

IRAQ DEVELOPMENT MANAGEMENT SYSTEM (IDMS)

NDP INDICATORS APPLICATION USER MANUAL

Version 1.5

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1. INTRODUCTION

This document describes the *NDP Indicators* application of the *Iraq Development Management System (IDMS)*. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *IDMS* application to add or modify NDP indicator information.

2. OVERVIEW

The *Iraq Development Management System (IDMS)* 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 objective of *IDMS* 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.

In the current version of *IDMS*, the following applications are present:

- **External Assistance Projects**
- **Donor Profile**
- **Capital Investments Projects**
- **Iraq Development Projects**
- **NDP Indicators**

The *NDP Indicators* application in *IDMS* is designed to collect and display information related to a particular NDP indicator. Once you have accessed the application, you can view the indicator details and create different types of analytical reports in the *List*, *Chart*, *Map*, and *Report* modules. Moreover, the *NDP Indicators* application contains a built-in on-line data entry subsystem, which is designed to allow entering the indicator related data remotely via Internet.

In the current design, the *NDP Indicators* application consists of the following sections:

- **General Information** section is used to provide basic information about the indicator. The information to be provided in this section includes the indicator name, baseline year, description, indicator type, etc.
- **Progress** section is used to record indicator progress details.

To navigate from one section to another, use the respective tab controls found at the top of the screen. Also, click respective **Next / Previous** button at the bottom of the screen to go to the next / previous section.

The *NDP Indicators* application provides a web-based user interface and requires a web browser (Internet Explorer) pre-installed.

Note: To ensure more flexibility and a more user-friendly environment, *IDMS* 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. GENERAL INFORMATION

In the *General Information* (Figure 1) section, you can provide basic information about the indicator. This includes the indicator name, baseline year, description, sectors and locations where it will be used, reporting frequency, etc.

The screenshot shows a web application interface for entering indicator information. The 'GENERAL INFORMATION' tab is active. The form includes the following fields and data:

- Indicator Name ***: # of Classrooms Built or Repaired
- Baseline Year**: 2013
- Unit ***: Number Count
- Description**: In order to ensure appropriate learning conditions for children at school, we focused our efforts on improving the school infrastructure and building new or repairing existing classrooms at different primary schools of Iraq.
- Type of Indicator ***: Means of Achieving Objectives (selected)
- Sectors ***:

Sector	Sub-Sector
Education	Primary Schools
- National Development Plan Objectives Supported ***:

Objective	Means of Achieving Objectives
6.13 Number of enrolled pupils in targeted year is (989088)	
- Baseline Date ***: 10/08/2013
- Target Date ***: 10/08/2014
- Frequency ***: Quarterly
- Data Source ***: Administrative reports
- Responsible Organisation ***: Ministry of Construction and Housing
- Locations**:

Governorate	Qadha	Nahia
Baghdad	AL-Kadhimiya Qadha	AL-Kadhimiya Qadha center
Dahuk	Akre	Bjil

Buttons at the bottom: Save, Save and Close, Cancel, Next ->

Figure 1: General Information Section

For more details on how to provide the information requested in the *General Information* section, refer to the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Instructions
Indicator Name	Enter the Indicator Name in the English and Arabic languages. <i>This field is mandatory.</i>
Baseline Year	Select the Baseline Year that will be used as a reference year against which the indicator progress will be measured. Please note that you will not be able to provide the information requested in this field unless you indicate <i>Baseline Date</i> and <i>Target Date</i> for the indicator.
Unit	Select the Unit of measurement for the indicator. The following values are available: <ul style="list-style-type: none"> • IQD (Iraqi Dinar) • Months • Number Count • Percentage • Ratio • USD (US Dollar) • kW (kilowatt) • km (kilometer) <i>This field is mandatory.</i>
Description	Enter a brief Description for the indicator in the English and Arabic languages.
Type of Indicator	Indicate whether the NDP indicator details should be provided on the <i>Objective</i> or <i>Means of Achieving Objectives</i> level. Depending on the selection in this field, objective and/or means of achieving objectives should be provided. <i>This field is mandatory.</i>
Sectors	Indicate the Sectors of economy where the indicator is implemented. For more details, see Managing Sectors . <i>This field is mandatory.</i>
National Development Plan Objectives Supported	Indicate the National Development Plan Objectives Supported by the indicator. <i>This field is mandatory.</i> If you have selected <i>Means of Achieving Objectives</i> as <i>Type of Indicator</i> , the Means of Achieving Objectives should be additionally provided for each selected objective. For more details, see Managing Objectives .
Baseline Date	Indicate the Baseline Date for the indicator. This is the date starting from which the terms outlined by the indicator will apply. <i>This field is mandatory.</i> A calendar popup is available for this input, see Figure 2: Calendar .

