

# 2009

## Environmental Indicators Database user manual

Manual compiled by the Directorate  
Information Management, Department of  
Environmental Affairs



**environmental affairs**

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA



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# User manual for the Environmental Indicators Database hosted at

<http://enviroindicator.deat.gov.za>

## 1. General Introduction

This user manual serves to provide guidance and procedures on the functionality of the Indicator database. The database was developed as part of a transfer payment agreement between the Department of Environmental Affairs and Tourism (DEAT) and the Centre for Scientific and Industrial Research (CSIR). Initial development of the database started in 2006 and a functional database was available on the web during 2008.

The database has been under constant development and refinement to ensure improved functionality and quality in the reporting process. This manual should serve as a guide as to how the database should be used. Any comments and suggestions on further improvement of the database are welcome and can be sent to the Database Manager at the Directorate Information Management, Department of Environmental Affairs.

The functionality of the database will first be discussed in terms of general users of the database (accessing the

database from the URL and not logged into the database) and then in terms of those people with access rights logged into the database.

### The Introduction or Landing Page



You will be directed to this page (fig. 1) if you type in the following URL: [www.enviroindicator.deat.gov.za](http://www.enviroindicator.deat.gov.za)

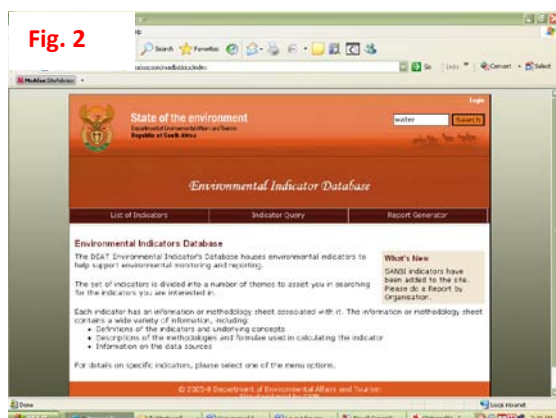
This page allows the general users to search for indicator reports as well as users with access rights to log into the database.

## 2. Search Functionality

The database currently has four different search facilities. These search facilities are available to any person accessing the database. No login username and password is needed to do a search. There are currently four different search facilities on the database and they are as follows:

- *Keyword (Discussed in detail in the manual)* – Allows the user to search for any indicator containing a specific word
- *List of indicators* – Allows the user to search for all indicators/ Indicator by theme or indicators by organisation
- *Indicator query* – Allows the user to search for indicators containing a specific word, but also allows the user to narrow the search to a specific theme or scale
- *Report generator* – The report generator is a more advanced search function and allows the user to search for indicators first according to organisation followed by theme.

The four different search facilities can be found on the landing page as illustrated below



### 2.1 Keyword

The first and “broadest” search facility is located at the top right-hand corner of the page (fig. 2). This facility allows the user to type in a keyword. If the keyword is present in an indicator, the indicator will be listed and can be selected. Please note that the keyword can appear **ANYWHERE** in the indicator. To use this facility type in the keyword and click on **Search**. For the purpose of this exercise we have entered the keyword “water”

Fig. 3



All indicators with word “water” will now be listed (fig. 3).

Fig. 4



Indicators can now be selected by placing a tick mark in each box. An

**Metadata fields that can be selected for each indicator report are as follows:**

**Definition:** Definition of the indicator name, what does this indicator measure.

**Underlying definition:** Definition of terms used in the indicator name.

**Units:** What units are the indicators measured in.

**Data Scale:** Does the indicator pertain to National, Provincial or Local data.

**Data required:** What data is needed to do the necessary calculations.

**Methodology:** How is the data calculated, what formulae's and correction factors are used in the calculation process (if any).

**Relevance:** Why is this indicator measured, what is the relevance of inclusion of the indicator.

**Limitations:** What limitations exist with the compilation/update of the indicator, Is there for example a gap in the time period of measurement?

**Targets:** What targets does this indicator relate to? I.e. Millennium Development Goals, JPOI's etc.

**Footnotes:** Are there any additional information that should be noted.

**Show Results/Discussion:** Arguably the most important field. This shows the information in the form of a figure or table as well as the interpretation thereof.

unlimited number of indicators can be selected. After the indicators have been selected click on the **Report** button (fig. 4).



The next step in the search facility involves selection of the metadata fields, the user would like to have displayed (fig. 5).

After the selection of the metadata fields has been submitted an indicator report will be constructed with the following lay-out (fig. 6).



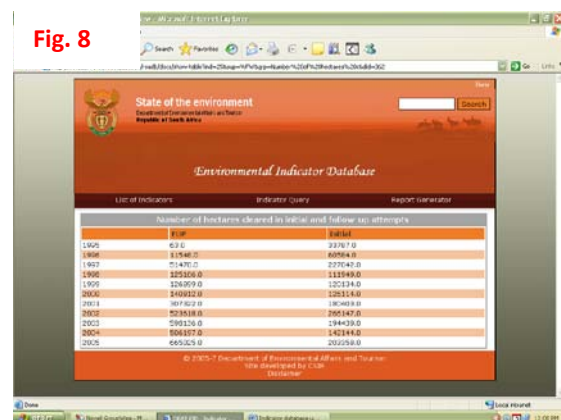
The indicators selected will appear at the top of the page with hyperlinks. When an indicator is clicked on a link automatically diverts the user to the place on the page where that specific indicator starts. All the metadata fields selected during the previous step will now be displayed in the report.

The **“Show results/discussion”** field will generally be displayed in the following manner as seen below (fig. 7). Under the caption for the figure there will be two hyperlinks. If the results are displayed in a graph format the two links

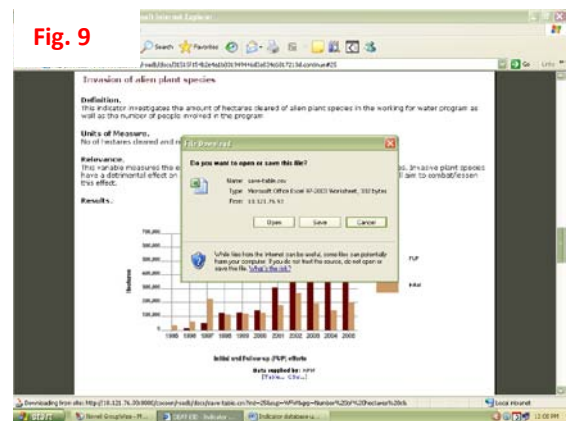
below the figure will be a **Table link** and a **CSV** (comma separated variable) **link**. The **table link** allows the user to view the results as a table within the indicator database whereas the **CSV link** allows the user to download the information in a CSV format onto their computer.



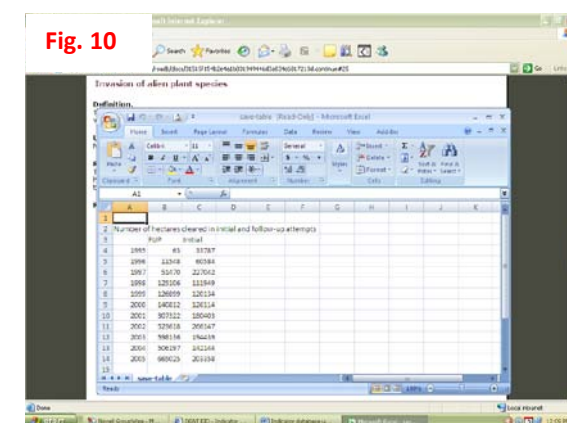
When the user clicks on the **Table** link the data contained/displayed in the graph is now displayed in the form of a table (fig. 8). This function is extremely useful in those cases where the user needs to accurately and precisely determine a value.



When the user clicks on the **CSV** option he/she might be confronted with the following message as seen in fig. 9. This message will not be displayed in all cases and is dependent on the version of Excel installed on the user's computer. If this message is displayed, please click on the **Open** button, clicking on the **Save** button will allow the user to immediately save the Excel CSV file to their computer in a specified folder.



The CSV file that would be displayed after selecting the **open** button is illustrated below (fig. 10). This file can now be saved using the save function under the file menu drop-down list.



## 2.2 List of Indicators, Indicator Query and Report Generator

These search facilities are very similar to the Key word facility. A map of these search facilities can be viewed in addendum A. For a description of the functionality of each search facility please refer to page 6.



### 3.Login Procedure

Before you can start uploading any indicators or editing any of the existing indicators you need to log into the database using the username and password created by the Database Manager. If you do not have a username and password please obtain one from the Database Manager at the Directorate: Information Management, Department of Environmental Affairs and Tourism at [enviroindicator@deat.gov.za](mailto:enviroindicator@deat.gov.za). Please note that there are various levels of access privileges to the database. For a comprehensive description of these levels please refer to page 31-32.

If you have been supplied with a username and password please click on the login button on the top right-hand corner of the screen.

Below is a screen shot of the login page (fig. 11). Please enter your username and password into the fields supplied. Please **NOTE** that both the username and password are case sensitive. After you have entered your username and password please click on the **login** button.

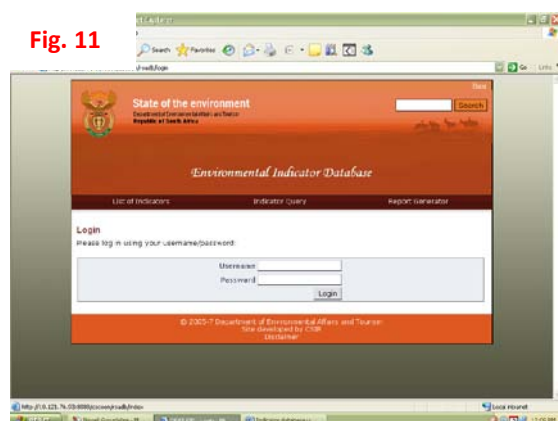


Fig. 11

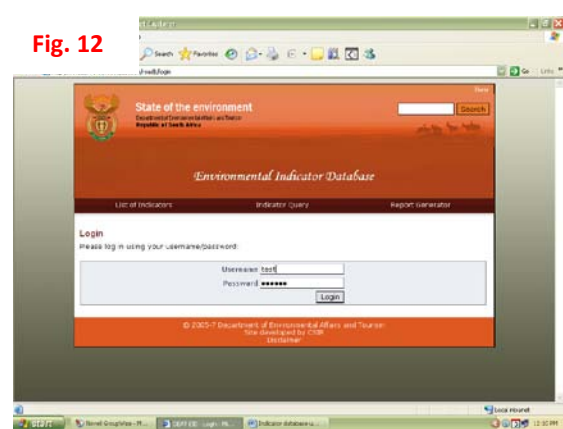


Fig. 12

After completing both the Username and the Password fields click on **Login** to log into the database (fig. 12).



