

## Projects Data Entry Quick Reference Guide

### How to Access DAD Somaliland

To access the *DAD Somaliland* application, use the following link:

<http://dad.synisys.com/dadsomaliland>.

### Overview

The *Development Assistance System for Somaliland (DAD Somaliland)* is an automated information management system which is designed to improve efficiency and coordination of donor activities in Somaliland. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to the aid data.

The main objective of *DAD Somaliland* is to serve as a reliable and credible source of information on external aid offered to Somaliland to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

In the current design, *DAD Somaliland* is composed of the following applications:

- **Projects**
- **MDG Profile**

The *Projects* application in *DAD Somaliland* is designed to view project details, track aid flows to the country and present the project data in the form of different analytical reports in the *List*, *Chart*, and *Report* modules. Moreover, the *Projects* application contains a built-in online data entry subsystem, which is designed to allow entering the project related data remotely via Internet.

*DAD Somaliland* provides a web-based user interface and requires a web browser pre-installed.

To ensure more flexibility and a more user-friendly environment, *DAD Somaliland* has been implemented as a bi-lingual system allowing the users to view the data presented in the system in two languages: English and Somali.

### How to View Project Details

The project *Details* section has been designed to view project information, such as project title, start and end dates, implementation status, contacts, monitoring and evaluation details, etc.

You can access the *Details* section by clicking one of the following:


- In the *My Portfolio* module: Click the respective project.
- In the *List* module: Click the project for the details to be displayed.

**Note:** Depending on the list presentation settings, additional expanding of the list items may be required to reach the project.

- In the *Chart* module: Click the chart for the details to be displayed (e.g., click a relevant bar to see what it consists of). In the *Details* section, click the project ID to view its details.
- In the *Report* module: Create a report indicating 'Project' as a value for the report row and click the **Submit** button. In the report generated, click the project ID.

The screenshot displays the 'BASIC INFORMATION' section of a project in the DAD Somaliland application. The project title is 'Support to Health Sector Development in Somalia: Capacity Building - Strengthening System Coordination and Performance (558-UN0-HE01-06 WITH UNICEF)'. The description is 'Support to Health Sector Development in Somalia: Capacity Building - Strengthening System Coordination and Performance (558-UN0-HE01-06 WITH UNICEF)'. The project budget is 2,702,703 USD. The start date is 01-Jan-2007, the end date is 30-Jul-2009, and the duration is 30 Months 29 Days. The project status is 'Completed' and the project nature is 'Health'. The geographic distribution shows 'Somaliland Wide' with a percentage of 53.33%. The NCP alignment shows 'NCP Pillar' with a percentage of 66.67% and 'NCP Sector' with a percentage of 100.00%. The organizations section lists 'EC' as the funding agency and 'UNICEF' as the 1st level implementer. The project contacts section lists 'Alton Haves' and 'Kat Ann Whitbread' as contacts, both from UNICEF, with titles 'DAD Focal Point (2)' and 'DAD focal point' respectively, and email addresses 'ahaves@unicef.org' and 'kwhitbread@unicef.org'.

In the *Details* section of the *DAD Somaliland* application, you can:

- Browse among the projects listed under the same parent item by using the corresponding **Previous** or **Next** buttons in the top of the *Details* window.
- Print project details by clicking the  (**Print**) button found in the top toolbar.
- Add, edit, and delete projects by clicking the respective button in the *Details* window top toolbar.

**Note:** You need to be granted with the appropriate permissions to be able to perform any of these actions.

## Project Data Entry Form Structure

The *Projects* application consists of the following sections:

- **Basic Information** section provides basic information on the project. This includes the projects title and a brief description of its objectives; project budget information; dates when the project activities are supposed to start and end according to the project agreement documents; project status in terms of its implementation; and, project nature. Additionally, information about the geographic distribution of the project as well as organisations involved in the project implementation and key contacts per each organisation is provided.
- **Donor Financials** section is used to provide information about the contracts that will be signed within the project framework. Also, information about the commitments and disbursements made by the Funding Agency to Implementer should be recorded here.
- **Implementer Financials** section is used to break down the project budget according to the budget items (e.g. actual transfers, investments to NDP, etc.) throughout the project implementation years. Also, all expenditures made within the project framework should be recorded in this section.
- **Results and Progress** section is used to provide information about the goals and objectives that the project pursues as well as the outputs and indicators that will be used to measure the progress towards the goals set. Also, information on the project beneficiaries, implementation status, etc. can be provided in this section.
- **Data Administration** section provides information on the quality of the project data. Also, this section is used to select the sectors of economy that the project supports as well as enter the comments made by the government on the ways of improving the quality of the data collected.
- **Attachments** section is used to attach additional documents (e.g. project documents, monitoring reports, etc.) relevant to the project and needed for future reference.
- **Project History** section displays statistical data on access to the given project.

## Adding a New Project

You may add new projects from the *Details* section, *My Portfolio* and *List* modules.

**Note:** You need to be granted with the appropriate permissions to be able to manage projects, i.e. add, edit or delete project entries.

- To add a new project from the *My Portfolio* module, click the **New Project** button in the main toolbar.
- To add a new project from the *List* module, click the **New Project** button in the main toolbar on the right.
- To add a new project from the *Details* section, click the **New** button in the main toolbar.

This will open an *Add Project* form which is described in the *DAD Somaliland Projects Application Users Manual*.

Provide the information requested and save.

## Saving Data

When you have finished entering data or making modifications, you should save your changes before you leave the page. The following options for saving the data are available both at the top and bottom of the page:

- **Save** - to save the data entered and to remain on the opened page.  
**Note:** In sub-sections, clicking the **OK** button will save the changes made and will navigate you to the previous screen.
- **Save and Close** - to save the information input and leave the opened page.

If you wish to cancel your changes, use the **Cancel** button.

## Need More Help?

### Online Help

The online *Help* section provides explanations of how to use various features of the system. It includes a user manual that can be downloaded to the user's computer as well as online help topics. To access these tools,

- Click the **Help** tab at the top right side of the data entry form and select the *Online Help* option.
- Click the **Help** tab at the top the right side of the data entry form and select the *User Manual* option to download the *User Manual* in the PDF format.



## Support

For online help and support, use the **Contact us** e-mail address and telephone found in the application header to contact the system administrator.

