

# UNKT

## SDGs and Targets Guide

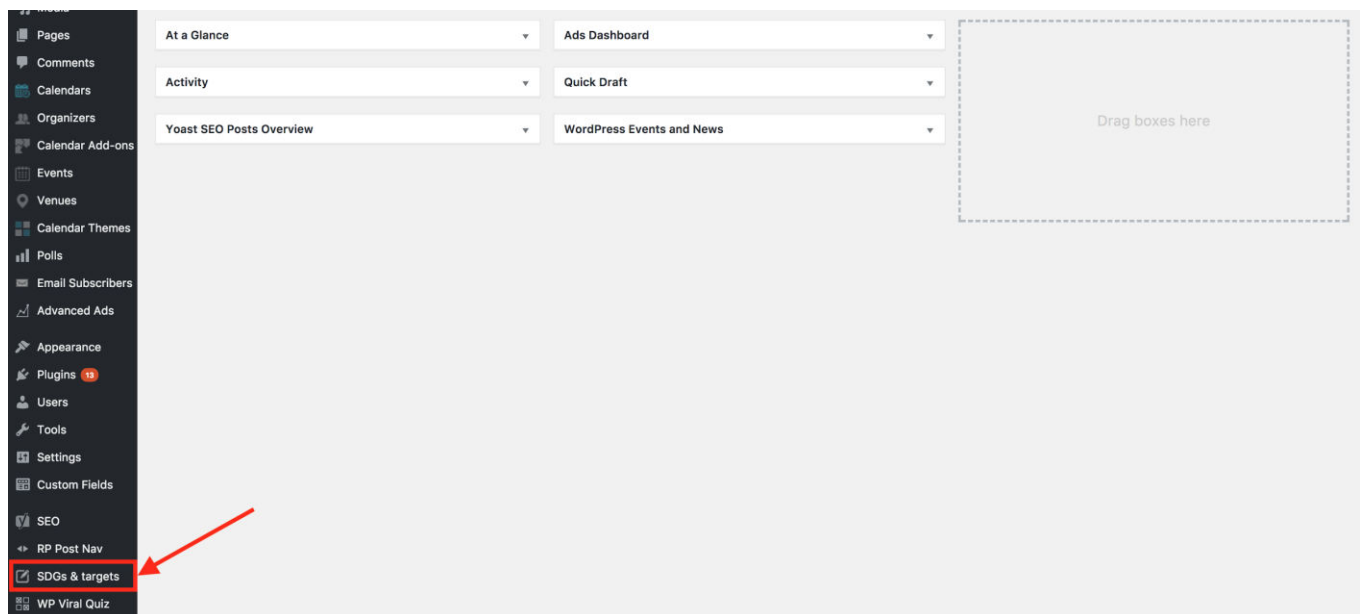
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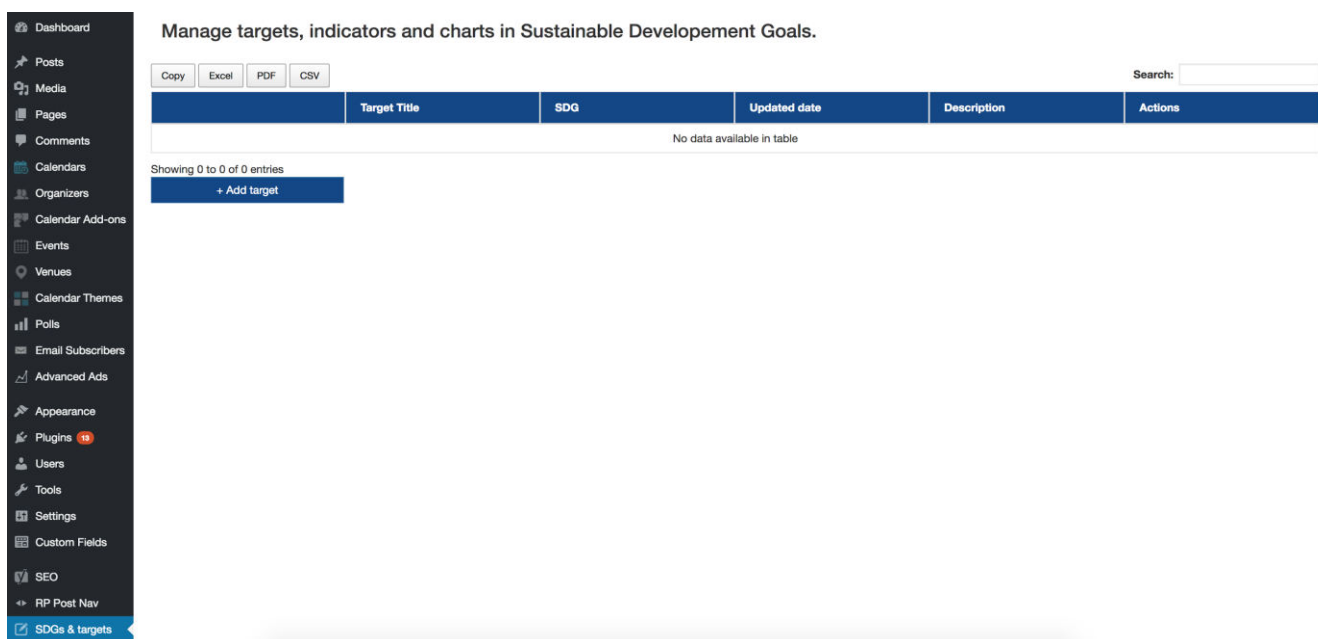
# How to open the plugin

