



Ministry of Water Resources

Govt. of the People's Republic of Bangladesh

User Manual

On

Knowledge Repository

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1.1 Overview

The Ministry of Water Resources is the highest authority in Bangladesh's water sector. It is responsible for drafting all laws, rules, and regulations pertaining to the water sector, as well as regulating and controlling the organizations that report to it. The Ministry of Water Resources and Environment plans and executes development projects for things like flood control and drainage (FCD), flood control, drainage, and irrigation (FCDI), riverbank erosion control, delta development, and land reclamation, and so on. It also builds things like barrages, regulators, sluices, canals, cross-dams, embankments, and sea-dykes along riverbanks to provide irrigation, drainage, flood protection, bank erosion protection, and land reclamation facilities. The ministry may need to monitor water sector operations in a more flexible fashion before designing and executing the development programs, and so it requires a comprehensive database as a single knowledge repository where all key agencies would publish the water related information. Higher-level ministry and agency officials, planners, decision-makers, researchers, and cabinet members could all have a stake in the information repository. The major purpose of building such a platform is to aggregate information related to Bangladesh's water industry in one convenient location.

1.2 Dashboard

The homepage of the MoWR Knowledge Repository is the dashboard page. It contains all the important information about MoWR associated organizations in form of numbers. Moreover, it also contains important links to view different modules and functionality of this web application. The user can find the three types of searching functionality (search by organization, category, national or international documents search) from search module. In the navigation bar there are important modules like, search, user manual, FAQ, dashboard.

The bottom section contains organization specific information like how many categories of documents are available and how many public documents each organization contains.

In the top of the navigation bar there are four important links:

- Dashboard
- Search
- Important Links
- User Manual
- FAQ

The search module contains three types of searches:

- Search by Organization
- Search by Category
- Search Other Documents

Knowledge repository contains seven categories of documents:

- Acts, Policy, Rules and Guidelines
- Research & Publications
- Reports
- Plans
- Agreements and MoUs
- Models
- Workshops and Seminars

To find a document from the Ministry of Water Resource associated organizations, user can utilize the **Search by Organization** module. However, for searching documents based on the category user can use **Search by Category** module. In addition to that, to search national and international water related documents another module is available which is known as **Search Other Documents** module.

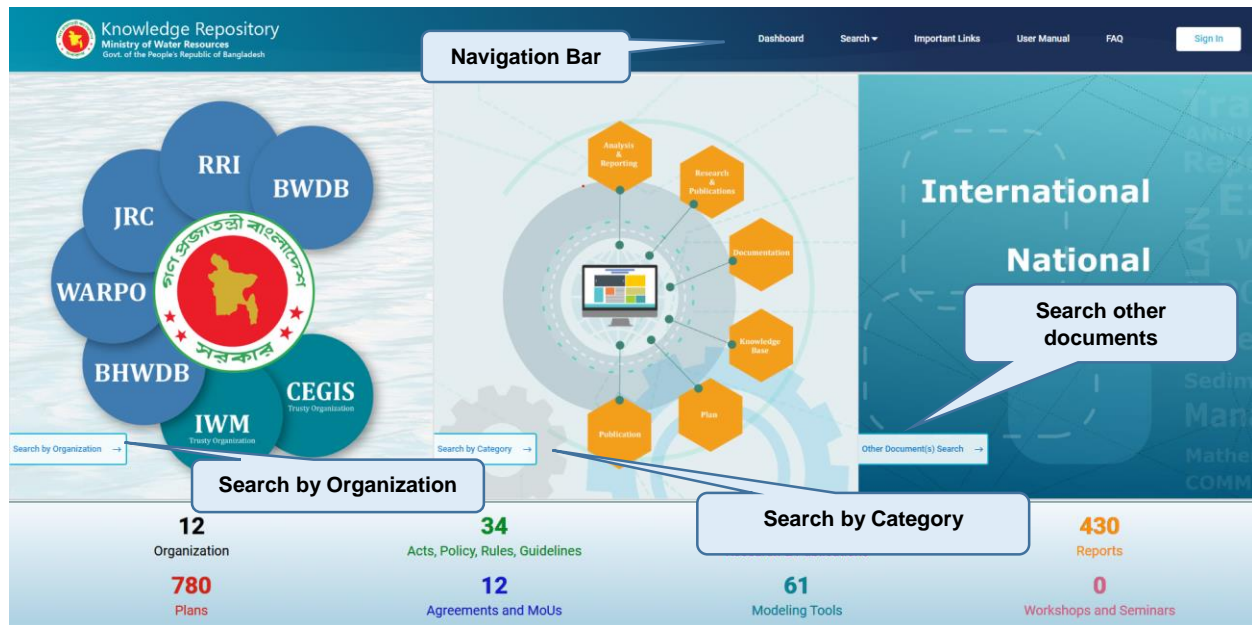


Figure 1 Dashboard (Top section) of MoWR Knowledge Repository

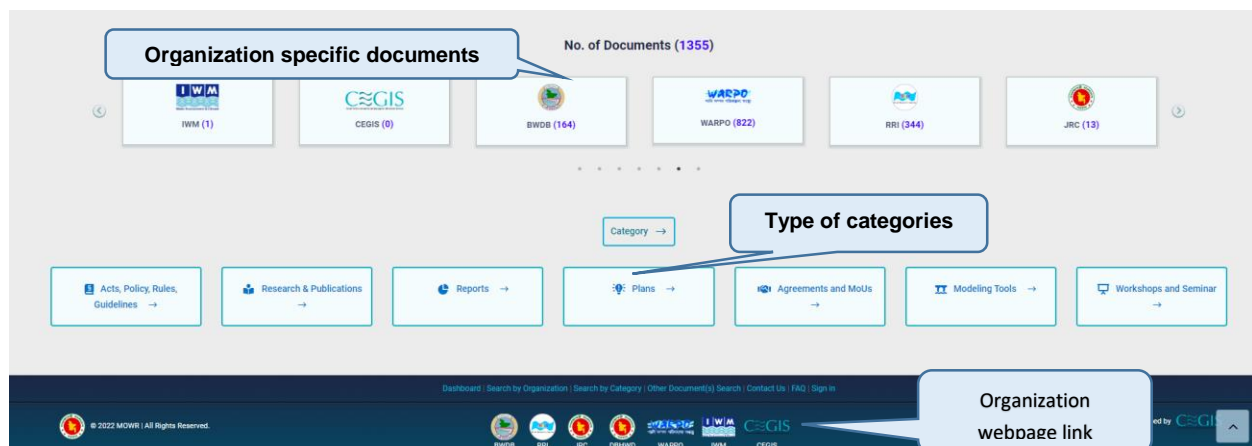


Figure 2 Dashboard Page (Bottom section)



Figure 3 Important links

To help the users, in a more illustrative way there is a user guideline section, where a user guideline is attached in the form of a pdf file.

