DEVELOPMENT ASSISTANCE DATABASE FOR IRAQ

(DAD – IRAQ)

User Manual

Version 1.0

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1. INTRODUCTION

The purpose of this document is to describe how the *Development Assistance Database for Iraq (DAD – Iraq)* application functions and provides the necessary instructions which the user should follow to ensure successful work with the application. Use of this document and compliance with the standards specified herein is mandatory for anyone working with the above-mentioned application.

The present document consists of the following main sections:

Section 2 – provides overview of the *DAD – Iraq* application.
Section 3 – gives instructions on how the user can log into the *Development DAD – Iraq* application.
Section 4 – gives a description of the *List* module of the application and provides necessary instructions on the actions which the user can take in the module.
Section 5 - describes the *Chart* module of the application and provides necessary instructions on the actions which the user can take in the module.
Section 6 - describes the *Map* module of the application and provides necessary instructions on the actions which the user can take in the module.
Section 7 - describes the *Report* module of the application and provides necessary instructions on the actions which the user can take in the module.
Section 8 - describes the filtering opportunities that the system provides.
Section 9 – provides instructions on how to save the reports created.
Section 10 – gives instructions on how to organize the reports created.
Section 11 – describes the steps that are necessary to take when exporting and/or printing the reports created.

2. OVERVIEW

The *Development Assistance Database for Iraq (DAD - Iraq)* application is an automated information management system which is designed to improve efficiency and coordination of donor activities in Iraq. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to aid data.

The main objectives of the *DAD - Iraq* is to serve as a reliable and credible source of information on overall donor contributions to Iraq's reconstruction, economic recovery and socio-economic development, as well as to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

The *DAD – Iraq* application is a powerful tool that allows the user to view project data organized into lists, reports, charts, and maps. In the *DAD – Iraq* application, the user is able to present the project data in the form a list, chart and map reports, memorize/save the reports, print them, and export them into PDF, MS Word and MS Excel format files.

The *DAD – Iraq* application is designed to provide quick access to the project and aid data remotely via Internet. Once the user accesses the application, s/he can view the project data stored in the database, add new projects, edit existing ones, etc.

In the current design, the *DAD – Iraq* consists of three applications, which are:

- **External Assistance** – this application is designed to track the ongoing projects that are financed from external sources, e.g. donor community, International NGOs, etc. Once the user accesses this application, s/he is able to view project details, track aid flows to the country, and create analytical reports in the forms of Lists, Charts, and Maps. Moreover, in this application the user can add new projects or modify the information of existing projects through the built-in *Online Data Entry Module*.

- **Requests** – this application is designed to track the projects identified by the local ministries and ready for implementation as soon as the appropriate funds are made available. Once the user accesses this application, s/he is able to view project details, track aid flows to the country, and create analytical reports in the forms of Lists, Charts, and Maps. Moreover, in this application the user can place requests for funding which is done in the built-in *Online Data Entry Module*.

- **Donor Profile -** this application is designed to track the donor profile information. Moreover, it gives the donor organizations / entities the possibility to provide information about the amount of assistance provided to the country, etc. This is done in the built-in *Online Data Entry Module.* Also, the user is able to create analytical reports in the forms of Lists and Charts.

- **National Budget PIP -** this application is designed to track the public investment projects that have been approved for the implementation and the projects that are currently being implemented. These projects comprise the Public Investment Portfolio and are financed out of the national budget. Once the user accesses this application, s/he is able to view project details and create analytical reports in the forms of Lists, Charts, and Maps. Moreover, in this application the user can add new projects or modify the information of existing projects, which is done in the built-in *Online Data Entry Module*.

- **Country Project Activity -** this application is of statistical nature and is designed to track the entire project activity going on in the country. Once the user accesses this application, s/he is able to view project details, track aid flows to the country, and create analytical reports in the forms of Lists, Charts, and Maps.

The examples described in the sections below are based on the *Projects* application.

Note: To ensure more flexibility and a more user-friendly environment, the *DAD – Iraq* application has been implemented as a bi-lingual system allowing the users to view the data presented in the system in two languages: English and Arabic.

3. LOGGING INTO *DAD – IRAQ* APPLICATION

The starting screen of the *DAD – Iraq* application is the *Login Screen*. The application requires the user to enter a valid username and password and then to submit them. The section below provides for the necessary instructions on how the user can log into the *DAD – Iraq* application.

In order to log into the application, the user should follow the steps described below.

Steps:

1. Provide the username and password in the appropriate fields on the *Login Screen* (Figure 1).
2. Click the **Login** button. **Note:** The password is case sensitive.

Figure 1: The DAD – Iraq Application Login Screen

A successful login directs the user to the *List* module of the *DAD – Iraq* application.

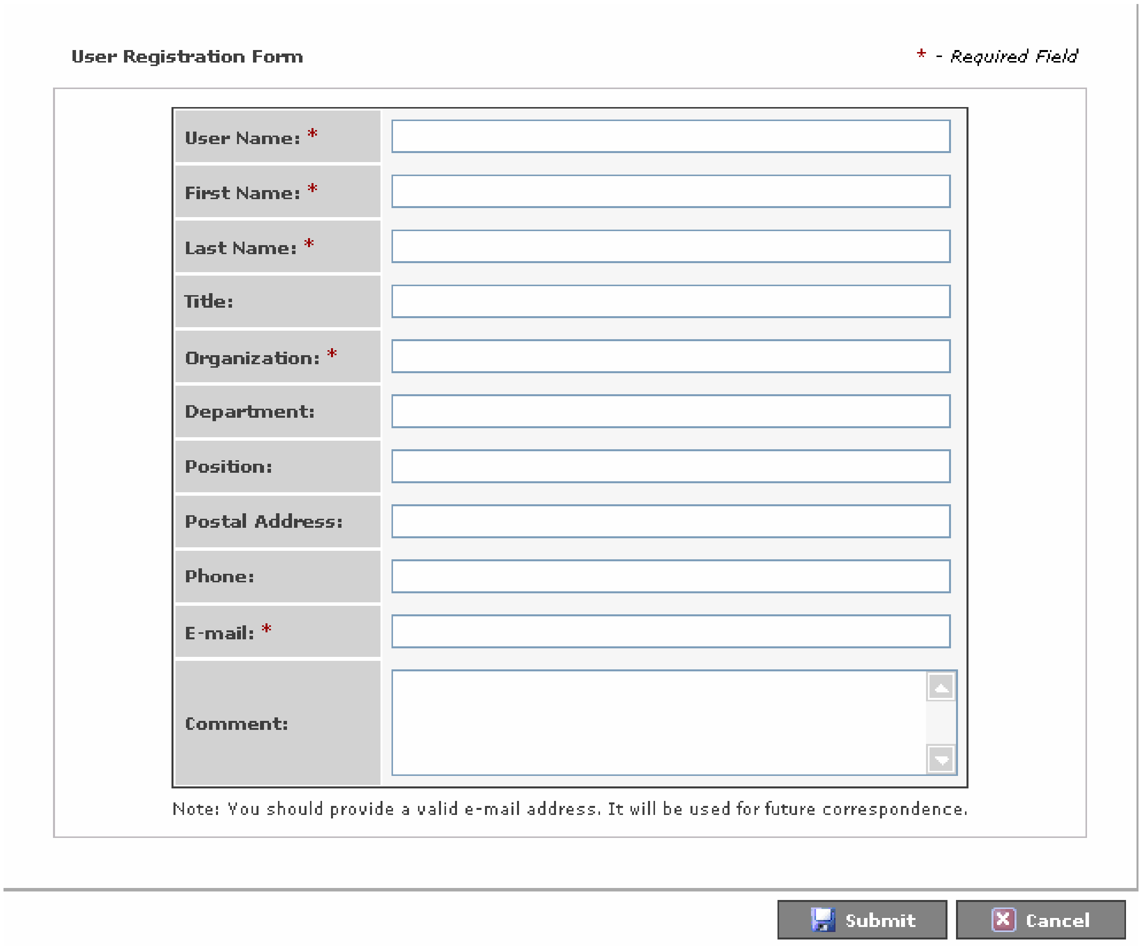
Note: In the event the user has forgotten his/her password, s/he can retrieve it by clicking the Forgot Your Password? link in the *Login Screen* and confirming his/her identity. After submitting his/her identity information, the user will receive the password into the e-mail account indicated.

3.1 Registering for a Username and Password

New users can sign up for a username and password to start using the system. In order to register in the system, new users should follow the steps described below.

Steps:

1. Click on the Request a New Account link at the bottom of the *Login Screen*. A *User Registration Form*
   (Figure 2) will appear.
2. Fill in the information requested.
3. Click the **Submit** button to submit the information provided.


User Registration Form

* - Required Field

User Name: *

First Name: *

Last Name: *

Title:

Organization: *

Department:

Position:

Postal Address:

Phone:

E-mail: *

Comment:

Note: You should provide a valid e-mail address. It will be used for future correspondence.

Submit Cancel

Figure 2: The User Registration Form

Once the user submits the registration form, the administrator receives a notification about it. This way, the administrator is able to review the information submitted and either to approve the application or to reject it. In case the application is accepted, the user receives an email message to the account s/he indicated at registration. The message contains the user's login information (username and password which will automatically be generated by the system) as well as the link to the *DAD* application.

Later the user is able to change his/her personal details as well as the password provided, if it is necessary. In order to make changes in his/her personal details, the user should log into the application, go to the *My Profile* section (Figure 3) and make the changes s/he thinks appropriate.

