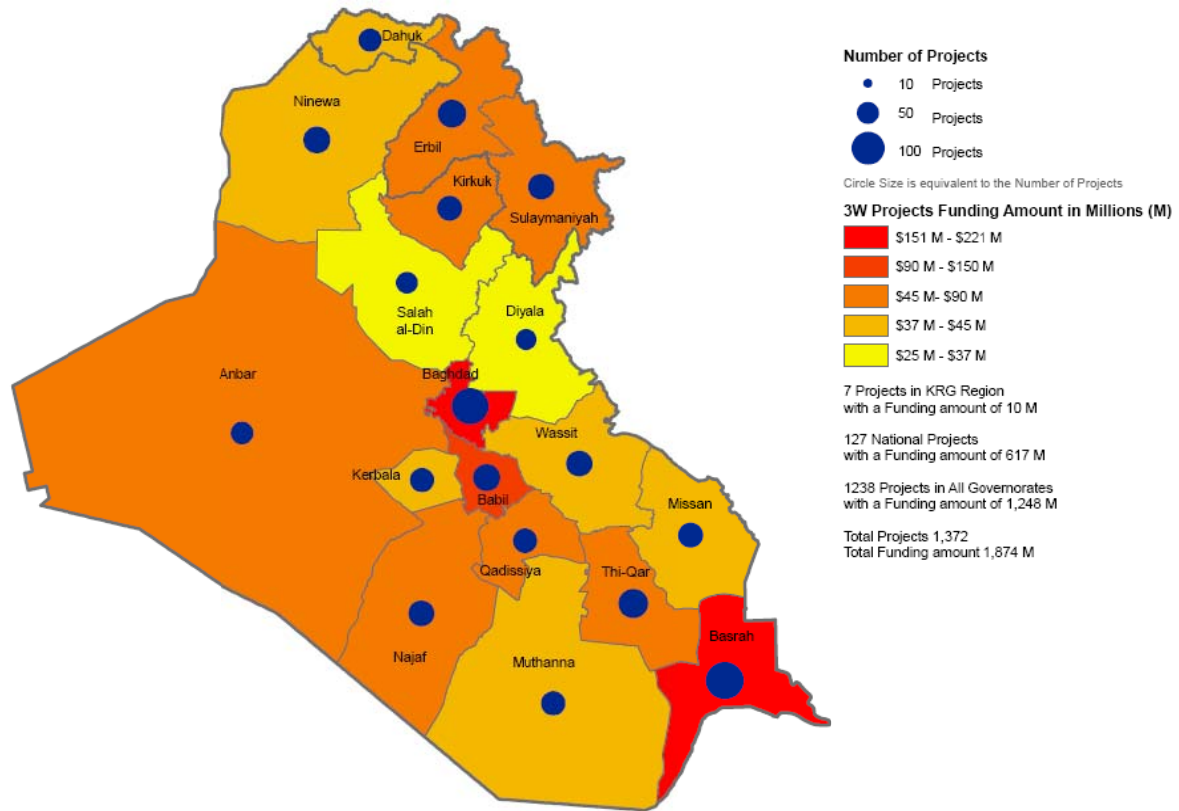




# 3W User Manual



January 2009

V.1

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The Information and Analysis Unit (IAU) is an interagency unit, created in February 2008 to improve the impact of the humanitarian and development response in Iraq through the strategic use of information

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# 3W User Manual

## Introduction

The Who does What Where (3W) is a database of what UN agencies, the Government of Iraq and other organizations are doing in Iraq and where they are doing it. This information will help co-ordinate efforts to respond to the humanitarian needs of Iraq's most vulnerable. The 3W covers all humanitarian projects in Iraq since 2003, showing users:

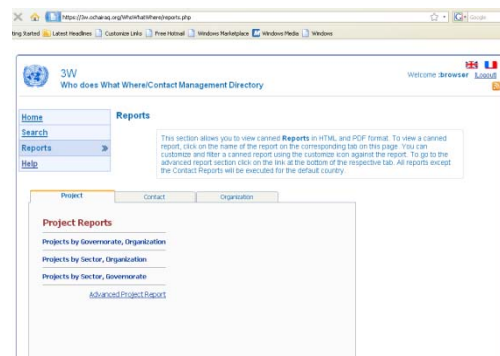
- What the project is and which organization is implementing it
- Project location and project budget
- Any partner organizations involved in the project
- When the project started and whether it has been completed

This helps users to identify which projects are needed where and avoid duplication. The Contact Management Directory integrated into the 3W gives users immediate access to contacts for agencies and projects. The database can be accessed on the internet at [3w.ochairaq.org](http://3w.ochairaq.org), or through the intranet at [imu](http://imu).

