CollabData

User Manual

Content

CollabData

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.

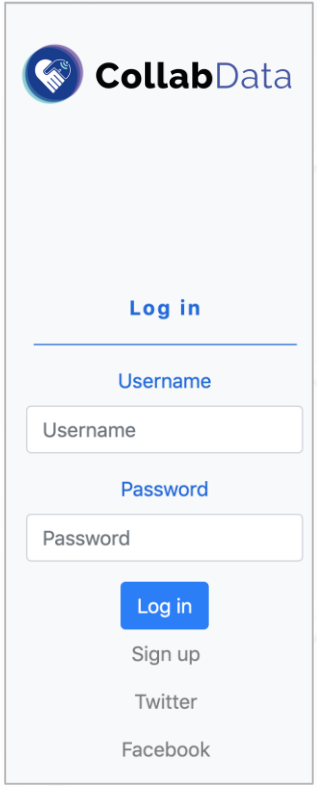
CollabData

Web

CollabData

Web

General user



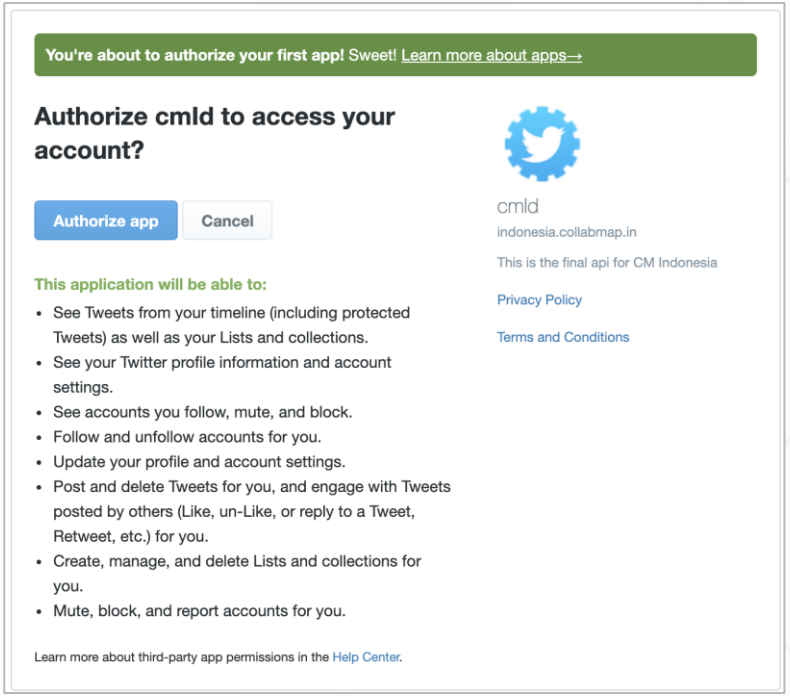
First, log into the tool or sign up. You are also able to log in using social media.

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

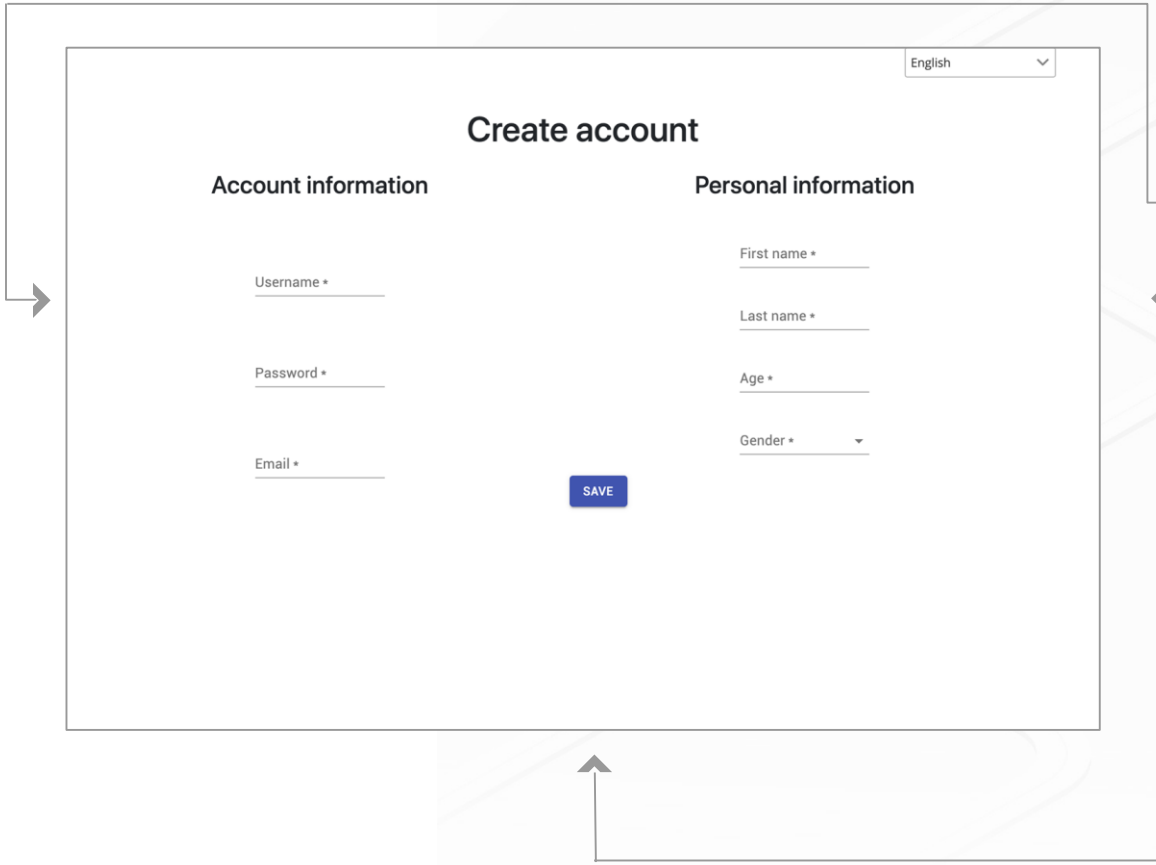
3. Sign up if you haven't created a CollabData account.

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

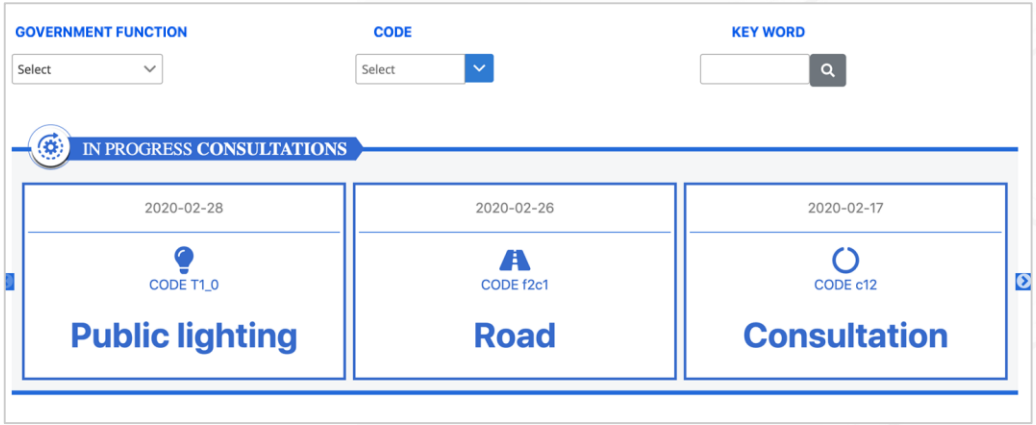


4. Users are able to **sign up using social media accounts** such as Twitter or Facebook. Authorize the app to access your social media.

Easily create a CollabData account to participate in Consultations.



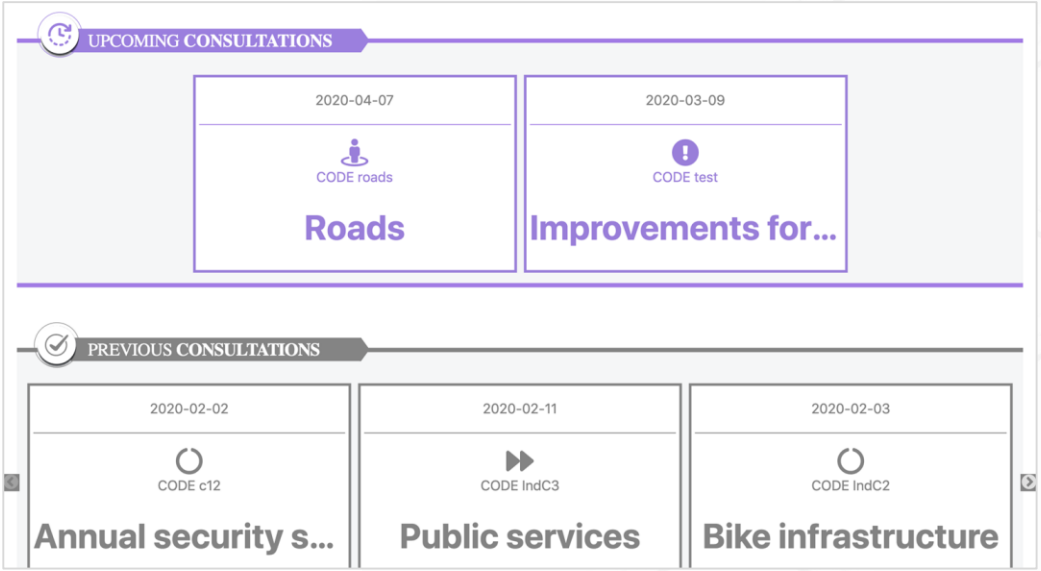
1. Register the **Account** Information (username, password and email).
2. Register your **Personal** Information (first name, last name, age and gender).
3. Click on **Save** to create the account.



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.

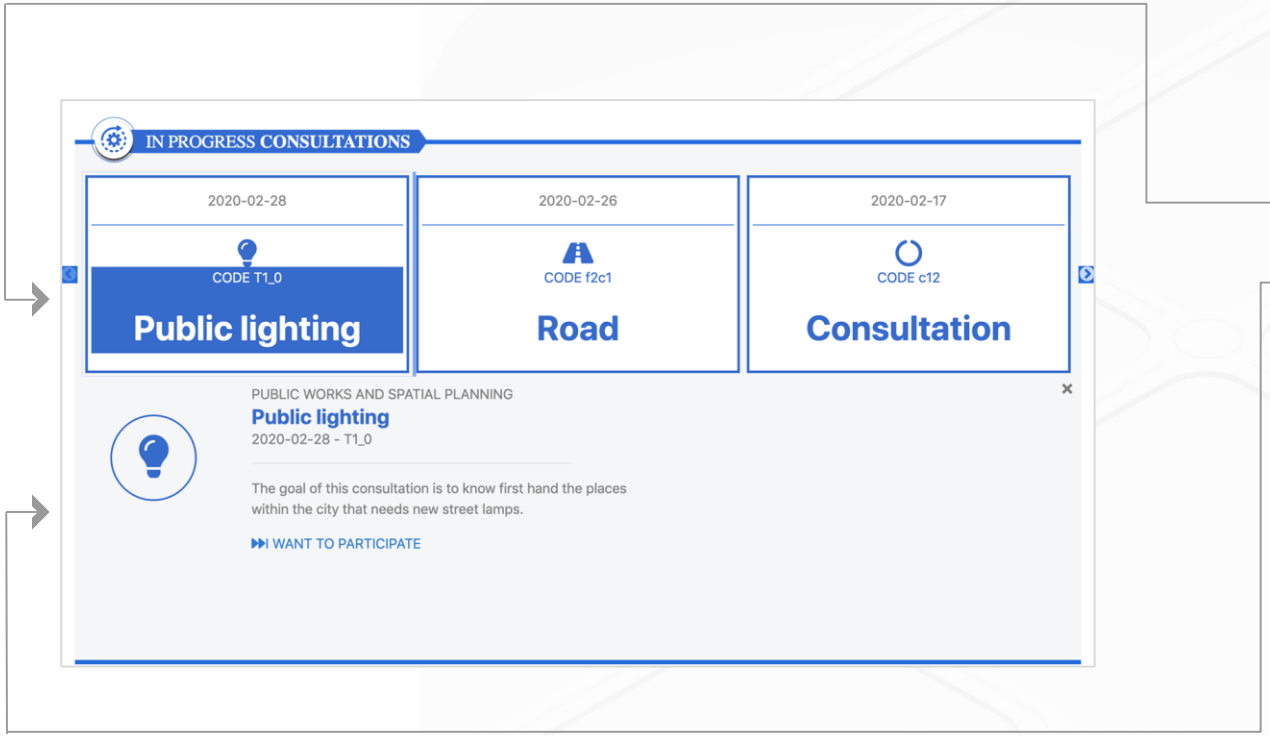
2. **In Progress Consultations** are those in which any user can currently engage in. Click on any consultation to participate.



