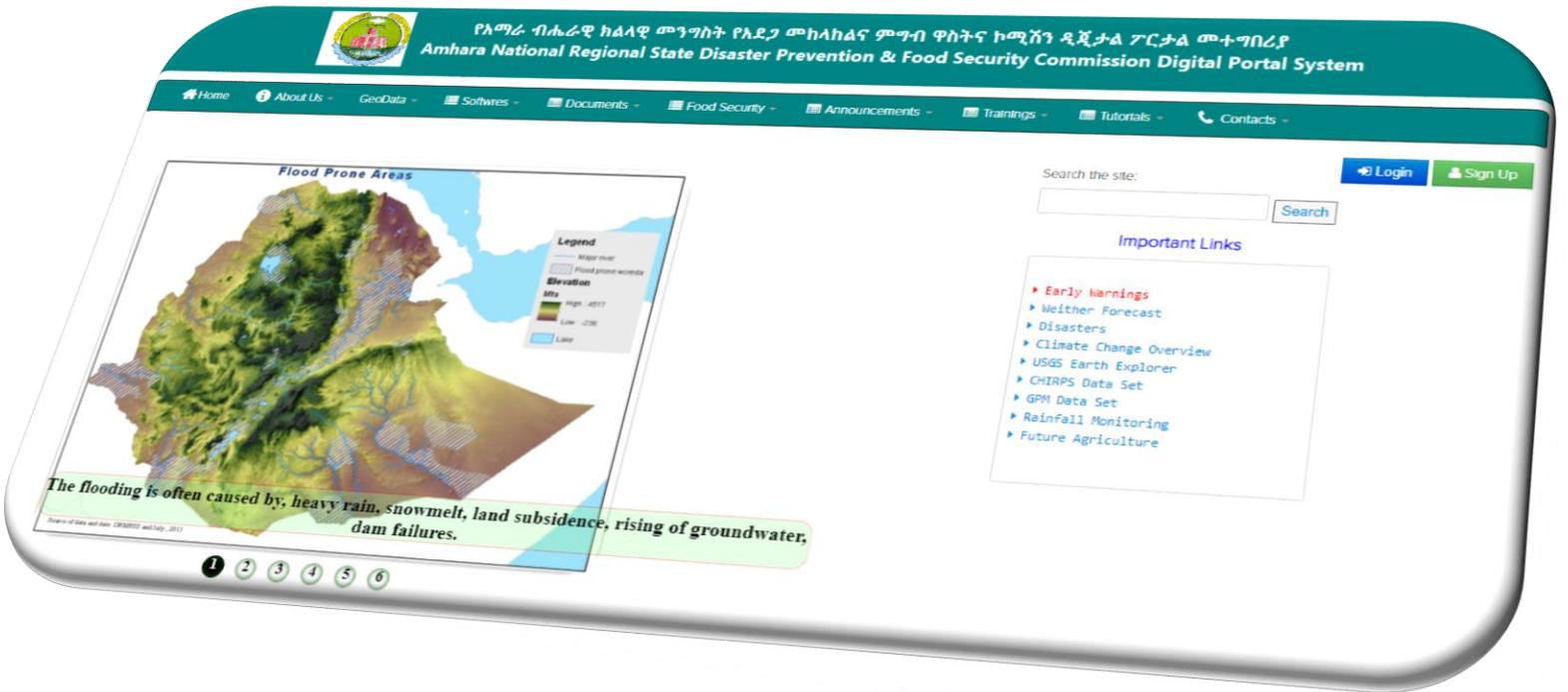


# PORTAL USER GUIDE



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# 1. Introduction

## 1.1. Purpose of the document

The main purpose of this document is to present a User Manual for the main user functionalities of the **Portal System**, launched in production in January 2023. The approach used for this User Manual was based on the identification of the main user functions of the Portal and the description of each function from the user's perspective in terms of "How to...". Each main function documentation consists of a screen snapshot, the steps required to execute the function and optionally a screenshot with the results.