Fig. 13

After login into the database the following page will be displayed (fig. 13). Please note that the page on your computer might display different to the print screen above as organisation specific banners will be displayed. You will notice that there are a couple of buttons that are now displaying on the login pages that were previously not visible before the user was logged into the program. These buttons are visible at the top righthand corner of the page.



### 3.1 Action buttons on the top menu and their functionality

Home: Redirects the user back to this page.

Indicators: This link directs the user to the section where indicators are inserted and edited.

Data suppliers: This section contains all the information on the data suppliers. It is important to note the details of the data suppliers need to be completed before a new indicator is inserted as the supplier information is inserted into the indicator using a dropdown list. If the supplier information is not inserted prior to the compilation of an indicator the associated information would **NOT** display under the dropdown list

Users: This section allows for the creation of usernames and passwords and the associated user privileges. User privileges range from Admin to Super

Support: Provides various options for editing aspects pertaining to the entry of indicators

Reports: This section allows the user to draw up indicator reports as well as associated reports such as outdated indicators

Logout: Allows the user to logout

For more information on these action buttons and associated functions please view instructions on pages Pg 30 - 35. A diagrammatic description of the top menu bar is available in Addendum B.

## 4. Editing and inserting indicators

After clicking on the **Indicator** button at the top of the login screen you will be directed to this page (fig. 14). This page allows the user to both **edit** and **add** new indicators. Indicators on this page are grouped according to different themes.



Fig. 14

page allows the user to add an ID, description, abbreviation, code and webpage for the new theme.

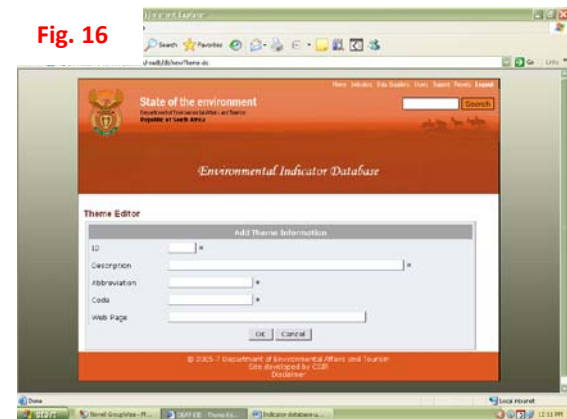


Fig. 16

By clicking on the **Theme** button the page in fig. 15 will be displayed.

This page allows the user to edit and add new themes into which indicators are grouped. To add a new themes click on the **Add** button.

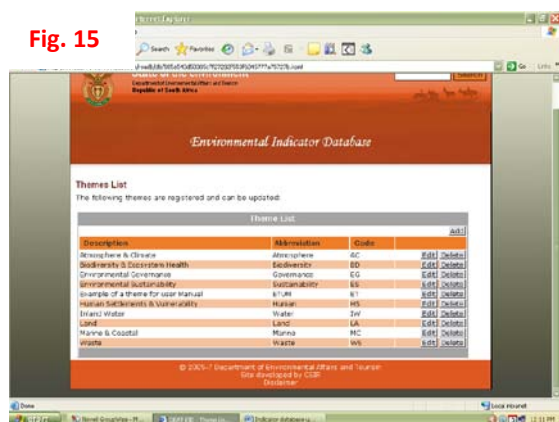


Fig. 15



Fig. 17

The image above (fig. 17) is an example of how the added theme should display after all the fields have been completed. After fields have been entered click on the **OK** button to effect the changes or click on the **Cancel** button to delete the changes and return to the theme list page

After clicking on the **Add** button the page below is displayed (fig. 16). This

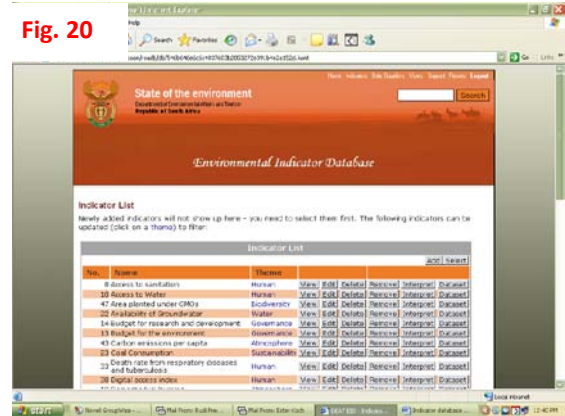


This is the theme list page you will be redirected to once you have either clicked on **OK** (in which case your inserted theme with the associated information will be displayed on this page) or **Cancel** (in which case none of the changes on the previous page will be retained) (fig. 18).

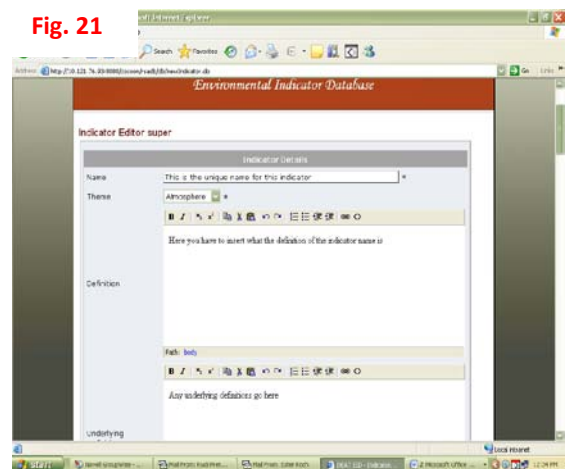


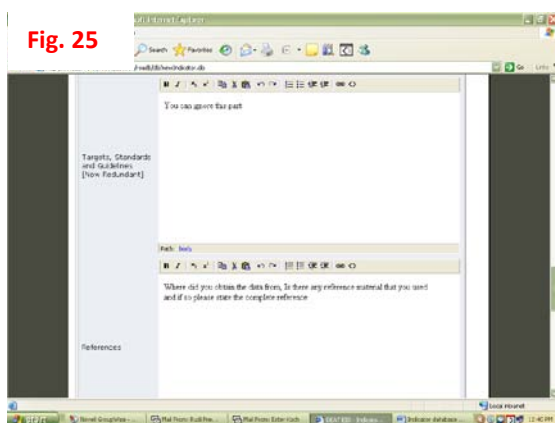
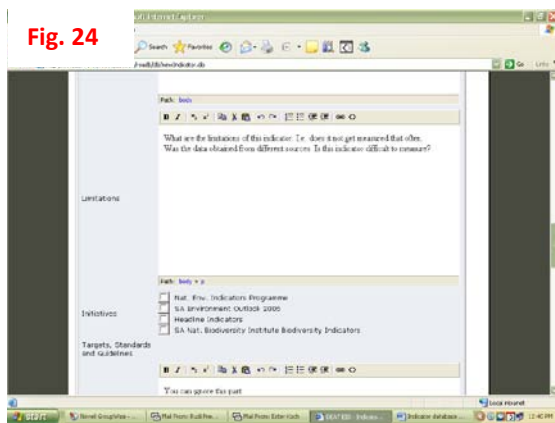
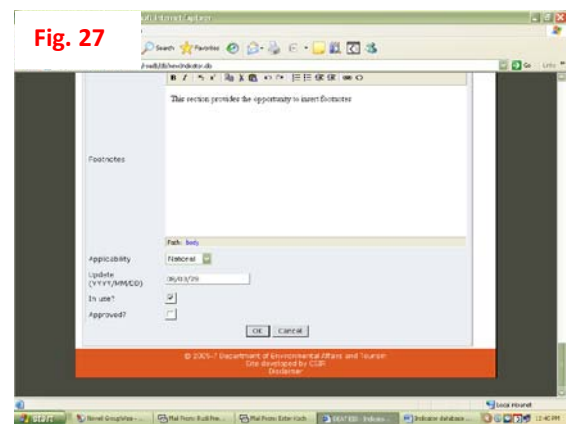
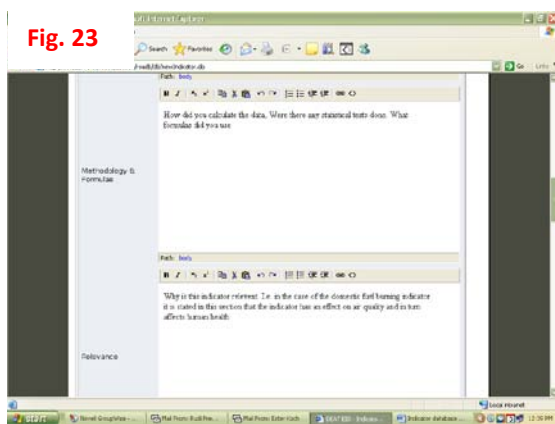
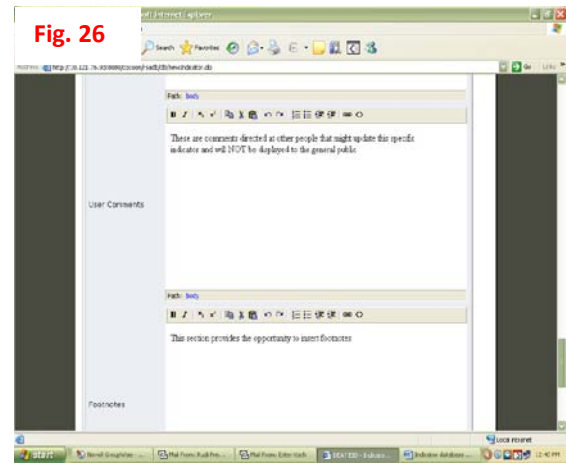
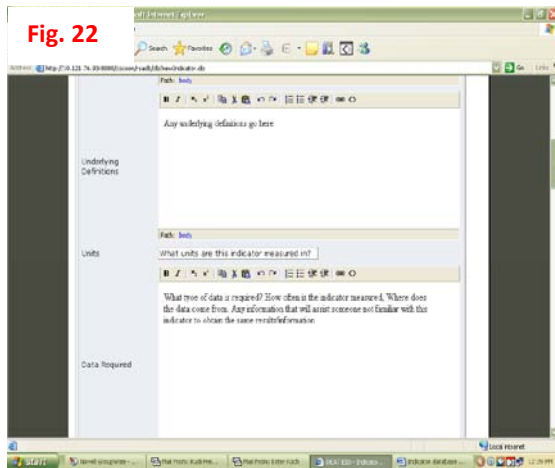
Apart from entering and editing themes you can also delete theme information from this page. **PLEASE NOTE:** the default themes inserted by DEAT are used by various indicators. Please only resort to deleting themes and their associated information if **you** have incorrectly entered a theme. To delete a theme please click on the **Delete** button to the right of the specific theme. You will now be prompted whether you would like to delete the theme, if so please click on **OK** if not please click on **Cancel** (fig. 19).

