

MINISTRY OF GENDER CULTURE MANAGEMENT SYSTEM

USER MANUAL 1.0

Introduction

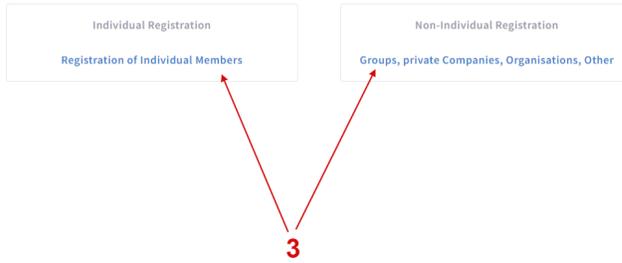
This is mainly a Transaction Processing System (TPS) designed for the Ugandan Ministry Of Gender to help in collection / gathering of data from different cultures and creative artists or organizations around Uganda. The system is designed mainly for data entry and is to be used by operational workers at the Ministry, and artists around the country at the operational level of management pyramid.

To access this system one visits <https://cmis.mglsd.go.ug/> and clicks or taps on “Self Registration” option to create a desired account. The new accounts can either be created in culture or creative industries for both individual and non-individual users.





Self registration Menu



SECTION A (ACCOUNT CREATION)

This section teaches you how to create an account with <https://cmis.mglsd.go.ug/>.

Note: Endeavour to remember your password and registered email address.

Individual

This subsection shows you how the account creation form for individuals looks like. Please make sure you fill in all the necessary information required accurately.

The screenshot shows the 'User Registration' form within the 'Culture & Creative Sector MIS Management Information System'. The form is titled 'User Registration' and is enclosed in a red border. It contains the following fields:

- First Name:** Input field with placeholder text 'First Name'.
- Last Name:** Input field with placeholder text 'Last Name'.
- Username:** Input field with placeholder text 'administrator'.
- Email address:** Input field with placeholder text 'your-email@domain.com'.
- Password:** Input field.
- Confirm Password:** Input field.

Below the form is a blue 'Save' button. Two red arrows point to the form: arrow '4' points to the bottom right corner of the form, and arrow '5' points to the 'Save' button.

Non-Individual

This subsection shows you how the account creation form for non-individuals looks like. Please make sure you fill in all the necessary information required accurately.

Culture & Creative Sector MIS Management Information System

Home Reports Contacts Self Registration Help

Non-Individual Registration

Company Name <input type="text" value="Enyonza Limited"/>	Initials/Acronym <input type="text" value="The Nyonzas"/>
Username <input type="text" value="Nyonza"/>	Email address <input type="text" value="nyonzalimited@gmail.com"/>
Password <input type="password" value="*****"/>	Confirm Password <input type="password" value="*****"/>

Log in

After saving the information for the new account, the system will take you to the login page which looks like the one below; Enter your registered email address, password and correct ‘Captcha code’, and log in.

Culture & Creative Sector MIS Management Information System

Home Reports Contacts Self Registration Help



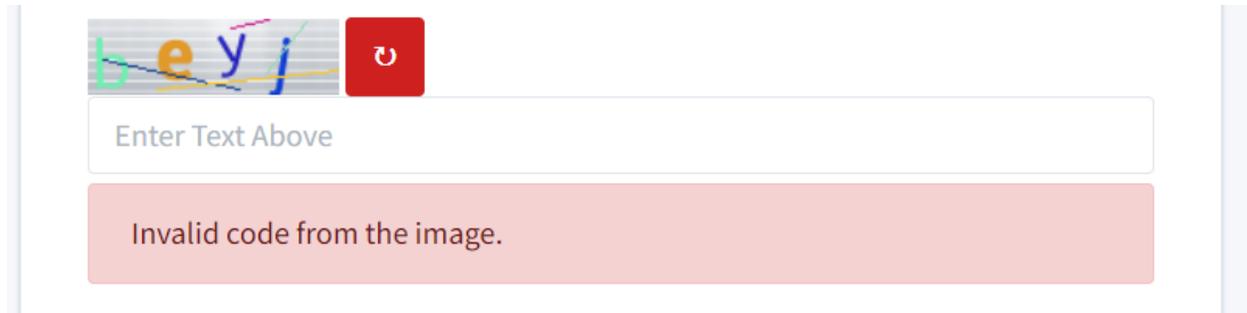
Login to your account

Email address <input type="text" value="nyonzalimited@gmail.com"/>	
Password <input type="password" value="*****"/>	
	
