



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 Submission and Revision

TABLE OF CONTENTS

SADC ICT OBSERVATORY WEB PORTAL AND DATABASE SYSTEM.....	1
TABLE OF CONTENTS.....	3
LIST OF FIGURES.....	3
1. DATA SUBMISSION AND REVISION	1
SUBMITTING DATA TO SADC SECRETARIAT.....	1
REVISING INDICATOR DATA.....	3


List of Figures

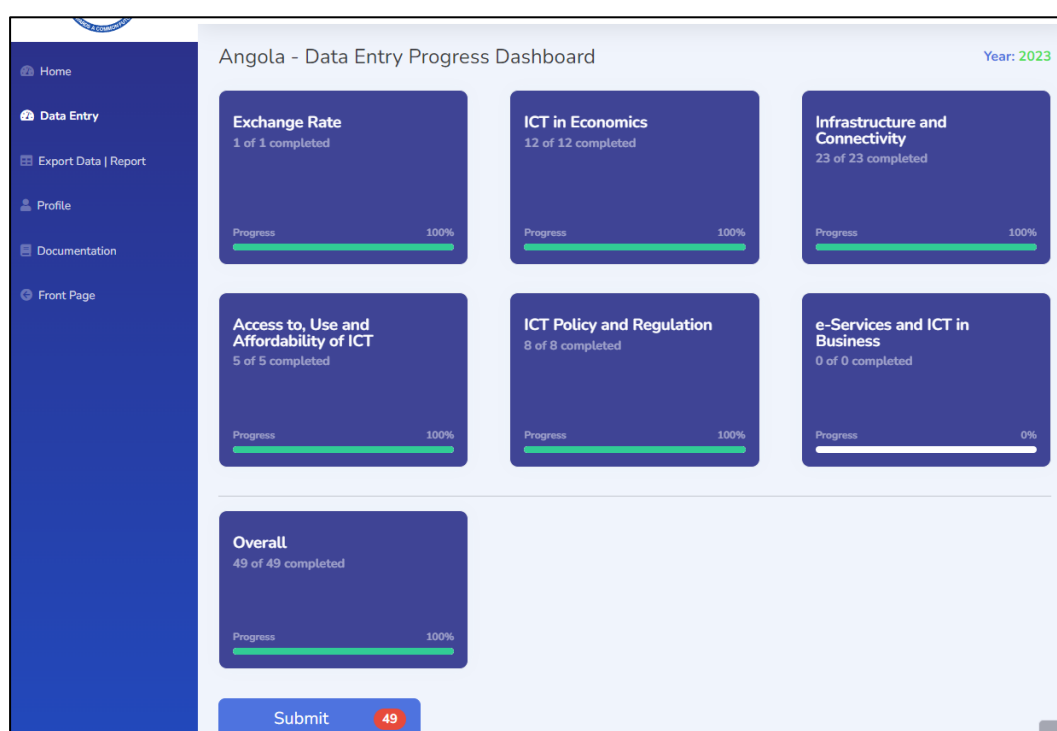
Figure 13: Data entry fields will become inactive once data is submitted for review ..3

1. DATA SUBMISSION AND REVISION

Submitting Data to SADC secretariat

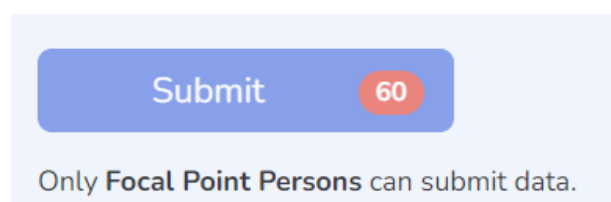
Only when you complete all required indicators for all focus areas can you submit your data. In other words, the Progress bar on the Overall card should be 100%.

The Submit button will only become active when all required indicators are completed. In addition, you'll see the number of indicators that will be submitted to SADC secretariat in a red badge on the button (e.g.  as shown below).

