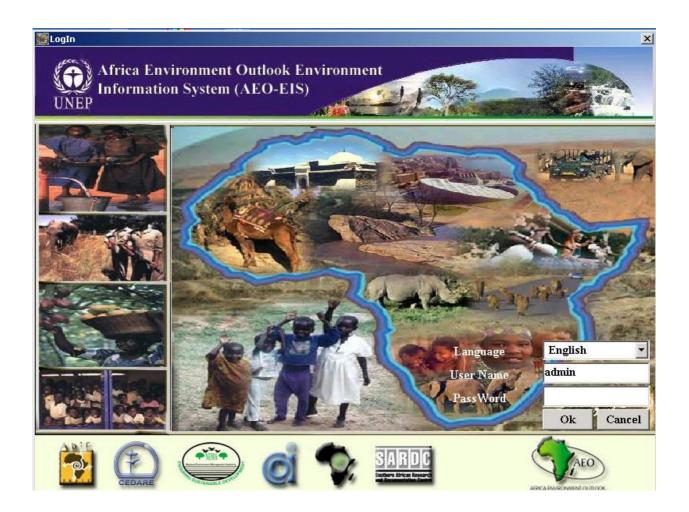
# Africa Environment Outlook Environment Information System (AEO-EIS)



## **AEO-EIS**

## **User Manual**

## January 2005

## **Table of Contents**

Т	ABLE	OF CONTENTS	
L	IST OF	FIGURES	
1	INT	FRODUCTION	7
2	но	W TO RUN AEO-EIS	
3	DA	TA AND INDICATORS SYSTEM:	
·	3.1	SEARCH MODULE METHODS AND COMPILING OF REPORTS:	
	3.1 3.2	DATA ENTRY MODULE	
	3.3	METADATA MODULE	
	3.4	Administration Module	
4	EX	PERTS DATABASE:	
	4.1	SEARCH COMPONENT:	
	4.2	DATA ENTRY OF EXPERTS DATABASE	
5	AD	MINISTRATION COMPONENT	
	5.1	Reference	
	5.2	INTERFACE:	
6	DO	CUMENTS DATABASE:	
	6.1	SEARCH MODULE METHODS AND COMPILING OF REPORTS:	
6	.1.2.1	GEOGRAPHIC PREFERENCE GROUP	
	6.2	DATA ENTRY MODULE:	
7	AD	MINISTRATION	
	7.1	Reference	
	7.2	INTERFACE SCREENS:	
8	SE	CURITY MODULE	
	8.1	Reference Section	
	8.2	INTERFACE SECTION	
9	EX	PORT DATA	

## List of Figures

FIGURE 1 LOG IN SCREEN	
FIGURE 2 MAIN MENU	8
FIGURE 3 DATA AND INDICATORS MAIN SCREEN	9
FIGURE 4 SEARCH SCREEN	
FIGURE 5 REPORT TYPE LIST	14
FIGURE 6 SPATIAL REPORT	15
FIGURE 7 EXTRACTING INDICATOR VALUES FOR KENYA	19
FIGURE 8 GRAPH ILLUSTRATING INDICATOR VALUES FOR KENYA	
FIGURE 9 SEARCHING FOR INDICATOR VALUES FOR GHANA	
FIGURE 10 GRAPH ILLUSTRATING INDICATOR VALUES FOR GHANA	
FIGURE 11 GRAPH ILLUSTRATING INDICATOR VALUES FOR WESTERN AFRICA	
FIGURE 12 SEARCHING FOR INDICATOR VALUES FOR TUNISIA	
FIGURE 13 PRINTABLE VERSION OF THE TUNISIA COUNTRY DATASHEET	
FIGURE 14 INDICATOR DATASHEET (COUNTRY) FOR TUNISIA	
FIGURE 15 DATA VARIABLE SEARCH SCREEN	
FIGURE 16 MAIN DATA ENTRY SCREEN	
FIGURE 17 WORLD DATA ENTRY SCREEN	
FIGURE 18 ENTERING WORLD DATA	
FIGURE 19 DATA UPDATE SCREEN	
FIGURE 20 DATA DELETION SCREEN	
FIGURE 21 DATA DISPLAY SCREEN	
FIGURE 22 METADATA SEARCH SCREEN	
FIGURE 23 METADATA RESULT SCREEN	
FIGURE 24 METADATA ADDITION SCREEN	
FIGURE 25 HOW TO ADD DATA TO THE METADATA	
FIGURE 26 ELEMENT NAME SCREEN	
FIGURE 27 ELEMENT DETAIL DATA ENTRY SCREEN	
FIGURE 28 MAIN REFERENCE SCREEN	
FIGURE 29 NEW DATA ENTRY – SUB NATIONAL	
FIGURE 30 DATA UPDATE SCREEN – COUNTRY	
FIGURE 31 DATA DELETION SCREEN – COUNTRY	
FIGURE 32 DATA DISPLAY SCREEN – COUNTRY	
Figure 33 Adding a New Theme	39

Figure 34 Adding New Issues	. 40
Figure 35 Adding a New indicator	. 41
Figure 36 Indicator Type	. 41
FIGURE 37 SPECIFYING THE INDICATOR TYPE	. 41
FIGURE 38 MAIN SCREEN - SELECTING THEMES INDICATOR MATRIX	. 42
FIGURE 39 ADDING A NEW INDICATOR AND LINKING IT TO A THEME	. 42
FIGURE 40 MATRIX SCREEN – THEME, INDICATOR, ISSUE AND INDICATOR TYPE	. 43
Figure 41 Theme - Indicators Matrix	. 43
FIGURE 42 IMPORT DATA SCREENS	. 45
FIGURE 43 SELECT DATA SHEET	. 45
FIGURE 44 DATA SHEET AFTER SELECTION	. 45
FIGURE 45 CHANGING A REPORT NAME	. 46
Figure 46 Changing a Field Name	. 46
FIGURE 47 CHANGING SCREEN NAMES	. 47
FIGURE 48 EXPERT DATABASE MAIN SCREEN	. 48
FIGURE 49 EXPERT DATABASE SEARCH SCREEN	. 49
FIGURE 50 REPORT TYPE LIST	. 51
FIGURE 51 EXTRACTING EXPERTS FOR EGYPT	. 52
FIGURE 52 REPORT ILLUSTRATING EXPERT MALE FOR EGYPT	. 53
FIGURE 53 SEARCHING SPECIFIED SPECIALTIES	. 53
FIGURE 54 REPORT ILLUSTRATING EXPERT RESUME FOR SOIL DEGRADATION	. 54
FIGURE 55 SEARCHING FOR EXPERTS WITH SPECIALTY OF AIR POLLUTION AND PH.D DEGREE	. 54
FIGURE 56 COUNTRY BRIEF REPORT OF EXPERT	. 55
FIGURE 57 SEARCHING FOR EXPERT FROM ALGERIA	. 55
FIGURE 58 SPECIALTY BRIEF REPORT FOR EXPERT FROM ALGERIA	. 56
FIGURE 59 MAIN DATA ENTRY SCREEN	. 56
FIGURE 60 EXPERT DATA MANIPULATION SCREEN	. 58
FIGURE 61 UPDATE / DATA ENTRY SCREEN	. 58
FIGURE 62 DATA DELETION SCREEN	. 59
FIGURE 63 DATA DISPLAY SCREEN	. 59
FIGURE 64 MAIN REFERENCE SCREEN	. 60
FIGURE 65 NEW DATA ENTRY – SUB NATIONAL	. 61
FIGURE 66 DATA UPDATE SCREEN – COUNTRY	. 62
FIGURE 67 DATA DELETION SCREEN – COUNTRY	. 63
FIGURE 68 DATA DISPLAY SCREEN – COUNTRY	. 64

FIGURE 69 LOOK UP'S SCREEN	65
FIGURE 70 LOOK UP'S SCREEN- ADD	
FIGURE 71CHANGING A REPORT NAME	
FIGURE 72 CHANGING A FIELD NAME	67
FIGURE 73 CHANGING SCREEN NAMES	67
FIGURE 74 DOCUMENTS DATABASE MAIN SCREEN	68
FIGURE 75 DOCUMENTS DATABASE SEARCH SCREEN	69
FIGURE 76 REPORT TYPE LIST	71
FIGURE 77 EXTRACTING DOCUMENTS FOR KENYA	
FIGURE 78 REPORT ILLUSTRATING DOCUMENTS FOR KENYA	
FIGURE 79 SEARCHING FOR PUBLISHER VALUES FOR CEDARE	
FIGURE 80 REPORT ILLUSTRATING DOCUMENT VALUES FOR CEDARE	
FIGURE 81 REPORT ILLUSTRATING DOCUMENT VALUES FOR CEDARE (PAGE 2)	
FIGURE 82 SEARCHING FOR DOCUMENT VALUES FOR CALL NUMBER: 55454	74
FIGURE 83 REPORT FOR DOCUMENT VALUES FOR CALL NUMBER = 55454	74
FIGURE 84 MAIN DATA ENTRY SCREEN	75
FIGURE 85 MAIN DATA ENTRY SCREEN TO ADD	
FIGURE 86 MAIN DATA ENTRY SCREEN TO QUERY AND UPDATE	77
FIGURE 87 UPDATE SCREEN	77
FIGURE 88 DATA DELETION SCREEN	
FIGURE 89 DATA DISPLAY SCREEN	
FIGURE 90 MAIN REFERENCE SCREEN	
FIGURE 91 NEW DATA ENTRY – SUB NATIONAL	80
FIGURE 92 DATA UPDATE SCREEN – COUNTRY	81
FIGURE 93 DATA DELETION SCREEN – SUB REGIONS	81
FIGURE 94 NEW DATA ENTRY – AUTHOR	
FIGURE 95 DATA UPDATE SCREEN – FREQUENCY	
FIGURE 96 DATA DELETION SCREEN – DOCUMENT TYPE	
FIGURE 97 DATA DISPLAY SCREEN – PUBLISHER	85
FIGURE 98 UPDATE SCREENS	
FIGURE 99 USERS AND SECURITY SCREEN	
FIGURE 100 USER NAMES AND SYSTEM NAMES	89
FIGURE 101 ADDING A NEW USER	89
FIGURE 102 SYSTEM NAMES	
FIGURE 103 UPDATE SYSTEM NAME	

FIGURE 104 THE EXPORT SCREEN	91
FIGURE 105 THE MESSAGE AFTER EXPORT	
FIGURE 106 THE FILES EXPORTED	

#### 1 Introduction

The objective of the Africa Environment Outlook – Environment Information System (AEO-EIS) is to act as a standard information system for African nations to acquire, process, and disseminate information relevant to sustainable development. A key feature of AEO-EIS is to assist in developing State of Environment reports on the national, sub-regional and regional levels. AEO-EIS provides tabular, graphical, and spatial reports. AEO-EIS has multiple language interface; English, French, and Arabic.

This user manual familiarizes users with the different databases; Data and Indicators, Experts Database, Documents Database, Security Module, and their data entry, search, and reporting capabilities with simple step-by-step instructions and images.

The Data and Indicators module allow users to acquire and search for data variables and indictors that can assist in identifying the state of environment and development on national, sub-regional, and regional levels. Users can receive outputs as tabular, graphical, and geographical reports.

The Experts database acts as a standard Experts information system for African nations to acquire, process, and disseminate information relevant to environment and development Experts, especially worked on producing national and regional state of environment reports. A key feature of the Experts database is to assist in identifying experts on the national, sub-regional and regional levels.

The Documents database provides a standard Document management information system for the African nations to acquire, process, and disseminate information relevant to available documents and reports. The database would contain all the reference that is being used in producing national, sub-regional, and regional state of environment reports.

This user manual familiarizes users with the different data entry, search, and reporting capabilities of Africa-Documents with simple step-by-step instructions and images.

## 2 How to Run AEO-EIS

Select from the Start Menu > Programs > AEO-EIS > AEO-EIS. The system will start as shown in Figure 1

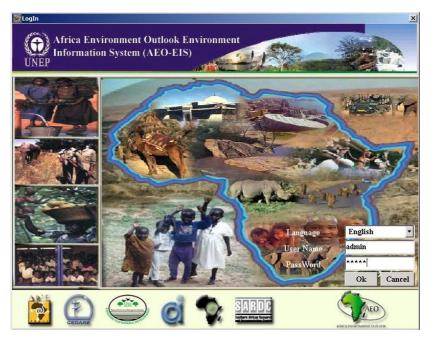


Figure 1 Log in Screen

- Enter User Name and Password.
- Select default Interface language (English Arabic French).
- Click the OK button.

Main Menu will start as in Figure 2.

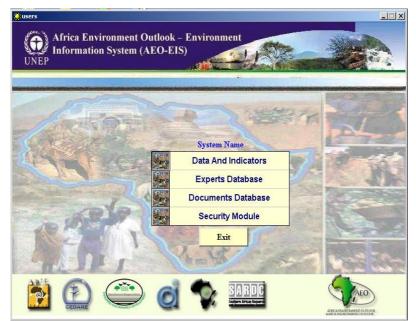


Figure 2 Main Menu

## 3 Data and Indicators System:

This information system consists of four main components (as shown in Figure 3):

- Search Module
- Data Entry Module
- Metadata
- Administration Module

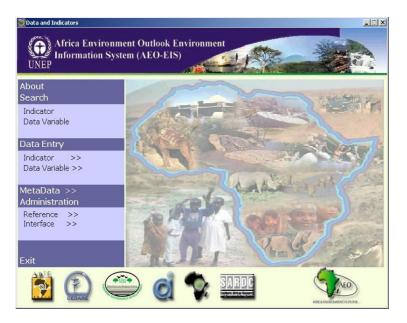


Figure 3 Data and Indicators main Screen

#### 3.1 <u>Search Module Methods and Compiling of Reports:</u>

The Search Module is used to extract data in the form of reports, graphs and spatial reports. Specific parameters can be set for the Search, in order to filter the data and compile it. The Search consists of Indicator Values and Data Variables.

By entering several search parameters, you can extract up to 12 reports and 10 graphs, on several geographic levels (Regional – Sub-regional – National – Sub-national – City). You can also compile the data in a map, which serves to clearly illustrate the data and its geographic location.

## 3.1.1 Search Method for Indicator Values and Data Variables:

A search can be conducted for Indicators or Data Variables using the same method. When searching for indicators, a screen similar to Figure 4 will appear.



Figure 4 Search Screen

This screen shows a number of search parameters:

- Region
- Sub Region
- Country
- Sub National
- City
- Initiative
- Theme
- Issues
- Indicator Type
- Indicator

This screen has several important buttons are follows:

Button	Title	Function
Query	Query	Producing reports
Save Query	Save Query	Saving queries
Open Query	Open Query	Opening a new query
Clear	Clear Query	Deleting query
Clear All	Clear all Query	Deleting all query
Exit	Exit	Exiting screen
	Report Type List	Displaying report type list
Сору	Сору	Copying graph
Print	Print	Printing

3.1.1.1

#### 3.1.1.2 How To Use the Search Screen

The Search Screen can be used to extract data and compile reports on this data. We will go over more than one example of these queries. While entering the Search parameters, it is also possible to save these parameters for later use by clicking on the Save Query button Save Query, and later recalled by clicking on the Open Query button Open Query, and selecting the saved query parameters.

