CYSD-CBO-Monitoring

User Guide - Web Application

February 2018

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About this User Guide

This User Guide describes the features, benefits, workflow, and roles offered by the CYSD CBO Monitoring as well as the step-by-step guide to using the app.

Conventions:
The conventions used in this manual are:

CONVENTION	DESCRIPTION
Channel	Denotes process flow/instructions in Web App
Note:	Shows additional information about a step or concept. Notes are written in italics and contained in grey boxes.
UI Element	Used to describe on screen elements like buttons, drop-down lists, etc. The name of the elements is in bold, orange.
*	Fields in the tool screen shots marked with * are mandatory fields.
	Used to describe the flow of the steps.

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About CYSD CBO MONITORING: Introduction

Objective of the project is to provide CYSD with a monitoring tool where they are able to measure the capacity of the CBOs across dimensions. The following indicators have been finalized for the same

1. **Governance** : Whether the systems and procedures are in place: (MoA, AoA, bylaws, election/rotation of leadership)

2. **Administration**: whether the CBO follows the basic standards in its day to day functioning: (meeting minutes, quorum, frequency of meetings)

3. **Human Resource:** Whether the CBO has representation from all marginalised sections; whether its members are actively involved or not: (Gender balance, Education, Inclusion..)

4. **Financial Management:** Whether the CBO has set systems for financial management/transparency among members: (bank account, SOP for cash handling, vouchers, audit of transaction, sharing financial status in monthly/annual meeting)

5. **Effectiveness:** Programme/Activities undertaken: Whether the CBO is engaged in activities it was formed for? If yes, details of the activities…

Based on the answers to the questions under these indicators , the CBOs under the programme would be scored into three basic categories

Beginner : Score less than 60 %
Performing : Score between 60 – 80 %
Effective/mature : Score more than 80%
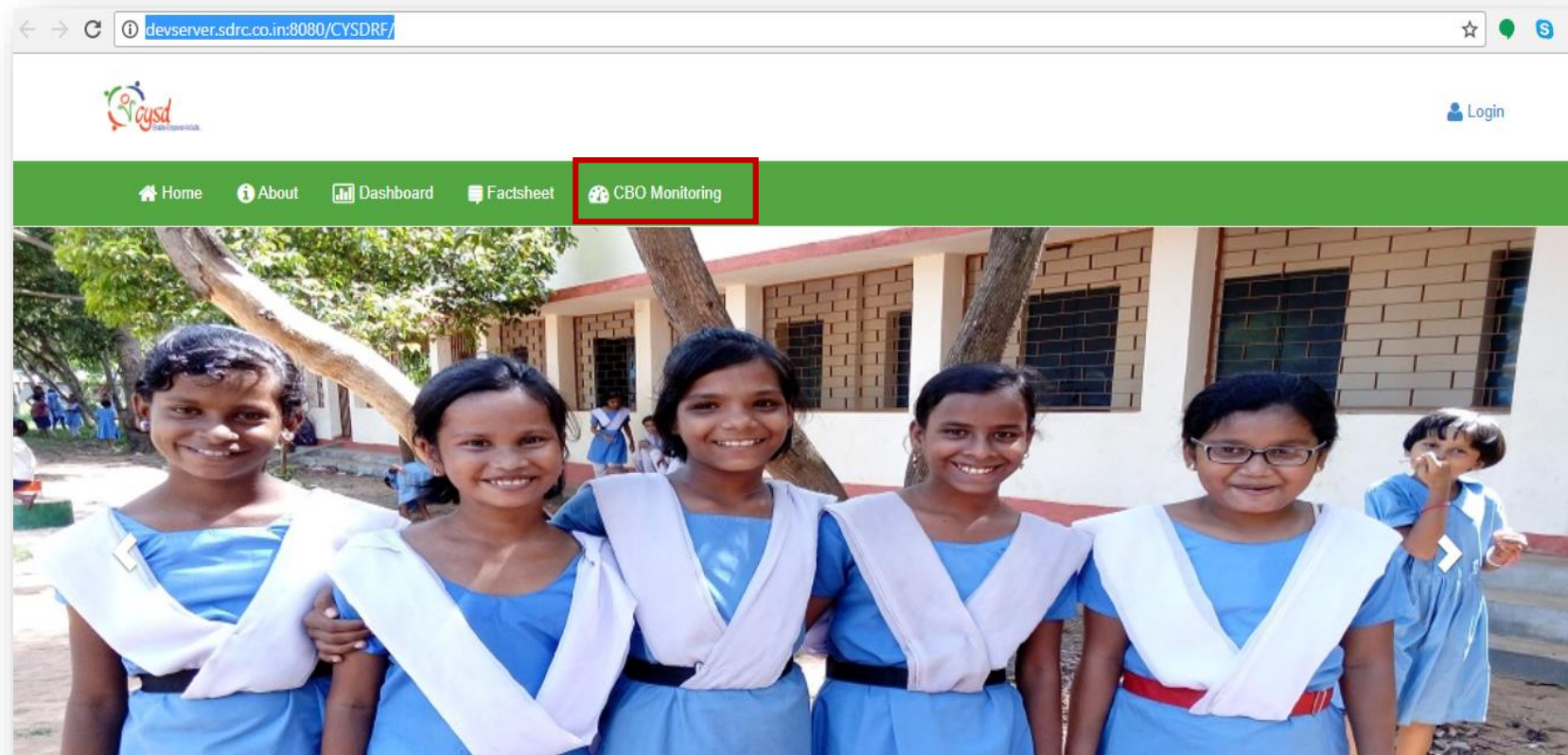
CYSD CBO Monitoring: Web App

