



PPDA Contract Monitoring System (CMS) User Manual

The Contract Monitoring System (CMS) is a user-friendly digital platform developed by Uganda's Public Procurement and Disposal of Public Assets Authority (PPDA) to help Civil Society Organizations (CSOs) monitor government procurement contracts. Built with support from GIZ's Governance and Civil Society Program, the CMS promotes transparency and accountability in public procurement processes. This manual offers clear instructions to help you use the CMS effectively. For support, contact PPDA at compliance@ppda.go.ug or +256-414-311100.



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Developed in collaboration with Uganda's Public Procurement and Disposal of Public Assets Authority (PPDA) and GIZ's Governance and Civil Society Program

Contents

1	Landing Page	2
2	Login Page	3
3	Forgot Password	4
4	Projects Page	5
5	Project Details Page	6
6	Reports Page	7
7	Report Form	8
8	Add-on Reports Page	9
9	Add-on Report Form	10
10	Polls Page	11
11	Notifications Page	12
12	Settings Page	13
13	My Profile Page	14
14	Change Password Page	15
15	FAQs Page	16
16	External Links Page	17
17	Offline and Online Mode	18
18	User Manual Page	19

1 Landing Page

Upon launching the PPDA CMS application without an active login session, users are greeted by the landing page. This page serves as the entry point to the system, offering a concise overview of the CMS and its purpose.



Figure 1: Landing Page

- **Informational Content:** A brief introduction to the CMS, highlighting its role in promoting transparency in public procurement.
- **Navigation Links:** Located at the bottom of the page, these links direct users to external PPDA resources, including:
 - The official PPDA website (www.ppda.go.ug)
 - PPDA’s Facebook page
 - PPDA’s X account
 - PPDA’s LinkedIn profile
 - A mailto link for direct communication with PPDA (compliance@ppda.go.ug)
- **Sign-In Button:** A prominently displayed button labeled “SIGN IN TO MONITOR” redirects users to the login page upon clicking, enabling access to the CMS’s core functionalities.

2 Login Page

The login page serves as the secure gateway for users to access the PPDA CMS application. It is designed to authenticate users efficiently while ensuring compliance with data protection regulations.

Figure 2: Login Page

- **User Authentication:** The page provides input fields for users to enter their email address and password, which are required to access the CMS’s monitoring functionalities. An active internet connection is necessary to validate credentials and log into the application.
- **Data Protection Compliance:** Users are prompted to consent to the processing of their personal data in accordance with the General Data Protection Regulation (GDPR) and the application’s Privacy Policy. A checkbox ensures explicit consent before login.
- **Login Button:** A clearly labeled “LOGIN” button, prominently displayed, allows users to submit their credentials and access the CMS upon successful authentication.
- **Password Recovery:** A “Forgot Password?” link is provided for users who cannot recall their password. Clicking this link redirects them to a password recovery process, enabling secure account access restoration.

3 Forgot Password

The Forgot Password feature guides users through a secure process to reset their password if they have forgotten it. The process involves three screens, each designed to ensure secure and user-friendly password recovery.

