



PUBLIC SECTOR INVESTMENT DATABASE FOR LESOTHO

# (PSID LESOTHO)

DATA MANAGEMENT

ADMINISTRATOR'S GUIDE

Version 1.1

# **TABLE OF CONTENTS**

<u>1.</u>	INTRODUCTION	3
<u>2.</u>	OVERVIEW	3
<u>3.</u>	DATA MANAGEMENT CONSOLE	4
3.1	Accessing the Data Management Console	4
<u>4.</u>	MANAGING CATEGORIES	5
4.1	Accessing the Categories Section	5
4.2	SEARCHING FOR A CATEGORY / CATEGORY ITEM	6
4.3	DEFINING THE SORTING ORDER FOR CATEGORIES / CATEGORY ITEMS	6
4.4	MANAGING CATEGORY ITEMS	6
4.4.	.1 VIEWING CATEGORY ITEMS	7
4.4.	.2 Adding a Category Item	7
4.4.	.3 Editing Category Items	8
4.4.	.4 DELETING CATEGORY ITEMS	9
4.5	MANAGING CATEGORY ITEM IMAGES	9
4.5.	.1 Adding an Image	9
4.5.	.2 REPLACING IMAGES	10
<u>5.</u>	MANAGING CURRENCY RATES	11
5.1	Accessing the Currency Rates Section	11
5.2	Adding a Currency Rate	12
5.3	Editing Currency Rates	13
5.4	SEARCHING FOR A CURRENCY RATE	14
5.5	EXPANDING / COLLAPSING CURRENCY YEAR GROUP	14
<u>6.</u>	REFERENCES	16



## TABLE OF FIGURES

Figure 1: Data Management Console	4
Figure 2: Categories Section	5
Figure 3: Defining Sorting Order	6
Figure 4: Viewing Category Items	7
Figure 5: Selecting an Action to Perform	8
Figure 6: Adding a Category Item	8
Figure 7: Selecting a Category Item to Add an Image	9
Figure 8: Uploading an Image	10
Figure 9: Currency Rates Section	11
Figure 10: Add Button in the Currency Rates Section	12
Figure 11: Adding Currency Rates	13
Figure 12: Editing Currency Rates	14
Figure 13: Expanding / Collapsing Year Group	15



#### 1. INTRODUCTION

This document describes the *Data Management* console in the *Public Sector Investment Database for Lesotho (PSID Lesotho)* application. It provides the necessary instructions which the administrators and/or users granted with administrative rights should follow in order to ensure successful application data management.

#### 2. OVERVIEW

The *Public Sector Investment Database for Lesotho (PSID Lesotho)* is an automated information management system which is designed to improve efficiency and coordination of the efforts made by the Ministry of Planning of the Kingdom of Lesotho with the aim of tracking the external projects funded by the Development Partners and country government. The system serves as the main database and data collection and reporting tool for MoP as it ensures effective access to development data as well as provides an insight into the external projects and programs currently being implemented in the country.

The main objective of *PSID Lesotho* is to serve as a reliable and credible source of information on external projects implemented in Lesotho to support the Government in effectively monitoring the progress and performance of projects and programs and ensuring the their alignment with the Government's development goals, priorities, and strategies. Moreover, *PSID Lesotho* promotes transparency and accountability of funds, improves governance, supports project implementation, and facilitates results-based decision-making on development assistance in Lesotho.

The *PSID Lesotho* application incorporates business intelligence and data management solutions with comprehensive application administration functions. As such, it is equipped with a number of administrative tools, which aim at providing the application administrators with the possibility of performing their daily assignments in an easily manageable way.

One of the administrative tools that *PSID Lesotho* is incorporated with is the *Data Management* console. The *Data Management* console is a space within the *PSID Lesotho* application that allows organizing the user-defined categories used in the application as well as their items. Through the *Data Management* console, the application administrator can manage the collection of categories and currency rates present in *PSID Lesotho*. They can view the categories used in the application, add new items to existing categories, etc.

PSID Lesotho provides a web-based user interface and requires a web browser pre-installed.



