



PEPFAR Expenditure Analysis (EA) Initiative

PROMIS User Guide

September 1st, 2015

PEPFAR Expenditure Analysis Launch

- **What is PROMIS?**
- Registering
- Accessing Guidance Documents
- Requesting Access
- Uploading and Submitting
- Help Desk



What is PROMIS

PEPFAR **R**ecords **O**rganizations **M**anagement **I**nformation **S**ystem (PROMIS) is used by the United States Government to store PEPFAR Expenditure Analysis Data.

Data are entered into PROMIS by users who upload a populated Excel template into the web-based system.



What you will need to use PROMIS

Mozilla Firefox- to access the PROMIS website using v3.5 or higher:

<https://pepfarpromis.net/promisea>

Microsoft Excel 2007 or newer

Failure to use this version results in a failed upload

Permission to read, edit, submit

- What is PROMIS?
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How to register

Note: If you already have a PROMIS account, you do not need to re-register, but you WILL need to re-request access to mechanisms.

The first step to accessing PROMIS is to create a user account by registering a username and password. Start by going to the web address <https://pepfarpromis.net/promisea>

After doing so, click on the “Register” link circled below.

Home

About Log On

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

User name

Password

Remember me?

Log On

[Forgot Username or Password?](#)


WARNING: This is a United States Government computer system for use by authorized users only. Use by unauthorized persons or for personal business is prohibited and constitutes a violation of 18 USC 1030 and other federal laws. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative actions. Individuals using this computer system or any connected system, without authority, or in excess of their authority, are subject to having all of their activities monitored and recorded by system personnel. In the course of system maintenance, the activities of authorized users may also be monitored. Furthermore, law enforcement officials may be authorized to access and collect evidence from this computer system. Anyone using this computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. There is no right to privacy on this system.

Please report suspected violations or security problems to your Information Systems Security Officer.



How to register

Now enter your name, email address, password, a username, and click the “Register” button.

 **PROMIS**

[About](#) [Log On](#)

[Home](#)

Create a New Account
Use the form below to create a new account.
Passwords are required to be a minimum of 6 characters in length.

Account Information (Fields with * required)

First name *	<input type="text"/>
Last name *	<input type="text"/>
User name *	<input type="text"/>
Email address *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>

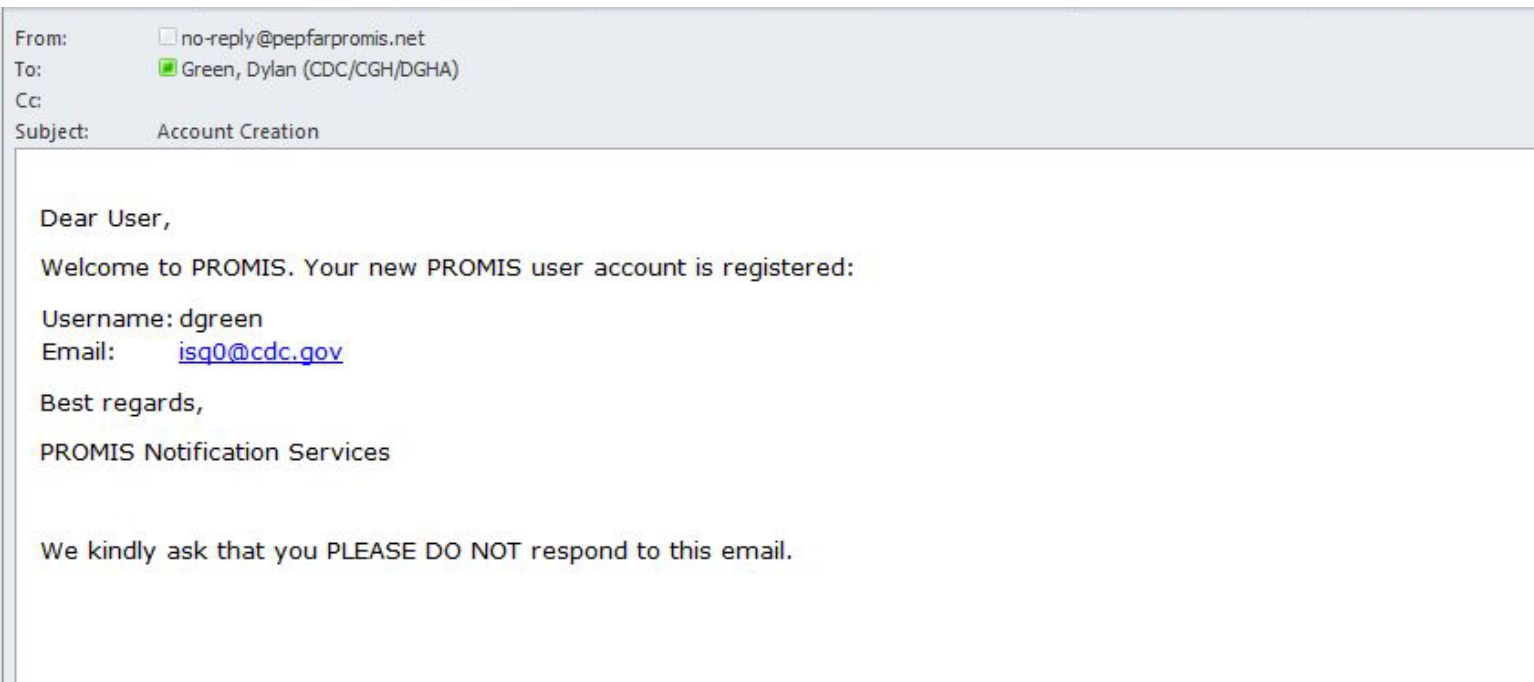
[Register](#)

Please contact your TA Provider if you are having trouble registering.



How to register

You should immediately receive an email notification stating that you have successfully registered.



- What is PROMIS?
- Registering
- **Accessing Guidance Documents**
- Requesting Access
- Uploading and Submitting
- Help Desk



Accessing Guidance Documents

PROMIS also houses guidance documents. To access these from the home page, click on the “Guidance Documents” link at the top right hand corner.

PROMIS

[Guidance Documents](#) | [Help Desk](#) | [About](#) [Log Off](#)
Welcome Dylan Green !

[Home](#) [Expenditure Reporting](#) [Request Mechanism Access](#)

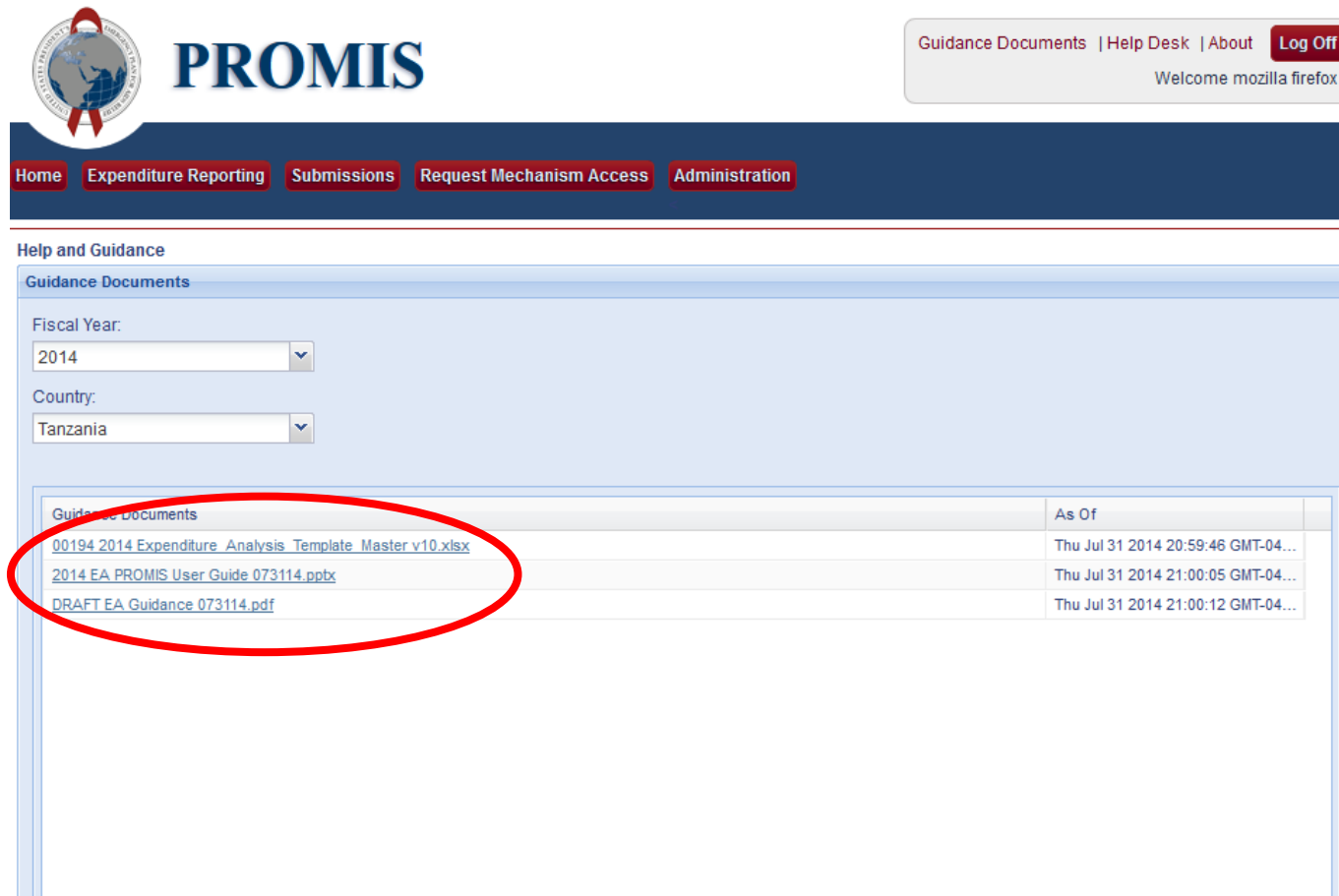
Welcome to the PROMIS Expenditure Analysis (EA) application!


Please click on the labeled controls above to navigate this site:

- HOME:** Returns to this page
- EXPENDITURE REPORTING:** Shows Mechanisms available for expenditure data entry & review
- REQUEST NEW ACCESS RIGHTS:** Provides for requesting access to specific organizations & Countries within PROMIS EA, and for requesting access to specific Mechanism [latter only available to users approved for access to specific organizations & Countries]
- GUIDANCE DOCUMENTS:** Provides for download of Country-specific blank Expenditure templates and guidance documents [only available to users with approved access for the respective Country]
- HELP DESK:** Allows submission of a Help Ticket to ask a question or resolve an issue regarding expenditure reporting or site problems
- ABOUT:** Provides legal, privacy & other information about this site
- LOG OFF:** Closes the current web session

Accessing Guidance Documents

You will be brought to a page which contains all of the guidance documents available. The results can be filtered by country or Fiscal Year. Click on the links to download the files.



 **PROMIS**

Guidance Documents | Help Desk | About **Log Off**
Welcome mozilla firefox !

Home Expenditure Reporting Submissions Request Mechanism Access Administration

Help and Guidance

Guidance Documents

Fiscal Year:
2014

Country:
Tanzania

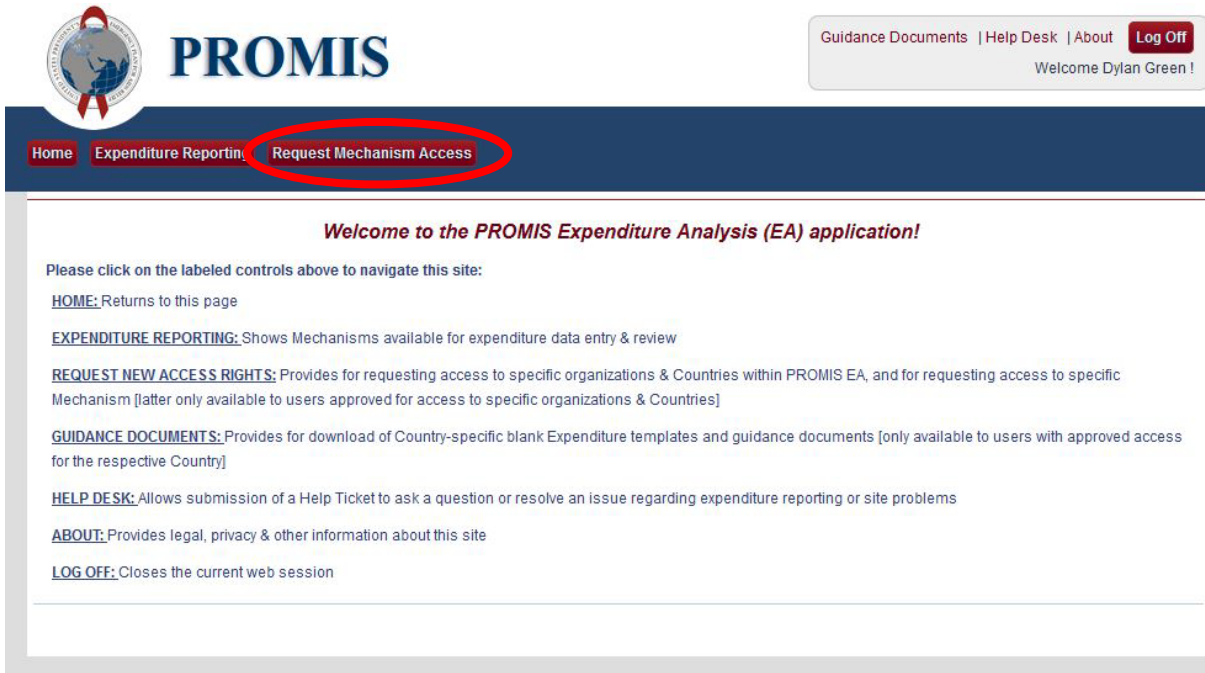
Guidance Documents	As Of
00194 2014 Expenditure Analysis Template Master v10.xlsx	Thu Jul 31 2014 20:59:46 GMT-04...
2014 EA PROMIS User Guide 073114.pptx	Thu Jul 31 2014 21:00:05 GMT-04...
DRAFT EA Guidance 073114.pdf	Thu Jul 31 2014 21:00:12 GMT-04...

- What is PROMIS?
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Gaining access to your Mechanisms

Once you have successfully logged in with a username and password, you will need to gain access to the mechanisms in the countries which you will be responsible for. Click the “Request Mechanism Access” button circled below.