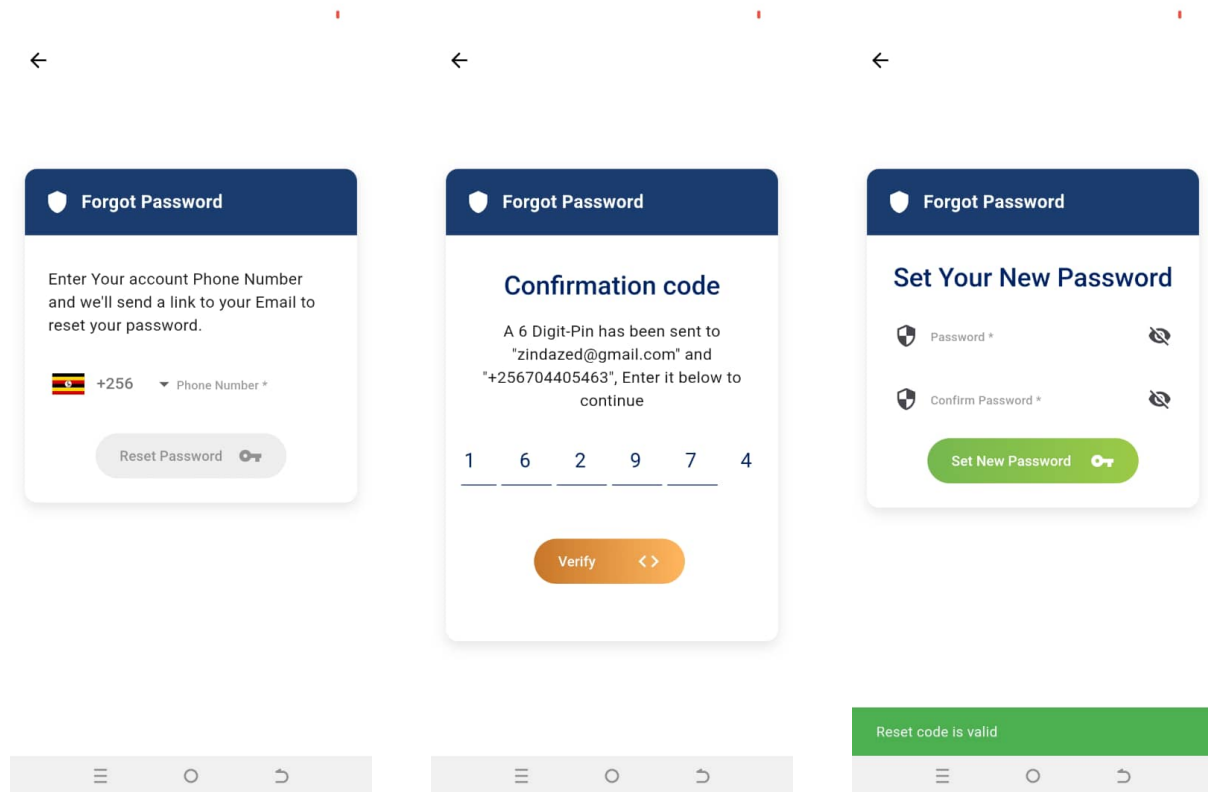


Figure 3: Forgot Password Process Screens: (Left) Phone Number Input, (Center) Verification Code, (Right) New Password

- **Phone Number Input (First Screen):** Users are prompted to enter the phone number associated with their registered account. After providing the phone number, they tap the “Reset Password” button. If the phone number is valid, a verification code is sent via SMS to the phone number and via email to the registered email address.
- **Verification Code (Second Screen):** Users enter the verification code received via SMS or email. After entering the code, they tap the “Verify” button. If the code matches the one recently sent, users are directed to the third screen.
- **New Password (Third Screen):** Users must enter a new password in the “Password” field and confirm it in the “Confirm Password” field. After ensuring both entries match, they tap the “Set New Password” button. Upon successful submission, users are redirected to the login page to sign in with their new password.

4 Projects Page

The Projects Page is the central hub for logged-in monitors to view and manage their assigned projects within the PPDA CMS application. It offers an intuitive interface to track and interact with projects efficiently.

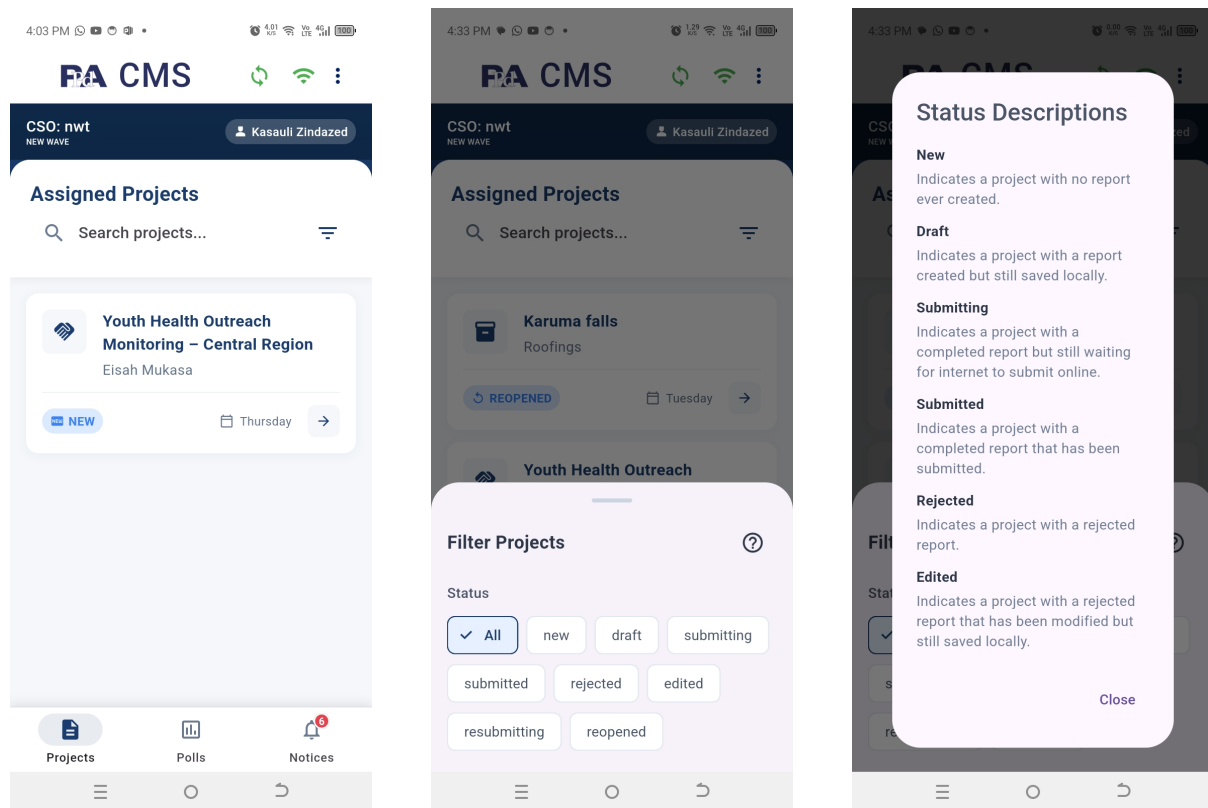


Figure 4: Projects Page Screens: (Left) Projects Page, (Center) Projects Page Filter, (Right) Projects Page Status Description

