



UN Network for SUN Reporting Tool

USER MANUAL

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Introduction

Overview and rationale

This year's UN Network (UNN) reporting exercise is aimed at reviewing the functionality of country UN Networks and collecting data on joint UN efforts towards nutrition capacity strengthening at country level. The exercise covers the period from May 2018 – April 2019 and will be disseminated to UN Network focal points in the 60 countries and 4 Indian States engaged in the Scaling Up Nutrition (SUN) Movement.

The UN Network Secretariat will collate, analyze and present the data garnered in the 2019 UN Network Annual Report. This report will highlight relevant trends as well as good practices with a special focus on nutrition capacity strengthening as documented from the exercise. These results from the exercise will also feed into SUN reporting (e.g. SUN Joint Annual Assessments (JAAs), SUN Monitoring, Evaluation, Accountability and Learning (MEAL) system dashboards) and the Global Nutrition Report.

When completing this exercise, UN agencies and entities¹ involved in the UN Network are encouraged to discuss their responses as a group, to ensure that such responses reflect the joint vision of the UN Network (or UN agencies/entities engaged under the common nutrition agenda).

¹ UN entities may refer to UN-branded services, offices, etc. not tied to a UN agency *per se*, such as the UN Network's intensive multi-sectoral support service, UNN-REACH, the UN Resident Coordinator's Office or others.

Chapter 1– Assessment methodology and process

Methodology

The UNN annual reporting exercise is conducted through the UNN Reporting Tool, an online survey designed to capture UN Network activities that are collectively agreed upon at country level by the Network and/or UN agencies engaged under the common nutrition agenda. These may include: 1) activities that are jointly implemented by two or more UN Network agencies or entities and/or; 2) activities implemented by a single agency as part of a broader, collective UN agency/entity effort. Both types of activities must be recognized as deliverables of the UN Network. Agency-specific interventions that have not been discussed or agreed upon with other members of the UN Network and are not recognized as deliverables of the UN Network should not be captured under this joint reporting exercise.

The data gathered by the exercise this year is centred upon the theme: “nutrition capacity strengthening”. The exercise is divided into three main sections (A, B and C). **Section A** covers indicators included in the UN Network Functionality Index+, which assesses the performance of the UN Network (and/or UN agencies/entities engaged under the common nutrition agenda) at country level and contributes to enhancing mutual accountability within the SUN Movement. **Section B** captures efforts undertaken collectively by UN agencies and other UN entities to strengthen the nutrition capacity of governments (individual staff and institutions). Lastly, **Section C** prompts respondents to document the main achievements and challenges of the UN Network encountered towards achieving nutrition results during the reference period.

Criteria for assessing Outcomes and Contributions

Please use the following criteria to answer the core questions in bold:

Quantitative Criteria

The UN Network reporting tool requires respondents to answer ‘Yes’, ‘No’ or ‘Not Applicable’ to many of the questions posed. Respondents should mark the most suitable option as aligned with the reasons stated below. Please bear in mind that the majority of questions have been formulated to capture joint UN actions between two or more UN entities in view of the collective approach promoted by the UN Network.

YES = If an activity has been carried out by UN agencies/entities during the reporting period (May 2018 – April 2019). Respondents should also mark YES where the activity has commenced but remains uncompleted.

NO = If an activity has not been carried out by UN agencies/entities during the reporting period, even if the activity was identified as a UN Network deliverable or other UNCT-related programmes/agendas for the reporting period.

N/A (Not applicable) = If no activity has been carried out during the reporting period, because no activity was highlighted as an expected and agreed UN Network deliverable or other UNCT-related programmes/agendas.

Consensus/Majority Opinion: Where questions are aimed at measuring the collective efforts of the UN agencies/ entities, answers provided should represent a consensus among all UN parties involved in the specified activity. If consensus cannot be reached on a specific question, respondents may proceed to answer with the majority opinion. Diverging opinions should be succinctly explained in the text box for the given question.

Qualitative Criteria

Respondents will be required to provide a qualitative description of UN activities in relation to nutrition within the reporting period (May 2018 – April 2019) unless otherwise indicated. This will help qualify the level of support provided, often using the three defined categories, namely: ‘limited support’; ‘moderate support’; and ‘intense support’. In order to encourage concise and relevant responses, all text boxes have a 1500-character limit (about 250 words).

Recommended preparation and completion process

The following steps are recommended to facilitate a smooth UNN reporting process. Given that the questions include agency-specific data, participants must be given adequate time to prepare their answers and gather information from their country offices. Other questions require joint responses, which implies that focal points must engage in discussions to ensure consensus regarding their joint contributions.

1. Set up

The UNN Chair (with the co-Chair, when applicable) and the UNN focal points receive an email from the UNN Secretariat containing:

- a. A link to the UNN Reporting Tool
- b. A print-friendly version of the questions and this user-manual
- c. A username and password for the country UNN

Note: One set of log-in credentials will be used by all UNN members in the country.

2. Preparation

Using the print-friendly version, each agency's UNN focal point prepares answers reflecting their own agency's contributions to each question.

Note: The focal point may need to consult their colleagues internally to verify data.

3. Discussion

The Chair/Co-Chair calls a UNN meeting to discuss and reach a consensus on the answers to be entered into the tool. The answers must represent the *joint* view held by the UN agencies in the country UNN.

4. Data entry

The UNN logs on to the web-based tool and enters data in one of two ways:

- a. The Chair and focal points may complete the entire online questionnaire as a group;
- b. The Chair and focal points may designate one person to enter the data in the system after the meeting concludes. Every focal points will need to enter their own agency-specific data at a later time.

Note: In this scenario, it is recommended that the Chair establish a deadline and follow up with the designated focal point to ensure completion.

5. Review

If data is entered after the meeting concludes, it is recommended that every agency focal point review the data and suggest amendments where necessary. Focal points notify the Chair/Co-Chair when data seems complete.

6. Mark data complete

Once the Chair receives notification of validation from all agencies, the survey must be marked as complete by clicking on the "Mark report complete" button. The Secretariat will then be sent an automatic notification that the exercise is complete.

7. Quality assurance

The Secretariat reviews the data for quality assurance, and contacts the country UN Network members as needed.

8. Data analysis

The UNN Secretariat creates tables and charts in private country-specific Dashboards that are viewable only to the Chair and UNN focal points in country.

9. Sharing results

The data visualisations can be viewed by the public on the tool's public Dashboard and downloaded by UNN users for use in reports and presentations.

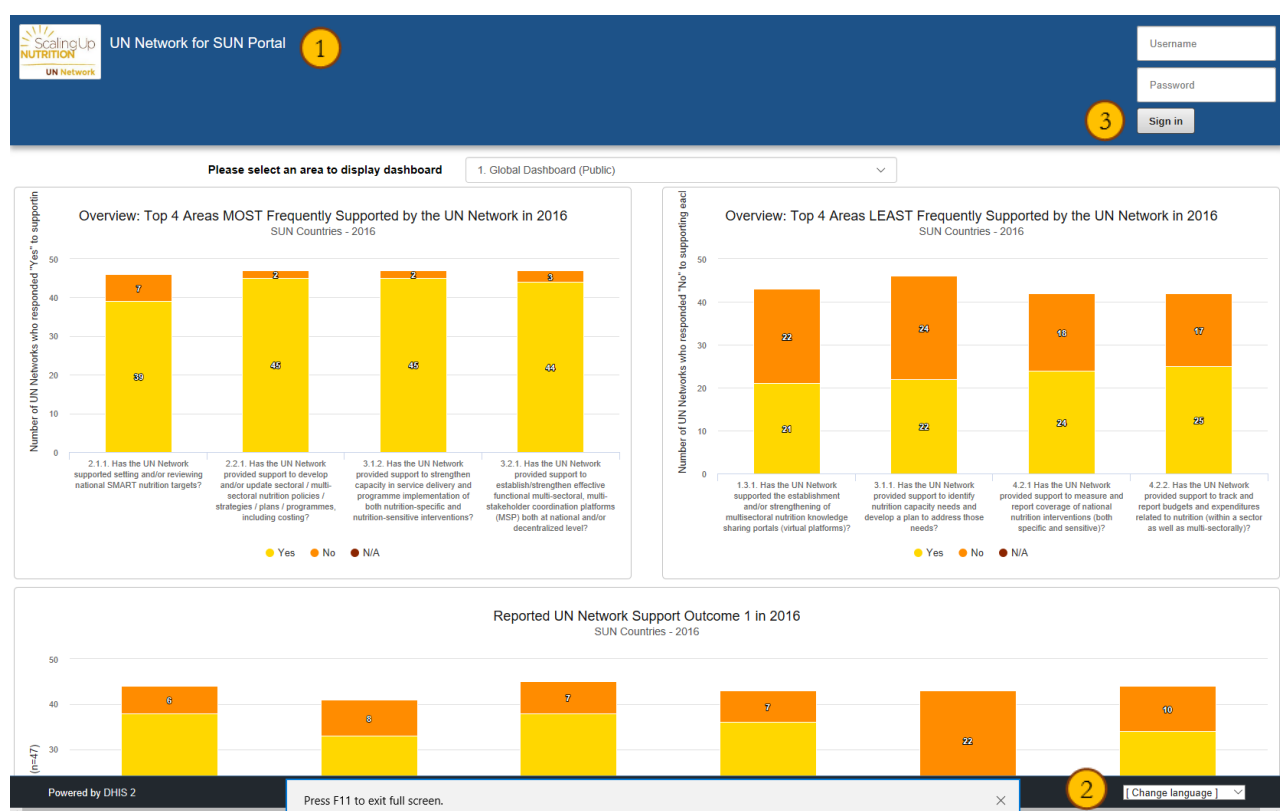
Chapter 2 – Accessing the UNN Reporting Tool

Logging in to the UNN Reporting Tool

The UNN Reporting Tool is part of the **UN Network for SUN Portal**, and can be accessed at portal.unnetworkforsun.org.

- 1 UN Network for SUN Portal:** Data displayed on the home page is accessible to the general public.
 - 2 Language selection:** This will only change the language on the home screen. To change the language inside the system, refer to *Setting up Data Entry* in Chapter 3.
 - 3 Sign in:** Enter your country UNN username and password and click on Sign in.
- Note:** If you cannot locate your username or password, contact the UNN Secretariat at unnetworkforsun@wfp.org.

Figure 1: Logging in to the UNN Reporting Tool



Privacy settings

A standard username and password has been created for each country completing the exercise. If you wish to change the one you received to create a stronger password, please contact the UN Network Secretariat.