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.

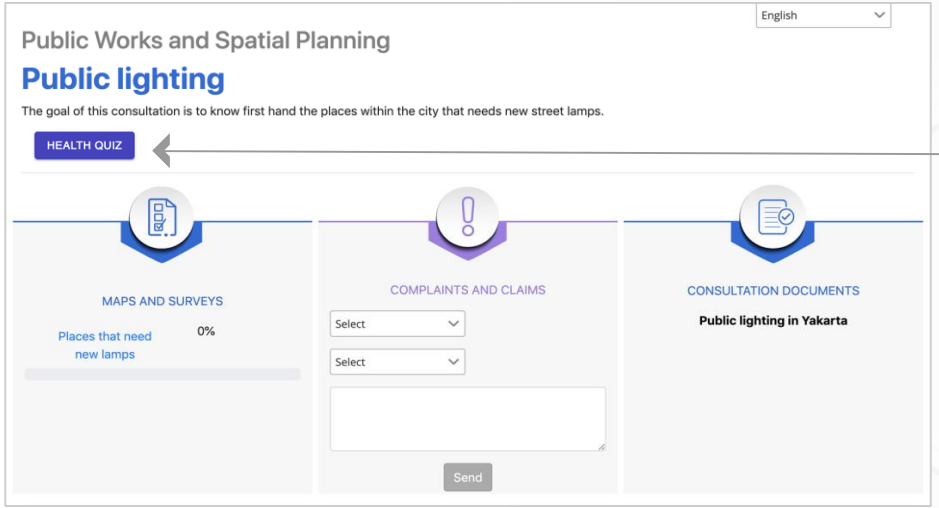


A Consultation allows you to be part of the decisions, projects and plans of your city, and to make suggestions for a specific issue, topic or area.

1. **Click** on the **In Progress Consultation** you wish to participate in.

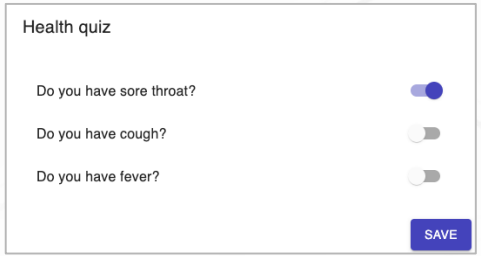
2. Go to the **I Want to Participate Button** to start answering the survey.

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

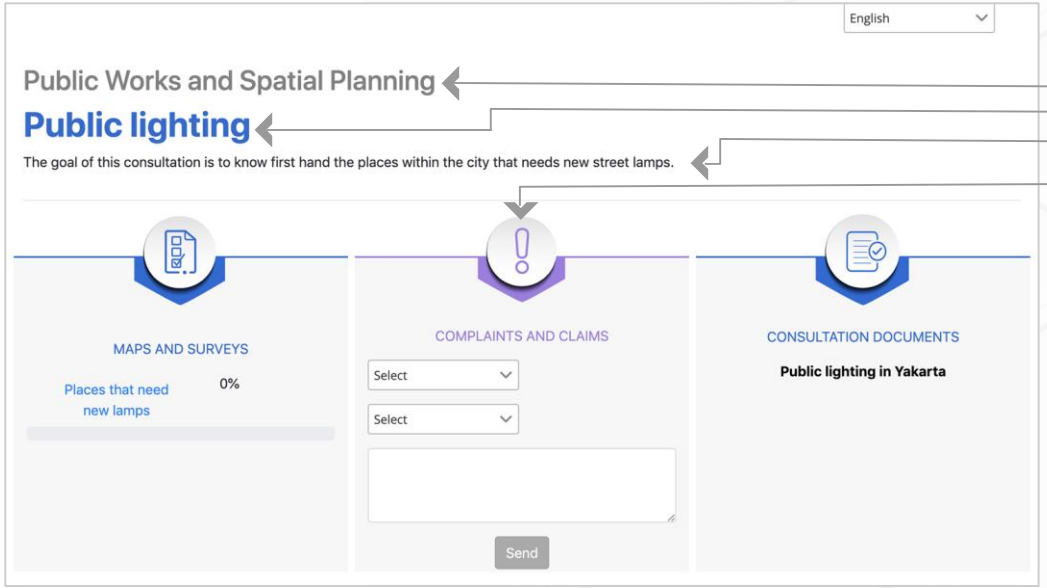


3. Select the button labeled "**HEALTH QUIZ**".

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.

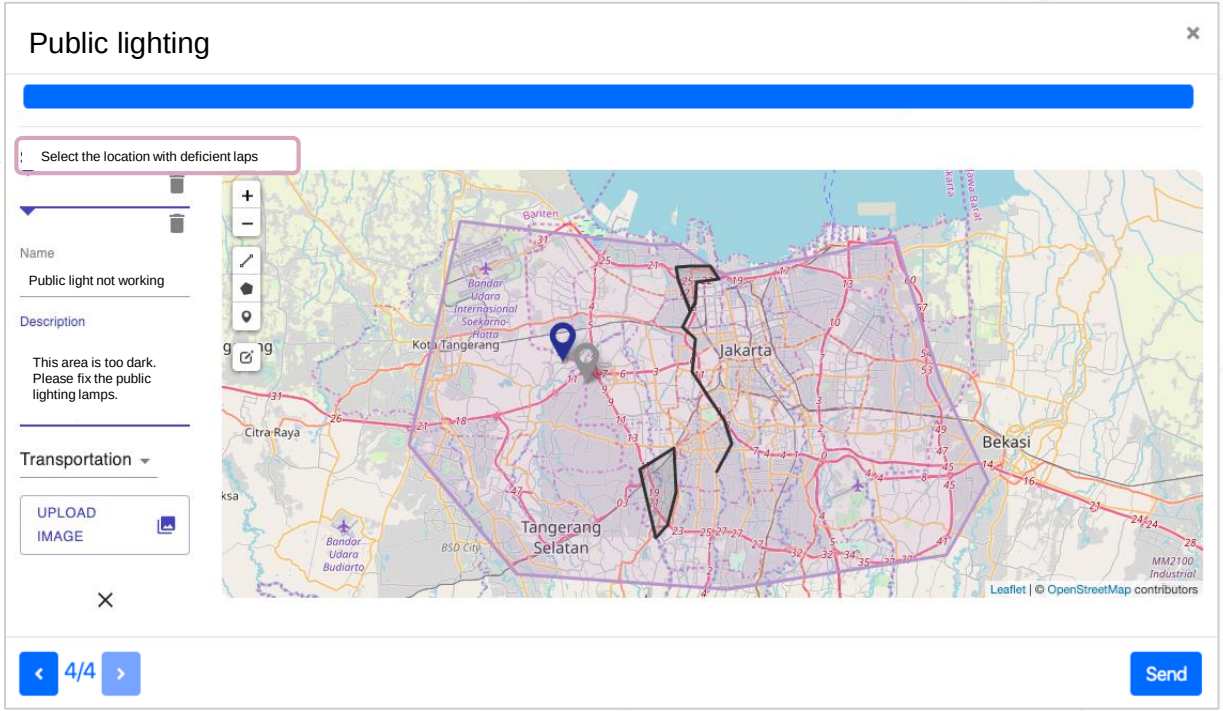


- **Government function.**
- **Consultation title.**
- **Description of the consultation.**

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.

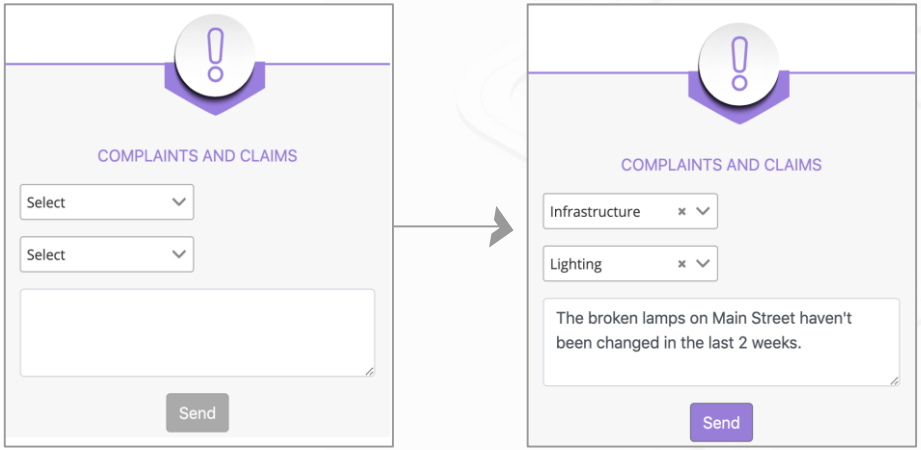
6. The **Complaints and Claims** section allows you to raise concerns, complaints and suggestions about certain topics.

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



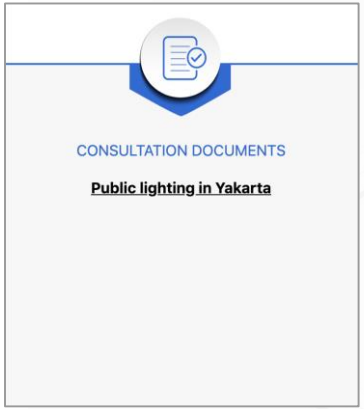
The Maps and Surveys section will guide you through the consultation in a brief series of questions.

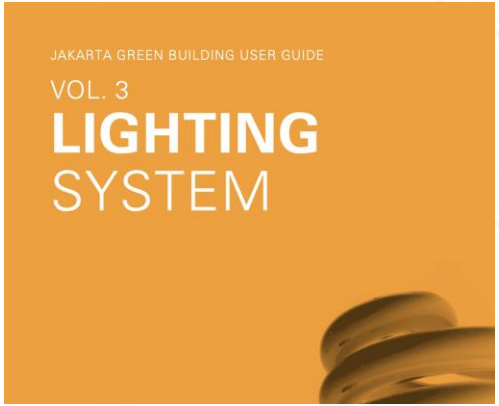
1. Make your way through the survey by answering **spatial questions related to the consultation.**
2. Look at how far you are in the Consultation with the p**rogress bar.**
3. **Click** on **Send** when you have finished answering all the questions in the survey.



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

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.

2020-03-29

CODE CONS2

Vulnerable groups...

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	communication	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.

