

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.

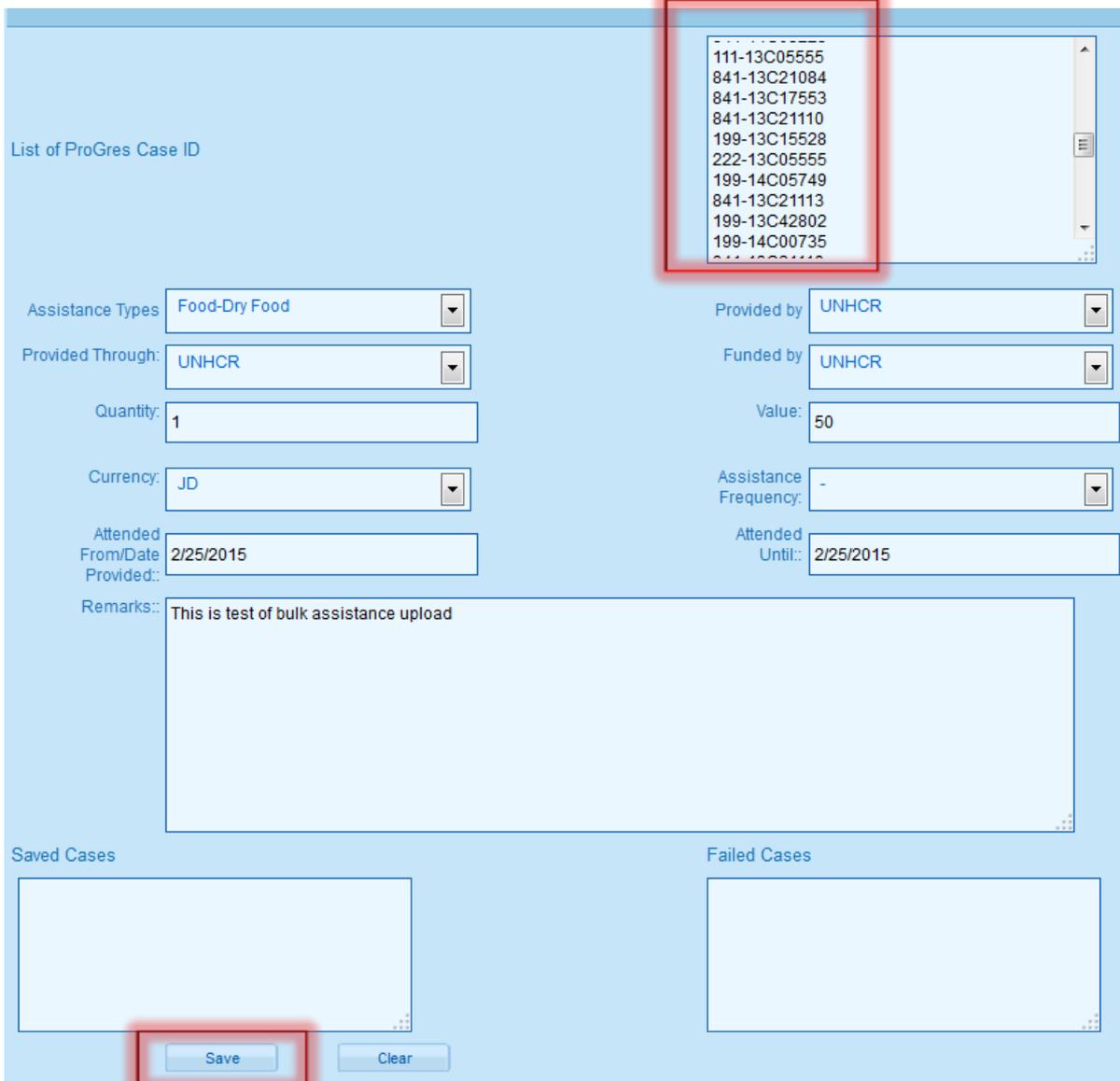


2. Click "RAIS Record" in the left menu

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: Food-Dry Food

Provided Through: UNHCR

Quantity: 1

Currency: JD

Attended From/Date Provided: 2/25/2015

Remarks: This is test of bulk assistance upload

Provided by: UNHCR

Funded by: UNHCR

Value: 50

Assistance Frequency: -

Attended Until: 2/25/2015

Saved Cases

Failed Cases

Save Clear

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 [Empty List Box]

Assistance Types:

Provided Through:

Quantity:

Currency:

Attended From/Date Provided:

Remarks:

Provided by:

Funded by:

Value:

Assistance Frequency:

Attended Until:

Saved Cases 48 **Failed Cases 6**

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

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