



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC)

**SADC ICT OBSERVATORY
WEB PORTAL AND DATABASE SYSTEM**

User Manual



June 2023

Southern African Development Community (SADC)

**SADC ICT Observatory
Web Portal and Database System**

Data Entry

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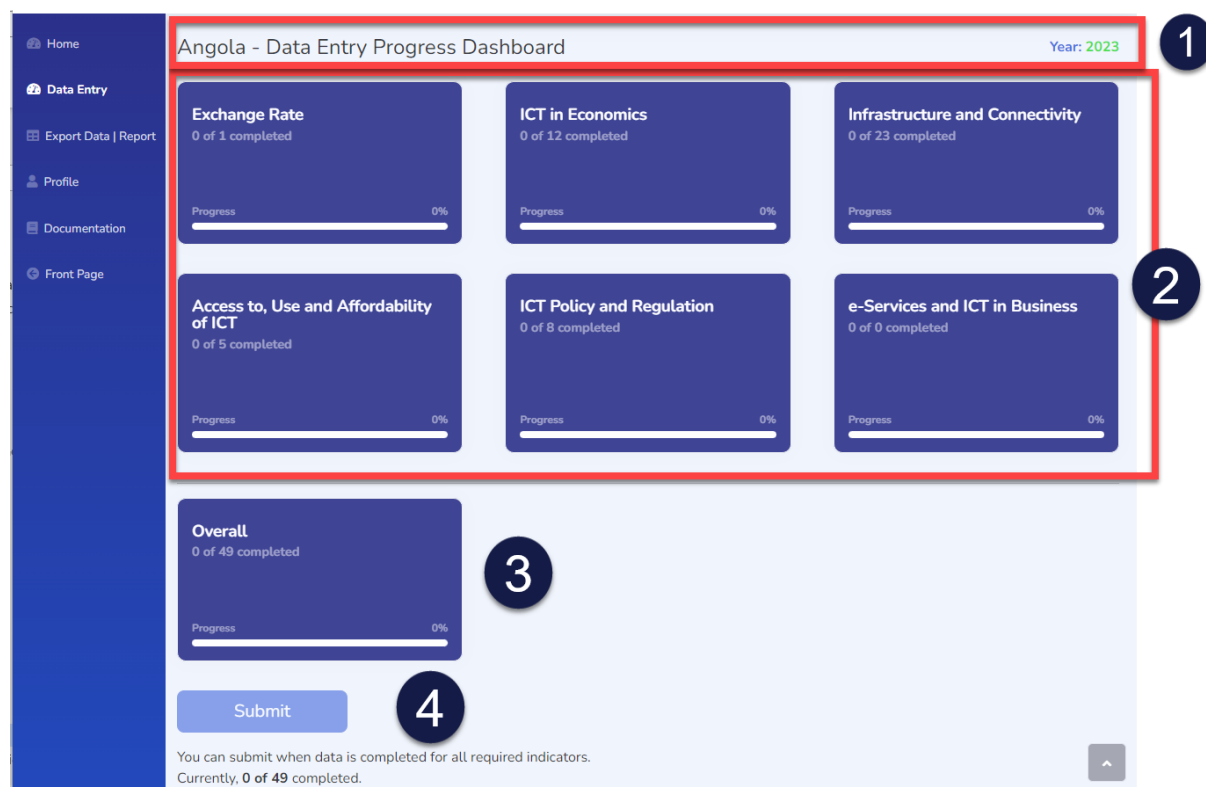
1. DATA ENTRY

When you log into the system through the login page, you'll automatically be directed to the Backend page of the portal.

Depending on the type of user you are logged in as, you'll see different features.

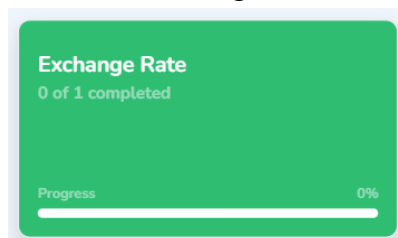
Data Entry Progress Dashboard

The Data Entry Progress Dashboard has four components as can be seen below.



① On top of the window, you'll find the Member State name and the year of the active reporting period.

② The six rectangular boxes (cards) shown here are clickable and clicking on one will take you directly to the corresponding data entry window of the clicked item. For example, clicking on the card titled *Exchange Rate* will open a form that enables you to enter Exchange Rate data for the current reporting period. When you hover your mouse over each card, the card colour will change to Green as can be seen here.



