



DWR · Monthly Targets App User Guide

RICE West Nile · Staff Monthly Targets & Daily Work Record · Version 1.0, October 2026

App address: ricewn-dwr-targets.pages.dev

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1 What the app does

Which app is mine?

This app is for staff who fill the **Staff Monthly Targets + Staff Daily Work Record** form. If you fill the standard Daily Work Record (one entry per day), use the separate **Daily Work Record** app at ricewn-dwr.pages.dev.

- Set your **monthly targets** — what you will do, the performance standard, the hours each time and how many times in the month.
- Record each day as **activities**, each with its own **start and end time**, linked to a target, with what was **planned**, what was **implemented** and any **comment or output**.
- See, as the month goes, the **actual hours against each target** and your **percentage performance**.
- **Download** the official two-sheet form — *Staff Monthly Targets* and *Staff Daily Work Record* — filled in, with all formulas and your signature.
- Keep working **without internet**; supervisors can **view and download** their staff's forms.

2 Getting started

You need: a smartphone or computer, an email address you can open, and internet for the first visit.

- 1 Open **Chrome** (Android) or **Safari** (iPhone) and go to ricewn-dwr-targets.pages.dev.
- 2 Create your account or sign in (section 3).
- 3 **Add the app to your home screen:** Android —  → [Add to Home screen](#) ; iPhone — Share  → [Add to Home Screen](#) .



Today · Month · Team (supervisors only) · Profile

Tab	Use it to
Today	Record a day's activities with times and targets.
Month	Set your monthly targets, follow your progress, find missing days and download the form.
Team	Supervisors only — view and download the forms of staff who report to you.
Profile	Name, job title, Staff ID, department, supervisor, usual hours and signature.

The  button at the top of the app opens this guide at any time.

3 Create your account

Already use another RICE–WN MEAL app?

You already have an account — sign in with the same email and password instead of creating a new one.



DWR · Monthly Targets

RICE West Nile · Staff Monthly Targets & Daily Work Record

[New here? Create an account](#)

Email
yourname@gmail.com

Password
.....

[Sign in](#)

[Forgot password?](#)

Already use another RICE-WN MEAL app? Sign in with the same email and password.

[How to use this app](#)

Sign-in screen

Create your account

For RICE West Nile staff. These details go on the header of your DWR — you can change them later in Profile.

Full name
Akello Grace

Job title
IT/MEAL Assistant

Staff ID No.
R215

Department
Monitoring Evaluation Accountability and Learning ▼

Supervisor's name
Anyama Herbert

Supervisor's email (optional — lets them view your DWR)
supervisor@gmail.com

Your email
grace@gmail.com

Password (at least 6 characters)
.....

Confirm password
.....

☐ Show password

[Create account](#)

[Already have an account? Sign in](#)

Create account form

- 1 Tap [New here? Create an account](#) .
- 2 Enter your **full name**, **job title** and **Staff ID No.** exactly as they should appear on the form.
- 3 Choose your **department** from the list (e.g. *Monitoring Evaluation Accountability and Learning*).
- 4 Type your **supervisor's name**, and their **email** if you want them to view your form in the app.
- 5 Enter **your email** and a **password** (at least 6 characters) twice, then tap [Create account](#) .

If the app says "Check your email"

Open the confirmation email, tap the link, then come back and sign in.

Forgot your password? Tap [Forgot password?](#) , enter your email, and follow the link sent to you.

4 Your profile and signature

My details

These fill the header of your DWR.

Employee name

Anyama Herbert

Job title

MEALO

Staff ID No.

R108

Department

Monitoring Evaluation Accountability an

Supervisor's name

Programme Manager

Supervisor's email (lets them view & download your DWR)

pm@ricewestnile.org

Usual start Usual end

08:00 AM 05:00 PM

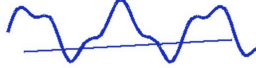
DWR month runs from day

23

RICE-WN reporting period: 23 → the "June" DWR covers 23 May – 22 June. Choose 1 for calendar months.