Target Date	Indicate the Target Date for the indicator. This is the date by which the objectives outlined by the indicator will be reached. <i>This field is mandatory.</i> A calendar popup is available for this input, see Figure 2: Calendar .
Frequency	Select the Frequency with which the indicator progress will be measured. The following options are available: <ul style="list-style-type: none"> • Annually • Monthly • Quarterly. <i>This field is mandatory.</i>
Data Source	Indicate the Data Source for the indicator. The following options are available: <ul style="list-style-type: none"> • Administrative orders • Administrative reports • Gol gazettes • Ministry records • Surveys <i>This field is mandatory.</i>
Responsible Organisation	Select the agency responsible for the indicator implementation. <i>This field is mandatory.</i>
Locations	Specify the geographic Locations in Iraq where the indicator is implemented. For details on managing locations, see Managing Locations .

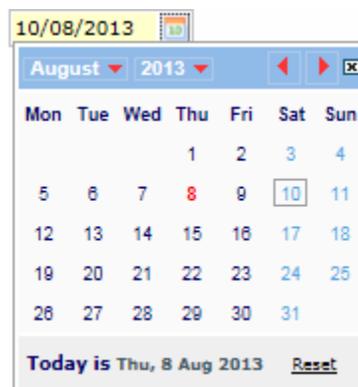


Figure 2: Calendar

3.1 Managing Sectors

This chapter outlines how to add, edit and remove sector records.

3.1.1 Adding a Sector Record

In order to add a new sector record for the project, follow the steps below:

1. Click the **Add** button in the *Sectors* section. An empty record will appear (Figure 3).

Sector		Sub-Sector
Education	Primary Schools	
<input checked="" type="checkbox"/> <input type="checkbox"/> Education	<input type="checkbox"/> <input type="checkbox"/> Intermediate and High School	

Add

Figure 3: Adding a Sector Record

2. Select a **Sector** and **Sub-Sector** where the indicator is implemented. Please note that selection of a sector will filter the list in the *Sub-Sector* field and display only those instances that are related to the selected sector.
3. Click (**OK**) to the left of the record to confirm the information input. Or, click (**Cancel**) to terminate the operation.
4. Add another sector record, if necessary.

3.1.2 Editing Sector Records

In order to edit an existing sector record, follow the steps below:

1. Click the sector record that needs to be modified. This will activate the selected record.
2. Make the appropriate changes in the data displayed.
3. Click (**OK**) to the left of the respective row to confirm the changes made. Or, click (**Cancel**) to discard them.

3.1.3 Removing Sector Records

In order to remove an existing sector record, click (**Remove from the list**) to the left of the selected record.

3.2 Managing Objectives

This chapter outlines how to add, edit and remove National Development Plan objective records.

3.2.1 Adding an Objective Record

In order to add a new objective record, follow the steps below:

1. Click the **Add** button. An empty record will appear (Figure 4).

Objective		Means of Achieving Objectives
<input type="checkbox"/>	6.13 Number of enrolled pupils in targeted year is (989088)	
<input checked="" type="checkbox"/> <input type="checkbox"/> 6.14 Number of enrolled pupils in primary schools in		-- Select one --

Add

Figure 4: Adding an Objective Record

2. Select the **Objective** for the NDP indicator from the corresponding drop-down list.

3. Select the **Means of Achieving Objectives** for each selected objective. Please note that this field will become available if you have selected *Means of Achieving Objectives* as a *Type of Indicator* (see [GENERAL INFORMATION](#)).
4. Click **(OK)** to the left of the respective row to confirm the information input. Or, click **(Cancel)** to terminate the operation.
5. Add another objective record, if necessary.

3.2.2 Editing Objective Records

In order to edit an existing objective record, follow the steps below:

1. Click the record that needs to be modified. This will activate the selected record.
2. Make the appropriate changes in the data displayed.
3. Click **(OK)** to the left of the respective row to confirm the changes made. Or, click **(Cancel)** to discard them.

3.2.3 Removing Objective Records

In order to remove an existing objective record, click **(Remove from the list)** to the left of the selected record.

3.3 Managing Locations

This chapter outlines how to add, edit and remove location records.

3.3.1 Adding a Location Record

In order to add a new location record, follow the steps below:

1. Click the **Add** button in the *Locations* section. An empty record will appear (Figure 5).

	Governorate	Qadha	Nahia
<input checked="" type="checkbox"/>	Baghdad	AL-Kadhimiya Qadha	AL-Kadhimiya Qadha center
<input checked="" type="checkbox"/>	Dahuk	Akre	Bjil
<input checked="" type="checkbox"/> <input type="checkbox"/>	Muthanna	AL-Khidhir Qadha	AL-Khidhir Qadha center

Add

Figure 5: Adding a Location Record

2. Select the appropriate **Governorate** from the list. *This field is mandatory.*
3. Indicate the appropriate **Qadha** and **Nahia** by selecting them from the corresponding drop-down lists.

