सत्यमेव जयते

COORDINATION & DECISION SUPPORT SYSTEM (CDSS - INDIA)

PROFILES APPLICATION

USER MANUAL

Version 2.2

SYNERGY INTERNATIONAL SYSTEMS

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1. INTRODUCTION

This document describes the *DPA, PIA and Sector Profiles* application in the *Coordination & Decision Support System (CDSS)* application. It provides the necessary instructions to follow during the data entry process. The document is addressed to those who will use the application to add or modify profile information.

2. OVERVIEW

The *Coordination & Decision Support System (CDSS)* is an automated information management system which is designed to improve efficiency and coordination of donor activities in India. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to development data.

The main objectives of the *CDSS India* is to serve as a reliable and credible source of information on external aid offered to India to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

In the current design, *CDSS India* consists of four applications, which are:

- Ongoing Projects
- All Projects
- DPA, PIA, and Sector Profiles
- ScoreCard

The *DPA, PIA and Sector Profiles* application in CDSS has been developed as an integral part of CDSS with the aim of tracking the *Development Partner Agency (DPA) / Project Implementing Authority (PIA)*/ sector profile information. It has been designed to ensure more successful interaction of different agencies that provide assistance to the country either directly or through partners and trust funds.

Moreover, the *DPA, PIA and Sector Profiles* application provides an easy access to such key information about DPAs, PIAs, and sectors as the amount requested for a definite sector of economy, points of contact at responsible agencies, etc.

The *DPA, PIA and Sector Profiles* application gives the possibility of editing the existing profiles through its built-in online data entry subsystem, which is designed to ensure that data are modified remotely via Internet. Once you have accessed the online data entry form, you can view the information of the selected item as well as introduce modifications in the data displayed.

The CDSS India provides a web-based user interface and requires a web browser (Internet Explorer) pre-installed.

3. ACCESSING DPA, PIA AND SECTOR PROFILES

To choose between the DPA, PIA or Sector Profiles you want to access, you should first have the corresponding profile information displayed in your **List** module. You can open the DPA, PIA or Sector Profile form by clicking on the corresponding entity in the List table. For details on how to change the List table view, see *CDSS Analytics User Manual, chapter "Modifying the Current View"*.

4. DEVELOPMENT PARTNER AGENCY PROFILE FORM

In the *Development Partner Agency Profile* data entry form (Figure 1), you can provide information about the Development Partner Agency (DPA) that is the originator of funds for the project, its mission and vision, its funding policy, the contact(s) within the agency, etc.

