



Participatory Institutional Assessment

Web Application User Guide

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Introduction

Plan International Canada's Women's Voice and Leadership Programs (WVL) in Ethiopia aim to promote gender equality and the rights of women and girls by strengthening and supporting women's rights organizations, networks, and alliances. Throughout the program activities and processes, there is a strong commitment to a feminist approach, prioritizing sustainability, and emphasizing the power of collaborative and collective efforts in the movement for gender equality.

A key component of these programs is the Participatory Institutional Self-Assessment and Planning process (PIAP). This process is tailored to support organizations of various sizes and types that focus on women's rights and gender equality programming. Its primary objective is to assist organizations in examining, prioritizing, and addressing their organizational development needs.

At the heart of the PIAP process is the Organizational Self-Assessment Survey, which gathers qualitative and quantitative data from all participants. The survey prompts participants to express their agreement with a series of statements about different aspects of the organization, such as people management, leadership, and the integration of gender equality. Additionally, participants are encouraged to provide their insights and comments through open-ended survey questions.

To facilitate the "PIAP process," a Web Application has been developed. This application is intended to assist with the input and evaluation of survey responses. It comprises a user login interface that permits users to access various sections of the application in accordance with their designated roles. The following few paragraphs describe the access level of each designated role.

Participant Accounts:

Participant accounts within the web app are created by managers or admins. Their primary role is to complete the survey when it is open. These accounts do not have access to view aggregate results. Additionally, their accounts remain dormant if there is no ongoing assessment survey.

Admin/Manager Accounts:

Admin or Manager accounts are assigned to the managers of each women's organization. They hold the authority to create participant accounts and oversee their activities. While they can access and view aggregate results from surveys, they do not possess the privilege to view individual results of the participants. The web app enables them to compare results between baseline and progress assessments, facilitating comprehensive analysis and strategic planning.

Superadmin Accounts:

Superadmin accounts encompass an advanced level of access and authority. They possess all the functionalities of an admin account, including the ability to create and manage other admin accounts. This elevated privilege enables the superadmin, managed by a designated person at Plan International, to oversee and regulate the overall functioning of the web app, ensuring efficient management and coordination across different program levels.

Once logged in their respective roles, an Admin or a Superadmin views a user-friendly dashboard displaying aggregated summary results produced automatically by the system. This tool also allows Superadmins to view results aggregated across multiple organizations.

Additional functions that the Superadmin/Admin has are:

Managing Women's Organizations:

The web app provides functionalities for managing women's organizations, including the capability to create, edit, or delete these organizations as needed. This feature enables efficient organization management and ensures that the information remains up-to-date and accurately reflects the current landscape of women's organizations involved in the program.

Managing Domains and Subdomains in the Survey:

With the web app, administrators have the ability to manage various domains and subdomains within the survey. This includes the option to add, delete, or update these domains and subdomains to tailor the survey content precisely to the specific focus areas and requirements

of the women's organizations. This customization empowers organizations to collect targeted and relevant data aligned with their specific missions and goals.

Managing Variables in the Survey:

The web app also facilitates the management of variables within the survey. Administrators can add, delete, or update variables to ensure that the survey questions remain current, comprehensive, and aligned with the evolving needs and priorities of the women's organizations. This feature allows for a dynamic and adaptable survey framework that effectively captures crucial data points for a comprehensive organizational assessment.

Opening and Closing Assessments:

The web app streamlines the process of initiating and finalizing assessments. Admins can open assessments for data collection, enabling participants to fill out the survey within the specified timeframe. Upon completion, the app allows for the closure of assessments, ensuring that no further responses can be submitted. This function ensures the timely and organized collection of survey data, facilitating efficient data analysis and reporting for the organizations involved.

Getting Started

The user-friendly web application is designed for seamless accessibility, eliminating the need for any initial setup or complex installation processes. Users can effortlessly access the application from any modern web browser, providing convenience and flexibility for participants regardless of their location. With its intuitive interface and responsive design, the web app can be easily accessed by anyone connected to the internet, ensuring accessibility for all stakeholders involved in the assessment process.

Logging In

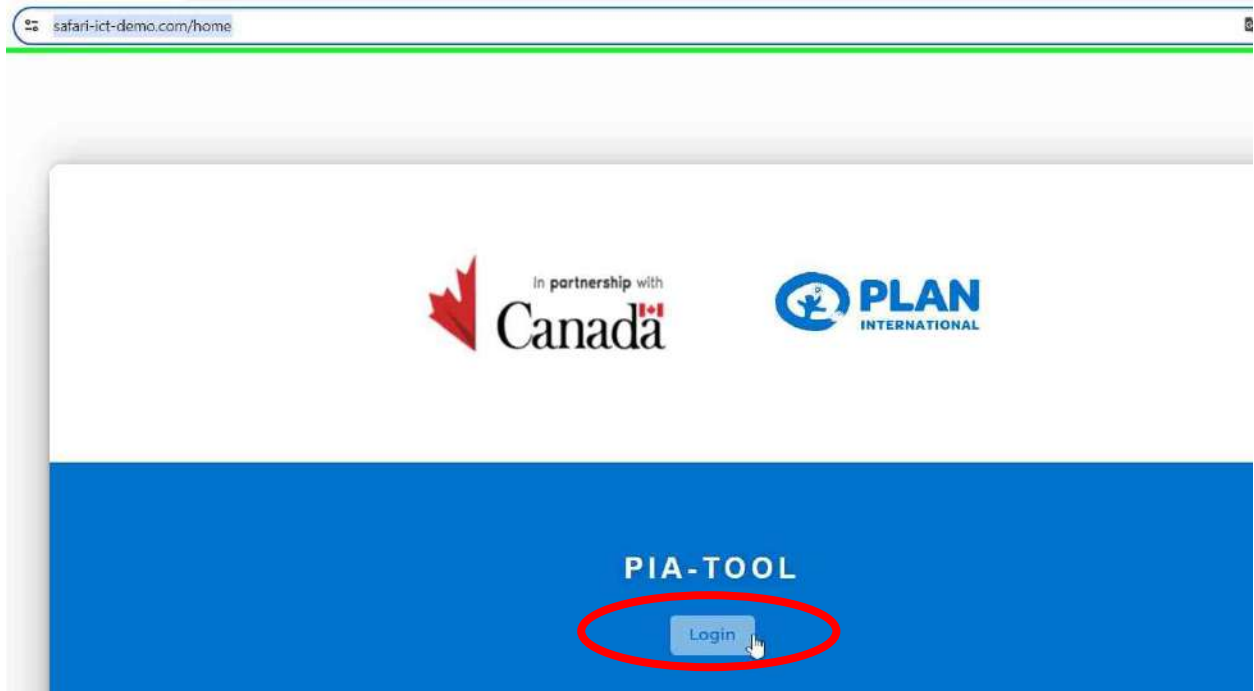
To access the web app and its various features, users must first log in using their designated credentials. To access the login page, users can navigate to the specified URL, safari-ict-demo.com and then click on the 'Login' button to proceed.



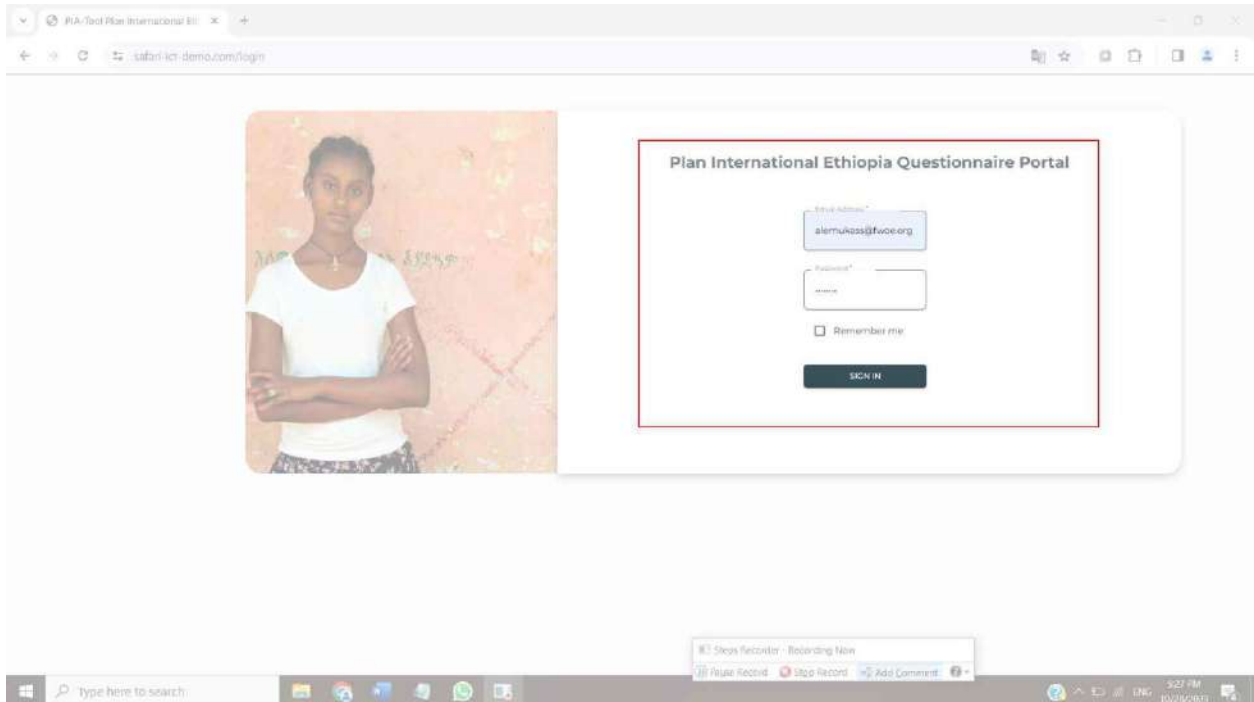
Login Step 1: Entering the URL

Enter Credentials: Input your designated username and password into the corresponding fields on the login page.

Click Sign in: After entering your credentials, click on the 'Sign In' button to securely access the web app's features and functionalities tailored to your assigned role and permissions within the system.



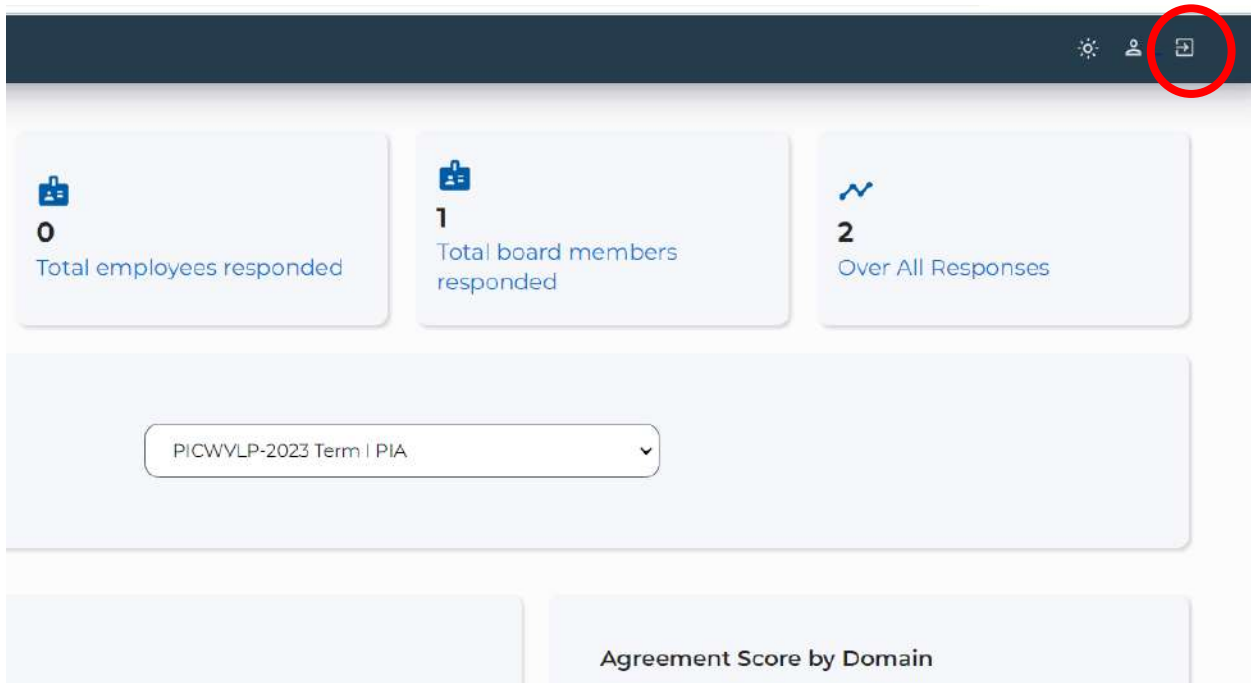
Login Step 2: Accessing the Login



Login Step 3: Sign in

Logging Out

Logging out of the web app is a simple and essential step to ensure the security and privacy of your data. To log out, users can navigate to the 'Logout' or 'Sign Out' option, located at the right top corner of the web app. By clicking on the designated 'Logout' button, users will be securely logged out of their accounts, terminating their current session and preventing unauthorized access to sensitive information. Logging out is a recommended practice, especially when accessing the web app from shared or public devices, as it helps to maintain the confidentiality and integrity of user data and account information.

