Open-access

Share4Dev Knowledge Base

Manual

Data Entry & Updating Tool

Manual version 3.1

January 2017

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'How to Videos' (Flash) on:

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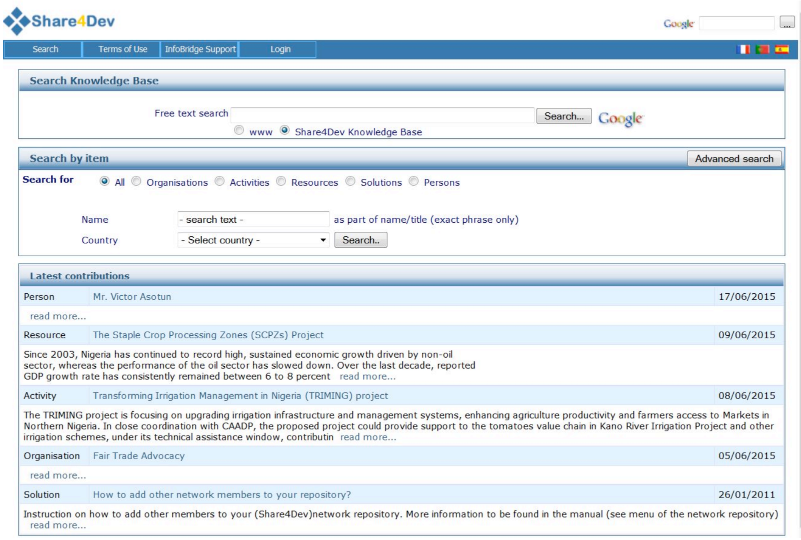
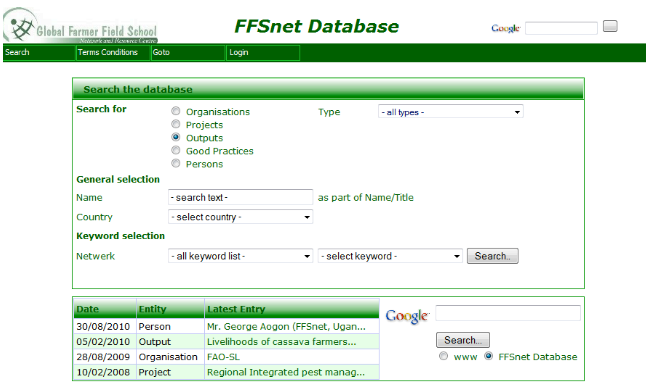
1. INTRODUCTION

This manual can be used for the **Share4Dev Knowledge Base** of InfoBridge Foundation and all network databases that use of the Share4Dev management system, such as **Farmer Field School Network Database, Fair Price and Fair Wages and ICT4D Portal**.



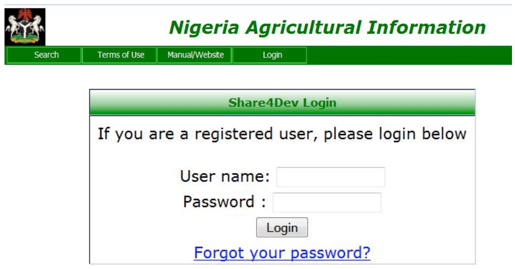


1.1. Login Procedure

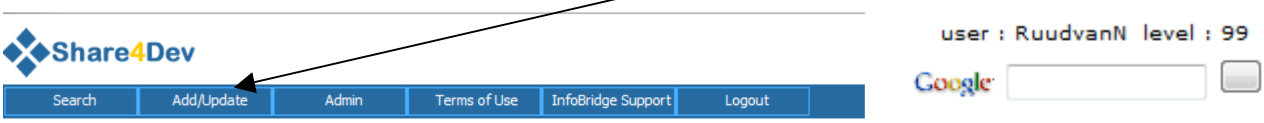
In order to have access to the ***Data entry/Updating Tool*** of the Share4Dev Knowledge Base (www.share4dev.info/kb) and all network 'views', **you need to be a registered user**. This means that you should have a user name and password.

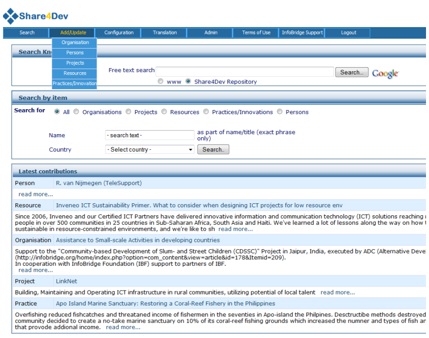
For registration at the Share4Dev Knowledge Base, please contact InfoBridge Foundation (support@infobridge.org).
For registration with one of the partner networks, please contact your network manager, as they will be able to invite you to register. The network manager will explain the registration procedure.

As soon as you registered, you can start using the Share4Dev Knowledge base or the database of your network. By clicking on < **Login** > at the top menu of the 'Share4Dev Knowledge Base or your own network the 'Login screen' will appear. Enter your user name and password and click on < **Login**>.



After logging in the next screen will appear. Your name will appear in the upper right corner.
Now you can start entering new information by using **<Add/Update>** in the top menu.





1.2. Conventions used

In this manual, the following conventions will be used:

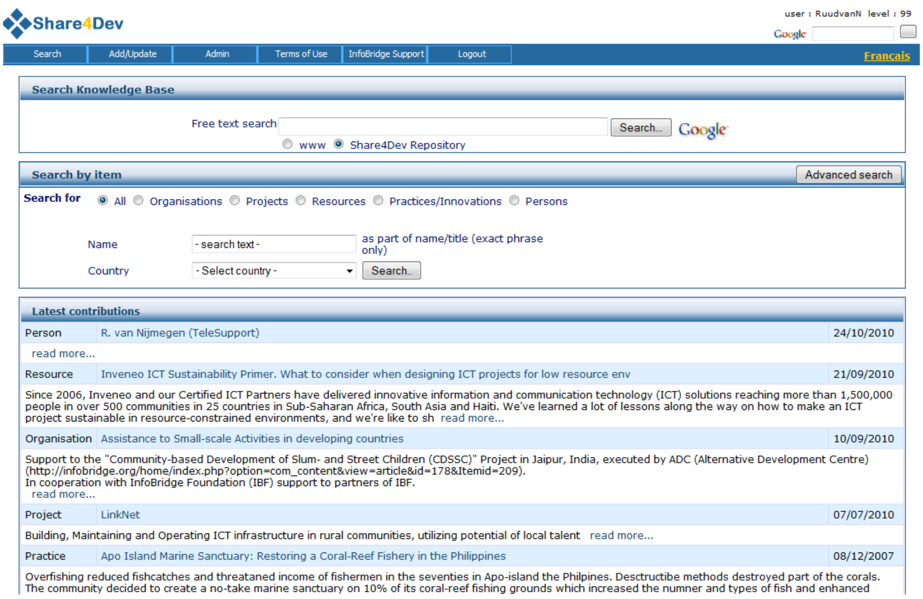
- **Buttons** or **Links** on the screen are given in Bold and between brackets e.g. <**Add a Record**>
- **Screens** are given in Bold & Italics and between **' ……………'**

1.3. Main tools

Search functionality

The Search screen will be displayed at the homepage of the Share4Dev Knowledge Base (www.share4dev.info/kb) . The search screen will give you several options to search for organisations, projects, resources, practices and persons (plus a Google Search).

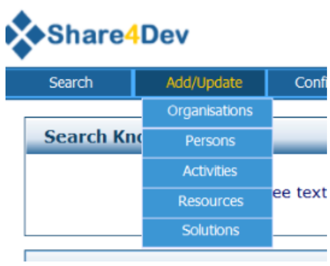
You can also access the Search screen by clicking on < Search > in the top menu.



Data Entry & Updating Tool

You may add new info-items to the database by using the Data entry & updating Tool.

By hovering over < Add/Update > in the top menu of your screen, a sub- menu will appear.

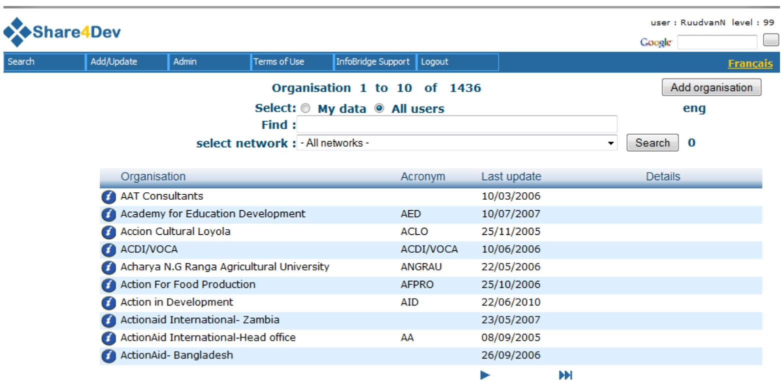


With this sub-menu you can choose to:
Add/update O**rganisations**, Persons, Activities (projects), Resources (publications), and Solutions by clicking on one of the options.

2. ADD/UPDATE AN ORGANISATION

By clicking on < Add/Update > in the top menu of your screen, you may add a new organisation or update an existing organization for which you have the rights to update it.

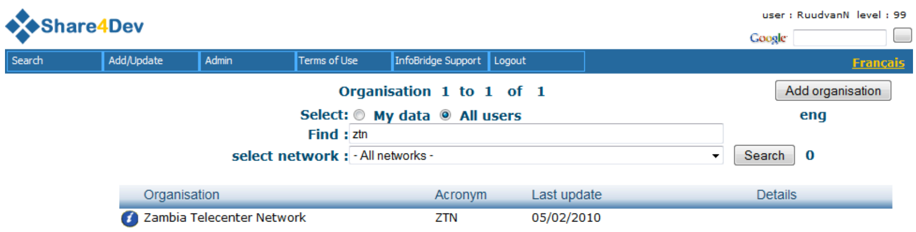
By clicking on Organisations in the Add/Update sub-menu, the following screen (displaying the first 10 organisations in the database) will appear:



You can first check whether the organisation that you want to enter is not already in the database.

