

Date: March 8, 2003  
Project: MFI Indicator

## **MFI Administrator Manual**

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## **Section 1: Introduction**

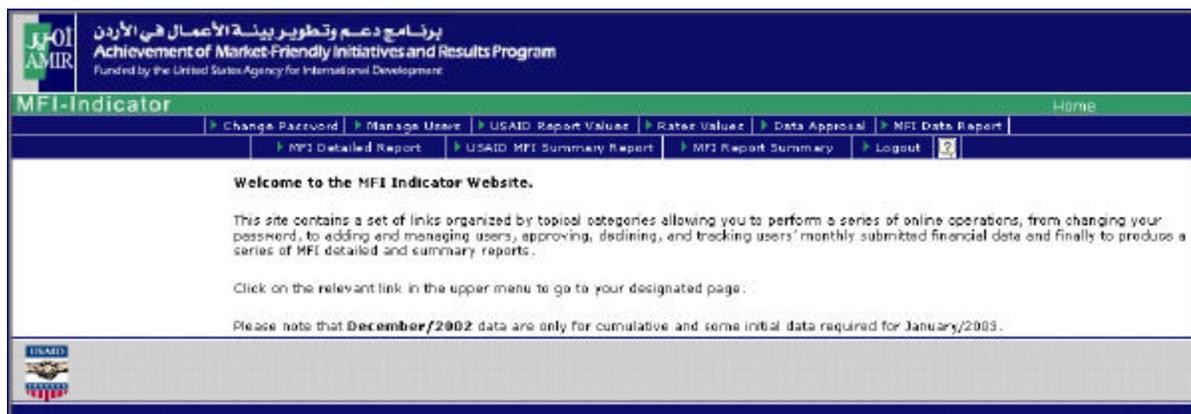
The following pages will describe the MFI Indicator website for the administrator's use, including the different menus, functionalities, and permissions assigned to this type of user.

## Section 2: MFI Indicator for Administrator

The admin can access the MFI Indicator website by entering the website's URL (<http://www.amir-jordan.org/mfireports>). This opens the website's main page, which includes the **User ID** and **Password**:



Enter the **User ID** and **Password** then click on the *Submit* button. This opens the **Administrator** personal page:



This page contains a welcome note to the MFI Indicator website, in addition to a declaration that the December 2002 data was used as preliminary data ONLY, which was required to initiate the MFI Data submission for January 2003. The MFI Administrator personal page includes ten menus as follows:

- Change Password
- Manage Users
- USAID Report Values
- Rates Values
- Data Approval
- MFI Data Report
- MFI Detailed Report
- USAID MFI Summary Report
- MFI Report Summary
- Logout

In addition, a Help Index is provided for the MFI Administrator, which contains help screens for quick reference. By clicking on the (🔍) icon, a new window is displayed containing MFI Data Help Summary.

## Section 2.1: Change Password

Clicking the *Change Password* link on the top menu of the MFI – Indicator website opens the **Change Password** page:

The screenshot shows the 'Change Password' page of the MFI-Indicator system. The page has a blue header with the AMIR logo and text in Arabic and English: 'برنامج دعم وتطوير بيئة الأعمال في الأردن' and 'Achievement of Market-Friendly Initiatives and Results Program'. Below the header is a green navigation bar with links: 'Change Password', 'Manage Users', 'USAID Report Values', 'Rates Values', 'Data Approval', 'MFI Data Report', 'MFI Detailed Report', 'USAID MFI Summary Report', 'MFI Report Summary', 'Logout', and a help icon. The main content area is white and contains the 'Change Password' form. The form has four input fields: 'User ID' (with 'Admin' entered), 'Old Password', 'New Password', and 'Confirm Password'. Below the fields are 'Save' and 'Reset' buttons. The footer of the page features the USAID logo.

To change the current password:

1. Enter the old password in the **Old Password** field
2. Enter a new password in the **New Password** field
3. Reenter new password in the **Confirm Password** field
4. Click on *Save* button

## Section 2.2: Manage Users

Clicking the *Manage Users* link on the top menu of the MFI – Indicator website opens the **Manage Users** page:

**Manage Users**

Search for User/s

User Type: All Users  
 Status: All  
 User Name:  Search

List Of Users

User Login	Name	Password	Type	Status	Delete
amcl	amcl	123	Data Reader	Active	Delete
hbimoc	Hashem Bdair	123	NFI	Active	Delete
ip	ip	ip	I.P.	Active	Delete
jlqc1	jlqc1	123	Data Reader	Active	Delete
samer	Samer Dallal	123	NFI	Active	Delete
jlqc	Suzan Haddadin	123	JLGC	Active	Delete
yqame	Yusef Qandah	123	NFI	Active	Delete
mfi	Zaid Al Refai	123	NFI	Active	Delete

Add

This page contains two sections:

### Section 2.2.1: Search for User/s

This section contains two search filters: **User Type** and **Status** used to search for different types of users according to their statuses. Select a user type from the *User Type* dropdown menu and a status from the *Status* dropdown menu, and then click on the **Search** button. The system will then return search results that match the search criteria which you have selected.

Alternatively, you can enter the name of the user you are searching for in the **User Name** textbox field and then click on the **Search** button.

### Section 2.2.2: List of Users

This section comprises the **List of Users** table, which lists all existing users and allows the admin to update their user information or to delete them from the system. In addition, the admin can add new users to the system.

The **List of Users** table includes the following fields:

Field Name	Description
<b>User Login:</b>	The <i>Login ID</i> for each user defined in the system. By clicking on the Login ID, the system opens the <i>Update User Information</i> page, allowing the admin to update the user's profile
<b>Name:</b>	The name of the user defined in the system
<b>Password:</b>	The password assigned to the user by the admin
<b>Type:</b>	User type. There are five user types defined in the system: System Admin, MFI Data Sender, JLGC Data Sender, Data Viewer, and Interested Parties (e.g. USAID users)
<b>Status</b>	The status of the user's account, whether it is <i>Active</i> or <i>Not Active</i> . If Not, the user will be prevented from using the system, in which case a message will be displayed indicating that the user's account is currently inactive
<b>Delete:</b>	A hyperlink allowing the admin to delete a user from the system. However, when the admin deletes a defined user, this user, including all its existing data, will be completely removed from the system. Therefore, if the admin would like to prevent a user from accessing the website, while retaining this user's data, the admin should either change the user's password or set the user's account to " <i>Not Active</i> ". See also <a href="#">Update User Information</a>

### Section 2.2.3: Add User

To add a new user to the system, click on the *Add* button in the **Manage Users** page. This opens the **Add User** page:

The screenshot shows the 'Add User' form within the MFI-Indicator application. The header includes the AMIR logo and the program name: 'برنامج دعم وتطوير بيئة الأعمال في الأردن' (Achievement of Market-Friendly Initiatives and Results Program), funded by the United States Agency for International Development. The navigation bar contains links for 'Change Password', 'Manage Users', 'USAID Report Values', 'Rates Values', 'Data Approval', 'MFI Data Report', 'MFI Detailed Report', 'USAID MFI Summary Report', 'MFI Report Summary', and 'Logout'. The form fields are: 'User Type' (dropdown menu), 'User Login ID' (text input), 'User Password' (text input), 'User Name' (text input), 'User Email' (text input), and 'Status' (dropdown menu). 'Save' and 'Reset' buttons are located at the bottom left of the form area.