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”.

Manage targets, indicators and charts in Sustainable Development Goals.

CopyExcelPDFCSV

Search:

	Target Title	SDG	Updated date	Description	Actions
No data available in table					

Showing 0 to 0 of 0 entries

+ 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:

Manage targets, indicators and charts in Sustainable Development Goals

CopyExcelPDFCSV

Search:

	Target Title	SDG	Updated date	Description	Actions
--	--------------	-----	--------------	-------------	---------

Showing 0 to 0 of 0 entries

+ Add target

Add New Target

Target Title

1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day

SDG

1-Poverty

Description

Description

Close



Save changes

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

Manage targets, indicators and charts in Sustainable Development Goals.

CopyExcelPDFCSV

Search:

	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		 

1 entries

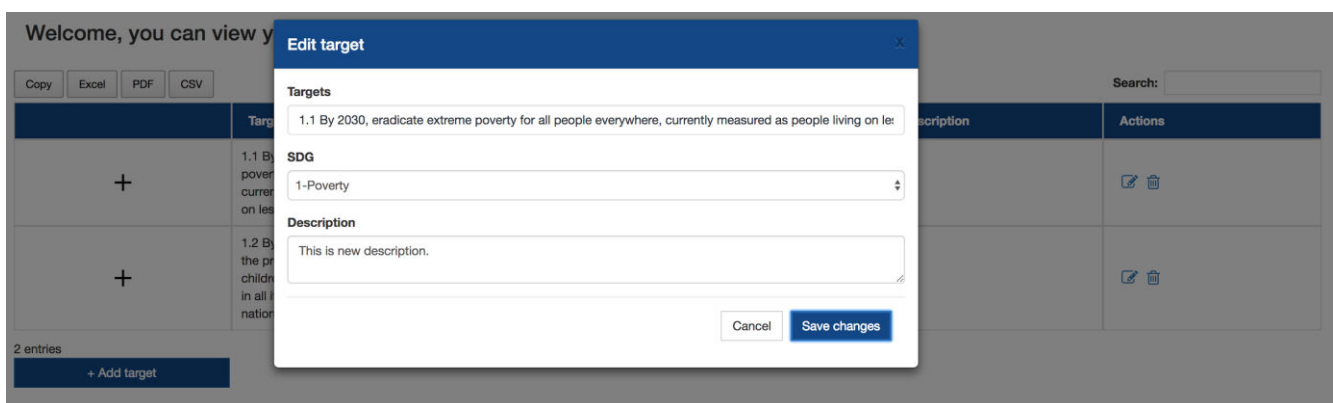
+ Add target

# 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”:



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		 


CopyExcelPDFCSV

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** 

**Title**

**Source**

**Description**

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		 
<div>CopyExcelPDFCSV</div> <div>Search: <input type="text"/></div>					
	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)	<a href="http://ask.rks.gov.net/media/3187/poverty-report-2012-2015.pdf">http://ask.rks.gov.net/media/3187/poverty-report-2012-2015.pdf</a>	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day	 	
<div>+ Add indicator</div>					

**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:

	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		 
<div>Copy Excel PDF CSV</div> <div>Search: <input type="text"/></div>					
	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)	<a href="http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf">http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf</a>	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day	 	
<div>+ Add Indicator</div>					

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

**Edit Indicator** ×

**Name**

**Source**

**Description**

Close

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.




