UNKT
SDGs and Targets Guide
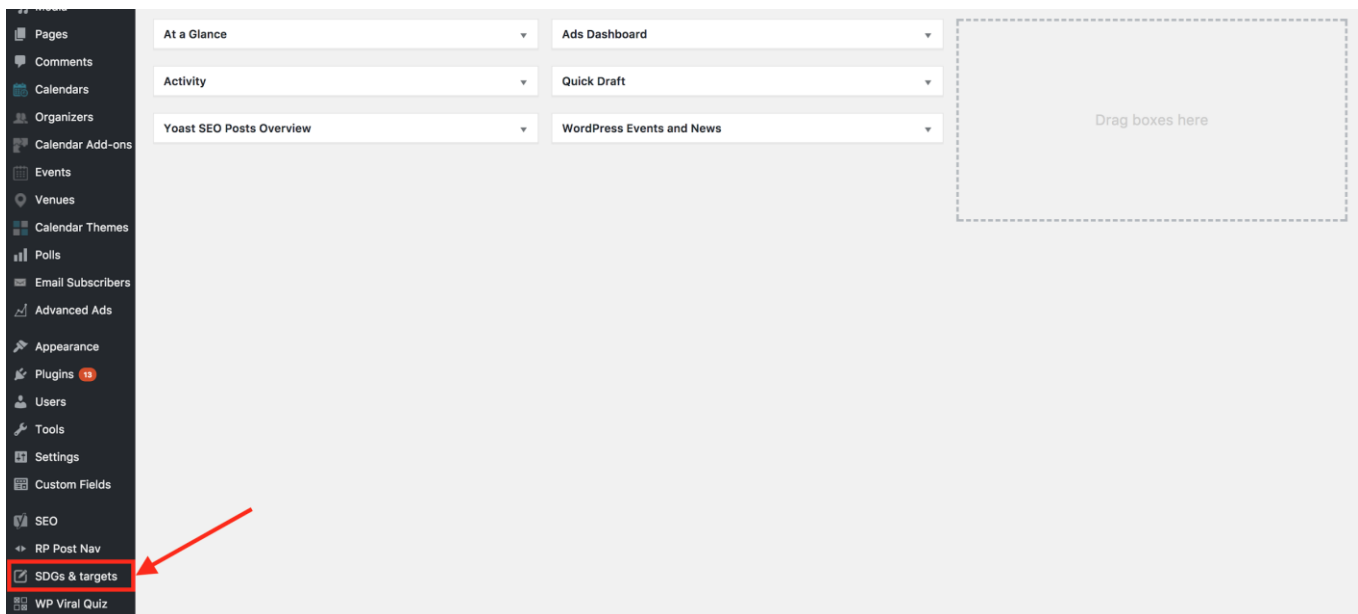
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How to open the plugin

Follow the instructions listed below

1. Login with your account in the dashboard of UNKT.org
    a. Go to http://unkt.org/wp-admin
    b. Login with your account

2. Find the menu item called "SDGs & Targets" in the left hand side navigation.

3. Click on that "SDGs & Targets" item.
   You will see the dashboard of "SDGs & Targets" opened as below:
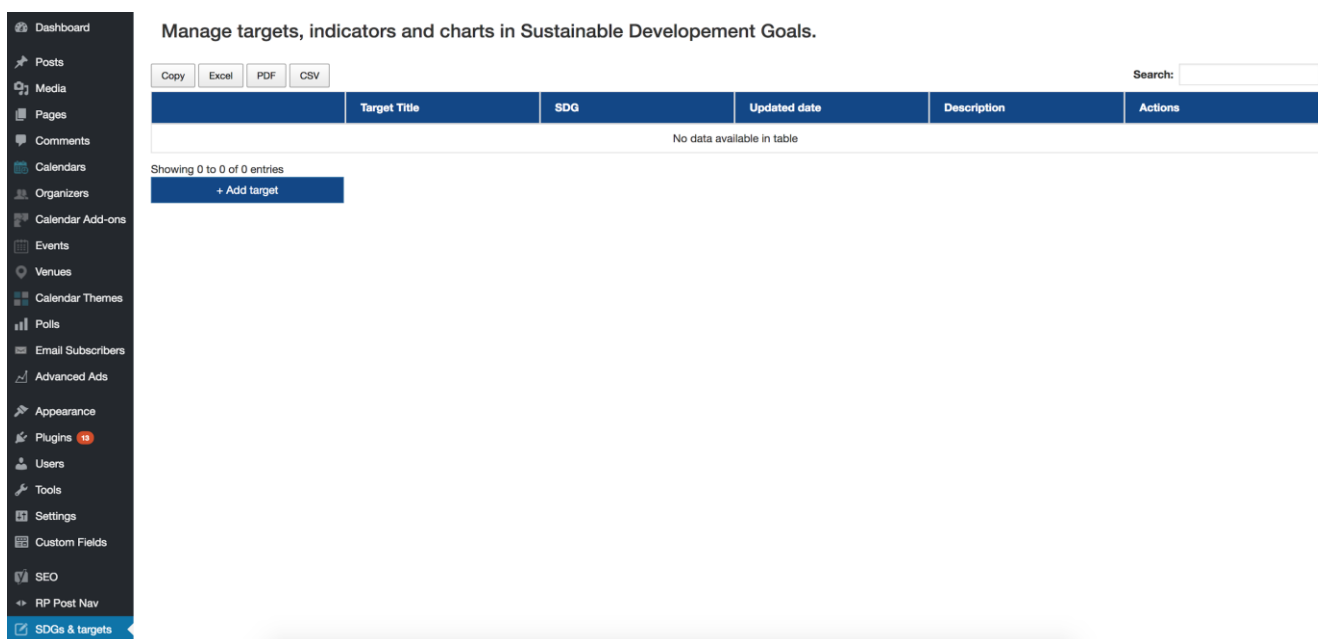
Manage Targets