- **Project Access:** Tapping a project tile opens its detailed view, enabling monitors to create, edit, and submit reports based on the project's status.
- **Search Functionality:** A search bar allows users to quickly locate specific projects by entering relevant keywords.
- **Status Filtering:** Users can open the filter, as shown in the second screen, to view all available project statuses. Tapping the “?” icon next to the filter reveals a detailed list of statuses and their meanings, as shown in the third screen.

5 Project Details Page

The Project Details Page serves as the comprehensive interface for logged-in monitors to view and interact with detailed information about a specific project within the PPDA CMS application. It is designed to present project data in an organized and accessible manner.

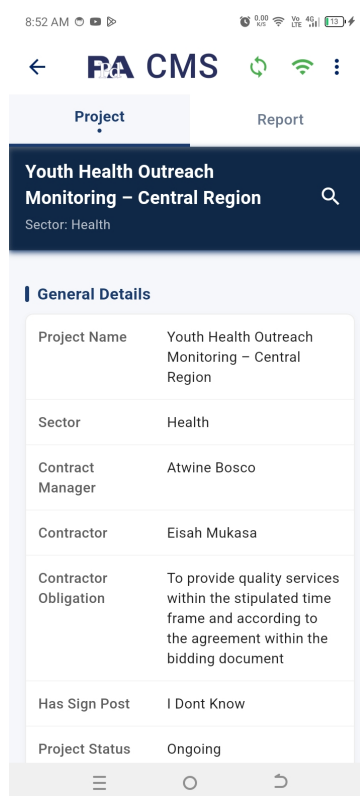


Figure 5: Project Details Page

- **Navigation Tabs:** At the top, navigation tabs allow users to switch between sections. By default, the “Project” tab is selected, displaying the main project details. Additional tabs include the “Report” tab and, for projects with a “Reopened” status, an “Add-on Reports” tab.
- **Categorized Details:** Project information is well-organized into categories, ensuring ease of access and clarity for users reviewing project details.
- **Search Functionality:** A search bar is provided to quickly locate specific project details, streamlining navigation through extensive project data.

6 Reports Page

The Reports Page, accessed via the Report Tab, provides a dedicated interface for logged-in monitors to manage reports for a specific project within the PPDA CMS application. It enables users to create, view, or edit reports based on the project's reporting status.