SIGNATURE

Draw once; it is placed in "Employee's Signature" on every download.



Draw signature Remove

Your signature

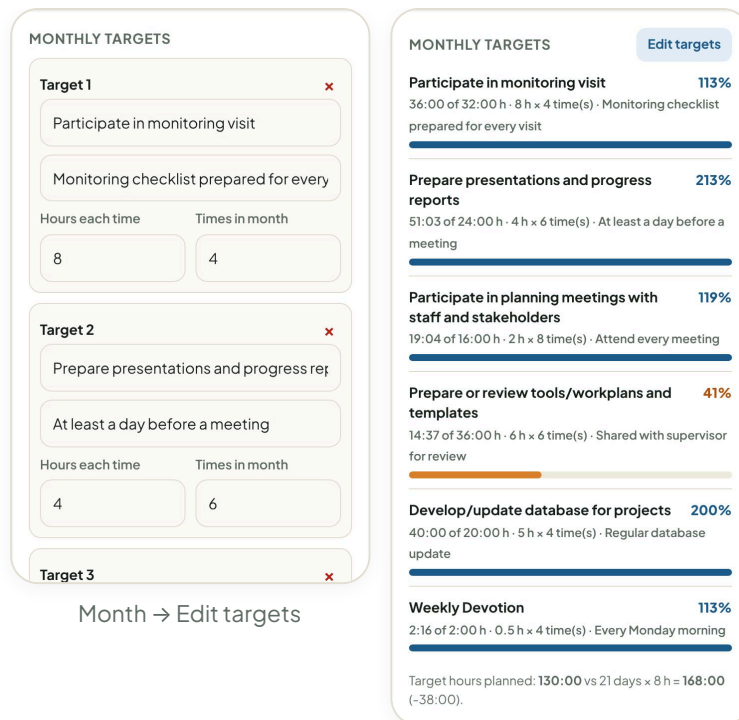
My details

Field	Where it appears on the form
Employee name, Job title, Staff ID No., Department	Header of both sheets
Supervisor's name	"Supervisor's Name" on the Monthly Targets sheet
Supervisor's email	Not printed — lets your supervisor see your form in the Team tab
Usual start / end	Used to pre-fill the first activity when you record an earlier day
DWR month runs from day	Leave at 23 — the reporting period is the 23rd to the 22nd

Signature: tap **Draw signature**, sign with your finger, tap **Done** → **Save details**. It is placed at "Employee's Signature" on both sheets of every download.

5 Set your monthly targets

Do this at the start of each month, before recording days — activities are linked to these targets.



Progress against each target

- 1 Open **Month** , choose the month, tap **Edit targets** .
- 2 Tap **+ Target** for each one and fill: **Target** (e.g. *Participate in monitoring visit*), **Performance standard** (e.g. *Monitoring checklist prepared for every visit*), **Hours each time** and **Times in month**.
- 3 Tap **Save targets** .
- 4 From next month, tap **Copy last month** , adjust the numbers and save.

On the card	Meaning (same as the form)
x of y h	Actual hours recorded against the target, out of the estimate (hours each time × times in month)
% and bar	Percentage performance for the month (orange below 100%)
Target hours planned vs days × 8 h	Whether your targets add up to your working hours for the month

Tip

Keep target names the same from month to month — hours are matched to targets by name. If you rename a target, the app updates the activities already linked to it. Include everyday targets such as *Weekly Devotion* and *Any other duty assigned*.

6 Record your day

Use the **Today** tab. Each piece of work is one **activity**. Record activities as you go, or at the end of the day.

Date and type of day

ACTIVITIES
Add each activity with its own start and end time, and link it to one of your monthly targets.