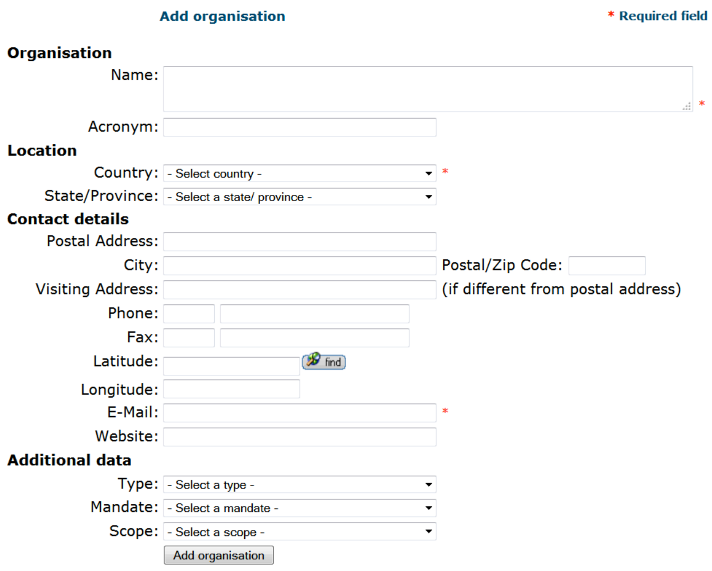
You can use the < > field to enter part of the name or acronym of the organisation', select <all users> and you can check whether it is already in the database by clicking on < Search.. > at the right side of the screen.

By typing 'ztn ', you will see that it is already in the database:



In case the organisation that you want to enter is not yet in the database, you can enter the new organisation. Click < Add organisation > at the upper right side of the screen.

The 'Data Entry Form – 'Add an Organisation' will be displayed:



The following general data and contact details on the new organisation can be entered (be as complete as possible):

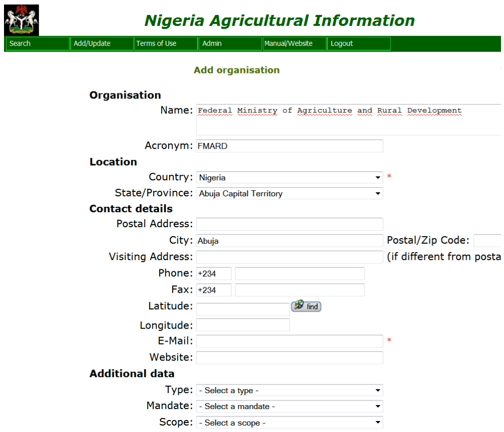
1. Name - Full name of organisation e.g. InfoBridge Foundation (Use only capitals for first character of words)
2. Acronym - Acronym e.g. IBF, DAM, SATNET or ZTN
3. Country - Select the country in which the organisation is located from the drop-down (ISO-standard) list of countries
4. State/Province - Select the State/Province from (NEN-standard) list
5. Postal address - enter Postal address or P.O. box
6. City - enter City (Only use capitals for first characters of words)
7. Postal/ZIP code - enter ZIP code for postal address (if applicable)
8. Visiting address - enter visiting address (if different of Postal address)
9. Phone - enter Phone number (country code will be present when country is selected)
10. Fax - enter Fax number (country code will be present when country is selected)
11. Latitude - entering Latitude/Longitude (location of the organization) can be done with the Googlemap tool by clicking on find behind lat.
12. Longitude See the next page for the complete procedure to add a location
13. Email - enter email address
14. Website - enter URL of website (e.g. www.infobridge.org)
15. Type - select type of organisation from list
16. Mandate - select main mandate from list
17. Scope - select main scope from list

After you entered all available data click on **<Add Organisation>** at the bottom of the screen and the organisation will be entered into the database and the next screen will be displayed:

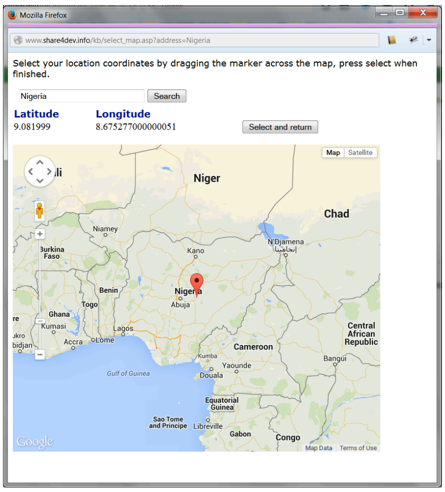
Procedure to enter location of the organization

Assume you want to enter FMARD located in Abuja, Nigeria.

1. Click on <Find> behind Latitude in the form



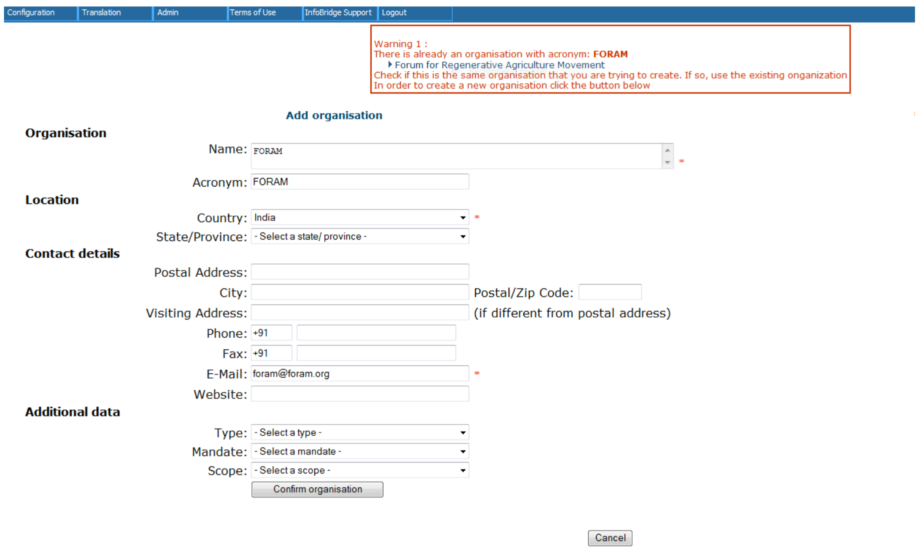
2. A pop-up screen will appear with a Google map of Nigeria



3. Use the Google Map tools to zoom in and find the location of the FMARD HQ in Abuja
4. Drag the red drop to the exact location
5. Then click on <**Select and return**>
6. You will return to the form again with the latitude and Longitude of the located added to the form.
7. Continue with the form and save the organization

After you save your organization by clicking on <**Add organisation**> the system will check the Name and Acronym of the new organisation against the existing organisations already entered in the database.

E.g. when you entered e.g. Forum for Regenerative Agriculture Movement with acronym FORAM (already in the database), the following warning will pop-up:

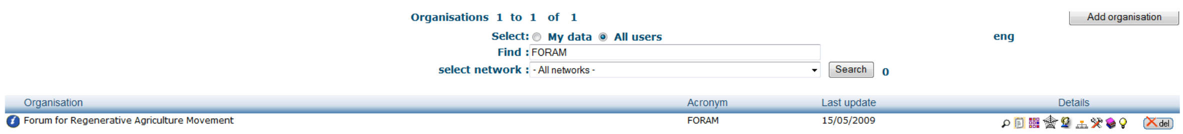


If necessary click on the organisation name, highlighted in blue, in the red ‘Message box’ to check whether this is the same organisation you are trying to enter.

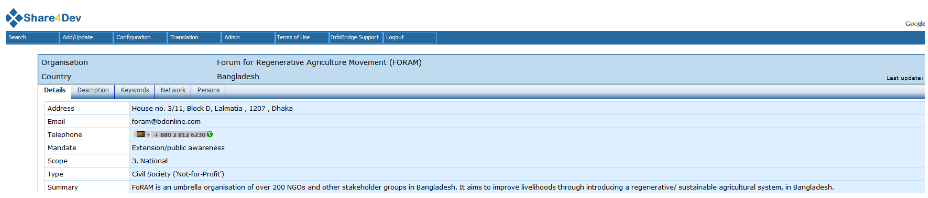
You have two options:

1. When the organization is already in the database, please use the existing organisation in the database and do not enter the organization twice. Click on Cancel at the bottom of the screen.
2. When your organization is not the organization displayed, continue to add your organization to the database by clicking on Confirm Organisation and your new organisation will be stored and displayed in the next screen.

By typing ‘foram’ next to ‘**Find ‘** and clicking on <**Search**>, you will find all organisations with ‘foram’ in the name of the organisation.

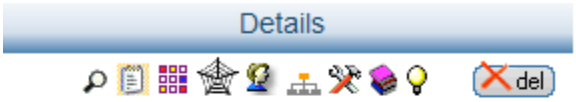


You may click on < > at the left side of the screen to display all information entered for the organisation ‘FoRAM’. The screen below will then be displayed.



Updating data of an Organisation in the database can be done by using the '**Updating icons'.** You can only edit information that you entered yourself.
So the 'edit icons' will only be visible for organisations that you entered yourself in the database.

Press the <**Back**> of your Internet browser to return to the **'Overview screen'** with the '**edit icons'**.

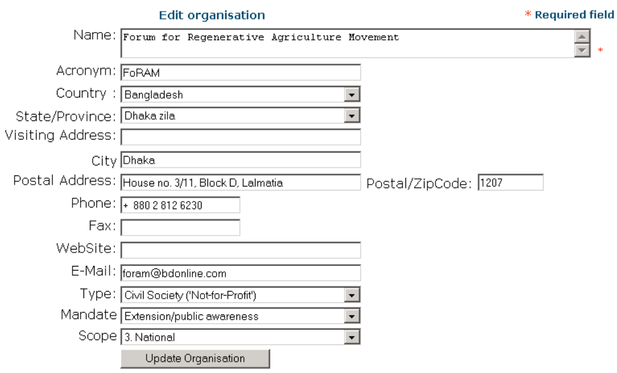


1 2 3 4 5 6 7 8 9 10

At the right side of the screen beside the information of the organisation (Name, acronym, email) you find a number of icons that will allow you to update/add information on the organisation you selected.
The icons are only visible when you are the owner of the organisation data, i.e. when you entered the information on the organisation. If the icons are not visible, then you do not have the right to change the data.