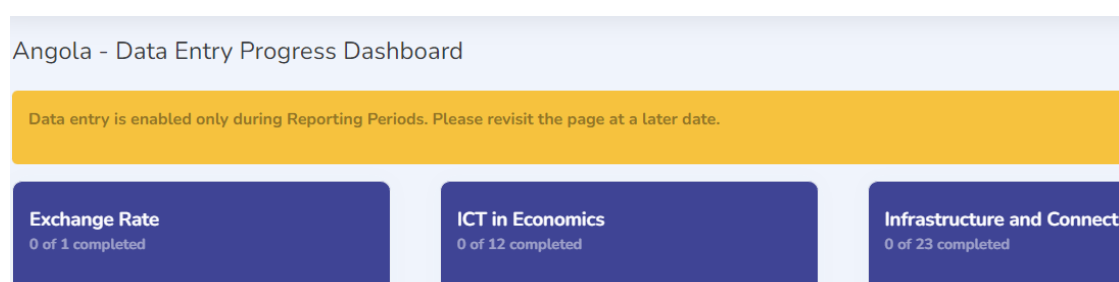
The number of required indicators per Focus Area and Progress of data entry in percentage values are also displayed in each card.

③ The card labelled *Overall* displays the overall progress of data entry. It shows the total number of required indicators that will need to be completed and progress in percentage terms.

④ The *Submit* button will submit all completed data to the SADC secretariat. As can be seen in the figure, the Submit button will stay disabled until all required indicators are completed, i.e. when overall progress is 100%.

Data Entry and Reporting Periods

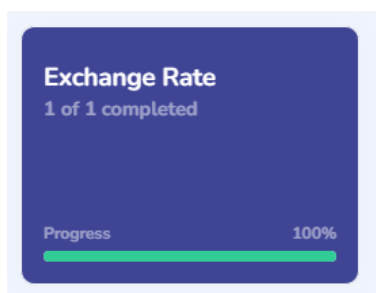
Data entry is enabled only during active reporting periods (as set by the System Administrators). If you open the Data Entry Progress Dashboard during non-reporting periods, you'll see the notification shown below. In addition, the cards are not active and cannot be clicked on.



Entering Exchange Rate Data

- Exchange Rate Data is required to be completed per reporting period. To enter the Exchange Rate Data, click on the respective card from the Data Entry Progress Dashboard window to see the form as shown below.
- The Member State and the reporting Year are displayed on top of the form followed by the Currency of the Member State and two data entry fields.
- In the Exchange Rate data entry field, enter the exchange rate data equivalent to 1 USD.
- In the Date field, enter the date of the Exchange Rate information.
- Once you are done, click on the Save button to save the data into the system.
- If you want to edit the data, follow the same steps again.

Once you saved your data, if you go to the Data Entry Progress Dashboard, you should see an updated progress data on the Exchange Rate card as can be seen below.




Entering Indicator Data

Clicking on any of the Focus Area cards will open the indicator data entry window as shown below.

ICT in Economics Indicators

Member State: Angola
Year: 2023

S/N	Indicator	Data	Comments	Data N/A?	Definition
ICT-ECON-1 ⓘ	GDP per Capita	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-2 ⓘ	GNI per Capita	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-3 ⓘ	Total Telecommunications revenue	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-4 ⓘ	Revenue from Mobile networks	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-5 ⓘ	Revenue from Fixed Line Networks	\$ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

- ① On top of the window, you'll see your Member State name listed.
- ② Shows the year of the active reporting period.
- ③ Shows the indicator code followed by an ⓘ icon. This icon is available for all required indicators.
- ④ Indicator label is displayed here.
- ⑤ This is where you enter data for each indicator. Data will be automatically validated based on the data type of each indicator (e.g., you cannot enter alphabet characters on the data field of currency indicators).
- ⑥ If you have any comments, you can enter them here. To expand the data entry field, click and drag on the two diagonal lines at the right bottom part of the data entry field.

- ⑦ Check this box if you don't have data for a particular indicator. Explained in detail on "Handling unavailable data" section below.

⑧ To view the detailed definition for each indicator, click on the eye icon which will open a form with detailed definition.