Activity 1 2:25 h x

Target
Participate in planning meetings withl

Started 08:05 AM **Now** **Ended** 10:30 AM **Now**

Planned
Participate in PROSPER project weekly meeting

Implemented **Copy from plan** ✓
Participated in PROSPER project weekly meeting

Comment / output (optional)

One activity

- 1 **Date** — today is selected; use < > or tap the date for another day. **Type of day** — Office work or Field work.
- 2 For the first activity choose the **Target**, set **Started** and **Ended** (tap **Now**), and write what was **Planned**.
- 3 Tap **Copy from plan** ✓ to fill **Implemented** in the past tense, then edit it to show what really happened. Add a **comment / output** if useful (e.g. *Draft shared with PM*).
- 4 Tap **+ Activity** for the next piece of work — its start is filled from the last end time.
- 5 Tap **Lunch break** where lunch falls; the next activity then starts at 2:00 PM.
- 6 Check **Hours worked today** and tap **Save day**.

The screenshot shows the app's main form. At the top, there is a 'Lunch break' entry with a 'not counted' status and a close button. Below it is 'Activity 3' with a duration of '3:20 h' and a close button. The 'Activity 3' section includes a 'Target' dropdown menu set to 'Develop/update database for proje', 'Started' and 'Ended' time pickers set to '02:00 PM' and '05:20 PM' respectively, a 'Planned' text box with the text 'Update the HESI database with September data', and an 'Implemented' section with a 'Copy from plan' button and a text box containing 'Updated the HESI database with September data'. There is also a 'Comment / output (optional)' text box. At the bottom of the form, there is a '+ Activity' button, a 'Lunch break' button, a 'Hours worked today' summary showing '8:15 hrs', and a 'Save day' button.

Lunch break, next activity and the day total

Public holidays and leave

The screenshot shows the date selection interface. The date is set to '10/09/2026'. Below the date, it says 'Fri 9 Oct 2026 · counts toward the October 2026 DWR'. Under 'Type of day', there are four buttons: 'Office work', 'Field work', 'Public holiday', and 'Leave / off'. The 'Public holiday' button is highlighted.

Public holiday: no activities needed

Choose **Public holiday** or **Leave / off**. The activity list is replaced by one text box — type e.g. *Public Holiday (Heroes' Day)* or *Annual leave* — and the day counts **0 hours**.

Change or delete a day

Open the date (or tap it in the Month tab), change any activity and tap **Update day**, or tap **Delete**. Remove an activity with its **x**.

Limits of the form

Up to **10 lines per day** (lunch included), **20 targets** and **25 days** per month. The app warns you if an activity has no target — it would not count toward any target.

7 How hours are counted

Hours for a day = the sum of (Ended – Started) for every activity. The lunch-break line has no times and counts nothing — exactly like the "Total Duration" and "Total hours worked in a day" columns of the form.

Activities	Hours
8:05–10:30 meeting · 10:30–1:00 report · lunch · 2:00–5:20 database	8:15
8:00–8:30 devotion · 8:30–1:00 monitoring visit · lunch · 2:00–5:15 report	8:15
Full-day field visit 8:00–6:00 (one activity, no lunch line)	10:00
Public holiday / leave	0:00

Each activity's hours are also added to its **target** — that is how the "Actual performance in hours" column on the Monthly Targets sheet is filled.

8 Your month and the download

The reporting period: 23rd to 22nd

Month on the form	Covers
October 2026	23 September – 22 October 2026
November 2026	23 October – 22 November 2026
December 2026	23 November – 22 December 2026

Month
Year

October

2026

Covers Wed 23 Sep 2026 – Thu 22 Oct 2026 · 21 of 25 rows used

No. of working days in the month

21

Suggested: 21 (weekdays minus public holidays recorded). Change it if HR gives a different number.

Month and number of working days

SUMMARY

163:00

Total hours worked

168:00

Expected (21 days x 8h)

-5:00

Hours not worked

97%

Evaluation

Weekdays with no record (1) — tap to fill:

Tue 20 Oct

Download DWR (Excel template)

Summary, chart, missing days, download

- 1 Choose the **month and year**; check **No. of working days** (suggested: weekdays minus public holidays; change it if HR gives another number).
- 2 Review the **Monthly targets** card (section 5) and the **Summary**: total hours worked, designated hours (days x 8), extra or missing hours, evaluation.
- 3 Fill any **weekdays with no record** listed in red — tap one to open it.
- 4 Tap [Download DWR](#). The file (e.g. **Herbert_DWR for October 2026.xlsx**) is saved to your phone's Downloads.

