

SiRS Computer Tool

SiRS
Sida Rating System

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1 Start Using SiRS

1.1 First Page

The first page you will see in SiRS is the start page showing the view "My Contribution Profiles". This view shows all your created contributions in SiRS.

The picture below shows the start page. All pages are divided into the three sections "Upper Menu", "Navigator" and a "Document/View" section. The content in the document/view section changes depending on what is selected in the navigator or in the upper menu. The upper menu and the navigator are always available in SiRS. The three parts, upper menu, navigator and document/view are described further in this section of the manual.

The screenshot shows the SiRS interface. At the top is the 'Upper Menu' with links: Home, Search, Reports, Sign Out, and Help. On the left is the 'Navigator' with links: My Contribution Profiles, All, Create New, and Confirmed Ratings. The main area is the 'Document/View Section' titled 'My Contribution Profiles', which contains a table of contributions.

Contribution ID	Contribution Name	Status
13200039	World Development Report	Completion Rating Confirmed
13200078	Social Policy in C Americ	Rating Confirmed
13200118	WIDER research 2002-2003	Rating Confirmed
13200127	APDC Gender Training Pro	New Profile
13200143	Action Learning	Rating Confirmed
13200147	Third World Network	Rating Confirmed
14000027	Eval Bosnia	Rating Confirmed
14000043	Adviser	Rating Confirmed

1.1.1 Upper Menu

The screenshot shows the 'Upper Menu' section of the SiRS interface. It features the Sida logo on the left and a horizontal navigation bar with the following links: Home, Search, Reports, Sign Out, and Help. Each link is accompanied by a small icon.

The upper menu containing the functions "Home", "Search", "Reports", "Sign Out" and "Help" are always available.

1.1.1.1 Home

Home is a link to the start page in SiRS. Whenever you click the home link you will be taken to the start page of SiRS showing "My Contributions".

1.1.1.2 Search

Using the search function you can perform a search for all document types in the system. The search function supports free text searching and wild cards. The search result can be limited by number of shown documents, relevance and/or date.

The screenshot shows the 'Search' function interface. It includes a search bar with the prompt 'Enter a word or phrase and click "Search"'. Below the search bar are three sections: 'Limitation' with a dropdown menu set to 'No limit', 'Sort' with a dropdown menu set to 'By Relevance', and a 'Search' button. To the right of these sections are explanatory notes: 'Search Criteria. Wild Cards are Allowed. (cat* will return cat, cats, catalogues etc.) (ca? will return car, cat, cab etc.) (fun?tion will return funktion, function etc.)', 'The number of Search Results You Want the Search to Return.', and 'How You Want the Search Results To be Sorted'.

1.1.1.3 Reports

The report generator gives you access to the three different reports “Unit Portfolio Report”, “Programme Officer Portfolio Report” and “Contribution Portfolio Report”. In the report view you can also export rating data to excel for further manipulation.

Create Report

[Export all Ratings to Excel](#)

☐ **Unit Portfolio Report** ⓘ
Select a unit and click "Generate Report"

Administration
Bolivia
DESA Democratic Governance
Division for Rural Development
EBC Baltic States & Central Eu

☐ **My Portfolio Report** ⓘ
Click "Generate Report"

☒ **Contribution Profile Report** ⓘ
Select a Contribution ID and Rating Date/Status and click "Generate Report"

7878000003 - Albania OSSE -repr.
In progress
2004-03-26 -- Confirmed
2004-03-19 -- Confirmed

[Generate Report](#)

1.1.1.4 Sign Out

Whenever you click the “Sign Out” link you will be signed out of SiRS.
When signed out you will need to log in again to access SiRS.

1.1.1.5 Help

Help

[Technical Documentation](#)
[User Manual](#)

The help function gives you access to the user manual and the technical documentation. Choose “User Manual” or “Technical Documentation” in the view and then click the attached document to display it.

User Manual

Current Attachments (1, 343 KB)
[User manual SiRS 1.0 .doc 343 \(Kbytes\)](#)

1.1.2 Navigator

The “Navigator” is always available in SiRS. In the navigator you select what kind of action you wish to perform. Below the heading “Contribution Profiles” you can either choose one of the available views or create a new contribution profile. Click at “Confirmed Ratings “ and the navigator expand and you can access different views containing confirmed ratings in SiRS.

Contribution Profiles
 My
All
Create New
Confirmed Ratings
My
By Resp. Unit
By Resp. Unit/Name
By Resp. Unit/Sector
By Country/Region/Global
By Sector
By Type of Assistance

The content of the Navigator is:

Contribution Profiles	
- My	All your Contributions in the system
- All	Search function for all created Contributions in the system
- Create New	Functions for creating a new Contribution Profile.
Confirmed Ratings	
- My	A view of all your Confirmed Ratings sorted by “Contribution ID/Name”, ”Rating Type”, ”Rating Score” and “Rating Date”
- By Resp. Unit	A view of all Sidas Confirmed Ratings sorted by ”Resp. Unit”, ”Rating Type” and ”Rating Score”
- By Resp. Unit/Name	A view of all Sidas Confirmed Ratings sorted by ”Resp. Unit”, ”Contribution Name”, ”Rating Type” and ”Rating Score”
- By Resp. Unit/Sector	A view of all Sidas Confirmed Ratings sorted by ”Resp. Unit”, ”Sector”, ”Rating Type” and ”Rating Score”
- By Country/region/Global	A view of all Sidas Confirmed Ratings sorted by ”Country/Region/Global”, ”Rating Type” and ”Rating Score”
- By Sector	A view of all Sidas Confirmed Ratings sorted by ”Sector”, ”Rating Type” and ”Rating Score”
- By Type of Assistance	A view of all Sidas Confirmed Ratings sorted by ”Type of Assistance”, ”Rating Type” and ”Rating Score”

1.1.3 Document/View

This is the header of the selected document/view. The name of the selected document/view is displayed in the header. There are a number of documents/views in SiRS displayed in this section.

