



Web and Mobile Application for CXB WASH Program

User Manual

Version: 1.0.0

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1. General Information

1.1. Intended audience:

This document has been prepared with intended audiences who would be a registered user of the CXB WASH application with permission on the web application.

1.2. Version Compatibility

This version of the user manual (version 1.0.0) is compatible with the web application version: 2.5.12. Any further changes on the system may or may not match with this version of the document.

1.3. General Security

All the audiences of this document are requested not to share the user credentials of the CXB WASH M&R system to any other person unless instructed by the respected supervisors.

1.4. Application Information

The CXB WASH M&R system is divided into two platforms: Web Application and the Mobile Application.

1.4.1. Web Application

To access the web application, please complete the steps provided below.

- i. From any device, open web browser.
- ii. Provide the following url- <https://cxb-wash.info/>
- iii. If you are a registered user provide credentials and login

1.4.2. Mobile Application (Only for data collectors)

From any android device,

- i. Go to google play store
- ii. On the search box type 'CXB WASH'
- iii. From the provided list download the CXB WASH application
- iv. After the download is complete, please install the app

Caution:

If you are not a data collector, please never login into the mobile application; unless, instructed by the respective supervisors. Download of excessive data might damage your device.

2. Overview

CXB WASH project aims to improve the health, nutrition and wellbeing of the vulnerable population in 14 rural districts especially women and girls through sustained use of safe water supplies, sanitation services and sustained adoption of hygiene practices.

This system creates a user-friendly monitoring and reporting platform that is required for easy data and information entry by different users, real-time compilation, filtering and custom report generation. It will facilitate different reporting process of UNICEF field offices and also support transferring of existing Excel and Word-based information into the web platform and user support in system deployment.

3. Registration

Registration is required for all level of users to get started.

3.1. Sign-up Instruction

- i. For public registration go to CXB WASH.streamstech.com. Click on **Signup** button on the bottom.

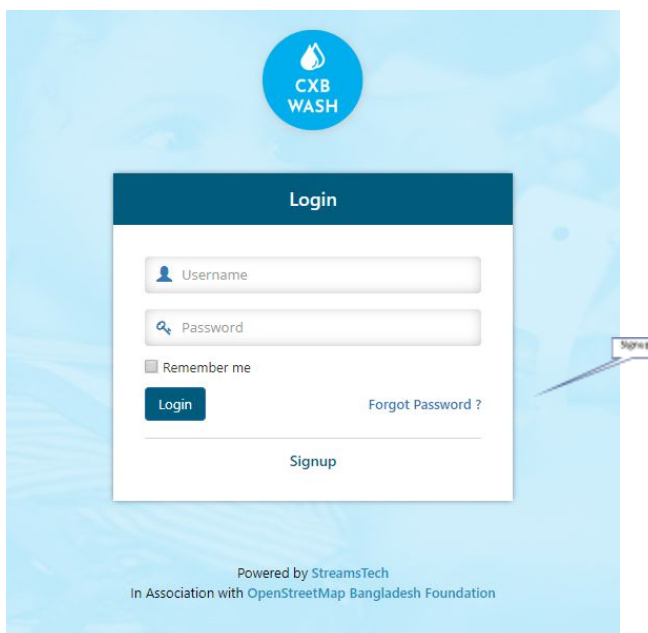


Figure 1: Sign-up screen

- ii. Give user information. Choose a unique username and email (required for login). Select your organization from the list and click on **Signup** button.

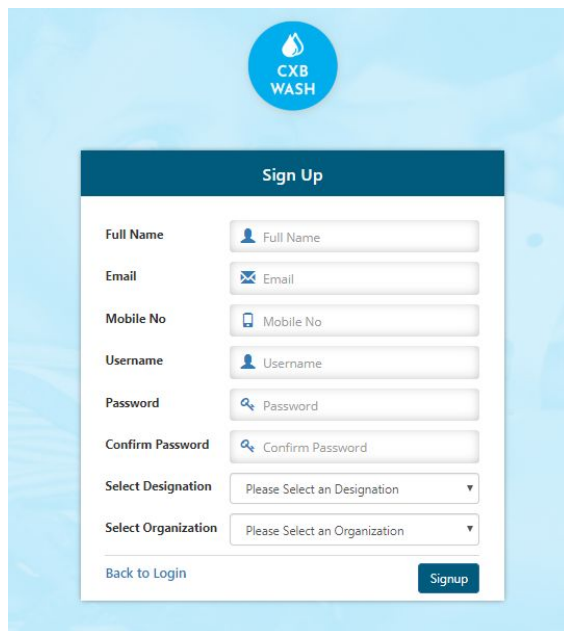
The image shows a 'Sign Up' form for the CXB WASH system. At the top is the CXB WASH logo. The form has a dark blue header with the text 'Sign Up'. Below the header, there are input fields for 'Full Name', 'Email', 'Mobile No', 'Username', 'Password', and 'Confirm Password'. Each field has a small icon to its left: a person for Full Name, an envelope for Email, a mobile phone for Mobile No, a person for Username, and a key for Password and Confirm Password. Below these fields are two dropdown menus: 'Select Designation' and 'Select Organization', both with the placeholder text 'Please Select an Designation' and 'Please Select an Organization' respectively. At the bottom left of the form is a link 'Back to Login', and at the bottom right is a blue 'Signup' button.

Figure 2: Sign-up window

3.2. User Activation (Only for system administrator)

- i. Go to CXB WASH web portal. Login as system administrator.

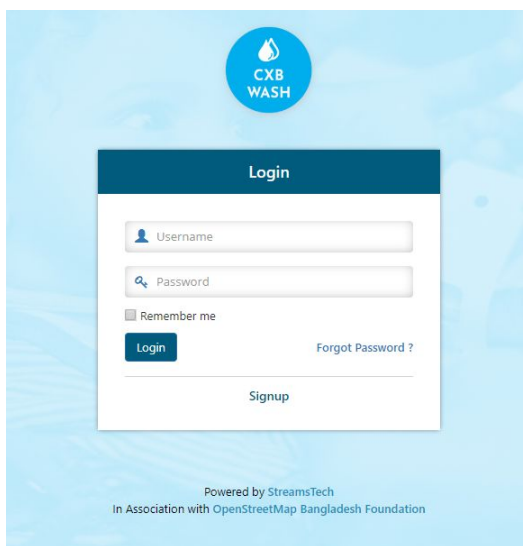
The image shows a 'Login' form for the CXB WASH system. At the top is the CXB WASH logo. The form has a dark blue header with the text 'Login'. Below the header, there are input fields for 'Username' and 'Password'. Each field has a small icon to its left: a person for Username and a key for Password. Below these fields is a checkbox labeled 'Remember me'. Below the checkbox is a blue 'Login' button. To the right of the 'Login' button is a link 'Forgot Password?'. Below the 'Login' button and 'Forgot Password?' link is a link 'Signup'. At the bottom of the form, there is text: 'Powered by StreamTech' and 'In Association with OpenStreetMap Bangladesh Foundation'.

