

Userdocumentation

WDCAP Web



Version: 3.4.4

1-8-2020

Introduction

This document describes the functionality of the WDCAP program via internet. This program is hosted in NL and used by the partners all over the world. The main advantage of this program is that there is nothing installed on the partner PC/ network and you always use the most recent version of the program. All documents are created in pdf format which means that a pdf viewer should be present on your PC. If this viewer is not yet installed you can get this viewer via <http://get.adobe.com/reader/>

On top of all screens the button bar:



Nr	Button	Description
1	Back	Go back to the previous screen
2	Home	Go back to the start screen
3	Query	Activate a detail screen without possibility to perform changes
4	New	This button makes it possible to enter a new child.
5	Edit	This button makes it possible to modify an existing child.
6	Delete	This button makes it possible to delete a child.
7	Save	After pressing this button the things that are changed on the screen are updated in the database. If there are multiple save options sometimes links like "Apply all" are available.
8	Cut	This button results in the deletion of the data that is selected. The data is placed on the "Clipboard" and can be "pasted" in other applications or other screens.
9	Copy	This button results in placing the selected data on the "clipboard" after which it can be "pasted" in other applications or in other screens.
10	Paste	This button results in pasting the data that is on the "clipboard" on the active place on the screen.
11	First	This button displays the first selected child (if child search is used)
12	Previous	This button displays the previous selected child (if child search is used)
13	Next	This button displays the next selected child (if child search is used)
14	Last	This button displays the last selected child (if child search is used)
15	Refresh	Refresh the screen
16	History	Display history (if available)
17	Print	Activate the "Print documents" screen of the current child
18	Help	Activate a webpage with the helpfile and the release notes If this button is flashing there is a new message for you. This could also be message that a new release is installed and then also the release notes are available via this button.

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Nr	Button	Description
1	System	**TEST** = testsystem / **PROD** = Production
2	Language	Allows to switch between the available languages English, French and Spanish
3	Username	Name of the current user
4	Logoff	Ends the session and return to the login screen

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WDC000 - Login

The program can be started via the webbrowser with the following link:

<https://wdcap.woordendaad.nl>

The following screen should appear: (If this screen does not appear then contact the W&D helpdesk via wdcap@woordendaad.nl)

This emailaddress can also be used in case of questions or problems. If you send an email then please attach a screenprint and mentioned date and time in case of an error.



The screenshot shows a login form with the following elements:

- A label "User ID" followed by a text input field.
- A label "Password" followed by a text input field.
- A button labeled "Login" positioned below the password field.
- A link labeled "Password forgotten?" located below the login button.

There is also a testversion of the program available via the following link:

<https://wdcap-test.woordendaad.nl>

If you use this link (You will see ****TEST**** at the top of the screen) the updates do not influence the production system.

The first user ID and password to access the database will be supplied by W&D.

New users can be added by the administrator inside the organization or by W&D.

See [WDC760](#)

The user ID and password are case sensitive and both uppercase and lowercase characters are allowed.

It is not allowed that the new password is only 1 character different from the previous password.

The new password must contain at least one uppercase character and one lowercase character and one punctuation mark (like . , ! etc.)

After 5 attempts to login with a wrong password WDCAP is blocked 1 hour.

If the user ID and password are entered it is possible to press the Enter button on the keyboard or the Login button with the mouse.

If the username or the password is wrong you received error message: "User unknown or password wrong"

If the password is expired (after 90 days) you get the message "Password expired" and you will be redirected to the password change screen [WDC002](#) where you can enter a new password.

If the password is expired more than 180 days the password is too old and it is no longer possible to login. In this case you get the error message: "Your account is no longer valid" and you must contact the W&D helpdesk via wdcap@woordendaad.nl)

Most of the dates and times in the database are taken from the user PC. The PC date must be the same as the server date or can be one day back or forward. If the difference is more than 1 day you get the error message: "Please correct the date / time of your PC and login again"

Password forgotten

If the "Password Forgotten?" link is pressed and the User ID is not entered then you get error message: "This action is only allowed if User ID is supplied"

If user ID is entered then you get the message: "New password will be sent to you via email" and you will receive an email with the new password. (The email is sent to the already defined email address which belongs to the user ID)

WDC002 - Change password

This screen is activated via the login screen if the program reports that the password is expired or if the user clicks on the login name at the right side of the button bar at the top of the screen and then the Change Password link..



Change password

<input type="text" value="JDOTESTPH"/>	<input type="text" value="Jan den Oudsten"/>
Current password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

If the current password is not entered correct you get the error message: "Current password wrong"

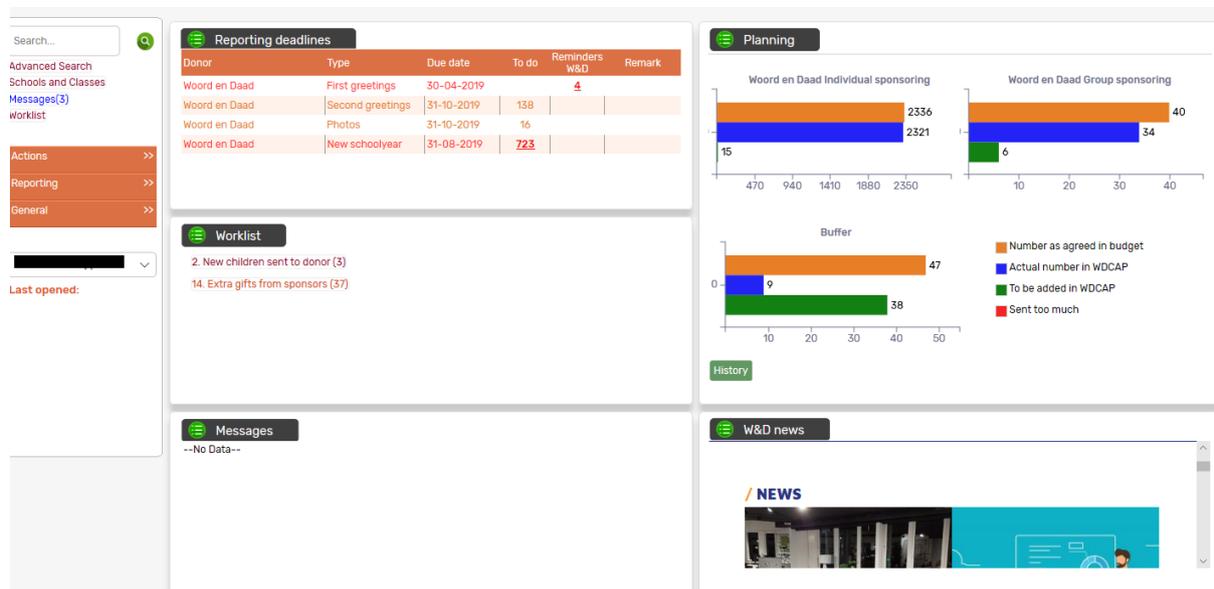
If the new password on lines 2 and 3 are not the same you get the error message "New password is not confirmed properly"

If the new password is too short (less than 6 characters) you get the error message "Password too short (enter at least 6 characters)"

If the new password is already used in the past (one of the last 10 passwords) then you get the error message: "The new password is not allowed, it is already used in the past"

WDC010 - Initialize screen after startup

If the login was successful the screen looks as follows. (depending on the permissions)
This screen is also activated if you press the home button (second button in the buttonbar)



Menu entries on the left side of the screen:

- Quick search** Child search via child number or child name of CK group
- Advanced search** Child search via project, school, sponsor, CK group etc
- Schools and Classes** Overview of all schools, classes and children
- Messages** Messages from and to W&D
- Worklist** Todo list (new children, new greetings, new sponsors etc.)
- Actions** Greetings to sponsor, Measures, New schoolyear, Class results, Greetings from sponsor, CK groups
- Reporting** Classes, Selections, Left children contact details, Child leaving, Greetings from sponsors, Education statistics, School totals
- General** Setup, Donors, Schools, Classes, Code lists, Users

Selection list with organizations

The selection list contains all allowed organizations for the active user. Usually this is only one organization but sometimes it is allowed that one user has access to the children of multiple organizations.

Last opened

To allow the user to switch quickly to a previous child in the current session there is a list of the last activated children and search results. If a new session is started the last 10 children from the previous WDCAP session are copied to this session.

Dashboard

If WDCAP is started then automatically the dashboard screen is displayed. It can also be activated via the "Home" button (see below)



The dashboard contains the following information:

Donor selection

This donor selection is only visible if there are multiple donors. If a donor is selected the dashboard is refreshed and contains only the details of the selected donor.

Reporting deadlines

Reporting deadlines					
Donor	Type	Due date	To do	Reminders W&D	Remark
Woord en Daad	First greetings	30-06-2019	<u>102</u>		
Woord en Daad	Progress reports	31-10-2019	<u>1767</u>		
Woord en Daad	New schoolyear	27-08-2019	<u>909</u>		

This overview contains a selection of the reporting deadlines that were entered via General / Dashboard. (see the end of this document)

This can be first greeting letter, second greeting letter, photos, progress reports, new schoolyear. The dashboard screen contains the approved calendars starting 3 months from the due date and if all greetings and photos etc. are received by Woord en Daad the lines are removed from the desktop.

The column To do contains the reminders that were in worklist 16 in the previous WDCAP versions. This number is refreshed every night (with new reporting deadlines if applicable) and also immediately if new greetings etc. are entered in WDCAP.

The column Reminders W&D contains the reminders that were in worklist 18 in the previous WDCAP versions. These reminders are periodically sent by the sponsoring department of W&D and are refreshed every night (if W&D has received the greetings etc.)

“New schoolyear” entry delays will only be visible in column To do and not in Reminders W&D.

Please note that worklist 16 and worklist 18 are replaced by what is described above.

“New schoolyear” entry delays will only be visible in column To do and not in Reminders W&D. The Reminders W&D column will always remain empty.

When you click on the numbers in the columns ‘To do’ or ‘Reminders W&D’ (if > 0) you get a screen with the totals per school and if you click on a school you see a specification with the children in that school where the reporting deadline is passed. If this specification is activated via column To do it is possible to select (checkbox) that the greetings and photos are sent (progress reports and new schoolyear need to be entered via the usual programs)

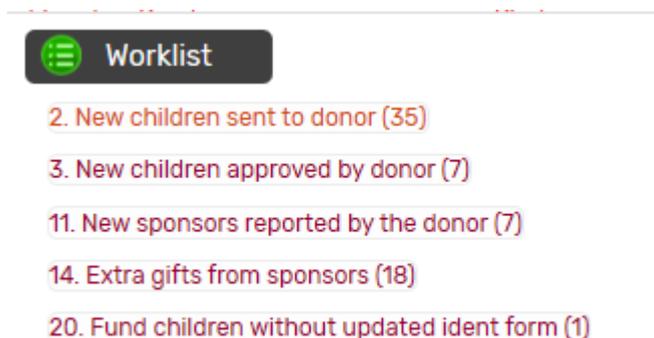
Planning



This overview shows the budget and real number of children and the difference and also if applicable the buffer. This overview is refreshed real time.
 The real number of children is the total number of children with status 1 (sent to donor), 2 (accepted to donor), 4 (sponsored), 5 (sponsoring fund), 7 (22+ supported by donor)
 Via the history link it is possible to generate an excel file with the totals per day.

Worklist

This overview contains the outstanding worklists (It is the same overview as "Worklist" via the main menu at the left side of the screen.



Messages

This overview contains the outstanding messages (It is the same selection as "Messages" via the main menu at the left side of the screen.

Messages

Child number	Child name	Due date
32117959	Angel David Ramirez Ribero	09-07-2019

W&D News

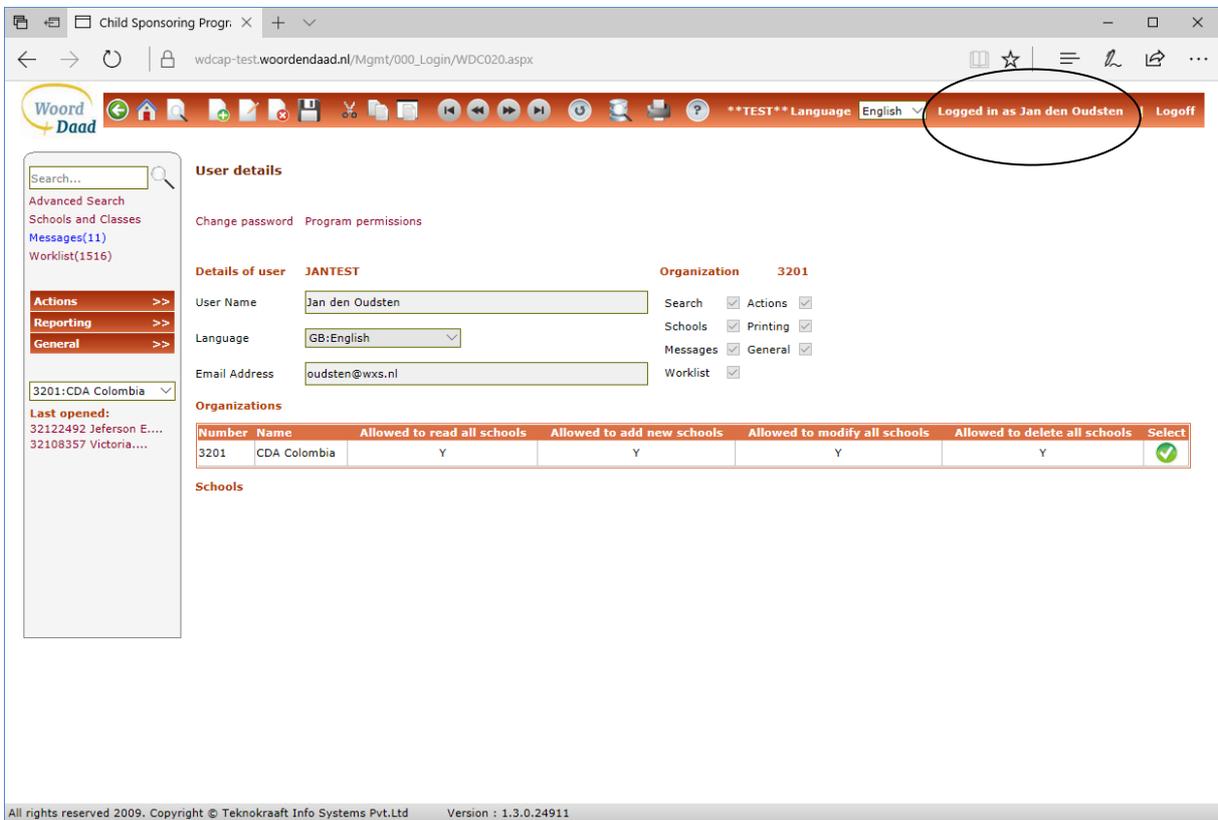
Go to the partner platform to let you inspire yourself or to download newsletters, instruction manuals or standard formats for greeting letters

<https://woordendaad.nl/partnerpagina>

Password to enter the platform: connected

WDC020 - User details

This screen is activated if the user clicks on the link "Logged in as" in the heading line
 This screen allows the user to change some personal details



Part 1: User details

The first part of the screen contains some userdetails.

1.1	Userid	Current user (cannot be changed)
1.2	Organization	Current organization (cannot be changed)
1.3	Username	Name of the user
1.4	Language	Available languages Dutch, English, French, Spanish
1.5	Email address	Required if the "Password forgotten" link is pressed on the login screen
1.6	Search	User is allowed to use menu option Child (advanced) search
1.7	Schools	User is allowed to use menu option Schools and classes
1.8	Messages	User is allowed to use menu option Messages from donor.

1.9	Worklist	User is allowed to use menu option Worklist
1.10	Actions	User is allowed to use menu option Actions
1.11	Reporting	User is allowed to use menu option Reporting
1.12	General	User is allowed to use menu option General

It is allowed to change the name of the user, the language and the email address. (After clicking on the edit button in the toolbar).

After changing these fields on the screen press the save button in the buttonbar to store the changes in the database.

Part 2: Allowed organizations

The second part of the screen contains a table with the organizations which are visible for the user. It is also visible if the user has full permissions on the children of all schools of an organization.

2.1	Number	Number of the organization (f.i. 3201 for CDA Colombia)
2.2	Name	Name of the organization
2.3	Allowed to read all schools	Is the user allowed to see the children in all schools
2.4	Allowed to add new schools	Is the user allowed to add new children in all schools
2.5	Allowed to modify all schools	Is the user allowed to modify children in all schools
2.6	Allowed to delete all schools	Is the user allowed to delete children in all schools

Part 3: Allowed schools

The screenshot shows the 'Child Adoption Program' web application in Internet Explorer. The user is logged in as 'Jan den Oudsten'. The interface displays 'User details' for user 'JDOTEST' and 'Organization 1801'. Below this, there is a table of 'Organizations' with columns for 'Number', 'Name', and four permission checkboxes: 'Allowed to read all schools', 'Allowed to add new schools', 'Allowed to modify all schools', and 'Allowed to delete all schools'. Each row has a 'Select' button with a green checkmark. Below the organizations table is a 'Schools' table with columns for 'Number', 'Name', and four permission checkboxes: 'Allowed to read children', 'Allowed to add children', 'Allowed to modify children', and 'Allowed to delete children'. The footer of the application shows 'All rights reserved 2009, Copyright © Teknokraaft Info Systems Pvt.Ltd' and 'Version :18082'.

If the user selects an organization (Via the Select button at the end of each organization) then the available schools for the selected organization are displayed at the bottom of the screen. These schools are only displayed if the user does not have access to all schools as mentioned on the previous page. In that case it is possible at school level to define if the user has access.

3.1	Number	Number of the school
3.2	Name	Name of the school
3.3	Allowed to read children	Is the user allowed to see the children in this school
3.4	Allowed to add children	Is the user allowed to add new children in this school
3.5	Allowed to modify children	Is the user allowed to modify children in this school
3.6	Allowed to delete children	Is the user allowed to delete children in this school

Change password

If this link is pressed the change password screen is activated (see [WDC002](#))

Program permissions

If this link is pressed display the screen below to see the programs which are allowed for the user. If a new user is added then the initial permissions are defined by the following settings:

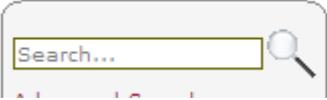
- Search Actions
- Schools Reporting
- Messages General
- WorkList

It is possible for every program to define if a user can use this program but usually the main settings (Search / Schools / Messages / Worklist / Actions / Reporting / General) are sufficient.

The screenshot shows the 'Program Permissions' screen in the 'Child Adoption Program' application. The user is logged in as 'Jan den Oudsten'. The table below lists the permissions for various programs:

Program Number	Program Name	Read Permission	Add Permission	Modify Permission	Delete Permission
WDC000	Login	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC001	Password forgotten	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC002	Change password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC005	Send email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC010	Initialize screen after startup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC020	User details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC100	Quick search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC101	Advanced search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC110	Selected children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC111	List with selected children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC120	Schools and classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC121	Total of all schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC130	Totals of all classes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC140	Totals of all greetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC200	Child details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WDC201	New Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

WDC100 - Quick search



On the first entry field on the screen (left menu) the user is able to enter a (part of the) child number or (part of) the name of the child or family.

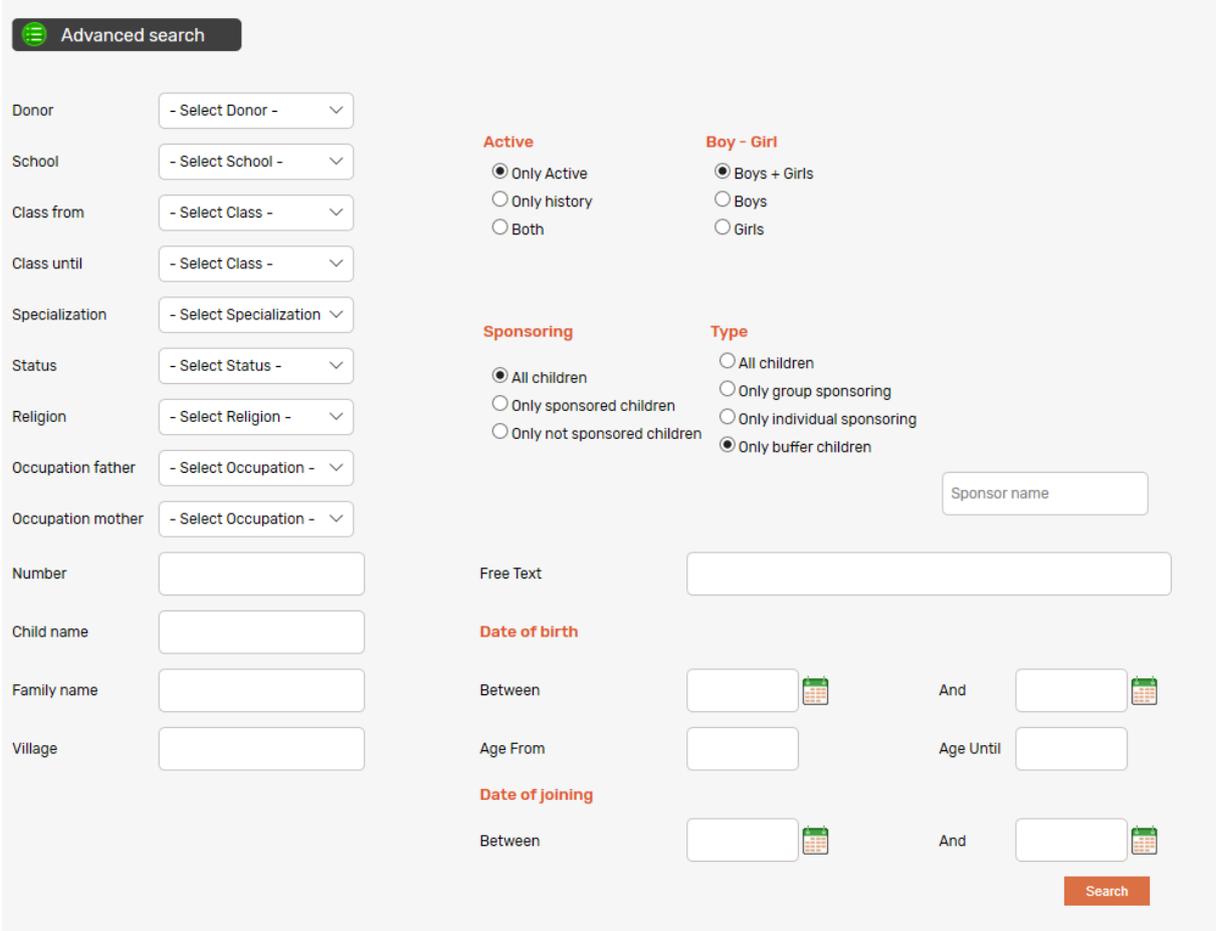
If no children are selected then you get the message: "No children selected"

If only one child is selected then the child detail screen ([WDC200](#)) is activated.

If multiple rows are selected then you get a list with the selected children ([WDC110](#))

WDC101 - Advanced search

The following screen is displayed if the user activates menu link "Advanced search"



The screenshot shows the 'Advanced search' interface. On the left, there is a vertical list of filters: Donor, School, Class from, Class until, Specialization, Status, Religion, Occupation father, Occupation mother, Number, Child name, Family name, and Village. Each filter has a dropdown menu with '- Select [Filter Name] -'. Below these are three text input fields for 'Number', 'Child name', and 'Family name', and one for 'Village'. In the center, there are four sections of radio button options: 'Active' (Only Active, Only history, Both), 'Sponsoring' (All children, Only sponsored children, Only not sponsored children), 'Boy - Girl' (Boys + Girls, Boys, Girls), and 'Type' (All children, Only group sponsoring, Only individual sponsoring, Only buffer children). To the right of the 'Sponsoring' section is a 'Sponsor name' text field. Below these is a 'Free Text' search field. At the bottom, there are two 'Date of birth' and 'Date of joining' sections, each with 'Between' and 'And' options and calendar icons. A red 'Search' button is located at the bottom right.

All selection fields on the right side of the screen are blank if this screen is started via the Advanced search link. If this screen is activated after the selection results screen or a child detail screen is closed then re-activate the screen with the last used values.

The following search criteria can be used to limit the search of children.

1	Organization	Use the selection list at the left side in the menu to switch to another organization (if allowed)
2	Donor	In the case that the organization works with multiple donors it is possible to limit the search to the children of one donor.
3	School	Allows to limit the search to children of one school / project.
4	Class from	Allows to limit the search to children of one class or multiple classes (in combination with the next option Class until)
5	Class until	Allows to limit the search to children of one class or multiple classes (in combination with the previous option Class from)
6	Specialization	Allows to limit the search to children with the same specialization (Specializations can be entered via Menu General / Code lists)
7	Status	Allows to limit the search to children with a specific status (Accepted by donor, Sponsoring fund , Entered, History, Not accepted by donor, Sent to Donor, Sponsored, Too old for new sponsor, 22 + years old, supported by donor, 22+ years old, not supported by donor.)
8	Religion	Allows to limit the search to children with the selected religion (Religion can be entered via Menu General / Code lists)
9	Occupation father	Allows to limit the search to children where the father has the selected occupation (Occupations can be entered via Menu General / Code lists)
10	Occupation mother	Allows to limit the search to children where the mother has the selected occupation (Occupations can be entered via Menu General / Code lists)
11	Number	Allows to enter (part of) a child number (W&D number or Partner number or official ID number)
12	Child name	Allows to enter 2 words for search on first name (if 2 words are entered then both words must be present in the first name.
13	Family name	Allows to enter 2 words for search on family name (if 2 words are entered then both words must be present in the family name.
14	Village	Allows to enter 2 words for search on village (if 2 words are entered then both words must be present in the village.
15	Active	Only active = only children which are still in the projects / schools Only history = only children which left the projects / schools Both = All children
17	Boy-Girl	Boys + girls = All children Boys = Only boys are selected Girls = Only girls are selected
18	Sponsoring	All children Only sponsored children (status sponsored , sponsoring fund and Too old) Only not sponsored children
19	Type	All children Only group sponsoring Only individual sponsoring Only buffer children
20	Sponsor name	Allows to enter 2 words for search on sponsor name (if 2 words are entered then both words must be present in the sponsor name.
21	Free text	Allows to enter 2 words for search on free text (if 2 words are entered then both words must be present in the free text.
22	Date of birth between	It is possible to select a range of birthdates (can be entered via the keyboard or the Calender selection buttons

23	Age from / until	Allows to search on the child age as alternative for search on date of birth
24	Date of joining between	It is possible to select a range of joining dates (can be entered via the keyboard or the Calender selection buttons)

If no children are selected then you get the message: "No children selected"

If only one child is selected then the child detail screen ([WDC200](#)) is activated.

If multiple rows are selected then you get a list with the selected children ([WDC110](#))

If there is a CK group number entered (field 22) then the screen with all children in the CK group ([WDC150](#)) is activated.

WDC110 - Selected children

This screen contains the selected children via the quick search ([WDC100](#)) and advanced search ([WDC101](#)) if more than 1 child is selected.

Search result

Number of Children selected :1140

Child number	First name	Family name	Sex	Date of birth	Age	Date of joining	Date of leaving	School name	Class	Village	Sponsor name
12104198	R.PAVITHRA	RANU KUNTLA	girl	20/06/1996	22	26/09/2000		W & D School 104	Degree 2nd year	THORRUR, WARANGAL	H.N. Aantjes
12104218	A.CHINNI Esther	ANTHONAGAR	girl	04/12/1996	22	28/09/2000		W & D School 104	Degree 1st year	Jeevasnagam	G.W. Hille
12104355	M. Ashwini	Myaram	girl	16/06/1997	21	11/12/2001		W & D School 104	Degree 1st year	Mareshwaram,	F.H. Hoff
12104356	Vaishnavi	Adike	girl	17/04/1997	22	08/03/2001		W & D School 104	Degree 3rd year	Usmanshahii, Nampally,	G. Kloosterman
12104359	Ramiya	Jammigumpala	girl	12/09/1997	21	08/08/2001		W & D School 104	Degree 1st year	Dhamarilla Cherla,	Hersteld Hervormde Gemeente Schiedam
12104365	Anitha	Keloth	girl	09/04/1996	23	10/01/2001		W & D School 104	Degree 2nd year	Narayanpuram,	Margriet van Breugel
12104369	Priyanka	Ankagala	girl	24/03/1996	23	19/08/2001		W & D School 104	Degree 2nd year	Kandukur Mandal	A.M. Visser
12104372	Manusha	Madikonda	girl	26/11/1996	22	10/11/2001		W & D School 104	Degree 2nd year	Narasaka Pally, Parkal,	D.A. Hooijer
12104376	Divya	Chenoju	girl	08/07/1997	21	15/11/2001		W & D School 104	Degree 2nd year	Veldand	J.W. van Utrecht
12104408	A.SRAVANI	AERRA	girl	11/03/1997	22	17/06/2002		W & D School 104	Degree 3rd year	PALMAKUL	J.P. Klassen
12104411	K.SANDHYA	KARRA	girl	11/03/1997	22	17/06/2002		W & D School 104	Degree 3rd year	AMEERPET	Hervormde Zondagsschool 'De Rots'
12104422	SHOEB KHAN	.	boy	13/08/1996	22	17/06/2002		W & D School 104	Degree 1st year	LINGOJIGUDA	J.J.P. Eijkenaar
12104433	V.RAGHU	VADLAKONDA	boy	27/01/1997	22	17/06/2002		W & D School 104	Degree 3rd year	MARRIPEDA	G.J. van Holland

Excel Print

The first line of the screen contains "Number of children selected" with a count of the selected children.

The initial sequence of children is on child number but it is possible to click on the heading of every column to sort in another sequence.

If you click on a child then the Child details are displayed. ([WDC200](#))

If you click on [Excel](#) an excel file is created with the same info as on the screen

If you click on [Print](#) a document is created with the same info as on the screen

WDC120 - Schools and classes

This program creates a tree with the selected organizations, schools and children



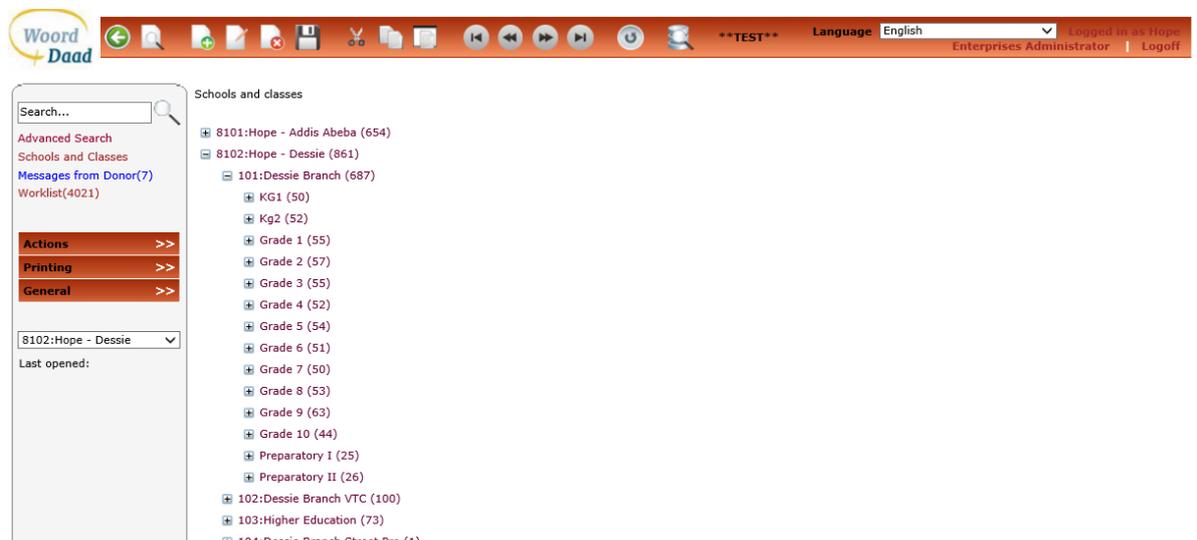
If you click on one of the organizations you get a new screen with the schools within the organization with the totals of sponsored, not sponsored, child care fund, too old etc. ([WDC121](#))

If you click on the + before one of the organizations you get a list with the schools within the organization (see below)



If you click on one of the schools you get a list with the classes (with total , boys, girls) within the organization ([WDC130](#))

If you click on the + before one of the schools you get a list with the classes within the organization (see below)



If you click on one of the classes you get a list with the (active) children in the selected class. (see below) including the type of sponsoring (Individual sponsoring , Group sponsoring)

The screenshot shows the 'Schools and classes' section of the Woord Daad application. On the left, a tree view lists various schools and classes, including '8102:Hope - Dessie (861)'. On the right, a table displays the details for the selected class, listing children by their ID, partner ID, name, and sponsorship type.

Child number	Child number partner	Child name	Type
811011317	811011317	Abdulkadir Tilahun Bezabih	Individual sponsoring
811011318	811011318	Abenzer Tefera	Individual sponsoring
811011319	811011319	Abinet Birhanu Tesfaye	Individual sponsoring
811011320	811011320	Amanuel Wondwossen Tekle	Individual sponsoring
811011321	811011321	Amir Ahmed Ararresa	Individual sponsoring
811011322	811011322	Andualem Kiros G/mariam	Individual sponsoring
811011323	811011323	Aymen Sisay Dessalegne	Individual sponsoring
811011324	811011324	Biniam Tekest Fitewi	Individual sponsoring
811011325	811011325	Birhane Kifle Agonafir	Individual sponsoring
811011326	811011326	Dawit Ambaw Kebede	Individual sponsoring
811011327	811011327	Dawit Zegeye Lebesse	Individual sponsoring
811011328	811011328	Dawit Zegeye Belay	Individual sponsoring
811011329	811011329	Eden Getachew Chane	Individual sponsoring
811011330	811011330	Ekram Endris Shiferaw	Individual sponsoring
811011331	811011331	Eman Mohammed Yesuf	Individual sponsoring
811011332	811011332	Esmael Tegegne Ali	Individual sponsoring
811011333	811011333	Etsubdink Aragaw Ali	Individual sponsoring
811011334	811011334	Fasika Solomon Wondafrash	Individual sponsoring
811011335	811011335	Fikirt Shimelise Molla	Individual sponsoring
811011336	811011336	Fikirt Ashenafi Andarge	Individual sponsoring
811011337	811011337	Filimon Abdu Mohammed	Individual sponsoring
811011338	811011338	Habib Adissu Tegwegne	Individual sponsoring
811011339	811011339	Habtamu Dessalegne Zelek	Individual sponsoring
811011340	811011340	Halima Seid Tadesse	Individual sponsoring
811011341	811011341	Hana Solomon H/mariam	Individual sponsoring
811011342	811011342	Hayat Ahmed Mohamed	Individual sponsoring
811011343	811011343	Hayat Mohammed Ali	Individual sponsoring
811011344	811011344	Hayat Mohammed Yesuf	Individual sponsoring
811011345	811011345	Hayat Shukur Adem	Individual sponsoring
811011346	811011346	Huda Bihonegne Ejegu	Individual sponsoring

If you click on one of the children then the child details screen is activated ([WDC200](#))

WDC121 - Total of all schools

School number	School name	Total Sponsored	Group sponsoring	New entered	Sent to donor	Accepted by donor	Not accepted by donor	Child care fund	Too old for new sponsor	Education only	Class totals	Greeting totals
101	[Redacted]	80	69	0	0	0	0	0	11	0	Class totals	Greeting totals
103	[Redacted]	1	1	0	0	0	0	0	0	0	Class totals	Greeting totals
115	[Redacted]	38	33	0	0	0	1	0	4	0	Class totals	Greeting totals
Total		119	103	0	0	0	1	0	15	0		

This screen is activated if the user clicks on the organization name in the tree with organizations and schools. ([WDC121](#)) or School details ([WDC721](#))

Print

With this link a pdf print is created with the same info as on the screen (all schools)

Class totals

With this link a screen is activated with the class totals. ([WDC130](#))

Greeting totals

With this link a screen is activated with the greeting totals ([WDC140](#))

WDC130 - Totals of all classes

Child Adoption Program - Windows Internet Explorer

http://woor1-app1:8087/Mgmt/100_Search/WDC130.aspx

Child Adoption Program

Language: English | Logged in as Jan den Oudsten | Logoff

Totals of all classes

School:

Class code	Class name	Total	Boys	Girls
12	High School 3	11	5	6
13	High School 4	16	8	8
15	College 1	8	6	2
16	College 2	2	0	2
17	College 3	1	0	1
18	College 4	0	0	0
19	College 5	0	0	0
20	Vocational	0	0	0
21	College Graduate	0	0	0
22	Center	7	6	1
23	Bridge Program	0	0	0
24	Bible School	0	0	0
25	Special Child	0	0	0
26	Finished Studies	0	0	0
27	SpEd	1	1	0
28	ALS	0	0	0
99	Unknown	1	0	1
Total		113	63	50

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This screen is activated if the user clicks on the Class totals link on the screen with school totals .
[\(WDC121\)](#)

WDC140 - Totals of all greetings

Child Sponsoring Progr. | wdcap-test.woordendaad.nl/Mgmt/100_Search/WDC140.aspx

Word Daad | **TEST** Language: English | Logged in as Jan den Oudsten | Logoff

Totals of all greetings

School : 105 W & D School 105

Average number of greetings and photos in the last 12 months

Number	Greetings from sponsor		Greetings to sponsor		Photo's to sponsor		Reports to sponsor	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
0	630	100%	23	3,65%	612	97,14%	66	10,48%
1	0	0%	123	19,52%	18	2,86%	526	83,49%
2	0	0%	393	62,38%	0	0%	25	3,97%
>=3	0	0%	91	14,44%	0	0%	13	2,06%
Total	630	100%	630	99,99%	630	100%	630	100%
Average	0		1,88		0,03		0,98	

1201:Word and deed

Last opened:
 Advanced child search...
 76126712 Lon Sogni ...
 76122257
 32d432d323....
 761261217 Asdsadasf....
 76122256 Adeline
 16103169 Hamtima....
 16103321 Janabaity....
 761261215 Fadila Am....
 12104493 M.DHANRAJ....
 12104826 K.ANIL....