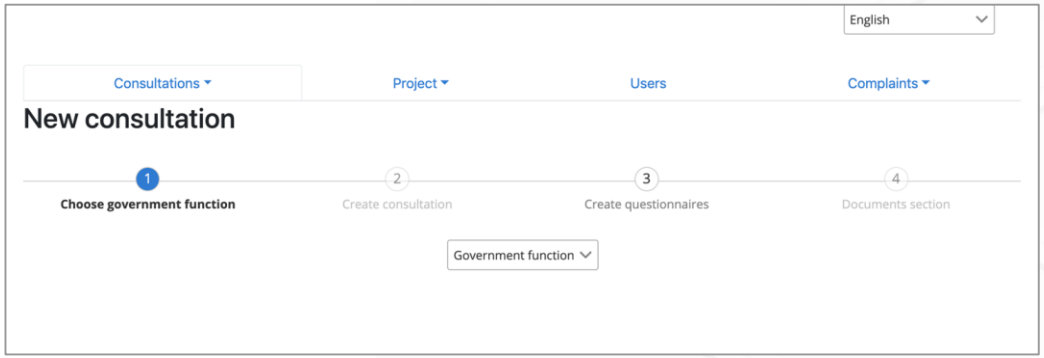
3. **Post your tweet.** After the consultation is closed, your information will be retrieved by the CollabData tool.

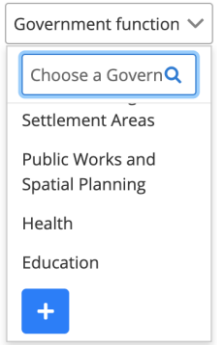
Users should make sure that the option to share the location is activated on social media.

CollabData

Web

Administrator

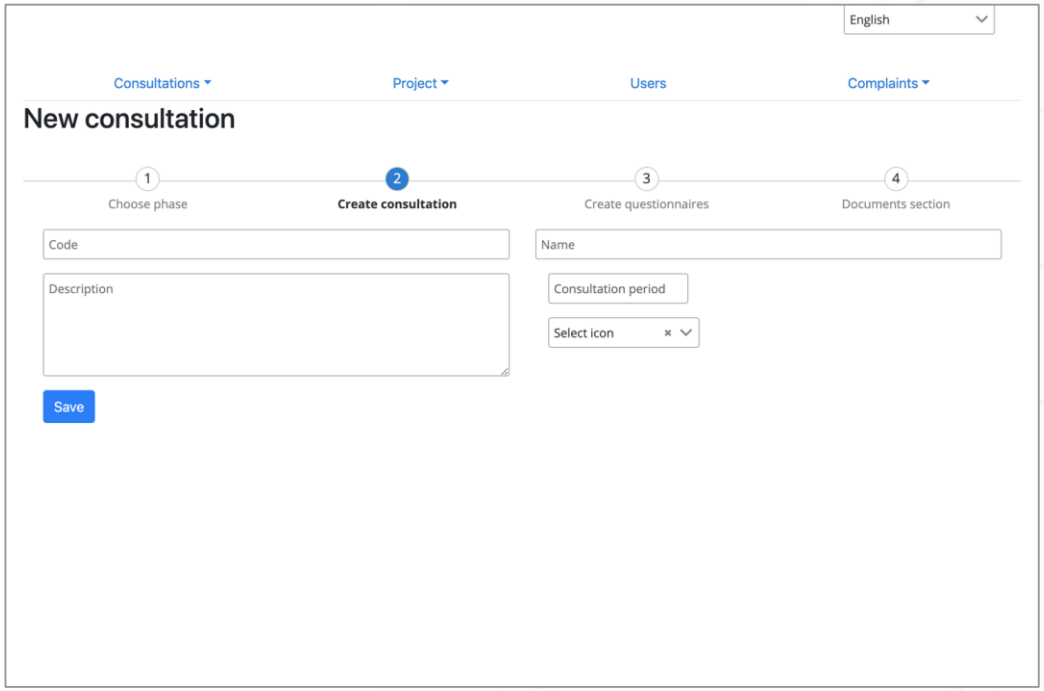




Every Consultation will respond to one of the 32 government functions in Indonesia.

1. **Choose** the **government function** that corresponds to the Consultation you're creating.

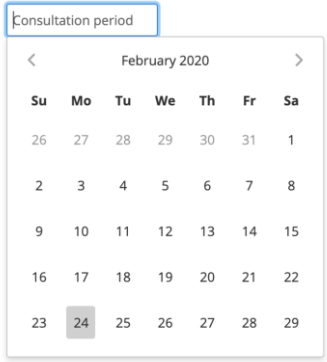
2. To **add a government function,** click on the add icon. Assign a code, name and brief description.



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

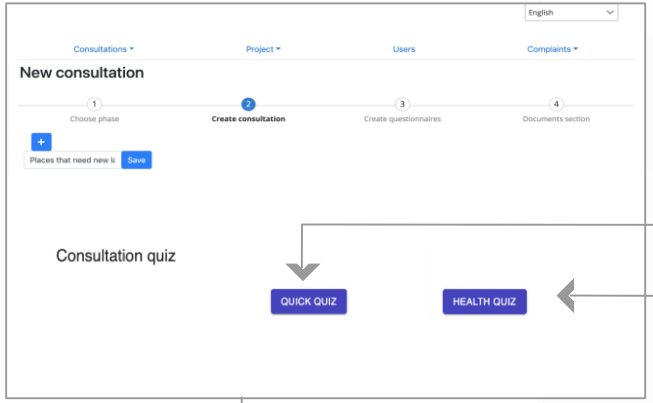
1. **Assign** a **code** to the Consultation.
2. **Name** the **Consultation**
3. **Add a brief description** that summarizes its purpose or provides additional important information.

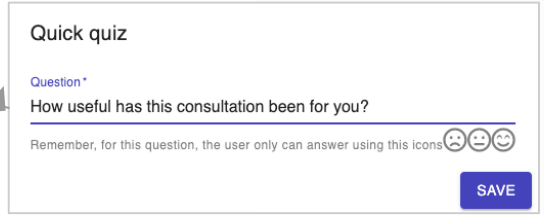
Fill the labeling information for the Consultation such as name, description, period and more.



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.





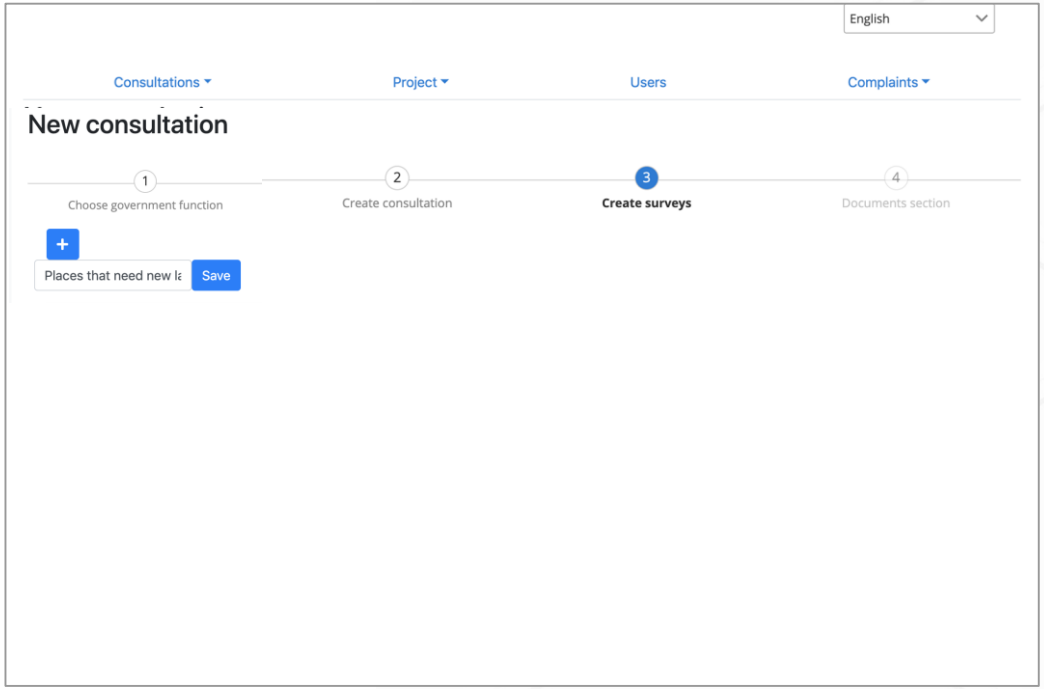
After selecting the government function, assigning the name and date of your consultation, formulate a brief health survey to find out the health status of users in reference to COVID-19.

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.

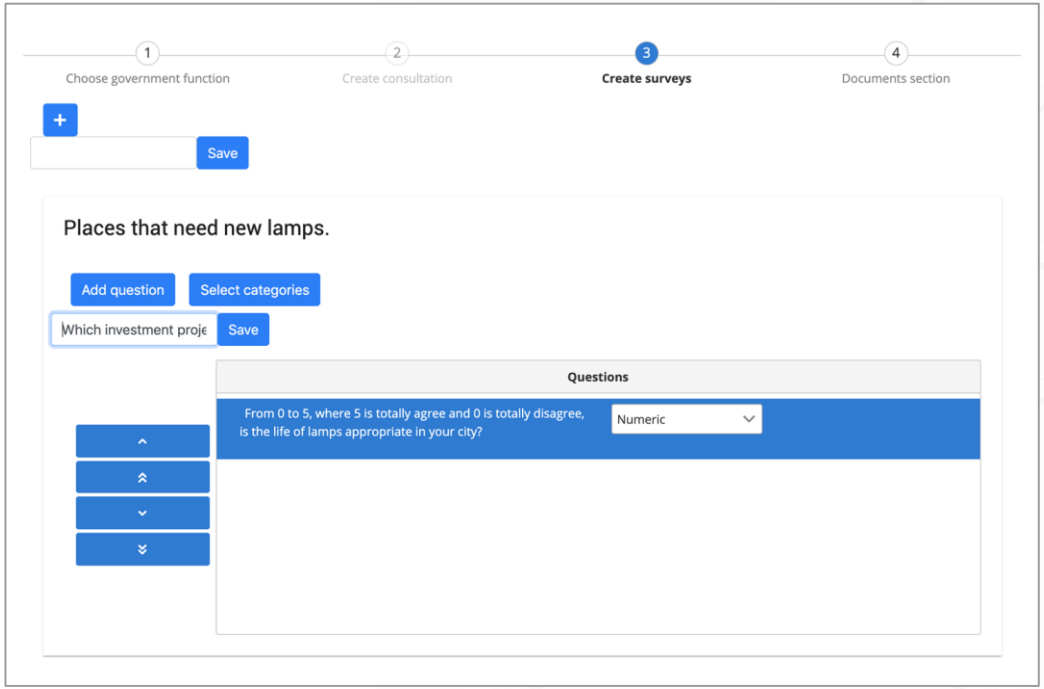
4. To **save the questions** select the **tick** symbol on the left.



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

1. **Click** on the plus button t**o create** the survey.

2. **Name the survey** for the Consultation and click on **Save**.