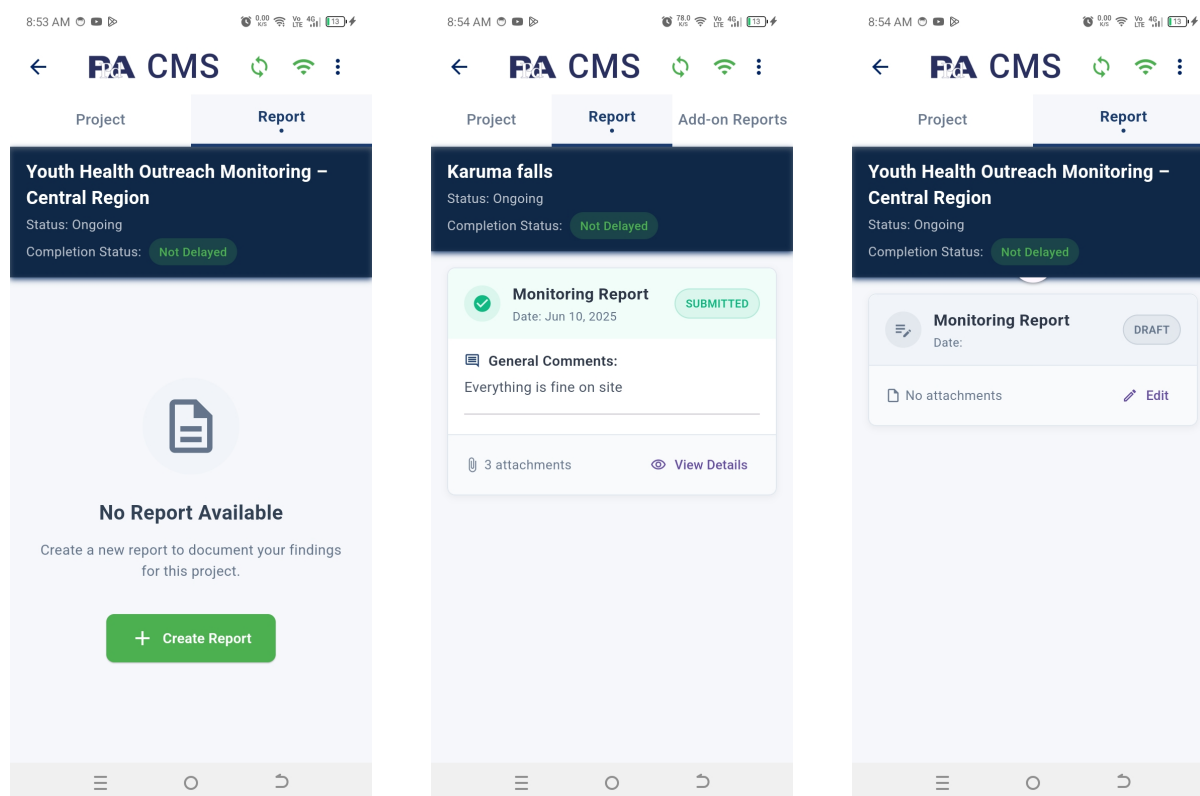


Figure 6: Reports Page

- **Report Creation:** When no report exists, the initial screen displays a “Create Report” option. Tapping this opens a report form, allowing users to fill in and submit a new report.
- **Report Viewing and Editing:** If a report has been created, the screen shows a “View Report” option (second screen) to display the filled report details. An “Edit” option (third screen) is available if the report’s status permits modifications.
- **Contextual Interface:** The page dynamically adapts to the project’s reporting status, showing either the no-report screen (first screen) or the existing report screen (second and third screens) for intuitive user interaction.

7 Report Form

The Report Form is the interactive interface presented to users when creating, editing, or viewing a report within the PPDA CMS application. It is designed to guide users through the process of entering, modifying, or reviewing report details systematically.

8:53 AM 77.3 K/s 4G LTE

← PPDA CMS ↻ 📶 ⋮

Step 1 of 4

Pick current GPS Location? ⓘ *

📍 GPS Location

On what date was the monitoring exercise conducted? *

📅 Select monitoring date

State any health or social hazard that developed as a result of the implementation (e.g. environmental pollution, prostitution, defilement, sensitization for HIV/AIDS, child labour, etc) *

⏏

← Back Next →

Figure 7: Report Form

- **Form Navigation:** The form is paginated, requiring users to complete all mandatory fields on the current page before proceeding to the next. Appropriate error messages are displayed for any missing or invalid field entries.
- **Progress Saving:** A floating “Save” button allows users to save intermediate progress, storing the report as a “Draft” for later continuation. “Next” and “Back” buttons also automatically save progress.
- **Review and Submission:** At the end of the form, a summary of all entered details is displayed. If the report is not yet submitted, a “Submit” button is provided to finalize and submit the report.
- **View and Edit Modes:** In view mode, users can review previously filled details. In edit mode, users can modify existing entries, subject to the report’s status permissions.

8 Add-on Reports Page

The Add-on Reports Page, accessed via the Add-on Reports Tab, provides an interface for logged-in monitors to manage additional reports for projects within the PPDA CMS application. It facilitates the creation, viewing, and editing of add-on reports as needed. It should be noted that the Add-on Reports Tab is only visible when the project has been reopened or when the project already has some add-on reports.

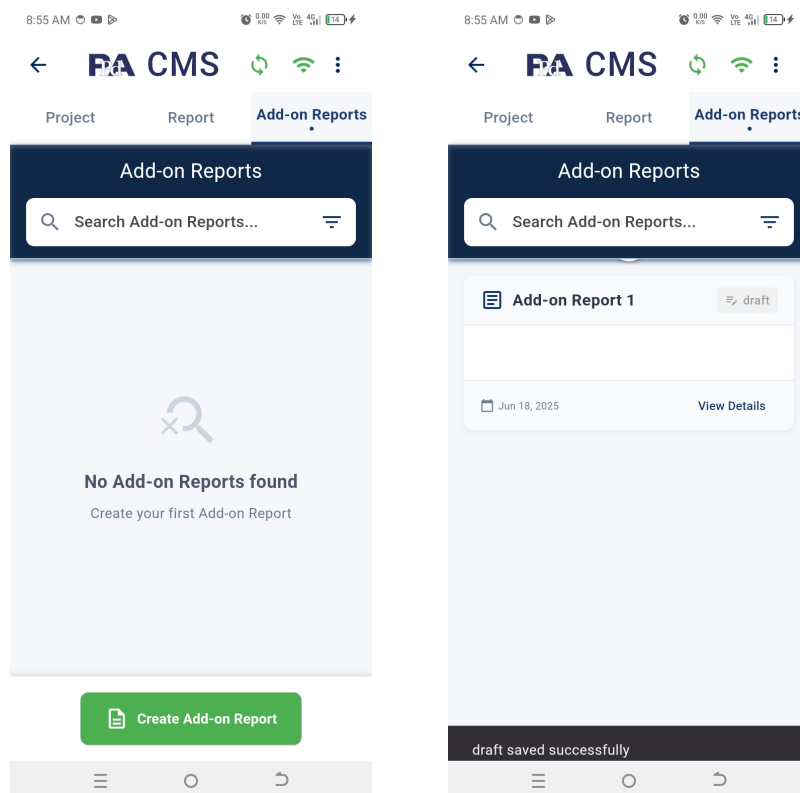


Figure 8: Add-on Reports Page

- **Add-on Report Creation:** When a project is reopened, the initial screen offers a “Create Add-on Report” option, allowing users to generate a new report.
- **View Details:** For existing add-on reports, users can tap “View Details” to review the report’s content. In case the status allows for editing, for example, draft or rejected, the user can modify the report and submit it.
- **Contextual Interface:** The page adapts to the add-on report status, displaying either the no-report screen (first view) when no add-on report exists or the second screen when there are add-on reports existing.