IT Requirements and offline data entry

Tech Support

If you experience technical difficulties connecting to the system, the following steps can help improve the tool's usability:

- The tool runs best on the Google Chrome web browser. If you are using Internet Explorer, consider downloading [Google Chrome](#) if the system is not working smoothly.
- Refresh the page you are viewing.
- Clear your search history, including the cache and cookies. Follow the hyperlinks in this manual to read instructions on clearing the cache for [Google Chrome](#), [Internet Explorer](#), [Mozilla Firefox](#), and [Safari](#).
- Ask your IT colleague to ensure that the port that the server is running on is **not blocked by firewalls or other network protecting devices** across the network. Your connectivity issues may be caused by the heightened network security that exists in certain UN offices.

The UNN Reporting Tool is built on DHIS2, and your IT colleagues may wish to visit the DHIS2 website for further documentation: <https://www.dhis2.org/documentation>.

Offline data entry

When starting to complete the questionnaire, your internet connection must be stable.

Chapter 3 – Data entry

Setting up data entry

After entering your username and password, the following data entry screen will appear:

Figure 2: Data entry screen overview

- 1 **Organisation unit:** This field refers to the country reporting data. It will automatically be populated with the country for which you have entered the username and password.
- 2 **Survey:** select 'UN Network for SUN Annual Reporting'.
- 3 **Year:** select the year for the current UN Network reporting exercise cycle. In this case, the year is 2019.
- 4 **Resources box:** in this area, you will find links to documents and resources that are useful for the completion of the exercise.
- 5 **Applications menu:** This menu allows you to navigate between the Data Entry page, the Dashboard page, and the Data Visualizer and Pivot Table applications. You can also search for an application directly in the search bar to the left of this menu icon.
- 6 **Account settings:** Click here to view your profile information, change the language (see "Language Selection") and access DHIS2 resources.

Note: You must select a Survey and a Year from the drop-down menus in order to view the survey questions.

Data entry structure

The survey questions are organized into horizontal tabs that correspond to each section of the questionnaire. Note that this year, data will only be collected on the UNN Functionality Index+ and UN efforts towards nutrition capacity strengthening.

Figure 3: Data entry structure

The screenshot displays the 'Survey Data Entry' interface. At the top left, there is a form with fields for 'Organisation unit' (Test Country 1), 'Survey' (UN Network Country Reporting Questionnaire), and 'Year' (2019). To the right of this form is a blue box titled 'UN Network for SUN Resources' containing links to various manuals and strategies. Below the top form are two buttons: 'View data as tables' (highlighted with a yellow circle 4) and 'Mark report complete'. A horizontal tab bar in the center features a tab labeled '1 UNN REPORTING QUESTIONNAIRE (2018-19)' (highlighted with a yellow circle 1). Below the tab bar, on the left, is a sidebar with a list of sections: 'Introduction' (highlighted with a yellow circle 2), 'SECTION A: QUESTIONS ON THE UN Network FUNCTIONALITY INDEX+', 'SECTION B: NUTRITION CAPACITY STRENGTHENING', and 'SECTION C: UN NETWORK ACHIEVEMENTS AND CHALLENGES'. The main content area on the right contains a red banner with an 'IMPORTANT!' message, followed by a question prompt (highlighted with a yellow circle 3) and a text input field. At the bottom right of the input field, it says 'Characters remaining: 1470'.

To fill out the survey, follow these steps:

- 1 **Tab:** Click on the 'UNN Reporting Questionnaire 2018 – 2019' tab to view the sections it contains.
- 2 **Section:** Click on each section to view the questions they contain.
- 3 **Questions:** Answer each question in the space provided or by selecting the correct option, following the order it appears.
- 4 **View data as tables:** Clicking on this button will produce a table of survey questions and data entered. It allows the user to review their progress or to print the list for offline use.

Basic instructions for data entry

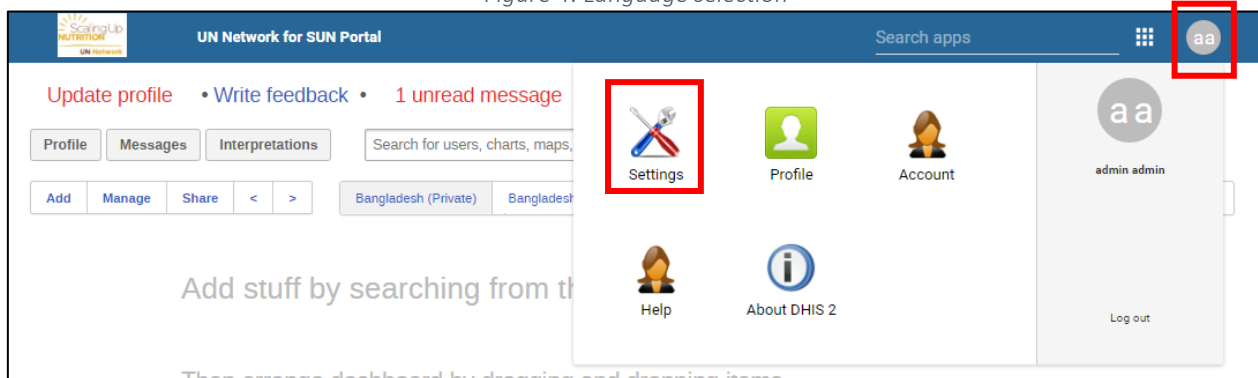
- **Automatic saving:** Values are saved as soon as they are entered. The data field will turn light green to indicate that the value was saved.
- **Invalid data:** The system will not allow you to enter a value that is invalid, such as entering text in a field that only accepts numeric values. The data will not be saved until you have corrected the value.
- **Disabled fields:** If a data field cannot not be filled, the field will turn light grey and the cursor will automatically jump to the next open field.

Language selection

The UNN Reporting Tool is currently available in English and French. The language may be changed at any time with the following steps:

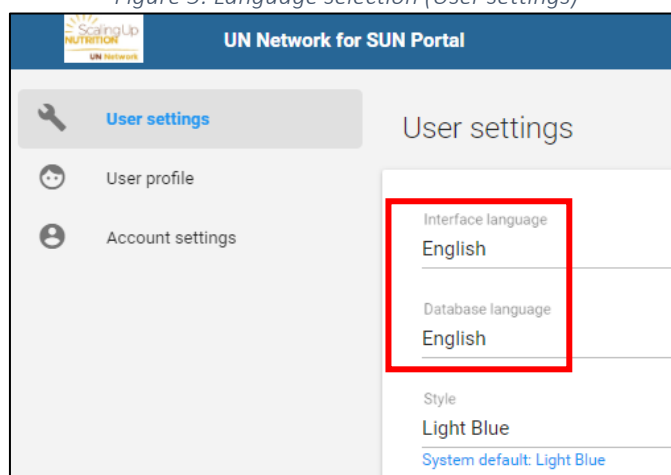
1. Click on the grey circle containing your country initials
2. Click on Settings

Figure 4: Language selection



3. Click on interface language and select the language you wish to view
4. Click on database language and select the same language.

Figure 5: Language selection (User settings)



5. Clear your cache: Go to your browser's History or Security settings, select Clear Browsing Data, and select "Clear cache". Performing this action will defer according to your web browser, and you may need to contact your IT colleague for support.
Follow the hyperlinks in this manual to read instructions on clearing the cache for [Google Chrome](#), [Internet Explorer](#), [Mozilla Firefox](#), and [Safari](#).
6. Refresh the page and log-in to the Portal with your username and password once more.
7. Return to the UNN Reporting page through the applications button. Your system should be displayed in the alternate language you selected.
8. If this process does not work, contact your IT colleague and ask them to clear your web browser's cache. You may also refer to the section of the manual titled "IT Requirements and Information".

Reviewing and downloading data

At any point during data entry, the user may review the data that has been entered. To do so, click on **View data as tables** (figure 6). The following features will become available:

Figure 6: View data as tables

The screenshot shows the 'Survey Data Entry' interface. At the top, there are input fields for 'Organisation unit' (Test Country 1), 'Survey' (UN Network Country Reporting Questionnaire), and 'Year' (2019). To the right, there is a section titled 'UN Network for SUN Resources' with links to various manuals and strategies. Below this, there are two buttons: 'Back to data entry' and 'Mark report complete'. A yellow callout box with the number 1 points to the 'Export data to Excel' icon (a green square with a white 'x'). A yellow callout box with the number 2 points to the 'Export data to PDF' icon (a blue square with a white document icon). A yellow callout box with the number 3 points to the 'Back to data entry' button. The main content area is titled 'UNN REPORTING QUESTIONNAIRE (2018-19)' and contains an 'Introduction' section with a table for '1. Please indicate which UN agencies/entities actively participated in this Reporting Exercise for the specified reporting period (May 2018 – April 2019)'.

- 1 Export data to Excel:** Download an Excel version of the data entered.
Note: When opening the file in Microsoft Excel, a pop-up message will indicate that *'The file format and extension don't match. [...] Do you want to open it anyway?'* Click on **Yes** and open the file.
- 2 Export data to PDF:** Download a PDF version of the data entered.
Note: Clicking on the PDF icon will prompt the user to print the page. Click on the menu of printer options and select "Save as PDF".
- 3 Back to data entry:** This button takes the user back to the data entry screen. Users can go back and forth between these screens and continue to add or edit data.

Marking the report complete

When all of the survey questions have been answered, and UNN focal points and Chair(s) have agreed to it, the report must be **marked complete**. The UNN Secretariat will be notified that the exercise has been completed by your country. They will begin quality assurance and data analysis.

Figure 6: Mark report complete

The two side-by-side screenshots show the 'Survey Data Entry' interface. The left screenshot shows the 'Mark report complete' button (a blue button with a white checkmark) highlighted with a yellow callout box with the number 1. The right screenshot shows the 'Mark report not-complete' button (a red button with a white 'x') highlighted with a yellow callout box with the number 2. Both screenshots show the same interface as the previous figure, including the 'UN Network for SUN Resources' section and the 'UNN REPORTING QUESTIONNAIRE (2018-19)' section.

- 1 Mark report complete:** Clicking on this button will notify the UNN Secretariat will be notified that the exercise has been completed. Data will be locked and cannot be edited.

Note: If you have left any questions unanswered, a pop-up window will prompt the user to complete the answers that have been left blank. All questions must be answered before the report can be marked as complete.