Web App: Getting Started

Open CYSD CBO MONITORING : Access CYSD CBO MONITORING through Web

CYSD CBO MONITORING is available online for access through Web.

On your web browser, type http://devserver.sdrc.co.in:8080/CYSDRF/ and click

enter.

Click on CBO Monitoring in the Menu and

you will see the Login screen

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Web App: Login

Procedure to Login

- Enter Username and Password and click on Submit button.

Logging into the system enables you to view data
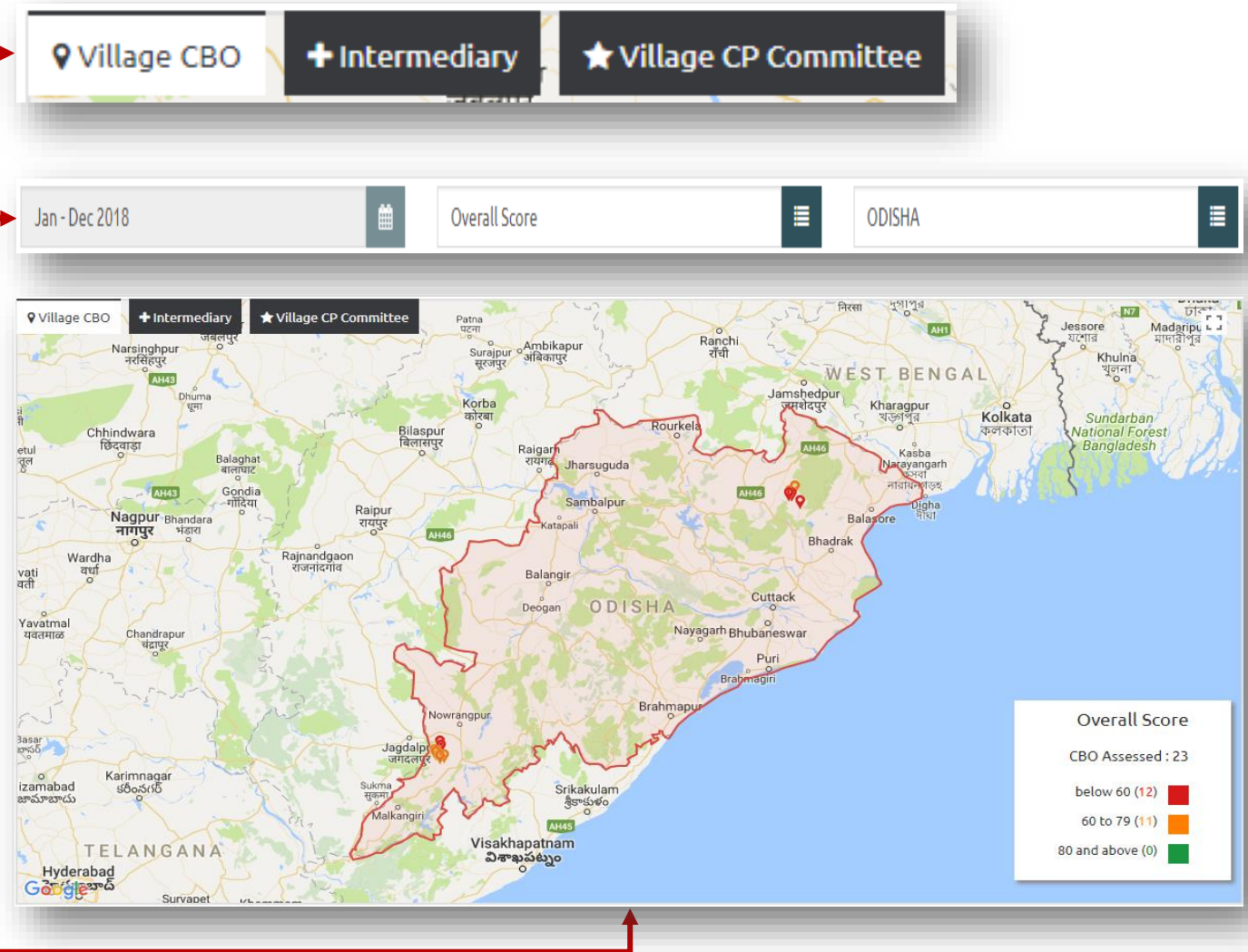
Web App: Data Visualization