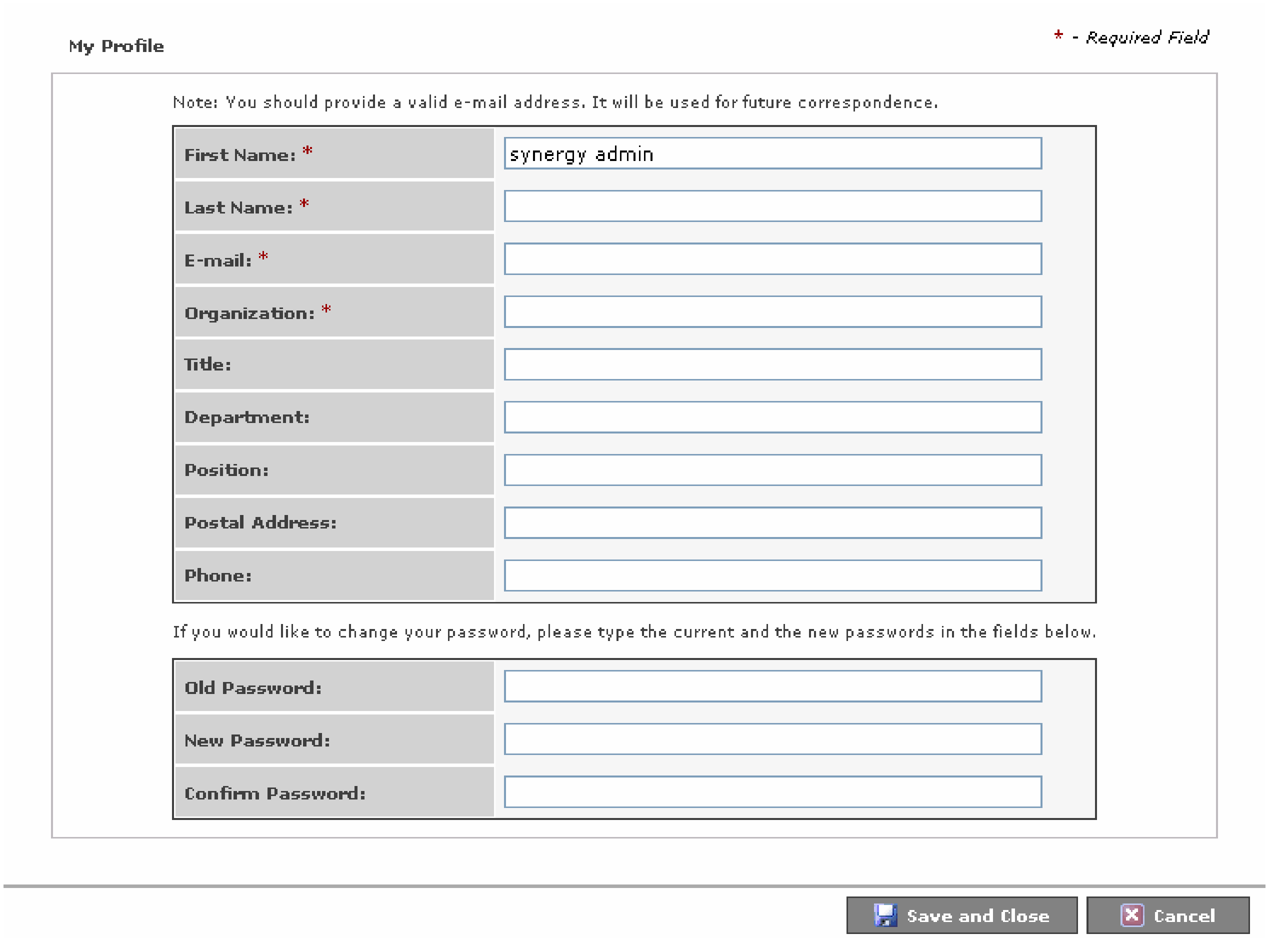


Figure 3: The My Profile Section

3.2 Logging into the System without Registering

To ensure more flexibility and to provide access to the project data to a wider range of users, the system is designed in such a way that it allows public users to enter it without having to register for a username and password. Although, public users have access to the project data, they are not able to create new projects or modify / delete the existing ones.

Public users wishing to view project data should click on the **Click Here to Enter DAD** button. They will be directed to the *List* module of the *DAD – Iraq* application.

4. LIST MODULE

In the *List* module (Figure 4) of the *DAD – Iraq* application, the user can create and execute ad-hoc queries on projects data, and acquire results in the form of a list.

Figure 4: DAD – Iraq Application List Module

In the left frame of this screen, the user is able to view the following sections:

- **Applications**
  This option allows the user to define the object of the analysis. By defining an appropriate object, the user specifies to the application which data the following ad-hoc queries will be run on. If the analysis object is changed, the system will reset the list of categories and measures on the user's screen accordingly.
- **Filters**
  This section contains the list of categories/hierarchies by which the user may define filters for ad-hoc queries. For user's convenience, the most frequently used filtering categories are constantly present on the screen, whereas others become available when the user clicks on the *More Filters* hyperlink.
- **Public Views** and **My Views**
  This section contains a number of predefined list reports that are stored in the database. Two options are available in this section:
  - ***Public Views:***
    This section contains the list reports available to all users of the application.
  - ***My Views:***
    This section contains the list reports available to the current user only.

4.1 Accessing the *List* Module

As it has been stated above, the project data can be presented in a form of a list. A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by user's choice of the view. Please refer to the ***Modifying the Current View*** of the present document for more details on how to define more groups / columns for the list.

In order to access the *List* module of the system, the user should follow the steps described below.

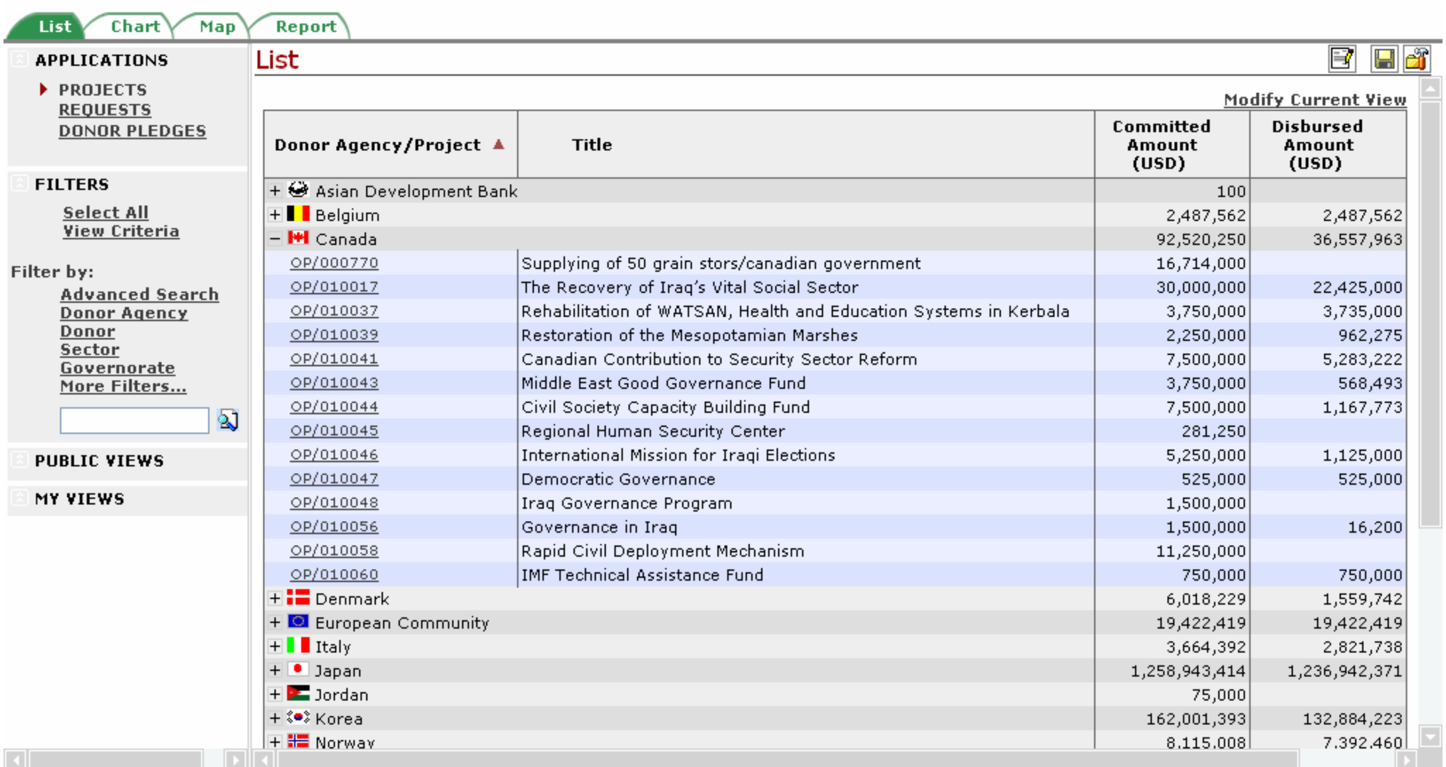
Steps:

1. Click on the **List** tab. The user will be navigated to the *List* module.
2. In this module, the user can view the data organized into a view according to the selected groupings and columns, modify the currently used list, save it as a pre-defined report, include it under a definite group, print it, etc.

4.2 Expanding the List Item

It is possible to expand the list item level to view the information of the sub-level(s). In order to expand the list item level, the user should click on the "+" sign next to the name of the list item s/he would like to expand. This will expand the list item group level displaying the first sub-level (Figure 5). This can further be expanded unless there are no more sub-levels to be displayed.

Note: It should be mentioned that the user can expand one group level at a time. In the event that the user wants to expand the group level of another list item, the previously expanded group level will collapse.