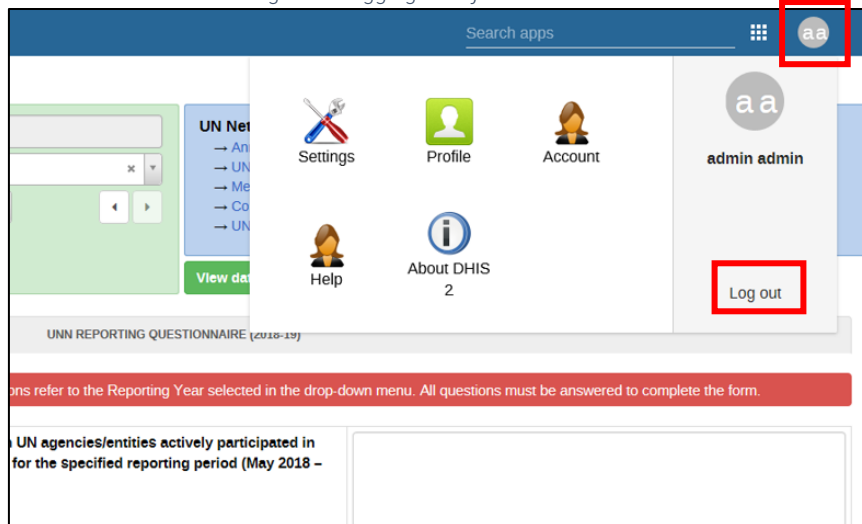
- 2 **Mark report not complete:** If a UNN wishes to modify data after the report has been completed, the user must return to the data entry page and **mark the report non-complete**.

Note: After all edits have been finalized, **mark the report complete** once more. This indicates that the exercise has been completed and that the data can be analysed.

Logging out of the UN Network for SUN Portal

To log out, click on the country initials in the grey circle at the top right corner of the screen and select Log Out.

Figure 7: Logging out of the UNN Portal



Chapter 4 - Dashboards

Dashboards are a part of the UNN Reporting Tool intended to provide quick access to different analytical objects (charts, tables and graphs) to users. Once the survey has been completed, several graphs will be generated by the Secretariat, both at country level and aggregated to global level.

Dashboards characteristics

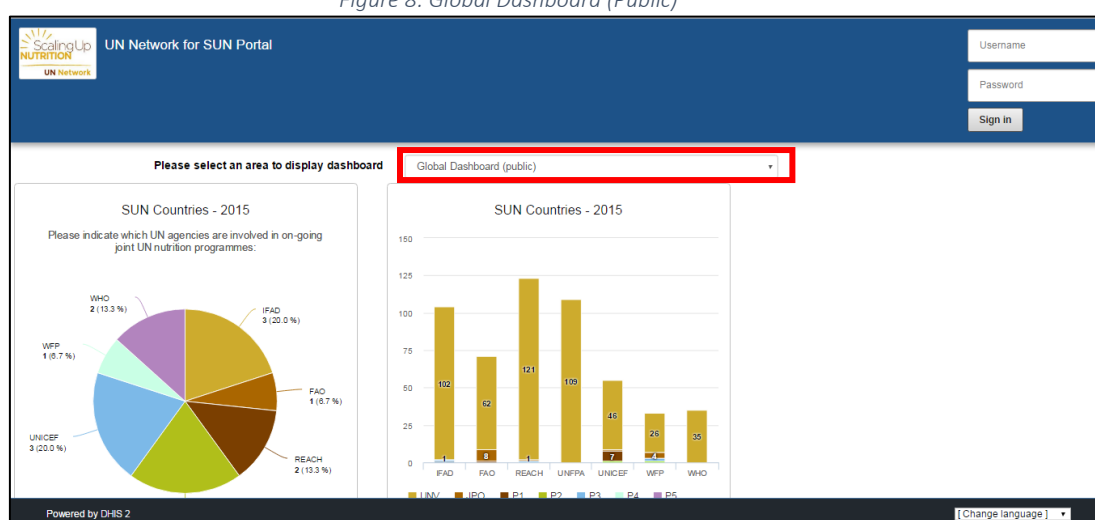
There are three types of dashboard accessible through the UNN Portal. Table 1 presents the different characteristics and functions of each type of dashboard.

Table 1: Dashboard Characteristics

	CHARACTERISTICS				
DASHBOARD TYPE	Contents	View access	Edit and download access	Author	Country validation required for publishing
Global Dashboard (public)	Graphs of data aggregated across all SUN countries	Any public viewer	All users with UNN log-in credentials	UNN Secretariat only	Yes
Country Dashboard (public)	Graphs of data reported by one country's UNN	Any public viewer	All users with UNN log-in credentials	UNN Secretariat only	Yes
Country Dashboard (private)	Graphs of data reported by one country's UNN	Country-specific UNN users with log-in credentials & UNN Secretariat	Country-specific UNN users with log-in credentials	Country-specific UNN users with log-in credentials & UNN Secretariat	No

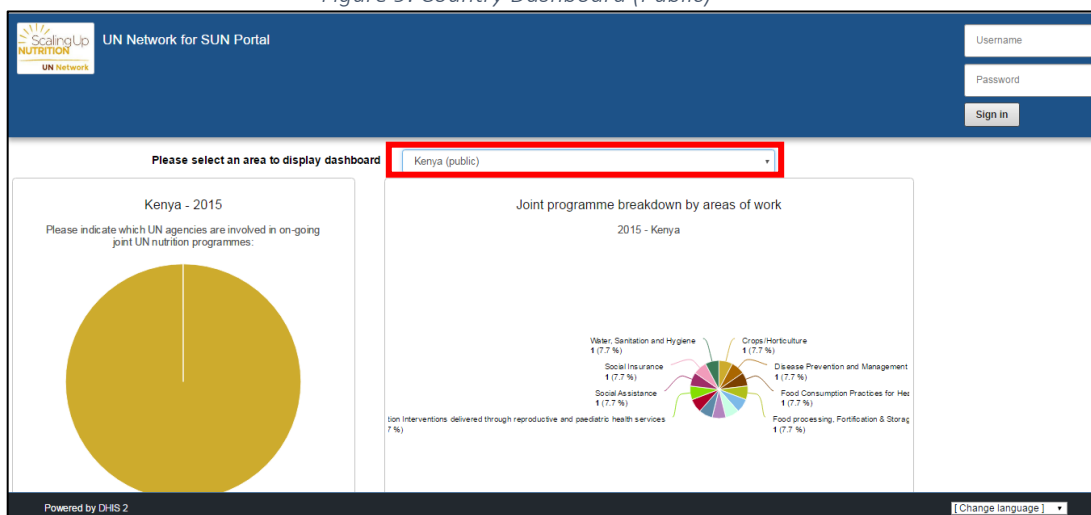
1. **Global Dashboard (public):** This dashboard is visible to the general public and contains graphs aggregated across all country UN Networks. Standard graphs in this dashboard are *created and made public by the Secretariat only*. The public can view these graphs but cannot add, download, or edit them. UNN members can download and edit them by logging in with their country credentials, but cannot publish them.

Figure 8: Global Dashboard (Public)



2. **Country Dashboards (public):** Each SUN country has a public Country Dashboard in the UNN Portal. These dashboards are accessible from the public Global Dashboard page, by selecting a country from the drop-down list. Public Country Dashboards are viewable by the general public and contain graphs referring only to a specific country's UN Network. Standard graphs in this dashboard are *created and published by the UNN Secretariat*. They cannot be added, downloaded, or edited unless a UNN user logs on with a username and password (see section on Country Dashboard (private)). For more information on how to edit and save a graph in the Country dashboard, refer to the chapter "Dashboard functionalities" on the next page.

Figure 9: Country Dashboard (Public)

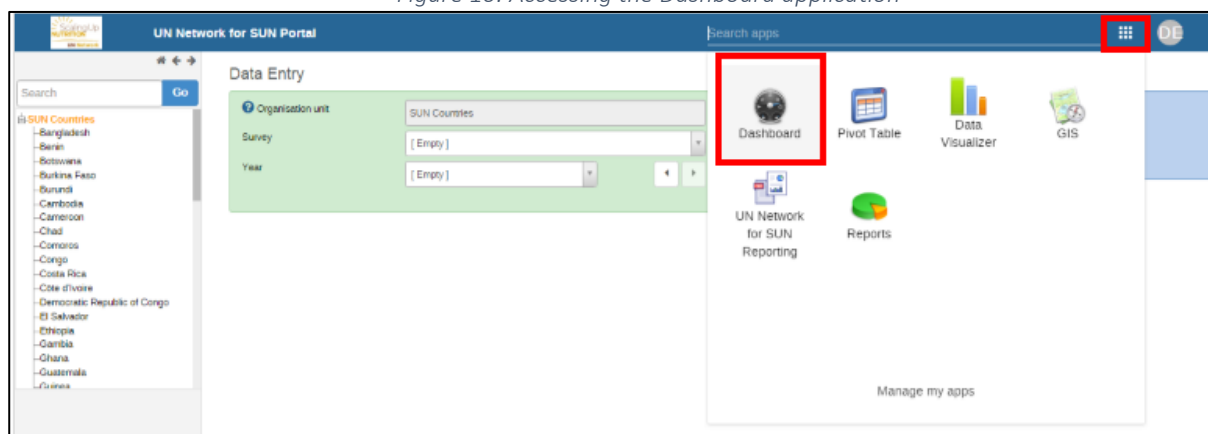


NB: Country Dashboards (private): Each SUN country has a private Country Dashboard in the UNN Portal. Users can log in to create new data visualizations (e.g. charts, reports, tables and graphs) and add them to this dashboard for private display. These graphs are *only* visible to the country UN Network users and the Secretariat. They are not visible to the public or to other countries' UNN members who have logged on. If a graph has been approved for public sharing, the Secretariat can publish it to one of the public dashboards (Global or Country).

Accessing the Dashboard application

Users must log in with their country UNN credentials to access the private Country Dashboards. To access the Dashboards application, click on the "Apps" menu and select the Dashboard icon.

Figure 10: Accessing the Dashboard application



Dashboard application

The primary functionalities of the Dashboard application are as follows:

Figure 11: Dashboard Functionalities

The screenshot shows the 'UN Network for SUN Portal' interface. At the top, there's a header with the logo and navigation links: 'Update profile', 'Write feedback', '3 unread messages', and 'Sudan (Public)'. Below this is a section with 'Messages' and 'Interpretations' tabs, a search bar, and a row of country tabs: 'Senegal (Public)', 'Sierra Leone (Public)', 'Somalia (Public)', 'South Sudan (Public)', and 'Sri Lanka (Public)'. A table titled 'UN Network Functionality Index 2016 - Based on data from the UNN Reporting Exercise and Country Comm...' is displayed, showing data for Sudan. The table has columns for 'Organisation unit / Data', '3+ Focal Points in 2016', 'Chair(s) Nominated in 2016', 'Reporting Exercise Completed in 2016', 'Work Plan Developed in 2016', and 'UN Nutrition I'. The data row for Sudan shows values: 1, 1, 1, 0, and an empty cell respectively.

