AKMS OPERATIONAL USER GUIDE

AKMS is online knowledge sharing platform on the climate changes and adaptation issues. It allows all stakeholders to access credible, high-quality information and connect with one another.
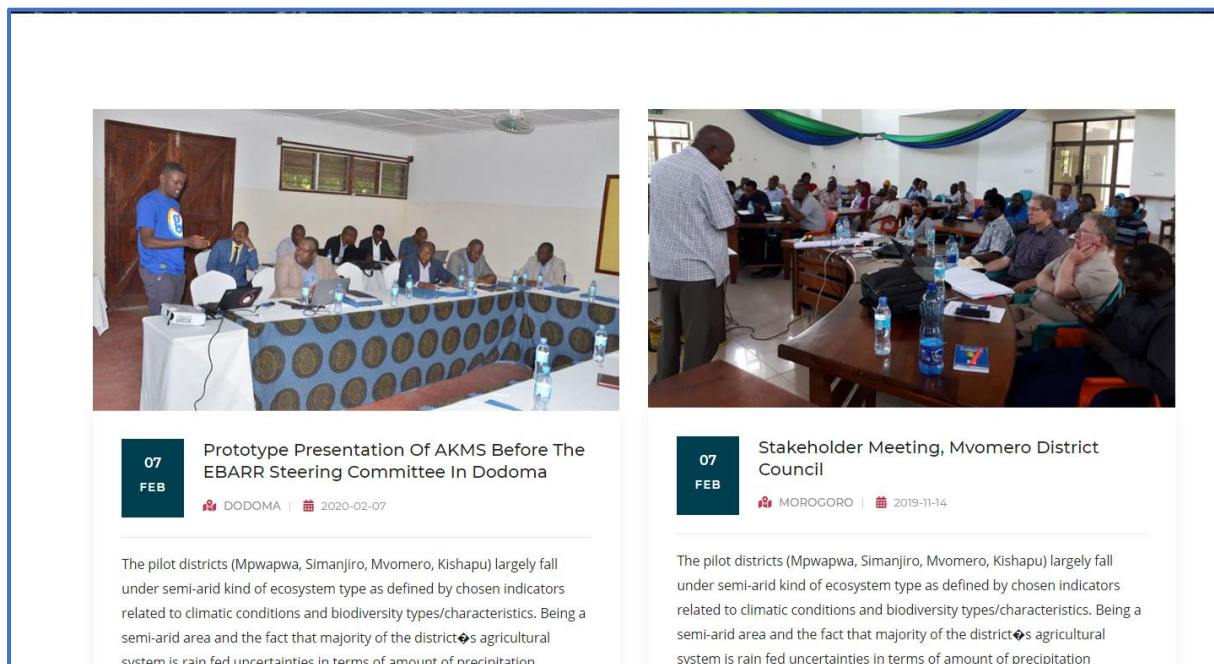
AKMS USERS

The following are types of users that have access on the AKMS: -

1.   *Visitors*

This kind of users that have public access to published data which may include events updates and other reports that are approved to be accessible by everyone **(Figure -1)**. Visitors do not need login function to access published information in the AKMS. However, visitors may navigate freely to any banner of the system.

Figure -1: Displays of System Features with Public Access

2. *Members*

This kind of users have access to the system through login function after being registered and approved by the System Administrator. Members' roles are limited to posting and viewing contents in the system. These includes EbARR participating institutions and field technicians who are responsible in collection and processing data before uploading the contents in the system.

Qualification for membership

Members should principally be drawn from multi-stakeholder group. However, more members who have knowledge on the adaptions, climate related issues could be added to the system through recommendation from respective Regional Administrators. Members are required to have basic knowledge in computer application for uploading or populating data in the system.

Members Access in AKMS
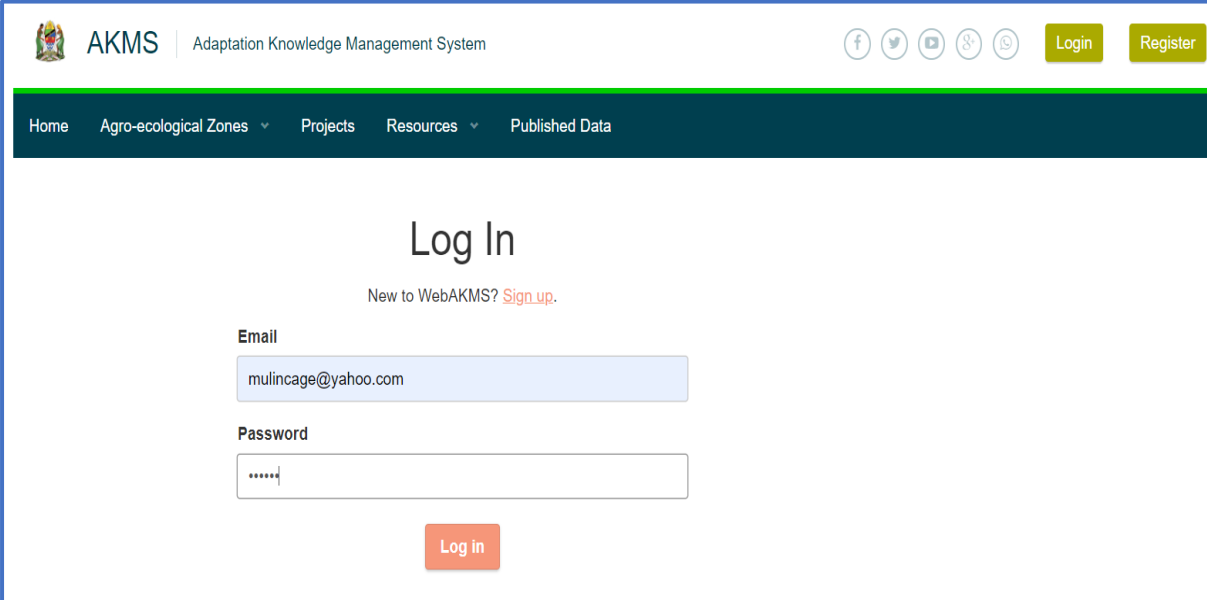
Members have right access to perform the following activities in the AKMS.

a) Posting Data

After collecting data, Members are required to process those data (formatting) and then upload those data for approval and later to be accessible by all system users. Such task can be performed as explained in the steps below.

b) Login

Member shall login into the system using his/her username and password which was entered and accepted during registration as shown in **Figure - 2**.

Figure -2: Login Window for a Member in AKMS

c) _Data Entry_

After successfully login, Members shall have access to upload data in the system as shown in **Figure - 3**.