You can cancel your selected query by clicking the 'Clear' button or cancel all queries by clicking 'Clear All'. The Search Screen contains the following:

- Geographic Area
- Indicator Group

#### 3.1.1.2.1 Geographic Area:

The Geographic group consists of:

- Region
- Sub Region
- Country

- Sub National
- City

The user can choose any of these options by double clicking with the mouse and selecting from the menu. Users can make multiple selection by mouse click and then press OK.

3.1.1.2.2 Searching and Compiling Reports by Geographic Area:

- Double click the 'Region' field and select a region.
- Double click the 'Sub Region' field and select a sub region.
- Double click the 'Country' field and select a country.
- Double click the 'Sub National' field and select a sub national region.
- Double click the 'City' field and select a city.
- Click the 'Report Type' button and select the proper type.
- Click the 'Query' button.

Note that you can select the Region, Sub Region or Country only, then click on the 'Report Type' button and choose the proper report type and click 'Query' to produce the report.

#### 3.1.1.2.3 <u>The Indicator Group:</u>

The indicator group consists of the following:

- Initiative
- Theme
- Environmental issue
- Indicator Type
- Indicator

Here you can specify the geographic area for which you wish to compile data. Alternatively, you can choose not to specify a geographic area, but specify the Indicator or the Theme. You can also select a Country or a City or specify the Theme and Indicator. Now choose a report type by clicking on the arrow and then click 'Query' to compile. Note that the reports are divided according to geographic area, for e.g., if you select 'Region', only Region reports are displayed.

#### 3.1.1.2.4 Searching and Compiling Reports by Indicators

- Double click the 'Initiative' field.
- Select a specific Initiative.
- Double click the 'Theme' field.
- Select a specific Theme.
- Double click the 'Environmental Issue' field.

- Select a specific Environmental Issue.
- Double click the 'Indicator Type' field.
- Select a specific Indicator Type.
- Double click the 'Indicator' field.
- Select a specific Indicator.
- Click on the 'Report Type' button, and choose a specific report type.
- Click on the 'Query' button.

Note that you may choose only a specific Theme or Indicator, then click on the arrow for 'Report Type', and choose the proper report type, then click 'Query' to compile the report. The following table shows the relation between Geographic area and Report Type.

	Area	Report Title	Туре
		Region Bar Graph	Graph
1	Region	Region Line Graph	Graph
1	Region	Region Datasheet	Report
		Indicator Datasheet (Region)	Report
2		Sub Region Bar Graph	Graph
		Sub Region Line Graph	Graph
	Sub Region	Sub Region Datasheet	Report
		Indicator Datasheet (Sub Region)	Report
		Sub Region Pie Graph	Graph
		Country Bar Graph	Graph
		Country Line Graph	Graph
3	Country	Country Datasheet	Report
		Indicator Datasheet (Country)	Report
		Country Pie Graph	Graph
		Sub National Bar Graph	Graph
4	Sub National	Sub National Line Graph	Graph
4	Sub Mational	Sub National Datasheet	Report
		Indicator Datasheet (Sub National)	Report
	<u> </u>	City Bar Graph	Graph
5	City	City Line Graph	Graph
3	City	City Datasheet	Report
		Indicator datasheet (City)	Report
6	Unspecified	Indicators List	Table

7	Unspecified	GIS Report	Map
8	Unspecified	Indicators Matrix	Table
9	Unspecified	Theme Indicators Matrix	Table

As Figure 5 illustrates, when a country is selected, a country report type must be chosen from the report list, and when a city is selected, a city report type must be selected. The previous table illustrates the relationship between geographic area and report type. We will review briefly the function of each report.

-		<u>×</u>
	Report Type	
180 -	City Bar Graph	
	City Datasheet	
0.00-200-20	- City Line Graph	
17425	Country Bar Graph	
	Country Datasheet	
	Country Line Graph	REAL CONTRACTOR
- and - and	Country Pie Graph	
	GIS Report	
	Indicator Datasheet (City)	1000
And	Indicator Datasheet (Country)	▼ Ţ rce
Anu	Indicator Datasheet (Region)	

Figure 5 Report Type List

## 3.1.1.2.5 <u>How to Compile Spatial Reports:</u>

It is possible to compile show the indicator values on a map. Here we can compile a map of Africa with the extracted Indicator Values for a specific indicator, by following these steps:

- Double click the 'Region' field.
- Select a specific Region.
- Double click the 'Sub Region' field.
- Select a specific Sub Region.

Go to the 'Indicator' field, double click and select a specific Indicator, then fill in the time period: from - to.

- Click the 'Report Type' button and choose Geographic Maps.
- Click the 'Query' button; the map will appear as in Figure 6.

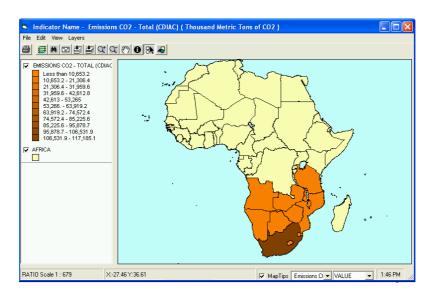


Figure 6 Spatial Report

## 3.1.1.3 <u>Reports & Graphs</u>

Reports and Graphs can be extracted for different geographic preferences as follows:

- Regional Level
- Sub-Regional Level
- Country Level
- Sub-national Level
- City Level

## 3.1.1.3.1 <u>Regional Level</u>

## 3.1.1.3.1.1 <u>Region Bar Graph</u>

Graph illustrating indicator values or data for the specified region in the form of bars in different colors, one for each year.

## 3.1.1.3.1.2 <u>Region Line Graph</u>

Graph illustrating Indicator Values or Data for the specified region in the form of lines and dots where the X axis represents years and the Y axis represents the values.

## 3.1.1.3.1.3 <u>Region Datasheet</u>

Report illustrating the regional data: theme, indicator and indicator value for each year, in addition to the Data Source.

## 3.1.1.3.1.4 Indicator Datasheet (Region)

This Report illustrates the indicator data, the theme, and the indicator value for the region each year.

## 3.1.1.3.2 <u>Sub-Regional Level</u>

## 3.1.1.3.2.1 Sub Region Bar Graph

Graph illustrating Indicator Values or data for the specified Sub Region in the form of bars in different colors, one for each year.

## 3.1.1.3.2.2 Sub Region Line Graph

Graph illustrating Indicator Values or Data for the specified Sub Region in the form of lines and dots where the X axis represents years and the Y axis represents the values.

## 3.1.1.3.2.3 Sub Region Pie Graph

Graph illustrating Indicator Values or Data for the specified Sub Region in the form of pie charts divided into specific countries represented by different colors.

## 3.1.1.3.2.4 <u>Sub Region Datasheet</u>

Report illustrating the Sub Regional data: theme, indicator and indicator value for each year, in addition to the Data Source.

#### 3.1.1.3.3 Indicator Datasheet (Sub Region)

This Report illustrates the indicator data, the theme, and the indicator value for the Sub Region each year.

## 3.1.1.3.4 Country Level

## 3.1.1.3.4.1 Country Bar Graph

Graph illustrating Indicator Values or data for the specified Country in the form of bars in different colors, one for each year.

#### 3.1.1.3.4.2 <u>Country Line Graph</u>

Graph illustrating Indicator Values or Data for the specified Country in the form of lines and dots where the X axis represents years and the Y axis represents the values.

#### 3.1.1.3.4.3 <u>Country pie Graph</u>

Graph illustrating Indicator Values or Data for the specified Country in the form of pie charts divided into specific sub-national regions represented by different colors.

#### 3.1.1.3.4.4 <u>Country Datasheet</u>

Report illustrating the Country data: theme, indicator and indicator value for each year, in addition to the Data Source.

## 3.1.1.3.4.5 Indicator Datasheet (Country)

This Report illustrates the indicator data, the theme, and the indicator value for the Country each year.

## 3.1.1.3.5 <u>Sub-National Level</u>

## 3.1.1.3.5.1 Sub National Bar Graph

Graph illustrating Indicator Values or data for the specified Sub National region in the form of bars in different colors, one for each year.

#### 3.1.1.3.5.2 <u>Sub National Line Graph</u>

Graph illustrating Indicator Values or Data for the specified Sub National region in the form of lines and dots where the X axis represents years and the Y axis represents the values.

#### 3.1.1.3.5.3 <u>Sub National Datasheet</u>

Report illustrating the Sub National region data: theme, indicator and indicator value for each year, in addition to the Data Source.

## 3.1.1.3.5.4 Indicator Datasheet (Sub National)

This Report illustrates the indicator data, the theme, and the indicator value for the Sub National region each year.

## 3.1.1.3.6 <u>City Level</u>

## 3.1.1.3.6.1 <u>City Bar Graph</u>

Graph illustrating Indicator Values or data for the specified City in the form of bars in different colors, one for each year.

#### 3.1.1.3.6.2 <u>City Line Graph</u>

Graph illustrating Indicator Values or Data for the specified City in the form of lines and dots where the X axis represents years and the Y axis represents the values.

#### 3.1.1.3.6.3 City Datasheet

Report illustrating the City data: theme, indicator and indicator value for each year, in addition to the Data Source.

#### 3.1.1.3.6.4 Indicator Datasheet (City)

This Report illustrates the indicator data, the theme, and the indicator value for the City each year.

#### 3.1.1.3.7 Common Reports

There are common reports that serve all the geographic levels or the Data variables and indicator infrastructure.

#### 3.1.1.3.7.1 GIS report

GIS data map of Africa showing the indicator values for a specific year.

#### 3.1.1.3.7.2 Indicators List

This Table lists all Indicators and Data Variables available in the database.

#### 3.1.1.3.7.3 Indicators Matrix

This Report lists the relation between indicators, themes, and environmental issues available in the database.

#### 3.1.1.3.7.4 Themes Indicators Matrix

This Report lists the relation between themes, environmental issues and indicators available in the database.

## 3.1.2 Examples

Below are examples to train the user on using the query screen.

#### 3.1.2.1 <u>Example 1</u>

To extract data for the Indicator (Emissions of N2O Total (RIVM)) for Kenya, as shown in Figure 7, follow these steps:

Search > Indicator Africa Environment C Information System (A	Dutlook – Environment AFO-EIS)		
UNEP Region		Initiative	
Sub Region		Theme	
Country Kenya	-	Issues	
Sub National City		Indicator Type	
OR C And Indicator Emissions of N2O - Total (RIVM)	Value   Year     Year   Year     Year   Year	Interval Source	
Query   Save	Report Type Country Bar Graph Query Open Query Clear		AEO

Figure 7 Extracting Indicator Values for Kenya

- Double click the 'Country' field and select Kenya.
- Double click the 'Indicator' field and select (Emissions of N2O Total (RIVM)).
- Double click 'Report Type' button.
- Select 'Country Bar Graph'.
- Click 'Query', the graph will appear as in Figure 8.

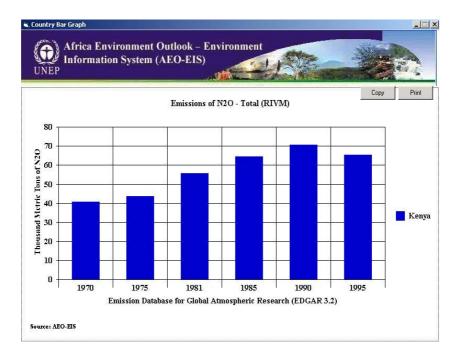


Figure 8 Graph Illustrating Indicator Values for Kenya

Note that you can click the 'Print' button or copy the graph onto a Microsoft® Word or Excel file by:

- Clicking 'Copy'.
- Opening a Word or Excel file.
- Opening the 'Edit' Menu, and clicking on 'Paste Special'.

#### 3.1.2.2 Example 2:

To extract data for the Indicator (Arable Land), which is part of the Land Theme, for Ghana, a country in West Africa, follow these steps (Figure 9):

Search > Indicator			
Africa Environment Outlo UNEP			
Region		Initiative	
Sub Region	•	Theme	
Western Africa		Land	-
Country	•	Issues	
Ghana	- mer		-
Sub National	and the second second	Indicator Ty	pe
City	HALE .		•
© OR C And Indicator	· Year Year Value From To	Interval	Source
Arable Land			
Cour	Report Type ntry Line Graph		
Query Save Query	Open Query Clear	Clear All Exit	AEO

Figure 9 Searching for Indicator Values for Ghana

- Double click the 'Sub Region' field and select 'Western Africa'.
- Double click the 'Country' field and select 'Ghana'.
- Double click the 'Theme' field and select 'Land'.
- Double click the 'Indicator' field and select 'Arable Land'.
- Click the 'Report Type' button.
- Choose 'Country Line Graph', and click on 'Query'. The graph will appear as in Figure 10.

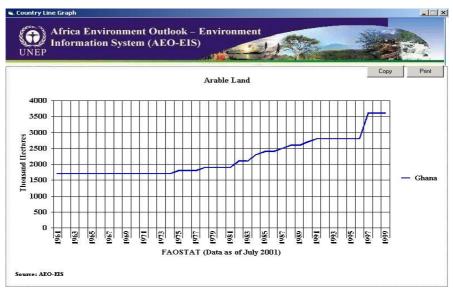


Figure 10 Graph Illustrating Indicator Values for Ghana

For a Pie Graph, enter the 'Year From' and 'Year To' fields.

Select 'Sub Region Pie Graph', and click on 'Query'. The graph will appear as in Figure 11.

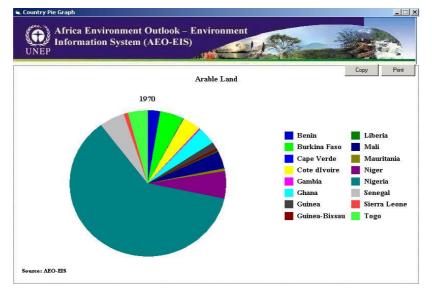


Figure 11 Graph Illustrating Indicator Values for Western Africa

## 3.1.2.3 Example 3:

To extract data on the Indicator (Fish Catch – Marine), of the 'Coastal and Marine Environment' Theme, for Tunisia, a country in North Africa, and part of the AEO Initiative (Figure 12):

Region		AEO	
AIIICa	-	AEU	-
Sub Region		Theme	
Northern Africa		Coastal and Marine Environmnet	<u>^</u>
	·	1	-
Country Tunisia	- Contraction of the	Issues	
Tunisia			-
Sub National	States and	Indicator Type	1
			-
City	And the second second		-
	🕂 Year Yea		
And Indicator	Value From To	Interval Source	100
tch - Marine	<b>•</b>		

Figure 12 Searching for Indicator Values for Tunisia

- Double click the 'Region' field and select 'Africa'.
- Double click the 'Sub Region' field and select 'North Africa'.
- Select Tunisia from the Country Menu.
- Double click the 'Initiative' field and select 'AEO'.
- Double click the 'Theme' field and select 'Coastal and Marine Environment'.
- Double Click the 'Indicator' field and select 'Fish Catch Marine'.
- Click the 'Report Type' button.
- Select 'Country Datasheet' report type.
- Click 'Query'. The Country Datasheet report will appear. The printed version of the report will be similar to Figure 13.

ate : 18/12	2/2004	Ca	ountry Datasheet				
Country	Theme	Enviro Issue	Indicator/Core DataSet		Year	Value	Source Name
Tunisia	Coastal and Marine Environmmet		Fish Catch - Marine ( Metric Tons)	1970	Years: 1970-1999	21634.000	FAO Fisheries Department, Fishery Information, Data Metric Tons
Tunisia	Coastal and Marine Environmnet		Fish Catch - Marine ( Metric Tons)	1971	Years: 1970-1999	24375.000	FAO Fisheries Department, Fishery Information, Data Metric Tons
Tunisia	Coastal and Marine Environmnet		Fish Catch - Marine ( Metric Tons)	1972	Years: 1970-1999	24589.000	FAO Fisheries Department, Fishery Information, Data Metric Tons
Tunisia	Coastal and Marine Environmnet		Fish Catch - Marine ( Metric Tons)	1973	Years: 1970-1999	25796.000	FAO Fisheries Department, Fishery Information, Data Metric Tons
Tunisia	Coastal and Marine Environmnet		Fish Catch - Marine ( Metric Tons)	1974	Years: 1970-1999	37986.000	FAO Fisheries Department, Fishery Information, Data Metric Tons
Tunisia	Coastal and Marine		Fish Catch - Marine (	1975	Years:	40899.000	FAO Fisheries

Figure 13 Printable Version of the Tunisia Country Datasheet

However, to compile an Indicator Datasheet (Country), follow these steps:

- Click the 'Report Type' button.
- Select Indicator Datasheet (Country).
- On the data review screen, click 'Print' and the report will appear on screen before printing, as in Figure 14.