## Scenario 1: Abdullah the Aid Worker

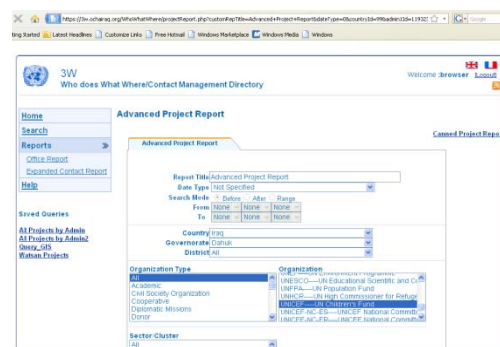
Abdullah is an aid worker in the Education sector who has **Browser** access to the 3W. He is approached by a local official for a project in Dahuk which is aimed at increasing the enrolment of girls in primary education. He wants to find out what projects are already going on in Dahuk in his Sector, so he:

- Selects **Reports** from the menu on the left
- Selects **Projects** from the tabs that appear below
- Selects **Projects by Sector, Governorate**
- Uses the drop-down menus at the top of the report to filter for Education projects in Dahuk



Not finding all the information he needs, Abdullah decides to create an **Advanced Project Report** to find more details, so he:

- Selects **Back to reports page** at the top right of the screen
- Selects **Advanced Project Report**
- Selects **Dahuk** from the drop-down list of **Governorates**, and **Education** from the **Sector/Cluster** drop-down list
- Adds **Country**, **Administrative Levels 1 and 2**, **Project Title**, **Project Description**, **Project**



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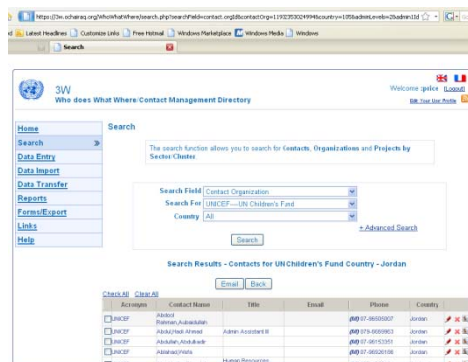
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### Number, Project Status to the list of Requested Columns

- Selects [Web Page Report](#) at the bottom of the screen to produce create the report

He sees a project that UNICEF is running which appears similar to the project he has been asked about. Wanting to find out more about the project, he:

- Returns to the Homepage and selects [Search](#)
- Selects **Contact Organization** from the drop-down list and then **UNICEF** and **All** from the **Organization** and **Country** lists

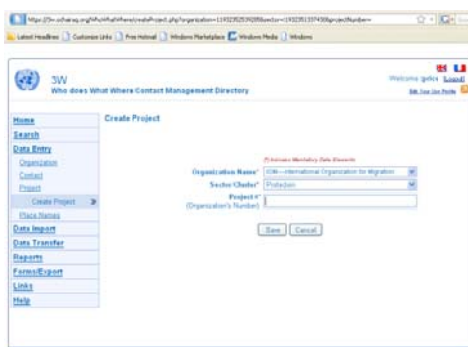
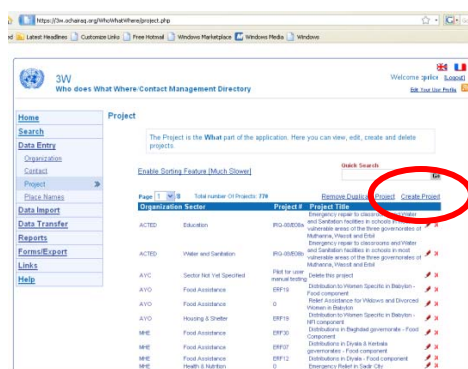


Having found the Head of Education on the list of Contacts, Abdullah emails him to find out more.

### Scenario 2: Paula the Project Manager

Paula is a Project Manager for IOM who has **Limited User** access to the 3W. She is delighted to have received US\$300,000 of funding from the CAP for a new Women's Income Generation project for IDPs in Babil and Al-Hindiya district in Kerbala. She wants to add a project this Project to the 3W, so she:

- Selects [Data Entry](#) from the menu on the left, then selects [Project](#) from the sub-menu which appears below Data Entry
- Selects [Create Project](#), just above the list of projects on the right hand side
- Selects **IOM** as the name of the **Organization** that is coordinating the project and **Protection** as the **Sector** from the drop-down menus
- Gives the project a **Project Number**. While this information is not mandatory, Paula understands that it would be more helpful if she provided it
- Selects **Save** below to store the information on the database



She is asked on the next screen to provide further information on the Project. She enters information on the project, including a brief **Description** of the project aims. She then comes to the **Funding** section half way down the page, so she:

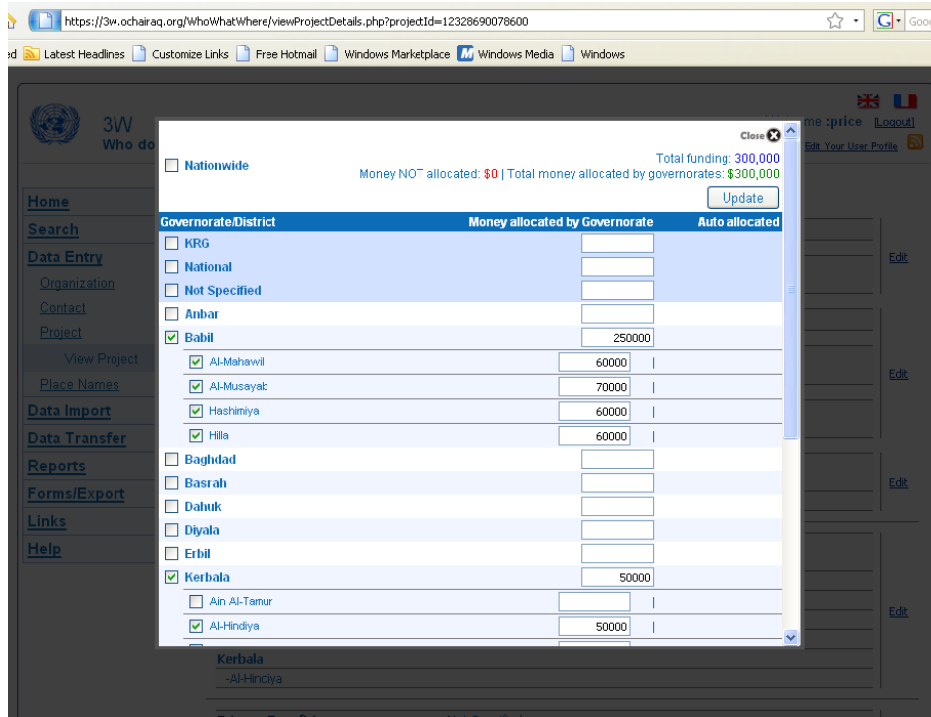
- Selects [Edit](#) next to the **Funding Code** heading on the right of the screen to open the editing window
- Selects **Add funding source** from the right hand side, and enters details of the CAP funding into the correct boxes

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Paula then has to specify where the money is being allocated. She knows exactly how much money is being allocated to Babil and Al-Hindiya, so she:


- Selects Babil and Kerbala governorates and all the districts covered by the project by ticking the boxes on the left hand side
- Specifies the amount of funding allocated to each governorate and district and selects **Save** at the bottom of the table



- If she was unable to do specify the amount of funding allocated to each governorate, the money would be **Auto allocated** on the right hand side

She then enters **IDPs** as the **Primary Beneficiary** of the Project. Once Paula does this, she has successfully entered the Project on the database.

One year later, it is announced that the project is to receive a funding extension. Paula needs to edit the funding data accordingly, so she **Searches** on the 3W for the project by selecting **Project by Geographic Location** and **Babil** from the list of filters.

To **edit** the Project, she selects the  button to the right of the Project name, which opens the editing page in a new window. On this page, she:


- Changes the **End Date** of the project
- Adds a new funding source and enters the details of the new funding
- Changes the **Funding per location** accordingly

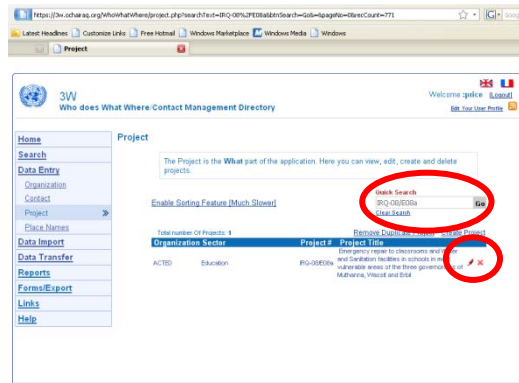
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## Scenario 3: Sara the Sector Lead

Sara is the Education Sector Lead and has **User** access to the 3W. She discovers that a project has been entered onto the database under her sector by mistake. In order to rectify this error, she:

- **Searches** for the project by entering its **Project Number** into the **Quick Search** box on the **Data Entry Project** page
- Selects the  button to the right of the Project name and edits the Project Sector by selecting the first **Edit** link on the right



She then wants to add further details of projects that were added at the governorate level only, so she:



- Selects the **Data Entry** option from the menu on the left and searches for **ODUM** in the **Quick Search** box
- Selects **Edit** next to the **Funding per location** section and specifies the specific districts in which the project is being implemented
- She then specifies the amount of money that is going to each district

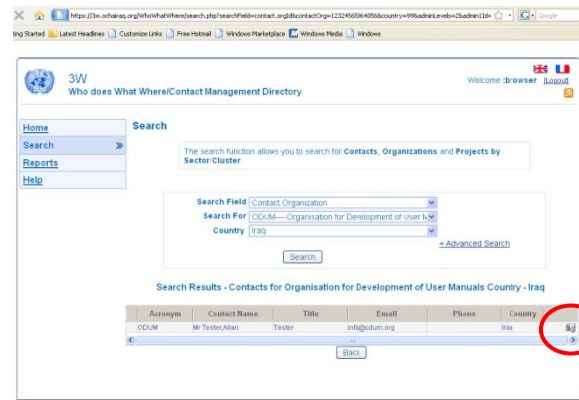
## Browsers

Browsers can **search** the database, **view** Contacts, Projects and Organizations, and **create Reports**.

### Searching the Database

Login as normal and select **Search** from the menu on the left.