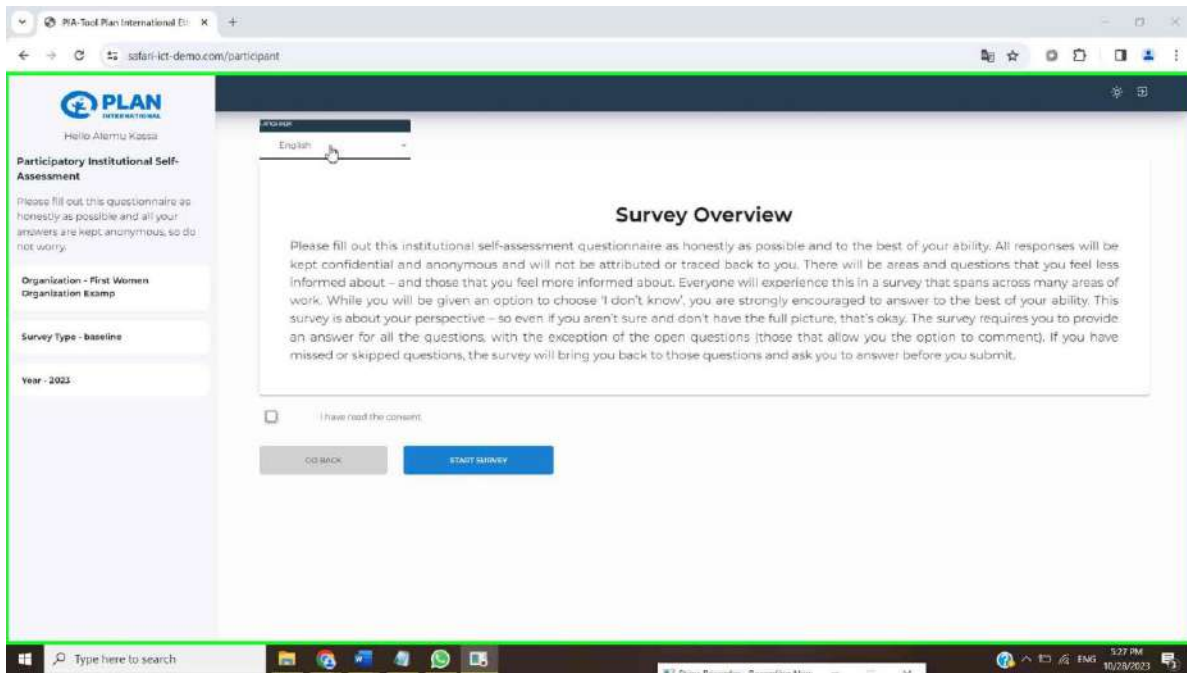


Logging out

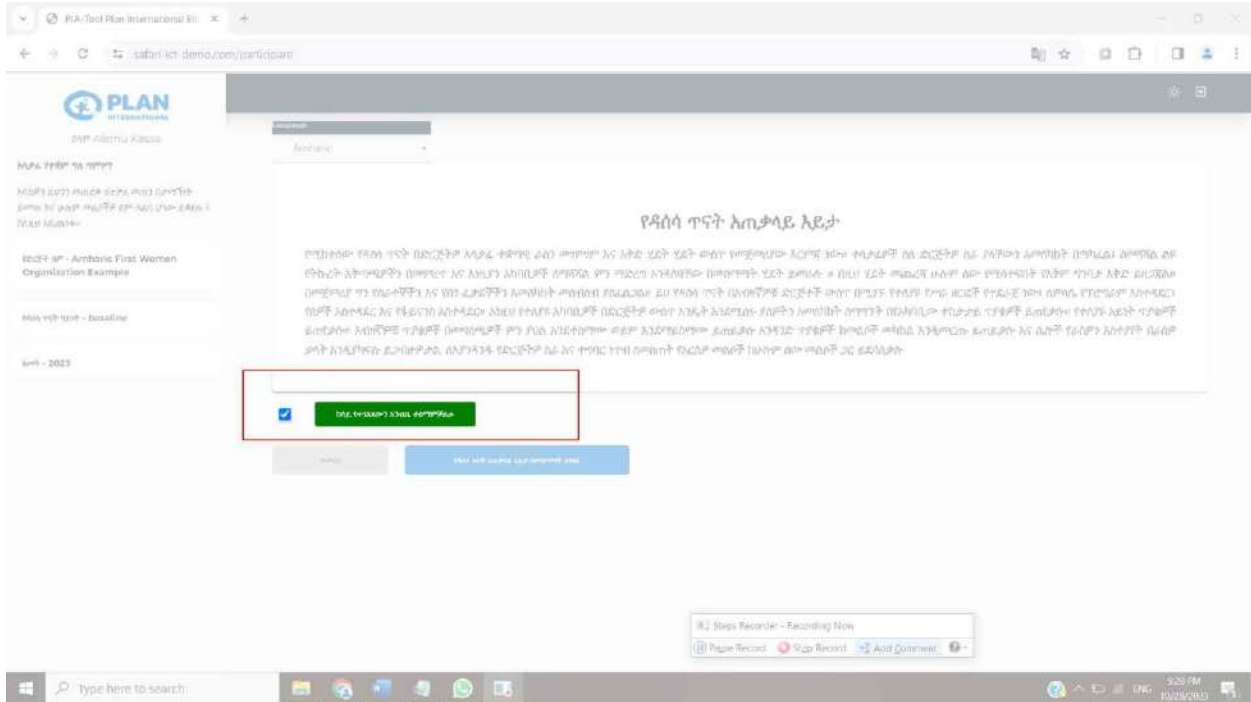
Participant

First Page

When you login with credentials with the role of a 'Participant', the first page that you see is going to be the 'Survey Overview' that describes the purpose of the survey with the direction of how to fill out the survey. After reading the overview, you must confirm that you have read the overview and the consent in order to proceed to filling the survey.



First Page Step 1: Survey Overview

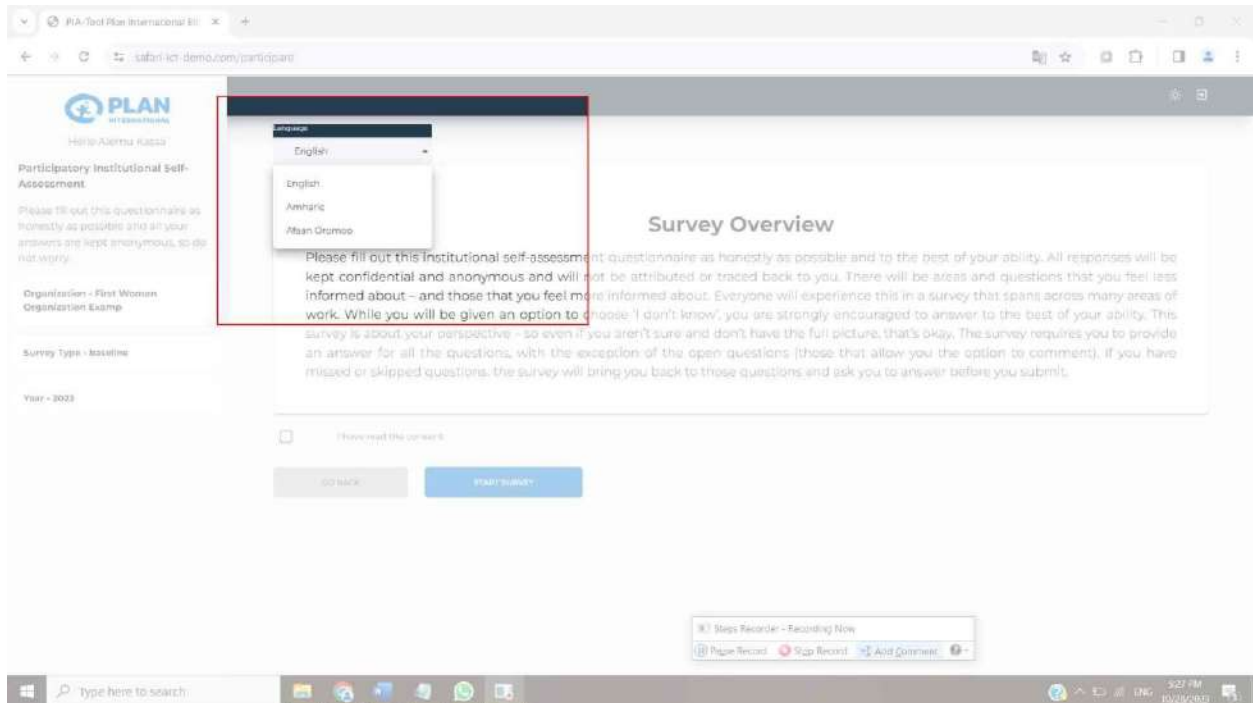


First Page Step 2: Confirm Consent

Changing Language

Participants can easily modify the language settings of the web app to their preferred language. To change the language, click on the “Language” option and select the desired language from the available list of options, currently "English", "Amharic" and "Afaan Oromo". Once the new language is selected, the web app interface and content will be updated accordingly, providing a more user-friendly experience in the chosen language.

Note that you can change the language at the start of every domain in the survey. However, changing the language before filling out a domain is not possible.



Change Language Step 1: Changing the Language

Filling an Assessment

Once logged in, participants can navigate to the designated section for assessments. If an assessment is open, participants can access the survey form, which includes two types of questions: Likert scale questions and open-ended questions.

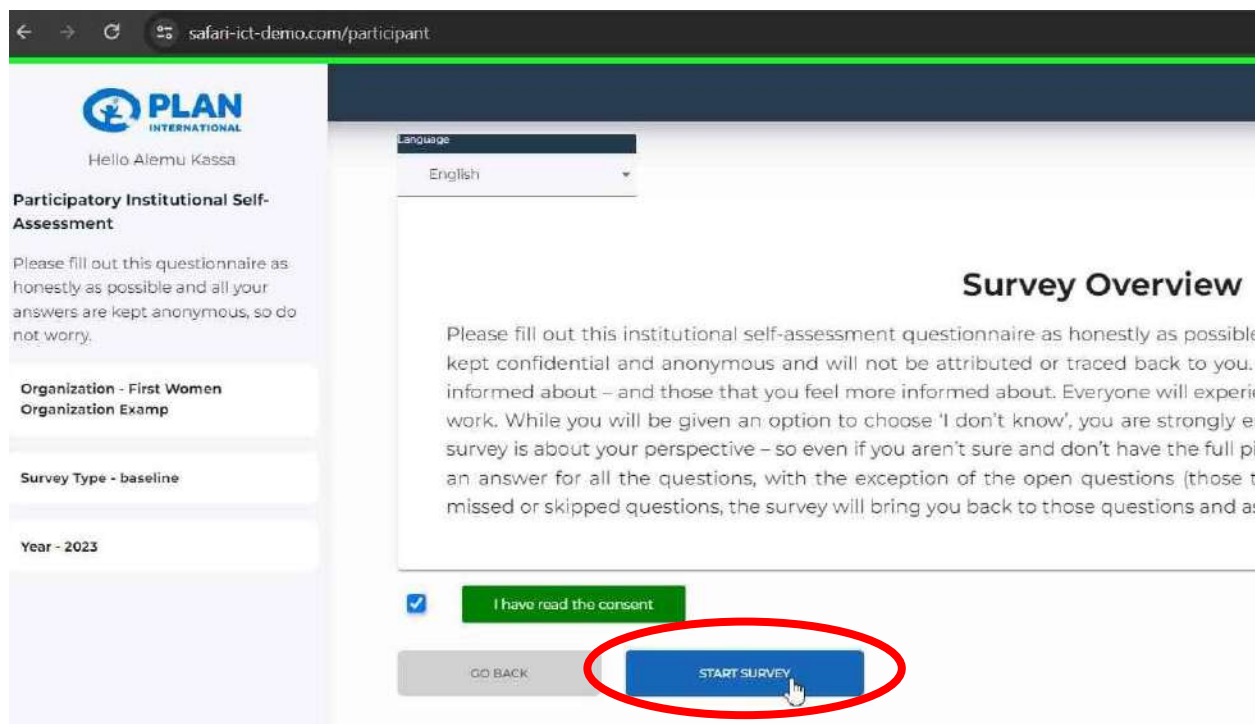
Participants are expected to provide their responses to the Likert scale questions by selecting the most appropriate option from the provided scale, namely: “Strongly Disagree”, “Disagree”, “Neither Agree nor Disagree”, “Agree”, “Strongly Agree”. Additionally, there is an option the participant can select if they are unsure about their responses, the “Don’t Know”.

For open-ended questions, participants can share their insights, comments, or any additional information related to the specific query. Participants have the option to save their progress after each domain and return to the assessment at a later time if necessary. Upon completing the assessment, they can submit their responses, after which the assessment will be closed for further input. Upon completing the survey questions, participants will be prompted to provide their consent or confirmation to finalize the assessment. After confirming their consent,

participants will be able to finalize the assessment, and their input will be successfully submitted for further processing and analysis.

The following steps show how an assessment can be filled out.

Step 1: Begin by clicking on the 'Start Survey' button to access the assessment questionnaire.



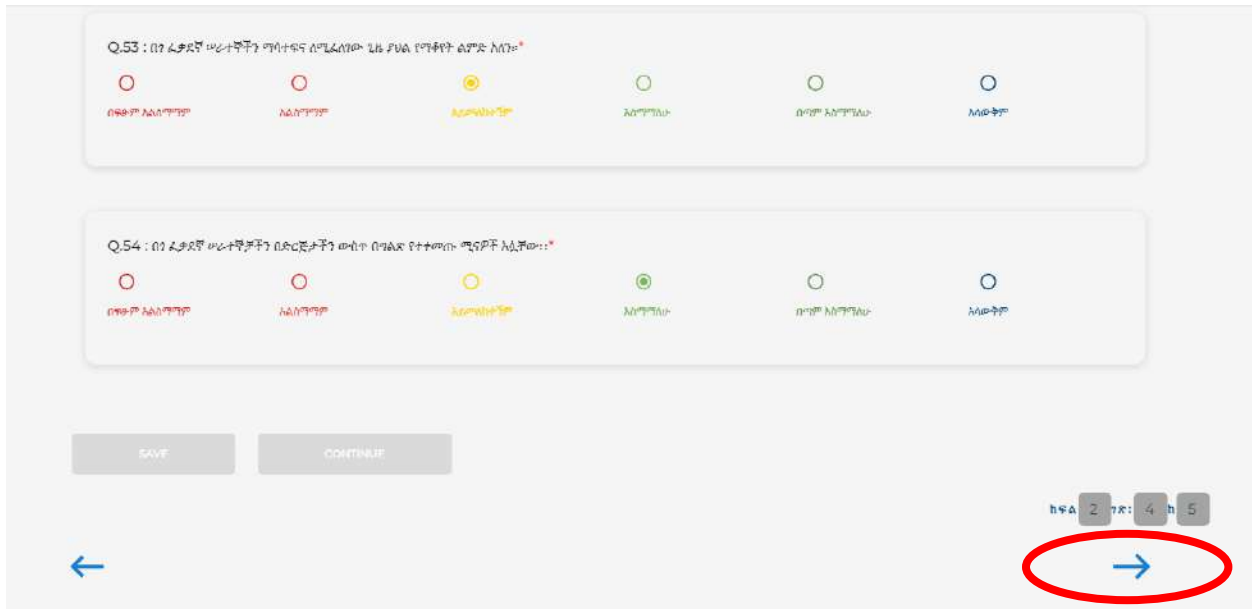
Fill Assessment Step 1: Start Survey

Step 2: For the respective questions, select your preferred choice from the available Likert scale options that best represents your response. Share your insights and perspectives by writing responses in the designated open-ended question boxes.

