



REAct in Wanda User Manual

Data Entry, Analysis and Reporting

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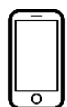
Overview

This document is an instructional manual for data entry users. It contains information regarding logging into the system, changing user and profile settings and how to enter data using the Tracker Capture application. This is directly aimed at data entry users including tools to present and analyse data.

Different styles of text have been used to highlight important parts of the Guide. Each of the styles used in the document are explained below:



Important: This refers to important information that should not be ignored, and helps in indicating how specific actions should be done.



Mobile Device: This shows where instructions are for a mobile device.



Note: This refers to particular activities/information to note.



Help: Commonly asked questions or issues.

Links to external web sites or cross references will be displayed in blue text, and underlined, for example: [Frontline AIDS Wanda](#)

Introduction

Background

The software tool within REAct used to be Martus. Martus is an open source software tool developed in 2003 by Benetech¹. After 15 years, Benetech has decided to phase out Martus because ‘Martus has already surpassed most reasonable expectations for software longevity’ and thus its technological features are becoming obsolete in view of the technological advances that have taken place since Martus’ development’². Although Benetech has committed to supporting existing Martus users, it has also indicated that there could be vulnerabilities to data safety that are still not visible, and encourages organisations using Martus to consider finding other options and transition to new, and more up-to-date systems. It is in this context that Frontline AIDS commissioned a consultant to review the field of human rights documentation tools available, and assess them according to the functionalities required for REAct. After a thorough review, Frontline AIDS has decided to develop REAct in **Wanda/DHIS2**.

What is Wanda?

Wanda is an online monitoring and reporting system that has been developed using DHIS2³. 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.

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.

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

¹ www.benetech.org

² More information on Benetech’s decision to phase Martus out can be found here:
<https://benetech.org/martus-sunsets-human-rights-data-collection>

³ <https://www.dhis2.org/inaction>

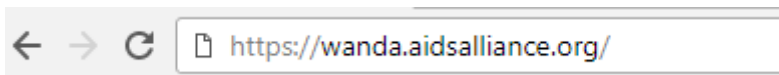
1. Accessing Wanda

1.1 Accessing Wanda on a computer

1. Launch **Google Chrome** web browser (**Note**: Chrome is the preferred browser).



2. In the address bar type the web address of the [Frontline AIDS Wanda](https://wanda.aidsalliance.org) server.



3. Press **Enter** and wait for the page to load. The screen should be similar to the one shown in the image below; this is the Wanda Login page:



4. Click on the **Username** box and type the **username**.

*Users should have been provided with a username in an email or at a Wanda training session. Remember that this must be entered **exactly** as it is written (using the lower or uppercase letters correctly).*

5. Click on the **Password** box and type the **password**.

New users will have been provided with a default password. This must be entered exactly as it is written (using the lower and uppercase letters correctly).

6. Once the username and password have been entered, press **Enter** or click **Sign In**, after which the Frontline AIDS Wanda homepage should display.



During the training, each user will have been provided with a default username and password. The password should be changed immediately after logging on the first time - see [Section 3.1](#) for instructions on how to do this.



1.2 Accessing Wanda on a mobile phone

Data can also be entered via the mobile app (*only available on Android smartphones*). Please note that mobile phones can **only** be used for data entry. Changing profile details, or analysing data can only be done through the web browser.

1. Download the **DHIS 2 Capture** App from the Google Play Store (it is free):
https://play.google.com/store/apps/details?id=com.dhis2&hl=en_GB



DHIS2 Capture

DHIS2 Medical

PEGI 3

You don't have any devices.

★★★★☆ 32

Add to wishlist

Install

2. On opening the app, the login screen will show (see below). **Note:** The user must be connected to the internet when logging in.

3. Enter the **server URL** for Wanda: <https://wanda.aidsalliance.org>

<https://wanda.aidsalliance.org>



4. Click on the **Username** box and type the **username**.

Users should have been provided with a username in an email or at the Wanda training. *Remember this must be entered exactly the way it appears written* (using the lower or uppercase letters correctly).

5. Click on the **Password** box and type the **password**.

New users should have been provided with a default password. *This must be entered exactly as it is written* (using the lower and uppercase letters correctly). To change the password, the user must log in to the system for the first time on a computer. See [Section 3.1](#) for instructions on how to change the password. Once the password has been changed, it will also work on the mobile App.

Server url

Username

Password



Help! I'm getting a message saying "Type 21 Error: Too many follow up requests when I try to login on my mobile"

This message means that you have entered your username, password, or server URL incorrectly.

Try again, and ensure you match the case and have included all the letters or special characters required.

Please also double check that the Wanda web address was entered correctly. If you still cannot login, go to Wanda on your computer and use the '**Forgot password**' link on the homepage to reset the password.



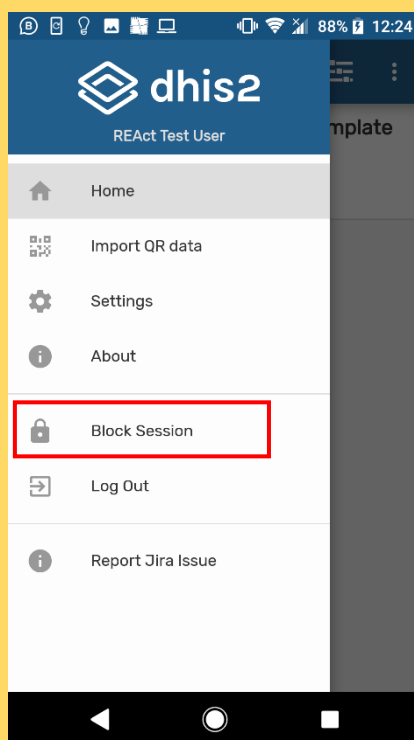
Important: Mobile Phone Security

It is important to ensure that the data you have entered into Wanda is kept securely, as it contains personal details of people that no one else should see.

There is a new feature in the mobile app that locks the app without the need to log out. This is useful when there is no internet access to keep the data in Wanda secure.

There are several actions you can take to improve security:

- Have a **lock** on your mobile phone so that no one else can use it.
- **Log out** of the DHIS2 App when you are not using it. However, you must first connect to the internet to upload any data that was entered before you log out. If you log out of the app you will lose any data entered if it has not first been synched onto the server via an internet connection ([see Section 5.4](#)).
- If you do not have internet access, you can **lock the mobile app** with a PIN Number. This keeps any data that has not been uploaded secure, and ensures no one else can get into the app. Do this on the app by selecting the three horizontal lines at the top left hand corner and going to 'Block Session'.



You enter a PIN number and this will lock the App, without losing your data. When you go back into the App it will ask you for the PIN. If you forget your PIN you can still use your username and password to log back in.

2 Navigation

Wanda is made up of a series of applications – **Apps** – that enable users to perform functions such as data entry and data analysis. All these functions are accessible within the **apps** menu.



Depending on assigned roles, different users may see/find different apps.

2.1 Main apps in Wanda

The main applications in Wanda are highlighted below.

- **Tracker Capture:** the tracker supports management, data collection, and analysis of transactional or disaggregated data.
- **Pivot Table:** this is tool that allows the user to reorganise and summarise selected columns and rows of data in a table to obtain a desired report. The reorganised and summarised data is used for analysis and can also be downloaded as tables.
- **Event Report:** this app can be used to analyse events in two types of reports:
 - a. Aggregated event reports: By selecting **aggregated** values from the top-left menu, the user can create pivot tables with aggregated numbers of events/activities. Users can also do analysis based on a range of dimensions i.e. gender or age.
 - b. Individual event reports: this generates a list of all the events. By selecting **events** from the top-left menu, the user can run searches or queries for events based on a flexible set of criteria. The report will be displayed as a table with one row per event.
- **Event/Data Visualiser:** this app presents data based on events in a pictorial or graphical format so as to visually understand the data and identify new patterns or trends. The charts/graphs created through this app can also be downloaded for further use and dissemination.
- **Dashboard:** this is the part of the home screen that is customisable and interactive. Tables and charts are organised in a way that is easy to read and navigate for the user. The user can also add tables and charts they create and save to their dashboard to refer to when required.

3 Updating user profiles

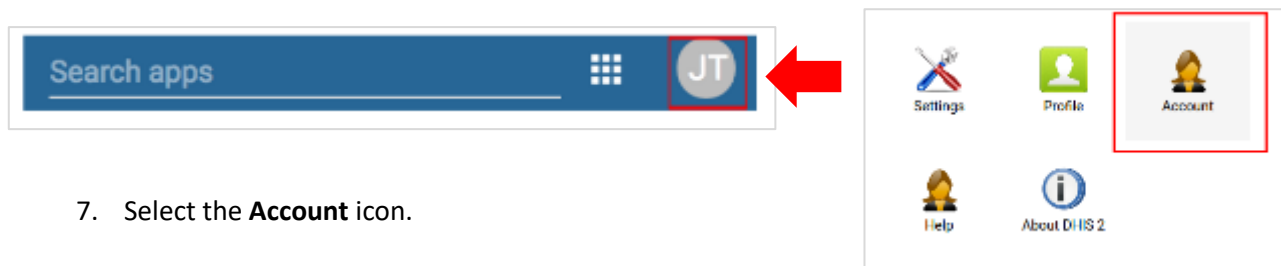
The **User Profile** app is used for changing the user profile information, settings, and password:

- User profile: to add personal information to a profile such as email address, mobile phone number, date of birth, and more.
- User settings: to change the language Wanda displays around the site (interface language) and the language of the forms (database language).
- Account settings: to reset the user password

3.1 Change the user password (Account settings)

The first time a user logs in, the password should be changed to something more personal.

6. Go to the **Users** app by hovering over (or clicking on) the round button in the upper right corner on the header bar with the user's initials.


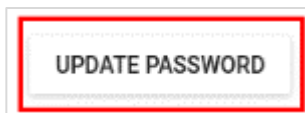


7. Select the **Account** icon.

8. On the page that displays, type in the **old password** (current password) [1], and type the **new password** twice [2 and 3] as shown in the image below.

A screenshot of the 'Account settings' form. It has a title 'Account settings' at the top. Below it are four input fields: 'Username' (containing 'bao-admin'), 'Old password' (with a red '1' next to it), 'New password' (with a red '2' next to it), and 'Repeat new password' (with a red '3' next to it).

9. Finally, click **Update Password**



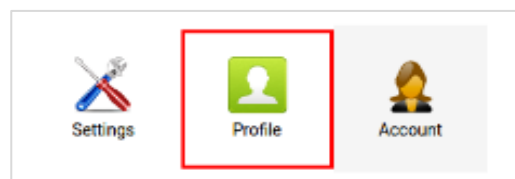
Requirements for passwords:

The new password must contain at least one capital letter, one special character, and one number. A special character is any symbol other than alphabets and numbers (ex: !%#). It must also be between 8 and 35 characters long.

3.2 Update the user profile

The **Profile** app allows the user to update personal details such as email address, contact number, name, gender, education, etc. The profile is what other users in Wanda will be able to see, and how the system is able to contact the user, for example, if the password is reset.

1. Go to the **Users** app by hovering over (or clicking on) the round button in the upper right corner on the header bar with the user's initials.



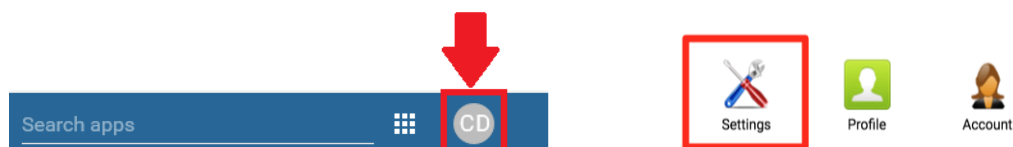
2. Click the **Profile** icon.
3. Complete the user profile fields. **Note:** The email address is the most important thing to fill in so that a reminder can be sent in case of a forgotten password.

4. A message will display saying 'Your profile was updated successfully' as each field is completed (it will save automatically when the user clicks away).

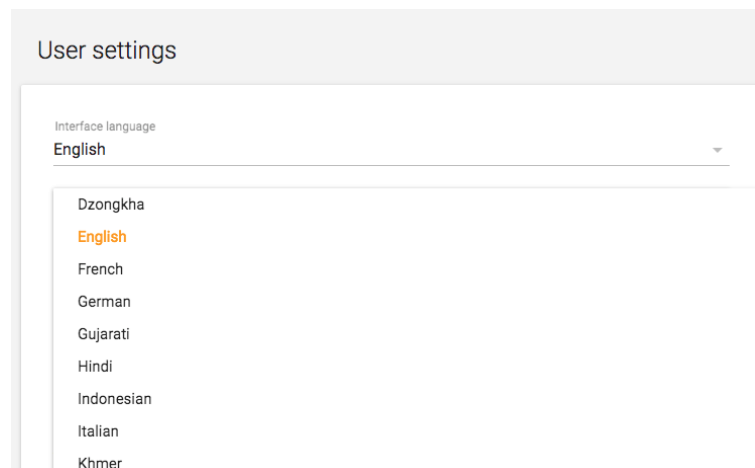
3.3 Update user languages

Please note that the display language has already been configured to match the country in which the user works in. However, to change the language that Wanda is viewed in:

1. Access the **Users app** by hovering over (or clicking on) the round button in the upper right corner on the header bar with the users initials.
2. Click the **Settings** icon.