9 Add-on Report Form

The Add-on Report Form is the interactive interface presented to users when creating, editing, or viewing an add-on report within the PPDA CMS application. It is designed to facilitate efficient data entry, validation, and review.

The figure displays two mobile application screens for the PPDA CMS. Both screens show the 'Add-on Report Form' at 'Step 1 of 2'. The top bar includes a back arrow, the 'PPA CMS' logo, and a 'Reopened' status indicator. The first screen shows a form with two main sections: 'When was the site inspection done?' with a date picker, and 'What issues have arisen during or after the implementation of the project?' with a large text area. The second screen shows the same form but with a modal dialog box overlaid, titled 'Reopened', containing the text 'Reason: Hello monitor please we need and add on report for this' and an 'Okay' button. At the bottom of both screens are 'Back' and 'Next' navigation buttons, and a floating 'Save' button.

Figure 9: Add-on Report Form

- **Form Navigation:** Users can freely navigate the form using “Next” and “Back” buttons to move between sections, ensuring flexibility in filling or reviewing details.
- **Progress Saving:** A floating “Save” button allows users to save intermediate progress, storing the report as a “Draft” for later continuation.
- **Form Validation:** Upon tapping the “Submit” button, the form validates all required fields. If any fields are incomplete, an error message is displayed, prompting the user to fill in the missing information.
- **Status Information:** For projects with a “Reopened” or “Rejected” status, a status indicator in the top right corner of the form can be tapped to display the reason for reopening or rejection, as shown in the second screen.
- **View and Edit Modes:** In view mode, users can review previously filled details. In edit mode, users can modify existing entries, subject to the report’s status permissions.

10 Polls Page

The Polls Page, accessed via the bottom navigation icon, serves as the central hub for users to view and interact with polls within the PPDA CMS application. It is designed to facilitate easy access to polls and track their completion status.

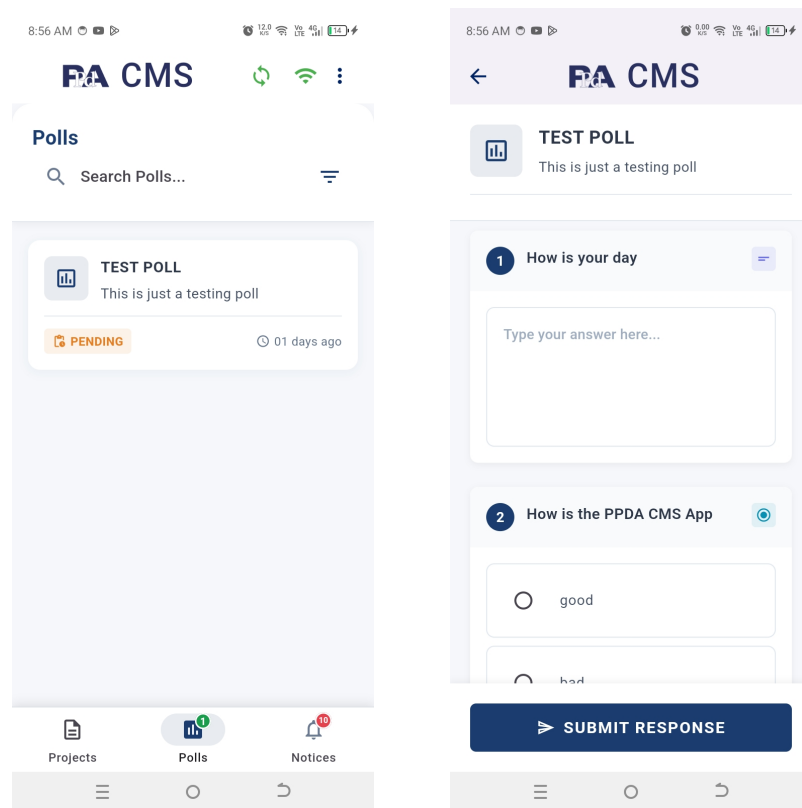


Figure 10: Polls Page

- **Polls Overview:** The page displays all available polls along with their statuses, marked as either “Pending” or “Completed”. The bottom navigation icon indicates the number of pending polls.
- **Search Functionality:** A search bar is provided to help users quickly locate a specific poll by entering relevant keywords.
- **Status Filtering:** A filter tool allows users to sort polls by status, displaying either pending or completed polls for streamlined navigation.
- **Poll Interaction:** Tapping a poll opens its poll form (as shown in the second screen), enabling users to complete and submit responses. Completed polls display the user’s submitted answers in a non-editable form for review.

11 Notifications Page

The Notifications Page, accessed via the bottom navigation icon, serves as the central hub for users to view and manage notifications within the PPDA CMS application. It is designed to provide quick access to updates and alerts with clear status indicators.

