read More' button. To the right of the article is a 'Quick Search' box with a search input field and a search button. Below the search box is a 'Filter by Word' section with a text input field, a 'Location' dropdown menu, and an 'Indicators' dropdown menu.



The screenshot displays two event reports on the AKMS website. The first report is titled 'Prototype Presentation Of AKMS Before The EBARR Steering Committee In Dodoma' and is dated '07 FEB'. It is located in 'DODOMA' and was posted on '2020-02-07'. The report text states: 'The pilot districts (Mpwapwa, Simanjiro, Mvomero, Kishapu) largely fall under semi-arid kind of ecosystem type as defined by chosen indicators related to climatic conditions and biodiversity types/characteristics. Being a semi-arid area and the fact that majority of the district's agricultural system is rain fed uncertainties in terms of amount of precipitation'. The second report is titled 'Stakeholder Meeting, Mvomero District Council' and is dated '07 FEB'. It is located in 'MOROGORO' and was posted on '2019-11-14'. The report text states: 'The pilot districts (Mpwapwa, Simanjiro, Mvomero, Kishapu) largely fall under semi-arid kind of ecosystem type as defined by chosen indicators related to climatic conditions and biodiversity types/characteristics. Being a semi-arid area and the fact that majority of the district's agricultural system is rain fed uncertainties in terms of amount of precipitation'. Both reports include photographs of the events. The first photograph shows a man in a blue shirt presenting to a group of people seated around a table. The second photograph shows a man in a white shirt presenting to a group of people seated around a table.

Figure -1: Displays of System Features with Public Access

2. Members

This kind of users have access to the system through login function after being registered and approved by the System Administrator. Members' roles are limited to posting and viewing contents in the system. These includes EbARR participating institutions and field technicians who are responsible in collection and processing data before uploading the contents in the system.

Qualification for membership

Members should principally be drawn from multi-stakeholder group. However, more members who have knowledge on the adaptations, climate related issues could be added to the system through recommendation from respective Regional Administrators. Members are required to have basic knowledge in computer application for uploading or populating data in the system.

Members Access in AKMS

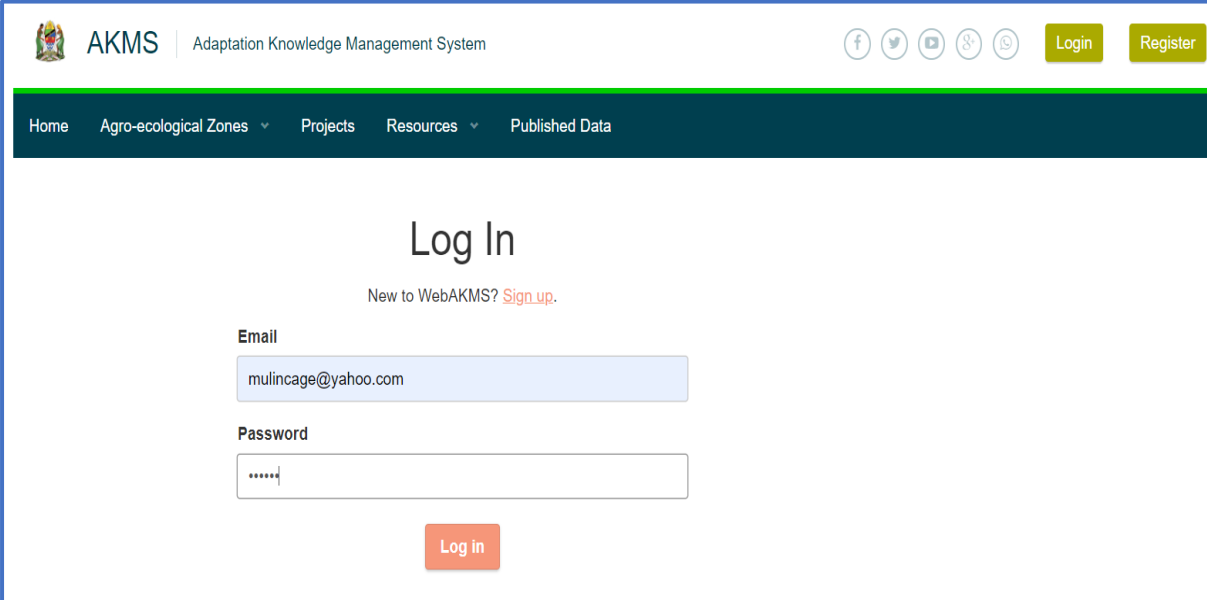
Members have right access to perform the following activities in the AKMS.

a) Posting Data

After collecting data, Members are required to process those data (formatting) and then upload those data for approval and later to be accessible by all system users. Such task can be performed as explained in the steps below.

b) Login

Member shall login into the system using his/her username and password which was entered and accepted during registration as shown in **Figure - 2**.



The screenshot displays the login interface for the AKMS. At the top, there is a header with the AKMS logo, the text 'Adaptation Knowledge Management System', and social media icons for Facebook, Twitter, YouTube, and LinkedIn. To the right of the header are 'Login' and 'Register' buttons. Below the header is a navigation menu with links for 'Home', 'Agro-ecological Zones', 'Projects', 'Resources', and 'Published Data'. The main content area is titled 'Log In' and includes a link for 'New to WebAKMS? Sign up.' Below this are input fields for 'Email' (containing 'mulincage@yahoo.com') and 'Password' (masked with dots). A red 'Log in' button is positioned at the bottom of the form.

Figure -2: Login Window for a Member in AKMS

c) Data Entry

After successfully login, Members shall have access to upload data in the system as shown in **Figure - 3**.

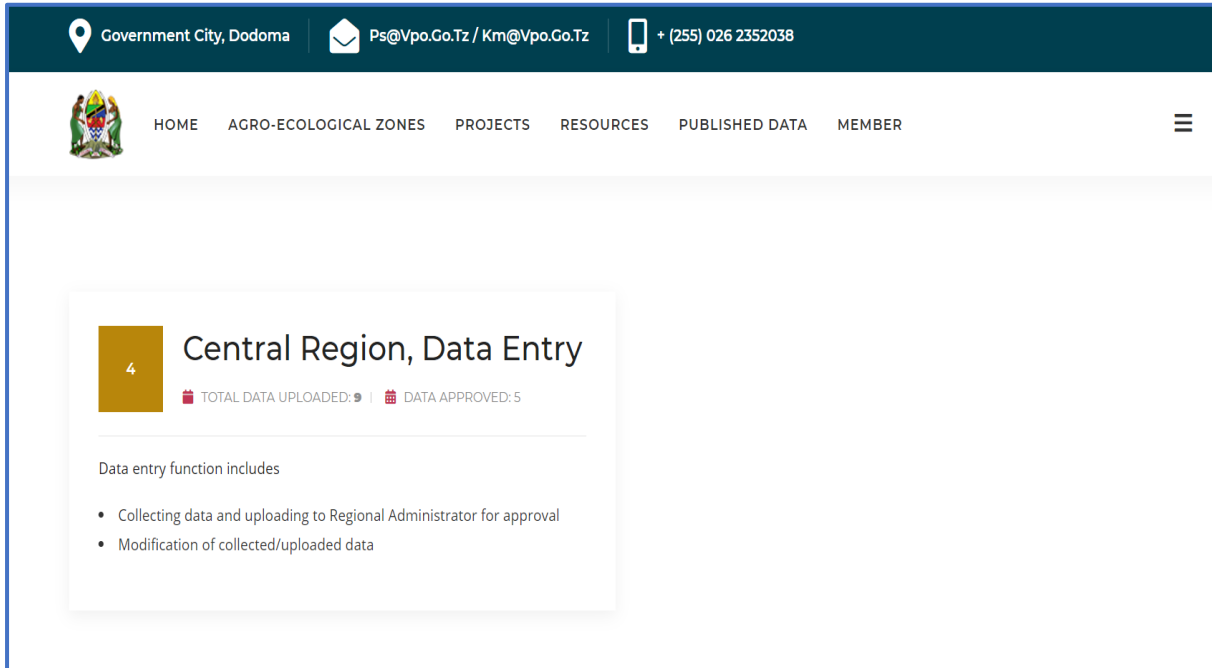


Figure -3: Data Uploading Window for the Members of AKMS

In order to upload data/information, a member shall click the data entry link and then post data button in which shall be provided with the form to enter descriptive information as shown in **Figures - 4 and 5**.