The Add User page contains the following fields:

Field Name	Description
<b>User Type:</b>	<p>Required dropdown field from which the admin should select a user type. There are five user types defined in the system: System Admin, MFI Data Sender, JLGC Data Sender, Interested Parties and Data Viewer.</p> <p>When selecting the System Admin or Interested Parties user type, the following fields are displayed:</p> <div data-bbox="553 636 1373 1020" data-label="Form"> <p>The screenshot shows the 'Add User' form with the following fields: User Type (dropdown menu with 'System Admin' selected), User Login ID (text input), User Password (text input), User Name (text input), User Email (text input), and Status (dropdown menu with 'Select Value'). There are 'Save' and 'Reset' buttons at the bottom.</p> </div> <p>When selecting the <b>MFI Data Sender</b> or <b>JLGC Data Sender</b> user type, two additional fields are displayed: <i>Institution Name</i> and <i>Institution Name Abbreviation</i></p> <div data-bbox="553 1146 1373 1512" data-label="Form"> <p>The screenshot shows the 'Add User' form with the following fields: User Type (dropdown menu with 'MFI Data Sender' selected), Institution Name (text input with the note '(Which this user represents)'), Institution Name Abbreviation (text input), User Login ID (text input), User Password (text input), User Name (text input), User Email (text input), and Status (dropdown menu with 'Select Value'). There are 'Save' and 'Reset' buttons at the bottom.</p> </div> <p>When selecting the <b>Data Viewer</b> user type, the <i>Institution Name</i> dropdown menu is displayed:</p> <div data-bbox="553 1617 1373 1955" data-label="Form"> <p>The screenshot shows the 'Add User' form with the following fields: User Type (dropdown menu with 'Data Viewer' selected), Institution Name (dropdown menu with 'Select Value'), User Login ID (text input), User Password (text input), User Name (text input), User Email (text input), and Status (dropdown menu with 'Select Value'). There are 'Save' and 'Reset' buttons at the bottom.</p> </div>

Field Name	Description
<b><i>Institution Name (Which this user represents):</i></b>	Required field displayed upon selecting the <i>MFI Data Sender</i> or <i>JLGC Data Sender</i> user type. The admin should enter the name of the microfinance institution, which the new user represents
<b><i>Institution Name Abbreviation:</i></b>	Required field. The admin should enter the abbreviation of the institution, which the new user represents. This abbreviation will be used when generating reports and in the user screens
<b><i>Institution Name: (Dropdown menu)</i></b>	Required field displayed upon selecting the <i>Data Viewer</i> user type. The admin should select an institution name to which the Data Viewer belong
<b><i>User Login ID:</i></b>	Required field. The admin should enter a login ID for the new user
<b><i>User Password:</i></b>	Required field. The admin should assign a password to the new user
<b><i>User Name:</i></b>	Required field. The admin should enter the name of the contact person representing the institution
<b><i>User Email:</i></b>	Required field. The admin should enter the email address of the new user/institution
<b><i>Status:</i></b>	Required dropdown field from which the admin should select a user status; either <i>Active</i> or <i>Not Active</i> . If the admin selects <i>Not Active</i> , the user will be prevented from using the system, in which case a message will be displayed indicating that the user's account is currently inactive

After filling out all the required fields in the New User page, click on the Save *button* to add the new user to the system or press *Reset* to change the selected values.



*Note: Once a user **type** is defined, you cannot alter it later on. Therefore, make sure that you have selected the correct User Type before defining the new user account* By clicking on the Save button however, the new user will be added to the List of Users in the Manage Users page, in which case, a message will be displayed at the bottom of the page, indicating that the new user has been successfully defined:

**Manage Users**

Search for User/s

User Type: All Users  
 Status: All  
 User Name:  Search

List Of Users

User Login	Name	Password	Type	Status	Delete
amcl	amcl	123	Data Reader	Active	Delete
sa	Amin Amin	123	Admin	Active	Delete
hbjmcc	Hashem Bdair	123	MFI	Active	Delete
ip	ip	ip	I.P.	Active	Delete
yjact	yjact	123	Data Reader	Active	Delete
sdhbf	Samer Dallal	123	MFI	Active	Delete
jac	Suzan Haddadein	123	JLGC	Active	Delete
yosamc	Yosef Qandeh	123	MFI	Active	Delete
mfi	Zaid Al Refai	123	MFI	Active	Delete

The New User has Been Defined Successfully

Add

**Section 2.2.4: Update User Information**

To update an existing user’s information, click on the *User Login* id in the **List of Users** table. This opens the **Update User Information** page:

**Update User Information**

User Type: MFI Data Sender  
 Institution Name (Which this user represents): Jordan Microcredit Company  
 Institution Name Abbreviation: JMCC  
 User Login ID: hbjmcc  
 User Password: 123  
 User Name: Hashem Bdair  
 User Email: hbjmcc@ggc.com.jo00  
 Status: Active

Save Reset

This page contains the same fields as the **Add User** page described above. Update the user’s information and then click on the *Save* button to save your changes and return to the Manage Users

page, in which case, a message will be displayed, at the bottom of the page, indicating that the user's information has been updated successfully:

The screenshot shows the 'Manage Users' interface of the MFI-Indicator system. At the top, there is a navigation menu with options like 'Change Password', 'Manage Users', 'USAID Report Values', 'Rates Values', 'Data Approval', 'MFI Data Report', 'MFI Detailed Report', 'USAID MFI Summary Report', 'MFI Report Summary', and 'Logout'. Below the navigation is a search section with fields for 'User Type' (set to 'All Users'), 'Status' (set to 'All'), and 'User Name', along with a 'Search' button. A table titled 'List Of Users' displays the following data:

User Login	Name	Password	Type	Status	Delete
amc1	amc1	123	Data Reader	Active	Delete
BA	Amin Amin	123	Admin	Active	Delete
bbamoc	Hashem Bdair	123	MFI	Active	Delete
ip	ip		I.P.	Active	Delete
jlgc1	jlgc1	123	Data Reader	Active	Delete
sdchf	Samer Dallel	123	MFI	Active	Delete
jlq	Suzan Haddadin	123	JLGC	Active	Delete
zqamc	Yusef Qandah	123	MFI	Active	Delete
mfi	Zeid Al Refai	123	MFI	Active	Delete

At the bottom of the page, a red message reads 'User Information has Been Updated Successfully'. There is also an 'Add' button at the bottom left and 'Pages 1' at the bottom right.

### Section 2.3: USAID Report Values

Clicking the *USAID Report Values* link on the top menu of the MFI – Indicator website opens the **Manage Indicators Values** page:

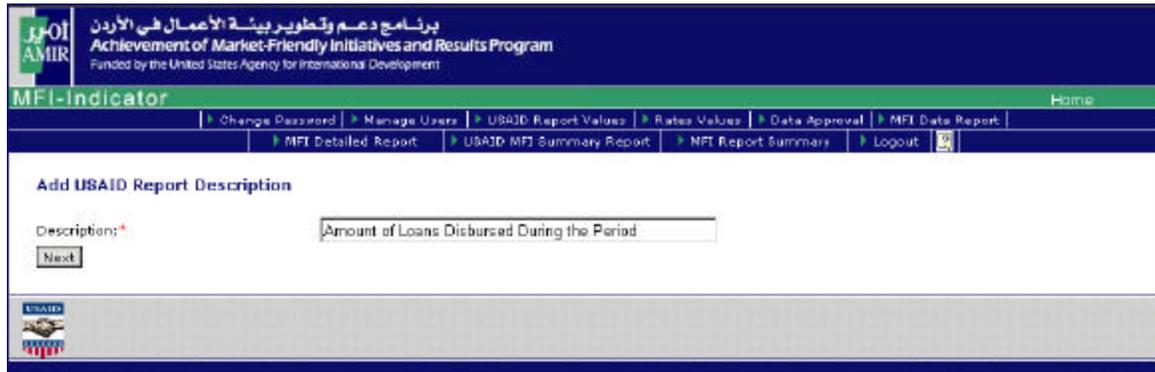


This page comprises the **List of “USAID Report” Indicators** table, which includes the following fields:

Field Name	Description
<b>Indicator Description</b>	The USAID Report description. By clicking on the description, the system opens a new page, allowing the admin to add new values to the selected indicator
<b>Delete</b>	A hyperlink allowing the admin to delete an indicator from the system

### Section 2.3.1: Add USAID Report Indicator

To add a new USAID Report Indicator to the system, click on the **Add** button in the **Manage Indicators Values** page. This opens the **Add USAID Report Description** page:



The screenshot shows the 'Add USAID Report Description' page. The header includes the AMIR logo and the program name in Arabic and English: 'برنامج دعم وتطوير بيئة الأعمال في الأردن' and 'Achievement of Market-Friendly Initiatives and Results Program'. The page has a navigation menu with options like 'Change Password', 'Manage Users', 'USAID Report Values', 'Rates Values', 'Data Approval', 'MFI Data Report', 'MFI Detailed Report', 'USAID MFI Summary Report', 'MFI Report Summary', and 'Logout'. The main content area has a 'Description:' label and a text input field containing 'Amount of Loans Disbursed During the Period'. A 'Next' button is located below the input field.

Enter the description for the new USAID Report Indicator in the **Description** field and then click on the **Next** button to proceed. The system opens a new page, allowing you to add values to the new indicator:



The screenshot shows the 'Add Values For Indicator' page. The header is the same as the previous page. The main content area has a title 'Add Values For Indicator: Amount of Loans Disbursed During the Period'. Below the title are three rows of input fields: 'Starting Date', 'Ending Date', and 'Value'. Each row has a dropdown menu for month (MM), a dropdown menu for day (DD), and a dropdown menu for year (YYYY). The 'Value' field is a text input box with an 'Add' button to its right.

