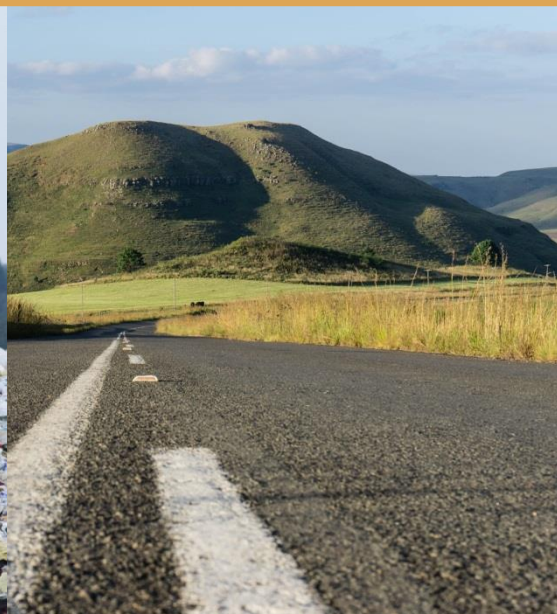




Electrical Services



Waste Management



Roads and Stormwater

# **Municipal Service Delivery Assessment Tool (MSDAT)**

## **User Manual – Data Take on and Data Edit**

Release Version 2.b.2 (Beta Version)



Municipal Infrastructure  
Support Agent (MISA)

REPUBLIC OF SOUTH AFRICA

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## 1. Introduction

The Municipal Service Delivery Assessment Tool (MSDAT) was developed to assist MISA when assessing the backlog at distressed local municipalities, focusing on infrastructure service delivery.

MISA has developed a unique methodology to accomplish this (refer to diagram). A major part of the model is the collection of data into the MSDAT for analysis).

MSDAT is not a:

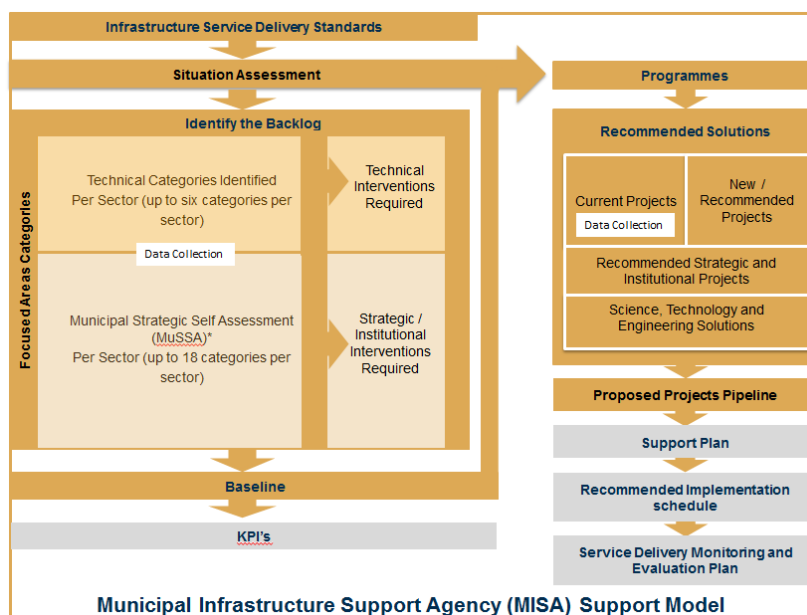
- Assessed management system;
- Property management system;
- Project Management system;
- IDMS system;
- Financial system;
- Operations system;
- Compliance system (e.g. OHSA, GRAP and GIAMA);
- Condition Assessment Tool;
- Performance management system; or a
- HRM system.

MSDAT is collating strategic data from various sources about infrastructure service delivery for analysis to assist MISA to:

- Determine infrastructure service delivery gaps and the possible root cause;
- Identify interventions;
- Develop a support plan; and
- Monitor and control.

This User Manual (*Data Take-on and Data Edit*) focusses on how the collected data can be:

- Created;
- Edited;
- Uploaded in bulk; and
- Downloaded.



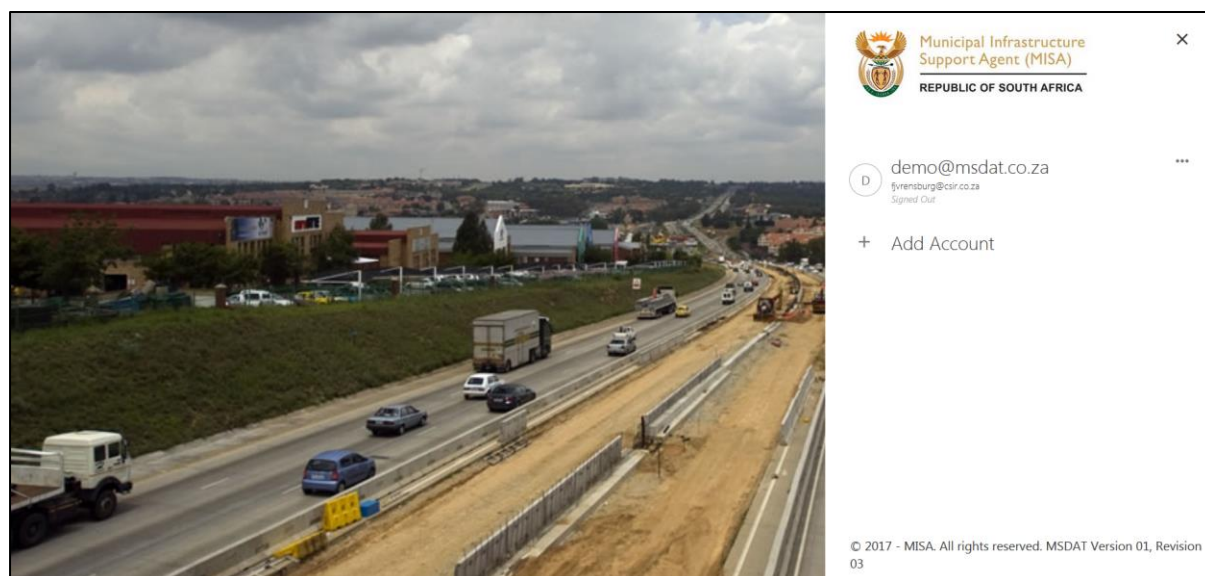


## 2. Register and Logon

### 2.1. Login as a current user

Enter the URL provided. It will open the landing screen as per graphic 1.

If you have registered and logged in before, your username will display. Click on your username to login.

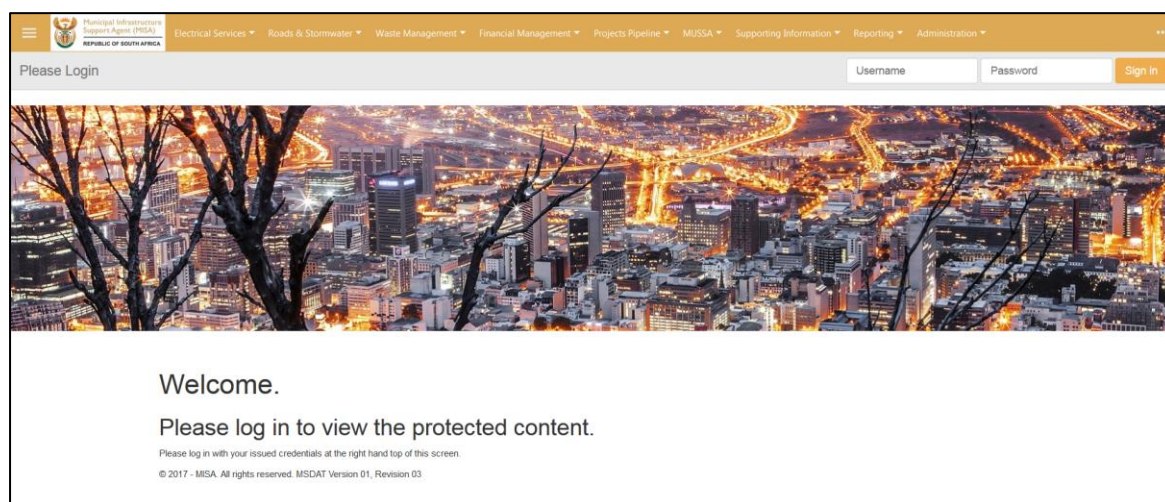


The login screen will popup. Complete the login details:

1. Username
2. Password

After entering the login details select and enter the 'login' tab.

If the system is setup in such a way that only pre-registered users can access the system, the landing page will look this:



Enter your username and password and press the sign-in button. If this is the first time you are locking into the system with a password provide to you, you must immediately change the password and update the rest of the user fields – refer to section 3.2.

**Please note:**

- Do not share your password;
- Do not log into the sytem to let somebody else work on the system with your password;
- All data changes are logged against the logged-in user.
- Changes are date-stamped by the system; and
- If its your user login details you are accountable and responsible!

Refer to section 11 to apply for access to MSDAT .



## 2.2. New User Registration

If this is the first time you are using the system, click on 'Add Account'. The login form will popup. Click on the 'sign up now' tab and complete the registration form.

The following details must be completed on the registration form:

### 1. Your username

### 2. Creation of a new password: The password should be at least:

- 6 characters in length.
- Contain at least 1 lowercase and 1 uppercase letter.
- Contain at least 1 special character (!@#\$\$%^&\*)
- Contain at least 1 number (0–9)

### 3. Complete the password recovery section:

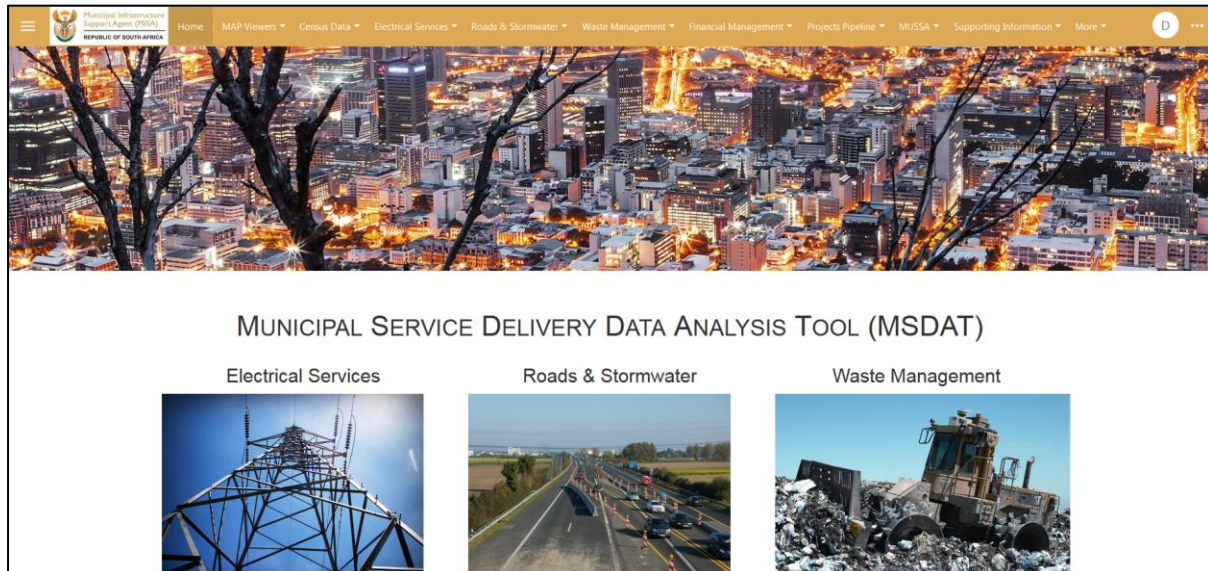
- Enter your email.
- Create a password recovery question.
- Create a password recover answer.

