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

Submitted to: SADC Secretariat

Document Information

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1. DATA SUBMISSION AND REVISION

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.

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).

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.
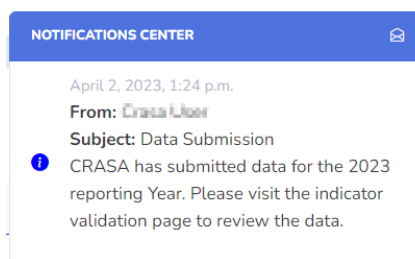

Figure 1: Data entry fields will become inactive once data is submitted for review

	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.

NOTIFICATIONS CENTER

April 2, 2023, 1:24 p.m.
From: Crasa User
Subject: Data Submission
CRASA has submitted data for the 2023 reporting Year. Please visit the indicator validation page to review the data.
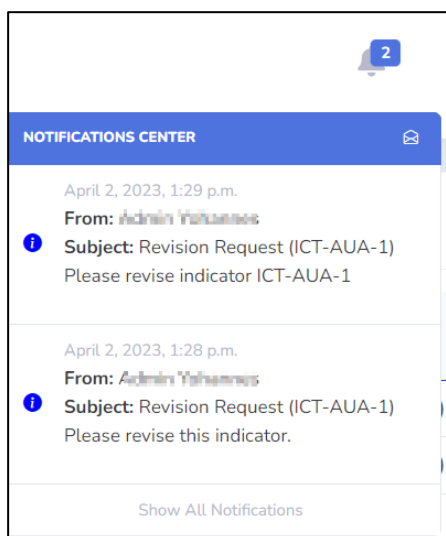
Revising Indicator Data

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

NOTIFICATIONS CENTER

April 2, 2023, 1:29 p.m.
From: Admin Yohannes
Subject: Revision Request (ICT-AUA-1)
Please revise indicator ICT-AUA-1

April 2, 2023, 1:28 p.m.
From: Admin Yohannes
Subject: Revision Request (ICT-AUA-1)
Please revise this indicator.

Show All Notifications

- In addition, when you go to the Data Entry Progress Dashboard, you'll see the number of datasets returned for revision on the respective indicator row. For example, as can be seen from the figure below, you're requested to revise 2 data from the ICT-AUA-1 indicator (Fixed telephone price of a three-minute local call (off-peak).

S/N	Indicator	Focus Area	Progress (# of Member States)	Enter / Edit Data
ICT-AUA-1 [2]	Fixed telephone price of a three-minute local call (off-peak)	Access to, Use and Affordability of ICT	16 of 16 completed. (100%)	✎
ICT-AUA-2	Fixed telephone price of a three-minute local call (peak)	Access to, Use and Affordability of ICT	16 of 16 completed. (100%)	✎

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

- 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.