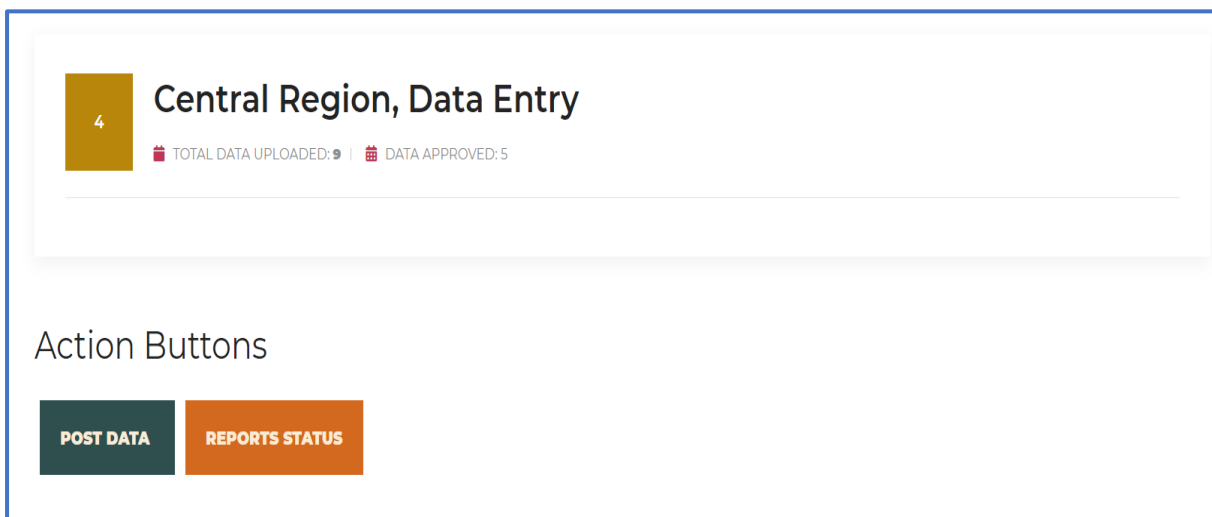


Figure -4: Data Posting and Reports Status Window for the Members of AKMS

Title of data to be uploaded

Climate change report for kishapu

More Information

Report Owner
Thomas Nyakia

Region
Central

Role
Member

Date
Jan 18, 2021

Details

Climate change report for kishapu

Go to Attachment

Figure - 5: Online Form for Providing Brief Description of Data to be Uploaded in AKMS

Once data upload is done successfully, member shall wait for data to be accepted/approved by Regional Administrator and approval status can be tracked in the system through reports status button as shown in **Figure – 6**.

Data sent to Regional Administrator for Approval

No submitted report

Returned by Regional Administrator for Modification

No returned approvals

Approved Data

Owner	Region	Role	Date	Title	Action
Thomas Nyakia	Central	Normal	2020-12-17 06:33:24	asdfg	View More <input type="button" value="GO"/>

Figure - 6: View by AKMS Member on Report/Document Approval Status

This function will display uploading status summary of all data/reports which might be **sent /pending for approval; returned to member; or approved by Regional and Content Administrators.**

d) Other Access

Apart from posting data members have also access to all approved data from members in which they can view, comment, and download for their own use.

3. Regional Administrators

These kinds of users have access to the system in which their roles are limited to content and user's administration in their respective regions. Each clustered agro-ecological zone should have one regional administrator. In this regard the system is primarily designed to have coast, central, southern, northern and lake regional administrators. The system allows creation of additional Regional Administrators through "Users Management" button of System Administrator.

Requirements for Regional Administrators

Regional Administrators have to be drawn from multi-stakeholder group. They are required to have outstanding knowledge on environment, adaptations, climate change related issues and basic computer knowledge in reviewing contents in the system. In additional, the Regional Administrators need to have a leadership experience for multi-disciplinary teams.

Regional Administrators Access in AKMS

Regional Administrations have right access to perform the following activities in the AKMS.

a) Approve Members Access Request

Regional Administrators are required to initiate the approval process for member's access request in their regions. The purpose of this is to assist in validations of members and details and other requirements that comply with AKMS. This shall be done as explained in the steps below.

b) Login

A Regional Administrator shall login into the system using his/her username and password which was entered and accepted during registration as shown in **Figure - 7**.

Figure -7: Login Window for the Regional Administrator in AKMS

c) Member Access Management

After successfully login, Regional Administrator, for example Central Region shall have access to manage users access request in the system as shown in **Figure - 8**.

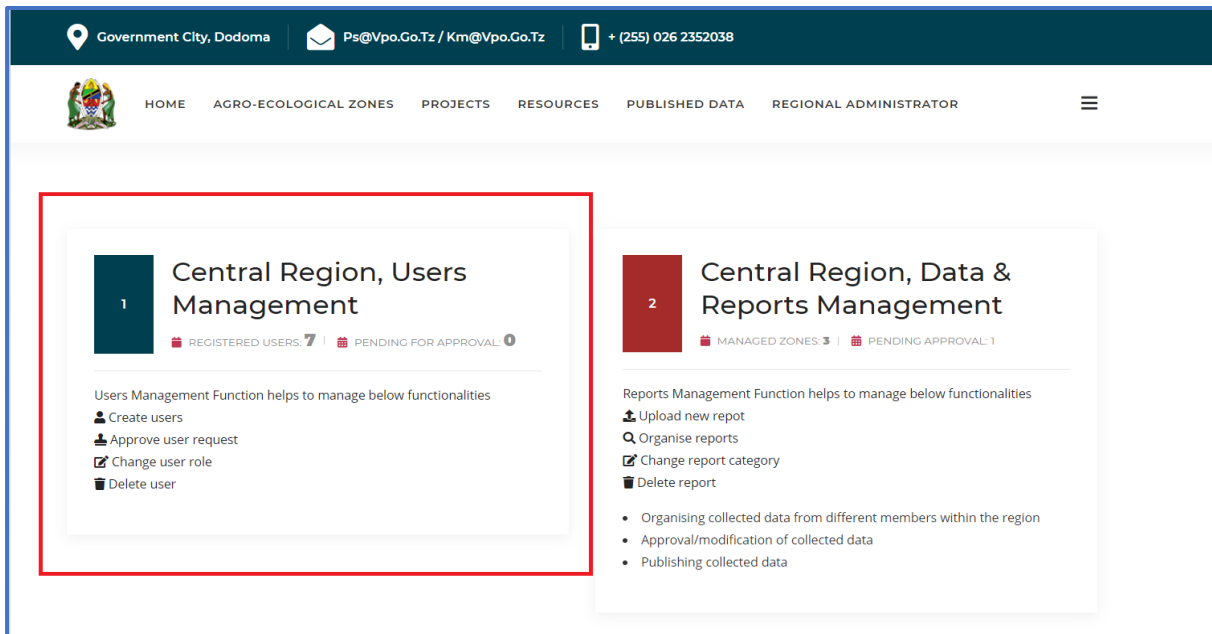


Figure - 8: Display Window of Regional Administrator after Login into AKMS

In order to initiate the membership approval process, Regional Administrators shall click user's management link in which all users in the system and users whose access need to be approved shall be displayed as shown **Figure - 9**.

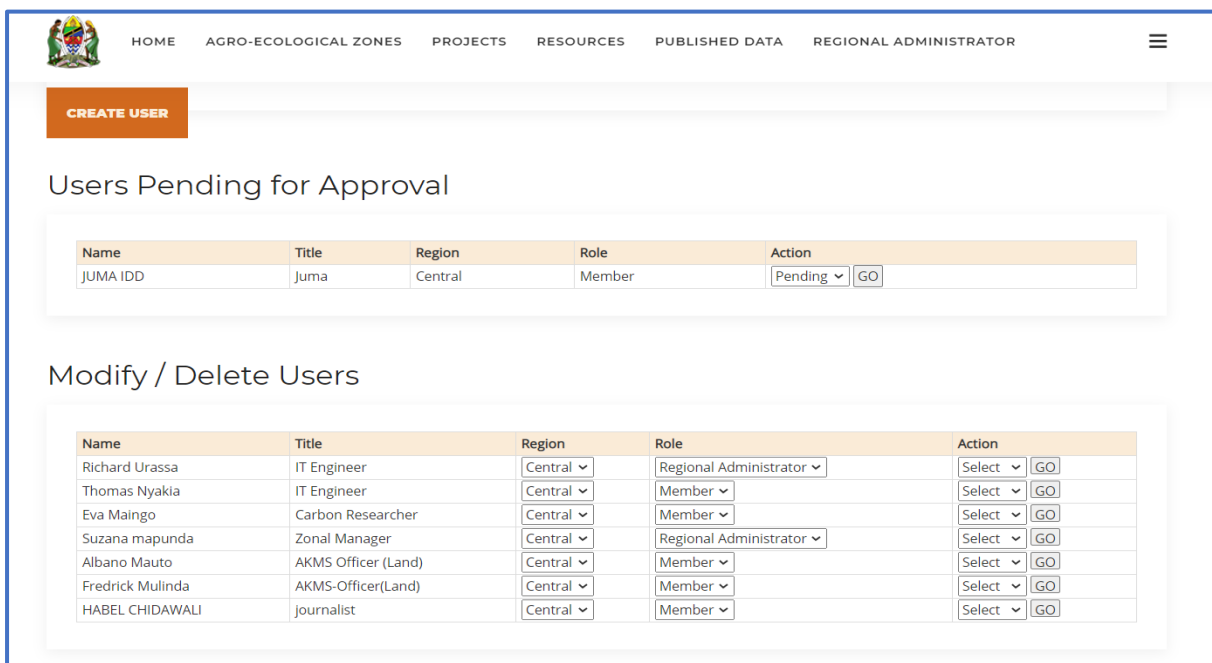


Figure -9: Function Buttons of Regional Administrator for Users Management

With selected users' Regional Administrators shall select action (Approve, Reject) and click GO button to command the action (**Figure -10**).

