Short Operational Guidance on

Participants Tracking System (PTS)

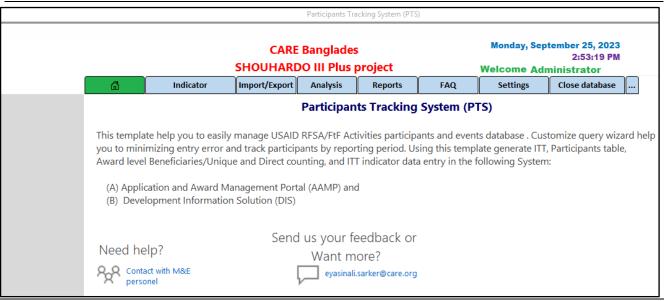
Date: 25th September 2023

Participants Tracking System (PTS) operational Guideline

Step I: Login

Participants Tracking System	Login Screen
User Name	
Password	
1	Login Cancel
	<u>Create account</u>

Step II: Dashboard



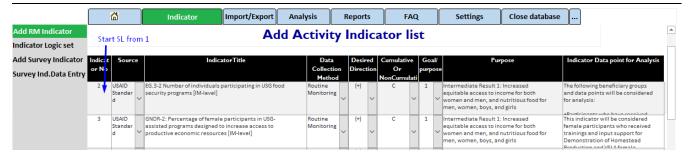
Step III: Settings: Customize your Activity and Organization Name

	<u>a</u>	Indicator	Import/Export	Analysis	Reports	FAQ	Settings	Close database
Password Change		Customize y	our Prog	ram / Pr	oiect / A	ctivity De	etails	
Activity Name		•			•	•		
Goal/ Purpose								
Account Holder		Organizati	on Name		CARE Bang	anglades		
		Program N	lame	SHO	UHARDO III	Plus project		

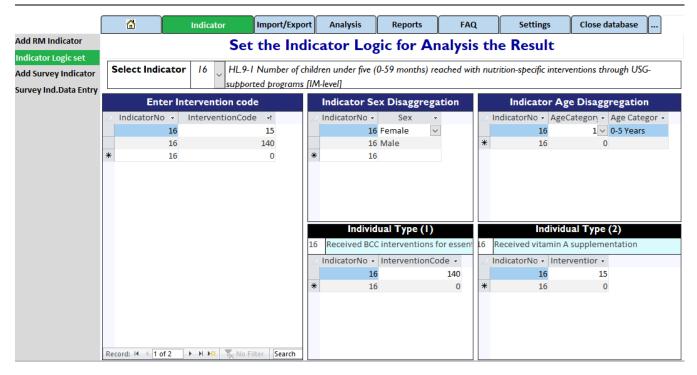
Step IV: Settings: Customize your Activity Goal and Purpose/ Objective/ Result



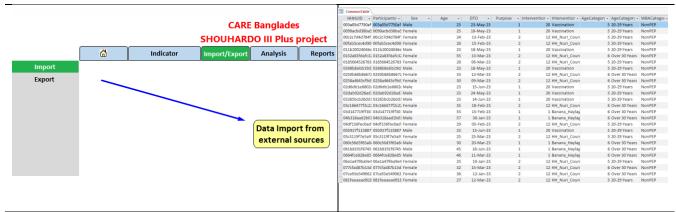
Step V: Indicator: Enter your Routine Monitoring Indicators



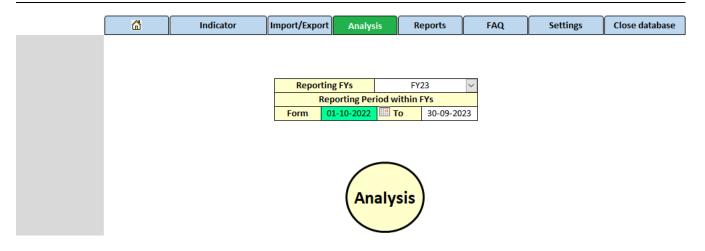
Step VI: Indicator: Indicator Logic Set



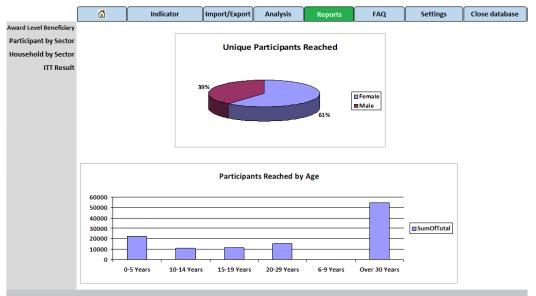
Step VII: Import/Export: Data Import from Common Table



