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.

TROPICAL DATA

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.

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- Downloader
- None

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"USER MANAGER" ROLE

Responsibilities:

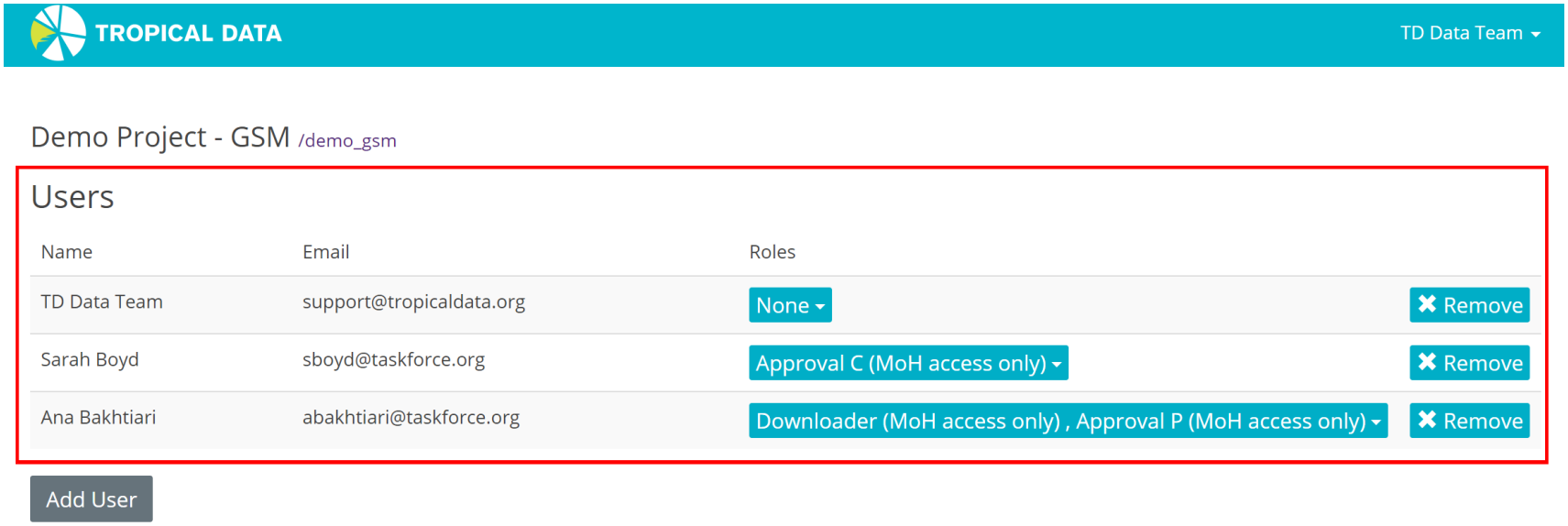
User managers are responsible for adding/removing users on the project, as well as adding/removing roles for users on the project. By default, when a project is created, this role is assigned to the National Program Coordinator or equivalent.

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.

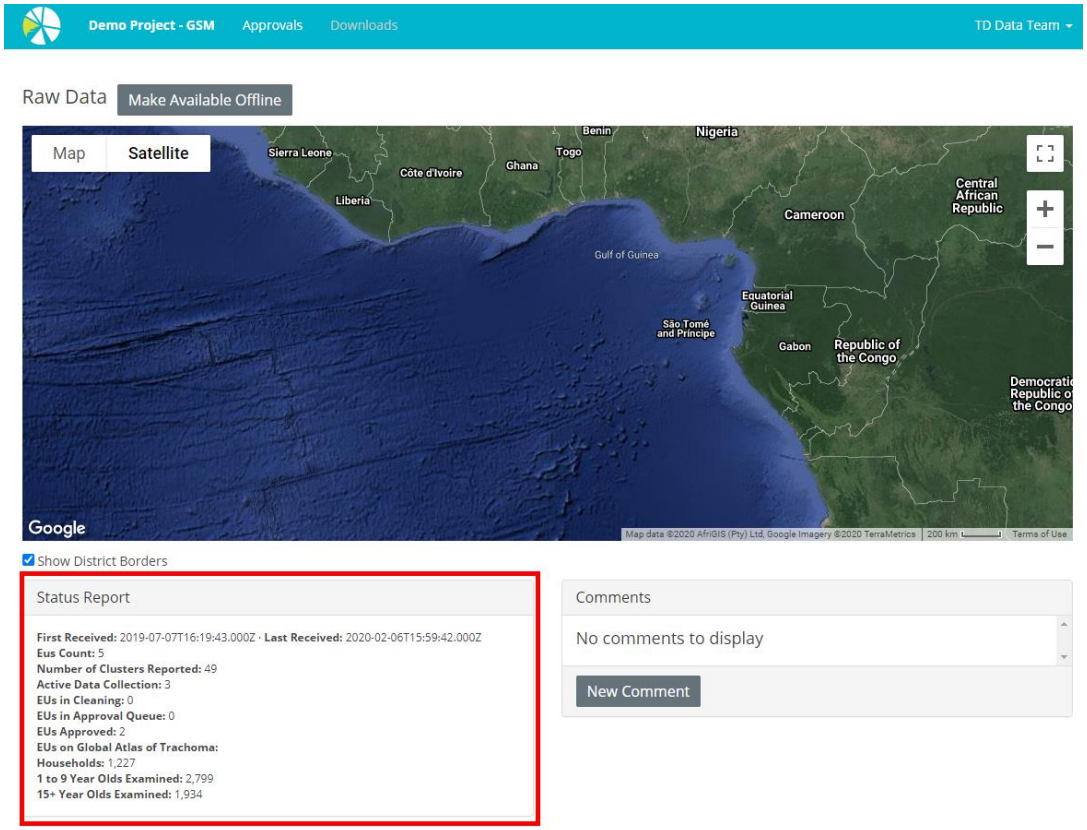
TROPICAL DATA

User Manager View



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.

