



# CollabData

## User Manual

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# CollabData

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**CollabData provides a robust platform that captures local ground realities, needs and challenges, directly from the inhabitants of the city.**

The tool is meant to serve as a platform to mitigate the communication gap that exists between government agencies and the city's inhabitants.

CollabData allows individuals to provide data inputs, pertaining to challenges they face in their daily life, and potential solutions. At the same time, the tool allows multiple stakeholders to collaborate in mapping issues and solutions around land use, transportation, infrastructure and more, in order to inform development plans in an intuitive way.



An aerial view of a city skyline, likely New York City, with numerous skyscrapers. The image is overlaid with a semi-transparent, light blue geometric pattern consisting of interconnected lines and shapes, resembling a network or data flow. The text 'CollabData' is prominently displayed in the upper right quadrant in a bold, blue, sans-serif font.

# CollabData

Web

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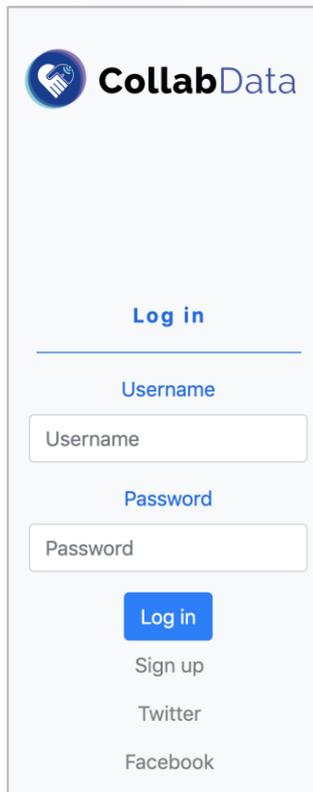


# CollabData

Web



General user



The image shows a screenshot of the CollabData login page. At the top left is the CollabData logo, which consists of a blue circle containing a white icon of a hand holding a globe, followed by the text "CollabData". Below the logo is a blue "Log in" link. Underneath is a horizontal line, followed by the label "Username" and a text input field containing the word "Username". Below that is the label "Password" and a text input field containing the word "Password". At the bottom of the form are four buttons: a blue "Log in" button, a grey "Sign up" button, a grey "Twitter" button, and a grey "Facebook" button. Two arrows from the text on the right point to the "Log in" button and the "Sign up" button.

First, log into the tool or sign up. You are also able to log in using social media.

1. **Access the tool** through the following URL: <http://indonesia.collabmap.in>
2. **Log into** the tool with the following credentials.  
**Username:** demo  
**Password:** test2020
3. Sign up if you haven't created a CollabData account.



You're about to authorize your first app! Sweet! [Learn more about apps](#)→

### Authorize cmlid to access your account?

[Authorize app](#) [Cancel](#)

**This application will be able to:**

- See Tweets from your timeline (including protected Tweets) as well as your Lists and collections.
- See your Twitter profile information and account settings.
- See accounts you follow, mute, and block.
- Follow and unfollow accounts for you.
- Update your profile and account settings.
- Post and delete Tweets for you, and engage with Tweets posted by others (Like, un-Like, or reply to a Tweet, Retweet, etc.) for you.
- Create, manage, and delete Lists and collections for you.
- Mute, block, and report accounts for you.

[Learn more about third-party app permissions in the Help Center.](#)

cmlid  
indonesia.collabmap.in

This is the final api for CM Indonesia

[Privacy Policy](#)

[Terms and Conditions](#)

First, log into the tool or sign up. You are also able to log in using social media.

4. Users are able to **sign up using social media accounts** such as Twitter or Facebook. Authorize the app to access your social media.



Easily create a CollabData account to participate in Consultations.

**Create account**

English

**Account information**

Username \*

Password \*

Email \*

**Personal information**

First name \*

Last name \*

Age \*

Gender \*

SAVE

1. Register the **Account** Information (username, password and email).
2. Register your **Personal** Information (first name, last name, age and gender).
3. Click on **Save** to create the account.



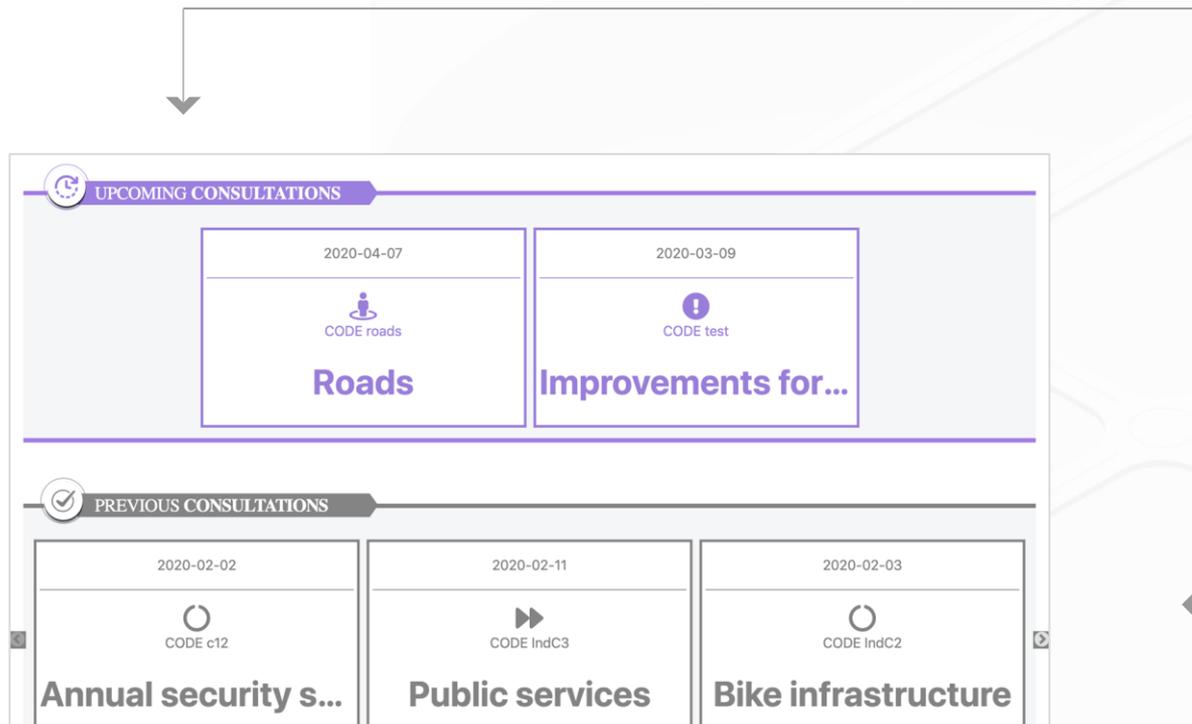
The screenshot shows the home screen of the CollabData Web application. At the top, there are three filter sections: 'GOVERNMENT FUNCTION' with a dropdown menu set to 'Select', 'CODE' with a dropdown menu set to 'Select', and 'KEY WORD' with a search input field and a magnifying glass icon. Below these filters is a blue header with a gear icon and the text 'IN PROGRESS CONSULTATIONS'. Underneath, there are three consultation cards. The first card is dated '2020-02-28', has a lightbulb icon, 'CODE T1\_0', and is titled 'Public lighting'. The second card is dated '2020-02-26', has a road sign icon, 'CODE f2c1', and is titled 'Road'. The third card is dated '2020-02-17', has a circular arrow icon, 'CODE c12', and is titled 'Consultation'. A blue arrow points from the 'Consultation' card to the right, towards the explanatory text.

In the home screen you can find in process, upcoming and previous consultations.

1. Find a **specific consultation** by filtering by government function, code, or keyword, where:

- **Government function:** refers to the government agency with direct competence to intervene in the neighborhood based in the results of the consultation.
- **Code:** refers to the code that was assigned to the consultation in order to use it as a hashtag to participate through social networks.
- **Key word:** any word related to a consultation to filter and find the desired consultation more easily.

2. **In Progress Consultations** are those in which any user can currently engage in. Click on any consultation to participate.



In the home screen you can find upcoming, ongoing, and previous consultations.

- 3. **Upcoming Consultations** are consultations that are not currently open to the public, but will become available in the near future.
- 4. **Previous Consultations** are concluded consultations. Click on a Consultation to see its results.



A Consultation allows you to be part of the decisions, projects and plans of your city, and to make suggestions for a specific issue, topic or area.

1. **Click** on the **In Progress Consultation** you wish to participate in.
2. Go to the **I Want to Participate Button** to start answering the survey.

