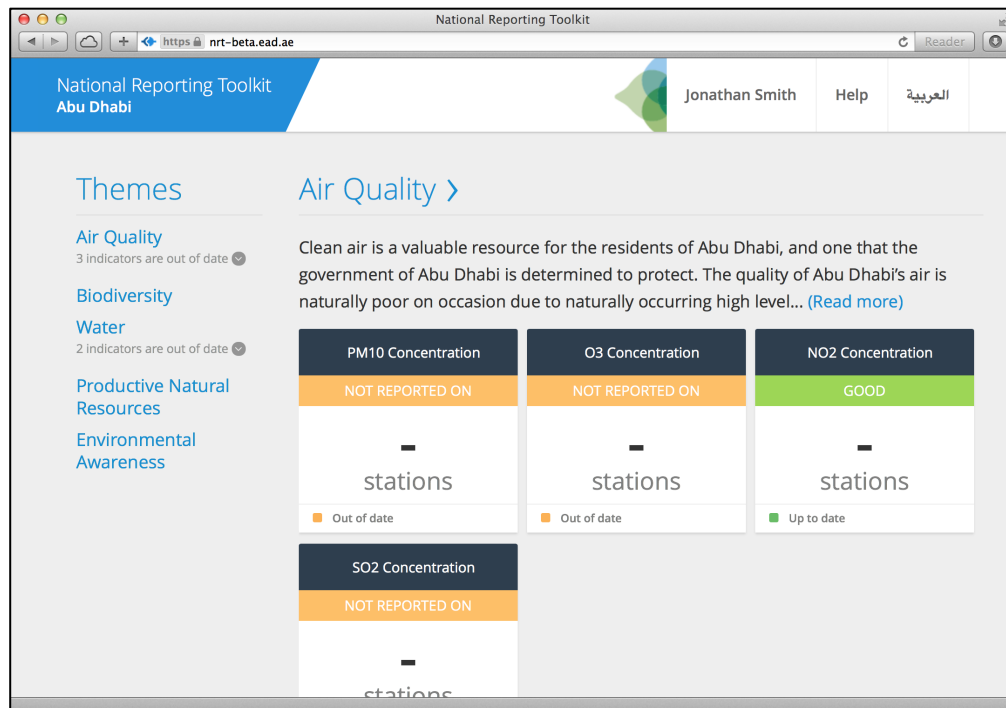# User Manual for NRT Reporting Module

User Manual for NRT Reporting Module

Overview of the NRT Reporting Module

The NRT Reporting Module is designed to make it easier to turn environmental data into actionable information. There are two main roles - a reader and an editor.

Readers are expected to be decision makers, interested in gathering a rapid overview of the environmental situation.

Editors are technical staff responsible for monitoring, data, indicators, and for updating the narrative.

This manual

This manual aims to give a very basic overview of the application and its functionality. If you need more information on NRT, its genesis, funding or future, then visit nrt.io or email nrt@ead.ae.

The application is under active development, and many features are likely to change or improve. We undertake extensive user-feedback during development, and use that to improve the ease-of-use and intuitiveness of the application. If you have a comment on the application, we'd like to hear about it through feedback@unep-wcmc.org. This way we have the chance to improve the application for all users.
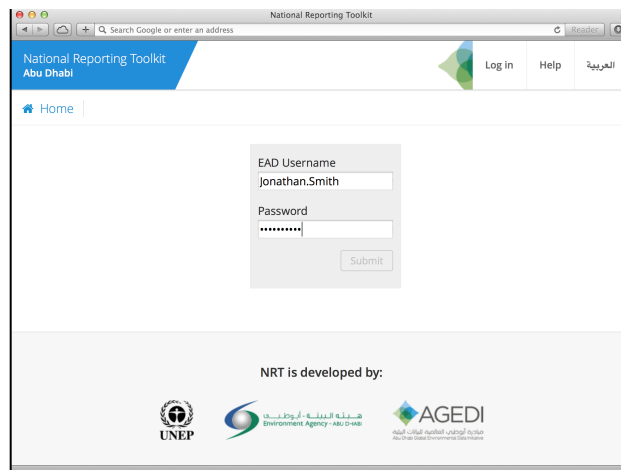
"You need help with NRT?"

