MINISTRY OF GENDER CULTURE MANAGEMENT SYSTEM
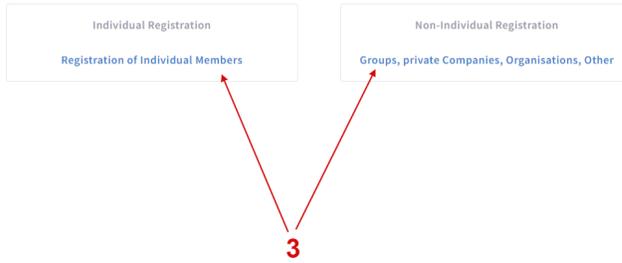
USER MANUAL 1.0

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 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.

Home   Self Registration   Help

Self registration Menu

Individual Registration

Registration of Individual Members

Non-Individual Registration

Groups, private Companies, Organisations, Other

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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.

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.

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.

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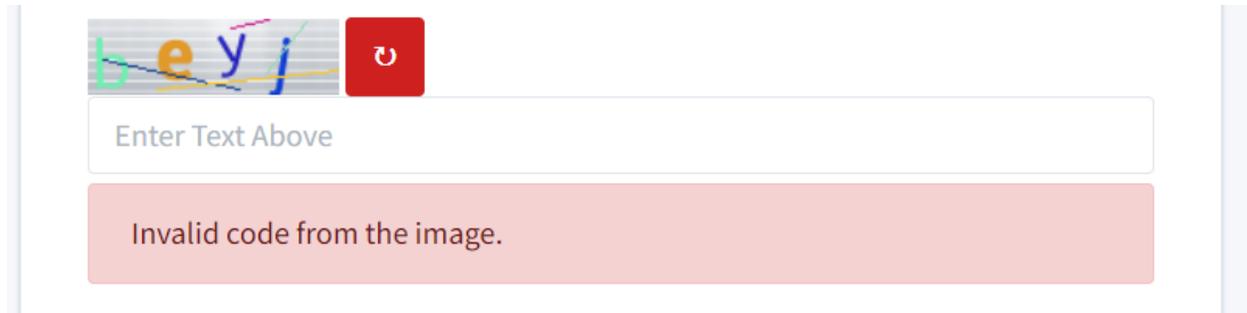
On Successful Signin / Login, the system will take you to your dashboard.
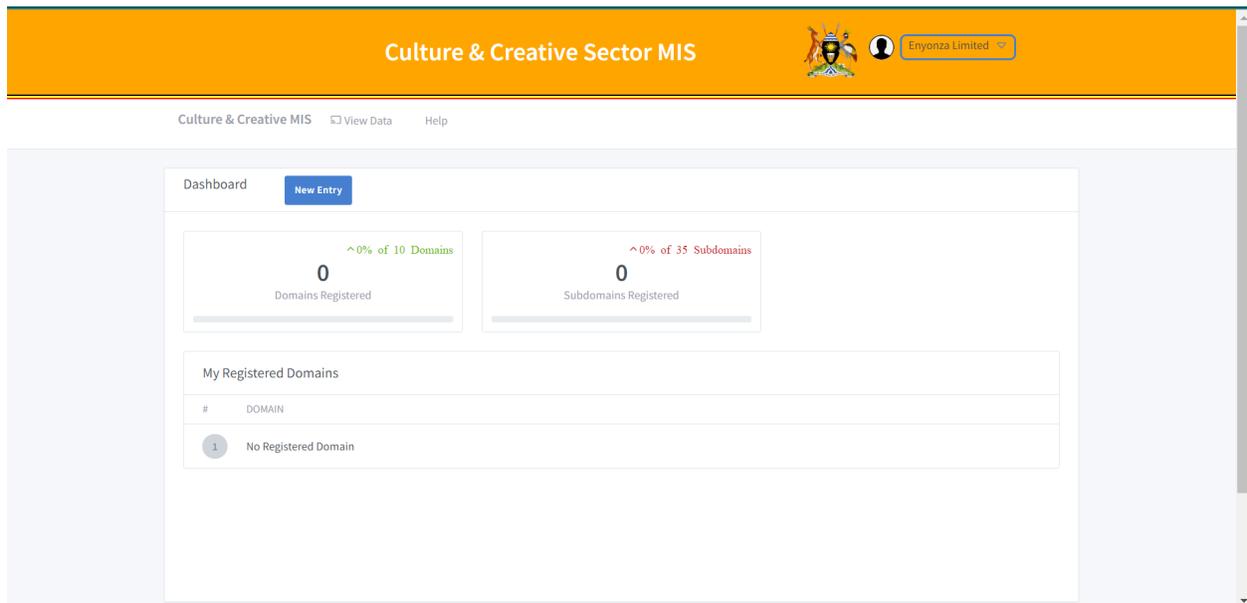
Dashboard explained;

