



WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM USER'S MANUAL FOR SCHOOLS

1 message

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Tue, Feb 20, 2024 at 11:57 AM

To: DEPED KALINGA <kalinga@deped.gov.ph>, DEPED MT PROVINCE <mt.province@deped.gov.ph>, DEPED TABUK CITY <tabuk.city@deped.gov.ph>, DEPED ABRA <abra@deped.gov.ph>, Baguio City <baguio.city@deped.gov.ph>, DEPED IFUGAO <ifugao@deped.gov.ph>, Benguet Deped Car <benguet@deped.gov.ph>, Lannie Diaz <lannie.diaz@deped.gov.ph>, SHELBY SANGAO <shelby.sangao@deped.gov.ph>, Eddah Grace De Vera <edda.devera@deped.gov.ph>, Glory Angawa <glory.angawa@deped.gov.ph>, Jeth Renz Oggang <jethrenz.oggang@deped.gov.ph>, KRISTIN FLORES <kristin.flores@deped.gov.ph>, Franklin Dulnuan <franklin.dulnuan@deped.gov.ph>, Tiffany Aswigue <tiffany.aswigue@deped.gov.ph>
Cc: CAR ESSD <car.essd@deped.gov.ph>

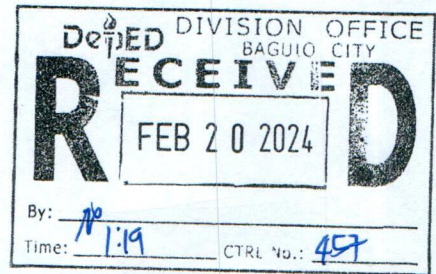
Greetings Mesdames and Sirs!

I hope this email finds you well. I am sending this WinS Users Manual for your School's perusal.

Thank you and God Bless.

Best regards,

JOANE S. BUMANGHAT, DMD
SDHCP/Wins/TCP - RO Coordinator
DepEd-CAR
EESD - HNU



WinS enhanced online Monitoring system user's manual for schools.pdf
2863K

Annex A

**WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM
USER'S MANUAL FOR SCHOOLS**

1. INTRODUCTION

This manual is intended for the person in charge of maintaining the WinS Monitoring System in the School. It contains instruction on how to input data, generate the reports, and upload the data into the online system.

The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels.

The latest version of the Monitoring Form, Excel-Based System and Online Monitoring System can now be accessed at <https://oms.wins.deped.gov.ph>.

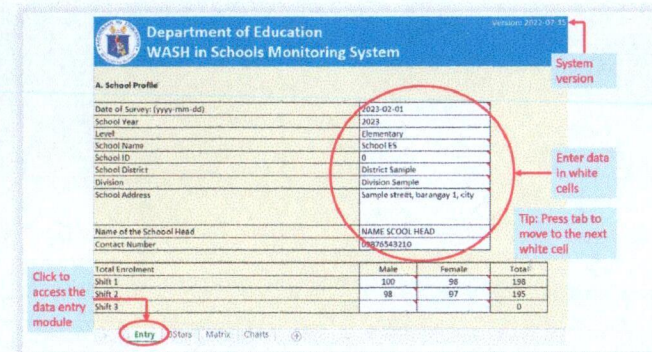
Note: Uploading via <http://deped-wins.sysdb.site> is no longer an option.

2. EXCEL-BASED WINS MONITORING SYSTEM

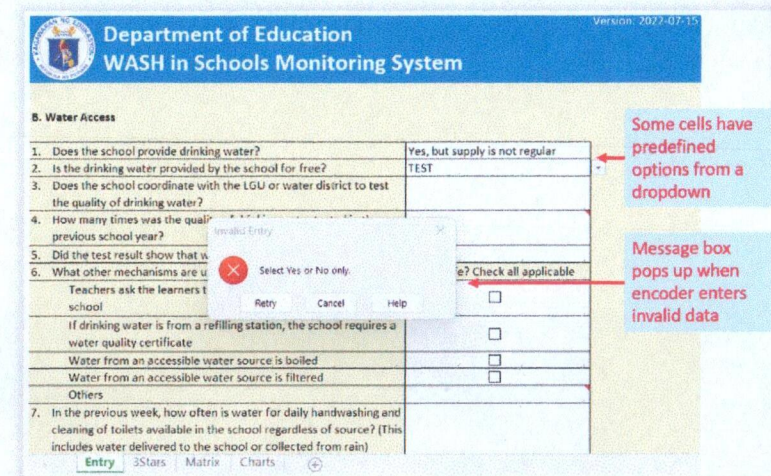
The Excel-Based WinS Monitoring System will be used to encode data from the monitoring form. The system can be opened using Excel 2007 and above. Each school shall have one file containing data for one school year.

2.1. Entering data in the Excel-Based WinS Monitoring System

The data entry module of the Excel-Based System can be access by clicking on the "Entry" worksheet found in the lower left section of the screen. The user can only encode data in cells which are colored white. The user can click the "Tab" of "Enter" keys to move to the next cell in the system.



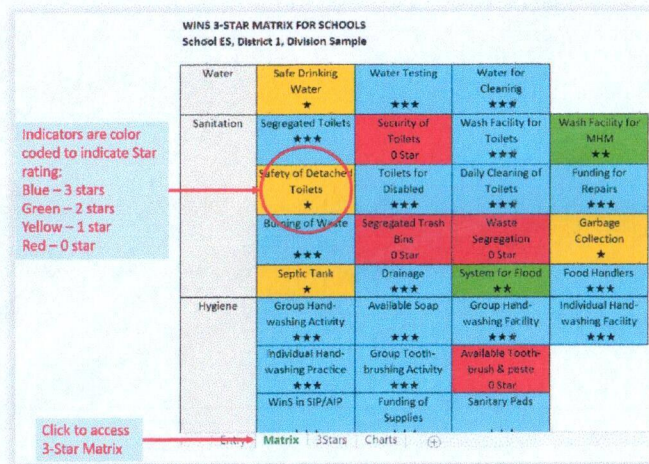
Certain cells in the system have predefined options which the user needs to select. To enter data for these cells, the user has to click on the dropdown arrow which will appear when the cell is activated and select the appropriate value. Entering invalid values will result in a message box warning the user that the data entered is not valid. In order to proceed with encoding the data, press the "Cancel" button and enter the correct data. There are also cells which require numeric values such as enrolment data. These cells will not accept letters or special characters.



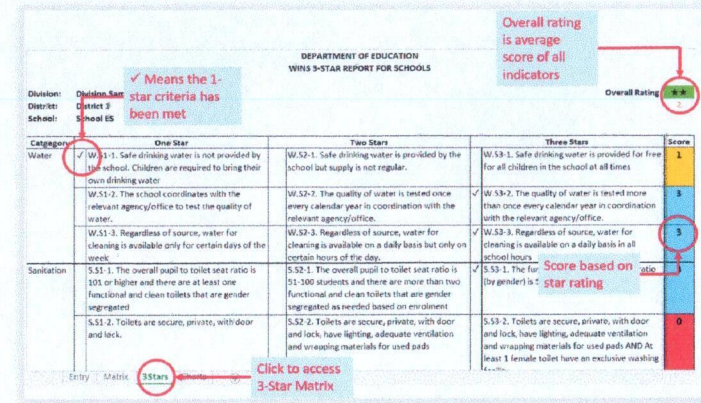
2.2. Accessing the Reports in the Excel-Based WinS Monitoring System

The WinS 3-Star Matrix for School can be accessed by clicking on the “Matrix” worksheet found in the lower left section of the screen. It provides an overview of how the school is performing in the 40 WinS indicators. The performance is color coded with Red being the lowest at 0 star, followed by Yellow at 1 star, Green at 2 stars and Blue at 3 stars. Ideally a school will target to move the lowest performing indicators to the next level in order to improve the quality of WinS implementation.