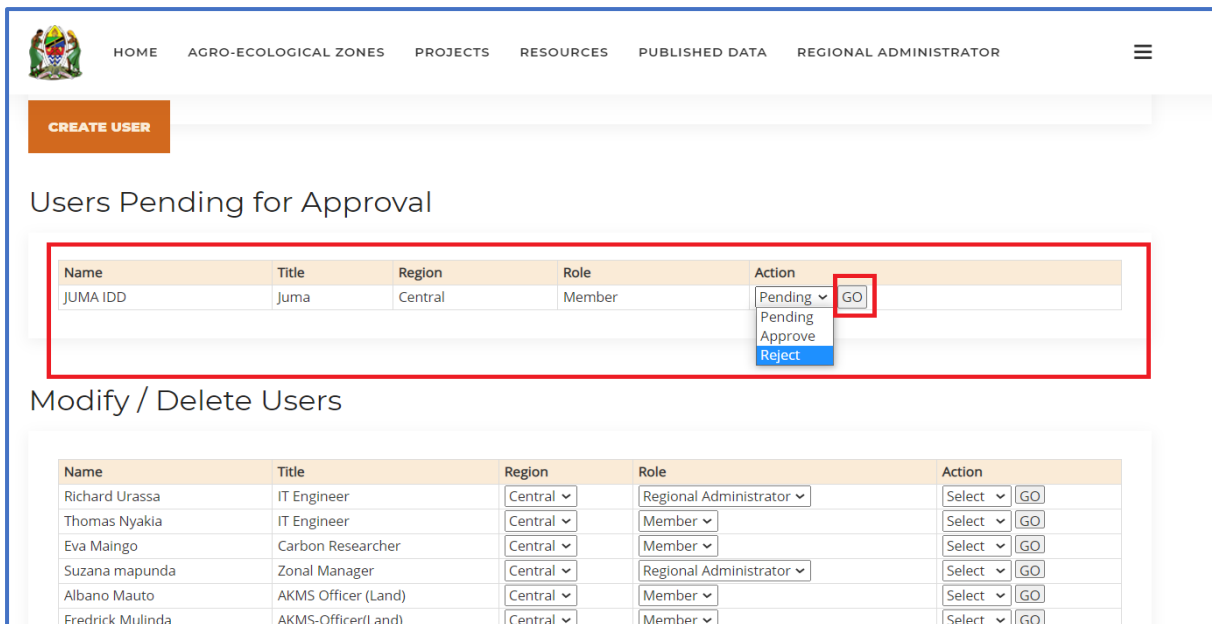


Figure -10: Display of Regional Administrator’s Commands for Membership Approval

d) Content Management

In order to maintain authenticity of the supplied data or information, Regional Administrators are required to approve all data that are being uploaded with their members. Prior to validation Regional Administrators need to review the data/information/report to make sure that they are correct and appropriate for public sharing in the context of climate change adaptation initiatives. After successfully login, a Regional Administrator, for example for Central Region shall have access to manage data and reports in the system as shown in **Figure - 11**.

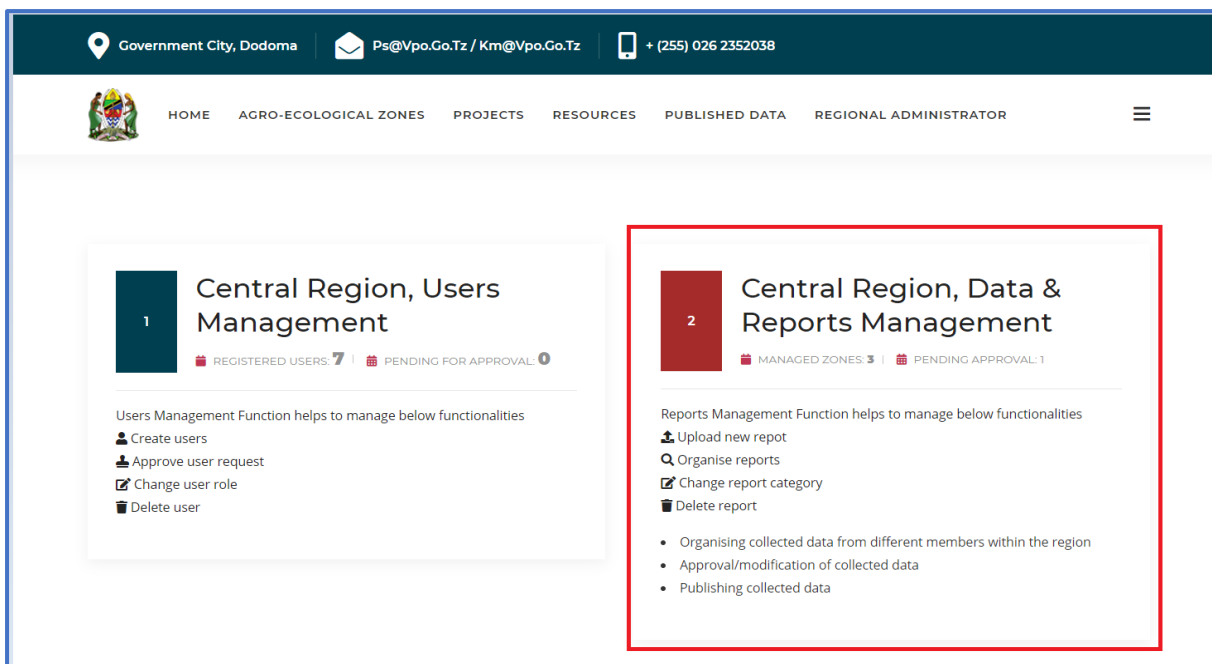


Figure -11: Access Window of Regional Administrator for Data & Reports Management

Through this function a Regional Administrator can review a document uploaded by member in a system before passed to Content Administrator. After content review and in order to initiate

the document approval process, a Regional Administrator shall click data management link in which all data in the system and those need to be approved shall be displayed as shown in **Figure -12**.

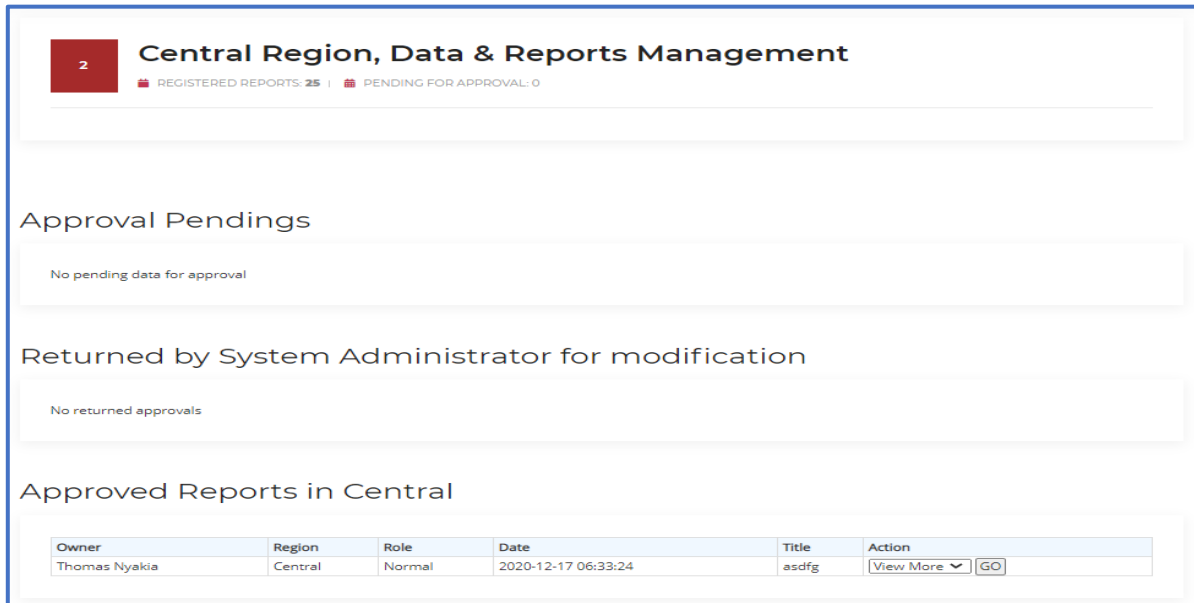


Figure -12: Access Window for Regional Administrator on Reports Approving Process

With selected data Regional administrators shall select action (Approve, Reject) and click GO button to command the action.

e) Creating Members

System allows all members to register themselves using the self-registration, but in the situation where users cannot do the self-registration the Regional Administrator shall be able to assist in creating their membership accounts as explained below. Regional administrator shall navigate to user management and then click create user (**Figure -13**).