DAYS RECORDED	
22 THU	08:00–17:10 · 8:10 hrs · 2 activities 1. Submitted monthly report
21 WED	08:03–17:20 · 8:17 hrs · 2 activities 1. Updated ITT for PROSPER
19 MON	08:00–17:00 · 8:00 hrs · 3 activities 1. Reviewed DWRs of IT/MEAL Assistant
16 FRI	08:00–17:05 · 8:05 hrs · 2 activities 1. Prepared quarterly report
15 THU	08:02–17:00 · 7:58 hrs · 2 activities 1. Documented two success stories
14 WED	08:00–17:40 · 8:40 hrs · 2 activities 1. Finalised endline report

Days recorded — tap to open

In the downloaded file	What is filled
Staff Monthly Targets sheet	Header, your targets with standards, hours and times; estimated hours/days, actual hours and % performance per target, totals and evaluation; your signature; supervisor's name
Staff Daily Work Record sheet	Header; for every day: date, each activity line (planned, implemented, target, times, duration, comments), lunch line, daily total; monthly total, designated hours, hours not worked, extra hours; your signature

Open the file to check it, then pass it to your supervisor for comments and signature, and on to HR and Finance.

9 Working without internet

Works offline	Needs internet
Opening the app, recording and editing days, editing targets, Month summary, downloading the form	Creating an account, first sign-in on a phone, the Team tab, syncing

- The label at the top shows **Online**, **Offline** or **Syncing...**. Days and targets saved offline are sent automatically when the connection returns.
- Open the app once with internet on each phone so it can store itself.

Important

Do not sign out or clear browser data while you have unsynced days — they exist only on that phone until the app syncs.

10 For supervisors

Team DWRs

Staff who list you as supervisor appear here (admins see everyone).

Staff member

Akello Grace — IT/MEAL Assistant

Month Year

October 2026

No. of working days

22

Covers Wed 23 Sep 2026 – Thu 22 Oct 2026 · 9 days recorded

72:56
Total hours worked

176:00
Expected (22 days x 8h)

-103:04
Hours not worked

41%
Evaluation

Download their DWR

Team tab

The **Team** tab appears when staff enter **your email** as "Supervisor's email" in their profile (portal administrators see everyone). Choose the staff member, month and year, review the summary and days, and tap **Download their DWR** — you get their full two-sheet form, including their targets. Supervisors can view but not change records.

11 Good practice

- **Set targets on the first working day** of the period (the 23rd), or copy last month's.
- **Make targets add up:** the card shows target hours vs working days × 8.
- **Record activities the same day** — times are then accurate.
- **Link every activity to a target;** use *Any other duty assigned* for unplanned tasks.
- **One activity = one piece of work;** start with an action word and name the project (PROSPER, HESI, Bidi Bidi...).
- Use **Comment / output** for results: *"Report shared with PM", "3 groups visited"*.

12 Problems and answers

Problem	What to do
"No targets set for this month yet"	Month → Edit targets (or Copy last month) → Save targets, then return to Today.
An activity counts toward no target	Open the day, choose a Target for that activity, tap Update day.
A target shows 0% though I worked on it	The activities are linked to a different target name. Open those days and pick the right target.
"You already have an account with this email"	Sign in with that password, or tap Forgot password?.
A day is in the wrong month	The period is 23rd–22nd: 23 October belongs to November's form.
"The form allows 10 lines per day"	Combine small related tasks into one activity.
The download doesn't open	Look in Files → Downloads; install Microsoft Excel or WPS Office.
My supervisor can't see my form	Profile → check "Supervisor's email" → Save details.
I changed phones	Sign in on the new phone — all synced records and targets are there.

13 Getting help

For help with the app, accounts or the form, contact the **MEAL Office, RICE West Nile Head Office** (MEAL Officer: Anyama Herbert). Say which phone you use, what you tapped and what message appeared — a screenshot helps.