



Daily Work Record (DWR) App User Guide

RICE West Nile · MEAL Portal · Version 1.0, October 2026

App address: ricewn-dwr.pages.dev

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1 What the app does

Which app is mine?

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

The DWR app lets you fill your Daily Work Record on your phone every day, instead of typing it into Excel at the end of the month.

- Record your **start and end time**, **planned activities**, **activities implemented** and any comment.
- See your **hours for the month**, extra hours and evaluation score as you go.
- **Download** your completed DWR in the official RICE-WN Excel template — header, totals, formulas and your signature already filled in.
- Keep working **without internet**; your records sync when you reconnect.
- Supervisors can **view and download** the DWRs of staff they supervise.

2 Getting started

You need: a smartphone (Android or iPhone) 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.pages.dev.
- 2 Create your account or sign in (see section 3).
- 3 **Add the app to your home screen** so it opens like a normal app:
 - **Android (Chrome):** tap the  menu → **Add to Home screen** (or **Install app**) → **Add**.
 - **iPhone (Safari):** tap the Share button  → **Add to Home Screen** → **Add**.

The app has four tabs at the bottom:



Today · Month · Team (supervisors only) · Profile

Tab	Use it to
Today	Record one day: times, planned activities, activities implemented, comment.
Month	See your monthly summary, find missing days and download your DWR.
Team	Supervisors only — view and download the DWRs of staff who report to you.
Profile	Your name, job title, supervisor, usual working 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?

(MEAL portal, activity reports, VSLA tracker, MEL form...) You already have an account. Do not create a new one — just sign in with the same email and password.

Sign-in screen

Create account form

New staff — sign up

- 1 On the sign-in screen tap **New here? Create an account**.
- 2 Fill in your **full name** and **job title** exactly as they should appear on your DWR.
- 3 Choose your **department** (Programs or Operations) and **duty station** (Head Office, Arua or Moyo Program Area).
- 4 Type your **supervisor's name**. If you also type your **supervisor's email**, your supervisor can view and download your DWR in the app.
- 5 Enter **your email** and a **password** of at least 6 characters, then type the password again.
- 6 Tap **Create account**. You are taken straight into the app.

If the app says "Check your email"

Open the email from Supabase / RICE-WN, tap the confirmation link, then come back and sign in.

Signing in later

Enter your email and password and tap **Sign in**. The app remembers you, so you normally sign in only once on each phone.

Forgot your password?

Tap **Forgot password?**, enter your email and tap **Send reset link**. Open the email, tap the link, and set a new password in the app.

4 Your profile and signature

Your profile fills the top part of your DWR. Check it once after creating your account: tap **Profile**.

The screenshot shows two side-by-side panels from the app. The left panel, titled 'My details', contains a form for user information. It includes text input fields for 'Employee name' (Anyama Herbert), 'Job title' (MEAL Officer), 'Supervisor's name' (Programme Manager), and 'Supervisor's email' (pm@ricewestnile.org). There are dropdown menus for 'Department' (Programs) and 'Duty station' (Head Office). At the bottom, there are time pickers for 'Usual start' (08:00 AM) and 'Usual end' (05:00 PM), and a dropdown for 'DWR month runs from day' (23). A note at the bottom states: 'RICE-WN reporting period: 23 → the "June" DWR covers 23 May – 22 June. Choose 1 for calendar months.' The right panel, titled 'SIGNATURE', has instructions 'Draw once; it is placed in "Employee's Signature" on every download.' It features a drawing area with a blue signature, a 'Draw signature' button, and a red 'Remove' button.

My details

Your signature

Field	What to enter
Employee name, Job title	As they should appear on the DWR.
Department, Duty station	Choose from the list.
Supervisor's name	Printed as "Name of Supervisor" on the DWR.
Supervisor's email	Lets that person see your DWR in the Team tab. Use the email they sign in with.
Usual start / end	Your normal hours (e.g. 8:00 AM – 5:00 PM). Filled in automatically when you record an earlier day.
DWR month runs from day	Leave at 23 — the RICE-WN reporting period (23rd to 22nd).

Add your signature (do this once)

- 1 Tap **Draw signature** .
- 2 Sign with your finger in the box. Tap **Clear** to try again.
- 3 Tap **Done** , then **Save details** .

Your signature is then placed in **Employee's Signature** on every DWR you download. Tap **Remove** → **Save details** to delete it.

5 Record your day

Use the **Today** tab. The best habit is **two quick visits a day**:

When	What to do
Morning — when you start work	Tap Now beside Start time . Type your planned activities . Tap Save day .
Evening — when you finish	Tap Now beside End time . Fill activities implemented . Tap Update day .