### 4. Once you have received confirmation that your account has been registered you can proceed to login by following step 2.1. (*Login as a current user*)



### 3. System Orientation

After a successful login to MSDAT you will be taken to the default Homepage. The homepage will consist of the MSDAT menus on the top of the page. General information might also be displayed on the home page.



#### 3.1. MSDAT System Menu

The scope of this section will be limited to the role and function of the MISA Professional Service Providers (PSPs) who will collect and capture the required data.

The menus that will be addressed in this User Manual (*Data Take on and Data Edit*) are:

1. Home
2. Map Viewers
3. Census Data
4. Electrical Services
5. Roads and Stormwater
6. Waste Management
7. Financial Management
8. Projects Pipeline
9. MuSSA
10. Support Information
11. Reporting
12. Administration

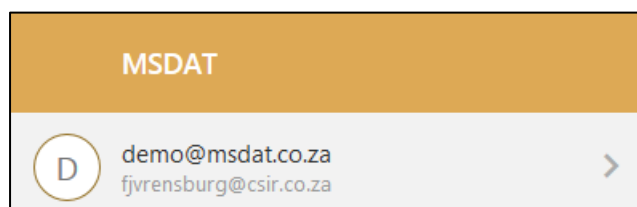


### 3.2. User Details Menu

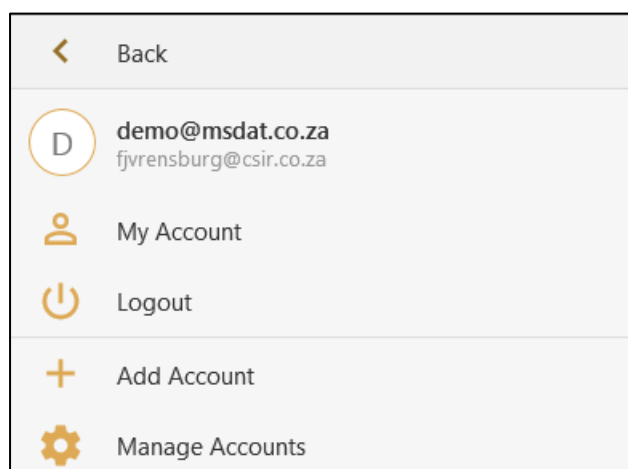
The user menu is on the top left of the MSDAT Menu banner. Look for the three horizontal white stripes.



When clicking on the user details menu icon, your username will be displayed. Select the '>'.>



After selecting the '>' your account menu will show the options available to you:



### 3.3. Change Your Password

To change your password, select 'My account' in the User Details Menu (refer to Graphic 6: Access User Details).

To change your password complete sections 1 and 3. If required, review section 3.

**My Account**  
Please review your membership information below. Click Update My Account to change this record, or click Cancel to return back.

**1. CURRENT PASSWORD**  
Please enter your current password to create new password, update your email address, or change password recovery question and answer.

\* User Name demo@msdat.co.za

\* Password Required

**2. NEW PASSWORD (OPTIONAL)**  
Please enter new password. Note that password must be at least 7 characters long and include one non-alphanumeric character.

\* New Password Required

\* Confirm New Password Required

**3. EMAIL & PASSWORD RECOVERY (OPTIONAL)**  
During the recovery of a forgotten password you will be asked to enter your user name. If a user account exists then a password question must be answered. A correct answer will trigger an email with a temporary password send to you.

\* Email demo@msdat.co.za

\* Password Question @7#

\* Password Answer (not displayed for your protection) Required

UPDATE MY ACCOUNT CANCEL

To logout of MSDAT, follow the process as described in section 3.2 and select the 'logout' option.

< Back

**D** demo@msdat.co.za  
fjvrensburg@csir.co.za

**My Account**

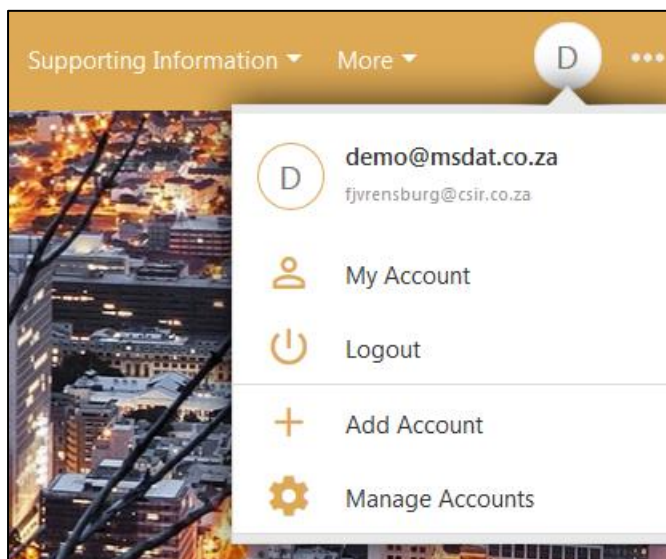
**Logout**

**+** Add Account

**⚙** Manage Accounts

### 3.4. Alternative Option to Access User Details Menu

A quick way to gain access to your account details, is to select the icon on the top right. The icon will be your photo if loaded; or the first letter of your username if a photo has not been loaded.



The manual addition of an account can only be done by authorised users. The persons with administrative rights assigned to them on the system, will be able to manage accounts, change accounts or add users.

### 3.5. Electrical Services Menu

This menu contains the flowing sub-menus:

1. Operations and maintenance
  - 1.1. Losses Technical / Non-Technical
  - 1.2. Substation Inspection
2. Call Centre / Contact Centre
  - 2.1. Causes of Unresolved Calls
3. Network / Grid Capacity
4. Substations and Annual Demand
5. Maintenance Equipment
  - 5.1. Keeping of Spares
  - 5.2. Hardware & Spares In Stock
  - 5.3. Equipment not Readily Available
  - 5.4. Customers and Numbers
  - 5.5. Serviced Households
  - 5.6. Suppliers to Households
  - 5.7. Major Customer Consumption
  - 5.8. Sector DMS (Document Management System)



### 3.6. Roads and Stormwater Menu

This menu contains the following sub-menus:

1. Roads Profile
2. Road Improvements
3. Roads Requirement
4. Access Roads
5. Equipment per Owner
6. Required Equipment
7. Road Condition Assessment
8. Routing Maintenance
9. Development
10. Length Unsealed Roads
11. Sector DMS (Document Management System)

### 3.7. Waste Management

This menu contains the following sub-menus:

1. Waste Management Centres
2. Waste Collected
3. Recycled Materials
4. Recycling Policy / Bylaw
5. Refuse Removal
6. Landfill Site
7. Outsourced Activities
8. Jobs Created
9. School Awareness Programme
10. IWM Planning
11. Non Compliance (NC) Actions
12. Require Equipment
13. Sector DMS (Document Management System)

### 3.8. Financial Management

This menu contains the following sub-menus:

1. Capital Budget
2. Expenditure Detail
3. Repairs and Maintenance Detail
4. Revenue Detail
5. Electrical Services Sector
- 5.1. Revenue Generation & Collection
- 5.1.1. Tariff Revenue
- 5.1.2. Tariff Revenue Strategies

- 5.1.3. Feed In Tariff
- 5.2. Billing Information
- 6. Roads & Stormwater
- 6.1. Plant & equipment Expenses Detail
- 7. Waste Management
- 7.1. Budgeting

### 3.9. Projects Pipeline

This menu contains the following sub-menus:

- 1. Technical Solutions (Works)
  - 1.1. Projects
  - 1.2. Project Beneficiary
  - 1.3. Project Allocation Expenditure
  - 1.4. Project grant
  - 1.5. Project Change Request
- 2. Strategic / Institutional Solutions
  - 2.1. Strategic Projects
  - 2.2. Strategic Project Allocation Expenditure
  - 2.3. Strategic Project Beneficiary
  - 2.4. Strategic Project Grant
  - 2.5. Strategic Project Progress
  - 2.6. Strategic Project Change Request

### 3.10. MuSSA

- 2.7. Municipal Self-Assessment
- 2.8. Situation Assessment

### 3.11. Remaining Menu Items

The following menu items will be part of the full User and Administrator training:

- 1. Census Data
- 2. Support Information
- 3. Reporting
- 4. Administration

## 4. Viewing the Data

MSDAT has various tools available to optimize the user's experience. In this section we will explore these tools.