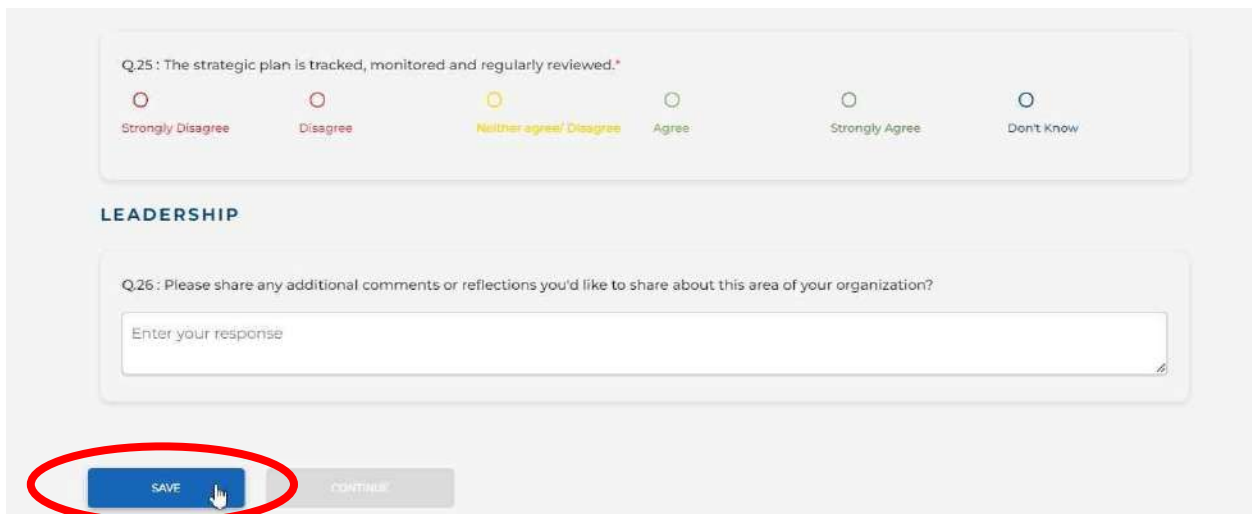
Step 3: Click the right arrow or 'Next' button to move to the next page of the assessment, ensuring all questions are appropriately addressed.

Step 4: Click the 'Save' button to save your progress when all the questions within the domain have been filled.

Step 5: Click 'Continue' to proceed to the next domain, continuing the assessment.



Fill Assessment Step 3: Navigate Next Page



Fill Assessment Step 4: Save Response

LEADERSHIP

Q.26: Please share any additional comments or reflections you'd like to share about this area of your organization?

No answer

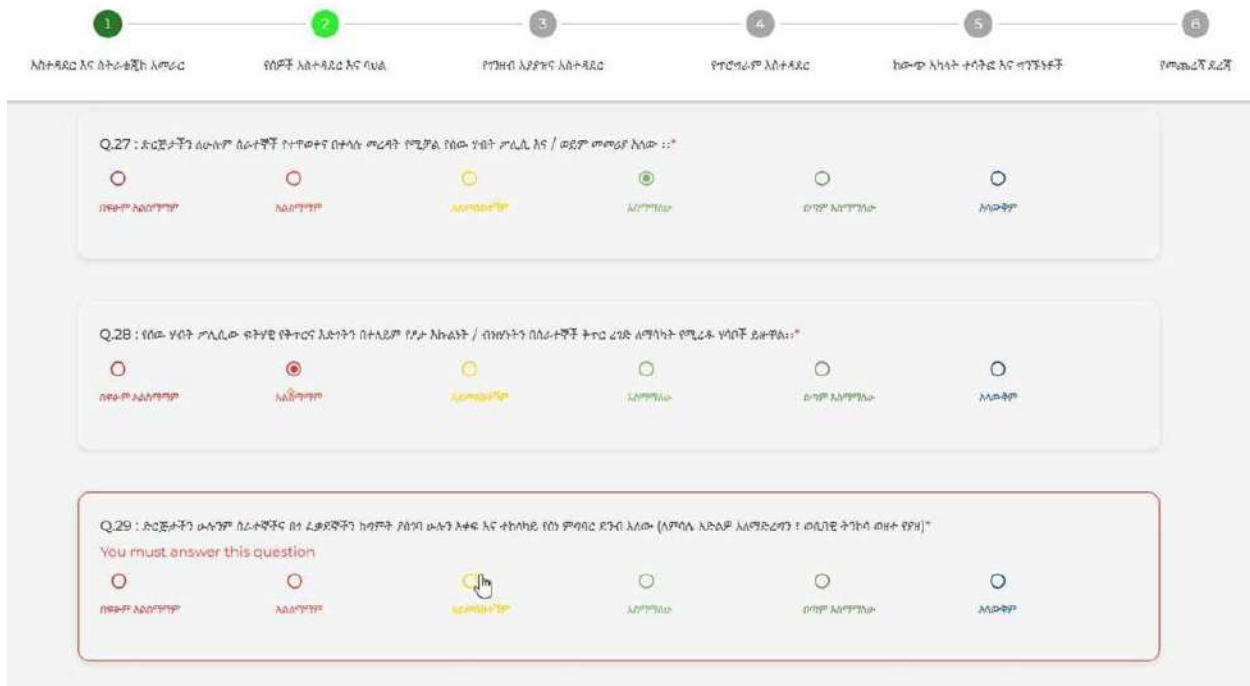
SAVE CONTINUE

SECTION PAGE OF

Fill Assessment Step 5: Continue to Next Domain

[Refilling Missing Answers](#)

If certain survey questions remain unanswered, participants will be notified of the incomplete sections through a visual indication on the survey form. Mandatory questions will be highlighted within a red box, indicating that they require an answer for the submission to be successful. Optional questions, although not mandatory, will be surrounded by a yellow box to encourage participants to provide additional insights where possible. Additionally, an error summary will be displayed at the bottom of the page, providing a comprehensive overview of the specific questions that need attention. Participants can address these sections by navigating to the highlighted questions, providing the necessary responses, and ensuring that all required fields are completed before proceeding to submit the finalized responses.



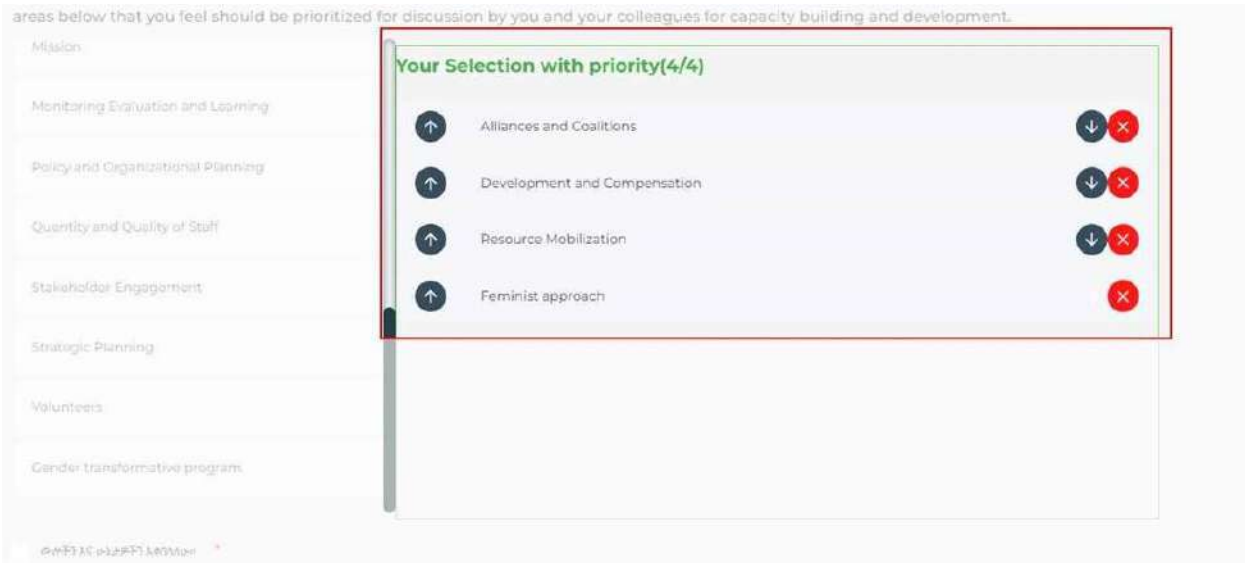
Refill Skipped Answers Step 1: Red Box around Skipped Questions

Completing the Assessment

To complete the survey assessment, users are required to first select four priority subdomains in Section 6 that demand attention within their organization. After selecting the subdomains, users need to provide their consent by checking the designated box, confirming their readiness to submit all responses. By clicking the 'Continue' button, users can finalize their input and receive a confirmation message indicating the successful submission of their survey. Upon proceeding to the next step, a notification will inform users that there are no additional assessments to be completed. Users can then securely log out of the system by clicking on the 'Exit' button.

To accomplish this, here is a Step-by-step process:

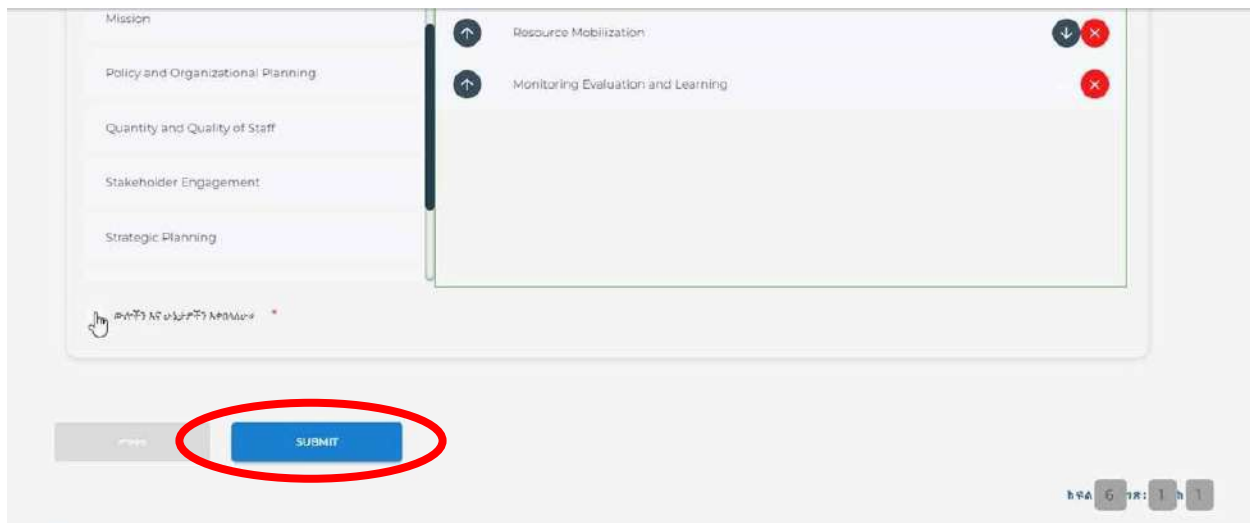
Step 1 – Choose Priority Subdomains: In Section 6, choose four priority subdomains that require immediate attention or action within your organization.



Complete Assessment Step 1: Step 6, Select Four Priorities

Step 2: Check the designated box to confirm your consent for the submission of all your responses, ensuring compliance with the assessment guidelines and requirements.

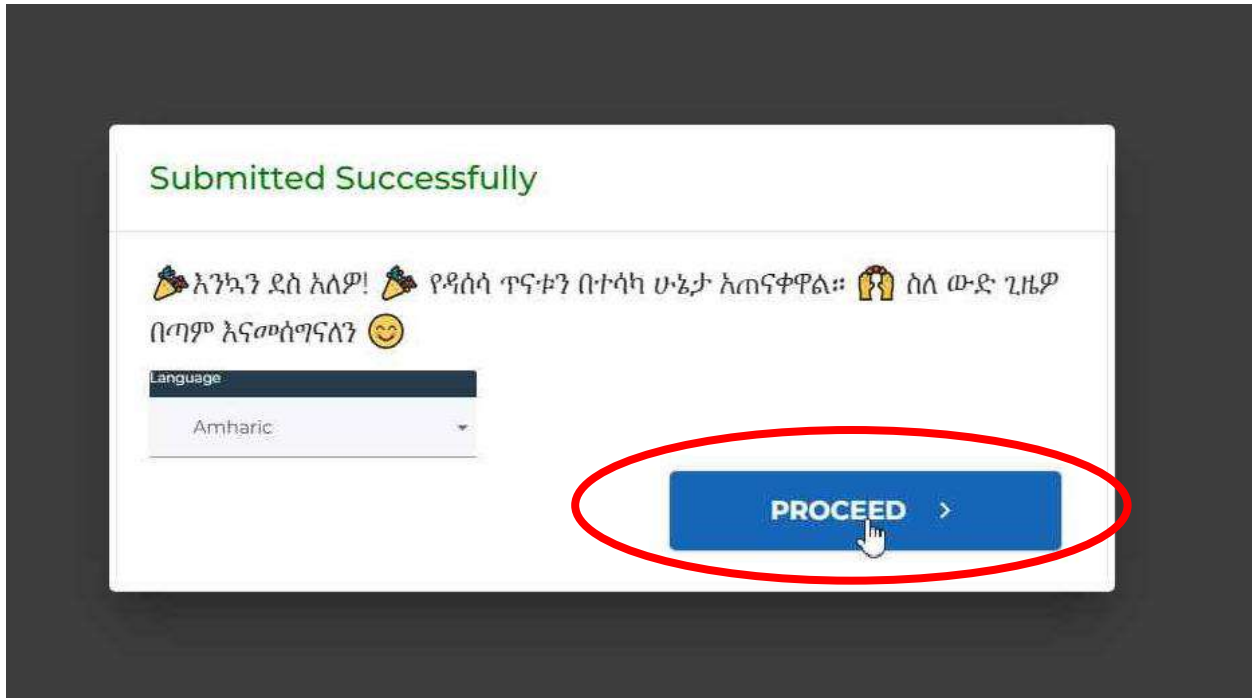
Step 3: Proceed by clicking the 'Submit' button to finalize and submit your responses.



Complete Assessment Step 3: Step 6, Submit Response

Confirmation Message: A confirmation message will appear, indicating that your survey responses have been successfully submitted.

Proceed to Next Step: Click on 'Proceed' to move to the subsequent step, ensuring a smooth transition within the assessment process.



Complete Assessment Step 5: Finalizing Assessment

Assessment Completion Notification: Receive a notification stating that there are no further assessments to be completed at this time.

