



REAct in Wanda User Manual

For administrators

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Chapter 1. DHIS2 Fundamentals

1.1 Background and introduction to DHIS2 (Wanda)

What is Wanda?

Wanda is an online monitoring and reporting system that has been developed using DHIS2¹. DHIS2 is an open source software platform enabling governments and organizations to collect, manage and analyse data in the health domain and beyond. DHIS2 is the preferred health management information system in over 60 countries across four continents. DHIS2 is also already being used by organisations such as MSI, PEPFAR, PSI and IPPF.

Wanda is a web-based system (DHIS2) that allows partners to track and document cases of human rights abuses and violations. Wanda can be accessed using your normal computer/ laptop as well as through an app using an Android mobile phone or tablet. It can be used both online and offline.

Why the name Wanda? We have named our version of DHIS2 after Colombian human rights activist [Wanda Fox](#).

Benefits of Wanda in REAct

1. Evidence provided in real-time is useful in making timely strategic decisions and planning. Continuous interrogation of human rights data is critical to inform human rights programming and advocacy plans. Wanda will provide real-time evidence for making timely and informed decisions.
2. Wanda will provide central storage for all evidence of human rights abuses and violations (obtained from routine monitoring), as well as tracking progress against Global Fund human rights M&E indicators. This reduces the time and work needed to find documents, and makes the data immediately available to everyone across the programme.
3. Wanda will make it relatively quick and easy to aggregate and compare the quantitative and qualitative data submitted by partners. Whilst qualitative data can never be automatically aggregated, Wanda can help bring together and produce different views of the data to aid analysis.

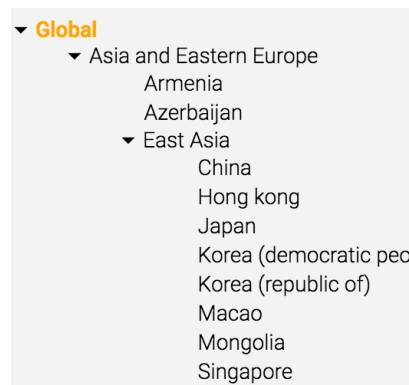
In DHIS 2 there are three major dimensions (components of metadata) that describe the data being collected and stored in the database; the “where” - organisation unit, the “what” - data element, and the “when” - period. The organisation unit, data element and period make up the three core dimensions that are needed to describe any data value in the DHIS 2.

1.2 Organisation units - “Where”

The organisation unit hierarchy defines the organisation structure of DHIS 2, for example how health facilities, schools, administrative areas and other geographical areas are arranged with respect to each other. The organisation unit hierarchy is built up by parent-child relations, in a ‘tree-like’ format. In DHIS 2, each of these nodes is an organisation unit (org unit). For instance a country might

¹ <https://www.dhis2.org/inaction>

have eight provinces, and each province again might have a number of districts as their children. Normally, the lowest levels consist of facilities where data is collected, as this is where, generally speaking, activities occur. Data collection can also be located at higher levels, for example at district or provinces.



DHIS 2 is structured so that the organisational unit hierarchy is a geographical hierarchy, and the Geographical Information System (GIS) module depends on this. Additional hierarchies (e.g. the type of institution, or the sector) can be modelled using organisational groups and group sets, but the organisational hierarchy is the main vehicle for data aggregation on the geographical dimension.

1.3 Data elements - “What”

The data element is perhaps the most important building block of a DHIS 2 database. It represents the "what" dimension, explaining what is being collected or analysed. In some contexts this is referred to as an indicator, but DHIS 2 calls this unit of collection a data element. The data element often represents a count of something, and its name describes what is being counted, e.g. "Antenatal care 1st visit" or "HIV tests". When data is collected, validated, analysed, reported or presented it is the data elements or expressions built upon data elements that describes the “what” of the data. As such the data element becomes important for all aspects of the system and they decide not only how data is collected, but more importantly how the data values are represented in the database, which again decides how data can be analysed and presented.