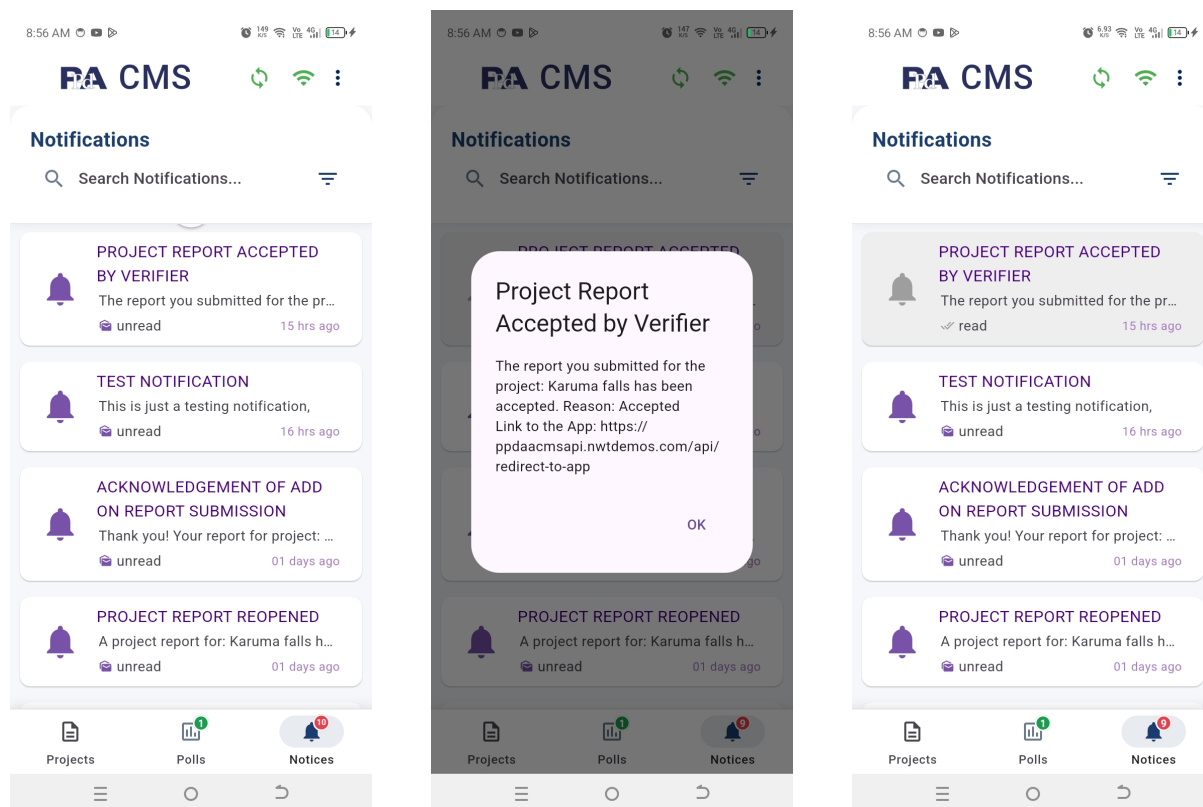


Figure 11: Notifications Page

- **Notifications Overview:** The page displays all notifications with their statuses, marked as either “Unread” or “Read”. The bottom navigation icon shows the count of unread notifications. Read notifications are greyed out, as seen in the third screen where the first notification is read.
- **Search Functionality:** A search bar enables users to quickly locate specific notifications by entering relevant keywords.
- **Status Filtering:** A filter tool allows users to sort notifications by status, displaying either read or unread notifications for efficient navigation.
- **Notification Details:** Tapping a notification opens its full content in a dialog, as shown in the second screen, allowing users to read all details.

12 Settings Page

The Settings Page serves as the centralized interface for logged-in users to manage their account and access key resources within the PPDA CMS application. It is designed to provide essential user information and navigation options in a clear and accessible layout.

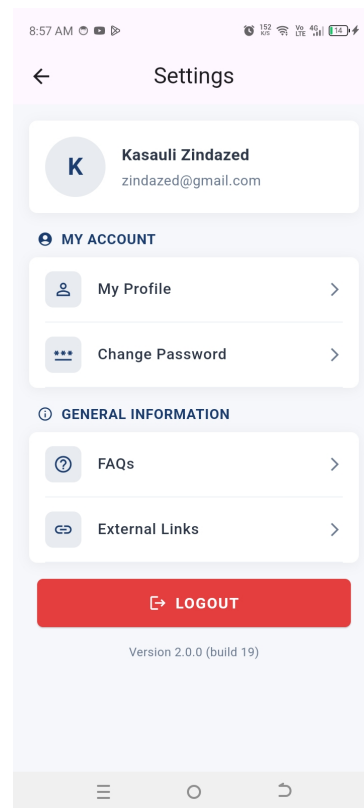


Figure 12: Settings Page

- **User Information:** Displays the name and email of the logged-in user for quick reference.
- **Navigation Routes:** Provides access to key functionalities, including:
 - “My Profile” to view the user’s full profile details.
 - “Change Password” to update the user’s password securely.
 - “FAQs” to access frequently asked questions.
 - “External Links” to connect to PPDA’s official website and social media platforms.
 - “User Manual” to access a comprehensive guide for navigating the application.
- **Logout Button:** A prominently displayed “Logout” button allows users to securely sign out of the application.
- **App Version:** Shows the version and build number of the app at the bottom, enabling users to identify their current app version.

