



Access Guide

FOR USERS OF THE APPLICATION

GPS – Monitoring of Ministerial Planning

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PROJECT LIST

As shown in the image, several sections can be distinguished within the list, which are detailed below.



GPS - Seguimiento de la planificación ministerial

| Código proyecto | Proyecto | Descripción | Eje | Objetivo estratégico | Acciones |
|-----------------|---|---|--------------------------|-------------------------|----------|
| P0001 | 1- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1. RECUPERAR el orgul... | 11 Proteger y reforz... | Acciones |
| P0002 | 2- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 2- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 1. RECUPERAR el orgul... | 11 Proteger y reforz... | Acciones |
| P0003 | 3- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 3- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 1. RECUPERAR el orgul... | 11 Proteger y reforz... | Acciones |
| P0004 | 4- NORMATIVA DEL SXII PARA PROFESIONALES D... | 4- NORMATIVA DEL SXII PARA PROFESIONALES D... | 1. RECUPERAR el orgul... | 12 Mejorar la situac... | Acciones |
| P0005 | 5- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 5- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 1. RECUPERAR el orgul... | 12 Mejorar la situac... | Acciones |

- **Search filters** → Options to filter by Axis, Strategic Objective, Directorate, and Type of Center (Main, Support, or Both).
- **Export projects** → Exports the projects to an Excel file according to the user's permissions.
- **List search** → Used to search within the project list fields.
- **Project list** → Table displaying the list of projects. Depending on the user's permissions, different actions can be performed.

Below are the screens that make up the form and what the user will see depending on the assigned permission.



Actions on the Project List (Permission – Read)

The project list described previously is the same for all users; however, the Actions section changes according to permission level. A user with read-only permissions can only view projects and cannot make any modifications..

The screenshot shows the 'GPS - Seguimiento de la planificación ministerial' interface. It features a table with columns for 'Código proyecto', 'Proyecto', 'Descripción', 'Eje', 'Objetivo estratégico', and 'Acciones'. The 'Acciones' column for the first two rows contains a 'Proyecto' icon and an 'Acciones' button. A red box highlights these elements. Above the table are filters for 'Ejes', 'Objetivo estratégico', 'Tipo filtro centros', and 'Centro directivo', along with search and export buttons.

| Código proyecto | Proyecto | Descripción | Eje | Objetivo estratégico | Acciones |
|-----------------|--|--|--------------------------|--------------------------|-------------------|
| P0001 | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y | Proyecto Acciones |
| P0002 | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y reforz... | Acciones |



Project Form – Details (Permission – Read)

In the Project View form, within the Details section, the following areas can be identified:

1. Current form section → Indicates the section of the project form the user is currently in.

2. General project information → Project code, Project name, Project description, Axis, Strategic Objective, Aggregated Budget, and Observations. As mentioned previously, no fields can be edited because the assigned permission is Read.

3. Next button → Takes the user to the Actions section, which is the next section of the Project form.

4. Close button → Closes the project.



Project Form – Actions (Permission – Read)

In the Project form, within the Actions section, the following areas can be identified:

Visualización de proyecto: 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS

Detalle Acciones

Acciones **1**

Código acción: P0001A1
Acción: Ley Universalidad del SNS
Seguimiento de las acciones: 4. En ejecución

Descripción: Proyecto de Ley de Medidas para la Universalidad del Sistema Nacional de Salud. Actualmente en congreso de los diputados

Fecha de fin: 2025T4
Año-mes: 2025-12 **2**

Presupuesto: 0
Información del presupuesto:
Grupos de interés: Nada Seleccionado

Categorías Temáticas: PRTR
PRTR: C18.R03.P01
Cumpliendo: SI

Clasificación económica (subconcepto/s): Nada Seleccionado
Categorías de gestión: Nada Seleccionado

Programa de gasto:
Centro gestor principal:
Centro gestor de apoyo:

Anterior **3** Cerrar **4**

1. Current form section → Indicates the section of the project form the user is currently in.

2. Actions → Action code, Action name, Action monitoring, Description, End date, Year–Month, Budget, Information, Stakeholder Group, Thematic Categories, PRTR, Economic Classification, Management Categories, Expenditure Program, Main Managing Center, Support Managing Center, and Observations. As mentioned previously, no fields can be edited because the assigned permission is Read.

3. Previous button → Takes the user to the Details section, which is the previous section of the Project form.

4. Close button → Closes the project.

Actions on the Project List (Permission – Directorate)

The project list described before is the same for all users; however, the Actions section changes according to the permission level. In the case of a user with permissions for a specific directorate, the user will be able to view all projects but will only be able to edit those corresponding to their directorate.

Example of a user belonging to the AEMPS directorate.