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This screen is activated if the user clicks on the Greetings statistics link on the screen with school totals. ([WDC121](#))

It is possible to browse through the schools via the Previous and Next buttons

WDC200 - Child details

This is the main screen with child information which can be activated from different other screens.

On the first line of the screen there are several links to start other (child related) screens. (These options were in the previous version of WDCAP available via the "Actions" link.)

0.1	Send message to donor	Activates WDC261 to send a message to the donor about the activated child.
0.2	Transfer child to other school	Activates WDC263 to transfer the child to another school
0.3	Child leaving	Activates WDC264 to report that the child left the school
0.4	Print documents	Activates WDC266 where it is possible to print several child related reports. This option can also be started via the printer button in the button bar
0.5	Progress report	Activates WDC259 to add or modify a progress report for the activated child
0.6	Greetings	Activates WDC257 with the greetings history of all greetings to and from the sponsor.

1.1	Child number	Child number from the partner and W&D (if different)
1.2	Donor	W&D, AMG or other donors (if applicable)
1.3	Group sponsoring	Indication that the child is sponsored in a group These children are not sent to W&D
1.4	Buffer child	Indication that the child is already prepared to be sent to W&D and will be sent if other children leave the project.
1.10	First name	First name of the child

1.11	Boy Girl	Boy or girl
1.12	Family name	Family name
1.13	Link Family details	Activates WDC210 - Family details
1.14	Date of birth	Date of birth of the child
1.15	Estimated	Checked if the birthday is estimated
1.16	Age	Calculated age of the child
1.17	Status	Status of the child 0 entered 1 sent to donor 2 accepted by donor 3 not accepted by donor 4 sponsored 5 sponsoring fund 6 too old for new sponsor 7 22+ supported by W&D 8 22+ not supported by W&D 20 Education only 99 history
1.18	Residential / dayschooler	Residential / dayschooler
2.1	School	Number and name of the school
2.2	Specialization	Description of the specialization
2.3	In project since	In project since
2.4	Class	Name of the class
2.5	Link School history	Activates WDC220 - School history
2.7	Date leaving	Date the child left the project / school
2.8	Link Leaving details	Activates WDC225 - Leaving details
3.1	Religion	Name of the religion
3.2	Link Child history	Activates WDC230 - Child history
3.3	Free text	Free text field
3.4	Link Photos	Activates WDC233 with all available photos of the child
3.5	Link Files	Activates WDC234 with all available files of the child
3.6	Health	Description of the health of the child
3.7	Link Health details	Activates WDC245 - Health details
3.8	Additional info	Extra text to describe health issues (if present)
3.9	Sponsor	Name of the sponsor (if sponsored)
3.10	Link Sponsor details	Activates WDC255 - Sponsor details This link is greyed if there is no sponsor information and the donor is Woord en Daad.
3.11	Favorite play activity	Mandatory field
3.12	Main characteristics	Select one or more characteristics to describe the child
3.13	Link Living situation details	Activates WDC250 – full living circumstances text
3.14	Link Contact details	In case the child has left the school it is possible to see / enter the contact details of the student Activates WDC264A – Student contact details

Buttons	Action
Back	Back to calling program
New	If this button is pressed activate WDC201 where the user can enter a new child.
Edit	If this button is pressed the current child is locked for update.

	The user is able to modify the fields where this is allowed and if the user presses the Save button the database is updated. If the user has entered some values and tries to leave the screen without saving changes then ask the user if changes must be saved.
Delete	Deletion is only allowed if the child status = 0 (entered)
Save	Perform database updates if there were changes on the screen
Previous Next	Browse through selected children

WDC201 - New Child

New Child

School Education only

Child number First name Boy Girl

Donor Date of birth Age Estimated

Group sponsoring Dayschooler Residential

Class

Specialization Free text

In project since Living Situation [Click here to enter living situation details](#)

Religion **Child Photo**

Health

Additional info

Favorite play activity

Main characteristics

<input type="checkbox"/> Active	<input type="checkbox"/> Helpful	<input type="checkbox"/> Studios (eager to learn)
<input type="checkbox"/> Careful	<input type="checkbox"/> Joyful	<input type="checkbox"/> Sensitive
<input type="checkbox"/> Charming	<input type="checkbox"/> Shy	<input type="checkbox"/> Calm
<input type="checkbox"/> Funny	<input type="checkbox"/> Spontaneous	<input type="checkbox"/> Cheerful

This screen allows the user to enter a new Child

1.1	School	The selection list contains all schools. The initial value is the last used school.
1.2	Child number	The organization number + school number + the next free number
1.3	First name	
1.4	Boy Girl	Initial value is what is defined at school level (see WDC721)
1.5	Donor	The selection list contains all defined donors (see WDC710) The initial value comes from the donor that is defined for the school
1.6	Date of birth	
1.7	Age	Automatically calculated (cannot be changed)
1.8	Estimated	Check if the date of birth is estimated
1.9	Group sponsoring	Check this field if the child is sponsored via a group
1.12	Residential / dayschooler	Initial value is what is defined at school level (see WDC721)

2.1	Class	The selection list contains all defined classes for the selected school (see WDC732)
2.3	Specialization	The selection list contains all defined Specializations (see WDC740)
2.4	Free text	
2.5	In project since	Initial value from previous child
2.6	Living situation	Via link "Click here to enter living situation details" (see below) a screen is activated to allow the entry of the living situation of the child
3.1	Religion	The selection list contains all defined Religions (see WDC740)
3.2	Health	The selection list contains all defined Health types (see WDC740)
3.3	Additional info	Extra text to describe health issues (if present)
3.4	Favorite play activity	Mandatory field
3.5	Main characteristics	Select one or more characteristics to describe the child
4.1	Child photo	Press the paper clip to select the photo of the child (Without photo it is not allowed to send a new child to W&D)

These four questions give an idea of what the living circumstances could look like described. Be creative and add information that you think is interesting for the sponsor to know

- Please tell the sponsor something about this child and the family (for example: What is the character of the child (introvert, extrovert etc.)? What does the family situation look like? Work of parents? Do they have specific challenges? Do they own animals?)
- Please tell the sponsor something about the house: For example: is there sanitation facilities? Which relatives are living in the house?
- Please tell the sponsor something about the village. For example: How many people are living in this area? How is the infrastructure (roads etc)? What type of environment is it (mountains, river)? What do many people do for their livelihoods?
- Please tell the sponsor something about the context. For example: what is the general situation of the country/ district/ region? Information about the program at the school of this child?

Save Back

In order to improve the quality of information that we send to sponsors about the living situations of the children, we have designed 4 relevant questions. See screen-print above. In total these questions give a good picture of the living situation, so please fill them all with information.

The answer of the 4 questions will be combined to 1 description. Sponsors won't see the 4 different questions. So please make sure you don't answer the questions with only a 'yes', but shortly repeat what the question is about

For example:

Question 2: 'Please tell the sponsor something about the house: for example: is there sanitation facilities? Which relatives are living in the house?

Please DO answer like: In the house of the family a bathroom with a toilet is available. The child lives with his parents, 3 brothers and 2 sisters. (...)

Please DON'T answer like: 'yes there is sanitation available'

Link Education only

Via this link it is possible to enter a new child with a very limited set of fields. These children are only in the database for the education statistics and are not sent to W&D. (See [WDC203](#))

Buttons	Action
Back	Back to calling program

WDC203 – New child – education only / GAP

The screenshot shows a web form titled "New Child – Education Only/GAP". At the top left, there is a menu icon and the title. Below the title, there is a "School" dropdown menu with the text "- Select a School -" and a green "Import via Excel" button. The form is divided into several sections by horizontal lines. The first section contains "Child number" (text input), "First name" (text input), and "Boy Girl" (radio buttons). The second section contains "Family Name" (text input), "Date of birth" (calendar icon), and "Age" (text input). The third section contains "Class" (dropdown menu) and "In project since" (calendar icon). The final section contains "Type" with two radio buttons: "Education only" and "GAP". The "Education only" radio button is selected and highlighted with a black box.

This screen allows the user to enter a new Child with a limited set of details. These children will only be used for educational statistics and will not be sent to W&D.

1.1	School	The selection list contains all schools. The initial value is the last used school.
1.2	Child number	The organization number + school number + the next free number
1.3	First name	First name of the child
1.4	Boy Girl	Initial value is what is defined at school level (see WDC721)
1.5	Family name	Family name (special screen with family details is not used)
1.6	Date of birth	Date of birth of the child
1.7	Age	Automatically calculated (cannot be changed)
1.8	Class	The selection list contains all defined classes for the selected school (see WDC732)
1.9	In project since	Initial value from previous child
1.10	Type	Education only or GAP

Link Import via Excel

Via this link you can import an excel file with new or modified children. The program will add the new children and update the modified children. Validation errors must be solved before the XLS is handled. The XLS should contain the following columns:

Column	Label	Checks
A	Child_number	Mandatory
B	School_number	Mandatory and school must exist
C	First_name	Mandatory
D	Family_name	Mandatory
E	Date_of_birth	Mandatory
F	Male_female	Mandatory M/F
G	In_project_since	Mandatory
H	Class_code	Mandatory and class must exist
I	School_year	If entered then the schoolyear must be defined via General / Setup / link Schoolyears
J	Code_continuation	If entered the code must have one of the following values:

		1 Promoted to next grade 2 Repetition 3 Leaving the program 11 Successful completion final grade, no continuation 12 Successful completion final grade + further education
K	Code_dropout	If entered the code must have one of the following values: 1 Financial constraints 2 Social cultural reasons / mindset 3 Low achievement of the child at school 4 Quality and relevance of education 5 Health/personal issues 6 Marriage / pregnancy 7 Migration 8 Practical reasons 9 Other
L	Code_dropout_continuation	If entered the code must have one of the following values: 2 Continue to same education other school 3 Found a paid job 4 (Works) at home 5 Child is under medical treatment 6 Other, please specify 7 Situation is unknown
M	Date_dropout	If entered this must be a valid date
N	Text_dropout_explanation	Optional
O	Text_dropout_continuation	Optional
P	Street_name_number	Optional
Q	Village	Optional
R	Telephone_number	Optional
S	Jobname	Optional
T	Company	Optional

WDC210 - Family details

Family details

Child Number **321051001**
 Child Name **Luis Eduardo Solorzano Gnecco**
 Family name

	Father	Mother	Housing	
Name	<input type="text" value="Wilmer"/>	<input type="text" value="Adriana"/>	Type	<input type="text" value="Full House"/>
Passed Away	<input type="checkbox"/>	<input type="checkbox"/>	Number of Rooms	<input type="text"/>
Occupation	<input type="text" value="Electrician"/>	<input type="text" value="Nurse"/>	Street	<input type="text" value="Conjunto 3 Bloque1 Aprt 412"/>
Income	<input type="text" value="1600000"/> COP	<input type="text" value="800000"/> COP	Village	<input type="text" value="Portales de alicante"/>
Period of income	<input type="text" value="- Select period of income -"/>	<input type="text" value="- Select period of income -"/>		<input type="text"/>
Religion	<input type="text" value="Catholic"/>	<input type="text" value="Catholic"/>		<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>		<input type="text"/>
Lives with	<input type="text" value="MOTHER AND FATHER"/>	Time to school(min)	<input type="text" value="20"/>	Transport
Water at Home	<input type="radio" value="yes"/> yes <input checked="" type="radio" value="no"/> no	Parent Situation	<input type="radio" value="1 Parent Family"/> 1 Parent Family <input type="radio" value="2 Parent Family"/> 2 Parent Family <input type="radio" value="Orphan"/> Orphan	
Electricity at Home	<input type="radio" value="yes"/> yes <input checked="" type="radio" value="no"/> no	Time to water(min)	<input type="text" value="0"/>	
Family members :				
Entered at	<input type="text"/>			

This screen allows the user to see and modify family details and is started from [WDC200](#)

1.1	Child number	Number of the child
1.2	Child name	Name of the child (incl. family name)
1.3	Family name	Name of the family
2	Father	
2.1	Name	Name of the father
2.2	Passed Away	
2.3	Occupation	The selection list contains all defined Occupations (see WDC740)
2.4	Income amount	
2.5	Currency	
2.6	Period of income	The selection list contains None / Daily, Weekly, Monthly, Yearly
2.7	Religion	The selection list contains all defined Religions (see WDC740)
3	Mother	Select WDCAP_FAMILY_MEMBER where FAMILY_ID from WDCAP_FAMILY and ROLE = 2 For the rest it is the same as Father
4	Housing	
4.1	Type	The selection list contains all defined Housing types (see WDC740)
4.2	Number of rooms	
4.3	Street	street name & street number
4.4	Village	
4.5	Variable 1	screentext can be defined with WDC701
4.6	Variable 2	screentext can be defined with WDC701
4.7	Variable 3	screentext can be defined with WDC701
5.1	Lives with	The selection list contains all defined Lives with types (see WDC740)
5.2	Time to school (min)	Minutes

5.3	Transport to school	This is a mandatory field. The selection list contains all defined Transport types (see WDC740)
5.4	Water at home	Select Yes or No
5.5	Electricity at home	Select Yes or No
5.6	Parent situation	Select 1 parent family / 2 parent family or Orphan
5.7	Time to water (min)	Minutes
6.1	Family members entered at	Dates is calculated to calculate the current age of the family members

At the bottom of the screen is a table with all family members except the father and mother and the active child :

7.1	Sequence number	
7.2	Name	Name of the child, parent, brother, sister etc.
7.3	Date of birth	
7.4	Age	
7.5	R/S	Father / Mother Brother / Sister Grandfather / Grandmother Uncle / Aunt / Nephew / Niece
7.6	Remarks	
7.7	Reg.nr.	Registration number of the child (or brother / sister)
7.8	School	
7.9	Class	
	Link New member	Activate WDC214 to enter a new member of the family
	Link Delete member	If the user tries to delete the father or the mother: "Deletion of father and mother not allowed" Else warning message: "OK to delete this family member?"
	Link Change member	Allows the user to change a member of the family

Buttons	Action
Back	Back to calling program
New	If this button is pressed activate WDC213 where the user can enter a new family.
Edit	If this button is pressed the current family is locked for update. The user is able to modify the fields where this is allowed
Save	Perform database updates if there were changes on the screen

WDC213 - New family

New family

Family name

	Father	Mother		Housing
Name	<input type="text"/>	<input type="text"/>	Type	<input type="text" value="- Select Type -"/>
Passed Away	<input type="checkbox"/>	<input type="checkbox"/>	Number of Rooms	<input type="text"/>
Occupation	<input type="text" value="- Select Occupation -"/>	<input type="text" value="- Select Occupation -"/>	Street	<input type="text"/>
Income	<input type="text"/> XOF	<input type="text"/> XOF	Village	<input type="text"/>
Period of income	<input type="text" value="- Select period of income -"/>	<input type="text" value="- Select period of income -"/>	Village	<input type="text"/>
Religion	<input type="text" value="Catholic"/>	<input type="text" value="Catholic"/>		<input type="text"/>
Birth place	<input type="text"/>	<input type="text"/>		<input type="text"/>

Lives with Time to school(min) Transport

Water at Home yes no

Electricity at Home yes no

Time to water(min)

Parent Situation 1 Parent Family
 2 Parent Family
 Orphan

This screen allows the user to add family details for a new family and is started from the family details link on the child details screen [WDC200](#)

1	Family name	Family name
2	Father	
2.1	Name	Name of the father
2.2	Passed away	
2.3	Occupation	The selection list contains all defined Occupations (see WDC740)
2.4	Income amount	
2.5	Currency	
2.6	Period of income	The selection list contains None / Daily, Weekly, Monthly, Yearly
2.7	Religion	The selection list contains all defined Religions (see WDC740)
3	Mother	Select WDCAP_FAMILY_MEMBER where FAMILY_ID from WDCAP_FAMILY and ROLE = 2 For the rest it is the same as Father
4	Housing	
4.1	Type	The selection list contains all defined Housing types (see WDC740)
4.2	Number of rooms	
4.3	Street	street name & street number
4.4	Village	
4.5	Variable 1	screen text can be defined with WDC701
4.6	Variable 2	screen text can be defined with WDC701
4.7	Variable 3	screen text can be defined with WDC701
5.1	Lives with	The selection list contains all defined Lives with types (see WDC740)
5.2	Time to school (min)	Minutes
5.3	Transport to school	This is a mandatory field. The selection list contains all defined Transport types (see WDC740)
5.4	Water at home	Select Yes or No
5.5	Electricity at home	Select Yes or No

5.6	Parent situation	Select 1 parent family / 2 parent family or Orphan
5.7	Time to water (min)	Minutes
6.1	Family members entered at	Dates is calculated to calculate the current age of the family members

Buttons	Action
Back	Back to calling program
Save	Perform database updates

If this child was mentioned in worklist 17 (incomplete children) this entry is deleted.
Finally the child is added to worklist 1 (new children not yet sent to donor) see [WDC401](#)

WDC214 - New family member



New family member

Name

Relationship/Sex

Date of birth or age 

Birth place

Remarks

Lives in the house

This screen allows the user to add a new family member for an existing family and is started from [WDC210](#) ([Link New member](#))

1.1	Name	Name of the family member
1.2	R/S	Father / Mother Brother / Sister Grandfather / Grandmother Uncle / Aunt / Nephew / Niece
1.3	Income amount	
1.4	Date of birth	If this field is entered then the next field is not allowed
1.5	Age	If this field is entered then the previous field is not allowed
1.8	Birth place	
1.9	Remarks	

1.10	Lives in the house	Does this member live in the house (to calculate the number of people in the house)
------	--------------------	---

Buttons	Action
Back	Back to calling program
Save	Perform database updates

WDC220 - School history

School history

Child number **32117918**

Child Name **Heidy Camila Hernandez Ducuara**

Child Number	Date Entry	User Id	School Name	Class Name	Continuation	Schoolyear	Start School Year	End School Year	Select
32117918	02/05/2019	JAN	117 Altos De Cazuka	Fourth	Leaving the program	2019	12-04-2019	11-04-2020	<input checked="" type="checkbox"/>
32117918	05/07/2018	ELIZABETH.DIAZ	117 Altos De Cazuka	Fourth		2017-2018	04-09-2017	30-06-2018	<input checked="" type="checkbox"/>
32117918	05/07/2018	ELIZABETH.DIAZ	117 Altos De Cazuka	Fourth		2017-2018	04-09-2017	30-06-2018	<input checked="" type="checkbox"/>
32117918	26/06/2018	VICTORIA	117 Altos De Cazuka	Fourth		2017-2018	04-09-2017	30-06-2018	<input checked="" type="checkbox"/>

[Leaving Details](#)

This screen contains the history of schools, classes, and specializations.

If you select a line in the table you see the continuation and dropout details of the child that are used for the education statistics. Some details can be modified.

Possible values of the selection boxes:

1	Continuation code	If entered the code must have one of the following values: 1 Promoted to next grade 2 Repetition 3 Leaving the program 11 Successful completion final grade, no continuation 12 Successful completion final grade + further education
---	-------------------	--

If for an education only child (child status 20) the Continuation code is modified to any of the values 3,11 then the child status is set to 99 (inactive)

It is possible to add / modify / delete lines in the school history.

If you add a new line in the school history the program asks if the class that was selected for the new history line should also be saved in the child details.

School History detail

Child Name: [Redacted]
 Child number: [Redacted]
 School: [Redacted] Class: Thirteenth
 Specialization: - Select a Specialization -
 Schoolyear: 2019 Continuation: - Select -
 Date Start: 02-08-2019
 Remarks: [Redacted]

If this student is leaving the program, go to Child details > Child leaving

Info Also change the class of the child to Thirteenth

Yes No

WDC225 - Leaving details

Child leaves the School

Child: 32117918 **Heidy Camila Hernandez Ducuara**

School: 117 Altos De Cazuka **Fourth**

Date leaving: 30/04/2019

Continuation: Leaving the program

Main Leaving Category: 5 : Quality of education

Sub Category: B : Has special needs which cannot be offered a

Continuation After Leaving: II : Works at home

Contribution: a : Actively contributes to church activities

(*1*) Please specify sub category / continuation / contribution here. If possible, please describe something more about the situation, the reasons behind the leaving / continuation to give the sponsor valuable information and to keep them engaged.

swsqwsqwsqwsqwswsqwsqws

Contact details

This screen contains the details if the child left the school and allows modification of these details.

If a child leaves the project this can be entered via [WDC200](#) (Link Child leaving)

WDC230 - Child history

This screen displays a history log of all changes for the child

Child history

Child Number Partner: **321051006**

Child Name: **Heider Daniel Montero Mendoza**

Photo's(1) All files(4)

Date	Time	- Select User -	- Select Type -	Text	Select
11/07/2017	3:39PM	Jan den Oudsten	Family member modified	See specification	✓
11/07/2017	3:38PM	Jan den Oudsten	Entered new family member	See specification	✓
08/07/2017	5:42PM	Jan den Oudsten	Leaving form sent to donor		✓
08/07/2017	5:41PM	Jan den Oudsten	Leaving entered		
08/07/2017	5:40PM	Jan den Oudsten	Transfer form sent to donor		✓
27/06/2017	4:24PM	Jan den Oudsten	Transfer entered		✓
17/04/2017	10:39AM		Memo text added		✓
17/04/2017	10:39AM		Change of child data	See specification	✓
01/02/2017	6:50PM	Victoria Cardenas	Greeting sent to donor		
17/12/2016	11:12AM	Victoria Cardenas	Greeting sent to donor		
30/09/2016	4:57PM	Victoria Cardenas	New sponsor details applied		

This screen contains an overview of all changes which are applied for the current child. The history is automatically created for all changes in the child- and family attributes.

Link Photos gives a screen with all uploaded photos of the child (and a link to add a new photo)
Link All files gives a screen with all uploaded files of the child (greetings, progress reports, identity forms etc.) with links to add , edit, view new files and a link to send a photo to W&D.

If you click on a line in the table with changes the related screen is activated (see below)

Child Adoption Program - Windows Internet Explorer

http://woor1-app1:8087/Mgmt/200_Child/WDC232A.aspx

Child Adoption Program

Language English | Logged in as Jan den Oudsten | Logoff

Search...

Advanced Search
Schools and Classes
Messages from Donor
Worklist

Actions >>
Printing >>
General >>

1801:AMG Int. Philippi

Last opened:
18101072 Aaron Paul...
Advanced child search...
18101066 Roel G.....
Advanced child search...

Changes In Attributes

Date	Field Name	Old Value	New Value	Select
07/01/2012	FIRST_NAME	Roel G.	Roel G. Peter	✓
07/01/2012	CHILD_NAME	Roel G. Castillo	Roel G. Peter Castillo	✓
07/01/2012	DATE_OF_BIRTH	12/08/1984	13/08/1984	✓
07/01/2012	DOB_ESTIMATED	N	N	✓
07/01/2012	DATE_JOINING	01/09/1986	02/09/1986	✓
07/01/2012	CODE_RELIGION	Unknown	Baptist	✓

Date / Time: 07/01/2012 4:47PM
User: JDOTEST Jan den Oudsten
Table / Field: WDCAP_CHILD DATE_JOINING
Old Value: 01/09/1986
New Value: 02/09/1986

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Child Adoption Program - Windows Internet Explorer

http://woor1-app1:8087/Mgmt/200_Child/WDC232C.aspx

Child Adoption Program

Language English | Logged in as Jan den Oudsten | Logoff

Search...

Advanced Search
Schools and Classes
Messages from Donor
Worklist

Actions >>
Printing >>
General >>

1801:AMG Int. Philippi

Last opened:
18101066 Roel G. Pe....
Advanced child search...

Remarks

Child: 18101066 18101066 Roel G. Peter Castillo
Entered at: 07/01/2012 5:08PM Jan den Oudsten

Type: Memo

New value

Unlimited text field with information about the living circumstances of the child
More info

Old value

Unlimited text field with information about the living circumstances of the child

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Gereed

WDC233 – Photos of a child

This screen contains an overview of all photos for the current child.

The screenshot shows a web browser window with the URL `wdcap-testwoordendaad.nl/Mgmt/200_Child/WDC233.aspx`. The page header includes the 'Woord en Daad' logo, navigation icons, a search bar, and user information: 'Logged in as Jan den Oudsten | Logoff'. The main content area is titled 'Photo's' and displays the following information:

- Child Number: **12104381**
- Child Name: **Harathi Gudivanka**

Photo	Date
	20/07/2016
	14/03/2014

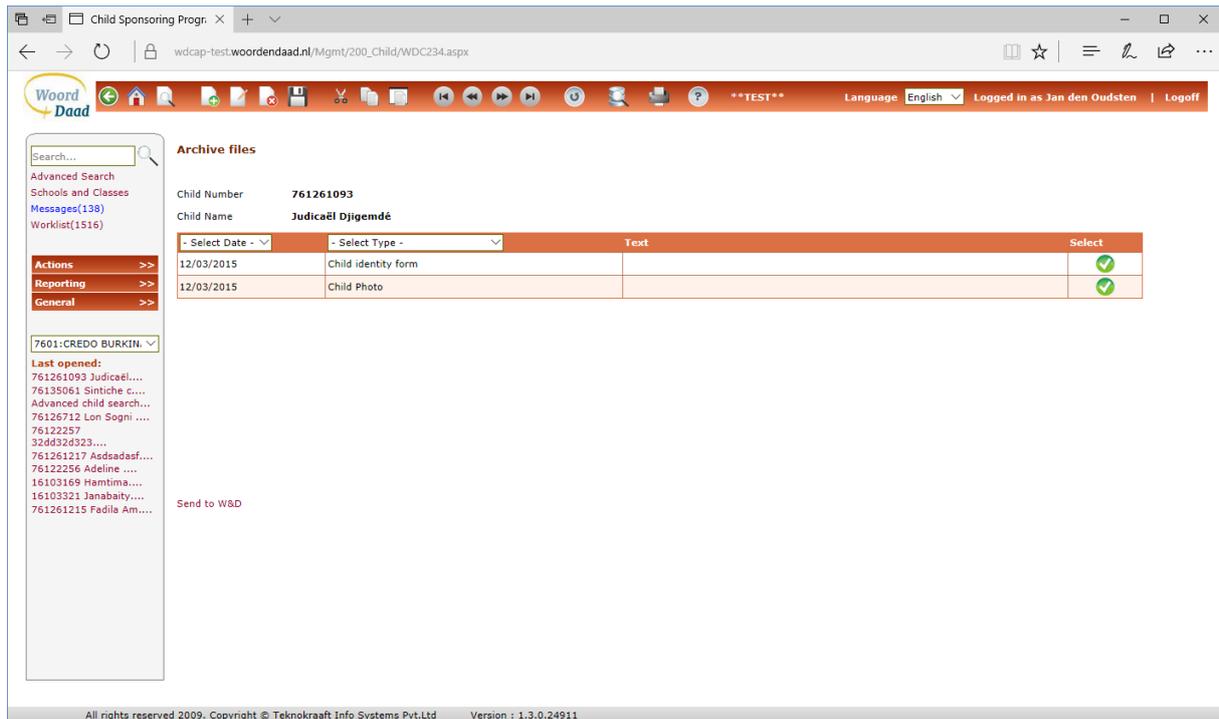
Below the photos, there is a 'New Photo' link. The left sidebar contains a search bar, navigation links (Advanced Search, Schools and Classes, Messages(138), Worklist(2026)), and a list of 'Last opened' items with their respective child numbers and names.

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[Link New Photo](#) allows you to upload a new photo. If the donor of the child is Woord en Daad this photo will automatically be sent to W&D.

WDC234 – Archive files of a child

This screen contains an overview of all files in the archive for the current child

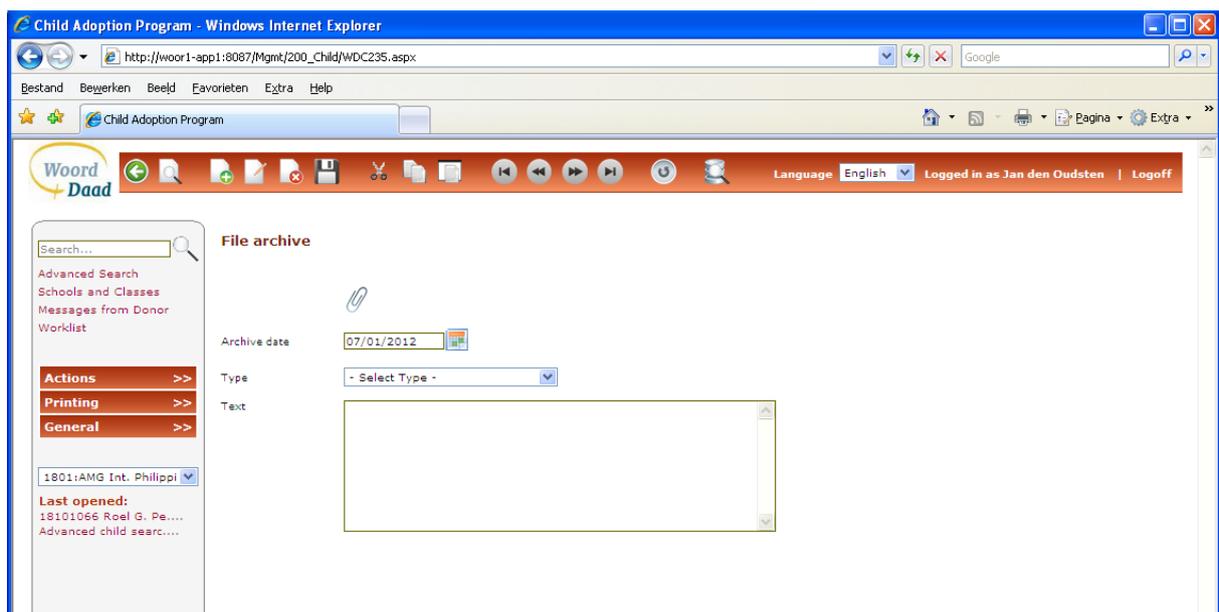


Link Send to W&D allows you to send a photo to W&D so it will not be accepted if you select a row in the history that does not contain a photo..

New button in the Buttonbar allows you to add a new file in the archive (see [WDC235](#))

Edit button in the Buttonbar allows you to modify an existing file in the archive (see [WDC235](#))

WDC235 - Add new file in the archive



1.1	Filename	With the paperclip link the file open dialogue is activated where one file can be selected. If the file is a picture you get a preview to check if the correct picture is added.
1.2	Archive date	The initial value todays date but this date can be modified
1.3	Type	The selection list contains the type of attachments Greeting untranslated Greeting translated Child Photo Greeting from sponsor Child identity form Child transfer form Child leaving form Child progress report Family introduction sheet
1.4	Text	Optional unlimited text to further explain the file

There is a similar screen to modify these values for documents which already exist in the archive.

WDC245 - Health details

The screenshot shows the 'Health details' page for child 76126903. The page includes a sidebar with navigation links, a search bar, and a main content area. The main content area displays the child's name, a remark box, and two tables: 'Measurements' and 'Medical history'. The 'Measurements' table has columns for Date, Length (cm), Weight (kg), and Select. The 'Medical history' table has columns for Date, Text, and Select. The page is in English and logged in as Jan den Oudsten.

Link New measurements

If this link is pressed a screen is activated ([WDC248](#)) to add new measurements.

Link Change measurements

If this link is pressed a screen is activated ([WDC249](#)) to change existing measurements.

Link New medical history

If this link is pressed a screen is activated ([WDC246](#)) to add new medical history.

Link Change medical history

If this link is pressed a screen is activated ([WDC247](#)) to change existing medical history.

WDC246 - New medical history

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/200_Child/WDC246.aspx`. The page title is "New Medical history". The form contains the following fields:

- Child Number: 76126903
- Child Name: Selim Emir Benachouer Sogodogo
- Date: 04/07/2017
- Text: Selim in in the hospital with a broken leg.
- Inform Sponsor:

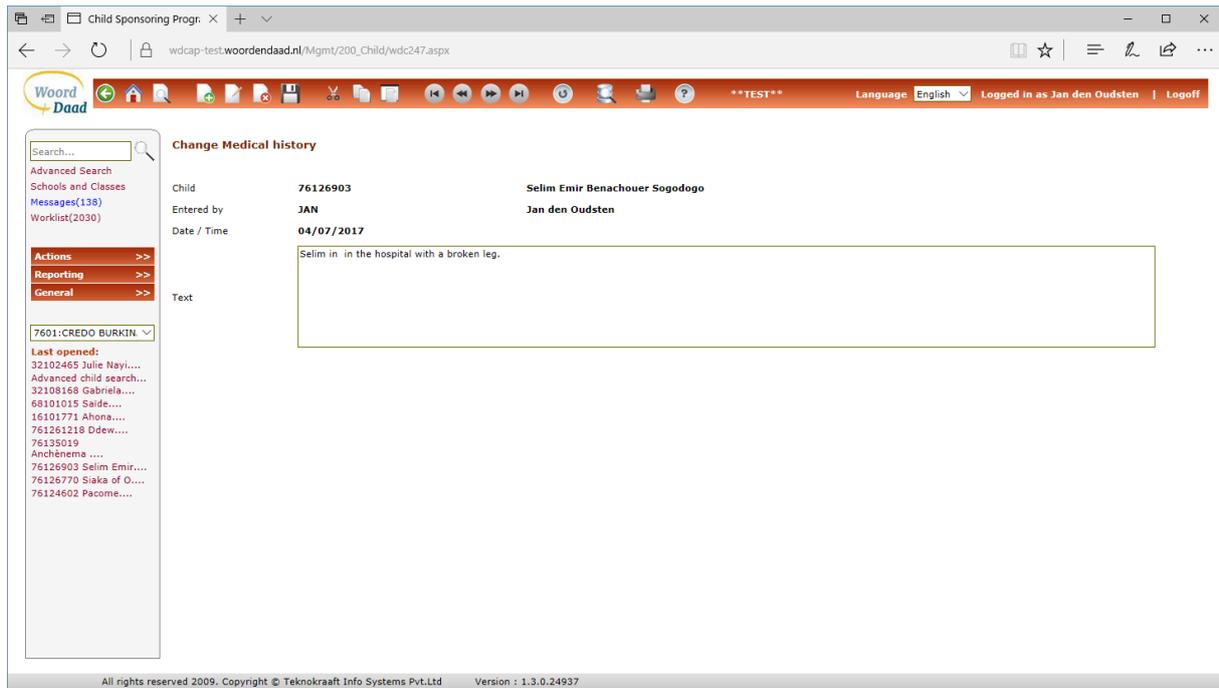
The interface also features a search bar, a navigation menu with "Actions", "Reporting", and "General" options, and a list of "Last opened" records. The footer indicates "All rights reserved 2009. Copyright © Teknokraaft Info Systems Pvt.Ltd Version : 1.3.0.24937".