To insert a new indicator please return to the *Indicator List* page by clicking on **Indicators** at the top right hand corner of the page (fig. 20). To add new indicators please click on the **Add** button just below the grey indicator list bar. The following page will now be displayed:



This is the page that will be displayed after the **Add** button has been selected (fig. 21). This page allows the user to enter most of the metadata fields that will be displayed when an indicator report is drafted. The following slides (fig. 21-27) will give an indication of what information is needed in each field. For a comprehensive description please return to page 5 where all the metadata fields are explained.





Above is the final section of the page where metadata are inserted before the indicator is placed in the indicator list (fig. 27). Please note that there are currently two tick boxes at the bottom of the page entitled: **In use** and **Approved**. If you are not an admin or super user on the database you will **NOT** be able to view these options. Indicators that you enter will thus have to be approved and placed in use by the person assigned to be the manager in your association. Ticking these two text boxes has the following consequences:

**In Use:** The indicator will be displayed in the indicator list and does not have to be selected before it displays on the list.

**Approved:** A manager reviewing the indicator can tick this box to have the indicator displayed under the 4 search functions. The indicator can now be viewed by persons **NOT** logged into the



database. **PLEASE ENSURE** that indicators approved are of a good quality and that data contained therein is of a reputable source and accurately displays the situation.

The final step in this section is to either click on **OK** to “save” the indicator in which case it would be displayed in the Indicator list and on the search functions if the **Approved** box has been selected, or alternatively click on **Cancel** in which case all information you have entered on this page will be discarded and the indicator metadata will **NOT** be placed in the indicator list.

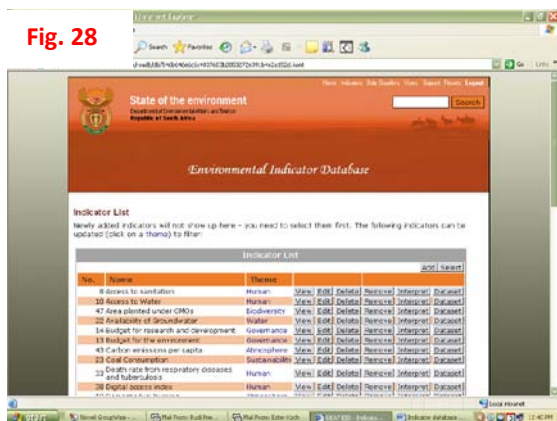


Fig. 28

After clicking on **OK** or **Cancel** the *Indicator List* is displayed. If you clicked on **OK** the indicator will not immediately be displayed. To display the indicator please click on the **Select** button below the grey “indicator list” bar.

Indicators that have been created are now placed under the “available indicator” list (fig. 29). Please select the indicator you have entered by placing a tick mark in the box to the left of the indicator and then clicking on **Add**

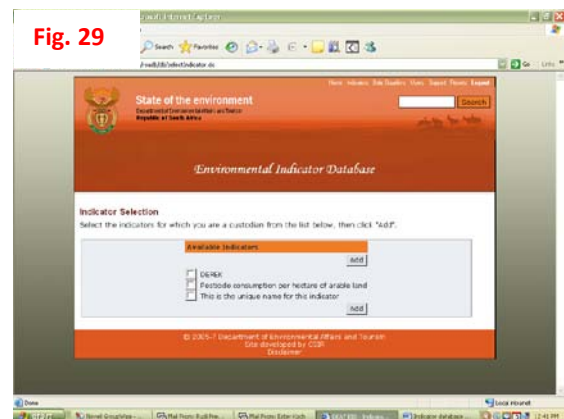


Fig. 29

After clicking on **Add** you will be redirected back to the *Indicator List* page (fig. 30).

The indicator name that you selected will now be available under this section (alphabetically) or under the associated theme (if you have grouped your indicators according to theme). To view the metadata fields you have inserted to this stage into the indicator please click on the indicator name.

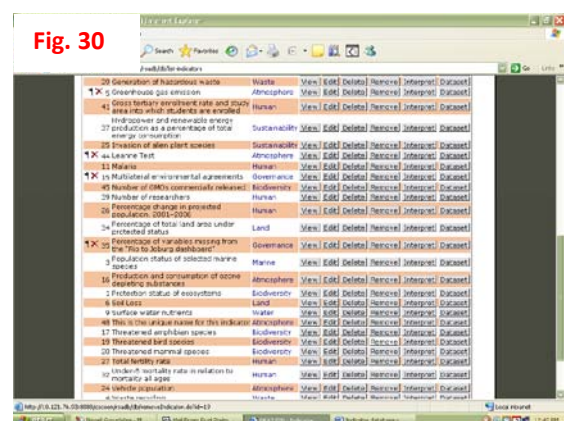


Fig. 30

After clicking on the indicator name the metadata fields inserted for the selected indicator will be displayed in the following manner (fig. 31). Please note that completed fields are those used in the example on pages 10-11. If you wish to edit the information please click on **Edit** and the edit page resembling the page where the original information was inserted will be opened.

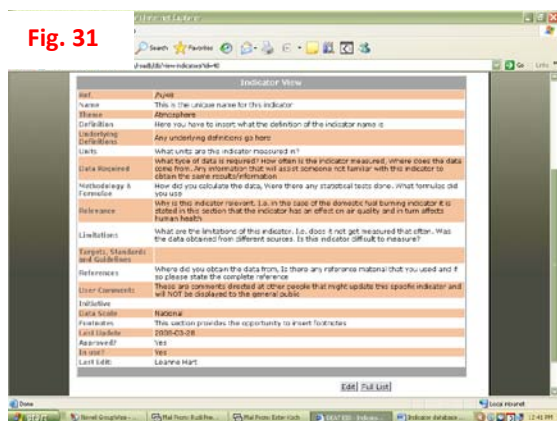


Fig. 31

Another functionality available on the indicator list page is the option to delete an indicator. To delete an indicator please click on **Delete** (fig. 33). The following confirmation would be displayed (please see confirmation box above). If you are sure that you wish to delete the selected indicator please click on **OK** (this indicator will now be **permanently** deleted from the list), if you do not wish to delete the indicator please click on **Cancel** and you will be returned to the indicator list page.

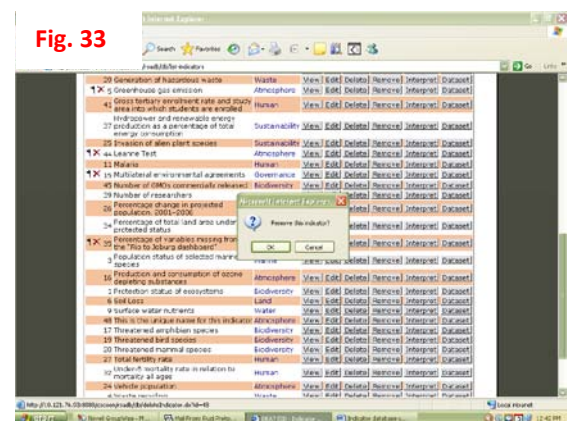


Fig. 33

If you wish to return to the *Indicator List* please click on **Full list**.

After an indicator has been edited or **Full list** was clicked you will be directed to the *Indicator List* page (fig. 32). Please note that indicators can also be edited from this page by clicking on the **Edit** button



Fig. 32

The next step in populating an indicator is to add a discussion (interpretation section). To insert such a section please click on **Interpret** (fig. 34).

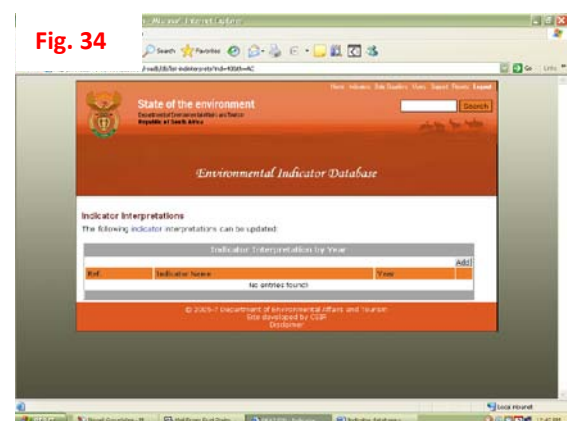
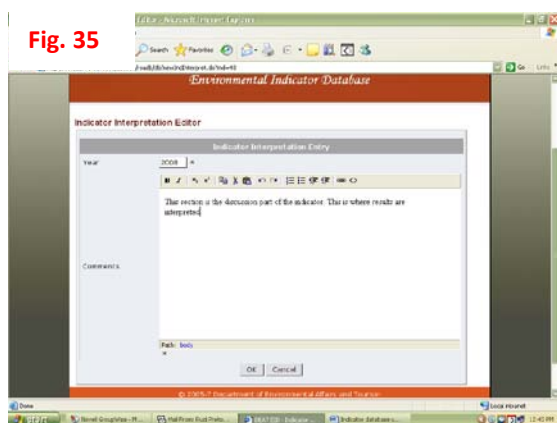


Fig. 34

Once you click on **Interpret** the page above will be displayed. Please note that the page indicates that there are currently no entries. This is correct as this indicator has been inserted as a new indicator and previous interpretations have thus not been made. However if the indicator selected has interpretations connected to it those interpretations will be displayed with an **Edit** and a **Delete** button to the right of the interpretation.

