
Akvo MIS

Akvo

Jun 11, 2026

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Real Time Monitoring Information Systems

Getting Started

Real Time Monitoring Information Systems

PREREQUISITE

- Docker > v19
- Docker Compose > v2.1
- Docker Sync 0.7.1

ENVIRONMENT SETUP

Expected that PORT 5432 and 3000 are not being used by other services.

2.1 Start

For initial run, you need to create a new docker volume.

```
./dc.sh up -d
```

```
docker volume create akvo-mis-docker-sync
```

The app should be running at: `localhost:3000`. Any endpoints with prefix - `^/api/*` is redirected to `localhost:8000/api`
- `^/static-files/*` is for worker service in `localhost:8000`

Network Config: - `setupProxy.js` - `mainnetwork` container setup

2.2 Log

```
./dc.sh log --follow <container_name>
```

Available containers: - `backend` - `frontend` - `mainnetwork` - `db` - `pgadmin`

2.3 Stop

```
./dc.sh stop
```

2.4 Teardown

```
docker-compose down -v  
docker volume rm akvo-mis-docker-sync
```

Get Started

USER TYPES & BASIC PRINCIPAL

The Akvo MIS platform is designed to accommodate various user types, each with specific roles and permissions. The primary user types include: - **Super Admin**: This user has full control over the system, including user management, role assignments, and system settings. - **Admin**: Admins are created by the Super Admin and have the ability based on roles assigned to them.

CREATE AN SUPER ADMIN ACCOUNT VIA CLI

To create a Super Admin account, you need to run the following command in the terminal:

```
python manage.py createsuperuser
```

Then fill in the required fields such as email, first name, last name, and password. After creating the Super Admin account, you can assign forms to the user using the following command:

```
python manage.py assign_forms <email>
```


ROLES AND PERMISSIONS PRINCIPAL

Roles in Akvo MIS define the permissions and access per administration level. Each role can be assigned to users, allowing them to perform specific actions within the system. The roles are designed to ensure that users have the necessary permissions to carry out their tasks while maintaining security and data integrity.

5.1 Form access

Each role can have different permissions for form access, which include:

- **Read:** Users can view the data in the forms assigned to them.
- **Submit:** Users can submit data through the forms.
- **Approve:** Users can approve submitted data, allowing it to be finalized and processed.
- **Edit:** Users can edit existing data in the forms.
- **Delete:** Users can delete data from the forms.

5.2 User access

User access in Akvo MIS is managed through roles and permissions. Each user can be assigned one or more roles, which determine their access level and the actions they can perform within the system. The user management interface allows administrators to add, modify, and delete users, as well as assign roles and permissions.

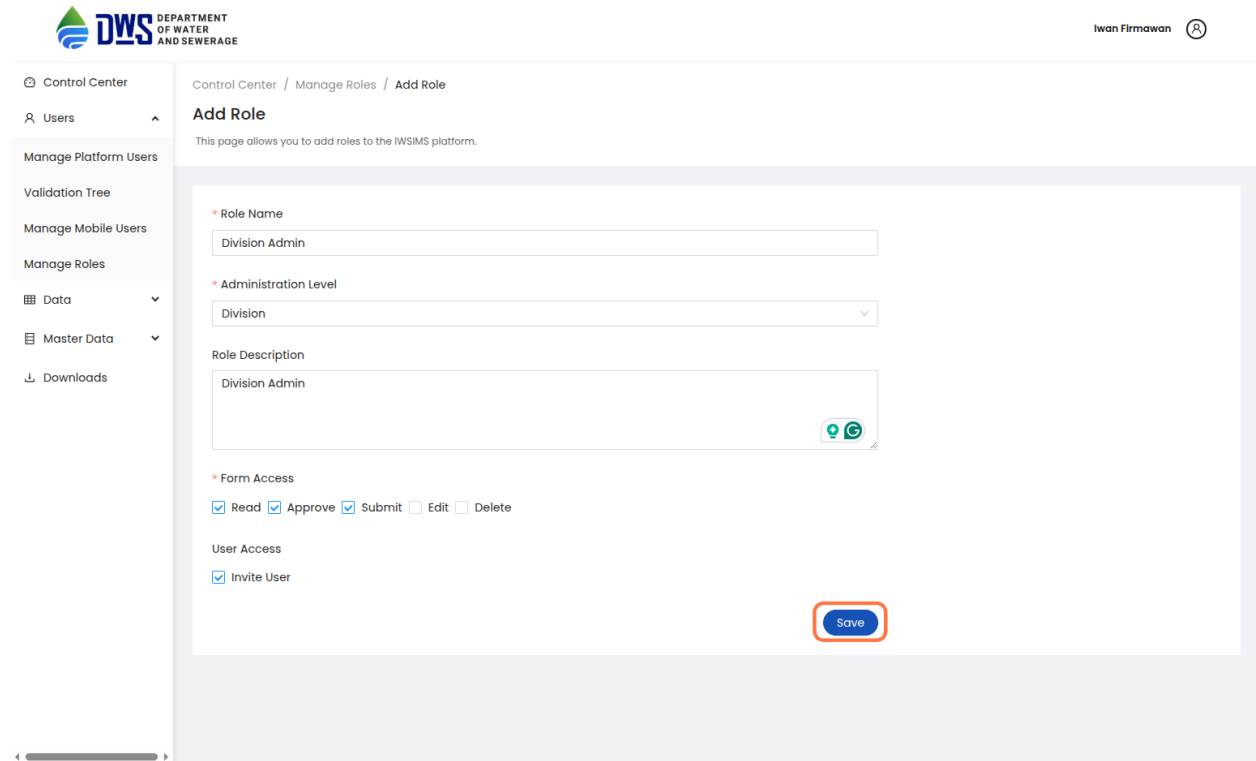
- **Invite Users:** Administrators can invite new users to join the system by sending them an invitation email. The invited user will need to set up their account by creating a password.

MANAGE ROLES (ADD, DELETE AND MODIFY ROLES)

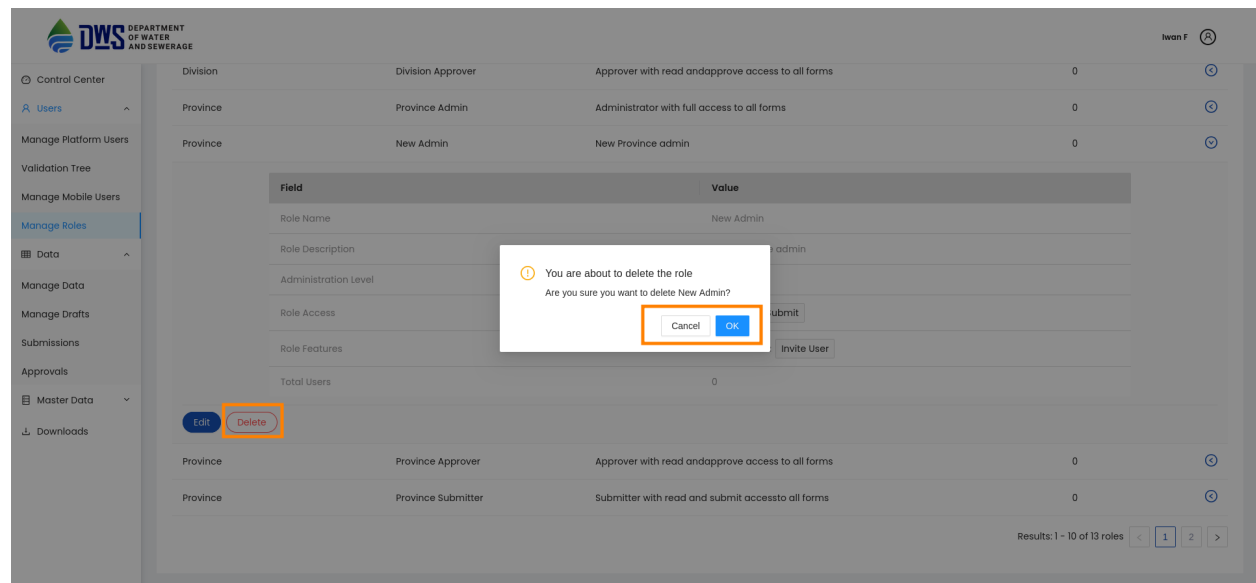
1. From the Sidebar of the control center, click the **Manage Roles** to add a new role, modify an existing role or delete an existing role.

The screenshot displays the 'Manage Roles' page within the DWS Department of Water and Sewerage Control Center. The interface includes a sidebar on the left with navigation options: Control Center, Users, Manage Platform Users, Validation Tree, Manage Mobile Users, and Manage Roles (highlighted). The main content area features a search bar, an 'Add Role' button, and a table with columns for Administration Level, Role Name, Role Description, and Total Users. The table is currently empty, displaying a 'No data' message.

1. To add a new role, click the **Add Role** button. Next, on the new page fill all the mandatory fields and then click the **Add Role** button to notify your new role.



1. To delete an existing role, expand the toggle button next to the role and click the **Delete** button. Next, confirm you are deleting the role by clicking the DELETE button in the pop-up window.



4. To modify an existing role, expand the toggle button next to the role and click the **Edit** button. Edit the role details in the new page and then click the **Update Role** button.

DWS DEPARTMENT OF WATER AND SEWERAGE Iwan F

- Control Center
- Users
- Manage Platform Users
- Validation Tree
- Manage Mobile Users
- Manage Roles
- Data
- Master Data
- Downloads

Field	Value
Role Name	Division Admin
Role Description	Administrator with full access to all forms
Administration Level	Division
Role Access	<input type="button" value="Read"/> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Role Features	User Access: <input type="button" value="Invite User"/>
Total Users	4

National	National Submitter	Submitter with read and submit accessto all forms	0	<input type="button" value="Down Arrow"/>
National	National Approver	Approver with read andapprove access to all forms	1	<input type="button" value="Down Arrow"/>
National	National Admin	Administrator with full access to all forms	0	<input type="button" value="Down Arrow"/>
Division	Division Approver	Approver with read andapprove access to all forms	0	<input type="button" value="Down Arrow"/>
Division	Division Admin	Administrator with full access to all forms	4	<input type="button" value="Down Arrow"/>
Division	Division Submitter	Submitter with read and submit accessto all forms	0	<input type="button" value="Down Arrow"/>
Province	Province Admin	Administrator with full access to all forms	0	<input type="button" value="Down Arrow"/>

DWS DEPARTMENT OF WATER AND SEWERAGE Iwan F

Control Center / Manage Roles / Edit Role

Edit Role

This page allows you to edit roles to the IWSIMS platform.

Role Name:

Administration Level:

Role Description:

Form Access: Read Approve Submit Edit Delete

User Access: Invite User

MANAGE USERS (ADD, DELETE AND MODIFY USERS)

1. From the Sidebar of the control center, click the **Manage Platform Users** to add a new user, modify an existing user or delete an existing user.

The screenshot displays the 'Manage Users' page. The sidebar on the left has 'Manage Platform Users' highlighted. The main content area shows a search bar and filters for Organization, Trained Status, and Role. Below the filters is a table of users with columns for Name, Organization, Email, Phone, Forms, and Last Login. The table lists five users: Ana Ramacake, Bhawna Chand, Mohammed Khan, Iwan Firmawan, and Deden Bangkit. At the bottom right, there is a pagination control showing 'Results: 1 - 5 of 5 users'.

Name	Organization	Email	Phone	Forms	Last Login
Ana Ramacake	Department of Water and Sewerage (DWS)	amsramacake10115120917@gmail.com	6574768456	5	August 14th 2025
Bhawna Chand	Department of Water and Sewerage (DWS)	bhawna.chand@mpwmst.gov.fj	9496350	5	August 14th 2025
Mohammed Khan	Department of Water and Sewerage (DWS)	mohammed.khan@mpwmst.gov.fj	1234567	5	August 6th 2025
Iwan Firmawan	Akvo (Akvo)	iwan@akvo.org	1111111	5	August 15th 2025
Deden Bangkit	Akvo (Akvo)	deden@akvo.org	621111	5	August 15th 2025

2. To add a new user, click the **Add New User** button. Next, on the new page fill all the mandatory fields and assign the user an organisation, designation, role with related administrative region and questionnaires. Finally, click the **Add User** button to notify your new user.

Control Center / Manage Users

Manage Users

This is where you manage users based on their roles, regions and questionnaire access. You can:

- Add new user
- Modify existing user
- Delete existing user

Search... [Organization] [Trained Status] [Role] [Add new user]

[Select Division] [Show Pending Users]

Name	Organization	Email	Phone	Forms	Last Login
Iwan Approver	ITaukei Land Trust Board (TLTB)	hellofirmawan@gmail.com	788-668-6217x01	6	August 15th 2025
Anthony Brown Test User	Department of Information (DOI)	brianjackson@test.com	373.990.6433	6	August 14th 2025
Natalie Griffin Test User	ITaukei Land Trust Board (TLTB)	approver.magdro7@test.com	(014)851-7310	6	-
Autumn Melton Test User	ITaukei Land Trust Board (TLTB)	approver.ba4@test.com	932-859-3461x54	6	-
Marissa Myers Test User	ITaukei Land Trust Board (TLTB)	michaelsanders@test.com	925-989-7928	6	-
Jeanette Stone Test User	Department of Water and Sewerage (DWS)	approver.vaturova4@test.com	001-492-779-483	6	-

Control Center / Manage Users / Add User

Add User

This page allows you to add users to the IWSIMS platform. You will only be able to add users for regions under your jurisdiction. Once you have added the user, the user will be notified by email to set their password and access the platform

* First name: John

* Last name: Doe

* Email Address: john.doe@test.com

* Phone Number: 672637132138

* Organization: Water Authority of Fiji (WAF)

Is Superadmin?: Yes No

Role(s):

Questionnaires:

Inform User for Changes

Control Center

Users

Manage Platform Users

Validation Tree

Manage Mobile Users

Manage Roles

Data

Master Data

Downloads

Iwan F

* First name: John

* Last name: Doe

* Email Address: john.doe@test.com

* Phone Number: 672637132138

* Organization: Water Authority of Fiji (WAF)

Is Superadmin?: Yes No

Role(s):

Questionnaires:

- EPS Registration
- Rural Water Project
- Short HH
- WAF Wastewater Treatment Plant
- WAF Water Treatment Plant
- Wastewater Pump Station

Inform User for Changes

[Add User](#)

3. A newer user will determine as pending user and will not be able to login until the user sets up their account by clicking the **Set Password** button in the invitation email.

Control Center / Manage Users

Manage Users

This is where you manage users based on their roles, regions and questionnaire access. You can:

- Add new user
- Modify existing user
- Delete existing user

Search...

Organization Trained Status Role

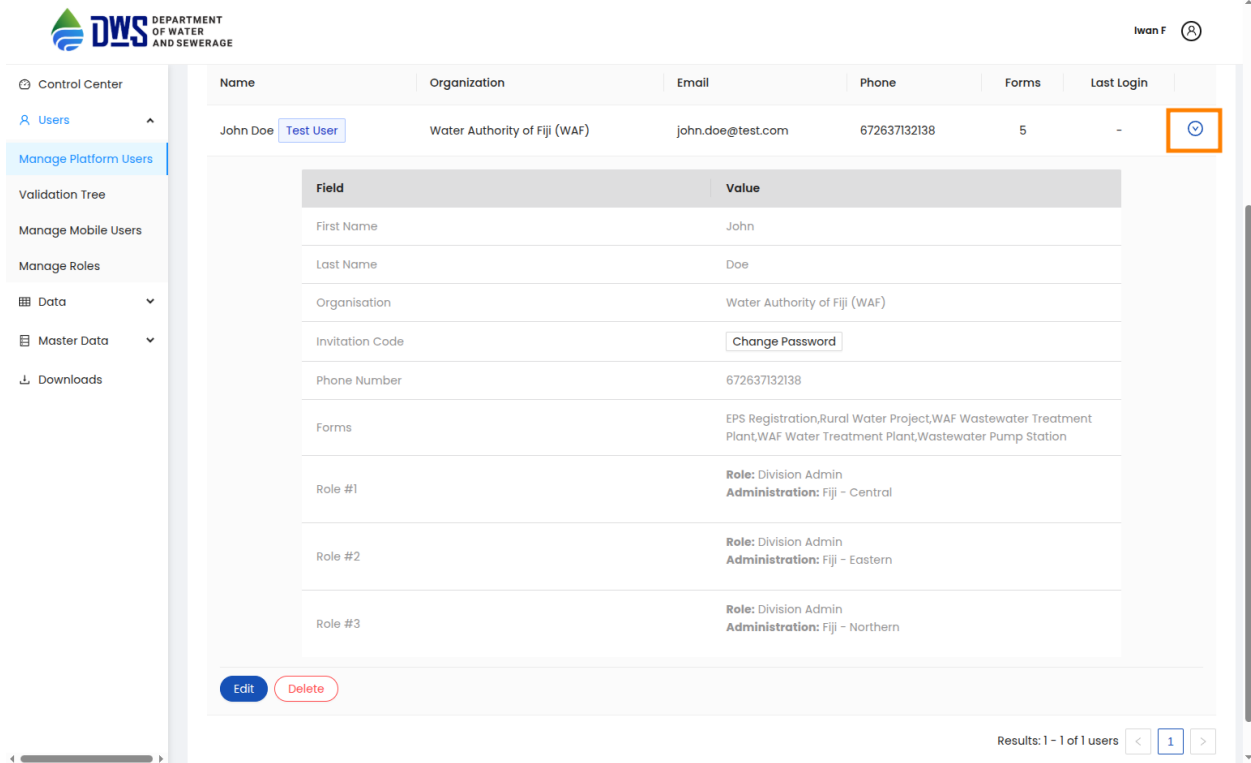
Select Division

[+ Add new user](#)

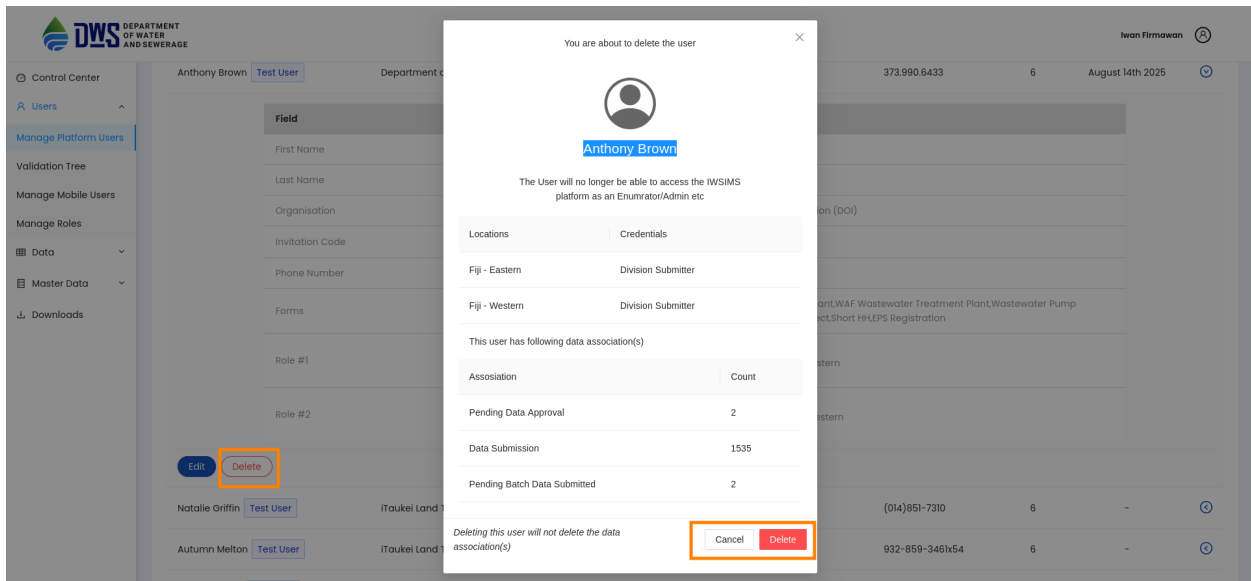
Show Pending Users

Name	Organization	Email	Phone	Forms	Last Login
John Doe Test User	Water Authority of Fiji (WAF)	john.doe@test.com	672637132138	5	-

Results: 1 - 1 of 1 users



4. To delete an existing user, expand the toggle button next to the user and click the **Delete** button. Next, confirm you are deleting the user by clicking the DELETE button in the pop-up window.



5. To modify an existing user, expand the toggle button next to the user and click the **Edit** button. Edit the user details in the new page and then click the **Update User** button.