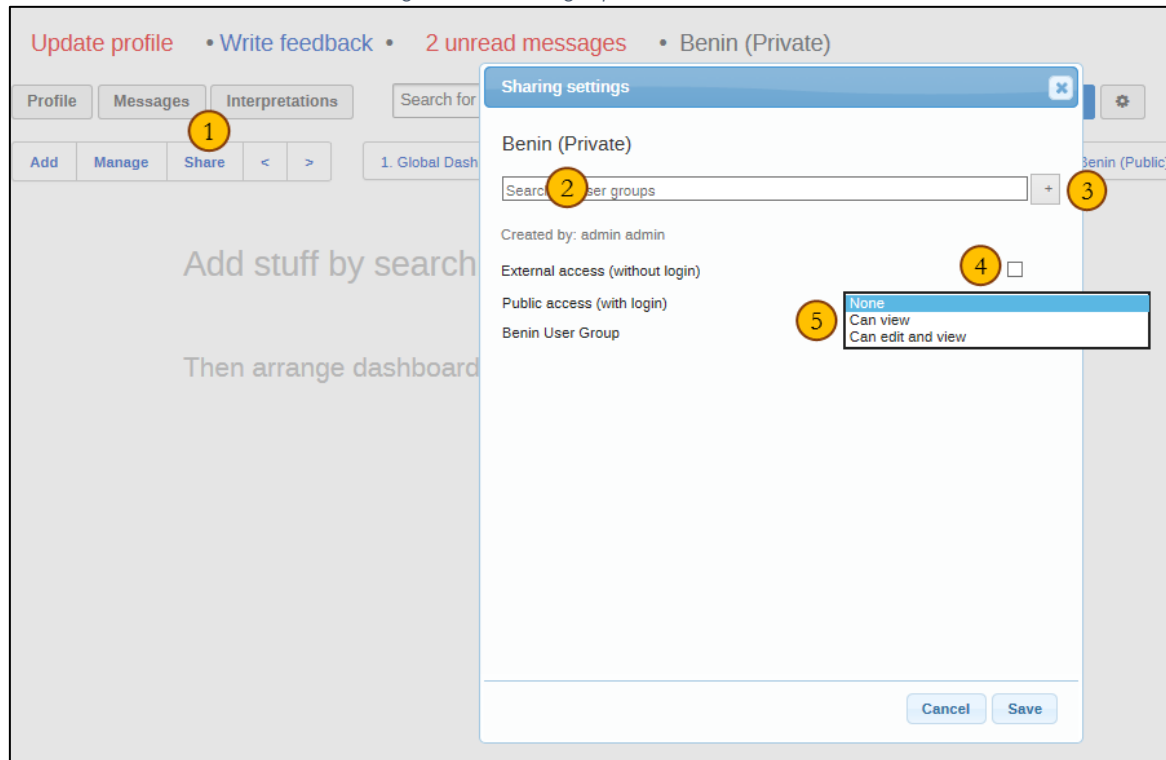
Organisation unit / Data	3+ Focal Points in 2016 (Source: UNN Database)	Chair(s) Nominated in 2016 (Source: UNN Database)	Reporting Exercise Completed in 2016 (Source: UNN Reporting)	Work Plan Developed in 2016 (Source: UNN Reporting)	UN Nutrition I (Source: UNN Reporting)
Sudan	1	1	1	0	

- 1 **Tabs:** Click on the tabs to view the available tables and graphs for each category. In order to view all of the dashboards that are available, scroll through the list by using the <, > symbols.
- 2 **Add:** This button allows you to create a new, privately managed dashboard. New graphs and figures can be uploaded in the new dashboards for future visualization and analysis. Refer to Chapter 5 for more information on creating new graphs and upload them to the dashboards.
- 3 **Manage the dashboard:** This feature is only available for your country's private dashboard. The Manage button will allow you to:
 - Rename the current dashboard
 - Add items to the current dashboard (not applicable for graphs and charts)
 - Delete the current dashboard
 - Translate the current dashboard
- 4 **Sharing the dashboard:** This feature is only available for your country's private dashboard. A country's private dashboard can be shared with different user groups. For more information, refer to the next section of the manual, entitled "Sharing a private dashboard".

Sharing a private dashboard

If a country wishes to share their private country dashboard or a new dashboard they have created with a group of countries, the Secretariat can create a user group with these countries, to facilitate sharing the data in a controlled and private way. For example, a user group containing all SUN countries in one region could be used for intra-regional comparison or knowledge-sharing.

Figure 12: Sharing a private dashboard



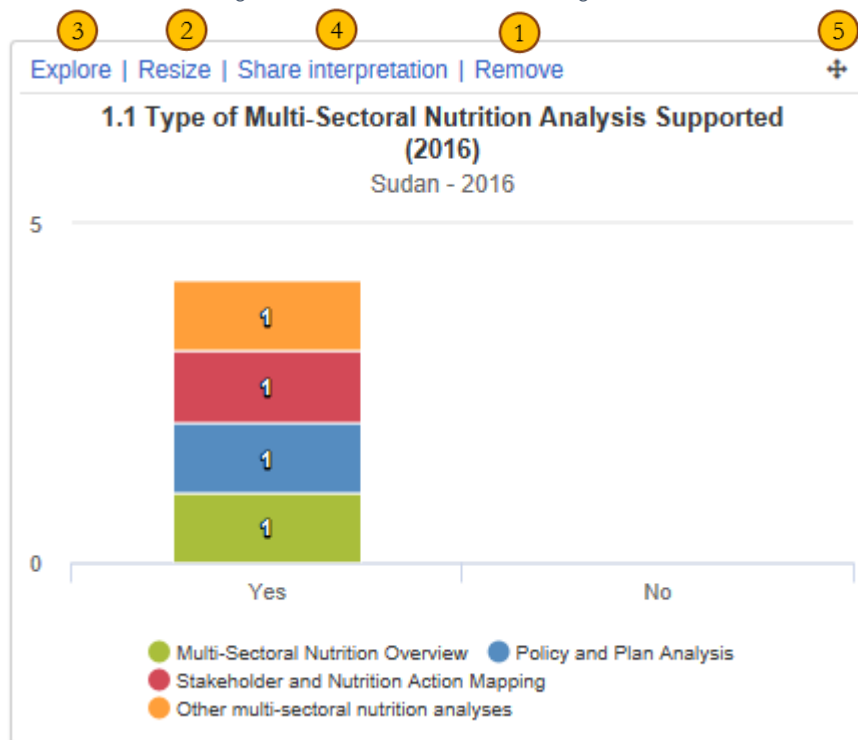
In order to share a dashboard with user groups:

- 1 Click on "Share" from the dashboard page.
- 2 Type in the name/s of the user group/s in the sharing settings dialogue box.
- 3 Click on the "+" sign to add them to the dashboard sharing settings.
- 4 External access (without login): Assign the access options for the public, i.e. website users without any login credentials.
 - Checking this box indicates that the dashboard you have created will be viewable to the public and users outside the United Nations will see the graphs without logging in. **[not recommended]**
- 5 Public access (with login): Assign the access options for UNN users who have login credentials for other SUN countries.
 - None: UNN users from other countries will not be able to view the dashboard. It remains a private dashboard, viewable only to the country who created it.
 - Can view: UNN users from other countries can view the dashboard but cannot edit it.
 - Can view and edit: UNN users from other countries can view and edit the dashboard (add graphs, etc.)
6. User group: Assign the access options for UNN users in the User Group you have added.

Dashboard items management

Dashboard items refer to the graphs and tables that are added to dashboard. The following functionalities allow you to edit these items.

Figure 13: Dashboard items management



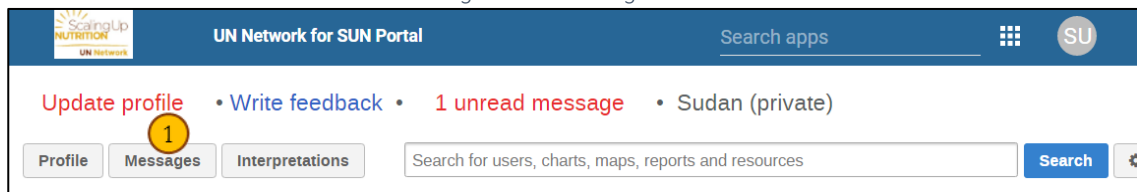
- ① **Remove:** Allows you to remove the item from the dashboard. It will still be saved in the library of Favorites, and can be added by typing its name in the search bar of a dashboard.
- ② **Resize:** Allows you to resize an item in the dashboard. There are three sizes to choose from.
- ③ **Explore:** Opens the graph in the Data Visualizer or Pivot Table application and allows the user to edit the graph. Refer to “Chapter 5 - Creating data visualisations” for more information.
- ④ **Share interpretation:** Allows the user to comment on the dashboard item and share the comment with other viewers. The interpretation will be visible in the "Interpretation" section of the dashboard.
- ⑤ **Change the disposition of the items in the dashboard:** Graphs and tables in the dashboards can be reorganized by simply dragging-and-dropping any of the objects to a new position.
Note: Items in the Dashboards can only be moved to spaces that are the same size (e.g. a square table cannot be moved to replace a rectangular table). Therefore, it is recommended to keep charts the same size when changing their positions.

Sending and managing messages

Within the system, you can send messages to the other users, UNN country teams and user groups.

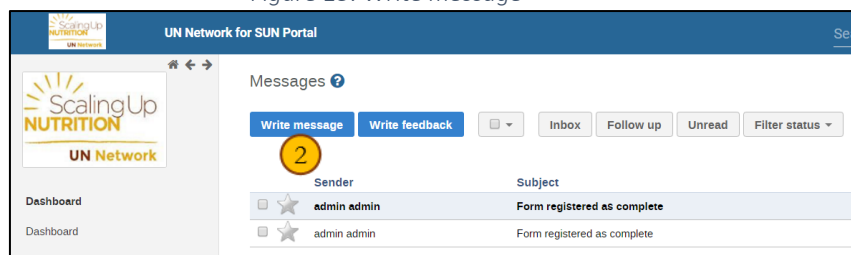
Note: Messages and feedback messages are not sent to users' e-mail addresses. The messages only appear within the system.