**Information!** ×

**Success!** Record has been successfully updated.

Close

# 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		 
<div>Copy Excel PDF CSV</div> <div>Search: <input type="text"/></div>					
	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)	<a href="http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf">http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf</a>	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day - edited		
<div>+ Add Indicator</div>					

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:

	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
<div>+</div>	1.1.1 Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	<a href="http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf">http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf</a>	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day - edited	 



+ Add Indicator

2. Now you can see the chart table displayed inside this indicator, and now click the button “**+ Add chart**” 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
—	1.1.1 Proportion of population below the international poverty line, by sex, age, employment status and geographical location (urban/rural)	<a href="http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf">http://ask.rks-gov.net/media/3187/poverty-report-2012-2015.pdf</a>	Poverty and Extreme Poverty lines in 2013: €0.78 per adult equivalent per day - edited	 

Copy Excel PDF CSV

Search:

Title	Target Unit	Target Year	Chart Unit	Description	General Label	Actions
No data available in table						

+ Add Chart

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

Add Chart

Title

Target Data

Target Year

Unit

Select Unit

Chart Data

General Label

Unit

Select Unit

Description

Close

Save changes

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:

✓ Select Unit

Number

Percentage

Yes/No

Comperative Value

Ratio

Increasing/Decreasing

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

✓ Select Unit

Number

Percentage

Yes/No

**Note:** You can add as many charts as you want in each indicator.

## 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:

Add Chart

Title

Chart Title

Target Data

Target Year

2030

Unit

Number

Number Value

100

Chart Data

General Label

A general to specify the chart data

Unit

Number

Baseline

2015

Number Value

30

Chart Label

Items

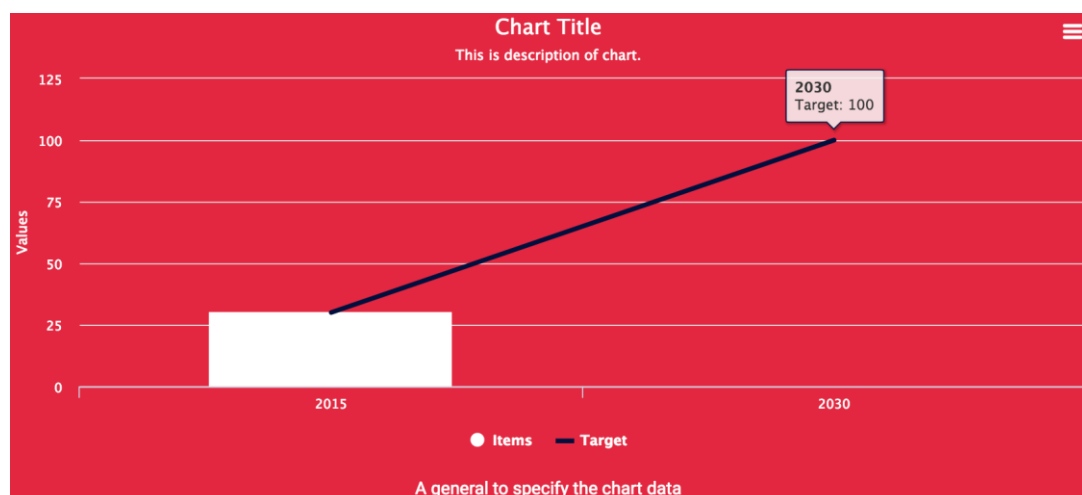
Description

This is description of chart.

Close

Save changes

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.