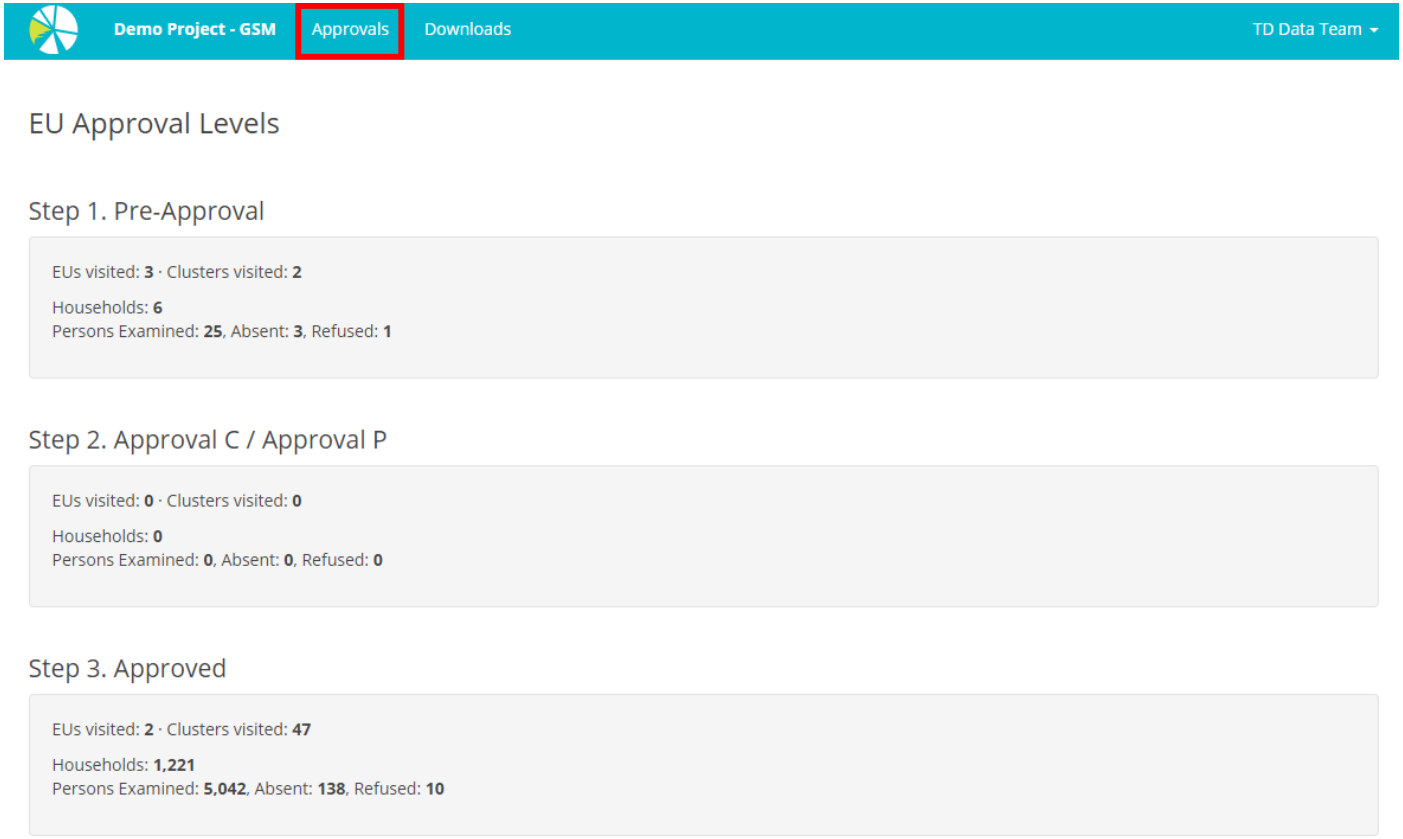
TROPICAL DATA



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.

TROPICAL DATA

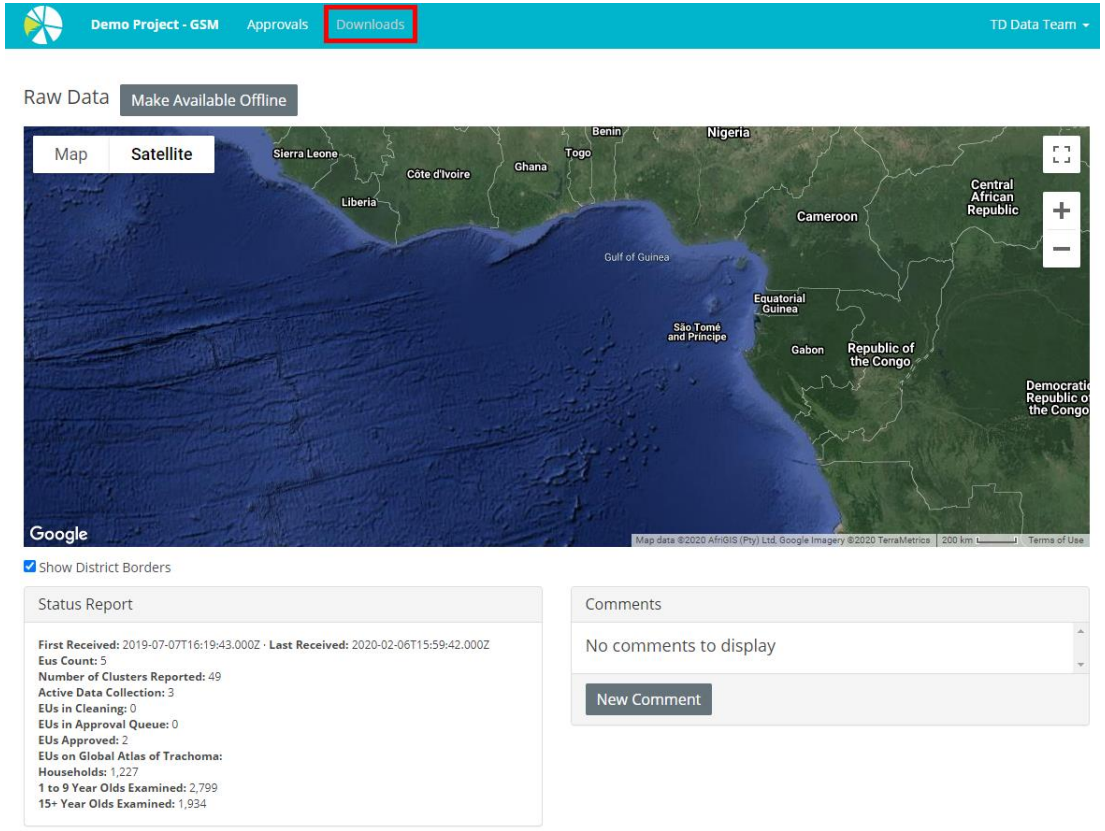
User Manager View



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

User Manager View



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).