#### 3. DATA MANAGEMENT CONSOLE

This chapter describes the *Data Management* console under the *Settings* section, where you can manage the **user-defined categories** and **currencies rates** existing in the *PSID Lesotho* application. You may organize the categories present in the system, view their items, add new items to them, edit the existing items, etc.

#### 3.1 Accessing the Data Management Console

For accessing the *Data Management* console, go to Settings  $\rightarrow$  Data Management (Figure 1).

ettings			
Data Management	User Management	Personal Profile	

Figure 1: Data Management Console

The *Data Management* console consists of the following sections:

- **Categories** to manage the user-defined categories existing in the system (see <u>MANAGING CATEGORIES</u>).
- **Currency Rates** to manage the rates of the currencies that are used in the application (see <u>MANAGING CURRENCY RATES</u>).



#### 4. MANAGING CATEGORIES

This chapter outlines how you can manage the items of the categories used in the *PSID Lesotho* application. More specifically, it describes how to add new category items, edit or delete existing category items, and search for them.

#### 4.1 Accessing the Categories Section

The *Categories* section can be accessed at Settings  $\rightarrow$  Data Management  $\rightarrow$  Categories (Figure 1).

Once you access the *Categories* section, you will be presented with the list of all categories recorded in the application (Figure 2).

	Categories	
	Search:	
ates	Name	✓ Description
ement F	Pactors Causing Delay	
,	National Strategy Development Plan Goal	
	Vision 2020 Pillar	
	Activity	
	Caused by	
	Contact	
	Contact Sector	
	Country of Origin	
	Funding Source	
	Funding Type	
	Implementation Status	
	Millennium Development Goal	
	Office	
	Crqanisation Type	
	Output	
	Paris Declaration Indicator	
	Sub-Sector	
	Thematic Marker	

Figure 2: Categories Section

The information displayed on the screen for each category includes the following:

Column Name	Description
Icon	This is a graphical image (icon, logo, etc.) that is associated with
	a certain category and is used for better visualization.
Name	This is a name that is used for the category. Please note that the
	name is what users see when displaying search results.



	This is a	brief de	escr	ription of t	he category	y, understand	lable to	the
Description	general	public.	It	provides	additional	information	about	the
	category	<b>'</b> .						

#### 4.2 Searching for a Category / Category Item

The list of category items can be long and hard to browse in. This is the reason why the option of searching for a category item has been designed in the *Categories* section. It is intended for locating the appropriate category items easily and instantly.

In order to search for a definite category item, you need to enter the keyword in the search box above the category items table. The results returned will display the category items that match the search criteria.

#### 4.3 Defining the Sorting Order for Categories / Category Items

In the *Categories* section, you have the possibility of sorting the items listed in each subsection alphabetically in ascending or descending order.

In order to define the sorting order for the section items, follow the steps below:

- 1. Go to the section for which you want to define the sorting order different from the default one.
- 2. Click the arrow that appears in the header of the column according to which you want to sort the section items. Clicking the arrow once again will sort the items in the list in reverse order (Figure 3).

Data Management	<u>Cate</u>	egories > Paris Declaration Indicator	Actions ~				
ategories	Se	earch:					
Currency Rates		i Name	Code 🤇				
Iser Management Personal		Is this project part of a programme-based approach?	Indicator 9				
ersonal	2	Does this project use a Project implementation Unit?	Indicator 6				
	1	Does this project use the Government's procurement system?	Indicator 5b				
		Is this project managed using the Government financial management system?	Indicator 5a				
	[***	What percentage of the total budget for this project is allocated to technical cooper	Indicator 4				

Figure 3: Defining Sorting Order

## 4.4 Managing Category Items

This section outlines how to view, add, edit, and delete category items.



#### 4.4.1 Viewing Category Items

Categories listed in the *Data Management* console consist of a number of items that comprise category instances. In order to view the items of a specific category, click the category name. The list of the items that comprise the selected category will display (Figure 4).