Until you have requested access to a mechanism and been approved, you will not have access to any mechanisms in PROMIS.



The screenshot shows the PROMIS Expenditure Analysis (EA) application interface. At the top left is the PEPFAR logo. To its right is the text 'PROMIS'. Further right is a navigation bar with links for 'Guidance Documents', 'Help Desk', 'About', and a 'Log Off' button. Below the navigation bar is a dark blue header with buttons for 'Home', 'Expenditure Reporting', and 'Request Mechanism Access'. The 'Request Mechanism Access' button is circled in red. Below the header is a white content area with a welcome message and a list of navigation controls.

PROMIS

Guidance Documents | Help Desk | About **Log Off**

Welcome Dylan Green !

Home Expenditure Reporting **Request Mechanism Access**

Welcome to the PROMIS Expenditure Analysis (EA) application!

Please click on the labeled controls above to navigate this site:

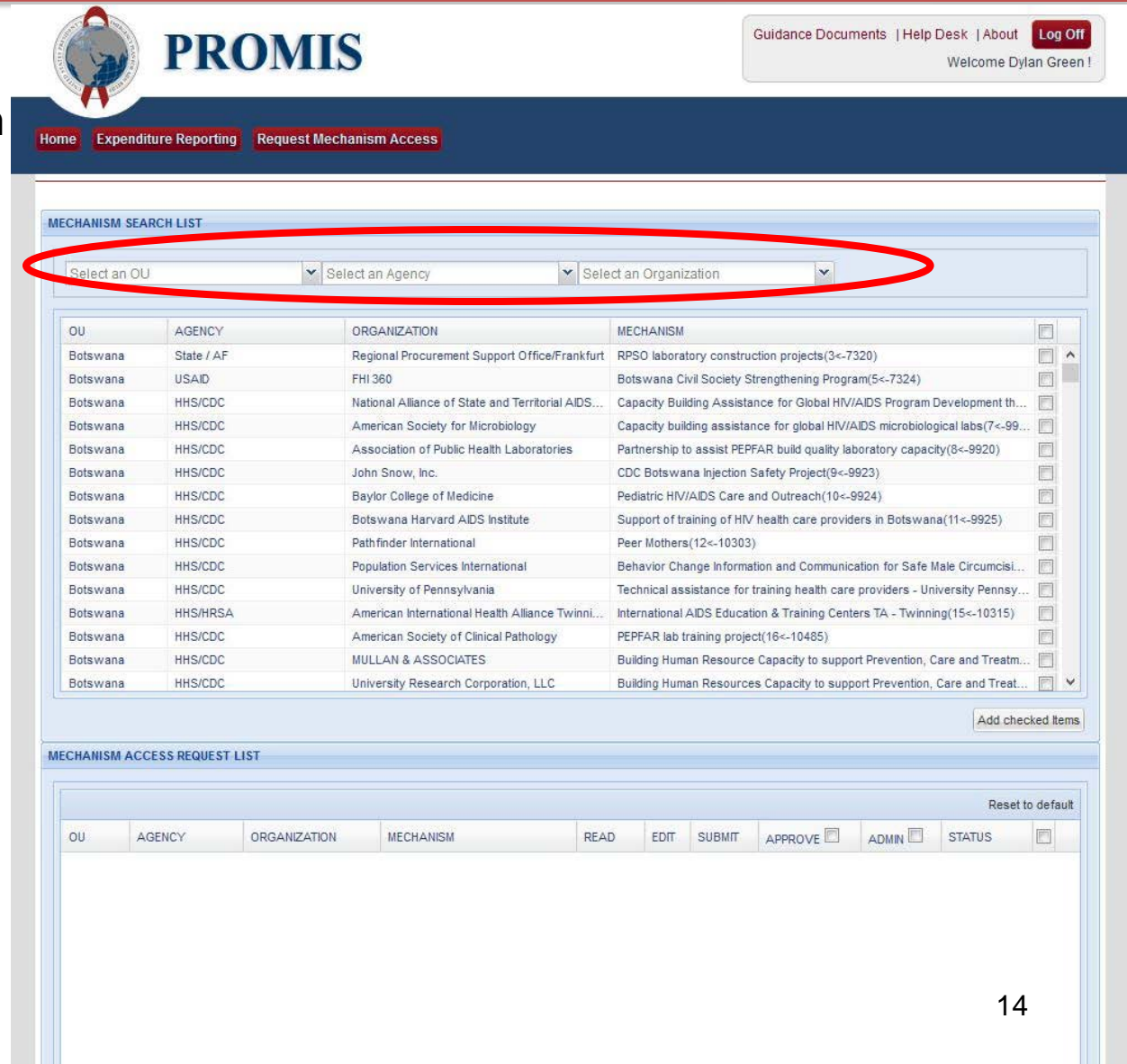
- HOME:** Returns to this page
- EXPENDITURE REPORTING:** Shows Mechanisms available for expenditure data entry & review
- REQUEST NEW ACCESS RIGHTS:** Provides for requesting access to specific organizations & Countries within PROMIS EA, and for requesting access to specific Mechanism [after only available to users approved for access to specific organizations & Countries]
- GUIDANCE DOCUMENTS:** Provides for download of Country-specific blank Expenditure templates and guidance documents [only available to users with approved access for the respective Country]
- HELP DESK:** Allows submission of a Help Ticket to ask a question or resolve an issue regarding expenditure reporting or site problems
- ABOUT:** Provides legal, privacy & other information about this site
- LOG OFF:** Closes the current web session

Gaining access to your Mechanisms

You will now see a page with every Mechanism from every country listed in the top pane.

To navigate efficiently to the mechanism(s) which you require access to, utilize the OU (operating unit), Agency, and Organization dropdown menus to narrow the results.

Note: All permissions will be reset each year. You will see your previous requests in the request list, but will need to re-request them.



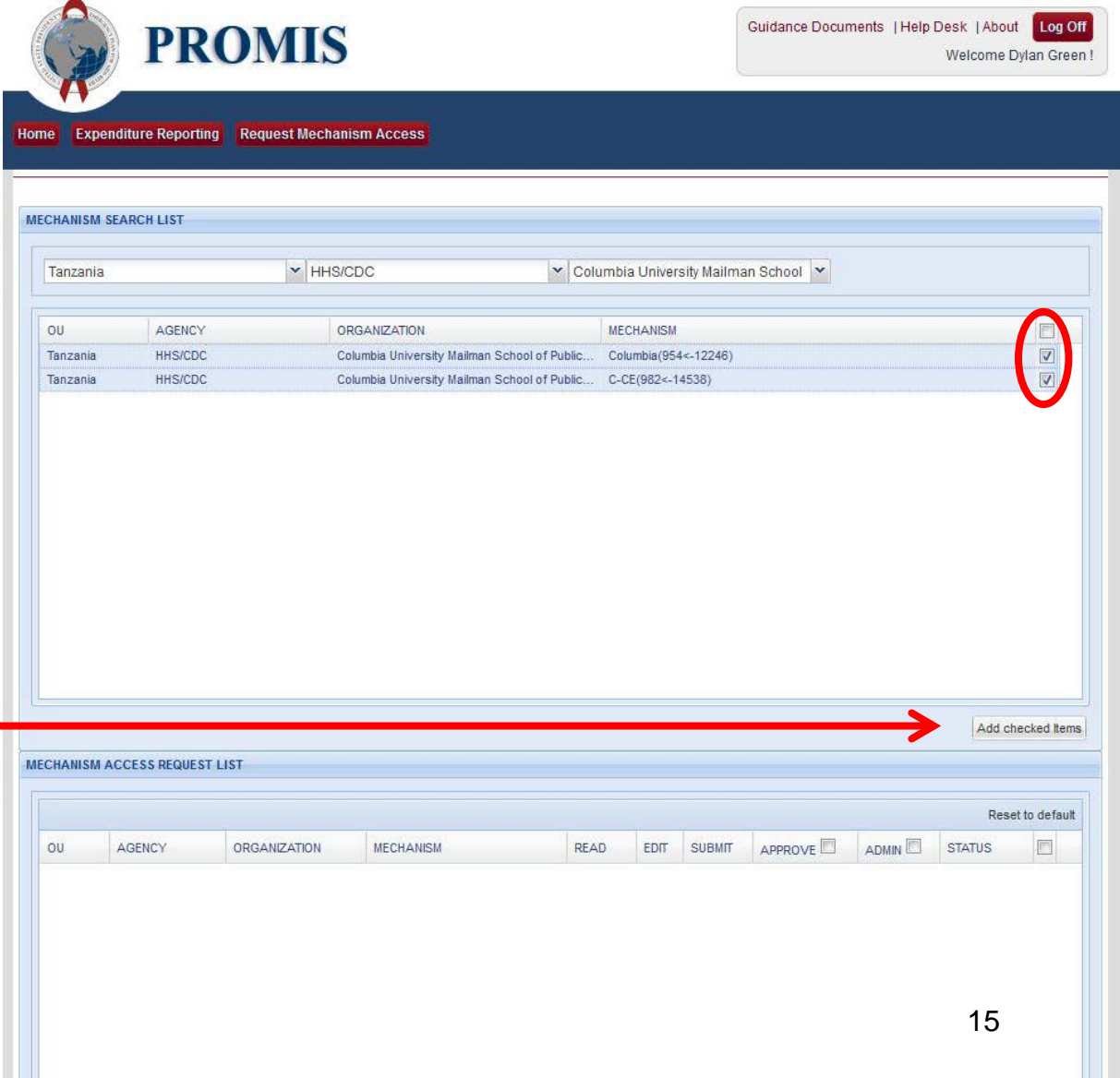
The screenshot displays the PROMIS web application interface. At the top, there is a navigation bar with links for Home, Expenditure Reporting, and Request Mechanism Access. A search bar is highlighted with a red oval, containing three dropdown menus: 'Select an OU', 'Select an Agency', and 'Select an Organization'. Below the search bar is a table titled 'MECHANISM SEARCH LIST' with columns for OU, AGENCY, ORGANIZATION, and MECHANISM. The table lists various mechanisms for Botswana, including projects like 'RPSO laboratory construction projects' and 'Capacity Building Assistance for Global HIV/AIDS Program Development'. Below the search list is a 'MECHANISM ACCESS REQUEST LIST' table with columns for OU, AGENCY, ORGANIZATION, MECHANISM, READ, EDIT, SUBMIT, APPROVE, ADMIN, and STATUS. A 'Reset to default' button is located in the top right corner of the request list section.

Gaining access to your Mechanisms

Once you have identified the mechanisms you wish to request access to, check each of the boxes to the right of the mechanism name, which are circled in the screenshot to the right.

Note that clicking the upmost box will select all mechanisms in the view.

Click the button “Add Checked Items” when you are finished selecting mechanisms.



Guidance Documents | Help Desk | About **Log Off**
Welcome Dylan Green!

Home Expenditure Reporting Request Mechanism Access

MECHANISM SEARCH LIST

Tanzania HHS/CDC Columbia University Mailman School

OU	AGENCY	ORGANIZATION	MECHANISM	<input type="checkbox"/>
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	Columbia(954<-12246)	<input checked="" type="checkbox"/>
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	C-CE(982<-14538)	<input checked="" type="checkbox"/>

Add checked Items

MECHANISM ACCESS REQUEST LIST

Reset to default

OU	AGENCY	ORGANIZATION	MECHANISM	READ	EDIT	SUBMIT	APPROVE <input type="checkbox"/>	ADMIN <input type="checkbox"/>	STATUS <input type="checkbox"/>
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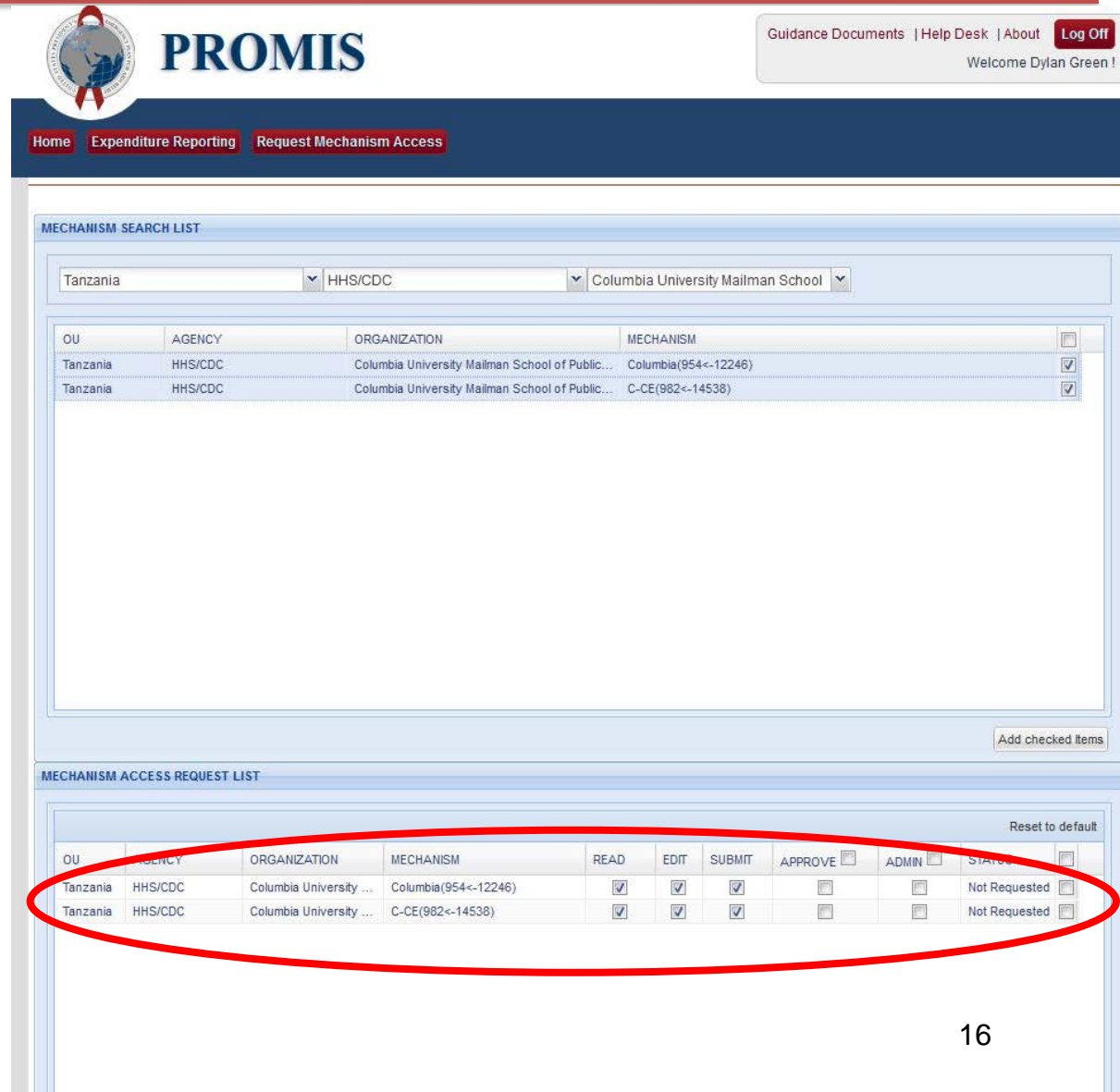
Gaining access to your Mechanisms

The mechanisms which you have selected will appear in the lower pane circled to the right.