Figure 14: Messages



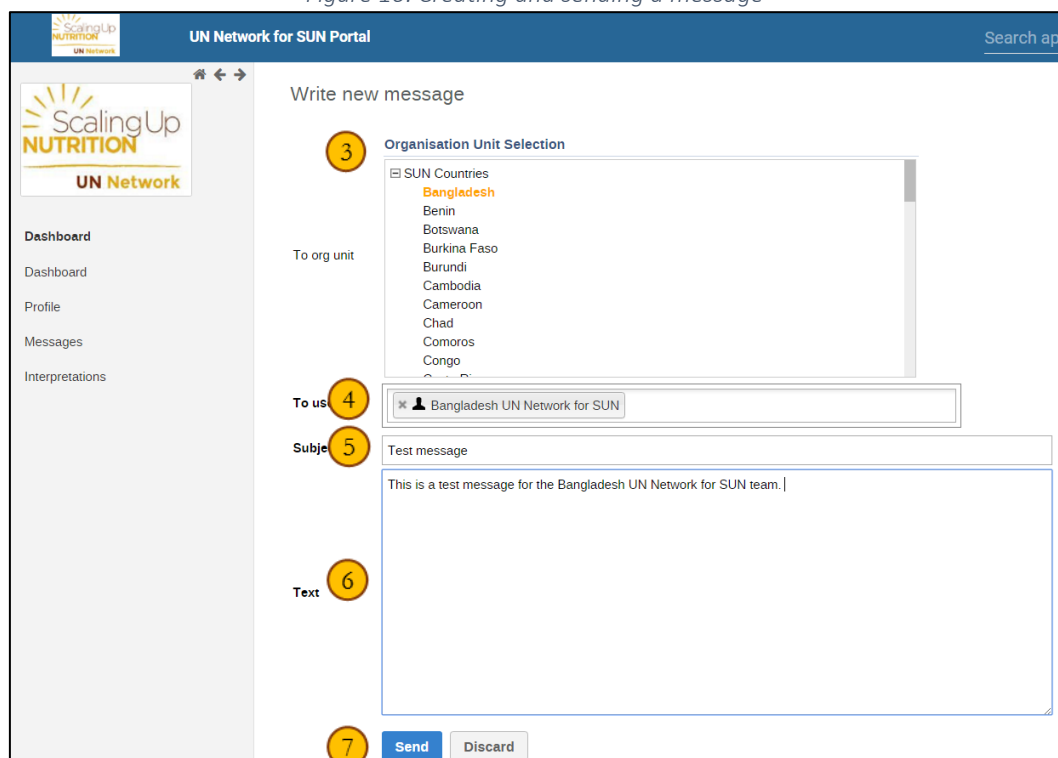
- 1 From the Dashboard, click on “Messages”.

Figure 15: Write message



- 2 Click on “Write message”.

Figure 16: Creating and sending a message



- 3 **To org unit:** Click on the SUN Country or group of countries you want to send the message to.
- 4 **To user:** Begin typing to select the users or user groups you want to send the message to.
- 5 **Subject:** Type a subject.
- 6 **Text:** Type a message.
- 7 Click “Send”.

Chapter 5 - Creating data visualisations

Data Visualizer Application

The 'Data Visualizer' application allows users to create new graphs or edit existing ones. The application generates charts in the web browser that can be shared to a Dashboard or downloaded for use in presentations or briefs.

Running analytics as a prerequisite to visualisation creation

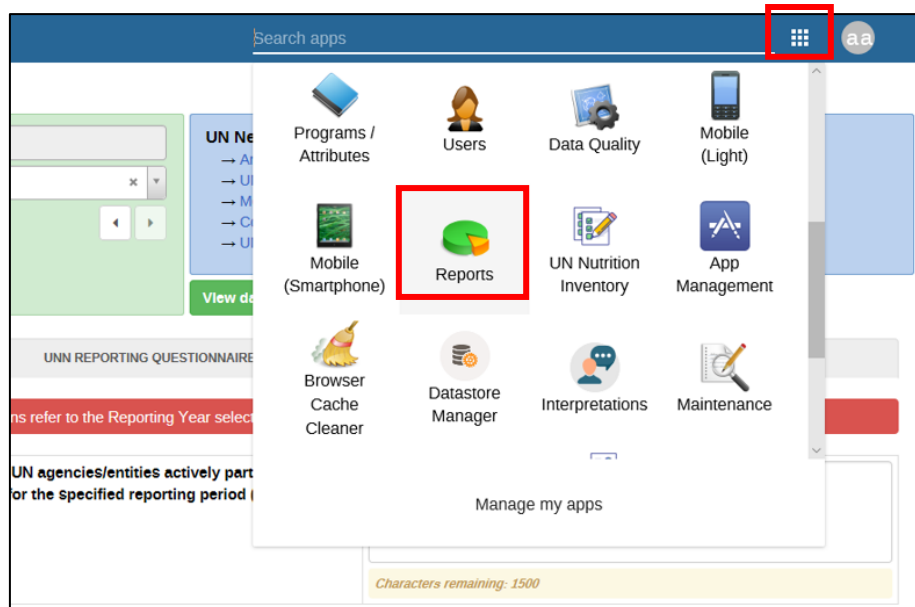
Once data have been entered in the survey, the user must run the analytics engine of the tool before proceeding to visualisation creation.

Users can run the analytics engine in two ways:

- Auto scheduled: the engine runs automatically every 24 hours.
- Manually scheduled: the engine runs immediately. The following steps allow the user to manually run the engine:

1. Click on the Applications menu and select the Reports application.

Figure 17: Running the analytics (Reports application)



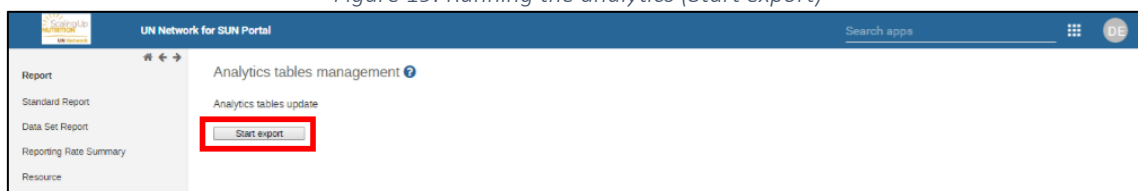
2. Click on "Analytics" in the menu on the left.

Figure 18: Running the analytics (Analytics)



3. Click on "Start export". Please note that the system will run for several minutes.

Figure 19: Running the analytics (Start export)



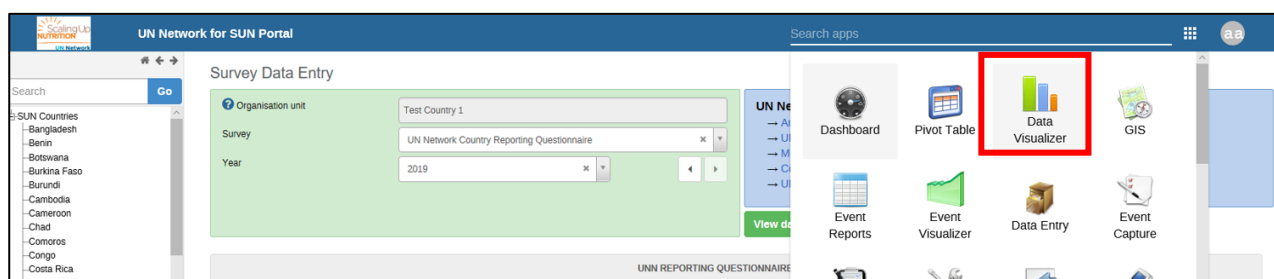
- When the analytics engine has finished running, the following message will be displayed: “Analytics tables updated”. The user can now proceed to creating data visualisations.

Creating a new chart

Open the applications menu and select “Data Visualizer”.

Tip: It is recommended that the user open the Data Visualizer application in a new tab and keep the survey open in the first tab in order to be able to refer back to the survey questions when building a graph. To do so, right click on the web browser tab and select “duplicate”. This will open a second tab to the same survey webpage. Navigate to the Data Visualizer application from either of these tabs.

Figure 20: “Data visualizer” application

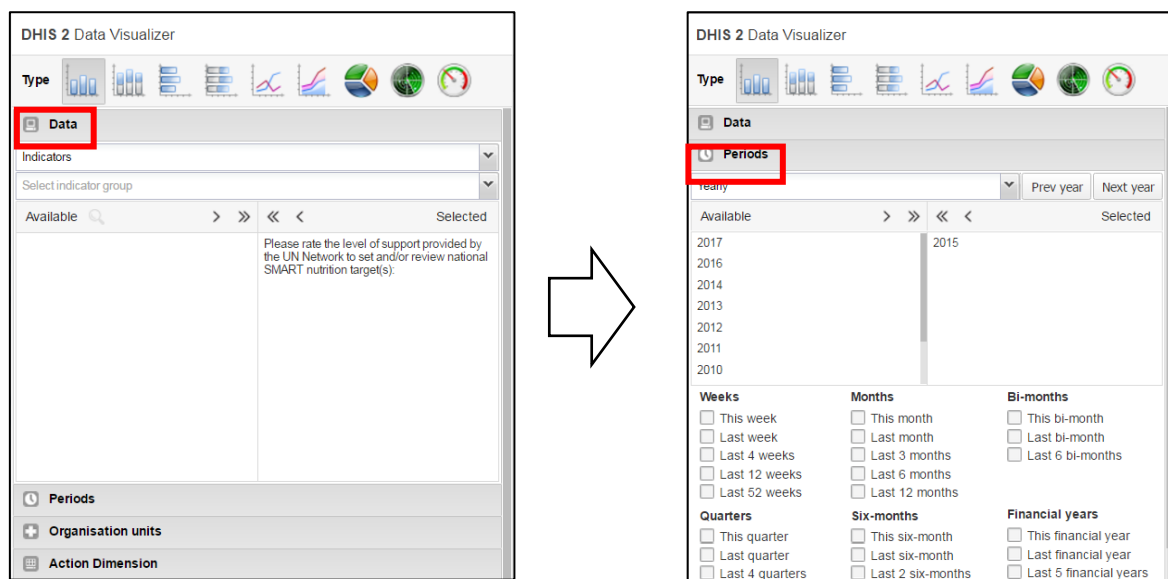


Using the menus

The grey bars listed vertically along the left of the screen are menus containing data dimensions:

- The first menu, Data, is open when the user enters the Data Visualization application.
- To open one of the menus below (e.g. Periods), click on the grey bar with that name.
- This menu will open and the Data menu will automatically close. Only one menu can be open at a time.
- You may toggle between the menus in any order.