- Select what you would like to search by from the drop-down menu and select **Search** below the menus
- The results of the search will be displayed below
- To view more **details** on your search results select  to the right of the relevant search result (circled in the picture)
- To do a more specific search, select **Advanced Search** next to the drop-down menus. This will reveal a second set of drop-down menus from which you can select further criteria
- The results of the search will be displayed below. Select  to view more details



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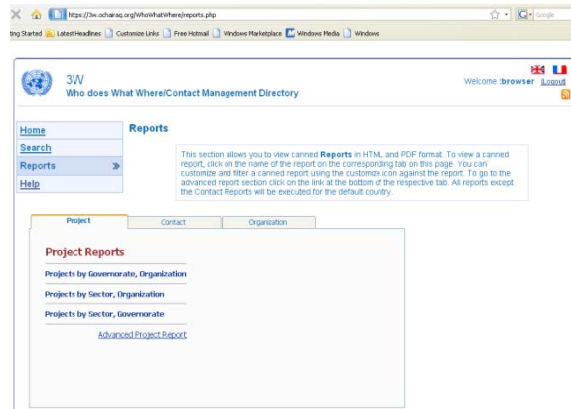
## Creating Reports

This feature allows you to **create Reports** of Projects, Contacts and Organizations in Iraq, tailored to your needs. You can save or print the reports you create as an easy-access reference.

### 1) Basic Reports

To start making a Report, login and select **Reports** from the menu on the left. Choose whether you would like to create a report on **Projects, Contacts** or **Organizations** from the tabs that appear at the bottom of the screen.

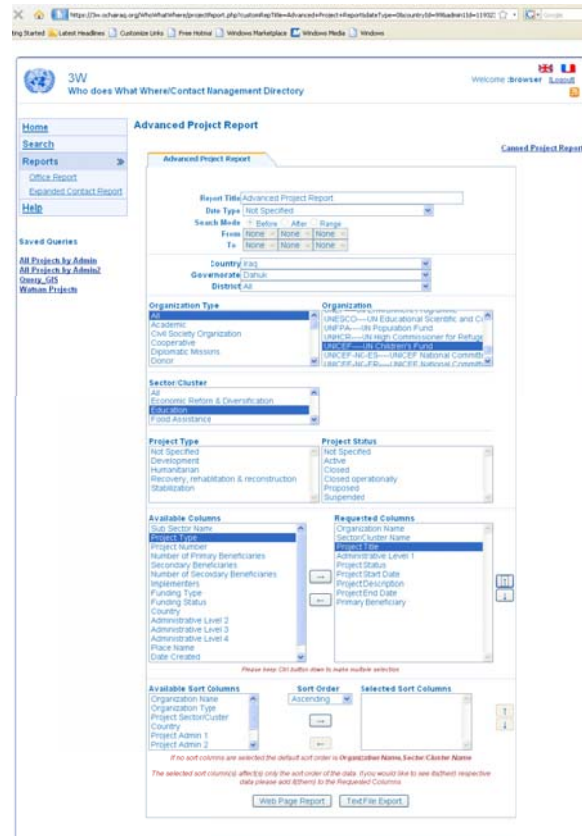
- Select how you would like the information in the report to be arranged by clicking on one of the options on the tab you have selected. This will give you a full list of projects displayed in the way you have chosen



### 2) Advanced Reports

Creating an Advanced Report allows you to be more specific about the information you want included in the report. To make an Advanced Report, select **Reports** from the menu on the left. Under the **Project** and **Contact** tabs, select **Advanced Project/Contact Report**. You will then be taken to a page with a series of lists from which you can select the information you want to include in the Report.

- Select what you would like to include from the lists, including **Date, Location, Organization Type, Organization, Sector/Cluster, Project Type** and **Project Status** lists. To select more than one item from a list, hold down **Ctrl** while selecting the item
- Choose from the list of **Available Columns** how you would like the information to be displayed in your Report. Select the option that you would like to include and click on the arrow pointing towards the list of **Requested Columns** on the right. (N.B. **Administrative Level 1** refers to the Governorate,



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- **Administrative Level 2** to the district, and **Administrative Levels 2 and 3** to sub-district levels)
- The columns will appear on the Report from left to right in the order that they appear in the list of **Requested Columns**. To change the order, select an option from the list of **Requested Columns** and move it up or down using the arrow keys to the right of the list
- Choose the way in which you would like the list of projects to be sorted from the **Available Sort Columns**
- Select whether you would like to view the report as a **Web Page** or as a **Text File** from the buttons at the bottom of the page. A report will then be generated automatically

## Users and Limited Users

**Users** and **Limited Users** can **search** the database, **view**, **create**, **edit** and **delete** Contacts, Projects, Organizations and Place Names, **import data** and **create Reports**. See the **Browser** section above for how to **view** data and **create Reports**.

**Limited Users** can **view** all data on the 3W by **searching**. They are able to **create**, **edit** and **delete** data for Organizations which they are responsible for, or which have been assigned to them. These are the only data they can see in the **Data Entry** section. Limited Users can request an Organization to be assigned to them by emailing [info@iauiraq.org](mailto:info@iauiraq.org). **Users** can **view**, **create**, **edit** and **delete** any data on the database.