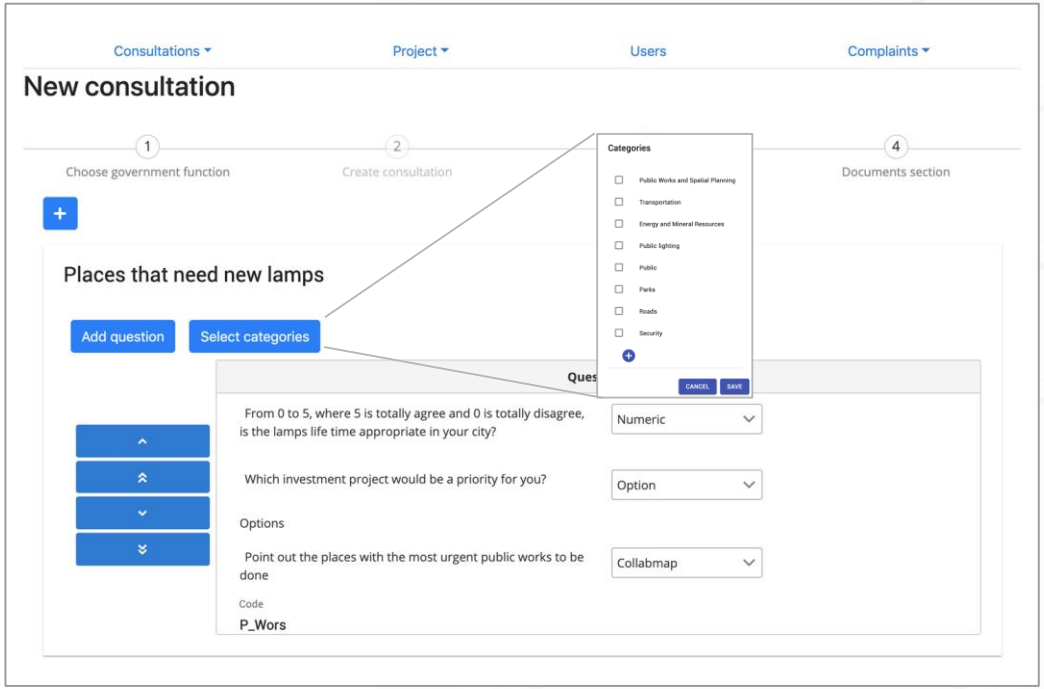
Consultations are made up of brief surveys that guide users through simple but meaningful questions.

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.

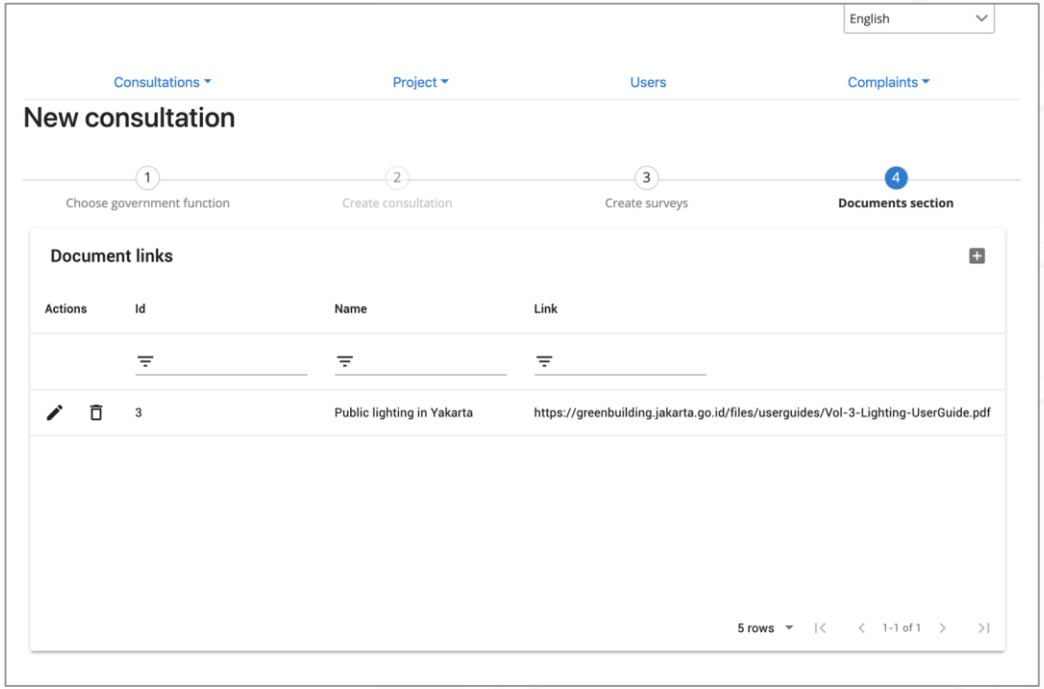


Consultations are made up of brief surveys that guide users through simple but meaningful questions.

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.

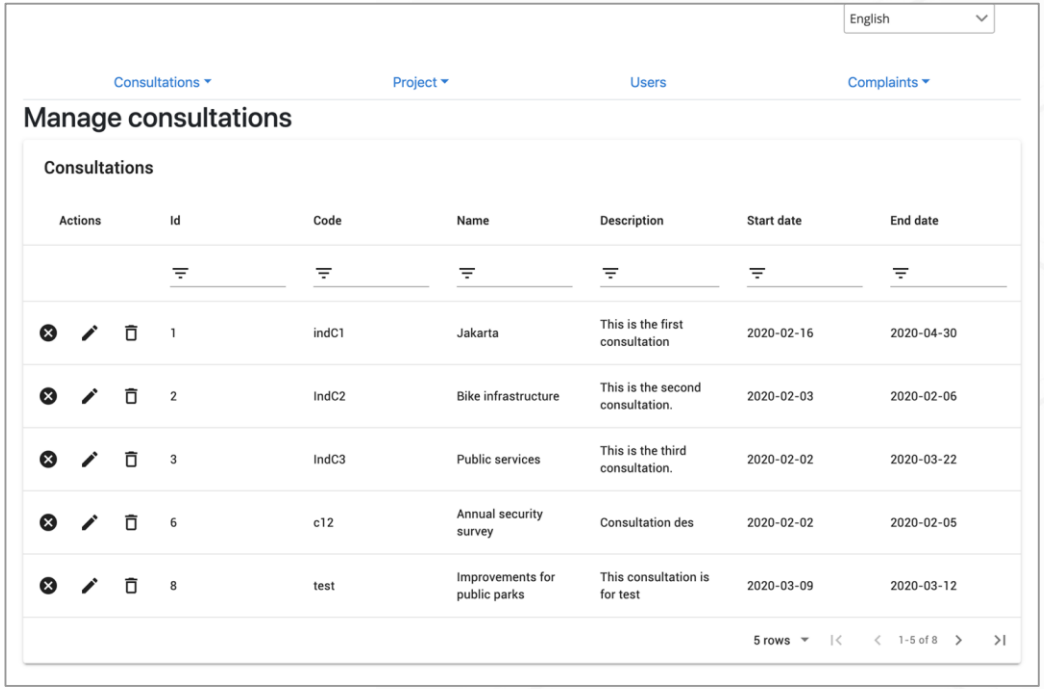
7. Use the **arrows to move the position of the question** in the survey. **One arrow** (up or down) moves the question one position. **Two arrows** (up or down) moves the question to the top or bottom of the survey accordingly.

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



1. **Click on the plus button**

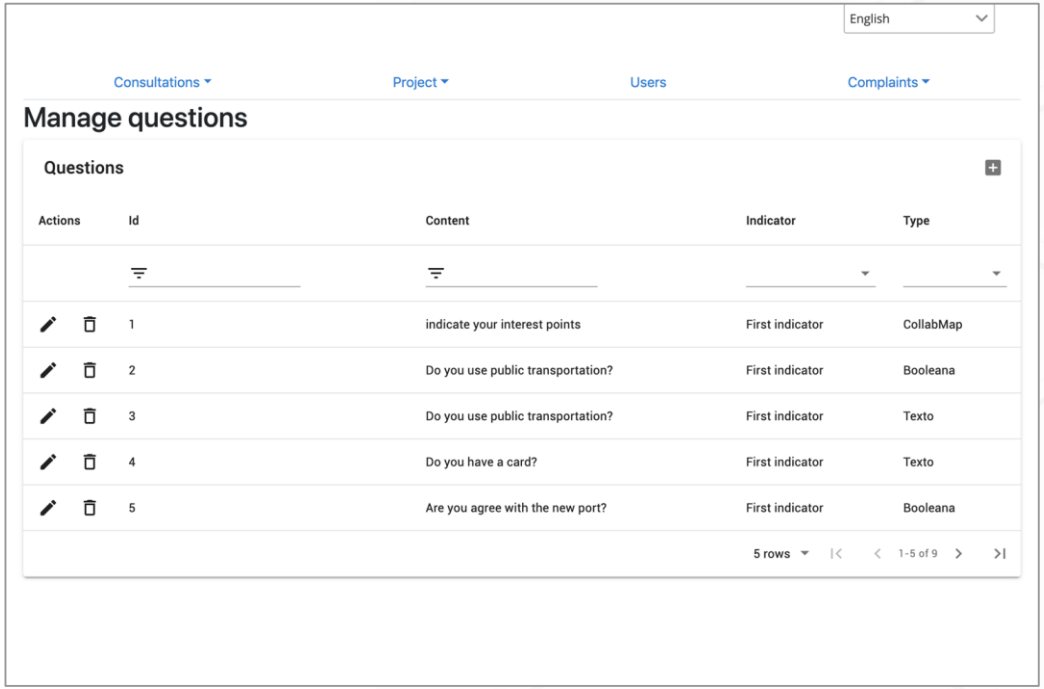
2. **Name the document** and attach the link to any external file.



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.

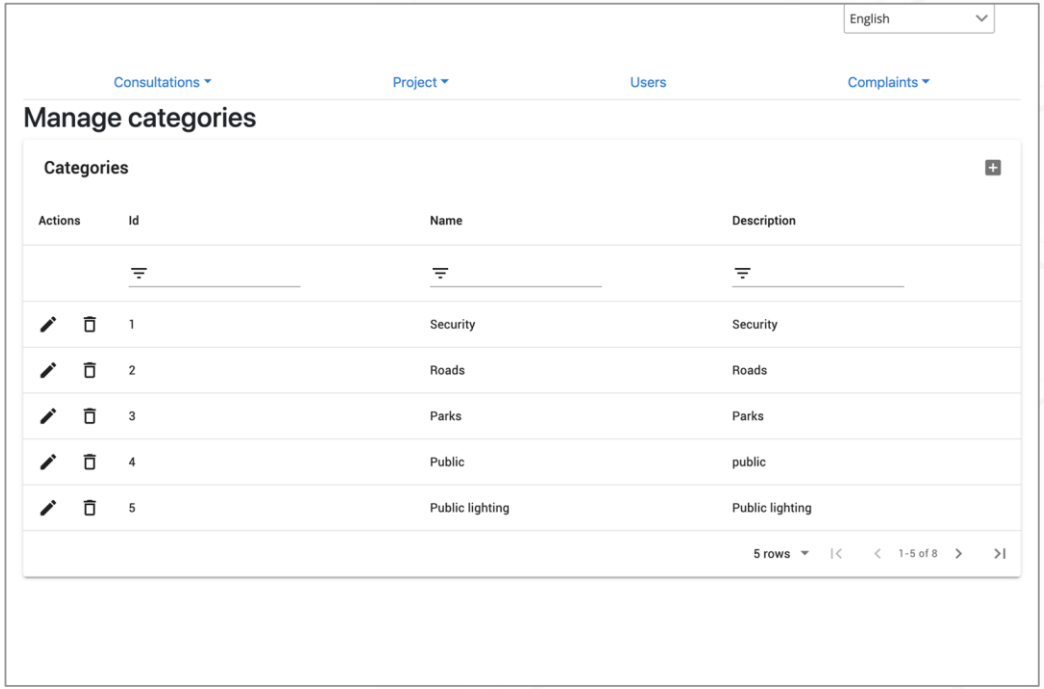
2. Click on the trash can to **delete** the Consultation,