Select a starting month, day and year from the **Starting Date** dropdown menus and an ending month, day and year from the **Ending Date** dropdown menus and then enter a value in the **Value** field, then click **Add**.

A new section will be displayed, comprising the **List of Values** table, which lists the new value you have added to the USAID Report Indicator:

This table includes the following fields:

Field Name	Description
<i>Starting Date</i>	The start date of the value
<i>Ending Date</i>	The end date of the value, after which this value expires
<i>Delete</i>	A hyperlink allowing the admin to delete the value from the list

Click on the *Submit* button to add the value(s) to the system and complete the process of defining the new indicator, in which case a message will be displayed at the bottom of the **Manage Indicators Values** page indicating that the new indicator has been defined successfully:

The screenshot displays the 'Manage Indicators Values' page. At the top, there is a header with the AMIR logo and text in Arabic and English: 'برنامج دعم وتطوير بيئة الأعمال في الأردن' and 'Achievement of Market-Friendly Initiatives and Results Program'. Below this is a navigation bar with links like 'Change Password', 'Manage Users', 'USAID Report Values', etc. The main content area is titled 'Manage Indicators Values' and contains a table of indicators. A red message at the bottom of the table area reads 'the New Indicator has Been Defined Successfully'. The USAID logo is visible in the bottom left corner.

Indicator Description	Delete
Commercial viability of MFI's/weighted average	Delete
Annual number of micro-small enterprise active credit clients	Delete
Number of Male	Delete
Number of Female	Delete
% of repeat clients	Delete
% of Male	Delete
% of Female	Delete
Amount of Loans Disbursed During the Period	Delete

Pages 1 2



**Note:** Whenever you add a new Indicator Description or delete one from the system, you should inform CNS about these changes in order for CNS to set the correct formulas of the new Indicator(s) for USAID reports

### Section 2.3.2: Add Values to Existing Indicators

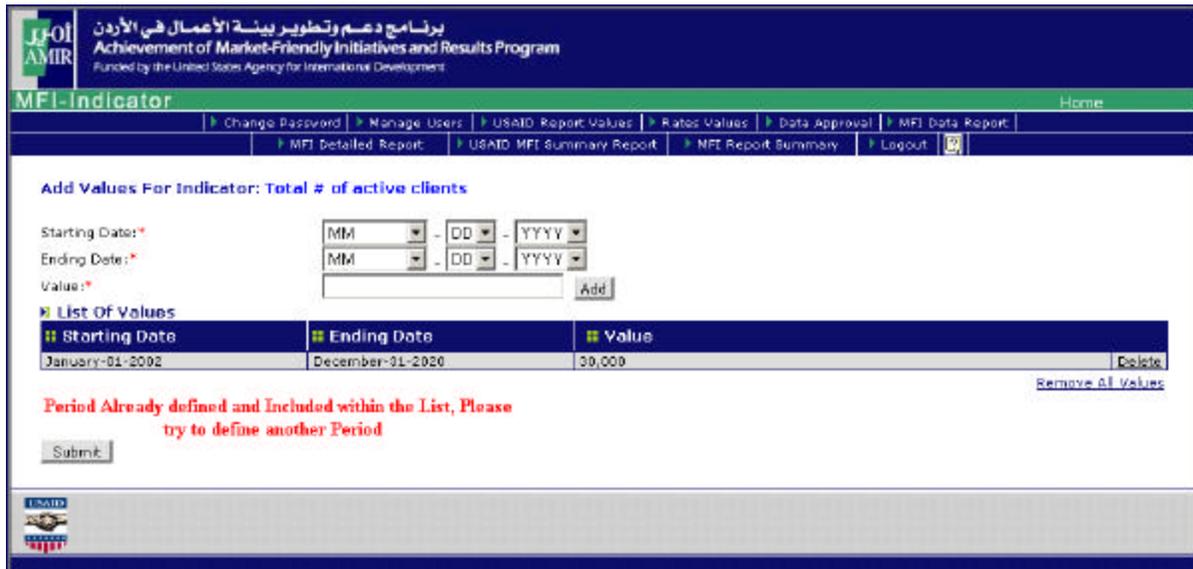
To add new values to an existing indicator, click on the indicator description in the **List of "USAID Report" Indicators** table, which opens a new page, allowing you to add values to the selected indicator:

Starting Date	Ending Date	Value
January-01-2002	December-31-2020	20,000

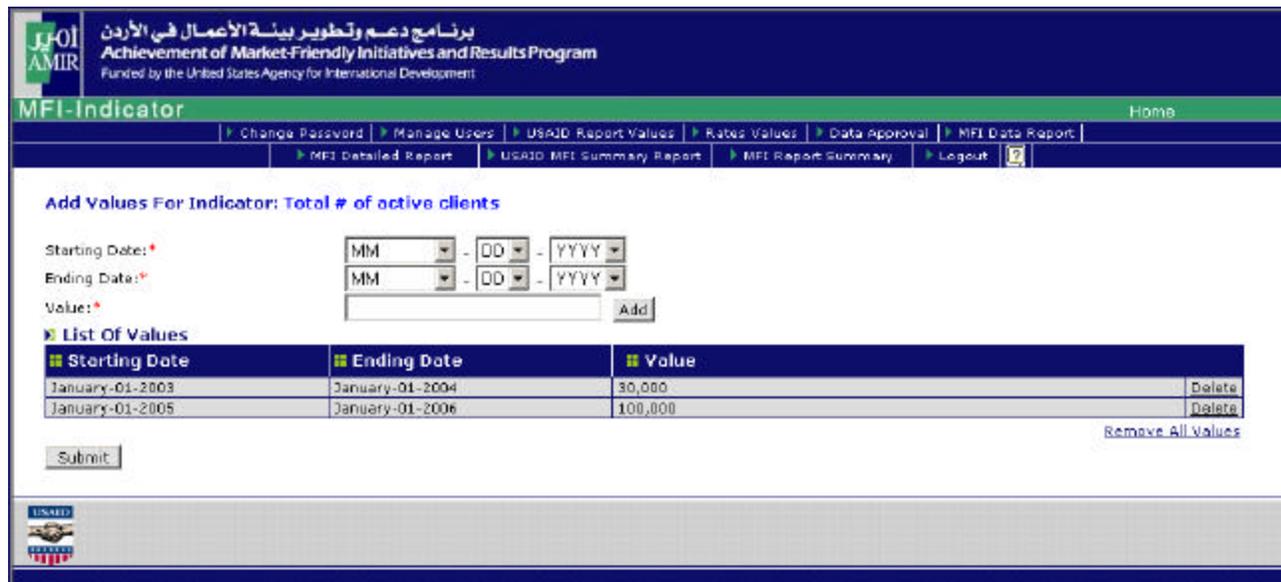
Select a starting month, day and year from the **Starting Date** dropdown menus and an ending month, day and year from the **Ending Date** dropdown menus and then enter a value in the **Value** field, then click *Add*.



*Note: If the period you have selected is already defined in the system, an error message will be displayed prompting you to define another period!*



The new value you have added will be displayed in the **List of Values** table:



Click on the *Submit* button to add the value to the system, in which case a message will be displayed in the **Manage Indicators Values** page indicating that the indicator information has been updated successfully:

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MFI-Indicator Home

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Manage Indicators Values

List of "USAID Report" Indicators

Indicator Description	Delete
Total # of active clients	Delete
Women %	Delete
Annualized % increase of active clients	Delete
Portfolio at risk > 30 days as % of gross portfolio	Delete
Total number of clients outside Amman	Delete
Number of Male	Delete
Number of Female	Delete
% of total clients outside Amman	Delete
% of Male	Delete
% of Female	Delete

Indicator Information has Been Updated Successfully

Pages 1 2

Add

USAID

## Section 2.4: Rates Values

Clicking the *Rates Values* link on the top menu of the MFI – Indicator website opens the **Manage Rates Values** page:

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Manage Rates Values

List of "Rates"

Rate Description	Delete
Inflation Rate	Delete
Market Interest Rate	Delete

Pages 1 1

USAID

This page comprises the **List of "Rates"** table, which includes the following fields:

Field Name	Description
<b>Rate Description</b>	This is the rate type. There are only two rate types included in the system: <b>Inflation Rate</b> and <b>Market Interest Rate</b> . By clicking on any of these two rate types, the system opens a new page, allowing the admin to add new values to the selected rate type
<b>Delete</b>	A hyperlink allowing the admin to delete the rate from the system

#### Section 2.4.1: Add Values to Rates

To add new values to a rate, click on the rate description in the **List of "Rates"** table, which opens a new page, allowing you to add new values to the selected indicator:

Select a starting month, day and year from the **Starting Date** dropdown menus and an ending month, day and year from the **Ending Date** dropdown menus and then enter a value in the **Value** field, then click **Add**.



