INTEGRATED PLANNING & REPORTING TOOLKIT
USER MANUAL

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1. Introduction

The Integrated Planning and Reporting Toolkit (IPRT) is a web application sponsored by the Economic Commission for Africa (ECA) and developed in response to the needs of African countries to simultaneously adopt and integrate both the 2030 Agenda for Sustainable Development and Agenda 2063 into their national development plans and enable them to report progress in a harmonized way.

With the goals, targets and indicators of the two Agendas already in-built into the software, users can visually assess the level and strength of alignment between the two Agendas and the national development plans at the click of a button. The in-built dashboards allow for visualization of summary information on the alignment of the two Agendas as well as country performance regarding alignment with the two agendas and progress in implementation of the national goals and targets as aligned.
The IPRT application has four key modules: Alignment module (covering the 2030 Agenda, Agenda 2063 and the national plan); Monitoring and evaluation module (indicators, baselines, targets and current values); Reporting (progress on the two Agendas and national plan – both in standard report format as well as using intelligent data visualization dashboards) and the Admin module that allows to configure country information. Additional modules are possible and will be incorporated as the software advances and demand increases.

The IPRT is dynamic and adaptable to country-specific planning frameworks, which can be at the national, sub-national and sectoral levels. Once the results framework of a country's national development has been coded, either online or in a pre-configured excel template and uploaded into the software, the user can easily assess the alignment of the plan with the 2030 Agenda and Agenda 2063.

The *monitoring and evaluation module* allows for country data entry (baselines, targets and current values) on the indicators of the national development plans, which is a key feature for reporting progress towards the realization of national priorities as they align to the two Agendas.
The web-based toolkit is accessible from anywhere on standalone computers as well as on networked computers and can be used offline. It is hosted at ECA and will made available to all member States and the Regional Economic Communities through linkages to their relevant sites.

Users can apply the toolkit to evaluate the extent to which their national development plans and sectoral plans align with external frameworks. The toolkit asks the user to identify the national Goal, Target or Indicator that best matches the corresponding variable of the SDGs & Agenda 2063. If the goal, target and indicator is an exact match, the alignment is classified as "full". If the national variable is a proxy the alignment is, considered to be, "partial". Variables can also be defined as having "no alignment".

This document provides information on how to use the IPRT Toolkit. It explains the user interface of the toolkit page and available options, features and functionality in step by step fashion.

1.1   How to Login

1. To access the ECA's Integrated Planning and Reporting toolkit, open any modern browser (Firefox, Internet Explorer or Chrome) and type in "**https://iprt.uneca.org**" in the address bar.
2. The main landing page of the Toolkit will be displayed as Figure 1.

Figure 1: IPRT main landing page
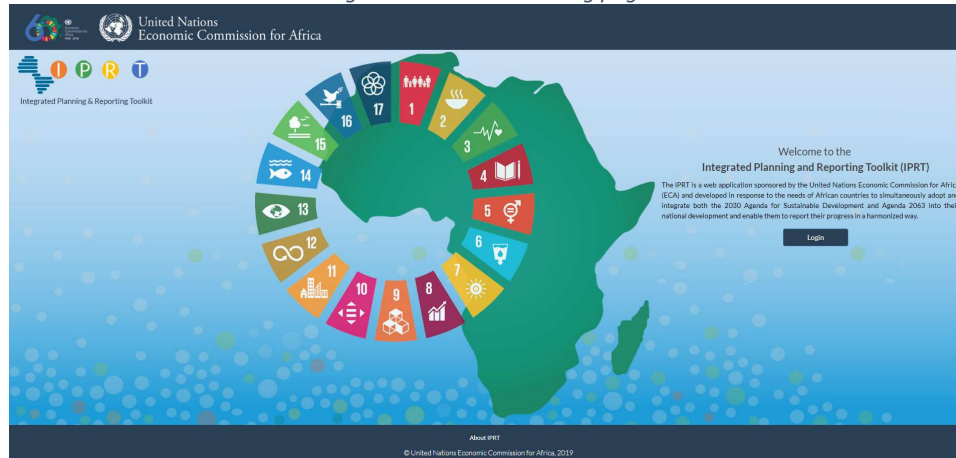
3. Click on the "Login" button to log in into the system (ref. Figure 2).

Figure 2: Login window
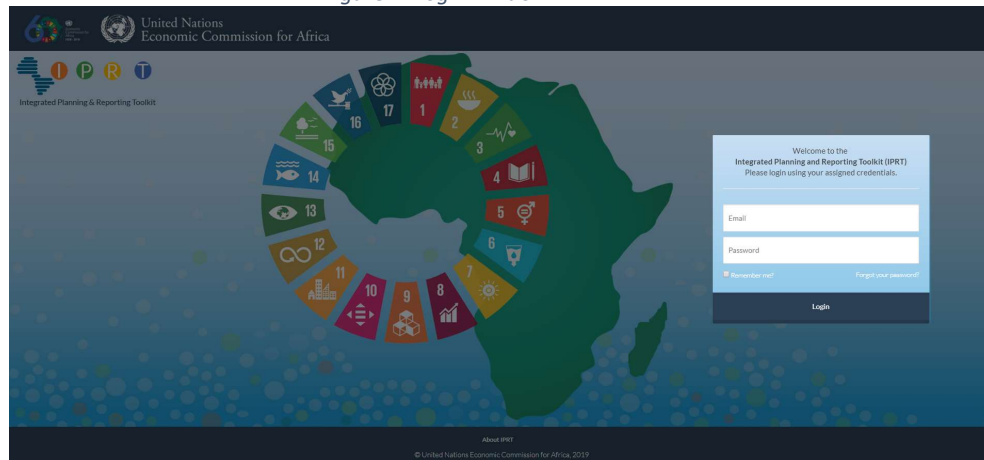
4. Type in your assigned email address and password in the "Welcome" section.

2.   General Overview

1. After successful authentication you will be redirected to the screen shown in the image below.
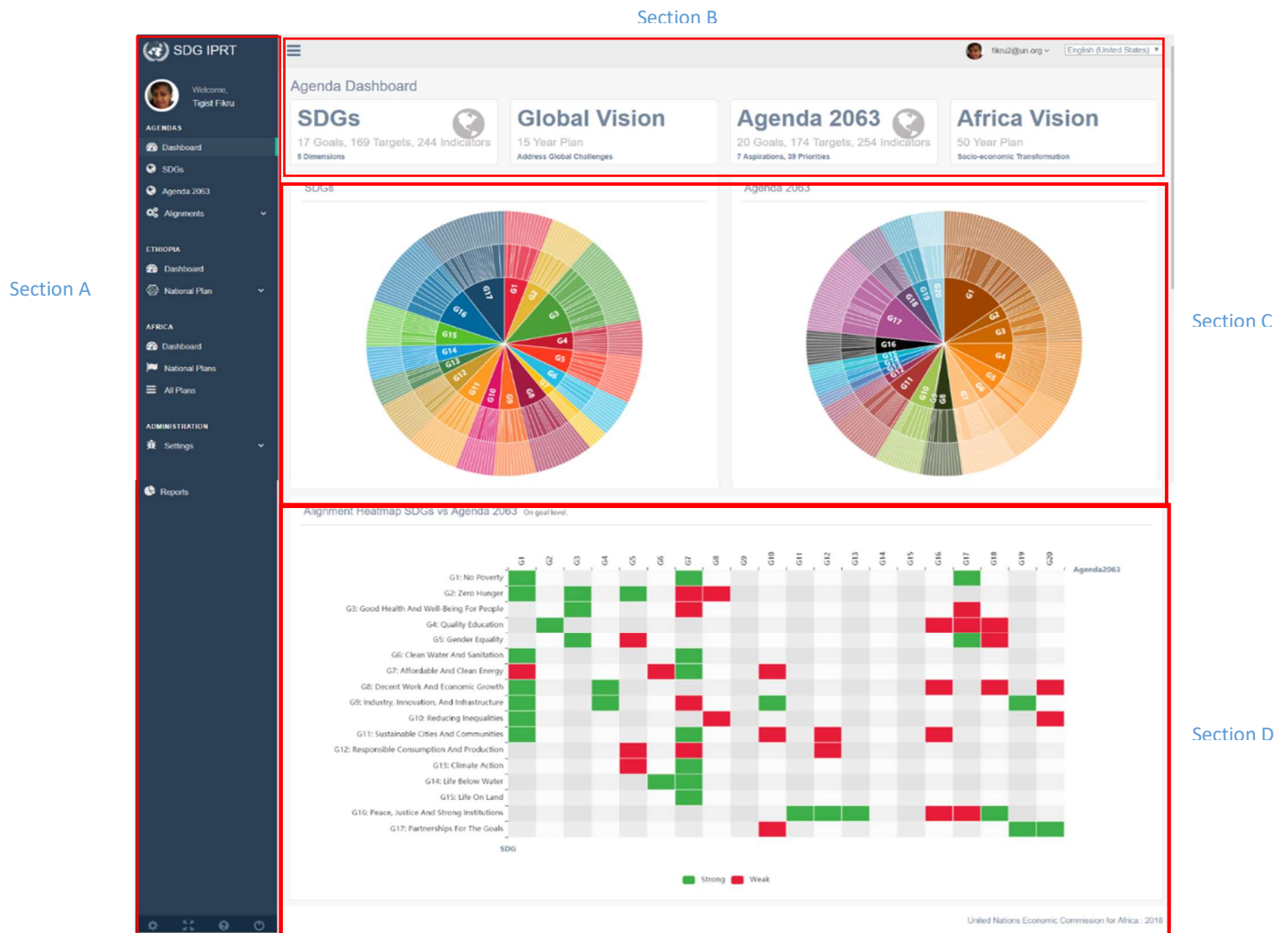

Figure 3: Summary display of the SDGs and Agenda 2063 in the Toolkit

the image below.

2.   Figure 3 is a graphical summary view of the SDGs and Agenda 2063. The different sections divided on the image are described below.