Examples of **Frontline AIDS** data elements:

Name	Domain type	Value type	Category combo	Last updated	
CST-01.CAT- HIV health education & treatment literacy	Tracker	Yes Only	None	October 3, 2017	⋮
CST-01.Clinician- HIV health education & treatment literacy	Tracker	Yes Only	None	October 3, 2017	⋮
CST-02.CAT- Adherence counselling	Tracker	Yes Only	None	October 3, 2017	⋮
CST-02.Clinician- Adherence counselling	Tracker	Yes Only	None	October 3, 2017	⋮
CST-03.CAT- ART defaulter counselling	Tracker	Yes Only	None	October 3, 2017	⋮
CST-03.Clinician- ART defaulter counselling	Tracker	Yes Only	None	October 3, 2017	⋮
CST-04.CAT- ART pill count	Tracker	Yes Only	None	October 3, 2017	⋮

If you have questions relating to REAct M&E, contact Monika Sigrist at msigrist@frontlineaids.org. If you have technical issues with Wanda, email wanda@frontlineaids.org

1.4 Users -“Who”

A user account defines the ‘who’ with respect to the system. Who is using it, who is entering data, who is analysing it, who is editing objects etc. As such, it is important that a user account allows the appropriate permissions for what a user can do (user roles), see (user groups/organisation units), and be up to date with the correct information.

Each user in Wanda must have a user account which is identified by a user name. You should register a first and last name for each user, and it is very important to also have at least an email address to be able to contact users.

It is necessary to register the correct contact information. Wanda uses this information to contact users directly, for example sending emails to notify users about important events. You can also use the contact information to push dashboards and set analysis to user emails.

A user in Wanda is associated with an organisation unit; though in reality it is actually two: “data entry organisation units” that define where users can enter data, and “analysis organisation units” that define where they can see data. You should assign the organisation units for where the user works or has responsibility for data entry.

The assigned organisation unit affect how the user can use DHIS2:

- In the Data Entry app, a user can only enter data for the organisation unit they are associated with, and the organisation units below that in the hierarchy. For instance, a district records officer will be able to register data for her district and the facilities below that district only.
- In the Analysis and Report apps, a user can view reports for their organisation units and those below. It is recommended to have a fairly open policy of data analysis and let users see data for at least their country.

The user account is also where language settings are set.

1.5 Data Management and Privacy

As users with administration rights, there is a responsibility for managing the data and users accessing Wanda for REAct.

Therefore, it is important that the following tasks are carried out;

- Wanda users should be regularly reviewed, and old accounts should be deleted
- Users should be granted with the appropriate permissions and be added to the correct user groups and organisation units (see [Section 2.2](#) on how to set up new users for more details)
- All users should be made aware of the security implications of downloading data from Wanda
- New passwords and usernames must be kept confidential and not shared widely, or be stored where they could be easily available to others

- Any blank entries should be removed from Wanda, and the entries should also be reviewed to check the Reactors' understanding of the system; also follow up with further guidance if necessary

1.6 Creating and sharing content in Wanda

As a REAct Wanda administrator, you may want to consider creating and sharing various different charts, graphs and dashboards for the different user groups working within the project (for example, creating one dashboard for REActors, one dashboard for regional coordinators, and one dashboard for national stakeholders). By doing this, you are able to present the data that is most relevant for each different user group.

For further information and more detail on how to do this, please refer to the REAct Wanda User Guide, Sections 6-9.

Chapter 2. Administrator management

2.1 Organisation Units

To create a **new** organisation unit, please send the following information to Frontline AIDS Wanda support (wanda@frontlineaids.org) who can then set this up:

Organisation unit name (full):

Organisation unit acronym (if applicable):

Organisation hierarchy: I.e. implementing partner/ regional partner

Note: After the new organisation unit has been set up, please ensure that any relevant users are given permissions to enter or view data.

2.2. [User Management](#)

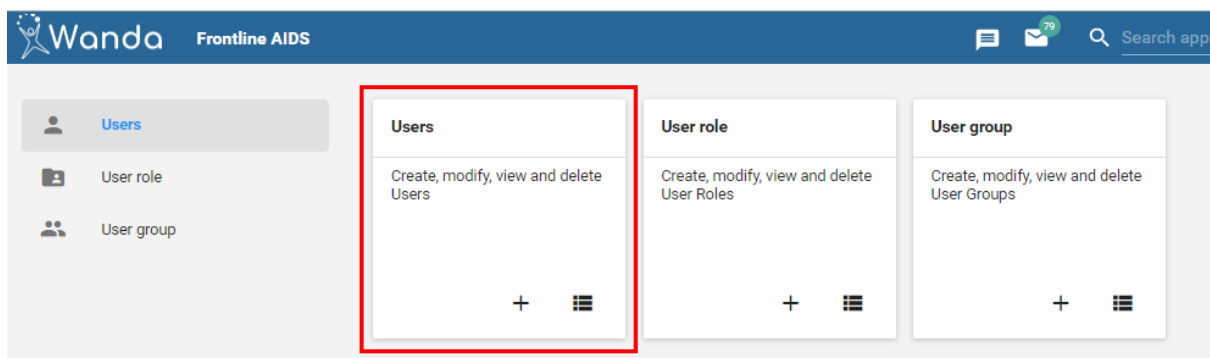
Adding new users

There are two main options for adding new users;