Donor Agency/Project	Title	Committed Amount (USD)	Disbursed Amount (USD)
+ Asian Development Bank		100	
+ Belgium		2,487,562	2,487,562
− Canada		92,520,250	36,557,963
OP/000770	Supplying of 50 grain stors/canadian government	16,714,000	
OP/010017	The Recovery of Iraq's Vital Social Sector	30,000,000	22,425,000
OP/010037	Rehabilitation of WATSAN, Health and Education Systems in Kerbala	3,750,000	3,735,000
OP/010039	Restoration of the Mesopotamian Marshes	2,250,000	962,275
OP/010041	Canadian Contribution to Security Sector Reform	7,500,000	5,283,222
OP/010043	Middle East Good Governance Fund	3,750,000	568,493
OP/010044	Civil Society Capacity Building Fund	7,500,000	1,167,773
OP/010045	Regional Human Security Center	281,250	
OP/010046	International Mission for Iraqi Elections	5,250,000	1,125,000
OP/010047	Democratic Governance	525,000	525,000
OP/010048	Iraq Governance Program	1,500,000	
OP/010056	Governance in Iraq	1,500,000	16,200
OP/010058	Rapid Civil Deployment Mechanism	11,250,000	
OP/010060	IMF Technical Assistance Fund	750,000	750,000
+ Denmark		6,018,229	1,559,742
+ European Community		19,422,419	19,422,419
+ Italy		3,664,392	2,821,738
+ Japan		1,258,943,414	1,236,942,371
+ Jordan		75,000	
+ Korea		162,001,393	132,884,223
+ Norway		8,115,008	7,392,460

Figure 5: Expanding the List Item Level

4.3 Sorting List Items

The user can sort the list view by column by clicking on the name of the column. This will sort the list alphabetically or numerically depending on the type of data entered into that column. The red arrow that appears on the column can reverse the order of the list.

4.4 Browsing among List Items

The user can browse among the list items by clicking on the number link of the page s/he would like to navigate to. Also, the user can make use the **Previous** and **Next** buttons to move to the page of his/her choice.

4.5 Hiding / Showing Images in the List

In order to make the list load quicker, the user can choose to hide the images which are displayed in the list. These images can be donor flags, sector icons, etc.

To hide the images in the list, the user needs to click on the Hide Images button located at the top of the screen. All the images in the screen will not display (Figure 6).

Figure 6: Hiding Images in the List

Note: Clicking the Show Images button will show the images.

4.6 Instructions for Modifying the Current View

It is possible to modify the list that is currently displayed in the *List* module. The user can add new groupings to it or remove the selected ones, (un-) select columns, re-order them, etc. The steps described below provide for the necessary instructions for modifying the current view.

Steps:

1. Click on the Modify Current View link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 7) will appear presenting the administrator with the groupings/columns selected and available for the list view.
2. In the *Groupings* section, add / re-order / remove groups.
3. In the *Columns* section, add / re-order / remove columns.
4. In the *Cross Tab Groupings* section, add / re-order / remove column groupings.
5. Set the view as default, if necessary.
6. After finishing making changes in the view, click the **Ok** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

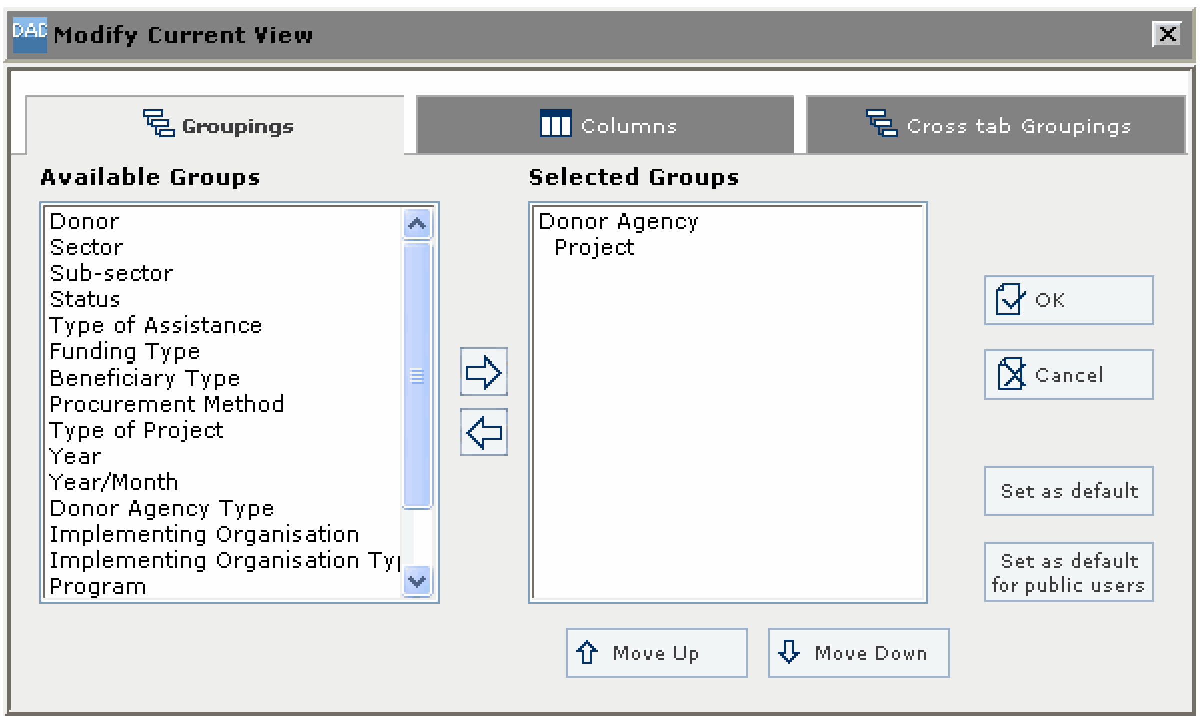


Figure 7: Modifying the Current View

4.6.1 Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, the user should follow the steps described below.

Steps:

1. In the *Available Groups / Columns* panel, select the group / column / column grouping to be added to the list. **Note:** It is possible to select several groups / columns / column groupings by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the  **(Select)** button. The selected group(s) / column(s) / column grouping(s) will appear in the *Selected Groups / Columns* panel.

4.6.2 Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, the user should follow the steps described below.

Steps:

1. Select the group / column / column grouping that needs to be re-ordered in the *Selected Groups / Columns* panel.
2. Click the **Move Up / Move Down** button.

4.6.3 Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, the user should follow the steps described below.

Steps:

1. In the *Selected Groups / Columns* panel, select the group / column / column grouping that needs to be removed from the list.
2. Click the  **(Unselect)** button. The selected group(s) / column(s) / column grouping(s) will be removed from the *Selected Groups / Columns* panel.

4.6.4 Setting a View as Default

After making changes in the view currently displayed in the *List* module, the user can set the newly created view as default. This means that the new view will be displayed when the user accesses the *List* module.

In order to set a view as default, the user should follow the steps described below.

Steps:

1. Make the necessary changes in the current view as described in the sections above.
2. After finishing, click the **Set as Default** button in the *Modify Current View* window. Please note that the view will be set as default only for the current user.

Note: Clicking the **Set as Default for Public Users** button will display the view to those who access the application as unregistered public user.

Example View

Figure 8: Defining List View Groupings
Figure 9: Defining List View Columns

In the event the user indicates:

- Sector / Sub-sector / Project hierarchy as groupings (Figure 8); and,
- Title / # of projects / Committed Amount (USD) / Disbursed Amount (USD) as columns (Figure 9),

s/he will acquire the following view (Figure 10).

Figure 10: Example View

4.7 Viewing Project Details

The user can view detailed information about any of the projects listed in the *List* module. To view more detailed information about the project, the user should follow the steps described below.

Steps:

1. In the *List* module, click on the project for the details to be displayed.
   Note: Depending on the user's choice of view, s/he may be required to expand list item level to view the projects listed under it.
   The user will be directed to the *Details* section (Figure 11) of the application where more detailed information about the project will be displayed.
2. Take the necessary actions (print out the project details, browse among other projects listed under the same parent item, add new projects, etc.). Please, note that it is possible to view/print all project details in a particular selection. For this, the user should select a Funding Source, Sector, etc. that has more than one project and click on its project to open up details and then click on the **View/Print All Projects** button to open the project details for preview and print.
3. After finishing, click the **Close** button to return to the *List Screen*.

4.7.1 Browsing among Projects

In the *Details* section, the user can browse among the projects listed under the same parent item (e.g. donor, sector, etc.). In order to browse among the list items, the user should click on the relevant **(First)** / **(Previous)** / **(Next)** / **(Last)** button found above the *Details* screen.

4.7.2 Printing the Project Details

In the *Details* section, the user can print out the details of the selected project. In order to print out the selected project details, the user should follow the steps described below.

Steps:

1. Click the **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option from the **File** menu.

4.7.3 Adding a New Project

In the *Details* section, the user can add a new project. In order to add a new project, the user should follow the steps described below.

Steps:

1. Click on the **New** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, fill in the information requested. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to enter project data into the application.

Note: It should be taken into account that the user can add a new project from the main screen of the *List* module. In order to add a new project, the user should click on the **(New Project)** button in the top toolbar above the screen.

4.7.4 Editing an Existing Project

In the *Details* section, the user can edit an existing project. Please take into account that the user can edit only those projects which have been created by him/her or for which s/he has been granted with editing rights by the administrator.

In order to edit an existing project, the user should follow the steps described below.

Steps:

1. Click on the **Edit** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, make the appropriate changes. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to enter project data into the application.

Figure 11: The Details Section

4.7.5 Deleting an Existing Project

In the *Details* section, the user can delete an existing project. Please take into account that the user can delete only those projects which have been created by him/her or for which s/he has been granted with deleting rights by the administrator.

In order to delete an existing project, the user should follow the steps described below.

Steps:

1. In the *Details* sub-section, select the project to be deleted.
2. Click the **Delete** button at the top of the *Details* screen. The selected project will be deleted.

5. CHART MODULE

In the *Chart* module (Figure 12) of the *DAD – Iraq* application, the user can create and execute ad-hoc queries on projects data, and acquire results in the form of different charts.

In the left frame of this screen, the user is able to view the following sections:

- **Applications**
  This option allows the user to define the object of the analysis. By defining an appropriate object, the user specifies to the application which data the following ad-hoc queries will be run on. If the analysis object is changed, the system will reset the list of categories and measures on the user's screen accordingly.
- **Filters**
  This section contains the list of categories/hierarchies by which the user may define filters for ad-hoc queries. For user's convenience, the most frequently used filtering categories are constantly present on the screen, whereas others become available when the user clicks on the *More Filters* hyperlink.
- **Public Charts** and **My Charts**
  This section contains a number of predefined chart reports that are stored in the database. Two options are available in this section:
  - ***Public Charts:***
    This section contains the chart reports available to all users of the application.
  - ***My Charts:***
    This section contains the chart reports available to the current user only.