Section A: is the navigation menu, with the main modules of the IPRT and their sub-menus. The modules and their corresponding sub-menus are described in detail later in the manual. Depending on the assigned permissions the view of the navigation menu may differ.

Section B: shows the total number of SDGs & Agenda 2063 and their related indicators and targets. The years set for the global agenda & Africa's agenda. You can click the ☰ icon to minimize the navigation menu.

Section C: shows an interactive chart of the SDGs and Agenda 2063. To view a specific Goal in detail, and its associated targets and indicators, place your cursor on the coloured sections of the pie chart and click as indicted in Figure 4.

Figure 4: Drill-down menu
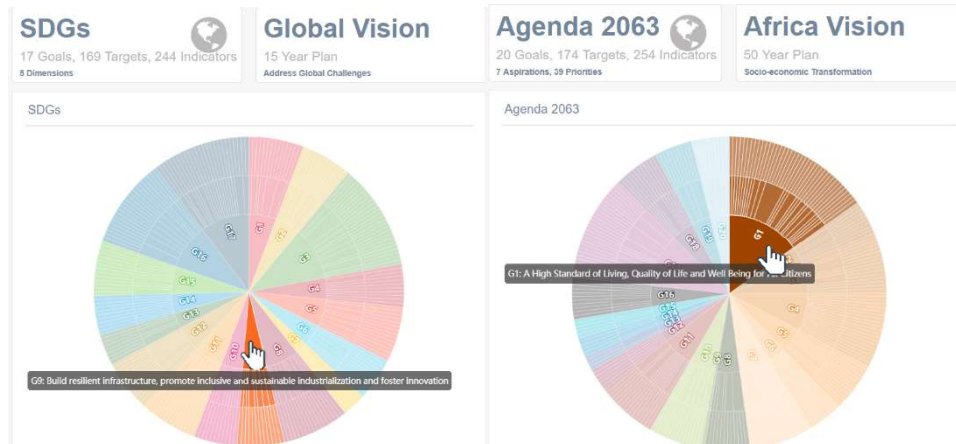
Section D: shows a heatmap graphical representation of the alignment level between all SDGs and Agenda 2063 at goal level. The alignment levels between the agendas are shown as "Strong" or "Weak". To open the tooltip of each representation, place your cursor over the icons and it will display as indicated in Figure 5.

*Figure 5: Graphical representation of the alignment level between the SDGs and Agenda 2063 at goal level*
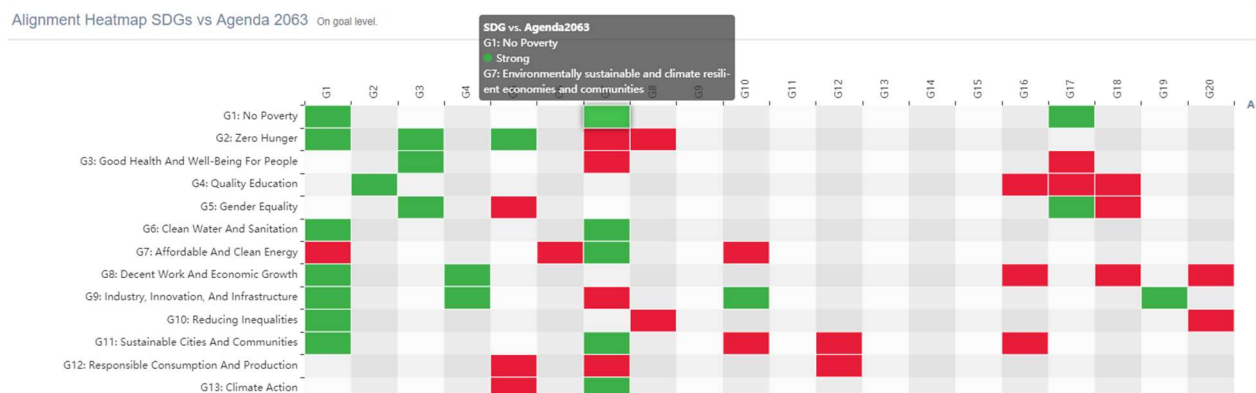
2.1   How to Edit your profile

After logging in, a user can update or edit their profile information. Go to the "Profile" menu located at top-right corner of your screen next to your name and click on the drop-down arrow as indicated in Figure 6.

Figure 6: Editing user profile
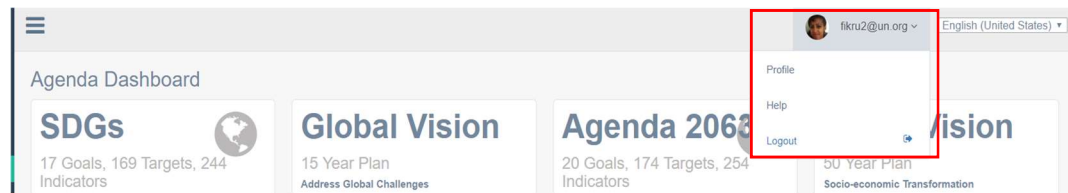
o To update/edit the profile, click on "Profile" option. The user profile page will be displayed as in.

Figure 7: Editing user profile
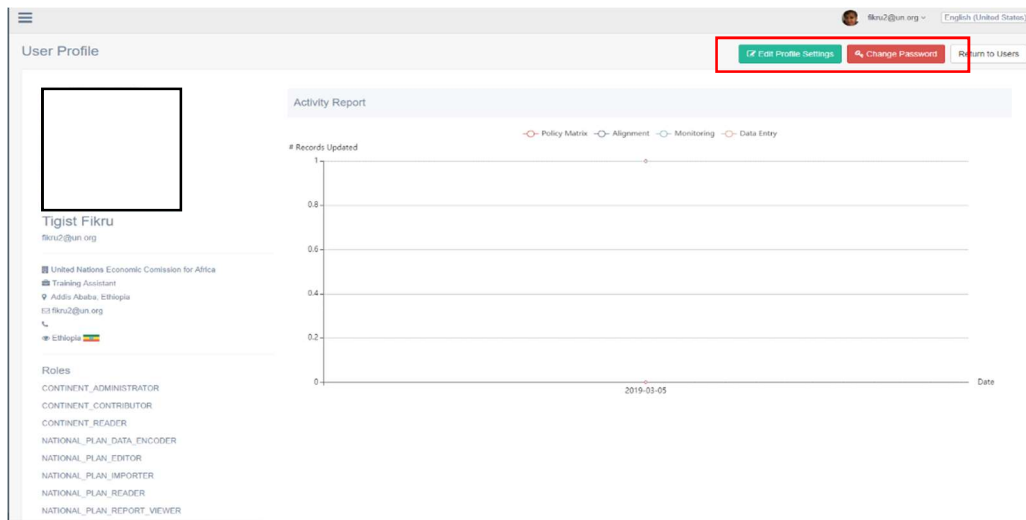
o The user profile page displays the user information and the roles/permissions the user is assigned; and user activities performed.

o **To change password**: click on the **"Change Password"** button located at the top-right corner of the screen displayed. The change password page will be opened as shown as in .

Figure 8: Change password window

- Type your current password, then the new password in both the "New Password" and "Confirm New Password" sections; click "Update Password" button to update.
- If you prefer to return to the profile page, click the "Return to Profile" button.

o To edit/change your profile, click on the **"Edit Profile Settings"** button located at the top-right corner of your screen. The image in Figure 9 will be displayed.

*Figure 9: **Editing Profile Settings***

o In the "Edit User Profile" page:
- Click on "Update New Picture" to change your profile picture; Type in or edit the remaining enabled fields.
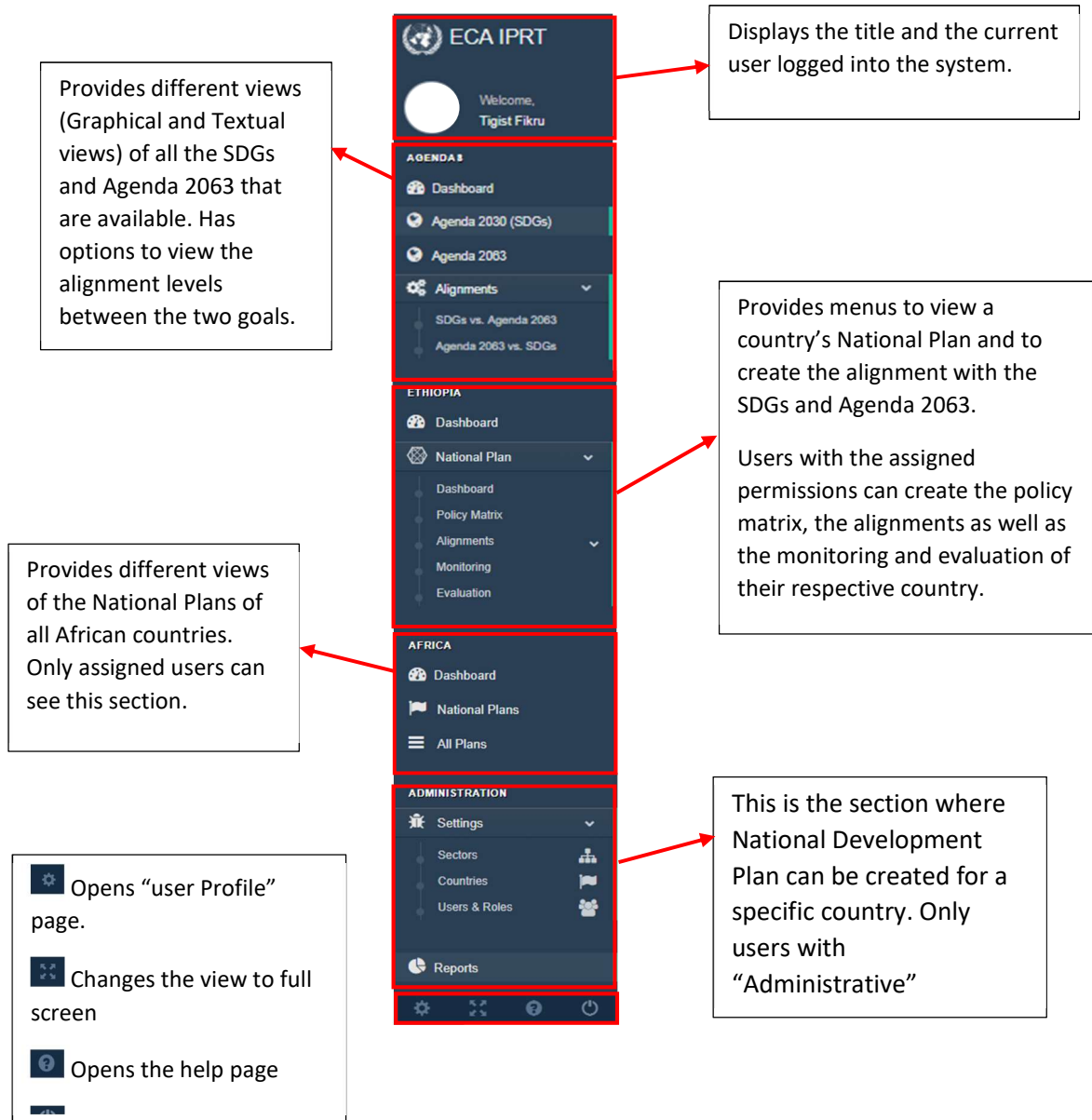- The **"Access Level"** on the right side of the screen shows the "Country of Scope" and the roles assigned to the current user.