*Note: If the period you have selected is already defined in the system, an error message will be displayed prompting you to define another period!*

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Change Password | Manage Users | USAID Report Values | Rates Values | Data Approval | MFI Data Report

MFI Detailed Report | USAID MFI Summary Report | MFI Report Summary | Logout

**Add Values For Rate: Inflation Rate**

Starting Date: MM - DD - YYYY  
 Ending Date: MM - DD - YYYY  
 Value:  Add

**List Of Values**

Starting Date	Ending Date	Value	
January-01-2003	January-01-2004	0.001	Delete
January-01-2005	January-01-2007	0.002	Delete

Remove All Values

**Period Already defined and Included within the List, Please try to define another Period**

Submit

The new value you have added will be displayed in the **List of Values** table:

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MFI-Indicator Home

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**Add Values For Rate: Inflation Rate**

Starting Date: MM - DD - YYYY  
 Ending Date: MM - DD - YYYY  
 Value:  Add

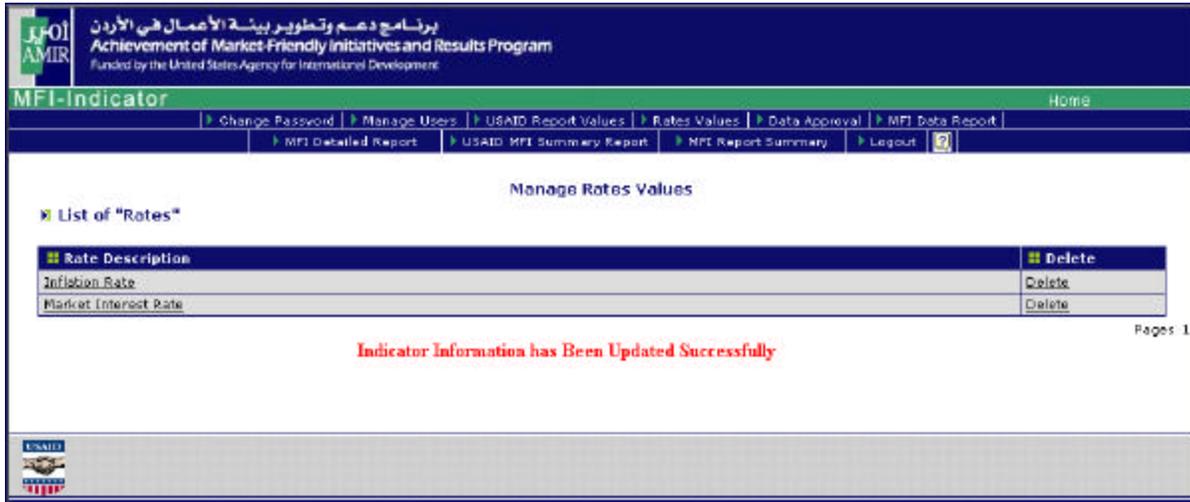
**List Of Values**

Starting Date	Ending Date	Value	
January-01-2003	January-01-2004	00.1	Delete
January-01-2005	January-01-2007	00.2	Delete

Remove All Values

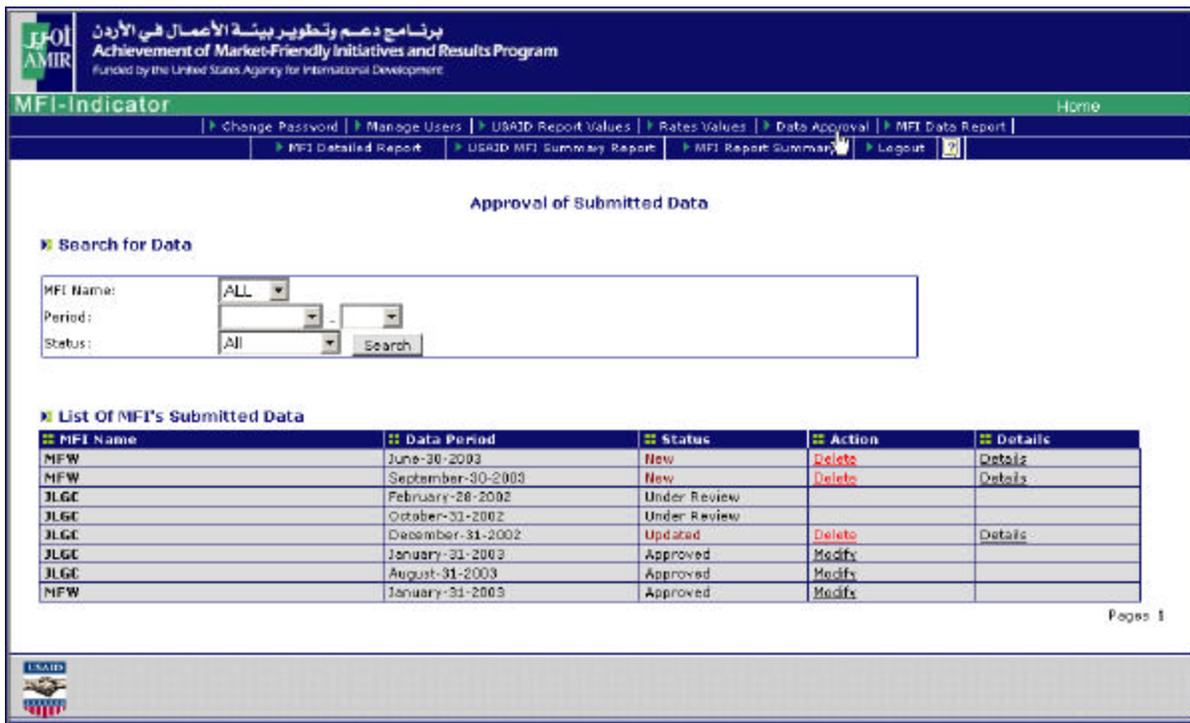
Submit

Click on the *Submit* button to add the value to the system, in which case a message will be displayed in the **Manage Rates Values** page indicating that the indicator information has been updated successfully:



### Section 2.5: Data Approval

Clicking the *Data Approval* link on the top menu of the MFI – Indicator website opens the **Approval of Submitted Data** page:



This page contains two sections:

### ***Section 2.5.1: Search for Data***

The Search for Data section contains three search filters used to search for submitted data:

- **MFI Name**
- **Period**
- **Status**

Select an MFI from the MFI Name dropdown menu, a month and year from the Period dropdown menus and a status from the Status dropdown menu, and then click on the **Search** button. The system will then return search results that match the search criteria which you have selected.

### ***Section 2.5.2: List of MFI's Submitted Data***

This section comprises the **List of MFI's Submitted Data**. It includes the following fields:

Field Name	Description
<b><i>MFI Name:</i></b>	The abbreviation name of the MFI Institution
<b><i>Data Period:</i></b>	Displays the date of the submitted data: month, day and year
<b><i>Status:</i></b>	Displays the status of the submitted data: <ul style="list-style-type: none"> <li>➤ <b>New:</b> newly submitted data (no action is taken yet by the Admin)</li> <li>➤ <b>Under Review:</b> submitted data that is declined by the Admin. Returns to the MFI User with <i>Under Review</i> status</li> <li>➤ <b>Updated:</b> previously submitted data, which was declined by the Admin (sent back to the MFI User with <i>Under Review</i> status) and has been updated and re-submitted by the MFI User</li> <li>➤ <b>Approved:</b> submitted data, which obtained the Admin's approval</li> </ul>
<b><i>Action:</i></b>	Displays two links: <ul style="list-style-type: none"> <li>➤ <b>Delete:</b> allows the admin to delete data with "<i>New</i>" or "<i>Updated</i>" status ONLY!, also an automatic email will be send to the MFI user to inform him that his data had been refused completely by the admin.</li> <li>➤ <b>Modify:</b> allows the admin to decline data that has been previously approved, by changing it's "Approved" status to "Under Review"</li> </ul>
<b><i>Details:</i></b>	A hyperlink that allows the MFI admin to open and view the submitted data (if the status is " <i>New</i> " or " <i>Updated</i> " ONLY) in order to either approve or decline this data

**Section 2.5.3: Data Approval**

The admin can review the MFI’s newly or updated submitted data, by clicking on the **Details** link of the record that the admin would like to approve or decline, in the “List of MFI’s Submitted Data” table, described above.