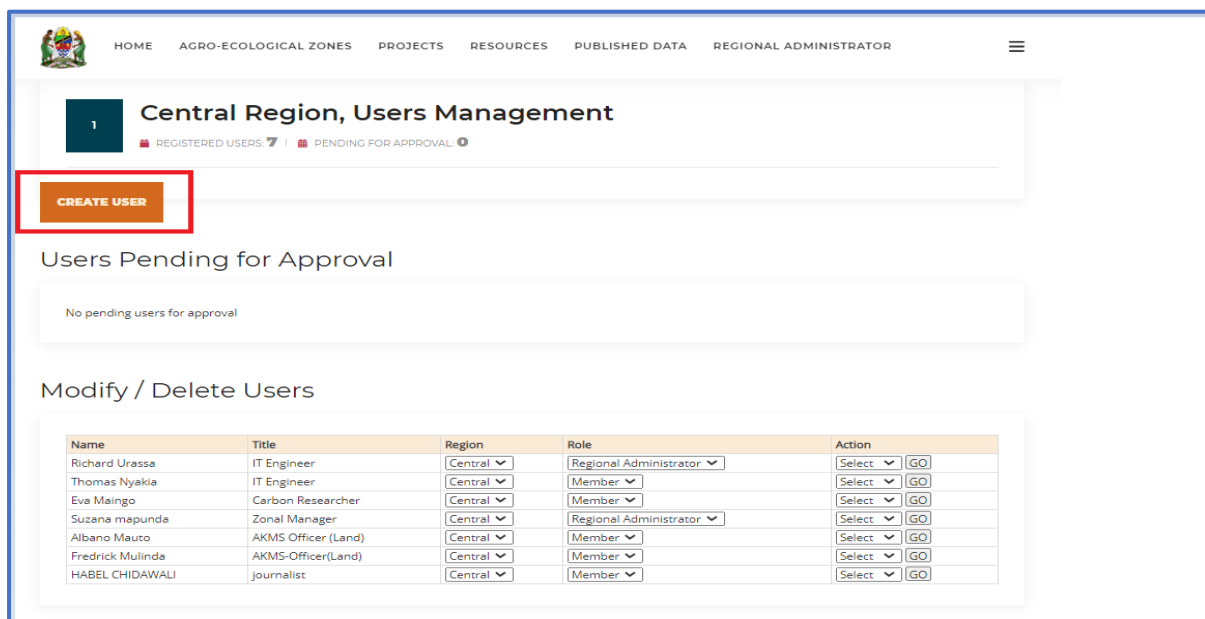
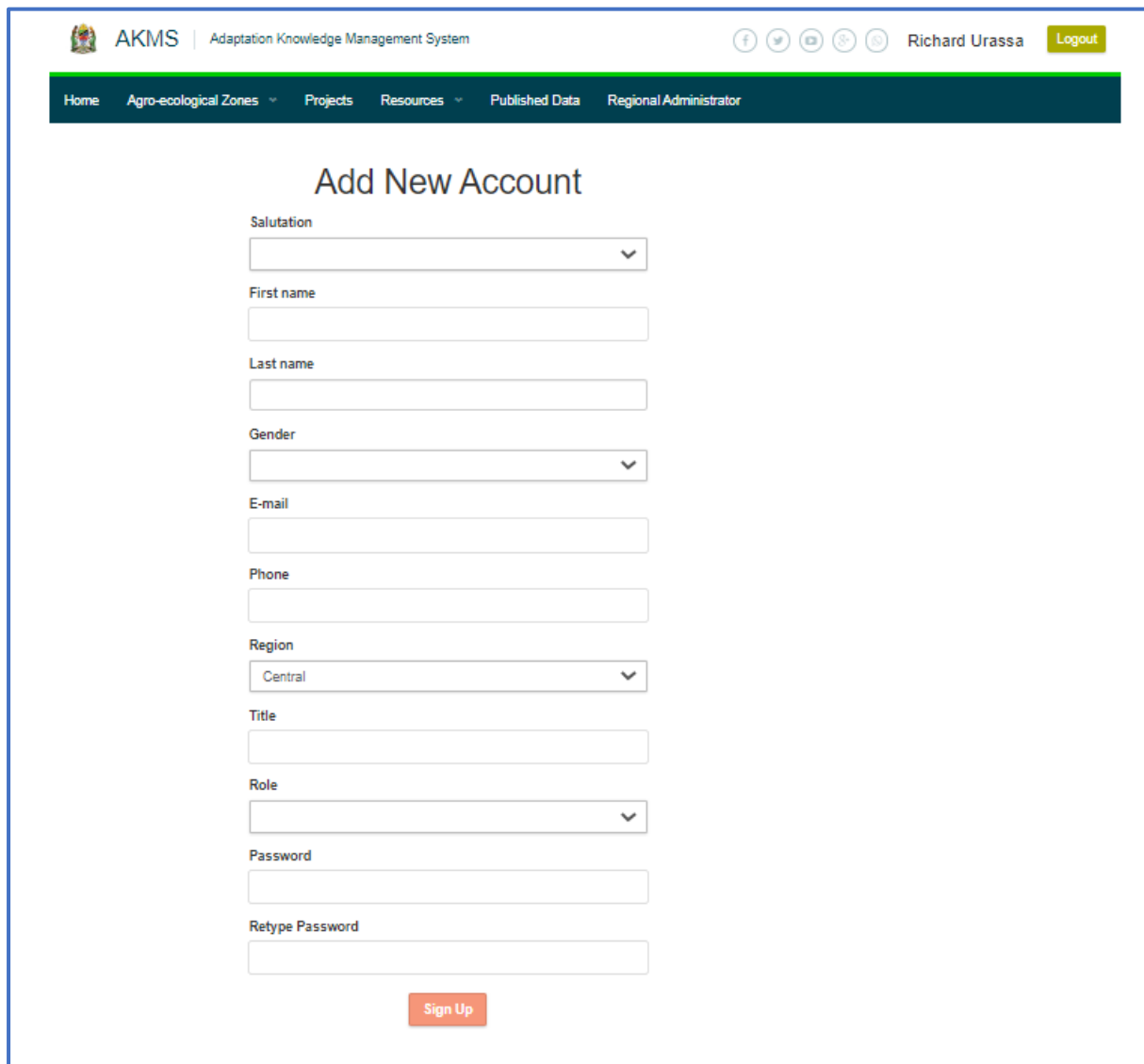


Figure -13: Access Window for Regional Administrator enabling Creating a Member

A form presented in **Figure - 14** shall be presented for collecting user details who applied for membership, Regional Administrator shall fill in and submit user to be created as member in the system.



The screenshot shows the 'Add New Account' form in the AKMS (Adaptation Knowledge Management System) interface. The page header includes the AKMS logo, navigation links (Home, Agro-ecological Zones, Projects, Resources, Published Data, Regional Administrator), and user information (Richard Urassa, Logout). The form fields are: Salutation (dropdown), First name (text), Last name (text), Gender (dropdown), E-mail (text), Phone (text), Region (dropdown, currently set to 'Central'), Title (text), Role (dropdown), Password (text), and Retype Password (text). A 'Sign Up' button is located at the bottom of the form.

Figure - 14: Online Form for Registration of Member by the Regional Administrator

4. Content Administrator

This kind of user has given upper level access to the system in which his/her primary role is limited to content management delivered from all regions.

Qualification of Content Administrator

The Content Administrator is required to have extensive experience in environment, ecosystem, natural resources management, climate change adaptation and mitigations as well as wide computer knowledge for approving contents in the system. In addition, the Content Administrator need to have experience in multi-cultural team leadership for large-scale projects. The Content Administrator shall be nominated by VPO – Division of Environment.

Content Administrator's Access in AKMS

The Content Administrator have right access to perform the following activities in the AKMS.

a) Information/Data/Report Review and Approval

Once a Regional Administrator has initiated the approval process of the uploaded data, the next stage for review and validate data/information is vested to Content Administrator. The Content Administrator acts like ultimate checker to confirm if everything is in order after approval from Region Administrators. The steps for data review and approval are explained below.

After successfully login the created user name and password, the Content Administrator shall be able to navigate into a page shown in **Figure – 15**.

