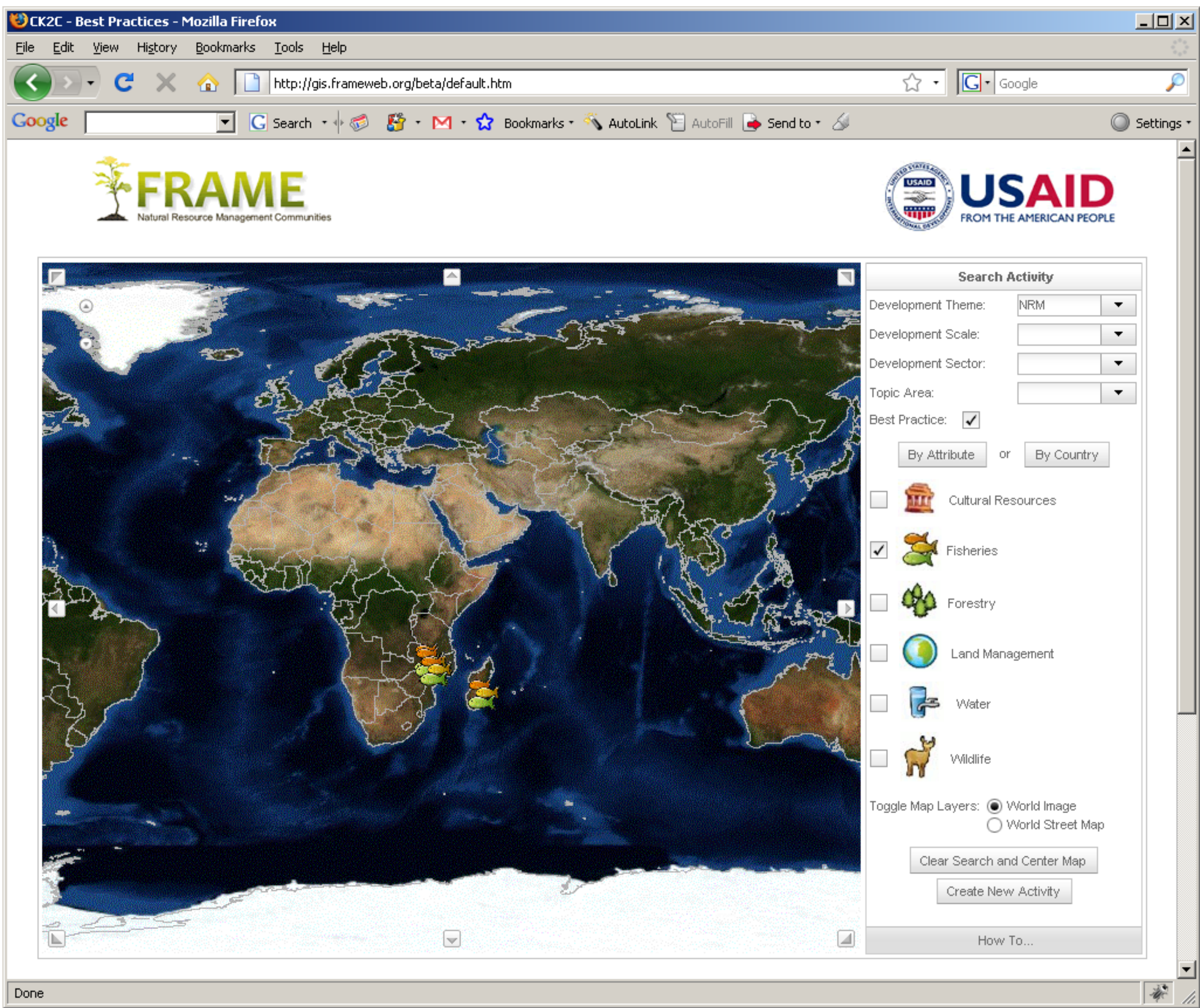
CK2C Activity Explorer How To Guide

1. Background

The Capitalizing Knowledge, Connecting Communities (CK2C) Project has developed a tool for sharing information about NRM knowledge and best practices using maps and linked spatial data. The tool will be linked to USAID's FRAME website and will allow users to search information about NRM initiatives around the world, share their own ideas and experiences, and upload country and site specific case studies. Our goal is to build a database housing regional, national and local experience that can be readily searched, accessed using maps and enriched with information from users practitioners around the world.