TROPICAL DATA

"APPROVAL C" ROLE

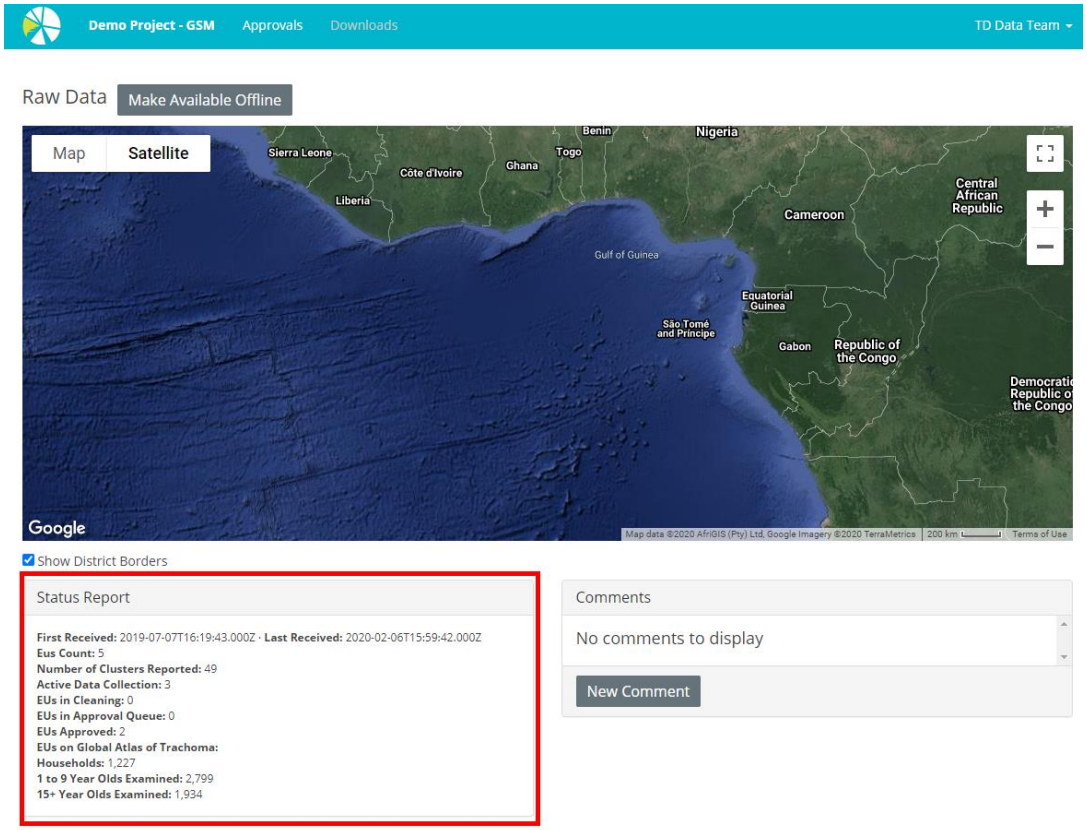
Responsibilities:

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.

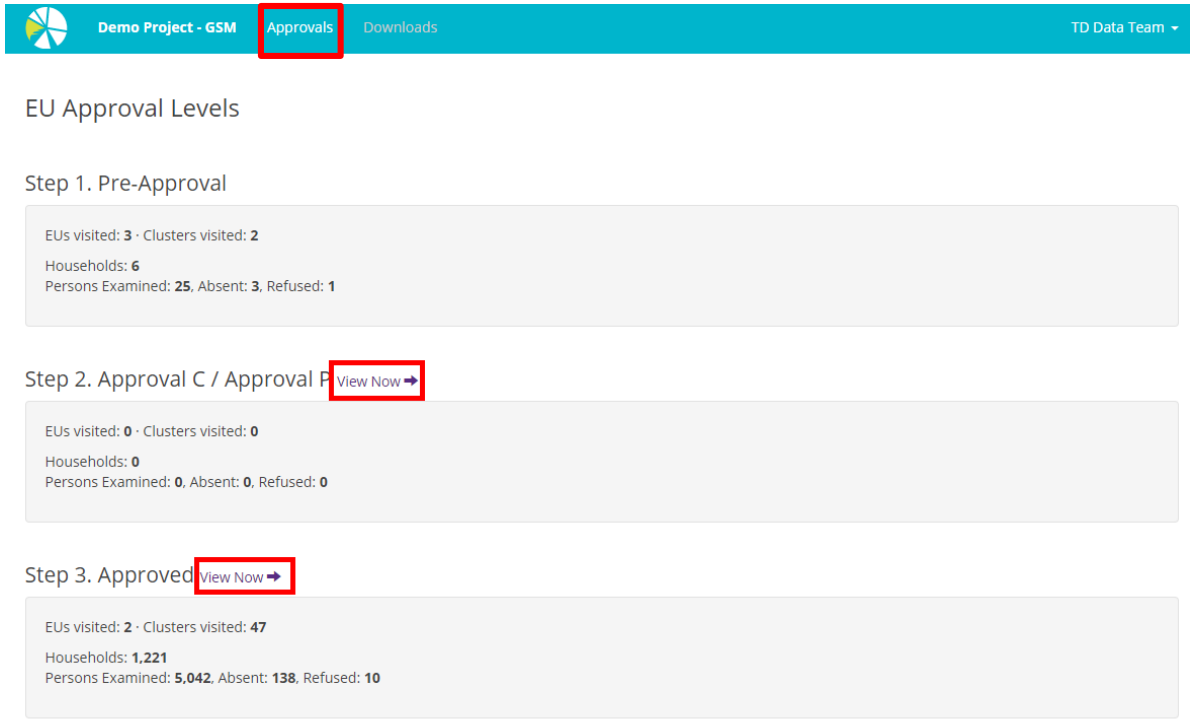
TROPICAL DATA



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.

TROPICAL DATA

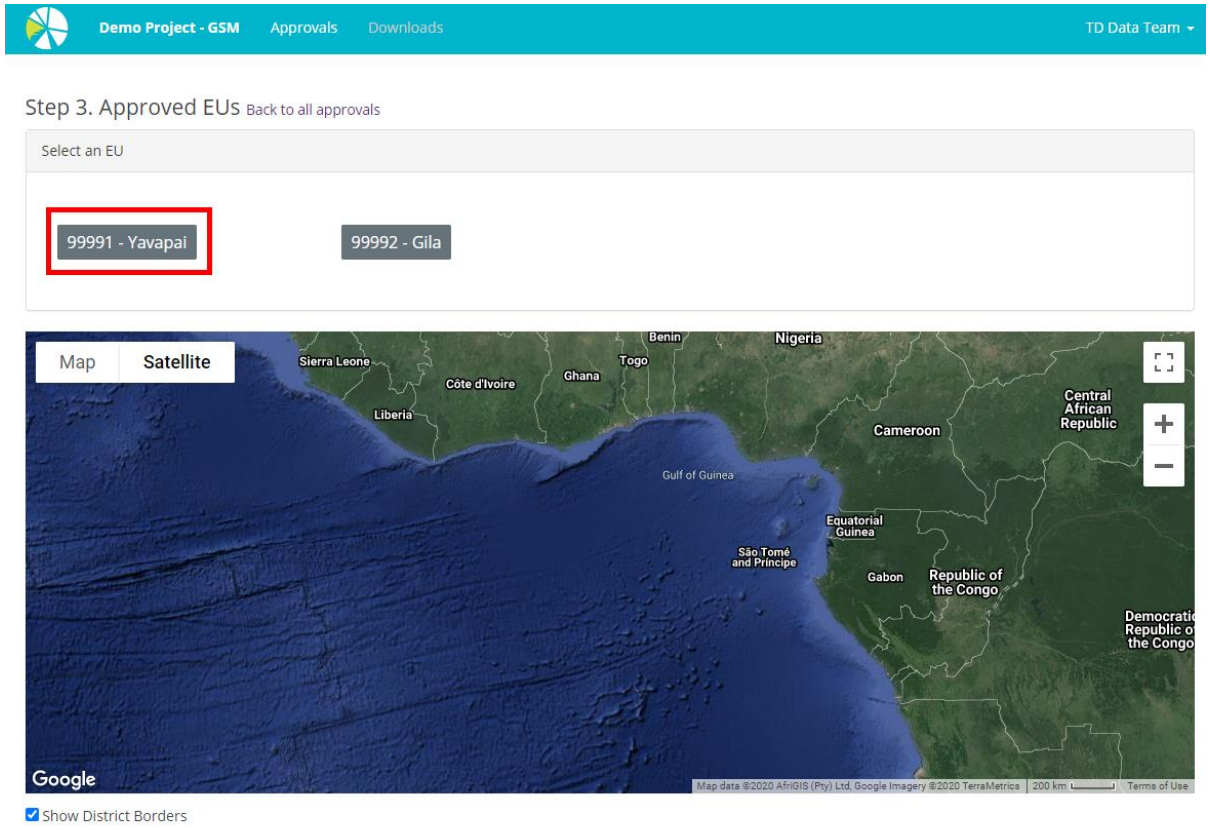
Approval C View



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.