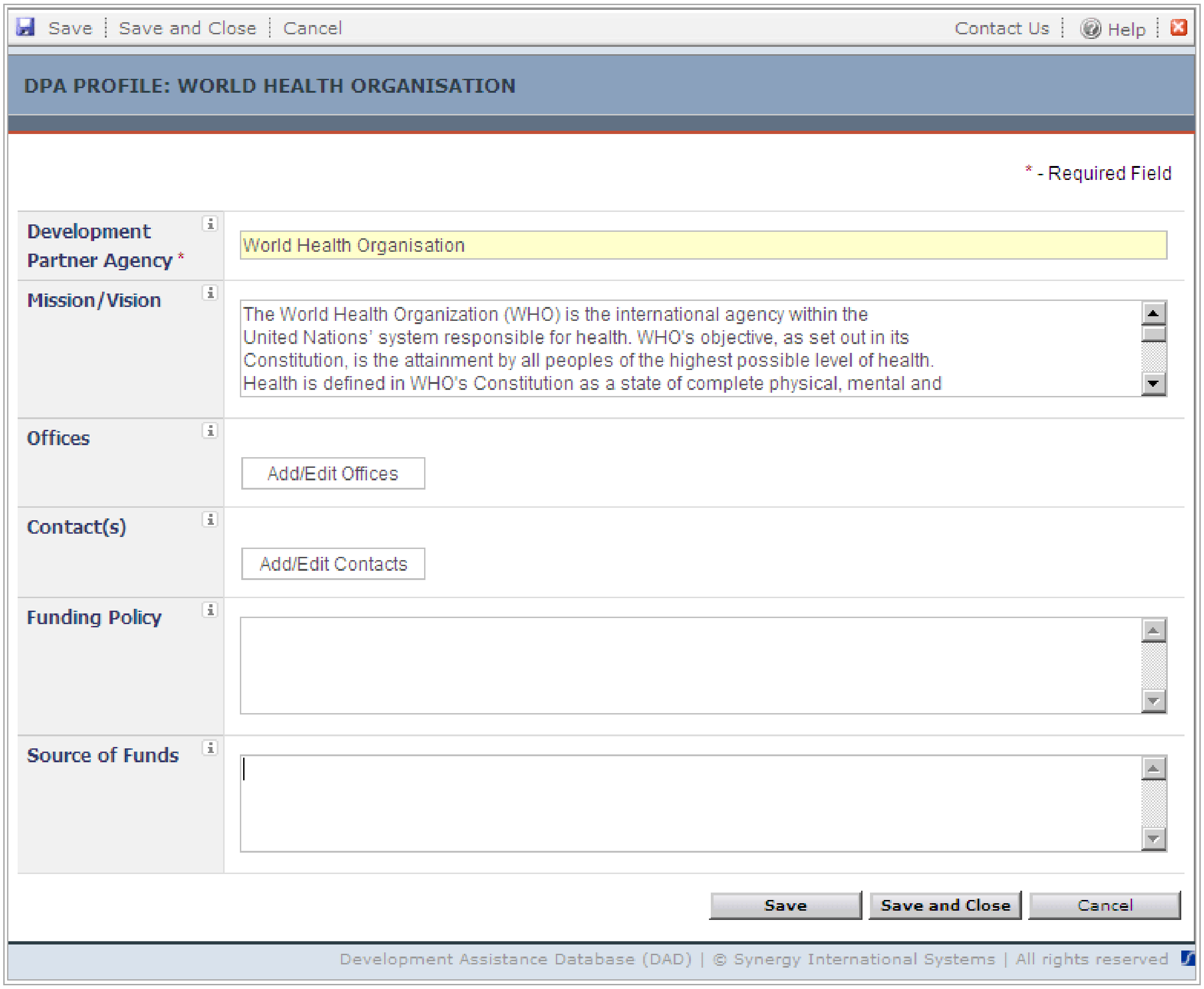

Figure 1: Development Partner Agency Profile Form

For more information on how to provide the information requested in the *Development Partner Agency Profile form*, see the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Development Partner Agency	Specify the Agency that serves as an originator of funds for the project by entering the appropriate instance in the text box.
Mission / Vision	Enter the Development Partner Agency mission and vision stating its long-term and short-term goals, objectives, etc. This can be several paragraphs of a free text.
Offices	Indicate the information about the Development Partner Agency offices providing their addresses, contact information, etc. For details on managing office records, see Managing DPA Office Records.
Contact(s)	Indicate contact persons within the Development Partner Agency that can be contacted with questions, comments, and/or suggestions. For details on managing contacts, see Managing DPA Contacts.
Funding Policy	Provide information about the funding policy adopted by the selected Development Partner Agency.
Source of Funds	Indicate the source of funds in the respective field.

4.1 Managing DPA Office Records

This chapter outlines how to manage office records.

4.1.1 Adding a New DPA Office Record

In order to add a new office record, follow the steps below:

1. Click the **Add/Edit Offices** button at the bottom of the field. You will be redirected to the *Development Partner Agency Office Information* sub-section (Figure 2).
2. Specify whether the information to be provided refers to the PIA headquarters by activating the **Is Primary** checkbox.
   Note: Only one office can be set as primary.
3. Provide the information requested. The information to be provided includes the **Office name**, its **Address**, **Phone and Fax Numbers**, etc.
4. Click the **OK** button to save the information input, or **Cancel** to discard the changes.

