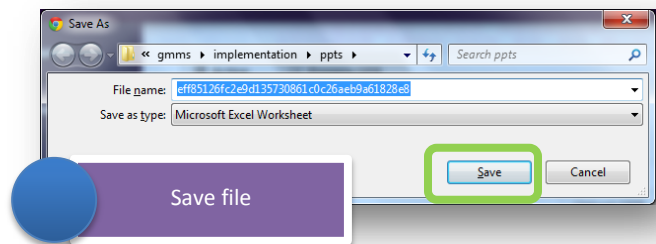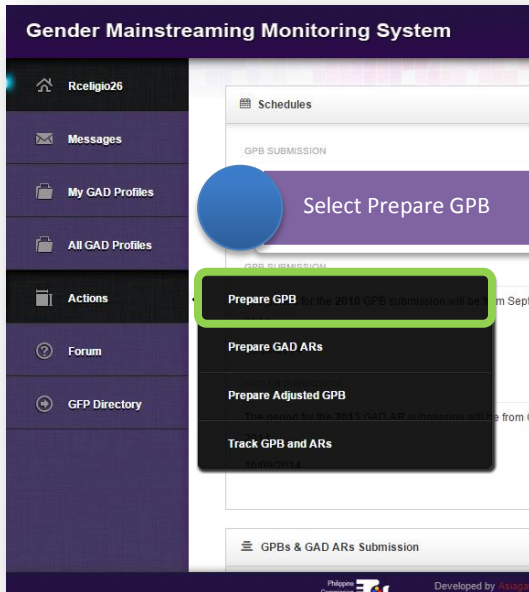# GENDER MAINSTREAMING MONITORING SYSTEM
Guidelines for using the GMMS Downloadable GPB Template

To initiate this action, go to Actions and select Prepare GPB. The main page will open to the Prepare GPB interface.
From the interface, look for the icon for downloading the GMMS GPB spreadsheet. Click on the icon and the form will be downloaded to your computer.
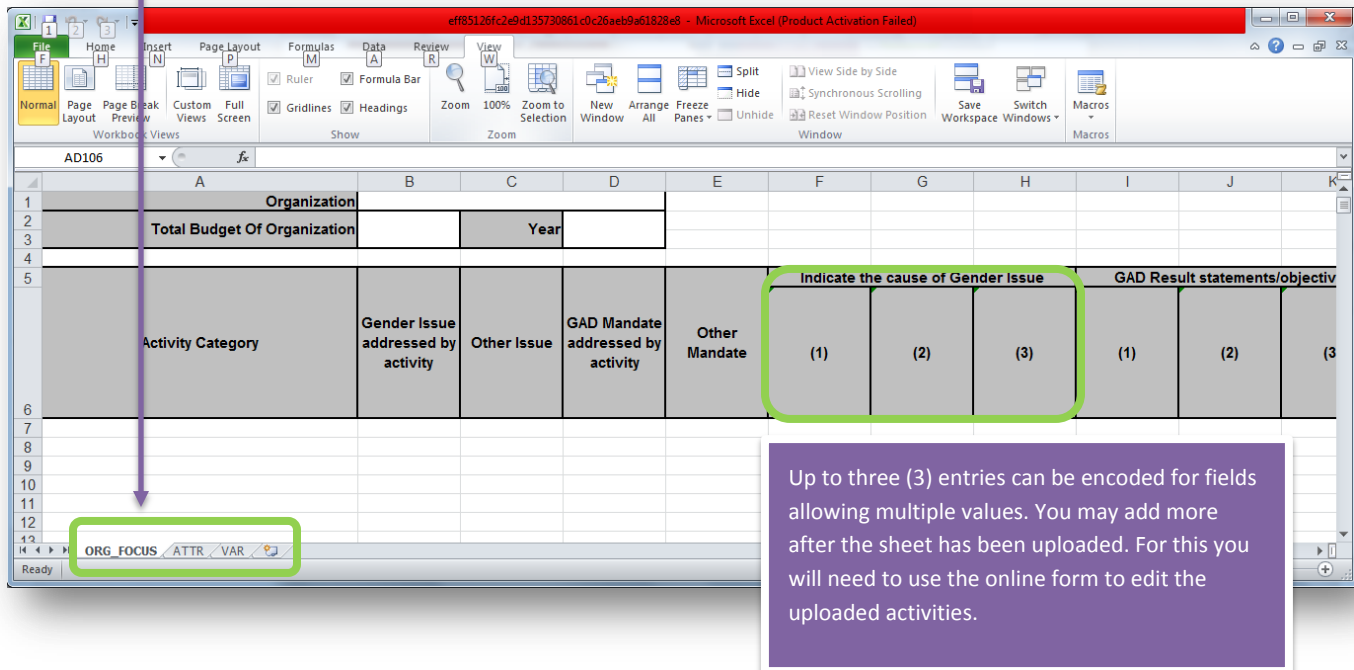

