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1. Introduction

The PULSE web-based tool facilitates the management of a PULSE assessment. Since the assessment process may take up to six months and involves many experts to perform tasks (like scoring and quality assurance), the PULSE Tool enables the process to be managed easily in a logical, methodical way. It guides the Assessment Team Leader and other experts through the assessment lifecycle such that no important step can be overlooked. The PULSE Tool is available 24x7 and also contains a communications module that keeps all the experts informed of progress.

The PULSE Handbook contains all the details and definitions of the assessment process. This manual assumes that users are at least familiar with the Handbook and the assessment process. In the introductory paragraphs that follow, important concepts that pertain to use of the PULSE Tool will be reiterated for the convenience of users.

1.1. PULSE Methodology

The PULSE methodology consists of 29 indicators and 102 dimensions, classified in six pillars. The methodology also contains rules for scoring each dimension.

The methodology will be updated on a regular basis; however, only one version of the methodology can be associated with a given assessment. The PULSE Tool allows the PULSE administrators to manage different versions of the methodology. Definitions can be found in the PULSE Handbook.

1.2. User Roles and Responsibilities

To initiate the assessment process, the Lead Agency or Institution assigns an Assessment Team Leader (ATL) to lead the assessment. The ATL provides oversight of the entire assessment process and manages the PULSE Tool.

After assignment of the ATL, to establish the participation of relevant experts in the assessment process, the Assessment Team Leader (ATL) must assign subject matter experts to work on the assessment. Each expert is given a defined role which indicates what sort of tasks s/he is to perform. Possible roles and responsibilities of the experts are shown in Table 1.
1. Introduction

1.3. PULSE Check

An important aspect of the Quality Assurance (QA) process is the PULSE Check. The PULSE Check is a QA touchpoint performed by the PULSAR Team which ensures that the PULSE methodology has been applied correctly, scoring is properly evidenced, and the report structure follows the PULSE Handbook, among other things. Although the PULSE Check may be optional in some circumstances, it is very strongly recommended.

The PULSE Tool accommodates the PULSE Check – it is part of the lifecycle of an assessment. Please see the dark green rows in Table 2 of the next section. Further details are also included in the Handbook (page 9).

1.4. Lifecycle of an Assessment

The lifecycle of an assessment is the list of process steps from the beginning to end. An assessment has up to 12 steps (the exact number depends on whether there is a PULSE Check). The lifecycle is described in detail in the Handbook (page 5), but is summarized in Table 2 for convenience.

Figure 1 provides a process flow diagram showing all the steps in the lifecycle in logical order. The start and end of the process are marked with double circles.

At each step in the lifecycle, one or more of the experts perform certain work. Table 2 gives a description of each step and the work that is performed in that step. Rows in light blue color pertain to the Concept Note; rows in light green color pertain to the performance of the actual assessment. Rows in dark green color pertain to the PULSE Check.

---

**Table 1. Responsibilities in the PULSE Tool**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities in the PULSE tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Team Leader (ATL)</td>
<td>Provide oversight of the entire assessment process and manage the PULSE Tool. Create the assessment record in the PULSE Tool. Assign roles to other participants who will be working on the assessment in various capacities. Perform the change of statuses in the assessment to follow the assessment lifecycle.</td>
</tr>
<tr>
<td>Assessment Team</td>
<td>Assist the ATL in carrying out the Quality Assurance (QA) process, including revision of assessment’s raw data, draft and final PULSE reports, and preparation of matrix of comments and responses, based on the feedback received from Peer Reviewers.</td>
</tr>
<tr>
<td>Peer Review Team</td>
<td>Review draft PULSE Concept Note (CN).</td>
</tr>
<tr>
<td>External Validation Team</td>
<td>Participate in the QA process, including review and validation of assessment’s raw data, and review of feedback on the first draft of the complete PULSE report.</td>
</tr>
<tr>
<td>Oversight Team</td>
<td>Review and approve the Concept Note and the final PULSE report.</td>
</tr>
<tr>
<td>Pulsar Team</td>
<td>Provide feedback on the Concept Note. Conduct the PULSE Check.</td>
</tr>
<tr>
<td>#</td>
<td>Step / Status</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------</td>
</tr>
<tr>
<td>1</td>
<td>Create</td>
</tr>
<tr>
<td>2</td>
<td>Prepare Concept Note</td>
</tr>
<tr>
<td>3</td>
<td>Review Concept Note</td>
</tr>
<tr>
<td>4</td>
<td>Revise Concept Note</td>
</tr>
<tr>
<td>5</td>
<td>Approve Concept Note</td>
</tr>
<tr>
<td>6</td>
<td>Assessment</td>
</tr>
<tr>
<td>7</td>
<td>Validate Assessment</td>
</tr>
<tr>
<td>8</td>
<td>Revise Assessment</td>
</tr>
<tr>
<td>9</td>
<td>Prepare Report</td>
</tr>
<tr>
<td>10</td>
<td>Review Report</td>
</tr>
<tr>
<td>11</td>
<td>Revise Report</td>
</tr>
<tr>
<td>11a</td>
<td>Review Pulse Check</td>
</tr>
<tr>
<td>11b</td>
<td>Revise Pulse Check</td>
</tr>
<tr>
<td>12</td>
<td>Approve Report</td>
</tr>
</tbody>
</table>
Figure 1. Lifecycle Process Flow