We want you to have a simple and productive experience with NRT. The application is designed to be intuitive and straightforward. At any time you can click "Help" to get a short overview of NRT, a link to this document, and also more detailed resources about NRT and indicators.

Please send details of any questions, problems, requests or suggested improvements on NRT to feedback@unep-wcmc.org.

## Getting started: logging in and user accounts

To use NRT, you must first log in. Unless you're already logged-in, when visiting the site you will be presented with a log-in form. You can log in with your EAD username and password. (If you need to change the password, please refer to EAD IT team.)

Once you're logged in, click "Signout" to sign-out. This is especially useful if you're on a public computer and want to stop others having access to NRT.

Language

Both English and Arabic versions of the navigation for the site are available. You can change the language of the site using the locale toggle in the menu bar, located to the right of the page header. There is currently no multi-lingual content.
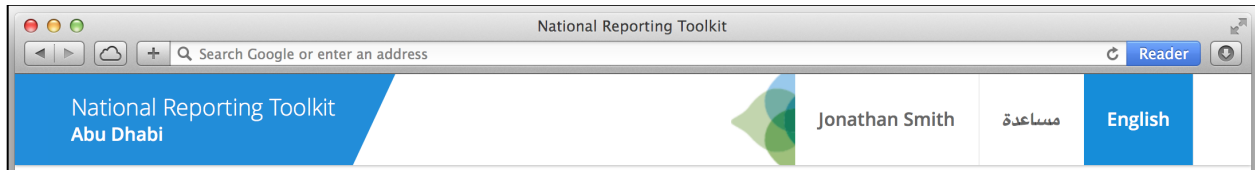

Indicators and Headlines

At the heart of NRT are *indicators* - these are ways to put data and measurement into context. They are calculated in multiple ways from raw monitoring data, and always have a word that puts them into context. In the example below, the value for protected areas coverage meets a threshold for "excellent". At any point in time, this combination of value and text represent a *headline* statement.
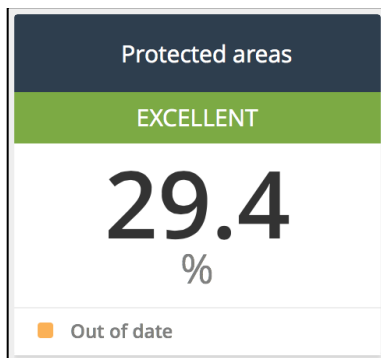

Indicators feed on up-to-date data. When there is more recent data available, this will be indicated at the bottom of the headline box.