Management	Categ	ries > Funding Source	Actions
gories	Sear	h:	
ency Rates	_	Name	*
Management	•	AFDB (African Development Bank)	
onal	2	Africa	
		China	
		Denmark	
		European Union	
		France	
	<u></u>	Germany	
		GOL	
		India	
		Ireland	
	<b>E</b>	Japan	
		Kuwait	
		Libya	
		Norway	
		Other	
		Saudi Arabia	
	[17]	South Africa	
		To Be Specified	
	<b>1</b>	United Kingdom	
		United Nations System	
	-		

Figure 4: Viewing Category Items

To go back to the list of categories, you can make use of the navigation control (breadcrumb trail) found at the top of the screen (Figure 4).

#### 4.4.2 Adding a Category Item

In order to add an item to a category, follow the steps below:

- 1. Click the name of the category that you want to add an item for. All existing items of the selected category will display (Figure 4).
- 2. Select the **Add** option from the *Actions* list found at the top right corner of the screen (Figure 5). A data entry form will open (Figure 6).
- Fill in the information requested. Please note that this information may vary depending on the type of the category selected.
   Note: Some category items may require uploading images associated with them. For more details on how to upload images, <u>Managing Category Item Images</u>.
- 4. Click the **Ok** button to save the information input.





PSID LESOT			al Administrator   About   Help   support@synisys.com
PSID LESUI		🚍 Dashboard 📾 Portfolio 👘 Project 💿 Donor 👘 Sector	🔅 Settings
Data Management	Cateq	ories > Funding Source	Actions
Categories	Sea	rch:	Add
Currency Rates		Name	Delete
User Management	m	AFDB (African Development Bank)	
( reisonal )		Africa	
		China	
		Denmark	
		European Union	
		France	
		Germany	
		GOL	
	m	India	
		Ireland	Ŧ
		Japan	
		Kuwait	
		Libya	
		Norway	
		Other	
		Saudi Arabia	
		South Africa	
		To Be Specified	
		United Kingdom	
		United Nations System	
Convright @ 2014 Superay Internation	anal Sve	stems Inc. All nights reserved	

Figure 5: Selecting an Action to Perform

PSID LESOT	HO 🚍 Dashboard 🎰 Portfolio 🖉 Project 🚺 Don	Local Administrator   About   Help   <u>support@synisys.com</u>       Sector
Data Management Categories Currency Rates User Management Personal	Categories > Funding Source > European Union Name * European Union	Ok Cancel
Copyright © 2014 Synergy Internat	ional Systems, Inc. All rights reserved.	

Figure 6: Adding a Category Item

#### 4.4.3 Editing Category Items

In order to edit a category item, follow the steps below:

- 1. Click the name of the category. All existing items of the selected category will display (Figure 4).
- 2. Click the name of the category item that you want to edit. The item details will display.
- 3. Make the required changes.
- 4. Click the **Ok** button to apply the changes made.



#### 4.4.4 Deleting Category Items

In order to delete a category item, follow the steps below:

- 1. Click the name of the category. All existing items of the selected category will display (Figure 4).
- 2. Select the checkbox to the left of the category item that you want to delete. Please note that you can select multiple checkboxes to simultaneously delete several category items.
- 3. Select the **Delete** option from the *Actions* list found at the top left corner of the screen.

#### 4.5 Managing Category Item Images

The *Categories* section allows you to associate unique images with each item of some categories (e.g. Organizations, Sectors, etc.) used in *PSID Lesotho*. These images can be country flags, company logos, graphic images representing a sector, etc. The images are displayed next to the category item they represent in the *List* and *Map* modules of the *PSID Lesotho* application (see *PSID Lesotho Analytical Interface User Manual* in <u>REFERENCES</u>) and are used for better visualization.

#### 4.5.1 Adding an Image

In order to add an image to a category item, follow the steps below:

- 1. Select the appropriate category in the list. The list of all category items will display (Figure 7).
- 2. Locate the category item that you want to add an image for and click its name. The category item data entry form will open (Figure 8).