3. By clicking on the dropdown under **Interface language**, select the desired language.



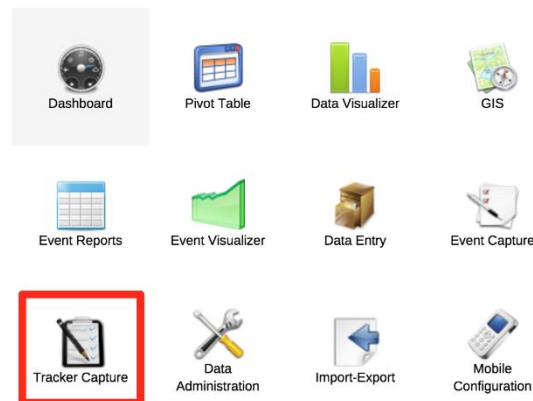
4. There is no need to click save, all changes are automatically saved.

4 Tracker Capture and REAct

This section explains how to enter data into the REAct Template. This form is used to register clients and document cases of human rights abuses and violations.

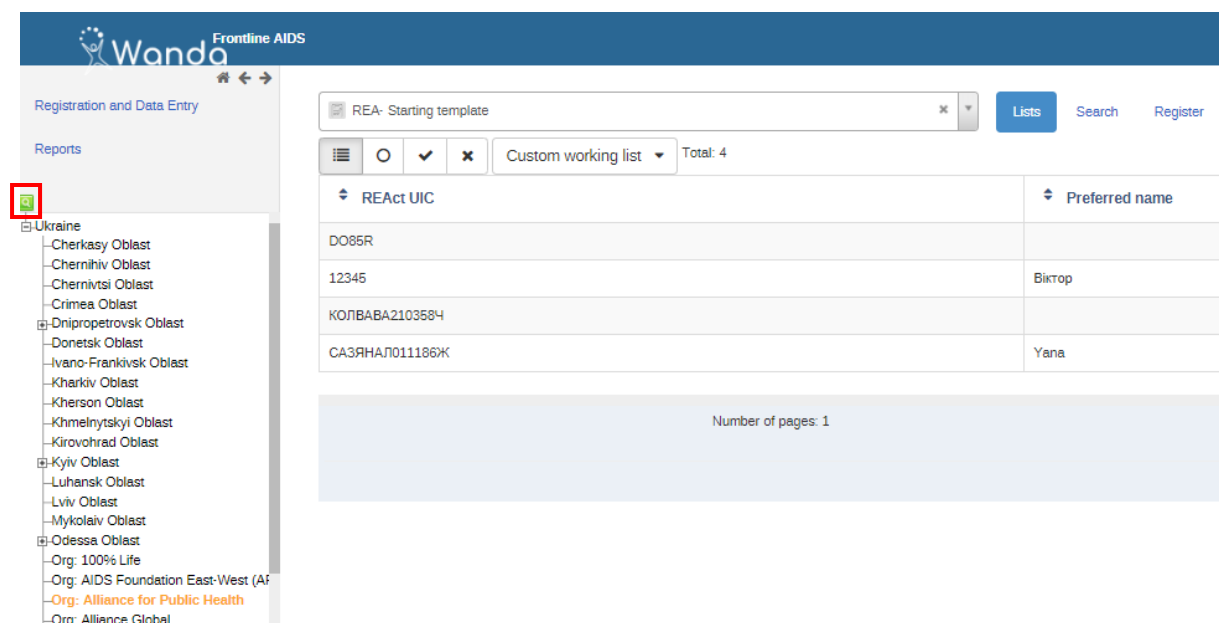
4.1 Register a new client and document a case of human rights abuse and violation

1. Choose the **Tracker Capture** app.



2. In order to begin entering data, the user will first need to select an organisation unit. In REAct, clients are registered by the location and organisation that a REActor is linked to.

From the organisation unit hierarchy tree on the left, make sure the correct organisation at the correct location is selected (in orange) as in the image below. There is also a search function highlighted in red:



Note: Only organisation units which have been assigned to the individual user will be available, so there *may* only be one option to choose from.

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

- From the Tracker Capture app, ensure the **REA- Starting template** is selected in order to continue.
- Click **Register** to open a new template form.

- The **Date of first contact** field will be auto-populated with the current date - this can be changed if required by clicking on the date and choosing a different date from the calendar.

- Enter all the necessary information about the client in the **Profile** section of the template.

Note: By clicking on any of the data fields, further guidance can be viewed:

- Note that if a UIC is entered that is the same as an existing UIC, a message will pop up to say **possible duplicates found** (when the user clicks outside of the text box).

Enrollment

Enrolling organisation unit	South africa
Date of first contact	2019-03-20

Profile

REAct UIC	sindi
-----------	-------

Possible duplicates found. ×

[View candidate](#)

By clicking on **View candidate**, a list of clients with the same UIC will be shown. This is important in order to avoid registering the same client more than once. Click on any of the information shown to see further details, or click **back** to return to the registration form:

Possible duplicates found.

Registering unit	Registration date	Inactive	REAct UIC	Preferred name	Gender:
South africa	2019-02-26	No	sindi	NOMA	

Number of pages: 1 Number of rows per page: Jump to page:

« « » »

Click to open any matching client or go back and finish registration. Back

To see the full details of this record, click on any of the information shown.

- Continue to complete the necessary information in the form about the human rights case.

Note: There are sub-categories within the form. To expand/collapse the sections, simply click on the name of the section and further questions will appear.

Data entry

Date case documented *

Cases

Who was the perpetrator?

Type of incident

Programmatic



What kind of attachments can be uploaded?

Up to five attachments can be uploaded to provide evidence or further information about the human rights cases. The maximum attachment size is 16Mb.

Note: it can take up to 300 seconds for a file to upload. In this time, Wanda does not look like it is doing anything, so you just need to be patient, and eventually the file will appear in the attachment box.

Attachments cannot be uploaded from the mobile phone app.

Can I upload pictures as attachments?

Yes, any kind of attachment can be added (audio files, pictures, pdfs, word documents, etc.)

9. When all of the required information has been entered, at the bottom of the page click **Save and continue**, or **Save and add new** (if you want to continue registering more clients) to save the record. This will then enrol the client and log the human rights case.




Help! My case won't save- I have entered data, but nothing happens when I click Save and continue or Save and add new.

Note: You will not be able to click Save and continue without answering all the sections with an asterisk (*) against them. **You may need to expand all the sub-sections in order to see all of these:**

4.2 Search for an existing client

The user can search for an existing client using the following method:

1. In the **Tracker Capture** app, make sure the correct **Organisation Unit** is selected.
2. Click on **Search** and enter either the UIC or preferred name, and press **enter** or click the  **button** (as highlighted in the image below).

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

REA- Starting template × ▼ Lists Search Register

Search for client

REAct UIC

Preferred name

More options ▼

Fill in at least 1 attribute to search

3. The details of any matching entries will be displayed, and to open a record just click anywhere on the information.

4.3 Adding additional human rights cases for existing clients

1. Open an existing client record using the search instructions above in [Section 4.2](#).
2. The page should display **Tabular Data Entry** (as in the screenshot below), along with any existing human rights cases already logged for that specific client.

Tabular Data Entry ⓘ 👤 ⬆ ⬇ ⚙

Case details

Date case documented	Organisation unit	Does this case require a response?
2019-03-19	South africa	
2019-03-20	South africa	

Date case documented * Due date

Cases

Case title *

+ 📅 ↺

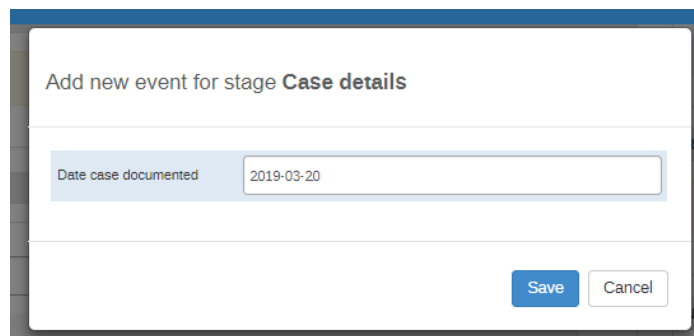


If the page does not display the tabular view automatically, then please follow the steps below to correct it:

- i. Go to the **Settings** button at the top right hand side of the page.
- ii. Click on **Show/hide widgets**
- iii. Untick ☐ **Timeline Data Entry**, and tick ☒ **Tabular Data Entry**
- iv. Press **Close**

3. To add a new human rights case for the existing client, first click on the symbol on the right of the tabular data entry box. A box will appear asking for the **Date case documented**.

Note: This will be auto-populated with the current date. To change this, simply click on the date displayed and select a new date from the calendar which pops up.

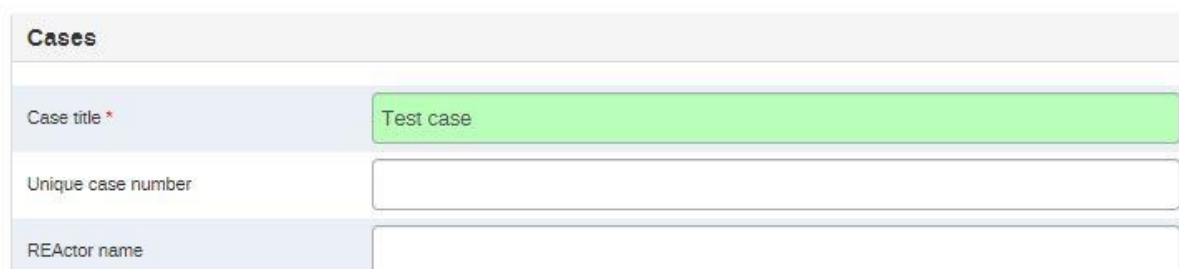


Add new event for stage **Case details**

Date case documented 2019-03-20

Save Cancel

4. Click **Save** to continue and the **Tabular Data Entry** view will show again.
5. Enter the information about the human rights case, and the information will auto-save when the user clicks outside of the text box. The box will turn green when the data has saved successfully:



Cases

Case title * Test case

Unique case number

REActor name

6. If there is additional information to add, write in the box labelled **Your note here** and click **Add** as shown below:



Your note here

Add Clear



5 Tracker Capture and REAct on a mobile phone

This section explains how to enter data into Wanda using a mobile device. This data capture is about adding clients to the system and recording their human rights abuse and violation cases.

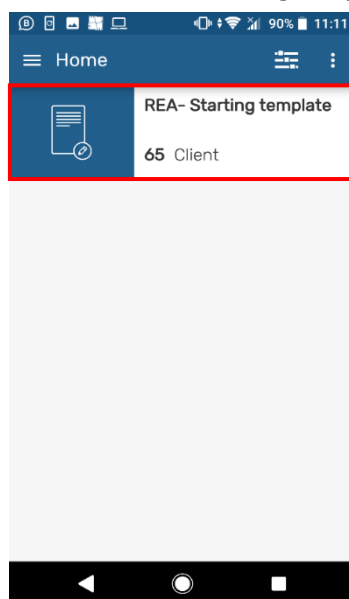
5.1 Register a new client on the mobile app




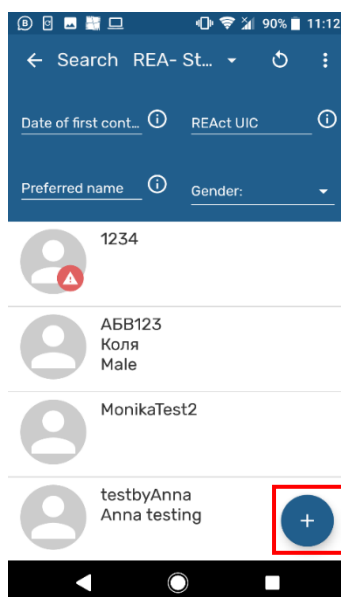
IMPORTANT: Before you register a new client, first check whether they are already registered by searching for the client (Refer to [Section 5.2](#) below— search for a client)

To register a client:

1. Open the Wanda app, and click on the REA-Starting template programme.

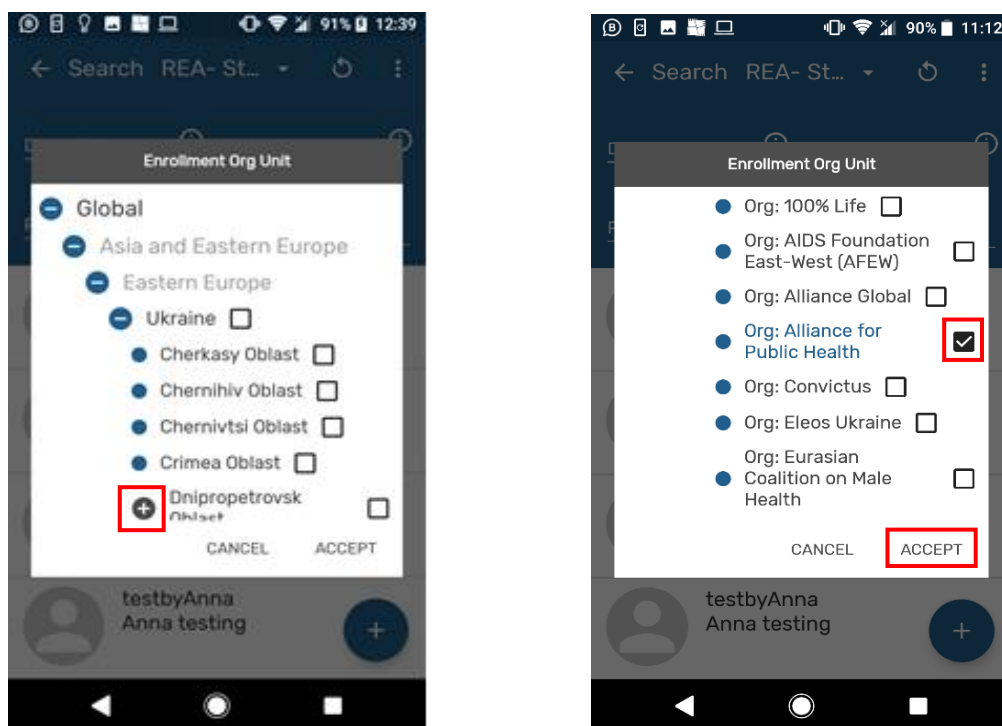


2. Click the  symbol to start enrolling a new client.

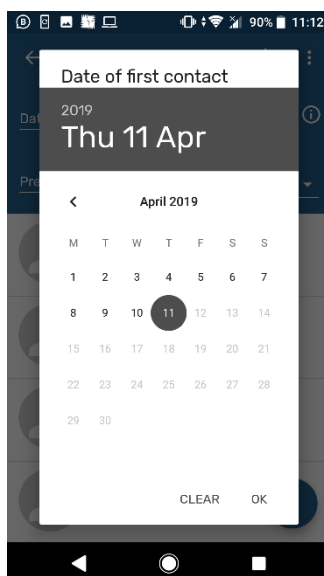


If you have questions relating to REAct M&E, contact Monika Sigrist at msigrist@frontlineaids.org. If you have technical issues with Wanda, email wanda@frontlineaids.org

3. Select the organisation (organisation unit). Countries and regions can be expanded by clicking the **+** symbol. Ensure the chosen organisation unit is ticked, and click **Accept** to continue.