3. Components of the ECA's IPRT

There are navigation menus on the left-hand side of the main screen displayed when you log in, that contain the main components of the Toolkit. Each has respective menus. There are four main components/modules as indicated in figure 10 below.

3.1   Navigation Menu

Figure 10: IPRT navigation menus

Provides different views (Graphical and Textual views) of all the SDGs and Agenda 2063 that are available. Has options to view the alignment levels between the two goals.

Displays the title and the current user logged into the system.

Provides menus to view a country's National Plan and to create the alignment with the SDGs and Agenda 2063.

Users with the assigned permissions can create the policy matrix, the alignments as well as the monitoring and evaluation of their respective country.

Provides different views of the National Plans of all African countries. Only assigned users can see this section.

This is the section where National Development Plan can be created for a specific country. Only users with "Administrative"

⚙ Opens "user Profile" page.

⛶ Changes the view to full screen

❔ Opens the help page

The first section has options for viewing the SDGs and Agenda 2063 and their respective targets and indicators. Alignments between the SDGs and Agenda 2063 at a Goal, Target or Indictor levels are also viewed here. Under the "Agendas" component there are four sub-menus: Dashboards, SDGs, Agenda 2063 and Alignments which are described below.

3.2   Viewing the Agendas Dashboard

o   This is the home page view that is displayed when a user initially logs in into the system.
o   Select "Dashboard" menu from the "Agendas" section to open the summarized view of both the Agenda2030 (SDGs) and Agenda 2063 goals.

Figure 11: Summary view of the Agenda 2030 and Agenda 2063 goals

3.3   Viewing details on Agenda 2030 (SDGs)

o   To see the list of all the seventeen SDGs, click on "Agenda 2030 (SDGs)" under the "Agendas" menu. The image in Figure 12will be displayed.
Figure 12: Agenda 2030 details

To see the associated targets and indicators with a specific goal, click on a single SDG.

3.4 Viewing details on Agenda 2063

o To see the 20 Agenda 2063 Goals, click on the "**Agenda 2063**" sub-menu under the "AGENDAS" section. The screen shown in Figure 13 will be displayed.

Figure 13: Agenda 2063 Goals

o To see the associated targets and indicators with a specific Agenda 2063, click on a single Agenda 2063 from the list displayed.
o When you select a Goal, a detail view and its corresponding targets and indicators are displayed.

3.5   Viewing the Alignments

o To see the SDGs alignment level with Agenda 2063 goals or vice versa, go to the "Alignments" from the Agendas and choose either one of the following options:

3.5.1   Agenda 2030(SDGs) with Agenda 2063

o To view the alignment between the SDGs and Agenda 2063, select the menu "SDGs vs Agenda 2063" as indicated below. The screen shown in Figure 14 will be displayed.

Figure 14: Alignment between SDGs and Agenda 2063

To view the SDGs alignment with the Agenda 2063 either on "**Goal**" or "**Targets**" or "**Indicators**" level, click on one of these menus.

To export the displayed SDGs alignment with Agenda 2063 or make a "Copy" or "Print", select on one of these menus.
Note: Exported format is CSV which will open in excel.

This section shows weather the alignment level of the selected SDG is "strong" or "weak" with the Agenda 2063 goals.

3.5.2   Agenda 2063 with Agenda 2030 (SDGs)

o   To view the alignment between Agenda 2063 and the SDGs, select the menu "Agenda 2063 vs SDGs" as indicated in Figure 15.

Figure 15: Alignment between Agenda 2063 and SDGs

To view the Agenda 2063 alignment with the SDGs either on "**Goal**" or "**Targets**" or "**Indicators**" level, click on one of these menus.

To export the displayed Agenda 2063 alignment with SDGs or make a "Copy" or "Print", select on one of these menus.
Note: Exported format is CSV which will open in excel.

This section shows weather the alignment level of the selected Agenda 2063 is "strong" or "weak" with the SDGs

4. The National Plan

A country's National Development Plan is created by upper-level officials or administrators that are assigned permission to do so. Once created it will be available in the system to be used by the policymakers.

The National Plan is used to analyse the country's objectives and priorities in relation to the Goals, Targets and Indicators of the SDGs and Agenda 2063.

The second section of the navigation menu allows the user, based on their permission level, to see a summarized view of a country's National plan alignment with the two agendas. In this section, the policy matrix or results framework of the national plan, national plan alignment, national plan monitoring & evaluation are created for a country.

- To view the abridged country's National Plan alignment with the two Agendas and the statistics results, select the "Dashboard" menu present under the country name as indicate in Figure 16.

Figure 16: National Plan alignment with the Agendas
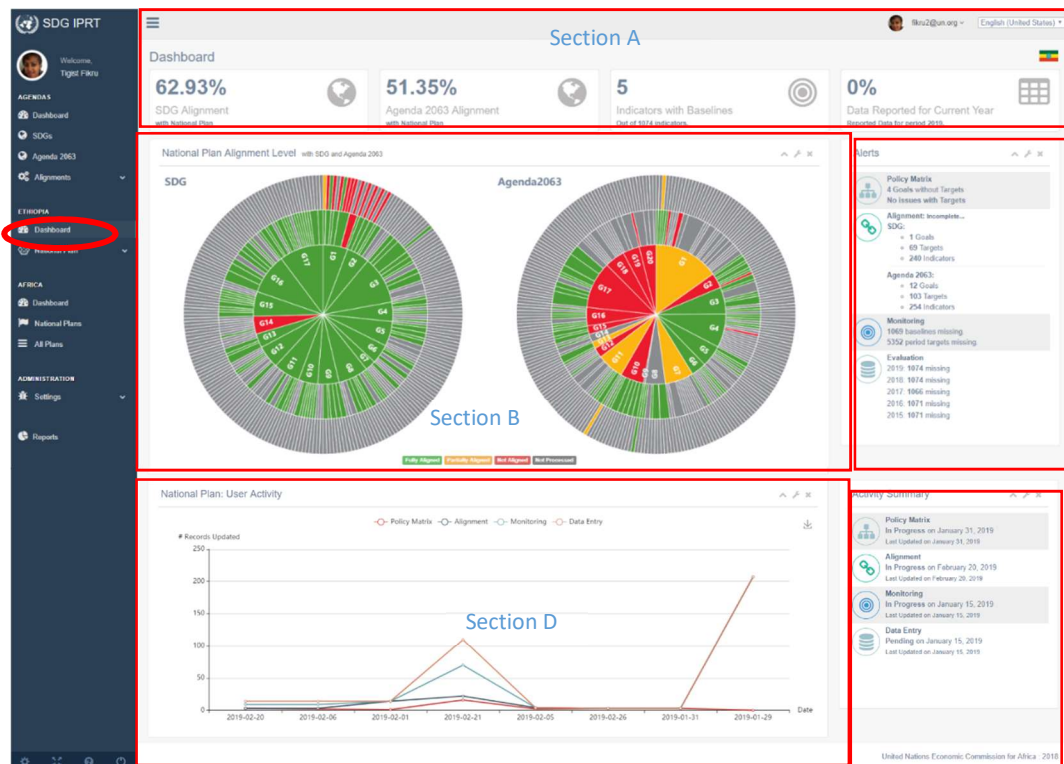
- In Figure 16, the user see is a graphical summary of the SDGs and Agenda 2063 for the given country. The different sections seen above are described below.

Section A: shows summary statistics of alignment between the national plan goal of the given country and the two Agendas

Section B: displays a graphical representation of the National Plan alignment with the SDGs and Agenda 2063. They are represented as "Fully Aligned", "Partially Aligned", "Not aligned" and "Not processed"

Section C: shows abridged information of the country's national plan relating to the policy matrix, the alignments, the monitoring and evaluation developed so far. The user can click on the options to open the details.

Section D: displays a line chart graphical representation of the user activity on the National Plan that is created.

Section E: shows an activity summary i.e. the alignment, status of the policy matrix of the National Plan.

4.1   Viewing the National Plan Dashboard

Click on "**Dashboard**" sub-menu in the second section of the navigation menu, to view a country's graphical representation of the "Policy Matrix", "Alignment Level", "Alignment Progress" with the two Agendas.