Title	Chart title 2
-------	---------------

**Target Data**

Target Year	2020
Unit	Percentage
Percentage Value	50

**Chart Data**

General Label	General label
Unit	Number
	<div>+</div>
Baseline	2014
Number Value	10
Chart Label	items
	<div>-</div>

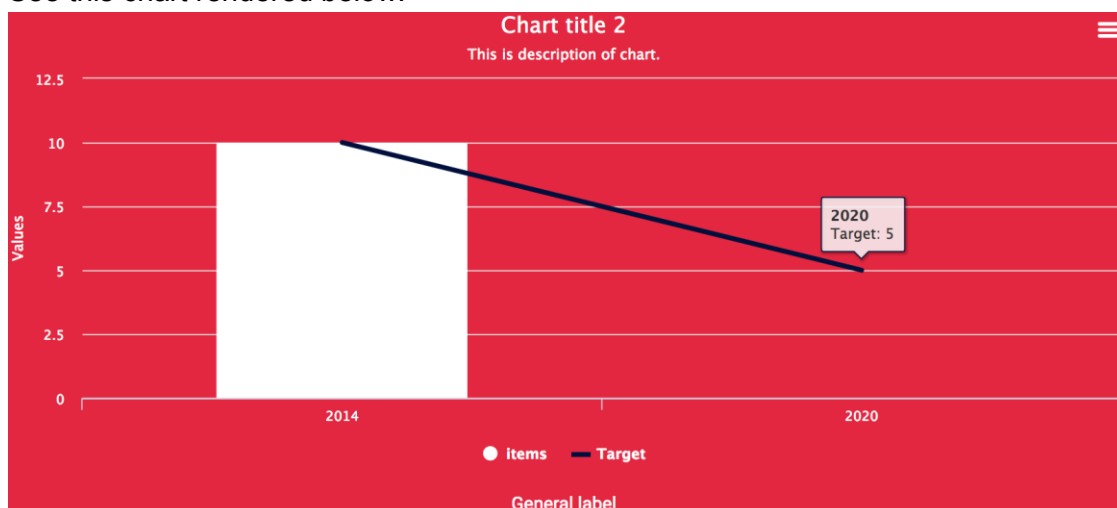
**Description**

This is description of chart.

Cancel

Save changes

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:

Add Chart

Title

Chart title 3

Target Data

Target Year

2015

Unit

Percentage

Percentage Value

5

Chart Data

General Label

General label

Unit

Percentage

Baseline

2015

Percentage Value

98.5

Chart Label

items

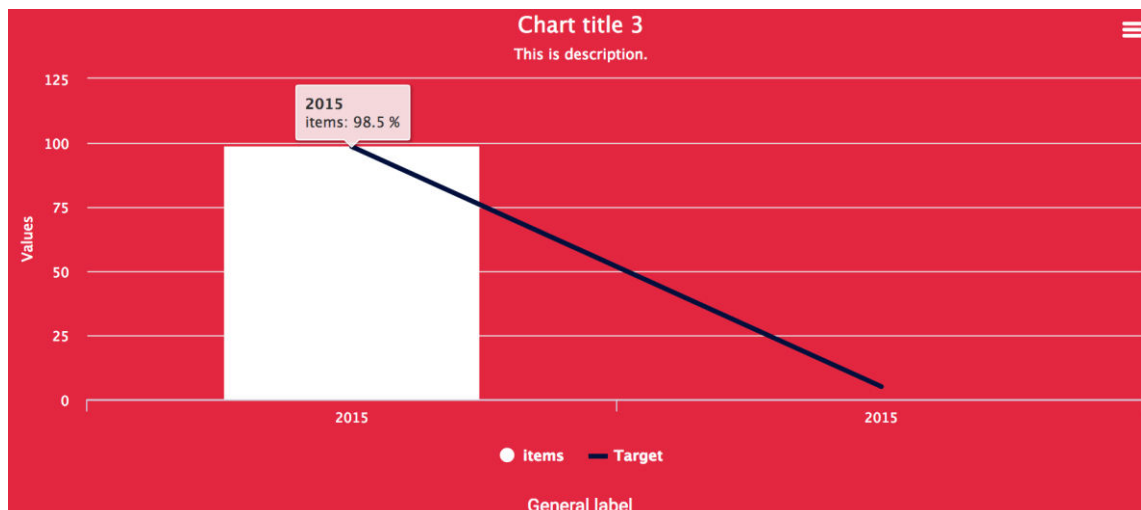
Description

This is description.

