Aid Information Management System (AIMS)

aims.erd.gov.bd

USER’S MANUAL
(General)

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1.0 INTRODUCTION

**What is AIMS:** Aid Information Management System (AIMS) is a one-stop-shop for all information related to foreign assistance in Bangladesh, covering all sectors, projects and donors. While up-to-date information on aid flows is currently scattered between different institutions and often only available offline, AIMS offers a single software application that records and processes information on development activities and related aid flows in the country. AIMS captures project-level information on commitments, disbursements and expenditures, by donor, implementer, sector and geographic location. The data are easily publicly accessible online, to any government official, development partner, civil society organization, academia, journalist or interested citizen.

**Purpose of AIMS:** The overall objective of AIMS is to provide a common information sharing platform for Government, Development Partners and all other stakeholders, in order to

- increase aid transparency,
- strengthen mutual accountability,
- improve aid coordination,
- strengthen alignment and allow for more efficient aid management.

AIMS has been designed in such a way that it can be made inter-operable with other government databases, ensuring a smooth information flow between all those who need ODA data in their day-to-day work. AIMS is an essential tool to implement international mutual commitments on aid transparency reflected in the Paris Declaration of Aid Effectiveness (2005), the Accra Agenda for Action (2008), the Busan Partnership Document (2011) and the Mexico Communique (2014). This system will help to incorporate aid flows into national budget and improve the overall alignment of assistance with country priorities.
2.0 ENTER THE SYSTEM

Provide the valid URL (http://aims.erd.gov.bd/) of Aid Information Management System (AIMS) into the address bar of any web browser (for example Mozilla Firefox) and then press ENTER key from the keyboard.

The page that the user will first see is known as the Login Page which is shown in the figure below:

Now click on "Enter As Public User" button above the Login box and system will allow to enter into the system as a public user.
3.0 AIMS DASHBOARD

After entering the system the page that will come first to the sight is known as Dashboard of Aid Information Management System.

3.1 DASHBOARD HOME

Contents of Dashboard has been clubbed in few different tab pages known as Summary, List, Chart, Map, Dynamic Report. However, contents of dashboard may vary based on user group. Every development partner will see a personalized dashboard with some statistics based on the fund provided by the same development partner.

![Dashboard Home for registered users](image)

Figure 2: Dashboard Home for registered users
3.2 **DP WISE PROJECT SUMMARY**

Click on Summary (Tab). System will show the following page:

**Figure 3: AIMS Dashboard (Summary)**

Click on 'Search Criteria' bar menu. System will show the dynamic search option in the page.

**Figure 4: Search Criteria**

Select required search parameter and click on 'Search' button. System will show the statistics according to search parameters.
3.3 Managing DP wise Project List

Click on List (Tab). System will show the following page:

![Figure 5: Application Dashboard (List)](image)

If it is needed you can drag and drop column header into top of the table to group by that column.

![Figure 6: Drag and Drop Column Header](image)

Click on ‘Search Criteria’ bar menu. System will show the dynamic search option in the page.

Select required search parameter and click on ‘Search’ button. System will show the statistics according to search parameters.
User can also perform client side column wise search. To do that user has to click on any column header and system will show a small search page:

Select Filter option and provide necessary filter parameter in the filter page. Click on "Filter" button and system will filter the information in the grid according to the parameters. User can also choose the column name rather those will be shown or not. To do that, user has to click on any column header and go to Column option.
Now mark required Column Header name and system will show only those column in the data grid and others will be hidden.

### 3.4 Chart View of Different Statistics

Click on Chart (Tab). System will show the following page:

![Pie Chart](image)

Figure 10: Dashboard (Pie Chart)

Click on 'Column Chart' Tab. System will show the following page:
Figure 11: Column Chart

Click on 'Pie Chart' Tab. System will show the following page:

Figure 12: Stacked Column Chart

Chart on Planned Disbursement, Actual Disbursement, and Expenditure can also be generated by clicking respective Tab button available at left side of chart pane.
3.5 SEARCH CRITERIA FOR CHART

Click on Chart (Tab). System will show the following page:

![Dashboard (Pie Chart)](image)

Figure 13: Dashboard (Pie Chart)

Click on ‘Search Criteria’ bar menu. Select a Category from drop down list. Select date range by using calendar. Select Sub-categories and Series Data Values from drop down list. User can select multiple sub categories and Series Data Values.

Click on ‘Search’ button. System will show the statistics according to search parameters.