For the purpose of this example we will now proceed to add an interpretation. To add an interpretations please click on **Add** (fig. 35).

The following page will now be displayed:



This page allows you to edit and insert interpretations into an indicator. The interpretation is the discussion of the data/information given in the results section.

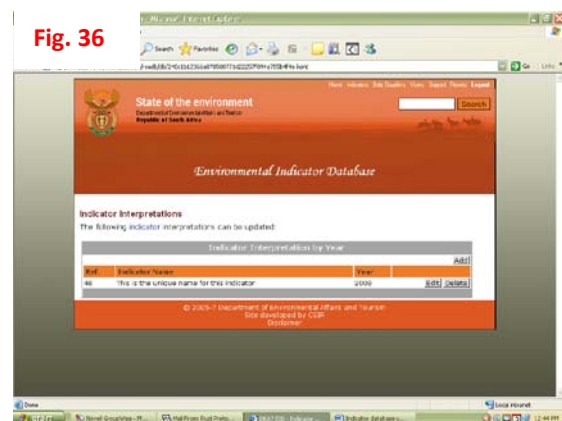
Please note that an interpretation can also be provided on an indicator which has not been inserted by your department/institution. This is done by selecting the specific indicator on the Indicator list page and then navigating to the interpretation page.

Combined with the original interpretation your interpretation will also be displayed on the indicator report. This interpretation will clearly be labeled as

your institutional interpretation. Please ensure that you select the correct year when the interpretation was done (fig. 35) as the year is reflected in the interpretation sections.

Interpretations should in all likelihood be updated when indicator data/information are updated. To accept all changes to the interpretation please click on **OK** and the interpretation will be saved. If you do not wish to save the information please click on **Cancel**.

As soon as you click on either **OK** or **Cancel** you will be directed to the following page (fig. 36):



During the previous section the changes to the interpretation were accepted by clicking on **OK**. There is now an interpretation under this section labeled with the indicator name.

This interpretation can now either be edited by clicking on the **Edit** button or deleted by clicking on the **Delete** button.

Another aspect of the indicator report not included under the edit function of the indicator interpretation list is the results section. This section is accessed by clicking on the **Datasets** button on the *indicator list* page. The indicator used in this example currently has no results linked to it and therefore it is reflected as such. To add results to the



indicator please click on **Add** (fig. 37). Results are added in a number of ways including: tables, graphs etc.



Fig. 37

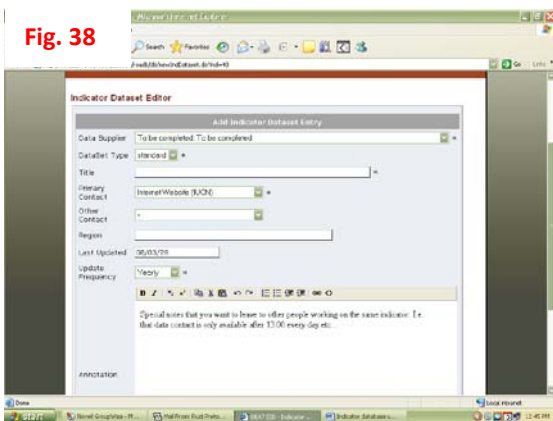


Fig. 38

After clicking on **Add** the page above will be displayed (fig. 38).

Under the Data Supplier tab please click on the drop down list and select the data supplier from the list. Please note that only suppliers which have previously been entered into the database will be listed under the drop down list. If you have not entered supplier details please refer to page 30 - 31 on instructions to do so.

After selecting the Data Supplier please click on **Primary Contact** to select the Primary Contact.

Please note that the Primary Contact will not be displayed if you have not previously entered a primary contact. If you have not entered the primary contact details please refer to page 30 - 31 on instructions to do so.

Please ensure that the date under “Last updated” is correct and corresponds to the date when you enter the data. A functionality is linked to the date and the “update frequency” tab which alerts the database user to indicators with outdated datasets. Ensure that the update frequency tab is selected to the correct frequency. The system will now automatically pick up results which are outdated and flag those indicators.

The final field in this page deals with special annotations. If you wish you could add any notes to the following person working on this specific indicator. These annotations will not be displayed to the public, but we request that notes are kept precise and professional at all times!!!

After entering all the relevant information please click on **OK** to accept data entered data or cancel to delete all changes. Please note if you click **Delete** all changes will be discarded. After the dataset has been added to the indicator it will be displayed as reflected in the screen capture below (fig. 39).

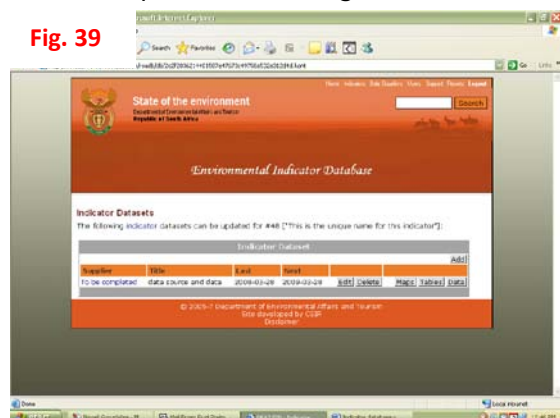


Fig. 39

Various command buttons are associated with the dataset. These buttons are as follows:



Fig. 40

compile graphs and figures for display when doing an indicator search.

This is the dataset edit page (fig. 40). The page is the same as the page where information was originally entered. Any information in the available fields can be edited.

**Edit:** Takes the user back to the edit page (page where information was originally entered into)

**Delete:** Deletes the entire dataset (please note that indicator datasets with Maps, Tables or Data linked to them cannot be deleted unless the associated Maps, Tables and Data are deleted. If the **Delete** button is clicked an error message informing the user as such will be displayed).

When clicking on the **Delete** button the user will be prompted with a textbox whether he/she wants to remove the indicator (fig. 41). By clicking on **OK** the indicator dataset will be removed (please note that indicator datasets with a map, table or data connected to it will not be removed and an error explaining as such will be displayed).

**Maps:** This section is used when maps are inserted into the indicator. Please note that maps need to be installed in the images file on the server through the use of remote desktop. As this functionality is not extensively used please contact the database manager for uploading of map files

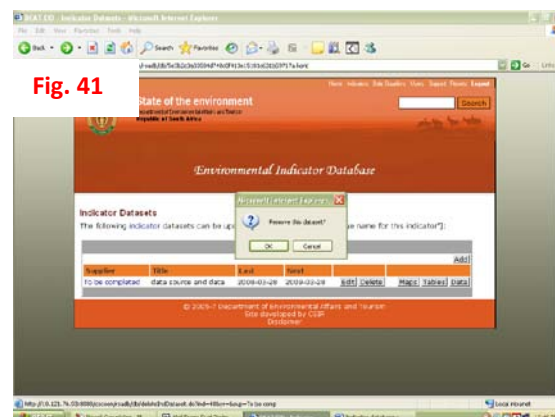


Fig. 41

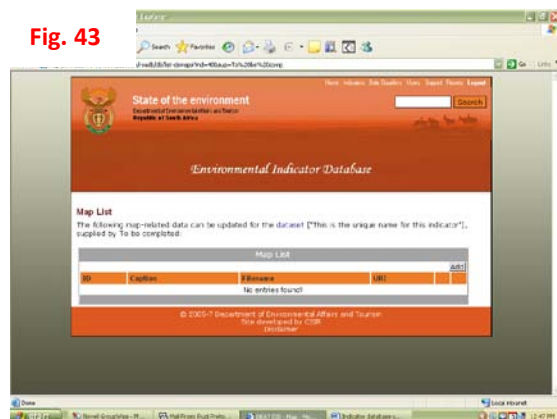
**Tables:** There are 2 table functionalities in the Indicator data base. This first function is intended for entering tables with large amounts of text linked to it. The second table function is available under the **Data** button and is designed so that numerical datasets can be entered into it

By clicking on **Cancel** the delete function will be discarded and the dataset will remain as is.

**Data:** The Data button allows the user to enter tabular data into the database. This tabular data will now be used to

After Clicking on the **OK** button of the text box the indicator will be deleted (depending on no other maps, tables or data being linked to the indicator). The page will now display as follows with no dataset entries connected to the specific indicator (fig. 37).

When clicking on the **Map** button the following page is displayed. This page allows the user to enter a title and caption for the map. The field named *Filename* refers to the name of the file placed under the images folder on the server and will generally have the following appearance:



When the different fields have been entered please click on **OK** to save the changes or **Cancel** to cancel any information you entered into this section.

When a map entry is saved (by clicking **OK**) on the page where the map information was inserted, the entry will now be displayed on the *Map List* page (fig. 44).

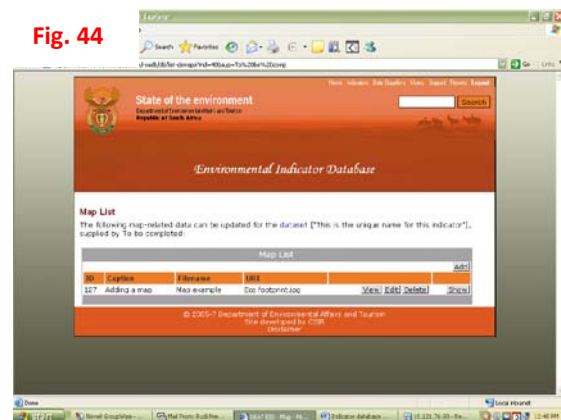
On this page the associated map entry can be:

**View:** Displays the information entered into the map entry fields

**Edit:** Directs the user to the page where information was edited and allows the user to edit the map entry fields

**Delete:** Allows the user to delete the map entry. When clicking on the **Delete** button the user will be prompted by a textbox asking whether the map entry should be deleted. By clicking on **OK** the map entry will be deleted, however clicking on **Cancel** will not delete the map entry.