Find out how to create, edit and delete targets.

Creating new target

1. In the dashboard of "SDGs & Targets" click the button called "+ Add target".

2. Fill out the fields needed in the form for creating a target as below and then click the button "Save Changes" at the bottom of form:

After saving changes for creating new target, you can see that target being listed in the table of targets as seen below:

Editing targets

1. Click on the little icon "Edit" in Actions field in target row in table as below:

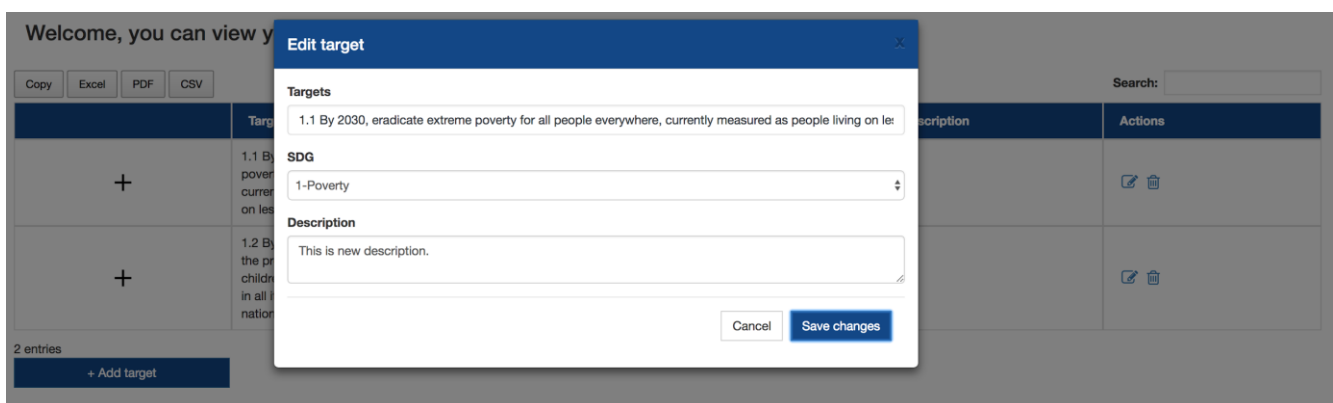|	Target Title	SDG	Updated date	Description	Actions
+	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 10:51:20		✏️ 🗑️

2. Target form will be shown with existing information, feel free to change the data in fields and then click "Save Changes":

Welcome, you can view y...

Copy Excel PDF CSV   Search:

Edit target   x

Targets
1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on les

SDG
1-Poverty   ↕

Description
This is new description.

                                              Cancel   Save changes

2 entries

+ Add target

After editing and clicking button "Save changes" you will see a message and then updated target will be shown in the target table as seen below:

Information!   ✕

Success! Record has been successfully updated.

                                                            Close

Deleting targets

1. Click on the trash icon in Actions fields in specific target row as below:

	Target Title	SDG	Updated date	Description	Actions
+	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 11:19:22	This is new description.	