The screenshot displays a web interface titled "IN PROGRESS CONSULTATIONS". It features three consultation cards arranged horizontally. The first card, dated 2020-02-28, is titled "Public lighting" (CODE T1\_0) and is highlighted with a blue background. The second card, dated 2020-02-26, is titled "Road" (CODE f2c1). The third card, dated 2020-02-17, is titled "Consultation" (CODE c12). Below the cards, the "Public lighting" card is expanded to show its details under the heading "PUBLIC WORKS AND SPATIAL PLANNING". The expanded card includes a lightbulb icon, the title "Public lighting", the code "2020-02-28 - T1\_0", and a description: "The goal of this consultation is to know first hand the places within the city that needs new street lamps." At the bottom of the expanded card is a blue button labeled "▶▶ I WANT TO PARTICIPATE".



Public Works and Spatial Planning

Public lighting

The goal of this consultation is to know first hand the places within the city that needs new street lamps.

HEALTH QUIZ

MAPS AND SURVEYS  
Places that need new lamps 0%

COMPLAINTS AND CLAIMS  
Select  
Select  
Send

CONSULTATION DOCUMENTS  
Public lighting in Yakarta

Health quiz

Do you have sore throat?

Do you have cough?

Do you have fever?

SAVE

Before you start, take a quick health survey to find out your health status in reference to COVID-19.

3. Select the button labeled "HEALTH QUIZ".

4. Then, a pop-up screen will open with a brief survey about your health. Select the option with the slider and click on the **SAVE** button.



A Consultation allows you to be part of the decisions, projects and plans of your city, and to make suggestions for a specific issue, topic or area.

English

## Public Works and Spatial Planning

### Public lighting

The goal of this consultation is to know first hand the places within the city that needs new street lamps.

**MAPS AND SURVEYS**

Places that need new lamps 0%

**COMPLAINTS AND CLAIMS**

Select

Select

Send

**CONSULTATION DOCUMENTS**

Public lighting in Yakarta

- **Government function.**
- **Consultation title.**
- **Description of the consultation.**

5. To **start**, click on the **Survey** button in the Maps and Surveys section. Here you will directly participate in the survey of the consultation.

6. The **Complaints and Claims** section allows you to raise concerns, complaints and suggestions about certain topics.

7. The **Consultation Documents** section is where you will find any useful external links or documents for the consultation.



### Public lighting

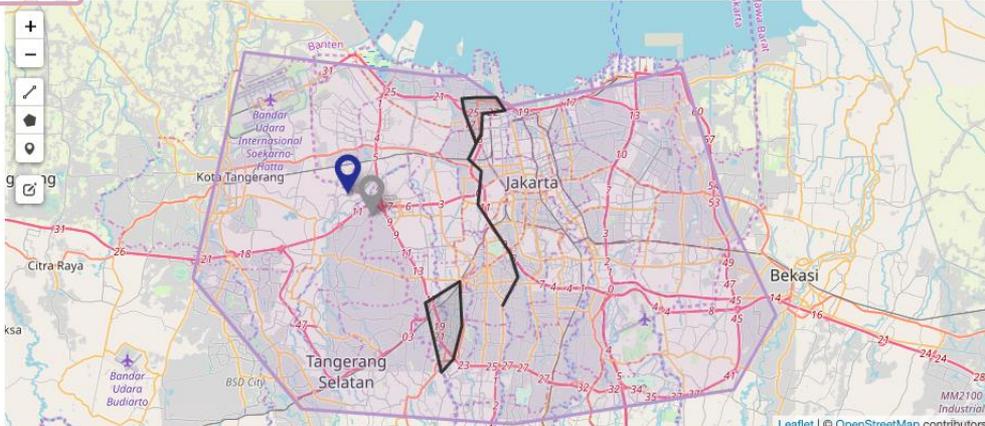
Select the location with deficient laps

Name  
Public light not working

Description  
This area is too dark. Please fix the public lighting lamps.

Transportation

UPLOAD IMAGE



4/4

Send

The Maps and Surveys section will guide you through the consultation in a brief series of questions.

1. Make your way through the survey by answering **spatial questions related to the consultation.**
2. Look at how far you are in the Consultation with the **progress bar.**
3. **Click on Send** when you have finished answering all the questions in the survey.



The Complaints and Claims section allows you to raise concerns, complaints and suggestions about certain topics.

COMPLAINTS AND CLAIMS

Select ▾

Select ▾

Send



COMPLAINTS AND CLAIMS

Infrastructure \* ▾

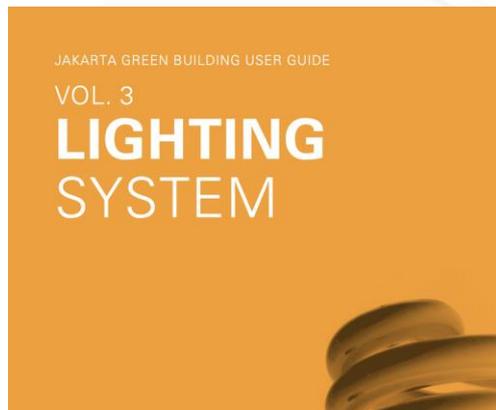
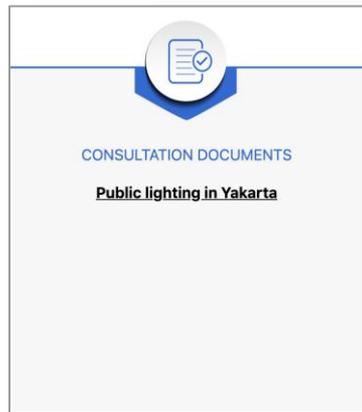
Lighting \* ▾

The broken lamps on Main Street haven't been changed in the last 2 weeks.

Send



1. **Select** the **Category** of the type of complaint or claims you are submitting.
2. **Select** the **Subcategory** that best fits the raised concern.
3. **Write** a **brief description** of the topic you wish to submit.



The Consultation Documents section is where you will find any useful external link to a documents related to the consultation.

1. **Click** on the **file** that appears in the Consultation Documents section.
2. The file will take you to an **external link document** in your browser.



**Questions**

Identify on the map the area you usually work in. Name your work activity, provide a brief description of your situation and add an optional picture of the area.

Collabmap

Code  
**MAP2**

### Manage government functions

Government functions					
Actions	Id	Code	Name	Description	Creation date
	1	phaseInd1	Education	Education	2020-02-10T15:27:37.671927Z
	2	<b>communication</b>	Communication and Information	Communication and Information	2020-02-10T15:28:10.280123Z

**Users can use social media to participate in a consultation.**

1. To participate in a **consultation via Twitter**, users need three codes:

- a) Consultation code: this code is associated to a public consultation, see page 21.
- b) Spatial question code: this code is associated to a spatial question to map your consultation.
- c) Government function code: this code is associated to the government function selected for the consultation, see page 20..

All codes should be provided to potential participants by the administrator user who created the consultation.



Users can use social media to participate in a consultation.



2. Users need to use the **three codes as a hashtag** “#” and make a public tweet adding some text and an image, if wanted. The order of appearance of each code does not matter.
3. **Post your tweet.** After the consultation is closed, your information will be retrieved by the CollabData tool.

Users should make sure that the option to share the location is activated on social media.