Figure -3: Data Uploading Window for the Members of AKMS

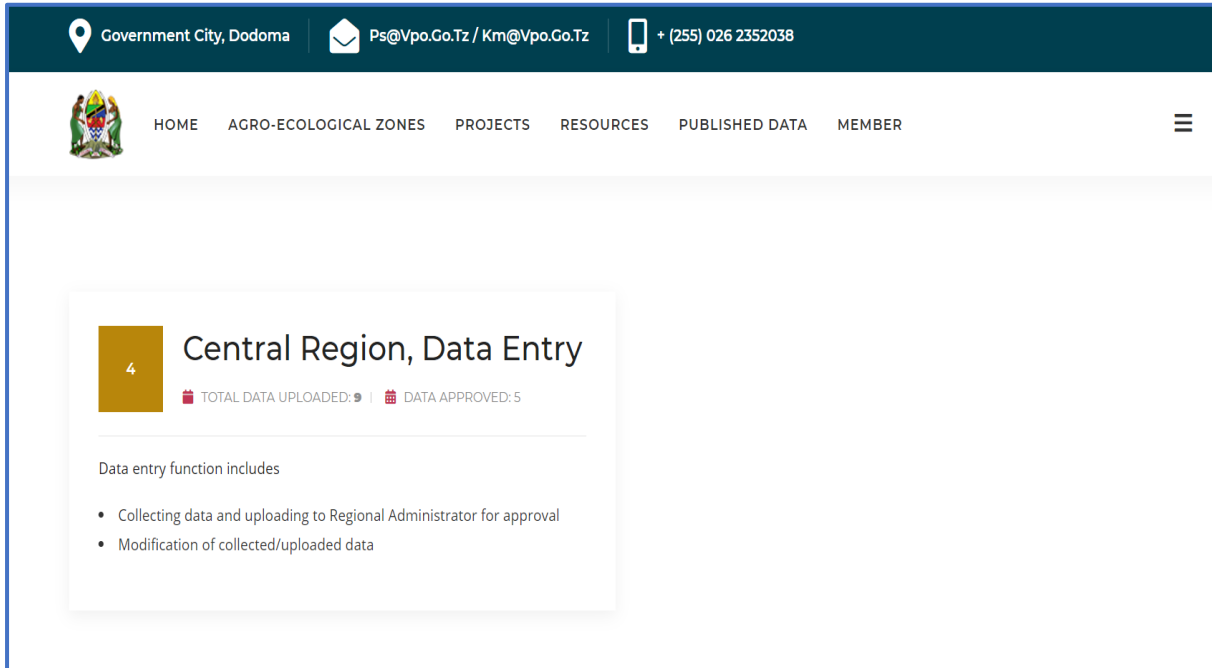In order to upload data/information, a member shall click the data entry link and then post data button in which shall be provided with the form to enter descriptive information as shown in **Figures - 4 and 5.**
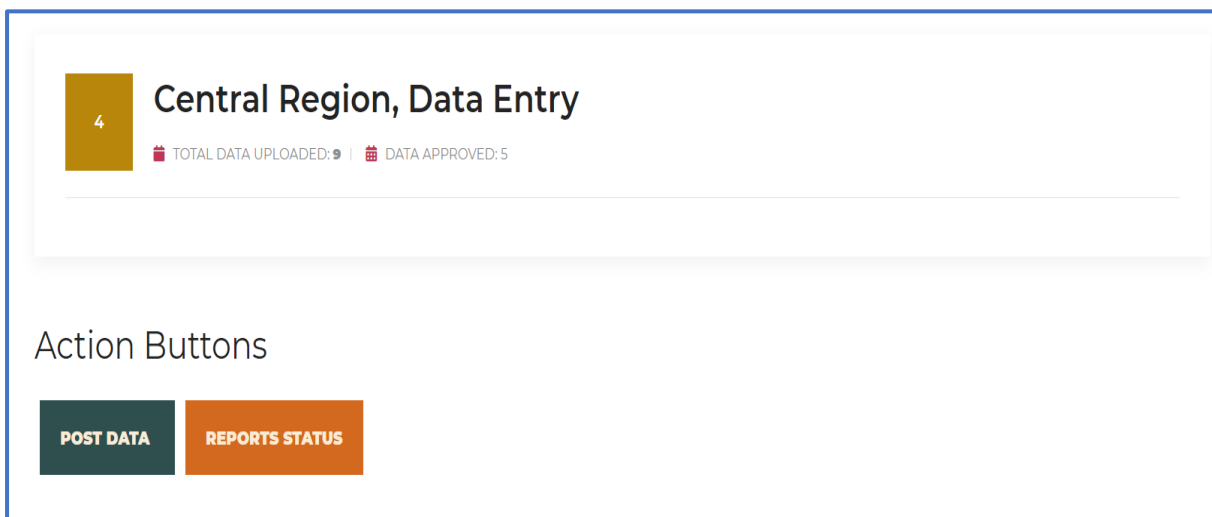
Figure -4: Data Posting and Reports Status Window for the Members of AKMS

Figure - 5: Online Form for Providing Brief Description of Data to be Uploaded in AKMS

Once data upload is done successfully, member shall wait for data to be accepted/approved by Regional Administrator and approval status can be tracked in the system through reports status button as shown in **Figure – 6.**

Figure - 6: View by AKMS Member on Report/Document Approval Status

This function will display uploading status summary of all data/reports which might be *sent /pending for approval*; *returned to member;* or *approved by Regional and Content Administrators*.

d)   *Other Access*

Apart from posting data members have also access to all approved data from members in which they can view, comment, and download for their own use.

3.   *Regional Administrators*

These kinds of users have access to the system in which their roles are limited to content and user's administration in their respective regions. Each clustered agro-ecological zone should have one regional administrator. In this regard the system is primarily designed to have coast, central, southern, northern and lake regional administrators. The system allows creation of additional Regional Administrators through "Users Management" button of System Administrator.

Requirements for Regional Administrators

Regional Administrators have to be drawn from multi-stakeholder group. They are required to have outstanding knowledge on environment, adaptions, climate change related issues and basic computer knowledge in reviewing contents in the system. In additional, the Regional Administrators need to have a leadership experience for multi-disciplinary teams.

Regional Administrators Access in AKMS

Regional Administrations have right access to perform the following activities in the AKMS.

a)   *Approve Members Access Request*

Regional Administrators are required to initiate the approval process for member's access request in their regions. The purpose of this is to assist in validations of members and details and other requirements that comply with AKMS. This shall be done as explained in the steps below.

b)   *Login*

A Regional Administrator shall login into the system using his/her username and password which was entered and accepted during registration as shown in **Figure - 7**.

Figure -7: Login Window for the Regional Administrator in AKMS

c)   Member Access Management

After successfully login, Regional Administrator, for example Central Region shall have access to manage users access request in the system as shown in **Figure - 8**.
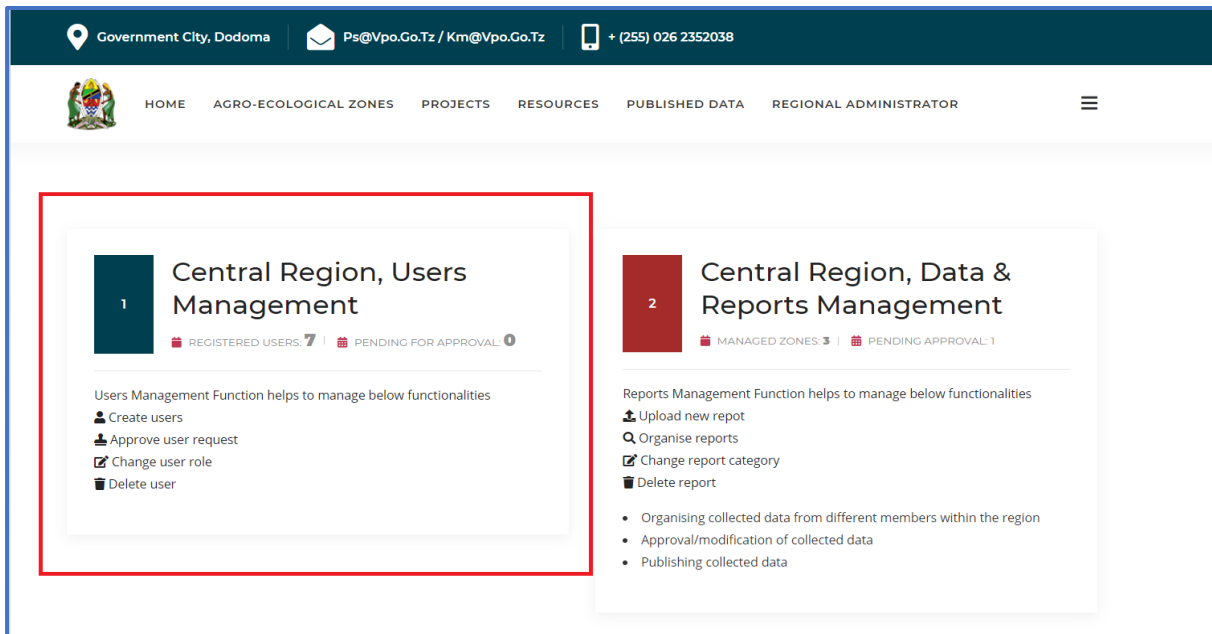