The 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. ,



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

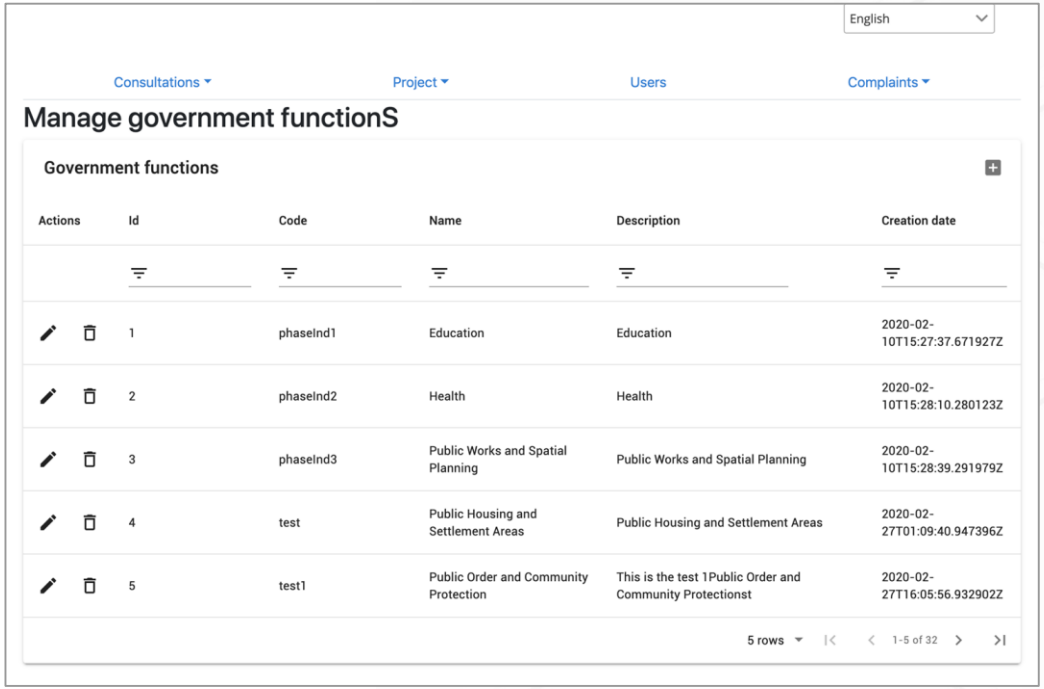
1. Click on the pen button to **edit** any existing **category**. You are able to edit the name of the category and its description.

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.

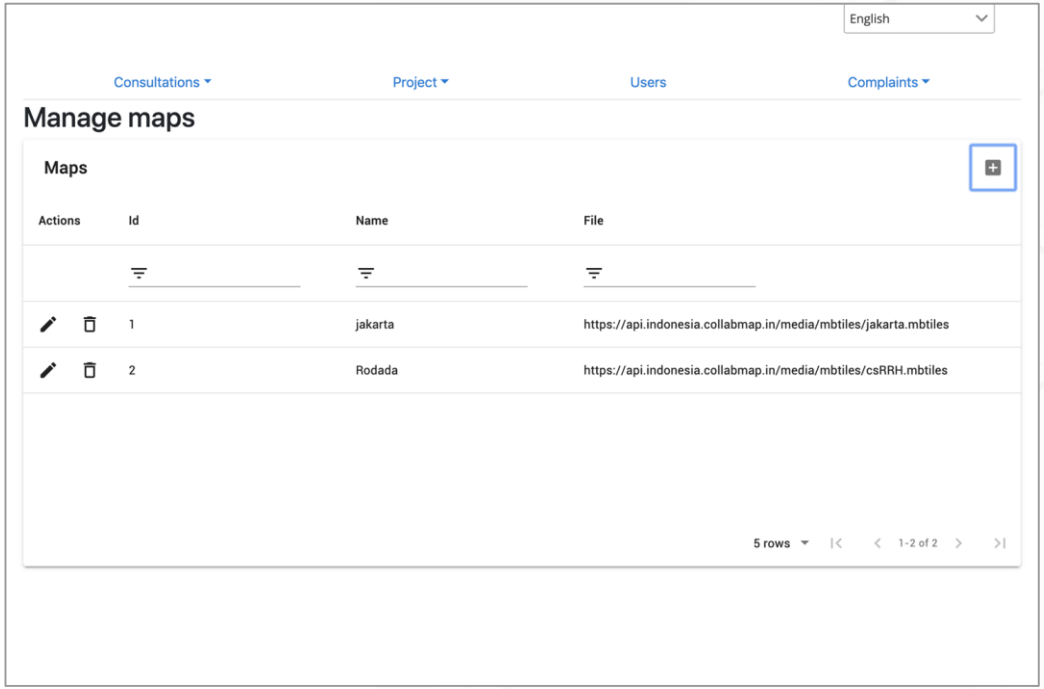
2. Customize the privacy policy for your project in the text box below.



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**.

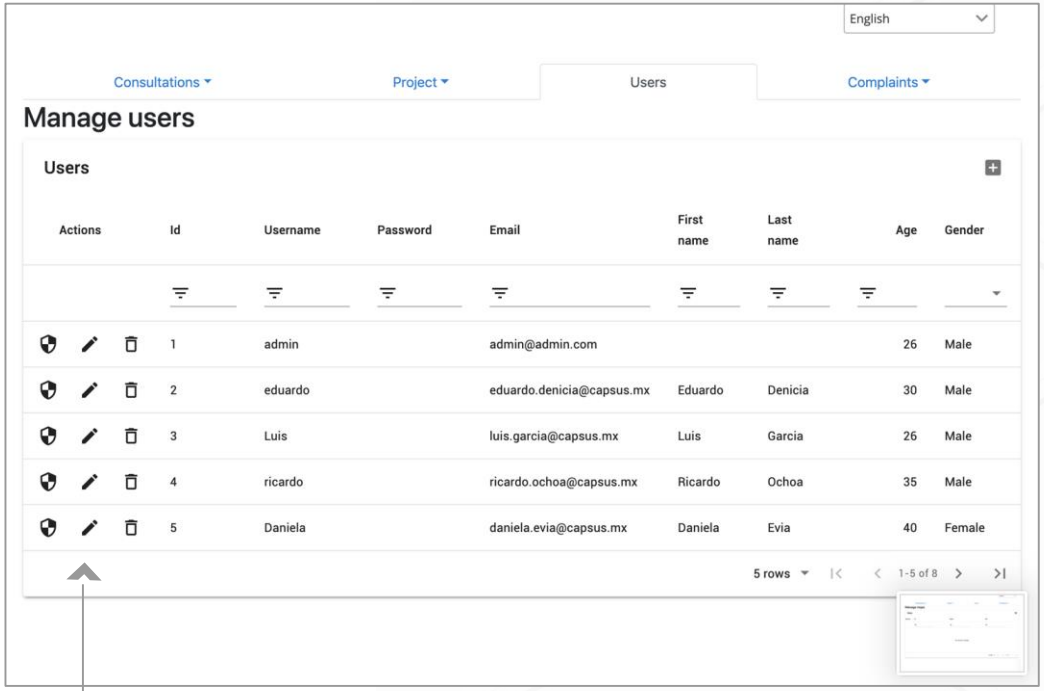


The Manage Maps section allows you to create, edit and delete maps to be used in the Consultations.

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**.

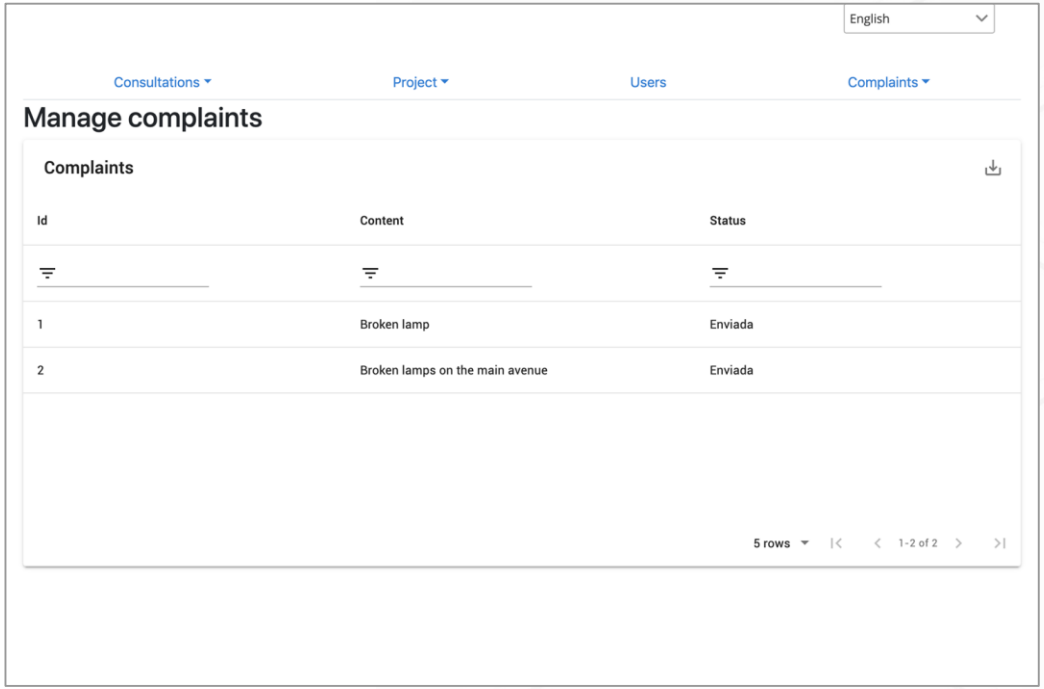


The User section allows you to create, edit and delete administrators and users.

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.**

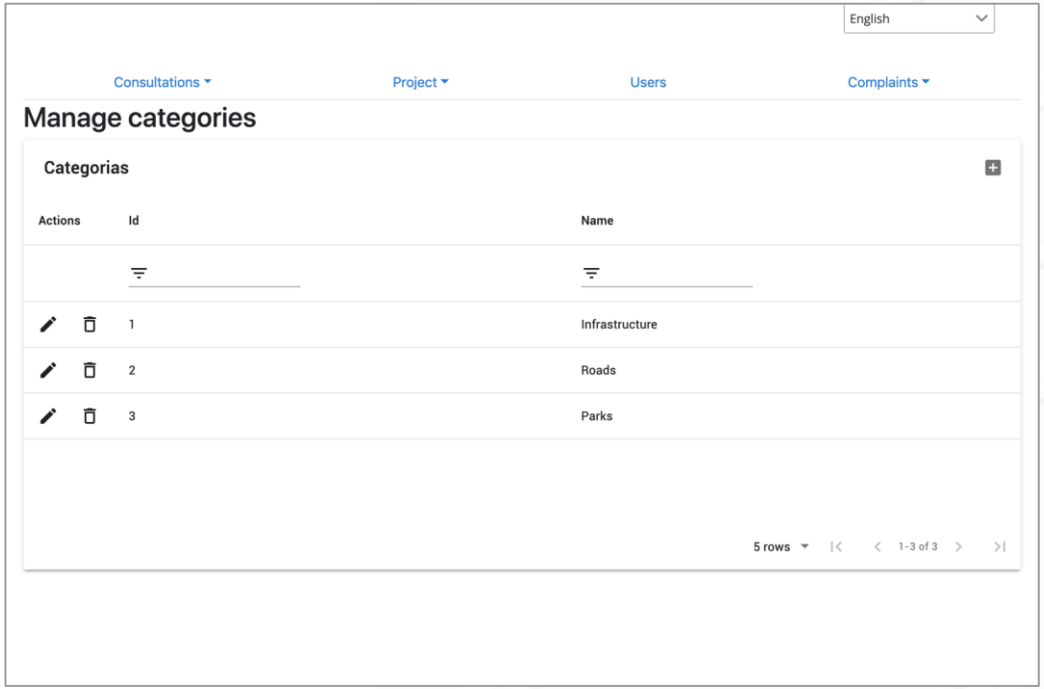
3. You can click on the pen to **edit** the username, emails, first and last names, ages and gender of a user. Click on the trash can to **delete** a user.