Here you are able to select which specific permissions you would like to request: Read, Edit, Submit, Approve, or Admin.

Note that permissions can vary by mechanism, and that each approval/denial is independent of all other mechanisms.

The default setting for a request is read, edit, & submit.



The screenshot shows the PROMIS web application interface. At the top, there is a navigation bar with links for Home, Expenditure Reporting, and Request Mechanism Access. A user is logged in as Dylan Green. The main content area is divided into two sections: MECHANISM SEARCH LIST and MECHANISM ACCESS REQUEST LIST.

MECHANISM SEARCH LIST

Filters: Tanzania | HHS/CDC | Columbia University Mailman School

OU	AGENCY	ORGANIZATION	MECHANISM	
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	Columbia(954<-12246)	<input checked="" type="checkbox"/>
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	C-CE(982<-14538)	<input checked="" type="checkbox"/>

[Add checked items](#)

MECHANISM ACCESS REQUEST LIST

Reset to default

OU	AGENCY	ORGANIZATION	MECHANISM	READ	EDIT	SUBMIT	APPROVE	ADMIN	STATUS
Tanzania	HHS/CDC	Columbia University ...	Columbia(954<-12246)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested
Tanzania	HHS/CDC	Columbia University ...	C-CE(982<-14538)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested

The bottom table is circled in red in the original image.



How Permissions Work in PROMIS

Permissions are assigned down to the country, agency, and mechanism level.

All users begin with *No* permissions.

Permissions are granted by an assigned administrator who will confirm your affiliation with a mechanism.



How Permissions Work in PROMIS

Permission	What you can do
None (you have only registered)	Submit help desk tickets
Read	View any data entered for the given mechanism All users should request at least “Read” permissions.
Edit	Upload or remove a populated excel template for the given mechanism
Submit	Submit an uploaded excel template for official review and approval by the US Government
Approve	Approve or reject a submitted excel template. Note that Approved submissions can not be altered by anyone with less than Approve privileges
Administrative	Approve or reject access requests to a given mechanism



Recommended Permissions by Role

Role	Permissions
Implementing Partner	Read, Edit, Submit
USG Activity Manager, AOR/COR	Read, Edit, Submit, Approve
USG PROMIS Administrator	Read, Edit, Submit, Approve, Administrative



Gaining access to your Mechanisms

After selecting the specific permissions for each mechanism you require access to, click the “Request Access” button to make the request(s).

If you do not click “Request Access”, the request will not be submitted and you will not be granted access.

MECHANISM SEARCH LIST

Tanzania | HHS/CDC | Columbia University Mailman School

OU	AGENCY	ORGANIZATION	MECHANISM	
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	Columbia(954<-12246)	<input checked="" type="checkbox"/>
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	C-CE(982<-14538)	<input checked="" type="checkbox"/>

Add checked items

MECHANISM ACCESS REQUEST LIST

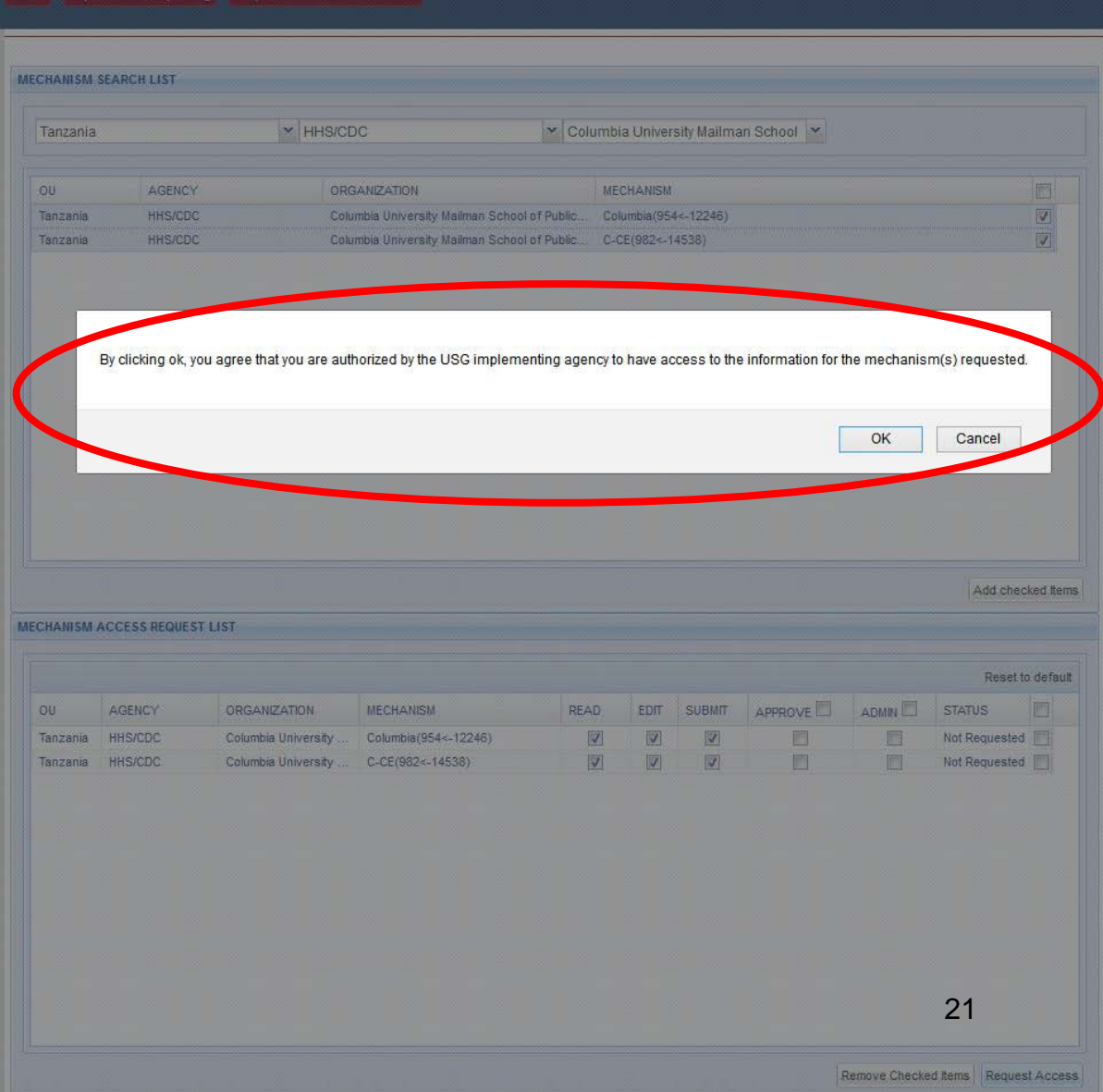
Reset to default

OU	AGENCY	ORGANIZATION	MECHANISM	READ	EDIT	SUBMIT	APPROVE	ADMIN	STATUS	
Tanzania	HHS/CDC	Columbia University ...	Columbia(954<-12246)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested	<input type="checkbox"/>
Tanzania	HHS/CDC	Columbia University ...	C-CE(982<-14538)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested	<input type="checkbox"/>

Remove Checked Items | **Request Access**

Gaining access to your Mechanisms

A popup menu will appear requiring you to state that you are affiliated with the mechanism you are requesting access to. Click “OK” to proceed.



The screenshot shows the 'MECHANISM SEARCH LIST' interface. At the top, there are dropdown menus for 'Tanzania', 'HHS/CDC', and 'Columbia University Mailman School'. Below these is a table with columns: OU, AGENCY, ORGANIZATION, and MECHANISM. Two rows are visible, both with checkmarks in the rightmost column. A white dialog box with a red border is overlaid on the table, containing the text: 'By clicking ok, you agree that you are authorized by the USG implementing agency to have access to the information for the mechanism(s) requested.' Below the text are 'OK' and 'Cancel' buttons. At the bottom right of the dialog box is an 'Add checked items' button. Below the dialog box is the 'MECHANISM ACCESS REQUEST LIST' section, which contains a table with columns: OU, AGENCY, ORGANIZATION, MECHANISM, READ, EDIT, SUBMIT, APPROVE, ADMIN, and STATUS. Two rows are visible, both with checkmarks in the READ, EDIT, and SUBMIT columns, and 'Not Requested' in the STATUS column. At the bottom right of the interface are 'Remove Checked Items' and 'Request Access' buttons.

OU	AGENCY	ORGANIZATION	MECHANISM	READ	EDIT	SUBMIT	APPROVE	ADMIN	STATUS
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	Columbia(954<-12246)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	C-CE(982<-14538)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Requested



Gaining access to your Mechanisms

After requesting access, the status of each mechanism will appear as “Pending” in the lower pane until an administrator has approved or denied your request.

If your Status is in a Pending state for longer than 2 days, please contact your TA provider.

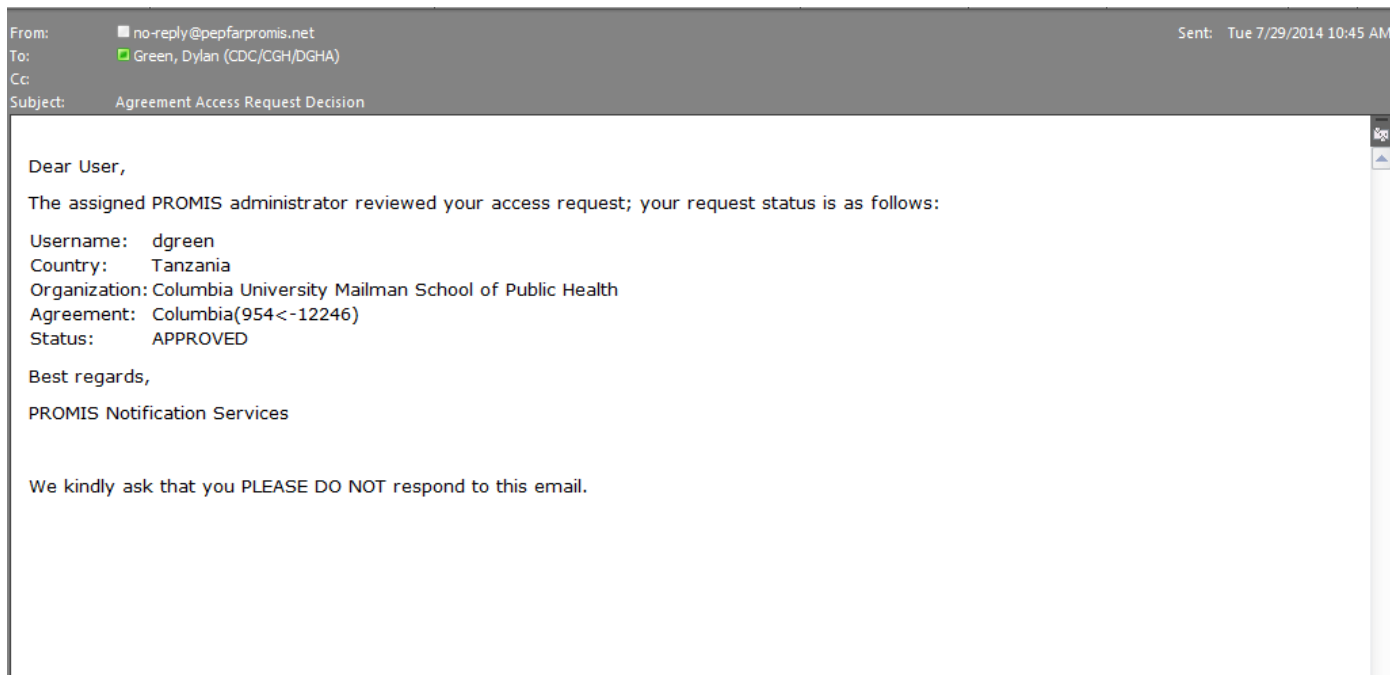
The screenshot displays two panels: 'MECHANISM SEARCH LIST' and 'MECHANISM ACCESS REQUEST LIST'. The search panel shows filters for 'Tanzania', 'HHS/CDC', and 'Columbia University Mailman School'. The access request panel shows a table with columns for OU, AGENCY, ORGANIZATION, MECHANISM, READ, EDIT, SUBMIT, APPROVE, ADMIN, STATUS, and a 'Reset to default' button. The 'STATUS' column for both rows is circled in red, showing 'Pending'.