<





### 1. Grid View: view the data in a grid format.

This is a list of length unsealed roads. Showing 20 items.			
Municipality Name	District Name	Province Name	Length of unsealed roads carrying more than 200 vpd (km)
Naledi	Dr Ruth Segomotsi Mompoti	North West	n/a
Greater Taung	Dr Ruth Segomotsi Mompoti	North West	n/a
Mamusa	Dr Ruth Segomotsi Mompoti	North West	n/a
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti	North West	n/a
Kagisano/Molopo	Dr Ruth Segomotsi Mompoti	North West	n/a

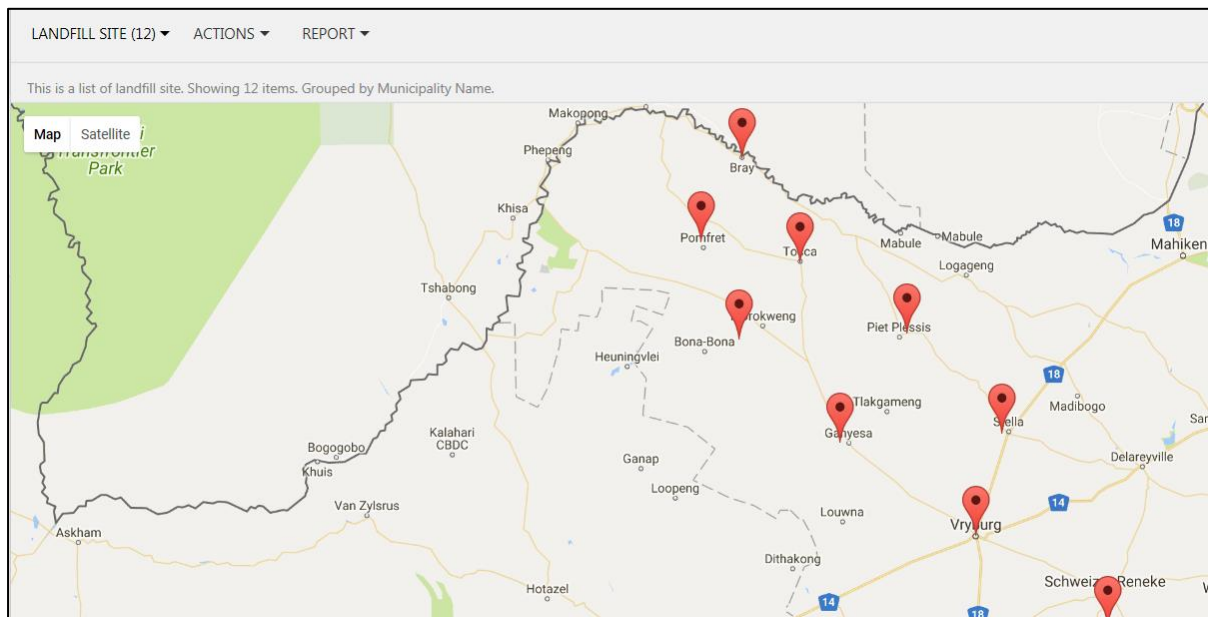
### 2. List View: View the data in a list format.

LENGTH UNSEALED ROADS (20)  EDIT  DELETE ACTIONS REPORT			
This is a list of length unsealed roads. 1 item selected. Showing 20 items.			
Municipality Name <b>Naledi</b>	District Name Dr Ruth Segomotsi Mompoti	Province Name <b>North West</b>	Length of unsealed roads carrying more than 200 n/a vpd (km)
Municipality Name <b>Greater Taung</b>	District Name Dr Ruth Segomotsi Mompoti	Province Name <b>North West</b>	Length of unsealed roads carrying more than 200 n/a vpd (km)
Municipality Name <b>Mamusa</b>	District Name Dr Ruth Segomotsi Mompoti	Province Name <b>North West</b>	Length of unsealed roads carrying more than 200 n/a vpd (km)

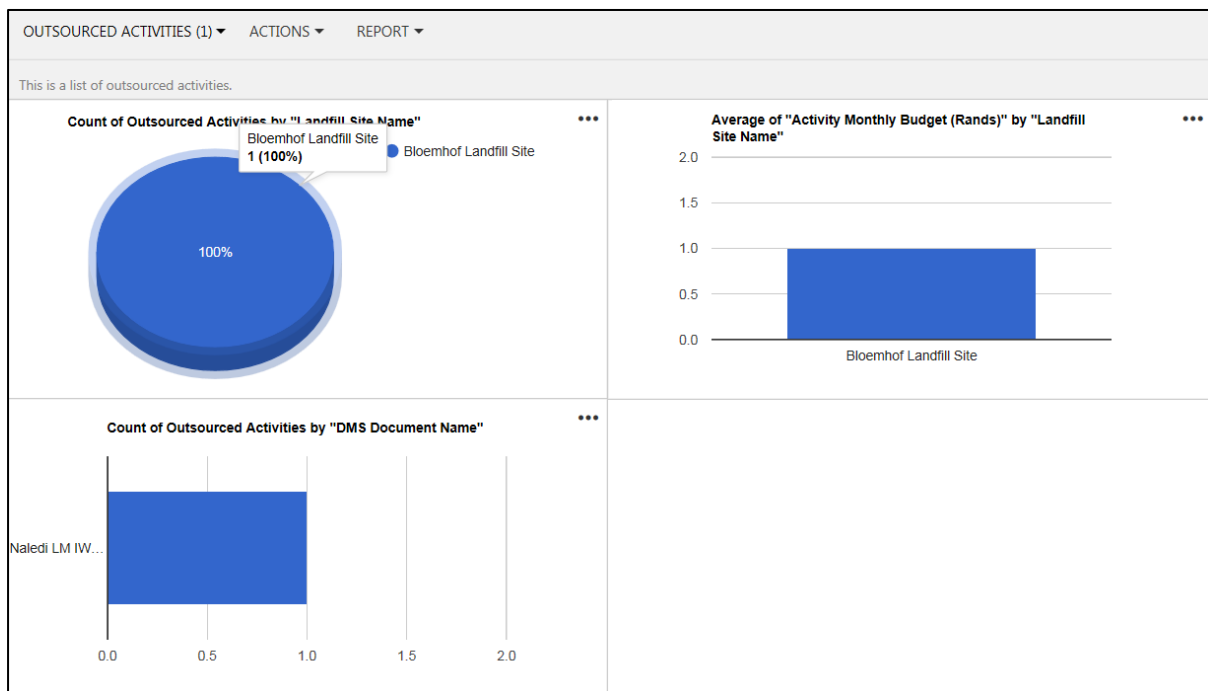
### 3. Cards View: View the data in a card format.

LENGTH UNSEALED ROADS (20)  EDIT  DELETE ACTIONS REPORT			
This is a list of length unsealed roads. 1 item selected. Showing 20 items.			
<b>Naledi</b> Dr Ruth Segomotsi Mompoti North West <small>District Name Province Name</small>	N/A	<b>Greater Taung</b> Dr Ruth Segomotsi Mompoti North West <small>District Name Province Name</small>	N/A
<b>Lekwa-Teemane</b> Dr Ruth Segomotsi Mompoti North West <small>District Name Province Name</small>	N/A	<b>Kagisano/Molopo</b> Dr Ruth Segomotsi Mompoti North West <small>District Name Province Name</small>	N/A
<b>Greater Letaba</b> Mopani Limpopo <small>District Name Province Name</small>	N/A	<b>Greater Tzaneen</b> Mopani Limpopo <small>District Name Province Name</small>	N/A
<b>Maruleng</b> Mopani Limpopo <small>District Name Province Name</small>	N/A	<b>Ratlou</b> Ngaka Modiri Molema North West <small>District Name Province Name</small>	N/A

4. **Map View:** View the locations (only if coordinates were entered).



5. **Graphs:** Show the graphs as per examples below.



6. **Calendar:** If configured the calendar will show the relevant dates.


PROJECT PROGRESS (1) ACTIONS REPORT						
July 30 - August 5, 2017						
	Day	Week	Month	Year	Agenda	
	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4
9 AM						
9:16 AM						
10 AM						
11 AM						
Noon						
1 PM						

7. **Full MSDAT Menu:** Opens the full Menu

Home
MAP Viewers
Population Distribution
Settlements
Household Income
Substations
Landfill Sites
Census Data
Age (Wards)
Employment (Wards)
Households (Wards)
Race (Wards)
Age (Settlement)
Settlement
Employment (Settlement)
Households (Settlement)
Race (Settlement)




8. **Search Function:** Search the content of a table.



...

Click on the three dots to open the advance search option.



ADVANCED SEARCH

Waste Management Facility

Match all conditions

with specified filters

Municipality Name

equals

text

District Name

equals

text

Province Name

equals

text

add search condition

add matching group

SEARCH

RESET

CANCEL

9. **Add a new record:** This will open a form to create a new record.

New Waste Management Facility

Please fill this form and press Save button to create a new waste management facility record. Press Cancel to return to the previous screen.

NEW WASTE MANAGEMENT FACILITY

Complete the form. Make sure to enter all required fields.

Municipality Name (select)

District Name

Province Name

Waste Facility Name

Waste Facility Type Name (select)

Service Infrastructure Required

Service Infrastructure Available

Latitude




Longitude

Comment

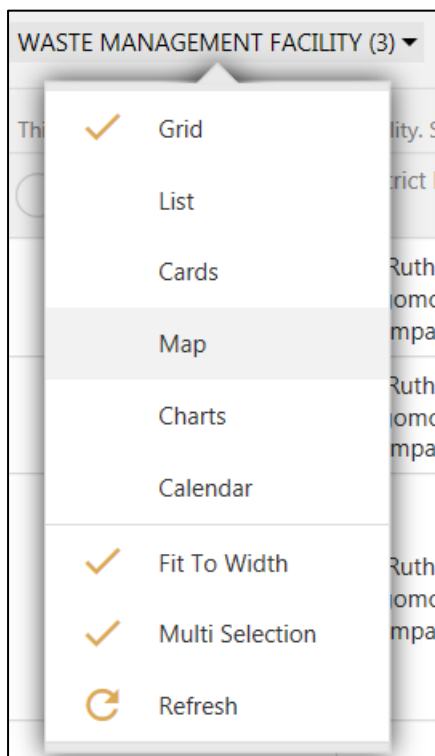
SAVE

SAVE AND NEW

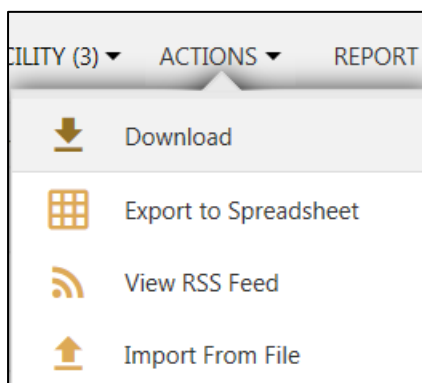
CANCEL

<div>  Municipal Infrastructure Support Agent (MISA)  REPUBLIC OF SOUTH AFRICA </div> <div> Home MAP Viewers Census Data Electrical Services Roads &amp; Stormwater Waste Management Financial Management Projects Pipeline MUSSA More </div> <div>   </div>																		
<div> <div>LANDFILL SITE (12)</div> <div>ACTIONS</div> <div>REPORT</div> </div> <div> <div>10</div> <div>11</div> <div>12</div> </div>																		
<div> <div>13</div> </div>																		
Municipality Name	Municipality District Name	Municipality District Province Name	Site Name	Latitude	Longitude	Licensed	Status	Landfill Leachate Collection	Surface And Ground Water Monitoring	Methane Gas Monitoring in place	Treatment Technologies Available	Treatment Technology Name	Functional Weightbr...	Fenc... With Lock... Gates	Estimated Waste Disposed (tons/12...	Recover... Waste (tons/12...	Identified as Contaminated Site	
Mamusa	Dr Ruth Segomotsi Mompoti	North West	Schweizer-Reneke/Ip... Landfill	-27.31059	25.31059	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti	North West	Bloemhof Landfill Site	-27.656...	25.576479	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti	North West	Christiana Landfill Site	-27.918...	25.137261	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti	North West	Utlwanang Landfill Site	-27.892...	25.12666	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	
Naledi	Dr Ruth Segomotsi Mompoti	North West	Vryburg Landfill Site	-26.958...	24.729812	Yes	Opera...	Yes	n/a	n/a	n/a	n/a	n/a	Yes	0.000	0.000	n/a	
Naledi	Dr Ruth Segomotsi Mompoti	North West	Stella Landfill Site	-26.557...	24.846862	Yes	Opera...	n/a	n/a	n/a	n/a	n/a	n/a	No	0.000	0.000	n/a	
Kagisano/...	Dr Ruth Segomotsi Mompoti	North West	Ganyesa Dump Site	-26.590...	24.132527	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	
Kagisano/...	Dr Ruth Segomotsi Mompoti	North West	Piet Plessis Dump Site	-26.161...	24.427902	No	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.000	0.000	n/a	