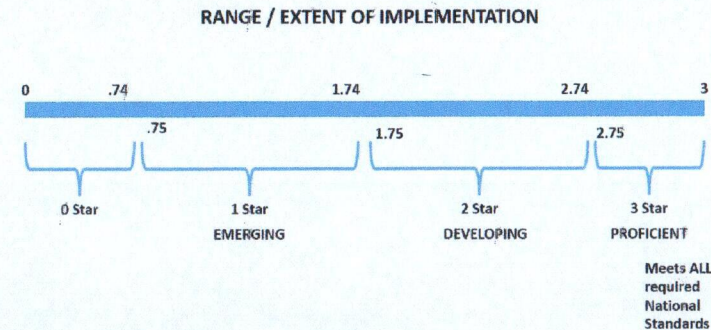
Clicking on any of the indicators will bring the user to the WinS 3-Star Report for Schools which shows the detailed milestones that a school needs to achieve in order to reach the national standard at the third star. The result found in this report are based on the information encoded in the data entry module of the system.



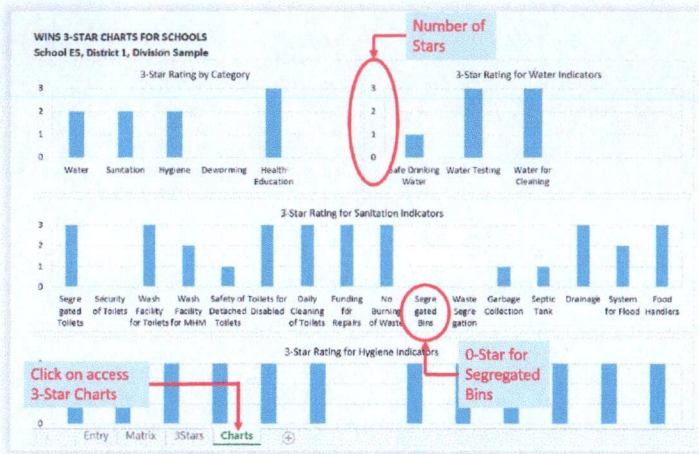
The WinS 3-Star Report for schools can be accessed by clicking on the “3Stars” worksheet found in the lower left section of the screen. It provides a detailed view of all the 40 WinS indicators and the milestones that a school needs to achieve in order to reach the national standard. A check in the report would signify the rating for a particular indicator. In the example below, the school has already met the criteria for 2 stars for W.S1-1 which is the indicator for Safe Drinking Water. The system will automatically provide the scores for each of the indicators based on the data encoded in the data entry module and compute the overall rating of school which, in this case, is one star.



The basis for computing the overall rating is the average score of all the indicators matched against the continuum scale below. There are also 5 crucial indicators which are pre-requisites for a school to move beyond 0 star. The 5 crucial indicators are Safe Drinking Water, Gender-Segregated Toilets, Group Handwashing Facility, Group Handwashing Activities, and Access to Sanitary Pads. If a school scores 0 in any of the 5 crucial indicators, it shall automatically be a 0 star school regardless of its overall rating.



The WinS 3-Star Charts for Schools can be accessed by clicking on the “Charts” worksheet found in the lower left section of the screen. It provides the same information as the WinS 3-Star Matrix but in a more graphical view.

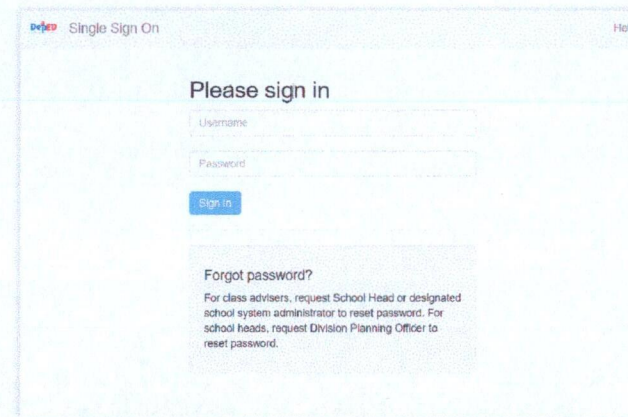


3. CREATION OF USER ACCOUNTS AND ROLE DESIGNATION FOR WINS IN THE USER ACCOUNT MANAGEMENT SYSTEM (UAMS).

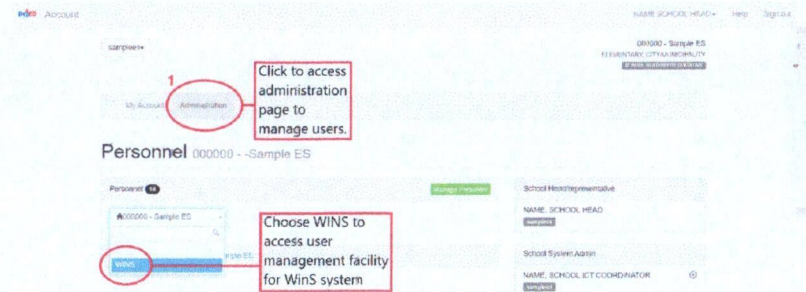
The enhanced Online Monitoring System utilizes the User Account Management System (UAMS) of the Enhanced Basic Education Information System (EBEIS). To access the system, an administrator account for the WinS Online Monitoring System must be created. Please contact your respective IT Officer.

3.1. Creation of Administrator account for WinS OMS

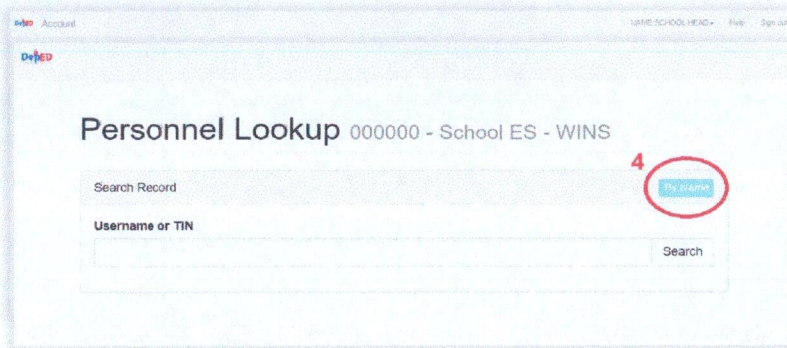
1. Access the site <http://lis.deped.gov.ph> and login using your credentials.



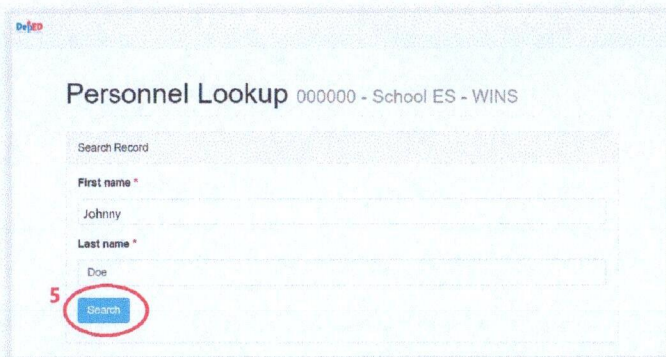
2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.