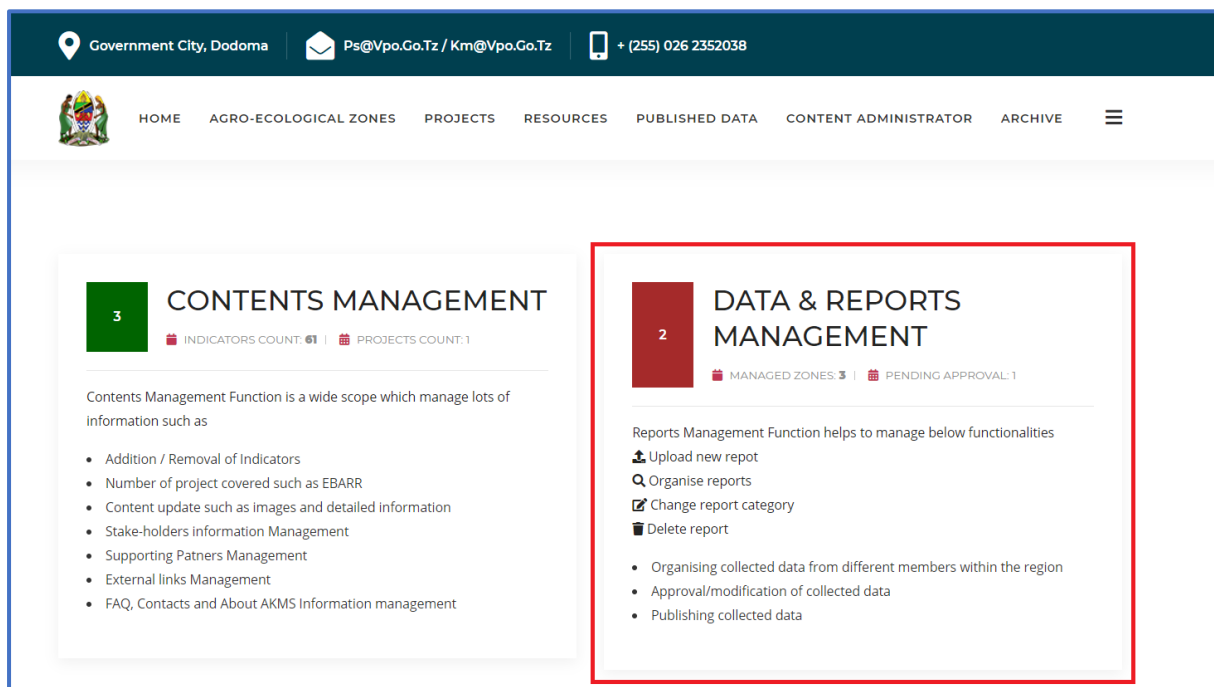


Figure -15: Access Window of Content Administrator for Data & Reports Management

The Content Administrator shall click on the data and report management link in which a page below shall be displayed.

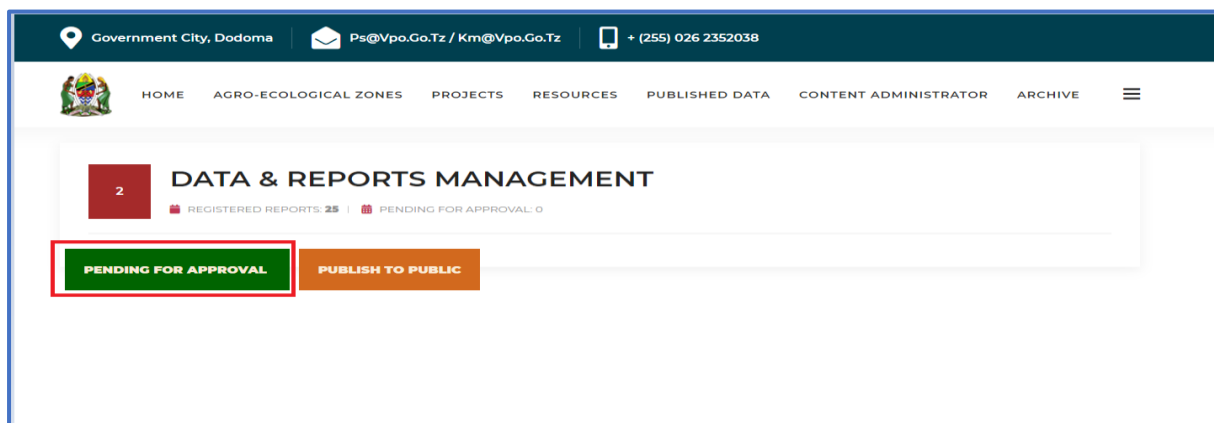


Figure -16: Intermediate Page for Reviewing Data by the Content Administrator

After that action, the Content Administrator shall click pending for approval link and then all reports available in the system shall be displayed, this includes the one document which is pending for approval (**Figure – 17**).

The screenshot shows a web interface for 'DATA & REPORTS MANAGEMENT'. At the top, there is a navigation bar with links: HOME, AGRO-ECOLOGICAL ZONES, PROJECTS, RESOURCES, PUBLISHED DATA, CONTENT ADMINISTRATOR, and ARCHIVE. Below the navigation bar, there is a header section with a red box containing the number '2', and two buttons: 'PENDING FOR APPROVAL' (green) and 'PUBLISH TO PUBLIC' (orange). The main content area is titled 'Approval Pendings' and contains a table with the following data:

Owner	Region	Role	Date	Title	Action
Godwin Everygist	South	Normal	2020-12-17 06:32:33	TAARIFA YA UGAWAJI WA MBEGU ZA PAMBA KISHAPU	Pending GO
Masumbuko Idd	South	Normal	2020-12-17 06:37:45	Agro forestry	Pending GO
Albano Mauto	Central	Normal	2020-12-17 06:40:52	VLUP MPWAPWA	Pending GO
Fredrick Mulinda	Central	Normal	2020-12-17 06:41:05	AKMS-Officer(Land)	Pending GO
Swaleeh Masaza	Coastal	Normal	2020-12-17 06:45:55	taarifa bwawa la Laangai	Pending GO
AZIZ BIIRU	South	Normal	2020-12-17 06:51:06	RAMANI NGHAMBI WARD	Pending GO

The 'Action' dropdown menu for the 'Albano Mauto' row is open, showing the following options: Pending, View More, Approve, Return back, and Reject. The 'View More' option is highlighted in blue.

Below the 'Approval Pendings' table, there is a section titled 'Approved Reports' with a table containing one row:

Owner	Region	Role	Date	Title	Action
Thomas Nyakia	Central	Normal	2020-12-17 06:33:24	asdfg	View More GO

Figure -17: Action Buttons for Approving/Returning/Rejecting Data by the Content Administrator

With selected data, the Content Administrator shall select action “View More” and click GO button to command the read the report/data/information or otherwise “Approve” and click GO button to approve uploaded information.

b) Publications Management

The Content Administrator can also manage data to be published to the public (visitors) and remove data from the public access.

To publish data, the Content Administrator needs to login first, and the click on the “Data & Reports Management” function and then navigate to “Publishing Collected Data” and “Publish to Public” as shown in **Figure - 18**.

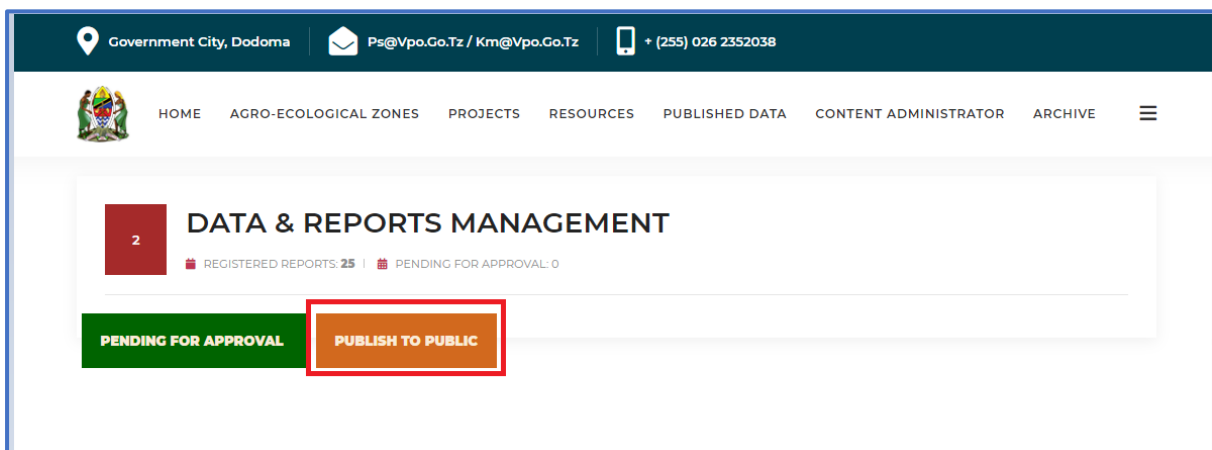
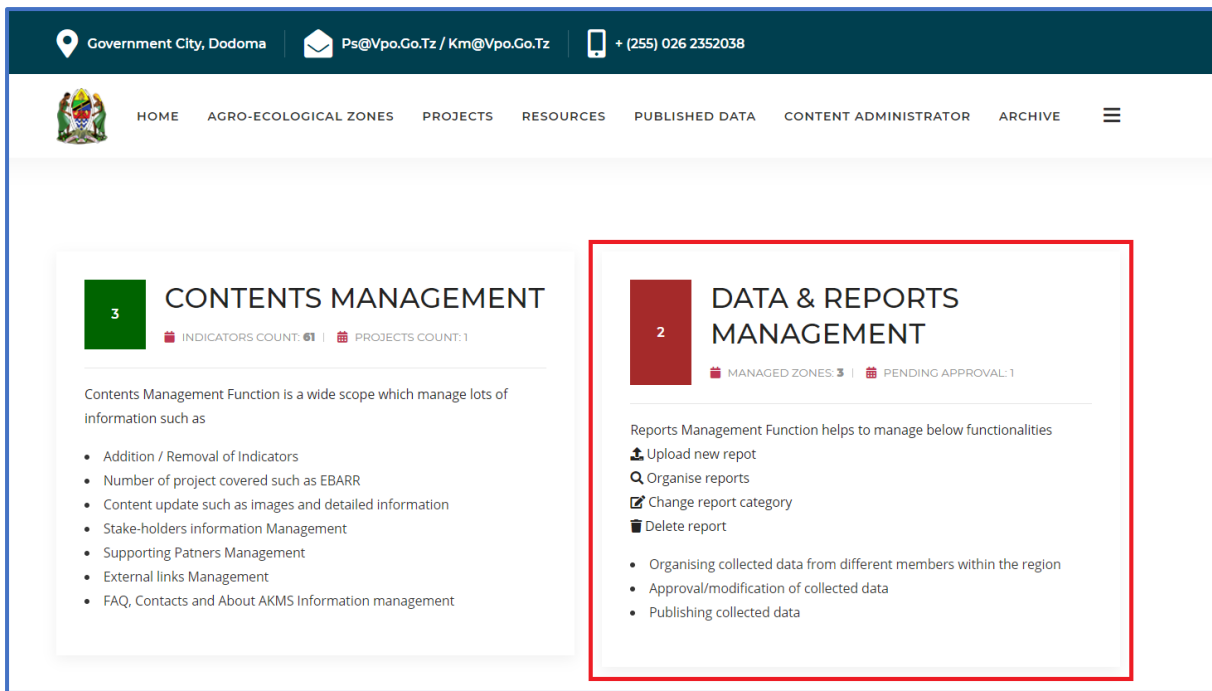