Figure 12: DAD – Iraq Application Chart Module

5.1 Accessing the *Chart* Module

As it has been stated above, the system provides for the opportunity to present data in the form of different charts. In order to access the *Chart* module of the system, the user should follow the steps described below.

Steps:

1. Click on the **Chart** tab. The user will be navigated to the *Chart* module where a predefined chart based on the *Donor* set as the chart category and *Committed (USD)* and *Disbursed (USD)* set as the chart values is displayed.
2. In this module, the user can create and display reports in the form of different charts, save them as pre-defined reports, arrange them in the desired way, print them, etc.

5.2 Instructions for Creating Chart Reports

In order to create a chart report, the user should follow the steps described below.

Steps:

1. Define one or more of the following:
   - **Category**
     Select one of the options provided in the *Category* pull down menu located at the top of the *Chart Screen*. The selected category will define one of the chart axes. **Note:** Selection of a category for the chart report is required.
   - **Series**

Select one of the options provided in the *Series* pull down menu located at the top of the *Chart Screen*. The selected series will define the chart legend. **Note:** Selection of a series for the chart report is optional.

Note: Clicking the **Swap** button allows trading places of category and series selections.

- **Value(s)**
  Select one or more of the options provided in the *Values* section.
  Note that when only the *Category* is defined, the user can select one or more *Values*. Hence the *Values* section consists of a collection of checkbox-type elements. If, however, the administrator has defined both *Categories* and *Series* prior to defining *Values*, the user can only select one *Value*. Hence the *Value* section consists of a collection of radio-button- type elements.
- **Chart Type**
  Click on the button that represents the preferred chart type from the following:
  a. - column chart;
  b. - pie chart;
  c. - line chart;
  d. - bar chart;
  e. - stacked column chart;
  f. - stacked bar chart;
  g. - 3D column chart;
  h. - 3D pie chart;
  i. - 3D bar chart;
  j. - 3D stacked column chart; and,
  k. - 3D stacked bar chart.

  Note: In the event the administrator defines pie chart or 3D pie chart as the chart type, s/he can define only one value for that chart to be generated.

2. Click on the Please click here to see your changes in effect link for the chart to be generated.

Example Chart Report

In the event the user selects the "Sector" as a chart Category, "Committed Amount (USD)" as a value to be shown on the chart, and clicks on the **3D pie chart** button to specify the chart type, s/he will acquire the following chart report (Figure 13)

Figure 13: Example Chart Report

5.3 Setting Chart Options

In the *Chart* module, the user can set the chart options, i.e. indicate the number of items to be displayed on the chart and define whether the numeric values should be displayed in thousands, millions, etc.

In order to set the chart options, the user should follow the steps described below.

Steps:

1. Click the  **(Set Chart Options)** button in the top toolbars. An *Options* window (Figure 14) will appear.
2. Indicate the number of items to be displayed on the chart by selecting the appropriate value from the relevant pull-down list.

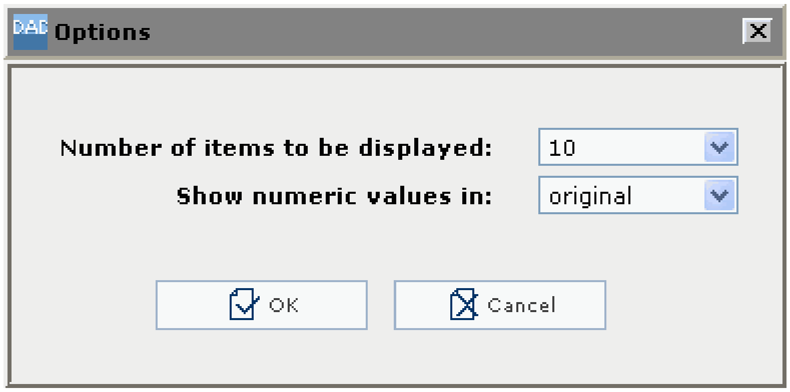


Figure 14: Setting the Chart Options

3. Define the format in which the numeric values should be displayed on the chart, i.e. whether the original values should be displayed or they should be shown in thousands, millions, etc. This prevents large numeric values represented by many zeros from taking a lot of space on the chart.
4. After finishing, click the **Ok** button for the changes to take effect.
   Or, click the **Cancel** button to discard the changes made.

5.4 Viewing Chart Constituent Details

The user can view detailed information about the chart constituents. To view more detailed information about the chart constituents, the user should follow the steps described below.

Steps:

1. Click on the chart constituent for the details to be displayed. The user will be directed to the *Details* section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
2. Take the necessary actions (print out the project details, browse among other projects listed under the same parent item, add new projects, etc.). Please, note that it is possible to view/print all project details in a particular selection. For this, the user should select a Funding Source, Sector, etc. that has more than one project and click on its project to open up details and then click on the **View/Print All Projects** button to open the project details for preview and print.
3. After finishing, click the **Close** button to return to the *Chart* module.

5.4.1 Browsing among List Items

In the *Details* section, the user can browse among the list items presented on the screen. In order to browse among the list items, the user should follow the steps described below.

Steps:

1. Scroll down to find the relevant list item and view its details by clicking on its ID.
   Or,

2. Click on the relevant  **(First)** /  **(Previous)** /  **(Next)** /  **(Last)** button found in the top right corner of the *Details* screen.

5.4.2 Printing the Project Details

In the *Details* section, the user can print out the details of the selected project. In order to print out the selected project details, the user should follow the steps described below.

Steps:

1. Click the  **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option from the **File** menu.

5.4.3 Adding a New Project

In the *Details* section, the user can add a new project. In order to add a new project, the user should follow the steps described below.

Steps:

1. Click on the **New** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, fill in the information requested. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to enter project data into the application.

5.4.4 Editing an Existing Project

In the *Details* section, the user can edit an existing project. Please take into account that the user can edit only those projects which have been created by him/her or for which s/he has been granted with editing rights by the administrator.

In order to edit an existing project, the user should follow the steps described below.

Steps:

1. Click on the **Edit** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, make the appropriate changes. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to make changes in the project data.

5.4.5 Deleting an Existing Project

In the *Details* section, the user can delete an existing project. Please take into account that the user can delete only those projects which have been created by him/her or for which s/he has been granted with deleting rights by the administrator.

In order to delete an existing project, the user should follow the steps described below.

Steps:

1. In the *Details* sub-section, select the project to be deleted.
2. Click the **Delete** button at the top of the *Details* screen. The selected project will be deleted.

6. MAP MODULE

In the *Map* module (Figure 15) of the *DAD – Iraq* application, the user can create and execute ad-hoc queries on projects data, and have the results displayed on the map of Iraq and its regions.

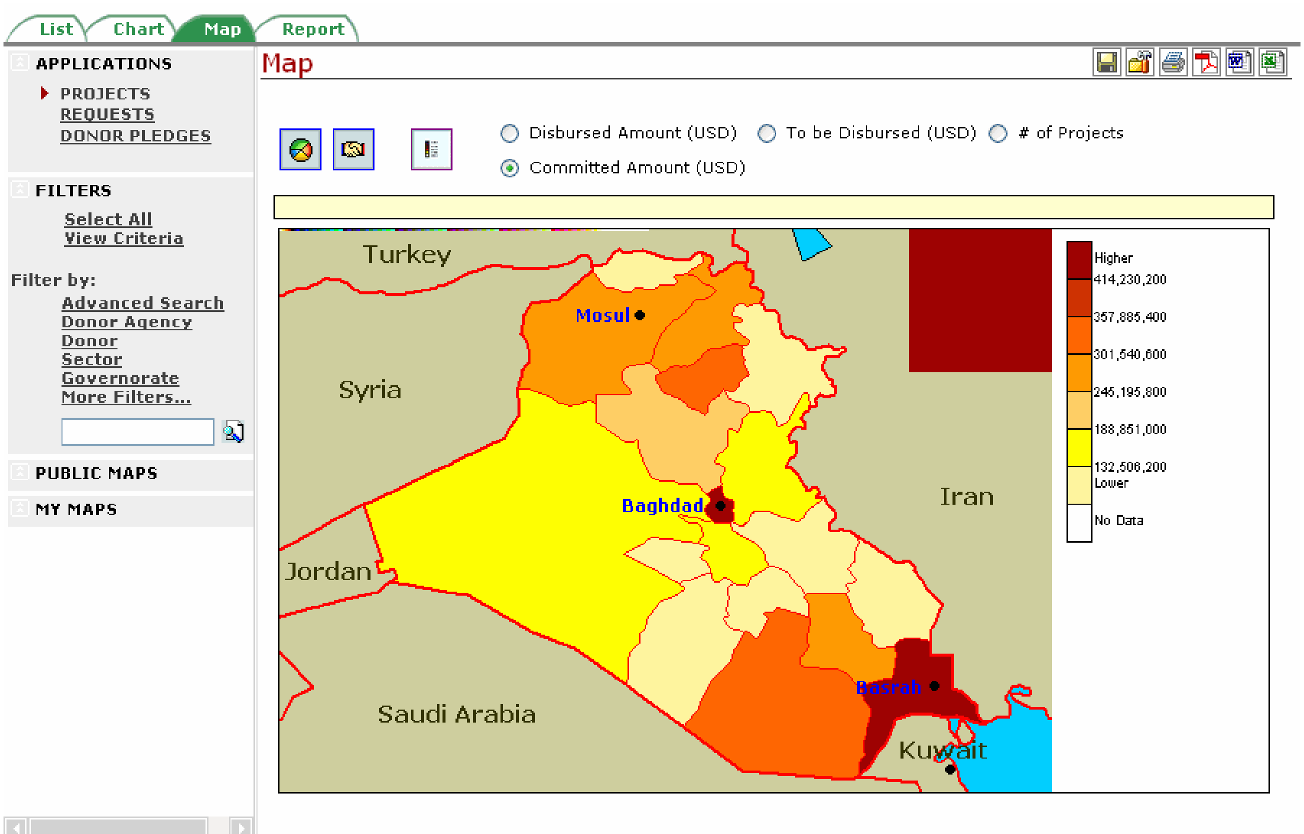


Figure 15: DAD – Iraq Application Map Module

In the left frame of this screen, the user is able to view the following sections:

- **Applications**
  This option allows the user to define the object of the analysis. By defining an appropriate object, the user specifies to the application which data the following ad-hoc queries will be run on. If the analysis object is changed, the system will reset the list of categories and measures on the user's screen accordingly.
- **Filters**
  This section contains the list of categories/hierarchies by which the user may define filters for ad-hoc queries. For user's convenience, the most frequently used filtering categories are constantly present on the screen, whereas others become available when the user clicks on the *More Filters* hyperlink.
- **Public Maps** and **My Maps**
  This section contains a number of predefined map reports that are stored in the database. Two options are available in this section:
  - ***Public Maps:***
    This section contains the map reports available to all users of the application.
  - ***My Maps:***
    This section contains the map reports available to the current user only.