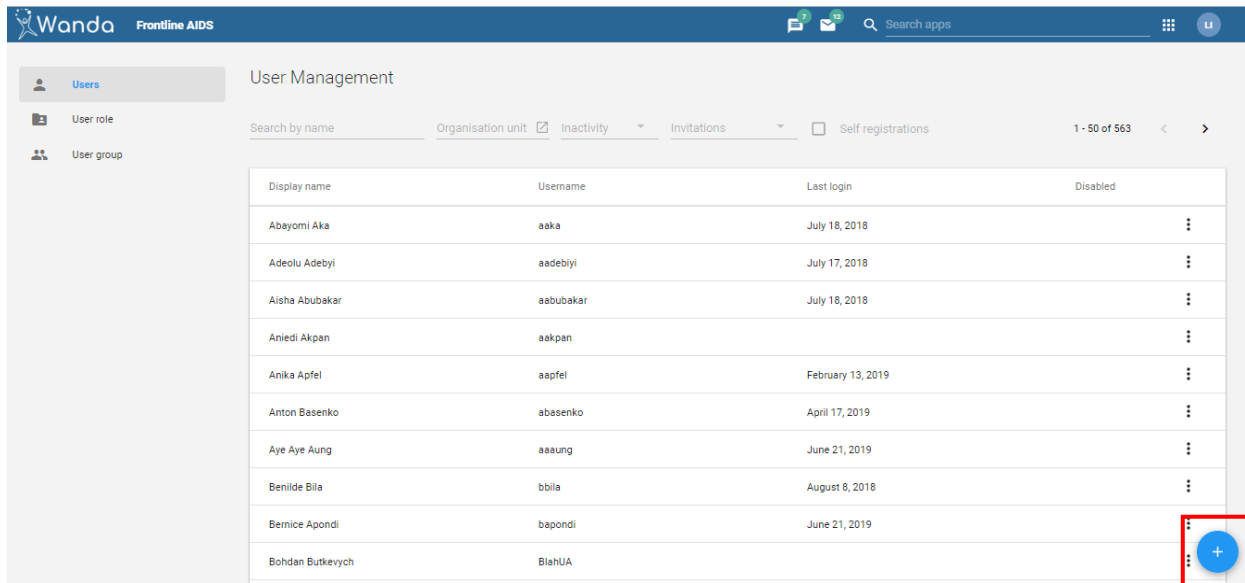
- Option 1: **Create a new user from scratch**; for this, the administrator needs to set up all the appropriate permissions for the user.
- Option 2: **Replicate an existing user account**; this is the easiest way to create a new user which requires the same permissions and organisation unit(s) as an already existing account (or template account).

2.2.1 Adding a new user: not based on an existing account

1. Go to the Users app, and choose 'Users':



- Click '+' in the bottom right hand corner to add a new user.



The screenshot shows the 'User Management' page in the Wanda Frontline AIDS application. On the left, there is a sidebar with 'Users' selected. The main area displays a table of users. The table has columns: Display name, Username, Last login, and Disabled. The table contains 11 rows of user data. In the bottom right corner of the table, there is a blue circular button with a white '+' sign, which is highlighted by a red rectangular box.

Display name	Username	Last login	Disabled
Abayomi Aka	aaka	July 18, 2018	
Adeolu Adebiyi	aadebiyi	July 17, 2018	
Aisha Abubakar	aabubakar	July 18, 2018	
Aniedi Akpan	aakpan		
Anika Apfel	aapfel	February 13, 2019	
Anton Basenko	abaskenko	April 17, 2019	
Aye Aye Aung	aaaung	June 21, 2019	
Benilde Bila	bbila	August 8, 2018	
Bernice Apondi	bapondi	June 21, 2019	
Bohdan Butkevych	BlahUA		

- Select whether to fill in all the personal user information, or invite the user by email to complete the rest of the user information:

Create account or email invitation

Create account with user details

Create account with user details

Email invitation to create account

- Fill in all the fields with a (*) at least; including Username and Password (using the username and password conventions detailed in [Section.2.2.5](#)).
- Select the **Interface** and **Database languages** as required. Note: the user can also change this option in their own settings later.

