Overview

The Tracker Capture app is the way in which Surveys, Surveillance, Research, and Evaluations (SRE) data are recorded in DATIM after COP approval. This document outlines how to access and use Tracker Capture for the purposes of reporting Q2 or Q4 fiscal year evaluation data.
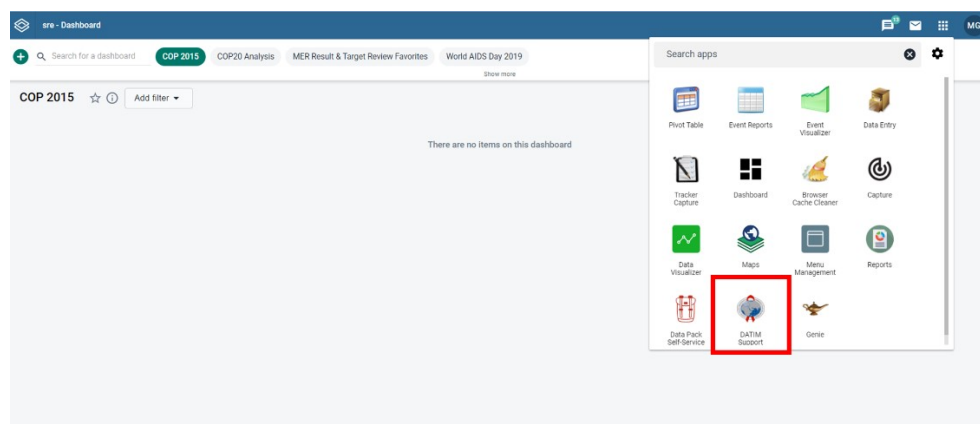
Note: All evaluations including the CoAg- and contract-level evaluations will use the Planning Form in the Tracker App of DATIM. The planning form more directly aligns evaluations with what was proposed and approved at COP. This form and the enrollment form need to be completed after COP approval and are required for all evaluations. We recognize that often CoAg evaluations do not have the required information until sometime after COP. Agencies should now track CoAg evaluations from the time their IM is proposed, to when it is awarded, and then to enter details as soon as the evaluation is planned. Agencies should also provide a Semi-Annual Status Update form for these to at least indicate that they are complete.

* Please do not create test and training accounts in production.
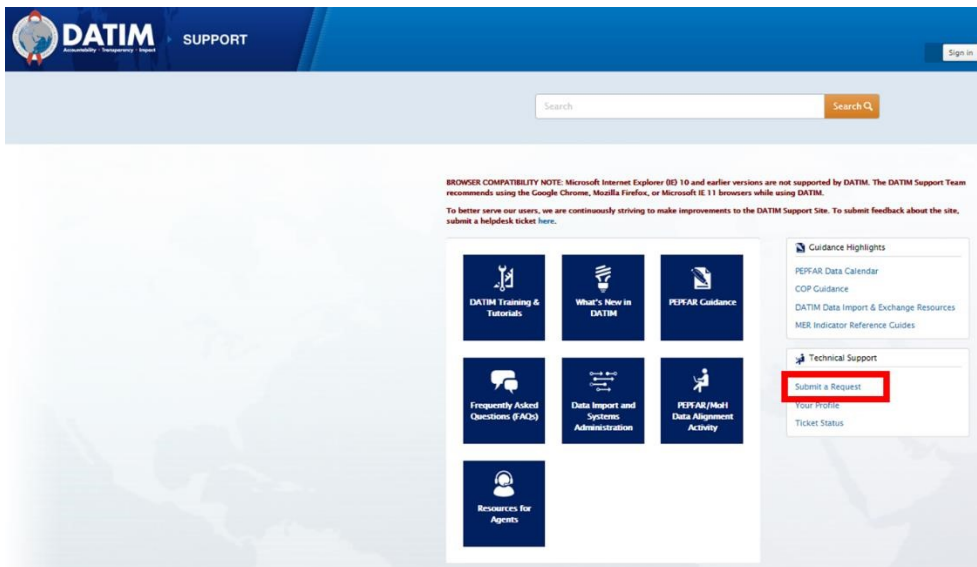
Access

In order to have access to Tracker Capture for reporting evaluations, a request for a new ESoP user account should be submitted via register.datim.org. This request will then be routed to a User Administrator for approval. Once approval is granted, Tracker Capture will be added to the user's account.