Dashboard Functionalities

- Upon login user will be redirected to dashboard page

- You can see classification of CBO into three CBO type viz. Village CBO, Intermediary, Village CP Committee.

- The selected CBO type will be coloured white

- To see how the different CBO are performing in one particular time period, indicator, state/district.
  - First dropdown is for time period denoted by calendar button [icon] which is not clickable
  - Click on the second dropdown's burger button [icon], to select a indicator.
  - Click on the third dropdown's burger button [icon], to select a particular state/district.

- The Google map shows the values for all the CBO with colour coded pushpin according to secured value for the selected indicator, segregated in 3 different colours as per the legend mentioned in the bottom right.

Here in this image, Primary Generic CBO type is selected and Overall score is selected as the indicator and phase 1 is selected as the time period.

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Web App: Data Visualization

Dashboard Functionalities – Graphs

You can see the aggregated score of each indicator for a selected area in two different representation

- First is a spider graph representing how much area is covered by a indicator out of 100

- Second is tabular view were score secured is represented against each indicator in colour coded cell according to the score secured.
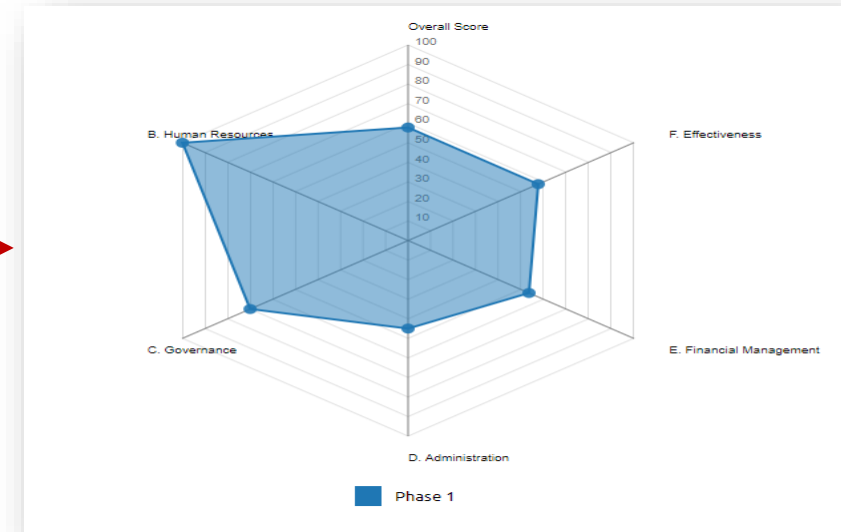
Here in this image, 'Primary Generic ' CBO type is selected and Odisha as area.

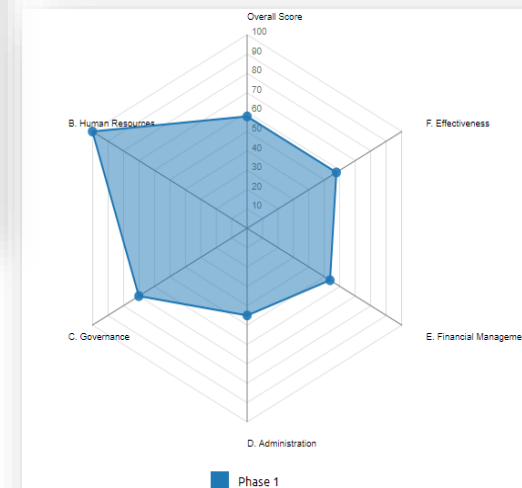| Indicator	Phase 1
Overall Score	57.8
B. Human Resources	100.0
C. Governance	70.0
D. Administration	45.0
E. Financial Management	53.6
F. Effectiveness	57.7

