

dmooc

DIAGNOSTIC AND MONITORING
OF ORGANIZATIONAL COACHING



MANUAL FOR **OBSERVERS**

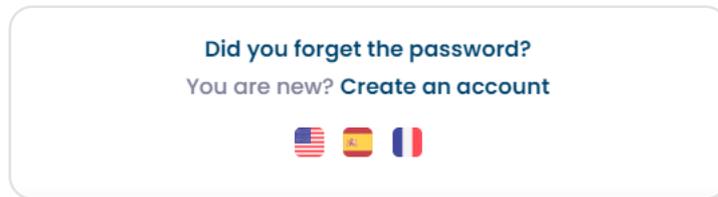


Content

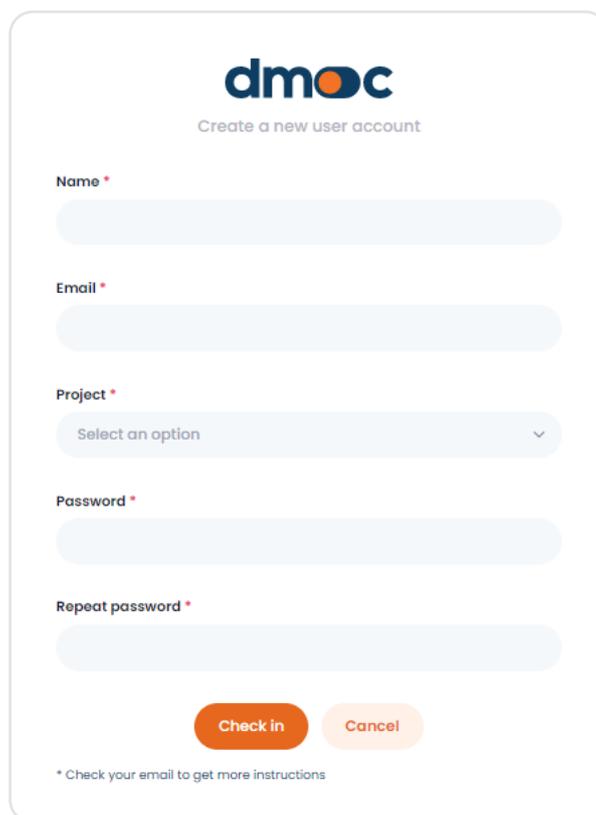
1. Creating a user account	4
2. Password recovery	5
3. Login to the application	6
4. Managing your user account	7
4.1. Modify your user data	7
5. Organizations Management	9
5.1. View the list of organizations assigned to your user	9
6. Organization Report	10
6.1. Report of the main data of the organization	10
6.2. Assessment report of the organization	11
6.3. Personalized report of the organization	12
7. Global reports	14
7.1. Main indicator	14
7.2. Plans	16
7.3. Products	16

1 Creating a user account

To create a new user account enter the web address **dmoc.businessschool.coop** and click on the “Create an Account” link



Next, the form for creating a new user account will be displayed, as indicated in the following image:

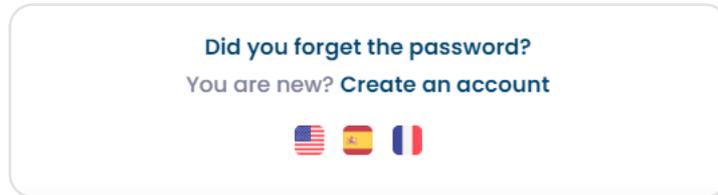


Enter the data requested: Name, Email, Project, Password (greater than 8 characters). After pressing the “register” button, check your email where you will get more information. **If you do not know which project is being worked on with your organization, you should ask the assessor of your organization to specify it to you. It is necessary for an “administrator” to activate their account and/or assign a role for “observers” to be able to use it.**