1.1.3.1 The view ”My Contribution Profiles”

My Contribution Profiles 		
Contribution ID	Contribution Name	Status
13200039	World Development Report	New Profile
13200127	APDC Gender Training Pro	New Profile
14000027	Eval Bosnia	Rating Confirmed
14000043	Adviser	New Profile
15004848	ABF P2001-Ö	Rating in progress
23000000	PSD Niassa Malonda	Rating Confirmed
45678123	PSD ABF Adviser	New Profile - Completed in PLUS
72400003	Assignment IIE indicators	New Profile

1.1.3.2 The view "All Contribution Profiles"

All Contribution Profiles	
	Select Contribution ID
	Select Contribution ID 13000103 - Economic change, poverty 13200039 - World Development Report 13200077 - Participatory Research 13200078 - Social Policy in C Americ 13200085 - Bridge-Gender Knowledge 13200093 - Participatory research 13200106 - Information, seminar 13200118 - WIDER research 2002-2003 13200127 - APDC Gender Training Pro 13200135 - women4s world congress

1.1.3.3 A new "Contribution Profile" document

Contribution Profile		New Profile
Select Contribution ID:		
1320	13200039 - World Development Report 13200039 - World Development Report 13200092 - Partacipatory research 13200114 - Influence budgetprocess 13200124 - Empowering Widows in Dev 13200126 - Dawn Research Gender Glob 13200135 - women4s world congress 13200138 - Secondment WB M Svensson 13200143 - Action Learning 13200144 - EURODAD Networking Prog 13200147 - Third World Network 13200149 - Indian Institute Bangalor	
Save & Close		
Project Abs		
		Rate: Immediate Results Overall Performance Internal Risk External Risk
Rating Based On ⓘ		

1.1.3.4 The "Immediate Results" rating document

Immediate Results		
Link to Contribution: 15004848 ABF P2001-Ö		
Save & Close Rating Save & Continue		
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile		Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile
Immediate Results (Planned) ⓘ The minimum is one rating of immediate results and the maximum is now ten different ratings of immediate results in one contribution. 01.	Rating Score ⓘ AP	Results Achieved and Comments ⓘ 02.

1.1.3.5 The "Overall Performance" rating document

Overall Performance	
Link to Contribution: 15004848 ABF P2001-Ö	
Save & Close Rating Save & Continue	
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile	Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile
Rating Score ⓘ 	Comments ⓘ 

1.1.3.6 The "Internal Risk" rating document

Internal Risk	
Link to Contribution: 15004848 ABF P2001-Ö	
Save & Close Rating Save & Continue	
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile	Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile
Rating Score ⓘ 	Comments ⓘ 

1.1.3.7 The "External Risk" rating document

External Risk	
Link to Contribution: 15004848 ABF P2001-Ö	
Save & Close Rating Save & Continue	
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile	Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile
Rating Score ⓘ 	Comments ⓘ 

1.1.3.8 The “My Confirmed Ratings” view found below “Confirmed Ratings” in the navigator.

My Confirmed Ratings 			
Contribution ID/Name	Rating Type	Rating Score	Rating Date
▶ 13200039 World Development Report			
▼ 13200078 Social Policy in C Americ			
	▶ Overall Performance		
	▶ Internal Risk		
	▼ External Risk		
		▶ S (1)	
▶ 13200118 WIDER research 2002-2003			
▶ 13200143 Action Learning			
▶ 13200147 Third World Network			
▶ 14000027 Eval Bosnia			
▶ 14000043 Adviser			

1.2 Status

In the top right corner of a contribution profile you will see the status of the contribution. The status in SiRS depends on where in the workflow the contribution profile is.

Contribution Profile	New Profile
45678123 - PSD ABF Adviser	Completed in PLUS

The following statuses is possible in SiRS:

Status	Description
New Profile	The contribution profile is created and no ratings are saved yet.
Rating in Progress	There are saved ratings in the contribution but they are not confirmed yet.
Rating Confirmed	Rating is confirmed. If you start to create new ratings in the contribution, the status will be set as ”Rating in Progress” again.
Completion Rating Confirmed	Completion rating locks the contribution and the contribution is locked for further editing.

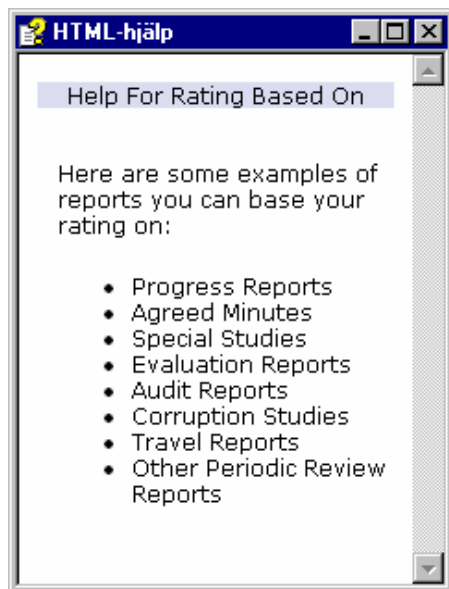
1.2.1 Completed in PLUS

If the contribution has been closed in PLUS, the information is shown in the contribution profile below the status in the upper right corner.

1.3 Icons

1.3.1 Information icon

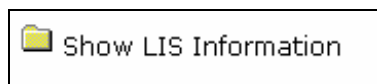
The information icon  is displayed whenever there is relevant information about a topic. Click the icon and a dialog will be displayed. The dialog can be left open while entering data in documents. Move the window using drag and drop if needed.



1.3.2 Folders

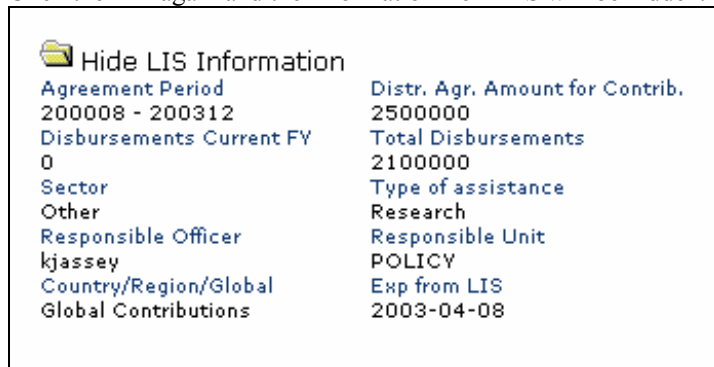
1.3.2.1 Show LIS Information

Click the link and the folder will display selected information from LIS (Sidas LedningsInformationsSystem).



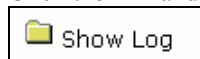
1.3.2.2 Hide LIS Information

Click the link again and the information from LIS will be hidden.



1.3.2.3 Show Log

Click the link and the folder will display the log of the actual documents and history of editing.



