



TROPICAL DATA – DATA MANAGEMENT WEBSITE USER ROLE VIEWS

This presentation visually depicts what each user role is able to view and access on the Tropical Data data management website.

Overview of User Roles

Role	Responsibilities	Level of access
User Manager	User managers are responsible for adding/removing users on the project, as well as adding/removing roles for users on the project. By default, when a project is created, this role is assigned to the National Program Coordinator or equivalent.	This role allows the user to view the project home page, which provides a general overview of the project's status, in addition to the User Settings page.
Approval C	These users are responsible for approving EU-level counts, cluster-level counts, and WASH summary data for each EU before EUs are moved to the Approval P queue (trachoma prevalence data are not included in this approval level).	In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.
Approval P	These users are responsible for approving the trachoma prevalence data for each EU in the project, in addition to all of the same reports as for level C.	In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.
Downloader	There are no required responsibilities for this role. However, these users can contribute to the important task of data monitoring and access.	This role allows the user to download raw data (including individual-level data) in real time during the surveys. These users can also download the EU-level results like those included in the District Report and Expanded Trichiasis Report as EUs are approved on the approvals site. Downloaders will have access to ALL download links posted for the project.
None	There are no responsibilities for this role.	This role allows the user to view the project home page, which provides a general overview of the project's status.

Table of Contents – User Roles

- User Manager
- Approval C
- Approval P
- Downloader
- None




“USER MANAGER” ROLE

Responsibilities:

User managers are responsible for adding/removing users on the project, as well as adding/removing roles for users on the project. By default, when a project is created, this role is assigned to the National Program Coordinator or equivalent.

Level of access:

This role allows the user to view the project home page, which provides a general overview of the project’s status, in addition to the User Settings page.

 **TROPICAL DATA** TD Data Team ▾

Demo Project - GSM /demo_gsm

Users

Name	Email	Roles	
TD Data Team	support@tropicaldata.org	None ▾	✕ Remove
Sarah Boyd	sboyd@taskforce.org	Approval C (MoH access only) ▾	✕ Remove
Ana Bakhtiari	abakhtiari@taskforce.org	Downloader (MoH access only) , Approval P (MoH access only) ▾	✕ Remove

[Add User](#)

The User Manager can access the User Settings page, as pictured above, which displays the list of all current users on the project and their assigned roles. Please note: because the User Manager role can only be assigned by Tropical Data staff, this role will not appear on the User Settings page as an available or assigned role.

The screenshot displays a web application interface. At the top, a teal navigation bar contains a logo, the text "Demo Project - GSM", and links for "Approvals" and "Downloads". On the right side of the bar, it says "TD Data Team" with a dropdown arrow. Below the navigation bar, there are two tabs: "Raw Data" and "Make Available Offline". The main content area features a satellite map of West Africa, with labels for countries like Sierra Leone, Liberia, Côte d'Ivoire, Ghana, Togo, Benin, Nigeria, Cameroon, Equatorial Guinea, Gabon, Republic of the Congo, and Democratic Republic of the Congo. The map includes zoom controls and a "Map" / "Satellite" toggle. Below the map, there is a checkbox labeled "Show District Borders" which is checked. To the right of the map is a "Comments" section with a text area containing "No comments to display" and a "New Comment" button. A red rectangular box highlights the "Status Report" section, which contains the following text:

Status Report
First Received: 2019-07-07T16:19:43.000Z · Last Received: 2020-02-06T15:59:42.000Z
Eus Count: 5
Number of Clusters Reported: 49
Active Data Collection: 3
EUs in Cleaning: 0
EUs in Approval Queue: 0
EUs Approved: 2
EUs on Global Atlas of Trachoma:
Households: 1,227
1 to 9 Year Olds Examined: 2,799
15+ Year Olds Examined: 1,934

On the project home page, the user will be able to see the status report of the project (highlighted in the red box above) and the map displaying cluster locations.

EU Approval Levels

Step 1. Pre-Approval

EUs visited: **3** · Clusters visited: **2**
Households: **6**
Persons Examined: **25**, Absent: **3**, Refused: **1**

Step 2. Approval C / Approval P

EUs visited: **0** · Clusters visited: **0**
Households: **0**
Persons Examined: **0**, Absent: **0**, Refused: **0**

Step 3. Approved

EUs visited: **2** · Clusters visited: **47**
Households: **1,221**
Persons Examined: **5,042**, Absent: **138**, Refused: **10**

When the user goes to the project's "Approvals" tab (highlighted in the red box), the user will only be able to see a summary count of the EUs in each stage. The user is not able to see any EU-specific information.