Exit and Log Out: Click on 'Exit' to automatically log out of the system, ensuring the security and privacy of your assessment data and personal information.

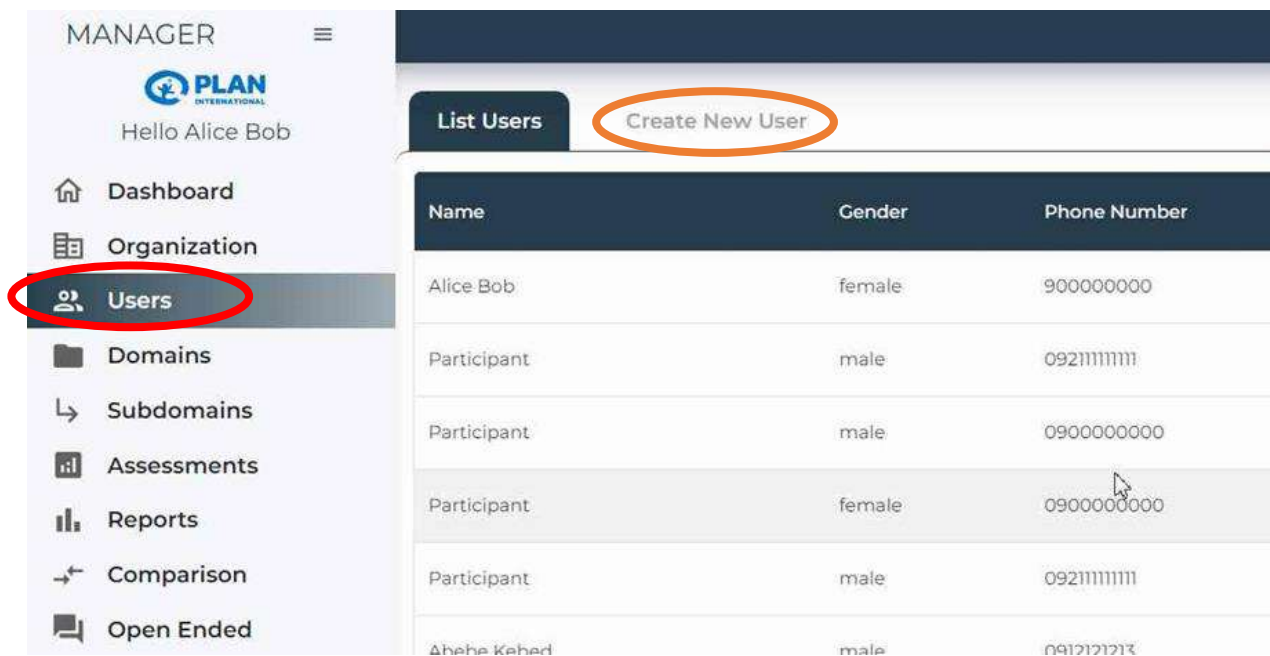
Manager/Administrator

Admin or Manager accounts are specifically designated for the managers of each women's organization, providing them with the necessary tools to oversee and manage participant activities within the web app. These accounts grant managers the authority to create and manage participant accounts efficiently. While they can access and view aggregate results derived from surveys, it is important to note that they do not have the privilege to access or view individual results of the participants, ensuring data confidentiality and privacy.

The web app empowers admin or manager accounts by offering the functionality to compare results between baseline and progress assessments. This feature fosters a comprehensive analysis of the organizational development trajectory, enabling managers to identify areas of improvement, track progress, and devise informed strategies for the advancement of their respective organizations. With a focus on data-driven decision-making, these accounts serve as vital tools for promoting informed and strategic planning within women's organizations.

User Management: Creating a New User

Access User Management: Navigate to the user management section within the web app's interface.



The screenshot shows the Manager/Administrator interface. The top navigation bar includes 'MANAGER' and a hamburger menu icon. Below this is the PLAN INTERNATIONAL logo and the greeting 'Hello Alice Bob'. The left sidebar contains a navigation menu with items: Dashboard, Organization, Users (circled in red), Domains, Subdomains, Assessments, Reports, Comparison, and Open Ended. The main content area has two buttons: 'List Users' and 'Create New User' (circled in orange). Below the buttons is a table with the following data:

Name	Gender	Phone Number
Alice Bob	female	900000000
Participant	male	0921111111
Participant	male	0900000000
Participant	female	0900000000
Participant	male	0921111111
Abehe Kebede	male	0912121212

Create User Step 2

Initiate User Creation: Locate and click on the "Create New User" option to begin the user creation process.

Provide User Details: Fill out the necessary information for the new user, including the username, password, email address, and any other pertinent details. Assign the appropriate roles and permissions to the user as needed. Save the changes to successfully create the new user within the system.

The screenshot shows a web interface for creating a new user. At the top, there are two tabs: "List Users" and "Create New User", with "Create New User" being the active tab. Below the tabs, the form consists of the following fields:

- Full Name***: A text input field with the placeholder text "Enter Full Name".
- Email***: A text input field with the placeholder text "Enter User Email".
- Password***: A text input field with the placeholder text "Enter User Password".
- User Role***: A dropdown menu with the text "Select Role".
- User Participant Type***: A dropdown menu with the text "Select Type".
- User Position**: A text input field with the placeholder text "Enter User Position".
- User Age Group***: A dropdown menu with the text "Select Age Group".

Create User Step 3: Fill Details

A "user role" refers to the defined set of permissions, responsibilities, and functionalities assigned to an individual user in the PIA Web App. It can be a "Participant", "Manager" or "Superadmin".

The "Participant Type" is the relationship the participant has with the women's organization, it could be "Employee", "Volunteer" or "Member of the Board".

Click on "Add" to add the user account to the system.

The screenshot displays the 'Create User' form in the PIA Web App. On the left, a sidebar menu is visible with the following items: Organization, Users (highlighted), Domains, Subdomains, Assessments, Reports, Comparison, and Open Ended. The main form area contains the following fields and values:

- Finance: Finance
- User Age Group*: 18-24
- Gender: Male
- User Experience: 3
- Phone Number: 0955447788

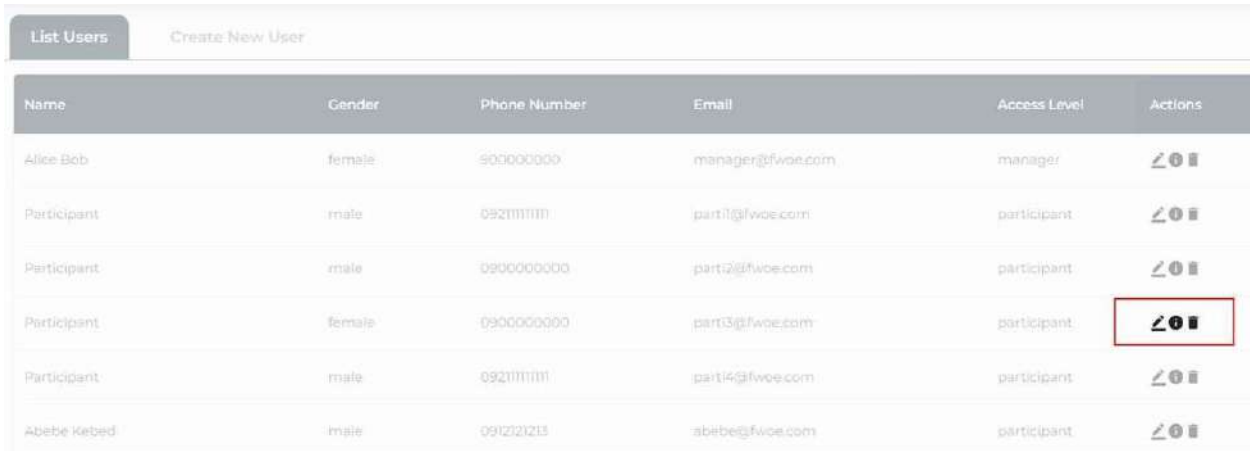
At the bottom of the form, there are two buttons: 'ADD' (highlighted with a red circle and a hand cursor) and 'Cancel'.

Create User Step 4: "Add" to finish

User Management: Editing a User

Locate the User: Find the specific user you want to edit within the user management section by scrolling or using the search function.

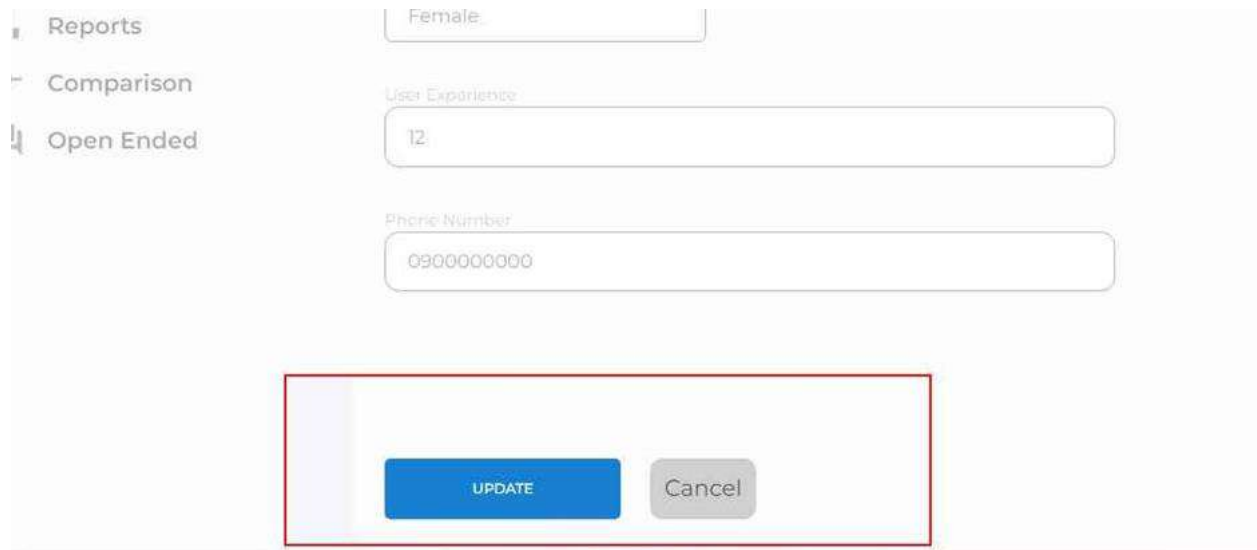
Initiate Editing: Click on the edit option, often represented by a pencil or an "Edit" button, to begin the editing process for the selected user.



Name	Gender	Phone Number	Email	Access Level	Actions
Alice Bob	female	0900000000	manager@fwoe.com	manager	
Participant	male	0921111111	part1@fwoe.com	participant	
Participant	male	0900000000	part2@fwoe.com	participant	
Participant	female	0900000000	part3@fwoe.com	participant	
Participant	male	0921111111	part4@fwoe.com	participant	
Abebe Kebed	male	0912121213	abebe@fwoe.com	participant	

Edit User Step 1: Click the Pencil to Edit

Modify User Information: Amend the user details as necessary, such as updating the username, email address, or assigned roles and permissions. Save the changes to successfully update the user information within the system.



Reports Female

Comparison User Experience 12

Open Ended Phone Number 0900000000

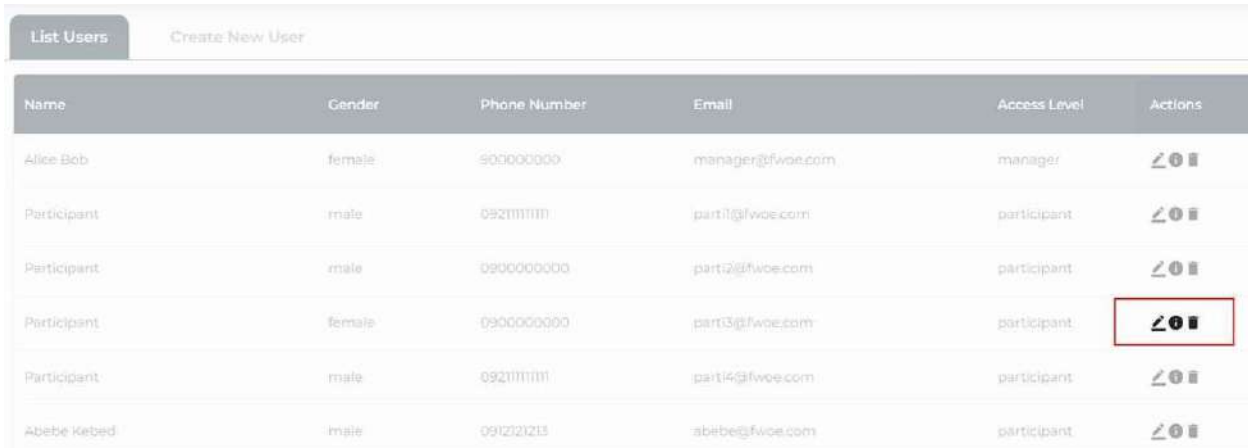
UPDATE Cancel

Create User Step 3: Fill Details and Update

User Management: Deleting a User:

Locate the User: Find the specific user you want to delete within the user management section by scrolling or using the search function.

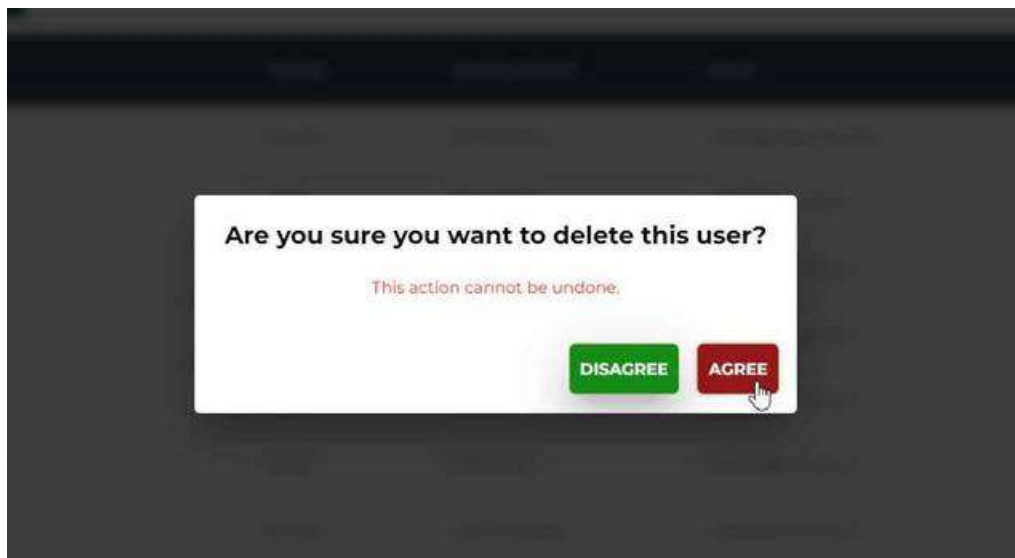
Initiate Deletion: Look for the delete option, typically represented by a trash bin icon or a similar symbol and click on it to begin the deletion process for the selected user.