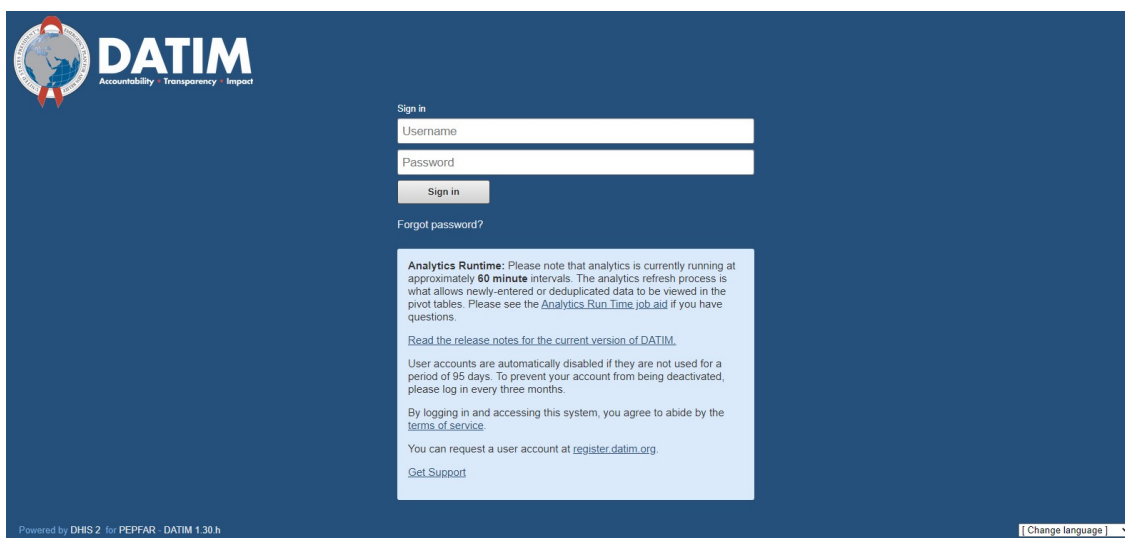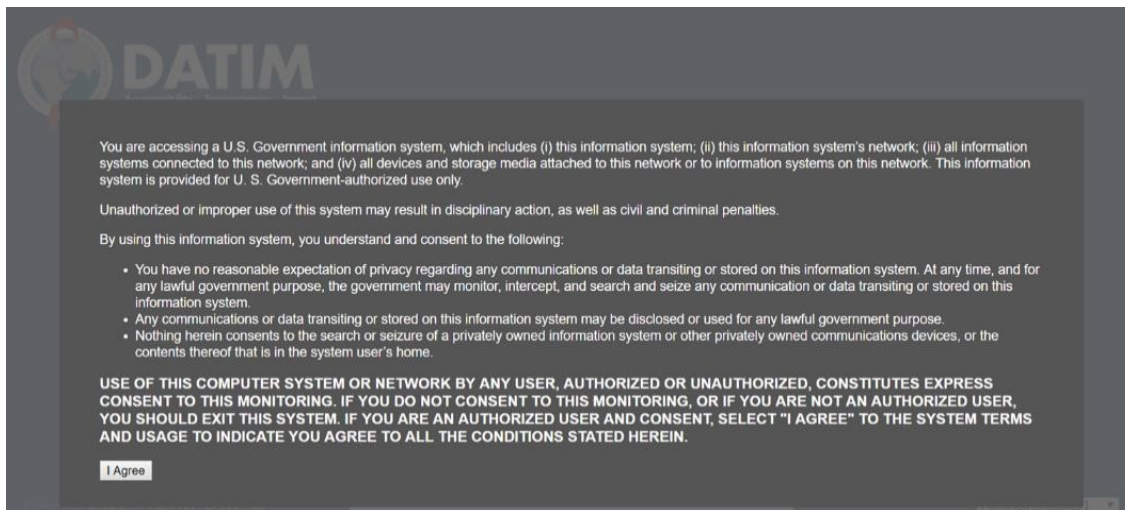Any questions or issues related to the application should be directed to DATIM Support by submitting a request.
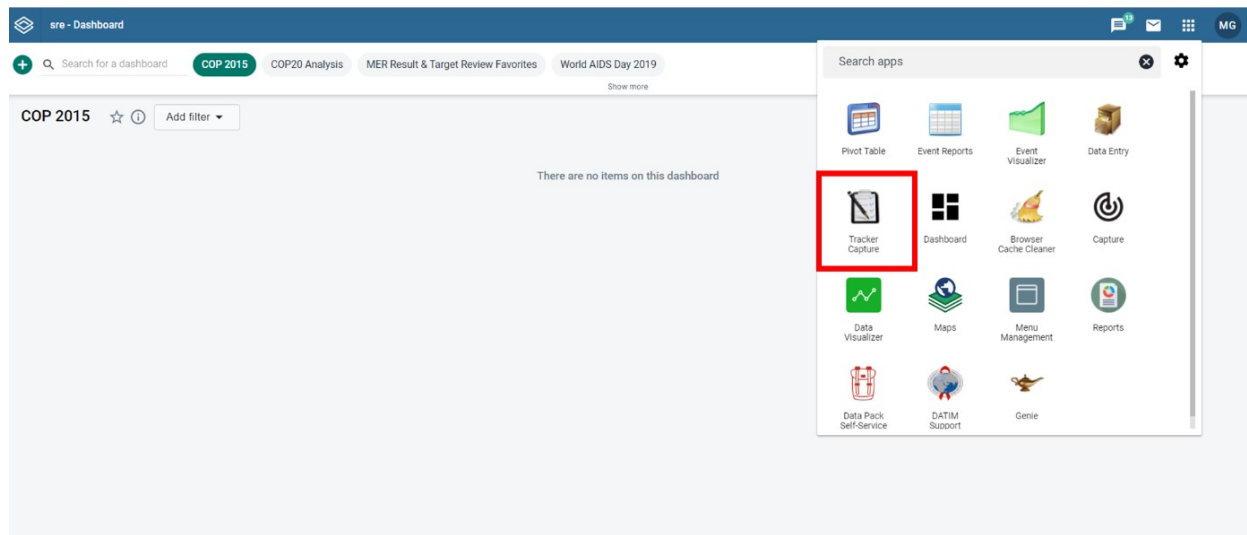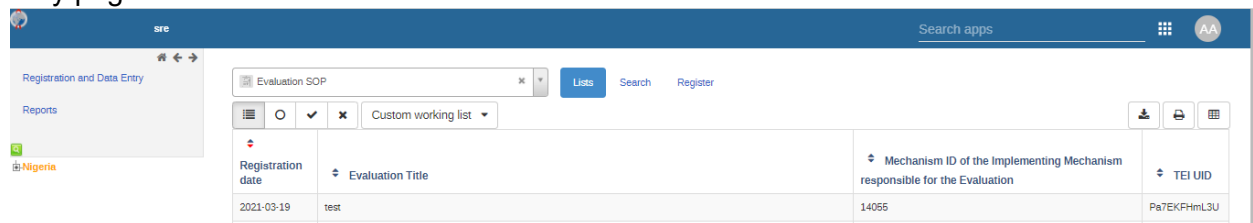