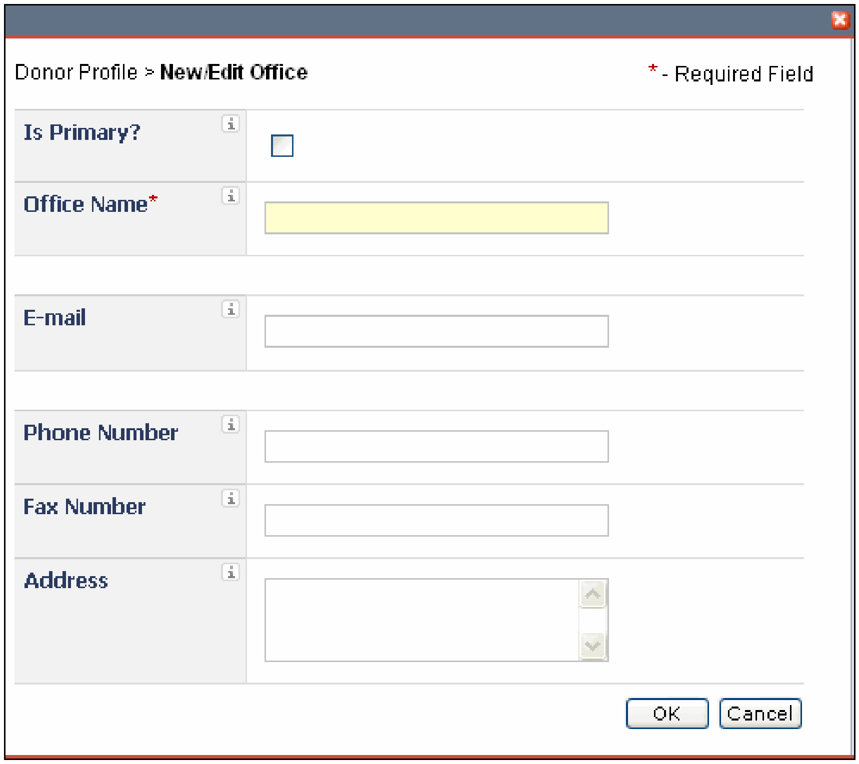

Figure 2: Development Partner Agency Office Information Sub-section

4.1.2 Editing an Existing DPA Office Record

In order to edit an existing office record, follow the steps below:

1. Click on the office record that needs to be modified. You will be redirected to the *Development Partner Agency Office Information* sub-section where the details of the selected record are displayed.
2. Make the necessary changes.
3. Click the **OK** button to save the changes made, or **Cancel** to discard the changes.

4.1.3 Deleting an Existing DPA Office Record

In order to delete an existing office record, click the **(Remove from the list)** button to the left of the respective record.

4.2 Managing DPA Contacts

This chapter outlines how to manage contact records.

4.2.1 Adding a New DPA Contact Record

In order to add a new contact record, follow the steps below:

1. Click the **Add /Edit Contacts** button at the bottom of the field. You will be redirected to the *Development Partner Agency Contact Details* sub-section (Figure 3).

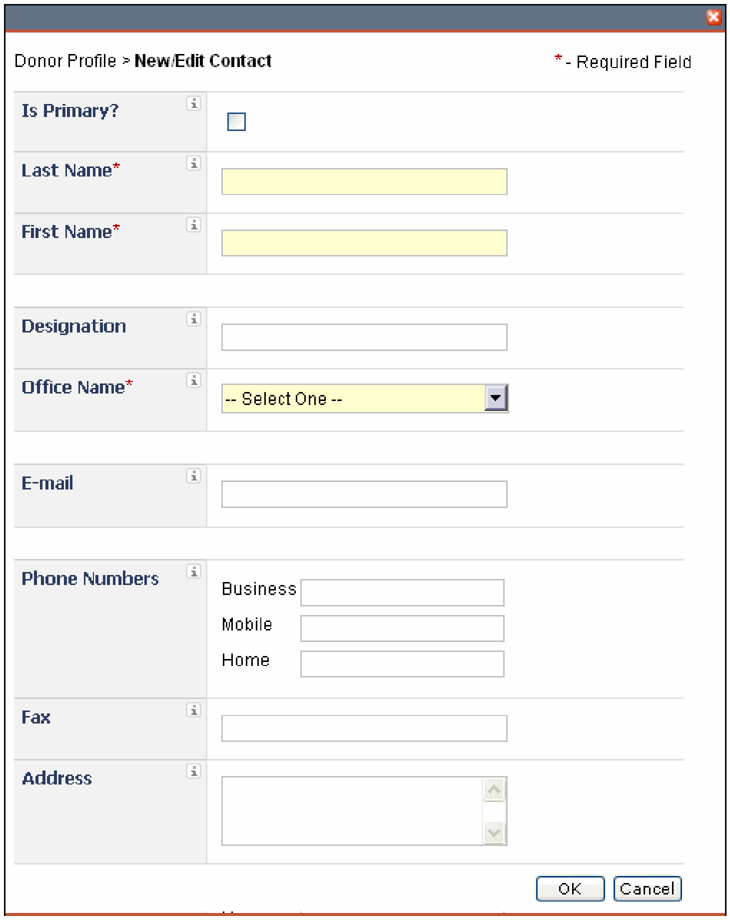

Figure 3: Development Partner Agency Contact Details Sub-section

2. Indicate whether this is a primary contact by selecting the appropriate checkbox. **Note:** Only one contact can be set as primary.
3. Provide the information requested, e.g. **First Name, Last Name, Designation**, the DPA office the contact works for, etc.
4. Click the **OK** button to save the information input, or **Cancel** to discard the changes.