Culture & Creative Sector MIS

Enyonza Limited

Culture & Creative MIS   View Data   Help

Profile & logout

User Manual

To view your Previously entered Data

Dashboard   New Entry

^0% of 10 Domains

0

Domains Registered

^0% of 35 Subdomains

0

Subdomains Registered

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

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

My Registered Domains
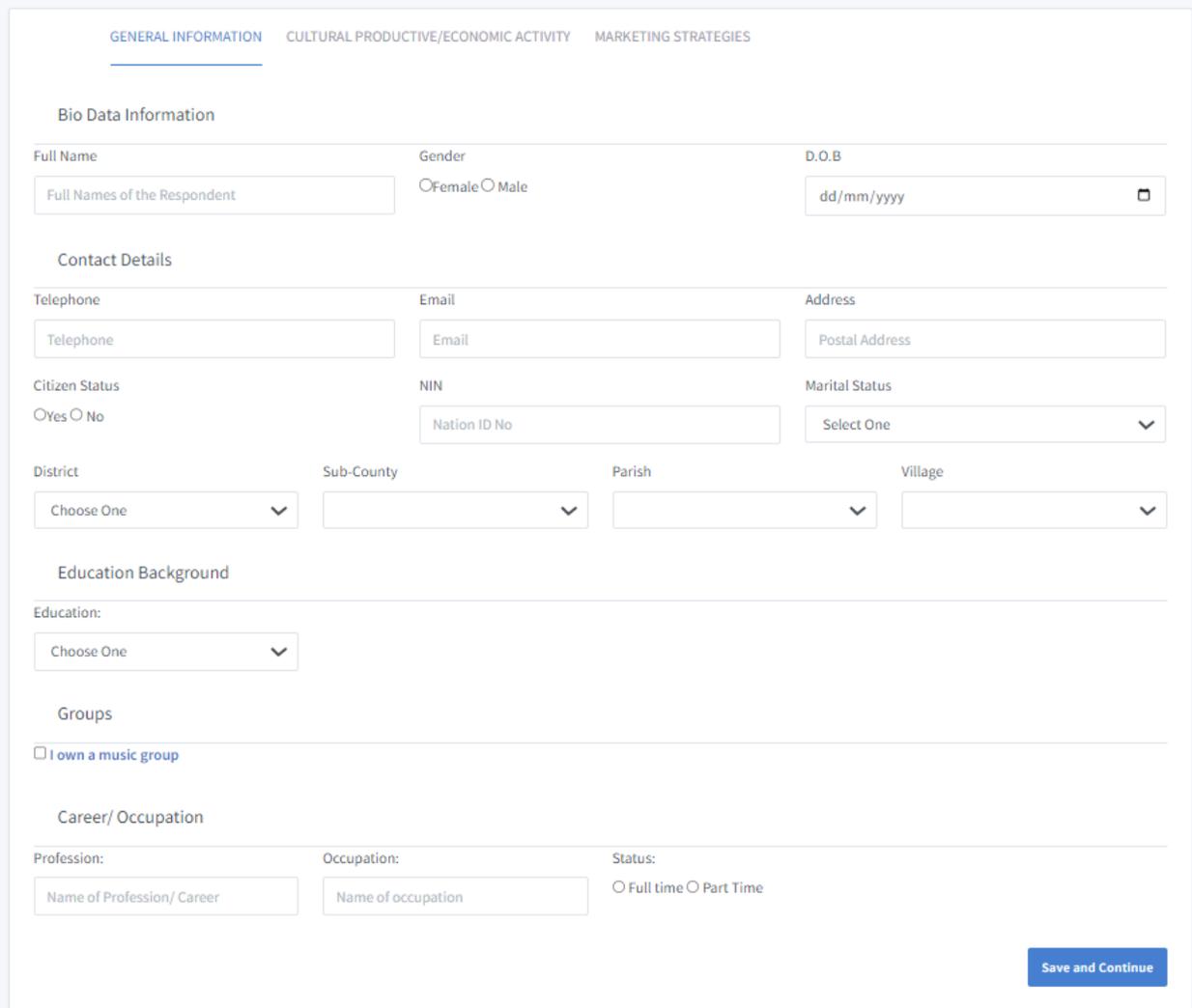
\#   DOMAIN

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 [New Entry]. 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;

