

Data Manager Manual

2016

DHMT, Tonkolili, Sierra Leone – MSF UK – MSF OCA

Contacts:

Epidemiologist, MSF OCA
magburaka-epi@oca.msf.org

Manson Unit, MSF UK
gis.mansonunit@london.msf.org

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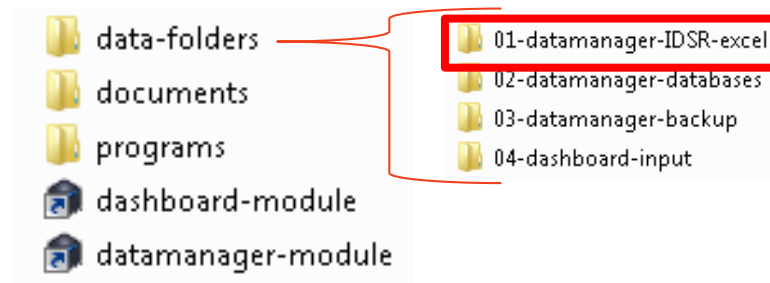
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Workspace Setup

Choose a folder to set your workspace, something like: “D:\Tonkolili-Dashboard” is a good example, we will assume in the following that it is where you set it up. A shortcut can then be set to access this workspace easily from your desktop.

Copy the training files to your workspace. When you open “D:\Tonkolili-Dashboard” in the Windows Explorer you should then see the following:

You should store a copy of the last IDSR excel file each week in the corresponding folder: “01-datamanager-IDSR-excel”.



In “data-folder” are stored all the data files. You should store a copy of the last IDSR excel file each week in the corresponding folder: “01-datamanager-IDSR-excel”.

Verify you have at least one excel file in this folder and then use the “datamanager-module” shortcut to launch the first module.

If you ever experience any unexpected behaviour, you can first try to relaunch the Data Manager using the following button on the top left or right corner:



Step 1: Open or Create a Database

Once the Data Manager is launched, the first step is to open an existing database pressing the left button or creating and opening a new database pressing the right button.

Step 1: Open or Create a database



In both cases, a window will open asking you to select your existing database or to give a name to your new database. A good name is for example 'tonkolili-database-v1'.

Once you selected or created a database, the screen should update from:

Currently opened database:

No database opened

To:

Currently opened database:

Database name: tonkolili_database_v1.json | Containing: 0 records

You can now proceed to the next step.

Step 2: Add, Update or Delete data in the database

Repeat the process as many times as necessary to enter all the available data to your database. You should obtain a table similar to the following one:

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
2015
2016	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

To check the data you entered for each epi-week, you can clic “Show more...”, the following will appear:

[Show less...](#)

```
"epiweek": "2016-01",  
"recordnum": 345,  
"createdate": "2016-04-21T12:36:34.337Z",  
"lastupdate": "2016-04-21T12:36:34.337Z",  
"source": "WEEK 1 REPORT 2016 UPDATED.xlsx"
```

For each epi-week you will have a record containing, the epi-week, the number of records, the date it has been created, the date it has been last updated and the name of the excel file that has been used to add data for this epi-week. Thus can help spotting errors during the data importation.

Once you have added all the data available to your database, you can proceed to the next step.

Step 3: Export an image of the database to the Dashboard

You can now export an image of your database in a format that is readable by the Dashboard Module by clicking once with the right button of your mouse the button: "Export database to csv..."

Step 3: Export an Image of the database to the Dashboard



A window will open asking you to choose a name for the file. A good name is: "database-name-version-wks-fisrt-epiwb-last-epiwb", for example: "tonkolili-databas-v1-wks-2015-43-2016-15".

You can now close the Data Manager Module.