Each of the icons below gives access to a screen to add/update information on your organisation:

1. After clicking on the icon the next screen will appear in which you can edit/add the general data and contact details of the organisation



Edit organisation * Required field

Name: Forum for Regenerative Agriculture Movement *
Acronym: FoRAM
Country : Bangladesh
State/Province: Dhaka zila
Visiting Address:
City Dhaka
Postal Address: House no. 3/11, Block D, Lalmatia Postal/ZipCode: 1207
Phone: + 880 2 812 6230
Fax:
WebSite:
E-Mail: foram@bdonline.com
Type: Civil Society ('Not-for-Profit')
Mandate Extension/public awareness
Scope 3. National
Update Organisation

2. After clicking on < > icon the next screen will be shown in which you can edit / add the description of the organisation

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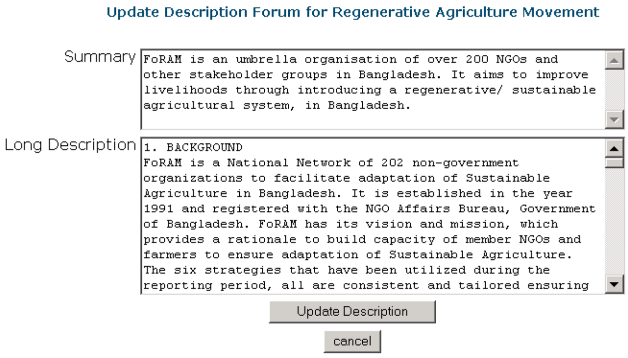
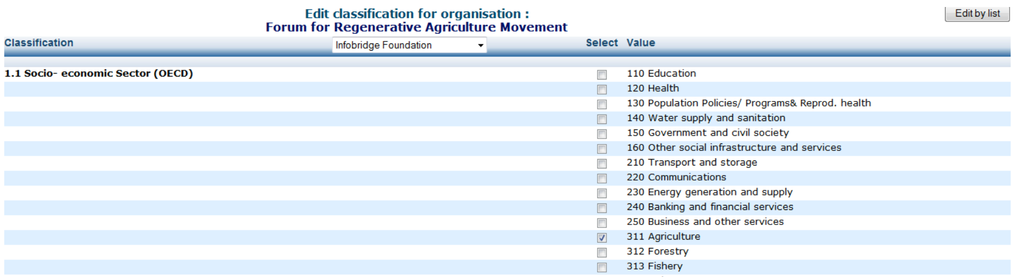
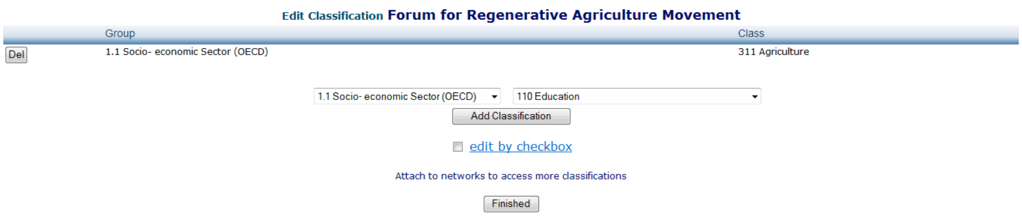


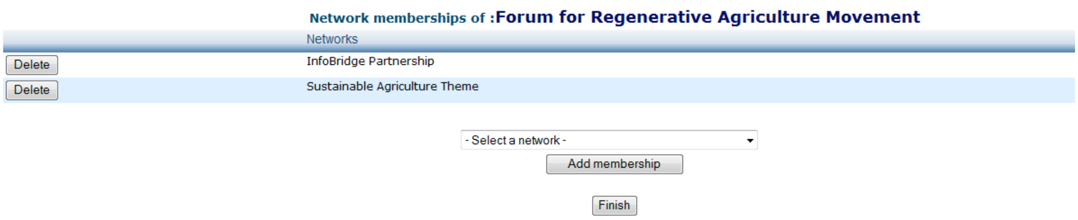
3. After clicking on < > icon the next screen will provide you a keyword list in which you can edit /add keywords for the organisation



By clicking on **<Edit by list>** you may select keywords from drop-down lists.



4. After clicking on < > icon the next screen will be shown in which you can edit / add network memberships of the organisation



To add a network to the list, first open the drop-down box, select a network and click on < **Insert record** . Then click on <**Finished**> to confirm the link up with the new network.

5. After clicking on < > icon the next screen will be shown in which you can link persons to that are already in the database the organisation (see Chapter 3. Add/edit persons)

6. After clicking on < > icon the next screen will be shown in which you can edit / add sub-units of the organisation. In this example FAO fisheries Department is a sub-unit of FAO HQ. First select whether the organisation is or has a subunit. Then search for the other Organisation, select the organisation from the list and click on Add Organisation relation to link an organisation to another organisation as subunit. Finally confirm by clicking on <Finished>

7. After clicking on < > icon the next screen will be shown in which you can update / add projects of the organisation (see Chapter 4)

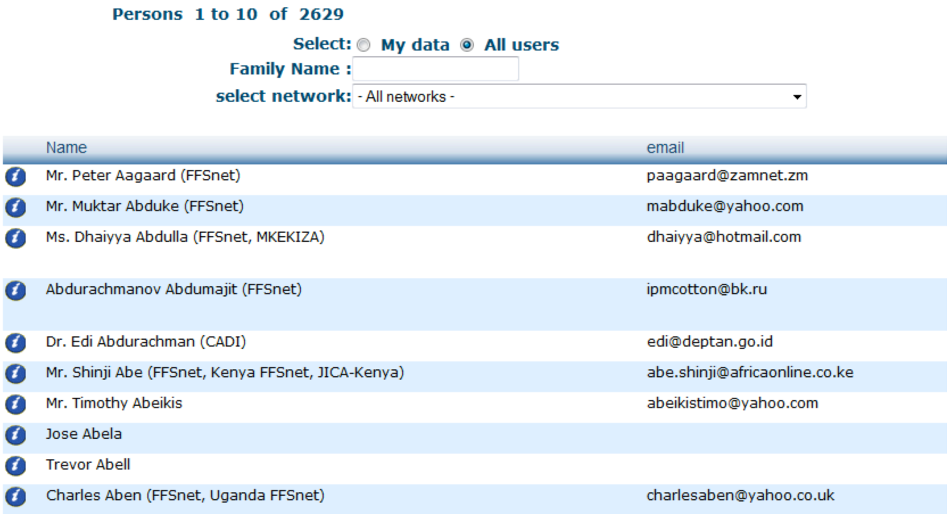
8. After clicking on < > icon the next screen will be shown in which you can update / add outputs/resources of the organisation (see also Chapter 5)

9. After clicking on < > icon the next screen will be shown in which you can update / add Good Practices of the organisation (see also Chapter 6)

10. By clicking on < Del > icon you can delete the organisation.
    Please be careful when deleting an organisation, as all its links to networks, sub-units, persons, projects and resources will also be removed.

3. ADD/UPDATE A PERSON

Using the menu Data – Persons the screen below with all persons stored in the database will be shown.



Persons 1 to 10 of 2629

Select: My data All users

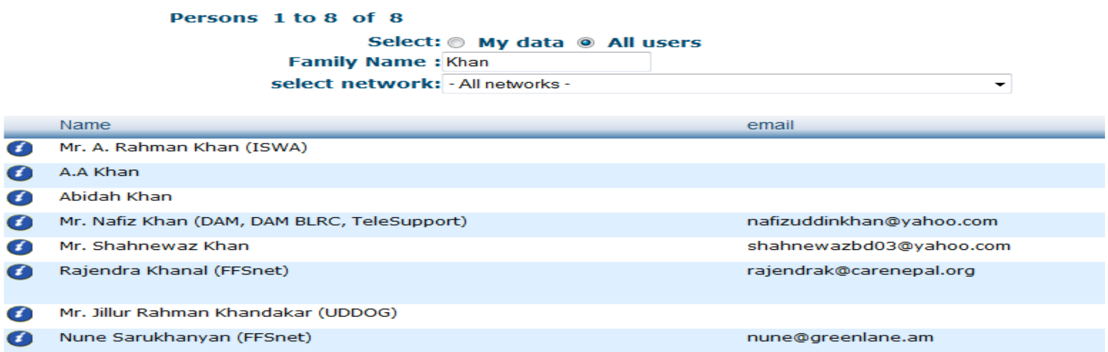
Family Name :

select network: - All networks -

Name	email
Mr. Peter Aagaard (FFSnet)	paagaard@zamnet.zm
Mr. Muktar Abduke (FFSnet)	mabduke@yahoo.com
Ms. Dhaiyya Abdulla (FFSnet, MKEKIZA)	dhaiyya@hotmail.com
Abdurachmanov Abdumajit (FFSnet)	ipmcotton@bk.ru
Dr. Edi Abdurachman (CADI)	edi@deptan.go.id
Mr. Shinji Abe (FFSnet, Kenya FFSnet, JICA-Kenya)	abe.shinji@africaonline.co.ke
Mr. Timothy Abeikis	abeikistimo@yahoo.com
Jose Abela	
Trevor Abell	
Charles Aben (FFSnet, Uganda FFSnet)	charlesaben@yahoo.co.uk

You can first check whether the person you want to add is already present in the database. By typing the Last Name of the person you want to add to your organisation and clicking on <Search.> e.g. Mr Nafiz Khan is already in the database.

The following screen will be displayed.



Persons 1 to 8 of 8

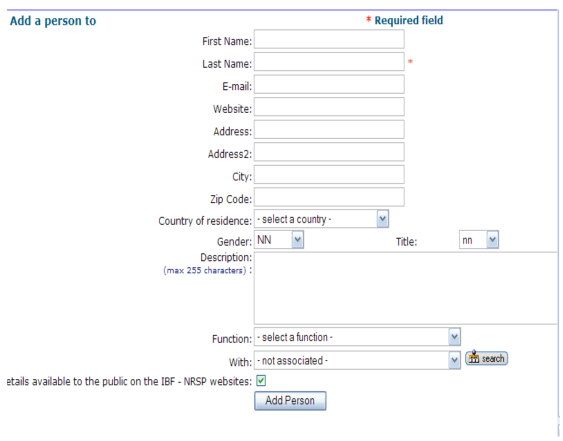
Select: My data All users

Family Name : Khan

select network: - All networks -

Name	email
Mr. A. Rahman Khan (ISWA)	
A.A Khan	
Abidah Khan	
Mr. Nafiz Khan (DAM, DAM BLRC, TeleSupport)	nafizuddinkhan@yahoo.com
Mr. Shahnewaz Khan	shahnewazbd03@yahoo.com
Rajendra Khanal (FFSnet)	rajendrak@carenepal.org
Mr. Jillur Rahman Khandakar (UDDOG)	
Nune Sarukhanyan (FFSnet)	nune@greenlane.am

By clicking on <**Add a person**> you may add other persons to the database and link the persons to your organisation. The following screen will be displayed.



You must enter at least the **required** fields Last Name (=Family Name), Email address and Country. The two fields at the bottom of the screen will allow you to link the person to an organisation.

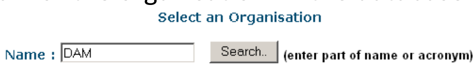
You should indicate the function within the organisation and select the organisation (in this example Dhaka Ahsania Mission (DAM) of which Mr Nafiz Khan is a staff member.