TROPICAL DATA



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).

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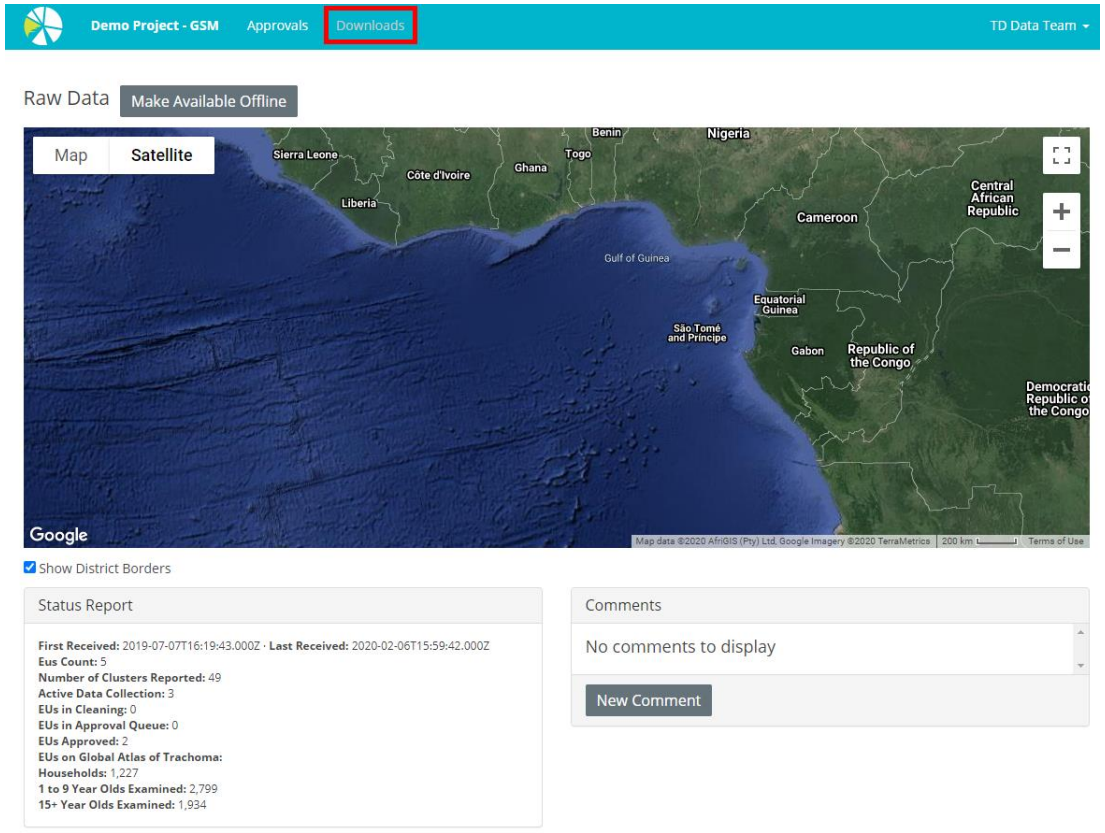
Approval C View



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).

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"APPROVAL P" ROLE

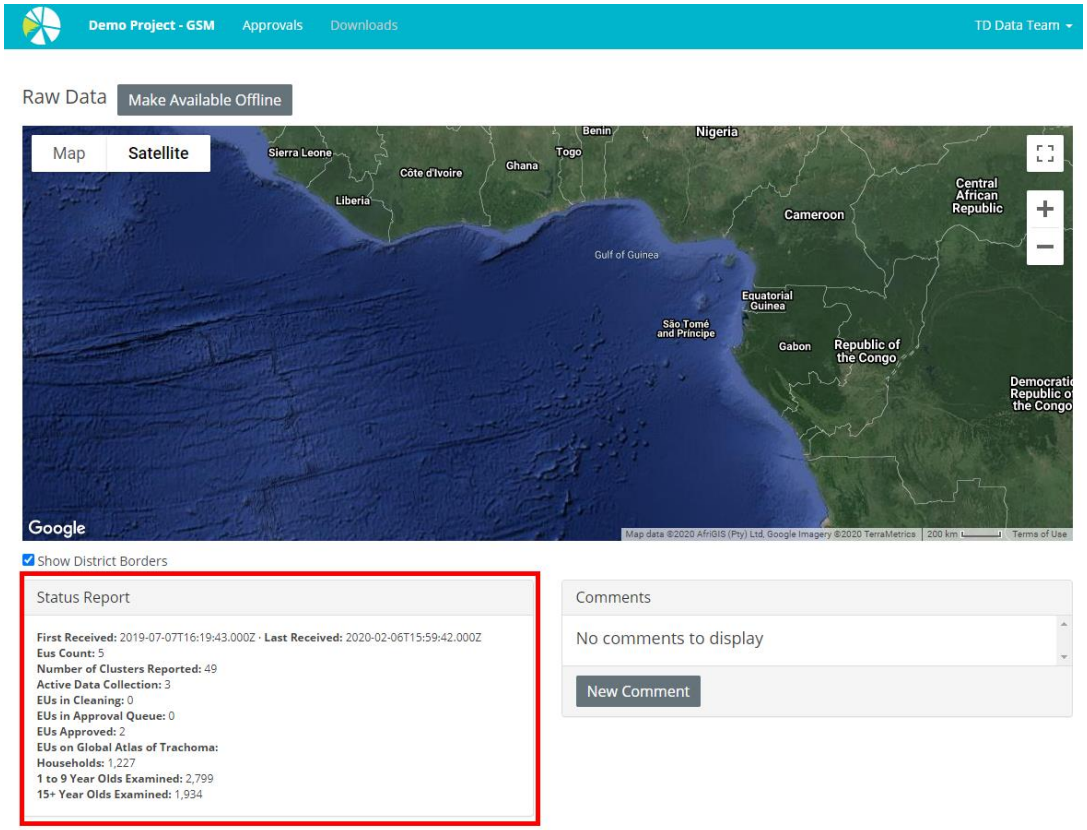
Responsibilities:

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.