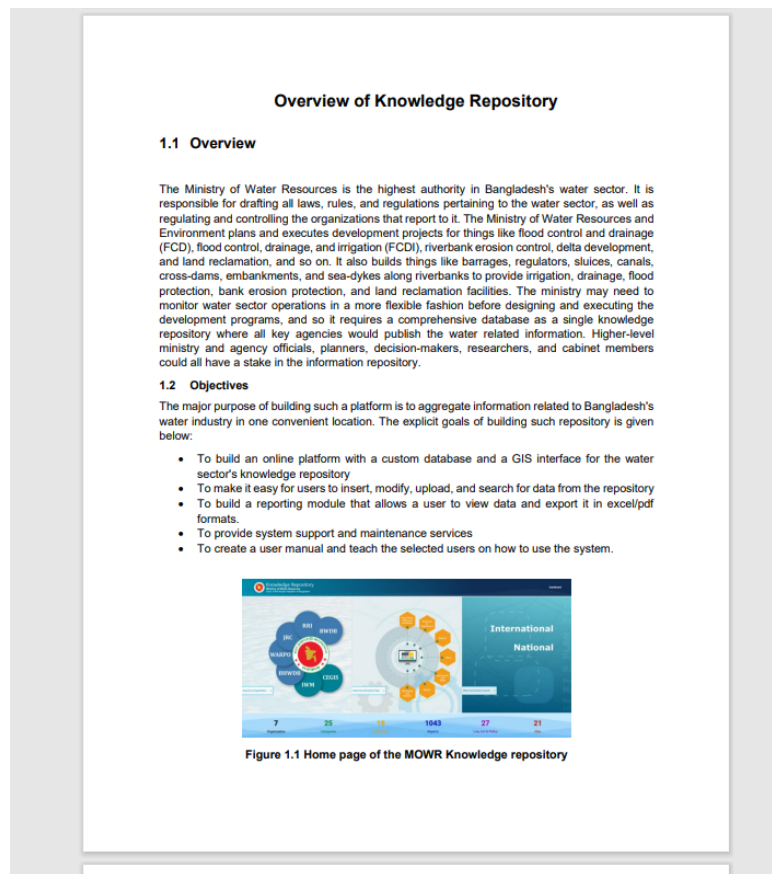


Figure 4 User Guideline Section

1.3 FAQ Module

Often the user guideline is not enough to solve the problem quickly. However, by using FAQ module the application users can easily find the solution of most common problems or questions in the form of pictures and answers.

Click on the **FAQ** button from the top navigation panel.

Then a page like below would be rendered in the screen.

To view the answer of each question,

Click on the question, to make the answer and pictures visible.

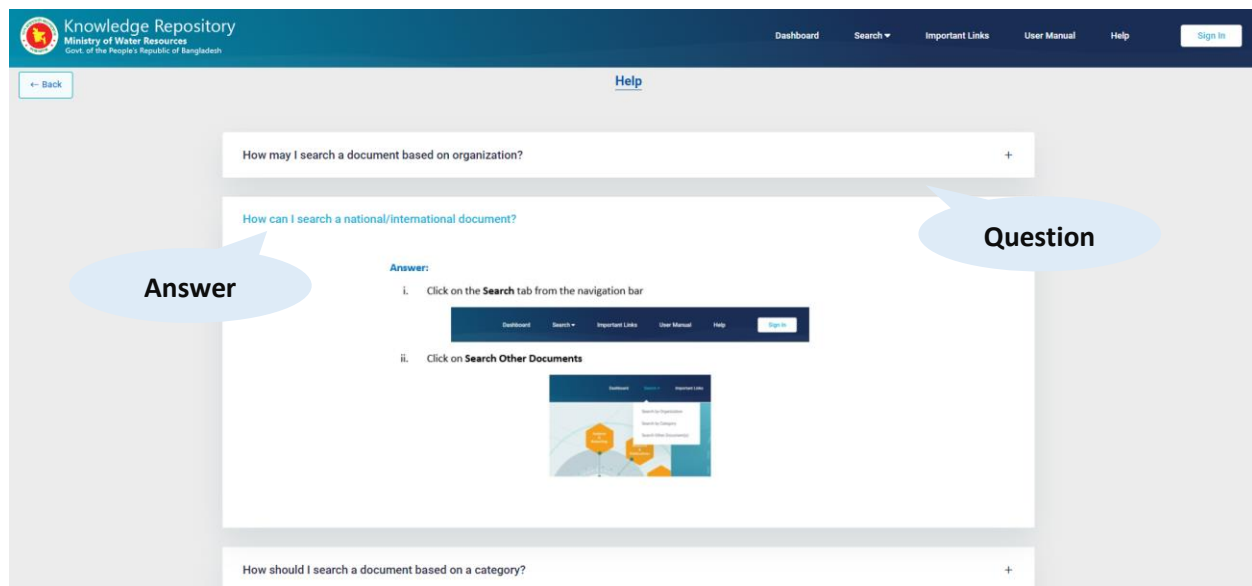


Figure 5 FAQ Module

1.4 Document Search and Download

There are a lot of documents from different organizations which are available to public and some for a few privileged users. It's difficult for an individual to search any particular document from the huge collections. To create convenience for the user the knowledge repository has the feature to search by organization or category. This feature helps the users to find their desired document by just typing a few keywords and setting a few filters.

The access of MOWR knowledge repository is available to the different level of users based on the document type, organization and documents access levels. There are four access categories currently available in the system. Among them, limited, private and restricted documents are only available to restricted users based on their access to these documents. Any document under the public domain can be viewed by any user.

A user can search a document by their title or searching keywords. Moreover, to make searching easier and efficient MoWR knowledge repository system contains different search filters. Such as:

- Select a specific organization
- Select a specific document category
- Select document publication date or date range

A user can select any of these filter or combined all of these filters to get a more accurate result.

To search MoWR associated seven organizations' documents user can use “**Search by Organization**” functionality. To search a document first select the organization where to apply the filter. This can be achieved by clicking the desired organizations logo icon. If no organizations are selected, then the search will be based on all the available organizations. Then user can choose any specific categories, publication date or add searching keyword for the search.