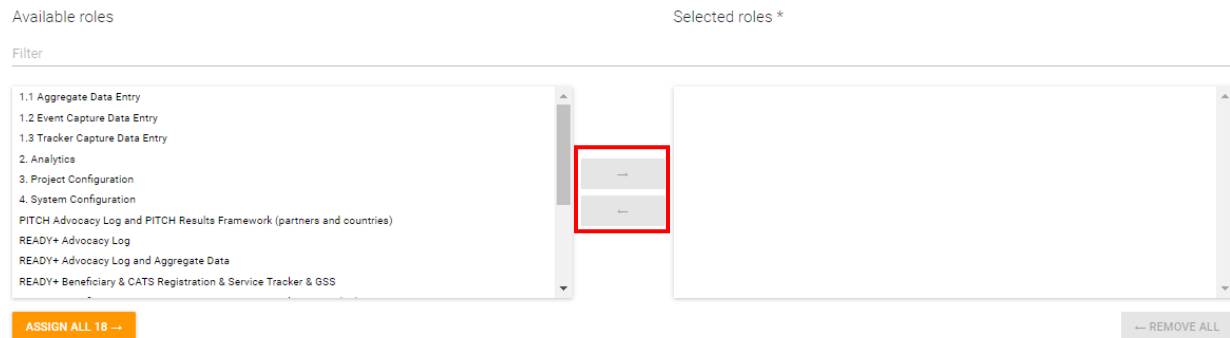
Interface language

English

Database language

Use database locale / no translation

6. In the **Available roles** section, double-click or use the arrows to select the user roles you want to assign to the user.



The user roles are groups of user authorities. An authority means the permission to perform one or more specific tasks. Each user can have multiple user roles.

For REAct, only the following user roles should be selected:

For data entry: 1.3. Tracker Capture Data Entry

To use reports: 2. Analytics

For APH administrator users: 3. Program configuration

There can be any combination of these 3 user roles, so as a guide, you would assign:

REActors: 1.3 Tracker Capture Data Entry, and 2. Analytics.

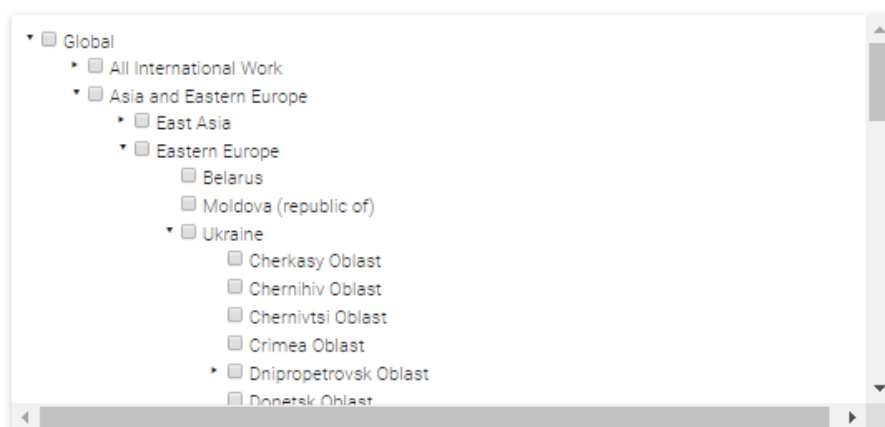
National Stakeholders: 2. Analytics only, as they should not need to be entering any data.

APH administrator users: 1.3 Tracker Capture Data Entry, 2. Analytics, and 3. Program

7. Select the relevant **Data capture and maintenance organisation units**: this will decide which organisation units the user is allowed to enter data for. Use the small arrows to explore more regions and countries, and tick all the appropriate organisation units that are required.

Data capture and maintenance organisation units

Search




Selecting an organisation unit provides access to all units in the sub-hierarchy

If you have questions relating to REAct M&E, contact Monika Sigrist at msigrist@frontlineaids.org. If you have technical issues with Wanda, email wanda@frontlineaids.org

8. Select **Data output and analysis organisation units**: this is to select which organisation units the user is able to use in analysis. Use the small arrows to explore more regions and countries, and tick all the appropriate organisation units that are required.