Figure 3: Login as system administrator

- ii. Go to Admin → User Management → Registered User.

- iii. At this stage a list of registered users from your organization will be displayed. Find the registered user and click on **Enable** button as shown on Figure 4. Now the user will be ready to use the system

The screenshot shows the 'Register users' page. On the left is a sidebar menu with options: Dashboard, Catchment, Operation Types, Organization Management, Staff Management, and User Management. Under 'User Management', 'Registered User' is selected. The main area has a search bar and a table of registered users. The table has columns: Name, User Name, Email, Organization, and Actions. The 'Actions' column contains icons for edit, delete, and enable. A callout box points to the enable icon for 'Jalal Ahmed' with the label 'Enable'.

Name	User Name	Email	Organization	Actions
Habi Jabi	habi_jabi	habijabi@gmail.com	UNICEF	[Edit] [Delete] [Enable]
ASWA II Test	ASWA II	tep42541@bcaoo.com	UNICEF	[Edit] [Delete] [Enable]
ASWA	ASWA	zgm77391@bcaoo.com	UNICEF	[Edit] [Delete] [Enable]
Tazrina Habib Ananya	ananya_tz	tananya@unicef.org	UNICEF	[Edit] [Delete] [Enable]
Jalal Ahmed	jalal_ahmed	jalalahmed@gmail.com	UNICEF	[Edit] [Delete] [Enable]

Figure 4: Enable user from Registered User

3.3. User Settings

- i. Next you can find the enabled user on users list. From this section you can edit user information, delete user, reset password, send SMS or disable the user

The screenshot shows the 'Users' page. On the left is the same sidebar menu as in Figure 4, with 'Users' selected under 'User Management'. The main area has a '+ Create' button, a search bar with 'jala' entered, and a table of users. The table has columns: Staff, Login Name, MobileNo, Email, Status, Activation Method, and Actions. The 'Status' column shows 'Activated' for 'Jalal Ahmed'. The 'Actions' column contains icons for edit, delete, search, and other actions. Callout boxes point to the 'Edit', 'Delete', 'Reset Password', and 'Disable' icons for 'Jalal Ahmed'.

Staff	Login Name	MobileNo	Email	Status	Activation Method	Actions
Jalal Ahmed	jalal_ahmed	00000000000	jalalahmed@gmail.com	Activated		[Edit] [Delete] [Search] [Reset Password] [Disable]

Figure 5: User settings and controls

3.3.1. Edit User Information

- i. User information can be edited from edit control.

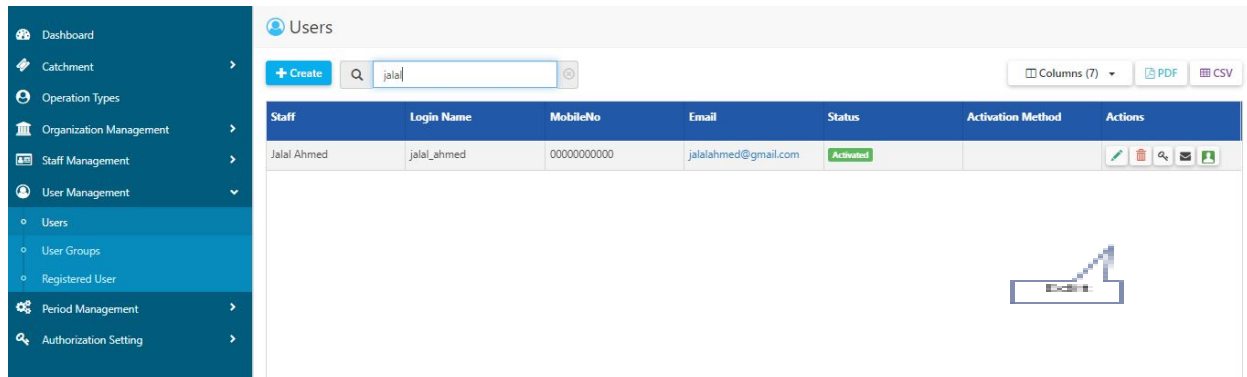


Figure 6: Edit Control

- ii. Clicking on **Edit** button will open the form below. Primary information including login name, mobile and email can be edited from this form.

Staff: Jalal Ahmed ▼

No Profile Picture Jalal Ahmed
UNICEF

Login Name *

MobileNo

Email *

Enable ☒

List of Roles

List of Data Entry Levels

Catchment Coverage

Activation Method

Default Password

Figure 7: Edit user information

iii. Catchment Permission

Catchment Coverage will give the user catchment permission. The user will not be able to collect data on the area that does not cover the catchment.

The screenshot shows a user profile form for 'Jalal Ahmed' (UNICEF). The form includes fields for Staff, Login Name (jalalAhmed), MobileNo (0000000000), Email (jalalahmed@gmail.com), and an 'Enable' checkbox. Below these are dropdowns for 'List of Roles' and 'List of Data Entry Levels'. The 'Catchment Coverage' dropdown is currently set to 'বাজার পাড়া'. An 'Activation Method' dropdown and a 'Default Password' field are also visible. A modal window is open, displaying a tree view of catchment areas. The tree structure is as follows:


- উত্তরাঞ্চল
 - খাগড়াছড়ি
 - গুইখারা
 - সিছুকছড়ি
 - ওয়ার্ড-২
 - বাজার পাড়া (selected)
 - মালিঙ্গা পাড়া
 - পাহকিমুরা পাড়া
 - ঠান্ডাছড়ি পাড়া
 - সগাছড়া পাড়া
 - নাল্লাবাই পাড়া
 - ক্যাম্প পাড়া

Figure 8: Catchment Permission

iv. User Role

Set user role from the list of roles.