Figure - 8: Display Window of Regional Administrator after Login into AKMS

In order to initiate the membership approval process, Regional Administrators shall click user's management link in which all users in the system and users whose access need to be approved shall be displayed as shown **Figure - 9.**
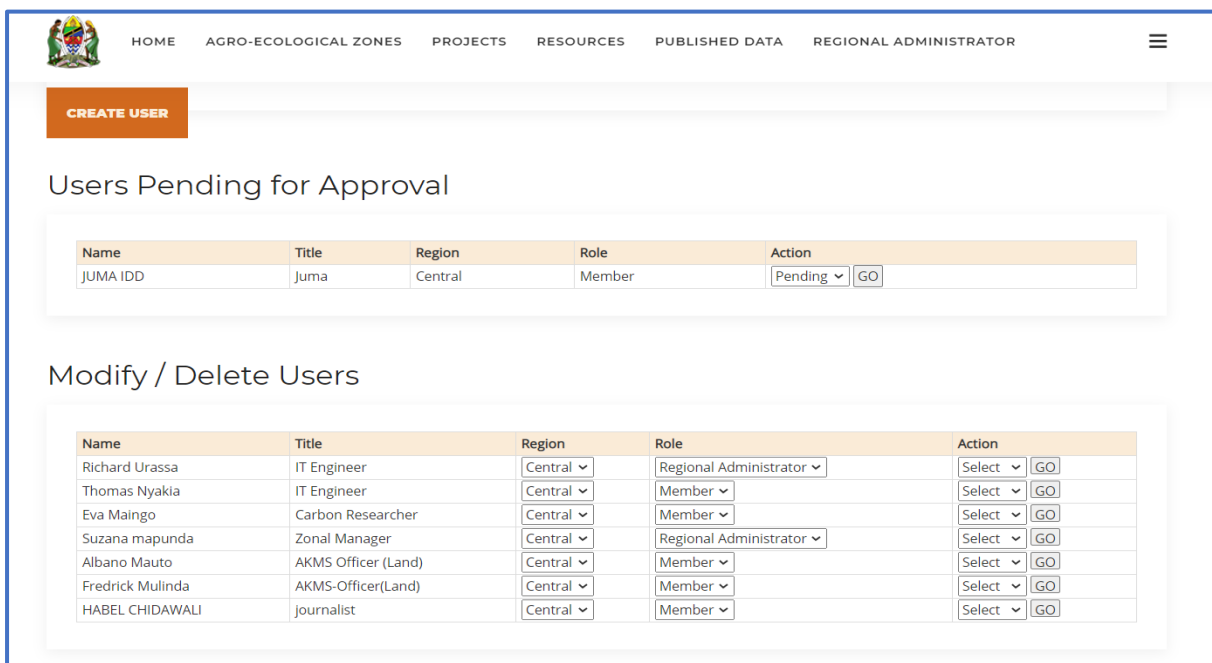

Figure -9: Function Buttons of Regional Administrator for Users Management

With selected users' Regional Administrators shall select action (Approve, Reject) and click GO button to command the action **(Figure -10).**
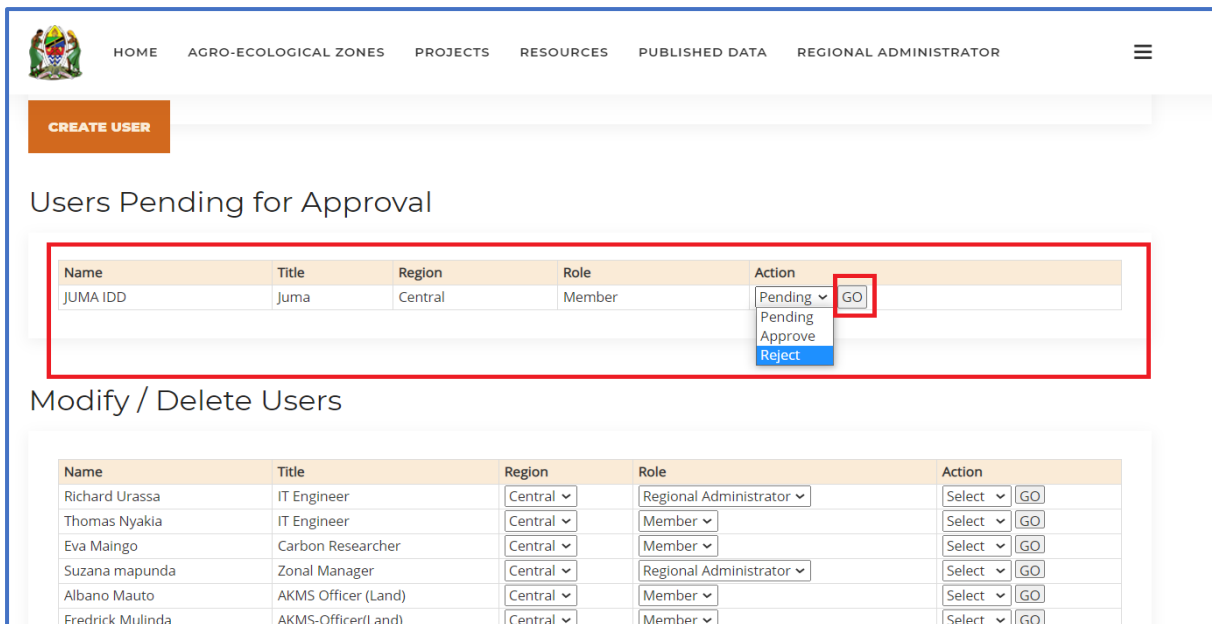
Figure -10: Display of Regional Administrator's Commands for Membership Approval

d) *Content Management*

In order to maintain authenticity of the supplied data or information, Regional Administrators are required to approve all data that are being uploaded with their members. Prior to validation Regional Administrators need to review the data/information/report to make sure that they are correct and appropriate for public sharing in the context of climate change adaptation initiatives. After successfully login, a Regional Administrator, for example for Central Region shall have access to manage data and reports in the system as shown in **Figure - 11.**
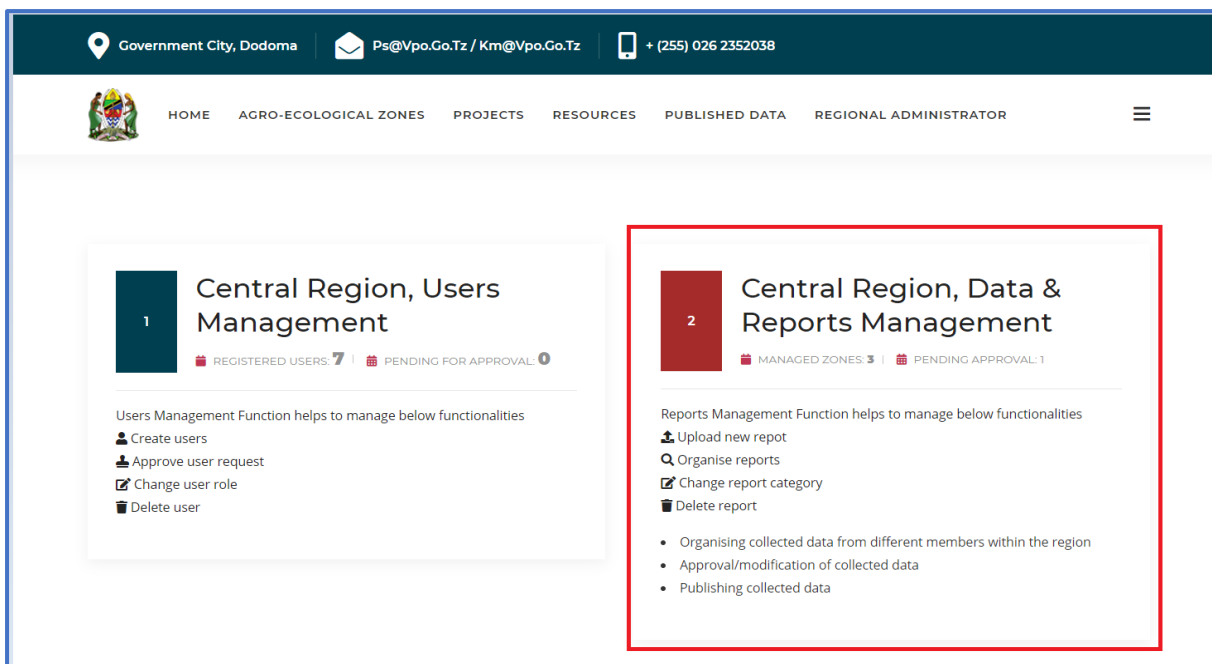