Checkbox Inform Sponsor

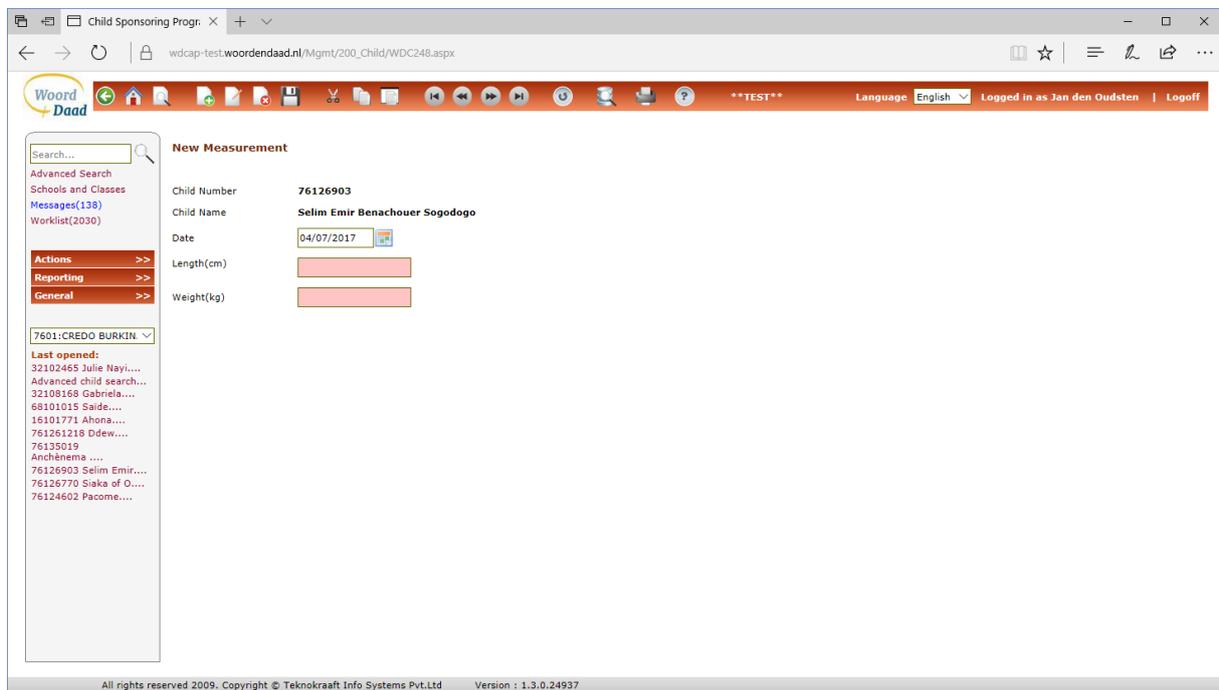
If this checkbox is checked then the program will automatically send the entered text to the donor to inform the sponsor.

Buttons	Action
Back	Back to calling program
Save	Perform database updates

WDC247 - Change medical history

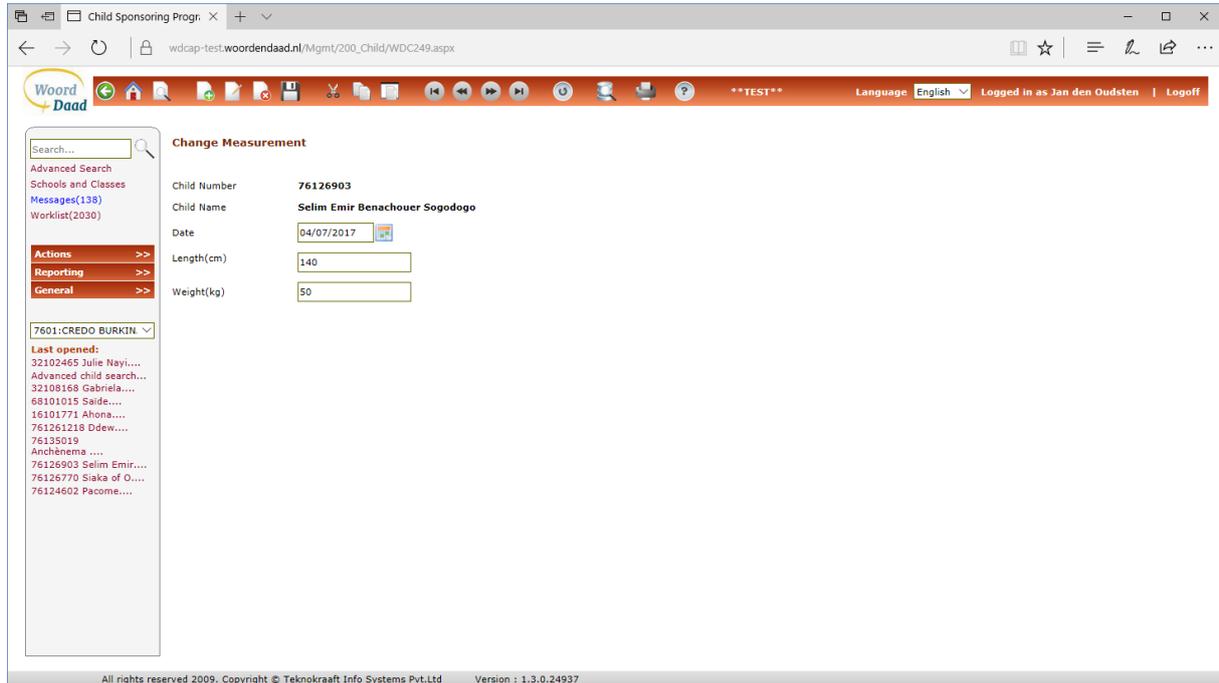


WDC248 - New measurements



Buttons	Action
Back	Back to calling program
Save	Perform database updates

WDC249 - Change measurements



Buttons	Action
Back	Back to calling program
Save	Perform database updates

WDC250 – Living situation / Circumstances

Child number	18116455	Child number	18116455	Child name	Carlos Miguel Aguila
--------------	----------	--------------	----------	------------	----------------------

These four questions give an idea of what the living circumstances could look be described. Be creative and add information that you think is interesting for the sponsor to know

1. Please tell the sponsor something about this child and the family (for example: What is the character of the child (introvert, extravert etc.)? What does the family situation look like? Work of parents? Do they have specific challenges? Do they own animals?)

The child is an extroverted person. He can run errands for his mother. He loves to play with his plastic toy gun and toy car with his playmate in the neighborhood. He helps in household chores like sweeping the floor and wiping the table. They are facing lack of financial. The father's earnings is not enough. The child frequently eats rice and salt only and sometimes one fried fish is divided among them just to satisfy their hunger. He is excited to go to school and happy to meet new friends.

2. Please tell the sponsor something about the house: For example: is there sanitation facilities? Which relatives are living in the house?

From 2nd avenue, you will walk thru the narrow street called cave and pass a bridge over the creek then walk downstairs beside the creek before you reach the houses. The family dwells in a 3 x 3 sq. meter owned multi use room which is 10 meters away from the creek and the cemetery. The child sleeps on the floor with mat. No room just a curtain which serves as a division. The walls are made of wood, floor is cemented, and roof is g.i. sheets. Their needs are hardly met due to unaffordable prices of basic commodities. The house has plumbing inside and comfort room inside the house. The family wanted to live in a better neighborhood place cause their room is almost on the bank of the river and is prone to flood, but as of now they can't afford. His father's earning is not enough for their basic needs because of their shared monthly bills amounting to Php 350 for sub-metered water, Php 100 for drinking water plus Php 3160 monthly on food and school allowance and miscellaneous school fees. His family eats fried egg or fried fish and rice when there's shortage in budget.

3. Please tell the sponsor something about the village. For example: How many people are living in this area? How is the infrastructure (roads etc)? What type of environment is it (mountains, river)? What do many people do for their livelihoods?

The village is located near the cemetery and creek that overflows when it rains. Houses near the creek get flooded and families are affected. Most houses are attached to each other and made of light materials. They are prone to disasters like floods and fire. An estimated population more or less 11,000; more or less 9,263 households and more or less 1,501 are children. They are mainly low-skilled workers, eking out a living as public utility drivers, vendors, helpers, construction workers, laundry woman, minimum wage earners in factories, or scavengers. No trees in the area. Dogs, cats, doves, chickens and sometimes snakes are animals found in this place.

It is possible to add / modify / delete the text via this screen

Use the Save button to save the changes in the database.

Via child history it is always possible to see the old and the new value.

WDC255 - Sponsor details

Sponsor details

Child Number: 76124602
Child Name: Pacome DA

Sponsoring history

Date from	Date until	Status	Sponsor name	Sponsor type	Sponsor number	Donor
01/01/2017		sponsored	Rix Buro B.V.	Organization	120214	Woord en Daad
31/03/2016	31/12/2016	too old for new sponsor			0	Woord en Daad
23/07/2013	31/03/2016	sponsored	R. Roozendaal	Individual	0	Woord en Daad
04/02/2009		accepted by donor			0	Woord en Daad

The table on the screen contains the sponsor history if there were multiple sponsors for the child

2.1	Date from	Starting date of the sponsoring
2.2	Date until	Ending date of the sponsoring
2.3	Status	Status of the child
2.4	Sponsor name	Name of the sponsor
2.5	Sponsor type	Individual or Church / Company
2.6	Sponsor number	Number of the sponsor in the donor database
2.7	Donor	name of the donor

WDC257 - Greetings history

The greetings history can be added / modified via the Greetings link at the top of the Child Details screen.

Greetings history

Child Number: 75003296
Child Name: Kassoum

Date	User	Greeting To	Thank You	Photos To	Report To	Greeting From	Thank you	Introduction	Description	Select	Attachment	Edit Thank you	Delete Thank	Add Thank you	Connect thank
		Sponsor	Response	Sponsor	Sponsor	Sponsor	letter sent	Contact				Letter	you Letter	Letter	you letter
02/05/2020				Y						✓	Attachment				
08/04/2020	martine					Y			Extra gift for child (or family), no specific description available	✓				Add Thank you Letter	Connect thank you letter
16/01/2020	martine					Y			Extra gift for child (or family), no specific description available	✓				Add Thank you Letter	Connect thank you letter
28/12/2019	MARTINE	Y								✓					

Full Description

Money Type of Gift Currency Amount Number of FoodBags

Letter

Present

Photo

The table on the screen contains all greetings which were sent and received

If one of the lines is selected then the remaining details of the selected greeting are displayed at the bottom of the screen.

If there is a document attached to the greeting a link **Attachment** is displayed.

WDC271 - Progress report 2020 style

The progress report can be added / modified via the Progress report link at the top of the Child Details screen.

SCHOOL RESULTS

This year I scored

Low Good Average Excellent

I'll receive the following support to help me to improve my school results:

I'm in the final grade. Next year I hope to:

Promote to primary/secondary/vocational/higher education
 Look for a job
 Other

Other

Favourites

My Favorite Bible verse

My Favorite Song

My Favorite Book

My Favorite Teacher

Why is he/she your favorite teacher?

Prayer Needs

When I have to choose, I prefer

School Vacation Egg Rice

To receive a photo from my sponsor To receive a letter from my sponsor Stars Moon

Forest Beach Car Plane

Coffee Tea Dog Cat

See above the entry screen of the new 2020 progress report.

Instead of the list with subjects there is now a choice between Low, Good, average and excellent.

Low: 0 – 55% of the maximum score / Medium: 56 – 70 % of the maximum score

Good: 71 – 90 % of the maximum score / Excellent: >90% of the maximum score

If Low is selected an additional question "I'll receive the following support to help me to improve my school results" is displayed.

If the child is in the final grade of secondary , higher or vocational education there is an additional question: "I'm in the final grade Next year I hope to" with 3 options (see example)

If the report is entered in French or Spanish it must be translated via worklist 24 before it can be sent to W&D.

Buttons	Action
Back	Back to calling program
New	Clear all fields on the screen (could be used if a new progress report is entered)
Edit	Edit the most recent progress report. Via the save button it is possible to choose between overwriting the current progress report or enter a new report.
Save	Perform database updates and add the child to worklist 10 (New progress reports) to prepare the sending of the report to the donor. (not in case of group spnsoring) If there is a line on the dashboard (reminders) this line will be automatically deleted. If there is already a PR of the current year this PR will be automatically updated..
Previous Next	Activate the next or previous child

It is also possible to enter the 2020 progress report via KOBO with the following link:

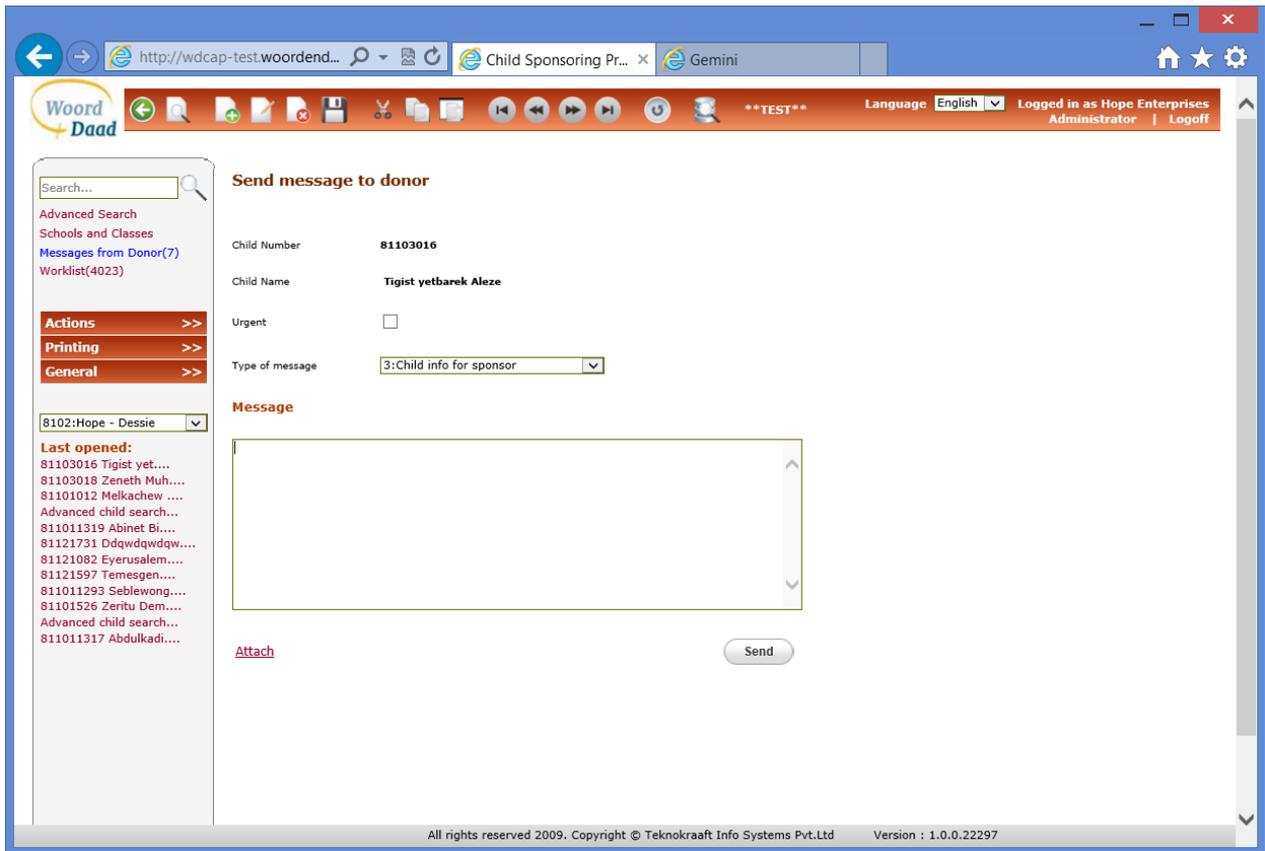
<https://ee.kobotoolbox.org/x/pV5cacwj>

If the progress report is added via KOBO and the child is near the final grade there is a column "Check final grade" in worklist 10 to indicate that the user should check if the questions about the final grade must be answered.

- Select Dat	Time	jan	W&D Canada	- Select School -	Child number	Child name	Check final grade
09/05/2020	17:46:53	jan	W&D Canada	Lucero Alto			Y

WDC261 - Send message to donor

The screen to send a message to W&D or another donor where the emailaddress of the donor is entered about a specific child can be activated via the "Send message to donor" link at the top of the child details screen.



With this screen it is possible to send a message to W&D which is related to the selected child. This message is also stored in the child history.

The type of message can be selected in the "Type of message" selection list.

The text of the message can be entered in the Message box on the screen and via the "Attach" link it is possible to add multiple attachments to the message.

If the "Send" button is pressed the program asks for an acknowledgement first:

"OK to send the message to the donor?"

If the user pressed OK the message is sent to W&D

Buttons	Action
Back	Back to calling program

WDC263 - Transfer child to other school

Transfer Child to Other School

Child Number 76124758
Child Name Selim Emir Benachouer Sogodogo

Current School

124: 124 COMPLEX SCHOOL BARAKA/BOBO T4: Lower Technical 1

New School

-Select School- -Select Class- - Select Schoolyear -

New Child Number	<input type="text"/>
Date Of Transfer	<input type="text" value="09/05/2019"/> 
Language	<input type="text" value="English"/>
Reason For Transfer	<input type="text" value="enter text..."/>

This screen can be activated via the "Transfer child to other school" link on the top of the Child Details screen

With this screen it is possible to change the child number if the child is transferred to another school.

There are 4 selection lists on the screen to allow the selection of the new School / Class / Specialization / Schoolyear

If the new school is selected the program automatically calculates the new child number and this number cannot be changed.

The language selection list contains the language of the donor. If you select another language the text that is entered in the "Reason for transfer" box must be translated via worklist 5 before it can be sent to the donor.

If the save button is pressed the database updates are performed and if W&D is the donor the child is added to worklist 5 waiting to be sent to W&D. (see [WDC405](#))

Via this worklist program translations can be added and the transfer forms are created and automatically sent to W&D

WDC264 - Child leaving

The screenshot shows a form titled "Child leaving" with the following elements:

- Date leaving:** A date selection field with a calendar icon.
- Did not return at the start of the schoolyear:** A checkbox.
- Continuation:** A dropdown menu with "Leaving the program" selected.
- Main Leaving Category:** A dropdown menu with "- Select Main Leaving Category -" selected.
- Continuation After Leaving:** A dropdown menu with "- Select Continuation After Leaving -" selected.
- Contribution:** A dropdown menu with "- Select Contribution -" selected.
- Language:** A dropdown menu with "English" selected.
- Text area:** A large empty text box for additional information.
- Buttons:** A "Contact details" button in the bottom right corner.

Below the form, there is a note: "(***) Please specify sub category / continuation / contribution here. If possible, please describe something more about the situation, the reasons behind the leaving / continuation to give the sponsor valuable information and to keep them engaged."

This screen can be activated via the "Child leaving" link on the screen with child details

There are several mandatory selection lists on the screen. The contents of these lists depend on the choices in the previous lists.

It is also possible to add additional text for the reason of leaving and any additional information.

There is a selection box "Language" available in the process of entering a leaving form. By using this option, it is possible to add leaving information in an other language than English (choices are: French, Spanish or Dutch), before sending it to Woord en Daad. In case an other language than English is selected, translation need to be done first before sending the leaving form to Woord en Daad. In worklist 6 the translate option is available.

The initial value is the language of the user but it is possible to modify the language.

If the save button is pressed the database updates are performed and if W&D is the donor the child is added to worklist 6 (new leavings) waiting to be sent to W&D. ([WDC406](#))

Via this worklist program the leaving forms are created and automatically sent to W&D

If the child is still sponsored then the sponsoring is automatically terminated and the status of the child becomes "History". If the checkbox "Left sponsor program but continues at school" the status of the child becomes 20 (Education only) instead of 99 (History).

If the child is present in other worklists the child is removed from these worklists.

Link Contact details

Via this link it is possible to enter contact details of the student (if required)

See [WDC264A](#)

WDC264A –Contact details

Left children contact details

In order to have better insight in the impact of this program and to be able to do a good follow-up study, please fill in the contact details you have for this student.

Child number	76124758
Child name	Selim Emir Benachouer Sogodogo
Address	<input type="text"/>
City	<input type="text"/>
Telephone	<input type="text"/>
Job	<input type="text"/>
Company	<input type="text"/>
Free Text	<input type="text"/>
Date job	<input type="text"/> 

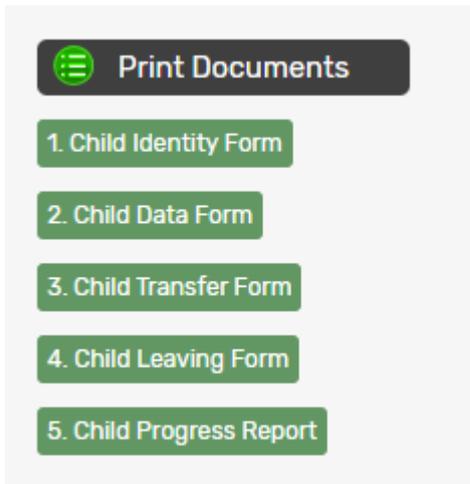
It is now also possible to change "Continuation after leaving" and "Did not return at the start of the schoolyear" if the leaving is already sent to the donor.
(via new button Change continuation after leaving")

 Continuation after leaving

Continuation After Leaving

Did not return at the start of the schoolyear

WDC266 - Print documents



This screen can be started via the "Print documents" link on top of the screen or via the Printer icon in the buttonbar.

- 1 Child identity form [WDC651](#)
- 2 Child data form [WDC652](#)
- 3 Child transfer form [WDC653](#)
- 4 Child leaving form [WDC654](#)
- 5 Child progress report [WDC655](#)

If child identity forms or child progress reports are requested for other donors than Woord en Daad, the program will create an excel file with the same information as in the pdf for Woord en Daad.

If the links are pressed then the document is created and the program asks if the document can be stored in the archive for later usage.

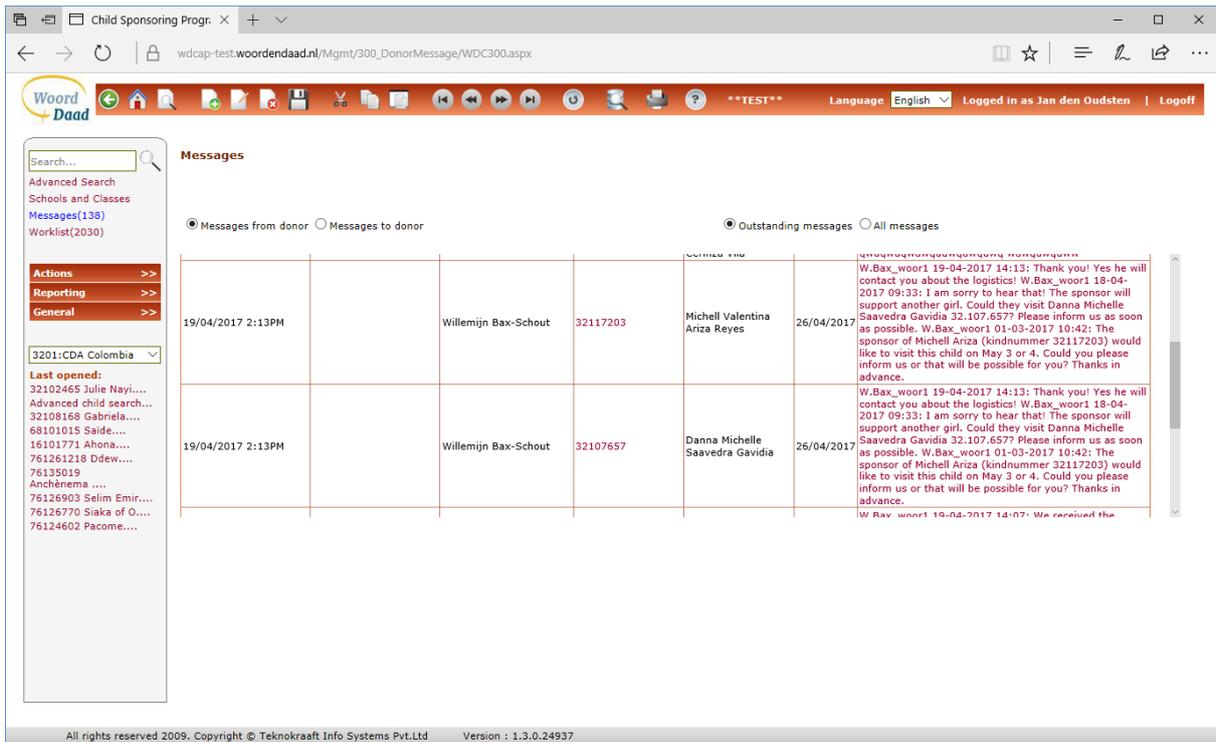
Buttons	Action
Back	Back to calling program
Save	Perform tests and database updates below

WDC300 - Messages

This screen contains the messages which were sent by W&D or to W&D (and other donors where the email address is defined) and can be activated via the menu (Messages)

With the first 2 radiobuttons it is possible to switch between messages from donor (W&D) and to donor (W&D) (and other donors where the email address is defined).

With the last 2 radiobuttons it is possible to switch between outstanding messages and all messages.



Urgent messages are displayed in blue

If the user presses on the message in the Message column (most right column) the following detail screen is activated ([WDC301](#))

WDC301 - Handle donor messages

This screen allows the users to see a message from a donor and to reply to this message.

☰ Handle donor messages

Message Date

Message Time

User Name

Child Number

Answer before

Child Name

Message

C.vanLuttikhui_woor1 14-08-2020 09:28:
 Could you please check the pictures (attachments)? Are these pictures both from ██████████? It seems to be another child.

Reply Message

Original Message

[View Attachment\(2\)](#)

[Child details](#)

[New Attachment\(0\)](#)

[Send Reply](#)

The screen contains the message text from W&D and a field to enter the reply. With the "View attachments" link it is possible to activate the files which are attached by W&D and with the "New attachments" link it is possible to attach one or more documents for W&D.

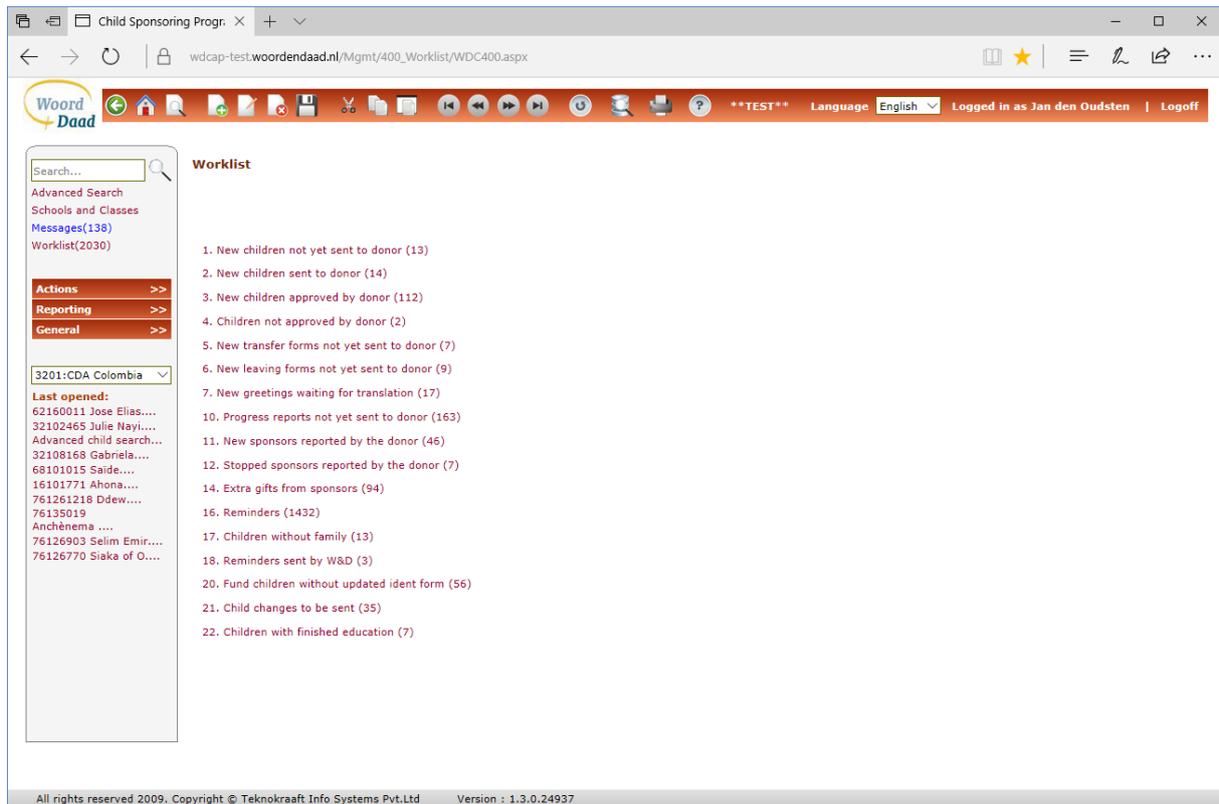
With the child details link it is possible to see the details of the child and finally with the "Send reply" button the reply is sent to W&D (and other donors where the email address is defined) and removed from the screen.

With the "Do not send reply" button it is possible to remove the message from the screen without sending a reply to W&D. (if the message is for information only and does not require a reply)

The message is still visible in the child history.

Buttons	Action
Back	Back to calling program
Previous Next	Browse through the messages

WDC400 - Worklist



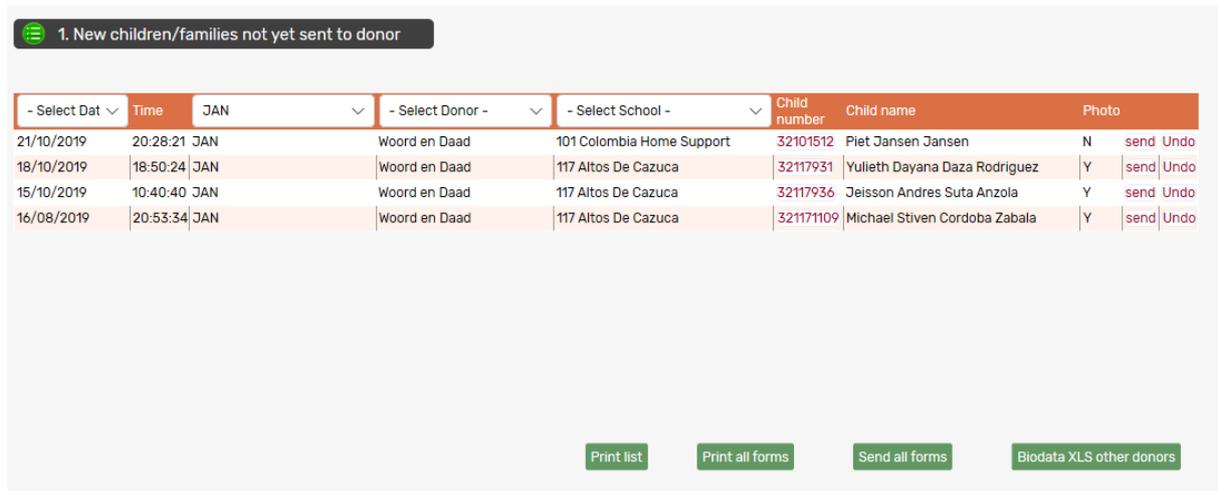
This screen displays the worklist for the current user.
 At the end of the description of the worklist also the total number of messages to handle is displayed.
 The following worklists are supported:

- [WDC401](#) - New children not yet sent to donor
- [WDC402](#) - New children sent to donor
- [WDC403](#) - New children approved by donor
- [WDC404](#) - New children not approved by donor
- [WDC405](#) - New transfers not yet sent to donor
- [WDC406](#) - New leaving forms not yet sent to donor
- [WDC407](#) - New greetings waiting for translation
- [WDC408](#) - New greetings not yet sent to donor
- [WDC409](#) - New photos not yet sent to donor
- [WDC410](#) - New reports not yet sent to donor
- [WDC411](#) - New sponsors reported by the donor
- [WDC412](#) - Stopped sponsors reported by the donor
- [WDC414](#) - Extra gifts from sponsors
- [WDC416](#) - Reminders
- [WDC417](#) - New children without family
- [WDC418](#) - Reminders sent by W&D
- [WDC419](#) - 22+ years handling
- [WDC420](#) - Fund children without updated identity form
- [WDC421](#) - Child changes to be sent
- [WDC423](#) - KOBO progress reports not matched
- [WDC426](#) - Messages for sponsoring office

Buttons	Action
Back	Back to calling program (all worklist programs)
Previous Next	Browse through children (all worklist programs)

WDC401 - New children not yet sent to donor

This program is started if the user clicks in the worklist on a line with "New children not yet sent to donor".



- Select Dat	Time	JAN	- Select Donor -	- Select School -	Child number	Child name	Photo
21/10/2019	20:28:21	JAN	Woord en Daad	101 Colombia Home Support	32101512	Piet Jansen Jansen	N send Undo
18/10/2019	18:50:24	JAN	Woord en Daad	117 Altos De Cazuca	32117931	Yulieth Dayana Daza Rodriguez	Y send Undo
15/10/2019	10:40:40	JAN	Woord en Daad	117 Altos De Cazuca	32117936	Jeisson Andres Suta Anzola	Y send Undo
16/08/2019	20:53:34	JAN	Woord en Daad	117 Altos De Cazuca	32117109	Michael Stiven Cordoba Zabala	Y send Undo

Print list Print all forms Send all forms Biodata XLS other donors

This screen contains all new children which are entered in the database but not yet sent to the donor. These children have status 0 = entered

The column Photo indicates if there is a recent photo uploaded (recent = not older than 1 year). Children with value N cannot be sent to W&D.

It is possible to display only the children which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen. *Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.*

At the end of every line there is a link which depends on the donor. If the donor is W&D or another donor where the email address is configured there is link "send" If the donor is not W&D and there is no email address configured there is link "print"

In both cases the program creates a pdf with the child identity forms ([WDC651](#))

If the donor is W&D or another donor where the email address is configured there is no need to print the documents because they are automatically sent to W&D. For other donors where there is no email address configured the documents must be printed/saved and sent to the donor

After creation of the pdf the program asks: "Documents printed OK?"

After acknowledgement the status of the child is changed in 1 = sent to donor and the child is removed from the screen and moved to worklist 2 (New children sent to donor)

It is not possible to send a new child to W&D without photo.

Link undo

If this link is pressed the program asks for an acknowledgement first and then the child is deleted from the database and the line is deleted from the worklist.

Link Print all forms

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms" . If OK is pressed the program creates one pdf file with all selected children.

[\(WDC651\)](#)

[Link Send all forms](#)

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms and to send the forms to the donor"

If OK is pressed then separate pdf files are created and sent to W&D (or other donors) and stored in the archive

[Link Print list](#)

If this link is pressed the program creates a list with all children on the screen.