Staff: **Jalal Ahmed**

 Jalal Ahmed
UNICEF

Login Name *:

MobileNo:

Email *:

Enable: ☒

List of Roles:

Admin View

aswa_admin2

ASWA_IA

aswa_role

dgda_admin

M&E-Role

MSH_Surveyor

Supervisor_Role

SurveyorRole

UN

List of Data Entry Levels:

Catchment Coverage:

Activation Method:

Default Password:

Figure 9: User Role

3.3.2. Delete User

- i. Delete user will allow to delete the user from the system. User will no longer be able to login after deletion.

Dashboard
Catchment
Operation Types
Organization Management
Staff Management
User Management
Users
User Groups
Registered User
Period Management
Authorization Setting

Users

+ Create

Columns (7)
PDF
CSV

Staff	Login Name	MobileNo	Email	Status	Activation Method	Actions
Jalal Ahmed	jalal_ahmed	0000000000	jalalahmed@gmail.com	Activated		

Figure 10: User delete control

3.3.3. Reset Password

- ii. To change the password of the user, click on **Reset Password** button. Give the new password and retype. Save afterwards.

Reset Password

New Password *

Retype Password *

3.3.4. Disable User

- i. To disable the user temporarily, click on **Disable** button. This user will not be able to login unless s/he is enabled again.

Staff	Login Name	MobileNo	Email	Status	Activation Method	Actions
Jalal Ahmed	jalal_ahmed	00000000000	jalalahmed@gmail.com	Activated		

1 - 1 of 1 items

Figure 11: Disable user

3.4. Login

- i. After activation from admin panel user can login successfully using username and password.

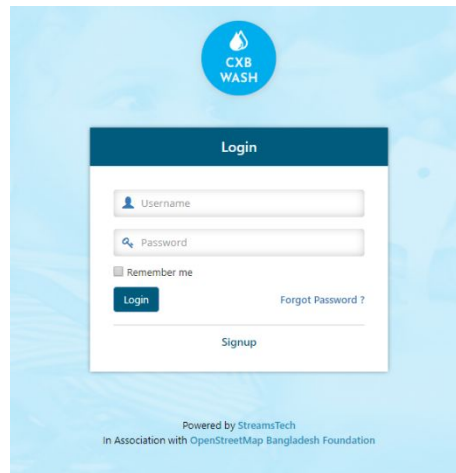


Figure 12: Login as user

4. Beneficiary Card

- i. To print beneficiary card go to Beneficiary Card module → Print Smart Cards.



Figure 13: Beneficiary Card module

- ii. Select a catchment and click on **Show** button. A list of registered households will be displayed. User can search a household by household ID or Household Serial Number.

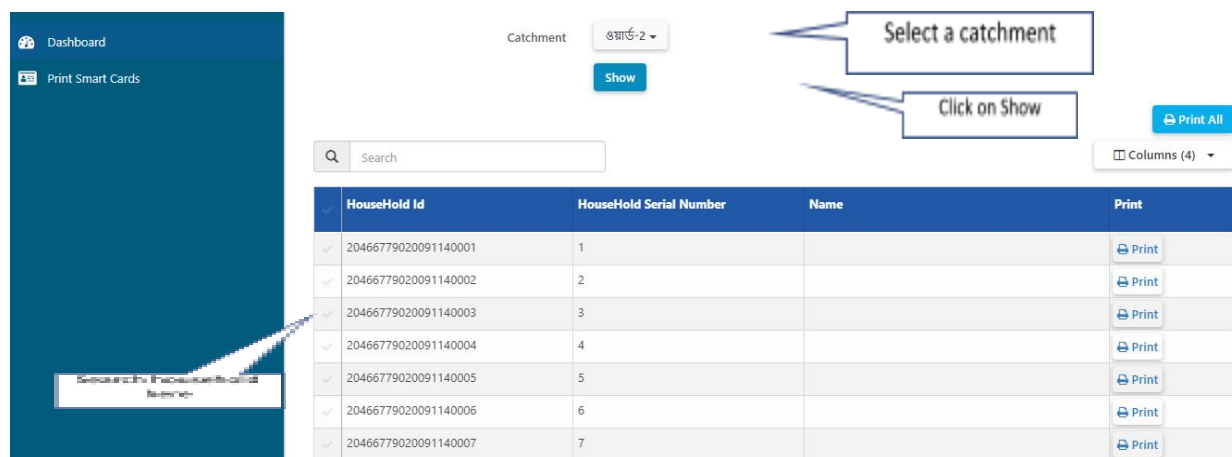


Figure 14: List of registered households

- iii. To print multiple cards at a time, select the households and click on **Print All** button. Else, simply click on **Print** on the row for single print.