![Search Criteria (Pie Chart)](image)

Figure 14: Search Criteria (Pie Chart)

Search parameters will also be applied to other type of charts such as 'Column Chart', 'Pie Chart' which can be viewed by clicking respective Tab button.
3.6 GEOGRAPHICAL REPRESENTATION OF PROJECTS

Click on Map. System will show the following page:

![Figure 15: Dashboard (Map)](image)

3.7 CUSTOMIZED REPORT BY USER (DYNAMIC REPORT)

Click on Dynamic Report Tab. System will show the following page:

![Figure 16: Application Dashboard (Dynamic Report)](image)

Click on 'Report Header' Bar menu. Provide Report Title and Report Sub-Title.

![Figure 17: Dynamic Report (Report Header)](image)
Click on ‘Report Fields’ Bar menu. User has to tick the checkbox to choose the report fields. Select criteria from drop down list in report fields. User can select multiple criteria in a report field.

![Figure 18: Dynamic Report (Report Fields)](image)


![Figure 19: Dynamic Report (Report Footer)](image)

Click on ‘Generate Report’ button. System will generate dynamic report according to selected report fields in a pop-up window. So that user has to allow pop-up in browser. If the generated report not shows please check pop-up status of your browser.

![Figure 20: Dynamic Report (pop-up window)](image)

User can print the report by clicking on the ‘Print’ button. User can also export report in CSV and XML format by clicking on ‘Export in CSV’ and ‘Export in XML’ button.
4.0 PROJECT INFORMATION

Using this scope user can view all kind of projects at a glance in the grid. User can add new project, Edit existing project and search any project using search criteria available in the system. To view and search projects user has to follow the following steps:

4.1 SEARCHING FOR A PROJECT

Click on “Project Info” menu from the left side of the page. System will show the following page:

![Project Info Page](image)

Figure 21: Project Info Page

Click on ‘Search Criteria’ bar menu. System will show the dynamic search option in the page.

![Search Criteria](image)

Figure 22: Search Criteria

Select and provide necessary search parameter value in the respective fields then click on ‘Search’ button. System will show the statistics according to search parameters.

In order to show the project info group wise in the data grid, user can drag and drop column header into top of the table to group by that column.

![Drag and Drop Column Header](image)

Figure 23: Drag and Drop Column Header

Click on the view icon (on the right hand side of each row) to view the details of the project.
5.0 REPORTS FROM AIMS

The application contains the following reports and their purpose listed below:

5.1 DIFFERENT TYPES OF REPORT

<table>
<thead>
<tr>
<th>NAME OF REPORT</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Project Profile</td>
<td>Using this scope user can generate Project Profile Information Report.</td>
</tr>
<tr>
<td>02. Development Partner Profile</td>
<td>Using this scope user can generate Development Partner Profile Information Report.</td>
</tr>
<tr>
<td>03. Newly Signed Aid Agreements</td>
<td>Using this scope user can generate Newly Signed Aid Agreements Information Report.</td>
</tr>
<tr>
<td>04. Summary of Projects/Programs Supported by Development Partners</td>
<td>Using this scope user can generate Summary of Projects/Programs Supported by Development Partners Information Report.</td>
</tr>
<tr>
<td>05. Sector Profile</td>
<td>Using this scope user can generate Sector Profile Information Report.</td>
</tr>
<tr>
<td>06. Aid Allocation by Sector</td>
<td>Using this scope user can generate Aid Allocation by Sector Information Report.</td>
</tr>
<tr>
<td>07. Sector Trends and Aid Allocation</td>
<td>Using this scope user can generate Sector Trends and Aid Allocation Information Report.</td>
</tr>
<tr>
<td>08. Sector wise Planned Disbursement</td>
<td>Using this scope user can generate Sector wise Planned Disbursement Information Report.</td>
</tr>
<tr>
<td>10. Total Disbursement of Top 10 Development Partners</td>
<td>Using this scope user can generate Total Disbursement of Top 10 Development Partners Information Report.</td>
</tr>
<tr>
<td>11. Aid Allocation By National Priority (SFYP)</td>
<td>Using this scope user can generate Aid Allocation By National Priority (SFYP) Information Report.</td>
</tr>
<tr>
<td>12. Trends in Development Cooperation</td>
<td>Using this scope user can generate Trends in Development Cooperation Information Report.</td>
</tr>
<tr>
<td>13. Aid Effectiveness Indicator - Project Profile</td>
<td>Using this scope user can generate Aid Effectiveness Indicator - Project Profile Information Report.</td>
</tr>
<tr>
<td>14. Aid Effectiveness Indicator - Development Partner Profile</td>
<td>Using this scope user can generate Aid Effectiveness Indicator - Development Partner Profile Information Report.</td>
</tr>
<tr>
<td>15. Aid Effectiveness Indicator - Country Profile</td>
<td>Using this scope user can generate Aid Effectiveness Indicator - Country Profile Information Report.</td>
</tr>
<tr>
<td>16. Project Wise Report on Commitment and Disbursement</td>
<td>Using this scope user can generate Project Wise Report on Commitment and Disbursement</td>
</tr>
<tr>
<td>17. Trust Fund Report</td>
<td>Using this scope user can generate Trust Fund Report</td>
</tr>
</tbody>
</table>
5.2 REPORT VIEW (GENERATE REPORT)