Figure 17: National Plan Dashboard
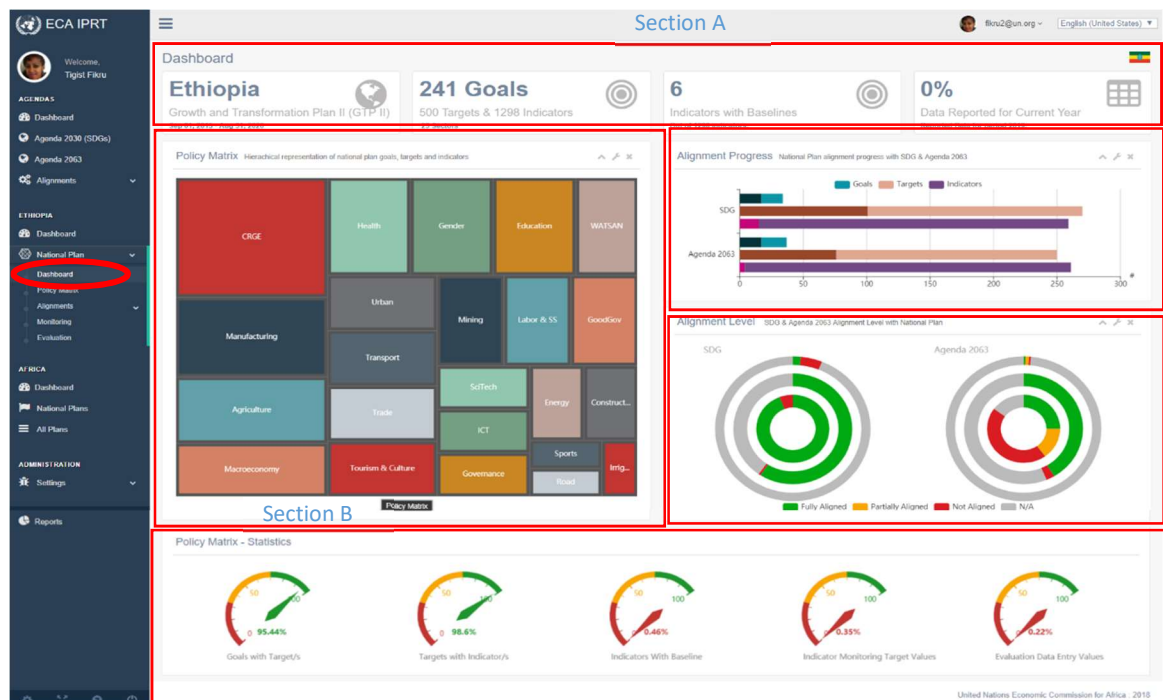
Section A: shows the current country name and the country's national plan title, the total number of national goals and targets and indicators, the national plan indicator baselines and data reported for the current year.

Section B: is the hierarchical representation of national plan goals, targets and indicators.

- Placing the cursor over one of the sector's a tool tip showing the number of Goals, Targets and Indicators for this sector will be displayed. Click on the specific sector to open the sublevel national goals under it.

Section C: shows a graphical representation of the national plan alignment progress with the two Agendas. Place the cursor over the chart to see the tooltip explaining the number of "Goals", "Target" & "Indicators".

Figure 18: Progress in aligning the National plan with the two Agendas
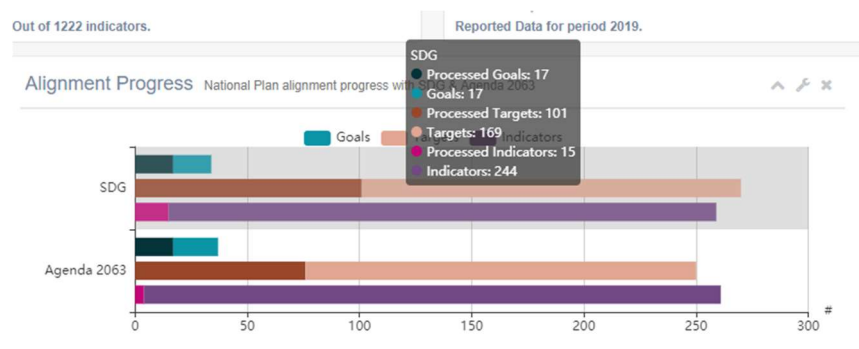
Section D: graphical representation of the SDGs and Agenda 2063 alignment level with the national plan. Place the cursor on any of the section to open the tool-tip that shows the percentage of the goal alignment with the National Plan as indicated below.

Figure 19: Representation of alignment between the Agendas and the national plan
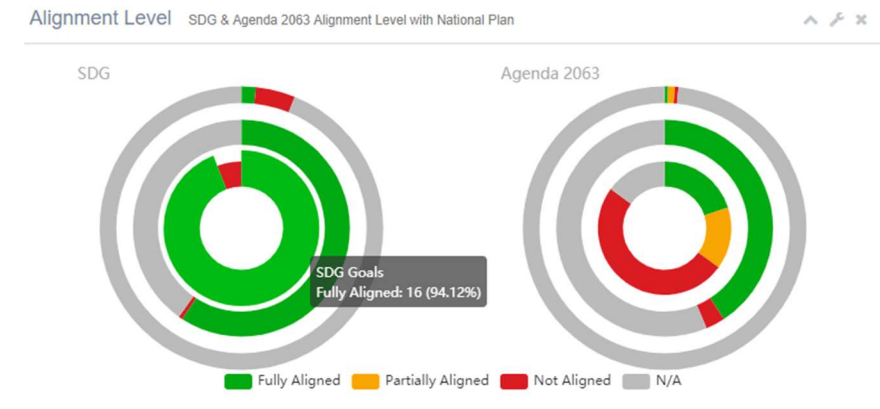
Section E: graphical representation of the level of alignment between the policy matrix statistics with the Goals, Targets & Indicators that are present.

Figure 20: Level of alignment between the policy matrix statistics with the Goals, Targets & Indicators
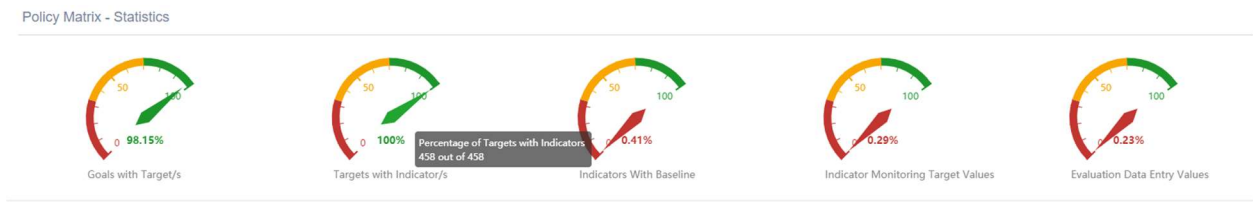
4.2   Creating a Policy Matrix, Alignment, Monitoring & Evaluation

This is the main section where policymakers with assigned permissions can create the policy matrix, establish alignment and monitoring and evaluation for a country. It helps to compile the policy options. The policy matrix is resource to associate the national plan with the appropriate SDGs and Agenda 2063.

4.2.1   How to Create/Maintain a Policy Matrix

- To create/maintain a policy matrix, click on the "Policy Matrix" sub-menu present in the second section of the navigation menu as indicated in Figure 21.
  Figure 21: create/maintain a policy matrix

Section A: displays the main title of the National Development Plan, the timeline of the plan and the baseline year.

Section B: gives the user the option of exporting or copying/ printing the National Plan Goals, Targets, Indicators currently displayed.

Section C: displays National Plan Goals, Targets, Indicators created so far.

Section D: allows users to work on the policy matrix relating to the national plan.

- If you have permission to download or import templates, a drop-down arrow will appear. Click on the arrow to download/import as indicted in .

Figure 22: Download /import arrow
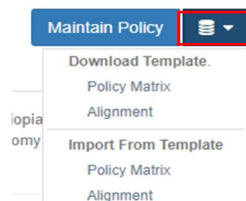
- If you only have editing permission, click on the "Maintain policy" button and the screen in Figure 23will be displayed.

Figure 23: Maintain policy screen
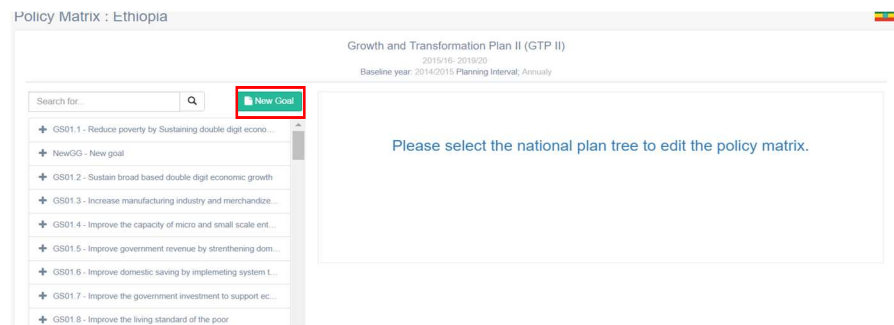
- To work on the policy matrix, select a specific national goal. If you are creating a new national goal, click on the "New Goal" button.

Figure 24: Country policy matrix
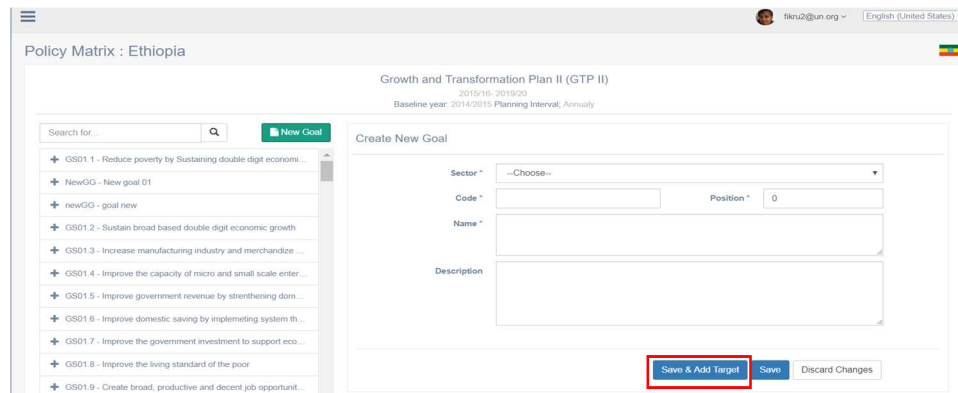
- On the "Create New Goal" section
  - Select the "Sector" of the goal you are creating from the dropdown list.
  - **Code:** type in the unique code that identifies the national goal you are creating.
  - **Name:** type in the name of the national goal you are creating.
  - **Position:** type in the order number the national goal will be displayed in the national goal list. If position value is set as "0", it will be alphabetically ordered by default.
  - **Description:** This is an option to write a brief overview of the national goal you are creating.
  - When completed, select the "**Save & Add Target**" button (ref. Figure 25) to proceed to adding the target.