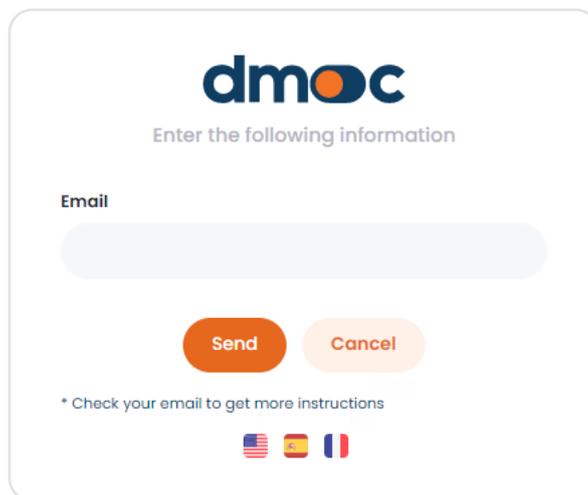
2

Password recovery

Enter the web address dmoc.businessschool.coop and click on the link "Forgot password?".

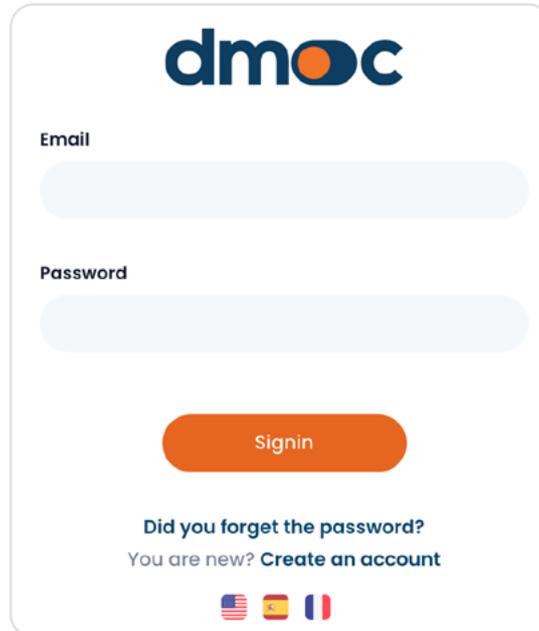


Next, the form for recovering a user account will be displayed, as indicated in the following image:

A screenshot of the password recovery form. At the top is the "dmoc" logo in a dark blue font. Below the logo is the text "Enter the following information" in a smaller, lighter blue font. The form has a label "Email" above a light blue input field. Below the input field are two buttons: "Send" in an orange rounded rectangle and "Cancel" in a light orange rounded rectangle. At the bottom of the form, there is a small asterisk followed by the text "* Check your email to get more instructions" and three small icons representing the flags of the United States, Spain, and France.

