DEVELOPMENT ASSISTANCE DATABASE FOR SIERRA LEONE (DAD SIERRA LEONE)

ANALYTICS

USER MANUAL

Version 1.1

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1. INTRODUCTION

The purpose of this document is to describe how the *Development Assistance Database for Sierra Leone (DAD Sierra Leone)* application functions and provide the necessary instructions 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.

2. OVERVIEW

The *Development Assistance Database for Sierra Leone (DAD Sierra Leone)* application is an aid management solution promoting good governance and public accountability and transparency. It is an automated information management system which is designed to improve efficiency and coordination of donor activities in the country. 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 for the donor and NGO community as it ensures effective access to aid data.

The *DAD Sierra Leone* application is a powerful tool that is used to view project data organized into lists, reports, charts, and maps. In the *DAD Sierra Leone* application, you can present the project data in form of a list, chart and map reports, memorize/save the reports, print and export them.

The *DAD Sierra Leone* application is designed to provide quick access to the project and aid data remotely via Internet. Once you have accessed the application, you can view the project data stored in the database, add new projects, edit existing ones, etc.

In the current design, the *DAD Sierra Leone* consists of the **Project** application designed to track the ongoing projects that are financed from external sources, e.g. donor community, International NGOs, etc. Once you have accessed this application, you are 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 you can add new projects or modify the information of existing projects through the built-in *Online Data Entry Module*.

The *DAD Sierra Leone* provides a web-based user interface and requires a web browser (Internet Explorer) pre-installed.

3. LOGGING INTO DAD SIERRA LEONE APPLICATION

The starting screen of the *DAD* is the *Login Screen* (Figure 1). To login, you should validate yourself with the username and password and then click the **Login** button.

Note: The password is case sensitive.

Note: If you have failed to login 3 times, the system will be blocked. Contact your system administrator in order to unlock your user access.

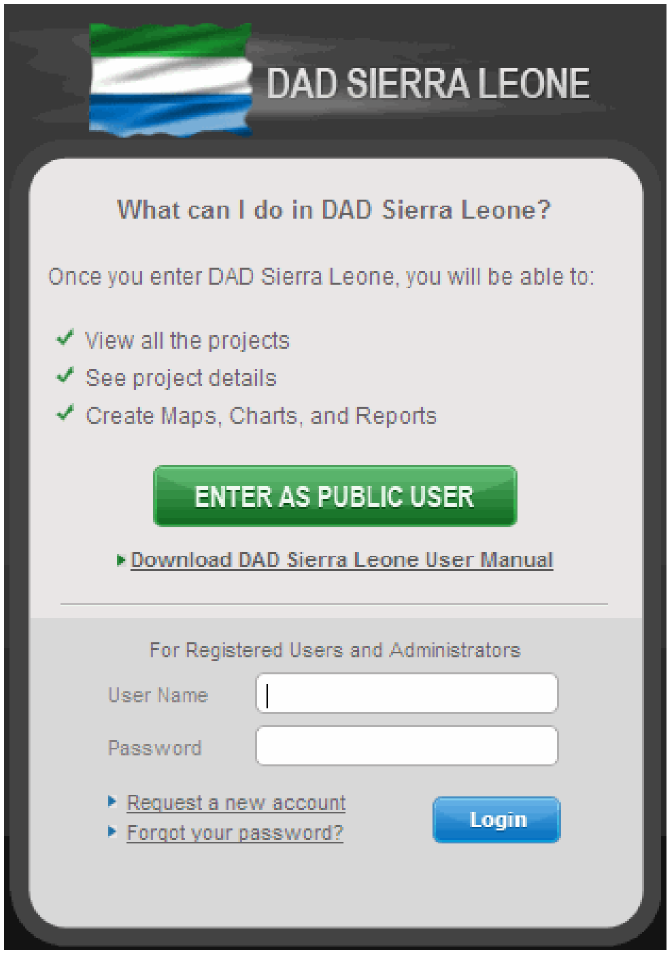


Figure 1: DAD Login Screen

A successful login directs you to the *My Portfolio* module.

Note: If you have forgotten your password, you can retrieve it by clicking the **Forgot Your Password?** link in the *Login Screen* and confirming your identity. After submitting your identity information, you will receive a password to the e-mail account indicated.

3.1 Registering a New User

If you are new to the system and you need a personal account, sign up for a username and password to start using the system. In order to register in the system, follow the steps below:

1. Click the **Request a new account** link on the *Login Screen*. A *User Registration Form* (Figure 2) appears.
2. Fill in the information requested.
3. Click the **Submit** button to submit the inserted information.

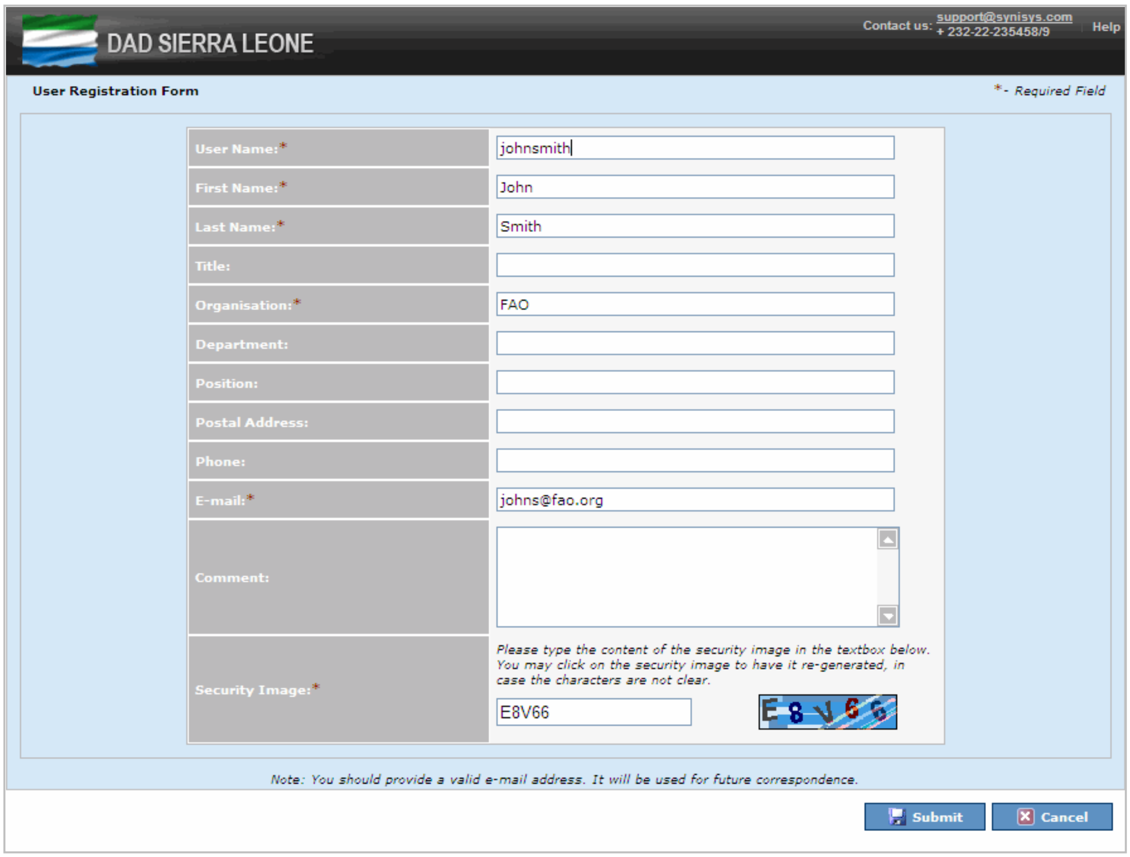


Figure 2: User Registration Form

Once you submit the registration form, the DAD's administrator receives a notification. The administrator will review the information submitted and either approve the application or reject it. In case the application is approved, you will receive an e-mail message to the provided e-mail address. The e-mail will contain your login information details (automatically generated username and password) and the link to the DAD's login page.

Once logged in with the received username/password, you can manage your details, i.e. change personal data and the password. To edit personal details, log into the application, go to the *My Profile* section (Figure 3) and make the appropriate changes.

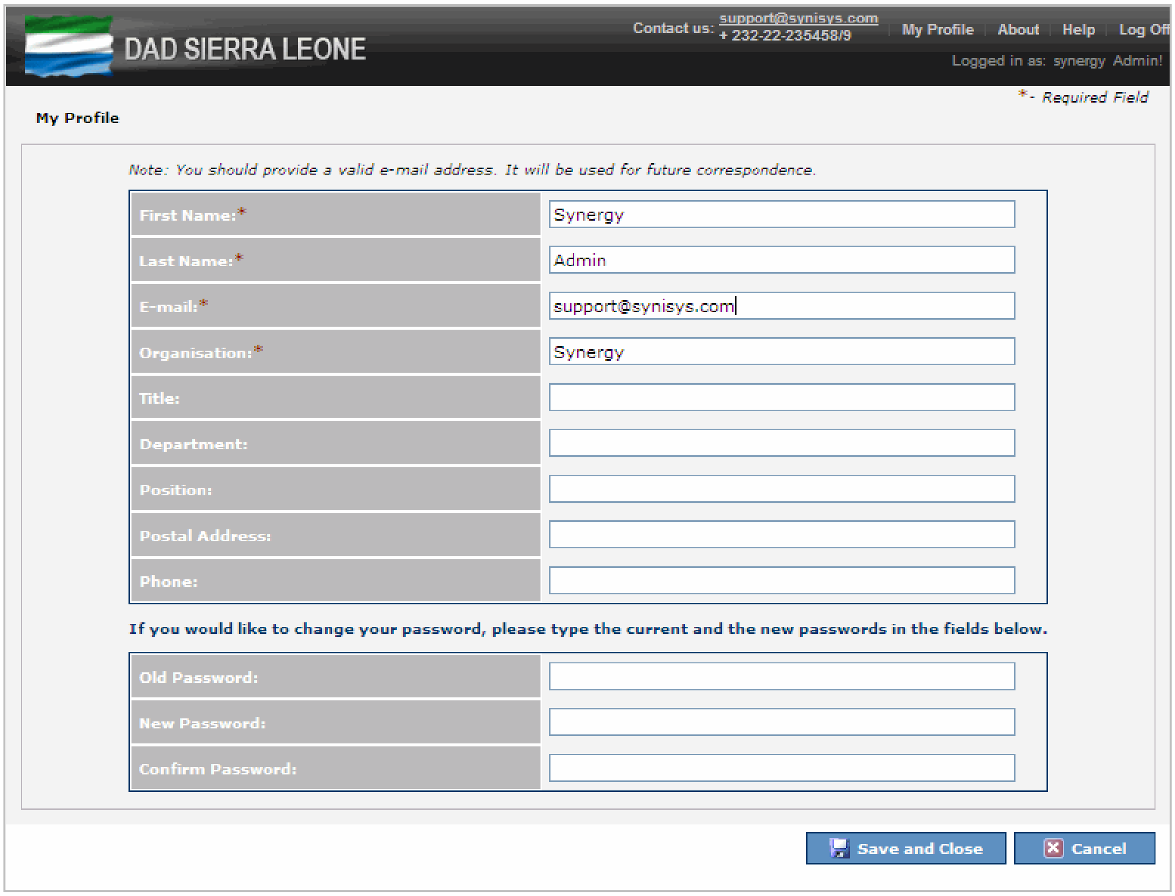


Figure 3: My Profile Section

3.2 DAD without Registration

To ensure more flexibility and to provide access to a wider range of users, the system is designed in such a way that it allows public users to enter it without registration.

Public users wishing to view data should click on the **ENTER AS PUBLIC USER** on the login screen (Figure 1). They will be directed to the *List* module of the application.

4. DAD ANALYTICS STRUCTURE

The *DAD* consists of the following main sections:

- MY PORTFOLIO MODULE – used for quick access to the projects registered in the *DAD* system by the user's group.
- DASHBOARD MODULE - used for quick access to the projects registered in the *DAD* system.
- LIST MODULE – used to create and execute ad-hoc queries on the data, and acquire results in the form of a list.
- CHART MODULE – used to filter and display the data in a chart form.
- MAP MODULE - used to filter and display the data in a map form.
- REPORT MODULE – generates complex reports over one or more criteria and presents the output in the printable and user-friendly format.

The *DAD* main window has a complex preview as it is shown in the Figure 4.

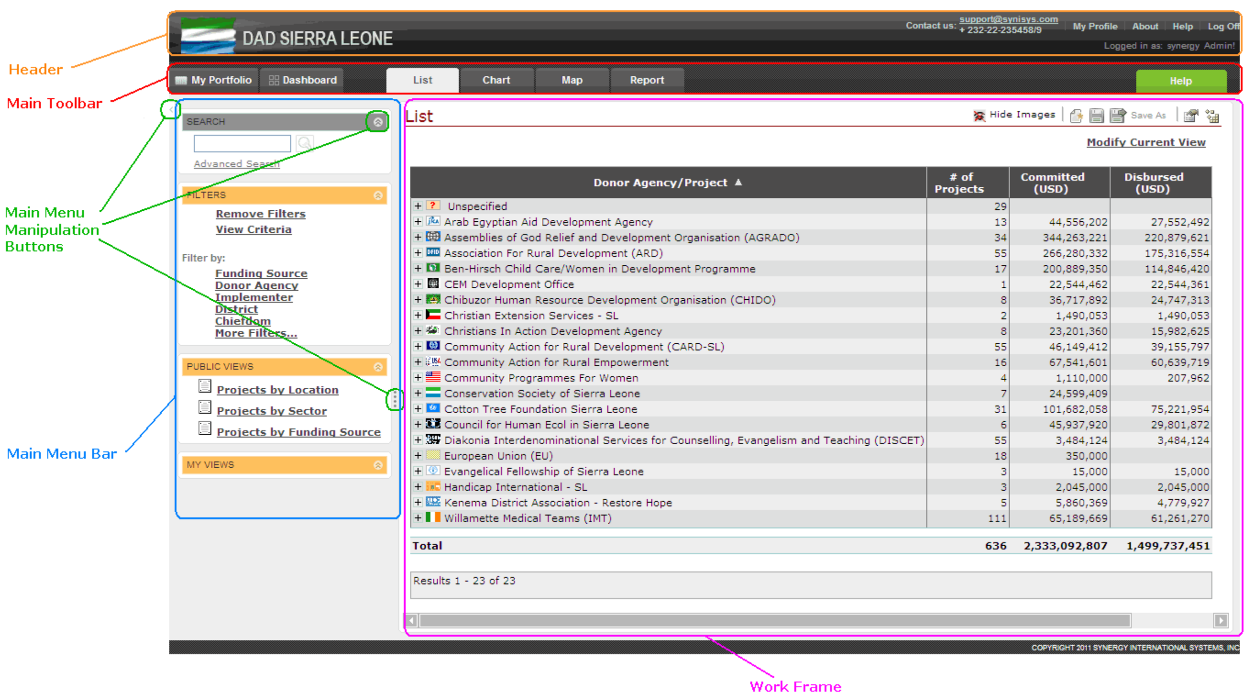


Figure 4: DAD Analytics Structure

It contains the following components:

Component Name	Description
Header	This is the application header that contains application name and the DAD Sierra Leone logo. On the right side, following functions are available: • **Contact Us** – e-mail address of the DAD System Administrator.

	• **My Profile** – this opens your personal settings and details. For details, see Registering a New User. • **About** – opens DAD Sierra Leone about window. • **Log Off** – this button is used to log out the application.
Main Toolbar	This is the main toolbar of the *DAD* application. Following tabs are available here: • **My Portfolio** – opens MY PORTFOLIO MODULE to manage user specific projects. • **Dashboard** – opens DASHBOARD MODULE for quick access to the projects registered in the *DAD* system. • **List** – opens the LIST MODULE. • **Chart** – opens the CHART MODULE • **Map** – opens the MAP MODULE. • **Report** – opens the REPORT MODULE. • **Help** – opens the DAD application's help.
Main Menu Bar	This menu contains sections with main functions of the DAD application: • **Search** –contains a common and advanced search functions among the selected application list. For details, see SEARCH. • **Filter** – contains filtering options. For details, see FILTERING. • **Public Views/Charts/Maps/Reports** – saved list views / charts / maps / reports (depending on the opened module) available to all users of the application. • **My Views/Charts/Maps/Reports** – views / charts / maps / reports (depending on the opened module) created by and available to the current user only.
Main Menu Manipulation Buttons	• **Left/Right arrows** ( ) – used to hide/open the Main Menu bar. • **Up/Down arrows** ( ) – used to collapse/expand the section in the Main Menu bar. • **Frame Divider** – used to adjust the width of the Main Menu bar.
Workspace	In this frame all applications and modules are managed. Here are filtering and search results displayed.

5. MY PORTFOLIO MODULE

The *My Portfolio* section (Figure 5) of the *DAD* application provides quick access to the projects added by the corresponding user.

In order to access *My Portfolio* module, click on the **My Portfolio** tab in the Main Menu of DAD application. Editing permissions of records in *My Portfolio* can be based on the user (whether the user has created the record) or user's group (whether someone from the group user belongs to has created the record). All these permissions are granted and managed from DAD Administration Center.

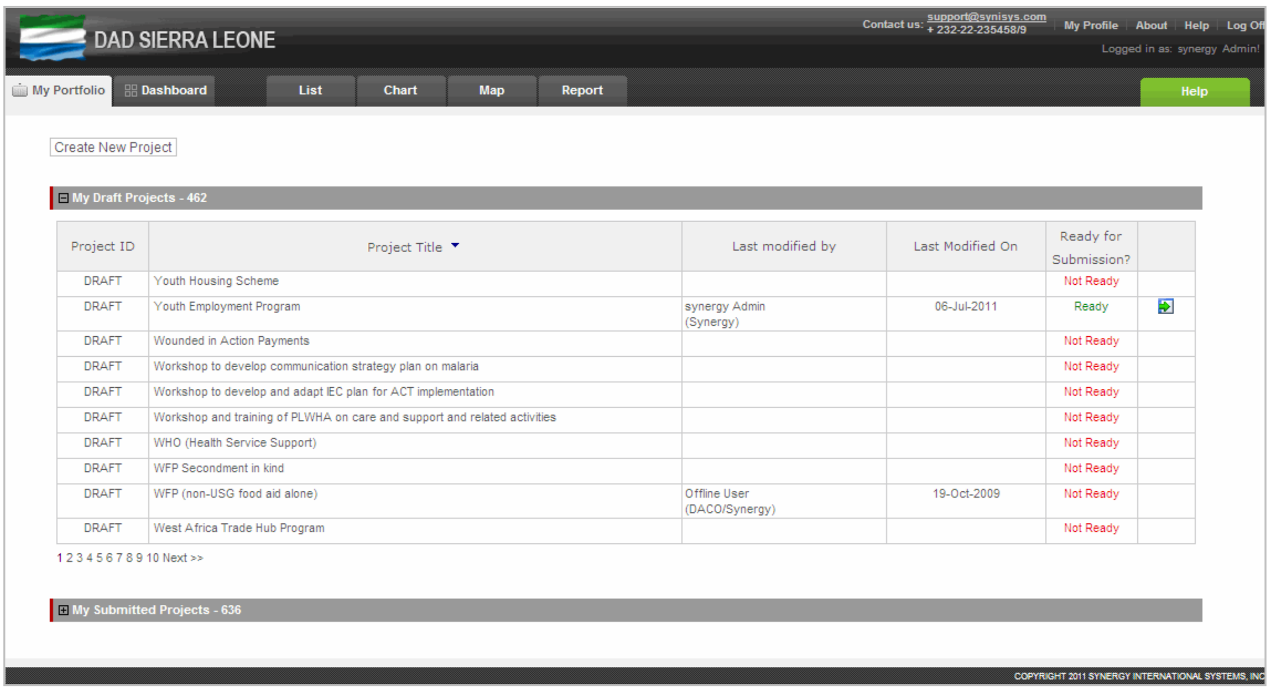


Figure 5: My Portfolio Module

In *My Portfolio* module you may see a list of draft and submitted projects. Each project created in DAD either from *My Portfolio* module or from Projects application should get submitted first in order to become public and official. Below is the procedure of project submission:

- User adds a project. It is saved as a draft in the user's portfolio, in the *Draft Projects* section (Figure 5). Drafts may also be viewed and edited by others users that have the corresponding permissions. Further, drafts should be revised by the user or by the corresponding project manager.
- If all mandatory fields are filled in the project form, then draft gets a "Ready" state in the *Ready for Submission?* column of the drafts table. If at least one mandatory field is not yet filled, the draft has "Not Ready" state.
- Only drafts with the "Ready" state can be submitted. To submit the draft, press the **Submit** button ( ) in the *Drafts* table.

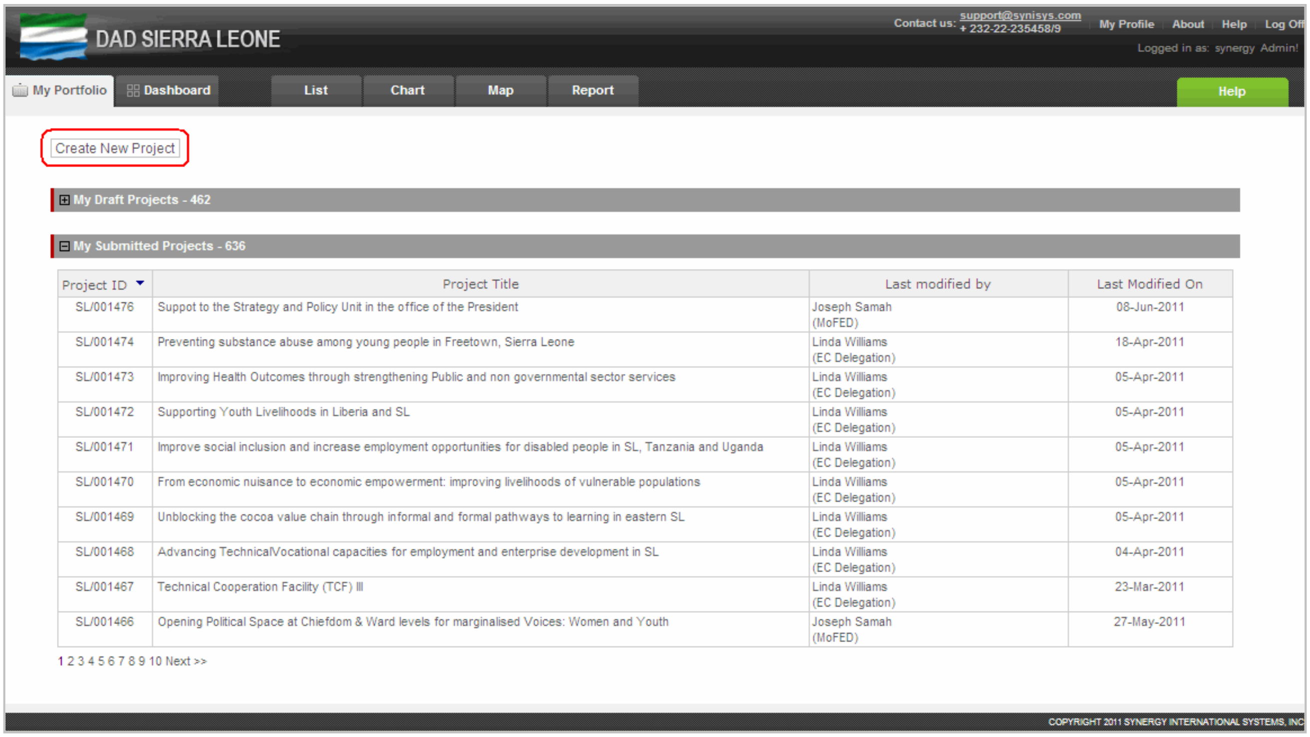


Figure 6: Create New Project button in My Portfolio

Note: Only submitted drafts are displayed in the **List** table (see LIST MODULE) and accessible to other users of *DAD* application.

In this module, the project may be created; details of the existing projects can be viewed and edited.

The information displayed in **My Portfolio** for each project includes the following information:

- **Project ID** – the project ID,
- **Project Title** – the title of the project,
- **Last Modified By** – last modification author,
- **Last Modified On** – last modification date.

5.1 Adding New Project

To add a new project from *My Portfolio* module, click the **Create New Project** button (Figure 6).
This will open an **Add Project** form which is described in the *Projects Application Users Manual*, see REFERENCES.

5.2 Viewing Project Details

Depending on your permissions you may also see or edit projects added by other users.

To view details of drafts and submitted projects in the *My Portfolio* module, follow the steps below:

1. Go to the *My Portfolio* module.
2. Expand the **Drafts** or **Submitted Projects** list correspondingly (Figure 6).

Click on the project you wish to see the details for. This will open project details. For details, see DETAILS SECTION.

6. DASHBOARD MODULE

Reporting requirements have changed dramatically over the past few years. Nowadays, it is not enough to be able to produce a report to analyze data, but it is more essential to have a reporting tool that will allow for a visual display of the most important information consolidated and arranged on a single screen so that real-time data can be monitored at a glance.

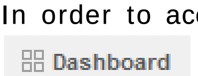
As a comprehensive reporting tool, *DAD* removes the limitations on report development giving the possibility to view various types of reports such as lists, maps, and charts displayed in a user-friendly environment on a dashboard. Unlike “regular” reports, dashboards provide visual, at a glance insight into the data to be analyzed, thus giving the decision-makers the possibility to leverage information assets in real-time through visually rich, responsive and personalized business intelligence dashboards. This way, they will achieve better data interpretation and, as a result, more informed decision making.

6.1 Key Features

You can make use of the following key features of the *Dashboard* tool in *DAD*:

- ✓ An intuitive drag-and-drop environment that turns adding reports to a dashboard into an easily manageable task.
- ✓ Fully resizable report windows.
- ✓ Better visualization of the information presented in graph reports.
- ✓ The ability to print reports for future reference.
- ✓ The ability to export reports on the dashboard in MS Word, MS Excel, and Adobe PDF formats.

6.2 Accessing the Dashboard Module

In order to access the *Dashboard* module of the system, you should click the **Dashboard**


tab. This will navigate you to the Dashboard module. In this module, you can create dashboards, include reports under them, etc.

6.3 Main Screen and Its Components

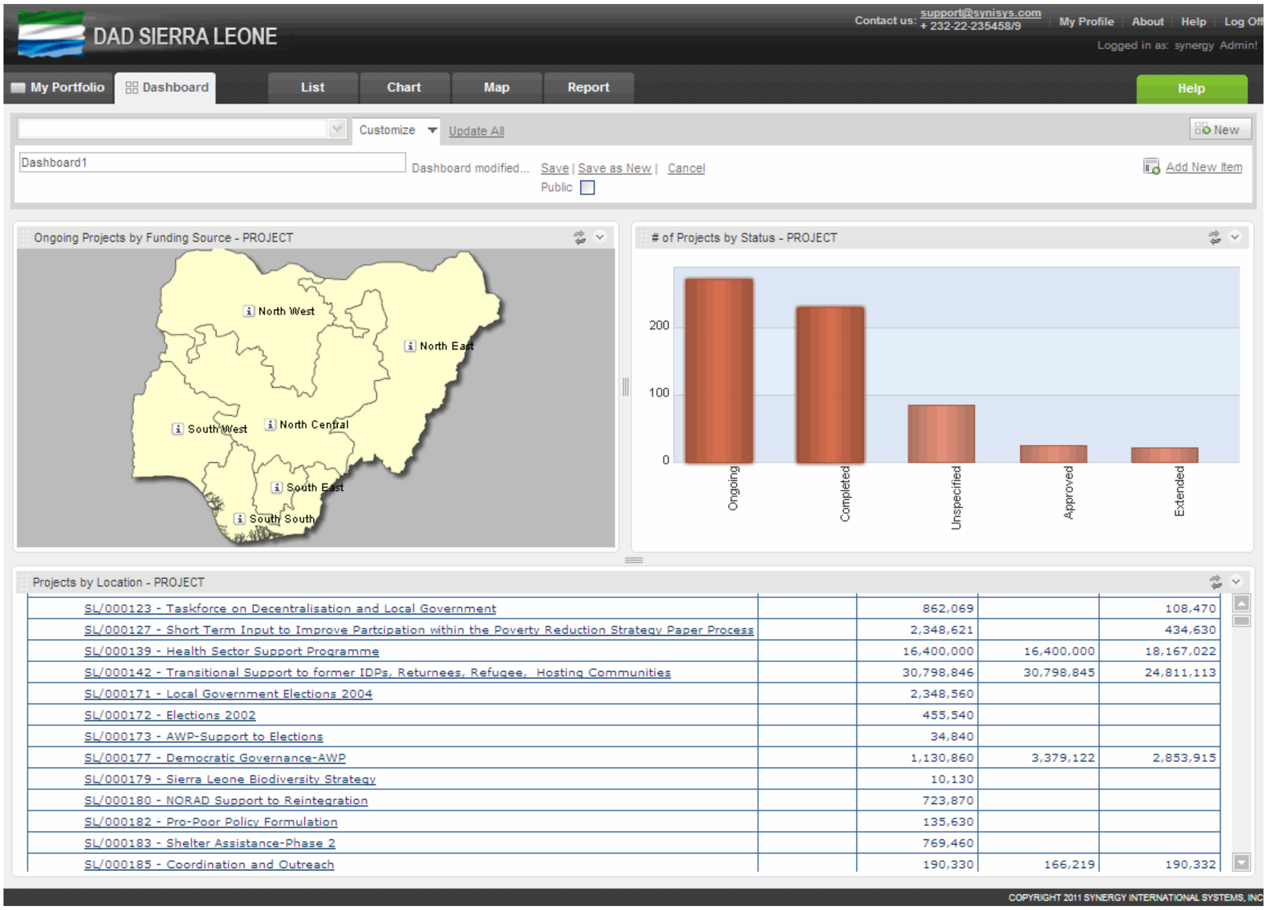


Figure 7: Dashboard Module

- ***Dashboard Selector -*** contains a list of pre-defined dashboards. By choosing a definite dashboard from this list, you can view the reports stored in the selected dashboard.