Procedure to link a person to an organisation:

The procedure to link the person to an organisation is always the same:

1. First Search for the organisation in the database by clicking on < search >

2. A pop-up window will be displayed showing you all organisations in the database. (Note that the screen will appear as a pop-up window and sometimes is already available, but minimized.)

3. Search for the organisation in the database by entering the name of the organisation in the 

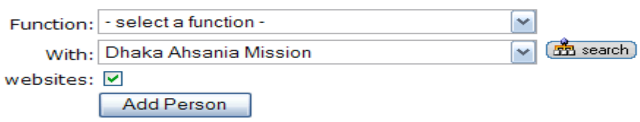
field beside '**Name'** (e.g. in this example DAM)

4. Click on < Search> in the pop-up screen

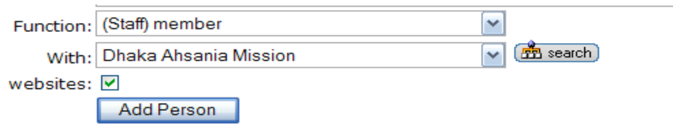
5. Results will give one or more organisations with that (part of the) name:

6. Click on <Select> if the organisation displayed is the one you want to link to the person.

7. The next screen will display the 'add a person screen' again with the name of the organisation that you want to link in the field beside '**With:** ':



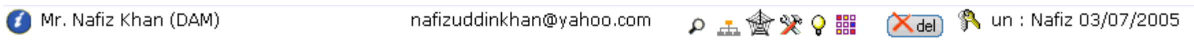
8. Click on 'Function' field to select the correct function of the person in the organisation e.g. staff member



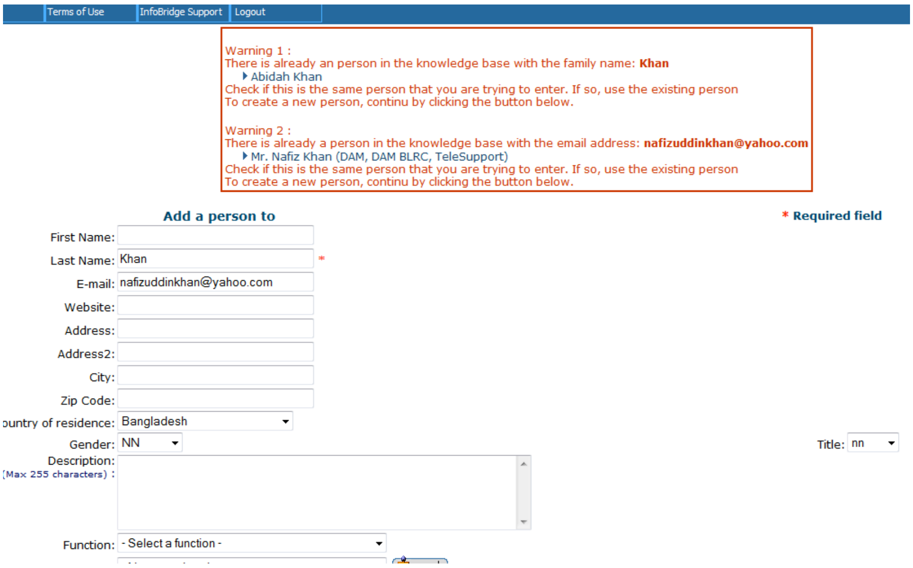
9. Click on **<Add Person>** below Organisation to link the organisation to the person

In this example Nafiz Khan is staff member of Dhaka Ahsania Mission.

The Person Overview screen will be displayed



Note: The system will check the Last name and e-mail you entered against the person names and email addresses already in the database.
If you entered e.g. Last name: Khan, e-mail: nafizuddinkhan@yahoo.com (already in the database), the following warning will pop-up:



Please click on the person name(s), highlighted in blue, to check whether this is the same person that you are trying to enter.

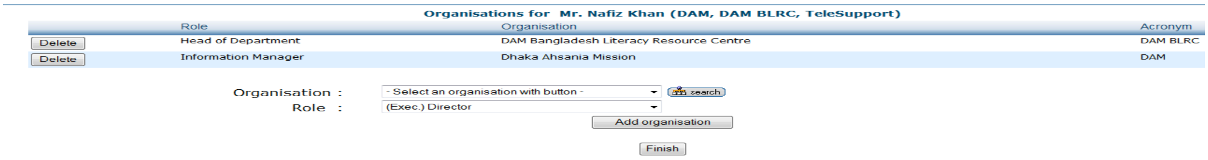
If so, please use the existing person in your record linking and click on Cancel

If not, continue to create this new person by clicking on Confirm Person

A new Person Overview screen will be displayed.

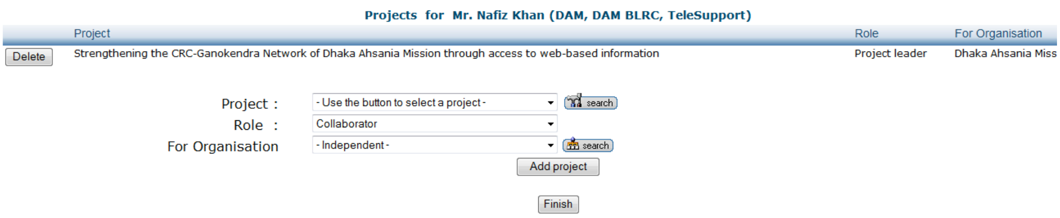
Using the 1st icon <  > you may update the contact details of the person.

The 2[nd] icon < > can be used to add (other) roles of the person in the same organisation or in another organisation.



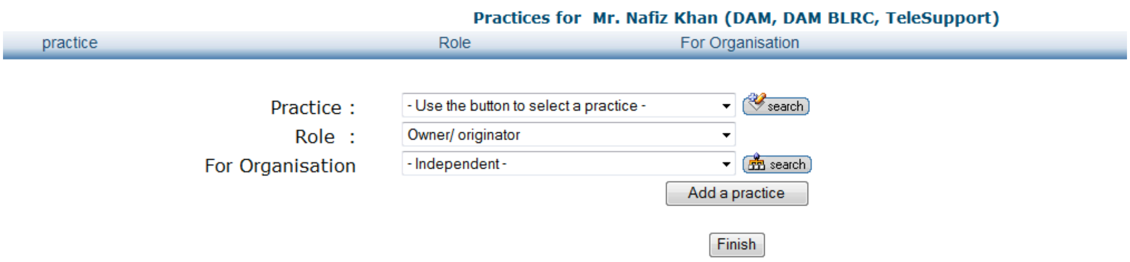
The 3[rd] icon < > can be used to link a person to a network.

The 4[th] icon < > can be used to add the role of the person in a project (See also Chapter 4).

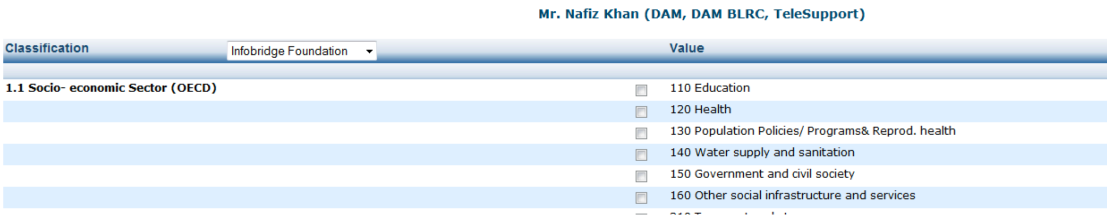


First search and select a project, then select a role for the person , and finally search and select the organisation. Add the person-project link by clicking on <**Add project**> and confirm by clicking on <**Finished**>.

The 5[th] icon < > can be used to link a person to a Good Practice (see also Chapter 6).



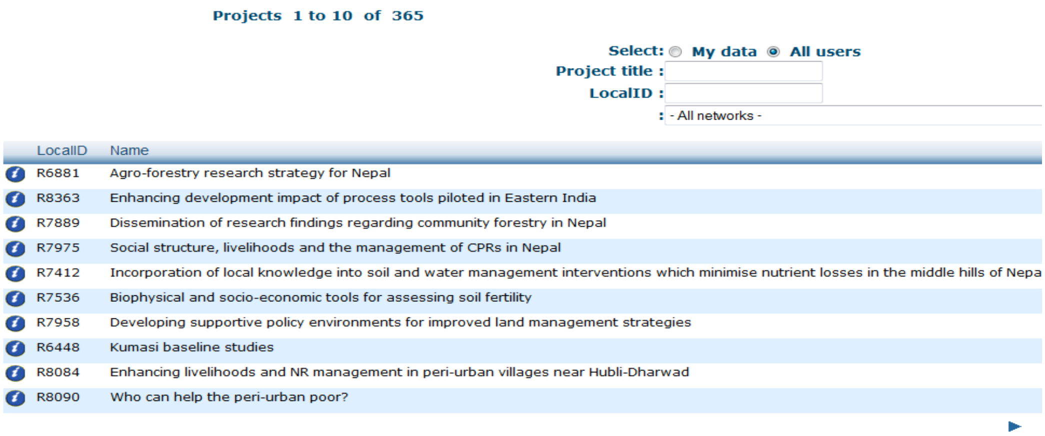
The 6th icon < > can be used to add keywords to the person .



The < Del > icon can be used to delete the person from the database.

4. ADD/UPDATE AN ACTIVITY/PROJECT

If you want to add a new project for your organisation (e.g. for DAM), use the top menu of the screen [Add/Update – Activities] and the screen below will be displayed.

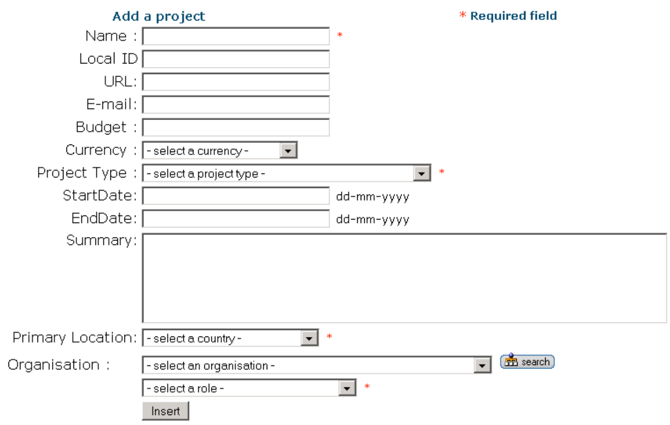

Projects 1 to 10 of 365

Select: My data All users
Project title :
LocalID :
: - All networks -

LocalID	Name
R6881	Agro-forestry research strategy for Nepal
R8363	Enhancing development impact of process tools piloted in Eastern India
R7889	Dissemination of research findings regarding community forestry in Nepal
R7975	Social structure, livelihoods and the management of CPRs in Nepal
R7412	Incorporation of local knowledge into soil and water management interventions which minimise nutrient losses in the middle hills of Nepa
R7536	Biophysical and socio-economic tools for assessing soil fertility
R7958	Developing supportive policy environments for improved land management strategies
R6448	Kumasi baseline studies
R8084	Enhancing livelihoods and NR management in peri-urban villages near Hubli-Dharwad
R8090	Who can help the peri-urban poor?