Figure -11: Access Window of Regional Administrator for Data & Reports Management

Through this function a Regional Administrator can review a document uploaded by member in a system before passed to Content Administrator. After content review and in order to initiate

the document approval process, a Regional Administrator shall click data management link in which all data in the system and those need to be approved shall be displayed as shown in **Figure -12.**
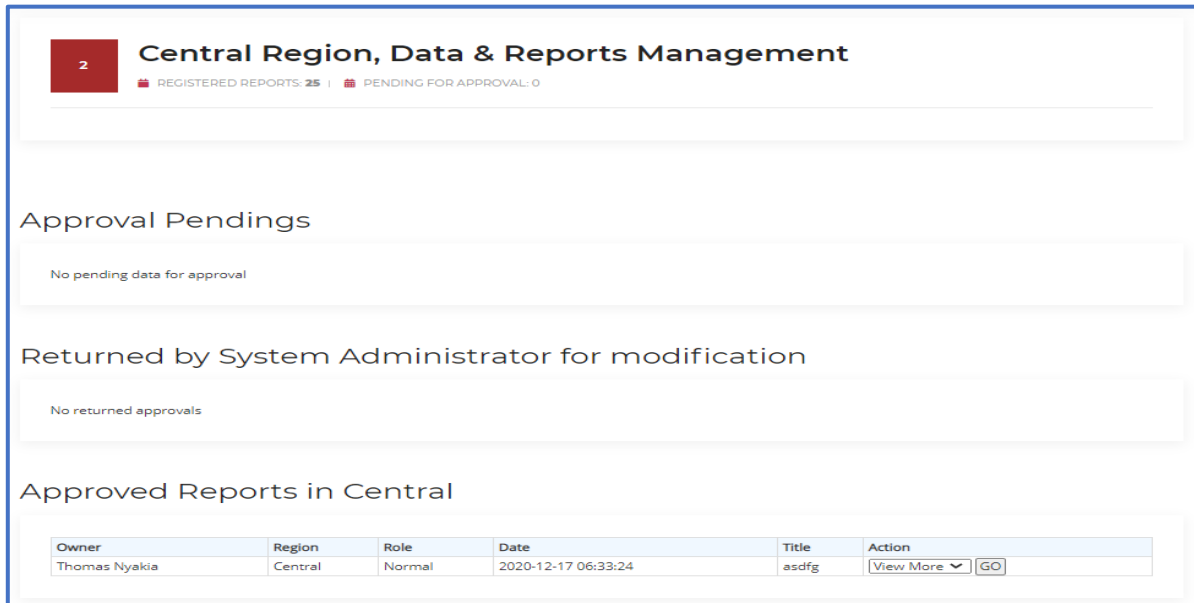

Figure -12: Access Window for Regional Administrator on Reports Approving Process

With selected data Regional administrators shall select action (Approve, Reject) and click GO button to command the action.

e)   *Creating Members*

System allows all members to register themselves using the self-registration, but in the situation where users cannot do the self-registration the Regional Administrator shall be able to assist in creating their membership accounts as explained below. Regional administrator shall navigate to user management and then click create user **(Figure -13)**.
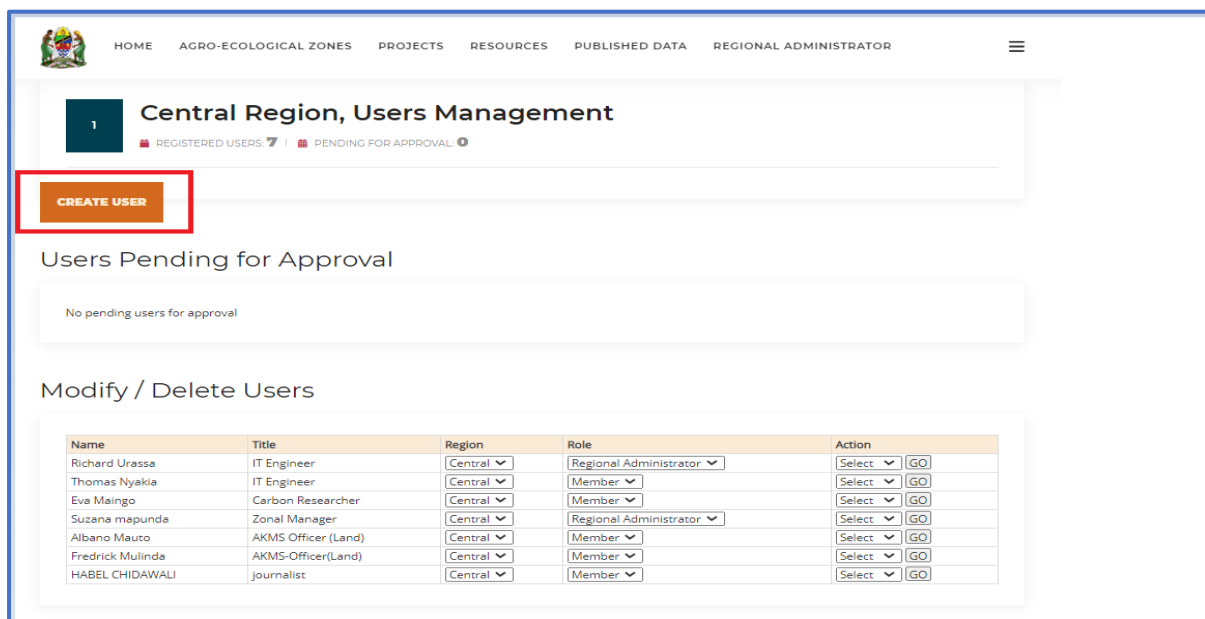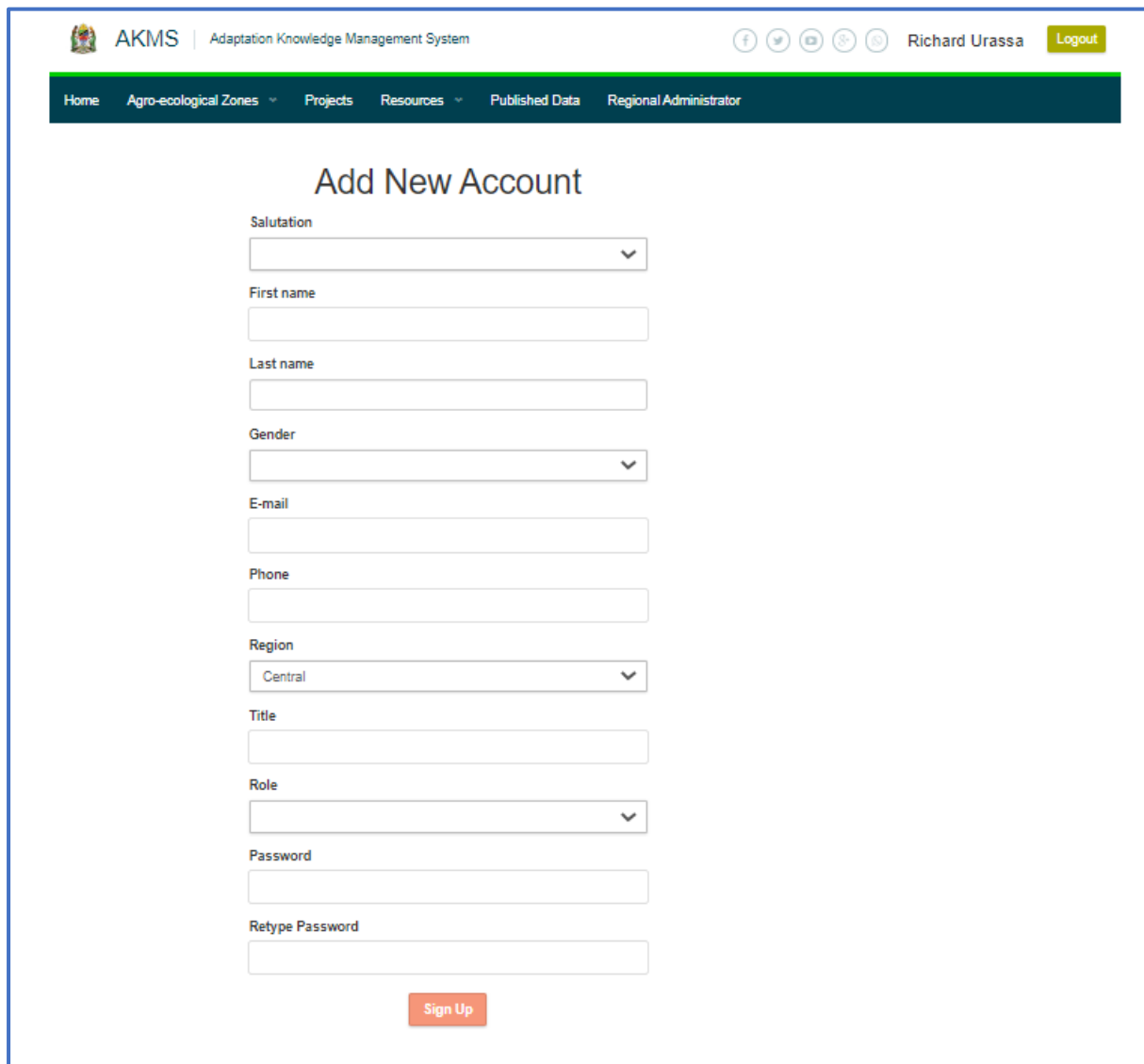