2. A message will be shown as below:

Confirm Delete   ✕

When you delete a specific target of the SDG, all of other data including indicators and charts will be erased. Are you sure you want to delete this target?

✖ Delete   Close

3. If you agree with this warning, click button "Delete" to confirm the deletion.

Caution: After clicking delete you will not be able to recover that data back.

Manage Indicators

Find out how to create, edit and delete indicators.

Creating new indicator

1. In order to create indicators, first you have to choose in which target you want to add new indicator then click on the chosen target's "**Plus sign**" as seen below:

	Target Title	SDG	Updated date	Description	Actions
+	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 14:05:59		✎ 🗑

2. Now you can see the table of indicators displayed inside of the target you chose, now you click on the button "**+ Add indicator**" as shown below:

	Target Title	SDG	Updated date	Description	Actions
—	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 14:05:59		✎ 🗑

Copy	Excel	PDF	CSV			Search:

Indicator Title	Source	Description	Actions
	No data available in table		

+ Add Indicator

3. The form for creating new indicator is displayed, fill out the fields and click "Save Changes" as seen below:

Add Indicator   X

Title

1.1.1 Proportion of population below the international poverty line, by sex, age, employment status and geo

Source

http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf

Description

Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day

Close   Save changes

4. After saving changes, now you can see that indicator in the indicators table inside the chosen target as seen below:

	Target Title	SDG	Updated date	Description	Actions
—	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 14:05:59		✎ 🗑

Copy | Excel | PDF | CSV   Search: ▢

	Indicator Title	Source	Description	Actions
+	1.1.1 Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day	✎ 🗑

+ Add indicator

Note: You can add as many indicators as you want in each target.

Editing indicators

1. Click on the little icon "Edit" in Actions field in a specific indicator row as below:

2. Indicator form will be shown with existing information, feel free to change the data in fields and then click "Save Changes":

After editing and clicking button "Save changes" you will see a message and then updated indicator will be shown in the indicator table.

Deleting indicators

1. Click on the trash icon in Actions fields in a specific indicator you want to delete as seen below:

	Target Title	SDG	Updated date	Description	Actions
—	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than $1.25 a day	poverty	2017-11-24 14:05:59		✎ 🗑

| Copy | Excel | PDF | CSV | | Search: |

	Indicator Title	Source	Description	Actions
+	1.1.1 Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day - edited	🗑

+ Add Indicator

2. A message will be shown as below:

Confirm Delete   ✕

When you delete a specific indicator, all of other data including charts will be erased. Are you sure you want to delete this indicator?

✖ Delete   Close

3. If you agree with this warning, click button "Delete" to confirm the deletion.
Caution: After clicking delete you will not be able to recover that data back.

Manage charts

Find out how to create different kinds of charts, how to edit and delete charts.

Creating new chart

1. First of all you have to choose in which target's indicator you want to create new chart. Then you need to click on that indicator's "**Plus sign**" as seen below:

2. Now you can see the chart table displayed inside this indicator, and now click the button " **+ Add chart**" as shown below:

3. The form for creating new charts is displayed as below:

As you can see the form has two main sections "**Target Data**" and "**Chart Data**".
In the **Target Data** you have to specify the year of target and then choose unit of target value from dropdown as seen below:

After you choose one of the units from dropdown, you will have to specify the value of target based on chosen unit.
Same thing applies to the **Chart Data** too, first off you have to choose one of the units as seen as below, after you choose the unit you have to set the value based on chosen unit.

Note: You can add as many charts as you want in each indicator.
Note: In order to add more than one value for the same label for different years, the label must be the same in all years.
And in one year you can add different labels with their values.

Chart with unit as Numbers

Fill out the chart form as seen below in order to create new chart with both target and chart data unit as numbers:

If you want to show another value for that label for another baseline you should click the **Plus** button, and then fill out the same fields.
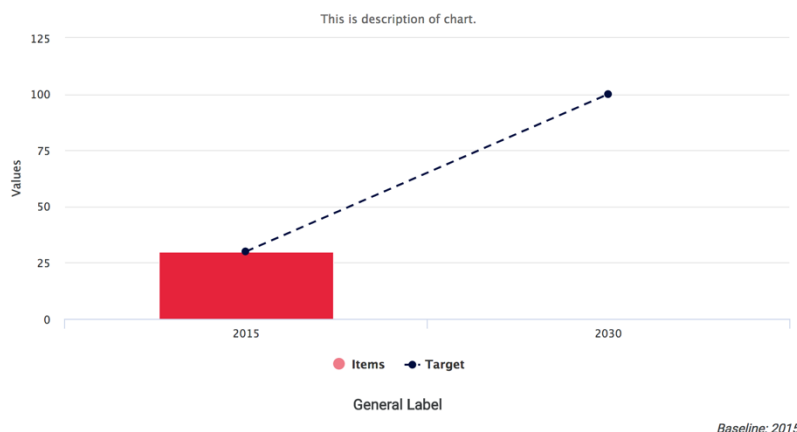
Chart with unit as Percentage and Number