Note: Selection of a governorate will filter the list in the *Qadha* field and display only those instances that are related to the selected governorate. In the same way, selection of a qadha will filter the list in the *Nahia* field.
4. Click **(OK)** to the left of the record to confirm the information input. Or, click **(Cancel)** to terminate the operation.
5. Add another location record, if necessary.

3.3.2 Editing Location Records

In order to edit an existing location record, follow the steps below:

1. Click the location record that needs to be modified. This will activate the selected record.
2. Make the appropriate changes in the data displayed.
3. Click  **(OK)** to the left of the respective row to confirm the changes made. Or, click  **(Cancel)** to discard them.

3.3.3 Removing Location Records

In order to remove an existing location record, click  **(Remove from the list)** to the left of the selected record.

4. PROGRESS

In the *Progress* section (Figure 5), you may enter information about the progress made by the indicator throughout its duration as well as provide details on the indicator baseline and supportive evidence.

* - Required Field

Baseline

International Average

Indicator Baselines, Targets, and Actuals by location Year: 2012

Location	Quarter 1		Quarter 2		Quarter 3	
	Target	Actual	Target	Actual	Target	Actual
Nationwide	52,000.00	45,000.00	4,500.00			
Baghdad AL-Kadhimiya Qadha AL-Kadhimiya Qadha center	15,000.00	50,000.00	50,000.00			

Means of Verification

Attachment

- 2012
- 2013
- 2014

< - Previous Save Save and Close Cancel

Figure 6: Progress Section

For more details on how to provide the information requested in the *Progress* section, refer to the table below.

Field Name	Instructions
Baseline	Define the Baseline value for the indicator. Please note that the value in this field should be provided in accordance with the <i>Baseline Year</i> selected in the GENERAL INFORMATION section.

International Average	Define the International Average for the indicator.
Indicator Baselines, Targets, and Progress by location	Select the Year for which the indicator progress is provided from the drop-down list and then define the indicator Actual and Target values on the quarterly basis for each location selected in the GENERAL INFORMATION section. The <i>Nationwide</i> location expresses a summary value of all selected locations. Note: The <i>Year</i> drop-down will contain only the years that are outlined by the indicator baseline and target years specified in the GENERAL INFORMATION section.
Means of Verification	Upload here all indicator related attachments on the yearly basis. For more details, see Managing Attachments .

5.1 Managing Attachments

This chapter outlines how to add and remove the indicator attachments.

5.1.1 Adding an Attachment

In order to attach a document, follow the steps below:

1. Expand the **Year** for which the attachment should be added.
2. Click the **Add Attachment** button. You will be directed to the *Add Attachment* sub-section (Figure 6).

The screenshot shows a window titled "Progress > Add Attachment" with a close button in the top right corner. A legend indicates that an asterisk (*) denotes a required field. The form contains three main sections:

- Attachment ***: Includes a warning icon and message: "The size of the attachment should not exceed 3 MB". Below this is a text input field containing "C:\Quarterly Progress Report.pdf" and two buttons: "Browse" and "Reset".
- Title ***: Includes language selection buttons for "ENG" and "ARB", and a text input field containing "Quarterly Progress Report".
- Description**: Includes language selection buttons for "ENG" and "ARB", and a text area containing "The report outlines the progress made since the latest measurement." with up and down arrow icons on the right side.

At the bottom of the dialog, there are four buttons: "Add Another Attachment" on the left, and "OK" and "Cancel" on the right.

Figure 7: Adding an Attachment

3. Click the **Browse** button to locate the file that needs to be attached.
Note: In order to remove a wrongly attached file, click the **Reset** button.

4. In the **Title** field, enter the name for the document in the English and Arabic languages. *This field is mandatory.*
5. Provide a brief **Description** for the document in the English and Arabic languages.
6. Click the **OK** button to attach the file. The attached file will appear in the respective table in the *Progress* section.

In order to attach another file, click the **Add Another Attachment** button and provide the information requested as described in the paragraphs above.

5.1.2 Viewing Attachments

In order to view an attachment, follow the steps below:

1. Expand the **Year** for which you want to view an attachment.
2. Click the attachment title. The attached file will be displayed in your browser.

5.1.3 Removing Attachments

In order to remove an existing attachment, click **✖ (Remove from the list)** to the left of the selected file.

5. SAVING DATA

When you have finished with data input or modification you should save your changes before you leave the page. The following options for saving the data are available both at the top and bottom of the page:

- **Save** - to save the data entered and to remain on the opened page.
Note: In forms and sub-forms, clicking the **OK** button will save the changes made and navigates you to the previous screen.
- **Save and Close** - to save the information input and leave the opened page.

If you wish to cancel your changes, use the **Cancel** button.

6. REFERENCES

Please refer to the following IDMS related document:

- IDMS External Assistance Projects Application User Manual
- IDMS Capital Investment Projects Application User Manual
- IDMS Donor Profile Application User Manual
- IDMS Analytics User Manual
- IDMS Administration Center User Manual