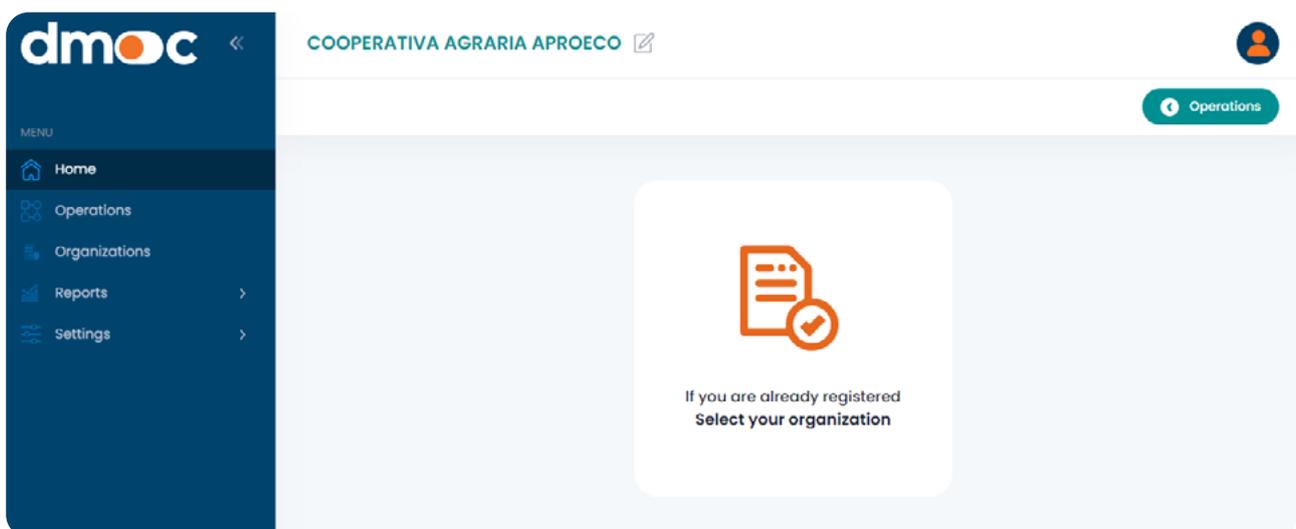
3 Login to the application

To access the application enter the web address **dmoc.businessschool.coop** with the username and password. It is necessary to have your account activated. This operation is done by an administrator. Then the following form will be displayed:



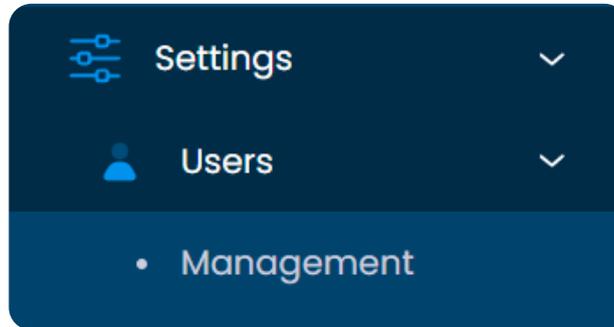
The login form features the dmoc logo at the top. Below it are two input fields: 'Email' and 'Password'. A prominent orange 'Signin' button is centered below the fields. At the bottom, there are links for 'Did you forget the password?' and 'You are new? Create an account', along with flags for the United States, Spain, and France.

After pressing the “enter” button, the Home screen will be displayed, where you can choose or create a new organization where you want to work (this will be discussed later):

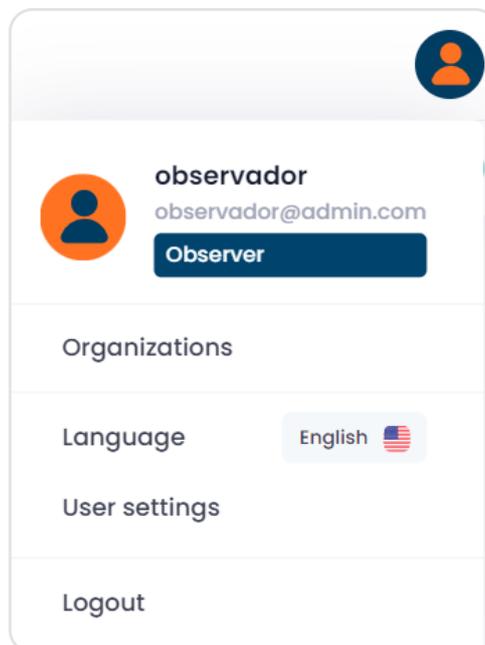


4.1. Modify your user data

Access to modify your personal data email through the main menu, section of “Configuration / Users / Management”



It is also possible to quickly access through the icon on the upper right side of the application where the quick options for the user are located:



When accessing via the “User Settings” option in the menu in the upper right corner, or via the “Users” option in the main menu, a list will be displayed with the user name:

4

Managing your user account

Q Search

NAME	EMAIL	ROLE	OBSERVATION	AUTHORIZED	CREATION DATE	OPERATIONS
observador	observador@admin.com	Observer		Authorized	2023-04-13 08:37:16	 

10 ▾

< 1 >

To modify the user data press the next button:



Then, the following form will be displayed where you can make the modifications that you think are necessary. **Password modification is optional: if you do not want to change the password, leave that field empty.**

An observer user cannot change the project(s) to which he/she has been assigned by an administrator.