- ***Customize -*** allows performing the following operations:

  - **Name -** displays the dashboard name.
  - **Save -** saves a dashboard so that it can be shared with other users.
  - **Save as New -** saves a dashboard as a new one. This option is especially useful if you need to make modifications in a definite dashboard while keeping the source information intact. This way overwriting of the original dashboard is prevented.
  - **Remove -** deletes a dashboard together with its contents.
  - **Cancel -** discards the modifications made to the dashboard currently displayed on the screen.

- ***Update all -*** loads the latest data from the database.

- ***New -*** creates a new dashboard.

- ***Add New Item -*** adds a new report under the definite dashboard from the list of all pre-defined reports previously created.
- ***Dashboard Workspace -*** the main screen of the Dashboard module where the content of a definite dashboard is viewed.

6.4 Dashboard Management

6.4.1 Create a New Dashboard

In order to create a new dashboard, follow the steps below:

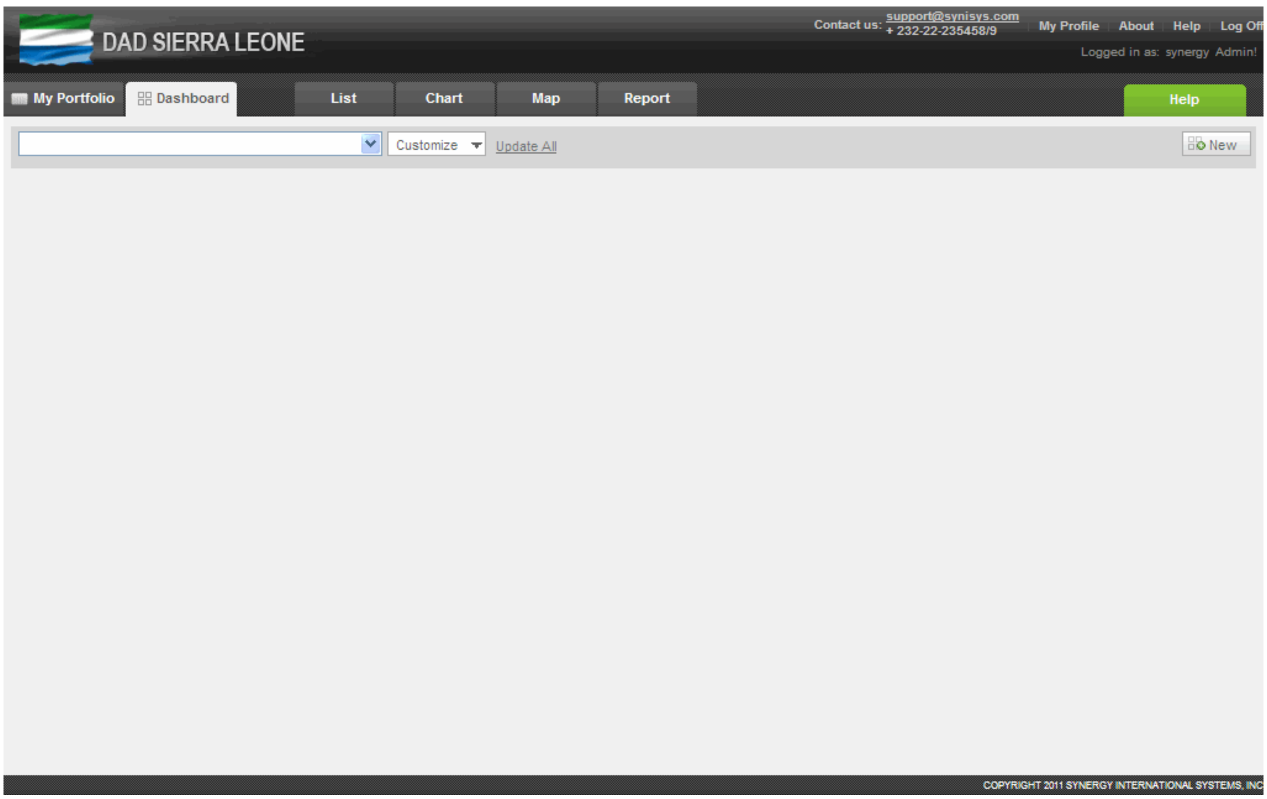


Figure 8: Adding a New Dashboard

1. Click the **Add New** button at the upper right corner of the screen. New field appears in the left part of the screen to give a name other than the default one to the dashboard and to save it. Also, the list of all existing pre-defined reports is used to add new items to the dashboard (Figure 8).
2. Give the desired name to the dashboard.
3. Add reports to the dashboard, see Add an Item to a Dashboard.
4. Save it.

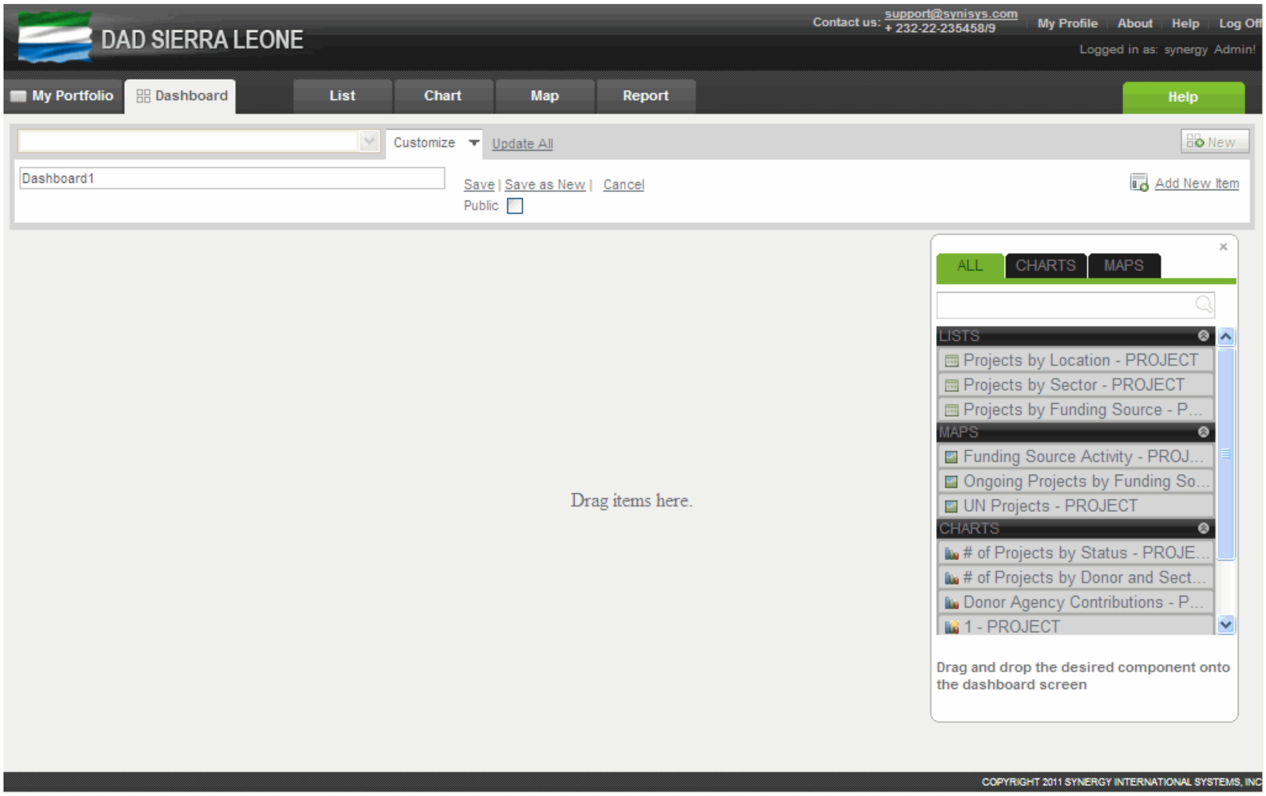


Figure 9: List of Pre-defined Reports

6.4.2 Add an Item to a Dashboard

In order to add a report to a dashboard, follow the steps described below:

1. Click the **Add New Item** link. The list of all reports previously saved reports will appear (Figure 9).
2. Select a report to add to a dashboard and drag-and-drop it onto the main screen.
3. If you want to add another report to the dashboard, select it in the list, drag it onto the main screen and hold the left mouse button until a green rectangle appears on the screen indicating an area where the new report can be placed (Figure 10).
4. You may add multiple reports to the dashboard.

Note: The reports can be arranged either in vertical or in horizontal order. Once the place for the report is selected, it cannot be changed.

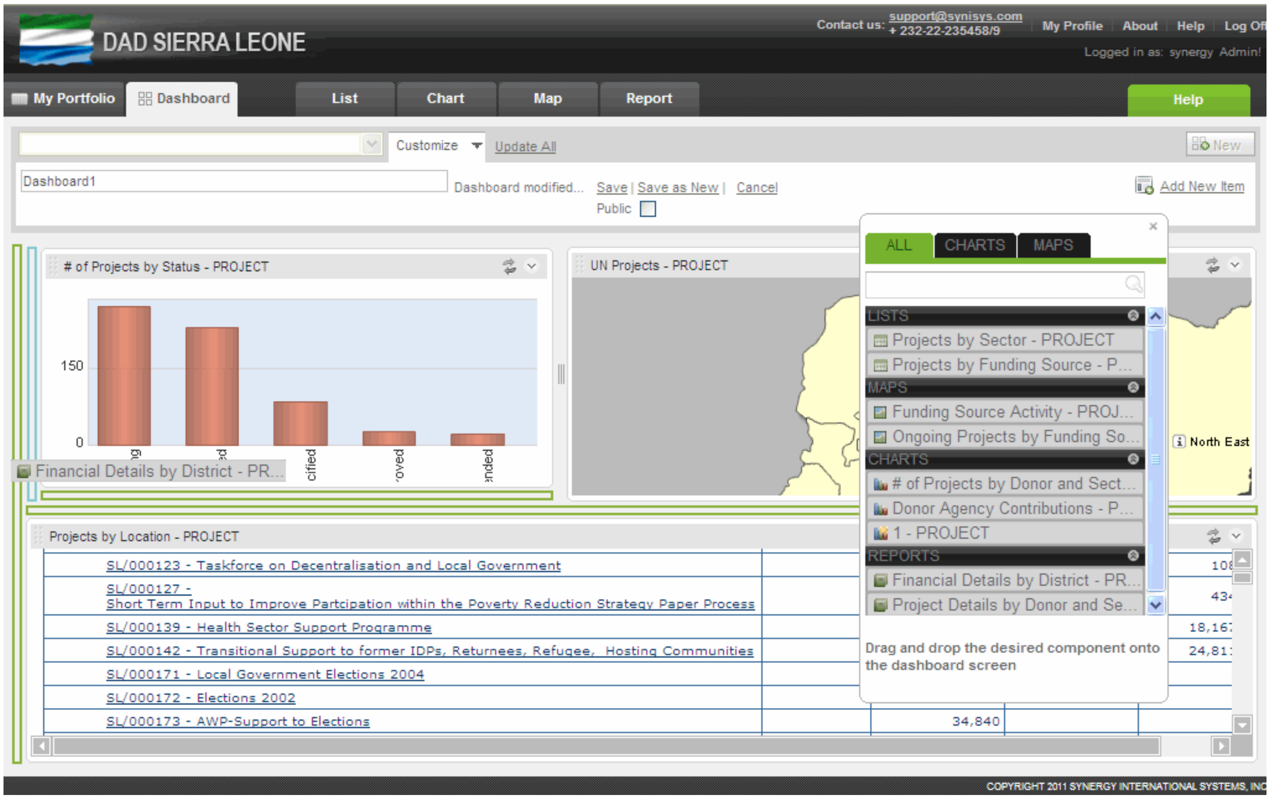


Figure 10: Adding a New Report

6.4.3 Customize a Dashboard

In the *Dashboard module*, you can customize any dashboard created, i.e. rename the dashboard, save the changes made to it, save a copy of the dashboard, delete a dashboard, and/or discard the changes made. For details, see below.

In order to customize a dashboard, follow the steps below:

1. Click the **Customize** button. A new section will appear displaying all customizable options in the *Dashboard* module (Figure 11).
2. Take the necessary action.
3. Save the changes.

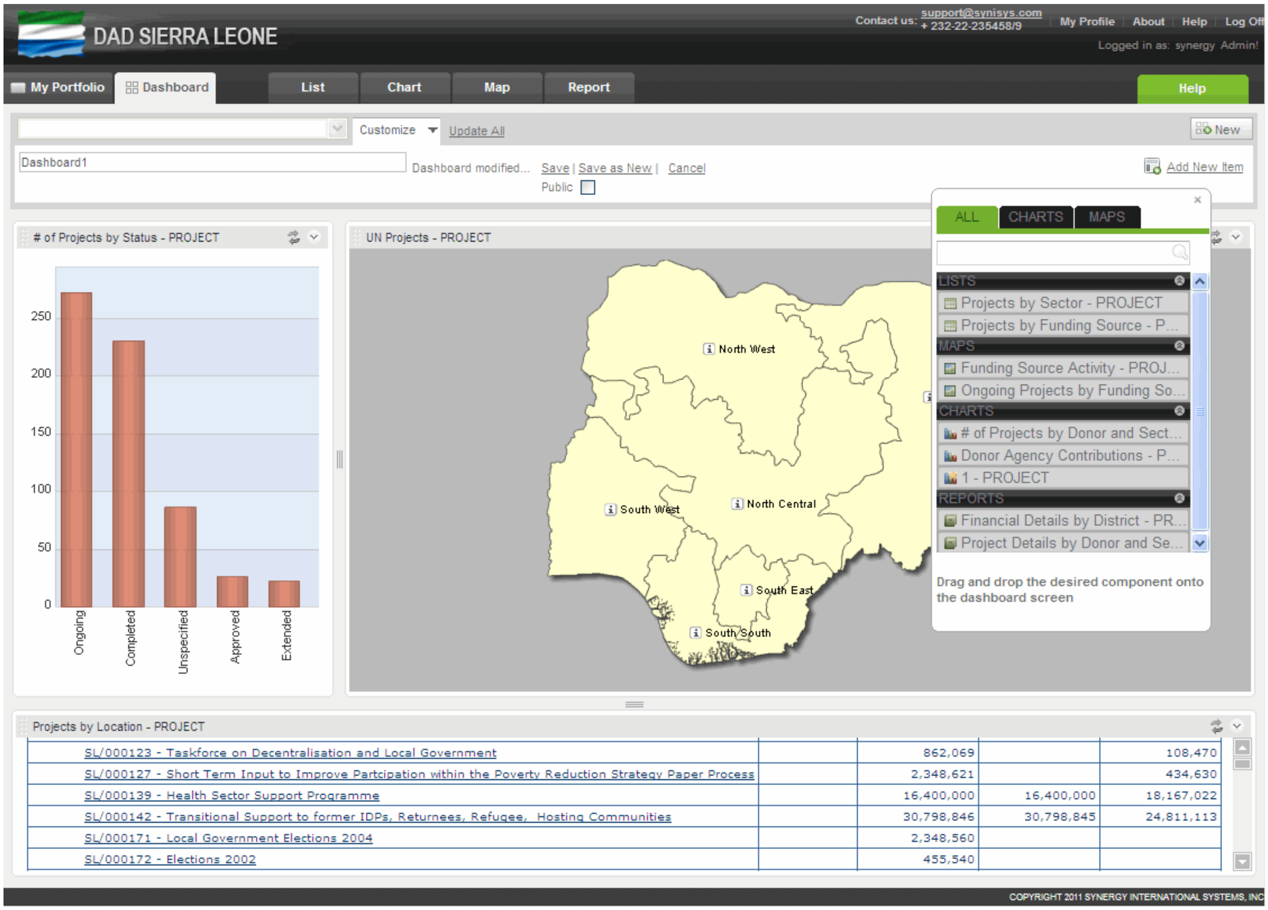


Figure 11: Customizing a Dashboard

6.4.4 Save a Dashboard

After the new dashboard has been created and items added to it, it is necessary to save it to be able to view it later on. It should be mentioned that there are two options for saving dashboards:

- ***Save:*** saves all modifications made to the dashboard.
- ***Save as***: saves a copy of a dashboard under a new name.

In order to save a dashboard / a copy of a dashboard, follow the steps below:

1. Select the respective **Save** or **Save as New** option.
2. Click **OK** in the message window indicating the dashboard / the changes to it have been saved successfully.

6.4.5 Delete a Dashboard

In order to delete a dashboard, follow the steps below:

1. Select the dashboard that you want to delete. Its contents will be displayed on the main screen.
2. Click the **Remove** link. The selected dashboard will be deleted.

6.4.6 Discard the Changes

In order to discard the changes made to the dashboard currently displayed on the screen, follow the steps below:

1. Click the **Cancel** link.
2. Confirm that you want to discard all changes made to the dashboard by clicking **OK** in the warning message window that appears.

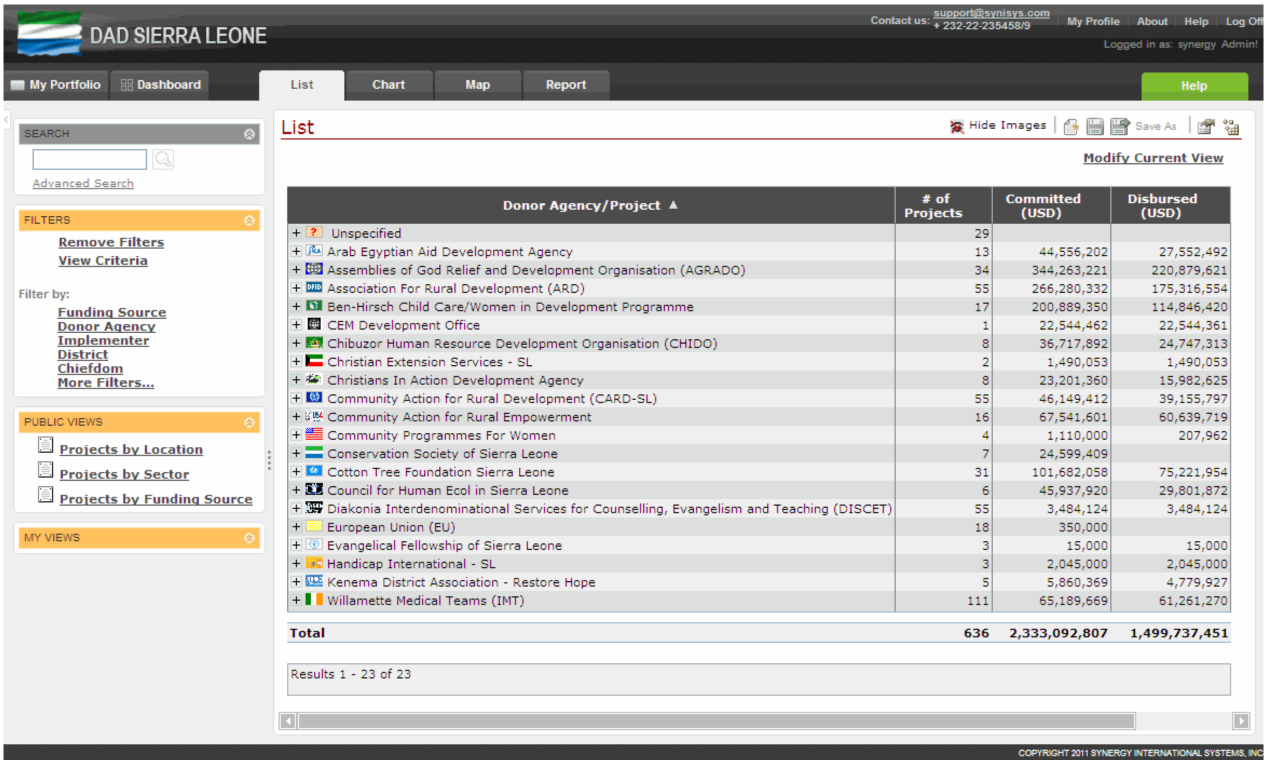
6.4.7 Update Data

For decision makers, it is very important to have access to the latest data available. This is why the Dashboard module allows you to update all reports included in various dashboards. In order to load the latest data from the database, select the **Update All** option.

If you want to update the data in an individual report, click **Refresh** button in the top toolbar of the report screen. The latest data for the selected report will be loaded from the database.

7. LIST MODULE

In the *List* module (Figure 12) of the *DAD Sierra Leone* application, you can create and execute ad-hoc queries on projects data, and acquire results in form of a list.



Donor Agency/Project ▲	# of Projects	Committed (USD)	Disbursed (USD)
Unspecified	29		
Arab Egyptian Aid Development Agency	13	44,556,202	27,552,492
Assemblies of God Relief and Development Organisation (AGRADO)	34	344,263,221	220,879,621
Association For Rural Development (ARD)	55	266,280,332	175,316,554
Ben-Hirsch Child Care/Women in Development Programme	17	200,889,350	114,846,420
CEM Development Office	1	22,544,462	22,544,361
Chibuzor Human Resource Development Organisation (CHIDO)	8	36,717,892	24,747,313
Christian Extension Services - SL	2	1,490,053	1,490,053
Christians In Action Development Agency	8	23,201,360	15,982,625
Community Action for Rural Development (CARD-SL)	55	46,149,412	39,155,797
Community Action for Rural Empowerment	16	67,541,601	60,639,719
Community Programmes For Women	4	1,110,000	207,962
Conservation Society of Sierra Leone	7	24,599,409	
Cotton Tree Foundation Sierra Leone	31	101,682,058	75,221,954
Council for Human Ecol in Sierra Leone	6	45,937,920	29,801,872
Diakonia Interdenominational Services for Counselling, Evangelism and Teaching (DISCET)	55	3,484,124	3,484,124
European Union (EU)	18	350,000	
Evangelical Fellowship of Sierra Leone	3	15,000	15,000
Handicap International - SL	3	2,045,000	2,045,000
Kenema District Association - Restore Hope	5	5,860,369	4,779,927
Willamette Medical Teams (IMT)	111	65,189,669	61,261,270
Total	636	2,333,092,807	1,499,737,451

Figure 12: List Module

7.1 Accessing the List Module

A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by the user's choice of view. Please see Modifying the Current View for more details on how to define groups / columns of a list.

In order to access the *List* module, click on the **List** tab. You will be navigated to the *List* module. In this module, you can view data organized 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.

7.2 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, click on the "+" sign next to the name of the list item. This will expand the list item group level displaying the first sub-level (Figure 13). This can further be expanded unless there are no more sub-levels to be displayed.

Note: You can expand only one group level at a time. If you expand the group level of another list item, the previously expanded group level will get collapsed.

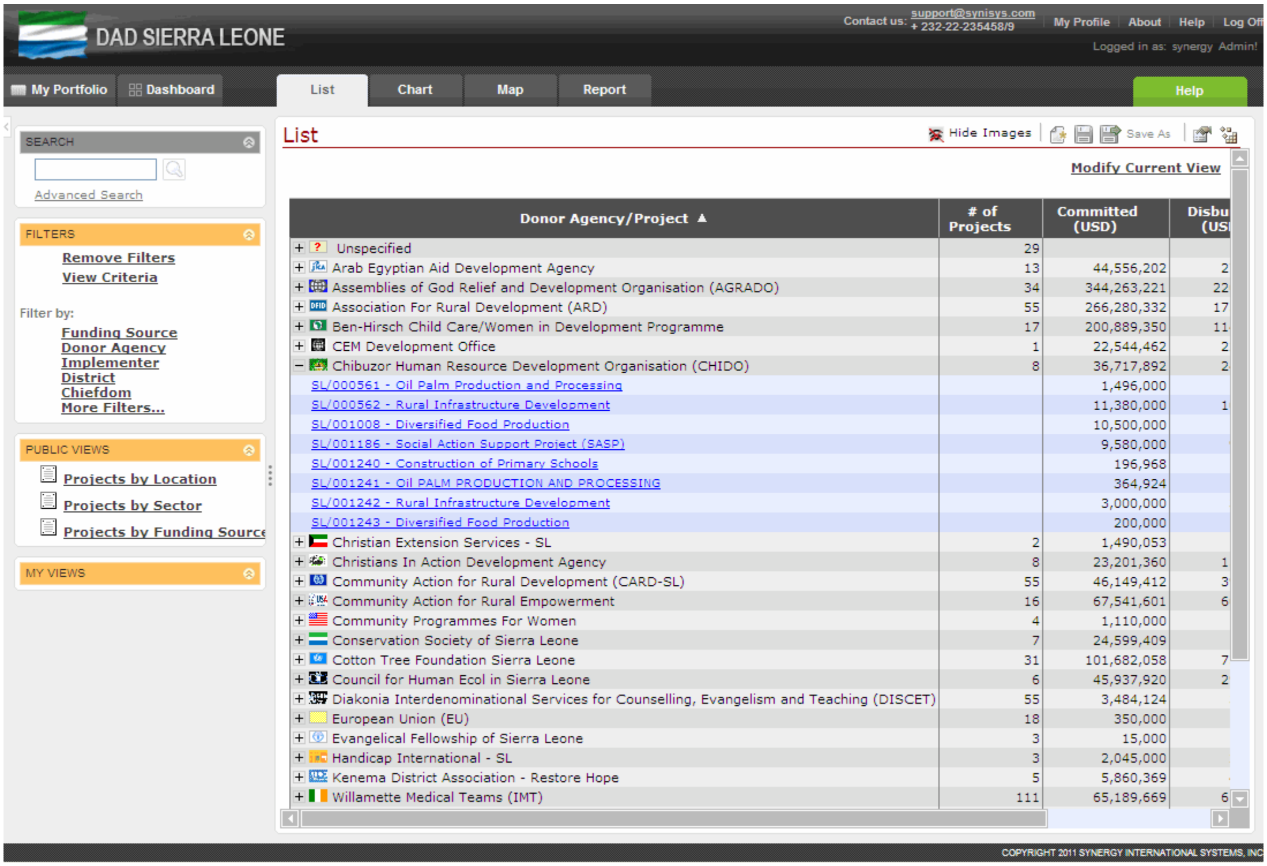


Figure 13: Expanding the List Item Level

7.3 Sorting List Items

You 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.

7.4 Browsing among List Items

You can browse among the list items by clicking on the number link of the page to navigate to. The **Previous** and **Next** buttons can be used to move to the required page.

7.5 Hiding / Showing Images in the List

In order to make the list load quicker, you 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, click on the Hide Images button located at the top of the screen. All the images in the screen will not display (Figure 14).