# CollabData

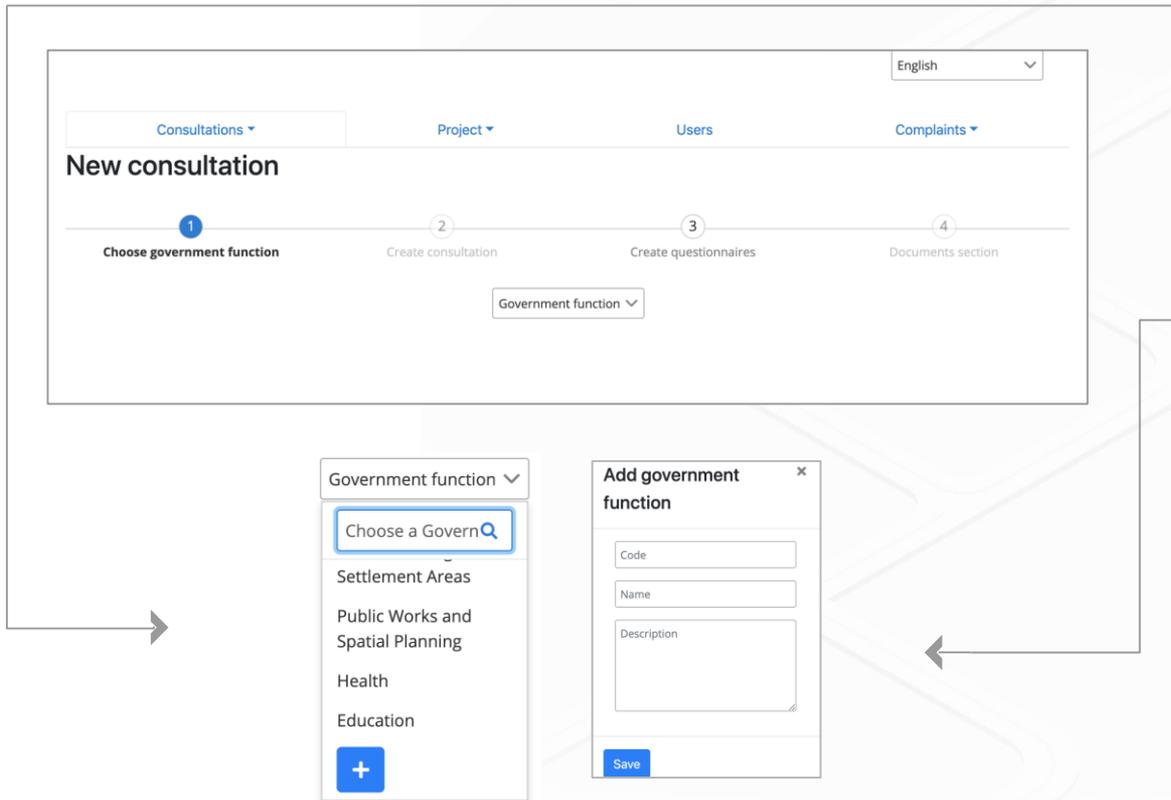
Web



Administrator



Every Consultation will respond to one of the 32 government functions in Indonesia.



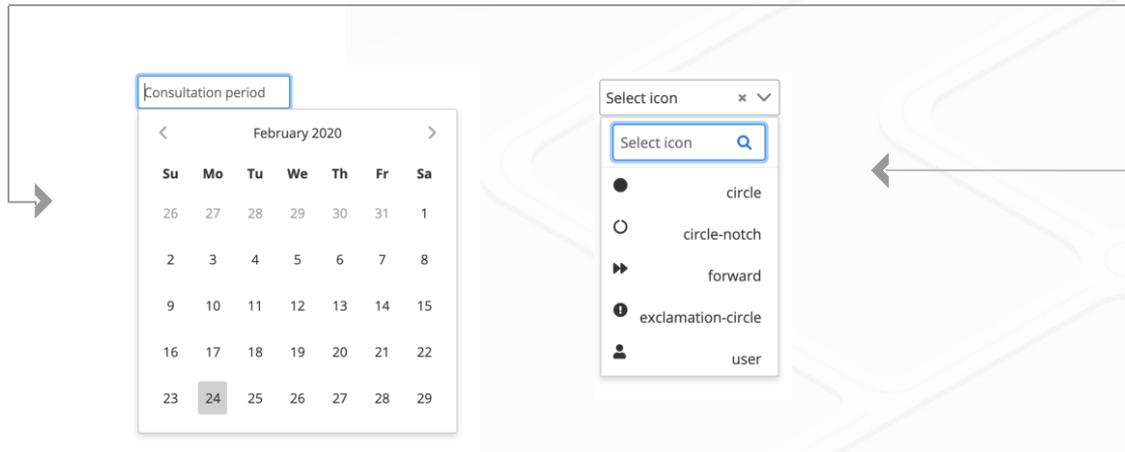
1. **Choose** the **government function** that corresponds to the Consultation you're creating.
2. To **add a government function**, click on the add icon. Assign a code, name and brief description.

The screenshot shows a web interface for creating a new consultation. At the top, there are navigation tabs: 'Consultations', 'Project', 'Users', and 'Complaints'. Below these is the title 'New consultation' and a language dropdown menu set to 'English'. The main content area is divided into four numbered steps: 1. Choose phase, 2. Create consultation (highlighted with a blue circle), 3. Create questionnaires, and 4. Documents section. In the 'Create consultation' step, there are four input fields: 'Code', 'Description' (a larger text area), 'Name', and 'Consultation period'. Below the 'Name' field is a 'Select icon' dropdown menu with an 'x' icon. A blue 'Save' button is positioned at the bottom left of the form.

Fill the labeling information for the Consultation such as name, description, period and more.

1. **Assign** a **code** to the Consultation.
2. **Name** the **Consultation**
3. **Add a brief description** that summarizes its purpose or provides additional important information.

Fill the labeling information for the Consultation such as name, description, period and more.



- 4. **Assign the period** in which the Consultation will be available.
- 5. **Choose the icon** that best represents your consultation from dozens of predesigned icons that make up the platform.



English

Consultations \* Project \* Users Complaints \*

### New consultation

1 Choose phase 2 Create consultation 3 Create questionnaires 4 Documents section

+ Save

Places that need new k

Consultation quiz

QUICK QUIZ HEALTH QUIZ

### Quick quiz

Question\*

How useful has this consultation been for you?

Remember, for this question, the user only can answer using this icons 😞 😐 😊

SAVE

### Health quiz

Actions	Id	Content	Weighing
✓ X	6	Do you have fever?	10

After selecting the government function, assigning the name and date of your consultation, formulate a brief health survey to find out the health status of users in reference to COVID-19.

1. Start by placing a **satisfaction survey** that will be answered with one of three possible faces icons. Click on the SAVE button to finish.

2. Selecting the button labeled "HEALTH QUIZ" will open a pop-up window where the user will be able to **add their quiz questions**.

3. To add a question select the **+** sign. Some questions may be more significant than others in terms of **symptomatology**. For those cases, a weighing functionality was added which normalizes all the assigned values in an index between 0 and 100.

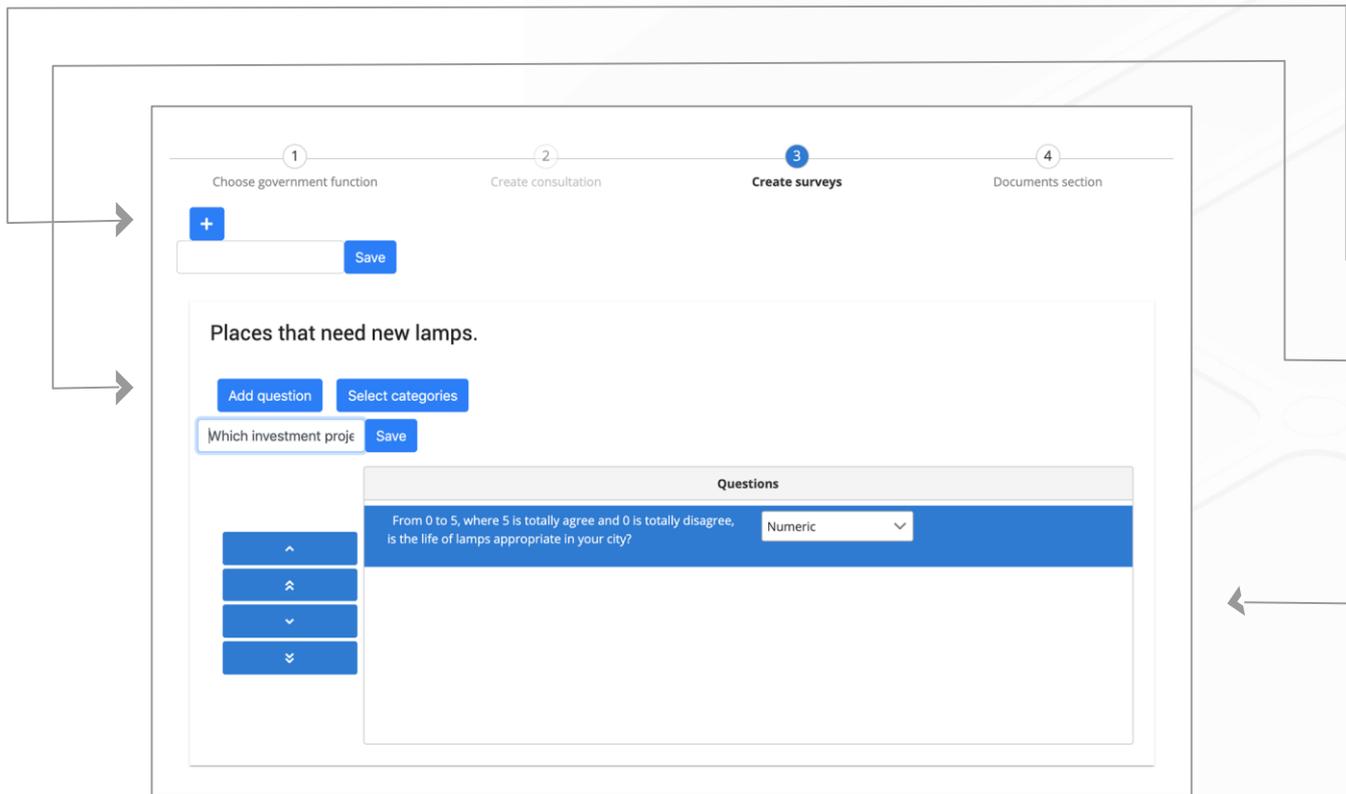
4. To **save the questions** select the **tick** symbol on the left.