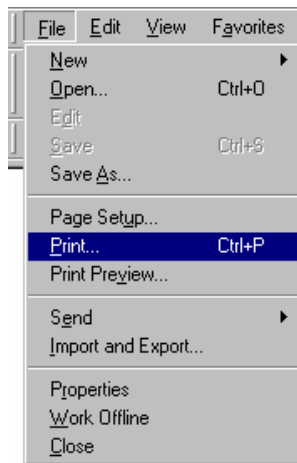
1.3.2.4 Hide Log

Click the link again and the folder will hide the log of the actual documents and history of editing.



1.3.3 Print

The print function in SiRS is performed by using the print function in the web browser, "File" and "Print" (ctrl+P).



1.3.4 Links

In SiRS, links to other pages are only underlined when the cursor points at the link. When pointing at a link the text becomes underlined and the cursor changes its appearance into a hand.

1.3.4.1 Link to Contribution

To link/de link a contribution to other contributions use the "Link to Contributions" button in contribution profile. You can link one contribution profile to another. You can link contribution A to contribution B and contribution B to contribution C. Contribution C will however **not** be linked to contribution A. The only link between them is via contribution B. Links can in other words never connect more than one level.

Contribution Profile	Rating in progress
15004848 - ABF P2001-Ö	
<button>Save & Close Profile</button> <button>Save & Continue</button> <button>Link to Contribution</button>	

1.3.4.2 Contribution Profile

The contribution profile may have links to other contributions and links to its saved ratings. The links are in the bottom of the profile below "Links to other Contributions" and "Saved Ratings".

Contribution Profile		Rating in progress																														
15004848 - ABF P2001-Ö																																
Edit																																
Project Abstract ⓘ You must enter text for the Project Abstract here, before you can save the Contribution Profile Rating Based On ⓘ You must enter text for the Rating Based On here, before you can save the Contribution Profile																																
Links to Other Contributions 13200118																																
Saved Ratings <table border="1"> <thead> <tr> <th>Rating Type</th> <th>Rating</th> <th>Resp. Officer acc to LIS</th> <th>Rating Date</th> <th>Confirmed By</th> </tr> </thead> <tbody> <tr> <td>▼ In progress</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Immediate Results</td> <td></td> <td>ndahlin</td> <td></td> <td></td> </tr> <tr> <td>Overall Performance</td> <td>H</td> <td>ndahlin</td> <td></td> <td></td> </tr> <tr> <td>Internal Risk</td> <td>L</td> <td>ndahlin</td> <td></td> <td></td> </tr> <tr> <td>▶ Confirmed 2004-03-25</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Rating Type	Rating	Resp. Officer acc to LIS	Rating Date	Confirmed By	▼ In progress					Immediate Results		ndahlin			Overall Performance	H	ndahlin			Internal Risk	L	ndahlin			▶ Confirmed 2004-03-25				
Rating Type	Rating	Resp. Officer acc to LIS	Rating Date	Confirmed By																												
▼ In progress																																
Immediate Results		ndahlin																														
Overall Performance	H	ndahlin																														
Internal Risk	L	ndahlin																														
▶ Confirmed 2004-03-25																																

1.3.4.3 Rating pages

In the rating documents you can always go back to the contribution profile by using the link in the rating form (below the view header).

Overall Performance
Link to Contribution: 15004848 ABF P2001-Ö
Edit
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile

1.3.4.4 Reports

In a created report (not saved) you can click on the contribution Name/ID and the actual contribution will be displayed in the main window in SiRS.

1.3.5 Read and Edit mode

A document SiRS can be either in read or edit mode. In read mode the "Edit" button is visible. In edit mode the "Save & Close Profile", "Save & Close Rating" and "Save & Continue" buttons are visible and you are able to perform different actions.

In edit mode you should avoid using the "Back" button in the web browser. If you choose not to save the document before you click the "Back" button the **entered data will be lost**.

2 Workflow

The contribution profile is the main document in SiRS, from which ratings are managed. Before you start rating you have to create a contribution profile. The available actions in a contribution profile depends on where you are in the workflow process. I.e. if you have created a rating of "Immediate Results", the button "Overall Performance" will be enabled to create the "Overall Performance" rating, but not sooner.

2.1 Create New Contribution Profile

1. Select "Create New" below "Contribution Profiles" in the navigator. The "Contribution Profile" document is displayed. 2. Select actual contribution by the ID number/Name in the drop down list, or write the number in the box in front of the list. (All contributions except from already created contributions, with status agreed from LIS are displayed in this drop down list).	Contribution Profile Select Contribution ID: 132 13200092 - Participatory research 13200092 - Participatory research 13200114 - Influence budgetprocess 13200124 - Empowering Widows in Dev 13200126 - Dawn Research Gender Glob 13200135 - women4s world congress 13200138 - Secondment WB M Svensson 13200143 - Action Learning 13200144 - EUODAD Networking Prog 13200147 - Third World Network 13200149 - Indian Institute Bangalor 13200151 - Printing reports
Contribution Profile New Profile Select Contribution ID: 13200151 13200151 - Printing reports Save & Close Profile Save & Continue Project Abstract ⓘ Rating Based On ⓘ ☐ Completion Rating ⓘ Rating Reviewed by/Shared with ⓘ - Rate: Immediate Results Overall Performance Internal Risk External Risk Review / Share Confirm Rating	
3. First type the "Project Abstract" and the "Rating Based On" in the corresponding boxes. 4. Save the Contribution profile: a. Click the button "Save & Close Rating" , the document will be saved and presented in read mode. OR b. Click the button "Save and Continue", the contribution profile will be saved and then presented in edit mode. You can then continue to the next step in the workflow, to rate "Immediate Results".	

2.2 Rate Immediate Results

1. If you selected "Save & Close Profile" after creating the contribution profile or if you opened an existing contribution profile in read mode, click the "Edit" button to enter edit mode.

2. If this is a completion rating, mark the box in front of "Completion Rating"
3. Click the "Immediate Results" button. The "Immediate Results" rating document will be displayed.

4. Fill out the "Immediate Results (Planned)" document and select rating score for the immediate results in the drop down list. Fill out "Results Achived and Comments". If you have entered a rating of immediate results you also have to enter a rating score. Minimum to be entered before saving is one (1) rating of immediate results and one rating score. The limit of given rating of immediate results is ten (10).
5. Save the rating:
 - a. Click the button "Save & Close Rating" , the document will be saved and presented in read mode.
 - OR
 - b. Click the button "Save and Continue", the rating will be saved and the contribution profile will then presented in edit mode. You can then continue to the next step in the workflow, to rate "Overall Performance".