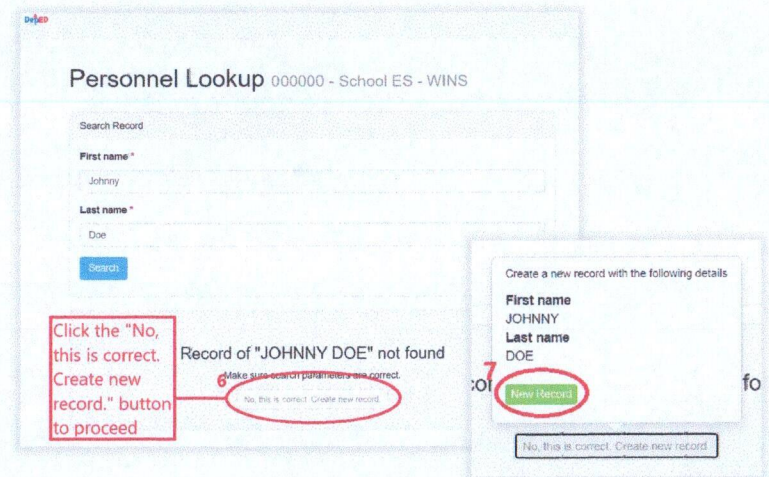
3. Click the **"Manage Personnel"** button.



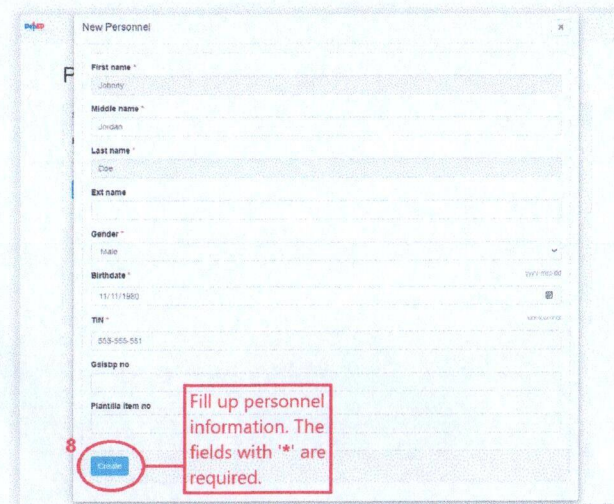
4. Click the **"By Name"** button.
5. Type the First name and Last name of the user to be created and then, click **"Search"**. If there are no records found, click the **"No, this is correct. Create New Record"** button.



6. If there are records found, click the **"Not Listed? Create new record."** button.
7. Click **"New Record"** Button

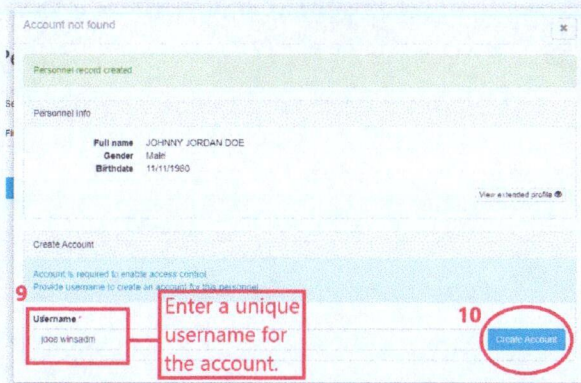


8. Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.

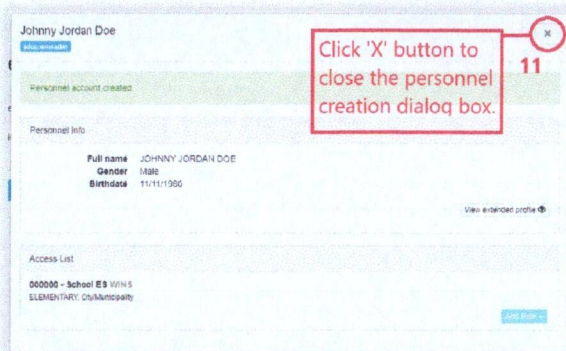


Fill up personnel information. The fields with '*' are required.

9. Type a unique username for the account.
10. Click the **“Create Account”** button.



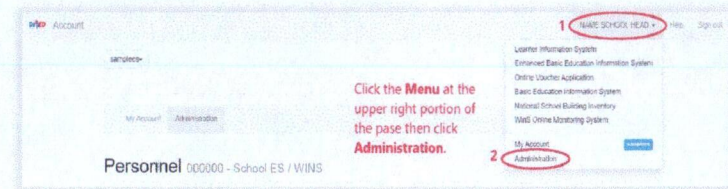
11. Verify the account created then click the close button.



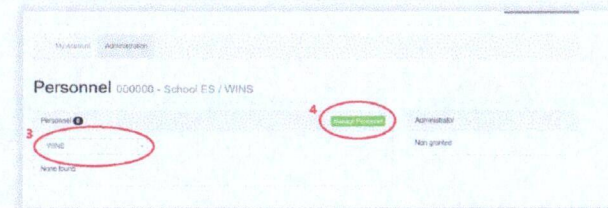
3.2. Assigning the School WinS Administrator role

1. For **School ICT system administrator**, login using your account at <http://lis.deped.gov.ph>. Then, go to **Menu**.

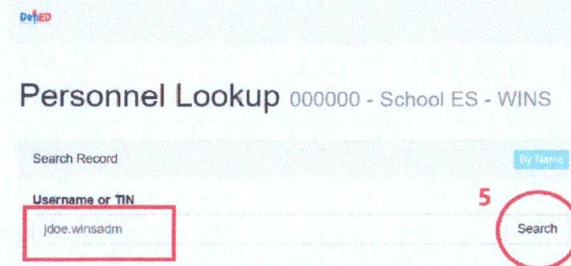
2. Click **Administration**.



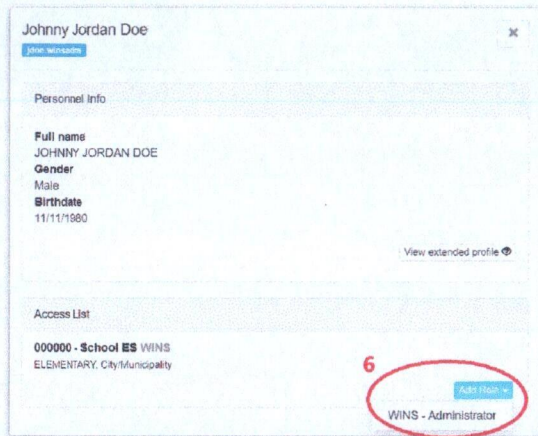
3. Choose the **WINS** in the Access List.
4. Click the **“Manage Personnel”** button.