- **CREATE ASSESSMENT**
  - Users defined
  - Prepare Concept Note
    - Concept Note Draft
  - Review Concept Note
    - Concept Note Reviews
    - Revise Concept Note
      - Reject
      - Approve Concept Note
  - Assessment
    - Dimensions scored
  - Review Assessment
    - Scores reviewed
    - Revise Assessment
      - Scores final
      - Prepare Report
  - Report Draft
    - Report Reviews
    - Revise Report
      - Submitted to Pulse
    - Review Pulse Check
      - Pulse Check Reviews
      - Revise Pulse Check
  - Approve Report
  - Report Final
  - Pulse Final
  - Reject
  - Reject
1.5. Documents of an Assessment

Many types of documents can be “attached” to an assessment. There is a system storage folder called the Document Repository into which all forms of documents may be placed. These documents may be uploaded as support evidence for the assessment. Later, during the scoring process, these documents may be used to support the dimension scores. Every document in this repository may be assigned to a category to make it easier to organize and locate. For further details on the Document Repository and the storage categories please see section 3.6.4 of this manual.

Types of documents that may typically be stored in the Document Repository include: (a) Supporting Evidence (these documents may be attached or linked to specific dimensions); (b) Concept Notes; and (c) Reports.

1.6. Document Templates

The CN and the PULSE Report are detailed documents that must follow already established guidelines. These guidelines are already programmed in the system in the form of template documents. Although the Handbook describes exactly what these guidelines are for each document, the PULSE Tool allows these guidelines to be changed. Established templates can be downloaded for an assessment. Instructions for downloading are included later in this manual.
2. Login and Security

2.1. Login

To perform tasks in the PULSE Tool, users must login to the system using a Username and a Password (Figure 2). The Username is the registered email address.

2.2. Forgot Password

If the user forgets his/her password it can be recovered directly by clicking on the option *Forgot your password?* as depicted in Figure 3.

The user will receive an email with instructions as shown in Figure 4. When the user clicks on the link in the email the system will display a page requesting the user to enter and confirm a new password (Figure 5).
2. Login and Security

**Figure 3.** Reset Password Dialog

![Reset Password Dialog](image)

**Figure 4.** Notification to Reset Password

![Notification to Reset Password](image)

**Figure 5.** Reset a Password

![Reset a Password](image)
2.3. Change Password

To change the password, select the *Change Password* option from the menu on the left side of the display (Figure 6).

*Figure 6. Change Password Dialog*
The assessment list (Figure 7) displays the current assessments to which a user/role has access. Any user/role may view the list of assessments window. However, the system will only display the assessments to which the user has been assigned by the Assessment Team Leader. In some cases, only one assessment will be displayed.

The columns on the right give an overview of the status of the assessment and its progress towards completion. The column abbreviations on the right stand for:

- **CN** - Concept Note
- **% NA** - Percentage of dimensions scored as Not Available
- **% D** - Percentage of dimensions scored with D*
- **% Comp** - Percentage of scored dimensions

For the ATL role, clicking on the button ( ) in the left-most column of the assessment list opens a contextual menu (Figure 8). The contextual menu provides several options. These options are described in the next several pages.
3.1. Create an Assessment (Add Command)

The first step in the assessment process is the creation of a system record of the assessment. For the ATL role, the link to create an assessment + Add Assessment is displayed on top of the list of assessments.

The system automatically assigns the current methodology version and the correct dimensions for the methodology. Typically, this function will only be performed once.

The ATL should have the following information at hand to create an assessment:

- The institution at which the assessment will be performed.
- The period of time of the assessment.
- A description of the assessment.

The ATL selects the institution that will lead the assessment. The system automatically populates the country and region fields of the institution. Please note that the country and region fields are “grayed out,” meaning that they do not accept data entry.
3.2. Edit an Assessment
(Edit Command)

Click on *Edit* from the contextual menu to revise the general information of the assessment, if needed. The same dialog as in the creation process appears (*Figure 11*). Make the appropriate revisions and then click the Save button to save the changes. Please note that the methodology was assigned automatically earlier and cannot be changed in this form.

3.3. Set Deadlines for Steps in the Lifecycle
(Configuration Command)

This feature enables notifications to users about deadlines for different steps in an assessment cycle (*Figure 12*). The system takes the number of days specified and sends an appropriate message to users when the days specified have elapsed.