A PSID LESOT	Local Administrator   Al	bout   Help   <u>support@synisys.com</u>
Data Management Categories	Categories > Implementation Status Search:	Actions ~
Currency Rates User Management Personal	Name     Approved-Awaiting Funding	
	Project Approved     Project Completed And Closed	
	Project Cruise Phase / Ongoing     Project Deferred	
	Project Delaved     Project Start-up / Preliminary state	
	<u>• To be specified</u>	
Conversible @ 2014 Concernent Intermed	anal Systems, Inc. All rights reserved.	

Figure 7: Selecting a Category Item to Add an Image



- 3. In the data entry form, click the **Browse** button and upload an image for the selected category item.
- 4. Click the **Ok** button to save the changes made.

ata Management		Categories > Implementation SI	atus > Project Approv	ed		
ategories Surrency Rates		Icon	Browse †			
lser Management			C:\icon_add.gif			
ersonal	•	Name *	Project Approved			
						Ok Cancel

Figure 8: Uploading an Image

#### 4.5.2 Replacing Images

In order to replace the image associated with a definite category item, follow the steps below:

- 1. Select the appropriate category in the list. The list of all category items will display (Figure 7).
- 2. Locate the category item for which you want to use a different image and click its name. The category item data entry form will open (Figure 8).
- 3. In the data entry form, click the **Browse** button and select another image.
- 4. Click **Ok** to apply the changes made.

#### 5. MANAGING CURRENCY RATES

This chapter outlines how you can manage the currencies rates used in the *PSID Lesotho* application for converting amounts in the source (original) currency into the target one. More specifically, it describes how to add new currencies exchange rates, edit or delete existing rates, and search for them.

#### 5.1 Accessing the Currency Rates Section

The *Currency Rates* section can be accessed at Settings  $\rightarrow$  Data Management  $\rightarrow$  Currency Rates (Figure 1).

Once you access the *Currency Rates* section, you will be presented with the list of all currency exchange rates recorded for the application (Figure 9). Moreover, the currency exchange rates will be organized into groups according to the year/quarter that they denote.