[Link Biodata XLS other donors](#)

This link is only visible if children of multiple donors are registered in WDCAP.

Via this link it is possible to create an excel file for other donors than Woord en Daad NL with the same information as on the current pdf for Woord en Daad. If the excel file is created the program asks for a confirmation and then the worklist rows are deleted.

WDC402 - New children sent to donor

This program is started if the user clicks in the worklist on a line with "New children sent to donor".

The screenshot displays the WDC402 web application interface. The browser address bar shows the URL: `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC402.aspx`. The page title is "2. New children sent to donor". The interface includes a search bar, navigation icons, and a sidebar with "Advanced Search", "Schools and Classes", "Messages(138)", and "Worklist(2030)". The main content area features a table with columns: "Select Date", "Time", "Select Entered By", "Select Donor", "Select School", "Child number", and "Child name". The table contains 15 rows of data. A "Print list" link is visible at the bottom right of the table. The footer of the page reads: "All rights reserved 2009. Copyright © Teknokraaft Info Systems Pvt.Ltd Version : 1.3.0.24937".

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name
01/06/2017	14:43:51	WDADMIN	Woord en Daad	102 SCHOOL, REO	76102769	Charlène BADOLO
01/06/2017	14:43:51	WDADMIN	Woord en Daad	102 SCHOOL, REO	76102770	Laurène BAYALA
01/06/2017	14:43:51	WDADMIN	Woord en Daad	102 SCHOOL, REO	76102771	Anaëlle BASSOLE
01/06/2017	14:43:51	WDADMIN	Woord en Daad	102 SCHOOL, REO	76102772	Florida BATIONO
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102728	François BATIONO
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102729	Pélagie BAKO
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102730	Charline BADIEL
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102731	Juliette BADIEL
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102732	Marceline BADIEL
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102733	Urbain BATIONO
16/01/2017	13:15:46	YÉHUDIDJA	Woord en Daad	102 SCHOOL, REO	76102739	Marceline BAMA
02/12/2016	09:43:46	ZTOUMSON	Woord en Daad	103 SCHOOL, SALBISGO	76103746	Zacharia YAMEOGO

This screen contains all new children which are entered in the database and sent to the donor. (see [WDC401](#)). These children have status 1 = sent to donor

This screen is for information only for children of donor W&D because this part will be done automatically.
(If donor is W&D the children on this screen disappear automatically if W&D has accepted or rejected the child)

It is possible to display only the children which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.
Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link "Accept".
After acknowledgement the status of the child is changed in 2 (accepted by donor) and the child is removed from the screen. (Only if donor <> W&D NL)

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Accept all

If this link is pressed the program asks acknowledgement first: "OK to accept the displayed children"
(Only if donor <> W&D NL)
If OK is pressed then for all selected children the status is changed in 2 (accepted by donor)

Link Decline all

If this link is pressed the program asks acknowledgement first: "OK to decline the displayed children"
(Only if donor <> W&D NL)
If OK is pressed then for all selected children the status is changed in 3 (not accepted by donor)

WDC403 - New children approved by donor

This program is started if the user clicks in the worklist on a line with "New children approved by donor".

3. New children/families approved by donor

Select Date	Time	Select Approved By	Select Donor	Select School	Child number	Child name	
18/04/2017	10:02:19		Woord en Daad	6233 AMPARO	6233-992	Wellington Isaac Estuardo Sandoval Marroquin	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1486	Sebastian Di Mateo Vicente Hernández	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1485	Derick Josué Melgar López	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1484	Abel Isaac Ramos Chanchavac	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1483	Andy Aaron Hernández Montes	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1482	Sophia Abigail González Zetino	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1480	Josselyn Esther Nohemi Rac	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1479	Carlos Humberto Juárez Coj	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1478	Samuel Alexander Jeshúa Paz Colindres	Apply
18/04/2017	10:02:19		Woord en Daad	6234 4 DE FEBRERO	6234-1477	Jasbleidy Catalina Us Acabal	Apply
18/04/2017	10:02:19		Woord en Daad	6233 AMPARO	6233-993	Jan Carlo Angel Yarot Sandoval Marroquin	Apply

Print list Apply all

This screen contains all new children which are approved by the donor. These children currently have status 1 = sent to donor

This screen will be used only for children of donor W&D.

It is possible to display only the children which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

At the end of every line there is a link "Apply".

After acknowledgement the status of the child is changed in 2 (accepted by donor) and the child is removed from the screen.

Link Apply all

If this link is pressed the program asks acknowledgement first: "OK to update the displayed children"

If OK is pressed then for all selected children the status is changed in 2 (accepted by donor)

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

WDC404 - New children not approved by donor

This program is started if the user clicks in the worklist on a line with "New children not approved by donor".

Child Sponsoring Progr. × + v
wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC404.aspx

Word Daad **TEST** Language English Logged in as Jan den Oudsten | Logoff

4. New children/families not approved by donor

Select Date	Time	Select Declined By	Select Donor	Select School	Child number	Child name	
04/05/2017	03:01:35		Woord en Daad	117 Altos De Cazuka	32117221	Jhosep Daniel Mogallon Diaz	Apply
23/11/2016	17:02:32		Woord en Daad	102 Colombia Home Support	32102864	Jeison Santiago Flores Aguilar	Apply

Print list Apply all

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This screen contains all new children which are not approved by the donor. These children currently have status 1 = sent to donor

This screen will be used only for children of donor W&D.

It is possible to display only the children which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

At the end of every line there is a link "Apply".

After acknowledgement the status of the child is changed in 3 (not accepted by donor) and the child is removed from the screen.



gives the reason why the child is not accepted.

Link Apply all

If this link is pressed the program asks acknowledgement first: "OK to update the displayed children"

If OK is pressed then for all selected children the status is changed in 3 (not accepted by donor)

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

WDC405 - New transfers not yet sent to donor

This program is started if the user clicks in the worklist on a line with "new transfers not sent to donor".

5. New transfer forms not yet sent to donor

- Select Date ▾	Time	JAN ▾	- Select Donor - ▾	- Select School - ▾	Child number	Child name	Select		
25/04/2019	21:37:20	JAN	W&D Canada	104 Lucero Alto	32104994	Elizabeth Carolina Calderon Alvarez	 send	Translate	Undo
19/04/2019	13:28:28	JAN	Woord en Daad	105 Lucero Alto	321051001	Luis Eduardo Solorzano Gnecco	 send		Undo

This worklist is populated if via program [WDC263](#) a child is transferred to another school.
(Via Child details / Transfer child to another school)

This change is already applied to the database but the donor is not yet informed.

It is possible to display only the changes which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

If the leaving text is not in the language of the donor there is a link "Translate" visible that must be used to translate the transfer text before the transfer can be handled.

At the end of every line there is a link "Send" or "Print" depending on the donor.

If W&D is the donor or the email address for other donors is defined and the "send" button is pressed this transfer is sent automatically to W&D of the other donor.

If W&D is not the donor and there is no email address entered for another donor and the "print" button is pressed the transfer form is printed (pdf)

After acknowledgement the child is removed from the screen.



gives the transfer details.

Link undo

If this link is pressed the program asks for an acknowledgement first and then transfer is rolled back and the line is deleted from the worklist.

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Print all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate child transfer forms"

If OK is pressed the program prints transfer forms for all children on the screen

Link Send all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate child transfer forms and to send the forms to the donor"

If OK is pressed the program automatically sends the transfer forms for all children to W&D.

WDC406 - New leaving forms not yet sent to donor

This program is started if the user clicks in the worklist on a line with "new leaving forms not yet sent to donor".



6. New leaving forms not yet sent to donor

- Select Dat	Time	ANNELIEN	- Select Donor -	- Select School -	Child number	Child name	Translate	send
30/10/2019	13:13:45	ANNELIEN	Woord En Daad	Dessie Hope School	811011352	Mohammed Yimer Yesuf		

This worklist is populated if via program [WDC264](#) a child removed from a school.
(Via Child details / Child leaving)

This change is already applied to the database but the donor is not yet informed.

It is possible to display only the changes which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link "Send" or "Print" depending on the donor.

If W&D is the donor or the email address for other donors is defined and the "send" button is pressed this leaving is sent automatically to W&D of the other donor.

If W&D is not the donor and there is no email address entered for another donor and the "print" button is pressed the leaving form is printed (pdf)

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Print all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate child leaving forms"

If OK is pressed the program prints leaving forms for all children on the screen

Link Send all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate child leaving forms and to send the forms to the donor"

If OK is pressed the program automatically sends the leaving forms for all children to W&D.

Link translate

Click on the edit link and in the box at the top you can add the translation and save it.

6. New leaving forms not yet sent to donor

- Select Dat 30/10/2019 Time 13:13:45 ANNELIEN - Select Donor - Woord En Daad - Select School - Dessie Hope School Child number 811011352 Child name Mohammed Yimer Yesuf

Donor language: GB(English-NL)

Entered Text
C'est un test

Text in Donor Language

Save

Questions	Entered Text	Text in Donor Language
Does this child continue education on the same or on another school? Please explain.	C'est un test	(edit)
If changed, what kind of further education will the he/she follow?	C'est un test	(edit)
What kind of violence did he/she face?	C'est un test	(edit)

Questions
Please write your thoughts on this leaving: is it positive or negative? Describe something more about the situation, the reasons behind the leaving and/or the continuation. This is very valuable information for sponsors to keep them engaged and increases the chance that they will sponsor a new child!

Entered Text
C'est un test

Text in Donor Language
(edit)

Done

Cancel

Once you've translated the leaving form, you can return to worklist 6 and click on the 'send' link.

WDC407 - New greetings waiting for translation

This program is started if the user clicks in the worklist on a line with "new greetings waiting for translation".

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC407.aspx`. The page title is "Child Sponsoring Progr." and the user is logged in as "Jan den Oudsten". The main content area is titled "7. New greetings waiting for translation".

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107779	Joan Santiago Forero García	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107721	Karol Sofia Gutiérrez Ojeda	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107712	Jennifer Nicol Albarracín Díaz	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107685	Carlos Sebastian Osorio Mendoza	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107501	Maria Alejandra Carreño Molina	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107494	Nicol Daniela Contreras Moreno	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107466	Nicolas Pulido Chimbi	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107368	Eileen Camila Rodriguez Celis	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107346	Johan Sebastian Beltran Villamizar	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107225	Eileen Katherine Echeverry Castro	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107219	Paula Elizabeth Cruz Leiva	Translated	Undo
02/05/2017	21:47:18	JANTEST	Woord en Daad	107 Lucero Alto	32107198	Ana Maria Ramos Quiroga	Translated	Undo

At the bottom of the table, there are three links: "Print list", "All translated", and "All translated and sent".

This worklist is populated if greetings are entered which must be translated first before they can be sent to the donor..

It is possible to display only the greetings which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen. *Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.*

Link translated

At the end of every line there is a link "translated". If this link is pressed the greeting is removed from the worklist and is added to the next worklist 8 (new greetings not yet sent to donor)

Link undo

If this link is pressed the program asks for an acknowledgement first and then the line is deleted from the worklist.

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link All translated

If this link is pressed the program asks acknowledgement first: "OK to change greetings to translated?"

If OK is pressed the greeting is removed from the worklist and is added to the next worklist 8 (new greetings not yet sent to donor)

Link All translated and sent

This link is the same as link "All translated" but the greetings are not added to worklist 8.

WDC408 - New greetings not yet sent to donor

This program is started if the user clicks in the worklist on a line with "new greetings not yet sent to donor".

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC409.aspx`. The page title is "9. New photo's not yet sent to donor". The interface includes a search bar, navigation tabs (Actions, Reporting, General), and a table of child records. The table has the following columns: Select Date, Time, Select Entered By, Select Donor, Select School, Child number, and Child name. Each row contains a date, time, user name (AEAD), donor name (Woord en Daad), school name (Evangelical Schools Bethel (GOURCY)), child number, and child name. At the end of each row, there are "Sent" and "Undo" links. The footer of the page contains the text: "All rights reserved 2009. Copyright © Teknokraaft Info Systems Pvt.Ltd Version : 1.3.0.24940".

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name		
23/09/2013	13:06:47	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001042	Habibou Traoré	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001061	Romba Sayouba	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001055	Nafissatou Ouedraogo	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001054	Zono Fatimata	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001053	Rassidata Ouedraogo	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001051	Alimata Ouedraogo	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001049	Fadilatou Ouedraogo	Sent	Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001045	Rassidatou Ramde	Sent	Undo
20/09/2013	16:01:10	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001075	Micheline Ouedraogo	Sent	Undo
20/09/2013	15:47:12	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001080	Moussa Ouedraogo	Sent	Undo
20/09/2013	15:34:08	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001028	Agathe Savadogo	Sent	Undo
20/09/2013	15:24:58	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001026	Mamady Ouedraogo	Sent	Undo

This worklist is populated if greetings are entered but not yet sent to the donor..

The greetings are not physically entered in WDCAP but this worklist reminds the partner that greetings must be sent and updated in the database.

It is possible to display only the greetings which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link "sent".

If this link is pressed the greeting is removed from the worklist.

If there is a link "send" this indicates that the greeting is scanned and can be electronically sent to W&D by pressing this link.

Link undo

If this link is pressed the program asks for an acknowledgement first and then the line is deleted from the worklist.

Link Print

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link All Sent

If this link is pressed all greetings are deleted from the screen:

WDC409 - New photos not yet sent to donor

This program is started if the user clicks in the worklist on a line with "new photos not yet sent to donor".

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC409.aspx`. The page title is "9. New photo's not yet sent to donor". The interface includes a search bar, navigation tabs (Advanced Search, Schools and Classes, Messages(138), Worklist(2026)), and a sidebar with "Actions", "Reporting", and "General" sections. The main content is a table with columns: Select Date, Time, Select Entered By, Select Donor, Select School, Child number, Child name, and a status column with "Sent" and "Undo" links. The table lists 16 entries for children from Evangelical Schools Bethel (GOURCY) in the "Woord en Daad" donor group. At the bottom right, there are "Print list" and "All sent" links. The footer contains copyright information for Teknokraaft Info Systems Pvt.Ltd, version 1.3.0.24940.

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	
23/09/2013	13:06:47	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001042	Habibou Traoré	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001061	Romba Sayouba	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001055	Nafissatou Ouedraogo	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001054	Zono Fatimata	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001053	Rassidata Ouedraogo	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001051	Alimata Ouedraogo	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001049	Fadilatou Ouedraogo	Sent Undo
23/09/2013	12:46:11	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001045	Rassidatou Ramde	Sent Undo
20/09/2013	16:01:10	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001075	Micheline Ouedraogo	Sent Undo
20/09/2013	15:47:12	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001080	Moussa Ouedraogo	Sent Undo
20/09/2013	15:34:08	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001028	Agathe Savadogo	Sent Undo
20/09/2013	15:24:58	AEAD	Woord en Daad	Evangelical Schools Bethel (GOURCY)	75001026	Mamady Ouedraogo	Sent Undo

This worklist is populated if photos are entered but not yet sent to the donor..

It is possible to display only the photo's which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link "sent" or "send"

Link "send" is displayed if the photo is digitally available in WDCAP and the donor is W&D.

If the link is pressed the photo is sent automatically to W&D and removed from the worklist.

Link "sent" is displayed for other donors and if the photo is not digitally in WDCAP. In this case the photo's must be manually sent to W&D

If the link is pressed the selected line is removed from the worklist.

Link undo

If this link is pressed the program asks for an acknowledgement first and then the line is deleted from the worklist.

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

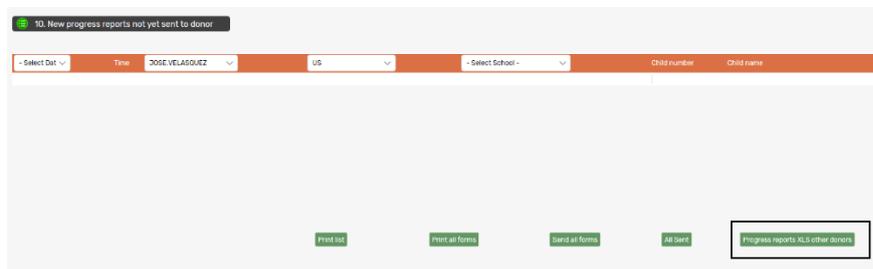
Link Send all / All Sent

If this link is pressed then the program asks for acknowledgement first:
"OK to handle the photo's?"

If OK is pressed then the same updates are performed as if the Send/Sent link was pressed for one child but this time for all selected children

WDC410 - New reports not yet sent to donor

This program is started if the user clicks in the worklist on a line with "new reports not yet sent to donor".



This worklist is populated if progress reports are entered but not yet sent to the donor..

It is possible to display only the reports which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link "Send" or "Print" depending on the donor.

If W&D is the donor and the "send" button is pressed this progress report is sent automatically to W&D.

If W&D is not the donor and the "print" button is pressed the progress report is printed (pdf)

After acknowledgement the child is removed from the screen.

Link undo

If this link is pressed the program asks for an acknowledgement first and then the line is deleted from the worklist. The program will also ask if the progress report itself must be deleted (same as the delete button in the button bar)

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Print all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate progress reports"

If OK is pressed the program prints progress reports for all children on the screen

Link Send all forms

If this link is pressed the program asks acknowledgement first:
"OK to generate progress reports and to send the forms to the donor"

If OK is pressed the program automatically sends the progress reports for all children to W&D.
(Except the children where the most recent measurements are older than 3 months)

Link Progress report XLS other donors

This link is only visible if children of multiple donors are registered in WDCAP.
Via this link it is possible to create an excel file for other donors than Woord en Daad NL with the same information as on the current pdf for Woord en Daad. If the excel file is created the program asks for a confirmation and then the worklist rows are deleted.

WDC411 - New sponsors reported by the donor

This program is started if the user clicks in the worklist on a line with "new sponsors reported by the donor".

11. New sponsors reported by the donor

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	
25/04/2017	11:25:13		Woord en Daad	102 SCHOOL, REO	76102698	Crépin BAMA	Apply
21/04/2017	09:25:10		Woord en Daad	113 SCHOOL, KAYERO	76113922	Abdoul Warissou DIASSO	Apply
13/04/2017	10:02:23		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261207	Fatimata Of Boukare Zeuré	Apply
13/04/2017	10:02:23		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261216	Salimata Madinatou Zida	Apply
13/04/2017	10:02:23		Woord en Daad	122 UNIVERSITE & ECOLES SUPERIEURES	76122258	Fadila Amania Sory	Apply
13/04/2017	10:02:22		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261214	Claire Yéléinou Kan	Apply
13/04/2017	10:02:22		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261213	Salimata Bamogo	Apply
13/04/2017	10:02:22		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261212	Aboubacar Of Yaya OUAITTARA	Apply
13/04/2017	10:02:22		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261211	Modeste Ouedraogo	Apply
13/04/2017	10:02:22		Woord en Daad	126 PRIMARY SCHOOL BARAKA BOBO	761261210	Ela Sidibé	Apply

Print Apply all

This worklist is only (automatically) populated if the donor is W&D.

It is possible to display only the new sponsors which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

At the end of every line there is a link "apply".

If this link is pressed the status of the child is changed in 4 (Sponsored) and the sponsor details of the child are updated.

Finally the row is deleted from the worklist.



gives the name of the sponsor, the sponsor type and the date the sponsoring starts.

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Apply all

If this link is pressed the program asks acknowledgement first:
"OK to apply sponsor details for all selected children?"

Then the same updates are performed as if the Apply link was pressed for one child but this time for all selected children

WDC412 - Stopped sponsors reported by the donor

This program is started if the user clicks in the worklist on a line with "stopped sponsors reported by the donor".

12. Stopped sponsors

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	
31/05/2017	00:03:28		Woord en Daad	CPET GENERAL SECONDARY SCHOOL	76157014	Pegdwende Jean Baptiste Bouda	Apply
31/05/2017	00:03:28		Woord en Daad	138 Secondary School , BEREKIA	76138051	Jonathan Kientega	Apply
30/04/2017	00:01:25		Woord en Daad	Secondary School, PHILADELPHIE	76139019	Pélagie AFFABOU	Apply
30/04/2017	00:01:25		Woord en Daad	102 SCHOOL, REO	76102742	Léticia BAYALA	Apply
30/04/2017	00:01:25		Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132192	Ella Angela Ilboudo	Apply
30/04/2017	00:01:25		Woord en Daad	127 PRIMARY SCHOOL BEREKIA LEO	76127239	Issa Itil Diallo	Apply
30/04/2017	00:01:25		Woord en Daad	115 SCHOOL, BETHESDA OUAGADOUGOU	761151031	Marie KABRE	Apply
30/04/2017	00:01:25		Woord en Daad	107 SCHOOL, GUESWENDE OUAGADOUGOU	761071089	Fatimata TAPSOBA	Apply

Print Apply all

This worklist is only (automatically) populated if the donor is W&D.

It is possible to display only the stopped sponsors which were entered at a specific date or by a specific user or for a specific donor or from a specific school via the selection lists at the top of the screen.

Link Apply

At the end of every line there is a link "apply".

If this link is pressed the status of the child is changed in 5 (Sponsoring fund) if the child is < 13 years old or 6 (Too old for new sponsor) and the sponsor details of the child are updated.

The children of which the last photo and description of the living situation are added in WDCAP longer than 6 months ago will be added to worklist 20 (to send a new child identity form)

Finally the row is deleted from the worklist.



gives the name of the sponsor and the date the sponsoring stopped.

Link Print list

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Apply all

If this link is pressed the program asks acknowledgement first:
"OK to apply sponsor changes for all selected children?"

Then the same updates are performed as if the Apply link was pressed for one child but this time for all selected children

WDC414 - Extra gifts from sponsors

This program is started if the user clicks in the worklist on a line with "extra gifts from sponsors".

Select Date	Select School	Child number	Child name	Amount	Currency	Destination	Remark
12/04/2017	122 Cartagena	32122757	Laura Michel Diaz Calceta	14.004,28	COP	Birthday	Apply
12/04/2017	117 Altos De Cazuka	32117035	Nicol Sofia Pastor Munoz	42.043,16	COP	Birthday	Apply
12/04/2017	123 Cartagena	32123322	DARIANA FLOREZ WATHS	84.116,63	COP	Birthday	Apply
13/03/2017	121 Cartagena	32121202	Diego Andres Mendoza Ozuna	29.407,69	COP	Other	Apply
13/03/2017	102 Colombia Home Support	32102627	Cesar Stiwar Posse Rojas	3.528.923,10	COP	Other	Apply
13/03/2017	123 Cartagena	32123381	BASILISA ISABEL LUNA GOMEZ	44.095,64	COP	Toys	Apply
13/03/2017	122 Cartagena	32122473	Juan Jose Berrio Yepez	7.343,98	COP	Clothes	Apply
13/03/2017	108 Lucero Alto	32108168	Gabriela Marin Herrera	73.503,34	COP	Birthday	Apply
13/03/2017	107 Lucero Alto	32107790	Edisson Samuel Quiñones Reina	44.095,64	COP	Birthday	Apply
13/03/2017	120 Cartagena	321201001	Wendy Michell Gomez Cundumi	73.503,34	COP	Birthday	Apply
13/03/2017	105 Lucero Alto	321051006	Heider Daniel Montero Mendoza	29.407,69	COP	Birthday	Apply
13/03/2017	102 Colombia Home Support	32102806	Camilo Portillo Timaran	147.038,46	COP	Birthday	Apply

This worklist is populated automatically if extra gifts are received. (Only W&D)
The extra gifts are presented once a month by W&D.

It is possible to display only the gifts which were entered at a specific date or for a specific school via the selection lists at the top of the screen.

Link Apply

At the end of every line there is a link "Apply".

If this link is pressed the extra gift is added to the history of the child and the line is removed from the worklist.

Then it is also possible to print lists with different selections via [WDC630](#).

Link Print

If this link is pressed a list (pdf) is created with the same info and the same selection as on the screen.

Link Apply all

If this link is pressed then the program asks acknowledgement first:
"OK to apply extra gifts for all selected children?"

Then the same updates are performed as if the Apply link was pressed for one child but this time for all selected children

WDC416 - Reminders

This program is started if the user clicks in the worklist on a line with "Reminders".

- Select Donor -	- Select School -	Child number	Child name	-Select Reminder Type-	Months	
Woord en Daad	115 Altos De Cazuca	32115116	Carlos Mauricio Garcia Blanco	Progress reports	22	Sent
Woord en Daad	115 Altos De Cazuca	32115976	Juan Sebastian Morales Ceballos	Progress reports	22	Sent
Woord en Daad	120 Cartagena	32120996	Yeferson David Guerrero Hurtado	Progress reports	22	Sent
Woord en Daad	115 Altos De Cazuca	32115474	Jhon Hector Gonzalez Sepulveda	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122516	Luis Fernando Diaz Olivero	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122511	Deiner De Jesus Morelo Luquez	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122509	Lisdian David Andrade Hernandez	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122505	Sara Mileth Hernandez Carmona	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122500	Jeremy Key Diaz Padilla	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122499	Silvana Semacarit Montes	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122498	Angie Daniela Castro Rivas	Progress reports	22	Sent
Woord en Daad	122 Cartagena	32122495	Angie Carolina Ochoa Figueroa	Progress reports	22	Sent

This worklist is automatically every night populated if greetings, photo's or progress reports should be sent to W&D to avoid reminders from W&D.

It is possible to define via screen [WDC701](#) after how many months these reminders should be presented in this worklist.

There is also a worklist 18 which contains the reminders which are sent by W&D. If worklist 16 is handled regularly there should be no worklist 18 necessary

At the end of every line is a link "Sent" to indicate that the greeting was just sent to W&D. Then automatically the greetings history is updated (as if program Actions / Greetings via number or selection was used) and the line is deleted from the worklist.

At the bottom is a link "Print" to print a list with all children.
Via link "Excel" the same list with children is available in Excel.

The lines are automatically removed if new greetings, photo's or progress reports are sent to W&D.

WDC417 - New children without family

This program is started if the user clicks in the worklist on a line with "New children without family".

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC417.aspx`. The page title is "17. New children which are not finished yet(no family)". The interface includes a search bar, navigation icons, and a sidebar with menu items like "Advanced Search", "Schools and Classes", "Messages(138)", and "Worklist(2030)". The main content is a table with columns for "Select Date", "Time", "Select Entered By", "Select Donor", "Select School", "Child number", "Child name", "Activate child", and "Undo".

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	Activate child	Undo
23/06/2017	16:45:25	JAN	Woord en Daad	122 UNIVERSITE & ECOLES SUPERIEURES	76122257	32dd32d323d	Activate child	Undo
26/04/2017	13:21:25	SYL	Woord en Daad	114 SCHOOL, LEO	76114882	WENDKOUNI BRAYANE JOSUE	Activate child	Undo
26/04/2017	12:10:38	SYL	Woord en Daad	114 SCHOOL, LEO	76114880	PASCAL KEVIN	Activate child	Undo
14/04/2017	14:45:35	SYL	Woord en Daad	114 SCHOOL, LEO	76114868	Abdoul Latif	Activate child	Undo
14/04/2017	14:07:34	SYL	Woord en Daad	114 SCHOOL, LEO	76114866	Aminata	Activate child	Undo
13/04/2017	08:37:07	DLOMPO	Woord en Daad	114 SCHOOL, LEO	76114846	Roukiatou	Activate child	Undo
13/04/2017	01:09:17	YEHUDIDJA	Woord en Daad	114 SCHOOL, LEO	76114843	Chadrack, EL Shaddi Yifragien	Activate child	Undo
27/12/2016	12:33:00	YEHUDIDJA	Woord en Daad	103 SCHOOL, SALBISGO	76103772	Wendkouni Caroline	Activate child	Undo
22/12/2016	15:18:30	YEHUDIDJA	Woord en Daad	103 SCHOOL, SALBISGO	76103764	Angèle	Activate child	Undo

This worklist is automatically populated if a new child is entered without entering / selecting the proper family.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

Activate child

If a child is selected and this link is pressed then the child is activated and the user is able to add the family.

The lines in this worklist are automatically removed if the family is entered or selected.

Link undo

If this link is pressed the program asks for an acknowledgement first and then the child is deleted from the database and the line is deleted from the worklist.

WDC418 - Reminders from W&D

This program is started if the user clicks in the worklist on a line with "Reminders sent by W&D".

The screenshot shows a web browser window with the URL `wdcap-test.woordendaad.nl/Mgmt/400_Worklist/WDC418.aspx`. The page title is "18. Reminders sent by W&D". The interface includes a search bar, navigation tabs (Actions, Reporting, General), and a list of recently opened items. The main content is a table with the following data:

Word en Daad	School Name	ID	Name	Last report	Action
Woord en Daad	130 Secondary school, LA CHARITE	76130119	Marc Nabi	Last report 9-11-2015	Delete
Woord en Daad	130 Secondary school, LA CHARITE	76130107	Enock Bonkougou	Last report 9-11-2015	Delete
Woord en Daad	CPET GENERAL SECONDARY SCHOOL	76157008	Awa Bonkougou	Last report 9-11-2015	Delete
Woord en Daad	105 SCHOOL, TENADO	76105806	Bapio Frederic Bationo	Last report 9-11-2015	Delete
Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132176	Nicodeme Bationo	Last report 4-5-2016	Delete
Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132187	Ebou Kamouni	Last report 4-5-2016	Delete
Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132212	Angelque Françoise Bationo	Last report 9-11-2015	Delete
Woord en Daad	LYCEE TECHNIQUE BANGRE	76147017	Esther SOWOU	Last report 9-11-2015	Delete
Woord en Daad	Secondary School, Ste COLETTE	76142034	Théodore KABORE	Last report 4-5-2016	Delete
Woord en Daad	Secondary School, L.P.O	76141028	Silas DIRO	Last report 4-5-2016	Delete
Woord en Daad	102 SCHOOL, REO	76102646	Jeanine Azombie Bationo	Last report 29-12-2015	Delete
Woord en Daad	102 SCHOOL, REO	76102642	Erika Kantionio	Last report 29-12-2015	Delete
Woord en Daad	102 SCHOOL, REO	76102641	Anita Badiel	Last report 29-12-2015	Delete

At the bottom of the table, there are links for "Excel", "Print", and "Delete All".

This worklist is populated if W&D sends reminders that greetings, reports or photo's are expected. If worklist 16 is handled properly there should be no lines in this worklist. The lines are automatically removed if new greetings, photo's or progress reports are sent to W&D.

Link Excel

If this link is pressed the program creates an excel file with all children in the worklist

Link Print

If this link is pressed the program creates a pdf file with all children in the worklist

Link Delete all

If this link is pressed the program removes all children in the worklist

WDC419 – Children older than 22 years

This program is started if the user clicks in the worklist on a line with "Children older than 22 years".

The screenshot shows a web application interface for WDC419. The main content is a table titled "19. Children older than 22 yrs". The table has the following columns: Select Date, Time, Select Donor, Select School, Child number, Child name, Status, and Date expected end study. The table contains 12 rows of data, all with a status of "sponsored".

Select Date	Time	Select Donor	Select School	Child number	Child name	Status	Date expected end study
08/07/2017	00:03:28	Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132133	Abraham Bado	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	122 UNIVERSITE & ECOLES SUPERIEURES	76122237	Noami Kologo	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	Secondary School,CRAINTE DE L'ETERNEL	76132166	Safiatou Gnegne Gnegne	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	128 POTESTANT SECONDARY SCHOOLS	76128068	Adidjatou NIGNAN	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	128 POTESTANT SECONDARY SCHOOLS	76128062	Wendmanagrè Stéphane KIEMTAREMBOUMBOU	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	144 Secondary School, BENAJA	76144030	Tewende Latifatou GANGO	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	Secondary School, Ste COLETTE	76142030	Georges W. OUEDRAOGO	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	Secondary School , BETHANIE	76136032	Olga DIPAMA	sponsored	Apply
08/07/2017	00:03:28	Woord en Daad	122 UNIVERSITE & ECOLES SUPERIEURES	76122216	Francis Zongo	sponsored	Apply

This worklist is automatically created every night if there are sponsored children (status 4) or sponsoring fund children (status 5) older than 22 years. With this worklist it is possible to inform W&D when the child expects to finish the study. If this is within 6 months the child receives status 7 (22+ yrs, sponsored by donor) else the child receives status 8 (22+ yrs, not sponsored by donor)

If you click Apply the following question must be entered:

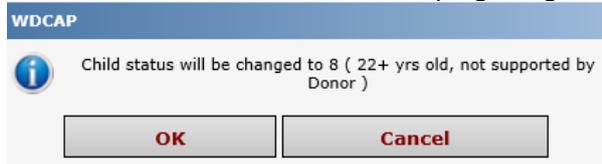
The dialog box is titled "WDCAP" and contains an information icon. The text reads "Expected date to finish the study?" followed by an empty text input field and a calendar icon. At the bottom, there are two buttons: "OK" and "Cancel".

If a date <= 6 months is entered the program gives the following message:

The message dialog box is titled "WDCAP" and contains an information icon. The text reads "Child status will be changed to 7 (22+ yrs old, supported by Donor)". At the bottom, there are two buttons: "OK" and "Cancel".

If OK is pressed the program automatically sends a message to W&D (Which is also visible in the child history) with the expected end date of the study and the status of the child is changed in 7 (22+ yrs, sponsored by donor)

If a date > 6 months is entered the program gives the following message:



If OK is pressed the program prepares the leaving form (via worklist 6) and the status of the child is changed in 8 (22+ yrs, not sponsored by donor)

If the child already has status 7 (22+ yrs, sponsored by donor) then the program will ask: "Child passed exam?" with Yes / No buttons

In both cases the following message is displayed: "Child status will be changed to 8 = 22+ yrs old, not supported by Donor and leaving will be sent to W&D (via WL 6)".

WDC420 - Fund children without updated identity form

This program is started if the user clicks in the worklist on a line with "20 Fund children without updated ident. form"

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name	Photo
10/04/2017	23:00:57	DIEUDO8	Woord en Daad	103 SCHOOL, SALBISGO	76103768	Pigdayinga Noellie NABI	Y send
10/04/2017	23:00:57	DIEUDO8	Woord en Daad	107 SCHOOL, GUESWENDE OUAGADOUGOU	76107995	Moubarak TAPSOBA	N send
10/04/2017	23:00:57	DIEUDO8	Woord en Daad	113 SCHOOL, KAYERO	76113969	Escandare Diasso	N send
10/04/2017	22:56:40	DIEUDO8	Woord en Daad	107 SCHOOL, GUESWENDE OUAGADOUGOU	76107995	Moubarak TAPSOBA	N send
10/04/2017	22:56:40	DIEUDO8	Woord en Daad	113 SCHOOL, KAYERO	76113969	Escandare Diasso	N send
10/04/2017	22:56:40	DIEUDO8	Woord en Daad	107 SCHOOL, GUESWENDE OUAGADOUGOU	76107994	Pascal OUEDRAOGO	N send
10/04/2017	22:56:40	DIEUDO8	Woord en Daad	103 SCHOOL, SALBISGO	76103768	Pigdayinga Noellie NABI	Y send
10/04/2017	22:56:40	DIEUDO8	Woord en Daad	133-SHEMIDA PRIMARY SCHOOL	76133134	Alizeta ZONGO	N send
06/04/2017	11:15:55	YEHUIDIDJA	Woord en Daad	118 TECHNICAL SCHOOL, LTPAD OUAGADOUGOU	76118397	B Aristide KABRE	Y send
06/04/2017	11:15:55	YEHUIDIDJA	Woord en Daad	112 SCHOOL, BANANKELEDAGA	76112796	Safiatou Sanou	N send
06/04/2017	11:15:55	YEHUIDIDJA	Woord en Daad	153 BARAKA Secondary School	76153028	Abdoul Salam Nikiema	Y send
06/04/2017	11:15:55	YEHUIDIDJA	Woord en Daad	153 BARAKA Secundarv School	76153026	Fatime DAO	N send

This screen contains all children until 12 years old where the sponsor has stopped.