The screenshot shows a web interface for creating a new consultation. At the top, there are navigation tabs: 'Consultations', 'Project', 'Users', and 'Complaints'. Below these is a language dropdown set to 'English'. The main heading is 'New consultation'. A progress bar below the heading has four steps: 1. Choose government function, 2. Create consultation, 3. Create surveys (which is highlighted with a blue circle), and 4. Documents section. Under the 'Create surveys' step, there is a blue plus button and a text input field containing 'Places that need new l'. To the right of the input field is a blue 'Save' button. Two arrows on the left side of the screenshot point to the plus button and the text input field.

Consultations are made up of brief surveys that guide users through simple but meaningful questions.

- 1. **Click** on the plus button to **create** the survey.
- 2. **Name the survey** for the Consultation and click on **Save**.



Consultations are made up of brief surveys that guide users through simple but meaningful questions.

3. Add a survey for the consultation with the symbol of (+). Name the survey and click Save.

4. Click on the **Add Question** button to type the question. Click on **Save** to register it on the survey.

5. Using the dropdown menu, **select the type of answer** the user is able to input.

- **Text:** Users are able to write any type of text as an answer.
- **CollabData:** Users pinpoint several locations on a defined study area and upload images associated to them.
- **Spatial:** Users pinpoint a specific location or polygon on a map.
- **Numeric:** Users input numeric values as answers only.
- **Option:** Users can choose from multiple choices.
- **Boolean:** Users answer in a Yes or No format.



Consultations are made up of brief surveys that guide users through simple but meaningful questions.

6. **Select the category** for the survey. In case the category doesn't exist, you are able to create it. A survey category is a classification of various topics that users can identify in their community and serve to clearly classify the phenomenon they are registering.

7. Use the **arrows to move the position of the question** in the survey. **One arrow** (up or down) moves the question one position. **Two arrows** (up or down) moves the question to the top or bottom of the survey accordingly.

The screenshot shows the 'New consultation' interface. At the top, there are navigation tabs: 'Consultations', 'Project', 'Users', and 'Complaints'. Below these is a progress bar with four steps: 1. Choose government function, 2. Create consultation, 3. Create surveys, and 4. Documents section (which is highlighted in blue). The 'Documents section' contains a 'Document links' table with a plus icon in the top right corner. The table has columns for 'Actions', 'Id', 'Name', and 'Link'. One row is visible with the following data: Id: 3, Name: Public lighting in Yakarta, Link: https://greenbuilding.jakarta.go.id/files/userguides/Vol-3-Lighting-UserGuide.pdf. At the bottom right of the table, there is a pagination control showing '5 rows' and navigation arrows.

The Documents section allows you to add files that might be useful for the consultation.

1. Click on the plus button
2. Name the document and attach the link to any external file.



English

Consultations ▾ Project ▾ Users Complaints ▾

### Manage consultations

Consultations

Actions	Id	Code	Name	Description	Start date	End date
	1	indC1	Jakarta	This is the first consultation	2020-02-16	2020-04-30
	2	indC2	Bike infrastructure	This is the second consultation.	2020-02-03	2020-02-06
	3	indC3	Public services	This is the third consultation.	2020-02-02	2020-03-22
	6	c12	Annual security survey	Consultation des	2020-02-02	2020-02-05
	8	test	Improvements for public parks	This consultation is for test	2020-03-09	2020-03-12

5 rows ▾ |< < 1-5 of 8 > >|

## The Manage Consultations section allows you to edit and delete existing Consultations.

1. Click on the pen button to **edit** any existing Consultation. You are able to edit its code, name, description and period of the consultation.
2. Click on the trash can to **delete** the Consultation,

The screenshot displays the 'Manage questions' section of the application. At the top, there are navigation tabs for 'Consultations', 'Project', 'Users', and 'Complaints'. Below these is a dropdown menu set to 'English'. The main heading is 'Manage questions'. Underneath, there is a 'Questions' section with a table. The table has columns for 'Actions', 'Id', 'Content', 'Indicator', and 'Type'. Each row contains an edit icon (pencil) and a delete icon (trash can). The first row is highlighted with a white box, and arrows point from the surrounding text to the edit and delete icons in this row.

Actions	Id	Content	Indicator	Type
	1	indicate your interest points	First indicator	CollabMap
	2	Do you use public transportation?	First indicator	Booleana
	3	Do you use public transportation?	First indicator	Texto
	4	Do you have a card?	First indicator	Texto
	5	Are you agree with the new port?	First indicator	Booleana

At the bottom of the table, there is a pagination control showing '5 rows' and navigation arrows.

The Manage Questions section allows you to edit and delete existing questions in every Consultation.

1. Click on the pen button to **edit** any existing **question** of a Consultation. You are able to edit its question itself, the indicator and the type of answer for the user.
2. Click on the trash can to **delete** the **question**. After deleting it, the question will no longer appear in the Consultation its in. ,



English

Consultations Project Users Complaints

### Manage categories

Categories +

Actions	Id	Name	Description
	1	Security	Security
	2	Roads	Roads
	3	Parks	Parks
	4	Public	public
	5	Public lighting	Public lighting

5 rows |< < 1-5 of 8 > >|

## The Manage Categories section allows you to edit and delete categories in CollabData.

1. Click on the pen button to **edit** any existing **category**. You are able to edit the name of the category and its description.
2. Click on the trash can to **delete** the **category**.



## The Edit Project sections allows you to add a description of projects for different consultations.

1. Use the **text box** to write a **description** of the project.
2. Customize the privacy policy for your project in the text box below.

English ▾

Consultations ▾
Project ▾
Users
Complaints ▾

### Manage government functionS

**Government functions** +

Actions	Id	Code	Name	Description	Creation date
	☰	☰	☰	☰	☰
	1	phaseInd1	Education	Education	2020-02-10T15:27:37.671927Z
	2	phaseInd2	Health	Health	2020-02-10T15:28:10.280123Z
	3	phaseInd3	Public Works and Spatial Planning	Public Works and Spatial Planning	2020-02-10T15:28:39.291979Z
	4	test	Public Housing and Settlement Areas	Public Housing and Settlement Areas	2020-02-27T01:09:40.947396Z
	5	test1	Public Order and Community Protection	This is the test 1Public Order and Community Protectionst	2020-02-27T16:05:56.932902Z

5 rows ▾
|<
<
1-5 of 32
>
>|

The Manage Phases sections allows you edit and delete phases for your project.

1. Click on the pen button to **edit** any existing **phase**. You are able to edit the ID, code, name and description.
2. Click on the trash can to **delete** the **phase**.

The screenshot shows a web interface for managing maps. At the top right, there is a language dropdown menu set to 'English'. Below it are navigation tabs for 'Consultations', 'Project', 'Users', and 'Complaints'. The main heading is 'Manage maps'. A table titled 'Maps' contains two entries. Each entry has a pen icon for editing and a trash can icon for deleting. A plus sign in a blue box is located to the right of the table header, indicating the 'create' button. At the bottom right of the table, there is a pagination control showing '5 rows' and '1-2 of 2'.

Actions	Id	Name	File
	1	jakarta	https://api.indonesia.collabmap.in/media/mbtiles/jakarta.mbtiles
	2	Rodada	https://api.indonesia.collabmap.in/media/mbtiles/csRRH.mbtiles

The Manage Maps section allows you to create, edit and delete maps to be used in the Consultations.

1. Click on the pen button to **edit** any existing **map**. You are able to rename it and upload a new version of a map.
2. Click on the plus button to **create** a new **map**.
3. Click on the trash can to **delete** a **map**.



The screenshot shows a web application interface for managing users. At the top, there are navigation tabs for 'Consultations', 'Project', 'Users', and 'Complaints', with 'Users' selected. Below the tabs is a 'Manage users' section. It features a table with the following columns: Actions, Id, Username, Password, Email, First name, Last name, Age, and Gender. The table contains five rows of user data. Each row has a shield icon, a pencil icon, and a trash can icon in the Actions column. A plus sign icon is located in the top right corner of the table area. At the bottom right of the table, there is a pagination control showing '5 rows' and '1-5 of 8'.

