DesInventar
Disaster Inventory System

DesInventar User's Guide
Data Entry Module

Version 8.1.9
2009

Introduction

DesInventar Online is a software tool that implements the DesInventar methodology and is designed to be used online over the Internet. It implements and expands the functionality of previous versions of the software.

This User's Guide describes the data entry module for DesInventar, and gives you a basic knowledge of the procedures used to add or edit data cards to your database.

For use of this module you need to be a registered user of the online website and have been assigned permissions for one or more databases.

User's Login

When you first visit the DesInventar website (http://online.desinventar.org) you should authenticate yourself on the software in order to use the Data Entry Module.

At the top left area of the screen, you should see a User's Login label:

Just click on the User's Login label and provide your user name and password to the system.

If the user and password provided are correct you should see the list of databases for which your account has access allowed and the level of privilege for each one of them.
When you click on any database that appears on your list (if you work with many databases it would be necessary to scroll down the lists), the general information about the database is shown on screen, and you can use the DesInventar and DesConsultar to select in which software module do you want to work.

**About Disaster Record (Data cards) Status**

The Disaster records in a database of DesInventar can be in different status, these are:

- **Draft**
  
  A Data card in a *Draft* status is considered as work in progress and not finished, is could happen that all data necessary to complete the data card is not available at once, in that case the data card is saved as a *Draft* and edited later in order to finish it.

- **Pending Approval**
  
  When a user with normal privileges finishes edition, he saves the data card with the status of *Pending Approval* which means that the data is ready and only left is that a supervisor user publish it.

- **Published**
  
  Data cards in *published* status are complete data cards and are shown in all queries both for
anonymous and registered user's of the software.

Pending Deletion
A user with delete permissions on data cards can set this status. This means that the data card is to be removed. Only a Supervisor user or the database administrator can effectively remove the data card. This extra step in deletion of data card is a security measure to avoid loss of valuable records from the database. When the supervisor or manager of the database approves the deletion, the records are permanently removed from the database.

About Roles and Privileges in DesInventar
DesInventar uses a privilege schema which is represented by mean of Roles assigned to each user in a database. here is a small description of the functions available to each of them:

Observer
The observer is the minimal permission for a user with access to the DesInventar module in a database. This set of permissions allow the user to see all published data in the database but it cannot modify any data.

For this user, all Save commands are disabled in the software.

User
This role is for users in charge of data entry. They can create new data cards, edit existing ones etc. In order to have a quality control of the records in the database, this type of user cannot publish data cards, they can submit them for approval. This means that the data cards are stored in the database but not visible in queries or other output.

Supervisor
This role, in addition to the permissions of the User Role, has the ability to publish data cards. Therefore, is recommended that this role be set for a person who has the function of reviewing the data entered and make corrections etc.

Manager
This role is for the user who is in charge of managing the database. This user is able to edit the elements of the database such as Geography, Geographic Levels, Events, Causes etc.

DesInventar’s Main Window
The main window is where all the interaction with the user happens, so we will explain several
aspects of it and the procedure to create or edit data cards.

**Data entry module – Main window**

**Button bar Options**

**File menu**

This menu contains commands used to operate on the data cards such as *Print* which prints the current window content and *Quit* used to close the data entry window.

**Configuration menu**

This menu contains commands which are used to edit other aspects of the database, and are available to the region administrator. These commands are described in detail in the Region Administrator User's Guide.
**New Button**
This button is used to create a new data card with all fields blank or with their default value.

**Edit Button**
Use this button when you want to edit the data card currently shown in the form.

**Save Button**
When using the New or Edit functionality, use this button in order to finish editing the data card and save it to the database.

Please note that the data will be validated first and errors will be shown; in that case data will not be saved until you fix the errors.

**Clear Button**
This button is used to clear all data in the form and start over with a new data card.

**Cancel Button**
This button cancels the current action.

**Search Button**
This function allows one to perform a quick search in order to find data cards using some of the record parameters. This function returns a list with the data cards found. Selecting a row from that list copies the data card to the form where you can view or edit its data in detail.
General Data card information

This area of the form has the fields that are related to the general information about the data card.

Start date

This group is composed of three fields. You should enter the year, month and day of the disaster. Of these fields the year is mandatory, the other two can be left blank, which can be used to represent disasters where the exact date is not known.