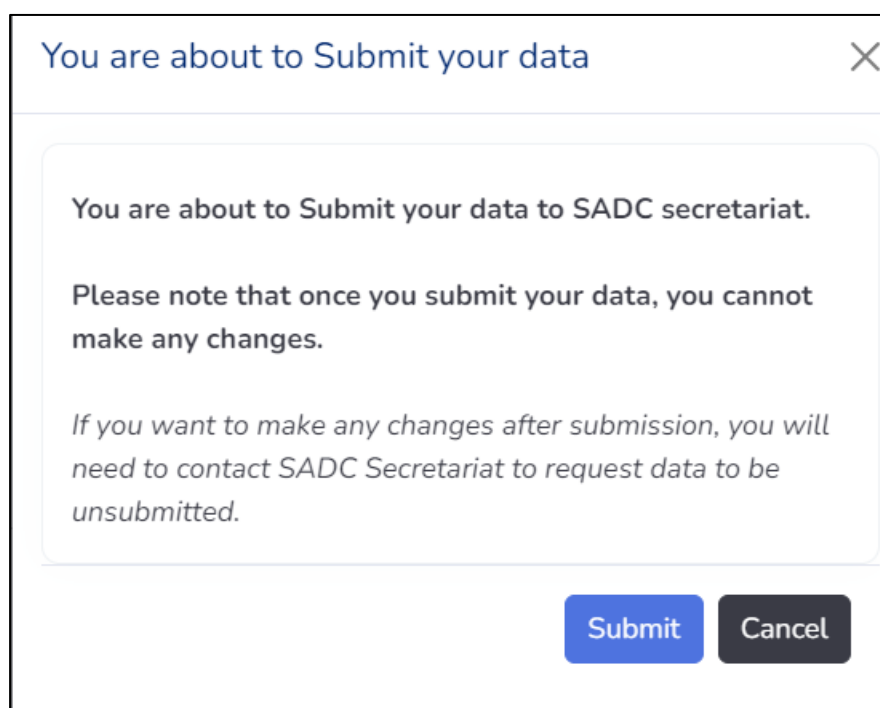


Who can submit data

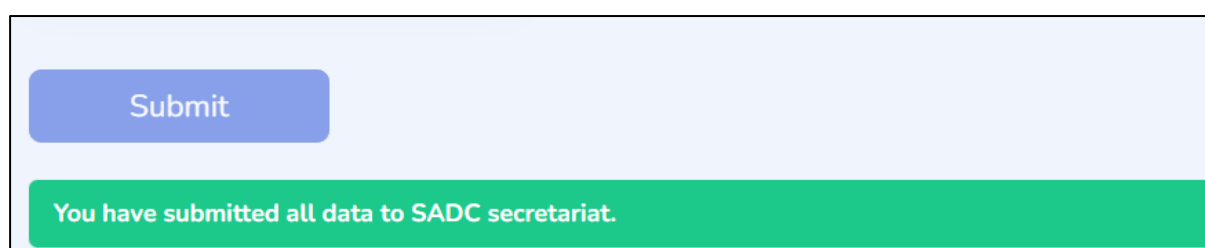
While multiple users assigned to a Member State can enter data into the system, only the user who has the role "Focal Point Person" can submit data to SADC Secretariat.



Clicking on the Submit button will open a confirmation dialog box (as can be seen below) notifying you that once data is submitted, it cannot be edited. If you want to submit, click on the Submit button, clicking on the Cancel button will cancel the submission and take you back to the Data Entry Progress Dashboard.



Once data is submitted, the Submit button will become inactive again with a message informing you that you've submitted all data (see below).



In addition, once you submit data for review, the data entry fields on all of the data entry forms will become inactive as can be seen below. You can view but not be able to change a data once submitted. For any amendments after submission, please engage the SADC Secretariat who will assist you to amend.

Member State: Angola			
S/N	Indicator	Data	Comments
ICT-ECON-1 ⓘ	GDP per Capita	\$ 2331.50	
ICT-ECON-2 ⓘ	GNI per Capita	\$ 1770.00	
ICT-ECON-3 ⓘ	Total Telecommunications revenue	\$ 457920742080.63	
ICT-ECON-4 ⓘ	Revenue from Mobile networks	\$ 350804551191.00	

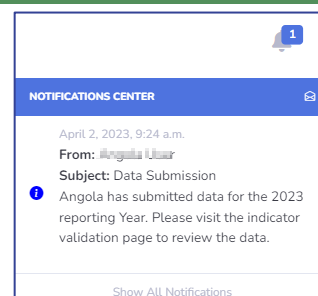
Figure 1: Data entry fields will become inactive once data is submitted for review



How do SADC secretariat know you've submitted data?

When you submit data for review, the system will send an automatic notification on the system to SADC secretariat informing them that you've submitted data. In addition, an email will also be sent with the same information.

SADC secretariat will receive a notification as shown in the figure to the right.

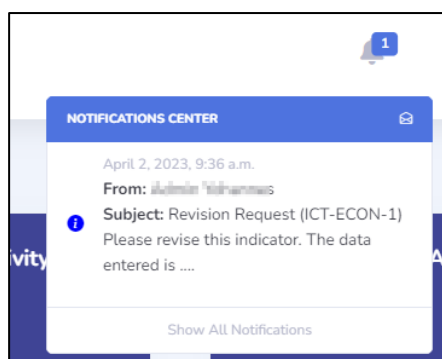


Revising Indicator Data

All data submitted will be validated by SADC secretariat for accuracy. Only validated data will be available on the Frontend as chart or for querying.

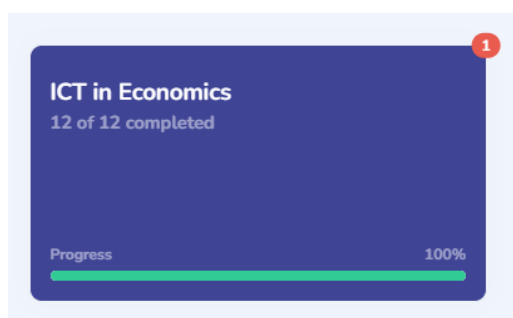
SADC secretariat will review the data and set the status as validated or will return the data for revision back to Member States.


- In the case of indicator(s) returned for revision, you will receive a notification through email as well as on the Backend portal. As can be seen below, you'll get a notification informing you the indicator that will need to be revised.












- In addition, when you go to the Data Entry Progress Dashboard, you'll see the number of indicators returned back for revision on the respective Focus Area

card. For example, as can be seen from the figure below, you're requested to revise 1 indicator from the ICT in Economics Focus Area.



- When you open the data entry form, you'll see that the data entry fields are active only for the indicator that you are requested to revise. There is also an additional icon  in the S/N column to denote the request for revision.

S/N	Indicator	Data	Comments	Data N/A?	Definition
ICT-ECON-1  	GDP per Capita	\$ 2331.50	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-2 	GNI per Capita	\$ 1770.00	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-3 	Total Telecommunications revenue	\$ 457920742080.63	<input type="text"/>	<input type="checkbox"/>	
ICT-ECON-4 	Revenue from Mobile networks	\$ 350804551191.00	<input type="text"/>	<input type="checkbox"/>	

- Once you revise the data, you'll need to re-submit the data using the Submit button. As can be seen below, the Submit button shows the number of indicators that will be re-submitted.