Name	Gender	Phone Number	Email	Access Level	Actions
Alice Bob	female	900000000	manager@fwoe.com	manager	🔍 🗑️
Participant	male	0921111111	part1@fwoe.com	participant	🔍 🗑️
Participant	male	0900000000	part2@fwoe.com	participant	🔍 🗑️
Participant	female	0900000000	part3@fwoe.com	participant	🔍 🗑️
Participant	male	0921111111	part4@fwoe.com	participant	🔍 🗑️
Abebe Kebed	male	0912121213	abebe@fwoe.com	participant	🔍 🗑️

Edit User Step 1: Click the Trash to Delete

Confirm Deletion: A confirmation prompt may appear to ensure the deletion action. Confirm the deletion when prompted to permanently remove the user from the system.



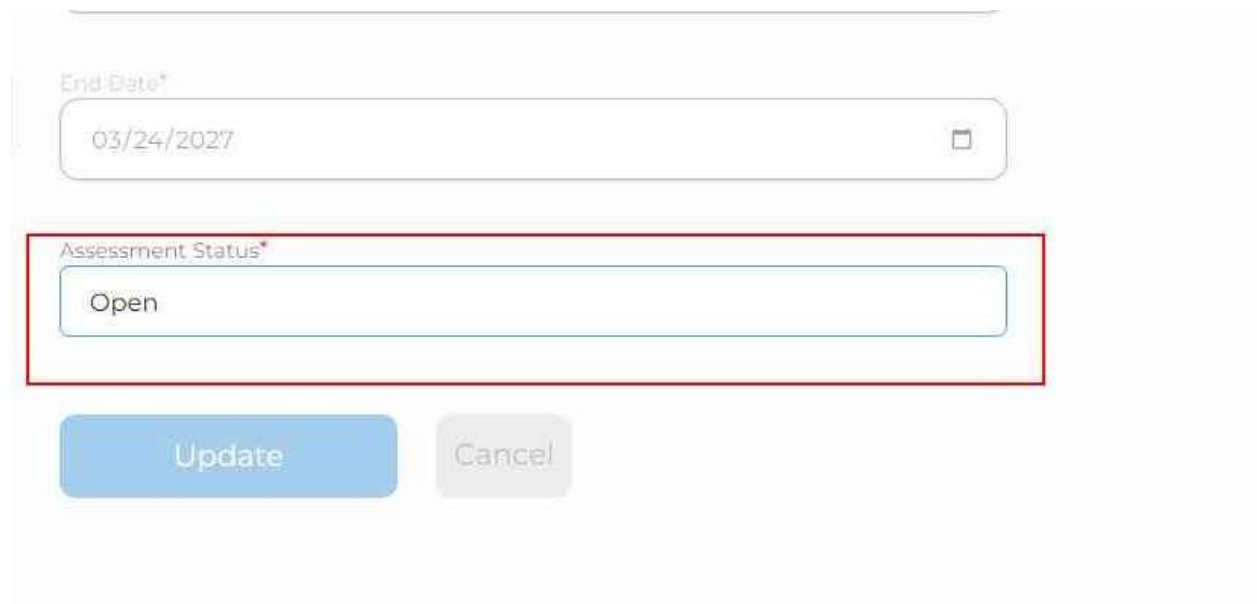
Delete User Final Step: Confirm Deletion

Assessment Management: Editing an Assessment:

Locate the Assessment: Find the specific assessment you want to edit within the assessment management section by scrolling or using the search function.

Initiate Editing: Click on the edit option, represented by a pencil to begin the editing process for the selected assessment.

Modify Assessment Details: Make the necessary changes to the assessment, such as adjusting the assessment duration, and start date or altering any other relevant parameters. Change the assessment status accordingly to reflect its current phase, whether it is open or closed. Click “Update” to save the changes and successfully update the assessment within the system.



The screenshot displays a form for editing an assessment. It features two input fields: 'End Date*' with the value '03/24/2027' and a calendar icon, and 'Assessment Status*' with the value 'Open'. The 'Assessment Status*' field is highlighted with a red border. Below the fields are two buttons: 'Update' (blue) and 'Cancel' (grey).

Edit Assessment: Change Status

Reports

Users can access various reports within the web app, presented in either pie charts or bar charts, providing a visual representation of the following key data points:

Capacity Score by Domain, Subdomain, Variable: Gain insights into the capacity scores categorized by domains, subdomains, and specific variables, allowing for a comprehensive understanding of organizational strengths and areas for improvement.

Agreement Score by Domain, Subdomain, Variable: View the agreement scores across different domains, subdomains, and variables, providing valuable insights into the level of consensus or disagreement within the assessment responses.

Prioritized Subdomain: Access a detailed overview of the prioritized subdomains, highlighting the areas that require immediate attention or strategic focus for organizational development and growth.

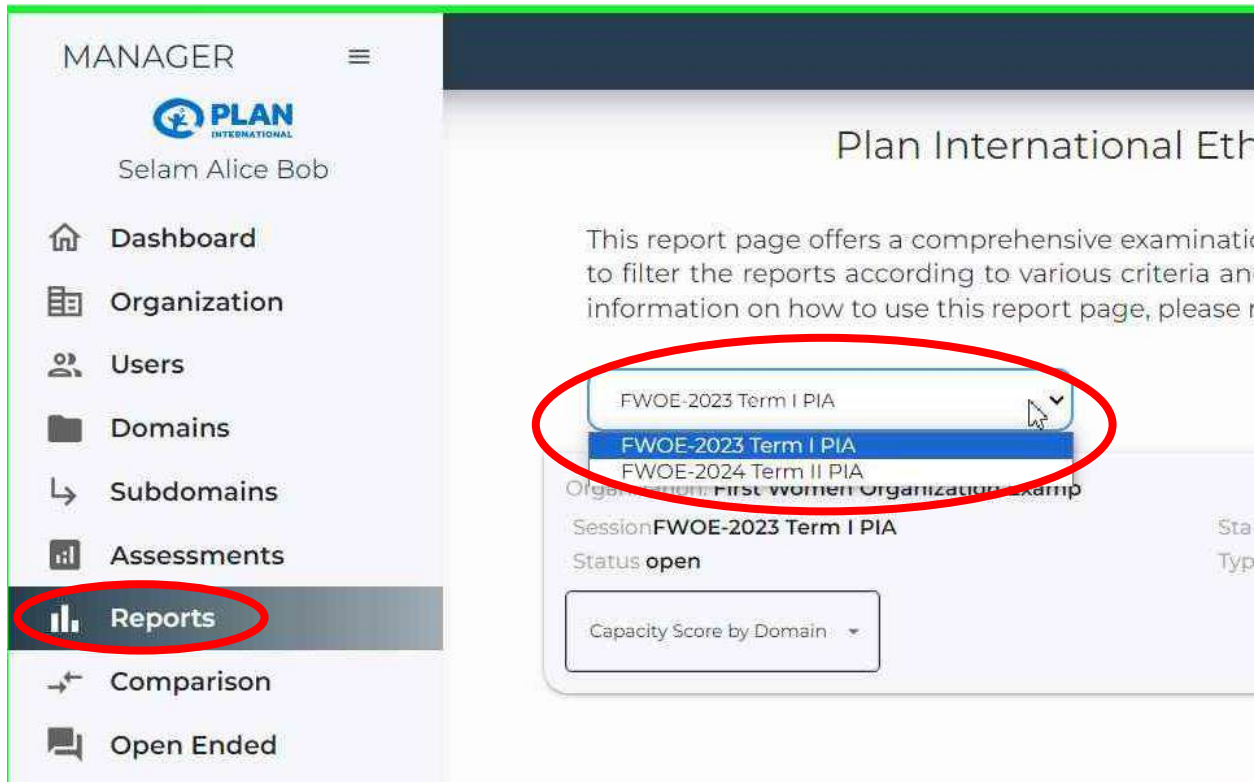
Gender Score: Analyze the gender scores, enabling a comprehensive evaluation of the impact of gender-related factors on the assessment results and organizational dynamics.

These reports are presented in either pie charts or bar charts, offering an intuitive and visual representation of the data for a more accessible and comprehensive analysis.

Reports: [Viewing Reports:](#)

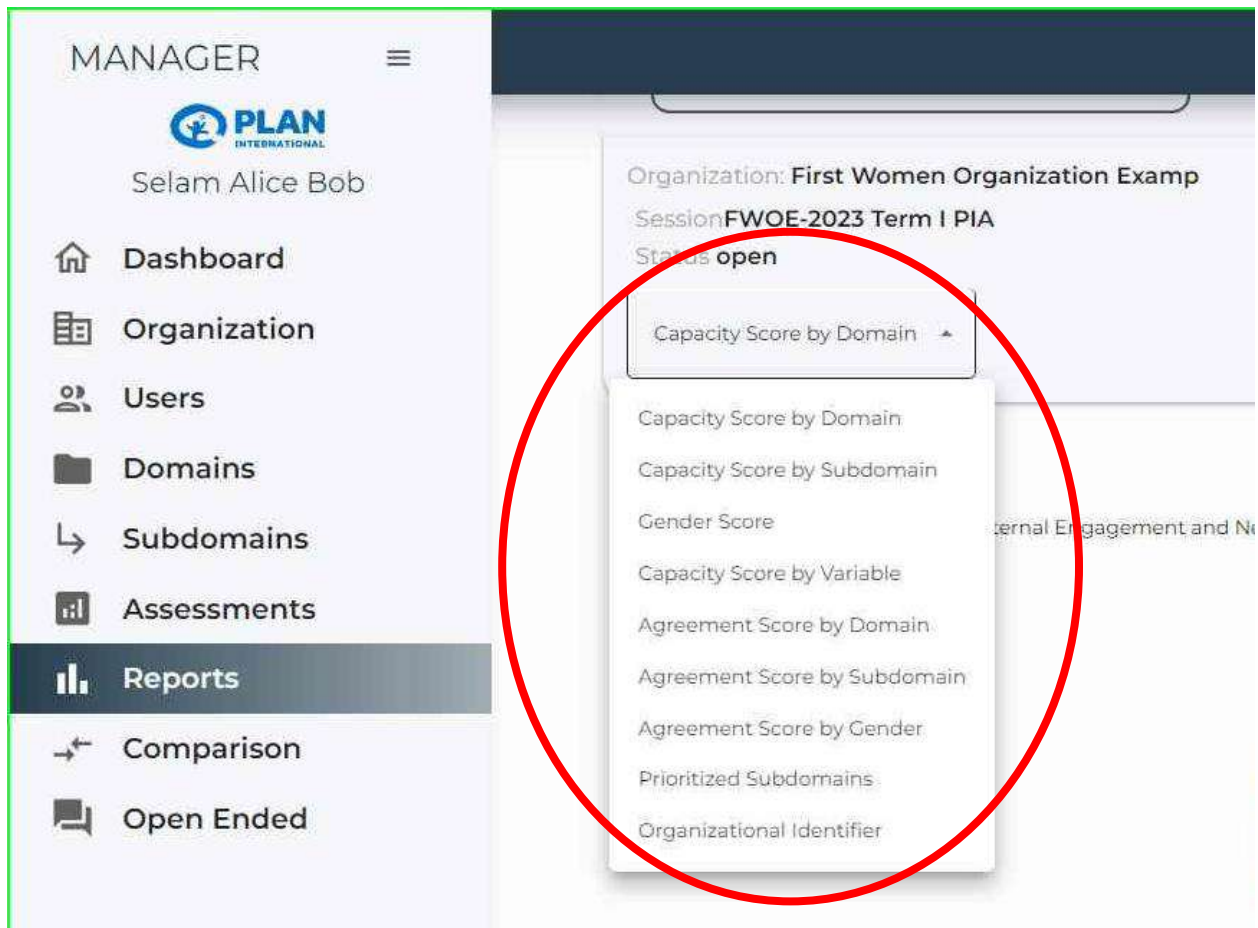
Go to Reports: From the Dashboard, navigate to the “Reports” icon on the left pane.

Select Assessment: Users can choose the specific assessment they wish to view results for, allowing for a focused analysis of the data and outcomes related to the chosen assessment.



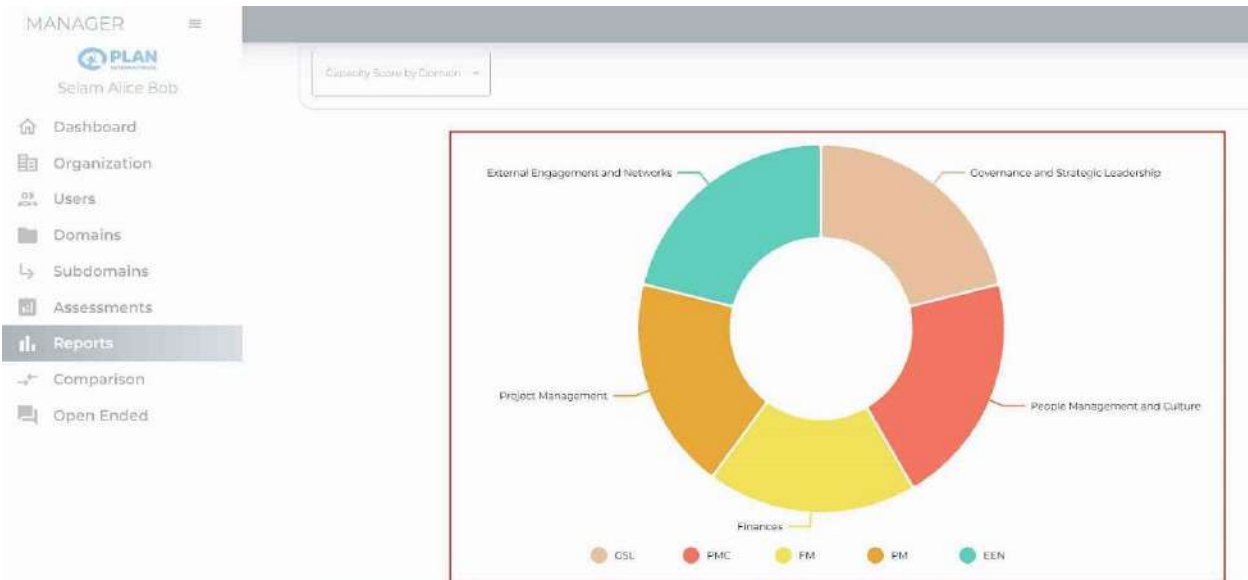
View Reports: Select an Assessment to View

Select Score Type: Users have the option to select the type of score they want to view, including capacity score by domain, subdomain, and variable, as well as agreement score by domain, subdomain, and variable, providing a detailed and comprehensive analysis of the assessment results.