You will notice that the name of the file is a series of random numbers. (Please do not rename this file as it contains the code which the system uses for identifying your organization. The security measure was put in place to prevent your plan from being copied or uploaded in another organization). Open the spreadsheet using MS Excel. Depending on the version of your MS Excel, it may prompt you if you are amenable to opening the document. If this is the case, just click "Yes"

Each downloaded spreadsheet has three worksheets. The first worksheet is for encoding your organization focused and client focused activities. The second worksheet is for encoding attributed programs and projects. The last worksheet contains the variables used in the dropdown menus in the spreadsheet. **Please do not edit the third worksheet**.

Up to three (3) entries can be encoded for fields allowing multiple values. You may add more after the sheet has been uploaded. For this you will need to use the online form to edit the uploaded activities.

The GMMS GPB spreadsheet follows the format of the template found in the JC 2012-01 except it creates additional sub-columns in the columns for encoding multiple entries, i.e. multiple issues or multiple budget sources.

General guidelines:

- Do not add additional columns to the downloaded spreadsheet. Doing so will cause errors in the uploading later on.
- Do not alter rows 1 to 6, i.e. inserting a row before or in between the stated rows.
- You may expand the width of a column or height of a row to view the content. You may also use the Wrap Text function of the MS Excel. **Do not merge cells.**
- Use the dropdown menus for the Organization, Year, Activity Category, Relevant Organization MFO/ PAP Type and Budget Source.
- Use only one spreadsheet row for each activity. This means that gender issues with four activities addressing it will use four rows with the gender issue duplicated in all four rows.
- For attributed programs, you are only required to encode the name of the program or project, the attributable amount (not the whole budget of the program or project) and the fund source (after answering the appropriate HGDG score sheet), the responsible office(s). Please note that after uploading the spreadsheet later, you will still need to attach supporting files for your attributed programs and projects for validation by the reviewers.
- Do not forget to save your GPB spreadsheet often.

Specific guidelines for each field

Field	Guidelines
Organization	Use dropdown. Selects the organization.
Total budget of organization	Provide figure of total budget of organization
Year	Use dropdown. Selects the year of the GPB
Activity Category	Use dropdown. Select if activity is Organization-focused or Client-focused
Gender Issue addressed by activity Other Issue	These two columns form a pair. The column **Gender Issue addressed by activity** is a dropdown list of all encoded gender issues by the organization in the GMMS. If the gender issue you are encoded is new and is not in the list, you need to use the **Other Issue** column. **You must only enter in one column, not both!** For example, if you used the dropdown of the Gender Issue column you should not enter anything anymore in the Other Issue for that row and activity you are encoding.

GAD Mandate addressed by activity Other Mandate	As with the Gender Issue columns the GAD Mandate addressed by activity and Other Mandate comes as a pair. Same instructions as with Gender Issue. Note: For the activity to be saved properly, there should be an entry in either the Gender Issue or the GAD Mandate or both but **both cannot be empty at the same time**.
Indicate cause of Gender Issue	Up to three (3) entries.
GAD result statements/objectives	Up to three (3) entries, each its own column.
Relevant Organization MFO/ PAP	Up to three entries, each its own column. Per entry, select from **Type** dropdown whether the **Statement** is a MFO or PAP. Then encode the corresponding MFO or PAP statement
GAD Activity	Encode only one activity per row. If a gender issue is addressed by multiple activities, each with its own budget, encode each activity in a separate row.
Performance Indicator	Allows for three pairs of **indicators** and **targets,** each its own column from **Indicator1, Target 1** to **Indicator3**, **Target3**
Budget	
Responsible Office	Up to three entries, each its own column from **Office1** to **Office3**

After finishing your GPB spreadsheet you are now ready to upload it. Log into your account again in the GMMS and go to Actions: Prepare GPB. The same interface when you downloaded the file will open again.

Using the same interface, click on the lens icon beside the text box for uploading the spreadsheet. This will open a browser window where you can select the file to be uploaded. Navigate to your downloaded file and select it. The path to the file will be reflected in the text box. Finally click "Upload" to upload the file. When the upload finishes, the total organization budget and the activities will be reflected as a summary in the same page.