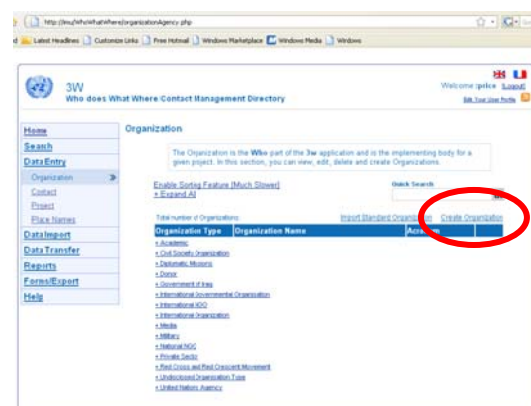
## Data Entry

### 1) Organizations

#### a) Creating a New Organization

Login as normal, select **Data Entry** from the menu on the left, then select **Organization** from the sub-menu which appears below Data Entry. This will produce a list of all the types of organizations stored on the database (Academic, Government of Iraq, International NGO, etc.).

- Select **Create Organization**, just above the list of organization types on the right hand side (circled in the picture)
- Type your **Organization Name** in the text box (mandatory). The auto-complete function in the text box will help prevent duplicate Organizations being entered onto the database
- Select the **Organization Type** from the drop-down list (mandatory)
- Type the Organization's **Acronym** and **Website** address (not mandatory)



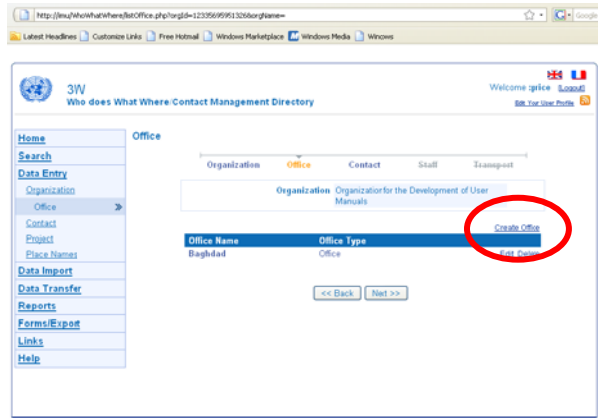
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- Select the cluster the organization is **Cluster Lead For** from the list
- Select [Save](#) below if you want to store the information on the database, or [Cancel](#) if you do not

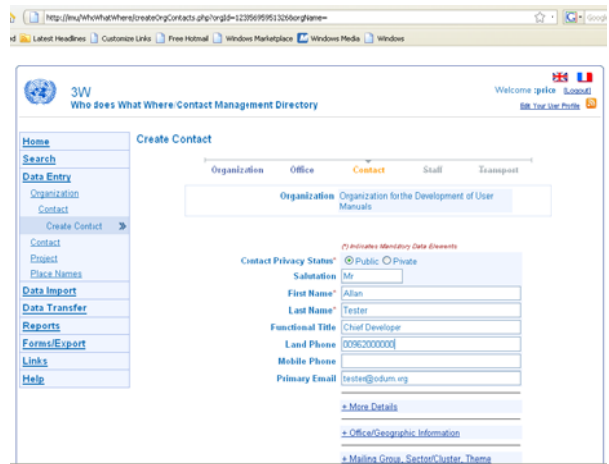
If you have selected **Save**, you will be taken to the next stage, which allows you to give information about your Organization's Office(s) and/or Staff Presence(s) in a few easy stages. The bar at the top highlights which stage you are at in **orange** (see picture).

- Select [Create Office](#) from the right hand side of the page (circled in the picture)
- Type the **Office Place Name** and select your **Office Type** from the drop-down list (mandatory)
- Enter the office contact and geographical details below if you would like to publicize them
- Select [Save](#) below if you want to store the information on the database, or [Cancel](#) if you do not
- If you wish to enter another Office, select [Create Office](#) again
- Each time you save an Office, it will appear on the list on the Office page. You can edit or delete an Office you have already saved by selecting [Edit](#) or [Delete](#) from the right hand side
- Once you have entered all the Offices and Staff Presences you wish to publicize, select [Next](#) or [Back](#) below the list of Offices



If you have selected [Next](#), you will be taken to another page which allows you to enter contact details for the individual(s) in your organization.

- Select [Create Contact](#) from the right hand side
- Select whether you would like the contact details of the individual to be public. If you select **Public**, all users of the 3W database will be able to see the contact details. If you select **Private**, only you and admin will be able to see the details, and the details will not appear on search results
- Enter other basic details as appropriate
- If you want to enter more specific details (such as the individual's responsibility within the Organization, mission end date, geographical information, etc.) select from the icons below




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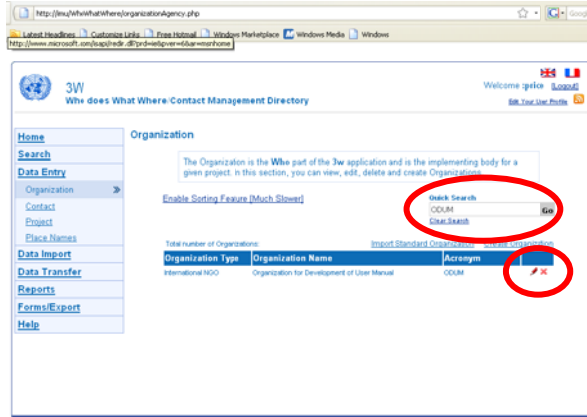
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- Select [Save](#) below if you want to store the information on the database, or [Cancel](#) if you do not
- To enter further contacts, select [Create Contact](#) again
- Once you have finished entering the contact details, click on [Done](#). This will take you back to the Organization Data Entry page

### b) Editing an Organization


Login as normal, select [Data Entry](#) from the menu on the left and then [Project](#) from the sub-menu that appears below Data Entry. This will produce a list of all the types of organizations stored on the database (Academic, Government of Iraq, International NGO, etc.).