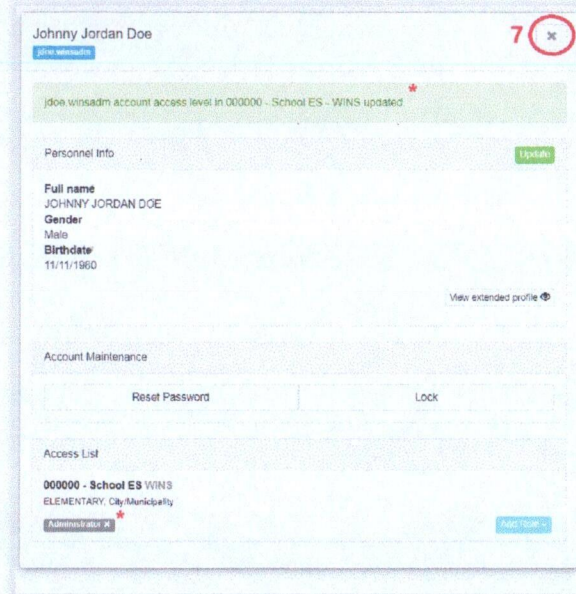
5. Type the username that will be assigned the WinS administrator role.



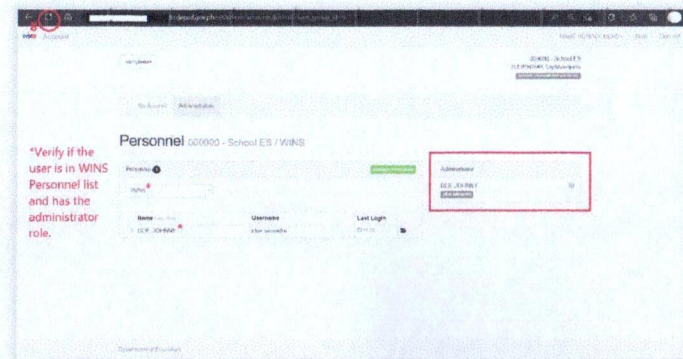
6. Click the **“Add Role”** button then select **“WINS – Administrator”**.



7. In the Access List panel, verify if the **Administrator** role is assigned. Then click the close button.



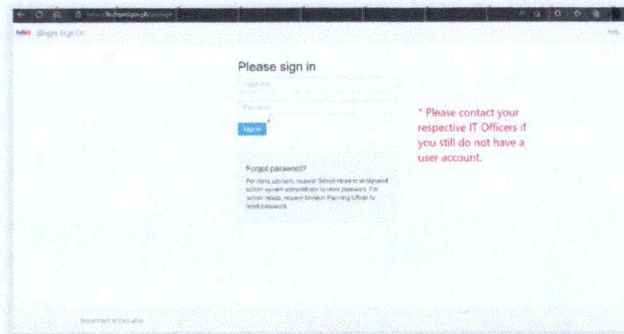
8. Go back to the main page. Then, click the browser's **Refresh** button or press **F5**. Verify if the user has the **administrator** role in the WINS Personnel list.



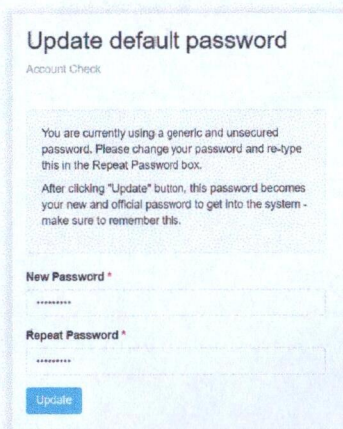
3.3. Logging in

Accessing the website will bring the user to the login page. The user must enter the appropriate username and password to access the various modules of the system.

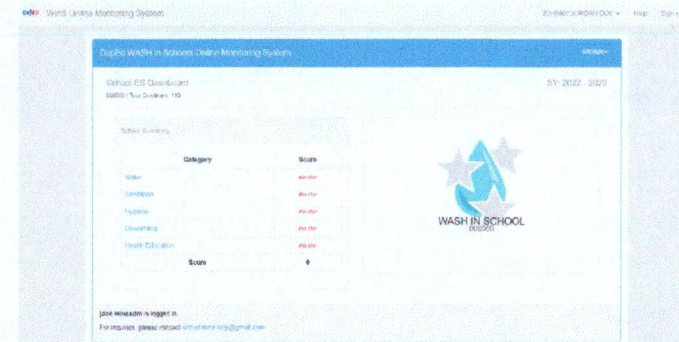
1. Access the site <https://oms.wins.deped.gov.ph> using your browser. This will redirect you to the login page <https://lis.deped.gov.ph>. Login using your account.



For **newly created accounts**, the username is the default password. Please use the issued username as the password. The system will prompt the user to enter a new password. Then, click the **“Update”** button.



2. Upon successful login, the system will redirect you to the DepEd WASH in Schools Online Monitoring System Dashboard.



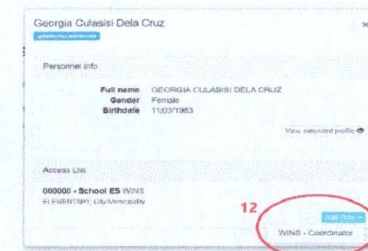
3.4. Creation of School WinS Coordinator account for WinS E-OMS

To upload the Excel-Based WinS Monitoring Form, a user account with the role of **WinS Coordinator** must be created. The account creation of this role can be accomplished by the account with the assigned **WinS Administrator** role.

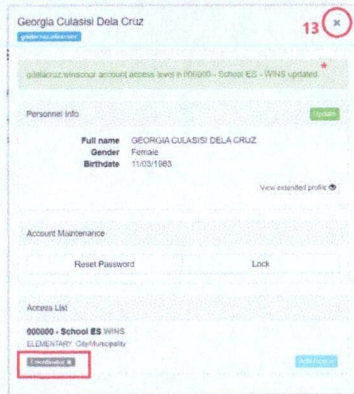
1. Login to <https://oms.wins.deped.gov.ph> using the account with the assigned **WinS Administrator** role. On the Menu, click the Administration.

Note: As a WinS Administrator, you can only select WINS on the Personnel List option. This will let you manage school accounts for WinS.

2. Follow Steps 3 – 11 of **3.1 Creation of Administrator account for WinS OMS**.
3. Follow Steps 1 – 5 of **3.2 Assigning the School WinS Administrator role**.
4. The personnel information page will appear, click the **“Add Role”** button then choose **WinS – Coordinator**.

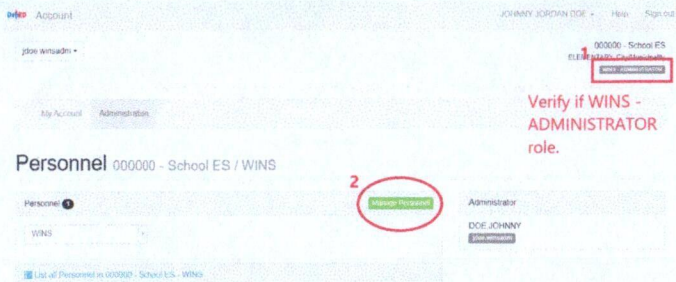


- Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.



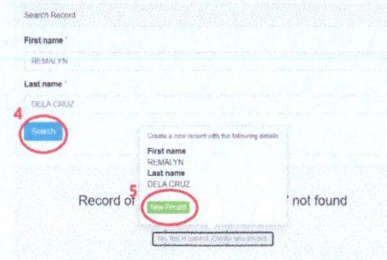
- Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

- Follow Click the **"Manage Personnel"** button.

