

Starter Kit

*INSIGHTS: LESSONS
LEARNED MANAGEMENT
SYSTEM*

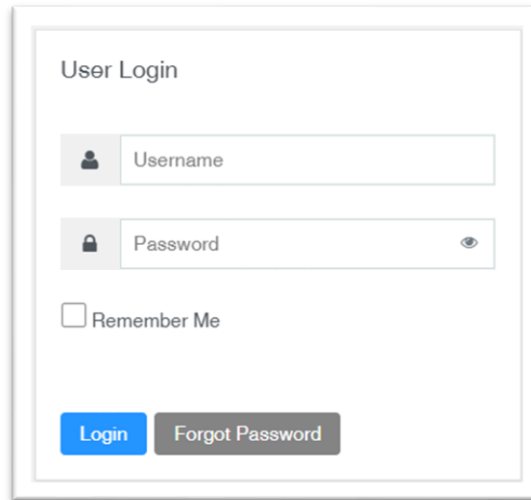
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LOGIN

1

Users can log into the system through the main login page using their credentials.



The image shows a 'User Login' form. It contains a 'Username' input field with a user icon, a 'Password' input field with a lock icon and a toggle eye icon, and a 'Remember Me' checkbox. At the bottom, there are two buttons: a blue 'Login' button and a grey 'Forgot Password' button.

Figure 1: Login Interface

After logging in, the user will be redirected to the KCONNECT landing page.

Click on the INSIGHTS from the top menu list. The screen will display the About INSIGHTS page.



Figure 2: KCONNECT Main Menu

Click on the Lessons Dashboard to create and manage lessons.

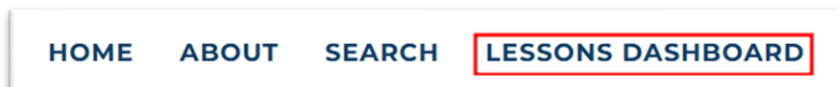


Figure 3: INSIGHTS Menu

2

Click on Add Topic to start entering details for the new topic.



Figure 4: Add Topic

3

Key-in Topic, Topic Description and Suggested By to submit the topic.

A form titled "Create Topic" with a white background and a grey border. It contains three input fields: "Topic" (with a red asterisk), "Topic Description", and "Suggested By". A blue "SUBMIT" button is located at the bottom left.

Figure 5: Create Topic form

4

Click ' Manage Topics' to view, update, or manage existing topics.



Figure 6: Manage Topics

5

Click 'Approve Topics' to review and approve the topics to start creating lessons.



Figure 7: Approve Topics

6

Click 'New Lesson' to create a lesson learned.

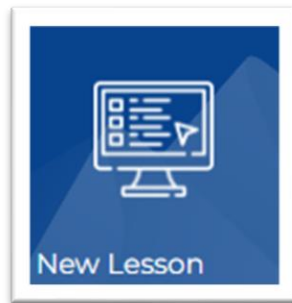


Figure 8: New Lesson

7

Start creating new lesson by entering Title and Description on the first section of form.

<p>Title</p> <input type="text" value="Title of the Lesson"/> <p>Provide a clear and concise title for the lesson</p>
<p>Description</p> <input type="text" value="Description of the lesson"/> <p>Write a brief overview or summary of the lesson</p>

Figure 9: Create Lesson

8

Enter Topic, Positive Outcome, Challenges Encountered, Improvement, Keywords, Questions and Answers on the second section of form.

Topic *

Select a pre-defined topic from the provided list

Positive Outcome

Positive Outcome

Highlight the successes or benefits derived from the experience

What went well?

+ Add Another

Challenges Encountered

Challenges Encountered

Outline the difficulties faced during the process

What went wrong?

+ Add Another

Figure 10: Create Lesson

Improvement Suggestion

Based on the successes and challenges identified above, list the areas that could be improved?

Provide ideas or strategies for overcoming challenges

+ Add Another

Improvement

How it has been improved?

Detail the specific improvements made

+ Add Another

Figure 11: Create Lesson

Keywords

List of Keywords to describe this lesson:

Add relevant keywords to aid in categorisation and searchability

+ Add Another

Questions and Answers

List of possible questions that can be generated from this lesson:

List of possible answers that can be generated for the question

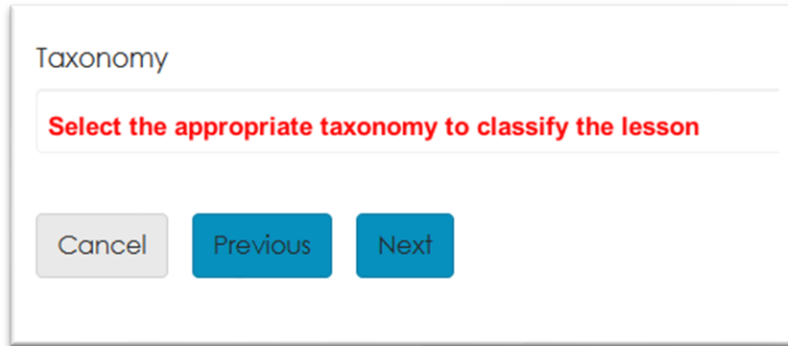
Document key questions raised and their respective answers

+ Add Another

Figure 12: Create Lesson

9

Select Taxonomy related to the lesson.

