

Date: March 13, 2003
Project: MFI Indicator

MFI Interested Parties Manual

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Revision History

Version	0.1	Author	MAG, SM	File Name	MFI Indicator_USAID Manual_V0.1_13-03-03
Date	March 13, 2003	Editor	MAG	Remarks	First draft of the Interested Parties User Manual for MFI Indicator website.
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Section 1: Introduction

AMIR program deals with several microfinance institutions (MFI) that need to submit their financial data to AMIR for review by the end of every month.

The MFI Indicator website is the medium through which data submission and tracking as well as the approval process is carried out. This website allows any *Interested Party (IP)*, such as the USAID, to produce certain MFI summary reports.

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

Section 2: MFI Indicator for Interested Parties (IP)

The IP user 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 **IP** personal page:

This page contains a welcome note to the MFI Indicator website, and includes three menus as follows:

- Change Password
- USAID MFI Summary Report
- Logout

Section 2.1: Change Password

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



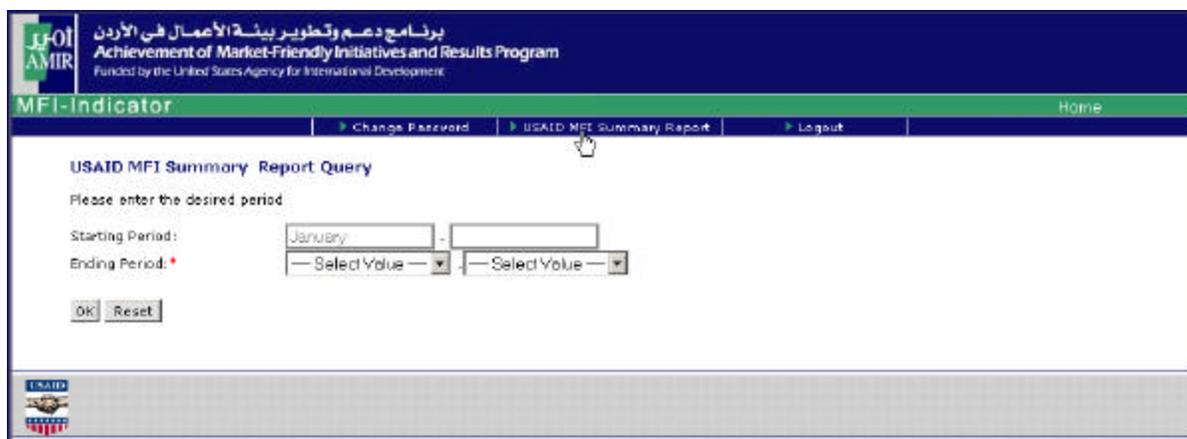
The screenshot shows the MFI-Indicator website interface. At the top, there is a header with the AMIR logo and text in Arabic and English: "برنامج دعم وتطوير بيئة الأعمال في الأردن" and "Achievement of Market-Friendly Initiatives and Results Program". Below the header is a navigation bar with links for "Change Password", "USAID MFI Summary Report", and "Logout". The main content area is titled "Change Password" and contains four input fields: "User ID" (with "id" entered), "Old Password", "New Password", and "Confirm Password". There are "Save" and "Reset" buttons at the bottom of the form. The footer includes 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 the *Save* button

Section 2.2: 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:



The screenshot shows the MFI-Indicator website interface. 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 the header is a navigation bar with links for "Change Password", "USAID MFI Summary Report", and "Logout". The main content area is titled "USAID MFI Summary Report Query" and contains the text "Please enter the desired period". There are two input fields: "Starting Period" (with "January" entered) and "Ending Period" (with a dropdown menu showing "Select Value"). There are "OK" and "Reset" buttons at the bottom of the form. The footer includes the USAID logo.

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 a 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:

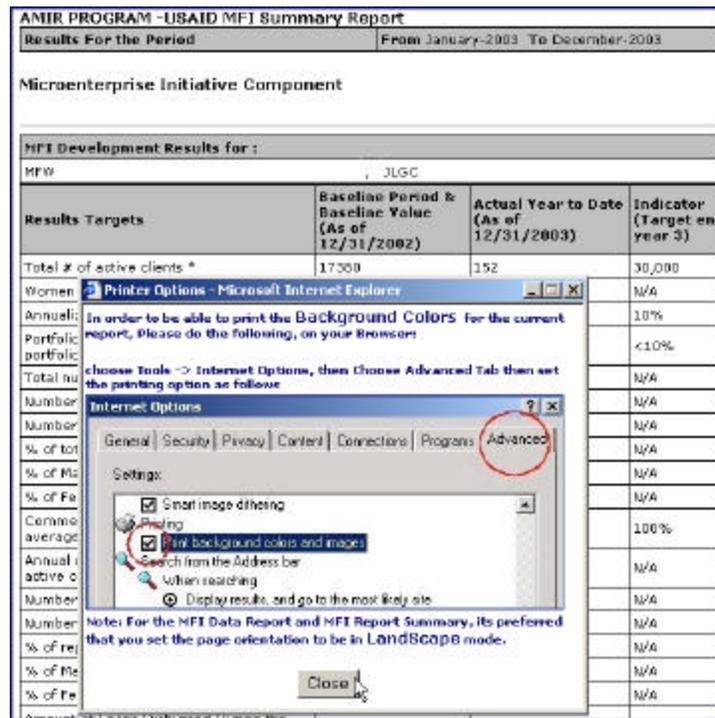
USAID MFI Summary Report			
Results For the Period		From January-2003 To December-2003	
Microenterprise Initiative Component			
MFI Development Results for :			
MFW		JLGC	
Results Targets	Baseline Period & Baseline Value (As of 12/31/2002)	Actual Year to Date (As of 12/31/2003)	Indicator (Target end 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
Results Targets	Displays the "USAID Report" Indicators defined by the System admin
Baseline Period & Baseline Value (As of [Selected Previous Year])	Displays the summation of the selected indicator for the previous year
Actual Year to Date (As of [Selected Ending Period])	Displays the calculation of the values for the selected indicator for the ending period selected by the user
Indicator (Target end year 3)	Displays the value of the "USAID Report" Indicator values defined by the system admin

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:



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

Section 2.2.1: 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 on 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 2.3: Logout

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