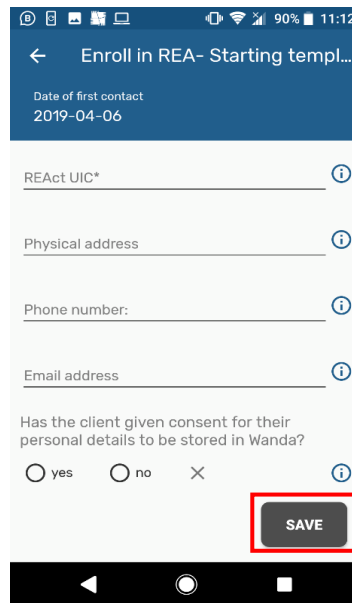


4. At this point, a calendar will display; select the **Date of first visit** of the client. Click **OK** to continue.



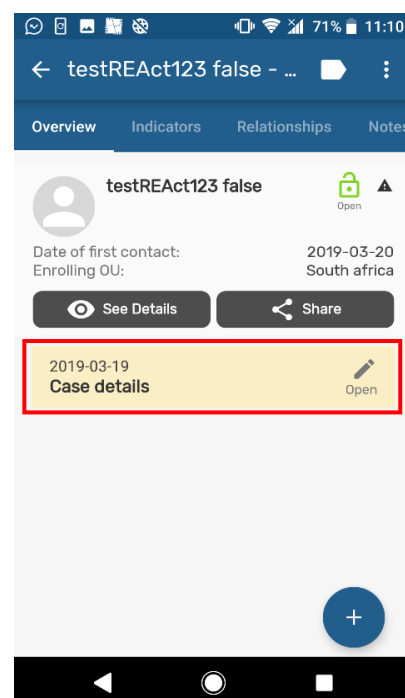
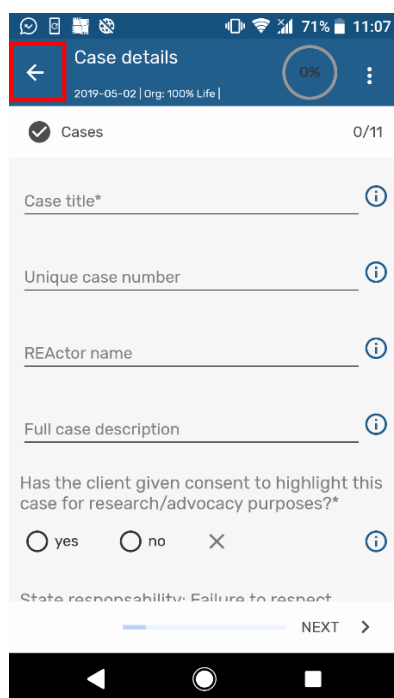
5. The enrolment form will then display; enter the necessary information about the client in the data entry form. By clicking the **i** logo, further guidance will appear about the data element.

Note: All data elements with a * indicate that these are mandatory fields, so the record cannot be saved until these have all been completed.



6. When all necessary information has been provided and the user reaches the end of the form, click the **SAVE** button as highlighted above.
7. The case details form will then automatically open as below. See [Section 5.3](#) below for further instructions on documenting the case.

If the case entry is not required at this point, click the arrow (shown below, left) to return to the client details page (below, right). **Note:** In this instance, a case would still be generated for the client (highlighted below, right); however, it would be an empty form (with no data). This should be edited later to add in the case details- see [Section 5.3](#) for further instructions.

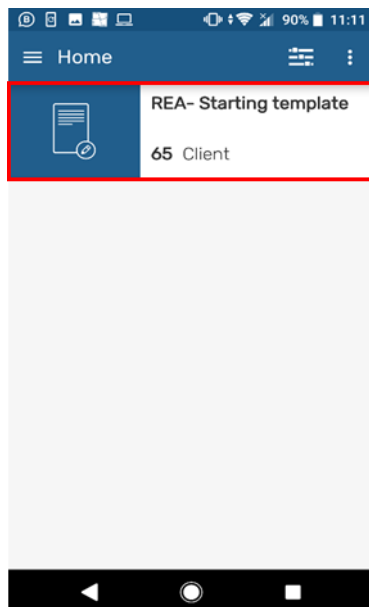




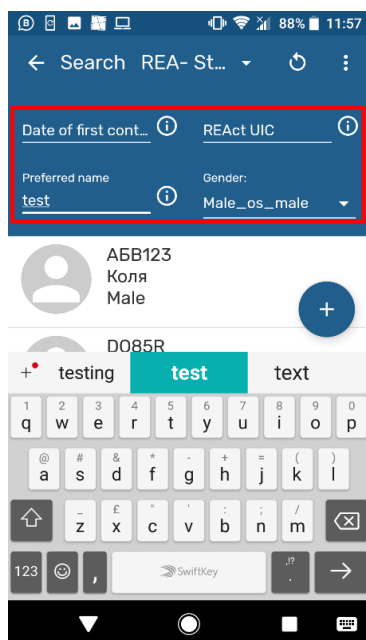
5.2 Search for an existing client on the mobile app

To search for an existing client, use the following method:

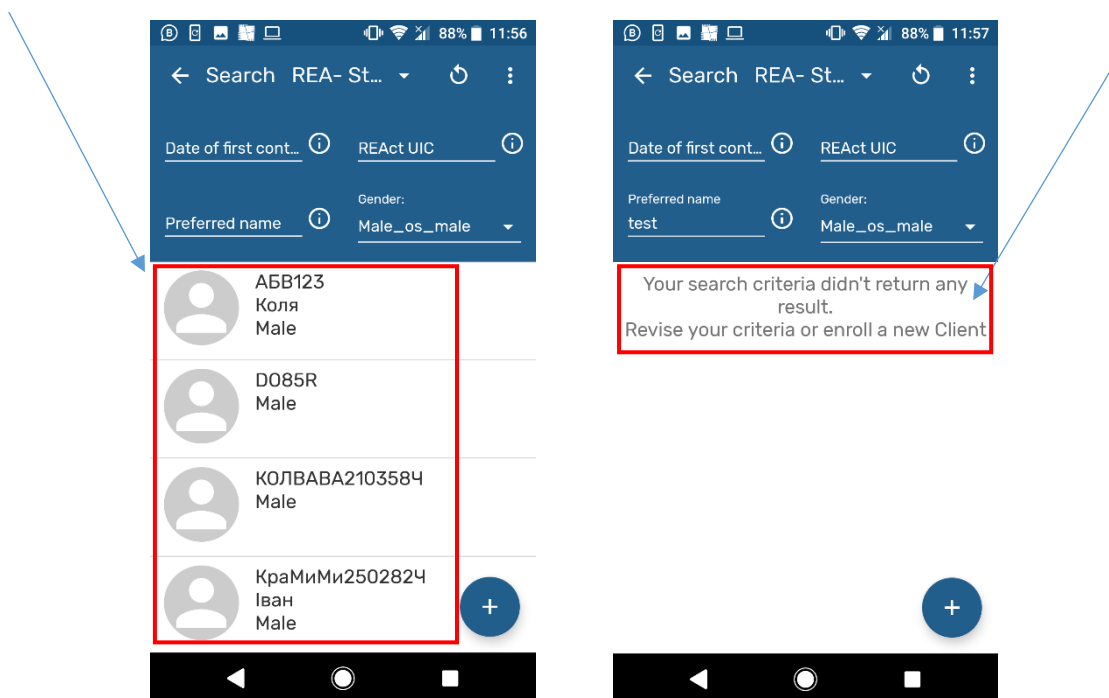
1. Open the Wanda app, and click on the REAct programme.



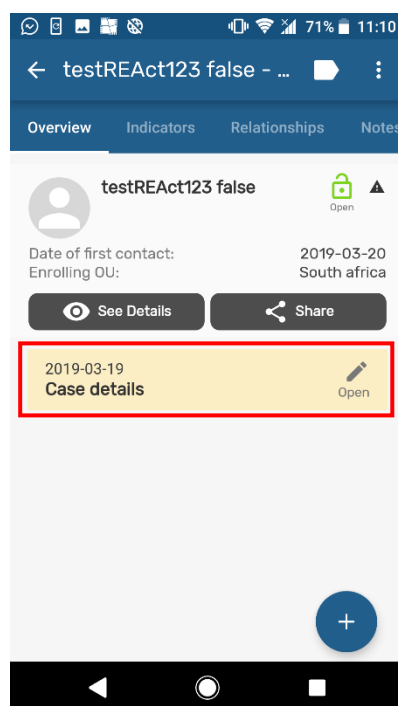
2. In the boxes along the top, enter any known information about the client (either Date of first contact, UIC, Preferred name or Gender). Note, more than one piece of data can be entered in order to narrow the search. The search will be carried out automatically when data is input.



- Results will be displayed below the search boxes; click on a record to open it and see more information. If there are no matching results, then it will prompt the user to revise the search criteria or enrol a new client.




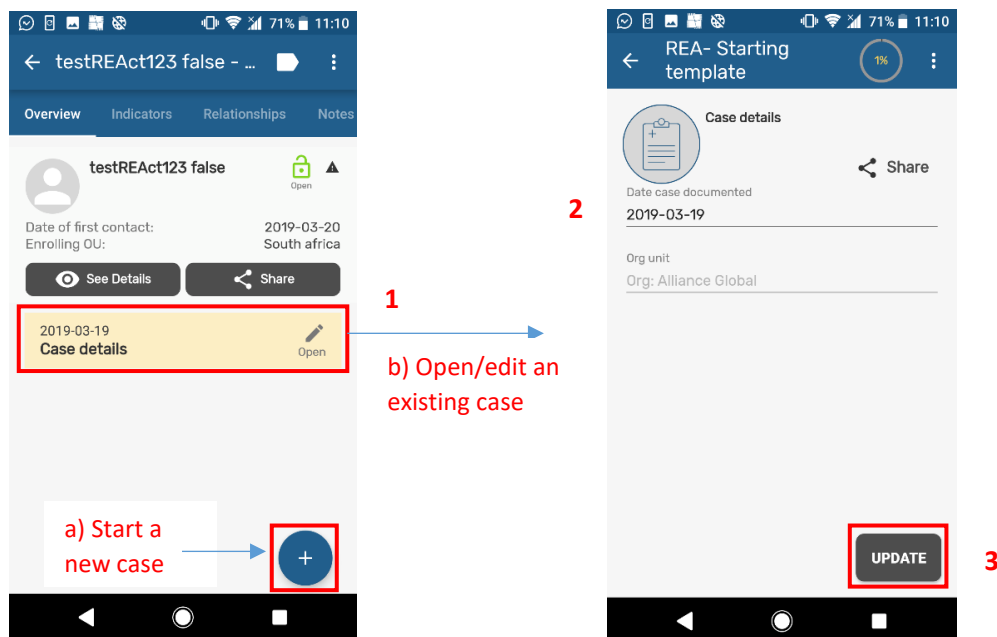
- The client page should then display as below, showing any cases previously documented in yellow boxes:





5.3 Document/edit a case of human rights abuse and violation on the mobile app

1. Open a client page; either by adding a new client (instructions in [Section 5.1](#)), or by searching for an existing client (instructions in [Section 5.2](#)).
2. a) To start documenting a **new** case, click the  icon in the bottom right-hand corner.
 b) To edit/add to an **existing case**, click on the case details as highlighted below (1), check the case details *date documented* is correct (2), and click **Update** (3).



3. The case form will then appear. Enter the information, and once a page has been completed, click **NEXT** in the bottom right-hand corner to continue. The overall form progress is displayed at the top as highlighted below.

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- To expand/collapse the sections/pages of the form, click on the section title. It is then possible to jump into a different section of the form quickly and easily.

The screenshot shows the 'Case details' form with a progress indicator at 0%. The sections listed are:

- Cases (0/11)
- Who was the perpetrator? (0/18)
- Type of incident (0/28)
- Programmatic (0/11)
- From the case description, which two interventions would be most suitable to address the issues documented in the** (0/1) - This section is selected and highlighted.
- Responses provided and updates (0/10)
- Attachments (0/10)

At the bottom, there are 'PREV' and 'NEXT' buttons with a progress bar between them.