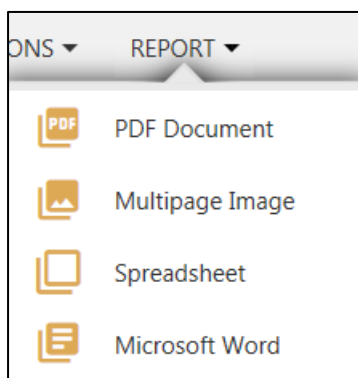
10. **Options:** Additional options are available per menu (view).



11. **Actions:** Menu to download, import and export.



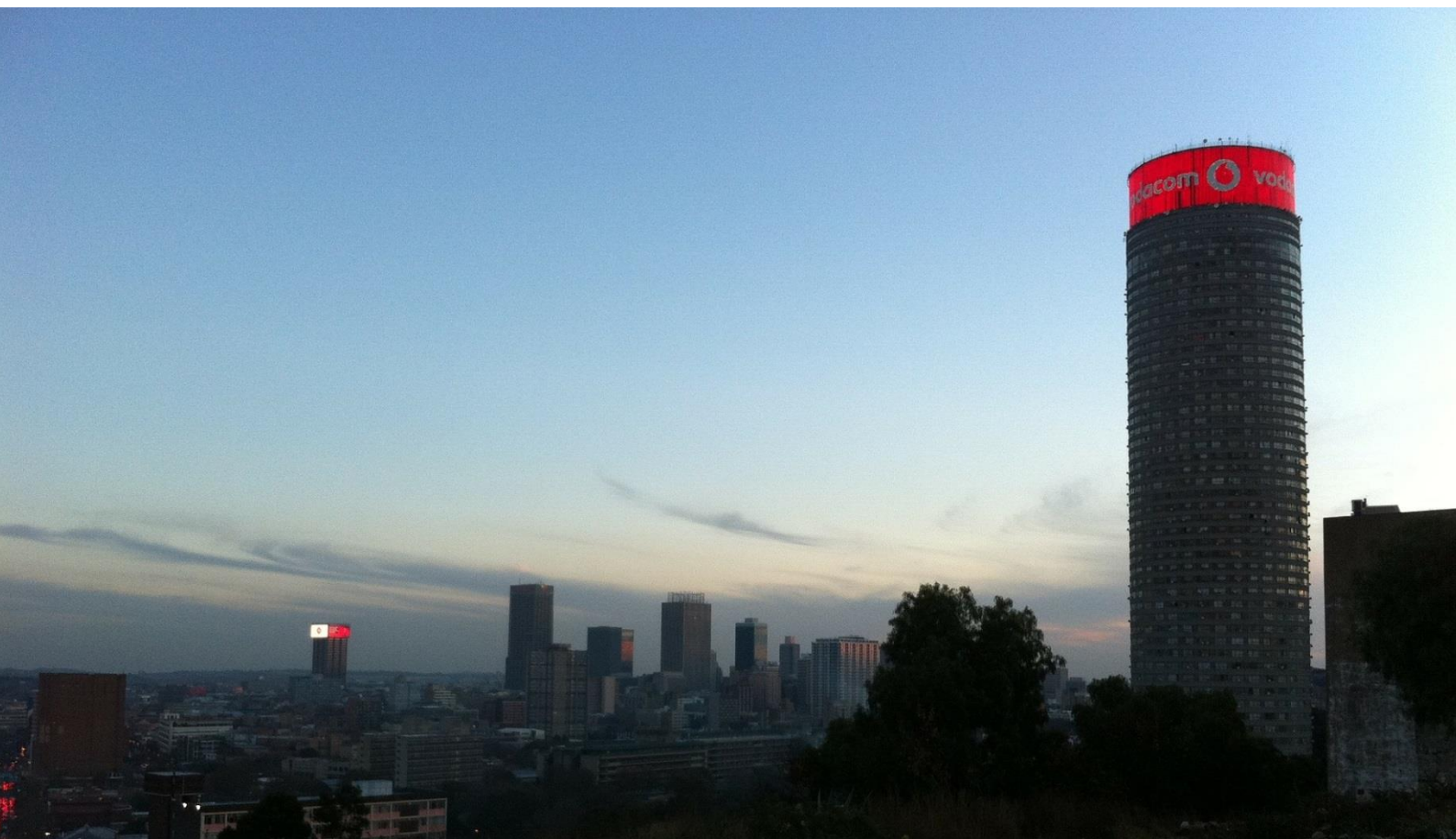
12. **Report:** Opens the various report options





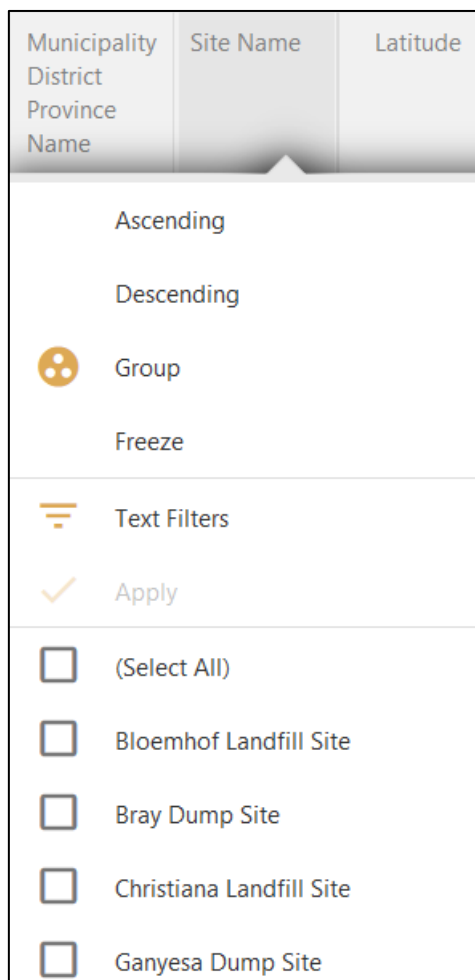
13. **Select Record:** Select single or multiple records.

<input checked="" type="checkbox"/>	Municipality Name	
<input checked="" type="checkbox"/>	Naledi	...
<input checked="" type="checkbox"/>	Naledi	
<input checked="" type="checkbox"/>	Naledi	...



## 5. Using the Sorting Capability

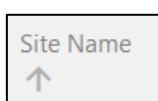
### 5.1. Ascending and Descending Sorting



Click on the heading name that you want to sort. A menu will popup:

Click *ascending* if you want to sort the records in that column from A to Z.

Select *descending* if you want to sort the records in that column from z to A.

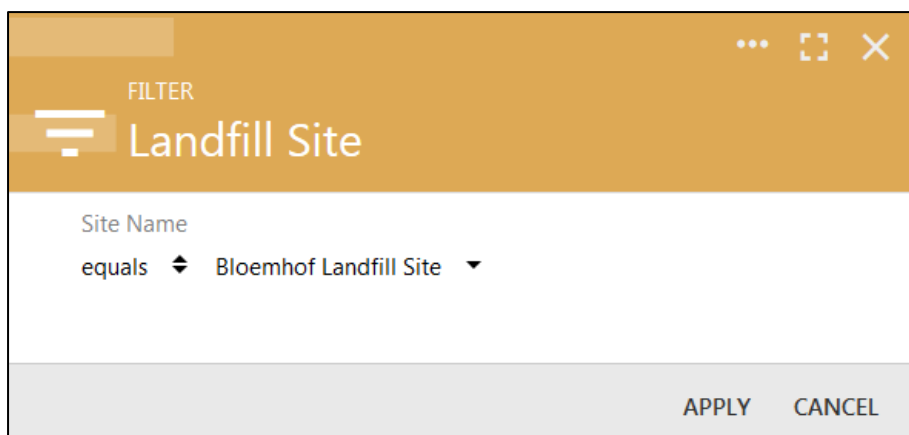


An arrow will indicate if you have sorted the records in an *ascending* (arrow pointing upwards) or *descending* (arrow pointing downwards) format.

### 5.2. Text Filter

There are two options to filter texts fields:

One is to click on the heading (label) to open the menu. Select Text Filters. A popup filter appears. Select your filter and apply.



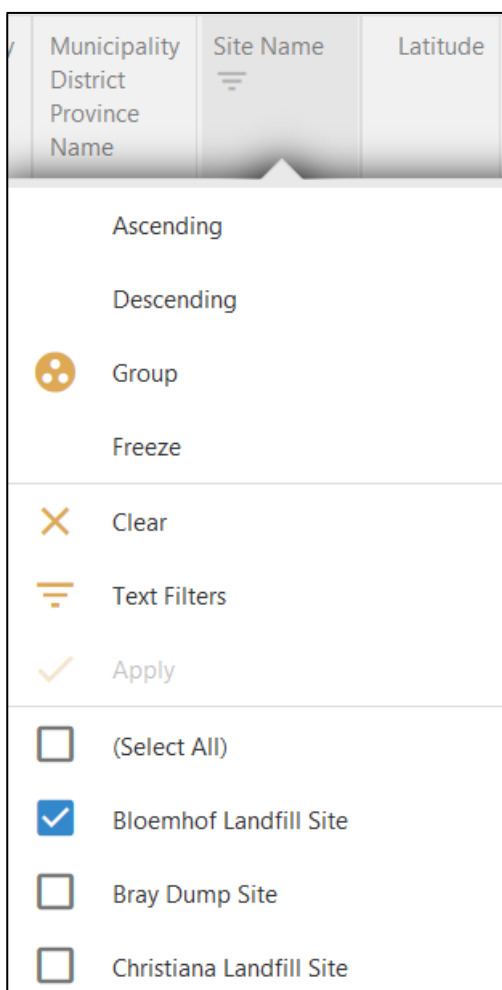
FILTER

## Landfill Site

Site Name

equals Bloemhof Landfill Site

APPLY CANCEL



Municipality  
District  
Province  
Name

Site Name

Latitude

Ascending

Descending

Group

Freeze

Clear

Text Filters

Apply

(Select All)

Bloemhof Landfill Site

Bray Dump Site



Christiana Landfill Site

Alternatively, just select the records names you want to display by checking each text box you want to filter.

