

# WfP Database **USER MANUAL**

User Manual for the Project for the '*Water for Production Database*' of Ministry of Water and Environment – Uganda

2018

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## List of abbreviations

|       |                                   |
|-------|-----------------------------------|
| BWS   | Bulk Water System                 |
| CS    | Cooperative Society               |
| CSV   | Comma Separated Values            |
| DBH   | Deep Borehole                     |
| DM    | Dam                               |
| DWD:  | Directorate of Water Development  |
| FFS   | Farmer Field School               |
| FP    | Fish Pond                         |
| GFS   | Gravity Flow Scheme               |
| IrS   | Irrigations System                |
| IT    | Information Technology            |
| ME:   | Monitoring and Evaluation         |
| MWE:  | Ministry of Water and Environment |
| O&M   | Operation and Maintenance         |
| PDF   | Portable Digital Format           |
| PI    | Private Individual                |
| PO    | Private Operator                  |
| ToRs: | Terms of Reference                |
| UBOS: | Uganda Bureau of Statistics       |
| UI    | User Interface                    |
| VT    | Valley Tank                       |
| WA    | Water Association                 |
| WfP:  | Water for Production              |
| WSDB  | Water Supply Database             |
| WUC   | Water User Committee              |

# 1 Introduction

The WfP database is an electronic web based database owned by the Ministry of Water and Environment (MWE) of The Republic of Uganda. It is cardinally belongs to the Department of Water for Production (DWfP) under the Directorate of Water Development (DWD) of MWE. This database is able store, retrieve and compute the physical achievements of the WfP and all players in the construction and maintenance of WfP facilities. The end goal of this database is to be able to report these achievements as core indicators and key outputs of WfP.

## Indicators

- a. WfP functionality: Percentage of functional water for production facilities.
- b. WfP Management: percentage of water for production facilities with actively functioning water user committee/irrigation.
- c. WfP Storage Capacity: Cumulative increase in water for production storage capacity (m<sup>3</sup>)
- d. WfP Irrigation: Proportion of irrigation potential developed

## Key Outputs

- a) Number of Farmer Field Schools (FFS) established and integrated in O&M of WfP facilities
- b) Number of multi-purpose dams constructed
- c) Number of valley tanks constructed
- d) Number of Bulk Water systems constructed
- e) Acreage of irrigation land provided with water

## 1.1 Quick Access

The WfP database can be quickly access through the MWE website. How? Simple go to the MWE website (via [www.mwe.go.ug](http://www.mwe.go.ug) ) then once open search/look for “**WfP Database**” at the top right corner of the home page. Then click the link and the database will be opened in a new window.

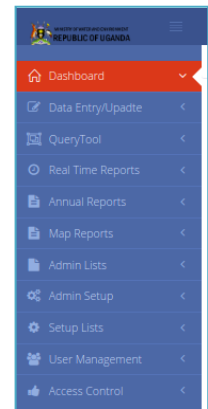


## 2 Principle features of the database

### 2.1 Menu

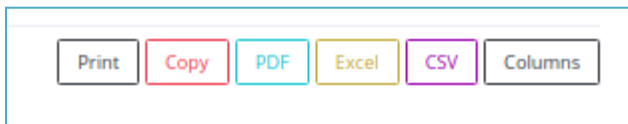
The menu will always appear on the left hand side of the display screen. Therefore once an item is selected on the menu then the work area on the right side will display content in respect to the item selected.

**Note:** The menu items displayed for a user are dependent on whether the users' user group has been granted permission.



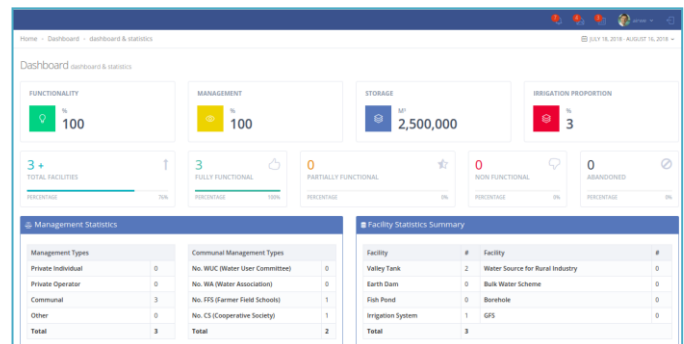
### 2.2 Extraction of data/information

The database allows users to extract information in form of PDF, Excel, CSV, Copy and direct printing to a connected printer.