Via this worklist you can send a new identity form (and photo if there is no recent photo) to W&D which can be used to find a new sponsor for the child.
These children have status 5 = Sponsorship fund
The column Photo indicates if there is a recent photo uploaded (recent = not older than 1 year).
Children with value N cannot be sent to W&D.

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

At the end of every line there is a link which depends on the donor.
If the donor is W&D there is link "send"
If the donor is not W&D there is link "print"

In both cases the program creates a pdf with the child identity forms. **(WDC651)**
If the donor is W&D there is no need to print the documents because they are automatically sent to W&D. For other donors the documents must be printed/saved and sent to the donor
After creation of the pdf the program asks: "Documents printed OK?"

Link Print all forms

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms" . If OK is pressed the program creates one pdf file with all selected children.
(WDC651)

Link Send all forms

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms and to send the forms to the donor"

If OK is pressed then separate pdf files are created and sent to W&D and stored in the archive

Link Print list

If this link is pressed the program creates a list with all children on the screen.

WDC421 – Child changes to be sent

This program is started if the user clicks in the worklist on a line with "21 Child changes to be sent"

21. Child changes to be sent

Select Date	Time	Select Entered By	Select Donor	Select School	Child number	Child name		
17/05/2017	08:26:50	DORIS.TOVAR	Woord en Daad	115 Altos De Cazuca	32115157	Dylan Steve Anaya Forero	send	Undo
17/05/2017	08:24:01	SONIA.DIAZ	Woord en Daad	116 Altos De Cazuca	32116041	Estefania Tovar	send	Undo
03/05/2017	11:51:30	VICTORIA	Woord en Daad	108 Lucero Alto	32108351	Victoria Cardenas Bohorquez	send	Undo
03/05/2017	16:41:35	JANTEST	Woord en Daad	115 Altos De Cazuca	32115035	Kevin Alexander Martin Sanchez	send	Undo
17/04/2017	10:39:56	SIGES	Woord en Daad	123 Cartagena	32123288	TATIANA MARCELA REALES DE ARCO	send	Undo
17/04/2017	10:34:19	SIGES	Woord en Daad	121 Cartagena	32121898	HERNAN JOSE RODRIGUEZ AMARIZ	send	Undo
17/04/2017	10:31:40	SIGES	Woord en Daad	117 Altos De Cazuca	32117213	Jhon Deyvi Cardona Hernandez	send	Undo
17/04/2017	10:28:03	SIGES	Woord en Daad	108 Lucero Alto	32108191	Yoel Mateo yaya Bejarano	send	Undo
17/04/2017	10:27:27	SIGES	Woord en Daad	108 Lucero Alto	32108069	Karen Vanessa Castillo castillo	send	Undo
17/04/2017	10:27:00	SIGES	Woord en Daad	107 Lucero Alto	32107968	Heylin Sofia Forero Mateus	send	Undo
17/04/2017	10:26:56	SIGES	Woord en Daad	107 Lucero Alto	32107950	Hellen Valentina Espitia Bolaños	send	Undo

Print list Send all forms

This screen contains all changes in children which must be sent to the donor. These are changes in the date of birth or name of the child or family name or name of the father or name of the mother.

At the end of every line there is a link which depends on the donor.
 If the donor is W&D there is link "send"
 If the donor is not W&D there is link "print"

Initially only the children are displayed which were entered by the current user (if present) but it is possible in the column header to select all children.

In both cases the program creates a pdf with the child identity forms (**WDC651**)
 If the donor is W&D there is no need to print the documents because they are automatically sent to W&D. For other donors the documents must be printed/saved and sent to the donor
 After creation of the pdf the program asks: "Documents printed OK?"

Link undo

If this link is pressed the program asks for an acknowledgement first and then the line is deleted from the worklist.

Link Print all forms

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms" . If OK is pressed the program creates one pdf file with all selected children.
WDC651

Link Send all forms

If this link is pressed then the program asks for an acknowledgement first: "OK to generate child identity forms and to send the forms to the donor"

If OK is pressed then separate pdf files are created and sent to W&D and stored in the archive

Link Print list

If this link is pressed the program creates a list with all children on the screen.

WDC423 - Handling of Kobo progress reports

See [KOBO Toolbox – Progress reports](#)

Kobo Progress Report Handle

Child details entered via Kobo toolbox:

Child number	18132106
Child name	Jack Sparrow
Family name	Sparrow Family

Child details from WDCAP if the Child number is found:

Child number	18132106
Child name	Jayvee
Family name	Bequilla

Delete **Skip** **Selected Child is OK** **Select correct Child**

As mentioned: If the childnumber does not exist or if the child name does not match the child number the entered progress report is added to a new worklist 23.

If a line in the worklist is selected and the Handle link is pressed at the end of the line the above mentioned screen is activated.

The following options are available:

Delete

If this link is pressed the progress report that was entered via Kobo is deleted from WDCAP.

Skip

If this link is pressed the program activates the next child in the worklist. (The previous child remains present in the worklist and can be handled later)

Selected child is OK

If *Child Name* is correct (So the program has found the correct child) this link can be pressed. The child will be removed from worklist 23 and added to worklist 10

If there is a recent child photo present the progress report can be sent to W&D as if the progress report was added via WDCAP.

Select correct child

If *Child Name* is not correct (So the program has not found the correct child) this link can be pressed. The following screen will be activated which works the same as the advanced search via WDCAP so you can enter (part of) a child number or child name / family name



If you press the search button a list with children is displayed and the correct child can be selected from the list.

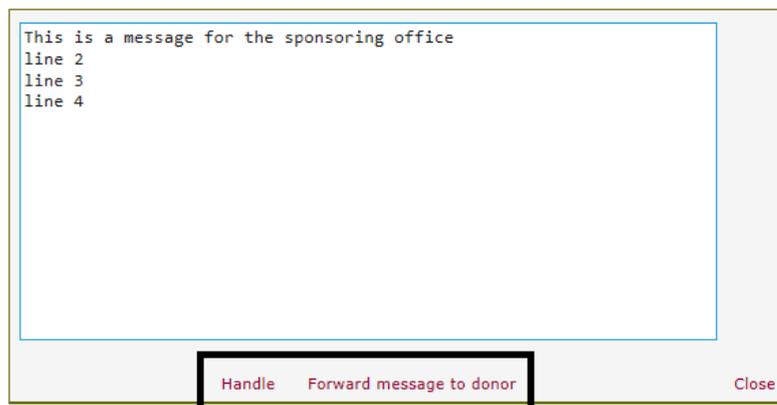
If a line is handled from worklist automatically the next progress report in worklist 23 is activated and can be handled without returning to the worklist screen.

WDC426 – Messages for sponsoring office

26. Messages for Sponsoring Office

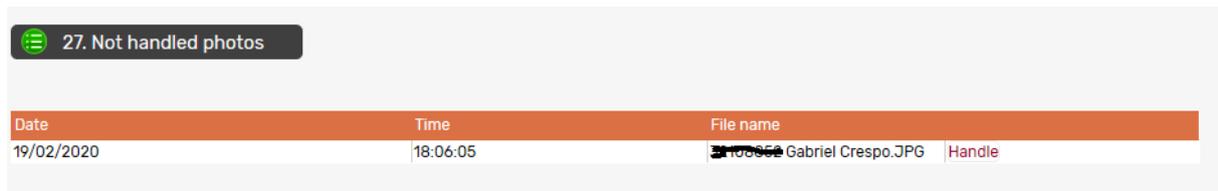
- Select Date ▾	Time	JAN ▾	- Select Donor - ▾
18/04/2019	20:30:30	JAN	W&D Canada
06/04/2019	16:56:28	JAN	Woord en Daad
06/04/2019	16:56:01	JAN	W&D Canada
04/04/2019	14:43:41	JAN	Woord en Daad
05/03/2019	19:23:53	JAN	Woord en Daad

At the end of the line in the worklist is a link to handle the message. This message can be forwarded to the donor. If you click handle the handled line in the worklist is deleted. In both cases the message is added to the child history.



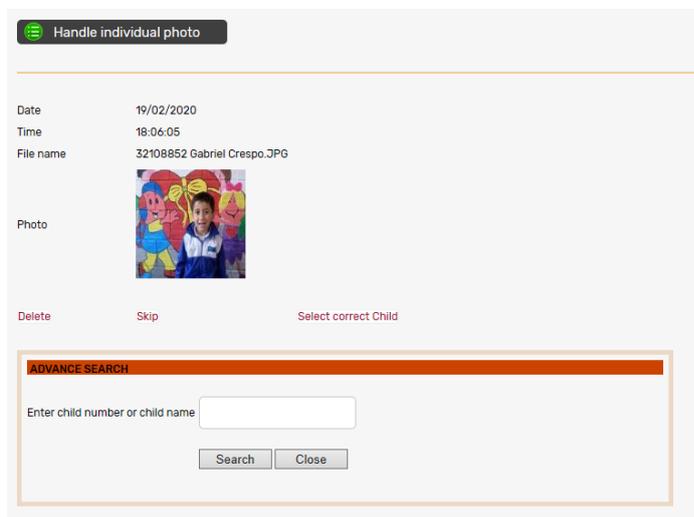
WDC427 - Not handled photos

You can still send the photos via Wetransfer to WD. WD will upload the photos in WDCAP, but where the related child could not be found via the child number in the name of the photo, this photo will be added to worklist 27. With this worklist it is possible to select the correct child or to delete the photo.



Date	Time	File name	Handle
19/02/2020	18:06:05	32108852 Gabriel Crespo.JPG	Handle

If you click **Handle** you get the following screen:



Handle individual photo

Date: 19/02/2020
Time: 18:06:05
File name: 32108852 Gabriel Crespo.JPG

Photo: 

Delete Skip Select correct Child

ADVANCE SEARCH

Enter child number or child name:

Search Close

This screen contains 3 links:

Delete:

If this link is pressed the photo is deleted and the line is removed from worklist 27

Skip:

If this link is pressed the next photo in worklist 27 is displayed but the line is not removed from the worklist so it can be handled later.

Select correct child

If this link is pressed a new line is activated where it is possible to enter a child number or child name. This works the same as the quick search at the top left of the screen. The search can select no children, one child or multiple children. If the correct child is selected the photo is connected to the selected child and the line is deleted from worklist 27.

WDC428 - Greeting packages from W&D

This worklist 28 deals with the mail from sponsors which are sent to you through the WD office. Almost every month, WD sends a package to all partners with mail from sponsors.

At the moment WD has posted the package, you'll receive the following notification in worklist 28:

- Select dat	- Select Donor -	User Donor	Number of items	
10/03/2020	Woord en Daad NL	A.L. Bom	71	Handle

Link Handle

If the "Handle" link is pressed the detail screen below is activated where it is possible to indicate that all gifts are properly received (checkbox in the heading line) or that some gifts were not in the package (checkbox on the detail lines)

Child number	Child name	School	Type of gift	<input checked="" type="checkbox"/> Received
14504790	[Redacted]	SCHOOL WZAS Pagina 2	Card	<input type="checkbox"/>
14504790	[Redacted]	SCHOOL WZAS Pagina 2	Present	<input type="checkbox"/>
14504790	[Redacted]	SCHOOL WZAS Pagina 2	Letter	<input type="checkbox"/>
14504790	[Redacted]	SCHOOL WZAS Pagina 2	Present	<input type="checkbox"/>
14504790	Melteme Çubuk	SCHOOL WZAS Pagina 2	Letter	<input type="checkbox"/>

This means that, for the mail you receive in the WD package, you don't have to register this mail manually to the greeting history of the child anymore. Most of you are used to register the received mail via Actions/ From sponsor.

IMPORTANT! This process concerns only the mail received in the WD package. The mail which is received from the sponsor directly (so not in the WD package) needs to be registered via the usual way (Actions / From sponsor).

WDC429 - thank you letters via Kobo

Date	Time	Child number	Child name	Kobo First name	Kobo Family name	
14-07-2020	17:18:54	32102760	Saray Ximena Moya Quintero	Sara	Maya	Handle

☰
KOBO thank you letter Handle

Child details entered via Kobo toolbox:

Child number 32777777

Child name egervegre

Family name gregre

Child details from WDCAP if the Child number is found:

Child number

Child name

Family name



Delete
Skip
Select correct Child

The new thank you letters can also be added via Kobo (see end of this document).

If the entered child number does not exist or if the first name and family name do not match the thank you letter must be handled via worklist 29.

This worklist works the same as worklist 23 where the progress reports that are entered via Kobo can be finished.

The following options are available:

Delete

If this link is pressed the thank you letter that was entered via Kobo is deleted from WDCAP.

Skip

If this link is pressed the program activates the next child in the worklist. (The previous child remains present in the worklist and can be handled later.)

Selected child is OK

If *Child Name* is correct (so the program has found the correct child) this link can be pressed. The child will be removed from worklist 29 and added to worklist 30.

Select correct child

If *Child Name* is not correct (so the program has not found the correct child) this link can be pressed. The following screen will be activated which works the same as the advanced search via WDCAP so you can enter (part of) a child number or child name / family name.

ADVANCE SEARCH

Enter child number or child name

If you press the search button a list with children is displayed and the correct child can be selected from the list.

If a line is handled from worklist automatically the next thank you letter in worklist 29 is activated and can be handled without returning to the worklist screen.

WDC430 - thank you letters not yet sent

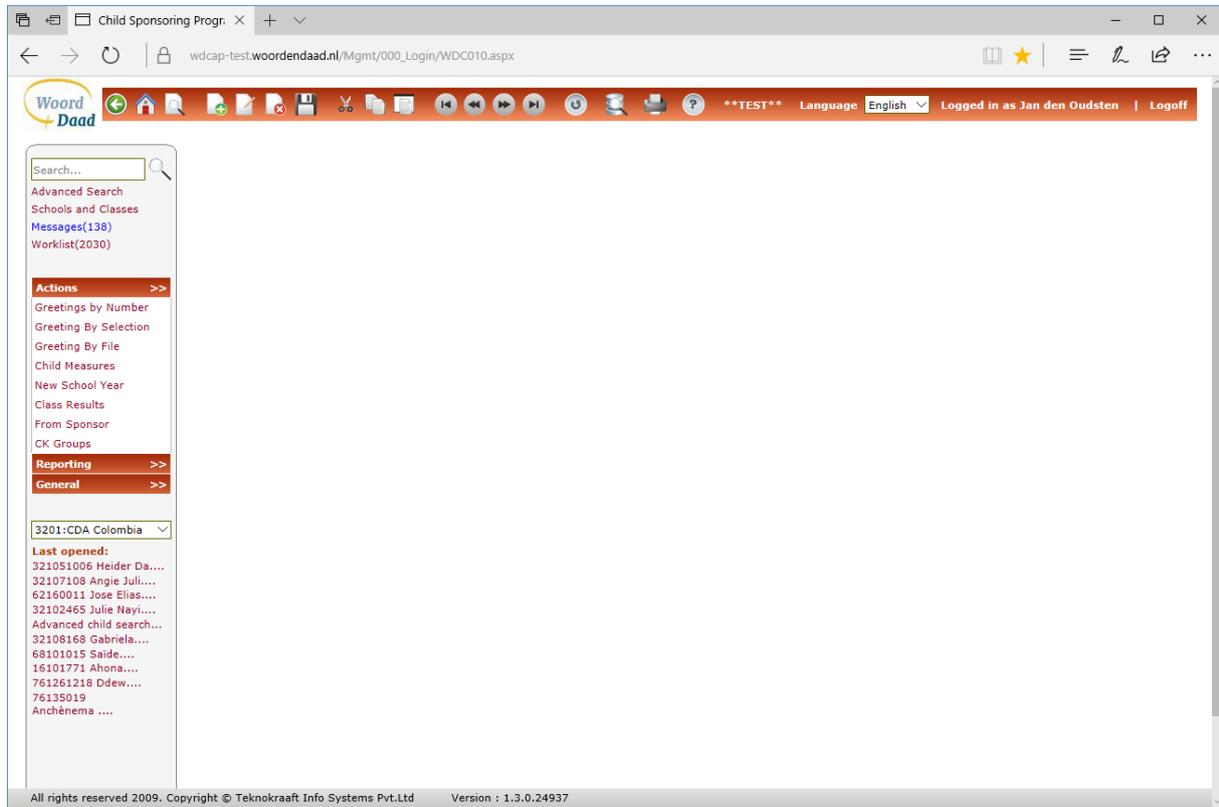
30. New Thankyou letters not yet sent to donor

- Select Dat	Time	- Select Entered By -	- Select Donor -	- Select School -	Child number	Child name		
14/07/2020	20:48:48	KOBO	Woord en Daad	102 Colombia Home Support	32102760	Saray Ximena Moya Quintero	Send	Translate
14/07/2020	17:18:54	KOBO	Woord en Daad	102 Colombia Home Support	32102440	Nelly Fabiana Rincon Martinez	Send	Translate
13/07/2020	16:05:11	KOBO	Woord en Daad	117 Altos De Cazuca	32117926	Elizmar Angulo Meza	Send	Translate

All thank you letters are added to worklist 30. Via this worklist it is possible to enter translations or missing photos via the Translate link.
 If the Send link (or Send all) is pressed the new thank you letters are generated and added to the archive and sent to Woord en Daad.
 See an example of the thank you letter below.



WDC500 - Actions



If the Actions link is pressed at the left side of the screen the following options are possible (if the user has sufficient permission)

- [Greetings by number](#)
- [Greetings by selection](#)
- [Greetings by file](#)
- [Child measures](#)
- [New school year](#)
- [From sponsor](#)
- [Messages for sponsoring office](#)

WDC501 - Greetings by number

This program is started if the user clicks on **Greetings by number** in the Actions menu at the left side of the screen.

1. Greetings By Number

First Greeting
 Second Greeting
 Introduction Contact
 Translation Required

Photo

Date: 

Child Number: Child Name: Carlos Miguel Aguila, Woord en Daad, sponsored

Date	Child Number	Child Name	First Greeting	Second Greeting	Introduction Contact	Translation Required	Photo	Donor	Child Status
17/08/2020	18116455	Carlos Miguel Aguila	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Woord en Daad	sponsored

With this screen it is possible to enter greetings and/or photos (via the checkboxes at the top of the screen)

In the case of greetings it is also possible to check "introduction contact" (if this greeting is the first greeting of a child for a new sponsor) or "translation required"

The date on the screen initially contains today's date but it is possible to change this date (this date is visible in the overview with greetings of a child)

For the first child the whole childnumber must be entered but for the next children only the last part of the childnumber must be entered (the number of the school remains on the screen)

If the number is entered and the TAB key is pressed the name of the child is displayed for a visual check if the correct number is entered. Also the name of the donor and the status of the child is displayed.

Then the entry can be confirmed via the ENTER key or the OK button.

Then the last part of the client number is cleared and the child is visible in the table at the bottom of the screen.

If the entered number does not exist the program gives error message "Child not found"

Link Apply all

If this link is pressed then the entered greetings are updated in the database (and visible via child details / sponsor details / Greetings) and added to the children and optionally written in the worklists.

The program firsts displays a screen with "Add greetings to worklist ? with Yes, No buttons"

If the user presses the No button the below mentioned worklists are not used.

If "greeting" and "translation required" are checked the greeting is added to worklist 7 (translations required)

If "greeting" is checked and "translation required" is not checked the greeting is added to worklist 8 (new greetings)

If "photo" is checked the photo is added to worklist 9 (new photo's)

If "progress report" is checked the photo is added to worklist 10 (new progress reports)

Finally the entered children are removed from worklists 16 and 18 (reminders)

Link Delete all

If this link is pressed all rows are deleted from the screen (and no other updates are performed)

WDC502 - Greetings by selection

This program is started if the user clicks on **Greetings by selection** in the Actions menu at the left side of the screen.

2. Greetings By Selection

First Greeting Second Greeting Introduction Contact Translation Required

Photo

Date: 

Donor: School: Class:

Date	Child Number Partner	Child Name	First Greeting	Second Greeting	Intro Contact	Translation Req	Photo	Donor	Child Status
17/08/2020	18116455	Carlos Miguel Agulla	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Woord en Daad	sponsored

With this screen it is possible to enter greetings and/or photos and/or progress reports (via the checkboxes at the top of the screen)

In the case of greetings it is also possible to check "introduction contact" (if this greeting is the first greeting of a child for a new sponsor) or "translation required"

Option Progress reports should only be used if the progress report is created manually and not via child details / sponsor details / Progress report.

The date on the screen initially contains today's date but it is possible to change this date (this date is visible in the overview with greetings of a child)

Instead of entering the child number manually as in the previous program "greetings by number" it is now possible to select the children via selection donor and/or school and class with the 3 selection lists on the screen.

Button OK

If the OK button is pressed all selected children are displayed at the bottom of the screen.
(Only the children with status 2, 4 and 7 (accepted by donor, sponsored, 22+ sponsored))

It is now possible to check or uncheck the checkboxes on the screen.

If f.i. nearly all children in a class have sent greetings it is easier to check the greetings checkbox on the first line of the screen and remove the checkboxes at the bottom of the screen for the few children without greetings.

If only few children in a class have sent greetings it is easier to not check the greetings checkbox on the first line of the screen and check the checkboxes at the bottom of the screen for the few children with greetings.

If there is no class selected and there are more than 20 children selected the program gives a warning message "There are ... children selected. OK to continue"

(To avoid that the larger organizations get a list with thousands of children if they forget to select a class first)

Link Apply all

The updates are the same as mentioned on screen "**Greetings by number**"

Link Delete all

If this link is pressed all rows are deleted from the screen (and no other updates are performed)

WDC503 - Greetings by file

This program is started if the user clicks on **Greetings by file** in the Actions menu at the left side of the screen.

☰ 3. Greetings By File

First Greeting
 Second Greeting
 Introduction Contact

Date

Select Files

OK

Date	Child Number	Child Name	First Greeting	Second Greeting	Intro Contact	Photo
<input style="width: 80px;" type="text" value="17/08/2020"/>	18116455	Carlos Miguel Aguila	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apply All

Delete All

With this screen it is possible to enter electronic greetings (via the checkboxes at the top of the screen)

It is also possible to check "introduction contact" (if this greeting is the first greeting of a child for a new sponsor)

The date on the screen initially contains today's date but it is possible to change this date (this date is visible in the overview with greetings of a child)

If multiple files must be uploaded they need to be merged in 1 zipfile.

If Button OK is pressed the imported files are copied to the bottom of the screen and now the same options are available as with the previous option "**Greetings by selection**"

The user is able to change the date and the Y/N flags

WDC504 - Child measures

This program is started if the user clicks on **Child measures** in the Actions menu at the left side of the screen.

4. Child Measures

Date:

School: Class:

Child Number	Child Name	Sex	DOB	Class	Length (cm)	Weight (kg)
81121731	Ddgdwdwdw	M	01/01/2001	Grade 1		
81121730	Ggert Berhanu	M	05/12/2001	Grade 1		
81121729	qwdqdwq Guta Tesfaye	M	02/02/2000	Grade 1		
81121728	wqedewqewqe Ayelgne Tefera	M	01/01/2000	Grade 2		
81121727	Beppie Belsti Teshager	F	05/12/2001	Grade 1		
81121721	Fikirte Birhanu	F	08/02/2003	Grade 4		
81121720	Abeba Nigussie Nigussie	F	18/02/2002	Grade 6		
81121719	Demeku Manaye	F	04/09/2004	Grade 1		
81121718	Yednekachew Tenaw	M	14/02/2005	Grade 1		
81121717	Lamesgen Hailu	M	15/10/2004	Grade 1		
81121716	Betselot Addisu	F	18/02/2006	Grade 1		
81121715	Tihitina Ashagre	F	17/02/2005	Grade 1		
81121714	Woineshet Lengerew	F	23/08/2003	Grade 1		
81121713	Biruk Zelalem Zelalem	M	25/10/2002	Grade 6		
81121712	Anteneh Tilahun Tilahun	M	11/12/2001	Grade 6		

Delete All Apply All

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With this screen it is possible to enter the length (in cm) and weight (in kg) of the children. (no decimals)

The date on the screen initially contains today's date but it is possible to change this date (this date is visible in the overview with measurements of a child)

It is possible to select the children via selection of school and class with the 2 selection lists on the screen.

Button OK

If the OK button is pressed all selected (active) children are displayed at the bottom of the screen. It is now possible to enter the length and weight of the children on the screen.

If there are more than 50 children selected then you get a warning message"

"There are ... children selected. OK to continue"

It is possible to click No if there was a wrong selection

Link Apply all

If this link is pressed then the entered length and weight are updated in the database and the children are removed from the screen.

Link Delete all

If this link is pressed the list with (remaining) children is cleared

WDC505 - New school year

This program is started if the user clicks on **New school year** in the Actions menu at the left side of the screen.

With this screen it is possible to change class and specialization of all children in a class. (This can also be done at individual child level via [WDC200](#) - Child details) The date on the screen initially contains today's date but it is possible to change this date

It is possible to select the children via selection of school and class with the 2 selection lists on the screen. School and class are both mandatory. When you are going to update the new school year, it's possible to select the new class for all children at once on the first screen. This choice is optional. Optional selections are possible via the selection list with specializations.

Button OK

If the OK button is pressed all selected (active) children are displayed at the bottom of the screen. It is now possible change the suggested class and/or specialization if required.

Child Number Partner	Child Name	Sex	DOB	Current class	Continuation	New Class
10101782	Ravali Kethiri	F	02/10/2004	8th class	Promoted to next grade	9th class
10101774	Sony Gaddam	F	24/04/2005	8th class	Repetition	8th class
10101734	Jayanth Pallakonda	M	01/06/2005	8th class	Leaving the program	8th class
10101702	Elizabeth Rani Mupparapu	F	12/08/2002	8th class	Leaving the program	8th class
10101670	Sougand Bokkey	M	06/08/2006	8th class	Promoted to next grade	9th class
10101649	Nissi Persis	F	05/07/2006	8th class	Promoted to next grade	9th class
10101648	Hussif Mahammad	M	12/09/2002	8th class	Promoted to next grade	9th class
10101582	John Joseph Pasupuleti	M	22/10/2004	8th class	Promoted to next grade	9th class
10101580	Rebecca Pearl	F	05/05/2004	8th class	Promoted to next grade	9th class

Handle Leavings

Apply All

Delete All

If there are more than 50 children selected then you get a warning message"

"There are ... children selected. OK to continue"

It is possible to click No if there was a wrong selection

Possible values of the selection boxes:

1	Continuation	Initially the program displays 1 Promoted to next grade It is possible to use one of the following values: 1 Promoted to next grade 2 Repetition 3 Leaving the program 11 Successful completion final grade, leaving the program
---	--------------	---

		12 Successful completion final grade + further education (*1*)
2	New class	Initially the program displays the next class (after the current class) assuming that all children were promoted to the next grade. It is possible to change the new class manually. (*1*)

(*1*)

If a new value is selected in the continuation list this has the following influence on New class:

Continuation	New class
1 Promoted to next grade	Next grade
2 Repetition	current class
3 Leaving the program	current class
11 Successful completion final grade, leaving the program	current class
12 Successful completion final grade + further education	Next grade

Initially all rows on the screen have last column "Selected" checked.

If this checkbox is unchecked the row is not handled if Apply all is pressed (see below)

Link Apply all

If this link is pressed then the class and specialization of all children in the table where checkbox "Selected" is checked are updated.

Please note that you must start with the highest class first instead of the lowest class to prevent that at the end all children are in the same (highest) class.

After selecting the correct code and class you can press Apply All.

Now all children where the continuation code is "Promoted to next grade", "Repetition" and "Continue further education" and checkbox "Selected" is checked are modified and removed from the list.(see below)

Child Number Partner	Child Name	Sex	DOB	Current class	Continuation	New Class
10101734	Jayanth Pallakonda	M	01/06/2005	8th class	Leaving the program	8th class
10101702	Elizabeth Rani Mupparapu	F	12/08/2002	8th class	Leaving the program	8th class

[Handle Leavings](#)
[Apply All](#)
[Delete All](#)

Via link "Handle leavings" the remaining children can be handled.

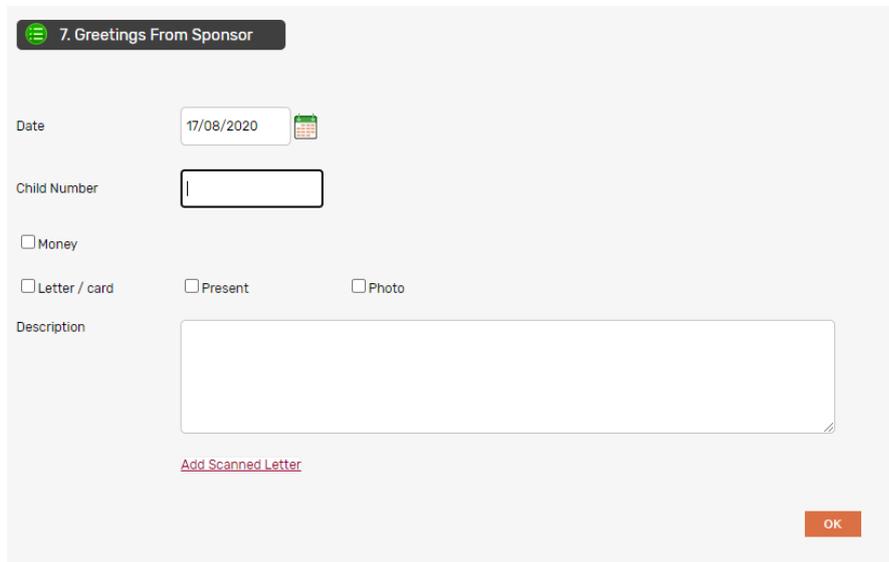
This works the same as if the leaving is handled via the link Child Leaving on the child details screen (see below) .

Link Delete all

If this link is pressed the list with (remaining) children is cleared

WDC507 - Greetings from sponsor

This program is started if the user clicks on [Greetings from sponsor](#) in the Actions menu at the left side of the screen.



The screenshot shows a web form titled "7. Greetings From Sponsor". It contains the following elements:

- Date:** A text input field containing "17/08/2020" with a calendar icon to its right.
- Child Number:** A text input field.
- Checkboxes:** Four checkboxes are arranged in two rows: "Money", "Letter / card", "Present", and "Photo".
- Description:** A large, empty text area for entering details.
- Link:** A red text link labeled "Add Scanned Letter" located below the description area.
- Button:** An orange "OK" button in the bottom right corner.

With this screen it is possible to enter greetings and/or special gifts from sponsors.

The date on the screen initially contains today's date but it is possible to change this date (this date is visible in the overview with greetings for a child)

For the first child the whole childnumber must be entered but for the next children only the last part of the childnumber must be entered (the number of the school remains on the screen)

If the number is entered and the TAB key is pressed the name of the child, the name of the donor and the status of the child are displayed for a visual check if the correct number is entered.

Then there are some checkboxes to define the nature of the greeting:

Money / Letter / Present / Photo

If the money checkbox is checked it is also mandatory to select the destination of the gift:

(Bible, birthday, clothes, gifts, toys, other) and to enter the amount of the gift.

Some organizations also enter a number of foodbags.

If the extra gift comes from W&D NL it is not necessary to enter the gift via this program because W&D will also send the extra gifts via Worklist 14 (see [WDC414](#)) and via this worklist the financial greetings from the sponsors are automatically added to the database.

It is possible to enter a description (f.i. in the case of a present) and to add a scanned letter.

[Link OK / Save button \(button bar\)](#)

Then the entry can be confirmed via the ENTER key or the OK button.

If the entered number does not exist the program gives an error message "Child not found"

The entered greetings can be printed or exported to Excel via program [WDC630](#) (Printing / Greetings from sponsors)

WDC508 - Message for sponsoring office

The screenshot shows a sidebar menu on the left with a search bar and navigation options: 'Advanced Search', 'Schools and Classes', 'Messages(172)', and 'Worklist'. Under the 'Actions' section, 'Message for Sponsoring Office' is highlighted with a red box. The main content area is titled 'Message For Sponsoring Office' and contains a form with the following fields: 'Child Number' (input field with '32116191' and a clear button), 'Child Name' (text 'Isis Lorena Lopez Vallejo'), 'Message' (a large empty text area), and a 'Send Message' button at the bottom.

With this option it is possible that people outside the sponsoring office (f.i. teachers and social workers) can send information about the child to the sponsoring office. (see screen-print above) These messages are added to a new worklist 26 that can be handled by the sponsoring office.

WDC509 - Handle thank you letters

It is now possible to create thank you documents via WDCAP.
The text can be entered via Actions / Handle thank you letters or via Kobo (see below).
If this option is selected the following startscreen is displayed:
(This is the same screen as Reporting / Greetings from sponsors.)

The screenshot shows the 'Handle Thankyou Letters' form. The sidebar menu on the left has 'Handle Thankyou letters' highlighted with a red box. The main form area includes: a title bar 'Handle Thankyou Letters', 'Donor' (dropdown: '- Select Donor -'), 'School' (dropdown: '- Select School -'), 'Entered by' (dropdown: '- Select User -'), 'Entered Between' (date range: '01/06/2020' to '14/07/2020'), 'Only Type' (dropdown: '- Select Only Type -'), 'Excluding Type' (dropdown: '- Select Excluding Type -'), 'Greeting type' (checkboxes for 'Letters', 'Presents', 'Money', 'Photo'), and a 'Thankyou' section with 'Sent' and 'Not sent' checkboxes. At the bottom, there are three buttons: 'Received greetings from sponsor', 'Sent Thankyou Letters', and 'New Thankyou letters'.

There are 3 buttons:

Button 1: Received greetings from sponsors

This button uses the selection criteria as shown in the print screen above. This allows the user to get an overview of received sponsor greetings to check whether there are sponsor greetings without thank you letter.

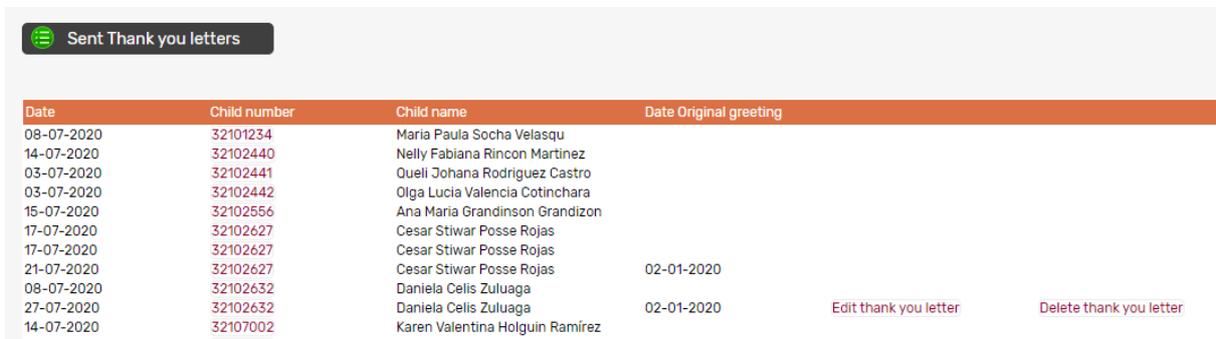


Date	Child number	Child name	Letter	Present	Money	Photo	Date thank you	Edit thank you letter	Delete thank you letter
02-01-2020	32102627	Cesar Stiwari Posse Rojas	N	Y	N	N	21-07-2020	Edit thank you letter	Delete thank you letter
02-01-2020	32102632	Daniela Celis Zuluaga	N	Y	N	N	27-07-2020	Edit thank you letter	Delete thank you letter

In the example above there are 2 greetings received where no thank you letter is sent. Via link "Add thank you letter" it is possible to add the thank you letter (see explanation of button 3). When there is already a thank you letter entered it can be modified via link "Edit thank you letter". If the already added thank you letter needs to be deleted (only possible before sending it to the donor), this can be done via link "Delete thank you letter". (In this case only the thank you letter is deleted and not the received greeting.)

Button 2: Sent thank you letters

If this button is pressed the program displays the entered thank you letters to the sponsors using the selection criteria from the first screen. It is possible to modify or delete a thank you letter if the letter is still in worklist 30 so it is not sent yet to W&D.