2. How To Explore Existing Activities

a. *General Map Navigation*

Pan

1. To pan around the map, click and drag the mouse anywhere in the map window.

Zoom In

1. Scroll the mouse wheel forward; or, hold the shift key down and click and drag the rectangle on the map. Letting go of the mouse will zoom to the extent selected. Another option is to press the 'plus' (+) sign.

Zoom Out

1. Scroll the mouse wheel backward, or press the 'minus' (-) sign.

Legend

1. Use the checkboxes in the legend to display different sector themes *ONLY*. The legend does *NOT* affect the search criteria, nor does it affect the sector assignment when creating new activity.

2. Use the radio buttons to toggle between the two available background layers: Word Satellite Image and World Street Map.

b. *Search By Attribute*

1. Specify the criteria to be applied to the search. It can be any combination of the following dropdowns and checkbox(es).

   - Development Theme
   - Development Scale (please see section 3.b. for definitions)
   - Development Sector
   - Development Topic
   - Best Practice

2. Click on the "(Search) By Attribute" button. It applies the criteria to the entire database of activities and lists the results in the "Search Results" tab panel. It also highlights the resulting activities in the map.

3. Click on the highlighted activity symbol in the map to see an info window with the name of the activity and if it exists, an associated picture.

4. Click on the activity name in the info window to see more details about that activity, or

5. Click on the name of the activity in the "Search Results" tab panel to display detailed information about that activity in the "Detail View" tab panel. This will also zoom in to and highlight the activity in the map.

c. Search By Country

1. Select the desired criteria in the dropdown boxes and checkbox(es).

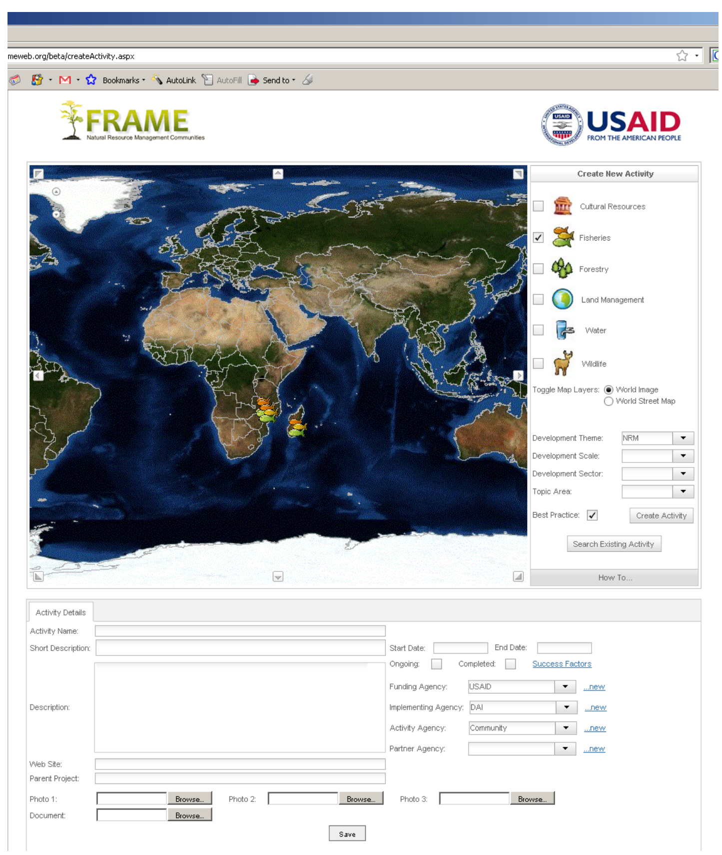
2. Clicking on the "Select By Country" button. This button prepares the map to listen to user's actions.

3. Click on the country as the final search criteria. The result is the list of projects that satisfy the given criteria in a country that was clicked on.

Note: World Image Layer needs to be visible.

3. How To Create New Activity

To create new activity, the user is required to do the following: create a point to spatially represent the new activity, and save the descriptive attributes associated with the activity.