Date : 18/12/2004	Indicator D	atasheet (	Country)		
Indicator/Core : DataSet	Fish Catch - Marine ( Met				
Theme :	Coastal and Marine Environ	mnet			
Environmental Issue :					
	Country		Year	Value	
	Tunisia	1970	Years:	21634.000	
			1970-1999		
	Tunisia	1971	Years:	24375.000	
			1970-1999		
	Tunisia	1972	Years:	24589.000	
		1	1970-1999	1	
	Tunisia	1973	Years:	25796.000	
		-	1970-1999		
	Tunisia	1974	Years:	37986.000	
			1970-1999		
	Tunisia	1975	Years:	40899.000	
			1970-1999		
	Tunisia	1976	Years:	44049.000	
			1970-1999		
	Tunisia	1977	Years:	49930.000	
			1970-1999		
	Tunisia	1978	Years:	49751.000	
		1000	1970-1999	62624.000	
	Tunisia	1979	Years: 1970-1999	53624.000	
		1980		53649.000	
	Tunisia	1980	Years: 1970-1999	33649.000	
	Tunisia	1981	1970-1999 Years:	52065.000	
	Tunisia	1981	1970-1999	32063.000	
	Tunisia	1982	Years:	56217.000	
	Turusta	1982	1 ears:	100217.000	

Figure 14 Indicator Datasheet (Country) for Tunisia

It is also possible to enter an Indicator value, or enter a value range (bigger than or smaller than the Indicator value), and extract the data that meets this requirement only. It is also possible to specify a year and extract only its data.

The following are the main buttons on the report:

Button	Title	Function
6	Print	Printing the Report
ø	Export	To paste the report onto a Text, Word, or Excel File.
Close	Close	Exiting

## 3.1.3 Data Variables

#### 3.1.3.1 <u>How to Search for Data Variable Values</u>

To search for Data Variable values, follow these steps:

- Access the main menu and select 'Search'.
- Select the 'Data Variable'. A screen similar to Figure 15 will open.

NEP Region			Initiati	Ve
is a second s				1
Sub Region	-		Then	ne
12	<b>_</b>			-
	•			-
Country	Stranger Sta	and the second	Issue	S
	<u> </u>			<b></b>
Sub National	-	and a second	Data Varia	nle Type
Sub Hattoliai	÷.	the I have		-
City	A State of States	The second		-
	+	Year Yea		
C And Data Variable	Value	From To	Interval	Source
	-			
	-			

Figure 15 Data Variable Search Screen

This is the same as the 'Indicator' search screen, but instead of Indicators, the search is for Data Variables. This screen can be used for the same functions mentioned above, and can compile the same reports.

## 3.2 Data Entry Module

The Data Entry module consists of two sections:

- Indicators.
- Data Variable.

#### 3.2.1 Indicators

This section consists of a number of screens, as shown in Figure 16:

- World
- Region
- Sub Region
- Country
- Sub National
- City



Figure 16 Main Data Entry Screen

Buttons employed for Data Entry:

Button	Title	Function
Add	Add	Adding data
Update	Update	Updating data
Delete	Delete	Deleting Data
Display	Display	Displaying data

Save	Confirmation	Confirming
Back	Delete entered data	Exiting the screen without any changes
Finish	Finish entering data	Confirming and going to back

## 3.2.1.1 Data Manipulation:

During the data entry process, you may:

- Enter new data.
- Update data
- Delete Data
- Display data

## 3.2.1.1.1 <u>To Enter New Data</u>

- Access the main Data Entry screen.
- Select 'Indicator'.
- Screen similar to Figure 16 will Popup.
- Select any of the following choices:
  - o World
  - o Region
  - Sub Region
  - $\circ$  Country
  - Sub National
  - o City
- Screen similar to Figure 17 will start.

(D) UNEP	Africa Environmen Information System			
Serial No	Indicator Name I	En	Indicator Name Fr Indicator Name Ar	
135	Agricultural Production	on Index	Agricultural Production Indexiltural Production Index - Tota	II.
185	Alternative Conversion	on Factor	Alternative Conversion Factoersion Factor (Exchange Rate	)
127	Annual Forest Planta	tion Cha	Annual Forest Plantation Chanual Forest Plantation Change	e
57	Aquaculture Product	ion - Tota	Aquaculture Production - TotAquaculture Production - Tota	al
Serial No	and the states		Unit Name En	
37	Net Production Index	Number	(PIN) base 1989-91	ł
v	alue Ye	ar	Remarks	12
48.893	1	961	Years: 1961-2000	T
50.587	1	962	Years: 1961-2000	
51.797	1	963	Years: 1961-2000	
53.751	1	964	Years: 1961-2000	
54.990	1	965	Years: 1961-2000	1
57.163	1	966	Years: 1961-2000	1
58.868	1	967	Years: 1961-2000	
60.816	1	968	Years: 1961-2000	1
		Display	] Update Delete Add	

Figure 17 World Data Entry Screen

- Click 'Add'. A new screen will open as shown in Figure 18.
- Enter the new data.
- Click 'Save'.
- If you need to add more values to the Metadata click on the Metadata button (Go to Metadata section for further information)

Add World						
	World					
Indicator Name En	Agricultural Production Index - Total					
Unit Name En	Net Production Index	Number (PIN) base 1989-91				
Value						
Year	2004					
Remarks						
MetaData ID	×					
	Element Details En	TEXT En				
Creator / Data Prov			X			
Subject Keywords			X			
Sources			x			
Date			X			
Language 🛛 👘			X			
			X			

Figure 18 Entering World Data

#### 3.2.1.1.2 <u>To Update Existing Data</u>

- Access the main screen and the 'Data Entry' menu.
- Click 'Indicator'.
- Select the data to be updated. Click 'Update'.
- A screen will open similar to Figure 19.
- Enter the new data. Click 'SAVE'.

Update World					
	World				
Indicator Name En	Arable Land				
<u>Unit Name En</u>	Thousand Hectares				
Value	1278812				
Year	1961				
Remarks	1961-2002				
MetaData ID	1 x				
	Element Details En	TEXT En			
Creator / Data Provider	Creator name	Food and Agriculture Organization of the Uni X			
Subject Keywords	Free Text	Land use, agriculture, arable land, national le X			
Sources	Free Text	FAOSTAT (Data as of July 2004) X			
Date	1996-09-23 (ISO 8601)	2004-09-11 X			
Language	English	English X			
	Free Text	FAO X			

Figure 19 Data Update Screen

## 3.2.1.1.3 To Delete Existing Data

- Access the Main Screen and the Data Entry menu.
- Click 'Indicator'.
- Select the data to be deleted.
- A screen similar to Figure 20 will open. Click 'SAVE'.

	World	d			
Indicator Name En	Arable Land				
<u>Unit Name En</u>	Thousand Hectares		_		
Value	1278812				
Year	1961				
Remarks	1961-2002				
<u>MetaData ID</u>	1 x				
	Element Details I	En TEXT En			
Creator / Data Provider	Creator name	Food and Agriculture Organization of the Un	ii y		
Subject Keywords	Free Text	Land use, agriculture, arable land, national	le y		
Sources	Free Text	FAOSTAT (Data as of July 2004)	*		
Date	1996-09-23 (ISO 8601)	2004-09-11	×		
Language	English	English	×		
Publisher	Free Text	FAO	×		

Figure 20 Data Deletion Screen

## 3.2.1.1.4 <u>To Display Existing Data</u>

Access the Main Screen and the Data Entry menu.

- Click 'Indicator'.
- Select the data to be displayed.
- Click 'Display'.
- The Display Screen will appear similar to Figure 21. Click 'SAVE'.

	v	/orld		
Indicator Name En	Arable Land			
<u>Unit Name En</u>	Thousand Hectares			
Value	1278812			
Year	1961			
Remarks	1961-2002			
MetaData ID	1 x			
	Element Deta	ils En TEXT En		
Creator / Data Provider	Creator name	Food and Agriculture Organization of t	he Uni 🗡	
Subject Keywords	Free Text	Land use, agriculture, arable land, nati	ional It >	
Sources	Free Text	FAOSTAT (Data as of July 2004)	×	
Date	1996-09-23 (ISO 8601)	2004-09-11	×	
Language	English	English	>	
Publisher	Free Text	FAO	>	

Figure 21 Data Display Screen

## 3.2.2 Data Variables

Data Variable screens are similar to Indicator screens. All the previous functions can be used with Data Variables, by following the same data entry steps.

#### 3.3 <u>Metadata Module</u>

The Metadata standard that is used for AEO—EIS is Dublin core standard / ISO 15836:2003 (E). Users must be aware of the Dublin Core standards before using this section. Through this module users can add, update or delete metadata records for indicators and data variable values. The Metadata Module consists of:

- Search Module.
- Data Entry Module
- Element Name Module
- Element Details Module

#### 3.3.1 Search Module

In this section it is possible to search for data and compile reports by:

- Accessing the main screen and selecting 'Metadata'.
- A menu will open, on this menu click 'Search', the Search Screen will appear (Figure 22).
- Double click 'Indicator Name', and select the Indicator whose data is being extracted.
- Double click 'Element Name', and 'Element Details' to choose from either or both of them.
- Click 'Query' and Result Screen will popup as shown in figure 8.
- Click Print and the Metadata Report will start.

🕼 MetaData 🐤 > Search	
Africa Environment Outlook – Environ Information System (AEO-EIS)	ment
Indicator Name	Element Name
Agriculture Value Added - Percent of (	
-	
	Element Details
United to according to an interest	
and the second s	_
MetaData Te	
IvietaData 1e:	
	Contraction and the second sec
Report N	ame
MetaData - Dublin Core	
Query Save Query Open Query	Clear Clear All Exit

Figure 22 Metadata Search Screen



Figure 23 Metadata Result Screen

## 3.3.2 Data Entry Module

This section can be used to enter data, and can be accessed by:

- Accessing the main screen and selecting 'Metadata'.
- A menu will open, on this menu click 'Data Entry'. A data entry screen will appear (Figure 24).

🔆 MetaData	>>> Data Entry
	Africa Environment Outlook – Environment Information System (AEO-EIS)
Code	Indicator Name En Indicator Name Fr Indicator Name Ar
135	Agricultural Production Index Agricultural Production IndexIltural Production Index - Total
185	Alternative Conversion Factor Alternative Conversion Factorrsion Factor (Exchange Rate)
127	Annual Forest Plantation Cha Annual Forest Plantation Chanual Forest Plantation Change
57	Aquaculture Production - Tot: Aquaculture Production - TotAquaculture Production - Total
142	Arable and Permanent Crops Arable and Permanent Crops Crops - Percent of Land Area -
Serial No	MetaData Elements En
	Element Details En TEXT En

Figure 24 Metadata Addition Screen

- Click 'Add', to add new data. A new screen will appear (Figure 24).
  - Click 'Update' to update selected Indicators metadata or 'Display' to display selected Indicator metadata record.
  - Alternatively, you can click 'Delete' to delete selected Indicator metadata record.
- Select type of Metadata Element from the tabs: Creator, Subject Keywords, Subject Controlled vocabulary, Subject Classification, Description, Publisher, Contributor, Date, Type, Format, Identifier URL, Identifier, Sources, Language, Relation, Coverage, and Keyword.
- Double click on the element details field, List of values will pop up.
- Select the required value from the list of values and enter data in the TEXT field.
- If the TEXT field color is dark yellow, this indicates that there is a list of value you can choose from. Double click on the TEXT field and a pop up menu will appear.
- Click 'Save' to save the metadata record.

Coverage		~~~~	~~~~
Identifier	Sources	Language	Relation
Date	Туре	Format	Identifier URL
ubject Classification	Description	Publisher	Contributor
Keyword	Creator / Data Provider	Subject Keywords	Subject Controlled vocabular
Element D	ails En	TEXT E	'n
			X X X X X X X X
			x

Figure 25 How to Add Data to the Metadata

#### 3.3.3 Element Name Module

In this section it is possible to enter basic data of the Dublin Core Element Name by:

- 1. Accessing the main screen and selecting 'Metadata'.
- A menu will open, from this menu click 'Element Name', the Screen in Figure 26 will Popup.
- 3. In the 'Data Entry' screen, click 'Add' to add new data or 'Delete' to delete selected record.
- 4. Click 'Update' to update or 'Display' selected record.

UNEI	Africa Environment Outlo	and the second se	
No	Element Name En	Element Name Fr	Element Name Ar
33	Keyword	Keyword	الكلمات الدليلية
1	Creator / Data Provider	Créateur	الكاتب أو الميدع
16	Subject Keywords	Subject Keywords	الموضوع والكلمات الرنيسية
2	Subject Controlled vocabular	Sujet Controlled vocabulary	المصطلحات الخاصة بالموضوع
3	Subject Classification	Sujet Classification	تصنيف الموضوعات
12	Description	Description	الوصيف
13	Publisher	Editeur	الذاشيق
4	Contributor	Contributeur	المساهم الآخر
5	Date	Date	ئتاريخ
10	Туре	Туре	وع المصدر
6	Format	Format	الصيغة
17	Identifier URL	Identifiant URL	عنوان الموقع الإليكترونى للمصدر
7	Identifier	Identifiant	بغرف المصدر
в	Sources	Source	ئمصدر
9	Language	Langue	للغة
	Displa	y Update <u>Delete</u> Add	(AEO)

Figure 26 Element Name Screen

## 3.3.4 **Element Details Screens**

In this section, it is possible to enter detailed data of the Dublin Core Element Names by:

- Accessing the main screen and selecting 'Metadata'.
- A menu will open, from this menu click 'Element Details', the Screen in Figure 27 will open.
- In the 'Data Entry' screen, click 'Add' to add new data or 'Delete' to delete selected data.
- Click 'Update' to update data or 'Display' to display data.