- Once all the necessary data has been entered, click the symbol at the bottom right-hand corner of the screen (see below, left). Then click **Finish** (see below, right).
Note: All data elements with a * indicate that they are mandatory fields, so the record cannot be saved until these have all been completed.

The screenshot shows the 'Case details' form with a progress indicator at 0%. The 'Attachments' section is selected and highlighted. It contains three attachment entries, each with a description field and an information icon. At the bottom right, a red box highlights a checkmark icon.

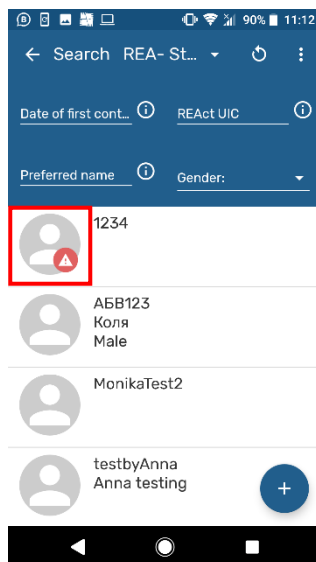
The screenshot shows the 'Case details' form with a progress indicator at 2%. The 'Attachments' section is selected and highlighted. At the bottom, there are two options: 'Finish and complete' and 'Finish'. A red box highlights the 'Finish' option.



5.4 Offline data entry and synchronising

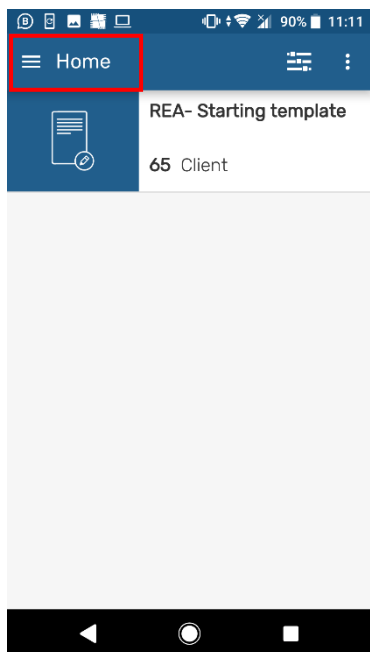
If any data has been entered on the app whilst not connected to the internet, it can be saved, however it will not be included in the programme data properly until the phone has successfully synchronised; this can only happen when the phone is connected to the internet.

If a case or client data has **not** been successfully synchronised yet, it will appear with an error icon as below:

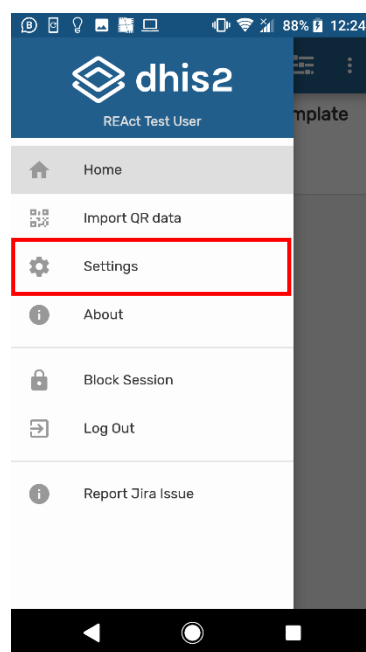


Data will automatically synchronise every day by default. By going into the settings, the sync process can be triggered at any time by clicking **Sync data now**- see steps 1-3 below.

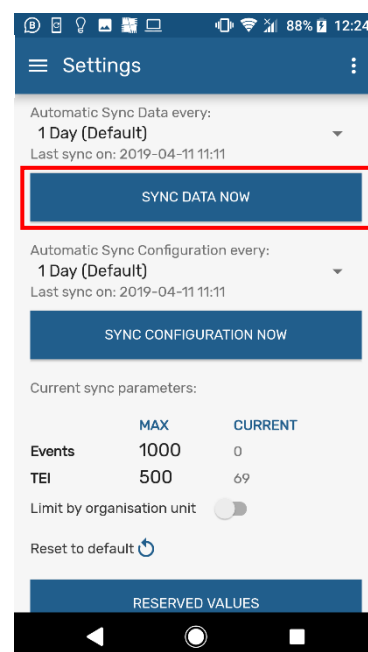
1



2



3



6 Pivot Tables

A pivot table is a dynamic tool for data analysis, which enables the user to quickly summarise and arrange data for **quantitative** data analysis. This section explains the process for creating and managing Pivot Tables.



Question: I have entered data but I cannot see the data in any reports in the pivot tables. Why does **data which is entered not show up immediately in the pivot tables in Wanda?**

Response: Data which is entered into Wanda must first be processed with the "analytics". This means that data will not immediately available in the pivot tables. Usually the analytics process will run automatically at midnight each day. After that, any data entered since the last analytics process ran will become visible.

6.1 Viewing data tables

The REAct programme team has created ready-made charts to help analyse the REAct data collected by REActors. These tables were created to help with the following analysis:

1. Reach	
Number of clients registered (# and %)	Age
	Gender
	KP
Number of cases reported	Total as well as disaggregated by perpetrator (state and non-state) and type of incident (# and %)
Location of cases	District/region/country

2. Responses	
Number of cases where a response was required	
Type of responses provided (# and %)	Directly provided
	Referral
	Needed but not available
Type of services provided (# and %)	Disaggregated by response category
Number of completed referrals (# and %)	Disaggregated by response category

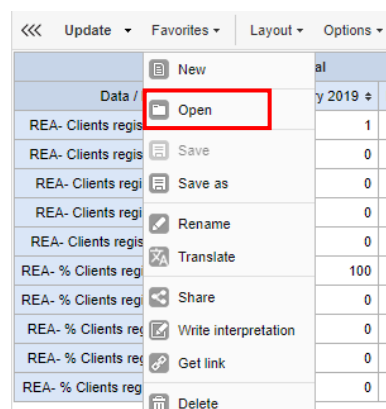
3. Programmatic	
Responsibility of the state (# and %)	Failure to respect
	Failure to protect
	Failure to promote
Recommended human rights-based programmes (# and %)	Stigma and discrimination reduction programmes

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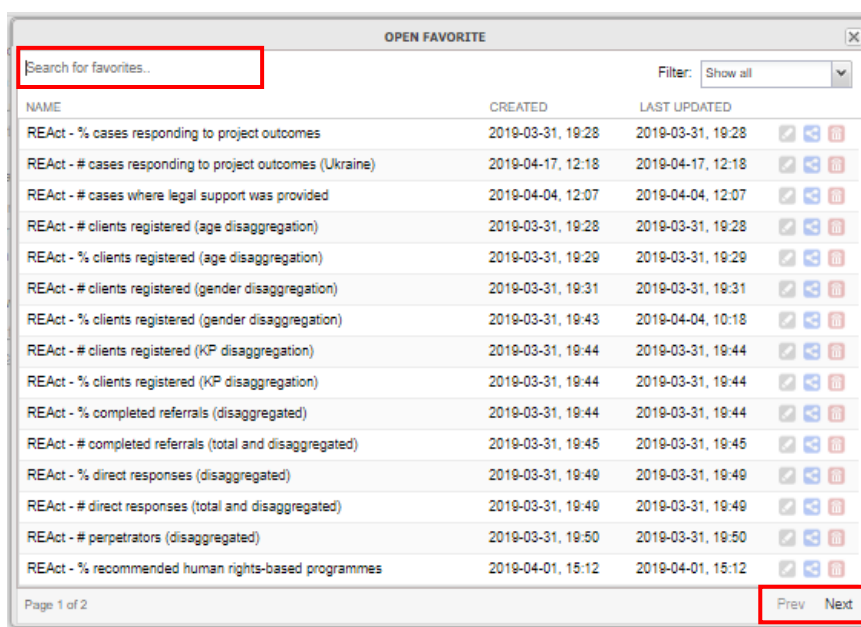
	Legal services
	Monitoring and reforming laws, regulations, and policies
	Legal literacy ('know your rights')
	Sensitisation of lawmakers and law enforcement officials
	Training for healthcare workers on human rights
	Reducing discrimination against women

6.1.1 Open Favorites

1. On the Results (right) pane, click **Favorites** then click **Open** from the dropdown list that is displayed.



2. Enter the name of a favorite in the search field to narrow the options, or click **Prev** and **Next** to manually search through multiple pages. Favorites are arranged in alphabetical order.



3. Open the favorite by clicking on it.

6.1.2 Edit existing favorites

The periods or organisation unit of an existing favorite table or report can be edited, if required. To do this:

1. Open a favorite following the instructions in [Section 6.1.2](#). above.
2. The period and/or organisation unit can be edited by selecting **Periods** and/or **Organisation Units** on the left-hand pane.

The screenshot shows the DHIS 2 Pivot Tables interface. On the left, the 'Data' pane has a search bar and a list of indicators. Below this, the 'Periods' and 'Organisation units' sections are highlighted with red boxes. The main pane displays a table titled 'REAct - # clients registered (gender disaggregation)' with the following data:


Period / Data	REA- Clients registered total	REA- Clients registered (Gender - Male)
January 2019	0	0
February 2019	0	0
March 2019	3	0
April 2019	34	12
Total	37	12

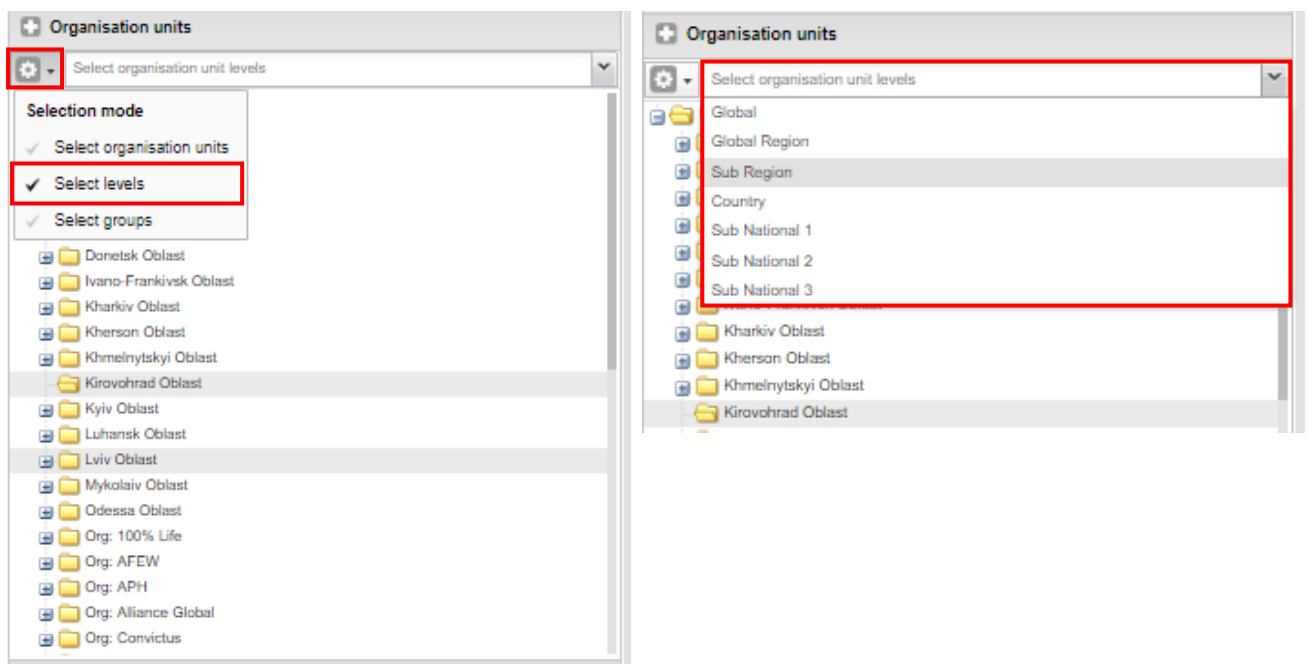
3. For **Periods**, please **note**: either a fixed period **or** a relative period must be chosen- they cannot both be selected. See below for further details on the differences between them.

The 'Periods' dialog box is shown with two main sections: 'Fixed Period' and 'Relative Period'. The 'Fixed Period' section includes a dropdown for 'Monthly' and buttons for 'Prev year' and 'Next year'. Below this is a list of months from December 2019 to September 2019. The 'Relative Period' section is divided into three columns: 'Days', 'Weeks', and 'Months'. Each column contains several radio button options for different time intervals. The 'Relative Period' section is highlighted with a red box and labeled 'Relative Period' in red text.

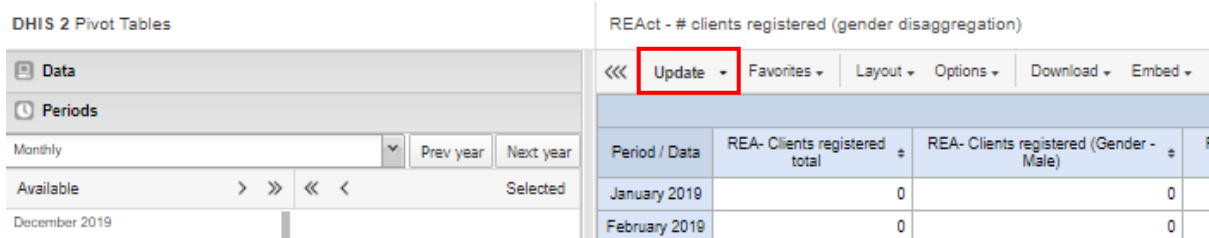
Fixed vs. Relative Periods:

- If a **Fixed** period is selected (e.g. monthly, yearly, quarterly etc.), whenever a report is generated, the data values of the table will always reflect the selected periods, and thus be static.
 - If a **Relative** period is selected (e.g. this month, last year, this quarter etc.), whenever a report is generated, the data values of the table will be relative to the current time within the system following the reporting parameter selected; and thus will alter over time.
 - **Last 12 months** is ticked by default, untick it before clicking on the period required.
4. The organisation unit/s can be changed, by selecting **Organisation Units** on the left-hand pane. Multiple organisation units can be selected by holding down the [shift] key and clicking all of the required organisation units.

