



***USAID-ICAN***

***Dashboard System***

***User Manual***

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## Acronyms and Abbreviations

BI	-	Business Intelligence
HTML	-	Hypertext Markup Language
ICAN	-	Integrated Community Agriculture and Nutrition
ICT	-	Information and Communication Technology
IIS	-	Internet Information Services
IT	-	Information Technology
MB	-	Mega Bytes
SQL	-	Structured-Query-Language
UNC	-	Universal Naming Convention
URL	-	Uniform Resource Locator
USAID	-	United States Agency for International Development

## Introduction

USAID's Integrated Community Agriculture and Nutrition (ICAN) activity, implemented by Abt Associates Incorporated; and works with community groups to maximize economic opportunities for vulnerable households, stabilize their access to and consumption of diverse and nutritious diets, and increase social capital by reinforcing relationships among formal governance systems and communities. Through collaboration with the private sector and increasing the organizational capacity of partnering organizations, ICAN is laying the foundation for self-reliance in Uganda.

USAID/ICAN has enhanced their data system by developing an integrated online/web-based system designed to host all Activity data (Dashboard System). The web-based system embeds with the online system in which data collected from the field is stored to present data from the field in integrated dashboards for analysis by the Monitoring and Evaluation team at ICAN.

This user manual provides a step-by-step guide on how to use the dashboard system designed by Abt Associates.

# *Chapter 1*

## *Getting Started*

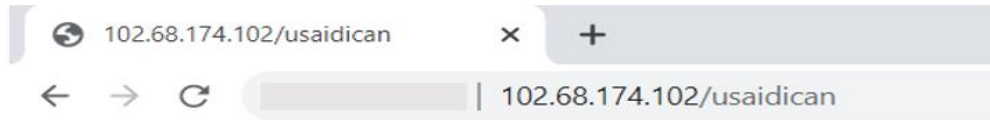


## 1. Getting Started

### 1.1 Log In

To access the dashboard system:

- Open your web browser from a desktop/laptop computer.
- In the URL address bar, type in the web address given to you by your System Administrator to access the application. For example;  
<http://102.68.174.102/USAIDICAN> (As shown in *Figure 1 below*)



*Figure 1:URL Address*

- If the address entered is correct, the Login window shown in *Figure 2 below* will be launched requiring you to sign in with your Email/Username and matching Password.

A screenshot of a login window titled "THE ICAN DASHBOARD SYSTEM". At the top center is a circular logo with a geometric pattern and the text "Abt ASSOCIATES" in red. Below the logo is the "SIGN-IN" heading. The login form consists of two input fields: "USERNAME / EMAIL" and "PASSWORD", both with black text boxes. Below these fields is a checkbox labeled "KEEP ME SIGNED IN". At the bottom of the form is a blue button labeled "SIGN IN". A red circle with the number "1" and an arrow points to the "SIGN-IN" heading.

*Figure 2:Login Window*



### **To login to the dashboard system:**

- Enter your Username/Email in the username field provided.
- Enter your password associated with the Username/Email entered in the username field.
- After entering both the Username/Email and Password, click on the ***Sign In*** button.

**Note:** Usernames/Emails and Passwords are case sensitive and any difference in the characters will render the Signing in to the system unsuccessful.

Therefore, whatever is entered in the Username/Email and Password fields should be exactly the same as what was registered with initially at the time an account on the system was created.

## **1.2 Login Security Features**

### **1.2.1 Failed Login Attempts**

This security feature locks out a user from accessing the system if he/she has reached a defined number of failed (unsuccessful) log in attempts. It helps to prevent unauthorized users from trying random passwords to break into the system.

In case the number of failed login attempts is reached; the user gets a message alerting them that their account has been deactivated and they should contact the System Administrator to re-activate the account.

## *Chapter 2*

### *Using the system*

## 2 Using the System

This section provides a detailed description and operation of the different system modules.

### 2.1 Indicator Dashboards

This is the main module that contains all the generalization of the KPI (Key Performance Indicators) in USAID-ICAN. The generalizations include:

- General Indicators
- Livelihood Indicators
- Nutrition Indicators
- Governance Indicators
- Education Indicators
- Environment Indicators

Each of the generalizations consists other sub modules that represent a particular set of indicators as they are described by ICAN. The following sections provide a description of how to go about the sub modules.

#### 2.1.1 General Indicators

This indicator provides a general overview of the ICAN areas of operation and the population ICAN works with in the areas where ICAN activities do take place.



Figure 3: General Indicators Module

The general indicators category is sub divided into two sub categories namely:

### 2.1.1.1 Where We Work

The sub category provides a map showing which regions and districts ICAN activities are in operation as shown in **Figure 4 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by **1** in **Figure 3 above**) -> **General Indicators** (Represented by **2** in **Figure 3 above**)-> **Where We Work** (Represented by **3** in **Figure 3 above**).