OU	AGENCY	ORGANIZATION	MECHANISM	READ	EDIT	SUBMIT	APPROVE	ADMIN	STATUS	Reset to default
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	Columbia(954<-12246)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending	<input type="checkbox"/>
Tanzania	HHS/CDC	Columbia University Mailman School of Public...	C-CE(982<-14538)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending	<input type="checkbox"/>



Gaining access to your Mechanisms

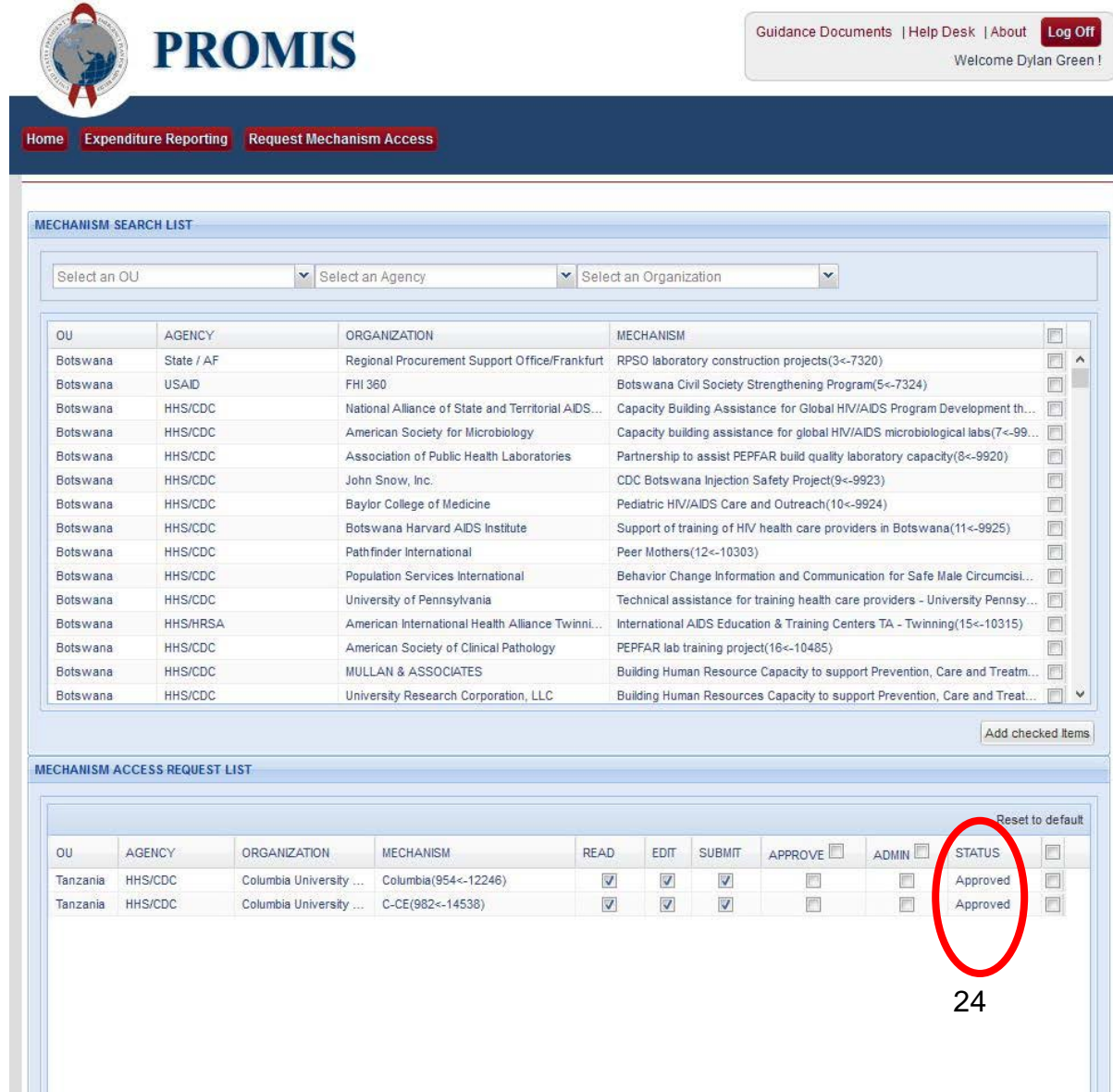
After an administrator has approved or rejected your request, you will receive an email notification below noting the country, mechanism, and your approval/denial.



Gaining access to your Mechanisms

When you revisit the “Request Mechanism Access” page, you will find that the status will have changed from Pending to either Approved or Denied.

Should you need access to additional mechanisms, you may add them in the pane above and repeat the steps in slides 17-21.



The screenshot displays the PROMIS web application interface. At the top, there is a navigation bar with the PROMIS logo and a user welcome message: "Welcome Dylan Green!". Below the navigation bar, there are three tabs: "Home", "Expenditure Reporting", and "Request Mechanism Access".

The main content area is divided into two sections:

- MECHANISM SEARCH LIST:** This section features a search interface with three dropdown menus: "Select an OU", "Select an Agency", and "Select an Organization". Below these is a table listing various mechanisms. Each row includes columns for OU, AGENCY, ORGANIZATION, and MECHANISM, along with a checkbox for selection.
- MECHANISM ACCESS REQUEST LIST:** This section displays a table of access requests. The table has columns for OU, AGENCY, ORGANIZATION, MECHANISM, READ, EDIT, SUBMIT, APPROVE, ADMIN, and STATUS. The STATUS column is circled in red, showing "Approved" for two requests.

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Uploading Data

Once you have gained access to a mechanism you will be able to interact with that mechanism depending on your permissions granted.

Click the “Expenditure Reporting” button circled below when you are ready to review or upload data.



PROMIS

Guidance Documents | Help Desk | About **Log Off**

Welcome Dylan Green !

Home **Expenditure Reporting** Request Mechanism Access

Welcome to the PROMIS Expenditure Analysis (EA) application!

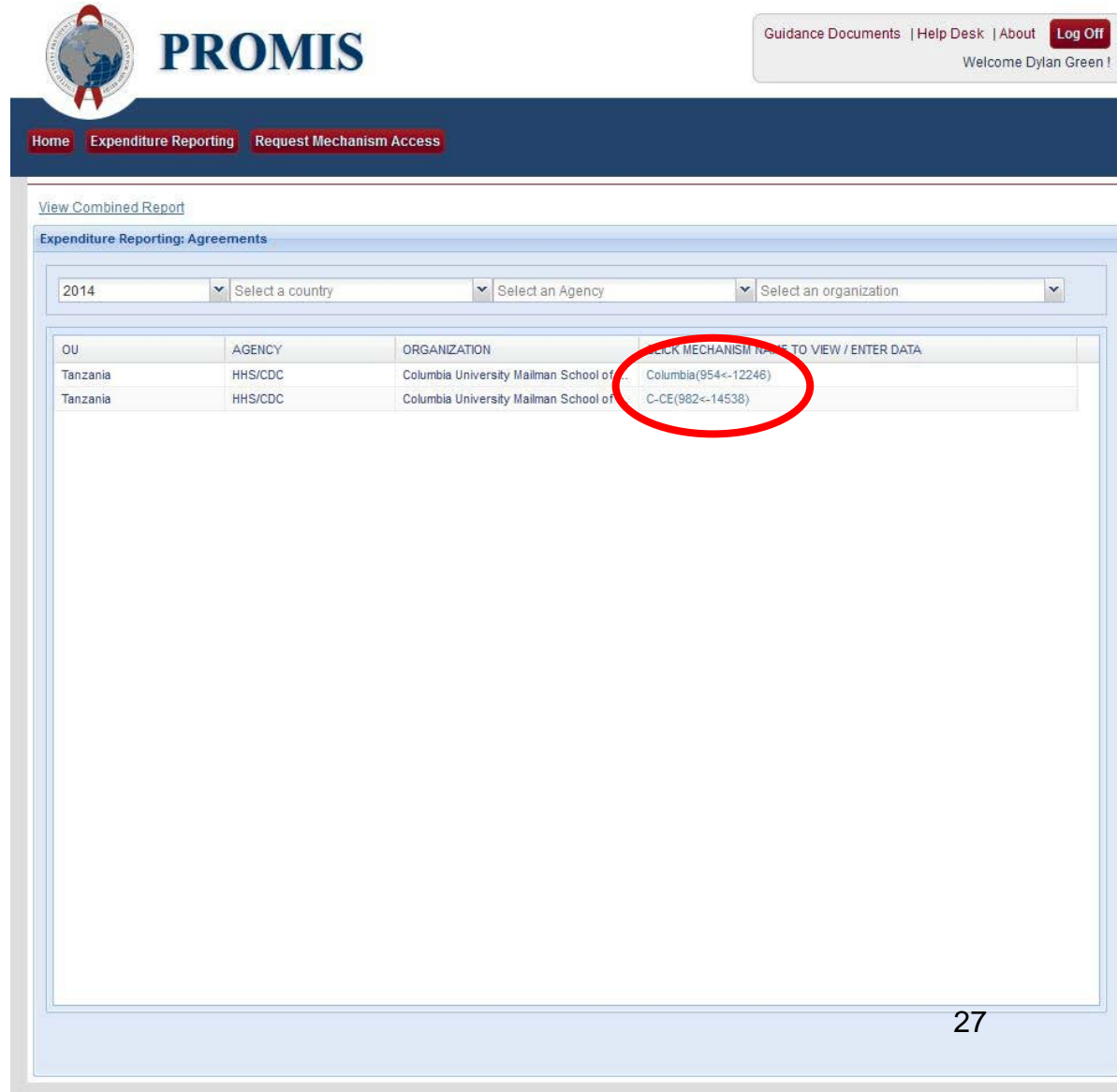
Please click on the labeled controls above to navigate this site:

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- HELP DESK:** Allows submission of a Help Ticket to ask a question or resolve an issue regarding expenditure reporting or site problems
- ABOUT:** Provides legal, privacy & other information about this site
- LOG OFF:** Closes the current web session

Uploading Data

On the next page you will see a list of the mechanisms you have been granted access to.

To select a mechanism to view or upload data, click the Mechanism name circled to the right.



The screenshot shows the PROMIS Expenditure Reporting interface. At the top, there is a navigation bar with links for Home, Expenditure Reporting, and Request Mechanism Access. The main content area is titled "Expenditure Reporting: Agreements" and features a table with columns for OU, AGENCY, ORGANIZATION, and a circled column for mechanism names. The table contains two rows of data for Tanzania, both associated with HHS/CDC and Columbia University Mailman School of Public Health. The mechanism names are "Columbia(954<-12246)" and "C-CE(982<-14538)".

View Combined Report

Expenditure Reporting: Agreements

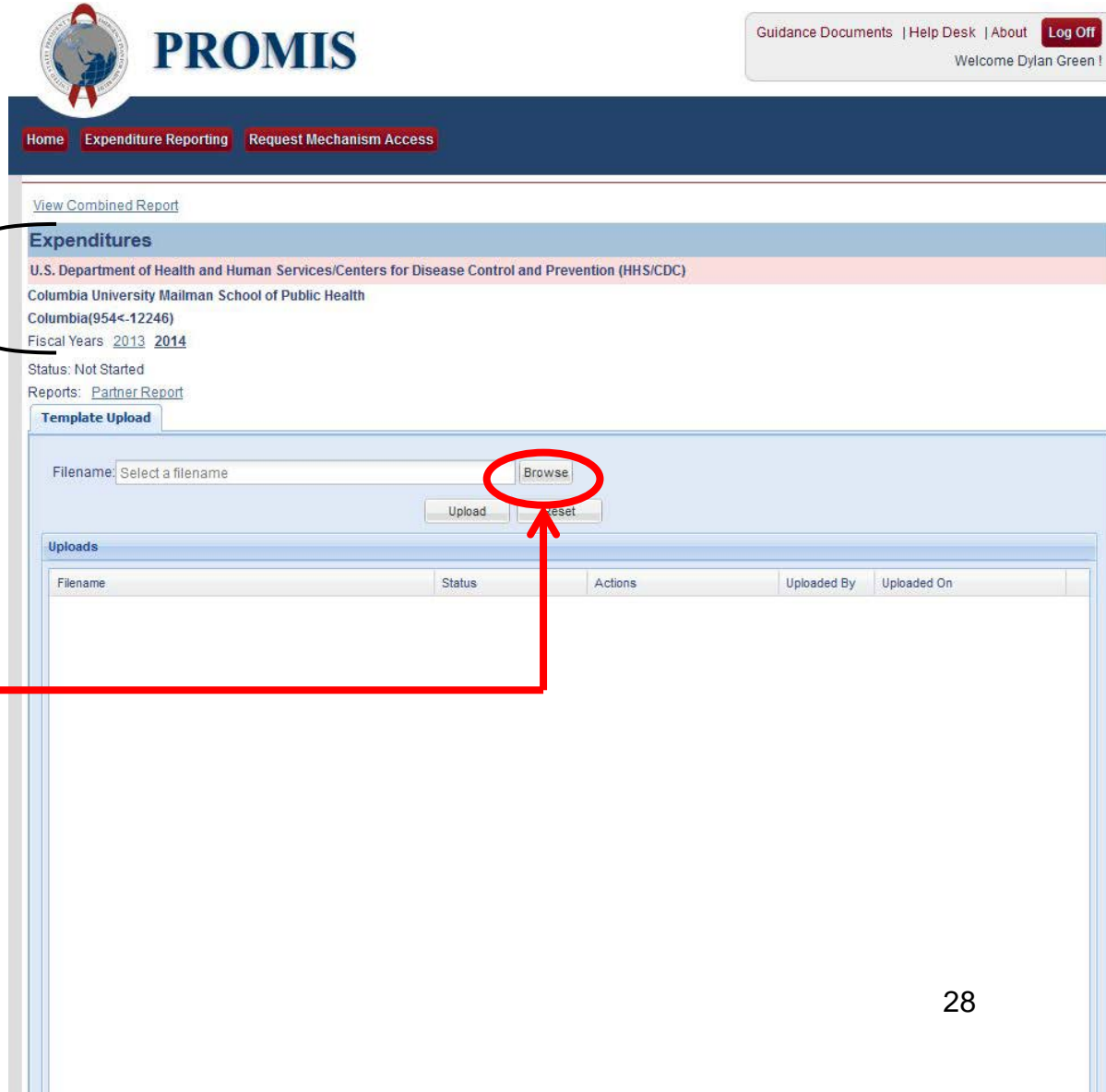
2014 Select a country Select an Agency Select an organization

OU	AGENCY	ORGANIZATION	CLICK MECHANISM NAME TO VIEW / ENTER DATA
Tanzania	HHS/CDC	Columbia University Mailman School of Public Health	Columbia(954<-12246)
Tanzania	HHS/CDC	Columbia University Mailman School of Public Health	C-CE(982<-14538)

Uploading Data

This section has information on the Agency, Partner, and Mechanism name for which you are viewing.

To upload an excel template containing expenditure data for this mechanism, click the “Browse” button circled on the right.



The screenshot displays the PROMIS web application interface. At the top, there is a navigation bar with the PROMIS logo and the text 'U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)'. Below the navigation bar, there are several tabs: 'Home', 'Expenditure Reporting', and 'Request Mechanism Access'. The main content area shows the 'Expenditures' section for a specific mechanism. It includes a 'View Combined Report' link, the mechanism name 'U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)', the partner name 'Columbia University Mailman School of Public Health', and the mechanism ID 'Columbia(954<-12246)'. It also shows fiscal years '2013' and '2014', and a status of 'Not Started'. There is a 'Reports' section with a link to 'Partner Report'. Below this, there is a 'Template Upload' section with a 'Filename' input field, a 'Browse' button (circled in red), and 'Upload' and 'Reset' buttons. A red arrow points from the 'Browse' button to the 'Uploads' table below. The 'Uploads' table has columns for 'Filename', 'Status', 'Actions', 'Uploaded By', and 'Uploaded On', but it is currently empty.