Additionally, to include all organisation units globally, or within a region, sub-region, country etc., click  and tick **Select levels**, where the organisation unit level can be chosen as below:



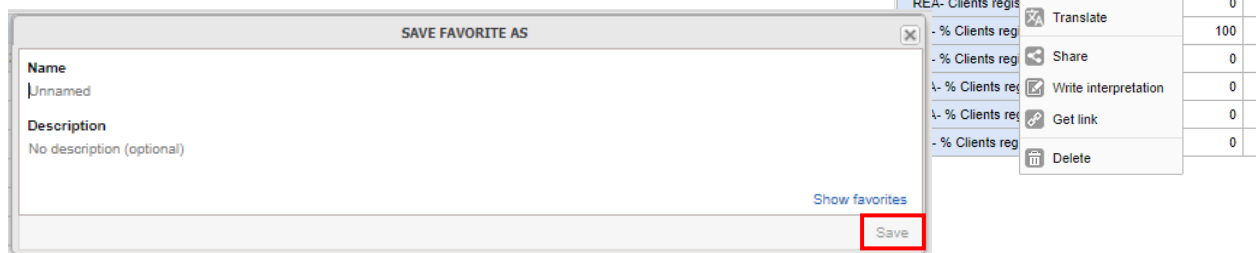
5. When any changes have been made, click **Update** on the top right-hand pane to update the table.



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6.1.3 Save new favorites

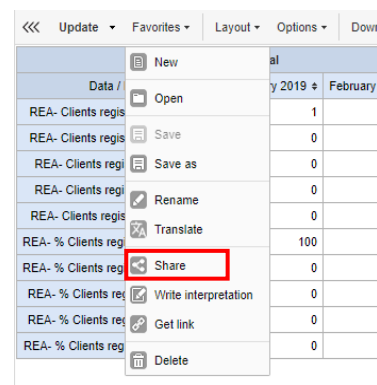
1. Edits cannot be saved onto the ready-made pivot tables. Therefore, to save any changes made to an existing pivot table:
2. Click **Favorites** and then **Save as** from the dropdown list displayed.
3. Enter a **name** and **description** for the favorite. It is important to name the favorite properly. It should include: "[REAct]".




4. Click **Save**.
5. Saved tables are only visible to the user who created them. To share a created table more widely, the favorite can be shared with the relevant people ([see 6.1.4](#) below).

6.1.4 Share favorites

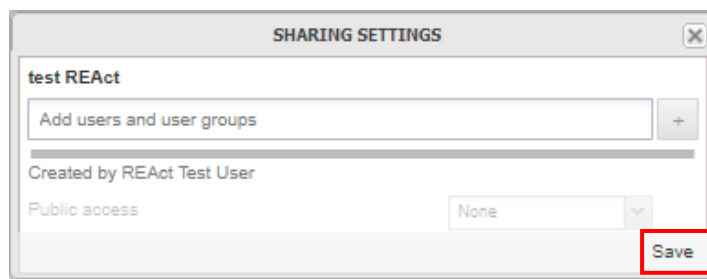
1. Open the **Favorite** to share.
2. Click **Favorites** and then select **Share** from the dropdown list.
3. Select sharing settings:
 - a. Select other user(s) to share with.
 - b. Press the + button to add each one.



Issue: I have added a user/user group, but they have not received my table.

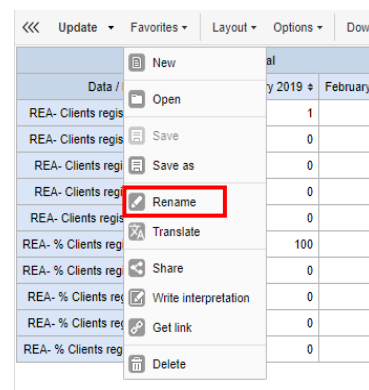
Response: After selecting the user/user group to share with, the  must be clicked to add them. All the users and user groups that will then be displayed in the box.

4. Click **Save**.



6.1.5 Rename favorite

1. Open the **Favourite** to rename.
2. Click **Favorites** and then select **Rename** from the dropdown list.
3. Enter the new name for the favorite.
4. Click **Update**.



6.1.6 Delete favorites

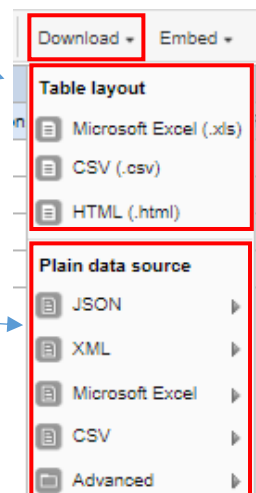
1. Click **Favorites** and then select **Delete** from the dropdown list. **Note:** only tables that the user has created or edited can be deleted.
2. Click **OK** to confirm.

6.2 Download pivot tables

6.2.1 Download table layout data format

To download the data in the current pivot table:

1. Click **Download**.
2. Under **Table layout**, select the desired download format. We recommend Microsoft Excel (.xls).



6.2.2 Download plain data source format

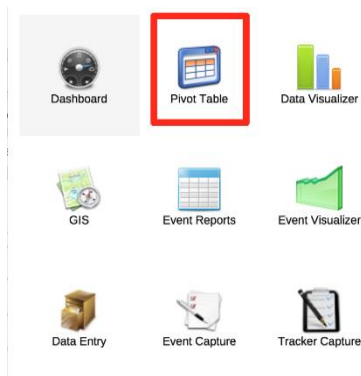
To download plain data source formats:

1. Click **Download**.
2. Under **Plain data source**, select the desired file format.

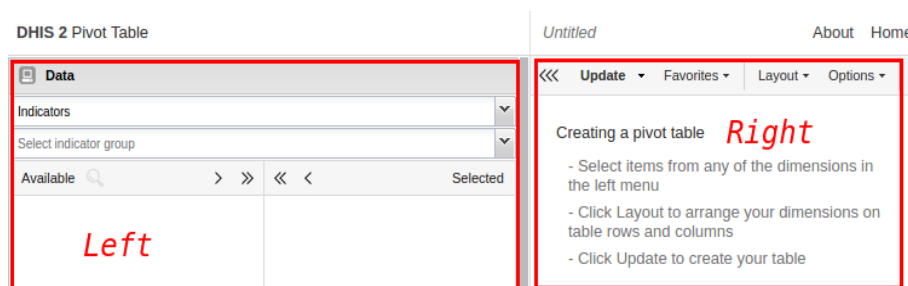
6.3 Create your own Pivot Tables

To create Pivot Tables:

1. Access the pivot tables module by clicking the **Pivot Table** icon in the **Apps** menu.





- The Pivot Table screen displays with two window panes: The **Dimensions** pane on the left, and the **Results** pane on the right. The Dimensions pane is where the data dimensions for the analysis are selected; the Results pane displays/returns the results of the dimensions pane.

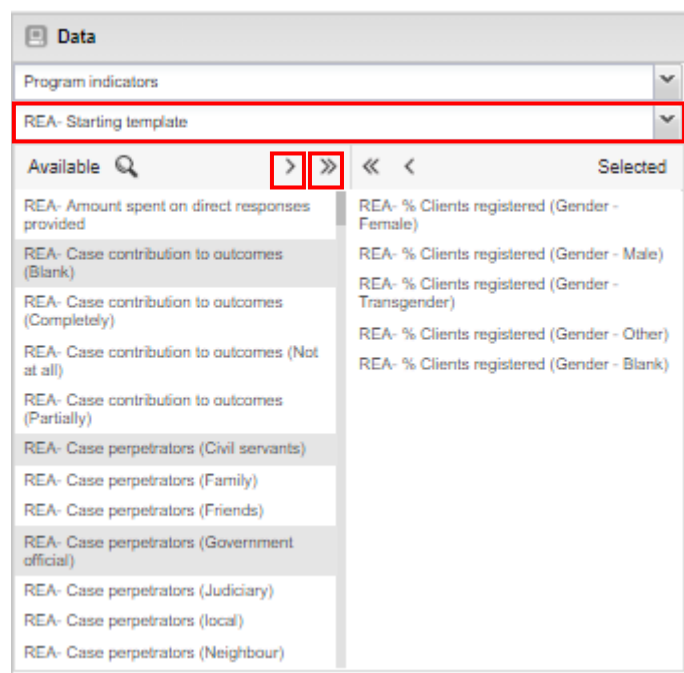




- In the menu to the left, select the dimension items to be analysed, for example either **data elements**, **indicators**, or **program indicators**.



- Data elements:** Specific data or data elements represent the raw data being collected.
- Indicators:** Represent formulas providing coverage rates, incidence rates, ratios and other formula-based units of analysis.
- Program indicators:** Represent formulas providing coverage rates, incidence rates, ratios and other formula-based units of analysis for a **Program** ('program' here is in the DHIS2 sense).

- To add data for analysis, make sure the correct programme [**REA- Starting template**] is chosen as below, and then click on the element/s to be analysed (multiples can be chosen by holding down the [shift] key. Click the  button to move them over to the **Selected** area. To add *all* of the available elements at once, use the  button.

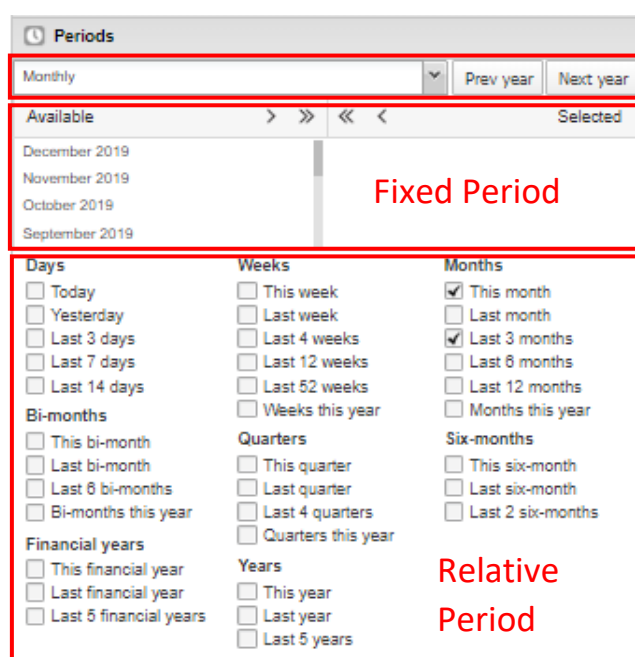


To *deselect* any elements, use the  or  buttons.

- Select time **Period (s)** for analysis. These can be fixed periods (top pane), or periods relative to the current date (bottom pane).



By default, a relative period will be selected, so this may need to be unticked if not desired.




Fixed vs. Relative Periods:

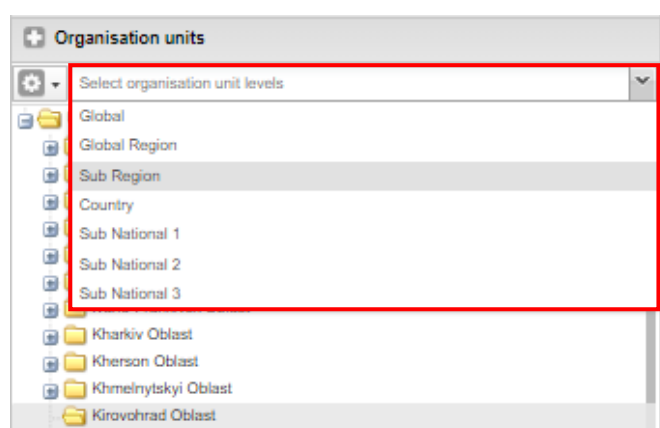
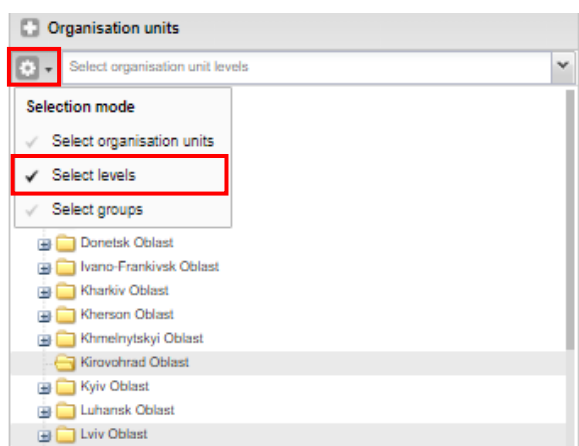
- If a **Fixed** period is selected, whenever a report is generated, the data values of the table will always reflect the selected periods, and thus be static.
- If a **Relative** period is selected, whenever a report is generated, the data values of the table will be relative to the current time within the system, following the reporting parameter selected; and thus alter over time.

6. Select the organisation unit(s) to report on. Multiples can be selected by holding down the [shift] or [ctrl] keys and clicking all the organisation units required.



Note that if there any child organisation units under the selected organisation unit, the data for the children will aggregate together, and this may mean that the data is double counted.