As shown in the interface, when the user has permissions for the AEMPS directorate, in addition to the view option, they have the option to edit certain project fields. This will be explained in more detail in each section of the form.



GPS - Seguimiento de la planificación ministerial

Ejes: Nada Seleccionado | Objetivo estratégico: Nada Seleccionado | Tipo filtro centros: Filtrar por centro gestor prii | Centro directivo: Nada Seleccionado

| Código proyecto | Proyecto | Descripción | Eje | Objetivo estratégico | Acciones |
|-----------------|--|--|--------------------------|--------------------------|---|
| P0001 | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y reforz... | Acciones |
| P0002 | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y reforz... | Acciones |
| P0003 | 3.- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 3.- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 1. RECUPERAR el orgul... | 1.1 Proteger y reforz... | Acciones |
| P0004 | 4.- NORMATIVA DEL SXXI PARA PROFESIONALES D... | 4.- NORMATIVA DEL SXXI PARA PROFESIONALES D... | 1. RECUPERAR el orgul... | 1.2 Mejorar la situac... | Acciones |
| P0005 | 5.- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 5.- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 1. RECUPERAR el orgul... | 1.2 Mejorar la s | + Proyecto Acciones |
| P0006 | 6.- CUIDAR A QUIENES CUIDAN: MEJORAR LAS CO... | 6.- CUIDAR A QUIENES CUIDAN: MEJORAR LAS CO... | 1. RECUPERAR el orgul... | 1.2 Mejorar la situac... | Acciones |
| P0007 | 7.- OBSERVATORIO CONTRA LA CORRUPCIÓN Y EL ... | 7.- OBSERVATORIO CONTRA LA CORRUPCIÓN Y EL ... | 1. RECUPERAR el orgul... | 1.3 Luchar contra la ... | Acciones |
| P0008 | 8.- PLAN DE ACCIÓN EN SALUD MENTAL | 8.- PLAN DE ACCIÓN EN SALUD MENTAL | 2. ADAPTAR la sanidad... | 2.1 Ampliar el s | + Proyecto Acciones |
| P0009 | 9.- USME- UNIDADES DE SALUD MENTAL de EMERG... | 9.- USME- UNIDADES DE SALUD MENTAL DE EMERG... | 2. ADAPTAR la sanidad... | 2.1 Ampliar el s | + Proyecto Acciones |



Project Form – Details (Permission – Directorate)

In this case, an example is shown with a project that has at least one action associated with the AEMPS directorate.

For this type of permission, the Details screen is view-only; no fields can be edited. The following areas can be identified:

1. **Current form section** → Indicates the section of the project form the user is currently in.

2. **General project information** → Project code, Project name, Project description, Axis, Strategic Objective, Aggregated Budget, and Observations. No fields can be edited because the assigned permission is Read.

3. **Next button** → Takes the user to the Actions section, which is the next section of the Project form.

4. **Discard button** → Closes the project.



Project Form – Actions (Permission – Directorate)

In the Project form, within the Actions section, the following areas can be identified:

Edición de proyecto: 8.- PLAN DE ACCIÓN EN SALUD MENTAL

Detalle Acciones

Acciones **1**

Código acción **+** Acción Seguimiento de las acciones **i**

P0008A10 Mejorar las herramientas: protocolo y guía de prescripción para profesionales. 1. Definida

Descripción

- Protocolo para el seguimiento de la prescripción social en el ámbito de la salud comunitaria.
- Guía clínica de prescripción de antidepresivos y formación para profesionales.

Fecha de fin Año-mes

2025T4 2025-12 **2**

Presupuesto Información del presupuesto Grupos de interés **i**

0 Nada Seleccionado

Categorías Temáticas Cumpliendo

Nada Seleccionado

Clasificación económica (subconcepto/s) Categorías de gestión

Nada Seleccionado Nada Seleccionado

Anterior **3** Descartar **4** Guardar **5**

- 1. Current form section** → Indicates the section of the project form the user is currently in.
- 2. Fields that make up each action** → Action code, Action name, Action monitoring, Description, End date, Year–Month, Budget, Budget information, Stakeholder Group, Thematic Categories, Compliance, Economic Classification, Management Categories, Expenditure Program, Main Managing Center, Support Managing Center, and Observations.
- 3. Previous button** → Takes the user to the Details section, which is the previous section of the Project form.
- 4. Discard button** → Discards the changes made to the actions.
- 5. Save button** → Saves the changes made to the actions.

The user can only modify the actions associated with the directorate for which they have permissions (in this case, AEMPS).