## 1.2. Terminologies

Acronym	Description
.shp	Shapefiles
.CSV	Comma separated values
.ZIP	Compressed file (containing many file extensions)
.img/tiff	A file extension for raster dataset
.jpeg/jpg	A file extension for digital maps (exported maps)
.xlsx	Files recorded in database in excel sheet
URL	Uniform Resource Locator
HTML	Hyper Text Markup Language
GUI	Graphical User Interface
HTTP	Hypertext Transfer Protocol

## 2. About Portal

Portals are web-based applications that allow for the encrypted, bi-directional transmission and storage of electronic data. In other words, you have instant access to spatial, non-spatial data and other important documents and information wherever and whenever you want. A portal, is a place where files can be uploaded, downloaded, stored and shared in a safe and secure environment 24/7. The portal will also allow you to easily upload spatial and non-spatial data with a maximum size of 1GB and Search, sort and display documents based on a variety of characteristics

☞ **Data = (Geospatial and non-spatial data)**

## 3. System Requirements

Portal is accessed via a WampServer therefore, a user may be prompted to install WampServer2.1e-x32 from Microsoft's website. The installation typically takes less than two minutes to complete and is completely safe. All browsers are supported to access the portal system.

## 4. Portal Home Page

Menus Login Register for new users

Amhara National Regional State Disaster Prevention & Food Security Commission Digital Portal System

Home About Us GeoData Softwres Documents Food Security Announcements Trainings Tutorials Contacts

Search the site:

**Irrigation Schemes**

- Large Scale
- Medium Scale
- Small Scale
- Rivers
- Lakes

**Important Links**

- Early Warnings
- Weather Forecast
- Disasters
- Climate Change Overview
- USGS Earth Explorer
- CHIRPS Data Set
- GPW Data Set
- Rainfall Monitoring
- Future Agriculture

Existing irrigation schemes distributed in the regional states of Ethiopia

Figure 1. Portal Home Page

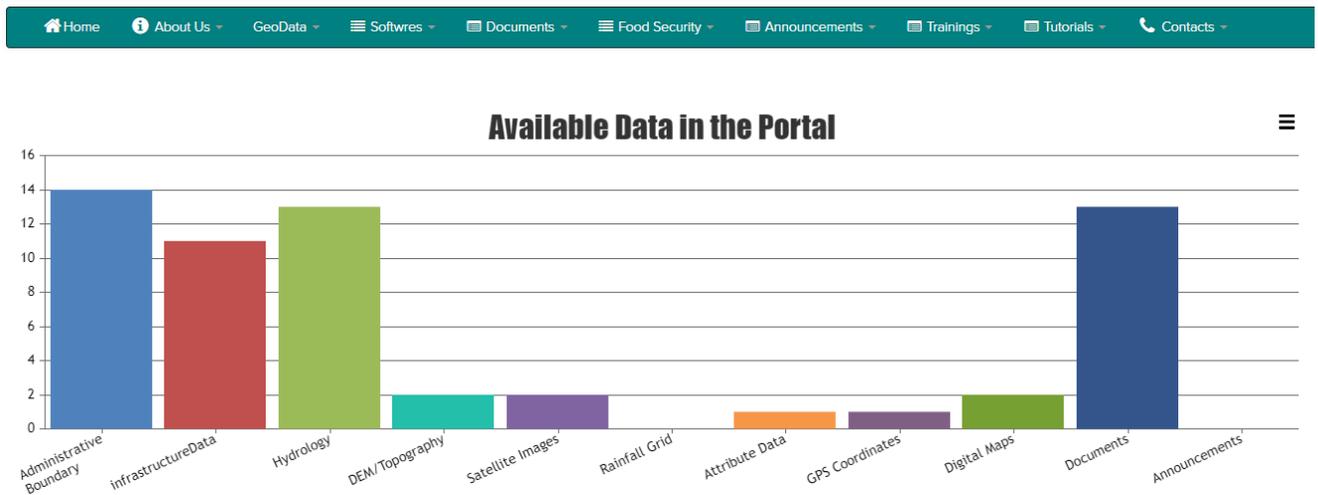


Figure 2. Available data in graph

## 4.1. Portal Signup

This button is to register your self for the first time to access and download both spatial and non-spatial data. You are required to fill all the required fields to register.

## 4.2. Portal Login

The interface is suitable for use on any computer and even your mobile/tablet devices. It provides a basic, web-based interface that allows you to use the core features efficiently, such as uploading, downloading data downloading spatial/non-spatial data.



### Login Tips

- System Administrator's approval is required to login to the portal.
- Use correct username and password in the space provided.
- The Login ID (username and password) are case sensitive (**A** and **a** are different).
- Your password may be reset at any time by clicking "[change?](#)" after logged in to the system
- You can view the available data and documents without login to the system (home page)

## 5. Portal User Roles

### 5.1. System Administrator

The Portal Admin is the primary user who has access to the portal. The Portal Admin may perform all portal-related functions, create other Portal Users and control access by other

Portal Users. The Portal Admin user will be the only user that exists initially.