Close

Save changes

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.

Add Chart

Title

Comparative Value chart title

Target Data

Target Year

2030

Unit

Comperative Value

Current Value

100

Maximum Value

100000

Chart Data

General Label

A general label

Unit

Number

Baseline

2015

Number Value

30

Chart Label

items

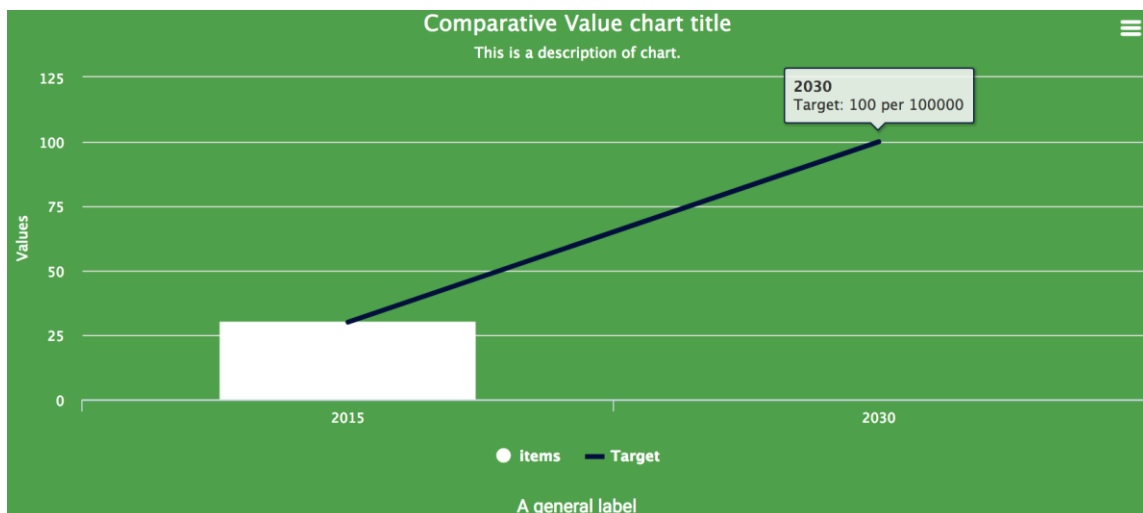
Description

This is a description of chart.

Close

Save changes

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.