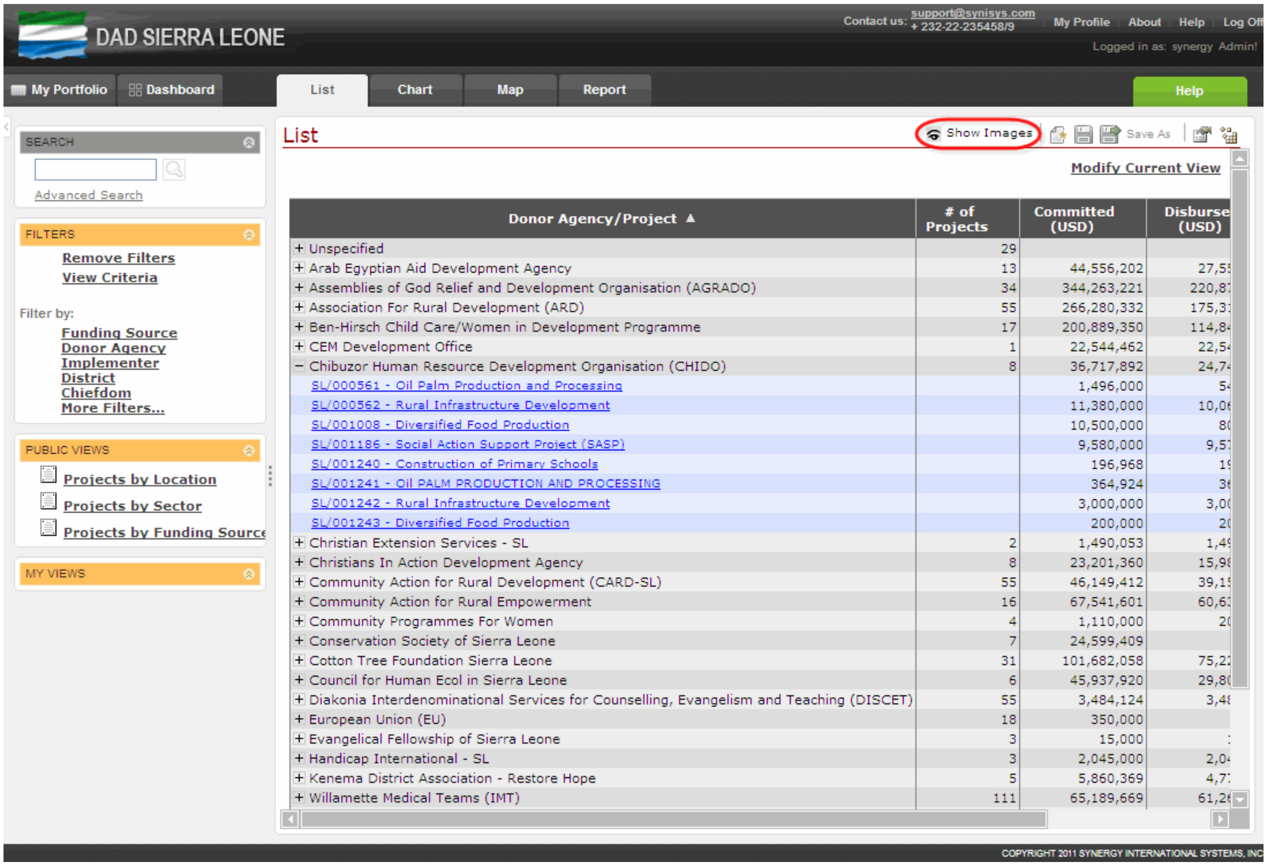
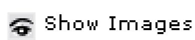


Figure 14: Hiding Images in the List

Note: Clicking the  button will show the images.

7.6 Modifying the Current View

It is possible to modify the list that is currently displayed in the List module. You 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.

1. Click on the Modify Current View link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 15) 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, define add / re-order / remove column groupings for the view.
5. Set the view as default, if necessary. Please, note that the view can appear as default for a current user or for unregistered public users.
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.

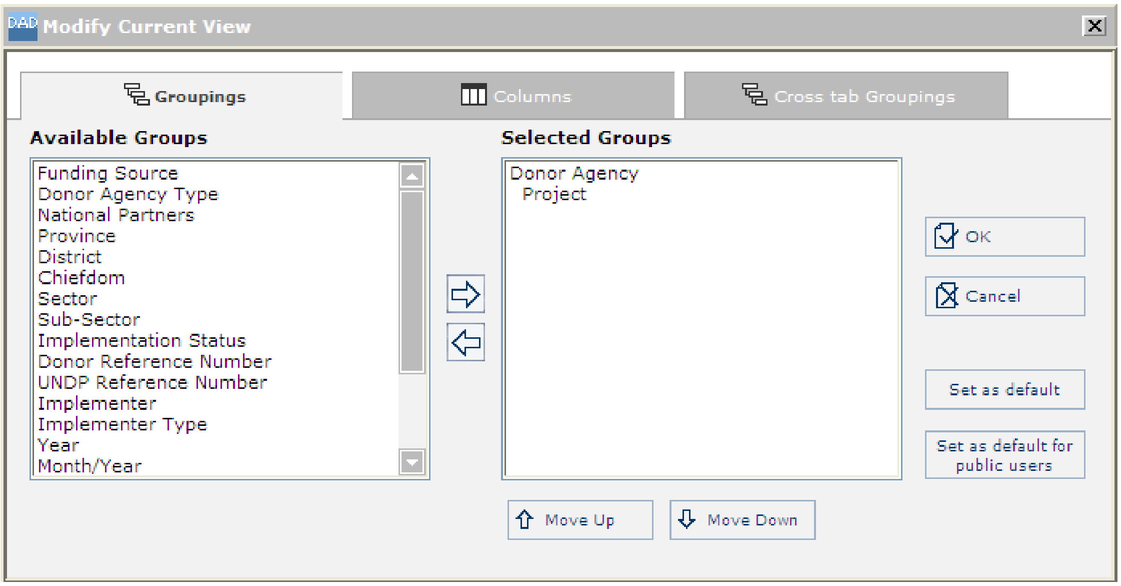


Figure 15: Modifying the Current View

7.6.1 Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, follow the steps below:

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 by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the  **(Select)** button. The selected group(s) / column(s) will appear in the *Selected Groups / Columns* panel.

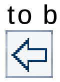
7.6.2 Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, follow the steps below:

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.

7.6.3 Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, follow the steps below:

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.

7.6.4 Setting a View as Default

After making changes in the view currently displayed in the *List* module, you 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, follow the steps below:

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.

7.7 Sample Views

In the following chapters you can see several samples on list reports.

7.7.1 Sample View 1: Total Commitments and Disbursements by Sectors

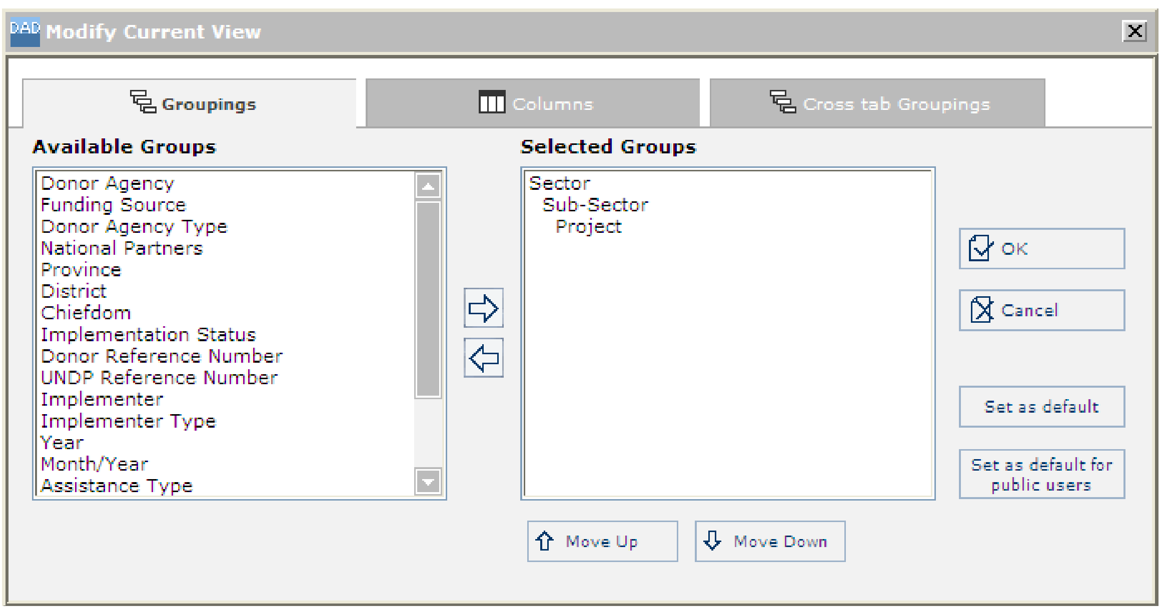


Figure 16: Defining List View Groupings for Sample View 1

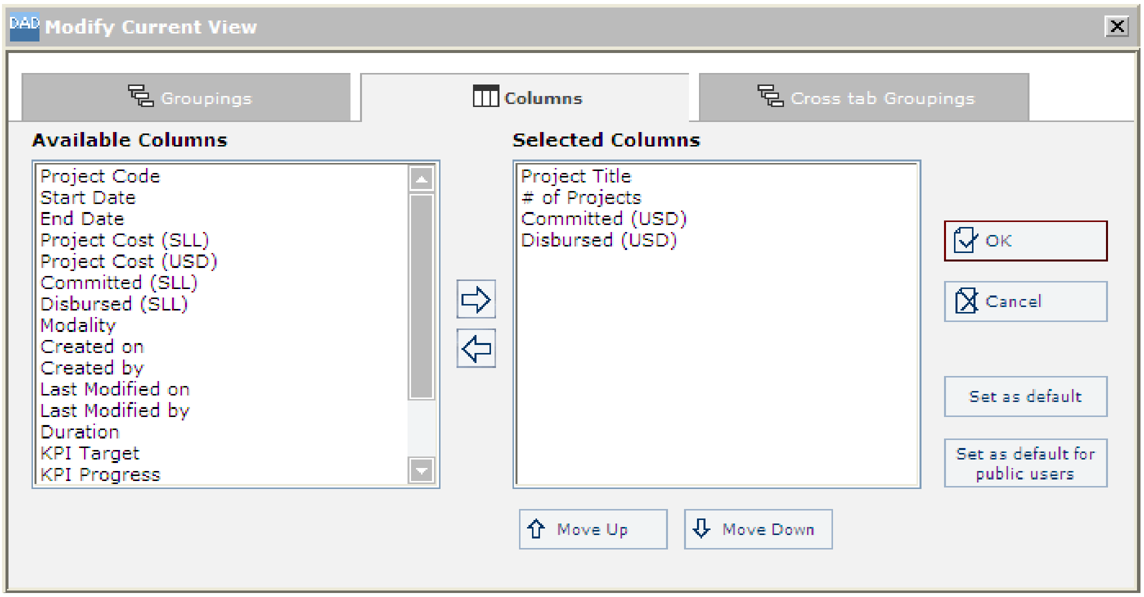


Figure 17: Defining List View Columns for Sample View 1

You will get the following result (Figure 18) if you have selected "Sector / Sub-sector / Project" hierarchy as a grouping (Figure 16), and "Project Title / # of Projects / Committed (USD) / Disbursed (USD)" as columns (Figure 17).

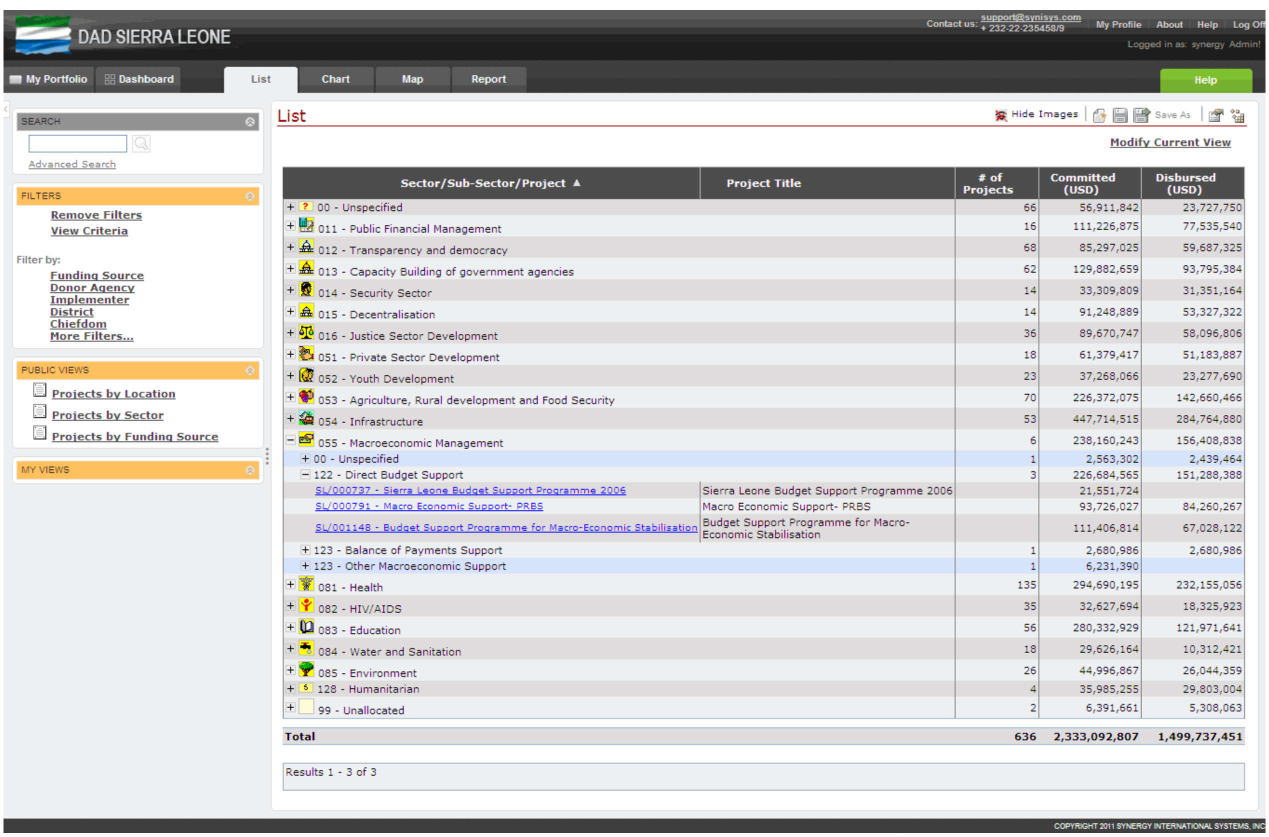


Figure 18: Sample View 1

7.7.2 Sample View 2: Projects Distribution by Geographic Location

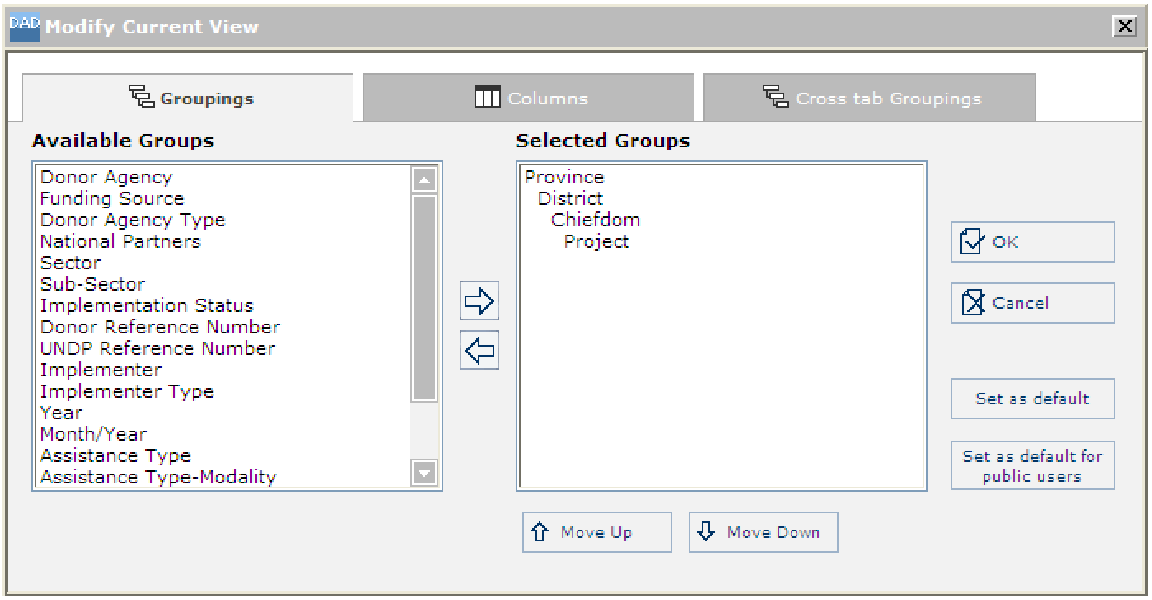


Figure 19: Defining List View Groupings for sample view 2

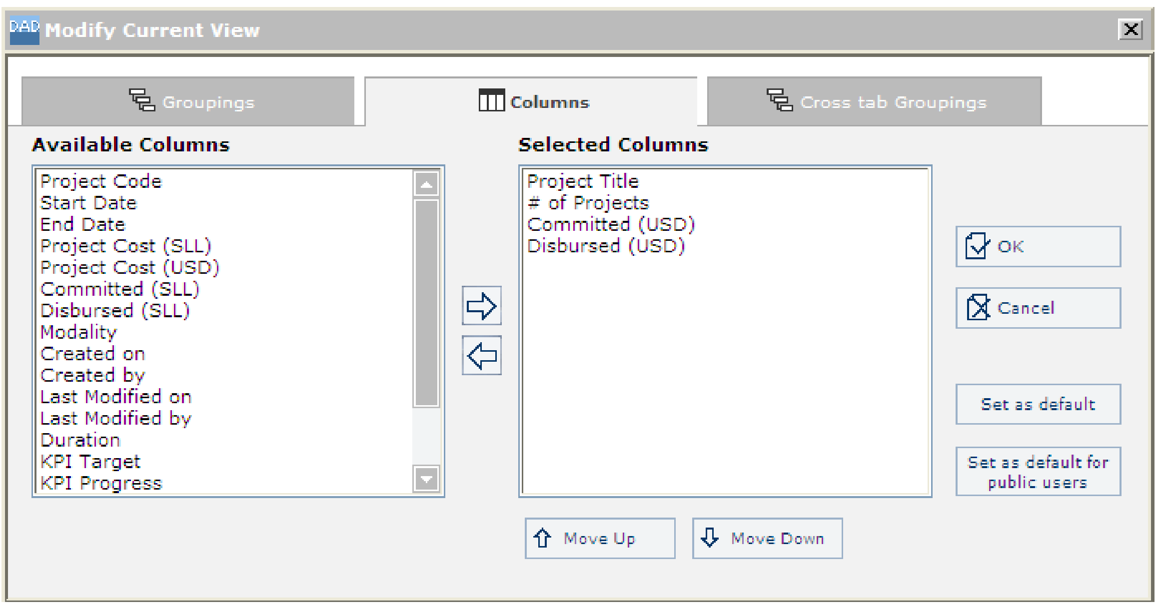


Figure 20: Defining List View Columns for sample view 2

You will get the following result (Figure 21) if you have selected “Province / District / Chiefdom / Project” hierarchy as a grouping (Figure 19), and “Project Title / # of Projects / Committed (USD) / Disbursed (USD)” as columns (Figure 20).

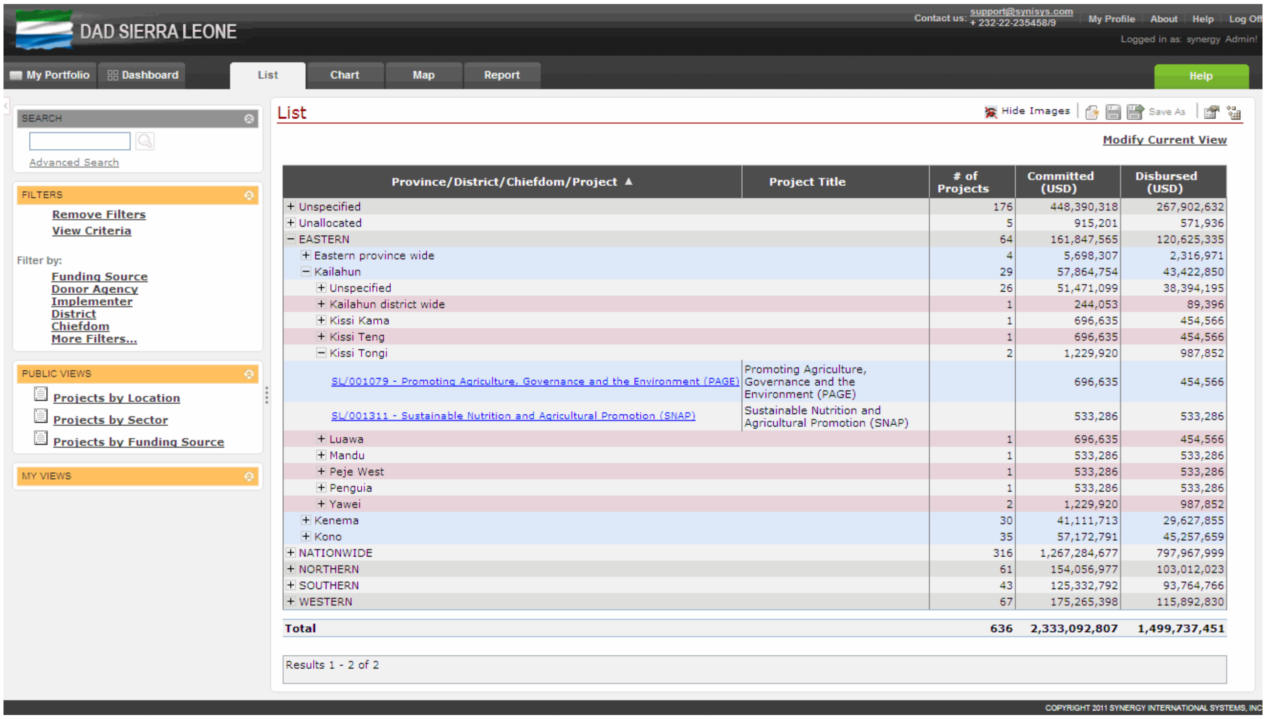


Figure 21: Sample View 2

8. CHART MODULE

The *DAD* application is equipped with a powerful chart designer that empowers you with all necessary tools to create charts for professionally looking presentations and reports. A user-friendly interface, great number of visual effects and pre-defined chart types, flexible chart components selection, and on-screen real-time chart visualization make using the chart designer an easy and delightful experience.

8.1 Key Features

You can make use of the following key features of the Chart tool in *DAD*:

- ✓ Rich user interface that supports movable windows for arranging the screen as desired.
- ✓ The ability to resize the charts directly in the workspace.
- ✓ The ability to show or hide the data labels and legends.
- ✓ The ability to customize the coloring, or choose pattern-filled charts for black and white printing.

8.2 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, click on the **Chart** tab. The *Chart* module appears where a pre-defined chart is displayed.

8.3 Main Screen and Its Components

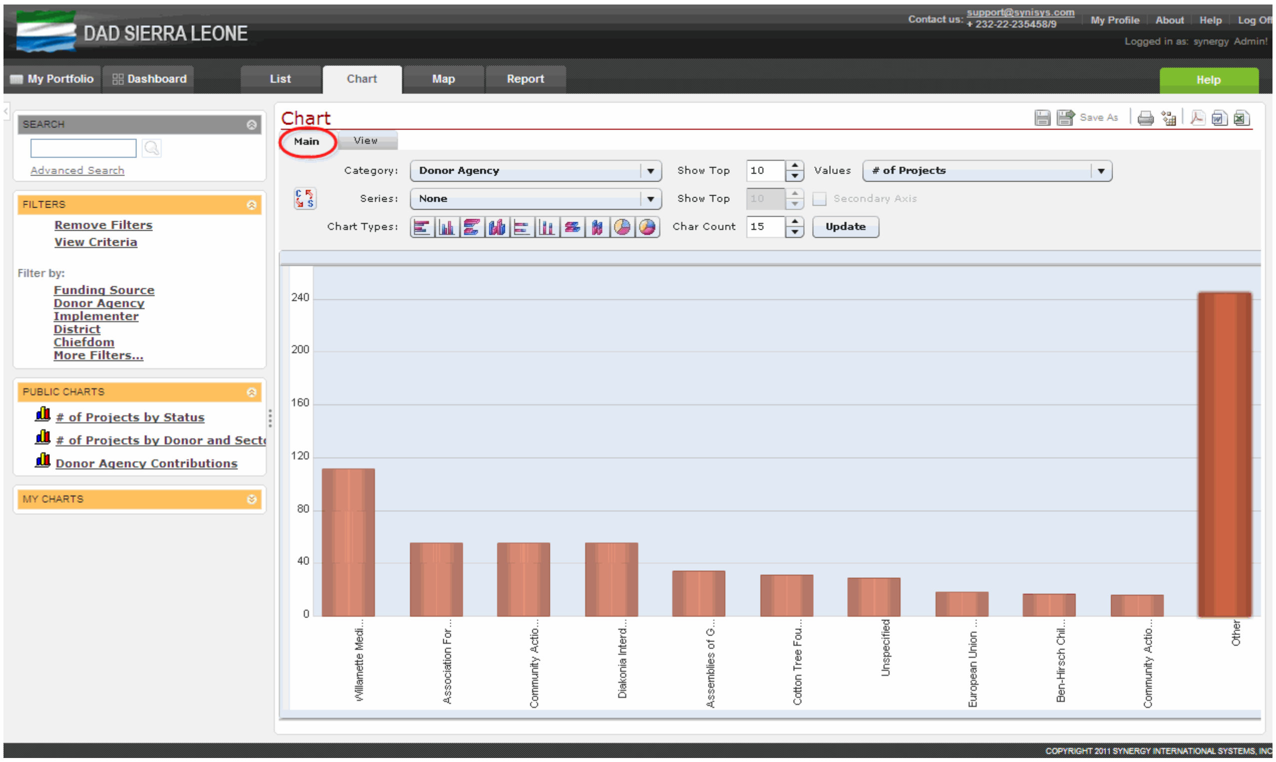


Figure 22: Main Screen of the Chart Module

1. **Category** - allows selecting one of the options provided in the **Category** drop-down menu located at the top of the *Chart* window. The selected category will define one of the chart axes.
   Note: Selection of a category for the chart report is required.

2. **Series** - allows selecting one of the options provided in the **Series** drop-down menu located at the top of the *Chart* window. The selected series will define the chart legend.
   Note: Selection of a series for the chart report is optional.

3. **Chart Types** - allows defining the chart type. The following options are available:

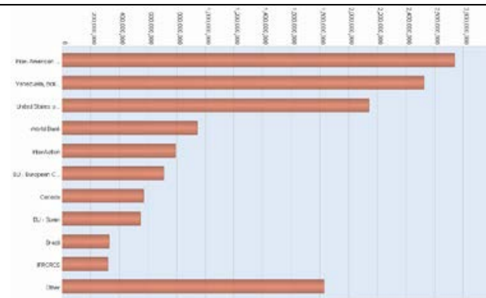
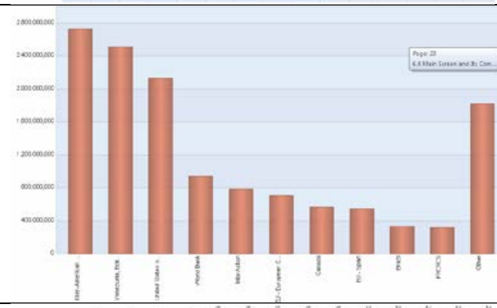
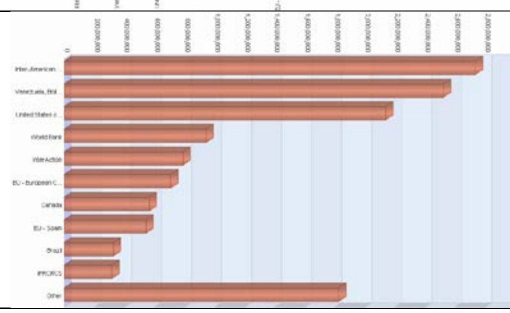
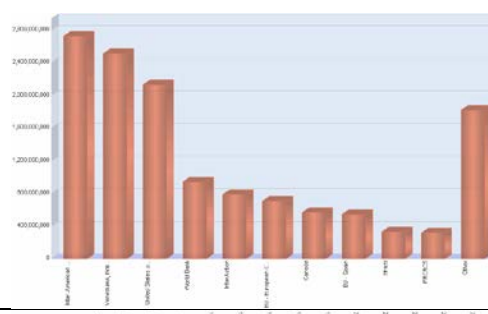
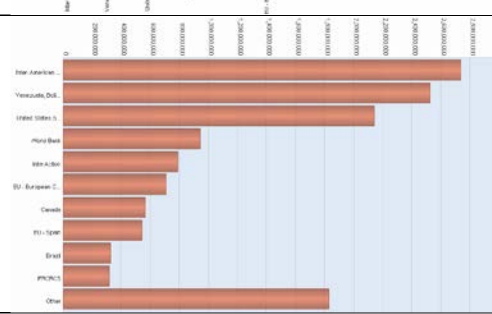
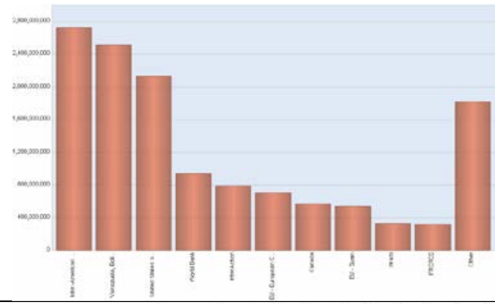
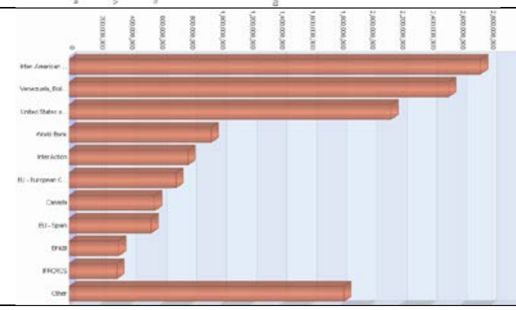
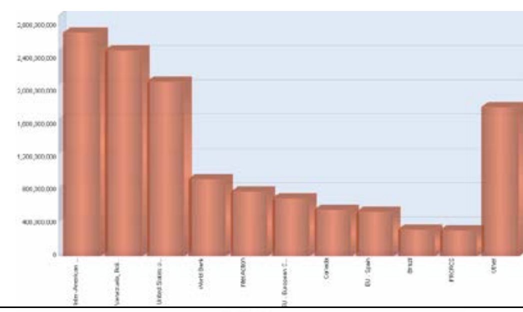
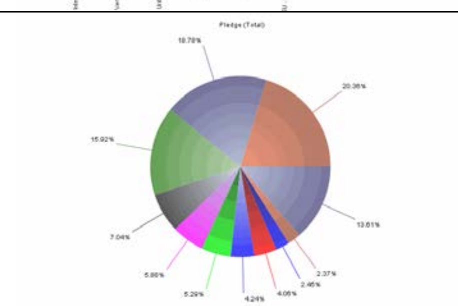
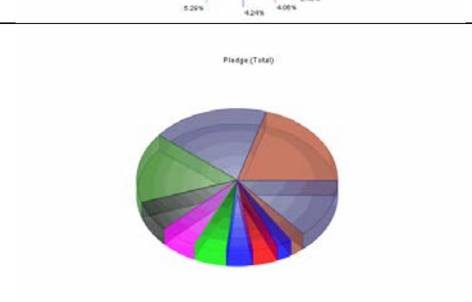
Chart Type	Example
1. Bar chart 	
2. Column chart 	
3. 3D Bar chart 	
4. 3D Column chart 	
5. Stacked Bar chart 	

Chart Type	Example
6. Stacked Column chart	
7. Stacked 3D Bar chart	
8. Stacked 3D Column chart	
9. Pie chart	
10. 3D Pie chart	

4. **Show Top <Number>** - indicates the maximal number of category items to be displayed in the chart.