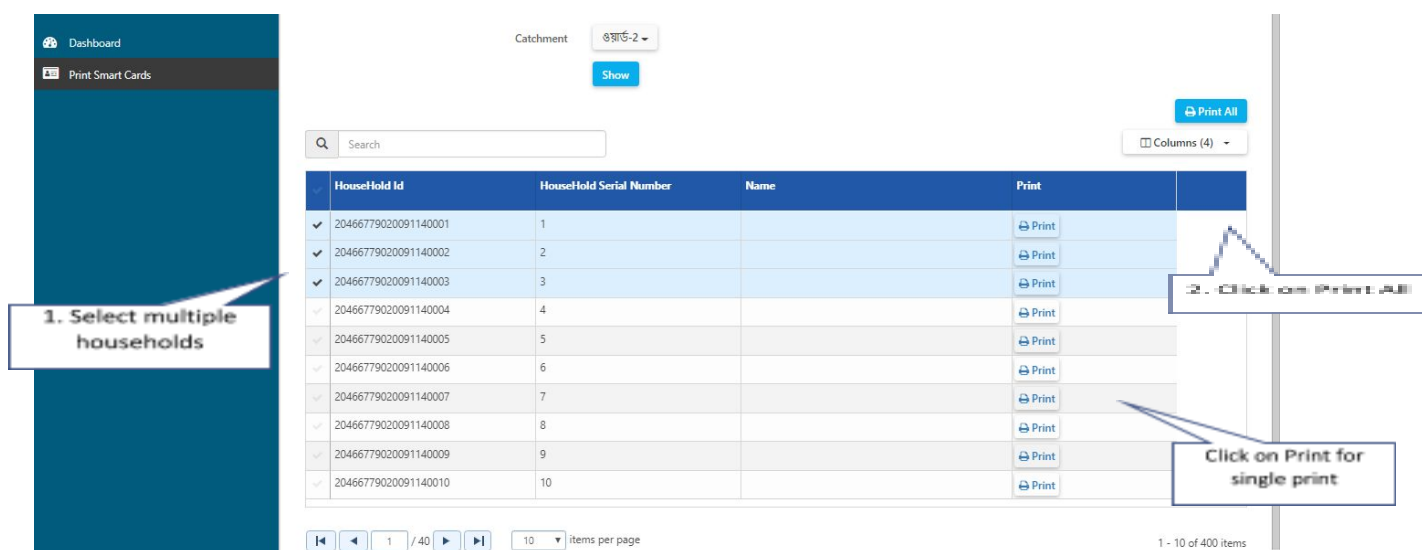


Figure 15: Print beneficiary cards

5. SMS

- i. Users with SMS module permission will be able to send bulk SMS to a user or a group of user from SMS module. Go to SMS module → Send SMS to User.

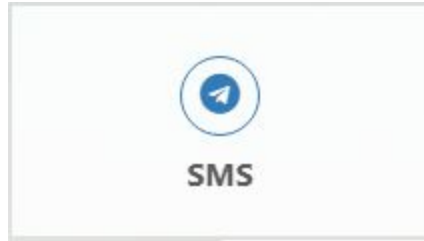


Figure 16: SMS module

- ii. Select the single or multiple users who you want to send bulk SMS.

Dashboard
Send Sms To User

Send sms to your users

Search

Columns (4)

✓	Username	Name	Mobile No	Email
✓	DC116			
✓	DC106			
✓	DC030			contact@osmbdf.com
✓	DC111			
✓	DC039			contact@osmbdf.com
✓	DC032			contact@osmbdf.com
✓	DC066			contact@osmbdf.com
✓	DC114			
✓	DC112			
✓	DC102			

1 - 10 of 676 items

Figure 17: Select users

- iii. Write the **Message** on the message box and **Send**.

Dashboard
Send Sms To User

Send sms to your users

Search

Columns (4)

✓	Username	Name	Mobile No	Email
✓	DC116			
✓	DC106			
✓	DC030			contact@osmbdf.com
✓	DC111			
✓	DC039			contact@osmbdf.com
✓	DC032			contact@osmbdf.com
✓	DC066			contact@osmbdf.com
✓	DC114			
✓	DC112			
✓	DC102			

1 - 10 of 676 items

Message

Send

Figure 18: Write message

6. Event Calendar and Reporting

6.1. Calendar

- i. Go to CXB WASH web portal. And login with a user who has access to **Event Calendar** module. Next go to Event Calendar → Calendar.

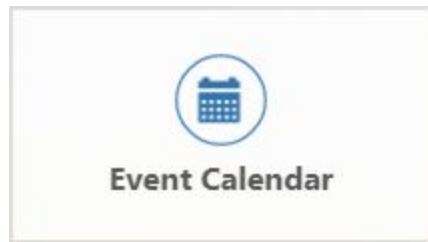


Figure 19: Event Calendar module

- ii. Go to a desired date using arrow (<>) buttons on the upper right corner of the calendar. Select a **Catchment** to view all the existing events on that catchment on the month.

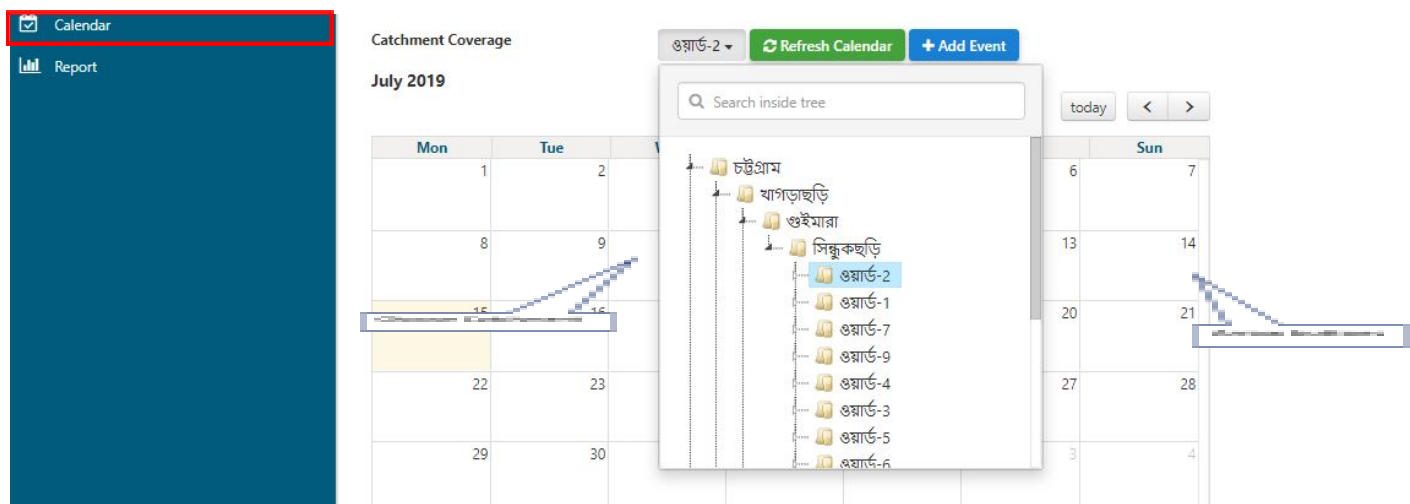


Figure 20: Event Calendar

- iii. Click on an event to view **Event Details**.
- iv. On the right side of the screen, the Event details would appear.
- v. Please note that the Events can only be edited or deleted from the **Edit** and **Delete** buttons below by the user who has created the event.

Any other user, would only be able to view the message in read-only mode.

- vii. Clicking on **Add Event** will open a dialogue box. Choose event type, event start and end date. Write event description (optional) and save afterwards.

Figure 23: Event add form

6.2. Report

- i. To view report of the events, go to report. Select a catchment and choose a start and end date. Next click on **Show Report** button. All the events on given date range for the particular catchment will be displayed on the table below.