Figure 25: Editing policy matrix

Click on the "Delete Goal" button to delete the current goal.

- The "Create New Target" page will be displayed as in Figure 26.

Figure 26: Create New Target

- On the "Create New Target" section
  - **Goal:** This is the national goal you are currently working on.
  - **Code:** Type in the unique code that identifies the national goal target you are creating.
  - **Name:** Type in the name of the national goal target you are creating.
  - **Position:** Type in the order number the national goal target will be displayed in the national goal target list. If position value is set as "0", it will be alphabetically ordered by default.
  - **Description:** option to write a brief overview of the national goal target you are creating.
- After typing in the required information, click on "**Save and Add indicator**" button to proceed to creating an indicator. The screen shown in Figure 27 will be displayed.

Figure 27: Adding indicators

- On the "Create New Indicator" section
  - **Goal:** This is the national goal you are currently working on.
  - **Target:** This is the target name you are going to create an indicator for.
  - **Code:** type in the unique code that identifies the national goal indicator you are creating.
  - **Name:** type in the name of the national goal indicator you are creating.
  - **Position:** type in the order number the national goal indicator will be displayed in the national goal indicator list. If position value is set as "0", it will be alphabetically ordered by default.
  - **Description:** option to write a brief overview of the national goal indicator you are creating.
  - **Value Type:** select the value type the indicator will be measured with from the dropdown list provided.
  - **Is Value Cumulative:** select "Yes" or "No" option, to identify if this indicator has a fixed value or an increasing value that will be added up.

Figure 28: Editing indicators

- After typing in the required information click on "Save" button. As shown below a message will be displayed and the Goal with the newly created Target and Indicator will be displayed.

- Repeat the above steps to add new national goal, target or indicator.
- After completing the policy matrix, the next step is to create the alignment of the National Plan with the SDGs and Agenda2063

4.2.2   How to Create/Maintain a National Plan Alignment

In this section a user can create the SDG and Agenda 2063 alignments that are applicable to a country. When you select the "Alignments" sub-menu, two additional sub-menus "Agenda 2030 (SDGs)" & "Agenda 2063" appear. This allow you to create the national plan alignment with the goals separately.

4.2.2.1 How to Create/Maintain a National Plan alignment with SDGs

To create/maintain an alignment of the national plan with the SDGs, click on the "Agenda 2030 (SDGs)" sub-menu. When you click on the sub-menu, the 17 SDGs will be displayed as in the figure below.

Figure 29: Alignment between the national plan and the SDGs
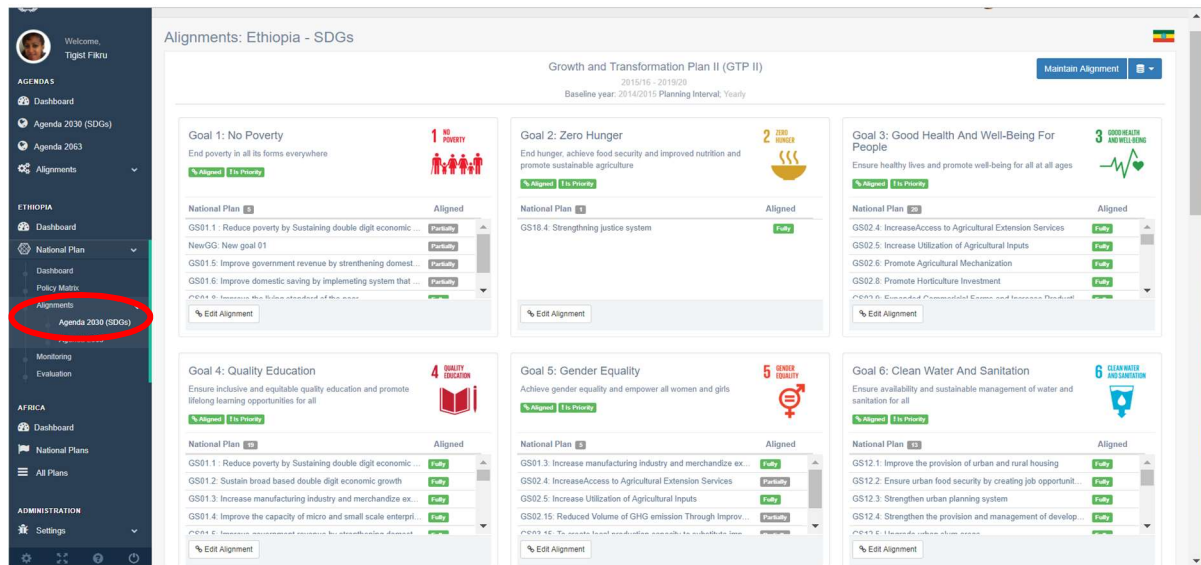
- To create an SDG alignment, select the SDG you want to align your national plan with first, then select "Edit Alignment" button as indicated in Figure 30.

Figure 30: Editing alignment window

- When you click on the "Edit Alignment" button, it will automatically take you to the "SDG: Goal Alignment" page as shown in Figure 31.

Figure 31: SDG: Goal Alignment in edit window

From the screen above, select one of the answer options available for the questions presented. The questions help to identify the national plan alignment with the SDG.

- Is this goal a priority for your country?
- It this goal aligned with any of your national plan goal?
- Select "**Yes**", if the current Goal is aligned with your national plan goal then the image shown in Figure 32 will be displayed

Figure 32: Aligning national plan with SDGs

- Select **"No"**, if the current Goal is not aligned with your national plan goal; then select a reason from the drop-down list as indicated in Figure 33; click on "Save" button.

Figure 33: Reasons for non-alignment between the national plan Goal and SDG

- To add aligned national goals, click on "Aligned National Goal" button. The screen in Figure 34 will be displayed. From the lists, select the national goal to align and click "OK" button to add the goal.

Figure 34: Adding national Goals for alignment

- As indicated in Figure 35, the national goal selected will be added. Next step is to choose the alignment level.
- Click on the drop-down arrow present in the "Alignment Level" column. From the list displayed choose the SDG this national goal is aligned with.

Figure 35: List of Goals

- To see the possible national plan alignments that can be made with the selected SDG, click on "Possible Alignments" located at the bottom-right screen as shown below.

- To add one of the possible alignments, click on the green icon. It will add the selected national goal and an alignment level can be set.
- Figure 36 shows the national goals and alignment level added.

Figure 36: Completed alignment

- When the alignment is completed, click the "Save" button located at the bottom- right side of the screen.
- Now you have created the national plan alignment for one of the SDGs. On the main view you will see the updated SDG with national plans added as in Figure 37.
- To align additional national plans with other SDGs, repeat the above steps.

Figure 37: Summary of view aligned SDG with national plan

4.2.2.2 How to Create/Maintain a National Plan alignment with Agenda 2063

To create/maintain an alignment of the national plan with the Agenda 2063 goal, click on the "Agenda 2063" sub-menu as indicated below. Clicking on the sub-menu, displays the 20 Agenda 2063 goals as shown in Figure 38.

Figure 38: Agenda 2063 Goals
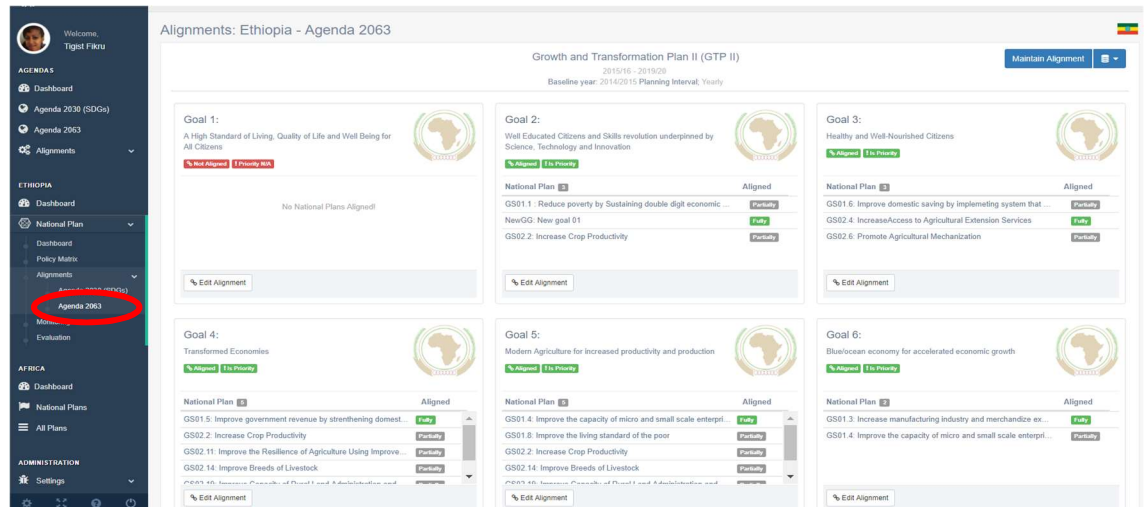
- To create an Agenda 2063 goal alignment, select the Agenda 2063 goal you want to align the national plan with first, then select "Edit Alignment" button as indicated in Figure 39.

Figure 39: Aligning the national plan with Agenda 2063 Goals
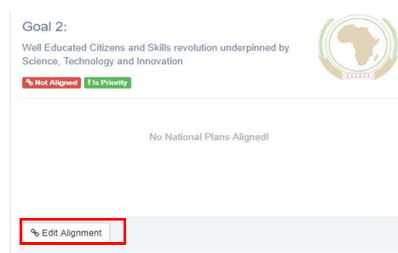
- Clicking the "Edit Alignment" button takes you to the "Maintain Alignments: Agenda 2063 page as shown in Figure 40.