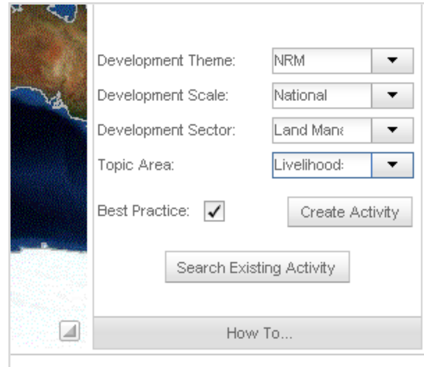


a. *Create new point*

Select initial attributes

1. Select Development Theme, Scale, Sector, Topic, Best Practice (check if appropriate).

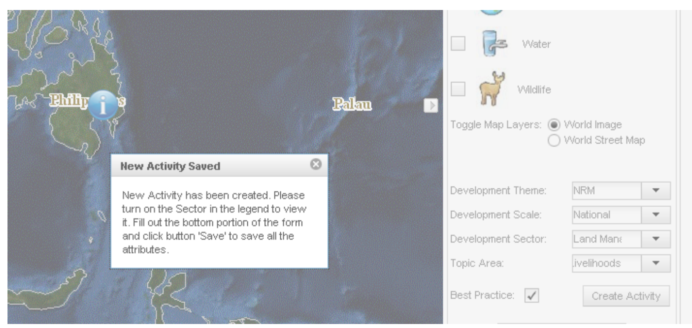
2. Zoom into the area where the activity is located.



Click on the map to create the point

3. Click on the "Create Activity" button. The map is now ready to accept new points.

4. Click on the map to create a new point. A small window will pop up when the point is created. **After** the point has been created, the associated attributes need to be filled out and saved.



Note: The info window **has** to appear after the successful creation of the point. If the window does not appear, the point was not saved and the attributes associated will be saved incorrectly.

b. *Fill out (detail) attributes*

Attribute Definitions

- **Development Theme** - overarching theme under which this particular practice can be classified

- **Development Scale** - geographical reach of the activity

    - Regional - area extending over several countries
    - National - area extending over one country
    - Sub-National - area extending over a portion of one country (a region within the country)
    - Local - area extending over a small region within a country, including one or more local communities

- **Best Practice** - self identifier chosen by the user creating the activity, flagging it as best practice
- **Name** - short name of the activity that could be used as a label on a map (up to 100 characters)
- **Short Description** - short description of the activity outlining the main goals and/or achievements (up to 250 characters)
- **Description** - longer description of the activity outlining why the activity is important to our understanding of CBNRM (up to 1500 characters)
- **Start Date** – activity start date
- **End Date** – activity end date
- **Ongoing** – an attribute specifying whether the activity is ongoing
- **Funding Agency** - agency providing the initial funds for the project or the activity (for example; USAID)
- **Support Organization** - responsible for implementing any larger initiative of which this activity is/was a part (for example; DAI)
- **Implementing Organization** - responsible for on the ground implementation of the specific activity (for example: local community)
- **Partner Organization** - a partner at any level; funding, implementing or activity (for example: local NGO)
- **Document attachment** - an optional document describing into more detail the specific activity, not the larger project the activity may be a part of
- **Success Factors** - a set of optional questions that describe in detail specific factors contributing or impeding the success of this activity. Although this section is optional, users are strongly encouraged to contribute.