Uploading Data



PROMIS

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Welcome Dylan Green !

[Home](#) [Expenditure Reporting](#) [Request Mechanism Access](#)

[View Combined Report](#)

Expenditures

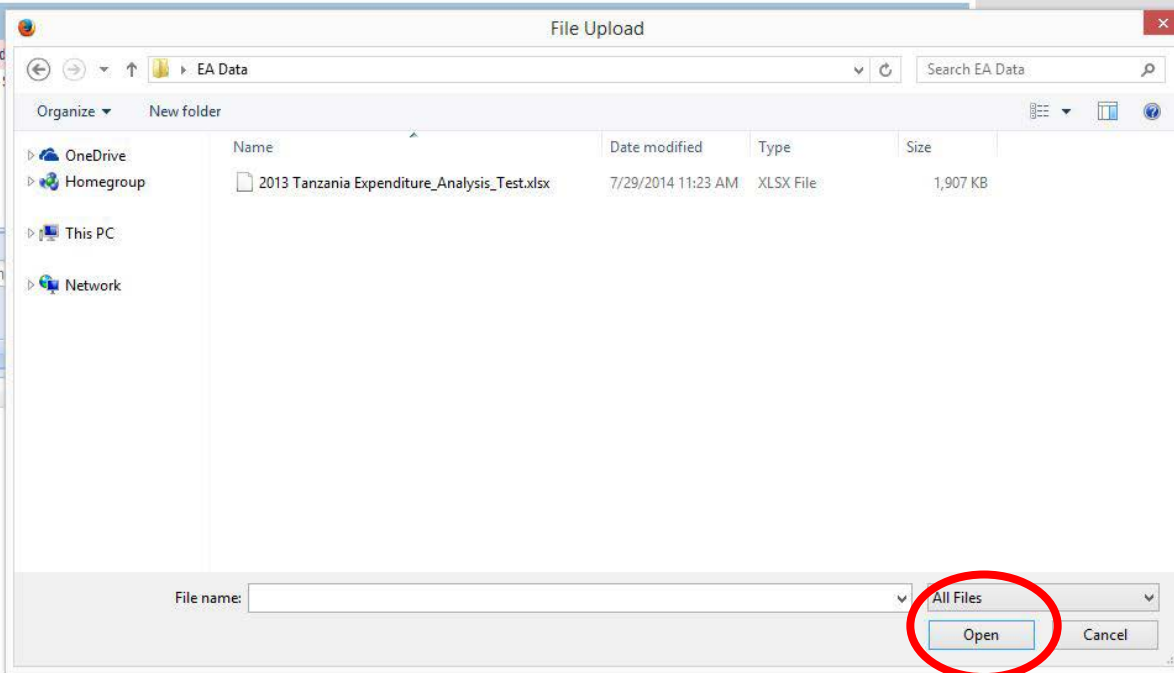
U.S. Department of Health and
Columbia University Mailman
Columbia(954<-12246)
Fiscal Years: [2013](#) [2014](#)
Status: Not Started
Reports: [Partner Report](#)

Template Upload

Filename:

Uploads

Filename:

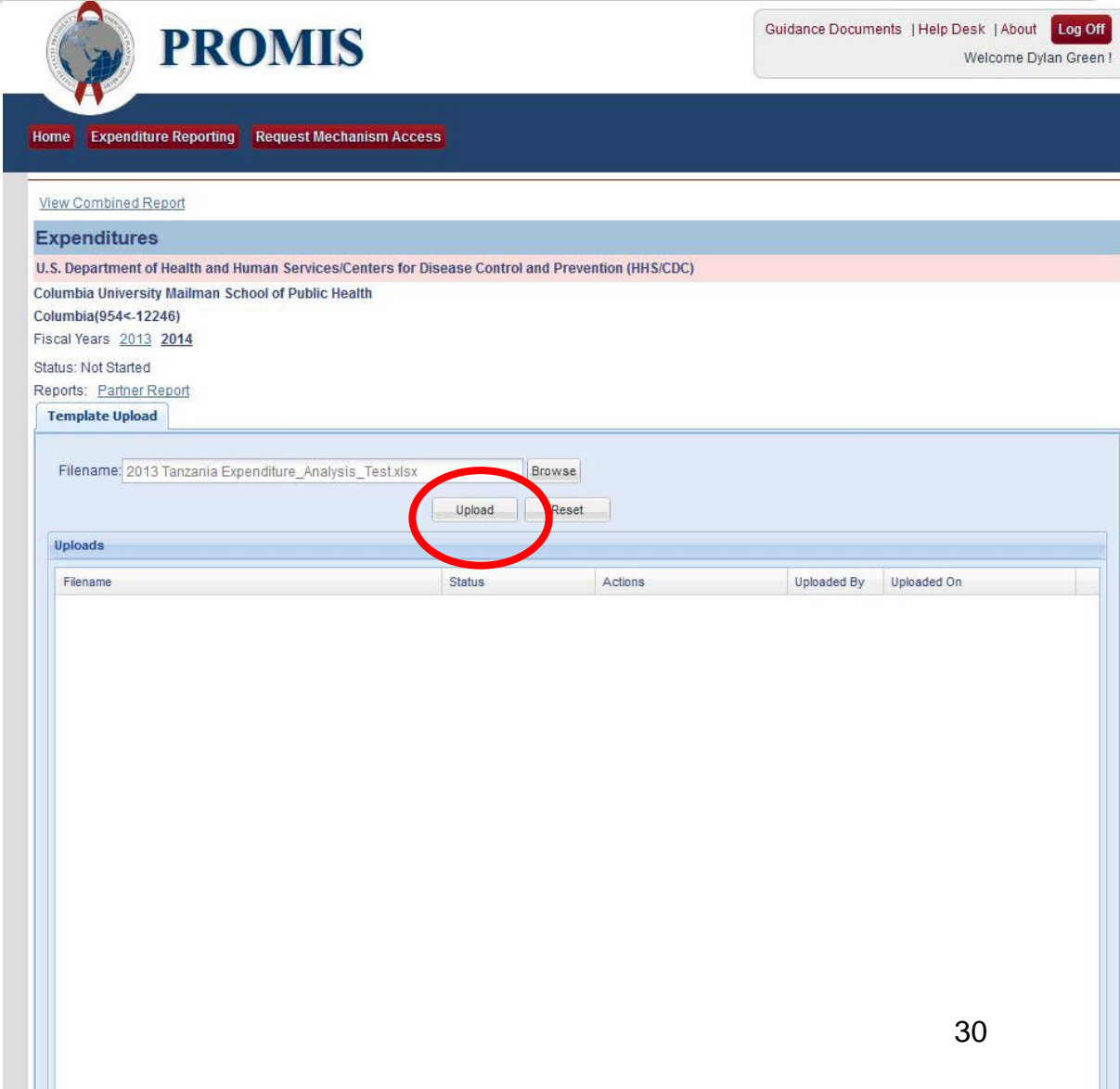


Select the excel file you wish to upload for this mechanism and click "Open"

Uploading Data

Now that you have selected the file you wish to upload for this mechanism, click the “Upload” button circled on the right.

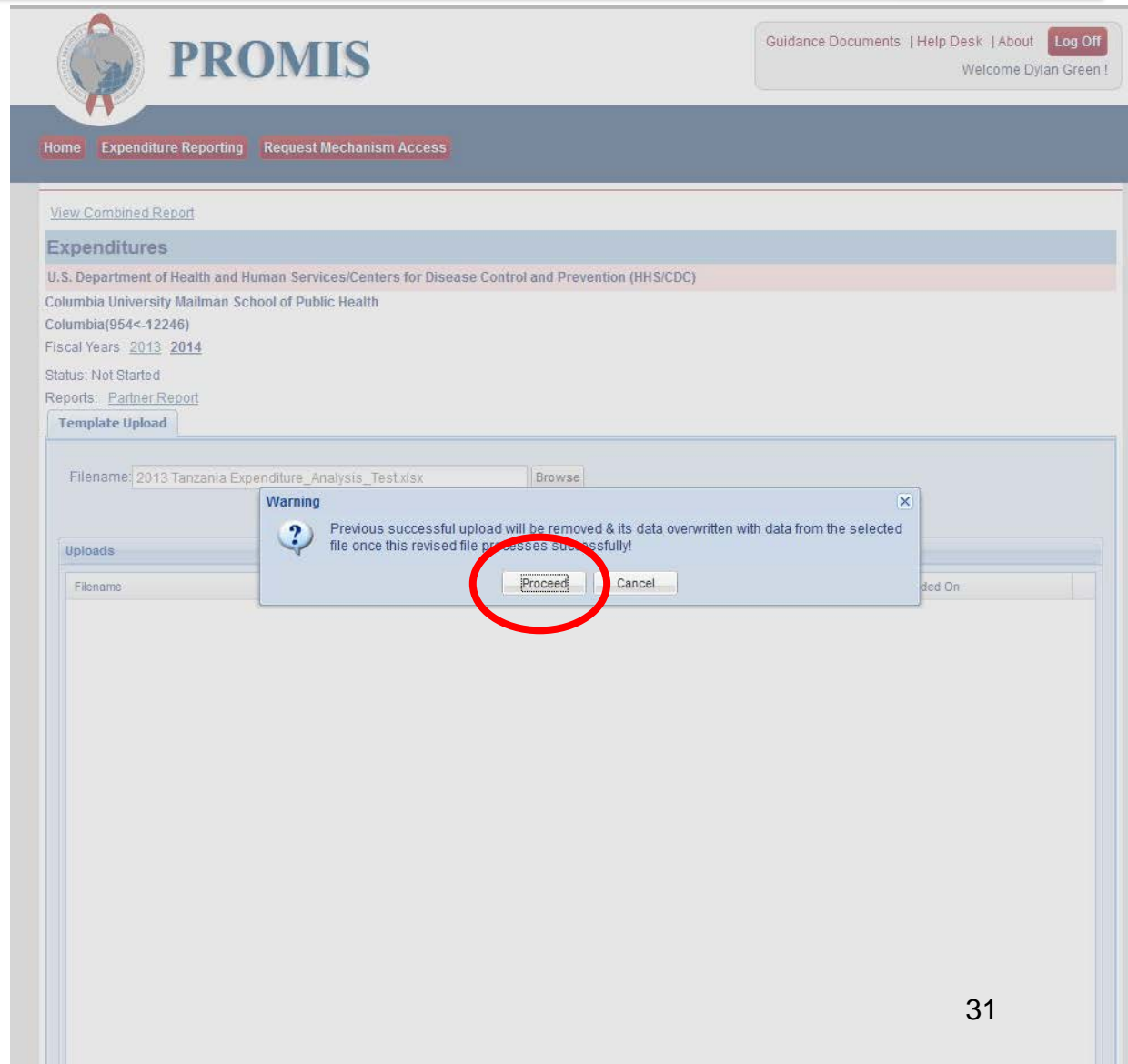
Note that if the upload button is inactive, it is because the user lacks the permission required to upload OR the mechanism is inactive for the fiscal year.



The screenshot displays the PROMIS web application interface. At the top, there is a navigation bar with the PROMIS logo and the text 'PROMIS'. To the right of the logo, there are links for 'Guidance Documents', 'Help Desk', 'About', and a 'Log Off' button. Below the navigation bar, there are three tabs: 'Home', 'Expenditure Reporting', and 'Request Mechanism Access'. The main content area is titled 'View Combined Report' and 'Expenditures'. It shows details for the 'U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)' and 'Columbia University Mailman School of Public Health'. The 'Fiscal Years' are listed as '2013' and '2014'. The 'Status' is 'Not Started' and the 'Reports' section includes a link for 'Partner Report'. The 'Template Upload' section is active, showing a 'Filename' field with the text '2013 Tanzania Expenditure_Analysis_Test.xlsx' and a 'Browse' button. Below the filename field, there are two buttons: 'Upload' and 'Reset'. The 'Upload' button is circled in red. Below the upload section, there is an 'Uploads' table with columns for 'Filename', 'Status', 'Actions', 'Uploaded By', and 'Uploaded On'. The table is currently empty.

Uploading Data

A dialogue box will appear notifying you that any data uploaded previously will be deleted and the current upload will replace it once it has uploaded successfully. Click the “Proceed” button when you are ready.



The screenshot displays the PROMIS web application interface. At the top, there is a navigation bar with the PROMIS logo and the text "PROMIS". To the right of the logo, there are links for "Guidance Documents", "Help Desk", "About", and a "Log Off" button. Below the navigation bar, there are three main menu items: "Home", "Expenditure Reporting", and "Request Mechanism Access".