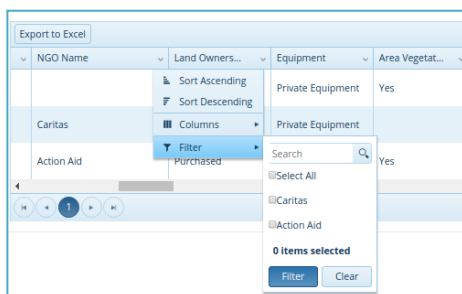
### 2.3 Dashboard

This a key display for users once they have successfully login in. This display is simply a summarization or aggregation of all the information in the database. The information is presented using modern user interfacing techniques like portlets, tables and graphs. The dashboard focuses on the WfP key indicators namely a) functionality, b) management, c) storage capacity and d) Irrigation proportion. In addition the dashboard will display the core key outputs like number of farmer field schools.



### 2.4 Query tool

The query tool is another key feature of this database that allows users to query the raw data submitted/captured in an “excel like” still of querying. This makes users with common yet basic computer literacy in spreadsheet be able to query the database. Typically the idea here is to be able to answer questions like “**how many non-functional facilities exist in Iganga District that have functioning FFS with at least a woman in the committee?**”



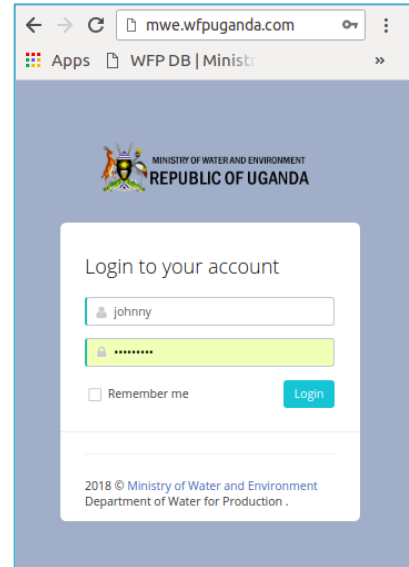
### 3 Audience

This database is essentially built for the DWD staff at MWE. However it will go a long way in benefiting the Water and Sanitation Sector stakeholders as well as the general public.

### 4 Features

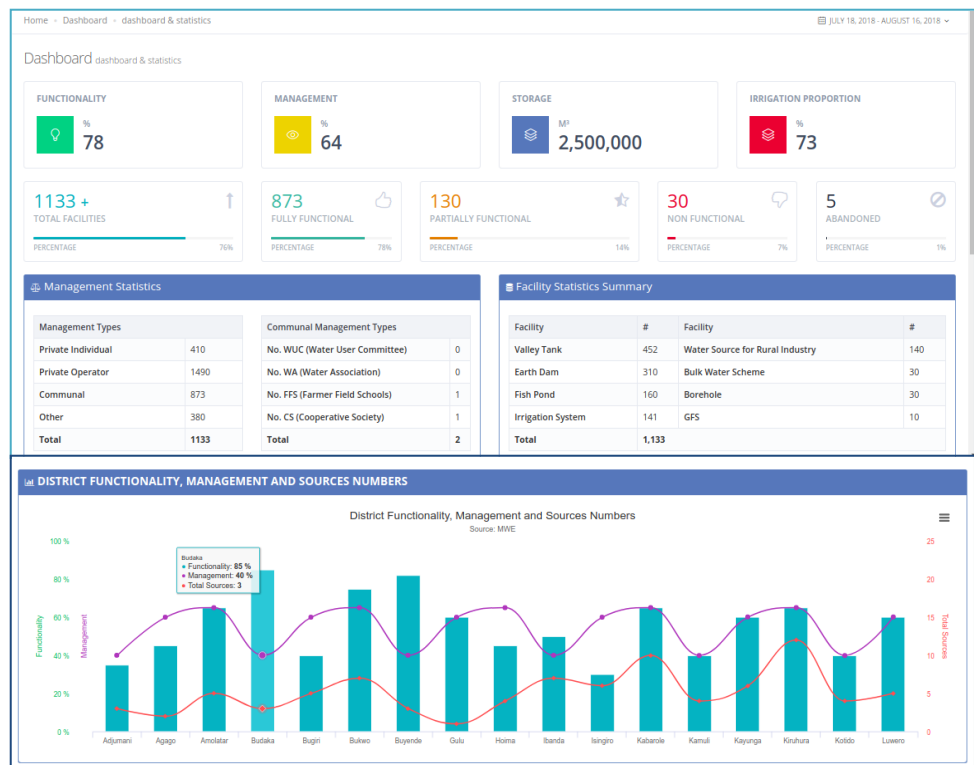
#### 4.1 User Access (Login)