Date	Child number	Child name	Date Original greeting	Edit thank you letter	Delete thank you letter
08-07-2020	32101234	Maria Paula Socha Velasqu			
14-07-2020	32102440	Nelly Fabiana Rincon Martinez			
03-07-2020	32102441	Queli Johana Rodriguez Castro			
03-07-2020	32102442	Olga Lucia Valencia Cotinchara			
15-07-2020	32102556	Ana Maria Grandinson Grandizon			
17-07-2020	32102627	Cesar Stiwari Posse Rojas			
17-07-2020	32102627	Cesar Stiwari Posse Rojas			
21-07-2020	32102627	Cesar Stiwari Posse Rojas	02-01-2020		
08-07-2020	32102632	Daniela Celis Zuluaga			
27-07-2020	32102632	Daniela Celis Zuluaga	02-01-2020	Edit thank you letter	Delete thank you letter
14-07-2020	32107002	Karen Valentina Holguin Ramirez			

Button 3: New thank you letter

Via this button it is possible to add a new thank you letter. In this case there is a thank you letter created but it is not connected to the related received sponsor greeting. The child can be selected via (part of) the child number or the child name (like advanced search).

Enter new thankyou letter

Enter child number or child name

Child number	Child name	Select
32107002	Karen Valentina Holguin Ramirez	<input checked="" type="checkbox"/>

Enter new thankyou letter

Enter child number or child name

Child number

Child Name

Language

This is my response to your letter

This is what I would like to tell you

This is what I received from you

Select photo

On this screen (which is the same as the edit screen) it is possible to select the language of the entered text and 3 mandatory lines with

"This is my response to your letter"

"This is what I would like to tell you"

"This is what I received from you"

It is also possible to add a portrait photo (optional) that will be printed on the letter.

If you press the 'save' button the thank you letter is added to the new worklist 30 (see below).

Via worklist 30 it is possible to add the translation. (In this case the language code can f.i. be changed from Spanish to English.) Only when the language is English the thank you letter can be sent to W&D.

Kobo / Thank you letters to sponsors

It is also possible to add thank you letters via Kobo (similar to progress reports via Kobo). This can be started via the following link:

<https://ee.kobotoolbox.org/x/Ftwkcoef>

Thankyou letters

Language <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Spanish	*
Child Number <small>Child Number must always start with 10, 11, 12, 16, 18, 21, 22, 32, 62, 65, 68, 75, 76, 81, 86, 88</small>	*
Child name	*
Family name	*
Part 1 – Thankyou letter lines	
This is my response to your letter	*
This is what I would like to tell you:	*
This is what I received from you:	*
Select photo (portrait) Click here to upload file. (< 5MB)	

When you click on Select photo and you do not see the photos on your device then select All Files (*.*) at the bottom of the screen.

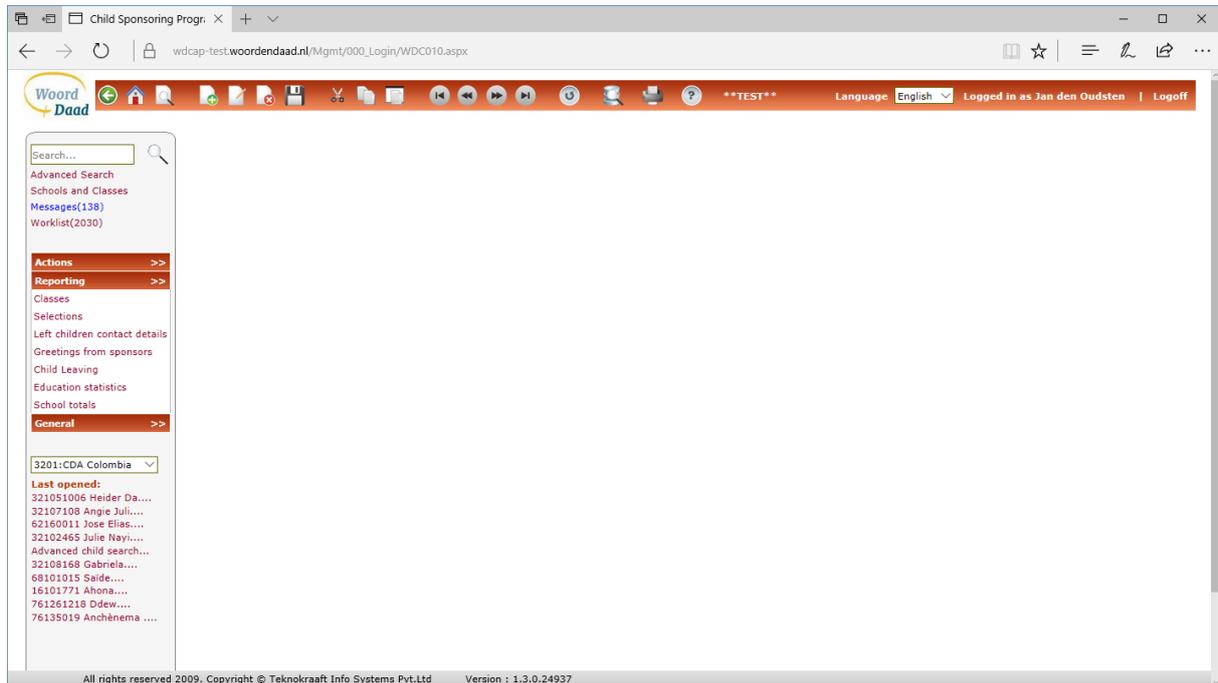
Please note that the photo must be portrait. The kobo toolbox is not able to test whether the photo is portrait but this should be checked by the office staff. In case the photo is not a portrait photo you can change the photo in WDCAP via worklist 30.

The entered thank you letters in KOBO will be sent every hour to WDCAP.

When the correct child information is entered in KOBO (child number and name) the thank you letter is automatically added to worklist 30.

In all other cases the thank you letter is added to worklist 29 for further handling.

WDC600 - Reporting



If the Printing link is pressed at the left side of the screen the following options are possible (if the user has sufficient permission)

[Classes](#)

[Selections](#)

[Left children contact details](#)

[Greetings from sponsors](#)

[Greetings to sponsors](#)

[Sponsorship statistics](#)

[Leaving statistics](#)

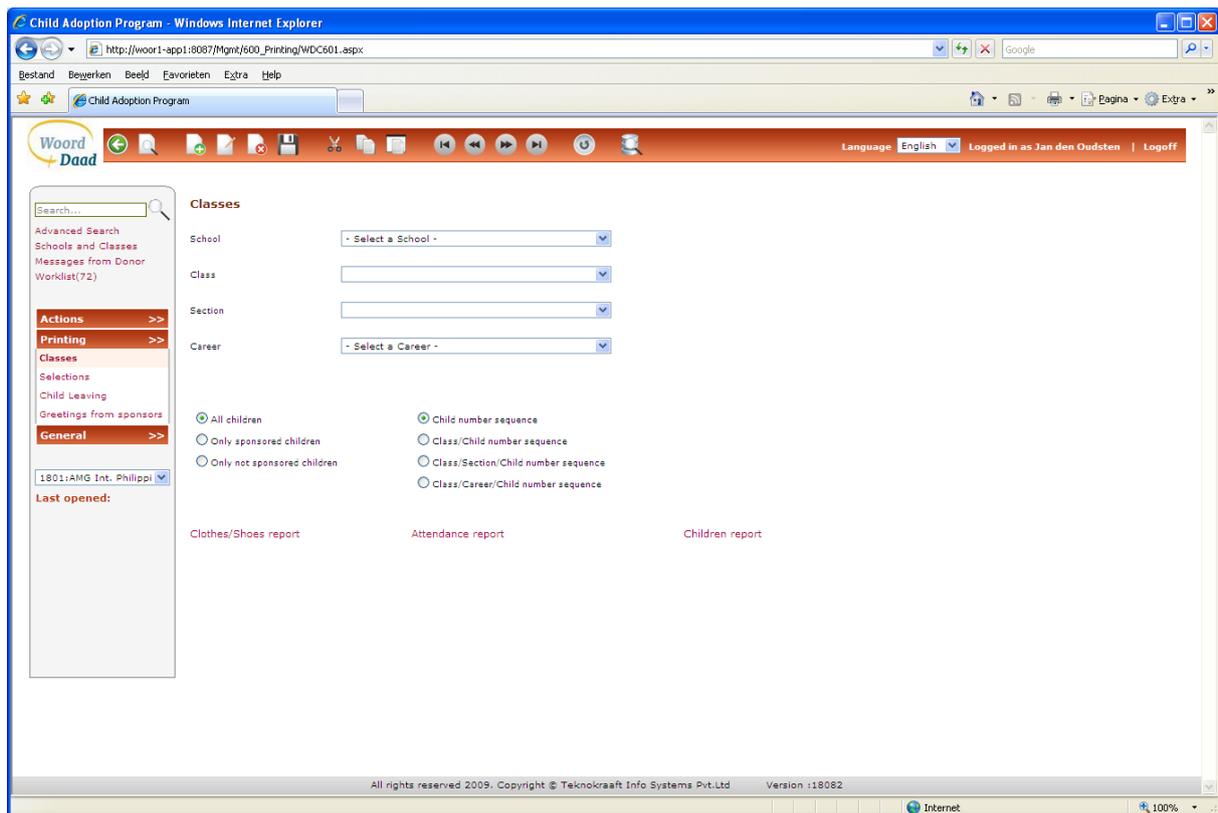
[Education statistics](#)

[Daily activity log](#)

[School totals](#)

WDC601 - Prints - Children in a class

This program is started if the user clicks on **Classes** in the Reporting menu at the left side of the screen.



With this program it is possible to print several lists with a selection of children.

It is mandatory to select a school in the first selection list with schools.
It is optional to select a class or specialization to narrow down the selection.

By default all children are selected but on the left side of the screen it is possible to indicate with radiobuttons that only the sponsored children or only the not sponsored children must be printed.

By default the reports are printed in child number sequence but in the middle of the screen it is possible to request a list on class / child number sequence or class / child number sequence or class / specialization / child number sequence.

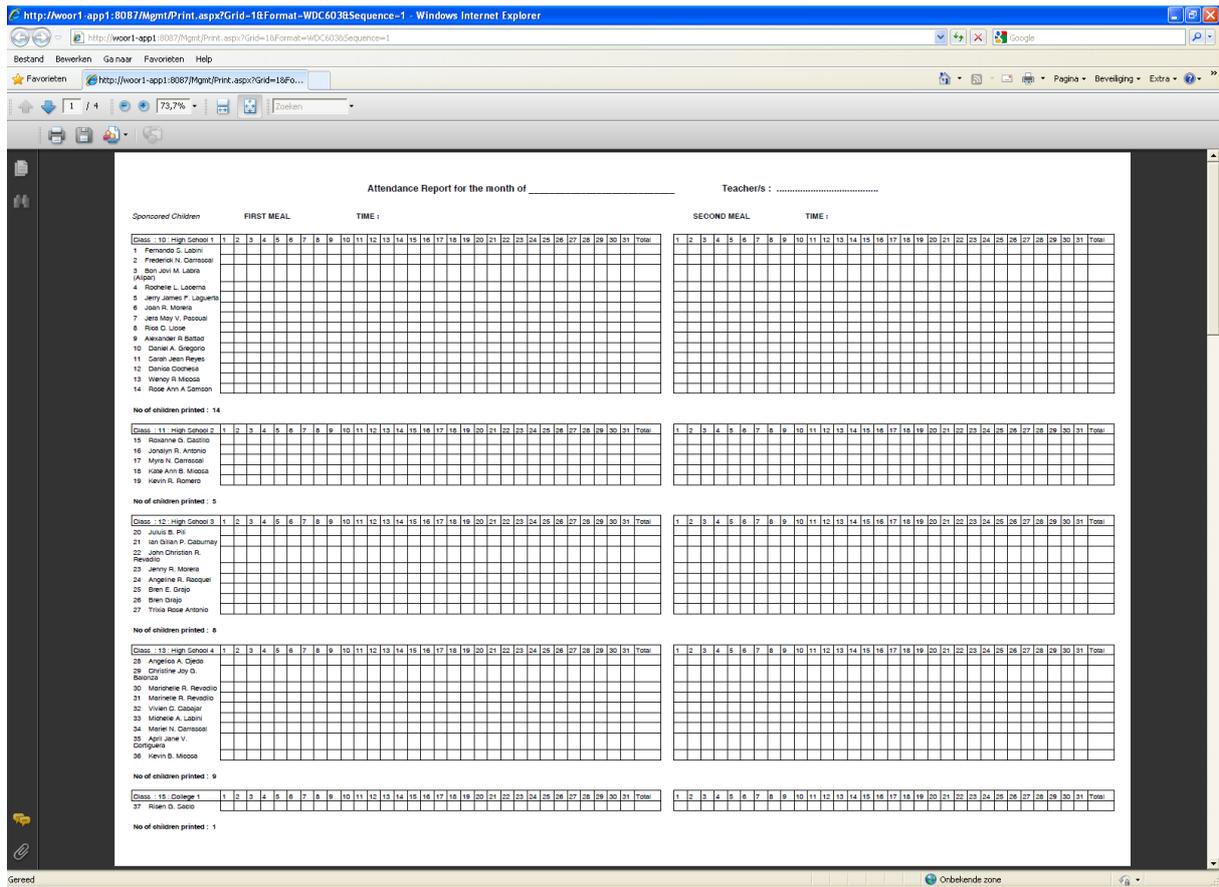
The following reports are available:

Link Children report

This report contains one line per selected child with:
Child number , Child name , Class , Specialization , M/F , Date of birth
At the end of the report a line is printed with "Number of printed children:"

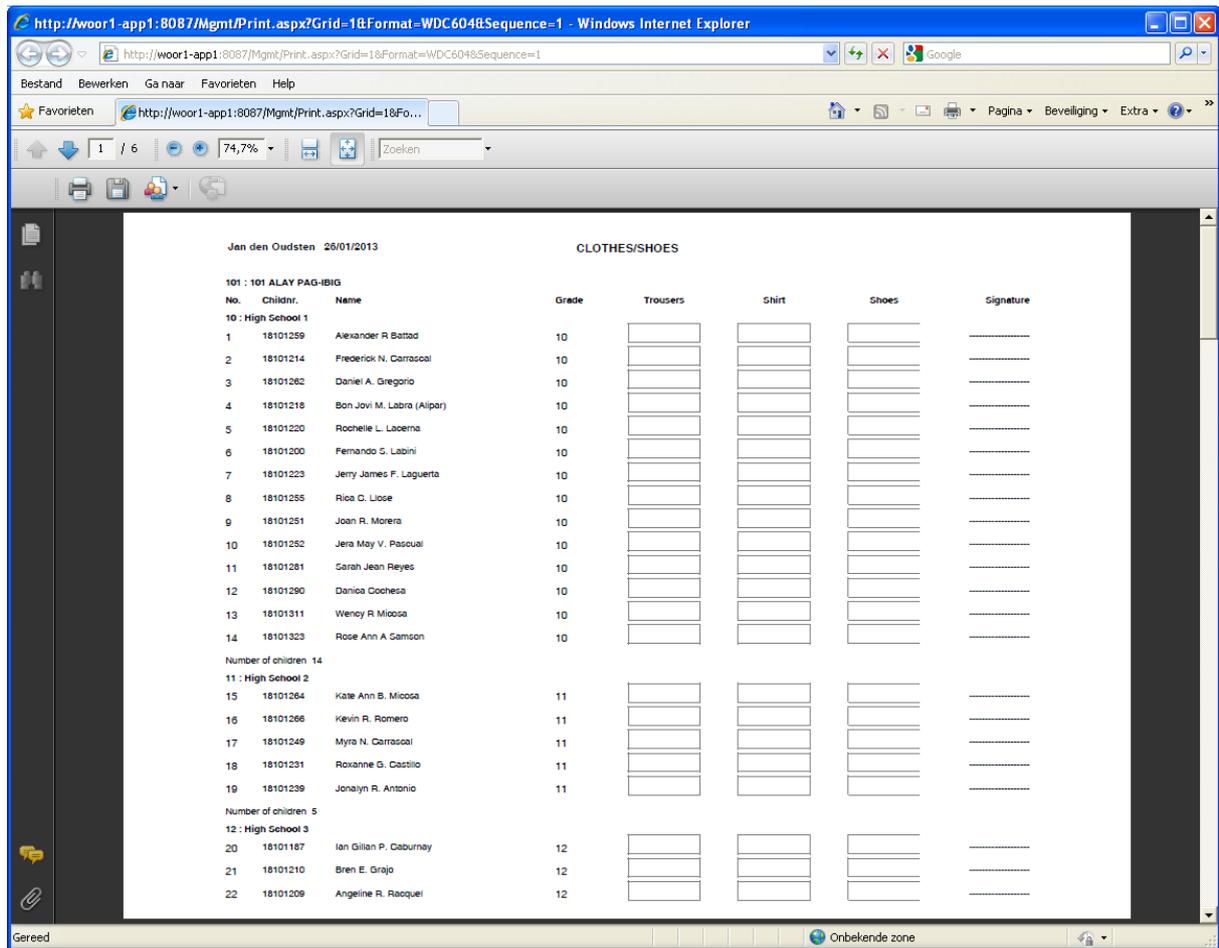
Link Attendance report

This report contains one line per selected child where the attendance of the children can be marked.



The last page contains 12 blank lines where the user can enter new children manually

[Link Clothes / Shoes](#)



WDC610 - Selections

This program is started if the user clicks on **Selections** in the Reporting menu at the left side of the screen.

Selections

Donor ▼

School ▼

Class from ▼

Class until ▼

Status child ▼

Language ▼

Sponsoring

All children
 Only sponsored children
 Only not sponsored children

Type

All children
 Only Group sponsoring
 Only Individual sponsoring

Excel

List

Labels

Download Child Identity Forms

Download Progress Reports

There are several selection options on the screen to create an excel file, list or labels with the selected children in the database.

The following optional selection lists are available :

1	Donor	List with all donors
2	School	List with all schools If a donor was selected then only the schools which belong to that donor are displayed.
3	Class from	List with all classes If a school was selected then only the classes which belong to that school are displayed.
4	Class until	List with all classes If a school was selected then only the classes which belong to that school are displayed.
5	Status child	List with the possible status of a child: (Accepted by donor, Sponsoring fund , Entered, History, Not accepted by donor, Sent to Donor, Sponsored, Too old for new sponsor, 22+ sponsored, 22+ not sponsored, History)
6	Language	language of the list.
7	Sponsoring	Option 1 - All children (initial value) Option 2 – Select only sponsored children (STATUS 1,2,4,5,7) Option 3 – Select only not sponsored children (STATUS 0,3,6,8)
8	Type	Option 1 - All children (initial value) Option 2 – Select only Group sponsoring children Option 3 – Select only Individual sponsoring children

If no children are selected the message "No children selected" is displayed.

Link Excel

If this link is pressed an excel file is created with the following columns.

A	Child number
B	First name
C	Family name
D	M/F
E	Date of birth
F	Date of joining
G	School name
H	Class
I	Sponsor number
J	Sponsor name
K	Last greeting
L	Last photo
M	Last report
N	School number
O	Group sponsoring
P	Donor
Q	Date start sponsoring
R	Date end sponsoring
S	Status

Link List

If this link is pressed a screen is activated where it is possible to enter text which will be printed in the heading line.



The screenshot shows a dialog box titled "WDCAP" with a blue header bar. Below the header is a blue bar with a white information icon. The main area contains the text "Text to be printed in the heading line?" followed by a text input field containing "Test heading" and a close button (X). At the bottom is an "OK" button.

If OK is pressed a pdf file is created with the following columns.

1	Child number
2	First name
3	Family name
4	M/F
5	Date of birth
6	Date of joining
7	School name
8	Class
9	Sponsor number
10	Sponsor name
11	Last greeting
12	Last photo

Date : 29-06-2013 CHILDREN IN CLASS Page : 1

School : 103 : Higher Education

Child number	Child name	Class	Section	Specialization	Sex	Date of birth
81103001	Zerfu Masseere Dambe	University/VII			Girl	07/04/1992
81103002	Asede Dessalagne Teshome	University/VII			Girl	05/05/1992
81103003	Hayat Sied Adem	University/VII			Girl	04/11/1992
81103004	Selja Yimam Abagaza	University/VII			Girl	02/03/1992
81103005	Abdu Saed Mohammed	University/IV			Boy	02/05/1991
81103006	Dawit Gebayhu Gedu	University/IV			Boy	02/06/1992
81103007	Suleman Mohammed Yemer	University/IV			Boy	30/10/1993
81103008	Tawodios Assamaw Fiseha	University/IV			Boy	15/07/1991
81103010	Habtamu Akalu Adem	University/III			Boy	05/08/1994
81103011	Mesfin Anbaw Fantaye	University/III			Boy	15/08/1992
81103014	Engizawork Teshome Abela	University/III			Girl	18/04/1992
81103015	Faska Shifraw Assafa	University/III			Girl	19/03/1992
81103017	Tesfalem Assafa Ayele	University/III			Boy	11/11/1991
81103018	Zenath Muhe Ahmed	University/III			Girl	28/08/1992
81103019	Zabeba Mangata Yemer	University/III			Girl	03/08/1993
81103020	Ganet Selja Kibada	University/III			Girl	20/05/1992
81103021	Wakshun Worku Teka	University/III			Boy	01/07/1991
81103022	Abraham Getenet Legesse	University/III			Boy	19/08/1991
81103023	Eual Getahun Kibekle	University/III			Boy	06/09/1992
81103024	Ahmed Ali Indira	University/III			Boy	04/07/1991
81103025	Birhanu Habu Mengste	University/II			Boy	03/05/1992
81103028	Iskaysa Abalhe Abirah	University/II			Boy	04/02/1993
81103027	Messtawat Ayalew Fessaha	University/II			Girl	11/08/1993
81103028	Seada Ali Hussien	University/II			Girl	03/12/1993
81103029	Agertu Getahun yemam	University/II			Girl	20/03/1993
81103030	Yondros Nigala Mekatu	University/II			Girl	02/04/1992
81103031	Woynehareg Hayelom Zeraye	University/II			Girl	20/03/1992
81103032	Senait Getachew Tiku	University/II			Girl	07/06/1992
81103033	Agemesh Alemayehu Mekonnen	University/II			Girl	24/10/1992
81103034	Berkele Admasu Tesfaye	University/II			Boy	02/05/1992
81103035	Getachew Bizabeh Ayele	University/II			Boy	03/12/1992
81103036	Brukawit Kassahun Ali	University/II			Girl	03/10/1992
81103037	Birhanu Assafa Kibada	University/II			Boy	06/01/1992
81103038	Bethlehem Ejegu Abera	University/II			Girl	01/07/1991
81103039	Demissie Abate Amade	University/II			Boy	03/11/1993
81103040	Habetamu Ali Hussien	University/II			Boy	04/10/1992
81103041	Fasor W/Sebea W/Getachew	University/II			Boy	03/09/1992
81103042	Neserdu Mohammed Ibrahim	University/II			Boy	05/12/1992
81103043	Mekuria mekonnon Nabe	University/II			Boy	05/01/1992
81103044	Atsebachew Tihun Bishir	University/II			Boy	04/11/1992

Link Labels

If this link is pressed a pdf file with labels (Avery 5160 10*3) is created with the following lines.

Line 1	Child number
Line 2	Child name
Line 3	School number and school name
Line 4	Class name

Link Download child identity forms

With this option the child identity form for all selected children can be downloaded according to the selection criteria that are entered on the screen.

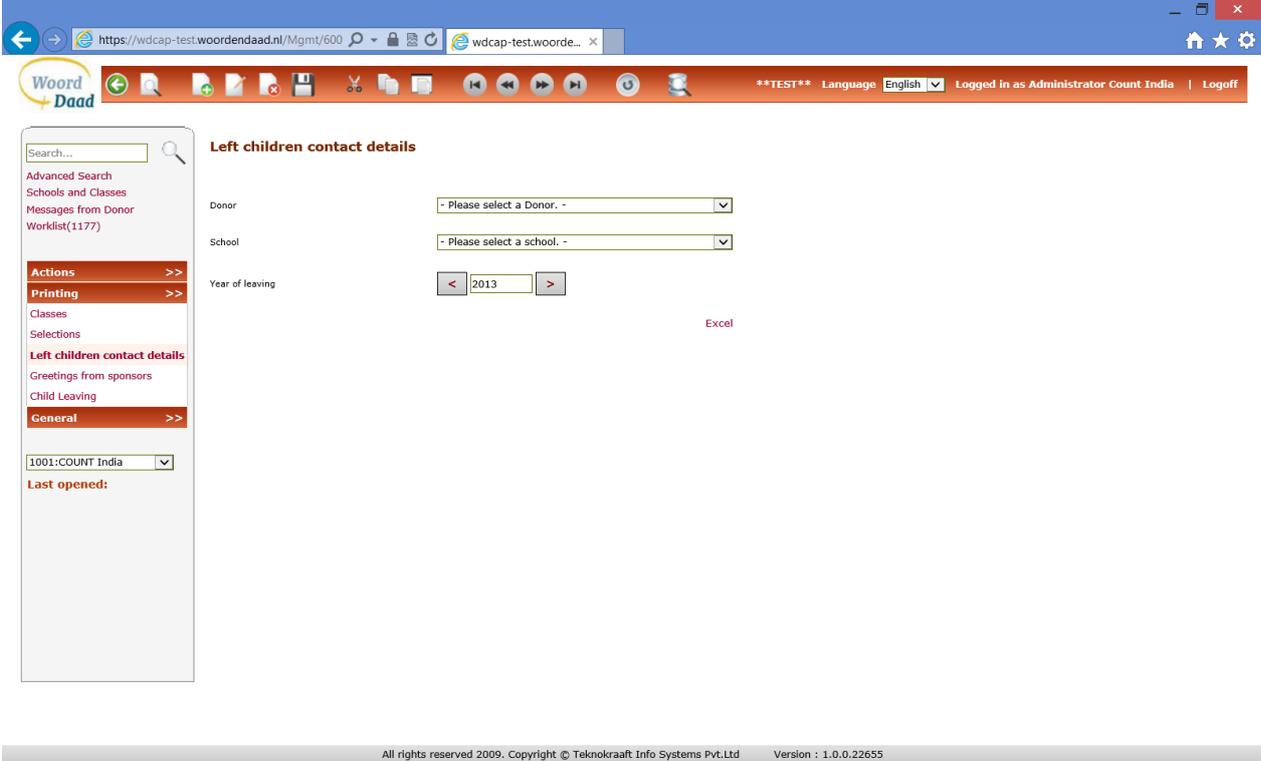
Based on the date when the child is registered in WDCAP the old or the new layout of the child identity form is downloaded.

Link Download progress reports

With this option the most recent progress reports can be downloaded for all selected children according to the selection criteria that are entered on the screen.

WDC611 – Left children contact details

This program is started if the user clicks on **Left children contact details** in the Reporting menu at the left side of the screen.



With this program it is possible to create an excel file with the contact details of the children which left the project in a specific year. These contact details can be entered in the database when the leaving form is entered or via link "Left children details" on the child details screen of children with status History.

WDC620 - Leaving statistics

This program is started if the user clicks on **Leaving statistics** in the Printing menu at the left side of the screen.

Leaving statistics

Donor

School

School Year

[Leaving Statistics Old Style](#) [Excel](#)

Link Excel

The leaving statistics contain a summary of the leavings that are entered via the new screens. It is possible to select 1 donor and if no donor is selected the statistics are for all donors. It is possible to select 1 school and if no school is selected the statistics are for all schools. It is mandatory to select a school year. The excel file also contains a tab with boys totals and a tab with girls totals

	Subcategory	Leavers after successful completion:					Leavers without successful completion:							
		PPE	PE	SE	HE	VE	Grand Total:	PPE	PE	SE	HE	VE	Grand	
4	Main leaving category													
5	1 Graduated, no continuation in the program	A	Pre-primary Education	1	0	1	0	0	2	0	0	2	0	0
6	1 Graduated, no continuation in the program	B	Primary Education	0	0	0	0	0	0	2	0	0	0	0
7	2 Financial constraints	A	Job loss of parent	0	0	0	0	0	0	0	1	0	0	0
8	3 Socio-cultural reasons / Mindset	B	Parent(s) do not want him/her to go to school anymore	0	0	1	0	0	1	0	1	0	0	0
9	3 Socio-cultural reasons / Mindset	C	Joins a gang	0	0	0	0	0	0	0	0	1	0	0
10	Grand Total:			1	0	2	0	0	3	2	2	3	0	0
11	Continuation after leaving													
12	I	Continues with further education at another school		0	0	0	0	0	0	2	1	1	0	0
13	II	Works at home		1	0	1	0	0	2	0	0	2	0	0
14	III	Other: specify in text box		0	0	1	0	0	1	0	1	0	0	0
15	Grand Total:			1	0	2	0	0	3	2	2	3	0	0
16	Contribution to environment													
17	a	Actively contributes to church activities		0	0	1	0	0	1	2	0	0	0	0
18	b	Actively participates in work benefiting the community		1	0	0	0	0	1	0	0	2	0	0
19	c	Actively contributes to the work of partner: Teaching / helping junior children at schools		0	0	0	0	0	0	0	1	0	0	0
20	d	Actively contributes to the work of partner: Participating in income generating activities		0	0	1	0	0	1	0	1	1	0	0
21	Grand Total:			1	0	2	0	0	3	2	2	3	0	0
22														

Link Leaving statistics Old Style

With this program it is possible to get statistics about the average stay of children (active children and the children which already left the project) and the reason of leaving the project.

It is mandatory to select a school first for which the overview must be calculated. The initial value of the date for the calculation is the last date of the previous month but it is possible to enter an older date to obtain older statistics as the last 6 years which are by default created.

Link Print

If this link is pressed the pdf with the statistics is created.

Example:

http://woor1-app1:8087/Mgmt/Print.aspx?Grid=1&Format=WDC620A - Windows Internet Explorer

http://woor1-app1:8087/Mgmt/Print.aspx?Grid=1&Format=WDC620A

File Beveiken Go To Fgvorites help

http://woor1-app1:8087/Mgmt/Print.aspx?Grid=1&Fo...

Average stay in : 101 : Dessie Branch date : 29-06-2013 page : 1

All children

	Total	Stay < 1 yr	Stay > 1 yr	Stay > 2 yr	Stay > 3 yr	Stay > 4 yr	Stay > 5 yr	Average stay
In program since 1993	4	100%	0%	4	100%	4	100%	227,65 mon
In program since 1994	6	100%	0%	6	100%	6	100%	218,43 mon
In program since 1995	16	100%	0%	16	100%	16	100%	204,20 mon
In program since 1996	6	100%	0%	6	100%	6	100%	191,76 mon
In program since 1997	14	100%	0%	14	100%	14	100%	178,24 mon
In program since 1998	13	100%	0%	13	100%	13	100%	168,11 mon
In program since 1999	35	100%	0%	35	100%	35	100%	191,84 mon
In program since 2000	30	100%	0%	30	100%	30	100%	149,61 mon
In program since 2001	51	100%	0%	51	100%	51	100%	149,12 mon
In program since 2002	54	100%	0%	54	100%	54	100%	129,29 mon
In program since 2003	61	100%	0%	61	100%	61	100%	119,61 mon
In program since 2004	56	100%	0%	56	100%	56	100%	104,66 mon
In program since 2005	56	100%	0%	56	100%	56	100%	62,38 mon
In program since 2006	49	100%	0%	49	100%	49	100%	81,85 mon
In program since 2007	48	100%	0%	48	100%	48	100%	69,29 mon
In program since 2008	51	100%	0%	51	100%	51	98,04%	4 7,84% 67,66 mon
In program since 2009	53	100%	0%	53	100%	51	96,23%	49 92,45% 0 0% 52,34 mon
In program since 2010	66	100%	0%	66	100%	5	8,62%	0 0% 0 0% 34,34 mon
In program since 2011	66	100%	0%	66	100%	1	1,52%	0 0% 0 0% 21,63 mon
In program since 2012	61	100%	59	96,72%	2	3,28%	0 0% 0 0% 0 0% 9,99 mon	
In program since 2013	7	100%	7	100%	0	0%	0 0% 0 0% 0 0% 4,09 mon	

Children who left

	Total	Stay < 1 yr	Stay > 1 yr	Stay > 2 yr	Stay > 3 yr	Stay > 4 yr	Stay > 5 yr	Average stay			
Left project in 2011	22	100%	0%	22	100%	20	90,91%	19 86,36%	15 68,18%	110,00 mon	
Left project in 2012	86	100%	2	2,33%	84	97,67%	83	96,51%	81 94,19%	81 94,19%	163,81 mon
Left project in 2013	6	100%	2	33,33%	4	66,67%	4	66,67%	4	66,67%	109,67 mon

Reason of leaving

	Total	2013	2012	2011	2010	2009	2008					
Migration	74	100%	1	1,4 %	69	93,2 %	4	5,4 %	0	0 %	0	0 %
Child was too often absent and	1	100%	1	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Other	1	100%	1	100 %	0	0 %	0	0 %	0	0 %	0	0 %
Leaving	1	100%	0	0 %	1	100 %	0	0 %	0	0 %	0	0 %

WDC625 – Performance management

In the past years partner organizations and Woord en Daad have been discussing how to structurally improve the quality of the sponsorship program, both in terms of process and content. In order to get insight in the administrative process as well as some content related indicators, we have set up 11 performance indicators that are automatically monitored in WDCAP. For partner organizations this is an opportunity to easily get insight in the general performance of the program. This will be part of the W&D quality management, which will be further elaborate and communicate in 2020.

This new option in the reporting menu activates an overview with the 11 indicators, split in administrative and program performance (see below) . Automatically the indicators of yesterday are displayed (because the indicators are calculated at the end of the day) but it is possible to select an earlier date. Please note that there is no history for the dates before October 31st, 2019.

With the Print button it is possible to get a print with the indicators.

🟢 = Good / 🟡 = Attention / 🔴 = Critical

Search...

Choose Date: 28-10-2019

Advanced Search
Schools and Classes
Messages
Worklist

Actions >>
Reporting >>
Classes
Selections
Left children contact details
Greetings from sponsors
Greetings to Sponsor
Sponsorship statistics
Leaving Statistics
Education statistics
Performance Management
Daily Activity Log
School totals
General >>

Last opened:

Administrative Performance

Topic	Indicator	Value	Status	Details
Child sponsoring information	Percentage of children that has send 2 letters in the previous 12 months	89 %	🟡	Details
Child sponsoring information	Percentage of children that has send 1 picture in the previous 12 months	95 %	🟢	Details
Child sponsoring information	Percentage of children that has send 1 progress report in the previous 12 months	48 %	🔴	Details
Response time	Response time to free messages is adequate (average over the past 12 months)	2 days	🟢	Details
Leavings	Leavings are communicated within 4 weeks after the date of leaving (average over the past 12 months)	5 weeks	🟡	Details
School history	No blanks in continuation codes for sponsored children for previous school year	521 Children	🟢	Details

Program Performance

Topic	Indicator	Value	Status	Details
Leavings reported Individual sponsoring	Individual sponsoring leavings reported in the current school year compared to previous school year	% change	🟢	Details
Leavings reported Group sponsoring	Group sponsoring leavings reported in the current school year compared to previous school year	% change	🔴	Details
Planning Individual sponsoring	Number of individually sponsored children in WDCAP (current) compared to planned number for this month	10 % difference	🟡	Details
Planning Group sponsoring	Number of Group sponsoring children WDCAP (current) compared to planned number for this month	0 % difference	🟢	Details
Years in program	How many years did leaving children stay in program (average over the previous 12 months)	6 years	🟢	Details

Print

Click on the details button to see a screen with the values of the last 12 months and an explanation of the performance indicator and the status symbols.

Admin Performance

Topic	Indicator	Value	Status
Child sponsoring information	Percentage of children that has send 2 letters in the previous 12 months	89 %	

This shows the percentage of individually sponsored children that has send 2 letters in the past 12 months. Below these percentages per month for the last year. Explanation status symbols: Good above 90%. Attention between 80-90%. Critical below 80%.