Web App: Getting Started

Dashboard Functionalities – Downloading Reports

- You can download both tabular view and spider representation in PDF and Excel format
    - In order to download in PDF click on PDF icon
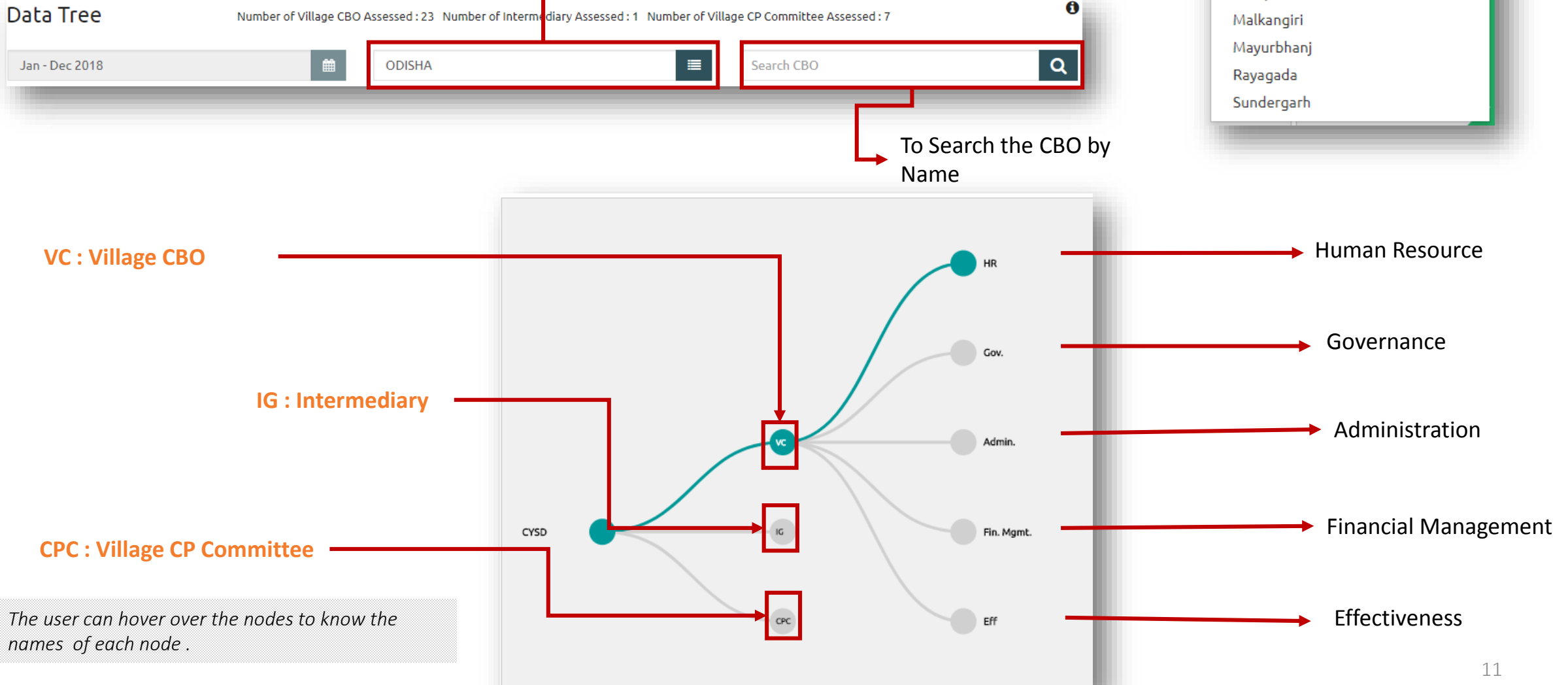   - In order to download in Excel click on Excel icon

- You can click on any one particular pushpin to see how that particular CBO is performing for different indicators in a spider chart and tabular view.

Indicator	Phase 1
Overall Score	57.8
B. Human Resources	100.0
C. Governance	70.0
D. Administration	45.0
E. Financial Management	53.6
F. Effectiveness	57.7

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# Web App: Data Tree Module – Understanding the Indicators

Select an area

Data Tree   Number of Village CBO Assessed : 23   Number of Intermediary Assessed : 1   Number of Village CP Committee Assessed : 7

Jan - Dec 2018

ODISHA

Search CBO

ODISHA
Bolangir
Kalahandi
Keonjhar
Khurda
Koraput
Malkangiri
Mayurbhanj
Rayagada
Sundergarh

To Search the CBO by Name

VC : Village CBO

IG : Intermediary

CPC : Village CP Committee

CYSD

VC

IG

CPC

HR — Human Resource

Gov. — Governance

Admin. — Administration

Fin. Mgmt. — Financial Management

Eff — Effectiveness

The user can hover over the nodes to know the names of each node .