DWS DEPARTMENT OF WATER AND SEWERAGE Iwan Firmawan

Control Center

Users

Manage Platform Users

Validation Tree

Manage Mobile Users

Manage Roles

Data

Master Data

Downloads

First Name	Organization	Email	Phone	Role	Created	Actions
Iwan Approver	ITaukei Land Trust Board (TLTB)	hellofirmawan@gmail.com	788-668-6217x01	6	August 15th 2025	
Anthony Brown	Department of Information (DOI)	brianjackson@test.com	373.990.6433	6	August 14th 2025	

Field	Value
First Name	Anthony
Last Name	Brown
Organisation	Department of Information (DOI)
Invitation Code	Change Password
Phone Number	373.990.6433
Forms	WAF Water Treatment Plant,WAF Wastewater Treatment Plant,Wastewater Pump Station,Rural Water Project,Short HHLEPS Registration
Role #1	Role: Division Submitter Administration: Fiji - Eastern
Role #2	Role: Division Submitter Administration: Fiji - Western

[Edit](#) [Delete](#)

Natalie Griffin	ITaukei Land Trust Board (TLTB)	approver.magdro7@test.com	(014)851-7310	6	-	
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DWS DEPARTMENT OF WATER AND SEWERAGE Iwan Firmawan

Control Center

Users

Manage Platform Users

Validation Tree

Manage Mobile Users

Manage Roles

Data

Master Data

Downloads

* First name:

* Last name:

* Email Address:

* Phone Number:

* Organization:

Is Superadmin?: Yes No

Role(s):

[+ Add Role](#)

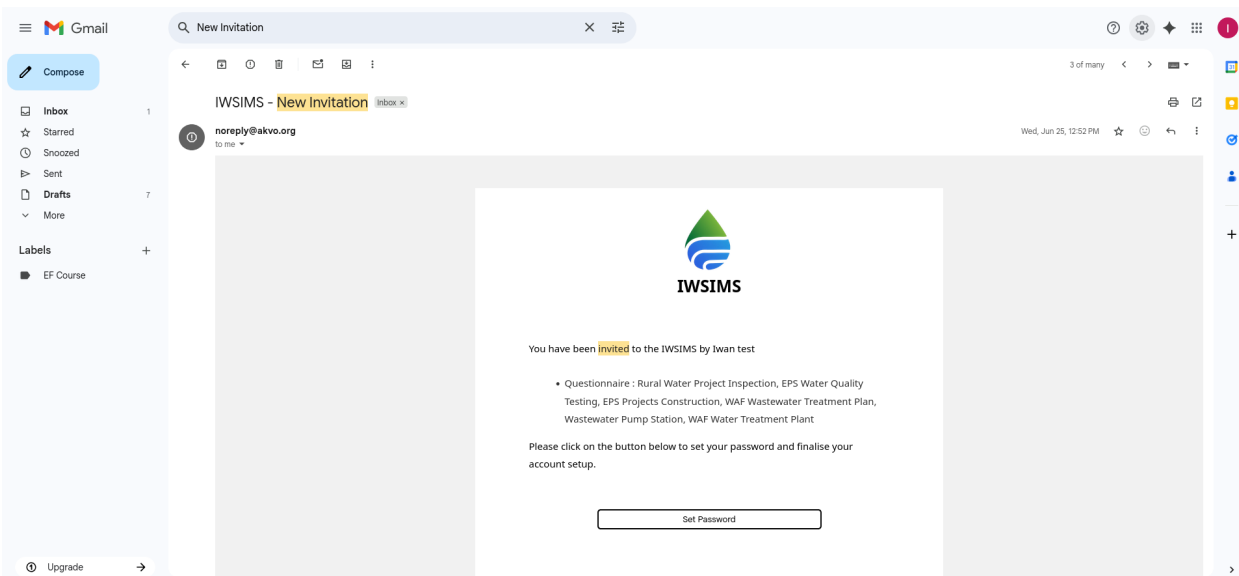
Questionnaires:

Inform User for Changes

[Update User](#)

SETTING UP ACCOUNT FOR THE FIRST TIME

Users who have been registered in the MIS platform will receive an invitation email to complete the account setup process. Click the Set Password button to activate your account.



Make sure you are on the testing url iwsims.akvo.org. Set a strong password and click Set New Password to login to your account.

Welcome to the IWSIMS platform, John Doe

Please set your password for the platform.
Your password must include:

- Lowercase Character
- Numbers
- Special Character (! , _ * # \$ % , ' + = @ [] - * 0 + / | [\])
- Uppercase Character
- No White Space
- Minimum 8 Characters

*** Password**

*** Confirm Password**

[Set New Password](#)

The user is accountable for his/her account and in case there are any changes (Transfers, retirement, any kind of leave, resignation etc) this should be communicated to the County Administrator or National Super Admin who might be able to assign the roles to the new officer.

Input Channels

WEBFORMS

1. From the submissions section of the control centre, select the questionnaire you would like to enter data against and click the ADD NEW button to open the webform.

The screenshot displays the 'Manage Data' interface. At the top left is the DWS logo and 'DEPARTMENT OF WATER AND SEWERAGE'. The user 'Iwan Firmawan' is logged in. The sidebar on the left lists navigation options. The main area shows the 'Manage Data' section with a dropdown menu set to 'Rural Water Project' and an 'Add New' button. Below is a table of data points.

<input type="checkbox"/>	Last Updated	Name	User	Region
<input type="checkbox"/>	2025-08-16 10:34 PM	Central - Rewa - Suva - Test #1 - SV 1	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2024-04-24 12:00 AM	Gordon-Lane - Naitasiri - Landry-Hernandez	Alexandra Davis	Central - Naitasiri
<input type="checkbox"/>	2024-04-18 12:00 AM	Frazier, Harris and Stewart - Waimaro - Armstrong, Jackson and Ramos	Alexandra Davis	Central - Naitasiri - Waimaro
<input type="checkbox"/>	2024-04-12 12:00 AM	Jenkins Ltd - Verata - Guzman PLC	Alexandra Davis	Central - Tailevu - Verata
<input type="checkbox"/>	2024-04-06 12:00 AM	Davis, McMahon and Bauer - Moce - Powell-Whitehead	Angela Savage	Eastern - Lau - Moce

2. Fill all the mandatory fields (check the left pane of the webform to ensure all the sections are checked and keep an eye on the progress bar at the bottom) and then click the SUBMIT button to upload your data.

Control Center / Manage Data / Rural Water Project

Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Rural Water Project
Central - Rewa - Suva

FORM OVERVIEW

- ✔ Location of Village

Location of Village

* 1. Project name

* 2. Which Division-Province-Tikina

* 3. Village Name

* 4. GPS Location

3. Once you submit your form, you will be redirected to a page with the option to either add a new submission or to proceed to batch your data to send it for approval.

Control Center / Manage Data / Rural Water Project

Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Thank you for the submission

Do note that the data submitted by SUPER ADMIN role will not go through the approval flow and recorded as approved data

Mobile App

AUTHENTICATION

Authentication is the first step to accessing the mobile application. This app uses an authentication method with a passcode passcode obtained from the *mobile assignment*.

1. Press the Get started button to begin using the application.



Get Started
collecting data the
smart way

Gather Information Anywhere, Anytime



2. Enter the passcode correctly. If you are unsure, click **the eye icon to view the passcode**. Then click the **Login**

button once you are confident.



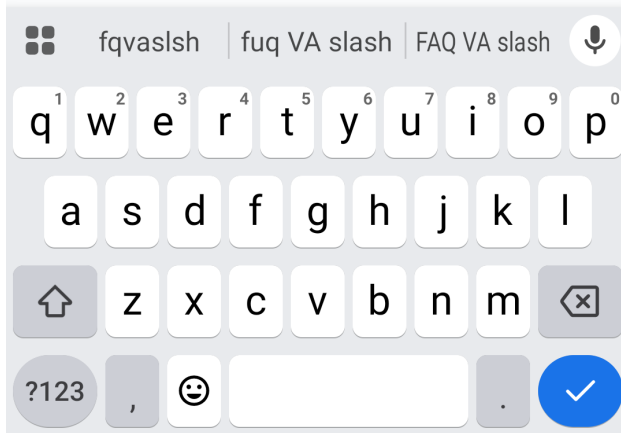
**Please enter the passcode
provided to you
by the administrator**

fqvaslsh





The passcode is case sensitive


LOG IN




3. If successful, you will be redirected to the application's main menu.

 **Form Lists** 

User: john.mobile

 Search form

<p>WAF Water Treatment Plant</p> <p>Version: 1 Submitted: 0 Saved: 0 Synced: 0</p>	<p>WAF Wastewater Treatment Plant</p> <p>Version: 1 Submitted: 0 Saved: 0 Synced: 0</p>
<p>Rural Water Project</p> <p>Version: 1 Submitted: 0 Saved: 0 Synced: 0</p>	<p>EPS Registration</p> <p>Version: 1 Submitted: 0 Saved: 0 Synced: 0</p>
<p>Wastewater Pump Station</p> <p>Version: 1 Submitted: 0 Saved: 0 Synced: 0</p>	



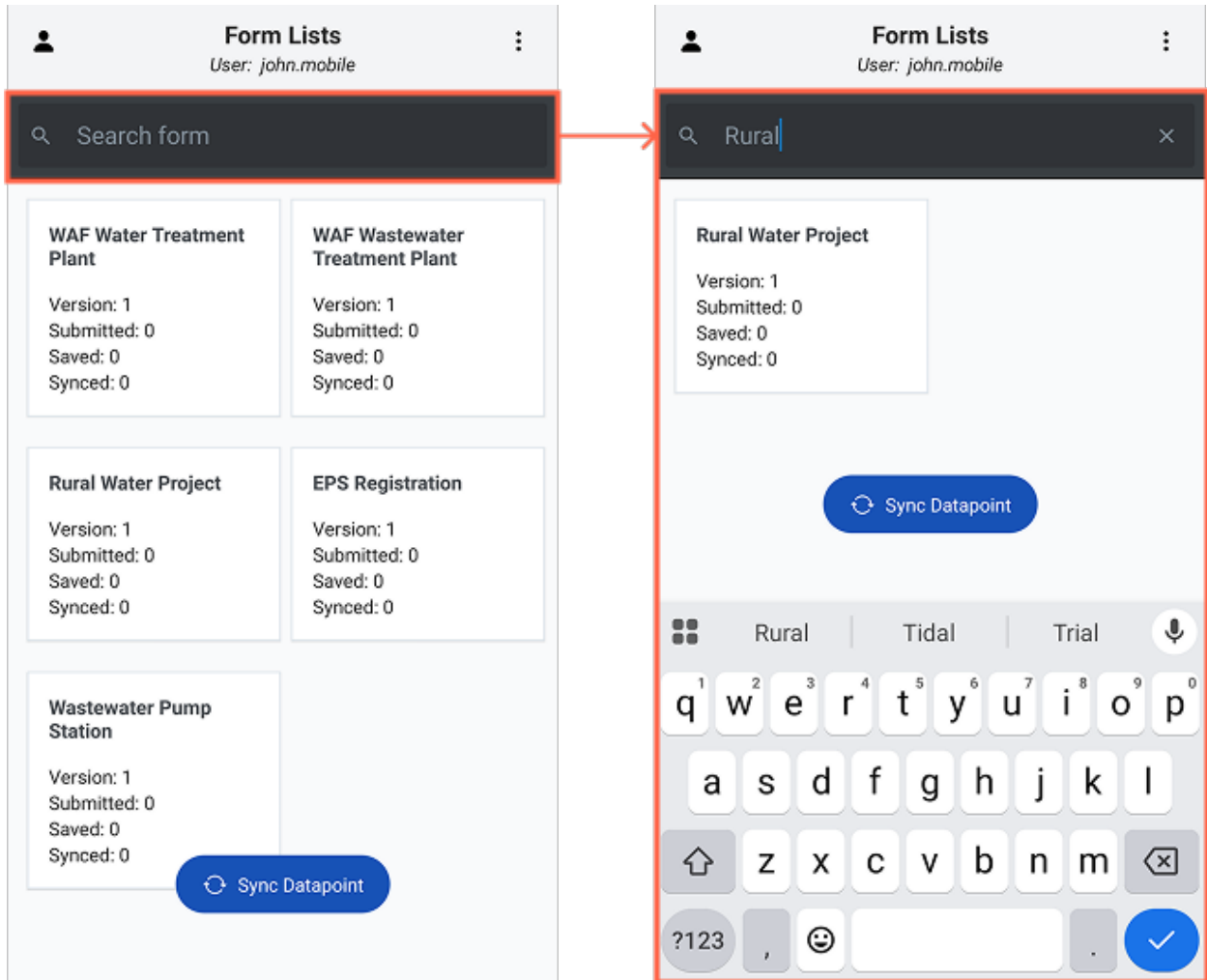
HOME OVERVIEW

This application features a dashboard that displays most of the information about the questionnaire and basic submission statistics, such as:

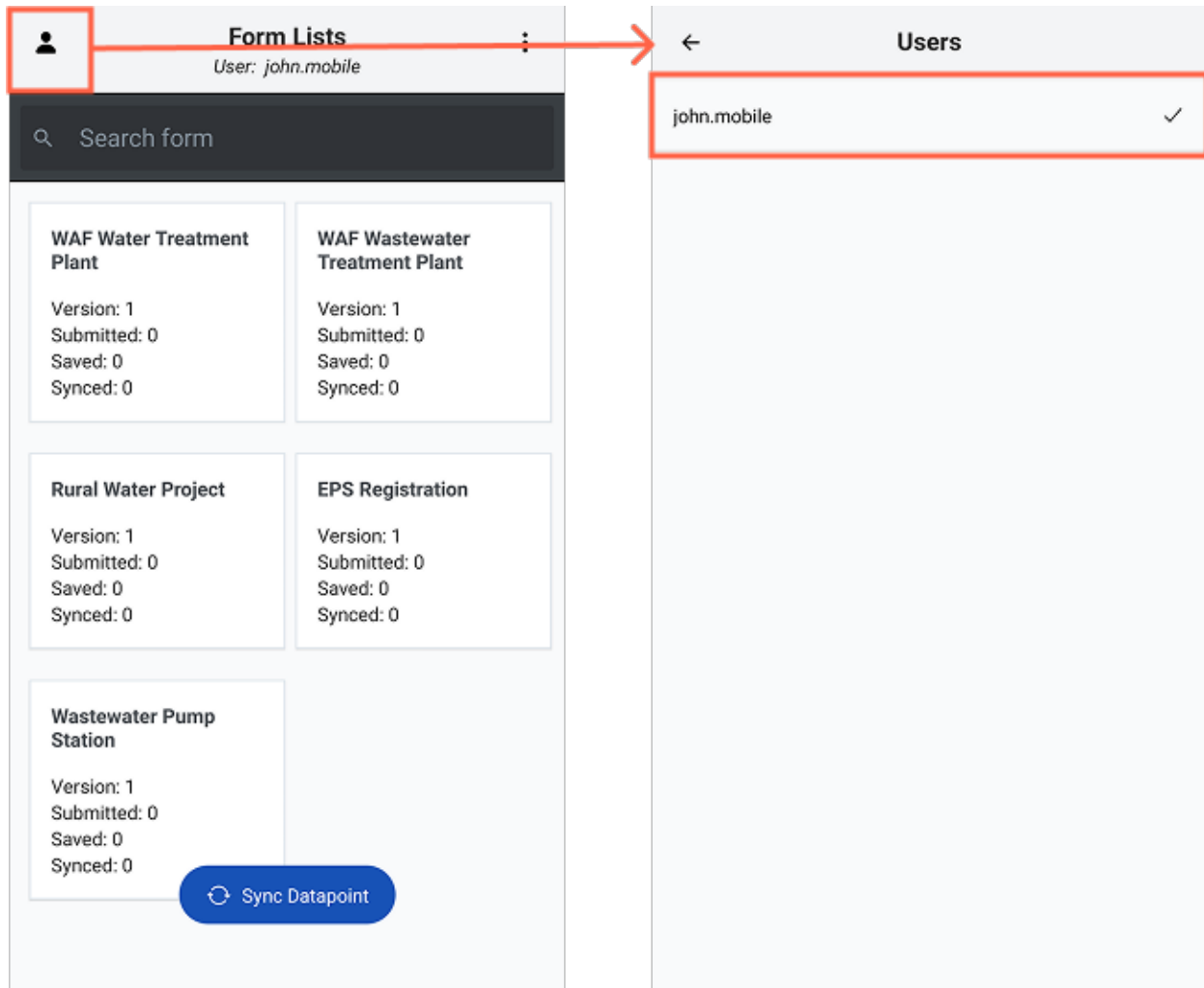
- The number of saved submissions.
- The number of submitted submissions.
- The number of synchronized submissions.

Besides that, you can also do three things here:

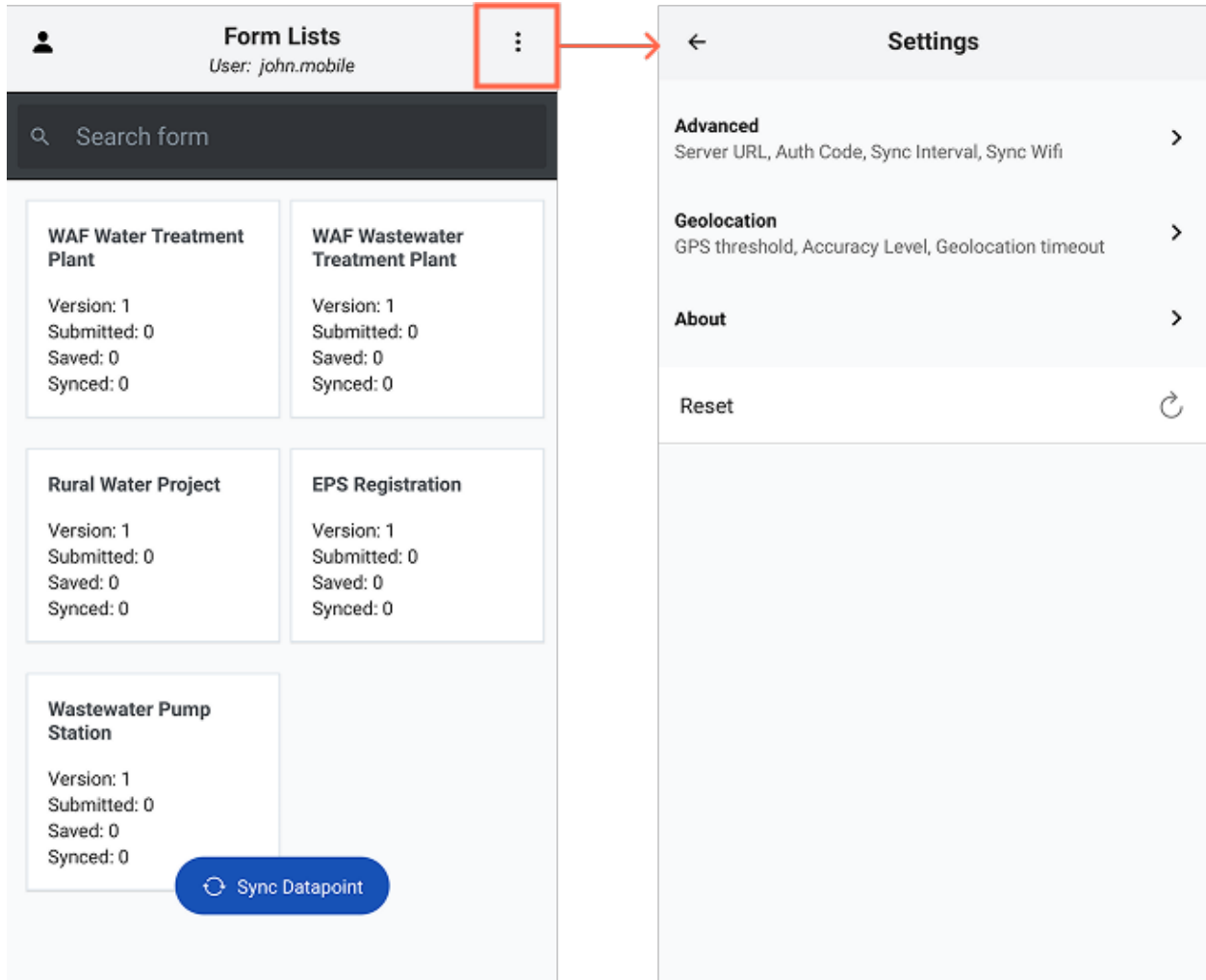
1. Easily search for the questionnaire you want.



2. Go to the users page to get more information about the current user.



3. Go to the settings page to customize as needed.



SYNCING DATAPOINTS

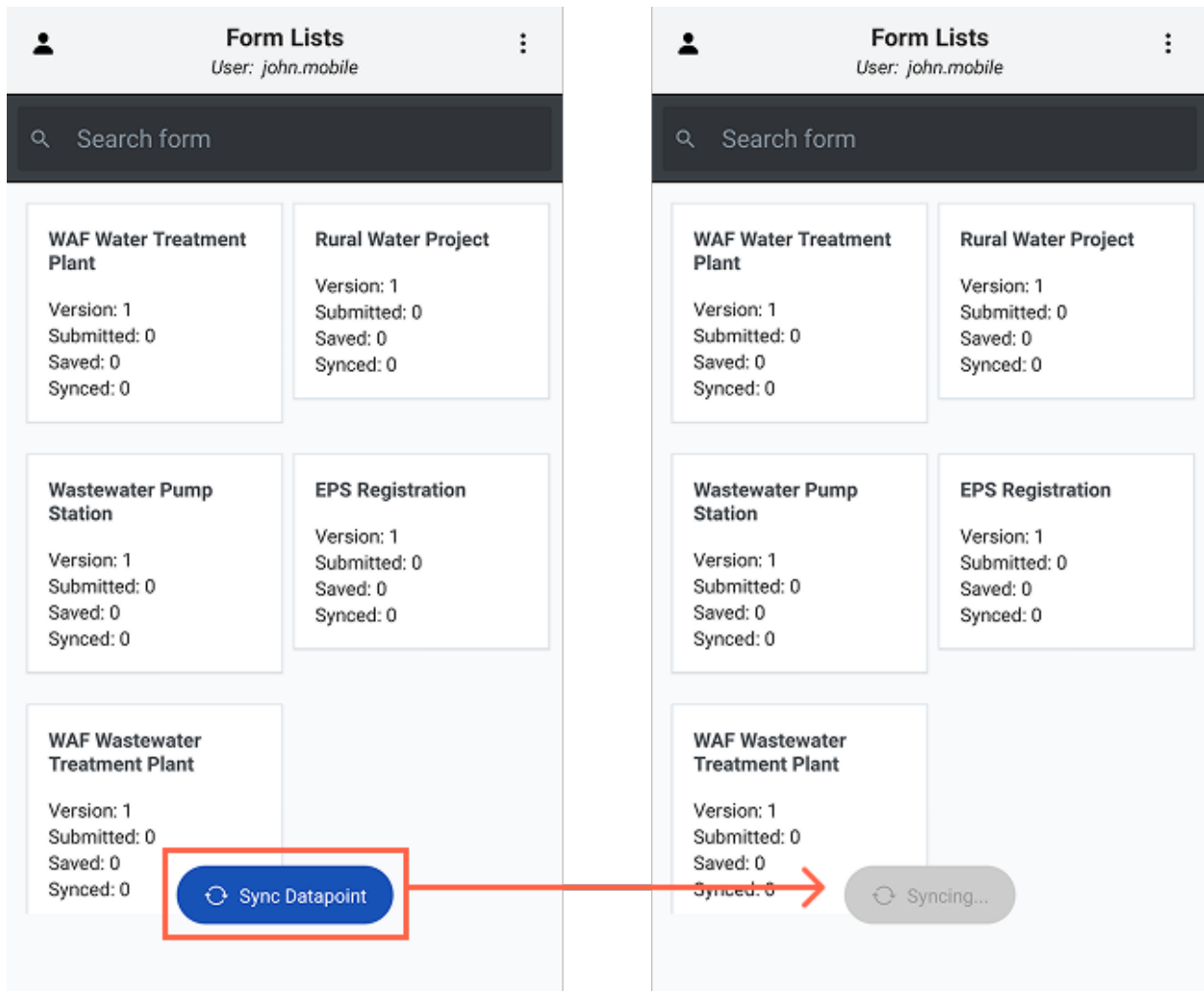
Note: This will ensure that your app has the most up-to-date information and data from the server.