Figure 24: Event Calendar Report

- ii. Click on **PDF** button on the upper right corner, to export the data on pdf format.

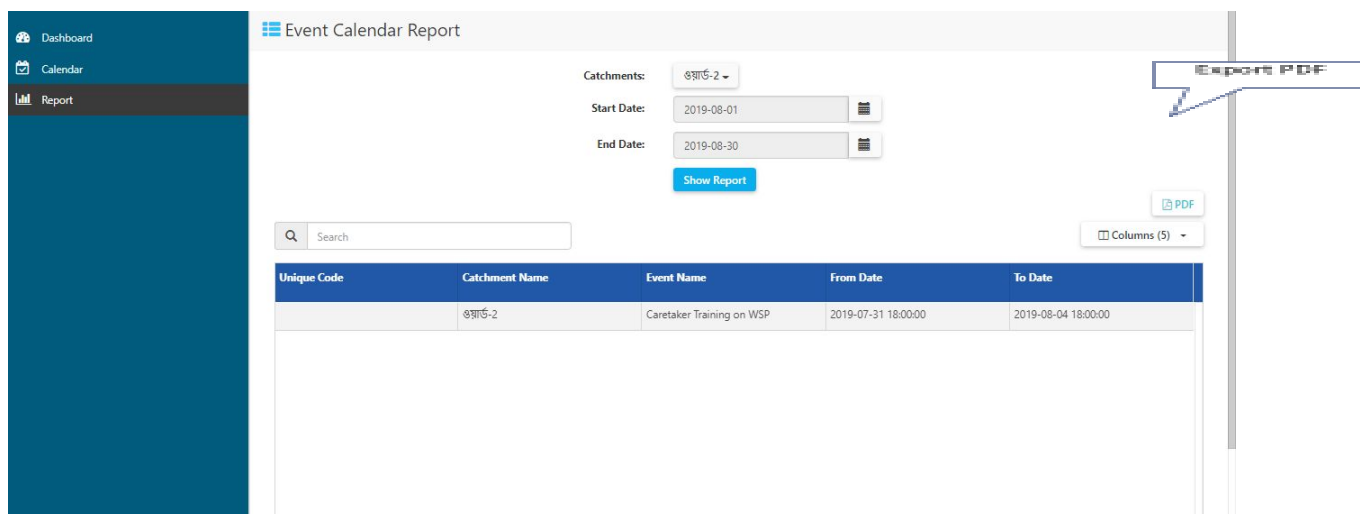


Figure 25: Export PDF

- iii. Uncheck unwanted columns to filter the table and export the filtered data.

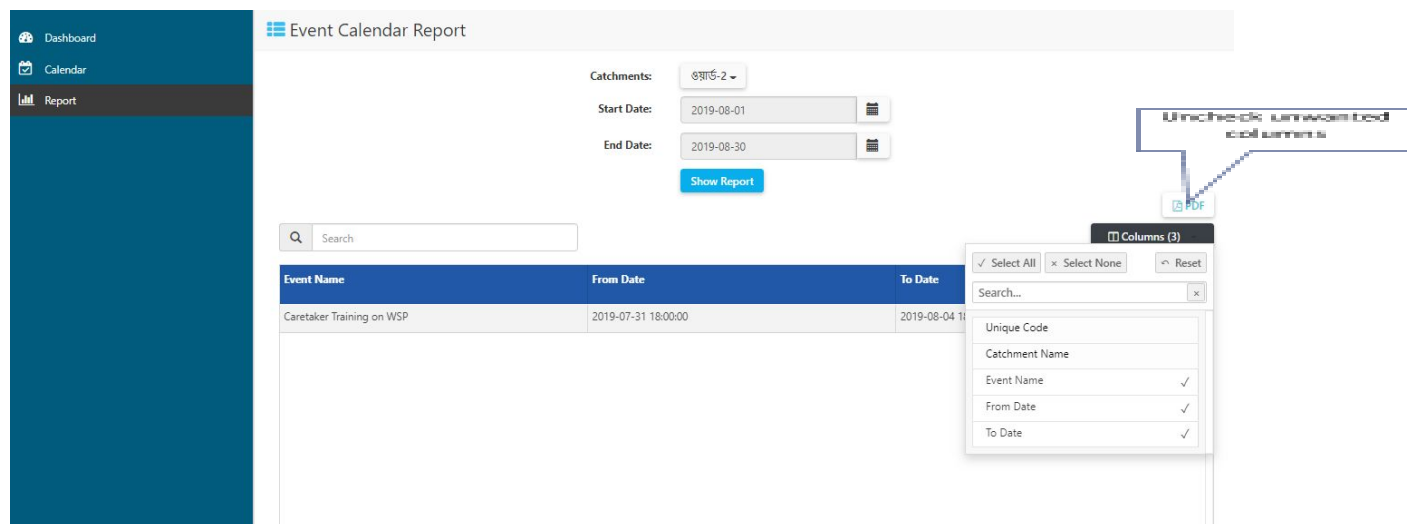


Figure 26: Event Calendar Columns filter

7. Field Reporting Module- Authorization Setup

Authorization chain will determine the data submission, approval and rejection flow. Community Level User will submit data to immediate higher level user on the chain.

- i. To add new chain on authorization flow, go to Admin → Authorization Setting → Authorizations. Choose the 'CXB WASH Auth Flow'.

Authorizations

Authorization Flow: Aswari Auth Flow

Community Staff: [Dropdown]

Union Supervisor: [Dropdown]

Upazila Staff: [Dropdown]

IA Project Head: [Dropdown]

UNICEF Zone WASH: [Dropdown]

District Executive: [Dropdown]

PD Office: [Dropdown]

UNICEF BCO WASH: [Dropdown]

Save

Search: [Input]

Columns: [Dropdown]

Action

Choose an authorization flow

Figure 27: Authorization Flow

- ii. Assign appropriate users on appropriate levels.

Point to be noted:

When a User is assigned to a level, that specific user cannot be on other levels on different chains.