5. **Show Top <Number> on Secondary Axis** - indicates the maximal number of series items that should be displayed on the secondary axis in the chart. Becomes available only if a Series is selected.

6. **Char Count** - limits the number of characters to be used to display the category item names to the value set in this field.

7. **Values** - allows selecting a value from the list that will define the main chart criteria.

8. **Update** - loads the latest data from the database and displays them on the chart.

9. **Workspace** - the main working area in the *Chart* module where the chart designed is displayed.

8.4 View Screen and Its Components

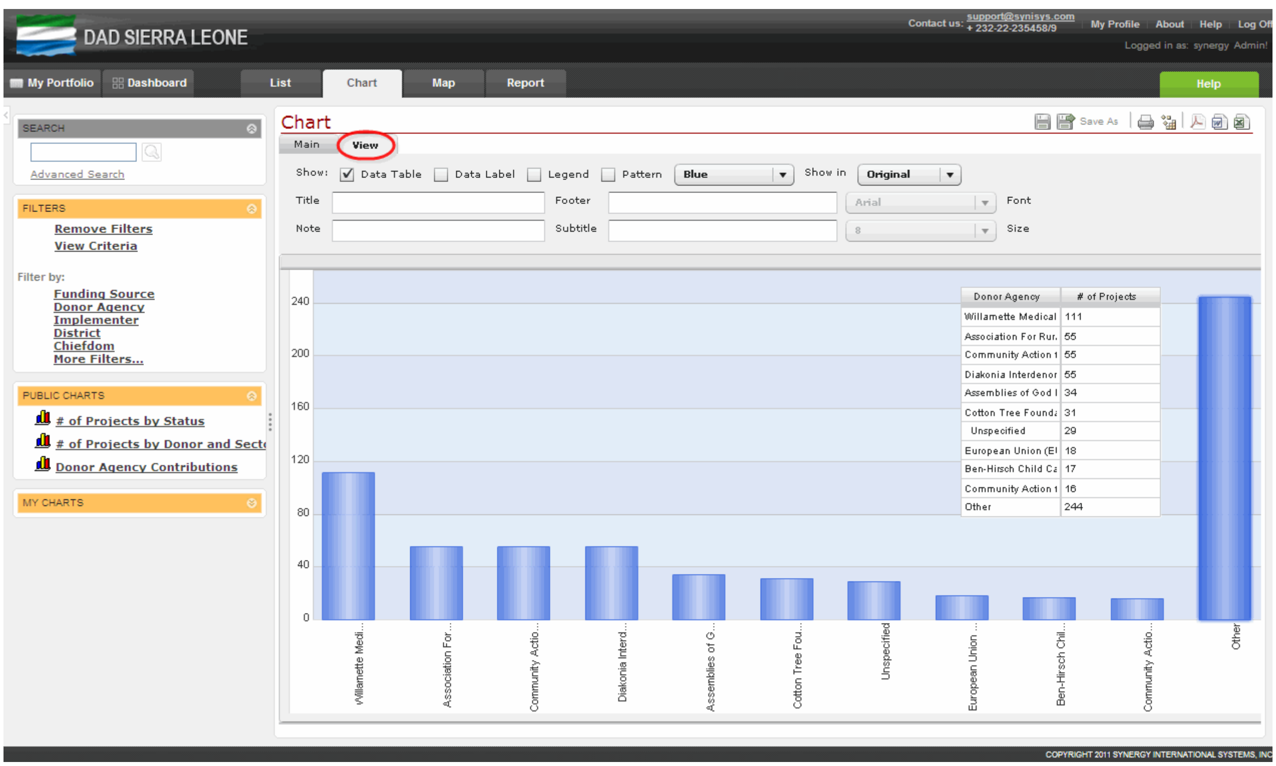


Figure 23: View Screen of the Chart Module

1. ***Show -*** allows selecting one or several of the following options:

- ***Data Table -*** presents the information contained in the chart in a grid or matrix.
- ***Data Label -*** shows the actual values of each chart cell.
- ***Legend -*** explains the categories and data series displayed on the chart.
- ***Pattern -*** allows choosing a pattern-filled chart for black and white printing.
- ***Coloring Option -*** allows defining whether the chart should be displayed in multiple colors or in one of the colors available.

2. ***Title*** – a text box to enter the chart report title.

3. ***Note -*** a text box to enter additional information about the chart report.

4. ***Footer -*** a text box to insert a portion of text that will appear in the bottom area of the chart report.

5. ***Subtitle -*** a text box to enter a subtitle for the chart report.

6. ***Font -*** allows selecting the font the chart report title/subtitle/footer/note will appear in.

7. ***Size -*** allows selecting the font size the chart report title/subtitle/footer/note will appear in.

8. ***Workspace -*** the main working area in the *Chart* module where the chart designed is displayed.

8.5 Sample Chart Reports

In the following chapters you can see several samples on charts.

8.5.1 Sample Chart Report 1: Commitments and Disbursements Distribution by Top 10 Sectors

If you have selected the “Sector” as a chart Category, and “Committed (USA) / Disbursed (USA)” as values to be shown on the chart, and click on the **3D Column** chart button to specify the chart type and activate the **Data Table** option in the *View* window, the following chart report will appear (Figure 24):

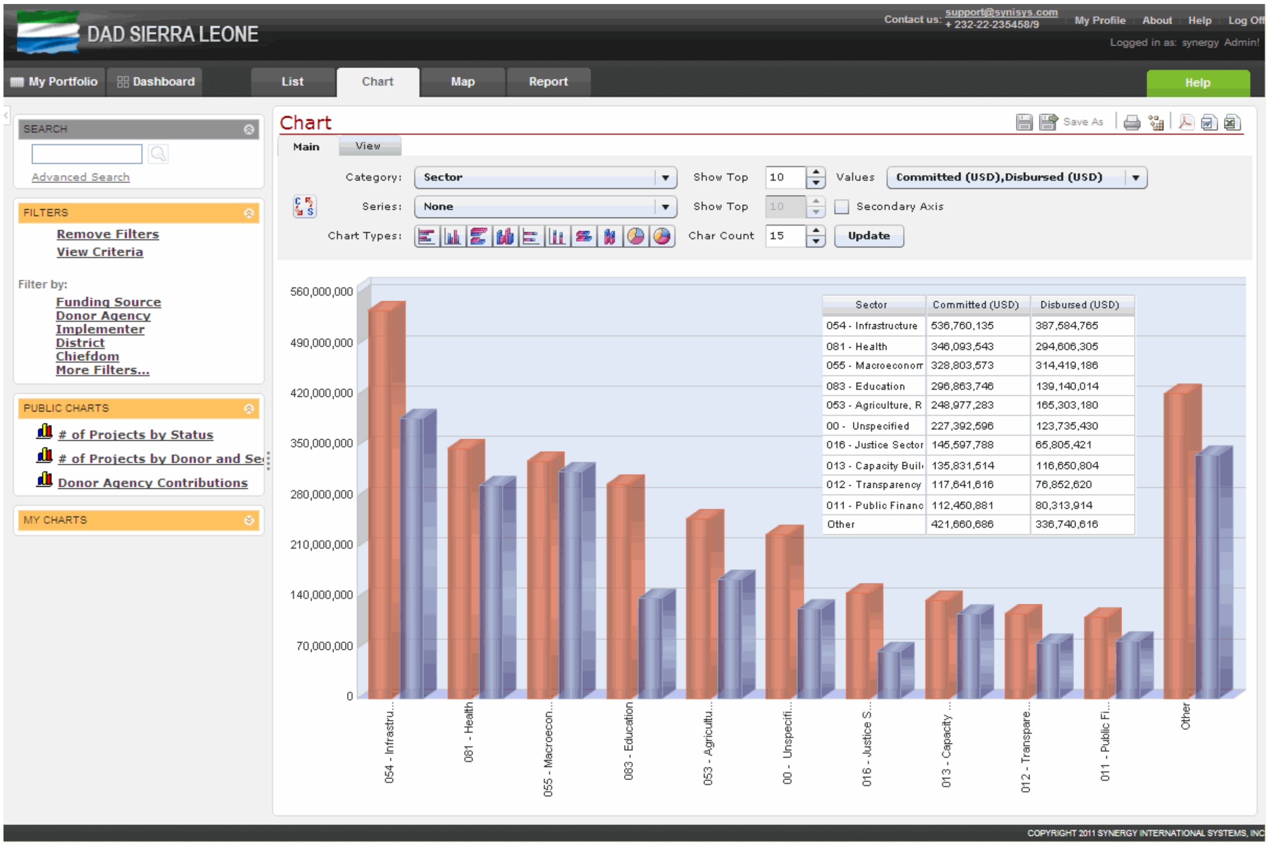


Figure 24: Sample Chart Report 1

8.5.2 Sample Chart Report 2: Total Commitments and Disbursements Distribution by Province

If you have selected the "Province" as a chart category, and "Committed (USA) / Disbursed (USA)" as values to be shown on the chart, and click on the **3D Pie** chart button to specify the chart type and activates the **Data Table** and **Legend** options in the *View* window, the following chart report will appear (Figure 25):

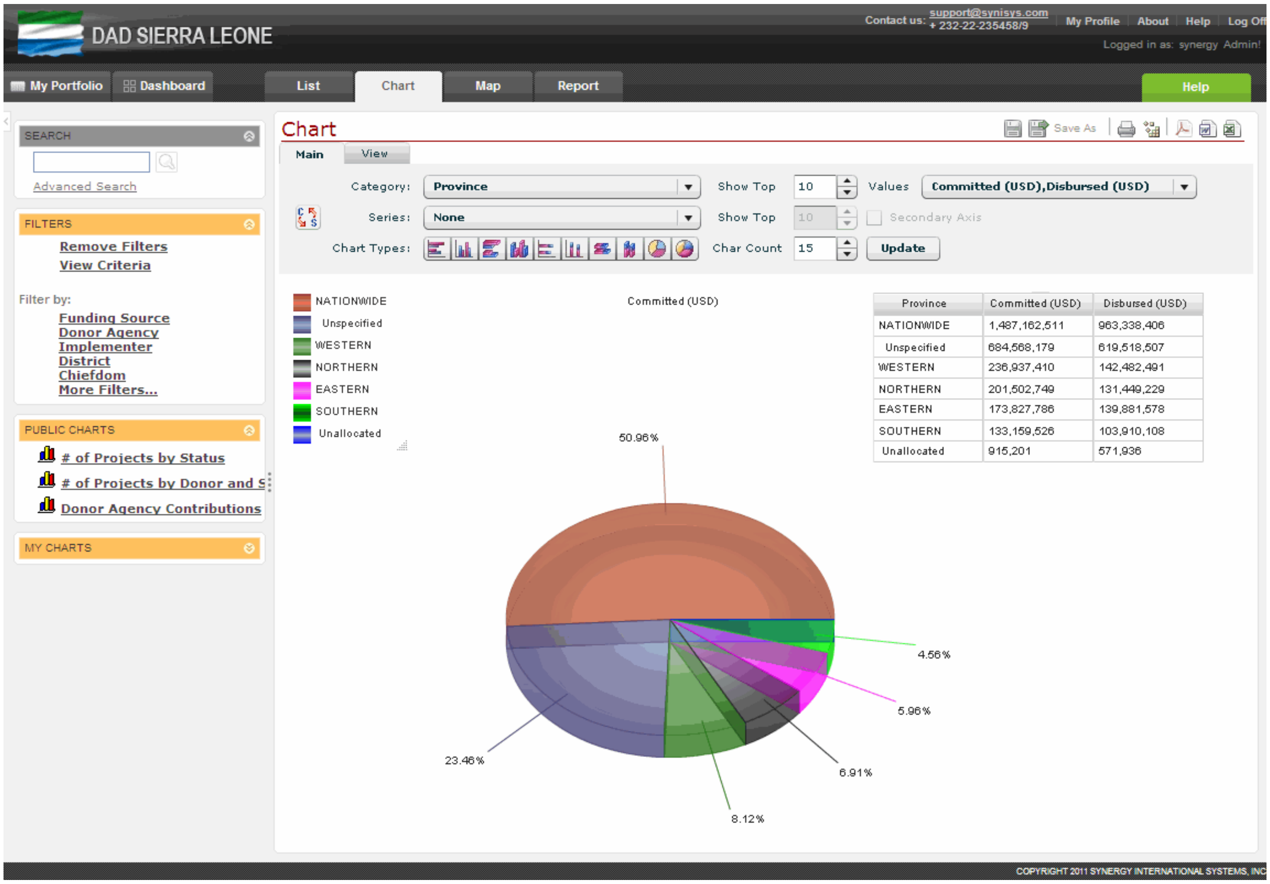


Figure 25: Sample Chart Report 2

9. MAP MODULE

In the *Map* module of *DAD*, you can make use of an advanced GIS tool for data visualization, mapping and analysis.

In this module, you can plot data directly on a map and then access that data through the map. You can also query, aggregate, disaggregate, filter, and edit data on a map, visually capture data at any desired level, from the most general to the most detailed, down to the district level.

Moreover, the GIS tool offers an impressive array of state-of-the-art, advanced GIS features, such as the ability to zoom freely; to select a point on a map and ask the system to display any category of data within a given radius ("buffer zone querying").

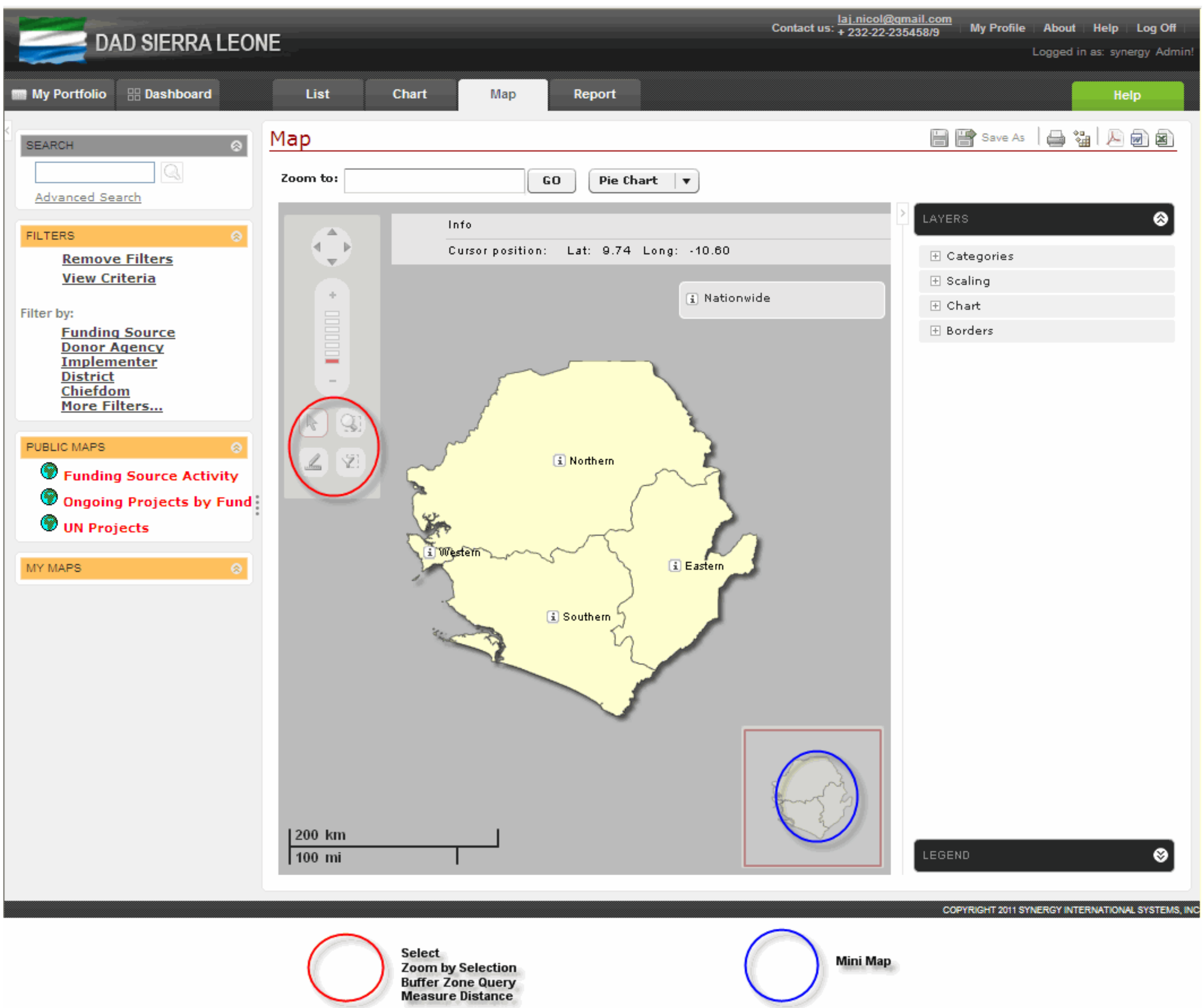


Figure 26: Map Module

9.1 Key Features of the GIS Tool

Below are the key features of the GIS tool in the *DAD* application:

- Vector-based platform

- Multi-layer mapping
  - Dynamic number of administrative territorial units
  - Category or Indicator data
  - Static Data (Borders, Cities, Rivers, Roads, Construction Sites, etc.)
  - Names and Labels
  - Any other type of layer

- Data visualization features
  - Plotting Category or Indicator Data as icons/images/flags
  - Plotting data based on GPS coordinates
  - Any layer which contains data associated to a precise GPS coordinate can be plotted on the map.
  - Coloring administrative territories based on dynamic scaling (e.g. level of certain pollution)
  - Plotting graphs on maps
  - Attaching photo images to GPS locations (or conditional locations)

- Reference features
  - Legend
  - Dynamic legends are displayed depending on the selection of layer(s).
  - Tooltips
  - Details of an administrative territories
  - Details on plotted categories and indicators

- Navigation features
  - Free zoom-in/zoom-out
  - Mouse wheel-based zoom-in/zoom-out
  - Scaled zoom-in/zoom-out
  - Map Panning (mouse drag and buttons)
  - Mini Map Preview
    The preview displays a small window of the entire world or country and is used for quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.

- GIS specific features
  - Distance Measurement
  - Buffer Zone Querying
  - Geocoding

- Internationalization features
  - User interface multi-lingual capability
  - Map multi-lingual capability

- Export & Print
  - Export to PDF, Word, or Excel
  - Print

- Interoperability
  - Map retrieval via web services

9.2 Accessing the Map Module

The system provides for the opportunity to present data on the map of the country. In order to access the *Map* module of the system, click on the **Map** tab. You will be navigated to the *Map* module where the map of the country is displayed.

In the *Map* module, you can choose to view different data sets displayed on the map, create and display reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

9.3 The Map Module Screen Components

The following figure describes some of the features available in the main screen of the *Map* module (Figure 26):

1. ***Zoom to panel -*** allows free zooming to the desired administrative unit (province, district, etc.).

2. ***Chart type selector -*** allows defining whether the data should be presented in form of a pie chart or a bar chart when plotting graphs on the map.

3. ***Navigation controls -*** a set of tools that provide common navigation functions, such as panning and zooming.

4. ***Map -*** the map of the country.

5. ***Scale Bar -*** allows you to work out the distances on the map. The distances are expressed both in the metric and English units of measure.

6. ***Mini Map -*** an overview map of the entire country displayed in a small window allowing quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.

7. ***Layers Panel -*** provides a variety of data to choose to display on the map.

8. ***Legend Panel -*** explains the categories and data series displayed on the map.

9. ***Location information section -*** displays the name of the administrative unit when it is pointed on the map.

10. ***Cursor position section -*** displays the geographic coordinates (expressed as latitude and longitude) for any point on the map.

9.4 Working in the Map Module

9.4.1 Zooming in / Zooming out

The GIS tool is equipped with the advanced zooming capabilities used to enlarge or reduce the view of the map on the screen. The following zooming options are available:

Free zoom in / zoom out

This option allows you to easily explore the data through Intelligent Searching. You can enter any combination of letters in the *Zoom to* panel and select the administrative territory to navigate to from the list containing the search results (Figure 27). The selected item will be magnified and displayed in the main screen.

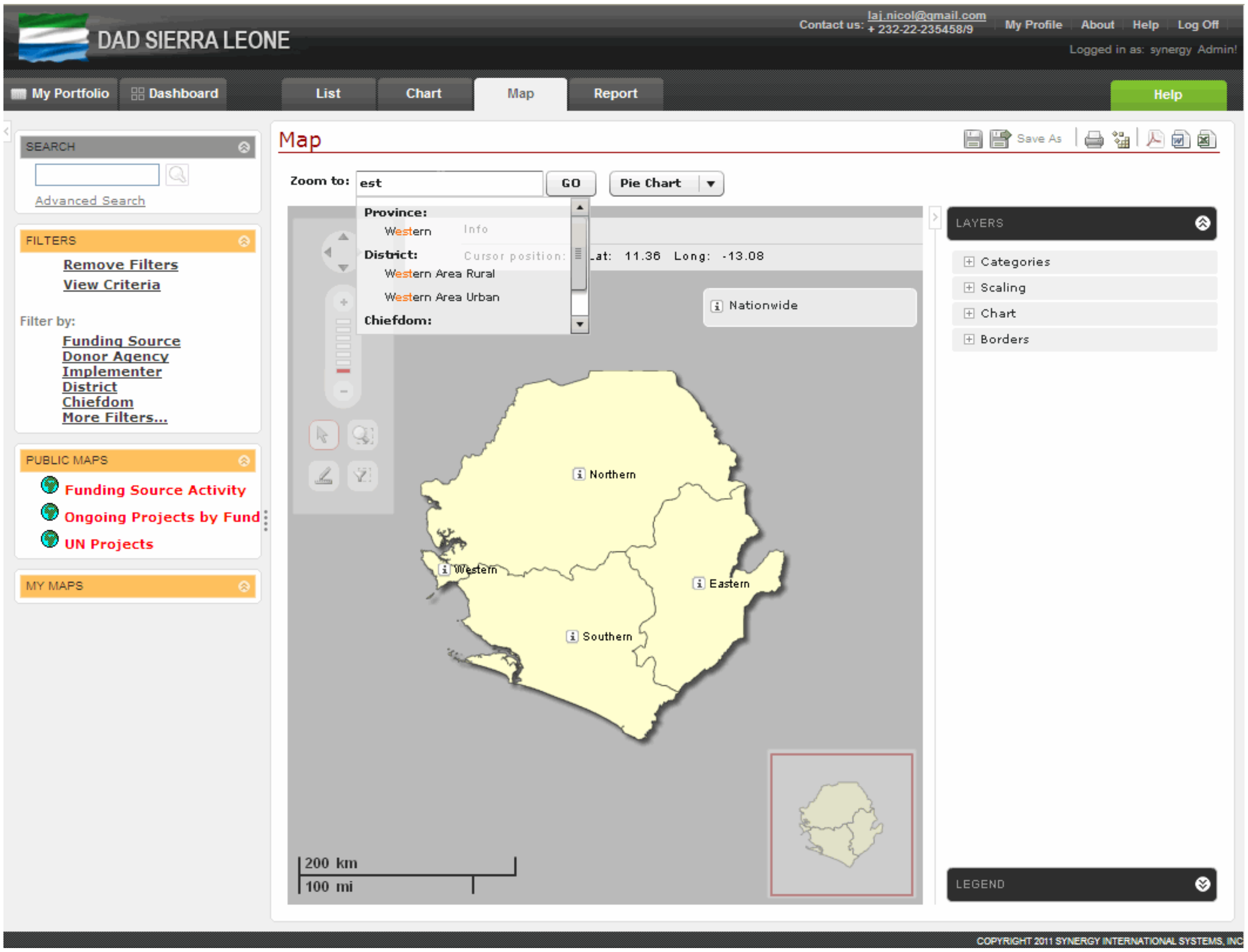


Figure 27: Intelligent Searching

Scaled zoom in / zoom out

This option allows zooming in / zooming out using the scale tool available in the Advanced GIS.

This means that when changing the zoom scales by clicking either on + or −, you can magnify or reduce the viewport according to the scale value.

Mouse wheel-based zoom-in / zoom-out

This option supports mouse wheel-based zooming in / zooming out. In order to enlarge or reduce the viewport using the scroll wheel button of the mouse, you should click anywhere on the map and use the wheel button in the backward motion to zoom in and in the forward motion to zoom out.

Zoom by Selection

This option allows magnifying the original viewport or a portion of it using the mouse. To be able to enlarge an area on the map, you should activate the *Zoom by Selection* option by clicking the  button then select a region on the map to magnify.

9.4.2 Measuring Distance

In the Map module, you can measure the distance between two points on the map.

To do this, click  button, select the point on the map and drag the mouse to the second point to trace a path to measure (Figure 28). The measured distance will be expressed both in metric and English units of measure.

Note: Measuring is calculated using the latitude and longitude coordinates from point to point and does not consider elevation.