Figure 40: Editing alignment

From Figure 40, select one of the answer options available. *[THE REST OF THE PROCESS IS SIMILAR TO THAT FOLLOWED WHEN ALIGNING WITH THE SDGs]*.

4.3   How to Download/Import a policy matrix template

This section allows policymakers with assigned permissions to download the policy matrix or alignment template. After making the necessary changes they can import the template into the system.

- If are assigned the permission to download or import templates, a drop-down arrow will appear; click on the arrow to download/import as indicted in Figure 41.

Figure 41: Download/Import a policy matrix
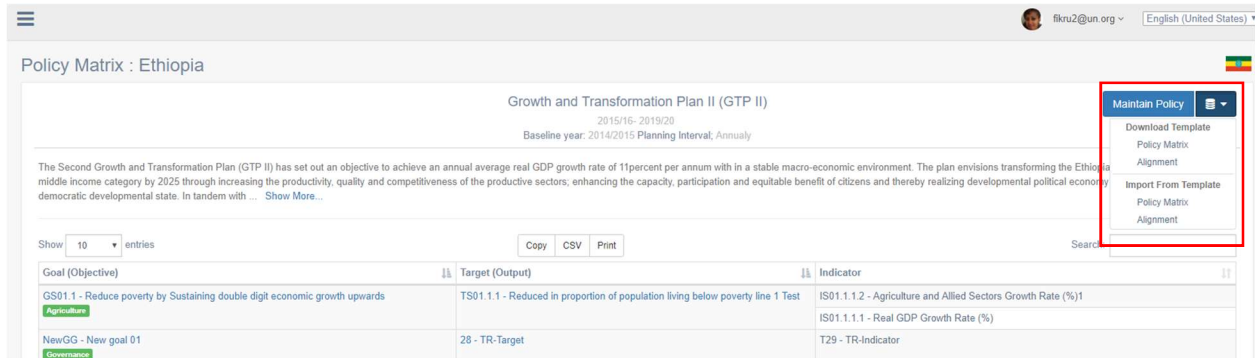
- Click on "Policy Matrix" or "Alignment" located under **"Download Template"** to download the template.
- The template is in excel format (ref. Figure 42); open the file to view and make changes. The excel will be as the image shown below.

Figure 42: Download/import template
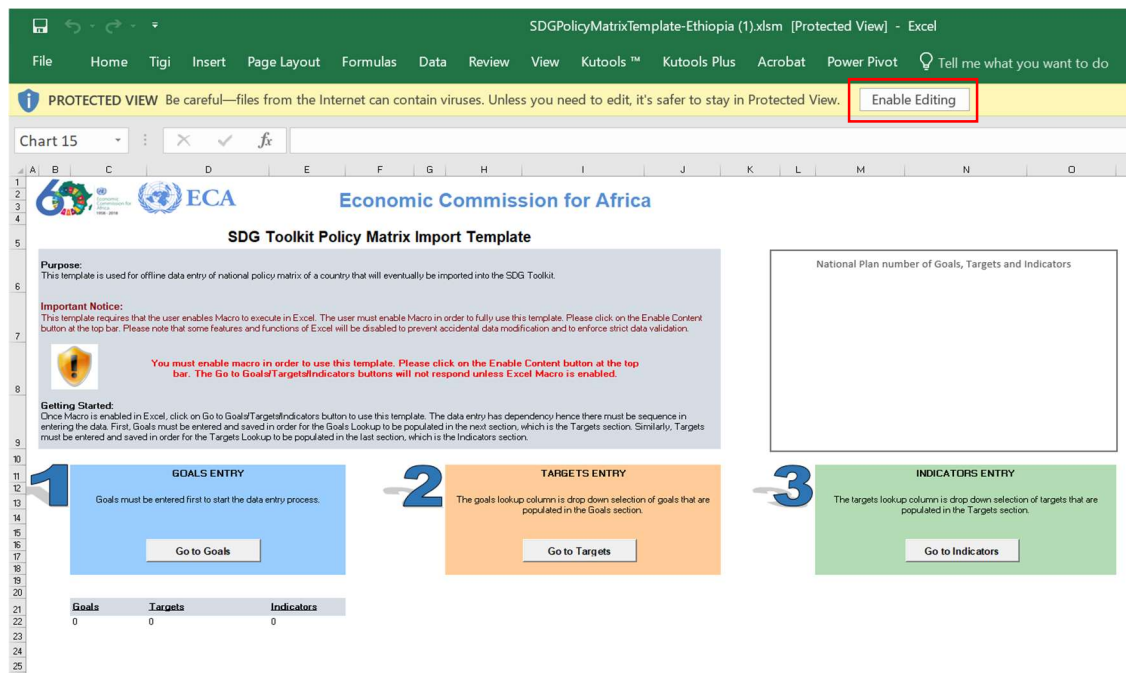
- To edit to the template, click on the "Enable Editing" button located at the top-right corner of the excel screen. Make the required changes and save.
- To import data from a template, click on the "Policy Matrix" or "Alignment" located under the **"Import from Template"** section. The image in
- Figure 43 will be displayed.

Figure 43: Importing data from a template
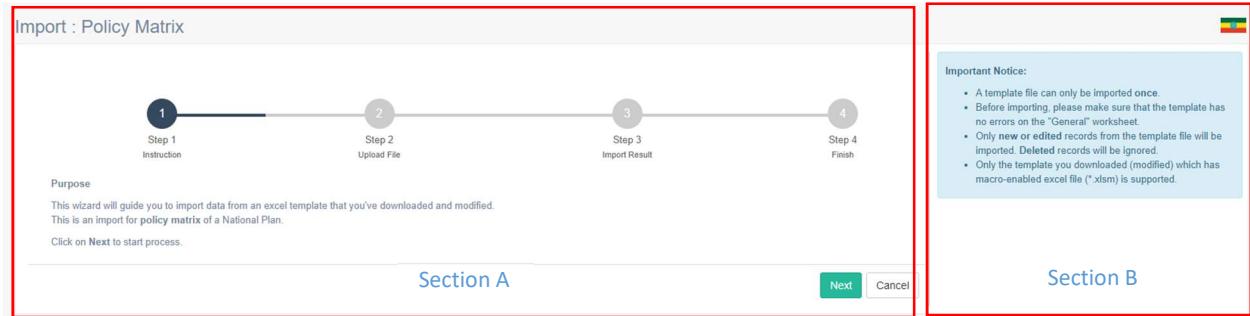
Section A: is a wizard to guide you the step by step procedure to import data from an excel template. click on the "Next" button to start importing.

Section B: is a brief description and notes regarding the data being imported. make sure the file you are importing satisfies the rules mentioned.

5. National Plan Monitoring & Evaluation

This section allows users to monitor the national plan created for a country against the SDGs and Agenda 2063 it is aligned with.

5.1 How to Maintain a National Plan Monitoring

- By clicking on the "Monitoring" sub-menu, the screen in Figure 44 is shown.

Figure 44: National plan monitoring
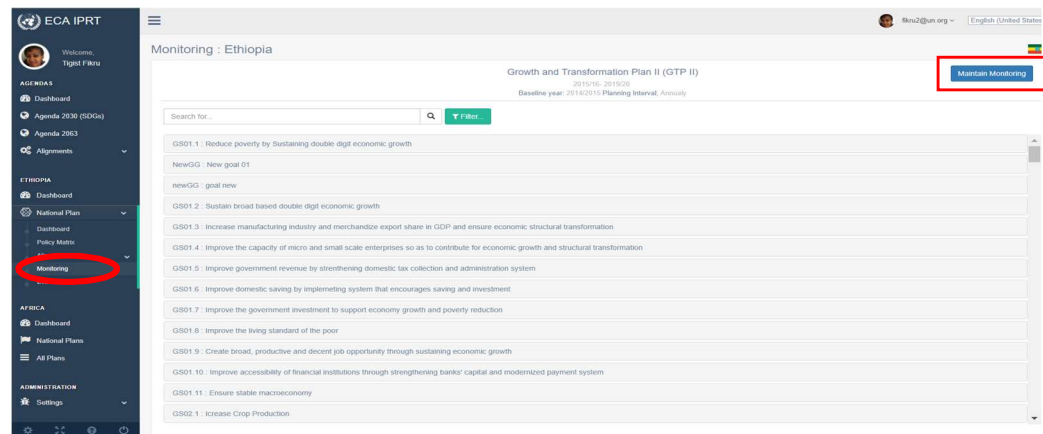
The national plan is monitored at an **indicator level**. To edit the Indicator values, click on "Maintain Monitoring" at the top-right side of the screen. Then select a national goal and click on the "+" icon to list the targets, then indicators available under the national goal. Select the indicator name and the image in Figure 45 will be displayed.

Figure 45: National plan monitoring table

- In Figure 45, if a baseline is not available for the indicator, "Baseline Period" and "Baseline Value" are disabled. If it is available, you can choose the value from the drop-down list and fill in the "Target Values" for the years displayed.
- After completing the information, click the "Save" button; "Success" message will be displayed (ref. Figure 46).

Figure 46: Completed monitoring table

5.2   How to Maintain a National Plan Evaluation

This section allows users to evaluate the progress of the National Plan according to the alignment.
- By clicking the "Evaluation" sub-menu, as seen in Figure 47.