2.3 Rate Overall Performance

1. If you selected "Save & Close Rating" after creating the rating document or if you opened an existing rating document in read mode, click the "Edit" button to enter edit mode. (You have to rate "Immediate Results" before you can rate "Overall Performance").

Contribution Profile
Rating in Progress

13200151 - Printing reports

Save & Close Profile

Save & Continue

Link to Contribution

Project Abstract ⓘ

You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ

You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ **Completion Rating** ⓘ

Rating Reviewed by/Shared with ⓘ
 -

Rate:

Immediate Results

Overall Performance

Internal Risk

External Risk

Review / Share

Confirm Rating

2. Click the "Overall Performance" button. The rating document for "Overall Performance" will be displayed.

Overall Performance

Link to Contribution: 15004848 ABF P2001-Ö

Save & Close Rating

Save & Continue

Project Abstract

You must enter text for the Project Abstract here, before you can save the Contribution Profile

Rating Based On

You must enter text for the Rating Based On here, before you can save the Contribution Profile

Rating Score ⓘ

EP

EP
 AP
 MDP
 SDP
 N/A

Comments ⓘ

atings of Outputs/Immediate Results

Created	Resp. Officer acc to LIS	Rating Date	Confirmed By
2004-03-26	ndahlin		
2004-03-25	ndahlin	2004-03-26	Britt-Marie Calles
2004-03-25	ndahlin	2004-03-25	Britt-Marie Calles

3. Select rating score in the drop down list and fill out comments in the text field.
4. Save the rating:
 - a. Click the button "Save & Close Rating", the document will be saved and presented in read mode.
 - OR
 - b. Click the button "Save and Continue", the rating will be saved and the contribution profile will then presented in edit mode. You can then continue to the next step in the workflow, to rate "Internal Risk".

2.4 Rate Internal Risk

1. If you selected "Save & Close Rating" after creating the rating document or if you opened an existing rating document in read mode, click the "Edit" button to enter edit mode.

Contribution Profile

Rating in Progress

13200151 - Printing reports

Save & Close Profile

Save & Continue

Link to Contribution

Project Abstract

You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On

You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ Completion Rating

Rating Reviewed by/Shared with

-

Rate:

Immediate Results

Overall Performance

Internal Risk

External Risk

Review / Share

Confirm Rating

2. Click the "Internal Risk" button. The "Internal Risk" rating document will be displayed.

Internal Risk

Link to Contribution: 15004848 ABF P2001-Ö

Save & Close Rating

Save & Continue

Project Abstract

You must enter text for the Project Abstract here, before you can save the Contribution Profile

Rating Based On

You must enter text for the Rating Based On here, before you can save the Contribution Profile

Rating Score

L

M

S

H

Comments

Show LIS Information

Show Log

3. Select rating score in the drop down list and fill out comments in the text field
4. Save the rating:
 - a. Click the button "Save & Close Rating", the document will be saved and presented in read mode.OR
 - b. Click the button "Save and Continue", the rating will be saved and the contribution profile will then presented in edit mode. You can then continue to the next step in the workflow, to rate "External Risk".

2.5 Rate External Risk

1. If you didn't select "Save & Continue" after rating internal risk or if you have opened an existing contribution profile in read mode, click the "Edit" button.

Contribution Profile

Rating in Progress

13200151 - Printing reports

Save & Close Profile

Save & Continue

Link to Contribution

Project Abstract ⓘ

You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ

You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ Completion Rating ⓘ

Rating Reviewed by/Shared with ⓘ

Rate:

Immediate Results

Overall Performance

Internal Risk

External Risk

Review / Share

Confirm Rating

2. Click the "External Risk" button. The "External Risk" rating document will be displayed.

External Risk	
Link to Contribution: 15004848 ABF P2001-Ö	
Save & Close Rating	Save & Continue
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile	Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile
Rating Score ⓘ - L - M - S - H	Comments ⓘ
Show LIS Information	Show Log

3. Select rating score in the drop down list and fill out comments in the text field.
4. Save the rating:
 - a. Click the button "Save & Close Rating", the document will be saved and presented in read mode.
OR
 - b. Click the button "Save and Continue", the rating will be saved and the contribution profile will then presented in edit mode. You can then continue to the next step in the workflow "Rating Reviewed by/Shared with" .

2.6 Rating Reviewed/Shared with and Confirmed

When you have completed your four ratings you must share your draft ratings with your “Supervisor/Head of Unit”/Counterpart. In the contribution profile you should enter the name of whom you have discussed and reviewed your draft ratings with. After having filled out the “Review/Share” field in the dialog and clicking “Review/Share” you will be given the the option to confirm the ratings immediately or later. The ”Confirm” function locks all rating documents for further editing.

2.6.1 Rating Reviewed by Shared with

1. If you selected “Save & Close Rating” after creating the rating document or if you opened an existing rating document in read mode, click the ”Edit” button to enter edit mode.

Contribution Profile Rating in Progress

13200151 - Printing reports

Save & Close Profile **Save & Continue** **Link to Contribution**

Project Abstract ⓘ

You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ

You must enter text for the Rating Based on, before you can save the Contribution Profile.

Rate:

Immediate Results

Overall Performance

Internal Risk

External Risk

Review/Share

Confirm Rating

☐ **Completion Rating** ⓘ

Rating Reviewed by/Shared with ⓘ

-

2. Click the “Review/Share” button. The following dialog will be displayed:

-- Web Page Dialog

Please enter the name of the reviewer/person to share with.

Review/Share **Cancel**

http://frootmig.sida.se/rating/sirstest.n Local intranet

3. Enter the name of the person with whom you have shared your rating with and click the ”Review/Share” button. (If you select to click the “Cancel” button , the operation will be cancelled)

4. The following dialog will be displayed:

-- Web Page Dialog

Do you also wish to **confirm** the rating at this time?

Yes, confirm now

No, let me confirm later...

http://frootmig.sida.se/rating/sirstest.n Local intranet

5. In the dialog you can either chose to confirm the ratings at once or wait and confirm the ratings later.
- If you select yes, the ratings will be confirmed and locked for further editing.
- OR
- If you select no, the ratings will only be updated with the “reviewed/shared” information . You will still be able to edit the ratings and the contribution profile.If you later wish to confirm the ratings without having to “review/share” them simply use the “Confirm Ratings” button.