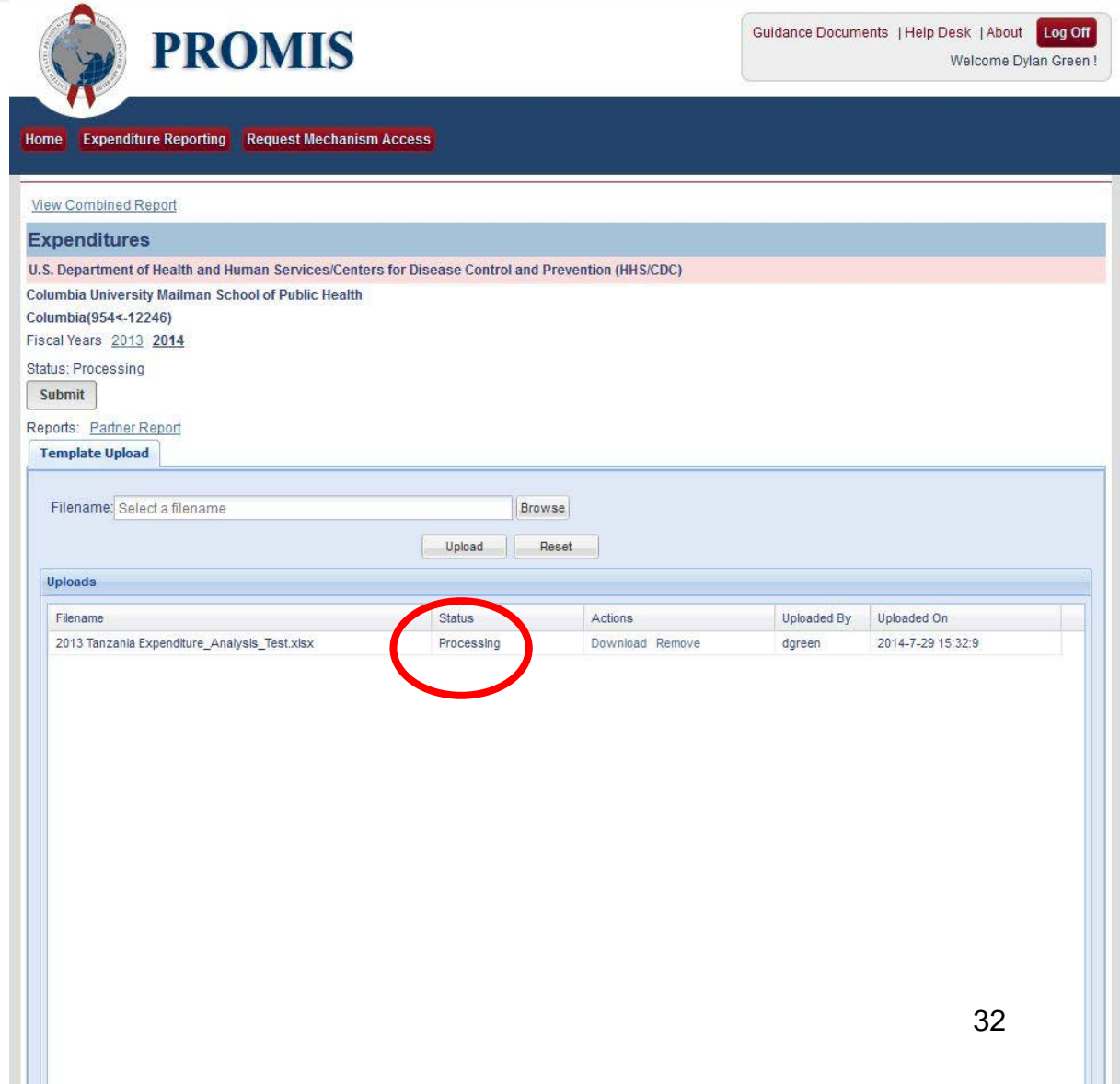
The main content area shows a "View Combined Report" link and a section titled "Expenditures". Below this, there is information about the user's organization: "U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)", "Columbia University Mailman School of Public Health", "Columbia(954-12246)", and "Fiscal Years: 2013 2014". The status is "Not Started" and the report type is "Partner Report".

A "Template Upload" section is visible, showing a file upload interface. The filename is "2013 Tanzania Expenditure_Analysis_Test.xlsx" and there is a "Browse" button. A warning dialog box is overlaid on the interface, with the text: "Warning: Previous successful upload will be removed & its data overwritten with data from the selected file once this revised file processes successfully!". The "Proceed" button in the dialog box is circled in red.

Uploading Data

The file will appear in the pane below with a status of “Processing”.

The file will stay in the “Processing” state while PROMIS assesses the data quality of the uploaded excel file and confirms that it is in the correct format and doesn’t violate any critical data quality rules.



The screenshot shows the PROMIS web application interface. At the top, there is a navigation bar with links for Home, Expenditure Reporting, and Request Mechanism Access. The main content area is titled 'Expenditures' and displays information for the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC), Columbia University Mailman School of Public Health, and Columbia(954<-12246). The fiscal years are listed as 2013 and 2014, and the status is 'Processing'. A 'Submit' button is visible. Below this, there is a 'Template Upload' section with a 'Filename' input field and 'Browse', 'Upload', and 'Reset' buttons. The 'Uploads' table below shows a single entry with the filename '2013 Tanzania Expenditure_Analysis_Test.xlsx', a status of 'Processing' (circled in red), and actions for 'Download' and 'Remove'. The 'Uploaded By' is 'dgreen' and the 'Uploaded On' date is '2014-7-29 15:32:9'.

Filename	Status	Actions	Uploaded By	Uploaded On
2013 Tanzania Expenditure_Analysis_Test.xlsx	Processing	Download Remove	dgreen	2014-7-29 15:32:9



Uploading Data

When the file has completed processing you will receive an email notification of the status of the processing. It will also notify you of the upload of a Data Quality Check (DQC) report and how to access it.

You can see the example below of a message received after a failed processing attempt.

From: no-reply@pepfarpromis.net
To: [Green, Dylan \(CDC/CGH/DGHA\)](#)
Cc:
Subject: PROMIS File Upload processing status

Sent: Tue 7/29/2014 11:35 AM

Dear User,

The following file has a new status:

FileName: 2013 Tanzania Expenditure_Analysis_Test.xlsx
Status: Failed
UploadedBy: dgreen
DQCFileName: EA_DataQuality_TZ_954_Columbia University Mail_7292014.pdf

A data quality check (DQC) file in PDF format is available for this upload on the PROMIS EA website summarizing potential issues and/or common errors (if any) with your file. For a more thorough explanation of any issues, and how to resolve them, please refer to the guidance document titled PROMIS EA Data Quality Report Review which can be found in the Guidance Documents section of the PROMIS EA website.

To download your DQC Report:

1. Log in to PROMIS and click on the Expenditure Reporting button.
2. Find your organization and mechanism and click on the mechanism name.
3. In the expenditures reporting window you will see your uploaded template file as well as a pdf file with a status of DQC Report describing data quality errors that need to be reviewed (if any).
4. Click on the Download button for this DQC Report file to download and open it. If any of the errors are labeled as Fatal you will need to make changes to your template and re-upload it.
5. As needed, download the template currently in the system, and make the necessary changes that are described in the DQC Report.
6. Re-upload the revised template. (NOTE: your mechanism may be in a Submitted state, if so you will need to click Recall in the top left hand corner prior to removing your template.)
7. If you have any more data quality errors in this uploaded template, you will be notified when a subsequent DQC report file is available (Note: If remaining flags are all non-fatal, then no further action may be required)

If you have any questions on these data quality checks please email your TA provider and EA advisor and/or submit a Help Desk ticket

If you need to revise and re-upload this file at a future date, please be sure to update the sequence number in the file name of the revised file in accordance with the file naming guidance provided on the template Instructions tab.

Best regards,

PROMIS Notification Services

We kindly ask that you PLEASE DO NOT respond to this email.



Uploading Data

When you open the DQC report, you will find a list of each of the data quality issues and an explanation of error and how to resolve it. Your TAs will provide further training on the data quality reports which PROMIS will generate.

2014 Expenditure

**SENSITIVE BUT UNCLASSIFIED
USG & IMPLEMENTING PARTNER USE ONLY, DO NOT DISTRIBUTE**

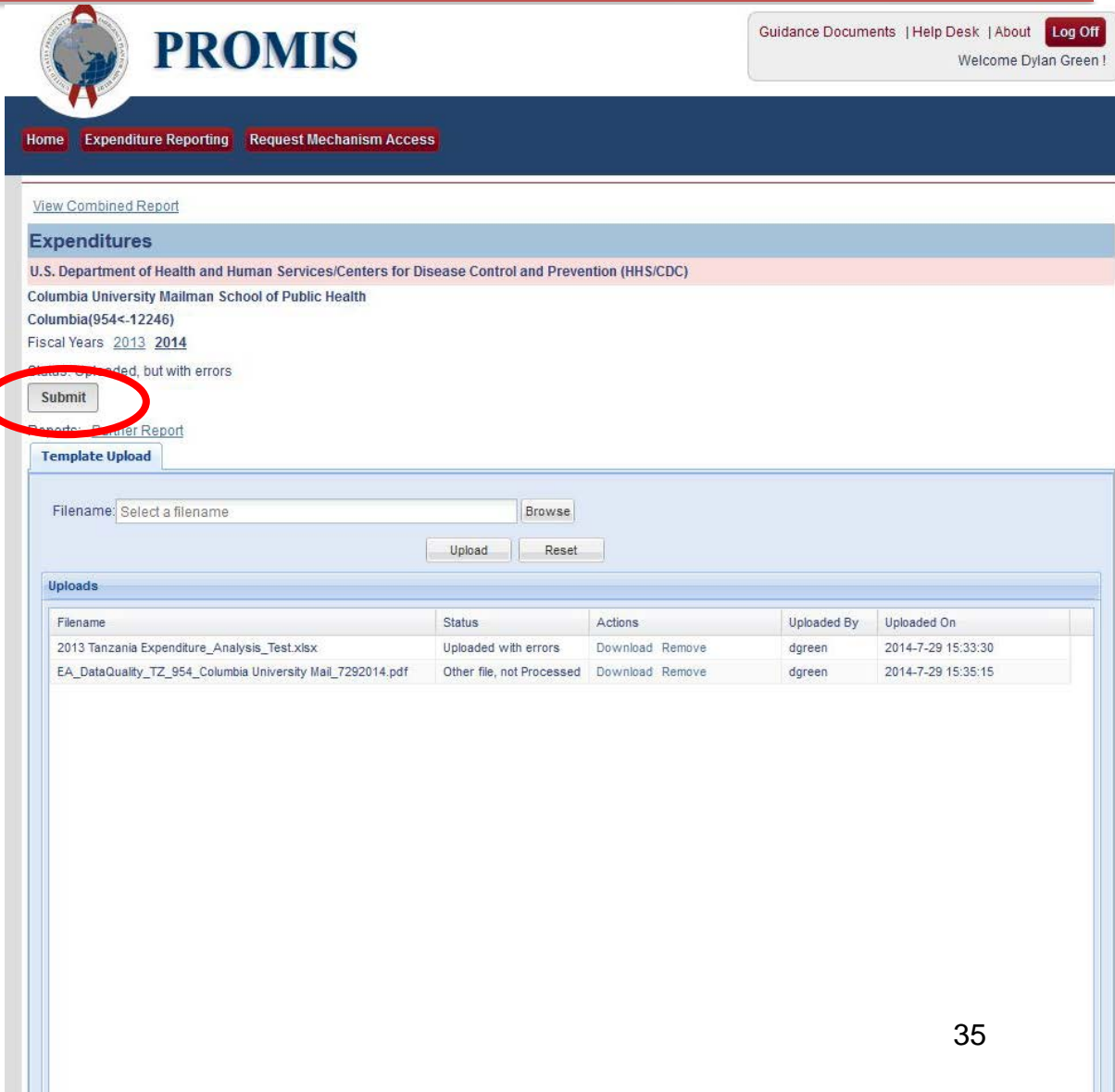
Tanzania DQC Report

OU: Tanzania
 Agency: U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)
 Partner: Columbia University Mailman School of Public Health
 Mechanism: Columbia
 Agreement ID:

Tier	Fatal/NonFatal	Natl Sub Unit	Prog Area	Check ID	Issue Txt
1	Fatal		PMTCT	2	[Expenditures Site-Level] Your organization reported site-level expenditures for PMTCT 13200.00. The template requires shared expenditures for PMTCT be allocated to service categories using a percentage value. The percentages reported 110.00 do not sum to 100.
1	Fatal		CBCTS	4	[Expenditures Site-Level] Your organization reported expenditures for procuring ARVs in PMTCT 4000.00. The template requires expenditures for ARVs be disaggregated by those that support pregnant women and those that support infants. The expenditure reported does not equal disaggregated expenditures for ARVs 3000.00.
1	Fatal		HTC	5	[Expenditures Site-Level] Your organization reported site-level expenditures for HTC 7861.00. The template requires expenditures for HTC be disaggregated into testing modalities. The expenditure reported does not equal disaggregated expenditures by testing modality 1401.00.
1	Fatal		HTC	5	[Expenditures Site-Level] Your organization reported site-level expenditures for HTC 13100.00. The template requires expenditures for HTC be disaggregated into testing modalities. The expenditure reported does not equal disaggregated expenditures by testing modality 8800.00.
1	Fatal		LAB	7	[Expenditures Site-Level] Your organization reported site-level expenditures for LAB 180.00. The template requires shared expenditures for LAB be allocated to service categories using a percentage value. The percentages reported 86.00 do not sum to 100.
1	Fatal		OVC	9	[Expenditures Site-Level] Your organization reported site-level expenditures for OVC 1060.00. The template requires expenditures for OVC be disaggregated into service categories. The expenditure reported does not equal disaggregated expenditures by service category 230.00.
1	Fatal		OVC	9	[Expenditures Site-Level] Your organization reported site-level expenditures for OVC 12200.00. The template requires expenditures for OVC be disaggregated into service categories. The expenditure reported does not equal disaggregated expenditures by service category 10560.00.
1	Fatal		SORP-GP	10	[Expenditures Site-Level] Your organization reported site-level expenditures for SORP-GP 56999.00. The template requires expenditures for SORP-GP be disaggregated into service categories. The expenditure reported does not equal disaggregated expenditures by service category 40000.00.
1	Fatal		SORP-GP	10	[Expenditures Site-Level] Your organization reported site-level expenditures for SORP-GP 12200.00. The template requires expenditures for SORP-GP be disaggregated into service categories. The expenditure reported does not equal disaggregated expenditures by service category 8800.00.
2	Non-Fatal	Arusha Region	LAB	43	[Site-Level Expenditures] Your organization reported procuring ARVs at the site-level for LAB. Cost categories are standard across all program areas; however, we would generally not expect ARVs to be procured in the LAB program area; please confirm.
2	Non-Fatal	Arusha Region	BS	43	[Site-Level Expenditures] Your organization reported procuring ARVs at the site-level for BS. Cost categories are standard across all program areas; however, we would generally not expect ARVs to be procured in the BS Program Area; please confirm.

Submitting Data

Once you have successfully uploaded your data and corrected all critical data quality checks, you can submit your data for official review by the U.S. Government. Click the “Submit” button when you are ready to do so.



The screenshot shows the PROMIS web application interface. At the top, there is a navigation bar with links for Home, Expenditure Reporting, and Request Mechanism Access. The main content area displays the 'Expenditures' section for the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC). The user is identified as Dylan Green. The interface shows a 'Submit' button circled in red, indicating the next step in the process. Below the 'Submit' button, there is a 'Template Upload' section with a file upload form and a table of uploads.

Guidance Documents | Help Desk | About **Log Off**
Welcome Dylan Green!