UNE	Africa Environment Outloo Information System (AEO- P		
No	Element Name En	Element Name Fr	Element Name Ar
33	Keyword	Keyword	الكلمات الدليلية
1	Creator / Data Provider	Créateur	الكاتب أو المبدع
16	Subject Keywords	Subject Keywords	الموضوع والكلمات الرنيسية
Code	Element Details Names En	Element Details Names Fr	Element Details Names Ar
1	abandoned vehicle	abandoned vehicle	abandoned vehicle
2	abiotic environment	abiotic environment	abiotic environment
3	abiotic factor	abiotic factor	abiotic factor
4	absorption (exposure)	absorption (exposure)	absorption (exposure)
5	acceptable daily intake	acceptable daily intake	acceptable daily intake
6	acceptable risk level	acceptable risk level	acceptable risk level
7	access road	access road	access road
8	access to administrative doc	access to administrative doc	to administrative documents
9	access to culture	access to culture	access to culture
10	access to information	access to information	access to information
11	access to the courts	access to the courts	access to the courts
12	access to the sea	access to the sea	access to the sea

Figure 27 Element Detail Data Entry Screen

## 3.4 Administration Module

The Administration module is made up of two menus:

- Reference.
- Interface.

These screens can be used to add new records, update records or delete records of the data and indicators system infrastructure. These screens should only be used with system administrators.

#### 3.4.1 **Reference**

The Reference menu is made up of two sub menus (Figure 28):

- Geographic sub-menu.
- Indicator sub-menu.

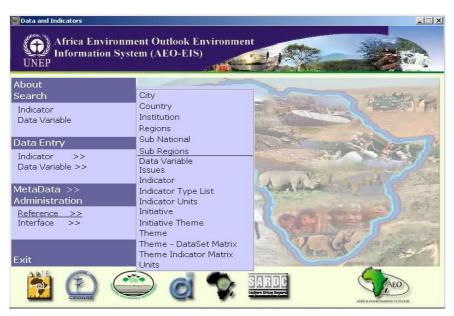


Figure 28 Main Reference Screen

#### 3.4.1.1 <u>Geographic Menu</u>

- City
- Country
- Institution
- Region
- Sub National
- Sub Region

In each of the previous screens, you can:

- Enter new record.
- Update existing record.
- Delete existing record.
- Display available records.

We will go over these commands on one of the Geographic menu screens.

#### 3.4.1.1.1 Entering New Data:

- Access the main screen.
- Click 'Reference' from the Administration section.

A popup menu will start on which you can select any of the following:

- City
- Country
- Institution

- Region
- Sub National
- Sub Region
  - $\circ$   $\,$  Click one of these options and a new screen will open.
  - Click 'Add'. A screen will appear similar to Figure 29.
  - $\circ$  Enter the new data.
  - Click 'Save'.

No.		ountry Name En	Country Name Fr	Country Name Ar
	Algeria Angola	115807	GERIE IGOLA	الچزانر. آنفولا
	Benin			العور يتن ا
ka K	Botswa	Add Sub National		پى بوتسوائا
Code		and the second		ational Name Ar
out	SUB1	Sub National Name En		
		Sub National Name Fr		
		Sub National Name Ar		
		P	. Deale Distant	
		Save	Back Finish	

Figure 29 New Data Entry – Sub National

#### 3.4.1.1.2 Updating Data:

- Access the main screen.
- Click 'Reference' from the Administration section.

A new screen will appear from which you can select any of the following:

- o City
- $\circ$  Country
- $\circ$  Institution
- $\circ$  Region
- o Sub National
- $\circ$  Sub Region

Click one of these options and a new screen will appear.

Select the data to be updated, then click 'Update', and a new screen will appear similar to Figure 30.

- Enter the new data.
- Click 'Save'.

UN			System (AEO-I	k – Environment EIS)	
Seria		Regio frica	n Name E	Region Name Fr Africa	Region Name Ar
Seria	d No	Sub_Reg	jon Name En	Sub_Region Name Fr	Sub_Region Name Ar
6	E	astern Afric	Update Country		Eastern Africa
		orthern Afri			Northern Africa
-	S	outhern Afr	Serial No	3	Southern Afric
eria	Cod	e Country	Code	12	PHA3 ISO ALPHA2
	12	Algeria	Country Name En	Algeria	DZ
5	264	Egypt	Country Name Fr	ALGERIE	EG
29	516	Libyan A			LY
52	608	Morocco	Country Name Ar	نزائر	MA
11	844	Sudan	ISO ALPHA3	DZA	SD
26	904	Tunisia	ISO ALPHA2	DZ	TN
45	980	Western	Sa	ve Back Finish	EH
	1				

Figure 30 Data Update Screen – Country

#### 3.4.1.1.3 Deleting Data:

- Access the main screen.
- Click 'Reference' from the Administration section.

A new screen will appear from which you can choose any of the following:

- o City
- o Country
- Institution
- o Region
- o Sub National
- Sub Region
- $\circ$   $\,$  Select one of these options and a new screen will open.
- Select the data to be deleted and click 'Delete'. A new screen will appear similar to Figure
  - 31.

	Af	rica Envi	>>>Country ronment Outloo System (AEO-)		vironm	ent			
Serial 3	and the second s	Region rica	n Name E Delete Country	- Africo	Region Na	ame Fr		Region Nar	ne Ar افريقيا
Seria 16 3 6	Ea No Sc	stern Afric orthern Afri outhern Afri	Country Name En	6 24 Angola ANGOL				E No Sou	Name Ar astern Africa rthern Africa uthern Africa
Serial 29 127 135 153	24 116 508 540 612	Angola Botswan Lesotho Malawi Mozambi	Country Name Ar ISO ALPHA3 ISO ALPHA2	AGO AO ve	Back	Finish	أنغولا 	A B L M M	W S S W Z
155 250	620 1	Namibia New Cou	NAMIBI Intry Name New Co Display		STORY S	te Add	אאא באנגע ASE	N W	

Figure 31 Data Deletion Screen – Country

## 3.4.1.1.4 Displaying Data:

- $\circ$  Access the main screen.
- Click 'Reference' from the Administration section.

A new screen will appear from which you can choose any of the following:

- o City
- Country
- $\circ$  Institution
- o Region
- o Sub National
- Sub Region

Select one of these options and a new screen will open.

Select the record to be displayed, click 'Display' and a new screen will appear as shown in Figure 32.

S.	A (		>>>Country ronment Outloo I System (AEO-I		vironment				
Seria 3		Region frica	n Name E	R	legion Name Fr	manning The	Region Na	me Ar یقیا	
3	A	irica	Display Country						
Seria 3 6 Seria 37 62 69 71	E N S 148 248 276 284	astern Afric orthern Afri outhern Afri outhern Afri Burundi Djibouti Eritrea Ethiopia	Country Name Fr Country Name Ar ISO ALPHA3 ISO ALPHA2	ETHIOF ETH ET	PIE	ئيوبيا	PHA3	n Name Ar Eastern Afric orthern Afric USO ALPHA2 31 DJ ER ER	ca ca 🗸
120	480	Kenya	Sar		Back Finis			KE	
188 205	752 820	Rwanda Somalia	SOMAL			RWA روالدا SOM الصومال		RW	
200	020		Display	Update	Delete A	dd		AEO	

Figure 32 Data Display Screen – Country

## 3.4.1.2 Indicator Menu

Indicator data is managed through the Indicator menu, by adding, updating or deleting data. It is also possible to control the relation between Theme, Indicator, and Indicator Type. The menu consists of the following:

- Data Variable
- Issues
- Indicator
- Indicator Type List
- Indicator Units
- Initiative
- Initiative Theme
- Theme
- Theme Dataset Matrix
- Theme Indicator Matrix
- Units

## 3.4.1.3 Examples

The following examples train the users on using the references menus

## 3.4.1.3.1 Example 1: How to add a 'Theme'.

- Access the main screen.
- Select 'Reference' from the Administration section.
- A new menu will appear, from this new menu, select 'Theme'.
- Select the data to be displayed. Click 'Add'. A new screen will appear. Figure 33.
- Click 'SAVE'.

Administ	ration > Reference >> > Theme Africa Environment Ou Information System (AF		
Code	Theme Name En	Theme Name Fr	Theme Name Ar
18	Achieve universal primary	edu	
16	Agriculture	Agricultre	- زراعة
1	Atmosphere Add Theme		Atmosphere
2	Biodiversity		Biodiversity
3	Coastal and M Code	25	nd Marine environmnet
22	Combat HIV/AI Theme Nam	a En	
24	Develop a glot		
13	Energy Theme Nam	eFr	Energy
23	Ensure enviro Theme Nam	e Ar	
17	Eradicate extre	Save Back Finish	
5	Forests	Save Back Finish	Forests
6	Freshwater	Freshwater	Freshwater
15	Gender	Gender	Gender
12	Human Health	Human Health	Human Health
21	Improve maternal health		
Consel	Di	splay Update Delete <u>Add</u>	

Figure 33 Adding a New Theme

3.4.1.3.2 Example 2: Adding a new 'Issue'

- Access the main screen.
- Select 'Reference' from the 'Administration' section.
- A new menu will appear, select 'Issues'.
- Click 'Add'. A new screen will appear. Figure 34.
- Click 'SAVE'.

Admir Q UN	Information System (	Outlook – Environment AEO-EIS)	
Cod 39		ne En Environmental Issue Name Fr	Environmental Issue Name Ar ural disaster
40	Abs Add Issues	A CONTRACTOR OF A CONTRACTOR O	Air Pollution
32	Appl Code	46	ient systems
15	App Environmental		ing systems.
34	Appl Issue Name En		echnologies
21	Bioc		degradation
,	Bure Environmental		n of ill health
43	By 2 Issue Name Fr		
15	By 2 Environmental		
25	Cark Issue Name Ar		n Emissions
37	Cau		ural hazards
26	Clim	Save Back Finish	ate variability
24	Corr	Save Back Finish	management
17	Degradation of forest qu	ualit Degradation of forest qualit	Degradation of forest qualit
12	Desertification	Desertification	Desertification -
		Display Update Delete <u>Add</u>	

Figure 34 Adding New Issues

#### 3.4.1.3.3 Example 3: How to Enter and Select a New Indicator:

- When entering a new Indicator, we must specify whether it is an Indicator or a Data Variable or both.
- Access the main screen.
- Select 'Reference' from the 'Administration' section.
- A new menu will appear, from this new menu, select 'Indicator'.
- The 'Indicator' screen will appear. Click 'Add', a new screen will appear similar to Figure 35.
- Enter the Code.
- Enter the Optimum Value.
- Enter the Indicator Name.
- Enter the Indicator Description (optional).
- Enter the Source (optional).

Add Indicator		
Code	241	
Optimum Value	0.00	
Indicator Name En	1	-
		-
Indicator Name Fr		4
		-
Indicator Name Ar		4
		-
Alternative Titel En		-
		-
Alternative Titel Fr		-
		~
Alternative Title Ar		<u>_</u>
-		-
Source		<u>^</u>
		7
Indicator Type	e 🗖 Data Variable Type 🗖 Indicies Type	
	Save Back Finish	

Figure 35 Adding a New indicator

Select whether it is an 'Indicator', a 'Data Variable', or both, from the option fields similar to those in Figure 36.

Indicator Type	Data Variable Type	Indicies Type
----------------	--------------------	---------------

Figure 36 Indicator Type

By using the option fields in Figure 37, this indicator described also as a Data Variable.

Add Indicator		
Code	241	
Optimum Value	0.00	
Indicator Name En	Alternative Conversion Factor (Exchange Rate)	
		~
Indicator Name Fr		-
		~
Indicator Name Ar		
		~
Alternative Titel En		-
		-
Alternative Titel Fr		<u></u>
		~
Alternative Title Ar		<u>_</u>
-		~
Source		<u></u>
		~
Indicator Typ	e 🔽 Data Variable Type 🔽 Indicies Type	
	Save Back Finish	

Figure 37 Specifying the Indicator Type

Each Theme has relation with one or more issues, and each issue has a relation with one or more indicators. Each Indicator also has a classification of Indicator Type (DPSIR) within each theme. We will illustrate how to link Themes, Issues, Indicators and Indicator Type.

- Access the main screen.
- Select 'Reference' from the 'Administration' section.
- A new menu will appear. Select 'Themes Indicators Matrix' as shown in Figure 38.
- The Themes Indicators Matrix screen will start as in Figure 39.
- Click 'Add'. A new screen will appear similar to Figure 40.

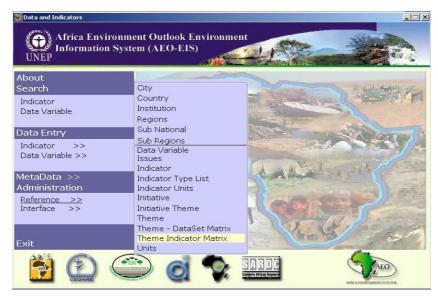


Figure 38 Main Screen - Selecting Themes Indicator Matrix

UNEP	tion System (AEO-EIS)		
Theme	Environmental issue	Indicator	Indicator Type
Atmosphere	Air Pollution	Air Polluants - Lead Concentrations Trends in Selected Cities or Areas	State
Atmosphere	Air Pollution	Air Polluants - SO2 Concentrations Trends in Selected Cities or Areas	State
Atmosphere	Air Pollution	Air Polluants - Suspended Particulates Concentrations Trends in Selected Cities or Areas	State
Atmosphere	Carbon Emissions	Air Polluants - NO2 Concentrations Trends in Selected Cities or Areas	State

Figure 39 Adding a new Indicator and Linking It to a Theme

Afric	teference >>> Theme Indicator Matrix ea Environment Outlook – Environment mation System (AEO-EIS)	
	Add Theme Indicator Matrix	
Theme Atmosphere	Theme	tor Type
	Environmental issue	
Atmosphere	Indicator	
Atmosphere	Indicator Type	
Atmosphere	Save Back Finisi Carbon Emissions Total Anthrope (UNFCCC)	
	Display Update Delete A	

Figure 40 Matrix screen – Theme, Indicator, Issue and Indicator Type

- Double click to select 'Theme'. If you do not find the theme you want, click 'Add' to add a new theme.
- Double click to select 'Environmental Issue'. If you do not find the Environmental Issue you want, click 'Add' to add a new Environmental Issue.
- Double click to select 'Indicator'. If you do not find the Indicator you want, click 'Add' to add a new Indicator.
- Double click to select 'Indicator Type'. Figure 41.
- The same steps can be followed to link Theme, Environmental Issue, Data Variable and Indicator Type.

Add Theme Indicator Mat	rix
Theme	Atmosphere
Environmental issue	Carbon Emissions
Indicator	Carbon to the Atmosphere from Land-Use Change - Annual Net Flux
Indicator Type	
	Save Back Finish

Figure 41 Theme - Indicators Matrix

## 3.4.2 Interface:

'Interface' screens are used to manage field titles, essentially giving the user control over the system, to change what he/she wants when he/she wants:

- Import Data
- Report Labels
- Screen Labels
- Screens

## 3.4.2.1 Import Data

To import data from a Microsoft® Excel sheet to the Data and Indicators system:

- 1. Prepare the Excel Sheet to be in the GEO Data Portal Excel format
- 2. Access the main screen.
- 3. Select 'Interface' from the 'Administration' section.
- 4. Popup menu will start. Click 'Import Data'.
- 5. A new screen entitled 'Import Data' will open (Figure 42).
- 6. Click 'File to Import' button to select the data sheet (Figure 43).
- 7. After selecting the data sheet, the screen will be similar to Figure 44.
- Select from list the Geographic preference of the data (National Sub Regional Regional – Global – Metadata).
- 9. Click the 'Load All' button to load all data onto your system.
- 10. Click 'Load World' button to load world data only.
- 11. Click 'Load Region' button to load Region data only.
- 12. Click 'Load Sub Region' button to load Sub Region data only.
- 13. Click 'Load Country' button to load Country data only.
- 14. Click 'File to Import' to select another file.