This opens the MFI Data, allowing the admin to review and then to either approve or decline this data.

The following screenshots demonstrates a small sample of these review screens for a normal MFI user and for the JLGC user

(Normal MFI User)

MFI Data - Step 1 -

MFI Name: **MFW**  
 Contact Person: **Zaid Al Refai**  
 Year: **2003**  
 Month: **January**

Part A. Raw Data

	Help	Actual	Actual (Year To Date)	Budget	Budget (Year to Date)	Budget Annual
1	Gross Portfolio Outstanding (Including Past due) as of end of the period	0.000	0.000	0.000	0.000	2.000
2	Average Gross Portfolio Outstanding as of end of the period	1.000	1.000	N/A	N/A	N/A
3	Amount of Loans Disbursed During the Period	0.000	2.000	0.000	2.000	2.000
4	Outstanding Balance of Loans with Payments Past Over 30 Days (Principle)	0.000	0.000	N/A	N/A	N/A
5	Amount of Installments Loans Past due Over 30 Days (Principle)	0.000	0.000	N/A	N/A	N/A
6	Amount Written-Off during Period	0.000	2.000	N/A	N/A	N/A
7	Total Amount Received During the period	0.000	2.000	0.000	2.000	2.000
8	Total Amount due During the period	0.000	2.000	0.000	2.000	2.000
9	Operating Income During the period (Excluding Donations, Investments ,etc.)	0.000	2.000	0.000	2.000	2.000

**MFI Data - Step 2 -**

MFI Name: MFW  
 Contact Person: Zeid Al Refai  
 Year: 2003  
 Month: February

**Part B. Loan Portfolio**

Help		Actual	Actual (Year To Date)	Budget	Budget (Year To Date)	Budget Annual
1	Total Number of Active Clients as of end of the period			0	0	2
	Number of Male	0	0	N/A	N/A	N/A
	Number of Female	0	0	N/A	N/A	N/A
	% of Women	0.000%	0.000%	N/A	N/A	N/A
	Total	0	0	N/A	N/A	N/A
2	Total Number of Active Loans as of end of the period			0	0	6

**MFI Data - Step 3 -**

MFI Name: MFW  
 Contact Person: Zeid Al Refai  
 Year: 2003  
 Month: January

**Part C. Productivity**

Help		Actual	Budget	Budget Annual
1	Total Number of Employees as of end of the period	0	0	2
2	Number of Loan Officers/Credit Agents as of end of the period	0	0	2
3	% of Loan Officers To the Overall Staff as End of the Month as of end of the period	0.000%	0.000%	N/A
4	Clients per Loan Officer as of end of the period	0.000	0.000	N/A
5	Portfolio per Loan Officer as of end of the period	0.000	0.000	N/A

**Part D. Financial**

Help		Actual	Actual (Year To Date)	Budget	Budget Annual
1	Operational Sustainability %	0.000%	33.333%	0.000%	2.000%
2	Financial Sustainability %	0.000%	49.522%	0.000%	2.000%
3	Debt to Equity Ratio % as of end of the period	0.000%	0.000%	N/A	N/A
4	Return on Equity Ratio %	0.000%	-400.000%	0.000%	2.000%
5	Return on Total Assets Ratio %	0.000%	-400.000%	0.000%	2.000%

Part E. Efficiency						
	Help		Actual	Actual (Year To Date)	Budget	Budget Annual
1		Operating Cost Ratio	0.000	200.000%	0.000%	2.000%
2		Cost per Unit Lent	0.000	1.000%	N/A	N/A
3		Cost per Loan Made	0.000	1.000%	N/A	N/A
Part F. General						
	Help		Actual	Actual (Year To Date)	Budget	Budget Annual
1		Total number of Clients Outside Amman during the period				
		Number of Male	15	2	N/A	N/A
		Number of Female	16	2	N/A	N/A
		Total	31	4	N/A	N/A
		% of Clients Outside Amman during the period	62%	50.000%	N/A	N/A
		% of Male	30%	50.000%	N/A	N/A
		% of Female	32%	50.000%	N/A	N/A
2		Number of Branches as of end of the period	0	0	0	2
- All amounts in (JD)						
<input type="button" value="Back"/> <input type="button" value="Approve"/> <input type="button" value="Decline"/>						

(JLGC User)

**JLGC Data**

JLGC Name: JLGC  
 Contact Person: Suzen Haddadein  
 Year: 2002  
 Month: June

**Loan Portfolio**

Help		Actual	Actual (Year To Date)	Budget	Budget (Year To Date)	Budget Annual
1	Total Number of Active Clients as of end of the period			0	0	0
	Number of Male	0	0	N/A	N/A	N/A
	Number of Female	0	0	N/A	N/A	N/A
	% of Women	0.000%	0.000%	N/A	N/A	N/A
	Total	0	0	N/A	N/A	N/A
2	Total Number of Active Loans as of end of the period					0
	Number of Male	0	0	N/A	N/A	N/A
	Number of Female	0	0	N/A	N/A	N/A
	% of Women	0.000%	0.000%	N/A	N/A	N/A
	Total	0	0	N/A	N/A	N/A
3	Total Number of New Clients			0	0	0
	Number of Male	5	0	N/A	N/A	N/A

	Number of Female	4	0	N/A	N/A	N/A
	% of Women	66.666%	0.000%	N/A	N/A	N/A
	Total	6	0	N/A	N/A	N/A
	% Total Number of repeated clients during the period	46.15%	0.000%	N/A	N/A	N/A
	% Of Male	28.57%	0.000%	N/A	N/A	N/A
	% Of Female	68.67%	0.000%	N/A	N/A	N/A

**General**

Help		Actual	Actual (Year To Date)	Budget	Budget Annual
1	Total number of Clients Outside Amman during the period				N/A
	Number of Male	2	0	N/A	N/A
	Number of Female	3	0	N/A	N/A
	Total	5	0	N/A	N/A
	% of Clients Outside Amman during the period	38.46%	0.000%	N/A	N/A
	% Of Male	28.57%	0.000%	N/A	N/A
	% of Female	50%	0.000%	N/A	N/A

Buttons: Back, Approve, Decline

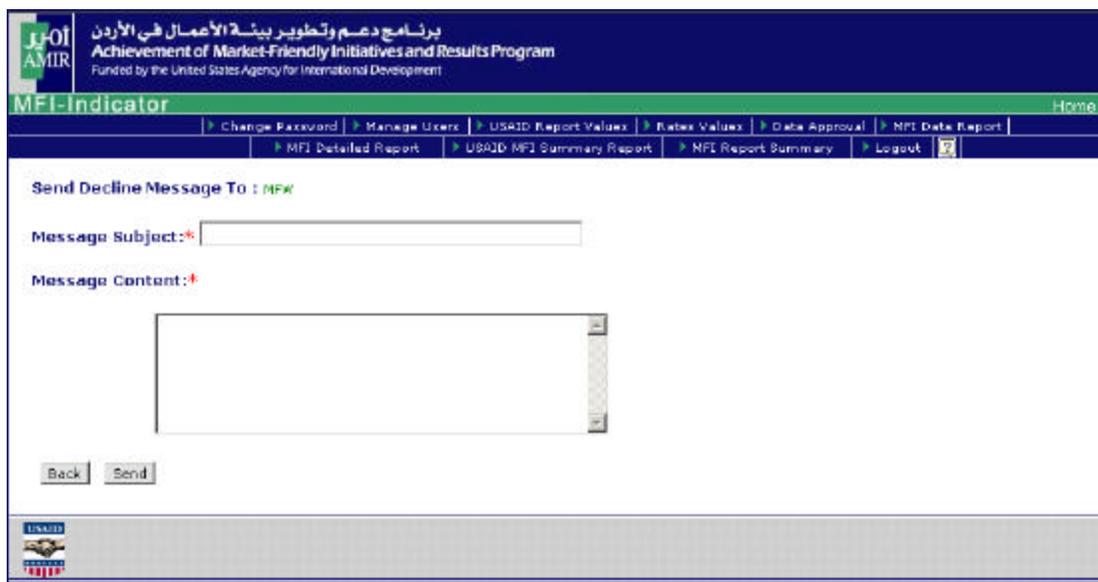
### Approve the Data

Whenever the admin clicks on the *Approve* button, the entry status will be set as an approved one and an official confirmation email will be send to the MFI user to inform him that his data has been approved,

## Decline Data with “New” or “Updated” Status

If the admin declines the data, by clicking on the *Decline* button, at the end of the MFI Data form, a new window will be displayed, allowing the admin to enter and send a decline message to the MFI User via email. This window includes two fields:

- **Message Subject**
- **Message Content**



The screenshot shows the 'Send Decline Message To : MFW' form in the MFI-Indicator application. The form includes a 'Message Subject' text box and a 'Message Content' text area. Below the text boxes are 'Back' and 'Send' buttons. The application header includes the AMIR logo and the text 'برنامج دعم وتطوير بيئة الأعمال في الأردن' and 'Achievement of Market-Friendly Initiatives and Results Program'. The footer includes the USAID logo.