To cancel any sorting changes: click on Clear and the records will revert back to the default.

If you want to exclude only one or a few records in the sort: unselect the records you do not want and apply.

### 5.3. Sorting by Numbers

LANDFILL SITE (1) ▾ ACTIONS ▾ REPORT ▾						
This is a list of landfill site. <a href="#">A filter has been applied. Site Name equals "Bloemhof Landfill Site".</a>						
 Municipality Name	Municipality District Name	Municipality District Province Name	Site Name 	Latitude	Longitude	Licensed
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti	North West	Bloemhof Landfill Site	-27.656...	25.576479	Yes


Sorting by number is similar as describe per item 14.1, except the terminology. Select smallest on top if you want the records in that column from 1 to the highest value. Selecting the Largest on Top will work in the opposite as Smallest on Top.

An arrow will indicate if you have sorted the records ascending (arrow pointing upwards) or descending (arrow pointing downwards).

### 5.4. Grouping Function

The Grouping function will group records together as per your selection e.g. per financial year or per District Municipality. Below is an example of group per District Municipality.



LANDFILL SITE (12) ▾ ACTIONS ▾ REPORT ▾						
This is a list of landfill site. Showing 12 items. Grouped by Municipality District Name.						
 Municipality Name	Municipality District Province Name	Site Name	Latitude	Longitude	Licensed	Status
Dr Ruth Segomotsi Mompoti (12)						
Mamusa	North West	Schweizer-Reneke/Ip... Landfill	-27.31059	25.31059	Yes	n/a
Lekwa-Teemane	North West	Bloemhof Landfill Site	-27.656...	25.576479	Yes	n/a
Lekwa-Teemane	North West	Christiana Landfill Site	-27.918...	25.137261	No	n/a
Lekwa-Teemane	North West	Utlwanang Landfill Site	-27.892...	25.12666	No	n/a
Naledi	North West	Vryburg Landfill Site	-26.958...	24.729812	Yes	Opera...
Naledi	North West	Stella Landfill Site	-26.557...	24.846862	Yes	Opera...





### 5.5. Using the Freezing Function

The function is similar to the MS Excel Freeze Frames function. It is useful when you have a large data page and want to scroll but still want to see a particular column.






Freeze

In the example below the Longitude column below was frozen.

LANDFILL SITE (12)  EDIT  DELETE ACTIONS  REPORT 

This is a list of landfill site. 1 item selected. Showing 12 items. Grouped by Municipality District Name.

	Municipality Name	Municipality District Province Name	Site Name	Latitude	Longitude	Landfill Leachate Collection	Surface And Ground Water Monitoring	Methane Gas Monitoring in place	Treatment Technologies Available	Treatment Technology Name	Functional Weightbr...	Fenc... With Lock... Gates
Dr Ruth Segomotsi Mompoti (12)												
	Mamusa		North West	Schweizer-Reneke/Ip... Landfill	-27.31059	25.31059	n/a	n/a	n/a	n/a	n/a	n/a
	Lekwa-Teemane		North West	Bloemhof Landfill Site	-27.656...	25.576479	n/a	n/a	n/a	n/a	n/a	n/a
	Lekwa-Teemane		North West	Christiana Landfill Site	-27.918...	25.137261	n/a	n/a	n/a	n/a	n/a	n/a
	Lekwa-Teemane		North West	Utlwanang Landfill Site	-27.892...	25.12666	n/a	n/a	n/a	n/a	n/a	n/a
	Naledi		North West	Vryburg Landfill Site	-26.958...	24.729812	Yes	n/a	n/a	n/a	n/a	Yes
	Naledi		North West	Stella Landfill Site	-26.557...	24.846862	n/a	n/a	n/a	n/a	n/a	No



## 6. Creating and Updating Data with a Form

### 6.1. Creating a New Record

The standard way to create a record is to click on the + sign on the bottom right corner. A form will open with a heading that will start with 'New' indicating you are creating a new record.



Enter the data as required and save. If you want to create another record use the 'save and new' button. The form will not close to allow you to add another record.

The form will not save if there any required fields that have not been completed.

Most form will contain fields that must be populated with standard data. These fields will contain the word (select) with a right arrow. Click on the arrow to access the lookup table.

Municipality Name	(select) ▶
-------------------	------------

...

NEW Waste Collected

Please fill this form and press Save button to create a new waste collected record. Press Cancel to return to the previous screen.

NEW WASTE COLLECTED

Complete the form. Make sure to enter all required fields.

Municipality Name (select) ▶

District Name

Province Name

Total Waste Generated & Collected (tons)

Total Waste Recycled (tons)

SAVE

SAVE AND NEW

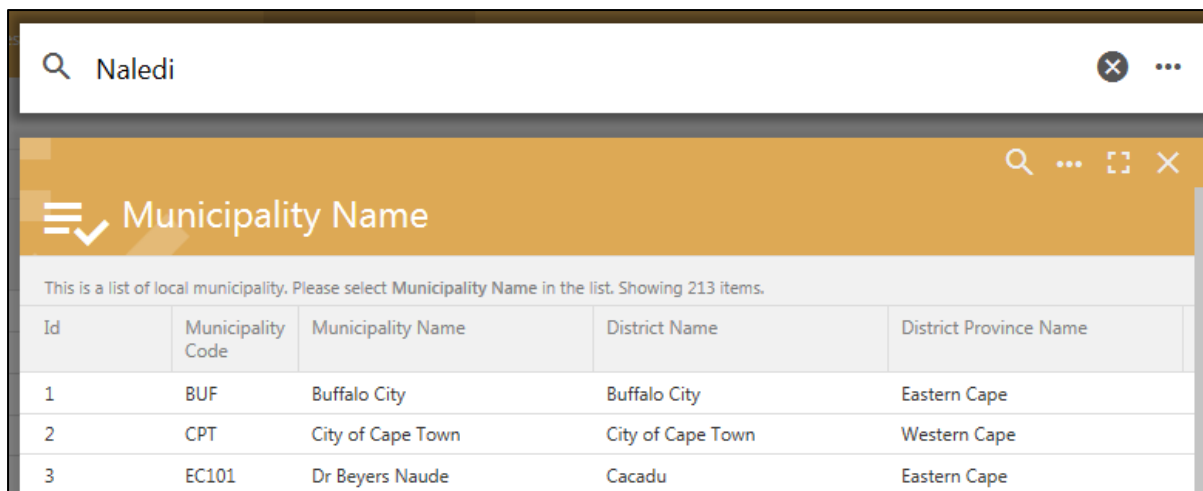
CANCEL

Once you have clicked on the right arrow another screen opens containing the data from which you can select. If the data table is larger, use the search function.



<div>   Municipality Name </div> <div> </div>				
This is a list of local municipality. Please select Municipality Name in the list. Showing 213 items.				
Id	Municipality Code	Municipality Name	District Name	District Province Name
1	BUF	Buffalo City	Buffalo City	Eastern Cape
2	CPT	City of Cape Town	City of Cape Town	Western Cape
3	EC101	Dr Beyers Naude	Cacadu	Eastern Cape
4	EC102	Blue Crane Route	Cacadu	Eastern Cape
5	EC104	Makana	Cacadu	Eastern Cape
6	EC105	Ndlambe	Cacadu	Eastern Cape
7	EC106	Sundays River Valley	Cacadu	Eastern Cape
8	EC108	Kouga	Cacadu	Eastern Cape
9	EC109	Kou-Kamma	Cacadu	Eastern Cape
10	EC121	Mbhashe	Amathole	Eastern Cape
11	EC122	Mnquma	Amathole	Eastern Cape
12	EC123	Great Kei	Amathole	Eastern Cape
13	EC124	Amahlathi	Amathole	Eastern Cape
14	EC126	Ngqushwa	Amathole	Eastern Cape
15	EC129	Raymond Mhlaba	Amathole	Eastern Cape
16	EC131	Inxuba Yethemba	Chris Hani	Eastern Cape
17	EC135	Intsika Yethu	Chris Hani	Eastern Cape
18	EC136	Emalahleni	Chris Hani	Eastern Cape
19	EC137	Engcobo	Chris Hani	Eastern Cape
20	EC138	Sakhisizwe	Chris Hani	Eastern Cape

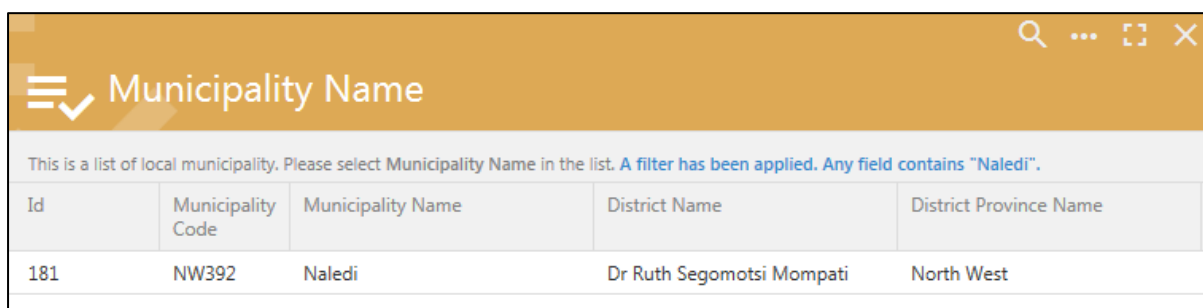
Click on the magnifying glass. A search banner will open. Enter the text you want to search and enter.



The screenshot shows a web application interface. At the top, there is a search bar with the text 'Naledi' and a magnifying glass icon. To the right of the search bar are two icons: a close button (X) and a menu button (three dots). Below the search bar is a header bar with a hamburger menu icon, a checkmark icon, and the text 'Municipality Name'. To the right of the header bar are three icons: a magnifying glass, a menu button, and a close button. Below the header bar is a message: 'This is a list of local municipality. Please select Municipality Name in the list. Showing 213 items.' Below the message is a table with five columns: 'Id', 'Municipality Code', 'Municipality Name', 'District Name', and 'District Province Name'. The table contains three rows of data.