Update user data

Name *

Email * 

Role *

Password 

Projects

Observation

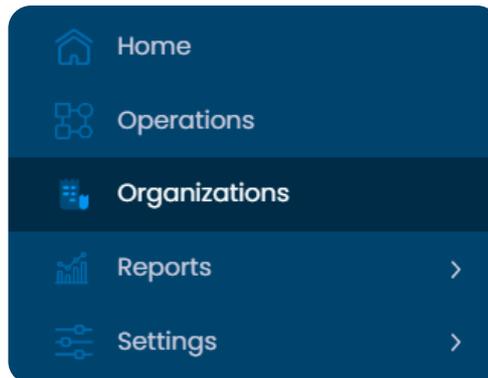
Authorization

Active

Cancel Save

5.1. View the list of organizations assigned to your user

Observer users only have access to the information of the organization(s) that have been assigned to them, which are displayed in a list accessed through the main menu on the left side at "Configuration / Organizations / Management"

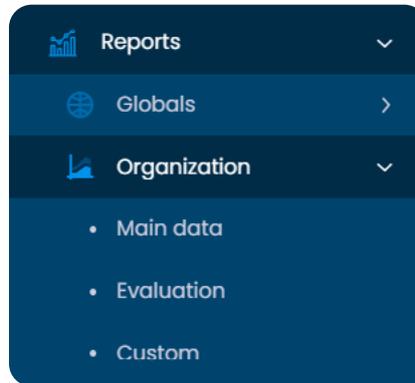


Only the list of organizations will be displayed, but it will not be possible to create a new organization, edit or delete them.

ID	NAME	LOCATION	PROJECT	OPERATIONS
20136201213	Central de Cooperativas Agrarias Cafetaleras Cocola	PERÚ / CUSCO / LA CONVENCION	primer proyecto	
20495703925	ASOCIACIÓN DE PRODUCTORES DEL VALLE DE CONDEBAMBA	PERÚ / CAJAMARCA / CAJABAMBA	primer proyecto	
20602592589	COOPERATIVA AGRARIA COCAU	PERÚ / SAN MARTIN / TOCACHE	primer proyecto	
20600847156	COOPERATIVA AGRARIA MONTE AZUL	PERÚ / SAN MARTIN / SAN MARTIN	primer proyecto	

6 Organization Report

The main menu on the left side of the application shows the options of different reports types available:



6.1. Report of the main data of the organization



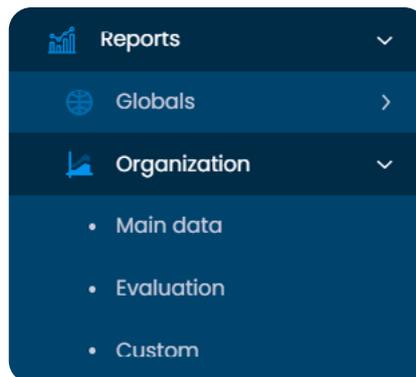
6 Organization Report

6.2. Assessment report of the organization

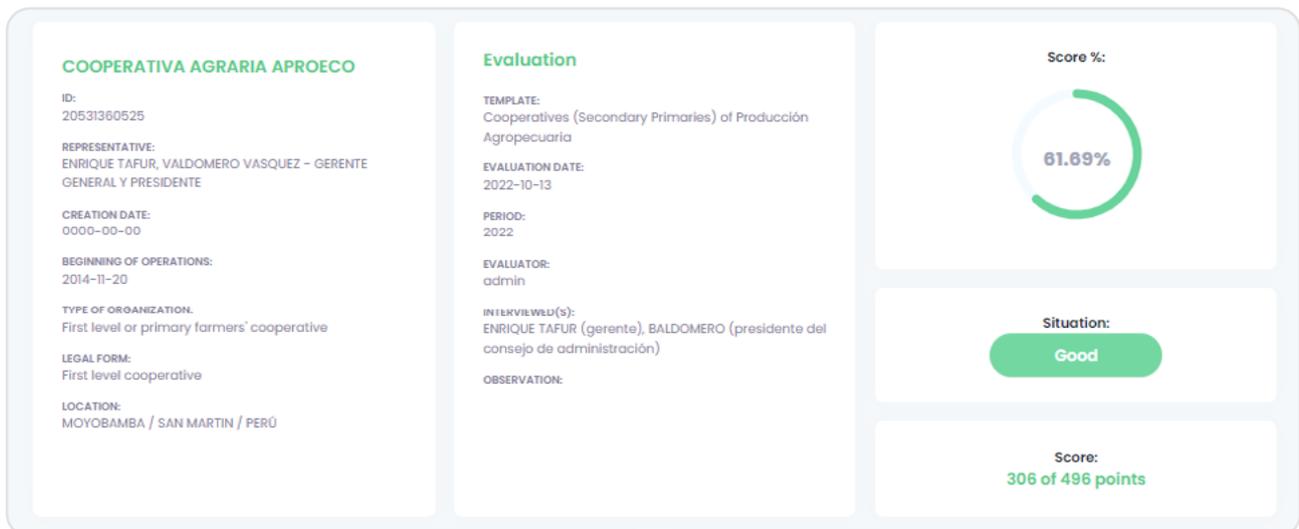
To know the results of the assessment of the organizations, first select an organization by accessing through the main menu on the left side at "Home",