6. The performed ratings in the contribution profile have now been ”Reviewed/Shared” and the information is shown in the contribution profile and in the rating documents.

Contribution Profile	Rating in progress
15004848 - ABF P2001-Ö	
Edit	
Project Abstract ⓘ You must enter text for the Project Abstract here, before you can save the Contribution Profile Rating Based On ⓘ You must enter text for the Rating Based On here, before you can save the Contribution Profile Completion Rating ⓘ	
Rating Reviewed by/Shared with ⓘ Daniel Asplund 2004-03-26	

Overall Performance
Link to Contribution: 15004848 ABF P2001-Ö
Edit
Rating Reviewed/Shared By ⓘ Daniel Asplund 2004-03-26
Project Abstract ⓘ You must enter text for the Project Abstract here, before you can save the Contribution Profile Rating Score ⓘ AP
Rating Based On ⓘ You must enter text for the Rating Based On here, before you can save the Contribution Profile Comments ⓘ Comments...

7. The ratings are now reviwed/shared. If you wish to change the person whom you have reviewed/shared your ratings with, you have to go back to the contribution profile, click the “Edit” button and change the name and repeat the procedure.

Contribution Profile	Rating in Progress
13200151 - Printing reports	
Edit	
Project Abstract ⓘ You must enter text for the Project Abstract, before you can save the Contribution Profile. Rating Based On ⓘ You must enter text for the Rating Based on, before you can save the Contribution Profile. Rating Reviewed by/Shared with ⓘ Daniel Asplund. 2004-05-13	

2.6.2 Confirmed Ratings

The last step in SiRS is to confirm a rating. There are two kinds of confirmations, "Confirmed" and "Completion Rating Confirmed".

1. If you haven't confirmed the ratings but reviewed/shared them, you should confirm them. Click the button "Confirm Ratings" in the contribution profile. If there is a Completion rating you must check that "Completion Rating" is checked in the contribution profile.

Contribution Profile Rating in Progress

13200151 - Printing reports

[Save & Close Profile](#) [Save & Continue](#) [Link to Contribution](#)

Project Abstract ⓘ
You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ
You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ **Completion Rating** ⓘ

Rate:
[Immediate Results](#)
[Overall Performance](#)
[Internal Risk](#)
[External Risk](#)

[Review /Share](#)
[Confirm Ratings](#)

Rating Reviewed by/Shared with ⓘ
Daniel Asplund. 2004-05-13

2. One of the following dialog is displayed, click "OK" and the ratings will be confirmed.

Microsoft Internet Explorer Are you sure you want to confirm the ratings for this contribution?
[OK](#) [Cancel](#)

Microsoft Internet Explorer Are you sure you want to make a completion rating?
[OK](#) [Cancel](#)

3. The ratings are now confirmed and the contribution profile has status "Rating Confirmed" /Completion Rating Confirmed". The confirmed rating documents are accessible from the contribution profile, below "Saved Ratings".

Contribution Profile Rating Confirmed

13200151 - Printing reports

[Edit](#)

Project Abstract ⓘ
You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ
You must enter text for the Rating Based on, before you can save the Contribution Profile.

Rating Reviewed by/Shared with ⓘ
Daniel Asplund. 2004-05-13

Links to Other Contributions
No contributions linked

Saved Ratings

Rating Type	Rating	Resp. Officer acc to LIS	Rating Date	Confirmed By
Confirmed 2004-05-13				
Immediate Results		mhimmels	2004-05-13	Britt-Marie Calles
Overall Performance	EP	mhimmels	2004-05-13	Britt-Marie Calles
Internal Risk	M	mhimmels	2004-05-13	Britt-Marie Calles
External Risk	H	mhimmels	2004-05-13	Britt-Marie Calles

4. The rating documents are now locked for further editing and the text "Confirmed" is displayed on the rating document

Overall Performance			
Link to Contribution: 15004848 ABF P2001-Ö			
Rating Reviewed/Shared By Daniel Asplund 2004-03-26		Rating Confirmed Britt-Marie Calles/Weblogin 2004-03-26	
Project Abstract You must enter text for the Project Abstract here, before you can save the Contribution Profile		Rating Based On You must enter text for the Rating Based On here, before you can save the Contribution Profile	
Rating Score ⓘ AP		Comments ⓘ Comments...	
Saved Ratings of Outputs/Immediate Results			
Created	Resp. Officer acc to LIS	Rating Date	Confirmed By
2004-03-26	ndahlin	2004-03-26	Britt-Marie Calles
2004-03-26	ndahlin	2004-03-26	Britt-Marie Calles
2004-03-25	ndahlin	2004-03-26	Britt-Marie Calles
2004-03-25	ndahlin	2004-03-25	Britt-Marie Calles
 Show LIS Information		 Show Log	

2.7 Link to other Contributions

In SiRS you can link one contribution profile to another. You can link contribution A to contribution B and contribution B to contribution C. Contribution C will however **not** be linked to contribution A. The only link between them is via contribution B. Links can in other words never connect more than one level.

1. Open the contribution profile in edit mode

Contribution Profile

13200151 - Printing reports

Rating Confirmed

Save & Close Profile

Save & Continue

Link to Contribution

Project Abstract ⓘ
You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ
You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ **Completion Rating** ⓘ

Rating Reviewed by/Shared with ⓘ
Daniel Asplund. 2004-05-13

Links to Other Contributions
No contributions linked

Rate:

Immediate Results

Overall Performance

Internal Risk

External Risk

Review / Share

Confirm Rating

2. Click the button "Link to Contribution" and the dialog box with contribution profiles is displayed:

-- Web Page Dialog

Please select one or more profiles to connect to.