Id	Municipality Code	Municipality Name	District Name	District Province Name
1	BUF	Buffalo City	Buffalo City	Eastern Cape
2	CPT	City of Cape Town	City of Cape Town	Western Cape
3	EC101	Dr Beyers Naude	Cacadu	Eastern Cape

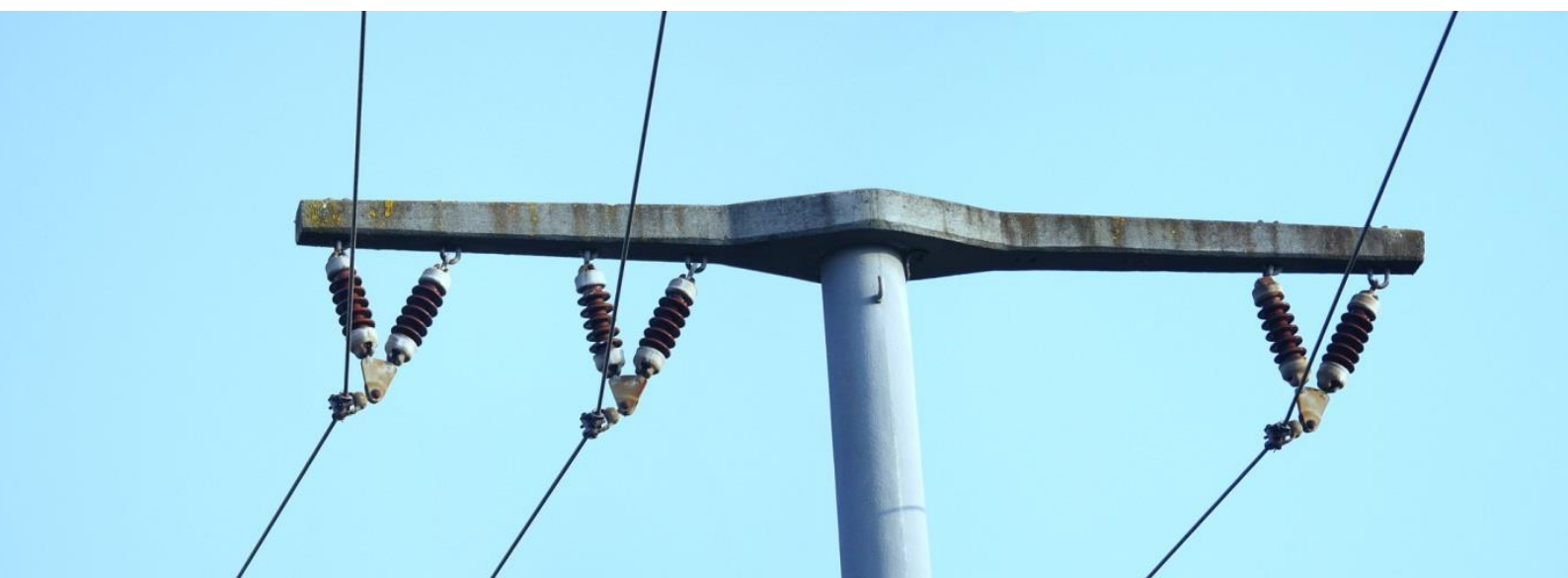
The search results will show with indication in blue that a filter has been applied with your search criteria.



The screenshot shows the same web application interface as before, but with a filter applied. The message above the table now reads: 'This is a list of local municipality. Please select Municipality Name in the list. A filter has been applied. Any field contains "Naledi".' The table now contains only one row of data.

Id	Municipality Code	Municipality Name	District Name	District Province Name
181	NW392	Naledi	Dr Ruth Segomotsi Mompati	North West

To cancel the search to view all records again, click on the blue message. A menu will open. Click on 'Clear Filter'.



## 6.2. Editing (Updating) a record

Select the record you want to edit. The form will open with the word 'Review' in the heading.

To edit the data click on 'Edit' and edit or update the fields as required. Users with the appropriate authority will also be able to delete the record from this form.

...

REVIEW WASTE COLLECTED

Mamusa

Please review waste collected information below. Press Edit to change this record, press Delete to delete the record, or press Cancel/Close to return back.

WASTE COLLECTED

These are the fields of the waste collected record that can be edited.

Municipality Name	Mamusa >
District Name	Dr Ruth Segomotsi Mompoti
Province Name	North West
Total Waste Generated & Collected (tons)	9 989,000
Total Waste Recycled (tons)	

EDIT

DELETE

CLOSE

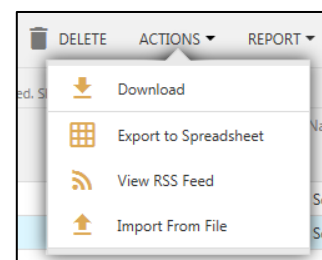
## 6.3. Updating Data in the Lookup Tables

Lookup tables are created for standard data. It is thus important that the data captured on the lookup table is managed. Only users with the appropriate access level will be able to add data on the lookup tables. The process to add data to a lookup table is the same as creating a new record.

## 7. Bulk Data Uploading and Downloading

Bulk data uploading is an administrator function. When uploading data in bulk the following process must be followed.

1. Open the table you want to update.
2. Download the data by selecting 'Actions' in the menu and select 'Download.'
3. A message will popup in your browser that a file is ready to download.



Do you want to open or save **WasteCollected\_grid1.csv** (196 bytes) from 146.64.154.5?

Open

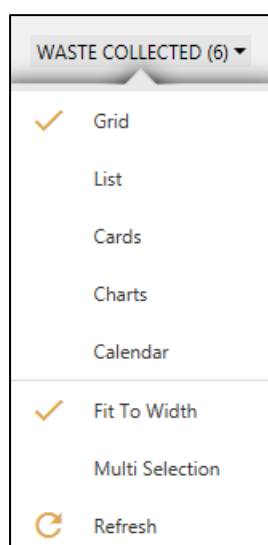
Save

Cancel

4. Save the file.
5. Update or add the records in the file as required. Do not format the worksheet. Adding columns will not influence the upload but keep in mind that only data field matching the table data fields will be uploaded.
6. Save the file as an Excel Workbook.
7. Delete the data in the table as follows:
  - a. Click on the table name (the table name in the grey area). The table name will be first.

WASTE COLLECTED (6) ▾ ACTIONS ▾ REPORT ▾	
This is a list of waste collected. Showing 6 items.	
Municipality Name	District Name
Naledi	Dr Ruth Segomotsi Mompati
Mamusa	••• Dr Ruth Segomotsi Mompati
Lekwa-Teemane	Dr Ruth Segomotsi Mompati

- b. Select Multi Selection





- c. A circle will appear next to the first heading.


WASTE COLLECTED (6) ▾ ACTIONS ▾ REPORT ▾	
This is a list of waste collected. Showing 6 items.	
Municipality Name	District Name
Naledi	Dr Ruth Segomotsi Mompoti
Mamusa	Dr Ruth Segomotsi Mompoti
Lekwa-Teemane	Dr Ruth Segomotsi Mompoti
Kagisano/Molopo	Dr Ruth Segomotsi Mompoti
Greater Taung	Dr Ruth Segomotsi Mompoti
Naledi	Dr Ruth Segomotsi Mompoti

8. Click in the circle to select all records.

WASTE COLLECTED (6) ▾ EDIT DELETE ACTIONS ▾ REPORT ▾	
This is a list of waste collected. 6 items selected. Showing 6 items.	
<input checked="" type="checkbox"/> Municipality Name	District Name
<input checked="" type="checkbox"/> Naledi	Dr Ruth Segomotsi Mompoti
<input checked="" type="checkbox"/> Mamusa	Dr Ruth Segomotsi Mompoti
<input checked="" type="checkbox"/> Lekwa-Teemane	Dr Ruth Segomotsi Mompoti
<input checked="" type="checkbox"/> Kagisano/Molopo	Dr Ruth Segomotsi Mompoti
<input checked="" type="checkbox"/> Greater Taung	Dr Ruth Segomotsi Mompoti
<input checked="" type="checkbox"/> Naledi	Dr Ruth Segomotsi Mompoti

9. Press 'Deleted'. Please note **you will not** receive a message 'Are you sure you want to delete?'  
 "Once you press delete, the records will be deleted.
10. The table should be empty.
11. Click on 'Actions' and select 'Import a File'
12. The import screen will display.

IMPORT FROM FILE



Waste Management Facility

Select a data file in CSV, XLS, or XLSX format.