Figure -18: Action Buttons for Publishing Data by the Content Administrator

After that action, a new page shall be displayed with all reports ready to be published for public access and other reports that are already published (**Figure – 19**).

HOME AGRO-ECOLOGICAL ZONES PROJECTS RESOURCES PUBLISHED DATA CONTENT ADMINISTRATOR ARCHIVE

DATA & REPORTS MANAGEMENT

REGISTERED REPORTS: 25 | PENDING FOR APPROVAL: 0

PENDING FOR APPROVAL PUBLISH TO PUBLIC

Pending for Publishing

Owner	Region	Role	Date	Title	Action
Thomas Nyakia	Central	Normal	2020-12-17 06:33:24	asdfg	View More <input type="button" value="GO"/>

Published Reports

Owner	Region	Role	Date	Title	Action
chamalindi Bugingo Muriga	Lake	Normal	2020-12-17 06:38:59	Tanzania GHG inventory and MRV system Project Report	View More <input type="button" value="GO"/>

Figure -19: Access Window for the Content Administrator to the Published Data

With report/data to be published selected, the Content Administrator shall select action (Publish) and click GO button to command the action. In order to removed published reports/documents/information, the Content Administrator needs to go to “Published Reports” and select action (Un publish) and Click GO button to command the action (**Figure – 20**).

HOME AGRO-ECOLOGICAL ZONES PROJECTS RESOURCES PUBLISHED DATA CONTENT ADMINISTRATOR ARCHIVE

PENDING FOR APPROVAL PUBLISH TO PUBLIC

Pending for Publishing

Owner	Region	Role	Date	Title	Action
Thomas Nyakia	Central	Normal	2020-12-17 06:33:24	asdfg	View More <input type="button" value="GO"/>

Published Reports

Owner	Region	Role	Date	Title	Action
chamalindi Bugingo Muriga	Lake	Normal	2020-12-17 06:38:59	Tanzania GHG inventory and MRV system Project Report	View More <input type="button" value="GO"/>

Figure - 20: Command for Removing Published Data by the Content Administrator

c) Archiving Information

The Content Administrator has an ability to archive documents/information that are no longer required to be available to all users. This can also be useful to preserve storage as those archived contents can be deleted. This can be done as explained below.

The Content Administrator needs to login and navigate to published reports in which all published reports shall be displayed. With the report/document/information selected, the Content Administrator shall select action (Archive) and click Go Button to command the action **(Figure – 21)**.

The screenshot shows a web application interface with a navigation menu at the top: HOME, AGRO-ECOLOGICAL ZONES, PROJECTS, RESOURCES, PUBLISHED DATA, CONTENT ADMINISTRATOR, and ARCHIVE. Below the navigation menu are two buttons: 'PENDING FOR APPROVAL' (green) and 'PUBLISH TO PUBLIC' (orange). The main content area is divided into two sections: 'Pending for Publishing' and 'Published Reports'. The 'Published Reports' section is highlighted with a red border. It contains a table with the following data:

Owner	Region	Role	Date	Title	Action
chamalindi Bugingo Muriga	Lake	Normal	2020-12-17 06:38:59	Tanzania GHG inventory and MRV system Project Report	View More <input type="button" value="GO"/>

The 'View More' dropdown menu is open, showing the following options: View More, Un-Publish, and Archive. The 'Archive' option is highlighted with a red box.

Figure - 20: Command for Archiving Published Data by the Content Administrator

All archived data can be found on the archive menu, this menu is only available to Content Administrator. In order to unarchive contents, the Content Administrator shall select data to be removed from archive and set action to Un-archive and click GO button to command the action **(Figure – 21)**.

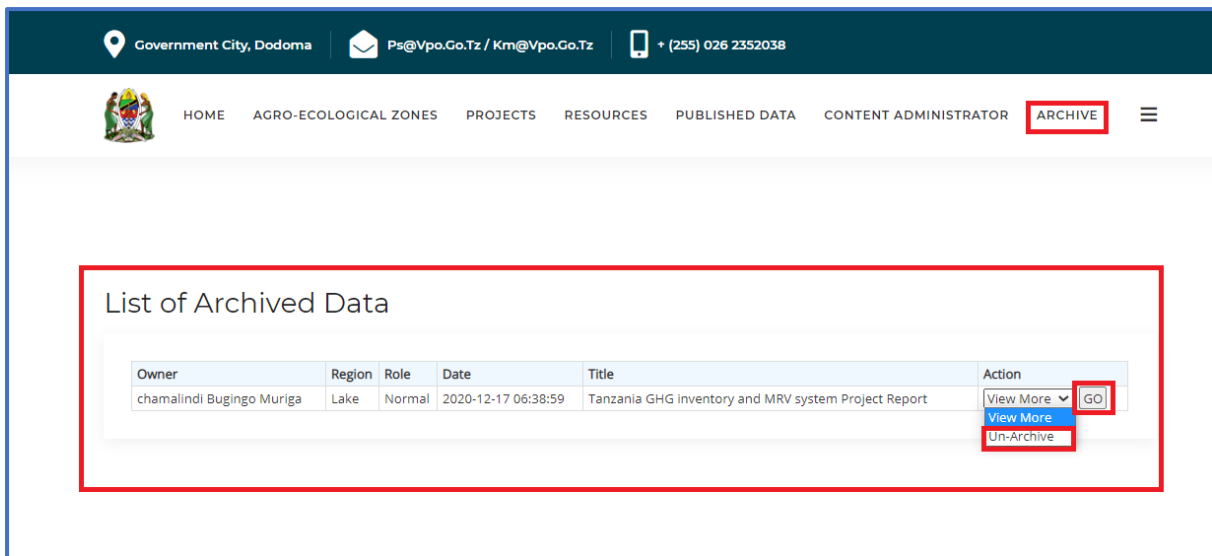


Figure - 21: Command for Removing Archived Data by the Content Administrator

d) *System Configuration*

The Content Administrator has a right access to manage system configuration which includes menu management, links management, reports managements and event pages. In order to configure those menus, the Content Administrator has to login, in which the page shown in **Figure - 22** shall be displayed.