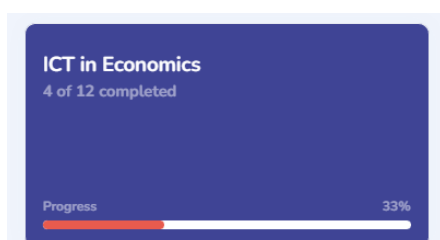
The Save button on the bottom of the page will save the data you entered which the close button will close the window and redirect you to the Data Entry Progress Dashboard.

Saving Partial Data

You are not required to fill out all the data in one session. You can save the data that you entered and continue later and this process can be repeated until you complete.

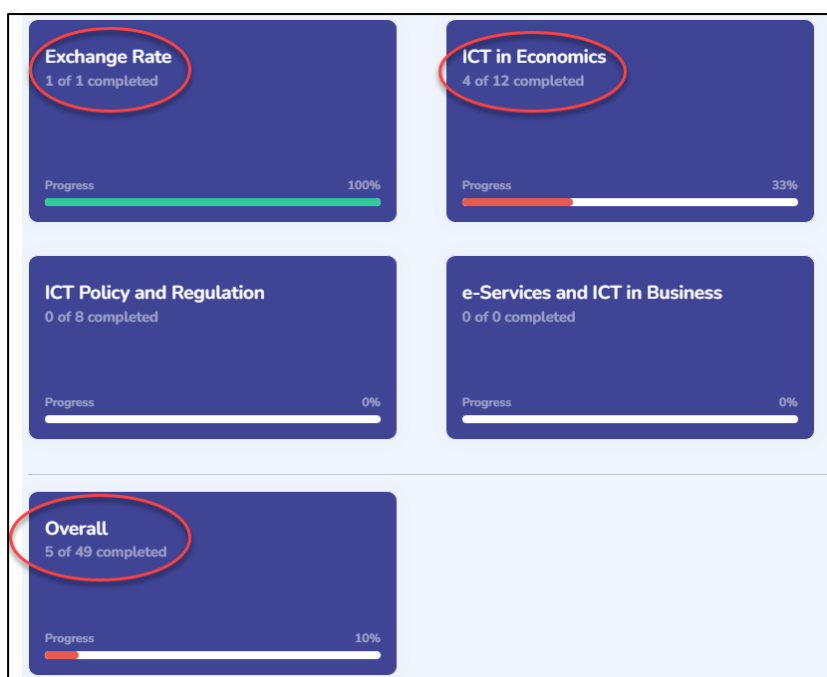
S/N	Indicator	Data	Comments	Data N/A?	Definition
ICT-ECON-1 ⓘ	GDP per Capita	\$ 2331.50		<input type="checkbox"/>	
ICT-ECON-2 ⓘ	GNI per Capita	\$ 1770.00		<input type="checkbox"/>	
ICT-ECON-3 ⓘ	Total Telecommunications revenue	\$ 457920742080.63		<input type="checkbox"/>	
ICT-ECON-4 ⓘ	Revenue from Mobile networks	\$ 350804551191.00		<input type="checkbox"/>	
ICT-ECON-5 ⓘ	Revenue from Fixed Line Networks	\$		<input type="checkbox"/>	
ICT-ECON-6 ⓘ	Revenue from Data Services	\$		<input type="checkbox"/>	
ICT-ECON-8 ⓘ	ICT Contribution to GDP (%)	%		<input type="checkbox"/>	
ICT-ECON-9 ⓘ	Total Telecommunications Investment	\$		<input type="checkbox"/>	

After you save your data and click on the close button, you'll see the progress updated showing you the number of data that you've completed, and the percentage progress as can be seen below.



Data Entry Progress

Once you enter data and save, you can see your progress in the progress dashboard as shown below. For example, here, it shows that you have entered 4 of the 12 required indicators for the ICT in Economics Focus Area and 1 of 1 for the Exchange Rate data. In addition, the Overall card shows that you've entered 5 (1 + 4) of the 49 required indicators which is about 10%.



Handling unavailable data

Sometimes, you might not be able to get data for a particular indicator, to handle this scenario, tick the Data N/A checkbox to denote data is not available for a particular indicator as can be seen below. This will allow you to mark that indicator as completed but note that this is to be used in rare exceptions for all required indicators.

Clicking on the N/A checkbox will disable the data entry field for the selected indicator, unchecking it will enable it back so you can enter data.