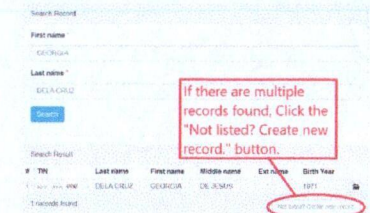


- The **"Personnel Lookup"** page will appear. Click the **"By Name"** button.
- Type the First name and Last name of the user to be created then click the **"Search"** button. This will search the system if there are records with the same name. If there are no records found click the **"No, this is correct. Create New Record"** button. If there are records found, click the **"Not Listed? Create new record."** Button instead.
- Then click the **"New Record"** button.

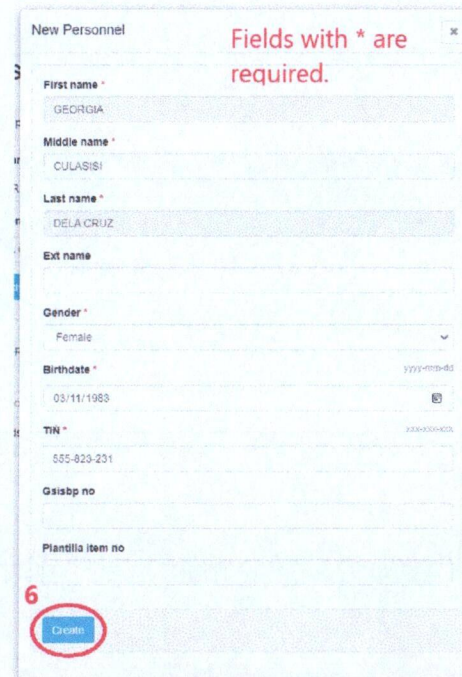
Personnel Lookup 000000 - School ES - WINS



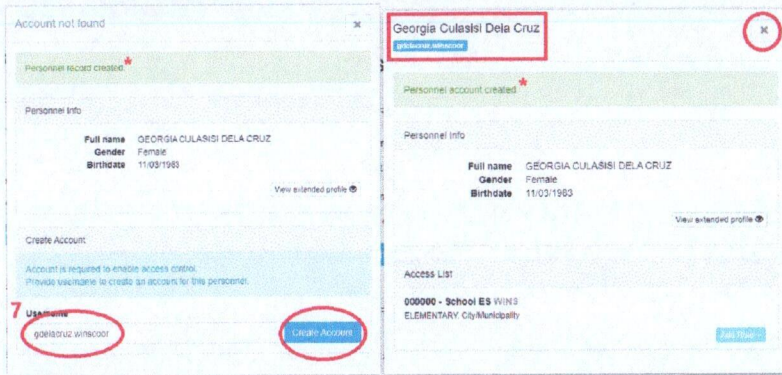
Personnel Lookup 000000 - SCHOOL ES - WINS



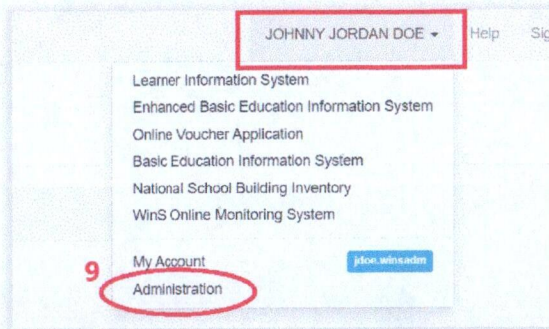
- Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.



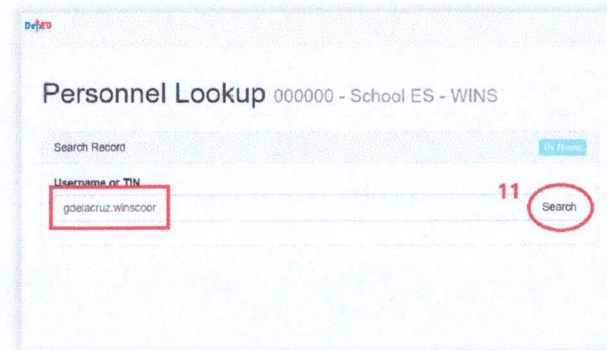
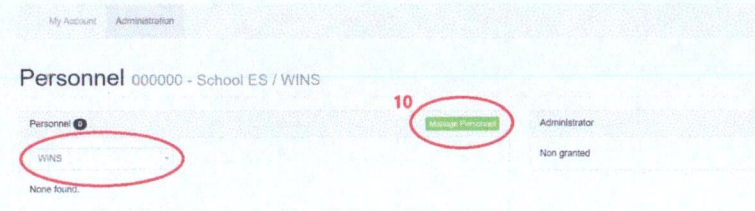
12. A **"Personnel record created"** message will appear indicating that the record is created. Type a **unique username** for the account. Then click the **"Create Account"** button.



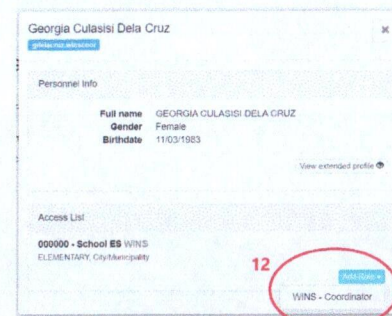
13. The account is successfully created. Click the "X" button to close the personnel page.
14. The assignment of the WinS coordinator role is managed by the WinS Administrator account. Go back to the main administration page by navigating to the Menu then click **Administration**.



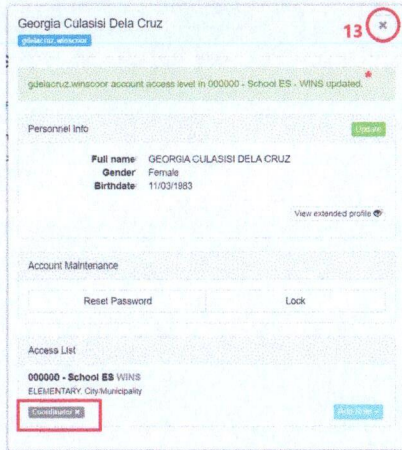
15. On the Personnel page, make sure **WINS** is selected in the drop-down option then click the **"Manage Personnel"** button.
16. On the personnel lookup page, type the **username** of the account you created on #7. Then click on **"Search"**.



17. The personnel information page will appear, click the **"Add Role"** button then choose **WinS - Coordinator**.



18. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.



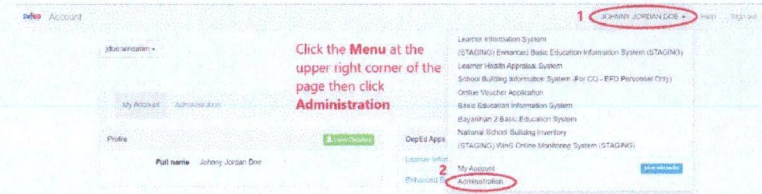
19. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

3.5. Password Reset module

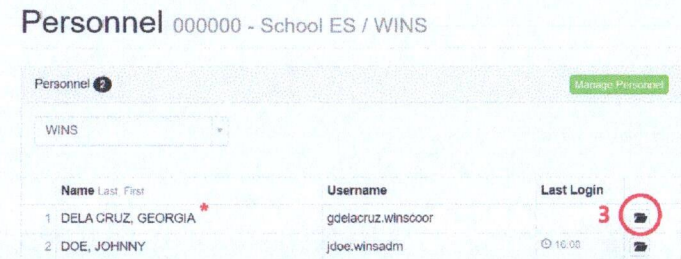
One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to School ICT Officer

1. Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or School ICT Officer. Click on the **Menu**.
2. Click **Administration**.