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Web App: Data Tree Module – Selecting the indicators

User has to select the indicators for which he/she wants to analyse the scores

Once an indicator is selected , the scores for each of the CBOs will be displayed in colour coded bubbles based on the legend .
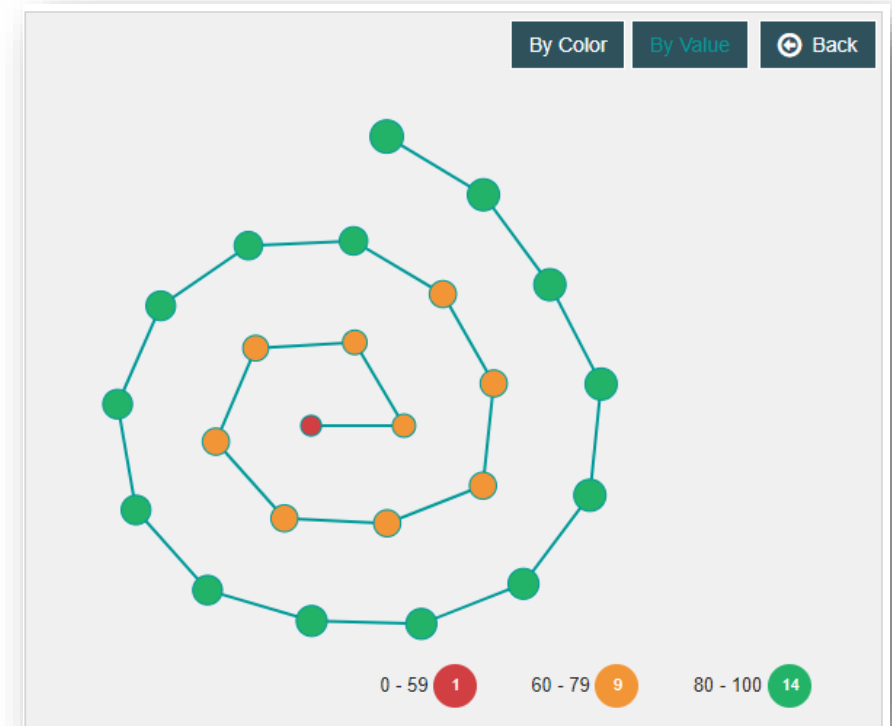
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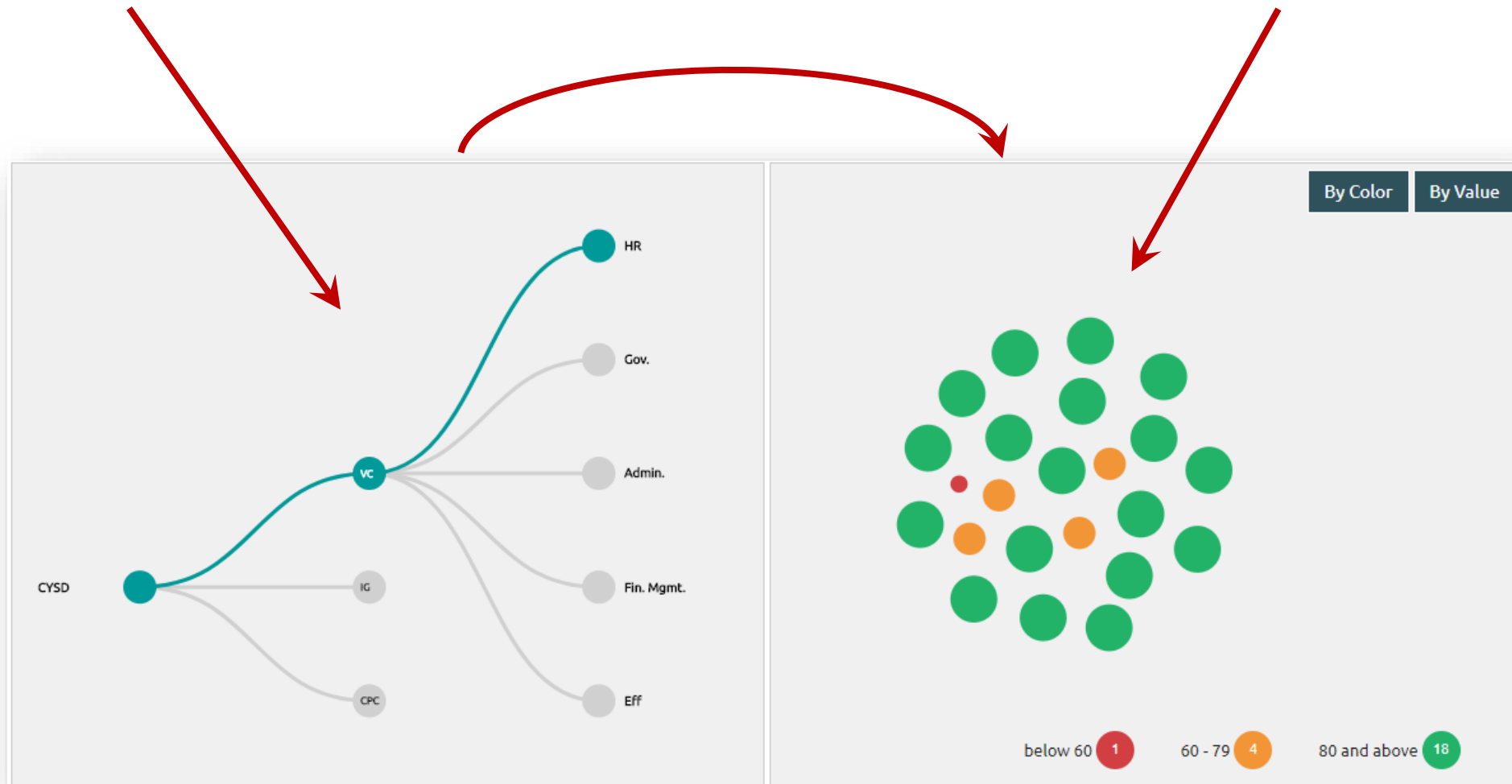
Web App: Data Tree Module – Display of Scores