View Reports: Select the Score Type

Choose Chart Type: Users can select the preferred chart type from a dropdown menu, offering the flexibility to view the data in the form of pie charts or bar charts based on their visual preference and analytical requirements.



View Reports: Graphical Info

Table View Option: Users also have the option to view the information in the form of a table displayed at the bottom of the page, allowing for a comprehensive and detailed examination of the data points and facilitating a more in-depth analysis of the assessment results.

Domain Name	Abbreviation	Score
Governance and Strategic Leadership	GSL	72.00
People Management and Culture	PMC	70.00
Finances	FM	63.00
Project Management	PM	64.00
External Engagement and Networks	EEN	72.00

Rows per page: 100 1-5 of 5

View Reports: Tabular Info

Reports: Exporting Reports

Go to Reports: From the Dashboard, navigate to the “Reports” icon on the left pane.

Scroll to the bottom of the page to locate the “You can generate reports here” section.

Click the type of report you want to download and wait for it to generate the report.

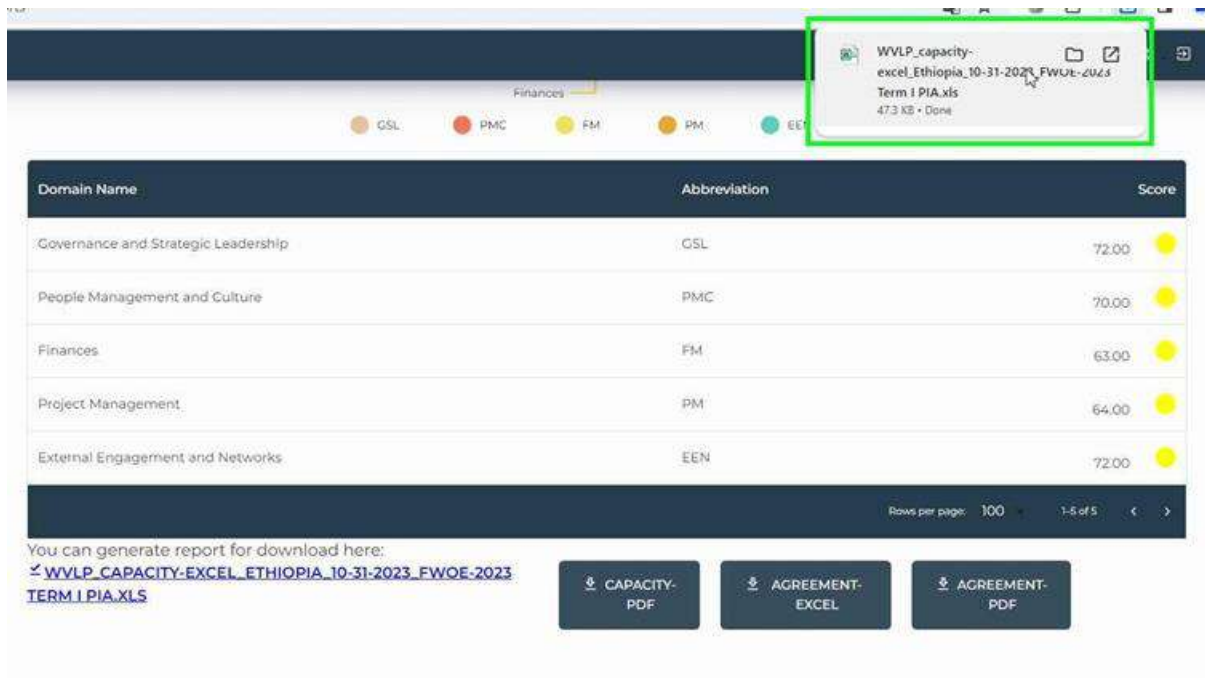


Export Reports: Select the report type

Select the generated link and it will automatically download the report.



Export Reports: Generated link



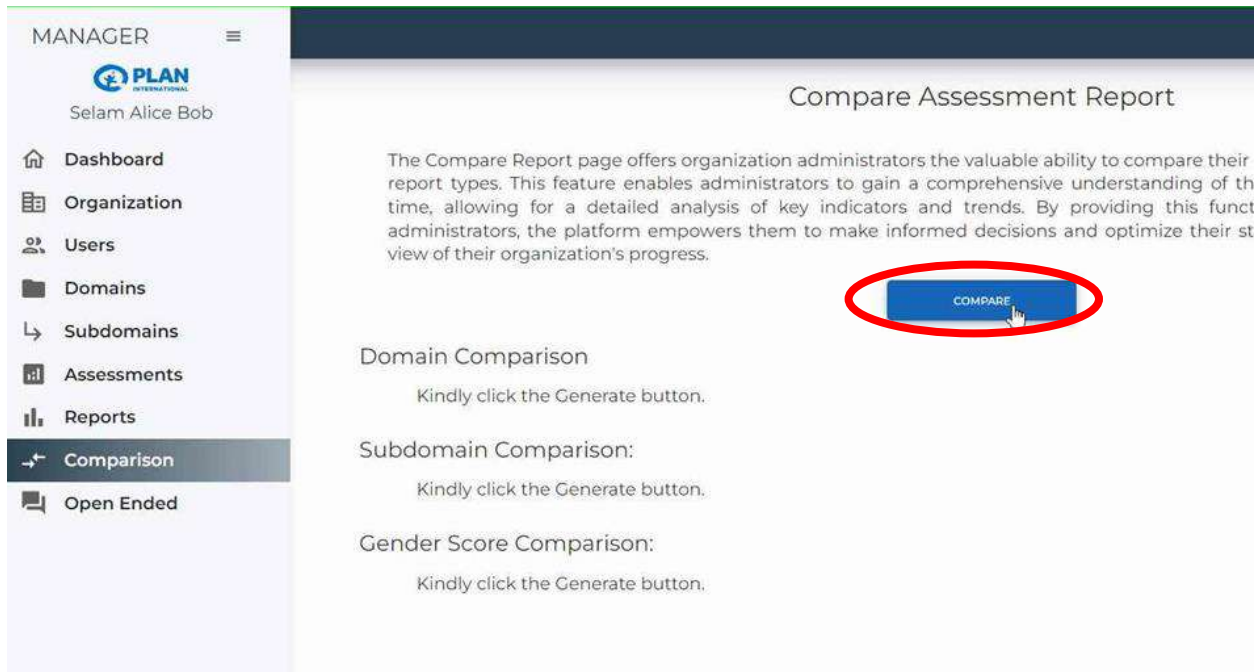
Export Report: Generated Report

Comparison:

The Compare Report page offers organization administrators the valuable ability to compare their organization’s baseline and progress report types. This feature enables administrators to gain a comprehensive understanding of their organization’s performance over time, allowing for a detailed analysis of key indicators and trends. By providing this functionality exclusively to organization administrators, the platform empowers them to make informed decisions and optimize their strategies based on a comprehensive view of their organization’s progress.

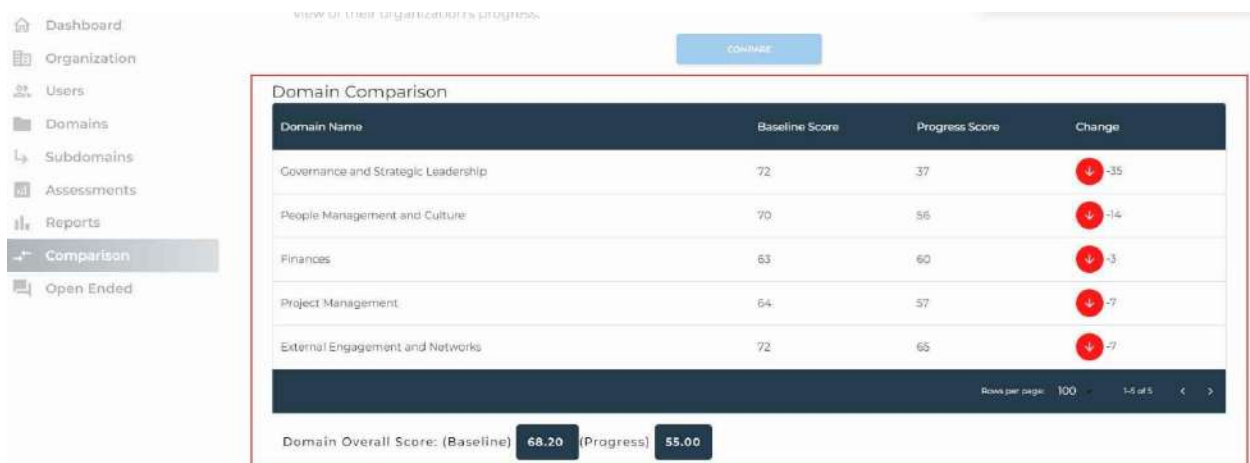
To access the Comparison feature:

On the Dashboard, navigate to the “Comparison” button near the bottom of the left-side pane.



Comparison: Navigate to Comparison and Click Compare

View the comparison results between the Baseline and Progress reports of the Women’s Organization.



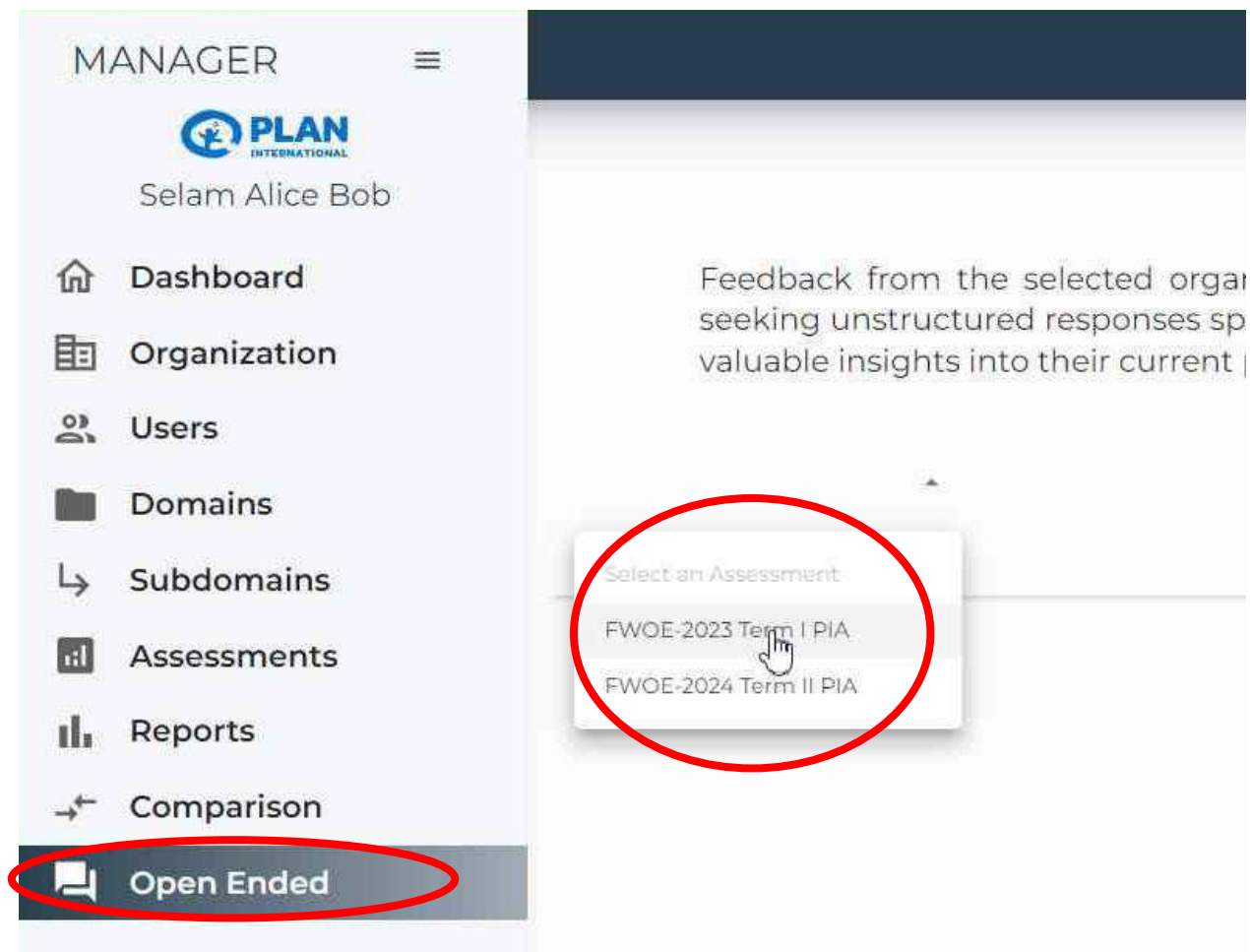
Comparison: Viewing Comparison

Open-Ended Responses

The "Open-ended" feature allows users to access and review all the responses provided for the open-ended questions within the survey. Through the 'Open-ended' feature, users can explore participants' feedback and suggestions, providing valuable insights into their perspectives and experiences related to the survey questions. This helps in better understanding organizational dynamics and performance.

To access the Open-Ended section, navigate to the Dashboard and access the "Open-Ended" button at the bottom of the left-side pane.

Select the assessment that you want to view the open-ended responses.



Open-Ended: Select the Assessment

You can click on the header in the table to sort by the items you want to get the best out of the displayed information. And this applies to any table on the Web App.



	Variables	Comments	Sub-Domain
4	Please describe or paraphrase your mis...	No Comment	Mission
5	Please share any additional comments ...	No Comment	Mission
11	Please share any additional comments ...	No Comment	Governance
20	Please share any additional comments ...	No Comment	Leadership
26	Please share any additional comments ...	No Comment	Leadership

Open-Ended: Sorting by Variable

Superadmin

Superadmin accounts represent a high-level tier of access and authority within the web app's administrative hierarchy. In addition to possessing all the functionalities available to admin accounts, Superadmins are equipped with the capability to create and manage other admin accounts. This elevated privilege provides the designated superadmin, overseen by a designated individual at Plan International, with the necessary tools to effectively regulate and streamline the overall operations of the web app.