Or

Data Entry

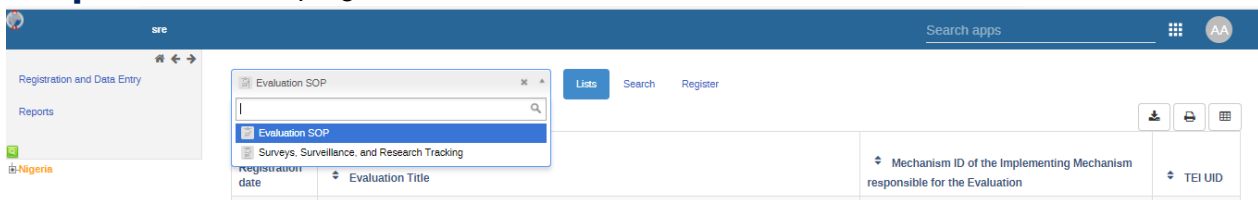**Step 1:** Login to DATIM (DATIM.org) with your correct account credentials:

Step 2: On the top right-hand corner of the screen, select the **Apps menu** where you should see Tracker Capture (you may need to use the scroll down button on the right side of the menu):
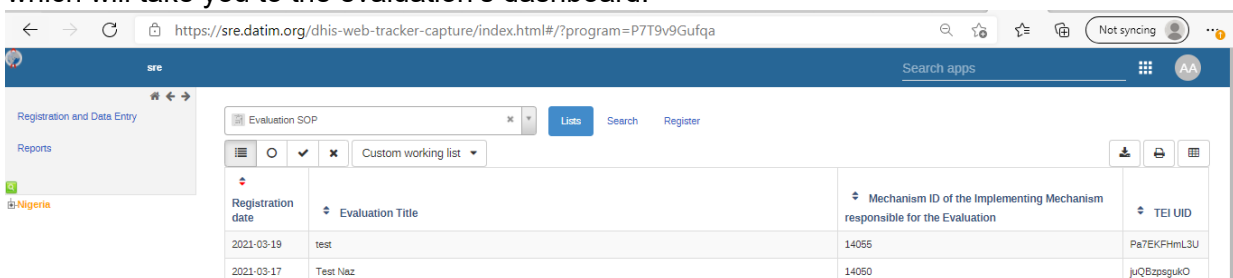

Step 3: Select the **Tracker Capture** app, which will take you to the registration and data entry page:

Step 4: Select the program **Evaluation SOP**:

Step 5: For **ongoing evaluations**, search and click the evaluation event that you want to edit, which will take you to the evaluation's dashboard:

Step 6: For **new evaluations**, select **Register** and complete the **ESOP Enrollment Form**:

If the study was approved in COP but is no longer going to be implemented (ie it will be deactivated) please be sure to note the rationale in question 59 and 60.