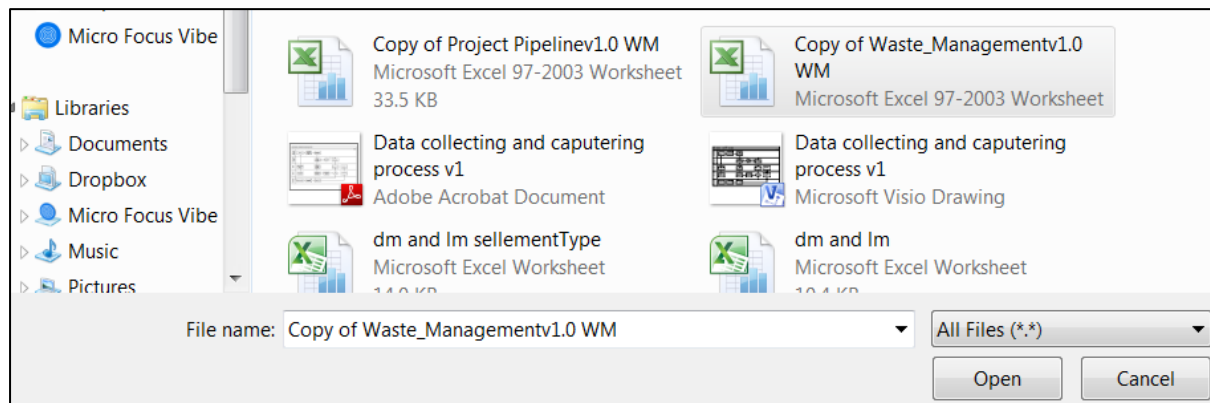
Drop a file here

SUBMIT

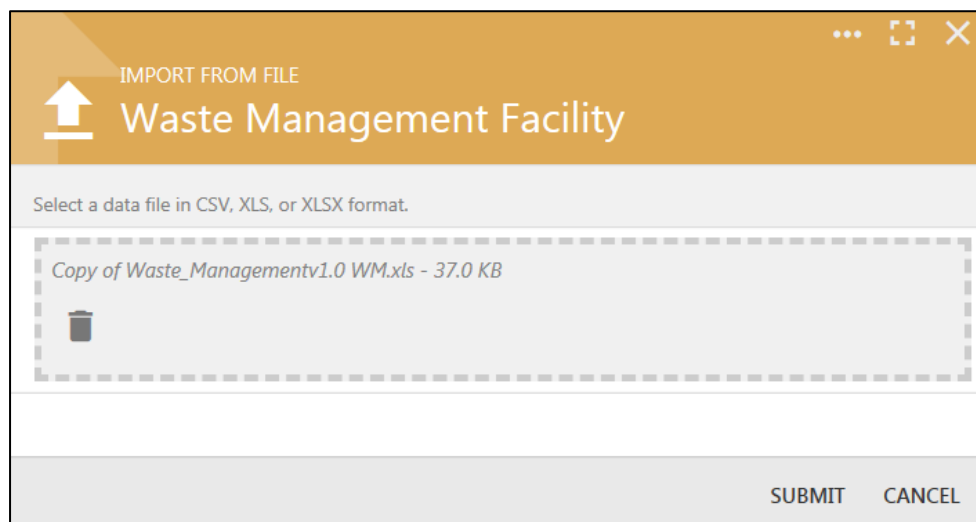
CANCEL

13. Click in the block 'Drop a file here'.

14. Select the file you want to upload.




15. The file will display in the 'Drop Zone'.











16. Press submit.

17. Match the fields of the edit form and the file you are uploading.



## Waste Management Facility



There are 3 records in the file WasteManagementFacility\_grid1.xlsx ready to be processed. Please match the field names.

Municipality Name	Municipality Name  <i>Naledi</i>
Waste Facility Name	Waste Facility Name  <i>Vryburg Buy Back Centre</i>
Waste Facility Type Name	Waste Facility Type Name  <i>Buy-back Centre</i>
Service Infrastructure Required	Service Infrastructure Required  <i>1</i>
Service Infrastructure Available	Service Infrastructure Available  <i>1</i>
Latitude	Latitude  <i>-26.957502</i>
Longitude	Longitude  <i>24.760075</i>
Comment	Comment  <i>The are no formal municipality programmes undertaken by NLM at present. There are a number of private initiatives. Data are not available for these private initiatives.</i>

START IMPORT
CANCEL

18. Press 'Start Import'.

19. Press 'OK' once the import has completed.

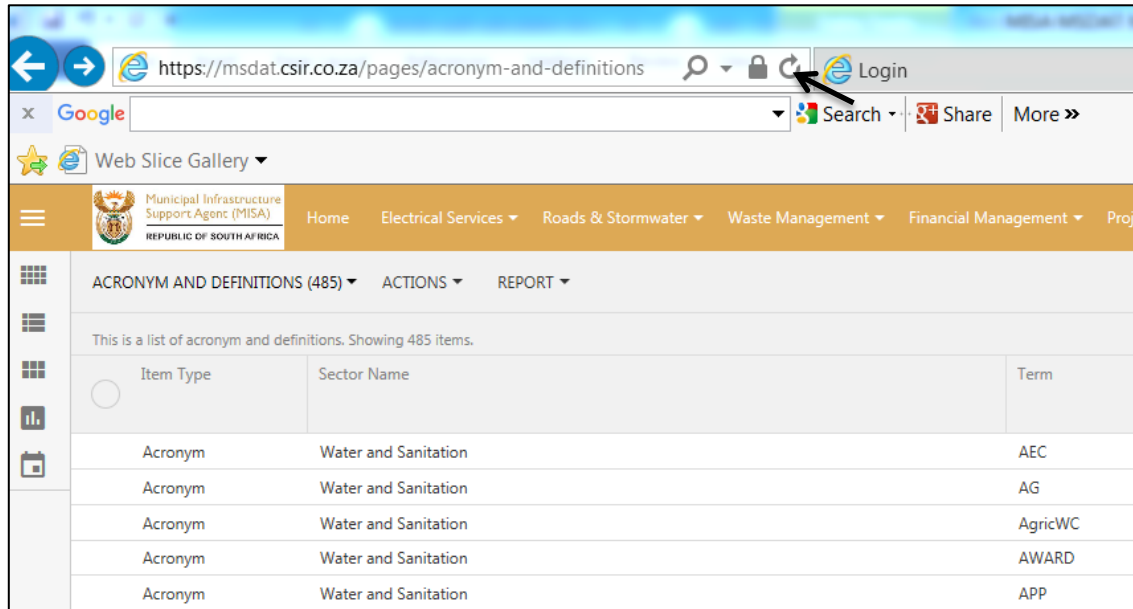



Completed importing WasteManagementFacility\_grid1.xlsx into Waste Management Facility.

OK

## 7.1. Screen Freeze

If for some reason your screen freezes, press the refresh button as shown below. If you are busy creating a new record or editing a record and have not saved it, you will lose that information.



The refresh symbol  is the same for Internet Explorer, Google Chrome and Mozilla Firefox.



## 8. Frequent Q & A

**Question 1:** A data lookup table is not working.

**Answer 1:** Check if there is any data in the lookup table. If not create the data item in the lookup table. If the lookup table does not open at all please report it to helpdesk.

**Question 2:** We understand this is still in a pilot phase, where can we report any errors in the manual or suggestions?

**Answer 2:** Contact your PMO (MISA) representative with the details.



## 9. Acronyms and Definitions

Acronyms and definitions are all listed in MSDAT under the heading 'Acronyms and Definitions' under the section 'Administration' refer to item 10.22.

## 10. Lookup Tables

Below are the main lookup tables. The Administrator will be able to add additional items to a lookup table.

### 10.1. Equipment (Electrical)

#### Equipment Description

Cherry picker 12 meter
Cherry Picker 15 meter
Crane truck 8 tons
Electrician tools
Electrical testing equipment MV
Electrical testing equipment LV
Cable jointing tools
Step ladders
9 meter extension ladders
LDV with canopy and above roof loading facility
Trench digging equipment (Picks and shovels)
Cable handling rollers
Cable trailer and stands
Laptop
Printer/scanner
Office equipment
Line testers MV and LV
Cable thumper
Cable spike equipment
Underground cable fault location & testing equipment
Road construction and maintenance
Grader
Tipper Trucks
Pad Foot Roller
Grid Roller
Water Cart
Excavator
Front
Front End Loader
TLB

## 10.2. New or Current Project

### Description

New
Current
Concept
Proposed
Planned

## 10.3. Road Type

### Road Type Name

Rural
Unsealed
Gravel Network
Stormwater
Earth Tracks
Paved
Surfacing

## 10.4. Maintenance Activity (Roads & Stormwater)

### Maintenance Activity Name

Patching (m2)
Crack sealing (m)
Edge repair (m)
Grading shoulders (km)
Blading (km)
Edge repair (t)
New Installation (m)
Maintenance of site drains (count)
Cleaning (m)
Road markings (m)
Barriers (m)
Road signs (count)
Install Kerbing
Upgrade storm water drainage
Maintenance of Robots
Regravelling maintenance routine

## 10.5. Road Classification

### Road Class Name

R1 Rural Principal Arterial
R2 Rural Major Arterial
R3 Rural Minor Arterial
R4 Rural Collector Street
R5 Rural Local Street
U1 Urban Principal Arterial
U2 Urban Major Arterial
U3 Urban Minor Arterial
U4 Urban Collector Street
U5 Urban Local Street

## 10.6. Tariffs (Electrical)

### Tariff Name

Domestic (c/kWh)
Commercial (c/kWh)
Agricultural (c/kWh)
Industrial (c/kWh)

## 10.7. Project Importance

### Project Importance Name

Normal
Medium
High
Critical
Not determined

## 10.8. Project Estimated Time

### Project Estimate Time Description

1-3 months
4-6 months
7-12 months
12-24 months
25-36 months
37-48 months

---

5-6 years

---

6-7 years

---

8-9 years

---

10 and more

---

Not determined

---

## 10.9. Project Stage

### Project Stage Name

---

Feasibility

---

Procurement

---

Implementation Planning

---

Design

---

Works or Execution

---

Close-out

---



### 10.10. Project Pipeline - MISA Programmes

Programme Name	Programme Description	Programme Manager First Name	Programme Manager Surname	Programme Manager Job Title	Sub-Programme Name	Link To B2B Programme
1. Review the relevant sector organogram and recommend relevant resourcing, training & development and capacity building.	To take care of appropriateness of organogram of each of the sectors at municipal level to align with standard number of staff requirement according to size of the infrastructure - current and future extension need and planning gradual resourcing.	MISA	MISA	PMO	None	Building institution and administrative capabilities.
2 - Revenue Enhancement Programme (sub programme a)	To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.	MISA	MISA	PMO	a. Review tariff policy and structure.	Sound financial management and accounting.
2 - Revenue Enhancement Programme (sub programme b)	To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.	MISA	MISA	PMO	b. Appropriate Accounting System.	Sound financial management and accounting.
2 - Revenue Enhancement Programme (sub programme c)	To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share)	MISA	MISA	PMO	c. Revenue Losses & Illegal Connections.	Sound financial management and accounting.

	account for depreciation of assets.					
2 - Revenue Enhancement Programme (sub programme d)	To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.	MISA	MISA	PMO	d. Sector Wise Budgeting.	Sound financial management and accounting.
3 - Develop and Implement O&M and Refurbishment Plan	Developing implementation plans based on priority, availability of funds and other resources so that implementation can be materialized and planned.	MISA	MISA	PMO	None	Deliver municipal services to the right quality and standard.
4 - Develop and Implement and Upgrading and New Infrastructure Plan	Phased approach have to give priority in planning based on priority and interdependency of projects, availability of funds and other resources.	MISA	MISA	PMO	None	Deliver municipal services to the right quality and standard.
5 - Monitor and Report	Collection of development and / progress on planned activities (set targets) and translating them into separate templates as required to inform / for use of various levels of management as well as the engagement with actual implementation processes.	MISA	MISA	PMO	None	Put people and their concerns first - listen and communicate.
6 - Not link to a MISA Programme	This programme is not part of the MISA programmes and is managed by the DM or LM.	Municipality	Municipality	Project Manager	N/a	N/a