Figure 21: Data visualizer application (Menus)

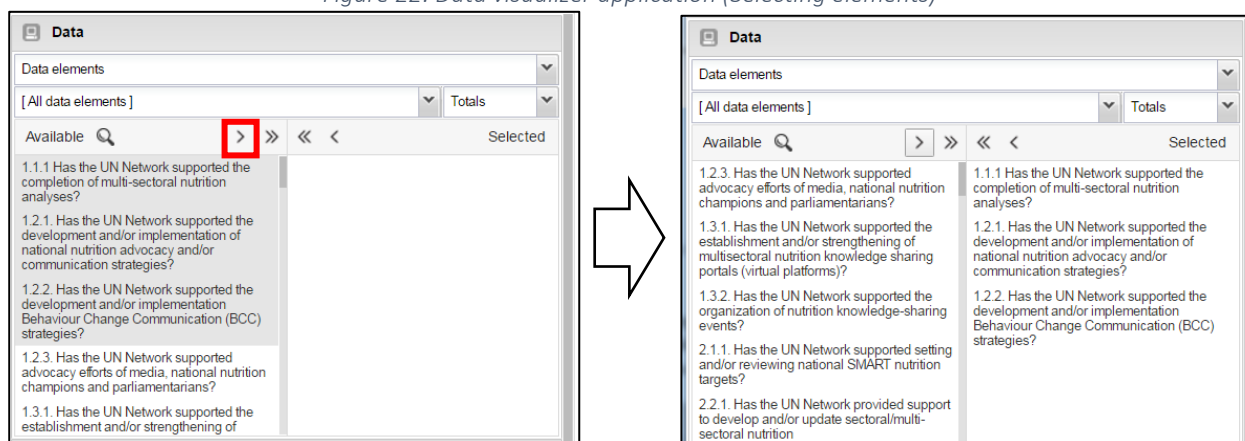


Selecting elements within a menu:

Move items from the list on the **left** to the list on the **right** in order to apply them in the chart. This can be done by:

- Double-clicking on the item name.
- Highlighting one or several items and clicking on the single-arrow.
- To select all items in a list, click on the double-arrow.
- To clear items, move them back to the menu on the left in the same ways.

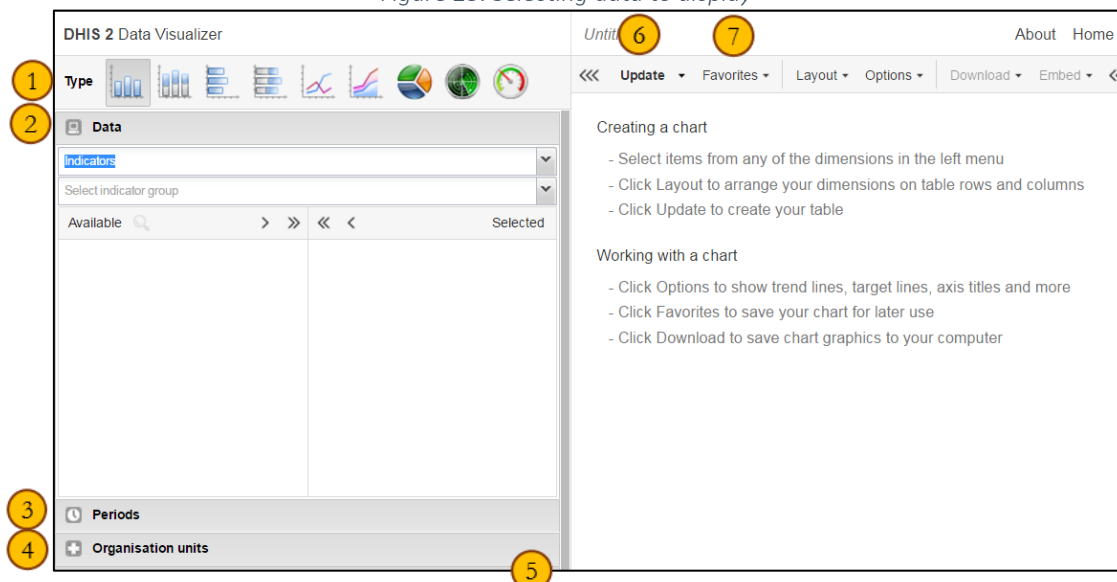
Figure 22: Data visualizer application (Selecting elements)



Selecting the data to display

To create a new chart, the following elements must be defined:

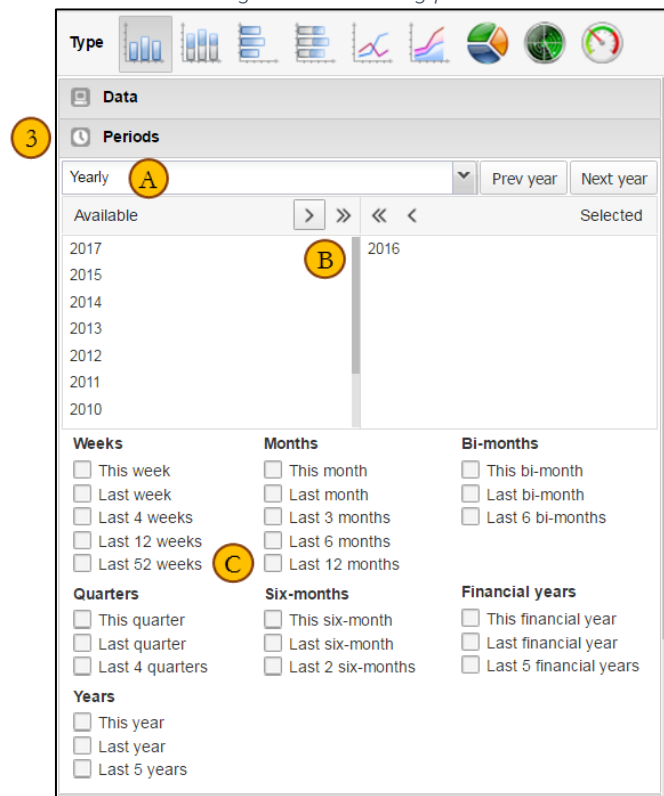
Figure 23: Selecting data to display



- 1 **Type:** Select a chart type (review the Chart Type table below).
- 2 **Data:** select the question(s) for which you would like to display data.
Note: Questions that were answered with text cannot be displayed as graphs (e.g. “Please briefly describe...”). These will appear among the options but should not be selected.
- 3 **Periods:** This selection will determine the year(s) of data to display.
 - A **Period Type:** Select “Yearly”, because the Reporting exercise is conducted on an annual basis.
 - B **Year:** In the list of years titled Available, double click on the year for which data will be analysed. If the year is not listed, click on “Prev year” or “Next year” to view more options.
 - C

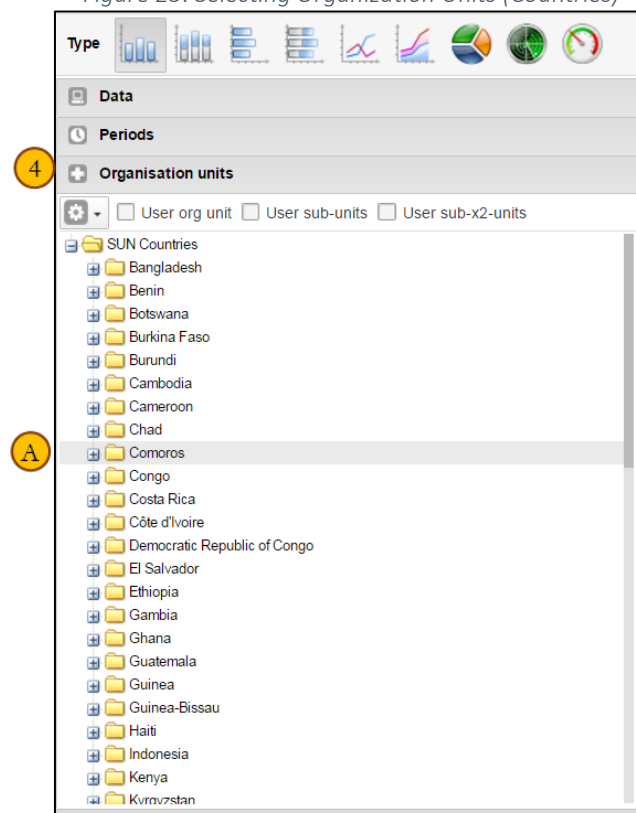
- C. **Uncheck boxes below:** The option “Last 12 months” is checked by default, but must be unchecked because the reporting exercise does not collect monthly data.

Figure 24: Selecting periods



- 4 **Organisation Unit:** Select the country or countries you want to analyse data for.
 A Simply click on the country name, which will highlight it in grey.
 To select multiple countries, hold down the CTRL key and click on more country names.
Note: There is no need to click on the folder icon or on the + sign by the country name.

Figure 25: Selecting Organization Units (Countries)

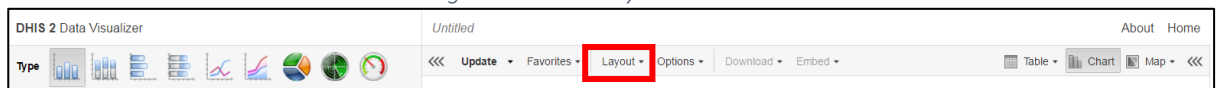


- 5 **All other menus: Dimensions (Answer options):** The other menus contain the data's dimensions that will be analysed, and these refer to the survey's answer options that were selected during data entry.
 - Select the answer options that are related to the question you selected in step 2.
 - For example, if the question you selected in Data had Yes/No answer options, open the Yes/No menu. If the question you selected in Data asked for the Level of Support, select Support Level from the menus.
- 6 **Update:** Click on the "Update" button to generate the graph.
 - If you modify selections in any of the menus, you must click on **Update** again to see the changes reflected in the graph.
- 7 **Favorites:** To save the graph, click on "Favorites" and "Save" or "Save As". From the Favorites menu, you can rename the chart or open previously saved charts.

Modifying the layout of a chart

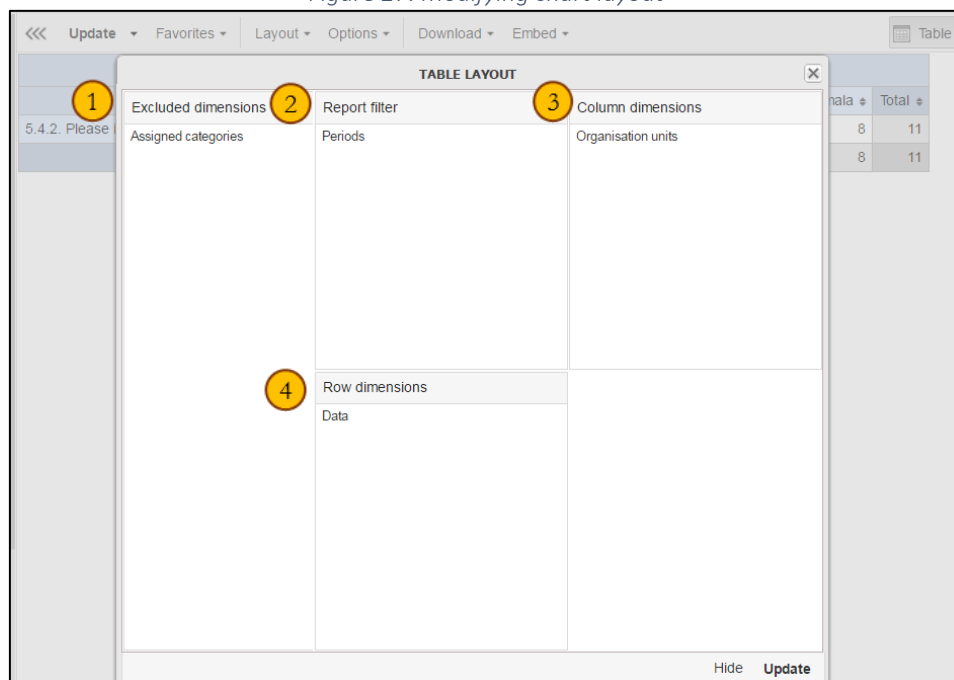
The chart that is automatically created by the application may not present the data in the way you wish to visualize it.