13 My Profile Page

The My Profile Page serves as the centralized interface for logged-in users to view their personal information within the PPDA CMS application. It is designed to present key profile details in a clear and concise manner.

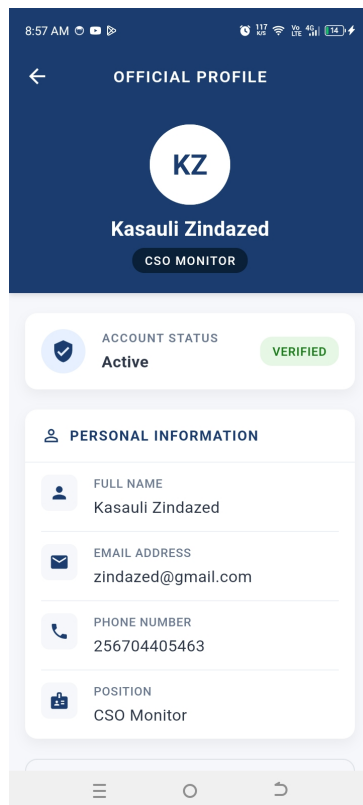


Figure 13: My Profile Page

- **Profile Information:** Displays the user's full name, email address, phone number, and position for quick reference.
- **Profile Updates:** If changes to profile information are needed, users are directed to contact their administrators to request and process updates to their profile details.

14 Change Password Page

The Change Password Page provides a secure interface for logged-in users to update their password within the PPDA CMS application. It is designed to ensure a straightforward and reliable password change process.

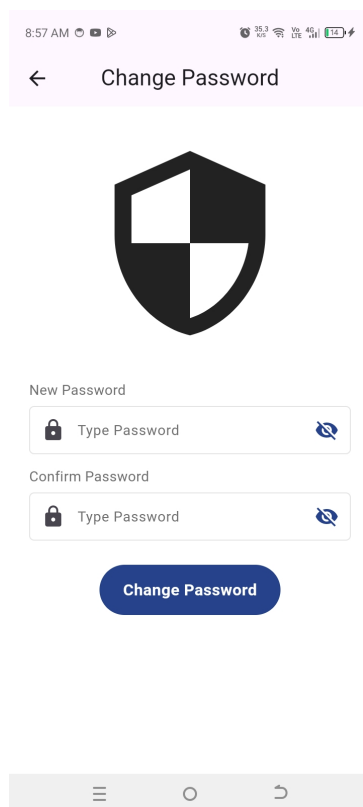
The screenshot shows a mobile application interface for changing a password. At the top, there is a status bar with the time 8:57 AM, battery level at 35%, and signal strength indicators. Below the status bar is a header bar with a back arrow and the text "Change Password". The main content area features a large shield icon with a diagonal split. Below the icon, there are two input fields: "New Password" and "Confirm Password". Each field has a lock icon on the left and a toggle icon on the right. Below the input fields is a blue button labeled "Change Password". At the bottom of the screen, there is a navigation bar with three icons: a hamburger menu, a circle, and a right arrow.

Figure 14: Change Password Page

- **Password Input Fields:** The page includes two fields: a “New Password” field and a “Confirm Password” field, where users must enter matching passwords to proceed.
- **Password Update:** Upon entering a new matching password in both fields and tapping the “Change Password” button, the user’s password is updated to the new one entered.

15 FAQs Page

The FAQs Page serves as a resource hub for users to access frequently asked questions within the PPDA CMS application. It is designed to provide quick and clear answers in an organized and user-friendly format.

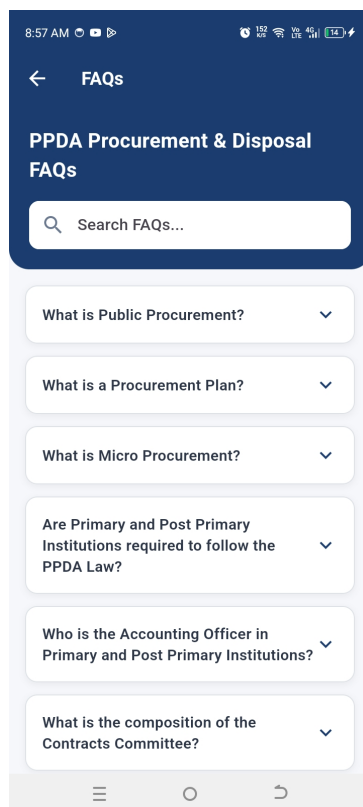


Figure 15: FAQs Page

- **Collapsible Questions:** Frequently asked questions are displayed in a collapsible fold format. Tapping on a question expands the fold to reveal its corresponding answer.
- **Search Functionality:** A search bar is provided to allow users to quickly locate specific questions by entering relevant keywords.