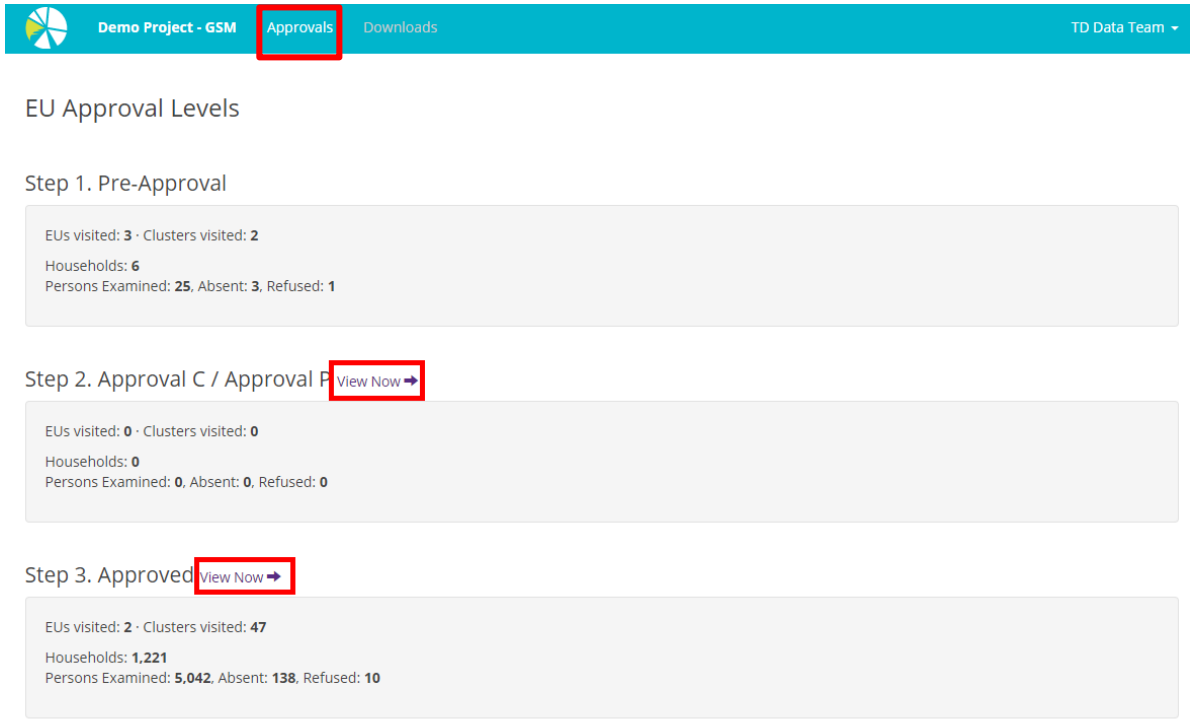
TROPICAL DATA



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.

TROPICAL DATA

Approval P View



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.

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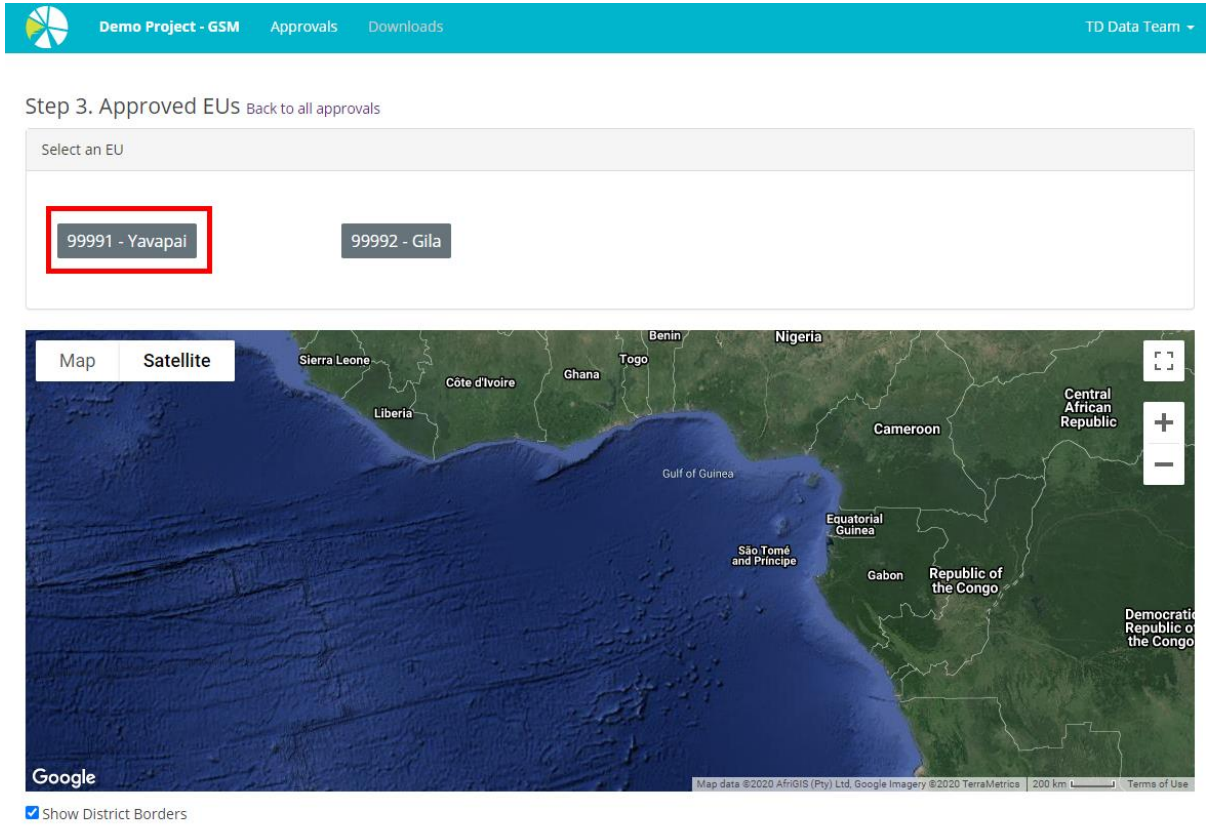
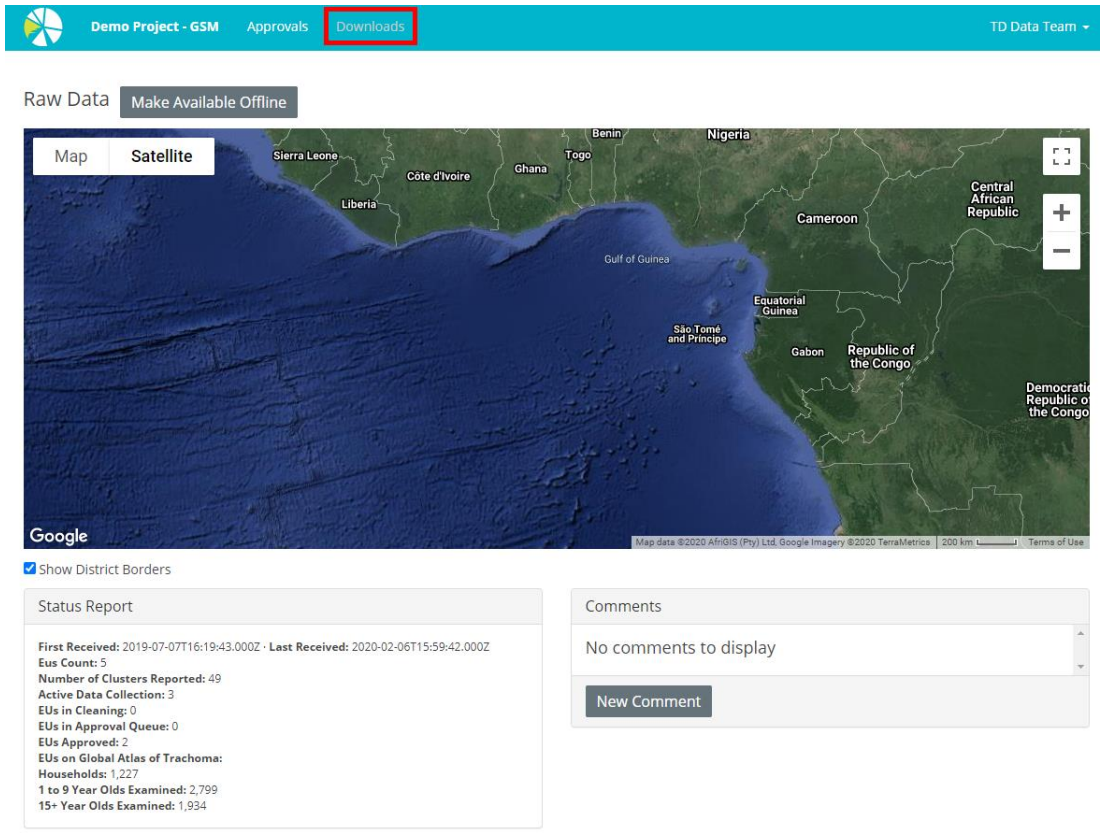