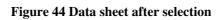
File To Inport	
Select Sheet Combol	
	Load All
	Load World
	Load Region
	Load Sub Region
	Load Country
⊀	
Jnits	
Data Source	
Data Provider	
'ears	
Copyright	
ubject KeyWords	
Publisher	



Select File To Inp	oort				<u>? ×</u>
Look in:	🗀 data		-	수 🗈 💣	
My Recent Documents	100				
) My Documents					
My Computer	-				
	File name:	all - arms_export		-	Open
My Network	Files of type:	(*.xls)		•	Cancel
Places		🦳 Open as read-only			

## Figure 43 Select data sheet

Inport Data			_10
File To Inp	Drt D:\africa\africaAEO\data\all - arms_export.xls		
Select Sheet	National		
	A	<u> </u>	Load All
1	META DATA		
2 Variable 3 Units: Pe	: Arms Exports - Percent of Total Exports	Afghanistan	Load World
	rcent irce: World Development Indicators 2002	Albania Algeria	Load Region
	vider: The World Bank	American San	
6 Years: 19	989-1999	Andorra	Load Sub Region
	t c 2002 The International Bank for Reconstruction and Development/The World Bank		Load Country
8 •		Anguilla	
ariable	Arms Exports - Percent of Total Exports	الطف	0
Jnits	Percent		21
)ata Source	World Development Indicators 2002		41
) ata Provider	The World Bank		
'ears	1989-1999		
Copyright	c 2003 United Nations Environment Programme/DEWA/GRID-Geneva		
iubject KeyWords	Economy, armed forces, defense, army, arms, trade, national level		
Publisher	World Bank		
)ate	2003-03-26		



## 3.4.2.2 <u>Report Labels</u>

This screen displays Report Names in the system, which can be changed according to the user's preference by:

- Accessing the Main screen.
- Selecting 'Interface' from the 'Administration' section.
- Popup menu will start, from this menu click 'Report Label'.
- A new screen entitled 'Report Label' will open. Click 'Update', a screen similar to that in Figure 45 will open.

Code	20				
Report Name En	City Bar	Graph		 	
Report Name Fr	Graphe	Lineaire	des Villes		
Report Name Ar				ودى للمدن	رسم بیانی عم

Figure 45 Changing a Report Name

• Change the Report Name, then click 'SAVE'.

#### 3.4.2.3 Screen Labels

Here it is possible to display the field labels of the system, and change them according to the user's preference by:

- Access the main screen.
- Select 'Interface' from the 'Administration' section.
- A new menu will appear, on this menu click 'Screen Label'.
- The 'Screen Label' screen will open. Figure 46.
- Change the name. Click 'SAVE'.

Seq. Name	disp10					
Label Name	City Name					
Label Name En	City Nar	City Name				
Label Name Fr	Nom de	la Ville				
Label Name Ar	0		م المدينة	w		

Figure 46 Changing a Field Name

## 3.4.2.4 Screen Names

It is also possible to review Screen Names of the system and change them according to the user's preference by:

- Access the main screen.
- Select 'Interface' from the 'Administration' section.
- Popup menu will start. Click 'Screens'.
- A new screen entitled 'Screens' will open. Figure 47.

Update Screens		
No.	4	
Screen Name En	Category	
Screen Name Fr		
Screen Name Ar		الفئة
Sa	ave Back Finish	

Figure 47 Changing Screen Names

- Click 'Update'.
- A new screen will appear, change the name then click 'SAVE'.

## 4 Experts Database:

The Expert database consists of three components (as shown in Figure 48):

- Search Module
- Data Entry Module
- Administration Module

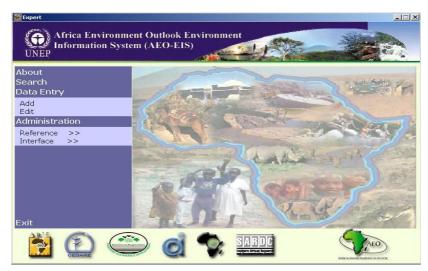


Figure 48 Expert database Main Screen

To start the Expert database, login to the system and select Expert database from the Main Menu. Search Module Methods and Compiling of Reports:

The Search Module is used to extract data in the form of reports. Specific parameters can be set for the search, in order to filter the data and compile it.

By entering several search parameters, you can extract up to 3 reports, on several geographic levels (Regional – Sub-regional – National – Sub-national – City). You can also compile the data in a geographic location.

## 4.1 <u>Search Component:</u>

Select Search from the Expert Menu and the Query screen will start as shown in Figure 49. Experts can be allocated by providing criteria by using the following fields:

- Expert Name, serial number
- Age, Gender
- Region
- Sub Region

- Country
- Sub National
- City
- Specialties
- Category
- Nationality
- Language
- Degree



Figure 49 Expert database Search Screen

The buttons of this screen are similar to the Data and Indicators search screen.

## 4.1.1 How To Use the Search Screen:

The Search Screen can be used to extract data and compile reports on this data. We will go over more than one example of these queries. While entering the Search parameters, it is also possible to save these parameters for later use by clicking on the Save Query button **Save Query**, and later recalled by clicking on the Open Query button **Open Query**, and selecting the saved query parameters. You can cancel your selected query by clicking the 'Clear' button or cancel all queries by clicking 'Clear All'. The Search Screen contains the following:

- Geographic Group
- Experts Data Group

## 4.1.1.1 <u>Geographic Group</u>:

The Geographic group consists of:

- Region
- Sub Region
- Country
- Sub National
- City

The user can choose any of these options by double clicking with the mouse and selecting from the menu.

4.1.1.2 <u>Searching and Compiling Reports by Geographic Area:</u>

- Double click the field entitled 'Region', and then select a region.
- Double click the field entitled 'Sub Region', and then select a sub region.
- Double click the field entitled 'Country', and then select a country.
- Double click the field entitled 'Sub National', and then select a sub national region.
- Double click the field entitled 'City', and then select a city.
- Click the 'Report Type' button and select the proper type.
- Click the 'Query' button.

Note that you can select the Region, Sub Region or Country only, then click on the 'Report Type' button and choose the report type and click 'Query' to produce the report.

4.1.1.3 <u>The Expert Data Group:</u>

The Expert data group consists of the following:

- Expert Name, serial number
- Age, Gender
- Specialties
- Category
- Nationality
- Language
- Degree

User can specify the Expert parameters to provide criteria for selection. Choose a report by clicking on the 'Report Type' button and then click 'Query' to produce the required report.

## 4.1.1.3.1 Searching and Compiling Reports by Experts data

- Double click the 'serial number' field.
- Select a specific Expert name.
- Select a specific 'Gender'.
- Double click the 'Specialties' field and select specialties.
- Double click the 'Category' field and select a specific category.
- Double click the 'Nationality' field and select a specific nationality.
- Double click the 'Degree' field and selecting a specific degree.
- Click the Report Type icon, and choose a specific report type.
- Click the 'Query' button.

	Report Title
1	Expert Directory
2	Expert Directory (Country Brief)
3	Expert Directory (Specialty Brief)

As Figure 50 illustrates, a report must be chosen from the report list, we will review below the function of each report.



Figure 50 Report Type List

## 4.1.2 **<u>Reports</u>**

### 4.1.2.1 Expert Directory

This Report provides resume for each Expert that meets the query criteria. The Report contains Name, Title, Nationality, Address, Country, E-Mail, Telephone, Fax, Language, University, in addition to Degree and Organization of the Expert.

## 4.1.2.2 Expert Directory (Country Brief)

This Report provides experts ordered by countries. This report act as a directory with illustrating the Name, Title, Nationality, Address, Country, E-Mail, Telephone, Fax, Language, University, in addition to Degree and Organization for each Expert

## 4.1.2.3 Expert Directory (Specialty Brief)

This Report provides experts ordered by speciality. This report act as a directory with illustrating the Name, Title, Nationality, Address, Country, E-Mail, Telephone, Fax, Language, University, in addition to Degree and Organization for each Expert

We will be further illustrating the Search process with more than one example.

### 4.1.3 Examples

## 4.1.3.1 Example 1:

To extract data for all experts from 'Egypt', gender 'male', as shown in Figure 51, follow these steps:

	ronment Outlook – 1 System (AEO-EIS			
Expert Srl.	Expert Name	Age From	To Sex C All © Male C Female	-
Re	gion		Specialties	Ne
	÷	and the second	<u>×</u>	
Sub 1	Region	Manter and Color	Category	
	•			
Egypt	untry	8 1 2	Nationality	
rgypt	•	-	•	
Sub I	National		Language	
	Sity		Degree ÷	141
The second	Expert Dir	Report Type		1 3
	Query Save Query Ope	n Query Clear		

Figure 51 Extracting Experts for Egypt

- 1. Double click the 'Country' field and select Egypt.
- 2. Select 'Male' from Gender options box.

- 3. Double click 'Report Type' Icon.
- 4. Select 'Expert Directory'.
- 5. Click 'Query', and the report will appear as in Figure 52.

IR mohamed ahmed ali	Expert No. : 1		
Title :			
Nationality :			
Address : 15 manial st. cairo box no 9282			
Country : Egypt			
Zip Code : 4332			
Email : ded@yahoo.com			
Telephone Numbers	Fax Numbers		
4345546	6456466		
Languages Speciality			
English - EIA			
French - Coastal Zone Management - Air Pollution			
University / Institution	Degree	Year	
- AMERICAN INSTUTE OF CERTIFIED PUBLIC ACCOUNTANTS	Masters	1993	
BAGHDAD UNIVERSITY	Ph.D.	1997	

Figure 52 Report illustrating expert male for Egypt

Note that you can click the 'Print' button to print the report.

#### 4.1.3.2 Example 2:

To extract data for experts, with specialty 'Soil Degradation', follow these steps (Figure 53):

Search					
Africa Env	vironment Outlook – H	Invironment		- Site - Th	-
	on System (AEO-EIS)	-	I DE		- Star
UNEP		uk <mark>de kante</mark>	and the second	and the second	9.12
		*			
Expert Srl.	Expert Name	Age From	To	Sex	
		F	and the second second	Male C Female	
R	legion		Specialtie	s	
Sub	Region	3	ioil Degradation		-
1	A	antrua -	Categor	y Frank	
	•	det .		÷	
C	ountry	Real P	Nationali	Contraction of the local division of the loc	Ng .
1 Ein	1	and the second			
Sub	National		Languag	je in the second s	
	÷			÷	
	City		Degree		2
	÷	Report Type		÷.	
The st	Expert Direc			1 Prove	C.C.
				C	
[	Query Save Query Open	Query Clear	Clear All Exit	AEO	
				The second	

**Figure 53 Searching specified Specialties** 

- 1. Double click the 'Specialties' field and select 'soil degradation'.
- 2. Click the 'Report Type' icon.

3. Choose 'Expert Directory (Specialty Brief)' report, and click on 'Query'. The report will appear as in Figure 54.

		Directory	Date . 17/12/2007
MR MOAG	DY SAMY KODEB		Expert No. : 2
Title	:		
Nationalit	y : Syrian		
Address	:		
Country	: Algeria		
Zip Code	: 32345		
Email	: YO@HOTMAIL.COM		
Telepho	one Numbers	Fax Numbers	
	64564564		
Langua			
French	- Soil Degradation		
	ity / Institution	Degree	Year
	ICAN INSTUTE OF CERTIFIED PUBLIC INTANTS	Bachelor	1994
- BAGH	DAD UNIVERSITY	Ph.D.	2001

Figure 54 Report illustrating Expert resume for soil degradation

## 4.1.3.3 Example 3:

To extract data of 'Air pollution' experts, with a PhD Degree (Figure 55):

Search					_
	nment Outlook – E ystem (AEO-EIS)	Cnvironmen			
Expert Srl.	Expert Name	Age From	To	Sex	C Female
Regio	n faile and a	C	1000	Specialties	
	· · · ·		Air Pollutio		-
Sub Reg	ion		64 N 2	Category	•
		det.			÷
Count	y -	R. P.	A. A. A.	Nationality	
(Ca)					
Sub Nati			- AL	Language	
City	-			Degree	
	÷ (		Ph.D.		÷
- A A		Report Type	1-0		
and the second second	Expert Direc	tory (Country B	neŋ	Concerning of the	A sector of the base
Que	ry Save Query Open	Query Clear	Clear All	<u>Exit</u>	AEO

#### Figure 55 Searching for Experts with specialty of Air pollution and Ph.D degree

- 1. Double click the 'Specialties' field and select 'Air Pollution'.
- 2. Double click the 'Degree' field and select 'PhD'.
- 3. Click the 'Report Type' icon.
- 4. Choose 'Expert Directory country "brief report", and click on 'Query'. The report will appear as in Figure 56.

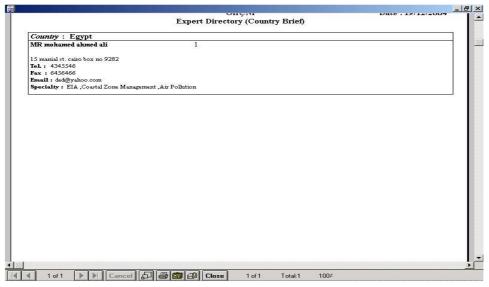


Figure 56 Country brief report of Expert

## 4.1.3.4 Example 4:

To extract data of 'Algerian' experts, for a specialties report (Figure 57):

Search				
	onment Outlook – System (AEO-EIS)			
Expert Srl.	Expert Name	Age From		ex
			1.0002	ale C Female
Regi	on ÷		Specialties	
Sub Re	and a second of the second of			
	<u>.</u>	Intra a	Category	Care to
	<b>▼</b>	- delan		÷
Coun	try	6 A	Nationality	President and
Algeria	1	and the second second		<b>A</b>
Sub Na	tional		Language	
City			Degree	No. of Concession, Name
B.A.	÷ 7			•
The second	Expert Dire	Report Type ectory (Speciality Brid	n	Mar Inst
Qu	ery Save Query Open	n Query Clear (	Clear All Exit	AEO

Figure 57 Searching for Expert from Algeria

- 1. Double click the 'Country' field and select 'Algeria'.
- 2. Click the 'Report Type' icon.
- Choose 'Expert Directory Specialty brief', and click on 'Query'. The report will appear as in Figure 58.

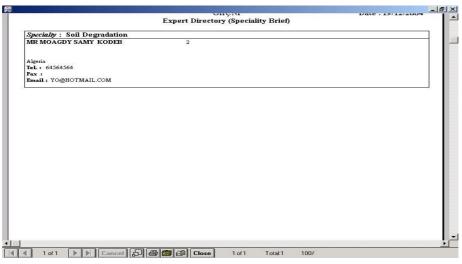


Figure 58 Specialty brief report for Expert from Algeria

## 4.2 Data Entry of Experts database

This section is made up of a number of tab screens, as shown in Figure 59:

- 1. Main Data
- 2. Phone/Fax
- 3. Language
- 4. Specialties
- 5. Education
- 6. Experiences
- 7. Categories
- 8. Publication
- 9. Projects

Experiences	Categories	Publication	Projects	]
Main Data	Phone / Faxes	Languages	Specialties	Education
Expert Srl.	3			
xpert Name				
Title E				
Nationality		x o	Irigin	
Birth Date	▼ Date As	of	Zip Co	de
Address E				
City		× Cou	ntry	
E-mail				
E-mail Remarks E	1			
Remarks E	Male C Female			

Figure 59 Main Data Entry Screen

During the data entry process, you may:

- 1. Enter new data.
- 2. Update data
- 3. Delete Data
- 4. Display data

## 4.2.1 **To Enter Expert Data**

- 1. Access the main Expert screen.
- 2. Click 'Add' from the data entry menu.
- 3. The screen will be similar to Figure 60.