Figure 26: Chart layout



Layout: Click on Layout from the menu immediately above the graph.

Figure 27: Modifying chart layout

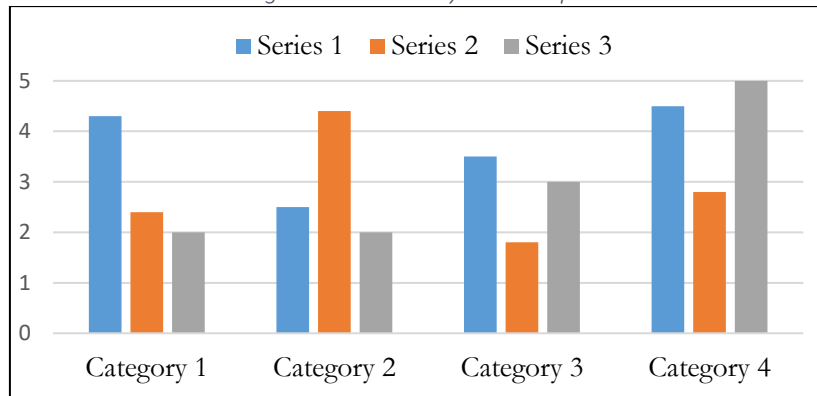


Drag and drop the dimensions and click on Update to view the format changes. Testing several layout options will allow you to determine which combination works best for the data you have selected.

- 1 **Excluded Dimensions:** Dimensions placed here will not be depicted in the chart. If you have chosen too many dimensions from the menus, some of them will be automatically excluded and listed here.
- 2 **Report filter:** Dimensions placed here will filter the data displayed in the entire chart. For example, if you place Period and Organisation Unit here, the graph will only include data for the year(s) and country(ies) you selected in the menu on the left.
- 3 **Column dimensions:** Dimensions placed here are a set of elements which you want to compare in the chart. In a bar graph, these will be listed along the x-axis and serve as labels for each bar (see figure below).

- 4 **Row dimensions:** Dimensions placed here will be depicted as a set of continuous, related elements which you want to visualize in order to emphasize trends or relations (see figure below). Each element in the series will be depicted in a different colour.

Figure 28: Chart Layout Example



Changing the options of the chart

- Click Options in the menu immediately above the chart.

Figure 29: Data visualizer options

- Set the options you wish to visualize in the chart, or leave blank. Table 4 describes each option.
- Click **Update** to see the changes reflected in the chart.
- When you want to save the changes, click on **Favorites**, and select **Save** or Save As.

Table 2: Data Visualizer Options

Option	Description
Show values	Shows the values above the series in the chart
Hide empty category items	Hides the category items with no data from the chart
Show trend lines	Displays the trend line which visualizes how your data evolves over time. For example if performance is improving or deteriorating. Useful when periods are selected as category
Target value / title	Displays a horizontal line at the given value. Useful for example when you want to compare your performance to the current target
Base value / title	Displays a horizontal line at the given domain value. Useful for example when you want to visualize how your performance has evolved since the beginning of a process
Sort order	Allows you to sort the values on your chart from either low to high or high to low.

Aggregation type	Defines how the data elements or indicators will be aggregated within the chart. Some of the aggregation types are: By data element, Count, Min and Max
Include only completed events	Includes only completed events in the aggregation process.
Range axis min/max	Defines the maximum and minimum value which will be visible on the range axis (also referred to as the Y axis).
Range axis tick steps	Defines the number of ticks which will be visible on the range axis (also referred to as the Y axis).
Range axis decimals	Defines the number of decimals which will be used for range axis values (also referred to as the Y axis values).
Range axis title	Type a title here to display a label next to the range axis (also referred to as the Y axis).
Domain axis title	Type a title here to display a label below the domain axis (also referred to as the X axis).
Hide chart legend	Hides the legend and leaves more room for the chart itself
Hide chart title	Hides the title of your chart
Chart title	Type any title here to display it above the chart

Example: Building a chart

To better understand the process explained above, please find below a practical example on the creation of a new a graph showing the level of support provided by the UN Network to complete the four types of multi-sectoral nutrition analyses in Kenya in 2016.

Important: First, **run the analytics engine** by going to the Applications menu, **Reports application, Analytics**, and **Start Export**. Wait for the message “Analytics table updated”. Then, go to the Data Visualizer application.

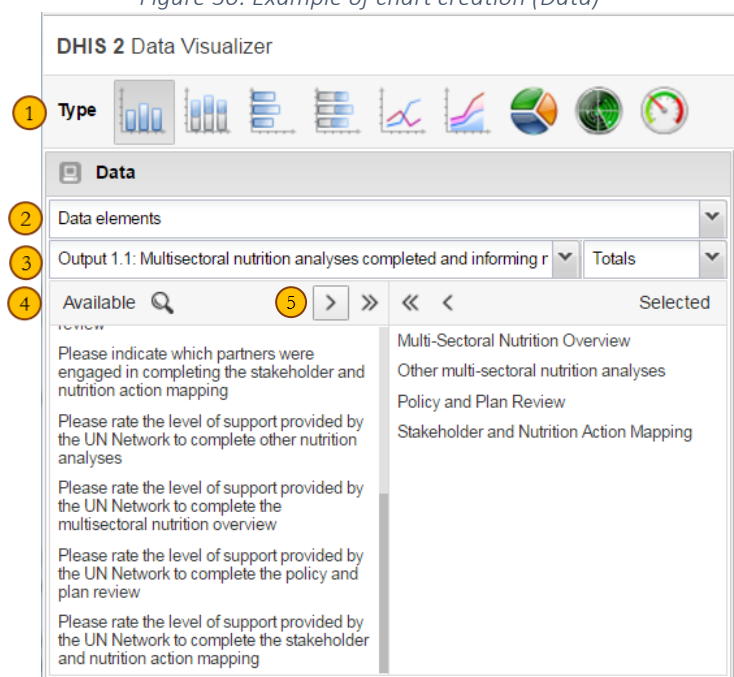
Chart type

- ① **Type:** Select the bar graph.

Menu: Data

- ② Change “Indicators” to “Data elements”.
- ③ From the “Select data element group” field, select Output 1.1.
- ④ From the list of questions, click on the questions to highlight them.
- ⑤ Move these items from the “Available” column to the “Selected” column.

Figure 30: Example of chart creation (Data)



Menu: Periods

- ⑥ **Period type:** Select Yearly.
- ⑦ **Year:** Select the year for which you want to analyse data: 2016.

- 8 Uncheck the box labelled “Last 12 months”

Figure 31: Example of chart creation (Period)

DHIS 2 Data Visualizer

Type

Data

Periods

Yearly

Available

2017
2015
2014
2013
2012
2011
2010

Selected

2016

Weeks

☐ This week
☐ Last week
☐ Last 4 weeks
☐ Last 12 weeks
☐ Last 52 weeks

Months

☐ This month
☐ Last month
☐ Last 3 months
☐ Last 6 months
☐ Last 12 months

Bi-months

☐ This bi-month
☐ Last bi-month
☐ Last 6 bi-months

Quarters

☐ This quarter
☐ Last quarter
☐ Last 4 quarters

Six-months

☐ This six-month
☐ Last six-month
☐ Last 2 six-months

Financial years

☐ This financial year
☐ Last financial year
☐ Last 5 financial years

Years

☐ This year
☐ Last year
☐ Last 5 years

Menu: Organisation Units

- 9 Organisation Unit: Select Kenya.

Figure 34: Example of chart creation (Org Unit)

DHIS 2 Data Visualizer

Type

Data

Periods

Organisation units

☐ User org unit ☐ User sub-units ☐ User sub-x2-units

Guinea
Guinea-Bissau
Haiti
Indonesia
Kenya
Kyrgyzstan
Lao PDR
Lesotho
Liberia

- 10 Other dimensions (Answer options): Scroll through the menus below to locate the answer options that match the question selected in the Data menu. In this example, open the “Support Level” menu. Move all answer options from the left list to the right by clicking on the double arrow.

Figure 35: Example of chart creation (level of support)

Support Level

Available

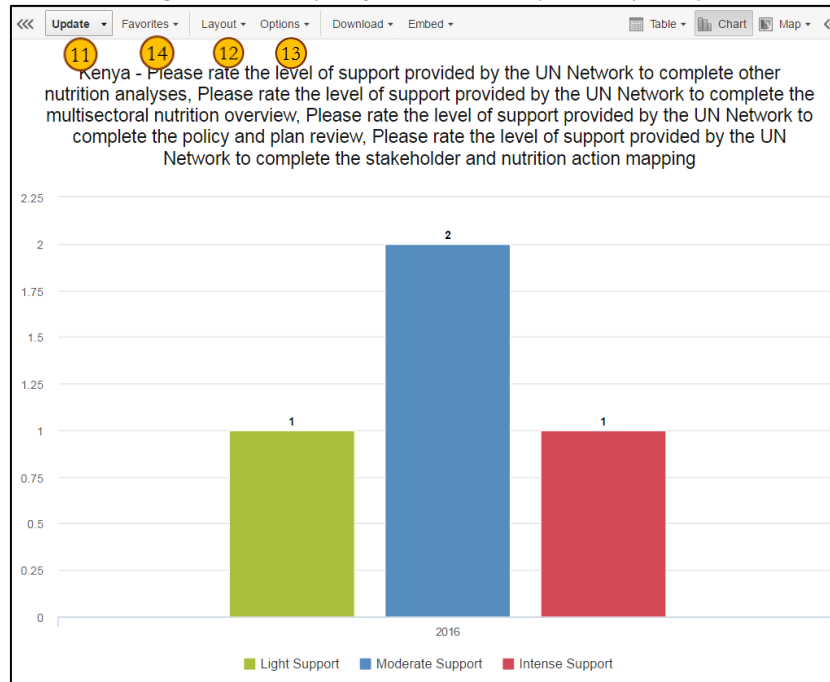
Light Support
Moderate Support
Intense Support

Selected

All

- 11 Click on **Update**. The following chart will be displayed.