Actions	Id	Username	Password	Email	First name	Last name	Age	Gender
Shield, Pencil, Trash	1	admin		admin@admin.com			26	Male
Shield, Pencil, Trash	2	eduardo		eduardo.denicia@capsus.mx	Eduardo	Denicia	30	Male
Shield, Pencil, Trash	3	Luis		luis.garcia@capsus.mx	Luis	Garcia	26	Male
Shield, Pencil, Trash	4	ricardo		ricardo.ochoa@capsus.mx	Ricardo	Ochoa	35	Male
Shield, Pencil, Trash	5	Daniela		daniela.eviam@capsus.mx	Daniela	Eviam	40	Female

## The User section allows you to create, edit and delete administrators and users.

1. The shield icon allows you to assign **Staff or Super credentials** to a user. Super users or administrators are those able to assign the Super credential to other users. On the other hand, staff is a regular user. You can click on the pen to edit or on the trash can to delete a user.
2. Click on the plus button to add a **new user**.
3. You can click on the pen to **edit** the username, emails, first and last names, ages and gender of a user. Click on the trash can to **delete** a user.

The screenshot shows a web interface for managing complaints. At the top, there are navigation tabs for 'Consultations', 'Project', 'Users', and 'Complaints'. Below these is a section titled 'Manage complaints'. Inside this section, there is a table with the following data:

Id	Content	Status
1	Broken lamp	Enviada
2	Broken lamps on the main avenue	Enviada

At the bottom right of the table, there is a pagination control showing '5 rows' and '1-2 of 2'.

The Manage Complaints section allows you to visualize all the complaints raised in a Consultation

1. **Visualize a list of complaints** with their corresponding ID, description, and a status if it has been attended or not.
2. **Click on the download button** to download a .csv file of the list of complaints.

English

Consultations Project Users Complaints

### Manage categories

Categories +

Actions	Id	Name
	1	Infrastructure
	2	Roads
	3	Parks

5 rows |< < 1-3 of 3 > >|

The Manage Categories section allows you to create, edit, and delete categories.

1. Click on the pen button to **edit** a **category**. You are able to rename it and associate an institution to it.
2. Click on the plus button to **create a new category**.
3. Click on the trash can to **delete** a **category**.



The Manage Subcategories section allows you to create, edit, and delete subcategories.

English

Consultations Project Users Complaints

### Manage subcategories

Subcategories +

Actions	Id	Name	Category
	1	Lighting	Infrastructure
	2	tree	Parks

5 rows |< < 1-2 of 2 > >|

1. Click on the pen button to **edit** a **subcategory**. You are able to rename it and associate an institution to it.
2. Click on the plus button to create a **new subcategory**.
3. Click on the trash can to **delete** a **subcategory**.



## Obtaining information from consultations on Twitter.

### Manage consultations

Consultations						
Actions	Id	Code	Name	Description	Start date	End date
	17	CONS2	Vulnerable groups: Farmers - COVID19	This is a consultation for farmers in the Denpasar area economically affected by COVID-19.	2020-03-29	2020-06-30

1. To **retrieve the information** of the consultations sent through the **hashtags in Twitter**, go to the “Manage consultations” section that corresponds to your desired consultation. Then, just click on the “**X**” button. This operation will retrieve the information obtained from Twitter and will have it available in the analysis section.

Please note that this operation should be done just once at the end of the consultation. After retrieving the information, it will no longer be possible to obtain more results from Twitter.

PUBLIC WORKS AND SPATIAL PLANNING  
**Public lighting**  
2020-02-28 - T1\_0

The goal of this consultation is to know first hand the places within the city that needs new street lamps.

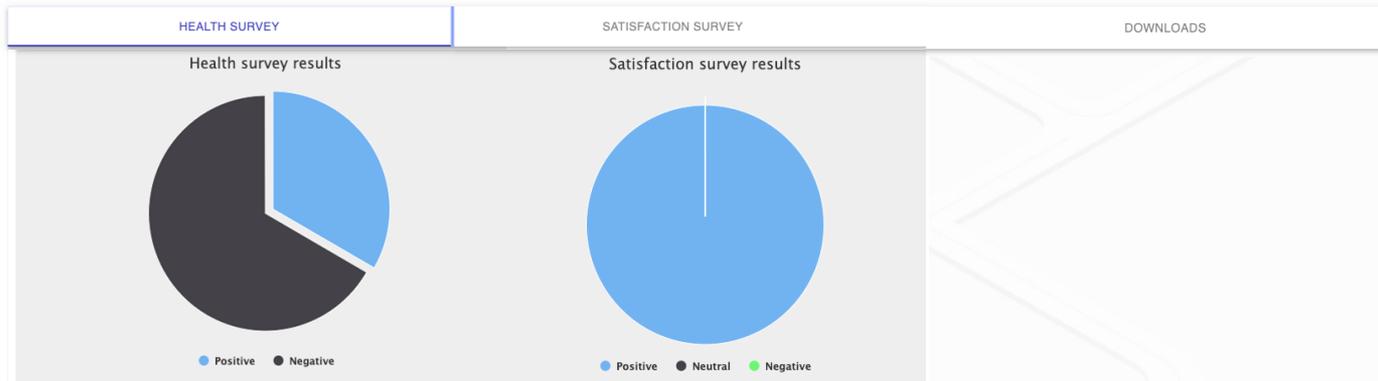
▶▶ WANT TO PARTICIPATE  
▶▶ GO TO RESULTS

## Obtaining information from the health and satisfaction surveys.

1. To analyze the results of the **health and satisfaction surveys**, click on the "GO TO RESULTS" tab from the desired consultation on the **home screen**.

2. Then, click on the label of each of the surveys to **display the results**. The results are shown in a pie chart with the option to learn more information by dragging the mouse over the chart. The "DOWNLOAD" label will be explained in the next slide.

### Results



Results

HEALTH SURVEY			SATISFACTION SURVEY		DOWNLOADS		
Inputs							
Name	Description	Category	Consultation	Survey	Geometry	Origin	Photo
☰	☰	☰	☰ Jakarta	☰	☰	☰	☰
Prueba	Prueba	Transportation	Jakarta	Import	POINT (106.755095 -6.222473)	platform	
New line	Description	Transportation	Jakarta	Import	LINESTRING (106.897917 -6.162401, 106.930876 -6.331678, 107.013273 -6.419025)	platform	
Jalan Rusak	Jalan Rusak	Public Works and Spatial Planning	Jakarta	Import	POINT (106.7637239 -6.1674309)	platform	
Jalan Rusak	Jalan Rusak	Public Works and Spatial Planning	Jakarta	Import	POINT (106.7430734 -6.129575)	platform	
saluran rusak	saluran rusak	Public Works and Spatial Planning	Jakarta	Import	POINT (106.9097071 -6.2329774)	platform	

Download raw information from consultations in csv format.

3. To download the information from the consultations, in **csv format**, select the DOWNLOADS tab.

4. Then, users can filter by Name, Description, Category, etc. Select the consultation whose information you want to analyze and **filter** by "Consultation" or another desired field.

5.- **Download the filtered information** in csv format for further analysis in a spreadsheet tool.



The Analysis section allows you visualize the results of a Consultation and perform robust analyses.

1. **Click** on the **Analysis button** to access the results of a desired survey.

The screenshot displays a dashboard titled "IN PROGRESS CONSULTATIONS". It features three main cards at the top, each representing a different consultation:

- Public lighting**: Dated 2020-02-28, with code T1\_0. The card is highlighted in blue.
- Road**: Dated 2020-02-26, with code f2c1.
- Consultation**: Dated 2020-02-17, with code c12.

The "Public lighting" card is expanded to show more details:

- Category**: PUBLIC WORKS AND SPATIAL PLANNING
- Title**: Public lighting
- Code**: 2020-02-28 - T1\_0
- Description**: The goal of this consultation is to know first hand the places within the city that needs new street lamps.
- Actions**:
  - ▶▶ WANT TO PARTICIPATE
  - ▶▶ GO TO RESULTS
- Analysis Section**: A separate box titled "Maps and surveys" for the date 2020-02-28, containing the text "Places that need new lamps" and a button labeled ">> Analysis".



## ANALYSIS

2020-03-01

The goal of this consultation is to determine priority projects from the point of view of the inhabitants in Yakarta.

4.- Do you think your neighborhood is secure at night?

1.- From 0 to 5, where 5 is totally agree and 0 is totally disagree, is the lamps life time appropriate in your city?

2.- Which investment project would be a priority for you?