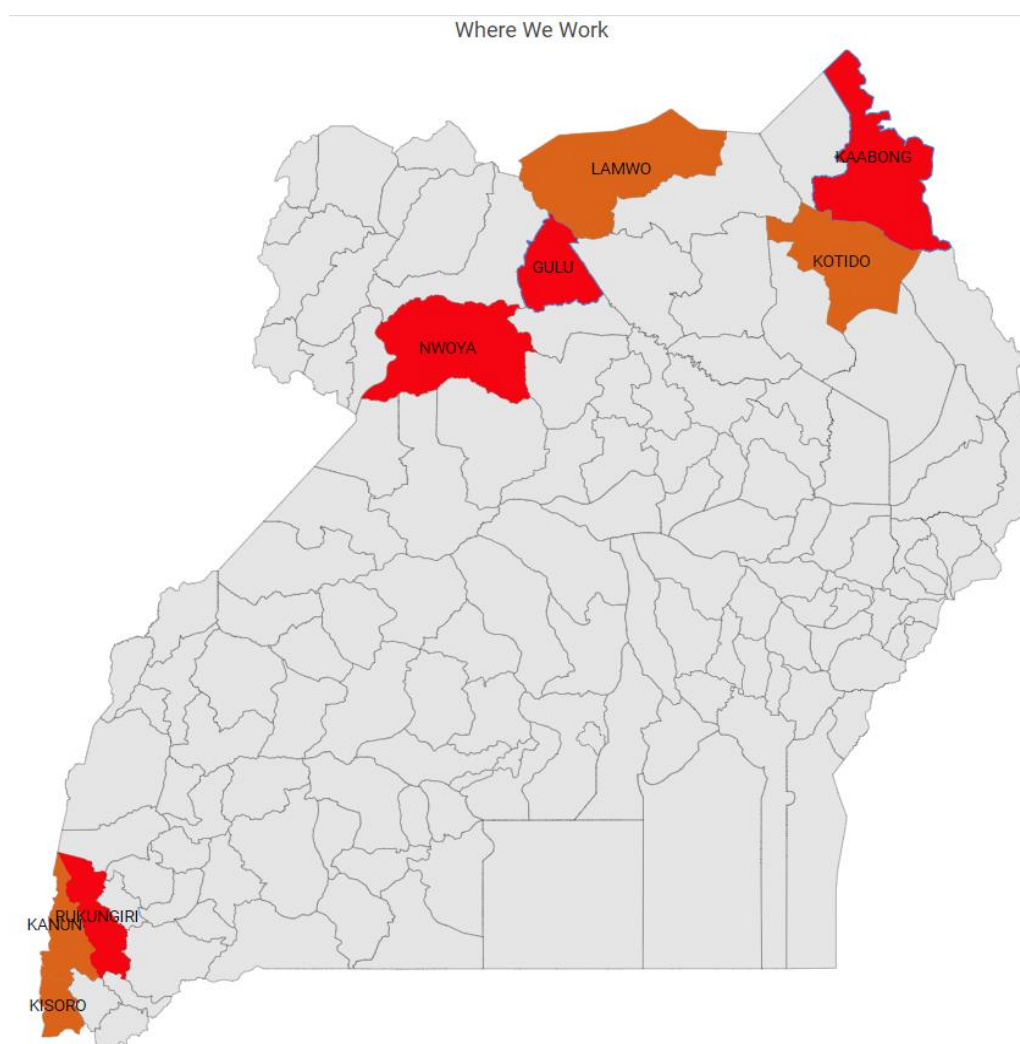


Figure 4: Where We Work

### 2.1.1.2 ICAN Population

The sub category provides statistical graphs of population distribution in ICAN supported areas. It provides a graphical analysis of population in the different regions, districts and subcounties as shown in **Figure 5 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by **1** in Figure 3 above) -> **General Indicators** (Represented by **2** in Figure 3 above)-> **ICAN Population** (Represented by **4** in Figure 3 above).

❖ **Note:** The parameters - **Region, District and Subcounty** (Represented by **1** in Figure 5 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific Region like Acholi.

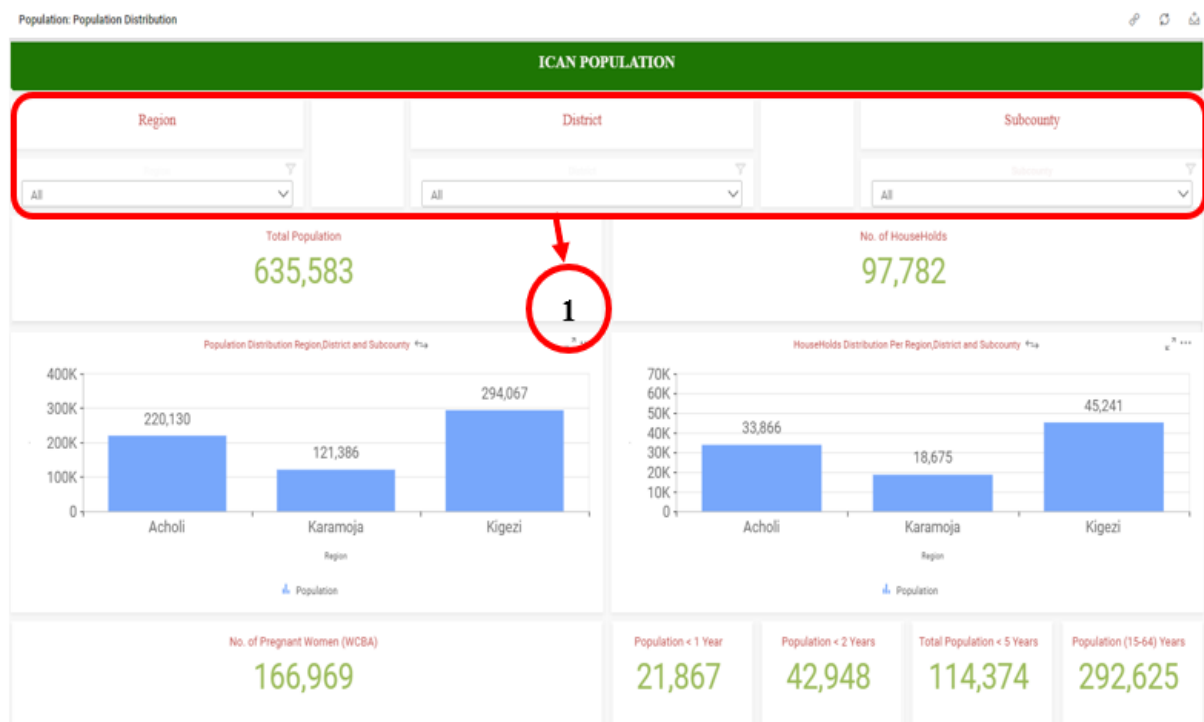


Figure 5:ICAN Population Dashboard

## 2.1.2 Livelihood Indicators

This indicator provides a general overview of all USAID-ICAN KPI's that have been grouped as Livelihood Indicators.