Syncing datapoints is a feature that pulls data from the server to the mobile app. During this process, you will get the following:

- Re-fetching forms
- Re-downloading administration, organisations and entities data
- Getting all registration submissions

To sync data with the server, follow these steps:

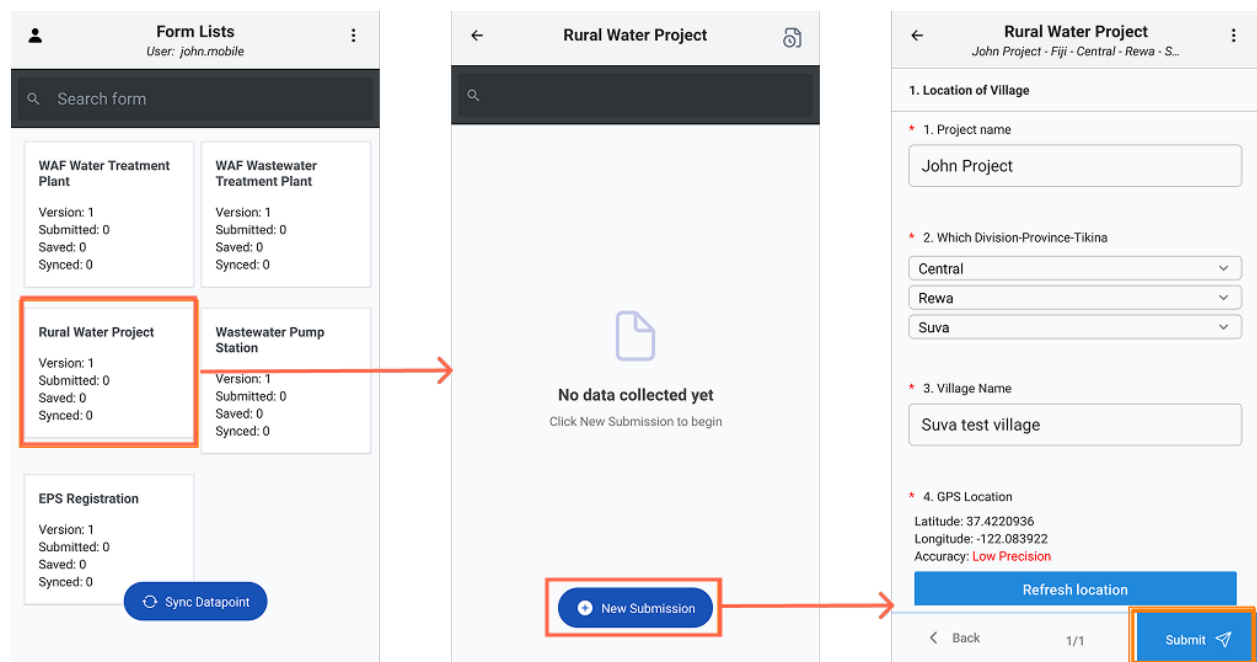
1. Click the Sync Datapoints button. Wait until the process is finished.



SUBMISSION

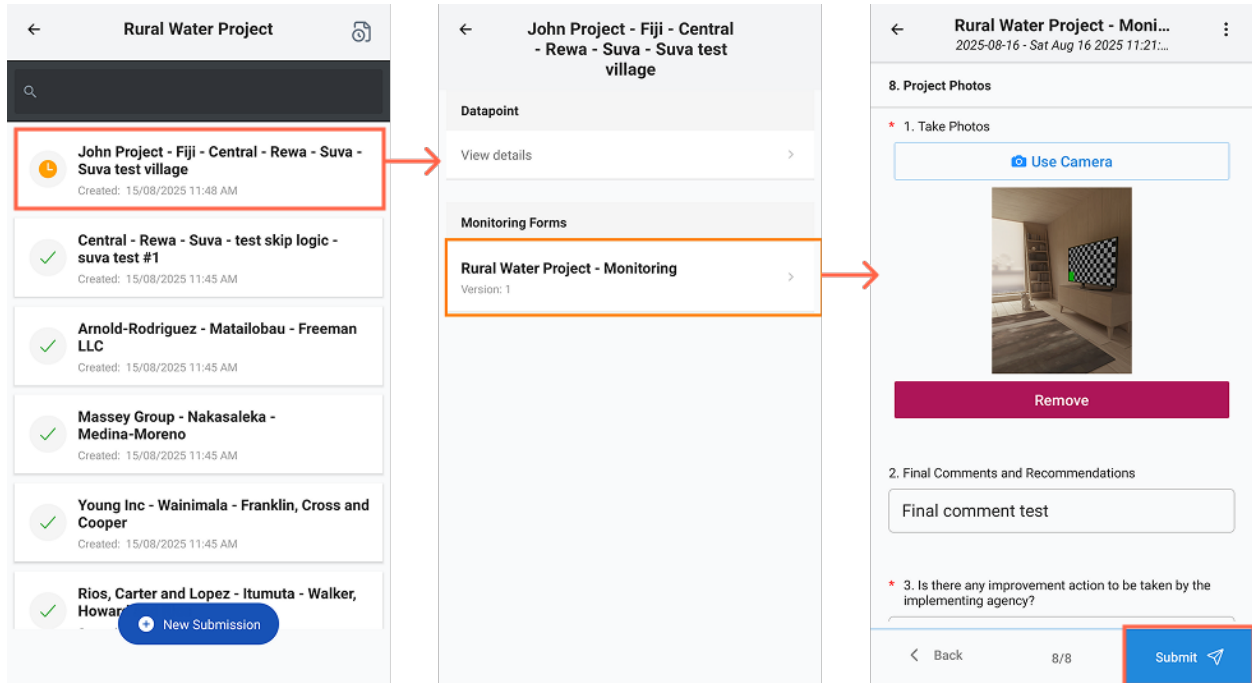
13.1 Registration

A registration submission is the initial datapoint submission that undergoes an approval process and is created by users with aligned administrative access rights.



13.2 Monitoring

A monitoring submission can be made when datapoints from the server are available after synchronization. This submission also undergoes an approval process similar to registration submissions.



13.3 Save, Exit and Sync Submission

During the form-filling process, the mobile app also assists the user in exiting the questionnaire with the following options:

- Select Exit without saving to exit the questionnaire without saving the current progress.

The image displays two sequential screenshots of the Akvo MIS mobile application interface for a 'Rural Water Project - Moni...' form. The left screenshot shows the form with a 'Save and Exit' menu open, where 'Exit without Saving' is highlighted. An orange arrow points to the right screenshot, which shows a confirmation dialog box asking 'Are you sure want to exit form submission?' with 'Exit' highlighted.

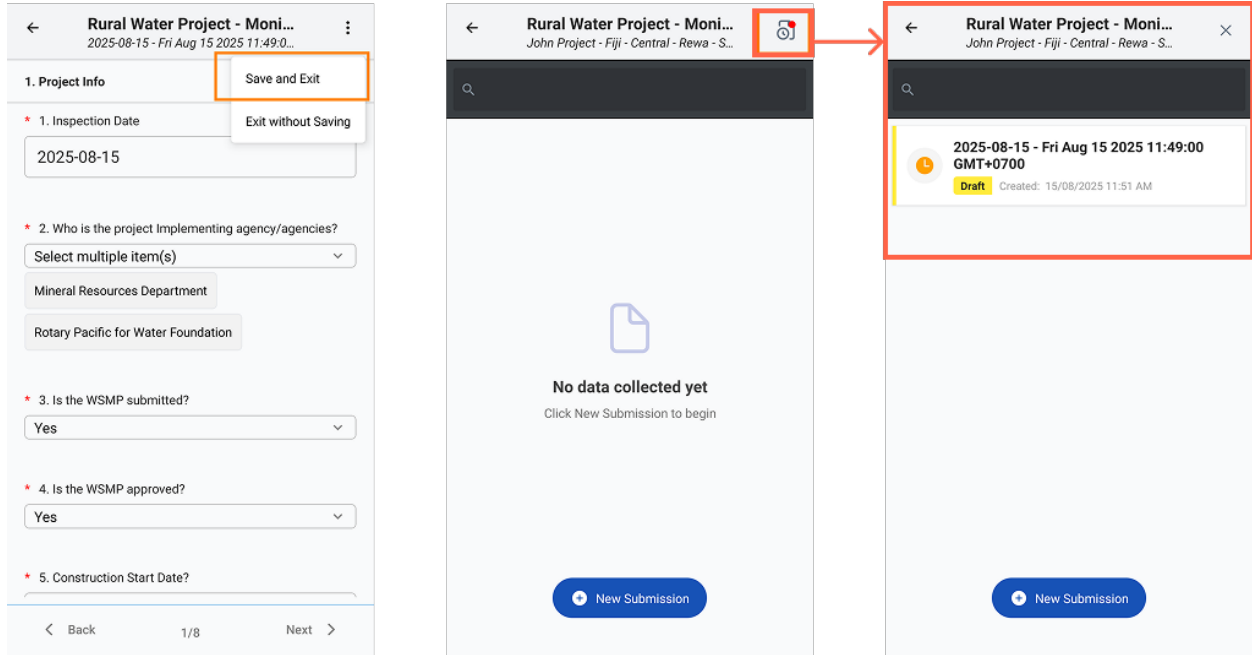
Form Fields (Left Screenshot):

- 1. Inspection Date: 2025-08-16
- 2. Who is the project Implementing agency/agencies?: Select multiple item(s) (Mineral Resources Department, Water Authority of Fiji)
- 3. Is the WSMP submitted?: Yes
- 4. Is the WSMP approved?: Yes
- 5. Construction Start Date?

Form Fields (Right Screenshot):

- 1. Inspection Date: 2025-08-16
- 2. Who is the project Implementing agency/agencies?: Select multiple item(s) (Mir, Wa)
- 3. Is the WSMP submitted?: Yes
- 4. Is the WSMP approved?: Yes
- 5. Construction Start Date?

- Select Save and exit to save the current progress. To continue filling out the form, reopen the related questionnaire and choose the Edit Saved Forms menu, then click on the draft datapoint.

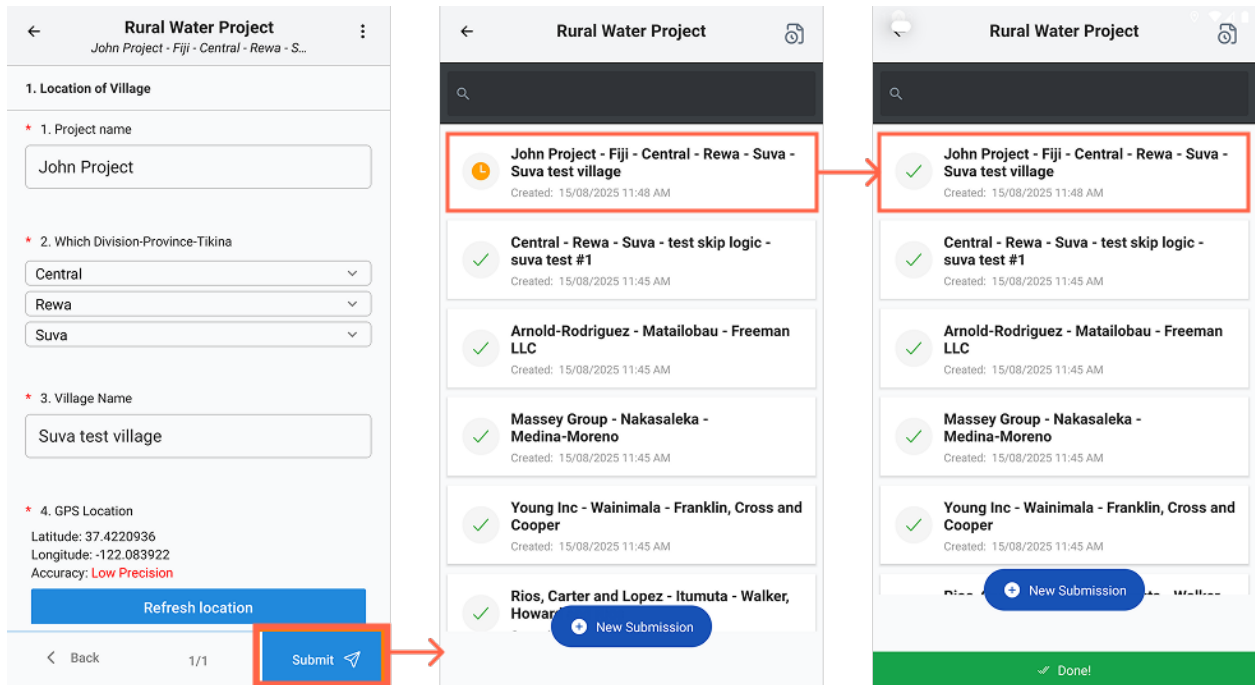


To ensure all question groups are answered, click the page number in the middle:

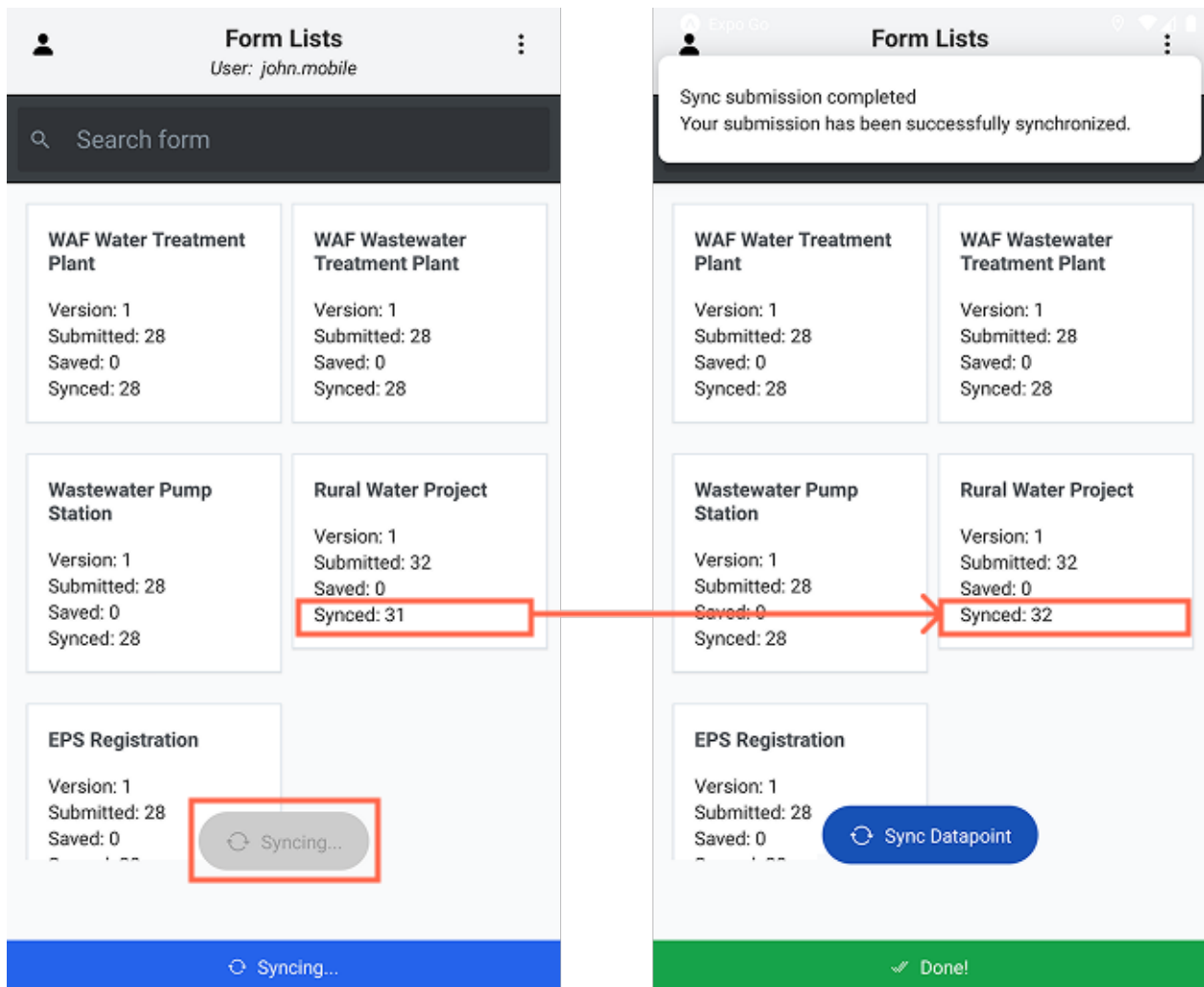
- **Blue:** indicates all questions have been answered and validated.
- **Gray:** indicates some questions are incomplete.

The image displays two side-by-side screenshots of the Akvo MIS interface. The left screenshot shows a form titled "Rural Water Project - Moni..." with a timestamp of "2025-08-18 - Mon Aug 18 2025 12:54...". The form is for "5. Chemical Analysis" and contains five input fields with the following values: 32, 31, 47, 2, and an empty field. The right screenshot shows the "Rural Water Project - Monitoring" dashboard with a timestamp of "2025-08-18 - Mon Aug 18 2025 12:54:00 GMT+0700". The dashboard has a sidebar menu with items: Project Info, Physical Analysis, Solids Analysis, Nutrients Analysis, Chemical Analysis (highlighted), Biological Analysis, Project Scope, and Project Photos. A red box highlights the "5/8" progress indicator in the bottom navigation bar of both screenshots, with an arrow pointing from the left to the right.

Generally, completed and submitted forms will automatically sync according to the applied sync interval settings. If the sync process is successful, a *green notification bar with "Done"* will appear at the bottom. The submission can then be viewed again in the View Submission Form menu, as shown in the image below.



If automatic synchronization fails for any reason, the user can perform manual synchronization by pressing the **sync icon** in the top right corner. A confirmation dialog will appear; choose **OK** to proceed with synchronization.

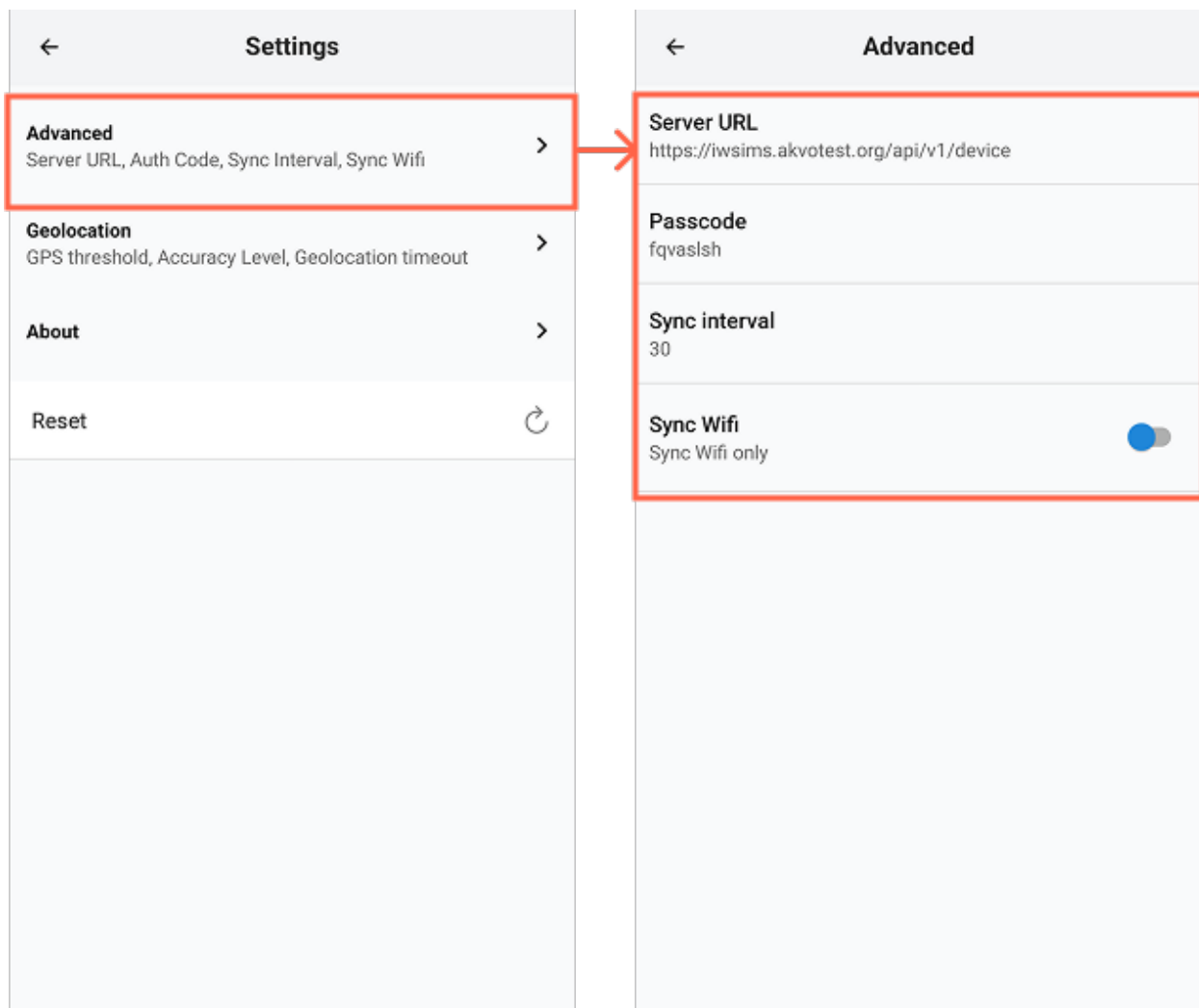


SETTINGS

14.1 Advanced Settings

These settings allow you to customize your sync preferences with the following options:

- **Sync Interval:** The duration needed to sync submitted submissions to the server, measured in seconds.
- **Sync Wifi:** A switch to enable syncing of submitted submissions to the server only when using a Wi-Fi network.