16 External Links Page

The External Links Page serves as a centralized hub for users to access PPDA's external online presence within the PPDA CMS application. It is designed to provide quick and direct access to official and social media platforms.

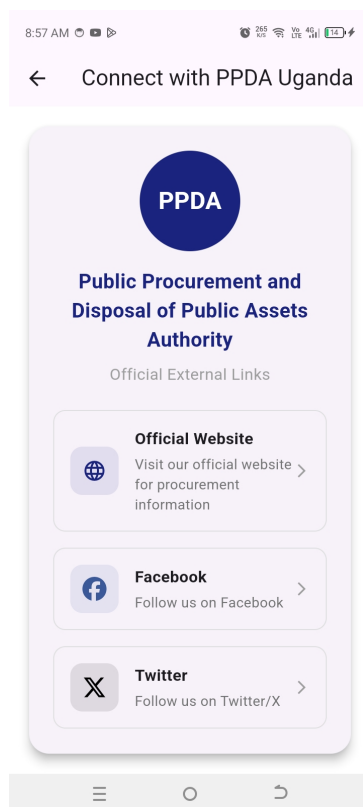


Figure 16: External Links Page

- **External Platforms:** Displays links to PPDA's official website and social media accounts, including Facebook, X, LinkedIn, email, and Wikipedia, enabling users to connect with PPDA's broader online presence.

17 Offline and Online Mode

The Offline and Online Mode functionality within the PPDA CMS application enables users to work seamlessly with or without an internet connection, ensuring flexibility in report management while maintaining synchronization when connectivity is restored.

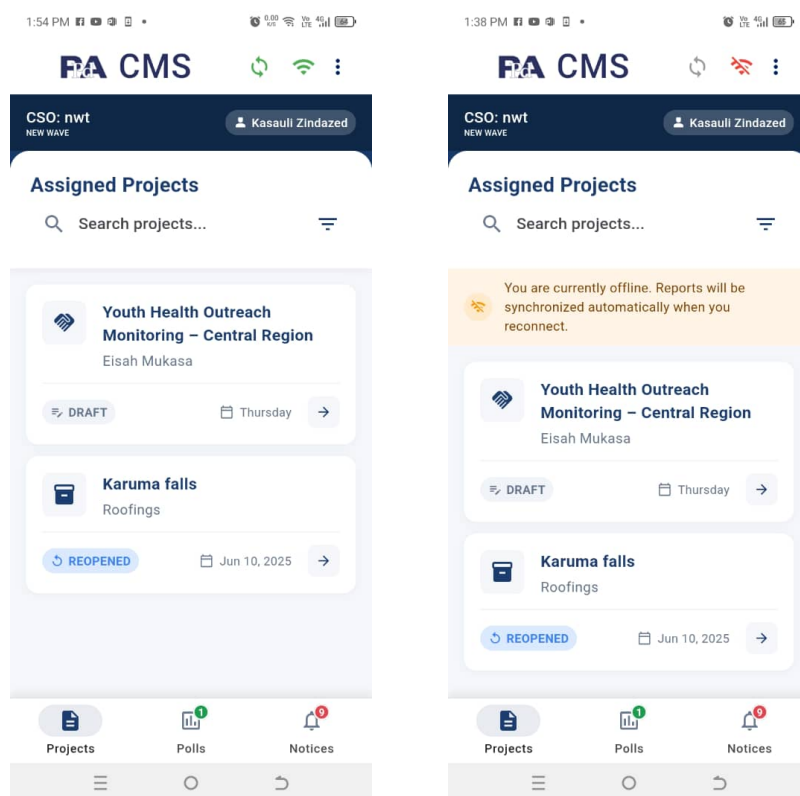


Figure 17: Offline and Online Mode Indicators

- **Login Requirement:** An active internet connection is required to log into the application, ensuring secure authentication.
- **Offline Functionality:** While offline and already logged in, users can create, edit, and submit reports. These reports are stored locally with a “Submitting” status, awaiting internet connectivity for synchronization.
- **Automatic Submission:** When internet access is restored, reports in the “Submitting” status are automatically submitted to the server.
- **Internet Status Indicator:** A Wi-Fi icon in the top app bar displays connectivity status: green when online (as shown in the first image) or red with a crossed-out line when offline (as shown in the second image), accompanied by a yellow notice message.
- **Manual Sync Option:** A sync icon next to the Wi-Fi icon allows users to manually initiate submission of reports in the “Submitting” state if they have not yet been synchronized.

18 User Manual Page

The User Manual Page serves as a comprehensive guide for users navigating the PPDA CMS application. It is designed to provide clear instructions and descriptions to enhance user understanding and interaction with the application.



Figure 18: User Manual Page

- **Screen Descriptions:** The page provides detailed descriptions of each screen within the PPDA CMS application, outlining their purpose and functionality.
- **Navigation Guidance:** Includes instructions on how users can route to each screen, ensuring seamless navigation throughout the application.

THE END