6.1 Accessing the *Map* Module

As it has been stated above, the system provides for the opportunity to present data on the map of Iraq and its regions. In order to access the *Map* module of the system, the user should follow the steps described below.

Steps:

1. Click on the **Map** tab. The user will be navigated to the *Map* module of the application where a default map is displayed.
2. In this module, the user can create map reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

6.2 Instructions for Creating Map Reports

The steps described provide instructions on how to create map reports.

Steps:

1. Define whether a category-based map or a scaling map will be created by clicking on the relevant button.
   - **Category-based Map**

     The category based map can be of the following types: 1. **Sector based**  and 2. **Donor based** . To display the information of any of these categories on the map, the user should click on the respective button. The map legend to the right will prompt what icons stand for the category items. Please note that the user can receive factual information about the projects in any of the regions of Iraq when pointing the mouse cursor on the appropriate icon. The information will be displayed in the status bar above the *Map* screen.
   - **Scaling Map**

     The user can select to show data on the scaling map by clicking the  **(Scaling)** button on the toolbar above the *Map* screen and choosing the category to be displayed on the map. The regions in the map generated will be colored according to the number of the projects. When pointing the mouse cursor on the region, the actual number of the projects received will be displayed in the status bar.

Note: Clicking the  button allows the user to zoom in / zoom out to the next map level.

Example Map Report

In the event the user selects to view a sector-based map, s/he will acquire the following map report (Figure 16).

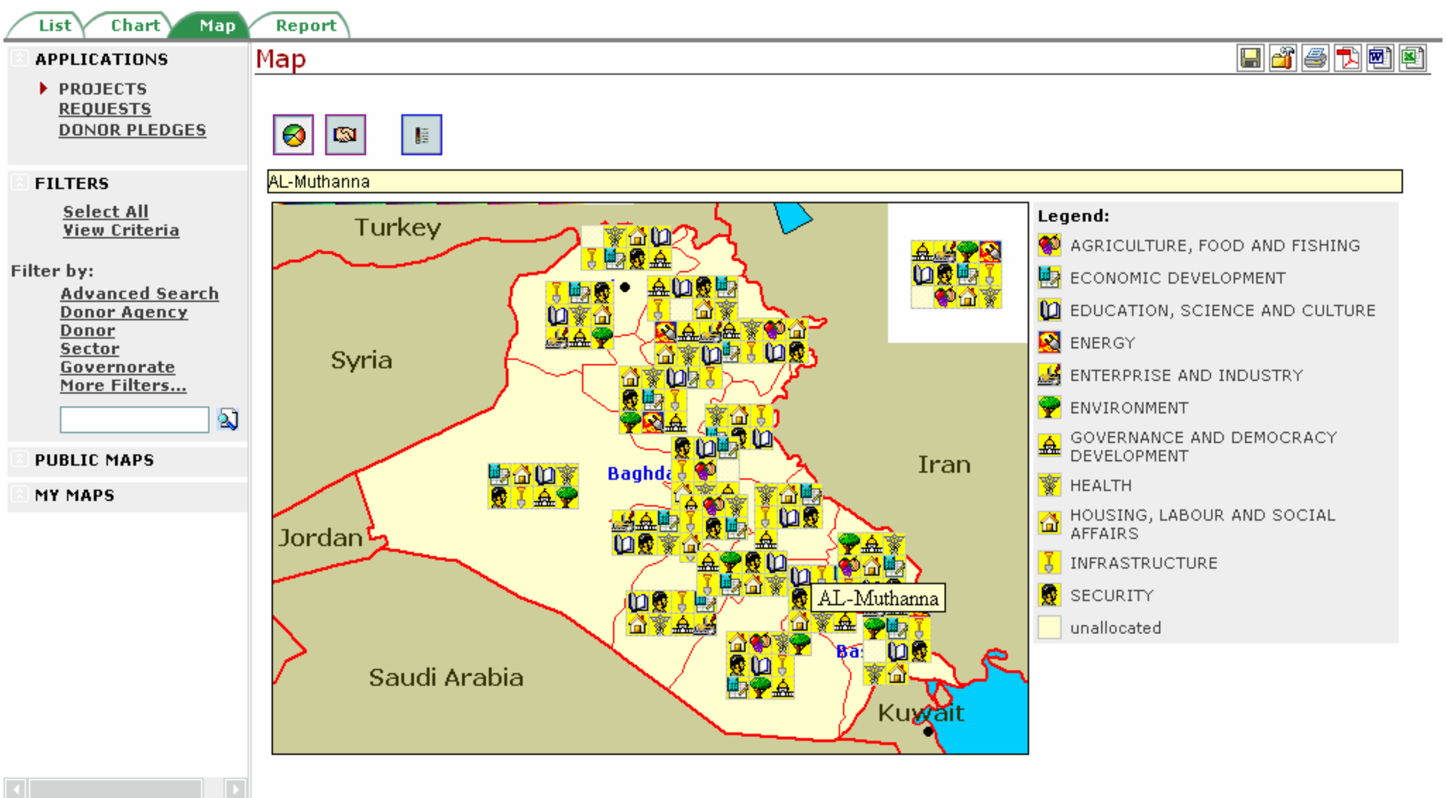


Figure 16: Example Map Report

6.3 Viewing Map Category Details

The user can view detailed information about the categories displayed on the map. In order to view more detailed information about the categories, the user should click on the respective icon on the category-based map.

Steps:

1. Click on the appropriate icon for the details to be displayed. The user will be directed to the *Details* sub-section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
2. Take the necessary actions (print out the project details, browse among other projects listed under the same parent item, add new projects, etc.). Please, note that it is possible to view/print all project details in a particular selection. For this, the user should select a Funding Source, Sector, etc. that has more than one project and click on its project to open up details and then click on the **View/Print All Projects** button to open the project details for preview and print.
3. After finishing, click the **Close** button to return to the *Map Screen*.

6.3.1 Browsing among List Items

In the *Details* section, the user can browse among the list items presented on the screen. In order to browse among the list items, the user should follow the steps described below.

Steps:

1. Scroll down to find the relevant list item and view its details by clicking on its ID.
   Or,
2. Click on the relevant  **(First)** /  **(Previous)** /  **(Next)** /  **(Last)** button found in the top right corner of the *Details* screen.

6.3.2 Printing the Project Details

In the *Details* section, the user can print out the details of the selected project. In order to print out the selected project details, the user should follow the steps described below.

Steps:

1. Click the  **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option from the **File** menu.

6.3.3 Adding a New Project

In the *Details* section, the user can add a new project. In order to add a new project, the user should follow the steps described below.

Steps:

1. Click on the **New** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, fill in the information requested. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to enter project data into the application.

6.3.4 Editing an Existing Project

In the *Details* section, the user can edit an existing project. Please take into account that the user can edit only those projects which have been created by him/her or for which s/he has been granted with editing rights by the administrator.

In order to edit an existing project, the user should follow the steps described below.

Steps:

1. Click on the **Edit** button at the top of the *Details* screen. The user will then be directed to the *Data Entry* module of the *DAD – Iraq* application.
2. In the *Data Entry* module, make the appropriate changes. **Note:** Please refer to the ***Data Entry Module*** user manual for more details on how to make changes in the project data.

6.3.5 Deleting an Existing Project

In the *Details* section, the user can delete an existing project. Please take into account that the user can delete only those projects which have been created by him/her or for which s/he has been granted with deleting rights by the administrator.

In order to delete an existing project, the user should follow the steps described below.

Steps:

1. In the *Details* sub-section, select the project to be deleted.
2. Click the **Delete** button at the top of the *Details* screen. The selected project will be deleted.

7. REPORT MODULE

In the *Report* module of the *DAD – Iraq* application, the user can create and execute ad-hoc queries on projects data, and acquire results in the form of different reports.

In the left frame of this screen, the user is able to view the following sections:

- **Applications**
  This option allows the user to define the object of the analysis. By defining an appropriate object, the user specifies to the application which data the following ad-hoc queries will be run on. If the analysis object is changed, the system will reset the list of categories and measures on the user's screen accordingly.
- **Filters**
  This section contains the list of categories/hierarchies by which the user may define filters for ad-hoc queries. For user's convenience, the most frequently used filtering categories are constantly present on the screen, whereas others become available when the user clicks on the *More Filters* hyperlink.
- **Public Reports** and **My Reports**
  This section contains a number of predefined map reports that are stored in the database. Two options are available in this section:
  - ***Public Reports:***
    This section contains the list reports available to all users of the application.
  - ***My Reports:***
    This section contains the list reports available to the current user only.

7.1 Accessing the *Report* Module

As it has been stated above, the system provides for the opportunity to create different sorts of list reports. In order to access the *Report* module of the system, the user should follow the steps described below.