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

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

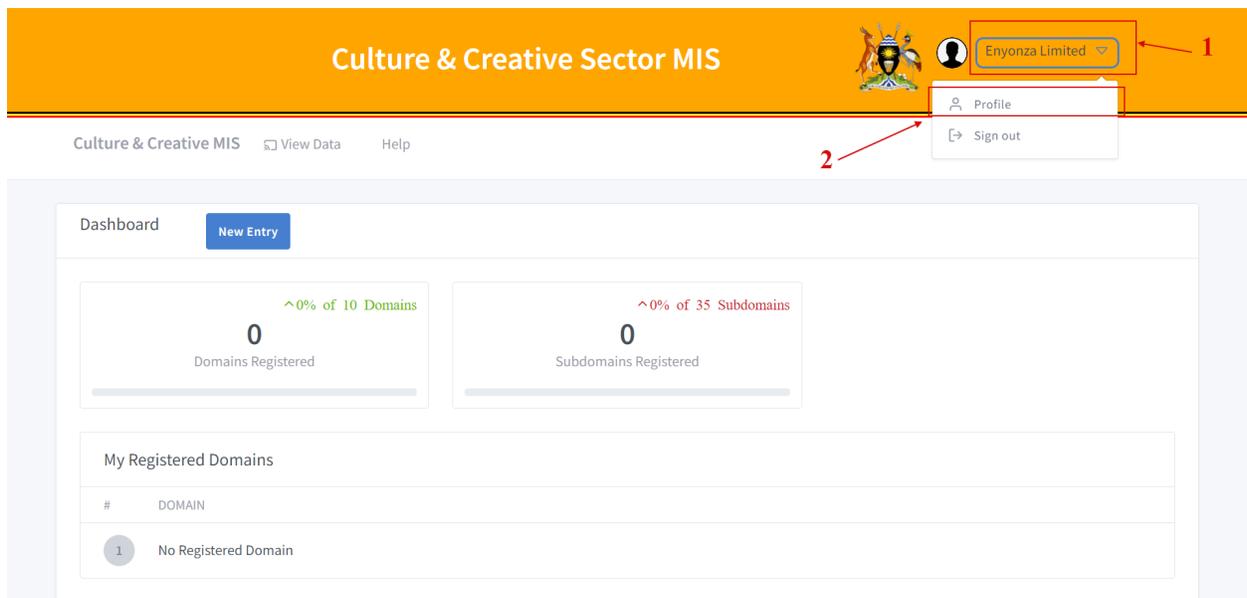Note: Enter only Correct Information and Save.

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

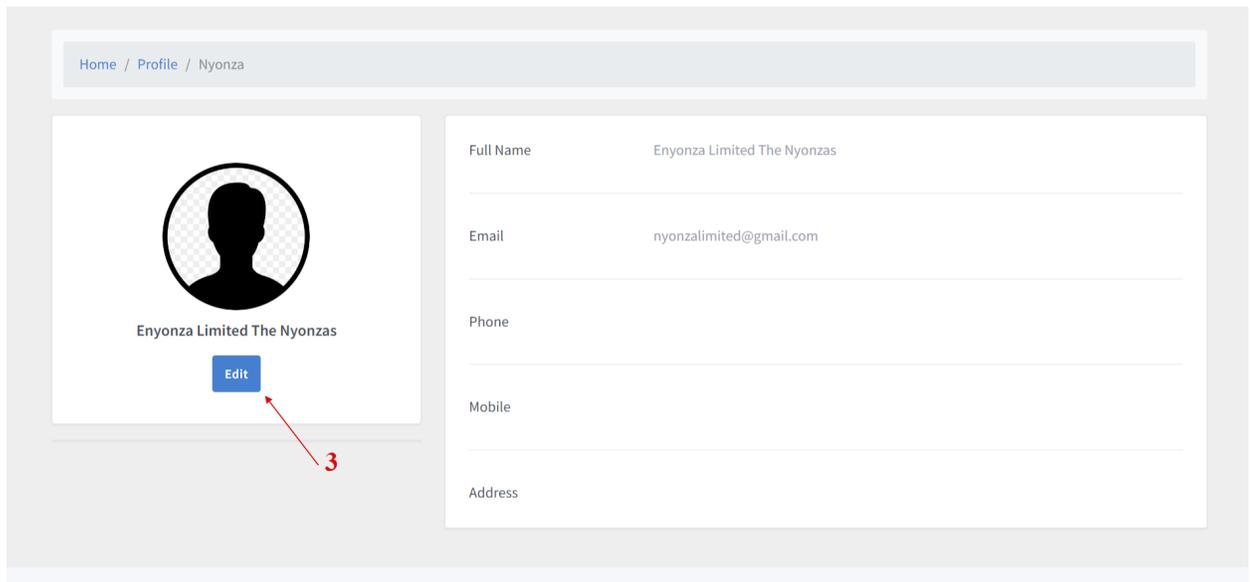To Edit your profile information, go to the top right corner of your dashboard and;