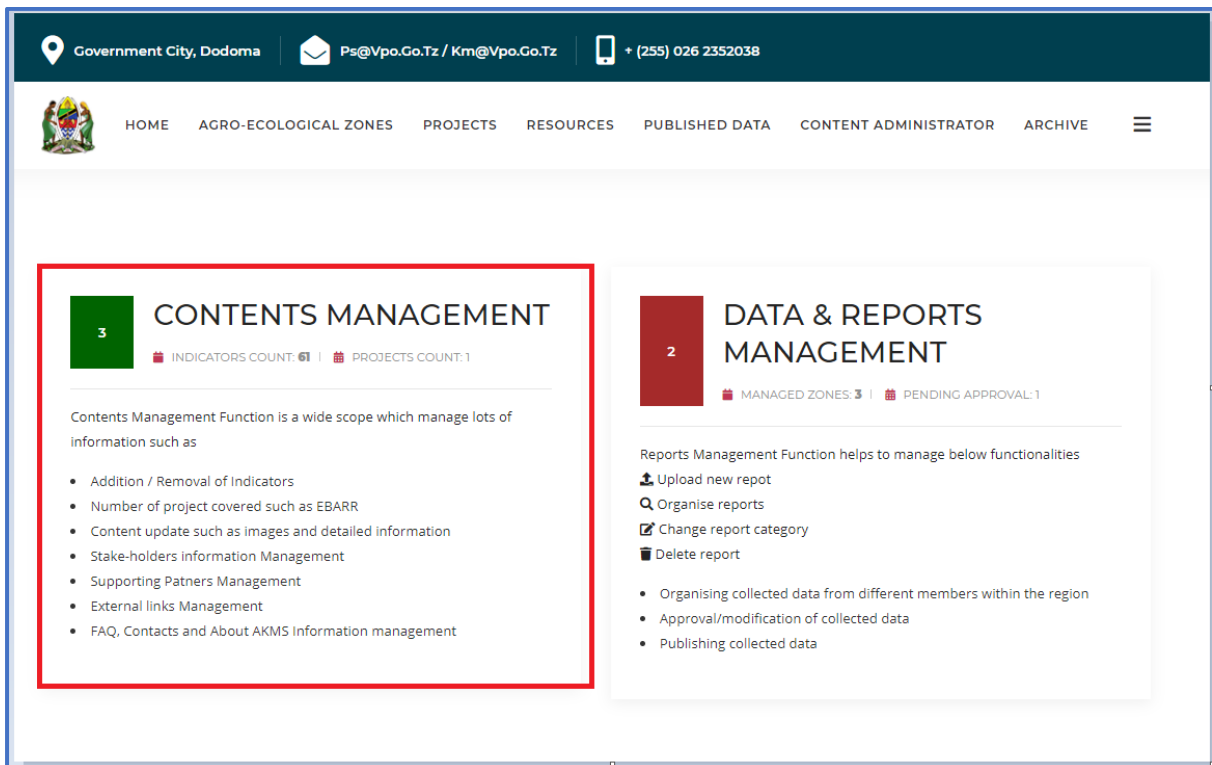


Figure - 22: Content Management Page for the Content Administrator

The Content Administrator shall navigate by on the “Contents Management” and then the content management page shall be displayed as shown in **Figure - 23**.

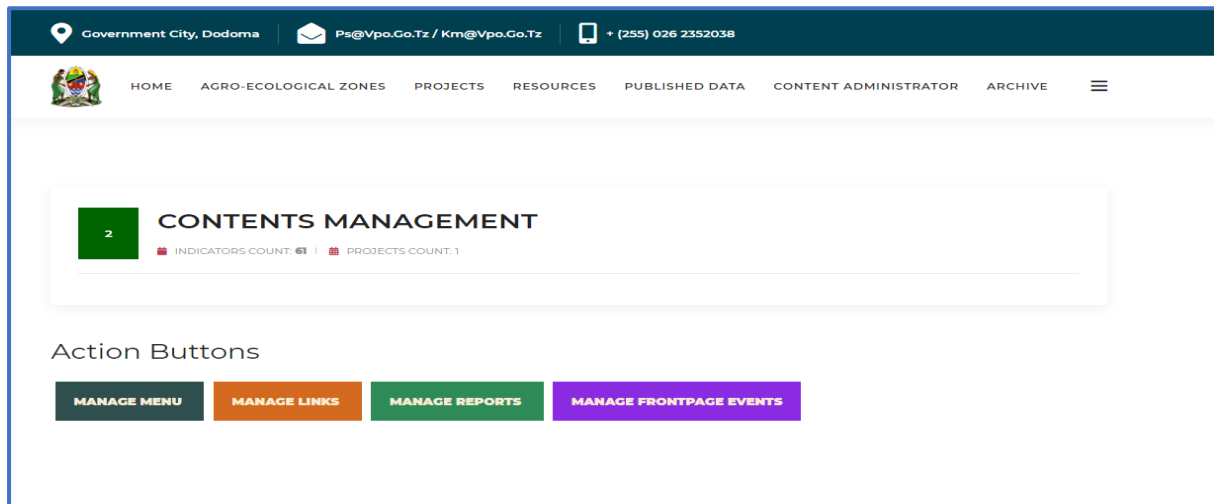


Figure - 23: Display of Action Buttons Page for the Content Administrator

e) *Menu Management*

In order to manage menu, the Content Administrator shall click on “Manage Menu” button on the content management page in which the page below shall be displayed (**Figure – 24**).

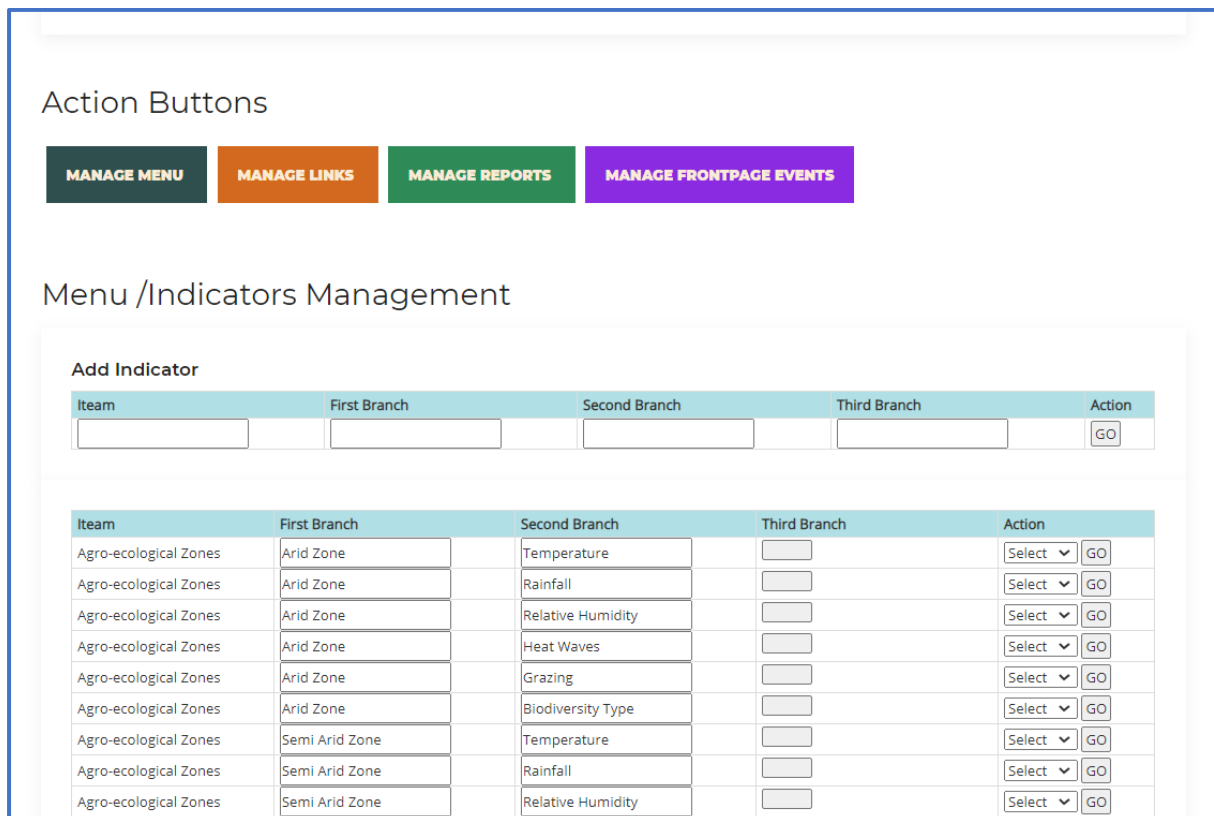


Figure - 24: Menu Management Access Window Available for the Content Administrator

This page allows Content Administrator to either edit/ add the menu item and click GO button to command changes.

f) *Links Management*

AKMS provides access to users get more data from other web sources that provide related information on the climatic change and adaptation initiatives. It is a task for the Content Administrator to find those web sources and configure their respective links for users to be able to access. In order to manage those links, the Content Administrator shall click manage links button in which the page below shall be displayed (**Figure – 25**).

The screenshot displays the 'Links Management Access Window'. At the top, there are four action buttons: 'MANAGE MENU' (dark green), 'MANAGE LINKS' (orange), 'MANAGE REPORTS' (green), and 'MANAGE FRONTPAGE EVENTS' (purple). Below these is the 'External Links Management' section. It features an 'Add Link' form with three input fields: 'Title', 'Link (http/https)', and 'Action', followed by a 'GO' button. Below the form is a table listing existing links.