The 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.

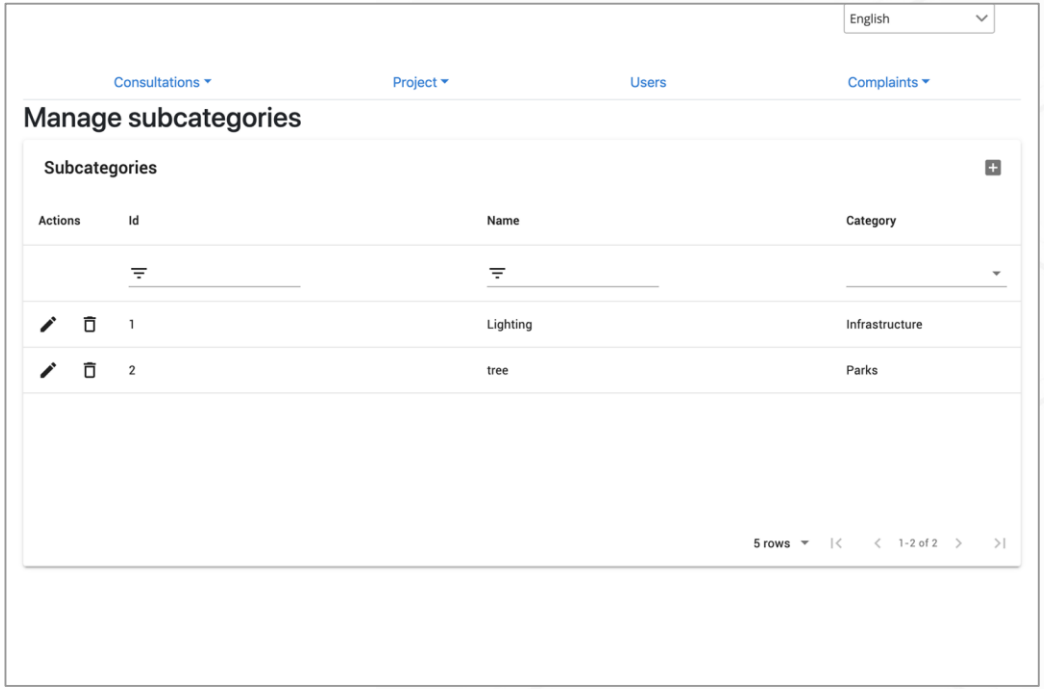


The Manage Categories section allows you to create, edit, and delete categories.

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**.



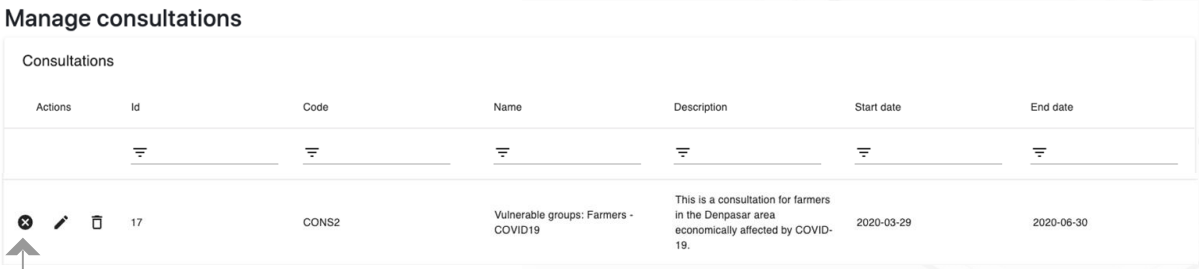
The Manage Subcategories section allows you to create, edit, and delete subcategories.

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**.

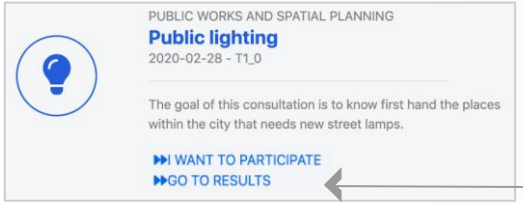
Obtaining information from consultations on Twitter.

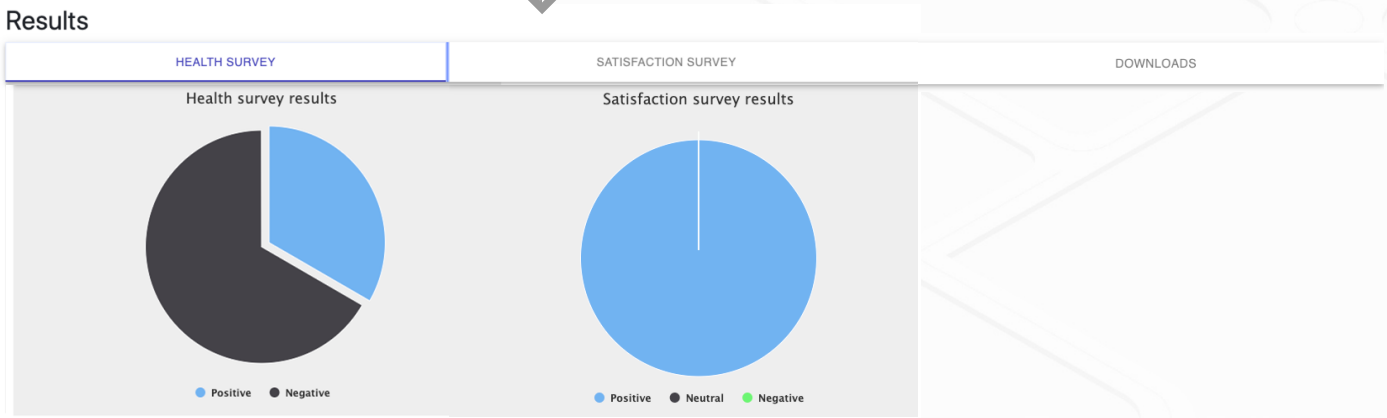


1. To **retrieve the information** of the consultations sent through the **hashtags in Twitter,** go to the "Manage consultations" section that corresponds to your desired consultation. Then, just click on the "**X**" button. This operation will retrieve the information obtained from Twitter and will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

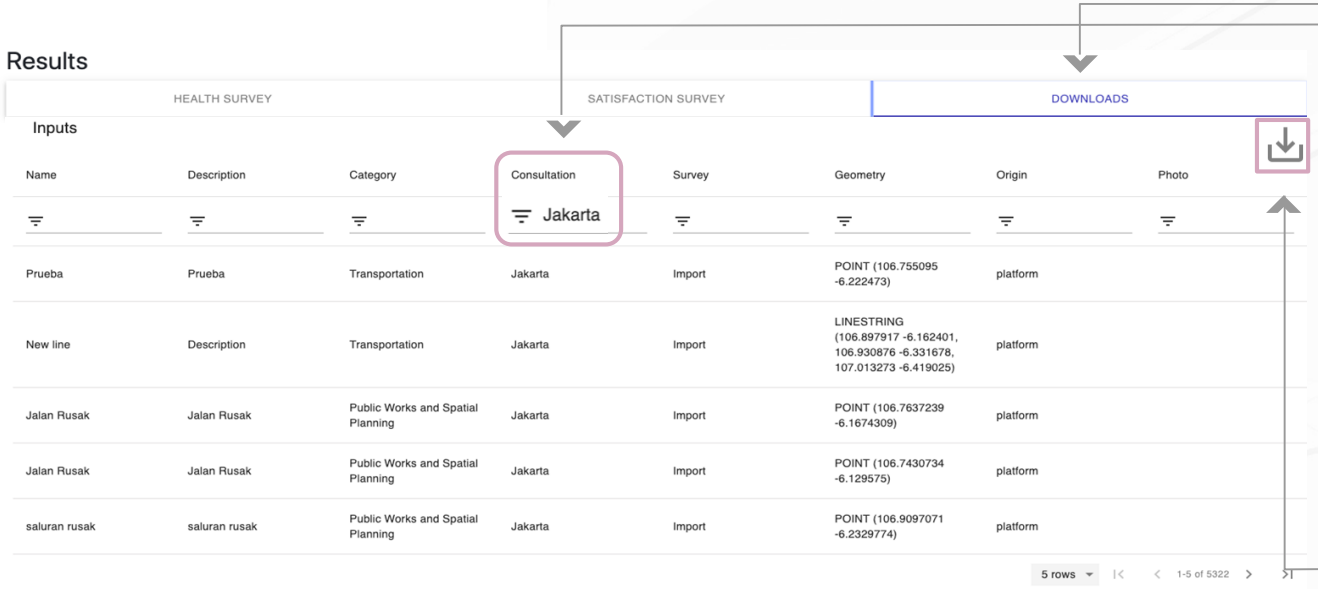
Obtaining information from the health and satisfaction surveys.





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.



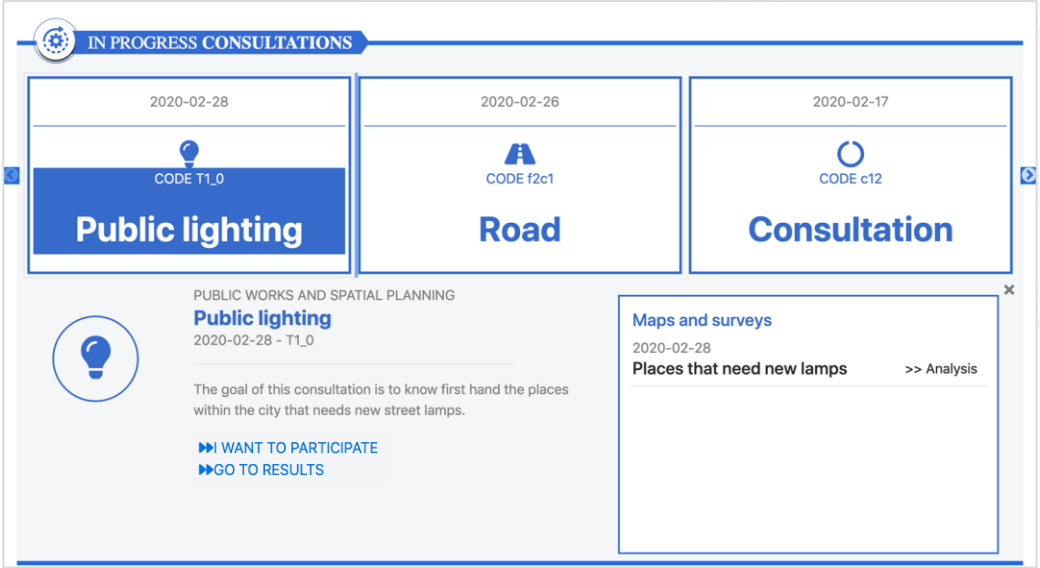
Download raw information from consultations in csv format.