Search for the title of the project by typing (part of) the Title in the open field beside 'Project Title' and click on <**Search**> . When the project is not shown, you can add a new project by clicking on <**Add a project**> in the upper right corner of the screen.

By clicking on <**Add a project**> you may enter a new project to the database and link the project to the selected organisation (DAM). The Data Entry form for a new project will be displayed.

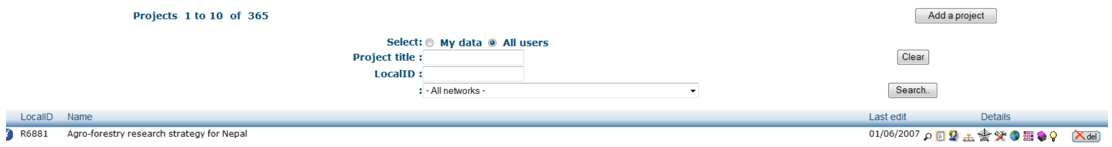

Add a project
* Required field
Name : *
Local ID
URL:
E-mail:
Budget :
Currency : - select a currency -
Project Type : - select a project type - *
StartDate: dd-mm-yyyy
EndDate: dd-mm-yyyy
Summary:
Primary Location: - select a country - *
Organisation : - select an organisation - search
- select a role - *
Insert

Here you <u>must</u> enter:

- Title of the project
- Project Type
- Primary location (=country where project is implemented)
- Role of organisation

and may enter additional information on budget, currency, email/website, start and end date summary description.

When finished click on **<Add Project>** . The next screen displayed is the 'Project Overview' screen showing you the project title with the 'updating icons' and 'Information Icon".
As with the Data updating screens of an organisation, the icons will allow you to update/add information on the project. The icons are only visible if you are the owner of the project data, i.e. if you entered the information on the project yourself. If the icons are not visible , then you do not have the right to change the data.



With the first icon < > you can update the contact details and with the second icon < > the description of the project.

With third icon < > you can link persons to the project.

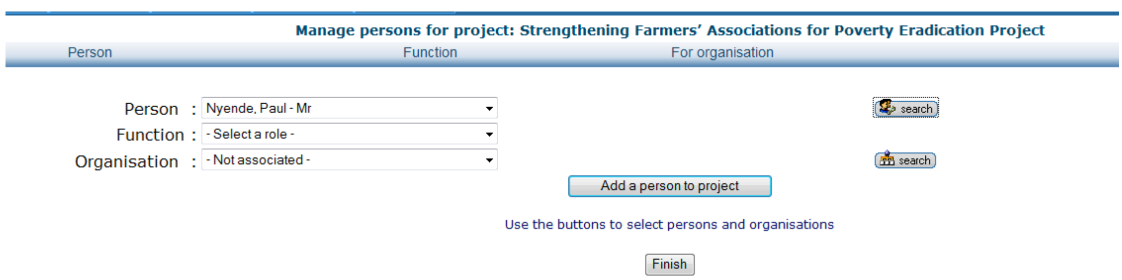
Procedure to link person to a project

The procedure to link persons to a project is always the same:

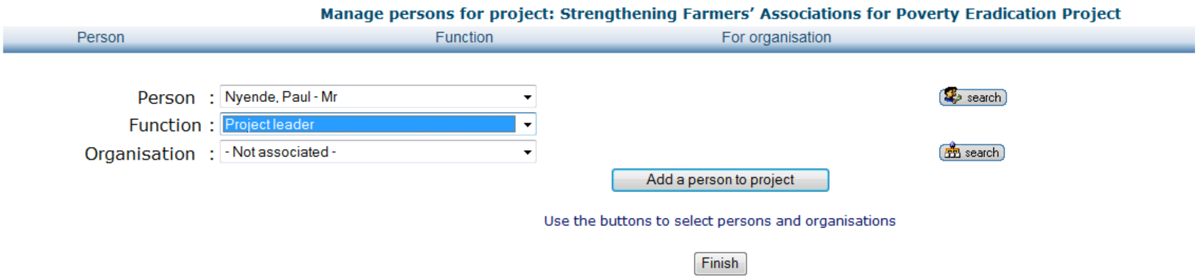
1. First Search for the person in the database by clicking on < search >
2. A pop-up window will be displayed showing you all persons in the database
3. Search for the person in the database by entering his last name in the  field beside '**Name**' (e.g. in this case Nyende as A2N staff member)

4. Click on < Search> in the pop-up screen
5. Results will give one or more persons with that name:

6. Click on <Select> if the person displayed is the one you want to link to the project
7. The next screen will display the original linking screen again with the name of the person you want to link in the field beside '**Person:** ':

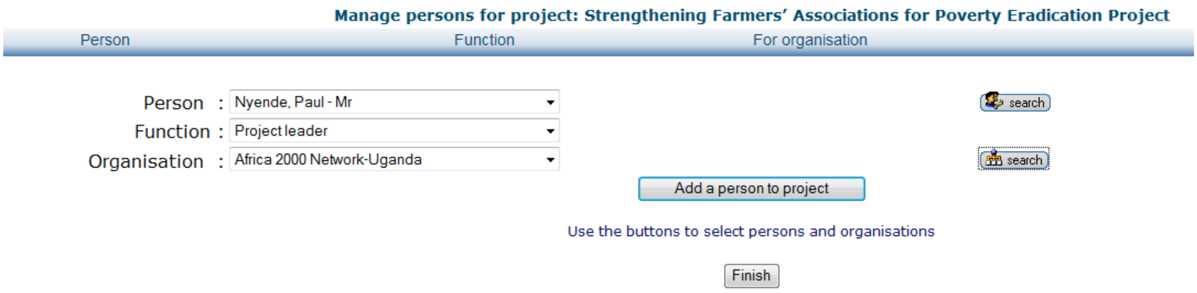


8. Click on 'Function' field to select the correct role in the project, e.g. project leader



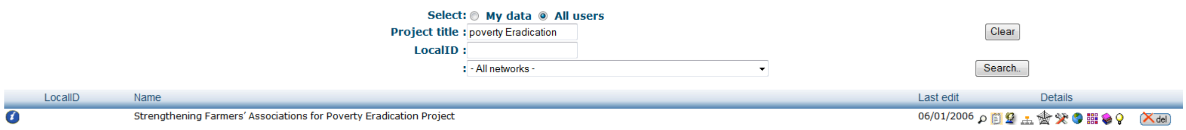
9. Click on the Search button beside Organisation to link the person also to an organisation

In this example Paul Nyende works for Africa 2000 Network-Uganda.
(Procedure is the same as linking a person to an Organisation):



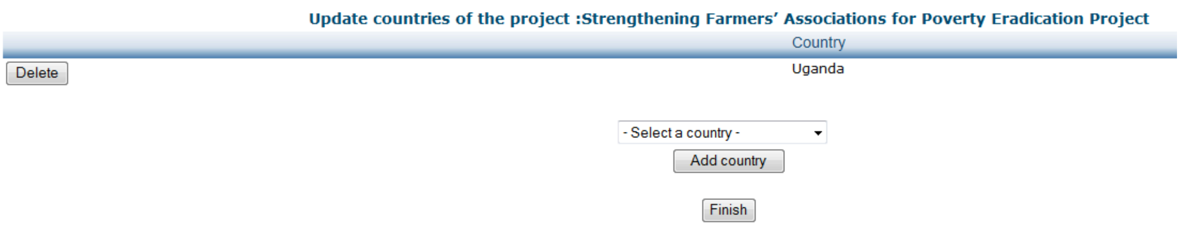
10. Click on Add Person to Project and the person will appear under the "Person Function For Organisation" bar:

11. Click on <Finished> to confirm linking of the person with the project.
The next screen will be displayed. You can check the linked person by clicking on the 'Information icon'.

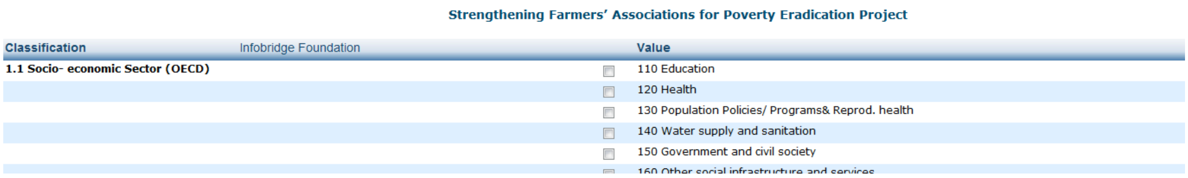


Click on < > to link the project to an organisation and assign a role for that organisation. The same procedure as given above for linking a person applies to linking an organisation

Click on < > to add (more) locations (countries) where the project is/was implemented e.g. in case the project is a regional project. First select the country from the country list, click on <**Insert Record**> and click on <**Finished**> to confirm selection. Repeat the procedure for other countries, if necessary.



Click on < > to add keywords to the project by tagging appropriate keywords for the keyword list. Please be sure that you link the project to the 'InfoBridge Partnership Network' and other Networks of which you want to use the keyword lists. Click on <**Edit by list**> and tag keywords, and click on <**Save**> at the bottom of the list and then <**Finished**>.

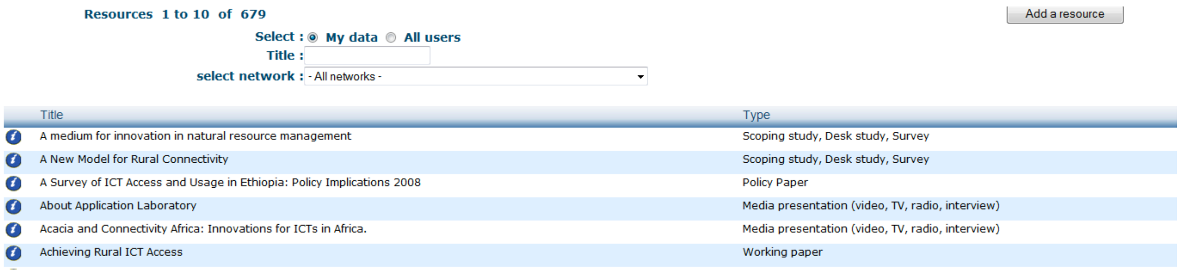


Click on < > icon to link a resource to the project (e.g. a project document).