Additionally, to include all organisation units globally, or within a region, sub-region, country etc., click  and tick **Select levels**, where the level can be chosen as below:



7. Click **Update** to see the table display in the results pane.

DHIS 2 Pivot Tables

Data

Periods

Monthly ▼ Prev year Next year

Available > >> << < Selected

December 2019

REAct - # clients registered (gender disaggregation)

<<< Update ▼ Favorites ▼ Layout ▼ Options ▼ Download ▼ Embed ▼

Period / Data	REA- Clients registered total	REA- Clients registered (Gender - Male)
January 2019	0	0
February 2019	0	0



To save, share or delete any created event reports, the process is the same as described from [Section 6.1.3](#) onwards.

7 Data visualizer

With the Data Visualizer app, the user can select content (indicators, data elements, periods and organisation units) for a more visual analysis in charts.

There are two main ways to create charts in data visualiser:

- [By using data from an existing pivot table](#) to create a chart (**note:** this is recommended as the fastest and easiest method)
- [Building a new chart from scratch](#) using indicators, data elements, periods and organisation units.

7.1 Creating charts from existing pivot tables

1. Open the Pivot Table app.
2. Open a favorite, or create a new pivot table using the process in [Section 6.1](#).
3. In the top right hand corner of the viewing pane, click on **Chart**.

REAct - # clients registered (age disaggregation)

Table Chart

Period / Data	REA- Clients registered total	REA- Clients registered (Age <10)	REA- Clients registered (Age 10-19)	REA- Clients registered (Age 20-24)	REA- Clients registered (Age >24)	REA- Clients registered (Age blank)
February 2019	0	0	0	0	0	0
March 2019	3	0	0	0	3	0
April 2019	33	1	3	1	13	16
May 2019	0	0	0	0	0	0
Total	36	1	3	1	16	16

4. Next, click on **Open this table as chart** and it will automatically open in the Data Visualiser app.
5. The data should now show in a chart (see screenshot below in step 6). To change the type of chart, choose from the options on the top row of the left-hand panel. Ensure to click **Update** to apply the changes to the chart.

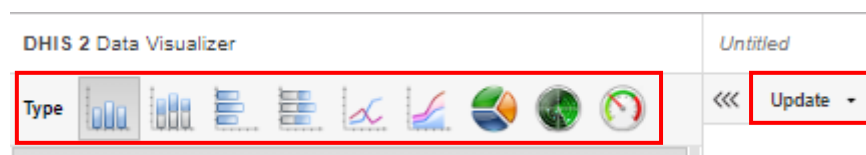
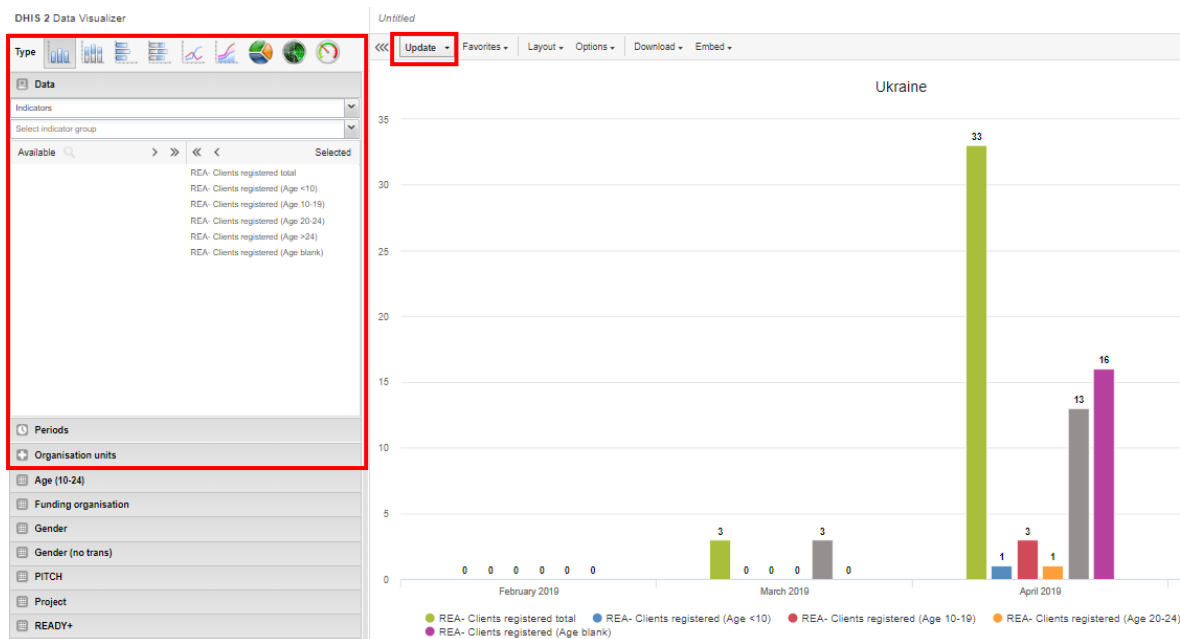


Chart types include, from left to right: Bar Graphs, Stacked Bar Graphs, horizontal bar graphs, sacked horizontal bar graphs, Line Graphs, Filled Line Graphs, Pie Charts, Radar Charts, and a Gauge.

6. The data elements, periods and organisation units can be also be changed using the left-hand panel (see [Section 6.1.2](#) for further guidance on editing tables).

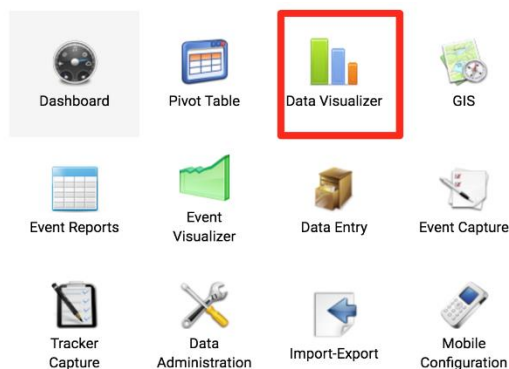


Issue: I have tried to create a pie chart, but it does not display my data correctly.

Response: You may need to change the **chart layout** - see [Section 7.3](#) below on how to do this.

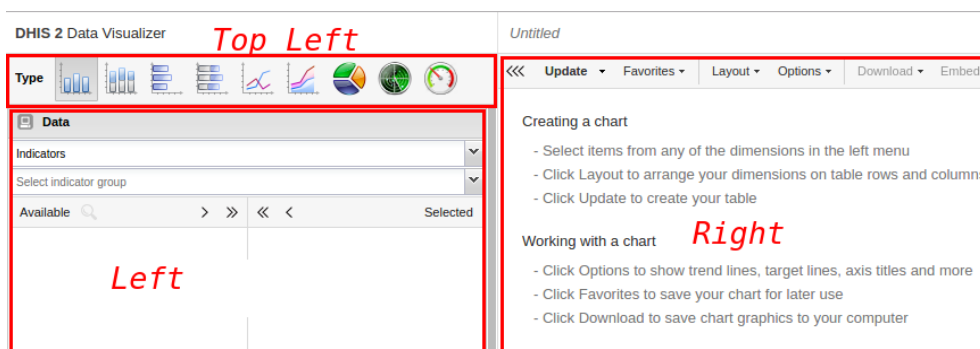
7.2 Creating charts using data dimensions



1. In the **Apps** menu, click **Data Visualizer**.

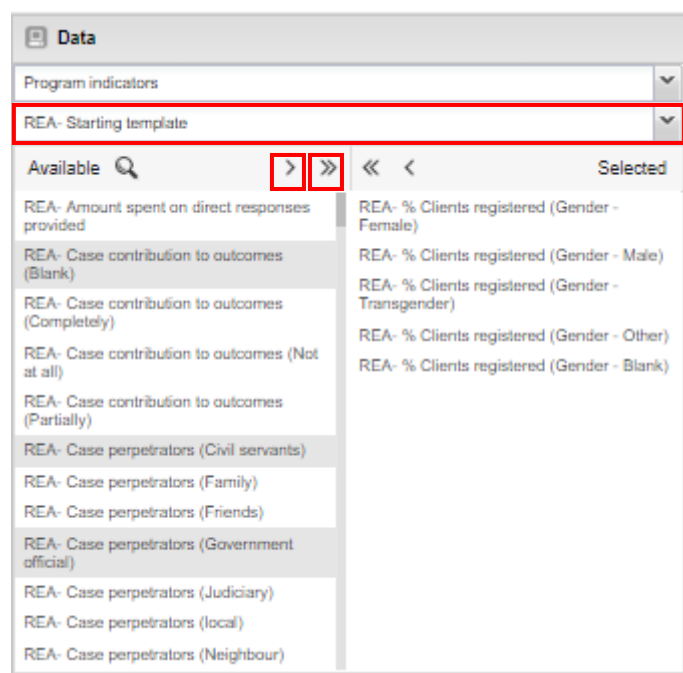




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- The Chart screen displays, divided into three main sections: The **Chart Selection Type** (top left of below image), **Data Dimensions** (left), and **Chart Results** (right).



- In the menu to the left, select the dimension items to be analysed, i.e. either **indicators**, **event data**, or **program indicators**.
- To add data for analysis, make sure the correct programme [REA- Starting template] is chosen as below, and then click on the element/s to be analysed (multiples can be chosen by holding down the [shift] key), and then click the  button to move them over to the **Selected** area. To add *all* of the available elements at once, use the  button.



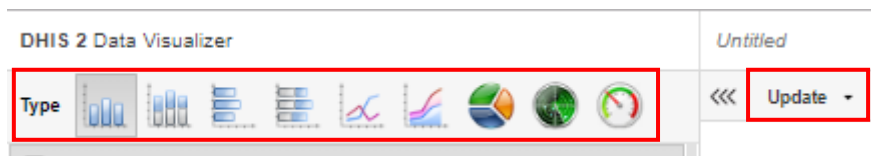
To *deselect* any elements, use the  or  buttons.

- Select the time **Period(s)**. (If unclear, this is an identical process to step 3. of [Section 6.1.2](#))
- Select the **Organisation Unit(s)**. (If unclear, this is an identical process to step 4. of [Section 6.1.2](#))
- Click **Update** to see the Chart Results display in the results pane.

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

7.2.1 Select chart types

1. To change the type of chart, choose from the options on the top row of the left-hand panel. Chart types include, from left to right: bar graphs, stacked bar graphs, horizontal bar graphs, stacked horizontal bar graphs, line graphs, filled line graphs, pie charts, radar charts, and a gauge.



2. Once a type of chart has been chosen, click **Update** to refresh the current chart view.

7.3 Changing the chart layout

The user can define which dimension of the data to appear as series, categories and filters.

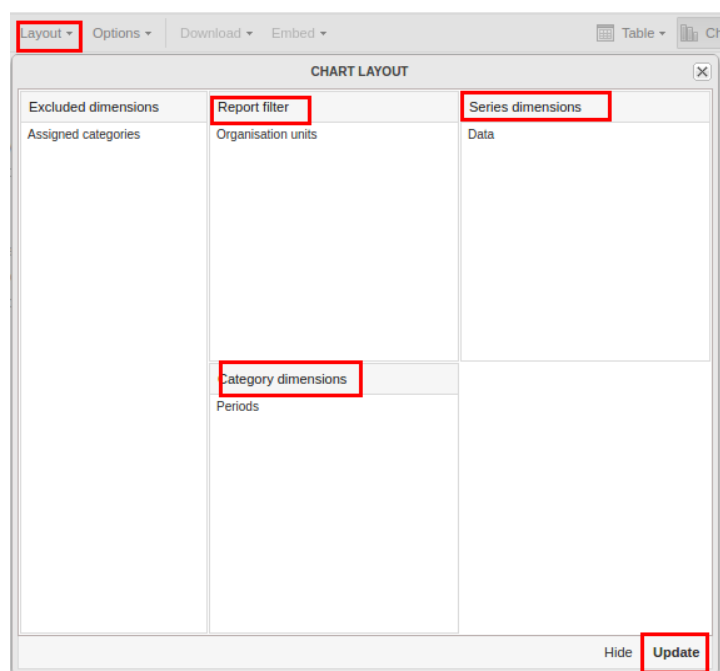
- **Series:** think of this as the y-axis on a chart or rows in pivot tables
- **Categories:** think of this as the x-axis on a chart or columns in a pivot table.
- **Filter:** The filter selection will include the selected dimension in the chart, but not specifically display it. In the image below, all the selected organisation unit data would be included, but aggregated together, rather than split out for each individual organisation unit.

To change the chart layout:

1. Click **Layout**.



2. Drag and drop the dimensions to the appropriate space. In the image below, were the 'organisation units' dimension dropped below the 'data' dimension; each individual data element would be split out by all the organisation units. Were 'organisation units' dropped above 'data'; each organisation unit would be split out by each data item.



3. When finished, click **Update** to view the chart.



To save, share or delete any created charts, the process is the same as described in [Section 6.1.3](#) onwards.

8 Event Reports

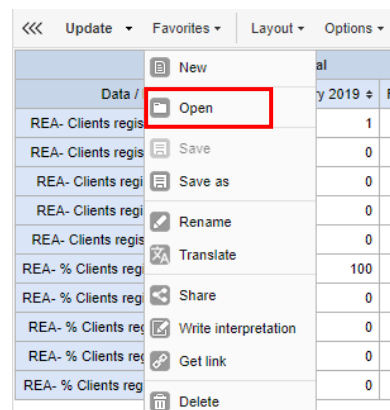
Event Reports are different to Pivot Tables in that they show the detail behind the numbers provided in Pivot Tables. Event Reports are used for **qualitative data analysis**.