Enter values in whole days (integers) on each line. Do not enter other values, text, or punctuation. The total number of days for all steps should not exceed 180 (approximately 6 months). The system counts the total number of days and displays a message in the lower right corner of the form.
3.4. Managing Users and Roles

3.4.1. Management in the Matrix Display

After the ATL has created the assessment and configured the reminders, the system asks the ATL to assign the experts who will work on it in various capacities (roles). The display (Figure 13) enables the ATL to manage the user setup process. This form allows the ATL to assign existing and new users, and to view the assignments of users and roles in a matrix format.

To select the experts and their roles, use the first (left) dropdown list options to pick the name of an expert and then the second (middle) dropdown list to choose the expert's role. It is also possible to create the user account directly here via +Create User if the user does not yet exist in the system.

Instructions on the form remind the ATL about the applicable rules for defining users/roles. There are also two important rules for users/roles that are always relevant:

- Each role must have at least one expert assigned to it.
- An expert can have more than one role, e.g., a Peer Reviewer and an External Validator could be the same person.

When the users/roles have been selected and all rules have been complied with, the system enables the green button Finalize Defining Users. Click this button to save the selections.

Figure 13. Assign Users and Define Roles

Configure users for the evaluation for Assessment MFG2023

On this page you can configure users for an evaluation

- Back to Assessment Dashboard
- Import Users
- Create User
- Finalize Defining Users

Define users for concept note preparation, review and approval. The button will be ENABLED when the following conditions are met:

- Define at least one user for the Oversight team
- Define at least one user for the Pulsar team
- Define at least one user as Peer reviewer

Save users and roles

<table>
<thead>
<tr>
<th>User</th>
<th>Assessment Team Leader</th>
<th>Oversight</th>
<th>Pulsar Team</th>
<th>Peer Reviewer</th>
<th>Assessment</th>
<th>External Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe Team Leader</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Doe Peer Reviewer</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Doe External Validator</td>
<td>✔  ✔  ✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony Doe Oversight</td>
<td>✔  ✔  ✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.4.2. Add Existing Users to an Assessment

Use the first (left) dropdown list options to select the name of an expert and then the second (middle) dropdown list to select the expert's role (Figure 14). Click **Save users and roles**.

3.4.3. Add New Users to the Assessment

Click on the **Create User** link to define the name and email address of a new user. A dialog opens (Figure 15). Enter appropriate data in all the fields and then click **Save users and roles**. All fields are required.
The system will automatically send an email to the new user asking that the email address be verified, and the user will be required to set a password (Figure 16). When clicking the link, the user will be able to set the password and will be confirmed as system’s user (Figure 17).

Once the new user sets a password, the system will redirect to the login page. The system automatically checks whether there is at least one assessment linked to this user. If there is more than one assessment the system redirects to the list of assessments. If there is only one assessment the system redirects to the assessment Dashboard as shown in Figure 18.

Figure 16. Notification to New User with Link to Password

Figure 17. Reset Password Dialog
3.5. Move an Assessment to the Recycle Bin (Remove Command)

Because an assessment record is the fundamental unit of the system, the system will not allow an immediate, full deletion of any assessment. The ATL can move an assessment to the “Recycle Bin” using the Remove command from the contextual menu (Figure 19). Assessments in the Recycle Bin are not permanent deletions and can be restored later.

Once the user confirms the move into the recycle bin the assessment can be viewed immediately in the list of recycled assessments (Figure 20).
It is possible to undo this operation by going to the list of recycled assessments and restoring these assessments if necessary.

### 3.6. Dashboard of an Assessment

The information presented in the Dashboard is an overview of the status of the assessment. To reach the Dashboard, click on the magnifying glass button on the left side of the assessment list. The Dashboard for the selected assessment opens. In Figure 21, the assessment is “MFGMFG20.”

The Dashboard contains vital information about the status of the CN, assessment, and PULSE report. All users can view the Dashboard. However, the content and options displayed vary according to the user’s role.

The following several paragraphs refer to the option in blue in the middle of the Dashboard.
3.6.1. Methodology

To view all the details of the methodology for this assessment, click on the Methodology link.

A display opens with details of the methodology for that assessment (see Figure 22). Click on any title or phrase to view the description of the relevant pillar, indicator, or dimension.

3.6.2. Users

Assessment users and roles can be managed from the Users link on the Dashboard. Management of system users was discussed earlier in the section, “Managing users and roles.” Please refer to that section for detailed instructions.

3.6.3. QA Steps

QA stands for quality assurance. This is a small window with information on the progression of the changes in status that have occurred from the beginning. The window indicates the date and user who caused the change in status (Figure 23). This is accessible from the link QA Steps in the middle of the Dashboard.

Figure 22. Looking Up Methodology Details

![Figure 22. Looking Up Methodology Details](image)

Figure 23. Status Change Display

![Figure 23. Status Change Display](image)
3.6.4. Document Repository

The experts in charge of the assessment need to collect evidence and documentation from the institution to support the scores. For that purpose, there is a set of pre-defined categories in the PULSE Tool to which documents may be assigned. To browse the documents and the categories, click on the Document Repository link. The display shown in Figure 24 opens. In this example, there are 14 possible categories.