By leveraging the comprehensive functionalities of the superadmin account, the designated personnel at Plan International can efficiently manage and coordinate various aspects of the web app, ensuring seamless communication and collaboration across different program levels. This enhanced oversight contributes to the effective implementation of the Women's Voice and Leadership Programs (WVL) in Ethiopia, fostering an environment conducive to the advancement of gender equality and the promotion of women's and girls' rights.

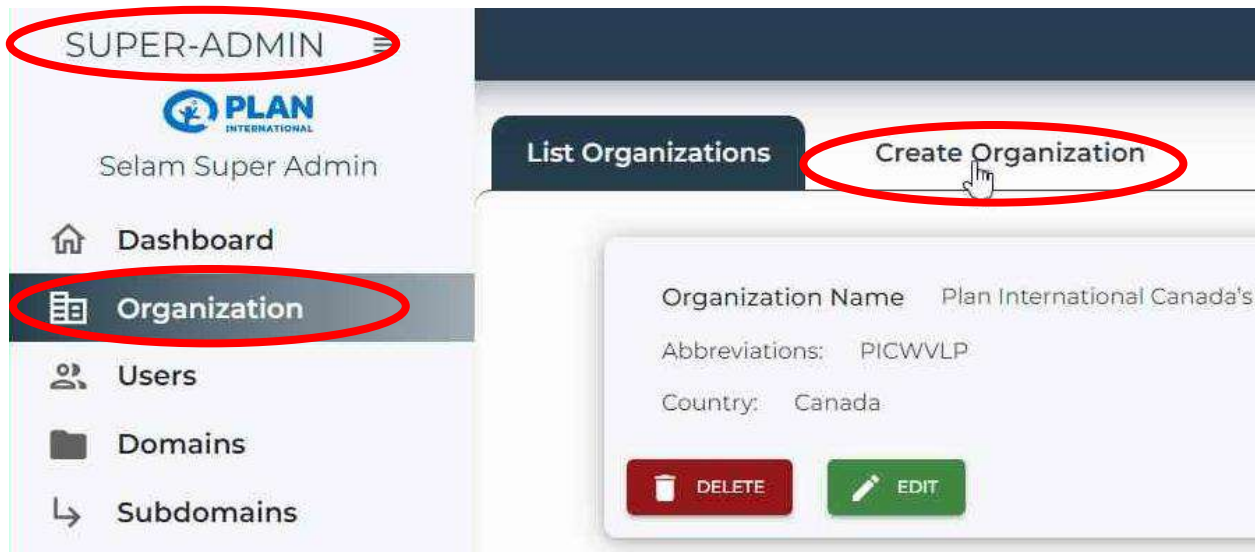
Women's Organizations Management

Superadmins have the authority to manage women's organizations within the web app. They can create new profiles for women's organizations, providing comprehensive details such as the organization's name, mission, and contact information. Additionally, they can edit existing profiles to update any pertinent information or make necessary changes. In cases where an organization is no longer active or relevant, Superadmins can utilize the deletion function to remove the organization's profile from the system. This streamlined management process ensures that the database accurately reflects the status and information of the women's organizations involved in the program.

Women's Organizations Management: Adding an Organization

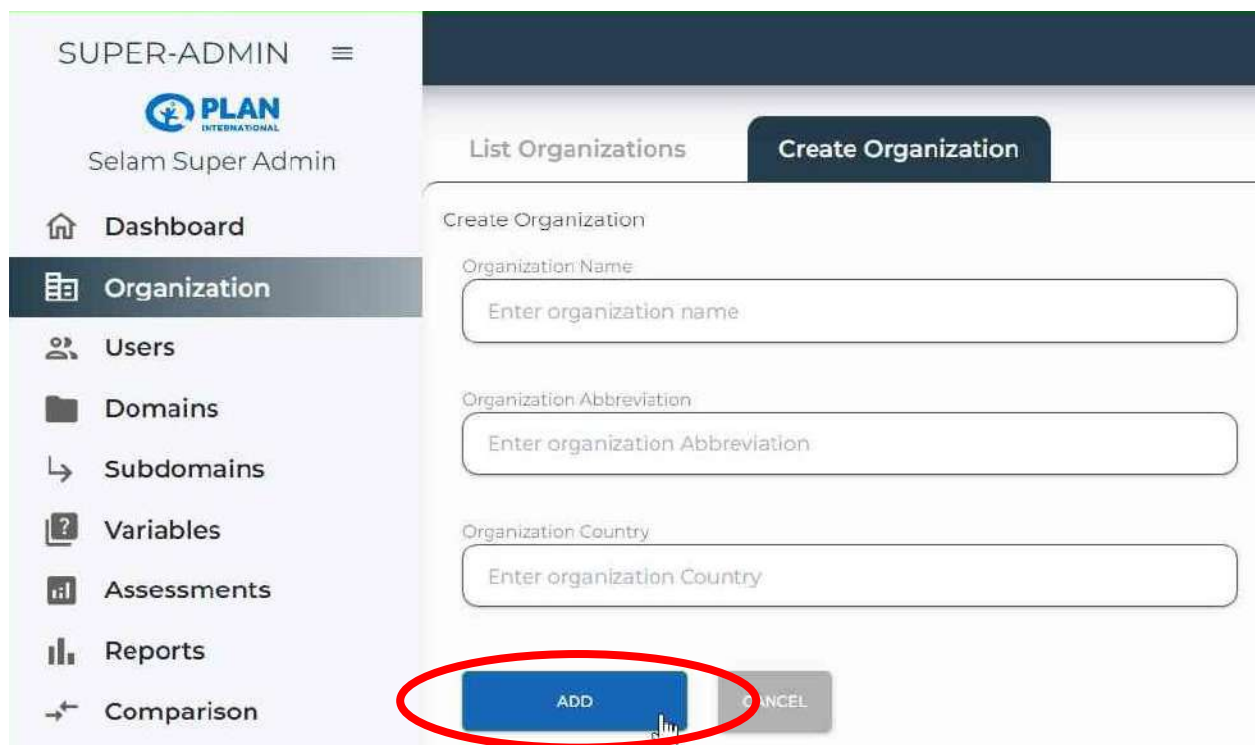
Access the Organization Section: On the Dashboard, navigate to the designated section that allows the addition of new organizations within the web app.

Initiate Creation: Look for the "Create Organization" option and click on it to start the organization creation process.



Managing Organization: Creating an Organization

Provide Information: Fill out the necessary information for the new organization, including the organization's name, contact details, and any other relevant information. Save the changes to successfully add the new organization to the system by clicking “Add”.

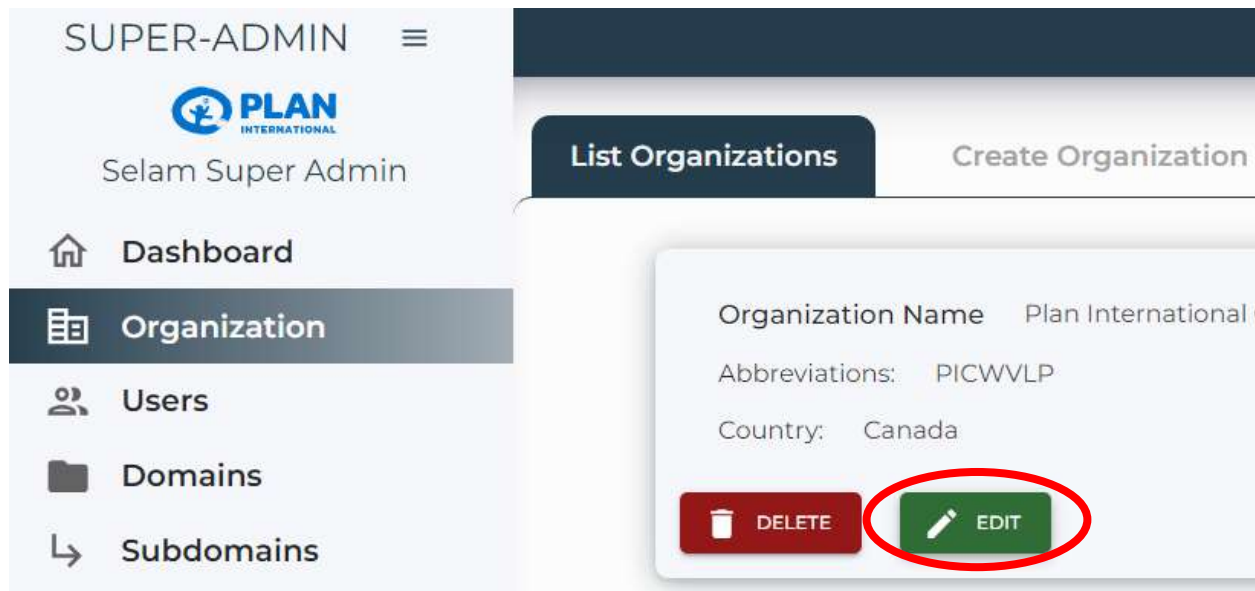


Managing Organization: Update Create Organization

Women's Organizations Management: Editing an Organization

Locate the Organization: Find the specific organization you want to edit within the list of organizations by scrolling.

Initiate Editing: Click on the edit option, represented by an "Edit" button, to begin the editing process for the selected organization.



Managing Organization: Edit an Organization

Update Information: Amend the organization details as necessary, such as modifying the contact information, updating the organization name, or making any other required changes. Save the changes to successfully update the organization information within the system by clicking "Update".

List Organizations **Update Organization**

Edit Organization

Organization Name
Plan International Canada's Women's Voice and Leadership Programs

Organization Abbreviation
PICWVLP

Organization Country
Canada

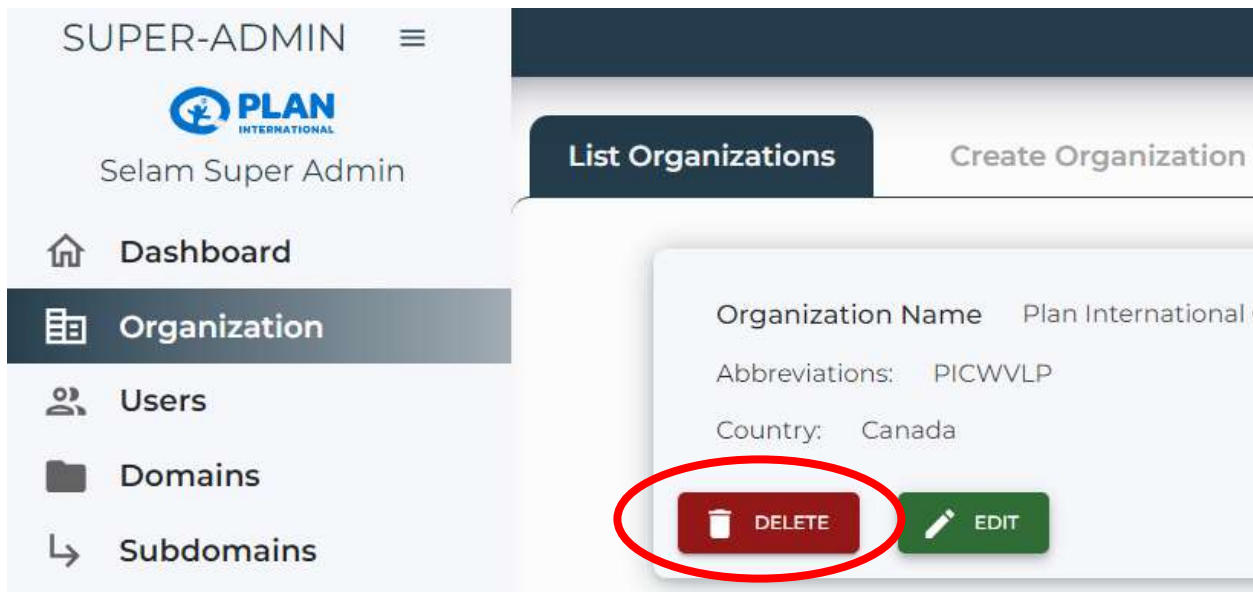
UPDATE CANCEL

Managing Organization: Update Organization

Women's Organizations Management: Deleting an Organization:

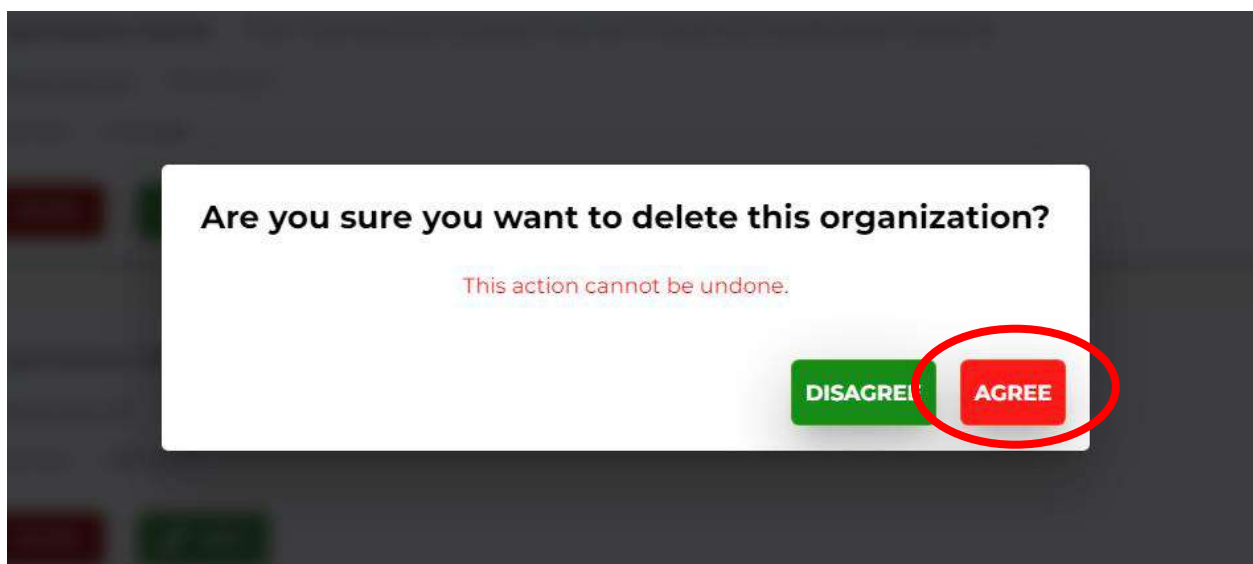
Locate the Organization: Find the specific organization you want to delete within the list of organizations by scrolling.