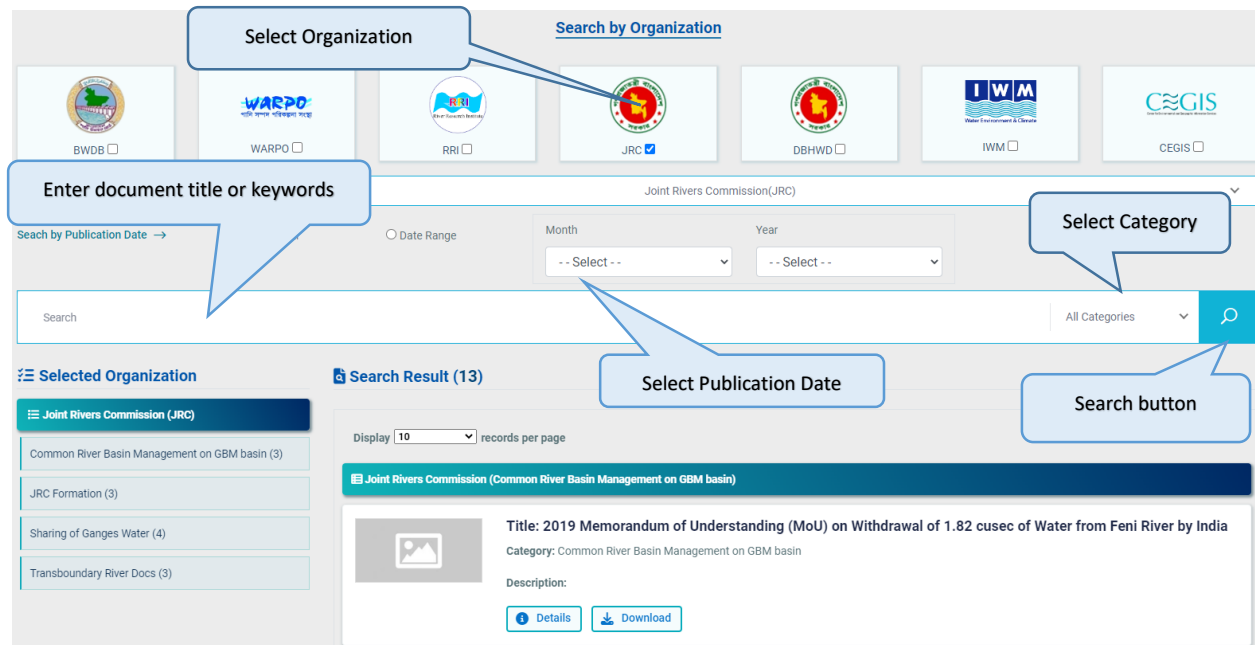


Figure 6 Search by Organization

By using “**Search by Category**” functionality user can search documents by their category. First the user has to select a category by clicking on the desired category name. If no category is selected search will be based on all the available category. User can also select other filters to make search more specific.

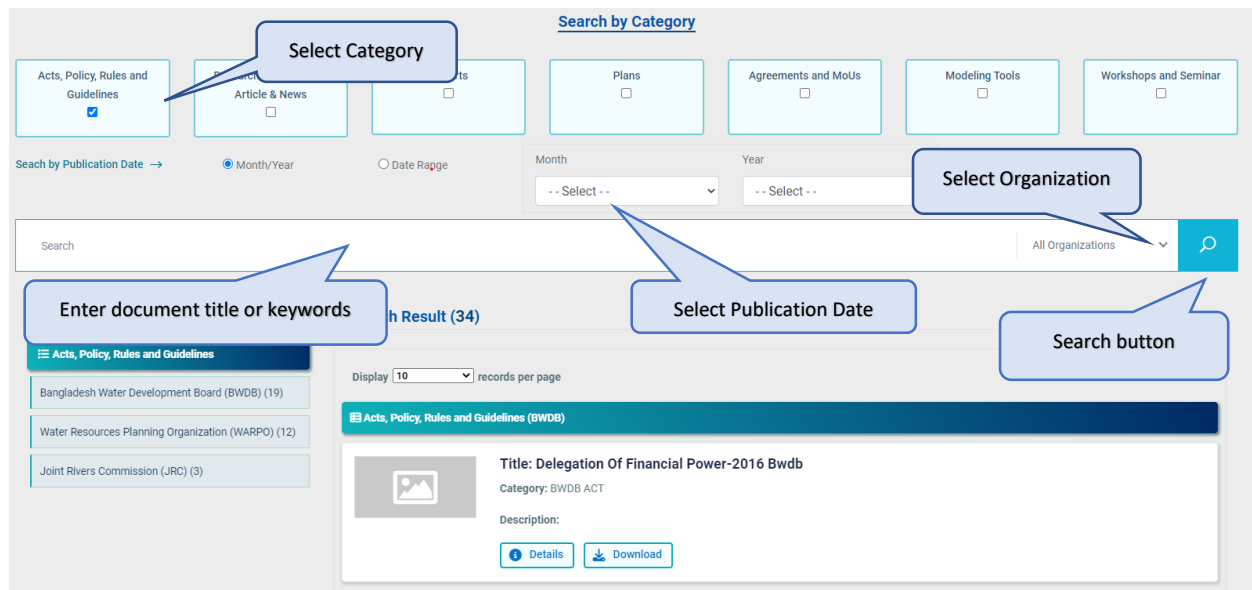


Figure 7 Search by Category

By using the “**Search Other Documents**” (National or International documents related to water) user can customize their search with searching keyword and organization.

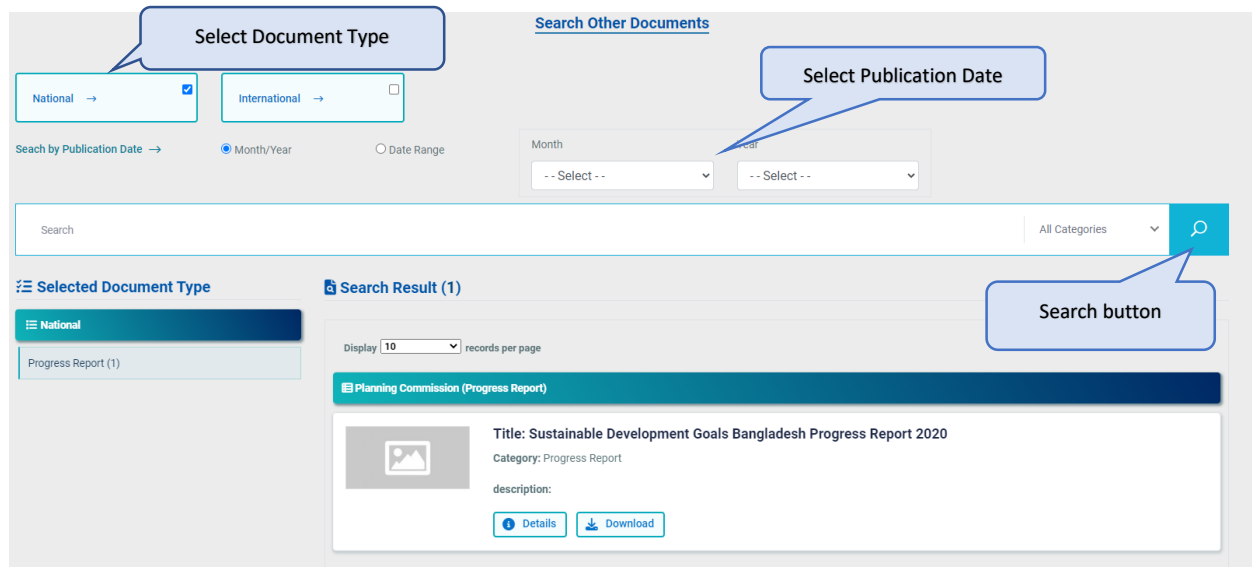


Figure 8 Search Other Documents

To view the details of any search result, click on the **Details** button located on the bottom part of each search result.