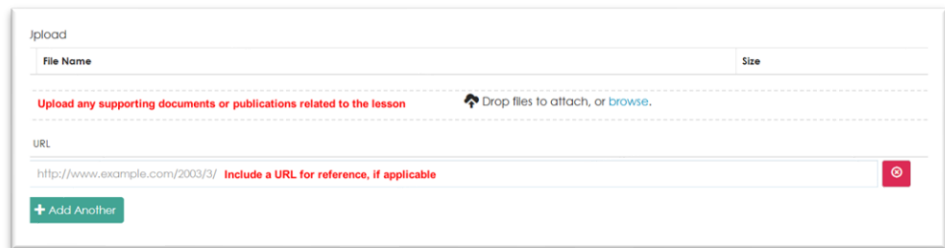


The screenshot shows a dialog box titled "Taxonomy". At the top, it says "Select the appropriate taxonomy to classify the lesson" in red text. Below this, there are three buttons: "Cancel" (grey), "Previous" (blue), and "Next" (blue).

Figure 13: Create Lesson

10

Attach document or include URL related to the lesson at last section.



The screenshot shows a section for attaching documents or URLs. It has a table header with "File Name" and "Size". Below the table is a red instruction: "Upload any supporting documents or publications related to the lesson" followed by a cloud icon and the text "Drop files to attach, or browse.". Below that is a "URL" input field with the example "http://www.example.com/2003/3/" and a red instruction: "Include a URL for reference, if applicable". There is a red close button on the right and a green "+ Add Another" button at the bottom left.

Figure 14: Create Lesson

LESSONS: **MANAGE LESSONS**

11

Click 'Manage Lessons' to view, update, or delete existing lessons.



Figure 15: Manage Lessons

LESSONS: **VERIFY LESSONS**

12

Click 'Verify Lessons' to review and do verification of the lessons.



Figure 8: Verify Lessons

13

Verify all the details at Form Details tab and change status of the lesson to Verify at Approval tab.

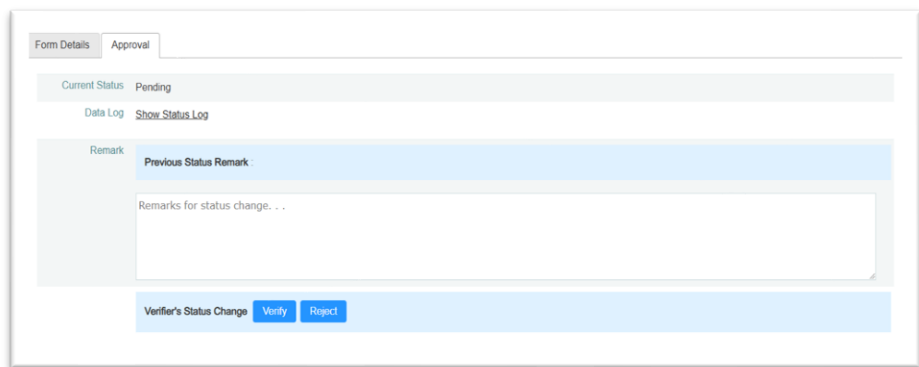


Figure 17: Verification Status Change

LESSONS: **APPROVE LESSONS**

14

Click 'Approve Lessons' to review and make approval of the lessons.



Figure 18: Approve Lessons

15

Verify all the details at Form Details tab and change status of the lesson to Approve at Approval tab.

The screenshot shows a web interface for lesson approval. At the top, there are two tabs: 'Form Details' and 'Approval', with 'Approval' being the active tab. Below the tabs, the 'Current Status' is 'Verified'. There is a 'Data Log' section with a 'Show Status Log' link. A 'Remark' section contains a 'Previous Status Remark' and a text area for 'Remarks for status change...'. At the bottom, there is a section for 'Approver's Status Change' with 'Approve' and 'Reject' buttons.

Figure 19: Approve Status Change

LESSONS: PUBLISHED LESSONS

16

Click 'SEARCH' from the menu to browse for published lessons. Approved lessons will be automatically published.



Figure 20: Search