13000103 - Economic change,
13200039 - World Developmer
13200077 - Participatory Rese.
13200078 - Social Policy in C A
13200085 - Bridge-Gender Kno
13200092 - Participatory rese
13200093 - Participatory rese
13200106 - Information, semir
13200118 - WIDER research 2
13200126 - Dawn Research G
13200127 - APDC Gender Trai
13200135 - women4s world co
13200143 - Action Learning
13200147 - Third World Netwo
13200151 - Printing reports
13200163 - Conf IAFFE
13200194 - Forum Donor Harm
14000027 - Eval Bosnia
14000043 - Adviser
14000062 - Printing of reports
14002480 - Country Strat Eval
15004707 - Information Centre
15004728 - Preliminary study
15004737 - Overhaul Barnens
15004848 - ABF P2001-Ö
15004907 - Diakonia S2002 -

Clear all

Link/delink

Cancel

http://rootmig.sida.se/ratin Local intranet

Page 21(28)

3. Select the contribution profile(s) that you wish to link to the current contribution profile.
If you wish to disconnect contribution profiles, click an already selected contribution ID (marked blue) in the dialog.
If you wish to delink all contribution profiles click the text "Clear all" and all links will be removed after clicking "Link/delink".
4. Click "Link/delink selected contribution profiles (Or disconnect all if none were selected).
The links are now added to the contribution, below "Links to Other Contributions".

Contribution Profile

Rating Confirmed

13200151 - Printing reports

Save & Close Profile**Save & Continue****Link to Contribution****Project Abstract** ⓘ

You must enter text for the Project Abstract, before you can save the Contribution Profile.

Rating Based On ⓘ

You must enter text for the Rating Based on, before you can save the Contribution Profile.

☐ **Completion Rating** ⓘ**Rating Reviewed by/Shared with** ⓘ

Daniel Asplund. 2004-05-13

Rate:**Immediate Results**

Overall Performance

Internal Risk**External Risk**

Review/Share

Confirm Rating

Links to Other Contributions

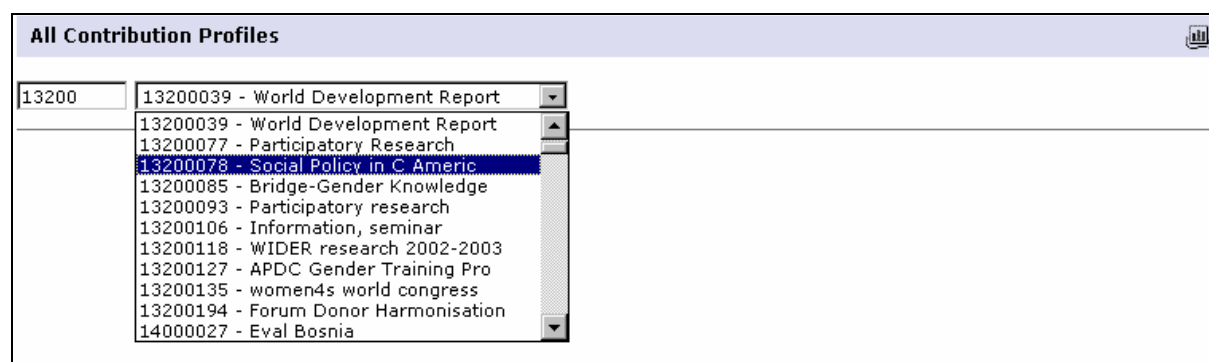
13200126 - Dawn Research Gender Glob
13200147 - Third World Network

2.8 Add to My Contributions

This function moves one contribution profile from somebody else's portfolio to your own "My". A contribution can only "belong" to one user at the time. This function should therefore only be used in connection with the handing over the responsibility for a contribution from one PO to another.

In the navigator, below "Contribution Profiles" are two choices "My" and "All". Clicking "My" opens a view displaying all contributions by contribution ID and name, that have been created in SiRS by the logged in person and the contributions that has been "Added to My". The "Add to My" function gives the user the ability to get a quick overview of his/her Contributions. Clicking "All" opens a search function for finding all created Contribution Profiles in the system.

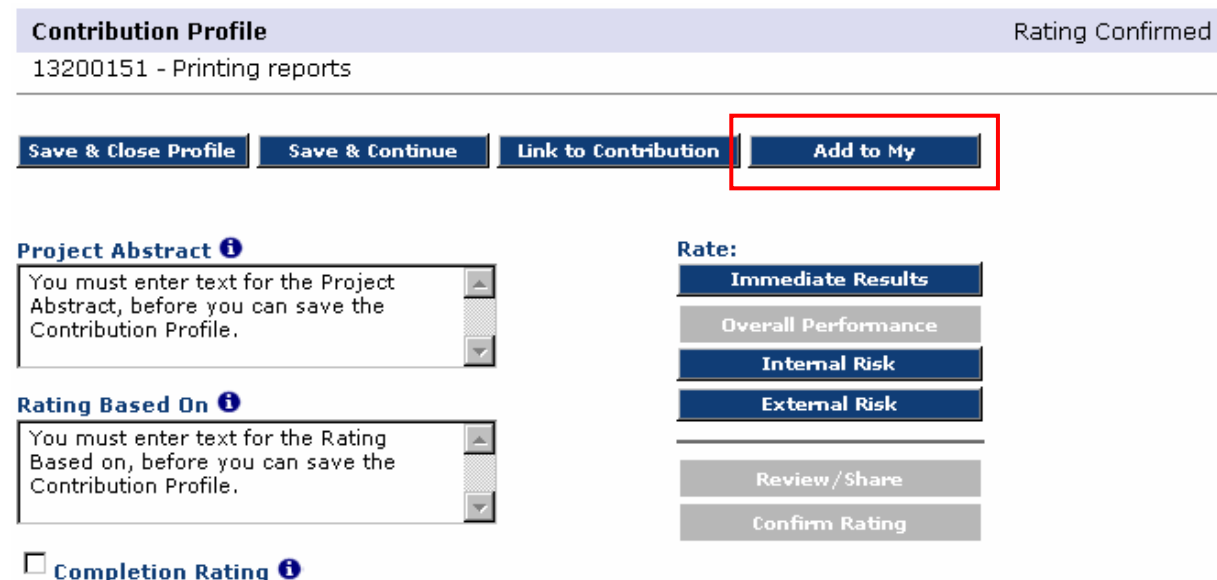
1. In the navigator, select "All" below "Contribution Profiles" and select desired contribution ID/Name in the drop down list.



The screenshot shows a web interface titled "All Contribution Profiles". Below the title is a search bar with the text "13200". To the right of the search bar is a dropdown menu. The dropdown menu is open, showing a list of contribution profiles. The selected item is "13200078 - Social Policy in C Americ". Other items in the list include "13200039 - World Development Report", "13200077 - Participatory Research", "13200085 - Bridge-Gender Knowledge", "13200093 - Participatory research", "13200106 - Information, seminar", "13200118 - WIDER research 2002-2003", "13200127 - APDC Gender Training Pro", "13200135 - women4s world congress", "13200194 - Forum Donor Harmonisation", and "14000027 - Eval Bosnia".