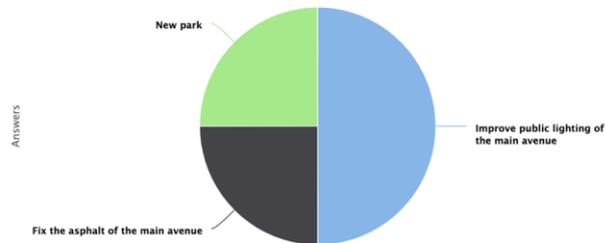
BY GENDER

Select... | v

BY AGE

Select... | v

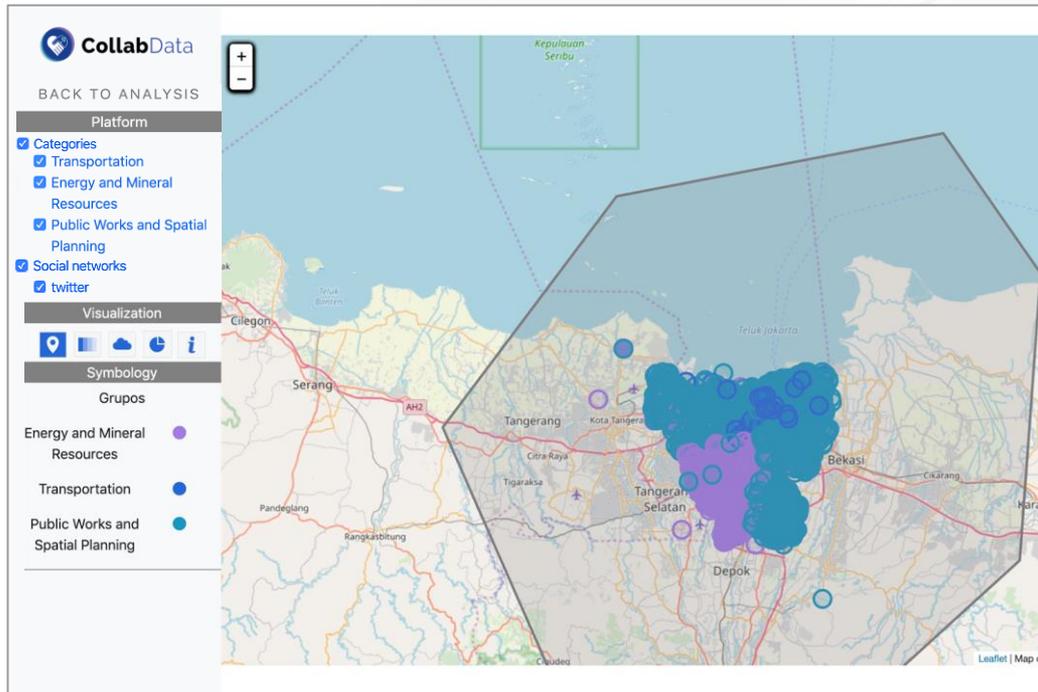
CHART TYPE



Visualize and filter the results with different types of graphs and criteria.

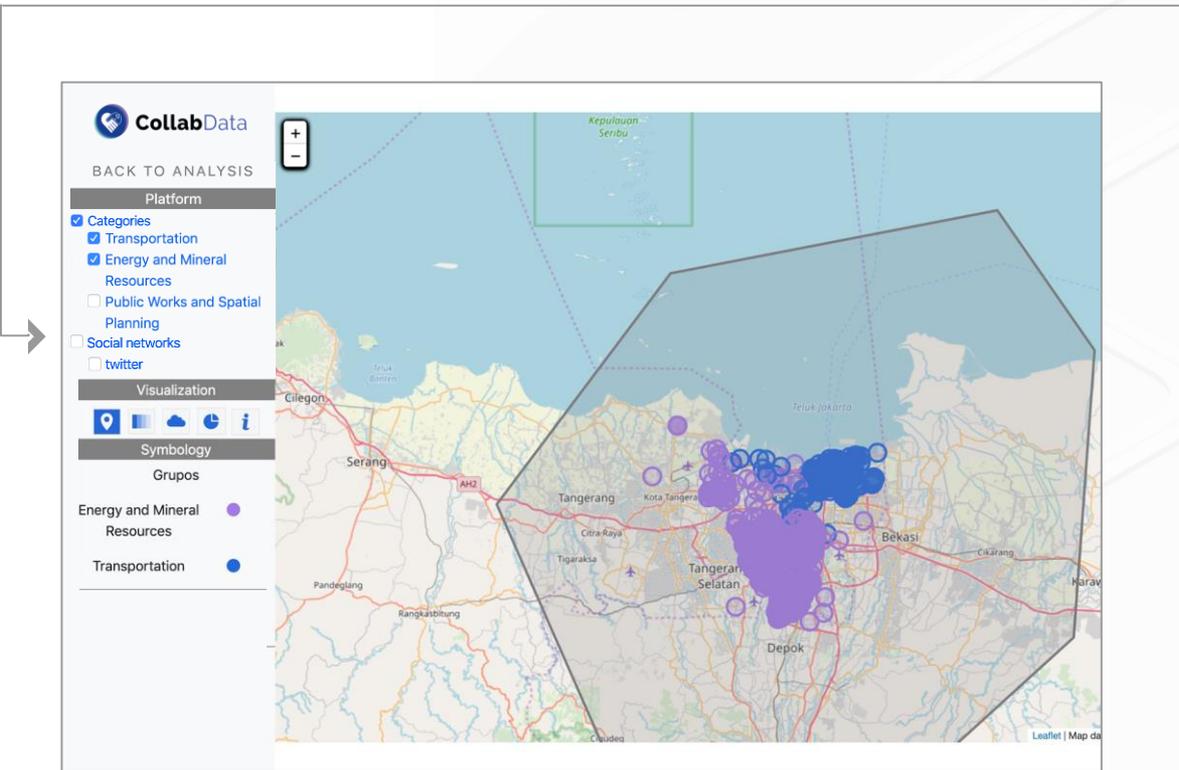
2. Click on a **question** to visualize results.

3. Use the **gender, age and type of graph** to analyze the results. You are able to visualize them in histograms, line, pie and bar charts.



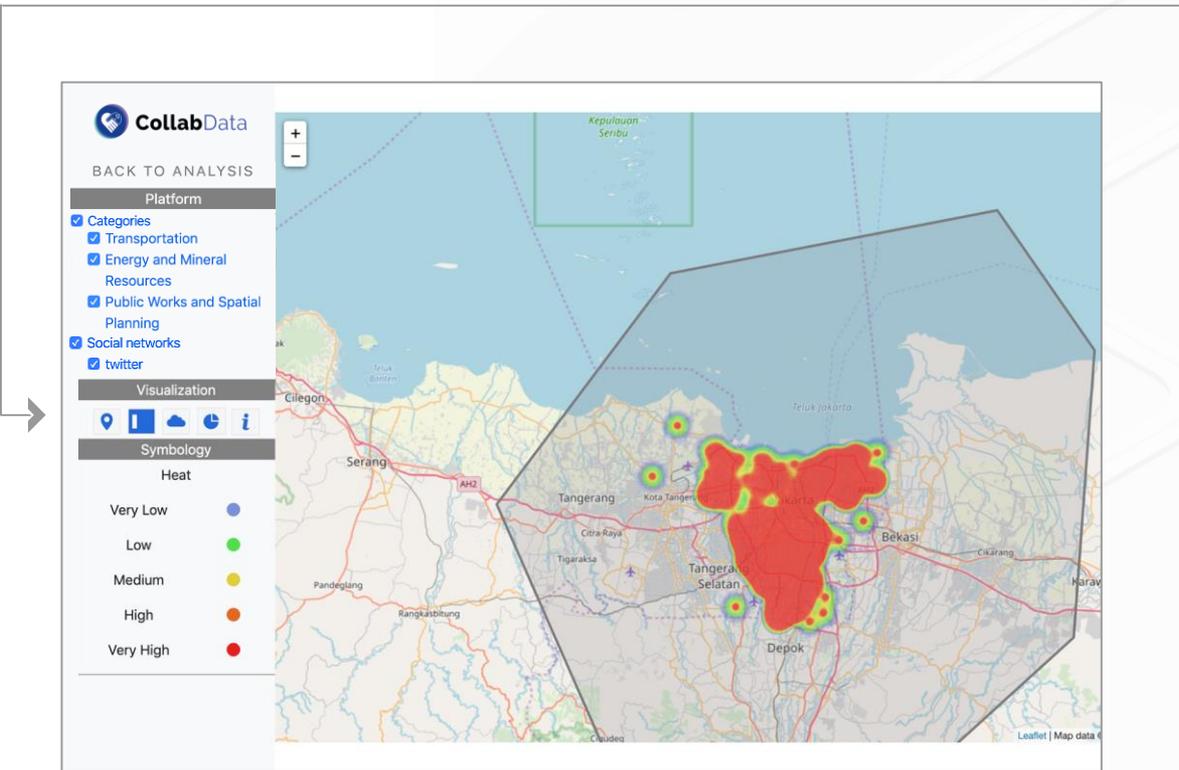
Visualize and filter the results with different types of graphs and criteria.

4. The panel on the left contains **filters** to analyze and process the results by **category**, **social networks**, **age** and **gender**.