Fill out the form as below in order create a chart with target unit as percentage and chart data unit as number. The number value of chart will be converted based on percentage of target value. If it's negative percentage value, it will subtract the chart value based on that percentage.
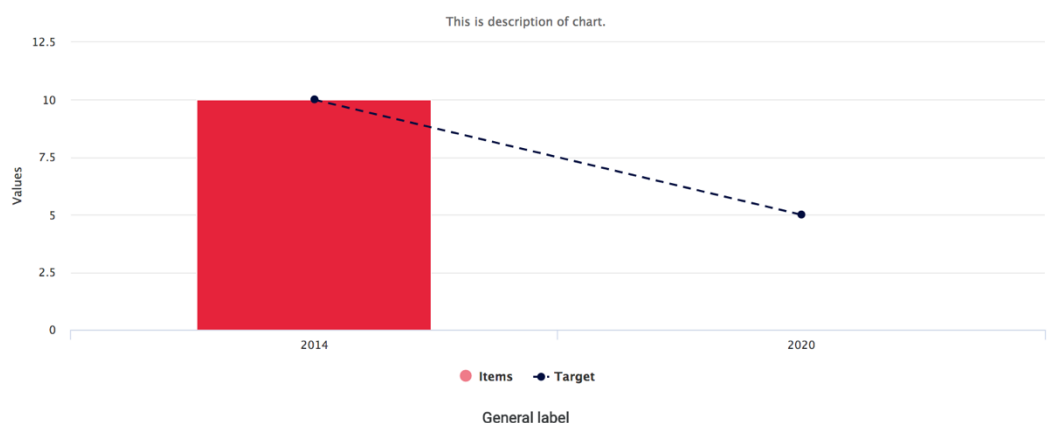

See this chart rendered below:

Chart with unit as only Percentage

Fill out the form with information as below in order to render a chart with both target and chart data unit as percentage:
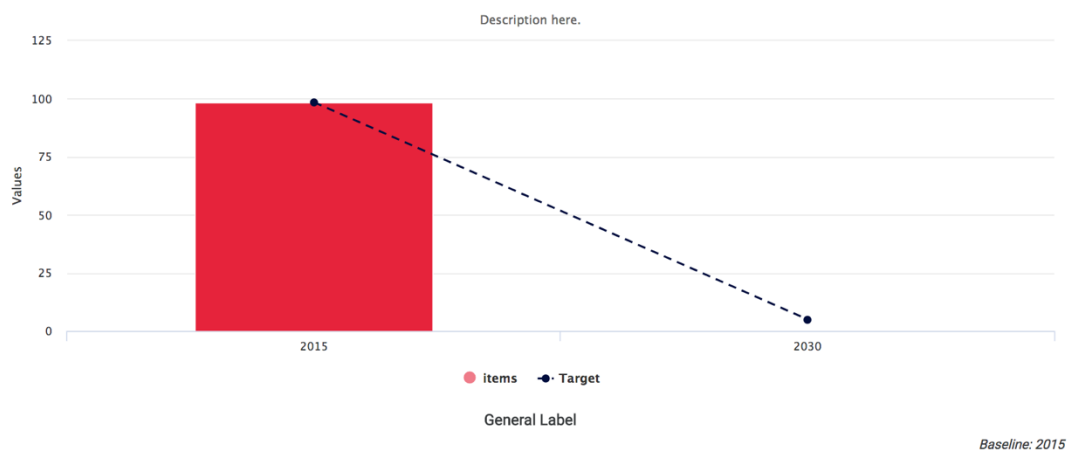

The chart rendered based on data above:

Chart with Comparative Value

Fill out the chart form with data shown as below in order to render a chart with comparative values.

Chart rendered based on data above:

Chart with unit as Ratio

Fill out the chart form with data as below in order to render a chart with target as ratio.