4.2.2 Editing an Existing DPA Contact Record

In order to edit an existing contact record, follow the steps below:

1. Click on the contact record that needs to be edited. You will be redirected to the *Development Partner Agency Contact Details* sub-section.
2. Make the appropriate changes in the data displayed.
3. Click the **OK** button to save the changes made, or **Cancel** to discard the changes.

4.2.3 Deleting an Existing DPA Contact Record

In order to delete an existing contact record, click the ✖ **(Remove from the list)** button to the left of the respective record.

5. PROJECT IMPLEMENTING AUTHORITY PROFILE FORM

In the *PIA Profile* data entry form (Figure 4), you can provide information about the authority directly involved in or supervising the project implementation, its mission and vision, the contact(s) within Project Implementing Authority (PIA), etc.

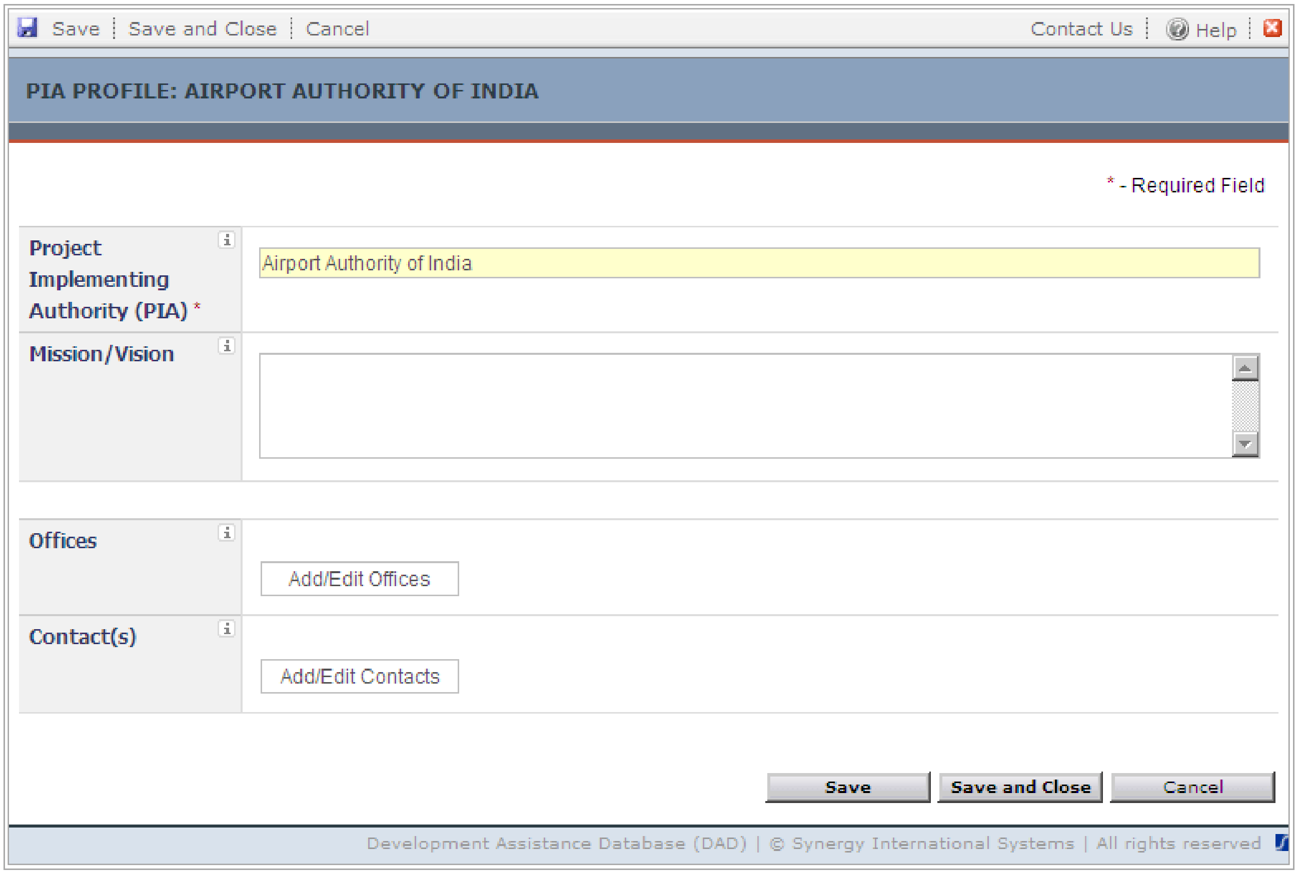

Figure 4: PIA Profile Form

For more information on how to provide the information requested in the *PIA Profile form*, see the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Project Implementing Authority (PIA)	Define the organisation that receives funding for a project and which is responsible for its implementation or for supervising implementation by the contractor.