Steps:

1. Click on the **Report** tab. The user will be navigated to the *Report* module of the application where the Report Designer (Figure 17) will open.
2. In this module, the user can create list reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

Figure 17: DAD – Iraq Application Report Module

7.2 Instructions for Creating a Report

In order to create a report, i.e. to structure the report table and choose what information should appear in the rows and columns of the table, the user should add report components, which are:

- Text entries – title, subtitle, header, and footer. For these fields, the expected input is a free text.
- Report grouping - allows grouping data according to a specific category. Grouped data appear in different tables. Each table contains data that fall under one group of the category specified.
- Rows - group data within the report table.
- Columns - show details specific to each table row.
- Sub-columns - divide the row details displayed under each column.

In order to add report components, the user should follow the steps described below. They provide instructions on how to compose and submit queries.

Steps:

1. Type the text that should appear as the report title in the 'Title' text box.
2. Enter a 'Subtitle', 'Header', and 'Footer' if needed.
3. In the "Group Report by' section, specify the category, which will be used to group data into different tables. To add a report grouping, click on the *Add Grouping* link in the "Group Report by' section and select the appropriate category from the menu that appears (Figure 18).
   Note: The report will be divided into as many tables as there are table groupings selected.
4. Select table rows by clicking on the *Add Row* link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one row at a time from the list of available rows.
5. Select table columns by clicking on the *Add Column* link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one column at a time from the list of available columns.
6. **Note:** Once the user selects a report column, an *Add Sub-column* link becomes available under the selected column. It allows indicating how the row details displayed under each column will be divided.

Figure 18: Selecting a Grouping for a Report

Note: At any point it is possible to remove all components selected for the report and design a new report from scratch by clicking on the **Reset** button located at the right top of the *Report Screen*.

7.3 Previewing a Report

At any time during the process of creating a report, the user can refer to the *Preview* section at the bottom of the page, in order to view the final structure of the report s/he is creating (Figure 19). However, the Preview will not be ready for viewing unless the user has at least one table row defined.

Figure 19: Previewing the Report

As soon as the user has finished adding report components and structuring the report table structure, s/he can expand the *Preview* section to check whether the report created clearly communicates the information that needed to be gathered for analysis.

7.4 Generating a Report

The final step in the process of creating a report is report generation. Thus, if the user clicks on the **Generate Report** button, s/he will submit a request to the Reporting Engine to access the database, gather the data the user needs and present it in the manner s/he has already specified. The Report containing all the real data appears in a new window.

Example Report

In the event the user indicates:

- "Projects by Years of Implementation" as the report title;
- "Financial Year" as the report table grouping;
- "Developing Partner Agency / Project" hierarchy as rows;

- "# of Projects" , "Project Financing (USD million)" , "Project Financing (INR crores)", "Type of Assistance" as columns (Figure 20);

Figure 20: Creating a Report

s/he will acquire the following list report (Figure 21):

Figure 21: Example List Report

7.5 Customizing Reports

The user can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe what steps the user should take in order to customize the reports.

7.5.1 Formatting/Styling Report Components

The user may format/style the text entries as well as main report table captions and values by assigning to them value characteristics such as font, font size, font color, background color, alignment (i.e. left, center, or right), etc. In order to format/style a report component, the user should follow the steps described below.

Figure 22: Formatting/Styling Text Entries

Steps:

1. Click on the report component that needs to be formatted / styled.
2. Select the *Properties* option from the actions list that appears. The *Properties* window will appear. Please note that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 22). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 23).
3. Change the properties as needed.
   Note: To prevent the user from navigating away from the section every time that s/he needs to change the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do it, the user needs to select the appropriate instance from the *Items* drop-down list in the *Properties* window. The list contains the report table components previously selected by the user.
4. Click the **Apply** button for the changes to take effect. Clicking the **Ok** button will close the window and navigate the user to the **Report** module.

Figure 23: Assigning Properties to Report Table Components

7.5.2 Re-ordering Report Table Components

This option enables the user to establish and modify the order of the report table components, like rows, columns, etc. In order to re-order report table components, the user should follow the steps described below.

Steps:

1. Click on the component item that needs to be reordered in the report.
2. Select the respective *Move Up* / *Move Down* / *Move Right* / *Move Left* option from the menu that appears. The report generated will maintain the order of the items that was displayed in the *Report Designer*.

Note: In the event any of these actions is not possible, the respective option will be disabled in the menu.

7.5.3 Sorting Report Table Components

The user may change the order in which the table components will appear in the final report. The report table components can be sorted either in an *Ascending* (A-Z) or a *Descending (Z-A)* order. In order to alphabetically sort the report table components, the user should follow the steps described below.

Steps:

1. Click on the component item for which the sorting order needs to be changed.
2. Select the *Sorting Order* option from the actions list (Figure 24).
3. Define whether the report item values should be sorted in the ascending or descending order. Please note that selecting the *None* option from the list removes the sorting criteria.

Note: The sorting order for the report components can also be defined from within the *Properties* window.

Figure 24: Defining the Sorting Order

7.5.4 Displaying Totals in a Report

The user may choose to display totals for report table components. These totals can be placed before or after detailed data. In order to define whether the totals should be displayed in the report and where they should be placed, the user should follow the steps described below.

Steps:

1. Click on the component item for which totals need to be added.
2. Select the *Total* option from the actions list that appears.
3. Define whether the totals should be displayed before or after detailed data in the final report.
   Note: Selecting the *None* option from the list will not display the totals.

Note: Alternatively, the user can define whether totals should be displayed in the report and where to place them from within the *Properties* window.

7.5.5 Removing a Report Table Component

It is possible to remove a report table component from being included in the report, if this is necessary. In order to remove a report table component, the user should follow the steps described below.

Steps:

1. Click on the component item that needs to be removed.
2. Select the *Remove* option from the menu that appears. The selected grouping value will be removed.

7.5.6 Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. In the event there are sub-columns selected, switching between table groupings / rows and columns is disabled. It is possible to switch between table groupings / rows and sub-columns.

In order to switch report table components, user should follow the steps described below.

Steps:

1. Click on the component item that needs to be switched.
2. Select the *Switch Place with* option from the menu that appears.
3. Define what component item the selected instance needs to switch place with. The selected component item will be removed from its current position and added as an item to the specified component. For instance, if the user selects to switch between table grouping and row, the selected table grouping item will be removed from table grouping and added as the row item, while the row item will “trade” places with the table grouping item.

8. FILTERING

The system allows for data filtration. Filtering allows the user to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which enables the user to implement new filtering over the results of the previous one. This option reduces the size of reports and makes them easier to read. Filters can be added to new or existing reports. Defined filtering is applicable for list, reports, charts, and maps.

The list of the most frequently-used filter categories is displayed under the *Filter By:* section. The list of all available filter categories is displayed when the user clicks on the *More Filters* link.

8.1 Instructions for Creating Filtering Criteria

The user must follow the instructions described below to create filtering criteria.

Steps:

1. Click on the hyperlink under the *Filtering* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 25) will appear having the *<Category Items>* pull down menu set to the selected *Category*. The first text area holds a list of all the available *Category* items that the report could display, whereas the second text area holds a sub-set list of the first one. The user may only edit the sub-set list in the second text area. At the end of the filtering, if the sub-set list is empty, all the *Category* items will be included in the report. If, however, the sub-set is non-empty, only the items in the sub-set list will be included in the report. At the bottom of the pop-up window the selection criteria from all categories are presented. This view is also available from the main screen under the hyperlink "View Criteria".
2. Select a *Category* item from the list in the first text area.
3. Click on the downward-pointing arrow button to add the item selected to the list in the second text area.
4. Repeat steps 2 and 3 to add more than one *Category* item. **Note:** If a *Category* item needs to be removed from the second text area, select it from the list in the second text area and click on the upward-pointing arrow button.
5. Click on the **OK** button to apply the filtering to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map). The system will regenerate and download, to the client's side, an updated report that applies the updated filtering criteria.

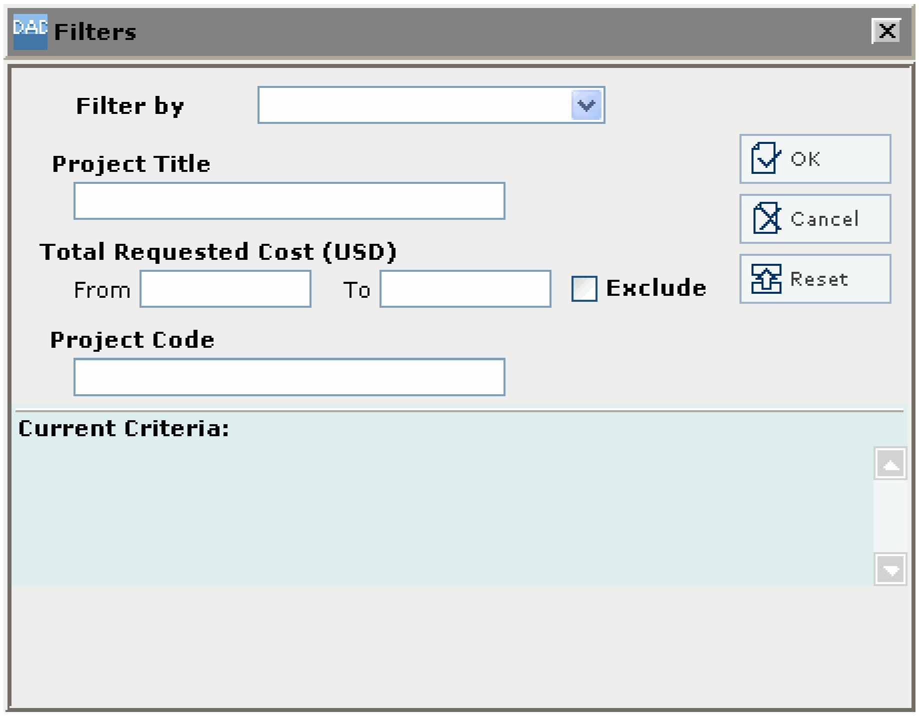


Figure 25: Creating a Filtering Criteria

Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. In this case the user has to tick the *Exclude* check box. All the *Category* items that appear in the second text area will be excluded from the filtering criteria to be created.