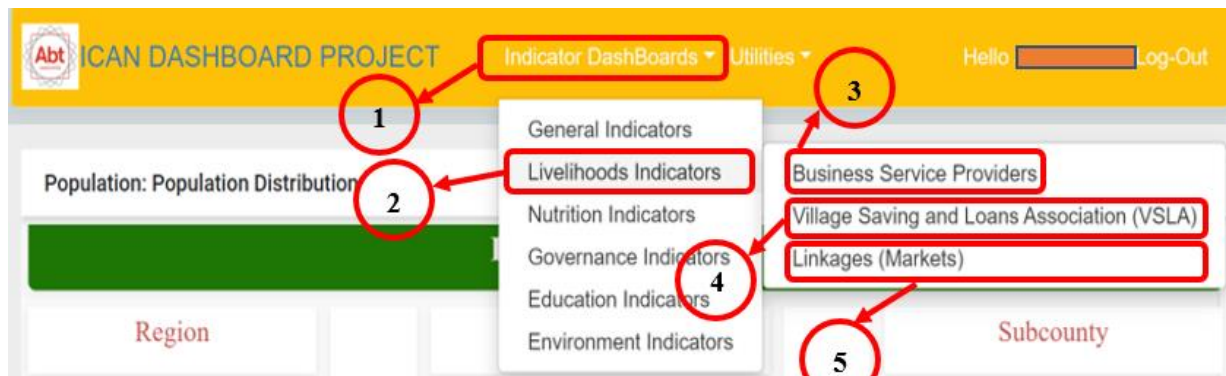


Figure 6: Livelihood Indicators Module

The livelihood indicators category is sub divided into three sub categories namely:

#### 2.1.2.1 Business Service Providers

The sub category consists of all Indicators that are grouped under the Business Service Providers category as shown in *Figure 7 below*.

To access this module, click on the *Indicator Dashboards Menu (Represented by 1 in Figure 6 above)* -> *Livelihood Indicators (Represented by 2 in Figure 6 above)* -> *Business Service Providers (Represented by 3 in Figure 6 above)*.

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month (Represented by 1 in Figure 7 below)** enable the system user to filter out only that information they need. For example; one might filter out by a specific District like Rukungiri.

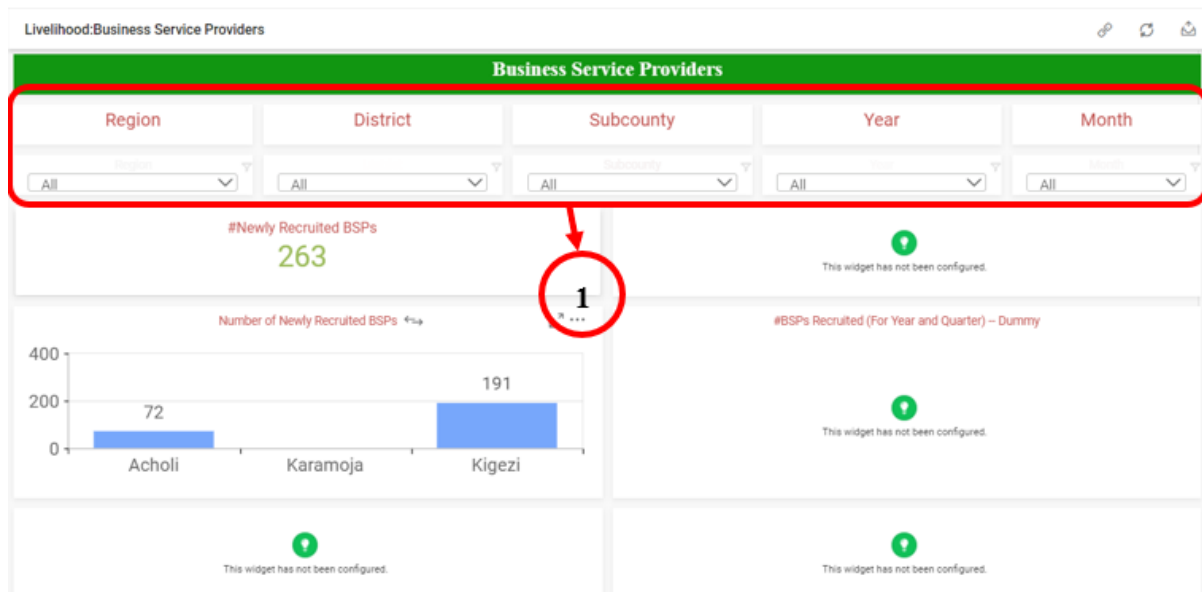


Figure 7: Business Service Providers Dashboard

### 2.1.2.2 Village Savings and Loans Association (VSLA)

The sub category consists of all Indicators that are grouped under VSLA as shown in **Figure 8 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by 1 in Figure 6 above) -> **Livelihood Indicators** (Represented by 2 in Figure 6 above)-> **Village Saving and Loan Association** (Represented by 4 in Figure 6 above).

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (Represented by 1 in Figure 8 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific District like Rukungiri.