Step 7: If you have another new evaluation to register, select **Save and add new** at the end of the form. If you do not have another new evaluation to register, select **Save and continue**:

NOTE: You must complete all required fields to save the form.

Step 8: Select **Save and continue**, which will take you to the evaluation's dashboard:

NOTE: If you need to edit your Enrollment form, you may do so by clicking the Edit button in the Profile section and clicking Save at the end of the form when finished.

Step 9: You should complete the **Planning** event form for your evaluation once each fiscal year during the next available reporting period after receiving COP approval. You can only complete **one** Planning form per fiscal year**.**

In the **Timeline Data Entry** section, click the plus sign to **Add** and **Save** the **Planning** event form for your evaluation. Click **Complete** to save the form:

NOTE: You must complete all required fields to save the form.
NOTE: If you do not click Complete, the data will not be saved and made available for generating reports in the Event Reports app.

Step 10: After clicking Complete, select **Complete** again to stay in the dashboard or **Complete and exit** to return to the registration and data entry page:

Step 11: You should complete the **Semi-Annual Status Update** form for your evaluation once per reporting period through the conclusion of your evaluation. Please note you will not be able to edit a pervious period's Semi-Annual Status Update form.

In the **Timeline Data Entry** section, under **New event**, click **Add** to select and **Save** to access the **Semi-Annual Status Update** event form for your evaluation. Click **Complete** to save the form:

NOTE: You must complete all required fields to save the form.

Step 12: After clicking Complete, select **Complete** again to stay in the dashboard or **Complete and exit** to return to the registration and data entry page:

Step 13: Upon reporting the conclusion of your evaluation in the Semi-Annual Status Update form, the Adherence Checklist event form will appear:

Step 14: You should complete the **Adherence Checklist** form for your evaluation once at the conclusion of your evaluation.

In the **Timeline Data Entry** section, under **New event**, click **Add** to select and **Save** to access the **Adherence Checklist** event form for your evaluation. Click **Complete** to save the form:
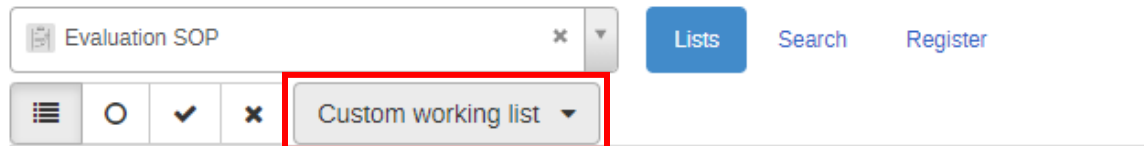
NOTE: You must complete all required fields to save the form.
NOTE: Once you click Complete, you will no longer be able to edit the event form.

Custom working list

The Custom working list feature is available for users to filter evaluations by different criteria such as Enrollment Status, TEI UID, etc.

Step 1: Once you select the program **Evaluation SOP** the **Custom working list** button is listed directly below the Evaluation SOP program:

Step 2: Click on the drop down for **Custom working list** and choose the filters that apply to your search to retrieve the evaluations:

Step 3: Scroll all the way to the bottom of the list and click on the Search button. A list of the evaluations that fall under your filter will be returned:

Registering unit	Registration date				response the E
South Africa	2021-09-1				4610
South Africa	2021-09-1				2868
South Africa	2021-09-1				2866
South Africa	2021-09-1				4610
South Africa	2021-06-1				1658
South Africa	2021-06-1				1379
South Africa	2021-06-1				1658

project- Trinidad Tobago

ESOP-SaSR Countries in project- Turkmenistan

ESOP-SaSR Countries in project- Uganda

ESOP-SaSR Countries in project- Ukraine

ESOP-SaSR Countries in project- Uzbekistan

ESOP-SaSR Countries in project- Vietnam

ESOP-SaSR Countries in project- Zambia

ESOP-SaSR Countries in project- Zimbabwe

Search

NOTE: You must **manually** type in the answers to any fields that show **Please Select** while we fix the issue with the dropdowns:

Reports

For information on ESoP reports, please see the following How to Generate a Report for ESoP.