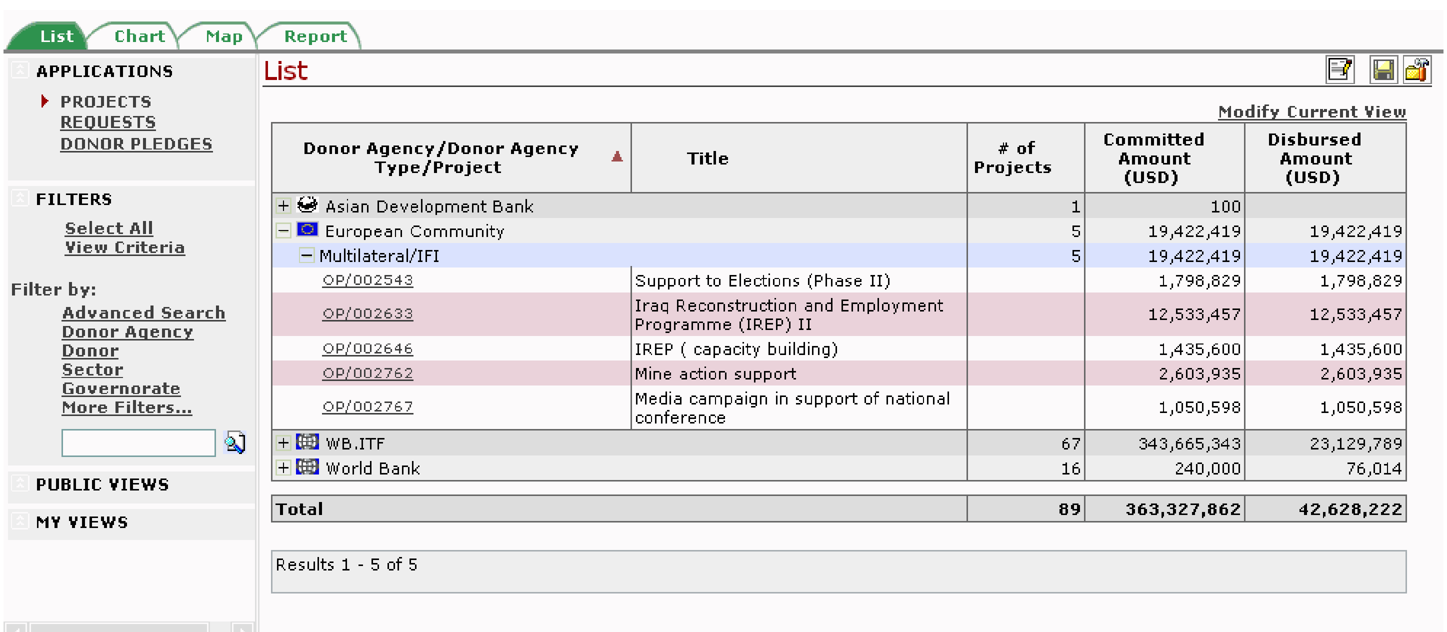


Figure 26: Example Filtering Criteria

<u>Example Filtering Criteria</u>

In the event the user selects:

- "Funding Agency Type" as a filtering category; and,

- “International NGO”, “International Organisation”, and “Multilateral/IFI” as category items (Figure 26)

s/he will acquire the following results (Figure 27).

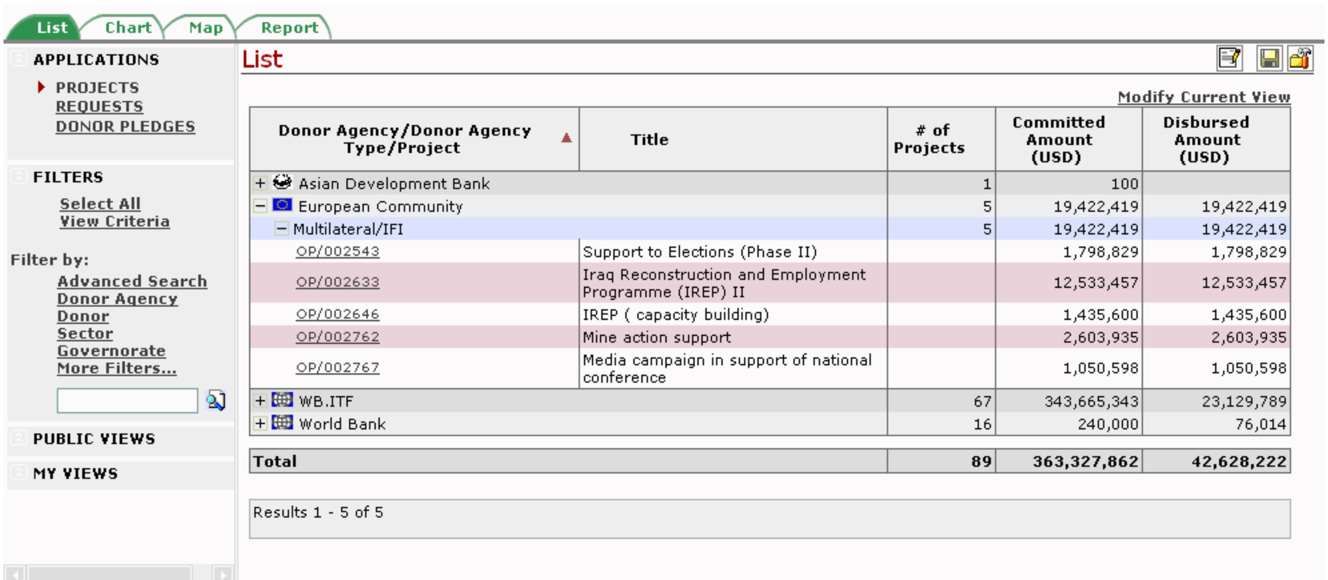


Figure 27: Filtered List

8.2 Instructions for Creating Search Criteria

The *DAD – Iraq* application is equipped with a comprehensive search mechanism, which allows searching for any relevant information. For instance, it is possible to indicate UNDP as a Donor or and get result on all projects where UNDP is either the Donor Agency or Partner as Maps, Charts, Lists, or Reports.

The user must follow the instructions described below to create search criteria.

Steps:

1. Click the Advanced Search link under the *Filters* section. The user will then be directed to the *Filters* section (Figure 28).

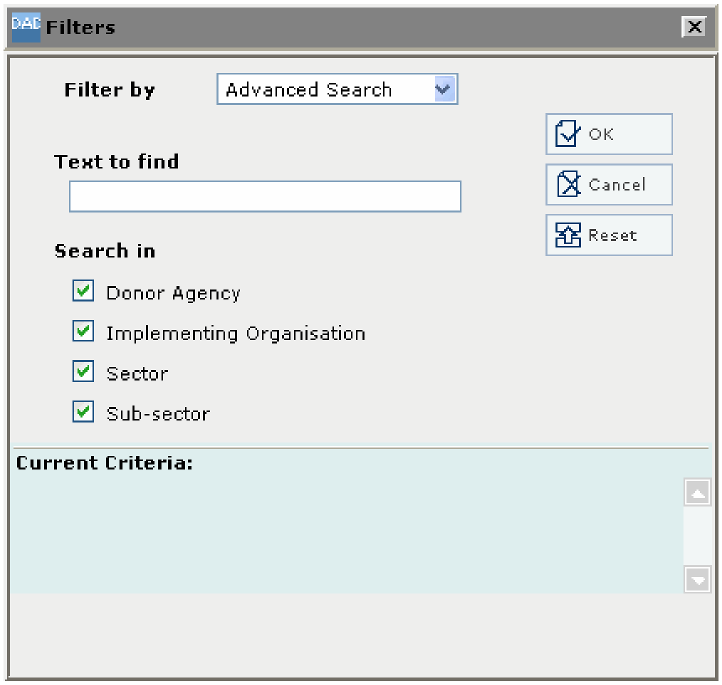


Figure 28: Creating a Search Criteria

2. Define the text to search for in the appropriate field.
3. Specify the fields to look in by selecting the appropriate checkbox(es).
4. Click on the **OK** button to apply the search criteria to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map).

Note: The simple search (searching on all fields) is also available at the bottom of the *Filers* section.