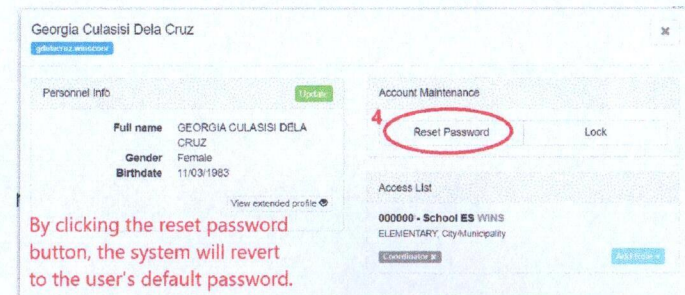


3. On the **List of Personnel** page, choose the user account and then, click the **"Folder"** icon button.



4. Click on the **"Reset Password"** button.

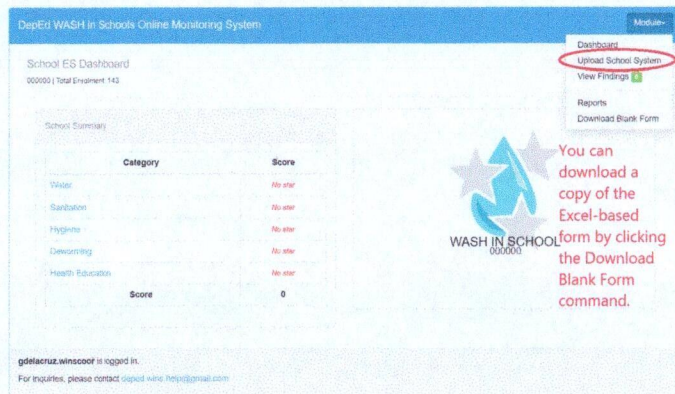
Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.



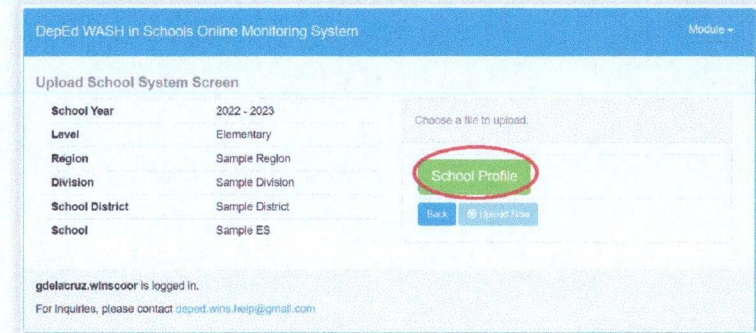
5. A “**Username password reset to default.**” notification message will be displayed to indicate that the password has been set to default. You can now advise the requesting user to login using the default password. Click the close button.

3.6. Accessing the Upload School System Module

Entering the correct username and password will give the user access to the various modules of the system. Move the mouse to the **Modules Menu** in the upper right section of the screen, then click the **Upload School System** command to access the Upload School System Screen.



When the Upload System Screen appears, click on “**School Profile**” button. Then, select the file containing the Excel-Based System for your school. Click on the “**Upload**” button to send the data into the online monitoring system. The system will display a confirmation message if the file was successfully uploaded. An error message will appear if the Excel-based System was not successfully uploaded.



In case the school needs to make changes in the data, update the Excel-based System first. Then, repeat the process of uploading the updated file. This will overwrite the old data with the latest one. The school can make changes in the online monitoring system as long as data for the school year has not yet been finalized.

4. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.uscd@deped.gov.ph or visit support.deped.gov.ph.

Annex B

WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM ADMINISTRATOR'S MANUAL FOR SCHOOL DIVISION IT OFFICER AND SCHOOL ICT COORDINATOR

1. INTRODUCTION

This manual is intended for the Division IT Officer and School ICT Coordinator. It contains instruction to Manage User Accounts. The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS Monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels. These are discussed in more detail in the User's Manual for Schools.

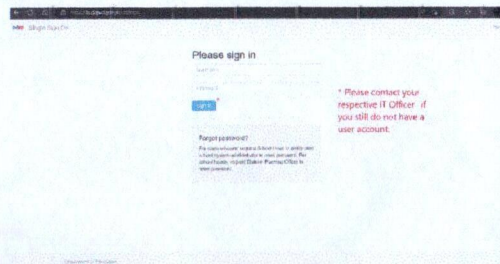
The latest version of the Monitoring Form, Excel-Bases System and Online Monitoring System can be accessed at <https://oms.wins.deped.gov.ph>.

2. WINS ENHANCED ONLINE MONITORING SYSTEM

The enhanced online monitoring system can be accessed at <https://oms.wins.deped.gov.ph>. It was designed primarily to upload the Excel-Based System that was encoded by the schools and generate aggregated reports that will be useful to the Divisions, Regions and National levels. It also has system administrations modules to manage the user accounts.

2.1. LOGGING IN

Accessing the website will bring the user to the login page single-sign on of the Learner Information System/Enhanced Basic Education Information System (LIS/EBEIS). Login using your Division or School ICT account.



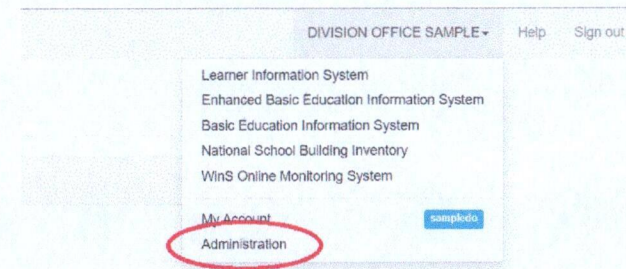
2.2. MANAGING USER ACCOUNTS AND ROLES

This module allows the system administrators to add and edit user accounts. There are two(2) roles that can be assigned for the WinS enhanced Online Monitoring System, these are the **WinS Administrator** and **WinS Officer/Coordinator** role. The former allows the user to add, edit user account and assign the roles for the division officers and school personnels while the latter can upload the Excel-Based WinS monitoring Form and generate reports.

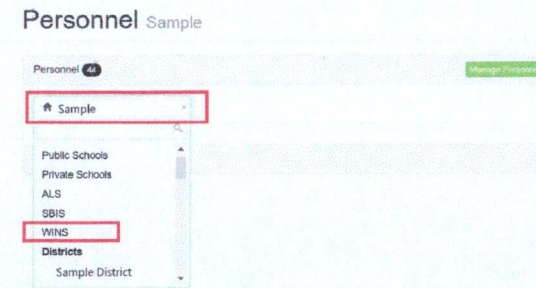
For **Division IT Officer and School ICT**, assigning the WinS Administrator of the division or school is the first step to access the system. For new accounts, create the account using the User Account Management System (UAMS) facility of LIS/EBEIS then assign the WinS Administrator role.

2.2.1. ASSIGNING ADMINISTRATOR ROLE

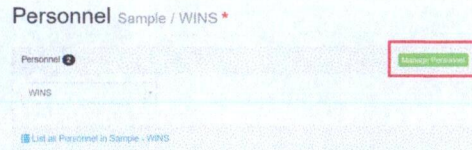
1. To assign the WinS Administration role, navigate to Administration page.