8.1 Opening and managing favorite event reports

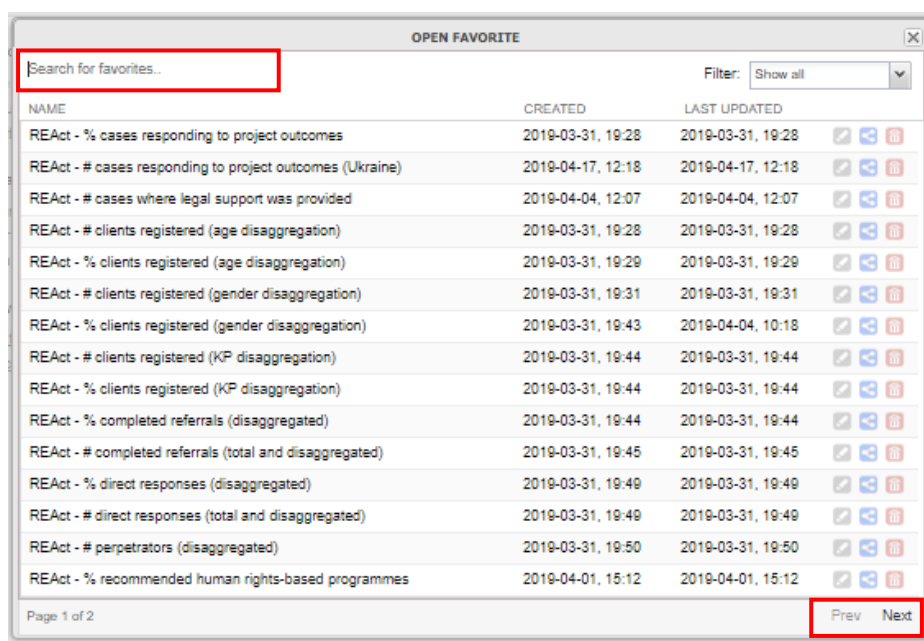
1. From the **Apps** menu, click the **Event reports** icon.



2. On the Results (right) pane, click **Favorites** then click **Open** from the dropdown list that is displayed.



3. Enter the name of a favorite in the search field to narrow the options, or click **Prev** and **Next** to manually search through multiple pages. Favorites are arranged in alphabetical order.
4. Open the favorite by clicking on it.



Refer to [Section 6.1.2](#) onwards for more on managing favorites in Event Reports (i.e. editing, saving, sharing, renaming and deleting favorites).

8.2 Creating your own Event Reports

The Event reports screen displays with two window panes: The **Dimensions** pane on the left, and the **Results** pane on the right. The Dimensions pane is where the data to be analysed is selected, and the Results pane displays/returns the results of the dimensions pane.

DHIS 2 Event Reports

Aggregated values
Show aggregated event report

Events
Show individual event overview

Dimensions plane

Results plane

Creating an event report

- Select items from any of the dimensions in the left menu
- Click Layout to arrange your dimensions on table rows and columns
- Click Update to create your table

Working with an event report

- Click Options to hide sub-totals or empty rows adjust font size and more
- Click Favorites to save your table for later use
- Click Download to save table data to your computer



Event reports, just like Pivot tables, usually consist of the following 'Dimensions' arranged in various ways: Organisation Units, Data [Data Elements, Indicators] and Periods.

1. It is important to first ensure that the **Events** tab is selected.

DHIS 2 Event Reports

Aggregated values
Show aggregated event report

Events
Show individual event overview

Data

2. Select the **Data dimensions** to use in the report:

In the **Data** tab, select the **Program** and **Stage**.

- a. The data elements associated with the selected program are listed under Available. Each data element acts as a dimension.
- b. Select the data elements needed by double-clicking on them. After selecting a data element, it is visible under selected data items.
- c. (Optional) Each data element can be specified by using a filter with operators such as "greater than", "in" or "equal" together with a filter value.

DHIS 2 Event Reports

Aggregated values
Show aggregated event report

Events
Show individual event overview

Data

Program: REA- Starting template

Stage: Case details

Available

- [P] REA- Responses provided (Directly)
- [P] REA- Responses provided (Needed & not available)
- [P] REA- Responses provided (Referrals)
- [P] REA- Responses provided total
- [P] REA- Responsibility of state (Blank)
- [P] REA- Responsibility of state (Failure protect)
- [P] REA- Responsibility of state (Failure respect)
- [P] REA-Referral: HIV TC&S- PEP

Selected data items

- [DE] REA- State/other perp: political representatives
- [DE] zzREA- Full case description
- [DE] zzREA- Please describe how
- [P] REA- Responsibility of state (Failure promote)

3. Select the **Periods** tab.
 - a. There are two options for the types of period; **Fixed and Relative periods** and **Start/end dates**.

DHIS 2 Event Reports

Aggregated values Show aggregated event report	Events Show individual event overview
<div> <div>Data</div> <div>Periods</div> </div>	
<div> <div>Fixed and relative periods</div> <div>Fixed and relative periods</div> <div>Start/end dates</div> </div>	
Available	Selected

Fixed and Relative periods:

- If a **Fixed** period is selected (e.g. monthly, yearly, quarterly etc.), whenever a report is generated, the data values of the table will always reflect the selected periods, and thus be static.
- If a **Relative** period is selected (e.g. this month, last year, this quarter etc.), whenever a report is generated, the data values of the table will be relative to the current time within the system following the reporting parameter selected; and thus will alter over time.
- **Last 12 months** is ticked by default, untick it before clicking on the period required.

Start/end dates:

This period type lets you specify flexible dates for the time span in the report. Since event data is not 'routine', the start and end dates simply define the time window in which to return results from.

Periods

Start/end dates

Start date End date


2019-02-01 2019-05-01

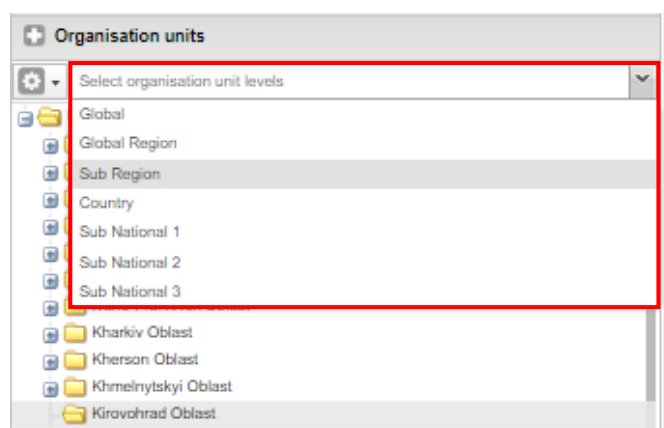
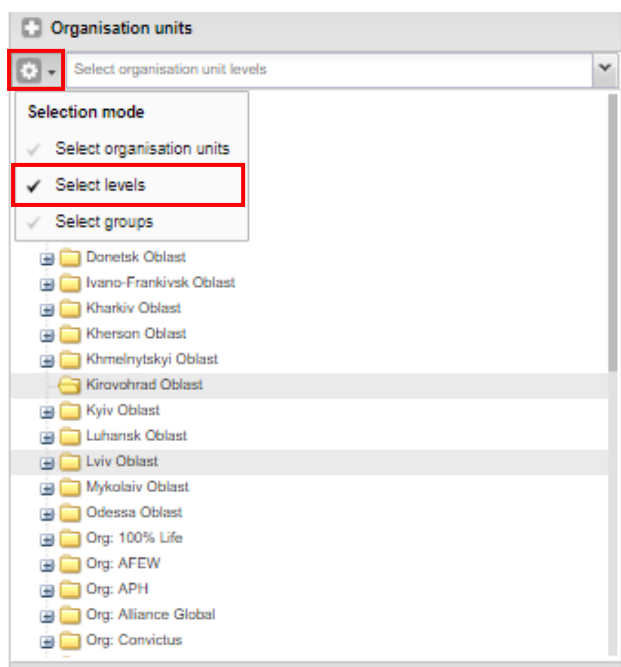
<Prev Today Next>

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Clear Close

4. Select the **Organisation units** tab.
 - a. Click the settings icon. 
 - b. Choose a **selection mode** and an **organisation unit** (more than one can be selected by holding the [shift] key and clicking on multiple lines).



Note: if there any child organisation units under the selected organisation unit, the data for the children will aggregate together, and so this may mean that the data is double counted.

5. Click on **Update** to see the Individual event reports result.

DHIS 2 Event Reports

* REAct - state responsibility

Aggregated values: Show aggregated event report | Events: Show individual event overview

Data

Program: REA- Starting template | Stage: Case details

Available: All

[DE] REA- Amount spent?
 [DE] REA- Attachment 1
 [DE] REA- Attachment 2
 [DE] REA- Attachment 3
 [DE] REA- Attachment 4

Update | Favorites | Layout | Options | Download | Embed

#	Event date	Organisation unit	REAct UIC
1	2019-04-03 00:00:00.0	Org: 100% Life	Client 1
2	2019-04-03 00:00:00.0	Org: 100% Life	MS123456
3	2019-04-03 00:00:00.0	Org: 100% Life	AM83R
4	2019-04-03 00:00:00.0	Org: 100% Life	AM83R

6. To view the same data in an aggregate value event report, click on the **Aggregated values** tab and then **Update**:

DHIS 2 Event Reports

* REAct - state responsibility

Aggregated values: Show aggregated event report | Events: Show individual event overview

Data

Program: REA- Starting template | Stage: Case details

Available: All

[DE] REA- Amount spent?
 [DE] REA- Attachment 1
 [DE] REA- Attachment 2
 [DE] REA- Attachment 3

Update | Favorites | Layout

REA-Case- State responsibility: Failure to

1

8.2.1 Change the layout of Event reports

To change the layout of a table:

1. At the top of the screen, click '**Layout**' to select the options. The Table layout displays.

DHIS 2 Event Reports

* REAct - state responsibility

Aggregated values Show aggregated event report		Events Show individual event overview	
<div> <div> Data </div> <div> Program </div> <div> Stage </div> <div> REAct - Starting template </div> <div> Case details </div> <div> Available </div> <div> All </div> </div>			
#	Event date	Organisation unit	REAct UIC
1	2019-04-03 00:00:00.0	Org: 100% Life	Client 1
2	2019-04-03 00:00:00.0	Org: 100% Life	MS123456

2. For **Aggregate values event reports**, the data can be changed by selecting the specific value required for the report in the 'value' quadrant.

Layout Options Download Embed

TABLE LAYOUT

Report filter

Periods

READY+ Implementing Partners

Column dimensions

Organisation units

READY+ Communities/Facilities

Row dimensions

[DE] ART initiation (Clinician)

READY+ OU Groups

Value

Aggregation

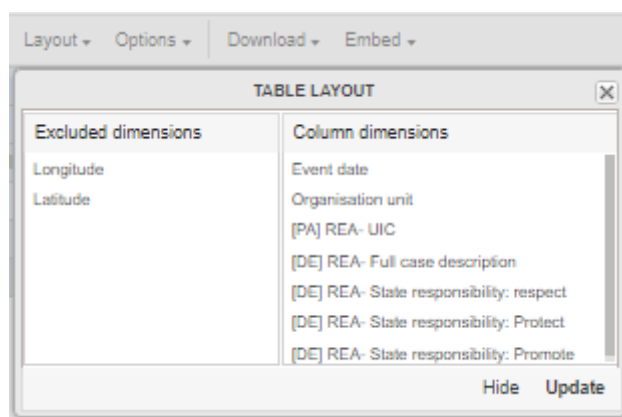
Number of events

Count

Time field

Event date

3. Data dimensions then can be dragged and dropped into to the respective column, row or filter quadrants. Click **Update** to see the updated table.
4. For **Individual Event reports**, the layout is divided into **Excluded dimensions**, where the items not needed in the report are hidden and **Column dimensions**, all items in this dimension will be displayed in the column of the report.



5. **Drag** and **drop** items into the different dimensions as you want displayed in your report. Click **Update** to see the updated table.



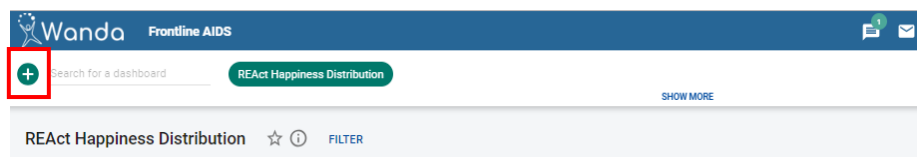
To save, share or delete any event reports, the process is the same as described in [Section 6.1.3](#) onwards.

9 Dashboards

After login, Wanda loads the user's default Dashboard. Dashboards are a collection of charts, maps and tables that display dynamic information. Each user can either use dashboards defined by the Wanda administrator, or can build their own personalised dashboards on the basis of the charts or pivots tables visible only to the user.