The left screenshot shows the 'Date' field with '10/20/2026' and navigation arrows. Below it, 'Type of day' has four options: 'Office work' (selected), 'Field work', 'Public holiday', and 'Leave / off'. 'Start time' is '08:03 AM' and 'End time' is '05:10 PM', both with 'Now' buttons. A green box at the bottom shows 'Total regular hours' as '8:07 hrs' with a note 'lunch 1-2 PM not counted'.

The right screenshot shows 'Planned activity(ies)' with a list: '1. Prepare the PROSPER monthly report', '2. Participate in HESI weekly meeting', and '3. Followup requisitions for monitoring visit'. Below this is a 'Copy from plan' button. The 'Activity(ies) implemented' section shows the same list with the first item changed to '1. Prepared the PROSPER monthly report'. A 'Save day' button is at the bottom.

Date, type of day and times

Planned and implemented activities

Step by step

- 1 Date** — today is selected. Use **<** **>** or tap the date to record another day. The line under the date shows which month's DWR the day belongs to.
- 2 Type of day** — **Office work** , **Field work** , **Public holiday** or **Leave / off** .
- 3 Start time / End time** — type the time or tap **Now** . The green box shows the hours counted for the day.
- 4 Planned activity(ies)** — start typing and the app numbers the list for you: press **Enter** for the next number.
- 5 Activity(ies) implemented** — tap **Copy from plan ✓** to copy your plan into the past tense ("Participate" → "Participated", "Travel" → "Travelled"). Then **edit it to show what really happened**: remove anything not done, add anything unplanned.
- 6 Comment (optional)** — e.g. "Part of outcome monitoring", "Activity postponed by partner".
- 7 Tap Save day** . You will see **Saved ✓**.

Public holidays and leave

The screenshot shows the 'Date' field with '10/09/2026' and navigation arrows. Below it, 'Type of day' has four options: 'Office work', 'Field work', 'Public holiday' (selected), and 'Leave / off'.

Public holiday: no times needed

Choose **Public holiday** or **Leave / off** . The time boxes disappear and the day counts **0 hours**.

Type the name in the activity box, e.g. *Public Holiday (Heroes' Day)* or *Annual leave*.

Recording public holidays also lowers the suggested number of working days for the month.

Change or delete a day

Pick the date (or tap the day in the **Month** tab). The saved record opens. Change it and tap

Update day, or tap **Delete**.

One record per day

A day can be saved once; saving again updates it. The Excel template has room for **25 days** per month, which is enough for every weekday plus a few weekend days.

6 How hours are counted

Hours = End time – Start time – the lunch hour. The lunch break, **1:00 PM to 2:00 PM**, is never counted. A normal day of 8:00 AM to 5:00 PM therefore counts **8 hours**.

Start – End	Hours counted	Why
8:00 AM – 5:00 PM	8:00	9 hours minus 1 hour lunch
8:10 AM – 5:45 PM	8:35	9:35 minus lunch
8:00 AM – 7:00 PM	10:00	Long field day: 11 hours minus lunch
8:00 AM – 1:00 PM	5:00	Left before lunch — nothing deducted
8:00 AM – 1:30 PM	5:00	Only the time after 1 PM is lunch
2:00 PM – 5:00 PM	3:00	Started after lunch
Public holiday / leave	0:00	No times recorded

The same rule is built into the downloaded Excel file, so hours stay correct if anyone edits a time there.

7 Your month and the DWR download

The reporting period: 23rd to 22nd

Each month's DWR runs from the **23rd of the previous month to the 22nd** of that month. A day on or after the 23rd belongs to the **next** month's DWR.

DWR month	Covers
October 2026	23 September – 22 October 2026
November 2026	23 October – 22 November 2026
December 2026	23 November – 22 December 2026
January 2027	23 December 2026 – 22 January 2027

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.

162:52

Total hours worked

168:00

Expected (21 days × 8h)

-5:08

Hours not worked

97%

Evaluation

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

Thu 8 Oct

Download DWR (Excel template)

Summary, chart and download

Using the Month tab

- Choose the month and year.** The line below shows the exact dates covered and how many of the 25 rows are used.
- Check "No. of working days in the month".** The app suggests weekdays minus recorded public holidays. If HR gives a different number, type it in — the app remembers it for that month.
- Read your summary:**

Box	Meaning
Total hours worked	All hours recorded in the period.
Expected	Working days × 8 hours.
Extra hours / Hours not worked	Difference between worked and expected (green = extra, red = short).
Evaluation	Hours worked ÷ expected hours. 100% or more means you met the expected hours.