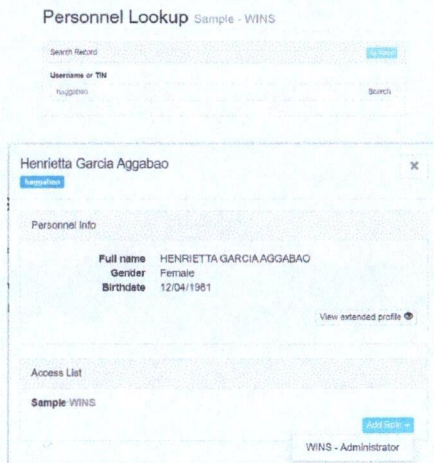
2. Select WINS on the drop-down option in the Personnel panel.



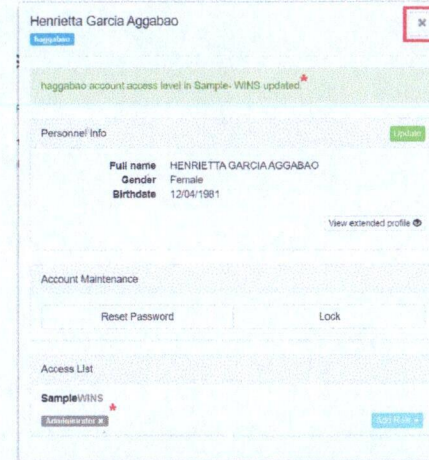
3. Make sure WINS is selected then click the Manage Personnel button.



- The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Administrator role.
- Click Search.



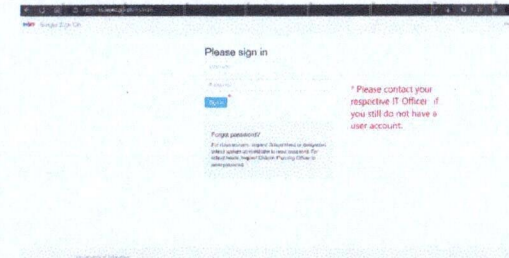
- Click the Add Role dropdown button then select WINS – Administrator.
- Verify that the Administrator role for WinS is added on the Access List Panel. Click the close button to exit.



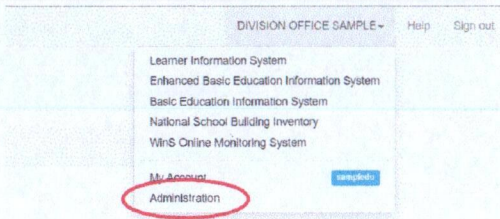
2.3. ASSIGNING THE WINS OFFICER/COORDINATOR ROLE

Once you secure the account with the WinS Administrator role, you can now create and/or assign the WinS Officer/Coordinator role. The WinS Officer role can validate and upload the Excel-based WinS Online Monitoring Form. For School, the WinS Coordinator can only upload the Excel-based WinS Online Monitoring Form. Note that the WinS Administrator role has the upload and/or validate privileges.

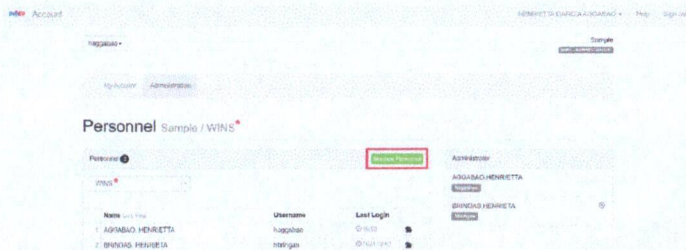
- For WinS Administrator of the Division or School, logging using your account.



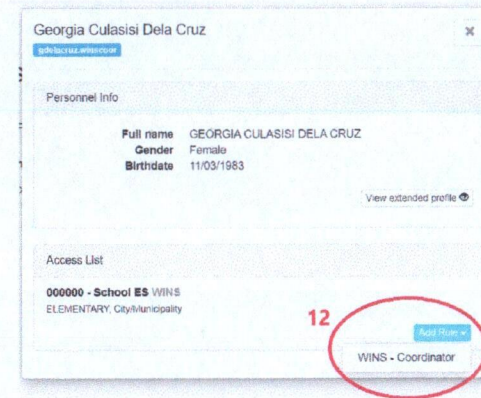
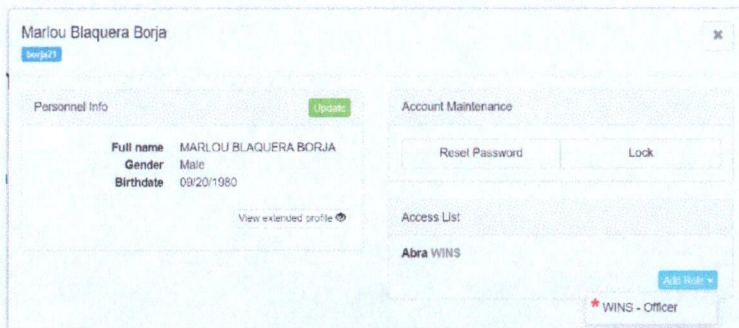
- Navigate to the Administration page.



3. Click the Manage Personnel button.



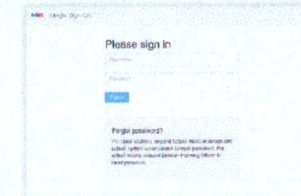
- The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Officer or WinS Coordinator role.
- Click the Add Role dropdown button and select WINS – Officer. For Schools, select WINS – Coordinator.



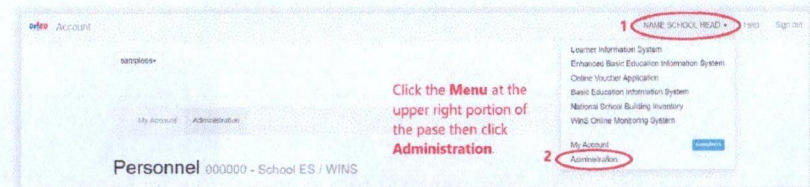
6. Click the close button once done.

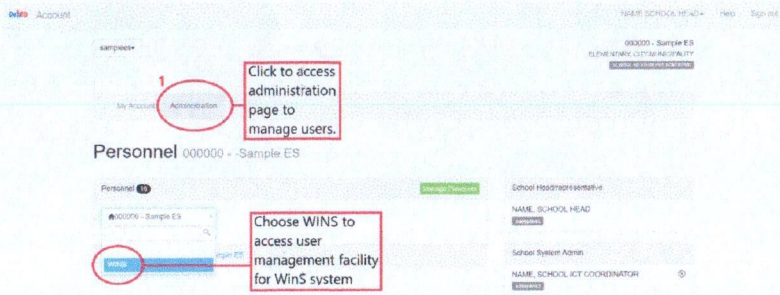
2.4. CREATION OF NEW ACCOUNT FOR WINS E-OMS

- Access the site <http://lis.deped.gov.ph> and login using your credentials.

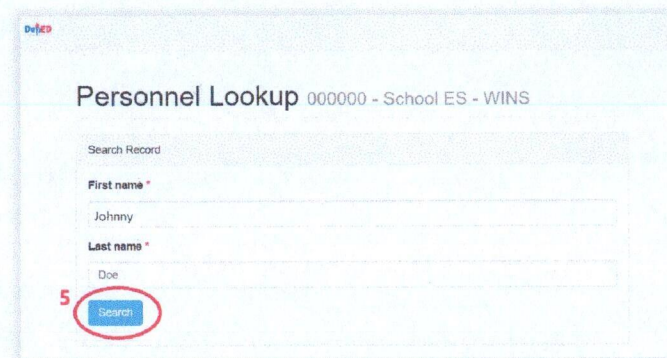


- Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.