Add Chart

Title

Ratio chart example

Target Data

Target Year

2030

Unit

Ratio

Number

1

Total

3

Chart Data

General Label

general label

Unit

Number

Baseline

2014

Number Value

30

Chart Label

males

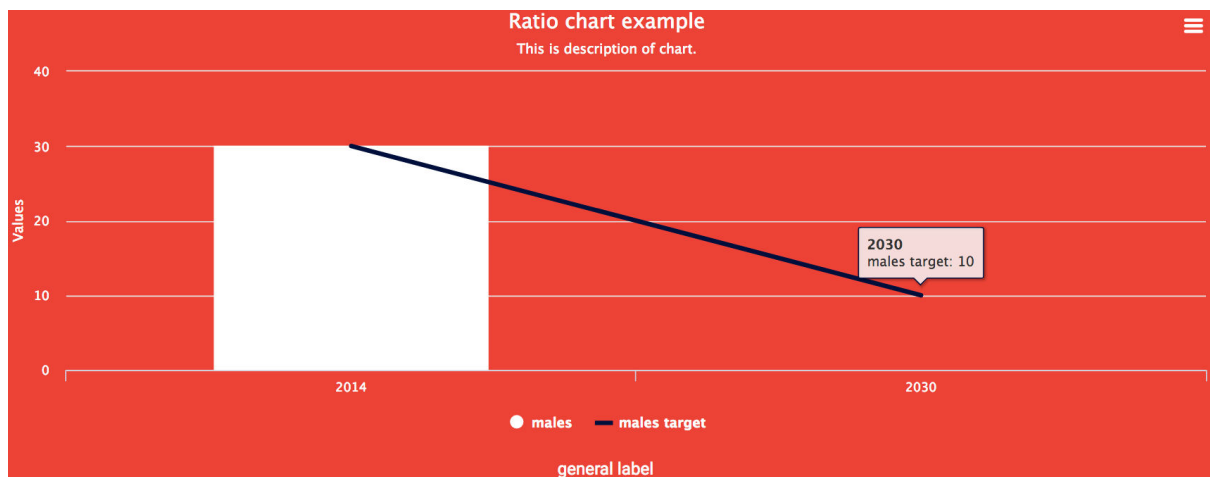
Description

This is description of chart.

Close

Save changes

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.

Add Chart

Title

Yes/No example chart

Target Data

Target Year

2030

Unit

Yes/No

Value

☒ Yes

☐ No

Chart Data

General Label

Unit

Yes/No

Baseline

2014

Values

☐ Yes

☒ No

Chart Label

item

Description

This is a description of chart.

Close

Save changes

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.

Add Chart

Title

Increasing chart example

Target Data

Target Year

2030

Unit

Increasing/Decreasing

Value

☒ Increasing ☐ Decreasing

Chart Data

General Label

general label

Unit

Number

Baseline

2015

Number Value

19000000

Chart Label

euro

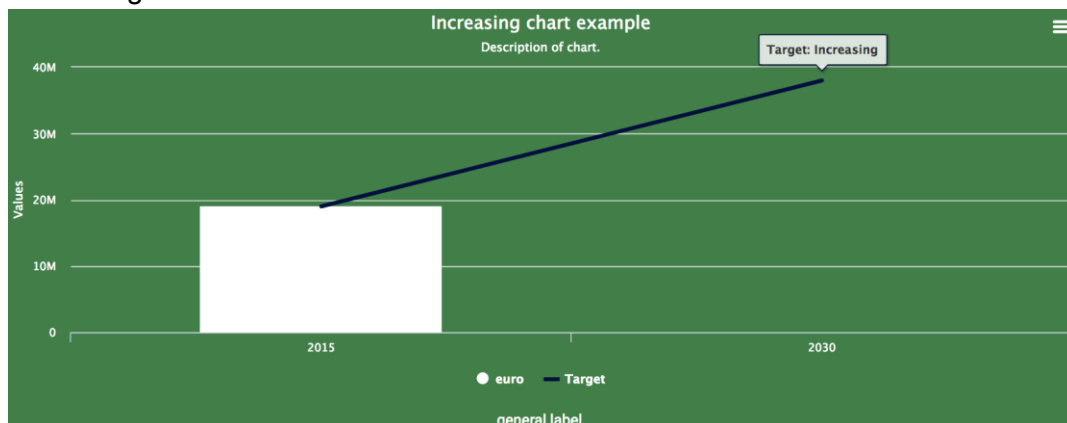
Description

Description of chart.

Close

Save changes

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.