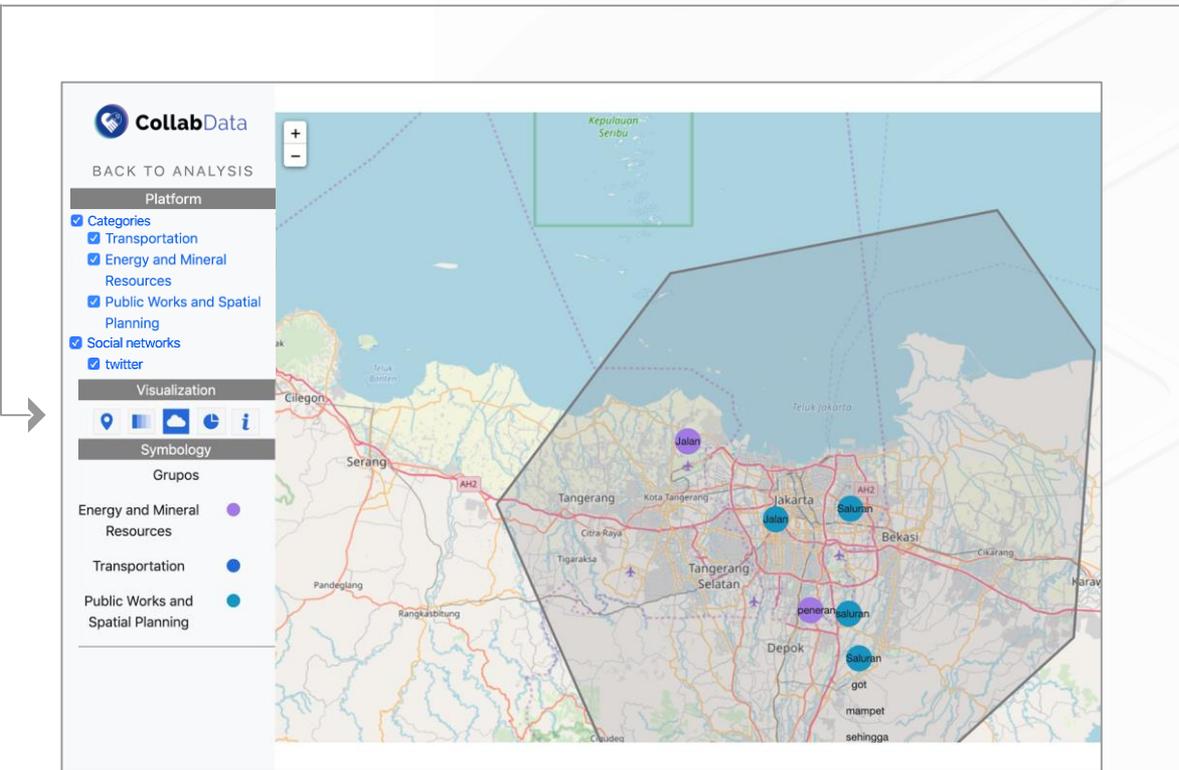
Visualize and filter the results with different types of graphs and criteria.

5. **Filter** the results according to the wanted categories.



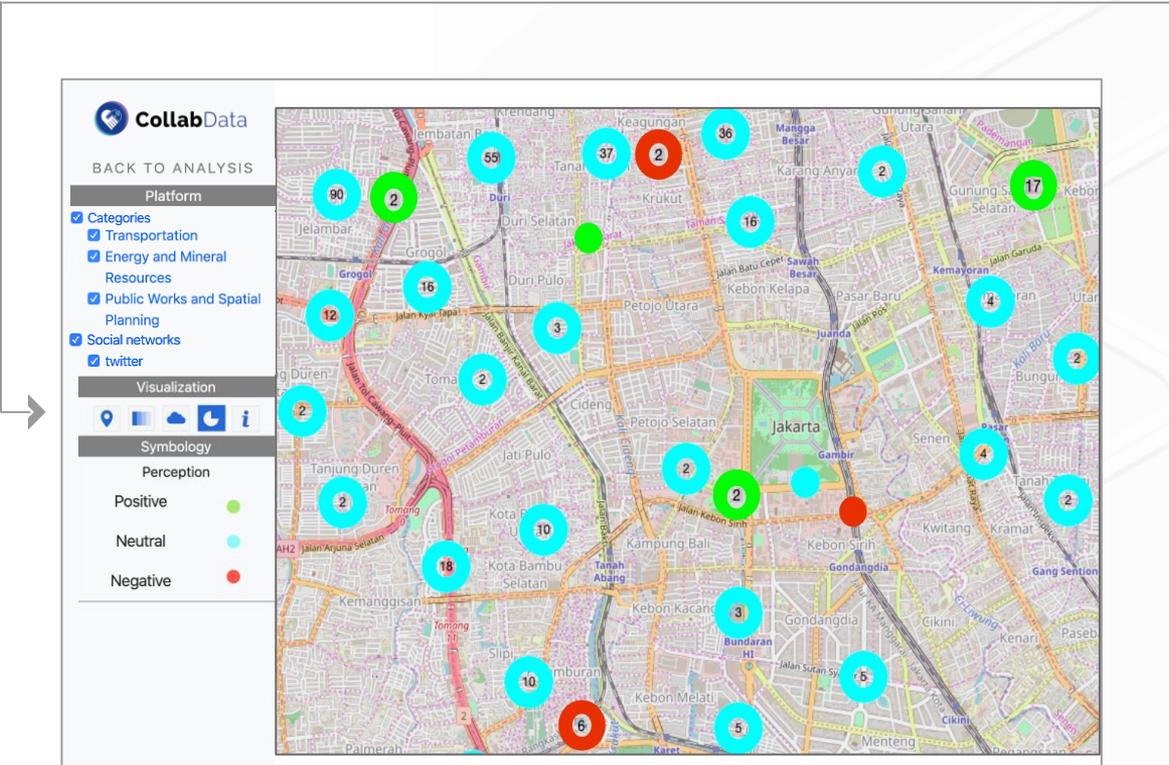
Visualize and filter the results with different types of graphs and criteria.

6. **Visualize** the results through **heatmaps**.



Visualize and filter the results with different types of graphs and criteria.

7. Pinpoint the most frequent word used for concerns.



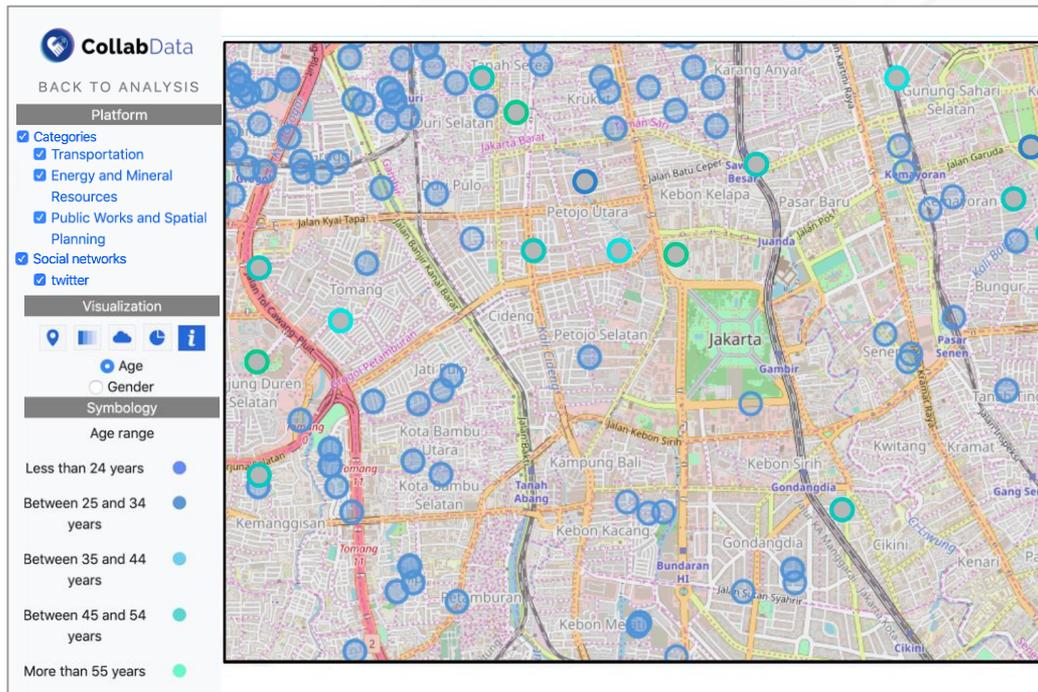
Visualize and filter the results with different types of graphs and criteria.

8. Analyze the general **perception** of areas from positive, to neutral, to negative.



Visualize and filter the results with different types of graphs and criteria.