Mission / Vision	Enter the PIA's mission and vision stating its long-term and short-term goals, objectives, etc. This can be several paragraphs of a free text.
Offices	Indicate the information about the PIA offices providing their address, phone number, etc. For details on managing office records, see Managing PIA Office Records.
Contact(s)	Indicate contact persons within the PIA that can be contacted with questions, comments, and/or suggestions. For details on managing contacts, see Managing PIA Contacts.

5.1 Managing PIA Office Records

This chapter outlines how to manage office records.

5.1.1 Adding a New PIA Office Record

In order to add a new office record, follow the steps below:

1. Click the **Add/Edit Offices** button at the bottom of the field. You will be redirected to the *PIA Office Information* sub-section (Figure 5).

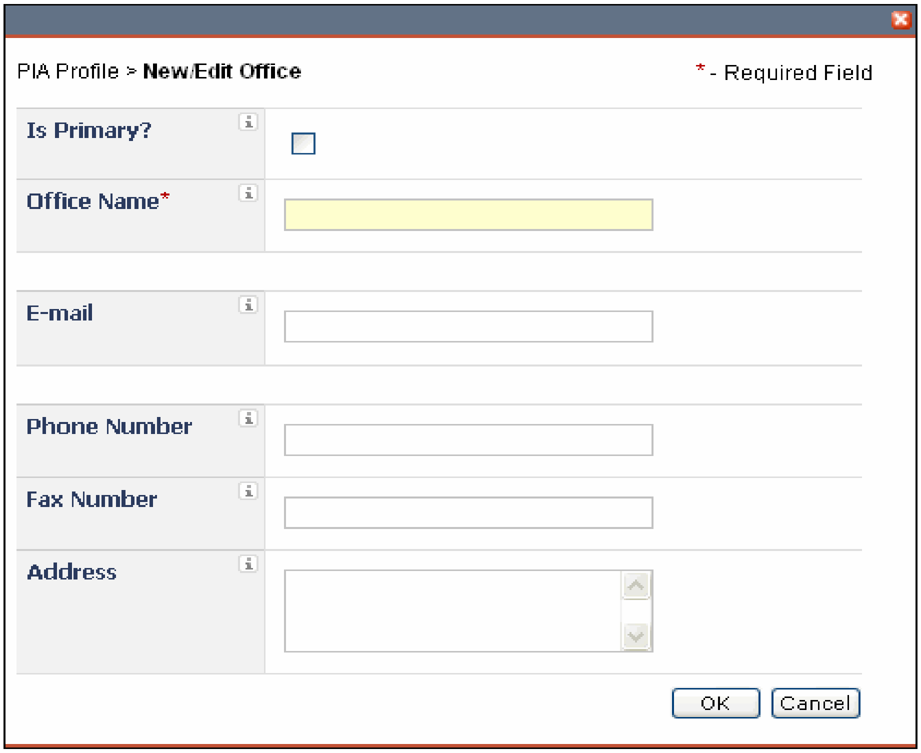

Figure 5: PIA Office Information Sub-section

2. Specify whether the information to be provided refers to the PIA headquarters by activating the **Is Primary** checkbox.
   Note: Only one office can be set as primary.
3. Provide the information requested. The information to be provided includes the **Office name**, its **Address**, **Phone and Fax Numbers**, etc.
4. Click the **OK** button to save the information input, or **Cancel** to discard the changes.