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

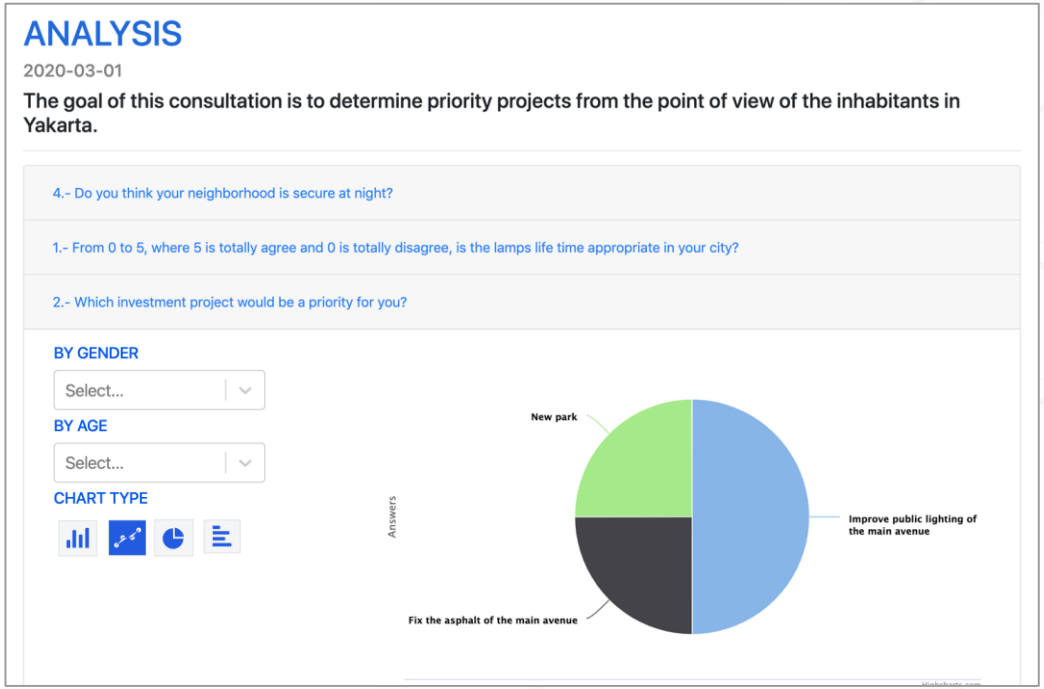
4. Then, users can filter by Name, Description, Category, etc. Select the consultation whose information you want to analyze and **filter** by "Consultation" or another desired field.

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.

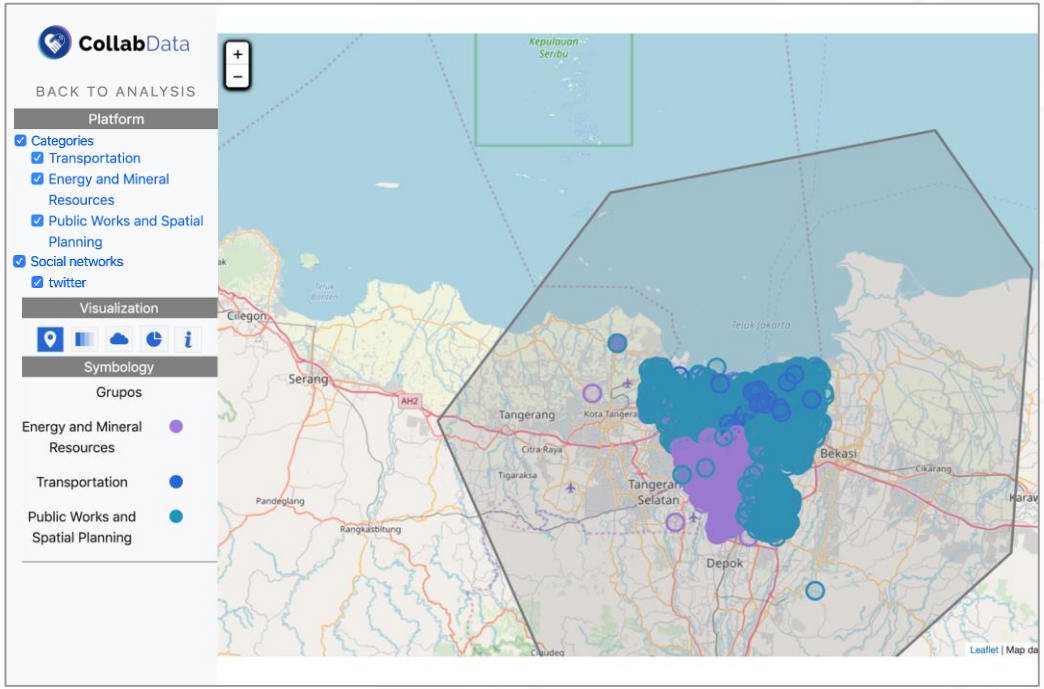


Visualize and filter the results with different types of graphs and criteria.

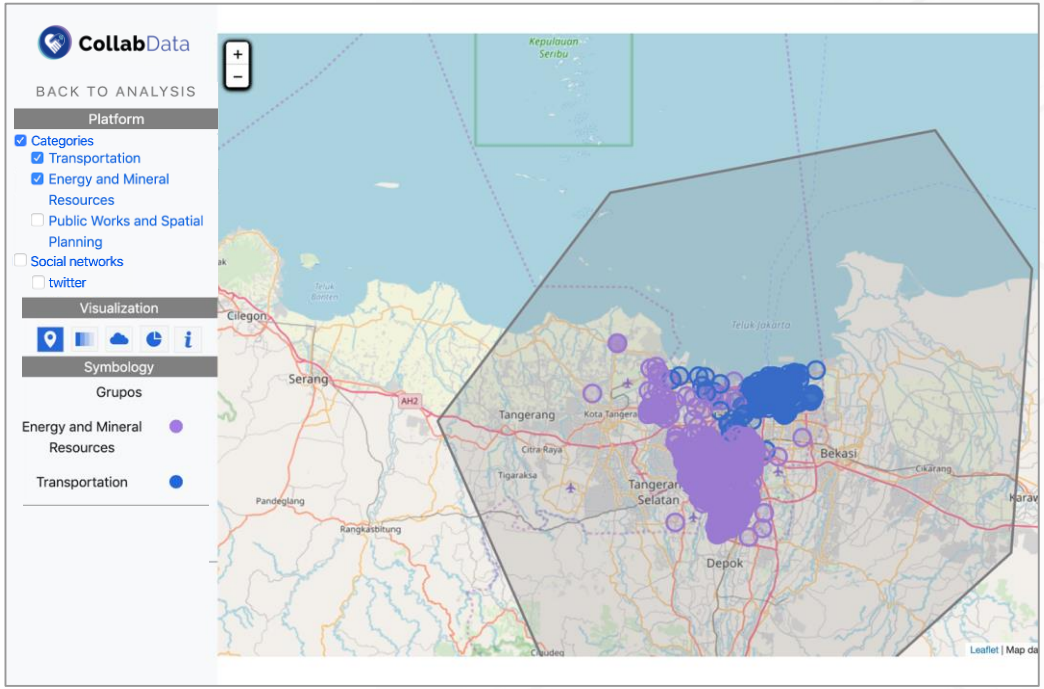
2. **Click** on a **question to visualize** results.

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.

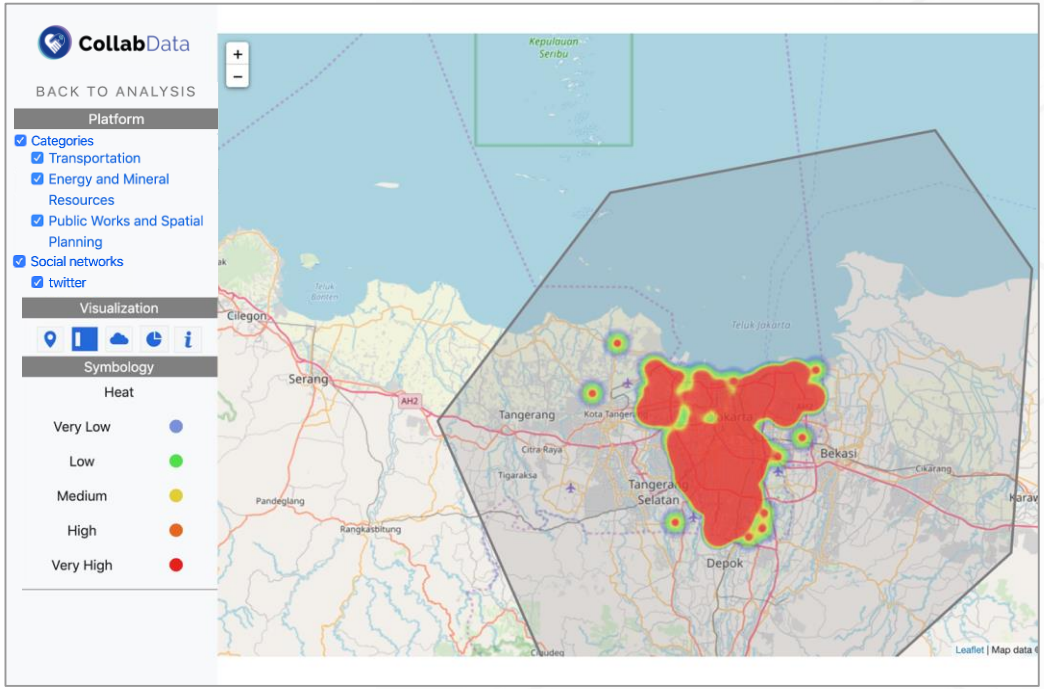


4. The panel on the left contains **filters** to analyze and process the results by **category**, **social networks**, **age** and **gender**.



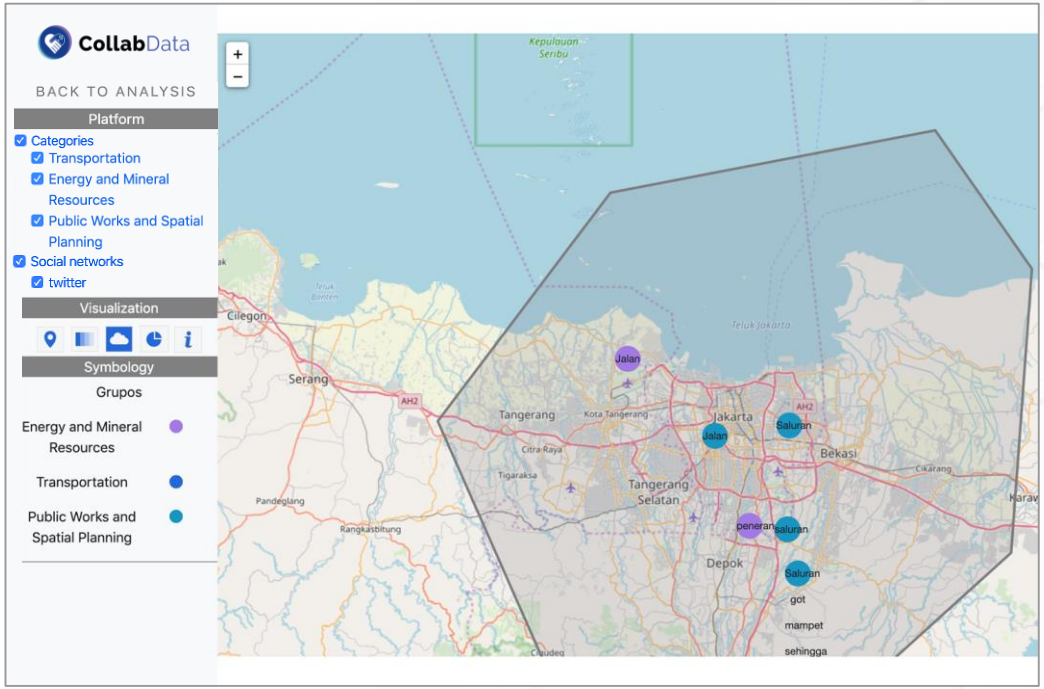
Visualize and filter the results with different types of graphs and criteria.