Authorizations

Authorization Flow: Aswari Auth Flow

Community Staff: Ragib

Union Supervisor: Fainaz

Upazila Staff: Nazmul Vai

IA Project Head: Ashfaq Vai

UNICEF Zone WASH: Nayeem Vai

District Executive: [Dropdown]

Save

Search: [Input]

Columns: [Dropdown]

Action

Choose every level of users

Name	Email	MobileNo	Designation	Organization	Reporting Supervisor
DGDA Admin	shahnewaz@str...		9280d1ce755e4...	908cdc57aac546...	

Figure 28: Choose different level of users

- iii. Save the chain. Defined chain will be added on the table below.

Dashboard

Catchment

Operation Types

Organization Management

Staff Management

User Management

Period Management

Authorization Setting

Authorizations

Community Staff

Union Supervisor

Upazila Staff

IA Project Head

UNICEF Zone WASH

District Executive

PD Office

UNICEF BCO WASH

Ragib

Fainaz

Nazmul Vai

Ashfaq Vai

Nayeem Vai

DGDA Admin

aswa_admin2

System Admin

Save

Search

	Community Staff	Union Supervisor	Upazila Staff	IA Project Head	UNICEF Zone WASH	District Executive	PD Office	UNICEF BCO WASH	Action
	Ragib	Fainaz	Nazmul Vai	Ashfaq Vai	Nayeem Vai	DGDA Admin	aswa_admin2	System Admin	Edit

Save

Saved chain has been added on the table

Authorization saved successfully. Saved

Figure 29: Save and Create authorization chain

Field Reporting will be authorized according to this defined chain.

8. Field Reporting- Execution and Approval Process

8.1. Community

- This module allows the user to collect and review data on community level. To collect data on community level, go to **Field Reporting** module.



Figure 30: Field Reporting module

- ii. From this module go to Sanitation & Hygiene → Community. Select a lowest level catchment and choose an operation period.

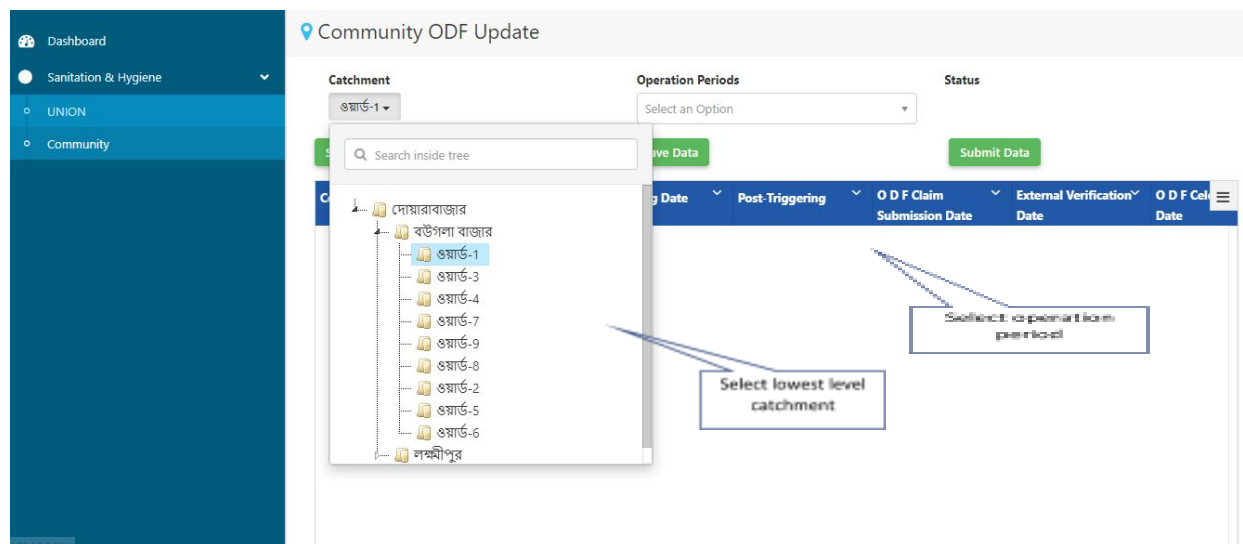


Figure 31: Insert Catchment and operation period

- iii. Click on **Show Data** to open datasheet. This datasheet is now on **Not Submitted** status.

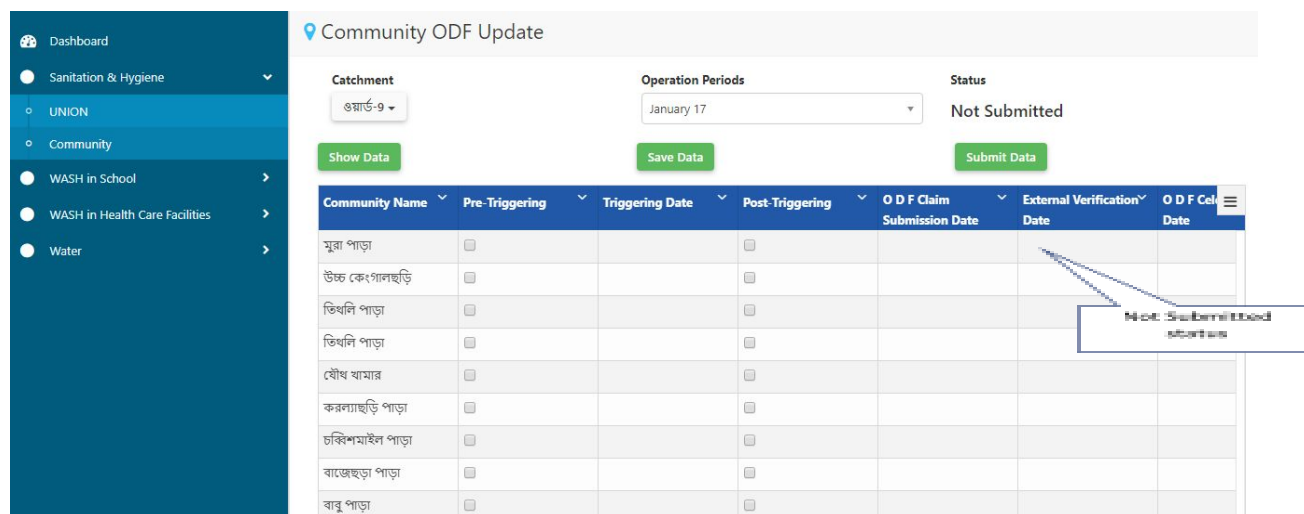


Figure 32: Not submitted status

- iv. Enter data and **Save Data**. This data will be on saved status, can be edited and will not be available to the next level of user for review.