The display will only show the categories for which the assessment actually has some documents uploaded.

To upload a document simply click on the +Add Item link. The window opens as shown in Figure 25.

Select the category from the dropdown list, select a file, type the description, and click Upload. This will put the document on the list available later for scoring the dimensions. In the Description, be as specific as possible – this will be helpful later when reviewing the documents.

In the list of documents click to view the categories that do not already contain uploaded documents. This allows the user to quickly identify the documents that have been uploaded.
3.6.5. Document Share

The system allows users to distribute specific documents via an email distribution list.

The dropdown list \textit{Document to Share} (Figure 26) will show the following documents only when they are available to be shared. Select the appropriate document from the dropdown list.

- Draft Concept Note
- Final Concept Note
- Draft Report
- Final Report
- Final Report after Pulse Check

After selecting the document to share, the ATL must next create the email distribution list. The text box \textit{Emails} (Figure 27) allows a list of formatted or unformatted email addresses to be pasted into the box. Simply copy and paste email addresses into the box. The system will extract the emails from the text (and ignore other text) and send once to every unique address found in the text. Every identified email address in the list will receive the message shown in Figure 28.
3.6.6. AuditLog

The audit log is a list of all the events that have taken place in the system, for example, the creation of an assessment, change in status of an assessment, assignment of users, changes of experts on an assessment, etc. The audit log is only available to the ATL. To view the log, click on Auditlog. A sample audit log display is shown in Figure 29.
4. Assessment – Concept Note Phase

The next step in the assessment lifecycle is to prepare a CN. In order to initiate this step, it is assumed that an assessment has already been created (see section 3.1. “Create an Assessment”), configured, and that experts were assigned to the assessment (see section 3.4. “Managing Users and Roles”).

4.1. Prepare Concept Note

Once the ATL has defined the experts that will participate in this assessment, s/he can mark the assessment and proceed to the next step, Prepare Concept Note. This button can be found on the right side of the assessment Dashboard (Figure 30).

Please note that the Prepare Concept Note button is only available to Assessment Team Leaders.

The concepts “upload” and “download” are very important to the following processes:

* Upload = Move a document from the user’s own system (e.g., laptop) to the PULSE Tool
* Download = Move a document from the PULSE Tool to the user’s own system

An upload documents dialog opens (Figure 31). The ATL may upload a CN, if one is already available. To do so, select a file and then click Upload.

Figure 30. Dashboard with Prepare Concept Note
4.1.1. Download Concept Note Template

If there is no CN developed yet, an option allows the ATL to download a Concept Note template. A template is an empty document that provides guidance on the required structure of the CN, which helps the author to develop the CN more easily (Figure 32). The user will only have to fill in appropriate text in spaces provided, as explained in the instructions in the template.
4.1.2. Upload Concept Note

Once the author has completed a draft of the CN (in accordance with the instructions / guidelines), s/he can upload it to the system using the Upload button (Figure 33).

Uploading the first draft of the CN will enable the Assessment Team Leader to move to the next step in the assessment lifecycle, Review Concept Note (Figure 34). Alternatively, the ATL can also upload a new version of the CN.

Once the ATL is sure that this CN is ready to be reviewed, it can be sent to the assigned Peer Reviewers. The ATL will first confirm the action by clicking Proceed to Review (Figure 35).

**Figure 33. Upload a Concept Note**

- Select file: Concept Note.docx
- Optional Notes: The concept note is complete and the assessment development planning has been coordinated with the client

**Figure 34. Review Concept Note with Current Version**

- Concept Note: PULSE Concept Note
- Current Version: 1
- Date Uploaded: 11/6/2022
- Optional Notes: The concept note is complete and the assessment development planning has been coordinated with the client

**Figure 35. Confirmation Dialog**

- Dialog: Are you sure you want to start the review of the concept note?
- Options: Proceed to review, Cancel
The system will recognize that Peer Reviewers now must complete their tasks, and it will temporarily disable any possible action for the ATL. The system now displays the Dashboard and a new follow-up window appears below the Dashboard (Figure 36).

**Figure 36. User Assignments and Status**

This follow-up window indicates who has been assigned to review the CN and the status of their review.

- The CN has been **ASSIGNED** to be reviewed.
- The Peer Reviewer has **STARTED** reviewing the document by accessing the details.
- The Peer Reviewer has **SUBMITTED** the review to the system.

4.1.3. Manage Reviews from Follow-up Window

In the follow-up window the ATL can choose to release a Peer Reviewer from his/her duty, mark the task as reviewed without any comments, or review the document (Figure 37).

In Figure 36 “Rem.” (in the first column) stands for “remove.” For example, if the ATL chooses to remove a Peer Reviewer from the list, the system will clearly show this event and add it to the Audit Log of the assessment.
4.2. Review Concept Note

Every Peer Reviewer of the CN receives an email notification when the CN is ready to be reviewed (Figure 38).