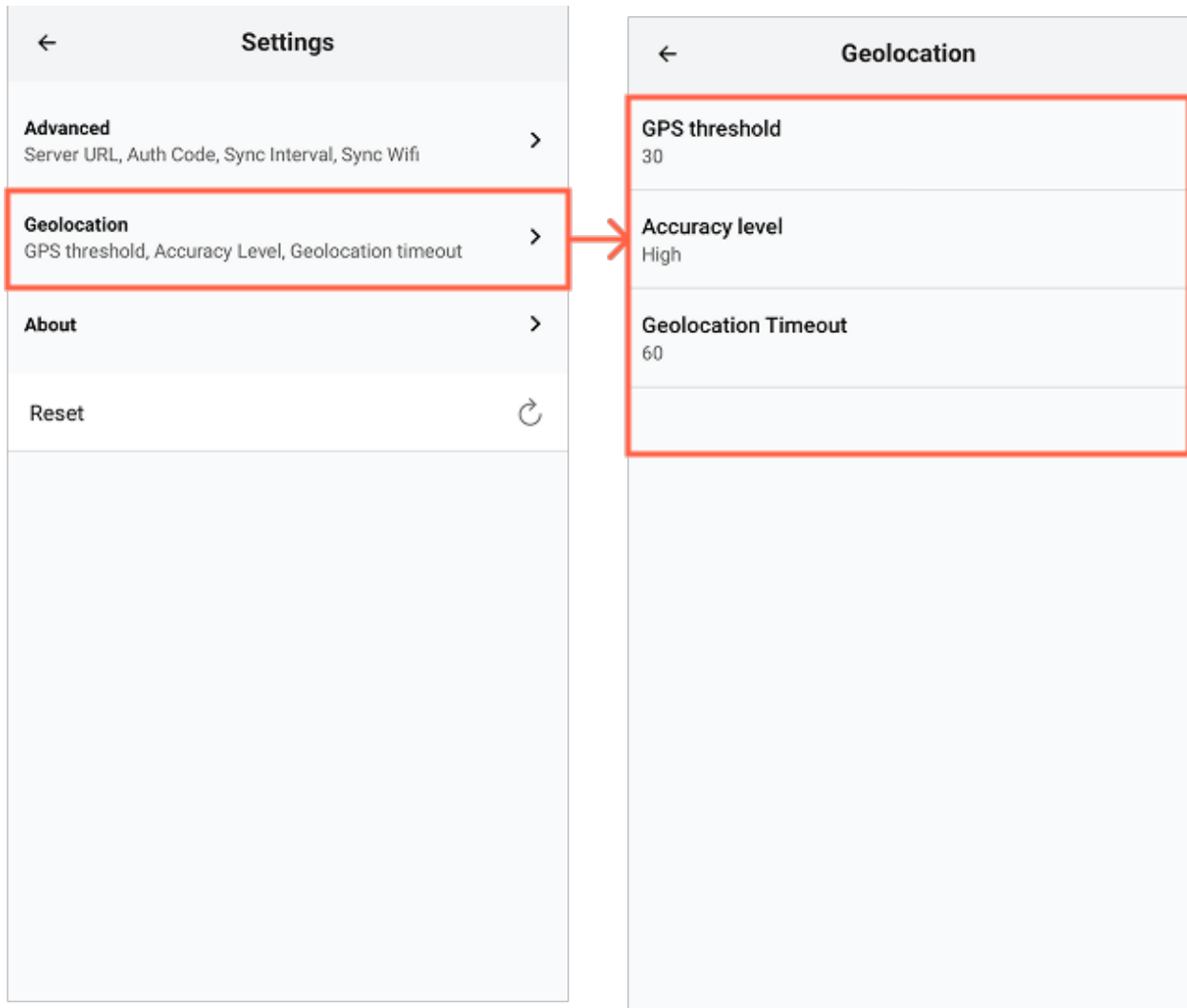


14.2 Geolocation Settings

Note: Adjust these settings according to your specific needs to balance between accuracy and performance.

These settings allow you to customize your geolocation preferences with the following options:

- **Threshold:** The maximum acceptable GPS error distance.
- **Accuracy Level:** The desired level of GPS accuracy. Higher accuracy reduces the risk of errors but may increase the time required to obtain a GPS fix.
- **Geolocation Timeout:** The maximum amount of time allowed to obtain a GPS value.



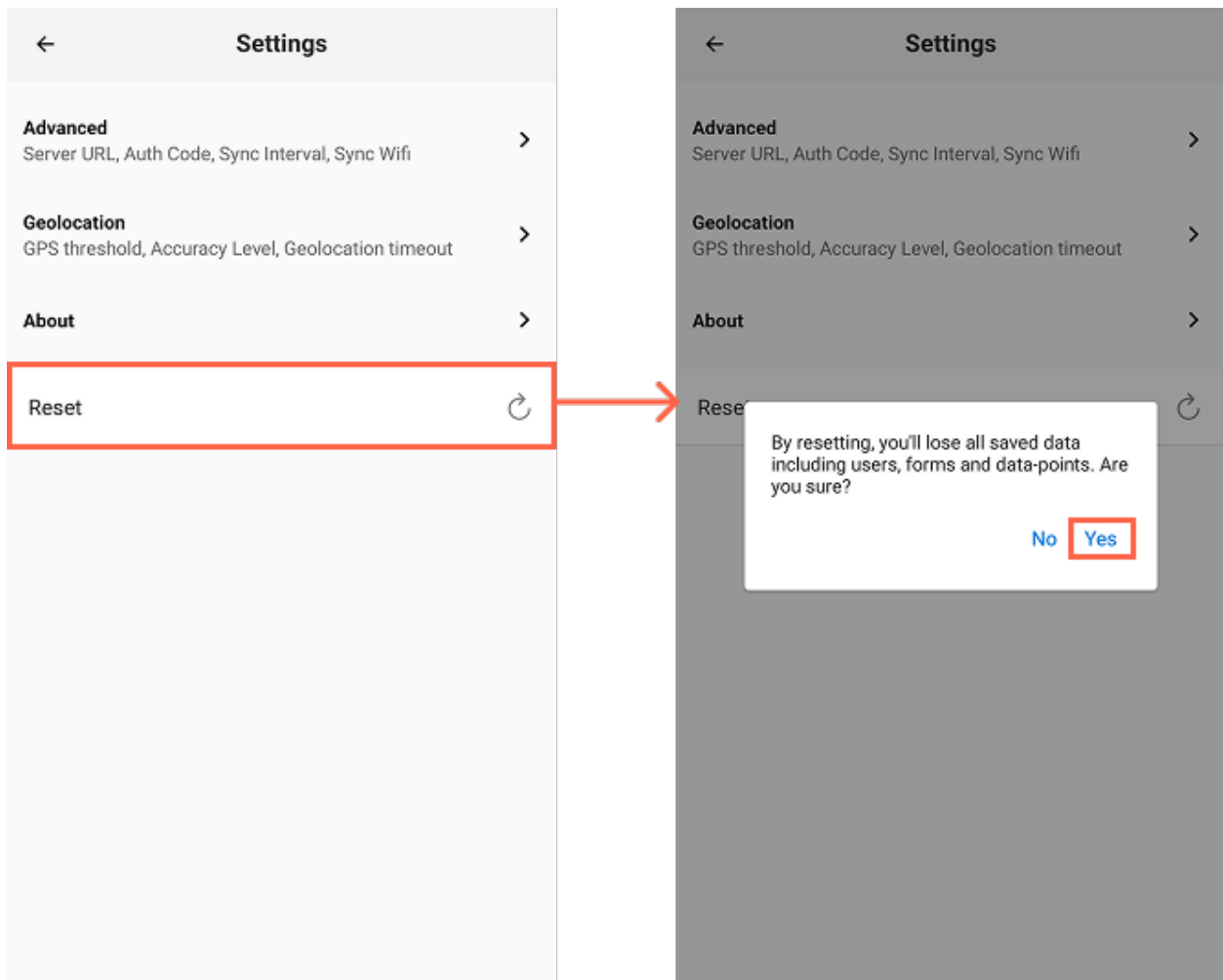
14.3 Reset (Clear All Data)

Warning: Please note that this process cannot be undone, and all locally stored data will be lost. Make sure to sync any important data with the server before performing a reset.

This action will clear all data from the application, and you will need to sign in again to access your data.

To reset the application, follow these steps:

1. Click the Reset button.
2. Confirm the reset process by clicking the **Yes** button.

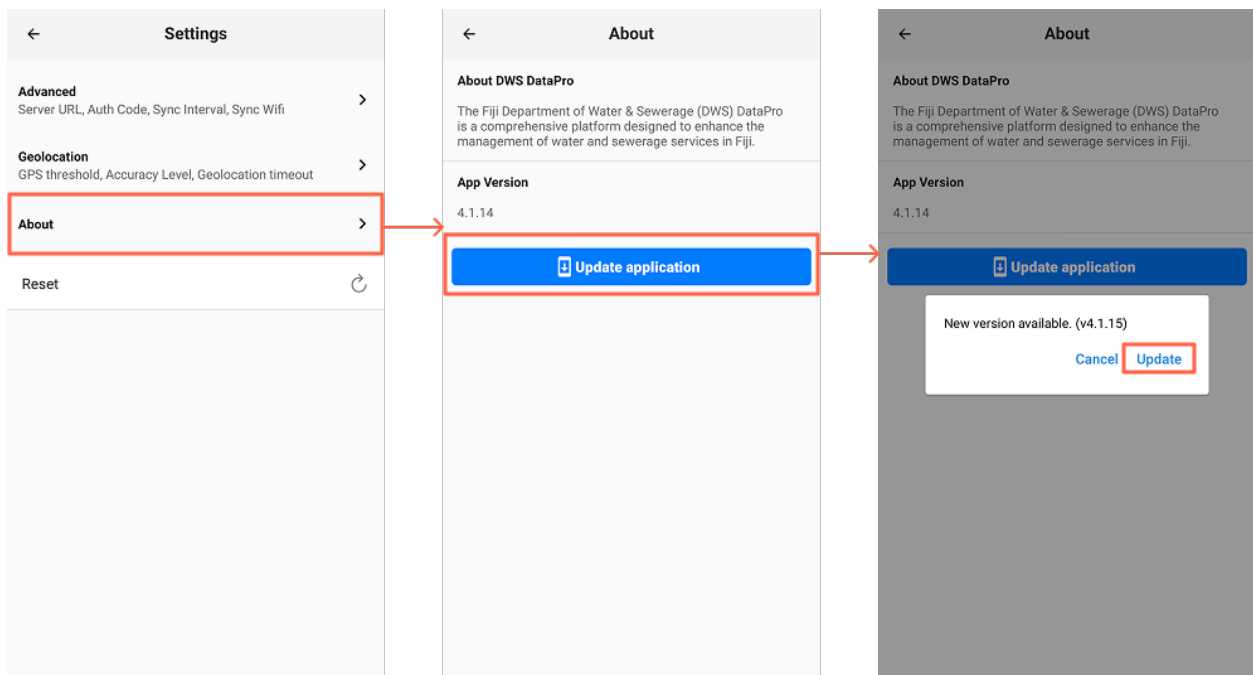


14.4 Update the App

Note: By regularly updating your app, you ensure optimal performance and access to the latest enhancements.

Keeping your app up-to-date ensures you have the latest features, improvements, and security updates. Follow these steps to update the app to the newest version.

1. In the Settings menu, find and select the About section. This section contains information about the app, including the current version.
2. Click on the **Update application** button. The app will then check the server for the latest version available.
3. **If a new version is available, you will see an option to update.**
 1. Click the **Update** button to start downloading the latest version of the app.
 2. Wait patiently while the app downloads the new version. The time this takes may vary depending on your internet connection speed.
 3. Once the download is complete, follow the on-screen instructions to install the new version of the app.
4. Otherwise, click the **Cancel** button to close the dialog.



Administration

MANAGE USERS (ADD, DELETE AND MODIFY USERS)

1. From the Sidebar of the control center, click the Users menu to add a new user, modify an existing user or delete an existing user.

The screenshot displays the 'Manage Users' page in the DWS control center. The sidebar on the left has 'Manage Platform Users' highlighted. The main content area shows a search bar with filters for Organization, Trained Status, and Role. Below the search bar is a table of users with the following data:

Name	Organization	Email	Phone	Forms	Last Login
Ana Ramacake	Department of Water and Sewerage (DWS)	amsramacake10115120917@gmail.com	6574768456	5	August 14th 2025
Bhawna Chand	Department of Water and Sewerage (DWS)	bhawna.chand@mpwmst.gov.fj	9496350	5	August 14th 2025
Mohammed Khan	Department of Water and Sewerage (DWS)	mohammed.khan@mpwmst.gov.fj	1234567	5	August 6th 2025
Iwan Firmawan	Akvo (Akvo)	iwan@akvo.org	1111111	5	August 15th 2025
Deden Bangkit	Akvo (Akvo)	deden@akvo.org	621111	5	August 15th 2025

At the bottom right of the table, it shows 'Results: 1 - 5 of 5 users' with pagination controls.

2. To add a new user, click the ADD NEW USER button. Next, on the new page fill all the mandatory fields and assign the user an organisation, designation, role, administrative region and questionnaires. Finally, click the Add User button to notify your new user.

Control Center / Manage Users

Manage Users

This is where you manage users based on their roles, regions and questionnaire access. You can:

- Add new user
- Modify existing user
- Delete existing user

Search... Organization Trained Status Role

Select Division Show Pending Users

Name	Organization	Email	Phone	Forms	Last Login
Iwan Approver	ITaukei Land Trust Board (TLTB)	hellofirmawan@gmail.com	788-668-6217x01	6	August 15th 2025
Anthony Brown Test User	Department of Information (DOI)	brianjackson@test.com	373.990.6433	6	August 14th 2025
Natalie Griffin Test User	ITaukei Land Trust Board (TLTB)	approver.magdro7@test.com	(014)851-7310	6	-
Autumn Melton Test User	ITaukei Land Trust Board (TLTB)	approver.ba4@test.com	932-859-3461x54	6	-
Marissa Myers Test User	ITaukei Land Trust Board (TLTB)	michaelsanders@test.com	925-989-7928	6	-
Jeanette Stone Test User	Department of Water and Sewerage (DWS)	approver.vaturova4@test.com	001-492-779-483	6	-

+ Add new user

Control Center / Users / Manage Platform Users

* First name: John

* Last name: Doe

* Email Address: john.doe@test.com

* Phone Number: 672637132138

* Organization: Water Authority of Fiji (WAF)

Is Superadmin?: Yes No

Role(s): Division Admin Central

Questionnaires:

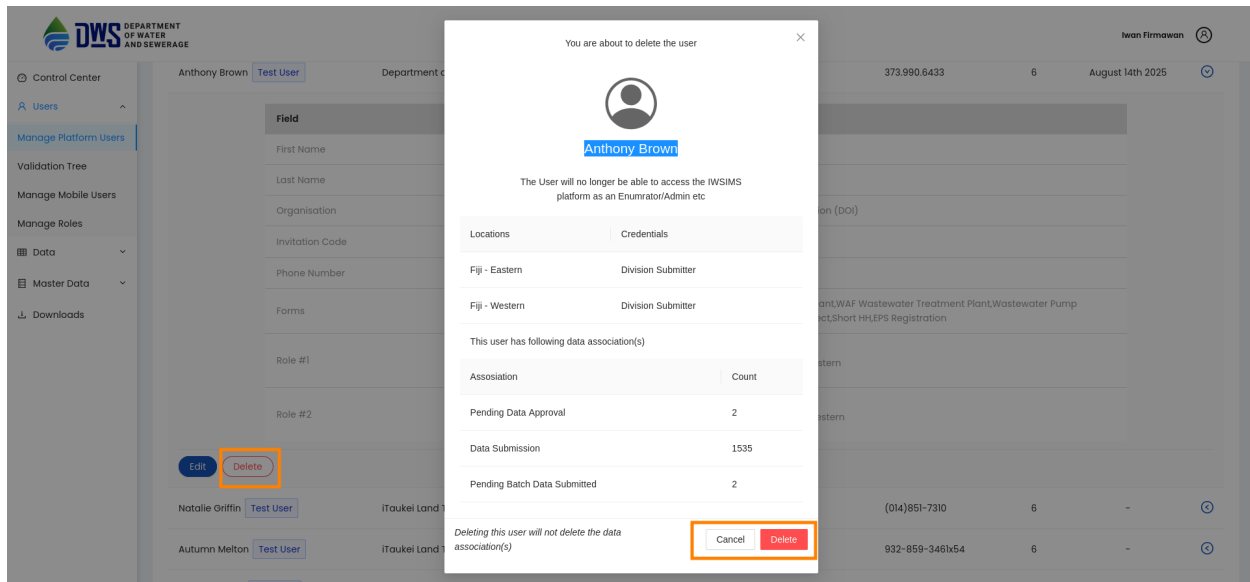
- EPS Registration ✓
- Rural Water Project ✓
- Short HH
- WAF Wastewater Treatment Plant ✓
- WAF Water Treatment Plant ✓
- Wastewater Pump Station ✓

EPS Registration × Rural Water Project × WAF Wastewater Treatment Plant ×
WAF Water Treatment Plant × Wastewater Pump Station ×

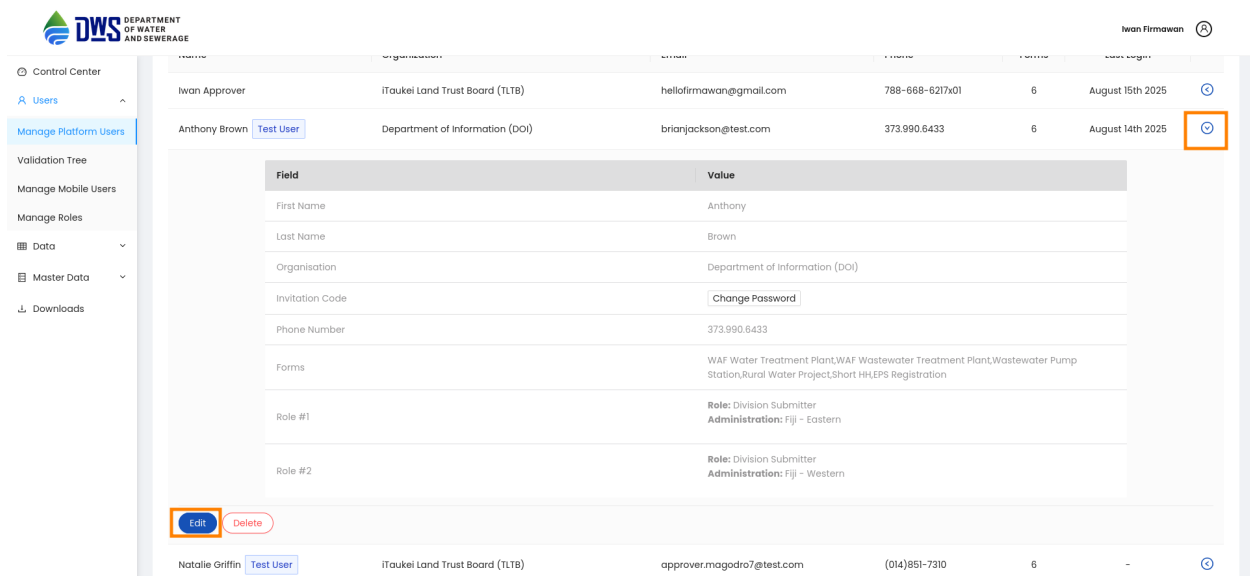
Inform User for Changes

Add User

- To delete an existing user, expand the toggle button next to the user and click the delete the DELETE button. Next, confirm you are deleting the user by clicking the DELETE button in the pop-up window.



1. To modify an existing user, expand the toggle button next to the user and click the EDIT button. Edit the user details in the new page and then click the UPDATE USER button.



Control Center

Users

Manage Platform Users

Validation Tree

Manage Mobile Users

Manage Roles

Data

Master Data

Downloads

* First name: Anthony

* Last name: Brown

* Email Address: brianjackson@test.com

* Phone Number: 373.990.6433

* Organization: Department of Information (DOI)

Is Superadmin?: Yes No

Role(s): Division Submitter Eastern

Division Submitter Western

+ Add Role

Questionnaires: WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project Short HH EPS Registration

Inform User for Changes

Update User

VALIDATION TREE

1. Select the Validation Tree sub menu from the users menu section of the sidebar to see the approvers for each submitted form across different administrative areas.