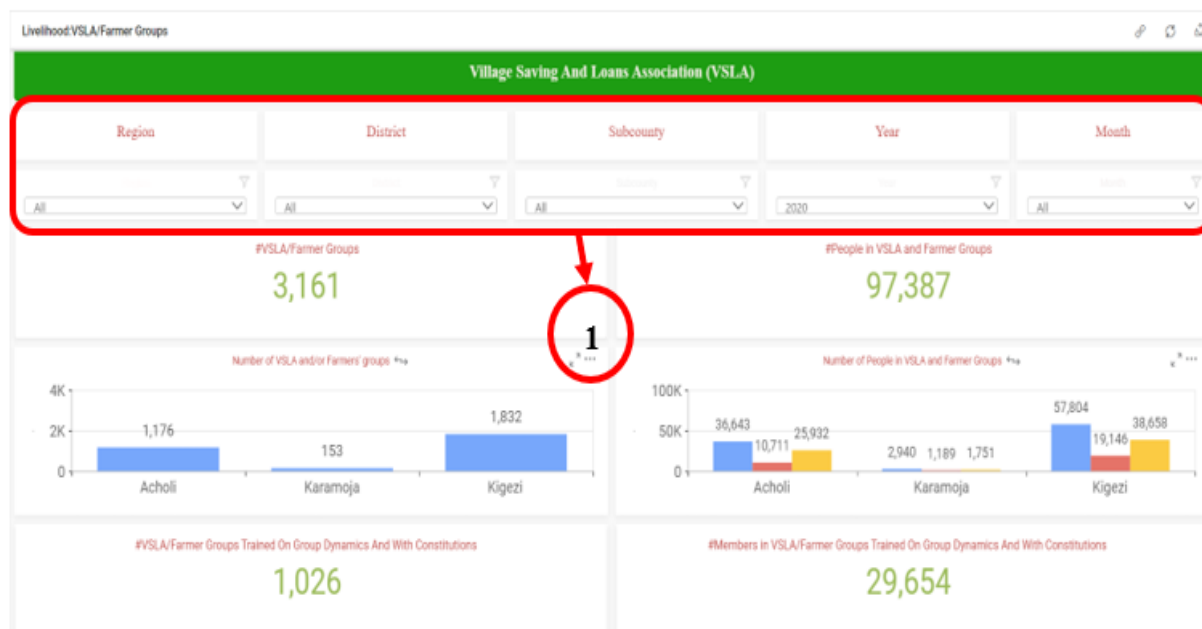


Figure 8: Village Saving and Loan Association (VSLA) Dashboard

### 2.1.2.3 Linkages (Markets)

The sub category consists of all Indicators that are grouped under Linkages as shown in **Figure 9 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by **1** in **Figure 6 above**) -> **Livelihood Indicators** (Represented by **2** in **Figure 6 above**)-> **Linkages (Markets)** (Represented by **5** in **Figure 6 above**).

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (Represented by **1** in **Figure 9 below**) enable the system user to filter out only that information they need. For example; one might filter out by a specific District like Rukungiri.



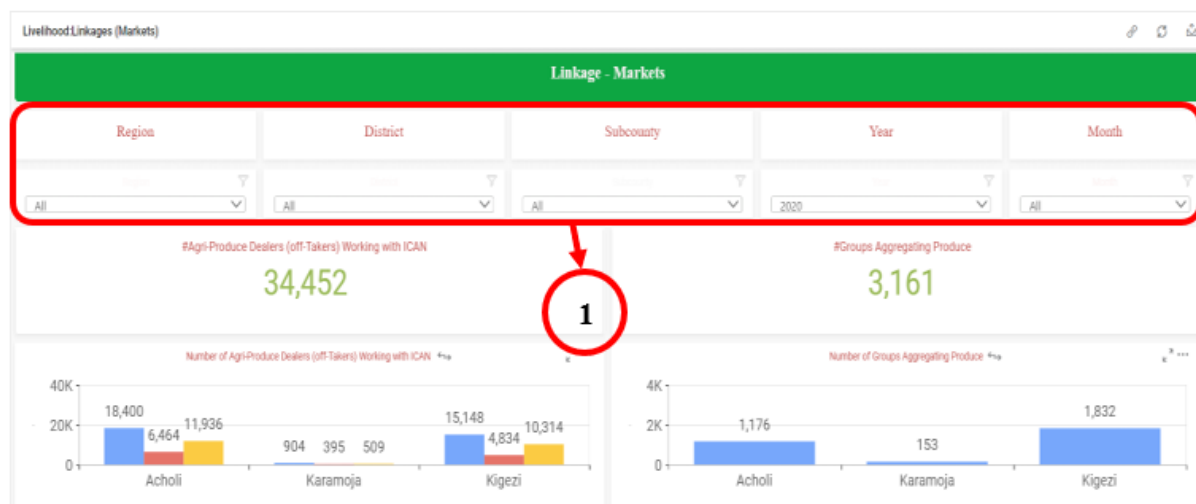


Figure 9: Linkages (Markets) Dashboard

### 2.1.3 Nutrition Indicators

This indicator provides a general overview of all USAID-ICAN KPI's that have been grouped as Nutrition Indicators.

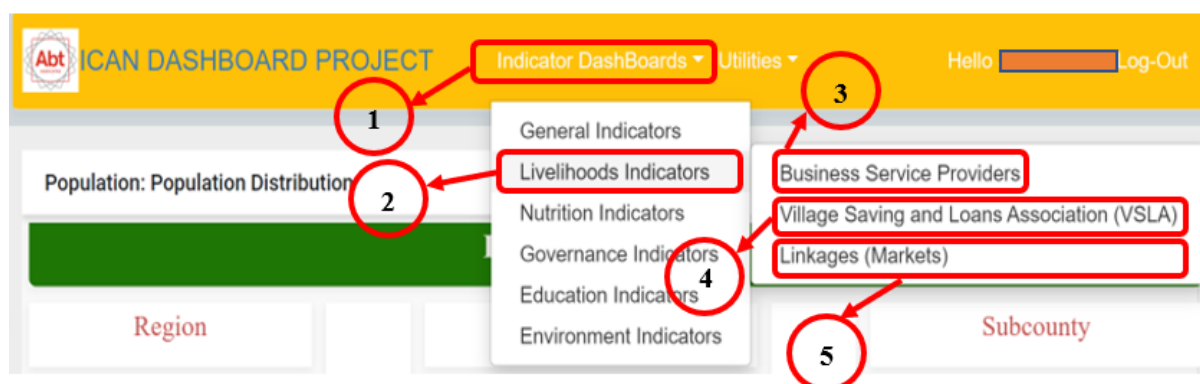


Figure 10: Nutrition Indicators Module

The nutrition indicators category is sub divided into three sub categories namely:

#### 2.1.3.1 MIYCAN Groups

The sub category consists of all Indicators that are grouped under the Business Service Providers category as shown in *Figure 11 below*.