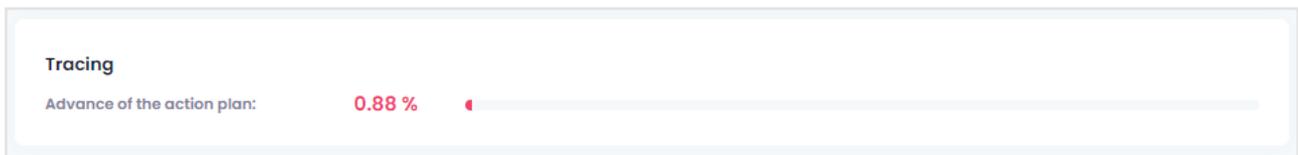
 Home

The main menu on the left side of the application shows more options to select other reports:



It shows all the information about the evaluation of the organization in detail, the score obtained by each component and its corresponding percentages, as well as the implementation progress of the work plan.





6.3. Personalized report of the organization

This report shows defined groups of qualitative questions related to qualitative questions that define a common theme. It is necessary to select the required assessment fields and name of the custom report group.

Comparative analysis of the evaluation

Evaluation

Select an option

Group of questions

Select an option

After selecting the data will allow to see the following screen:

Comparative analysis of the evaluation

Evaluation
2022-07-22 - 2022

Group of questions
Membership

Qualitative questions

Do you have statistical information on women and youth in the membership and governing bodies?

Yes they have on both

(4 Pts.)

Are there women in the governing bodies, at least in proportion to their participation in the membership?

Yes, more than 10% and less than 20%

(2 Pts.)

Are there young people in government bodies?

No

(0 Pts.)

Are you implementing a plan to incorporate women into the organization and strengthen their capacities to occupy management positions (including training on gender equality)?

There is a plan but there is no manager and budget

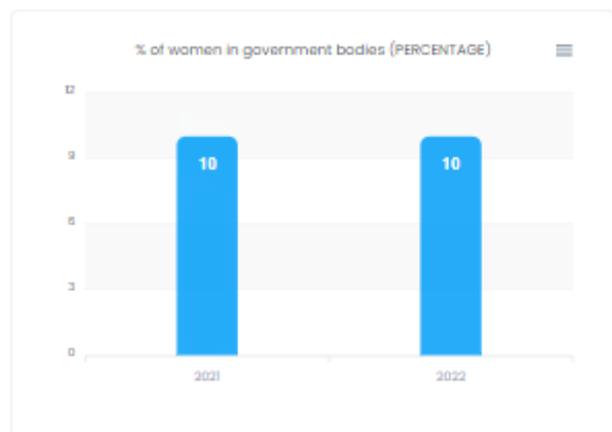
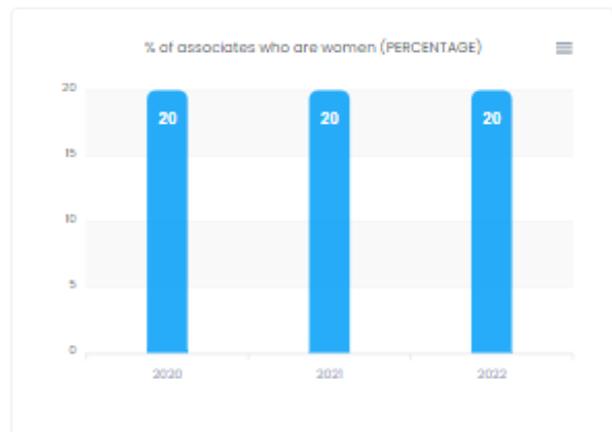
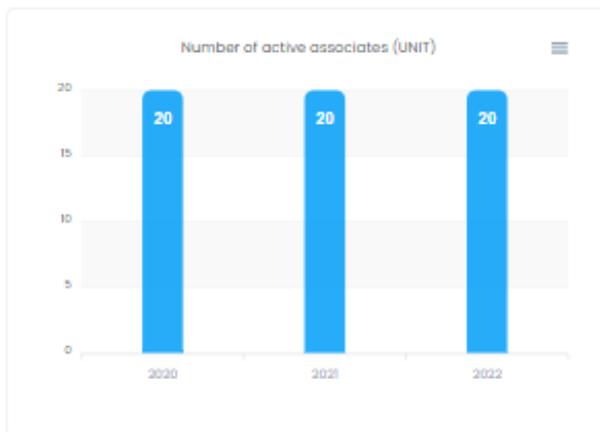
(2 Pts.)