The screenshot displays the 'User Manager View' interface for a 'Demo Project - GSM'. The top navigation bar includes 'Approvals' and 'Downloads' (highlighted in a red box). Below the navigation bar, there are tabs for 'Raw Data' and 'Make Available Offline'. A map of West and Central Africa is shown, with labels for countries like Sierra Leone, Liberia, Côte d'Ivoire, Ghana, Togo, Benin, Nigeria, Cameroon, Equatorial Guinea, Gabon, São Tomé and Príncipe, Republic of the Congo, Central African Republic, and Democratic Republic of the Congo. The map is in 'Satellite' view. Below the map, there is a checkbox for 'Show District Borders' which is checked. To the left of the map is a 'Status Report' box containing the following information:

- First Received: 2019-07-07T16:19:43.000Z
- Last Received: 2020-02-06T15:59:42.000Z
- Eus Count: 5
- Number of Clusters Reported: 49
- Active Data Collection: 3
- EUs in Cleaning: 0
- EUs in Approval Queue: 0
- EUs Approved: 2
- EUs on Global Atlas of Trachoma: 2
- Households: 1,227
- 1 to 9 Year Olds Examined: 2,799
- 15+ Year Olds Examined: 1,934

To the right of the map is a 'Comments' box with the text 'No comments to display' and a 'New Comment' button.

Users that have the "User Manager" role, but not the "Downloader" role, will not have access to the "Downloads" tab (highlighted in the red box).

“APPROVAL C” ROLE

Responsibilities:

These users are responsible for approving EU-level counts, cluster-level counts, and WASH summary data for each EU, before EUs are moved to the Approval P queue. Trachoma prevalence data are not included in this approval level.

Level of access:

In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.

Raw Data [Make Available Offline](#)

Map **Satellite**

Sierra Leone Liberia Côte d'Ivoire Ghana Togo Benin Nigeria Cameroon Equatorial Guinea Gabon Republic of the Congo Democratic Republic of the Congo

Google

Show District Borders

Status Report

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Eus Count: 5
Number of Clusters Reported: 49
Active Data Collection: 3
EUs in Cleaning: 0
EUs in Approval Queue: 0
EUs Approved: 2
EUs on Global Atlas of Trachoma:
Households: 1,227
1 to 9 Year Olds Examined: 2,799
15+ Year Olds Examined: 1,934

Comments

No comments to display

[New Comment](#)

On the project home page, the user will be able to see the status report of the project (highlighted in the red box above) and the map displaying cluster locations.

Demo Project - GSM **Approvals** Downloads TD Data Team ▾

EU Approval Levels

Step 1. Pre-Approval

EUs visited: **3** · Clusters visited: **2**
Households: **6**
Persons Examined: **25**, Absent: **3**, Refused: **1**

Step 2. Approval C / Approval P [View Now →](#)

EUs visited: **0** · Clusters visited: **0**
Households: **0**
Persons Examined: **0**, Absent: **0**, Refused: **0**

Step 3. Approved [View Now →](#)

EUs visited: **2** · Clusters visited: **47**
Households: **1,221**
Persons Examined: **5,042**, Absent: **138**, Refused: **10**

When the user goes to the project's "Approvals" tab (highlighted in the red box), the user will be able to see a summary count of the EUs in each stage. The user will also be able to click for more information about the EUs in "Step 2. Approval C/Approval P" and "Step 3. Approved" by clicking on the "View Now" button.

The "View Now" button next to "Step 2. Approval C/Approval P" will take the user to see all EUs, if any, that are currently ready for level C approval.

Demo Project - GSM Approvals Downloads TD Data Team

Step 3. Approved EUs [Back to all approvals](#)

Select an EU

99991 - Yavapai 99992 - Gila

Map Satellite

Sierra Leone Côte d'Ivoire Ghana Togo Benin Nigeria Cameroon Equatorial Guinea Gabon Republic of the Congo Democratic Republic of the Congo

Gulf of Guinea

São Tomé and Príncipe

Google

Map data ©2020 AfriGIS (Pty) Ltd. Google Imagery ©2020 TerraMetrics 200 km Terms of Use

Show District Borders

The “View Now” button next to “Step 3. Approved EUs”, allows the user to view a summary of each EU’s results for all fully approved EUs for the project. By selecting the EU, the user will see a summary of the results split into five categories (summary counts, enumerated data, WASH data, cleaning log, and TF/TT prevalence).