- ✓ **Manage Users** (Create, View, Activate and block operations)
- ✓ Generate **reports** for user login and download histories
- ✓ Manage Database (**Backup**)

### 5.2. Data Manager

- ✓ **Manage** Geospatial data: shapefiles, satellite images, DEM, digital maps, ...
- ✓ Manage non-spatial data: **Documents** (published, unpublished, DRM Policies, WDRP docs, conference papers, journals, books and reports)
- ✓ **Manage Trainees & courses (register trainees and able to generate certificates)**
  - Filter trainees (by training courses, level of training)
  - Generate certificates for trainees who completed given trainings

- ✓ Manage **announcements: events and jobs etc.**
- ✓ **Manage requested data** (Private data which need support letter from their institution)
- ✓ Manage Database (**Backup**)

### 5.3. Commissioner

- ✓ **View summary Reports (Dashboard)→Statistics**
  - Users, Geospatial Data, Documents, Trainees, Download Histories
- ✓ Access available Maps

### 5.4. Portal End-User

- ✓ **Access and Download** Geospatial and non-spatial Data
- ✓ Access **Available Documents** (published, unpublished, DRM Policies, WDRP docs, conference papers, journal links and reports)
- ✓ Request private data which need permission from the data manager
- ✓ **Trainings** (registration, obtain certificate after training completion)
- ✓ Can get best **tutorial** website links and softwares for geospatial processing
- ✓ view **announcements** if any
- A Portal User is created by themselves and granted access by the Portal Admin.

## 6. Managing Portal

- The Portal Admin may grant Portal access to others by creating Portal Users.



There are 3 steps to create Portal Users.

1. Create the Portal User
2. Grant the Portal User access
3. Choose the Portal User's Role



#### **Recommendations**

- It is our recommendation that administration rights NOT be granted to Portal Users.

## 7. System Administrator Roles and Activities (Login is required)

The screenshot shows the top navigation bar with the Amhara National Regional State Disaster Prevention & Food Security Commission logo and name in Amharic and English. Below the navigation bar is a login form with a 'Please Login' header, 'Username' and 'Password' input fields, a 'Login' button, and a 'Forgot your Password?' link. A 'Sign Up' button is also present. A red box highlights the login fields with the text 'Enter username and password to login to the system'. Below the login form is a 'CONTACT US' section with social media icons.

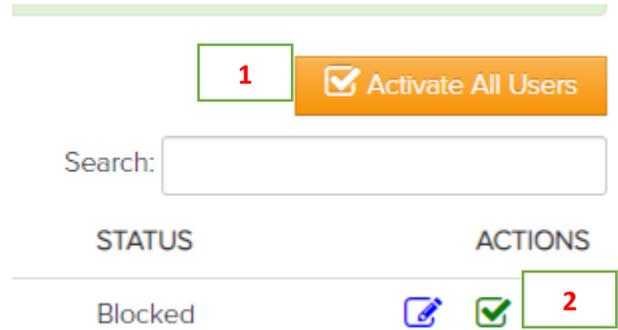
### 7.1. Create Portal Users

- Login using correct username and password (System Administrator)
- From the User Accounts tab; click **“Create New Users”**
- Fill all the forms and click **Register** button

The screenshot shows the 'User Registration Form' with a title indicating that fields marked with an asterisk are required. The form includes the following fields: First Name, Middle Name, Gender, In what sector do you work?, What is the primary application for which you need to register?, Username, Password, and User Type. A 'Register' button is at the bottom. A green box labeled '1' highlights the 'User Accounts' menu, and a green box labeled '2' highlights the 'Create new users' option. A green box labeled '3' highlights the 'Register' button. A green box labeled 'Fill all fields' points to the registration form.