From the link in the email notification, the reviewer can login to the system and access the assessment. Once in the assessment Dashboard, Peer Reviewers only will see a button to review the CN. When the Peer Reviewer clicks on this button, the review is started (Figure 39).

**Figure 38. Start Review Message to Peer Reviewers**

Public Sector Accounting Assessment

PULSE

Dear Mary Doe Peer Reviewer,

There is a new concept note uploaded for review in the PULSE system. As a reviewer for the assessment MFG2023 you have been assigned to review such document, please login into the PULSE system and proceed to the assessment to review the concept note.

Or you can click on the following button to go directly to the document review

Click here please

If you are no longer a reviewer for the assessment, please ignore this message.

If you have any comments about this email please contact PULSAR

---

**Figure 39. Peer Reviewer Display with Comments Box**

![Peer Reviewer Display with Comments Box](image-url)
4.2.1. Peer Reviewer Feedback

The Peer Reviewer can now download the Draft Concept Note and review it. When the CN has been reviewed, the Peer Reviewer typically uploads the revised CN and provides his/her feedback directly in the system. However, it is also possible for Peer Reviewers to give their written feedback directly in the system without uploading any document. The Peer Reviewer writes comments, if desired, in the Main Comments field (Figure 39, lower left). Finally, the reviewer clicks Save to save the review.

The reviewer can upload a new version of the review at any time while the CN is still in the Review Concept Note step.

4.2.2. No Observations or Comments

It is also possible to submit a review without any comments, thereby accepting the CN as it is. To submit without comments, leave the Main Comments field blank (Figure 39), and click on the gray button Submit Review with No Observations on the upper right. The practice of submitting a review without comments is discouraged.

4.2.3. Notification of Newly Reviewed Document

It should be noted that even if the reviewer has not yet submitted the review, the document uploaded is already available to the ATL via the download icon in the follow-up window from the assessment Dashboard.

In the list of reviewers of the Concept Note, the ATL already has access to download the reviewed document and the comments that were introduced by the reviewer (Figure 40). This is available even before the user submits the review.

Figure 40. Status Display

Once the Peer Reviewer provides his/her feedback and/or uploads the revised CN, the ATL will receive a notification of this event (Figure 41).

Figure 41. Notification Message to ATL
4.2.4. Submit Review

To submit the review, the reviewer clicks on the green button. This button appears on the same page where the user has uploaded the review (Figure 42).

4.3. Revise Concept Note

Once all the reviewers have finished the review of the document (with or without observations) the ATL will revise the CN and upload its final version. The system will change the status of the assessment to Revise Concept Note automatically.

The system will change the status of the assessment and will allow the ATL only to revise the document by clicking on the Revise Concept Note button (Figure 43).

In the revision display (Figure 44), the ATL can upload the revised version of the CN and add observations or comments to indicate whether all the comments from the review were included in the document. From this page it is easy to see the reviewed documents and analyze the main comments made by the reviewers. The user must upload the final version of the CN to be able to submit the document for approval.

![Figure 42. Submit Review Button](image)

![Figure 43. Ready to Revise the Concept Note](image)
4.4. Approve Concept Note

Once the revised CN has been uploaded, the system will open the Submit for Approval dialog (Figure 45).

On the Dashboard the Approve Concept Note step is highlighted in orange color (Figure 46).

Additionally, the Designated Approver from the Oversight Team will receive an email notification about the required action (Figure 47). The Designated Approver logs in and the system will display the interface to start the approval process of the CN.
4. Assessment – Concept Note Phase

4.4.1. Review All Processes for Approval

In the approval dialog (Figure 48), the user can download all the documents related to this CN, for example:

- The initial draft of the CN, along with the initial comments.
- The reviews submitted by the Peer Reviewers.
- The revised version of the CN.
- The comments/observations for the revised version of the CN.
4.4.2. Return of the Concept Note

The Designated Approver can approve or return the CN. In case of return, the Designated Approver provides comments/explanation about the reasons for the return. Comment/explanation is mandatory. In case of return, the Designated Approver confirms the step by clicking Return Concept Note (Figure 49).

Once returned, the ATL receives a notification with the request to submit a new revised version of the CN (Figure 50). The assessment also goes back to the Revise Concept Note step.

4.4.3. Additional Revision of the Concept Note

The ATL can now submit again a new revised version of the CN. The interface will display the observations submitted by the Designated Approver (Figure 51).

After the new revised CN is uploaded, the ATL clicks Submit for Approval.
4.4.4. Approval of the Concept Note

The Designated Approver can now login to the system and approve the CN (Figure 52).

All experts who have been involved in the production of the CN receive a message about the approval (Figure 53). Now the system moves the assessment to the next step in the assessment lifecycle.

Figure 52. Confirm Approval of the Concept Note

Figure 53. Notification of the Approval of the Concept Note
5. Assessment – Scoring Phase

5.1. Assign Users to the Assessment

To perform the actual assessment, at this stage the system allows the assignment of additional experts (who were not involved earlier with the CN) to the Assessment Team, External Validation Team, and Pulsar Team (Figure 54). The ATL should make these assignments now before moving to the next steps.