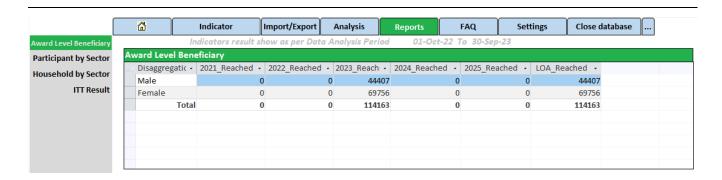
Step VIII: Analysis: Select Reporting FYs and analysis your result for ITT and DIS



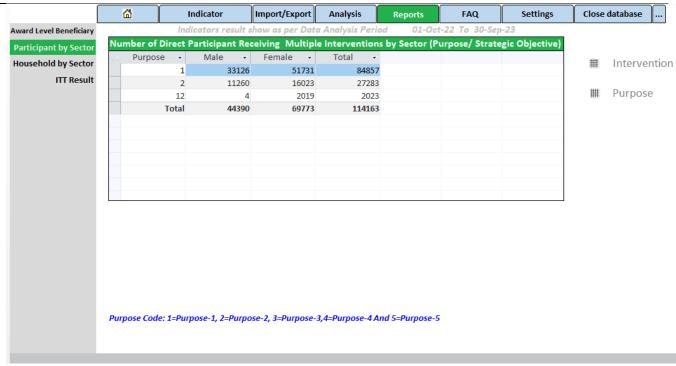
Step IX: Report: Chose report options to see the result



Step X: Report: Award Level Beneficiary



Step XI: Report: Participants by sector



Step XII: Report: Household by sector



Step XIII: Report: Indicator Tracking Table (ITT) Result

				icato	performance value/ result for IPTT		
		DataCollect		C or	Indicator	Annual/ Quarter Actual Value	
tor No	1	ionMethod					
	nediate Re and girls	sult 1: Increas	ed equitab	le acce	ss to income for both women and men, and nutritious foo	d for men, women,	
2	USAID Standard	Routine Monitoring	(+)	С	EG.3-2 Number of individuals participating in USG food s level]	ecurity programs [IM-	
	•	•	'		Overall	8066	
					Sex: Male	3070	
					Sex: Female	4995	
					Age: 15-19 Years	1154	
					Age: 20-29 Years	1463	
					Age: Over 30 Years	5448	
					Household members	7329	
					People in USG-assisted private sector firms	225	
					People in civil society	1047	
3	USAID Standard	Routine Monitoring	(+)	С	GNDR-2: Percentage of female participants in USG-assiste to increase access to productive economic resources [IM		
	•				Overall	3649	
					Sex: Male	72	
					Sex: Female	3577	
					Age: 10-14 Years	190	
					Age: 15-19 Years	286	
					Age: 20-29 Years	514	
					Age: Over 30 Years	2657	
14	USAID Standard	Routine Monitoring	(+)	С	EG.4.2-7 Number of individuals participating in USG-assi savings, micro-finance or lending programs [IM-level]	sted group-based	
					Overall	3649	
					Sex: Male	72	

Step XIV: FAQ: Data point Consideration for Indicator Data Analysis

Inte girls	mediate Result I: Inc	creased equitable ac	ess to incom	ne for both wo	men and me	n, and nutrition	us food for men, wo			
2	2 EG.3-2 Number of individuals participating in USG food security programs [IM-level]									
The following beneficiary groups and data points will be considered for analysis:										
Participants who have received vaccination and seed selling services through LSP.										
	• Participants who have taken part in LSP training.									
Participants who have benefitted from the banana stem haylage.										
		ergone orientation on mo		il technologies.						
	The state of the s	ding adolescents aged 10								
		ave received maternal nu		ng.						
	•	have received IYCF couns	•							
	 Individual households t 	hat have received counse	ling on nutrition	sensitive fond by	roduction					

Step XV: Close Database

END