Use the < > icon to link a Good Practice to the project (see also Chapter 6).

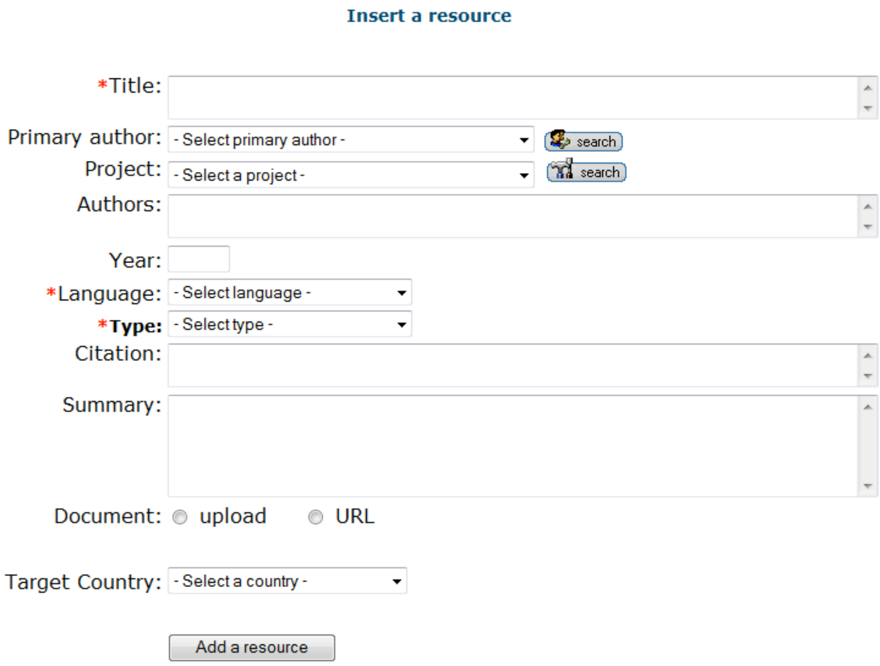
5. ADD/UPDATE RESOURCES

If you want to add a new resource, use the top menu of the screen [Data – Resources], and the screen below will be displayed.



Search for the title of the resource that you want to enter by typing part of the Title in the open field beside 'Title' and click on <**Search**>. This is to check whether the resource is not already in the database. When the resource is not shown, you can add your resource as a new resource by clicking on <**Add a resource**> in the upper right corner of the screen.

The following screen will appear in which you can enter the information on the resource.



'Title of the resource', 'Language' and 'Type of resource' are required fields.

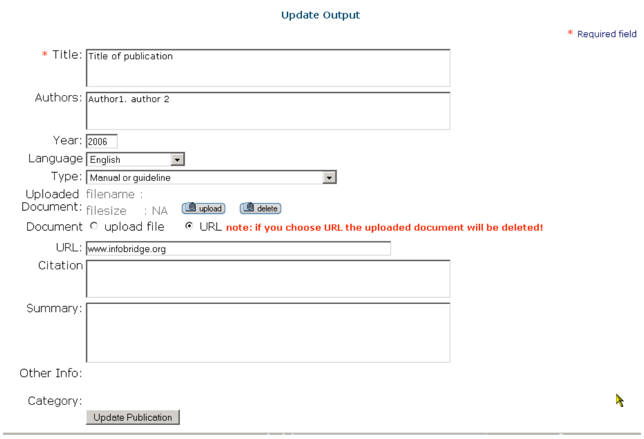
You can add the author(s) in a free text field, link the resource to a person (Primary author field) and to a project (Project field) in the InfoBridge database, add the bibliographic reference of the resource (Citation field) and a summary of the resource(Summary field).
(If the project is not yet in the database, you have to add the project first to the InfoBridge database.)

You can link the information entered on the resource to an electronic copy of the resource, so other people can download your resource. There are two options: a link to the resorce available at a website (URL) or a link to a document in pdf format (PDF document) at the InfoBridge Platform.

1. If you do not have the resource in an electronic format, do not click on URL or PDF document and continue by clicking on <**Add resource**> . Your information on the resource will then be stored in the database.

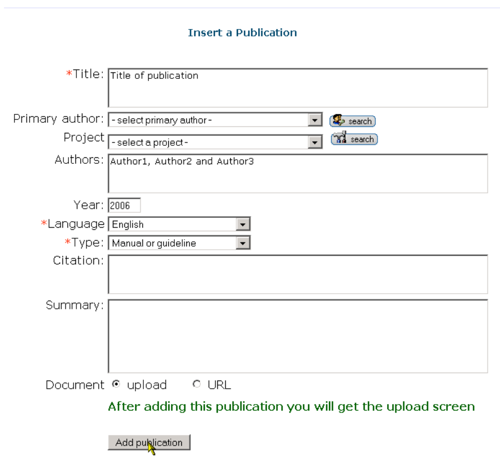
2. If you have the resource in an electronic format, you may link to that resource. Select first 'URL' or 'Upload' by clicking one of the two radio buttons (you can only select one!) and then click on <**Add resource**>.

   - When you selected URL to link the resource to a website/webpage where people can find and get your resource, the following screen will displayed:

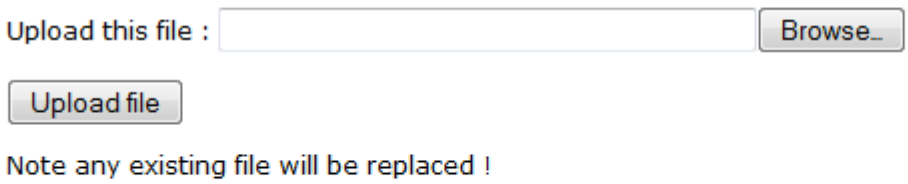


Type accurately the webpage where the resource can be found for downloading.
Then Click on <**Update Resource**> to store the information on the resource.

   - When you selected PDF document to link the resource to a document that you are going to upload at the InfoBridge Platform, the next screen will displayed:

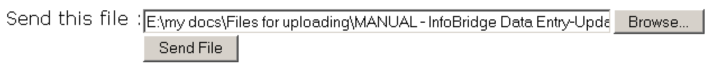


First click on <**Add resource**> to store the information on the resource and then the upload screen will be show:

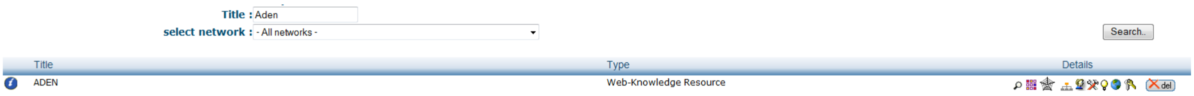


Search at your own computer for the file that you want to upload by clicking on <Browse>.
In the pop-up window choose the file that you want to upload from a sub-directory on your hard disk by clicking on the file and then click on <**Open**>.

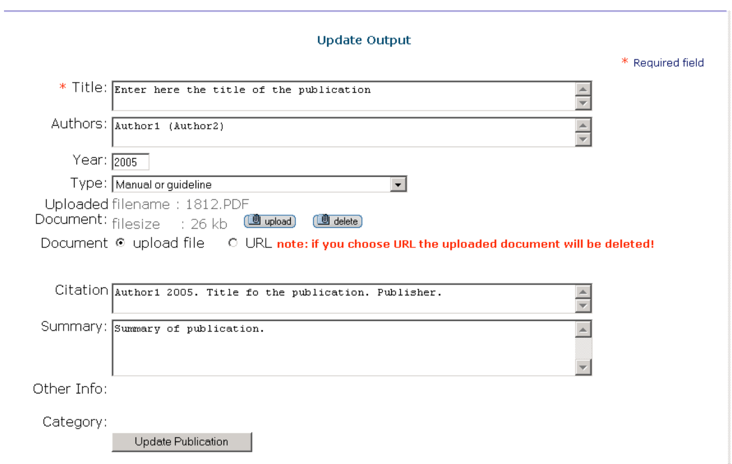
The file you selected with be displayed at the 'upload screen' beside 'Send this file:':



Click on <**Send File**> to upload the PDF file to the InfoBridge Platform.
The overview screen for the resource will be shown.

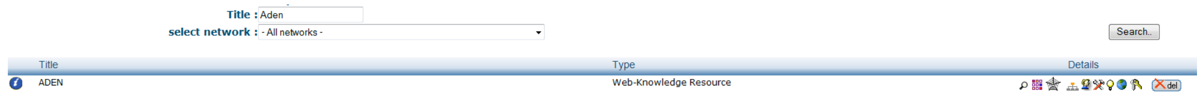


Click on the < > icon and the following screen will be displayed confirming that the file is correctly uploaded:



The filename has been changed by the InfoBridge Platform (1812.pdf) and also the file size is given.
Click on <**Update resource**> to finalize the data entry of the resource.

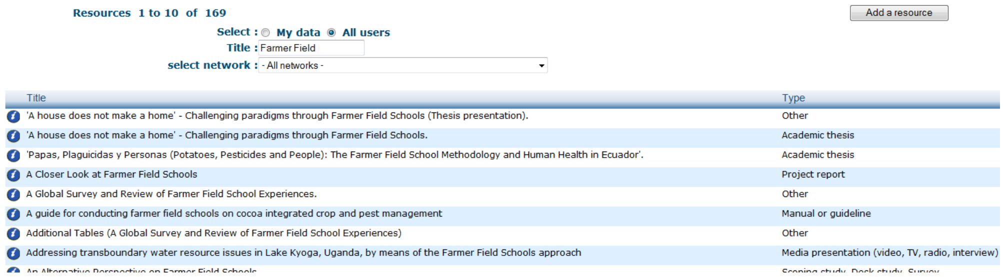
The next screen will show the resource as entered by the user. (By clicking on < > beside the title, you can check whether the file is available for downloading.)



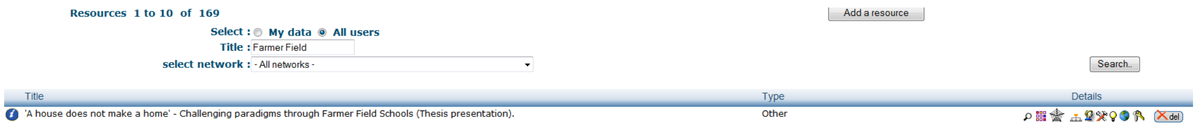
Procedure to link a resource to an organisation

1. First search for your resource using DATA/Resources of the left menu by typing (part of) the title in the field beside ‘Title’ and click on <**Search**>.

   e.g. entering “Farmer Field” you will see the following or a similar screen:



2. You can only edit/update outputs/resources that you entered earlier.
   For a resource that you entered yourself, all updating/editing icons will be visible.