- Look at the chart.** One bar per day; the dotted line is 8 hours.

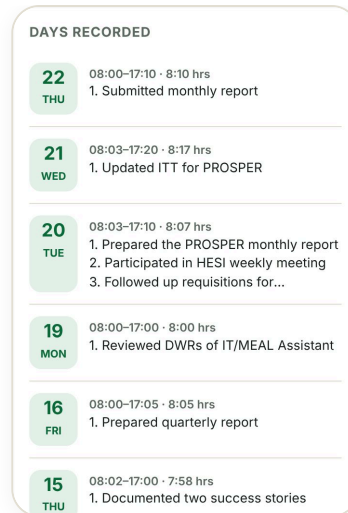
work day

public holiday

leave

weekday not recorded

weekend
- Fill missing days.** Weekdays with no record are listed in red. Tap one to open it in the Today tab and fill it.
- Tap **Download DWR (Excel template)**. The file is saved as e.g. **Herbert_DWR for October 2026.xlsx** in your phone's **Downloads**.



Days recorded — tap any day to open or edit it

After downloading

1. Open the file in Excel (or Excel/WPS on your phone) and check it.
2. Share or print it as your office requires, and pass it to your supervisor for the **Supervisor's Comment** and **Signature**, then to HR.

Tip

If a day has a start time but no end time, the app warns you before downloading — that day would count 0 hours.

8 Working without internet

The app works offline — useful in settlements and during field days.

Without internet you can	Needs internet
Open the app, record and edit days, see the Month summary, download your DWR	Creating an account, first sign-in on a phone, the Team tab, syncing

- The label at the top shows **Online**, **Offline** or **Syncing...**.
- When you save offline you see "**Saved on this phone — will sync when online**". When the connection returns, the app sends your saved days automatically.
- Open the app at least once with internet on each phone, so it can store itself.

Important

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

9 For supervisors

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

Staff member
Akello Grace — IT/MEAL Assistant

Month: October Year: 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 automatically when at least one staff member has entered **your email** as "Supervisor's email" in their profile. Portal administrators see all staff.

- 1 Choose the **staff member**, **month** and **year**.
- 2 Check the number of working days and the summary.
- 3 Scroll down to read each day recorded.
- 4 Tap **Download their DWR** for the completed Excel template.

Supervisors can view and download but cannot change a staff member's records.

Not seeing someone?

Ask them to open Profile and check that "Supervisor's email" is exactly the email you sign in with, then tap Save details.

10 Good practice

- **Record every day**, not at the end of the month — it takes two minutes and your times are accurate.
- **One activity per number**, starting with an action word: *Prepare...*, *Participate in...*, *Review...*, *Conduct...*
- **Name the project** (PROSPER, HESI, Bidi Bidi, SEA-WN...) so your work can be linked to project reports.
- **Implemented ≠ planned**. Write what was actually done, with the result where possible: *"Reviewed four CNs and shared comments with Finance"*.
- Use **Comment** to explain changes, delays or why a planned activity was not done.
- Before downloading, clear all **red missing days** on the Month tab.

11 Problems and answers

Problem	What to do
"You already have an account with this email"	You registered in another RICE-WN app. Sign in with that password, or tap Forgot password? .
I didn't get the confirmation / reset email	Wait a few minutes and check Spam or Promotions. Make sure the email address was typed correctly.
Wrong name or job title on the DWR	Profile → correct it → Save details → download again.
A day is in the wrong month	Remember the period is 23rd–22nd. A day on 23 October belongs to November's DWR.
Hours look too low	Lunch (1–2 PM) is not counted. Also check that the day has an end time .
"This month is full"	The template holds 25 days. Delete a duplicate or unneeded weekend entry.
The top label stays on "Offline" / "Syncing..."	Check your data or Wi-Fi, then close and reopen the app.
The download doesn't open	Look in your phone's Files → Downloads . Install Microsoft Excel or WPS Office to open .xlsx files.
My supervisor can't see my DWR	Profile → check "Supervisor's email" is correct → Save details.
I changed phones	Sign in on the new phone — all synced records are there.

12 Getting help

For help with the app, accounts or the DWR template, contact the **MEAL Office, RICE West Nile Head Office** (MEAL Officer: Anyama Herbert).

When reporting a problem, say which phone you use, what you tapped, and what message appeared — a screenshot helps.