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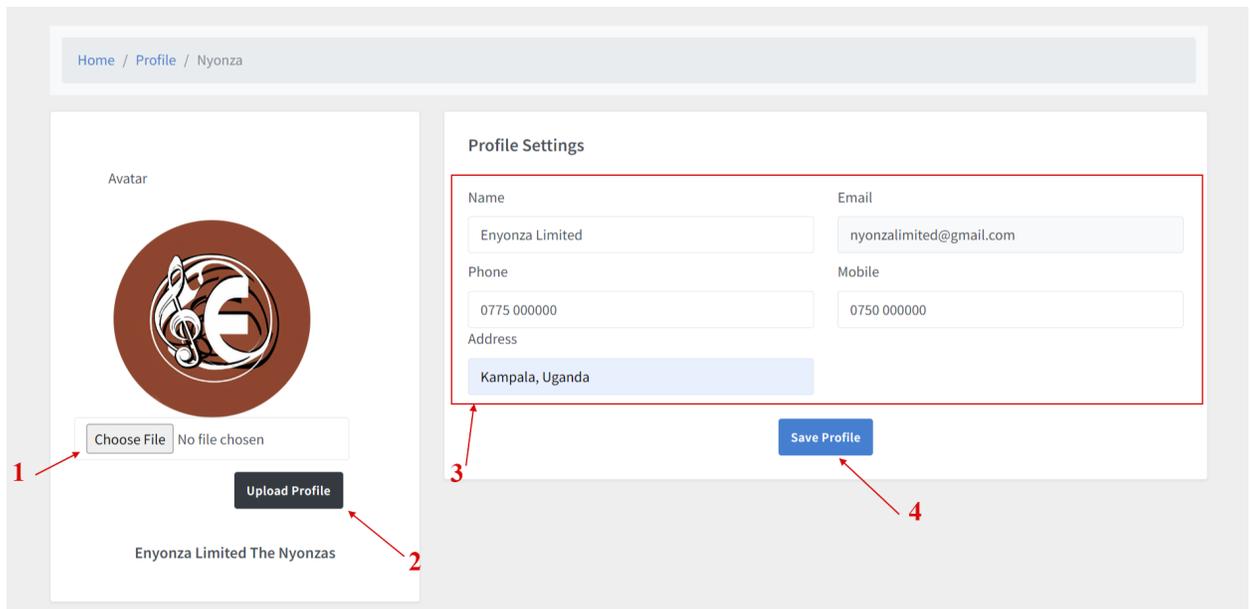2. Click on Profile. This will take you to your profile page. As illustrated below;
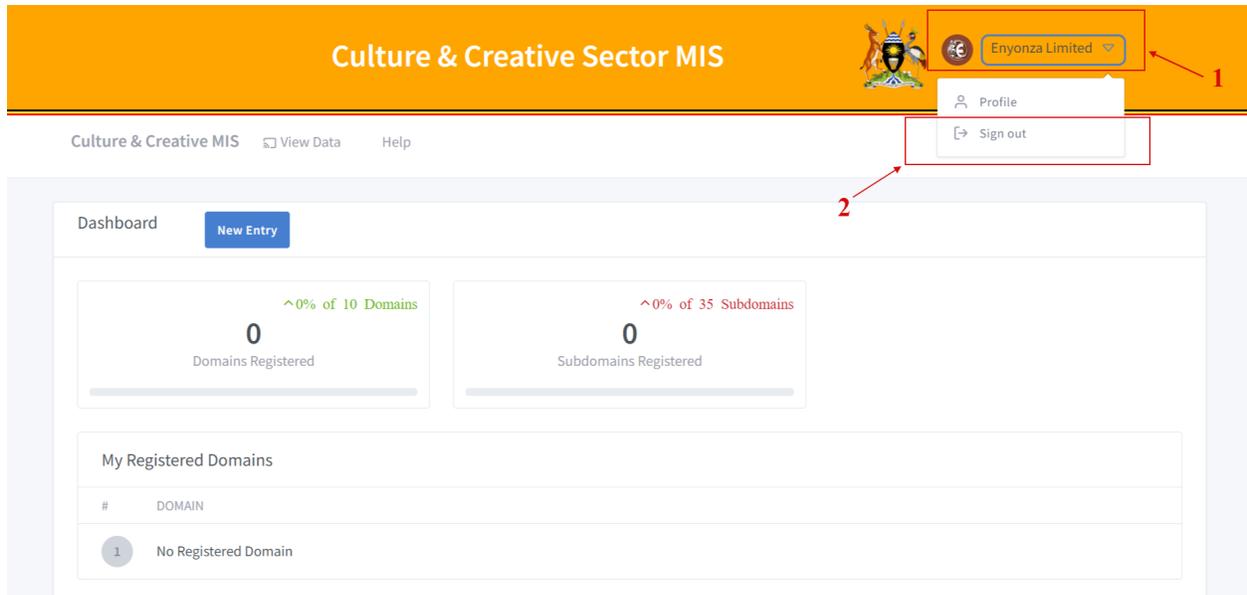
The profile page;

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;