Admin Performance Details

Detail	Value	Status
2019-10	89 %	
2019-09	89 %	
2019-08	89 %	
2019-07	89 %	
2019-06	79 %	
2019-05	47 %	
2019-04	24 %	
2019-03	0 %	
2019-02	0 %	
2019-01	0 %	
2018-12	0 %	
2018-11	0 %	
2018-10	0 %	

[Print](#)

For indicator Years in program there is an overview available on the details page with the average stay in years of the children in the program.

Yearly Totals

Detail	Value
2015	6 years
2016	5 years
2017	5 years
2018	5 years
2019	5 years

WDC630 - Prints - Greetings from sponsors

This program is started if the user clicks on **Greetings from sponsors** in the Printing menu at the left side of the screen.

Gifts and greetings from sponsors

Donor

School

Entered By

Entered Between and

Only Type

Excluding Type

Greeting type Letters Presents Money Photo

Thankyou Sent Not sent

With this program it is possible to print a list or create an excel file with all the greetings which were received from the sponsors. These greetings can be added automatically via the link with W&D or are entered manually with [WDC507 - Greetings from sponsor](#)

The following optional selection lists are available :

1	Donor	List with all donors
2	School	List with all schools If a donor was selected then only the schools which belong to that donor are displayed.
3	Entered by	List with all users
4	Entered between	The starting date and ending date that the greetings were entered. The starting date is automatically set to the first date in the previous month. The end date is automatically set to the last date in the current month.
5	Only type	This optional selection list contains all extra gift types (Bible, birthday, clothes, gifts, toys , other) If a type is selected in this list then only the greetings for this type are printed.
6	Excluding type	This optional selection list contains all extra gift types (Bible, birthday, clothes, gifts, toys , other) If a type is selected in this list then the greetings for this type are not printed.
7	Greeting type	If the program is started all 4 greeting types are selected (Letters, Presents, Money, Photo) but it is possible to select f.i. only Money.

[Link Excel](#)

An excel file with the following columns is created

	Column heading
A	ChildNumber
B	SchoolNumber
C	NameSchool
D	ClassName
E	FirstName
F	FamilyName
G	Description
H	LetterFromSponsor
I	PresentFromSponsor
J	MoneyFromSponsor
K	PhotoFromSponsor
L	AmountExtraGift
M	CurrencyExtraGift
N	TypeExtraGift
O	NumberOfBags
P	EnteredBy
Q	EnteredAt
R	DonorName
S	Thankyou letter Entered At
T	Thankyou letter Entered By

[Link Print](#)

The following document is created.

Report-Greetings From Sponsor

10 of 10+ 100% Total:2458 100% 2458 of 172023

Greetings From Sponsor 18-09-2008 - 18-09-2010

Child Number	Name	Date Greeting Photo	Description	Class	Letter	Present	Gift	Type	Numbe
106 / 6206 - / 6206 ALAMEDA									
1	62106262	Manolo de Jesús GUZMAN XDCOY	28-01-2009		B2	N	N	100,00 USD Gifts	0
			0700.00						
2	62106356	Carmen Indira GALINDO GONZALEZ	17-02-2009			Y	N	0,00	0
			1 tarjeta, 1 cola, 1 tarjeta.						
3	62106422	María Fernanda ESPINOZA	17-02-2009		B3	Y	N	0,00	0
			1 tarjeta. Como estas? Como te va en la escuela? Te esta yendo bien en los estudios? 1 postal, 1 dibujo. como estan tu y tu familia? disfrutaste la navidad?						
4	62106471	Kathareen Waleska ROMERO ESPINA	17-02-2009			Y	N	0,00	0
			1 carta con foto. Que profesion te interesa?						
5	62106509	Carmen Lucrecia LOPEZ RAMIREZ	17-02-2009		03	Y	N	0,00	0
			1 tarjeta navideña.						
6	62106509	Carmen Lucrecia LOPEZ RAMIREZ	22-04-2009		03	Y	N	0,00	0
			1 tarjeta cumpleaños, 2 fotos, 1 libreta, 1 estuche, 1 lapicero.						
7	62106510	Eddy Giovanni MORALES RODRIGUEZ	17-02-2009		03	Y	N	0,00	0
			1 tarjeta navideña.						
8	62106510	Eddy Giovanni MORALES RODRIGUEZ	22-04-2009		03	Y	N	0,00	0
			1 tarjeta.						
9	62106511	Sergio René MORALES RODRIGUEZ	18-02-2009		B2	Y	Y	0,00	0
			1 radio pequeño, 1 juego de cartas de ratatouille, 1 llavero de monito, 1 carton calcomanias, 1 ouaderno, 1 libreta, 1 tarjeta.						

WDC633 - Greetings to Sponsors

Donor

School

Entered By

Entered Between and

Greeting type All Greetings Only 1st Greetings Only 2nd Greetings Photo Reports

New option to create an excel file with all greetings, photos and progress reports that were sent to the sponsors.
See above the selection criteria.

See example below.

A	B	C	D	E	F	G	H	I	J	K
Child number	School number	Name School	Class Name	First name	Family name	Greeting To sponsor	Photo To sponsor	Report To sponsor	EnteredBy	EnteredAt
32102440	102	102 Colombia Home Support	Ninth	Nelly Fabiana	Rincon Martinez	Y			Jan den Oudsten	2-11-2018
32102440	102	102 Colombia Home Support	Ninth	Nelly Fabiana	Rincon Martinez	Y	Y		Jan den Oudsten	16-11-2018

WDC635 - Sponsorship statistics

If this option is selected the program automatically creates an Excel file with an overview of the total number of children per school / Donor / Sponsored / Type of education / Male or female. See below an example of the total lines.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
SCHOOL	TOTAL	SPONSORED	EDUCATIONONLY	NOTSPONSORED	PPE	PE	SE	HE	VE	NFE	WD NL IGAP	WD NL GAP	WD NL TOTAL	W&D Canada
TOTAL_M	2502	2393	18	91	235	1962	302	0	0	0	295	0	295	1498
TOTAL_F	1075	935	1	139	278	453	336	2	0	0	333	1	334	209
TOTAL	3577	3328	19	230	513	2415	638	2	0	0	628	1	629	1707

WDC636 – Daily activity log

Search...

Advanced Search

Schools and Classes

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Classes

Selections

Left children contact details

Greetings from sponsors

Greetings to Sponsor

Sponsorship statistics

Leaving Statistics

Education statistics

Daily Activity Log

School totals

General ▾

Daily activity log

Donor

School

Entered By

Entered between and

With this new reporting program it is possible to get a list of all changes in WDCAP with filters on donor, school, user and period.

A	B	C	D	E	F	G	H	I
Child number	School number	Name School	Class Name	First name	Family name	Entered by	Entered At	Action
321221000	122	122 Cartagena	Successful	Wdwdw	Qeeq	Jan den Oudsten	21-2-2019	New child entered
321221000	122	122 Cartagena	Successful	Wdwdw	Qeeq	Jan den Oudsten	21-2-2019	New family entered
321221000	122	122 Cartagena	Successful	Wdwdw	Qeeq	Jan den Oudsten	21-2-2019	Change of child data
321221001	122	122 Cartagena	Eleventh - AM	Wssw	Dqwwqd	Jan den Oudsten	21-2-2019	New child entered
321221001	122	122 Cartagena	Eleventh - AM	Wssw	Dqwwqd	Jan den Oudsten	21-2-2019	New family entered

WDC640 - Prints – Education statistics

This program is started if the user clicks on **Education statistics** in the Reporting menu at the left side of the screen.

The screenshot shows a web interface for 'Education statistics'. At the top left, there is a dark button with a green menu icon and the text 'Education statistics'. Below this, there are four rows of input fields:

- Donor:** A dropdown menu with the text '- Select Donor -' and a downward arrow.
- School:** A dropdown menu with the text '- Select a School -' and a downward arrow.
- Schoolyear:** A dropdown menu with the text '- Please select schoolyear -' and a downward arrow.
- Year calculation:** A simple text input box.

At the bottom of the form area, there are two green buttons: 'Indicators' and 'Indicators last 5 years'.

With this program it is possible to create an excel file with the education statistics.

The following optional selection lists are available :

1	Donor	List with all donors. If no donor is selected then all donors are selected
2	School	List with all schools. If no school is selected then all schools are selected
3	Schoolyear	List with all schoolyears
4	Year calculation	Additional option to create statistics per calendar year (the last year of the schoolyear if this not ends in the same year as the starting year)

Link Indicators

If this link is pressed an excel file is created and activated with the statistics.

	A	B	C	D	E	F	G	
1								
2		Reporting table						
3		Name organisation		xxxxxxx				
4		Country		xxxxxxx				
5		Donor						
6		School						
7		Reporting period		2018				
8		Date of download		12-11-2019				
9								
10		Indicator		Planned	Realised	Explain differences		
11		E05-b-Completion				Details E05		
12		% of students who have successfully completed the final grade of their type of education						
13		b1. PPE			87%			
14		b2. PE			75%			
15		b3. SE			75%			
16		b4. HE...			-			
17		...of which VE			-			
18		Average			79%			
19		E06b-Continuation				Details E06		
20		% of students who, after completing their type of education, continue in the next type of education:						
21		b1a. PPE			100%			
22		b1b. PE			100%			
23		b1c. SE			59%			
24		b1d. HE...			-			
25		...of which VE			-			
26		Average			86%			

27	% of students who, after successfully completing their type of education, find a relevant job:			
28	b2a. SE		0%	
29	b2b. HE...		-	
30	...of which VE		-	
31	Average		0%	
32	E07-Cohort rates			Details E07
33	Survival rate per cohort of students to grade 5 (PE)		76	
34	Completion rate			
35	b1. PPE		71	
36	b2. PE		58	
37	b3. SE		50	
38	b4. HE...		0	
39	...of which VE		0	
40	Average		58	
41	E08-Numbers supported			Details E08
42	Annual numbers of students who receive support			
43	a1. PPE		506	
44	a2. PE		1523	
45	a3. SE		1564	
46	a4. HE...		5	
47	...of which VE			
48	Total		3598	
49	Annual percentage of dropouts			
50	c1. PPE			
51	c2. PE		0%	
52	c3. SE			
53	c4. HE...			
54	...of which VE			
55	Average		0%	
56	S01b-Sponsorship impact contribution			Details S01
57	% of leaving youth who contribute to the impact of the sponsorship		25%	
58	S08-Numbers sponsored			Details S08
59	Annual number of sponsored students			
60	IGAP		2282	
61	GAP		0	
62	Total		2282	
63	Annual percentage of leavings			
64	IGAP		42%	
65	GAP			
66	Average		42%	
67				

1 Reporting details indicator 5&6
 2 Name organisation xxxxxxxxxxxx
 3 Country xxxxxxxxxxxx
 4 Reporting period 2018
 5
 6
 7 Reporting on Indicator 5 - Number and percentage of students who successfully completed their type of education
 8 Reporting on Indicator 6 - Number and percentage of students who, after completing their type of education, continue in the next type of education or find a job
 9 Always refer to indicator reference sheets (IRS) for definitions
 10
 11

Type of education	# students in the final grade - per type of			# students who successfully finished their final grade i.e. passed their exams or were					
	F	M	Total	numbers			percentages		
				F	M	Total	F	M	Total
PPE	153	158	311	137	133	270	90%	84%	87%
PE	168	178	346	130	129	259	77%	72%	75%
SE	92	78	170	62	66	128	67%	85%	75%
HE	0	0	0	0	0	0	-	-	-
...of which VE	0	0	0	0	0	0	-	-	-
Total	413	414	827	329	328	657	80%	79%	79%

Type of education	# students who continue in further education, from the students who successfully finished the final grade of their type of education.						# students who found a matching job, from the students who successfully finished the final grade of their type of education.						Total # students who continue in further education or found in percentages			
	numbers			percentages			numbers			percentages			numbers			
	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F	M	Total	F
PPE	137	133	270	100%	100%	100%	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	137	133	270	100%
PE	130	129	259	100%	100%	100%	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	130	129	259	100%
SE	38	38	76	61%	58%	59%	0	0	0	0%	0%	0%	38	38	76	61%

31
 32
 33 **Reporting on Indicator 7a - Survival rate per cohort of students to Grade 5(PE)**
 34 **Reporting on Indicator 7b - Completion rate per cohort per type of education**
 35
 36 Always refer to indicator reference sheets (IRS) for definitions
 37
 38

Cohort	Survival rate per cohort to Grade 5(PE)		
	Female	Male	Total
Cohort Grade 5(PE)	77,14	74,66	75,82

Cohort	Completion rate per cohort		
	Female	Male	Total
PPE	75,3	66,93	71,05
PE	60,67	55,92	58,24
SE	44,97	55,58	49,82
HE			
...of which VE			
Total	59,01	57,93	58,47

51
 52
 53 **Important information from the IRS:**
 54

I Survival rate: divide the total number of students belonging to a school-cohort who reached each successive grade of a specified level of education (e.g. grade 5 PE) by the number of students in the school-cohort i.e. those originally enrolled in the first grade of primary education, and multiply the result by 100. The survival rate can be calculated

7 **Reporting on Indicator 8a - annual numbers of students per type of education who receive direct support**
 8 **Reporting on Indicator 8b - annual numbers and percentage of drop-out**
 9
 10 Always refer to indicator reference sheets (IRS) for definitions
 11
 12

Type of education	Number of persons who received direct support (with or without additional indirect support) in reporting period		
	Female	Male	Total
PPE	235	271	506
PE	715	808	1523
SE	767	797	1564
HE	4	1	5
...of which VE	0	0	
Total	1721	1877	

Type of education	Number of drop-out			Percentage of drop-out		
	Female	Male	Total	F	M	Total
PPE	0	0		0%	0%	
PE	0	1	1	0%	0%	0%
SE	0	0		0%	0%	
HE	0	0		0%	0%	
...of which VE	0	0				
Total	0	1	1	0%	0%	0%

31 **Important information from the IRS:**
 32
 33

I The number of drop-outs is calculated by the total number of drop-outs minus the student who dropped-out education, but continued education in the same type of education and at the same level.

Type of education	Number of drop-outs who did not return at the start of the new school year			Percentage of drop-outs who did not return at the start of the new school year out of the total number of drop outs		
	Female	Male	Total	F	M	Total
PPE	0	0				
PE	0	0				
SE	0	0				
HE	0	0		0%		
...of which VE	0	0		0%		
Total	0	0	0	0%	0%	0%

Important information from the IRS:

- I The number of drop-outs includes only the students who dropped-out of education in the sponsorship program and **do not continue education** outside the sponsorship program. Drop outs which do not return at the start of the school year are counted as drop outs in the following reporting year (according to leaving date) but NOT included the number supported since they have not been to school in that school year.
- II Numbers filled in the table are **mean annual numbers**, which are calculated as: (numbers of persons at the start of the reporting year or course - which often will fall in the previous reporting year!) + (numbers at the end of the school year or course - which always falls in this reporting year), divided by 2.

A	B	C	D	E	F	G	H	I	J
5	Reporting period		2018						
7	Reporting on Indicator S01	annual numbers and percentage of leaving students who contribute to the impact of the sponsorship							
8	Reporting on Indicator S08-	annual numbers of sponsored students							
9	Reporting on Indicator S08-	annual numbers and percentage of leavings							
11	Always refer to indicator reference sheets (IRS) for definitions								
15	Number of leaving students contributing			Percentage of leaving students contributing					
16		Female	Male	Total	F	M	Total		
17	IGAP	16	9	25	4%	2%	3%		
18	GAP	206	297	503		14850%	25150%		
19	Total	222	306	528	4%	14852%	25153%		
21	Numbers sponsored								
22	Type of sponsorship	Female	Male	Total					
23	IGAP	1064	1218	2282					
24	GAP	0	0	0					
25	Total	1064	1218	2282					
27	Number of leavings			Percentage of leavings					
28	Type of sponsorship	Female	Male	Total	F	M	Total		
29	IGAP	451	507	958	42%	42%	42%		
30	GAP	0	2	2					
31	Total	451	509	960	42%	42%	42%		
32	Important information from the IRS:								
34	II	Contributing to the impact of the program includes all activities through which leaving children/youth add value to their community, church or family (e.g. economic, social, academic)							
35	I	The sum of leaving students includes all children/youth who leave the program for any reason, from drop-out to graduation							
36	III	Number of sponsored students is calculated by the sum of the numbers sponsored at the first date of each month, divided by 12							

The last tab in the excel contains all children that are used to calculate the statistics:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Child number	First name	Family name	M/F	Date of birth	Date of joining	School number	School name	Education type	Class	Schoolyear	Start schoolyear	End Schoolyear	Continuation	Dropout	Date job	Dropout explanation	Dropout continuation	Explanation dropout	Continuation after dropout
2	81300007	Test6	Test6	M	3-1-2011	1-9-2015	300	TEST school	Pre-primary e	KG1	2015-2016	1-9-2015	30-6-2016	Promoted to next grade						
3	81300007	Test7	Test7	M	20-5-2011	1-9-2015	300	TEST school	Pre-primary e	KG1	2015-2016	1-9-2015	30-6-2016	Promoted to next grade						
4	81300008	Test8	Test8	M	5-2-2011	1-9-2015	300	TEST school	Pre-primary e	KG1	2015-2016	1-9-2015	30-6-2016	Promoted to next grade						
5	81300009	Test9	Test9	F	13-10-2011	1-9-2015	300	TEST school	Pre-primary e	KG1	2015-2016	1-9-2015	30-6-2016	Promoted to next grade						
6	81300010	Test10	Test10	F	6-7-2011	1-9-2015	300	TEST school	Pre-primary e	KG1	2015-2016	1-9-2015	30-6-2016	Promoted to next grade						
7	81300011	Test11	Test11	M	5-5-2010	1-9-2014	300	TEST school	Pre-primary e	KG2	2015-2016	1-9-2014	30-6-2016	Promoted to next grade						
8	81300012	Test12	Test12	M	6-6-2010	1-9-2014	300	TEST school	Pre-primary e	KG2	2015-2016	1-9-2014	30-6-2016	Promoted to next grade						
9	81300013	Test13	Test13	M	7-7-2010	1-9-2014	300	TEST school	Pre-primary e	KG2	2015-2016	1-9-2014	30-6-2016	Promoted to next grade						
10	81300014	Test14	Test14	F	8-8-2010	1-9-2014	300	TEST school	Pre-primary e	KG2	2015-2016	1-9-2014	30-6-2016	Promoted to next grade						
11	81300015	Test15	Test15	F	9-9-2010	1-9-2014	300	TEST school	Pre-primary e	KG2	2015-2016	1-9-2014	30-6-2016	Promoted to next grade						
12	81300016	Test16	Test16	M	2-2-2009	1-9-2013	300	TEST school	Primary educa	Grade	2015-2016	1-9-2013	30-6-2016	Promoted to next grade						
13	81300017	Test17	Test17	M	3-3-2009	1-9-2013	300	TEST school	Primary educa	Grade	2015-2016	1-9-2013	30-6-2016	Promoted to next grade						
14	81300018	Test18	Test18	M	1-1-2009	1-9-2013	300	TEST school	Primary educa	Grade	2015-2016	1-9-2013	30-6-2016	Promoted to next grade						
15	81300019	Test19	Test19	F	10-10-2009	1-9-2013	300	TEST school	Primary educa	Grade	2015-2016	1-9-2013	30-6-2016	Promoted to next grade						
16	81300020	Test20	Test20	F	16-2-2009	1-9-2013	300	TEST school	Primary educa	Grade	2015-2016	1-9-2013	30-6-2016	Promoted to next grade						
17	81300021	Test21	Test21	M	2-1-2008	1-9-2012	300	TEST school	Primary educa	Grade	2015-2016	1-9-2012	30-6-2016	Promoted to next grade						
18	81300022	Test22	Test22	M	10-4-2008	1-9-2012	300	TEST school	Primary educa	Grade	2015-2016	1-9-2012	30-6-2016	Promoted to next grade						
19	81300023	Test23	Test23	M	18-7-2009	1-9-2012	300	TEST school	Primary educa	Grade	2015-2016	1-9-2012	30-6-2016	Promoted to next grade						
20	81300024	Test24	Test24	F	5-5-2009	1-9-2012	300	TEST school	Primary educa	Grade	2015-2016	1-9-2012	30-6-2016	Promoted to next grade						
21	81300025	Test25	Test25	F	13-9-2009	1-9-2012	300	TEST school	Primary educa	Grade	2015-2016	1-9-2012	30-6-2016	Promoted to next grade						
22	81300026	Test26	Test26	M	12-2-2008	1-9-2011	300	TEST school	Primary educa	Grade	2015-2016	1-9-2011	30-6-2016	Promoted to next grade						
23	81300027	Test27	Test27	M	28-4-2008	1-9-2011	300	TEST school	Primary educa	Grade	2015-2016	1-9-2011	30-6-2016	Promoted to next grade						
24	81300028	Test28	Test28	M	5-11-2008	1-9-2011	300	TEST school	Primary educa	Grade	2015-2016	1-9-2011	30-6-2016	Promoted to next grade						
25	81300029	Test29	Test29	F	3-3-2008	1-9-2011	300	TEST school	Primary educa	Grade	2015-2016	1-9-2011	30-6-2016	Promoted to next grade						
26	81300030	Test30	Test30	F	7-7-2009	1-9-2011	300	TEST school	Primary educa	Grade	2015-2016	1-9-2011	30-6-2016	Promoted to next grade						
27	81300031	Test31	Test31	M	15-3-2008	1-9-2010	300	TEST school	Primary educa	Grade	2015-2016	1-9-2010	30-6-2016	Promoted to next grade						
28	81300032	Test32	Test32	M	16-4-2008	1-9-2010	300	TEST school	Primary educa	Grade	2015-2016	1-9-2010	30-6-2016	Promoted to next grade						
29	81300033	Test33	Test33	M	5-12-2009	1-9-2010	300	TEST school	Primary educa	Grade	2015-2016	1-9-2010	30-6-2016	Promoted to next grade						
30	81300034	Test34	Test34	F	10-10-2008	1-9-2010	300	TEST school	Primary educa	Grade	2015-2016	1-9-2010	30-6-2016	Promoted to next grade						
31	81300035	Test35	Test35	F	14-11-2008	1-9-2010	300	TEST school	Primary educa	Grade	2015-2016	1-9-2010	30-6-2016	Promoted to next grade						
32	81300045	Test45	Test45	M	6-12-2004	1-9-2015	300	TEST school	Primary educa	Grade	2015-2016	1-7-2015	30-6-2016	Successful completion final grade + further education						
33	81300046	Test46	Test46	M	10-4-2003	1-9-2015	300	TEST school	Primary educa	Grade	2015-2016	1-7-2015	30-6-2016	Unsuccessful completion of final grade						
34	81300047	Test47	Test47	M	30-5-2003	1-9-2015	300	TEST school	Primary educa	Grade	2015-2016	1-7-2015	30-6-2016	Successful completion final grade, no continuation						
35	81300048	Test48	Test48	M	18-7-2002	1-9-2015	300	TEST school	Primary educa	Grade	2015-2016	1-7-2015	30-6-2016	Drop-out	Health/personal issues		Child is under medical treatment			

Link Indicators last 5 years

If this link is pressed an excel file is created and activated with the statistics of the last 5 years . This new option on the education statistics screen activates an excel with most indicators for the last 5 years.

It is not necessary to select a schoolyear. It is optional to create the excel for 1 donor or 1 school. The indicators are calculated at the end of the day so they remain the same the next day.

This new excel provides partner organisations easy insight in their results over the last 5 years.

Multi-annual indicator report WDCAP											
Shows the compulsory indicators based on the database of WDCAP over the last reporting years. A 'year' (e.g. 2018) refers to the school year that ended in that year.											
Name organisation	XXXXXXXXXX										
Country	XXXXXXXXXX										
School											
Donor											
Date of download	29-10-2019										
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
*E05	Successfully completed PPE		1	50%	172	73%	167	87%	271	87%	
	Successfully completed PE		4	100%	222	76%	214	82%	263	74%	
	Successfully completed SE		83	98%	171	93%	161	95%	138	76%	
	Successfully completed HE										
	Successfully completed VE										
Total / average			88	98%	565	80%	542	87%	672	80%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
*E06	Continued from PPE to PE						187	13%	167	12%	
	Continued from PE to SE					2	0%	250	15%	228	14%
	Continued from SE to HE						3	75%	8	88%	
	Continued from SE to Vocational Education										
	Finding a relevant job after successfully completing SE										
	Finding a relevant job after successfully completing HE										
Total					2	0%	440	15%	403	51%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
*E08-a	Number of students in PPE		8	6%	592	16%	459	13%	651	16%	
	Number of students in PE	1	5%	30	21%	1571	43%	1392	41%	1797	44%
	Number of students in SE	18	95%	104	73%	1504	41%	1574	46%	1650	40%
	Number of students in HE					3	0%	4	0%	13	0%
	Number of students in VE										
Total	19	100%	142	100%	3670	100%	3429	100%	4111	100%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
S01	Number and percentage of leaving children who add value to their families / communities								529	93%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
S08	Number of individually sponsored children (IGAP)		3	100%	32	100%	56	100%	67	100%	
	Number of group sponsored children (GAP)										
Total			3	100%	32	100%	56	100%	67	100%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
*E08-b/c	Drop outs PPE		4	66%	126	21%	64	14%	126	27%	
	Drop outs PE		10	33%	294	18%	229	16%	366	20%	
	Drop outs SE		16	24%	185	12%	231	14%	491	30%	
	Drop outs HE				1	50%					
	Drop outs VE										
Total			30	33%	606	17%	524	15%	983	26%	
	2015		2016		2017		2018		2019		
Indicator	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	
S08	Leavings IGAP		54	100%	669	100%	571	100%	959	100%	
	Leaving GAP								2	0%	
Total			54	100%	669	100%	571	100%	961	100%	

WDC651 - Biodata form

More about *Eyerus Aberaha Madelyn*



Information child

Name: *Eyerus Aberaha Mekonnen*
Sex: *girl*
Date of birth: *August 25, 2010*
Age: *8*
General health: *general health is good*
Additional info: *safsfadasasadasdf*
Religion: *safsfadasasadasdfasdf*
Main characteristics: *afsfadasa
sadasdfasdf afsdfadasasadasdfasdf*
Favorite play activity: *safsfad
asasadasdfasdf*



House

Type of material: *asadsadfssfaasfafs
adfssfaasfafs*
Number of rooms: *3*
Water facility at home: *yes*
Electricity at home: *no*



Family

Child is: *orphan* *1 parent family* *2 parent family*

Child lives with: *Ehendi bea que venda venis aci naturion pratem*
Name father: *sdfafasdfasdfasdfasdf*
Occupation: *August 25, 2010*
Name mother: *August 25, 2010*
Occupation: *safsfadasasadasdfasdf*



School

Name: safsdadasasadsad

fssfaasfafs fssfaasfafs

Type of education: asdfasdfasdsadf

asdfasdfasdsadf afssfaasfafs

Grade: 5

Distance to school: 25 minutes

Transport to school: bus



Living conditions

Ehendi bea que venda venis aci naturion pratem ius esecusanim ex est, sum non none necuptati comnia dolenis voluptate volupti dist voles eius esed qui ipis soloriti ipsam sam volora num essitatur, quam num volestia cum as aliquis debitiumque sit iuntet eos ut perumqui dolorro magnihi lictur, quodisim core voluptatem inist, con nossinv elitios dit facepudae nestemqui dolor ad qui blaut volupti onecto commolorem ullibus illabor ra vendebitatem eiunt que venimaos quatur molor sum quossit molo ducimos dolorem quos ende simus dolores truptae. Xeribus a que volorum alibus volorum que et re perupturio berchil issit, oditior iscidel lantis alitem ipsunt, i lictur, quodisim core voluptatem inist, con nossinv elitios dit facepudae nestemqui dolor ad qui blaut volupti onecto commolorem ullibus illabor ra vendebitatem eiunt que venimaos quatur molor sum quossit molo ducimos dolorem quos ende simus dolores truptae.



Partner organization

Name: asadfsadfssfaasfafs

Country: asdfasdsadfasd

Registration number: 21123131

Adresses partnerorganisation:

Cotton Tree Foundation

1 Ahmed Drive

Off Sir Samuel Lewis road

Aberdeen

Freetown

Sierra Leone

WDC652 - Child data form

CHILD DATA FORM			
Organization :	CDA Colombia	Registration nr :	321051006
Child's name :	Heider Daniel Montero Mendoza		
Boy or Girl :	Boy		
Date of birth :	19.07.2009 (dd.mm.yyyy)		
Age :	7		
School/Project :	105 Lucero Alto		
Class/Section :	Tenth		
Religion :			
General health :	Good		
Add. health info :			
Family information :	Father	Mother	
Name :	HEIDER MONTERO	SANDY MENDONZA	
Occupation :	Independent	Home	
Income :	0	0	
Religion :			
Lives with :	UNKNOWN	Persons in the house	0
Type of house :	Various materials sh		
Address :			
Brother(s)	ADRIAN MONTERO		Student
	DIOSEMEL MONTERO		Student
Sponsor :	Henri van Renselaar		
Sponsor type :			
In project since :	15.10.2015	Date bible received :	
Sponsored since :		Date of 1st contact :	
Group sponsoring :	N		
Information about the living circumstances of the child and his/her family :			
<p>El Pozon (Cartagena) was settled on vacant lots that usually were used as rubbish dumps, as a result of a process of invasion. The climate is warm, the temperature varies between 30 ° C and 38 ° C, with rainfall periods in May, August, September and October. Environmental problems occur because the population drops litters on the streets, forms small trash cans in the corners, and also because adequate cleaning of the pipe that is about to overflow is not taking place. The roads are poor, the streets are unpaved, and difficult to circulate. Overflows occur during periods of heavy rain</p>			

WDC653 - Child transfer form

CHILD TRANSFER FORM			
Organization :	CDA Colombia		
Registration nr :	32123241		
Child's name :	Heider Daniel Montero Mendoza		
Boy or Girl :	Boy		
Date of birth :	19.07.2009 (dd.mm.yyyy)		
Age :	7		
School/Project :	123 Cartagena		
Class/Section :	Second		
New information :			
Registration :	321051006		
School/Project :	105 Lucero Alto		
Class/Section :	Tenth		
Date of transfer :	27.06.2017		
History :			
Child number	School/Project	Class	Date
321051006	105 Lucero Alto	Tenth	27.06.2017
32123241	123 Cartagena	Second	17.04.2017
32123241	123 Cartagena	First	06.07.2016
Additional Information :			
Name :	Jan den Oudsten		

WDC654 - Child leaving form

CHILD LEAVING FORM	
Organization :	Conviventia
Registration nr :	32117918
Child's name :	Heidy Camila Hernandez Ducuara
Boy or Girl :	Girl
Date of birth :	22.04.2009 (dd.mm.yyyy)
Age :	10
School/Project :	117 Altos De Cazuka
Class	Fourth
Date of leaving :	30.04.2019
Code leaving :	164 / Has special needs which cannot be offered at this school
Continuation :	Leaving the program
Main Leaving Category :	Quality of education
Sub Category :	Has special needs which cannot be offered at this school
Continuation after leaving :	Works at home
Contribution :	Actively contributes to church activities
Thoughts on this leaving :	swsqwsqwsqwsqwswsqwsqws
Name :	Jan den Oudsten

WDC658 - Progress report

PROGRESS REPORT

About me



Name:

Registration number:

Has health situation changed since last report?

My education



Type of education:

Grade:

I'm in the final grade of [TYPE OF EDUCATION]. Next year I hope to:

- promote to primary, secondary, vocational, higher education
- look for a job
- other:

Estimated date of finishing [current type of education]

Education system in [COUNTRY]

Type of education:

Grade:

School results



This year I scored:

- Low
- Average
- Good
- Excellent

I'll receive the following support to help me to improve my school results:

Favorites



Bible verse:

Song:

Book:

Teacher:

Why is he/she your favorite teacher?

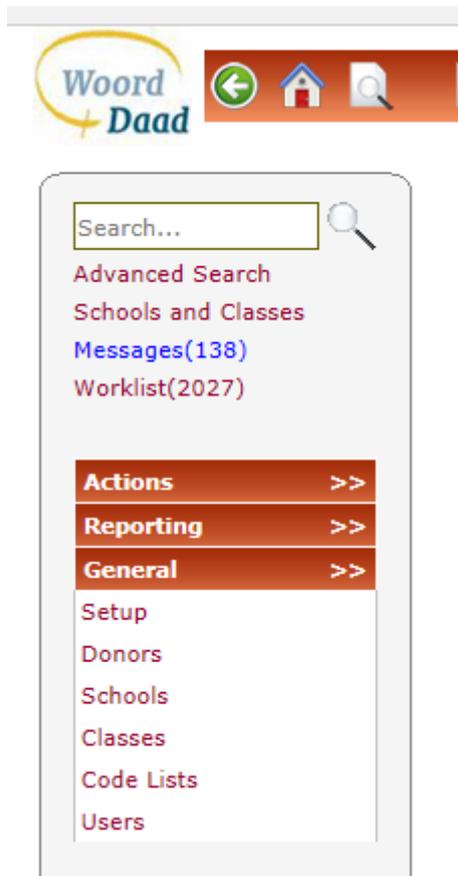
When I have to choose I prefer

- | | | |
|--|----|---|
| <input type="radio"/> School | OR | <input type="radio"/> Vacation |
| <input type="radio"/> To receive a photo from my sponsor | OR | <input type="radio"/> To receive a letter from my sponsor |
| <input type="radio"/> Forest | OR | <input type="radio"/> Beach |
| <input type="radio"/> Coffee | OR | <input type="radio"/> Tea |
| <input type="radio"/> Egg | OR | <input type="radio"/> Rice |
| <input type="radio"/> Stars | OR | <input type="radio"/> Moon |
| <input type="radio"/> Car | OR | <input type="radio"/> Plane |
| <input type="radio"/> Dog | OR | <input type="radio"/> Cat |

Prayer request

Ent. Acea voluptus cusa pedit et erest, quatquaspero doluptus quam si isit quiaturese nim aut molupta temquia aut qui conem. Ro to culparciis perrum dem lantemp ernatur as ipis moluptate lautes desedis ne volupti.

WDC700 - General



If the General link is pressed at the left side of the screen the following options are possible (if the user has sufficient permission)

[Setup](#)

[Donors](#)

[Schools](#)

[Classes](#)

[Code lists](#)

[Users](#)

WDC701 - Setup

This program is started if the user clicks on **Setup** in the General menu at the left side of the screen.

Changes are allowed if the user presses the modify button. (with sufficient permissions)

1.1	Organization number	Current organization number (cannot be modified)
1.2	Organization name	Name of the organization
1.2a	Organization address	Max 6 lines (to be printed on the biodata form)
1.3	Country	Country where the organization is located.
1.4	Logo (image)	If a logo for the forms is available it is displayed on the screen
1.5	Logo link	This link allows the user to select a logo which must be printed on the reports. If there is already a logo defined this link is renamed in Remove logo to remove the logo.
1.8	Village description 1	Additional description for the screen were the address of the children is entered.
1.9	Village description 2	id.
1.10	Village description 3	id.
1.11	Intro contact reminders after	After how many months should the introduction greeting to new sponsors be sent?
1.12	Thank you letter after	How many months after receiving an extra gift should the thank you letter be sent to the sponsors?
1.13	Answer letter after	How many months after receiving a letter should a reply letter be sent to the sponsor?
1.14	Currency on the screens	Currency on the screens.

1.15	Organization languages	In which language should the user be able to login to the program and is it necessary to translate the code dictionary (English, Dutch, French, Spanish)
------	------------------------	--

Link Schoolyears

If this link is pressed a new screen is activated where it is possible to enter the schoolyears which are used for the education statistics.