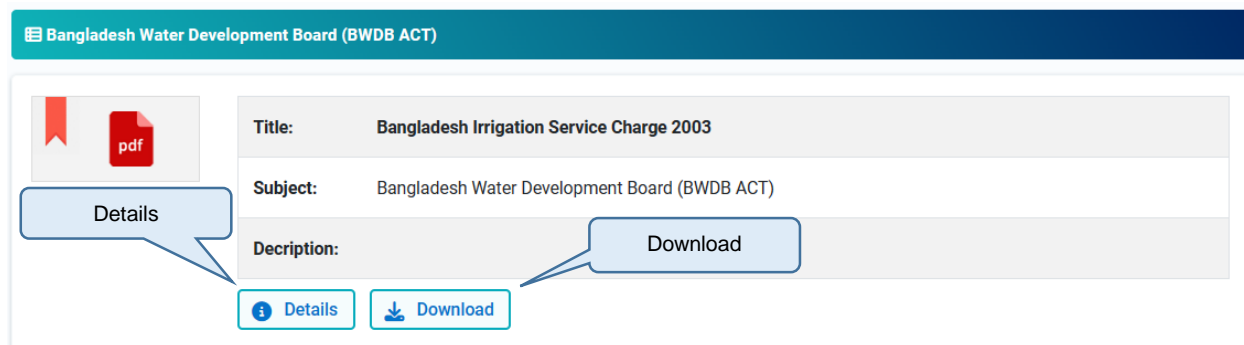


Figure 9 Individual Document Specific information

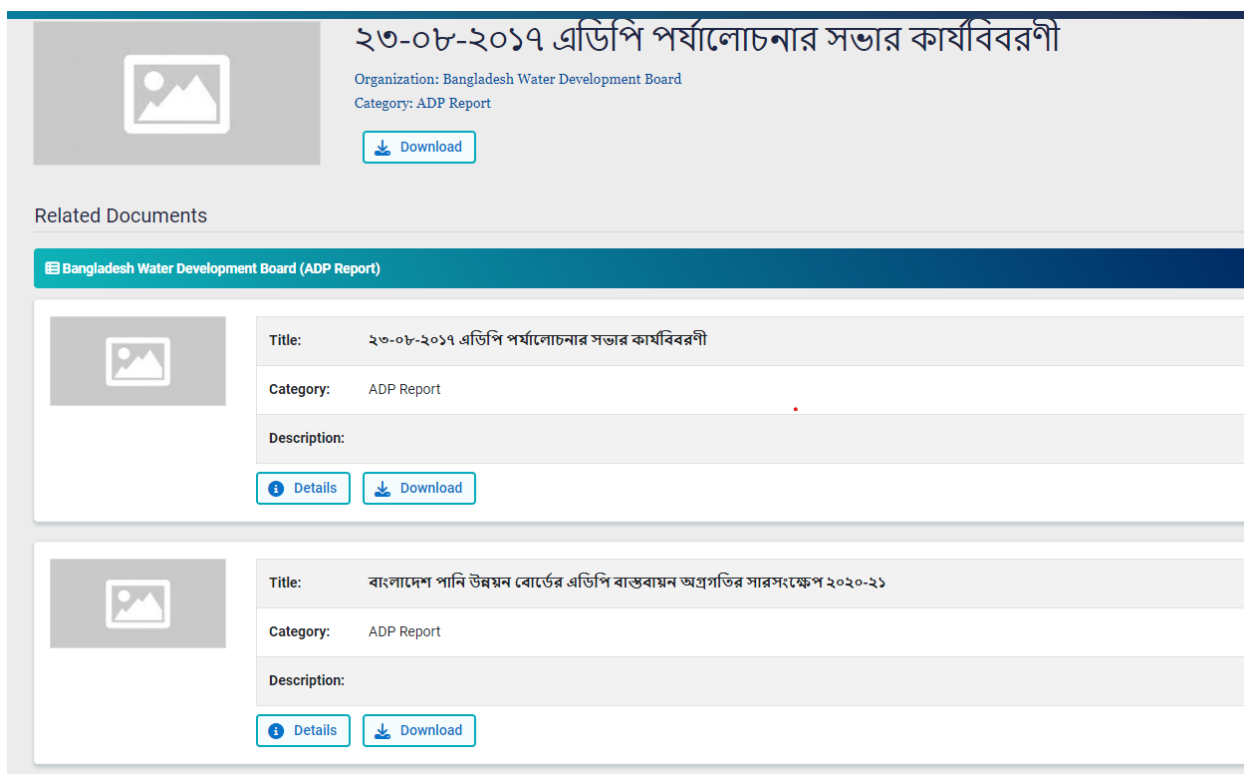


Figure 10 Display Document's Details Information

To download a specific file please click on the **Download** button available on each search result.

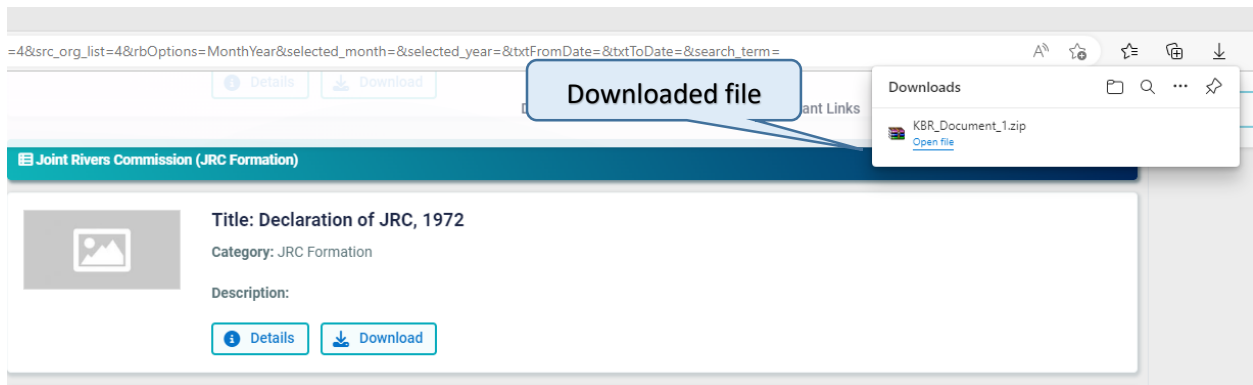


Figure 11 File Download

1.5 Authorized Users Section

A few modules have been prepared for privileged users to have control over the MoWR Knowledge Repository. Some of the privileged features include

- To view/update/upload/delete data to MoWR Knowledge Repository.
- Create new user
- Grant or revoke permission to a user
- View/update/delete system generated logs

There are three types of privileged users in the system such as:

- Super User
- Organization Admin
- Data Uploader

Admin dashboard consists of relevant table information of MOWR knowledge repository as well as information about recent auto generated logs from the system. Though both Organizational Admin and Super User has similar access, but the only difference between them is Organizational

Admin has access to only his responsible organization; on the other hand, Super User has access over all the organizations.