The "View Now" button next to "Step 3. Approved EUs", allows the user to view a summary of each EU's results for all fully approved EUs for the project. By selecting the EU, the user will see a summary of the results split into five categories (summary counts, enumerated data, WASH data, cleaning log,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



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).

TROPICAL DATA

"DOWNLOADER" ROLE

Responsibilities:

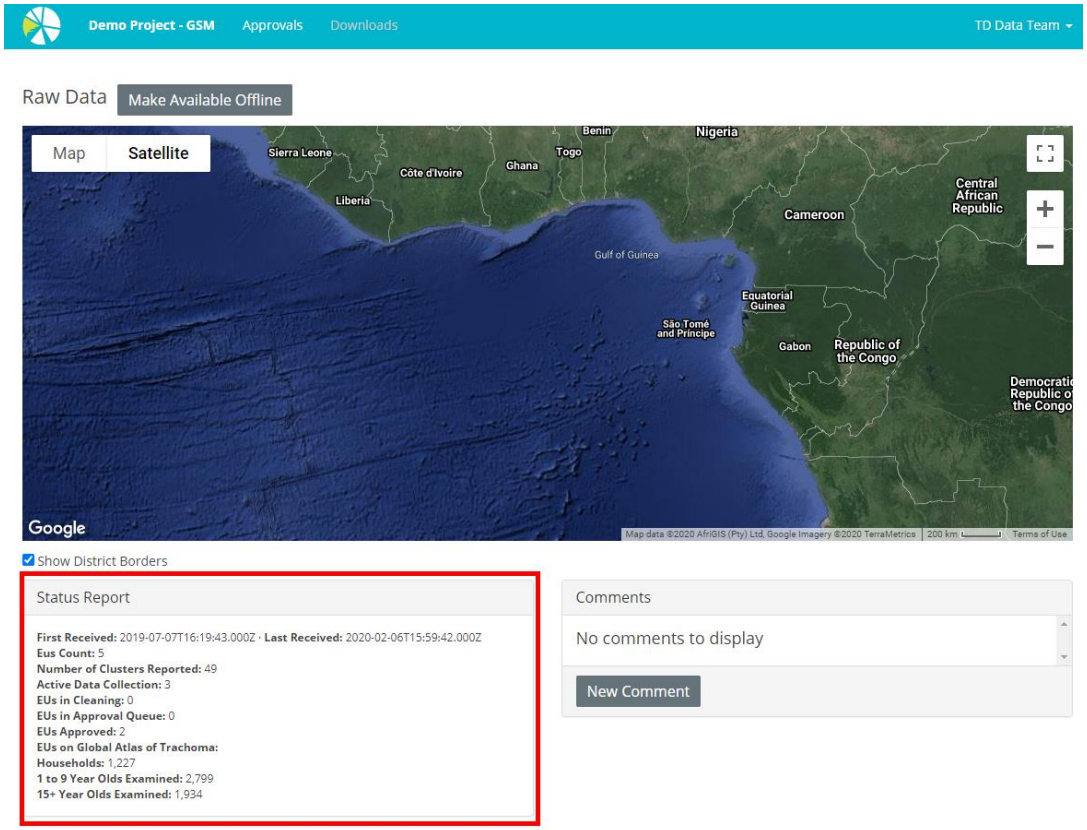
There are no required responsibilities for this role. However, these users can contribute to the important task of data monitoring and access.

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.

TROPICAL DATA

Downloader View



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.