Figure 36: Example of chart creation (chart depicted)



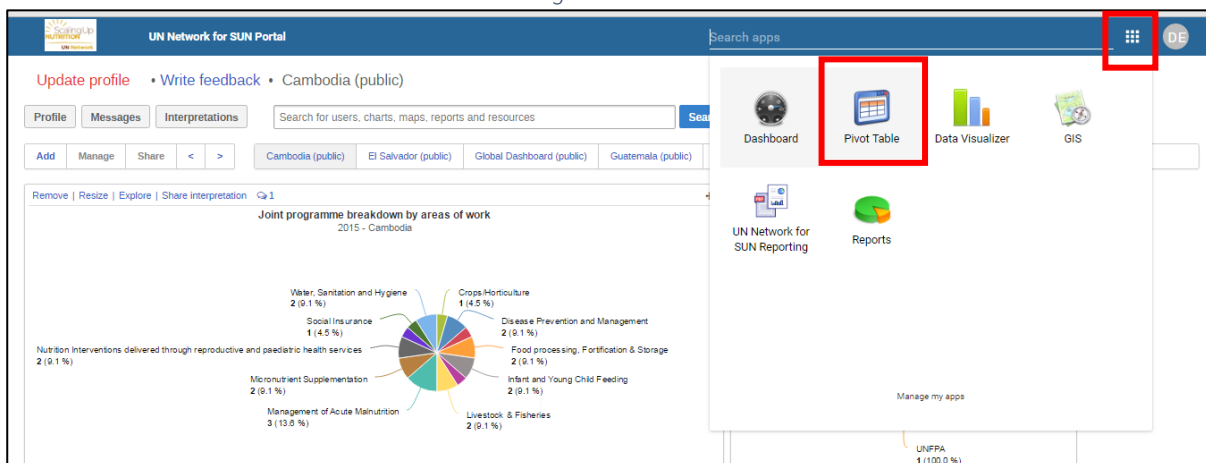
- 12 Click on **Layout**, rearrange the dimensions, and click on **Update** to view the results depicted in different ways.
- 13 Click on **Options** to modify the axes, title, and other options. Then click **Update** to view the results.
- 14 Once you have chosen a layout, click on **Favorites**, and **Save As** to name and save the chart.

Creating a Pivot table

A Pivot table will present the data in rows and columns, similarly to a table in Excel. This table can be displayed on your Dashboard. While graphs may be more visually appealing, Pivot tables may be better suited to certain types of data.

To create a new pivot table, go to the applications menu and click “Pivot Table”.

Figure37: Pivot Table

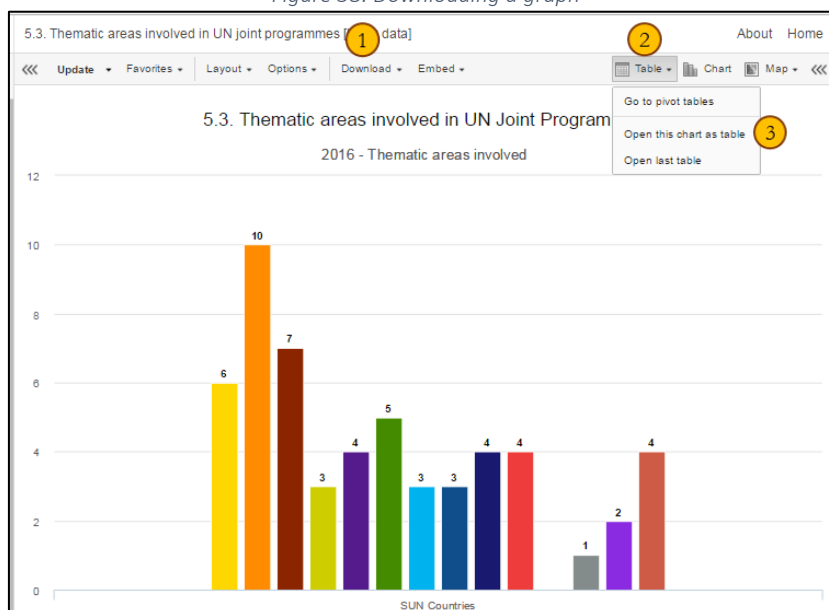


- Follow the instructions from the section titled “Creating a Chart in the Data Visualizer”.
- Clicking on **Layout** allows you to assign which dimensions should be displayed in **rows versus columns**
- Click on **Update** to apply the new layout to the table.

Downloading a graph or table

Open the graph you want to download in the Data Visualizer or Pivot Table application.

Figure 38: Downloading a graph



- 1 Click on Download.
 - You can download this graph as an image in PNG or PDF formats.
- 2 If you wish to download the data in order to build your own chart in Excel or PowerPoint for use in presentations and reports, you must click on **Table** at the top right.
- 3 Select “Open this chart as a table”.
 - This will open the Pivot Table application and display the chart’s data in a table.

Figure 39: Downloading a pivot table

5.3. Thematic areas involved in UN Joint Program 2016 - Thematic areas involved

Organisation unit / Joint Programme Dimensions	Food Consumption Practices for Healthy Diets	Livestock and Fisheries	Food processing, Fortification and Storage	Infant and Young Child Feeding	Nutrition Interventions delivered through reproductive and paediatric health services	Micronutrient Supplementation
SUN Countries		7	3	4	5	
Total		7	3	4	5	

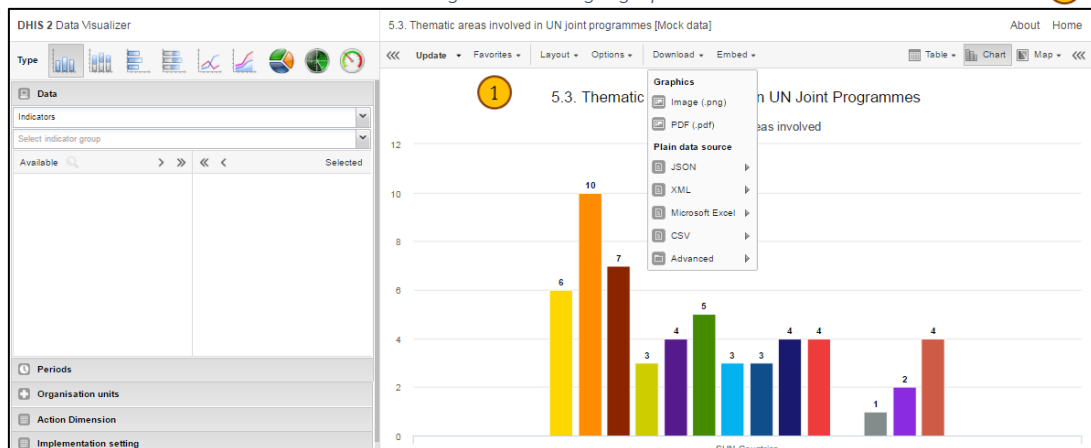
- 1 Click on Download
- 2 You can download this data in Excel, CSV or HTML format

Displaying a graph or table in the private Country Dashboard

Once a graph or table has been created, it can be published in your Country Dashboard (private). In this dashboard, it will be visible only to users who share your same username and password (usually your country UNN team).

Note: You will not be able to add new graphs or tables in the public dashboards (Global or Country) even if you are able to see and edit the ones already created. The UNN Secretariat manages the public Dashboards due to validation requirements.

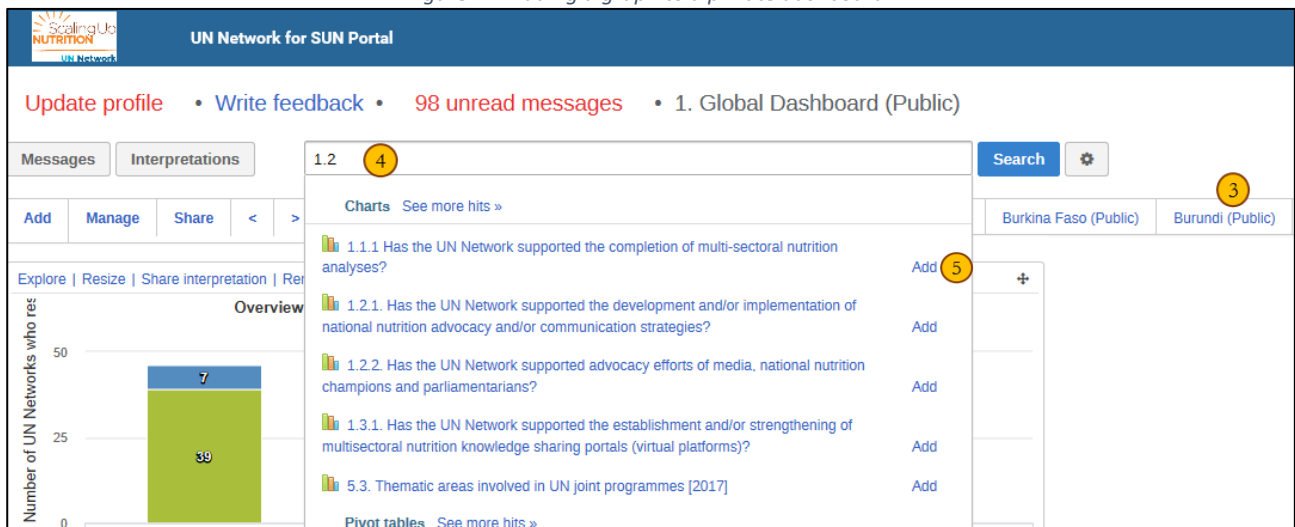
Figure 40: Saving a graph



- 1 Make sure you have saved your graph or table by clicking on **Favorites** and **Save As**.
- 2 Leave the “Data Visualizer” or “Pivot Table” application by clicking on the “Home” button at the top right corner of the screen.

Open the Applications menu and select Dashboard. Once the Dashboard application is open, follow these steps to publish a graph:

Figure 41: Adding a graph to a private dashboard



- 3 Go to your country’s private Dashboard (e.g. “Kenya Dashboard (private)”).
- 4 Search for the title of the saved graph or table by typing it into the search box.
- 5 Once you have located it, click on “Add”.

Feedback and contact information

In order to help us improve the tool and resources, please share any suggestions you may have with the UN Network Secretariat at unnetworkforsun@wfp.org

Thank you for your collaboration.