Data output and analytic organisation units

Search



9. Click **Show more options** at the bottom of the page.

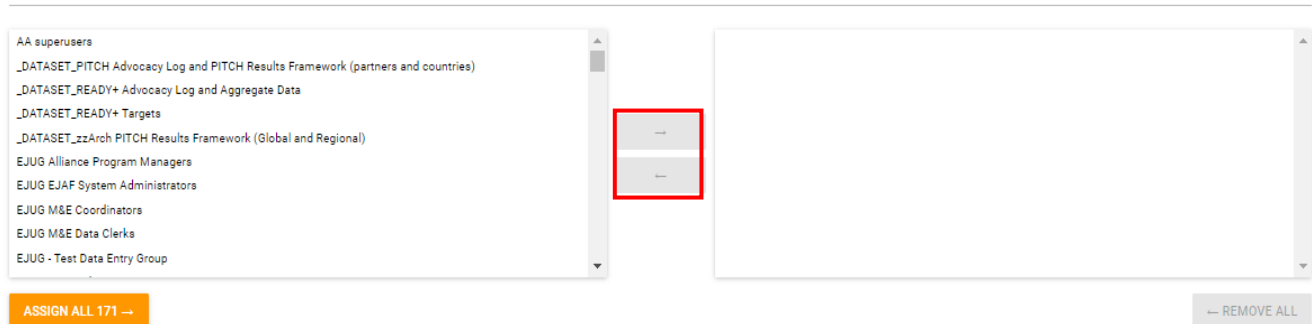
▼ SHOW MORE OPTIONS

10. In the **Available user groups** section, double-click or use the arrows to select the user group you want to assign to the user. This will move from the left to the right box.

Available user groups

Selected user groups

Filter



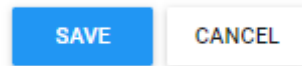
The REAct user groups include:

- **REAct Partners:** the REActors
- **REAct PR:** national stakeholders
- **REAct Coordinators:** the regional coordinators
- **REAct Ukraine System Administrators (GF National program):** The APH administrator users

Please note that each user should be assigned to one user group only.

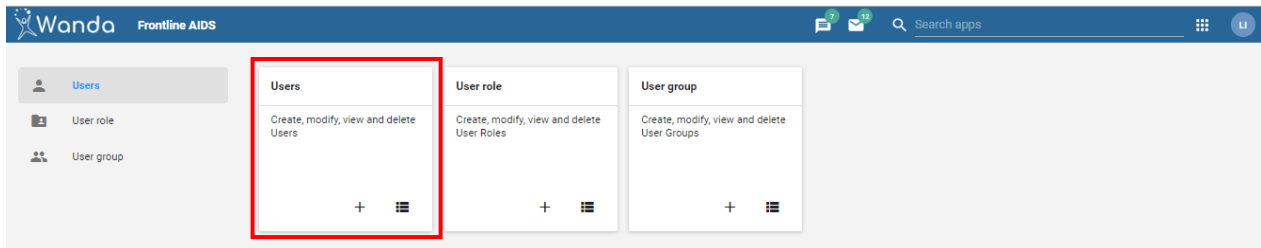
If you have questions relating to REAct M&E, contact Monika Sigrist at msigrist@frontlineaids.org. If you have technical issues with Wanda, email wanda@frontlineaids.org