**Add Chart** X

**Title**

**Target Data**

**Target Year**

**Unit**

**Value** ☐ Increasing ☒ Decreasing

**Chart Data**

**General Label**

**Unit**

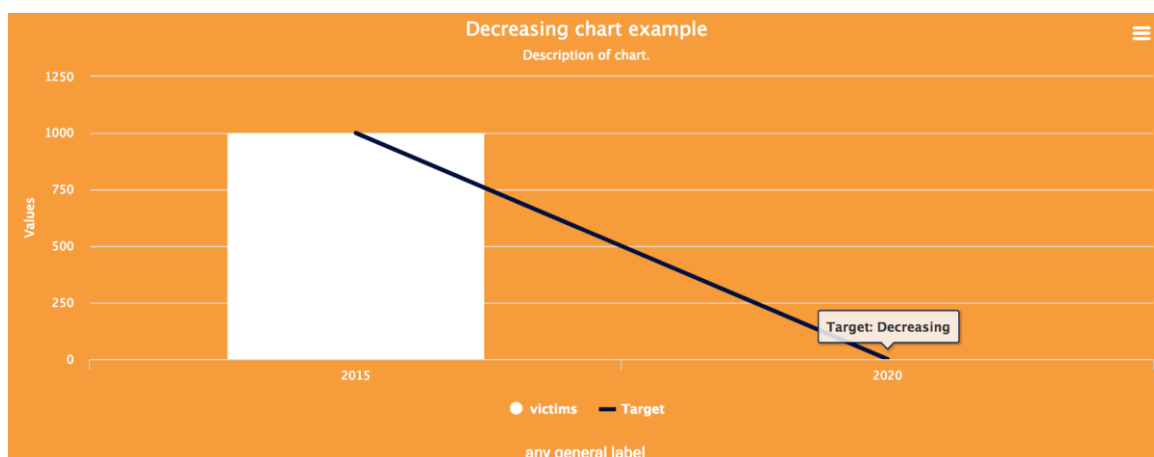
**Baseline**

**Number Value**

**Chart Label**

**Description**

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

General Label

Suicide mortality rate

Unit

Number

+

Baseline

2015

Number Value

22

Chart Label

Males

-

Baseline

2015

Number Value

14

Chart Label

Females

-

Baseline

2014

Number Value

35

Chart Label

Males

-

Baseline

2014

Number Value

9

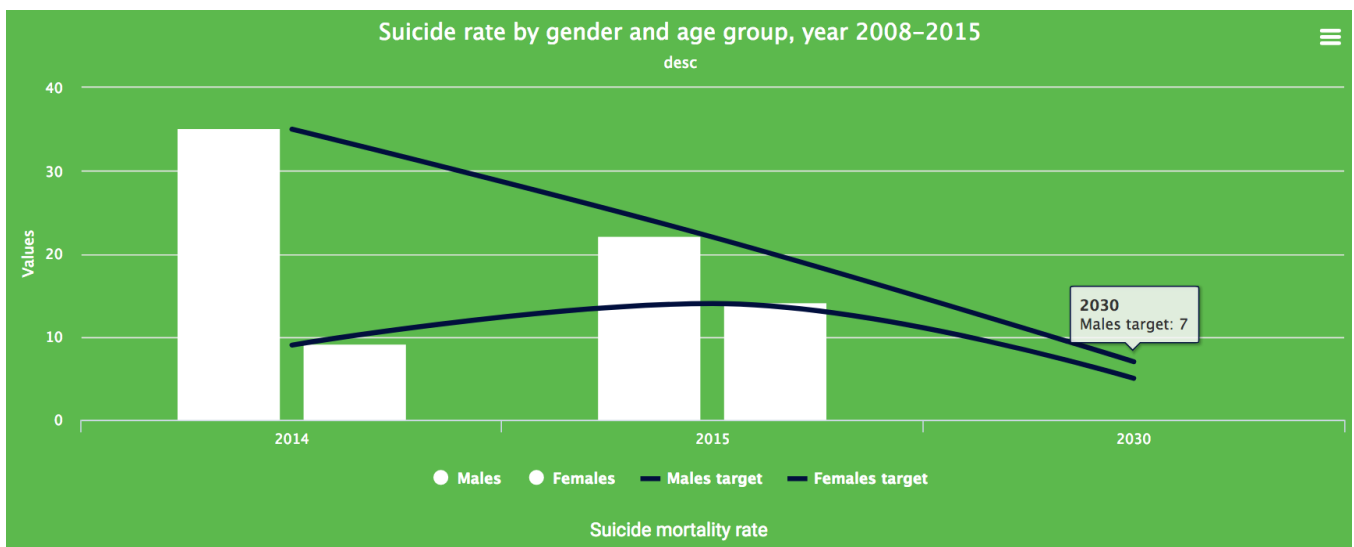
Chart Label

Females

-

And target data is:



Target Data	
Target Year	<input type="text" value="2030"/>
Unit	<input type="text" value="Ratio"/>
Number	<input type="text" value="1"/>
Total	<input type="text" value="3"/>



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

# 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”.

Title

Chart title 2

Target Data

Target Year

2020

Unit

Percentage

Percentage Value

50

Chart Data

General Label

General label

Unit

Number

+

Baseline

2014

Number Value

10

Chart Label

items

-

Description

This is description of chart.

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.**