**Show:** Displays the uploaded map to the user as it would appear when an indicator search is done on the specific indicator with a map entry attached to it.



Under the **View** section information entered into the Map data page can be viewed (fig. 45). This page also allows the user to **Edit** the information entered.

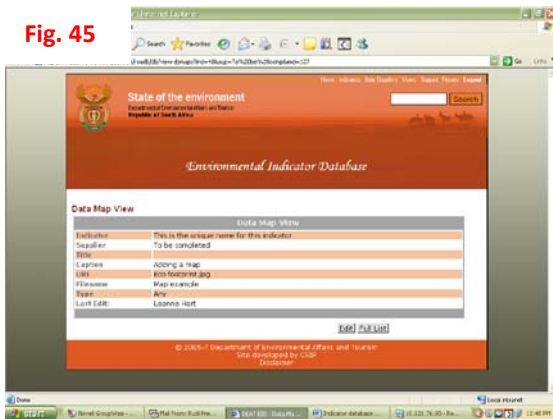


Fig. 45

When the user clicks on the **Delete** button he/she will be prompted with a textbox whether this indicator should be removed (fig. 46).

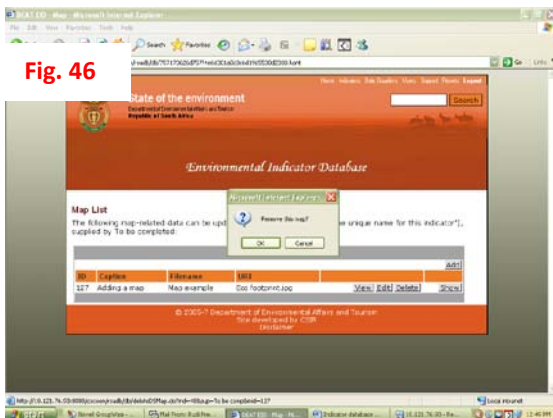


Fig. 46

When clicking on **OK** the map entry will be permanently removed and will not appear under the map list sheet. When clicking on **Cancel** the delete command will be ignored and the map entry will remain listed under the map list section

When clicking on the **Show map** option in the map list page the user will be directed to the map display (fig. 47).

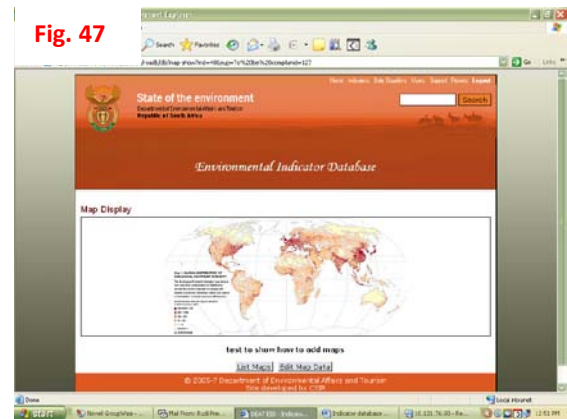


Fig. 47

This display shows the user how his/her map will be displayed when an indicator search is done on the associated indicator.

By clicking on **Edit Map Data** the user will be directed to the page where the map information was originally entered.

Clicking on the **List Maps** button directs the user to the *Map List* page (fig. 48).

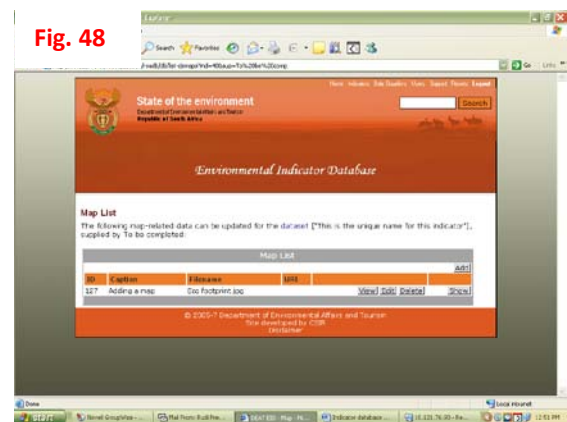
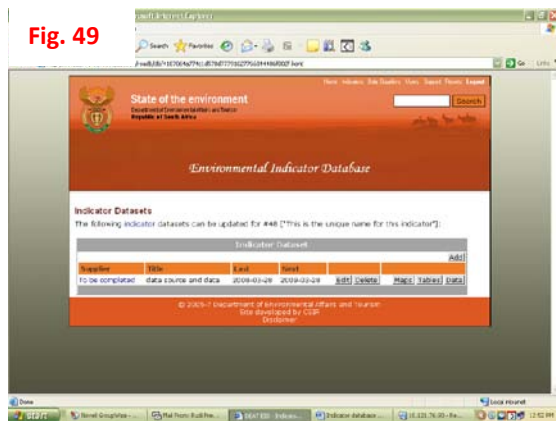


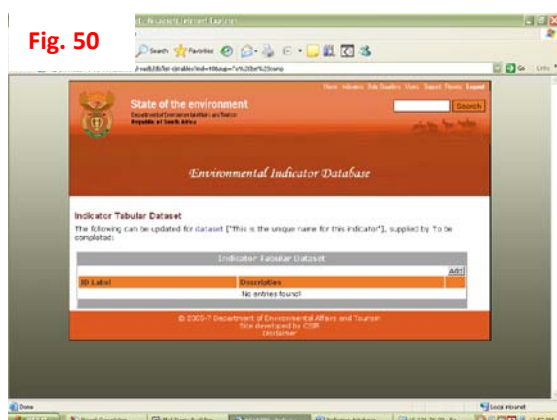
Fig. 48



Now that we have covered the **Maps** option let us move on to the **Tables** option. To enter tabular data please click on **Tables** in the indicator *Datasets* page (fig. 49).



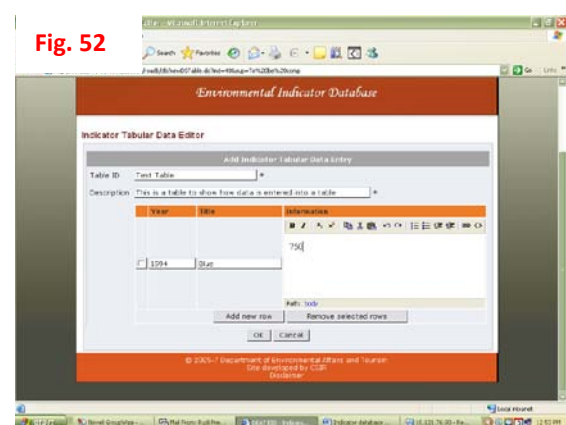
When clicking on **Tables** the user will be directed to the Indicator Tabular Dataset page. Since no information/data has yet been entered into the tabular data tab there are currently no datasets to display. To add new datasets please click **Add** (fig. 50).



When clicking on the **Add** button the user will be directed to the *Tabular Data Editor* page (fig. 51).



This page allows the user to enter an ID code for the table (Please note that the ID code should only be one word) as well as a short description of the data contained in the table.



The default setting has one row, but new rows can be entered by clicking on the **Add new row** button (fig. 52). Rows are deleted by clicking the checkbox next to them and clicking the **Remove selected rows** button.

Data entered into the table can also be edited and formatted using the format bar above the *Information* section. After entering information into the table the table can be "saved" by clicking on **OK** or the entered information can be discarded by clicking on **Cancel** (please note that by clicking on **Cancel** all entered information will be discarded and cannot be retrieved!!!).

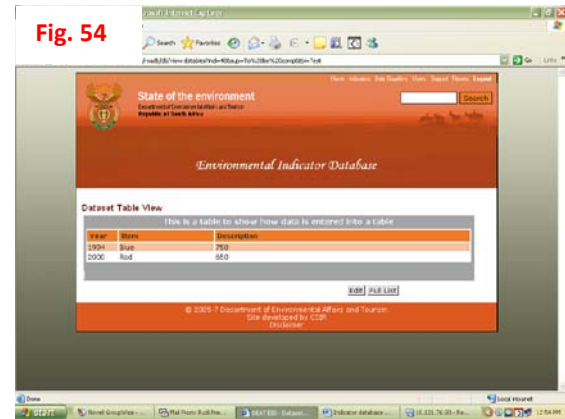
After entering a tabular data sheet and clicking on **OK** the user will be directed to the *Dataset* page (fig. 53).



As a dataset has been entered it will now display in the dataset page. Please note that the ID label entered in the tabular dataset editor page now displays on the current page. The description field entered on the tabular dataset editor page is also reflected in the tabular dataset page. On the tabular dataset page the entered datasets can be **Viewed, Edited** or **Deleted**.

When clicking on **View** the dataset entered is displayed as it would be when doing an indicator query.

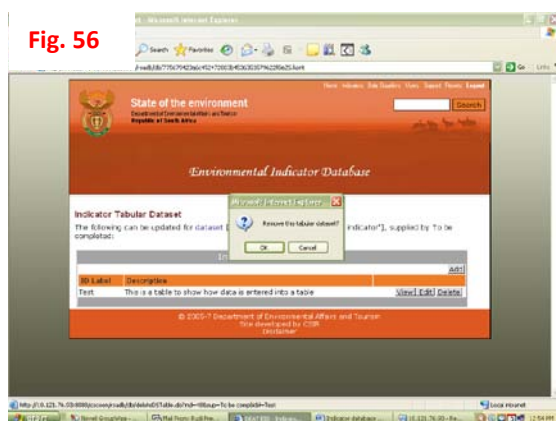
The *Table View* page also allows the user to **Edit** the information in the table or to return to the tabular dataset page by clicking on the **Full List** button (fig. 54).