11. When all the relevant information has been added to the new user profile, click **Save**.

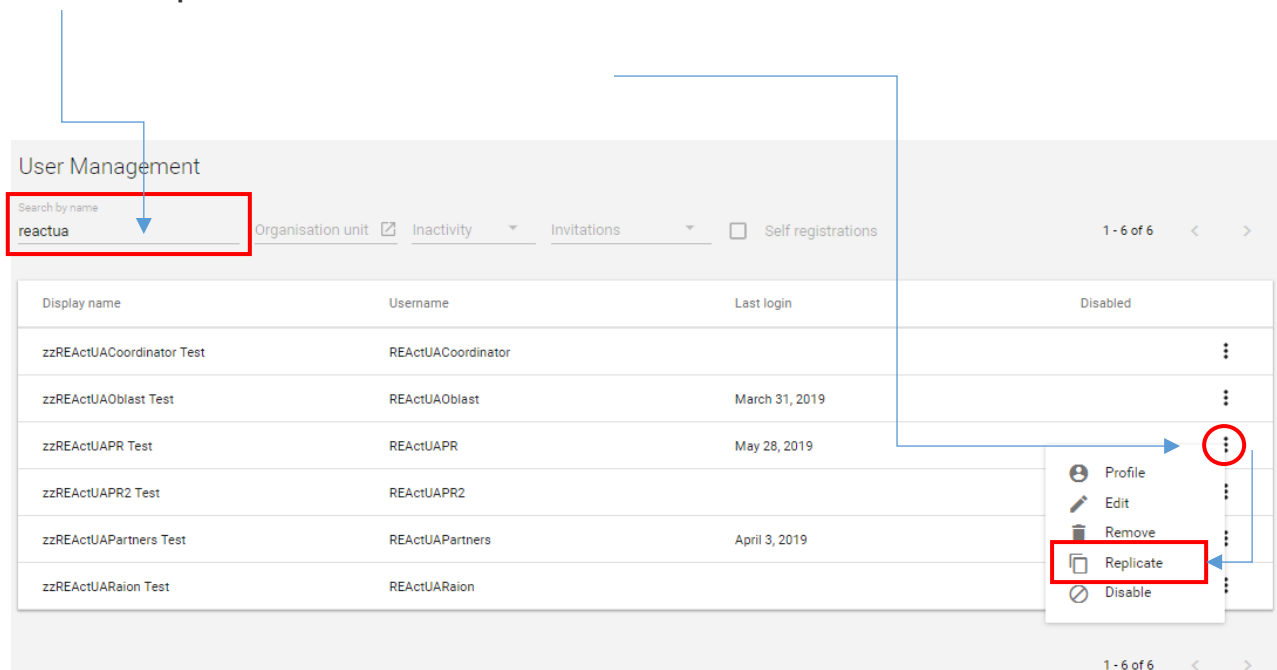


2.2.2 Creating a new user by replicating an existing account

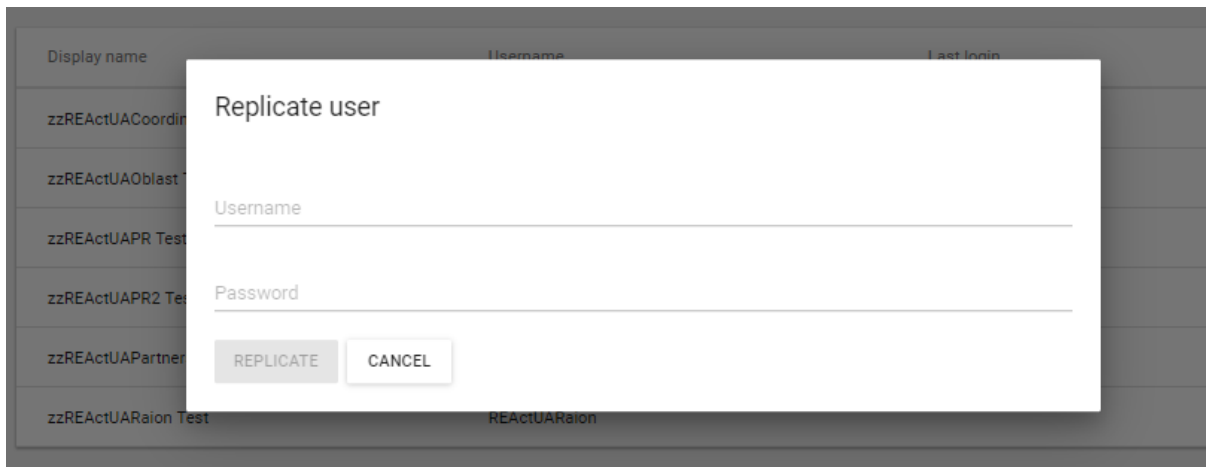
1. Open the Users app and click **Users**.



2. Search for a suitable account to replicate, such as the 'REActor Ukraine Partner' test account.
3. Click the 3 dots on the far right hand side for more actions; an option should appear to 'Replicate' - click on this.



4. A box will appear asking to create a username and password for the new user account. Enter the new username and password (using the naming and password conventions in [Section.2.2.5](#)), and click **Replicate** when finished.



5. The new account will now show, however, the personal details will need to be edited. To edit these, either **click on the account** (note: you need to make sure you choose the new account here), or choose **edit** from the further actions in the 3 dots.

Search by name			
reactua	Organisation unit <input checked="" type="checkbox"/>	Inactivity <input type="checkbox"/>	Invitations <input type="checkbox"/>
<input type="checkbox"/> Self registrations			
1 - 7 of 7			
Display name	Username	Last login	Disabled
zzREActUACoordinator Test	REActUACoordinator		⋮
zzREActUAOblast Test	REActUAOblast	March 31, 2019	⋮
zzREActUAPR Test	REActUAPR	May 28, 2019	⋮
zzREActUAPR Test	Nuser	May 28, 2019	⋮

6. Enter an email address, surname and first name for the new user, check that all the **user roles, permissions and organisation units** are correctly allocated, and when finished, click **Save** at the bottom of the page.