Ratio chart rendered as below:
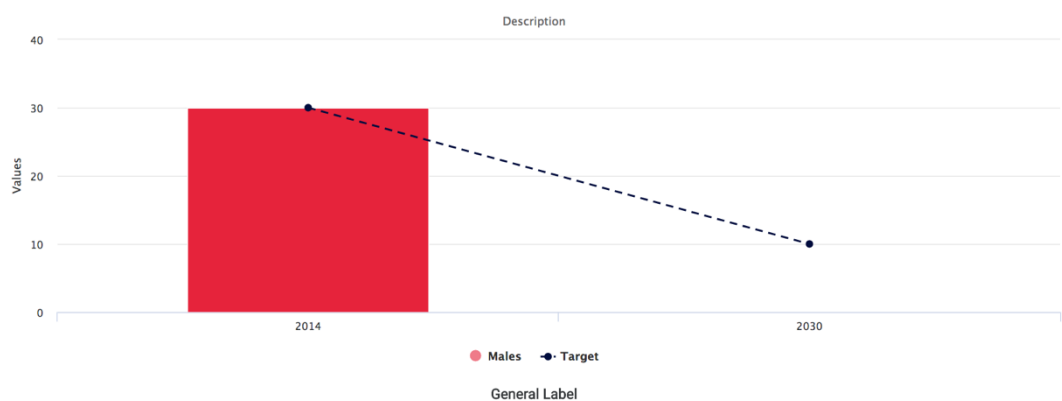
Chart with unit as Yes/No

Fill out the chart form with data similar as below in order to render a chart with Yes/No unit.

Yes/No chart rendered below based on data above

Chart with unit as Increasing

Fill out the chart with data similar as below in order to render a chart with target unit as increasing.

Increasing chart rendered below based on data above.

Chart with unit as decreasing

Fill out the chart with data similar as below in order to render a chart with target unit as decreasing.

Decreasing chart rendered below based on data above.

Complex chart with more than one data entry

You can add more than one entry in a chart by clicking **Plus** sign in the **Chart Data**, see the example below:

Chart Data	
Baseline	2014
General Label	Suicide mortality rate
Unit	Number ⬍
	+
Year	2015
Number Value	14
Chart Label	Females
	−
Year	2015
Number Value	22
Chart Label	Males
	−
Year	2014
Number Value	35
Chart Label	Females
	−
Year	2014
Number Value	9
Chart Label	Males
	−

Note : In order to add more than one value for the same label for different years, the label must be the same in all years. And in one year you can add different labels with their values.

**Note: In order to add more than one value for the same label for different years, the label <u>must be the same</u> in all years.
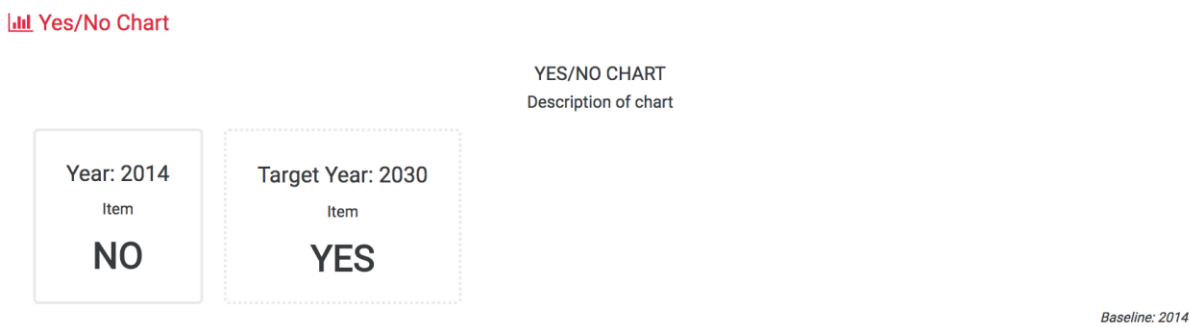And in one year you can add different labels with their values.**

And target data is:

Target Data

Target Year	2030
Unit	Ratio
Number	1
Total	3

The complex chart with data as above is rendered as seen below:

📊 Suicide Mortality Rate

Description

Suicide mortality rate

Legend: Trend Line · Females · Trend Line · Males · Target · Target

Baseline: 2014

Editing charts

1. Click on the little icon "Edit" in Actions field in a specific chart row as below:

Title	Target Unit	Target Year	Chart Unit	Description	General Label	Actions
Suicide rate by gender and age group, year 2008-2015	ratio	2030	number	desc	Suicide mortality rate	✎ 🗑

2. Chart form will be shown with existing information, feel free to change the data in all fields and then click "Save Changes".