Theme dashboard

This is the main way to start engaging with the indicators. The theme dashboard arranges the indicators into theme. Click the heading of each theme to see just a page relating to the indicators in that theme (see Theme page).
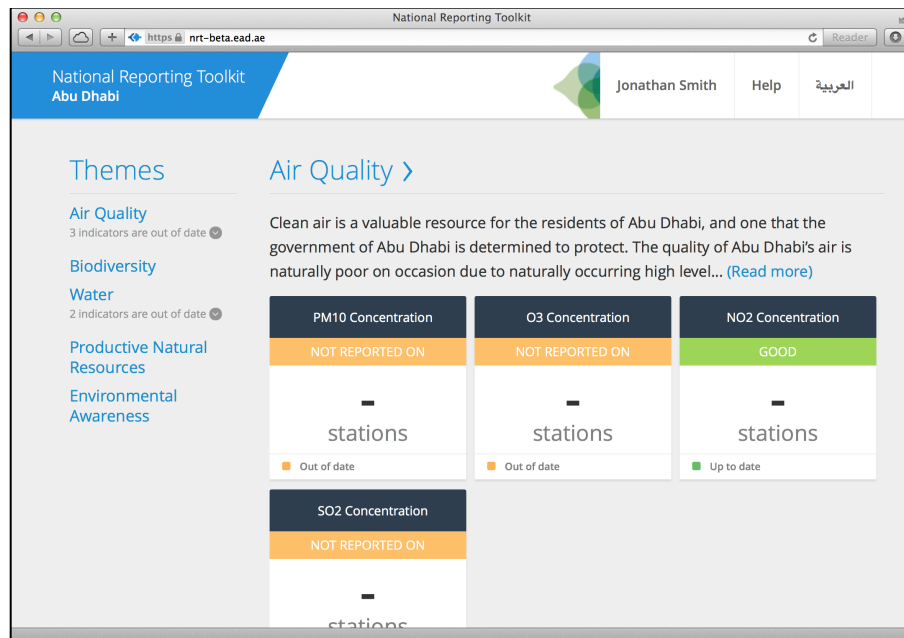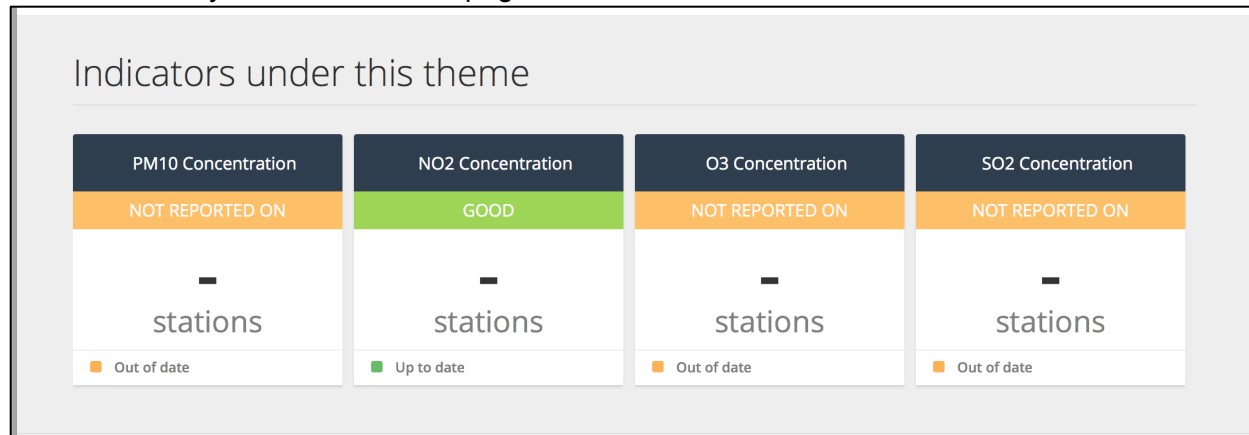
The side bar allows rapid navigation and filtering of the themes, as well as giving an indication of which indicators require updating.
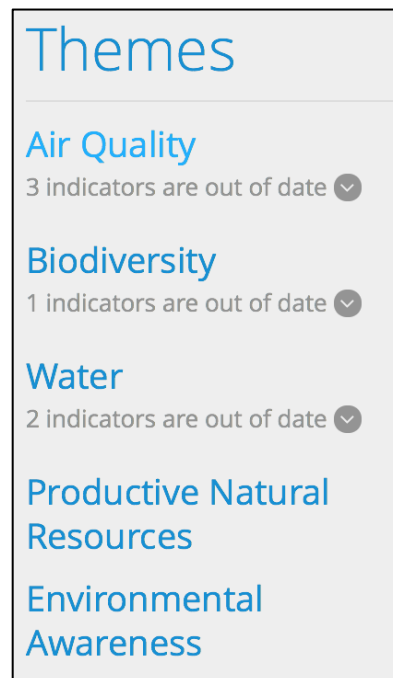
Theme page

This page shows a summary of the indicators relating to a specific theme. Clicking on an indicator takes you to the indicator page for that indicator.

Indicator page

For each indicator, this page gives a summary of the current state, and any other areas of interest the editors have added (see Editing indicator pages).