NOTE: This account will be set with APH as its Organisation unit for data entry and analysis- so remember to change the organisation unit if required.

2.2.3 Reset passwords for users or edit user profiles

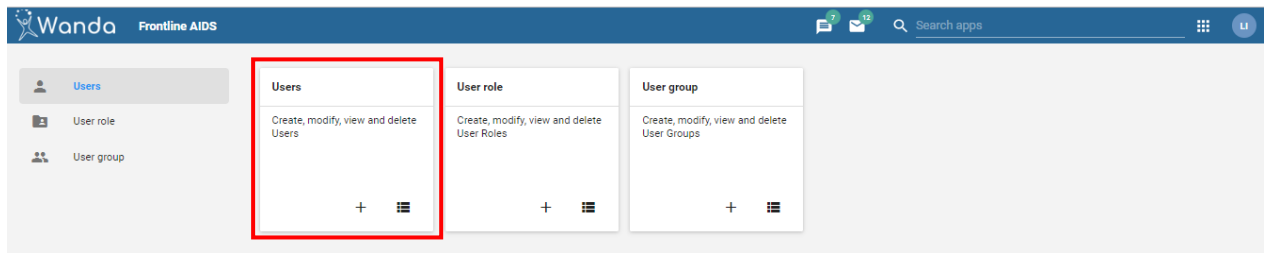
In the case where a user has forgotten their password, first refer them to the instructions in the user manual (Section 3.1).

However, if they are still unable to reset the password themselves, or if the email address listed in Wanda is not in use anymore, then the administrator can do a manual password reset.

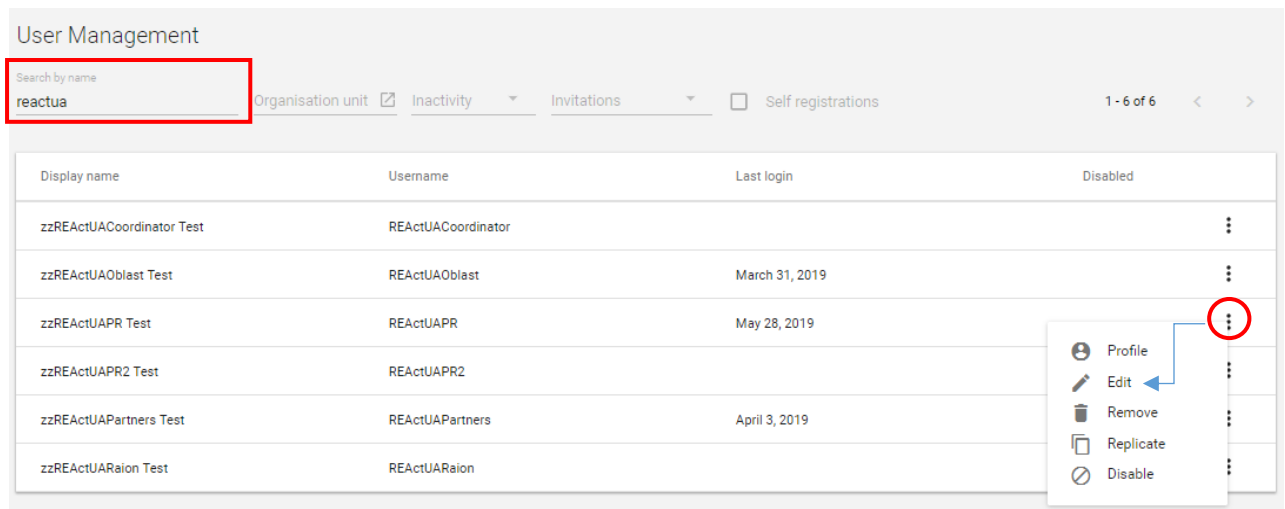
To do this:

If you have questions relating to REAct M&E, contact Monika Sigrist at msigrist@frontlineaids.org. If you have technical issues with Wanda, email wanda@frontlineaids.org

1. Open the Users app and click **Users**.



2. Search for the user and either click on the record, or choose 'edit' under further options:



3. a) *To reset the password:* In the 'password' section, enter a new password for the user. Retype this password in the box below, and then click 'Save' at the bottom of the page.

← Update User: zzREActUAPR Test

Username
REActUAPR

E-mail

☐ External authentication only (OpenID or LDAP)

Password

Retype password

Surname *

Test

First name *

zzREActUAPR

b) *To make edits to the user profile*, enter the information required, and click 'Save' at the bottom of the page when finished.