The screenshot shows the 'Validation Tree' interface. At the top left is the DWS logo and 'DEPARTMENT OF WATER AND SEWERAGE'. The user 'Iwan Firmawan' is logged in. The sidebar on the left contains a navigation menu with 'Validation Tree' selected. The main content area has a breadcrumb 'Control Center / Validation Tree' and a title 'Validation Tree' with a subtitle 'This is where you can see the approvers for each submitted form across different administrative areas:'. Below this are three dropdown menus: 'Fiji', 'Central', and 'Select'. The main area is a tree diagram with four columns: 'Questionnaire', 'National', 'Division', and 'Province'. The 'Questionnaire' column lists 'EPS Registration', 'Rural Water Project', 'Short HH', 'WAF Wastewater Treatment Plant', 'WAF Water Treatment Plant', and 'Wastewater Pump Station'. The 'National' column shows 'Fiji' with 'Not assigned' below it. The 'Division' column lists 'Central' (Melissa Farrell), 'Eastern' (Laurie Moreno), 'Northern' (Tracey Beltran), and 'Western' (Alyssa Smith). The 'Province' column lists 'Naitasiri' (Not assigned), 'Namosi' (Jeffery Richardson), 'Rewa' (Not assigned), and 'Talevu' (Not assigned). Lines connect the questionnaire items to the national and division levels.

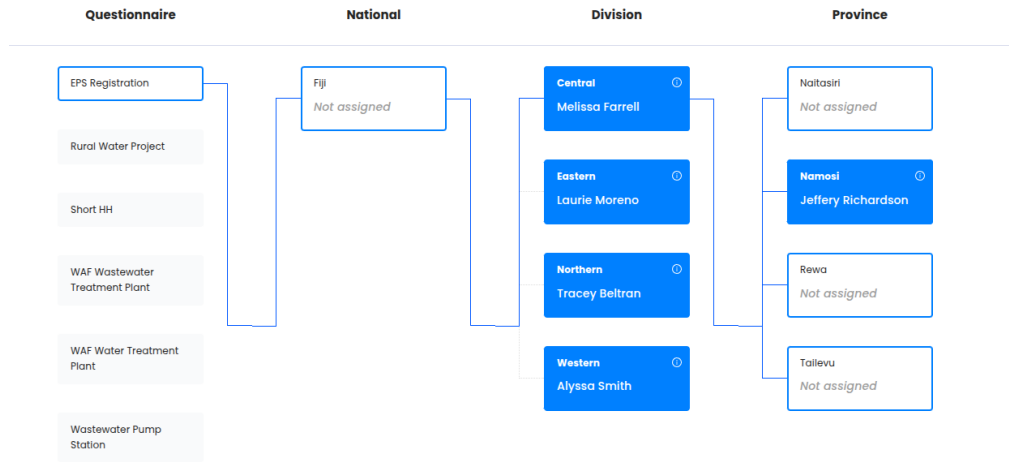
2. Click on the questionnaire blocks and administrative blocks to see the approvers for each submitted form across different administrative areas

- Control Center
- Users
- Manage Platform Users
- Validation Tree**
- Manage Mobile Users
- Manage Roles
- Data
- Master Data
- Administrative List
- Attributes
- Organisations
- Downloads

Control Center / Validation Tree

Validation Tree

This is where you can see the approvers for each submitted form across different administrative areas:



MOBILE ASSIGNMENT

Note: Please remember, this menu will not be available for Super-admin and County-admin privileges. The reason for this is to prevent invalid data, abuse, and other forms of fraud, as the subordinates are not known.

1. Select the Manage Mobile Users sub-menu from the Users menu section of the sidebar to view existing mobile users. To add a new mobile user, click the Add new data collector button.

The screenshot shows the DWS Department of Water and Sewerage web application interface. The user is logged in as John Doe. The sidebar on the left contains a navigation menu with the following items: Control Center, Users (expanded), Manage Platform Users, Validation Tree, Manage Mobile Users (highlighted with an orange box), Data, and Downloads. The main content area is titled 'Mobile Data Collectors' and includes a search bar, a '+ Add new data collector' button (highlighted with an orange box), and a table of existing users. The table has columns for '#', 'Name', 'Administrations', 'Forms', 'Created by', and 'Action'. One user is listed with ID 1, name 'suva.vscott', and assigned to 'Veivatuoa, Wainikorolluva' and 'WAF Water Treatment Plant | WAF Wastewater Treatment Plant | Wastewater Pump Station | Rural Water Project | Short HH | EPS Registration'. The 'Action' column for this user contains an 'Edit' button and a refresh icon. At the bottom right of the table, it says 'Results: 1 - 1 of 1 users' with pagination controls.

2. On the new page, fill in all the mandatory fields and assign the user to the appropriate administrations and desired questionnaires. Then, click the Save button to store the new mobile user.

Control Center / Mobile Data Collectors / Add Assignment

Add Assignment

This page allows you to add mobile data collectors to the IWSIMS platform.

*** Name:** john.mobile

*** Administration Level:** Division

*** Administrations:** Central × Eastern ×

*** Forms:** EPS Registration × Rural Water Project ×
WAF Wastewater Treatment Plant ×
WAF Water Treatment Plant × Wastewater Pump Station ×

Save

- To view the details of a mobile user, click the expand button. Here, you can also copy the passcode for logging in to the *mobile app*.



Control Center / Mobile Data Collectors



Mobile Data Collectors

This is where you :

- Add new mobile data collector
- Modify existing mobile data collector
- Delete existing mobile data collector

Search... [+ Add new data collector](#)

#	Name	Administrations	Forms	Created by	Action
1	john.mobile	Central , Eastern	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project EPS Registration	john.doe@test.com	Edit 
2	oinafa.mitchellcraig	Batiki , Gau , Koro , Nairai + 2 More	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project Short HH EPS Registration	brianjackson@test.com	Edit 

Field	Value
Name	john.m. 
Passcode	fqvaslsh 
Administration(s)	Central Eastern
Forms	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project EPS Registration


4. To modify or delete a mobile user, click the **Edit** button.




Control Center / Mobile Data Collectors



Mobile Data Collectors

This is where you:

- Add new mobile data collector
- Modify existing mobile data collector
- Delete existing mobile data collector

Search...  [+ Add new data collector](#)

#	Name	Administrations	Forms	Created by	Action
1	john.mobile	Central , Eastern	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project EPS Registration	john.doe@test.com	Edit 
2	oinafa.mitchellcraig	Batiki , Gau , Koro , Nairai + 2 More	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project Short HH EPS Registration	brianjackson@test.com	Edit 
3	suva.vscott	Veivatuloa , Wainikoroiuluva	WAF Water Treatment Plant WAF Wastewater Treatment Plant Wastewater Pump Station Rural Water Project Short HH EPS Registration	charles94@test.com	Edit 

Results: 1 - 3 of 3 users  1 

5. Click the **Save** button to apply the changes.

[Control Center](#)[Users](#)[Manage Platform Users](#)[Validation Tree](#)[Manage Mobile Users](#)[Data](#)[Downloads](#)[Control Center](#) / [Mobile Data Collectors](#) / [Edit Assignment](#)

Edit Assignment

This page allows you to edit mobile data collectors to the IWSIMS platform.

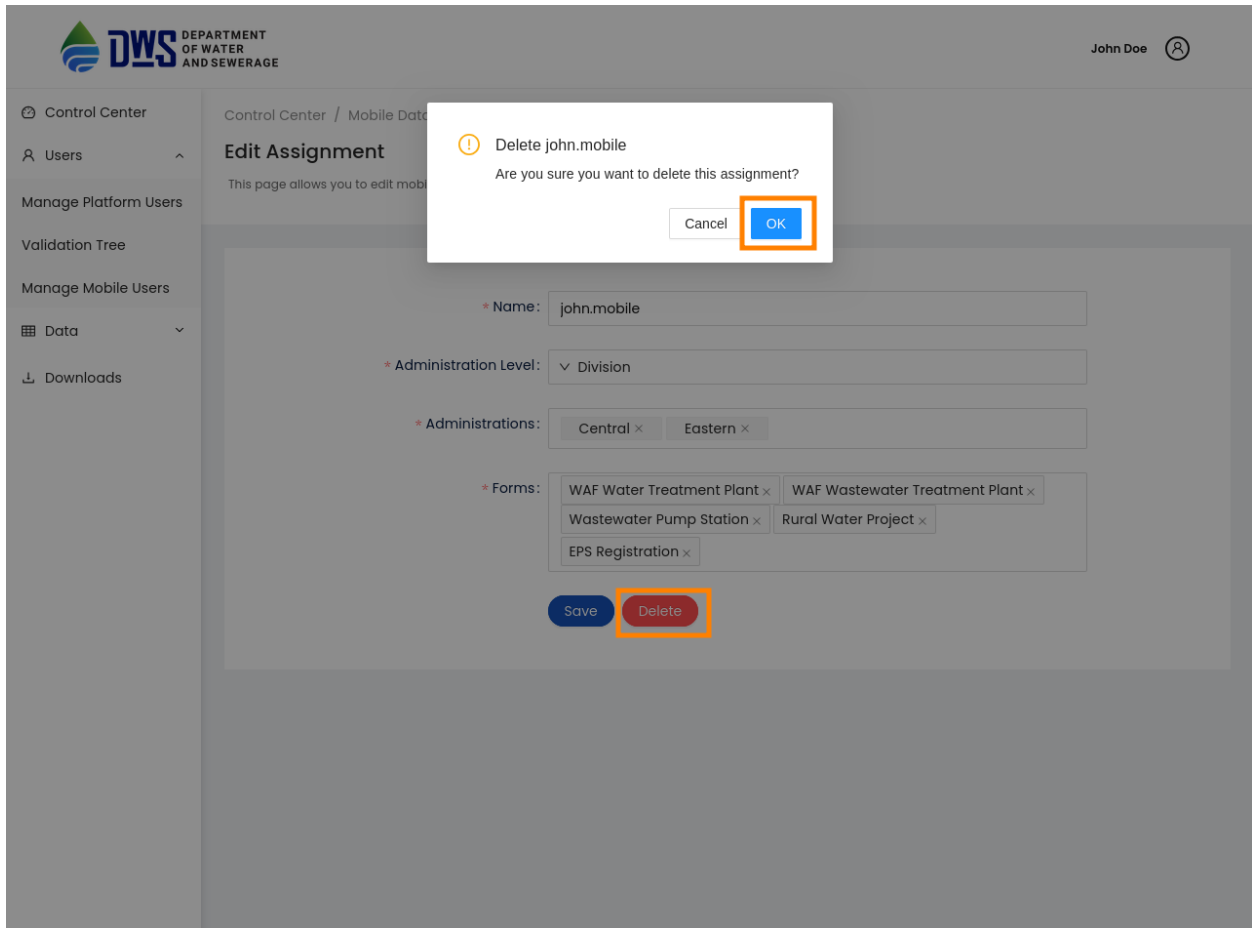
* Name:

* Administration Level:

* Administrations:

* Forms:

6. Click the **Delete** button to remove the mobile user.



Approval workflow

SUBMITTING DATA FOR APPROVAL

1. All data that is pending submission for approval will appear on the pending submission tab. Note that you will need to select different questionnaires to see pending submissions for each questionnaire. This is to avoid batching data from different questionnaires in one batch for approval which is not valid.

The screenshot displays the DWS Department of Water and Sewerage Control Center interface. The user is logged in as Anthony Brown. The main content area shows the 'Submissions' tab for the 'Rural Water Project'. The interface includes a sidebar with navigation options like Control Center, Users, Data, Manage Data, Manage Drafts, Submissions, and Downloads. The main content area shows a dropdown menu for 'Rural Water Project', a '+ Add New' button, and tabs for 'Pending Submission', 'Pending Approval', and 'Approved'. A table lists two pending submissions: one for 'Monitoring' and one for 'Registration', both submitted on 2022-02-24 and 2022-02-20 respectively. Each row has a checkbox, a 'Delete' button, and a refresh icon. At the bottom, it shows 'Results: 71 - 80 of 80 users' and a pagination control.

Submitted Date	Type	Name	Administration	Submitter Name	Duration	Action
<input type="checkbox"/>	2022-02-24 12:00 AM	Monitoring	Moore-Miller - Cicia - Smith-Barton	Cicia	Anthony Brown	Delete
<input type="checkbox"/>	2022-02-20 12:00 AM	Registration	Moore-Miller - Cicia - Smith-Barton	Cicia	Anthony Brown	Delete

1. Next, select all the datasets you are submitting for approval by ticking the checkbox next to each data set then click the BATCH SELECTED DATASETS button.

Control Center / Submissions / Rural Water Project

Rural Water Project + Add New

Pending Submission Pending Approval Approved Batch Selected Datasets

<input checked="" type="checkbox"/>	Submitted Date	Type	Name	Administration	Submitter Name	Duration	Action
<input checked="" type="checkbox"/>	2022-02-24 12:00 AM	Monitoring	Moore-Miller - Cicia - Smith-Barton	Cicia	Anthony Brown		Delete
<input checked="" type="checkbox"/>	2022-02-20 12:00 AM	Registration	Moore-Miller - Cicia - Smith-Barton	Cicia	Anthony Brown		Delete

Results: 71 - 80 of 80 users < 1 ... 4 5 6 7 8 >

1. In the pop-up window, label your batch with a relevant name and add any comment for your approver. Next, click the CREATE A NEW BATCH button.

You are about to create a Batch CSV File

The operation of merging datasets cannot be undone, and will Create a new batch that will require approval from you admin

Dataset	Date Uploaded
2022-03-12T00:00:00.000000Z	2022-02-24 12:00 AM
Moore-Miller - Cicia - Smith-Barton	2022-02-20 12:00 AM

Batch Name
Rural Water Batch Test #1

Submission comment
This is batch example of Rural Water Project

Please upload a file with one of the following extensions: .xlsx, .xls, .csv, .ods, .pdf, .docx, .doc

download-rural_water_project-250815-21e87845-c528-4367-8f...

Notify Approver

1. Your dataset is now submitted for approval and will appear in the pending approval tab. You can expand each data set to see your approver who will receive an email notification to approve your data. Notifications/Alerts

- Control Center
- Users
- Data
- Manage Data
- Manage Drafts
- Submissions**
- Downloads

Control Center / Submissions / Rural Water Project

Rural Water Project + Add New

Pending Submission Pending Approval Approved

Batch Name	Form	Administration	Status	Total Data
Rural Water Batch Test #1 2025-08-16 09:07 PM	Rural Water Project - Monitoring	Eastern	Pending	2 ⌵

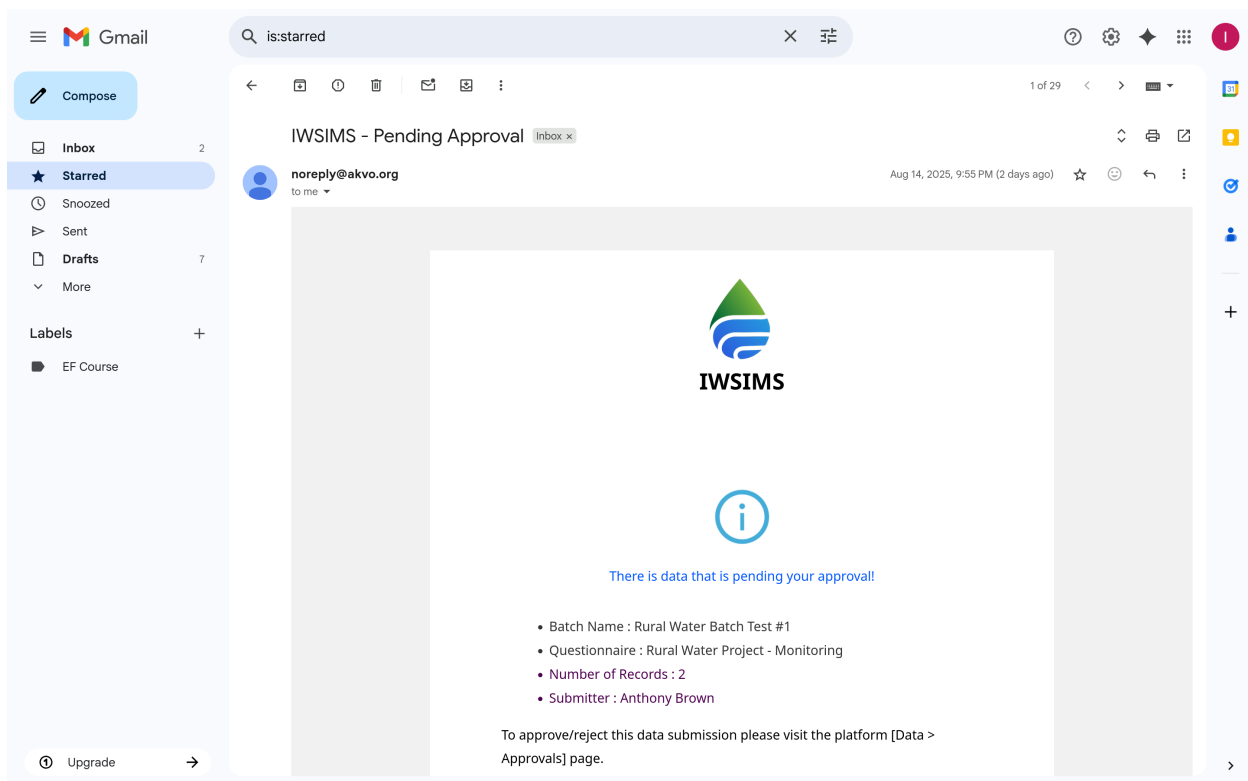
Approver	Administration	Status
Iwan Approver and Laurie Moreno	Eastern	Pending

[Data Summary](#) [Raw Data](#)

Question	Value
Type of Water Source?	<ul style="list-style-type: none">Sea Water - (1)
Installation of Pump system?	<ul style="list-style-type: none">Yes - (1)
Installation of Desalination Plant?	<ul style="list-style-type: none">Yes - (1)
Sizes of pipes?	<ul style="list-style-type: none">100mm - (1)50mm - (1)

APPROVING DATA

1. Data Approvers will receive an E-mail notification every time there is data that needs their approval within their assigned administrative region. Log in to approve the data.



2. All datasets that are pending approval will appear in the Verification section of the Control center. Click the View All button to begin the approval process.

Control Center

Users

Data




Manage Data

Approvals

Downloads

Control Center / Approvals

My Pending
Subordinates Approvals
Approved

Submission	Form	Submitter	Total Data	Location	Waiting on	Status	
 Rural Water Batch Test #2 2025-08-16 09:07 PM	Rural Water Project - Monitoring	Anthony Brown	2	Eastern	Iwan Approver	Pending	⏪
 EPS test 2 2025-08-15 03:09 AM	EPS Projects Construction - Monitoring	Anthony Brown	2	Eastern	Iwan Approver	Pending	⏪
 test 2025-08-15 02:29 AM	EPS Registration	Anthony Brown	2	Eastern	Iwan Approver	Pending	⏪

Results: 1 - 3 of 3 users < 1 >

1. To approve or decline a dataset, expand the toggle button next to each data set. Here we have two tabs: **Data Summary**: A quick snapshot of the data you are approving. **Raw Data**: From this tab, you can access the raw data, make edits and save edits. You can add notes and feedback and the data submitter will receive an email notification once the dataset is approved or declined.



Iwan Approver

- Control Center
- Users
- Data
- Manage Data
 - Approvals
- Downloads

Control Center / Approvals

[My Pending](#) Subordinates Approvals Approved

Submission	Form	Submitter	Total Data	Location	Waiting on	Status
Rural Water Batch Test #2 2025-08-16 09:07 PM	Rural Water Project - Monitoring	Anthony Brown	2	Eastern	Iwan Approver	Pending

Data Summary [Raw Data](#)

	Type	Name	Administration	Date	Upload By
1	Registration	Moore-Miller - Cicia - Smith-Barton	Cicia	2022-02-20 12:00 AM	Anthony Brown
2	Monitoring	Moore-Miller - Cicia - Smith-Barton	Cicia	2022-02-24 12:00 AM	Anthony Brown

< 1 >

Attachments

3282 days ago

[View](#)

Control Center

Users

Data

Manage Data

Approvals

Downloads

Attachments

3282 days ago
download-rural_water_project-250815-21e87845-c528-4367-8f09-70afa3b62c4f.xlsx [View](#)

Notes & Feedback

Iwan Approver an hour ago
Sorry, please update

Anthony Brown an hour ago
Attachment uploaded: download-rural_water_project-250815-21e87845-c528-4367-8f09-70afa3b62c4f.xlsx [View Attachment](#)

Anthony Brown an hour ago
This is batch example of Rural Water Project

Looks good to me! Thank you

[Reject](#) [Approve](#)

EPS test 2 2025-08-15 03:09 AM	EPS Projects Construction - Monitoring	Anthony Brown	2	Eastern	Iwan Approver	Pending	
--------------------------------------	--	------------------	---	---------	---------------	---------	--

4. Once the data is is approved it will move to the approved tab.



Control Center

Users

Data

Manage Data

Approvals

Downloads

Control Center / Approvals

My Pending
Subordinates Approvals
Approved

Submission	Form	Submitter	Total Data	Location	Waiting on	Status
Rural Water Batch Test #2 2025-08-16 09:07 PM	Rural Water Project - Monitoring	Anthony Brown	2	Eastern	Laurie Moreno	✔ Approved
Rural Water Batch Test #1 2025-08-15 02:55 AM	Rural Water Project - Monitoring	Anthony Brown	2	Eastern	Laurie Moreno	✔ Approved

Results: 1 - 2 of 2 users 1

- Note: Rejected datasets will appear in the My Pending Approvals tab with the status **Rejected**. The status will change to Pending when the data submitter updates the rejected dataset as per the Approver's instructions.