**Note:** All amounts in this section quote the currency exchange rates to 1 US Dollar.

User Management         Personal           2006         2006/II         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2006/II         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2006/IV         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2006/IV         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2005/IV         1.347         0.3771         66.7535         1.1481         8.0595         2.37952         6.2359         5.7723	Data Management		Currency Rate	es															O New
User Management         Personal         User Management         User Management </th <th></th> <th></th> <th colspan="15"></th> <th></th>																			
Personal              20061             1.347             0.377             66.753             1.481             8.059             23.795             6.2359             5.772             7.759             62.954             59.894             9.267.             1.441             9.128.             1.470.             1             2006///             2006///             1.47             0.377             66.753             1.481             8.059             23.795             6.2359             5.772             7.594             62.954             59.894             9.267.             1.44             9.128.             1.470.             1             2006///             2006///             1.47             0.377             66.753             1.481             8.059             23.7952             62.359             5.772             7.594             62.954             59.894             9.267.             1.44             9.128.             1.470.             1             7.00             2006///             1.44             9.137             66.753             1.481             8.059             23.7952             62.359             5.772             7.594             62.954             59.894             9.267.             1.44             9.128.             1.470.             1              2005///             1.44             9.377             66.753             1.481             8.059             23.7952             62.359             5.772             7.594             62.954             59.894             9.267.             1.44             9.128.             1.470.             1          2005///             1.43             9.377             6.753             1.48             8.059             2.7952             6.239             5.772             7.594             62.954             59.894             9.267.             1.44             9.128.             1.470.             1             2005///             1.437             0.377	ē.		2006	AUD \$	BHDn	BDT	CADS	CNY	CZKK	DKK ki	EGP£	HKD	<b>ISK</b> ki	PKRB	IDRR	XDR	IRR J	IQD C	JPY
* 2000/1       1.347       0.371       66.7535       1.1481       8.0595       23.7952       62.359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2006/11       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       62.359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2006/11       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2005/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2005/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2005/11       1.347 <td< td=""><td></td><td>*</td><td>0.000</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>		*	0.000																
* 2006/III       1.347       0.377       66.753       1.1481       8.059       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         * 2006//V       1.47       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470       1         2005//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2005//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005//I       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005///       1.347       0.3	ersonal																		
* 2006//V       1.347       0.377       66.753       1.148       8.059       23.795       6.239       5.773       7.7594       62.954       59.8946       9.267.       1.441       9.128.       1.470.       1         Volspan="4">2005//         * 2005//       1.347       0.377       66.753       1.1481       8.059       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470       1         * 2005///       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005///       1.347       0.3771       66.7535       1.1481       8.059       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005///       1.347       0.3771       66.7535       1.1481       8.059       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1			A 2006/II	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	60	9,267	1.441	9,128	1,470	118.5
2005         2005         1.347         0.377         66.753         1.148         8.059         23.795         6.2359         5.7723         7.7594         62.9545         9.8946         9.267.         1.441         9.128.         1.470.         1           2 2005/11         1.347         0.377         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         9.8946         9.267.         1.441         9.128.         1.470.         1           2 2005/11         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         9.8946         9.267.         1.441         9.128.         1.470         1           2 2005/11         1.347         0.3771         66.7535         1.1481         8.059         2.37952         6.2359         5.7723         7.7594         62.9545         9.8946         9.267         1.441         9.128         1.470         1           2004/1         1.347         0.3771         66.7535         1.1481         8.059         2.37952         6.2359         5.7723         7.7594         62.9545         9.8946         9.267			× 2006/III	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470	118.5
* 2005/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2369       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005/1/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005/1/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2005/1/1       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         * 2004/1       1.347				1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470	118.5
* 2005/II       1.347       0.377       66.753       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         * 2005/II       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         * 2005/IV       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         2005/IV       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470       1         2004/I       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2004/I       1.347       0.3771 <td></td> <td></td> <td>2005</td> <td></td>			2005																
* 2005/III       1.347       0.3771       66.753       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         * 2005/IV       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470.       1         2004//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267.       1.441       9.128.       1.470       1         2004//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2004//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9.267       1.441       9.128       1.470       1         2004//I       1.347       0.3771 </td <td></td> <td></td> <td></td> <td>1.347</td> <td>0.3771</td> <td>66.7535</td> <td>1.1481</td> <td>8.0595</td> <td>23.7952</td> <td>6.2359</td> <td>5.7723</td> <td>7.7594</td> <td>62.9545</td> <td>59.8946</td> <td>9,267</td> <td>1.441</td> <td>9,128</td> <td>1,470</td> <td>118.5</td>				1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470	118.5
* 2005//V       1.347       0.377       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9,267.       1.441       9,128.       1,470.       1         2004//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9,267.       1.441       9,128       1,470       1         * 2004//       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9,267       1.441       9,128       1,470       1         * 2004//I       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9,267       1.441       9,128       1,470       1         * 2004//I       1.347       0.3771       66.7535       1.1481       8.0595       23.7952       6.2359       5.7723       7.7594       62.9545       59.8946       9,267       1.441       9,128       1,470       1				1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470	118.5
2004         2004/l         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2004/ll         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1			£ 2005/III	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470	118.5
2004         2004/l         1.347         0.377         66.753         1.148         8.059         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1           2004/ll         1.347         0.3771         66.7535         1.1481         8.0595         23.7952         6.2359         5.7723         7.7594         62.9545         59.8946         9.267         1.441         9.128         1.470         1				1.347	0.3771	66.7535	1.1481	8.0595	23,7952	6.2359	5,7723	7,7594	62.9545	59.8946	9.267	1.441	9.128	1.470	118.5
★ 2004/II 1.347 0.3771 66.7535 1.1481 8.0595 23.7952 6.2359 5.7723 7.7594 62.9545 59.8946 9.267 1.441 9.128 1.470 1			2004																
			/ 2004/1	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1,441	9,128	1,470	118.5
			/ 2004/11	1 347	0 3771	66 7535	1 1481	8 0595	23 7952	6 2359	5 7723	7 7594	62 9545	59 8946	9 267	1 441	9 128	1 470	118.5
																			118.5
			<	1 447			1.1481	8.0595	23.7952	6 7359	57773	7 7544	67 9545	SU XUAN	4 7h7	1 441	<b>4</b> 128	1 470	1185

Figure 9: Currency Rates Section

The information displayed on the screen for each currency rate includes the following:

Column Name	Description
	By clicking this icon, you can edit the currencies rate values for
Edit Icon	the selected year/quarter. For more details, see Editing Currency
	Rates.