4. In the case of resetting passwords, ensure that the user is contacted to let them know their password has been reset, and instruct them to change their password as soon as possible to something more memorable. The REAct user manual has detailed instructions on how to do this (Section 3.1).

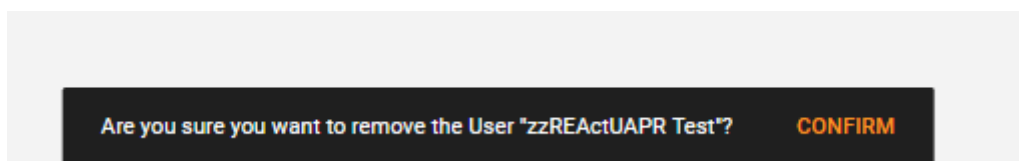
2.2.4 Delete a user profile

1. Search for the user as in section 2.1.
2. Click on the 3 dots beside their name and select '**Remove**'.

The screenshot shows the 'User Management' interface. At the top, there is a search bar labeled 'Search by name' with the text 'reactua' entered. Below the search bar, there are filters for 'Organisation unit', 'Inactivity', 'Invitations', and 'Self registrations'. A table lists users with columns for 'Display name', 'Username', 'Last login', and 'Disabled'. The user 'zzREActUAPR Test' is highlighted, and a dropdown menu is open next to it, showing options: 'Profile', 'Edit', 'Remove', 'Replicate', and 'Disable'. The 'Remove' option is highlighted with a blue arrow. A red circle is drawn around the three dots in the dropdown menu.

Display name	Username	Last login	Disabled
zzREActUACoordinator Test	REActUACoordinator		
zzREActUAOblast Test	REActUAOblast	March 31, 2019	
zzREActUAPR Test	REActUAPR	May 28, 2019	
zzREActUAPR2 Test	REActUAPR2		
zzREActUAPartners Test	REActUAPartners	April 3, 2019	
zzREActUARAion Test	REActUARAion		

3. At the bottom of the page, a message will pop up to confirm the deletion. Press either 'Confirm' to continue and delete the user, or click elsewhere on the page to cancel.



2.2.5 Username and password naming conventions

It is important that naming and password rules be followed, to ensure that users in Wanda have unique usernames and their accounts remain secure.

Username

When creating a new user account, please follow this rule for the creation of a username:

first letter of first name + full surname
e.g. David Smith would be username: *dsmith* (all lower case).

If there is already a username in the system that is the same, the following error message will appear when you click outside of the box:

Username *
REActor 1
Username already taken

In this case, please take the **first two letters of the first name + full surname**
e.g. If “dsmith” is already taken, David Smith would be username: dasmith

Passwords

The password should initially be set by the administrator, and instructions should be sent to the user asking them to change this to something more personal (please refer to REAct User Guide for instructions on how to do this).

A valid password must contain all of the following elements:

- **At least one capital letter**
- **At least one special character (ie. *!#?)**
- **At least one number**
- **It must be between 8 and 35 characters long**

If the password does not contain all of these elements, an error message will appear when you click outside of the box informing you of the problem:

Password *
.....|
Password should contain at least one number

Password *
.....
Password should contain at least one UPPERCASE letter

Password *
...|
Password should be at least 8 characters long

Password *
.....|
Password should have at least one special character

2.3 Translations

In order to access Wanda in different languages, translations need to be set-up in the system when objects are created. The default language is English, however any user can decide which language they see. Translations in DHIS 2 work in two ways.

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- **Interface Language:** is the language in which all the usual components of the database user interface are written. The menus, app names, app descriptions, DHIS 2 words etc.
- **Database Language:** represents the language for all items which have been created in the database by a user (also known as meta-data). As the database can be created in any language, the default is 'database locale' or 'no translation'. Frontline AIDS' database language is English, so to view meta-data/database in Ukrainian; this must be chosen in the user settings.

Note: Any time an object is created/updated in the system - such as a data element, indicator, category, group, data set, program, program indicator, program stage, program section etc. – a translation must be provided, if it is not, any previous translation will be lost!

Please contact [Frontline AIDS](#) to add or edit translations in the system.

2.4 Changes to the tracker entry form

If there are any changes required on the tracker entry form, please first ensure that these have been agreed at the programmatic level, as changes could affect data analysis, donor reporting requirements and aggregated data.

Please contact the Frontline AIDS team at wanda@frontlineaids.org, and please make it clear whether you are requesting:

- A new element added to the form
- An existing element edited on the form
- An element being deleted from the form