The default display available for the user is **By Color**
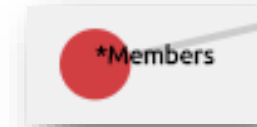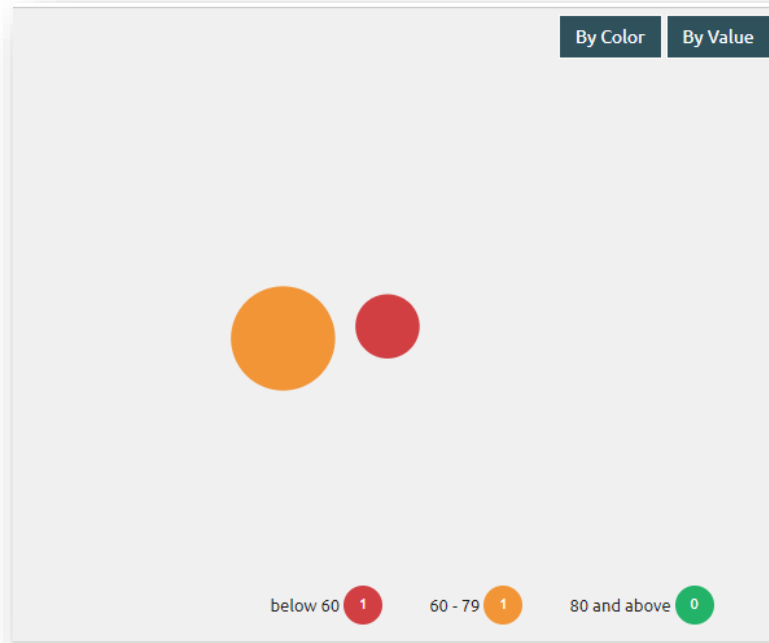Where each bubble represents a CBO, colour coded based on the scoring .
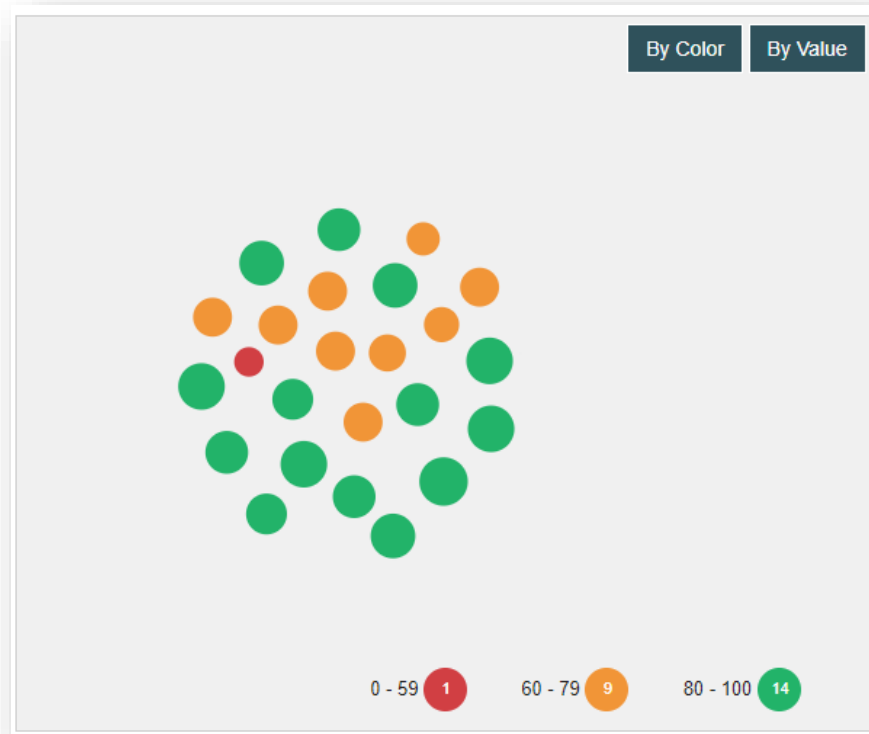
The user can select the display type **By Value** to view the scores of the CBOs in an ascending order with lowest at the centre
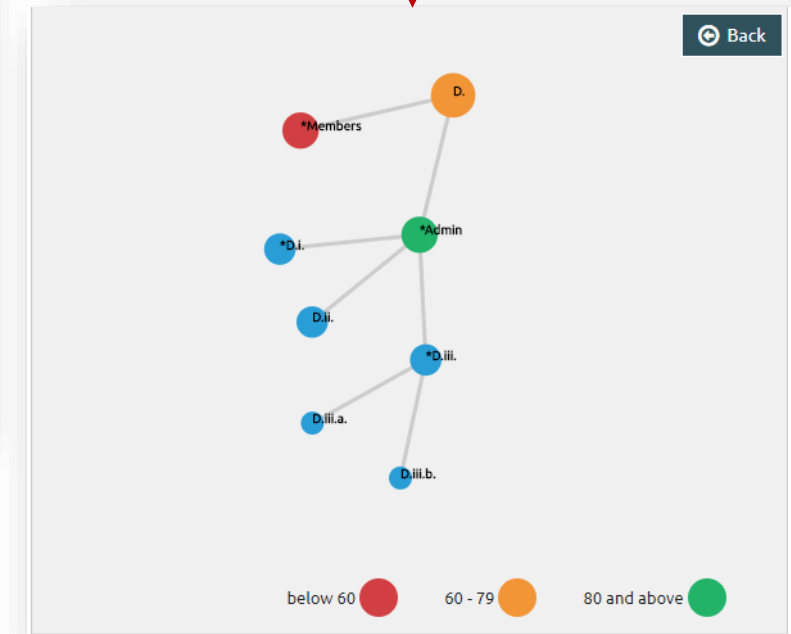

