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| **Ministry for Foreign Affairs of Finland**  Development Evaluation Unit (EVA-11)  Evaluation Manual 2018 | 5.12.2018 |

**How to store evaluation reports in the AHA KYT system**

Each development cooperation case is handled in the **Workflow**-tab (=työnkulku) by completing the phases that are specific to each case type.

Documents (e.g. **evaluation reports**) are prepared and stored under the case. Once stored in the system, they can be found in the **Workflow**-tab and in the chronological series of documents in the **Documents**-tab.

Evaluation reports are stored under the project in question in the right workflow phase. Choose **“Mid-term evaluation”** (Väliarviointi) or **“Final evaluation”** (Loppuevaluaatio), and then the phase **“Processing of the report”.** Under this phase, there is a task **“Attach completed (mid-term/final) evaluation report”.**

Different versions of a document are created in the **Save document** -tab (Tallenna asiakirja). The default option is a **final document** (Valmis). Use this for instance when you store an evaluation report or send a document for comments. Please note that if you save a document as a **Draft** (Luonnos), only the author can read and edit draft documents.

To classify a document according to the data protection levels of the Ministry (public or IV), remember to change the file while saving it. Evaluation reports are, in principle, public.

In addition, **other relevant materials of the evaluation** are stored in AHA-KYT system for each project at a suitable workflow phase.

More detailed instructions for using AHA KYT are found in <http://uhopasteet/aha_ohje/index.html#> . There is also a link to the instructions in the front page of the AHA system, on the left hand side bottom corner.