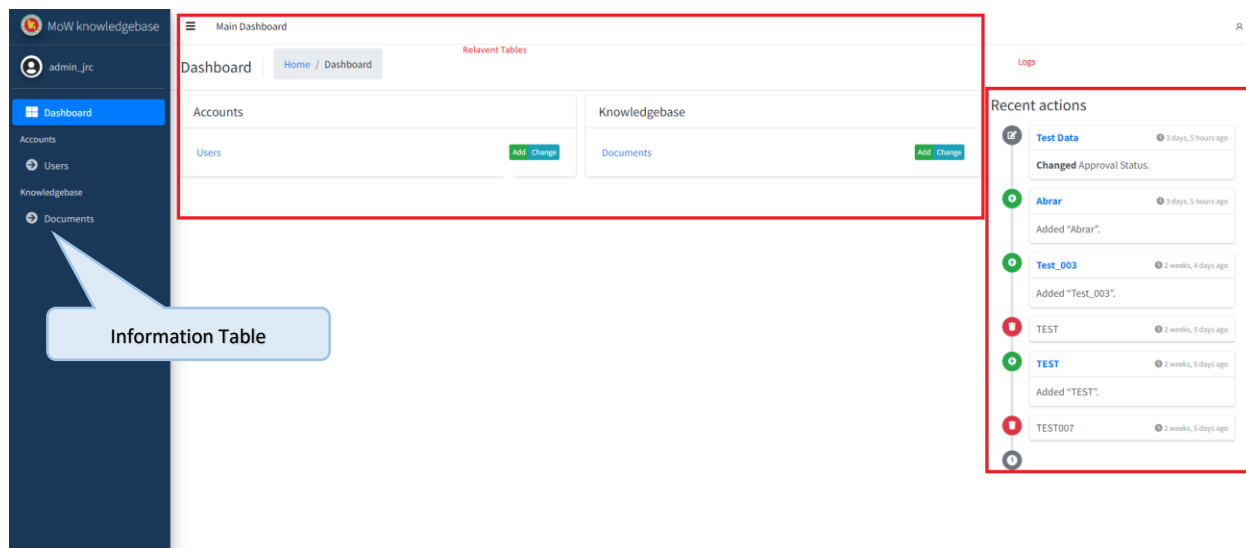


Figure 12 Administrative Dashboard

To view the administrative dashboard, the user must login.

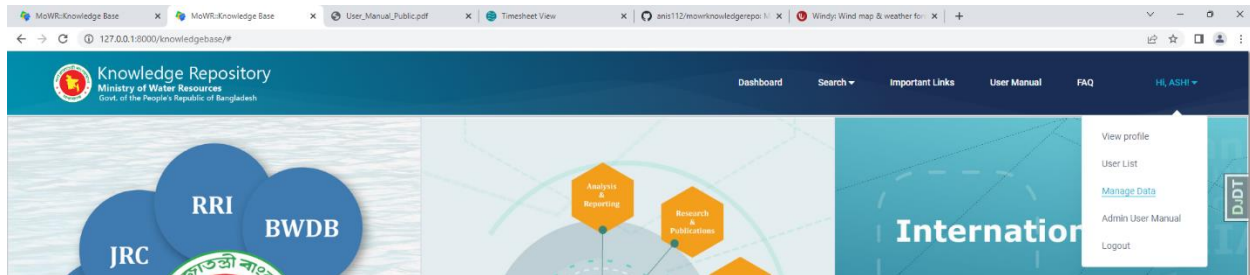


Figure 13 Option Visible as Logged In User

1.6 Add or Change Information

To add or change information of the document table first user must log into the system and he/she must have the permission to add or change table data.

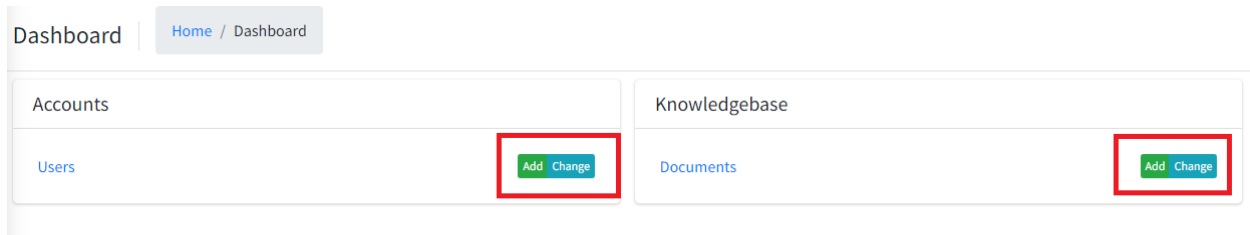


Figure 14 Add or Change Button

There are two links available at the right side of the table. One is Add and other is Change. If the user clicks on Add link the user would be redirected to a new page to add information.