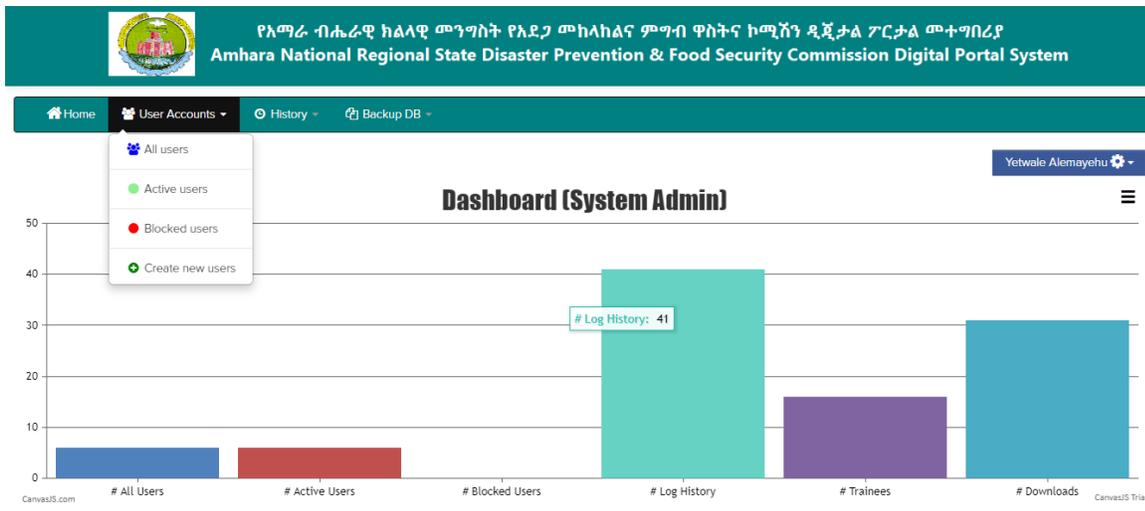
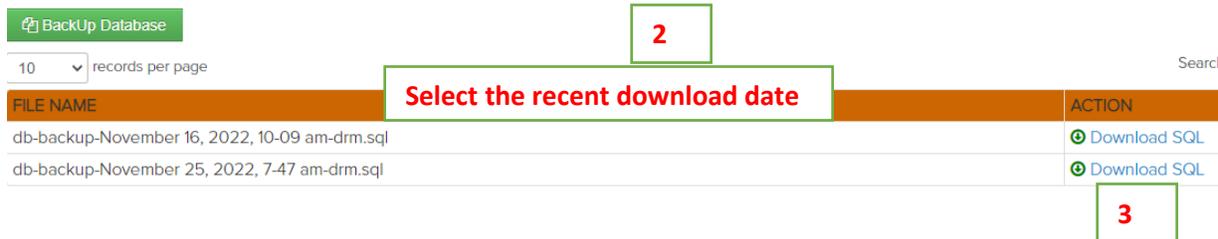
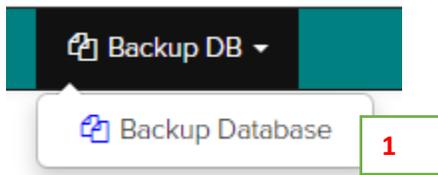
## 7.2. To Grant access for registered users

- Login using correct username and password
- From the User Accounts tab; click **“Blocked Users”**
- Click **“Activate All Users”** or click on **“Check Box”**



## 7.3. Backup Portal Database

- Login using correct username and password
- From the Backup DB tab; click **“Backup Database”**
- Fill all the forms and click **Register** button