2. Selected contribution will be displayed with information on "Contribution ID", "Contribution Name", "Resp. Officer acc to LIS".
Click the text to open the contribution profile.

3. Selected contribution profile will be displayed. Click the "Edit" button.



The screenshot shows a web interface titled "Contribution Profile" with a sub-header "Rating Confirmed". Below the title is the text "13200151 - Printing reports". Below this text are four buttons: "Save & Close Profile", "Save & Continue", "Link to Contribution", and "Add to My". The "Add to My" button is highlighted with a red rectangle. Below the buttons are two text input fields: "Project Abstract" and "Rating Based On". Both fields have a placeholder text: "You must enter text for the Project Abstract, before you can save the Contribution Profile." and "You must enter text for the Rating Based on, before you can save the Contribution Profile." respectively. To the right of these fields is a "Rate:" section with a list of buttons: "Immediate Results", "Overall Performance", "Internal Risk", "External Risk", "Review / Share", and "Confirm Rating". At the bottom left, there is a checkbox labeled "Completion Rating".

4. Click the "Add to My" button.
5. In the navigator, click "My" below "Contribution Profiles" and ensure that the selected contribution profile is displayed.

2.9 Reports and export data to Excel

In the view “Reports” you have the ability to create reports. There are three kind of reports “Unit Portfolio Report”, “Programme Officer Portfolio Report” and “Contribution Portfolio Report”.

2.9.1 Create Reports

1. To create report , select “Reports “ in the upper menu. The reportgenerator will be displayed in the view.

Create Report Export all Ratings to Excel

☐ **Unit Portfolio Report** i
Select a unit and click "Generate Report"
Administration
Bolivia
DESA Democratic Governance
Division for Rural Development
EBC Baltic States & Central Eu

☐ **My Portfolio Report** i
Click "Generate Report"

☒ **Contribution Profile Report** i
Select a Contribution ID and Rating Date/Status and click "Generate Report"
75007049 - Fac of Education
In progress
2003-09-04 -- Confirmed

Generate Report

2. Mark the box in front of the type of report you want to create.
 - a. If you select “My portfolio Report” just click the “Generate Report” button.
 - b. If you select “Unit Portfolio Report” you must select a unit and then click the “Generate Report” button.
 - c. If you select “Contribution Portfolio Report” you must select a contribution profile an then rating date/status and click the ”Generate Report” button.
3. The selected report will be displayed in a new window.

2.9.2 Save Reports

1. Select ”File” and ”Save As” in the browser menu.

Report Date of Report: 2004-05-13
User: Britt-Marie Calles

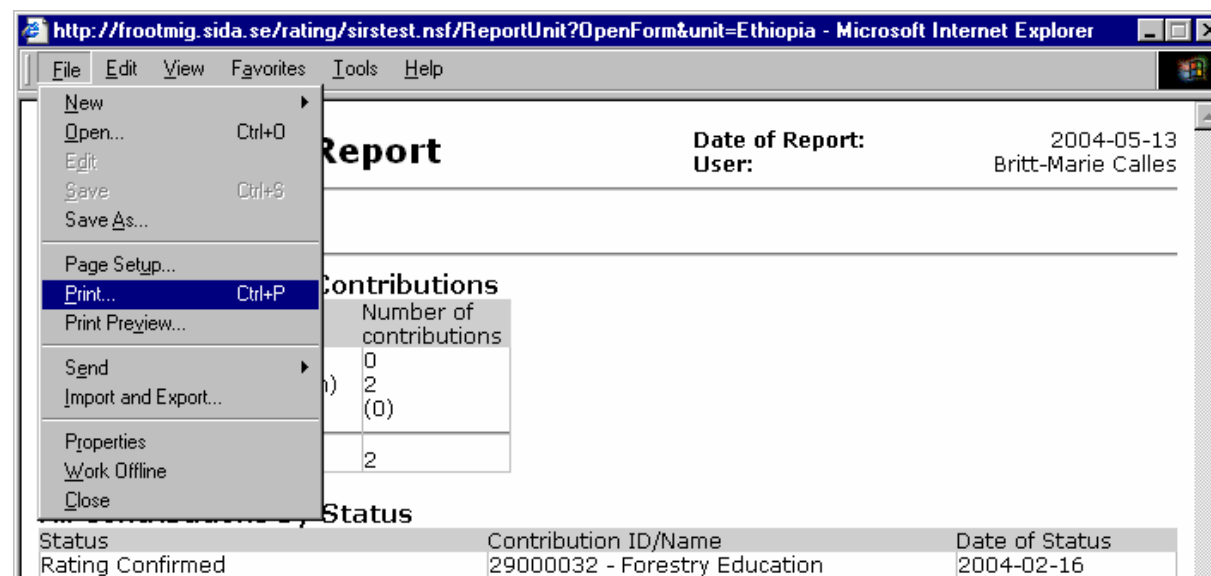
Contributions	
Number of contributions	Status
0	
2 (0)	

Status	Contribution ID/Name	Date of Status
Rating Confirmed	29000032 - Forestry Education	2004-02-16
Rating Confirmed	29000161 - ECA's Work Program 02-04	2004-02-17

2. In the dialog, select where to save the html report.
3. Close the Web browser using the “X” in the upper right corner.

2.9.3 Print Reports

1. Select "File" and "Print" in the browser menu.



2. In the printing dialog, click the "OK" button.

2.9.4 Unit Portfolio Report

Unit Portfolio Report		Date of Report: User:	2004-05-14 Name of the User
Unit: Name of the Unit			
Status of the Units Contributions			
Status	Number of contributions		
In Progress	3		
Confirmed Ratings (of wich)	1		
Completion Ratings	(0)		
Total Amount	4		
All Contributions by Status			
Status	Contribution ID/Name	Date of Status	
Rating in Progress	01234567 - Contribution 2	-	
Rating in Progress	23456789 - Contribution 3	-	
Rating in Progress	34567899 - Contribution 4	-	
Rating Confirmed	12345678 - Contribution 1	2004-04-19	
All Ratings with Status "Confirmed"			
Rating Scores Summary		Internal Risk Amount	
Overall	Amount	Low	0
N/A	0	Medium	1
SDP	0	Substantial	0
MDP	0	High	0
AP	1		
EP	0		
		External Risk Amount	
		Low	1
		Medium	0
		Substantial	0
		High	0
Rating Scores Details			
Contribution ID/Name	Status	Overall	Int. Risk Ext. Risk
12345678 - Contribution 1	Rating Confirmed	AP	M L
01234567 - Contribution 2	Rating in Progress	-	- -
23456789 - Contribution 3	Rating in Progress	-	- -
34567899 - Contribution 4	Rating in Progress	-	- -

Scores from the last preceding ratings shown within brackets.