Demo Project - GSM Approvals Downloads TD Data Team

Raw Data Make Available Offline

Map Satellite

Sierra Leone Liberia Côte d'Ivoire Ghana Togo Benin Nigeria Cameroon Central African Republic Equatorial Guinea Gabon Republic of the Congo Democratic Republic of the Congo

Gulf of Guinea São Tomé and Príncipe

Google

Map data ©2020 AfriGIS (Pty) Ltd, Google Imagery ©2020 TerraMetrics 200 km Terms of Use

Show District Borders

Status Report

First Received: 2019-07-07T16:19:43.000Z · Last Received: 2020-02-06T15:59:42.000Z
Eus Count: 5
Number of Clusters Reported: 49
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EUs in Cleaning: 0
EUs in Approval Queue: 0
EUs Approved: 2
EUs on Global Atlas of Trachoma:
Households: 1,227
1 to 9 Year Olds Examined: 2,799
15+ Year Olds Examined: 1,934

Comments

No comments to display

New Comment

Users that have the "Approval C" role, but not the "Downloader" role, will not have access to the "Downloads" tab (highlighted in the red box).

“APPROVAL P” ROLE

Responsibilities:

These users are responsible for approving all of the trachoma prevalence data for each EU in the project, in addition to all of the same reports for level C.

Level of access:

In addition to viewing the project home page, this user can view complete EU-level results for fully approved EUs.

Demo Project - GSM Approvals Downloads TD Data Team

Raw Data [Make Available Offline](#)

Map **Satellite**

Google

Show District Borders

Status Report

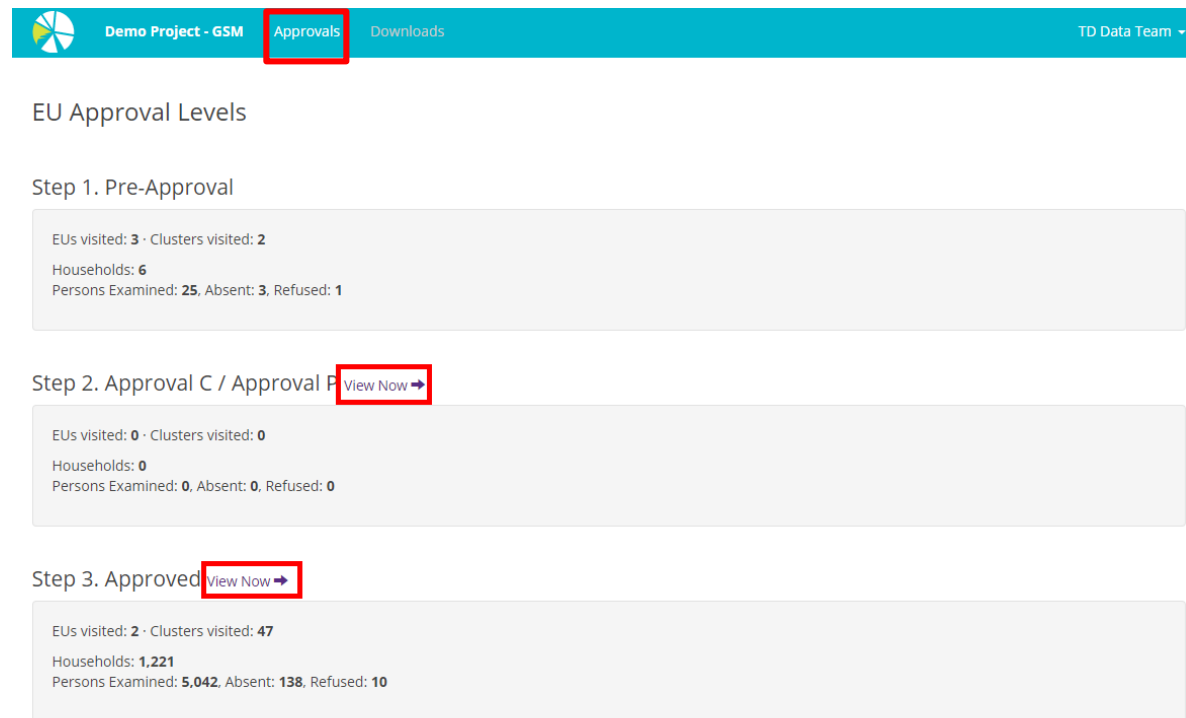
First Received: 2019-07-07T16:19:43.000Z · Last Received: 2020-02-06T15:59:42.000Z
Eus Count: 5
Number of Clusters Reported: 49
Active Data Collection: 3
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EUs on Global Atlas of Trachoma:
Households: 1,227
1 to 9 Year Olds Examined: 2,799
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Comments

No comments to display

[New Comment](#)

On the project home page, the user will be able to see the status report of the project (highlighted in the red box above) and the map displaying cluster locations.