HANDLING REJECTED DATA

1. Rejected datasets will appear in the Pending Approval tab with the status **Rejected**. Enumerators will receive an email notification when their data is rejected with an explanation from the approver why the data was rejected. Next, expand the toggle button next to the rejected dataset to make edits and resubmit your dataset.

The screenshot shows the DWS Department of Water and Sewerage Control Center interface. The user is logged in as Anthony Brown. The navigation menu on the left includes Control Center, Users, Data, Manage Data, Manage Drafts, Submissions (highlighted), and Downloads. The main content area displays the 'Rural Water Project' submissions page. A dropdown menu is set to 'Rural Water Project' with an '+ Add New' button. Below this, there are tabs for 'Pending Submission', 'Pending Approval' (highlighted), and 'Approved'. A table lists the submissions:

Batch Name	Form	Administration	Status	Total Data
Rural Water Batch Test #2 2025-08-16 09:07 PM	Rural Water Project - Monitoring	Eastern	Rejected	2

At the bottom right, it shows 'Results: 1 - 1 of 1 users' with navigation buttons for page 1.

1. From the Raw Data tab, make any edits as per your Approver's instructions. You can reset to default values in case you make an error while editing. Finally, when you are done with all edits click the SAVE EDITS button. Your dataset will now appear under Pending Approval with the status Pending and your Approver will be able to review and approve again.

- Control Center
- Users v
- Data ^
- Manage Data
- Manage Drafts
- Submissions
- Downloads

Approver	Administration	Status
Iwan Approver and Laurie Moreno	Eastern	⊗ Rejected

[Data Summary](#) [Raw Data](#)

	Type	Name	Administration	Date	Upload By	
1	Registration	Moore-Miller - Cicia - Smith-Barton	Cicia	2022-02-20 12:00 AM	Anthony Brown	
2	Monitoring	Moore-Miller - Cicia - Smith-Barton	Cicia	2022-02-24 12:00 AM	Anthony Brown	

Save Edits

Is the WSMP submitted?	No	-
Is the WSMP approved?	No	-
Construction Start Date?	2025-08-18 	-
Proposed Completion Date?	2026-03-01 	-
	Save Close	
Are you able to visit all construction sites?	Yes	-
Locality Plan	-17.7484201699621, 180.68826253652	-
Are you able to take the sample?	Yes	-
Water Quality Test Conducted	Lab Test	-
H2S contamination Level?	-	-

Data Management

REGISTERING DATA

1. From the Sidebar of the control center, click the Manage Data menu to view and manage your registration data.

The screenshot shows the 'Manage Data' interface. The sidebar on the left has 'Manage Data' highlighted. The main content area shows a dropdown menu for 'Rural Water Project', a 'Download Report' button, and an 'Add New' button. Below this is a 'Datapoint List' table with columns for 'Last Updated', 'Name', 'User', and 'Region'. The table contains five rows of data.

<input type="checkbox"/>	Last Updated	Name	User	Region
<input type="checkbox"/>	2025-08-16 10:34 PM	Central - Rewa - Suva - Test #1 - SV 1	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2024-04-24 12:00 AM	Gordon-Lane - Naitasiri - Landry-Hernandez	Alexandra Davis	Central - Naitasiri
<input type="checkbox"/>	2024-04-18 12:00 AM	Frazier, Harris and Stewart - Waimaro - Armstrong, Jackson and Ramos	Alexandra Davis	Central - Naitasiri - Waimaro
<input type="checkbox"/>	2024-04-12 12:00 AM	Jenkins Ltd - Verata - Guzman PLC	Alexandra Davis	Central - Tailevu - Verata
<input type="checkbox"/>	2024-04-06 12:00 AM	Davis, McMahon and Bauer - Moce - Powell-Whitehead	Angela Savage	Eastern - Lau - Moce

2. Select the questionnaire you want to register data for from the dropdown menu. Then click the Add New button to create a new data entry. This will redirect you to the Webforms page, where you can fill in the data for the selected questionnaire.

Control Center / Manage Data

Manage Data

This is where you :

- Add new data using webforms
- Bulk upload data using spreadsheets
- Download data

Rural Water Project Download Report + Add New

Select Division

[Datapoint List](#) [Map View](#)

<input type="checkbox"/>	Last Updated	Name	User	Region
<input type="checkbox"/>	2025-08-16 10:34 PM	Central - Rewa - Suva - Test #1 - SV 1	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2024-04-24 12:00 AM	Gordon-Lane - Naitasiri - Landry-Hernandez	Alexandra Davis	Central - Naitasiri
<input type="checkbox"/>	2024-04-18 12:00 AM	Frazier, Harris and Stewart - Waimaro - Armstrong, Jackson and Ramos	Alexandra Davis	Central - Naitasiri - Waimaro
<input type="checkbox"/>	2024-04-12 12:00 AM	Jenkins Ltd - Verata - Guzman PLC	Alexandra Davis	Central - Tailevu - Verata
<input type="checkbox"/>	2024-04-06 12:00 AM	Davis, McMahon and Bauer - Moce - Powell-Whitehead	Angela Savage	Eastern - Lau - Moce

3. Fill all the mandatory fields in the Webforms page and click the Submit button to save the data.

Control Center / Manage Data / Rural Water Project

Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Rural Water Project

Central - Rewa - Suva Submit

FORM OVERVIEW

- Location of Village

Location of Village

* 1. Project name
Rural Water Suva Test

* 2. Which Division-Province-Tikina
Central
Rewa
Suva

* 3. Village Name
Suva Test #2

* 4. GPS Location
Use My Location
-18.141920435495543 178.44354629516602

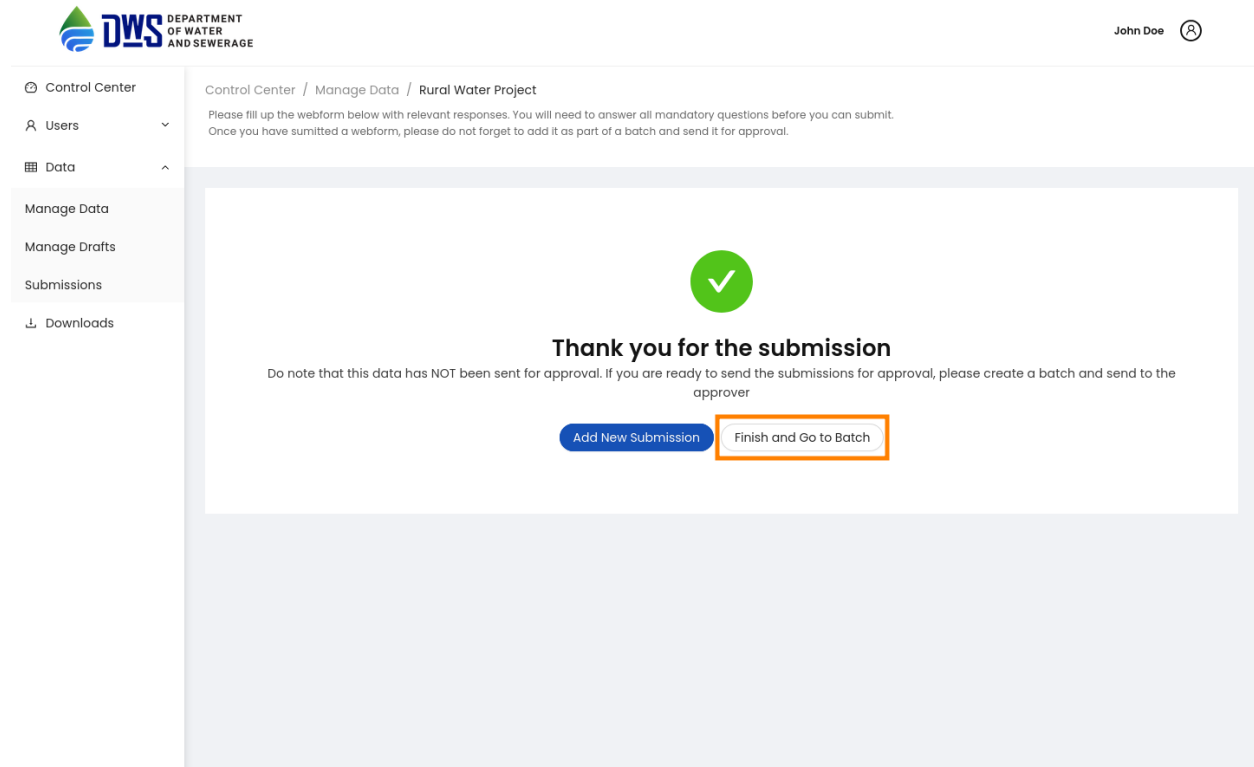
4. After saving the data, you will be redirected to the Thanking page, where you have 2 options:

- Add New Submission:** Redirects you back to the Webforms page to register a new data entry for the same

questionnaire.

- **Finish and Go to Manage Data:** Conditional option that appears if the questionnaire is automatically approved. It redirects you to the Manage Data page, where you can view the registered data.
- **Finish and Go to Batch:** Conditional option that appears if the questionnaire is a pending submission. It redirects you to the Batch page, where you can manage the batch submission.

The screenshot displays the Akvo MIS interface. At the top left is the logo for the Department of Water and Sewerage (DWS). The top right shows the user name 'Iwan Firmawan' with a profile icon. A left-hand navigation menu includes items like 'Control Center', 'Users', 'Data', 'Manage Data', 'Manage Drafts', 'Submissions', 'Approvals', 'Master Data', and 'Downloads'. The main content area shows a breadcrumb trail: 'Control Center / Manage Data / Rural Water Project'. Below this, there is a message: 'Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.' The central part of the screen features a large green checkmark icon and the text 'Thank you for the submission'. A note below states: 'Do note that the data submitted by SUPER ADMIN role will not go through the approval flow and recorded as approved data'. At the bottom of this message box are two buttons: 'Add New Submission' (blue) and 'Finish and Go to Manage Data' (white with an orange border, which is highlighted in the image).



Control Center / Manage Data / Rural Water Project

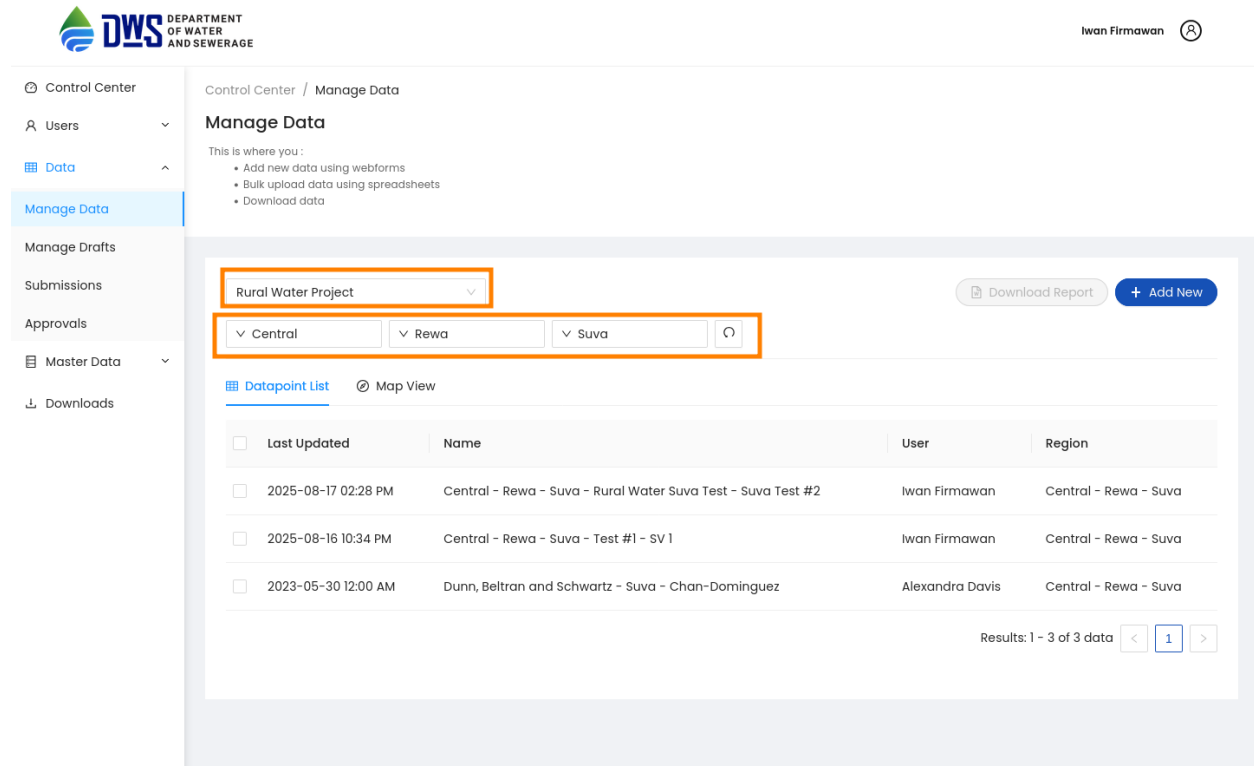
Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Thank you for the submission

Do note that this data has NOT been sent for approval. If you are ready to send the submissions for approval, please create a batch and send to the approver

[Add New Submission](#) [Finish and Go to Batch](#)

5. In the Manage Data page, you can filter the data by questionnaire and administration.



Control Center / Manage Data

Manage Data

This is where you :

- Add new data using webforms
- Bulk upload data using spreadsheets
- Download data

Rural Water Project

Download Report [+ Add New](#)

Central Rewa Suva

[Datapoint List](#) [Map View](#)

<input type="checkbox"/>	Last Updated	Name	User	Region
<input type="checkbox"/>	2025-08-17 02:28 PM	Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2025-08-16 10:34 PM	Central - Rewa - Suva - Test #1 - SV 1	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2023-05-30 12:00 AM	Dunn, Beltran and Schwartz - Suva - Chan-Dominguez	Alexandra Davis	Central - Rewa - Suva

Results: 1 - 3 of 3 data [1](#)

6. To view, edit or delete existing data, click on the row of the data you want to view. This will redirect you to the Monitoring page, where you can see the registered data along with the questionnaire details.



- [Control Center](#)
- [Users](#)
- [Data](#)
- [Manage Data](#)
- [Manage Drafts](#)
- [Submissions](#)
- [Approvals](#)
- [Master Data](#)
- [Downloads](#)

Control Center / Manage Data

Manage Data

- This is where you :
- Add new data using webforms
 - Bulk upload data using spreadsheets
 - Download data

Rural Water Project

[Download Report](#) [+ Add New](#)

Select Division

[Datapoint List](#) [Map View](#)

<input type="checkbox"/>	Last Updated	Name	User	Region
<input type="checkbox"/>	2025-08-17 02:28 PM	Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2025-08-16 10:34 PM	Central - Rewa - Suva - Test #1 - SV 1	Iwan Firmawan	Central - Rewa - Suva
<input type="checkbox"/>	2024-04-24 12:00 AM	Gordon-Lane - Naitasiri - Landry-Hernandez	Alexandra Davis	Central - Naitasiri
<input type="checkbox"/>	2024-04-18 12:00 AM	Frazier, Harris and Stewart - Waimaro - Armstrong, Jackson and Ramos	Alexandra Davis	Central - Naitasiri - Waimaro
<input type="checkbox"/>	2024-04-12 12:00 AM	Jenkins Ltd - Verata - Guzman PLC	Alexandra Davis	Central - Tailevu - Verata

EDITING DATA

Note: To edit data, you must have Super-admin privilege or have *Form access - Edit* permission. You can only edit data that has been registered in the system.

Make sure you already on the Monitoring page of the data you want to edit.

1. Click the data cell you want to edit. This will show the input field for the selected cell. Click the save button to append the changes. If there is a data that cannot be edited, then the input field will be disabled.

The screenshot shows the DWS Department of Water and Sewerage monitoring interface. The user is logged in as Iwan Firmawan. The interface displays a sidebar with navigation options: Control Center, Users, Data, Manage Data, Manage Drafts, Submissions, Approvals, Master Data, and Downloads. The main content area shows the 'Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2' data entry form. The form is titled 'Registration Data' and includes fields for 'Image Name', 'GPS Location', 'The project is meant for?', 'Number of Households', 'What is the project cost?', 'Project Background', 'Type of Water Source?', and 'Construction of New Water Catchment/Dam?'. The 'Project Background' field is highlighted with an orange border and contains the text 'communities surrounding the capital city.'. Below this field are 'Save' and 'Close' buttons. At the bottom right of the form are 'Save Edits' and 'Delete' buttons.

Image Name	Suva Test #2
GPS Location	-18.141920435495543, 178.44354629516602
The project is meant for?	Households
Number of Households	100
What is the project cost?	1434333
Project Background	communities surrounding the capital city.
Type of Water Source?	Surface Water, Sea Water
Construction of New Water Catchment/Dam?	Yes

2. If you have made changes to the data, you can click the **Reset** button to discard the changes.

- Control Center
- Users v
- Data ^
- Manage Data
- Manage Drafts
- Submissions
- Approvals
- Master Data v
- Downloads

← Back to Manage Data
Update data

Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2

Registration Data
Monitoring Data
Monitoring Overview

Number of Households	100
What is the project cost?	1434333
Project Background	The Rural Water Project in Suva, Fiji, aims to address the critical issue of access to clean and safe drinking water in rural and peri-urban communities surrounding the capital city. <div style="text-align: right; margin-top: 5px;"> Reset </div>
Type of Water Source?	Surface Water, Sea Water
Construction of New Water Catchment/Dam?	Yes
Photo of the Catchment/Dam	

Save Edits
Delete

3. If all of the data is correct, you can click the **Save** button to save the changes.

- Control Center
- Users v
- Data ^
- Manage Data
- Manage Drafts
- Submissions
- Approvals
- Master Data v
- Downloads

← Back to Manage Data
Update data

Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2

Registration Data
Monitoring Data
Monitoring Overview

Number of Households	120	Reset
What is the project cost?	1434333	
Project Background	The Rural Water Project in Suva, Fiji, aims to address the critical issue of access to clean and safe drinking water in rural and peri-urban communities surrounding the capital city. <div style="text-align: right; margin-top: 5px;"> Reset </div>	
Type of Water Source?	Surface Water, Sea Water	
Construction of New Water Catchment/Dam?	Yes	
Photo of the Catchment/Dam		

Save Edits
Delete



DELETING DATA

Note: Data deletion can only be performed by Super-admin privileges or by users with *Form access - Delete* permission. You can only delete data that has been registered in the system.

Make sure you already on the Monitoring page of the data you want to delete.

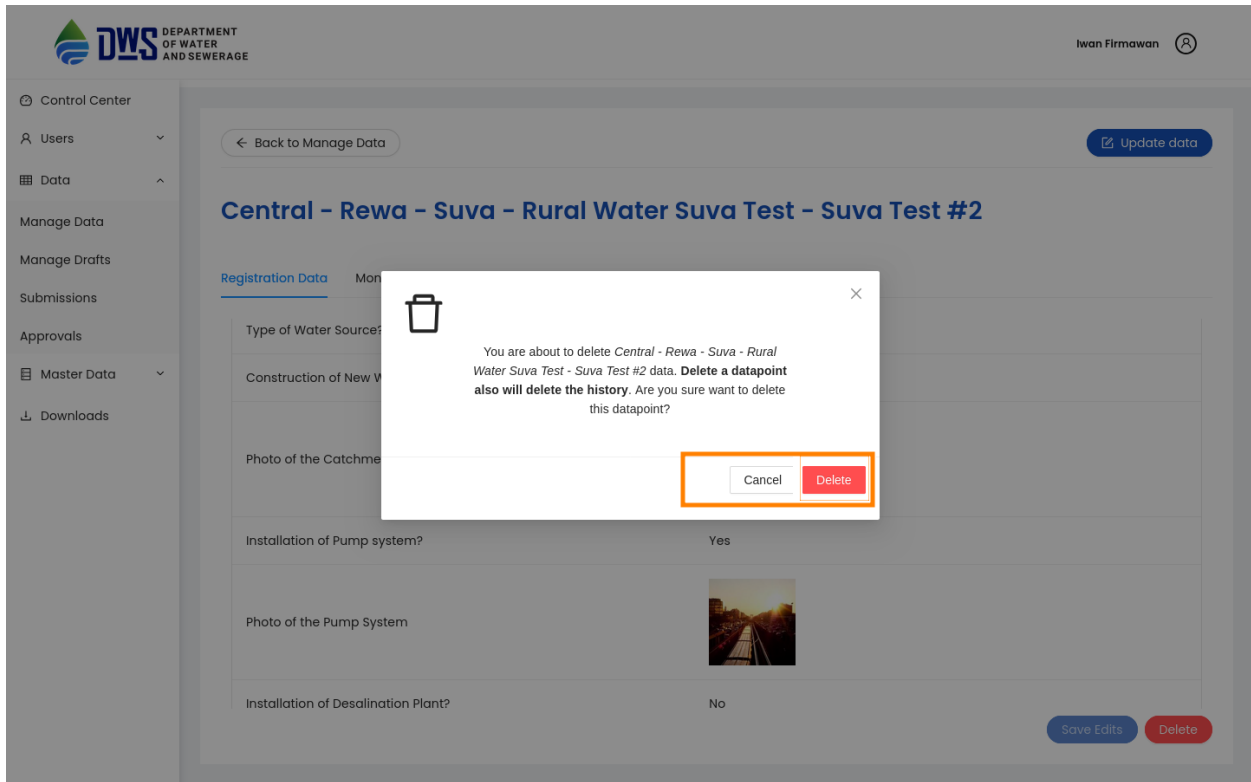
1. Click the Delete button to delete the data. A confirmation dialog will appear asking you to confirm the deletion

The screenshot shows the DWS Department of Water and Sewerage monitoring interface. The page title is "Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2". The "Registration Data" tab is active, showing a table with the following data:

Construction of New Water Catchment/Dam?	Yes
Photo of the Catchment/Dam	
Installation of Pump system?	Yes
Photo of the Pump System	
Installation of Desalination Plant?	No

At the bottom right of the table, there are two buttons: "Save Edits" and "Delete". The "Delete" button is highlighted with a red box.