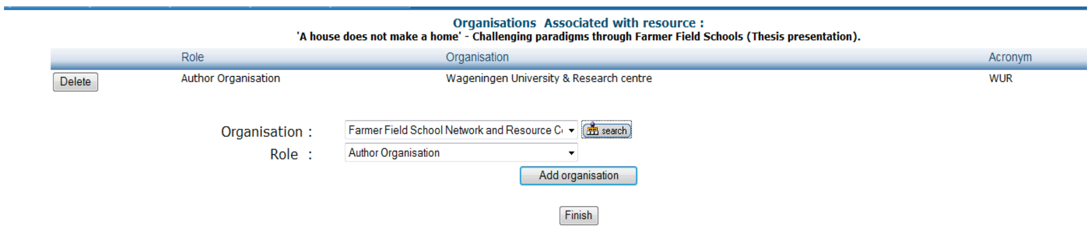


3. Click on <> of the resource that you want to link.
   In this example the first resource will be linked. The following screen will be displayed:

4. Click on < search > and a pop-up window will be displayed showing the first 10 of all organisations in the database.

5. Search for the network or organisation to which you want to link the resource.
   (If the organisation is not yet in the database, you have to add the organisation first to the InfoBridge database and then link it.)
   In this example the resource will be linked to the Farmer Field School Network (FFSnet).
   Enter ‘ffsnet’ in the field beside ‘Name’ in pop-up window and press <**Search**>.
   FFSnet will be visible below search field. Press <**Select**> beside the ‘Farmer Field School Network…’ to select the network.

6. The pop-up window will automatically disappear and FFSnet will appear in “Organisation field” of the ‘linking screen’:



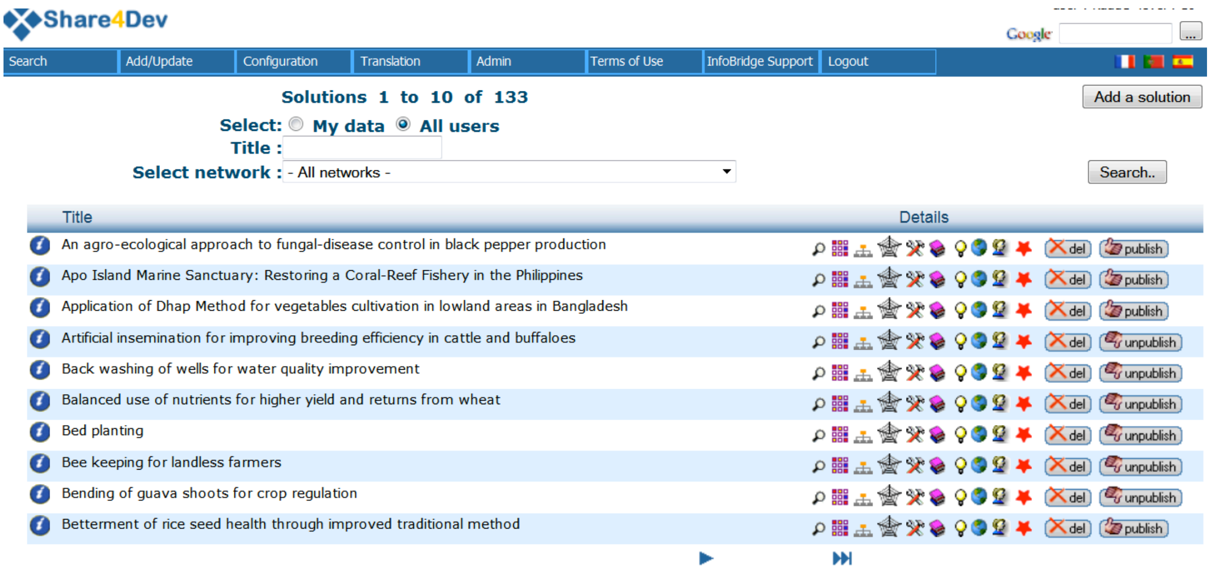
7. Choose “**Publisher”** as “Role” for the organisation**.**
   Other roles can be selected such as Author Organisation and Funding Organisation
   Press <**Add Organisation**>.

8. The organisation/network will be linked to the resource. In the example FFSnet has been linked to the resource as Publisher. You may add other organisation(s) with the same/different role or the same organisation with a different role to the selected resource if applicable. You have to follow the same procedure again.

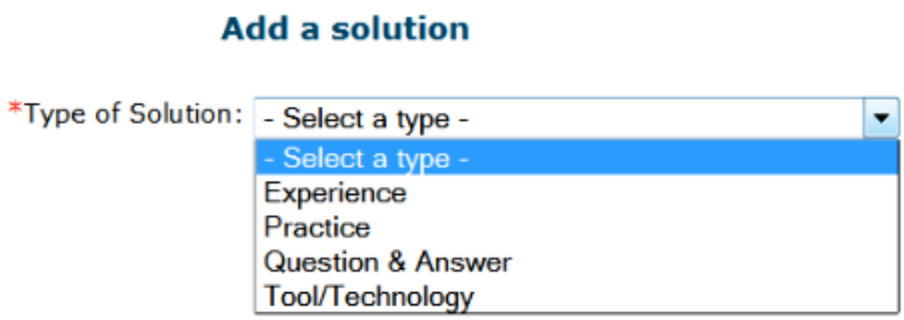
9. Press <**Finished**> to end the linking procedure.

6. ADD/UPDATE A SOLUTION

If you want to add a Solution, use the top menu of the screen [Add/Update - Solutions], and the screen below will be displayed.



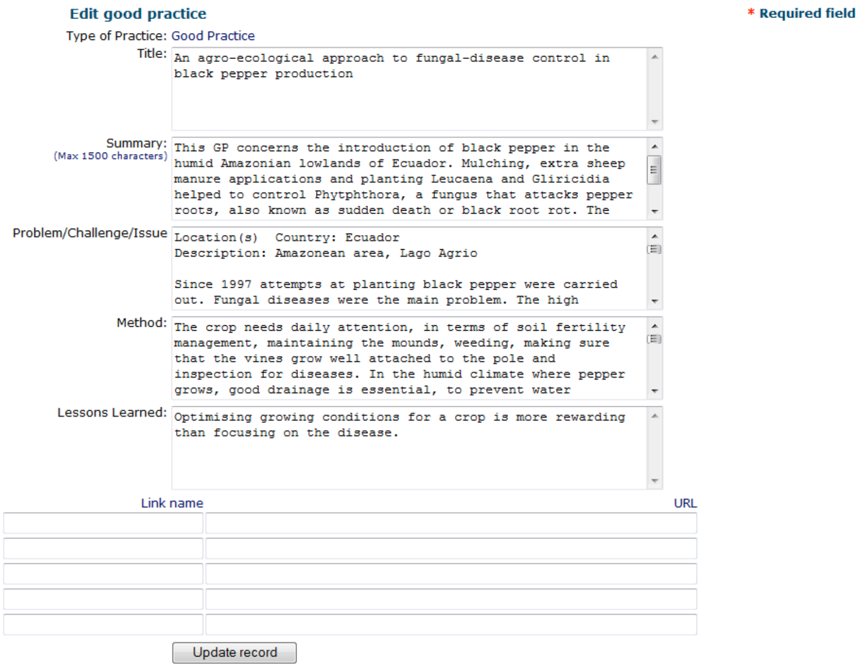
When you want to add a Solution click on <**Add a Solution**> in the upper right corner of the screen. A drop-down menu will appear in which you can choose the 'Type of Solution'



The following types can be selected: Experience, Question & Answer, Tool/Technology and Good Practice. Here in the manual the Good Practice will be selected as 'Type of Solution'

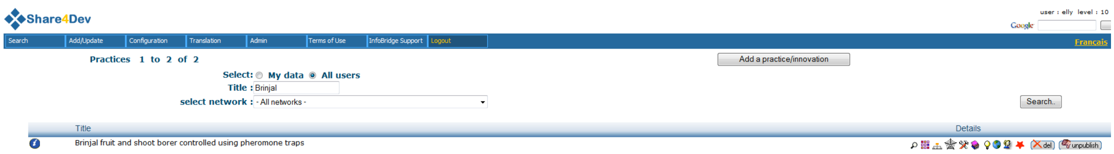
A form will appear in which you can enter the summary information (Title, Summary) and a description of the Good Practice (Problem, Method, Lessons learned). 'Title of the Good Practice' and the Summary are the required fields in this form.

In this example the Good Practice 'Brinjal fruit and shoot borer controlled using pheromone traps' (of NRI) has been entered as a new Good Practice. The Fields 'Problem', 'Method' and 'Lessons learned' are free text fields.
In the field under Link name you can describe your link, discussion etc and under URL you can add the link itself.



After you entered the information click on **<Add practice>** to save the Good Practice in the database. Guidelines on documenting a Good Practice will be available in a separate manual.

After saving the Good Practice, the following overview screen will appear.



It shows your name at the upper right side of the screen, the title of the Good Practice you have just entered and a number of updating/editing icons.

1 2 3 4 5 6 7 8 9 10 11 12

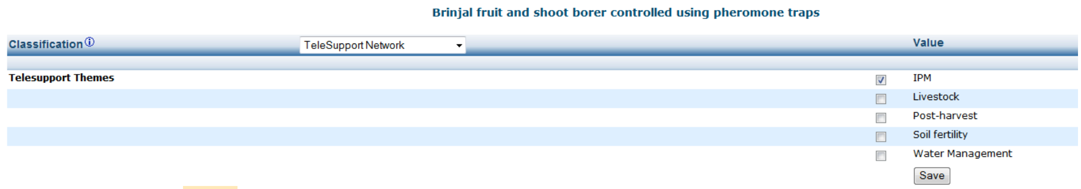
As a registered user can only edit the Good Practices entered by him/herself, these icons are only visible for your own Good Practices.