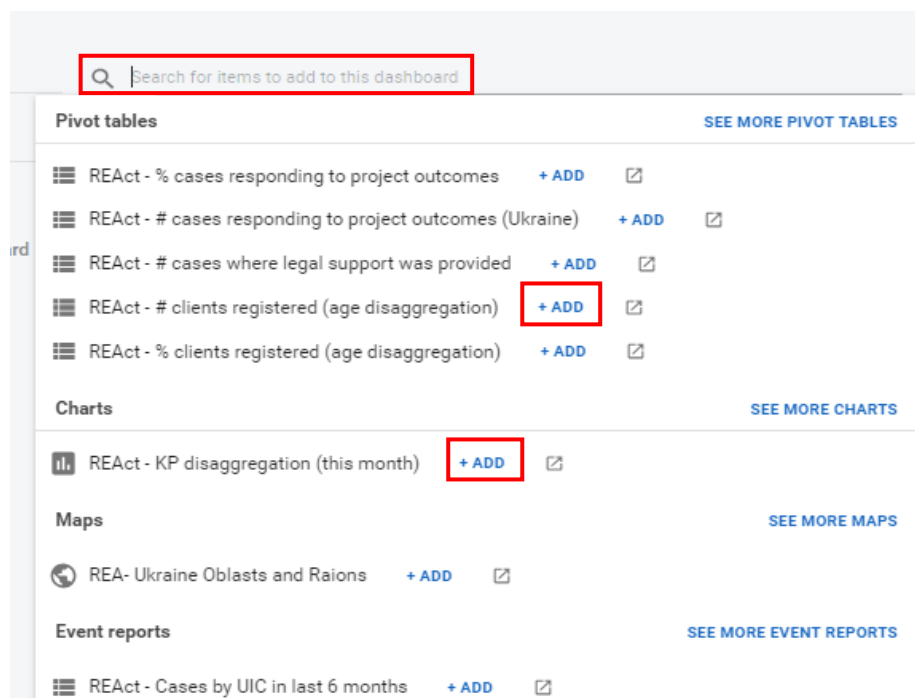
9.1 Create dashboards

1. From the Wanda home screen, click the **Add** button:



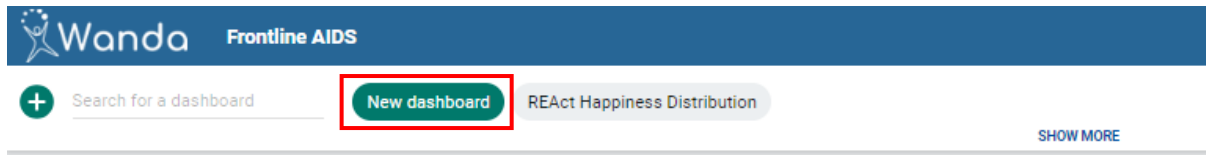
2. Enter a **Title** for the Dashboard.

3. Click in the search field, and a list of pivot tables, charts, event reports and resources will be displayed. The user can also search for a specific chart or table by typing in the box.
4. Click **+ ADD** to add selected charts and/or tables to the dashboard.



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

5. When everything has been added, the dashboard content can be rearranged by clicking and dragging them into the desired positions/sizes.
6. Click **Save changes** at the top left of the screen to save the Dashboard. It will then display on the top of the user's homepage.

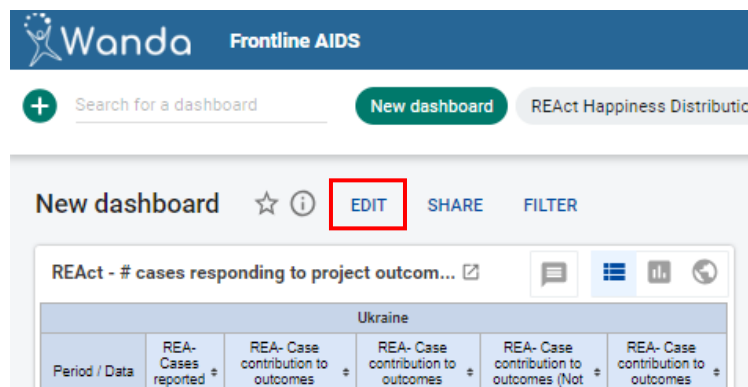


To be able to add a particular chart, table or map to your dashboard, it must either be a ready-made share, or you must have created it. Otherwise the content will not be available to you. The same is true if someone else has shared a dashboard with you but not all the tables, charts or maps are shared with you - these simply will not show. Thus it is important to share items adequately.

9.1.1 Edit dashboards

To change a dashboard name or content (noting that only dashboards which were created by the user can be edited):

1. Open a Wanda dashboard.
2. Click **Edit**.

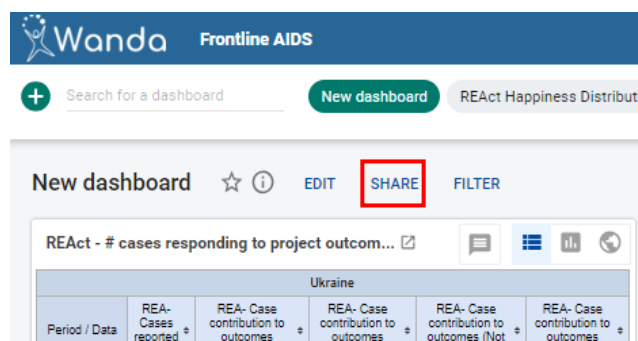


3. Change the information or layout as required.
4. Click **Save changes**.

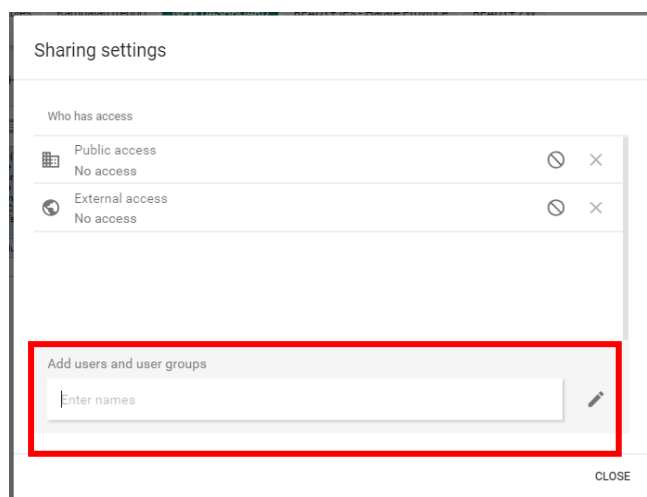
9.1.2 Share dashboards

When a dashboard is created, it defaults to a 'Private' sharing setting. To share a dashboards with others, follow the steps below:

1. From the Wanda homepage, click on the Dashboard to be shared.
2. Click the **Share** button.



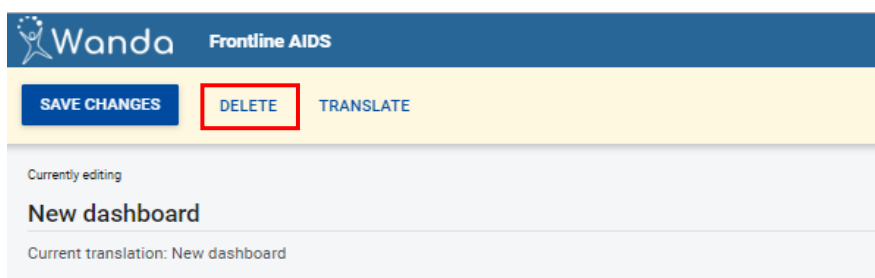
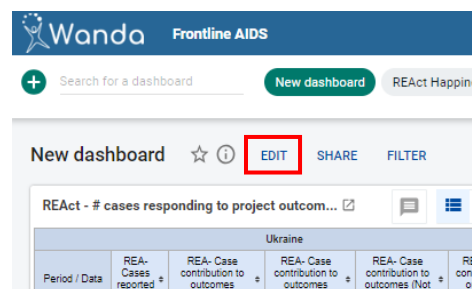
3. Search for the user group to share with.



4. Select the Sharing ability for that user group. This will almost always be 'Can view', meaning others can view the dashboard but not change it.
5. Click **Close**.

9.1.3 Delete dashboards

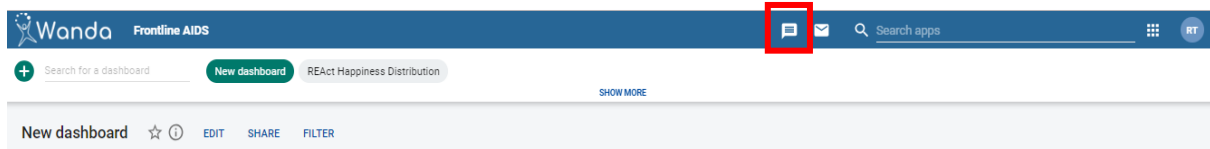
1. Open a Wanda dashboard. Click **Edit**.
2. And click **Delete**.



10 Writing interpretations (commenting)

Comments (interpretations) can be added by different users to saved reports, charts or pivot tables (items); perhaps to ask a question about something that has been entered, or to give a brief explanation of the item. This works a bit like Facebook comments- items can be 'liked', or short written comments can be added.

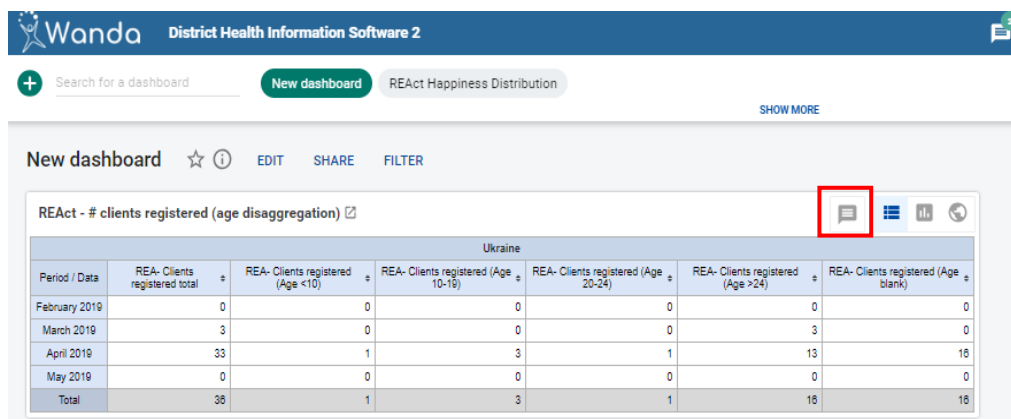
On the Wanda homepage, there is a shortcut to an interpretations page showing all recent comments and likes within the user's organisation or network.



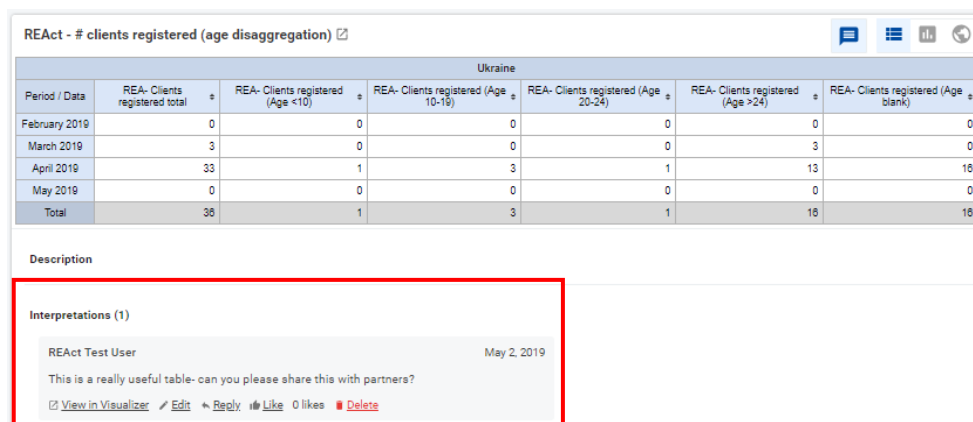
10.1 Viewing/adding interpretations to items on a dashboard

From the **dashboard**, there is a quick way to view comments on items;

1. Click on the  symbol as highlighted below on any item on the dashboard.



2. Any comments or likes will display beneath the item. The user will then have options to edit, reply, like or delete the comment(s).



10.2 Viewing/adding interpretations to tables, reports or charts

To add a comment to any other item:

1. **Open** the table, report or chart required.
2. Click **Favourites** and select **Write Interpretation** from the dropdown list.
3. Write the **comment** in the text box, check that the user groups who have access are correct, and click **share**.

WRITE INTERPRETATION

Write a comment, question or interpretation...

Add users and user groups

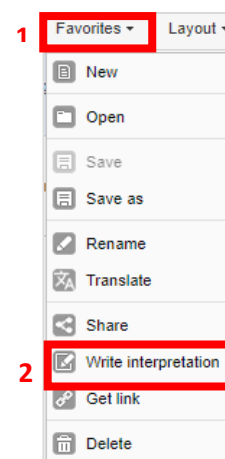
Created by Monika Sigrist

Public access: None

Groups access:

- AA superusers: Can edit and view
- REAct Coordinators (Ukraine): Can view
- REAct Partners (Ukraine): Can view
- REAct PR (Ukraine): Can view

Share



4. To view comments made by others, click on the **three arrows** on the right hand side of the report, chart or table. This will display all the comments on the report.

Ukraine

REA- Clients registered (Age 10-19)	REA- Clients registered (Age 20-24)	REA- Clients registered (Age >24)	REA- Clients registered (Age blank)
0	0	0	0
0	0	3	0

5. To **like, reply, edit or delete** a comment, double click on the grey bar as marked on the left and it will expand, showing options for the different functions (right).

Details

No description

Owner: Monika Sigrist

Created: 2019-03-31

Last updated: 2019-03-31

Views: 46

Sharing: Public: None + 4 groups

Interpretations

Write interpretation

REAct Test User May 2, 2019

This is a really useful table- can you please share this with partners?

0 people like this · 0 people commented

Interpretations

<< Clear interpretation

REAct Test User May 2, 2019

This is a really useful table- can you please share this with partners?

Like · Reply · Edit · Sharing · Delete

0 people like this