Title	Link	Action
Vice President Office - VPO	https://www.vpo.go.tz/environment-division	Select GO
Tanzania Meteorological Agency (TMA)	http://www.meteo.go.tz/	Select GO
Ministry Of Agriculture	https://www.kilimo.go.tz/index.php/en	Select GO
Centre For Climate Change Studies (CCCS)	https://www.udsm.ac.tz/web/index.php/centres/cccs	Select GO
Institute Of Resource Assessment (IRA)	https://www.udsm.ac.tz/web/index.php/centres/cccs	Select GO
Tanzania Forest Service	https://www.tfs.go.tz/index.php/en	Select GO
Ministry of Livestock and Fisheries	https://www.mifugouvuvl.go.tz/	Select GO

Figure - 24: Links Management Access Window Available for the Content Administrator

This page allows content administrator to either edit/ add external link and click GO button to command changes.

Apart from those, AKMS allows content administrator to manage reports and event page through their respective buttons as explained above.

5. System Administrator

This a top level of system user whose roles are limited to all user’s access management in the system and other ICT related issues such as infrastructure and database health checkups.

Qualification for System Administrator

The System Administrator is required to have strong knowledge and experience in web design, database management and system administration. VPO – ICT department shall nominate required System Administrator.

System Administrator’s Access in AKMS

The System Administrator has right access to perform the following activities in the AKMS.

a) *Users Access Management*

The System Administrator is required to finalize the approval process for membership access request in the system. The purpose of this function is to enable him/her to be an ultimate checker on what Regional Administrators have initiated registration process.

After successfully login, the System Administrator shall have access to manage users in the system as shown in **Figure – 26**.

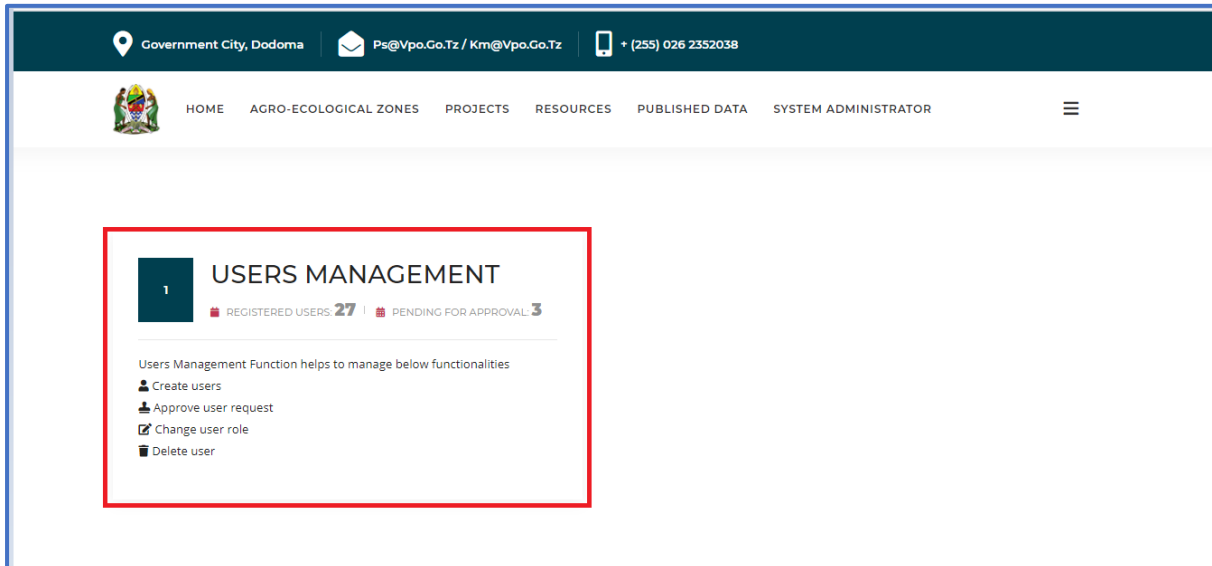


Figure - 26: Primary Users Management Access Window for the System Administrator

In order to finalize membership registration process, the System Administrator shall click user management link in which all users in the system whose membership is need to be approved shall be displayed as shown below (**Figure – 27**).

1

USERS MANAGEMENT

REGISTERED USERS: 27 |
 PENDING FOR APPROVAL: 3

CREATE USER

Users Pending for Approval

Name	Title	Region	Role	Action
Innocent Kimario	ICTO	Central	Regional Administrator	Pending <input type="button" value="GO"/>
James Nyarobi	Environmental Officer	Central	Regional Administrator	Pending <input type="button" value="GO"/>
JUMA IDD	Juma	Central	Member	Pending <input type="button" value="GO"/>

Modify / Delete Users

Name	Title	Region	Role	Action
Mulinzi Katarala	IT Engineer	Coastal	Content Administrator	Select <input type="button" value="GO"/>
Richard Urassa	IT Engineer	Central	Regional Administrator	Select <input type="button" value="GO"/>
Thomas Nyakia	IT Engineer	Central	Member	Select <input type="button" value="GO"/>
Baraka Mteri	DT	South	Member	Select <input type="button" value="GO"/>
SELESTINE MASALAMADO	Coordinator	North	Member	Select <input type="button" value="GO"/>
Hamza Katety	Conservator	Lake	Member	Select <input type="button" value="GO"/>
chamalindi Bugingo Muriga	Verification Officer	Lake	Member	Select <input type="button" value="GO"/>
Swaleeh Masaza	Livestock Officer	Coastal	Member	Select <input type="button" value="GO"/>

Figure - 27: Glace View of Users Management Access Window for the System Administrator

With a selected user, the System Administrator shall select action (Approve, Reject) and click GO button to command the action.

1

USERS MANAGEMENT

REGISTERED USERS: 27 |
 PENDING FOR APPROVAL: 3

CREATE USER

Users Pending for Approval

Name	Title	Region	Role	Action
Innocent Kimario	ICTO	Central	Regional Administrator	<div style="border: 1px solid #ccc; padding: 2px;"> Pending <input type="button" value="GO"/> Pending <input type="button" value="GO"/> Approve <input type="button" value="GO"/> Reject <input type="button" value="GO"/> </div>
James Nyarobi	Environmental Officer	Central	Regional Administrator	Pending <input type="button" value="GO"/>
JUMA IDD	Juma	Central	Member	Pending <input type="button" value="GO"/>

Modify / Delete Users

Name	Title	Region	Role	Action
Mulinzi Katarala	IT Engineer	Coastal	Content Administrator	Select <input type="button" value="GO"/>
Richard Urassa	IT Engineer	Central	Regional Administrator	Select <input type="button" value="GO"/>
Thomas Nyakia	IT Engineer	Central	Member	Select <input type="button" value="GO"/>
Baraka Mteri	DT	South	Member	Select <input type="button" value="GO"/>
SELESTINE MASALAMADO	Coordinator	North	Member	Select <input type="button" value="GO"/>
Hamza Katety	Conservator	Lake	Member	Select <input type="button" value="GO"/>
chamalindi Bugingo Muriga	Verification Officer	Lake	Member	Select <input type="button" value="GO"/>
Swaleeh Masaza	Livestock Officer	Coastal	Member	Select <input type="button" value="GO"/>

Figure - 27: Users Management Commands Made Available for the Content Administrator

Apart from user access approval, system administrator can disable/Enable user access by changing the user status.

b) *User creation*

System requires all user to register themselves using the self-registration form, but in the case where a user cannot do the self-registration the System Administrator shall be able to assist in creating her account as explained below.

The system administrator shall navigate to “User Management” and then click “Create User” (see **Figure – 28**).

CREATE USER

Users Pending for Approval

Name	Title	Region	Role	Action
Innocent Kimario	ICTO	Central	Regional Administrator	Pending <input type="button" value="GO"/>
James Nyarobi	Environmental Officer	Central	Regional Administrator	Pending <input type="button" value="GO"/>
JUMA IDD	Juma	Central	Member	Pending <input type="button" value="GO"/>

Modify / Delete Users

Name	Title	Region	Role	Action
Mulinzi Kataraiia	IT Engineer	Coastal	Content Administrator	Select <input type="button" value="GO"/>
Richard Urassa	IT Engineer	Central	Regional Administrator	Select <input type="button" value="GO"/>
Thomas Nyakia	IT Engineer	Central	Member	Select <input type="button" value="GO"/>
Baraka Mteri	DT	South	Member	Select <input type="button" value="GO"/>
SELESTINE MASALAMADO	Coordinator	North	Member	Select <input type="button" value="GO"/>
Hamza Katety	Conservator	Lake	Member	Select <input type="button" value="GO"/>
chamalindi Bugingo Muriga	Verification Officer	Lake	Member	Select <input type="button" value="GO"/>
Swaleeh Masaza	Livestock Officer	Coastal	Member	Select <input type="button" value="GO"/>

Figure - 28: Position of User Creation Command at the Top Left Conner

Aftermath, a descriptive form below shall be presented for collecting user details, the System Administrator shall fill in and submit user to be created in the system (**Figure – 29**).

Add New Account

Salutation

First name

Last name

Gender

E-mail

Phone

Region

Title

Role

Password

Retype Password

Figure - 29: Form for Registration of Member by the System Administrator