Demo Project - GSM **Approvals** Downloads TD Data Team ▾

EU Approval Levels

Step 1. Pre-Approval

EUs visited: **3** · Clusters visited: **2**
Households: **6**
Persons Examined: **25**, Absent: **3**, Refused: **1**

Step 2. Approval C / Approval P **View Now →**

EUs visited: **0** · Clusters visited: **0**
Households: **0**
Persons Examined: **0**, Absent: **0**, Refused: **0**

Step 3. Approved **View Now →**

EUs visited: **2** · Clusters visited: **47**
Households: **1,221**
Persons Examined: **5,042**, Absent: **138**, Refused: **10**

When the user goes to the project's "Approvals" tab (highlighted in the red box), the user will be able to see a summary count of the EUs in each stage. The user will also be able to click for more information about the EUs in "Step 2. Approval C/Approval P" and "Step 3. Approved" by clicking on the "View Now" button.

The "View Now" button next to "Step 2. Approval C/Approval P" will take the user to see all EUs, if any, that are currently ready for level P approval.

Demo Project - GSM Approvals Downloads TD Data Team

Step 3. Approved EUs [Back to all approvals](#)

Select an EU

99991 - Yavapai 99992 - Gila

Map Satellite

Sierra Leone Côte d'Ivoire Ghana Togo Benin Nigeria

Liberia Gulf of Guinea Cameroon Central African Republic

Equatorial Guinea São Tomé and Príncipe Gabon Republic of the Congo Democratic Republic of the Congo

Google

Map data ©2020 AfriGIS (Pty) Ltd, Google Imagery ©2020 TerraMetrics | 200 km Terms of Use

Show District Borders

The “View Now” button next to “Step 3. Approved EUs”, allows the user to view a summary of each EU’s results for all fully approved EUs for the project. By selecting the EU, the user will see a summary of the results split into five categories (summary counts, enumerated data, WASH data, cleaning log, and TF/TT prevalence).

The screenshot shows a web application interface for a 'Demo Project - GSM'. The top navigation bar includes 'Approvals' and 'Downloads' (highlighted in a red box). Below the navigation bar, there are tabs for 'Raw Data' and 'Make Available Offline'. The main content area features a satellite map of West Africa, showing countries like Sierra Leone, Liberia, Côte d'Ivoire, Ghana, Togo, Benin, Nigeria, Cameroon, Equatorial Guinea, Gabon, São Tomé and Príncipe, Republic of the Congo, and Democratic Republic of the Congo. Below the map, there is a 'Show District Borders' checkbox and a 'Status Report' section. The 'Status Report' section contains the following data:

First Received:	2019-07-07T16:19:43.000Z	Last Received:	2020-02-06T15:59:42.000Z
Eus Count:	5		
Number of Clusters Reported:	49		
Active Data Collection:	3		
EUs in Cleaning:	0		
EUs in Approval Queue:	0		
EUs Approved:	2		
EUs on Global Atlas of Trachoma:			
Households:	1,227		
1 to 9 Year Olds Examined:	2,799		
15+ Year Olds Examined:	1,934		

Below the status report is a 'Comments' section with a text area containing 'No comments to display' and a 'New Comment' button.

Users that have the "Approval P" role, but not the "Downloader" role, will not have access to the "Downloads" tab (highlighted in the red box).

“DOWNLOADER” ROLE

Responsibilities:

There are no required responsibilities for this role. However, these users can contribute to the important task of data monitoring and access.

Level of access:

This role allows the user to download raw data (including individual-level data) in real time during the surveys. These users can also download the EU-level results like those included in the District Report and Expanded Trichiasis Report as EUs are approved on the approvals site. Downloaders will have access to ALL download links posted for the project.

Demo Project - GSM
Approvals Downloads
TD Data Team ▾

Raw Data Make Available Offline

Map

Satellite

Show District Borders

Status Report

First Received: 2019-07-07T16:19:43.000Z • Last Received: 2020-02-06T15:59:42.000Z

Eus Count: 5

Number of Clusters Reported: 49

Active Data Collection: 3

EUs in Cleaning: 0

EUs in Approval Queue: 0

EUs Approved: 2

EUs on Global Atlas of Trachoma:

Households: 1,227

1 to 9 Year Olds Examined: 2,799

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Comments

No comments to display

New Comment

On the project home page, the user will be able to see the status report of the project (highlighted in the red box above) and the map displaying the cluster locations.