Initiate Deletion: Look for the delete option, represented by a trash bin icon or the "Delete" button, and click on it to begin the deletion process.



Managing Organization: Delete Organization

Confirm Deletion: A confirmation prompt may appear to ensure the deletion action. Confirm the deletion when prompted to permanently remove the organization from the system.



Managing Organization: Confirm Deletion

[Domain/Subdomain Management](#)

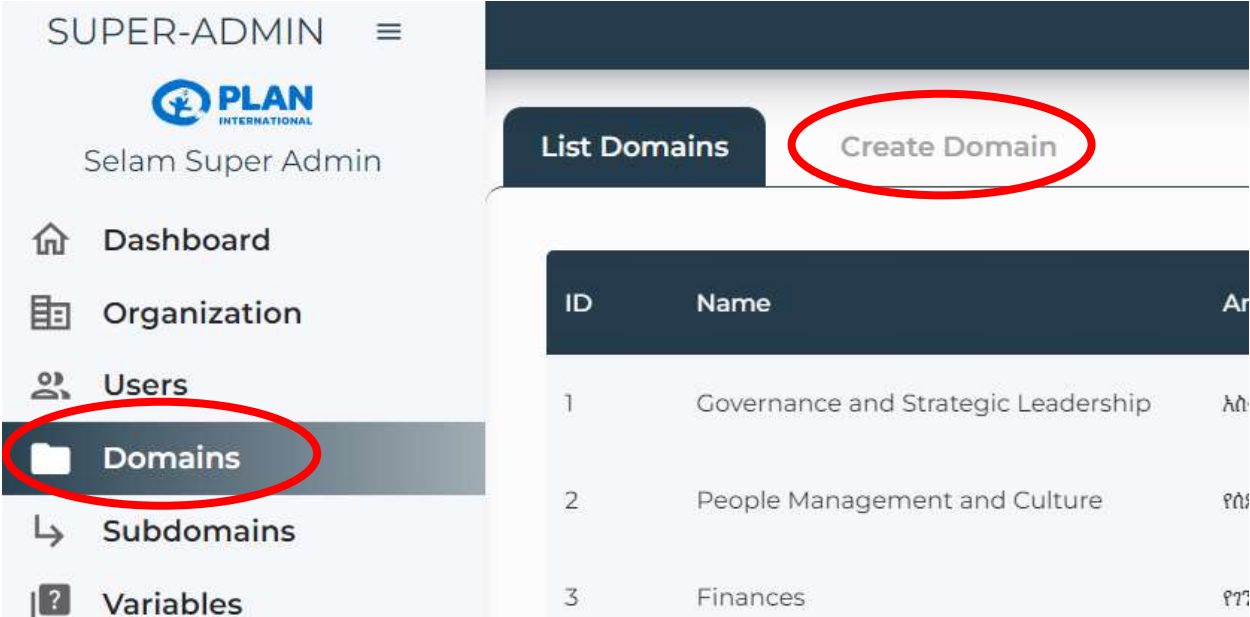
Superadmins have the capability to manage domains within the web app. They can create new domains by defining specific themes or topics and grouping relevant questions under each

domain. Furthermore, they have the authority to edit existing domains to modify the questions or restructure the thematic content as needed. In cases where certain domains become obsolete or irrelevant, Superadmins can choose to delete the respective domains, thereby streamlining the survey structure and ensuring that the content remains relevant and up-to-date.

[Domain/Subdomain Management: Creating a Domain](#)

Accessing the List of Domains: Begin by navigating to the designated section that lists all existing domains within the web app. This is found at the left-side pane of the dashboard.

Initiating Domain Creation: Locate and select the "Create Domain" option within the interface to begin the domain creation process.



Managing Domain/Subdomain: Create Domain

Adding Relevant Information: Fill out the necessary information, such as the domain name, description, and any other pertinent details, to define the new domain effectively. Save the changes to create the domain successfully within the system by clicking "Create".

The screenshot shows a web interface for creating a domain. At the top, there are two tabs: 'List Domains' and 'Create Domain', with the latter being the active tab and highlighted with a red oval. Below the tabs is the main heading 'Create Domain'. The form consists of four input fields, each with a label and a placeholder text: 'Domain Name*' with 'Enter domain name', 'Amharic Domain Name' with 'Enter Amharic domain name', 'Afaan Oromo Domain Name' with 'Enter Afaan Oromo domain name', and 'Domain Abbreviation' with 'Enter domain Abbreviation'. At the bottom of the form, there are two buttons: a blue 'Create' button (highlighted with a red oval) and a grey 'Cancel' button.

Managing Domain/Subdomain: Fill Information and Create Domain

Domain/Subdomain Management: Editing a Domain

Locate the Domain: Find the specific domain you want to edit within the list of domains by scrolling down.

Initiate the Edit Option: Click on the pencil icon located on the right side of the domain entry to initiate the editing process.

Update Information: Amend the domain details as necessary, such as updating the domain name in different languages or modifying the abbreviation to ensure accurate and comprehensive

domain representation. Save the changes to successfully update the domain information within the system by clicking “Update”.

Name	Oro Name	Abbreviation	Actions
አስተዳደር እና ስትራቴጂክ አመራር	Bulchiinsaa fi Gaggeessaa Tarsiimoo	GSL	
ኮሌጅ እና ባህል	Bulchiinsa Narmootaa fi Aadaa	PMC	

Managing Domains: Edit a Domain

List Domains **Update Domain**

Edit Domain

Domain Name*

Amharic Domain Name

Afaan Oromo Domain Name

Domain Abbreviation

Managing Domain: Fill information and Update an Domain

Domain/Subdomain Management: Deleting a Domain

Access the Domain: Locate the specific domain you want to delete within the list of domains by scrolling or using the search function.

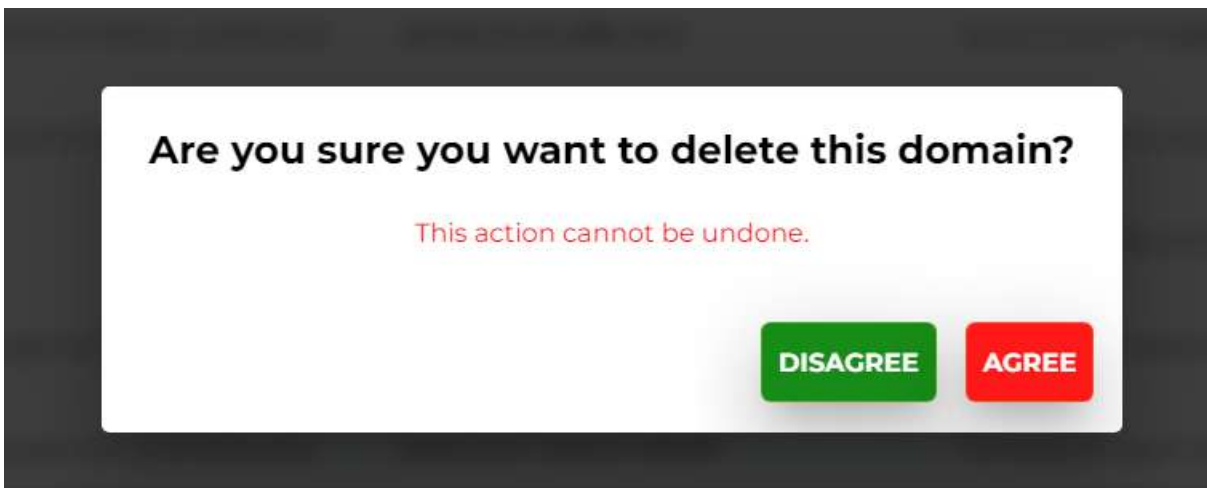
Initiate Deletion: Identify the delete option, represented by a trash bin icon, and click on it to initiate the deletion process.



Name	Oro Name	Abbreviation	Actions
ገጽ ስተት-ቴዎድሮስ አጠቃላይ	Bulchiinsaa fi Gaggeessaa Tarsiimoo	GSL	
ተጻፎ ለፍ ባህሪ	Bulchiinsa Namootaa fi Aadaa	PMC	

Managing Domains: Deleting a Domain

Confirm Deletion: A confirmation prompt may appear to ensure the deletion action. Confirm the deletion when prompted to permanently remove the domain from the system.



Managing Domains: Confirm Deletion

Note that everything presented here about Managing Domains works the same way when we want to manage subdomains as well. This can be started by navigating to the “Subdomains” section on the left-side pane of the dashboard. In the same manner, managing variables can be achieved through the same way by accessing the “Variables” section on the left-side pane of the Web App.

Aggregation

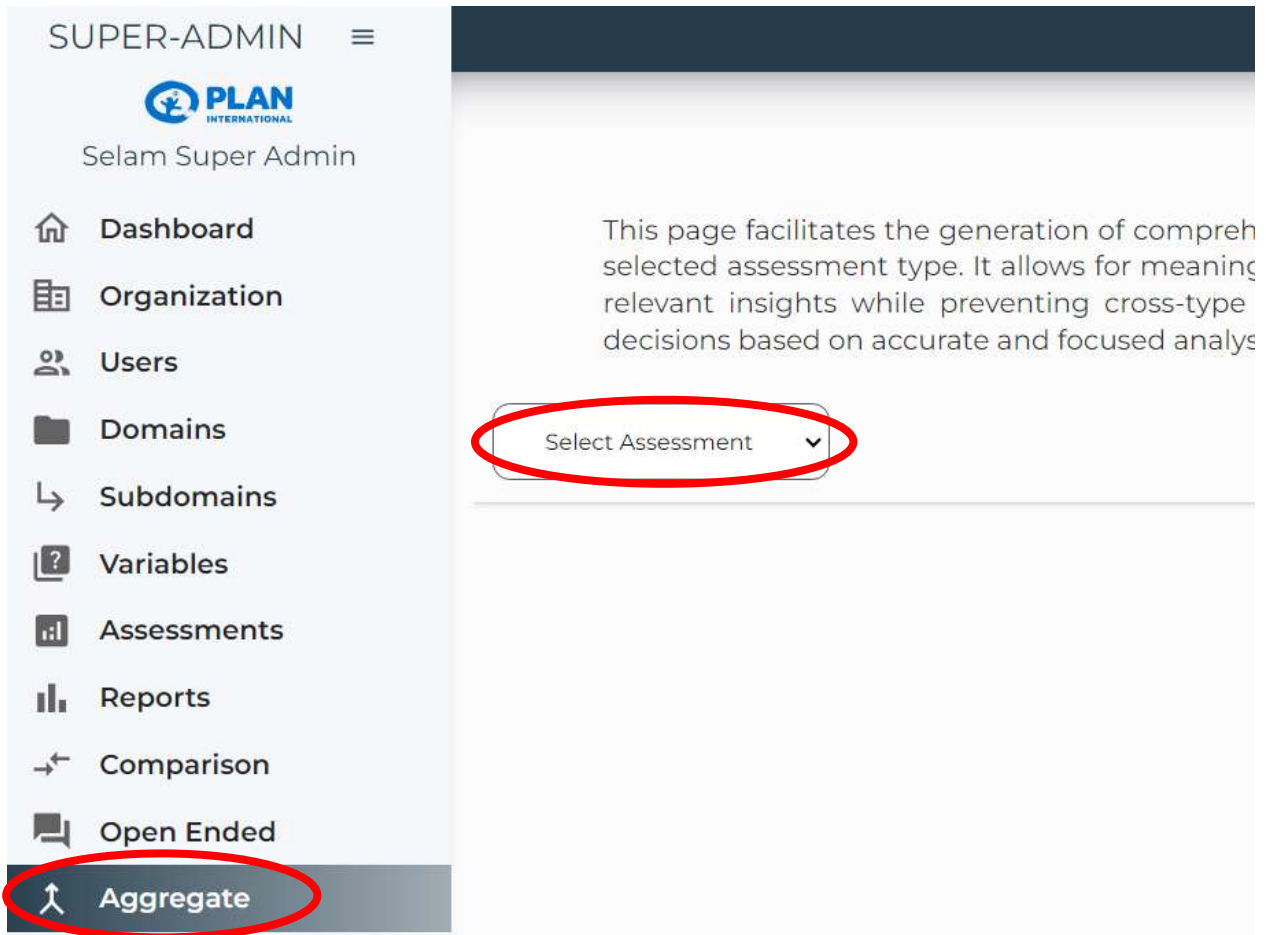
The Aggregate Report page offers Superadmins the valuable ability to aggregate survey reports from several women’s organizations. This feature simplifies the process of generating comprehensive reports by seamlessly consolidating assessment data from multiple organizations based on selected assessment types. Users can effortlessly navigate through the platform, selecting their preferred assessment type and which organizations to aggregate, thereby enabling informed decision-making and streamlined data analysis for a variety of organizational needs.

To access the Aggregate feature:

On the Dashboard, navigate to the “Aggregate” button near the bottom of the left-side pane.

Select the type of assessment you want to aggregate. These are either “Baseline” or “Progress” assessment reports that are completed or ongoing.

Select the women’s organizations that you want to aggregate in the next drop-down box.



Aggregate: Navigate to Aggregate and Select Assessment



Aggregate: Select the Organizations and Calculate

Domain Name	Abbreviation	Score
Governance and Strategic Leadership	GSL	73.88
People Management and Culture	PMC	73.38
Finances	FM	68.81
Project Management	PM	69.06
External Engagement and Networks	EEN	73.31

Rows per page: 100 1-5 of 5 < >

Aggregate: Viewing Results

The aggregate results are neatly presented in a tabular form at the bottom of the page, enabling informed decision-making for a variety of organizational needs. Note that, when selecting the women organization to aggregate data from, you can select “All” to aggregate data from all the women organizations registered in the system.

Conclusion

To summarize, the Web Application emerges as asset for efficient survey management within women's organizations. Its access levels, encompassing participant, admin/manager, and superadmin roles, ensure secure data handling and tailored insights for all users. The user-friendly interface and comprehensive dashboard facilitate smooth navigation through the application's diverse functionalities, allowing for intuitive control and management of various aspects of the survey process.

Furthermore, with its features for managing organizations, domains, subdomains, and variables, the application empowers administrators to customize surveys to match the unique requirements of each organization. The streamlined process for opening and closing assessments guarantees the systematic collection of survey data, thereby enabling insightful analysis and informed decision-making.

As a comprehensive resource, this guide serves as a crucial tool in familiarizing users with the Web Application's capabilities. For a more in-depth understanding, users are encouraged to refer to the accompanying audio-visual guide, which provides step-by-step demonstrations and further explains the application's functionalities.