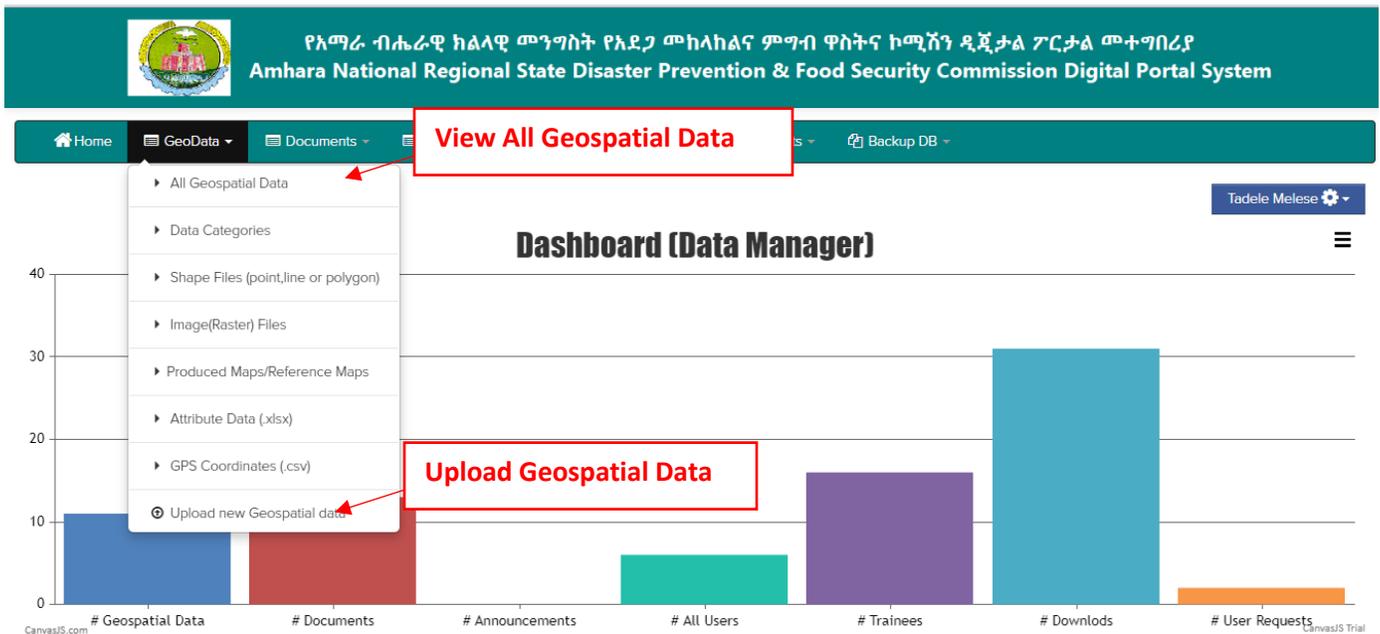


## 8. Data Manager Roles and Activities (Login is required)

### 8.1. Add Data to Portal

- Click on Geodata Menu
- Upload Geospatial data
- Select Category/type of Data you need to upload
- Give name and description/meta data
- Select privacy type
- Browse the data to be uploaded then click on “Upload” button

**Note:** - Follow the same steps to upload the Non-Spatial Data/Documents



### Add Geospatial Data

Data Category:

File Name:

File Type:

Description/Metadata:

Privacy Type:

Choose Zipped (img/.TIFF) Raster File

No file chosen



## 8.2. Upload Announcement



Add documents form

Type document Title and its Summary

Title:  
Document title here...

Document Summary:  
Summary..

Document Categories:  
[Dropdown menu]

Attach File (pdf,docx...)  
Choose File No file chosen

Upload

Select document Category and Browse file location

## 9. Print Certificate for Trainees



10 records per page

Search:

IDNO	FNAME	LNAME	EMAIL	GENDER	BACKGROUND	RANK	WORKED	COURSE	STATUS	ACTION
66	fhg	hfg	yihhnie1991@gmail.com	Male	Geology		College of Sciences	Basics of GIS	Certified	
66	Biniam	Asefa	binivsdav@gmail.com	Male	fff		College of Sciences	Basics of GIS	Certified	
66	agumas	desse	abebe@gmail.com	Male	Geology		College of Sciences	Intermediate R Programming	Certified	
89	addis	abeba	aster@gmail.com	Male	kkk		College of Sciences	Basics of GIS	Certified	
3428	Yetwale	Alemayehu	yetwale2008@gmail.com	Male	CS		Faculty of Social Sciences	Basics of GIS	Certified	
3428	Aster	Kebede	yetwale2008@gmail.com	Female	CS		Faculty of Humanities	Basics of GIS	Certified	
3428	addisu	amare	yetwale2008@gmail.com	Male	fff		College of Sciences	Basics of GIS	Certified	
3428	f	fds	sdff	Female	fdsf		College of Sciences	Basics of GIS	Certified	
3430	qq	qqq	yihhnie1991@gmail.com	Male	fff		College of Sciences	Basics of GIS	Certified	

Showing 1 to 9 of 9 entries

Previous 1 Next



Print

### Regional Disaster Risk Management (RDRM)

#### Certificate of Completion

This is to certify that fhg hfg has successfully completed his training on Basics of GIS. This training was delivered from \_\_\_\_\_ to \_\_\_\_\_.

Issued Date: Saturday, November 12, 2022

-----  
RDRM Coordinator

## 10. End User Registration



የአማራ ብሔራዊ ክልላዊ መንግስት የአደጋ መከላከልና ምግብ ዋስትና ኮሚሽን ዲጂታል ፖርታል መተግበሪያ  
Amhara National Regional State Disaster Prevention & Food Security Commission Digital Portal System

Home About Us GeoData Softwres Documents Food Security Announcements Trainings Tutorials Contacts

First Name:

Middle Name:

Gender:  Male  Female

In what sector do you work?

What is the primary application for which you need to used Data from?

Username:

Password:

Email Address:

**Fill all required fields and click on Agree and Sign Up**