<input type="button" value="Sign in"/>	

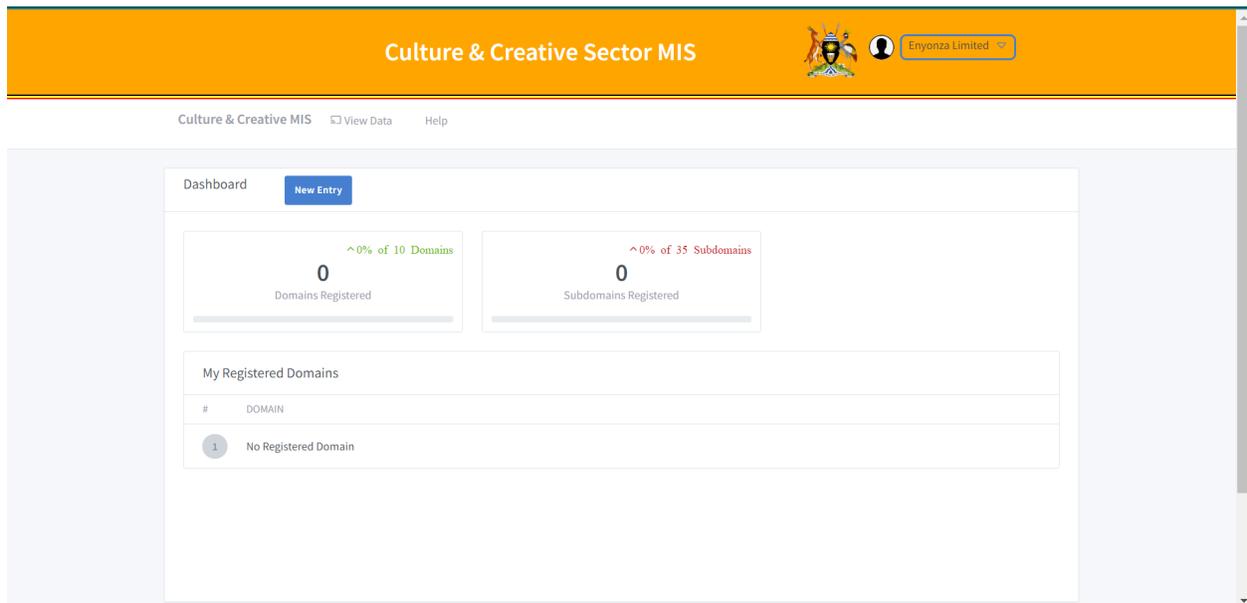
[Register instead as individual?](#)
 [Register instead as non-individual?](#)
 [I forgot password](#)

Note: Once the text in the captcha code is not clear to you, press the red button with a reload icon  to reload the code until when it is clear to you. Press “Sign in”.

Once you fill in the wrong Captcha code, the system will encourage you to try again with the message below.



On Successful Signin / Login, the system will take you to your dashboard.



Dashboard explained;

The screenshot shows the dashboard for the Culture & Creative Sector MIS. At the top, there is a navigation bar with the title "Culture & Creative Sector MIS", a logo, and a user profile dropdown menu labeled "Enyonga Limited". Below the navigation bar, there are links for "View Data" and "Help", with an annotation "User Manual" pointing to the "Help" link. The main content area is titled "Dashboard" and includes a "New Entry" button. Two summary cards are displayed: "Domains Registered" showing 0 domains (0% of 10 total) and "Subdomains Registered" showing 0 subdomains (0% of 35 total). An annotation "Total number of Your registered Domains and their percentage of the total number of Domains registered in the system" points to the Domains card. Another annotation "Total number of Your registered Subdomains and their percentage of the total number of subdomains registered in the system" points to the Subdomains card. Below these cards is a table titled "My Registered Domains" with columns for "#", "DOMAIN", and a list item "1 No Registered Domain". An annotation "Your registered Domains will appear here" points to this table. In the top right corner, there is a "Profile & logout" link with an annotation pointing to it.

Culture & Creative Sector MIS

Enyonga Limited

Culture & Creative MIS View Data Help

User Manual

Profile & logout

Dashboard New Entry

0 ^0% of 10 Domains Domains Registered

0 ^0% of 35 Subdomains Subdomains Registered

Total number of Your registered Domains and their percentage of the total number of Domains registered in the system

Total number of Your registered Subdomains and their percentage of the total number of subdomains registered in the system

My Registered Domains

#	DOMAIN
1	No Registered Domain

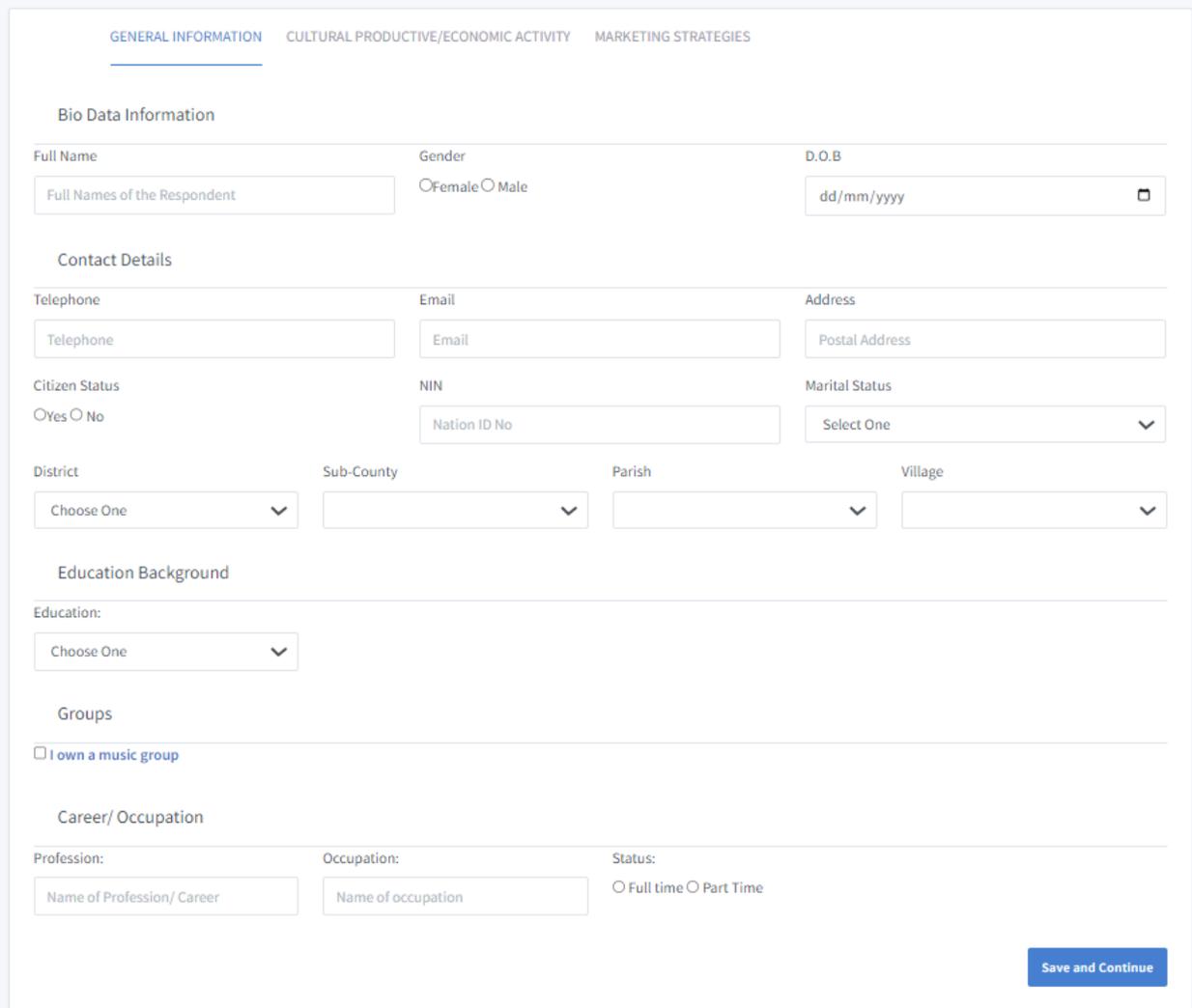
Your registered Domains will appear here

SECTION B (DATA ENTRY)

The Data entry process can be done by both individual and non-individual users. You are required to fill in only correct information.

To enter data, go to the top left corner of your dashboard, and click on the “new entry” blue button . The system will then take you to data entry forms. Below are the screenshots for both individual and non-individual data entry forms.

Individual Data entry form;



The screenshot displays a web-based data entry form for an individual. At the top, there are three tabs: "GENERAL INFORMATION" (selected), "CULTURAL PRODUCTIVE/ECONOMIC ACTIVITY", and "MARKETING STRATEGIES". The form is divided into several sections:

- Bio Data Information:** Includes fields for "Full Name" (with placeholder "Full Names of the Respondent"), "Gender" (radio buttons for "Female" and "Male"), and "D.O.B" (with placeholder "dd/mm/yyyy" and a calendar icon).
- Contact Details:** Includes fields for "Telephone", "Email", and "Address" (with placeholder "Postal Address").
- Citizen Status:** Radio buttons for "Yes" and "No".
- NIN:** A field for "Nation ID No".
- Marital Status:** A dropdown menu with "Select One" and a downward arrow.
- Location:** Four dropdown menus for "District", "Sub-County", "Parish", and "Village", each with "Choose One" and a downward arrow.
- Education Background:** A dropdown menu with "Choose One" and a downward arrow.
- Groups:** A checkbox labeled "I own a music group".
- Career/ Occupation:** Includes fields for "Profession:" (with placeholder "Name of Profession/ Career"), "Occupation:" (with placeholder "Name of occupation"), and "Status:" (radio buttons for "Full time" and "Part Time").

A blue "Save and Continue" button is located at the bottom right of the form.

Non-individual data entry form;

GENERAL INFORMATION CULTURAL PRODUCTIVE/ECONOMIC ACTIVITY MARKETING STRATEGIES MANAGEMENT INFORMATION

General Information

Category: Choose One - Name: Organisation Name / Trademark Name

Contact Details

Telephone: Telephone Email: Email Address: Postal Address

District: Choose One - Sub-County: Parish: Village: (all dropdown menus)

Respondent Details

Name: Name of Respondent Gender: Female Male Date of Birth: dd/mm/yyyy Title: Title

Education Background: Choose One -

Registration

Is Registered: Yes No Date Registered: dd/mm/yyyy

Years Worked: Years Worked with Organisation Date Started: dd/mm/yyyy

Category: Choose One -

[Save and Continue](#)

Note: Enter only Correct Information and Save.

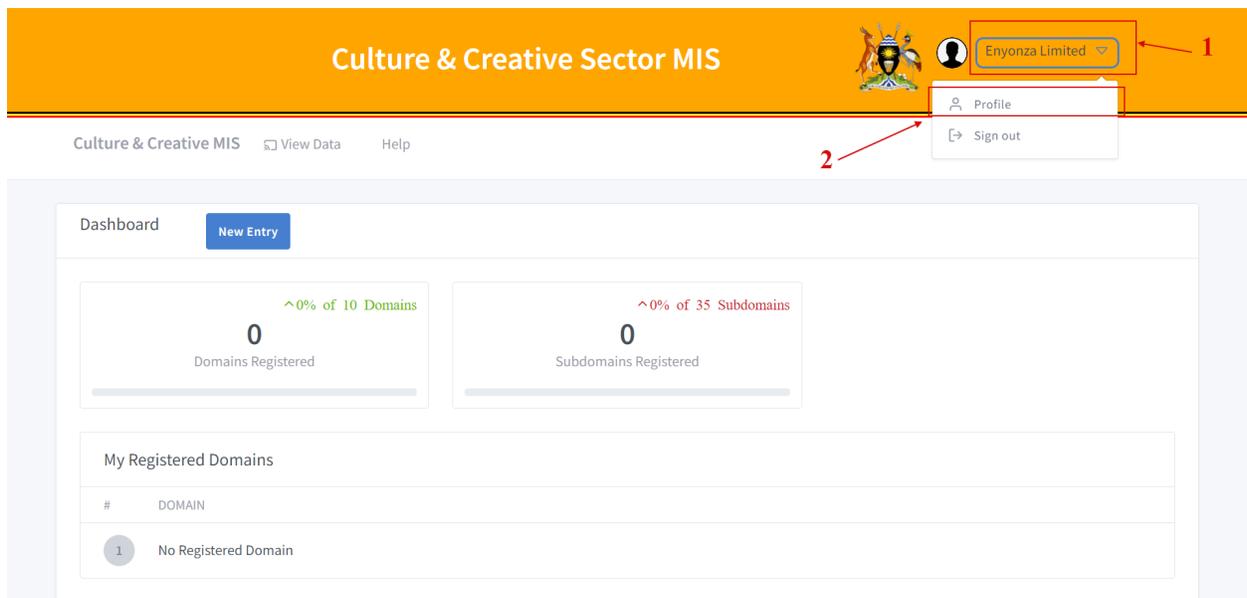
SECTION C (SETTINGS)

This section will train you how to configure your account and keep going, i.e update profile data, image, and forgot password feature.

Edit Profile

To Edit your profile information, go to the top right corner of your dashboard and;

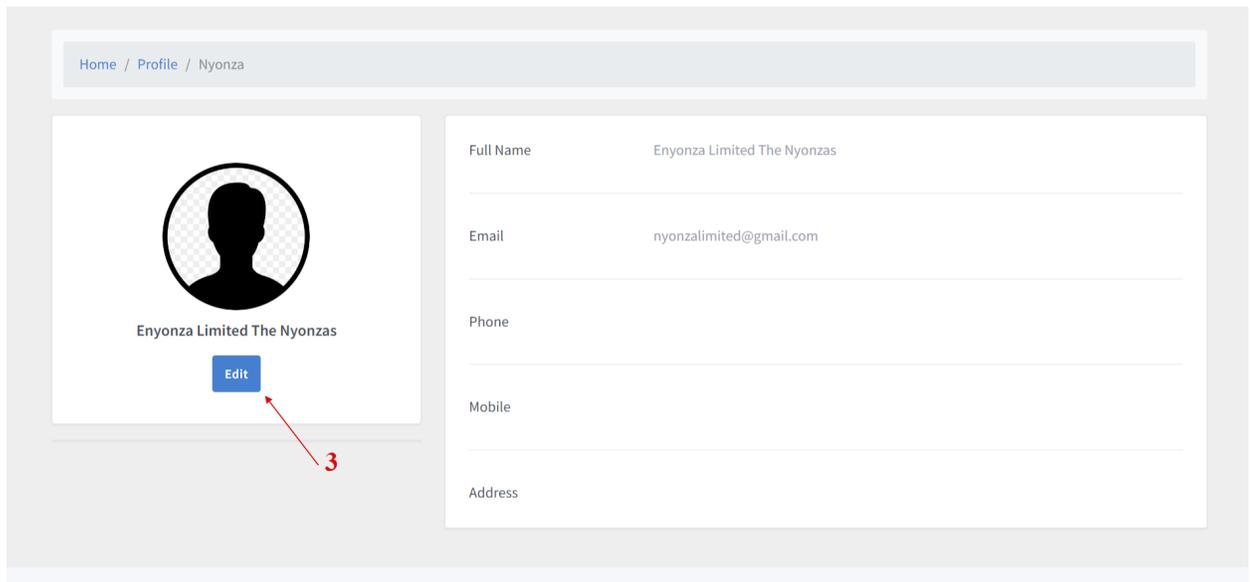
1. click on your name. A drop down menu will appear,
2. Click on Profile. This will take you to your profile page. As illustrated below;



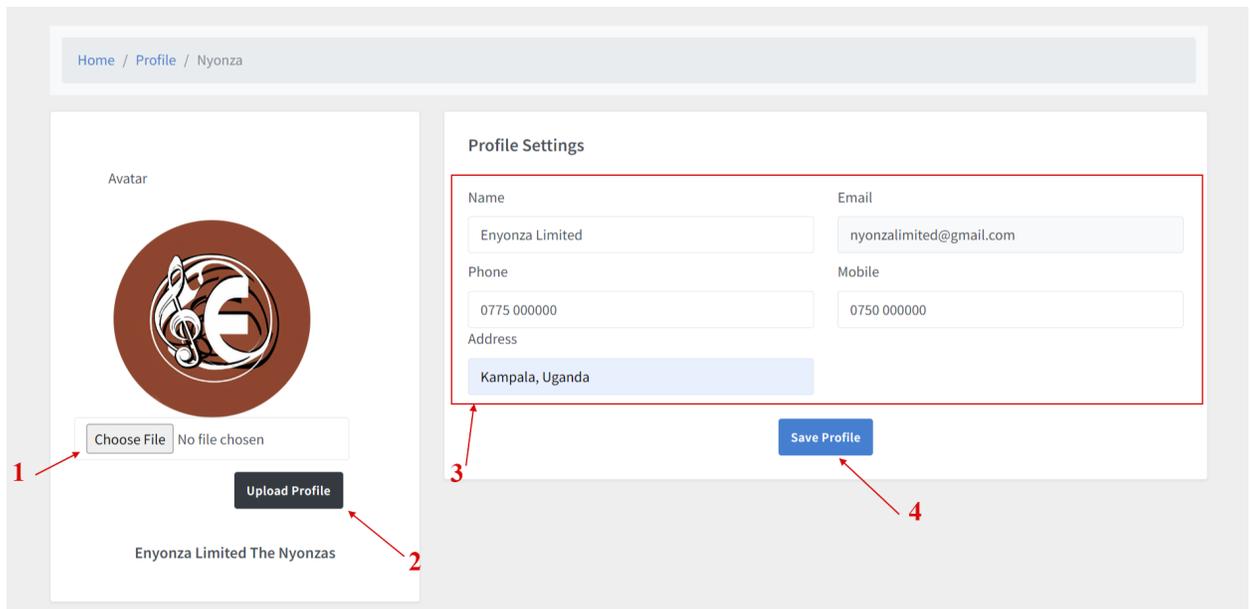
The screenshot displays the 'Culture & Creative Sector MIS' dashboard. At the top right, the user's name 'Enyonga Limited' is highlighted with a red box and labeled '1'. A dropdown menu is open, showing 'Profile' and 'Sign out' options, with a red arrow labeled '2' pointing to the 'Profile' option. The dashboard content includes a 'New Entry' button, two progress bars for 'Domains Registered' (0/10) and 'Subdomains Registered' (0/35), and a table for 'My Registered Domains' showing 'No Registered Domain'.