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Web App: Data Tree Module – Analysis of Scores

If the node is marked with a ***** then you can further drill down to its sub-question

The user can go back to the initial state by clicking on **Back** button.

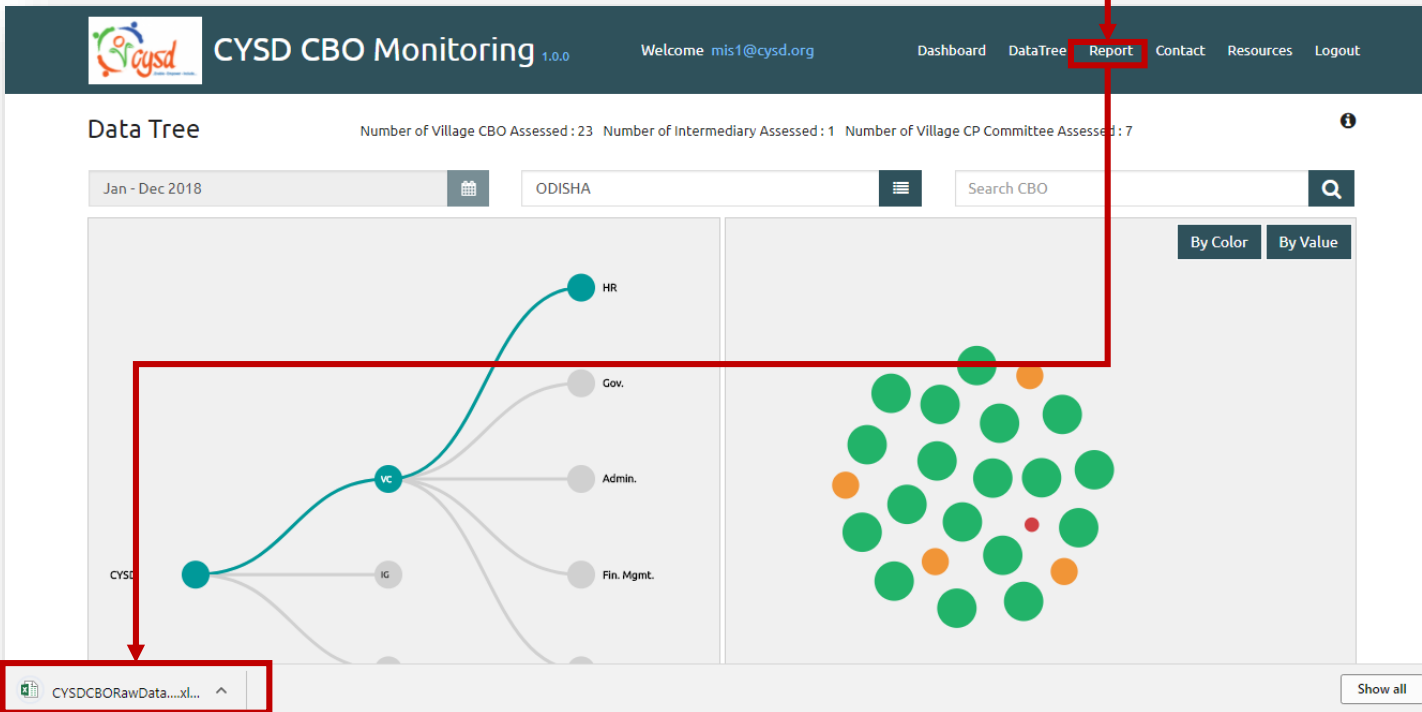On clicking the CBO bubble , it will drill down to the sub sections applicable and then to the response of the questions .

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Web App: Report Module