### 10.11. Backlog Type

Backlog Type Name	Backlog Definition	Sector Name	Basic Service Delivery
Accessibility Backlog	No access to at least basis services as defined per sector.	Electrical Services	Min connection of 20 ampere electric circuit breaker
Maintenance Backlog	Unreliable, unsafe and or bad quality of supply.	Electrical Services	
Reliability Backlog	Frequent and / or long lasting service failures as defined per sector.	Electrical Services	
Accessibility Backlog	No access to at least basis services as defined per sector.	Waste Management	Basic Level of Service - Community transfer to central collection points. Intermediate Level of Service - Organised transfer to central collection points. Full Level of Service - Kerbside collection.
Maintenance Backlog	Unreliable, unsafe and or bad quality of supply.	Waste Management	
Reliability Backlog	Frequent and / or long lasting service failures as defined per sector.	Waste Management	
Accessibility Backlog	No access to at least basis services as defined per sector.	Roads and Stormwater	
Maintenance Backlog	Unreliable, unsafe and or bad quality of supply.	Roads and Stormwater	
Reliability Backlog	Frequent and / or long lasting service failures as defined per sector.	Roads and Stormwater	

## 10.12. Condition Assessment Rating

Rating	Maintenance Category	Weight
1 - Very Bad	Replacement	0
2 - Bad	Rehabilitation	0
3 - Fair	Major Repairs	0
4 - Good	Condition Based Maintenance	0
5 - Very Good	As new condition, Planned and Preventative Maintenance required	0
0 - Not Rated	Not Rated or Rating Not Available	0
Not applicable	This item is not applicable	0

## 10.13. Financial Years

Year Value	Financial Year
2014	2013/14
2015	2014/15
2016	2015/16
2017	2016/17
2018	2017/18
2013	2012/13
2012	2011/12
2019	2018/19
2020	2019/20
2021	2020/21
2022	2021/22
2023	2022/23
2024	2023/24
2025	2024/25

## 10.14. Inventory (Electrical)

Inventory Type Name
Miniature substations and transformers
MV cables full range
LV cables full range
MV and LV cable joints and terminations
Lugs, ferrules and insulation tape
MV overhead line conductors
LV line conductors

---

 MV overhead line stringing equipment
 

---

 LV overhead line stringing equipment
 

---

 Distribution poles
 

---

 Arial bundle conductors & stringing equipment
 

---

 MV circuit breakers 2200 up to 22000 Volt
 

---

 Transformers
 

---

## 10.15. Settlement Type

### Settlement Type Name

---

 Farming
 

---

 None
 

---

 Urban - Former Township
 

---

 Rural - Small Village <= 5000
 

---

 Rural Scattered Low Density
 

---

 Urban - Formal Town
 

---

 Urban - Informal Settlements (Squatter Camp)
 

---

 Working Towns and Service Centres - Mines, Prisons etc.
 

---

 Rural Scattered Very Low Density
 

---

 Rural - Informal Settlements (Squatter Camp)
 

---

 Rural - Dense Village > 5000
 

---

 Rural Scattered Dense
 

---

 Metropolitan Area
 

---

 Rural Scattered
 

---

 Local Municipality Level
 

---

## 10.16. Development Nodes

### Development Node Name

---

 Schools
 

---

 Clinics
 

---

 Other Public Amenities
 

---

 Other Developmental Nodes
 

---

 Rural Development Nodes
 

---

 Special Economic Zone (SEZ)
 

---

 Urban Development Zone (UDZ)
 

---

 None Required
 

---

### 10.17. Landfill Classification

#### Landfill Class Name

G:C:B-
G:C:B+
G:S:B-
G:S:B+
G:M:B+
G:L:B-
G:L:B+
H:h
H:H
No data available

### 10.18. Treatment Technologies (Waste Management)

#### Treatment Technology Name

Incineration
Landfill
Recycling
Composting
Windrow Composting
Treatment technology not available
No data available

### 10.19. Waste to Energy

#### Waste To Energy Type Name

Industrial Waste
Sewage
Municipal Solid Waste
Animal Waste
Sugar Industry Waste
Forestry Residue Waste
Black Liquor
No data available

## 10.20. Waste Facilities Type

### Waste Facility Type Name

Recycle Infrastructure
Buy-back Centre
Drop-off Centre
Compositing Site
Waste Transfer Station
Landfill Site
No data available
Central Collection Point
Dump Site

## 10.21. Equipment Type (Roads and Stormwater)

### Equipment Type Name

Equipment Type Name
Grader
Tipper Truck (< 5 t)
Tipper Truck (> 10 t)
Flatbed Truck (> 3.5 t)
Flatbed Truck (< 3.5 t)
Crane Truck
LDV
Water tanker
Grid Roller
Sheepsfoot Roller
Smooth Steel Vibrating Roller
Pneumatic Tyre Roller
TLB
Excavator
Loader
Generator
Compressor
Walk-behind Roller
Skid-steer loader
Hand compactors
Water Cart
Pad Foot Roller



Tar Cutter

---

Plate Compactor

---

Bomag Roller

---

## 10.22. Acronyms and Definitions

Item Type	Sector Name	Term	Description / Definition
Acronym	Waste Management	ACIP	Accelerated Community Infrastructure Programme
Acronym	Waste Management	CBPWP	Community Based Public Works Programme
Acronym	Waste Management	CMIP	Consolidated Municipal Infrastructure Programme
Acronym	Waste Management	COGTA	Department of Cooperative Governance and Traditional Affairs
Acronym	Waste Management	DWS	Department of Water and Sanitation
Acronym	Waste Management	EPWP	Expanded Public Works Programme
Acronym	Waste Management	INEP	Integrated National Electrification Programme
Acronym	Waste Management	LED	Local Economic Development
Acronym	Waste Management	MIG	Municipal Infrastructure Grant
Acronym	Waste Management	MISA	Municipal Infrastructure Support Agent
Acronym	All Sectors	MoA	Memorandum of Agreement
Acronym	Waste Management	MTSF	Medium Term Strategic Framework
Acronym	Waste Management	MuSSA	Municipal Services Strategic Assessment for South Africa
Acronym	Waste Management	MWIG	Municipal Water Infrastructure Grant
Acronym	Waste Management	RBIG	Regional Bulk Infrastructure Grant
Acronym	Waste Management	WSP	Water Services Projects
Definition	All Sectors	Accessibility Backlog	No access to at least basic services as denied per sector.
Definition	All Sectors	Farming (People living on farms)	People living on farms in farm houses and/or a collection of workers houses comprising of homes of a similar character
Definition	All Sectors	Maintenance Backlog	Unreliable, unsafe and or bad quality of supply. Also conditions assessment rating less than .
Definition	All Sectors	Programme 1. Review the relevant sector organogram and recommend relevant resourcing, training & development and capacity building.	To take care of appropriateness of organogram of each of the sectors at municipal level to align with standard number of staff requirement according to size of the infrastructure - current and future extension need and planning gradual resourcing.
Definition	All Sectors	Programme 2 - Revenue Enhancement Programme (sub programme a)	(Sub Programme a - Review Tariff policy and structure) To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.
Definition	All Sectors	Programme 2 - Revenue Enhancement Programme (sub programme b)	(Sub programme b - Appropriate accounting system). To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying

			government subsidy requirement (Equitable Share) account for depreciation of assets.
Definition	All Sectors	Programme 2 - Revenue Enhancement Programme (sub programme c)	(Sub programme c - Revenue losses & illegal connections). To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.
Definition	All Sectors	Programme 3 - Develop and Implement O&M and Refurbishment Plan	Developing implementation plans based on priority, availability of funds and other resources so that implementation can be materialized and planned.
Definition	All Sectors	Programme 4 - Develop and Implement and Upgrading and New Infrastructure Plan	Phased approach have to give priority in planning based on priority and interdependency of projects, availability of funds and other resources.
Definition	All Sectors	Programme 5 - Monitor and Report	Collection of development and / progress on planned activities (set targets) and translating them into separate templates as required to inform / for use of various levels of management as well as the engagement with actual implementation processes.
Definition	All Sectors	Programme 6 - Not link to a MISA Programme	This programme is not part of the MISA programmes and is managed by the DM or LM.
Definition	All Sectors	Programme 2 - Revenue Enhancement Programme (sub programme d)	(Sub programme d - Sector wise budgeting). To align tariffs of sector services with relevant sector Tariff Policy and Free Basic Service Policy and within the affordability of consumers. This has to take care of quantifying government subsidy requirement (Equitable Share) account for depreciation of assets.
Definition	All Sectors	Reliability Backlog	Frequent and / or long lasting service failures as defined per sector.
Definition	All Sectors	Rural - Dense Village >5000	A geographic area located outside towns and cities with a dense population consisting of more than 5000 people
Definition	All Sectors	Rural - Informal Settlements (Squatter Camp)	An Unplanned settlement on land which has not been surveyed or proclaimed as residential, consisting mainly of informal dwellings (shacks) in a Rural area
Definition	All Sectors	Rural - Small Village <5000	A geographic area located outside towns and cities with a less dense population consisting of less than 5000 people
Definition	All Sectors	Rural Scattered	Also referred to as a dispersed settlement. Houses sparsely scattered usually throughout remotes areas
Definition	All Sectors	Rural Scattered Dense	Also referred to as a dispersed settlement. Houses sparsely scattered usually throughout

			remotes areas and densely populated
Definition	All Sectors	Rural Scattered Low Density	Also referred to as a dispersed settlement. Houses sparsely scattered usually throughout remotes areas with a low population density
Definition	All Sectors	Rural Scattered Very Low Density	Also referred to as a dispersed settlement. Houses sparsely scattered usually throughout remotes areas with a very low population density
Definition	All Sectors	Unknown (Settlement)	Unknown geographical area type
Definition	All Sectors	Urban - Formal Town	Settlements guided by urban planning, with a formal street grid, house numbers, or named streets
Definition	All Sectors	Urban - Former Township	Underdeveloped urban areas usually built on the periphery of towns and cities
Definition	All Sectors	Urban - Informal Settlements (Squatter Camp)	An Unplanned settlement on land which has not been surveyed or proclaimed as residential, consisting mainly of informal dwellings (shacks) in a Urban area
Definition	All Sectors	Working Towns and Service Centres - Mines, Prisons etc.	A place where the settlement was formed as a result of working opportunities through either mining activities, large factories or correctional services not within a formal town or city

## 11. Application to access MSDAT

### Request for Access to the MSDAT System

Applicant	
Name:	
Surname:	
Designation:	
Department:	
Email address:	
Office Tel:	
Mobile Tel:	
Office Address (Full):	
User role (User/ Management / Administrator)	
Authorisation	
Name:	
Surname:	
Designation:	
Department:	
Email address:	
Office Tel:	
Mobile Tel:	
Office Address (Full):	

Approval:

Applicant

Date

Approval

Date

Email / Fax the signed application to MISA's PMO



**Please contact the PMO with any further questions.**

**Thank you for attending this session.**