Figure -13: Access Window for Regional Administrator enabling Creating a Member

A form presented in **Figure - 14** shall be presented for collecting user details who applied for membership, Regional Administrator shall fill in and submit user to be created as member in the system.

Figure - 14: Online Form for Registration of Member by the Regional Administrator

4.   *Content Administrator*

This kind of user has given upper level access to the system in which his/her primary role is limited to content management delivered from all regions.

Qualification of Content Administrator

The Content Administrator is required to have extensive experience in environment, ecosystem, natural resources management, climate change adaptation and mitigations as well as wide computer knowledge for approving contents in the system. In addition, the Content Administrator need to have experience in multi-cultural team leadership for large-scale projects. The Content Administrator shall be nominated by VPO – Division of Environment.

Content Administrator's Access in AKMS

The Content Administrator have right access to perform the following activities in the AKMS.

 a) *Information/Data/Report Review and Approval*

Once a Regional Administrator has initiated the approval process of the uploaded data, the next stage for review and validate data/information is vested to Content Administrator. The Content Administrator acts like ultimate checker to confirm if everything is in order after approval from Region Administrators. The steps for data review and approval are explained below.

After successfully login the created user name and password, the Content Administrator shall be able to navigate into a page shown in **Figure – 15**.
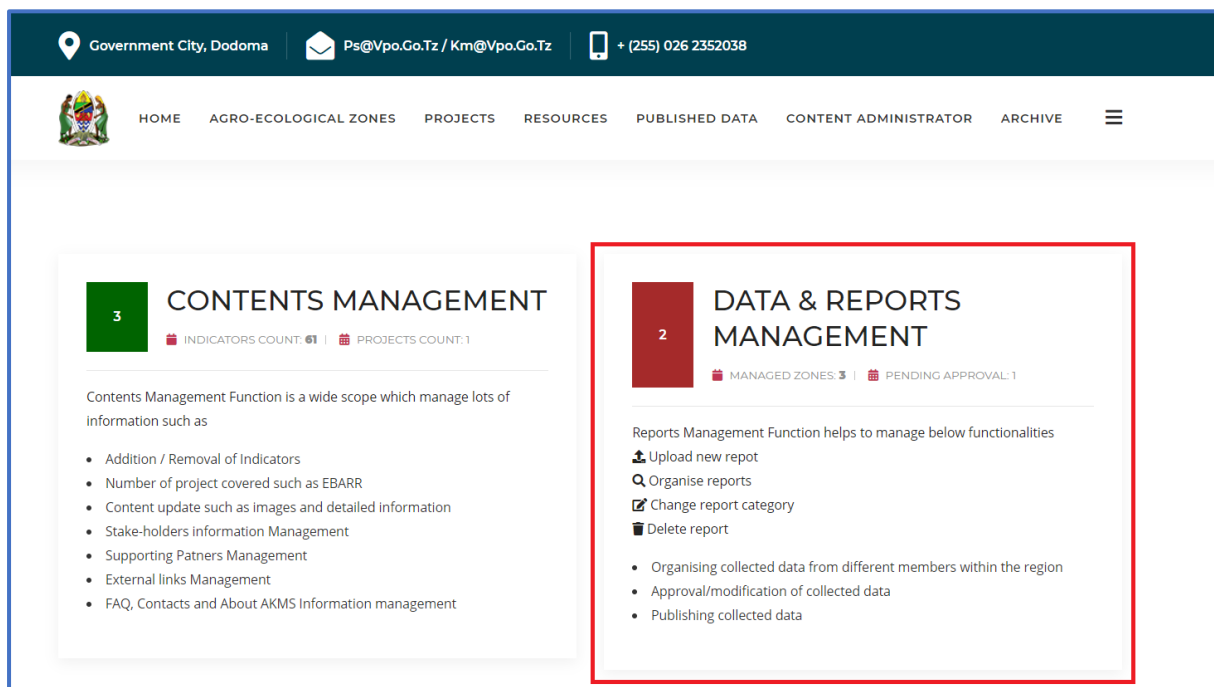
Figure -15: Access Window of Content Administrator for Data & Reports Management