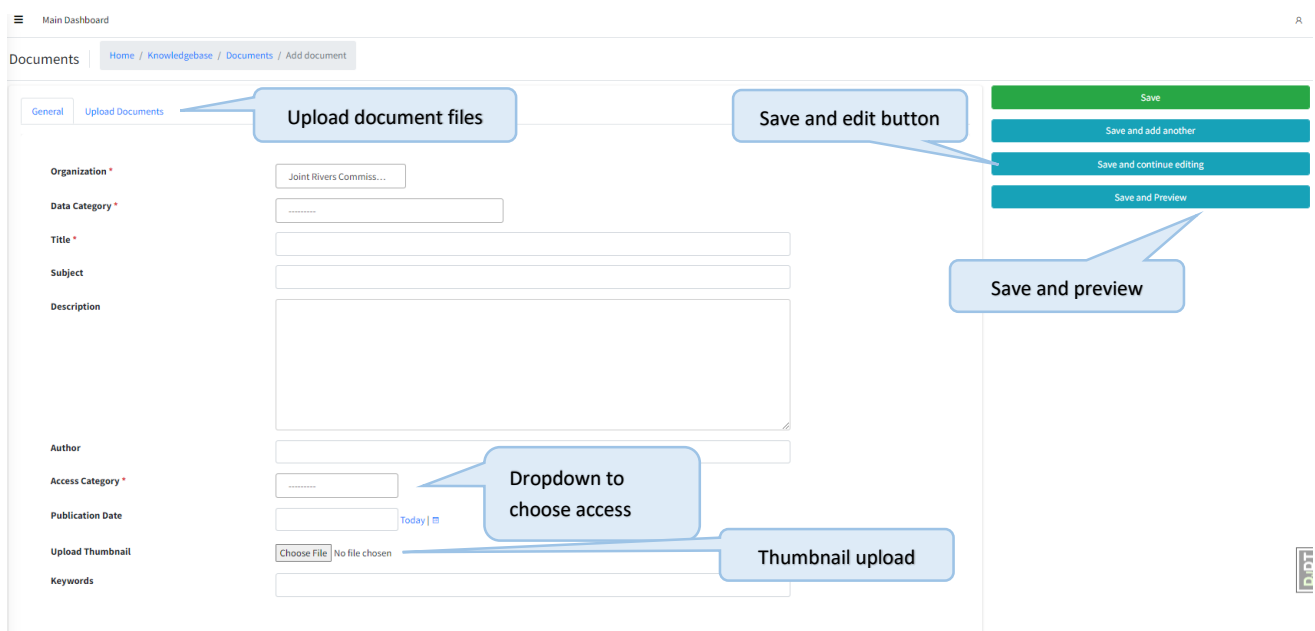


Figure 15 Add Document Page

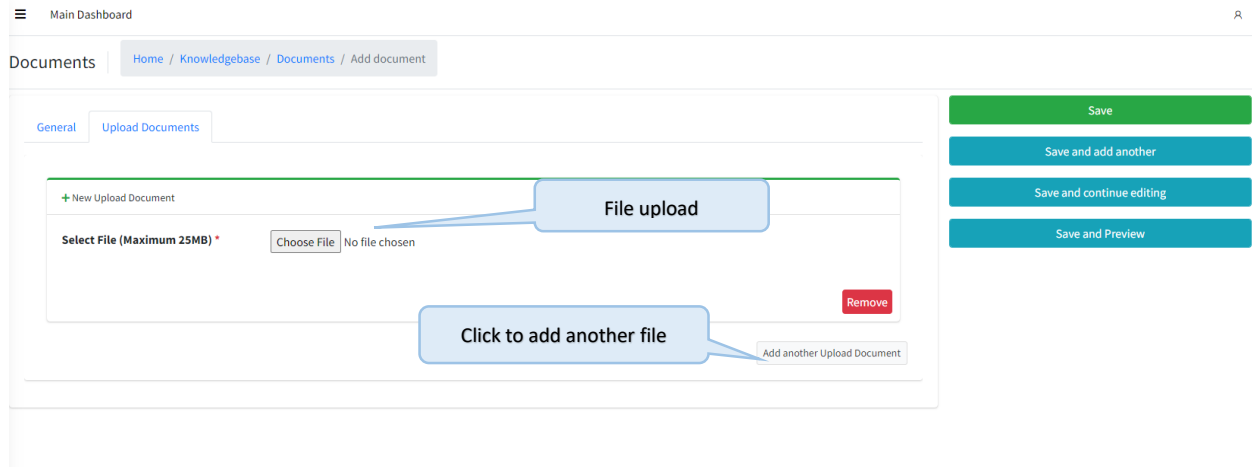


Figure 16 Upload Document Page

After entering all the relevant information to save in the database, the user should click save button. If any mandatory field is missing during entry, then system will display error message due to failure to validate.

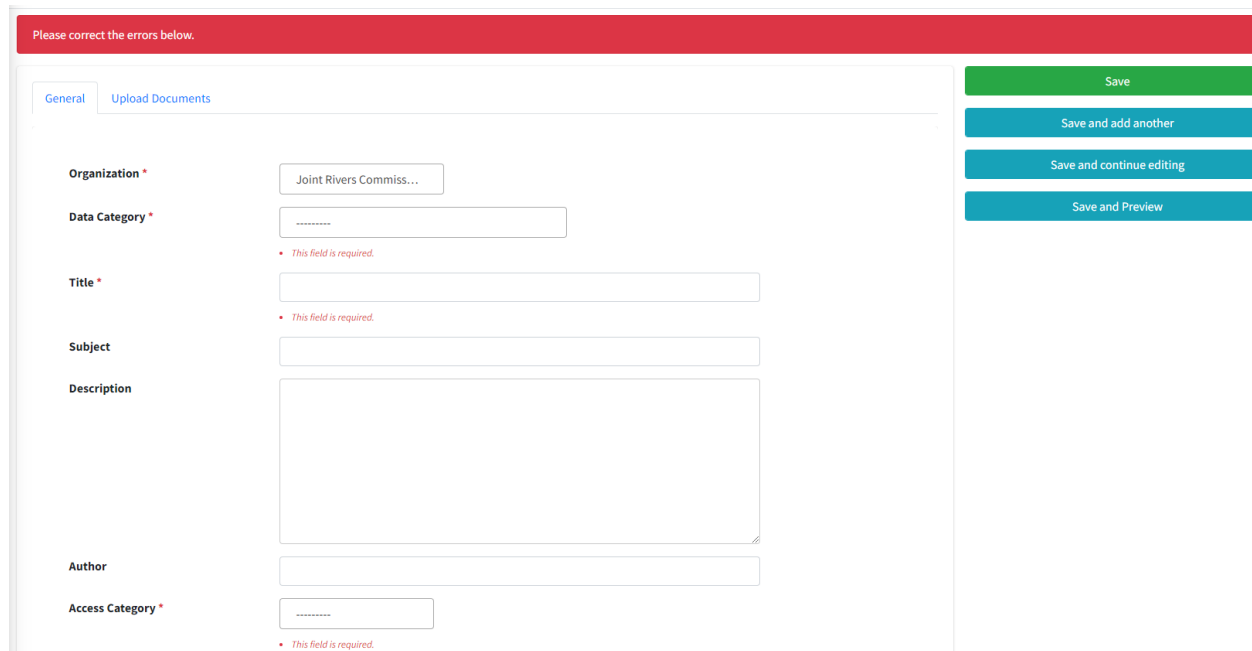


Figure 17 Validation Error Message

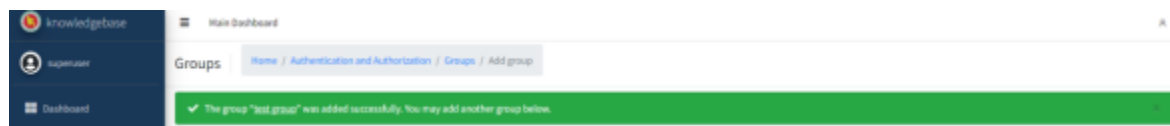


Figure 18 Successful Save Message

If the user clicks on the save and preview button instead of save button a preview of the information for the document will be shown.