You can select any of the following:

- A. Main Data
- B. Phone/Fax
- C. Language
- D. Specialties
- E. Education
- F. Experiences
- G. Categories
- H. Publication
- I. Projects
- 4. Enter the new data.
- 5. click the Tab screen to add another screen
- 6. Click 'SAVE'.

# 4.2.2 **To Update Expert Data:**

- 1. Access the main experts screen.
- 2. Select edit to open a screen as in Figure 60.
- 3. Click the 'Query' button.
- 4. Select the Expert to be updated. Click 'Update'.
- 5. A screen will open similar to Figure 61.
- 6. Enter the new data. Click 'SAVE'.

Expert Srl.	Expert Name	Age From T		Sex Male C Female
Re	gion		Specialties	
- Sub F	÷.			-
		Martin Sta	Category	
Co	mtry	a the	Nationality	÷
	<u> </u>			<b>_</b>
ert Srl.	Expert Nam	-	Nationality	Country
mohamed a				Egypt
MOAGDY S	AMY KODEB		Syrian	Algeria

Figure 60 Expert Data Manipulation Screen

Experiences	Categories	Publication	F	Projects	
Main Data	Phone / Faxes	Languages	Spe	cialties	Education
Expert Srl.	1				
Expert Name	MR moham	ed ahmed ali			
Title E					
Nationality	Egypt	×	Origin	Egypt	
Birth Date	1963/12/19 V Date As	Of 🛛		Zip Cod	e 4332
Address E	1				
Auuress E	15 manial st. cairo b	iox no 9282			
Address E	15 manial st. cairo b	iox no 9282			
Autress E	15 manial st. cairo b	iox no 9282			
City	15 manial st. cairo b		ountry Egy	rpt	
City	15 manial st. cairo b		ountry Egy	pt	
			ountry Egy	pt	
City E-mail Remarks E			ountry Egy	/pt	

Figure 61 Update / Data Entry Screen

### 4.2.3 To Delete Data

- 1. Access the main Expert screen.
- 2. Select Edit to open a new screen.
- 3. Click the 'Query' button and select the data to be deleted.
- 4. Click 'Delete'.
- 5. A screen similar to Figure 62 will open. Click 'SAVE'.

Experiences	Categories	Publication	Projects	7		
Main Data	Phone / Faxes	Languages	Specialties	Education		
xpert Srl.	1					
Expert Name	MR moham	ed ahmed ali				
litle E	1					
Nationality	Egypt	X Or	igin Egypt			
Birth Date	1963/12/19 V Date As	Of 🔽	Zip Co	ode 4332		
Address E	15 manial st, cairo box no 9282					
	ro manar ser can o b	08110 9282				
		0X110 9282				
		0x110 9282				
City		× Coun	try Egypt			
City	ded@yahoo.com		try Egypt			
			try Egypt			
City E-mail Remarks E			try Egypt			

#### Figure 62 Data Deletion Screen

#### 4.2.3.1 To Display Expert Data

- 1. Access the Main expert screen.
- 2. Select 'Edit' to open a new screen.
- 3. Click 'query'.
- 4. Select the data to be displayed.
- 5. Click 'Display'.
- 6. The Display Screen will appear similar to Figure 63. Click 'SAVE'.

Experiences	Categories	Publication	Projects	]
Main Data	Phone / Faxes	Languages	Specialties	Education
Expert Srl.	1			
Expert Name	MR moham	ed ahmed ali		
Litle E			1	
Nationality	Egypt	× o	rigin Egypt	
Birth Date	1963/12/19 V Date As	Of 🔻	Zip Co	de 4332
Address E	15 manial st. cairo b	ox no 9282		
City		× Cour	try Egypt	
	ded@yahoo.com	X Cour	ntry Egypt	
City E-mail Remarks E	ded@yahoo.com	× Cour	try Egypt	

Figure 63 Data Display Screen

## 5 Administration Component

The Administration component is made up of two sections:

- A. Reference.
- B. Interface.

Users can use these sections to add new data, update data or delete data of the Expert database data infrastructure. These sections should only be used by system administrator.

#### 5.1 <u>Reference</u>

The Reference menu consists of

- a- Geographic menu
- b- Look up's menu (Figure 64):

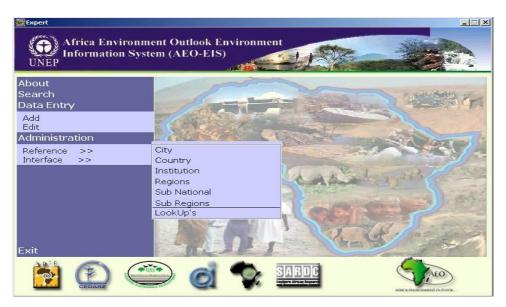


Figure 64 Main Reference Screen

#### 5.1.1 Geographic Menu

- A. City
- B. Country
- C. Institution
- D. Regions
- E. Sub National
- F. Sub Regions

In each of the previous screens, you can:

- 1. Enter new data.
- 2. Update data.
- 3. Delete data.
- 4. Display data.

We will go over these commands on one of the Geographic menu screens.

#### 5.1.1.1 <u>To Enter New Data:</u>

- A. Access the main screen.
- B. Click 'Reference' from the Administration section.
- C. A new menu will open on which you can select any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- D. Click one of these options and a new screen will open.
- E. Click 'Add'. A screen will appear similar to Figure 65.
- F. Enter the new data.
- G. Click 'Save'.

No.		Country Name En	Country Name Fr	Country Name Ar
3	Algeria		ALGERIE	چڙ ائر 
4	Angola Benin		BENIN	قولا ن
9 9	Botswa	ana	BOTSWANA	ى يتسوائا
Code		Add Sub National	Boromana	National Name Ar
		Sub National Name En Sub National Name Fr Sub National Name Ar S		=

Figure 65 New Data Entry – Sub National

### 5.1.1.2 <u>To Update Data:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new screen will appear from which you can select any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- 4. Click one of these options and a new screen will appear.
- 5. Select the data to be updated, then click 'Update', and a new screen will appear similar to Figure 66.
- 6. Enter the new data.
- 7. Click 'SAVE'.

🔅 Admi	nistration	> Reference	>> > Country		
UN	🖉 Inf		ronment Outlool 1 System (AEO-I		
Serial			n Name E	Region Name Fr I	Region Name Ar
3	Afr	rica	Update Country	11100	أفريقيا
Serial 17 16 3 Serial 39 43 44 51	Ce Ea No Code 156 172 176 204	ntral Afric stern Afric orthern Afri Country Cameroc Central A Chad Congo	Country Name En Country Name En Country Name Fr Country Name Ar ISO ALPHA3 ISO ALPHA2	CAMEROUN الکامیرون CMR CM	b Region Name Ar Central Africa - Eastern Africa - Northern Africa - PHA3 ISO ALPHA2 CM - CF TD CG
60	240	Democra	Sav		CD
68 80	272 320	Gabon	GABON		GQ GA
		Gaboli	Display	Undate Delete Add	SA V

#### Figure 66 Data Update Screen – Country

#### 5.1.1.3 <u>To Delete Data:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new screen will appear from which you can choose any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region

- 5. Sub National
- 6. Sub Region
- 4. Select one of these options and a new screen will open.
- 5. Select the data to be deleted and click 'Delete'. A new screen will appear similar to Figure 67.

S.	AI	rica Envi	>>> Country ronment Outloo I System (AEO-I		nvironm	ent				
Seria 3		Regio rica	n Name E Delete Country	frian	Region N	ame Fr	F	Region N	ame Ar قيا	ک افرید ب
Serial 17 16 3 Serial 39 43 44 51 60 68	Ce Ea No	entral Afric astern Afric orthern Afri Country Cameroo Central A Chad Congo Democra	Country Name En	CENTE CAF CF	Back	Finish	LIQUE جمهوریه آفر GNU هیپ		on Name Ar Central Afr Eastern Afr Northern Afr ISO ALPHA CM CF TD CG CD GQ	ica ica 🗸
80	320	Gabon	GABON	Upda	ite <u>Dele</u>	2.1	<mark>خابور:</mark> []	0	GA	

Figure 67 Data Deletion Screen – Country

## 5.1.1.4 <u>To Display Data:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new screen will appear from which you can choose any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- 4. Select one of these options and a new screen will open.
- 5. Select the data to be displayed, click on 'Display' and a new screen will appear similar to Figure 68.

Serial	No	Remio	n Name E	Region Name Fr	Region Name Ar
3		rica		Africo	افريقيا
Serial 3 14 20 Serial 50 134 143 144 185	So We	outhern Africestern Africestern India Country Comoros	Country Name En Country Name Fr Country Name Ar ISO ALPHA3	MADAGASCAR مدغشقر MDG MG	b_Region Name Ar Southern Africa Western Africa Vestern Indian Ocean PHA3_ISO ALPHA2 KM MG MU YT RE
99	796	Seychelle	SETCH	SYC سيشيل SYC	SC

## Figure 68 Data Display Screen – Country

## 5.1.2 Look Up's Menu

You can enter, update, delete or display values for Look Up's by:

- 1. Accessing the main screen.
- 2. Selecting 'Reference' from the 'Administration' section.
- 3. A new menu will appear, on this menu click 'Look up's'.
- 4. A new screen entitled 'Look up's screen' will open. As figure 69.
- 5. Click 'add', a screen similar to that in Figure 70 will open.
- 6. Enter the new value and click 'Save'.
- 7. Or Click 'update', enter the new value and click 'Save'.

Africa Environment Outlook – Environment Information System (AEO-EIS)						
LookUp Name En	LookUp Name Fr	LookUp Name Ar				
Language	Langue	اللغة				
Speciality	Speciality	التخصبص				
University	University	الجامعة				
LookUp Value En	LookUp Value Fr	LookUp Value Ar				
Air Pollution	Pollution de l'Air	تلوث الهواء				
Coastal Zone Management	Gestion des Cotes du Littoral	-ادارة المناطق الساحلية				
EIA	Assessement de L'Impact sur l'Er	تقييم الآثار البينية				
Environmental Economics	Economie de L'Environnement	اقتصاديات البينة				
Environmental Education / Aware	Education Environnementale	التربية و التوعية البينية				
Environmental Information Syster	Systemes d'Information sur l'Envi	نظم المعلومات البينية				
Environmental Legalisation	Legislation Environnementale	التشريعات البينية				
Environmental Planning	Planning de l''environnement	التخطيط البينى				
Fresh Water Management	Gestion des Ressources en Eau	ادارة المياه العذية				
Industrial Pollution Control	Controle de la Pollution de l'Envir	التحكم في التلوث الصناعي				
Soil Degradation	Degradation des Sols	تدهور الأراضي				
Solid Wastes	Dechets Solides	المخلقات الصلبة				
	Display Update Delete <u>Add</u>	AEO				

Figure 69 Look Up's Screen

- 8. Or click 'Delete' to delete the values selected then click 'Save'.
- 9. Click 'Display' to see the values.

Administration > Reference >> > Look	Up's	×
Africa Environment Information System	: Outlook – Environment (AEO-EIS)	
LookUn Momo Fr	I colde Nome Fr	Taal-IIn Nomp Ar
Language		<u>م</u> اللغة
Speciality		التقصص
University Speciality En		الجامعة
Lookl		Ar
Air Pollution		🗖 تلوث الهواء
Coastal Zone Speciality Fr		ادارة المناطق الس 🔺
EIA		تقييم الآثار البينية
Environmental		اقتصاديات البينة
Environmental Speciality Ar		التربية و التوعية
Environmental		نظم المعلومات الب
Environmental		التشريعات البينية
Environmental	Save Back Finish	التخطيط البينى
Fresh Water M		ادارة المياه العذبة
Industrial Pollution Control	Controle de la Pollution de l'Envir	التحكم في التلوث الصناعي
Soil Degradation	Degradation des Sols	تدهور الأراضي
Solid Wastes	Dechets Solides	<ul> <li>المخلفات الصلبة</li> </ul>
	Display Update Delete <u>Add</u>	AEO

Figure 70 Look Up's Screen- add

#### 5.2 Interface:

'Interface' screens are used to manage field titles, essentially giving the user control over the system, to change what he/she wants when he/she wants:

- 1. Report Labels
- 2. Screen Labels
- 3. Screens

## 5.2.1 Report Labels

This screen displays Report Names in the query screen, which can be changed according to the user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will appear, on this menu click 'Report Label'.
- 4. A new screen entitled 'Report Label' will open. Click 'Update', a screen similar to that in Figure 71 will open.
- 5. Change the Report Name, then click 'SAVE'.

Code 61	Report Name Expert Directory	n Report Name Fr	Report Name Ar اليل الخبراء
52 53	E Update Report Label	untry Bri¢ Directoire des Experts (par pa	(دنیل الخبراء (تقریر مقتصر للدول (دنیل الخبراء (۲۵ منت ۲۰۰۰ ۱۰۰۰ ۱۰۰۰ ۱۰۰۰ ۱۰۰۰ ۱۰۰۰ ۱۰۰۰ ۱۰۰
- d		Display Update	

Figure 71Changing a Report Name

## 5.2.2 Screen Labels

Here it is possible to display the field names in the system, and change them according to the user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will appear, on this menu click 'Screen Label'.
- 4. The 'Screen Label' screen will open. Figure 72.
- 5. Change the name. Click 'SAVE'.

UNEP	Information S	onment Outloo System (AEO-		-1-1-D	-	
No.	Screen N	ame En	sk) Sci	reen Name Fr	S	creen Name Ar
6	City		Ville			المدينة
8	Country		Pavs			الدولة
61	Experts Master	Update Screen Labe				يباتات الخبراء
7	Institution	Seq. Name	disp10			المؤسسية
Seq. Nam	e Label Name	Label Name	City Nan	2		Label Name Ar
disp10	City Name		-			اسم المدينة
disp13	City Name Ar	Label Name En	City Nan	ne		اسم المدينة باللغة العربية
disp11	City Name En	Label Name Fr	Nom de l	a Ville		اسم المدينة باللغة الإنجليزية
disp12	City Name Fr	Label Name Ar		المدينة		اسم المدينة باللغة الفرنسية
disp5	Code		1			الشيفرة
disp9	Code		Save	Back Finish		الشيفرة
disp4	Country Name	HOULTRY Ham		Trom du r dya cri za	ape	اسم الدولة باللغة العربية
disp2	Country Name	ECountry Nam	e En	Nom du Pays en Ar	nglais	اسم الدولة باللغة الالجليزية
disp3	Country Name	F Country Nam	e Fr	Nom du Pays en Fr	anca	اسم الدولة باللغة الفرنسية
disp1	No.	No.		Numero de Serie		الرقم
and the second second		A DETERMINE	all -	- Andrew Martin	Martin Contraction	A war war

Figure 72 Changing a Field Name

## 5.2.3 Screens

This screen is used to manage the Screen Names and change them according to the user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will open. Click 'Screens'.
- 4. A new screen entitled 'Screens' will open. Figure 73.
- 5. Click 'Update'.
- 6. A new screen will appear, change the name then click 'SAVE'.