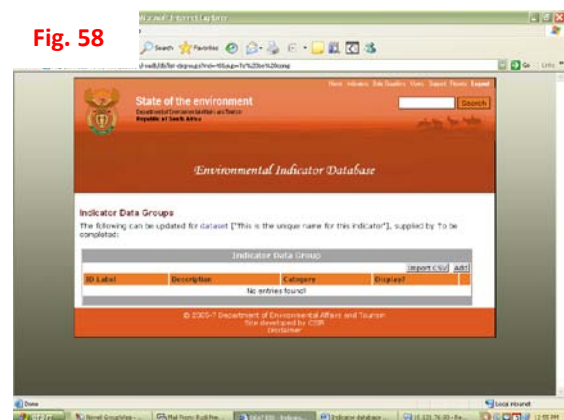
When clicking on the **Edit** button in the *Dataset Table View* page the user will be redirected to the page where the original information was entered (fig. 55).



In the *Tabular Dataset* sheet a **Delete** button is present. When clicking on **Delete** the user will be prompted by a textbox whether he/she wants to remove the tabular dataset (fig. 56). Please note that when clicking on **OK** the entire tabular dataset will be removed and will not be retrievable. By clicking on **Cancel** the delete command will be erased.

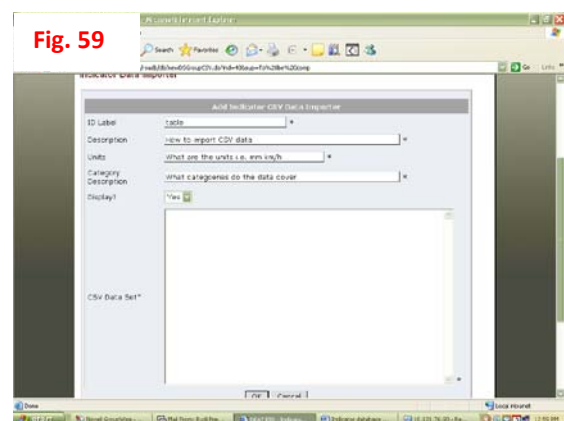
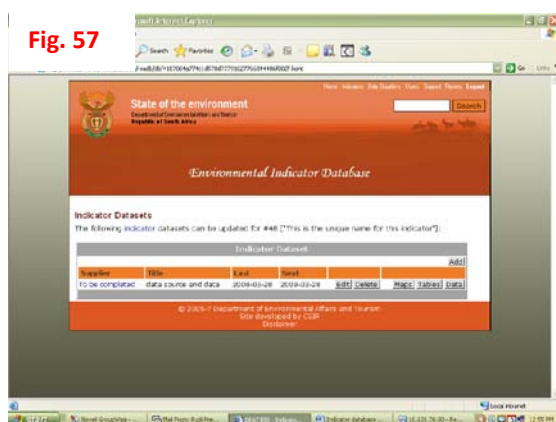


found!" message (fig. 58). To add a data entry there are two ways the first is by clicking on the **Import CSV** button and the second is by clicking on **Add**. The **Import CSV** button is a handy tool when information is available in a CSV (Comma separated variable) format. The functionality of this data insertion tool is explained in the following slides:



The final method of entering data into an indicator is through the use of the **Data** option – this option is used whenever data is entered that could either be displayed in a table format or in an image (graph/pie-chart) format. To enter data please click on **Data** (fig. 57).

After clicking on the **Import CSV** button the following page is displayed (fig. 59).



As there are no entries in this dataset yet the page displays a "No Entries



**Metadata fields that can be completed in the CSV import data sheet**

**ID Label:** Please insert an ID label into this section. Please note that the label should only consist of one word. This word should be unique to the type of data entered into the table and should allow the user to recognize the table out of a list of possible ID labels.

**Description:** Please enter a short description on what the table is about.

**Units:** What are the units of measurement.

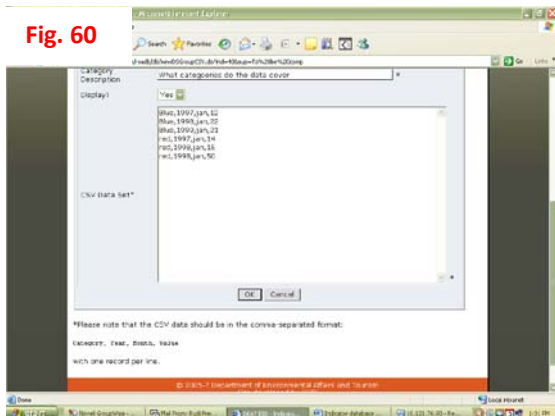
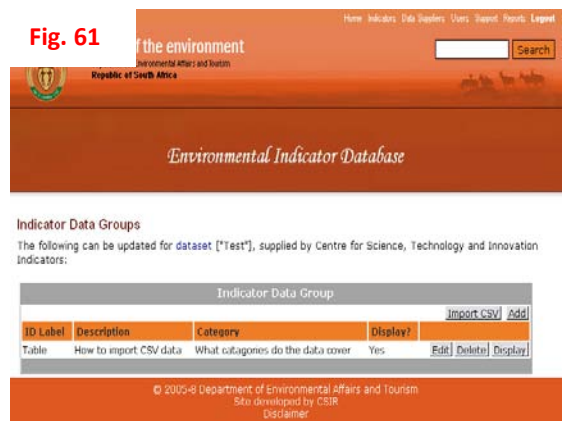
**Category description:** Please provide a short description on what the categories are relating to.

**Display:** Please select either Yes or No. Note that if No is selected your entered information will not display when doing an indicator search.

**CSV dataset:** CSV data is entered in a specific format. For clarity on this issue please continue to the next section.

If you are not satisfied with the information entered and you would like to dispose of the table please click on **Cancel**. Please note that all information entered will be permanently deleted from the database.

After clicking on **OK** the following page will be displayed (fig. 61).



CSV data is entered in a specific format (fig. 60).

**Category/year/month/value**

Please note that only one record should be entered per line

When all information has been entered please click on **OK**.

This page informs the user that data has been entered into the database, however the next step is to activate the manner in which this data should be displayed i.e. in a table, graph etc.

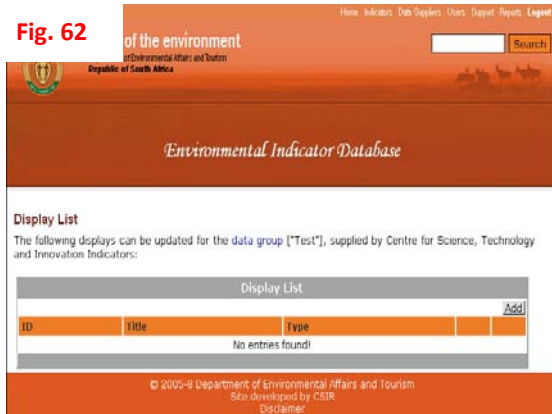
To edit the current entry please click on the **Edit** button. The window where data was originally entered will open and changes can be made.

To delete the entry please click on **Delete** a prompt will ask you if you are sure that you want to delete the information. If you are click **Yes**. Please note that the entry will now be permanently deleted from the database and you will not be able to retrieve the data/information entered.

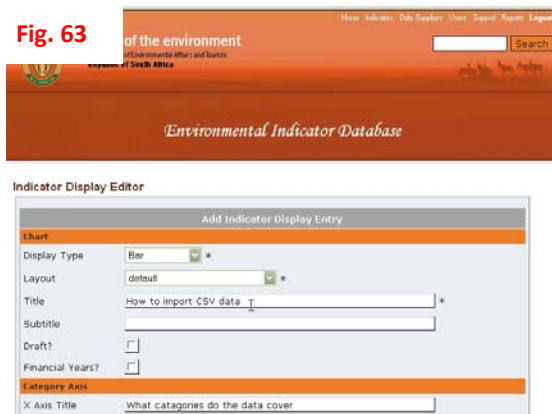
To add a tabular dataset without using the CSV function please click on **Add** in the indicator data groups page.

To set the display settings of the entry please click on **Display**.

The following page will be displayed (fig. 62):



Currently no settings have been activated thus the page reports that there are “No entries found”. To activate new display settings for the dataset please click on **Add** (fig. 63).



This page allows the user to edit the manner in which information will be displayed.

#### 4.1 Metadata fields that can be completed and edited in the Indicator Display Editor Page

**Display type:** This dropdown list allows the user to display data in the following formats *bar*, *bar-stacked*, *line* or *table*.

**Lay-out:** This dropdown list allows the user to choose the specific format in which graphs should be displayed. Please note that a number of different template formats have been pre-loaded. It is up to the user to determine which format will suit the graph the best. If there is no option that adequately displays the information on the graph please contact the Database Manager with the requirements and a template will be drafted to meet the requirements.

**Title:** The title of the graph (this title is extracted out of the original data table)

**Subtitle:** Enter a suitable subtitle for the data (please note that this is not compulsory)

**Draft:** Should the information be displayed or is it still a draft. If you wish to have the information displayed immediately do not select the block. If the information is in draft format please select the block.

**Financial Years:** If this block is selected information will be displayed in the financial year format i.e. 2009/2010.

**Fig. 64**

What categories do the data cover

Category

X Axis Subtitle

Y Axis Label Rotation (\*)  \*

**Value Axis**

Y Axis Title

Y Axis Subtitle

Y Axis Minimum Value  \*

Y Axis Maximum Value  \*

Y Axis Step Value  \*

Y Axis Decimals  \*

Y Axis Selection

**Other**

Show Column Total in Table Display

Show Column Average in Table Display

OK Cancel

**X Axis Title:** What is the title of the x-axis, does it reflect years or provinces etc.

**X Axis Data:** What should be seen as the x axis data. Users have the option of selecting either the category, year or month. This will be extracted from the entered data in the original table.

**X Axis Subtitle:** If you wish to enter a subtitle this is the section where it should be done.

**X Axis Label rotation:** The default rotation is always set at 0 however if needed the labels can be rotated up to 180 degrees.