Figure 54. Assign Users and Roles

<table>
<thead>
<tr>
<th>User</th>
<th>Project Leader</th>
<th>Oversight</th>
<th>External Validation</th>
<th>Peer Reviewer</th>
<th>Assessment</th>
<th>Pulsar Team</th>
<th>Authorized viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe Team Leader</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Doe Peer Reviewer</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Doe External Validator</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony Doe Oversight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2. Start the Actual Assessment Phase

Once the users have been defined and the CN has been approved, the ATL can start the actual assessment phase.

The phase is started by clicking on the green button Assessment (Figure 55). All experts assigned to the Assessment role will be notified about their participation.
5.3. Follow up the Scoring Dimensions Phase

The Dashboard presents a follow-up window with the number of dimensions scored by the Assessment Team experts (Figure 56).

The system also displays a small visualization with the status of the assessment, including the number and percent of dimensions scored (Figure 57).
5.4. Score Dimensions

The scoring of dimensions is a key feature of the PULSE Tool. Assessment Team members can score the dimensions easily from the Dashboard, as depicted in Figure 58. Click on Score Dimensions to initiate the process.

During the scoring process, a small display appears that provides a snapshot of the assessment process (Figure 59). In addition, a list of all the dimensions / indicators of the methodology appears in its logical structure (Figure 60). The displays show the current scoring for all the dimensions / indicators.

- "NE" means that the dimension is currently Not Evaluated.
- "NA" means a score for this dimension is Not Applicable.

Not Applicable means that in certain cases, an indicator or dimension may not be applicable to the reporting entity being assessed. This situation might arise, for example, if certain laws and regulations prohibit a reporting entity from being in possession of certain assets or liabilities. Note that if the assessment team uses the "NA" option, a clear and rigorous disclosure is required about the reason(s). For more detail about the NA option, please see the Handbook, page 24.

---

Figure 58. Initiate the Scoring Process

Figure 59. Scoring Snapshot
To score a dimension, click on the corresponding link. After clicking, the three parts of a dimension open in a new page. The first part (Figure 61) is the dimension header (in this case, “2.1 Accounting Policies”).

To view the complete description of the dimension, click on the plus sign at right. The system displays all the information regarding that dimension.

The second part of each dimension concerns scoring. For each possible value of a score (A, B, C, etc.) the methodology has already defined the way a score should be given. The scoring guidelines are already loaded in the system and can be viewed next to the score. Select the appropriate score by clicking on the value (Figure 62).

Underneath the scores is an open box into which users should record the observations that support the score.

Figure 60. Structure of the Methodology

Figure 61. Description of the Dimension

2.1. Accounting policies

Description:

Dimension 2.1 assesses how the accounting policies are determined and applied both on a conceptual and actual level.
In the third part of a dimension, Assessment Team members should upload or refer to specific documents that support the observations and justify the score which was given (Figure 63). The system allows the addition of documents from the Document Repository or the upload of documents from a local device or desktop.

When selecting a document from the Document Repository, users will see only the categories that have at least one document. When a category is selected, it will display the list of all documents previously uploaded under this particular category. Click on the corresponding plus sign button to select the specific document to be referenced (Figure 64).
It is also possible to upload a completely new document from a local device, e.g., user’s laptop. This document will only be associated with the dimension, and will not be placed in the Repository. Select the document in the dialog and click on **Upload** (Figure 65).

After selecting or uploading a document Assessment Team members should state the reference inside the document that supports the score given (Figure 66). Please be as specific as possible. Cite page numbers, paragraph numbers, section numbers, etc. This technique will save a lot of time for External Validators later during the assessment data validation process.

### 5.5. Automatic Score Updates

The higher-level scores (indicator, pillar) that depend on the scoring of a dimension are automatically updated each time the score of a dimension is added or changed. In Figure 67 example the indicator (at left), having only one dimension (at right), gets its score calculated.

The automatic update feature calculates up to the pillar level and can be viewed on the Dashboard (Figure 68).

---

**Figure 65. Upload Document Dialog**

**Figure 66. Uploaded Documents with References**

**Figure 67. Score of a Dimension**

**Figure 68. Scores Displayed on the Dashboard**
6.1. Submit Scores for Validation

Once the Assessment Team members have completed scoring ALL dimensions, the ATL can submit the assessment scores for validation via Submit. Assessment for Validation as seen in Figure 69. This action can also be performed from the Dashboard.

The system sends an email notification (Figure 70) to all External Validators to begin the validation process. The External Validators can start the validation process immediately via the link in the message.

Figure 69. Submitting Scores for Validation
6.2. Manage the Validation Process

The ATL can view the status of the External Validators’ work at any point after the assessment phase is initiated. The status is viewed via a window in the Dashboard (Figure 71). This window is only available to the ATL.