Home Expenditure Reporting Request Mechanism Access

[View Combined Report](#)

Expenditures

U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)
Columbia University Mailman School of Public Health
Columbia(954<-12246)
Fiscal Years [2013](#) [2014](#)
Status: [Uploaded](#), but with errors
Submit
[Generate Printer Report](#)

Template Upload

Filename:

Uploads

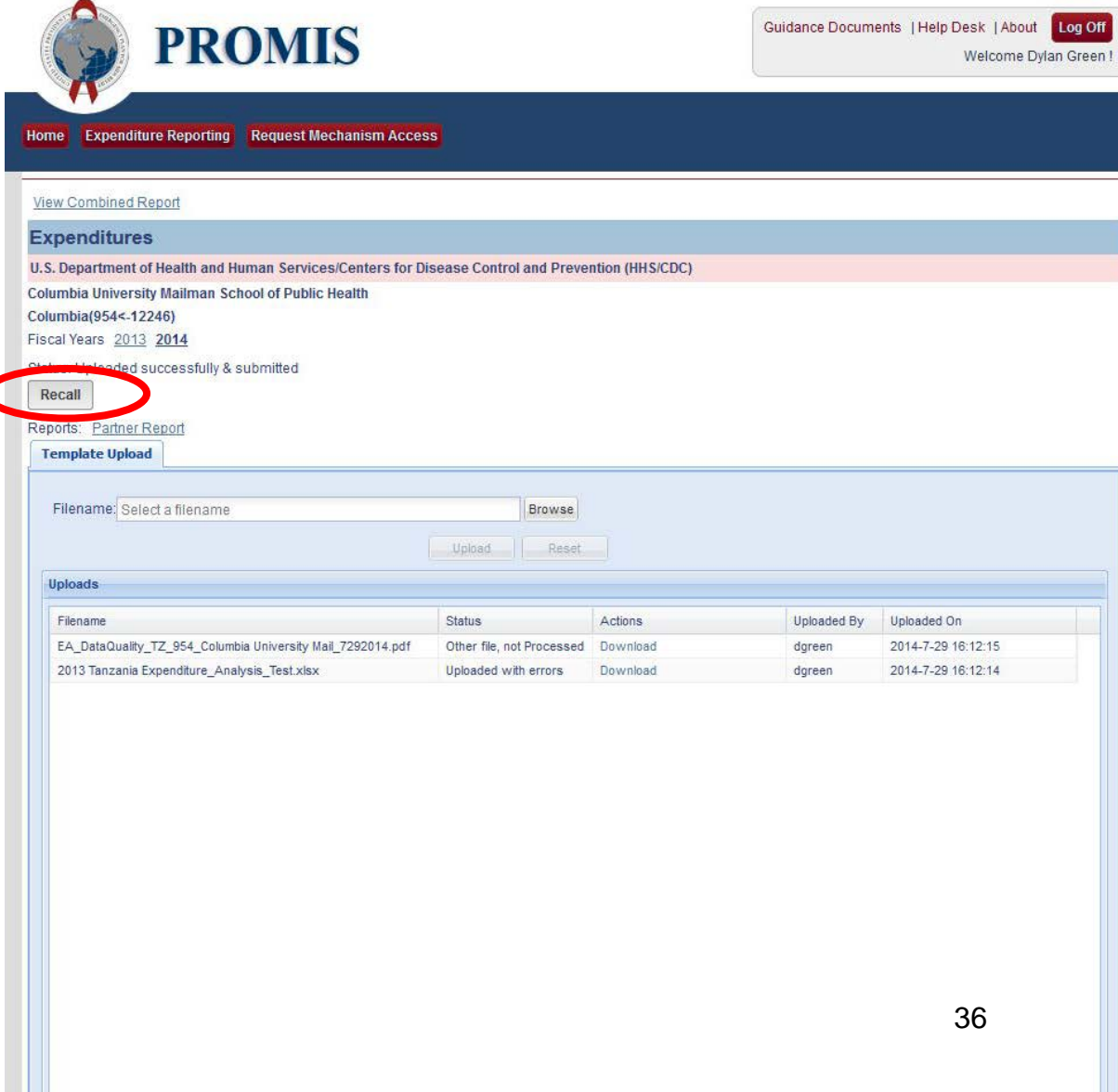
Filename	Status	Actions	Uploaded By	Uploaded On
2013 Tanzania Expenditure_Analysis_Test.xlsx	Uploaded with errors	Download Remove	dgreen	2014-7-29 15:33:30
EA_DataQuality_TZ_954_Columbia University Mail_7292014.pdf	Other file, not Processed	Download Remove	dgreen	2014-7-29 15:35:15

Submitting Data

Once submitted, the status of the mechanism will now read “Uploaded successfully & submitted”.

Note that you will be unable to change data for this mechanism unless you click the “Recall” button.

Also note that if the U.S. Government has Approved your submission, you will be unable to change data for this mechanism at all until the U.S. Government has reversed the approval back to a submitted status.



The screenshot displays the PROMIS web application interface. At the top left is the PEPFAR logo. The main header features the PROMIS logo and navigation links: Home, Expenditure Reporting, and Request Mechanism Access. A user welcome message reads "Welcome Dylan Green!". The main content area shows details for a mechanism: "U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC)", "Columbia University Mailman School of Public Health", "Columbia(954<-12246)", and "Fiscal Years 2013 2014". A status message indicates "Status: Uploaded successfully & submitted". A "Recall" button is highlighted with a red circle. Below this is a "Template Upload" section with a "Filename:" input field, a "Browse" button, and "Upload" and "Reset" buttons. An "Uploads" table lists two files:

Filename	Status	Actions	Uploaded By	Uploaded On
EA_DataQuality_TZ_954_Columbia University Mail_7292014.pdf	Other file, not Processed	Download	dgreen	2014-7-29 16:12:15
2013 Tanzania Expenditure_Analysis_Test.xlsx	Uploaded with errors	Download	dgreen	2014-7-29 16:12:14

- What is PROMIS?
- Registering
- Accessing Guidance Documents
- Requesting Access
- Uploading and Submitting
- **Help Desk**



PEPFAR

The Help Desk



Help Desk

Throughout the EA reporting process, you may require assistance in terms of gaining access to the system, filling out the Excel template, troubleshooting uploading issues, or otherwise request guidance.

The PROMIS system has a built in Help Desk feature which allows users to request assistance or ask questions. These requests and questions are all in one central location and can be assigned to the appropriate individual to respond to them.

The Help Desk can be accessed from the home page by clicking the “Help Desk” button in the top right corner.

A screenshot of the PROMIS Expenditure Analysis (EA) application home page. The page features the PROMIS logo on the left and a navigation menu on the right. The navigation menu includes links for "Guidance Documents", "Help Desk", "About", and "Log Off". The "Help Desk" link is circled in red. Below the navigation menu, there is a "Welcome Dylan Green!" message. The main content area has a dark blue header with "Home", "Expenditure Reporting", and "Request Mechanism Access" buttons. Below the header, there is a welcome message: "Welcome to the PROMIS Expenditure Analysis (EA) application!". The main content area also contains instructions for navigating the site, with links for "HOME", "EXPENDITURE REPORTING", "REQUEST NEW ACCESS RIGHTS", and "GUIDANCE DOCUMENTS".

 **PROMIS**

Guidance Documents | **Help Desk** | About | Log Off

Welcome Dylan Green !

Home | Expenditure Reporting | Request Mechanism Access

Welcome to the PROMIS Expenditure Analysis (EA) application!

Please click on the labeled controls above to navigate this site:

HOME: Returns to this page

EXPENDITURE REPORTING: Shows Mechanisms available for expenditure data entry & review

REQUEST NEW ACCESS RIGHTS: Provides for requesting access to specific organizations & Countries within PROMIS EA, and for requesting access to specific Mechanism [latter only available to users approved for access to specific organizations & Countries]

GUIDANCE DOCUMENTS: Provides for download of Country-specific blank Expenditure templates and guidance documents [only available to users with approved access



Creating Help Desk Tickets

You will now see a new web page, with a button that says “Create a new ticket”.

A user will click this to create a new ticket.



PROMIS

Help Desk Welcome dgreen **Logoff**

[Return Home](#) [help tickets](#) [queries](#) [go to ID](#) [settings](#)

[+ Create a new ticket](#) [print list](#) [print detail](#) [export to excel](#)

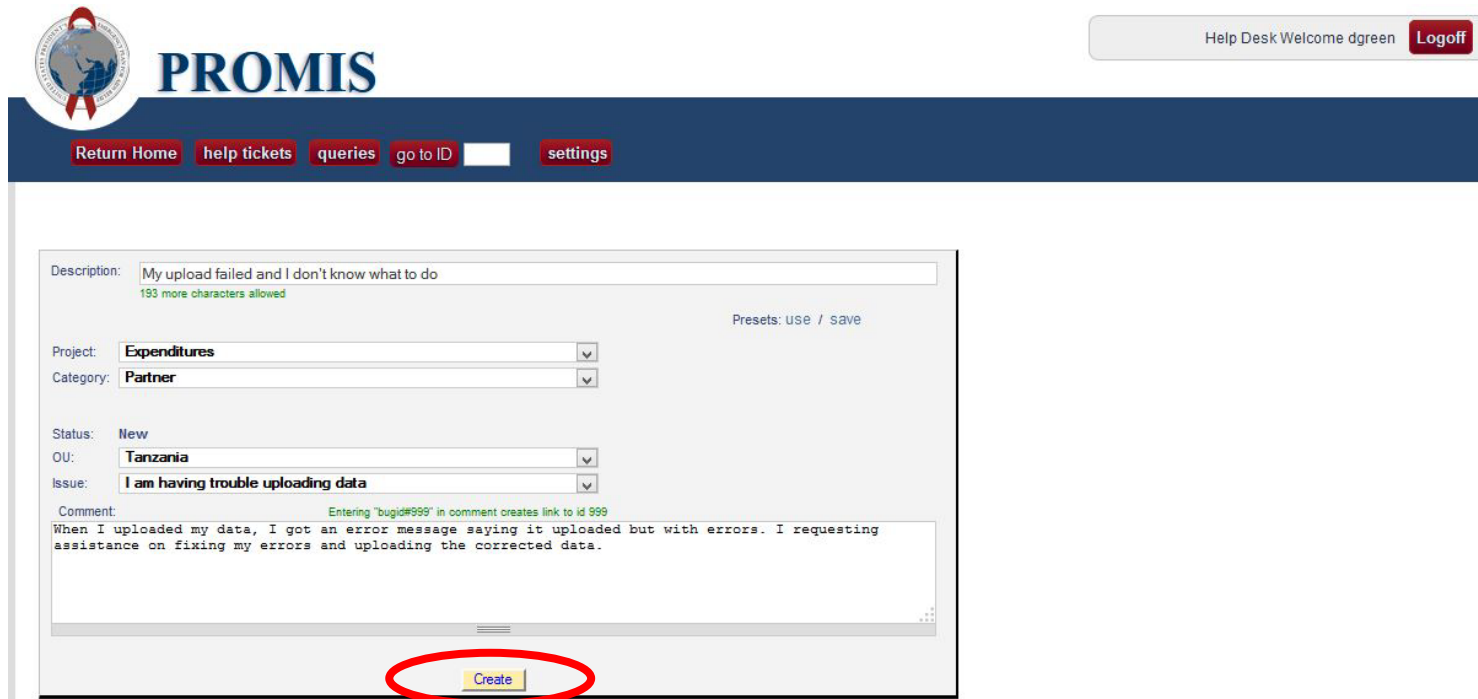
No help tickets yet.

Creating Help Desk Tickets

After choosing to create a new ticket, you will be prompted to fill out a form.

You should provide a title, select the applicable country name, and provide a description of your issue or question. Click on the “Create” button after you have sufficiently filled out the fields.

The more detailed the question, the faster we will be able to provide you with an answer!!!



The screenshot displays the PROMIS Help Desk interface. At the top left is the PROMIS logo. To the right, a user is logged in as 'dgreen' with a 'Logoff' button. A navigation bar contains links for 'Return Home', 'help tickets', 'queries', 'go to ID' (with a search box), and 'settings'. The main form area includes a 'Description' field with the text 'My upload failed and I don't know what to do' and a note '193 more characters allowed'. Below this are dropdown menus for 'Project' (Expenditures), 'Category' (Partner), 'Status' (New), 'OU' (Tanzania), and 'Issue' (I am having trouble uploading data). A 'Comment' field contains the text: 'When I uploaded my data, I got an error message saying it uploaded but with errors. I requesting assistance on fixing my errors and uploading the corrected data.' At the bottom of the form, a yellow 'Create' button is circled in red.

Creating Help Desk Tickets

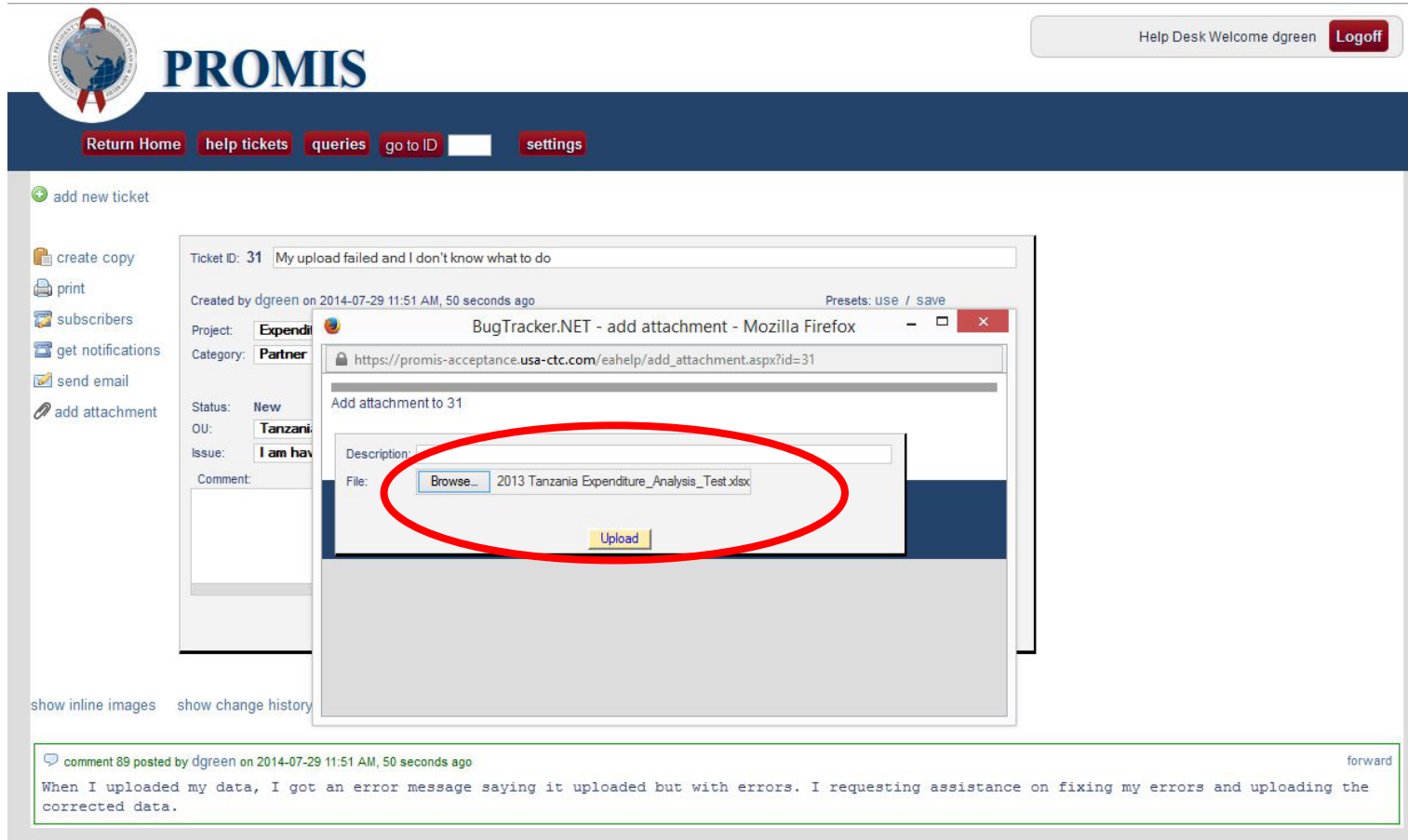
Your question or request will now be created, and you have the ability to update the ticket with new information, or even upload an excel template that you are working on or a screenshot displaying an issue you are having.