Document Information

| | |
|-------------------------|----------------------------------|
| Title | <input type="text"/> |
| Data Category | Report |
| Access Category | <input type="text"/> |
| Subject | |
| Description | |
| Author | |
| Publication Date | Jan. 8, 1962 |
| Entry Date | May 10, 2023, 12:08 p.m. |
| Entry By | <input type="text"/> |
| Approval Status | Pending |
| Uploaded Files | 1. Click To View |

Close

Figure 19 Preview Document Page

However, if the user clicks on the any of the table information all the available information would be visible in form of a tabular list.

superuser

Dashboard

Accounts

Users

Administration

Log entries

Authentication and Authorization

Groups

Knowledgebase

Article Categories

Article Publish Categories

Article details

Articles

Data Access Categories

Data Categories

Document Approval Status

Documents

Organization Types

Organizations

Main Dashboard

Documents

Home / Knowledgebase / Documents

Add document

Joint Rivers Commission

Select Data Category

Access Category

Approval Status

Search

13 results (1305 total)

0 of 13 selected

| <input type="checkbox"/> | Title | Organization | Data Category | Access Category | Publication Date | Approval Status | Entry date | Entry By | Modified date |
|--------------------------|--|-------------------------|-------------------------|-----------------|------------------|-----------------|------------|----------|--------------------------|
| <input type="checkbox"/> | Declaration of JRC, 1972 | Joint Rivers Commission | JRC Formation | Public | - | Approved | - | | May 14, 2023, 3:27 p.m. |
| <input type="checkbox"/> | Statute of JRC, 1972 | Joint Rivers Commission | JRC Formation | Public | - | Approved | - | | May 9, 2023, 12:15 p.m. |
| <input type="checkbox"/> | 1977 Agreement on Sharing of Ganges Water at Farakka (1978-82) | Joint Rivers Commission | Sharing of Ganges Water | Public | - | Approved | - | | April 9, 2023, 2:54 p.m. |
| <input type="checkbox"/> | 1982 Memorandum of Understanding (MoU) on Sharing of Ganges Water at Farakka (1983-84) | Joint Rivers Commission | Sharing of Ganges Water | Public | - | Approved | - | | April 9, 2023, 2:54 p.m. |
| <input type="checkbox"/> | 1985 Memorandum of Understanding (MoU) on Sharing of Ganges Water at Farakka | Joint Rivers Commission | Sharing of Ganges Water | Public | - | Approved | - | | April 9, 2023, 2:56 p.m. |
| <input type="checkbox"/> | 1996 Treaty on Sharing of Ganges Water at Farakka (1996-2026) | Joint Rivers Commission | Sharing of Ganges Water | Public | - | Approved | - | | April 9, 2023, 2:57 p.m. |

Figure 20 Document List View

To update or delete data user need to click on the data. Then from the displayed page user can update the necessary information wherever necessary. In case to delete data click on the Delete button.

Documents | [Home](#) / [Knowledgebase](#) / [Documents](#) / Declaration of JRC, 1972

General | Upload Documents

Organization *

Data Category *

Title *

Subject

Description

Author

Access Category *

Publication Date

Upload Thumbnail No file chosen

Save

Delete

Save and add another

Save and continue editing

History

Save and Preview

Figure 21 Document Update or Delete Page

To add or change information of the user table first the user must log into the system and he/she must have the permission to add or change table data.

After entering all the relevant information, the user need to click on the permission tab to add permission for the user. Then user need to click save button to save the information.

MoW knowledgebase | Main Dashboard

admin_jrc

Dashboard

Accounts

Users

Knowledgebase

Documents

Users | [Home](#) / [Accounts](#) / [Users](#) / Add user

First, enter a username and password. Then, you'll be able to edit more user options.

General | Permissions | Additional info

Username *

Required: 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password *

Your password can't be too similar to your other personal information.

Your password must contain at least 8 characters.

Your password can't be a commonly used password.

Your password can't be entirely numeric.

Password confirmation *

Enter the same password as before, for verification.

Organization

First name *

Last name *

Designation *

Email address *

Phone number *

Save

Save and add another

Save and continue editing

Figure 22 Add New User Page

To update or delete information of the user same process can be followed mention for document update and delete.

1.6.1 Access Control

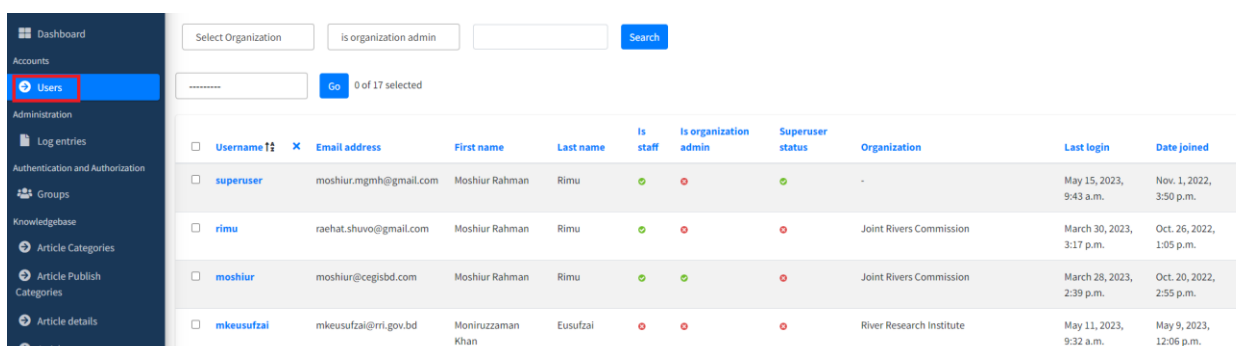
One of the most important features of MoWR Knowledge Repository is to control the access of the user. Admin can control the access of the user by providing it some permission. MoWR Knowledge Repository System has four permission group such as:

- Organizational Admin
- Private Data Entry
- Public Data Entry
- General User

1.6.2 Add Permission Group to Users

To give users permission to different level access like read, add, update, delete; the users need to be assigned to different groups. To add or remove group

- Click on the Users link.
- Click on the username of the user.
- Click on the permissions tab.
- Now select the desired permission groups.
- Hold Ctrl to allow more than one selection
- Then click on the right arrow to make the selected groups as chosen groups
- In case to remove a group from the chosen groups, click on the groups and click left arrow to unselect those chosen groups
- Click save to update the permission
- To choose all groups select Choose all button and to remove all selected groups click Remove all button.