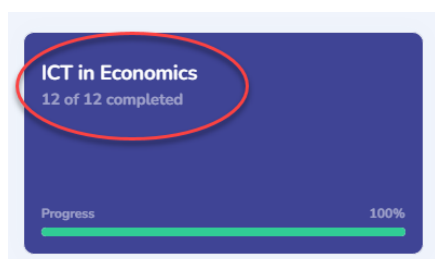
In the example below, two indicators are set as N/A (annotated in red).

Member State: Angola Year: 2023

S/N	Indicator	Data	Comments	Data N/A?	Definition
ICT-ECON-1	GDP per Capita	\$ 2331.50		<input type="checkbox"/>	
ICT-ECON-2	GNI per Capita	\$ 1770.00		<input type="checkbox"/>	
ICT-ECON-3	Total Telecommunications revenue	\$ 457920742080.63		<input type="checkbox"/>	
ICT-ECON-4	Revenue from Mobile networks	\$ 350804551191.00		<input type="checkbox"/>	
ICT-ECON-5	Revenue from Fixed Line Networks	\$		<input checked="" type="checkbox"/>	
ICT-ECON-6	Revenue from Data Services	\$		<input checked="" type="checkbox"/>	
ICT-ECON-8	ICT Contribution to GDP (%)	% 2.65		<input type="checkbox"/>	
ICT-ECON-9	Total Telecommunications Investment	\$ 148221646768.36		<input type="checkbox"/>	
ICT-ECON-10	Total Mobile Communications Investment	\$ 139276682.29		<input type="checkbox"/>	
ICT-ECON-11	Country population	# 32097671.00		<input type="checkbox"/>	
ICT-ECON-11.1	Percent of Male Population	% 49.0		<input type="checkbox"/>	
ICT-ECON-11.2	Percent of Female Population	% 51.0		<input type="checkbox"/>	

Save Close

After you click on the Save button and go back to the progress dashboard, you should see in the progress it shows 12 of 12 completed (figure below) since you've noted that data is not available for two of the 12 indicators by ticking the check 'data N/A' option.



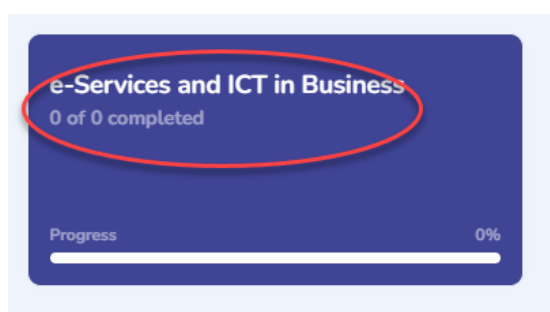
Indicators with Choices (dropdown boxes)

Some indicators will require you to choose from a set of options. For example, the ICT Policy and Regulation Focus Area indicators. For these types of indicators, click on the dropdown box in the Data column and make a selection.

Member State: Angola		
S/N	Indicator	Data
POL-REG-1 ⓘ	Infrastructure sharing	Choose..
POL-REG-2 ⓘ	Universal Access	Choose.. Yes No
POL-REG-3 ⓘ	Presence of Internet Exchange Point	Choose..
POL-REG-4 ⓘ	Competition in local loop telecoms	

Optional Indicators

Some indicators are optional. Optional indicators are not required to be completed. However try and complete these indicators as much as possible where data is available. For example, as can be seen below, the e-Services and ICT in Business Focus Area shows 0 of 0 completed but you will still be able to submit if all required indicators in other sections are completed. This is because there are no required indicators for this particular Focus Area.



If you click on the card to open the data entry form, you can see that there are four indicators under this Focus Area. If you have the data for any of them, you can enter the data and save.

e-Services and ICT in Business Indicators

Member State: Angola
Year: 2023

S/N	Indicator	Data	Comments	Data N/A?	Definition
E-SER-1	Proportion of total business sector workforce involved in the ICT sector	% <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
E-SER-2	ICT goods imports as a percentage of total imports	% <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
E-SER-3	ICT goods exports as a percentage of total exports	% <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
E-SER-4	The export ICT revenue as a fraction of ICT import costs	% <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save
Close



Save Alert

On any of the data entry forms, if you have made changes and click on the Close button (or navigate away from the page using the back button on your browser) without saving, you'll get an alert asking you if you want to save your data before leaving the page as you can see from the figure below.

Leave site?

Changes you made may not be saved.

Leave
Cancel

Click Cancel to go back and save your changes or you can click on the Leave button to close the form without saving your changes.