Community ODF Update

Catchment: ওয়ার্ড-1

Operation Periods: February 17

Status: Saved

Show Data Save Data Submit Data

Community Name	Pre-Triggering	Triggering Date	Post-Triggering	ODF Claim Submission Date	External Verification Date	ODF Cell Date
2	<input checked="" type="checkbox"/>	16/07/2019	<input type="checkbox"/>			
4	<input type="checkbox"/>		<input type="checkbox"/>	16/07/2019		
3	<input type="checkbox"/>		<input type="checkbox"/>			
5	<input type="checkbox"/>		<input type="checkbox"/>			
6	<input type="checkbox"/>		<input type="checkbox"/>			
1	<input type="checkbox"/>		<input type="checkbox"/>			

Success
Community Status Updated successfully

4. Saved status

Figure 33: Collect and Save data

- v. To submit the data to the next level user, click on **Submit Data (5)**. Point to be noted, data cannot be edited further after submission.

Confirmation Message

Do you really want to submit?

Close Submit

Figure 34: Submit data

- vi. Data will be now on **Submitted** status and will be available to the next level user.

Community ODF Update

Catchment: গাউন-1

Operation Periods: January 17

Status: Submitted

Show Data

Community Name	Pre-Triggering	Triggering Date	Post-Triggering	O D F Claim Submission Date	External Verification Date	O D F Claim Date
2	<input checked="" type="checkbox"/>	9/07/2019	<input type="checkbox"/>			
4	<input checked="" type="checkbox"/>		<input type="checkbox"/>			
3	<input type="checkbox"/>		<input type="checkbox"/>			
5	<input type="checkbox"/>		<input type="checkbox"/>			
6	<input type="checkbox"/>		<input type="checkbox"/>			
1	<input type="checkbox"/>		<input type="checkbox"/>			

Figure 35: Submitted Status

8.2. Union

- After submission the data will be available to the UNION Supervisor on union level.
- Select a catchment and select an appropriate Quarter.
- Next click on **Show data**. All the data entries on the catchment within the operation period will be displayed on the table.
- After the data has been reviewed and data entry is complete. Click on **Save Data**.

Union Status Update

Catchment: দোয়ারাবাজার

Operation Periods: Quarter1 (Jan-Mar) 2017

Status: Not Submitted

Show Data Save Data Submit Data Reject Data

Union Name	No Of Community	No Of Community Claim	O D F Claim Submission Date	External Verification Date	O D F Celebration Date	O D F Claim Date
বউগলা বাজার	6	6				

Figure 36: Union datasheet on Level 2

- Once data entry is complete, **Submit** data from **Submit** button below.

Point to be noted, data cannot be edited after submission.

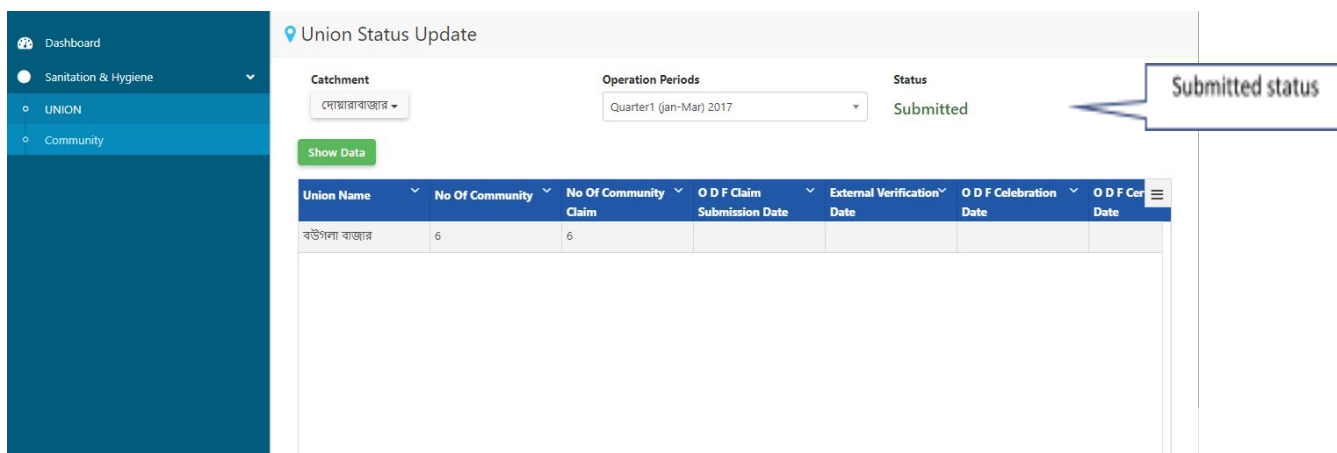


Figure 37: Union data submitted

- vi. The Submission would be sent to the Upazilla Staff user based on the authorization Flow.
- vii. To approve the submission, please go to Field Reporting Module→Sanitation and Hygiene→Union
- viii. Select appropriate catchment and Operation period and click on **Show Data**
- ix. Review the data and Approve or Reject as necessary.

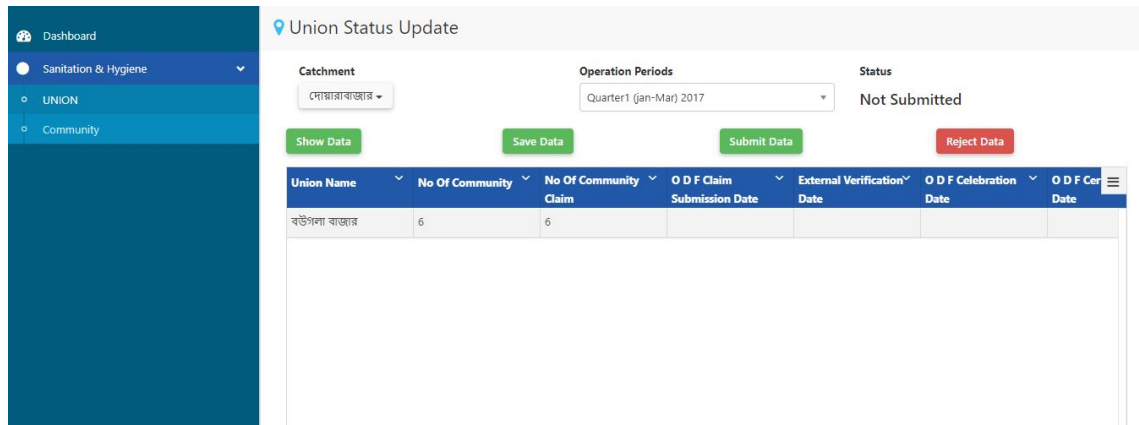


Figure 38 Union Data Entry Upazilla Staff

After the approval of the data by the Upazilla Staff, the submission would be sent to IA Project Lead. Approval from here would send the submission to the next level. Please note that the hierarchy of the authorization has been defined as follows:

Community Staff ↔ UNION Supervisor ↔ Upazilla Staff ↔ IA Project Head/ M&E Officer ↔ UNICEF Zone WASH Officer ↔ District Executive Engineer ↔ PD Office, GoB- UNICEF ↔ UNICEF BCO WASH

Please note, as shown on the flow above, approval of the submission would send the request to the next level on the chain, whereas, rejecting the submission would send the request to the previous level.

9. Survey Module

9.1. WASH Inventory Data Approval/ Rejection

When data is collected from the field by the data collectors and synced to the server, it would require approval of the administrator or a role-based user. This is to validate the entry to restrict any form of data inconsistency.

To approve a WASH Inventory entry please complete the following steps:

1. Login in appropriate credentials
2. Go to Survey Module→ Inventory Approval

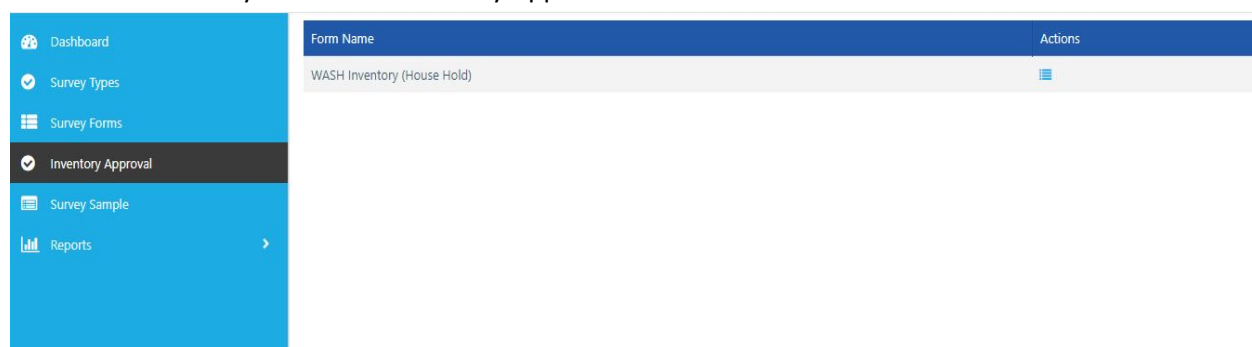
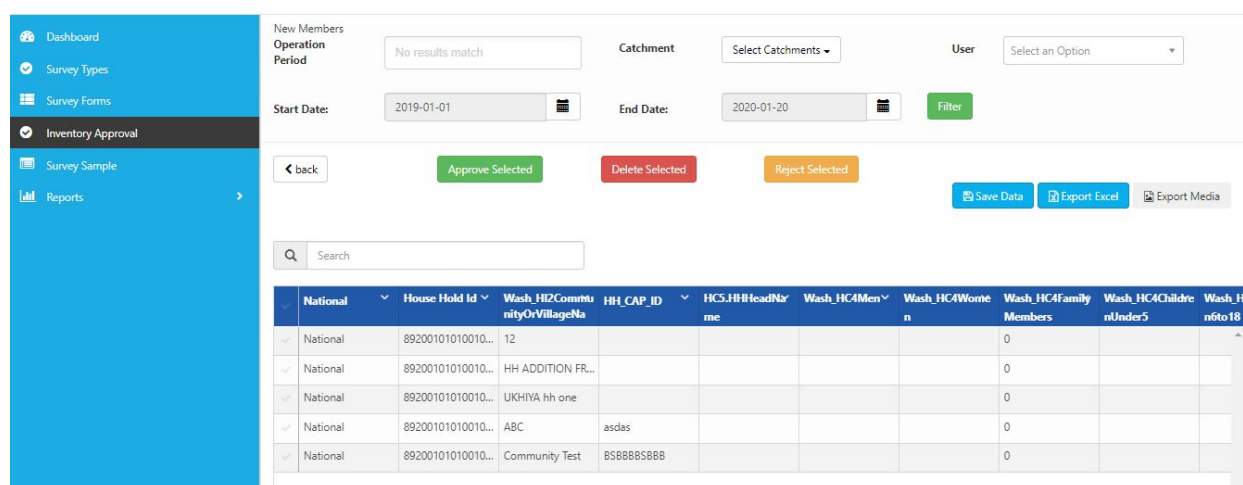


Figure 39 WASH Inventory Approval menu

3. On the next screen, the list of pending WASH Inventory Household approval requests would be available.



4. To approve the items, select the desired items and click on **Approve Selected**. To reject the item, please select **Reject Selected**. To delete an item, select **Delete Selected**.

9.2. WASH Inventory Data View and Edit

1. Once the data has been approved, to view and edit the data, please login to the web
2. Go to Survey Module→ Survey Forms→ WASH Inventory Forms

Name	Status	Survey Type	Period Type	Total Count	Actions
Wash Inventory (Household) (বাড়ির পরিষ্কারের সার্ভে)	published active Geo Location	Household Output Questionnaire		2	
OUTPUT Indicator 1.3 B	not published active Geo Location	Latrine_survey_type		0	
OUTPUT Indicator 1.4	published active Geo Location	HandWashingFacility_surveytype		0	
OUTPUT Indicator 1.3	published active Geo Location	Latrine_survey_type		0	
OUTPUT 2.2: W3. New Water Option Report:	not published active Geo Location	Water Point Form		0	
Output 3.3: Winins 2:	not published active Geo Location	Water Point Form		0	

3. To view the data, on the WASH Inventory Form, Click on View Details
4. Now, select the item you want to edit and make changes to appropriate fields.