Actions associated with the directorate can be easily identified by the color of the “+” **symbol** in each action. When the symbol is gray, the action can be viewed but not edited. When the symbol is green, the action can be edited.



| | | |
|-----------------------------|--|--|
| Código acción + P0008A10 | Acción Información Sanitaria en Salud Mental | Seguimiento de las acciones ⓘ 1. Definida |
| Código acción + P0008A10 | Acción Mejorar las herramientas: protocolo y guía de prescripción para profesionales. | Seguimiento de las acciones ⓘ 1. Definida |
| Código acción + P0008A11 | Acción Desinstitucionalización | Seguimiento de las acciones ⓘ 1. Definida |

When clicking on the “+” symbol, all information associated with the action is displayed. The fields that can be modified are:

- **Action** → Free-text field.
- **Action monitoring** → Single-selection dropdown with the following options:
 1. Defined
 2. Initiated
 3. In progress
 4. Under execution
 5. Completed
- **Description** → Free-text field for the action description.
- **End date** → Multi-selection dropdown ranging from 2024T1 to 2027T4.
- **Year – Month** → Multi-selection dropdown.
- **Stakeholder Groups** → Multi-selection dropdown.
- **Economic classification (sub-item/s)** → Multi-selection dropdown.
- **Management categories** → Multi-selection dropdown with the following values: Regulation, Autonomous Communities – Implementation, Autonomous Communities – CISNS Transfer, Autonomous Communities – Other, Procurement, Grant Promotion, Agreements, and In-house Assignment.
- **Expenditure program** → Multi-selection dropdown.
- **Support directorate** → Multi-selection dropdown.
- **Observations** → Free-text field for observations associated with each action.

Maximum length of text fields:

- Action: 2042 characters
- Description: 2042 characters
- Observations: 2042 characters



Actions on the Project List (Permission – Administrator)

The project list described previously is the same for all users; however, the Actions section changes according to the permission level. In the case of a user with administrator permissions, the user will have access to edit all projects.

 **GPS - Seguimiento de la planificación ministerial**

Ejes: Nada Seleccionado | Objetivo estratégico: Nada Seleccionado | Tipo filtro centros: Filtrar por centro gestor prioritario | Centro directivo: Nada Seleccionado

Buscar: Búsqueda en campos

| Código proyecto | Proyecto | Descripción | Eje | Objetivo estratégico | Acciones |
|-----------------|--|--|--------------------------|--------------------------|---|
| P0001 | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1.- RECUPERAR LA UNIVERSALIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y n |  Proyecto  Acciones |
| P0002 | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 2.- ASEGURAR LA COHESIÓN Y EQUIDAD DEL SNS | 1. RECUPERAR el orgul... | 1.1 Proteger y n |  Proyecto  Acciones |
| P0003 | 3.- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 3.- PROMOVER LA GESTIÓN PÚBLICA DIRECTA DEL... | 1. RECUPERAR el orgul... | 1.1 Proteger y reforz... |  Acciones |
| P0004 | 4.- NORMATIVA DEL SXXI PARA PROFESIONALES D... | 4.- NORMATIVA DEL SXXI PARA PROFESIONALES D... | 1. RECUPERAR el orgul... | 1.2 Mejorar la s |  Proyecto  Acciones |
| P0005 | 5.- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 5.- FORMACIÓN Y CAPACITACIÓN DE LOS PROFESI... | 1. RECUPERAR el orgul... | 1.2 Mejorar la s |  Proyecto  Acciones |
| P0006 | 6.- CUIDAR A QUIENES CUIDAN: MEJORAR LAS CO... | 6.- CUIDAR A QUIENES CUIDAN: MEJORAR LAS CO... | 1. RECUPERAR el orgul... | 1.2 Mejorar la situac... |  Acciones |



Project Form – Details (Permission – Administrator)

In the Project Edit form, within the Details section, the following areas can be identified. When the user has administrator permissions, all fields can be edited:

Edición de proyecto: 3.- PROMOVER LA GESTIÓN PUBLICA DIRECTA DEL SNS

Detalle Acciones

Detalle de proyecto

Código proyecto* 2 Proyecto* 3

P0003 3.- PROMOVER LA GESTIÓN PUBLICA DIRECTA DEL SNS

Descripción de proyecto 4 Eje* 5 Objetivo estratégico* 6

3.- PROMOVER LA GESTIÓN PUBLICA DIRECTA DEL SNS 1. RECUPERAR el orgullo de la Sanidad 1.1 Proteger y reforzar el sistema sanit

Presupuesto agregado 7

0

Observaciones 8

9 10

Siguiete Descartar

1. Current form section → Indicates the section of the project form the user is currently in.

2. Project code → Free-text field, mandatory and does not allow duplicate codes.

3. Project → Free-text field, mandatory, indicating the project name.

4. Project description → Free-text field for the project description.

5. Axis → Mandatory single-selection dropdown with the following options:

- STRENGTHEN the Ministry of Health
 - RESTORE pride in Public Healthcare
 - ADAPT healthcare to the 21st century
 - EXPAND the National Health System
- Depending on the selected value, the corresponding lines of action are displayed.