User can generate & print reports based on his/her access permission. User can generate Reports by selecting different parameters. If user wants to generate reports (EX: Development partner Profile) then he/she has to follow the below steps.

Click on Reports Menu.

![Reports List](image)

System will show the above Reports menu list.

Click on the particular report name and system will show the following report parameter page in another tab.

![Report Parameter Page](image)
Select and provide required search parameter value and click on 'Show Report' button. System will display the actual report as per follows.

![Report Page](image)

**Figure 26: Report Page**

To generate 'Project Profile' and 'Aid Effectiveness Indicator - Project Profile' Report, the process is slightly different from other Reports. To generate these Reports, the user has to click on the Reports menu list. System will show the following report search parameter page:

![Report Parameter Page](image)

**Figure 27: Report Parameter Page**

Now select parameter values and then click on 'Search' button. System will create a data grid of records.

Click on 'Show Report' icon available on the left corner of each record on the grid. System will display the actual report.
Figure 28: Report Page

Click on the 'Print' button to take a print of the report.
Click on 'Export' to convert the report into some common format (for example MS Word, EXCEL etc.)
6.0 CHARTS

The application contains the following charts and their purpose listed below:

6.1 DIFFERENT TYPES OF CHART

<table>
<thead>
<tr>
<th>NAME OF REPORT</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Aid Allocation By Sector</td>
<td>Using this scope user can generate Aid Allocation By Sector Information Chart.</td>
</tr>
<tr>
<td>02. Sectoral Trends and Aid Allocation</td>
<td>Using this scope user can generate Sectoral Trends and Aid Allocation Information Chart.</td>
</tr>
<tr>
<td>03. Total Disbursement of Top 10 Development Partners</td>
<td>Using this scope user can generate Total Disbursement of Top 10 Development Partners Information Chart.</td>
</tr>
<tr>
<td>04. Annual Changes in DP Disbursements</td>
<td>Using this scope user can generate Annual Changes in DP Disbursements Information Chart.</td>
</tr>
<tr>
<td>05. Aid Allocation By National Priority (SFYP)</td>
<td>Using this scope user can generate Aid Allocation By National Priority (SFYP) Information Chart.</td>
</tr>
<tr>
<td>06. Trends in Development Cooperation</td>
<td>Using this scope user can generate Trends in Development Cooperation Information Chart.</td>
</tr>
<tr>
<td>07. ODA Historical Trend</td>
<td>Using this scope user can generate ODA Historical Trend Information Chart.</td>
</tr>
<tr>
<td>08. Aid Predictability Disbursements</td>
<td>Using this scope user can generate Aid Predictability Disbursements Information Chart.</td>
</tr>
</tbody>
</table>
6.2 GENERATE CHART

User can generate & print Charts based on his/her access permission. User can generate Charts by selecting different parameters. If user wants to generate Charts then he/she has to follow the steps below:

Click on Charts Menu List.

![Chart Menu List](image)

Figure 29: Chart Menu List

System will show the above Charts menu list. Click on the particular Chart. System will show the following Chart with parameter page.

![Chart with Parameter Page](image)

Figure 30: Chart with Parameter Page
Select fund source using drop down list. User can select multiple fund sources. Provide date range using calendar.
User can select on/off budget or both using radio button. User can also select figures in original, thousands, lacs, millions by clicking on the radio button.
Click on ‘Search’ button. System will generate the report according to the selected parameters.
User can export the chart in CSV format by clicking on the ‘Export CSV’ button.
Click the ‘Chart Context Menu’ button to take a print of the chart.

7.0 CONCLUSION

The user’s manual of Aid Information Management System is developed in functional English language. We strongly believe that by using this user manual any non-trained user will be able to use the software in a very short while. Hopefully this document has provided you with enough information to get started with Bangladesh AIMS.

The following officials may be contacted for further information and assistance:

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