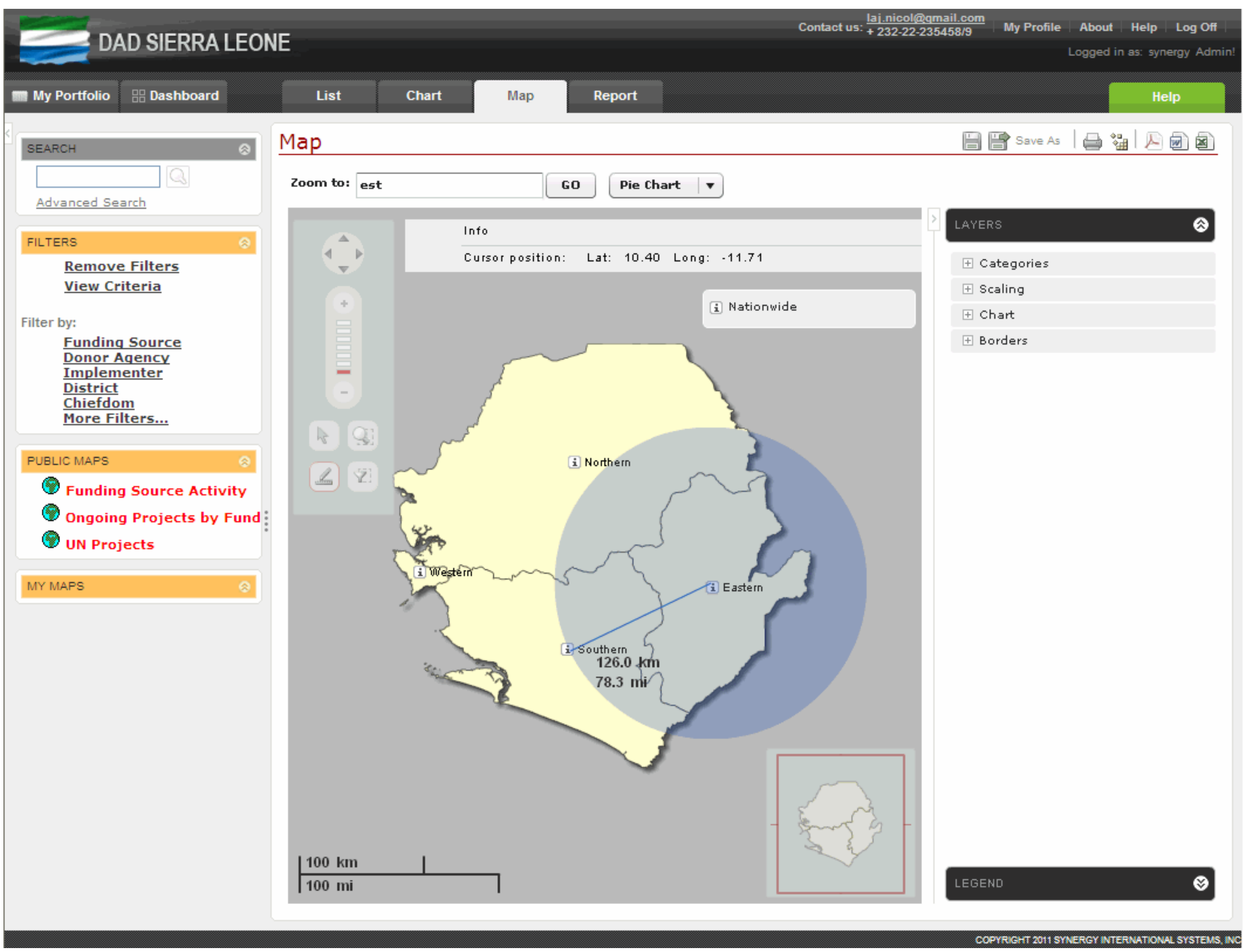


Figure 28: Measuring Distance

9.4.3 Buffer Zone Querying

This feature in the Advanced GIS tool is used to select a point on a map and display any type of data within a given radius. In addition, the tool is easily navigable through a Mini Map, Navigation Bar and Intelligent Search Tools.

To be able to create a buffer zone to view data for, select the  button, and then select the region on the map to highlight. The selected area will be activated while the rest of the screen will be disabled (Figure 29). This tool may be useful for presentations on screenshots to mark the selected area on the map.

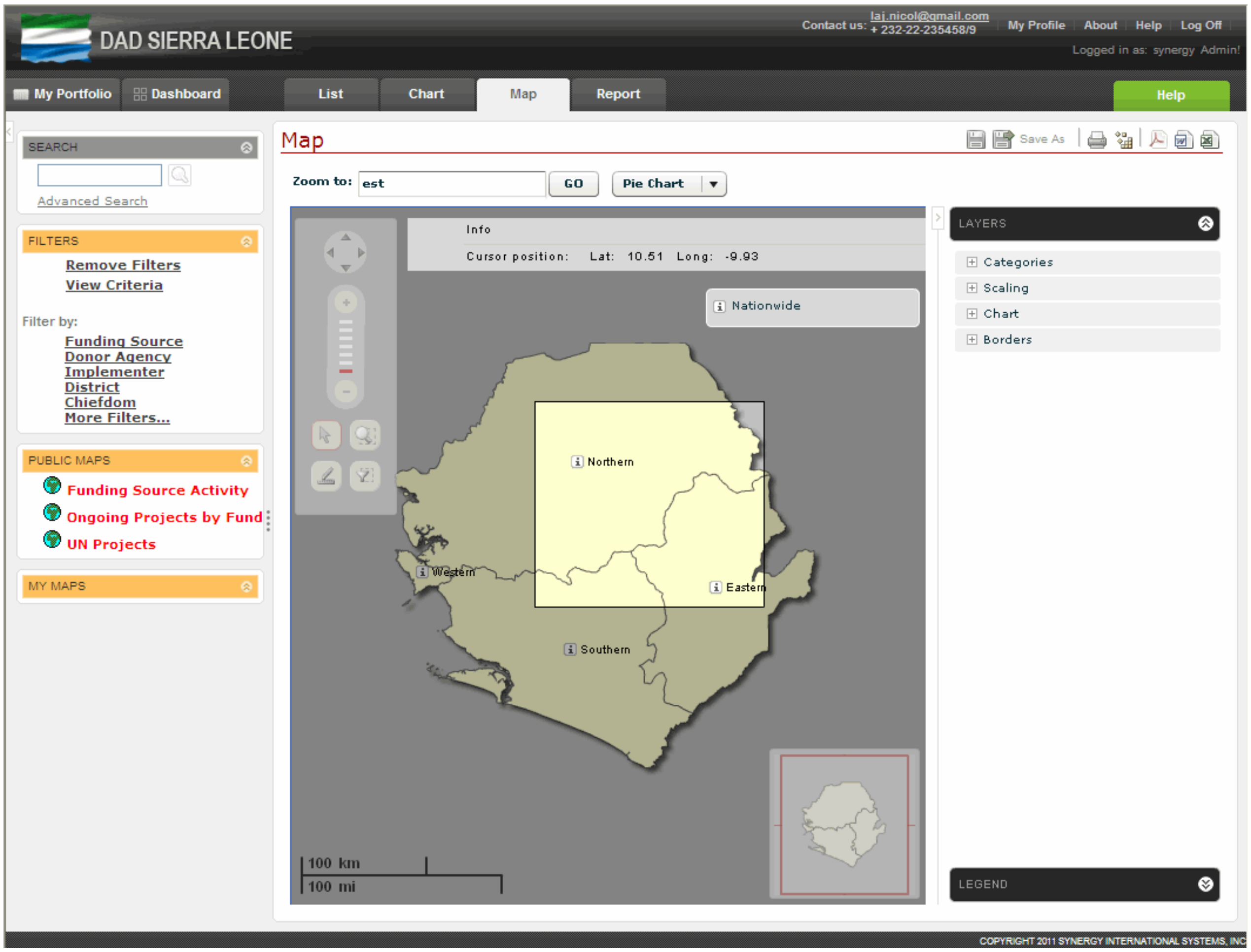


Figure 29: Buffer Zone Querying

9.4.4 Using Layers

The Layers feature in the *Map Module* provides a variety of data to select to display over the viewing area. You can use the Layers feature to display the following information:

- Display categories;
- Choose to view data on a scaling map;

- Plot data in the form of different graphs (pie chart or bar chart);
- Display map features such as province, district or chiefdom borders.

The following layers can be applied in *DAD*:

Categories

This option is used to plot category data on the map and to view them in form of different icons / images. To enable this option, expand the *Category* section and selecting the category(ies) listed.

Note: When pointing the mouse cursor on a respective icon/image on the map, you can view the details for the selected category.

Scaling

This option is used to view the data on a scaling map. This means that the selected data series will not be displayed in form of graphs, but the administrative territories will be colored according to the selected scaling category instead. The scaling legend at the bottom left side of the map prompts on the coloring pattern used.

To enable this option, expand the *Scaling* section in the Layers panel and select one of the possible alternatives listed.

Chart

You can plot different data series on a map and view them in the form of different graphs, such as pie charts or bar charts. You can turn on this option by expanding the *Chart* section in the Layers panel and selecting the chart category(-ies) to be displayed on the map. By default, the selected category(-ies) will appear in the form of a pie chart. However, you can choose the view the data in the form of a bar chart by selecting the appropriate option from the **Chart Type** drop-down (Figure 30).

Note: When pointing the mouse cursor on any of the chart constituents, you can view the data that stands behind it. The details on plotted chart categories are displayed when clicking the button.

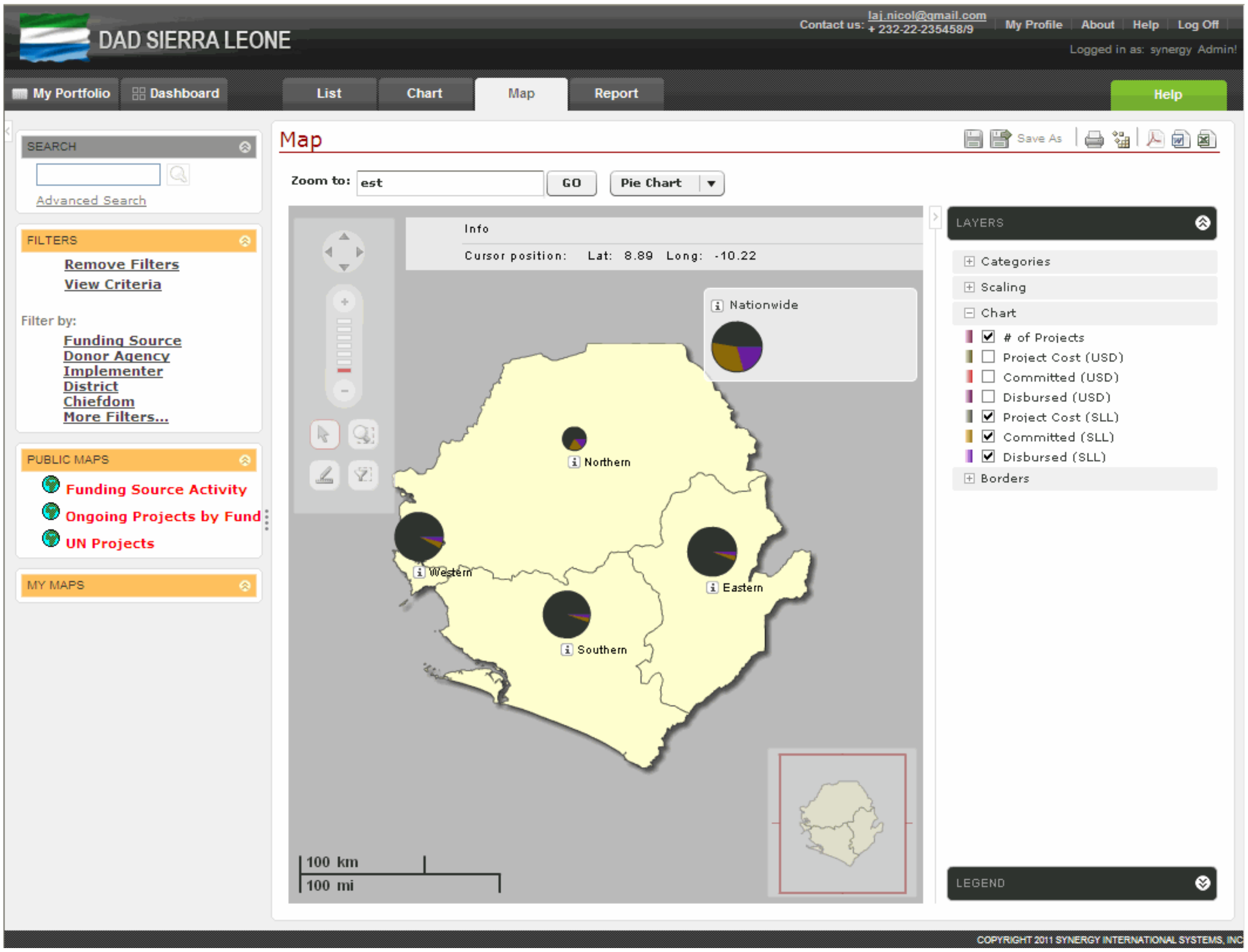


Figure 30: Selecting Chart Type

Borders

You can turn on border information by expanding the *Borders* section in the Layers panel and selecting one of the following options:

- **Auto -** displays border information for all territorial units when the zoom in is selected. For example, if you zoom in to district level, the border information for both provinces and districts will be displayed on the map.
- **Province -** displays the border information for all provinces.
- **District –** displays the border information for all districts.
- **Chiefdom** - displays the border information for all chiefdoms.

9.4.5 Viewing Legend

To explain the data series or categories on the map, the legend is used to identify the patterns or colors that are assigned to the selected categories (Figure 31). It is worth mentioning that each data series or category is represented by a unique pattern or color in the map legend, which is displayed in the following ways:

- In the *Legend* section if you have chosen to apply any category to the map.
- At the bottom left side of the map if you have selected to view data on the scaling map.

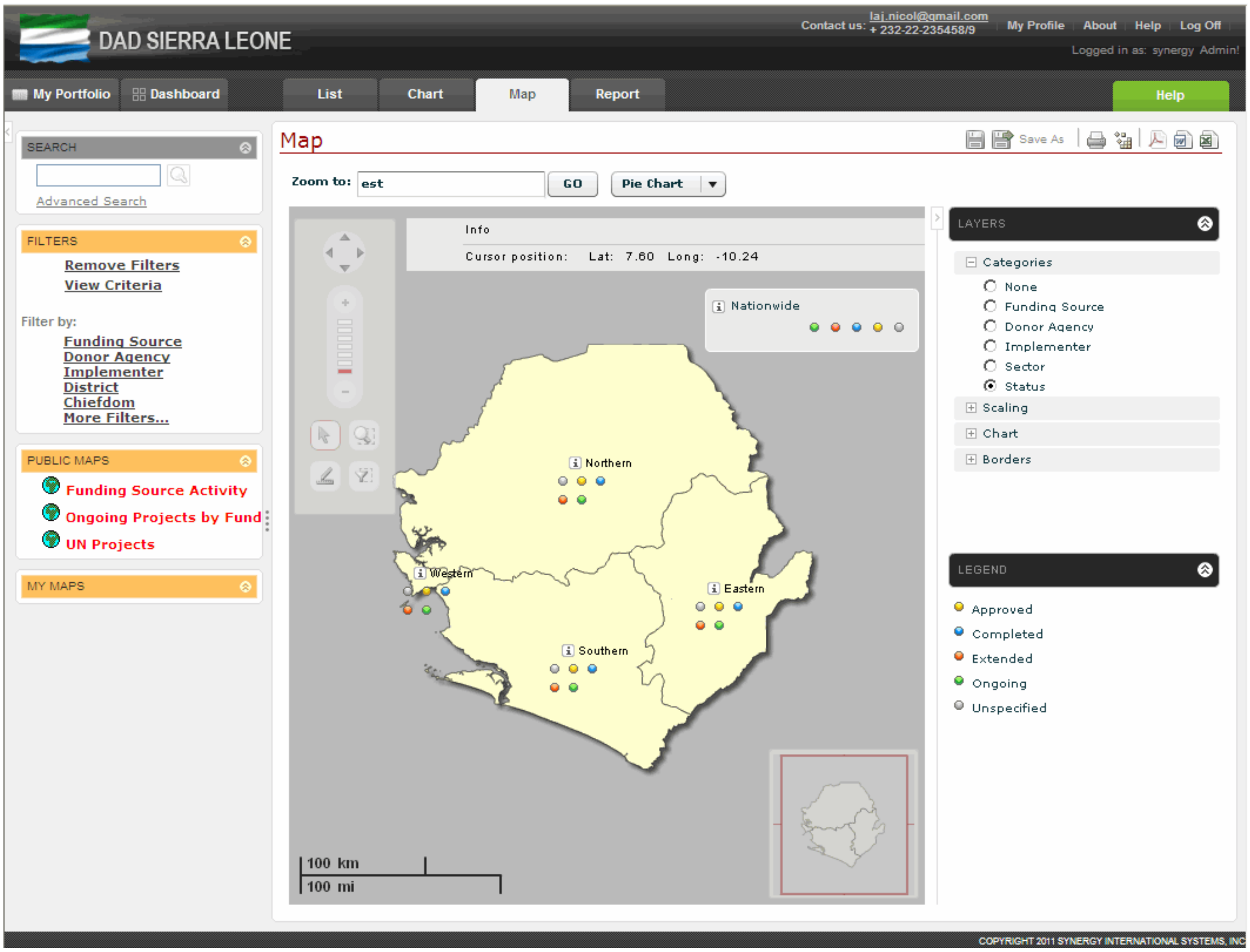


Figure 31: Viewing Chart Legend

9.4.6 Using Mini Map

The Mini Map window feature displays an additional view of the country map with a position indicator that corresponds to the current view inside the main screen (Figure 32). One of the main features of the Mini Map is that while the Mini Map window responds to position adjustments in the main screen, you can also interact directly with it. Double-clicking any area within the window or dragging the position cursor to the desired place will adjust position both in the Mini Map and in the main screen to the point in the Mini Map window that the user selects.

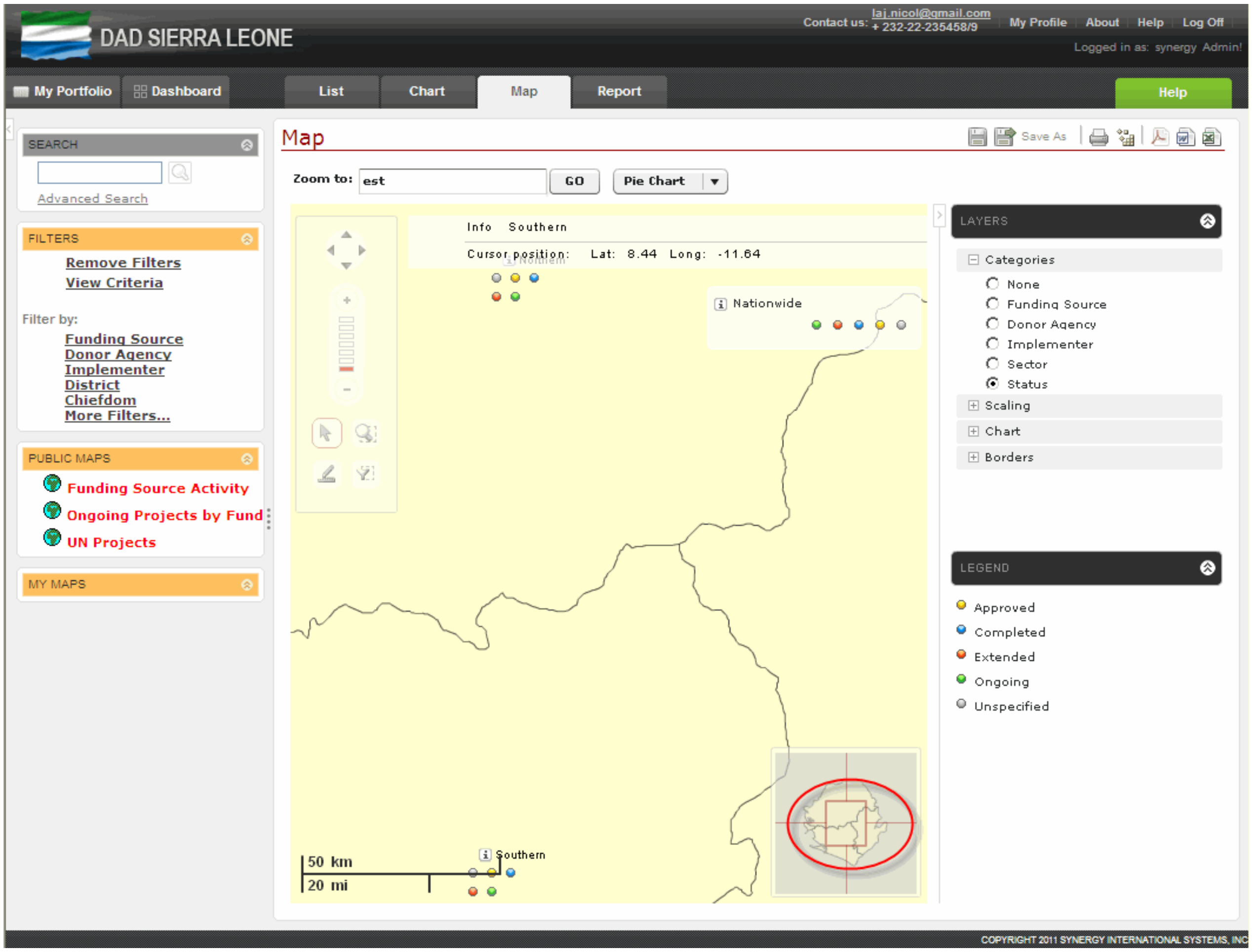


Figure 32: Using Mini Map

9.5 Viewing the Data Displayed on the Map

The Advanced GIS tool is used to view the data referring to definite territorial units – provinces and/or districts/chiefdoms when zoomed in to this level. In order to access the data for a specific territorial unit, point the mouse cursor on the button (Figure 33). The information that is displayed in the information window includes but is not limited to # of projects, project cost, etc. If you have plotted any chart category on the map, the chart category details appear in the information window as well.

Alternatively, you can choose to view the project information referring not to a specific territorial unit, but to the whole country. For this purpose, you will have to point the mouse cursor on the button in the **Nation Wide** section.

Note: Clicking the **View Projects** link at the bottom of the information window will take you to the *Details* section of the application. For more information about the actions that can be taken in this section, see DETAILS SECTION.

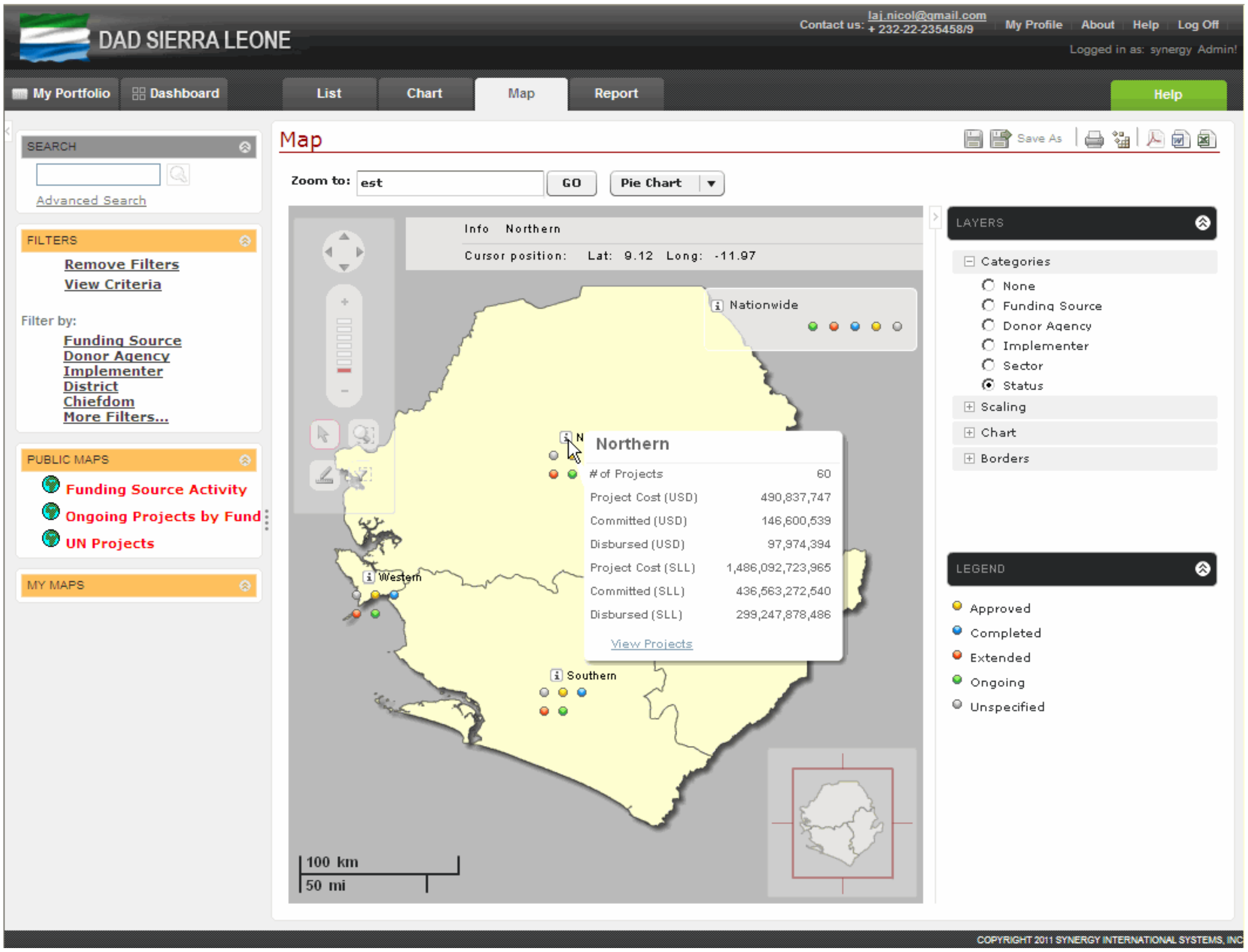


Figure 33: Viewing the Data Displayed on the Map

9.6 Sample Map Reports

In the following chapters you can see several samples on maps.

9.6.1 Sample Map Report 1: Projects Distribution by Implementation Status

You will get the following map report if you have selected the "Status" as a map **Category**, select "# of Projects" as a map **Scaling** and open the **Legend** panel (Figure 34):

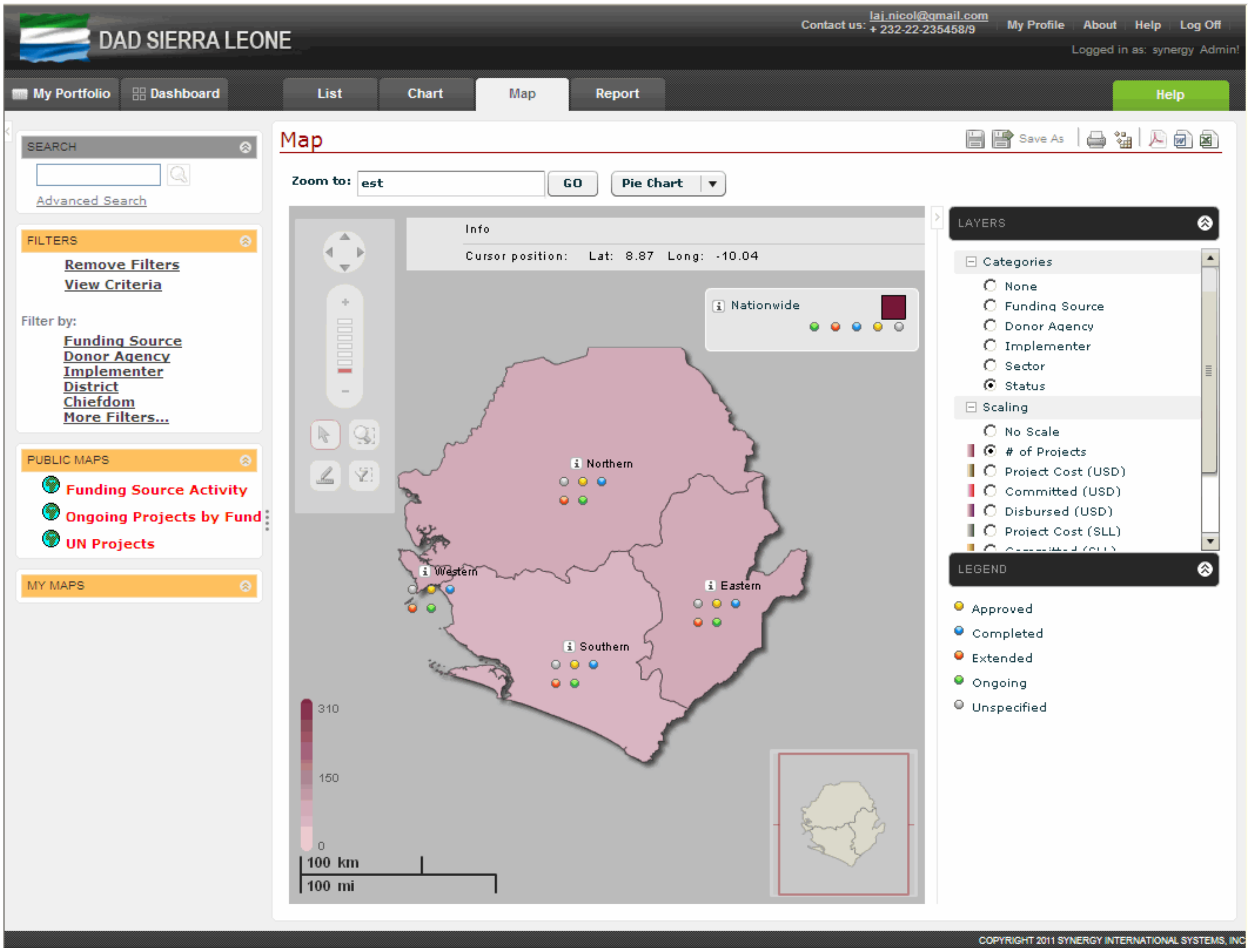


Figure 34: Sample Map Report 1

9.6.2 Sample Map Report 2: Projects Cost by District

If you have selected the “Project cost (USD)” as a map **Scale**, the following map report will appear (Figure 35):

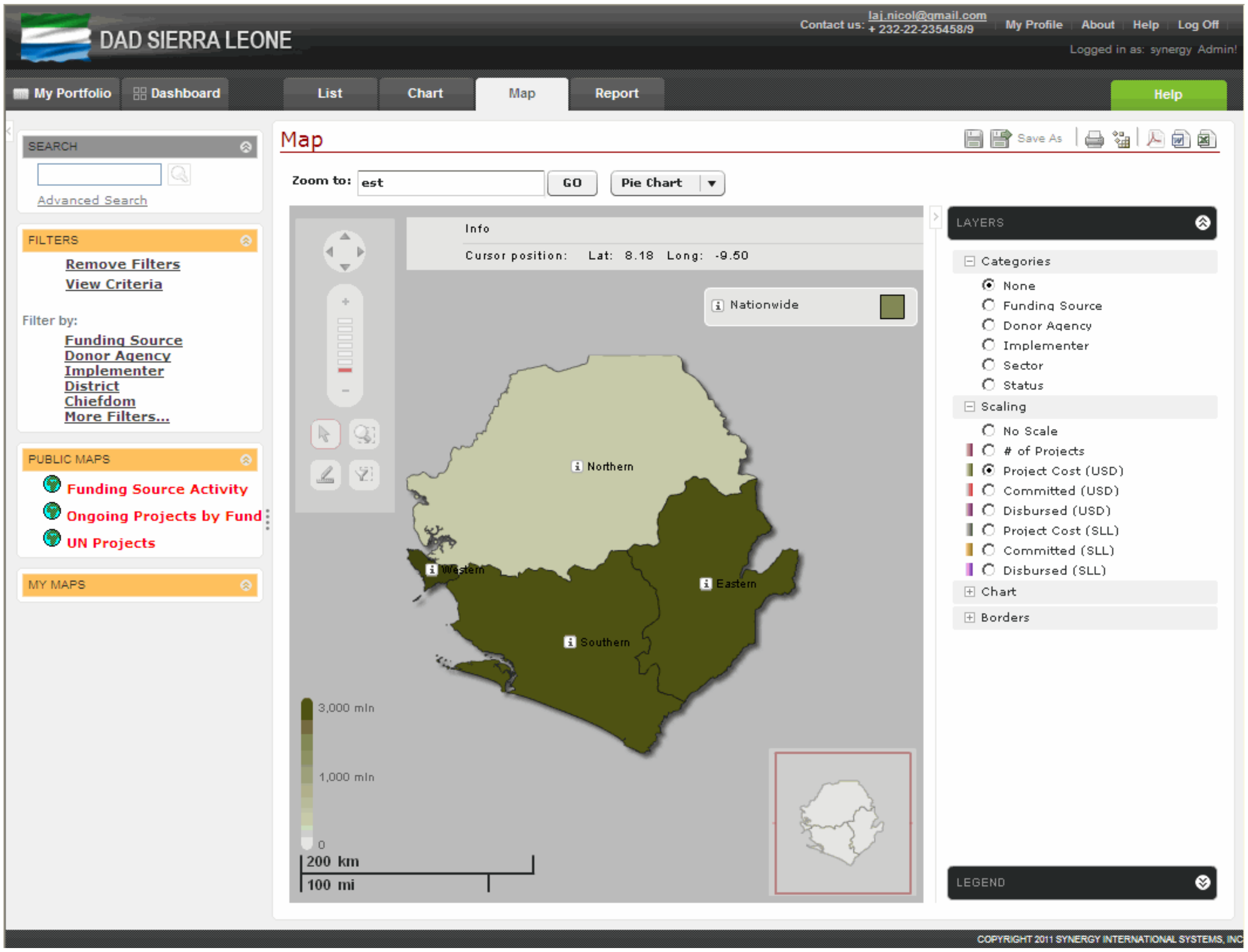


Figure 35: Sample Map Report 2

10. REPORT MODULE

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

10.1 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, click on the Report tab. You will be navigated to the Report module of the application where the *Report Designer* (Figure 36) will open.