	This is a period of time that the selected currency rate is related
	to.
Year/Quarter	
	Note: The table holds only the years and quarters for which there
	exist data.
	This is the list of currencies used in the <i>PSID Lesotho</i> application.
Curropov	The currency names are represented with a three-letter acronym.
Currency	However, upon the mouse-over event, the full name of the
	currency will be displayed.

#### 5.2 Adding a Currency Rate

In order to add a currency rate, follow the steps below:

 Click the New button found at the top right corner of the screen (Figure 10). The Add Currency Rates data entry form will open (Figure 11). Please note that you will be able to add currency rates only for the year/quarter that holds no data recorded for it. Otherwise, you will have to edit the respective year/quarter data to introduce any changes in the currency rates recorded or fill in the missing information. For more details, see <u>Editing Currency Rates</u>.

Data Management Categories	_	Currency Rates														O New					
Currency Rates		Search	AUD'S BHD	n BDT3	CADS	CNY 7	СЛКК	DKKki	EGP	HKD	ISKk	PKRB	IDRR	XOR	نIRR	IQDE					
ser Management	•	AUD\$ BHD n BDT% CAD\$ CNY# CZKK DKK% EGP& HKD# ISK% PKR# IDRR XDR I 2013											1								
Personal	•																				
																	-				
		× 2013/III																			
		2012															d				
			0.93														1				
		2011	0.00														d				
		✓ 2011/I	0.99	1				1	-					1			1				
		✓ 2011/II	0.94																		
		/ 2011/11	0.97																		
			0.99																		
		2010																			
			1.1																		
			1.17	m												,					
			its in this sectio		urrency ex	change ra	tes to 1 U.S	S. Dollar.													

Figure 10: Add Button in the Currency Rates Section

- 2. Specify the period to provide the currency rates for by selecting the corresponding **Year** and **Quarter** from the drop-down lists.
- 3. Provide the currency rates for the selected period. Please note that you can enter up to four digits after the decimal symbol.

**Note:** The currency rates displayed in the table hold five digits. If the currency rate holds more than five digits, the extra digits will be replaced with dots (...). However, you can hover the mouse upon a currency rate, and the tooltip will display it in the full.

- Local Administrator | About | Help | support@synisys.com **PSID LESOTHO** \Xi Dashboard 📓 Portfolio Donor C Settings Currency Rates New Categories Search Currency Rates AUD\$ BHDn BDT1 CAD\$ CNY7 CZKK DKKki EGP£ HKD7 ISKki PKR8 Add Currency Rates User Management 2013 2014 · 2014/I Personal A 2013/I AUD 0.94 / 2013/11 BHD £ 2013/III # 2013/IV BDTt 2012 CAD \$ / 2012/1 0.93 2011 CNY 5 A 2011/I 0.99 сакк / 2011/11 0.94 0.97 £ 2011/III DKKk # 2011/IV 0.99 2010 Save Cancel £ 2010/I 1.1 1.17 (j) All amounts in this section quote the currency exchange rates to 1 U.S. Dollar Copyright © 2014 Synergy International Systems, Inc. All rights reserved
- 4. Click the **Save** button to save the information input.

Figure 11: Adding Currency Rates

## 5.3 Editing Currency Rates

In order to edit the currency rates already recorded for a definite period, follow the steps below:

- 1. Select the year/quarter to edit the currency rates for.
- 2. Click the **Edit** icon to the left of the selected year/quarter. The currency rates for the selected period will display (Figure 12).
- 3. Make the required changes.
- 4. Click the **Save** button to apply the changes made.