Users can access the database online through the ministry website “[www.mwe.go.ug](http://www.mwe.go.ug)” or go direct to the ‘[www.mwe-wfpuganda.com](http://www.mwe-wfpuganda.com)’. However to gain full access to the information in the database a user must a valid username and password. User accounts are exclusively created by the system administrators of the database therefore anyone interested in access the database should reach the WfP System Administrator.



#### 4.2 Dashboard

This is first display as soon as a user has successfully logged into the database. This display is an aggregation of all data in the database into user friendly informative presentations. The dashboard makes use of portlets, tables, graphs among others.



### 4.3 Data Entry/Update

This module/feature of the database allows privileged users to add facility records as well as update the records. This module also allows these privileged users to delete a facility

Home · Data Entry · Add Facility

Data Entry Add Facility

**1. Data collection**

1.1 Date: 2018-08-01

1.2 Team members: Names of team members in data collection

**2. Type of facility**

- Valley Tank
- Earth Dam
- Fish Pond
- Irrigation System
- Water Source for Rural Industry
- Bulk Water Scheme
- Borehole
- GFS

**3. Location**

3.1 District: Abim

3.2 County: Labwor

3.3 Subcounty: ABIM TC

3.4 Parish: Kiru

3.5 Village: Awach

3.6 GPS Coordinates

3.6.1 Zone: 36N

3.6.2 Eastings: 123456

3.6.3 Northings: 654123

3.7 Source No.: Source No

3.8 Distance from main road: Distance from main

3.9 Distance from nearest Trading Centre: nearest Trading Cer

**4. General Information**

4.1 Source Name: Source Name

4.2 Financial Year: -Select-

4.3 Year of Construction: -Select-

4.4 Ownership

- Private
- Communal
- GoU

4.5 Total investment cost: Investment cost

4.6 Source of funding

- Private
- NGO - Name
- GoU - Central Govt
- GoU - Local Govt

4.7 Land ownership

- Donated

record.

### 4.4 Query tool

This module has an excel-spreadsheet like grid that allows user to filter data in a dynamic way to build a query. The query tool filters are used in the very same way as in excel. As the user makes there filters, the database will immediately start responding to the query tool and even showing the number of records meeting that criteria at the bottom-right of the grid.