Sources

This field should be filled with the source(s) of information, a description of the media (i.e. newspaper, census etc.), the preexisting database(s) and the entity or entities from which the information was obtained.

Status

Input here the status of the data card, the values shown in the list depends of the User Role for this database. Please refer to the section explaining the data card status for a detailed description of each value.

Serial

This field is used to identify the data card, using a number, an acronym or code for the record,
To give the information a better organization it is recommended to assign serial values in a sequential way although it is not compulsory. This field may include numbers, letters, hyphens and other typefaces.

It is recommended that the value you assign corresponds to a characteristic of the original record (for example, in paper), or that you may transcribe on it, to facilitate future references or inspections. Observe that the serial values are not unique, it is possible to have more than one record with the same value, but for better results it is recommended to choose them in a unique way.

**Geography Information**

The Geography Information of the data card allows you to define the geographical location of the disaster.

<table>
<thead>
<tr>
<th>Geography</th>
<th>Place</th>
<th>Latitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>0: Province: MALAMPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1: Council: North Anarym</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Geography**

For each database, the Region Manager should have defined/created the Geographic Levels and elements that corresponds to the area of interest of the database. The user can choose using the fields on the left the value or values that precisely defines on which geographic element the disaster occurs.

Choosing a value from the first level of geography is mandatory, the other levels are optional.

**Place**

This is a text field used to describe in more detail the place where the disaster occurs, can be for example a local geography name, a street name etc.
Longitude/Latitude

If the exact information about the location of the event is known, it must be entered in these fields. The format of these should be a floating number between -180 and 180 for Longitude and between -90 to 90 for Latitude.

Disaster Effects

Effects over People and Housing

This is a group of variables that correspond to the effects over people. For each variable listed it follows a special field with four possible states:

- **Value**: The field has value associated, these can be entered here.
- **There were**: This value means that the field has a value associated but this is unknown.
- **There weren't any**: This value means that in the field the value associated is zero.
- **Don't know**: This value means that you don't have information about the value in the field.

In the newer versions of DesInventar the concept is implemented that a value representing the effects exists but the exact value is not known. This makes the representation of the effects more accurate.

The fields in this group are:

- Deaths: Number of dead people
- Missing: Number of missing people
- Wounded/Sick: Number of injured/wounded/sick people
- Affected People: Number of affected people
- Relocated: Number of relocated people
- Evacuated: Number of evacuated people
• Affected Houses: Number of affected houses.
• Destroyed Houses: Number of destroyed houses.

**Effects over Infrastructure**

These group of fields have a special input field which can take three values: *There were, There weren't any, Don't know.* The value is the same as previously explained. Notice that these fields cannot have a value the only express if a specific infrastructure sector was affected.

The fields in this group are:

- Transport
- Communications
- Aid and Relief
- Agriculture and fishing
- Aqueduct
- Sewerage
- Education
- Energy
- Industry
- Health
- Other

There are other fields in this group that accept numeric values and text fields:

- Routes affected
- Crops and woods (Hectares)
- Livestock
- Educational centers
- Aid centers
- Loss value (local currency), estimated value of losses in local currency.
- Loss value (USD), estimated value of losses in American Dollars.
- Other losses
- Observations about the effects

**Type of Event Fields**

<table>
<thead>
<tr>
<th>Type of event</th>
<th>Magnitude</th>
<th>Duration</th>
<th>Observation about the event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volcanic Activity</td>
<td>YES</td>
<td>0</td>
<td>Central, vert eruption, explosive eruption, pyroclastic flow(s), fatalities</td>
</tr>
</tbody>
</table>

This group of fields are for the information related to the Type of Event associated with the Disaster, the fields are:
**Type of Event**

From the drop down list, select the type of Event associated with the Disaster. This list is formed from a list of predefined Events included in the DesInventar methodology and the local events that the Region Manager has defined.

For an explanation of each Event type, please refer to the Methodological Guide of DesInventar.

**Magnitude**

This field express the magnitude of the event associated with the disaster. This field is stored for information purposes only, cannot be used for creating graphs or maps.

**Duration**

This field stores the duration in days of the Event associated with the Disaster.

**Observations about the Event**

Use this text field to enter any other information relevant to the Event.

**Type of Cause Fields**

These fields are for the information about the Cause of the Disaster. You must choose one of the values from the drop down list and optionally enter any observation about the cause in the text field.