2. Click the Delete button on the confirmation dialog to delete the data. If you want to cancel the deletion, click the Cancel button.



MONITORING DATA

Make sure you already on the Monitoring page of the data you want to monitor.

DWS DEPARTMENT OF WATER AND SEWERAGE

Iwan Firmawan

Control Center / Manage Data / Monitoring data

Monitoring data

This is where you:

- Get the list of forms that were collected for this datapoint (new and update)
- Edit monitoring data

← Back to Manage Data Update data

Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2

Registration Data **Monitoring Data** Monitoring Overview

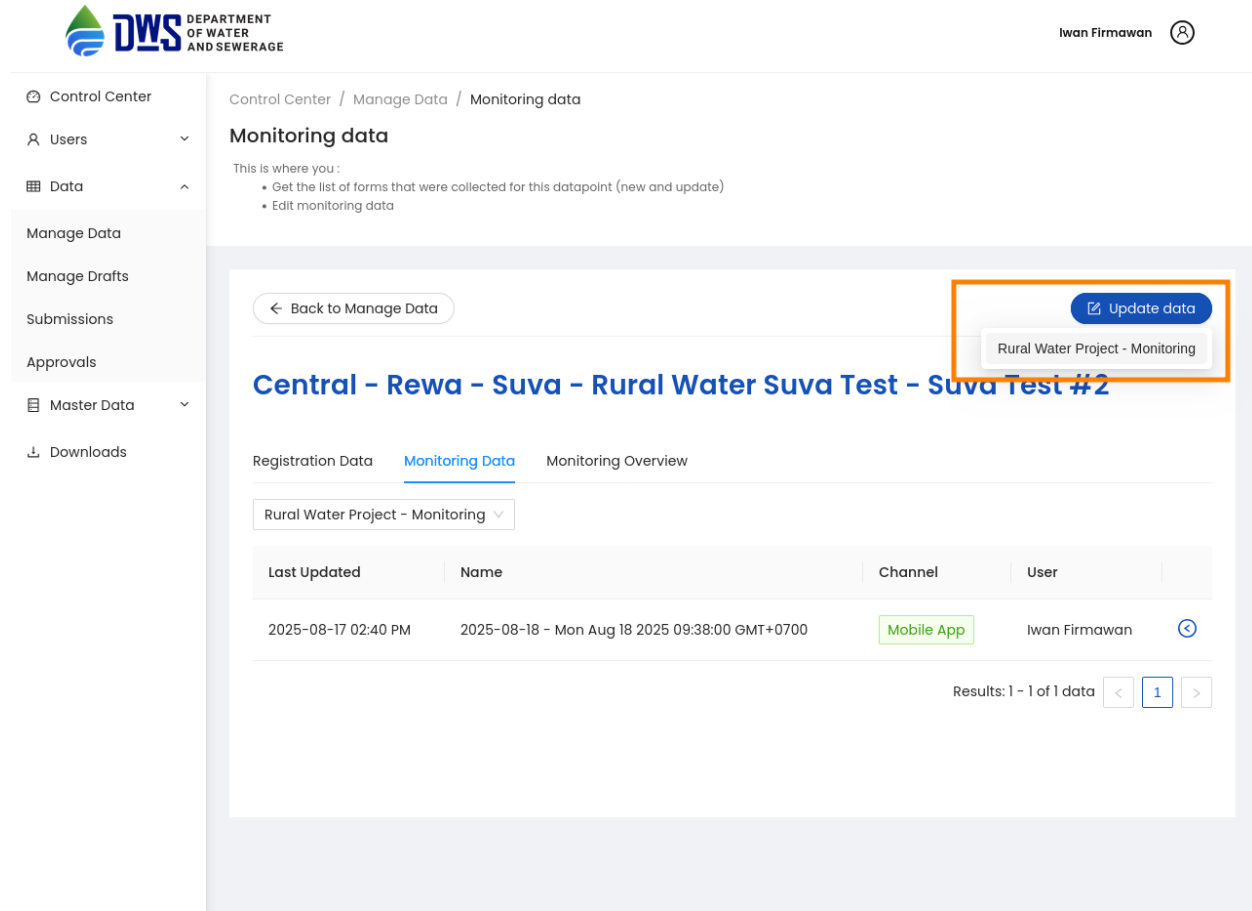
Rural Water Project - Monitoring

Last Updated	Name	Channel	User
2025-08-17 02:40 PM	2025-08-18 - Mon Aug 18 2025 09:38:00 GMT+0700	Mobile App	Iwan Firmawan

Results: 1 - 1 of 1 data < 1 >

24.1 Create a new data entry

1. Click the Update Data button to create a new data entry. This will show a dropdown with the available monitoring questionnaires. Select the questionnaire you want to create a new data entry for.



The screenshot shows the Akvo MIS interface. At the top left is the logo for the Department of Water and Sewerage (DWS). The user's name, Iwan Firmawan, is displayed at the top right. The left sidebar contains navigation options: Control Center, Users, Data, Manage Data, Manage Drafts, Submissions, Approvals, Master Data, and Downloads. The main content area shows the 'Monitoring data' section with a breadcrumb trail: Control Center / Manage Data / Monitoring data. Below the breadcrumb, there is a section titled 'Monitoring data' with instructions: 'This is where you : • Get the list of forms that were collected for this datapoint (new and update) • Edit monitoring data'. A 'Back to Manage Data' button is visible. The main content area is titled 'Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2'. Below the title, there are tabs for 'Registration Data', 'Monitoring Data', and 'Monitoring Overview'. The 'Monitoring Data' tab is active, showing a dropdown menu for 'Rural Water Project - Monitoring'. Below the dropdown is a table with columns: Last Updated, Name, Channel, and User. The table contains one row of data: Last Updated: 2025-08-17 02:40 PM, Name: 2025-08-18 - Mon Aug 18 2025 09:38:00 GMT+0700, Channel: Mobile App, User: Iwan Firmawan. At the bottom right of the table, it says 'Results: 1 - 1 of 1 data' with navigation buttons for page 1.

2. After selecting the questionnaire, you will be redirected to the Webforms page, where you can fill in the data for the selected questionnaire. Fill all the mandatory fields and click the Submit button to save the data.

[Control Center](#)[Users](#)[Data](#)[Manage Data](#)[Manage Drafts](#)[Submissions](#)[Approvals](#)[Master Data](#)[Downloads](#)[Control Center](#) / [Manage Data](#) / [Rural Water Project - Monitoring](#)

Please fill up the webform below with relevant responses. You will need to answer all mandatory questions before you can submit. Once you have submitted a webform, please do not forget to add it as part of a batch and send it for approval.

Rural Water Project - Monitoring

2025-08-20

[Submit](#)

FORM OVERVIEW

- Project Info
- Physical Analysis
- Solids Analysis
- Nutrients Analysis
- Chemical Analysis
- Biological Analysis
- Project Scope
- Project Photos

Project Info

* 1. Inspection Date
2025-08-20

* 2. Who is the project Implementing agency/agencies?
Habitat of Humanity x






* 3. Is the WSMP submitted?
 Yes
 No

* 4. Is the WSMP approved?
 Yes
 No

* 5. Construction Start Date?
2025-08-30

* 6. Proposed Completion Date?
2025-08-30

- After submitting the data, you will be redirected to the Monitoring page, where you can see the newly created data entry.

-  Control Center
-  Users v
-  Data ^
- Manage Data
- Manage Drafts
- Submissions
- Approvals
-  Master Data v
-  Downloads


Control Center / Manage Data / Monitoring data

Monitoring data

This is where you:

- Get the list of forms that were collected for this datapoint (new and update)
- Edit monitoring data

[← Back to Manage Data](#)[Update data](#)**Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2**Registration Data **Monitoring Data** Monitoring OverviewRural Water Project - Monitoring v

Last Updated	Name	Channel	User
2025-08-17 02:49 PM	2025-08-20 - Wed Aug 20 2025 09:46:56 GMT+0700	Webform	Iwan Firmawan 
2025-08-17 02:40 PM	2025-08-18 - Mon Aug 18 2025 09:38:00 GMT+0700	Mobile App	Iwan Firmawan 

Results: 1 - 2 of 2 data < 1 >

24.2 Monitoring Overview

This page provides visual insights into the data collected through the selected Monitoring questionnaire. The number, option and multiple option types of questions will be Y axis, while the X axis will be the date of the data collection. The chart will show the number of responses for each question type, allowing you to see trends and patterns in the data over time.

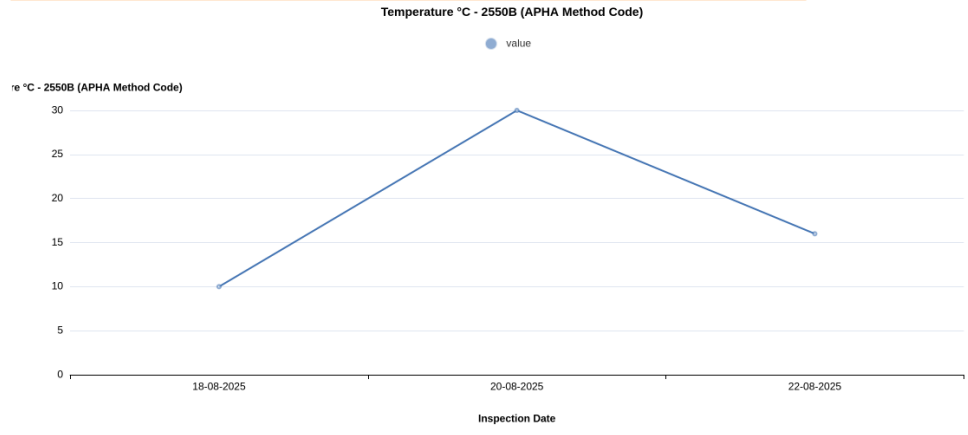
- Control Center
- Users
- Data
- Master Data
- Downloads

[← Back to Manage Data](#) [Update data](#)

Central - Rewa - Suva - Rural Water Suva Test - Suva Test #2

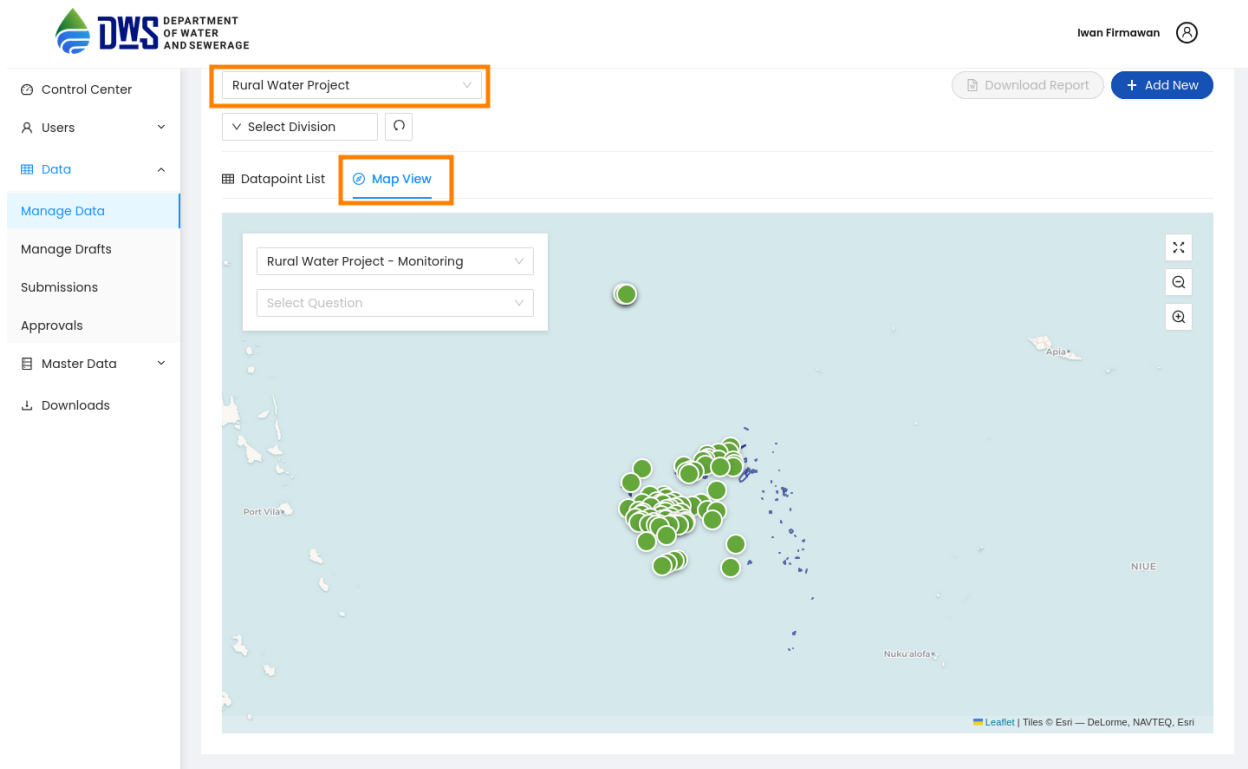
Registration Data Monitoring Data **Monitoring Overview**

Rural Water Project - Monitoring Temperature °C - 2550B (APHA Me... Inspection Date



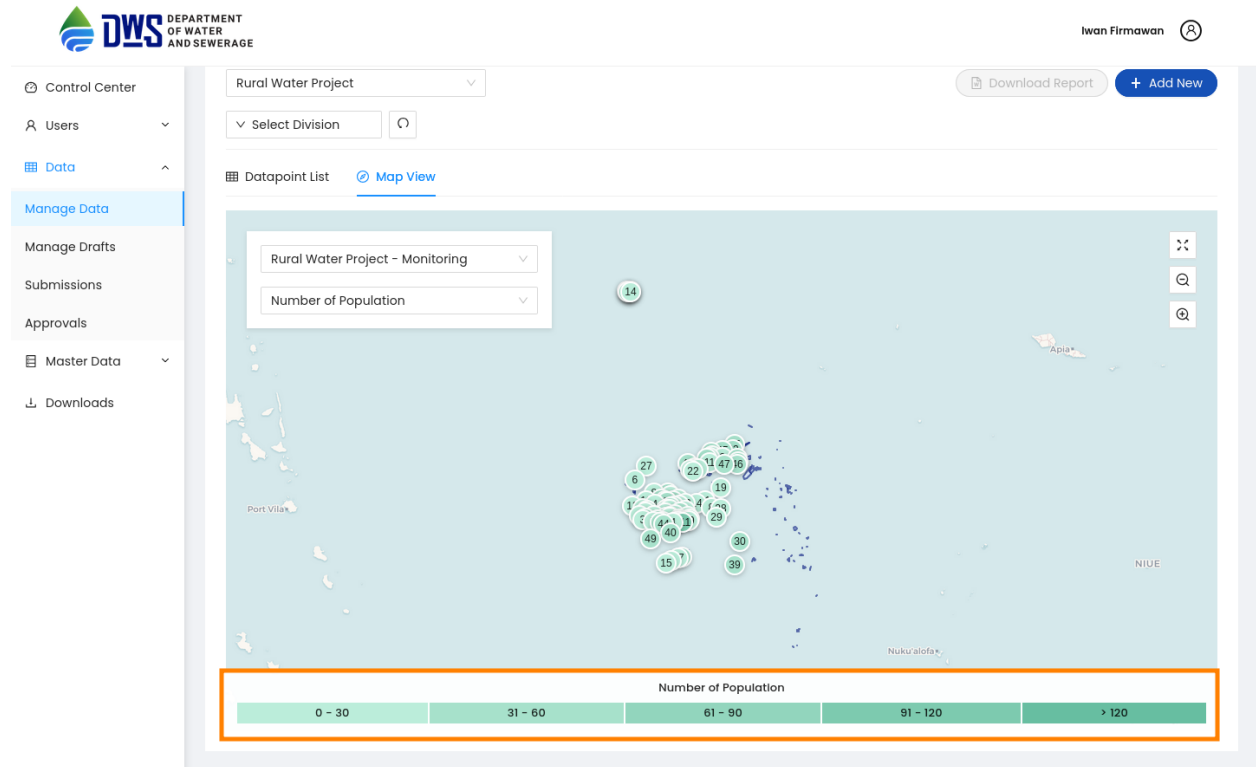
MAP VIEW

The Map View provides a visual representation of the data collected through the selected Monitoring questionnaire on a map. It allows you to see the geographical distribution of the data points, making it easier to identify patterns and trends in specific locations.



25.1 Number Types

The Number Types section displays the different types of numerical responses collected in the selected Monitoring questionnaire. It provides insights into the variety of numerical data collected, helping you understand the distribution and trends in the data.



25.2 Option types

The Option Types section displays the different types of options available in the selected Monitoring questionnaire. It provides insights into the variety of responses collected, helping you understand the diversity of data.

The screenshot displays the Akvo MIS interface for a 'Rural Water Project'. The left sidebar contains navigation options: Control Center, Users, Data, Manage Data (highlighted), Manage Drafts, Submissions, Approvals, Master Data, and Downloads. The main content area shows a dropdown menu for 'Rural Water Project', a 'Download Report' button, and an 'Add New' button. Below these are filters for 'Select Division' and 'The project is meant for?'. The map view is active, showing a map of a region with numerous colored markers. A legend at the bottom of the map area is highlighted with an orange border, indicating the project types: Villages (red), Households (blue), Institutions (green), and Combination (Specify) (purple).

25.3 Multiple Option Types

The Multiple Option Types section displays the different types of multiple options available in the selected Monitoring questionnaire. It provides insights into the variety of multiple-choice responses collected, helping you understand the diversity of data.

- Control Center
- Users
- Data
- Manage Data**
- Manage Drafts
- Submissions
- Approvals
- Master Data
- Downloads

Rural Water Project

Download Report + Add New

Select Division

Datapoint List **Map View**



DRAFT SUBMISSIONS

Draft submissions are entries that have been started but not yet submitted. They allow users to save their progress and return later to complete the submission. This feature is particularly useful for Monitoring questionnaires that require detailed information or take time to complete, such as obtaining results from laboratory tests. Draft submissions are also synced with draft submissions from the Mobile application, enabling both channels to work seamlessly together.

DWS DEPARTMENT OF WATER AND SEWERAGE

Iwan Firmawan

Control Center / Manage Drafts

Manage Data

This is where you can manage your drafts. You can:

- View your saved drafts
- Edit existing drafts
- Delete existing drafts

Rural Water Project Select Form + Add New

Select Division

Last Updated	Name	Region
2025-08-17 03:46 PM	Western - Ra - Nalawa - Rural Water Draft #4	Western - Ra - Nalawa
2025-08-17 03:45 PM	Northern - Bua - Rural Draft #3 - Bua Test	Northern - Bua
2025-08-17 03:45 PM	Eastern - Lau - RUrual water Draft #2	Eastern - Lau
2025-08-17 03:45 PM	Central - Namosi - Veivatuloo - Rural Water Draft #1	Central - Namosi - Veivatuloo

Results: 1 - 4 of 4 data

26.1 Create a new draft submission

1. Select the questionnaire you want to create a new draft submission for from the dropdown menu. Then Click the Add New button to create a new draft submission.

Control Center / Manage Drafts

Manage Data

This is where you can manage your drafts. You can:

- View your saved drafts
- Edit existing drafts
- Delete existing drafts

EPS Registration Select Form

Select Division

Last Updated	Name	Region
No data		

Results: 1 - 1 of 1 data

2. After selecting the questionnaire, you will be redirected to the Webforms page, where you can fill in the data for the selected questionnaire. Fill any necessary fields and click the Save Draft button to save the draft submission. There is no validation during draft submission, so you can save the draft without filling all the mandatory fields.

Control Center / Manage Drafts / EPS Registration

Please fill up the webform below with relevant responses. You can save your responses and continue later or if you have completed the form then you can submit it.

EPS Registration
Northern - Bua

Submit

FORM OVERVIEW

- Basic Information

Basic Information

- EPS Name
EPS Draft test
- Which Division-Province-Tikina?
Northern
Bua
Select level 3
- Village Name
Bua Test
- GPS Location
Use My Location
-18.104701425499396 178.42843337979804

- After saving the draft, you will be redirected to the Draft Submissions page, where you can see the newly created draft submission.


Control Center / Manage Drafts


Manage Data

This is where you can manage your drafts. You can:

- View your saved drafts
- Edit existing drafts
- Delete existing drafts

EPS Registration + Add New

Select Division 

Last Updated	Name	Region	
2025-08-17 01:59 PM	Northern - Bua - EPS Draft test - Bua Test	Northern - Bua	

Results: 1 - 1 of 1 data < 1 >

26.2 Edit Draft Submission

Expand the toggle button next to the draft submission you want to edit. You will have two options:

1. Edit only: Continue editing the draft submission without validation.
2. Edit and Publish Draft: Continue editing the draft submission and validate it before publishing as a new data entry.

Control Center

Users

Data

Manage Data

Manage Drafts

Submissions

Approvals

Master Data

Downloads

EPS Registration

Select Form

+ Add New

Select Division

Last Updated	Name	Region
2025-08-15 01:48 AM	Northern - Bua - EPS Draft test - Bua Test	Northern - Bua

Basic Information

Question	Response
EPS Name	EPS Draft test
Which Division-Province-Tikina?	Fiji Northern Bua
Village Name	Bua Test
GPS Location	-18.104701425499396, 178.42843337979804
Do you have Water Committee	Yes

Delete Edit Edit and Publish Draft

Results: 1 - 1 of 1 data

26.3 Delete Draft Submission

To delete a draft submission, expand the toggle button next to the draft submission you want to delete and click the Delete button. A confirmation dialog will appear asking you to confirm the deletion.