**Y Axis Title:** Enter the Y axis title.

**Y Axis Subtitle:** Enter the Y axis Subtitle.

**Y Axis Minimum value:** Default is set at 0 however this can be changed depending on the range of the data entered.

**Y Axis Maximum value:** Default is set at 100 however this value can be changed depending on the range of the data entered.

**Y Axis Step Value:** Default is set at 10 however this can be changed depending on the range of the data entered.

**Y Axis Decimals:** Please select the number of decimals you would like to have displayed.

**Y Axis Selection:** Please ignore this field as it is now redundant.

**Show column total/ Average in the table display:** Select either yes or no.

If you are satisfied with the information entered please click on **OK** alternatively click on **Cancel** to discard all changes and entered data on this page

After clicking on **OK** the following page is displayed (fig. 65).

**Fig. 65**

Department of Environmental Affairs and Tourism  
of the environment  
South Africa

Home Indicators Data Displays Users Support Reports Logout

Environmental Indicator Database

**Display List**

The following displays can be updated for the data group ["Test"], supplied by Centre for Science, Technology and Innovation Indicators:

ID	Title	Type			Add
441	How to import CSV data	bar			View Edit delete Show

© 2005-6 Department of Environmental Affairs and Tourism  
Site developed by COIT  
Disclaimer

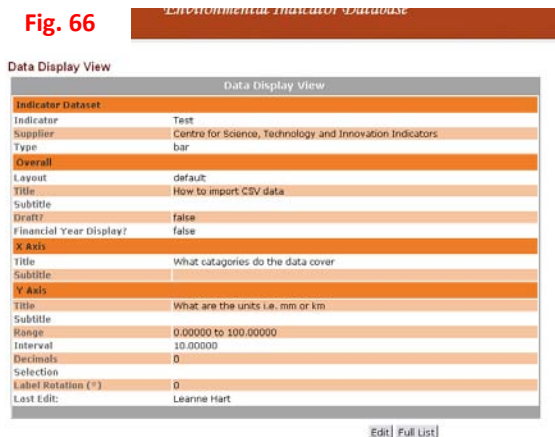
When clicking on **View** the information regarding the display of the information is presented in tabular format (please view second image)

The **Edit** buttons on both pages allow the user to return to the page where the display settings were changed.

The **Full List** button on the image below redirects the user back to the *Display List* page (fig. 65).

If you would like to delete the display settings of the information please click on **Delete** (please note that once the display settings have been deleted they cannot be retrieved and will have to be re-entered)

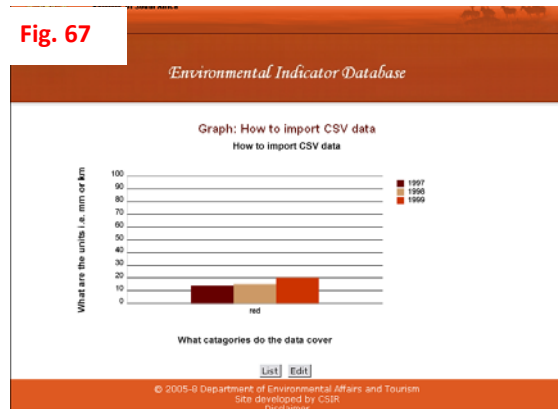
The **View** button allows the user to see a summary of the information used to compile the graph and is a useful tool to get an understanding of what functions are related to the different fields within the *Display* page (fig. 66).



The **Edit** button redirects the user to the *Display editor* page (fig. 63) whereas the **full list** button takes the user back to the *Display list* page (fig. 65).

In the *Display list* page the **Edit** button redirects the user to the *Display editor* page.

The **Show** button allows the user to see how the figure will be represented in the indicator report (fig. 67). On this page the user has two options. The first is the **List** button that directs the user to the *Display List* page.



The second option is the **Edit** button that directs the user to the *Display editor* page.

## 5. Creating custom graph templates

Various templates have been pre-loaded onto the database and these should satisfy most of the requirements, however in the unlikely event that a constructed graph does not fit into any of the pre-loaded templates a new template matching the specifications can be drafted. To compile a new template the user needs to be logged in using his/hers personal username and password (fig. 68).



To go to the lay-out page please click on **Support** at the top of the page. The following page will now load (fig. 69):



To go to the Layouts page please click on **Layouts**

A list of all the various pre-loaded templates will now be displayed (fig. 70) Please **DO NOT** edit or delete any of these templates as they are linked to

graphs already displayed in the database. Deleting or editing any of the pre-existing templates will remove/edit the current display of some of the indicators.

**Fig. 70**



To add a new template please click on **Add** (fig. 71).

**Fig. 71**



A page detailing various aspects of graphic display will be loaded. Please ensure that you give an adequate description of the template format so as to allow other users to also use the

same template in their drafting of the indicator report. Users are able to edit various aspects of the display including the general features (such as size including both width and height) whether titles are displayed or not, whether there are frames around the figure etc. The user can also specify axes steps and labels.

**Fig. 72**

The screenshot shows a configuration window titled 'Key'. It contains a text input field for 'Layout Description', a numeric input field for 'Height' with the value '500', and another numeric input field for 'Width' with the value '600'.

As mentioned before it is imperative that an adequate description for the lay-out template be chosen.

The height and width of the graphic can be set in the associated text boxes to the right. The default values of these aspects are 500 x 600 px respectively (fig. 72).

**Fig. 73**

The screenshot shows a configuration window titled 'Chart'. It includes several sections:
 

- Title:** 'Chart Title Space' (15), 'Show Chart Title' (Yes), 'Chart Title Align' (Center).
- SubTitle:** 'Show Chart SubTitle' (Yes), 'Chart SubTitle Align' (Center).
- Frame:** 'Show Outer Frame' (Yes), 'Show Inner Frame' (Yes), 'Bar Width' (Medium).
- Legend:** 'Show Legend' (Yes), 'Legend Location' (Side), 'Legend Horizontal Align' (Center), 'Legend Vertical Align' (Top), 'Legend Space' (10).

The Chart title space (fig. 73) allows the user to determine how many characters can fit into the title, if you have a graph with a very long title it might be useful to increase the title space.

The next selection allows the user to decide whether the chart title should be displayed. By selecting **NO** the chart title will not be displayed. The alignment button allows the user to align the chart title either left, centre or right.

These and the remaining functions allows the user to draft a specific template when needed, however it should be stressed that all other template options should first be evaluated before a new template is drafted.



## 6. Action buttons and associated functions on the top menu bar

In this section we will discuss the functionalities of the action buttons on the top menu bar (fig. 74). Some of these functions might have been addressed in the previous sections. In these instances the information will not be repeated, but a note to the relevant page will be provided.



The **6.1 Home** button at the top of the menu bar directs users to the login home page as shown above.

The **6.2 Indicators** button has been discussed in the previous section and will not be discussed any further.

### 6.3 The Data Suppliers Button

The **Data Suppliers** button allows the user to edit and add information w.r.t. the suppliers of data, when clicking on



this button the page above will be displayed (fig. 75).

The **Data Providers** link allows the user to enter and view information regarding the providers of data (fig. 76).

Fig. 76

Providers can be updated:

Data Provider List						Add
Name	Section	Phone	Fax	Website		
Centre for Science, Technology and Innovation Indicators	Knowledge Systems Group	(021) 406 7802		http://www.hsric.ac.za		View   Edit   Delete
Crop Life	Pesticides	None		http://www.avcasa.co.za		View   Edit   Delete
Department of Education	HEMIS	012 312 5400		http://www.education.gov.za		View   Edit   Delete
Department of Environmental Affairs and Tourism	Global Climate Change	(012) 310 3911		http://www.environment.gov.za		View   Edit   Delete
Department of Environmental Affairs and Tourism	Directorate: Atmospheric Quality Information	(012) 310 322 3911	(012) 2476	http://www.environment.gov.za		View   Edit   Delete
Department of Environmental Affairs and Tourism	Protected areas	012 310 3911		http://www.environment.gov.za		View   Edit   Delete

Users can either **View, Edit or Delete** information regarding data providers on this page by clicking on the associated buttons. New providers can be added by clicking on the **Add** button (fig. 77).

Fig. 77

Data Provider Details

ID Code: New

Name: Department of Environmental Affairs \*

Section: Tourism \*

Switchboard: 012 310 3881 \*

Fax: 012 310 3634

Website: www.deat.gov.za

Notes: Please note that the switchboard is only operational after 11:00 in the morning

OK Cancel

Please complete the fields provided as complete as possible.

The notes section is a space where additional information to the next person using the data contact can be inserted. This field is for internal use only and will not be displayed to the public. To save the entry please click on **OK**. If you do not wish to save the entry please click on **Cancel** (all entered information will then be discarded).





Fig. 78



The **Data Contact** list (fig. 78) allows the user to **View**, **Edit** or **Delete** contacts from the list (fig. 79). Similar to the **Data Providers** list new entries can also be added by clicking on the **Add** button. When clicking on the **Add** button the following page is displayed (fig. 80):

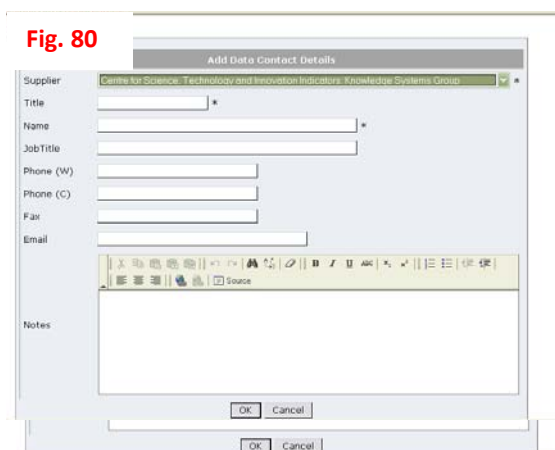


Fig. 80

Please select the supplier of data from the drop down list. Please note that only suppliers entered previously will be available for selection. If your preferred supplier does not appear on the list please return to the *Data suppliers* list

and complete the necessary details under the **Data providers** list.

Please ensure that as many of the fields are completed as possible. If you wish to save your entry please click on **OK**, alternatively you can discard all your entered information by clicking on **Cancel**.