School Year	Starting date of the schoolyear	Last date of the schoolyear	School year numerical	Select
2019-2020	06-07-2019	05-07-2020	2020	✓
2018-2019	14-09-2018	05-07-2019	2019	✓
2017-2018	08-07-2017	07-07-2018	2018	✓
2016-2017	08-07-2016	07-07-2017	2017	✓
2015-2016	11-09-2015	07-07-2016	2016	✓

Buttons	Action
Edit	Set screen in modify mode
Save	Perform database updates as mentioned below
History	Display previous changes in these settings

WDC702 – Overview dashboard rows

Donor	Type	School year	Due date	Date handled WDCAP	Date handled W&D	Date approved	Remark
Woord en Daad	Second greetings		31-10-2020			03-02-2020	
Woord en Daad	Photos		31-10-2020			03-02-2020	
Woord en Daad	Progress reports		31-08-2020			04-02-2020	
Woord en Daad	New schoolyear	2019-2020	31-08-2020			03-02-2020	2019-2020
Woord en Daad	First greetings		30-04-2020	04-08-2020		03-02-2020	
Woord en Daad	Second greetings		31-10-2019	18-11-2019	18-11-2019	28-08-2019	
Woord en Daad	Photos		31-10-2019	19-12-2019		28-08-2019	
Woord en Daad	New schoolyear	2018-2019	31-08-2019	21-01-2020		30-09-2019	2018-2019
Woord en Daad	First greetings		30-04-2019	13-01-2020	13-01-2020	28-08-2019	

If this new menu option is activated you see an overview of all reporting deadlines (sorted by due date).

These deadlines can be entered by the partner organization and will be approved by W&D. (For 2019 the deadlines are already entered by W&D).

Via the new button you get a blank screen to enter a new reporting deadline.

The initial value for Donor is Woord en Daad but you can also enter other donors.

Type can be first greeting letter, second greeting letter, photos, progress reports, new schoolyear.

Manual description is optional. It is possible to enter fi. a small clarification.

The due date is the date that the reporting will be finished.

Schoolyear is only visible if the type is "New Schoolyear"

These reporting deadlines will be approved by W&D. (There is a column "Approved" in the overview screen)

Dashboard Details

Donor:

Type:

Manual description:

Due date:

School Year:

Exceptions at school level:

If the deadlines are not the same for all schools it is possible to add multiple dashboard rows (f.i. for the photos) with different due dates and then via button Schools it is possible to define which schools belong to the different due dates.

Details Rows Per School

School number	School name	<input type="checkbox"/> Selected
121	Test 121	<input checked="" type="checkbox"/>
122	Test 122	<input checked="" type="checkbox"/>
123	Test 123	<input checked="" type="checkbox"/>
124	Test 124	<input type="checkbox"/>
125	Test 125	<input type="checkbox"/>
127	test 127	<input type="checkbox"/>

If you enter a new dashboard row and there are exceptions at school level you can also check the option "Exceptions at school level". In this case the screen to select schools is activated automatically after saving the new dashboard row.

Dashboard Details

Donor:

Type:

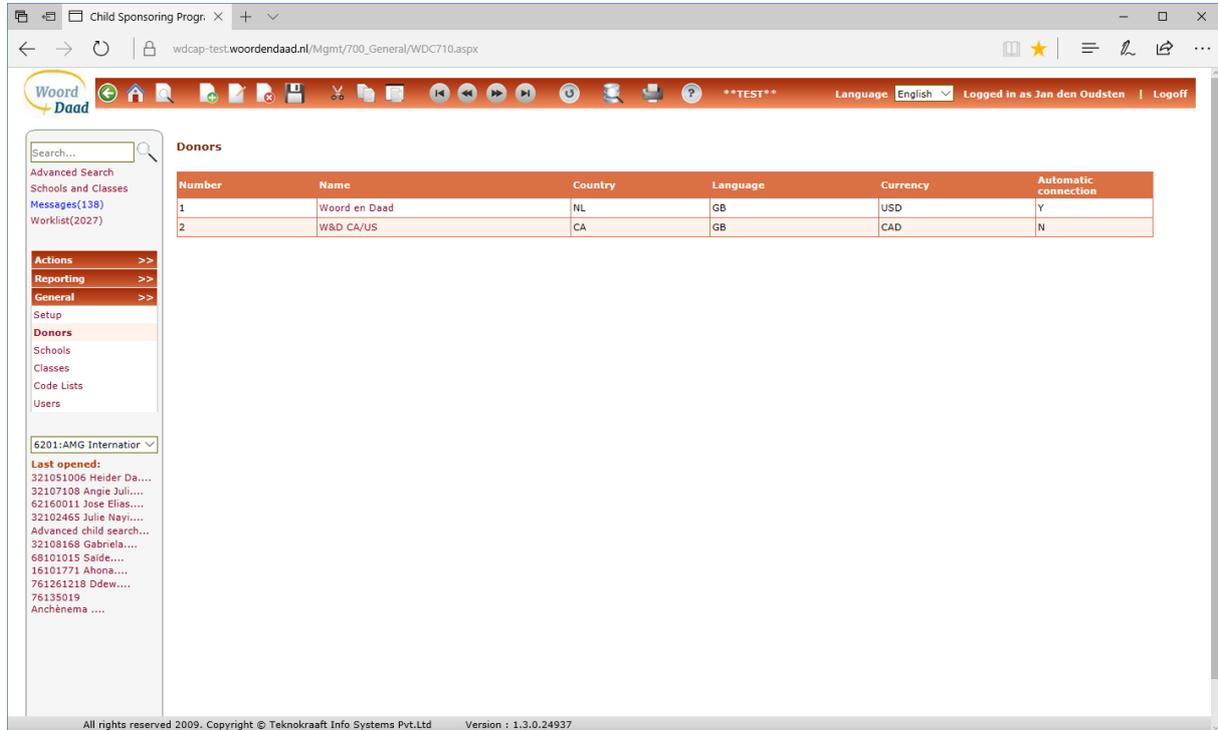
Manual description:

Due date:

Exceptions at school level:

WDC710 - Donors

This program is started if the user clicks on **Donors** in the General menu at the left side of the screen.



A new donor can be added via the "new" button in the buttonbar. (See [WDC711](#) – Donor details)
An existing donor can be modified and deleted via the detail screen that can be activated if you click on the name of the donor.

WDC711 - Donor details

Donors

Donor Number	<input type="text" value="1"/>
Donor Name	<input type="text" value="Woord en Daad"/>
Country	<input type="text" value="NL:Netherlands"/>
Language	<input type="text" value="GB:English"/>
Currency	<input type="text" value="USD:US dollar GB"/>
Automatic connection	<input checked="" type="checkbox"/>

1.1	Donor number	Sequence number of the donor
1.2	Donor name	name of the donor
1.3	Country	Country where the donor is located
1.4	Language	Language of the donor
1.5	Currency	Currency of the donor
1.6	Automatic connection	Check this checkbox for W&D NL

Buttons	Action
Back	Activate the previous screen with donors
Edit	Set screen in modify mode
Delete	The program asks acknowledgement first: "Are you sure to delete donor" If there are still children in the database which are linked to this donor the message "Deletion not allowed, still children present which refer to this donor" is displayed. If there are still schools in the database which are linked to this donor the message "Deletion not allowed, still school(s) present which refer to this donor" is displayed
Save	Perform database updates
History	Display history of previous changes

It is possible to configure the donor details that the documents that are currently sent electronically to Woord en Daad will be sent via email to other donors.

This is available for the following

Worklist 1 – Biodata forms

Worklist 5 – New greetings

Worklist 7 – Transfers

Worklist 8 – Leavings

Messages.

If you want to activate this feature then please contact Jan den Oudsten (oudsten@wxs.nl)

WDC720 - Schools

This program is started if the user clicks on **Schools** in the General menu at the left side of the screen.

School Number	School Name	Donor	Inactive
121	Test 121	Woord & Daad	N
122	Test 122	Woord & Daad	N
123	Test 123	Woord & Daad	N
124	Test 124	Woord & Daad	N
125	Test 125	Woord & Daad	N
126	test 126	Woord & Daad	Y
127	test 127	Woord & Daad	N

This screen contains all schools which are defined for the current organization.

There is a checkbox "Include history" to indicate that all schools (including the inactive) must be displayed.

A new school can be added via the "new" button in the buttonbar. (See [WDC721](#) – School details)
An existing school can be modified and deleted via the detail screen that can be activated if you click on the name of the school.

WDC721 - School detail

1.1	School number	School number which is used by the partner and W&D (3 digites)
1.2	School name	Name of the school
1.3	Country	Country where the school is located (initial value is country of the organization)
1.4	Donor	Donor who supports this school.
1.5	Minimum child age	Minimum age of children in the school
1.6	Maximum child age	Maximum age of children in the school
1.7	Dayschooler / Residential	Are the children mainly dayschoolers or residential.
1.8	Boy/girl	Are the children mainly boys or girls (to preselect this value if new children are entered)
1.9	School photo	With the paperclip it is possible to add a photo of the school. This photo is printed on the progress report.
1.10	Description photo	If the photo is uploaded it is necessary to enter here some text to describe the photo. This text is also printed on the progress report.
1.11	Inactive	If a school has no active children it is possible to mark the checkbox "inactive". If this is marked and saved this school is no longer visible in the selection lists in WDCAP. In the menu General / Schools there is a checkbox "Include history" to indicate that all schools (including the inactive) must be displayed.

[Link School totals](#)

Activate [WDC121](#) - Totals of all schools

[Link School year](#)

Activate a screen to enter the school years (for the education statistics) if the school years are different from the school years that can be defined at partner level (see [WDC701](#))

Link Classes

Activate [WDC732](#) – Classes in a school to see the classes that are present in the selected school.

Buttons	Action
Back	back to previous screen
Edit	Set screen in modify mode
Delete	The program asks acknowledgement first: "Are you sure to delete school" If there are still children in the database which are linked to this school the message "Deletion not allowed, still children present which refer to this school" is displayed If there are still classes in the database which are linked to this school the message " Deletion not allowed, still class(es) present which refer to this school " is displayed
Save	Perform database updates
History	Display history of previous changes

WDC730 - Classes

This program is started if the user clicks on **Classes** in the General menu at the left side of the screen.

ClassName English	ClassName Spanish	Class number	Education type	Final grade	Grade 5	Nr of years up to Gr5	Inactive	Select
Nursery		0	Pre-primary education	N	N	0	N	<input type="checkbox"/>
Kinder		0	Pre-primary education	Y	N	0	N	<input type="checkbox"/>
Grade 1		1	Primary education	N	N	0	N	<input type="checkbox"/>
Grade 2		2	Primary education	N	N	0	N	<input type="checkbox"/>
Grade 3		3	Primary education	N	N	0	N	<input type="checkbox"/>
Grade 4		4	Primary education	N	N	0	N	<input type="checkbox"/>
Grade 5		5	Primary education	N	Y	5	N	<input type="checkbox"/>
Grade 6		6	Primary education	Y	N	0	N	<input type="checkbox"/>
Grade 7		7	Secondary education	N	N	0	N	<input type="checkbox"/>
Grade 8		8	Secondary education	N	N	0	N	<input type="checkbox"/>
Grade 9		9	Secondary education	N	N	0	N	<input type="checkbox"/>
Grade 10		10	Secondary education	N	N	0	N	<input type="checkbox"/>
Grade 11		11	Secondary education	N	N	0	N	<input type="checkbox"/>
Grade 12		12	Secondary education	Y	N	0	N	<input type="checkbox"/>
College 1		0	Higher education	N	N	0	N	<input type="checkbox"/>
College 2		0	Higher education	N	N	0	N	<input type="checkbox"/>

This screen contains all classes which are available for the whole organization so not for a specific school.

There is a column with the class name for every supported language.

There is a checkbox "Include history" to indicate that all classes (including the inactive) must be displayed.

A new class can be added via the "new" button in the buttonbar. (See [WDC731](#) – School details)
An existing class can be modified and deleted via the detail screen that can be activated if you click on the name of the class.

Link available classes in school

Activate [WDC732](#) where you can define which classes belong to a school

WDC731 - Detail screen to enter or modify a class

The screenshot shows a form titled "Classes (all schools)". The fields are as follows:

- Class name English: Text input with value "PARV- P.I"
- Class name Spanish: Text input with value "PARV- P.I"
- Education type: Dropdown menu with "Pre-primary education" selected. The dropdown list is open, showing options: "Pre-primary education", "Primary education", "Secondary education", "Higher education", and "Vocational education".
- Class number: Text input (empty)
- Final grade: Text input (empty)
- Grade 5: Checkbox (unchecked)
- Nr of years up to Gr5: Text input with value "0"
- Inactive: Checkbox (unchecked)
- Class photo: Upload icon
- Description photo: Text input (empty)
- Free text: Large text area (empty)

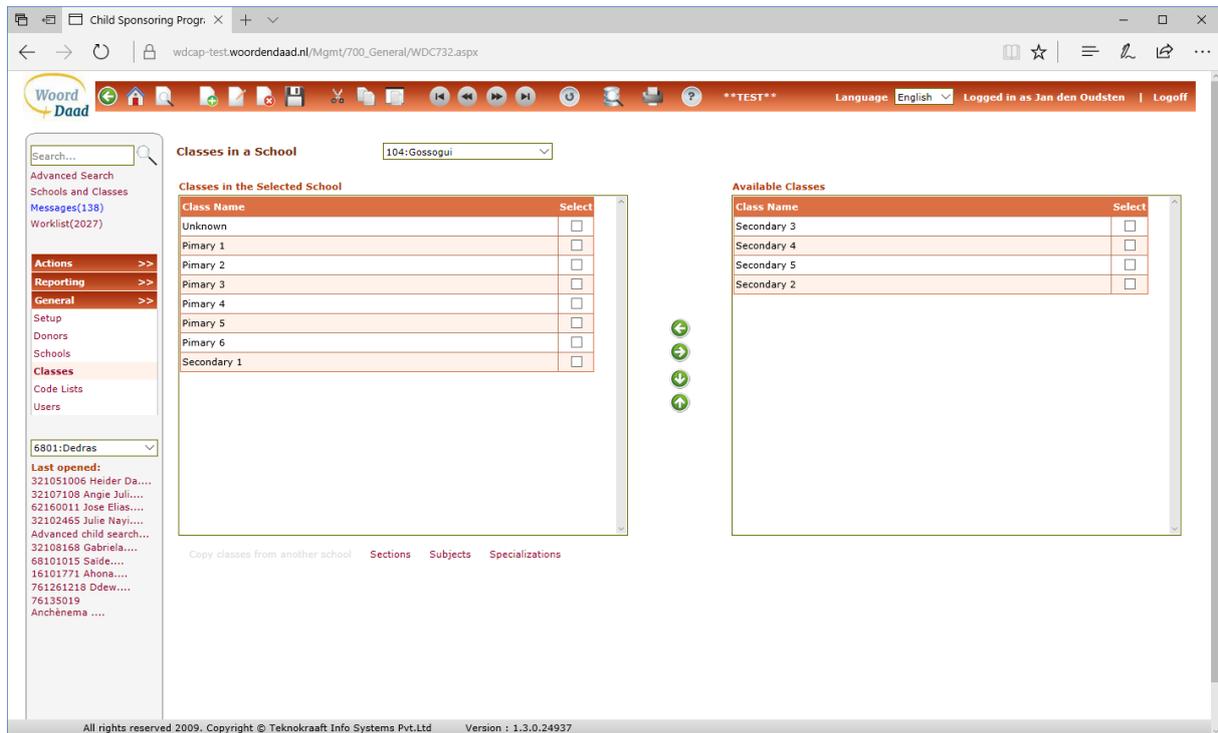
If a class has no active children it is possible to mark the checkbox "inactive". If this is marked and saved this class is no longer visible in the selection lists in WDCAP. In the menu General / Classes there is a checkbox "Include history" to indicate that all classes (including the inactive) must be displayed.

Class number and Education type refer to the standard classes and education types which are used in the education statistics.

PPE = Pre-primary education
PE = Primary education Classes 1-13
SE = Secondary education Classes 1-13
HE = Higher education
VE = Vocational education

Buttons	Action
Back	back to previous screen
Edit	Open the detail screen to modify the selected class
Delete	If the selected class is still used for one or more children then error message: "Deletion not allowed, there are children where this class is defined"

WDC732 - Classes in a school



With this screen it is possible to define which classes are present in a school. At the first line of the screen the school must be selected.

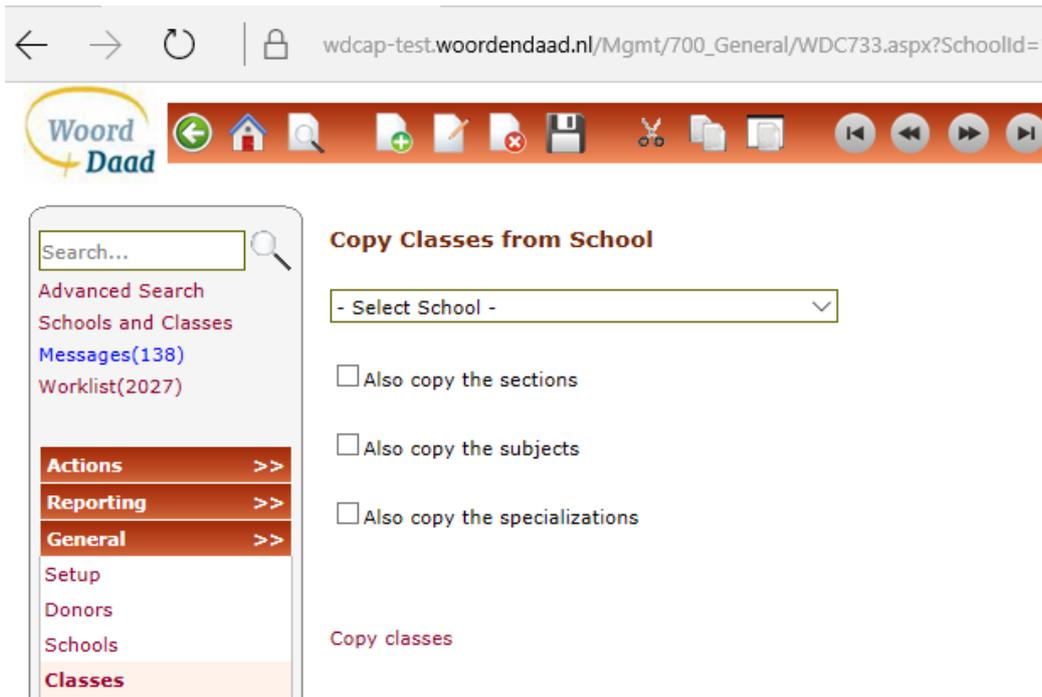
The left side of the screen contains the classes which are already defined for this school. The right side of the screen contains the available classes in the organization which are not yet allocated for this school.

It is possible with the <- and -> buttons to move classes from left to right and back. It is possible with the other buttons to move classes from the top to the bottom. This sequence is important for the program Actions / New school year. The sequence on this screen defines the sequence of the classes in a school. Via the checkboxes it is possible to select multiple classes first and then press on the arrow buttons.

Buttons	Action
Back	Go back to previous screen
Save	Perform database updates as described below.

Link Copy classes from another school

This link is only enabled if there are no classes yet defined for the selected school. On the next screen it is possible to select a school where the classes can be copied from.

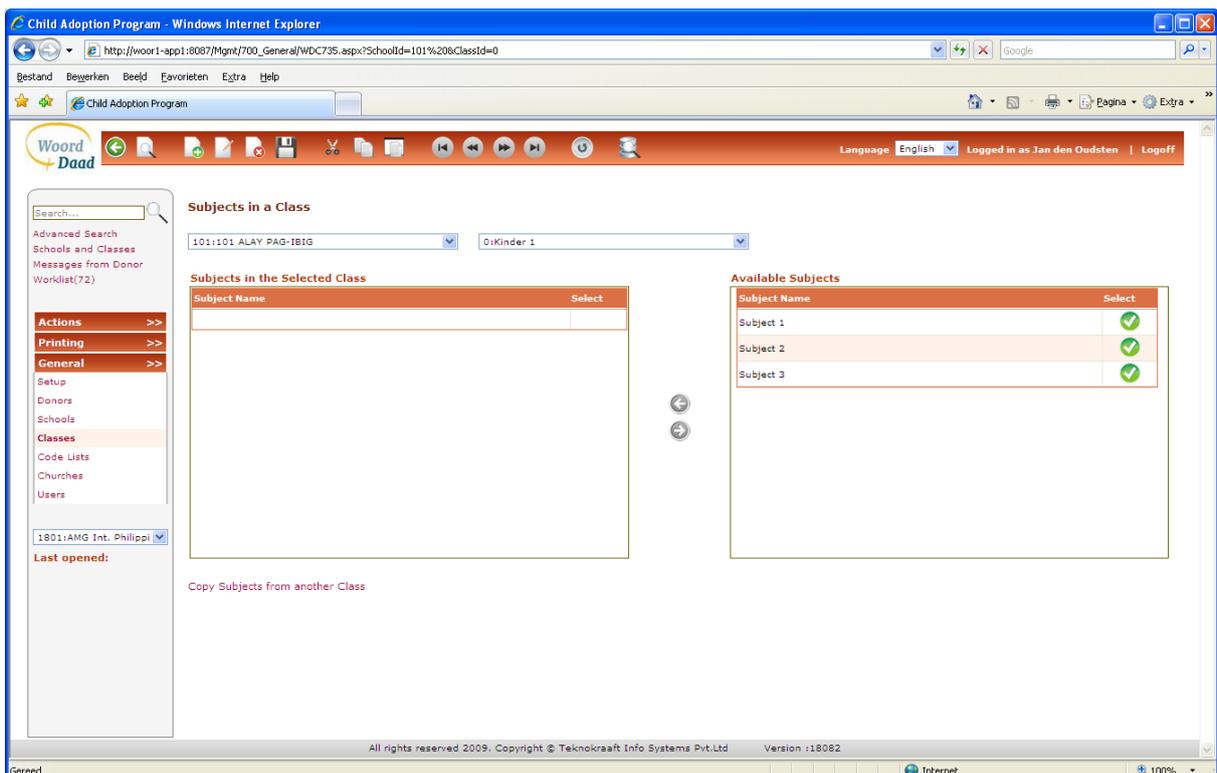


Via the Copy classes link or the save button the classes are copied from the selected school to the new school.

Link Subjects

With this link the next screen can be activated to select the class where the subjects can be copied from.

It is possible with the <- and -> buttons to move subjects from left to right and back.



Link Specializations

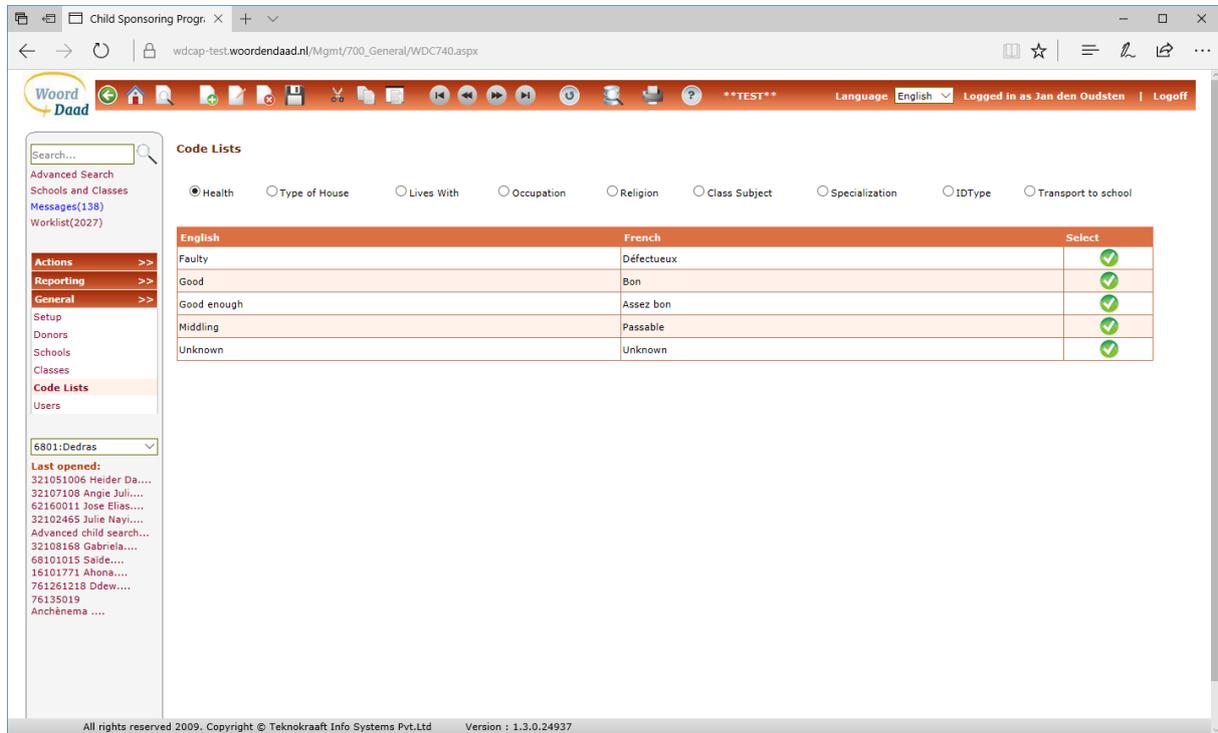
With this link the next screen can be activated to select the class where the specializations can be copied from the list of available specializations which can be entered via General / Code lists.

The screenshot shows a web browser window displaying the 'Specializations in a Class' interface. The browser address bar shows 'http://wdcap-test.woordendaad.nl/Mgmt/7'. The page title is 'Specializations in a Class'. Below the title, there are two dropdown menus: '101:Dessie Branch' and '13:Grade 10'. The main content area is divided into two columns. The left column is titled 'Specializations in the Selected Class' and contains a table with one row: 'Accountancy' with a green checkmark in the 'Select' column. The right column is titled 'Available Specializations' and contains a table with two rows: 'English' and 'IT', both with green checkmarks in the 'Select' column. Between the two tables are two circular buttons: a left-pointing arrow and a right-pointing arrow. Below the tables, there is a link labeled 'Copy Specializations from another Class'. The footer of the page contains the text: 'All rights reserved 2009. Copyright © Teknokraft Info Systems Pvt.Ltd Version : 1.0.0.22316'. The left sidebar contains a search bar, navigation links for 'Advanced Search', 'Schools and Classes', 'Messages from Donor(7)', and 'Worklist(4022)', and a list of menu items including 'Actions', 'Printing', 'General', 'Setup', 'Donors', 'Schools', 'Classes', 'Code Lists', 'Churches', 'Users', and 'Pluriform Messages'. The top right of the page shows the user is logged in as 'Hope Enterprises Administrator' and has a 'Logoff' link.

It is possible with the <- and -> buttons to move specializations from left to right and back.

WDC740 - Code lists

This program is started if the user clicks on **Code lists** in the General menu at the left side of the screen.



The radiobuttons on top of the screen indicate the dictionary type:

DICTIONARY_TYPE	Description
1	Health
2	Type of house
3	Lives with
4	Occupation
5	Religion
6	Class subject
7	Specialization
8	ID type
9	Transport to school

There is a column on the screen for every supported language. (see menu General / Setup)

Buttons	Action
Query	Display a detail screen with the name
New	Display a detail screen to enter a new code
Edit	Display a detail screen to modify the selected code
Delete	Deletion of the code is not allowed if the selected code is used for one or more children.
Previous Next	Browse through the lines in the table on the screen

WDC760 - User maintenance - list

This program is started if the user clicks on **Users** in the General menu at the left side of the screen.

Child Adoption Program - Windows Internet Explorer
http://woor1-app1:8087/Mgmt/700_General/WDC760.aspx

Word Daad
Language: English | Logged in as Jan den Oudsten | Logoff

Search...
Advanced Search
Schools and Classes
Messages from Donor
Worklist(72)

Actions >>
Printing >>
General >>
Setup
Donors
Schools
Classes
Code Lists
Churches
Users

1801:AMG Int. Philippi

Last opened:

Include History

Program Permissions | Allowed Schools

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UserID	User Name	Language	Email Address	Start Date	End Date	Blocked	Select
JDOTEST	Jan den Oudsten	GB	oudsten@voxa.nl	01/12/2011		N	✓
JDOTESTPH	Jan den Oudsten	GB	oudsten@voxa.nl	01/11/2011			✓

With this program it is possible to change user details but only within the current organization of the user.

Checkbox Include history

If this checkbox is checked then also the users who already left the organization are displayed.

A new user can be added via the "new" button in the buttonbar. (See [WDC761](#) – User details)
An existing user can be modified and deleted via the detail screen that can be activated if you click on the name of the user.

WDC761 - User maintenance - details

Details of User

User ID (for login)

Full name of the user

Language Progress Reports

Language

Email Address

Password

Start Date

End Date

Login Failures

Notify when new message is received

Menu Permissions

Search Actions

Schools Reporting

Messages General

WorkList

Allowed to read children in all schools

Allowed to add children in all schools

Allowed to modify children in all schools

Allowed to delete children in all schools

Change Password Next Login

Account Blocked

Donar Name	Allowed
Woord en Daad	<input checked="" type="checkbox"/>
W&D CA/US	<input type="checkbox"/>

Change Password
Program Permissions
Allowed Schools

This detail screen contains the following fields:

1	User ID (for login)	This is the unique User id that is required to start WDCAP (If the user id is already used by another organization you get an errormessage)
2	Full name of the user	
3	Language	You can select any of the languages that are defined on the setup screen (WDC701)
4	Email address	This address is used for a password reset (WDC002) and if the user must be informed if there is a new message sent by W&D
5	Password	
6	Start date	If the start date is in the future the user cannot login yet
7	End date	No date = user is active / If the end date is in the past the user cannot login.
8	Login Failures	This field contains the number of failed logins with this userid. If the login is successful this counter is set to 0.
9	Notify when new message received	If you check this option this user will receive an email when W&D has sent a new message.
10	Menu permissions	Has the user permission for Search / Schools / Messages / Worklist / Actions / Reporting / General
11	Allowed to read children in all schools	
12	Allowed to add children in all schools	
13	Allowed to modify children in all schools	

14	Allowed to delete children in all schools	
15	Change password next login	If you check this option this user must enter a new password the next time the user starts WDCAP.
16	Account blocked	If the user has entered too often a wrong password the account is blocked. If you remove the checkbox the account is enabled again.

Link change password

This link can only be pressed in modify mode and allows you to enter a new password for the selected user via [WDC002](#).

Program permissions

Via this link you can define at screen level (so not at the mail menu level see 10. Above) which screen the user is allowed to use (Read / Add / Modify / Delete)

Allowed schools

Via this screen you can define at school level if the user has permission for this school (Read / Add / Modify / Delete) if the user is not allowed to see all school.

Allowed donors

If there are multiple donors then it is possible to define for every WDCAP-user which donor is allowed. So if in the example above W&D CA/US is not checked the user is not able to see the children that are sponsored by W&D CA/US.

Buttons	Action
Back	Go to the previous screen
Edit	Allow the user to modify something on the screen
Save	Save all changes in the database
Delete	Deletion of the user is not allowed

KOBO Toolbox – Progress reports

If you have a slow internet connection or no internet connection you can now use KOBO tools to enter the progress report.

This allows you to enter the reports without internet connection and as soon as you have internet connection the reports are automatically sent to WDCAP. There could be a delay of max. 1 hour before the progress report is visible in WDCAP.

If the child number and name of the entered child correspond with an existing child the progress report is automatically added to worklist 10 as if the report was entered via WDCAP.

If the child number does not exist or if the child name does not match the child number the entered progress report is added to a new worklist 23.

2020 Progress report

KOBO2020 can be started as follows: <https://ee.kobotoolbox.org/x/pV5cacwj>

Please make a favorite in your browser to start KOBO.

(More general background information about the KOBO Toolbox can be found via <https://www.kobotoolbox.org/>)

Progress Report 2020

Language <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Spanish	
Child Number <small>Child Number must always start with 10, 11, 12, 16, 18, 21, 22, 32, 62, 65, 68, 75, 76, 81, 86, 88</small>	
Child name	
Family name	
Part 1 - Progress Report Lines	
Has health situation changed since last report <small>Maximum 100 characters allowed</small>	
My favorite Bible verse <small>Maximum 40 characters allowed</small>	
My favorite Song <small>Maximum 40 characters allowed</small>	
My favorite Book <small>Maximum 40 characters allowed</small>	
My favorite Teacher <small>Maximum 40 characters allowed</small>	
Why is he/she your favorite teacher <small>Maximum 150 characters allowed</small>	
Prayer request <small>Maximum 200 characters allowed</small>	
Part 2 - When I have to choose I prefer	
When I have to choose I prefer <input type="radio"/> School <input type="radio"/> Vacation	
When I have to choose I prefer <input type="radio"/> To receive a photo from my sponsor <input type="radio"/> To receive a letter from my sponsor	
When I have to choose I prefer <input type="radio"/> Forest <input type="radio"/> Beach	
When I have to choose I prefer <input type="radio"/> Coffee <input type="radio"/> Tea	
When I have to choose I prefer <input type="radio"/> Egg <input type="radio"/> Rice	
When I have to choose I prefer <input type="radio"/> Stars <input type="radio"/> Moon	
When I have to choose I prefer <input type="radio"/> Car <input type="radio"/> Plane	
When I have to choose I prefer <input type="radio"/> Dog <input type="radio"/> Cat	
Part 3 - School Results	
This year I scored <input type="radio"/> Low <input type="radio"/> Average <input type="radio"/> Good <input type="radio"/> Excellent	

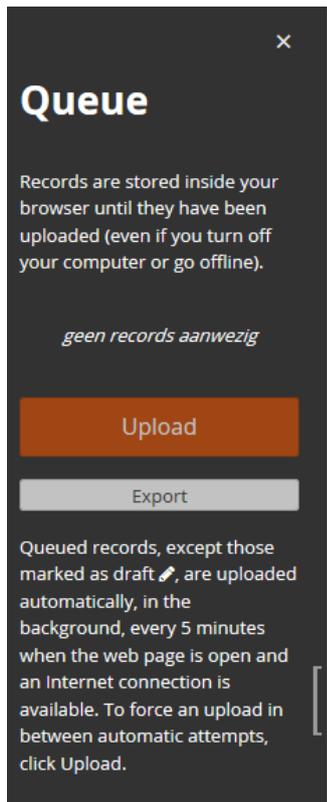
Sometimes you will get a message that there is a new version of the entry form available. In this case please press the Refresh button in your browser as requested.

The information that must be entered is the same as via WDCAP. (see above)

If all details are entered you can press the Submit button.
If mandatory fields are not entered you will get an error message.

If there is no internet connection the entered progress reports will be saved in your browser and will be sent to WDCAP if there is an internet connection.

On the top left side of the screen you can see if there are progress reports entered but not sent to WDCAP yet. You get also the message below:



Thank you letters to sponsors

It is also possible to add thank you letters via Kobo (similar to progress reports via Kobo). This can be started via the following link:

<https://ee.kobotoolbox.org/x/FtwkcoeF>

Thankyou letters

Language <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Spanish	*
Child Number <small>Child Number must always start with 10, 11, 12, 16, 18, 21, 22, 32, 62, 65, 68, 75, 76, 81, 86, 88</small>	*
Child name	*
Family name	*
Part 1 – Thankyou letter lines	
This is my response to your letter	*
This is what I would like to tell you:	*
This is what I received from you:	*
Select photo (portrait) Click here to upload file. (< 5MB)	

When you click on Select photo and you do not see the photos on your device then select All Files (*.*) at the bottom of the screen.

Please note that the photo must be portrait. The kobo toolbox is not able to test whether the photo is portrait but this should be checked by the office staff. In case the photo is not a portrait photo you can change the photo in WDCAP via worklist 30.

The entered thank you letters in KOBO will be sent every hour to WDCAP.

When the correct child information is entered in KOBO (child number and name) the thank you letter is automatically added to worklist 30.

In all other cases the thank you letter is added to worklist 29 for further handling.