6. **Strategic objective** → Mandatory single-selection dropdown with the following options:

- Protect and strengthen the public healthcare system
- 1.2 Improve the situation of healthcare professionals
- 1.3 Fight corruption

7. **Aggregated budget** → Automatic field populated based on the budgets entered in the actions.

8. **Observations** → Free-text field for project observations.

9. **Next button** → Takes the user to the Actions section.

10. **Discard button** → Discards changes made to the project.

Maximum length of text fields:

- Project name: 512 characters
- Project description: 2042 characters
- Observations: 2042 characters



Project Form – Actions (Permission – Administrator)

In the Project form, within the Actions section, the following areas can be identified::

Edición de proyecto: 3.- PROMOVER LA GESTIÓN PUBLICA DIRECTA DEL SNS

Detalle Acciones

Acciones 1

Código acción P0003A1 Acción Ley de Gestión Pública e Integridad del SNS Seguimiento de las acciones 2. Iniciada Limpiar 2

Descripción
Proyecto de Ley de Gestión Pública e Integridad del Sistema Nacional de Salud.
Publicada la consulta pública previa (del 13 de mayo al 28 de mayo de 2024).

Fecha de fin 2025T4 Año-mes 2025-12 3

Presupuesto 0 Información del presupuesto Grupos de Interés Nada Seleccionado

Categorías Temáticas Nada Seleccionado Cumpliendo

Clasificación económica (subconcepto/s) Nada Seleccionado Categorías de gestión Nada Seleccionado

Programa de gasto Centro gestor principal Centro gestor de apoyo

Anterior 5 Descartar 6 Añadir acción 7 Guardar 8

- 1 **Current form section** → Indicates the section of the project form the user is currently in.
- 2 **Clear button** → Used to clear the action information.
- 3 **Fields that make up each action** → Action code, Action name, Action monitoring, Description, End date, Year–Month, Budget, Budget information, Stakeholder Group, Thematic Categories, Compliance, Economic Classification, Management Categories, Expenditure Program, Main Managing Center, Support Managing Center, and Observations.
- 4 **Action scroll** → Allows navigation through the screen to view other actions.
- 5 **Previous button** → Returns to the Details section.
- 6 **Discard button** → Discards changes made to the actions.
- 7 **Add action button** → Adds a new action if additional actions are required.
- 8 **Save button** → Saves changes made to the project.



Description of action fields:

1. **Action code** → Calculated field generated from the project code and the action being created.
2. **Action** → Free-text field.
3. **Action monitoring** → Single-selection dropdown with the following options: Defined, Initiated, In progress, Under execution, Completed.
4. **Description** → Free-text field.
5. **End date** → Multi-selection dropdown from 2024T1 to 2027T4.
6. **Year – Month** → Multi-selection dropdown.
7. **Budget** → Numeric field.
8. **Budget information** → Free-text field for budget-related information.
9. **Stakeholder groups** → Multi-selection dropdown.
10. **Thematic categories** → Multi-selection dropdown: PRTR, Regulation, Affects other ministries.
11. **Specify ministry/ministries** → Free-text field, visible only when “Affects other ministries” is selected.
12. **Compliance** → Single-selection dropdown: YES or blank.
13. **Economic classification (sub-item/s)** → Multi-selection dropdown.
14. **Management categories** → Multi-selection dropdown: Regulation, Autonomous Communities – Implementation, Autonomous Communities – CISNS Transfer, Autonomous Communities – Other, Procurement, Grant Promotion, Agreements, In-house Assignment.
15. **Specify Autonomous Communities – Other** → Free-text field, visible only when that option is selected.
16. **Expenditure program** → Multi-selection dropdown.
17. **Main managing center** → Multi-selection dropdown.
18. **Support managing center** → Multi-selection dropdown.
19. **Observations** → Free-text field for action observations.

Maximum length of text fields:

- Action: 2042 characters
- Description: 2042 characters
- Budget information: 255 characters



MINISTERIO
DE SANIDAD

DIRECCIÓN GENERAL DE
SALUD DIGITAL Y SISTEMAS
DE INFORMACIÓN PARA EL
SISTEMA NACIONAL DE SALUD

SUBDIRECCIÓN GENERAL DE
SERVICIOS DIGITALES DE
SALUD

- Specify ministry/ministries: 512 characters
- Specify Autonomous Communities – Other: 512 characters
- Observations: 2042 characters