1. Enter the subject of the decline message in the **Message Subject** textbox
2. Enter the content of the decline message in the **Message Content** textbox
3. Click on the *Send* button

The status of this data will then change from “New” or “Updated” to “Under Review”. In which case, a message will be displayed at the bottom of the Approval of Submitted Data page, indicating that the status of the submitted data has been set to *Disapproved* successfully:

The screenshot shows the 'Approval of Submitted Data' page in the MFI-Indicator system. The page has a navigation bar with links like 'Change Password', 'Manage Users', 'USAID Report Values', 'Ratex Values', 'Data Approval', 'MFI Data Report', 'MFI Detailed Report', 'USAID MFI Summary Report', 'MFI Report Summary', and 'Logout'. Below the navigation bar is a search form with fields for 'MFI Name' (set to ALL), 'Period' (with a date range selector), and 'Status' (set to All), along with a 'Search' button. Below the search form is a table titled 'List Of MFI's Submitted Data' with columns for MFI Name, Data Period, Status, Action, and Details. The table contains several rows of data, including MFI names like MFW, JLGE, and JLGK with various dates and statuses. At the bottom of the page, a red message reads 'Entry Information has Been set to Disapproved Successfully'. The page number 'Pages 1' is visible in the bottom right corner.

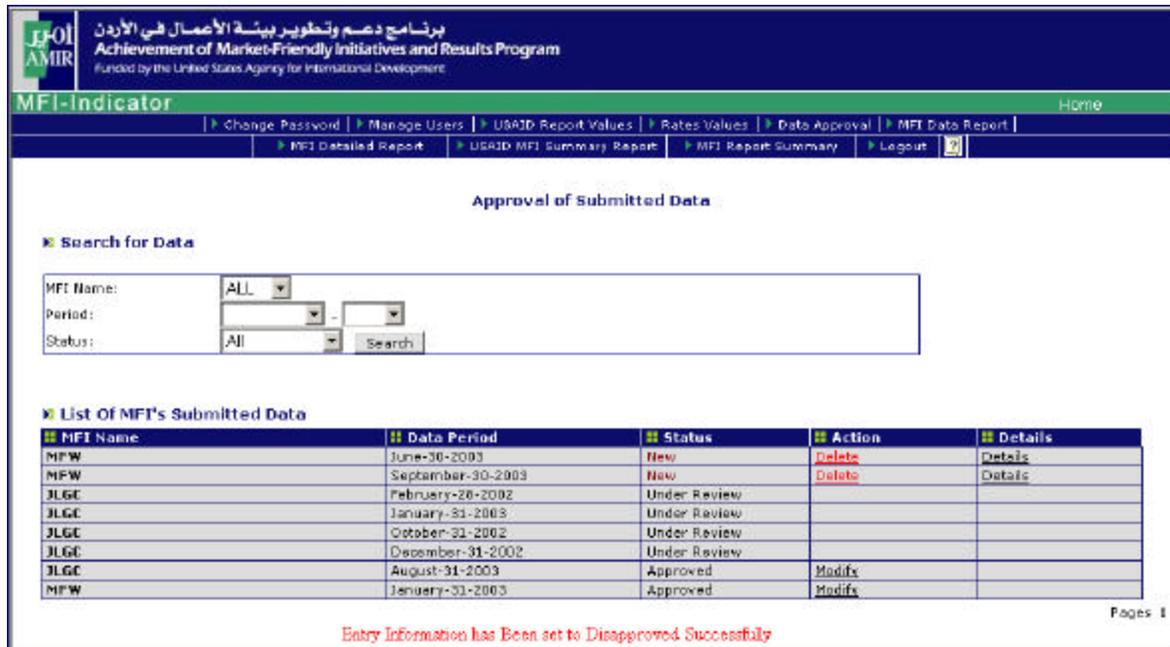
MFI Name	Data Period	Status	Action	Details
MFW	June-30-2003	New	Delete	Details
MFW	September-30-2003	New	Delete	Details
JLGE	February-28-2002	Under Review		
JLGE	October-31-2002	Under Review		
JLGE	December-31-2002	Under Review		
JLGE	January-31-2003	Approved	Modify	
JLGE	August-31-2003	Approved	Modify	
MFW	January-31-2003	Approved	Modify	

### Decline Data with “Approved” Status

The admin can also decline MFI Data that has been previously approved, by clicking on the **Modify** link of the record that the admin would like to decline, in the *Action* column of the “List of MFI’s Submitted Data” table described above. In which case, a message box will be displayed prompting the admin to either confirm or cancel this action:

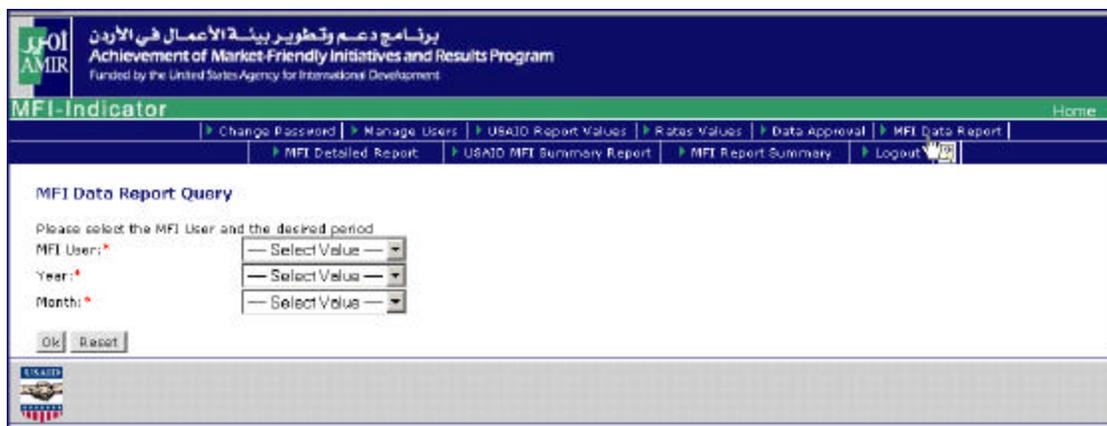


By clicking on the *OK* button however, a new window will be displayed, similar to the *Decline Message* window, which appears when declining MFI Data with “New” or “Updated” status, allowing the admin to enter and send a decline message to the MFI User via email. Upon sending the decline message, the system returns to the “Approval of Submitted Data” page, displaying a message at the bottom of the page, indicating that the status of the data has been set to *Disapproved* successfully. In which case, the status of this data will change from “Approved” to “Under Review”.



### Section 2.6: MFI Data Report Query

Clicking the *MFI Data Report* link on the top menu of the MFI – Indicator website opens the **MFI Data Report Query** page:



This page contains three dropdown menus used to generate MFI data reports for a single MFI User or for all MFI’s, within a given period of time:

1. Select a value from the **MFI User** dropdown menu
2. Select a year from the **Year** dropdown menu
3. Select a month from the **Month** dropdown menu
4. Click on the *OK* button to proceed or press *Reset* to change the selected values in the dropdown menus



*Note: If you click on the OK button before selecting an MFI user, year or month, an error message will be displayed prompting you to select a valid MFI user, year and month!*

### Section 2.6.1: MFI Data Report for a Single MFI User

If you select a single MFI from the *MFI User* dropdown menu, the system generates an MFI Data Report for that MFI within the selected period of time, displaying the MFI name and contact person, as well as the MFI Data status for the selected year and month:

برنامج دعم وتطوير بيئة الأعمال في الأردن Achievement of Market-Friendly Initiatives and Results Program <small>Funded by the United States Agency for International Development</small>						
MFI-Indicator						Home
<a href="#">Change Password</a>   <a href="#">Manage Users</a>   <a href="#">USAID Report Values</a>   <a href="#">Rates Values</a>   <a href="#">Data Approval</a>   <a href="#">MFI Data Report</a>						
<a href="#">MFI Detailed Report</a>   <a href="#">USAID MFI Summary Report</a>   <a href="#">MFI Report Summary</a>   <a href="#">Logout</a>						
<b>MFI Data Report</b>						
MFI Name:	MFI					
Contact Person:	Zaid Al Refai					
Year:	2003					
Month:	January					
Status:	Approved					
For a Print Friendly Version Click on  , and for an Excel Version Click on						
<b>Part A. Raw Data</b>						
	Actual	Actual (Year To Date)	Budget	Budget (Year To Date)	Budget Annual	
1. Gross Portfolio Outstanding (Including Past due) as of end of the period	1,000	1,000	2,000	2,000	3,000	
2. Average Gross Portfolio Outstanding as of end of the period	0,500	0,500	N/A	N/A	N/A	
3. Amount of Loans Disbursed During the Period	4,000	4,000	5,000	5,000	6,000	
4. Outstanding Balance of Loans with Payments Past Over 30 Days (Principle)	7,000	7,000	N/A	N/A	N/A	
5. Amount of Installments Loans Past due Over 30 Days (Principle)	8,000	8,000	N/A	N/A	N/A	
6. Amount Written-Off during the Period	9,000	9,000	N/A	N/A	N/A	

You can either print a “Print Friendly” version of the MFI Data Report or open the report in MS Excel format.