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



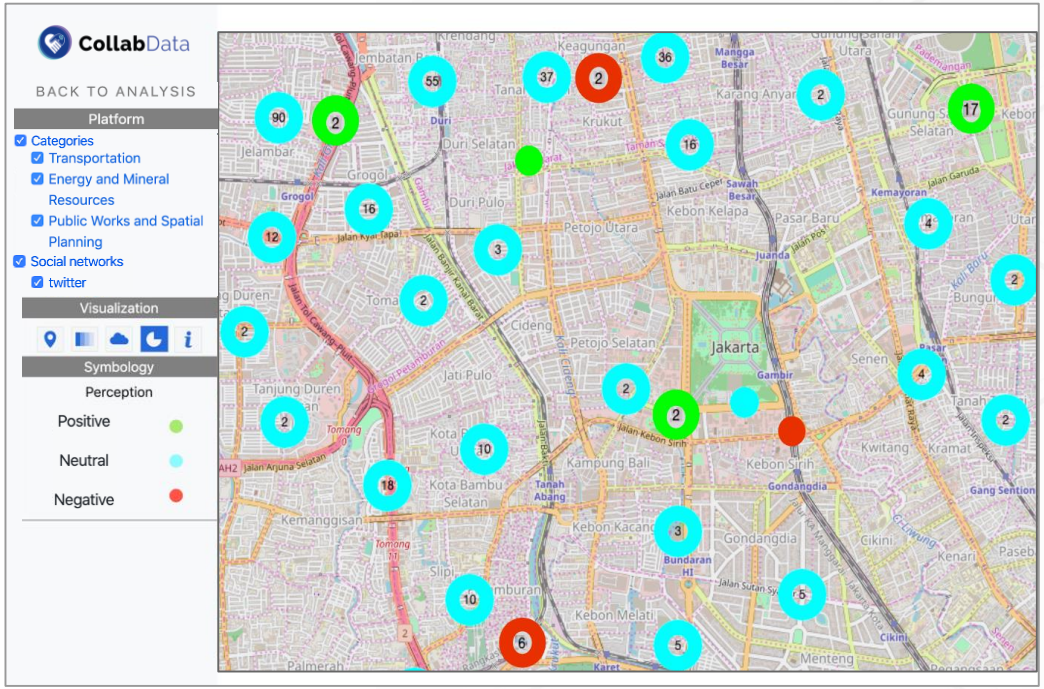
Visualize and filter the results with different types of graphs and criteria.

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



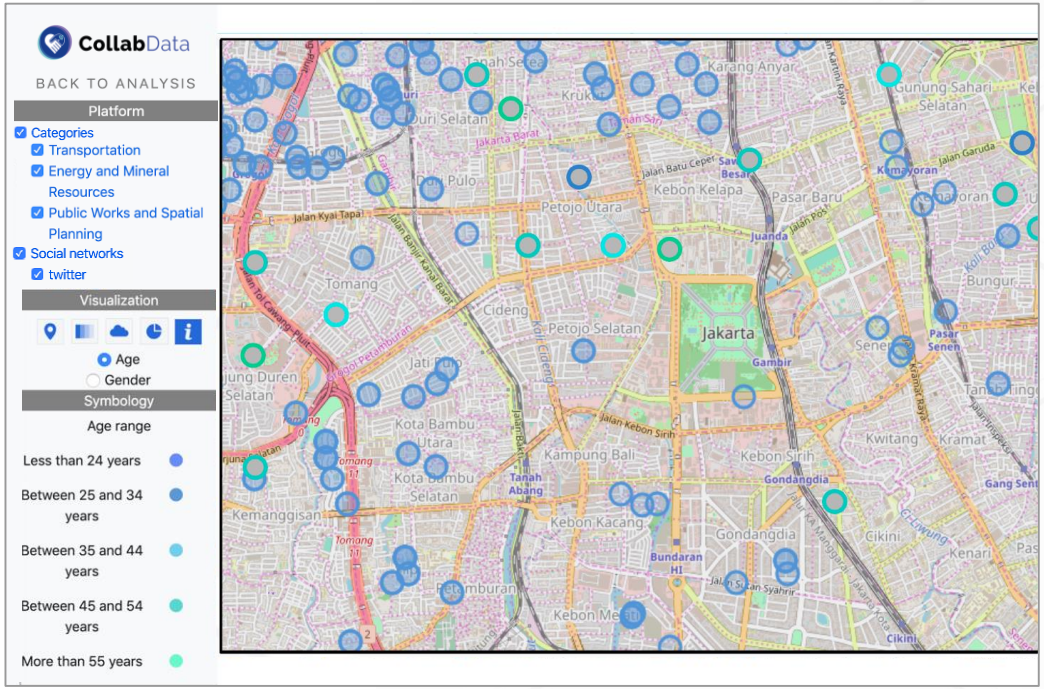
Visualize and filter the results with different types of graphs and criteria.

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.



CollabData

BACK TO ANALYSIS

Platform

☑ Categories
- ☑ Transportation
- ☑ Energy and Mineral Resources
- ☑ Public Works and Spatial Planning

☑ Social networks
- ☑ twitter

Visualization

● Age
○ Gender

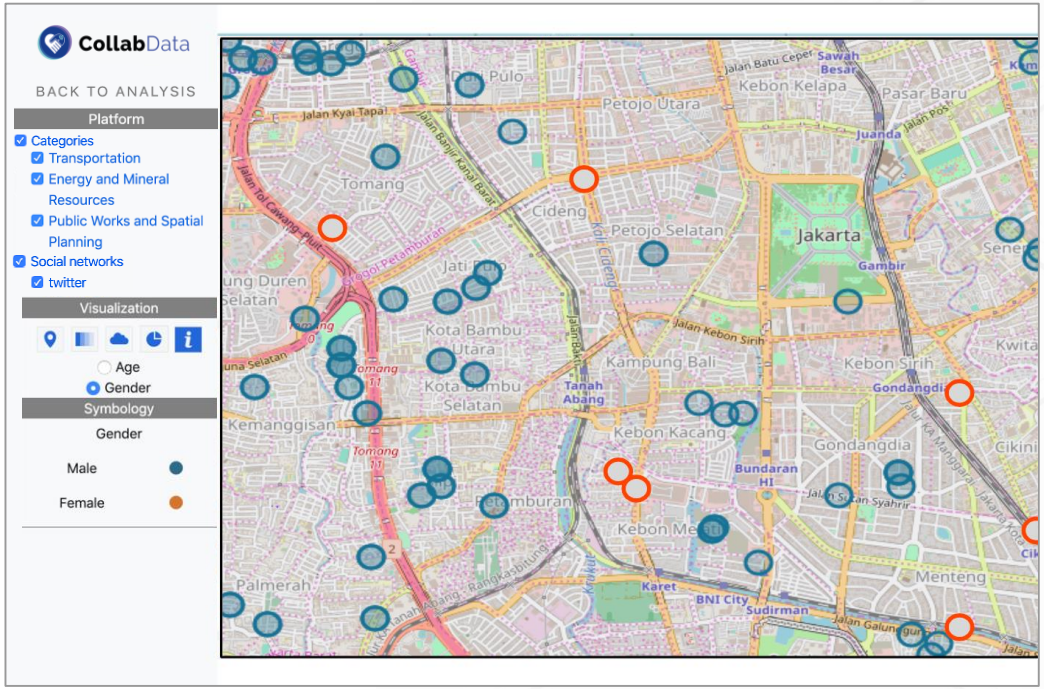
Symbology

Age range

Less than 24 years	●
Between 25 and 34 years	●
Between 35 and 44 years	●
Between 45 and 54 years	●
More than 55 years	●

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**.

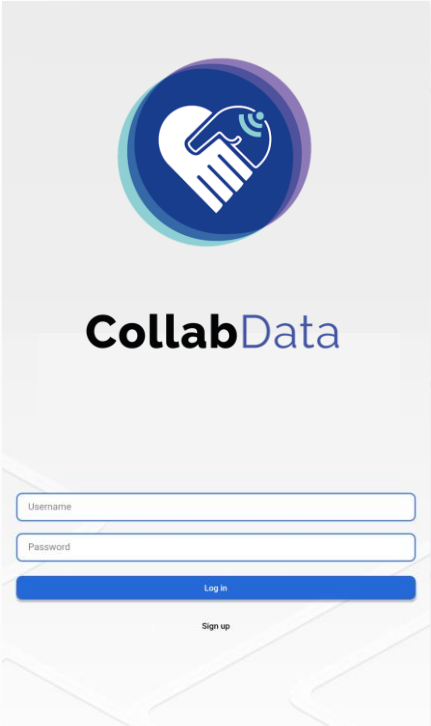
CollabData

App

CollabData App

General user

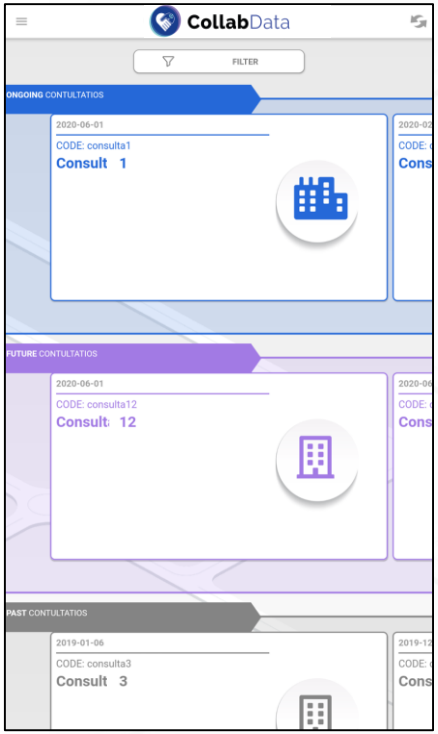
Log into the app with your CollabData account.



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.



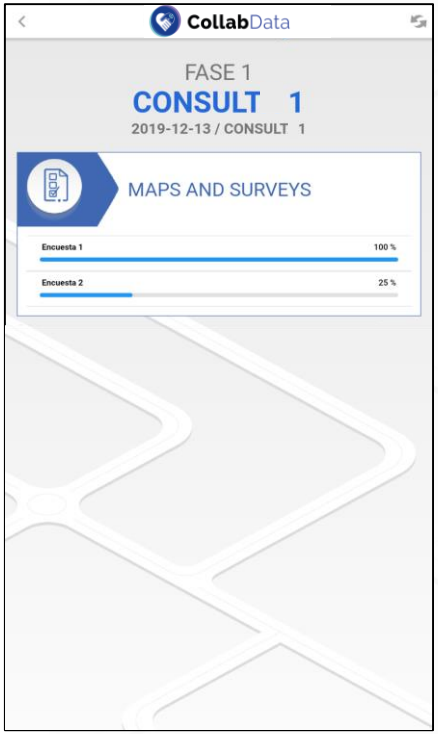
In the home screen you are able to see ongoing, future, and previous consultations.

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.**

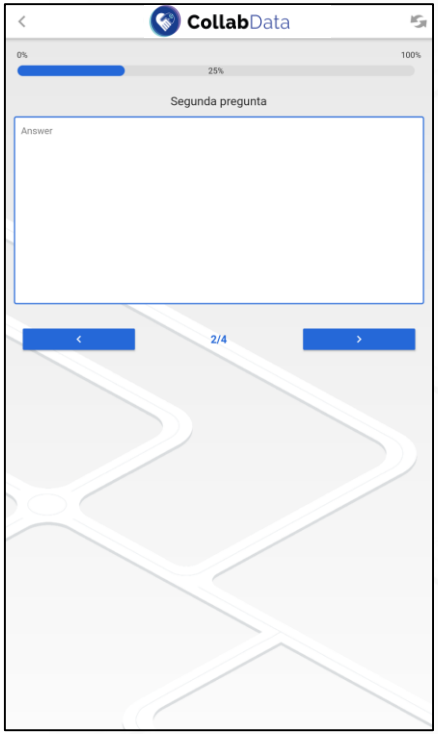
Participate in a consultation by answering brief surveys.



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