managerial succession or generational change plan to renew managers?

No

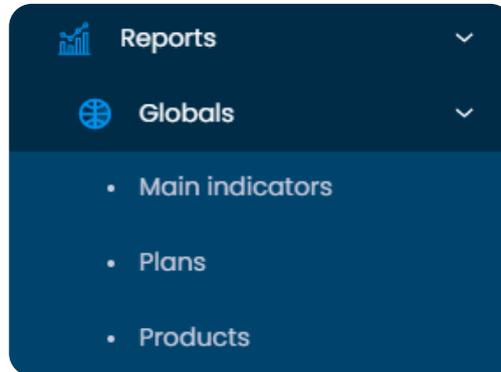
(0 Pts.)

Quantitative questions



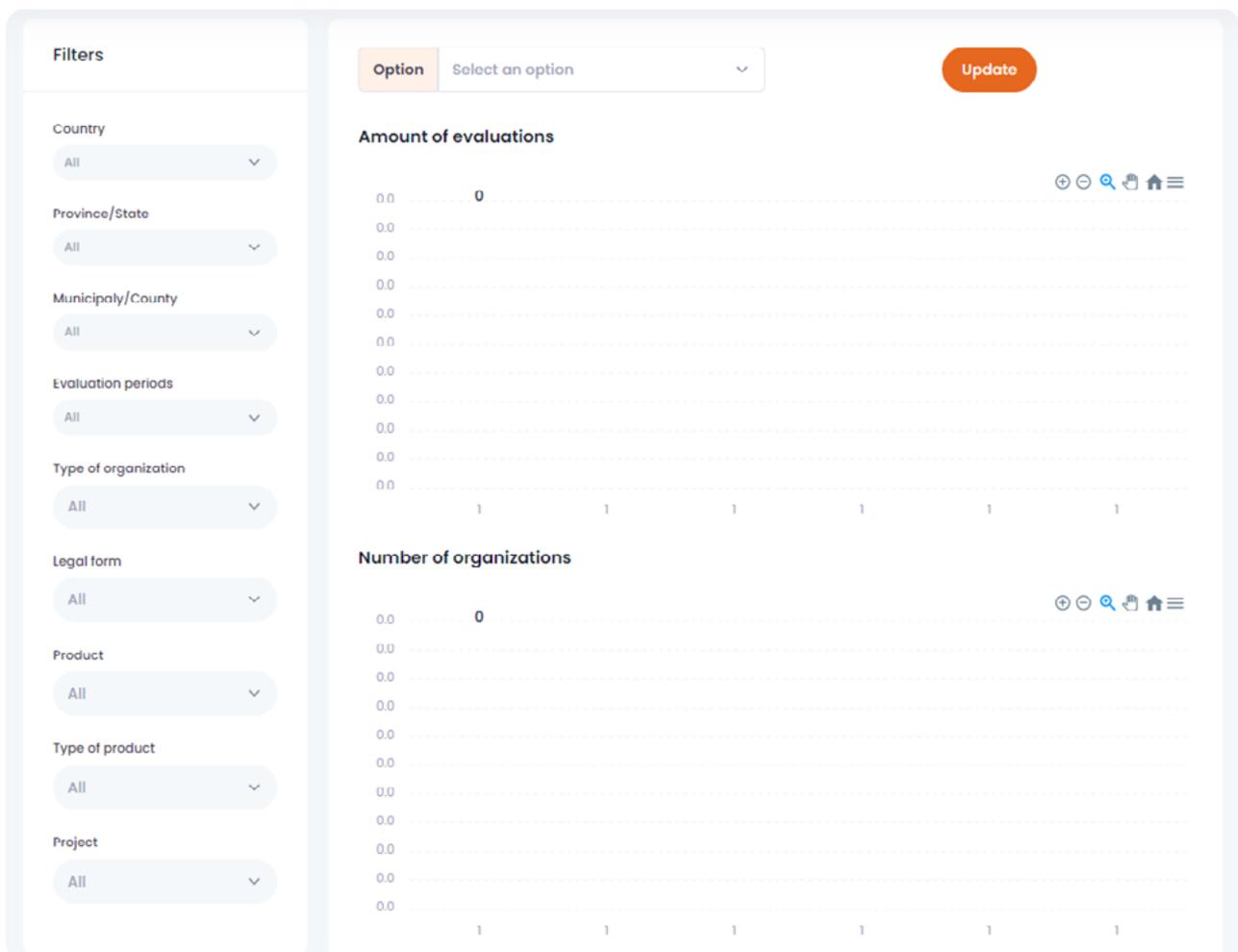
7 Global reports

An observer user can view the organizations global reports that have been assigned to them, which include consolidated data indicators and graphs of those organizations, and can apply various filters to generate different graphs.



7.1. Main indicator