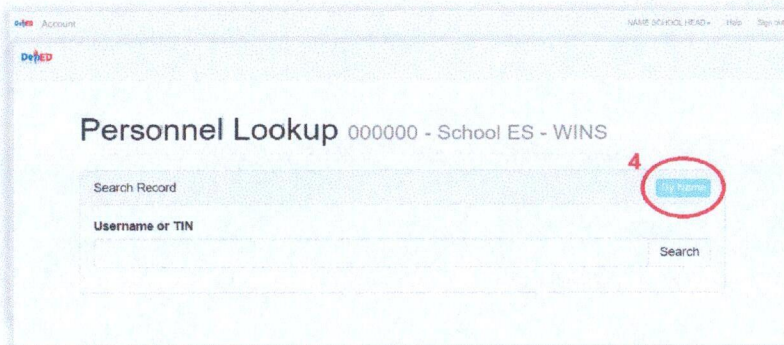


3. Click the **"Manage Personnel"** button.



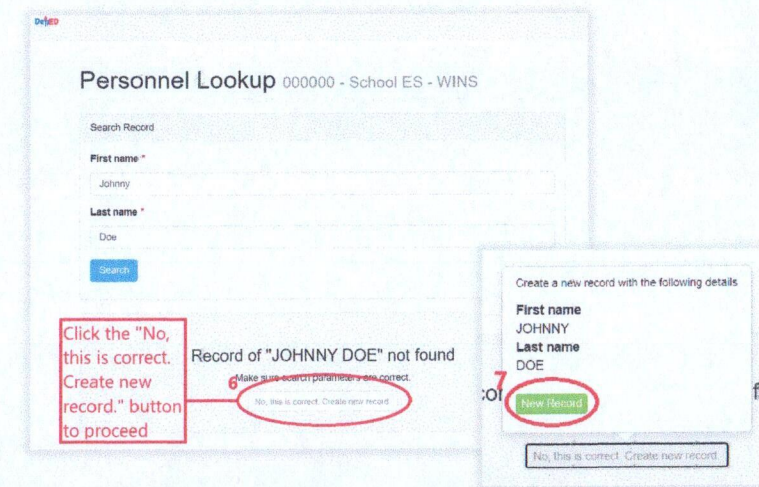
6. If there are records found, click the **"Not Listed? Create new record."** button.

7. Click **"New Record"** Button



4. Click the **"By Name"** button.

5. Type the First name and Last name of the user to be created and then, click **"Search"**. If there are no records found, click the **"No, this is correct. Create New Record"** button.



8. Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.

9. Type a unique username for the account.
10. Click the **"Create Account"** button.

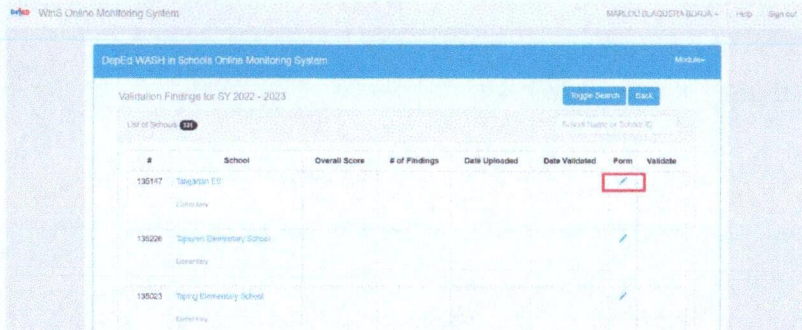
11. Verify the account created then click the close button.

2.5. UPLOADING THE EXCEL-BASED ONLINE MONITORING FORM

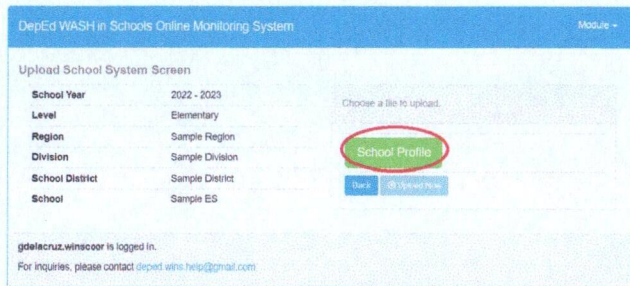
The enhance WinS Online Monitoring System has a feature to allow Division WinS Officer to upload the Excel-Based Online Monitoring Form on behalf of the school. Using this feature, the schools with intermittent internet connection can submit their accomplished form to their respective Division Officer.

1. Assess the WinS enhanced Online Monitoring System using your issued account. On the upper right portion of the screen click the **Module** menu then click **Validation Findings**.

- You will be directed to the Validation Findings page. You can view the list of schools within the division. Click the **pencil** icon.



- You will be redirected to the **Upload School System Screen** page, click the School Profile button and browse for the Excel-based Online Monitoring Form.
- Click **Upload Now** button.



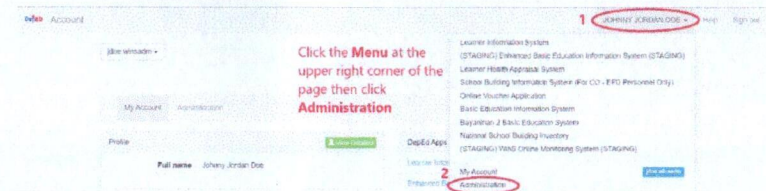
- Upon successful upload, you will see the Overall Score and the Date Uploaded. If there are changes on the school data, the division wins officer or school wins coordinator can upload the excel-based form again while the system is open for upload.

2.6. PASSWORD RESET MODULE

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

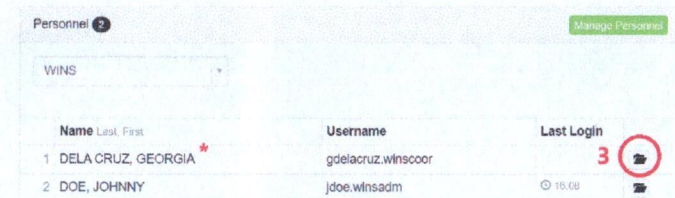
- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to ICT Officer

- Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or ICT Officer. Click on the **Menu**.
- Click **Administration**.



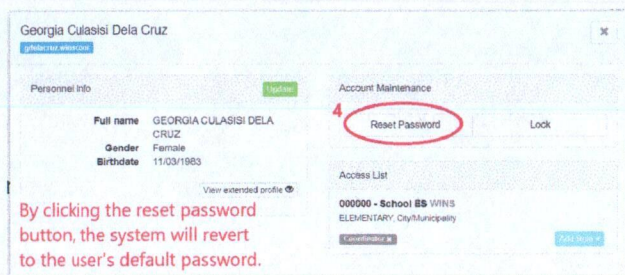
- On the **List of Personnel** page, choose the user account and then, click the **Folder** icon.

Personnel 000000 - School ES / WINS



- Click on the **Reset Password** button.

Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.



5. A **“Username password reset to default.”** notification message will be displayed to indicate that the password has been set to default. You can now advise the requesting user to login using the default password. Click the close button.

3. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph.