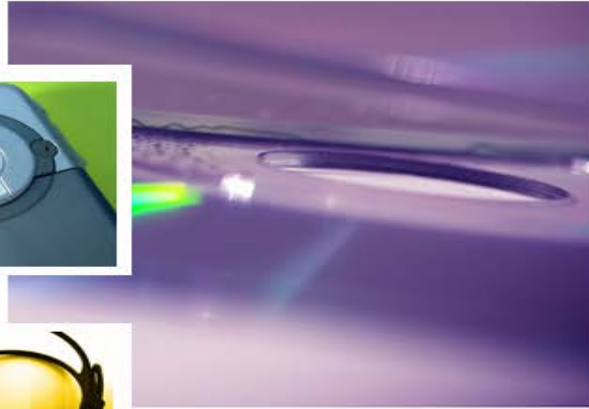


CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park Hotel
Manila





Uploading SRE Data Pre-requisites

Upload IRA Data
Synchronize from
Central

Data Upload





Data Analytics / Data Upload

Search by Name

Search

Fetch More



Name	Last Upload	Status	Actions
IRA	05/19/2016 04:25 PM	Published	   

1-1 of 1

Data Upload

Upload

Name IRA

Remarks*

File* Choose File No file chosen

Overwrite No

Message Box

The record was successfully saved.

OK

Central System Administrator

Data Analytics

Data Upload

1. Click **Data Analytics** >
2. Click **Upload** icon beside **IRA** from the Data Upload List.
3. Enter **Remarks**.
4. Click **Choose File**.
5. Select **File** to upload.
6. Click **Open**.
7. Click **Upload**.
8. Click **Yes**. *File* will be uploaded.
9. Click **Save**.
10. Click **Ok**.

Synchronize from Central

Data Sharing / Synchronize from Central

Search by Module Name

Module Name	Synch By	Time Synch
LGU Profile	lgu_profile	2016-07-07
Annual Cash flow		
IRA		
Barangays of LGU		
Approved Performance Target		

Synchronize from Central

Username *

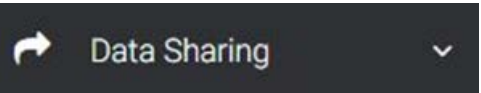
User Password *

Confirm Password *

Confirmation Box

Do you want to synchronize from central?

No



1. Click **Data Sharing** >
2. Click **Synchronize from Central** (Arrow icon).
3. Enter **Username**.
4. Enter **Password**.
5. Enter **Confirm Password**.
6. Click **Synchronize**.
7. Click **Yes**.
8. Click **OK**.

Reminders

- IRA must be synchronized prior to Report Packaging.
- IRA synchronization will add General Collection records that are not editable.