

## User Manual

### 1. Login

- Go To <http://raisunhcr.org>
- Login with your username and password if you have a RAIS account.
- If you don't have RAIS account Please contact UNHCR to get your credentials.



### 2. Click "RAIS Record" in the left menu

### 3. Click on "Bulk Assistance Uploader"



4. A new page will open as below
5. Copy and paste ProGres Case IDs
6. Select from the drop downs the appropriate options (Assistance type, Provided By, Provided through, Funded By)
7. Type the quantity you are giving to each case ( for 10 cases you providing 20 blankets then Quantity = 2)
8. Add the value of the assistance for each case (each blanket = 10 JD then Value = 10)
9. Select currency and assistance frequency from the drop downs
10. Select the dates from calendar and add your notes
11. Click on Save

List of ProGres Case ID

111-13C05555  
841-13C21084  
841-13C17553  
841-13C21110  
199-13C15528  
222-13C05555  
199-14C05749  
841-13C21113  
199-13C42802  
199-14C00735

Assistance Types:

Provided Through:

Quantity:

Currency:

Attended From/Date Provided:

Remarks:

Provided by:

Funded by:

Value:

Assistance Frequency:

Attended Until:

Saved Cases

Failed Cases

12. The system will save the same values for this assistance for all cases found

13. The system will show the result below in two figures: **Saved Cases** and **Failed Cases**

Bulk Assistance Uploader

Welcome: murad from UNHCR-UNHCR Data Analysis Group

List of ProGres Case ID

Assistance Types

Food-Dry Food

Provided Through:

UNHCR

Quantity:

1

Currency:

JD

Assisted From/Date Provided:

2/25/2015

Remarks:

This is test of bulk assistance upload

Provided by:

UNHCR

Funded by:

UNHCR

Value:

50

Assistance Frequency:

-

Assisted Until:

2/25/2015

Saved Cases 48

631-14C16938  
631-14C16935  
631-14C16936  
631-14C16937  
631-14C16934  
165-14C03588  
841-13C21880

Failed Cases 6

111-13C05555  
222-13C05555  
111-17C05555  
841-18C05227  
841-19C05228  
199-18C01279

Save

Clear