In this module, you can create list reports, save them as predefined reports, arrange them in the desired way, print them, etc.

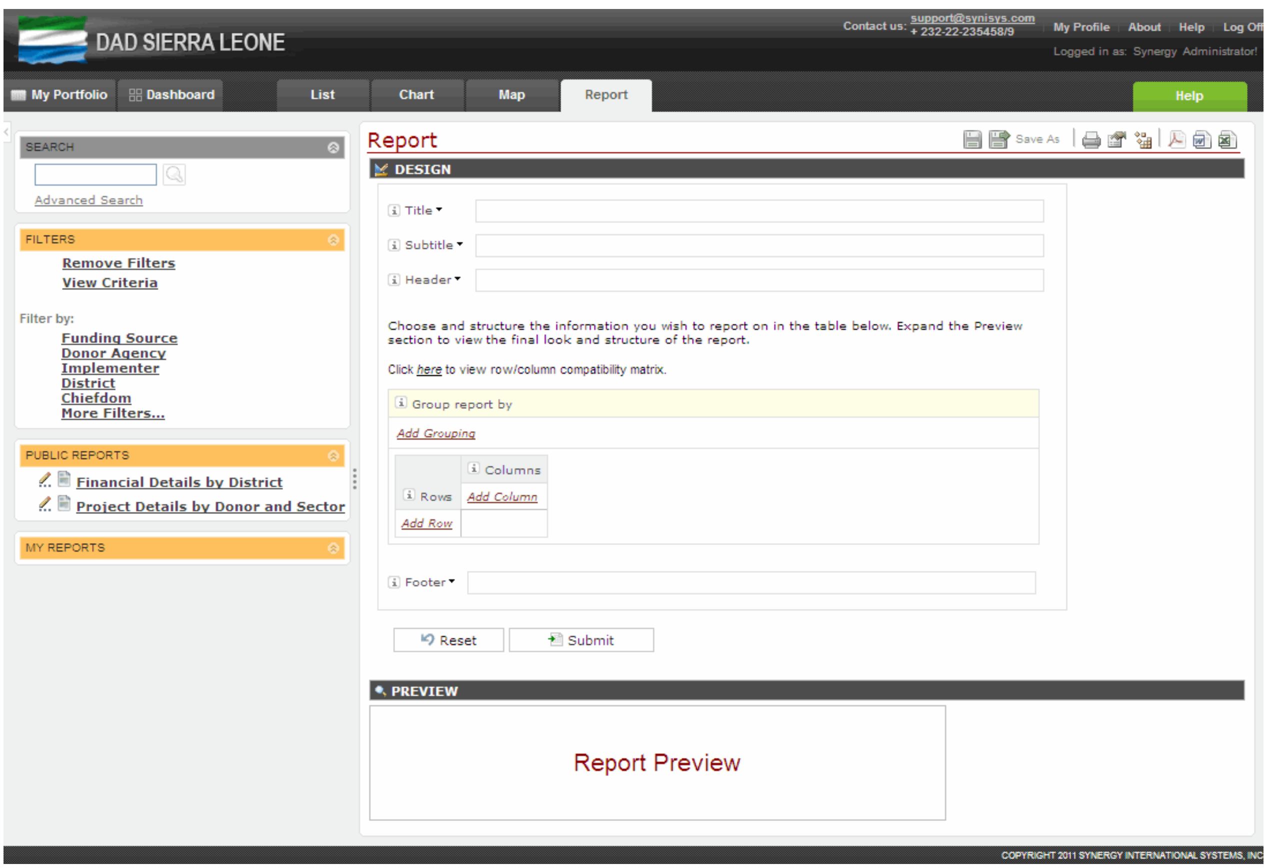


Figure 36: Report Module

10.2 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, 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, follow the steps below: They provide instructions on how to compose and submit queries.

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 37).
   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.

Note: Once you have selected 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.

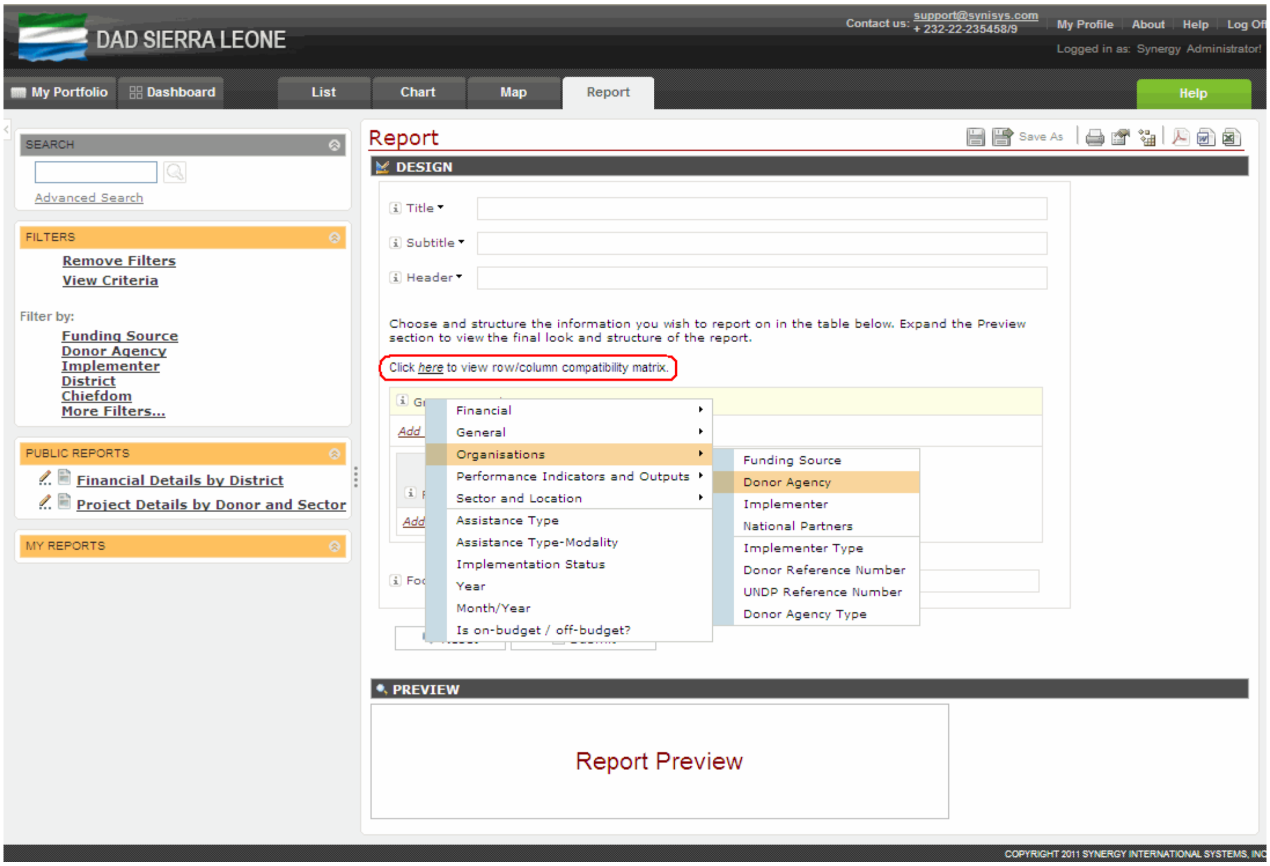


Figure 37: Selecting a Grouping for a Report

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 **(Reset)** button.

Note: If you have defined a report which has incompatible columns (columns over which reports cannot be generated), they will be marked in red and an error message will occur. To make your reports productive, use the link (as marked in red, Figure 37) to open the Compatibility Matrix table (Figure 38). This is a table that displays the compatibility between all categories and measures in the database to display them in the report.

Compatibility Matrix

• - indicates compatibility between Category and Measure

Rows(Categories) / Columns(Measures)	# of Beneficiaries (Children)	# of Beneficiaries (Female)	# of Beneficiaries (Total)	# of Households	# of Projects	Committed (SLL)	Committed (USD)	Created by	Created on	Disbursed (SLL)	Disbursed (USD)	Duration	End Date	KPI Progress	KPI Target	Last Modified by	Last Modified on	Project Code	Project Cost (SLL)	Project Cost (USD)	Project Title	Start Date
Assistance Type					•	•	•			•	•								•	•		
Assistance Type-Modality					•	•	•			•	•								•	•		
Chiefdom					•	•	•			•	•								•	•		
District					•	•	•			•	•								•	•		
Donor Agency					•	•	•			•	•								•	•		
Donor Agency Type					•	•	•			•	•								•	•		
Donor Reference Number					•	•	•			•	•								•	•		
Factor Causing Delay					•	•	•			•	•								•	•		
Funding Source					•	•	•			•	•								•	•		
Implementation Status					•	•	•			•	•								•	•		
Implementer					•	•	•			•	•								•	•		
Implementer Type					•	•	•			•	•								•	•		
Is on-budget / off-budget?					•	•	•			•	•								•	•		
Key Performance Indicator					•	•	•			•	•			•	•				•	•		
Month/Year					•	•	•			•	•								•	•		
National Partners					•	•	•			•	•								•	•		
Project	•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Province					•	•	•			•	•								•	•		
Sector					•	•	•			•	•								•	•		
Sub-Sector					•	•	•			•	•								•	•		
Thematic Marker					•	•	•			•	•								•	•		
UNDP Reference Number					•	•	•			•	•								•	•		
Year					•	•	•			•	•								•	•		

Figure 38: Compatibility Matrix

10.3 Previewing a Report

At any time during the process of creating a report, look in the *Preview* section at the bottom of the page, in order to view the final structure of the report (Figure 39). The *Preview* will not be ready for viewing unless the user has at least one table row defined.

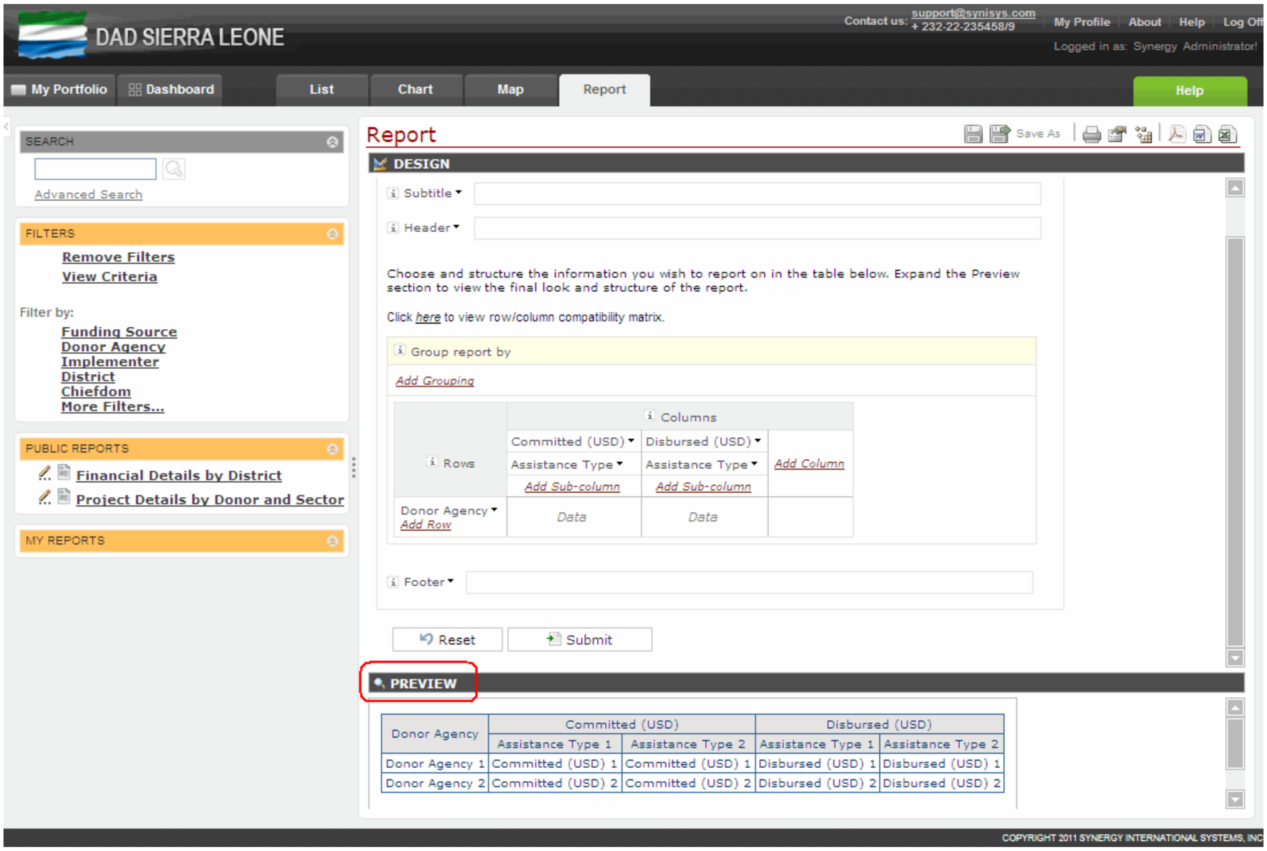


Figure 39: Previewing the Report

All your added report components and structuring results will be displayed in the *Preview* section which helps you to check whether the report matches the required output or not. This section can be expanded in order to display whole of the information.

10.4 Generating a Report

The final step in the process of creating a report is report generation. By clicking the 

(Submit) button, a request to the Reporting Engine is submitted in order to access the database, gather the required data and present it in the manner required. The Report containing all the real data appears in a new window.

10.5 Sample Reports

In the following chapters you can see several samples on reports.

10.5.1 Sample Report 1: Total Commitments and Disbursements by Donor Agency and Assistance Type

If you have indicated (Figure 40):

- “Donor Agency” as the report row and add the total value to be shown before data;
- “Committed (USA)” and “Disbursed (USD)” as columns, and “Assistance Type” as sub-columns;

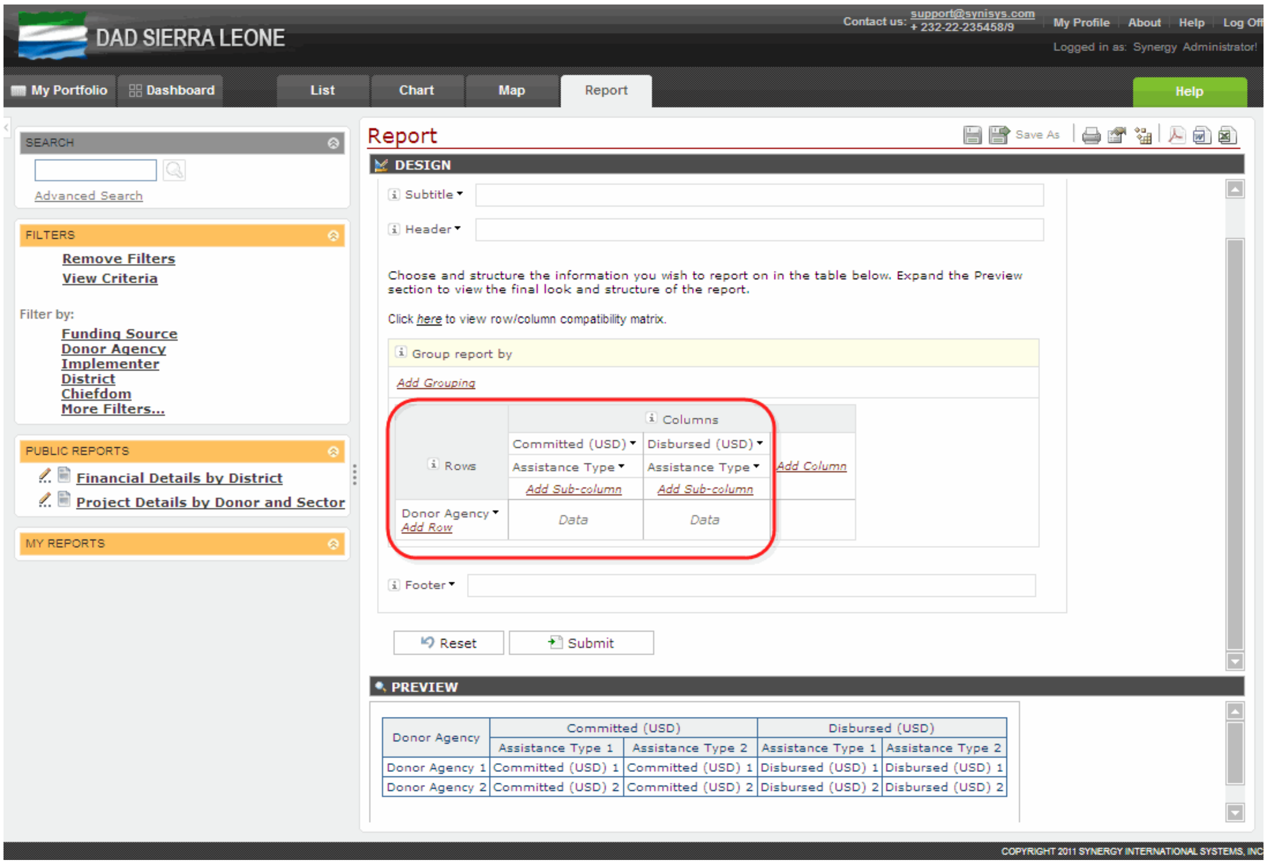
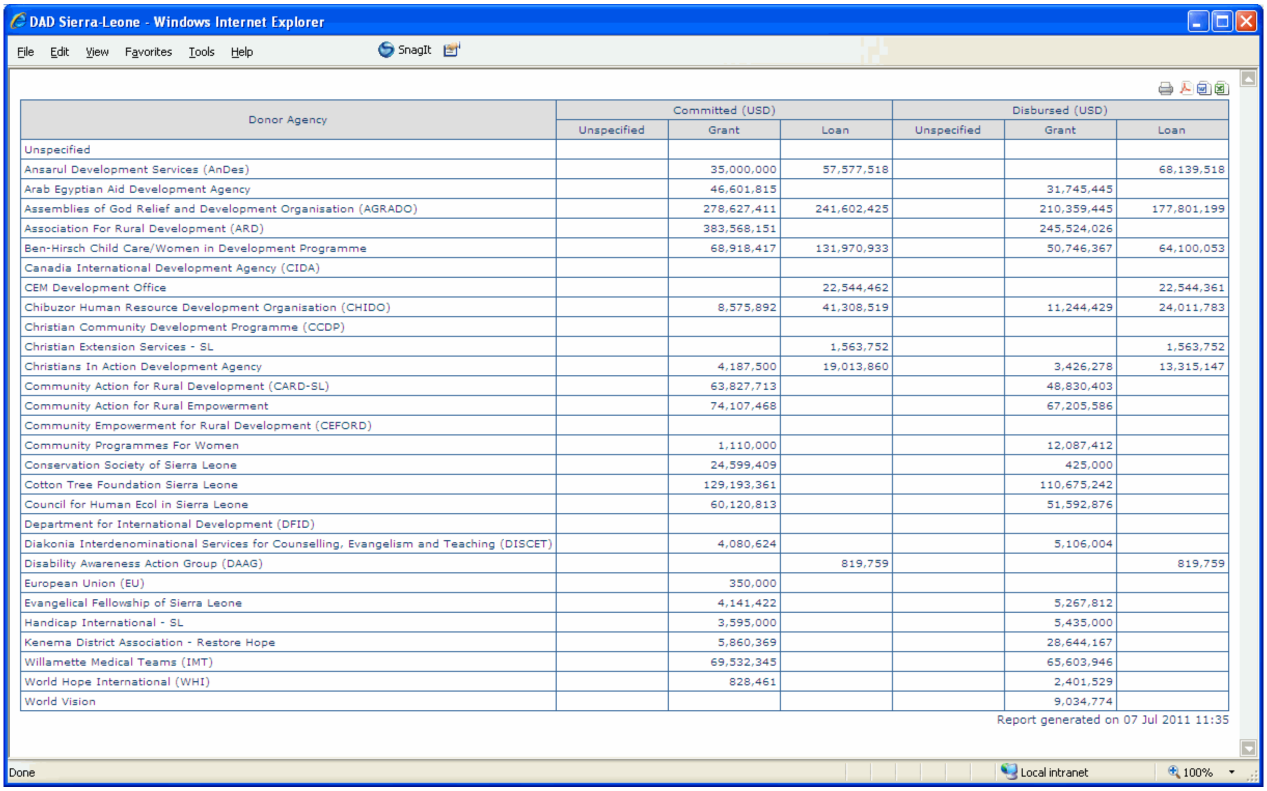


Figure 40: Creating a Report 1

You will have the following result (Figure 41):



Donor Agency	Committed (USD)			Disbursed (USD)		
	Unspecified	Grant	Loan	Unspecified	Grant	Loan
Unspecified						
Ansarul Development Services (AnDes)		35,000,000	57,577,518			68,139,518
Arab Egyptian Aid Development Agency		46,601,815			31,745,445	
Assemblies of God Relief and Development Organisation (AGRADO)		278,627,411	241,602,425		210,359,445	177,801,199
Association For Rural Development (ARD)		383,568,151			245,524,026	
Ben-Hirsch Child Care/Women in Development Programme		68,918,417	131,970,933		50,746,367	64,100,053
Canadia International Development Agency (CIDA)						
CEM Development Office			22,544,462			22,544,361
Chibuzor Human Resource Development Organisation (CHIDO)		8,575,892	41,308,519		11,244,429	24,011,783
Christian Community Development Programme (CCDP)						
Christian Extension Services - SL			1,563,752			1,563,752
Christians In Action Development Agency		4,187,500	19,013,860		3,426,278	13,315,147
Community Action for Rural Development (CARD-SL)		63,827,713			48,830,403	
Community Action for Rural Empowerment		74,107,468			67,205,586	
Community Empowerment for Rural Development (CEFORD)						
Community Programmes For Women		1,110,000			12,087,412	
Conservation Society of Sierra Leone		24,599,409			425,000	
Cotton Tree Foundation Sierra Leone		129,193,361			110,675,242	
Council for Human Ecol in Sierra Leone		60,120,813			51,592,876	
Department for International Development (DFID)						
Diakonia Interdenominational Services for Counselling, Evangelism and Teaching (DISCET)		4,080,624			5,106,004	
Disability Awareness Action Group (DAAG)			819,759			819,759
European Union (EU)		350,000				
Evangelical Fellowship of Sierra Leone		4,141,422			5,267,812	
Handicap International - SL		3,595,000			5,435,000	
Kenema District Association - Restore Hope		5,860,369			28,644,167	
Willamette Medical Teams (IMT)		69,532,345			65,603,946	
World Hope International (WHI)		828,461			2,401,529	
World Vision					9,034,774	

Figure 41: Sample List Report 1

10.5.2 Sample Report 2: Assistance Portfolio Report

If you have indicated (Figure 42):

- "Donor Agency" as the report table grouping;
- "Project" as the report row;
- "Implementer", "Committed (USA)", "Disbursed (USA)", "Sector" and "Province" as columns;

