

Activity: tasks about Nyss.

Introduction

It is now time to practice how you as a supervisor manage to use Nyss. Log into Nyss before you start solving the tasks. Write your answers in a Word document or by hand and hand in to the facilitator when you are done with the tasks.

Supervisor 1:

Email:

bob_supervisor@example.com

Password: DemoP@ssw0rd

Supervisor 2:

Email: simon_supervisor@example.com

Password: DemoP@ssw0rd

Please complete the tasks given below.

Task 1 – Register data collectors

Register these volunteers as data collectors in Nyss:

Name	Phone number	Sex	Location	Training status	Supervisor
Name Namely	+66 45342465	Female	Coronia, Yasi, Chingu	In Training	Bob
Teera Voluna	+ 54 76593018	Female	Coronia, Yasi, Chingu	In Training	Bob
Come Unite	+56 47352680	Man	Coronia, Yasi, Chingu	In Training	Bob
Martin Mane	+45 36729456	Man	Coronia, Yasi, Chingu	In Training	Bob

- Set the volunteers in “trained” mode
- edit the name of the data collector
- delete a data collector
- Export the data collector list- when can this be useful?

Task 2 - Volunteer performance

- Find out how the volunteers are doing with their reporting. Which of the volunteers report without errors in the reporting, and who do you think need more follow up?
- How will you follow up the volunteers who need more guidance in reporting?

Task 3 – Alerts

- Find the alert that is triggered and the reports connected to it
- Cross-check the reports
- Save the reports that should be saved.
- Dismiss the reports that can be dismissed. How do you know which reports should be dismissed?
- Escalate or dismiss the alert. Describe why you did what you did and what happens?
-

Task 4 – Dashboard

- What information do you find on the dashboard?
- Please generate the data in the dashboard to an PDF, including the reports from the last week.
- What can this report be used to?

Task 5 – Reporting list

- Find the list of reports sent to the project- when can this be useful?
- Mark a report as error
- Export the line list- when can this be useful?