Facility Querytool

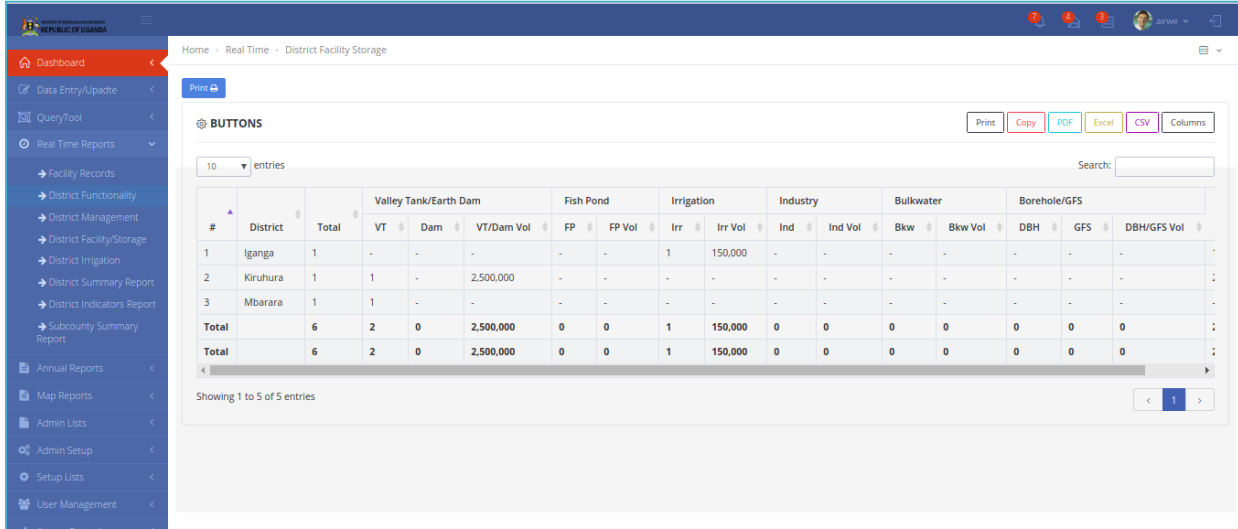
Export to Excel

| ID | Facility Type | District | County  | Subcounty               | Parish       | Village  | Zone | Easting | Northing | Source Number | Distance fro |
|----|---------------|----------|---------|-------------------------|--------------|----------|------|---------|----------|---------------|--------------|
| 5  | IS            |          | Bugweri | BUSEMBATIA TOWN COUNCIL | Majengo ward | village6 |      | 123456  | 654123   | 1220/IS/001   | 2            |
| 1  | VT            |          | Kazo    | BUREMBA                 | Bigutsyo     | village6 | 36   | 250107  | 18867    | 1220          | 0            |
| 2  | VT            |          |         | JUGAMBA                 | Kamomo       | village6 |      | 222020  | 9922996  | 1220/IR/001   | 0            |

1 - 3 of 3 items

## 4.5 Real time reports

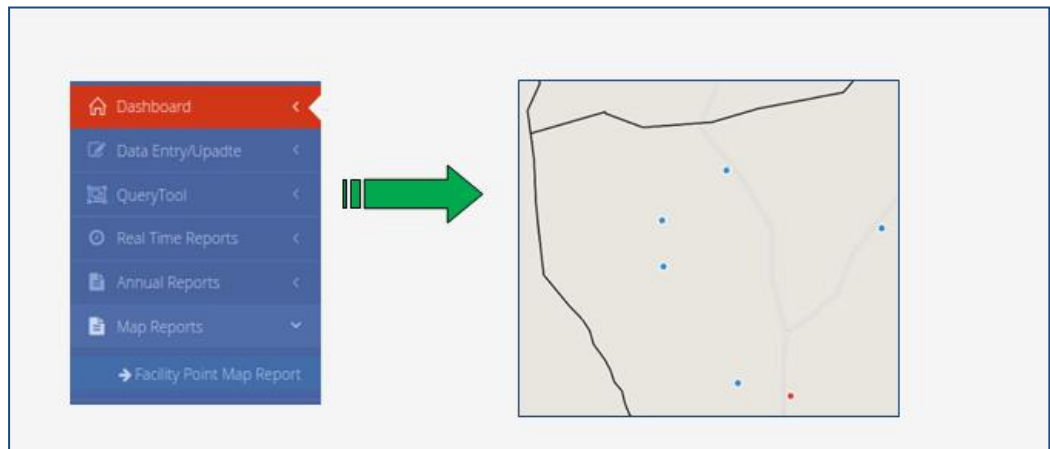
Often users would like to have the latest reports from a database. This module therefore focuses on presenting a set of pre-formatted reports that each focus on different aspects of the data. These reports can each be extracted in different formats such as PDF, Excel, CSV or even directly printing to a connected printer.



| #            | District | Total    | Valley Tank/Earth Dam |                  |            | Fish Pond |          | Irrigation     |          | Industry |          | Bulkwater |          | Borehole/GFS |          |             |
|--------------|----------|----------|-----------------------|------------------|------------|-----------|----------|----------------|----------|----------|----------|-----------|----------|--------------|----------|-------------|
|              |          |          | VT                    | Dam              | VT/Dam Vol | FP        | FP Vol   | Irr            | Irr Vol  | Ind      | Ind Vol  | Bkw       | Bkw Vol  | DBH          | GFS      | DBH/GFS Vol |
| 1            | Iganga   | 1        | -                     | -                | -          | -         | -        | 1              | 150,000  | -        | -        | -         | -        | -            | -        | -           |
| 2            | Kiruhura | 1        | 1                     | -                | 2,500,000  | -         | -        | -              | -        | -        | -        | -         | -        | -            | -        | -           |
| 3            | Mbarara  | 1        | 1                     | -                | -          | -         | -        | -              | -        | -        | -        | -         | -        | -            | -        | -           |
| <b>Total</b> | <b>6</b> | <b>2</b> | <b>0</b>              | <b>2,500,000</b> | <b>0</b>   | <b>0</b>  | <b>1</b> | <b>150,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b>     | <b>0</b> | <b>0</b>    |

## 4.6 Map reports

Using the location and GPS (global positioning system) coordinates the database is able to generate several filterable maps straight on the interface of the database. Users can also extract these maps by directly printing them.