EU Approval Levels

Step 1. Pre-Approval

EUs visited: **3** · Clusters visited: **2**
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Step 2. Approval C / Approval P

EUs visited: **0** · Clusters visited: **0**
Households: **0**
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Step 3. Approved

EUs visited: **2** · Clusters visited: **47**
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When the user goes to the project's "Approvals" tab (highlighted in the red box), the user will only be able to see a summary count of the EUs in each stage. The user is not able to see any EU-specific information.

 **TROPICAL DATA** All Downloads TD Data Team ▾

Available resources and downloads

Use this link to access the publicly available analysis code - v1 methodology

[Coding guide for household level data \(including WASH\) - v1 methodology](#)
[Coding guide for resident level data - v1 methodology](#)
[Coding guide for household level data \(including WASH\) - v2 methodology updated in 2019](#)
[Coding guide for resident level data - v2 methodology updated in 2019](#)

Use this **ENGLISH** template with the Expanded Trichiasis results output for your project (*updated 8 June 2020*)
Use this **ENGLISH** template with the District Report output for your project (*updated 8 June 2020*)

Utilisez ce modèle **FRANÇAIS** avec l'analyse approfondie du trichiasis pour votre projet (*mis à jour le 8 juin 2020*)
Utilisez ce modèle **FRANÇAIS** avec le rapport de district pour votre projet (*mis à jour le 8 juin 2020*)

NOTE: *we have changed the default file format for download links to .xlsx for better handling of special characters and numeric formatting. If you prefer the .csv file format, please use the (csv) links.*

NOTE: *nous avons changé le format de fichier standard pour les liens de téléchargement au format .xlsx pour mieux gérer les caractères spéciaux et le formatage numérique. Si vous préférez le format de fichier .csv, veuillez utiliser les liens (csv).*

Demo Project [project page](#)

- [District Report \(csv\)](#)
- [District to EU crosswalk \(csv\)](#)
- [Complete dataset \(csv\)](#)
- [Cleaning Log \(csv\)](#)
- [Expanded trichiasis results \(csv\)](#)
- [Cluster-level GPS coordinates \(csv\)](#)
- [Resident Counts \(csv\)](#)
- [Additional Figures for manuscript writing \(csv\)](#)
- [WASH Summary \(csv\)](#)
- [MOH full approved dataset \(csv\)](#)
- **Raw tables:** [Cluster \(csv\)](#) | [Household \(csv\)](#) | [Residents \(csv\)](#) | [Absent \(csv\)](#) | [Supervisor \(csv\)](#)

The "Downloads" page has data summaries (highlighted in the red box), coding guides for the surveys, and templates for the data summaries. The data summaries are available for download in .xlsx and .csv file formats.

"NONE" ROLE

Responsibilities:

There are no responsibilities for this role.

Level of access:

This role allows the user to view the project home page, which provides a general overview of the project's status.

Demo Project - GSM Approvals Downloads TD Data Team

Raw Data Make Available Offline

Map Satellite

Sierra Leone Liberia Côte d'Ivoire Ghana Togo Benin Nigeria Cameroon Equatorial Guinea Gabon Republic of the Congo Democratic Republic of the Congo

Google

Map data ©2020 AfriGIS (Pty) Ltd, Google Imagery ©2020 TerraMetrics 200 km Terms of Use

Show District Borders

Status Report

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No comments to display

New Comment

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EU Approval Levels

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Step 2. Approval C / Approval P

EUs visited: **0** · Clusters visited: **0**
Households: **0**
Persons Examined: **0**, Absent: **0**, Refused: **0**

Step 3. Approved

EUs visited: **2** · Clusters visited: **47**
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Demo Project - GSM Approvals Downloads TD Data Team

Raw Data Make Available Offline

Map Satellite

Sierra Leone Liberia Côte d'Ivoire Ghana Togo Benin Nigeria Cameroon Equatorial Guinea Gabon São Tomé and Príncipe Republic of the Congo Central African Republic Democratic Republic of the Congo

Google

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EUs on Global Atlas of Trachoma:
Households: 1,227
1 to 9 Year Olds Examined: 2,799
15+ Year Olds Examined: 1,934

Comments

No comments to display

New Comment

Users that have the "None" role will not have access to the "Downloads" tab (highlighted in the red box).

If you have any queries, please contact
support@tropicaldata.org



TROPICAL DATA