2.9.5 Programme Officer Portfolio Report

Programme Officer Portfolio Report

Date of Report: 2004-05-14

Responsible Officer: Name of the Officer

Contributions

Contribution ID/Name	Reviewed/Shared by	Status	Date of Status
13578642 - Contribution 1	-	Rating in Progress	2004-05-12
24687531 - Contribution 2	-	Rating in Progress	2004-05-15
34785612 - Contribution 3	Reviewer Person	Rating Confirmed	2004-04-01
87563241 - Contribution 4	-	Rating in progress	2003-05-07

Rating Scores

Date of Confirmation	Contribution ID/Name	Overall	Internal Risk	External Risk
2004-05-15	24687531 - Contribution 2	-	-	-
2004-05-12	13578642 - Contribution 1	-	-	-
2003-05-07	87563241 - Contribution 4	(AP)	(M)	(L)
2004-04-01	34785612 - Contribution 3	AP	M	S

Scores from the last preceding ratings shown within brackets.

Contribution Profile Report**Date of Report:**
User:2004-05-14
Name of the User**Contribution: 13578642 - Contribution 1****Responsible Officer:** Name of the Officer**Status:**

Completion Rating Confirmed

Rating Reviewed/Shared with: Name of the Reviewer**Date of Status:**

2004-03-31

Project AbstractProject abstract description.
Quod erat demonstrandum**Rating Based On**Description of "Rating based on".
Te audire no possum. Musa sapientum fixa est in aure**Overall Performance****Rating Score:** AP**Comments:**Overall performance comments.
Quantum materiae materietur marmota monax si marmota monax materiam possit materiari?**Immediate Results**

No	Immediate Results (Planned)	Rating Score	Results Achieved and Comments
01	Quantum materiae materietur marmota monax si marmota monax materiam possit materiari?	EP	Ita erat quando hic adveni.

Internal Risk**Rating Score:** M**Comments:**

Sic hoc adfixum in obice legere potes, et liberaliter educatus et nimis propinquus ades

External Risk**Rating Score:** L**Comments:**

Sona si latine loqueris

Previous Rating Scores

Date of Confirmation	Overall	Internal Risk	External Risk
2004-03-26	EP	L	M
2004-03-26	EP	L	L
2004-03-26	AP	M	S
2004-03-25	AP	L	L

2.9.7 Export to Excel

In the view "Reports" you have the ability to export SiRS ratingdata to MS Excel for further manipulation.

1. Click the "Export all Ratings to Excel" button in the right corner.

Create Report

Export all Ratings to Excel

☒ **Unit Portfolio Report** ⓘ
Select a unit and click "Generate Report"

Administration
Bolivia
DESA Democratic Governance
Division for Rural Development
EBC Baltic States & Central Eu

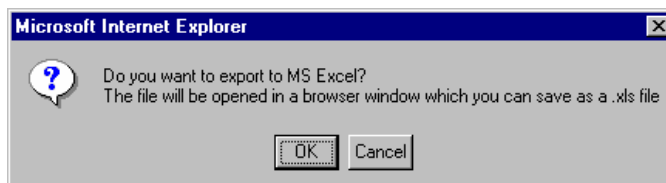
☐ **My Portfolio Report** ⓘ
Click "Generate Report"

☐ **Contribution Profile Report** ⓘ
Select a Contribution ID and Rating Date/Status and click "Generate Report"

13000103 - Economic change, poverty

Generate Report

2. The following dialog is displayed, click "OK" and the rating documents displayed in the current view will be exported to MS Excel.



3. The view data is opened in a web browser with MS Excel functions.

http://indianutv01.sida.se/rating/Sirs02.nsf/AgXLByRespUnit - Microsoft Internet Explorer

Address: http://indianutv01.sida.se/rating/Sirs02.nsf/AgXLByRespUnit

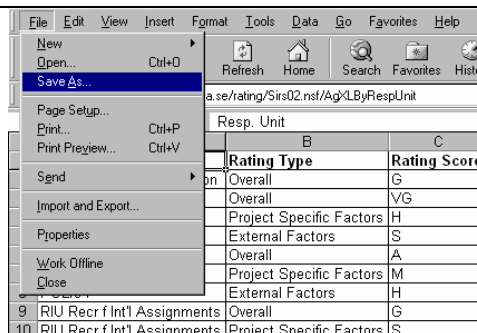
A1	Resp. Unit	Rating Type	Rating Score	Contribution ID/Name	Rating Date
1	Resp. Unit				
2	Environment Policy Division	Overall	G	13000002 EME-BEEPP	2003-04-11
3	POLICY	Overall	VG	13200077 Participatory Research	2003-04-22
4	POLICY	Project Specific Factors	H	13200077 Participatory Research	2003-04-22
5	POLICY	External Factors	S	13200077 Participatory Research	2003-04-22
6	POLICY	Overall	A	13200085 Bridge-Gender Knowledge	2003-04-15
7	POLICY	Project Specific Factors	M	13200085 Bridge-Gender Knowledge	2003-04-15
8	POLICY	External Factors	H	13200085 Bridge-Gender Knowledge	2003-04-15
9	RIU Recr f Int'l Assignments	Overall	G	41000024 Swed Participation TIPH	2003-04-15
10	RIU Recr f Int'l Assignments	Project Specific Factors	S	41000024 Swed Participation TIPH	2003-04-15
11	RIU Recr f Int'l Assignments	External Factors	M	41000024 Swed Participation TIPH	2003-04-15

4. Select "File" and "Save As" in the browser menu.

5. In the dialog, select where to save the MS Excel document.

6. Close the web browser using the "X" in the upper right corner.

7. Open the saved MS Excel document.



Halving poverty by 2015 is one of the greatest challenges of our time, requiring cooperation and sustainability. The partner countries are responsible for their own development. Sida provides resources and develops knowledge and expertise, making the world a richer place.



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