To print a print-friendly version of the report, click on the print icon (🖨️); this opens the print instructions window and changes the format of the MFI Data Report:

**AMIR PROGRAM - MFI Data Report**

MFI Name: MFW  
 Contact Person: Zaid Al Refai  
 Year: 2003  
 Month: January  
 Status: Approved

Part A. Raw Data

	Actual	Budget (Year To Date)	Budget Annual
1. Gross Portfolio Outstanding (Including Past due) as of end of the period		2,000	3,000
2. Average Gross Portfolio Outstanding as of end of the period		N/A	N/A
3. Amount of Loans Disbursed During the Period		5,000	6,000
4. Outstanding Balance of Loans with Payments Past Over 30 Days (Principle)		N/A	N/A
5. Amount of Installments Loans Past due Over 30 Days (Principle)		N/A	N/A
6. Amount Written-Off during the Period	9,000	9,000	N/A

**Printer Options - Microsoft Internet Explorer**

In order to be able to print the Background Colors for the current report, please do the following, on your browser:

Choose Tools -> Internet Options, then Choose Advanced Tab then set the printing option as follow:

Internet Options

General | Security | Privacy | Content | Connections | Programs | **Advanced**

Settings:

- Smart image dialing
- Print background colors and images
- Search from the Address bar
- When searching
- Display results, and go to the most likely site

Note: For the MFI Data Report and MFI Report Summary, it's preferred that you set the page orientation to be in Landscape mode.

Close

This mode allows the MFI Admin to print the MFI Data Report with proper page breaks and improved formatting.

To open the MFI Data Report in MS Excel format, click on the (📄) icon; this displays the **File Download** message, allowing you the option of either opening the file or saving it to your computer:

**File Download**

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: MFI\_Report\_Print.xls  
 File type: Microsoft Excel Worksheet  
 From: 10.0.0.31

Would you like to open the file or save it to your computer?

Open Save Cancel More Info

Always ask before opening this type of file



*Note: Depending on your browser settings, the system might open the Excel sheet directly without displaying the File Download message!*

**Section 2.6.2: MFI Data Report for All MFI's**

If you select All MFI's from the *MFI User* dropdown menu, the system will generate an MFI Data Report for all MFI's defined in the system. In addition, the MFI Data Report status will always be set to APPROVED for any selected period of time:

**MFI Data Report**

MFI Name: ALL MFI's  
 Contact Person: -  
 Year: 2003  
 Month: January  
 Status: Approved

Part A. Raw Data

	Actual	Actual (Year To Date)	Budget	Budget (Year To Date)	Budget Annual
1. Gross Portfolio Outstanding (Including Past due) as of end of the period	1,000	1,000	2,000	2,000	3,000
2. Average Gross Portfolio Outstanding as of end of the period	0,500	0,500	N/A	N/A	N/A
3. Amount of Loans Disbursed During the Period	4,000	4,000	5,000	5,000	6,000
4. Outstanding Balance of Loans with Payments Past Over 30 Days (Principle)	7,000	7,000	N/A	N/A	N/A

This report can be printed in a “Print Friendly” version or opened in MS Excel format just like the MFI Data Report generated for a single MFI.

**Section 2.7: MFI Detailed Report**

Clicking on the *MFI Detailed Report* link on the top menu of the MFI – Indicator website opens the **MFI Detailed Report Query** page:

**MFI Detailed Report Query**

Please select the MFI User and the desired period

MFI User: \*

Year: \*

This page contains two dropdown menus used to generate detailed MFI data reports for a single MFI User or for all MFI's, within a given year:

- **MFI User:** A dropdown menu from which you can select a single MFI or all MFI's
- **Year:** A dropdown menu from which you can select a year to generate a detailed report

Click on the *OK* button to proceed or press *Reset* to change the selected values in the dropdown menus.

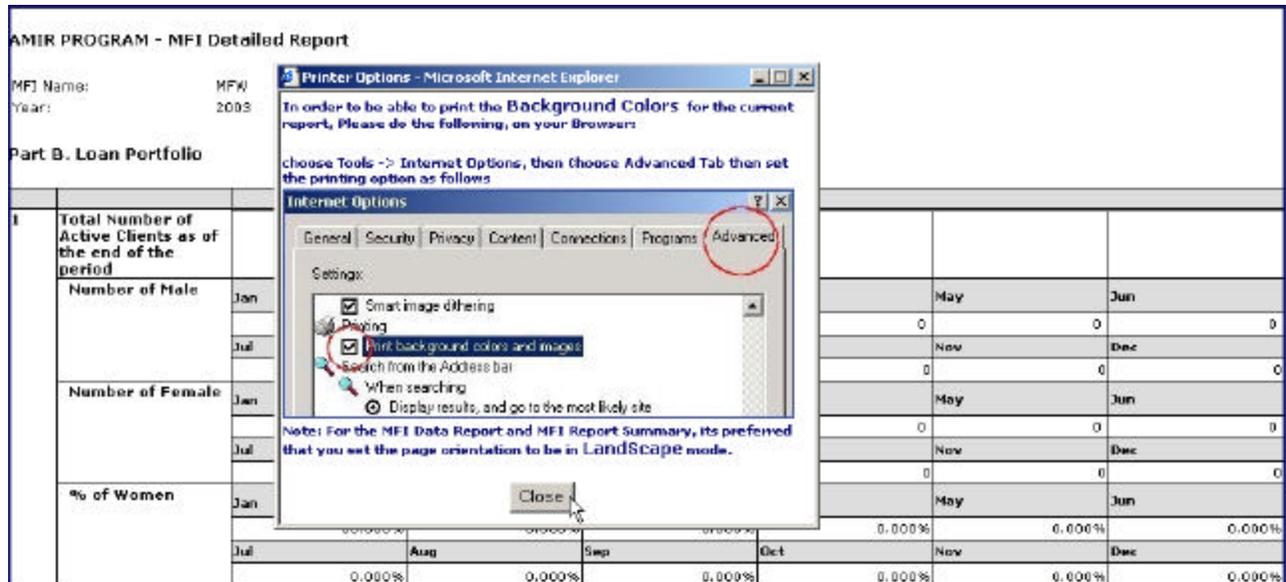


*Note: If you click on the OK button before selecting an MFI User and/or year, an error message will be displayed prompting you to select a valid MFI User and/or year!*

By clicking on the *OK* button however, the system generates an MFI Detailed Report, either for a single MFI User or for all MFI's, based on the value selected from the MFI User dropdown menu. This report displays the MFI's Data for every month in a given year, (showing only Part B through Part F) of the MFI Data Submission items:

AMIR		برنامج دعم وتطوير بيئة الأعمال في الأردن Achievement of Market-Friendly Initiatives and Results Program Funded by the United States Agency for International Development											
MFI-Indicator		Home											
		Change Password		Manage Users		USAID Report Values		Bates Values		Data Approval		MFI Data Report	
		MFI Detailed Report		USAID MFI Summary Report		MFI Report Summary		Logout					
<b>MFI Detailed Report</b>													
MFI Name:		MPW											
Year:		2003											
For a Print Friendly Version Click on													
<b>Part B. Loan Portfolio</b>													
		<b>Months</b>											
1	▶ Total Number of Active Clients as of the end of the period												
	▶ Number of Male	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		42	0	0	0	0	0	0	0	0	0	0	0
	▶ Number of Female	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		48	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0

To print a print-friendly version of the report, click on the print icon (🖨); this opens the print instructions window and changes the format of the MFI Detailed Report:



This mode allows the MFI Admin to print the MFI Detailed Report with proper page breaks and improved formatting.