The Content Administrator shall click on the data and report management link in which a page below shall be displayed.
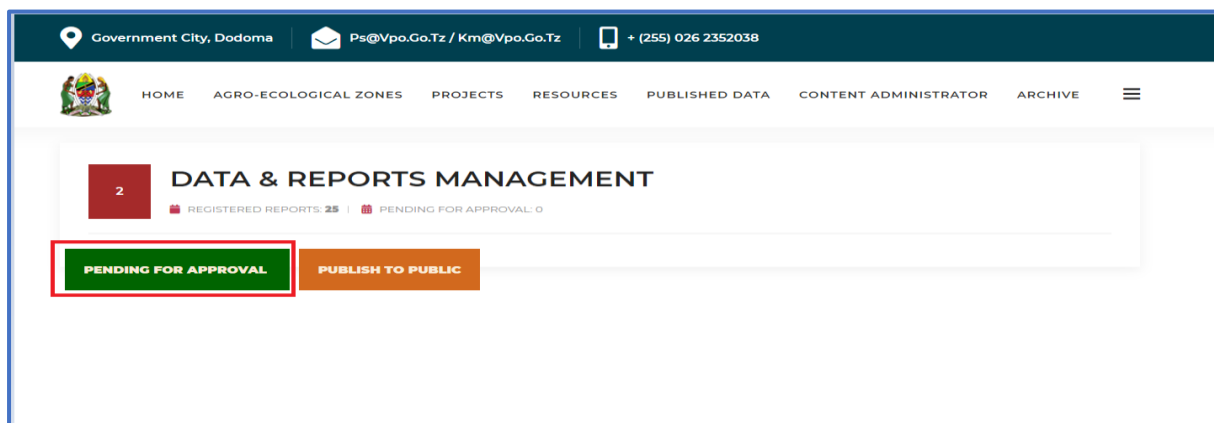
Figure -16: Intermediate Page for Reviewing Data by the Content Administrator

After that action, the Content Administrator shall click pending for approval link and then all reports available in the system shall be displayed, this includes the one document which is pending for approval **(Figure – 17).**

Figure -17: Action Buttons for Approving/Returning/Rejecting Data by the Content Administrator

With selected data, the Content Administrator shall select action "View More" and click GO button to command the read the report/data/information or otherwise "Approve" and click GO button to approve uploaded information.

b)   Publications Management

The Content Administrator can also manage data to be published to the public (visitors) and remove data from the public access.

To publish data, the Content Administrator needs to login first, and the click on the "Data & Reports Management" function and then navigate to "Publishing Collected Data" and "Publish to Public" as shown in **Figure - 18**.
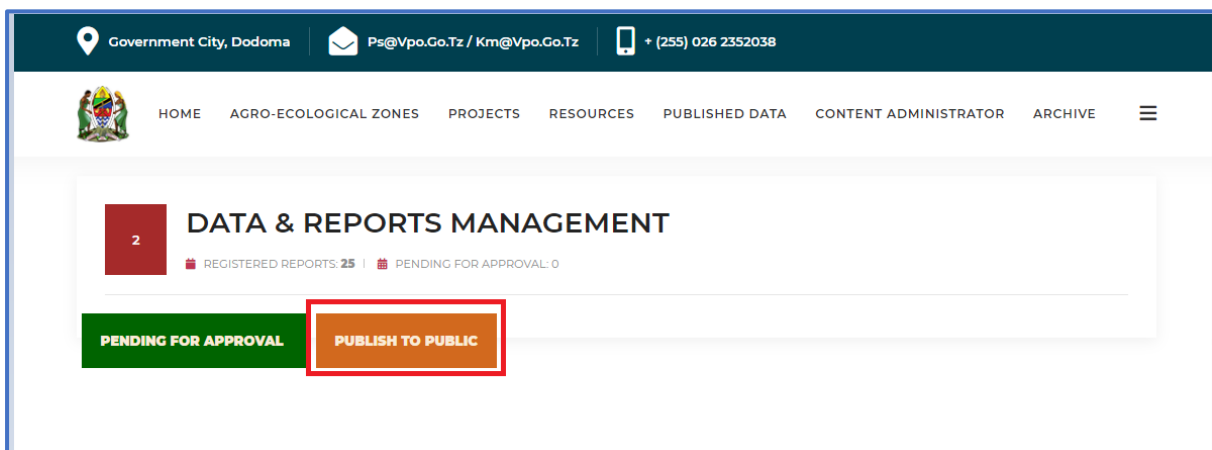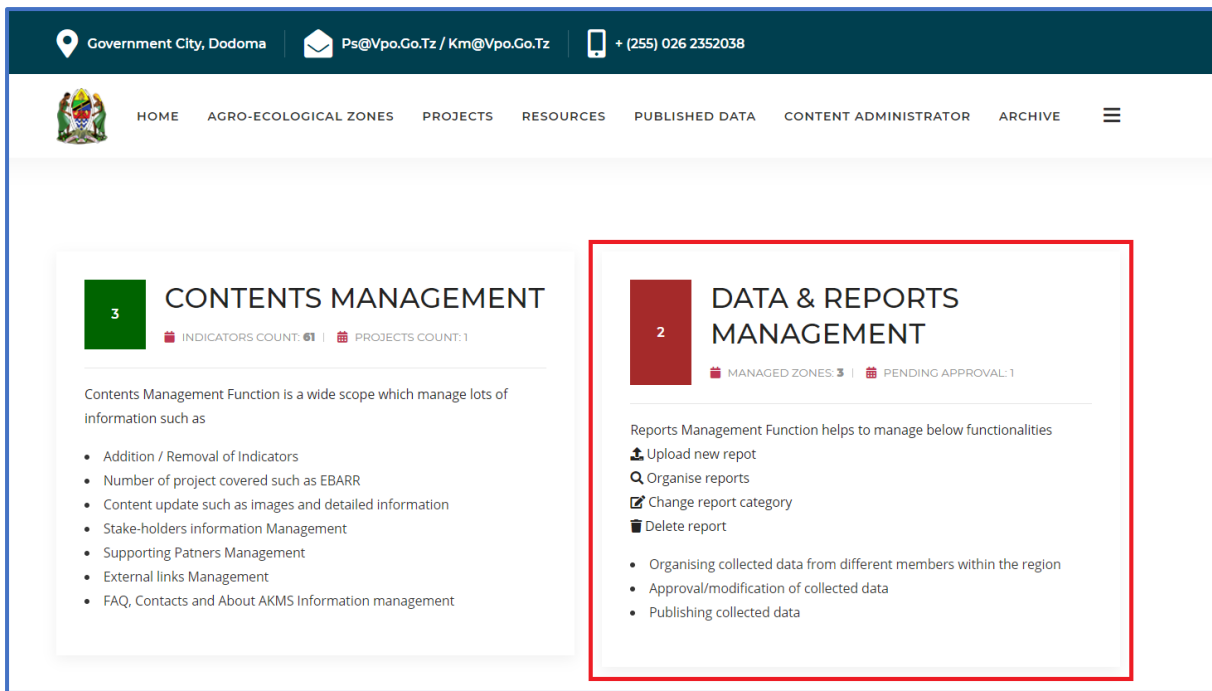
Figure -18: Action Buttons for Publishing Data by the Content Administrator

After that action, a new page shall be displayed with all reports ready to be published for public access and other reports that are already published **(Figure – 19)**.

Figure -19: Access Window for the Content Administrator to the Published Data

With report/data to be published selected, the Content Administrator shall select action (Publish) and click GO button to command the action. In order to removed published reports/documents/information, the Content Administrator needs to go to "Published Reports" and select action (Un publish) and Click GO button to command the action **(Figure – 20).**

Figure - 20: Command for Removing Published Data by the Content Administrator

c)   Archiving Information

The Content Administrator has an ability to archive documents/information that are no longer required to be available to all users. This can also be useful to preserve storage as those archived contents can be deleted. This can be done as explained below.