5.1.2 Editing an Existing PIA Office Record

In order to edit an existing office record, follow the steps below:

1. Click on the office record that needs to be modified. You will be redirected to the *PIA Office Information* sub-section where details of the selected record are displayed.
2. Make the necessary changes.
3. Click the **OK** button to save the changes made, or **Cancel** to discard the changes.

5.1.3 Deleting an Existing PIA Office Record

In order to delete an existing office record, click the **(Remove from the list)** button to the left of the respective record.

5.2 Managing PIA Contacts

This chapter outlines how to manage contact records.

5.2.1 Adding a New PIA Contact Record

In order to add a new contact record, follow the steps below:

1. Click the **Add/Edit Contacts** button at the bottom of the field. You will be redirected to the *PIA Contact Details* sub-section (Figure 6).

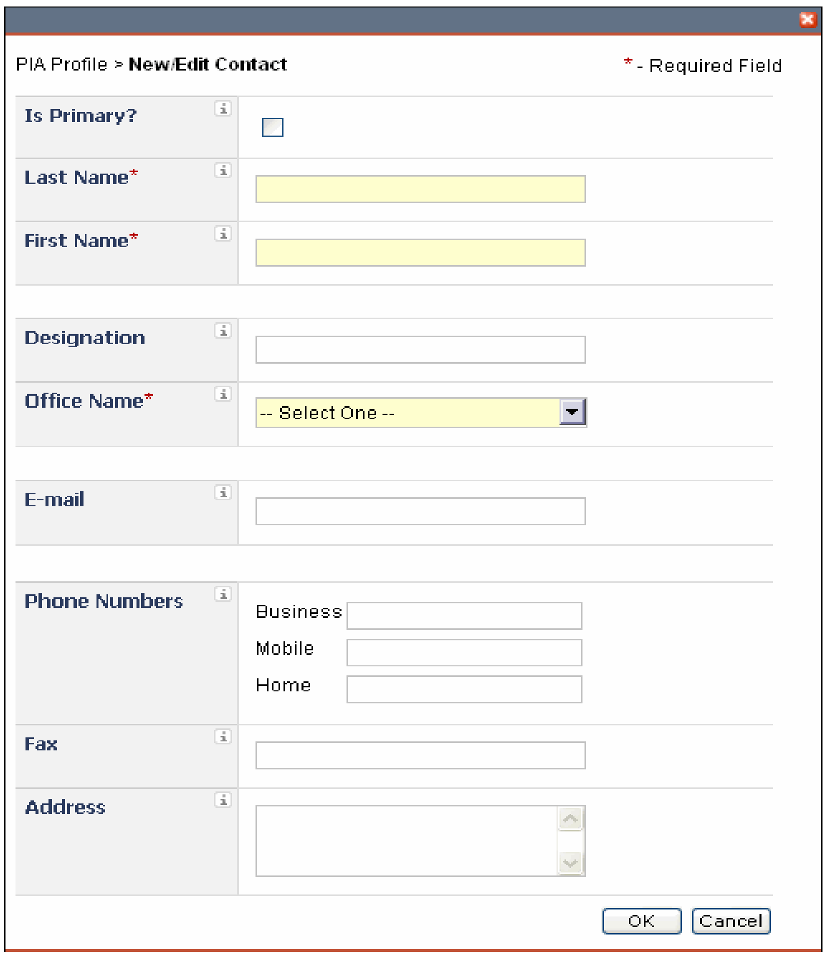

Figure 6: PIA Contact Details Sub-section

2. Indicate whether this is a primary contact by selecting the appropriate checkbox. **Note:** Only one contact can be set as primary.
3. Provide the information requested, e.g. **First Name, Last Name, Designation**, the PIA office the contact works for, etc.
4. Click the **OK** button to save the information input, or **Cancel** to discard the changes.

5.2.2 Editing an Existing PIA Contact Record

In order to edit an existing contact record, follow the steps below:

1. Click on the contact record that needs to be edited. You will be redirected to the *PIA Contact Details* subsection.
2. Make the appropriate changes in the data displayed.
3. Click the **OK** button to save the changes made, or **Cancel** to discard the changes.

5.2.3 Deleting an Existing PIA Contact Record

In order to delete an existing contact record, click the **(Remove from the list)** button to the left of the respective record.

6. SECTOR PROFILE FORM

In the *Sector Profile* data entry form (Figure 7), you can provide key information about a sector that is in need of financing to recover. The information to be provided includes the GoI line ministry responsible for the implementation of projects related to the sector, contact(s) within the selected ministry, etc.