The icons are explained below:

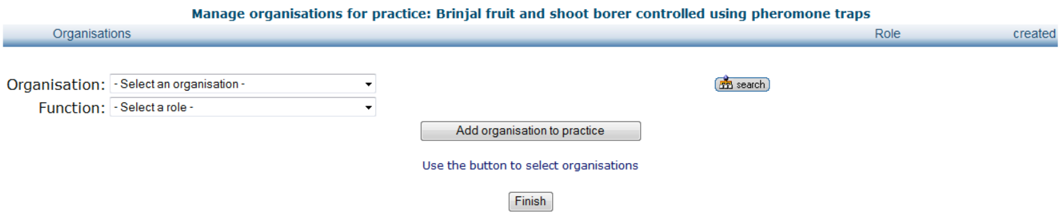
1. By clicking on the  icon the Good Practice form will appear again in which you can edit/update the summary and description information of the good practice. After updating you need to click on **<Update record>** at the bottom of the screen.

2. By clicking on < > icon a screen will appear in which you can edit/add keywords for your Good Practice . In order to be able to use keyword lists of the network that you belong to, it will be necessary to link the Good Practice to the network. You can do that with the Network icon (4).

   At the blue 'Classification' bar you can select the general (InfoBridge) classification and, if available, the own network classification list(s). In this example the Telesupport themes of Telesupport Network are available. The example Good Practice can be linked to the IPM theme.
   First Tag IPM and click on **<save>.**



3. By clicking on < > icon a screen will be shown in which you can link the Good practice to an organisation and give a role to that organisation. The organisation that you want to link, should already be in the database.

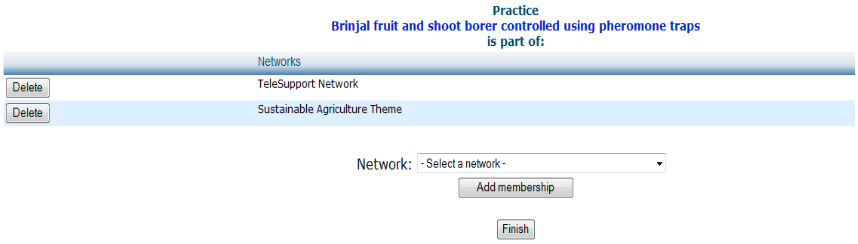


   The procedure how to link your Good Practice to an Organisation is the same procedure as linking a Resource to an organisation (for procedure see Chapter 5 - page 18).

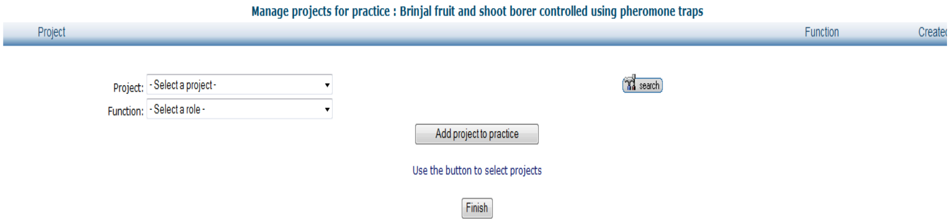
   First search for the organisation, select the organisation from the pop-up window with organisations. Select role and click on **<Add organisation to practice>.** The organisation will be displayed below the blue 'organisation ' bar. Click **<Finished>** to confirm the linkage with the organisation.

   In the example for this manual the Good Practice has been linked to the Natural Resources Institute (NRI) as Owner.

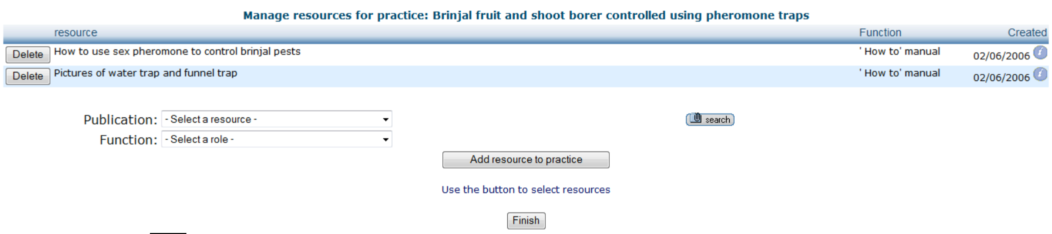
4. By clicking on < > icon a screen will be displayed in which you link the Good Practice to a network. In the example below the Good Practice will be linked to the Telesupport Network. First select the network from the drop-down network list, click on **<Insert Record>.** The network will be displayed below the blue 'networks' bar. Click **<Finished>** to confirm the linkage with the new network.



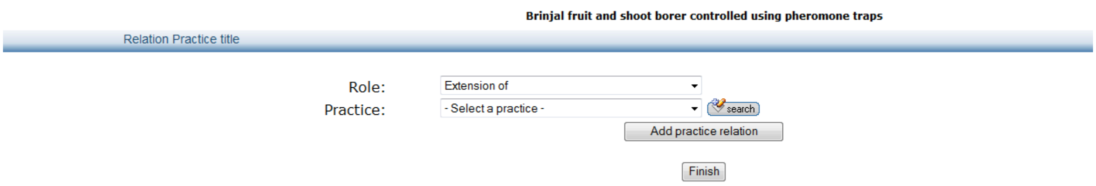
5. By clicking on < > icon a screen will be shown in which you can link the Good Practice to an existing project. The project that you want to link, should already be in the database.
   The linking to a project follows the same procedure as linking to an organisation.
   First search for the project, select the project from the pop-up window with projects. Select role and click on **<Insert project to practice>.** The project will be displayed below the blue 'project' bar. Click **<Finished>** to confirm the linkage with the project.



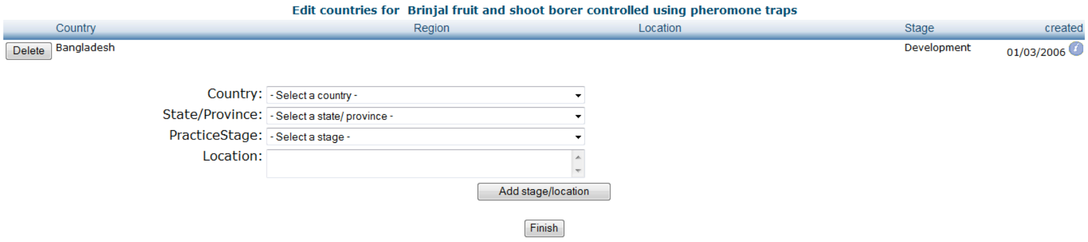
6. By clicking on < > icon a screen will be shown in which you can link the Good Practice to an existing Output (e.g. a resource). The output that you want to link, should already be in the database. Again the same linking procedure: first search for the output/resource, select the output/resource from the pop-up window with resources. Select role and click on **<Add output to practice>.** The output/resource will be displayed below the blue 'output' bar.
Click **<Finished>** to confirm the linkage with the resource.



7. By clicking on <> icon you can make a relation or extension to an other Good Practice

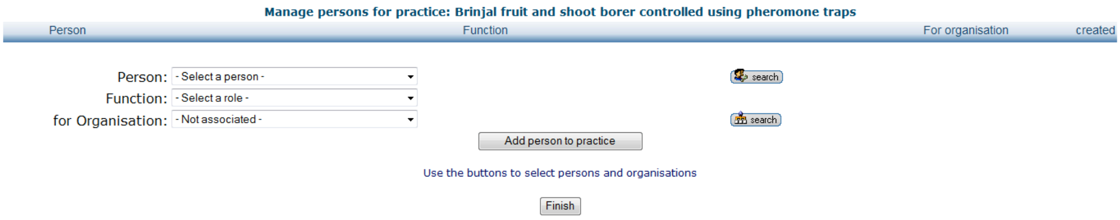


8. By clicking on < > icon a screen will be shown in which you can link the Good Practice to Location(s) (Country/State/district/village) where the Good practice was developed, tested, applied)

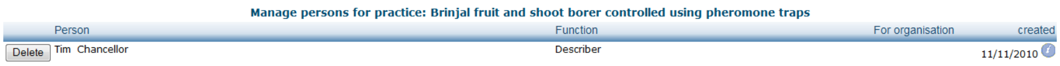


First select the country from the drop-down country list. This will give you a list of states/provinces of the selected country. Then select State/Province from the State/province list. Select a 'Practice Stage' for the location and add (optional) additional information on the location (e.g. district, village). Then click **<add stage/location>**. Repeat the procedure if you want add several locations. Click **<finished>** to confirm location(s).

9. By clicking on < > icon a screen will be displayed in which you can link persons to the Good Practice. The persons that you want to link, should already be in the database.

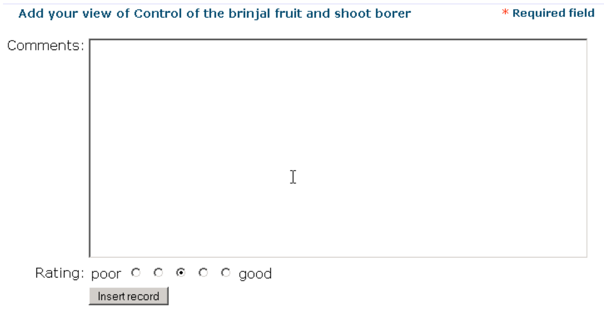


The linking to a person follows the same procedure as linking to an organisation.
First search for the person, select the person from the pop-up window with persons. Select role and click on **<Add person to practice>.** The person will be displayed below the blue 'Person' bar. Click **<Finished>** to confirm the linkage with the person (see below).
Repeat procedure when you want to add more persons to the good practice.



10. By clicking on < > icon a screen will be displayed in which you can give a review of the Good Practice based on your own experience. The screen will also show all other reviews already entered. If your are the first to review the Good Practice the screen will look like the screen below:

By clicking on < my rating > button in the upper right corner of the screen, you can add your own review. The next screen will appear:



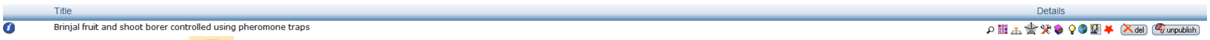
In the Comments (free text) field you can give your comments and you can give your own 'rating' for the Good Practice (as a 'user') by giving 1-5 stars. Poor (1 star) and Good (5 stars).

11. By clicking on < Del > icon you can delete the Good Practice. Please be careful when deleting a Good Practice, as all its links to networks, organisation(s), person(s), project(s) and resource(s) will also be removed.

12. Beside the Delete button you either see unpublish or publish

    By clicking on < unpublish > you will 'unpublish' the Good Practice.
    In this case the Good Practice will not be displayed (anymore) at the Search side and the < publish > will appear.

    By clicking on < publish > you will 'publish' the Good Practice. The Good Practice will be displayed at the Search side and the < unpublish > will appear.



By clicking on < > in front of the Title all information will be displayed that has been entered for the Good Practice. In this example no linkage to projects and resources are made, as the 'tabs' for projects and resources are not visible.