At the bottom of this display, the link List of dimensions that have NOT been reviewed yet opens a useful interface (note: not depicted). It is important to note that a dimension can be validated more than once because each validator can have different observations for the same dimension. By clicking on the name of the validator the system displays the list of dimensions and their status (Figure 72).

A validator may review all dimensions or just specific ones to which s/he was assigned. But between all validators the dimensions must all be reviewed to proceed to the next step. The External Validators may discuss and agree on who validates which dimensions depending on their professional expertise/background. Each dimension should be validated by at least one validator, but some dimensions could be validated by more than one validator.
From the same follow-up window, the ATL can end the validation task by submitting the review (Figure 73).

If an External Validator has submitted the results of his/her validation and omitted some dimensions that s/he was expected to perform, the ATL can click on the button to reopen the review process for that specific validator (Figure 74).

6.3. Validate Scores

When the External Validator opens the Dashboard the button Validate Scores appears (Figure 75).

The list will show all the dimensions and their status in a small label below the dimension name (Figure 76).
6. Assessment – Validating Scores

*Measured*: The dimension has been scored but not yet validated.

*Validated*: The dimension has been validated by the External Validator.

*Revised*: The dimension has been revised by an Assessment Team member.

In the example, there is a small green label “Measured” which indicates that the dimension has not yet been validated.

By clicking on the name of the dimension, the user will be able to review the dimension scoring. For that, the system will present the same scoring page but also open a window on the bottom for the validator to be able to submit the validation comments and/or suggest new scoring (Figure 77). The validator can click on the button to scroll down to the review section.

Once the validation review is finished, the validator clicks on the *Save* button. After that, the list of dimensions is automatically updated, and the dimension is labeled with the *Validated* label (Figure 78).

---

**Figure 76. Dimension Showing the Measured Label**

**Figure 77. Review Section with Observations Box**

**Figure 78. Dimension Showing the Red Validated Label**
6.4. Submit Validation

When the validator has finished reviewing all the dimensions that s/he can review, the validator clicks on **Submit Validation** (Figure 79). The system will ask for confirmation of this action. If for some reason the validator needs to review other dimensions after this confirmation, s/he can ask the ATL to restore the review status of the assessment for that specific validator.

6.5. Multiple Reviews of the Same Dimension

It is possible for two or more validators to review the same dimension. Each one of them may have different observations and/or comments on the scoring. Every validator can login to the system and see the status of his/her review without seeing the status of the other reviewers.

Only the ATL can see all the validations. Every validator’s comment and suggested score appears in different tabs in the revision interface.
It is only possible to move to the next step if all the dimensions have been reviewed at least once. The ATL can see if there are dimensions that are still to be validated from the status display by clicking on the link at bottom, *List of dimensions that have NOT been reviewed yet* (Figure 80).

A small window opens to display the result (Figure 81).

If all dimensions have been validated, the ATL can proceed to the next step by clicking the green *Revise Scores* button on the Dashboard (Figure 82).

Now the assessment is in the Revise Assessment step. The ATL and Assessment Team members may revise all the observations made to all the dimensions.

### Figure 80. Status Display

<table>
<thead>
<tr>
<th>Id</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Figure 81. Results Display

- Dimensions not reviewed yet

### Figure 82. Dashboard with Revise Scores Button
7.1. Revise Dimensions

In the assessment Dashboard the ATL can click on the blue **Revise Scores** button to start the revision (Figure 83).

This action will display the list of dimensions (Figure 84), similar to the scoring and validation processes. Besides each dimension the Assessment Team member and ATL can view the labels Validated / Revised to check the status of each dimension.

Assessment Team members and the ATL may click on each dimension to move to the revisions page.
The link in the header section Scroll to Review Info (Figure 85) allows the user to scroll down to the review section (Figure 86) to view the actual information to be revised. Note that the review section has tabs – each tab represents the name of the reviewer that reviewed this particular dimension.

If there are any changes to the dimension scoring, the information can be changed just like when the user assessed the dimension the first time.

7.2. Enable Pulse Check

After the revision, the system will show the option to enable the PULSE Check for an assessment. The PULSE Check is very strongly recommended.

The main objective of the PULSE Check consists of ensuring that: (i) the PULSE methodology has been applied correctly; (ii) general scoring is evidenced; (iii) the current overall IPSAS adoption status and financial reporting basis are properly documented; (iv) the report structure and content follow the PULSE Handbook; and (v) the proposed recommendations and action plan are reasonable and feasible for implementation.

Figure 85. Revise a Dimension Display

Figure 86. Review Section with Tabs for Each Reviewer
Every assessment can comply with the PULSE Check or not. If the assessment complies with the conditions established in the Handbook, the system will enable the PULSE Check from a button on the Dashboard.

In **Figure 87** the button is visible. This is a toggle button that changes from `DisablePulseCheck` to `EnablePulseCheck` and vice versa.