After making changes to the currency rates, you can define whether you want to perform recalculation over the older data according to the new rates provided.



ata Management alegories		Currency Rates														O New				
Currency Rates		Search		BHDn	BDT	CAD	\$	CNY 7	CZKK	DKKka	EGP£	HKD	ISKki	PKRB	IDRR	XDR	اRR	IQD S		
ser Management		2005														•				
ersonal	,		5/1 1.347	0.3771	66.7535	1.14	81	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		0		2			1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		12	005/2005/	ļ		10-50	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		12	AUD \$		1.347		1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		200	BHDn		0.3771	E														
		12					1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		12	BDT		66.7535	5	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		et 2	CAD \$		1.1481	ī l	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		12					1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		200	CNY 7		8.0595	5														
		12	СZКК		23.7952	2	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9, <mark>1</mark> 28	1,470	L	
		J# 2	DKKki		6 0050	-	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9, <mark>1</mark> 28	1,470		
		12	DKKK		6.2359		1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9,267	1.441	9,128	1,470		
		12	EGP€		5.7723	-	1	8.0595	23.7952	6.2359	5.7723	7.7594	62.9545	59.8946	9.267	1.441	9.128	1.470	+	
		G) A		Save	Cano	cel	excl	hange ra	les to 1 U.S	S. Dollar.										

Figure 12: Editing Currency Rates

#### 5.4 Searching for a Currency Rate

The list of currency rates can be long and hard to browse in. This is the reason why the option of searching for a currency rate has been designed in the *Currency Rates* section. It is intended for locating the appropriate currency rate for the selected year and quarter easily and instantly.

In order to search for a definite currency rate for the selected year and quarter, you need to enter the year (and quarter) in the search box above the *Currency Rates* table. The results returned will display the currency rates that match the search criteria.

#### 5.5 Expanding / Collapsing Currency Year Group

The Currency Rates section can hold almost unlimited quantity of data related to different periods of time, thus making the section hard to work in. To avoid this problem as well to provide the users with an environment where they can easily drill down the wealth of information to focus on the data that they are looking for, the option for collapsing/expanding the year groups has been designed.

In order to expand/collapse a definite year group, i.e. to show/hide the data (quarter) rows associated with the group, you need to scroll right to the end of the year row and click the **Expand/Collapse** icon. The selected year group will be shown/hidden.



ata Management		Currency Rate	es														1	New
Categories		Search																
urrency Rates		Courter	AUD\$	BHDn	BDT	CAD \$	CNY 7	СΖКК	<b>DKK</b> ki	EGP£	HK	RUB	EUR€	GBP	HUFF	PLZ	ROL	LSL
lser Management		2005										V						10. •
ersonal	•	A 2005/I	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.759	9.2552	0.7773	0.5724				
		A 2005/II	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	2552	0.8196	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	.2552	0.8193	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.75	28.2552	0.8405	0.5724				
		2004																0
		A 2004/I	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7:	28.2552	0.7995	0.5724				
		£ 2004/II	1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.759	3.2552	0.8229	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	2552	0.8227	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	.2552	0.7796	0.5724				
		2003																E
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7	28.2552	0.9334	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7.	28.2552	0.8877	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.759	1.2552	0.888	0.5724				
			1.347	0.3771	66.7535	1.1481	8.0595	23.7952	6.2359	5.7723	7.7594	2552	0.852	0.5724	m			-
		<ol> <li>All amour</li> </ol>	nts in this	s section q	uote the cu	rrency ex	change ra	tes to 1 U.S	. Dollar.									

Figure 13: Expanding / Collapsing Year Group



#### 6. REFERENCES

Please refer to the following PSID Lesotho related documents:

- PSID Lesotho Analytical Interface User Manual
- PSID Lesotho User Management Administrator's Guide
- PSID Lesotho Project Application User Manual
- PSID Lesotho Sector Application User Manual
- PSID Lesotho Donor Application User Manual