| <input type="checkbox"/> | Username | Email address | First name | Last name | Is staff | Is organization admin | Superuser status | Organization | Last login | Date joined |
|--------------------------|------------|------------------------|-------------------|-----------|----------|-----------------------|------------------|--------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> | superuser | moshiur.mgmh@gmail.com | Moshiur Rahman | Rimu | ● | ● | ● | - | May 15, 2023, 9:43 a.m. | Nov. 1, 2022, 3:50 p.m. |
| <input type="checkbox"/> | rimu | raehat.shuvo@gmail.com | Moshiur Rahman | Rimu | ● | ● | ● | Joint Rivers Commission | March 30, 2023, 3:17 p.m. | Oct. 26, 2022, 1:05 p.m. |
| <input type="checkbox"/> | moshiur | moshiur@cegisbd.com | Moshiur Rahman | Rimu | ● | ● | ● | Joint Rivers Commission | March 28, 2023, 2:39 p.m. | Oct. 20, 2022, 2:55 p.m. |
| <input type="checkbox"/> | mkeusufzal | mkeusufzal@rri.gov.bd | Moniruzzaman Khan | Eusufzal | ● | ● | ● | River Research Institute | May 11, 2023, 9:32 a.m. | May 9, 2023, 12:06 p.m. |

Figure 23 View All Users

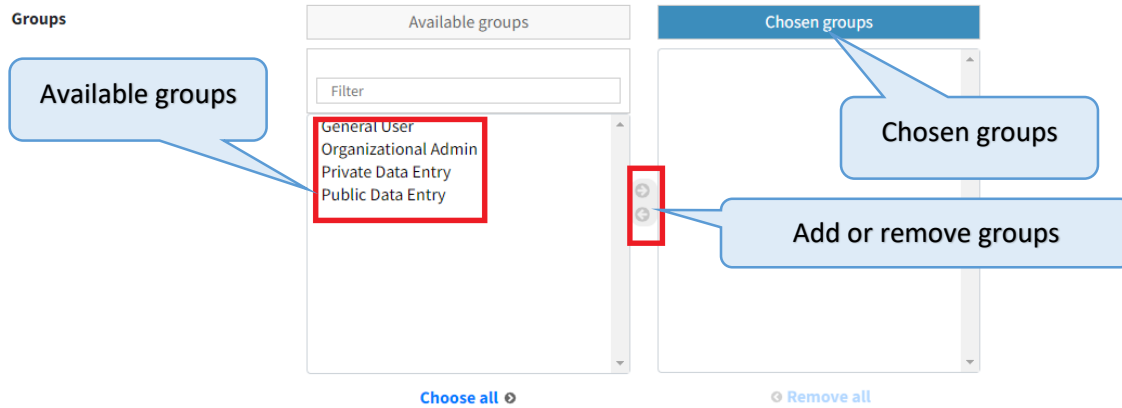


Figure 24 Add or Remove Groups

To view the history of changed events, click on the right-side button names as History.

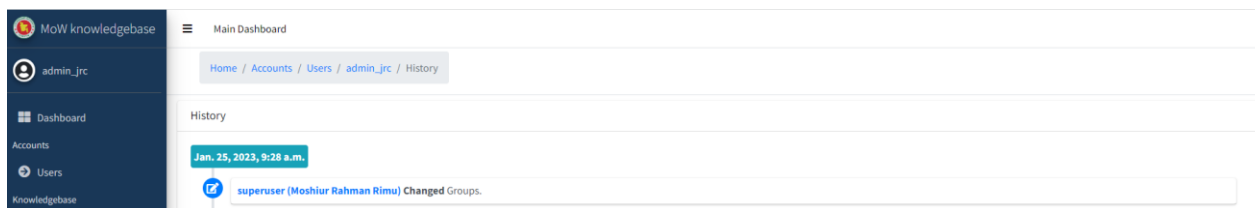


Figure 25 History of Log Events

1.7 Data Entry

Please visit **1.6 Add or Change Information** section for the data entry process.

In addition with the document adding process MoWR Knowledge Repository system has a document approval system to ensure error free data upload. Where organizational admin can change the document approval status to approve if the documents uploaded by data entry operator are correct.

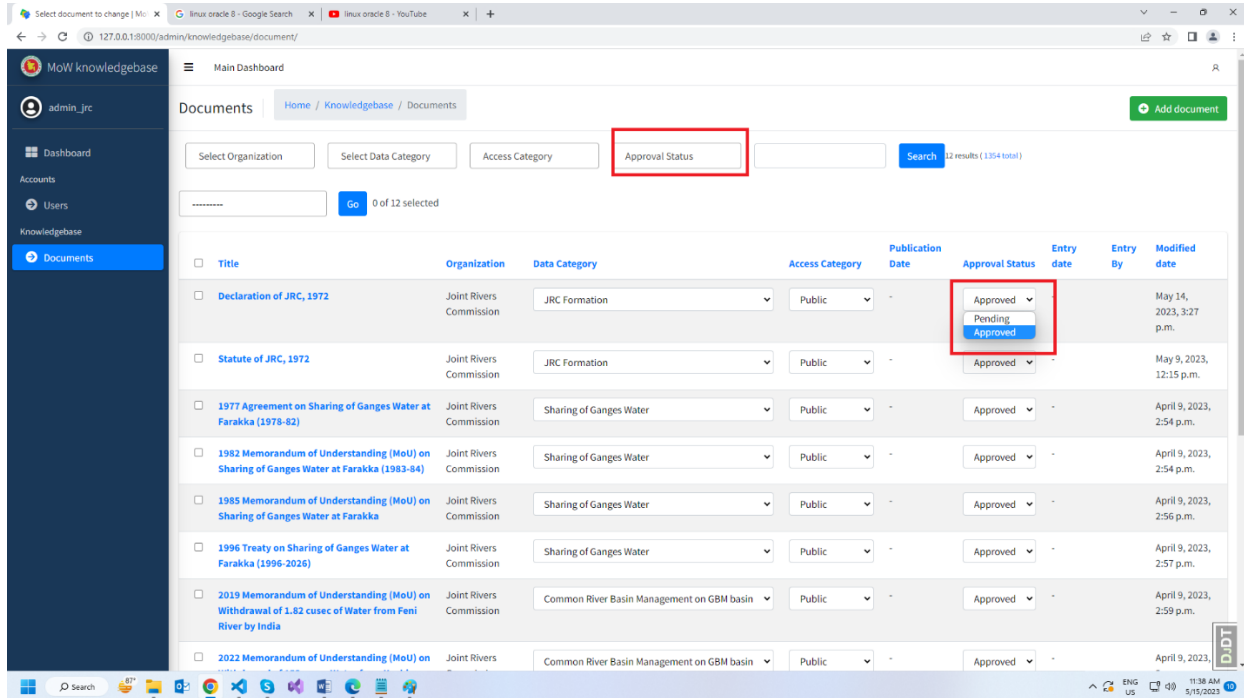


Figure 26 Document Approval Status Change