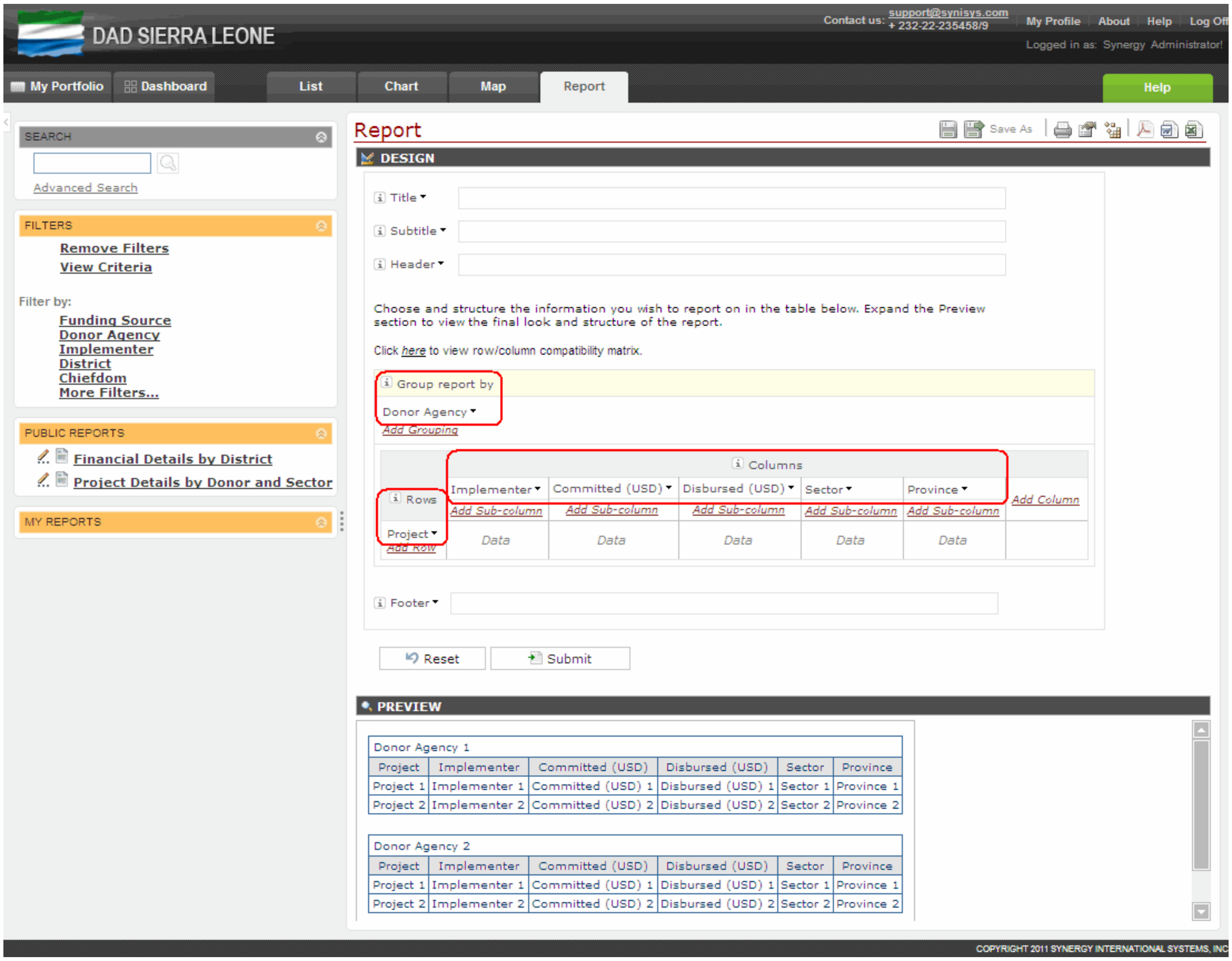
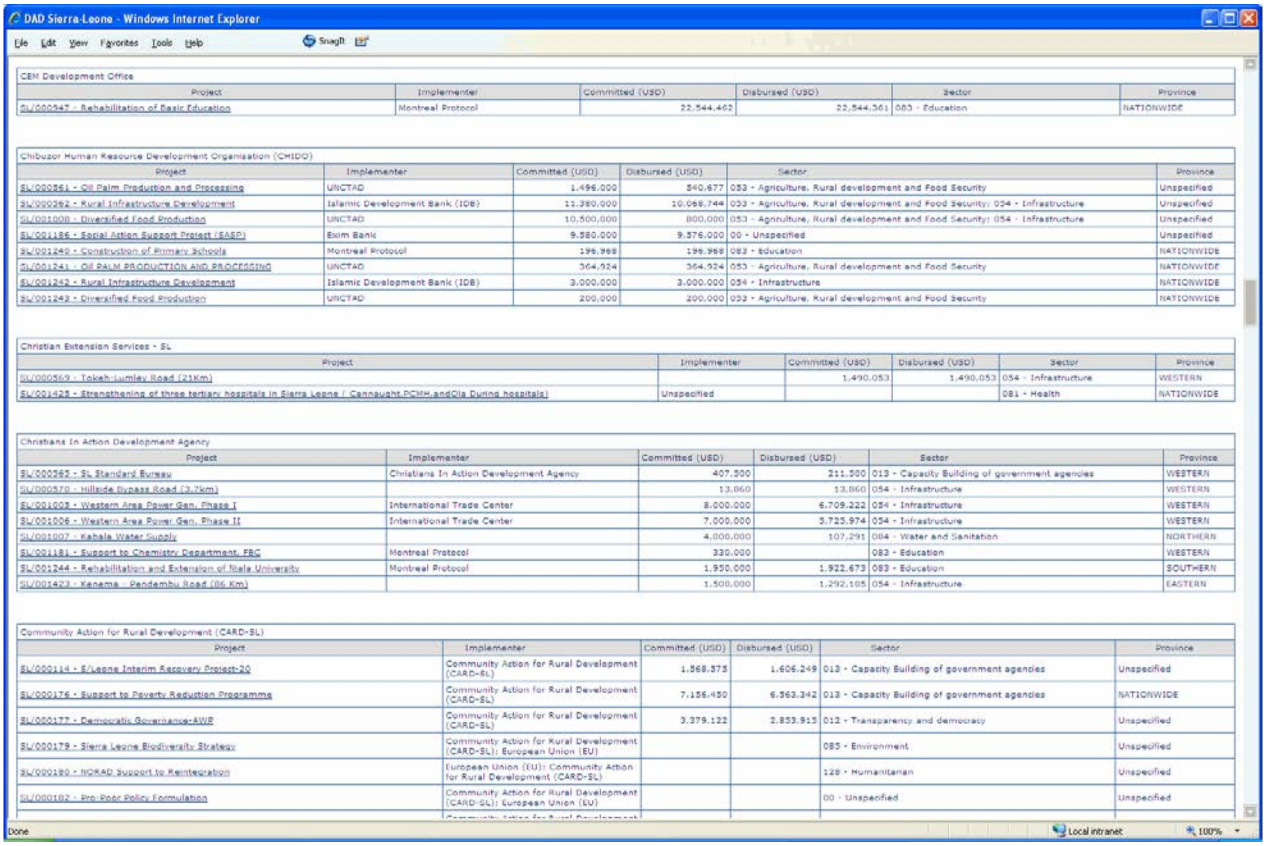


Figure 42: Creating a Report 2

You will have the following result (Figure 43):



CEM Development Office

Project	Implementer	Committed (USD)	Disbursed (USD)	Sector	Province
SL/000547 - Rehabilitation of Basic Education	Montreal Protocol	22,544,462	22,544,361	083 - Education	NATIONWIDE

Chibuzor Human Resource Development Organisation (CHIDO)

Project	Implementer	Committed (USD)	Disbursed (USD)	Sector	Province
SL/000561 - Oil Palm Production and Processing	UNCTAD	1,496,000	540,677	053 - Agriculture, Rural development and Food Security	Unspecified
SL/000562 - Rural Infrastructure Development	Islamic Development Bank (IDB)	11,380,000	10,068,744	053 - Agriculture, Rural development and Food Security; 054 - Infrastructure	Unspecified
SL/001008 - Diversified Food Production	UNCTAD	10,500,000	800,000	053 - Agriculture, Rural development and Food Security; 054 - Infrastructure	Unspecified
SL/001186 - Social Action Support Project (SASP)	Exim Bank	9,580,000	9,576,000	00 - Unspecified	Unspecified
SL/001240 - Construction of Primary Schools	Montreal Protocol	196,968	196,968	083 - Education	NATIONWIDE
SL/001241 - OIL PALM PRODUCTION AND PROCESSING	UNCTAD	364,924	364,924	053 - Agriculture, Rural development and Food Security	NATIONWIDE
SL/001242 - Rural Infrastructure Development	Islamic Development Bank (IDB)	3,000,000	3,000,000	054 - Infrastructure	NATIONWIDE
SL/001243 - Diversified Food Production	UNCTAD	200,000	200,000	053 - Agriculture, Rural development and Food Security	NATIONWIDE

Christian Extension Services - SL

Project	Implementer	Committed (USD)	Disbursed (USD)	Sector	Province
SL/000569 - Tokeh-Lumley Road (21Km)		1,490,053	1,490,053	054 - Infrastructure	WESTERN
SL/001425 - Strengthening of three tertiary hospitals in Sierra Leone (Cannaught,PCMH,andOla During hospitals)	Unspecified			081 - Health	NATIONWIDE

Christians In Action Development Agency

Project	Implementer	Committed (USD)	Disbursed (USD)	Sector	Province
SL/000565 - SL Standard Bureau	Christians In Action Development Agency	407,500	211,500	013 - Capacity Building of government agencies	WESTERN
SL/000570 - Hillside Bypass Road (3.7km)		13,860	13,860	054 - Infrastructure	WESTERN
SL/001005 - Western Area Power Gen. Phase I	International Trade Center	8,000,000	6,709,222	054 - Infrastructure	WESTERN
SL/001006 - Western Area Power Gen. Phase II	International Trade Center	7,000,000	5,725,974	054 - Infrastructure	WESTERN
SL/001007 - Kabala Water Supply		4,000,000	107,291	084 - Water and Sanitation	NORTHERN
SL/001181 - Support to Chemistry Department, FBC	Montreal Protocol	330,000		083 - Education	WESTERN
SL/001244 - Rehabilitation and Extension of Njala University	Montreal Protocol	1,950,000	1,922,673	083 - Education	SOUTHERN
SL/001423 - Kenema - Pendembu Road (86 Km)		1,500,000	1,292,105	054 - Infrastructure	EASTERN

Community Action for Rural Development (CARD-SL)

Project	Implementer	Committed (USD)	Disbursed (USD)	Sector	Province
SL/000114 - S/Leone Interim Recovery Project-20	Community Action for Rural Development (CARD-SL)	1,568,575	1,606,249	013 - Capacity Building of government agencies	Unspecified
SL/000176 - Support to Poverty Reduction Programme	Community Action for Rural Development (CARD-SL)	7,156,450	6,563,342	013 - Capacity Building of government agencies	NATIONWIDE
SL/000177 - Democratic Governance-AWP	Community Action for Rural Development (CARD-SL)	3,379,122	2,853,915	012 - Transparency and democracy	Unspecified
SL/000179 - Sierra Leone Biodiversity Strategy	Community Action for Rural Development (CARD-SL); European Union (EU)			085 - Environment	Unspecified
SL/000180 - NORAD Support to Reintegration	European Union (EU); Community Action for Rural Development (CARD-SL)			128 - Humanitarian	Unspecified
SL/000182 - Pro-Poor Policy Formulation	Community Action for Rural Development (CARD-SL); European Union (EU)			00 - Unspecified	Unspecified

Figure 43: Sample List Report 2

10.6 Customizing Reports

You can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe how to customize the reports.

10.6.1 Formatting / Styling Report Components

You 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, follow the steps below:

1. Click on the report component that needs to be formatted / styled.
2. Select the **Properties** option from the actions list that appears (Figure 44).

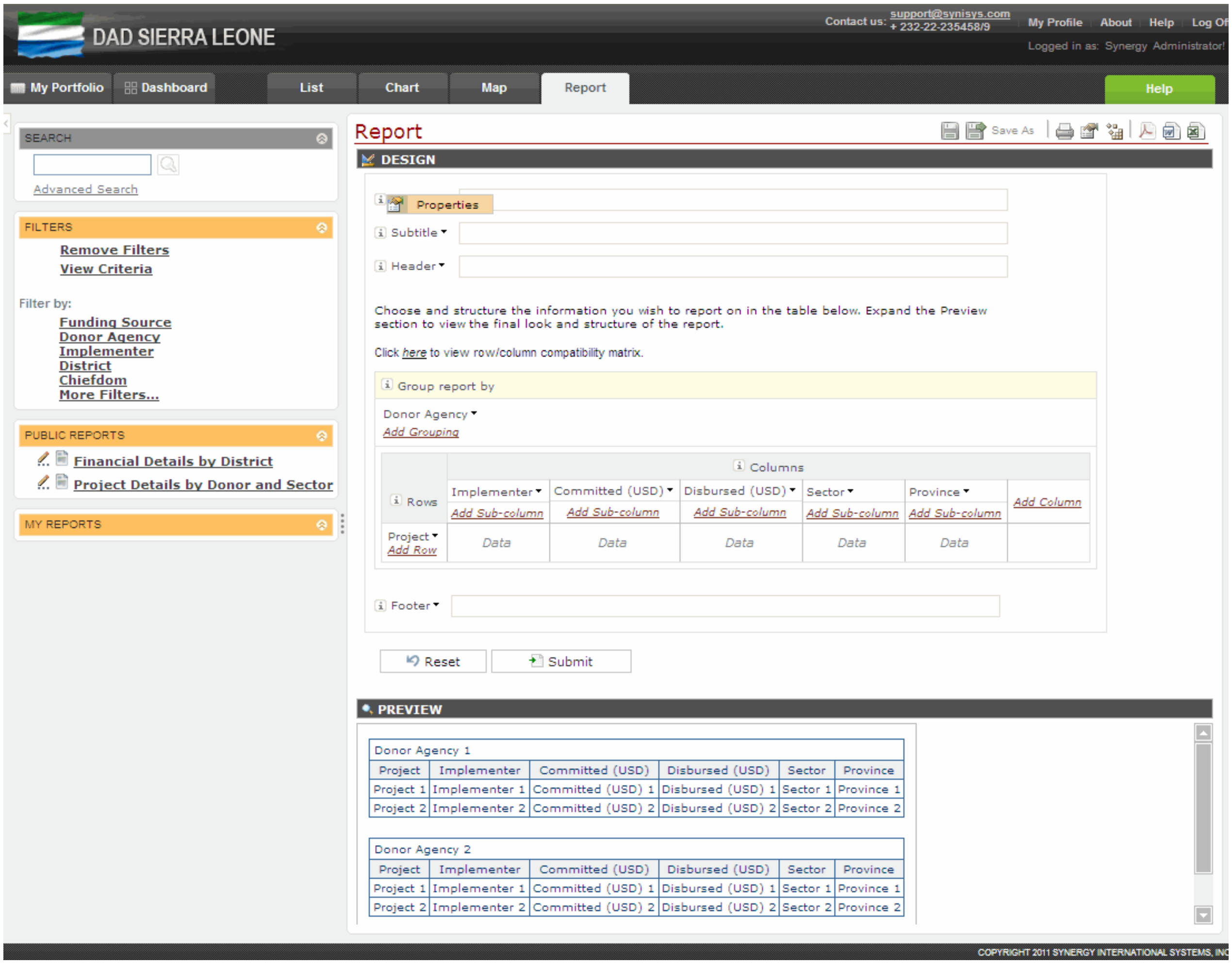


Figure 44: Reports Window with Properties Focus on the Title Field

The *Properties* window will appear. **Please note** that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 45). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 47).

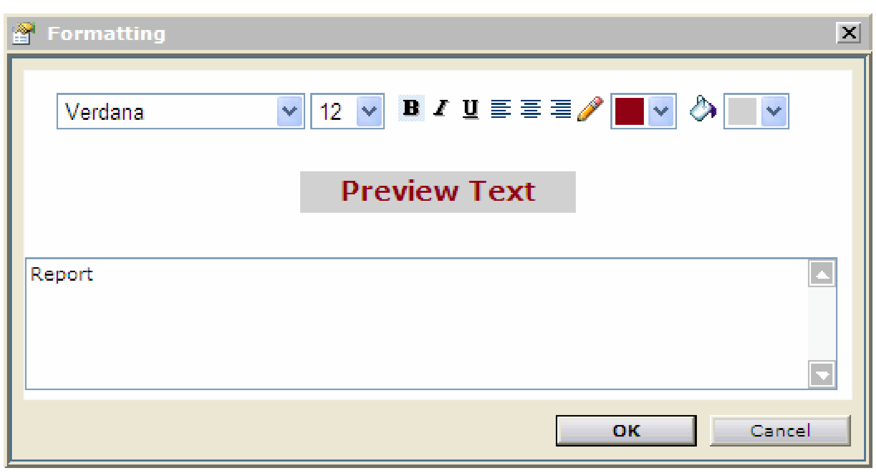


Figure 45: Formatting / Styling Text Entries

3. Change the properties as needed.
   Note: To prevent you navigating away from the section every time when modifying the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do that, you need to select the appropriate instance from the *Items* drop-down list in the *Properties* window. The list contains the previously selected report table components.
4. Click the **Apply** button for the changes to take effect. Clicking the **OK** button will close the window and navigate you to the **Report** module.

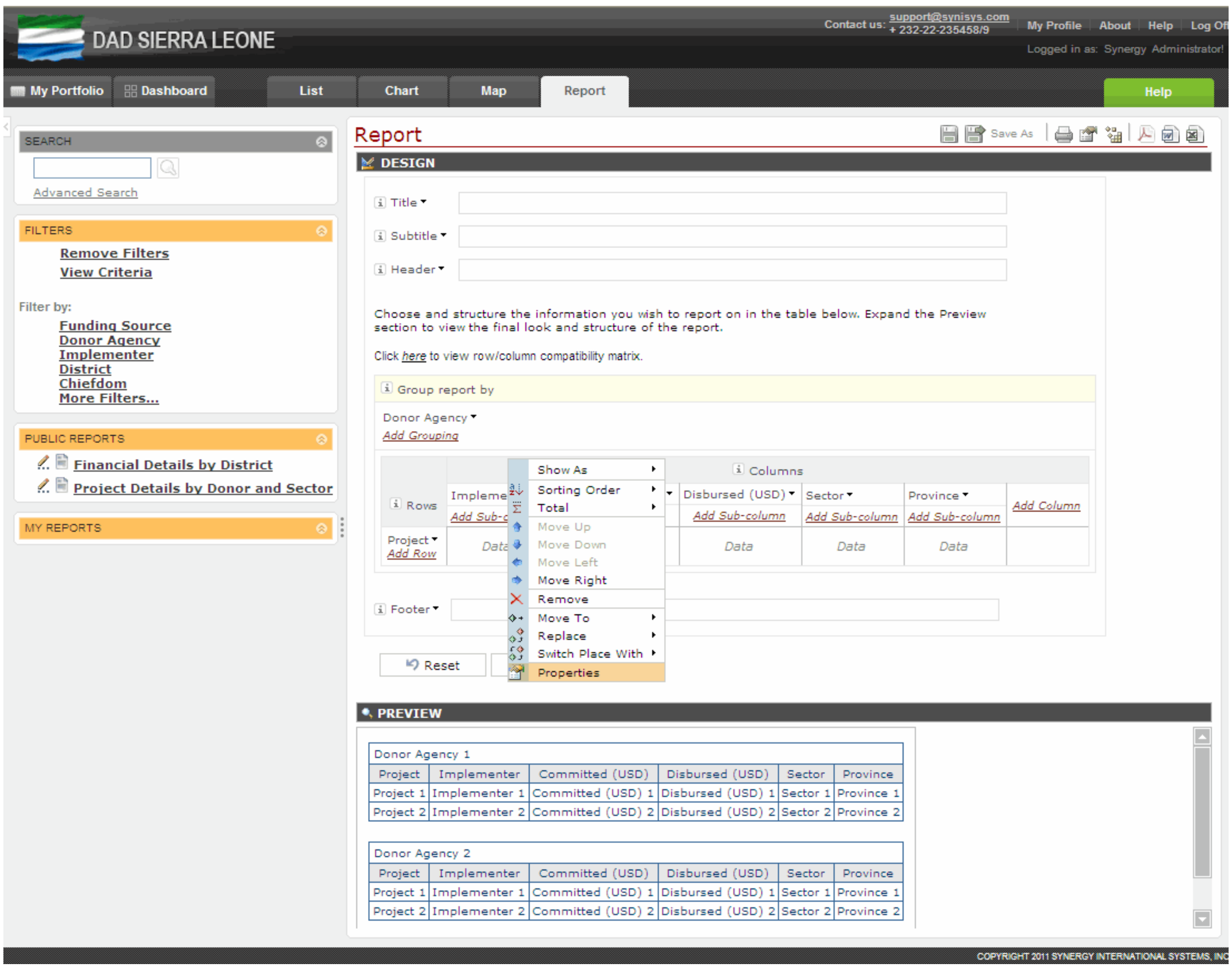


Figure 46: Reports Window with Properties Focus on the Column

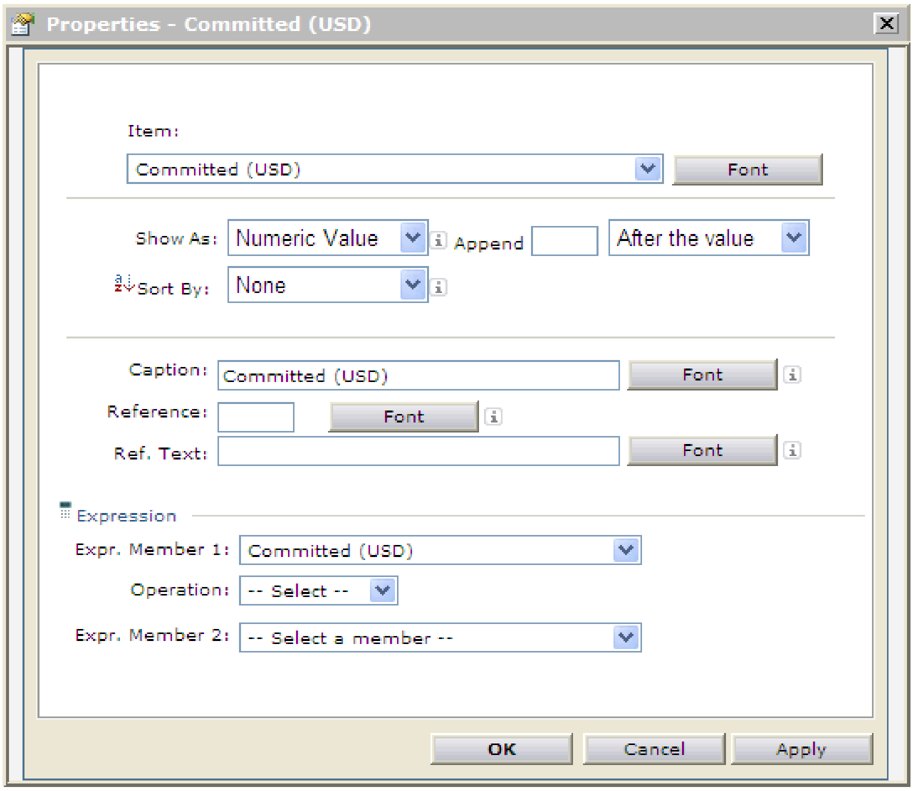


Figure 47: Assigning Properties to Report Table Components

10.6.2 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.

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* (Figure 48).

Figure 48: Reordering Report Table Components

Note: If any of these actions is not available, the respective option will be disabled in the menu.

10.6.3 Sorting Report Table Components

You 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, follow the steps below:

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 49).
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.

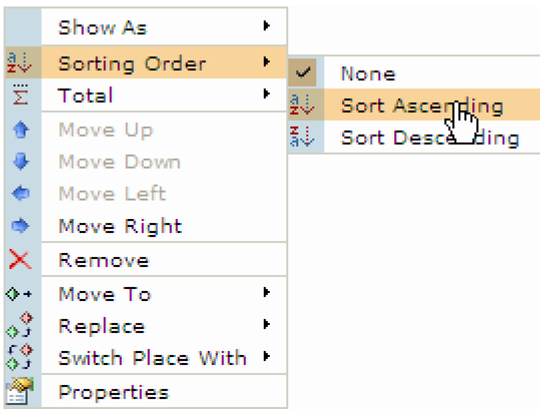


Figure 49: Defining the Sorting Order

10.6.4 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, follow the steps below:

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.

10.6.5 Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. If 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, follow the steps below:

1. Click on the component item that needs to be switched.
2. Select the **Switch Place with** option from the menu that appears (Figure 50).

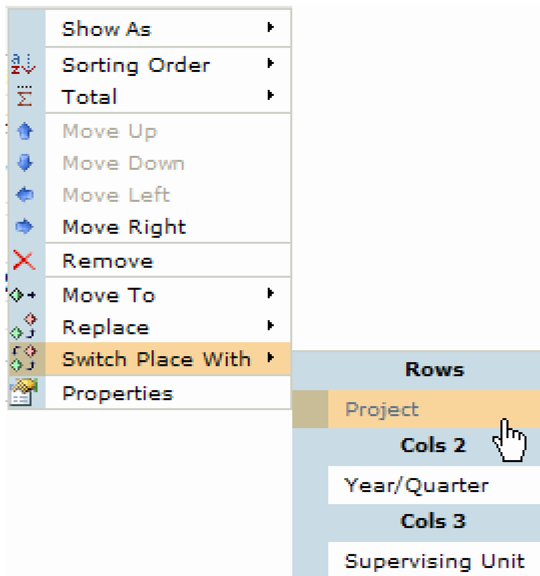


Figure 50: Switching Report Table Components

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 it is selected 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.

11. DETAILS SECTION

The *DAD Sierra Leone* application has a built-in *Details* section, where you can view detailed project information, e.g. project financial information, the sector(s) of economy it supports, the project location, etc.

The *Details* section can be accessed from the List, Chart, and Map modules. In the *Details* section, you can view detailed project information, browse among other projects listed under the same parent item, print project details, etc. Moreover, you are able to add a new project and/or modify or delete an existing one.

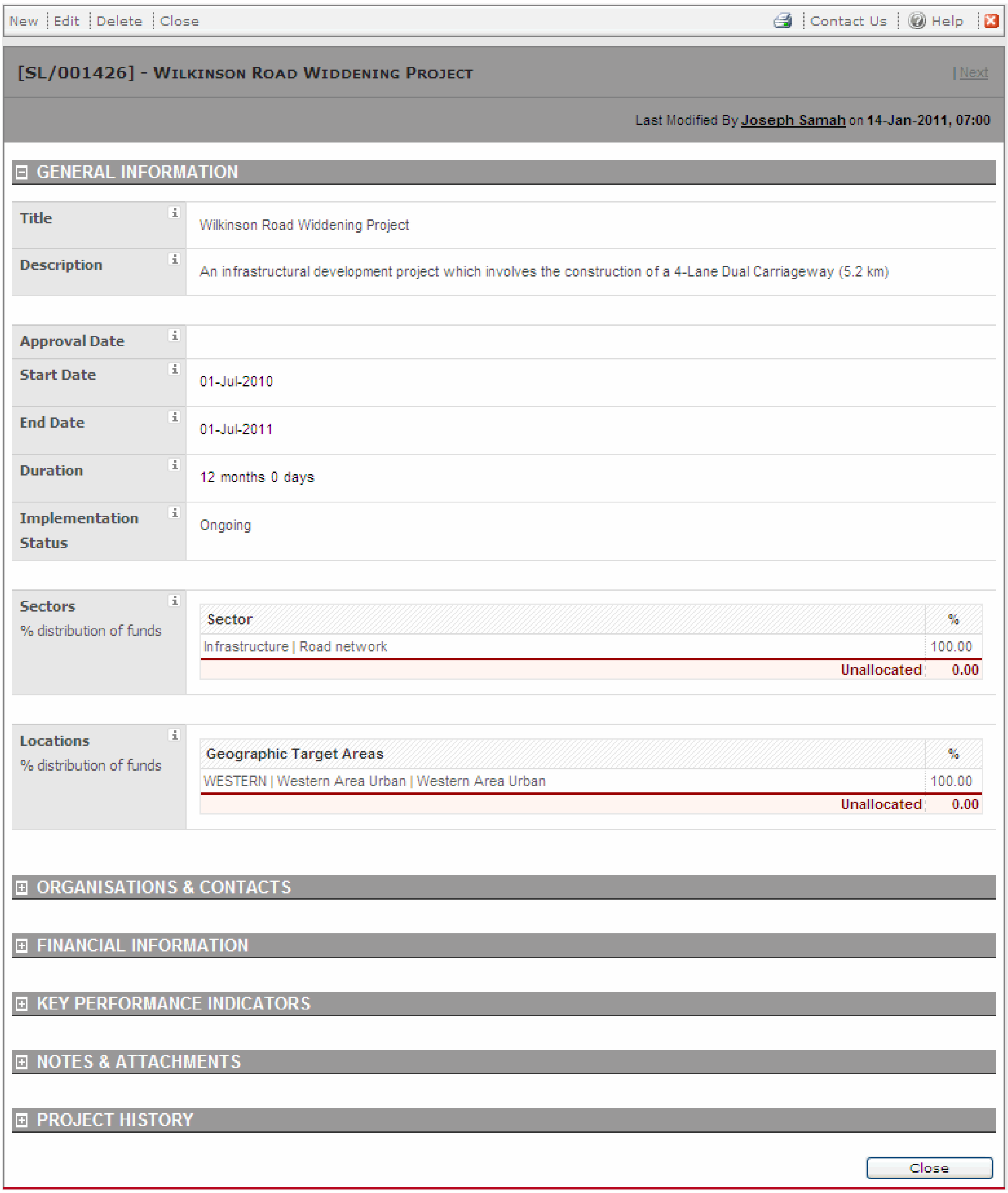


Figure 51: Details Section

11.1 Accessing the Details Section

In order to access the *Details* section, follow the steps below:

1. Access the *Details* section by clicking on the one of the following:
   - In the *My Portfolio* module: Click the respective project. You will be directed to the **Details** section (Figure 51).
   - In the *List module*: Click the project for the details to be displayed. This will open the *Details* section of the application where more detailed information about the project will be displayed.
     Note: Depending on the list representation settings, additional expanding the list items may be required to reach the project.
   - In the *Chart* module: Click the chart for the details to be displayed (e.g., click on a relevant bar to see what it consists of). This will open 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.
   - In the *Map* module: Point the mouse cursor on the object on the map. The project information window will appear. In order to access the project details section select the View Projects link. This will open the *Details* section. The first item in the list will be displayed in an expanded mode.
     Note: You can also choose to view the detailed information on all the projects that are in progress in the given territorial unit by pointing the mouse cursor on the button.