The Content Administrator needs to login and navigate to published reports in which all published reports shall be displayed. With the report/document/information selected, the Content Administrator shall select action (Archive) and click Go Button to command the action **(Figure – 21).**

Figure - 20: Command for Archiving Published Data by the Content Administrator

All archived data can be found on the archive menu, this menu is only available to Content Administrator. In order to unarchive contents, the Content Administrator shall select data to be removed from archive and set action to Un-archive and click GO button to command the action **(Figure – 21).**
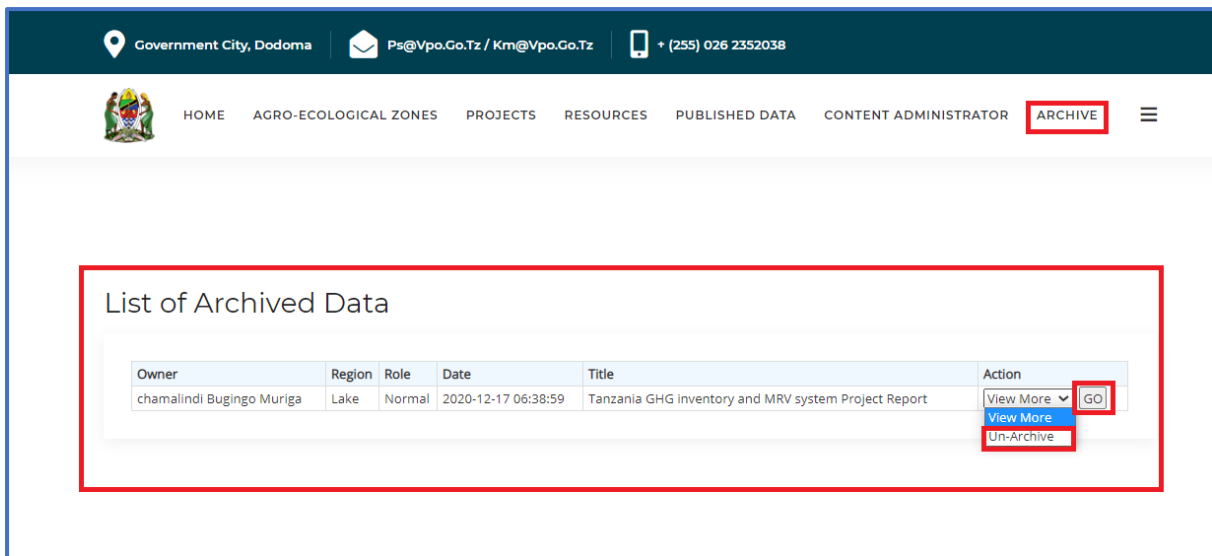
Figure - 21: Command for Removing Archived Data by the Content Administrator

d) System Configuration

The Content Administrator has a right access to manage system configuration which includes menu management, links management, reports managements and event pages. In order to configure those menus, the Content Administrator has to login, in which the page shown in **Figure - 22** shall be displayed.
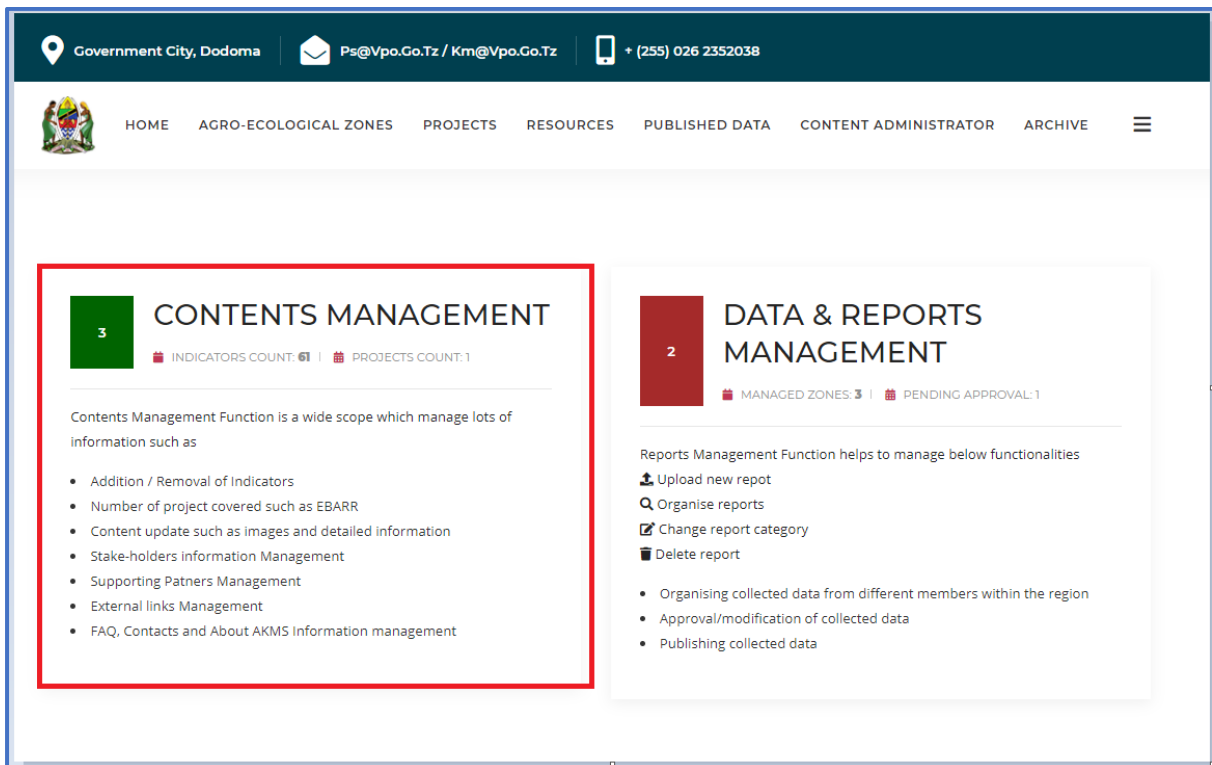

Figure - 22: Content Management Page for the Content Administrator

The Content Administrator shall navigate by on the "Contents Management" and then the content management page shall be displayed as shown in **Figure - 23**.
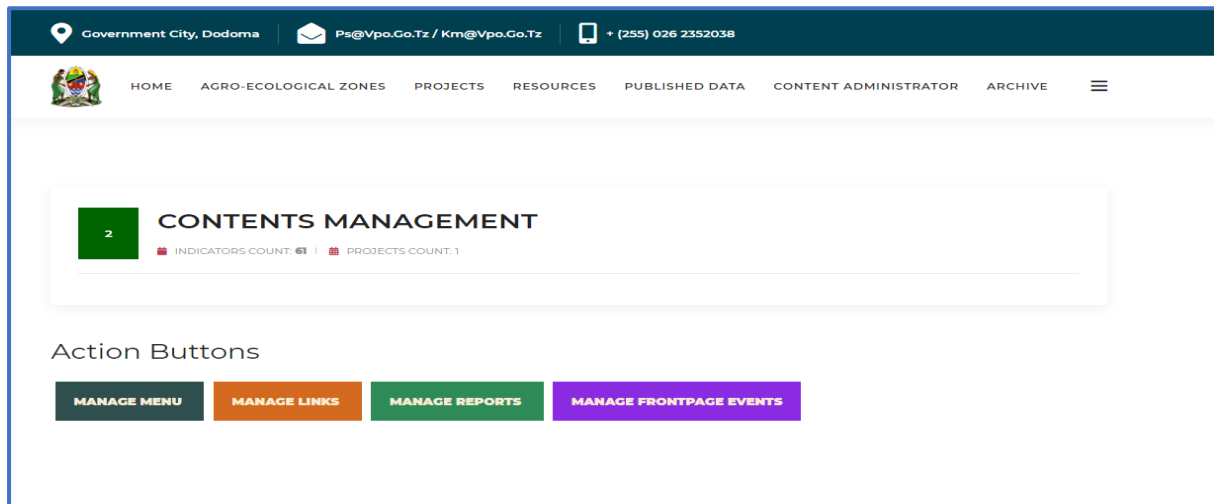
Figure - 23: Display of Action Buttons Page for the Content Administrator