The user can download the raw data report by clicking on "Report" option in the menu .

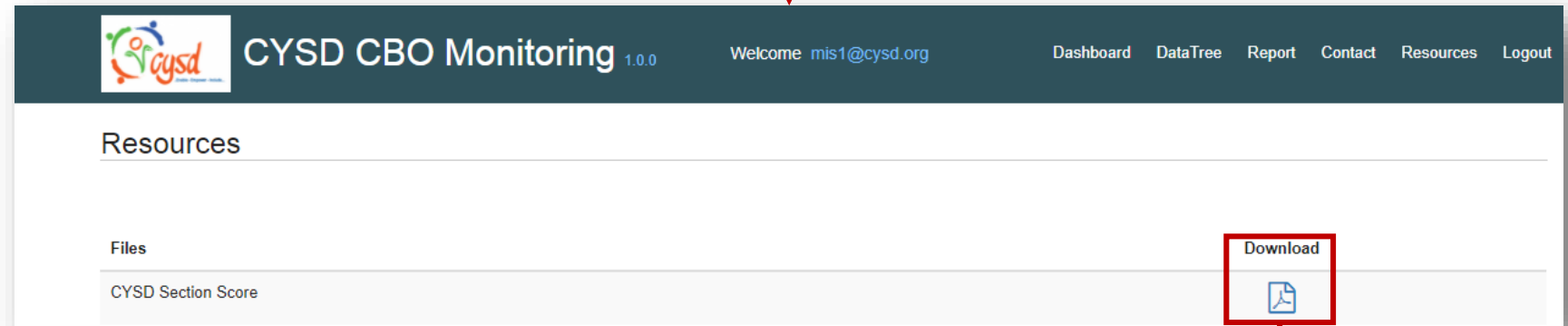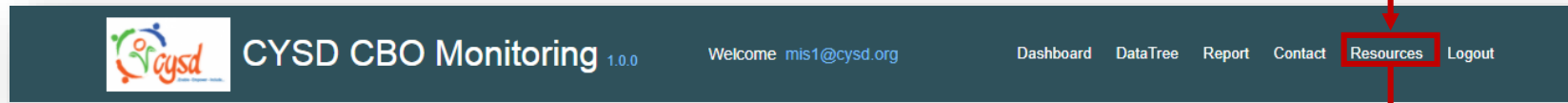The scores will be downloaded for all CBOS that have data in the system

Web App: Resources Module

Click on Resources menu to access the following files

- **CYSD Section Score :** This document will have all questions and the maximum score associated with it .

- User Manual

Click on the Download Icon to download the file

Thank You