Update Screens			
No.	6		
Screen Name En	[£ity		
Screen Name Fr	and the second se		
Screen Name Ar	المدينة		
Sav	e Back Finish		

Figure 73 Changing Screen Names

## 6 <u>Documents Database:</u>

The Document database consists of three main components:

- 1. Search Module
- 2. Data Entry Module
- 3. Administration Module

Login to the system and select Document database from the Main Menu. Figure 74 shows Document database menu.

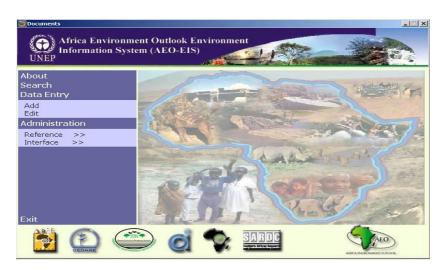


Figure 74 Documents database main Screen

## 6.1 <u>Search Module Methods and Compiling of Reports:</u>

The Search Module is used to extract data in the form of reports. Specific parameters can be set for the Search, in order to filter the data and compile reports.

By entering several search parameters, you can extract reports on several geographic levels (Regional – Sub-regional – National – City).

## 6.1.1 Search Method for Documents

To search for a document select Search from the Document database menu, a screen similar to Figure 75 will appear.

	invironment Outle tion System (AEC	ook – Environment D-EIS)		
Doc. Serial	Doc. Titel	Pub. Date From Pu	All C Single	Doc. C MultiVol. Doc.
	Region Sub Region Country		Doc. Type Publisher Keywords Call No.	4 4 4 4
4,2	Query Save Query	Report Type cument Report	ar All Exit	AFO

Figure 75 Documents database Search Screen

This screen has a number of search parameters:

- 1. Document Title, serial number
- 2. Publisher Date From To
- 3. Region
- 4. Sub Region
- 5. Country
- 6. Document type
- 7. Publisher
- 8. Keywords
- 9. Call Number

## 6.1.2 How To Use the Search Screen:

The Search Screen can be used to extract data and compile reports on this data. While entering the Search parameters, it is also possible to save these parameters for later use by clicking on the Save Query button Save Query, and later recalled by clicking on the Open Query button **Open Query**, and selecting the saved query parameters. The Search Screen contains the following:

- A. Geographic Area
- B. Documents Data Group

## 6.1.2.1 Geographic Preference Group

The Geographic preference group consists of:

- 1. Region
- 2. Sub Region
- 3. Country

The user can choose any of these options by double clicking with the mouse and selecting from the menu.

## 6.1.2.2 Searching and Compiling Reports by Geographic Area

- 1. Double click the field entitled 'Region' then select a region.
- 2. Double click the field entitled 'Sub Region' then select a sub region.
- 3. Double click the field entitled 'Country' then select a country.
- 4. Click the Report Type icon and select the proper type.
- 5. Click the 'Query' button.

Note that you can select the Region, Sub Region or Country only, then click on the 'Report Type' button and choose the proper report type and click 'Query' to produce the report.

## 6.1.2.3 The Document Data Group

The Document data group consists of the following:

- 1. Document Title, serial number
- 2. Publisher Date From To
- 3. Document Type
- 4. Publisher
- 5. Keywords
- 6. Call Number

Here you can specify the Document data for which you wish to compile data. Alternatively, you can choose not to specify a Document Title, or specify the Serial number. You can also select a document type, a publisher, keywords and/or specify the Call Number. Now choose a report type by clicking on the Icon and then click 'Query' to compile. Note that the report type is 'Document Report'.

## 6.1.2.3.1 Searching and Compiling Reports by Document Data

- 1. Double click the 'serial number' field and select a specific 'serial number'.
- 2. Write a specific 'pub. Date From To'.
- 3. Double click the 'Document type' field select a document type.
- 4. Double click the 'Publisher' field and select a specific Publisher.
- 5. Click the 'Call Number' field and enter a specific Call Number.

- 6. Click on the Report Type icon, and choose a specific report type.
- 7. Click on the 'Query' button.



As Figure 76 illustrates, when a report type is selected, a report type must be chosen from the report list, we will review briefly the function of each report.

💭 Search	
Africa Environment Outlook – Env UNEP	ironment
Doc. Serial	×
	Doc. C Multi Vol. Doc.
Rep	ort Type
Document Report	
Query Save Query Open Query	<u> </u>
	AFRICA RUZBOWIENE OLITIOOK

Figure 76 Report Type List

## 6.1.3 Document Database Examples:

## 6.1.3.1 Example 1:

To extract data for all Documents published at Kenya as shown in Figure 77, follow the following steps:

- 1. Double click the 'Country' field and select Kenya.
- 2. Double click 'Report Type' Icon and select 'Document Report'.
- 3. Click 'Query', the Report will appear as in Figure 78.

	Environment Outlation System (AEC		nt	
Doc. Serial	Doc. Titel	Pub. Date From	n Pub. Date To	All O Single Doc. O Multi Vol. Doc.
- Mars it	Region		Doc. 1	fype
	Sub Region		Publi	sher
Kenya	Country	E	Keyw	ords
The P		2.37%	Call	No.
4		Report Type cument Report		142
	Query Save Query	Open Query Clear	Clear All <u>Exit</u>	

Figure 77 Extracting Documents for Kenya

Document Report Title : data base fundamental (23234) Authors : CEDARE	
Title : data base fundamental (23234)	
Authors CEDARE	
Publisher : CEDARE	
Publisher Date : 12/20/2000	
Kenya	
Keyword : abandoned vehicle , abiotic environment , abiotic factor , ab	osorption (exposure)

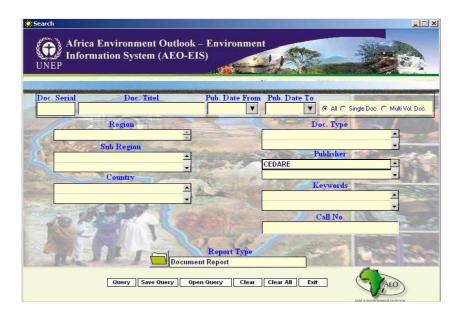
Figure 78 Report Illustrating Documents for Kenya

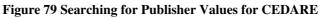
Note that you can click the 'Print' button to print.

## 6.1.4 Example 2:

To extract data for documents with publisher 'CEDARE ', follow these steps (Figure 79):

- 1. Double click the 'Publisher' field and select 'CEDARE'.
- 2. Click the 'Report Type' icon.
- 3. Choose 'Document Report' report, select the report and click on 'Query'. The report will appear as in Figure 80 and Figure 81.





	Africa Environment Outlook – Enviro nformation System (AEO-EIS)	onment		
UNEP Doc. Serial 23		Call No. 23234	Doc. Type Book	
	C All C Selected C Unselected Print		ALO ALCO	

Figure 80 Report Illustrating Document Values for CEDARE

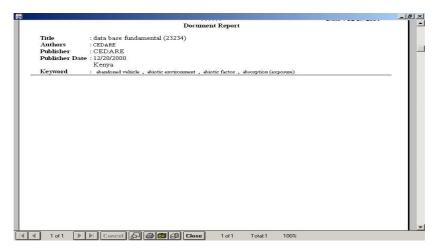


Figure 81 Report Illustrating Document Values for CEDARE (page 2)

# 6.1.5 Example 3:

To extract data on the Document with the Call Number '55454 ' (Figure 82):

- 1. Double click the 'Call Number' field and enter '55454'.
- 2. Click the 'Report Type' icon.
- 3. Choose 'Document Report', and click on 'Query'. The report will appear as in Figure 83

	Invironment Outlo tion System (AEO			
Doc. Serial	Doc. Titel	Pub. Date From	The second s	Single Doc. C Multi Vol. Doc.
	Region		Doc. Type	1 Million and a state of the st
	Sub Region Country		Publisher Keywords	
TR St	State and Co		Call No. 55454	
4.2		Report Type		1.2 Con
	Query Save Query	Open Query Clear	Clear All Exit	(AEO)

Figure 82 Searching for Document Values for Call Number: 55454

				Documen	t Report				
Title		data base fund	lamental (554	54)					
Authors	n (m	CEDARE	101	15) 1					
Publishe	er :	CEDARE							
Publishe	r Date :	12/20/2000							
		Kenya							
Keyword	i :	abandoned vehicl	e , abiotic envir	ronment , abiot	tic factor , ab	sorption (exp	osure)		

Figure 83 Report for Document Values for call number = 55454

### 6.2 Data Entry Module:

This section is made up of a number of tab screens, as shown in Figure 84:

- A. Main Data
- B. Copies
- C. Authors
- D. Keywords
- E. Language
- F. Footnotes
- G. Collation

Languages	Υ	Co	ollations	Fo	otnotes		
Main Data		Cop	pies	Aut	hors	<u> </u>	Keywords
Doc. Type					×	Doc. Serial	0
Doc. Titel							
Call No.					Publi	ishing Date	
Publisher							
City			×	Country			
ISBN				Descriptio	n		
Remarks				116-			
Single Document			C Multi Volum	ies Document			
Copies 0 Avail	0	Vol.	Vol. Name	Copies	Avail	Pagination	Description
Pagination							X
I agmation							X
							X X X
Default Format							<u></u>
Default Format	×						X I.



The data entry module allows the users to:

- 1. Enter new data.
- 2. Update data
- 3. Delete Data
- 4. Display data

#### 6.2.1 To Add Record

- 1. Access the Documents main screen.
- 2. Choose 'Add' from data entry.
- 3. The screen will be similar to Figure 85.
- 4. You can select any of the following:
  - A. Main Data
  - B. Copies

- C. Authors
- D. Keywords
- E. Language
- F. Footnotes
- G. Collation
- 5. Enter the new data.
- 6. Click the Tab screen to add another screen
- 7. Click 'SAVE'.

	Coll	ations	Foo	otnotes		
r	Copi	es Y	Auth	ors	Ţ.	Keywords
				_ ×	Doc. Serial	0
				Publisl	uing Date	▼
						×
		:	Country			×
		-	Description	n		
		C Multi Volu	nes Document			
	Vol.	Vol. Name	Copies 2	Avail	Pagination	Description
						X
						X
						- A
-						X
×						X X
		Copi	C Multi Volu	Copies Aut X Country Description C Multi Volumes Document	Copies Authors X Y Publis  Contry Description C Multi Volumes Document Val Val Name Comies Avail	Copies Authors  Copies Authors  Doc. Serial  Publishing Date  X Country  Description  C Multi Volumes Document  Val. Name Coming Areal  Public Provided Prov

Figure 85 Main Data Entry Screen to Add

# 6.2.2 To Update Record:

- 1. Access the Documents main screen
- 2. Click 'Edit' from data entry. A screen will appear similar to Figure 86.
- 3. Click 'Query' and select the data to be updated.
- 4. A screen will open similar to Figure 87.
- 5. Enter the new data. Click 'SAVE'.

Doc. Serial	Doc. Titel	Pub	Date From	Pub. Date	<u>Fo</u>		
			•		▼ @ AII O S	Single Doc. C Mu	lti Vol. Doc
Marine 12	Region		5 - S	14-30	Doc. Type		
( S)		÷				<u> </u>	
200 - Car	Sub Region				Publisher	-	
1			7.2			·	TAN -
peter and	Country	and the second	and and			-	N
100		-		113300	Call No.	Mar Street	
		-		CONTRACTOR OF THE		Cores and	10000
o <mark>c. Serial</mark> data b	ase fundamental	oc. Titel	a starting		Call No.		Туре
				55	5454	Book	

Figure 86 Main Data Entry Screen to query and update

Languages	T.	Collations	T T	F	ootnotes			
Main Data	r	Copies	Ť	Au	thors	<u> </u>	Keywords	
Doc. Type	Book				×	Doc. Serial	123	
Doc. Titel	data base	e fundamental						
Call No.	55454				Publis	hing Date	2000/12/20	
Publisher	CEDARE							>
City			×	Country	Kenya	а		,
ISBN	56644			Descriptio	null			-
ISBN Remarks	56644 null			Descriptio	null			
		© Mu		Descriptions of the second sec				
Remarks	null	C Mu Vol. Vol. I	itti Volumi		t	Pagination	Description	
Remarks © Single Document Copies 1 Av:	null ail 1		itti Volumi	es Document	t	Pagination	X	
Remarks © Single Document Copies 1 Av. Pagination	null ail 1	Vol. Vol. N	itti Volumi	es Document	t	Pagination	x	
Remarks © Single Document Copies 1 Av:	null ail 1	Vol. Vol. N	itti Volumi	es Document	t	Pagination	X	
Remarks © Single Document Copies 1 Av. Pagination 1	null ail 1	Vol. Vol. N	itti Volumi	es Document	t	Pagination		
Remarks © Single Document Copies 1 Av. Pagination	null ail 1	Vol. Vol. N	itti Volumi	es Document	t	Pagination	X	

Figure 87 Update Screen

## 6.2.3 <u>To Delete Record</u>

- 1. Access the Documents main screen
- 2. Click 'Edit' from data entry.
- 3. Click 'Query' and select the data to be delete.
- 4. A screen similar to Figure 88 will open. Click 'SAVE'.

Languages	ĭ	Collations	Fo	otnotes		
Main Data	1	Copies	Aut	hors	1 million	Keywords
Doc. Type	Book			×	Doc. Serial	123
Doc. Titel	data base	fundamental				
Call No.	55454			Publi	shing Date	2000/12/20
Publisher	CEDARE					
City			X Country	Keny	/a	
ISBN	56644		Descriptio	null		
Remarks	null					
Remarks © Single Document	Inull	O Multi Volu	imes Document			
Single Document		C Multi Volu Vol. Vol. Name	imes Document Copies		Pagination	Description
Single Document Copies 1 Av	' /ail 1				Pagination	Description X
Single Document Copies 1 Av Paginatio	' /ail 1	Vol. Vol. Name			Pagination	Description X
Single Document Copies 1 Av	' /ail 1	Vol. Vol. Name			Pagination	Description X X X
<ul> <li>Single Document</li> <li>Copies</li> <li>Paginatio</li> <li>1</li> </ul>	' /ail 1	Vol. Vol. Name			Pagination	
Single Document Copies 1 Av Paginatio	' /ail 1	Vol. Vol. Name			Pagination	Description X X X X X X

#### Figure 88 Data Deletion Screen

# 6.2.4 **To Display Records**

- 1. Access the Documents main screen
- 2. Click 'Edit' from data entry.
- 3. Click 'Query' and select the data to be display.
- 4. The Display Screen will appear similar to Figure 89. Click 'SAVE'.

Display						
Languages		Collations	Foo	otnotes		
Main Data	r	Copies	Auth	ors	Ť	Keywords
Doc. Type	Book			×	Doc. Serial	123
Doc. Titel	data base	e fundamental				
Call No.	55454			Publi	ishing Date	2000/12/20
Publisher	CEDARE					:
City			X Country	Ken	ya	
ISBN	56644		Description	null		
Remarks	null					
Single Document		C Multi Vol	umes Document			
Copies 1 Ava Pagination		Vol. Vol. Name	Copies .	Avail	Pagination	Description X X X X X

Figure 89 Data Display Screen

# 7 Administration

The Administration component is made up of two menus:

- A. Reference.
- B. Interface.

These screens can be used to add new data, update data or delete data. These screens are not used often, since they control data in the system's infrastructure.