Figure 47: Maintaining a National Plan Evaluation
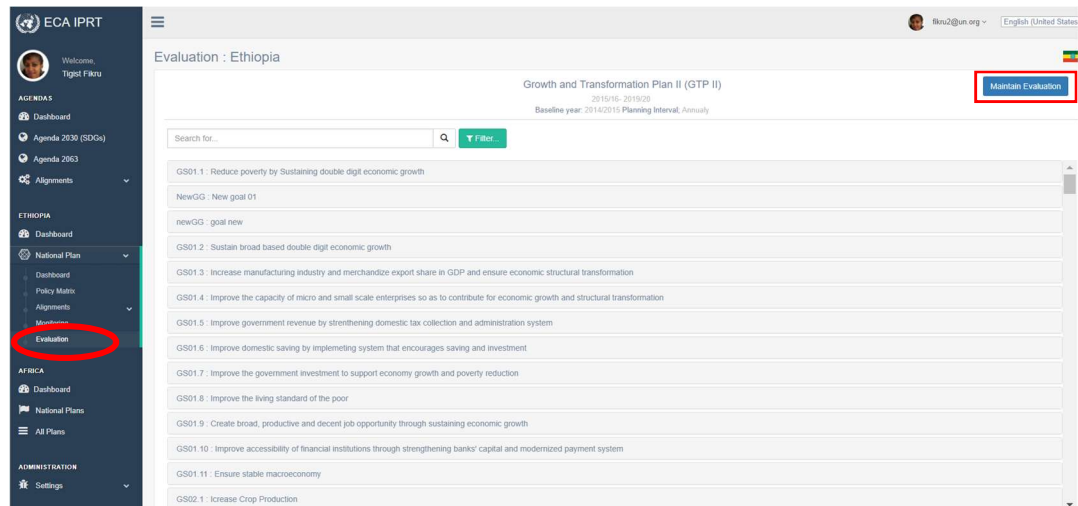
- Click on a goal to see the list of targets and indicators and their values associated with the national goal.
- The national plan evaluation is done at an **indicator level**. To edit/add the Indicator evaluation values, click the "Maintain Evaluation" located at the top-right side of the screen; you will be redirected to the image in Figure 48 b.

- Depending on the user's assigned permission, the actual targets data input boxes will be enabled/disabled. If the input boxes are enabled, type in the values and click "Save".

Figure 48b: Evaluation table

	Indicates the indicator is not cumulative
	Indicates the indicator has cumulative value

6. Continental level National Plans

This section allows users with assigned permission to view the national plans at continental level. A summarized view of National plan alignment with the two Agendas is presented in the form of graphs.

6.1   Viewing the Dashboard of Africa

- If a user has assigned permission to view other African countries national plans, this option will be available.
- Select the "Dashboard" menu from the "AFRICA" section to open the summarized view of the national plans each country has with both the SDGs and Agenda 2063 goals. When you select the sub-menu the screen in Figure 49 will be displayed.

Figure 49: Continental-level Dashboard
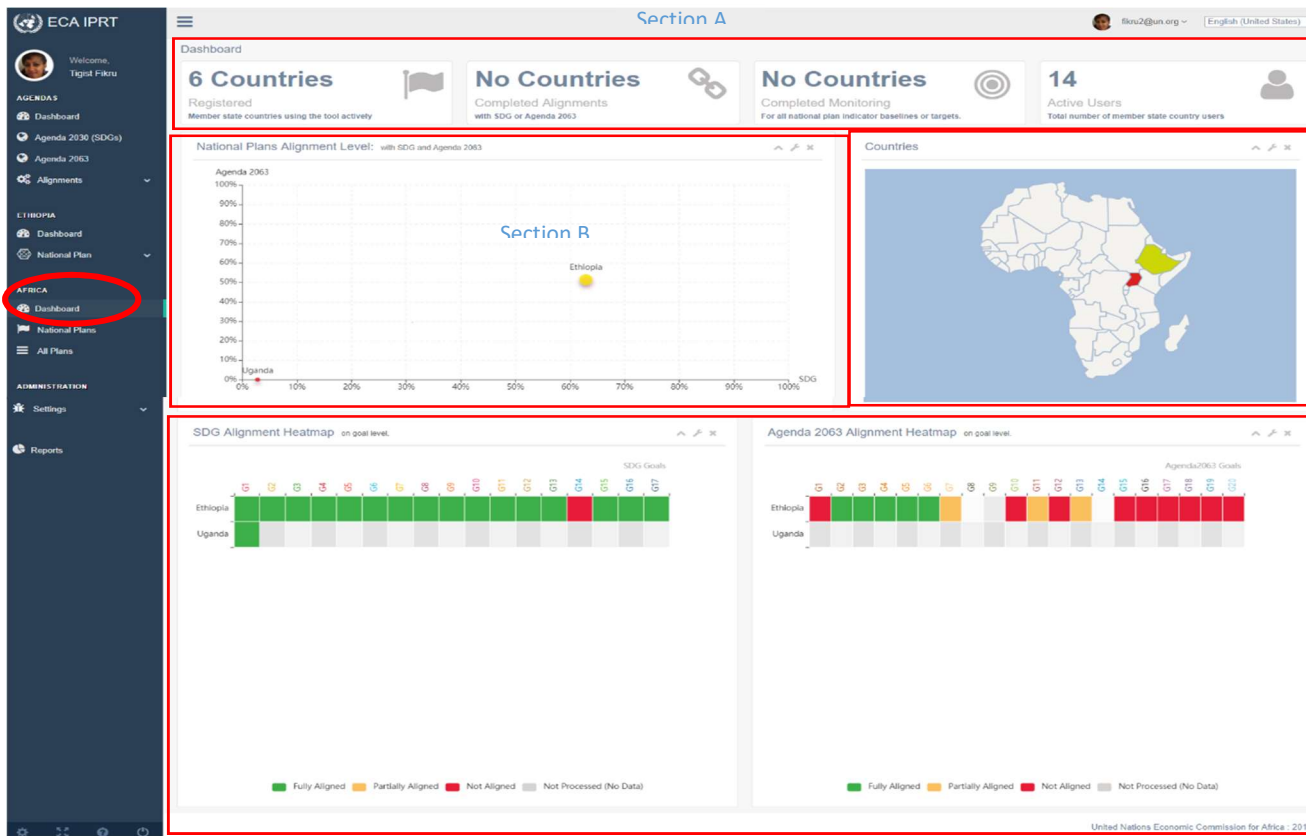
Section A: shows all the member state countries that are currently registered and actively using the tool. It shows the countries that have completed their SDG & Agenda 2063 alignment as well as monitoring and the number of users per country.

Section B: shows a graphical representation of the countries national plan alignment levels with the SDGs and Agenda 2063.

Section C: displays maps of countries alignment. When you place the cursor over one of the countries a tooltip will display the percentages alignment of the SDGs and Agenda 2063. Click on a specific country to be redirected to that country's dashboard view (Figure 50).

Figure 50: Country dashboard
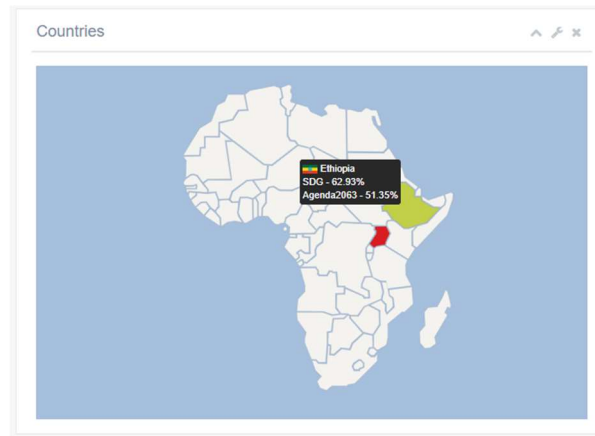
Section D: shows a hit-map representation of the SDGs and Agenda 2063 alignment levels. Place the cursor over the areas to open the tooltip showing the national goal aligned with the one of the SDGs or Agenda 2063 as indicated in
Figure 51.

Figure 51: Hit-map representation of the SDGs and Agenda 2063 alignment levels
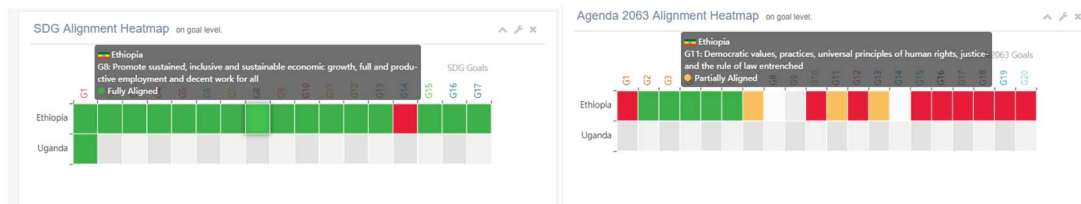
6.2   Viewing the National Plans of Africa

- Only users with permission to view other African countries national plans will have this menu available. Select the "National Plans" menu from the "AFRICA" section to open the list of countries and their respective national plans. Selecting the sub-menu opens the screen in Figure 52.

Figure 52: Continental-level national plans
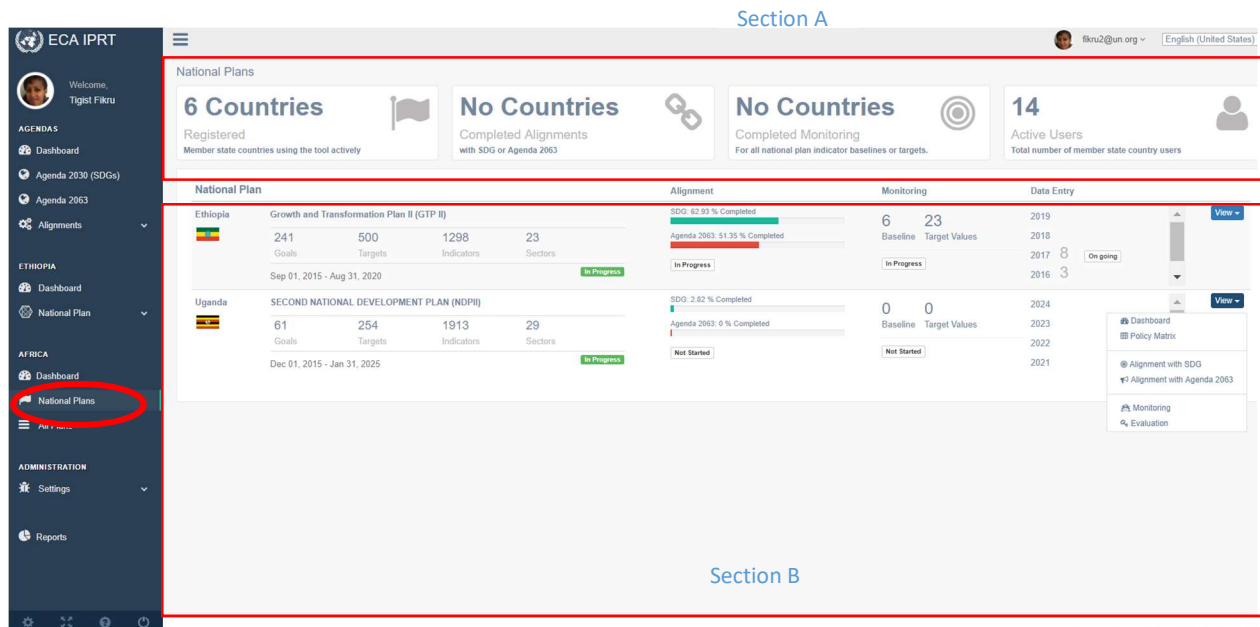
Section A: shows all the member State that are registered and actively using the tool. It shows which countries have completed their SDG & Agenda 2063 alignment levels as well as monitoring and the number of member state country users.