Contains graphs about “Number of assessments” and “Top 10 services” these graphs can be filtered with the options shown at the top of this section:





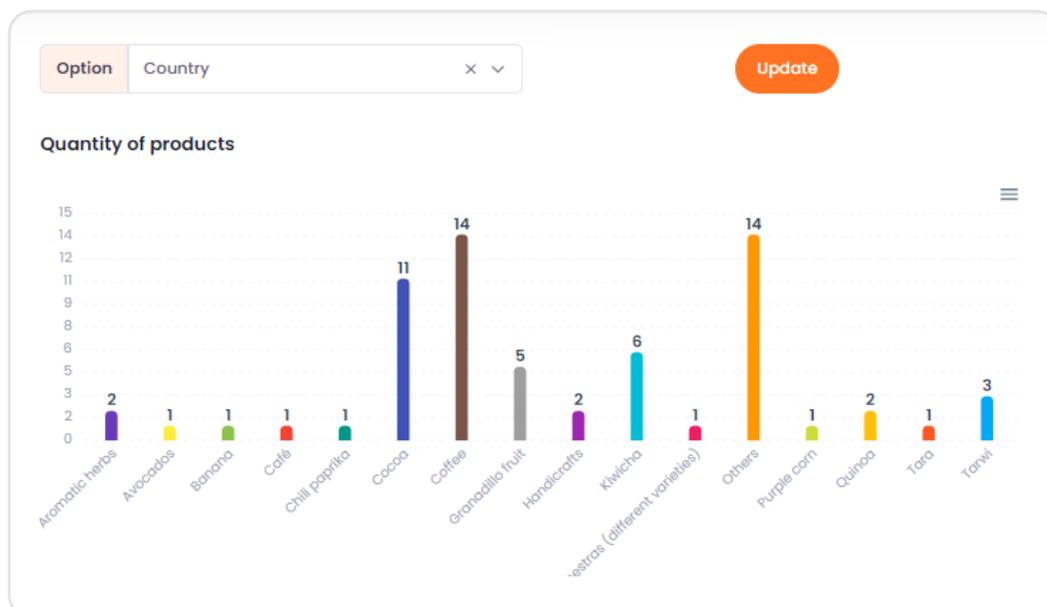
7.2. Plans

This section shows graphs related to the plans, their amount and their average percentage of progress according to the filters available at the top of this section.



7.3. Products

This section shows the quantity of products according to the filters selected at the top of this section.





dmoc.businessschool.coop