The top of this page gives the current headline for the indicator (see Indicators and Headlines). This is followed by sections of text and visualisation.
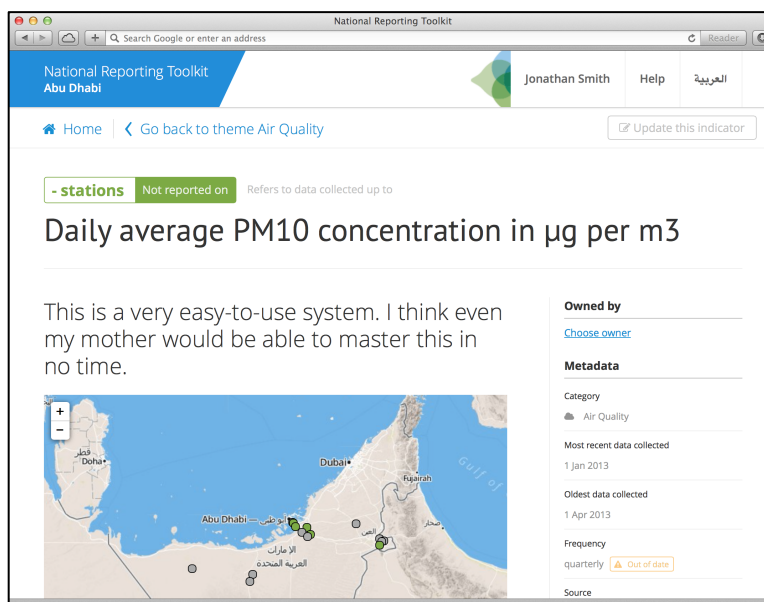
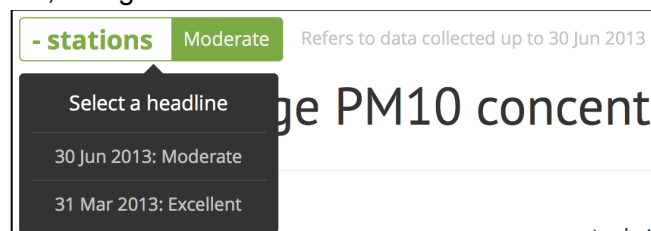The sidebar contains metadata relating to the indicator.

Metadata

Category

☁ Air Quality

Most recent data collected

1 Jan 2013

Oldest data collected

1 Apr 2013

Frequency

quarterly   ⚠ Out of date

Source

Environment Agency - Abu Dhabi

Editing indicator pages

Any logged-in user can edit the indicator pages, and create a new draft version. All changes are saved automatically as a draft version - there is a small indication in the editing information bar which notifies the user of this.

✔ Saved   Discard Draft | Save and exit | **Publish**
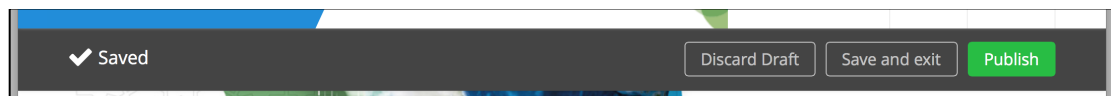
The headline for each indicator can be changed by clicking the existing headline and selecting a new one. The date for the headline figure is given, along with its text value.

- stations Moderate   Refers to data collected up to 30 Jun 2013

Select a headline

30 Jun 2013: Moderate

31 Mar 2013: Excellent

ge PM10 concent

An indicator page consists of text and visualisations. The text will be either a heading or a block of text. The page can also have multiple visualisations, incorporating a range of views of one indicator, as well as other indicators, and also external indicators. See Visualisations below for information about managing the visualisations for each indicator.
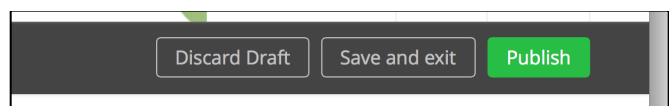
Users click the plus button to add a new section.
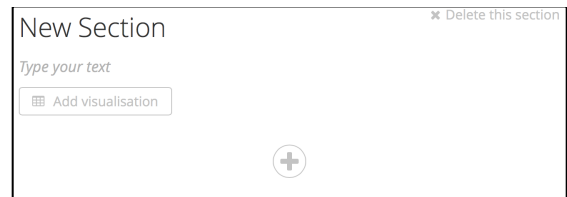
Sections are deleted with the "delete this section" button
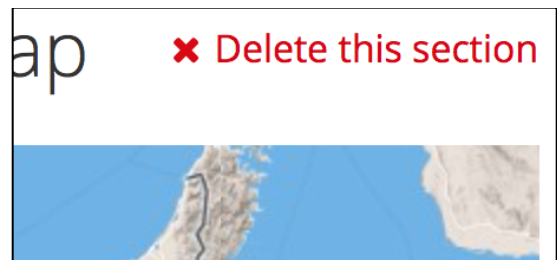

Publishing indicator pages

An authenticated user can publish the current draft. Clicking "publish" on the draft page will immediately make that page available to all readers on the site.