## 6.4 The Users Button



Fig. 81

The **users button** allows users with differing access privileges to view and edit their own information (fig. 81).

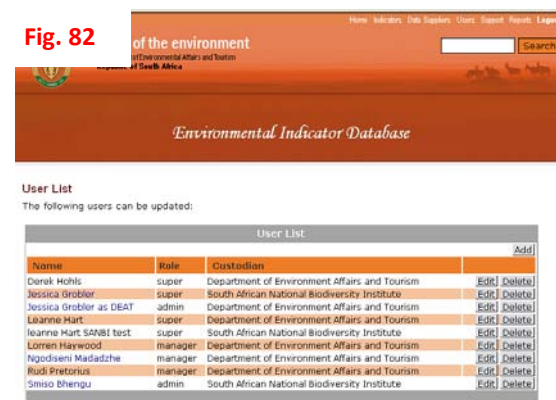


Fig. 82

There are three different roles defined for the database and they are (fig. 82):

*Super*: Allows the user to change/edit any aspect of the database.

*Admin*: Allows the user to Approve and edit as well as place in use any indicators entered under their organisation.

**Manager:** This role has the least functionality of all and the user is only allowed to enter indicators and associated information. However users with this role are not allowed to **Approve** or **Place in Use** any of the indicators entered under their organisation.

New users can be added by either Administrators or by Super users, however Administrators can only add Managers and Super users can add any of the three user roles.

To add a new user please click on **Add** (fig. 83).



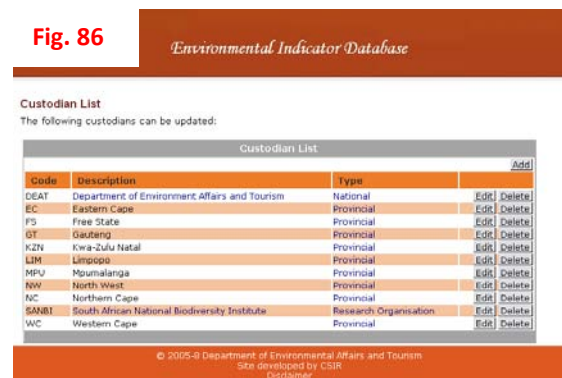
Please note that all fields marked with an asterisk need to be completed before the user can be activated on the database.



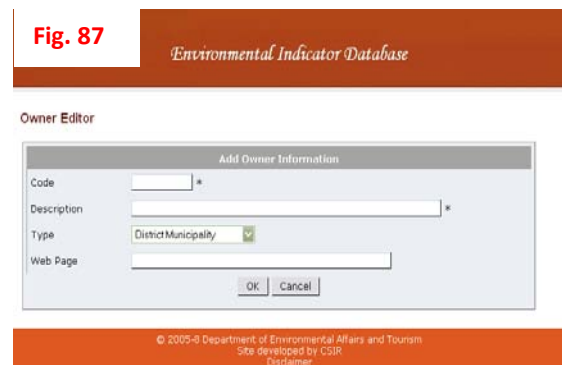
The **Support** button allows logged in user to edit various technical aspects of the database. The following aspects are available for edit under the button

### 6.5.1 Organisations (fig. 85)

The **Organisations** button allows users to **Edit**, **Delete** or **Add** new organisations to the list (fig. 86).



To add a new organisation please click on the **Add** button (fig. 87).



Please ensure that the associated information is completed and select the

correct organisation type from the drop down list.

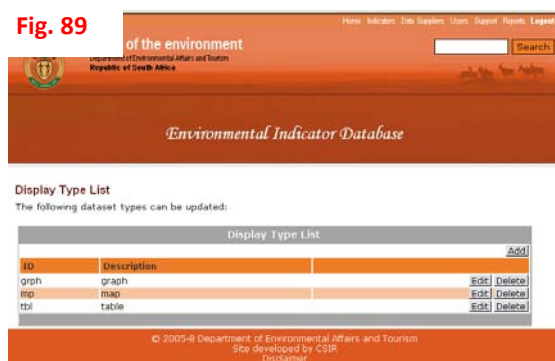


## 6.5.2 Indicator Targets

Please ignore this section

## 6.5.3 Dataset types

Please ignore this section

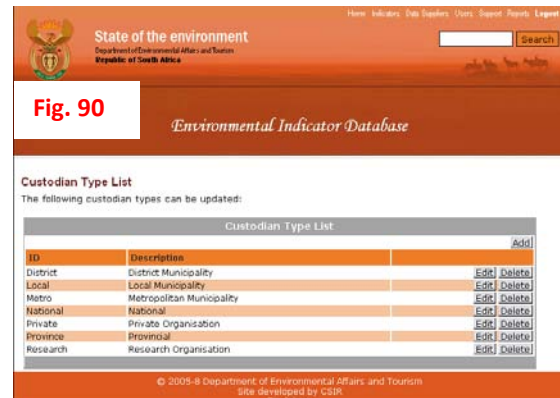


## 6.5.4 Display types

The display types button allows the user to view all the different display types available (fig. 89). Please **DO NOT** delete any of the pre-loaded display types as this might cause certain indicators not to display properly.

## 6.5.5 Organisation Types

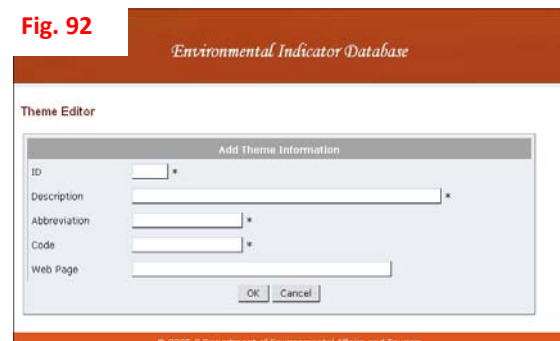
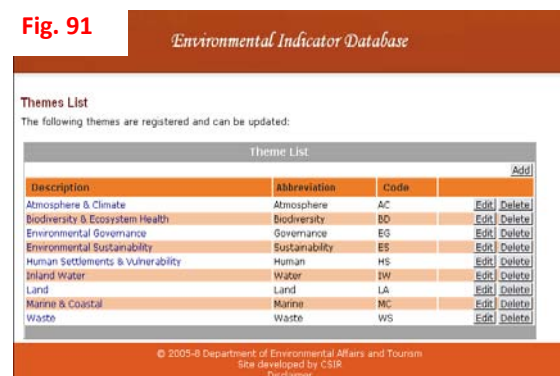
This page allows the user to enter new organisation types. When adding new users and the organisation type is not available please **Add** a new relevant organisation type under this section



(fig. 90).

## 6.5.6 Themes

This page allows the user to **Edit**, **Delete** and **Add** new themes according to which indicators are grouped for search functions (fig. 91). If a new theme needs to be added please click on **Add** (fig. 92).



### 6.5.7 Indicator Initiative list

The indicator initiative list lists all the different initiatives for which indicators have been developed (fig. 93).

This list allows the user to **Edit**, **Delete** and **Add** new initiatives to the list. If you wish to add a new initiative please click on **Add** and complete the associated fields (fig. 94).



### 6.5.8 Layouts

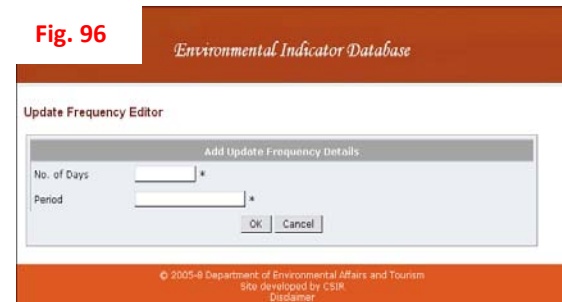
This section has been discussed previously and will not be discussed here (fig. 95).



### 6.5.9 Update Frequency

The update frequency tab allows the user to specify different frequencies for which data can be updated.

Various frequencies have been uploaded however if you wish to enter a new frequency please click on **Add** (fig. 96).

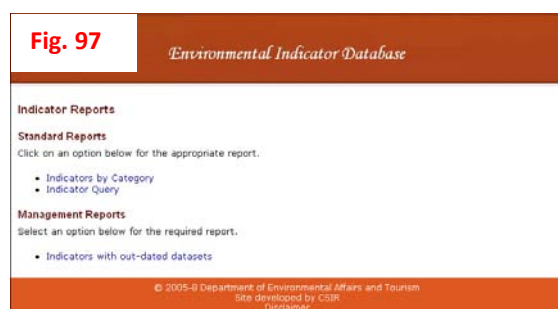


Please enter the associated fields marked with an asterisk and click on **OK** to save your entry or **Cancel** to discard the entry

## 6.6 The Report button

This tab allows the user to either draw up indicator reports by **Category** or by **Query** (Very similar to the normal indicator searching procedures when not logged into the system) (fig. 97).

specified in the **Indicator dataset editor** page.



The last option in the **Report** function allows the user to see all his/hers indicators with outdated datasets. You will recall that when drafting an indicator the selection on how often the indicator needs to be updated is needed. The system now calculates from the date of last entry that specific time period and flags those entries which have expired the update frequency period. Indicators with outdated datasets are displayed as follows (fig. 98):

Lapsed Indicator Dataset					
Indicator	Supplier	Title	Last Update	Planned Update	
Availability of Groundwater	Department of Water Affairs and Forestry	Groundwater	2007-06-22	2008-06-21	
Digital access index	None	Digital Access Index	2007-10-19	2008-10-18	
Ecological footprint	None	Ecological footprint in global hectares per person	2007-06-27	2008-06-26	
Energy efficiency	Department of Minerals & Energy	Energy intensity	2007-06-28	2008-06-27	
Freshwater available per capita	Department of Water Affairs and Forestry	Amount of freshwater available per capita, 2000-2006	2007-06-26	2008-06-25	
Percentage of population		Monthly average of	2007-06-26	2008-06-25	

This allows the user to determine which datasets are in need of updating. It is important to note that the results in this report are linked to both the Date last updated as well as the Update frequency

## 7.Addendum A





## 8. Addendum B