- **Either** click on the relevant Organization type to produce a list of all the organizations of that type
- **Or** type the name or acronym of the Organization into the **Quick Search** box just above the list on the right hand side (circled in the picture)
- Once you have found the Organization you want to edit, click on the  button to the right of the Organization acronym (circled in the picture)
- On the editing screen, selecting [Next](#) will automatically save the information that you have edited. Click on [Cancel](#) if you do not want to save the changes



### c) Deleting an Organization

Login as normal, select [Data Entry](#) from the menu on the left and then [Project](#) from the sub-menu that appears below Data Entry. This will produce a list of all the types of organizations stored on the database (Academic, Government of Iraq, International NGO, etc.).

- **Either** click on the relevant Organization type to produce a list of all the organizations of that type
- **Or** type the name or acronym of the Organization into the Quick Search box at the top right of the list
- Once you have found the Organization that you want to delete, select the  button to the right of the Organization acronym. You cannot delete an Organization that has ongoing Projects
- You will be asked to confirm your choice. Click [OK](#) if you want to delete the Organization permanently from the database, or [Cancel](#) if you do not

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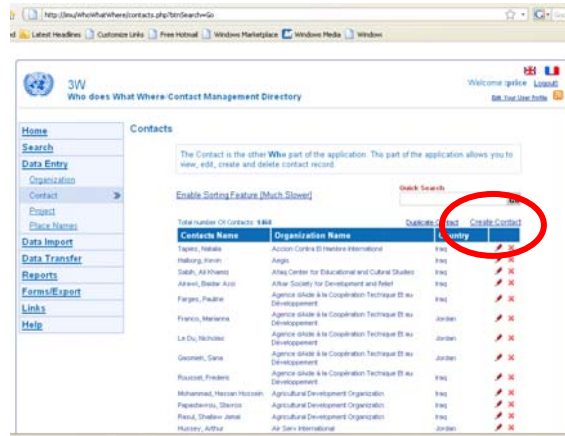
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## 2) Contacts

### a) Creating a New Contact

Login as normal, select [Data Entry](#) from the menu on the left, then select [Contact](#) from the sub-menu which appears below Data Entry. This will produce a list of all the contacts on the database. Select [Create Contact](#) from the right hand side just above the list of contacts (circled in the picture).

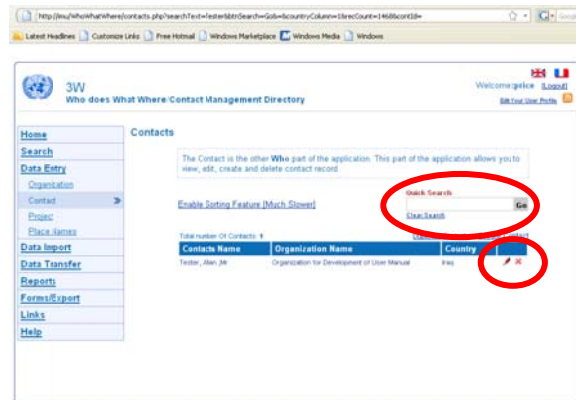
- Select whether you would like the contact details of the individual to be public. If you select [Public](#), all users of the 3W database will be able to see the contact details. If you select [Private](#), only you and admin will be able to see the details, and the details will not appear on search results
- Enter other basic details as appropriate
- If you want to enter more specific details (such as the individual's responsibility within the Organization, mission end date, geographical information, etc.) select from the icons below
- Select [Save](#) below if you want to store the information on the database, or [Cancel](#) if you do not. This will take you back to the Contact Data Entry page



### b) Editing a Contact


Login as normal, select [Data Entry](#) from the menu on the left, then select [Contact](#) from the sub-menu which appears below Data Entry. This will produce a list of all the Contacts on the database, arranged by Organization.

- Type the name of the Contact or the his/her Organization into the **Quick Search** box above the list on the right hand side (circled in the picture)
- Once you have found the Contact that you want to edit, select the  button to the right of the Contact's Organization name (circled in the picture)



### c) Deleting a Contact

Login as normal, select [Data Entry](#) from the menu on the left, then select [Contact](#) from the sub-menu which appears below Data Entry. This will produce a list of all the contacts on the database, arranged by Organization.