The system will always ask for confirmation of this action (**Figure 88**).
8. Assessment – Reporting Phase

8.1. Prepare Draft Report

The ATL now has the possibility to prepare the draft version of the PULSE report. Note that this is only possible when all the dimensions have been revised. The ATL clicks the green Prepare Draft Report button to initiate the process (Figure 89).

The ATL can now upload a draft report document in a dedicated page (which has the same interface as the preparation and upload of the draft CN). A new Dashboard opens (Figure 90).

---

**Figure 89. Dashboard with Prepare Draft Report Button**

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**Figure 90. Dashboard with Review Report Button**
Similarly to the CN preparation phase, the user can also download a report template to get an idea of the minimum content requirements of the PULSE report (Figure 91). To use this feature, click on Download Report Template.

Once the draft report has been uploaded, to continue with the process, the ATL submits the report to External Validators for review. External Validators are automatically notified to review the document. The ATL can follow up on this process from the status display (Figure 92).

### 8.2. Review the Draft Final Report

The reviewers are notified by email of the review task (Figure 93).

External Validators now start the review process, which consists of uploading a reviewed file and/or entering the general observations / comments (as was the case earlier with the CN). The Assessment Team members and ATL will receive a notification as soon as the review has been uploaded so that they can start working on the revised version of the report.
When the External Validators have completed their reviews and uploaded necessary documentation and comments, the validators now proceed with the submission by clicking the *Submit your Review* button (Figure 94).

### 8.3. PULSE Report - Revision

The ATL and Assessment Team members should now start with the revision of the report. To do that, just like in the CN, the user will start the revision process, upload a revised report, and submit it to Oversight Team for approval (Figure 95).

This will change the status of the assessment and will inform the Oversight Team which is responsible to approve the final version (Figure 96).

Please note that the approval process for assessments that are NOT Pulse Check is being described. Later in this document the process for PULSE Check will be described.
8.4. Approve Final Report

The Designated Approver views the Dashboard which now displays a button to start the approval process (Figure 97).

The system will provide the Designated Approver from the Oversight Team with all the information to be able to perform the approval. This includes the draft report, all the reviews, and the final version of the PULSE Report.

After the Oversight Team conducts its review process and is satisfied with the quality of the final PULSE report, the Designated Approver clicks the green Approve Report button. The ATL will receive a notification of this approval and can then proceed to the next step (Figure 98).

The next step is the final step and it is only available when the PULSE Report has been approved. The ATL can now close the assessment when ready (Figure 99).

Figure 97. Dashboard with Approve Report Button

Figure 98. Notification of Approval
8. Assessment – Reporting Phase

Once clicked, the assessment is finished, and no more actions can be performed by any user / role (Figure 100).

8.5. PULSE Check Cycle – Revised Report

When the PULSE report is being revised, the system starts displaying information about the fact that the process will follow a PULSE Check (Figure 101).
After the ATL uploads the revised version of the PULSE report, and prior to the approval phase, the system will ask for confirmation to start the PULSE Check (Figure 102).

Additionally, just like the CN and the first review of the report, the ATL has a window to follow up the PULSE Check review process. All PULSAR team members have been notified to perform the review.

The status of the assessment will be changed to PULSE Check (Figure 103).

To start performing the PULSE Check review the PULSE team member(s) login to the system and start the PULSE Check with the PULSE Check Review button on the Dashboard (Figure 104).
The PULSE Team member can submit the review without any observations but typically s/he will download the report and start working on the PULSE Check (Figure 105).

Once this review is uploaded, the system will display the button to submit the review (Figure 106).

The ATL will be notified of the new reviewed document and can start preparing the final version of the report. Once all PULSAR Team members have finished submitting their feedback, the system will display the button to continue with the next step to start the revision of the document (Figure 107).

**Figure 105.** Submit Review with No Observations

**Figure 106.** Dashboard with Submit Review Button

**Figure 107.** Dashboard with PulseCheck Kevision Button
This will enable the Revise Report button in the Dashboard to start the revision process (Figure 108).

Just like the other documents, the PULSE Check revision process needs a revised (PULSE Checked) version of the document to be uploaded. Once it is uploaded, the user can submit it for approval (Figure 109).

The system will now automatically detect that the assessment is in the final stages of a PULSE Check process and will enable three links besides the report (Figure 110):

- Draft of the PULSE report
- Final (revised) version after the first review process
- PULSE Check version after the PULSE Check

---

**Figure 108. Dashboard with Revise Report Button**

**Figure 109. Submit for Approval**

**Figure 110. Dashboard with Draft, Final, and PulseCheck Links**
The approver can now login into the system and start the approval process (Figure 111).

This process is exactly the same as previous documents and the user has all the previous information to analyze it and approve the report (Figure 112).

Once it is approved the system will recognize the action and will display the corresponding message below the label of the final report (Figure 113).

---

**Figure 111. Dashboard with Approve PULSE Check Button**

---

**Figure 112. Dashboard with Approve Report Button**

---

**Figure 113. Dashboard with Approved by Message**
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