Section B: shows all the countries National Plans and their progress with the alignments level.

▪ Click the "View" drop-down button of one of the countries to see the options available as indicated in Figure 53.

Figure 53: Detailed country view
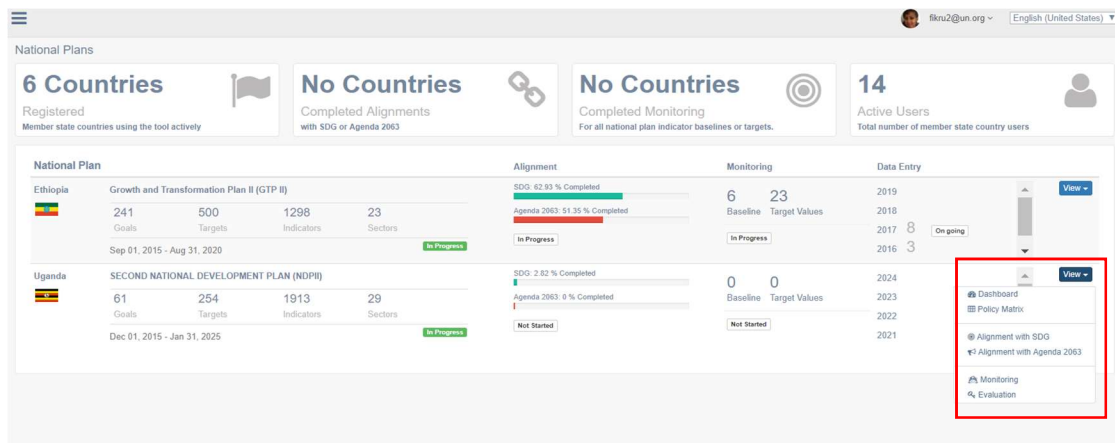
▪ Clicking any of the options listed redirects the user to the respective detailed page of the country.

6.3   Viewing All Plans of Africa

- If a user has assigned permission, this menu will show all the countries with their respective "National Development Plan". Select the "All Plans" sub-menu from the "AFRICA" section (ref. Figure 54).

Figure 54: Viewing all Africa Plans

- To open the National Plan of a country, click the "Plan Name" column of the country listed. The screen in Figure 55 will be displayed.

Figure 55: Country development plans

- **Note:** Only administrators with the right permissions can mark the National Development Plan as "Complete".

7.0 How to Create a National Plan

The option to create a national development plan is found in the "Administration" section of the navigation menu. This menu is only available to upper-level administrators with permission levels to manage the National Plan or sector plans of a a given country.

7.1   How to View/Edit Sectors

To view the available sectors and be able to edit, click on the "Sectors" sub-menu in the "Administration" section. The image shown in Figure 56 will be displayed.

Figure 56: Viewing national sectors
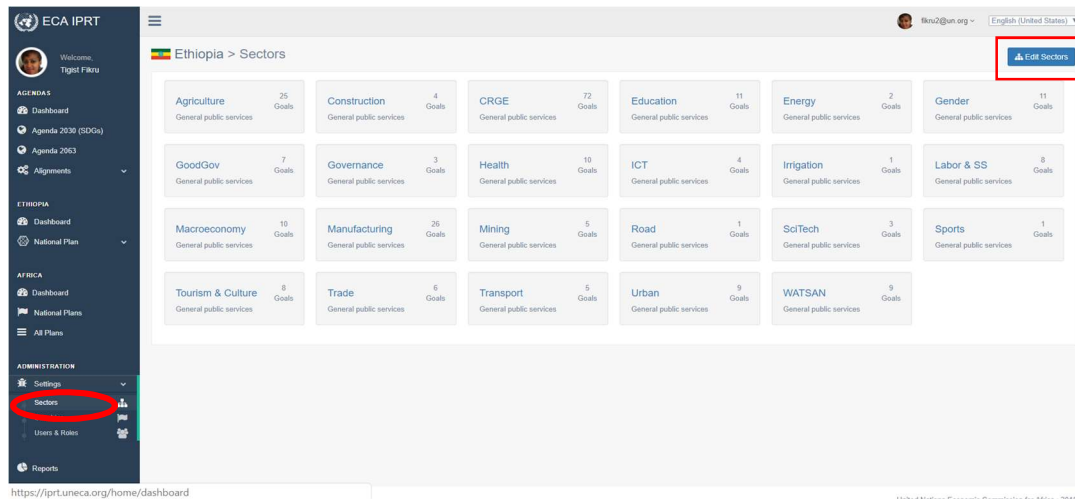
- To edit a sector, click on "Edit Sectors" menu located at the top-right corner of the screen. The image shown in Figure 57 will be displayed.

Figure 57: Editing sectors
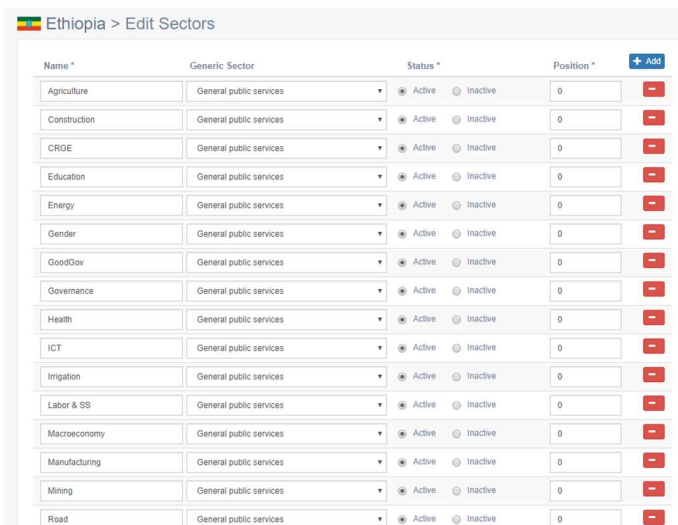
- Users can edit the sector by changing "Generic Sector" or the "Status" column and typing in the "Position" value.

7.2   How to Create/Edit a Country's National Plan

This is the section only administrators with the assigned privileges create the
National Development Plan.

- To view and create a country's national plan, click the "Countries" sub-menu in the "Administration" section. The image shown in Figure 58 will be displayed.

Figure 58: List of national development plans

- To create a National Plan for a country, click the "Create New" button in the National Development Plans column. The image shown in Figure 59will be displayed.

Figure 59: Adding a national development plan

- Type in the required information for all the attributes in the displayed page click the "Save" button to add the national plan.
  - To add sectors that relate to the country's National Plan, click the "+" icon in the sectors column of the screen as indicated in Figure 60.

Figure 60: Adding sectors

- type in the "Name", select the "Generic Sector" from the drop-down list available. Choose the status of the sector and the position and click on the "Save" button to add the sector to the national plan.

7.3   How to Activate a Country's National Plan

After a country's national development plan is created it should be activated to be used by the policymakers. Click the "Countries" menu as indicated in Figure 61.

Figure 61: Activating the national plan

- In Figure 61, click the national plan of a country you want to activate from the "National Development Plans" column. The status of the national plan shows as "Draft" initially.

- Click the "Activate" button to activate the national plan of the selected country. The status will change to "On Progress" when activated.
- To delete the national plan of the selected country, click on the "Delete" button.

8. Reports

8.1   How to Create a Report

This section allows users with permission to generate reports based on "Policy Matrix" or "SDGs" or "Agenda 2063" options. Click the "Reports" menu from the navigation menu.

- When you select the "Reports" menu, the IPRT - Reports screen with three report option types will be displayed as shown in Figure 62: Reports menu
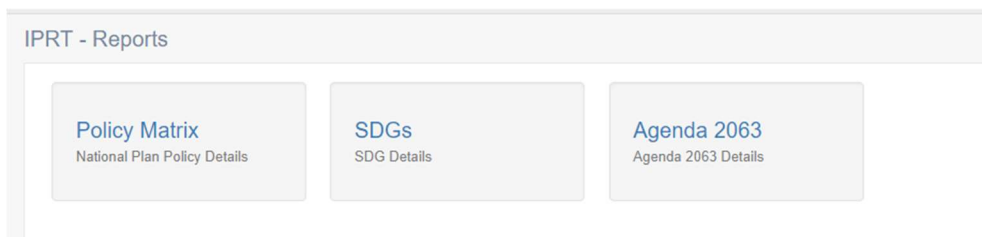
Figure 62: Reports menu

- From the report options available, select the type of report you want to create. When you select one of the options the "IPRT Reports" page will be displayed as shown below.

- To download the pdf version of the report, click the "Download PDF" button at the top-right corner of the screen.

- Similarly, you can click the other IPRT report options to generate the reports.