e)   Menu Management

In order to manage menu, the Content Administrator shall click on "Manage Menu" button on the content management page in which the page below shall be displayed **(Figure – 24).**
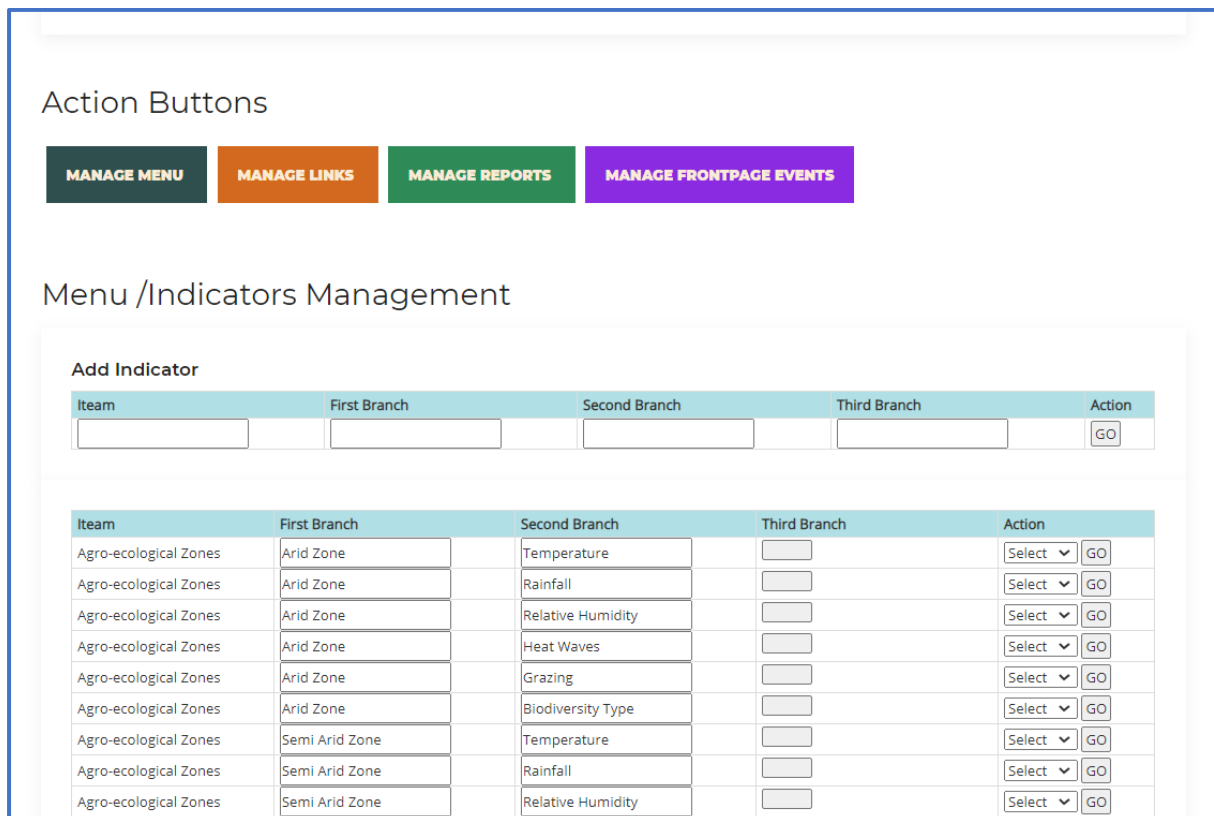

Figure - 24: Menu Management Access Window Available for the Content Administrator

This page allows Content Administrator to either edit/ add the menu item and click GO button to command changes.

f) *Links Management*

AKMS provides access to users get more data from other web sources that provide related information on the climatic change and adaptation initiatives. It is a task for the Content Administrator to find those web sources and configure their respective links for users to be able to access. In order to manage those links, the Content Administrator shall click manage links button in which the page below shall be displayed **(Figure – 25).**

Figure - 24: Links Management Access Window Available for the Content Administrator

This page allows content administrator to either edit/ add external link and click GO button to command changes.

Apart from those, AKMS allows content administrator to manage reports and event page through their respective buttons as explained above.

5.   System Administrator

This a top level of system user whose roles are limited to all user's access management in the system and other ICT related issues such as infrastructure and database health checkups.

Qualification for System Administrator

The System Administrator is required to have strong knowledge and experience in web design, database management and system administration. VPO – ICT department shall nominate required System Administrator.

System Administrator's Access in AKMS

The System Administrator has right access to perform the following activities in the AKMS.

a) *Users Access Management*

The System Administrator is required to finalize the approval process for membership access request in the system. The purpose of this function is to enable him/her to be an ultimate checker on what Regional Administrators have initiated registration process.

After successfully login, the System Administrator shall have access to manage users in the system as shown in **Figure – 26**.
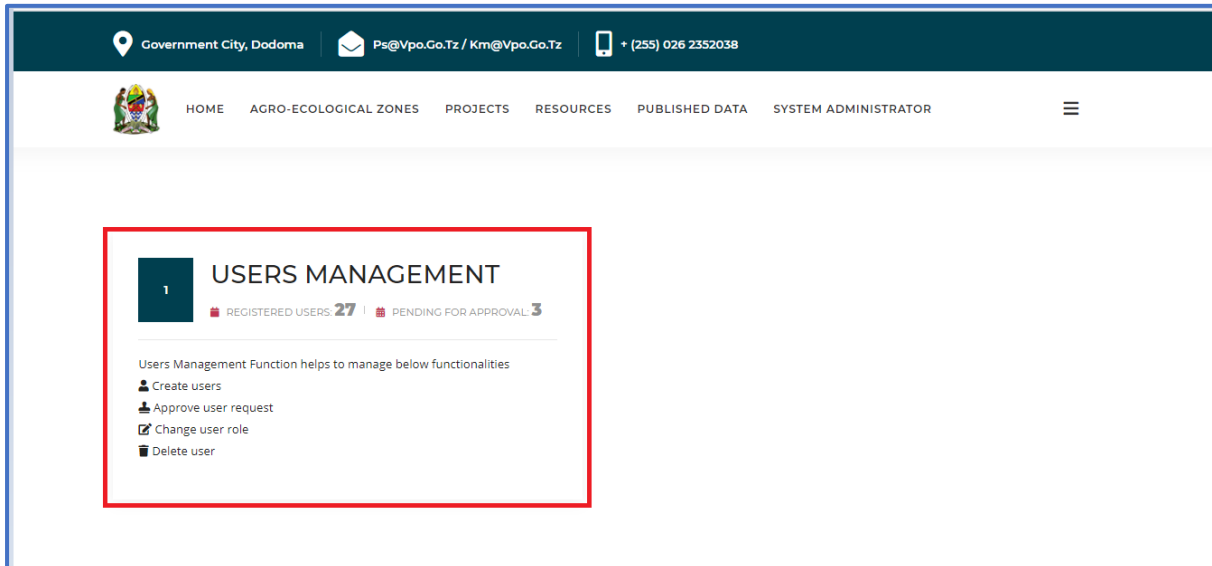

Figure - 26: Primary Users Management Access Window for the System Administrator

In order to finalize membership registration process, the System Administrator shall click user management link in which all users in the system whose membership is need to be approved shall be displayed as shown below **(Figure – 27).**

Figure - 27: Glace View of Users Management Access Window for the System Administrator

With a selected user, the System Administrator shall select action (Approve, Reject) and click GO button to command the action.

Figure - 27: Users Management Commands Made Available for the Content Administrator

Apart from user access approval, system administrator can disable/Enable user access by changing the user status.

b)   User creation

System requires all user to register themselves using the self-registration form, but in the case where a user cannot do the self-registration the System Administrator shall be able to assist in creating her account as explained below.

The system administrator shall navigate to "User Management" and then click "Create User" **(see Figure – 28).**

Figure - 28: Position of User Creation Command at the Top Left Conner

Aftermath, a descriptive form below shall be presented for collecting user details, the System Administrator shall fill in and submit user to be created in the system **(Figure – 29)**.

Figure - 29: Form for Registration of Member by the System Administrator