- Type the name of the Contact or his/her organization into the **Quick Search** box above the list on the right (circled in the picture)
- Once you have found the Contact that you want to delete, select the  button to the right of the Contact's Organization name (circled in the picture)

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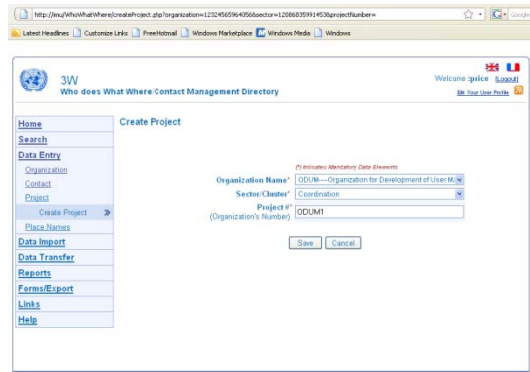
- You will be asked to confirm your choice. Select **OK** if you want to delete the Contact permanently from the database, or **Cancel** if you do not

### 3) Projects

#### a) Creating a New Project

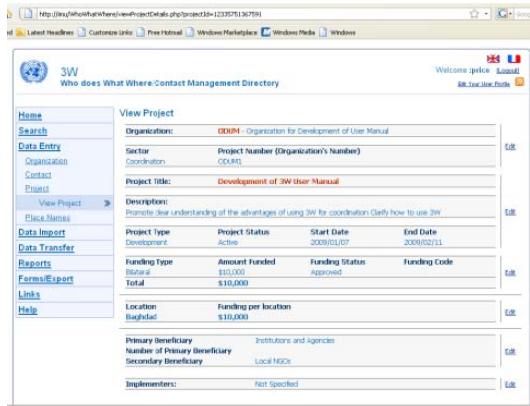
Login as normal, select **Data Entry** from the menu on the left, then select **Project** from the sub-menu which appears below Data Entry. This will produce a list of all the projects ongoing in Iraq.

- Select **Create Project**, just above the list of projects on the right hand side (circled in the picture)
- Select the name of the **Organization** that is coordinating the project and the **Sector** on which the project focuses from the drop-down menus (mandatory)
- Give a **Project Number** if applicable (not mandatory)
- Select **Save** below if you want to store the information on the database, or **Cancel** if you do not



If you have selected **Save**, you will be taken to another page which allows you to enter more specific information about the project.

- Select **Edit** on the right hand side of each box in order to enter the information into each section (see picture)
- The **Description** of the project should contain a summary of the project's objectives. This should be brief, as it will appear on Project Reports
- To add a **Funding source**, select **Add funding source** on the right of the funding editing window
- In the **Funding location** editing window:
  - ✓ The amount of funding and the amounts of funding allocated and not allocated are shown at the top of the window
  - ✓ Select the boxes to the left of the Governorates where the project is being implemented. Then select the districts where the project is being implemented under each selected Governorate
  - ✓ Click on **Update** at the top right of the screen. The funding for the Project will automatically be distributed evenly, appearing under the **Auto allocated** column on the right



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- ✓ To **specify** how much funding has been allocated to each governorate or district, type the amount in the box next to the relevant Governorate or District under the **Money allocated by Governorate** column

Governorate/District	Money allocated by Governorate	Auto allocated
<input type="checkbox"/> Nationwide		
<input type="checkbox"/> KRG		
<input type="checkbox"/> National		
<input type="checkbox"/> Not Specified		
<input checked="" type="checkbox"/> Anbar	40000	\$55,000
<input checked="" type="checkbox"/> Al-Ka'im	25000	\$32,500
<input checked="" type="checkbox"/> Al-Rutba	15000	\$22,500
<input type="checkbox"/> Ana		
<input type="checkbox"/> Falluja		
<input type="checkbox"/> Haditha		
<input type="checkbox"/> Heet		
<input type="checkbox"/> Ramadi		
<input checked="" type="checkbox"/> Babil	30000	\$45,000
<input checked="" type="checkbox"/> Al-Mahawil	15000	\$27,500
<input checked="" type="checkbox"/> Al-Musayab	5000	\$17,500
<input type="checkbox"/> Hashimiya		
<input type="checkbox"/> Hilla		


- ✓ For funding allocated at the Governorate level, the funding allocated will be subtracted from the total Project funding, and the funding left unallocated will be **auto allocated** evenly between all the Governorates selected. For funding allocated at the District level, the funding allocated will be taken from the total amount allocated to the Governorate, and the funding for that Governorate left unallocated will be **auto allocated** evenly between all the Districts selected in that Governorate. The total amounts allocated and auto allocated will appear in the **Auto allocated** column. An example of this is shown in the picture above
- ✓ To **save** the your changes and see how the money you have allocated affects total funding for each Governorate and District, select **Update**
- ✓ Select **Close** at the top right of the screen to go back to the Project screen
- Select **Save** if you want to store the information, or **Cancel** if you do not
- To enter more new projects, select **Project** again from the menu on the left

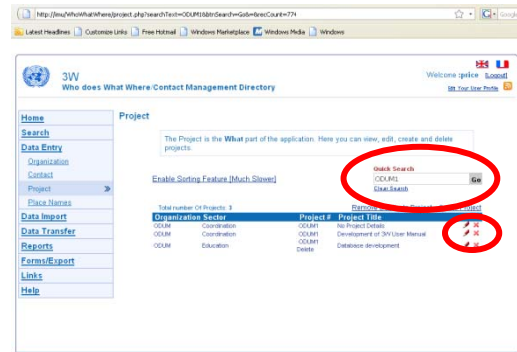
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### b) Editing a Project


Login as normal, select [Data Entry](#) from the menu on the left, then select [Project](#) from the sub-menu which appears below Data Entry. This will produce a list of all the Projects ongoing in Iraq, arranged by Organization acronym.