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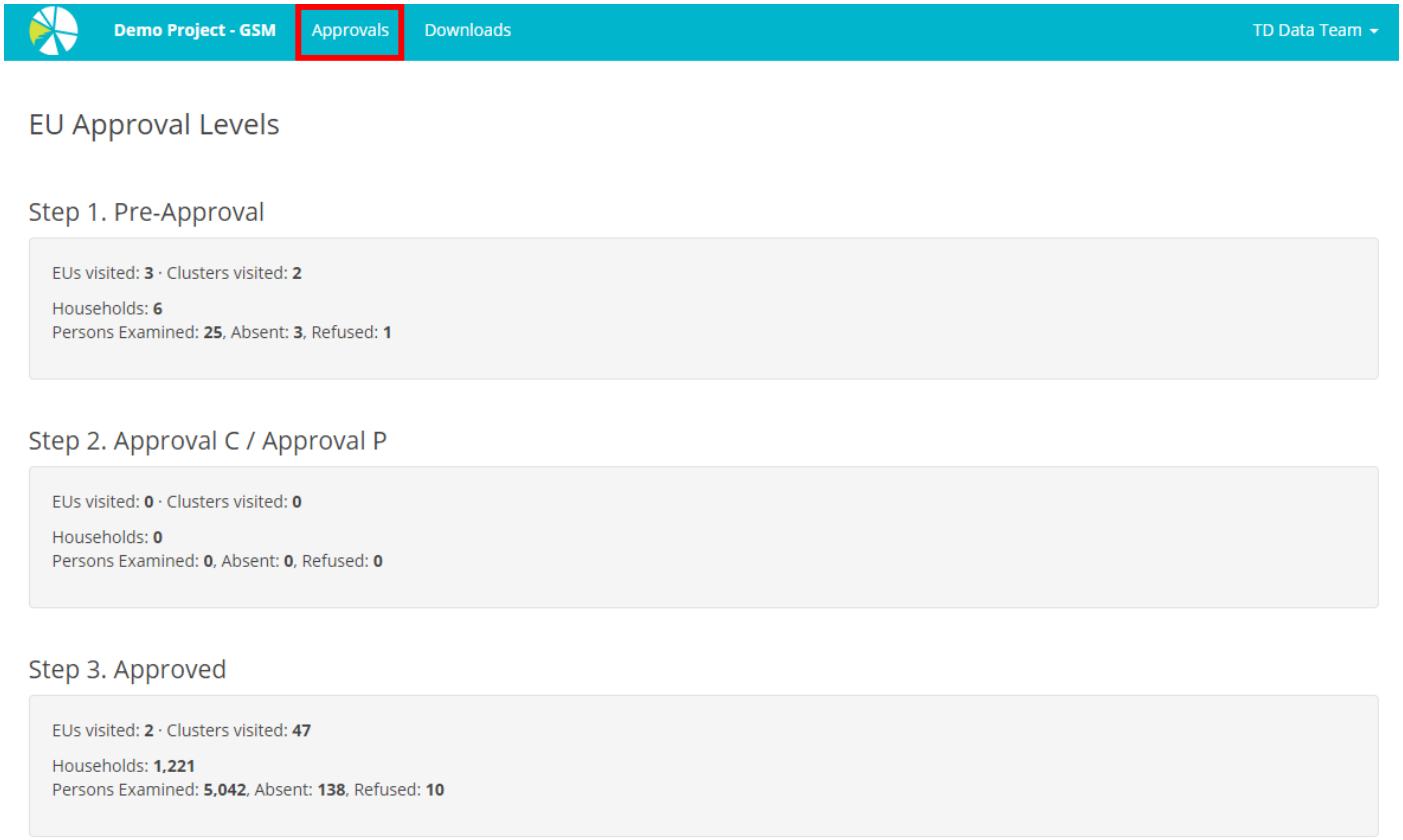
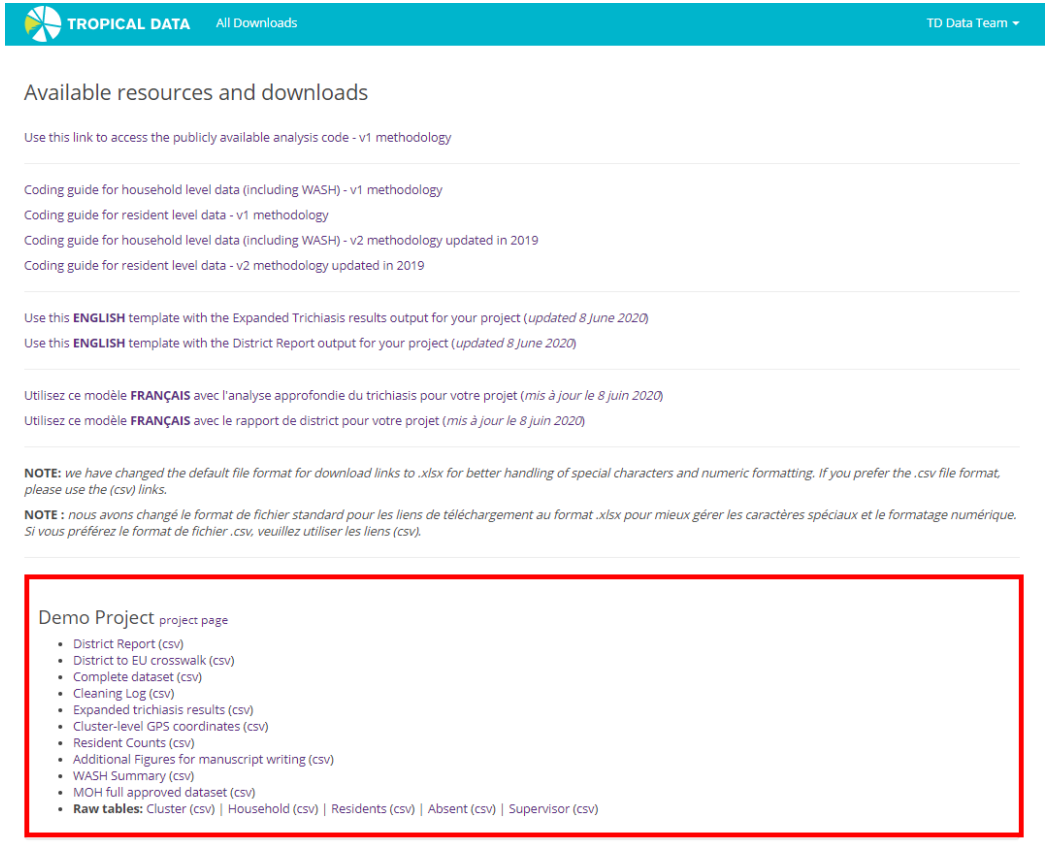
Downloader View



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

Downloader View



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.

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"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.

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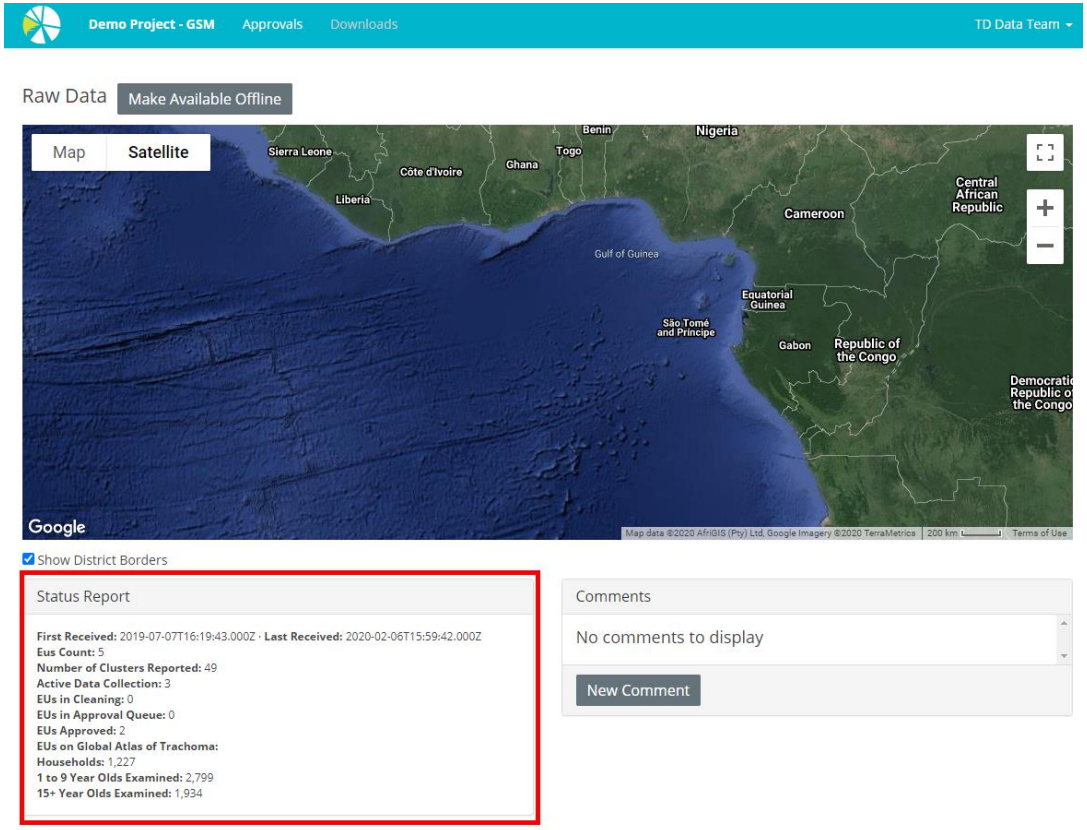