#	DOMAIN
1	No Registered Domain

The profile page;



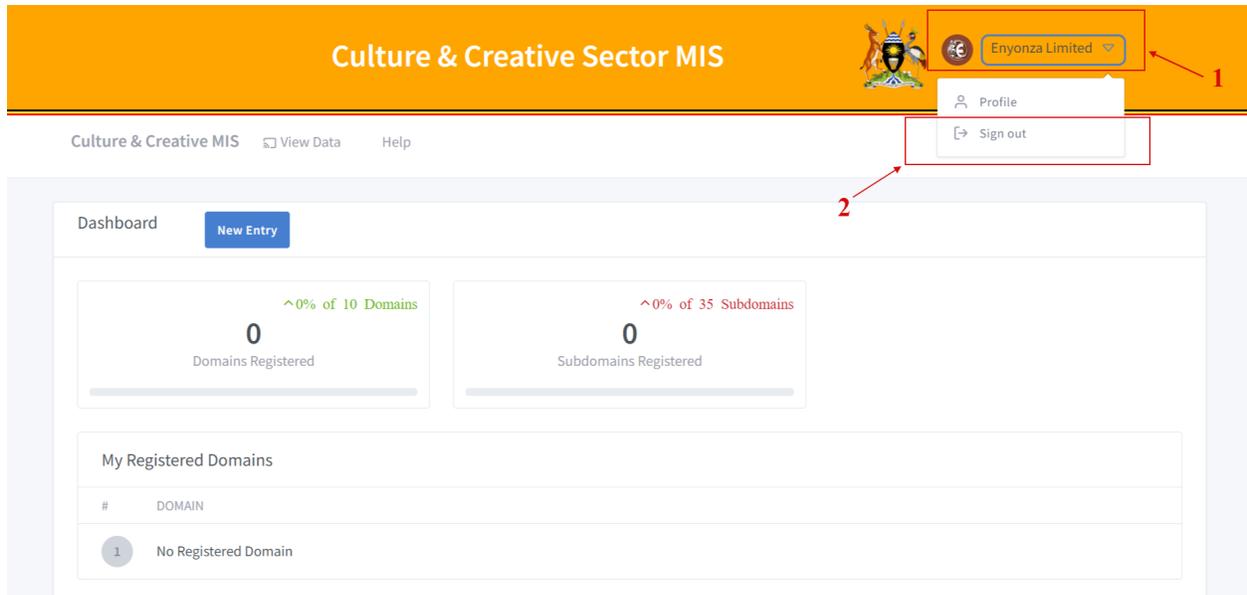
Click edit to edit your profile.



Follow the steps as illustrated above, then click “Save Profile” to save the changes you have made.

Logout

To log out, Click on your name in the top right corner of you dashboard, then click “Sign out” to logout as illustrated below;



The screenshot displays the 'Culture & Creative Sector MIS' dashboard. The top navigation bar is orange and contains the system name, a logo, and the user's name 'Enyonza Limited'. A red box labeled '1' highlights the user's name. A dropdown menu is open below the name, showing 'Profile' and 'Sign out' options. A red box labeled '2' highlights the 'Sign out' option. The main dashboard area shows two progress bars: '0 Domains Registered' (0% of 10 Domains) and '0 Subdomains Registered' (0% of 35 Subdomains). Below these is a section titled 'My Registered Domains' with a table showing one entry: '1 No Registered Domain'.

#	DOMAIN
1	No Registered Domain