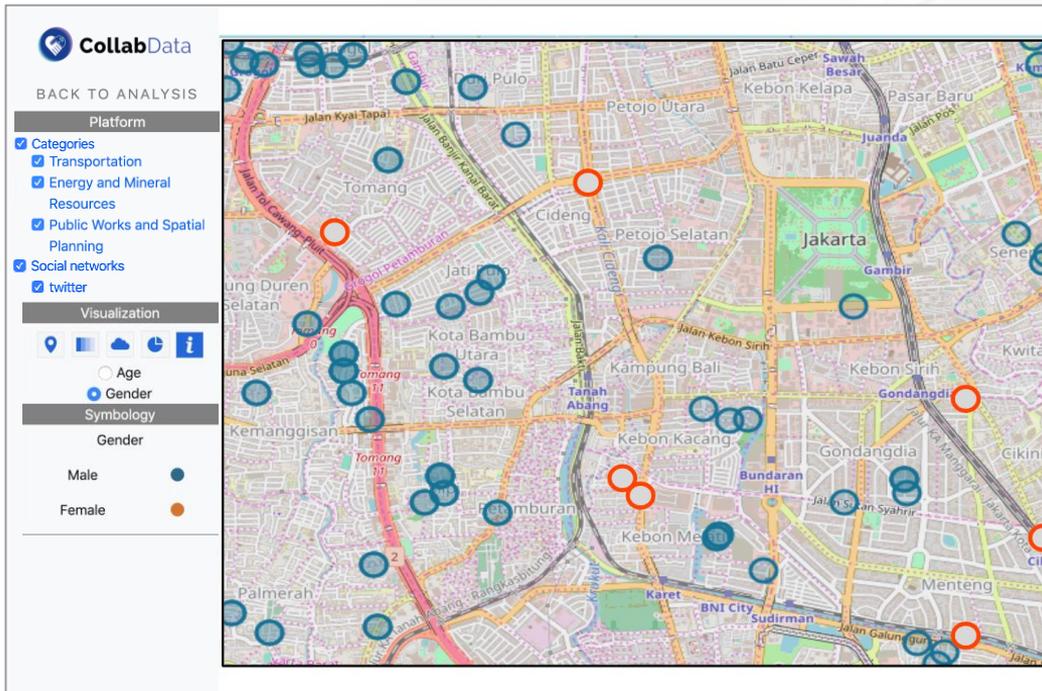
9. Visualize the results by age groups.





Visualize and filter the results with different types of graphs and criteria.

10. Visualize the results by gender.



The background features a grayscale aerial view of a city skyline with numerous skyscrapers. Overlaid on this is a large, semi-transparent blue geometric shape composed of several interconnected lines forming a complex, angular pattern. The text 'CollabData' is written in a bold, blue, sans-serif font, and 'App' is written in a black, sans-serif font below it. A thin blue horizontal line with a small blue dot at its left end is positioned below the word 'App'.

# CollabData

## App

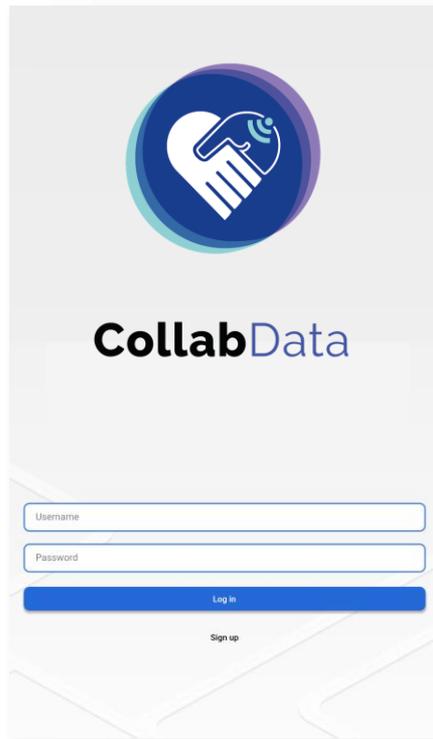
The background features a grayscale aerial view of a city skyline with numerous skyscrapers. Overlaid on this is a large, semi-transparent blue geometric shape composed of several interconnected lines forming a complex, angular pattern. The text 'CollabData' is positioned in the upper right quadrant of the image.

# CollabData

## App



General user



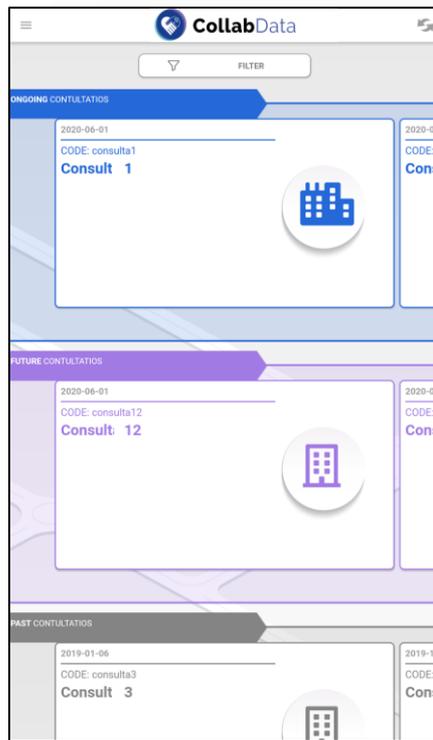
Log into the app with your CollabData account.

1. **Log in** with your **username and password** or **sign up** if you don't have an account..



Synchronize the app for the first time.

2. The app will require to **synchronize** when used for the first time. **Click on the arrows** for the app to start synchronizing. It will only take a few seconds and a message will pop up when done successfully.



In the home screen you are able to see ongoing, future, and previous consultations.

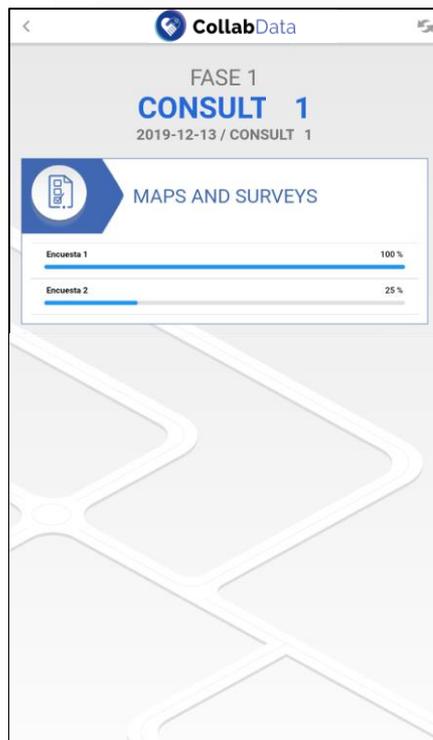
1. You will see the **three possible status** of a **consultation**:

- **In Process consultations** are those currently available to participate in.
- **Future consultations** are planned and upcoming consultations. You are not able to participate in these yet.
- **Previous consultation** are finished consultations. You are able to visualize them, but not engage in them anymore.

2. You are able to **filter** consultations by **phase, code, and keywords**.

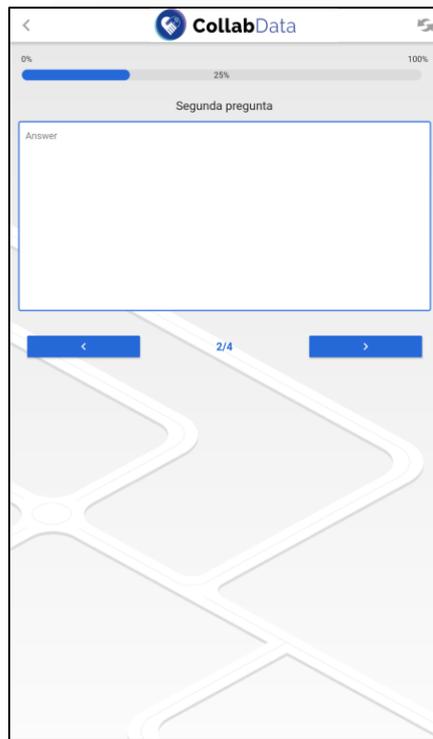


## Participate in a consultation by answering brief surveys.



1. **Click on the survey** made for the consultation. You are able to leave a survey unfinished and come back later.

2. Your **progress in the survey** will be shown by the progress bar in blue.



Participate in a consultation by answering brief surveys.

3. **Make your way through the consultation by briefly answering the questions.**

You may be asked to answer multiple choice questions, to give your opinion on a subject or to interact with a map of your community.

Participate in a consultation by answering brief surveys.



4. Rate how you feel about the consultation.



# CollabData

## User Manual

We acknowledge the invaluable support of the World Bank's Trust Fund for Statistical Capacity Building (TFSCB) in the making this project. CollabData was conceptualized at City Planning Labs. The tool was developed by CAPSUS and is maintained by UPTech and a community of developers. CollabData is open source and its source code can be found at GitHub: <https://github.com/UPTechMX>