Edit Chart ✕

Title	Chart title 3

Target Data

Target Year	2030
Unit	Percentage
Percentage Value	5

Chart Data

Baseline	2015
General Label	General Label
Unit	Percentage

＋

Year	2015
Chart Label	items
Percentage Value	98.5

－

Note : In order to add more than one value for the same label for different years, the label must be the same in all years. And in one year you can add different labels with their values.
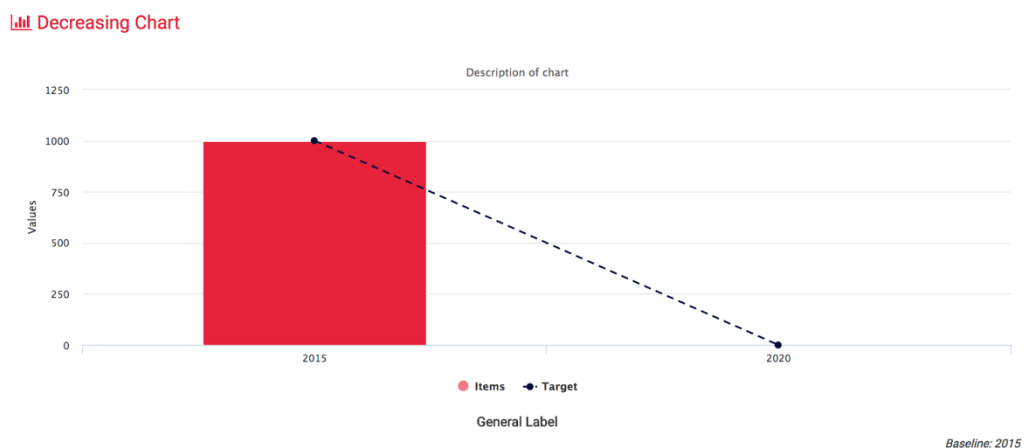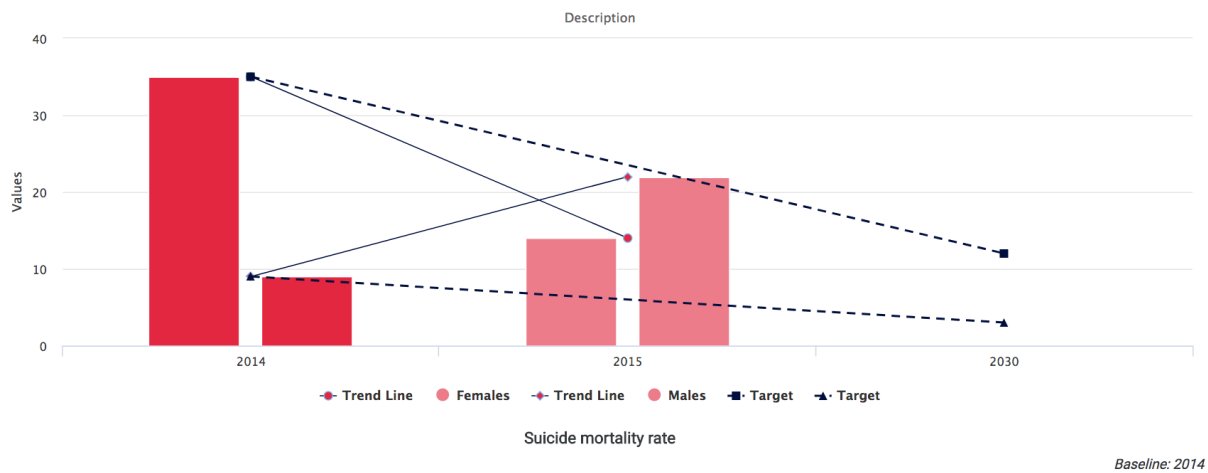
Description	Description here.

Cancel　**Save changes**

3. After editing and clicking button "Save changes" you will see a message and then updated chart will be shown in the indicator table and re-rendered in show SDG page as well.

Information! ✕

Success! Record has been successfully updated.

Close

Deleting charts

1. Click on the trash icon in Actions fields in a specific chart you want to delete as seen below:

Title	Target Unit	Target Year	Chart Unit	Description	General Label	Actions
Suicide rate by gender and age group, year 2008-2015	ratio	2030	number	desc	Suicide mortality rate	

2. A message will be shown as below:

Confirm Delete ✕

Are you sure you want to delete this chart?

✖ Delete   Close

3. If you agree with this warning, click button "Delete" to confirm the deletion of chart.

Caution: After clicking delete you will not be able to recover that data back.