The screenshot displays the Akvo MIS interface for the Department of Water and Sewerage. A modal dialog box titled "Delete Draft" is centered on the screen, asking for confirmation to delete a draft titled "Northern - Bua - EPS Draft test - Bua Test". The dialog has "Cancel" and "Delete" buttons, with the "Delete" button highlighted by an orange box. In the background, the "Manage Drafts" section is visible, showing a table with one draft entry. Below the table, the "Basic Information" section contains a list of questions and their corresponding responses. At the bottom right of the draft entry, there are "Delete", "Edit", and "Edit and Publish Draft" buttons, with the "Delete" button also highlighted by an orange box. The interface includes a sidebar with navigation options like "Control Center", "Users", "Data", "Manage Data", "Submissions", "Approvals", "Master Data", and "Downloads".

Question	Response
EPS Name	EPS Draft test
Which Division-Province-Tikina?	Fiji Northern Bua
Village Name	Bua Test
GPS Location	-18.104701425499396, 178.42843337979804
Do you have Water Committee	Yes

Master Data Management

ADMINISTRATIVE LIST

1. From the Sidebar of the control center, click the administrative list sub menu under the Master Data menu, add or modify an existing administration or delete an existing administration.

The screenshot displays the 'Manage Administrative List' page. The sidebar on the left has 'Administrative List' highlighted. The main content area includes a search bar with the text 'Enter name or code...', a dropdown menu for 'Select Division', and a table of administrative levels. The table has columns for Code, Name, Level, Parent, and Action. The 'Action' column contains 'Edit' buttons and circular refresh icons.

Code	Name	Level	Parent	Action
	Western	Division	Fiji	Edit
1	Ba	Province	Fiji - Western	Edit
102	Magodro	Tikina	Fiji - Western - Ba	Edit
103	Nadi	Tikina	Fiji - Western - Ba	Edit
104	Naviti	Tikina	Fiji - Western - Ba	Edit
105	Nawaka	Tikina	Fiji - Western - Ba	Edit
106	Tavua	Tikina	Fiji - Western - Ba	Edit

1. To edit an existing administration, click the Edit button next to the administration, Once data is updated click on the Save Button

- Control Center
- Users
- Data
- Master Data
- Administrative List
- Attributes
- Organisations
- Downloads

Control Center / Manage Administrative List

Manage Administrative List

- This is where you:
- Add new administration
 - Modify existing administration
 - Delete existing administration
 - Bulk upload administration

Code	Name	Level	Parent	Action
1	Ba	Province	Fiji - Western	Edit
102	Magodro	Tikina	Fiji - Western - Ba	Edit
103	Nadi	Tikina	Fiji - Western - Ba	Edit
104	Naviti	Tikina	Fiji - Western - Ba	Edit
105	Nawaka	Tikina	Fiji - Western - Ba	Edit
106	Tavua	Tikina	Fiji - Western - Ba	Edit
107	Vuda	Tikina	Fiji - Western - Ba	Edit

- Control Center
- Users
- Data
- Master Data
- Administrative List
- Attributes
- Organisations
- Downloads

Edit Administration

This page allows you to edit administration to the IWSIMS platform.

Code:

Level:

Administration Parent:

* Administration Name:

Population:

Urban or Rural:

Primary Occupations:

Education: 4 4 4

Save
Delete

3. To delete click the Delete button. Next, confirm you are deleting the administration by clicking the OK button in the pop-up window.

The screenshot shows the 'Edit Administration' page in the Akvo MIS system. The page is titled 'Edit Administration' and includes a sidebar with navigation options: Control Center, Users, Data, Master Data, Administrative List, Attributes, Organisations, and Downloads. The main content area contains a form for editing an administration record. The form fields are: Code (103), Level (Tikina), Administration Parent (Western, Ba), Administration Name (Nadi), Population, Urban or Rural (Select Urban or Rural...), Primary Occupations (Select Primary Occupations...), and Education (Primary, Secondary, Higher). At the bottom of the form, there are 'Save' and 'Delete' buttons. A confirmation dialog box is open in the center of the screen, titled 'Delete Nadi', with the text 'Are you sure you want to delete this administration?'. The dialog box has 'Cancel' and 'OK' buttons. The 'Delete' button on the form and the 'OK' button in the dialog box are highlighted with orange boxes.

DEPARTMENT OF WATER AND SEWERAGE

Iwan Firmawan

Control Center / Manage Ad

Edit Administration

This page allows you to edit adm

Code: 103

Level: ▼ Tikina

Administration Parent: ▼ Western ▼ Ba

* Administration Name: Nadi

Population: [dropdown]

Urban or Rural: ▼ Select Urban or Rural...

Primary Occupations: Select Primary Occupations...

Education: Primary [dropdown] Secondary [dropdown] Higher [dropdown]

Save Delete

Delete Nadi

Are you sure you want to delete this administration?

Cancel OK

MANAGE ATTRIBUTES

1. From the Sidebar of the control center, click the attribute sub menu under the Master Data menu, add or modify an existing attribute or delete an existing attribute.

The screenshot shows the 'Manage Attributes' page in the DWS control center. The sidebar on the left has 'Attributes' highlighted under the 'Master Data' menu. The main content area has a breadcrumb 'Control Center / Manage Attributes' and a title 'Manage Attributes'. Below the title, there is a description: 'This is where you manage attributes based on their fields. You can :' followed by a list: 'Add new attribute', 'Modify existing attribute', and 'Delete existing attribute'. Below this is a search bar with the text 'Enter name or code...' and a dropdown for 'Attribute type'. The main part of the page is a table with the following data:

Attribute Name	Type	Value	Action
Population	value	Number	Edit
Urban or Rural	option	Urban Rural	Edit
Primary Occupations	multiple_option	Agriculture Livestock Farming Tourism	Edit
Education	aggregate	Primary Secondary Higher	Edit

At the bottom right of the table, there are navigation buttons: '<', '1', and '>'.

1. To delete or edit an existing attribute, click the Edit button next to the attribute, Once data is updated click on the Save Button, For deleting the attribute Click Delete Button. Next, click on the confirmation popup window for deleting attribute.

- Control Center
- Users
- Data
- Master Data
- Administrative List
- Attributes**
- Organisations
- Downloads

Control Center / Manage Attributes / Edit Attribute

Edit Attribute

This page allows you to edit attribute to the IWSIMS platform.

* Attribute name:

* Attribute type:

Options:

The screenshot shows the 'Edit Attribute' page in the Akvo MIS system. The page header includes the DWS logo and the text 'DEPARTMENT OF WATER AND SEWERAGE'. The user's name 'Iwan Firmawan' is visible in the top right corner. The left sidebar contains navigation options: Control Center, Users, Data, Master Data, Administrative List, Attributes, Organisations, and Downloads. The main content area is titled 'Edit Attribute' and contains the following form fields:

- * Attribute name: Education
- * Attribute type: Aggregate
- Options: Primary, Secondary, Higher
- Buttons: Save, Delete

A confirmation dialog box is overlaid on the page, asking 'Delete "Education" Are you sure you want to delete this attribute?'. The dialog box has 'Cancel' and 'OK' buttons. The 'Delete' button on the main page and the 'OK' button in the dialog box are highlighted with orange boxes.

MANAGE ORGANIZATIONS

1. From the Sidebar of the control center, click the Organisations sub menu under the Master Data menu, add or modify an existing Organisation or delete an existing Organisation.

The screenshot displays the 'Manage Organizations' interface. The sidebar on the left has 'Organisations' highlighted. The main content area shows a search bar and a table of organizations. The table has the following data:

ID	Organization	Attributes	Users	Action
12	iTaukei Land Trust Board (TLTB)	User Organisation	4	Edit Delete
11	Department of Culture Heritage and Arts (DCHA)	User Organisation	-	Edit Delete
10	Ministry of iTaukei Affairs (MTA)	User Organisation	-	Edit Delete
9	Ministry of Health and Medical Services (MHMS)	User Organisation	-	Edit Delete
8	Department of Information (DOI)	User Organisation	4	Edit Delete
7	Ministry of Waterways and Environment (MOWE)	User Organisation	-	Edit Delete
6	Water Authority of Fiji (WAF)	User Organisation	1	Edit Delete
5	Meteorological Services and Transport (MST)	User Organisation	-	Edit Delete

2. To add a new Organisation, click the ADD NEW ORGANISATION button. Next, fill all mandatory fields. Finally, click the Save button to add the Organisation.

[Control Center](#)[Users](#)[Data](#)[Master Data](#)

Administrative List

Attributes

[Organisations](#)[Downloads](#)

Control Center / Manage Organizations

Manage Organizations

This is where you:

- Add new organization
- Modify existing organization
- Delete existing organization

Search...



Attributes

[+ Add New](#)

ID	Organization	Attributes	Users	Action
12	iTaukei Land Trust Board (TLTB)	User Organisation	4	Edit Delete
11	Department of Culture Heritage and Arts (DCHA)	User Organisation	-	Edit Delete
10	Ministry of iTaukei Affairs (MTA)	User Organisation	-	Edit Delete
9	Ministry of Health and Medical Services (MHMS)	User Organisation	-	Edit Delete
8	Department of Information (DOI)	User Organisation	4	Edit Delete
7	Ministry of Waterways and Environment (MOWE)	User Organisation	-	Edit Delete
6	Water Authority of Fiji (WAF)	User Organisation	1	Edit Delete
5	Meteorological Services and Transport (MST)	User Organisation	-	Edit Delete

[Control Center](#)[Users](#)[Data](#)[Master Data](#)[Administrative List](#)[Attributes](#)[Organisations](#)[Downloads](#)[Control Center](#) / [Manage Organizations](#) / [Add Organization](#)

Add Organization

This page allows you to add organisations to the IWSIMS platform.

* Organization Name

* Organization Attributes

[Add Organization](#)

- To edit an existing organisation, click the Edit button next to the organisation, Once data is updated click on the Update Organisation Button.

[Control Center](#)[Users](#)[Data](#)[Master Data](#)

Administrative List

Attributes

[Organisations](#)[Downloads](#)

Control Center / Manage Organizations

Manage Organizations

This is where you:

- Add new organization
- Modify existing organization
- Delete existing organization

Search...



Attributes

[+ Add New](#)

ID	Organization	Attributes	Users	Action
12	iTaukei Land Trust Board (TLTB)	User Organisation	4	Edit Delete
11	Department of Culture Heritage and Arts (DCHA)	User Organisation	-	Edit Delete
10	Ministry of iTaukei Affairs (MTA)	User Organisation	-	Edit Delete
9	Ministry of Health and Medical Services (MHMS)	User Organisation	-	Edit Delete
8	Department of Information (DOI)	User Organisation	4	Edit Delete
7	Ministry of Waterways and Environment (MOWE)	User Organisation	-	Edit Delete
6	Water Authority of Fiji (WAF)	User Organisation	1	Edit Delete
5	Meteorological Services and Transport (MST)	User Organisation	-	Edit Delete

[Control Center](#)[Users](#)[Data](#)[Master Data](#)[Administrative List](#)[Attributes](#)[Organisations](#)[Downloads](#)[Control Center](#) / [Manage Organizations](#) / [Edit Organization](#)

Edit Organization

This page allows you to edit organisations to the IWSIMS platform.

* Organization Name

* Organization Attributes

[Update Organization](#)

1. For deleting the organisation Click Delete Button. Also make sure that no user is associated with the deleting organisation. Next, click on the confirmation popup window for deleting organisation.

DWS DEPARTMENT OF WATER AND SEWERAGE Iwan Firmawan

Control Center / Manage Organizations

Manage Organizations

This is where you :

- Add new organization
- Modify existing organization
- Delete existing organization

You are about to delete the organization

iTaukei Land Trust Board (TLTB)

There are **4 Users** associated with this organisation. Please reassign or delete these user(s) before deleting the organisation to prevent unexpected results

Cancel **Delete**

ID	Organization	Type	Users	Action
12	iTaukei Land Trust Board (TLTB)	User Organisation	4	Edit Delete
11	Department of Health (DOH)	User Organisation	-	Edit Delete
10	Ministry of Education (MOE)	User Organisation	-	Edit Delete
9	Ministry of Health and Medical Services (MHMS)	User Organisation	-	Edit Delete
8	Department of Information (DOI)	User Organisation	4	Edit Delete
7	Ministry of Waterways and Environment (MOWE)	User Organisation	-	Edit Delete
6	Water Authority of Fiji (WAF)	User Organisation	1	Edit Delete
5	Meteorological Services and Transport (MST)	User Organisation	-	Edit Delete

Outputs

DOWNLOAD DATA REPORT (.DOCX)

Go to the Manage data menu, select the questionnaire you want to download data for, select row checkboxes for the data you want to download, and then check Monitoring questionnaires that you want to download data for. Click the Download button to download the data as a document.

The screenshot shows the DWS Department of Water and Sewerage web application interface. The left sidebar contains a navigation menu with 'Manage Data' highlighted. The main content area displays a 'Rural Water Project' dropdown menu, a 'Select Division' dropdown, and a 'Datapoint List' table. The table has columns for 'Last Updated', 'Name', 'User', and 'Region'. A 'Download Report' button is highlighted in the top right corner of the table. A modal window titled 'Select Monitoring Forms' is open, showing a checkbox for 'Rural Water Project - Monitoring' and a 'Download Report' button.

<input checked="" type="checkbox"/>	Last Updated	Name	User	Region
<input checked="" type="checkbox"/>	2025-08-15 06:09 PM	John Project - Fiji - Central - Rewa - Suva - Suva test village	John Doe	Central - Rewa - Suva
<input checked="" type="checkbox"/>	2025-08-15 03:45 AM	Central - Rewa - Suva - test skip logic - suva test #1	Iwan Firmawan	Central - Rewa - Suva
<input checked="" type="checkbox"/>	2023-08-08 12:00 AM	Arnold-Rodriguez - Matailobau - Freeman LLC	John Simmons	Central - Naitasiri - Matailobau
<input checked="" type="checkbox"/>	2023-07-27 12:00 AM	Massey Group - Nakasaleka - Medina-Moreno	Anthony Brown	Eastern - Kadavu - Nakasaleka
<input checked="" type="checkbox"/>	2023-07-15 12:00 AM	Juarez-Browning - Bua - Decker, Ray and Miller	Angela Alvarado	Northern - Bua
<input checked="" type="checkbox"/>	2023-07-03 12:00 AM	Davis PLC - Vuda - Hoover-Decker	Marissa Myers	Western - Ba - Vuda
<input checked="" type="checkbox"/>	2023-06-21 12:00 AM	Young Inc - Wainimala - Franklin, Cross and Cooper	John Simmons	Central - Naitasiri - Wainimala
<input checked="" type="checkbox"/>	2023-06-09 12:00 AM	Rios, Carter and Lopez - Itumuta - Walker, Howard and Rios	Anthony Brown	Eastern - Rotuma - Itumuta
<input checked="" type="checkbox"/>	2023-05-28 12:00 AM	Wolf-Jones - Navosa - Wallace, Campbell and Aguirre	Marissa Myers	Western - Nadroga/Navosa - Navosa
<input checked="" type="checkbox"/>	2023-05-16 12:00 AM	Golden-Savage - Nuku - Kane-Clark	John Simmons	Central - Serua - Nuku

Downloaded data can be accessed from the Downloaded Data tab of the control center. Click the download button to get your data in a document format.

- Control Center
- Users
- Data
- Master Data
- Downloads

Downloads

This page shows your list of data export requests.
For exports which are already generated, please click on the Download button to download the data.

	Data Report Rural Water Project Golden-Savage - Nuku - Kane-Clark, Wolf-Jones - Navosa - Wallace, Campbell and Aguirre, Rios, Carter and Lopez - Itumuta - Walker, Howard and Rios +7 more	August 15, 2025 02:55 PM	Download
	Data Report Rural Water Project Central - Rewa - Suva - test skip logic - suva test #1	August 15, 2025 03:45 AM	Download
	Data Report Rural Water Project Massey Group - Nakasaleka - Medina-Moreno, Arnold-Rodriguez - Matalobau - Freeman LLC	August 15, 2025 02:17 AM	Download
	Data Report EPS Registration Reyes Ltd - Beqa - Berger-Hernandez, Davis and Sons - Rewa - Osborne-Adkins, Fields Ltd - Nuku - Sullivan LLC +7 more	August 15, 2025 01:44 AM	Download

[Load More](#)

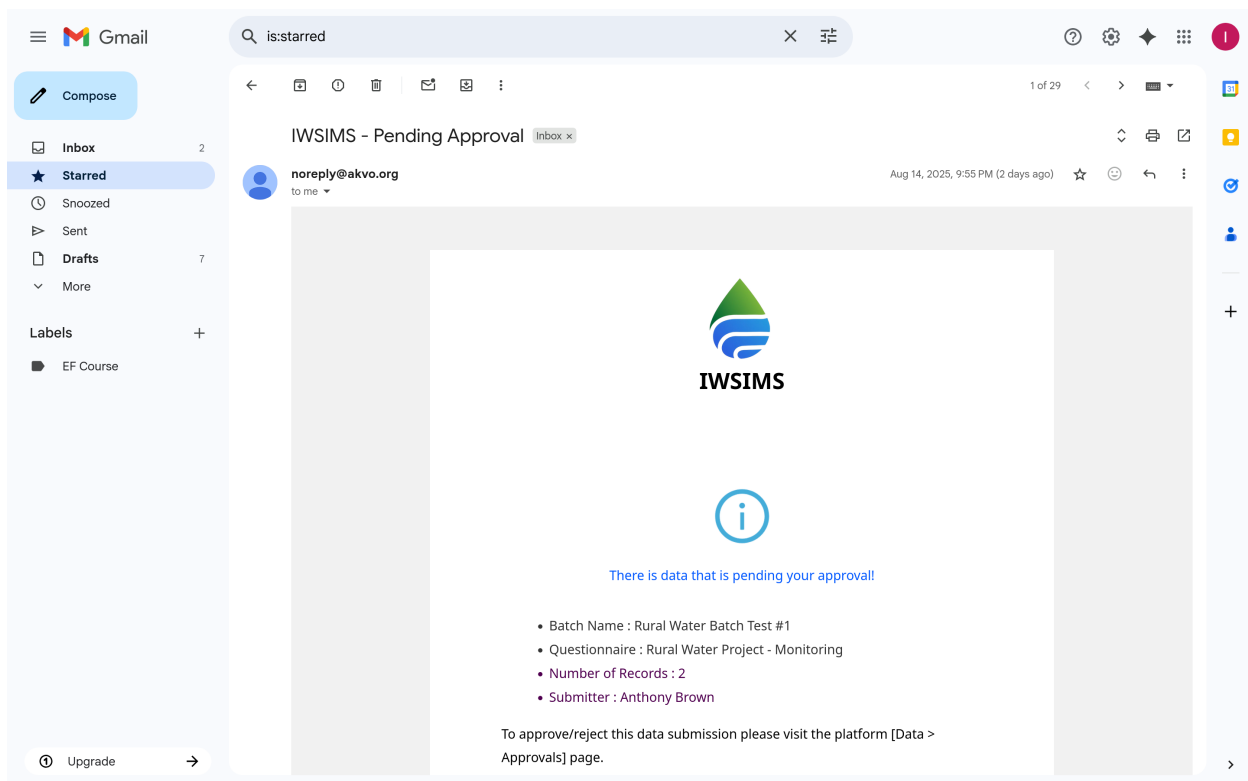
Here is the preview of the downloaded document:

Identifier	Juarez-Browning - Bua - Decker, Ray and Miller	Massey Group - Nakasaleka - Medina-Moreno	Arnold-Rodriguez - Matalobau - Freeman LLC	Central - Rewa - Suva - test skip logic - suva test #1	John Project - Fiji - Central - Rewa - Suva - Suva test village
Display Name	Juarez-Browning - Bua - Decker, Ray and Miller	Massey Group - Nakasaleka - Medina-Moreno	Arnold-Rodriguez - Matalobau - Freeman LLC	Central - Rewa - Suva - test skip logic - suva test #1	John Project - Fiji - Central - Rewa - Suva - Suva test village
Device identifier	Webform	Webform	Webform	Webform	Mobile Device
Submission Date	2023-07-15 12:00 AM	2023-07-27 12:00 AM	2023-08-08 12:00 AM	2025-08-15 03:45 AM	2025-08-15 04:48 PM
Submitter	Angela Alvarado	Anthony Brown	John Simmons	Iwan Firmawan	john.mobile
Form version	1	1	1	1	1
Location of Village					
Project name	Juarez-Browning Bua	Massey Group Nakasaleka	Arnold-Rodriguez Matalobau	test skip logic	John Project Suva
Which Division-Province-Tikina				Suva	Suva
Village Name	Decker, Ray and Miller	Medina-Moreno	Freeman LLC	suva test #1	Suva test village
GPS Location	16.7102959547497, 178.570119092168	18.9878048047594, 178.414471531608	17.7506477176289, 178.214609890223	-	37.4220936, 122.083922
The project is meant for?	Combination (Specify)	Combination (Specify)	Combination (Specify)	Households	Households
For combined project state the institutions involved?	Other (Specify)	Other (Specify)	Other (Specify)		
Other Institution (Specify)	Doctor yeah new very.	Man.	Owner win consider.		
Number of Households				100.0	10.0

NOTIFICATIONS

Users will get email notifications in the following scenarios:

- Invitation to set up an account for the first time
- Approver is notified there is pending data for approval
- Submitter is notified when data is approved
- Submitter is notified when data is rejected



CHAPTER
THIRTYTWO

DOWNLOAD PDF

DEPLOYMENT

```
export CI_COMMIT='local'  
./ci/build.sh
```

Above command will generate two docker images with prefix `eu.gcr.io/akvo-lumen/akvo-mis` for backend and frontend

```
docker-compose -f docker-compose.yml -f docker-compose.ci.yml up -d
```

Network config: `nginx`