To access this module, click on the *Indicator Dashboards Menu (Represented by 1 in Figure 10 above)* -> *Nutrition Indicators (Represented by 2 in Figure 10 above)*-> *MIYCAN Groups (Represented by 3 in Figure 10 above)*.

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (*Represented by 1 in Figure 11 below*) enable the system user to filter out only that information they need. For example; one might filter out by a specific Year like 2020.

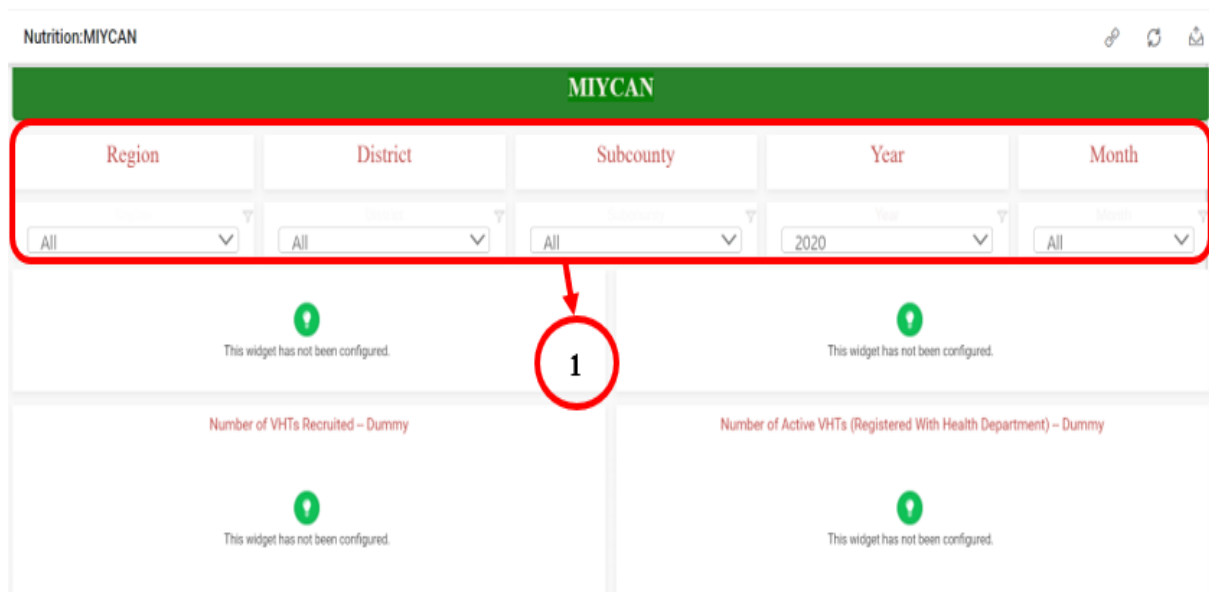


Figure 11:MIYCAN Groups Dashboard

### 2.1.3.2 Nutrition Training

The sub category consists of all Indicators that are grouped under the Nutrition Training category as shown in *Figure 12 below*.

To access this module, click on the *Indicator Dashboards Menu* (*Represented by 1 in Figure 10 above*) -> *Nutrition Indicators* (*Represented by 2 in Figure 10 above*)-> *Nutrition Training* (*Represented by 4 in Figure 10 above*).

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (*Represented by 1 in Figure 12 below*) enable the system user to filter out only that information they need. For example; one might filter out by a specific Year like 2020.

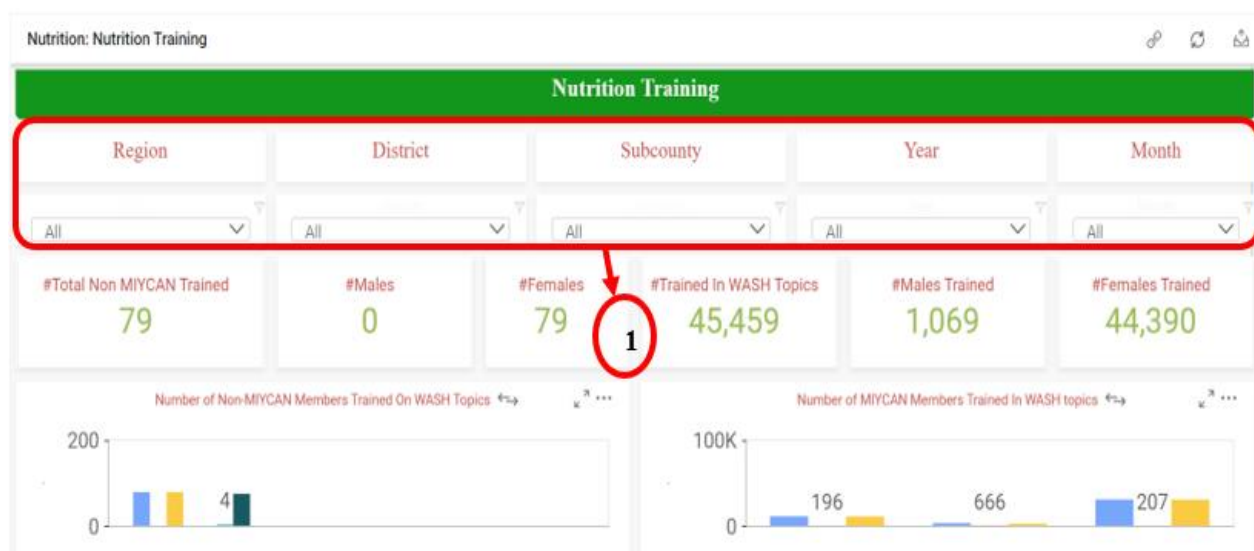


Figure 12: Nutrition Training Dashboard

### 2.1.3.3 IYCF Related Interventions

The sub category consists of all Indicators that are grouped under the IYCF category as shown in *Figure 13 below*.