## 7.1 <u>Reference</u>

The Reference menu is made up of a geographic sub menu, and a document information sub menu (Figure 90):

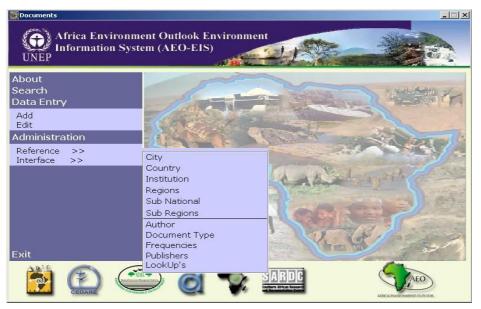


Figure 90 Main Reference Screen

## 7.1.1 Geographic Menu

- A. City
- B. Country
- C. Institution
- D. Regions
- E. Sub National
- F. Sub Regions

In each of the previous screens, you can:

- 1. Enter new data.
- 2. Update existing record.
- 3. Delete existing record.
- 4. Display existing record.

## 7.1.1.1 To Add Record:

- A. Access the main screen.
- B. Click 'Reference' from the Administration section.
- C. A new menu will open on which you can select any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- D. Click one of these options and a new screen will open.
- E. Click 'Add'. A screen will appear similar to Figure 91.
- F. Enter the new data.
- G. Click 'Save'.

Add Sub National	-				
Short National Name	1				
Sub National Name En					
Sub National Name Fr					
Sub National Name Ar					
		Ú.		-	
Sa	ve	Back	Finish	i.	

Figure 91 New Data Entry – Sub National

#### 7.1.1.2 <u>To Update Record:</u>

- A. Access the main screen.
- B. Click 'Reference' from the Administration section.
- C. A new screen will appear from which you can select any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- D. Click one of these options and a new screen will appear.

- E. Select the data to be updated, then click 'Update', and a new screen will appear similar to Figure 92.
- F. Enter the new data.
- G. Click 'SAVE'.

Serial No	44
Code	176
Country Name En	Chad
Country Name Fr	TCHAD
Country Name Ar	تشاد
ISO ALPHA3	TCD
ISO ALPHA2	TD

Figure 92 Data Update Screen – Country

#### 7.1.1.3 <u>To Delete Record:</u>

- A. Access the main screen.
- B. Click 'Reference' from the Administration section.
- C. A new screen will appear from which you can choose any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- D. Select one of these options and a new screen will open.
- E. Select the data to be deleted and click 'Delete'. A new screen will appear similar to Figure 93.

Delete Sub Regions	
Serial No	17
Sub Region Name En	Central Africa
Sub Region Name Fr	Central Africa
Sub Region Name Ar	Central Africa
Save	Back Finish

Figure 93 Data Deletion Screen – Sub regions

#### 7.1.1.4 <u>To Display Records:</u>

- A. Access the main screen.
- B. Click 'Reference' from the Administration section.
- C. A new screen will appear from which you can choose any of the following:
  - 1. City
  - 2. Country
  - 3. Institution
  - 4. Region
  - 5. Sub National
  - 6. Sub Region
- D. Select one of these options and a new screen will open.
- E. Select the data to be displayed, click on 'Display'.

### 7.1.2 Document Information Menu

- A. Author
- B. Document Type
- C. Frequencies
- D. Publishers
- E. Look Up's

In each of the previous screens, you can:

- 1. Enter new data.
- 2. Update data.
- 3. Delete data.
- 4. Display data.

We will go over these commands on one of the Document information menu screens.

#### 7.1.2.1 <u>To Enter Record:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new menu will open on which you can select any of the following:
  - a. Author
  - b. Document Type
  - c. Frequencies
  - d. Publishers
  - e. Look Up's
- 4. Click one of these options and a new screen will open.

- 5. Click 'Add'. A screen will appear similar to Figure 94.
- 6. Enter the new data, Click 'Save'.

Add Author	and the second	
No.	3	
Author Name En		
Author Name Fr		
Author Name Ar		
Email		
Web Page		
Remark En		*
		7
Remark Fr		*
		-
Remark Ar	i i	A
		-
	Save Back Finish	

Figure 94 New Data Entry – Author

# 7.1.2.2 <u>To Update Record:</u>

- 1.Access the main screen.
- 2.Click 'Reference' from the Administration section.
- 3.A new menu will open on which you can select any of the following:
  - a. Author
  - b. Document Type
  - c. Frequencies
  - d. Publishers
  - e. Look Up's
- 4.Click one of these options and a new screen will open.
- 5.Select the data to be updated, then click 'Update', and a new screen will appear similar to Figure 95.
- 6.Enter the new data.
- 7.Click 'SAVE'.

Update Frequencies			
Fre. No.	1		
freq. Desc En	Yearly		
freq. Desc Fr	Annuel		
freq. Desc Ar			کل عام
freq. Months	2		
freq. Days	7		
	Save Back	Finish	

Figure 95 Data Update Screen – Frequency

#### 7.1.2.3 <u>To Delete Record:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new screen will appear from which you can choose any of the following:
  - a. Author
  - b. Document Type
  - c. Frequencies
  - d. Publishers
  - e. Look Up's
- 4. Select one of these options and a new screen will open.
- 5. Select the data to be deleted and click 'Delete'. A new screen will appear similar to Figure 96.

Doc. No.	1	
Doc. Desc En	Book	
Doc. Desc Fr	Livre	
Doc. Desc Ar		
Doc. Series		

Figure 96 Data Deletion Screen – Document type

#### 7.1.2.4 <u>To Display Record:</u>

- 1. Access the main screen.
- 2. Click 'Reference' from the Administration section.
- 3. A new screen will appear from which you can choose any of the following:
  - a. Author
  - b. Document Type

- c. Frequencies
- d. Publishers
- e. Look Up's
- 4. Select one of these options and a new screen will open.
- 5. Select the data to be displayed, click on 'Display' and a new screen will appear similar to Figure 97.

Display Publishers	
No.	4
Publishers Name En	CEDARE
Publishers Name Fr	CEDARE
Publishers Name Ar	سيداري
Address En	23 manial st. pox no 323
Address Fr	
Address Ar	
Zip Code	212334
City	×
Country	Egypt x
Email	er@hotmail.com
Web Page	www.ma.com
Remark En	any comment
Remark Fr	any comment
Remark Ar	جديد
	I Publisher □ Agent
	ok Cancel Cancel

Figure 97 Data display Screen – Publisher

# 7.2 Interface Screens:

'Interface' screens are used to manage user-interface. Users can change the following:

- A. Report Labels
- B. Screen Labels
- C. Screen Names

# 7.2.1 Report Labels

This screen displays Report Names in the system, which can be changed according to the user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will appear, on this menu click 'Report Label'.
- 4. A new screen entitled 'Report Label' will open. Click 'Update'.
- 5. Change the Report Name, then click 'SAVE'.

# 7.2.2 Screen Labels

Here it is possible to display the field names in the system, and change them according to the user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will appear, on this menu click 'Screen Label'.
- 4. The 'Screen Label' screen will open
- 5. Change the name. Click 'SAVE'.

#### 7.2.3 Screens

Here it is possible to review Screen Names of the Document system and change them according to the

user's preference by:

- 1. Accessing the main screen.
- 2. Selecting 'Interface' from the 'Administration' section.
- 3. A new menu will open. Click 'Screens'.
- 4. A new screen entitled 'Screens' will open. Figure 98.
- 5. Click 'Update'.
- 6. A new screen will appear, change the name then click 'SAVE'.

			ronment	Ne.	
	Name En		een Name Fr		Screen Name Ar
Author		Auteur			المولف
City		Ville			المديئة
Country	Update Screens				الدولة
Doc-Type					لوع الوثيقة
Document Ma:	No.	107			صفحة البياثات الرنيسية الوثائق
Frequencies	Screen Name F	Author			عدلات الإصدار
Institution					لمؤسسية
Interface Menu	Screen Name H	Auteur			قائمة اختيارات واجهة التعامل
LookUp's	Screen Name A	r I		المؤلف	نائمة بياثات المراجع
Main Menu	e.		alt Finish		ائمة الاختيارات الأساسية
Message		ave B			
Publishers		Editeurs			لتاشرون
Query		Recherche	9		ستعلام
Reference Mer	าน	Menu des	References		للمة الختيارات القيم الأساسية
Regions		Regions			لأقاليم
Screen Labels		Etiquette o	le l'Ecran		طاقات الشاشات
	Information S Screen J Author City Country Doc-Type Document Ma: Frequencies Institution Interface Menu LookUp's Main Menu Message Publishers Query Reference Mer Reforence Mer Regions	Information System (AEO- Screen Name En Author City Country Update Screens Doc-Type Document Ma: No, Frequencies Institution Interface Menu Main Menu Message Publishers Query Reference Menu	Information System (AEO-EIS)  Screen Name En Scr Author City Country Doc-Type Document Ma: No, I07 Frequencies Institution Interface Ment LookUp's Screen Name En Auteur LookUp's Screen Name Ar Main Menu Message Publishers Editeurs Query Reference Menu Menu des Reference Menu Menu des Reference Menu Menu des Reference Menu Reference Menu Menu des Reference Menu Menu des Reference Menu Menu des Reference Menu Menu des Reference Menu	Screen Name En         Screen Name Fr           Author         Auteur           City         Ville           Country         Update Screens           Doc.Type         Document Ma           No.         107           Frequencies         Screen Name En           Institution         Screen Name Fr           Interface Ment         Screen Name Ar           Main Menu         Save           Message         Editeurs           Query         Recherche           Reference Menu         Menu des References           Regions         Regions	Information System (AEO-EIS)       Screen Name En       Author     Auteur       City     Ville       Country     Update Screens       Doc-Type     Dodete Screens       Document Ma:     No.       Frequencies     Screen Name En       Author     Institution       Interface Ment     Screen Name Er       Main Menu     Save       Message     Editeurs       Publishers     Editeurs       Query     Recherche       Reference Menu     Menu des References       Regions     Regions

Figure 98 Update Screens

# 8 <u>Security Module</u>

This module is responsible for managing user's privileges. The System administrator can add a new User to the system, delete a User, or display User data, specify the default user-interface language to be used by each user (English – French – Arabic); and the privileges authorized for each User. The Security module has two sections; Reference and Interface.

# 8.1 <u>Reference Section</u>

This section consists of three menus; Institutions, Users and Security, and Systems. The Institution menu manages the details of the Systems available, Users and Security menus manage user's privileges and System menu manages system titles.

To manage any of the three menus, these are the steps for managing users and security which is similar for the three systems:

- Accessing the log in screen.
- Selecting 'Security module' from the 'log in' screen.
- A new screen will open as figure 99.
- Select users and security from reference menu the screen similar to figure 100 is open.
- Click 'Add', a screen similar to that in Figure 101 will open.
- Enter the new User Name and Password.
- Confirm Password.
- Specify the language (English French Arabic).
- You can select the institution by clicking 'Institution'.

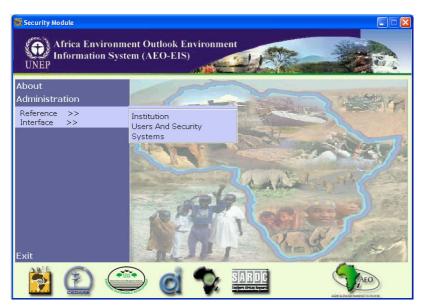


Figure 99 Users and security Screen

- Choose the systems to be used by the User from the following:
  - Data and indicator
  - o Experts database
  - o Documents database
  - o Security module
- Chooses the authorization privileges for the User from the following:
  - $\circ$  Search
  - o Data Entry
  - o Metadata
  - $\circ$  Administration
- Click 'SAVE'.

Info		ronment Outlook – Environment System (AEO-EIS)	
UNEP			
Manual States of the American	Serial	No User Name ADMIN	
	2	GUEST	_
	3	chris	
1 - Cart	4	essam	
and the second		Casam	
	and the second	System Name	and the second
PLEY T	Data A	and Indicators	
- M		nents Database	
and a second second	Exper	ts Database	
	Securi	ty Module	
	20		-
1		12 10-10-	
		Display Update Delete Add	AEO AEO ARACE PARTA O INCOR

Figure 100 User Names and System Names

Jser Na	me l		
Passwoi	rd		
onfirm	Password		
Inst	itution		
• En	glish 🔿 French	C Arab	ic
	System Name		
Data	And Indicators		-
Date			
	erts Database		-
Exp	erts Database uments Database		
Exp			•
Exp	uments Database		-
Exp	uments Database urity Module		-
Exp Doc Sec	uments Database urity Module Functions		
Exp Doc Seci	uments Database urity Module Functions Search		

Figure 101 Adding a New User

It is also possible to change any User's password by clicking 'Update', changing the Password, confirming it, then clicking 'SAVE'. You can delete any user by clicking 'Delete'.

#### 8.1.1 Systems

Users can update or display System / Database name by the following steps:

- Selecting 'System' from the Reference menu. A screen similar to Figure 102 will open.
- Clicking 'Update' to modify the system name as in Figure 103, then clicking 'Save'.

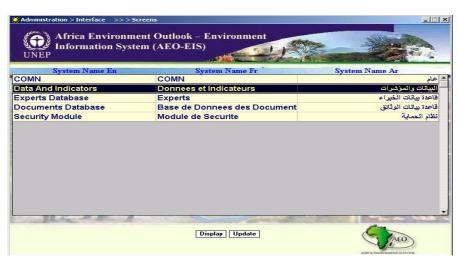


Figure 102 System Names

O Administration > Interface	>> > Screens		
	ironment Outlook n System (AEO-El		
System Name		System Name Fr	System Name Ar
COMN	COMN		م عام
Data And Indicators	Donnees	et Indicateurs	البياتات والمؤشرات
Experts Database	Update Screens	The subscription of the second se	قاعدة بياتات الخبراء
Documents Database		E	قاعدة بيانات الوثانق
Security Module	System Name En	Data And Indicators	نظام الحماية
	System Name Fr	Donnees et Indicateurs	
	System Name Ar	نات والمؤشرات	البيا
	System Short Name	SDIS	
	Save	Back Finish	
and the second s	Contraction of	an at the	
		Display Update	AEO

Figure 103 Update System Name

# 8.2 Interface Section

The Interface section allows users to customize the labels of the security module fields. Users can update and display the current records.

#### 9 <u>Export Data</u>

To export any data from the system to Microsoft® Excel sheet:

- Access the main screen.
- Select 'Indicator' from the 'Search' section.
- A search screen will open Figure 104.
- Select the indicator from list.
- Select 'export data' from report type list.

	r ca Environment Outlook – Envir rmation System (AEO-EIS)	ronment		
annuara	Region		Initiative	
10	Sub Region	> 1980	Theme	
S. Mar	Country		Issues	-
	Sub National		Indicator Type	·
	City			•
able Land	and the second se	ar Year om To Interval	Source	
		rt Type		2 1.00
	Query Save Query Open Query	<u>Clear</u> Clear All	Exit	AEO

Figure 104 the export screen

- Click the 'Query' button to load all data of query.
- After loading the excel sheet the message appear as figure 105.



Figure 105 the message after export

• The excel files are found in the application root directory under export folder as figure 106.

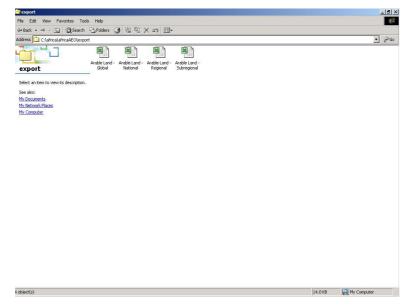


Figure 106 the files exported