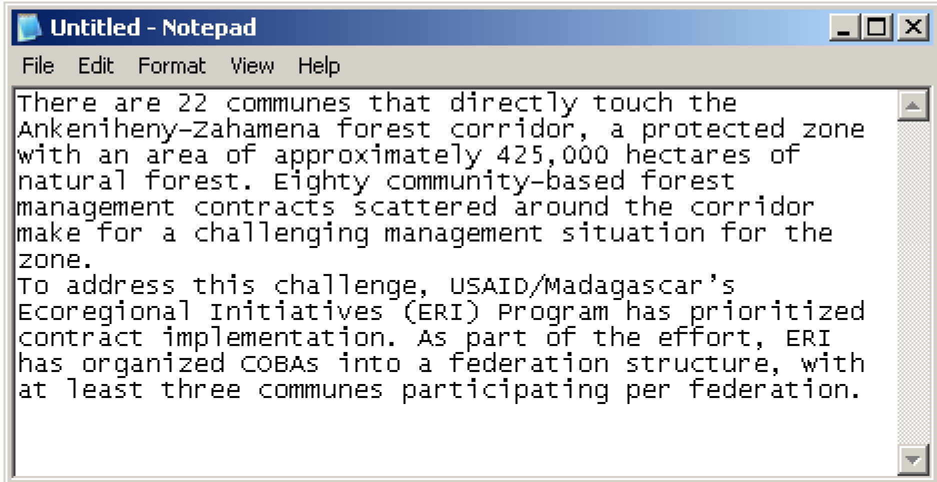
How to (fill out attributes)

Copy/Paste into the Description field from a Word file

1. Open a Notepad text editor.

   Note: Most Windows computers will have Notepad in Start >> All Programs >> Accessories >> Notepad

2. Copy and paste desired text from the Word document into the Notepad



3. Copy and paste this text into the Description field in the Activity Explorer

Note: This step is necessary to remove all hidden formatting from Microsoft Word. If this step is skipped, the description will contain unreadable HTML formatting.

Select Start/End Date

1. Click on the Start/End Date

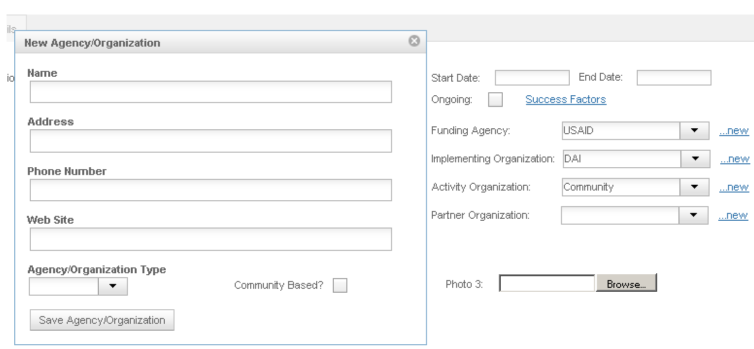
2. Click on the year, month and date. All three values must be selected (for example, it's not enough for the year to be displayed in the lower left or lower right corner)

Create New Agency/Organization

1. Click on the link "…new" next to the agency/organization dropdown

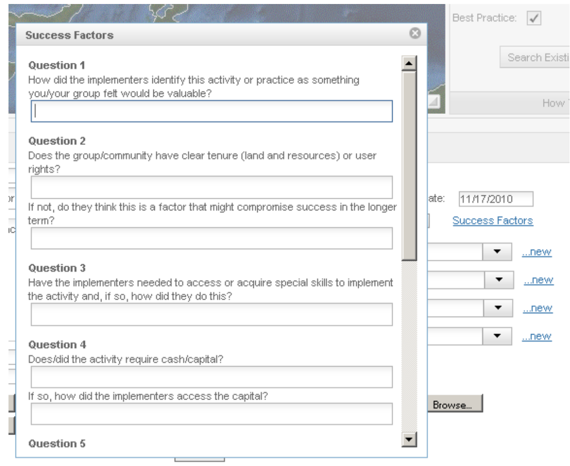
2. Fill out all the attributes associated with the agency/organization

3. Click on the "Save Agency/Organization" Button



Record Success Factors

1. Click on the “Success Factors” link
2. Record Success Factors
3. Close the window (the factors are automatically recorded)



4. Troubleshooting

Zooming in by clicking and dragging a box is displaying the box in a different area of the map.

This behavior is associated with some part of the page not loading properly or fully. Please close the browser and reopen the page.

When clicking on the selected activity icon, Info window does not appear over the selected activity.

This behavior is associated with some part of the page not loading properly or fully. Please close the browser and reopen the page.

After I created the point, the Info window did not appear informing me the point was created. Can I still save the attributes?

The info window **has** to appear after the successful creation of the point. If the window does not appear, the point was not saved and the attributes associated will be saved incorrectly. Please try reloading the page and saving the point again.