Example Search Criteria

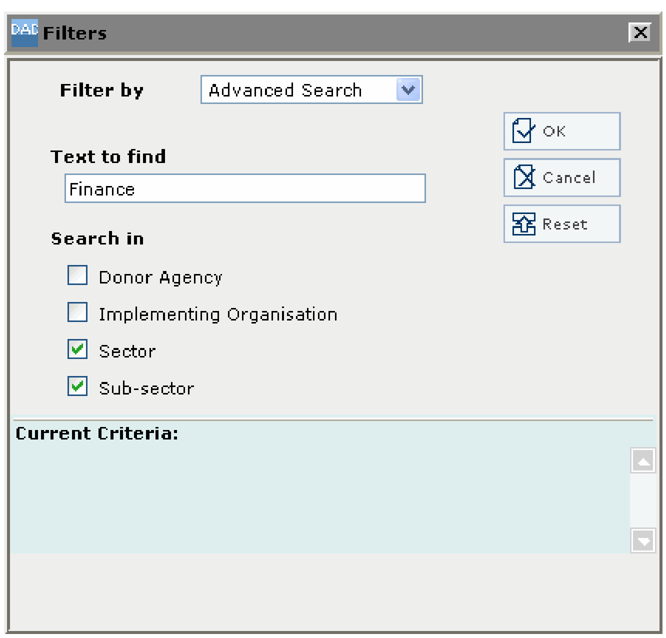
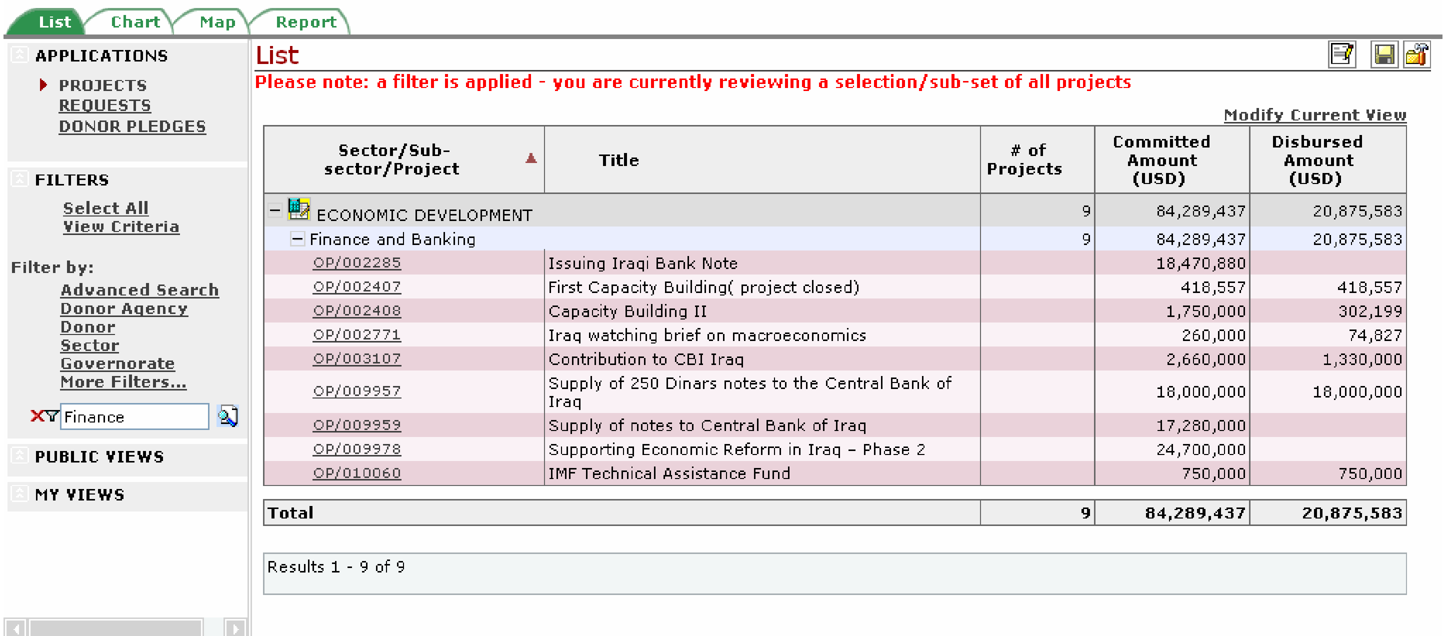


Figure 29: Defining Search Criteria

In the event the user selects to look for “Finance” among sectors and sub-sectors (Figure 29), s/he will acquire the following results (Figure 30).



Sector/Sub-sector/Project	Title	# of Projects	Committed Amount (USD)	Disbursed Amount (USD)
ECONOMIC DEVELOPMENT		9	84,289,437	20,875,583
Finance and Banking		9	84,289,437	20,875,583
OP/002285	Issuing Iraqi Bank Note		18,470,880	
OP/002407	First Capacity Building(project closed)		418,557	418,557
OP/002408	Capacity Building II		1,750,000	302,199
OP/002771	Iraq watching brief on macroeconomics		260,000	74,827
OP/003107	Contribution to CBI Iraq		2,660,000	1,330,000
OP/009957	Supply of 250 Dinars notes to the Central Bank of Iraq		18,000,000	18,000,000
OP/009959	Supply of notes to Central Bank of Iraq		17,280,000	
OP/009978	Supporting Economic Reform in Iraq – Phase 2		24,700,000	
OP/010060	IMF Technical Assistance Fund		750,000	750,000
Total		**9**	**84,289,437**	**20,875,583**

Figure 30: Search Results

9. SAVING REPORTS

After creating reports of different types, the user can memorize them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who have got access to the application or in the *My Reports* group which is available only to the current user.

It should also be mentioned that there are two ways of saving a report in the *DAD - Pakistan* application. The user can save a newly created report, or s/he can save a copy of an existing report with a different name, in a different location, or with a different content.

10.1 How to Save New Reports

From the *List*, *Report, Chart*, and *Map* modules, the user can design an appropriate report and save it. In order to save the report created, the user should follow the steps described below.

Steps:

1. Click on the **(Save)** button on the top right side of the screen. A *Memorize Report* window (Figure 31) will appear.
2. Define the report name in the *Memorized Name* field.

Figure 31: Memorizing a Report

3. Specify the group the report will be included in by selecting the appropriate value from the *Include under the Following Group* combo box.
4. Check the *Include currently selected filters* checkbox to save filtering defined along with the report.
5. Click on the **OK** button to save the report for future reference.

10.2 How to Save a Copy of the Report

In the *DAD – Pakistan* application, the user can save a copy of an existing report. The copy of the report can be saved in a different location, with a different name or edited content.

In order to save a copy of a report, the user should follow the steps described below.

Steps:

1. Click on the Save As button on the top right side of the screen. A *Memorize Report* window (Figure 31) will appear.
2. Save the report by following the steps described in the section above.

10. ORGANIZING REPORTS

The user can organize the reports in the desired way. This means that the user can rename the reports, create groups to include reports under, etc.

10.1 How to Organize Reports

From the *List*, *Report, Chart*, and *Map* modules, the user can design appropriate reports and organize them in the desired way. In order to organize the reports, the user should follow the steps described below.

Steps

1. Click on the  **(Organize Reports)** button at the top right side of the Screen. An *Organize Reports* window (Figure 32) will appear.
2. Rename a report / report group, if necessary.
   In order to rename a report / report group:
   - Highlight the report / group that needs to be renamed.
   - Click the **Rename** button.
   - Fill in the desired name for the report / group.
   - Click the **Enter** keyboard button to confirm renaming.

   Note: *Public Reports* and *My Reports* groups cannot be renamed.
3. Delete a report / report group, if necessary.
   In order to delete a report / report group:
   - Highlight the report / group that needs to be deleted.
   - Click the **Delete** button.
   - Click the **Ok** button to confirm deletion. Or, click the **Cancel** button to abort the operation.

   Note: *Public Reports* and *My Reports* groups cannot be deleted.
4. Add a sub-group to include reports under it.
   In order to add a sub-group:
   - Click the **Add Group** button.
   - Fill in the desired name for the sub-group.
   - Click the **Enter** keyboard button to confirm adding.
5. Re-order reports / groups.
   In order to re-order reports / groups:
   - Highlight the report / group the sorting order of which needs to be changed.
   - Click the **Move Up / Move Down** button.

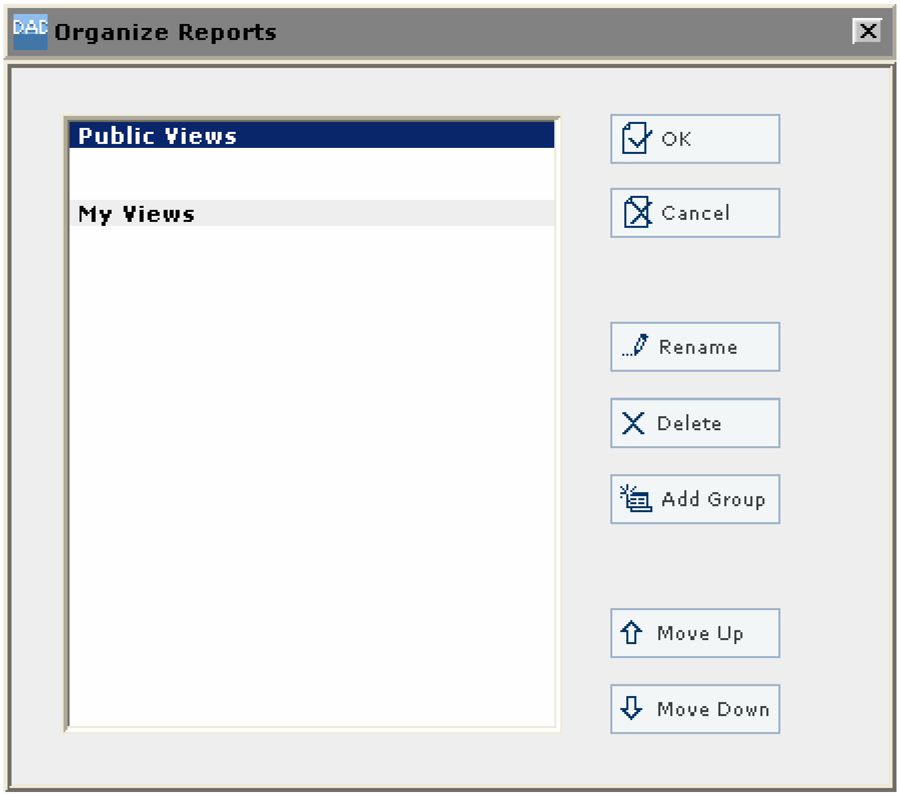


Figure 32: Organizing the Reports

11. EXPORTING AND PRINTING REPORTS

From the *Report, Chart,* and *Map* modules, the user can design appropriate reports and export them in the PDF / MS Word and MS Excel formats. Moreover, the user able to print the reports created and save them for future reference.

11.1 How to Export Reports

In order to export the reports in the PDF / MS Word and MS Excel formats, the user should follow the steps described below.

Steps:

1. Click on the respective **(Export in PDF Format)** / **(Export in MS Word Format)** / **(Export in MS Excel Format)** button. A separate window will open.
2. Make changes, if necessary.

11.2 How to Print Reports

In order to print out the reports, the user should follow the steps described below.

Steps:

1. Click the **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option from the **File** menu.