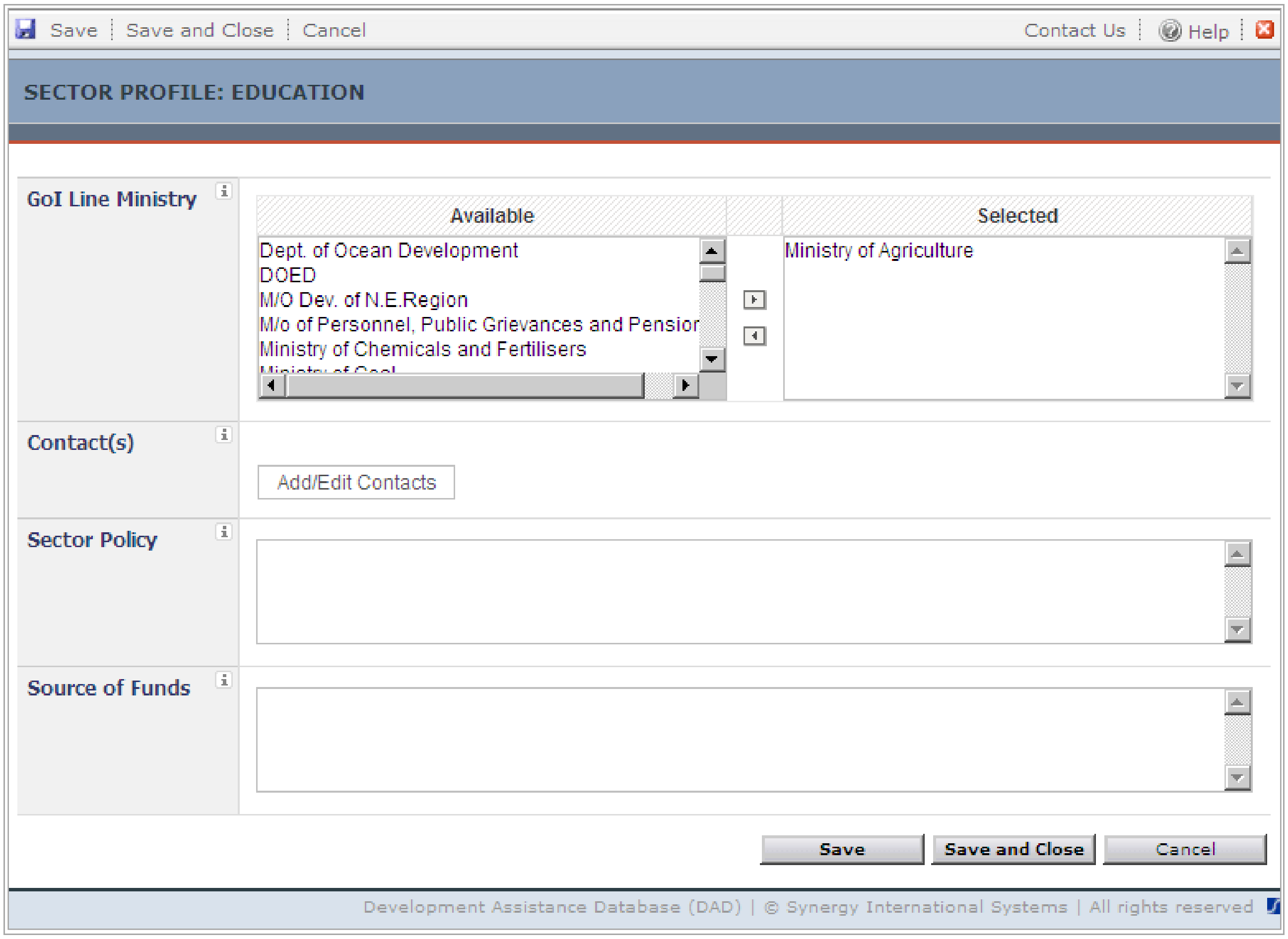

Figure 7: Sector Profile Form

For more information on how to provide the information requested in the *Sector Profile form*, see the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
GoI Line Ministry	This field contains a list of all available GoI Line Ministries, and a list of ministries responsible for the implementation of projects related to the sector. To move the certain ministry from one list to the other and back, use buttons. **Note:** You may use CTRL key to select multiple items in the list at once.
Contact(s)	Indicate contact persons that can be contacted with questions regarding the projects implemented in the indicated sector, etc. For details on managing contacts, see Managing Contacts.