To access this module, click on the *Indicator Dashboards Menu* (Represented by 1 in Figure 10 above) -> *Nutrition Indicators* (Represented by 2 in Figure 10 above)-> *IYCF Related Interventions* (Represented by 5 in Figure 10 above).

- ❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (Represented by 1 in Figure 13 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific Month like June.

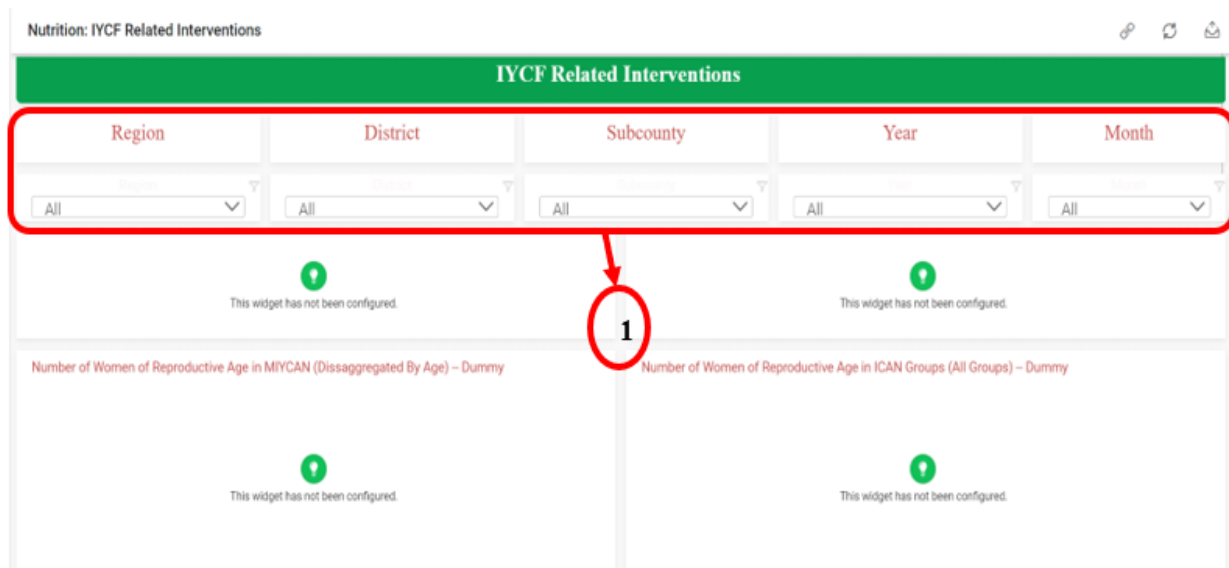


Figure 13: IYCF Related Interventions Dashboards

## 2.1.4 Governance Indicators

This indicator provides a general overview of all USAID-ICAN KPI's that have been grouped as Governance Indicators.

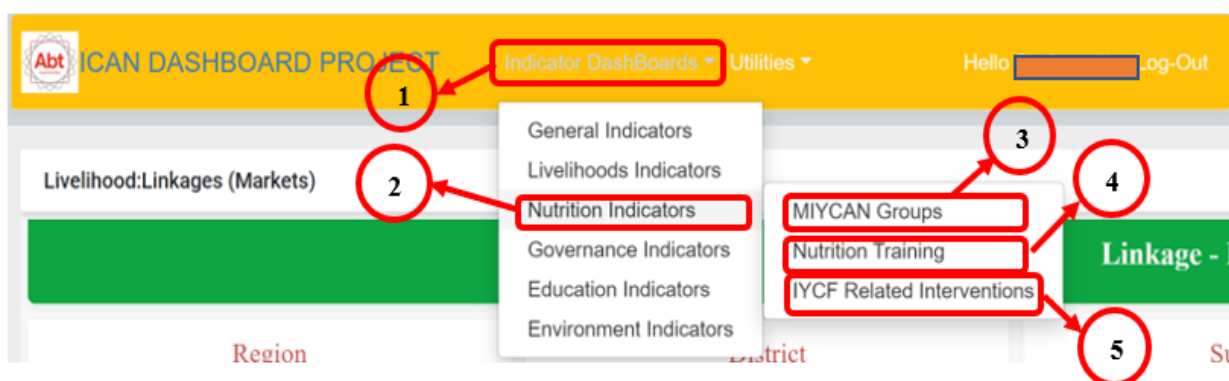


Figure 14: Governance Indicators Module

The governance indicators category is sub divided into:

### 2.1.4.1 Governance

The sub category consists of all Indicators that are grouped under the Governance category as shown in *Figure 15 below*

To access this module, click on the **Indicator Dashboards Menu** (Represented by 1 in Figure 14 above) -> **Governance Indicators** (Represented by 2 in Figure 14 above)-> **Governance** (Represented by 3 in Figure 14 above).

❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (Represented by 1 in Figure 15 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific Year like 2020.