Managing Visualisations

Each indicator can be visualised in multiple ways - usually as a graph, a map or a table. The data presented in the visualisation can be filtered using the right-hand side panel - usually by time and value range.
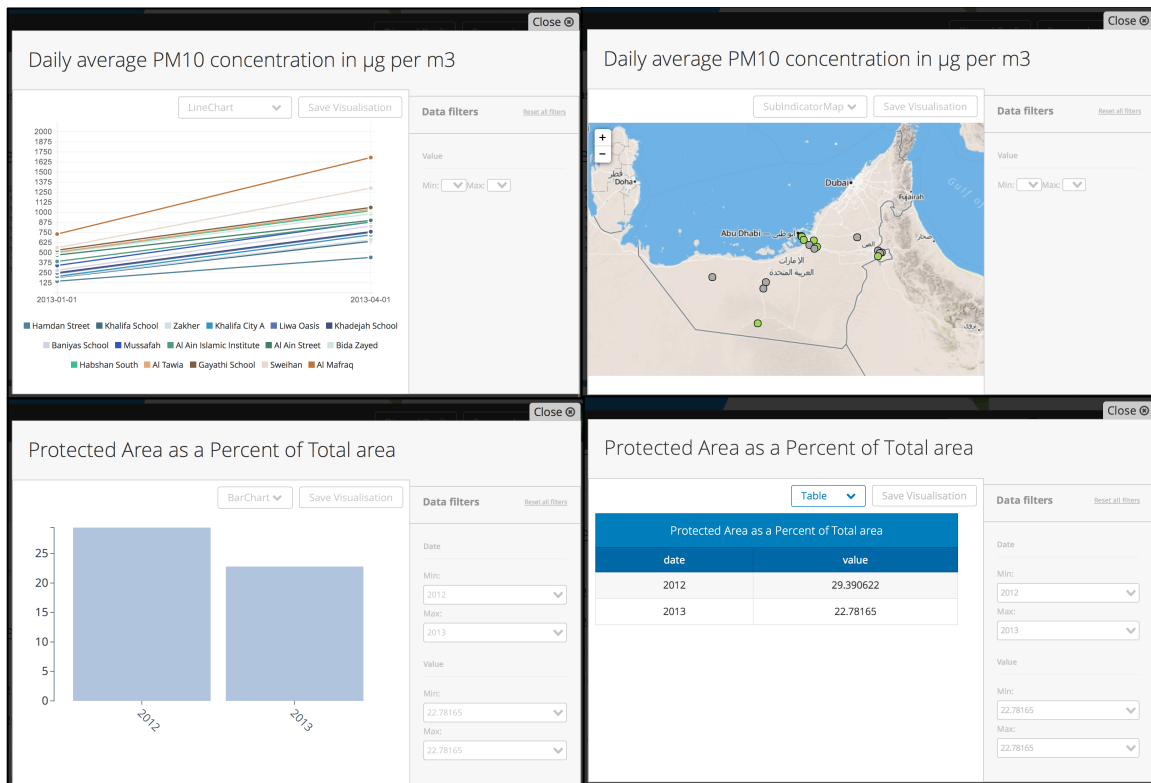
Downloading data

All indicator pages make it easy to download the data driving the graphs and headline values. Click the "download data" link to start the process of downloading a ZIP file which contains:

- plain text file of metadata information, and
- a comma-separated values (CSV) text file of the indicator data.

Feedback on this document

The application is under active development, and many features are likely to change or improve. We'd welcome any comments or corrections on this document. Please email them to feedback@unep-wcmc.org.