The screenshot displays the PROMIS Help Desk interface. At the top left is the PROMIS logo. A navigation bar contains links for "Return Home", "help tickets", "queries", "go to ID" (with a search input), and "settings". A user greeting "Help Desk Welcome dgreen" and a "Logoff" button are in the top right. The main content area shows a ticket creation form for "Ticket ID: 31" with the title "My upload failed and I don't know what to do". The form includes fields for "Project" (Expenditures), "Category" (Partner), "Status" (New), "OU" (Tanzania), and "Issue" (I am having trouble uploading data). A comment field contains the text "I am having trouble uploading data" and a note that "Entering 'bugid#999' in comment creates link to id 999". An "Update" button is at the bottom of the form. On the left sidebar, the "add attachment" link is circled in red. Below the form, there are links for "show inline images" and "show change history". At the bottom, a comment from "dgreen" dated "2014-07-29 11:51 AM" describes the upload error and request for assistance.

Creating Help Desk Tickets

Select the file you wish to attach and upload it. Any additional documentation or information provided will assist in expediting your request!



The screenshot displays the PROMIS Help Desk interface. At the top left is the PROMIS logo. The top right shows a user login area with the text "Help Desk Welcome dgreen" and a "Logoff" button. Below the header is a navigation bar with buttons for "Return Home", "help tickets", "queries", "go to ID" (with a search input), and "settings".

The main content area shows a ticket titled "My upload failed and I don't know what to do" with ID 31. The ticket was created by dgreen on 2014-07-29 at 11:51 AM. The project is "Expendi" and the category is "Partner". The status is "New", the OU is "Tanzani", and the issue is "I am hav".

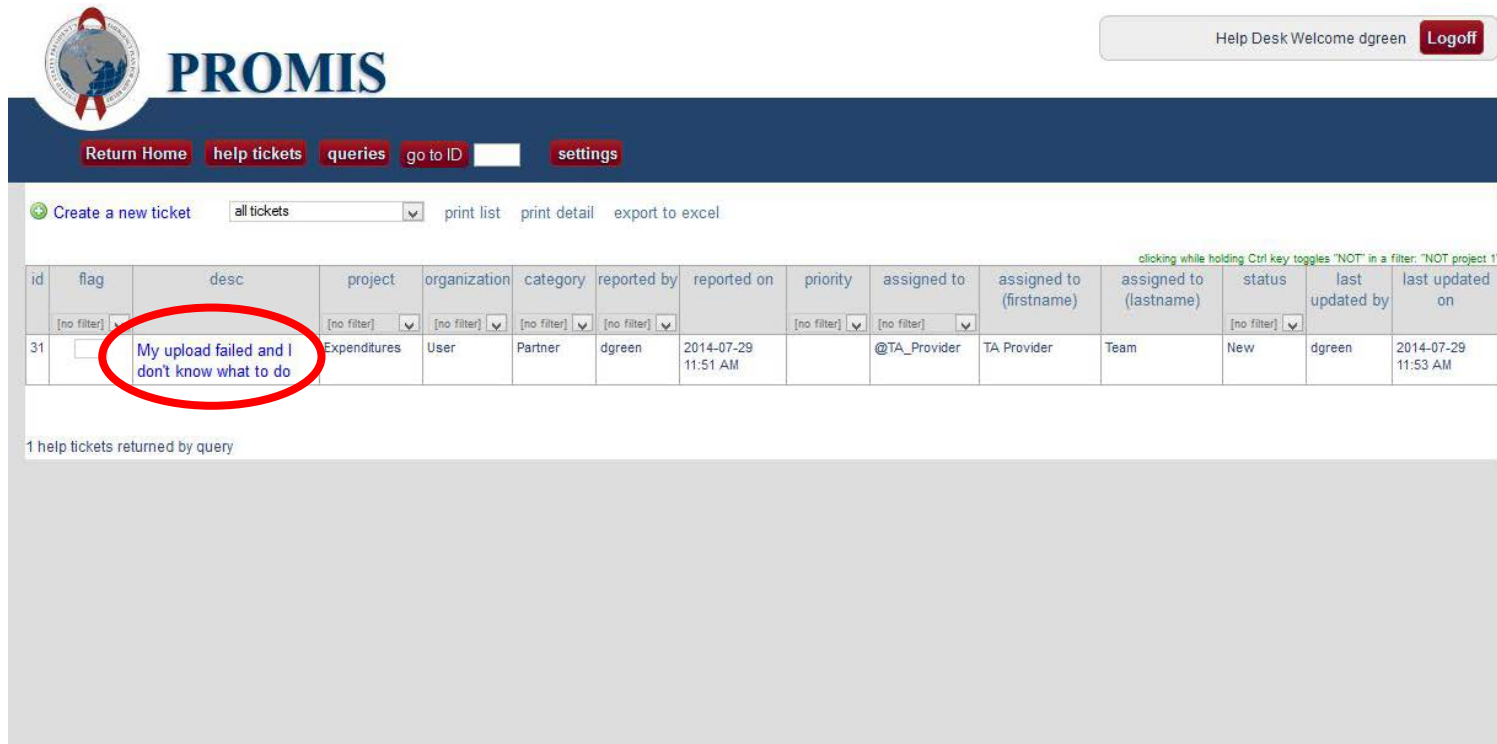
An "Add attachment to 31" dialog box is open, showing a "File:" field with a "Browse..." button and the filename "2013 Tanzania Expenditure_Analysis_Test.xlsx". An "Upload" button is visible below the file field. A red oval highlights the "Browse..." button and the filename.

At the bottom, a comment from dgreen states: "comment 89 posted by dgreen on 2014-07-29 11:51 AM, 50 seconds ago. When I uploaded my data, I got an error message saying it uploaded but with errors. I requesting assistance on fixing my errors and uploading the corrected data."

Creating Help Desk Tickets

When you return to the Help Desk, you will see your ticket submitted!

You may click on the link under the “desc” column to view any updates submitted by another user, or to update the ticket yourself.



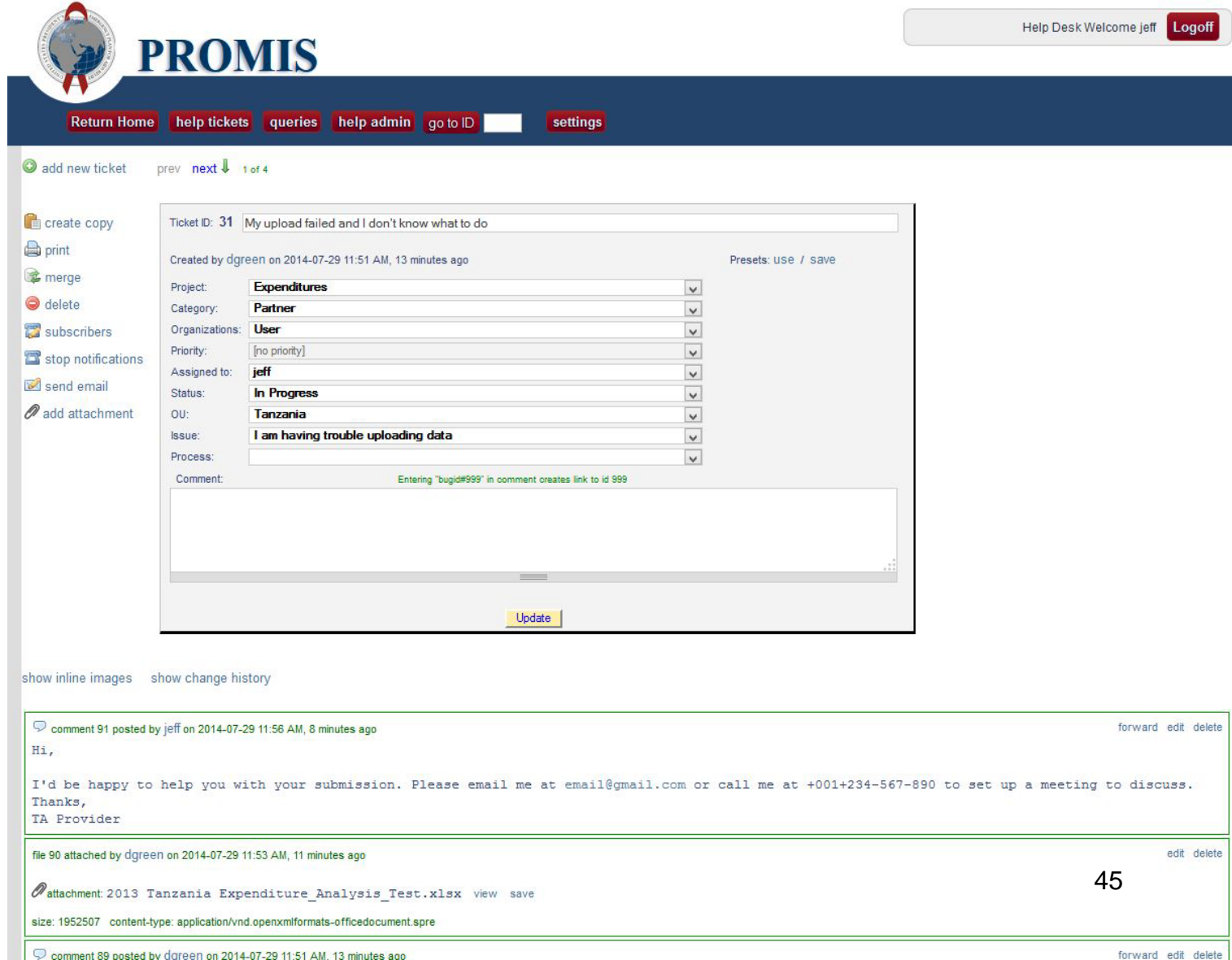
The screenshot shows the PROMIS Help Desk interface. At the top left is the PROMIS logo. On the right, a user is logged in as 'dgreen' with a 'Logoff' button. A navigation bar contains links for 'Return Home', 'help tickets', 'queries', 'go to ID', and 'settings'. Below this, there are options to 'Create a new ticket', a dropdown for 'all tickets', and links for 'print list', 'print detail', and 'export to excel'. The main content is a table of help tickets. The first ticket (ID 31) has a description 'My upload failed and I don't know what to do', which is circled in red. The table columns include id, flag, desc, project, organization, category, reported by, reported on, priority, assigned to, assigned to (firstname), assigned to (lastname), status, last updated by, and last updated on.

id	flag	desc	project	organization	category	reported by	reported on	priority	assigned to	assigned to (firstname)	assigned to (lastname)	status	last updated by	last updated on
31	<input type="checkbox"/>	My upload failed and I don't know what to do	Expenditures	User	Partner	dgreen	2014-07-29 11:51 AM		@TA_Provider	TA Provider	Team	New	dgreen	2014-07-29 11:53 AM

1 help tickets returned by query

Creating Help Desk Tickets

In this example, we can see that someone has responded to the first request and offered their email address and phone number to contact them at.



The screenshot displays the PROMIS Help Desk interface. At the top, there is a navigation bar with links for 'Return Home', 'help tickets', 'queries', 'help admin', 'go to ID', and 'settings'. The main content area shows a ticket titled 'My upload failed and I don't know what to do' (Ticket ID: 31) created by 'dgreen' on 2014-07-29 11:51 AM. The ticket details include: Project: Expenditures, Category: Partner, Organizations: User, Priority: [no priority], Assigned to: jeff, Status: In Progress, OU: Tanzania, and Issue: I am having trouble uploading data. A comment from 'jeff' posted on 2014-07-29 11:56 AM reads: 'Hi, I'd be happy to help you with your submission. Please email me at email@gmail.com or call me at +001+234-567-890 to set up a meeting to discuss. Thanks, TA Provider'. An attachment '2013 Tanzania Expenditure_Analysis_Test.xlsx' is also visible, with a size of 1952507 and content-type of application/vnd.openxmlformats-officedocument.spreadsheetml.sheet. The interface includes various utility icons on the left and a 'Logoff' button in the top right.



Troubleshooting Upload Issues

It is common for partners to face issues in uploading their data. This is commonly due to errors in the data entered or an incompatible file is being uploaded.

See below a list of rules and things to check for when a partner is unable to upload successfully.

- Did the partner upload a 2012, 2013 or 2014 template?
- Did the partner enter expenditures on a row of data in the workbook, without selecting a location or point-of service?
- Did the partner enter negative numbers, symbols (including \$, ., or -), spaces, or letters in any part of the template (except the comments sections).
- Did the partner enter any comment in excess of 5,000 characters?
- Did the partner alter the template in any way? Did they delete a sheet, or insert a column?
- Did the partner use a version of excel older than 2007?

You will be provided a full list of these upload errors, as well as the remainder of the Data Quality Checks to review in detail later in the training.