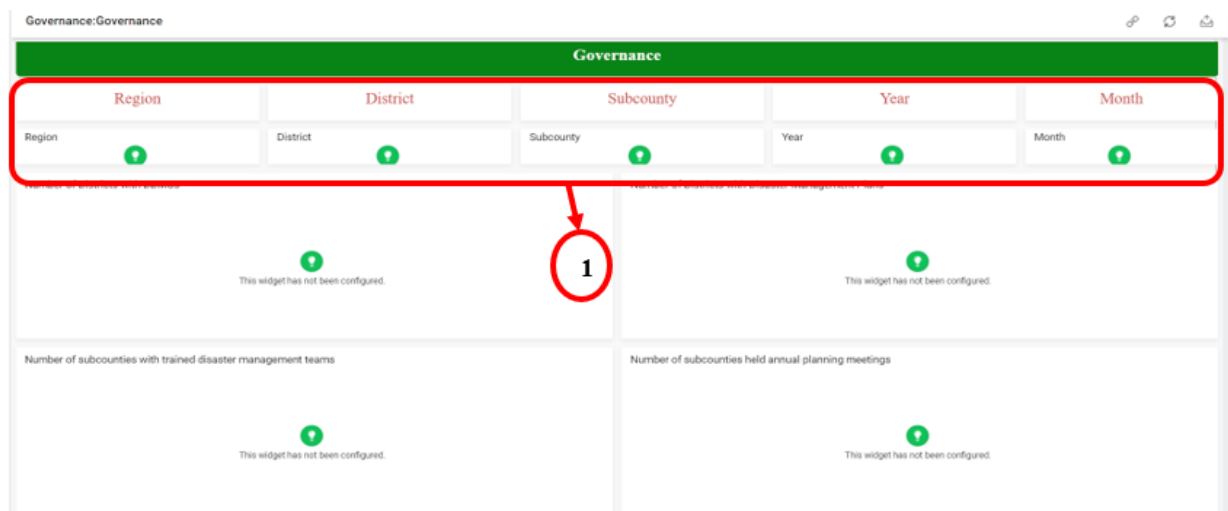


Figure 15: Governance Dashboards

## 2.1.5 Education Indicators

This indicator provides a general overview of all USAID-ICAN KPI's that have been grouped as Education Indicators.



Figure 16: Education Indicators Module

### 2.1.5.1 School Interventions

The sub category consists of all Indicators that are grouped under the School Interventions category as shown in **Figure 17 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by 1 in Figure 16 above) -> **Education Indicators** (Represented by 2 in Figure 16 above)-> **School Interventions** (Represented by 3 in Figure 16 above).

❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (Represented by 1 in Figure 17 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific Month like June.

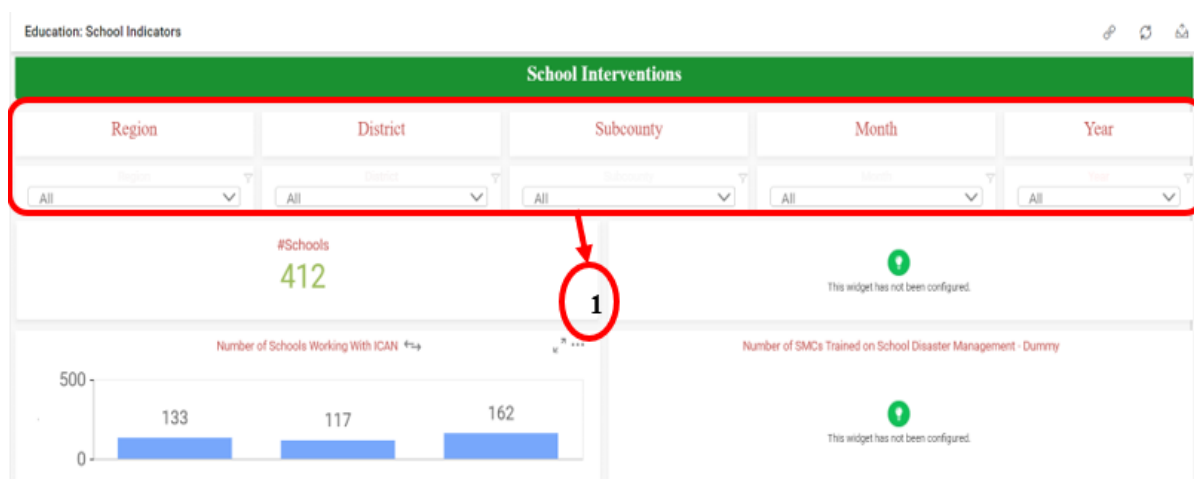


Figure 17: School Interventions Dashboards

### 2.1.5.2 Adolescent Girls and Young Women (AGYW)

The sub category consists of all Indicators that are grouped under the AGYW category as shown in **Figure 18 below**.

To access this module, click on the **Indicator Dashboards Menu** (Represented by 1 in Figure 16 above) -> **Education Indicators** (Represented by 2 in Figure 16 above)-> **Adolescent Girls and Young Women** (Represented by 4 in Figure 16 above).

❖ **Note:** The parameters - **Region, District, Subcounty, Year and Month** (*Represented by 1 in Figure 18 below*) enable the system user to filter out only that information they need. For example; one might filter out by a specific Month like June.