## 4.7 Admin Setup

A key ability of this database is the ability to manage administrative units at all levels namely district level, county level, subcounty level and parish level. The management of administrative units comprises addition, editing and deleting them. The database has been built in such a way that any adjustments on administrative units are cascaded to the actual facility records. The module is only accessible by the privileged system administrator user group.

### + ADD DISTRICT

Name  Region

Abbreviation  Parent District

Code  Bounding box

### EDIT/DELETE DISTRICT

5 records Search:

| Name     | Code | Abbreviation | Region   | Parent | Box | Edit | Delete |
|----------|------|--------------|----------|--------|-----|------|--------|
| Abim     | 314  | ABM          | Northern |        |     | Edit | Delete |
| Adjumani | 301  | ADJ          | Northern |        |     | Edit | Delete |
| Agago    | 322  |              | Northern |        |     | Edit | Delete |
| Alebtong | 323  |              | Northern |        |     | Edit | Delete |
| Amolatar | 315  |              | Northern |        |     | Edit | Delete |

Showing 1 to 5 of 112 entries

< 1 2 3 4 5 >

## 4.8 Setup Lists

This module is only accessible by user of the system administrator grouping. It focuses on managing common list that typically used in the data entry form. These lists will appear as drop downs such as sanitation facility, financial year, NGOs, Measurement devices and positions among others.

### + ADD NGO (NON-GOVERNMENT ORGANISATION)

Name  Description  Edit  Delete

### EDIT/DELETE ENTRIES

5 records Search:

| Name                    | Full name | Edit | Delete |
|-------------------------|-----------|------|--------|
| Action Aid              |           | Edit | Delete |
| Caritas                 |           | Edit | Delete |
| Community Participation |           | Edit | Delete |
| NALIP                   |           | Edit | Delete |
| OXFAM                   |           | Edit | Delete |

Showing 1 to 5 of 7 entries

< 1 2 >

## 4.9 User Management

This module is privileged to only system administrators and enables the system administrator to manage users of the database. The management comprises creating user accounts and updating user groups of the system. For all none users who are not system administrators, this module is where they can edit their user accounts i.e. change passwords and other contact or descriptive details.

## 4.10 Access Control

The Access module here entails managing the menu items and managing the permissions of user groups to access the menu items. In details the module includes:-

- **Manage Main Menu**

The Main menu is the broad category menu/navigation section e.g. Dashboard, Data Entry/Update etc. There this menu allows the system administrator to add/edit/delete now category menus.

- **Manage Submenu**

The Submenu the sub items under the main 'category' menu. Therefore this interface will allow the system administrator to add/edit/delete items from the submenu.

- **Manage user group**

This menu item is where the system administrator can manage the user groups in the database which entails adding/editing/deleting usergroups. Care is taken by the database not delete usergroups that are already in use.

- **Manage permissions**

This menu item displays the selected user groups and the privileges or permissions they have against each submenu item. It from this interface that the system administrator is able to deny or allow a use group to access a given interface.

| Main Menu         | Sub menu             | Action   |
|-------------------|----------------------|--|
| Dashboard         | ➔ Dashboard          | <input type="radio"/> <input checked="" type="radio"/> |
| Data Entry/Update | ➔ Data Entry         | <input type="radio"/> <input checked="" type="radio"/> |
| Data Entry/Update | ➔ Update Records     | <input type="radio"/> <input checked="" type="radio"/> |
| Querytool         | ➔ Facility Querytool | <input type="radio"/> <input checked="" type="radio"/> |

[Edit](#)

## 5 Support

Users or stakeholders interested in any kind of assistance regarding this database are required to reach out to DWfP staff of DWD.