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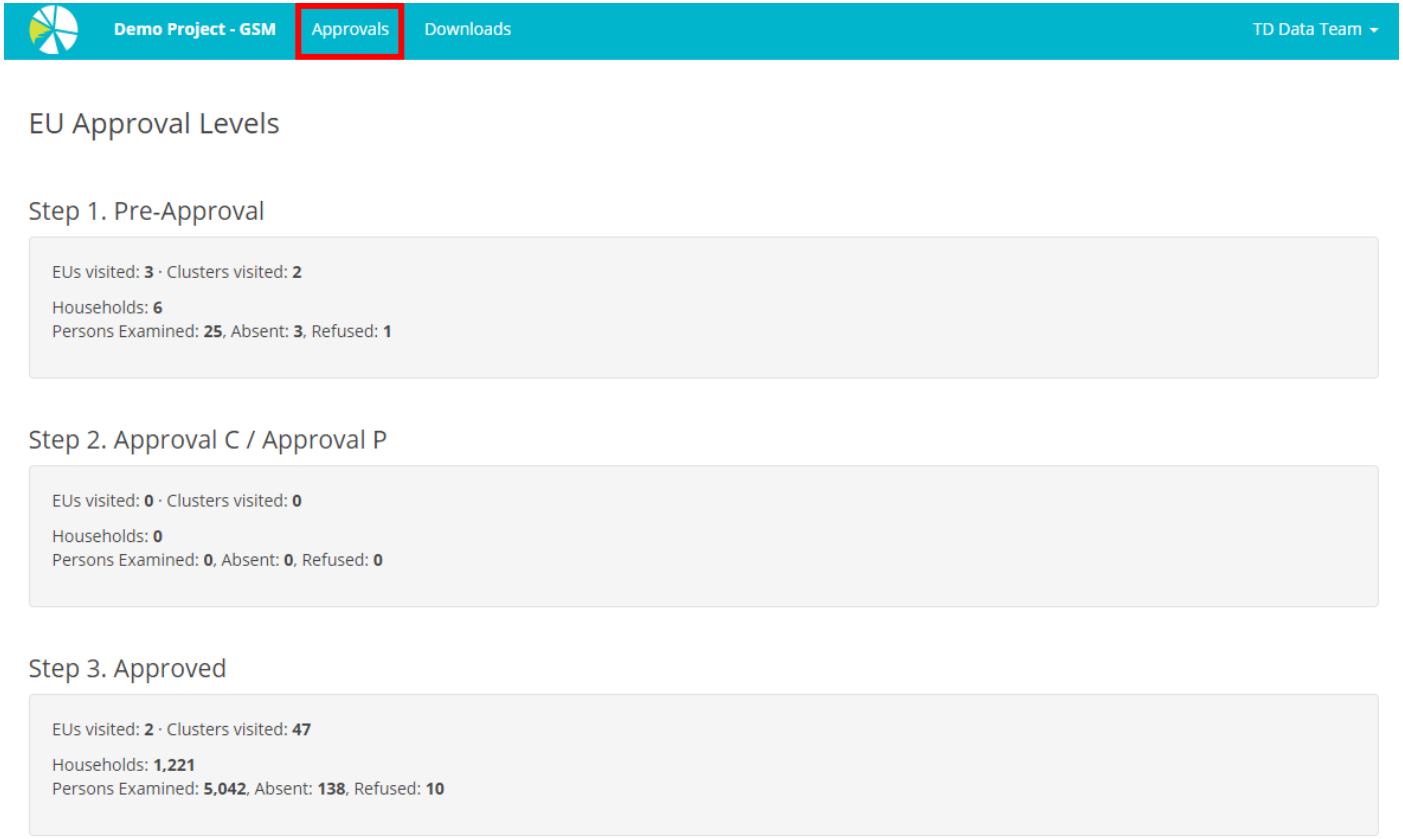

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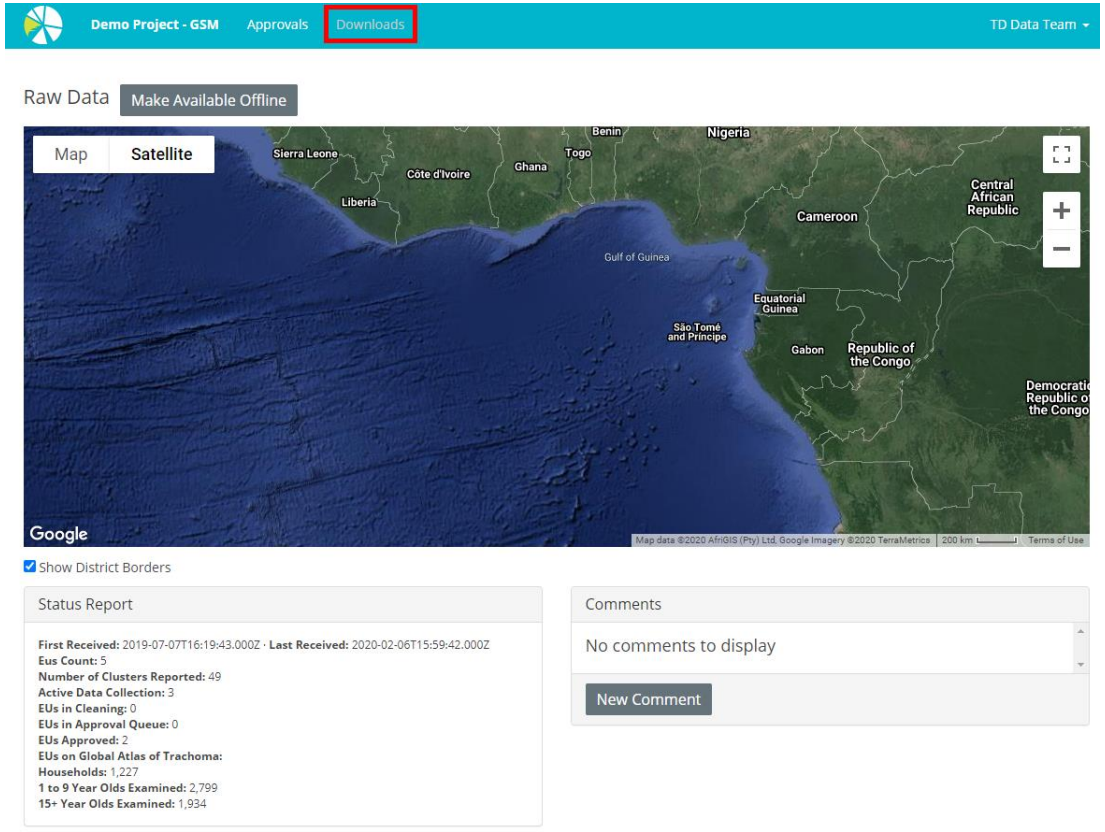

Users that have the "None" role will not have access to the "Downloads" tab (highlighted in the red box).

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If you have any queries, please contact

support@tropicaldata.org

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