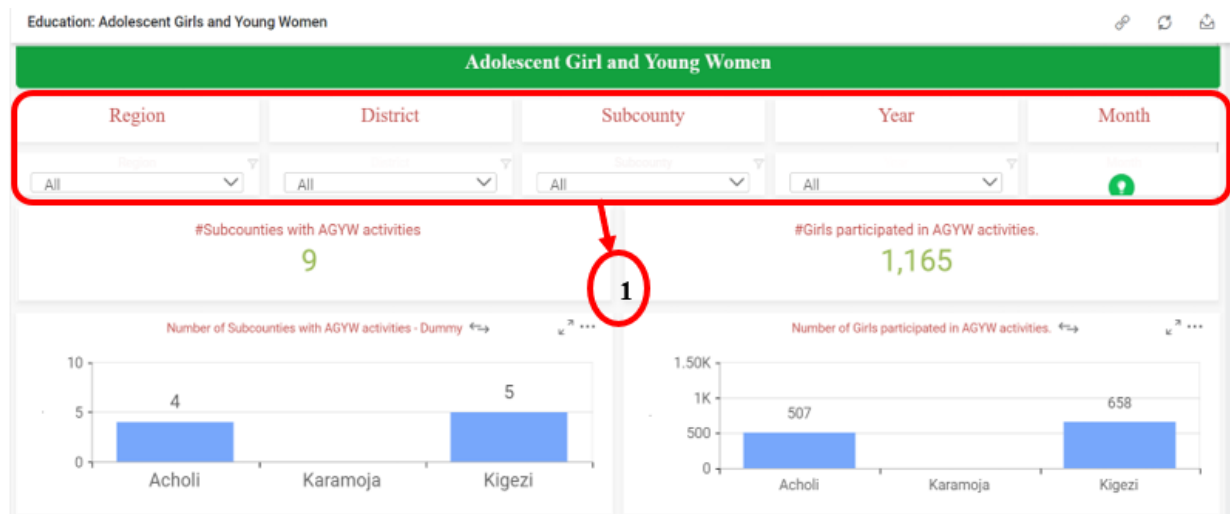


Figure 18: Adolescent Girls and Young Women (AGYW) Dashboard

## 2.1.6 Environment Indicators

This indicator provides a general overview of all USAID-ICAN KPI's that have been grouped as Environment Indicators.

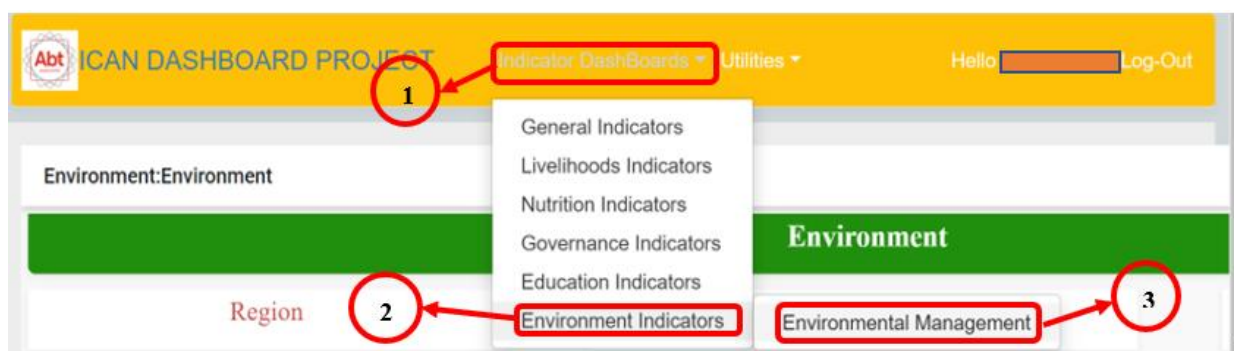


Figure 19: Environment Indicators Module

### 2.1.6.1 Environmental Management

The sub category consists of all Indicators that are grouped under the Environmental Management category as shown in *Figure 20 below*.

To access this module, click on the **Indicator Dashboards Menu** (Represented by 1 in Figure 19 above) -> **Environment Indicators** (Represented by 2 in Figure 19 above)-> **Environmental Management** (Represented by 3 in Figure 19 above).

❖ **Note:** The parameters - **Region, District and Subcounty** (Represented by 1 in Figure 20 below) enable the system user to filter out only that information they need. For example; one might filter out by a specific Region like Karamoja.

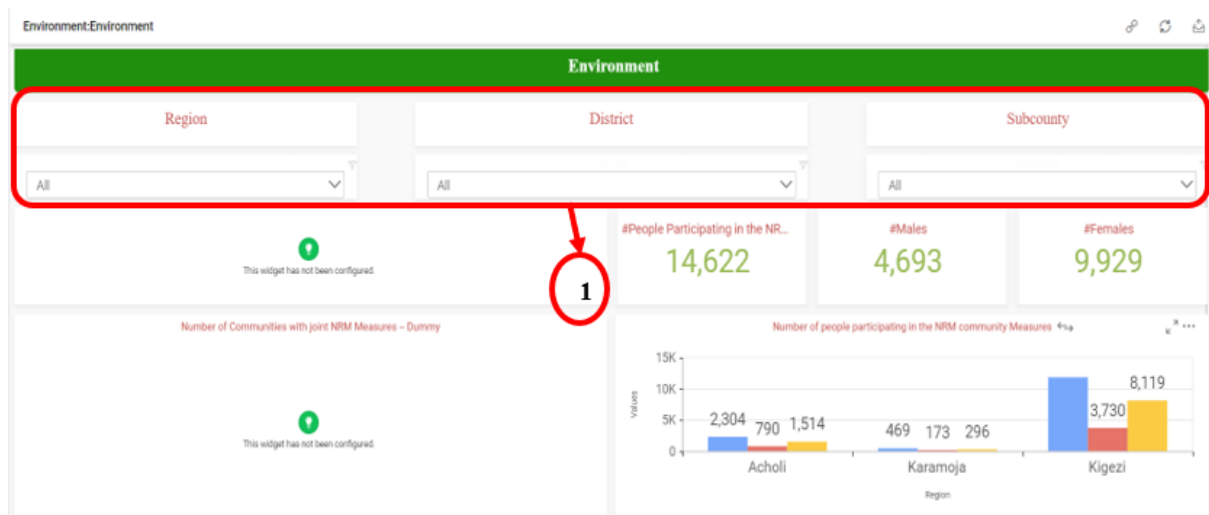


Figure 20:Environmental Management Dashboards



***END***