Sector Policy	Provide information about the funding policy adopted for the indicated sector.
Source of Funds	Indicate the source of funds in the respective field.

6.1 Managing Contacts

This chapter outlines how to manage contact records.

6.1.1 Adding a New Contact Record

In order to add a new contact record, the GoI line ministry should be selected in the respective field.

1. Click the **Add / Edit Contacts** button at the bottom of the contact's field. You will be redirected to the *Contact Details* sub-section (Figure 8).

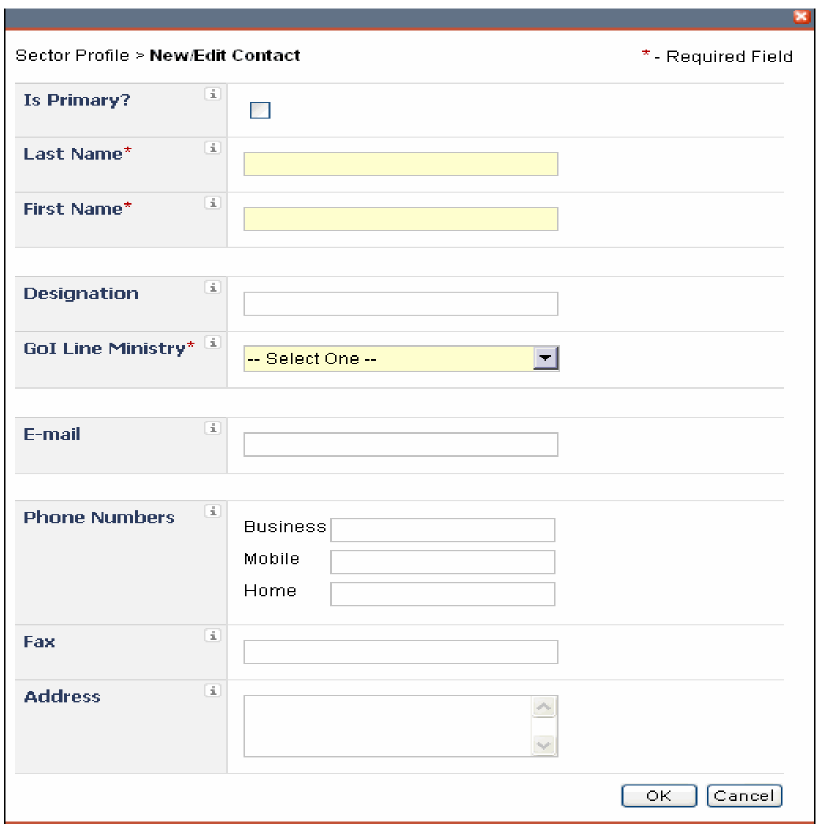

Figure 8: Sector Contact Details Sub-section

2. Indicate whether this is a primary contact by selecting the appropriate checkbox.
   Note: Only one contact per organisation can be set as primary.
3. Provide the information requested, e.g. **First Name, Last Name, Designation**, the **GOI Line Ministry** the contact works for etc.
4. Click the **OK** button to save the information input, or **Cancel** to discard the changes.

6.1.2 Editing an Existing Contact Record

In order to edit an existing contact record, follow the steps below:

1. Click on the contact record that needs to be edited. You will be redirected to the *Contact Details* sub-section.
2. Make the appropriate changes in the data displayed.
3. Click the **OK** button to save the changes made, or **Cancel** to discard the changes.

6.1.3 Deleting an Existing Contact Record

In order to delete an existing contact record, click the **(Remove from the list)** button to the left of the respective record.

7. SAVING DATA

When you have finished with data input or modification you should save your changes before you leave the page. Following options for saving the data are available both on the top and on the bottom of the page:

- **Save** - to save the data entered and to remain on the opened page.
  Note: In sub-sections, clicking the **OK** button will save the changes made and to navigate you to the previous screen.
- **Save and Close** - to save the information input and leave the opened page.

If you wish to cancel your changes, use the **Cancel** button.

8. REFERENCES

Please refer to the following *CDSS* related document:

- CDSS India Analytics User Manual
- CDSS India Projects Applications User Manual
- CDSS India Administration Center User Manual