2. Take the necessary actions (review the provided information, update and improve as needed). You may also want to print the project details, see Printing Project Details for details. The **Close** button is used to return to the main screen.

11.2 Browsing Projects

In the *Details* section, you can browse among the projects. To browse projects, use correspondingly **Previous** or **Next** buttons in the top of the *Details* window (Figure 51).

Note: In the Chart and Map modules, you can also scroll down to the bottom of the page, find the appropriate project in the list presented and click it for the details to be displayed.

11.3 Printing Project Details

In the *Details* section, you can print out the details of the selected project. In order to print out the selected project details, follow the steps below:

1. Click the (**Print**) button in the top toolbar. A window with printer settings appears.
2. Choose the printer settings as needed and press **Print**.

11.4 Editing an Existing Project

In the *Details* section, you may also edit those existing projects that have been either created by yourself or you have permissions to manage.

In order to edit existing projects, follow the steps below:

1. Click the **Edit** button at the top of the *Details* window. The data input window appears which is described in the *Projects Application User Manual*, see REFERENCES.
2. Make the appropriate changes in the input window and save.

12. CUSTOMISED REPORTING IN LIST, CHART, MAP AND REPORT MODULES

The *DAD* application allows you to customize the already-created reports in the List, Chart, Map and Reports modules, i.e. to define the way the numeric values can be displayed, their format, the number of the items to be displayed, etc. You may also re-organise the reports in the desired way, i.e. include it into a group of reports or create a new report group for it, rename the report, etc. The *DAD* application can also export the reports to the desired format (Word, Excel, etc.) or print them out.

12.1 Setting Report Options (List and Report Modules)

In the *List and Report* modules, you can set the report options, i.e. define whether the numeric values should be displayed in thousands, millions, etc.

In order to set the report options, follow the steps below:

1. Click the **(Set Options)** button in the top toolbar. An *Options* window (Figure 52) will appear.
2. Define the format in which the numeric values should be displayed, 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 in the report.
3. For charts, indicate the number of items to be displayed on the chart by selecting the appropriate value from the relevant pull-down list.

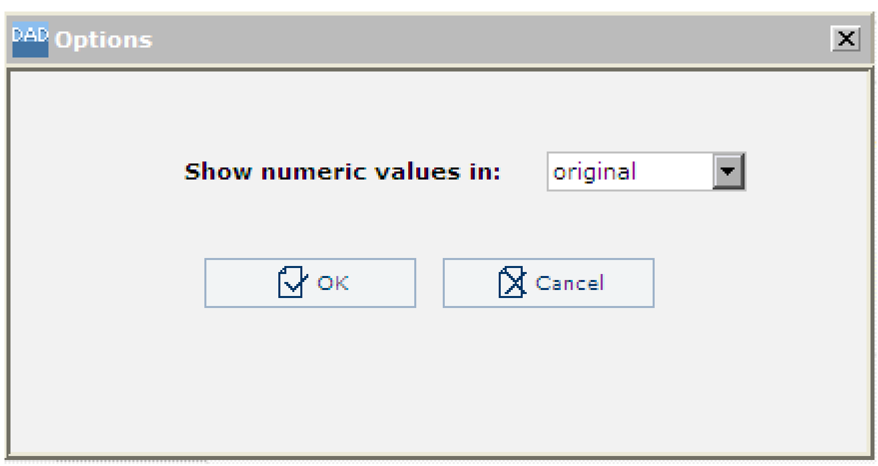


Figure 52: Setting the Chart Report Options

4. After finishing, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

12.2 Saving reports (List, Chart, Map and Report Modules)

After creating reports of different types, you can save them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who access application or in the *My Reports* group available to you only.

There are two ways of saving a report in *DAD* application. You can save a newly-created report, or save a copy of an existing report with a different name, in a different location, or with a different content.

12.2.1 How to Save New Reports

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

1. Click on the  **(Save)** button on the top right side of the screen. A *Memorize Report* window (Figure 53) will appear.
2. Define the report name in the *Memorized Name* field.

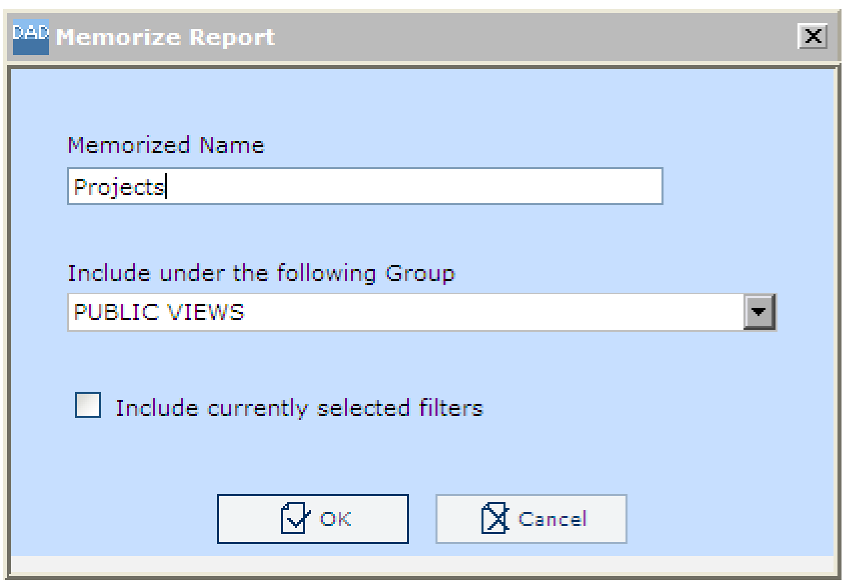


Figure 53: Memorizing a Report

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 or click **Cancel** to discard the changes made.

12.2.2 How to Save a Copy of the Report

In *DAD* application, you 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, follow the steps below:

1. Click on the Save As button on the top right side of the screen. A *Memorize Report* window (Figure 53) will appear.
2. Save the report by the steps described in the section above.

12.3 Re-organising Reports (List, Chart, Map and Report Modules)

You can organise the reports in the desired way, i.e. rename the reports, create groups to include reports under, etc.

From the *List*, *Chart, Map* and *Report* modules, you can design appropriate reports and organize them in the preferred way. In order to organize the reports, follow the steps below:

1. Click on the respective **(Organise Views / Charts / Maps / Reports)** button at the top right side of the Screen. An *Organise Reports* window (Figure 54) will appear. You may perform the following actions:

    - Renaming Reports and Report Groups
    - Deleting Reports or Report Groups
    - Adding a Sub-group
    - Re-ordering Reports and Groups
    - Setting a Report as Default

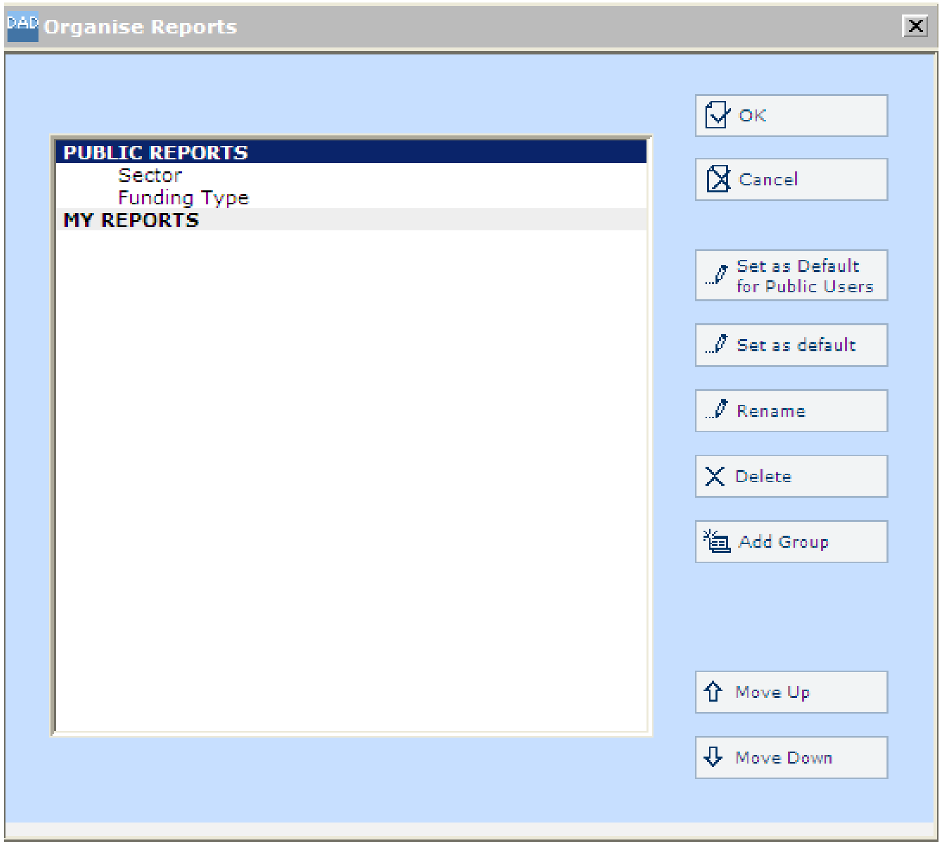


Figure 54: Organizing the Reports

12.3.1 Renaming Reports and Report Groups

1. Highlight the report / group to be renamed.
2. Click the **Rename** button.
3. Fill in the desired name for the report / group.
4. Click the **Enter** keyboard button to confirm renaming.

Note: *Public Reports* and *My Reports* groups cannot be renamed.

12.3.2 Deleting Reports or Report Groups

1. Highlight the report / group to be deleted.
2. Click the **Delete** button.
3. Click the **OK** button to confirm deletion.

Note: *Public Reports* and *My Reports* groups cannot be deleted.

12.3.3 Adding a Sub-group

1. Click the **Add Group** button.
2. Fill in the desired name for the sub-group.
3. Click the **Enter** keyboard button to confirm adding.

12.3.4 Re-ordering Reports and Groups

1. Highlight the report / group the sorting order of which needs to be changed.
2. Click the **Move Up / Move Down** button.

12.3.5 Setting a Report as Default

1. Highlight the report to be displayed in the respective module when you access it.
2. Click the **Set as Default** button. The selected report will be marked with *(default for me)* option.

Note: This option is available only in the *Chart*, *Map* and *Report* modules.

12.4 Exporting Reports (Chart, Map and Report Modules)

From the *Chart, Map* and *Report* modules, you can design appropriate reports and export them in the PDF, MS Word and MS Excel formats.

In order to export the reports in the PDF, MS Word and MS Excel formats, follow the steps below:

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.

12.5 Printing Reports (Chart, Map and Report Modules)

From the *Chart, Map* and *Report* modules, you can design appropriate reports and print them out. In order to print out the selected report, follow the steps below:

1. Click the **(Print)** button on the top toolbar in the right side of the screen. A separate window will open.
2. Select the *Print* option.

13. FILTERING

The system allows for data filtration. Filtering is used to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which is used 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 you click on the *More Filters* link.

13.1 Creating Filtering Criteria

Follow the instructions below to create filtering criteria:

1. Click on the hyperlink under the *Filters* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 55) will appear having the *Category Item* 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. You 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 (Figure 56).
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.

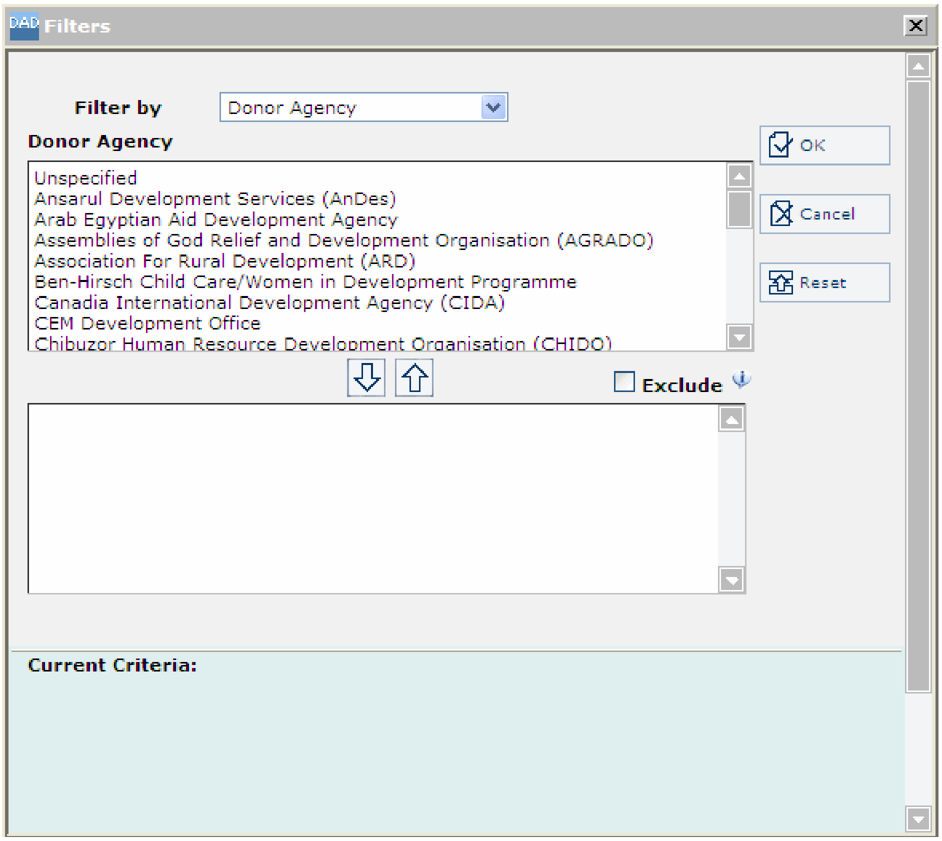


Figure 55: Creating a Filtering Criteria

Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. In this case, 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.

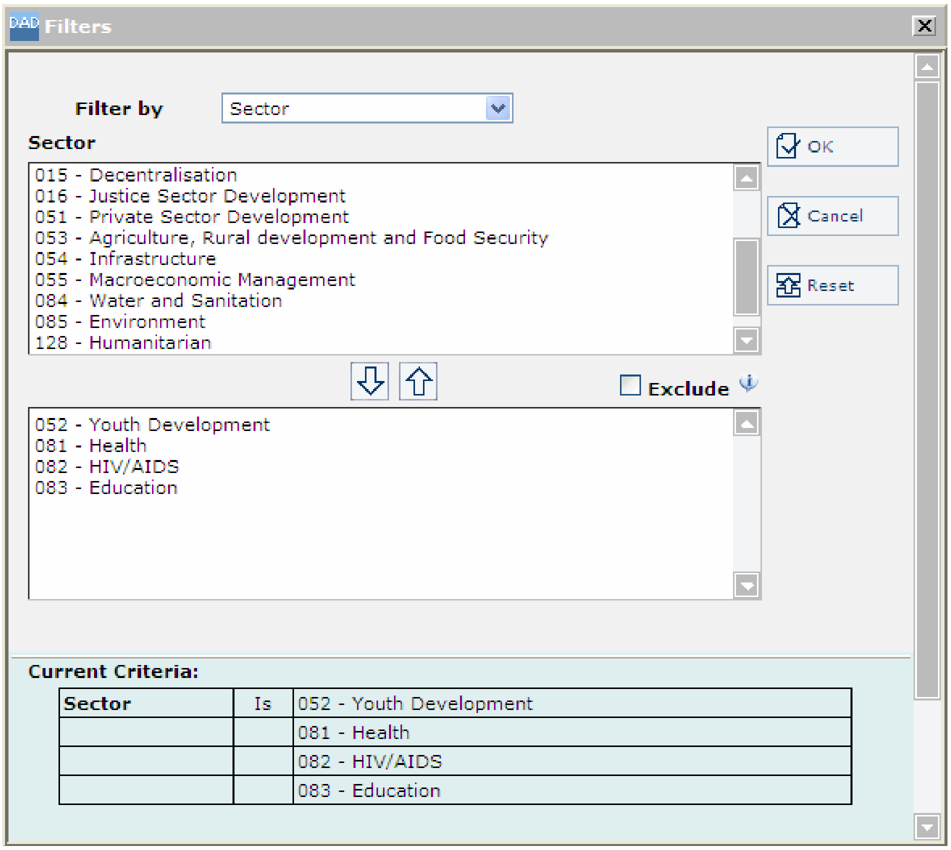


Figure 56: Sample Filtering Criteria

13.2 Sample Filtering Criteria

If "Sector" is selected as filtering category, and "Education", "Youth Development", "HIV/AIDS", and "Health" are selected as category items the following results will be acquired (Figure 57).

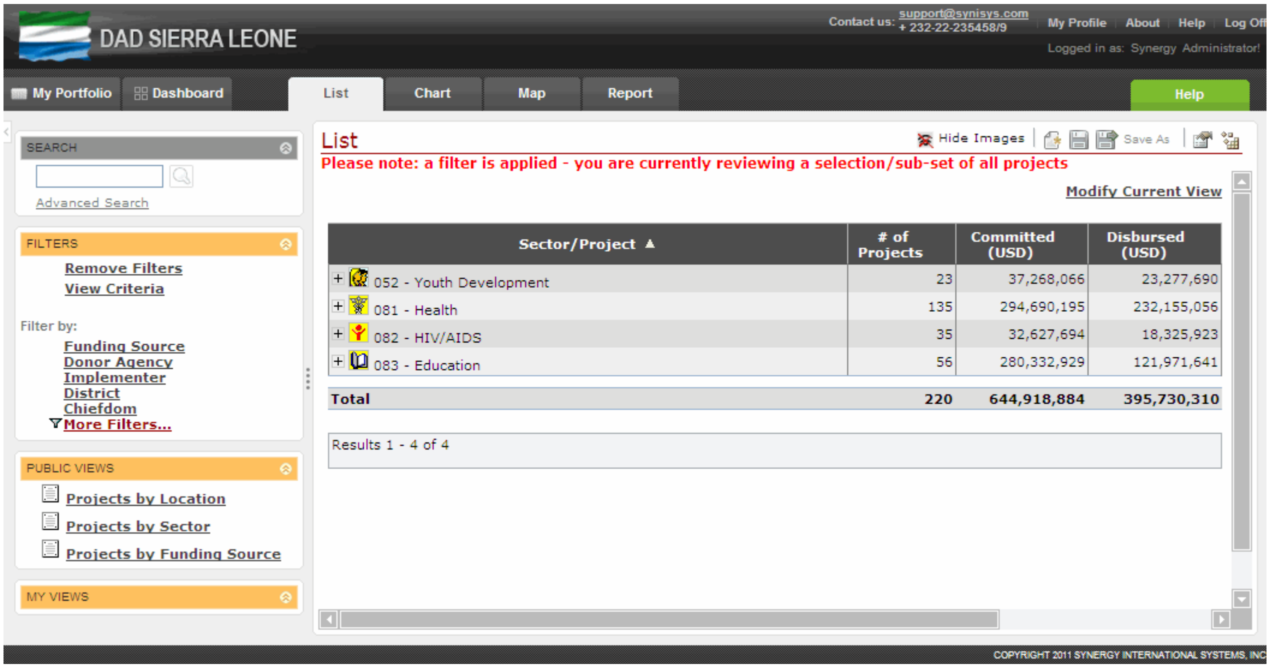


Figure 57: Filtered List

14. SEARCH

The *DAD* application is equipped with a comprehensive search mechanism, which allows searching for any relevant information.

14.1 Simple Search

The simple search interface is available to find any relevant information quickly and easily within the integrated *DAD* content. Simple search implies that you can type search operators directly into the search box.

14.2 Advanced Search

In addition to providing easy access to the content, *DAD* application has a number of specific features that is used to find exactly what is looked for. One of these features is advanced search that allows setting different complex conditions using the **Advanced Search Form**. It gives several additional fields which may be used to qualify searches by such criteria as district, sub-sector, project title, etc.

Follow the instructions below to create search criteria:

1. Click the **Advanced Search** link under the *Search* section. The **Advanced Search Form** appears (Figure 58).

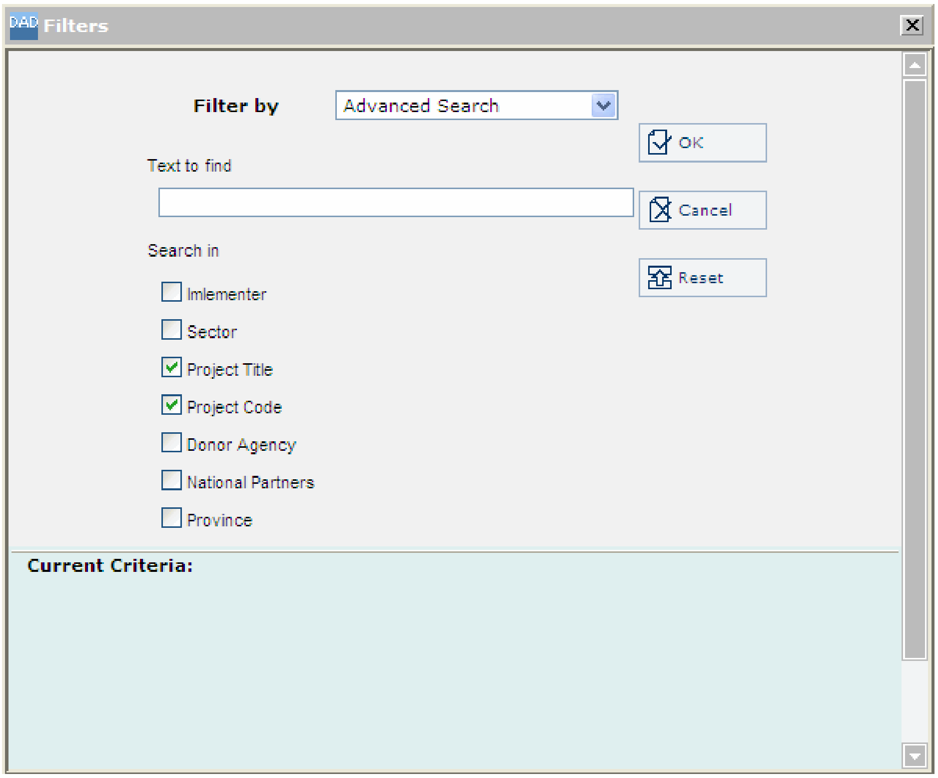


Figure 58: Creating a Search Criteria

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 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).

14.3 Sample Filtering Criteria

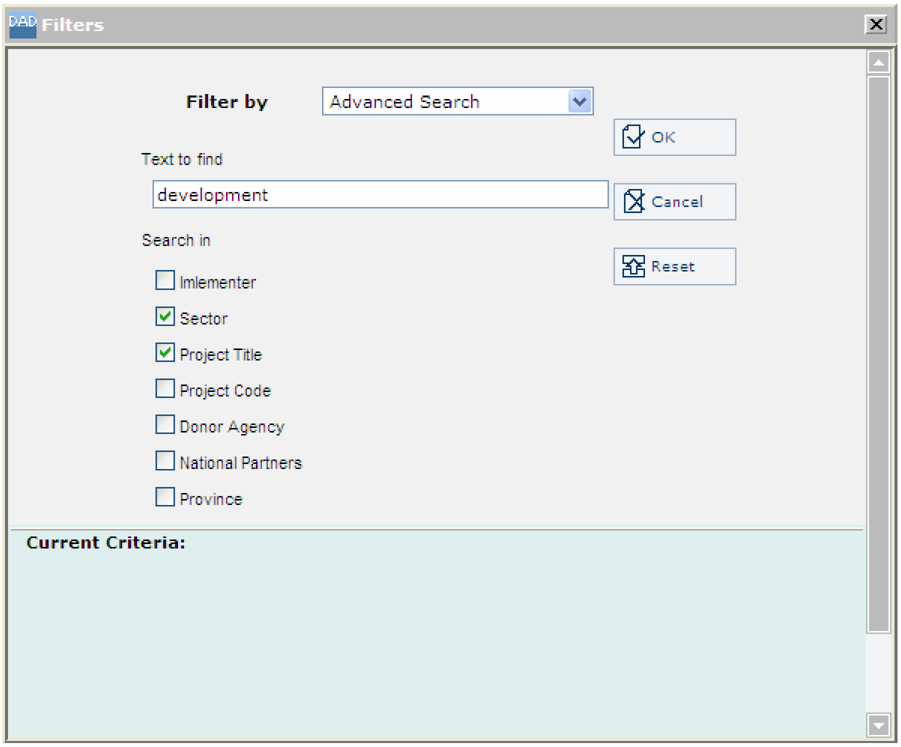
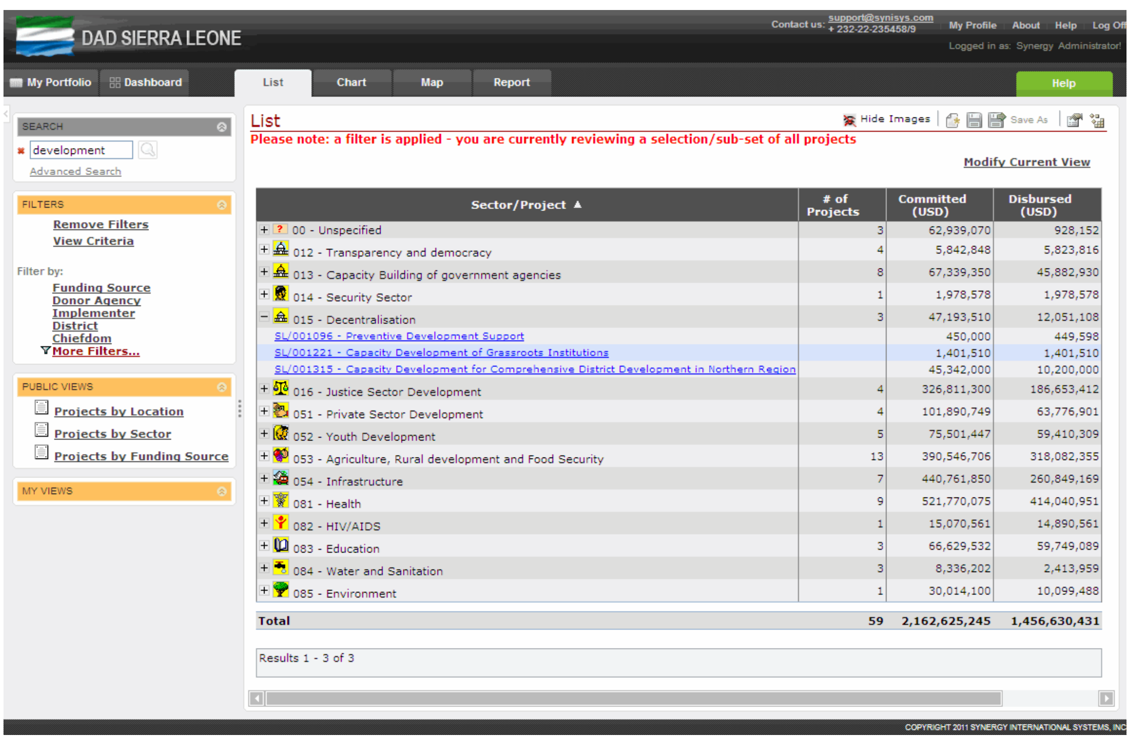


Figure 59: Defining Search Criteria

If you have selected to search for "development" among project titles and sectors (Figure 59), the following search results will appear (Figure 60).



Sector/Project ▲	# of Projects	Committed (USD)	Disbursed (USD)
00 - Unspecified	3	62,939,070	928,152
012 - Transparency and democracy	4	5,842,848	5,823,816
013 - Capacity Building of government agencies	8	67,339,350	45,882,930
014 - Security Sector	1	1,978,578	1,978,578
015 - Decentralisation	3	47,193,510	12,051,108
SL/001096 - Preventive Development Support		450,000	449,598
SL/001221 - Capacity Development of Grassroots Institutions		1,401,510	1,401,510
SL/001315 - Capacity Development for Comprehensive District Development in Northern Region		45,342,000	10,200,000
016 - Justice Sector Development	4	326,811,300	186,653,412
051 - Private Sector Development	4	101,890,749	63,776,901
052 - Youth Development	5	75,501,447	59,410,309
053 - Agriculture, Rural development and Food Security	13	390,546,706	318,082,355
054 - Infrastructure	7	440,761,850	260,849,169
081 - Health	9	521,770,075	414,040,951
082 - HIV/AIDS	1	15,070,561	14,890,561
083 - Education	3	66,629,532	59,749,089
084 - Water and Sanitation	3	8,336,202	2,413,959
085 - Environment	1	30,014,100	10,099,488
Total	**59**	**2,162,625,245**	**1,456,630,431**

Figure 60: Search Results

15. LOGGING OUT

Once you have finished using the *DAD* application, it is necessary to log out. In order to log out from the application, press the **Log Off** button in the upper right corner of the application window.

16. REFERENCES

Please refer to the following *DAD Sierra Leone* related documents:

- DAD Sierra Leone Projects Application User Manual
- DAD Sierra Leone Administration Center User Manual