### Section 2.8: USAID MFI Summary Report

Clicking on the *USAID MFI Summary Report* link on the top menu of the MFI – Indicator website opens the **USAID MFI Summary Report Query** page:



This page contains two fields used to generate the USAID MFI Summary Report for all MFI's approved within a given period of time, starting with the month of January. In which case, the selected period cannot exceed a year:

- **Starting Period:** Contains two grayed out fields, the first of which automatically displays the month of January in the Month field and calculates the year in the Year field based on the year selected from the *Ending Period*
- **Ending Period:** Contains two dropdown menus from which you can select a month and a year. In which case, the year you select will be automatically displayed in the Year field of the *Starting Period*

Click on the *OK* button to proceed or press *Reset* to change the selected values in the dropdown menus.



*Note: If you click on the OK button before selecting a year and month from the Ending Period, an error message will be displayed prompting you to select a valid year and month!*

By clicking on the *OK* button however, the system generates a USAID MFI Summary Report for all the MFI's approved within the selected period of time:

USAID MFI Summary Report			
Results For the Period		From January-2003 To December-2003	
Microenterprise Initiative Component			
MFI Development Results for :			
MFW		JLGC	
Results Targets	Baseline Period & Baseline Value (As of 12/31/2002)	Actual Year to Date (As of 12/31/2003)	Indicator (Target end year 3)
Total # of active clients *	17380	152	30,000
Women %	62.000%	33.553%	N/A
Annualized % increase of active clients	14.86%	-99.125%	10%
Portfolio at risk > 30 days as % of gross portfolio	7.86%	2050.000%	<10%
Total number of clients outside Amman *	11507	1378	N/A
Number of Male	1134	743	N/A
Number of Female	10373	635	N/A

This report contains the MFI Development Results for the approved MFI's. These results include:

Field Name	Description
<b>Results Targets</b>	Displays the "USAID Report" Indicators defined in the <a href="#">Manage Indicators Values</a> page
<b>Baseline Period &amp; Baseline Value (As of [Selected Previous Year])</b>	Displays the summation of the selected indicator for the previous year
<b>Actual Year to Date (As of [Selected Ending Period])</b>	Displays the calculation of the values for the selected indicator for the ending period selected by the admin
<b>Indicator (Target end year 3)</b>	Displays the value of the "USAID Report" Indicator defined in the <a href="#">Manage Indicators Values</a> page



*Note: (For the years 2001 and 2002) – As the “Baseline Period & Baseline Value” column holds the pervious year’s calculations, and due to the fact that the actual data which exists in the system starts only from January 2003, the column will display predefined values for both 2001 and 2002 (even though these values are not actually submitted by the MFI users). This point should be considered when comparing the values of this report with other reports!*

In addition to the MFI Development Results, this report displays additional information about the MFI's, which are relevant to the USAID, for viewing purposes only.

To print a print-friendly version of the report, click on the print icon (🖨); this opens the print instructions window and changes the format of the USAID MFI Summary Report:

The screenshot displays the 'AMIR PROGRAM - USAID MFI Summary Report' for the period from January 2003 to December 2003. It details the 'Microenterprise Initiative Component' and 'MFI Development Results for: MFI, JUGC'. A table lists various indicators such as 'Total # of active clients', 'Women', 'Annual Portfolio', and 'Total Number'. A 'Printer Options' dialog box is open, showing the 'Advanced' tab with 'Print background colors and images' selected. A note at the bottom of the report instructs users to set the page orientation to 'LANDSCAPE' mode for printing.

This mode allows the MFI Admin to print the USAID MFI Summary Report with proper page breaks and improved formatting.

### Section 2.8.1: USAID MFI Summary Report for a Single MFI

To generate a USAID MFI Summary Report for a single MFI, scroll down the USAID MFI Summary Report, generated for all MFI's approved within a selected period of time, and select an approved MFI from the dropdown menu, then click the *Go* button:

To Get the same Information for a specific MFI, please select it from the list below

MFW

This will generate a USAID MFI Summary Report similar to the one generated for all MFI's, with the exception that the MFI Development Results table does not display the **Indicator (Target end year 3)** field.



*Note: If you select the JLGC to generate the single USAID MFI Summary Report, the system will generate a report that displays the MFI Development Results table ONLY!*

### Section 2.9: MFI Report Summary

Clicking on the *MFI Report Summary* link on the top menu of the MFI – Indicator website opens the **MFI Report Summary Query** page:

This page contains only one dropdown field used to generate an MFI Report Summary for the last twelve months of submitted data, for a single MFI or for all MFI's:

Select a value from the **MFI User** dropdown menu then click on the *Submit* button to proceed or press *Reset* to change your selected value.



Note: If you click on the Submit button before selecting a value from the MFI User dropdown menu, an error message will be displayed prompting you to select a valid MFI User!

By clicking on the Submit button however, the system will generate an MFI Report Summary, either for a single MFI User or for all MFI's, based on the value selected from the MFI User dropdown menu. This report displays the selected MFI's submitted data for the last twelve months:

AMIR												
برنامج دعم وتطوير بيئة الأعمال في الأردن Achievement of Market-Friendly Initiatives and Results Program Funded by the United States Agency for International Development												
MFI-Indicator												Home
<a href="#">Change Password</a>   <a href="#">Manage Users</a>   <a href="#">USAID Report Values</a>   <a href="#">Enter Values</a>   <a href="#">Data Approval</a>   <a href="#">MFI Data Report</a>												
<a href="#">MFI Detailed Report</a>   <a href="#">USAID MFI Summary Report</a>   <a href="#">MFI Report Summary</a>   <a href="#">Logout</a>												
<b>MFI Report Summary</b>												
For a Print Friendly Version Click on												
MFI Name: ALL MFI's												
	Nov-2002	Dec-2002	Jan-2003	Feb-2003	Mar-2003	Apr-2003	May-2003	Jun-2003	Jul-2003	Aug-2003	Sep-2003	Oct-2003
<b>1 Number of Active Clients</b>												
Number Of Males	0	0	101	0	0	0	0	0	0	0	0	0
Number Of Females	0	0	51	0	0	0	0	0	0	0	0	0
% Total of Women	0.000%	0.000%	33.553%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Total	0	0	152	0	0	0	0	0	0	0	0	0
<b>2 Number of Active Loans</b>												
Number Of Males	0	0	98	0	0	0	0	0	0	0	0	0
Number Of Females	0	0	120	0	0	0	0	0	0	0	0	0
% Total of Women	0.000%	0.000%	55.046%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Total	0	0	218	0	0	0	0	0	0	0	0	0

To print a print-friendly version of the report, click on the print icon (); this opens the print instructions window and changes the format of the MFI Report Summary:

**AMIR PROGRAM - MFI Report Summary**

MFI Name: ALL MFI's

	Nov-2002	Dec-2002	Jan-2003	Feb-2003	Mar-2003	Apr-2003	May-2003	Jun-2003	Jul-2003	Aug-2003	Sep-2003	Oct-2003
<b>1 Number of Active Clients</b>												
Number Of Males												
Number Of Females												
% Total of Women	0											
Total												
<b>2 Number of Active Loans</b>												
Number Of Males												
Number Of Females												
% Total of Women	0											
Total												
<b>3 Number of Clients Outside Amman</b>												
Number Of Males												
Number Of Females												
% Total of Women	0											
Total												
% of Clients Outside Amman	0											
<b>4 Amount of loans disbursed during the month</b>												
	0.000	0.000	5649.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

**Printer Options - Microsoft Internet Explorer**

In order to be able to print the Background Colors for the current report, Please do the following, on your Browser:

choose Tools -> Internet Options, then Choose Advanced Tab then set the printing option as follows

**Internet Options**

General | Security | Privacy | Content | Connections | Programs | **Advanced**

Settings:

- Smart image dithering
- Print background colors and images
- Search from the Address bar
- When searching
- Display results, and go to the most likely site

Notes For the MFI Data Report and MFI Report Summary, its preferred that you set the page orientation to be in Landscape mode.

Close

This mode allows the MFI Admin to print the MFI Report Summary with proper page breaks and improved formatting.

### Section 2.10: Logout

Clicking on the *Logout* link on the top menu of the MFI – Indicator website logs out the MFI Admin from the website, and prepares the website to be used by someone else:

