

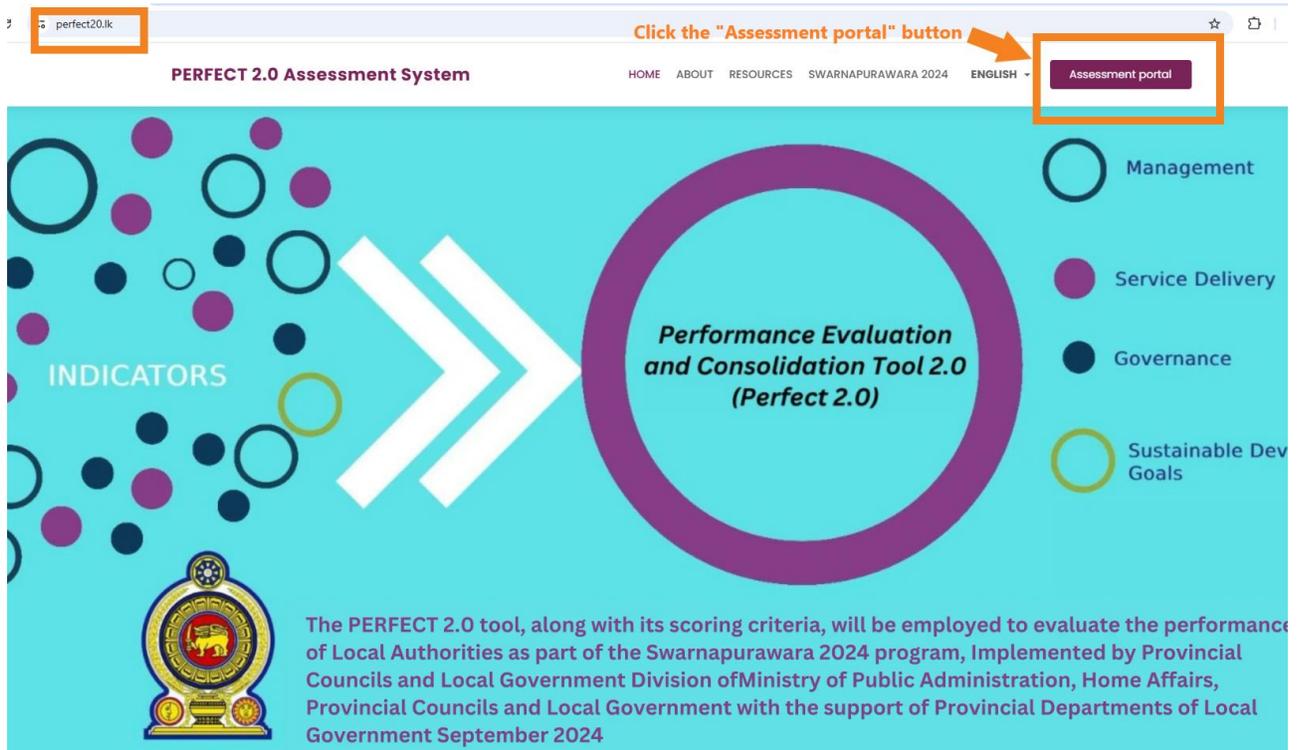
Perfect 2.0 system user guide
for entering and managing Assessment data

www.perfect20.lk

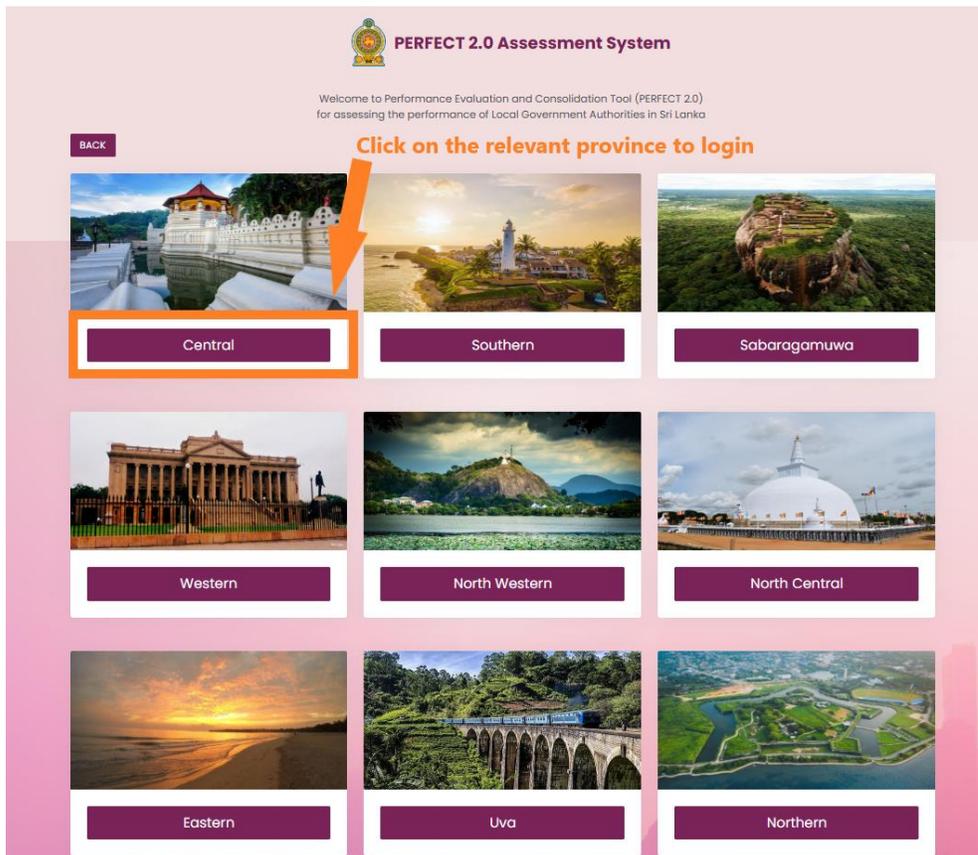
2024

Step 1: Please use the link to access the portal. **www.perfect20.lk**

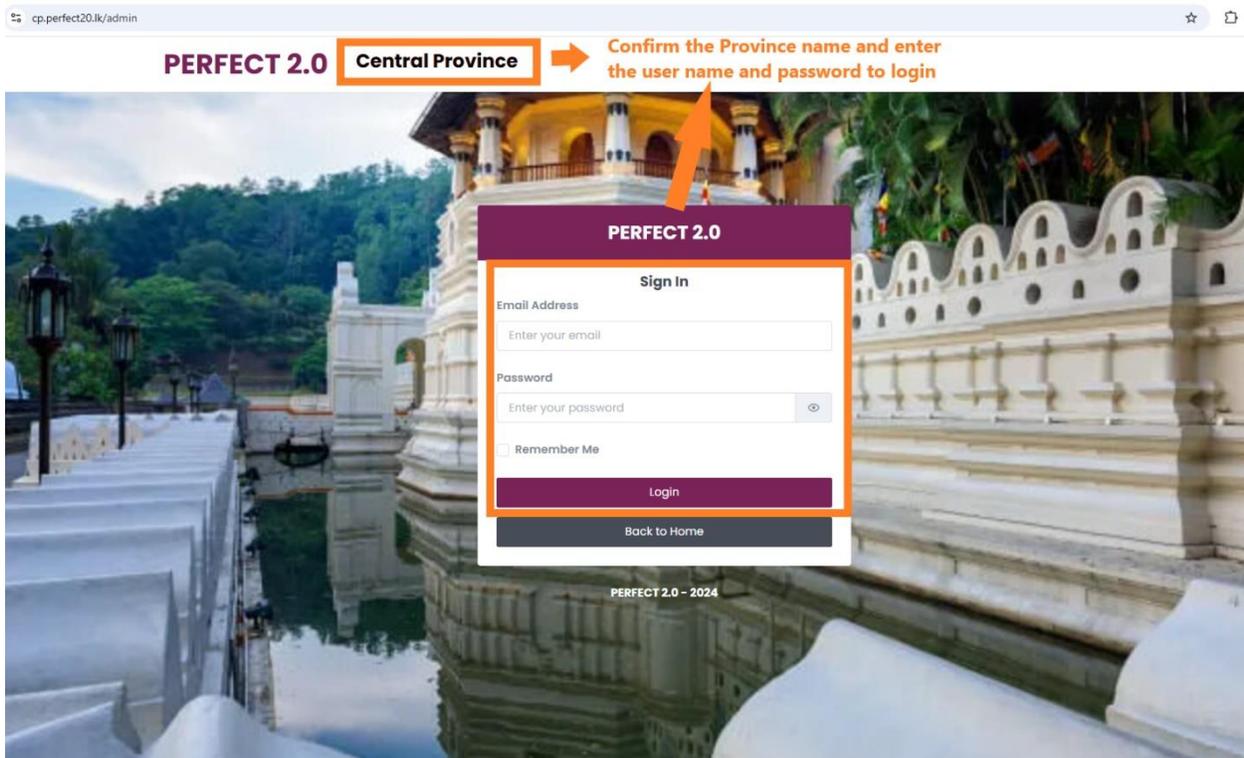
- Click the “Assessment Portal” menu to enter and manage assessment data.



Step 2: Select the relevant province to access the login page.



Step 3: Confirm the “Province name” and enter the username and password to access the PERFECT 2.0 portal for data entry.



Step 4: Start entering the data by clicking the "New Assessment" button.

The screenshot displays the dashboard for PERFECT 2.0, titled 'Pujapitiya pradeshiya sabha'. The top navigation bar includes 'Dashboard', 'Assessments', and 'My Profile'. The current date and time are shown as 'December 10, 2024 at 6:49:30 AM', with a 'Logout' button. A callout box with an orange arrow points to the 'Assessments' menu item, stating: 'You should make sure you are in the "Assessments" menu'. Another callout box with an orange arrow points to a dropdown menu showing '2024', with the instruction: 'Make sure the year is 2024'. Below the navigation bar, the 'All Assessments' section is visible. A 'New Assessment' button is highlighted with an orange box and a callout box that says: 'Click the "New Assessment" button to create a new assessment and start data entry'. A 'Filter' button is located to the right of the 'New Assessment' button. Below the button is a table with the following columns: 'No', 'Record Number', 'Assessment Type', 'Campaign Type', 'Local Authority', 'Assessed by', 'Status', and 'Action'. The table currently contains no data, with the text 'No Data Found' centered in the body. At the bottom left, it says 'Showing 1 to 0 of 0 entries'.

Create PERFECT 2.0 Assessment ✕

Choose Language
 English Sinhala Tamil

Select Year ▼

Select Campaign ▼

Select the type of Assessment
 Self Assessment

Province ▼

District ▼

Local Authority ▼

Select the "Language", Year "2024", Campaign "National2024", "Self Assessment", "Province", "District" and "Local Authority"

Click the "Create Assessment" button to start entering the data

Step 5: Review the first page and start entering data.

cp.perfect20.lk/admin/survey/675a4440b0919 ☆

PERFECT 2.0 Pujapitiya pradeshiya sabha December 12, 2024 at 7:32:54 AM [Logout](#)

Dashboard Assessments [My Profile](#)

Record_ID_20241212001517 Dashboard > Assessments > Record_ID_20241212001517

General Information Management Service Delivery Governance Practices Contribution to SDGs Finish

Please review the information before going to the next page

Self Assessment
Poojapitiya PS - Kandy - Central

Created by: Pujapitiya pradeshiya sabha
 Created time: 2024-12-12 07:32:40
 Status: Draft
 Last updated: 2024-12-12 07:32:40

Click "Continue" to go to the next page and enter data

Step 6: Understand the types of Questions available in the Assessment form and remember to “Save” the data entry often to avoid losing/missing the entered data.

PERFECT 2.0 Pujapitiya pradeshhiya sabha December 12, 2024 at 7:42:35 AM [Logout](#)

[Dashboard](#) [Assessments](#) 2024 [My Profile](#)

Record_ID_20241212001517 **This is the First section** Dashboard > Assessments > Record_ID_20241212001517

General Information | **Management** | Service Delivery | Governance Practices | Contribution to SDGs | Finish

Human Resources Management

1. Has the LA completed Annual Performance Appraisal in accordance with the Public Administration Circulars (07/98, 08/98, 28/98, 02/2018 and other)

- a. Annual performance agreements have been signed by ALL existing staff members of the institution.
- b. ALL existing staff members have been assigned to the annual institutional work plan.
- c. Annual performance appraisals have been conducted for ALL existing staff members by comparing their job descriptions.
- d. Key activities and targets (KPIs) for the year have been defined in the job descriptions of ALL existing staff members.

2. Amount of funds spent for personal development per staff. (% variation between the amount spent by the LA to the district average)

2.a. Amount spent for training programs =

2.b. Amount spent for study tours =

2.c. Amount spent for recovering course fees =

Click the check box to select the options

Enter Numeric data by tping the values

Click "Save" button often to avoid loosing data in case of power or internet issues

PERFECT 2.0 Pujapitiya pradeshhiya sabha December 12, 2024 at 7:48:41 AM [Logout](#)

[Dashboard](#) [Assessments](#) 2024 [My Profile](#)

Record_ID_20241212001517 Dashboard > Assessments > Record_ID_20241212001517

General Information | **Management** | Service Delivery | Governance Practices | Contribution to SDGs | Finish

Human Resources Management

1. Has the LA completed Annual Performance Appraisal in accordance with the Public Administration Circulars (07/98, 08/98, 28/98, 02/2018 and other)

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2.b. Amount spent for study tours =

2.c. Amount spent for recovering course fees =

Success
Survey Successfully Saved

When "Save" button is clicked, a status message appears in the TOP RIGHT corner of the screen.

29.10. Pro-poor Program Description 10 =

29.10. Pro-poor Program Amount 10 =

30. The LA employs the following innovative practices in budget management activities/functions:



Are you sure?

Cancel

You can exit the Assessment anytime by clicking the "Exit" button. But always remember to click "Save" to keep the entered data

For Tracking Revenue: The LA utilizes Information and Communication Technology (ICT) tools to track revenue. This includes the use of digital platforms, software, or systems that provide real-time monitoring of revenue collection, enabling efficient tracking and analysis of revenue streams.

For Tracking Expenditure: The LA leverages ICT for tracking expenditure. Through digital systems and software, the LA can monitor and analyze expenditure data in a timely manner, ensuring transparency, accuracy, and effective financial management.

Engaging Community or Community-Based Organizations (CBOs) in Revenue Generation: The LA actively involves the community or Community-Based Organizations in revenue generation efforts. This may include partnering with local organizations, facilitating income-generating activities, or promoting entrepreneurial initiatives to enhance revenue streams and foster community participation.

d. Tracking Ward-Level Revenue Collection, including Arrears: The LA implements mechanisms to track revenue collection at the ward level, including arrears.

PERFECT 2.0 Pujapitiya pradeshhiya sabha December 12, 2024 at 8:22:23 AM [Logout](#)

[Dashboard](#) [Assessments](#) 2024 [My Profile](#)

All Assessments Dashboard > All Assessments

After EXITING, the system will take you to the Assessments menu page

The Assessment record will be saved as DRAFT and you can open and again enter the data by clicking the "Edit" button

No	Record Number	Assessment Type	Campaign Type	Local Authority	Assessed by	Status	View	Edit
1	20241212001517 English	Self Assessment	National2024	Poojapitiya PS	Pujapitiya pradeshhiya sabha 2024-12-12 07:48:41	Draft	<input type="button" value="View"/>	<input type="button" value="Edit"/>

Step 7: Navigating to the NEXT page or PREVIOUS page

29.9. Pro-poor Program Description 9 =

29.9. Pro-poor Program Amount 9 =

29.10. Pro-poor Program Description 10 =

29.10. Pro-poor Program Amount 10 =

30. The LA employs the following innovative practices in budget management activities/functions:

- a. Use of ICT for Tracking Revenue: The LA utilizes Information and Communication Technology (ICT) tools to track revenue. This includes the use of digital platforms, software, or systems that provide real-time monitoring of revenue collection, enabling efficient tracking and analysis of revenue streams.
- b. Use of ICT for Tracking Expenditure: The LA leverages ICT for tracking expenditure. Through digital systems and software, the LA can monitor and analyze expenditure data in a timely manner, ensuring transparency, accuracy, and effective financial management.
- c. Engaging Community or Community-Based Organizations (CBOs) in Revenue Generation: The LA actively involves the community or Community-Based Organizations in revenue generation efforts. This may include partnering with local organizations, facilitating income-generating activities, or promoting entrepreneurial initiatives to enhance revenue streams and foster community participation.
- d. Tracking Ward-Level Revenue Collection, including Arrears: The LA implements mechanisms to track revenue collection at the ward level, including arrears.

If you want to go to the previous page click "Save" button first and then click the "Previous" button

After filling all questions click "Save & Next" button to save the filled data and go to the next section

Step 8: Fill all the sections and finally submit the data in the section.

PERFECT 2.0 Pujapitiya pradeshiya sabha December 12, 2024 at 8:35:31 AM [Logout](#)

Dashboard Assessments 2024 My Profile

Record_ID_20241212001517 Dashboard > Assessments > Record_ID_20241212001517

General Information Management Service Delivery Governance Practices Contribution to SDGs **Finish**

Thank you for entering the data into the PERFECT 2.0 system.
Please make sure all of the data points are entered correctly.

If all data points are correct, please proceed with the submission.
Please note that once submitted the data cannot be edited.

Previous **Finish and Submit the Assessment data**

In the FINISH page click the "Finish and Submit the Assessment Data" button to submit the data to the system.

Note:
Once Submitted, the data CANNOT be edited or updated or changed.

[Save](#) [Exit](#)

PERFECT 2.0 Pujapitiya pradeshiya sabha December 12, 2024 at 8:40:23 AM [Logout](#)

Dashboard Assessments 2024 My Profile

Record_ID_20241212001517 Dashboard > Assessments > Record_ID_20241212001517

General Information Management Service Delivery Governance Practices Contribution to SDGs **Finish**

Thank you for entering the data into the PERFECT 2.0 system.

!

Are you sure?

Confirm and Submit Assessment data

Cancel **OK**

Click "Ok" button to confirm and submit the data

Step 9: Verify the data by ensuring it is in Submitted status.

Download a PDF or Excel copy of the submitted data for future reference.

PERFECT 2.0 Pujapitiya pradeshiya sabha December 12, 2024 at 8:44:07 AM [Logout](#)

Dashboard Assessments 2024 My Profile

Record_ID_20241212001517 Dashboard > Assessments > Record_ID_20241212001517

Self Assessment
Poojapitiya PS - Kandy - Central

Created by: Pujapitiya pradeshiya sabha

Status: Submitted 2024-12-12 07:32:41 2024-12-12 08:43:25

Continue Cancel

1 The status will be change to "Submitted"

2 Click "Pdf" button to generate a PDF document. This will take few seconds to load the PDF. So please wait patiently

3 Lastly, press "Exit" and confirm to get back to the Assessments menu page

Exit Pdf Excel

Step 10: Assessment menu page also shows the data is successfully submitted and the status will be changed to "Submitted". Now the data cannot be edited by anyone.

PERFECT 2.0 Pujapitiya pradeshiya sabha December 12, 2024 at 8:54:44 AM [Logout](#)

Dashboard Assessments 2024 My Profile

All Assessments Dashboard > All Assessments

New Assessment

10 v

No	Record Number	Assessment Type	Campaign Type	Local Authority	Assessed by	Status	Action
1	20241212001517 English	Self Assessment	National2024	Poojapitiya PS	Pujapitiya pradeshiya sabha 2024-12-12 08:43:25	Submitted	View

Now the status changed to "Submitted". Now EDIT option will not be available

Filter