- Type the name of the Project or the implementing Organization into the **Quick Search** box above the list on the right
- Once you have found the Project that you want to edit, select the  button to the right of the Project Title (circled in the picture)



### c) Deleting a Project

Login as normal, select [Data Entry](#) from the menu on the left, then select [Project](#) from the sub-menu which appears below Data Entry. This will produce a list of all the Projects ongoing in Iraq, arranged by Organization acronym.

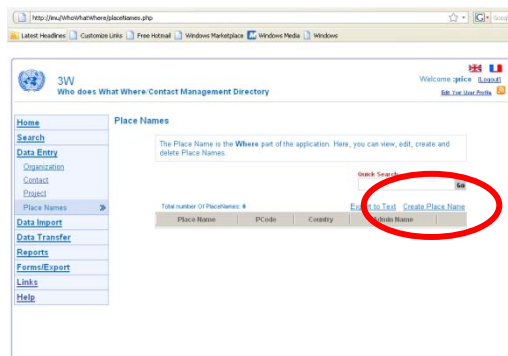
- Type the name of the Project or the implementing Organization into the **Quick Search** box above the list on the right
- Once you have found the Project that you want to delete, select the  button to the right of the Contact's Organization name (circled in the picture)
- You will be asked to confirm your choice. Select **OK** if you want to delete the Project permanently from the database, or **Cancel** if you do not

## 4) Place Names

### a) Creating a New Place Name

Login as normal, select [Data Entry](#) from the menu on the left, then select [Place Name](#) from the sub-menu which appears below Data Entry. This will produce a list of all the types of organizations stored on the database (academic, Government of Iraq, International NGO, etc.).

- Select [Create Place Name](#), just above the list of organization types on the right hand side.
- Type the **Place Name** in the text box (mandatory)
- Select the **Place Type** from the drop-down list and type the organization's **PCode** and **Coordinates** address (not mandatory)
- Select the **Country** and **Governorate** (mandatory) and the **District** (not mandatory) in which the place is situated from the drop-down menus




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- Select **Save** below if you want to store the information on the database, or **Cancel** if you do not


### b) Editing a Place Name

Login as normal, select **Data Entry** from the menu on the left, then select **Place Name** from the sub-menu which appears below Data Entry. This will produce a list of all the types of organizations stored on the database (academic, Government of Iraq, International NGO, etc.).

- Type the name of the Place Name into the **Quick Search** box above the list on the right
- Once you have found the Place Name that you want to edit, select the  button to the right of the Admin Name

### c) Deleting a Place Name

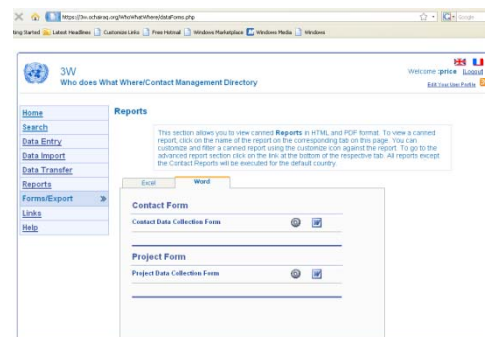
Login as normal, select **Data Entry** from the menu on the left, then select **Place Name** from the sub-menu which appears below Data Entry. This will produce a list of all the types of organizations stored on the database (academic, Government of Iraq, International NGO, etc.).

- Type the name of the Place Name into the **Quick Search** box above the list on the right
- Once you have found the Place Name that you want to delete, select the  button to the right of the Admin Name
- You will be asked to confirm your choice. Select **OK** if you want to delete the place name permanently from the database, or **Cancel** if you do not

## Importing Data

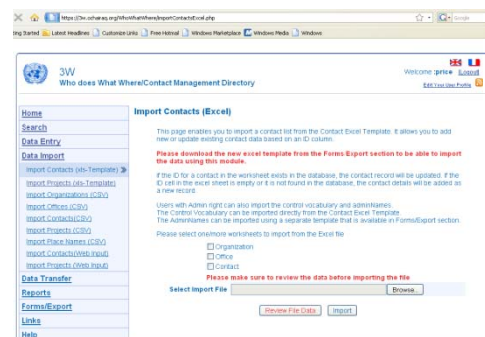
This section allows you to enter contacts and projects quickly from your own databases onto the 3W. To import the data, you will first need to download a form from the **Forms/Export** section. The forms are ready-made templates for importing data from a spreadsheet into the 3W. Login as normal and select **Forms/Export** from the menu on the left.

- Select the type of form (either Excel or Word) you would like to download from the tabs below
- Select the link for the form you would like to download
- Save a copy of the form and enter the data



Having entered all your data onto the spreadsheet and checked it thoroughly, you are ready to import the data into the 3W. Select **Data Import** from the menu on the left.

- Select how you would like to import the data from the options that appear in the sub-menu below **Data Import**. The option you select should



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- be the same format (either Excel or Word) as the form you downloaded
- Use the [Browse](#) (circled in the picture) option to search your system for the file you would like to import to the 3W
  - Select [Import](#) at the bottom of the page to add the data to the 3W

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